



## Attachment 9.2.1A

| Chq/EFT                              | Date       | Name                                      | Description  | Amount    |
|--------------------------------------|------------|---|--|-----------|
| 20664                                | 12/08/2024 | Insurance Commission of Western Australia | Refund Workers Compensation Overpayments                   | -489.40   |
| 20665                                | 12/08/2024 | Water Corporation                         | Water Across Shire Facilities to 31/07/2024                | -1,831.13 |
| 20666                                | 19/08/2024 | Water Corporation                         | Water Across Shire Facilities to 31/07/2024                | -3,460.46 |
| 20667                                | 26/08/2024 | Resident                                  | Refund Medical Centre Duplicate Payment                    | -80.00    |
| 20668                                | 26/08/2024 | Pivotel                                   | GPS Tracking Service - Grader and Transfer Station Jul2024 | -62.00    |
| TOTAL MUNI CHEQUES to 31 August 2024 |            |   |  | -5,922.99 |



| Chq/EFT  | Date       | Name   | Description   | Amount     |
|----------|------------|--|---|------------|
| EFT16081 | 05/08/2024 | Australian Services Union                        | Payroll Deductions  | -79.50     |
| EFT16082 | 05/08/2024 | BP Medical                                       | Medical Supplies  | -1,643.81  |
| EFT16083 | 05/08/2024 | Boyup Brook Clay Target Club Inc                 | Community Grant Funding 2024-25 - Kitchen Upgrade                     | -5,000.00  |
| EFT16084 | 05/08/2024 | Boyup Brook Community Resource Centre            | Community Grant Funding 2024-25 - 30th Birthday Celebrations          | -220.00    |
| EFT16085 | 05/08/2024 | Boyup Brook Districts Pioneers Museum Inc        | Community Grant Funding 2024-25 - Accessible Toilet                   | -5,500.00  |
| EFT16086 | 05/08/2024 | Country Women's Association of WA                | Community Grant Funding 2024-25 - Promotional Table Cloths            | -440.00    |
| EFT16087 | 05/08/2024 | Department Of Water And Environmental Regulation | Transfer Station L8535/2011/1 Annual Licence Fee 2024-25              | -347.60    |
| EFT16088 | 05/08/2024 | Focus Networks                                   | Monthly Support - Excluded Services                                   | -66.00     |
| EFT16089 | 05/08/2024 | Haycom Technology Pty Ltd                        | Medical Centre - Network Switch                                       | -83.60     |
| EFT16090 | 05/08/2024 | Employee   | Reimburse Depot PPE and Building Maintenance                          | -111.25    |
| EFT16091 | 05/08/2024 | Kinnect Training Pty Ltd                         | Medical Supplies  | -676.50    |
| EFT16092 | 05/08/2024 | Landgate   | Rural Valuations Jun2024  | -283.08    |
| EFT16093 | 05/08/2024 | Local Health Authorities Analytical Committee    | Local Health Authorities Analytical Committee Services Fee 2024-25    | -526.90    |
| EFT16094 | 05/08/2024 | Officeworks Ltd                                  | Admin Office Chairs   | -941.05    |
| EFT16094 | 05/08/2024 | Officeworks Ltd                                  | Admin Stationery  | -433.68    |
| EFT16094 | 05/08/2024 | Officeworks Ltd                                  | BBELC Stationery and Cleaning Supplies                                | -976.30    |
| EFT16095 | 05/08/2024 | Employee   | Reimburse Cleaning Supplies   | -47.63     |
| EFT16096 | 05/08/2024 | ReadyTech User Group WA Inc                      | ReadyTech User Group Subscription 2024-25                             | -847.00    |
| EFT16097 | 05/08/2024 | Seton Australia                                  | Admin - Heavy Duty Entrance Mats                                      | -621.28    |
| EFT16098 | 05/08/2024 | Synergy  | Electricity Across Shire Facilities to 17/07/2024                     | -1,679.59  |
| EFT16099 | 05/08/2024 | Telstra Limited                                  | SMS Messaging to 19/07/2024   | -0.90      |
| EFT16100 | 05/08/2024 | Tonebridge Country Club Inc                      | Community Grant Funding 2024-25 - Operating Costs                     | -1,000.00  |
| EFT16101 | 05/08/2024 | Winc Australia Pty Limited                       | Admin Stationery  | -216.26    |
| EFT16102 | 12/08/2024 | A&L Printers                                     | Bushfire Information Booklets 2024-25                                 | -2,894.00  |
| EFT16102 | 12/08/2024 | A&L Printers                                     | Shire Windowface Envelopes  | -476.00    |
| EFT16103 | 12/08/2024 | Acumentis South West (WA)                        | Property Valuation 2730 Bridgetown-Boyup Brook Rd                     | -1,980.00  |
| EFT16104 | 12/08/2024 | Australia Post                                   | Postage Jul2024   | -367.21    |
| EFT16105 | 12/08/2024 | Blackwood Painting Contractors                   | Rylington Park - Farm House Painting Progress Payment                 | -7,756.76  |
| EFT16106 | 12/08/2024 | Boyup Brook Community Resource Centre            | Gazette Advertising Aug2024 incl ILU Survey Insert                    | -671.00    |
| EFT16107 | 12/08/2024 | Building and Construction Industry Training Fund | BCITF Collected Jul2024   | -56.75     |
| EFT16108 | 12/08/2024 | Celebrity Speakers                               | Rylington Park Field Day - Guest Speaker Deposit                      | -3,300.00  |
| EFT16109 | 12/08/2024 | Employee   | Reimburse Depot Supplies  | -34.65     |
| EFT16110 | 12/08/2024 | City Of Busselton                                | Busselton Margaret River Airport - Business Case Contribution 2024-25 | -2,200.00  |
| EFT16111 | 12/08/2024 | Dept of Mines, Industry Regulation and Safety    | BSL Collected Jul2024   | -169.95    |
| EFT16112 | 12/08/2024 | H+H Architects                                   | Evacuation Centre Concept Design - Progress Payment                   | -317.90    |
| EFT16112 | 12/08/2024 | H+H Architects                                   | Sports Precinct Masterplan Preparation - Progress Payment             | -9,927.50  |
| EFT16113 | 12/08/2024 | Hastie Waste Pty Ltd                             | Rylington Park - Bulk Waste Collection Jul2024                        | -120.00    |
| EFT16114 | 12/08/2024 | Haycom Technology Pty Ltd                        | Medical Centre IT Support Fees Jul2024                                | -2,294.49  |
| EFT16115 | 12/08/2024 | Internode Pty Ltd                                | Depot and BBELC Internet Sep2024                                      | -219.98    |
| EFT16116 | 12/08/2024 | Johnson's Food Services                          | Various Shire Buildings - Cleaning Supplies                           | -613.19    |
| EFT16117 | 12/08/2024 | Lamat Cleaning (The Bogar Unit Trust t/as)       | Various Shire Buildings - Cleaning Jul2024                            | -3,200.00  |
| EFT16118 | 12/08/2024 | Living Springs Water Pty Ltd                     | Council and Staff Drinking Water                                      | -234.00    |
| EFT16119 | 12/08/2024 | Manjimup Toyota & Mitsubishi                     | Purchase - P248 Toyota RAV4 2WD 2.5L Hyb CVT GX                       | -41,665.65 |
| EFT16120 | 12/08/2024 | Marketforce                                      | Sandakan Playground Tender Ad in The West Australian 06/07/2024       | -1,011.18  |
| EFT16121 | 12/08/2024 | Employee   | Reimburse RACGP Membership 2023-24                                    | -1,567.00  |
| EFT16122 | 12/08/2024 | Node1 Pty Ltd                                    | Admin NBN Aug2024   | -227.00    |
| EFT16123 | 12/08/2024 | Officeworks Ltd                                  | Admin Stationery  | -124.11    |
| EFT16124 | 12/08/2024 | Readytech (t/f IT Vision Unit Trust t/as)        | SynergySoft Annual Subscription 2024-25                               | -44,511.16 |
| EFT16125 | 12/08/2024 | R Wright, Architect                              | Plans for Conversion of Chambers to Offices                           | -1,980.00  |
| EFT16126 | 12/08/2024 | Rural Health West                                | Annual Organisation Membership 2024-25                                | -100.00    |
| EFT16127 | 12/08/2024 | Shire of Boyup Brook                             | BSL and BCITF Commission Jul2024                                      | -23.25     |
| EFT16128 | 12/08/2024 | Sprint Express                                   | Freight Jul2024   | -22.00     |
| EFT16129 | 12/08/2024 | Synergy  | Electricity Across Shire Facilities to 24/07/2024                     | -3,637.00  |
| EFT16130 | 12/08/2024 | Team Global Express                              | Freight Jul2024   | -238.69    |
| EFT16131 | 12/08/2024 | Telstra Limited                                  | Telephone Across Shire Facilities to 24/07/2024                       | -1,479.52  |
| EFT16131 | 12/08/2024 | Telstra Limited                                  | Admin NBN (Fibre) to 24/07/2024                                       | -1,212.74  |
| EFT16132 | 12/08/2024 | WALGA  | Annual Subscriptions 2024-25  | -31,894.25 |
| EFT16132 | 12/08/2024 | WALGA  | Managing Business Records Training                                    | -654.50    |
| EFT16133 | 12/08/2024 | Warren Blackwood Alliance Of Councils            | WBAC Project Contributions 2024-25                                    | -31,984.15 |
| EFT16134 | 12/08/2024 | activ8me (Australian Private Networks Pty Ltd)   | Various Shire Buildings - Internet Aug2024                            | -219.85    |
| EFT16135 | 15/08/2024 | Kojonup Agricultural Supplies                    | Rylington Park - Fertiliser   | -62,762.04 |
| EFT16136 | 19/08/2024 | AFGRI Equipment Australia Pty Ltd                | Rylington Park - Battery  | -424.28    |
| EFT16136 | 19/08/2024 | AFGRI Equipment Australia Pty Ltd                | Rylington Park - Croplands Sprayer Parts                              | -594.00    |
| EFT16137 | 19/08/2024 | Dinninup Shearing                                | Rylington Park - Crutching  | -3,962.15  |
| EFT16138 | 19/08/2024 | Australian Services Union                        | Payroll Deductions  | -79.50     |
| EFT16139 | 19/08/2024 | Australian Taxation Office                       | BAS and PAYG Jul2024  | -43,626.00 |
| EFT16140 | 19/08/2024 | BP Medical                                       | Medical Supplies  | -589.59    |
| EFT16141 | 19/08/2024 | Boyup Brook Co-operative Company Limited         | Rylington Park - Purchases Jul2024 incl Sheep Tagging and Treatments  | -15,108.40 |
| EFT16142 | 19/08/2024 | Boyup Brook Community Resource Centre            | Donation to Photo Competition 2024                                    | -200.00    |
| EFT16143 | 19/08/2024 | Boyup Brook IGA                                  | Purchases Jul2024   | -452.43    |
| EFT16144 | 19/08/2024 | Boyup Brook Tyre Service                         | Rylington Park - Tyre Inflator  | -170.00    |
| EFT16144 | 19/08/2024 | Boyup Brook Tyre Service                         | Rylington Park - Batteries  | -265.00    |
| EFT16145 | 19/08/2024 | Breeze Connect Pty Ltd                           | Medical Centre - VOIP and NBN Jul2024                                 | -583.75    |
| EFT16146 | 19/08/2024 | Cleanaway Daniels Services Pty Ltd               | Medical Centre - Sharps Disposal Jul2024                              | -531.39    |
| EFT16147 | 19/08/2024 | D & L Bleechmore Haulage                         | Rylington Park - Fertiliser Freight Jul2024                           | -1,512.50  |
| EFT16148 | 19/08/2024 | Focus Networks                                   | Monthly Device Management Fees Jul2024                                | -2,949.10  |
| EFT16148 | 19/08/2024 | Focus Networks                                   | Monthly Managed IT Services and Microsoft 365 Subscriptions Aug2024   | -3,588.26  |
| EFT16148 | 19/08/2024 | Focus Networks                                   | Strategic IT Plan Document Creation - Deposit                         | -3,300.00  |
| EFT16148 | 19/08/2024 | Focus Networks                                   | Admin Office Network Switching - Deposit                              | -4,283.40  |
| EFT16148 | 19/08/2024 | Focus Networks                                   | Admin Telephony System - Deposit                                      | -7,594.93  |
| EFT16148 | 19/08/2024 | Focus Networks                                   | Admin Exchange Online Migration - Deposit                             | -6,466.35  |
| EFT16148 | 19/08/2024 | Focus Networks                                   | Admin Laptops - Deposit   | -4,551.25  |
| EFT16149 | 19/08/2024 | Fuel Brothers WA.Com Pty Ltd                     | Catering Jul2024  | -120.00    |
| EFT16150 | 19/08/2024 | GoFax (Australia)                                | Medical Centre - Annual Pro Bundle Plan 2024-25                       | -491.40    |
| EFT16151 | 19/08/2024 | Kojonup Agricultural Supplies                    | Rylington Park - Purchases Jul2024 incl Crop Chemicals                | -13,226.30 |
| EFT16152 | 19/08/2024 | Employee   | Reimburse Payroll Stationery  | -66.00     |
| EFT16153 | 19/08/2024 | Officeworks Ltd                                  | Admin Stationery  | -491.55    |
| EFT16154 | 19/08/2024 | SOS Office Equipment                             | Photocopier Billing Jul2024   | -1,223.50  |
| EFT16155 | 19/08/2024 | Syd Matthews & Co Pty Ltd                        | Rylington Park - Fertiliser Freight Jul2024                           | -1,323.63  |
| EFT16156 | 19/08/2024 | Synergy  | Electricity Across Shire Facilities to 09/08/2024                     | -1,043.66  |
| EFT16157 | 19/08/2024 | TM Atherton and Co (t/as Atherton Transport)     | Rylington Park - Fertiliser Spreading                                 | -1,391.50  |
| EFT16158 | 19/08/2024 | Veolia Recycling & Recovery (Perth) Pty Ltd      | Waste Collection Jul2024  | -12,000.68 |



| Chq/EFT                              | Date       | Name  | Description   | Amount      |
|--------------------------------------|------------|---|---|-------------|
| EFT16159                             | 22/08/2024 | Blackwood Painting Contractors                  | Rylington Park - Farmhouse Painting Progress Payment            | -8,416.76   |
| EFT16160                             | 26/08/2024 | AFGRI Equipment Australia Pty Ltd               | P213 Komatsu WA150-5 Loader - Parts                             | -2.20       |
| EFT16160                             | 26/08/2024 | AFGRI Equipment Australia Pty Ltd               | P224 John Deere 622GP Motor Grader - Parts                      | -665.70     |
| EFT16161                             | 26/08/2024 | Resident  | Refund Medical Centre Invoices Paid Twice                       | -62.25      |
| EFT16162                             | 26/08/2024 | Resident  | Reimburse VBFB First Aid Training                               | -170.00     |
| EFT16163                             | 26/08/2024 | Allpest WA (RoL-Wa Pty Ltd)                     | Shire Buildings and Bridges - Annual Termite Inspections        | -16,000.00  |
| EFT16164                             | 26/08/2024 | Ampol Petroleum Distributors Pty Ltd            | Fuel Jul2024  | -8,407.74   |
| EFT16165                             | 26/08/2024 | B&B Street Sweeping Pty Ltd                     | Town Drainage - Hire of Sump Sucker                             | -2,046.00   |
| EFT16166                             | 26/08/2024 | BOC Limited                                     | Gas Cylinder Rental Jul2024                                     | -64.80      |
| EFT16167                             | 26/08/2024 | Tutt Bryant Equipment                           | P235 Bomag Combination Tandem Multi Tyred Roller - Parts        | -745.05     |
| EFT16168                             | 26/08/2024 | Black Box Control Pty Ltd                       | Monthly Grader Tracking Service Aug2024                         | -99.00      |
| EFT16169                             | 26/08/2024 | Boyup Brook Tyre Service                        | P166 Semi Tipper Trailer - Parts                                | -110.00     |
| EFT16169                             | 26/08/2024 | Boyup Brook Tyre Service                        | P200 Ford Ranger Dual Cab - Parts                               | -430.00     |
| EFT16169                             | 26/08/2024 | Boyup Brook Tyre Service                        | P238 Mitsubishi Triton GLX 4x4 MR Auto - Repairs                | -55.00      |
| EFT16170                             | 26/08/2024 | Bridgetown Timber & Hardware                    | Building Maintenance Tools                                      | -192.50     |
| EFT16170                             | 26/08/2024 | Bridgetown Timber & Hardware                    | Rylington Park - Farmhouse Maintenance                          | -506.95     |
| EFT16170                             | 26/08/2024 | Bridgetown Timber & Hardware                    | Lesser Hall - Door Locks  | -284.58     |
| EFT16171                             | 26/08/2024 | Bunnings Group Ltd                              | Lesser Hall - Building Repairs                                  | -138.00     |
| EFT16172                             | 26/08/2024 | David Nowland's Hydraulic Sales & Service       | P217 Sumitomo 2010 SH210LC-5 Excavator 20t - Repairs            | -2,512.88   |
| EFT16173                             | 26/08/2024 | EM Squire & RI Squire                           | Shire Buildings - Annual Backflow Testing                       | -1,529.00   |
| EFT16173                             | 26/08/2024 | EM Squire & RI Squire                           | Boyup Brook Town Hall - Repair Water Leak                       | -2,897.25   |
| EFT16174                             | 26/08/2024 | Resident  | Reimburse VBFB Training   | -170.00     |
| EFT16175                             | 26/08/2024 | Hersey's Safety Pty Ltd                         | Depot PPE and Expendable Tools                                  | -1,473.43   |
| EFT16176                             | 26/08/2024 | Kojonup Agricultural Supplies                   | Depot Chemical Shed - Bunding Trays                             | -3978.28    |
| EFT16177                             | 26/08/2024 | Manjimup Freight Distributors & BMI Logistics   | Freight Aug2024   | -53.50      |
| EFT16178                             | 26/08/2024 | Manjimup Glass Service                          | Hockey Grounds Toilets - Window Repairs                         | -553.30     |
| EFT16179                             | 26/08/2024 | MJ Hallett                                      | P217 Sumitomo 2010 SH210LC-5 Excavator 20t - Repairs            | -2,310.00   |
| EFT16179                             | 26/08/2024 | MJ Hallett                                      | P224 John Deere 622GP Motor Grader - Repairs                    | -1,001.00   |
| EFT16179                             | 26/08/2024 | MJ Hallett                                      | P201 Isuzu NHPR 65190 3 tonne Dual Cab Diesel Truck - Repairs   | -605.00     |
| EFT16179                             | 26/08/2024 | MJ Hallett                                      | P211 Isuzu D-Max Dual Cab Tray Back Utility - Repairs           | -440.00     |
| EFT16179                             | 26/08/2024 | MJ Hallett                                      | P225 Isuzu GIGA CXY 2012 Prime Mover - Repairs                  | -375.00     |
| EFT16180                             | 26/08/2024 | Employee  | Reimburse Training  | -720.00     |
| EFT16181                             | 26/08/2024 | My AutoSparky                                   | P155 Bomag Multi Tyre Roller - Repairs                          | -622.60     |
| EFT16182                             | 26/08/2024 | Employee  | Reimburse Admin Stationery                                      | -80.00      |
| EFT16183                             | 26/08/2024 | Prime Supplies                                  | Depot Expendable Tools  | -351.89     |
| EFT16183                             | 26/08/2024 | Prime Supplies                                  | P139 Roadside Spray Trailer - Parts                             | -555.06     |
| EFT16184                             | 26/08/2024 | RSEA Safety                                     | Depot PPE   | -249.99     |
| EFT16185                             | 26/08/2024 | Rear's Electrical & Mechanical Services Pty Ltd | Admin Chambers - Replace Lighting                               | -590.61     |
| EFT16186                             | 26/08/2024 | Scavenger Fire & Safety                         | Shire Buildings and Plant - Fire Safety Inspections and Testing | -10,837.27  |
| EFT16187                             | 26/08/2024 | Spencer Signs                                   | LRCI Footpath Project - Signage                                 | -297.00     |
| EFT16188                             | 26/08/2024 | Squeak & Bean Cafe                              | Medical Centre - Catering Jul2024                               | -141.00     |
| EFT16189                             | 26/08/2024 | Statewide Bearings                              | P236 Mitsubishi Triton MR GLX 2.4L 4x4 Dual Cab - Dash Cam      | -328.90     |
| EFT16190                             | 26/08/2024 | Synergy   | Electricity Across Shire Facilities to 15/08/2024               | -123.24     |
| EFT16191                             | 26/08/2024 | Employee  | Reimburse Training  | -129.50     |
| EFT16192                             | 26/08/2024 | Team Global Express                             | Freight Jul2024   | -51.39      |
| EFT16193                             | 26/08/2024 | The Quacking Frog Teapot Shed                   | Catering Jul2024  | -180.00     |
| EFT16194                             | 26/08/2024 | Veolia Recycling and Recovery Pty Ltd (NSW)     | Paper and Cardboard Recycling Collection Jul2024                | -812.33     |
| EFT16195                             | 27/08/2024 | Blackwood Painting Contractors                  | Rylington Park - Farmhouse Painting Final Payment               | -7,756.76   |
| EFT16196                             | 27/08/2024 | Komatsu Australia Pty Ltd                       | Purchase P247 2024 Komatsu 555 Grader                           | -412,895.27 |
| TOTAL EFT PAYMENTS to 31 August 2024 |            |   |   | -909,117.88 |



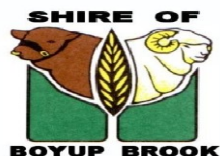
| Chq/EFT   | Date       | Name  | Description  | Amount             |
|---|------------|---|--|--------------------|
| DD9002.1  | 01/08/2024 | Salary & Wages  | Payroll 31Jul2024  | -114,525.10        |
| DD9011.1  | 07/08/2024 | Employee Super Fund   | Payroll Deductions                                       | -71.50             |
| DD9011.2  | 07/08/2024 | Aware Super   | Superannuation Contributions                             | -59.15             |
| DD9011.3  | 07/08/2024 | Australian Super  | Superannuation Contributions                             | -260.47            |
| DD9011.4  | 07/08/2024 | Commonwealth Essential Super  | Superannuation Contributions                             | -44.09             |
| DD9011.5  | 07/08/2024 | AMP Super Fund - SignatureSuper                                     | Superannuation Contributions                             | -50.90             |
| DD9011.6  | 07/08/2024 | Rest Superannuation   | Superannuation Contributions                             | -34.83             |
| DD9011.7  | 07/08/2024 | Australian Retirement Trust   | Superannuation Contributions                             | -40.68             |
| DD9011.8  | 07/08/2024 | Panorama Super (Asgard Independence Plan                            | Superannuation Contributions                             | -45.32             |
| DD9013.1  | 07/08/2024 | Salary & Wages  | Payroll 07Aug2024  | -3,299.48          |
| DD9015.1  | 08/08/2024 | Australian Super  | Superannuation Contributions                             | -160.26            |
| DD9015.2  | 08/08/2024 | Colonial First State Superannuation                                 | Payroll Deductions                                       | -91.20             |
| DD9017.1  | 08/08/2024 | Salary & Wages  | Payroll 08Aug2024  | -1,550.80          |
| DD9032.1  | 14/08/2024 | Employee Super Fund   | Payroll Deductions                                       | -1,002.61          |
| DD9032.2  | 14/08/2024 | Mercer Super Trust (TTF) - Mercer SmartSuper                        | Payroll Deductions                                       | -495.94            |
| DD9032.3  | 14/08/2024 | Panorama Super (Asgard Independence Plan                            | Superannuation Contributions                             | -346.30            |
| DD9032.4  | 14/08/2024 | CBUS (Construction & Building Industry Super)                       | Superannuation Contributions                             | -82.76             |
| DD9032.5  | 14/08/2024 | HESTA   | Superannuation Contributions                             | -294.40            |
| DD9032.6  | 14/08/2024 | Aware Super   | Payroll Deductions                                       | -8,106.07          |
| DD9032.7  | 14/08/2024 | Rest Superannuation   | Superannuation Contributions                             | -1,970.63          |
| DD9032.8  | 14/08/2024 | Australian Super  | Superannuation Contributions                             | -2,683.61          |
| DD9032.9  | 14/08/2024 | Colonial First State Superannuation                                 | Superannuation Contributions                             | -1,057.16          |
| DD9034.1  | 15/08/2024 | Salary & Wages  | Payroll 14Aug2024  | -112,319.97        |
| DD9044.1  | 21/08/2024 | Salary & Wages  | Payroll 21Aug2024  | -3,322.12          |
| DD9060.1  | 28/08/2024 | Employee Super Fund   | Payroll Deductions                                       | -1,100.20          |
| DD9060.2  | 28/08/2024 | Mercer Super Trust (TTF) - Mercer SmartSuper<br>Plan                | Payroll Deductions                                       | -495.94            |
| DD9060.3  | 28/08/2024 | Panorama Super (Asgard Independence Plan                            | Superannuation Contributions                             | -346.30            |
| DD9060.4  | 28/08/2024 | CBUS (Construction & Building Industry Super)                       | Superannuation Contributions                             | -379.79            |
| DD9060.5  | 28/08/2024 | HESTA   | Superannuation Contributions                             | -294.40            |
| DD9060.6  | 28/08/2024 | Aware Super   | Payroll Deductions                                       | -8,072.95          |
| DD9060.7  | 28/08/2024 | Rest Superannuation   | Superannuation Contributions                             | -1,951.14          |
| DD9060.8  | 28/08/2024 | Australian Super  | Superannuation Contributions                             | -2,349.48          |
| DD9060.9  | 28/08/2024 | Colonial First State Superannuation                                 | Superannuation Contributions                             | -1,138.65          |
| DD9062.1  | 29/08/2024 | Salary & Wages  | Payroll 28Aug2024  | -110,918.48        |
| DD9082.1  | 02/08/2024 | Commonwealth Bank   | Bank Fees Aug2024  | -249.81            |
| DD9082.2  | 23/08/2024 | The Bunbury Diocesan Trustees and Anglican<br>Parish of Boyup Brook | 18 Barron St GP House - Rent 30/08/2024-12/09/2024       | -660.00            |
| DD9082.3  | 09/08/2024 | Property Owner  | 3 Reid Pl - Rent 11/08/2024-24/08/2024                   | -800.00            |
| DD9082.4  | 23/08/2024 | Property Owner  | 3 Reid Pl - Rent 25/08/2024-07/09/2024                   | -800.00            |
| DD9082.5  | 15/08/2024 | Commonwealth Bank   | Bank Fees Aug2024  | -74.45             |
| DD9082.6  | 01/08/2024 | Westnet   | Medical Centre, Admin and Swimming Pool Internet Aug2024 | -289.85            |
| DD9082.7  | 09/08/2024 | De Lage Landen Pty Ltd  | Rental Agreement for Photocopier DCVII-C5573 Aug2024     | -184.80            |
| DD9082.8  | 12/08/2024 | Western Australian Treasury Corporation                             | Loan 114 Pool Bowl Upgrade                               | -8,575.72          |
| DD9082.11   | 09/08/2024 | The Bunbury Diocesan Trustees and Anglican                          | 18 Barron St GP House - Rent 16/08/2024-29/08/2024       | -660.00            |
| DD9082.10   | 23/08/2024 | AGDATA Holdings Pty Ltd   | Rylington Park - Phoenix Accounting Software Monthly Fee | -54.00             |
| DD9032.10   | 14/08/2024 | Commonwealth Essential Super  | Superannuation Contributions                             | -712.51            |
| DD9032.11   | 14/08/2024 | AMP Super Fund - SignatureSuper                                     | Superannuation Contributions                             | -951.64            |
| DD9032.12   | 14/08/2024 | UniSuper  | Superannuation Contributions                             | -2,638.01          |
| DD9032.13   | 14/08/2024 | Australian Retirement Trust   | Superannuation Contributions                             | -563.42            |
| DD9060.10   | 28/08/2024 | Commonwealth Essential Super  | Superannuation Contributions                             | -672.22            |
| DD9060.11   | 28/08/2024 | AMP Super Fund - SignatureSuper                                     | Superannuation Contributions                             | -966.38            |
| DD9060.12   | 28/08/2024 | UniSuper  | Superannuation Contributions                             | -2,666.82          |
| DD9060.13   | 28/08/2024 | Australian Retirement Trust   | Superannuation Contributions                             | -563.42            |
| <b>TOTAL DIRECT DEBITS TO 31 August 2024</b>                                |            |   |  | <b>-401,045.73</b> |
| DD9083.1  | 15/08/2024 | Shire of Boyup Brook Credit Card - CEO                              | Squeak and Bean Cafe - Catering Jul2024                  | -39.80             |
| DD9083.1  | 15/08/2024 | Shire of Boyup Brook Credit Card - CEO                              | Starlink - CEO House Internet Jul2024                    | -139.00            |
| DD9083.1  | 15/08/2024 | Shire of Boyup Brook Credit Card - CEO                              | ChatGPT Subscription Aug2024                             | -31.48             |
| DD9083.1  | 15/08/2024 | Shire of Boyup Brook Credit Card - CEO                              | P247 Komatsu GD555-5 BU25655 Registration                | -284.05            |
| DD9083.1  | 15/08/2024 | Shire of Boyup Brook Credit Card - CEO                              | Starlink - CEO House Internet Aug2024                    | -139.00            |
| DD9083.1  | 15/08/2024 | Shire of Boyup Brook Credit Card - CEO                              | Boyup Brook Tourism Assoc - Council Gifts                | -15.00             |
| <b>TOTAL CEO CREDIT CARD TO 31 August 2024</b>                              |            |   |  | <b>-648.33</b>     |
| DD9083.1  | 15/08/2024 | Shire of Boyup Brook Credit Card - EMC&CS                           | The Grants Hub - Annual Subscription 2024-25             | -313.20            |
| DD9083.1  | 15/08/2024 | Shire of Boyup Brook Credit Card - EMC&CS                           | Adobe Acrobat Monthly Subscription 20/07/2024-19/08/2024 | -209.95            |
| <b>TOTAL EMC&amp;CS CREDIT CARD TO 31 August 2024</b>                       |            |   |  | <b>-523.15</b>     |
| DD9082.9  | 21/08/2024 | BP Australia Pty Ltd  | CEO Fuel Jul2024   | -103.21            |
| DD9082.9  | 21/08/2024 | BP Australia Pty Ltd  | CEO Fuel Jul2024   | -89.44             |
| DD9082.9  | 21/08/2024 | BP Australia Pty Ltd  | CEO Fuel Jul2024   | -67.21             |
| DD9082.9  | 21/08/2024 | BP Australia Pty Ltd  | CEO Fuel Jul2024   | -54.07             |
| DD9082.9  | 21/08/2024 | BP Australia Pty Ltd  | CEO Fuel Jul2024   | -55.21             |
| DD9082.9  | 21/08/2024 | BP Australia Pty Ltd  | CEO Fuel Jul2024   | -67.30             |
| DD9082.9  | 21/08/2024 | BP Australia Pty Ltd  | CEO Fuel Jul2024   | -65.07             |
| <b>TOTAL CEO BP FUEL CARD TO 31 JULY 2024</b>                               |            |   |  | <b>-501.51</b>     |
| <b>TOTAL DD MUNI ACCOUNT TO 31 August 2024</b>                              |            |   |  | <b>-402,718.72</b> |
| DD9009.1  | 31/07/2024 | Police Licensing  | Police Licencing Jul2024                                 | -51,484.80         |
| <b>TOTAL DD POLICE LICENSING ACCOUNT TO 31 August 2024</b>                  |            |   |  | <b>-51,484.80</b>  |
| <b>TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 31 August 2024</b> |            |   |  | <b>0.00</b>        |





**SUMMARY**

|   |                             |
|---|-----------------------------|
| CHQ (Muni Account)                              | -5,922.99                   |
| EFT   | -909,117.88                 |
| DD  | -402,718.72                 |
| MUNI TOTAL                                      | <u><b>-1,317,759.59</b></u> |
| ALL MUNI TRANS TO 31 August 2024                | <b>-1,317,759.59</b>        |
| DD (Police Licensing Account) TO 31 August 2024 | <b>-37,793.40</b>           |
| <b>GRAND TOTAL 1 - 31 August 2024</b>           | <u><b>-1,355,552.99</b></u> |



## SHIRE OF BOYUP BROOK

### MONTHLY FINANCIAL REPORT

**31 AUGUST 2024**

#### TABLE OF CONTENTS

|  | <b>Page</b> |
|--|-------------|
| Basis of Preparation                                     | 2           |
| Summary Graphs   | 3           |
| Key Terms and Descriptions - Reporting Function/Programs | 4           |
| Statement of Comprehensive Income by Program             | 5           |
| Key Terms and Descriptions - Nature & Type               | 6           |
| Statement of Comprehensive Income by Nature & Type       | 7           |
| Statement of Financial Activity by Nature & Type         | 8           |
| Statement of Financial Activity by Program               | 9           |
| Net Current Position                                     | 10          |
| Statement of Material Variances                          | 11-12       |
| Statement of Financial Position                          | 13          |
| Statement of Cash Flows                                  | 14-15       |
| Statement of Capital Expenditure                         | 16-17       |
| Major Business Unit Details                              | 18-19       |
| Reserve Accounts   | 20          |
| Loans  | 21          |
| Detailed Operating & Non-Operating Accounts              | 22-69       |

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 AUGUST 2024

Prepared by: Darren Long (Finance Consultant)

Reviewed by: Malcolm Armstrong (MFS)

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 14.

