

## **LRCI Phase 4 Funding PART B – Footpaths**

Initial Footpath inspection report was compiled on the 22<sup>nd</sup> June 2022 by Mark Brlevich. Over the last year several complaints from the community have been received regarding the poor condition of the footpaths in town. Footpaths were reinspected on the 5<sup>th</sup> October 2023. LRCI Phase 4 Funding Part B is suitable to cover the cost for a contractor to repair the footpaths in town.

The inspection has identified several spots which require attention:

### **Urgent items**

1. The footpaths on the northern end of Inglis Street needs to be removed and disposed of. A new footpath is to be constructed to connect Railway Parade and Abels Street.
2. The storm drain on Beatty Street corner Treloar Street is missing its lid and has been covered by pavers in the interim. The footpath connecting Treloar Street and Beatty Street is incomplete and requires two new slabs to connect the existing footpaths. The hospital also requested to have access to the Gymnasium which will be 217m of new footpath along Treloar Street.
3. At 12 Forrest Street (Lion's den) the existing, damaged asphalt needs to be removed and disposed of before constructing a new footpath which will connect the existing ones on either side. The new footpath needs to allow for vehicles to enter Lion's den car park and to access the laneway on the right-hand side of 12 Forrest Street.
4. The asphalt on Abels Street corner Inglis Street along with two existing slabs next to the asphalt on Abels Street need to be removed and disposed of before constructing a new footpath connecting to the existing one. Once repaired consider installing barriers (e.g. concrete planters, bollards) along Abels Street footpaths to stop vehicles from driving over the footpath to access gravel parking area and damaging the footpaths again.
5. New footpaths need to be created on either side of the laneway access on Dickson Street. Two slabs of concrete will need to be replaced to the south of the laneway.

### **Priority items**

1. On Bridge Street between Post Office and Medical Centre tree roots have lifted the paving. The paving needs to be removed and replaced with concrete. The kerbing near the Medical Centre is cracked and leaning toward the road. It needs to be realigned or replaced.
2. Two concrete slabs need to be removed on Cailles Street corner Forrest Street and replaced including a ramp to safely cross the road. It is recommended to remove one concrete slab to avoid future damage by residents of 2 Forrest Street.
3. On Abel Street between BP and Inglis Street individual slabs are broken and/or severely cracked and need to be replaced. Ramps on footpaths between 50 - 58 Abel Street are too steep and need to be modified to allow to safe access to residents' properties.
4. A drain in front of 3 Beatty Street needs to be modified as it is a pram wheel hazard. The driveway of 7 Beatty Street is in poor condition and needs to be modified. The new footpath needs to have a ramp to the street to allow residents of 7 Beatty Street to keep using their driveway without damaging the kerb and footpath.

### **Non-urgent items**

- Barron Street - individual slabs are cracked/broken and need to be replaced, uneven surfaces may have to be grinded down.

- Cowley Street - individual slabs are cracked/broken and need to be replaced, uneven surfaces may have to be grinded down.
- Proctor Street - individual slabs are cracked/broken and need to be replaced, uneven surfaces may have to be grinded down
- Railway Parade - individual slabs are cracked/broken and need to be replaced, uneven surfaces may have to be grinded down
- Bridge Street between Abels Street and Lodge - individual slabs are cracked/broken and need to be replaced, uneven surfaces may have to be grinded down

#### **New items**

- Beatty Street to Country Music Park - 178m. There is currently no footpath along Jackson Street to access the Country Music Park and Caravan Park.
- Beatty Street to Hospital via Treloar Street - 217m. The hospital also requested to have access to the Gymnasium which will be 217m of new footpath along Treloar Street.
- Cailes Street Between Forrest and Cowley Street - 126m. It's recommended to construct a footpath along Cailes Street for continuity of flow. Pedestrians must currently swap sides back and forth.
- Lodge to Lions Park via Gibs Street and Bicentennial Walk Trail - 168m

## Urgent items

### **Northern end of Inglis Street (between Railway Parade and Abels Street)**

*Scope: Removal of old footpath  
and construction of new one to  
connect Railway Parade and Abel  
Street*





**Lion's den (12 Forrest Street)**

*Scope: Removal of asphalt and construction of new footpath connecting to the existing ones. Car park and laneway need to stay accessible.*





**Abels Street crn. Inglis Street**

*Scope: Removal of asphalt, damaged concrete slabs & corelating pavers. Construction of new footpath. Add barrier to deter vehicles from accessing the gravel car park on the corner and damaging the new footpath*





**Treloar Street crn. Beatty Street**

**Major hazard**

*Scope: Cover storm drain with lid and replace missing sections of footpaths. Construction of new footpath on Treloar Street up to hospital (217m)*









Dickson Street  
Scope: Connect footpath to asphalt, replace to concrete slabs to the south of the laneway.





**Priority Items**

Bridge Street Between Post Office and Medical Centre  
*Scope: Remove paving and replaced with concrete.  
Replace kerbing near the Medical Centre.*





Cailles Street crn. Forrest Street  
Scope: Remove broken concrete slabs and replace.





Abel Street between BP and Inglis Street  
*Scope: Ramps on footpaths between 50 - 58 Abel Street are too steep and need to be modified to allow to safe access to residents' properties.*





Beatty Street between Jackson Street and Treloar Street

*Scope: The drain in front of 3 Beatty Street needs to be modified as it is a pram wheel hazard. The driveway of 7 Beatty Street is in poor condition and needs to be modified. The new footpath needs to have a ramp to the street to allow residents of 7 Beatty Street to keep using their driveway without damaging the kerb and footpath.*



*beatty street  
pram wheel hazard*



beatty street



## Attachment 9.2.1A

Chq/EFT	Date	Name	Description	Amount
20618	17/10/2023	Pivotel	GPS Tracking Service - Grader and Transfer Station Oct2023	-62.00
20619	17/10/2023	Water Corporation	Water Across Shire Facilities to 03/10/2023	-5482.91
20620	17/10/2023	Water Corporation	Water Across Shire Facilities to 03/10/2023	-1390.49
<b>TOTAL MUNI CHEQUES to 31 October 2023</b>				<b>-6,935.40</b>





Chq/EFT	Date	Name	Description	Amount
EFT14710	02/10/2023	Amity Signs	Street Signs	-455.40
EFT14711	02/10/2023	Ampol Petroleum Distributors Pty Ltd	Fuel Sep2023	-16113.62
EFT14712	02/10/2023	Australian Services Union	Payroll Deductions	-26.50
EFT14713	02/10/2023	Australian Taxation Office	BAS Mar2023 PAYG Jan-Mar2023	-228465.00
EFT14713	02/10/2023	Australian Taxation Office	BAS Jun2023 PAYG Apr-Jun2023	-181031.85
EFT14714	02/10/2023	BP Medical	Medical Supplies	-898.30
EFT14715	02/10/2023	Boyup Property Maintenance	Various Shire Buildings - Gutter Cleaning	-7950.00
EFT14716	02/10/2023	Bunnings Group Ltd	Depot PPE	-94.05
EFT14717	02/10/2023	Coates Hire Operations Pty Limited	Tourist Centre ATU Project - Portable Toilet Hire Aug2023	-219.74
EFT14718	02/10/2023	Kojonup Agricultural Supplies (t/f KAS Unit Trust t/as)	Citizens Lodge Croquet Lawn - Herbicide	-198.00
EFT14719	02/10/2023	Employee	Reimburse AHPRA Registration 2023-24	-995.00
EFT14720	02/10/2023	Neverfail Springwater Limited	Staff Drinking Water	-61.45
EFT14721	02/10/2023	Rear's Electrical & Mechanical Services Pty Ltd	Football Change Rooms - HWS Repairs	-351.48
EFT14721	02/10/2023	Rear's Electrical & Mechanical Services Pty Ltd	Admin - Relocate Reception Power Points	-275.00
EFT14722	02/10/2023	South West Compressors	P146 Small Plant - Air Compressor Service	-374.22
EFT14723	02/10/2023	Southern Lock & Security	Family Stop Centre - Replacement Locks	-448.68
EFT14724	02/10/2023	Southwest Hoist & Crane	P232 Overhead Crane and Hoist - Service and Safety Inspection	-1012.00
EFT14725	02/10/2023	Statewide Bearings	Expendable Tools	-369.07
EFT14726	02/10/2023	TJ Depiazzi & Sons (Silverspring Trust t/as)	Family Stop Centre - Playground Sand	-1300.53
EFT14727	02/10/2023	Totally Workwear - Bunbury	Depot PPE	-189.00
EFT14728	02/10/2023	Wurth Australia Pty.Ltd	Workshop Consumables	-179.70
EFT14729	09/10/2023	AMPAC Debt Recovery (WA) Pty Ltd	Rates Debt Collection Commission and Costs Sep2023	-3556.00
EFT14730	09/10/2023	Arbor Guy	Townsite Tree Pruning	-14476.00
EFT14731	09/10/2023	Australia Post	Postage and Stationery Sep2023	-830.51
EFT14732	09/10/2023	Beulah Wines (C.J, J.L & R.J Nield t/as)	Chambers Refreshments	-400.00
EFT14733	09/10/2023	Boyup Brook Co - Operative	Purchases Aug2023	-2300.20
EFT14734	09/10/2023	Boyup Brook IGA	Purchases Aug2023	-14.29
EFT14735	09/10/2023	Boyup Brook Pharmacy (Westphal Family Trust)	Medical Supplies	-46.85
EFT14736	09/10/2023	Boyup Brook Tourism Association Inc.	Councillor Gifts	-310.50
EFT14737	09/10/2023	C & D Cutri	Level 1 Bridge Inspections	-4950.00
EFT14738	09/10/2023	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	Key Cutting	-31.44
EFT14739	09/10/2023	Employee	Reimburse Rylington Park Field Day Purchases	-778.51
EFT14740	09/10/2023	Forkwest (Polbak Unit Trust T/as)	Heavy Plant Purchase - P242 2022 Hyster Diesel Forklift	-30250.00
EFT14741	09/10/2023	Fuel Brothers WA.Com Pty Ltd	Catering Aug2023	-492.00
EFT14741	09/10/2023	Fuel Brothers WA.Com Pty Ltd	Fuel Aug2023	-61.66
EFT14742	09/10/2023	Haycom Technology Pty Ltd	Medical Centre IT Support Fees Oct2023	-1732.50
EFT14743	09/10/2023	Employee	Reimburse Conference Travel Costs	-512.96
EFT14744	09/10/2023	Employee	Reimburse Training	-93.50
EFT14745	09/10/2023	Johnson's Food Services (t/f Johnson Family Trust t/as)	Various Shire Buildings - Cleaning Supplies	-20.37
EFT14746	09/10/2023	KA & LJ Chambers	Sandakan Flower Arrangements	-330.00
EFT14747	09/10/2023	Lamat Cleaning (The Bogar Unit Trust t/as)	Various Shire Buildings - Cleaning Sep2023	-2240.00
EFT14748	09/10/2023	Employee	Reimburse WALGA Conference Meals	-106.00
EFT14749	09/10/2023	Metal Artwork Badges	Councillor Desk Name Plaques	-36.58
EFT14750	09/10/2023	Employee	Reimburse Conference Costs	-809.44
EFT14751	09/10/2023	Officeworks Ltd	Admin Stationery	-189.85
EFT14752	09/10/2023	SOS Office Equipment	Photocopier Billing Sep2023	-860.10
EFT14753	09/10/2023	The Treehouse Coffee Lounge (JP Rice & NM Rice t/as)	Catering Sep2023	-400.00
EFT14754	09/10/2023	Vogue Furniture	Admin Office Furniture	-470.00
EFT14755	09/10/2023	activ8me (Australian Private Networks Pty Ltd)	Various Shire Properties - Internet and Phone Sep2023	-410.75
EFT14756	09/10/2023	Local Government Professionals Australia WA	CEO Annual Membership 2023-24	-531.00
EFT14757	09/10/2023	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 13/09/2023	-1318.84
EFT14758	09/10/2023	Telstra Limited	Telephone Across Shire Facilities to 22/09/2023	-1621.07
EFT14759	17/10/2023	AFGRI Equipment Australia Pty Ltd	Expendable Tools	-85.00
EFT14760	17/10/2023	Amity Signs	Rural Number Signs	-80.85
EFT14761	17/10/2023	Ampol Petroleum Distributors Pty Ltd	Fuel Sep-Oct2023	-9423.81
EFT14762	17/10/2023	Australian Services Union	Payroll Deductions	-26.50
EFT14763	17/10/2023	BCE Surveying Pty Ltd	RRG004 Winneup Road - Feature Survey	-5445.00
EFT14764	17/10/2023	BOC Limited	Gas Cylinder Rental Sep2023	-62.71
EFT14765	17/10/2023	Black Box Control Pty Ltd	Monthly Grader Tracting Service Oct2023	-101.85
EFT14766	17/10/2023	Boyup Brook Co - Operative	Rylington Park - Purchases Sep2023 incl Stock Vaccines	-4565.60
EFT14767	17/10/2023	Boyup Brook Community Resource Centre	Boyup Brook Gazette Advertising Oct2023	-565.00
EFT14768	17/10/2023	Boyup Brook IGA	Rylington Park - Field Day and Shearing School Purchases Sep2023	-2070.71
EFT14769	17/10/2023	Boyup Brook Pharmacy (Westphal Family Trust)	BBELC - First Aid Supplies	-157.34
EFT14770	17/10/2023	Boyup Brook Tyre Service	P169 Toro Greens Mower - Battery	-202.00
EFT14770	17/10/2023	Boyup Brook Tyre Service	Rylington Park - Mitsubishi Ute Battery	-340.00
EFT14770	17/10/2023	Boyup Brook Tyre Service	P229 Mitsubishi Triton MR DSL Club Cab Utility - Parts	-1560.00
EFT14771	17/10/2023	Bridgetown Boarding Kennels & Cattery	Animal Impound Fees Sep2023	-440.00
EFT14772	17/10/2023	Bunbury Camera House	Drone Repairs	-454.90
EFT14773	17/10/2023	Bunnings Group Ltd	Rylington Park - Building Maintenance	-69.96
EFT14774	17/10/2023	City Of Busselton	Busselton Margaret River Airport - Business Case Contribution 2023-24 (Adjustment)	-200.00
EFT14775	17/10/2023	Country Music Club Of Boyup Brook WA	Community Grant Funding 2023-24 - Support for Country Music Festival 2024	-5500.00
EFT14776	17/10/2023	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	Abel St Planters - Potting Mix and Plants	-56.67
EFT14776	17/10/2023	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	Rylington Park - Paint	-394.20
EFT14777	17/10/2023	Department of Mines, Industry Regulation and Safety BSL	BSL Collected Sep2023	-113.30
EFT14778	17/10/2023	Focus Networks	Monthly MPS Support - Excluded Services	-242.00
EFT14779	17/10/2023	Fuel Brothers WA.Com Pty Ltd	Catering Sep2023	-444.00
EFT14779	17/10/2023	Fuel Brothers WA.Com Pty Ltd	Fuel Sep2023	-110.08
EFT14780	17/10/2023	Great Southern Shearing Pty Ltd	Rylington Park - Wool Handling Training	-4647.50
EFT14781	17/10/2023	Hastie Waste	Rylington Park - Bulk Waste Collection Sep2023	-115.00
EFT14782	17/10/2023	Kojonup Agricultural Supplies (t/f KAS Unit Trust t/as)	Rylington Park - Purchases Sep2023	-378.58
EFT14783	17/10/2023	Komatsu Australia Pty Ltd	P212 Komatsu GD555 Grader 2017 - Service	-10873.24
EFT14784	17/10/2023	M Stanton	Rylington Park - Shearer Training	-3969.20



Chq/EFT	Date	Name	Description	Amount
EFT14785	17/10/2023	MJ Hallett	P224 John Deere 622GP Motor Grader - Repairs	-680.00
EFT14786	17/10/2023	Mayanup Horse & Pony Club	Community Grant Funding 2023-24 - Transportable Storage Facility	-3500.00
EFT14787	17/10/2023	Officeworks Ltd	Admin Stationery	-541.96
EFT14788	17/10/2023	P Hick	Rylington Park - Shearer Training	-4308.70
EFT14789	17/10/2023	Employee	Reimburse Pre-Employment Medical	-80.00
EFT14790	17/10/2023	Rear's Electrical & Mechanical Services Pty Ltd	Football Club Change Rooms - HWS Repairs	-338.25
EFT14791	17/10/2023	Councillor	Reimburse Sandakan Travel Costs	-1744.22
EFT14792	17/10/2023	Rusty's Plumbing and Gas	Football Club Kitchen - Replace HWS	-1212.20
EFT14792	17/10/2023	Rusty's Plumbing and Gas	Football Club Change Rooms - Replace HWS	-3000.00
EFT14793	17/10/2023	Shire of Boyup Brook	BSL Commission Sep2023	-10.00
EFT14794	17/10/2023	South West Isuzu	P225 Isuzu GIGA CXY 2012 Prime Mover - Parts	-280.31
EFT14795	17/10/2023	Southern Lock & Security	Key Cutting and Door Fittings	-65.50
EFT14796	17/10/2023	Sprint Express	Freight Sep2023	-63.80
EFT14797	17/10/2023	Stridem Pty Ltd	Green Waste Mulching	-10859.20
EFT14798	17/10/2023	The Right Stuff for Landholders	CEO House - Retic Parts	-141.77
EFT14799	17/10/2023	WML Consultants Pty Ltd	Boyup Brook Cemetery - Geotechnical Report	-8745.00
EFT14800	18/10/2023	Biomax Pty Ltd	Tourist Centre - Replacement ATU Installation	-80025.00
EFT14801	24/10/2023	AFGRI Equipment Australia Pty Ltd	Rylington Park - Purchases Sep2023	-1008.58
EFT14802	24/10/2023	Ampol Petroleum Distributors Pty Ltd	Fuel Oct2023	-4811.88
EFT14803	24/10/2023	Argos Fire Safety Pty Ltd	ESL Bush Fire Vehicle Fire Extinguishers	-440.00
EFT14804	24/10/2023	Arrow Bronze	Niche Wall Plaque	-268.20
EFT14805	24/10/2023	B&B Street Sweeping Pty Ltd	Townsite Street Sweeping	-1674.75
EFT14806	24/10/2023	Blackwood Plant Hire	Town Gardens - Tree Relocation	-500.50
EFT14807	24/10/2023	Blackwood Veterinary Centre	Animal Impound Costs Oct2023	-250.00
EFT14808	24/10/2023	Boyup Brook Bowling Club	Extraordinary Donation - Bowling Green Resurfacing	-16000.00
EFT14809	24/10/2023	Boyup Brook Co - Operative	Purchases Sep2023	-4511.50
EFT14809	24/10/2023	Boyup Brook Co - Operative	LRCI Mayanup Hall Refurbishment - Refrigerator	-1649.00
EFT14810	24/10/2023	Boyup Brook IGA	Purchases Sep2023	-1112.49
EFT14811	24/10/2023	Boyup Brook Medical Services	Staff Pre-Employment Medical	-170.00
EFT14812	24/10/2023	Boyup Brook Tourism Association Inc.	Staff Farewell Gift	-71.00
EFT14813	24/10/2023	Boyup Brook Tyre Service	P236 Mitsubishi Triton MR GLX Dual Cab Utility - Repairs	-44.00
EFT14814	24/10/2023	Bridgetown Paint Sales	CEO House - Maintenance	-22.50
EFT14815	24/10/2023	Bunnings Group Ltd	Flax Mill Caravan Park - Expendable Tools	-169.00
EFT14816	24/10/2023	Employee	Reimburse Rylington Park Purchases	-325.81
EFT14817	24/10/2023	Focus Networks	Monthly Device Management Fees Oct2023	-3518.90
EFT14817	24/10/2023	Focus Networks	Monthly Managed Services and Microsoft Office and Project Plan Subscription Sep2023	-3080.74
EFT14818	24/10/2023	Fuel Brothers WA.Com Pty Ltd	Councillor Flash Drives	-141.00
EFT14819	24/10/2023	Hales Electrical	LRCI McAlinden Hall - Electrical Works	-4741.00
EFT14819	24/10/2023	Hales Electrical	Flax Mill Caravan Park - Emergency Repairs to Overhead Connections	-2090.00
EFT14820	24/10/2023	Hospitality House Aust	Pie Warmer	-995.00
EFT14821	24/10/2023	Interfire Agencies	ESL VBFB PPE	-187.00
EFT14822	24/10/2023	Internode Pty Ltd	Depot, Admin and BBELC Internet Nov2023	-329.97
EFT14823	24/10/2023	Employee	Reimburse Battery Operated Candles for Community Christmas	-42.99
EFT14824	24/10/2023	JL Chambers	Rylington Park - Crutching	-888.63
EFT14825	24/10/2023	Johnson's Food Services (tf Johnson Family Trust t/as)	Rylington Park - Hand Towels and Dispensers	-131.43
EFT14826	24/10/2023	Komatsu Australia Pty Ltd	P196 Komatsu 555 Grader - Service Kit	-427.87
EFT14827	24/10/2023	Manjimup Freight Distributors & BMI Logistics	Freight Oct2023	-30.00
EFT14828	24/10/2023	Resident	Refund Hall Hire Bond	-200.00
EFT14829	24/10/2023	M Staniforth-Smith	Rylington Park - Crutching	-648.15
EFT14830	24/10/2023	Neverfail Springwater Limited	Council and Staff Drinking Water	-91.55
EFT14831	24/10/2023	Node1 Pty Ltd	Admin NBN Nov2023	-227.00
EFT14832	24/10/2023	Nolan Drafting	RRG210 Boyup Brook-Arthur Rd - Design Drawings	-3420.00
EFT14833	24/10/2023	Prime Supplies	Expendable Tools	-213.69
EFT14834	24/10/2023	Rear's Electrical & Mechanical Services Pty Ltd	Rylington Park - Dorm Electrical Repairs	-441.65
EFT14835	24/10/2023	Royal Life Saving Society WA Inc	Swimming Pool - Compliance Assessment Costs	-388.30
EFT14836	24/10/2023	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 17/10/2023	-2713.31
EFT14837	24/10/2023	The West Australian Regional Newspapers	Positions Vacant Ad in Manjimup-Bridgetown Times 20/09/2023	-358.12
EFT14838	24/10/2023	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Collection Sep2023	-7974.16
EFT14839	24/10/2023	Winc Australia Pty Limited	Gym Cleaning Supplies	-130.97
EFT14840	31/10/2023	AFGRI Equipment Australia Pty Ltd	Expendable Tools	-199.00
EFT14841	31/10/2023	Ampol Petroleum Distributors Pty Ltd	Fuel Oct2023	-4296.56
EFT14842	31/10/2023	Argos Fire Safety Pty Ltd	ESL Bushfire Vehicle Fire Extinguishers	-44.00
EFT14843	31/10/2023	Australian Services Union	Payroll Deductions	-26.50
EFT14844	31/10/2023	Australian Taxation Office	PAYG Jul-Aug2023	-184926.00
EFT14845	31/10/2023	BP Medical	Medical Supplies	-1222.98
EFT14846	31/10/2023	B Frewen	Rylington Park - Shearer Training	-3998.00
EFT14847	31/10/2023	Bidfood Bunbury	ESL - Fire Operations Refreshments	-454.25
EFT14848	31/10/2023	Boyup Brook Golf Club Inc	Community Grants 2023-24 - Kitchen Upgrade	-5000.00
EFT14849	31/10/2023	Boyup Brook Pistol Club	Community Grants 2023-24 - 50m Range Upgrade	-4000.00
EFT14850	31/10/2023	Boyup Brook Tyre Service	P211 Isuzu D-Max Dual Cab Tray Back Utility - Rear Windscreen	-400.00
EFT14851	31/10/2023	Cleanaway Daniels Services Pty Ltd	Medical Centre - Sharps Disposal Sep2023	-219.59
EFT14852	31/10/2023	Community Mental Health Action Team (CoMHAT) Inc	Community Grants 2023-24 - Community Colour Run and Wellness Workshop	-5000.00
EFT14853	31/10/2023	D & L Bleechmore Haulage	Rylington Park - Sheep Freight Oct2023	-346.50
EFT14854	31/10/2023	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	Swimming Pool Gardens - Seedlings	-396.00
EFT14854	31/10/2023	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	BBELC - Shelving	-44.99
EFT14855	31/10/2023	Darren Long Consulting	Assistance with Audit and Financial Reporting Sep2023	-5775.00
EFT14856	31/10/2023	Department of Fire & Emergency Services	ESL on Shire Buildings 2023-24	-3181.54
EFT14857	31/10/2023	Employee	Reimburse Training	-93.50
EFT14858	31/10/2023	Manjimup Liquid Waste	Flax Mill Caravan Park - Pump Out Dump Points	-580.00
EFT14859	31/10/2023	M Stanton	Rylington Park - Shearer Training	-3969.20
EFT14860	31/10/2023	Metal Artwork Badges	Councillor and Staff Desk Name Plaques	-80.19
EFT14861	31/10/2023	Mowers Plus	P146 Small Plant - Repairs	-430.50
EFT14862	31/10/2023	Neverfail Springwater Limited	Staff Drinking Water	-153.00
EFT14863	31/10/2023	Officeworks Ltd	Depot Stationery	-360.40
EFT14863	31/10/2023	Officeworks Ltd	Admin Stationery	-350.04
EFT14863	31/10/2023	Officeworks Ltd	Admin Key Cabinet	-353.95
EFT14864	31/10/2023	Phoenix Petroleum	Rylington Park - Fuel Oct2023	-3862.22



Chq/EFT	Date	Name	Description	Amount
EFT14865	31/10/2023	Rear's Electrical & Mechanical Services Pty Ltd	BBELC - Install Power Outlet	-176.44
EFT14866	31/10/2023	Rusty's Plumbing and Gas	Town Hall External Toilets - Plumbing Repairs	-2904.00
EFT14867	31/10/2023	Sprint Express	Freight Aug2023	-227.70
EFT14868	31/10/2023	Statewide Bearings	P240 SALF Slasher - Parts	-129.19
EFT14869	31/10/2023	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 15/10/2023	-1199.18
EFT14870	31/10/2023	Employee	Reimburse Training	-93.50
EFT14871	31/10/2023	The Treehouse Coffee Lounge (JP Rice & NM Rice t/as)	Medical Centre Catering Oct2023	-18.00
EFT14872	31/10/2023	Upper Blackwood Agricultural Society	Community Grant Funding 2023-24 - Dinninup Showgrounds Improvements	-5500.00
EFT14873	31/10/2023	Wass Holdings Pty Ltd (t/f HCW Trust t/as)	Rylington Park - Spraying	-950.40
EFT14874	31/10/2023	JB Hi-Fi Business	Councillor Laptops	-9055.63
<b>TOTAL EFT PAYMENTS to 31 October 2023</b>				<b>-995,939.01</b>





Chq/EFT	Date	Name	Description	Amount
DD8386.1	04/10/2023	Aware Super	Superannuation Contributions	-243.04
DD8386.2	04/10/2023	Rest Superannuation	Superannuation Contributions	-34.14
DD8388.1	04/10/2023	Salary & Wages	Payroll 04Oct2023	-1651.47
DD8396.1	06/10/2023	Salary & Wages	Payroll 06Oct2023	-1870.00
DD8412.1	11/10/2023	Employee Super Fund	Payroll Deductions	-942.07
DD8412.2	11/10/2023	Mercer Super Trust (TTF) - Mercer SmartSuper Plan	Superannuation Contributions	-378.84
DD8412.3	11/10/2023	Panorama Super (Asgard Independence Plan Division Two)	Superannuation Contributions	-309.57
DD8412.4	11/10/2023	Aware Super	Payroll Deductions	-8335.73
DD8412.5	11/10/2023	Rest Superannuation	Superannuation Contributions	-1760.68
DD8412.6	11/10/2023	AMP Super Fund - SignatureSuper	Superannuation Contributions	-4348.83
DD8412.7	11/10/2023	Australian Super	Superannuation Contributions	-1588.60
DD8412.8	11/10/2023	Commonwealth Essential Super	Superannuation Contributions	-722.47
DD8412.9	11/10/2023	Colonial First State Superannuation	Superannuation Contributions	-624.70
DD8415.1	12/10/2023	Salary & Wages	Payroll 11Oct2023	-113596.34
DD8423.1	17/10/2023	Salary & Wages	Payroll 17Oct2023	-1893.05
DD8441.1	25/10/2023	Employee Super Fund	Payroll Deductions	-942.07
DD8441.2	25/10/2023	Panorama Super (Asgard Independence Plan Division Two)	Superannuation Contributions	-309.57
DD8441.3	25/10/2023	Aware Super	Payroll Deductions	-8258.53
DD8441.4	25/10/2023	Rest Superannuation	Superannuation Contributions	-1815.08
DD8441.5	25/10/2023	AMP Super Fund - SignatureSuper	Superannuation Contributions	-3187.44
DD8441.6	25/10/2023	Australian Super	Superannuation Contributions	-1686.65
DD8441.7	25/10/2023	Commonwealth Essential Super	Superannuation Contributions	-824.07
DD8441.8	25/10/2023	Colonial First State Superannuation	Superannuation Contributions	-632.31
DD8441.9	25/10/2023	Australian Retirement Trust	Superannuation Contributions	-519.47
DD8443.1	26/10/2023	Salary & Wages	Payroll 25Oct2023	-113596.34
DD8445.1	27/10/2023	Aware Super	Superannuation Contributions	-142.88
DD8447.1	27/10/2023	Salary & Wages	Payroll 27Oct2023	-1080.88
DD8449.1	26/10/2023	Salary & Wages	Payroll 25Oct2023	8746.24
DD8461.1	02/10/2023	Westnet	Admin, Medical Centre and Swimming Pool Internet Oct2023	-289.85
DD8461.2	23/10/2023	AGDATA Holdings Pty Ltd	Rylington Park - Phoenix Accounting Software	-49.00
DD8461.3	03/10/2023	Maia Financial Pty Ltd	Swimming Pool Gym Equipment Rental Agreement Oct-Dec2023	-5658.33
DD8461.4	09/10/2023	Property Owner	Rent FM House 3 Reid PI 07/10/2023-20/10/2023	-700.00
DD8461.5	09/10/2023	The Bunbury Diocesan Trustees and Anglican Parish of Boyup Brook	Rent GP House 18 Barron St 13/10/2023-26/10/2023	-660.00
DD8461.6	09/10/2023	De Lage Landen Pty Ltd	Rental Agreement for Photocopier DCVII-C5573 Oct2023	-184.80
DD8461.7	19/10/2023	The Bunbury Diocesan Trustees and Anglican Parish of Boyup Brook	Rent GP House 18 Barron St 27/10/2023-09/11/2023	-660.00
DD8461.8	19/10/2023	Property Owner	Rent FM House 3 Reid PI 21/10/2023-03/11/2023	-700.00
DD8461.9	23/10/2023	BP Australia Pty Ltd	CEO Fuel Purchases Oct2023	-775.33
DD8467.1	16/10/2023	Shire of Boyup Brook Credit Card	ChatGPT Monthly Subscription	-31.96
DD8467.1	16/10/2023	Shire of Boyup Brook Credit Card	Crown Promenade - WALGA Conference Meal	-43.37
DD8467.1	16/10/2023	Shire of Boyup Brook Credit Card	Landgate - Certificate of Title 77 Railway Pde	-30.50
DD8467.1	16/10/2023	Shire of Boyup Brook Credit Card	Adobe Acrobat Pro DC Monthly Subscription 20/09/2023-19/10/2023	-209.95
DD8467.1	16/10/2023	Shire of Boyup Brook Credit Card	Vulcan Ullrich Aluminium - Steel for Pool Cover Box	-63.83
DD8467.1	16/10/2023	Shire of Boyup Brook Credit Card	Pneumatic Solutions - P222 Mitsubishi Fuso FS52 Heavy Rigid Water Truck	-658.13
DD8467.1	16/10/2023	Shire of Boyup Brook Credit Card	CBA Annual Fee for Credit Card - CEO	-8.75
DD8412.10	11/10/2023	Australian Retirement Trust	Superannuation Contributions	-519.47
DD8412.11	11/10/2023	MLC Super Fund Plum Super	Superannuation Contributions	-265.19
DD8441.10	25/10/2023	Mercer Super Trust (TTF) - Mercer SmartSuper Plan	Superannuation Contributions	-378.84
<b>TOTAL DD MUNI ACCOUNT TO 31 October 2023</b>				<b>-274,435.88</b>
DD311023	31/10/2023	Police Licensing	Police Claimed October 2023	-59,959.80
<b>TOTAL DD POLICE LICENSING ACCOUNT TO 31 October 2023</b>				<b>-59,959.80</b>
<b>TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 31 October 2023</b>				<b>0.00</b>
<b>SUMMARY</b>				
<b>CHQ (Muni Account)</b>				<b>-6,935.40</b>
<b>DD</b>				<b>-274,435.88</b>
<b>EFT</b>				<b>-995,939.01</b>
<b>MUNI TOTAL</b>				<b>-1,277,310.29</b>
<b>ALL MUNI TRANS TO 31 October 2023</b>				<b>-1,277,310.29</b>
<b>DD (Police Licensing Account) TO 31 October 2023</b>				<b>-59,959.80</b>
<b>DD (Boyup Brook Early Learning Centre) TO 31 October 2023</b>				<b>0.00</b>
<b>GRAND TOTAL 1 - 31 October 2023</b>				<b>-1,337,270.09</b>



# MONTHLY FINANCIAL REPORT

31 OCTOBER 2023

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**SHIRE OF BOYUP BROOK  
STATEMENT OF COMPREHENSIVE INCOME  
FOR THE PERIOD ENDING 31 OCTOBER 2023**

	NOTES	2023-24 ANNUAL BUDGET	2023-24 YTD BUDGET	2023-24 YTD ACTUAL	VARIANCE
<b>EXPENDITURE (Excluding Finance Costs)</b>		\$		\$	
General Purpose Funding		(158,533)	(48,450)	(44,939)	-7%
Governance		(524,085)	(227,196)	(140,291)	-38%
Law, Order, Public Safety		(463,236)	(136,612)	(114,204)	-16%
Health		(1,567,566)	(489,805)	(481,047)	-2%
Education and Welfare		(454,620)	(147,375)	-116,031	-21%
Housing		(306,843)	(75,073)	(50,834)	-32%
Community Amenities		(527,452)	(171,849)	(127,851)	-26%
Recreation and Culture		(1,415,292)	(492,310)	(252,710)	-49%
Transport		(4,491,015)	(1,405,197)	(487,893)	-65%
Economic Services		(684,442)	(177,923)	(184,689)	4%
Other Property and Services		(831,171)	(267,210)	(117,241)	-56%
<b>Total Operating Expenditure</b>		<b>(11,424,255)</b>	<b>(3,639,001)</b>	<b>(2,117,731)</b>	
<b>REVENUE</b>					
General Purpose Funding		3,628,819	3,595,626	3,675,404	2%
Governance		0	0	546	0%
Law, Order, Public Safety		125,900	62,560	158,290	153%
Health		1,180,900	351,572	450,143	28%
Education and Welfare		210,000	84,903	78,690	-7%
Housing		216,940	24,505	23,725	-3%
Community Amenities		231,300	221,329	230,634	4%
Recreation and Culture		62,900	20,556	35,497	73%
Transport		230,577	210,006	218,334	4%
Economic Services		122,555	29,684	37,629	27%
Other Property & Services		765,209	59,167	95,769	62%
<b>Total Operating Revenue</b>		<b>6,775,100</b>	<b>4,659,907</b>	<b>5,004,662</b>	
<b>Sub-Total</b>		<b>(4,649,155)</b>	<b>1,020,906</b>	<b>2,886,931</b>	
<b>FINANCE COSTS</b>					
Housing		(1,388)	(752)	(752)	0%
Recreation & Culture		(3,305)	(1,371)	(1,834)	34%
<b>Total Finance Costs</b>		<b>(4,693)</b>	<b>(2,123)</b>	<b>(2,586)</b>	
<b>NON-OPERATING REVENUE</b>					
General Purpose Funding	No.3	0		0	
Law, Order & Public Safety	No.5	0	0	0	0%
Education & Welfare	No.8	0		0	0%
Recreation & Culture	No.11	95,714	0	0	0%
Transport	No.12	1,688,825	159,649	126,890	-21%
Economic Services	No.13	0	0	0	0%
<b>Total Non-Operating Revenue</b>		<b>1,784,539</b>	<b>159,649</b>	<b>126,890</b>	
<b>PROFIT/(LOSS) ON SALE OF ASSETS</b>					
Housing Profit		0	0	0	
Transport Profit		0	0	0	
Transport Loss		0	0	0	
<b>Total Profit/(Loss)</b>		<b>0</b>	<b>0</b>	<b>0</b>	
<b>NET RESULT</b>		<b>(2,869,309)</b>	<b>1,178,432</b>	<b>3,011,235</b>	
<b>Other Comprehensive Income</b>					
Changes on revaluation of non-current assets		0	0	0	
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>(2,869,309)</b>	<b>1,178,432</b>	<b>3,011,235</b>	

**"Traffic Lights" Colour Coding:**

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

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

**Revenue:**

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

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

**Expenditure:**

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

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





**SHIRE OF BOYUP BROOK**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE/TYPE**  
**FOR THE PERIOD ENDING 31 OCTOBER 2023**

	2023-24 ORIGINAL BUDGET	2023-24 YTD BUDGET	2023-24 YTD ACTUAL	VARIANCE
<b>Expenses</b>				
Employee Costs	(3,912,622)	(1,428,815)	(1,484,280)	4%
Materials and Contracts	(3,050,034)	(710,773)	(285,863)	-60%
Utility Charges	(213,715)	(68,888)	(48,620)	-29%
Depreciation on Non-Current Assets	(3,586,909)	(1,157,569)	0	-100%
Interest Expenses	(4,693)	(2,382)	(2,586)	9%
Insurance Expenses	(328,313)	(312,565)	(139,016)	-56%
Other Expenditure	(332,662)	39,867	(150,936)	-479%
<b>Total Operating Expenses</b>	<b>(11,428,948)</b>	<b>(3,641,124)</b>	<b>(2,111,302)</b>	
<b>Revenue</b>				
Rates	3,579,069	3,578,319	3,576,767	0%
Operating Grants, Subsidies and Contributions	495,917	266,077	389,334	46%
Fees and Charges	1,879,735	740,060	852,386	15%
Interest Earnings	27,750	11,307	65,412	479%
Other Revenue	792,629	64,145	120,762	88%
<b>Total Operating Revenue</b>	<b>6,775,100</b>	<b>4,659,907</b>	<b>5,004,662</b>	
<b>Sub-Total</b>	<b>(4,653,848)</b>	<b>1,018,783</b>	<b>2,893,360</b>	
Non-Operating Grants, Subsidies & Contributions	1,784,539	159,649	126,890	-21%
Profit on Asset Disposals	0	0	0	0%
Loss on Asset Disposals	0	0	0	0%
	1,784,539	159,649	126,890	
<b>Net Result</b>	<b>(2,869,309)</b>	<b>1,178,432</b>	<b>3,020,250</b>	
<b>Other Comprehensive Income</b>				
Changes on revaluation of non-current assets	0	0	0	
<b>Total Other Comprehensive Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(2,869,309)</b>	<b>1,178,432</b>	<b>3,020,250</b>	

**SHIRE OF BOYUP BROOK**  
**FINANCIAL ACTIVITY STATEMENT BY NATURE/TYPE**  
**FOR THE PERIOD ENDING 31 OCTOBER 2023**

	2023-24 ORIGINAL BUDGET	2023-24 YTD BUDGET (a)	2023-24 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
<b>OPERATING REVENUE</b>	\$	\$	\$			
Ex-Gratia Rates & Write-offs	2,140	1,390	0	Within Threshold	(100.00%)	
Operating Grants, Subsidies and Contributions	495,917	266,077	389,334	123,257	46.32%	▲
Fees and Charges	1,879,735	740,060	852,386	112,327	15.18%	▲
Interest Earnings	27,750	11,307	65,412	54,105	478.51%	▲
Other Revenue	792,629	64,145	120,762	56,617	88.27%	▲
Profit on Disposal of Asset	0	0	0	Within Threshold	0%	
<b>Total Operating Revenue</b>	<b>3,198,171</b>	<b>1,082,978</b>	<b>1,427,894</b>	<b>346,306</b>		
<b>LESS OPERATING EXPENDITURE</b>						
Employee Costs	(3,912,622)	(1,428,815)	(1,349,002)	79,813	Within Threshold	
Materials and Contracts	(3,050,034)	(710,773)	(430,157)	280,617	39.48%	
Utility Charges	(213,715)	(68,888)	(48,620)	20,267	29.42%	
Depreciation on Non-Current Assets	(3,586,909)	(1,157,569)	0	1,157,569	100.00%	
Interest Expenses	(4,693)	(2,382)	(2,586)	Within Threshold	Within Threshold	
Insurance Expenses	(328,313)	(312,565)	(139,016)	173,549	55.52%	
Other Expenditure	(332,662)	39,867	(150,936)	(190,804)	(478.60%)	▼
Loss on Disposal of Asset	0	0	0	Within Threshold	0%	
<b>Total Operating Expenses</b>	<b>(11,428,948)</b>	<b>(3,641,124)</b>	<b>(2,120,317)</b>	<b>1,521,011</b>		
Sub-Total	<b>(8,230,777)</b>	<b>(2,558,146)</b>	<b>(692,423)</b>	<b>1,867,318</b>		
<b>NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>						
Movement in Employee Provisions (Non-current)	44,635	0	0	Within Threshold	0%	
Movement in Accrued Expenses		0	0	Within Threshold	0%	
Depreciation Written Back	3,586,909	1,157,569	0	(1,157,569)	(100.00%)	▼
<b>Operating Activities Excluded from Budget</b>	<b>3,631,544</b>	<b>1,157,569</b>	<b>0</b>	<b>(1,157,569)</b>		
<b>Sub Total</b>	<b>(4,599,233)</b>	<b>(1,400,577)</b>	<b>(692,423)</b>	<b>709,749</b>		
<b>INVESTING ACTIVITIES</b>						
Purchase of Land	0	0	0	Within Threshold	0%	
Purchase Buildings	(889,155)	(317,091)	(404,474)	(87,383)	(27.56%)	
Purchase Plant and Equipment	(891,660)	(92,000)	(98,105)	Within Threshold	Within Threshold	
Purchase Furniture and Equipment	(25,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Roads	(1,950,962)	(408,652)	(466,327)	(57,675)	(14.11%)	
Infrastructure Assets - Footpaths	(75,075)	0	0	Within Threshold	0%	
Infrastructure Assets - Aerodromes	(53,056)	0	0	Within Threshold	0%	
Infrastructure Assets - Drainage	(58,866)	(58,866)	(63,343)	Within Threshold	Within Threshold	
Infrastructure Assets - Parks & Ovals	(200,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Recreation	(150,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Other	(344,313)	(214,313)	(30,256)	184,057	85.88%	
Proceeds from Sale of Assets	310,000	0	0	Within Threshold	0%	
Contributions for the Development of Assets	1,784,539	159,649	126,890	(32,759)	(20.52%)	▼
<b>Amount Attributable to Investing Activities</b>	<b>(2,543,548)</b>	<b>(931,274)</b>	<b>(935,615)</b>	<b>6,241</b>		
<b>FINANCING ACTIVITIES</b>						
Repayment of Debt - Loan Principal	(22,660)	(11,166)	(11,166)	Within Threshold	Within Threshold	
Repayment of Debt - Lease Principal	(19,800)	(6,600)	(9,824)	Within Threshold	(48.85%)	
Transfer to Reserves	(270,000)	(1,667)	(18,513)	(16,846)	(1010.80%)	
<b>Amount Attributable to Financing Activities</b>	<b>(312,460)</b>	<b>(19,433)</b>	<b>(39,503)</b>	<b>(16,846)</b>		
Sub Total	<b>(7,455,241)</b>	<b>(2,351,283)</b>	<b>(1,667,540)</b>	<b>699,144</b>		
<b>FUNDING FROM</b>						
Transfer from Reserves	138,000	0	0	Within Threshold	0%	
Loans Raised	250,000	0	0	Within Threshold	0%	
Estimated Opening Surplus at 1 July	3,490,312	3,490,312	3,820,598	330,286	Within Threshold	
Amount Raised from General Rates	3,576,929	3,576,929	3,576,767	Within Threshold	Within Threshold	
Closing Funds	0	0	0	Within Threshold	0%	
	<b>7,455,241</b>	<b>7,067,241</b>	<b>7,397,365</b>	<b>330,286</b>		
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>4,715,958</b>	<b>5,729,825</b>	<b>1,013,867</b>		



**SHIRE OF BOYUP BROOK**  
**BUDGET REVIEW FINANCIAL ACTIVITY STATEMENT BY FUNCTION/PROGRAM**  
**FOR THE PERIOD ENDING 31 OCTOBER 2023**

	2023-24 ORIGINAL BUDGET	2023-24 YTD BUDGET (a)	2023-24 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
<b>OPERATING REVENUE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>			
General Purpose Funding	51,890	18,697	98,637	79,940	427.56%	▲
Governance	0	0	546	Within Threshold	0%	
Law, Order Public Safety	125,900	62,560	158,290	95,730	153.02%	▲
Health	1,180,900	351,572	450,143	98,571	28.04%	▲
Education and Welfare	210,000	84,903	78,690	Within Threshold	Within Threshold	
Housing	216,940	24,505	23,725	Within Threshold	Within Threshold	
Community Amenities	231,300	221,329	230,634	Within Threshold	Within Threshold	
Recreation and Culture	62,900	20,556	35,497	14,941	72.69%	▲
Transport	230,577	210,006	218,334	Within Threshold	Within Threshold	
Economic Services	122,555	29,684	37,629	Within Threshold	26.77%	
Other Property and Services	765,209	59,167	95,769	36,603	61.86%	▲
<b>Total Operating Revenue</b>	<b>3,198,171</b>	<b>1,082,978</b>	<b>1,427,895</b>	<b>325,785</b>		
<b>LESS OPERATING EXPENDITURE</b>						
General Purpose Funding	(158,533)	(48,450)	(44,939)	Within Threshold	Within Threshold	
Governance	(524,085)	(227,196)	(140,291)	86,905	(38.25%)	
Law, Order, Public Safety	(463,236)	(136,612)	(114,204)	22,408	(16.40%)	
Health	(1,567,566)	(489,805)	(481,047)	Within Threshold	Within Threshold	
Education and Welfare	(454,620)	(147,375)	(116,031)	31,344	(21.27%)	
Housing	(308,231)	(75,825)	(51,586)	24,239	(31.97%)	
Community Amenities	(527,452)	(171,849)	(127,851)	43,997	(25.60%)	
Recreation and Culture	(1,418,597)	(493,681)	(254,544)	239,137	(48.44%)	
Transport	(4,491,015)	(1,405,197)	(487,893)	917,303	(65.28%)	
Economic Services	(684,442)	(177,923)	(184,689)	Within Threshold	Within Threshold	
Other Property & Services	(831,171)	(267,210)	(117,241)	149,968	(56.12%)	
<b>Total operating Expenses</b>	<b>(11,428,948)</b>	<b>(3,641,124)</b>	<b>(2,120,317)</b>	<b>1,515,303</b>		
Sub-Total	<b>(8,230,777)</b>	<b>(2,558,146)</b>	<b>(692,422)</b>	<b>1,841,087</b>		
<b>NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>						
Movement in Employee Provisions (Non-current)	44,635	0	0	Within Threshold	0%	
Movement in Accrued Expenses	0	0	0	Within Threshold	0%	
Depreciation Written Back	3,586,909	1,157,569	0	(1,157,569)	(100.00%)	
<b>Operating Activities Excluded from Budget</b>	<b>3,631,544</b>	<b>1,157,569</b>	<b>0</b>	<b>(1,157,569)</b>		
Sub Total	<b>(4,599,233)</b>	<b>(1,400,577)</b>	<b>(692,422)</b>	<b>683,518</b>		
<b>INVESTING ACTIVITIES</b>						
Purchase of Land	0	0	0	Within Threshold	0%	
Purchase Buildings	(889,155)	(317,091)	(404,474)	(87,383)	27.56%	
Purchase Plant and Equipment	(891,660)	(92,000)	(98,105)	Within Threshold	Within Threshold	
Purchase Furniture and Equipment	(25,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Roads	(1,950,962)	(408,652)	(466,327)	(57,675)	14.11%	
Infrastructure Assets - Footpaths	(75,075)	0	0	Within Threshold	0%	
Infrastructure Assets - Aerodromes	(53,056)	0	0	Within Threshold	0%	
Infrastructure Assets - Drainage	(58,866)	(58,866)	(63,343)	Within Threshold	Within Threshold	
Infrastructure Assets - Parks & Ovals	(200,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Recreation	(150,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Other	(344,313)	(214,313)	(30,256)	184,057	(85.88%)	
Proceeds from Sale of Assets	310,000	0	0	Within Threshold	0%	
Contributions for the Development of Assets	1,784,539	159,649	126,890	(32,759)	(20.52%)	
<b>Amount Attributable to Investing Activities</b>	<b>(2,543,548)</b>	<b>(931,274)</b>	<b>(935,615)</b>	<b>6,241</b>		
<b>FINANCING ACTIVITIES</b>						
Repayment of Debt - Loan Principal	(22,660)	(11,166)	(11,166)	Within Threshold	Within Threshold	
Repayment of Debt - Lease Principal	(19,800)	(6,600)	(9,824)	Within Threshold	48.85%	
Transfer to Reserves	(270,000)	(1,667)	(18,513)	(16,846)	1010.80%	
<b>Amount Attributable to Financing Activities</b>	<b>(312,460)</b>	<b>(19,433)</b>	<b>(39,503)</b>	<b>(16,846)</b>		
Sub Total	<b>(7,455,241)</b>	<b>(2,351,283)</b>	<b>(1,667,540)</b>	<b>672,913</b>		
<b>FUNDING FROM</b>						
Transfer from Reserves	138,000	0	0	Within Threshold	0%	
Loans Raised	250,000	0	0	Within Threshold	0%	
Estimated Opening Surplus at 1 July	3,490,312	3,490,312	3,820,598	330,286	Within Threshold	
Amount Raised from General Rates	3,576,929	3,576,929	3,576,767	Within Threshold	Within Threshold	
Closing Funds	0	0	0	Within Threshold	0%	
Sub Total	<b>7,455,241</b>	<b>7,067,241</b>	<b>7,397,365</b>	<b>330,286</b>		
<b>NET SURPLUS/(DEFICIT)</b>	<b>(0)</b>	<b>4,715,958</b>	<b>5,729,825</b>	<b>1,003,199</b>		

**SHIRE OF BOYUP BROOK  
SUMMARY OF CURRENT ASSETS AND LIABILITIES  
FOR THE PERIOD ENDING 31 OCTOBER 2023**

	<b>ACTUAL 31 OCTOBER 2023</b>
<u>Current Assets</u>	
Cash at bank and on Hand	6,590,782
Restricted Cash	86,042
Restricted Cash Reserves	2,768,002
Trade Receivables	1,602,775
Stock on Hand/Inventory/Biological Assets	308,640
Other Assets	59,885
<b>Total Current Assets</b>	<b>11,416,125</b>
 <u>Current Liabilities</u>	
Trade Creditors	(\$348,637)
Bonds and Deposits	(\$98,793)
Accrued Wages	(\$6,559)
Accrued Interest on Loans	(\$1,517)
Accrued Expense	(\$39,700)
ATO Liabilities	(\$1,300)
Contract Liability	(\$1,869,218)
Loan Liability	(\$11,494)
Finance Lease Liability	(\$9,976)
Provisions	(\$401,529)
<b>Total Current Liabilities</b>	<b>(\$2,788,723)</b>
 Sub-Total	 <b>8,627,402</b>
<b>Adjustments</b>	
LESS Cash Backed Reserves	(\$2,768,002)
LESS Restricted Cash	\$0
LESS Inventory	(\$308,640)
LESS Prepaid Expenses	\$0
ADD: Employee Leave Provisions	\$0
ADD: Accrued Interest	\$1,517
ADD: Accrued Salaries & Wages	\$116,377
ADD: Accrued Expenses	\$39,700
ADD: Current Loan Liability	\$11,494
ADD: Current Finance Lease Liability	\$9,976
Rounding	0
<b>Net Current Position</b>	<b>5,729,825</b>



**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 31 OCTOBER 2023**

**EXPLANATION OF MATERIAL VARIANCES**

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

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances.

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<b>Operating Revenue</b>						
Operating Grants & Contributions	266,077	389,334	123,257	46%	TIMING/ PERMANENT	Increase in General Purpose grant of \$11k, Increase in Local Road grant of \$10k, Increase in MAF grant of \$94k, Increase in MRWA Road Maintenance grant of \$5k.
Fees & Charges	740,060	852,386	112,327	15%	TIMING	Increase in medical surgery fees of \$98k, decrease in Early Learning Centre fees \$6k, Increase in Pool season tickets \$6k, Increase in Gym hire fees \$6k, Increase in Caravan Park fees \$8k, decrease in building licence fees \$5k.
Interest Earnings	11,307	65,412	54,105	479%	TIMING /PERMANENT	Increase in Rates instalment interest \$5k, Increase in Rates late penalty interest \$7k, Increase in Municipal Fund interest of \$25k, increase in Reserve account interest of \$17k
Other Revenue	64,145	120,762	56,617	88%	TIMING	Increase in sale of recyclables of \$9k increase in workers compensation reimbursements of \$18k, increase in diesel fuel rebate of \$8k, increase in Rylington Park income of \$23k.

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 31 OCTOBER 2023**

**EXPLANATION OF MATERIAL VARIANCES**

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REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<b>Operating Expenses</b>						
Employee Costs	(1,428,815)	(1,349,002)	79,813	Within Threshold	TIMING	Increase in Medical Centre wages \$42k, Decrease in Rural road expenses of \$45k, Increase in Verge pruning wages \$14k, Increase in CDO Wages \$24k, Increase in PWOH leave \$30k, and decrease in Administration wages \$144k.
Materials & Contracts	(710,773)	(430,157)	280,617	39%	TIMING	Decrease in Chamber expenses \$32k, Decrease in website expenses \$6k, Decrease in Medical Centre supplies \$7k, Decrease in Early Learning Centre expenses \$8k, Decrease in Town Planning expenses \$12k, Decrease in Swimming Pool operating expenses \$33k, Decrease in Recreation Complex expenses \$6k, Decrease in Verge Pruning expenses \$6k, Decrease in Town Verge Spraying \$8k, Decrease in Consulting Engineer expenses \$7k, Decrease in Minor Asset purchases \$5k, Decrease in Flaxmill Operating expenses \$6k, Decrease in Building Control BMO expenses \$6k, Decrease in Country Music Festival expenses \$15k, Decrease in Occupational Health & Safety expenses \$ 6k, Decrease in Fuel & Oil expenses \$7k, Decrease in Consultant expenses \$24k, Decrease in Administration Legal expenses \$6k, Decrease in Rylington Park Operational expenses \$ 55k.
Utility Charges	(68,888)	(48,620)	20,267	29%	TIMING	Decrease in Swimming Pool Utilities \$5k, Decrease in Swimming Pool building utilities \$7k, Decrease in Standpipe utilities \$5k.
Depreciation on Assets	(1,157,569)	0	1,157,569	100%	TIMING	Depreciation not able to be raised until after audit.
Insurance Expenses	(312,565)	(139,016)	173,549	56%	TIMING	Second instalment payment for insurance not yet received. Decrease in Medical Centre insurances.
Other Expenses	39,867	(150,936)	(190,804)	-479%	TIMING	Increase in Admin reallocated expenses \$241k . Decrease in member Sitting fees \$25k, Decrease in Member Donations \$7k, Decrease in Road Maintenance admin allocation \$16k, Increase in Tourist centre expenses \$27k, Increase in Promotion activities expenses \$13k, Increase in Admin bank fees increase of \$7k.



**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 31 OCTOBER 2023**

**EXPLANATION OF MATERIAL VARIANCES**

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<b>Investing Activities</b>						
Purchase Buildings	(317,091)	(404,474)	(87,383)	-28%	TIMING	Increase in Boyup Brook Hall refurbishment \$73k, Decrease in Tonebridge Hal project \$4k, Increase in Tourist Centre building project \$18k.
Infrastructure Assets - Roads	(408,652)	(466,327)	(57,675)	-14%	TIMING	Decrease in RTR Craigie Rd project \$6k, Decrease in RTR Lodge Rd project \$6k, Decrease in Boyup Brook-Arthur River RRG project \$40k, Increase in Winter grading expenses \$117k.
Infrastructure Assets - Other	(214,313)	(30,256)	184,057	86%	TIMING	Increase in Landfill fencing works \$30k, Decrease in Town Hall Car Park expenses \$214k.
Non-Operating Grants, Subsidies for the Development of Assets	159,649	126,890	(32,759)	-21%	TIMING	Regional Road Group grant spent less than anticipated.