**SIGNIFICANT ACCOUNTING POLICES**

**GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable

from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows

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

**CRITICAL ACCOUNTING ESTIMATES**

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

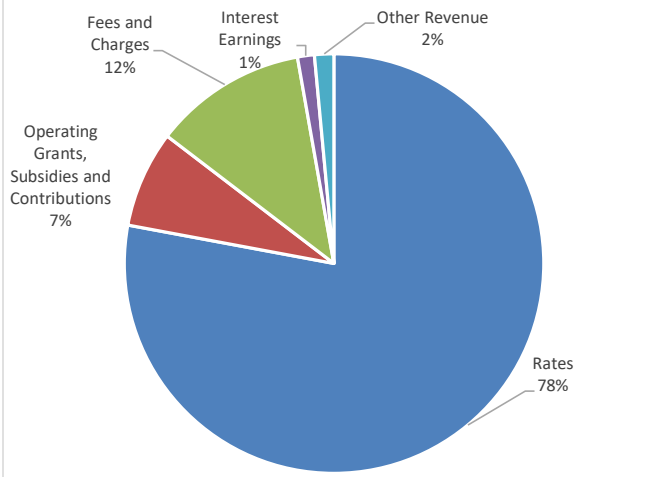
**ROUNDING OFF FIGURES**

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

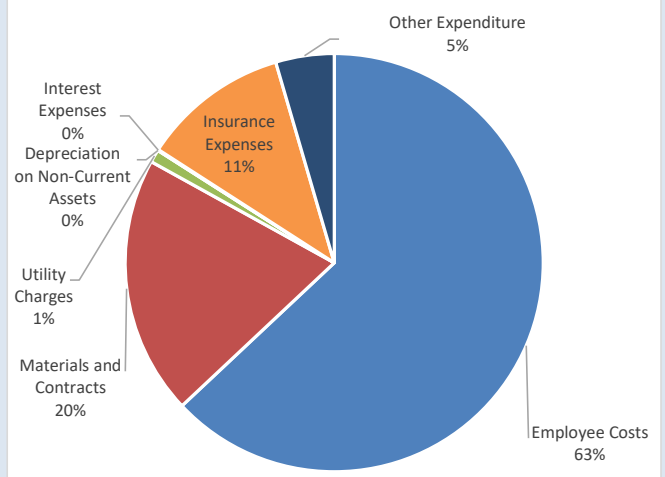
**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**SUMMARY GRAPHS**

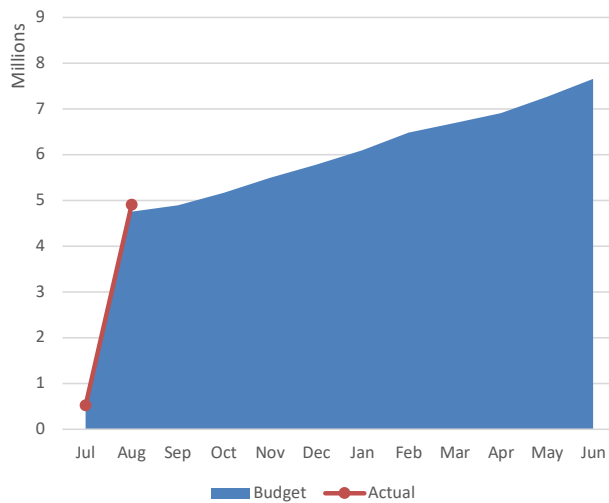
**OPERATING REVENUE**



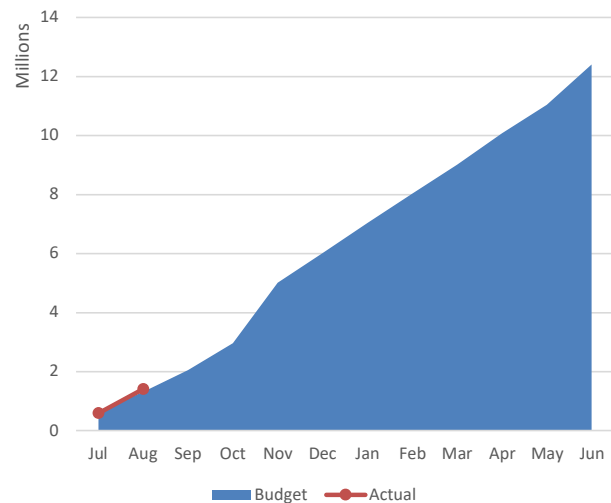
**OPERATING EXPENSES**



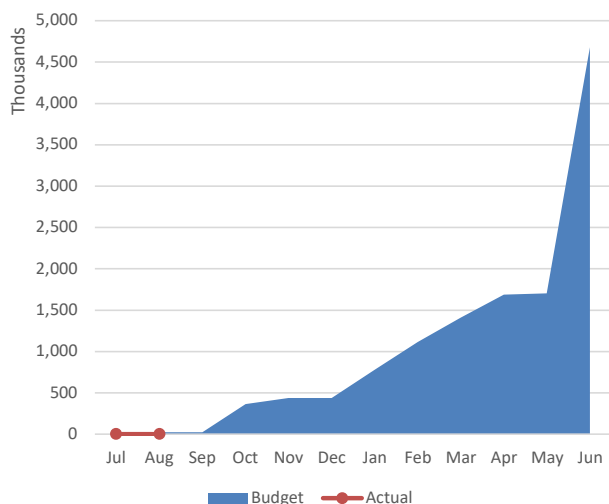
**OPERATING REVENUE - Budget-v-YTD Actual**



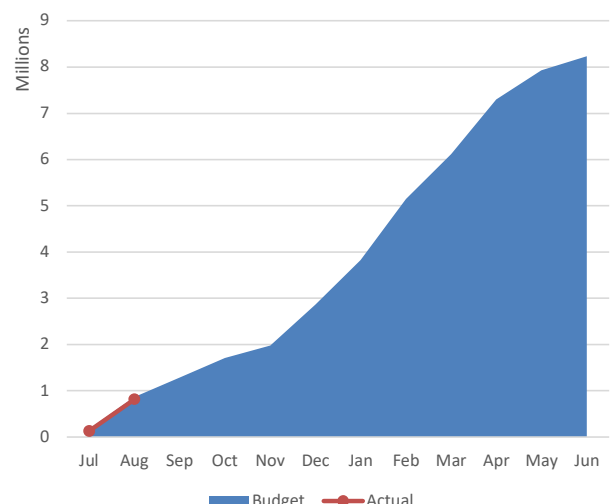
**OPERATING EXPENSES - Budget-v-YTD Actual**



**CAPITAL REVENUE - Budget-v-YTD Actual**



**CAPITAL EXPENSES - Budget-v-YTD Actual**



**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**STATUTORY REPORTING PROGRAMS**

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

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



**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE PERIOD ENDING 31 AUGUST 2024**

|  | <b>2024-2025<br/>ANNUAL<br/>BUDGET</b> | <b>2024-2025<br/>YTD<br/>BUDGET</b> | <b>2024-2025<br/>YTD<br/>ACTUAL</b> |
|--|--|-------------------------------------|-------------------------------------|
| <b>EXPENDITURE (Excluding Finance Costs)</b> | <b>\$</b>                              |                                     | <b>\$</b>                           |
| General Purpose Funding                      | (187,102)                              | (26,872)                            | (28,121)                            |
| Governance                                   | (506,944)                              | (76,740)                            | (103,222)                           |
| Law, Order, Public Safety                    | (613,638)                              | (64,242)                            | (67,460)                            |
| Health                                       | (1,556,766)                            | (215,490)                           | (317,603)                           |
| Education and Welfare                        | (491,583)                              | (85,001)                            | (69,764)                            |
| Housing                                      | (315,164)                              | (82,399)                            | (78,754)                            |
| Community Amenities                          | (507,502)                              | (65,958)                            | (72,386)                            |
| Recreation and Culture                       | (1,500,340)                            | (158,209)                           | (155,104)                           |
| Transport                                    | (4,980,636)                            | (312,755)                           | (305,203)                           |
| Economic Services                            | (778,236)                              | (83,040)                            | (77,722)                            |
| Other Property and Services                  | (965,694)                              | (137,521)                           | (138,236)                           |
| <b>Total Operating Expenditure</b>           | <b>(12,403,605)</b>                    | <b>(1,308,227)</b>                  | <b>(1,413,576)</b>                  |
| <b>REVENUE</b>                               |  |                                     |                                     |
| General Purpose Funding                      | 4,269,261                              | 3,898,560                           | 3,938,530                           |
| Governance                                   | 0                                      | 0                                   | 0                                   |
| Law, Order, Public Safety                    | 238,727                                | 59,100                              | 68,993                              |
| Health                                       | 1,152,100                              | 197,005                             | 253,682                             |
| Education and Welfare                        | 225,000                                | 44,888                              | 38,895                              |
| Housing                                      | 226,540                                | 13,778                              | 11,879                              |
| Community Amenities                          | 254,382                                | 244,320                             | 241,965                             |
| Recreation and Culture                       | 62,490                                 | 9,990                               | 14,838                              |
| Transport                                    | 237,670                                | 211,043                             | 256,971                             |
| Economic Services                            | 160,840                                | 16,095                              | 17,350                              |
| Other Property & Services                    | 833,233                                | 58,075                              | 66,165                              |
| <b>Total Operating Revenue</b>               | <b>7,660,243</b>                       | <b>4,752,853</b>                    | <b>4,909,267</b>                    |
| <b>Sub-Total</b>                             | <b>(4,743,362)</b>                     | <b>3,444,627</b>                    | <b>3,495,691</b>                    |
| <b>FINANCE COSTS</b>                         |  |                                     |                                     |
| Housing                                      | (908)                                  | 0                                   | 0                                   |
| Recreation & Culture                         | (1,845)                                | (1,403)                             | (940)                               |
| <b>Total Finance Costs</b>                   | <b>(2,753)</b>                         | <b>(1,403)</b>                      | <b>(940)</b>                        |
| <b>NON-OPERATING REVENUE</b>                 |  |                                     |                                     |
| Law, Order & Public Safety                   | 835,545                                | 0                                   | 0                                   |
| Recreation & Culture                         | 1,716,000                              | 0                                   | 0                                   |
| Transport                                    | 1,845,663                              | 21,877                              | 0                                   |
| <b>Total Non-Operating Revenue</b>           | <b>4,397,208</b>                       | <b>21,877</b>                       | <b>0</b>                            |
| <b>PROFIT/(LOSS) ON SALE OF ASSETS</b>       |  |                                     |                                     |
| 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>(348,907)</b>                       | <b>3,465,101</b>                    | <b>3,494,751</b>                    |
| <b>Other Comprehensive Income</b>            |  |                                     |                                     |
| Changes on revaluation of non-current assets | 0                                      | 0                                   | 0                                   |
|  | <b>0</b>                               | <b>0</b>                            | <b>0</b>                            |
| <b>TOTAL COMPREHENSIVE INCOME</b>            | <b>(348,907)</b>                       | <b>3,465,101</b>                    | <b>3,494,751</b>                    |

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**RATES**

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

**GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**PROFIT ON ASSET DISPOSAL**

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

**FEES AND CHARGEES**

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

**SERVICE CHARGES**

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

**INTEREST REVENUE**

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

**OTHER REVENUE / INCOME**

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

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

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

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION**

Depreciation expense raised on all classes of assets.

**FINANCE COSTS**

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

**OTHER EXPENDITURE**

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

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**  
**STATEMENT OF COMPREHENSIVE INCOME BY NATURE & TYPE**  
**FOR THE PERIOD ENDING 31 AUGUST 2024**

|   | <b>2024-2025<br/>ORIGINAL<br/>BUDGET</b> | <b>2024-2025<br/>YTD<br/>BUDGET</b> | <b>2024-2025<br/>YTD<br/>ACTUAL</b> |
|---|--|-------------------------------------|-------------------------------------|
| <b>Expenses</b>                                 |  |                                     |                                     |
| Employee Costs                                  | (4,471,406)                              | (875,717)                           | (891,092)                           |
| Materials and Contracts                         | (3,387,919)                              | (378,656)                           | (283,432)                           |
| Utility Charges                                 | (235,560)                                | (36,567)                            | (14,132)                            |
| Depreciation on Non-Current Assets              | (3,622,898)                              | 0                                   | 0                                   |
| Interest Expenses                               | (2,753)                                  | (1,403)                             | (940)                               |
| Insurance Expenses                              | (327,312)                                | (184,400)                           | (160,971)                           |
| Other Expenditure                               | (358,509)                                | 167,114                             | (63,949)                            |
| <b>Total Operating Expenses</b>                 | <b>(12,406,357)</b>                      | <b>(1,309,629)</b>                  | <b>(1,414,516)</b>                  |
| <b>Revenue</b>                                  |  |                                     |                                     |
| Rates   | 3,825,765                                | 3,827,465                           | 3,826,445                           |
| Operating Grants, Subsidies and Contributions   | 805,683                                  | 320,168                             | 364,954                             |
| Fees and Charges                                | 1,962,497                                | 528,380                             | 580,177                             |
| Interest Earnings                               | 201,300                                  | 14,106                              | 64,751                              |
| Other Revenue                                   | 864,998                                  | 62,734                              | 72,940                              |
| <b>Total Operating Revenue</b>                  | <b>7,660,243</b>                         | <b>4,752,853</b>                    | <b>4,909,266</b>                    |
| <b>Sub-Total</b>                                | <b>(4,746,114)</b>                       | <b>3,443,224</b>                    | <b>3,494,751</b>                    |
| Non-Operating Grants, Subsidies & Contributions | 4,397,208                                | 21,877                              | 0                                   |
| Profit on Asset Disposals                       | 0  | 0                                   | 0                                   |
| Loss on Asset Disposals                         | 0  | 0                                   | 0                                   |
|   | <b>4,397,208</b>                         | <b>21,877</b>                       | <b>0</b>                            |
| <b>Net Result</b>                               | <b>(348,906)</b>                         | <b>3,465,101</b>                    | <b>3,494,751</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>(348,906)</b>                         | <b>3,465,101</b>                    | <b>3,494,751</b>                    |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**  
**FINANCIAL ACTIVITY STATEMENT BY NATURE/TYPE**  
**FOR THE PERIOD ENDING 31 AUGUST 2024**

|  | 2024-2025<br>ORIGINAL<br>BUDGET | 2024-2025<br>YTD<br>BUDGET (a) | 2024-2025<br>YTD<br>ACTUAL (b) | VARIANCE<br>\$<br>(b)-(a) | VARIANCE<br>%<br>(b)-(a)/(a) | Var<br>▲▼ |
|--|---------------------------------|--------------------------------|--------------------------------|---------------------------|------------------------------|-----------|
| <b>OPERATING REVENUE</b>                               | <b>\$</b>                       | <b>\$</b>                      | <b>\$</b>                      |                           |                              |           |
| Ex-Gratia Rates & Write-offs                           | (678)                           | 1,022                          | 0                              | Within Threshold          | (100.00%)                    |           |
| Operating Grants, Subsidies and Contributions          | 805,683                         | 320,168                        | 364,954                        | 44,786                    | 13.99%                       | ▲         |
| Fees and Charges                                       | 1,962,497                       | 528,380                        | 580,176                        | 51,796                    | Within Threshold             |           |
| Interest Earnings                                      | 201,300                         | 14,106                         | 64,752                         | 50,646                    | 359.04%                      | ▲         |
| Other Revenue  | 864,998                         | 62,734                         | 72,940                         | 10,206                    | 16.27%                       | ▲         |
| Profit on Disposal of Asset                            | 0                               | 0                              | 0                              | Within Threshold          | 0%                           |           |
| <b>Total Operating Revenue</b>                         | <b>3,833,800</b>                | <b>926,410</b>                 | <b>1,082,822</b>               |                           |                              |           |
| <b>LESS OPERATING EXPENDITURE</b>                      |                                 |                                |                                |                           |                              |           |
| Employee Costs   | (4,471,406)                     | (875,717)                      | (822,974)                      | 52,743                    | Within Threshold             |           |
| Materials and Contracts                                | (3,387,919)                     | (378,656)                      | (351,550)                      | 27,106                    | Within Threshold             |           |
| Utility Charges  | (235,560)                       | (36,567)                       | (14,132)                       | 22,435                    | 61.35%                       |           |
| Depreciation on Non-Current Assets                     | (3,622,898)                     | 0                              | 0                              | Within Threshold          | 0.00%                        |           |
| Interest Expenses                                      | (2,753)                         | (1,403)                        | (940)                          | Within Threshold          | (32.98%)                     |           |
| Insurance Expenses                                     | (327,312)                       | (184,400)                      | (160,971)                      | 23,429                    | 12.71%                       |           |
| Other Expenditure                                      | (358,510)                       | 167,114                        | (63,949)                       | (231,063)                 | (138.27%)                    | ▼         |
| Loss on Disposal of Asset                              | 0                               | 0                              | 0                              | Within Threshold          | 0%                           |           |
| <b>Total Operating Expenses</b>                        | <b>(12,406,358)</b>             | <b>(1,309,629)</b>             | <b>(1,414,516)</b>             |                           |                              |           |
| Sub-Total  | <b>(8,572,558)</b>              | <b>(383,219)</b>               | <b>(331,694)</b>               |                           |                              |           |
| <b>ITEMS EXCLUDED FROM OPERATING ACTIVITIES</b>        |                                 |                                |                                |                           |                              |           |
| Movement in Employee Provisions (Non-current)          | 44,635                          | 0                              | 0                              | Within Threshold          | 0%                           |           |
| (Profit)/ Loss on the disposal of assets               | 0                               | 0                              | 0                              | Within Threshold          | 0%                           |           |
| Depreciation Written Back                              | 3,622,898                       | 0                              | 0                              | Within Threshold          | 0%                           |           |
| <b>Total Items Excluded from Operating Activities</b>  | <b>3,667,533</b>                | <b>0</b>                       | <b>0</b>                       |                           |                              |           |
| <b>Net amount attributable to Operating Activities</b> | <b>(4,905,025)</b>              | <b>(383,219)</b>               | <b>(331,694)</b>               |                           |                              |           |
| <b>INVESTING ACTIVITIES</b>                            |                                 |                                |                                |                           |                              |           |
| <b>Outflows from investing activities</b>              |                                 |                                |                                |                           |                              |           |
| Purchase Buildings                                     | (1,979,933)                     | (32,487)                       | (42,334)                       | Within Threshold          | 30.31%                       |           |
| Purchase Plant and Equipment                           | (620,386)                       | (490,000)                      | (477,794)                      | 12,206                    | Within Threshold             |           |
| Infrastructure Assets - Roads                          | (2,434,101)                     | (219,956)                      | (227,907)                      | Within Threshold          | Within Threshold             |           |
| Infrastructure Assets - Footpaths                      | (216,620)                       | (97,482)                       | (50,270)                       | 47,212                    | 48.43%                       |           |
| Infrastructure Assets - Aerodromes                     | (70,000)                        | 0                              | 0                              | Within Threshold          | 0%                           |           |
| Infrastructure Assets - Recreation                     | (1,966,000)                     | 0                              | 0                              | Within Threshold          | 0.00%                        |           |
| Infrastructure Assets - Other                          | (487,331)                       | 0                              | (18,930)                       | (18,930)                  | 0.00%                        | ▼         |
| <b>Inflows from investing activities</b>               |                                 |                                |                                |                           |                              |           |
| Proceeds from Sale of Assets                           | 282,000                         | 0                              | 0                              | Within Threshold          | 0%                           |           |
| Contributions for the Development of Assets            | 4,397,208                       | 21,877                         | 0                              | (21,877)                  | (100.00%)                    | ▼         |
| <b>Amount Attributable to Investing Activities</b>     | <b>(3,095,163)</b>              | <b>(818,048)</b>               | <b>(817,235)</b>               |                           |                              |           |
| <b>FINANCING ACTIVITIES</b>                            |                                 |                                |                                |                           |                              |           |
| <b>Outflows from financing activities</b>              |                                 |                                |                                |                           |                              |           |
| Repayment of Debt - Loan Principal                     | (24,014)                        | (7,636)                        | (7,636)                        | Within Threshold          | Within Threshold             |           |
| Repayment of Debt - Lease Principal                    | (15,241)                        | (5,042)                        | 0                              | Within Threshold          | (100.00%)                    |           |
| Transfer to Reserves                                   | (421,000)                       | (12,500)                       | (366,439)                      | (353,940)                 | (2831.63%)                   |           |
| <b>Inflows from financing activities</b>               |                                 |                                |                                |                           |                              |           |
| Loans Raised   | 0                               | 0                              | 0                              | Within Threshold          | 0%                           |           |
| Transfer from Reserves                                 | 1,034,000                       | 0                              | 0                              | Within Threshold          | 0%                           |           |
| <b>Amount Attributable to Financing Activities</b>     | <b>573,745</b>                  | <b>(25,178)</b>                | <b>(374,075)</b>               |                           |                              |           |
| Sub Total  | <b>(7,426,443)</b>              | <b>(1,226,445)</b>             | <b>(1,523,004)</b>             |                           |                              |           |
| <b>FUNDING FROM</b>                                    |                                 |                                |                                |                           |                              |           |
| Estimated Opening Surplus at 1 July                    | 3,600,000                       | 3,600,000                      | 3,696,847                      | 96,847                    | Within Threshold             |           |
| Amount Raised from General Rates                       | 3,826,443                       | 0                              | 3,826,445                      | 3,826,445                 | 0%                           | ▲         |
| Closing Funds  | 0                               | 0                              | 0                              | Within Threshold          | 0%                           |           |
|  | <b>7,426,443</b>                | <b>3,600,000</b>               | <b>7,523,292</b>               |                           |                              |           |
| <b>NET SURPLUS/(DEFICIT)</b>                           | <b>0</b>                        | <b>2,373,555</b>               | <b>6,000,288</b>               |                           |                              |           |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**  
**STATEMENT OF FINANCIAL ACTIVITY BY FUNCTION/PROGRAM**  
**FOR THE PERIOD ENDING 31 AUGUST 2024**