**SHIRE OF BOYUP BROOK**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDING 31 OCTOBER 2023**

	Note	2022-23 ACTUAL \$	2023-24 ACTUAL \$	Variance \$
<b>Current assets</b>				
Unrestricted Cash & Cash Equivalents		4,557,704	6,599,597	2,041,893
Restricted Cash - Reserves		2,749,490	2,768,002	18,513
Restricted Cash - Other		15,757	77,227	61,470
Trade and other receivables		1,006,102	1,610,643	604,540
Inventories		308,640	308,640	0
Other assets		52,017	52,017	0
<b>Total current assets</b>		<b>8,689,710</b>	<b>11,416,126</b>	2,726,416
<b>Non-current assets</b>				
Trade and other receivables		43,363	43,363	0
LG House Unit Trust		81,490	81,490	0
Land		4,630,000	4,630,000	0
Buildings		18,077,533	18,482,006	404,474
Furniture & Equipment		21,570	21,570	0
Plant & Equipment		2,527,851	2,625,956	98,105
Right of use Assets - Plant		51,620	51,620	0
Infrastructure Assets - Roads		75,486,302	75,953,470	467,168
Infrastructure Assets - Bridges		16,494,382	16,494,382	0
Infrastructure Assets - Footpaths		1,111,441	1,111,441	0
Infrastructure Assets - Recreation		1,519,407	1,519,407	0
Infrastructure Assets - Drainage		9,955,431	10,018,774	63,343
Infrastructure Assets - Parks/Ovals		323,622	323,622	0
Infrastructure Assets - Other		3,313,088	3,342,503	29,415
<b>Total non-current assets</b>		<b>133,637,098</b>	<b>134,699,603</b>	1,062,505
<b>Total assets</b>		<b>142,326,808</b>	<b>146,115,729</b>	3,788,921
<b>Current liabilities</b>				
Trade and other payables		1,195,330	397,713	797,617
Bonds and deposits		51,709	98,793	-47,084
Contract Liabilities		320,008	1,869,218	-1,549,210
Interest-bearing loans and borrowings		22,660	11,494	11,166
Finance Lease Liability - Current		19,800	9,976	9,824
Provisions		401,529	401,529	0
<b>Total current liabilities</b>		<b>2,011,037</b>	<b>2,788,723</b>	-777,686
<b>Non-current liabilities</b>				
Interest-bearing loans and borrowings		49,459	49,459	0
Finance Lease Liability - Non Current		15,241	15,241	0
Provisions		63,440	63,440	0
<b>Total non-current liabilities</b>		<b>128,141</b>	<b>128,141</b>	0
<b>Total liabilities</b>		<b>2,139,177</b>	<b>2,916,863</b>	-777,686
<b>Net assets</b>		<b>140,187,631</b>	<b>143,198,865</b>	3,011,235
<b>Equity</b>				
Retained surplus		58,932,006	58,913,493	-18,513
Net Result		0	3,011,235	3,011,235
Reserve - asset revaluation		78,506,135	78,506,135	0
Reserve - Cash backed		2,749,490	2,768,002	18,513
<b>Total equity</b>		<b>140,187,631</b>	<b>143,198,865</b>	3,011,235

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

**SHIRE OF BOYUP BROOK  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING 31 OCTOBER 2023**

	Note	2022-23 ACTUAL \$	2023-24 BUDGET \$	2023-24 ACTUAL \$
<b>Cash Flows from operating activities</b>				
<b>Payments</b>				
Employee Costs		(3,736,341)	(3,867,987)	(1,913,992)
Materials & Contracts		(2,044,971)	(3,050,034)	(556,210)
Utilities (gas, electricity, water, etc)		(201,834)	(213,715)	(48,620)
Insurance		(293,827)	(328,313)	(139,016)
Interest Expense		(6,096)	(4,693)	(2,586)
Goods and Services Tax Paid		0	0	(275,746)
Other Expenses		(467,138)	(332,662)	(150,936)
		<b>(6,750,207)</b>	<b>(7,797,404)</b>	<b>(3,087,107)</b>
<b>Receipts</b>				
Rates		3,244,858	3,579,069	2,630,853
Operating Grants & Subsidies		2,543,882	495,917	389,334
Fees and Charges		1,924,985	1,879,735	852,386
Interest Earnings		173,534	27,750	65,412
Goods and Services Tax		119,116	0	282,337
Other		1,024,432	792,629	167,845
		<b>9,030,807</b>	<b>6,775,100</b>	<b>4,388,167</b>
<b>Net Cash flows from Operating Activities</b>		<b>2,280,600</b>	<b>(1,022,304)</b>	<b>1,301,061</b>
<b>Cash flows from investing activities</b>				
<b>Payments</b>				
Purchase of Land		0	0	0
Purchase of Buildings		(254,783)	(899,155)	(404,474)
Purchase Plant and Equipment		(260,838)	(891,660)	(98,105)
Purchase Furniture and Equipment		(21,321)	(25,000)	0
Purchase Road Infrastructure Assets		(1,877,878)	(1,950,962)	(466,327)
Purchase of Bridges Assets		(170,000)	0	0
Purchase of Footpath Assets		0	(75,075)	0
Purchase Drainage Assets		(153,133)	(58,866)	(63,343)
Purchase Parks & Ovals Assets		0	(200,000)	0
Purchase Recreation Assets		(17,468)	(150,000)	0
Purchase Infrastructure Other Assets		(78,467)	(397,369)	(30,256)
<b>Receipts</b>				
Proceeds from Sale of Assets		95,455	310,000	0
Non-Operating grants used for Development of Assets		1,549,321	1,464,531	1,904,310
		<b>(1,189,112)</b>	<b>(2,873,556)</b>	<b>841,805</b>
<b>Cash flows from financing activities</b>				
Repayment of Debentures		(21,383)	(22,660)	(11,166)
Principal elements of lease payments		(19,224)	(19,800)	(9,824)
Proceeds from New Debentures		0	250,000	0
<b>Net cash flows from financing activities</b>		<b>(40,607)</b>	<b>207,540</b>	<b>(20,990)</b>
<b>Net increase/(decrease) in cash held</b>		<b>1,050,881</b>	<b>(3,688,320)</b>	<b>2,121,875</b>
<b>Cash at the Beginning of Reporting Period</b>		<b>6,272,070</b>	<b>7,192,814</b>	<b>7,322,951</b>
<b>Cash at the End of Reporting Period</b>		<b>7,322,951</b>	<b>3,504,494</b>	<b>9,444,826</b>



**SHIRE OF BOYUP BROOK  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING 31 OCTOBER 2023**

**Notes**

	<b>2022-23 ACTUAL \$</b>	<b>2023-24 BUDGET \$</b>	<b>2023-24 ACTUAL \$</b>
<b>RECONCILIATION OF CASH</b>			
Cash at Bank	4,541,090	57,821	6,499,927
Restricted Cash	2,765,961	2,532,180	2,943,999
Cash on Hand	15,900	5,950	900
<b>TOTAL CASH</b>	<b>7,322,951</b>	<b>2,595,951</b>	<b>9,444,826</b>
<b>RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT</b>			
Net Result (As per Comprehensive Income Statement)	317,687	(2,869,309)	3,011,235
Add back Depreciation	3,871,686	3,586,939	0
(Gain)/Loss on Disposal of Assets	26,985	-	0
LG House Unit trust	(3,686)	-	0
Self Supporting Loan Principal Reimbursements	0	-	0
Contributions for the Development of Assets	(1,549,321)	(2,895,601)	(126,890)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	(11,929)	0	0
(Increase)/Decrease in Receivables	(78,095)	(30)	(2,381,960)
Increase/(Decrease) in Accounts Payable	51,355	-	798,676
Increase/(Decrease) in Contract Liability	(362,993)	(683,001)	0
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	18,911	44,635	0
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	-	0	0
<b>NET CASH FROM/(USED) IN OPERATING ACTIVITIES</b>	<b>2,280,600</b>	<b>(2,816,367)</b>	<b>1,301,061</b>

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 31 OCTOBER 2023**

**CAPITAL EXPENDITURE PROGRAM**

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2023/24 Total Budget	2023/24 YTD Actuals	% of Annual Budget
<b>Law Order &amp; Public Safety</b>							
051600	ESL Plant & Equipment - Wash station and fastfill trailer	MWS	P&E	New	21,660	0	0.0%
					<b>21,660</b>	<b>0</b>	
<b>Health</b>							
074600	Medical Centre - Telehealth setup	DCEO	F&E	New	25,000	0	0.0%
074400	Medical Centre Building - Design for internal layout, internal painting, new flooring, blinds, external painting and structural work	BMC	L&B	Renewal	75,000	0	0.0%
					<b>100,000</b>	<b>0</b>	
<b>Education &amp; Welfare</b>							
081400	Community Resource Centre - External painting, ballustrades, decking & restumping, internal paint	BMC	L&B	Renewal	40,000	0	0.0%
081401	Early Learning Centre - External painting, kitchen cabinetry & irrigation install	BMC	L&B	Renewal	23,000	0	0.0%
					<b>63,000</b>	<b>0</b>	
<b>Housing</b>							
091400	CEO Residence - Replace fencing	BMC	L&B	Renewal	30,000	0	0.0%
					<b>30,000</b>	<b>0</b>	
<b>Community Amenities</b>							
101400	Landfill/Transfer Station - Fencing	MWS	Other	Renewal	35,000	30,256	86.4%
					<b>35,000</b>	<b>30,256</b>	
<b>Recreation &amp; Culture</b>							
LRC018	Mayanup Hall - Refurbishment	BMC	L&B	Renewal	9,741	3,839	39.4%
LRC019	Tonebridge Hall Refurbishment	BMC	L&B	Renewal	13,673	9,064	66.3%
LRC022	Dinninup Hall Refurbishment & Drainage Works	MWS	L&B	Renewal	35,126	4,780	13.6%
LRC021	Wilga Hall Refurbishment	BMC	L&B	Renewal	1,818	0	0.0%
LRC023	Kulikup Hall Refurbishment	BMC	L&B	Renewal	11,797	0	0.0%
LRC027	McAlinden Hall Refurbishment	BMC	L&B	Renewal	12,436	4,310	34.7%
LRC017	Boyup Brook Hall Refurbishment	BMC	L&B	Upgrade	217,377	273,113	125.6%
LRC006	Swimming Pool - Upgrade Entrance	MWS	L&B	Renewal	11,187	0	0.0%
LRC024	Boyup Brook Hall Drainage	MWS	DRAIN	Renewal	58,866	63,343	107.6%
LRC026	Sandakan Playground Upgrade	MWS	PARK	Upgrade	200,000	0	0.0%
113906	Recreation Oval - Reticulation	MWS	REC	Upgrade	150,000	0	0.0%
LRC025	Boyup Brook Town Hall Car Park & Landscaping	MWS	OTHER	Upgrade	214,313	0	0.0%
					<b>936,334</b>	<b>358,449</b>	
<b>Transport</b>							
123609	Light Plant Replacements	MWS	P&E	Renewal	22,000	12,230	55.6%
123610	Heavy Plant Replacements	MWS	P&E	Renewal	738,000	27,500	3.7%
123619	Minor Equipment - Pressure Cleaner	MWS	P&E	Renewal	0	0	0.0%
RTR037	Roads to Recovery - Craigie Road	MWS	ROAD	Renewal	357,116	4,850	1.4%
RTR038	Roads to Recovery - Lodge Road	MWS	ROAD	Renewal	216,445	4,550	2.1%
RRG004	Regional Road Group - Winnejuap Road	MWS	ROAD	Upgrade	0	4,950	0.0%
RRG148	Regional Road Group - Boyup Brook Cranbrook Road	MWS	ROAD	Upgrade	377,283	4,750	1.3%
RRG210	Regional Road Group - Boyup Brook Arthur River Road	MWS	ROAD	Upgrade	589,118	103,091	17.5%
MU501	Gravel Pits Rehabilitation	MWS	ROAD	Renewal	20,000	0	0.0%
121401	Gravel Sheeting Road Projects	MWS	ROAD	Renewal	54,000	0	0.0%
121410	Winter Road Grading	MWS	ROAD	Renewal	337,000	344,136	102.1%
FP111	Inglis Street Footpath	MWS	FOOT	Upgrade	75,075	0	0.0%
126400	Aerodrome Infrastructure - Gravel resheet	MWS	OTHER	Renewal	53,056	0	0.0%
					<b>2,839,093</b>	<b>506,057</b>	
<b>Economic Services</b>							
132400	Tourist Centre - Upgrade Septic system	MWS	L&B	New	90,000	107,572	119.5%
132405	Flaxmill Caravan Park Ablution Block	MWS	L&B	New	250,000	1,796	0.7%
135401	80 Abel St - Pharmacy expansion to upgrade septic	MWS	L&B	Renewal	15,000	0	0.0%
135402	Standpipe - Card Swipe Facilities x 2	MWS	OTHER	Upgrade	40,000	0	0.0%
135403	Blackwood River Access Path	MWS	OTHER	Upgrade	50,000	0	0.0%
132901	Flaxmill Caravan Park Fence & Water Supply Upgrade	MWS	OTHER	Upgrade	5,000	0	0.0%
					<b>450,000</b>	<b>109,368</b>	

**SHIRE OF BOYUP BROOK  
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**CAPITAL EXPENDITURE PROGRAM**

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2023/24 Total Budget	2023/24 YTD Actuals	% of Annual Budget
<b>Other Property &amp; Services</b>							
146500	Administration Vehicle replacements	MWS	P&E	Renewal	110,000	58,375	53.1%
149503	Rylington Park - Water filtration & replace house roof	MWS	L&B	Renewal	53,000	0	0.0%
					<b>163,000</b>	<b>58,375</b>	
	<b>Total Capital Expenditure</b>				<b>4,638,087</b>	<b>1,062,505</b>	

<b>SUMMARIES:</b>			
Land & Buildings	889,155	404,474	45.5%
Plant & Equipment	891,660	98,105	11.0%
Furniture & Equipment	25,000	0	0.0%
Road Infrastructure	1,950,962	466,327	23.9%
Footpath Infrastructure	75,075	0	0.0%
Bridge Infrastructure	0	0	0.0%
Drainage Infrastructure	58,866	63,343	107.6%
Parks & Reserves Infrastructure	200,000	0	0.0%
Recreation Infrastructure	150,000	0	0.0%
Other Infrastructure	397,369	30,256	7.6%
	<b>4,638,087</b>	<b>1,062,505</b>	<b>22.9%</b>
At No Cost	0	0	0.0%
Asset Renewal	2,333,261	567,233	24.3%
New Asset	386,660	109,368	28.3%
Upgrading Asset	1,918,166	385,905	20.1%
	<b>4,638,087</b>	<b>1,062,505</b>	<b>22.9%</b>
Chief Executive Officer	0	0	0.0%
Deputy CEO	25,000	0	0.0%
Manager Works & Services	4,178,245	772,179	18.5%
Building Maintenance Coordinator	434,842	290,326	66.8%
	<b>4,638,087</b>	<b>1,062,505</b>	<b>22.9%</b>

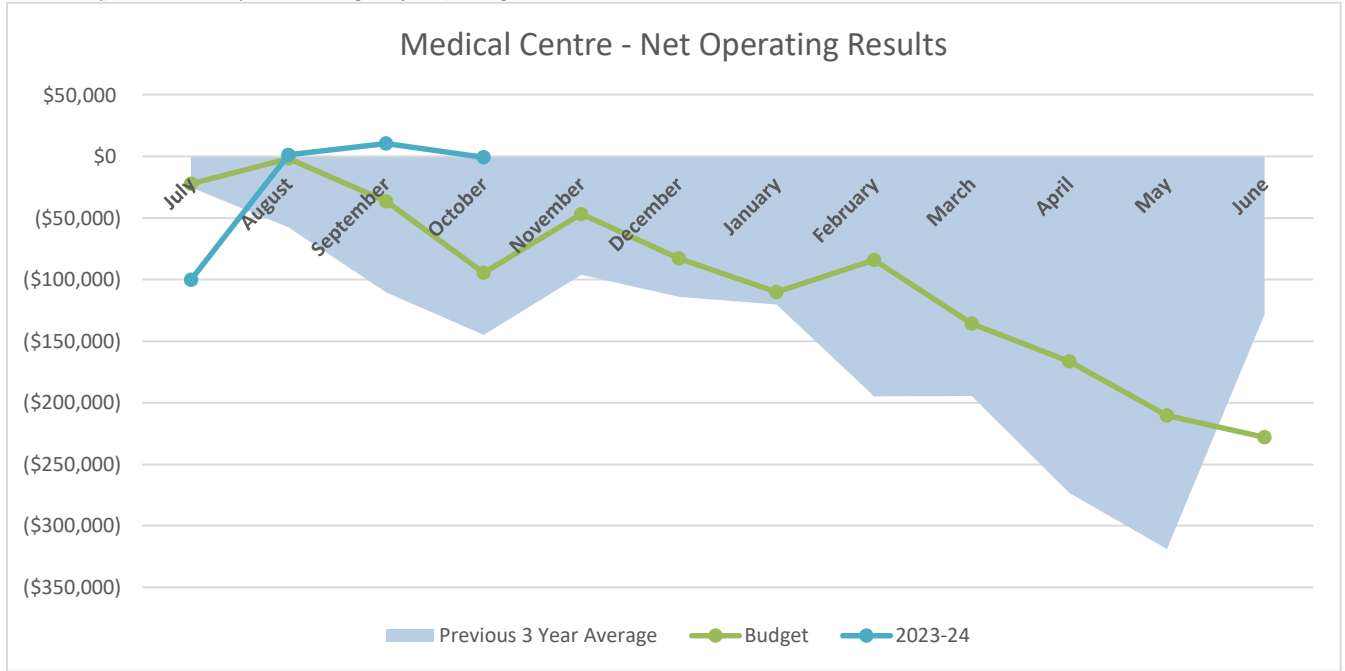


**SHIRE OF BOYUP BROOK  
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FOR THE PERIOD ENDING 31 OCTOBER 2023**

**MAJOR BUSINESS UNITS**

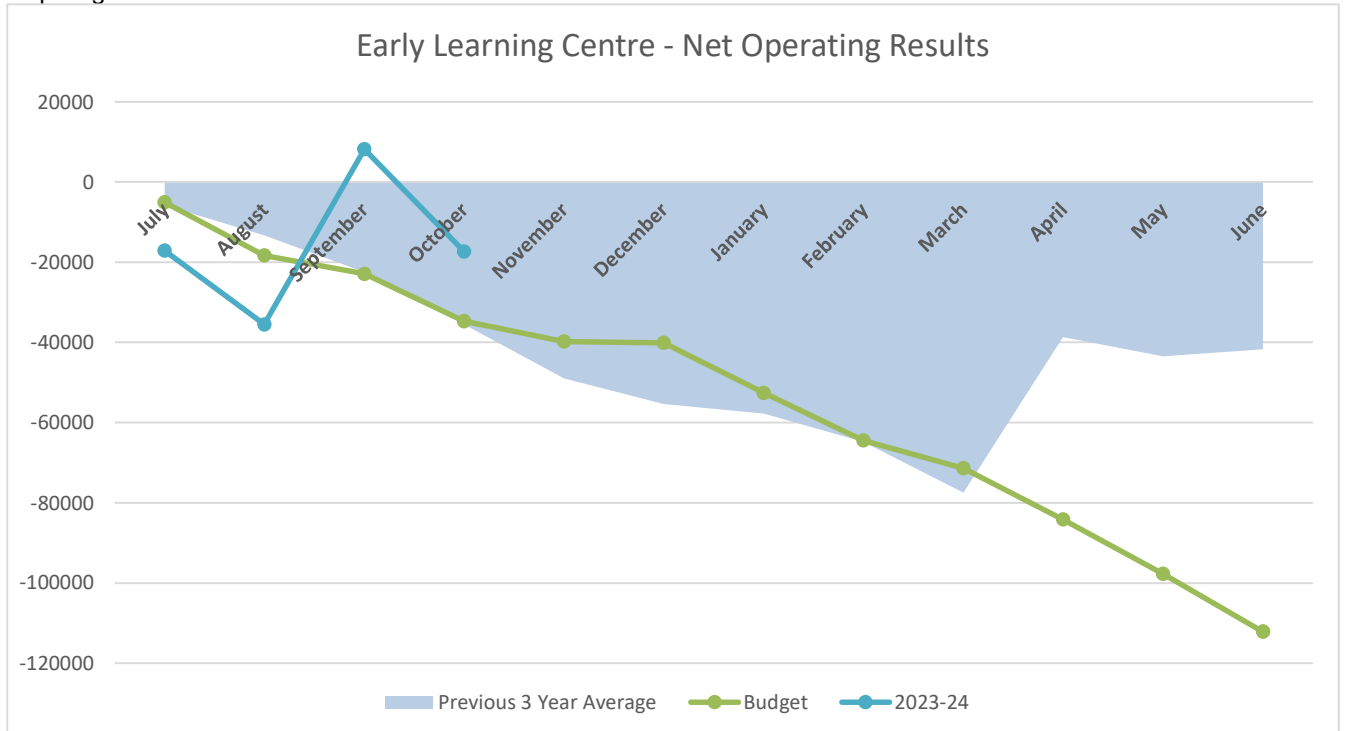
**Medical Centre**

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



**Early Learning Centre**

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

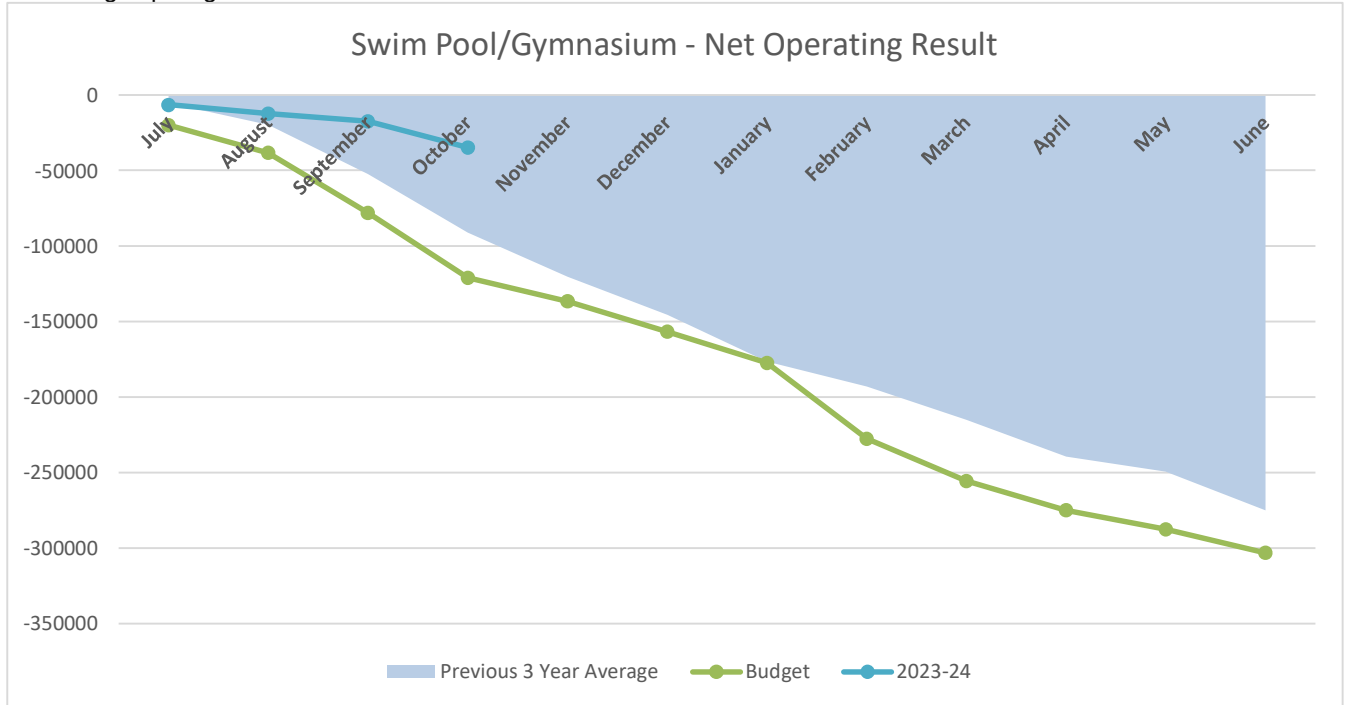


**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 31 OCTOBER 2023**

**MAJOR BUSINESS UNITS**

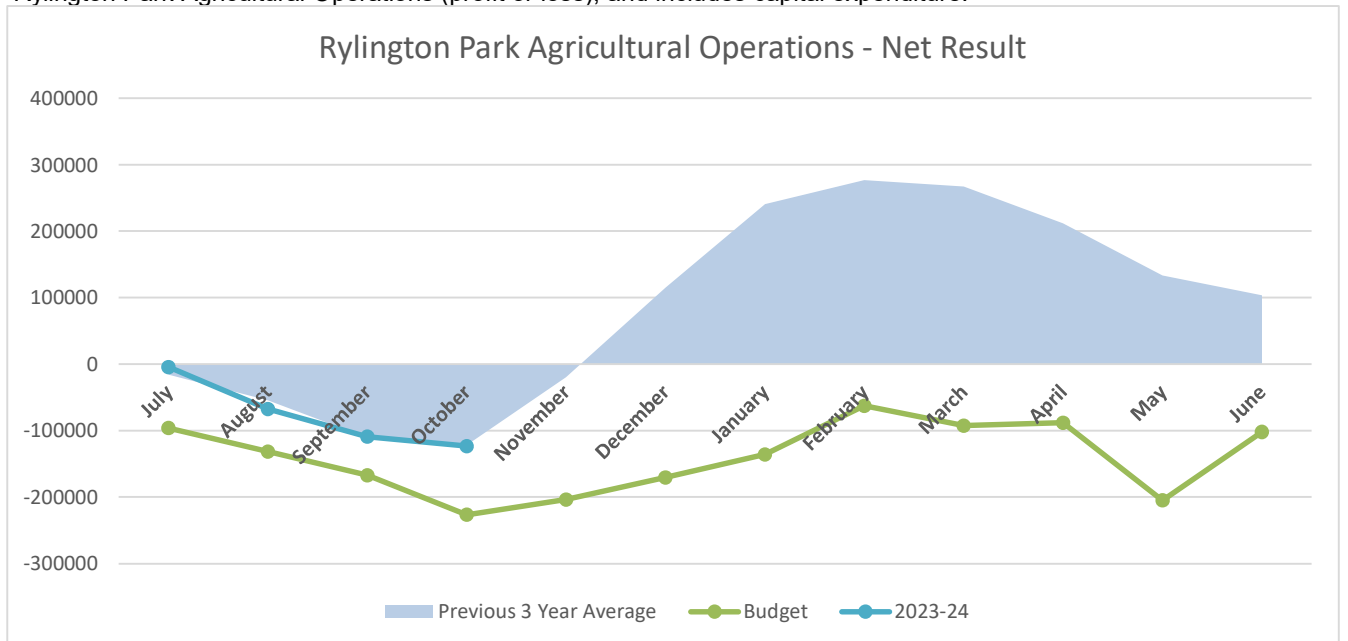
**Swimming Pool/Gymnasium**

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



**Rylington Park Agricultural Operations**

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



**SHIRE OF BOYUP BROOK  
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<b>RESERVES - CASH BACKED</b>	<b>2024 Actual Opening Balance</b>	<b>2024 Actual Transfer to</b>	<b>2024 Actual Transfer (from)</b>	<b>2024 Actual Closing Balance</b>	<b>2024 Budget Opening Balance</b>	<b>2024 Budget Transfer to</b>	<b>2024 Budget Transfer (from)</b>	<b>2024 Budget Closing Balance</b>
Leave Reserve	34,375	231	0	34,606	34,375	63	0	34,438
Plant Reserve	231,351	1,558	0	232,909	231,351	100,421	0	331,772
Building Reserve	759,976	5,117	0	765,093	759,976	11,383	0	771,359
Community Housing Reserve	220,560	1,485	0	222,045	220,560	401	0	220,961
Emergency Reserve	12,830	86	0	12,916	12,830	23	0	12,853
Insurance Claim Reserve	15,636	105	0	15,741	15,636	28	0	15,664
Other Recreation Reserve	51,981	350	0	52,331	51,982	15,095	0	67,077
Commercial Reserve	464,312	3,126	0	467,438	464,312	844	0	465,156
Bridges Reserve	160	1	0	161	160	30,000	0	30,160
Aged Accommodation Reserve	82,187	(49,135)	0	33,052	32,498	59	0	32,557
Road Contributions Reserve	29,415	198	0	29,613	29,415	53	0	29,468
IT/Office Equipment Reserve	41,041	276	0	41,317	41,041	75	0	41,116
Civic Receptions Reserve	17,249	116	0	17,365	17,249	31	0	17,280
Unspent Grants Reserve	82	1	0	83	82	0	0	82
Unspent Community Grants Reserve	126	1	0	127	126	0	0	126
Rylington Park Working Capital Reserve	363,752	2,449	0	366,201	363,752	661	(138,000)	226,413
Rylington Park Community Projects Reserve	424,457	52,546	0	477,003	474,145	863	0	475,008
Co-Contributions Reserve	0	0	0	0	0	100,000	0	100,000
Waste Reserve	0	0	0	0	0	10,000	0	10,000
	<b>2,749,490</b>	<b>18,513</b>	<b>0</b>	<b>2,768,003</b>	<b>2,749,490</b>	<b>270,000</b>	<b>(138,000)</b>	<b>2,881,490</b>



**SHIRE OF BOYUP BROOK  
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<b>LOAN REPAYMENTS</b>	<b>Loan Number</b>	<b>2024 Actual Principal 1 July 2023</b>	<b>2024 New New Loans</b>	<b>2024 New Principal Repayments</b>	<b>2024 Actual Interest Repayments</b>	<b>2024 Actual Principal Outstanding</b>	<b>2024 Budget Principal 1 July 2023</b>	<b>2024 Budget New Loans</b>	<b>2024 Budget Principal Repayments</b>	<b>2024 Budget Interest Repayments</b>	<b>2024 Budget Principal Outstanding</b>
<b>Housing</b>											
Staff House	115	17,994	0	(3,961)	(752)	14,033	17,994	0	(8,038)	(1,388)	9,956
<b>Recreation and culture</b>											
Swimming Pool	114	32,742	0	(7,205)	(1,371)	25,537	32,742	0	(14,622)	(2,529)	18,120
<b>Economic services</b>											
Caravan Park Ablutions	119	0	0	0	0	0	0	250,000	0	0	250,000
		<u>50,736</u>	<u>0</u>	<u>(11,166)</u>	<u>(2,123)</u>	<u>39,570</u>	<u>50,736</u>	<u>250,000</u>	<u>(22,660)</u>	<u>(3,917)</u>	<u>278,076</u>

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

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

G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>Proceeds Sale of Assets</b>					
123001	Proceeds Sale of Plant Assets	\$0	\$0	(\$310,000)	\$0
<b>PROCEEDS FROM SALE OF ASSETS</b>		\$0	\$0	(\$310,000)	\$0
<b>Written Down Value</b>					
092600	Written Down Value - Disposal of Assets	\$0	\$0	\$0	\$310,000
<b>Sub Total - WDV ON DISPOSAL OF ASSET</b>		\$0	\$0	\$0	\$310,000
<b>Total - GAIN/LOSS ON DISPOSAL OF ASSET</b>		\$0	\$0	(\$310,000)	\$310,000
<b>Total - OPERATING STATEMENT</b>		\$0	\$0	(\$310,000)	\$310,000

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

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

G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>RATES</b>					
<b>OPERATING EXPENDITURE</b>					
031103	Rates Administration Activity Costs	\$42,195	\$37,387	\$0	\$126,636
031101	Collection Costs	\$1,666	\$4,801	\$0	\$5,000
031100	Valuation Charges	\$1,772	\$273	\$0	\$18,200
031102	Search Costs	\$20	\$0	\$0	\$300
<b>Sub Total - GENERAL RATES OP EXP</b>		\$45,652	\$42,460	\$0	\$150,136
<b>OPERATING INCOME</b>					
031001	Rates - GRV	(\$545,845)	\$997	(\$545,845)	\$0
031002	Rates - UV	(\$2,555,332)	\$0	(\$2,555,332)	\$0
031003	Rates - GRV - Minimum	(\$66,024)	\$0	(\$66,024)	\$0
031004	Rates - UV - Minimum	(\$409,728)	\$0	(\$409,728)	\$0
031006	Rates - Ex-Gratia Rates	(\$1,390)	\$0	(\$1,390)	\$0
031013	Rates Administration Fee	\$0	\$0	(\$3,000)	\$0
031005	Rates - Instalment Interest	(\$2,820)	(\$8,050)	(\$3,000)	\$0
031007	Rates - Non Payment Penalty - LG	(\$5,950)	(\$12,497)	(\$17,000)	\$0
031008	Rates - Rate Enquiries	(\$2,000)	(\$3,265)	(\$10,000)	\$0
031009	Rates - ESL Administration Fee	(\$4,000)	(\$4,287)	(\$4,000)	\$0
031010	Rates - Reimbursements	\$0	(\$4,801)	(\$5,000)	\$0
031011	Rates - Penalty Interest - DFES	(\$600)	(\$574)	(\$600)	\$0
031012	Rates - Rates Interims	\$0	(\$3,577,764)	(\$1,000)	\$0
031104	Rates Written Off	\$0	\$0	\$250	\$0
<b>Sub Total - GENERAL RATES OP INC</b>		(\$3,593,689)	(\$3,610,243)	(\$3,621,669)	\$0
<b>Total - GENERAL RATES</b>		(\$3,548,037)	(\$3,567,782)	(\$3,621,669)	\$150,136
<b>OTHER GENERAL PURPOSE FUNDING</b>					
<b>OPERATING EXPENDITURE</b>					
032100	General Purpose Funding - Administration Allocated	\$2,798	\$2,479	\$0	\$8,397
032101	General Purpose Funding - Doubtful Debts Expense	\$0	\$0	\$0	\$0
<b>Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP</b>		\$2,798	\$2,479	\$0	\$8,397
<b>OPERATING INCOME</b>					
032001	General Purpose Grants Federal Commission (OP)	\$0	(\$10,534)	\$0	\$0
032002	General Purpose Grants Federal - Roads (OP)	\$0	(\$10,381)	\$0	\$0
032003	General Purpose Funding - Interest On Investments - Municipal Account	(\$378)	(\$25,279)	(\$2,100)	\$0
032004	Interest on Investments - Reserves Account	(\$1,550)	(\$18,513)	(\$5,000)	\$0
032006	General Purpose Funding - Interest on Investments - Medical Funds	\$0	(\$454)	\$0	\$0
032007	General Purpose Funding - Interest on Investments - Business Online	\$0	\$0	\$0	\$0
032008	General Purpose Funding - Interest on Investments - Short Term Depos	(\$9)	\$0	(\$50)	\$0
<b>Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC</b>		(\$1,937)	(\$65,161)	(\$7,150)	\$0
<b>Total - OTHER GENERAL PURPOSE FUNDING</b>		\$861	(\$62,682)	(\$7,150)	\$8,397
<b>Total - GENERAL PURPOSE FUNDING</b>		(\$3,547,176)	(\$3,630,465)	(\$3,628,819)	\$158,533



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G/L JOB		YTD COMPARATIVES		ADOPTED BUDGET	
		31 OCTOBER 2023		2023-2024	
		Budget	Actual	Income	Expenditure
<b>MEMBERS OF COUNCIL</b>					
<b>OPERATING EXPENDITURE</b>					
041100	Members - Sitting Fees.	\$25,440	\$0	\$0	\$76,350
041119	Website Expenses	\$15,194	\$9,530	\$0	\$26,530
041101	Members - Training Costs	\$3,348	\$0	\$0	\$10,800
041102	Members - Travelling Costs	\$1,054	\$0	\$0	\$3,400
041103	Members - Telecommunications Reimbursements	\$3,715	\$0	\$0	\$11,985
041104	Members - Other Expenses	\$4,400	\$1,675	\$0	\$4,400
041105	Members - Conferences/Seminars Costs	\$2,862	\$5,208	\$0	\$23,850
041106	Members - President's Allowance	\$925	\$0	\$0	\$10,280
041107	Members - Deputy President's Allowance	\$154	\$0	\$0	\$2,570
041108	Members - Council Chamber Expenses	\$30,472	(\$793)	\$0	\$32,063
041109	Members - Refreshments & Receptions	\$7,977	\$4,779	\$0	\$23,940
041111	Members - Insurance Costs For Members	\$7,326	\$3,201	\$0	\$7,326
041112	Members - Subscriptions	\$8,510	\$8,510	\$0	\$8,510
041113	Members - Election Expenses	\$0	\$874	\$0	\$23,000
041114	Members - Donations	\$45,350	\$39,227	\$0	\$61,350
041118	ICT - Councillors	\$1,628	\$8,232	\$0	\$16,341
041120	Warren Blackwood Alliance Expenses	\$12,600	\$8,015	\$0	\$12,600
041150	Members - Admin Allocation	\$22,496	\$19,933	\$0	\$67,516
<b>Sub Total - MEMBERS OF COUNCIL OP/EXP</b>		\$193,452	\$110,392	\$0	\$422,811
<b>OPERATING INCOME</b>					
041001	Members - Reimbursements Income	\$0	(\$546)	\$0	\$0
041002	Other Governance - Sundry Reimbursements Income	\$0	\$0	\$0	\$0
<b>Sub Total - MEMBERS OF COUNCIL OP/INC</b>		\$0	(\$546)	\$0	\$0
<b>Total - MEMBERS OF COUNCIL</b>		\$193,452	\$109,846	\$0	\$422,811
<b>GOVERNANCE</b>					
<b>OPERATING EXPENDITURE</b>					
042100	Other Governance - Admin Allocated	\$33,744	\$29,899	\$0	\$101,274
<b>Sub Total - GOVERNANCE - GENERAL OP/EXP</b>		\$33,744	\$29,899	\$0	\$101,274
<b>OPERATING INCOME</b>					
<b>Sub Total - GOVERNANCE - GENERAL OP/INC</b>		\$0	\$0	\$0	\$0
<b>Total - GOVERNANCE - GENERAL</b>		\$33,744	\$29,899	\$0	\$101,274
<b>Total - GOVERNANCE</b>		\$227,196	\$139,745	\$0	\$524,085

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

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

G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>LAW, ORDER AND PUBLIC SAFETY</b>					
<b>FIRE PREVENTION</b>					
<b>OPERATING EXPENDITURE</b>					
051109	ESL - Insurances Fire Appliances and Personnel	\$36,920	\$17,558	\$0	\$36,920
051112	Fire Prevention And Support	\$12,142	\$17,575	\$0	\$15,770
051101	Fire Break Inspection Expenses	\$0	\$0	\$0	\$3,540
051102	Fire Hazard Reductions Expenses	\$1,327	\$5,563	\$0	\$11,056
051104	Minor Fire Plant & Equipment Purchases non ESL	\$183	\$0	\$0	\$550
051105	Fire Plant & Equipment Maintenance - Non ESL	\$167	\$0	\$0	\$500
051106	ESL - Fire Vehicle Maintenance Costs	\$0	\$434	\$0	\$15,000
051107	ESL - Brigade Utilities, rates and taxes	\$0	\$0	\$0	\$1,200
051108	ESL - Other Goods & Services relating to Fires	\$0	\$858	\$0	\$7,000
051110	ESL - Fire Plant & Equip over \$1500	\$0	\$4,825	\$0	\$17,000
051111	ESL - Minor Fire Plant/Equip Under \$1500	\$0	\$3,996	\$0	\$15,000
051114	ESL - Land & Building Maintenance	\$0	\$102	\$0	\$3,582
051115	ESL - Clothing and Accessories	\$0	\$170	\$0	\$45,000
051116	ESL - Plant and Equipment Maintenance	\$1,253	\$44	\$0	\$12,760
051117	BFRC - Bushfire Risk Planning	\$0	\$506	\$0	\$23,214
051118	DFES Fire Defence Grant Expenses	\$0	\$0	\$0	\$13,520
051120	Bush Fire - Mitigation Activity Funded	\$0	\$386	\$0	\$0
051150	Admin Allocation - Fire Control	\$22,496	\$19,933	\$0	\$67,516
051190	Depreciation - Fire Control	\$0	\$0	\$0	\$670
<b>Sub Total - FIRE PREVENTION OP/EXP</b>		<b>\$74,488</b>	<b>\$71,949</b>	<b>\$0</b>	<b>\$289,798</b>
<b>OPERATING INCOME</b>					
050600	ESL & DFES Non Operating Grants	\$0	\$0	\$0	\$0
051001	Fire Infringements/Fines Income	\$0	\$0	\$0	\$0
051002	Sale Of Fire Maps Income	\$0	(\$40)	(\$100)	\$0
051003	LGIS Fire Reimbursement Income	\$0	(\$294)	\$0	\$0
051004	ESL - Funding Operating Grant Income	(\$60,000)	(\$154,160)	(\$120,000)	\$0
051005	Fire Hazard Reduction Income	\$0	\$0	\$0	\$0
<b>Sub Total - FIRE PREVENTION OP/INC</b>		<b>(\$60,000)</b>	<b>(\$154,494)</b>	<b>(\$120,100)</b>	<b>\$0</b>
<b>Total - FIRE PREVENTION</b>		<b>\$14,488</b>	<b>(\$82,545)</b>	<b>(\$120,100)</b>	<b>\$289,798</b>
<b>ANIMAL CONTROL</b>					
<b>OPERATING EXPENDITURE</b>					
052100	Ranger Services Operation Costs	\$627	\$1,466	\$0	\$2,431
052005	Trap Hire Refunds	\$50	\$0	\$0	\$50
052101	Ranger Vehicle Operating Expenses	\$167	\$1,024	\$0	\$500
052102	Dog License Discs Costs	\$300	\$0	\$0	\$300
052103	Other Control Expenses	\$1,092	\$103	\$0	\$2,028
052104	Animal Impounding Costs	\$4,000	\$890	\$0	\$5,000
052109	Cat License Tags Expense	\$100	\$0	\$0	\$100
052110	Ranger Services Salary Super and Employee Costs	\$29,451	\$13,790	\$0	\$84,262
052111	Ranger Services Provision for Leave Accruals	\$0	\$0	\$0	\$0
052150	Admin Allocation - Animal Control	\$8,453	\$7,487	\$0	\$25,361
052190	Depreciation	\$133	\$0	\$0	\$400
<b>Sub Total - ANIMAL CONTROL OP/EXP</b>		<b>\$44,374</b>	<b>\$24,761</b>	<b>\$0</b>	<b>\$120,432</b>
<b>OPERATING INCOME</b>					
052001	Animal Fines & Penalties Income	(\$300)	(\$169)	(\$500)	\$0
052002	Animal Impounding Fees Income	(\$300)	(\$317)	(\$300)	\$0
052003	Dog Registrations Charges	(\$1,960)	(\$3,310)	(\$5,000)	\$0
052008	Cat Sterilisation Program Grant Income	\$0	\$0	\$0	\$0
<b>Sub Total - ANIMAL CONTROL OP/INC</b>		<b>(\$2,560)</b>	<b>(\$3,796)</b>	<b>(\$5,800)</b>	<b>\$0</b>
<b>Total - ANIMAL CONTROL</b>		<b>\$41,814</b>	<b>\$20,965</b>	<b>(\$5,800)</b>	<b>\$120,432</b>

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

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

G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>OTHER LAW ORDER &amp; PUBLIC SAFETY</b>					
<b>OPERATING EXPENDITURE</b>					
053100	Local Emergency Management Committee Expenses	\$189	\$0	\$0	\$300
053150	Administration Allocated - Emergency Mgt	\$8,450	\$7,487	\$0	\$25,361
053152	Other Costs	\$0	\$0	\$0	\$0
053103	Emergency Management Coordination Expenses	\$0	\$10,007	\$0	\$0
053190	Depreciation	\$9,111	\$0	\$0	\$27,345
<b>Sub Total - OTHER LAW ORDER &amp; PUBLIC SAFETY OP/EXP</b>		\$17,751	\$17,495	\$0	\$53,006
<b>OPERATING INCOME</b>					
053002	Non-Operating Grants	\$0	\$0	\$0	\$0
<b>Sub Total - OTHER LAW ORDER &amp; PUBLIC SAFETY OP /INC</b>		\$0	\$0	\$0	\$0
<b>Total - OTHER LAW ORDER PUBLIC SAFETY</b>		\$17,751	\$17,495	\$0	\$53,006
<b>Total - LAW ORDER &amp; PUBLIC SAFETY</b>		\$74,052	(\$44,086)	(\$125,900)	\$463,236

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

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
G/L	JOB		Budget	Actual	Income	Expenditure
<b>HEALTH FAMILY STOP CENTRE</b>						
<b>OPERATING EXPENDITURE</b>						
071100	B0101	Family Stop Centre - Operation	\$4,014	\$6,625	\$0	\$14,475
071150		Admin Allocated - Family Stop Centre	\$5,653	\$5,008	\$0	\$16,965
071190		Depreciation - Family Stop Centre	\$1,233	\$0	\$0	\$3,700
<b>Sub Total - HEALTH FAMILY STOP OP/EXP</b>			<b>\$10,899</b>	<b>\$11,633</b>	<b>\$0</b>	<b>\$35,140</b>
<b>OPERATING INCOME</b>						
<b>Sub Total - HEALTH FAMILY STOP OP/INC</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - HEALTH FAMILY STOP</b>			<b>\$10,899</b>	<b>\$11,633</b>	<b>\$0</b>	<b>\$35,140</b>
<b>HEALTH ADMINISTRATION &amp; INSPECTION</b>						
<b>OPERATING EXPENDITURE</b>						
072100		Health Administration Services Expenses	\$21,173	\$9,980	\$0	\$65,523
072101		Other Health Administration Expenses	\$69	\$0	\$0	\$150
072102		Provision for Leave Accruals	\$0	\$0	\$0	\$0
072103		Health Administration Superannuation	\$0	\$0	\$0	\$0
072150		Admin Allocation - Other Health	\$5,655	\$5,008	\$0	\$16,965
<b>Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP</b>			<b>\$26,898</b>	<b>\$14,988</b>	<b>\$0</b>	<b>\$82,638</b>
<b>OPERATING INCOME</b>						
072001		Food Stall Permit Charges	\$0	(\$425)	(\$600)	\$0
072002		Temporary Camping Site Permit Charges	(\$56)	(\$400)	(\$500)	\$0
072003		Food Business Registration Fee	(\$754)	\$0	(\$2,000)	\$0
072004		Annual Inspections	\$0	\$0	\$0	\$0
072005		Lodging House Registration Fees	\$0	\$0	\$0	\$0
<b>Sub Total - HEALTH ADMIN AND INSPECTION OP/INC</b>			<b>(\$809)</b>	<b>(\$825)</b>	<b>(\$3,100)</b>	<b>\$0</b>
<b>Total - HEALTH ADMIN AND INSPECTION</b>			<b>\$26,088</b>	<b>\$14,163</b>	<b>(\$3,100)</b>	<b>\$82,638</b>



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

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

G/L	JOB		YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
<b>OTHER HEALTH - MEDICAL SERVICES</b>						
<b>OPERATING EXPENDITURE</b>						
074100	B0105	Housing General Practitioner - Medical Service	\$5,547	\$6,134	\$0	\$14,478
074102		Boyup Brook Medical Services Building Costs	\$14,073	\$11,902	\$0	\$34,310
074101		Medical Services General Operations	\$114	\$0	\$0	\$2,050
074103		Medical Service Employee Costs	\$303,538	\$342,431	\$0	\$967,957
074105		Postage, Printing & Stationery	\$1,363	\$1,494	\$0	\$5,000
074106		Medical Ctr - Telephones	\$2,299	\$1,479	\$0	\$6,900
074107		Medical Ctr - Subscriptions	\$3,231	\$3,345	\$0	\$5,936
074108		Medical Ctr - Insurances	\$29,965	\$425	\$0	\$29,965
074109		Medical Bank Fees	\$225	\$236	\$0	\$675
074110		Medical Ctr - Computer Expenses	\$14,007	\$6,990	\$0	\$39,936
074111		Medical Ctr - Medical Supplies & Equipt	\$7,447	\$9,621	\$0	\$22,350
074112		Medical Ctr - Locum Doctor	\$0	\$0	\$0	\$48,600
074113		Medical Ctr - Superannuation	\$26,893	\$36,412	\$0	\$87,485
074114		Medical Ctr - Training	\$2,500	\$1,735	\$0	\$5,000
074115		Medical Ctr - Sundry Expenses	\$3,519	\$3,525	\$0	\$10,650
074116		Medical Service Provision for Leave Accruals	\$0	\$0	\$0	\$31,245
074117		Medical - Fringe Benefit Tax	\$250	\$312	\$0	\$1,000
074118		Medical Employee (Packaging) Costs	\$0	\$0	\$0	\$1,200
074119		Medical Doubtful Debts Expense	\$0	\$0	\$0	\$0
074150		Admin Allocated - Boyup Brook Medical Services	\$25,294	\$22,412	\$0	\$75,913
074191		Depreciation - Medical Centre	\$2,832	\$0	\$0	\$8,500
074190		Depreciation - Housing GP - 5 Rogers Ave	\$2,266	\$0	\$0	\$6,800
<b>Sub Total - PREVENTIVE SRVS - OP/EXP</b>			\$445,363	\$448,452	\$0	\$1,405,950
<b>OPERATING INCOME</b>						
074001		Surgery Turnover	(\$349,830)	(\$447,774)	(\$1,150,000)	\$0
074002		Surgery Rental Income	(\$933)	\$0	(\$2,800)	\$0
074004		Grants, Reimbursements and Contributions	\$0	\$0	(\$25,000)	\$0
<b>Sub Total - PREVENTIVE SRVS - OP/INC</b>			(\$350,763)	(\$449,318)	(\$1,177,800)	\$0
<b>Total - PREVENTIVE SERVICES</b>			\$94,600	(\$866)	(\$1,177,800)	\$1,405,950
<b>PREVENTIVE SERVICE - OTHER</b>						
<b>OPERATING EXPENDITURE</b>						
073100		Analytical Expenses	\$500	\$463	\$0	\$500
<b>Sub Total - PREVENTIVE SRVS - OTHER OP/EXP</b>			\$500	\$463	\$0	\$500
<b>Total - PREVENTIVE SERVICES - OTHER</b>			\$500	\$463	\$0	\$500
<b>OTHER HEALTH</b>						
<b>OPERATING EXPENDITURE</b>						
075100		Ambulance Centre Operation	\$493	\$502	\$0	\$26,373
075150		Admin Allocated - Other Health	\$5,653	\$5,008	\$0	\$16,965
<b>Sub Total - OTHER HEALTH OP/EXP</b>			\$6,146	\$5,511	\$0	\$43,338
<b>OPERATING INCOME</b>						
<b>Sub Total - OTHER HEALTH OP/INC</b>			\$0	\$0	\$0	\$0
<b>Total - OTHER HEALTH</b>			\$6,146	\$5,511	\$0	\$43,338
<b>Total - HEALTH</b>			\$138,233	\$30,904	(\$1,180,900)	\$1,567,566

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

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

G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>OTHER EDUCATION</b>					
<b>OPERATING EXPENDITURE</b>					
081100	Community Resource Centre	\$3,270	\$1,879	\$0	\$7,039
081101	Rylington Park Farm Complex	\$0	\$0	\$0	\$0
081102	Donations - Other Education	\$250	\$0	\$0	\$250
081103	Early Learning Centre - Employee Costs	\$97,621	\$84,632	\$0	\$252,522
081104	Early Learning Centre - Operating Costs	\$16,330	\$4,528	\$0	\$54,086
081106	ECU Joint Research Support	\$0	\$0	\$0	\$0
081150	Admin Allocation - Other Education	\$5,655	\$5,008	\$0	\$16,965
081190	Depreciation - Community Resource Centre	\$1,673	\$0	\$0	\$5,020
081191	Depreciation - Rylington Park Farm Complex	\$0	\$0	\$0	\$0
<b>Sub Total - OTHER EDUCATION OP/EXP</b>		\$124,799	\$96,048	\$0	\$335,882
<b>OPERATING INCOME</b>					
081003	Early Learning Centre - Fees & Charges	(\$84,903)	(\$78,645)	(\$210,000)	\$0
081004	Early Learning Centre -Operating Income	\$0	(\$45)	\$0	\$0
<b>Sub Total - OTHER EDUCATION OP/INC</b>		(\$84,903)	(\$78,690)	(\$210,000)	\$0
<b>Total - OTHER EDUCATION</b>		\$39,896	\$17,358	(\$210,000)	\$335,882
<b>AGED &amp; DISABLED</b>					
<b>OPERATING EXPENDITURE</b>					
082100	Support for Seniors Christmas Lunch	\$0	\$0	\$0	\$1,000
082101	Aged Needs Strategy Project	\$0	\$0	\$0	\$50,000
082150	Admin Allocated - Aged & Disabled	\$5,653	\$5,008	\$0	\$16,965
<b>Sub Total - AGED &amp; DISABLED OP/EXP</b>		\$5,653	\$5,008	\$0	\$67,965
<b>OPERATING INCOME</b>					
<b>Sub Total - AGED &amp; DISABLED OP/INC</b>		\$0	\$0	\$0	\$0
<b>Total - AGED &amp; DISABLED</b>		\$5,653	\$5,008	\$0	\$67,965
<b>OTHER WELFARE</b>					
<b>OPERATING EXPENDITURE</b>					
083100	Other Welfare Expenses	\$0	\$0	\$0	\$0
083104	Depreciation	\$17	\$0	\$0	\$50
083150	Admin Allocated - Other Welfare	\$16,907	\$14,975	\$0	\$50,723
<b>Sub Total - OTHER WELFARE OP/EXP</b>		\$16,924	\$14,975	\$0	\$50,773
<b>OPERATING INCOME</b>					
<b>Sub Total - OTHER WELFARE OP/INC</b>		\$0	\$0	\$0	\$0
<b>Total - OTHER WELFARE</b>		\$16,924	\$14,975	\$0	\$50,773
<b>Total - EDUCATION &amp; WELFARE</b>		\$62,472	\$37,341	(\$210,000)	\$454,620

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

G/L JOB		YTD COMPARATIVES		ADOPTED BUDGET	
		31 OCTOBER 2023		2023-2024	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
<b>STAFF HOUSING</b>					
<b>OPERATING EXPENDITURE</b>					
091100	Staff Housing	\$0	\$0	\$0	\$0
091130	Interest Paid Loan 115 - Staff House	\$752	\$752	\$0	\$1,388
091190	Depreciation - Staff Housing	\$1,911	\$0	\$0	\$5,735
091150	Staff Housing - Less Amt Allocated to Admin.	\$5,653	\$5,008	\$0	\$16,965
<b>Sub Total - STAFF HOUSING OP/EXP</b>		<b>\$8,316</b>	<b>\$5,761</b>	<b>\$0</b>	<b>\$24,088</b>
<b>Total - STAFF HOUSING</b>		<b>\$8,316</b>	<b>\$5,761</b>	<b>\$0</b>	<b>\$24,088</b>
<b>HOUSING OTHER</b>					
<b>OPERATING EXPENDITURE</b>					
092101	Boyup Brook Citizens Lodge	\$17,588	\$9,028	\$0	\$27,288
092102	Community Housing - Units	\$14,163	\$11,530	\$0	\$23,188
092103	Other	\$3,228	\$1,425	\$0	\$5,199
092105	House - 1 Rogers Ave	\$6,897	\$14,966	\$0	\$16,203
092107	7 Knapp Street - Operating & Mtce Expense	\$5,823	\$3,817	\$0	\$9,469
092108	Property Selling Expenses	\$0	\$0	\$0	\$0
092109	Community Housing Maintenance - Grant Funded	\$0	\$0	\$0	\$143,340
092150	Admin Allocation - Other Housing	\$5,710	\$5,059	\$0	\$17,136
092191	Depreciation - Other Housing	\$1,856	\$0	\$0	\$5,570
092192	Depreciation - House - 1 Rogers Ave	\$1,454	\$0	\$0	\$4,365
092190	Depreciation - Boyup Brook Citizens Lodge	\$10,791	\$0	\$0	\$32,385
<b>Sub Total - HOUSING OTHER OP/EXP</b>		<b>\$67,510</b>	<b>\$45,826</b>	<b>\$0</b>	<b>\$284,143</b>
<b>HOUSING OPERATING INCOME</b>					
092001	Rent 24A Proctor St	(\$3,633)	(\$2,331)	(\$10,900)	\$0
092002	Rent 24B Proctor St	(\$3,200)	(\$2,839)	(\$9,600)	\$0
092003	Rent 16A Forrest St	(\$3,067)	(\$2,720)	(\$9,200)	\$0
092004	Rent 16B Forrest St	(\$3,467)	(\$2,720)	(\$10,400)	\$0
092005	Rent 1 Rogers St	\$0	\$0	\$0	\$0
092007	Housing Reimbursements	(\$139)	(\$1,788)	(\$500)	\$0
092009	Other Housing: 7 Knapp St	(\$11,000)	(\$11,329)	(\$33,000)	\$0
092011	Community Housing Maintenance Grant	\$0	\$0	(\$143,340)	\$0
<b>Sub Total - HOUSING OTHER OP/INC</b>		<b>(\$24,505)</b>	<b>(\$23,725)</b>	<b>(\$216,940)</b>	<b>\$0</b>
<b>Total - HOUSING OTHER</b>		<b>\$43,005</b>	<b>\$22,100</b>	<b>(\$216,940)</b>	<b>\$284,143</b>
<b>Total - HOUSING</b>		<b>\$51,321</b>	<b>\$27,861</b>	<b>(\$216,940)</b>	<b>\$308,231</b>

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

G/L JOB		YTD COMPARATIVES		ADOPTED BUDGET	
		31 OCTOBER 2023		2023-2024	
		Budget	Actual	Income	Expenditure
<b>SANITATION - HOUSEHOLD REFUSE</b>					
<b>OPERATING EXPENDITURE</b>					
101100	Refuse Collection Boyup Brook Townsite Expense	\$18,699	\$13,795	\$0	\$56,100
101101	Recycling Collection Boyup Brook Town Site	\$11,293	\$7,800	\$0	\$33,880
101106	Transfer Station Employee Costs	\$11,152	\$10,466	\$0	\$29,391
101102 B0400	Boyup Brook Transfer Station Costs	\$23,682	\$26,304	\$0	\$68,233
101103	Land Fill Disposal Site	\$17,619	\$13,854	\$0	\$48,040
101104	Townsite Street Bins Collection	\$5,040	\$4,044	\$0	\$14,521
101107	Drum Muster Expenses	\$2,660	\$0	\$0	\$2,660
101108	BB Transfer Station Superannuation	\$944	\$863	\$0	\$2,453
101119	Waste Bin Maintenance and Delivery	\$1,705	\$919	\$0	\$6,304
101150	Admin Allocated - Waste Management	\$11,248	\$9,966	\$0	\$33,758
101190	Depreciation - Waste Management	\$7,354	\$0	\$0	\$22,070
<b>Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP</b>		<b>\$111,396</b>	<b>\$88,012</b>	<b>\$0</b>	<b>\$317,410</b>
<b>SANITATION OPERATING INCOME</b>					
101001	Refuse Collection Charges	(\$208,500)	(\$209,952)	(\$208,500)	\$0
101002	Waste Disposal Charges	(\$4,500)	(\$3,406)	(\$4,500)	\$0
101003	Recycling Scheme Income	(\$350)	(\$8,687)	(\$700)	\$0
101004	Scrap Metal Income	(\$1,650)	\$0	(\$5,000)	\$0
<b>Sub Total - SANITATION H/HOLD REFUSE OP/INC</b>		<b>(\$215,000)</b>	<b>(\$222,044)</b>	<b>(\$218,700)</b>	<b>\$0</b>
<b>Total - SANITATION HOUSEHOLD REFUSE</b>		<b>(\$103,604)</b>	<b>(\$134,033)</b>	<b>(\$218,700)</b>	<b>\$317,410</b>
<b>EFFLUENT DRAINAGE SYSTEM</b>					
<b>OPERATING EXPENDITURE</b>					
103100	Septic Tank Inspection Expenses	\$0	\$0	\$0	\$200
103101	Liquid Waste Disposal Site (Stanton Road)	\$3,460	\$926	\$0	\$3,460
<b>Sub Total - SEWERAGE OP/EXP</b>		<b>\$3,460</b>	<b>\$926</b>	<b>\$0</b>	<b>\$3,660</b>
<b>OPERATING INCOME</b>					
103002	Septic Licence Fees	(\$2,072)	(\$1,180)	(\$2,800)	\$0
<b>Sub Total - SEWERAGE OP/INC</b>		<b>(\$2,072)</b>	<b>(\$1,180)</b>	<b>(\$2,800)</b>	<b>\$0</b>
<b>Total - SEWERAGE</b>		<b>\$1,388</b>	<b>(\$254)</b>	<b>(\$2,800)</b>	<b>\$3,660</b>
<b>PROTECTION OF THE ENVIRONMENT</b>					
<b>OPERATING EXPENDITURE</b>					
107100	Landcare Expenses	\$0	\$0	\$0	\$0
<b>Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OPERATING INCOME</b>					
<b>Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - PROTECTION OF THE ENVIRONMENT</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