|  | 2024-2025<br>ORIGINAL<br>BUDGET | 2024-2025<br>YTD<br>BUDGET (a) | 2024-2025<br>YTD<br>ACTUAL (b) | VARIANCE<br>\$<br>(b)-(a) | VARIANCE<br>%<br>(b)-(a)/(a) | Var<br>▲ ▼ |
|--|---------------------------------|--------------------------------|--------------------------------|---------------------------|------------------------------|------------|
| <b>OPERATING REVENUE</b>                               | <b>\$</b>                       | <b>\$</b>                      | <b>\$</b>                      |                           |                              |            |
| General Purpose Funding                                | 442,818                         | 72,117                         | 112,086                        | 39,969                    | 55.42%                       | ▲          |
| Governance   | 0                               | 0                              | 0                              | Within Threshold          | 0%                           |            |
| Law, Order Public Safety                               | 238,727                         | 59,100                         | 68,993                         | Within Threshold          | 16.74%                       |            |
| Health   | 1,152,100                       | 197,005                        | 253,682                        | 56,677                    | 28.77%                       | ▲          |
| Education and Welfare                                  | 225,000                         | 44,888                         | 38,895                         | Within Threshold          | (13.35%)                     |            |
| Housing  | 226,540                         | 13,778                         | 11,879                         | Within Threshold          | (13.78%)                     |            |
| Community Amenities                                    | 254,382                         | 244,320                        | 241,965                        | Within Threshold          | Within Threshold             |            |
| Recreation and Culture                                 | 62,490                          | 9,990                          | 14,838                         | Within Threshold          | 48.52%                       |            |
| Transport  | 237,670                         | 211,043                        | 256,971                        | 45,928                    | 21.76%                       | ▲          |
| Economic Services                                      | 160,840                         | 16,095                         | 17,350                         | Within Threshold          | Within Threshold             |            |
| Other Property and Services                            | 833,233                         | 58,075                         | 66,165                         | Within Threshold          | 13.93%                       |            |
| <b>Total Operating Revenue</b>                         | <b>3,833,800</b>                | <b>926,410</b>                 | <b>1,082,822</b>               |                           |                              |            |
| <b>LESS OPERATING EXPENDITURE</b>                      |                                 |                                |                                |                           |                              |            |
| General Purpose Funding                                | (187,102)                       | (26,872)                       | (28,121)                       | Within Threshold          | Within Threshold             |            |
| Governance   | (506,944)                       | (76,740)                       | (103,222)                      | (26,482)                  | (34.51%)                     |            |
| Law, Order, Public Safety                              | (613,638)                       | (64,242)                       | (67,459)                       | Within Threshold          | Within Threshold             |            |
| Health   | (1,556,766)                     | (215,490)                      | (317,604)                      | (102,114)                 | (47.39%)                     |            |
| Education and Welfare                                  | (491,583)                       | (85,001)                       | (69,765)                       | 15,236                    | 17.92%                       |            |
| Housing  | (316,072)                       | (82,399)                       | (78,754)                       | Within Threshold          | Within Threshold             |            |
| Community Amenities                                    | (507,502)                       | (65,958)                       | (72,386)                       | Within Threshold          | Within Threshold             |            |
| Recreation and Culture                                 | (1,502,185)                     | (159,612)                      | (156,044)                      | Within Threshold          | Within Threshold             |            |
| Transport  | (4,980,636)                     | (312,755)                      | (305,204)                      | Within Threshold          | Within Threshold             |            |
| Economic Services                                      | (778,236)                       | (83,040)                       | (77,722)                       | Within Threshold          | Within Threshold             |            |
| Other Property & Services                              | (965,694)                       | (137,521)                      | (138,236)                      | Within Threshold          | Within Threshold             |            |
| <b>Total operating Expenses</b>                        | <b>(12,406,358)</b>             | <b>(1,309,629)</b>             | <b>(1,414,516)</b>             |                           |                              |            |
| Sub-Total  | <b>(8,572,558)</b>              | <b>(383,219)</b>               | <b>(331,694)</b>               |                           |                              |            |
| <b>ITEMS EXCLUDED FROM OPERATING ACTIVITIES</b>        |                                 |                                |                                |                           |                              |            |
| (Profit)/ Loss on the disposal of assets               | 0                               | 0                              | 0                              | Within Threshold          | 0%                           |            |
| Depreciation Written Back                              | 3,622,898                       | 0                              | 0                              | Within Threshold          | 0%                           |            |
| <b>Total Items Excluded from Operating Activities</b>  | <b>3,667,533</b>                | <b>0</b>                       | <b>0</b>                       |                           |                              |            |
| <b>Net amount attributable to Operating Activities</b> | <b>(4,905,025)</b>              | <b>(383,219)</b>               | <b>(331,694)</b>               |                           |                              |            |
| <b>INVESTING ACTIVITIES</b>                            |                                 |                                |                                |                           |                              |            |
| <b>Outflows from investing activities</b>              |                                 |                                |                                |                           |                              |            |
| Purchase Buildings                                     | (1,979,933)                     | (32,487)                       | (42,334)                       | Within Threshold          | 30.31%                       |            |
| Purchase Plant and Equipment                           | (620,386)                       | (490,000)                      | (477,794)                      | 12,206                    | Within Threshold             |            |
| Infrastructure Assets - Roads                          | (2,434,101)                     | (219,956)                      | (227,907)                      | Within Threshold          | Within Threshold             |            |
| Infrastructure Assets - Footpaths                      | (216,620)                       | (97,482)                       | (50,270)                       | 47,212                    | 48.43%                       |            |
| Infrastructure Assets - Aerodromes                     | (70,000)                        | 0                              | 0                              | Within Threshold          | 0%                           |            |
| Infrastructure Assets - Recreation                     | (1,966,000)                     | 0                              | 0                              | Within Threshold          | 0.00%                        |            |
| Infrastructure Assets - Other                          | (487,331)                       | 0                              | (18,930)                       | (18,930)                  | 0.00%                        | ▼          |
| <b>Inflows from investing activities</b>               |                                 |                                |                                |                           |                              |            |
| Proceeds from Sale of Assets                           | 282,000                         | 0                              | 0                              | Within Threshold          | 0%                           |            |
| Contributions for the Development of Assets            | 4,397,208                       | 21,877                         | 0                              | (21,877)                  | (100.00%)                    |            |
| <b>Amount Attributable to Investing Activities</b>     | <b>(3,095,163)</b>              | <b>(818,048)</b>               | <b>(817,235)</b>               |                           |                              |            |
| <b>FINANCING ACTIVITIES</b>                            |                                 |                                |                                |                           |                              |            |
| <b>Outflows from financing activities</b>              |                                 |                                |                                |                           |                              |            |
| Repayment of Debt - Loan Principal                     | (24,014)                        | (7,636)                        | (7,636)                        | Within Threshold          | Within Threshold             |            |
| Repayment of Debt - Lease Principal                    | (15,241)                        | (5,042)                        | 0                              | Within Threshold          | (100.00%)                    |            |
| Transfer to Reserves                                   | (421,000)                       | (12,500)                       | (366,439)                      | (353,940)                 | (2831.63%)                   |            |
| <b>Inflows from financing activities</b>               |                                 |                                |                                |                           |                              |            |
| Transfer from Reserves                                 | 1,034,000                       | 0                              | 0                              | Within Threshold          | 0%                           |            |
| Loans Raised   | 0                               | 0                              | 0                              | Within Threshold          | 0%                           |            |
| <b>Amount Attributable to Financing Activities</b>     | <b>573,745</b>                  | <b>(25,178)</b>                | <b>(374,075)</b>               |                           |                              |            |
| Sub Total  | <b>(7,426,443)</b>              | <b>(1,226,445)</b>             | <b>(1,523,004)</b>             |                           |                              |            |
| <b>FUNDING FROM</b>                                    |                                 |                                |                                |                           |                              |            |
| Estimated Opening Surplus at 1 July                    | 3,600,000                       | 3,600,000                      | 3,696,847                      | 96,847                    | Within Threshold             |            |
| Amount Raised from General Rates                       | 3,826,443                       | 0                              | 3,826,445                      | 3,826,445                 | 0%                           | ▲          |
| Closing Funds  | 0                               | 0                              | 0                              | Within Threshold          | 0%                           |            |
| <b>Sub Total</b>                                       | <b>7,426,443</b>                | <b>3,600,000</b>               | <b>7,523,292</b>               |                           |                              |            |
| <b>NET SURPLUS/(DEFICIT)</b>                           | <b>0</b>                        | <b>2,373,555</b>               | <b>6,000,288</b>               |                           |                              |            |



**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**  
**SUMMARY OF CURRENT ASSETS AND LIABILITIES**  
**FOR THE PERIOD ENDING 31 AUGUST 2024**

|   | <b>ACTUAL<br/>YTD</b> | <b>ACTUAL<br/>30/06/2024</b> |
|---|-----------------------|------------------------------|
| <u>Current Assets</u>                     |                       |                              |
| Cash at bank and on Hand                  | 5,506,878             | 5,997,802                    |
| Restricted Cash                           | 25,023                | 23,331                       |
| Restricted Cash Reserves                  | 3,402,237             | 3,035,799                    |
| Trade Receivables                         | 4,148,725             | 970,796                      |
| Stock on Hand/Inventory/Biological Assets | 308,875               | 308,875                      |
| Other Assets                              | 37,845                | 37,845                       |
| <b>Total Current Assets</b>               | <b>13,429,583</b>     | <b>10,374,448</b>            |
| <u>Current Liabilities</u>                |                       |                              |
| Trade Creditors                           | (487,754)             | (463,311)                    |
| Bonds and Deposits                        | (42,802)              | (44,490)                     |
| Accrued Wages                             | (132,058)             | (132,058)                    |
| Accrued Interest on Loans                 | (1,042)               | (1,042)                      |
| Accrued Expense                           | (46,257)              | (46,257)                     |
| ATO Liabilities                           | 0                     | 0                            |
| Contract Liability                        | (2,744,354)           | (2,381,855)                  |
| Loan Liability                            | (16,378)              | (24,014)                     |
| Finance Lease Liability                   | (15,241)              | (15,241)                     |
| Provisions                                | (436,466)             | (436,466)                    |
| <b>Total Current Liabilities</b>          | <b>(3,922,353)</b>    | <b>(3,544,735)</b>           |
| <br>Sub-Total                             | <br><b>9,507,230</b>  | <br><b>6,829,714</b>         |
| <b>Adjustments</b>                        |                       |                              |
| LESS Cash Backed Reserves                 | (3,402,237)           | (3,035,799)                  |
| LESS Restricted Cash                      | 0                     | 0                            |
| LESS Inventory                            | (308,875)             | (308,875)                    |
| LESS Prepaid Expenses                     | (6,806)               | (6,806)                      |
| ADD: Employee Leave Provisions            | 0                     | 0                            |
| ADD: Accrued Interest                     | 1,042                 | 1,042                        |
| ADD: Accrued Salaries & Wages             | 132,058               | 132,058                      |
| ADD: Accrued Expenses                     | 46,257                | 46,257                       |
| ADD: Current Loan Liability               | 16,378                | 24,014                       |
| ADD: Current Finance Lease Liability      | 15,241                | 15,241                       |
| Rounding                                  | (2)                   | 0                            |
| <b>Net Current Position</b>               | <b>6,000,288</b>      | <b>3,696,847</b>             |

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 31 AUGUST 2024**

**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 AASS, 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<br>BUDGET | YTD<br>ACTUAL | VARIANCE \$ | VARIANCE %       | TIMING /<br>PERMANENT | EXPLANATION   |
|----------------------------------|---------------|---------------|-------------|------------------|-----------------------|---|
| <u>Operating Revenue</u>         |               |               |             |                  |                       |   |
| Operating Grants & Contributions | 320,168       | 364,954       | 44,786      | 14%              | TIMING/<br>PERMANENT  | Increase in Main Roads Maintenance grant \$44k.   |
| Fees & Charges                   | 528,380       | 580,176       | 51,796      | Within Threshold | TIMING                | Increase in surgery fees \$55k.   |
| Interest Earnings                | 14,106        | 64,752        | 50,646      | 359%             | TIMING<br>/PERMANENT  | Increase in Municipal Fund interest \$31k, Increase in Reserve Fund interest \$18k.             |
| Other Revenue                    | 62,734        | 72,940        | 10,206      | 16%              | TIMING                | Increase in Rylington Stock income \$29k, Decrease in Rylington Education Program income \$19k. |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDING 31 AUGUST 2024**

**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 AASS, 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<br>BUDGET | YTD<br>ACTUAL | VARIANCE \$ | VARIANCE %       | TIMING /<br>PERMANENT | EXPLANATION  |
|---|---------------|---------------|-------------|------------------|-----------------------|--|
| <b>Operating Expenses</b>                                     |               |               |             |                  |                       |  |
| Employee Costs  | (875,717)     | (822,974)     | 52,743      | Within Threshold | TIMING                | Increase in Medical Centre Salaries \$91k, Increase in Medical Centre Subscription expenses \$15k, Decrease in Early Learning Centre wages \$11k, Decrease in Rural Road Maintenance Employee costs \$40k, Increase in Community Development Officer Salaries \$10k, Increase in Supervision Wages \$43k, Decrease in PWOH Leave costs \$15k, Decrease in PWOH allocated to projects \$28k, Decrease in Plant Repair wages \$16k, INcrease in Outside wages allocated \$75k, Decrease in Administration salaries \$166k. |
| Materials & Contracts   | (378,656)     | (351,550)     | 27,106      | Within Threshold | TIMING                | Decrease in Health Administration expenses \$17k, Decrease in Refuse Collection expenses \$11k, Increase in Plant Parts and Repairs expenses \$11k, Decrease in Plant Costs allocated to projects \$31k, Increase in IT System Operation & Maintenance expenses \$10k, Increase in Rylington Cropping Program expenses \$47k, Decrease in Rylington Education Program expenses \$15k.  |
| Utility Charges   | (36,567)      | (14,132)      | 22,435      | 61%              | TIMING                | Various facilities under budget allocation by less than \$5k.  |
| Insurance Expenses  | (184,400)     | (160,971)     | 23,429      | 13%              | TIMING                | Decrease in Insurance on plant \$27k.  |
| Other Expenses  | 167,114       | (63,949)      | (231,063)   | -138%            | TIMING                | Decrease in Member Sitting Fees \$12k, Increase in Member Donation expenses \$11k, Increase in Warren-Blackwood Alliance expenses \$29k, Increase in Library expenses \$30k, Decrease in Administration costs reallocated \$154k.  |
| <b>Investing Activities</b>                                   |               |               |             |                  |                       |  |
| Purchase Plant and Equipment                                  | (490,000)     | (477,794)     | 12,206      | Within Threshold | TIMING                | Decrease in cost of vehicle replacements \$12k.  |
| Infrastructure Assets - Footpaths                             | (97,482)      | (50,270)      | 47,212      | 48%              | TIMING                | Decrease in Footpath project expenses \$47k.   |
| Infrastructure Assets - Other                                 | 0             | (18,930)      | (18,930)    | 0%               | TIMING                | Increase in Cemetery project \$19k.  |
| Non-Operating Grants, Subsidies for the Development of Assets | 21,877        | 0             | (21,877)    | -100%            | TIMING                | Decrease in Roads to Recovery Grant \$22k.   |
| <b>Financing Activities</b>                                   |               |               |             |                  |                       |  |
| Transfer to Reserves  | (12,500)      | (366,439)     | (353,940)   | -2832%           | TIMING                | Increase in Transfers to Reserve - normall completed in June.  |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDING 31 AUGUST 2024**

|                                       | 2023-24<br>ACTUAL<br>\$ | 2024-25<br>ACTUAL<br>\$ | Variance<br>\$   |
|---------------------------------------|-------------------------|-------------------------|------------------|
| <b>Current assets</b>                 |                         |                         |                  |
| Unrestricted Cash & Cash Equivalents  | 5,998,756               | 5,512,926               | -485,830         |
| Restricted Cash - Reserves            | 3,035,798               | 3,402,237               | 366,439          |
| Restricted Cash - Other               | 22,378                  | 18,976                  | -3,402           |
| Trade and other receivables           | 973,863                 | 4,151,791               | 3,177,928        |
| Inventories                           | 308,875                 | 308,875                 | 0                |
| Other assets                          | 34,779                  | 34,779                  | 0                |
| <b>Total current assets</b>           | <b>10,374,449</b>       | <b>13,429,584</b>       | <b>3,055,135</b> |
| <b>Non-current assets</b>             |                         |                         |                  |
| Trade and other receivables           | 62,416                  | 62,416                  | 0                |
| LG House Unit Trust                   | 83,171                  | 83,171                  | 0                |
| Land                                  | 4,578,182               | 4,578,471               | 289              |
| Buildings                             | 18,311,715              | 18,353,760              | 42,045           |
| Furniture & Equipment                 | 19,556                  | 19,556                  | 0                |
| Plant & Equipment                     | 2,599,520               | 3,077,314               | 477,794          |
| Right of use Assets - Plant           | 45,721                  | 45,721                  | 0                |
| Infrastructure Assets - Roads         | 92,932,257              | 93,160,163              | 227,907          |
| Infrastructure Assets - Bridges       | 21,435,894              | 21,435,894              | 0                |
| Infrastructure Assets - Footpaths     | 621,245                 | 671,515                 | 50,270           |
| Infrastructure Assets - Recreation    | 2,379,085               | 2,379,085               | 0                |
| Infrastructure Assets - Drainage      | 8,938,514               | 8,938,514               | 0                |
| Infrastructure Assets - Parks/Ovals   | 0                       | 0                       | 0                |
| Infrastructure Assets - Other         | 5,522,779               | 5,541,708               | 18,930           |
| <b>Total non-current assets</b>       | <b>157,530,054</b>      | <b>158,347,287</b>      | <b>817,234</b>   |
| <b>Total assets</b>                   | <b>167,904,503</b>      | <b>171,776,872</b>      | <b>3,872,369</b> |
| <b>Current liabilities</b>            |                         |                         |                  |
| Trade and other payables              | 642,668                 | 667,111                 | -24,443          |
| Bonds and deposits                    | 44,491                  | 42,802                  | 1,689            |
| Contract Liabilities                  | 2,381,855               | 2,744,355               | -362,500         |
| Interest-bearing loans and borrowings | 24,014                  | 16,378                  | 7,636            |
| Finance Lease Liability - Current     | 15,241                  | 15,241                  | 0                |
| Provisions                            | 436,466                 | 436,466                 | 0                |
| <b>Total current liabilities</b>      | <b>3,544,736</b>        | <b>3,922,354</b>        | <b>-377,618</b>  |
| <b>Non-current liabilities</b>        |                         |                         |                  |
| Interest-bearing loans and borrowings | 25,445                  | 25,445                  | 0                |
| Finance Lease Liability - Non Current | 0                       | 0                       | 0                |
| Provisions                            | 63,671                  | 63,671                  | 0                |
| <b>Total non-current liabilities</b>  | <b>89,116</b>           | <b>89,116</b>           | <b>0</b>         |
| <b>Total liabilities</b>              | <b>3,633,852</b>        | <b>4,011,470</b>        | <b>-377,618</b>  |
| <b>Net assets</b>                     | <b>164,270,651</b>      | <b>167,765,402</b>      | <b>3,494,751</b> |
| <b>Equity</b>                         |                         |                         |                  |
| Retained surplus                      | 57,829,178              | 57,462,740              | -366,438         |
| Net Result                            | 0                       | 3,494,751               | 3,494,751        |
| Reserve - asset revaluation           | 103,405,674             | 103,405,674             | 0                |
| Reserve - Cash backed                 | 3,035,799               | 3,402,237               | 366,438          |
| <b>Total equity</b>                   | <b>164,270,651</b>      | <b>167,765,402</b>      | <b>3,494,751</b> |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**  
**STATEMENT OF CASH FLOWS**  
**FOR THE PERIOD ENDING 31 AUGUST 2024**

|   | 2023-2024<br>ACTUAL<br>\$ | 2024-2025<br>BUDGET<br>\$ | 2024-2025<br>ACTUAL<br>\$ |
|---|---------------------------|---------------------------|---------------------------|
| <b>Cash Flows from operating activities</b>         |                           |                           |                           |
| <b>Payments</b>                                     |                           |                           |                           |
| Employee Costs                                      | (4,720,004)               | (4,426,771)               | (856,918)                 |
| Materials & Contracts                               | (1,842,666)               | (3,387,919)               | (225,085)                 |
| Utilities (gas, electricity, water, etc)            | (251,197)                 | (235,560)                 | (14,132)                  |
| Insurance   | (282,769)                 | (2,753)                   | (160,971)                 |
| Interest Expense                                    | (4,692)                   | (327,312)                 | (940)                     |
| Goods and Services Tax Paid                         | (302,855)                 | 0                         | (233,864)                 |
| Other Expenses                                      | (395,367)                 | (358,511)                 | (63,949)                  |
|   | <b>(7,799,550)</b>        | <b>(8,738,826)</b>        | <b>(1,555,860)</b>        |
| <b>Receipts</b>                                     |                           |                           |                           |
| Rates   | 3,592,854                 | 3,825,765                 | 266,591                   |
| Operating Grants & Subsidies                        | 2,146,611                 | 662,343                   | 364,954                   |
| Fees and Charges                                    | 2,169,397                 | 1,962,497                 | 580,177                   |
| Interest Earnings                                   | 391,936                   | 201,300                   | 64,751                    |
| Goods and Services Tax                              | 345,815                   | 0                         | 181,402                   |
| Other   | 881,390                   | 864,998                   | 71,251                    |
|   | <b>9,528,003</b>          | <b>7,516,903</b>          | <b>1,529,126</b>          |
| <b>Net Cash flows from Operating Activities</b>     | <b>1,728,453</b>          | <b>(1,221,923)</b>        | <b>(26,734)</b>           |
| <b>Cash flows from investing activities</b>         |                           |                           |                           |
| <b>Payments</b>                                     |                           |                           |                           |
| Purchase of Land                                    | 0                         | 0                         | 0                         |
| Purchase of Buildings                               | (621,140)                 | (1,979,933)               | (42,334)                  |
| Purchase Plant and Equipment                        | (459,594)                 | (620,386)                 | (477,794)                 |
| Purchase Furniture and Equipment                    | 0                         | 0                         | 0                         |
| Purchase Road Infrastructure Assets                 | (2,215,384)               | (2,434,101)               | (227,907)                 |
| Purchase of Bridges Assets                          | 0                         | 0                         | 0                         |
| Purchase of Footpath Assets                         | (243)                     | (216,620)                 | (50,270)                  |
| Purchase Drainage Assets                            | (115,099)                 | 0                         | 0                         |
| Purchase Parks & Ovals Assets                       | 0                         | (1,966,000)               | 0                         |
| Purchase Recreation Assets                          | (133,137)                 | 0                         | 0                         |
| Purchase Infrastructure Other Assets                | (72,221)                  | (557,331)                 | (18,930)                  |
| <b>Receipts</b>                                     |                           |                           |                           |
| Proceeds from Sale of Assets                        | 51,818                    | 282,000                   | 0                         |
| Non-Operating grants used for Development of Assets | 3,612,989                 | 3,490,693                 | 728,809                   |
| <b>Net cash flows from investing activities</b>     | <b>47,989</b>             | <b>(4,001,678)</b>        | <b>(88,425)</b>           |
| <b>Cash flows from financing activities</b>         |                           |                           |                           |
| Repayment of Debentures                             | (22,660)                  | (24,014)                  | (7,636)                   |
| Principal elements of lease payments                | (19,800)                  | (15,242)                  | 0                         |
| Proceeds from New Debentures                        | 0                         | 0                         | 0                         |
| <b>Net cash flows from financing activities</b>     | <b>(42,460)</b>           | <b>(39,256)</b>           | <b>(7,636)</b>            |
| <b>Net increase/(decrease) in cash held</b>         | <b>1,733,981</b>          | <b>(5,262,857)</b>        | <b>(122,794)</b>          |
| <b>Cash at the Beginning of Reporting Period</b>    | <b>7,322,951</b>          | <b>9,056,932</b>          | <b>9,056,932</b>          |
| <b>Cash at the End of Reporting Period</b>          | <b>9,056,932</b>          | <b>3,794,075</b>          | <b>8,934,138</b>          |



**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING 31 AUGUST 2024**

**Notes**

|  | <b>2023-2024<br/>ACTUAL<br/>\$</b> | <b>2024-2025<br/>BUDGET<br/>\$</b> | <b>2024-2025<br/>ACTUAL<br/>\$</b> |
|--|------------------------------------|------------------------------------|------------------------------------|
| <b>RECONCILIATION OF CASH</b>  |                                    |                                    |                                    |
| Cash at Bank   | 5,995,684                          | 0                                  | 5,501,844                          |
| Restricted Cash  | 3,060,498                          | 3,793,325                          | 3,431,544                          |
| Cash on Hand   | 750                                | 750                                | 750                                |
| <b>TOTAL CASH</b>  | <b>9,056,932</b>                   | <b>3,794,075</b>                   | <b>8,934,138</b>                   |
| <b>RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES<br/>TO OPERATING RESULT</b> |                                    |                                    |                                    |
| Net Result (As per Comprehensive Income Statement)                                     | (780,484)                          | (348,908)                          | 3,494,751                          |
| Add back Depreciation  | 4,588,564                          | 3,622,898                          | 0                                  |
| (Gain)/Loss on Disposal of Assets  | 0                                  | 0                                  | 0                                  |
| LG House Unit trust  | 0                                  | 0                                  | 0                                  |
| Self Supporting Loan Principal Reimbursements  | 0                                  | 0                                  | 0                                  |
| Contributions for the Development of Assets  | (1,680,464)                        | (3,490,693)                        | 0                                  |
| Changes in Assets and Liabilities  |                                    |                                    |                                    |
| (Increase)/Decrease in Inventory   | (235)                              | 0                                  | 0                                  |
| (Increase)/Decrease in Receivables   | (1,905,918)                        | 0                                  | (3,906,738)                        |
| Increase/(Decrease) in Accounts Payable  | 1,498,603                          | 0                                  | 385,254                            |
| Increase/(Decrease) in Contract Liability  | 0                                  | (1,049,855)                        | 0                                  |
| Increase/(Decrease) in Prepayments   | 0                                  | 0                                  | 0                                  |
| Increase/(Decrease) in Employee Provisions   | 8,387                              | 44,635                             | 0                                  |
| Increase/(Decrease) in Accrued Expenses  | 0                                  | 0                                  | 0                                  |
| <b>NET CASH FROM/(USED) IN OPERATING ACTIVITIES</b>                                    | <b>1,728,453</b>                   | <b>(1,221,923)</b>                 | <b>(26,734)</b>                    |

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 31 AUGUST 2024**

**CAPITAL EXPENDITURE PROGRAM**

| COA                                  | Description  | Resp. Officer | Asset Class | Asset Invest. Type | 2023/24 Total Budget | 2023/24 YTD Budget | 2023/24 YTD Actuals | % of Annual Budget |
|--------------------------------------|--|---------------|-------------|--------------------|----------------------|--------------------|---------------------|--------------------|
| <b>Law Order &amp; Public Safety</b> |  |               |             |                    |                      |                    |                     |                    |
| 053401                               | Other Law - Evacuation Centre Building Capital Expenditure                                       | CEO           | L&B         | Renewal            | 1,707,000            | 0                  | 289                 | 0.0%               |
| 051600                               | ESL Plant & Equipment - Wash station and fastfill trailer  | MWS           | P&E         | New                | 45,090               | 0                  | 0                   | 0.0%               |
|                                      |  |               |             |                    | <b>1,752,090</b>     | <b>0</b>           | <b>289</b>          |                    |
| <b>Education &amp; Welfare</b>       |  |               |             |                    |                      |                    |                     |                    |
| 081400                               | Community Resource Centre - External painting, balustrades, decking & restumping, internal paint | BMC           | L&B         | Renewal            | 20,000               | 0                  | 0                   | 0.0%               |
| 081401                               | Early Learning Centre - External painting, kitchen cabinetry & irrigation install                | BMC           | L&B         | Renewal            | 5,000                | 0                  | 0                   | 0.0%               |
|                                      |  |               |             |                    | <b>25,000</b>        | <b>0</b>           | <b>0</b>            |                    |
| <b>Housing</b>                       |  |               |             |                    |                      |                    |                     |                    |
| 091400                               | 1 Rogers Avenue - Garage Door  | BMC           | L&B         | Renewal            | 10,000               | 0                  | 0                   | 0.0%               |
|                                      |  |               |             |                    | <b>10,000</b>        | <b>0</b>           | <b>0</b>            |                    |
| <b>Community Amenities</b>           |  |               |             |                    |                      |                    |                     |                    |
| 107900                               | Cemetery Other Infrastructure  | MWS           | Other       | Upgrade            | 457,331              | 0                  | 18,930              | 4.1%               |
|                                      |  |               |             |                    | <b>457,331</b>       | <b>0</b>           | <b>18,930</b>       |                    |
| <b>Recreation &amp; Culture</b>      |  |               |             |                    |                      |                    |                     |                    |
| LRC017                               | Boyup Brook Hall Refurbishment   | BMC           | L&B         | Upgrade            | 0                    | 0                  | 6,636               | 0.0%               |
| BU1501                               | Town Hall Building Capital Expenditure   | BMC           | L&B         | Renewal            | 75,000               | 0                  | 0                   | 0.0%               |
| BC5500                               | Swimming Pool Buildings Air Conditioning   | BMC           | L&B         | Renewal            | 10,000               | 0                  | 6,247               | 62.5%              |
| BR5052                               | Craft Hut Capital Expenditure  | BMC           | L&B         | Renewal            | 14,000               | 0                  | 0                   | 0.0%               |
| 112500                               | Swimming Pool - Plant & Equipment  | DCEO          | P&E         | Renewal            | 22,696               | 0                  | 0                   | 0.0%               |
| 113907                               | Plant & Equipment - Parks & Gardens  | MWS           | P&E         | Renewal            | 32,600               | 0                  | 0                   | 0.0%               |
| PKS01                                | Sandakan Playground Upgrade - Tallison   | CEO           | REC         | Upgrade            | 1,966,000            | 0                  | 0                   | 0.0%               |
|                                      |  |               |             |                    | <b>2,120,296</b>     | <b>0</b>           | <b>12,884</b>       |                    |
| <b>Transport</b>                     |  |               |             |                    |                      |                    |                     |                    |
| 123603                               | DWS - Fleet Vehicles   | MWS           | P&E         | Renewal            | 70,000               | 70,000             | 64,975              | 92.8%              |
| 123610                               | Heavy Plant Replacements - Grader  | MWS           | P&E         | Renewal            | 375,000              | 375,000            | 375,359             | 100.1%             |
| RTR009                               | RTR - Six Mile Road  | MWS           | ROAD        | Renewal            | 276,467              | 0                  | 131                 | 0.0%               |
| RTR037                               | Roads to Recovery - Craigie Road   | MWS           | ROAD        | Renewal            | 270,450              | 0                  | 0                   | 0.0%               |
| RRG004                               | Regional Road Group - Winneup Road   | MWS           | ROAD        | Upgrade            | 420,000              | 0                  | 1,399               | 0.3%               |
| RRG148                               | Regional Road Group - Boyup Brook Cranbrook Road   | MWS           | ROAD        | Upgrade            | 390,000              | 0                  | 241                 | 0.1%               |
| RRG210                               | Regional Road Group - Boyup Brook Arthur River Road  | MWS           | ROAD        | Upgrade            | 465,000              | 0                  | 241                 | 0.1%               |
| MU501                                | Gravel Pits Rehabilitation   | MWS           | ROAD        | Renewal            | 20,000               | 0                  | 0                   | 0.0%               |
| 121401                               | Gravel Sheeting Road Projects  | MWS           | ROAD        | Renewal            | 103,395              | 0                  | 0                   | 0.0%               |
| 121410                               | Winter Road Grading  | MWS           | ROAD        | Renewal            | 488,789              | 219,956            | 225,894             | 46.2%              |
| FP111                                | Inglis Street Footpath   | MWS           | FOOT        | Upgrade            | 0                    | 0                  | 0                   | 0.0%               |
| 126400                               | Aerodrome Infrastructure - Gravel resheet  | MWS           | OTHER       | Renewal            | 70,000               | 0                  | 0                   | 0.0%               |
| 122895                               | Depot - Buildings  | MWS           | L&B         | Upgrade            | 0                    | 0                  | 963                 | 0.0%               |
| LFC106                               | LRCI - Abel St Footpath  | MWS           | FOOT        | Upgrade            | 23,060               | 10,378             | 5,323               | 23.1%              |
| LFC107                               | LRCI - Bridge St Footpath  | MWS           | FOOT        | Upgrade            | 76,380               | 34,372             | 17,900              | 23.4%              |
| LFC109                               | LRCI - Forrest St Footpath   | MWS           | FOOT        | Upgrade            | 12,875               | 5,794              | 2,972               | 23.1%              |
| LFC111                               | LRCI - Inglis St Footpath  | MWS           | FOOT        | Upgrade            | 21,950               | 9,878              | 5,066               | 23.1%              |
| LFC114                               | LRCI - Cailles St Footpath   | MWS           | FOOT        | Upgrade            | 4,200                | 1,890              | 969                 | 23.1%              |
| LFC115                               | LRCI - Beatty St Footpath  | MWS           | FOOT        | Upgrade            | 71,974               | 32,388             | 16,613              | 23.1%              |
| LFC123                               | LRCI - Dickson St Footpath   | MWS           | FOOT        | Upgrade            | 6,181                | 2,782              | 1,427               | 23.1%              |
|                                      |  |               |             |                    | <b>3,165,721</b>     | <b>762,438</b>     | <b>719,474</b>      |                    |
| <b>Economic Services</b>             |  |               |             |                    |                      |                    |                     |                    |
| 135402                               | Standpipe - Card Swipe Facilities x 2  | MWS           | OTHER       | Upgrade            | 30,000               | 0                  | 0                   | 0.0%               |
| 132404                               | Flaxmill Scrutching Shed   | BMC           | L&B         | Renewal            | 16,200               | 0                  | 0                   | 0.0%               |
| 132409                               | Caravan Parks Buildings (Laundry, Ablutions etc)   | BMC           | L&B         | Renewal            | 35,000               | 0                  | 0                   | 0.0%               |
|                                      |  |               |             |                    | <b>81,200</b>        | <b>0</b>           | <b>0</b>            |                    |

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 31 AUGUST 2024**

**CAPITAL EXPENDITURE PROGRAM**

| COA                                  | Description  | Resp. Officer | Asset Class | Asset Invest. Type | 2023/24 Total Budget | 2023/24 YTD Budget | 2023/24 YTD Actuals | % of Annual Budget |
|--------------------------------------|--|---------------|-------------|--------------------|----------------------|--------------------|---------------------|--------------------|
| <b>Other Property &amp; Services</b> |  |               |             |                    |                      |                    |                     |                    |
| 146500                               | Administration Vehicle replacements                    | CEO           | P&E         | Renewal            | 45,000               | 45,000             | 37,459              | 83.2%              |
| 149502                               | Rylington Park Plant & Equipment                       | MWS           | P&E         | Renewal            | 30,000               | 0                  | 0                   | 0.0%               |
| 149503                               | Rylington Park - Water filtration & replace house roof | MWS           | L&B         | Renewal            | 30,000               | 30,000             | 25,512              | 85.0%              |
| 146605                               | Administration Building Capital Expenditure            | BMC           | L&B         | Renewal            | 57,733               | 2,487              | 2,686               | 4.7%               |
|                                      |  |               |             |                    | <b>162,733</b>       | <b>77,487</b>      | <b>65,657</b>       |                    |
| <b>Total Capital Expenditure</b>     |  |               |             |                    | <b>7,774,371</b>     | <b>839,925</b>     | <b>817,234</b>      |                    |

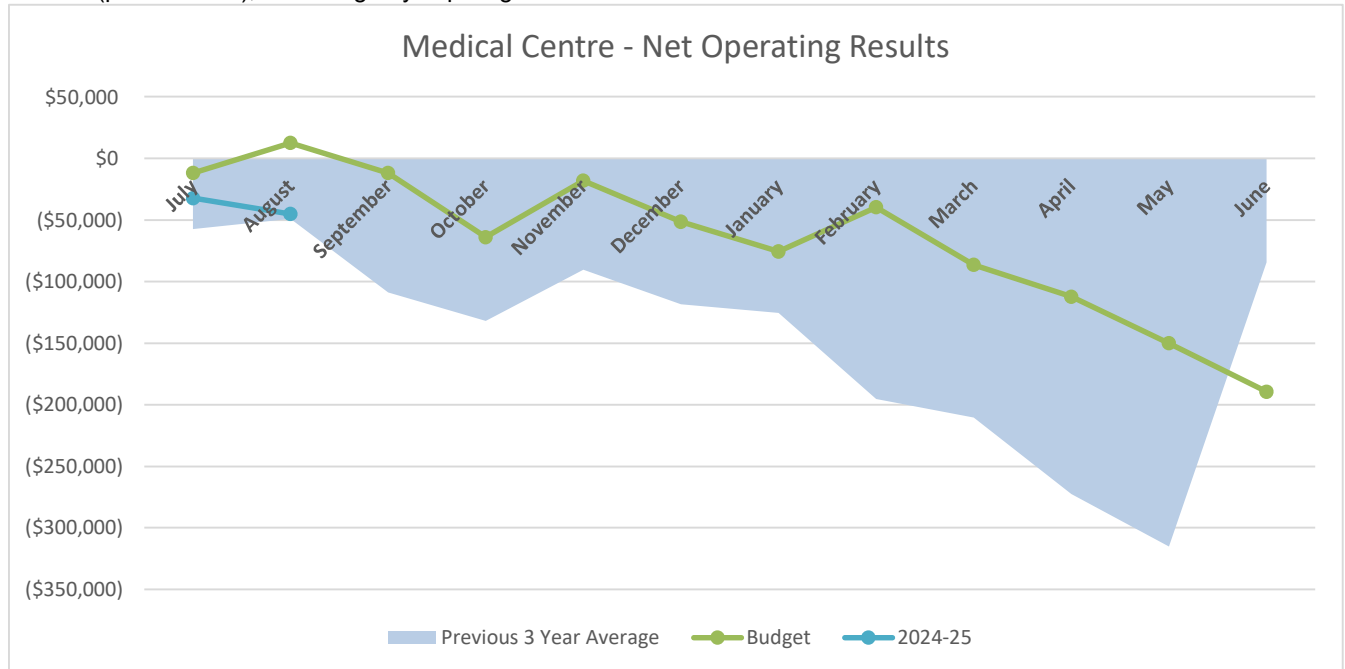
|                                  |                  |                |                |              |
|----------------------------------|------------------|----------------|----------------|--------------|
| <b>SUMMARIES:</b>                |                  |                |                |              |
| Land & Buildings                 | 1,979,933        | 32,487         | 42,334         | 2.1%         |
| Plant & Equipment                | 620,386          | 490,000        | 477,794        | 77.0%        |
| Furniture & Equipment            | 0                | 0              | 0              | 0.0%         |
| Road Infrastructure              | 2,434,101        | 219,956        | 227,907        | 9.4%         |
| Footpath Infrastructure          | 216,620          | 97,482         | 50,270         | 23.2%        |
| Bridge Infrastructure            | 0                | 0              | 0              | 0.0%         |
| Drainage Infrastructure          | 0                | 0              | 0              | 0.0%         |
| Parks & Reserves Infrastructure  | 0                | 0              | 0              | 0.0%         |
| Recreation Infrastructure        | 1,966,000        | 0              | 0              | 0.0%         |
| Other Infrastructure             | 557,331          | 0              | 18,930         | 3.4%         |
|                                  | <b>7,774,371</b> | <b>839,925</b> | <b>817,234</b> | <b>10.5%</b> |
| At No Cost                       | 0                | 0              | 0              | 0.0%         |
| Asset Renewal                    | 3,784,330        | 742,443        | 738,553        | 19.5%        |
| New Asset                        | 45,090           | 0              | 0              | 0.0%         |
| Upgrading Asset                  | 3,944,951        | 97,482         | 78,681         | 2.0%         |
|                                  | <b>7,774,371</b> | <b>839,925</b> | <b>817,234</b> | <b>10.5%</b> |
| Chief Executive Officer          | 3,718,000        | 45,000         | 37,748         | 1.0%         |
| Deputy CEO                       | 22,696           | 0              | 0              | 0.0%         |
| Manager Works & Services         | 3,790,742        | 792,438        | 763,916        | 20.2%        |
| Building Maintenance Coordinator | 242,933          | 2,487          | 15,570         | 6.4%         |
|                                  | <b>7,774,371</b> | <b>839,925</b> | <b>817,234</b> | <b>10.5%</b> |

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 31 AUGUST 2024**

**MAJOR BUSINESS UNITS**

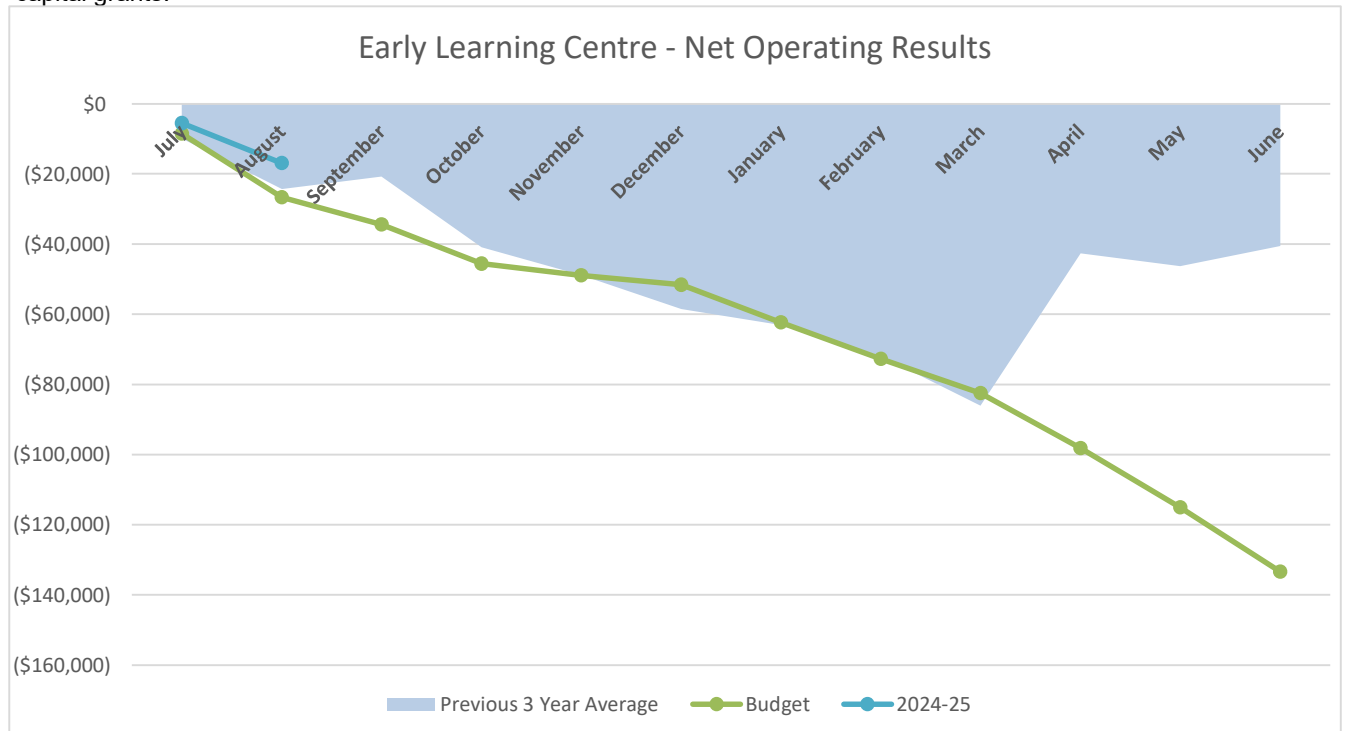
**Medical Centre**

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.

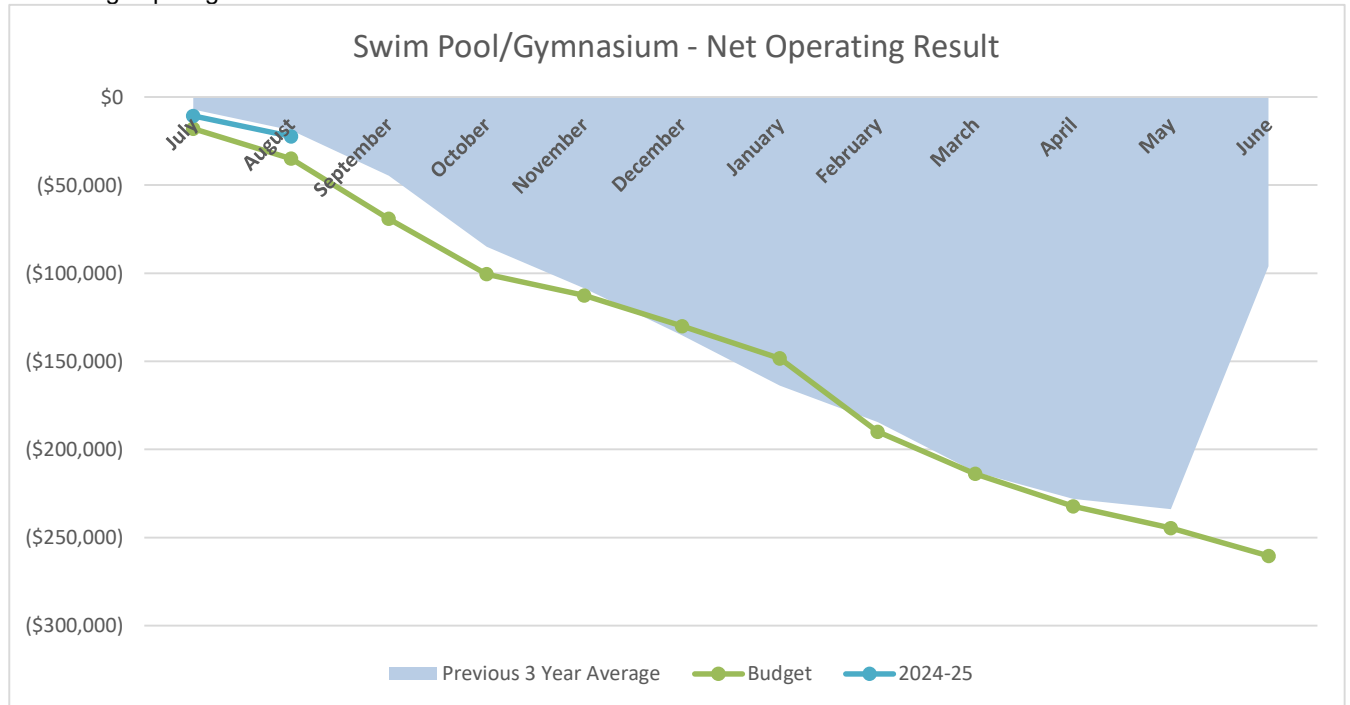


# SHIRE OF BOYUP BROOK MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 AUGUST 2024

## MAJOR BUSINESS UNITS

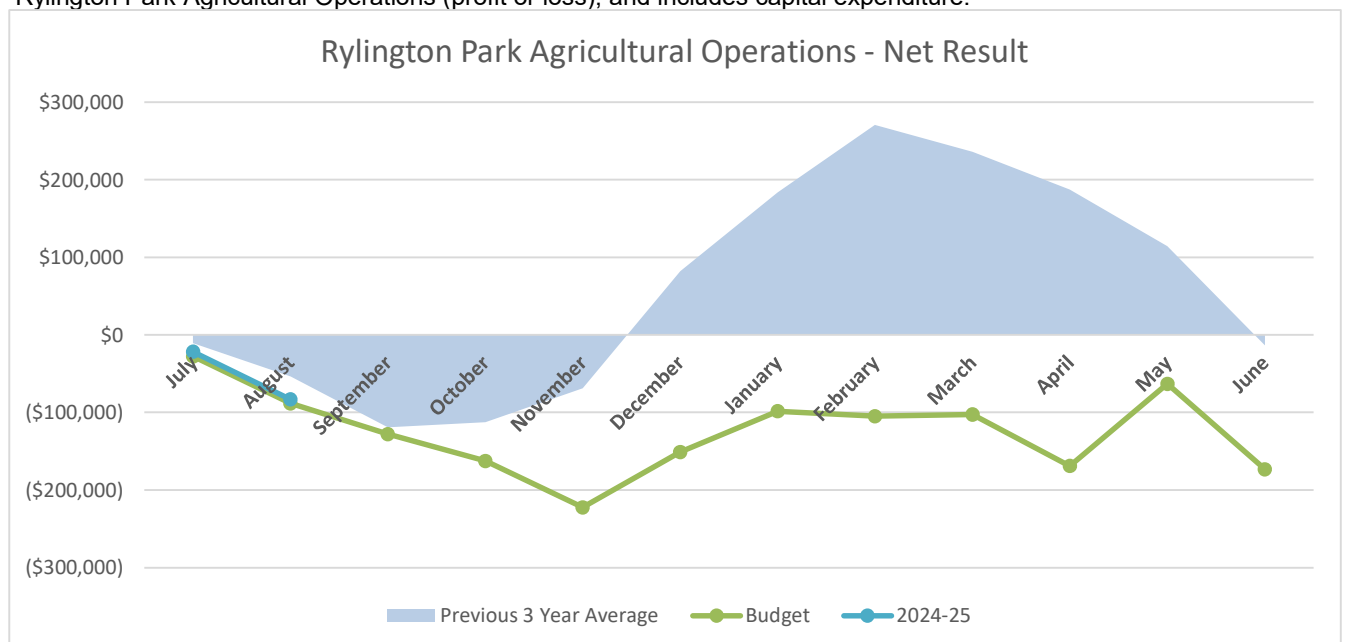
### Swimming Pool/Gymnasium

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



### Rylington Park Agricultural Operations

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





**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDING 31 AUGUST 2024**

| <b>RESERVES - CASH BACKED</b>             | <b>2024-25<br/>Actual<br/>Opening<br/>Balance</b> | <b>2024-25<br/>Actual<br/>Transfer to</b> | <b>2024-25<br/>Actual<br/>Transfer<br/>(from)</b> | <b>2024-25<br/>Actual<br/>Closing<br/>Balance</b> | <b>2024-25<br/>Budget<br/>Opening<br/>Balance</b> | <b>2024-25<br/>Budget<br/>Transfer to</b> | <b>2024-25<br/>Budget<br/>Transfer<br/>(from)</b> | <b>2024-25<br/>Budget<br/>Closing<br/>Balance</b> |
|---|---|---|---|---|---|---|---|---|
| Leave Reserve                             | 35,745  | 241                                       | 0   | 35,986  | 34,375  | 63  | 0   | 34,438  |
| Plant Reserve                             | 340,572   | 31,793                                    | 0   | 372,365   | 231,351   | 100,421                                   | 0   | 331,772   |
| Building Reserve                          | 800,265   | 55,388                                    | 0   | 855,653   | 759,976   | 11,383                                    | 0   | 771,359   |
| Community Housing Reserve                 | 229,351   | 1,544                                     | 0   | 230,895   | 220,560   | 401                                       | 0   | 220,961   |
| Emergency Reserve                         | 13,342  | 90  | 0   | 13,432  | 12,830  | 23  | 0   | 12,853  |
| Insurance Claim Reserve                   | 16,259  | 109                                       | 0   | 16,368  | 15,636  | 28  | 0   | 15,664  |
| Other Recreation Reserve                  | 69,053  | 20,465                                    | 0   | 89,518  | 51,982  | 15,095                                    | 0   | 67,077  |
| Commercial Reserve                        | 482,817   | 3,251                                     | 0   | 486,068   | 464,312   | 844                                       | 0   | 465,156   |
| Bridges Reserve                           | 30,166  | 30,203                                    | 0   | 60,369  | 160   | 30,000                                    | 0   | 30,160  |
| Aged Accommodation Reserve                | 34,665  | 233                                       | 0   | 34,898  | 32,498  | 59  | 0   | 32,557  |
| Road Contributions Reserve                | 30,588  | 206                                       | 0   | 30,794  | 29,415  | 53  | 0   | 29,468  |
| IT/Office Equipment Reserve               | 42,677  | 100,287                                   | 0   | 142,964   | 41,041  | 75  | 0   | 41,116  |
| Civic Receptions Reserve                  | 17,936  | 121                                       | 0   | 18,057  | 17,249  | 31  | 0   | 17,280  |
| Unspent Grants Reserve                    | 85  | 1   | 0   | 86  | 82  | 0   | 0   | 82  |
| Unspent Community Grants Reserve          | 131   | 1   | 0   | 132   | 126   | 0   | 0   | 126   |
| Rylington Park Working Capital Reserve    | 247,210   | 1,664                                     | 0   | 248,874   | 363,752   | 661                                       | (138,000)   | 226,413   |
| Rylington Park Community Projects Reserve | 534,938   | 3,601                                     | 0   | 538,539   | 474,145   | 863                                       | 0   | 475,008   |
| Co-Contributions Reserve                  | 100,000   | 50,673                                    | 0   | 150,673   | 0   | 100,000                                   | 0   | 100,000   |
| Waste Reserve                             | 10,000  | 10,067                                    | 0   | 20,067  | 0   | 10,000                                    | 0   | 10,000  |
| Rylington Park Scholarship Fund Reserve   | 0   | 6,500                                     | 0   | 6,500   |   |   |   |   |
| Asset Design & Development Reserve        | 0   | 50,000                                    | 0   | 50,000  |   |   |   |   |
|   | 3,035,800   | 366,439                                   | 0   | 3,402,239   | 2,749,490   | 270,000                                   | (138,000)   | 2,881,490   |