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

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

G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>TOWN PLANNING &amp; REGIONAL DEVELOPMENT</b>					
<b>OPERATING EXPENDITURE</b>					
105100	Town Planning Admin & Control	\$18,335	\$7,837	\$0	\$78,954
105101	Admin Allocation - Town Planning	\$11,252	\$9,966	\$0	\$33,758
<b>Sub Total - TOWN PLAN &amp; REG DEV OP/EXP</b>		\$29,587	\$17,803	\$0	\$112,712
<b>OPERATING INCOME</b>					
105001	Planning Application Fees	(\$2,597)	(\$2,864)	(\$6,000)	\$0
<b>Sub Total - TOWN PLAN &amp; REG DEV OP/INC</b>		(\$2,597)	(\$2,864)	(\$6,000)	\$0
<b>Total - TOWN PLANNING &amp; REGIONAL DEVELOPMENT</b>		\$26,990	\$14,939	(\$6,000)	\$112,712
<b>OTHER COMMUNITY AMENITIES</b>					
<b>OPERATING EXPENDITURE</b>					
106101	<b>Cemetery - Operation</b>	\$12,062	\$9,389	\$0	\$0
106101	B0420 Cemetery - Operation		\$0	\$0	\$36,492
106101	B0421 Niche Wall Plaques Operations	\$0	\$0	\$0	\$2,318
106101	G314 Cemetery Grounds	\$3,345	\$0	\$0	\$11,160
106102	<b>Public Toilets - Operation</b>		\$6,157	\$0	\$0
106102	B0450 Toilets - Lions Park Costs	\$1,264	\$0	\$0	\$3,676
106102	B0451 Toilets - Tourist Centre Costs	\$990	\$0	\$0	\$6,349
106102	B0452 Toilets - Town Hall (External) Costs	\$2,113	\$0	\$0	\$10,350
106103	Street Furniture	\$0	\$0	\$0	\$430
106150	Admin Allocation - Other Community Amenities	\$5,655	\$5,008	\$0	\$16,965
106151	Admin Allocation - Cemetery	\$628	\$557	\$0	\$1,885
106191	Depreciation - Public Toilets	\$337	\$0	\$0	\$1,010
106192	Depreciation - Other Community Service's	\$1,012	\$0	\$0	\$3,035
<b>Sub Total - OTHER COMMUNITY AMENITIES OP/EXP</b>		\$27,405	\$21,111	\$0	\$93,670
<b>OPERATING INCOME</b>					
106001	Cemetery Burial Fees	(\$1,200)	(\$2,918)	(\$1,200)	\$0
106002	License/Other Fees BB Cemetery	(\$460)	(\$1,368)	(\$2,000)	\$0
106003	Cemetery - Reservation Fees	\$0	\$0	\$0	\$0
106004	Niche Wall Fees	\$0	(\$260)	(\$600)	\$0
<b>Sub Total - OTHER COMMUNITY AMENITIES OP/INC</b>		(\$1,660)	(\$4,545)	(\$3,800)	\$0
<b>Total - OTHER COMMUNITY AMENITIES</b>		\$25,745	\$16,565	(\$3,800)	\$93,670
<b>Total - COMMUNITY AMENITIES</b>		(\$49,480)	(\$102,782)	(\$231,300)	\$527,452

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

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

G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>PUBLIC HALL &amp; CIVIC CENTRES</b>					
<b>OPERATING EXPENDITURE</b>					
111100	Boyup Brook Hall - Operation	\$18,671	\$10,668	\$0	\$41,971
111102	Halls - Other Public Halls	\$7,277	\$6,091	\$0	\$17,809
111150	Admin Allocation - Public Halls	\$11,252	\$9,966	\$0	\$33,758
111190	Depreciation - Public Halls	\$17,127	\$0	\$0	\$51,384
<b>Sub Total - PUBLIC HALLS &amp; CIVIC CENTRES OP/EXP</b>		\$54,327	\$26,726	\$0	\$144,922
<b>OPERATING INCOME</b>					
111001	Hall Hire Fees	\$0	\$0	\$0	\$0
<b>Sub Total - PUBLIC HALLS &amp; CIVIC CENTRES OP/INC</b>		\$0	\$0	\$0	\$0
<b>Total - PUBLIC HALL &amp; CIVIC CENTRES</b>		\$54,327	\$26,726	\$0	\$144,922
<b>OTHER RECREATION &amp; SPORT</b>					
<b>OPERATING EXPENDITURE</b>					
113100	Recreation Complex	\$52,127	\$35,149	\$0	\$104,512
113109	Walk Trails	\$1,568	\$2,588	\$0	\$6,272
113110	Townsite Gardens	\$32,991	\$12,559	\$0	\$94,825
113112	Reserves and Parks Operations	\$28,482	\$21,754	\$0	\$85,669
113119	Other Recreation Facilities	\$8,599	\$10,132	\$0	\$30,254
113120	War Memorial	\$1,905	\$1,867	\$0	\$5,872
113150	Admin Allocation - Other Recreation	\$19,078	\$16,897	\$0	\$57,235
113124	Support for UBAS	\$2,456	\$129	\$0	\$4,466
113122	Support for ANZAC Day	\$0	\$0	\$0	\$13,460
113125	Support for Others	\$14,047	\$25,785	\$0	\$40,212
113140	Sundry Plant Items	\$0	\$660	\$0	\$11,000
113190	Depreciation - Other Recreation	\$73,470	\$0	\$0	\$220,420
113191	Depreciation - Parks & Gardens	\$16,676	\$0	\$0	\$50,030
113192	Depreciation: Plant & Equipment	\$5,496	\$0	\$0	\$16,490
<b>Sub Total - OTHER RECREATION &amp; SPORT OP/EXP</b>		\$256,894	\$127,520	\$0	\$740,717
<b>OPERATING INCOME</b>					
113003	Rec Ground Use Hire Fees	(\$3,500)	(\$3,754)	(\$3,500)	\$0
113002	Reimbursements - Other Rec	\$0	\$0	\$0	\$0
113022	Recreation - Capital Grants & Contributions	\$0	\$0	(\$95,714)	\$0
<b>Sub Total - OTHER RECREATION &amp; SPORT OP/INC</b>		(\$3,500)	(\$3,754)	(\$99,214)	\$0
<b>Total - OTHER RECREATION &amp; SPORT</b>		\$253,394	\$123,766	(\$99,214)	\$740,717

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

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

G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>SWIMMING POOL</b>					
<b>OPERATING EXPENDITURE</b>					
112100	Swimming Pool & Gymnasium General Operations	\$46,296	\$8,240	\$0	\$103,866
112101	Swimming Pool Building Costs	\$25,648	\$13,513	\$0	\$66,255
112102	Swimming Pool Employee Costs	\$28,968	\$11,866	\$0	\$105,802
112103	Interest on Loan 114 - upgrade pool bowl	\$1,371	\$1,371	\$0	\$2,529
112104	Swimming Pool Employee Superannuation	\$2,237	\$723	\$0	\$9,515
112106	Pool Staff - Fringe Benefits Tax	\$0	\$0	\$0	\$0
112108	Gym Employee Costs	\$705	\$1,226	\$0	\$3,000
112109	Interest Paid Gym Lease	\$259	\$464	\$0	\$776
112150	Admin Allocation - Swimming Pool	\$12,447	\$11,029	\$0	\$37,357
112190	Depreciation - Swimming Pool	\$5,911	\$0	\$0	\$17,740
<b>Sub Total - SWIMMING POOL OP/EXP</b>		<b>\$123,842</b>	<b>\$48,429</b>	<b>\$0</b>	<b>\$346,840</b>
<b>OPERATING INCOME</b>					
112003	Pool Daily Admission Fees	(\$585)	(\$59)	(\$10,500)	\$0
112004	Season Tickets Fees	(\$1,930)	(\$7,439)	(\$19,300)	\$0
112005	Pool Hire Fees	(\$11)	\$0	(\$200)	\$0
112006	Gym Equipment Hire Fees	\$0	(\$6,105)	(\$10,000)	\$0
112007	Pool Teaching Programme Fees	(\$330)	\$0	(\$3,000)	\$0
112008	Vacation Swimming Passes	\$0	\$0	(\$700)	\$0
112009	Capital Grants and Contributions	\$0	\$0	\$0	\$0
<b>Sub Total - SWIMMING POOL OP/INC</b>		<b>(\$2,856)</b>	<b>(\$13,602)</b>	<b>(\$43,700)</b>	<b>\$0</b>
<b>Total - SWIMMING POOL</b>		<b>\$120,986</b>	<b>\$34,827</b>	<b>(\$43,700)</b>	<b>\$346,840</b>
<b>TELEVISION &amp; RADIO REBROADCASTING</b>					
<b>OPERATING EXPENDITURE</b>					
114005	Telecommunications Tower	\$2,366	\$1,190	\$0	\$5,303
<b>Sub Total - TV &amp; RADIO REBROADCASTING OP/EXP</b>		<b>\$2,366</b>	<b>\$1,190</b>	<b>\$0</b>	<b>\$5,303</b>
<b>OPERATING INCOME</b>					
114010	Radio & Mobile Tower Site (Including NBN) Fees or Charges	(\$9,700)	(\$9,991)	(\$9,700)	\$0
<b>Sub Total - TV &amp; RADIO REBROADCASTING OP/INC</b>		<b>(\$9,700)</b>	<b>(\$9,991)</b>	<b>(\$9,700)</b>	<b>\$0</b>
<b>Total - TV &amp; RADIO REBROADCASTING</b>		<b>(\$7,334)</b>	<b>(\$8,801)</b>	<b>(\$9,700)</b>	<b>\$5,303</b>
<b>LIBRARIES</b>					
<b>OPERATING EXPENDITURE</b>					
115100	Library Operations	\$1,693	\$1,026	\$0	\$27,743
115101	State Library Grant Expenditure	\$0	\$5,686	\$0	\$6,000
115150	Admin Allocation - Libraries	\$30,958	\$27,420	\$0	\$92,878
<b>Sub Total - LIBRARIES OP/EXP</b>		<b>\$32,651</b>	<b>\$34,132</b>	<b>\$0</b>	<b>\$126,621</b>
<b>OPERATING INCOME</b>					
115001	State Library Grant Income	(\$4,500)	(\$5,423)	(\$6,000)	\$0
<b>Sub Total - LIBRARIES OP/INC</b>		<b>(\$4,500)</b>	<b>(\$5,423)</b>	<b>(\$6,000)</b>	<b>\$0</b>
<b>Total - LIBRARIES</b>		<b>\$28,151</b>	<b>\$28,709</b>	<b>(\$6,000)</b>	<b>\$126,621</b>

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

G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>OTHER CULTURE</b>					
<b>OPERATING EXPENDITURE</b>					
116100	Museum	\$3,180	\$3,546	\$0	\$8,775
116101	Craft Hut	\$1,129	\$1,194	\$0	\$3,388
116102	Support for Sandakan (Ceremony)	\$9,671	\$6,799	\$0	\$13,171
116150	Admin Allocated - Other Culture	\$5,655	\$5,008	\$0	\$16,965
116190	Depreciation - Other Culture	\$3,965	\$0	\$0	\$11,895
<b>Sub Total - OTHER CULTURE OP/EXP</b>		\$23,600	\$16,547	\$0	\$54,194
<b>OPERATING INCOME</b>					
116001	Reimbursements - Other Culture	\$0	\$0	\$0	\$0
116002	Other Culture - Operating Grants, Subsidies & Contributions	\$0	(\$2,727)	\$0	\$0
<b>Sub Total - OTHER CULTURE OP/INC</b>		\$0	(\$2,727)	\$0	\$0
<b>Total - OTHER CULTURE</b>		\$23,600	\$13,820	\$0	\$54,194
<b>Total - RECREATION AND CULTURE</b>		\$473,125	\$219,047	(\$158,614)	\$1,418,597



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G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION</b>					
<b>OPERATING EXPENDITURE</b>					
<b>Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP</b>		\$0	\$0	\$0	\$0
<b>OPERATING INCOME</b>					
121001	RRG Project Grants	(\$142,820)	(\$112,790)	(\$631,700)	\$0
121002	Grants Direct - State - MRD - (OP)	(\$201,577)	(\$206,109)	(\$201,577)	\$0
121003	Grants - Federal - Roads to Recovery Grant (Cap)	(\$16,829)	(\$14,100)	(\$420,714)	\$0
121004	Capital Grants Other & Road Contributions	\$0	\$0	(\$636,411)	\$0
121007	Special Bridge Funding	\$0	\$0	\$0	\$0
<b>Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC</b>		(\$361,226)	(\$332,999)	(\$1,890,402)	\$0
<b>Total - ST,RDS,BRIDGES,DEPOT - CONST</b>		(\$361,226)	(\$332,999)	(\$1,890,402)	\$0
<b>STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE</b>					
<b>OPERATING EXPENDITURE</b>					
122100	B0695 Depot Building - Building Costs	\$13,152	\$13,246	\$0	\$58,755
122101	OPSDPT Depot General Operations	\$5,396	\$2,949	\$0	\$23,414
122103	Road Maintenance & Repairs	\$141,323	\$93,854	\$0	\$304,514
122104	Roads Vegetation Clearing Offset Costs	\$0	\$0	\$0	\$1,000
122107	Maintenance Grading	\$11,120	\$27,804	\$0	\$117,055
122105	Repairs & Maint - Bridges	\$72,176	\$37,780	\$0	\$181,412
122106	Shire Radio Network Costs	\$62	\$0	\$0	\$4,374
122108	Drains & Culverts	\$6,230	\$23,793	\$0	\$55,380
122109	Verge Pruning	\$7,535	\$37,608	\$0	\$130,140
122110	Verge Spraying	\$2,669	\$2,221	\$0	\$19,240
122111	Crossovers Maintenance	\$0	\$500	\$0	\$1,100
122112	Town Services Drainage	\$1,127	\$5,319	\$0	\$3,440
122113	Town Services - Footpaths	\$0	\$727	\$0	\$6,880
122114	Town Services Road Repairs	\$5,994	\$6,227	\$0	\$23,350
122115	Town Services - Tree Pruning	\$9,682	\$18,727	\$0	\$23,660
122116	Street Lighting	\$8,067	\$7,790	\$0	\$32,090
122117	Traffic Signs	\$0	\$0	\$0	\$6,329
122120	Roman Road Data Pickup	\$10,347	\$9,669	\$0	\$130,477
122121	Town Services - Verge Spraying	\$13,430	\$8,701	\$0	\$32,644
122122	Road Sweeping	\$3,531	\$1,523	\$0	\$14,125
122123	Emergency Services	\$9,415	\$11,355	\$0	\$26,900
122125	Bridge Contribution Expenditure	\$0	\$0	\$0	\$0
122126	Streetscaping Expenses	\$1,667	\$179	\$0	\$19,400
122127	Consulting Engineer Expenses	\$6,666	\$0	\$0	\$40,000
122131	Rural Street Addressing	\$169	\$2,151	\$0	\$732
122150	Admin Allocated - Road Maintenance	\$140,739	\$124,655	\$0	\$422,234
122190	Depreciation - Transport Other	\$7,125	\$0	\$0	\$21,375
122191	Depreciation - Infrastructure	\$8,648	\$0	\$0	\$25,945
122192	Depreciation Roads	\$549,150	\$0	\$0	\$1,647,515
122193	Depreciation - Bridges	\$215,175	\$0	\$0	\$645,550
122194	Depreciation - Footpaths	\$5,751	\$0	\$0	\$17,255
122195	Depreciation - Drainage	\$90,590	\$0	\$0	\$271,780
123119	Minor Assets and Sundry Items	\$6,250	\$10,258	\$0	\$25,000
<b>Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP</b>		\$1,353,185	\$447,034	\$0	\$4,333,065
<b>OPERATING INCOME</b>					
122001	Reimbursements - Roads Mtce	\$0	(\$45)	\$0	\$0
122002	Profit on Disposal of Assets	\$0	\$0	\$0	\$0
122003	Sale of Old Materials and Minor Items	\$0	\$0	\$0	\$0
<b>Sub Total - MTCE STREETS ROADS DEPOTS OP/INC</b>		\$0	(\$45)	\$0	\$0
<b>Total - MTCE STREETS ROADS DEPOTS</b>		\$1,353,185	\$446,989	\$0	\$4,333,065

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G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>TRAFFIC CONTROL</b>					
<b>OPERATING EXPENDITURE</b>					
125150	Administration Allocated - Traffic Control	\$42,210	\$37,387	\$0	\$126,636
<b>Sub Total - TRAFFIC CONTROL OP/EXP</b>		\$42,210	\$37,387	\$0	\$126,636
<b>OPERATING INCOME</b>					
125001	Licensing Service	(\$8,198)	(\$11,041)	(\$28,000)	\$0
125002	Motor Vehicle Plates	(\$231)	(\$189)	(\$1,000)	\$0
125005	Sundry Receipts - Heavy Haulage Permits etc	\$0	(\$950)	\$0	\$0
<b>Sub Total - TRAFFIC CONTROL OP/INC</b>		(\$8,429)	(\$12,180)	(\$29,000)	\$0
<b>Total - TRAFFIC CONTROL</b>		\$33,781	\$25,206	(\$29,000)	\$126,636
<b>AERODROMES</b>					
<b>OPERATING EXPENDITURE</b>					
126100	Airstrip	\$2,225	\$3,473	\$0	\$8,584
126190	Depreciation - Airport	\$7,576	\$0	\$0	\$22,730
<b>Sub Total - AERODROMES OP/EXP</b>		\$9,801	\$3,473	\$0	\$31,314
<b>OPERATING INCOME</b>					
126003	Non-Operating Grants & Subsidies	\$0	\$0	\$0	\$0
<b>Sub Total - AERODROMES OP/INC</b>		\$0	\$0	\$0	\$0
<b>Total - AERODROMES</b>		\$9,801	\$3,473	\$0	\$31,314
<b>Total - TRANSPORT</b>		\$1,035,542	\$142,669	(\$1,919,402)	\$4,491,015

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G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>RURAL SERVICES</b>					
<b>OPERATING EXPENDITURE</b>					
131001	Rural Services Expenses	\$0	\$0	\$0	\$0
<b>Sub Total - RURAL SERVICES OP/EXP</b>		\$0	\$0	\$0	\$0
<b>OPERATING INCOME</b>					
<b>Sub Total - RURAL SERVICES OP/INC</b>		\$0	\$0	\$0	\$0
<b>Total - RURAL SERVICES</b>		\$0	\$0	\$0	\$0
<b>TOURISM AND AREA PROMOTION</b>					
<b>OPERATING EXPENDITURE</b>					
132110	Tourist Bay	\$208	\$0	\$0	\$2,078
132103	Community Development Officer	\$4,467	\$32,626	\$0	\$22,756
132104	Tourist Centre	\$14,877	\$46,539	\$0	\$74,291
132106	Promotion Activities	\$2,695	\$13,000	\$0	\$24,120
132107	OPFMIL Flax Mill Complex General Operations	\$16,738	\$10,987	\$0	\$50,057
132108	B0665 Caravan Park/Flax Mill Complex Building Operation	\$29,803	\$29,886	\$0	\$90,873
132111	Carnaby Beetle Collection	\$100	\$45	\$0	\$100
132114	Community Development Expenses	\$0	\$0	\$0	\$150
132116	CDO Vehicle Op Costs GEN	\$1,650	\$169	\$0	\$5,000
132150	Admin Allocated Tourism	\$19,706	\$17,454	\$0	\$59,120
132151	Admin Allocated Caravan Pk	\$5,655	\$5,008	\$0	\$16,965
132190	Depreciation - Tourism/Area Promotion	\$1,430	\$0	\$0	\$4,290
132191	Depreciation - Caravan Pk/Flax	\$15,041	\$0	\$0	\$45,125
<b>Sub Total - TOURISM &amp; AREA PROMOTION OP/EXP</b>		\$112,370	\$155,714	\$0	\$394,925
<b>OPERATING INCOME</b>					
132002	Caravan Park & Complex Fees & Charges	(\$13,410)	(\$21,055)	(\$60,000)	\$0
132003	Flax Mill Sheds Storage Charges	(\$3,524)	(\$4,950)	(\$12,000)	\$0
132006	Event - Reimbursements	\$0	\$0	\$0	\$0
132007	Other Income	(\$107)	(\$865)	(\$4,000)	\$0
132010	Non-Operating Grants, Subsidies & Contributions	\$0	\$0	\$0	\$0
<b>Sub Total - TOURISM &amp; AREA PROMOTION OP/INC</b>		(\$17,042)	(\$26,871)	(\$76,000)	\$0
<b>Total - TOURISM &amp; AREA PROMOTION</b>		\$95,328	\$128,843	(\$76,000)	\$394,925
<b>BUILDING CONTROL</b>					
<b>OPERATING EXPENDITURE</b>					
133100	Building Control	\$7,449	\$2,721	\$0	\$22,347
133101	Building Control - Other Costs	\$1,800	\$414	\$0	\$33,850
133102	Building Control Superannuation	\$693	\$184	\$0	\$2,078
133103	Building Control - BMO	\$6,395	\$0	\$0	\$7,000
133150	Admin Allocated - Building Control Expenses	\$5,655	\$5,008	\$0	\$16,965
<b>Sub Total - BUILDING CONTROL OP/EXP</b>		\$21,991	\$8,327	\$0	\$82,240
<b>BUILDING CONTROL OP/INC</b>					
133001	Building Licences (UFEE)	(\$5,044)	(\$1,830)	(\$12,000)	\$0
133002	BCITF Levy - Commission	(\$50)	(\$38)	(\$120)	\$0
133003	Builders Services Levy - Commission	(\$82)	(\$47)	(\$195)	\$0
<b>Sub Total - BUILDING CONTROL OP/INC</b>		(\$5,176)	(\$1,914)	(\$12,315)	\$0
<b>Total - BUILDING CONTROL</b>		\$16,815	\$6,412	(\$12,315)	\$82,240

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G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>SALEYARDS &amp; MARKETS</b>					
<b>OPERATING EXPENDITURE</b>					
134100	Saleyards	\$6,391	\$1,629	\$0	\$11,680
134190	Depreciation - Saleyards & Markets	\$0	\$0	\$0	\$113,345
<b>Sub Total - SALEYARDS &amp; MARKETS OP/EXP</b>		\$6,391	\$1,629	\$0	\$125,025
<b>OPERATING INCOME</b>					
134001	Reimbursements - Saleyards	\$0	(\$702)	\$0	\$0
<b>Sub Total - SALEYARDS &amp; MARKETING OP/INC</b>		\$0	(\$702)	\$0	\$0
<b>Total - SALEYARDS &amp; MARKETS</b>		\$6,391	\$927	\$0	\$125,025
<b>OTHER ECONOMIC SERVICES</b>					
<b>OPERATING EXPENDITURE</b>					
135100	Standpipes Expenses	\$8,035	\$2,949	\$0	\$26,214
135102	Economic Development Projects	\$0	\$0	\$0	\$7,500
135103	Country Music Festival Expenses	\$15,000	\$5,000	\$0	\$15,000
135105	Abel Street Shop	\$7,193	\$6,061	\$0	\$12,708
135150	Admin Allocated - Other Economic Development	\$5,655	\$5,008	\$0	\$16,965
135190	Depreciation - Develop/Facilities	\$1,288	\$0	\$0	\$3,865
<b>Sub Total - OTHER ECONOMIC SERVICES OP/EXP</b>		\$37,172	\$19,019	\$0	\$82,252
<b>OPERATING INCOME</b>					
135001	Standpipe Water	(\$1,053)	(\$2,915)	(\$15,000)	\$0
135005	Abel Street Shop Rental	(\$6,413)	(\$5,227)	(\$19,240)	\$0
<b>Sub Total - OTHER ECONOMIC SERVICES OP/INC</b>		(\$7,466)	(\$8,142)	(\$34,240)	\$0
<b>Total - OTHER ECONOMIC SERVICES</b>		\$29,706	\$10,877	(\$34,240)	\$82,252
<b>Total - ECONOMIC SERVICES</b>		\$148,240	\$147,059	(\$122,555)	\$684,442



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G/L JOB		YTD COMPARATIVES		ADOPTED BUDGET	
		31 OCTOBER 2023		2023-2024	
		Budget	Actual	Income	Expenditure
<b>PRIVATE WORKS</b>					
<b>OPERATING EXPENDITURE</b>					
141100	Private Works - Costs	\$4,562	\$621	\$0	\$10,080
<b>Sub Total - PRIVATE WORKS OP/EXP</b>		\$4,562	\$621	\$0	\$10,080
<b>OPERATING INCOME</b>					
141001	Private Works - Recoup Charges	(\$5,117)	(\$520)	(\$10,080)	\$0
<b>Sub Total - PRIVATE WORKS OP/INC</b>		(\$5,117)	(\$520)	(\$10,080)	\$0
<b>Total - PRIVATE WORKS</b>		(\$554)	\$102	(\$10,080)	\$10,080
<b>PUBLIC WORKS OVERHEADS</b>					
<b>OPERATING EXPENDITURE</b>					
143100	Supervision	\$40,188	\$134,016	\$0	\$181,355
143101	Consultant Engineer	\$0	\$0	\$0	\$0
143102	Works Manager Vehicle Op Costs	\$420	\$0	\$0	\$2,380
143103	FBT Works Staff	\$900	\$520	\$0	\$3,600
143104	Insurance on Works	\$21,953	\$19,314	\$0	\$21,953
143105	Superannuation of Workmen	\$44,111	\$53,232	\$0	\$140,525
143106	PWOH Leave - Depot	\$35,564	\$65,418	\$0	\$197,467
143107	Protective Clothing	\$0	\$1,353	\$0	\$8,000
143108	Uniforms	\$808	\$598	\$0	\$1,615
143109	Training & Meeting Expenses	\$12,685	\$8,291	\$0	\$61,190
143110	Occupational Health & Safety	\$15,258	\$12,791	\$0	\$66,744
143111	Other Expenses	\$13	\$36	\$0	\$1,015
143113	Waste Oil Disposal Costs	\$0	\$0	\$0	\$20
143115	Provision for Leave Accruals	\$0	\$0	\$0	\$9,780
143116	Conferences and Training Courses (MOW)	\$0	\$301	\$0	\$2,500
143117	Works Manager Housing	\$0	\$0	\$0	\$0
143150	Admin Allocated - Works Overhead	\$11,252	\$9,966	\$0	\$33,758
143180	LESS PWOH ALLOCATED - PROJECTS	(\$183,151)	(\$275,022)	\$0	(\$731,902)
<b>Sub Total - PUBLIC WORKS O/HEADS OP/EXP</b>		\$0	\$30,814	\$0	\$0
<b>OPERATING INCOME</b>					
143001	Workers Compensation Reimbursements	\$0	(\$18,373)	(\$600)	\$0
<b>Sub Total - PUBLIC WORKS O/HEADS OP/INC</b>		\$0	(\$18,373)	(\$600)	\$0
<b>Total - PUBLIC WORKS OVERHEADS</b>		\$0	\$12,441	(\$600)	\$0

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G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>PLANT OPERATIONS COSTS</b>					
<b>OPERATING EXPENDITURE</b>					
144100	Repair Wages	\$32,689	\$25,560	\$0	\$54,546
144101	Fuel & Oil	\$88,113	\$80,843	\$0	\$265,000
144102	Tyres & Tubes	\$1,848	\$4,100	\$0	\$16,500
144103	Parts and Repairs	\$13,473	\$31,257	\$0	\$147,890
144104	Licenses	\$425	\$383	\$0	\$8,500
144105	Insurance	\$50,589	\$20,725	\$0	\$50,589
144106	Blades & Points	\$1,950	\$0	\$0	\$13,000
144107	Expendable Tools	\$4,033	\$3,840	\$0	\$12,100
144108	Freight Costs	\$0	\$0	\$0	\$0
144110	Superannuation - Mechanic	\$0	\$3,403	\$0	\$0
144150	Admin Allocated POC	\$3,370	\$2,985	\$0	\$10,110
144190	Depreciation - Plant	\$77,022	\$0	\$0	\$231,075
144180	LESS POC ALLOCATED - PROJECTS	(\$273,512)	(\$311,441)	\$0	(\$809,310)
<b>Sub Total - PLANT OPERATIONS COSTS OP/EXP</b>		\$0	(\$138,345)	\$0	\$0
<b>OPERATING INCOME</b>					
144001	Diesel Rebate	(\$17,850)	(\$15,826)	(\$35,000)	\$0
144002	Reimbursements - Operating	\$0	\$0	\$0	\$0
<b>Sub Total - PLANT OPERATIONS COSTS OP/INC</b>		(\$17,850)	(\$15,826)	(\$35,000)	\$0
<b>Total - PLANT OPERATIONS COSTS</b>		(\$17,850)	(\$154,171)	(\$35,000)	\$0
<b>SALARIES AND WAGES</b>					
<b>OPERATING EXPENDITURE</b>					
145100	Gross Total Salaries and Wages	\$1,338,778	\$1,400,509	\$0	\$4,016,494
145130	LESS SALS/WAGES ALLOCATED	(\$1,338,778)	(\$1,373,999)	\$0	(\$4,016,494)
145101	Workers Compensation Expenses	\$0	\$13,352	\$0	\$0
<b>Sub Total - SALARIES AND WAGES OP/EXP</b>		\$0	\$39,862	\$0	\$0
<b>OPERATING INCOME</b>					
145001	Reimbursements - Administration	\$0	\$0	\$0	\$0
<b>Sub Total - SALARIES AND WAGES OP/INC</b>		\$0	\$0	\$0	\$0
<b>Total - SALARIES AND WAGES</b>		\$0	\$39,862	\$0	\$0