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 31 AUGUST 2024**

| <b>LOAN REPAYMENTS</b>        | <b>Loan<br/>Number</b> | <b>2024-25<br/>Actual<br/>Principal<br/>1 July 2024</b> | <b>2024-25<br/>New<br/>New<br/>Loans</b> | <b>2024-25<br/>New<br/>Principal<br/>Repayments</b> | <b>2024-25<br/>Actual<br/>Interest<br/>Repayments</b> | <b>2024-25<br/>Actual<br/>Principal<br/>Outstanding</b> | <b>2024-25<br/>Budget<br/>Principal<br/>1 July 2024</b> | <b>2024-25<br/>Budget<br/>New<br/>Loans</b> | <b>2024-25<br/>Budget<br/>Principal<br/>Repayments</b> | <b>2024-25<br/>Budget<br/>Interest<br/>Repayments</b> | <b>2024-25<br/>Budget<br/>Principal<br/>Outstanding</b> |
|-------------------------------|------------------------|---|--|---|---|---|---|---|--|---|---|
| <b>Housing</b>                |                        |   |  |   |   |   |   |   |  |   |   |
| Staff House                   | 115                    | 17,543  | 0  | 0   | 0   | 17,543  | 17,543  | 0   | (8,517)  | (908)   | 9,026   |
| <b>Recreation and culture</b> |                        |   |  |   |   |   |   |   |  |   |   |
| Swimming Pool                 | 114                    | 31,916  | 0  | (7,636)   | (940)   | 24,280  | 31,916  | 0   | (15,497)   | (1,655)   | 16,419  |
|                               |                        | 49,459  | 0  | (7,636)   | (940)   | 41,823  | 49,459  | 0   | (24,014)   | (2,563)   | 25,445  |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L    JOB                             |   | Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme | YTD COMPARATIVES |        | CURRENT YEAR |             | ADOPTED BUDGET |             |
|--|---|---|------------------|--------|--------------|-------------|----------------|-------------|
|  |   |   | 31 AUGUST 2024   |        | YTD ACTUALS  |             | 2024-2025      |             |
|  |   |   | Budget           | Actual | Income       | Expenditure | Income         | Expenditure |
| Proceeds Sale of Assets                |   |   |                  |        |              |             |                |             |
| 123001                                 | Proceeds Sale of Plant Assets           |   | \$0              | \$0    | \$0.00       | \$0         | (\$282,000)    | \$0         |
| 092020                                 | Proceeds - Sale of Land Assets          |   | \$0              | \$0    | \$0          | \$0         | \$0            | \$0         |
| PROCEEDS FROM SALE OF ASSETS           |   |   | \$0              | \$0    | \$0          | \$0         | (\$282,000)    | \$0         |
| Written Down Value                     |   |   |                  |        |              |             |                |             |
| 092600                                 | Written Down Value - Disposal of Assets |   | \$0              | \$0    | \$0          | \$0         | \$0            | \$282,000   |
| Sub Total - WDV ON DISPOSAL OF ASSET   |   |   | \$0              | \$0    | \$0          | \$0         | \$0            | \$282,000   |
| Total - GAIN/LOSS ON DISPOSAL OF ASSET |   |   | \$0              | \$0    | \$0          | \$0         | (\$282,000)    | \$282,000   |
|  |   |   |                  |        |              |             |                |             |
| Total - OPERATING STATEMENT            |   |   | \$0              | \$0    | \$0          | \$0         | (\$282,000)    | \$282,000   |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L      JOB                     |   | Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme | YTD COMPARATIVES |               | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|----------------------------------|---|---|------------------|---------------|----------------|-------------|----------------|-------------|
|                                  |   |   | 31 AUGUST 2024   |               | 31 AUGUST 2024 |             | 2024-2025      |             |
|                                  |   |   | Budget           | Actual        | Income         | Expenditure | Income         | Expenditure |
| RATES                            |   |   |                  |               |                |             |                |             |
| OPERATING EXPENDITURE            |   |   |                  |               |                |             |                |             |
| 031103                           | Rates Administration Activity Costs     |   | \$23,272         | \$26,131      | \$0            | \$26,131    | \$0            | \$139,690   |
| 031101                           | Collection Costs                        |   | \$833            | \$0           | \$0            | \$0         | \$0            | \$5,000     |
| 031100                           | Valuation Charges                       |   | \$1,204          | \$257         | \$0            | \$257       | \$0            | \$32,850    |
| 031102                           | Search Costs                            |   | \$20             | \$0           | \$0            | \$0         | \$0            | \$300       |
| Sub Total - GENERAL RATES OP EXP |   |   | \$25,329         | \$26,389      | \$0            | \$26,389    | \$0            | \$177,840   |
| OPERATING INCOME                 |   |   |                  |               |                |             |                |             |
| 031001                           | Rates · GRV                             |   | (\$582,295)      | \$0           | \$0            | \$0         | (\$582,295)    | \$0         |
| 031002                           | Rates · UV                              |   | (\$2,690,290)    | \$0           | \$0            | \$0         | (\$2,690,290)  | \$0         |
| 031003                           | Rates · GRV - Minimum                   |   | (\$71,934)       | \$0           | \$0            | \$0         | (\$71,934)     | \$0         |
| 031004                           | Rates · UV - Minimum                    |   | (\$481,924)      | \$0           | \$0            | \$0         | (\$481,924)    | \$0         |
| 031006                           | Rates · Ex-Gratia Rates                 |   | (\$1,390)        | \$0           | \$0            | \$0         | (\$1,390)      | \$0         |
| 031013                           | Rates Administration Fee                |   | \$0              | (\$421)       | (\$421)        | \$0         | (\$40)         | \$0         |
| 031005                           | Rates · Instalment Interest             |   | \$0              | (\$772)       | (\$772)        | \$0         | (\$5,000)      | \$0         |
| 031007                           | Rates · Non Payment Penalty - LG        |   | (\$3,800)        | (\$3,871)     | (\$3,871)      | \$0         | (\$20,000)     | \$0         |
| 031008                           | Rates · Rate Enquiries                  |   | (\$1,200)        | (\$1,468)     | (\$1,468)      | \$0         | (\$10,000)     | \$0         |
| 031009                           | Rates - ESL Administration Fee          |   | \$0              | \$0           | \$0            | \$0         | (\$4,000)      | \$0         |
| 031010                           | Rates - Reimbursements                  |   | \$0              | \$0           | \$0            | \$0         | (\$5,000)      | \$0         |
| 031011                           | Rates · Penalty Interest - DFES         |   | \$0              | (\$146)       | (\$146)        | \$0         | (\$600)        | \$0         |
| 031012                           | Rates · Rates Interims                  |   | \$0              | (\$3,826,445) | (\$3,826,445)  | \$0         | (\$1,000)      | \$0         |
| 031016                           | Rates - Concessions                     |   | \$362            | \$0           | \$0            | \$0         | \$3,018        | \$0         |
| 031017                           | Rates - Deferred Rates - Interest Grant |   | \$0              | \$0           | \$0            | \$0         | \$0            | \$0         |
| 031104                           | Rates Written Off                       |   | \$6              | \$0           | \$0            | \$0         | \$50           | \$0         |
| Sub Total - GENERAL RATES OP INC |   |   | (\$3,832,465)    | (\$3,833,123) | (\$3,833,123)  | \$0         | (\$3,870,405)  | \$0         |
| Total - GENERAL RATES            |   |   | (\$3,807,136)    | (\$3,806,734) | (\$3,833,123)  | \$26,389    | (\$3,870,405)  | \$177,840   |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |  | YTD COMPARATIVES |               | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|---|--|------------------|---------------|----------------|-------------|----------------|-------------|
|   |  | 31 AUGUST 2024   |               | 31 AUGUST 2024 |             | 2024-2025      |             |
| G/L   | JOB  | Budget           | Actual        | Income         | Expenditure | Income         | Expenditure |
| <b>OTHER GENERAL PURPOSE FUNDING</b>  |  |                  |               |                |             |                |             |
| <b>OPERATING EXPENDITURE</b>  |  |                  |               |                |             |                |             |
| 032100  | General Purpose Funding - Administration Allocated                     | \$1,543          | \$1,733       | \$0            | \$1,733     | \$0            | \$9,262     |
| 032101  | General Purpose Funding - Doubtful Debts Expense                       | \$0              | \$0           | \$0            | \$0         | \$0            | \$0         |
| 032110  | General Purpose Funding - Bad Debts Written Off                        |                  |               | \$0            | \$0         | \$0            | \$0         |
| <b>Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP</b>   |  | \$1,543          | \$1,733       | \$0            | \$1,733     | \$0            | \$9,262     |
| <b>OPERATING INCOME</b>   |  |                  |               |                |             |                |             |
| 032001  | General Purpose Grants Federal Commission (OP)                         | (\$44,175)       | (\$25,482)    | (\$25,482)     | \$0         | (\$176,701)    | \$0         |
| 032002  | General Purpose Grants Federal - Roads (OP)                            | (\$11,614)       | (\$19,985)    | (\$19,985)     | \$0         | (\$46,455)     | \$0         |
| 032003  | General Purpose Funding - Interest On Investments - Municipal Account  | (\$8,000)        | (\$39,427)    | (\$39,427)     | \$0         | (\$100,000)    | \$0         |
| 032004  | Interest on Investments - Reserves Account                             | (\$2,250)        | (\$20,438)    | (\$20,438)     | \$0         | (\$75,000)     | \$0         |
| 032006  | General Purpose Funding - Interest on Investments - Medical Funds      | (\$56)           | (\$76)        | (\$76)         | \$0         | (\$700)        | \$0         |
| 032007  | General Purpose Funding - Interest on Investments - Business Online    | \$0              | \$0           | \$0            | \$0         | \$0            | \$0         |
| 032008  | General Purpose Funding - Interest on Investments - Short Term Deposit | \$0              | \$0           | \$0            | \$0         | \$0            | \$0         |
| <b>Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC</b>   |  | (\$66,095)       | (\$105,408)   | (\$105,408)    | \$0         | (\$398,856)    | \$0         |
| <b>Total - OTHER GENERAL PURPOSE FUNDING</b>  |  | (\$64,552)       | (\$103,675)   | (\$105,408)    | \$1,733     | (\$398,856)    | \$9,262     |
| <b>Total - GENERAL PURPOSE FUNDING</b>  |  | (\$3,871,688)    | (\$3,910,409) | (\$3,938,530)  | \$28,121    | (\$4,269,261)  | \$187,102   |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |   | YTD COMPARATIVES |          | CURRENT YEAR |             | ADOPTED BUDGET |             |
|---|---|------------------|----------|--------------|-------------|----------------|-------------|
|   |   | 31 AUGUST 2024   |          | YTD ACTUALS  |             | 2024-2025      |             |
|   |   | Budget           | Actual   | Income       | Expenditure | Income         | Expenditure |
| G/L   | JOB   |                  |          |              |             |                |             |
| <b>MEMBERS OF COUNCIL</b>   |   |                  |          |              |             |                |             |
| <b>OPERATING EXPENDITURE</b>  |   |                  |          |              |             |                |             |
| 041100  | Members - Sitting Fees.                         | \$12,405         | \$0      | \$0          | \$0         | \$0            | \$74,458    |
| 041119  | Website Expenses                                | \$8,860          | \$8,860  | \$0          | \$8,860     | \$0            | \$8,860     |
| 041101  | Members - Training Costs                        | \$500            | \$0      | \$0          | \$0         | \$0            | \$10,000    |
| 041102  | Members - Travelling Costs                      | \$225            | \$0      | \$0          | \$0         | \$0            | \$4,500     |
| 041103  | Members - Telecommunications Reimbursements     | \$576            | \$0      | \$0          | \$0         | \$0            | \$11,520    |
| 041104  | Members - Other Expenses                        | \$2,640          | \$0      | \$0          | \$0         | \$0            | \$4,400     |
| 041105  | Members - Conferences/Seminars Costs            | \$465            | \$0      | \$0          | \$0         | \$0            | \$15,500    |
| 041106  | Members - President's Allowance                 | \$0              | \$0      | \$0          | \$0         | \$0            | \$10,280    |
| 041107  | Members - Deputy President's Allowance          | \$0              | \$0      | \$0          | \$0         | \$0            | \$2,570     |
| 041108  | Members - Council Chamber Expenses              | \$737            | \$2,561  | \$0          | \$2,561     | \$0            | \$45,440    |
| 041109  | Members - Refreshments & Receptions             | \$6,582          | \$1,315  | \$0          | \$1,315     | \$0            | \$44,510    |
| 041110  | Members - Bunbury Wellington GOC Projects       | \$0              | \$2,000  | \$0          | \$2,000     | \$0            | \$2,000     |
| 041111  | Members - Insurance Costs For Members           | \$3,458          | \$3,537  | \$0          | \$3,537     | \$0            | \$6,916     |
| 041112  | Members - Subscriptions                         | \$9,103          | \$9,103  | \$0          | \$9,103     | \$0            | \$9,103     |
| 041113  | Members - Election Expenses                     | \$0              | \$0      | \$0          | \$0         | \$0            | \$0         |
| 041114  | Members - Donations                             | \$0              | \$11,782 | \$0          | \$11,782    | \$0            | \$27,000    |
| 041118  | ICT - Councillors                               | \$170            | \$157    | \$0          | \$157       | \$0            | \$14,620    |
| 041120  | Warren Blackwood Alliance Expenses              | \$0              | \$29,077 | \$0          | \$29,077    | \$0            | \$29,077    |
| 041150  | Members - Admin Allocation                      | \$12,408         | \$13,932 | \$0          | \$13,932    | \$0            | \$74,476    |
| <b>Sub Total - MEMBERS OF COUNCIL OP/EXP</b>  |   | \$58,128         | \$82,324 | \$0          | \$82,324    | \$0            | \$395,230   |
| <b>OPERATING INCOME</b>   |   |                  |          |              |             |                |             |
| 041001  | Members - Reimbursements Income                 | \$0              | \$0      | \$0          | \$0         | \$0            | \$0         |
| 041002  | Other Governance - Sundry Reimbursements Income | \$0              | \$0      | \$0          | \$0         | \$0            | \$0         |
| 041004  | Members - Operating Grants and Contributions    | \$0              | \$0      | \$0          | \$0         | \$0            | \$0         |
| <b>Sub Total - MEMBERS OF COUNCIL OP/INC</b>  |   | \$0              | \$0      | \$0          | \$0         | \$0            | \$0         |
| <b>Total - MEMBERS OF COUNCIL</b>   |   | \$58,128         | \$82,324 | \$0          | \$82,324    | \$0            | \$395,230   |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L      JOB  |                                    | YTD COMPARATIVES |           | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|---|------------------------------------|------------------|-----------|----------------|-------------|----------------|-------------|
|   |                                    | 31 AUGUST 2024   |           | 31 AUGUST 2024 |             | 2024-2025      |             |
|   |                                    | Budget           | Actual    | Income         | Expenditure | Income         | Expenditure |
| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |                                    |                  |           |                |             |                |             |
| <b>GOVERNANCE</b>   |                                    |                  |           |                |             |                |             |
| <b>OPERATING EXPENDITURE</b>  |                                    |                  |           |                |             |                |             |
| 042100  | Other Governance - Admin Allocated | \$18,612         | \$20,898  | \$0            | \$20,898    | \$0            | \$111,714   |
| <b>Sub Total - GOVERNANCE - GENERAL OP/EXP</b>  |                                    | \$18,612         | \$20,898  | \$0            | \$20,898    | \$0            | \$111,714   |
| <b>OPERATING INCOME</b>   |                                    |                  |           |                |             |                |             |
| <b>Sub Total - GOVERNANCE - GENERAL OP/INC</b>  |                                    | \$0              | \$0       | \$0            | \$0         | \$0            | \$0         |
| <b>Total - GOVERNANCE - GENERAL</b>   |                                    | \$18,612         | \$20,898  | \$0            | \$20,898    | \$0            | \$111,714   |
| <b>Total - GOVERNANCE</b>   |                                    | \$76,740         | \$103,222 | \$0            | \$103,222   | \$0            | \$506,944   |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |  |  | YTD COMPARATIVES<br>31 AUGUST 2024 |                   | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |                 | ADOPTED BUDGET<br>2024-2025 |                  |
|---|--|--|------------------------------------|-------------------|---|-----------------|-----------------------------|------------------|
| G/L   | JOB  |  | Budget                             | Actual            | Income  | Expenditure     | Income                      | Expenditure      |
| <b>LAW, ORDER AND PUBLIC SAFETY</b>   |  |  |                                    |                   |   |                 |                             |                  |
| <b>FIRE PREVENTION</b>  |  |  |                                    |                   |   |                 |                             |                  |
| <b>OPERATING EXPENDITURE</b>  |  |  |                                    |                   |   |                 |                             |                  |
| 051109  | ESL - Insurances Fire Appliances and Personnel |  | \$27,331                           | \$21,186          | \$0   | \$21,186        | \$0                         | \$40,793         |
| 051112  | Fire Prevention And Support                    |  | \$3,243                            | \$9,091           | \$0   | \$9,091         | \$0                         | \$29,558         |
| 051101  | Fire Break Inspection Expenses                 |  | \$0                                | \$0               | \$0   | \$0             | \$0                         | \$3,540          |
| 051102  | Fire Hazard Reductions Expenses                |  | \$0                                | \$0               | \$0   | \$0             | \$0                         | \$9,681          |
| 051104  | Minor Fire Plant & Equipment Purchases non ESL |  | \$92                               | \$0               | \$0   | \$0             | \$0                         | \$550            |
| 051105  | Fire Plant & Equipment Maintenance - Non ESL   |  | \$142                              | \$0               | \$0   | \$0             | \$0                         | \$850            |
| 051106  | ESL - Fire Vehicle Maintenance Costs           |  | \$0                                | \$0               | \$0   | \$0             | \$0                         | \$18,600         |
| 051107  | ESL - Brigade Utilities, rates and taxes       |  | \$0                                | \$0               | \$0   | \$0             | \$0                         | \$2,500          |
| 051108  | ESL - Other Goods & Services relating to Fires |  | \$0                                | \$340             | \$0   | \$340           | \$0                         | \$12,561         |
| 051110  | ESL - Fire Plant & Equip over \$1500           |  | \$0                                | \$0               | \$0   | \$0             | \$0                         | \$9,375          |
| 051111  | ESL - Minor Fire Plant/Equip Under \$1500      |  | \$0                                | \$0               | \$0   | \$0             | \$0                         | \$12,660         |
| 051114  | ESL - Land & Building Maintenance              |  | \$0                                | \$265             | \$0   | \$265           | \$0                         | \$1,166          |
| 051115  | ESL - Clothing and Accessories                 |  | \$0                                | \$38              | \$0   | \$38            | \$0                         | \$33,800         |
| 051116  | ESL - Plant and Equipment Maintenance          |  | \$172                              | \$0               | \$0   | \$0             | \$0                         | \$8,100          |
| 051117  | BFRC - Bushfire Risk Planning                  |  | \$0                                | \$8,324           | \$0   | \$8,324         | \$0                         | \$22,890         |
| 051118  | DFES Fire Defence Grant Expenses               |  | \$0                                | \$0               | \$0   | \$0             | \$0                         | \$13,520         |
| 051120  | Bush Fire - Mitigation Activity Funded         |  | \$0                                | \$62              | \$0   | \$62            | \$0                         | \$93,522         |
| 051150  | Admin Allocation - Fire Control                |  | \$12,408                           | \$13,932          | \$0   | \$13,932        | \$0                         | \$74,476         |
| 051190  | Depreciation - Fire Control                    |  | \$0                                | \$0               | \$0   | \$0             | \$0                         | \$670            |
| <b>Sub Total - FIRE PREVENTION OP/EXP</b>   |  |  | <b>\$43,388</b>                    | <b>\$53,239</b>   | <b>\$0</b>                                    | <b>\$53,239</b> | <b>\$0</b>                  | <b>\$388,812</b> |
| <b>OPERATING INCOME</b>   |  |  |                                    |                   |   |                 |                             |                  |
| 050600  | ESL & DFES Non Operating Grants                |  | \$0                                | \$0               | \$0   | \$0             | \$0                         | \$0              |
| 051001  | Fire Infringements/Fines Income                |  | \$0                                | \$0               | \$0   | \$0             | \$0                         | \$0              |
| 051002  | Sale Of Fire Maps Income                       |  | \$0                                | \$0               | \$0   | \$0             | (\$100)                     | \$0              |
| 051003  | LGIS Fire Reimbursement Income                 |  | \$0                                | \$0               | \$0   | \$0             | \$0                         | \$0              |
| 051004  | Operating Grants and Subsidies Income          |  | (\$58,269)                         | (\$68,345)        | (\$68,345)                                    | \$0             | (\$233,077)                 | \$0              |
| 051005  | Fire Hazard Reduction Income                   |  | \$0                                | \$0               | \$0   | \$0             | \$0                         | \$0              |
| <b>Sub Total - FIRE PREVENTION OP/INC</b>   |  |  | <b>(\$58,269)</b>                  | <b>(\$68,345)</b> | <b>(\$68,345)</b>                             | <b>\$0</b>      | <b>(\$233,177)</b>          | <b>\$0</b>       |
| <b>Total - FIRE PREVENTION</b>  |  |  | <b>(\$14,881)</b>                  | <b>(\$15,106)</b> | <b>(\$68,345)</b>                             | <b>\$53,239</b> | <b>(\$233,177)</b>          | <b>\$388,812</b> |



**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |   | YTD COMPARATIVES |         | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|---|---|------------------|---------|----------------|-------------|----------------|-------------|
|   |   | 31 AUGUST 2024   |         | 31 AUGUST 2024 |             | 2024-2025      |             |
| G/L   | JOB   | Budget           | Actual  | Income         | Expenditure | Income         | Expenditure |
| <b>ANIMAL CONTROL</b>   |   |                  |         |                |             |                |             |
| <b>OPERATING EXPENDITURE</b>  |   |                  |         |                |             |                |             |
| 052100  | Ranger Services Operation Costs                 | \$7,381          | \$120   | \$0            | \$120       | \$0            | \$44,237    |
| 052005  | Trap Hire Refunds                               | \$0              | \$0     | \$0            | \$0         | \$0            | \$50        |
| 052101  | Ranger Vehicle Operating Expenses               | \$256            | \$0     | \$0            | \$0         | \$0            | \$1,535     |
| 052102  | Dog License Discs Costs                         | \$0              | \$0     | \$0            | \$0         | \$0            | \$300       |
| 052103  | Other Control Expenses                          | \$35             | \$0     | \$0            | \$0         | \$0            | \$900       |
| 052104  | Animal Impounding Costs                         | \$1,000          | \$0     | \$0            | \$0         | \$0            | \$5,000     |
| 052109  | Cat License Tags Expense                        | \$0              | \$0     | \$0            | \$0         | \$0            | \$200       |
| 052110  | Ranger Services Salary Super and Employee Costs | \$2,579          | \$709   | \$0            | \$709       | \$0            | \$4,526     |
| 052111  | Ranger Services Provision for Leave Accruals    | \$0              | \$0     | \$0            | \$0         | \$0            | \$0         |
| 052150  | Admin Allocation - Animal Control               | \$4,662          | \$5,233 | \$0            | \$5,233     | \$0            | \$27,976    |
| 052190  | Depreciation                                    | \$0              | \$0     | \$0            | \$0         | \$0            | \$400       |
| <b>Sub Total - ANIMAL CONTROL OP/EXP</b>  |   | \$15,913         | \$6,063 | \$0            | \$6,063     | \$0            | \$85,124    |
| <b>OPERATING INCOME</b>   |   |                  |         |                |             |                |             |
| 052001  | Animal Fines & Penalties Income                 | (\$100)          | \$0     | \$0            | \$0         | (\$250)        | \$0         |
| 052002  | Animal Impounding Fees Income                   | (\$90)           | \$0     | \$0            | \$0         | (\$300)        | \$0         |
| 052003  | Dog Registrations Charges                       | (\$641)          | (\$648) | (\$648)        | \$0         | (\$5,000)      | \$0         |
| 052004  | Cat Registration Charges                        | \$0              | \$0     | \$0            | \$0         | \$0            | \$0         |
| <b>Sub Total - ANIMAL CONTROL OP/INC</b>  |   | (\$831)          | (\$648) | (\$648)        | \$0         | (\$5,550)      | \$0         |
| <b>Total - ANIMAL CONTROL</b>   |   | \$15,082         | \$5,415 | (\$648)        | \$6,063     | (\$5,550)      | \$85,124    |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L      JOB  |   | Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme | YTD COMPARATIVES |           | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|---|---|---|------------------|-----------|----------------|-------------|----------------|-------------|
|   |   |   | 31 AUGUST 2024   |           | 31 AUGUST 2024 |             | 2024-2025      |             |
|   |   |   | Budget           | Actual    | Income         | Expenditure | Income         | Expenditure |
| OTHER LAW ORDER & PUBLIC SAFETY                     |   |   |                  |           |                |             |                |             |
| OPERATING EXPENDITURE                               |   |   |                  |           |                |             |                |             |
| 053100  | Local Emergency Management Committee Expenses |   | \$280            | \$0       | \$0            | \$0         | \$0            | \$1,000     |
| 053150  | Administration Allocated - Emergency Mgt      |   | \$4,661          | \$5,233   | \$0            | \$5,233     | \$0            | \$27,976    |
| 053152  | Other Costs                                   |   | \$0              | \$169     | \$0            | \$169       | \$0            | \$0         |
| 053103  | Emergency Management Coordination Expenses    |   | \$0              | \$2,756   | \$0            | \$2,756     | \$0            | \$83,381    |
| 053190  | Depreciation                                  |   | \$0              | \$0       | \$0            | \$0         | \$0            | \$27,345    |
| Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP  |   |   | \$4,941          | \$8,158   | \$0            | \$8,158     | \$0            | \$139,702   |
| OPERATING INCOME                                    |   |   |                  |           |                |             |                |             |
| 053002  | Non-Operating Grants                          |   | \$0              | \$0       | \$0            | \$0         | (\$835,545)    | \$0         |
| Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC |   |   | \$0              | \$0       | \$0            | \$0         | (\$835,545)    | \$0         |
| Total - OTHER LAW ORDER PUBLIC SAFETY               |   |   | \$4,941          | \$8,158   | \$0            | \$8,158     | (\$835,545)    | \$139,702   |
| Total - LAW ORDER & PUBLIC SAFETY                   |   |   | \$5,142          | (\$1,533) | (\$68,993)     | \$67,460    | (\$1,074,272)  | \$613,638   |

# SHIRE OF BOYUP BROOK

## MONTHLY FINANCIAL REPORT

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |       |   | YTD COMPARATIVES<br>31 AUGUST 2024 |          | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |             | ADOPTED BUDGET<br>2024-2025 |             |
|---|-------|---|------------------------------------|----------|---|-------------|-----------------------------|-------------|
| G/L   | JOB   |   | Budget                             | Actual   | Income  | Expenditure | Income                      | Expenditure |
| <b>HEALTH -FAMILY AND OTHER HEALTH</b>  |       |   |                                    |          |   |             |                             |             |
| <b>OPERATING EXPENDITURE</b>  |       |   |                                    |          |   |             |                             |             |
| 071100  | B0101 | Family Stop Centre - Operation          | \$0                                | \$186    | \$0   | \$186       | \$0                         | \$0         |
| 071100  | G300  | Family Stop Centre - Grounds            | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$0         |
| 071150  |       | Admin Allocated - Family Stop Centre    | \$0                                | \$3,501  | \$0   | \$3,501     | \$0                         | \$0         |
| 071190  |       | Depreciation - Family Stop Centre       | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$0         |
| <b>Sub Total - HEALTH FAMILY STOP OP/EXP</b>  |       |   | \$0                                | \$3,687  | \$0   | \$3,687     | \$0                         | \$0         |
| <b>OPERATING INCOME</b>   |       |   |                                    |          |   |             |                             |             |
| <b>Sub Total - HEALTH FAMILY STOP OP/INC</b>  |       |   | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$0         |
| <b>Total - HEALTH FAMILY STOP</b>   |       |   | \$0                                | \$3,687  | \$0   | \$3,687     | \$0                         | \$0         |
| <b>HEALTH ADMINISTRATION &amp; INSPECTION</b>   |       |   |                                    |          |   |             |                             |             |
| <b>OPERATING EXPENDITURE</b>  |       |   |                                    |          |   |             |                             |             |
| 072100  |       | Health Administration Services Expenses | \$24,293                           | \$8,279  | \$0   | \$8,279     | \$0                         | \$147,762   |
| 072101  |       | Other Health Administration Expenses    | \$22                               | \$52     | \$0   | \$52        | \$0                         | \$150       |
| 072150  |       | Admin Allocation - Other Health         | \$3,119                            | \$3,501  | \$0   | \$3,501     | \$0                         | \$18,713    |
| <b>Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP</b>   |       |   | \$27,433                           | \$11,831 | \$0   | \$11,831    | \$0                         | \$166,625   |
| <b>OPERATING INCOME</b>   |       |   |                                    |          |   |             |                             |             |
| 072001  |       | Food Stall Permit Charges               | \$0                                | \$0      | \$0   | \$0         | (\$700)                     | \$0         |
| 072002  |       | Temporary Camping Site Permit Charges   | \$0                                | \$0      | \$0   | \$0         | (\$500)                     | \$0         |
| 072003  |       | Food Business Registration Fee          | \$0                                | (\$410)  | (\$410)                                       | \$0         | (\$150)                     | \$0         |
| 072004  |       | Annual Inspections                      | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$0         |
| 072005  |       | Lodging House Registration Fees         | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$0         |
| <b>Sub Total - HEALTH ADMIN AND INSPECTION OP/INC</b>   |       |   | \$0                                | (\$410)  | (\$410)                                       | \$0         | (\$1,350)                   | \$0         |
| <b>Total - HEALTH ADMIN AND INSPECTION</b>  |       |   | \$27,433                           | \$11,421 | (\$410)                                       | \$11,831    | (\$1,350)                   | \$166,625   |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |       |  | YTD COMPARATIVES<br>31 AUGUST 2024 |             | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |             | ADOPTED BUDGET<br>2024-2025 |             |
|---|-------|--|------------------------------------|-------------|---|-------------|-----------------------------|-------------|
| G/L   | JOB   |  | Budget                             | Actual      | Income  | Expenditure | Income                      | Expenditure |
| <b>OTHER HEALTH - MEDICAL SERVICES</b>  |       |  |                                    |             |   |             |                             |             |
| <b>OPERATING EXPENDITURE</b>  |       |  |                                    |             |   |             |                             |             |
| 074100  | B0105 | Housing General Practitioner - Medical Service | \$2,002                            | \$2,119     | \$0   | \$2,119     | \$0                         | \$15,607    |
| 074102  |       | Boyup Brook Medical Services Building Costs    | \$4,498                            | \$6,036     | \$0   | \$6,036     | \$0                         | \$33,915    |
| 074101  |       | Medical Services General Operations            | \$23                               | \$0         | \$0   | \$0         | \$0                         | \$1,968     |
| 074103  |       | Medical Service Employee Costs                 | \$124,129                          | \$216,207   | \$0   | \$216,207   | \$0                         | \$891,943   |
| 074105  |       | Postage, Printing & Stationery                 | \$339                              | \$210       | \$0   | \$210       | \$0                         | \$5,800     |
| 074106  |       | Medical Ctr - Telephones                       | \$1,150                            | \$1,296     | \$0   | \$1,296     | \$0                         | \$6,900     |
| 074107  |       | Medical Ctr - Subscriptions                    | \$1,908                            | \$16,005    | \$0   | \$16,005    | \$0                         | \$9,031     |
| 074108  |       | Medical Ctr - Insurances                       | \$8,745                            | \$8,433     | \$0   | \$8,433     | \$0                         | \$17,490    |
| 074109  |       | Medical Bank Fees                              | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$0         |
| 074110  |       | Medical Ctr - Computer Expenses                | \$8,545                            | \$2,669     | \$0   | \$2,669     | \$0                         | \$35,656    |
| 074111  |       | Medical Ctr - Medical Supplies & Equipt        | \$3,798                            | \$3,927     | \$0   | \$3,927     | \$0                         | \$22,800    |
| 074112  |       | Medical Ctr - Locum Doctor                     | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$48,600    |
| 074113  |       | Medical Ctr - Superannuation                   | \$13,771                           | \$23,696    | \$0   | \$23,696    | \$0                         | \$101,557   |
| 074114  |       | Medical Ctr - Training                         | \$0                                | \$655       | \$0   | \$655       | \$0                         | \$5,000     |
| 074115  |       | Medical Ctr - Sundry Expenses                  | \$1,488                            | \$881       | \$0   | \$881       | \$0                         | \$9,250     |
| 074116  |       | Medical Service Provision for Leave Accruals   | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$31,245    |
| 074117  |       | Medical - Fringe Benefit Tax                   | \$0                                | \$163       | \$0   | \$163       | \$0                         | \$2,650     |
| 074118  |       | Medical Employee (Packaging) Costs             | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$1,200     |
| 074119  |       | Medical Doubtful Debts Expense                 | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$0         |
| 074120  |       | Medical Ctr - Bank Merchant Fees               | \$92                               | \$143       | \$0   | \$143       | \$0                         | \$550       |
| 074150  |       | Admin Allocated - Boyup Brook Medical Services | \$13,951                           | \$15,665    | \$0   | \$15,665    | \$0                         | \$83,738    |
| 074191  |       | Depreciation - Medical Centre                  | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$8,500     |
| 074190  |       | Depreciation - Housing GP - 5 Rogers Ave       | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$6,800     |
| 074192  |       | Depreciation - Ultrasound Machine              | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$0         |
| <b>Sub Total - PREVENTIVE SRVS - OP/EXP</b>   |       |  | \$184,439                          | \$298,105   | \$0   | \$298,105   | \$0                         | \$1,340,200 |
| <b>OPERATING INCOME</b>   |       |  |                                    |             |   |             |                             |             |
| 074001  |       | Surgery Turnover                               | (\$196,880)                        | (\$252,909) | (\$252,909)                                   | \$0         | (\$1,150,000)               | \$0         |
| 074002  |       | Surgery Rental Income                          | (\$125)                            | (\$364)     | (\$364)                                       | \$0         | (\$750)                     | \$0         |
| 074003  |       | Medical - Reimbursement                        | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$0         |
| 074004  |       | Grants, Reimbursements and Contributions       | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$0         |
| <b>Sub Total - PREVENTIVE SRVS - OP/INC</b>   |       |  | (\$197,005)                        | (\$253,272) | (\$253,272)                                   | \$0         | (\$1,150,750)               | \$0         |
| <b>Total - PREVENTIVE SERVICES</b>  |       |  | (\$12,566)                         | \$44,833    | (\$253,272)                                   | \$298,105   | (\$1,150,750)               | \$1,340,200 |

# SHIRE OF BOYUP BROOK

## MONTHLY FINANCIAL REPORT

| G/L      JOB                               |                                | Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme | YTD COMPARATIVES |          | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|--|--------------------------------|---|------------------|----------|----------------|-------------|----------------|-------------|
|  |                                |   | 31 AUGUST 2024   |          | 31 AUGUST 2024 |             | 2024-2025      |             |
|  |                                |   | Budget           | Actual   | Income         | Expenditure | Income         | Expenditure |
| PREVENTIVE SERVICE - OTHER                 |                                |   |                  |          |                |             |                |             |
| OPERATING EXPENDITURE                      |                                |   |                  |          |                |             |                |             |
| 073100                                     | Analytical Expenses            |   | \$500            | \$479    | \$0            | \$479       | \$0            | \$500       |
| Sub Total - PREVENTIVE SRVS - OTHER OP/EXP |                                |   | \$500            | \$479    | \$0            | \$479       | \$0            | \$500       |
| Total - PREVENTIVE SERVICES - OTHER        |                                |   | \$500            | \$479    | \$0            | \$479       | \$0            | \$500       |
| OTHER HEALTH                               |                                |   |                  |          |                |             |                |             |
| OPERATING EXPENDITURE                      |                                |   |                  |          |                |             |                |             |
| 075100                                     | Ambulance Centre Operation     |   | \$0              | \$0      | \$0            | \$0         | \$0            | \$30,728    |
| 075150                                     | Admin Allocated - Other Health |   | \$3,118          | \$3,501  | \$0            | \$3,501     | \$0            | \$18,713    |
| Sub Total - OTHER HEALTH OP/EXP            |                                |   | \$3,118          | \$3,501  | \$0            | \$3,501     | \$0            | \$49,441    |
| OPERATING INCOME                           |                                |   |                  |          |                |             |                |             |
| Sub Total - OTHER HEALTH OP/INC            |                                |   | \$0              | \$0      | \$0            | \$0         | \$0            | \$0         |
| Total - OTHER HEALTH                       |                                |   | \$3,118          | \$3,501  | \$0            | \$3,501     | \$0            | \$49,441    |
| Total - HEALTH                             |                                |   | \$18,485         | \$63,921 | (\$253,682)    | \$317,603   | (\$1,152,100)  | \$1,556,766 |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |   | YTD COMPARATIVES |            | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|---|---|------------------|------------|----------------|-------------|----------------|-------------|
|   |   | 31 AUGUST 2024   |            | 31 AUGUST 2024 |             | 2024-2025      |             |
| G/L   | JOB   | Budget           | Actual     | Income         | Expenditure | Income         | Expenditure |
| <b>OTHER EDUCATION</b>  |   |                  |            |                |             |                |             |
| <b>OPERATING EXPENDITURE</b>  |   |                  |            |                |             |                |             |
| 081100  | Community Resource Centre                           | \$990            | \$2,247    | \$0            | \$2,247     | \$0            | \$7,556     |
| 081102  | Donations - Other Education                         | \$0              | \$0        | \$0            | \$0         | \$0            | \$250       |
| 081103  | Early Learning Centre - Employee Costs              | \$59,126         | \$44,397   | \$0            | \$44,397    | \$0            | \$289,911   |
| 081104  | Early Learning Centre - Operating Costs             | \$3,114          | \$4,046    | \$0            | \$4,046     | \$0            | \$18,400    |
| 081105  | Early Learning Centre Provision of Leave Accrual    | \$0              | \$0        | \$0            | \$0         | \$0            | \$0         |
| 081107  | <b>Early Learning Centre Building &amp; Grounds</b> | \$2,309          | \$1,607    | \$0            | \$1,607     |                |             |
| 081107 B0121  | Early Learning Centre Building Maintenance Expenses |                  |            | \$0            | \$0         | \$0            | \$11,770    |
| 081107 G316   | Early Learning Centre Grounds Maintenance Expenses  | \$782            | \$0        | \$0            | \$0         | \$0            | \$3,988     |
| 081150  | Admin Allocation - Other Education                  | \$6,238          | \$3,501    | \$0            | \$3,501     | \$0            | \$37,427    |
| 081190  | Depreciation - Other Education                      | \$0              | \$0        | \$0            | \$0         | \$0            | \$10,567    |
| <b>Sub Total - OTHER EDUCATION OP/EXP</b>   |   | \$72,559         | \$55,797   | \$0            | \$55,797    | \$0            | \$379,869   |
| <b>OPERATING INCOME</b>   |   |                  |            |                |             |                |             |
| 081003  | Early Learning Centre - Fees & Charges              | (\$44,888)       | (\$38,873) | (\$38,873)     | \$0         | (\$225,000)    | \$0         |
| 081004  | Early Learning Centre -Operating Income             | \$0              | (\$22)     | (\$22)         | \$0         | \$0            | \$0         |
| 081005  | Early Learning Centre - Non operating grants        | \$0              | \$0        | \$0            | \$0         | \$0            | \$0         |
| <b>Sub Total - OTHER EDUCATION OP/INC</b>   |   | (\$44,888)       | (\$38,895) | (\$38,895)     | \$0         | (\$225,000)    | \$0         |
| <b>Total - OTHER EDUCATION</b>  |   | \$27,671         | \$16,902   | (\$38,895)     | \$55,797    | (\$225,000)    | \$379,869   |