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G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>ADMINISTRATION</b>					
<b>OPERATING EXPENDITURE</b>					
146100	Advertising	\$1,253	\$2,163	\$0	\$11,900
146101	Audit Fees	\$0	\$0	\$0	\$50,000
146102	Bank Fees	\$5,904	\$13,439	\$0	\$13,500
146103	Administration Building Costs	\$20,850	\$18,343	\$0	\$69,464
146105	Administration Staff Employee Costs	\$418,931	\$268,110	\$0	\$867,667
146106	Consultants	\$50,171	\$23,778	\$0	\$182,000
146108	Insurance	\$16,598	\$8,105	\$0	\$16,598
146109	Legal Expenses	\$9,468	\$3,088	\$0	\$30,000
146110	IT System Operation & maintenance	\$82,201	\$81,629	\$0	\$154,680
146111	Office Equipment Maintenance	\$1,250	\$0	\$0	\$5,000
146112	Administration - Postage & Freight	\$1,480	\$1,916	\$0	\$5,500
146113	Printing and Stationery	\$6,369	\$4,952	\$0	\$12,700
146114	Administration Vehicle Costs	\$482	\$0	\$0	\$800
146115	Administration - Fringe Benefits Tax	\$2,400	\$1,768	\$0	\$9,600
146117	Employers Indemnity Insurance	\$39,065	\$20,201	\$0	\$39,065
146118	Subscriptions	\$10,319	\$11,335	\$0	\$10,319
146119	Administration Staff Housing	\$8,108	\$5,689	\$0	\$19,964
146120	Uniform Allowance	\$990	\$1,582	\$0	\$3,000
146121	Telephones	\$2,667	\$1,773	\$0	\$8,000
146122	Minor Furniture & Equip Under \$2000	\$2,000	\$3,937	\$0	\$15,000
146123	Conferences/Training/Professional Development	\$8,743	\$5,678	\$0	\$17,500
146124	Superannuation	\$27,773	\$29,507	\$0	\$89,590
146125	Admin Provision for Leave Accruals	\$0	\$0	\$0	\$0
146126	Employee (Packaging) Costs	\$0	\$0	\$0	\$725
146128	Administration - OSH	\$22,747	\$418	\$0	\$59,030
146190	Depreciation - Administration	\$7,336	\$0	\$0	\$22,010
146300	Rounding Account		\$0	\$0	\$0
146150	Less Administration Costs Alloc	(\$747,105)	(\$505,907)	\$0	(\$1,713,612)
<b>Sub Total - ADMINISTRATION OP/EXP</b>		\$0	\$1,503	\$0	\$0
<b>OPERATING INCOME - ADMINISTRATION</b>					
146001	Reimbursements - Administration	\$0	(\$1,503)	(\$300)	\$0
<b>Sub Total - ADMINISTRATION OP/INC</b>		\$0	(\$1,503)	(\$300)	\$0
<b>Total - ADMINISTRATION</b>		\$0	\$0	(\$300)	\$0
<b>UNCLASSIFIED</b>					
<b>OPERATING EXPENDITURE</b>					
149001	Rylington Park Operational Expenses	\$257,029	\$182,787	\$0	\$804,236
149002	Rylington Park Asset Depreciation	\$5,618	\$0	\$0	\$16,855
<b>Sub Total - UNCLASSIFIED OP/EXP</b>		\$262,648	\$182,787	\$0	\$821,091
<b>OPERATING INCOME</b>					
147100	Revaluation Profit on Local Govt House Unit Trust	\$0	\$0		
149101	Rylington Park Income	(\$36,200)	(\$59,548)	(\$719,229)	\$0
149104	Rylington Park Operating Grant Income	\$0	\$0	\$0	\$0
<b>Sub Total - UNCLASSIFIED OP/INC</b>		(\$36,200)	(\$59,548)	(\$719,229)	\$0
<b>Total - UNCLASSIFIED</b>		\$226,448	\$123,239	(\$719,229)	\$821,091
<b>Total - OTHER PROPERTY AND SERVICES</b>		\$208,043	\$21,472	(\$765,209)	\$831,171

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

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

G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>TRANSFERS TO/FROM RESERVES</b>					
<b>EXPENDITURE</b>					
300101	Transfer to Reserves	\$1,667	\$18,513	\$0	\$270,000
<b>Sub Total - TRANSFER TO OTHER COUNCIL FUNDS</b>		\$1,667	\$18,513	\$0	\$270,000
<b>INCOME</b>					
300102	Transfer from Reserves	\$0	\$0	(\$138,000)	\$0
<b>Total - TRANSFER FROM OTHER COUNCIL FUNDS</b>		\$0	\$0	(\$138,000)	\$0
<b>Total - FUND TRANSFER</b>		\$1,667	\$18,513	(\$138,000)	\$270,000
000000	(Surplus) / Deficit - Carried Forward	(\$3,490,312)	(\$3,820,598)	(\$3,490,312)	\$0
<b>Sub Total - SURPLUS C/FWD</b>		(\$3,490,312)	(\$3,820,598)	(\$3,490,312)	\$0
<b>Total - SURPLUS</b>		(\$3,490,312)	(\$3,820,598)	(\$3,490,312)	\$0
<b>NEW LONG TERM LOANS</b>					
<b>INCOME</b>					
132300	New Loan - Caravan Park Ablutions	\$0	\$0	(\$250,000)	\$0
<b>Sub Total - LONG TERM LOANS</b>		\$0	\$0	(\$250,000)	\$0
<b>Total - DEFERRED ASSETS</b>		\$0	\$0	(\$250,000)	\$0
<b>LOANS &amp; FINANCE LEASES - PRINCIPAL REPAYMENTS</b>					
<b>CAPITAL EXPENDITURE</b>					
146800	Principal Repayment on Loans	\$11,166	\$11,166	\$0	\$22,660
146801	Principal Repayments - Finance Leases	\$6,600	\$9,824	\$0	\$19,800
<b>Sub Total - LOAN REPAYMENTS</b>		\$17,766	\$20,990	\$0	\$42,460
<b>CAPITAL INCOME</b>					
<b>Sub Total - LOANS RAISED</b>		\$0	\$0	\$0	\$0
<b>Total - NON CURRENT LIABILITIES</b>		\$17,766	\$20,990	\$0	\$42,460
<b>OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>					
000000	Depreciation Written Back	(\$1,157,569)	\$0	\$0	(\$3,586,909)
000000	Realisation Value of Assets Sold Written Back	\$0	\$0	\$0	(\$310,000)
000000	Profit/Loss on Sale of Asset Written Back	\$0	\$0	\$0	\$0
	Movement in Accrued Interest on Loans	\$0	\$0	\$0	\$0
	Movement in Accrued Interest on investments	\$0	\$0	\$0	\$0
	Movement in Stock On Hand	\$0	\$0	\$0	\$0
	Movement in Accrued Expenses	\$0	\$0	\$0	\$0
	Movement in Accrued Wages	\$0	\$0	\$0	\$0
	Movement in Employee Benefits (Current)	\$0	\$0	\$0	\$0
000000	Long Service Leave - Non Cash	\$0	\$0	\$0	(\$44,635)
000000	Deferred Pensioner Rates	\$0	\$0	\$0	\$0
<b>Sub Total - OPERATING ACTIVITIES EXCLUDED</b>		(\$1,157,569)	\$0	\$0	(\$3,941,544)
<b>Total - OPERATING ACTIVITIES EXCLUDED</b>		(\$1,157,569)	\$0	\$0	(\$3,941,544)

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

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

G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>FURNITURE &amp; EQUIPMENT</b>					
<b>HEALTH</b>					
<b>CAPITAL EXPENDITURE</b>					
074600	Surgery Equipment - Capital - (F&E)	\$0	\$0	\$0	\$25,000
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0	\$0	\$25,000
<b>Total - HEALTH</b>		\$0	\$0	\$0	\$25,000
<b>FURNITURE AND EQUIPMENT</b>					
<b>OTHER PROPERTY &amp; SERVICES</b>					
<b>CAPITAL EXPENDITURE</b>					
146600	Administration Building - Furniture & Equipment Renewals	\$0	\$0	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0	\$0	\$0
<b>Total - OTHER PROPERTY</b>		\$0	\$0	\$0	\$0
<b>Total - FURNITURE AND EQUIPMENT</b>		\$0	\$0	\$0	\$25,000



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

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

G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>LAND AND BUILDINGS</b>					
<b>HEALTH</b>					
<b>CAPITAL EXPENDITURE</b>					
074400	Medical Centre Building Capital	\$0	\$0	\$0	\$75,000
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0	\$0	\$75,000
<b>TOTAL - HEALTH</b>		\$0	\$0	\$0	\$75,000
<b>LAND AND BUILDINGS</b>					
<b>EDUCATION &amp; WELFARE</b>					
<b>EXPENDITURE</b>					
081400	Land & Buildings - CRC Capital Renewal	\$0	\$0	\$0	\$40,000
081401	Buildings - Early Learning Centre Capital	\$0	\$0	\$0	\$23,000
083400 BC300	Other Welfare Building Capital - COMHAT	\$0	\$0	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0	\$0	\$63,000
<b>TOTAL - EDUCATION &amp; WELFARE</b>		\$0	\$0	\$0	\$63,000
<b>LAND AND BUILDINGS</b>					
<b>HOUSING</b>					
<b>CAPITAL EXPENDITURE</b>					
091400	CEO Residence Building Capital Expenditure	\$0	\$0	\$0	\$30,000
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0	\$0	\$30,000
<b>Total - HOUSING</b>		\$0	\$0	\$0	\$30,000
<b>LAND AND BUILDINGS</b>					
<b>RECREATION AND CULTURE</b>					
<b>CAPITAL EXPENDITURE</b>					
111400	<b>Other Halls - Land &amp; Buildings (L&amp;B)</b>				
111400 LRC018	Mayanup Hall Building Refurbishment	\$5,001	\$3,839	\$0	\$9,741
111400 LRC019	Tonebridge Hall Refurbishment	\$13,673	\$9,064	\$0	\$13,673
111400 LRC022	Dinninup Hall Refurbishment	\$5,000	\$4,780	\$0	\$35,126
111400 LRC021	Wilga Hall Refurbishment	\$1,818	\$0	\$0	\$1,818
111400 LRC023	Kulikup Hall Refurbishment	\$0	\$0	\$0	\$11,797
111400 LRC027	McAlinden Hall Refurbishment	\$1,600	\$4,310	\$0	\$12,436
111403	<b>Town Hall - Building Upgrades &amp; Refurbishments</b>				
111403 LRC017	Town Hall Building Refurbishment	\$200,000	\$273,113	\$0	\$217,377
112504	<b>LRCI - Swimming Pool Building</b>				
112504 LRC006	LRCI 2/3 - Swimming Pool Building - Upgrade Entrance	\$0	\$0	\$0	\$11,187
<b>Sub Total - CAPITAL WORKS</b>		\$227,092	\$295,106	\$0	\$313,155
<b>Total - RECREATION AND CULTURE</b>		\$227,092	\$295,106	\$0	\$313,155

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

G/L JOB		YTD COMPARATIVES		ADOPTED BUDGET	
		31 OCTOBER 2023		2023-2024	
		Budget	Actual	Income	Expenditure
<b>LAND AND BUILDINGS</b>					
<b>ECONOMIC SERVICES</b>					
<b>CAPITAL EXPENDITURE</b>					
132400	Tourist Centre - Building Capital Expenditure	\$89,999	\$107,572	\$0	\$90,000
132405	Flaxmill Caravan Park Ablution Block	\$0	\$1,796	\$0	\$250,000
132408	Flax Mill Cottage & Camp Kitchen	\$0	\$0	\$0	\$0
132411 LRC004	Local Roads & Community Building Projects - FlaxMill	\$0	\$0	\$0	\$0
135401	Capital - 80 Abel Street Shops	\$0	\$0	\$0	\$15,000
<b>Sub Total - CAPITAL WORKS</b>		\$89,999	\$109,368	\$0	\$355,000
<b>Total - ECONOMIC SERVICES</b>		\$89,999	\$109,368	\$0	\$355,000
<b>LAND AND BUILDINGS</b>					
<b>OTHER PROPERTY AND SERVICES</b>					
<b>CAPITAL EXPENDITURE</b>					
149503	Rylington Park House Capital	\$0	\$0	\$0	\$53,000
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0	\$0	\$53,000
<b>Total - OTHER PROPERTY AND SERVICES</b>		\$0	\$0	\$0	\$53,000
<b>Total - LAND AND BUILDINGS</b>		\$317,091	\$404,474	\$0	\$889,155

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

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

G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>PLANT AND EQUIPMENT</b>					
<b>LAW ORDER &amp; PUBLIC SAFETY</b>					
<b>CAPITAL EXPENDITURE</b>					
051600	ESL Plant & Equipment	\$0	\$0	\$0	\$21,660
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0	\$0	\$21,660
<b>Total - LAW ORDER &amp; PUBLIC SAFETY</b>		\$0	\$0	\$0	\$21,660
<b>Total - RECREATION AND CULTURE</b>		\$0	\$0	\$0	\$0
<b>PLANT AND EQUIPMENT</b>					
<b>TRANSPORT</b>					
<b>CAPITAL EXPENDITURE</b>					
123603	DWS - Fleet Vehicles	\$0	\$0	\$0	\$0
123609	Light Plant (eg Portable Traffic Lights) - Plant & Equip	\$22,000	\$12,230	\$0	\$22,000
123610	Heavy Plant (Graders etc) Purchases	\$0	\$27,500	\$0	\$738,000
123619	Miscellaneous Small Plant	\$0	\$0	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$22,000	\$39,730	\$0	\$760,000
<b>Total - TRANSPORT</b>		\$22,000	\$39,730	\$0	\$760,000
<b>PLANT AND EQUIPMENT</b>					
<b>OTHER PROPERTY &amp; SERVICES</b>					
<b>CAPITAL EXPENDITURE</b>					
146500	Pool Vehicle	\$70,000	\$58,375	\$0	\$110,000
<b>Sub Total - CAPITAL WORKS</b>		\$70,000	\$58,375	\$0	\$110,000
<b>Total - OTHER PROPERTY &amp; SERVICES</b>		\$70,000	\$58,375	\$0	\$110,000
<b>Total - PLANT AND EQUIPMENT</b>		<b>\$92,000</b>	<b>\$98,105</b>	<b>\$0</b>	<b>\$891,660</b>

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

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

G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>ROAD INFRASTRUCTURE CAPITAL</b>					
<b>ROAD CONSTRUCTION</b>					
121403	x	<b>ROADS TO RECOVERY PROJECTS</b>			
121403	RTR007	Kulikup Rd South	\$0	\$0	\$0 \$0
121403	RTR008	Jayes Road	\$0	\$0	\$0 \$0
121403	RTR037	RTR - Craigie Road	\$11,000	\$4,850	\$0 \$357,116
121403	RTR038	Lodge Road	\$11,000	\$4,550	\$0 \$216,445
121404	xx	<b>REGIONAL ROAD GROUP</b>			
121404	RRG148	RRG Boyup Brook-Cranbrook Rd	\$6,000	\$4,750	\$0 \$377,283
121404	RGA148	RRG Boyup Brook-Cranbrook Rd 21-22 C/Fwd	\$0	\$0	\$0 \$0
121404	RRG210	RRG Boyup Brook-Arthur River Rd	\$153,177	\$103,091	\$0 \$589,118
121404	RRG004	RRG Winnejuj Road	\$0	\$4,950	\$0 \$0
121404	RGA004	RRG Winnejuj Road 21-22 C/Fwd	\$0	\$0	\$0 \$0
121400		<b>MUNICIPAL ROAD PROJECTS</b>			
121400	MU501	Muni - Gravel Pit Rehabilitation	\$0	\$0	\$0 \$20,000
121401		Municipal Funded Gravel Sheeting Road Projects	\$0	\$0	\$0 \$54,000
121410		Municipal Funded - Winter Grading	\$227,475	\$344,136	\$0 \$337,000
121450	MR0741	BRIDGES - Bridge 0741 - Boree Gully Rd	\$0	\$0	\$0 \$0
121451		CROSSOVER CONSTRUCTION	\$0	\$0	\$0 \$0
<b>Sub Total - CAPITAL WORKS</b>			\$408,652	\$466,327	\$0 \$1,950,962
<b>Total - ROADS</b>			\$408,652	\$466,327	\$0 \$1,950,962
<b>Total - INFRASTRUCTURE ASSETS ROADS</b>			\$408,652	\$466,327	\$0 \$1,950,962

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

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

G/L	JOB	YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024		
		Budget	Actual	Income	Expenditure	
<b>FOOTPATHS</b>						
121700	FP111	Footpath Construction	\$0	\$0	\$0	\$75,075
<b>Sub Total - CAPITAL WORKS</b>			\$0	\$0	\$0	\$75,075
<b>Total - TRANSPORT - FOOTPATHS</b>			\$0	\$0	\$0	\$75,075
<b>Total - FOOTPATH ASSETS</b>			\$0	\$0	\$0	\$75,075
<b>AIRPORT</b>						
126400		Aerodrome Infrastructure	\$0	\$0	\$0	\$53,056
<b>Sub Total - CAPITAL WORKS</b>			\$0	\$0	\$0	\$53,056
<b>Total - TRANSPORT - AERODROMES</b>			\$0	\$0	\$0	\$53,056
<b>Total - AERODROME ASSETS</b>			\$0	\$0	\$0	\$53,056
<b>DRAINAGE</b>						
111800		<b>Drainage - Town Hall</b>				
111800	LRC024	Drainage Works - Town Hall Surrounds	\$58,866	\$63,343	\$0	\$58,866
121411		<b>Drainage Projects - Municipal Funded</b>				
121411	DC163	Spencer Road Culvert	\$0	\$0	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>			\$58,866	\$63,343	\$0	\$58,866
<b>Total - TRANSPORT - DRAINAGE</b>			\$58,866	\$63,343	\$0	\$58,866
<b>Total - DRAINAGE ASSETS</b>			\$58,866	\$63,343	\$0	\$58,866
<b>PARKS &amp; GARDENS INFRASTRUCTURE</b>						
113909		<b>Parks &amp; Gardens Infrastructure</b>				
113909	LRC026	Sandakan Playground Upgrade	\$0	\$0	\$0	\$200,000
<b>Sub Total - CAPITAL WORKS</b>			\$0	\$0	\$0	\$200,000
<b>Total - OTHER SPORT &amp; RECREATION - PARKS &amp; OVALS</b>			\$0	\$0	\$0	\$200,000
<b>Total - PARKS &amp; OVALS ASSETS</b>			\$0	\$0	\$0	\$200,000



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

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

G/L	JOB		YTD COMPARATIVES 31 OCTOBER 2023		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
<b>RECREATION INFRASTRUCTURE</b>						
112503	LRC010	LRCI 2 Swimming Pool Capital Upgrades	\$0	\$0	\$0	\$0
113906		Recreation Infrastructure - Capital Renewals - Pipeline	\$0	\$0	\$0	\$150,000
<b>Sub Total - CAPITAL WORKS</b>			\$0	\$0	\$0	\$150,000
<b>Total - RECREATION INFRASTRUCTURE</b>			\$0	\$0	\$0	\$150,000
<b>Total - INFRASTRUCTURE ASSETS - RECREATION</b>			\$0	\$0	\$0	\$150,000
<b>INFRASTRUCTURE OTHER</b>						
<b>COMMUNITY AMENITIES</b>						
101400		Landfill/Transfer Station Development (Other Infra)	\$0	\$30,256	\$0	\$35,000
<b>Sub Total - CAPITAL WORKS</b>			\$0	\$30,256	\$0	\$35,000
<b>Total - COMMUNITY AMENITIES</b>			\$0	\$30,256	\$0	\$35,000
<b>INFRASTRUCTURE OTHER</b>						
<b>RECREATION &amp; CULTURE</b>						
111900		Other Infrastructure - Town Hall				
111900	LRC025	Town Hall Car Park & Landscaping	\$214,313	\$0	\$0	\$214,313
<b>Sub Total - CAPITAL WORKS</b>			\$214,313	\$0	\$0	\$214,313
<b>Total - RECREATION &amp; CULTURE</b>			\$214,313	\$0	\$0	\$214,313
<b>INFRASTRUCTURE OTHER</b>						
<b>ECONOMIC SERVICES</b>						
132403		Caravan Park Lighting Upgrade (Other Inf)	\$0	\$0	\$0	\$0
132412		Caravan Park Additional Bays Development	\$0	\$0	\$0	\$0
132901		Flaxmill Fence & Water Supply Upgrade	\$0	\$0	\$0	\$5,000
135402		Standpipe Capital Expenditure	\$0	\$0	\$0	\$40,000
135403		Access Path to Blackwood River	\$0	\$0	\$0	\$50,000
<b>Sub Total - CAPITAL WORKS</b>			\$0	\$0	\$0	\$95,000
<b>Total - ECONOMIC SERVICES</b>			\$0	\$0	\$0	\$95,000
<b>Total - INFRASTRUCTURE ASSETS - OTHER</b>			\$214,313	\$30,256	\$0	\$344,313
<b>GRAND TOTALS</b>			(\$4,715,958)	(\$5,729,825)	(\$12,747,951)	\$12,747,951



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

**(REVIEWED BY COUNCIL ON 25 AUGUST 2022)**

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<b>1.1</b>	<b>Delegation Subject</b>	<b>Liquor Licensing Act</b>
	<b>Function to be performed:</b>	<p>The Council as the Local Planning Authority and the Local Government delegates power to the CEO to:</p> <ul style="list-style-type: none"> <li>• Issue Certificates of Local Government under Section 39 of the Liquor Licensing Act advising compliance with Food, Health and Local Government laws.</li> <li>• Respond to applications for Extended Trading Permits under Sections 61(1)(d) and 61(2);</li> <li>• Make submissions on health grounds regarding the grant or renewal of a license under Section 69(8);</li> <li>• Request copies of reports produced by the Liquor Licensing Authority under Section 153(2);</li> <li>• Report to the Liquor Licensing Authority any offence committed by a licensee and ensures appropriate assistance is given to the Authority if requested under Section 156.</li> <li>• Issue Certificates of the Local Planning Authority under Section 40 of the Act.</li> </ul>
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer

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

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



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

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

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

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

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

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



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

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

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

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

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

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

**2 WORKS**

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



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

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

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

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

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

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

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

2.8.13



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

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

**3 FINANCE**

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

2.8.17

3.2	Delegation Subject	Rate Book
	<b>Function to be performed:</b>	<p>The CEO is hereby delegated the performance of the following functions of the Council.</p> <ol style="list-style-type: none"> <li data-bbox="776 247 1495 401">1. The discharge of the obligations specified in Section 6.39(2) (b) of the Local Government Act 1995. [amend rate records for the past five years preceding the current year]</li> <li data-bbox="776 443 1495 596">2. The powers conferred in Section 6.40 (3) of the Local Government Act 1995.[ may refund of rates overpaid following an adjustment to the rate record if requested]</li> <li data-bbox="776 638 1495 749">3. Implement the recovery of rates by complaint or action pursuant to the provisions of 6.56 (1) of the Local Government Act 1995.</li> <li data-bbox="776 791 1495 945">4. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with 6.60(2) of the Local Government Act 1995.</li> <li data-bbox="776 987 1495 1098">5. Write <b>off</b> penalty interest raised on any assessment up to the value of \$15.00 in any financial year.</li> </ol>
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Sections as listed above Local Government Act 1995

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

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

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

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



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

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

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

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

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

**4 BUSH FIRE CONTROL**

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

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

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



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

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

**5 PLANNING**

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

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

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

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

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

**6 Health and Building**

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



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

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

**7 ANIMAL CONTROL**

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

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



**Register of Delegations**

Council

to

Committees

and

Chief Executive Officer

## About the document

Delegations and authorisations are the means by which decision-making bodies can access the power to undertake certain statutory functions.

A delegation is a conferral of the ability to exercise a power or duty to a person or body from a person or body that is vested with the responsibility to exercise that power or duty.

The Register of Delegations records the complied delegations made by Council and the Chief Executive Officer under the authority of the *Local Government Act 1995* and other legislative instruments as specified.

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Document Control		
Date Reviewed	Details	Author
	Adopted by Council	Leonard Long

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## Background

The *Local Government Act 1995* requires local governments to review their delegation of powers and authority to the Chief Executive Officer (CEO) at least once every twelve months, and the CEO to review their sub-delegation of authority within the same period.

### ***Statutory Framework***

#### ***Local Government Act 1995***

5.16. Delegation of some powers and duties to certain committees.

- 1) Within three (3) months after the day on which regulations prescribing the model code came into effect, a local government must prepare and adopt by Absolute Majority a code of conduct to be observed by Elected Members, committee members and candidates that incorporates the model code.
- 2) Under and subject to s5.17 a local government may delegate by Absolute Majority to a committee any of its powers and duties other than this power of delegation.
- 3) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- 4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

5.17 Limits on delegation of powers and duties to certain committees.

- 1) A local government can delegate –
  - a) To a committee comprising Elected Members only, any of the council's powers or duties under this Act except –
    - i. Any power or duty that requires a decision of an absolute majority of the council; and
    - ii. Any other power or duty that is prescribed.
  - b) To a committee comprising Elected Members and employees, any local government's powers or duties that can be delegated to the CEO under Division 4; and
  - c) To a committee referred to in s5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of –
    - i. The local government's property; or
    - ii. An event in which the local government is involved.
- 2) A local government cannot delegate any of its powers or duties to a committee referred to in s5.9(2)(f).

5.18 Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

#### 5.42 Delegation of some powers and duties to the CEO

- 1) A local government may delegate by Absolute Majority to the CEO the exercise of any of its powers or the discharge of any of its duties under –
  - a) This Act other than those referred to in s5.43; or
  - b) The *Planning and Development Act 2005* s214(2), (3) or (5).
- 2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

#### 5.43 Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties -

- a) Any power or duty that requires a decision of an Absolute Majority of the council.
- b) Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.
- c) Appointing an auditor.
- d) Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.
- e) Any of the local government's powers under s5.98, 5.98A, 5.99, 5.99A or 5.100.
- f) Borrowing money on behalf of the local government.
- g) Hearing or determining an objection of a kind referred to in s9.5.
- h) Any power or duty that requires the approval of the Minister or the Governor; and
- i) Such other powers or duties as may be prescribed.

#### 5.44 CEO may delegate powers and duties to other employees.

- 1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- 2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- 3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under s5.42, but in the case of such a power or duty –
  - a) The CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
  - b) The exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.

4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.

5) In subsections (3) and (4) – conditions include qualifications, limitations, or exceptions.

5.45 Other matters relevant to delegations under this Division.

1) Without limiting the application of s58 and s59 of the *Interpretation Act 1984* –

- a) A delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
- b) Any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.

2) Nothing in this Division is to be read as preventing –

- a) A local government from performing any of its functions by acting through a person other than the CEO; or
- b) A CEO from performing any of his or her functions by acting through another person.

5.46 Register of, and records relevant to, delegations to CEO and employees

1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

### ***Local Government (Administration) Regulations 1996***

18G Delegations to CEO's, limits on (Act s5.43)

Powers and duties of a local government exercised under the following provisions are prescribed under s5.43(i) as powers and duties that a local government cannot delegate to a CEO –

- a) S7.12A(2), (3)(a) or (4); and
- b) Regulations 18C and 18D.

19. Delegates to keep certain records (Act s5.46(3))

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of –

- a) How the person exercised the power or discharged the duty; and
- b) When the person exercised the power or discharged the duty; and

- c) The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

### **Other Legislation**

- *Building Act 2011*
- *Building Regulations 2012*
- *Bush Fires Act 1954*
- *Caravan Parks & Camping Grounds Act 1995*
- *Caravan Parks & Camping Grounds Regulations 1997*
- *Cat Act 2011*
- *Cat Regulations 2012*
- *Control of Vehicle (Off-road Areas) Act 1978*
- *Control of Vehicle (Off road Areas) Regulations 1979*
- *Criminal Procedures Act 2004*
- *Criminal Procedures Regulations 2005*
- *Dog Act 1976*
- *Food Act 2008*
- *Food Regulations 2009*
- *Health (Miscellaneous Provisions) Act 1911*
- *Liquor Control Act 1979*
- *Litter Act 1979*
- *Litter Regulations 1981*
- *Local Government (Financial Management) Regulations 1996*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Local Government (Parking for People with Disabilities) Regulations 2014*
- *Planning & Development (Local Planning Schemes) Regulations 2015*
- *Road Traffic Act 1974*

### **Definitions**

The Local Government Act 1995 has not defined the term “delegation” or “delegation power”, however:

- s5.16 refers to “... the exercise of any of its powers and duties ...”
- s5.42 refers to “... the exercise of any of its powers or the discharge of any of its duties ...”

The following terms used in this document apply insofar as they are consistent with enabling legislation.

“**Authority**” means the permission or requirement for a committee or an officer to act in accordance with:

- the *Local Government Act 1995*, regulation, or other legislation.
- a delegation made by Council.
- a policy made by Council, or
- a specific decision by Council.

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**“Delegation”** means the authority to exercise a power, or discharge a duty, as conferred under the provisions of the relevant legislation.

**“Policy”** as the context requires, means either:

- a procedural direction to officers to implement Council’s wishes or instruction in a particular way, or
- the authority for officers to act, where that authority is not considered a delegation of a legislative or other specific power or duty.

**“Instruction”** means the requirement for a staff member to act in accordance with a direction given by the CEO, Executive Manager or Supervisor.

***Department of Local Government, Sport & Cultural Industries – Guideline No. 17***

The Department of Local Government, Sport & Cultural Industries has published guidelines for the formation of delegations.

Guideline No. 17 can be found on the Departments website [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

***Delegation to a Temporary Employed or Appointed Chief Executive Officer***

In accordance with the relevant Shire of Boyup Brook policy, an Acting CEO shall exercise the powers, including delegations, and discharge the duties of the CEO.

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## 1. Delegations from Council to Committees

Nil

## 2. Delegations from Council to Chief Executive Officer

### 2.1 *Building Act 2011*

An Act to provide for the following – permits for building work and demolition work, standards for the construction and demolition of buildings and incidental structures, the use and maintenance of, and requirements in relation to, existing buildings and incidental structures, work affecting land other than land on which the work is done, and related matters.