# SHIRE OF BOYUP BROOK

## MONTHLY FINANCIAL REPORT

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |                                     | YTD COMPARATIVES<br>31 AUGUST 2024 |          | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |             | ADOPTED BUDGET<br>2024-2025 |             |
|---|-------------------------------------|------------------------------------|----------|---|-------------|-----------------------------|-------------|
| G/L   | JOB                                 | Budget                             | Actual   | Income  | Expenditure | Income                      | Expenditure |
| <b>AGED &amp; DISABLED</b>  |                                     |                                    |          |   |             |                             |             |
| <b>OPERATING EXPENDITURE</b>  |                                     |                                    |          |   |             |                             |             |
| 082100  | Support for Seniors Christmas Lunch | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$2,000     |
| 082101  | Aged Needs Strategy Project         | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$35,000    |
| 082150  | Admin Allocated - Aged & Disabled   | \$3,118                            | \$3,501  | \$0   | \$3,501     | \$0                         | \$18,713    |
| <b>Sub Total - AGED &amp; DISABLED OP/EXP</b>   |                                     | \$3,118                            | \$3,501  | \$0   | \$3,501     | \$0                         | \$55,713    |
| <b>OPERATING INCOME</b>   |                                     |                                    |          |   |             |                             |             |
| <b>Sub Total - AGED &amp; DISABLED OP/INC</b>   |                                     | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$0         |
| <b>Total - AGED &amp; DISABLED</b>  |                                     | \$3,118                            | \$3,501  | \$0   | \$3,501     | \$0                         | \$55,713    |
| <b>OTHER WELFARE</b>  |                                     |                                    |          |   |             |                             |             |
| <b>OPERATING EXPENDITURE</b>  |                                     |                                    |          |   |             |                             |             |
| 083104  | Depreciation                        | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$50        |
| 083150  | Admin Allocated - Other Welfare     | \$9,325                            | \$10,467 | \$0   | \$10,467    | \$0                         | \$55,951    |
| <b>Sub Total - OTHER WELFARE OP/EXP</b>   |                                     | \$9,325                            | \$10,467 | \$0   | \$10,467    | \$0                         | \$56,001    |
| <b>OPERATING INCOME</b>   |                                     |                                    |          |   |             |                             |             |
| <b>Sub Total - OTHER WELFARE OP/INC</b>   |                                     | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$0         |
| <b>Total - OTHER WELFARE</b>  |                                     | \$9,325                            | \$10,467 | \$0   | \$10,467    | \$0                         | \$56,001    |
| <b>Total - EDUCATION &amp; WELFARE</b>  |                                     | \$40,113                           | \$30,870 | (\$38,895)                                    | \$69,764    | (\$225,000)                 | \$491,583   |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L      JOB                            |  | YTD COMPARATIVES |         | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|---|--|------------------|---------|----------------|-------------|----------------|-------------|
|   |  | 31 AUGUST 2024   |         | 31 AUGUST 2024 |             | 2024-2025      |             |
|   |  | Budget           | Actual  | Income         | Expenditure | Income         | Expenditure |
| <b>STAFF HOUSING</b>                    |  |                  |         |                |             |                |             |
| <b>OPERATING EXPENDITURE</b>            |  |                  |         |                |             |                |             |
| 091130                                  | Interest Paid Loan 115 - Staff House         | \$0              | \$0     | \$0            | \$0         | \$0            | \$908       |
| 091190                                  | Depreciation - Staff Housing                 | \$0              | \$0     | \$0            | \$0         | \$0            | \$5,735     |
| 091150                                  | Staff Housing - Less Amt Allocated to Admin. | \$3,118          | \$3,501 | \$0            | \$3,501     | \$0            | \$18,713    |
| <b>Sub Total - STAFF HOUSING OP/EXP</b> |  | \$3,118          | \$3,501 | \$0            | \$3,501     | \$0            | \$25,356    |
| <b>Total - STAFF HOUSING</b>            |  | \$3,118          | \$3,501 | \$0            | \$3,501     | \$0            | \$25,356    |



# SHIRE OF BOYUP BROOK

## MONTHLY FINANCIAL REPORT

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |  | YTD COMPARATIVES<br>31 AUGUST 2024 |            | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |             | ADOPTED BUDGET<br>2024-2025 |             |
|---|--|------------------------------------|------------|---|-------------|-----------------------------|-------------|
| G/L   | JOB  | Budget                             | Actual     | Income  | Expenditure | Income                      | Expenditure |
| <b>HOUSING OTHER</b>  |  |                                    |            |   |             |                             |             |
| <b>OPERATING EXPENDITURE</b>  |  |                                    |            |   |             |                             |             |
| 092101  | Boyup Brook Citizens Lodge                   | \$11,671                           | \$6,752    | \$0   | \$6,752     | \$0                         | \$25,841    |
| 092102  | Community Housing - Units                    | \$3,349                            | \$2,985    | \$0   | \$2,985     | \$0                         | \$23,074    |
| 092103  | Other  | \$802                              | \$0        | \$0   | \$0         | \$0                         | \$5,451     |
| 092105  | House - 1 Rogers Ave                         | \$1,945                            | \$1,725    | \$0   | \$1,725     | \$0                         | \$22,720    |
| 092107  | 7 Knapp Street - Operating & Mtce Expense    | \$1,031                            | \$1,526    | \$0   | \$1,526     | \$0                         | \$9,067     |
| 092108  | Property Selling Expenses                    | \$0                                | \$0        | \$0   | \$0         | \$0                         | \$0         |
| 092109  | Community Housing Maintenance - Grant Funded | \$57,336                           | \$58,729   | \$0   | \$58,729    | \$0                         | \$143,340   |
| 092150  | Admin Allocation - Other Housing             | \$3,149                            | \$3,536    | \$0   | \$3,536     | \$0                         | \$18,903    |
| 092191  | Depreciation - Other Housing                 | \$0                                | \$0        | \$0   | \$0         | \$0                         | \$5,570     |
| 092192  | Depreciation - House - 1 Rogers Ave          | \$0                                | \$0        | \$0   | \$0         | \$0                         | \$4,365     |
| 092190  | Depreciation - Boyup Brook Citizens Lodge    | \$0                                | \$0        | \$0   | \$0         | \$0                         | \$32,385    |
| <b>Sub Total - HOUSING OTHER OP/EXP</b>   |  | \$79,282                           | \$75,253   | \$0   | \$75,253    | \$0                         | \$290,716   |
| <b>HOUSING OPERATING INCOME</b>   |  |                                    |            |   |             |                             |             |
| 092001  | Rent 24A Proctor St                          | (\$1,817)                          | (\$1,850)  | (\$1,850)                                     | \$0         | (\$10,900)                  | \$0         |
| 092002  | Rent 24B Proctor St                          | (\$1,600)                          | (\$1,156)  | (\$1,156)                                     | \$0         | (\$9,600)                   | \$0         |
| 092003  | Rent 16A Forrest St                          | (\$1,983)                          | (\$214)    | (\$214)                                       | \$0         | (\$11,900)                  | \$0         |
| 092004  | Rent 16B Forrest St                          | (\$2,150)                          | (\$2,325)  | (\$2,325)                                     | \$0         | (\$12,900)                  | \$0         |
| 092007  | Housing Reimbursements                       | (\$578)                            | (\$669)    | (\$669)                                       | \$0         | (\$4,000)                   | \$0         |
| 092009  | Other Housing: 7 Knapp St                    | (\$5,650)                          | (\$5,664)  | (\$5,664)                                     | \$0         | (\$33,900)                  | \$0         |
| 092011  | Community Housing Maintenance Grant          | \$0                                | \$0        | \$0   | \$0         | (\$143,340)                 | \$0         |
| <b>Sub Total - HOUSING OTHER OP/INC</b>   |  | (\$13,778)                         | (\$11,879) | (\$11,879)                                    | \$0         | (\$226,540)                 | \$0         |
| <b>Total - HOUSING OTHER</b>  |  | \$65,504                           | \$63,375   | (\$11,879)                                    | \$75,253    | (\$226,540)                 | \$290,716   |
| <b>Total - HOUSING</b>  |  | \$68,621                           | \$66,875   | (\$11,879)                                    | \$78,754    | (\$226,540)                 | \$316,072   |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L    JOB                                     |       | Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme | YTD COMPARATIVES |             | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|--|-------|---|------------------|-------------|----------------|-------------|----------------|-------------|
|  |       |   | 31 AUGUST 2024   |             | 31 AUGUST 2024 |             | 2024-2025      |             |
|  |       |   | Budget           | Actual      | Income         | Expenditure | Income         | Expenditure |
| SANITATION - HOUSEHOLD REFUSE                  |       |   |                  |             |                |             |                |             |
| OPERATING EXPENDITURE                          |       |   |                  |             |                |             |                |             |
| 101100   |       | Refuse Collection Boyup Brook Townsite Expense  | \$11,333         | \$5,297     | \$0            | \$5,297     | \$0            | \$68,000    |
| 101101   |       | Recycling Collection Boyup Brook Town Site  | \$6,166          | \$4,670     | \$0            | \$4,670     | \$0            | \$37,000    |
| 101106   |       | Transfer Station Employee Costs   | \$8,233          | \$6,755     | \$0            | \$6,755     | \$0            | \$46,675    |
| 101102   | B0400 | Boyup Brook Transfer Station Costs  | \$7,513          | \$13,728    | \$0            | \$13,728    | \$0            | \$71,576    |
| 101103   |       | Land Fill Disposal Site   | \$2,292          | \$10,338    | \$0            | \$10,338    | \$0            | \$33,235    |
| 101104   |       | Townsite Street Bins Collection   | \$880            | \$943       | \$0            | \$943       | \$0            | \$12,449    |
| 101107   |       | Drum Muster Expenses  | \$500            | \$127       | \$0            | \$127       | \$0            | \$500       |
| 101108   |       | BB Transfer Station Superannuation  | \$345            | \$469       | \$0            | \$469       | \$0            | \$2,452     |
| 101119   |       | Waste Bin Maintenance and Delivery  | \$833            | \$158       | \$0            | \$158       | \$0            | \$6,790     |
| 101150   |       | Admin Allocated - Waste Management  | \$6,204          | \$6,966     | \$0            | \$6,966     | \$0            | \$37,238    |
| 101190   |       | Depreciation - Waste Management   | \$0              | \$0         | \$0            | \$0         | \$0            | \$22,070    |
| Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP |       |   | \$44,299         | \$49,451    | \$0            | \$49,451    | \$0            | \$337,985   |
| SANITATION OPERATING INCOME                    |       |   |                  |             |                |             |                |             |
| 101001   |       | Refuse Collection Charges   | \$0              | (\$232,008) | (\$232,008)    | \$0         | (\$232,007)    | \$0         |
| 101002   |       | Waste Disposal Charges  | \$0              | (\$1,217)   | (\$1,217)      | \$0         | (\$8,075)      | \$0         |
| 101003   |       | Recycling Scheme Income   | \$0              | \$0         | \$0            | \$0         | (\$1,000)      | \$0         |
| 101004   |       | Scrap Metal Income  | \$0              | \$0         | \$0            | \$0         | \$0            | \$0         |
| Sub Total - SANITATION H/HOLD REFUSE OP/INC    |       |   | \$0              | (\$233,225) | (\$233,225)    | \$0         | (\$241,082)    | \$0         |
| Total - SANITATION HOUSEHOLD REFUSE            |       |   | \$44,299         | (\$183,774) | (\$233,225)    | \$49,451    | (\$241,082)    | \$337,985   |

# SHIRE OF BOYUP BROOK

## MONTHLY FINANCIAL REPORT

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |   | YTD COMPARATIVES<br>31 AUGUST 2024 |         | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |             | ADOPTED BUDGET<br>2024-2025 |             |
|---|---|------------------------------------|---------|---|-------------|-----------------------------|-------------|
| G/L   | JOB                                       | Budget                             | Actual  | Income  | Expenditure | Income                      | Expenditure |
| <b>EFFLUENT DRAINAGE SYSTEM</b>   |   |                                    |         |   |             |                             |             |
| <b>OPERATING EXPENDITURE</b>  |   |                                    |         |   |             |                             |             |
| 103100  | Septic Tank Inspection Expenses           | \$0                                | \$0     | \$0   | \$0         | \$0                         | \$200       |
| 103101  | Liquid Waste Disposal Site (Stanton Road) | \$0                                | \$652   | \$0   | \$652       | \$0                         | \$3,555     |
| <b>Sub Total - SEWERAGE OP/EXP</b>  |   | \$0                                | \$652   | \$0   | \$652       | \$0                         | \$3,755     |
| <b>OPERATING INCOME</b>   |   |                                    |         |   |             |                             |             |
| 103002  | Septic Licence Fees                       | (\$1,100)                          | (\$472) | (\$472)                                       | \$0         | (\$2,200)                   | \$0         |
| <b>Sub Total - SEWERAGE OP/INC</b>  |   | (\$1,100)                          | (\$472) | (\$472)                                       | \$0         | (\$2,200)                   | \$0         |
| <b>Total - SEWERAGE</b>   |   | (\$1,100)                          | \$180   | (\$472)                                       | \$652       | (\$2,200)                   | \$3,755     |
| <b>PROTECTION OF THE ENVIRONMENT</b>  |   |                                    |         |   |             |                             |             |
| <b>OPERATING EXPENDITURE</b>  |   |                                    |         |   |             |                             |             |
| 107100  | Landcare Expenses                         | \$0                                | \$0     | \$0   | \$0         | \$0                         | \$0         |
| <b>Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP</b>   |   | \$0                                | \$0     | \$0   | \$0         | \$0                         | \$0         |
| <b>OPERATING INCOME</b>   |   |                                    |         |   |             |                             |             |
| <b>Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC</b>   |   | \$0                                | \$0     | \$0   | \$0         | \$0                         | \$0         |
| <b>Total - PROTECTION OF THE ENVIRONMENT</b>  |   | \$0                                | \$0     | \$0   | \$0         | \$0                         | \$0         |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L      JOB                                 |                                  | Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme | YTD COMPARATIVES |          | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|--|----------------------------------|---|------------------|----------|----------------|-------------|----------------|-------------|
|  |                                  |   | 31 AUGUST 2024   |          | 31 AUGUST 2024 |             | 2024-2025      |             |
|  |                                  |   | Budget           | Actual   | Income         | Expenditure | Income         | Expenditure |
| TOWN PLANNING & REGIONAL DEVELOPMENT         |                                  |   |                  |          |                |             |                |             |
| OPERATING EXPENDITURE                        |                                  |   |                  |          |                |             |                |             |
| 105100                                       | Town Planning Admin & Control    |   | \$1,794          | \$4,734  | \$0            | \$4,734     | \$0            | \$35,191    |
| 105101                                       | Admin Allocation - Town Planning |   | \$6,206          | \$6,966  | \$0            | \$6,966     | \$0            | \$37,238    |
| Sub Total - TOWN PLAN & REG DEV OP/EXP       |                                  |   | \$8,000          | \$11,700 | \$0            | \$11,700    | \$0            | \$72,429    |
| OPERATING INCOME                             |                                  |   |                  |          |                |             |                |             |
| 105001                                       | Planning Application Fees        |   | (\$1,178)        | (\$294)  | (\$294)        | \$0         | (\$7,000)      | \$0         |
| Sub Total - TOWN PLAN & REG DEV OP/INC       |                                  |   | (\$1,178)        | (\$294)  | (\$294)        | \$0         | (\$7,000)      | \$0         |
| Total - TOWN PLANNING & REGIONAL DEVELOPMENT |                                  |   | \$6,822          | \$11,406 | (\$294)        | \$11,700    | (\$7,000)      | \$72,429    |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |       |  | YTD COMPARATIVES<br>31 AUGUST 2024 |             | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |             | ADOPTED BUDGET<br>2024-2025 |             |
|---|-------|--|------------------------------------|-------------|---|-------------|-----------------------------|-------------|
| G/L   | JOB   |  | Budget                             | Actual      | Income  | Expenditure | Income                      | Expenditure |
| <b>OTHER COMMUNITY AMENITIES</b>  |       |  |                                    |             |   |             |                             |             |
| <b>OPERATING EXPENDITURE</b>  |       |  |                                    |             |   |             |                             |             |
| 106101  |       | <b>Cemetery - Operation</b>                  | \$5,274                            | \$5,390     | \$0   | \$5,390     | \$0                         | \$0         |
| 106101  | B0420 | Cemetery - Operation                         |                                    | \$0         | \$0   | \$0         | \$0                         | \$30,998    |
| 106101  | B0421 | Niche Wall Plaques Operations                | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$2,718     |
| 106101  | G314  | Cemetery Grounds                             | \$2,418                            | \$0         | \$0   | \$0         | \$0                         | \$12,015    |
| 106102  |       | <b>Public Toilets - Operation</b>            |                                    | \$1,303     | \$0   | \$1,303     | \$0                         | \$0         |
| 106102  | B0450 | Toilets - Lions Park Costs                   | \$631                              | \$0         | \$0   | \$0         | \$0                         | \$3,686     |
| 106102  | B0451 | Toilets - Tourist Centre Costs               | \$776                              | \$0         | \$0   | \$0         | \$0                         | \$5,973     |
| 106102  | B0452 | Toilets - Town Hall (External) Costs         | \$811                              | \$0         | \$0   | \$0         | \$0                         | \$9,275     |
| 106102  | B0454 | Toilets - Tone Bridge Reserve Costs          | \$283                              | \$0         | \$0   | \$0         | \$0                         | \$1,701     |
| 106103  |       | Street Furniture                             | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$2,130     |
| 106150  |       | Admin Allocation - Other Community Amenities | \$3,119                            | \$3,501     | \$0   | \$3,501     | \$0                         | \$18,713    |
| 106151  |       | Admin Allocation - Cemetery                  | \$346                              | \$389       | \$0   | \$389       | \$0                         | \$2,079     |
| 106191  |       | Depreciation - Public Toilets                | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$1,010     |
| 106192  |       | Depreciation - Other Community Service's     | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$3,035     |
| <b>Sub Total - OTHER COMMUNITY AMENITIES OP/EXP</b>   |       |  | \$13,659                           | \$10,583    | \$0   | \$10,583    | \$0                         | \$93,333    |
| <b>OPERATING INCOME</b>   |       |  |                                    |             |   |             |                             |             |
| 106001  |       | Cemetery Burial Fees                         | (\$1,500)                          | (\$4,646)   | (\$4,646)                                     | \$0         | (\$1,500)                   | \$0         |
| 106002  |       | License/Other Fees BB Cemetery               | (\$460)                            | (\$2,661)   | (\$2,661)                                     | \$0         | (\$2,000)                   | \$0         |
| 106003  |       | Cemetery - Reservation Fees                  | \$0                                | (\$667)     | (\$667)                                       | \$0         | \$0                         | \$0         |
| 106004  |       | Niche Wall Fees                              | \$0                                | \$0         | \$0   | \$0         | (\$600)                     | \$0         |
| <b>Sub Total - OTHER COMMUNITY AMENITIES OP/INC</b>   |       |  | (\$1,960)                          | (\$7,974)   | (\$7,974)                                     | \$0         | (\$4,100)                   | \$0         |
| <b>Total - OTHER COMMUNITY AMENITIES</b>  |       |  | \$11,699                           | \$2,609     | (\$7,974)                                     | \$10,583    | (\$4,100)                   | \$93,333    |
| <b>Total - COMMUNITY AMENITIES</b>  |       |  | \$61,720                           | (\$169,579) | (\$241,965)                                   | \$72,386    | (\$254,382)                 | \$507,502   |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L      JOB                                    |                                 | Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme | YTD COMPARATIVES |          | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|---|---------------------------------|---|------------------|----------|----------------|-------------|----------------|-------------|
|   |                                 |   | 31 AUGUST 2024   |          | 31 AUGUST 2024 |             | 2024-2025      |             |
|   |                                 |   | Budget           | Actual   | Income         | Expenditure | Income         | Expenditure |
| PUBLIC HALL & CIVIC CENTRES                     |                                 |   |                  |          |                |             |                |             |
| OPERATING EXPENDITURE                           |                                 |   |                  |          |                |             |                |             |
| 111100  | Boyup Brook Hall - Operation    |   | \$10,337         | \$22,469 | \$0            | \$22,469    | \$0            | \$43,272    |
| 111102  | Halls - Other Public Halls      |   | \$3,205          | \$7,703  | \$0            | \$7,703     | \$0            | \$19,851    |
| 111150  | Admin Allocation - Public Halls |   | \$6,206          | \$6,966  | \$0            | \$6,966     | \$0            | \$37,238    |
| 111190  | Depreciation - Public Halls     |   | \$0              | \$0      | \$0            | \$0         | \$0            | \$51,384    |
| Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP |                                 |   | \$19,747         | \$37,138 | \$0            | \$37,138    | \$0            | \$151,745   |
| OPERATING INCOME                                |                                 |   |                  |          |                |             |                |             |
| 111001  | Hall Hire Fees                  |   | \$0              | \$0      | \$0            | \$0         | \$0            | \$0         |
| Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC |                                 |   | \$0              | \$0      | \$0            | \$0         | \$0            | \$0         |
| Total - PUBLIC HALL & CIVIC CENTRES             |                                 |   | \$19,747         | \$37,138 | \$0            | \$37,138    | \$0            | \$151,745   |

# SHIRE OF BOYUP BROOK

## MONTHLY FINANCIAL REPORT

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |       |  | YTD COMPARATIVES<br>31 AUGUST 2024 |                  | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |                 | ADOPTED BUDGET<br>2024-2025 |                  |
|---|-------|--|------------------------------------|------------------|---|-----------------|-----------------------------|------------------|
| G/L   | JOB   |  | Budget                             | Actual           | Income  | Expenditure     | Income                      | Expenditure      |
| <b>OTHER RECREATION &amp; SPORT</b>   |       |  |                                    |                  |   |                 |                             |                  |
| <b>OPERATING EXPENDITURE</b>  |       |  |                                    |                  |   |                 |                             |                  |
| 113100  |       | Recreation Complex                             | \$11,859                           | \$12,131         | \$0   | \$12,131        | \$0                         | \$102,052        |
| 113109  |       | Walk Trails                                    | \$0                                | \$0              | \$0   | \$0             | \$0                         | \$6,133          |
| 113110  |       | Townsite Gardens                               | \$18,819                           | \$4,032          | \$0   | \$4,032         | \$0                         | \$101,235        |
| 113112  |       | Reserves and Parks Operations                  | \$8,248                            | \$5,954          | \$0   | \$5,954         | \$0                         | \$65,042         |
| 113119  |       | <b>Other Recreation Facilities</b>             | \$4,907                            | \$7,818          | \$0   | \$7,818         |                             |                  |
| 113119  | B0595 | Pistol Club                                    |                                    |                  | \$0   | \$0             | \$0                         | \$600            |
| 113119  | B0600 | Skate Park Buildings & Ramps                   |                                    |                  | \$0   | \$0             | \$0                         | \$1,329          |
| 113119  | B0620 | Tone Bridge Country Club                       |                                    |                  | \$0   | \$0             | \$0                         | \$4,071          |
| 113119  | B0625 | Dinninup UBAS Complex Buildings                |                                    |                  | \$0   | \$0             | \$0                         | \$9,669          |
| 113119  | B0630 | Mayanup Progress Association Complex Buildings |                                    |                  | \$0   | \$0             | \$0                         | \$3,845          |
| 113119  | G306  | Dinninup UBAS Complex Grounds                  |                                    |                  | \$0   | \$0             | \$0                         | \$7,709          |
| 113119  | G307  | Mayanup Progress Association Grounds           |                                    |                  | \$0   | \$0             | \$0                         | \$386            |
| 113120  | B0605 | War Memorial                                   | \$838                              | \$249            | \$0   | \$249           | \$0                         | \$6,290          |
| 113150  |       | Admin Allocation - Other Recreation            | \$10,522                           | \$11,810         | \$0   | \$11,810        | \$0                         | \$63,134         |
| 113124  |       | Support for UBAS                               | \$0                                | \$0              | \$0   | \$0             | \$0                         | \$6,116          |
| 113122  |       | Support for ANZAC Day                          | \$0                                | \$0              | \$0   | \$0             | \$0                         | \$7,797          |
| 113125  |       | Support for Others                             | \$20,579                           | \$15,306         | \$0   | \$15,306        | \$0                         | \$131,369        |
| 113140  |       | Sundry Plant Items                             | \$0                                | \$0              | \$0   | \$0             | \$0                         | \$7,000          |
| 113190  |       | Depreciation - Other Recreation                | \$0                                | \$0              | \$0   | \$0             | \$0                         | \$220,420        |
| 113191  |       | Depreciation - Parks & Gardens                 | \$0                                | \$0              | \$0   | \$0             | \$0                         | \$50,030         |
| 113192  |       | Depreciation: Plant & Equipment                | \$0                                | \$0              | \$0   | \$0             | \$0                         | \$16,490         |
| <b>Sub Total - OTHER RECREATION &amp; SPORT OP/EXP</b>  |       |  | <b>\$75,772</b>                    | <b>\$57,300</b>  | <b>\$0</b>                                    | <b>\$57,300</b> | <b>\$0</b>                  | <b>\$810,717</b> |
| <b>OPERATING INCOME</b>   |       |  |                                    |                  |   |                 |                             |                  |
| 113003  |       | Rec Ground Use Hire Fees                       | \$0                                | (\$3,963)        | (\$3,963)                                     | \$0             | (\$3,500)                   | \$0              |
| 113002  |       | Reimbursements - Other Rec                     | \$0                                | (\$18)           | (\$18)  | \$0             | \$0                         | \$0              |
| 113005  |       | Operating Grants: State Government             | \$0                                | \$0              | \$0   | \$0             | \$0                         | \$0              |
| 113022  |       | Recreation - Capital Grants & Contributions    | \$0                                | \$0              | \$0   | \$0             | (\$1,716,000)               | \$0              |
| <b>Sub Total - OTHER RECREATION &amp; SPORT OP/INC</b>  |       |  | <b>\$0</b>                         | <b>(\$3,981)</b> | <b>(\$3,981)</b>                              | <b>\$0</b>      | <b>(\$1,719,500)</b>        | <b>\$0</b>       |
| <b>Total - OTHER RECREATION &amp; SPORT</b>   |       |  | <b>\$75,772</b>                    | <b>\$53,319</b>  | <b>(\$3,981)</b>                              | <b>\$57,300</b> | <b>(\$1,719,500)</b>        | <b>\$810,717</b> |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L JOB   |  | YTD COMPARATIVES<br>31 AUGUST 2024 |          | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |             | ADOPTED BUDGET<br>2024-2025 |             |
|---|--|------------------------------------|----------|---|-------------|-----------------------------|-------------|
|   |  | Budget                             | Actual   | Income  | Expenditure | Income                      | Expenditure |
| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |  |                                    |          |   |             |                             |             |
| <b>SWIMMING POOL</b>  |  |                                    |          |   |             |                             |             |
| <b>OPERATING EXPENDITURE</b>  |  |                                    |          |   |             |                             |             |
| 112100  | Swimming Pool & Gymnasium General Operations | \$6,009                            | \$2,956  | \$0   | \$2,956     | \$0                         | \$71,516    |
| 112101  | Swimming Pool Building Costs                 | \$10,337                           | \$3,946  | \$0   | \$3,946     | \$0                         | \$64,890    |
| 112102  | Swimming Pool Employee Costs                 | \$9,443                            | \$6,679  | \$0   | \$6,679     | \$0                         | \$93,439    |
| 112103  | Interest on Loan 114 - upgrade pool bowl     | \$1,371                            | \$940    | \$0   | \$940       | \$0                         | \$1,655     |
| 112104  | Swimming Pool Employee Superannuation        | \$773                              | \$195    | \$0   | \$195       | \$0                         | \$9,271     |
| 112106  | Pool Staff - Fringe Benefits Tax             | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$0         |
| 112108  | Gym Employee Costs                           | \$250                              | \$513    | \$0   | \$513       | \$0                         | \$3,000     |
| 112109  | Interest Paid Gym Lease                      | \$32                               | \$0      | \$0   | \$0         | \$0                         | \$190       |
| 112150  | Admin Allocation - Swimming Pool             | \$6,865                            | \$7,709  | \$0   | \$7,709     | \$0                         | \$41,207    |
| 112190  | Depreciation - Swimming Pool                 | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$17,740    |
| 112191  | Depreciation - Right of Use Asset P&E        |                                    |          | \$0   | \$0         | \$0                         | \$6,497     |
| <b>Sub Total - SWIMMING POOL OP/EXP</b>   |  | \$35,080                           | \$22,937 | \$0   | \$22,937    | \$0                         | \$309,405   |
| <b>OPERATING INCOME</b>   |  |                                    |          |   |             |                             |             |
| 112003  | Pool Daily Admission Fees                    | \$0                                | \$0      | \$0   | \$0         | (\$10,500)                  | \$0         |
| 112004  | Season Tickets Fees                          | \$0                                | \$0      | \$0   | \$0         | (\$19,300)                  | \$0         |
| 112005  | Pool Hire Fees                               | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$0         |
| 112006  | Gym Equipment Hire Fees                      | \$0                                | (\$615)  | (\$615)                                       | \$0         | (\$13,500)                  | \$0         |
| 112007  | Pool Teaching Programme Fees                 | \$0                                | \$0      | \$0   | \$0         | (\$5,000)                   | \$0         |
| 112008  | Vacation Swimming Passes                     | \$0                                | \$0      | \$0   | \$0         | (\$700)                     | \$0         |
| 112009  | Capital Grants and Contributions             | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$0         |
| <b>Sub Total - SWIMMING POOL OP/INC</b>   |  | \$0                                | (\$615)  | (\$615)                                       | \$0         | (\$49,000)                  | \$0         |
| <b>Total - SWIMMING POOL</b>  |  | \$35,080                           | \$22,321 | (\$615)                                       | \$22,937    | (\$49,000)                  | \$309,405   |