#### 2.1.1 Uncertified Applications to be Considered by Building Surveyor

<b>Head of Power</b>	<i>Building Act 2011</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Building Act 2011</i> s127(1) & (3) Delegation: special permit authorities and local government.	
<b>Express power or duty delegated</b>	<i>Building Act 2011</i> s17(1) Uncertified application to be considered by building surveyor.	
<b>Function</b>	Authority to refer to a Building Surveyor an uncertified application if the application complies with s16 [s17(1)]	
<b>Delegates</b>	CEO	
<b>Express power to subdelegate</b>	<i>Building Act 2011</i> s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>



## 2.1.2 Grant a Building Permit

<b>Head of Power</b>	<i>Building Act 2011</i>
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Building Act 2011</i> s127(1) & (3) Delegation: special permit authorities and local government.
<b>Express power or duty delegated</b>	<i>Building Act 2011</i> s18 Further information. s20 Grant of building permit. s22 Further grounds for not granting an application. s23 Time for deciding an application for building or demolition permit. s24 Notice of decision not to grant building or demolition permit. s27(1) & (3) Impose conditions on permit.  <i>Building Regulations 2012</i> r. 23 Application to extend time during which permit has effect [s32]. r 24 Extension of time during which permit has effect [s 32(3)]. r 26 Approval of new responsible persons [s35(c)].
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to require an applicant to provide any documentation or information required to determine a building permit application [s18(1)].</li> <li>2) Authority to refuse to consider an application [s18(2)].</li> <li>3) Authority to grant or refuse to grant a building permit [s20(1) &amp; (2) &amp; s22].</li> <li>4) Authority to refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in s23(1) &amp; (2) [s23(4)].</li> <li>5) Record the grounds on which a decision to refuse to grant a building permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s24].</li> <li>6) Authority to impose, vary or revoke conditions on a building permit [s27(1) &amp; (3)].</li> <li>7) Authority to determine an application to extend time during which a building permit has effect [r.23 &amp; r.24].</li> <li>8) Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].</li> </ol>
<b>Delegates</b>	CEO

<b>Conditions</b>	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with Regulation 5 of the <i>Building Regulations 2012</i> .	
<b>Express power to subdelegate</b>	<i>Building Act 2011</i> s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.1.3 Demolition Permits

<b>Head of Power</b>	<i>Building Act 2011</i>
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Building Act 2011</i> s127(1) & (3) Delegation: special permit authorities and local government.
<b>Express power or duty delegated</b>	<i>Building Act 2011</i> s18 Further information. s21 Grant of demolition permit. s22 Further grounds for not granting an application. s23 Time for deciding an application for building or demolition permit. s24 Notice of decision not to grant building or demolition permit. s27(1) & (3) Impose conditions on permit.  <i>Building Regulations 2012</i> r. 23 Application to extend time during which permit has effect [s.32]. r 24 Extension of time during which permit has effect [s 32(3)]. r 26 Approval of new responsible persons [s35(c)].
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s18(1)].</li> <li>2) Authority to grant or refuse to grant a demolition permit on the basis that all s21(1) requirements have been satisfied [s20(1) &amp; (2) and s.22].</li> <li>3) Authority to impose, vary or revoke conditions on a demolition permit [s27(1) and (3)].</li> <li>4) Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> <li>i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s27 [r.24(2)].</li> </ol> </li> <li>5) Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Building Act 2011</i> s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO)

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<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

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### 2.1.4 Occupancy Permits or Building Approval Certificates

<b>Head of Power</b>	<i>Building Act 2011</i>
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Building Act 2011</i> s127(1) & (3) Delegation: special permit authorities and local government.
<b>Express power or duty delegated</b>	<i>Building Act 2011</i> s55 Further information. s58 Grant of occupancy permit, building approval certificate. s59 Time for granting occupancy permit or building approval certificate. s60 Notice of decision not to grant occupancy permit or grant building approval certificate. s62(1) and (3) Conditions imposed by permit authority. s65(4) Extension of period of duration.  <i>Building Regulations 2012</i> r. 40 Extension of period of duration of time limited occupancy permit or building approval certificate [s65].
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to require an applicant to provide any documentation or information required in order to determine an application and to verify the information by statutory declaration [s55(1)].</li> <li>2) Authority to refuse to consider an application [s.55(2)].</li> <li>3) Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s58].</li> <li>4) Authority to record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right to review [s.60].</li> <li>5) Authority to impose, add, vary, or revoke conditions on an occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations [s62(1) and (3)].</li> <li>6) Authority to give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review [s62 (4) and (5)].</li> <li>7) Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s65(4) and r.40].</li> </ol>

	8) Authority to refuse to accept an application to extend the time during which an occupancy permit or a building approval certificate has effect [r.40(2)].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Building Act 2011</i> s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO)	
<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.1.5 Designated Employee as Authorised Person

<b>Head of Power</b>	<i>Building Act 2011</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Building Act 2011</i> s127(1) & (3) Delegation: special permit authorities and local government.	
<b>Express power or duty delegated</b>	<i>Building Act 2011</i> s 96(3) Authorised persons. s 99(3) Limitation on powers of authorised person.	
<b>Function</b>	<p>1) Authority to designate an employee as an authorised person [s96(3)].</p> <p>2) Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s99(3)].</p>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	<p>Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.</p> <p><b>NOTE:</b> An authorised person for the purposes of sections 96(3) and 99(3) is not an approved officer or authorised officer for the purposes of Building Reg. 70</p>	
<b>Express power to subdelegate</b>	<i>Building Act 2011</i> s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.1.6 Building Orders

<b>Head of Power</b>	<i>Building Act 2011</i>
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Building Act 2011</i> s127(1) & (3) Delegation: special permit authorities and local government.
<b>Express power or duty delegated</b>	<i>Building Act 2011</i> s88 Finishes of walls close to boundaries. s110(1) A permit authority may make a building order. s111(1) Notice of proposed building order other than building order (emergency) s117(1) & (2) A permit authority may revoke a building order or notify that it remains in effect. s118(2) & (3) Permit authority may give effect to building order if non-compliance. s133(1) A permit authority may commence a prosecution for an offence against this Act.
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to make Building Orders in relation to a. building work. b. demolition work; and c. an existing building or incidental structure [s110(1)].</li> <li>2) Authority to specify the way in which an outward facing side of a particular close wall must be finished [s88(3)].</li> <li>3) Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s111(1)(c)].</li> <li>4) Authority to revoke a building order [s117].</li> <li>5) Authority to decide on whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under s112(3)(c) [s117(2)].</li> <li>6) If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> <li>a. take any action specified in the order; or</li> <li>b. commence or complete any work specified in the order; or</li> <li>c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s118(2)].</li> </ol> </li> <li>7) Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s118(3)].</li> </ol>



	8) Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i> .	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	Building Act 2011 s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.1.7 Inspection and Copies of Building Records

<b>Head of Power</b>	<i>Building Act 2011</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Building Act 2011</i> s127(1) & (3) Delegation: special permit authorities and local government.	
<b>Express power or duty delegated</b>	<i>Building Act 2011</i> s131(2) Inspection, copies of building records	
<b>Function</b>	Authority to determine an application from an interested person to inspect and copy a building record [s131(2)]	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Building Control</i> s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.1.8 Referrals and Issuing Certificates

<b>Head of Power</b>	<i>Building Act 2011</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Building Act 2011</i> s127(1) & (3) Delegation: special permit authorities and local government.	
<b>Express power or duty delegated</b>	<i>Building Act 2011</i> s145A Local Government Function	
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s145A (1)].</li> <li>2) Authority to issue a Certificate of Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Boyup Brook's District [s145A (2)].</li> </ol>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Building Act 2011</i> s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.1.9 Private Pool Barrier – Alternative and Performance Solutions

<b>Head of Power</b>	<i>Building Act 2011</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Building Act 2011</i> s127(1) & (3) Delegation: special permit authorities and local government.	
<b>Express power or duty delegated</b>	<i>Building Regulations 2012</i> r.51 Approvals by permit authority	
<b>Function</b>	<p>1) Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)].</p> <p>2) Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant problems of a structural nature or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)].</p> <p>3) Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].</p>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Building Act 2011</i> s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.1.10 Smoke Alarms – Alternative Solutions

<b>Head of Power</b>	<i>Building Act 2011</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Building Act 2011</i> s127(1) & (3) Delegation: special permit authorities and local government.	
<b>Express power or duty delegated</b>	<i>Building Regulations 2012</i> r.55 Terms used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms	
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55].</li> <li>2) Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].</li> </ol>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Building Act 2011</i> s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.1.11 Appointment of Approved Officers and Authorised Officers

<b>Head of Power</b>	<i>Building Act 2011</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Building Act 2011</i> s127(1) & (3) Delegation: special permit authorities and local government.	
<b>Express power or duty delegated</b>	<i>Building Regulations 2012</i> r.70 Approved officers and authorised officers	
<b>Function</b>	<p>1) Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Regulation 70(1) &amp; (1A) of the <i>Building Regulations 2012</i>.</p> <p><b>NOTE:</b> <i>Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as “approved officers”.</i></p> <p>2) Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Regulation 70(2) of the <i>Building Regulations 2012</i>.</p> <p><b>NOTE:</b> <i>Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as “authorised officers” for the purposes of Building Regulation 70(2).</i></p>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Building Act 2011</i> s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.2 ***Bush Fires Act 1954***

An Act to make better provision for diminishing the dangers resulting from bush fires, for the prevention, control, and extinguishment of bush fires, for the repeal of Bush Fires Act 1937 and for other purposes.

### 2.2.1 **Make Request to FES Commissioner – Control of Fire**

<b>Head of Power</b>	<i>Bush Fires Act 1954</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Bush Fires Act 1954</i> s48 Delegated by local government.	
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954</i> s13(4) Duties and powers of Bush Fire Liaison Officers.	
<b>Function</b>	Authority to request on behalf of the Shire of Boyup Brook that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s13(4)].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Decisions under s13(4) must be undertaken jointly by both the Chief Executive Officer and the Chief Bush Fire Control Officer.	
<b>Express power to subdelegate</b>	Nil - Sub-delegation is prohibited by s48(3)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.2.2 Prohibited Burning Times - Vary

<b>Head of Power</b>	<i>Bush Fires Act 1954</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Bush Fires Act 1954</i> s17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s17(7) & (8))	
<b>Express power or duty delegated</b>	<p><i>Bush Fires Act 1954</i> s17(7) Prohibited burning times may be declared by Minister</p> <p><i>Bush Fire Regulations 1954</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>	
<b>Function</b>	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s17(7)].	
<b>Delegates</b>	CEO and Chief Bush Fire Control Officer jointly	
<b>Conditions</b>	Decisions under s17(7) must be undertaken jointly by both the Chief Executive Officer and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s17(7B) & (8).	
<b>Express power to subdelegate</b>	Nil - Sub-delegation is prohibited by s48(3)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>



### 2.2.3 Prohibited Burning Times – Control Activities

<b>Head of Power</b>	<i>Bush Fires Act 1954</i>
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Bush Fires Act 1954</i> s48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954</i> s27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s28(4) and (5) Occupier of land to extinguish bush fire occurring on own land.  <i>Bush Fire Regulations 1954</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>2) Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>3) Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)].</li> <li>4) Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>5) Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s27(2) and (3)].</li> <li>6) Authority to recover the cost of measures taken by the Shire of Boyup Brook or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s28(1) to take all possible measures to extinguish a fire the land they occupy [s28(4)], including authority to recover expenses in any court of competent jurisdiction [s28(5)].</li> </ol>
<b>Delegates</b>	CEO and Chief Bush Fire Control Officer jointly

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<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	Nil - Sub-delegation is prohibited by s48(3)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

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## 2.2.4 Restricted Burning Times – Vary and Control Activities

<b>Head of Power</b>	<i>Bush Fires Act 1954</i>
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Bush Fires Act 1954</i> s48 Delegation by local government
<b>Express power or duty delegated</b>	<p><i>Bush Fires Act 1954</i> s18(5) &amp; (11) Restricted burning times may be declared by FES Commissioner s22(6) &amp; (7) Burning on exempt land and land adjoining exempt land. s27(2) &amp; (3) Prohibition on use of tractors or engines except under certain conditions s28(4) &amp; (5) Occupier of land to extinguish bush fire occurring on own land.</p> <p><i>Bush Fire Regulations 1954</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s18(5)]: <ol style="list-style-type: none"> <li>a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C].</li> </ol> </li> <li>2) Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s18(11)].</li> <li>3) Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>4) Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning firebreaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s22(6) and (7)].</li> <li>5) Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or</li> </ol>

	<p>a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</p> <p>6) Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</p> <p>7) Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <p>8) Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s27(2) and (3)].</p> <p>9) Authority to recover the cost of measures taken by the Shire of Boyup Brook or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s28(1) to take all possible measures to extinguish a fire the land they occupy [s28(4)], including authority to recover expenses in any court of competent jurisdiction [s28(5)].</p>	
<b>Delegates</b>	CEO and Chief Bush Fire Control Officer jointly	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	Nil - Sub-delegation is prohibited by s48(3)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.2.5 Control of Operations Likely to Create Bush Fire Danger

<b>Head of Power</b>	<i>Bush Fires Act 1954</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Bush Fires Act 1954</i> s48 Delegation by local government	
<b>Express power or duty delegated</b>	<p><i>Bush Fires Act 1954</i> s27D Requirements for carriage and deposit of incendiary material</p> <p><i>Bush Fires Regulations 1954</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of</p>	
<b>Function</b>	<p>1) Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from:</p> <ul style="list-style-type: none"> <li>a) a person operating a bee smoker device during a prescribed period [r.39CA (5)].</li> <li>b) a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)].</li> <li>c) a person using explosives [r.39D(2)]; and</li> <li>d) a person using fireworks [r.39E(3)].</li> </ul> <p>2) Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s27D].</p> <p><b>Note:</b> this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</p>	
<b>Delegates</b>	CEO and Chief Bush Fire Control Officer jointly	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	Nil - Sub-delegation is prohibited by s48(3)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.2.6 Burning Garden Refuse / Open Air Fires

<b>Head of Power</b>	<i>Bush Fires Act 1954</i>
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Bush Fires Act 1954</i> s48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954</i> s24F Burning Garden refuse during limited burning times. s24G Minister or local government may further restrict burning of garden refuse. s25 No fire to be lit in open air unless certain precautions taken. s25A Power of Minister to exempt from provisions of s25.  <i>Bush Fires Regulations 1954</i> r.27(3) Permit, issue of
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s24F(2)(b)(ii) and (4)].</li> <li>2) Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s24G (2)]. <ol style="list-style-type: none"> <li>a) authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]; and</li> <li>b) authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34].</li> </ol> </li> <li>3) Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> <li>a) camping or cooking [s25(1)(a)]; and</li> <li>b) conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s25(1)(b)].</li> </ol> </li> <li>4) Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s25(1a) and (1b)].</li> <li>5) Authority to serve written notice on a person to whom an exemption has been given under s25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s25A (5)].</li> </ol>

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<b>Delegates</b>	CEO and Chief Bush Fire Control Officer jointly	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	Nil - Sub-delegation is prohibited by s48(3)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

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## 2.2.7 Firebreaks

<b>Head of Power</b>	<i>Bush Fires Act 1954</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Bush Fires Act 1954</i> s48 Delegation by local government	
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954</i> s33 Local government may require occupier of land to plough or clear firebreaks	
<b>Function</b>	<p>1) Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Boyup Brook:</p> <ul style="list-style-type: none"> <li>a) clearing of firebreaks as determined necessary and specified in the notice; and</li> <li>b) act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and</li> <li>c) as a separate or coordinated action with any other person carry out similar actions [s33(1)].</li> </ul> <p>2) Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s33(4)]:</p> <ul style="list-style-type: none"> <li>a) Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice.</li> </ul>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	Nil - Sub-delegation is prohibited by s48(3)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>



## 2.2.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

<b>Head of Power</b>	<i>Bush Fires Act 1954</i>
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Bush Fires Act 1954</i> s48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954</i> s38(1), (2A), (2C), (5A), (8), (9), (10) and (13) Local government may require occupier of land to plough or clear firebreaks
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and <ol style="list-style-type: none"> <li>a) of those Officers, appoint 1 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and</li> <li>b) determine the respective seniority of the other Bush Fire Officers so appointed [s38(1)].</li> </ol> </li> <li>2) Authority to cause a notice of an appointment made under the provisions of s38(1) of the Act to be published in accordance with the Act [s38(2A)].</li> <li>3) To fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush fire Control Officer within one month after the vacancy occurs [s38(2C)].</li> <li>4) Authority to issue directions to a Bush Fire Control Officer or to an officer of a bush fire brigade registered to the local government, to burn on or at the margins of a road reserve under the care, control, and management of the Shire of Boyup Brook [s38(5A)].</li> <li>5) Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s38(17). [s38(8) and (9)]: <ol style="list-style-type: none"> <li>a) authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s38(10)].</li> </ol> </li> <li>6) Authority to give notice of an appointment made under s38(8) or s38(10) to the FES Commissioner and to publish the appointments of fire weather officers made under the <i>Bush Fires Act 1954</i> in a newspaper circulating in the district [s38(13)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	Nil - Sub-delegation is prohibited by s48(3)

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<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

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## 2.2.9 Control and Extinguishment of Bush Fires

<b>Head of Power</b>	<i>Bush Fires Act 1954</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Bush Fires Act 1954</i> s48 Delegation by local government	
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954</i> s46(1A) and (1B) Bush fire control officer or forest officer may postpone lighting fire	
<b>Function</b>	<p>1) Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s46(1A)].</p> <p>a) Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s46(1B)].</p>	
<b>Delegates</b>	CEO Chief Bush Fire Control Officer	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	Nil - Sub-delegation is prohibited by s48(3)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.2.10 Recovery of Expenses Incurred through Contraventions of the Act

<b>Head of Power</b>	<i>Bush Fires Act 1954</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Bush Fires Act 1954</i> s48 Delegation by local government	
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954</i> s58 General penalty and recovery of expenses incurred	
<b>Function</b>	Authority to recover expenses incurred as a result of an offence against the <i>Bush Fires Act 1954</i> , being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire or those on behalf on the Shire of Boyup Brook to do so [s58].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	Nil - Sub-delegation is prohibited by s48(3)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.2.11 Prosecution of Offences

<b>Head of Power</b>	<i>Bush Fires Act 1954</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Bush Fires Act 1954</i> s48 Delegation by local government s59(3) Delegation of prosecution of offences	
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954</i> s59 Prosecution of offences s59A (2) Alternative procedure - infringement notices	
<b>Function</b>	1) Authority to institute and carry on proceedings against a person for an offence alleged to be committed against the <i>Bush Fires Act 1954</i> [s59].  2) Authority to serve an infringement notice for an offence against the <i>Bush Fires Act 1954</i> [s59A (2)].	
<b>Delegates</b>	CEO Executive Manager Corporate & Community Services	
<b>Conditions</b>	Prior to instigating proceedings in a court of competent jurisdiction, the CEO is to be consulted.	
<b>Express power to subdelegate</b>	Nil - Sub-delegation is prohibited by s48(3)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.3 Cat Act 2011

An Act to provide for the control and management of cats; and promote and encourage the responsible ownership of cats, and for related matters.

### 2.3.1 Cat Registration

<b>Head of Power</b>	<i>Cat Act 2011</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Cat Act 2011</i> s44 Delegated by local government.	
<b>Express power or duty delegated</b>	<p><i>Cat Act 2011</i> s9 Registration s10 Cancellation of registration s11 Registration numbers, certificates, and tags</p> <p><i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable.</p>	
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s9(1)].</li> <li>2) Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s9(6)].</li> <li>3) Authority to cancel a cat registration [s10].</li> <li>4) Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged, or destroyed [s11(2)].</li> <li>5) Authority to record in the register the information prescribed in respect of each cat registered by the local government [s12(3)].</li> <li>6) Authority to cause any error in, or omission from, the register to be corrected [s12(4)].</li> <li>7) Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire's District [Regs. Sch. 3 cl.1 (4)].</li> </ol>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .	
<b>Express power to subdelegate</b>	<i>Cat Act 2011</i> s45 Delegation by CEO of local government	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.3.2 Cat Control Notices

<b>Head of Power</b>	<i>Cat Act 2011</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Cat Act 2011</i> s44 Delegated by local government.	
<b>Express power or duty delegated</b>	Cat Act 2011 s26 Cat control notice may be given to cat owner.	
<b>Function</b>	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire's District [s26].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Cat Act 2011</i> s45 Delegation by CEO of local government	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.3.3 Approval to Breed Cats

<b>Head of Power</b>	<i>Cat Act 2011</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	Cat Act 2011 s44 Delegated by local government.	
<b>Express power or duty delegated</b>	Cat Act 2011 s37 Approval to breed cats. s38 Cancellation of approval to breed cats. s39 Certificate to be given to approved cat breeder	
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to grant or refuse to grant approval or renew an approval to breed cats [s37 (1) and (2)].</li> <li>2) Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s37(4)].</li> <li>3) Authority to cancel an approval to breed cats [s38].</li> <li>4) Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged, or destroyed [s39(2)].</li> </ol>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .	
<b>Express power to subdelegate</b>	<i>Cat Act 2011</i> s45 Delegation by CEO of local government	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>



### 2.3.4 Recovery of Costs – Destruction of Cats

<b>Head of Power</b>	<i>Cat Act 2011</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Cat Act 2011</i> s44 Delegated by local government.	
<b>Express power or duty delegated</b>	<i>Cat Act 2011</i> s49(3) Authorised person may cause a cat to be destroyed	
<b>Function</b>	Authority to recover the amount of costs associated with the destruction and the disposal of a cat [s49(3)].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Cat Act 2011</i> s45 Delegation by CEO of local government	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.3.5 Application to Keep Additional Cats

<b>Head of Power</b>	<i>Cat Act 2011</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Cat Act 2011</i> s44 Delegated by local government.	
<b>Express power or duty delegated</b>	Cat (Uniform Local Provisions) Regulations 2013 r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats	
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to require any document or additional information required to determine an application [r.8(3)]</li> <li>2) Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)].</li> <li>3) Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].</li> </ol>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Notices of decision must include advice as to Review rights in accordance with Regulation 11 of the Cat (Uniform Local Provisions) Regulations 2013.	
<b>Express power to subdelegate</b>	<i>Cat Act 2011</i> s45 Delegation by CEO of local government	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.4 Dog Act 1976

An Act to amend and consolidate the law relating to the control and registration of dogs, the ownership and keeping of dogs and the obligations and rights of persons in relation thereto, and for incidental and other purposes.

### 2.4.1 Registration of Dogs

<b>Head of Power</b>	<i>Dog Act 1976</i>
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Dog Act 1976</i> s10AA Delegation of local government powers and duties.
<b>Express power or duty delegated</b>	<i>Dog Act 1976</i> s14(1), (3) & (4) Register of dogs s16(1), (2), (3A), (3C) & (6) Registration Procedure s45(2) Evidentiary provisions.
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to keep an accurate and up-to-date register of dogs registered by the local government [s.14(1)].</li> <li>2) Authority to record in the register the information prescribed in respect of each dog registered by the local government [s.14(3)].</li> <li>3) Authority to cause any error in, or omission from, the register to be corrected [s.14(4)].</li> <li>4) Authority to register a dog in the district in which. <ol style="list-style-type: none"> <li>a) the dog is ordinarily kept; or</li> <li>b) the dog is deemed to be ordinarily kept pursuant to section 9 or section 10(2),</li> </ol>                     if the owner of the dog or some person on his behalf delivers an application in the prescribed form, signed by or on behalf of the owner and accompanied by the prescribed fee, if any, to the office of the local government or some other place within the district appointed by the local government for the purpose [s.16(1)].                 </li> <li>5) Authority to, on receipt of an application duly made under subsection (1) shall — <ol style="list-style-type: none"> <li>a) effect the registration in accordance with this Act; or</li> <li>b) where the local government so directs, refuse the application and refund the fee, if any, and in either event shall as soon as is practicable thereafter enter the prescribed particulars in the record maintained by the local government pursuant to section 14 [s.16(2)].</li> </ol> </li> <li>6) Authority to cancel the registration of a dog in accordance with section 16(3A) and (3C).</li> </ol>

	<p>7) Authority to, on effecting or renewing any registration, deliver to the applicant —</p> <p>a) a certificate in the prescribed form acknowledging the fee paid and specifying the registration number allocated to each dog, the term of the relevant registration period, and a description of each dog so registered; and</p> <p>b) in respect of each dog so registered, a registration tag of the prescribed kind [s.16(6)].</p> <p>8) Authority to certify entries in the register of dogs in accordance with s.45(2) [s.45(2)].</p>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	The Chief Executive Officer permitted to sub-delegate to employees [s10AA (3)].	
<b>Express power to subdelegate</b>	<p><i>Dog Act 1976</i></p> <p>s10AA (3) Delegation of local government powers and duties</p> <p><b>NOTE –</b></p> <p>sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation</p>	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.4.2 Refuse or Cancel Registration

<b>Head of Power</b>	<i>Dog Act 1976</i>
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Dog Act 1976</i> s10AA Delegation of local government powers and duties.
<b>Express power or duty delegated</b>	<i>Dog Act 1976</i> s15(2) & (4A) Registration periods and fees s16(3) Registration procedure s17A (2) If no application for registration made. s17(4) & (6) Refusal or cancellation of registration
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to determine to refuse a dog registration and refund the fee, if any [s.15(2)].</li> <li>2) Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> <li>a) the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the Cat Act 2011, or the Animal Welfare Act 2002; or</li> <li>b) the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease; or</li> <li>c) the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept; or</li> <li>d) the dog is required to be microchipped but is not microchipped; or</li> <li>e) the dog is a dangerous dog [s.16(3) and s.17A(2)].</li> </ol> </li> <li>3) Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Waroona's District [s15(4A)].</li> <li>4) Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)].</li> <li>5) Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)].
<b>Express power to subdelegate</b>	<i>Dog Act 1976</i>

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	s10AA (3) Delegation of local government powers and duties <b>NOTE –</b> sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

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### 2.4.3 Kennel Establishment

<b>Head of Power</b>	<i>Dog Act 1976</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Dog Act 1976</i> s10AA Delegation of local government powers and duties.	
<b>Express power or duty delegated</b>	<i>Dog Act 1976</i> s27 Licensing of approved kennel establishments	
<b>Function</b>	Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) & (6)].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)].	
<b>Express power to subdelegate</b>	<i>Dog Act 1976</i> s10AA (3) Delegation of local government powers and duties <b>NOTE –</b> sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

#### 2.4.4 Recovery of Monies Due Under this Act

<b>Head of Power</b>	<i>Dog Act 1976</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Dog Act 1976</i> s10AA Delegation of local government powers and duties.	
<b>Express power or duty delegated</b>	<i>Dog Act 1976</i> s29(5) Power to seize dogs	
<b>Function</b>	Authority to recover monies, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)].	
<b>Express power to subdelegate</b>	<i>Dog Act 1976</i> s10AA (3) Delegation of local government powers and duties <b>NOTE –</b> sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>



### 2.4.5 Dispose or Sell Dogs Liable to be Destroyed.

<b>Head of Power</b>	<i>Dog Act 1976</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Dog Act 1976</i> s10AA Delegation of local government powers and duties.	
<b>Express power or duty delegated</b>	<i>Dog Act 1976</i> s29(11) Power to seize dogs	
<b>Function</b>	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	1) The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)]. 2) Proceeds from the sale of dogs are to be directed into the Municipal Fund.	
<b>Express power to subdelegate</b>	<i>Dog Act 1976</i> s10AA (3) Delegation of local government powers and duties <b>NOTE –</b> sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.4.6 Declare Dangerous Dog

<b>Head of Power</b>	<i>Dog Act 1976</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Dog Act 1976</i> s10AA Delegation of local government powers and duties.	
<b>Express power or duty delegated</b>	<i>Dog Act 1976</i> s33E (1) Individual dog may be declared to be dangerous dog (declared)	
<b>Function</b>	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)].	
<b>Express power to subdelegate</b>	<i>Dog Act 1976</i> s10AA (3) Delegation of local government powers and duties <b>NOTE –</b> sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.4.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke.

<b>Head of Power</b>	<i>Dog Act 1976</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Dog Act 1976</i> s10AA Delegation of local government powers and duties.	
<b>Express power or duty delegated</b>	<i>Dog Act 1976</i> s33F (6) Owners to be notified of making of declaration s33G (4) Seizure and destruction. s33H (1), (2) & (5) Local government may revoke declaration or proposal to destroy	
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)].</li> <li>2) Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)].</li> <li>3) Authority to revoke a declaration of a dangerous dog or notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]: <ol style="list-style-type: none"> <li>a) Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].</li> </ol> </li> </ol>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)].	
<b>Express power to subdelegate</b>	<i>Dog Act 1976</i> s10AA (3) Delegation of local government powers and duties  <b>NOTE –</b> sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.4.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

<b>Head of Power</b>	<i>Dog Act 1976</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Dog Act 1976</i> s10AA Delegation of local government powers and duties.	
<b>Express power or duty delegated</b>	<i>Dog Act 1976</i> s33H (5) Local government may revoke declaration or proposal to destroy	
<b>Function</b>	Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: a) A notice declaring a dog to be dangerous; or b) A notice proposing to cause a dog to be destroyed.	
<b>Delegates</b>	CEO	
<b>Conditions</b>	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)].	
<b>Express power to subdelegate</b>	<i>Dog Act 1976</i> s10AA (3) Delegation of local government powers and duties <b>NOTE –</b> sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)	
<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.4.9 Determine Recoverable Expenses for Dangerous Dog Declaration

<b>Head of Power</b>	<i>Dog Act 1976</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Dog Act 1976</i> s10AA Delegation of local government powers and duties.	
<b>Express power or duty delegated</b>	<i>Dog Act 1976</i> s33M(1)(a) Local government expenses to be recoverable	
<b>Function</b>	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s15, up to the maximum amount prescribed, having regard to expenses incurred by the local government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s33M(1)(a)].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	The Chief Executive Officer permitted to sub-delegate to employees [s10AA (3)].	
<b>Express power to subdelegate</b>	<i>Dog Act 1976</i> s10AA (3) Delegation of local government powers and duties  <b>NOTE –</b> sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.5 Food Act 2008

An Act providing for the safety and sustainability of food for human consumption, and for related purposes.