# SHIRE OF BOYUP BROOK

## MONTHLY FINANCIAL REPORT

|   |   | YTD COMPARATIVES |            | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|---|---|------------------|------------|----------------|-------------|----------------|-------------|
| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |   | 31 AUGUST 2024   |            | 31 AUGUST 2024 |             | 2024-2025      |             |
| G/L   | JOB   | Budget           | Actual     | Income         | Expenditure | Income         | Expenditure |
| <b>TELEVISION &amp; RADIO REBROADCASTING</b>  |   |                  |            |                |             |                |             |
| <b>OPERATING EXPENDITURE</b>  |   |                  |            |                |             |                |             |
| 114005  | Telecommunications Tower                                  | \$0              | \$0        | \$0            | \$0         | \$0            | \$5,383     |
| <b>Sub Total - TV &amp; RADIO REBROADCASTING OP/EXP</b>   |   | \$0              | \$0        | \$0            | \$0         | \$0            | \$5,383     |
| <b>OPERATING INCOME</b>   |   |                  |            |                |             |                |             |
| 114010  | Radio & Mobile Tower Site (Including NBN) Fees or Charges | (\$9,990)        | (\$10,241) | (\$10,241)     | \$0         | (\$9,990)      | \$0         |
| <b>Sub Total - TV &amp; RADIO REBROADCASTING OP/INC</b>   |   | (\$9,990)        | (\$10,241) | (\$10,241)     | \$0         | (\$9,990)      | \$0         |
| <b>Total - TV &amp; RADIO REBROADCASTING</b>  |   | (\$9,990)        | (\$10,241) | (\$10,241)     | \$0         | (\$9,990)      | \$5,383     |
| <b>LIBRARIES</b>  |   |                  |            |                |             |                |             |
| <b>OPERATING EXPENDITURE</b>  |   |                  |            |                |             |                |             |
| 115100  | Library Operations  | \$759            | \$11,343   | \$0            | \$11,343    | \$0            | \$47,718    |
| 115101  | State Library Grant Expenditure                           | \$0              | \$0        | \$0            | \$0         | \$0            | \$0         |
| 115150  | Admin Allocation - Libraries                              | \$17,075         | \$19,165   | \$0            | \$19,165    | \$0            | \$102,452   |
| <b>Sub Total - LIBRARIES OP/EXP</b>   |   | \$17,834         | \$30,508   | \$0            | \$30,508    | \$0            | \$150,170   |
| <b>OPERATING INCOME</b>   |   |                  |            |                |             |                |             |
| 115001  | State Library Grant Income                                | \$0              | \$0        | \$0            | \$0         | \$0            | \$0         |
| <b>Sub Total - LIBRARIES OP/INC</b>   |   | \$0              | \$0        | \$0            | \$0         | \$0            | \$0         |
| <b>Total - LIBRARIES</b>  |   | \$17,834         | \$30,508   | \$0            | \$30,508    | \$0            | \$150,170   |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L      JOB                     |   | Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme | YTD COMPARATIVES |           | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|----------------------------------|---|---|------------------|-----------|----------------|-------------|----------------|-------------|
|                                  |   |   | 31 AUGUST 2024   |           | 31 AUGUST 2024 |             | 2024-2025      |             |
|                                  |   |   | Budget           | Actual    | Income         | Expenditure | Income         | Expenditure |
| OTHER CULTURE                    |   |   |                  |           |                |             |                |             |
| OPERATING EXPENDITURE            |   |   |                  |           |                |             |                |             |
| 116100                           | Museum  |   | \$4,609          | \$3,813   | \$0            | \$3,813     | \$0            | \$16,481    |
| 116101                           | Craft Hut   |   | \$298            | \$787     | \$0            | \$787       | \$0            | \$3,869     |
| 116102                           | Support for Sandakan (Ceremony)                             |   | \$812            | \$60      | \$0            | \$60        | \$0            | \$12,107    |
| 116103                           | Other Culture - Community Expenses                          |   | \$2,340          | \$0       | \$0            | \$0         | \$0            | \$11,700    |
| 116150                           | Admin Allocated - Other Culture                             |   | \$3,119          | \$3,501   | \$0            | \$3,501     | \$0            | \$18,713    |
| 116190                           | Depreciation - Other Culture                                |   | \$0              | \$0       | \$0            | \$0         | \$0            | \$11,895    |
| Sub Total - OTHER CULTURE OP/EXP |   |   | \$11,178         | \$8,161   | \$0            | \$8,161     | \$0            | \$74,765    |
| OPERATING INCOME                 |   |   |                  |           |                |             |                |             |
| 116001                           | Reimbursements - Other Culture                              |   | \$0              | \$0       | \$0            | \$0         | \$0            | \$0         |
| 116002                           | Other Culture - Operating Grants, Subsidies & Contributions |   | \$0              | \$0       | \$0            | \$0         | \$0            | \$0         |
| Sub Total - OTHER CULTURE OP/INC |   |   | \$0              | \$0       | \$0            | \$0         | \$0            | \$0         |
| Total - OTHER CULTURE            |   |   | \$11,178         | \$8,161   | \$0            | \$8,161     | \$0            | \$74,765    |
| Total - RECREATION AND CULTURE   |   |   | \$149,622        | \$141,207 | (\$14,838)     | \$156,044   | (\$1,778,490)  | \$1,502,185 |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |  | YTD COMPARATIVES |             | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|---|--|------------------|-------------|----------------|-------------|----------------|-------------|
|   |  | 31 AUGUST 2024   |             | 31 AUGUST 2024 |             | 2024-2025      |             |
| G/L   | JOB  | Budget           | Actual      | Income         | Expenditure | 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         | \$0            | \$0         |
| <b>OPERATING INCOME</b>   |  |                  |             |                |             |                |             |
| 121001  | RRG Project Grants                               | \$0              | \$0         | \$0            | \$0         | (\$850,000)    | \$0         |
| 121002  | Grants Direct - State - MRD - (OP)               | (\$206,110)      | (\$251,051) | (\$251,051)    | \$0         | (\$206,110)    | \$0         |
| 121003  | Grants - Federal - Roads to Recovery Grant (Cap) | (\$21,877)       | \$0         | \$0            | \$0         | (\$546,917)    | \$0         |
| 121004  | Capital Grants Other & Road Contributions        | \$0              | \$0         | \$0            | \$0         | (\$448,746)    | \$0         |
| 121007  | Special Bridge Funding                           | \$0              | (\$362,499) | (\$362,499)    | \$0         | \$0            | \$0         |
| <b>Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC</b>  |  | (\$227,987)      | (\$613,550) | (\$613,550)    | \$0         | (\$2,051,773)  | \$0         |
| <b>Total - ST,RDS,BRIDGES,DEPOT - CONST</b>   |  | (\$227,987)      | (\$613,550) | (\$613,550)    | \$0         | (\$2,051,773)  | \$0         |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |        |  | YTD COMPARATIVES<br>31 AUGUST 2024 |                  | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |                  | ADOPTED BUDGET<br>2024-2025 |                    |
|---|--------|--|------------------------------------|------------------|---|------------------|-----------------------------|--------------------|
| G/L   | JOB    |  | Budget                             | Actual           | Income  | Expenditure      | Income                      | Expenditure        |
| <b>STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE</b>   |        |  |                                    |                  |   |                  |                             |                    |
| <b>OPERATING EXPENDITURE</b>  |        |  |                                    |                  |   |                  |                             |                    |
| 122100  | B0695  | Depot Building - Building Costs        | \$4,623                            | \$9,407          | \$0   | \$9,407          | \$0                         | \$51,123           |
| 122101  | OPSDPT | Depot General Operations               | \$1,558                            | \$947            | \$0   | \$947            | \$0                         | \$14,621           |
| 122103  |        | Road Maintenance & Repairs             | \$118,717                          | \$64,382         | \$0   | \$64,382         | \$0                         | \$443,974          |
| 122104  |        | Roads Vegetation Clearing Offset Costs | \$0                                | \$0              | \$0   | \$0              | \$0                         | \$1,000            |
| 122107  |        | Maintenance Grading                    | \$1,178                            | \$153            | \$0   | \$153            | \$0                         | \$184,092          |
| 122105  |        | Repairs & Maint - Bridges              | \$29,248                           | \$38,674         | \$0   | \$38,674         | \$0                         | \$412,850          |
| 122106  |        | Shire Radio Network Costs              | \$1                                | \$174            | \$0   | \$174            | \$0                         | \$2,821            |
| 122108  |        | Drains & Culverts                      | \$4,853                            | \$25,587         | \$0   | \$25,587         | \$0                         | \$91,050           |
| 122109  |        | Verge Pruning                          | \$1,613                            | \$4,476          | \$0   | \$4,476          | \$0                         | \$187,600          |
| 122110  |        | Verge Spraying                         | \$1,397                            | \$10,893         | \$0   | \$10,893         | \$0                         | \$23,480           |
| 122111  |        | Crossovers Maintenance                 | \$0                                | \$2,184          | \$0   | \$2,184          | \$0                         | \$4,078            |
| 122112  |        | Town Services Drainage                 | \$1,174                            | \$3,299          | \$0   | \$3,299          | \$0                         | \$4,755            |
| 122113  |        | Town Services - Footpaths              | \$0                                | \$0              | \$0   | \$0              | \$0                         | \$3,070            |
| 122114  |        | Town Services Road Repairs             | \$3,958                            | \$3,642          | \$0   | \$3,642          | \$0                         | \$21,350           |
| 122115  |        | Town Services - Tree Pruning           | \$9,136                            | \$101            | \$0   | \$101            | \$0                         | \$41,490           |
| 122116  |        | Street Lighting                        | \$2,621                            | \$2,644          | \$0   | \$2,644          | \$0                         | \$32,000           |
| 122117  |        | Traffic Signs                          | \$0                                | \$0              | \$0   | \$0              | \$0                         | \$5,707            |
| 122120  |        | Roman Road Data Pickup                 | \$8,950                            | \$8,385          | \$0   | \$8,385          | \$0                         | \$9,018            |
| 122121  |        | Town Services - Verge Spraying         | \$1,746                            | \$3,262          | \$0   | \$3,262          | \$0                         | \$25,906           |
| 122122  |        | Road Sweeping                          | \$0                                | \$0              | \$0   | \$0              | \$0                         | \$14,125           |
| 122123  |        | Emergency Services                     | \$10,045                           | \$8,960          | \$0   | \$8,960          | \$0                         | \$28,700           |
| 122126  |        | Streetscaping Expenses                 | \$29                               | \$0              | \$0   | \$0              | \$0                         | \$10,350           |
| 122127  |        | Consulting Engineer Expenses           | \$0                                | \$900            | \$0   | \$900            | \$0                         | \$50,000           |
| 122131  |        | Rural Street Addressing                | \$726                              | \$687            | \$0   | \$687            | \$0                         | \$3,141            |
| 122150  |        | Admin Allocated - Road Maintenance     | \$77,624                           | \$87,128         | \$0   | \$87,128         | \$0                         | \$465,763          |
| 122190  |        | Depreciation - Transport Other         | \$0                                | \$0              | \$0   | \$0              | \$0                         | \$21,375           |
| 122191  |        | Depreciation - Infrastructure          | \$0                                | \$0              | \$0   | \$0              | \$0                         | \$25,945           |
| 122192  |        | Depreciation Roads                     | \$0                                | \$0              | \$0   | \$0              | \$0                         | \$1,647,515        |
| 122193  |        | Depreciation - Bridges                 | \$0                                | \$0              | \$0   | \$0              | \$0                         | \$645,550          |
| 122194  |        | Depreciation - Footpaths               | \$0                                | \$0              | \$0   | \$0              | \$0                         | \$17,255           |
| 122195  |        | Depreciation - Drainage                | \$0                                | \$0              | \$0   | \$0              | \$0                         | \$271,780          |
| 123119  |        | Minor Equipment and Sundry Items       | \$0                                | \$2,681          | \$0   | \$2,681          | \$0                         | \$11,500           |
| <b>Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP</b>   |        |  | <b>\$279,198</b>                   | <b>\$278,564</b> | <b>\$0</b>                                    | <b>\$278,564</b> | <b>\$0</b>                  | <b>\$4,772,984</b> |

# SHIRE OF BOYUP BROOK

## MONTHLY FINANCIAL REPORT

|   |   | YTD COMPARATIVES |           | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|---|---|------------------|-----------|----------------|-------------|----------------|-------------|
| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |   | 31 AUGUST 2024   |           | 31 AUGUST 2024 |             | 2024-2025      |             |
| G/L   | JOB   | Budget           | Actual    | Income         | Expenditure | Income         | Expenditure |
| <b>OPERATING INCOME</b>   |   |                  |           |                |             |                |             |
| 122001  | Reimbursements - Roads Mtce                 | \$0              | (\$45)    | (\$45)         | \$0         | \$0            | \$0         |
| 122002  | Profit on Disposal of Assets                | \$0              | \$0       | \$0            | \$0         | \$0            | \$0         |
| 122003  | Sale of Old Materials and Minor Items       | \$0              | \$0       | \$0            | \$0         | \$0            | \$0         |
| <b>Sub Total - MTCE STREETS ROADS DEPOTS OP/INC</b>   |   | \$0              | (\$45)    | (\$45)         | \$0         | \$0            | \$0         |
| <b>Total - MTCE STREETS ROADS DEPOTS</b>  |   | \$279,198        | \$278,520 | (\$45)         | \$278,564   | \$0            | \$4,772,984 |
| <b>TRAFFIC CONTROL</b>  |   |                  |           |                |             |                |             |
| <b>OPERATING EXPENDITURE</b>  |   |                  |           |                |             |                |             |
| 125150  | Administration Allocated - Traffic Control  | \$23,281         | \$26,131  | \$0            | \$26,131    | \$0            | \$139,690   |
| <b>Sub Total - TRAFFIC CONTROL OP/EXP</b>   |   | \$23,281         | \$26,131  | \$0            | \$26,131    | \$0            | \$139,690   |
| <b>OPERATING INCOME</b>   |   |                  |           |                |             |                |             |
| 125001  | Licensing Service                           | (\$4,655)        | (\$5,374) | (\$5,374)      | \$0         | (\$29,000)     | \$0         |
| 125002  | Motor Vehicle Plates                        | \$0              | (\$122)   | (\$122)        | \$0         | (\$560)        | \$0         |
| 125005  | Sundry Receipts - Heavy Haulage Permits etc | (\$278)          | (\$198)   | (\$198)        | \$0         | (\$2,000)      | \$0         |
| <b>Sub Total - TRAFFIC CONTROL OP/INC</b>   |   | (\$4,933)        | (\$5,693) | (\$5,693)      | \$0         | (\$31,560)     | \$0         |
| <b>Total - TRAFFIC CONTROL</b>  |   | \$18,348         | \$20,438  | (\$5,693)      | \$26,131    | (\$31,560)     | \$139,690   |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |       |                                  | YTD COMPARATIVES<br>31 AUGUST 2024 |             | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |             | ADOPTED BUDGET<br>2024-2025 |             |
|---|-------|----------------------------------|------------------------------------|-------------|---|-------------|-----------------------------|-------------|
| G/L   | JOB   |                                  | Budget                             | Actual      | Income  | Expenditure | Income                      | Expenditure |
| <b>AERODROMES</b>   |       |                                  |                                    |             |   |             |                             |             |
| <b>OPERATING EXPENDITURE</b>  |       |                                  |                                    |             |   |             |                             |             |
| 126100  |       | <b>Airstrip Maintenance</b>      | \$10,276                           | \$508       | \$0   | \$508       |                             |             |
| 126100  | B0650 | Airstrip Building Operation      |                                    |             | \$0   | \$0         | \$0                         | \$1,052     |
| 126100  | B0652 | Airstrip Runway & Surrounds      |                                    |             | \$0   | \$0         | \$0                         | \$44,180    |
| 126190  |       | Depreciation - Airport           | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$22,730    |
| <b>Sub Total - AERODROMES OP/EXP</b>  |       |                                  | \$10,276                           | \$508       | \$0   | \$508       | \$0                         | \$67,962    |
| <b>OPERATING INCOME</b>   |       |                                  |                                    |             |   |             |                             |             |
| 126001  |       | Hire Charges - Hangar            | \$0                                | (\$182)     | (\$182)                                       | \$0         | \$0                         | \$0         |
| 126003  |       | Non-Operating Grants & Subsidies | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$0         |
| <b>Sub Total - AERODROMES OP/INC</b>  |       |                                  | \$0                                | (\$182)     | (\$182)                                       | \$0         | \$0                         | \$0         |
| <b>Total - AERODROMES</b>   |       |                                  | \$10,276                           | \$326       | (\$182)                                       | \$508       | \$0                         | \$67,962    |
| <b>Total - TRANSPORT</b>  |       |                                  | \$79,835                           | (\$314,267) | (\$619,470)                                   | \$305,203   | (\$2,083,333)               | \$4,980,636 |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L    JOB                                  |        | Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme | YTD COMPARATIVES |            | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|---|--------|---|------------------|------------|----------------|-------------|----------------|-------------|
|   |        |   | 31 AUGUST 2024   |            | 31 AUGUST 2024 |             | 2024-2025      |             |
|   |        |   | Budget           | Actual     | Income         | Expenditure | Income         | Expenditure |
| TOURISM AND AREA PROMOTION                  |        |   |                  |            |                |             |                |             |
| OPERATING EXPENDITURE                       |        |   |                  |            |                |             |                |             |
| 132110                                      |        | Tourist Bay   | \$0              | \$0        | \$0            | \$0         | \$0            | \$2,192     |
| 132103                                      |        | Community Development Officer   | \$6,442          | \$18,041   | \$0            | \$18,041    | \$0            | \$106,309   |
| 132104                                      |        | <b>Tourist Centre Operations</b>  | \$16,425         | \$4,812    | \$0            | \$4,812     | \$0            | \$25,000    |
| 132104                                      | B0660  | Tourist Centre Building   |                  |            | \$0            | \$0         | \$0            | \$28,838    |
| 132104                                      | G304   | Tourist Centre Grounds & Gardens  |                  |            | \$0            | \$0         | \$0            | \$21,732    |
| 132106                                      |        | Promotion Activities  | \$0              | \$0        | \$0            | \$0         | \$0            | \$17,750    |
| 132107                                      | OPFMIL | Flax Mill Complex General Operations  | \$8,232          | \$7,457    | \$0            | \$7,457     | \$0            | \$50,022    |
| 132108                                      |        | <b>Caravan Park/Flax Mill Complex Building Operation</b>  | \$18,057         | \$13,857   | \$0            | \$13,857    |                |             |
| 132108                                      | B0665  | Caravan Park Building Operations  |                  |            | \$0            | \$0         | \$0            | \$41,885    |
| 132108                                      | B0666  | Caravan Park Overflow Area  |                  |            | \$0            | \$0         | \$0            | \$14,480    |
| 132108                                      | B0667  | Flaxmill Building Operations  |                  |            | \$0            | \$0         | \$0            | \$20,896    |
| 132108                                      | B0669  | Country Music Festival  |                  |            | \$0            | \$0         | \$0            | \$17,798    |
| 132108                                      | B0670  | Flaxmill Storage Shed (Large)   |                  |            | \$0            | \$0         | \$0            | \$2,731     |
| 132108                                      | B0671  | Flaxmill Storage Shed (Open)  |                  |            | \$0            | \$0         | \$0            | \$1,360     |
| 132108                                      | G305   | Caravan Park/Flaxmill Grounds Maintenance   |                  |            | \$0            | \$0         | \$0            | \$13,163    |
| 132108                                      | G313   | Caravan Park Overflow Grounds Maint   |                  |            | \$0            | \$0         | \$0            | \$1,440     |
| 132111                                      |        | Carnaby Beetle Collection   | \$45             | \$50       | \$0            | \$50        | \$0            | \$90        |
| 132114                                      |        | Community Development Expenses  | \$0              | \$0        | \$0            | \$0         | \$0            | \$0         |
| 132116                                      |        | CDO Vehicle Op Costs GEN  | \$359            | \$0        | \$0            | \$0         | \$0            | \$2,000     |
| 132150                                      |        | Admin Allocated Tourism   | \$10,869         | \$12,199   | \$0            | \$12,199    | \$0            | \$65,214    |
| 132151                                      |        | Admin Allocated Caravan Pk  | \$3,119          | \$3,501    | \$0            | \$3,501     | \$0            | \$18,713    |
| 132190                                      |        | Depreciation - Tourism/Area Promotion   | \$0              | \$0        | \$0            | \$0         | \$0            | \$4,290     |
| 132191                                      |        | Depreciation - Caravan Pk/Flax  | \$0              | \$0        | \$0            | \$0         | \$0            | \$45,125    |
| Sub Total - TOURISM & AREA PROMOTION OP/EXP |        |   | \$63,548         | \$59,917   | \$0            | \$59,917    | \$0            | \$501,028   |
| OPERATING INCOME                            |        |   |                  |            |                |             |                |             |
| 132002                                      |        | Caravan Park & Complex Fees & Charges   | (\$7,880)        | (\$7,470)  | (\$7,470)      | \$0         | (\$85,000)     | \$0         |
| 132003                                      |        | Flax Mill Sheds Storage Charges   | (\$1,607)        | (\$2,979)  | (\$2,979)      | \$0         | (\$12,000)     | \$0         |
| 132006                                      |        | Event - Reimbursements  | \$0              | \$0        | \$0            | \$0         | \$0            | \$0         |
| 132007                                      |        | Other Income  | \$0              | (\$610)    | (\$610)        | \$0         | \$0            | \$0         |
| 132010                                      |        | Non-Operating Grants, Subsidies & Contributions   | \$0              | \$0        | \$0            | \$0         | \$0            | \$0         |
| Sub Total - TOURISM & AREA PROMOTION OP/INC |        |   | (\$9,486)        | (\$11,058) | (\$11,058)     | \$0         | (\$97,000)     | \$0         |
| Total - TOURISM & AREA PROMOTION            |        |   | \$54,061         | \$48,859   | (\$11,058)     | \$59,917    | (\$97,000)     | \$501,028   |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L      JOB                        |   | Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme | YTD COMPARATIVES |           | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|-------------------------------------|---|---|------------------|-----------|----------------|-------------|----------------|-------------|
|                                     |   |   | 31 AUGUST 2024   |           | 31 AUGUST 2024 |             | 2024-2025      |             |
|                                     |   |   | Budget           | Actual    | Income         | Expenditure | Income         | Expenditure |
| BUILDING CONTROL                    |   |   |                  |           |                |             |                |             |
| OPERATING EXPENDITURE               |   |   |                  |           |                |             |                |             |
| 133100                              | Building Control                            |   | \$3,966          | \$3,058   | \$0            | \$3,058     | \$0            | \$23,795    |
| 133101                              | Building Control - Other Costs              |   | \$0              | \$1,894   | \$0            | \$1,894     | \$0            | \$3,150     |
| 133102                              | Building Control Superannuation             |   | \$456            | \$0       | \$0            | \$0         | \$0            | \$2,736     |
| 133103                              | Building Control - BMO                      |   | \$138            | \$0       | \$0            | \$0         | \$0            | \$4,548     |
| 133150                              | Admin Allocated - Building Control Expenses |   | \$3,119          | \$3,501   | \$0            | \$3,501     | \$0            | \$18,713    |
| Sub Total - BUILDING CONTROL OP/EXP |   |   | \$7,679          | \$8,452   | \$0            | \$8,452     | \$0            | \$52,942    |
| BUILDING CONTROL OP/INC             |   |   |                  |           |                |             |                |             |
| 133001                              | Building Licences (UFEE)                    |   | (\$1,807)        | (\$1,898) | (\$1,898)      | \$0         | (\$6,200)      | \$0         |
| 133002                              | BCITF Levy - Commission                     |   | (\$26)           | (\$17)    | (\$17)         | \$0         | (\$90)         | \$0         |
| 133003                              | Builders Services Levy - Commission         |   | (\$44)           | (\$25)    | (\$25)         | \$0         | (\$150)        | \$0         |
| Sub Total - BUILDING CONTROL OP/INC |   |   | (\$1,877)        | (\$1,939) | (\$1,939)      | \$0         | (\$6,440)      | \$0         |
| Total - BUILDING CONTROL            |   |   | \$5,802          | \$6,513   | (\$1,939)      | \$8,452     | (\$6,440)      | \$52,942    |