### 2.5.1 Prohibition Orders and Certificates of Clearance

<b>Head of Power</b>	<i>Food Act 2008</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Food Act 2008</i> s118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it. (3) Delegation subject to conditions [s119] and guidelines adopted [s120] (4) Sub-delegation permissible only if expressly provided in regulations	
<b>Express power or duty delegated</b>	Food Act 2008 s65(1) Prohibition orders s66 Certificate of clearance to be given in certain circumstances s67(4) Request for re-inspection	
<b>Function</b>	1) Authority to serve a prohibition order on the proprietor of a food business in accordance with s65 of the Food Act 2008 [s65(1)].  2) Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s66].  3) Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s67(4)].	
<b>Delegates</b>	CEO Public / Environmental Health Officer	
<b>Conditions</b>	In accordance with s118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.	
<b>Express power to subdelegate</b>	Sub-delegation not provided for in <i>Food Regulations 2009</i>	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.5.2 Food Business Registration

<b>Head of Power</b>	<i>Food Act 2008</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<p><i>Food Act 2008</i></p> <p>s118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it.</p> <p>(3) Delegation subject to conditions [s119] and guidelines adopted [s120]</p> <p>(4) Sub-delegation permissible only if expressly provided in regulations</p>	
<b>Express power or duty delegated</b>	<p><i>Food Act 2008</i></p> <p>s110(1) &amp; (5) Registration of food business</p> <p>s112 Variation of conditions or cancellation of registration of food businesses</p>	
<b>Function</b>	<p>1) Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)].</p> <p>2) Authority to vary the conditions or cancel the registration of a food business [s112].</p>	
<b>Delegates</b>	<p>CEO</p> <p>Public / Environmental Health Officer</p>	
<b>Conditions</b>	<p>In accordance with s118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> <li>• <i>Food Act 2008</i> Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA.</li> <li>• Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1.</li> <li>• WA Priority Classification System; and</li> <li>• Verification of Food Safety Program Guideline.</li> </ul>	
<b>Express power to subdelegate</b>	Sub-delegation not provided for in <i>Food Regulations 2009</i>	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.5.3 Appoint Authorised Officers and Delegated Officers

<b>Head of Power</b>	<i>Food Act 2008</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<p><i>Food Act 2008</i></p> <p>s118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it.</p> <p>(3) Delegation subject to conditions [s119] and guidelines adopted [s120]</p> <p>(4) Sub-delegation permissible only if expressly provided in regulations</p>	
<b>Express power or duty delegated</b>	<p>Food Act 2008</p> <p>s122(1) Appointment of authorised officers</p> <p>s126(6), (7) &amp; (13) Infringement officers</p>	
<b>Function</b>	<p>1) Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s122(1)]</p> <p>2) Authority to appoint an Authorised Officer appointed under s122(1) of this Act or the s24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s126(13)].</p> <p>3) Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s126(6)] and determining withdrawal of an infringement notice [s126(7)].</p>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	<p>In accordance with s118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Appointment of Authorised Officers as Meat Inspectors.</li> <li>• Appointment of Authorised Officers.</li> <li>• Appointment of Authorised Officers – Designated Officers only; and</li> <li>• Appointment of Authorised Officers –</li> <li>• Appointment of persons to assist with the discharge of duties of an Authorised Officer.</li> </ul>	
<b>Express power to subdelegate</b>	Sub-delegation not provided for in <i>Food Regulations 2009</i>	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>



## 2.5.4 Debt Recovery and Prosecutions

<b>Head of Power</b>	<i>Food Act 2008</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<p><i>Food Act 2008</i></p> <p>s118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it. (3) Delegation subject to conditions [s119] and guidelines adopted [s120] (4) Sub-delegation permissible only if expressly provided in regulations</p>	
<b>Express power or duty delegated</b>	<p><i>Food Act 2008</i></p> <p>s54 Cost of destruction or disposal of forfeited item s125 Institution of proceedings</p>	
<b>Function</b>	<p>1) Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)].</p> <p>2) Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].</p>	
<b>Delegates</b>	<p>CEO Public / Environmental Health Officer</p>	
<b>Conditions</b>	<p>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</p>	
<b>Express power to subdelegate</b>	<p>Sub-delegation not provided for in <i>Food Regulations 2009</i></p>	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.5.5 Food Business List – Public Access

<b>Head of Power</b>	<i>Food Act 2008</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<p><i>Food Act 2008</i></p> <p>s118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it.</p> <p>(3) Delegation subject to conditions [s119] and guidelines adopted [s120]</p> <p>(4) Sub-delegation permissible only if expressly provided in regulations</p>	
<b>Express power or duty delegated</b>	<p><i>Food Regulations 2009</i></p> <p>r.51 Enforcement agency may make list of food businesses publicly available</p>	
<b>Function</b>	Authority to make a list of food businesses maintained under s115(a) or (b) publicly available [r.51].	
<b>Delegates</b>	CEO Public / Environmental Health Officer	
<b>Conditions</b>	In accordance with s118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.	
<b>Express power to subdelegate</b>	Sub-delegation not provided for in <i>Food Regulations 2009</i>	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.6 **Graffiti Vandalism Act 2016**

An Act to consolidate laws dealing with graffiti vandalism and to amend certain Acts as a consequence.

### 2.6.1 Giving Notice Requiring Obliteration of Graffiti

<b>Head of Power</b>	<i>Graffiti Vandalism Act 2016</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Graffiti Vandalism 2016</i> s16 Delegation by local government	
<b>Express power or duty delegated</b>	<i>Graffiti Vandalism Act 2016</i> <i>s18(2) Notice requiring removal of graffiti.</i> <i>s19(3) &amp; (4) Additional powers when notice is given</i>	
<b>Function</b>	<p>1) Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)].</p> <p>2) Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].</p>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Graffiti Vandalism Act 2016</i> s17 Delegation by CEO of local government	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.6.2 Notices – Deal with Objections and Give Effect to Notices

<b>Head of Power</b>	<i>Graffiti Vandalism Act 2016</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Graffiti Vandalism Act 2016</i> s16 Delegation by local government	
<b>Express power or duty delegated</b>	<i>Graffiti Vandalism Act 2016</i> s22(3) <i>Objection may be lodged.</i> s24(1)(b) & (3) <i>Suspension of effect of notice</i>	
<b>Function</b>	<p>1) Authority to deal with an objection to a notice [s22(3)].</p> <p>2) Authority, where an objection has been lodged, to:</p> <p>a) determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s24(1)(b)] and</p> <p>b) to give notice to the affected person, before taking the necessary actions [s24(3)].</p>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Graffiti Vandalism Act 2016</i> s17 Delegation by CEO of local government	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.6.3 Obliterate Graffiti on Private Property

<b>Head of Power</b>	<i>Graffiti Vandalism Act 2016</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Graffiti Vandalism Act 2016</i> s16 Delegation by local government	
<b>Express power or duty delegated</b>	<i>Graffiti Vandalism Act 2016</i> s25(1) <i>Local government graffiti powers on land not local government property</i>	
<b>Function</b>	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s25(1)].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Subject to exercising Powers of Entry.	
<b>Express power to subdelegate</b>	<i>Graffiti Vandalism Act 2016</i> s17 Delegation by CEO of local government	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.6.4 Power of Entry

<b>Head of Power</b>	<i>Graffiti Vandalism Act 2016</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Graffiti Vandalism Act 2016</i> s16 Delegation by local government	
<b>Express power or duty delegated</b>	<i>Graffiti Vandalism Act 2016</i> s28 <i>Notice of entry.</i> s29 <i>Entry under warrant</i>	
<b>Function</b>	<p>1) Authority to give notice of an intended entry to the owner or occupier of land, premises, or thing, specifying the purpose for which entry is required [s28].</p> <p>2) Authority to obtain a warrant to enable entry onto any land, premises, or thing for the purposes of this Act [s29].</p>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Graffiti Vandalism Act 2016</i> s17 Delegation by CEO of local government	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.7 **Liquor Control Act 1988**

An Act to regulate the sale, supply and consumption of liquor, the use of premises on which liquor is sold, and the services and facilities provided in conjunction with or ancillary to the sale of liquor, to minimise harm or ill-health caused to people, or any group of people due to the use of liquor, to provide for orders that may prohibit persons from being employed at, or from entering, licensed premises, to repeal the *Liquor Act 1970*, and for related matters.

### 2.7.1 **Enforcement of Liquor Control Act 1988 and Liquor Licensing Act 1988**

<b>Head of Power</b>	<i>Liquor Control Act 1988</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
<b>Express power or duty delegated</b>	<i>s39 Certificate of local government as to whether premises comply with laws s.40 Certificate of planning authority as to whether use of premises complies with planning laws</i>	
<b>Function</b>	1) Authority to enforce all local authority responsibilities under the <i>Liquor Control Act 1988</i> and <i>Liquor Licensing Act 1988</i> .  2) To issue certificates of Local Health Authority and Local Planning Authority under s40 of the Act.	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.8 Local Government Act 1995

An Act to provide for a system of local government in Western Australia, to amend the *Local Government Act 1960* and for related purposes.

### 2.8.1 Performing Functions Outside the District

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> s3.20(1) <i>Performing functions outside district</i>	
<b>Function</b>	Authority to determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of that function [s3.20(1)].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation, and the performance of the function does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision.	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>



## 2.8.2 Notice Requiring Certain things to be done by Owner or Occupier of Land and Additional Powers when Notice is given.

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> s3.25(1) <i>Notices requiring certain things to be done by owner or occupier of land.</i> s3.26(2) & (3) <i>Additional powers when notices given</i>	
<b>Function</b>	<p>1) Authority to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land.</p> <p>a) notice in writing relating to the land requiring the person to do anything specified in the notice that a. is prescribed for in Schedule 3.1, Division 1; or</p> <p>b) is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2 [s3.25(1)].</p> <p>2) If the person who is given the notice fails to comply with it, authority to do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice is given [s3.26(2)].</p> <p>3) Authority to recover the cost of anything that is done under subsection (2) as a debt due from the person who failed to comply with the notice [s3.26(3)].</p>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.8.3 Powers of Entry

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> s3.28 <i>When this Subdivision applies.</i> s3.32 <i>Notice of entry.</i> s3.33 <i>Entry under warrant</i> s3.34 <i>Entry in an emergency</i> s3.36 <i>Opening fences</i>	
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to exercise powers of entry or enter onto land to perform any of the Local Government functions under this Act, other than entry under a Local Law [s3.28].</li> <li>2) Authority to give notice of entry [s3.32]</li> <li>3) Authority to seek and execute an entry under warrant [s3.33].</li> <li>4) Authority to execute entry in an emergency, using such force as is reasonable [s3.34(1) and (3)].</li> <li>5) Authority to give notice and effect entry by opening a fence [s3.36].</li> </ol>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Delegated authority under s3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.8.4 Power to Remove and Impound

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> s3.29 <i>Power to remove and impound</i>	
<b>Function</b>	Authority to remove and impound any goods that are involved in a contravention that can lead to impounding.	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.8.5 Declare Vehicle is Abandoned Vehicle Wreck

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> s3.40A(4) Abandoned vehicle wreck may be taken	
<b>Function</b>	Authority to declare that an impounded vehicle is an abandoned vehicle wreck [s3.40A(4)].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 2.8.5 Confiscated or Uncollected Goods, or alternatively, referred for Council decision.	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.8.6 Confiscated or Uncollected Goods

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> s3.46 <i>Goods may be withheld until costs paid.</i> s3.47 <i>Confiscated or uncollected goods, disposal of</i> s3.48 <i>Impounding expenses, recovery of</i>	
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to refuse to allow goods impounded under s3.39 or 3.40A to be collected until the costs of removing, impounding, and keeping them have been paid to the local government [s3.46].</li> <li>2) Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s3.43 [s3.47].</li> <li>3) Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s3.48].</li> </ol>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Regulation 30 of the <i>Local Government (Functions and General) Regulations 1996</i> , be disposed of by any means considered to provide best value, provided the process is transparent and accountable.	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.8.7 Disposal of Sick or Injured Animals

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> s3.47A <i>Sick or injured animals, disposal of</i> s3.48 <i>Impounding expenses, recovery of</i>	
<b>Function</b>	<p>1) Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s3.47A(1)].</p> <p>2) Authority to recover expenses incurred for removing, impounding, and disposing of sick or injured animals [s3.48].</p>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.8.8 Close Thoroughfares to Vehicles

<b>Head of Power</b>	<i>Local Government Act 1995</i>
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> <i>s5.42 Delegation of some powers or duties to the CEO</i> <i>s5.43 Limitations on delegations to the CEO</i>
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> <i>s3.50 Closing certain thoroughfares to vehicles.</i> <i>s3.50A Partial closure of thoroughfares for repairs or maintenance</i> <i>s3.51 Affected owners to be notified of certain proposals.</i>  <i>Local Government (Functions and General) Regulations 1996</i> <i>r.6(3) Transitional provisions about road closures</i>
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s3.50(1)].</li> <li>2) Authority to determine to close a thoroughfare for a period exceeding 4 weeks and before doing so, to (a) give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and (b) consider submissions relevant to the road closure/s proposed [s3.50(1a), (2) and (4)].</li> <li>3) Authority to revoke an order to close a thoroughfare [s3.50(6)].</li> <li>4) Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have a significant adverse effect on users of the thoroughfare [s3.50A].</li> <li>5) Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or training water from a thoroughfare to private land [s3.51].</li> <li>6) Authority to, by local public notice, order that the closure be revoked or that it be varied in such a way as to be less restrictive [r.6(3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1) If, under s3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s3.50(8)].</li> </ol>

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	2) Maintain access to adjoining land [s3.52(3)].	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

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## 2.8.9 Control Reserves and Certain Unvested Facilities

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> <i>s5.42 Delegation of some powers or duties to the CEO</i> <i>s5.43 Limitations on delegations to the CEO</i>	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> <i>s3.53(3) Control of certain unvested facilities</i> <i>s3.54(1) Reserves under control of local government</i>	
<b>Function</b>	<p>1) Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts [s3.53(3)].</p> <p>2) Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the <i>Parks and Reserves Act 1895</i> [s3.54(1)].</p>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets.	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.8.10 Obstruction of Footpaths and Thoroughfares

<b>Head of Power</b>	<i>Local Government Act 1995</i>
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 <i>Delegation of some powers or duties to the CEO</i> s5.43 <i>Limitations on delegations to the CEO</i>
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch.9.1, cl.3(1)(a) r.7A Obstruction of public thoroughfare by fallen things - Sch.9.1, cl.3(1)(b) r.7 Encroaching on public thoroughfare - Sch.9.1, cl.3(2)
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)].</li> <li>2) Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)].</li> <li>3) Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)].</li> <li>4) Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A].</li> <li>5) Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1) Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>2) Permission may only be granted where, the proponent has:</li> </ol>

	<ul style="list-style-type: none"> <li>a) where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.</li> <li>b) provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works.</li> <li>c) provided evidence of sufficient Public Liability Insurance; and</li> <li>d) provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ul>	
<b>Express power to subdelegate</b>	<p><i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees</p>	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.8.11 Gates Across Public Thoroughfares

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 <i>Delegation of some powers or duties to the CEO</i> s5.43 <i>Limitations on delegations to the CEO</i>	
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.9 Permission to have gate across public thoroughfare - Sch.9.1, cl.5(1)	
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)].</li> <li>2) Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)].</li> <li>3) Authority to impose conditions on granting permission [ULP r.9(4)].</li> <li>4) Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)].</li> <li>5) Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9 (6)].</li> </ol>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1) Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</li> <li>2) Each approval provided must be recorded in the Shire of Waroona's statutory Register of Gates in accordance with Regulation 8 of the Local Government (Uniform Local Provisions) Regulations 1996.</li> </ol>	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.8.12 Public Thoroughfares – Dangerous Excavations

<b>Head of Power</b>	<i>Local Government Act 1995</i>
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> <i>s5.42 Delegation of some powers or duties to the CEO</i> <i>s5.43 Limitations on delegations to the CEO</i>
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions_ Regulations 1996</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare - Sch.9.1, cl.6
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)].</li> <li>2) Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)].</li> <li>3) Authority to impose conditions on granting permission [ULP r.11(6)].</li> <li>4) Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1) Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</li> <li>2) Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>a) where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works.</li> <li>b) provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works.</li> <li>c) provided evidence of sufficient Public Liability Insurance; and</li> <li>d) provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> </li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees
<b>Version Control</b>	

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Date	Details of Amendment	Ref

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### 2.8.13 Crossing – Construction, Repair and Removal

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 <i>Delegation of some powers or duties to the CEO</i> s5.43 <i>Limitations on delegations to the CEO</i>	
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare - Sch.9.1, cl.7.2 r.13(1) Requirement to construct or repair crossing - Sch.9.1, cl.7(3)	
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)].</li> <li>2) Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)].</li> <li>3) Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)].</li> <li>4) Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].</li> </ol>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Actions under this Delegation must comply with procedural requirements details in the Local Government (Uniform Local Provisions) Regulations 1996.	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.8.14 Private Works on, over or under Public Places

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 <i>Delegation of some powers or duties to the CEO</i> s5.43 <i>Limitations on delegations to the CEO</i>	
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.17 Private works on, over or under public places - Sch.9.1, cl.8	
<b>Function</b>	<p>1) Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)].</p> <p>2) Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].</p>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	<p>1) Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</p> <p>2) Permission may only be granted where, the proponent has:</p> <ol style="list-style-type: none"> <li>a) where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works.</li> <li>b) provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works.</li> <li>c) provided evidence of sufficient Public Liability Insurance; and</li> <li>d) provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol>	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>



### 2.8.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 <i>Delegation of some powers or duties to the CEO</i> s5.43 <i>Limitations on delegations to the CEO</i>	
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.21(1) Wind erosion and sand drifts – Sch.9.1, cl.12	
<b>Function</b>	Authority to give notice to a landowner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary to be adversely affected by wind erosion or sand drift [ULP r.21(1)].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.8.16 Expressions of Interest for Goods and Services

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> s3.57 Tenders for providing goods or services.  <i>Local Government (Functions and General) Regulations 1996</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer	
<b>Function</b>	1) Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21].  2) Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.8.17 Application of Regional Price Preference Policy

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 <i>Delegation of some powers or duties to the CEO</i> s5.43 <i>Limitations on delegations to the CEO</i>	
<b>Express power or duty delegated</b>	<i>Local Government (Functions and General) Regulations 1996</i> r.24G Adopted regional price preference policy, effect of	
<b>Function</b>	Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.8.18 Payments from the Municipal or Trust Funds

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 <i>Delegation of some powers or duties to the CEO</i> s5.43 <i>Limitations on delegations to the CEO</i>	
<b>Express power or duty delegated</b>	<i>Local Government (Financial Management) Regulations 1996</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making	
<b>Function</b>	Authority to make payments from the municipal or trust funds [r.12(1)(a)].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Make payments for procurement provided for in Budgets approved by Council, or otherwise approved by Council resolution, and undertaken in accordance with Council's Purchasing and Procurement. Consistent with the functions of the CEO specified in section 5.41(c) and (d) of the <i>Local Government Act 1995</i> .	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.8.19 Defer, Grant Discounts, Waive or Write Off Debts

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 <i>Delegation of some powers or duties to the CEO</i> s5.43 <i>Limitations on delegations to the CEO</i>	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> s6.12 Power to defer, grant discounts, waive or write off debts	
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Waive a debt which is owed to the Shire [s6.12(1)(b)]</li> <li>2) Waive or grant concessions in relation to any amount of money [s6.12(1)(b)].</li> <li>3) Write off any amount of money which is owed to the Shire [s6.12(1)(c)].</li> </ol>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Write-off fees and charges and interest on rates up to \$1,000 [s6.12(1)(c) & (2)].	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.8.20 Power to invest and Manage Investments

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 <i>Delegation of some powers or duties to the CEO</i> s5.43 <i>Limitations on delegations to the CEO</i>	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> s6.14 <i>Power to Invest</i>  <i>Power to invest Local Government (Financial Management) Regulations 1996</i> r.19 <i>Investments, control procedures for</i>	
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)].</li> <li>2) Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].</li> </ol>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1) All investment activity must comply with Regulation 19C of the <i>Local Government (Financial Management) Regulations 1996</i></li> <li>2) A report detailing the investment portfolio's performance, exposures, and changes since last reporting, is to be provided as part of the Monthly Financial Reports.</li> <li>3) Procedures are to be documented.</li> <li>4) Procedures are to be administratively reviewed as per Regulation 17 of the <i>Local Government (Audit) Regulations 1996</i>.</li> </ol>	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 <i>CEO may delegate some powers and duties to other employees</i>	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.8.21 Rate Record Amendment

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 <i>Delegation of some powers or duties to the CEO</i> s5.43 <i>Limitations on delegations to the CEO</i>	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> s6.39(2)(b) Rate records	
<b>Function</b>	Authority to determine any requirement to amend the rate record for the 5 years preceding the current financial year [s6.39(2)(b)].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Delegates must comply with the requirements of s6.40 of the Act.	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.8.22 Agreement as to Payment of Rates and Service Charges

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> s6.49 Agreement as to payment of rates and service charges	
<b>Function</b>	Authority to make an agreement with a person for the payment of rates or service charges [6.49].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>



### 2.8.23 Determine Due Dates for Rates or Service Charges

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> s6.50 Rates or service charges due and payable	
<b>Function</b>	Authority to determine the date on which rates or service charges become due and payable to the Shire [s.6.50].	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.8.24 Recovery of Rates or Service Charges

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 <i>Delegation of some powers or duties to the CEO</i> s5.43 <i>Limitations on delegations to the CEO</i>	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> s6.56 Rates or service charges recoverable in court s6.64(3) Actions to be taken	
<b>Function</b>	<p>1) Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].</p> <p>2) Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].</p>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.8.25 Recovery of Rates – Require Lessee to Pay Rent

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 <i>Delegation of some powers or duties to the CEO</i> s5.43 <i>Limitations on delegations to the CEO</i>	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> s6.60 Local government may require lessee to pay rent	
<b>Function</b>	<p>1) Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Waroona [s.6.60(2)].</p> <p>2) Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].</p>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.8.26 Rate Record - Objections

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 <i>Delegation of some powers or duties to the CEO</i> s5.43 <i>Limitations on delegations to the CEO</i>	
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> s6.76 Grounds of objection	
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Authority to extend the time for a person to make an objection to a rate record [s6.76 (4)].</li> <li>2) Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person who made the objection [s6.76(5)].</li> </ol>	
<b>Delegates</b>	CEO	
<b>Conditions</b>	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.8.27 Inviting Tenders – Selection Criteria

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> s5.42 <i>Delegation of some powers or duties to the CEO</i> s5.43 <i>Limitations on delegations to the CEO</i>	
<b>Express power or duty delegated</b>	<i>Local Government (Functions &amp; General) Regulations 1996</i> r14 Publicly inviting tenders, requirements for	
<b>Function</b>	The Chief Executive Officer is delegated authority to discharge the duties of the Local Government under r14 of the <i>Local Government (Functions &amp; General) Regulations 1996</i> to publicly invite tenders by determining the written criteria for deciding which tender should be accepted	
<b>Delegates</b>	CEO	
<b>Conditions</b>	Nil.	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.8.28 Variation of Requirements before entry into contract

<b>Head of Power</b>	<i>Local Government Act 1995</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> <i>s5.42 Delegation of some powers or duties to the CEO</i> <i>s5.43 Limitations on delegations to the CEO</i>	
<b>Express power or duty delegated</b>	<i>Local Government (Functions &amp; General) Regulations 1996</i> r20 Variation of requirements before entry into contract	
<b>Function</b>	The Chief Executive Officer is delegated authority to make minor variations to the contract	
<b>Delegates</b>	CEO	
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1) Minor variations result in less than \$20,000 additional costs.</li> <li>2) The variation cost can be accommodated within the adopted budget</li> </ol>	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.9 Planning & Development Act 2005

An Act to provide for a system of land use planning and development in the State and for related purposes.

### 2.9.1 Illegal Development.

<b>Head of Power</b>	<i>Local Government (Miscellaneous Provisions) Act 1960</i>
<b>Delegator</b>	Council
<b>Express power to delegate</b>	<i>Local Government Act 1995</i> <i>s5.42 Delegation of some powers or duties to the CEO</i> <i>s5.43 Limitations on delegations to the CEO</i>
<b>Express power or duty delegated</b>	<i>Planning and Development Act 2005:</i> s214(2), (3) and (5) s215 Illegal development, responsible authority's powers to remove
<b>Function</b>	<ol style="list-style-type: none"> <li>1) Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements.</li> <li>2) Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> <li>a) to remove, pull down, take up, or alter the development; and</li> <li>b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</li> </ol> </li> <li>3) Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.</li> <li>4) If — <ol style="list-style-type: none"> <li>a) a notice is served on a person under section 214(2), (3) or (5) and that person fails to — <ol style="list-style-type: none"> <li>i). carry out the directions within the time specified in the notice; or</li> <li>ii). apply under section 255 for a review of any direction contained in the notice; or</li> </ol> </li> <li>b) on an application by that person for a review of any direction contained in the notice, the direction is confirmed or varied and the owner fails to carry out the direction as confirmed or varied within the time</li> </ol> </li> </ol>

	<p>specified by the State Administrative Tribunal in the notice given under section 255(2), the responsible authority may itself remove, pull down, take up or alter the development, restore the land as nearly as practicable to its condition immediately before the development started, or execute that work, as it directed that person.</p> <p>5) Any expenses incurred by a responsible authority under section 215(1) may be recovered from the person to whom the direction was given as a debt due in a court of competent jurisdiction.</p>	
<b>Delegate</b>	CEO	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>



## 2.10 **Planning & Development (Local Planning Schemes) Regulations 2015**

An Act to provide for a system of land use planning and development in the State and for related purposes.

### 2.10.1 Planning Approvals and Associated Decisions.

<b>Head of Power</b>	<i>Planning &amp; Development (Local Planning Schemes) Regulations 2015</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Planning &amp; Development (Local Planning Schemes) Regulations 2015</i> <i>Sch.2 cl.82 Delegations by local government</i>	
<b>Express power or duty delegated</b>	Exercise of all of the local government's powers and discharge of all of the local government's duties under the Scheme other than the power of delegation	
<b>Function</b>	Powers and duties under the Shire of Boyup Brook Local Planning Scheme and Regulations, including authority to determine applications for development approval, including applications for land use, home occupations, building envelope variations, the exercise of discretion under the Scheme and the Residential Design Codes, authority to amend or cancel development approval, authority to determine the period in any 12 month period which temporary uses and development do not require development approval, all decisions arising from the imposition of conditions and in relation to Local Planning Policies, Structure Plans, Activity Centre Plans; Local Development Plans and authority to enter and inspect buildings or land.	
<b>Delegate</b>	CEO	
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1) Decisions relating to Local Planning Policies, Structure Plans, Activity Centre Plans and Local Area Plans are to be made by the Council.</li> <li>2) Decisions to proceed with a Local Planning Policy are to be made by the Council.</li> <li>3) Where a public objection has been received after the application has been advertised for comment the application may only be determined by Council.</li> <li>4) Where a Councillor has requested in writing that a particular matter be referred to Council for determination then that matter is to be determined by the Council.</li> </ol>	
<b>Express power to subdelegate</b>	<i>Planning &amp; Development (Local Planning Schemes) Regulations 2015</i> cl.83 Local government CEO may delegate powers	
<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.11 **Public Health Act 2016**

An Act to protect, promote and improve the health and wellbeing of the public of Western Australia and to reduce the incidence of preventable illness, and for related purposes.

### 2.11.1 **Appoint Authorised Officer or Approved Officer (Asbestos Regs)**

<b>Head of Power</b>	<i>Public Health Act 2016</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Health (Asbestos) Regulations 1992</i> <i>r.15D(5) Appointment of authorised officers</i> <i>r.15D(7) Infringement notices</i>	
<b>Express power or duty delegated</b>	<i>Health (Asbestos) Regulations 1992</i> <i>r.15D(5) Infringement notices</i>	
<b>Function</b>	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of Part 2 of the <i>Criminal Procedure Act 2004</i> [r.15D(5)].	
<b>Delegate</b>	CEO	
<b>Conditions</b>	Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D (6)].	
<b>Express power to subdelegate</b>	Sub-delegation is not provided for in the <i>Health (Asbestos) Regulations 1992</i>	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.11.2 Enforcement Agency Reports to the Chief Health Officer

<b>Head of Power</b>	<i>Public Health Act 2016</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Public Health Act 2016</i> <i>s21 Enforcement agency may delegate</i>	
<b>Express power or duty delegated</b>	<i>Public Health Act 2016</i> s22 Reports by and about enforcement agencies	
<b>Function</b>	<p>1) Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire [s.22(1)]</p> <p>2) Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].</p>	
<b>Delegate</b>	CEO Designated Authorised Officer – Public / Environmental Health Officer	
<b>Conditions</b>	Nil	
<b>Express power to subdelegate</b>	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

### 2.11.3 Designated Authorised Officers

<b>Head of Power</b>	<i>Public Health Act 2016</i>	
<b>Delegator</b>	Council	
<b>Express power to delegate</b>	<i>Public Health Act 2016</i> <i>s21 Enforcement agency may delegate</i>	
<b>Express power or duty delegated</b>	<i>Public Health Act 2016</i> s24(1) & (3) Designation of authorised officers	
<b>Function</b>	<p>Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ol style="list-style-type: none"> <li>a) The <i>Public Health Act 2016</i> or other specified Act.</li> <li>b) Specified provisions of the <i>Public Health Act 2016</i> or other specified Act</li> <li>c) Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act.</li> </ol> <p>Including:</p> <ol style="list-style-type: none"> <li>i. an environmental health officer or environmental health officers as a class; OR</li> <li>ii. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR</li> <li>iii. a mixture of the two. [s24(1) and (3)].</li> </ol>	
<b>Delegate</b>	CEO	
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1) Subject to each person so appointed being. <ul style="list-style-type: none"> <li>• Appropriately qualified and experienced [s25(1)(a)]; and</li> <li>• Issued with a certificate, badge or identity card identifying the authorised officer [s30 and 31].</li> </ul> </li> <li>2) A Register (list) of authorised officers is to be maintained in accordance with s27.</li> </ol>	
<b>Express power to subdelegate</b>	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s21(4)].	
<b>Version Control</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Ref</b>

## 2.12 Main Roads Act 1930

An Act to protect, promote and improve the health and wellbeing of the public of Western Australia and to reduce the incidence of preventable illness, and for related purposes.

### 2.12.1 Traffic Management – Events on Roads

**WESTERN AUSTRALIA  
ROAD TRAFFIC CODE 2000  
REGULATION 297(2)  
INSTRUMENT OF AUTHORISATION**

RELATING TO  
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (Insert name of Local Government) (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

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## 2.12.2 Traffic Management – Road Works

### WESTERN AUSTRALIA ROAD TRAFFIC CODE 2000 REGULATION 297(2) INSTRUMENT OF AUTHORISATION

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads (“the Commissioner”) hereby authorises ..... (“Authorised Body”) by itself, its employees, consultants, agents and contractors (together “Representatives”) to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the “Traffic Management for Works on Roads Code of Practice” (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia (“the Code”) referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner’s delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

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