# SHIRE OF BOYUP BROOK

## MONTHLY FINANCIAL REPORT

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |  | YTD COMPARATIVES |           | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|---|--|------------------|-----------|----------------|-------------|----------------|-------------|
|   |  | 31 AUGUST 2024   |           | 31 AUGUST 2024 |             | 2024-2025      |             |
| G/L   | JOB  | Budget           | Actual    | Income         | Expenditure | Income         | Expenditure |
| <b>SALEYARDS &amp; MARKETS</b>  |  |                  |           |                |             |                |             |
| <b>OPERATING EXPENDITURE</b>  |  |                  |           |                |             |                |             |
| 134100  | Saleyards                                    | \$978            | \$957     | \$0            | \$957       | \$0            | \$11,840    |
| 134190  | Depreciation - Saleyards & Markets           | \$0              | \$0       | \$0            | \$0         | \$0            | \$113,345   |
| <b>Sub Total - SALEYARDS &amp; MARKETS OP/EXP</b>   |  | \$978            | \$957     | \$0            | \$957       | \$0            | \$125,185   |
| <b>OPERATING INCOME</b>   |  |                  |           |                |             |                |             |
| 134001  | Reimbursements - Saleyards                   | (\$720)          | (\$169)   | (\$169)        | \$0         | (\$1,800)      | \$0         |
| <b>Sub Total - SALEYARDS &amp; MARKETING OP/INC</b>   |  | (\$720)          | (\$169)   | (\$169)        | \$0         | (\$1,800)      | \$0         |
| <b>Total - SALEYARDS &amp; MARKETS</b>  |  | \$258            | \$788     | (\$169)        | \$957       | (\$1,800)      | \$125,185   |
| <b>OTHER ECONOMIC SERVICES</b>  |  |                  |           |                |             |                |             |
| <b>OPERATING EXPENDITURE</b>  |  |                  |           |                |             |                |             |
| 135100  | Standpipes Expenses                          | \$6,782          | \$889     | \$0            | \$889       | \$0            | \$42,196    |
| 135102  | Economic Development Projects                | \$0              | \$0       | \$0            | \$0         | \$0            | \$7,500     |
| 135103  | Country Music Festival Expenses              | \$0              | \$2,500   | \$0            | \$2,500     | \$0            | \$14,326    |
| 135105  | Abel Street Shop                             | \$935            | \$1,506   | \$0            | \$1,506     | \$0            | \$12,481    |
| 135150  | Admin Allocated - Other Economic Development | \$3,119          | \$3,501   | \$0            | \$3,501     | \$0            | \$18,713    |
| 135190  | Depreciation - Develop/Facilities            | \$0              | \$0       | \$0            | \$0         | \$0            | \$3,865     |
| <b>Sub Total - OTHER ECONOMIC SERVICES OP/EXP</b>   |  | \$10,836         | \$8,396   | \$0            | \$8,396     | \$0            | \$99,081    |
| <b>OPERATING INCOME</b>   |  |                  |           |                |             |                |             |
| 135001  | Standpipe Water                              | (\$1,412)        | (\$1,510) | (\$1,510)      | \$0         | (\$40,000)     | \$0         |
| 135005  | Abel Street Shop Rental                      | (\$2,600)        | (\$2,673) | (\$2,673)      | \$0         | (\$15,600)     | \$0         |
| <b>Sub Total - OTHER ECONOMIC SERVICES OP/INC</b>   |  | (\$4,012)        | (\$4,183) | (\$4,183)      | \$0         | (\$55,600)     | \$0         |
| <b>Total - OTHER ECONOMIC SERVICES</b>  |  | \$6,824          | \$4,213   | (\$4,183)      | \$8,396     | (\$55,600)     | \$99,081    |
| <b>Total - ECONOMIC SERVICES</b>  |  | \$66,945         | \$60,372  | (\$17,350)     | \$77,722    | (\$160,840)    | \$778,236   |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L    JOB  |                                | YTD COMPARATIVES<br>31 AUGUST 2024 |        | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |             | ADOPTED BUDGET<br>2024-2025 |             |
|---|--------------------------------|------------------------------------|--------|---|-------------|-----------------------------|-------------|
|   |                                | Budget                             | Actual | Income  | Expenditure | Income                      | Expenditure |
| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |                                |                                    |        |   |             |                             |             |
| <b>PRIVATE WORKS</b>  |                                |                                    |        |   |             |                             |             |
| <b>OPERATING EXPENDITURE</b>  |                                |                                    |        |   |             |                             |             |
| 141100  | Private Works - Costs          | \$1,163                            | \$0    | \$0   | \$0         | \$0                         | \$3,035     |
| <b>Sub Total - PRIVATE WORKS OP/EXP</b>   |                                | \$1,163                            | \$0    | \$0   | \$0         | \$0                         | \$3,035     |
| <b>OPERATING INCOME</b>   |                                |                                    |        |   |             |                             |             |
| 141001  | Private Works - Recoup Charges | (\$1,294)                          | \$0    | \$0   | \$0         | (\$3,035)                   | \$0         |
| <b>Sub Total - PRIVATE WORKS OP/INC</b>   |                                | (\$1,294)                          | \$0    | \$0   | \$0         | (\$3,035)                   | \$0         |
| <b>Total - PRIVATE WORKS</b>  |                                | (\$131)                            | \$0    | \$0   | \$0         | (\$3,035)                   | \$3,035     |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |  | YTD COMPARATIVES |             | CURRENT YEAR |             | ADOPTED BUDGET |               |
|---|--|------------------|-------------|--------------|-------------|----------------|---------------|
|   |  | 31 AUGUST 2024   |             | YTD ACTUALS  |             | 2024-2025      |               |
| G/L   | JOB                                    | Budget           | Actual      | Income       | Expenditure | Income         | Expenditure   |
| <b>PUBLIC WORKS OVERHEADS</b>   |  |                  |             |              |             |                |               |
| <b>OPERATING EXPENDITURE</b>  |  |                  |             |              |             |                |               |
| 143100  | Supervision                            | \$31,326         | \$73,942    | \$0          | \$73,942    | \$0            | \$334,682     |
| 143101  | Consultant Engineer                    | \$0              | \$0         | \$0          | \$0         | \$0            | \$0           |
| 143102  | Works Manager Vehicle Op Costs         | \$339            | \$1,015     | \$0          | \$1,015     | \$0            | \$2,380       |
| 143103  | FBT Works Staff                        | \$0              | \$1,742     | \$0          | \$1,742     | \$0            | \$4,500       |
| 143104  | Insurance on Works                     | \$17,770         | \$14,526    | \$0          | \$14,526    | \$0            | \$35,540      |
| 143105  | Superannuation of Workmen              | \$25,861         | \$31,855    | \$0          | \$31,855    | \$0            | \$185,652     |
| 143106  | PWOH Leave - Depot                     | \$30,878         | \$15,624    | \$0          | \$15,624    | \$0            | \$288,309     |
| 143107  | Protective Clothing                    | \$0              | \$618       | \$0          | \$618       | \$0            | \$8,000       |
| 143108  | Uniforms                               | \$375            | \$0         | \$0          | \$0         | \$0            | \$1,500       |
| 143109  | Training & Meeting Expenses            | \$3,819          | \$6,831     | \$0          | \$6,831     | \$0            | \$50,850      |
| 143110  | Occupational Health & Safety           | \$757            | \$6,264     | \$0          | \$6,264     | \$0            | \$66,440      |
| 143111  | Other Expenses                         | \$0              | \$406       | \$0          | \$406       | \$0            | \$1,315       |
| 143113  | Waste Oil Disposal Costs               | \$0              | \$0         | \$0          | \$0         | \$0            | \$20          |
| 143115  | Provision for Leave Accruals           | \$0              | \$0         | \$0          | \$0         | \$0            | \$9,780       |
| 143116  | Conferences and Training Courses (MOW) | \$0              | \$0         | \$0          | \$0         | \$0            | \$2,500       |
| 143117  | Works Manager Housing                  | \$0              | \$0         | \$0          | \$0         | \$0            | \$0           |
| 143150  | Admin Allocated - Works Overhead       | \$6,206          | \$6,966     | \$0          | \$6,966     | \$0            | \$37,238      |
| 143180  | LESS PWOH ALLOCATED - PROJECTS         | (\$117,331)      | (\$145,547) | \$0          | (\$145,547) | \$0            | (\$1,028,706) |
| <b>Sub Total - PUBLIC WORKS O/HEADS OP/EXP</b>  |  | \$0              | \$14,242    | \$0          | \$14,242    | \$0            | \$0           |
| <b>OPERATING INCOME</b>   |  |                  |             |              |             |                |               |
| 143001  | Workers Compensation Reimbursements    | \$0              | \$0         | \$0          | \$0         | \$0            | \$0           |
| <b>Sub Total - PUBLIC WORKS O/HEADS OP/INC</b>  |  | \$0              | \$0         | \$0          | \$0         | \$0            | \$0           |
| <b>Total - PUBLIC WORKS OVERHEADS</b>   |  | \$0              | \$14,242    | \$0          | \$14,242    | \$0            | \$0           |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |                               |  | YTD COMPARATIVES<br>31 AUGUST 2024 |             | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |             | ADOPTED BUDGET<br>2024-2025 |             |
|---|-------------------------------|--|------------------------------------|-------------|---|-------------|-----------------------------|-------------|
| G/L   | JOB                           |  | Budget                             | Actual      | Income  | Expenditure | Income                      | Expenditure |
| <b>PLANT OPERATIONS COSTS</b>   |                               |  |                                    |             |   |             |                             |             |
| <b>OPERATING EXPENDITURE</b>  |                               |  |                                    |             |   |             |                             |             |
| 144100  | Repair Wages                  |  | \$31,822                           | \$12,473    | \$0   | \$12,473    | \$0                         | \$105,265   |
| 144101  | Fuel & Oil                    |  | \$31,482                           | \$32,047    | \$0   | \$32,047    | \$0                         | \$265,000   |
| 144102  | Tyres & Tubes                 |  | \$1,120                            | \$345       | \$0   | \$345       | \$0                         | \$20,000    |
| 144103  | Parts and Repairs             |  | \$1,291                            | \$19,558    | \$0   | \$19,558    | \$0                         | \$112,285   |
| 144104  | Licenses                      |  | \$490                              | \$1,073     | \$0   | \$1,073     | \$0                         | \$9,800     |
| 144105  | Insurance                     |  | \$44,800                           | \$17,148    | \$0   | \$17,148    | \$0                         | \$44,800    |
| 144106  | Blades & Points               |  | \$770                              | \$0         | \$0   | \$0         | \$0                         | \$7,700     |
| 144107  | Expendable Tools              |  | \$1,500                            | \$2,122     | \$0   | \$2,122     | \$0                         | \$9,000     |
| 144110  | Superannuation - Mechanic     |  | \$3,237                            | \$1,980     | \$0   | \$1,980     | \$0                         | \$10,709    |
| 144150  | Admin Allocated POC           |  | \$1,859                            | \$2,086     | \$0   | \$2,086     | \$0                         | \$11,152    |
| 144190  | Depreciation - Plant          |  | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$231,075   |
| 144180  | LESS POC ALLOCATED - PROJECTS |  | (\$118,371)                        | (\$149,342) | \$0   | (\$149,342) | \$0                         | (\$826,786) |
| <b>Sub Total - PLANT OPERATIONS COSTS OP/EXP</b>  |                               |  | \$0                                | (\$60,511)  | \$0   | (\$60,511)  | \$0                         | \$0         |
| <b>OPERATING INCOME</b>   |                               |  |                                    |             |   |             |                             |             |
| 144001  | Diesel Rebate                 |  | (\$8,712)                          | (\$6,439)   | (\$6,439)                                     | \$0         | (\$40,000)                  | \$0         |
| 144002  | Reimbursements - Operating    |  | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$0         |
| <b>Sub Total - PLANT OPERATIONS COSTS OP/INC</b>  |                               |  | (\$8,712)                          | (\$6,439)   | (\$6,439)                                     | \$0         | (\$40,000)                  | \$0         |
| <b>Total - PLANT OPERATIONS COSTS</b>   |                               |  | (\$8,712)                          | (\$66,949)  | (\$6,439)                                     | (\$60,511)  | (\$40,000)                  | \$0         |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L      JOB                          |                                 | Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme | YTD COMPARATIVES |             | CURRENT YEAR   |             | ADOPTED BUDGET |               |
|---------------------------------------|---------------------------------|---|------------------|-------------|----------------|-------------|----------------|---------------|
|                                       |                                 |   | 31 AUGUST 2024   |             | 31 AUGUST 2024 |             | 2024-2025      |               |
|                                       |                                 |   | Budget           | Actual      | Income         | Expenditure | Income         | Expenditure   |
| SALARIES AND WAGES                    |                                 |   |                  |             |                |             |                |               |
| OPERATING EXPENDITURE                 |                                 |   |                  |             |                |             |                |               |
| 145100                                | Gross Total Salaries and Wages  |   | \$716,503        | \$792,023   | \$0            | \$792,023   | \$0            | \$4,299,189   |
| 145130                                | LESS SALS/WAGES ALLOCATED       |   | (\$716,503)      | (\$767,157) | \$0            | (\$767,157) | \$0            | (\$4,299,189) |
| 145101                                | Workers Compensation Expenses   |   | \$0              | \$16,284    | \$0            | \$16,284    | \$0            | \$0           |
| Sub Total - SALARIES AND WAGES OP/EXP |                                 |   | \$0              | \$41,150    | \$0            | \$41,150    | \$0            | \$0           |
| OPERATING INCOME                      |                                 |   |                  |             |                |             |                |               |
| 145001                                | Reimbursements - Administration |   | \$0              | \$0         | \$0            | \$0         | \$0            | \$0           |
| Sub Total - SALARIES AND WAGES OP/INC |                                 |   | \$0              | \$0         | \$0            | \$0         | \$0            | \$0           |
| Total - SALARIES AND WAGES            |                                 |   | \$0              | \$41,150    | \$0            | \$41,150    | \$0            | \$0           |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |   | YTD COMPARATIVES<br>31 AUGUST 2024 |             | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |             | ADOPTED BUDGET<br>2024-2025 |               |
|---|---|------------------------------------|-------------|---|-------------|-----------------------------|---------------|
|   |   | Budget                             | Actual      | Income  | Expenditure | Income                      | Expenditure   |
| G/L   | JOB   |                                    |             |   |             |                             |               |
| <b>ADMINISTRATION</b>   |   |                                    |             |   |             |                             |               |
| <b>OPERATING EXPENDITURE</b>  |   |                                    |             |   |             |                             |               |
| 146100  | Advertising                                   | \$384                              | \$1,977     | \$0   | \$1,977     | \$0                         | \$11,900      |
| 146101  | Audit Fees                                    | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$50,000      |
| 146102  | Bank Fees                                     | \$1,664                            | \$344       | \$0   | \$344       | \$0                         | \$7,500       |
| 146103  | <b>Administration Building Costs</b>          | \$18,688                           | \$18,866    | \$0   | \$18,866    |                             |               |
| 146103  | B0690 Admin Building Operations               |                                    |             | \$0   | \$0         | \$0                         | \$73,584      |
| 146103  | G308 Admin Building Gardens Maintenance       |                                    |             | \$0   | \$0         | \$0                         | \$10,359      |
| 146105  | Administration Staff Employee Costs           | \$325,740                          | \$164,416   | \$0   | \$164,416   | \$0                         | \$972,644     |
| 146106  | Consultants                                   | \$8,035                            | \$12,805    | \$0   | \$12,805    | \$0                         | \$162,035     |
| 146108  | Insurance                                     | \$8,444                            | \$8,374     | \$0   | \$8,374     | \$0                         | \$16,888      |
| 146109  | Legal Expenses                                | \$6,170                            | \$0         | \$0   | \$0         | \$0                         | \$25,000      |
| 146110  | IT System Operation & maintenance             | \$67,894                           | \$77,213    | \$0   | \$77,213    | \$0                         | \$234,544     |
| 146111  | Office Equipment Maintenance                  | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$5,000       |
| 146112  | Administration - Postage & Freight            | \$174                              | \$119       | \$0   | \$119       | \$0                         | \$5,500       |
| 146113  | Printing and Stationery                       | \$4,069                            | \$2,331     | \$0   | \$2,331     | \$0                         | \$12,700      |
| 146114  | Administration Vehicle Costs                  | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$800         |
| 146115  | Administration - Fringe Benefits Tax          | \$3,750                            | \$3,539     | \$0   | \$3,539     | \$0                         | \$15,000      |
| 146117  | Employers Indemnity Insurance                 | \$21,871                           | \$21,722    | \$0   | \$21,722    | \$0                         | \$43,742      |
| 146118  | Subscriptions                                 | \$12,163                           | \$12,289    | \$0   | \$12,289    | \$0                         | \$12,163      |
| 146119  | Administration Staff Housing                  | \$4,383                            | \$3,200     | \$0   | \$3,200     | \$0                         | \$22,082      |
| 146120  | Uniform Allowance                             | \$0                                | \$570       | \$0   | \$570       | \$0                         | \$3,000       |
| 146121  | Telephones                                    | \$1,083                            | \$432       | \$0   | \$432       | \$0                         | \$6,500       |
| 146122  | Minor Furniture & Equip under \$5,000         | \$1,600                            | \$1,106     | \$0   | \$1,106     | \$0                         | \$15,500      |
| 146123  | Conferences/Training/Professional Development | \$4,163                            | \$1,164     | \$0   | \$1,164     | \$0                         | \$17,500      |
| 146124  | Superannuation                                | \$17,689                           | \$19,482    | \$0   | \$19,482    | \$0                         | \$129,026     |
| 146126  | Employee (Packaging) Costs                    | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$725         |
| 146128  | Administration - OSH                          | \$200                              | \$3,656     | \$0   | \$3,656     | \$0                         | \$14,550      |
| 146130  | Administration - Bank Merchant Fees           | \$0                                | \$524       | \$0   | \$524       | \$0                         | \$0           |
| 146190  | Depreciation - Administration                 | \$0                                | \$0         | \$0   | \$0         | \$0                         | \$22,010      |
| 146150  | Less Administration Costs Alloc               | (\$508,165)                        | (\$353,605) | \$0   | (\$353,605) | \$0                         | (\$1,890,252) |
| <b>Sub Total - ADMINISTRATION OP/EXP</b>  |   | \$0                                | \$524       | \$0   | \$524       | \$0                         | \$0           |
| <b>OPERATING INCOME - ADMINISTRATION</b>  |   |                                    |             |   |             |                             |               |
| 146001  | Reimbursements - Administration               | \$0                                | \$0         | \$0   | \$0         | (\$500)                     | \$0           |
| <b>Sub Total - ADMINISTRATION OP/INC</b>  |   | \$0                                | \$0         | \$0   | \$0         | (\$500)                     | \$0           |
| <b>Total - ADMINISTRATION</b>   |   | \$0                                | \$524       | \$0   | \$524       | (\$500)                     | \$0           |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L      JOB                        |   | Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme | YTD COMPARATIVES |            | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|-------------------------------------|---|---|------------------|------------|----------------|-------------|----------------|-------------|
|                                     |   |   | 31 AUGUST 2024   |            | 31 AUGUST 2024 |             | 2024-2025      |             |
|                                     |   |   | Budget           | Actual     | Income         | Expenditure | Income         | Expenditure |
| UNCLASSIFIED                        |   |   |                  |            |                |             |                |             |
| OPERATING EXPENDITURE               |   |   |                  |            |                |             |                |             |
| 149001                              | Rylington Park Operational Expenses               |   | \$43,319         | \$43,345   | \$0            | \$43,345    | \$0            | \$232,006   |
| 149002                              | Rylington Park Asset Depreciation                 |   | \$0              | \$0        | \$0            | \$0         | \$0            | \$44,500    |
| 149005                              | Rylington Stock Program Expenses                  |   | \$42,950         | \$22,060   | \$0            | \$22,060    | \$0            | \$198,808   |
| 149006                              | Rylington Crop Program Expenses                   |   | \$34,098         | \$73,286   | \$0            | \$73,286    | \$0            | \$359,945   |
| 149007                              | Rylington Education Program Expenses              |   | \$15,991         | \$700      | \$0            | \$700       | \$0            | \$103,800   |
| 149008                              | Rylington Events Program Expenses                 |   | \$0              | \$3,440    | \$0            | \$3,440     | \$0            | \$23,600    |
| Sub Total - UNCLASSIFIED OP/EXP     |   |   | \$136,358        | \$142,830  | \$0            | \$142,830   | \$0            | \$962,659   |
| OPERATING INCOME                    |   |   |                  |            |                |             |                |             |
| 147100                              | Revaluation Profit on Local Govt House Unit Trust |   | \$0              | \$0        | \$0            | \$0         | \$0            | \$0         |
| 149104                              | Rylington Park Operating Grant Income             |   | \$0              | \$0        | \$0            | \$0         | \$0            | \$0         |
| 149105                              | Rylington Stock Program Income                    |   | (\$27,817)       | (\$48,006) | (\$48,006)     | \$0         | (\$424,446)    | \$0         |
| 149106                              | Rylington Crop Program Income                     |   | \$0              | (\$550)    | (\$550)        | \$0         | (\$221,174)    | \$0         |
| 149107                              | Rylington Education Program Income                |   | (\$20,252)       | \$0        | \$0            | \$0         | (\$121,518)    | \$0         |
| 149108                              | Rylington Event Program Income                    |   | \$0              | (\$5,700)  | (\$5,700)      | \$0         | (\$22,560)     | \$0         |
| Sub Total - UNCLASSIFIED OP/INC     |   |   | (\$48,069)       | (\$59,726) | (\$59,726)     | \$0         | (\$789,698)    | \$0         |
| Total - UNCLASSIFIED                |   |   | \$88,289         | \$83,105   | (\$59,726)     | \$142,830   | (\$789,698)    | \$962,659   |
| Total - OTHER PROPERTY AND SERVICES |   |   | \$79,446         | \$72,071   | (\$66,165)     | \$138,236   | (\$833,233)    | \$965,694   |

# SHIRE OF BOYUP BROOK

## MONTHLY FINANCIAL REPORT

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |                                   | YTD COMPARATIVES<br>31 AUGUST 2024 |               | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |             | ADOPTED BUDGET<br>2024-2025 |             |
|---|-----------------------------------|------------------------------------|---------------|---|-------------|-----------------------------|-------------|
| G/L   | JOB                               | Budget                             | Actual        | Income  | Expenditure | Income                      | Expenditure |
| <b>TRANSFERS TO/FROM RESERVES</b>   |                                   |                                    |               |   |             |                             |             |
| <b>EXPENDITURE</b>  |                                   |                                    |               |   |             |                             |             |
| 300101  | Transfer to Reserves              | \$12,500                           | \$366,438     | \$0   | \$366,438   | \$0                         | \$421,000   |
| <b>Sub Total - TRANSFER TO OTHER COUNCIL FUNDS</b>  |                                   | \$12,500                           | \$366,438     | \$0   | \$366,438   | \$0                         | \$421,000   |
| <b>INCOME</b>   |                                   |                                    |               |   |             |                             |             |
| 300102  | Transfer from Reserves            | \$0                                | \$0           | \$0   | \$0         | (\$1,034,000)               | \$0         |
| <b>Total - TRANSFER FROM OTHER COUNCIL FUNDS</b>  |                                   | \$0                                | \$0           | \$0   | \$0         | (\$1,034,000)               | \$0         |
| <b>Total - FUND TRANSFER</b>  |                                   | \$12,500                           | \$366,438     | \$0   | \$366,438   | (\$1,034,000)               | \$421,000   |
| 000000 (Surplus) / Deficit - Carried Forward  |                                   | (\$3,600,000)                      | (\$3,696,847) | (\$3,696,847)                                 | \$0         | (\$3,600,000)               | \$0         |
| <b>Sub Total - SURPLUS C/FWD</b>  |                                   | (\$3,600,000)                      | (\$3,696,847) | (\$3,696,847)                                 | \$0         | (\$3,600,000)               | \$0         |
| <b>Total - SURPLUS</b>  |                                   | (\$3,600,000)                      | (\$3,696,847) | (\$3,696,847)                                 | \$0         | (\$3,600,000)               | \$0         |
| <b>NEW LONG TERM LOANS</b>  |                                   |                                    |               |   |             |                             |             |
| <b>INCOME</b>   |                                   |                                    |               |   |             |                             |             |
| 132300  | New Loan - Caravan Park Ablutions | \$0                                | \$0           | \$0   | \$0         | \$0                         | \$0         |
| <b>Sub Total - LONG TERM LOANS</b>  |                                   | \$0                                | \$0           | \$0   | \$0         | \$0                         | \$0         |
| <b>Total - DEFERRED ASSETS</b>  |                                   | \$0                                | \$0           | \$0   | \$0         | \$0                         | \$0         |



**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L      JOB  |                                       | YTD COMPARATIVES<br>31 AUGUST 2024 |         | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |             | ADOPTED BUDGET<br>2024-2025 |             |
|---|---------------------------------------|------------------------------------|---------|---|-------------|-----------------------------|-------------|
|   |                                       | Budget                             | Actual  | Income  | Expenditure | Income                      | Expenditure |
| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |                                       |                                    |         |   |             |                             |             |
| <b>LOANS &amp; FINANCE LEASES - PRINCIPAL REPAYMENTS</b>  |                                       |                                    |         |   |             |                             |             |
| <b>CAPITAL EXPENDITURE</b>  |                                       |                                    |         |   |             |                             |             |
| 146800  | Principal Repayment on Loans          | \$7,636                            | \$7,636 | \$0   | \$7,636     | \$0                         | \$24,014    |
| 146801  | Principal Repayments - Finance Leases | \$5,042                            | \$0     | \$0   | \$0         | \$0                         | \$15,241    |
| <b>Sub Total - LOAN REPAYMENTS</b>  |                                       | \$12,678                           | \$7,636 | \$0   | \$7,636     | \$0                         | \$39,255    |
| <b>CAPITAL INCOME</b>   |                                       |                                    |         |   |             |                             |             |
| <b>Sub Total - LOANS RAISED</b>   |                                       | \$0                                | \$0     | \$0   | \$0         | \$0                         | \$0         |
| <b>Total - NON CURRENT LIABILITIES</b>  |                                       | \$12,678                           | \$7,636 | \$0   | \$7,636     | \$0                         | \$39,255    |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L    JOB   |  | Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme | YTD COMPARATIVES |        | CURRENT YEAR |             | ADOPTED BUDGET |               |
|--|--|---|------------------|--------|--------------|-------------|----------------|---------------|
|  |  |   | 31 AUGUST 2024   |        | YTD ACTUALS  |             | 2024-2025      |               |
|  |  |   | Budget           | Actual | Income       | Expenditure | Income         | Expenditure   |
| OPERATING ACTIVITIES EXCLUDED FROM BUDGET            |  |   |                  |        |              |             |                |               |
| 000000 Depreciation Written Back                     |  |   | \$0              | \$0    | \$0          | \$0         | \$0            | (\$3,622,898) |
| 000000 Realisation Value of Assets Sold Written Back |  |   | \$0              | \$0    | \$0          | \$0         | \$0            | (\$282,000)   |
| 00000 Profit/Loss on Sale of Asset Written Back      |  |   | \$0              | \$0    | \$0          | \$0         | \$0            | \$0           |
| Movement in Accrued Interest on Loans                |  |   | \$0              | \$0    | \$0          | \$0         | \$0            | \$0           |
| Movement in Accrued Interest on investments          |  |   | \$0              | \$0    | \$0          | \$0         | \$0            | \$0           |
| Movement in Stock On Hand                            |  |   | \$0              | \$0    | \$0          | \$0         | \$0            | \$0           |
| Movement in Accrued Expenses                         |  |   |                  | \$0    | \$0          | \$0         | \$0            | \$0           |
| Movement in Accrued Wages                            |  |   | \$0              | \$0    | \$0          | \$0         | \$0            | \$0           |
| Movement in Employee Benefits (Current)              |  |   | \$0              | \$0    | \$0          | \$0         | \$0            | \$0           |
| Movement in LG House Unit Trust                      |  |   |                  |        | \$0          | \$0         | \$0            | \$0           |
| 000000 Long Service Leave - Non Cash                 |  |   | \$0              | \$0    | \$0          | \$0         | \$0            | (\$44,635)    |
| 000000 Deferred Pensioner Rates                      |  |   |                  | \$0    | \$0          | \$0         | \$0            | \$0           |
| Sub Total - OPERATING ACTIVITIES EXCLUDED            |  |   | \$0              | \$0    | \$0          | \$0         | \$0            | (\$3,949,533) |
| Total - OPERATING ACTIVITIES EXCLUDED                |  |   | \$0              | \$0    | \$0          | \$0         | \$0            | (\$3,949,533) |

# SHIRE OF BOYUP BROOK

## MONTHLY FINANCIAL REPORT

|   |  | YTD COMPARATIVES |        | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|---|--|------------------|--------|----------------|-------------|----------------|-------------|
| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |  | 31 AUGUST 2024   |        | 31 AUGUST 2024 |             | 2024-2025      |             |
| G/L   | JOB  | Budget           | Actual | Income         | Expenditure | Income         | Expenditure |
| <b>BUILDINGS</b>  |  |                  |        |                |             |                |             |
| <b>LAW ORDER AND PUBLIC SAFETY - CAPITAL EXPENDITURE</b>  |  |                  |        |                |             |                |             |
| 053401  | Other Law - Evaucation Centre Building Capital Expenditure |                  |        | \$0            | \$289       | \$0            | \$1,707,000 |
| <b>Sub Total - CAPITAL WORKS</b>  |  | \$0              | \$289  | \$0            | \$289       | \$0            | \$1,707,000 |
| <b>TOTAL - LAW ORDER AND PUBLIC SAFETY</b>  |  | \$0              | \$289  | \$0            | \$289       | \$0            | \$1,707,000 |
| <b>BUILDINGS</b>  |  |                  |        |                |             |                |             |
| <b>EDUCATION &amp; WELFARE</b>  |  |                  |        |                |             |                |             |
| <b>EXPENDITURE</b>  |  |                  |        |                |             |                |             |
| 081400  | Buildings - CRC Capital Renewal                            | \$0              | \$0    | \$0            | \$0         | \$0            | \$20,000    |
| 081401  | Buildings - Early Learning Centre Capital                  | \$0              | \$0    | \$0            | \$0         | \$0            | \$5,000     |
| <b>Sub Total - CAPITAL WORKS</b>  |  | \$0              | \$0    | \$0            | \$0         | \$0            | \$25,000    |
| <b>TOTAL - EDUCATION &amp; WELFARE</b>  |  | \$0              | \$0    | \$0            | \$0         | \$0            | \$25,000    |
| <b>LAND AND BUILDINGS</b>   |  |                  |        |                |             |                |             |
| <b>HOUSING</b>  |  |                  |        |                |             |                |             |
| <b>CAPITAL EXPENDITURE</b>  |  |                  |        |                |             |                |             |
| 091400  | 1 Rogers Avenue Building Capital Expenditure               | \$0              | \$0    | \$0            | \$0         | \$0            | \$10,000    |
| <b>Sub Total - CAPITAL WORKS</b>  |  | \$0              | \$0    | \$0            | \$0         | \$0            | \$10,000    |
| <b>Total - HOUSING</b>  |  | \$0              | \$0    | \$0            | \$0         | \$0            | \$10,000    |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |        |   | YTD COMPARATIVES<br>31 AUGUST 2024 |          | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |             | ADOPTED BUDGET<br>2024-2025 |             |
|---|--------|---|------------------------------------|----------|---|-------------|-----------------------------|-------------|
| G/L   | JOB    |   | Budget                             | Actual   | Income  | Expenditure | Income                      | Expenditure |
| <b>LAND AND BUILDINGS</b>   |        |   |                                    |          |   |             |                             |             |
| <b>RECREATION AND CULTURE</b>   |        |   |                                    |          |   |             |                             |             |
| <b>CAPITAL EXPENDITURE</b>  |        |   |                                    |          |   |             |                             |             |
| 111403  |        | <b>Town Hall - Building Upgrades &amp; Refurbishments</b> |                                    |          |   |             |                             |             |
| 111403  | BU1501 | Town Hall Building Capital Expenditure                    |                                    |          | \$0   | \$0         | \$0                         | \$75,000    |
| 112400  |        | <b>Swimming Pool Buildings Capital</b>                    |                                    |          |   |             |                             |             |
| 112400  | BC5500 | Swimming Pool Buildings Air Conditioning                  | \$0                                | \$6,247  | \$0   | \$6,247     | \$0                         | \$10,000    |
| 116400  |        | <b>Other Culture Buildings Capital Expenditure</b>        | \$0                                | \$0      |   |             |                             |             |
| 116400  | BR5052 | Craft Hut Capital Expenditure                             |                                    |          | \$0   | \$0         | \$0                         | \$14,000    |
| <b>Sub Total - CAPITAL WORKS</b>  |        |   | \$0                                | \$12,884 | \$0   | \$12,884    | \$0                         | \$99,000    |
| <b>Total - RECREATION AND CULTURE</b>   |        |   | \$0                                | \$12,884 | \$0   | \$12,884    | \$0                         | \$99,000    |
| <b>LAND AND BUILDINGS</b>   |        |   |                                    |          |   |             |                             |             |
| <b>ECONOMIC SERVICES</b>  |        |   |                                    |          |   |             |                             |             |
| <b>CAPITAL EXPENDITURE</b>  |        |   |                                    |          |   |             |                             |             |
| 132404  |        | <b>Flaxmill Buildings Capital Expenditure</b>             |                                    |          |   |             |                             |             |
| 132404  | BC5000 | Flaxmill Scrutching Shed                                  |                                    |          | \$0   | \$0         | \$0                         | \$16,200    |
| 132409  |        | Caravan Parks Buildings (Laundry, Ablutions etc)          | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$35,000    |
| <b>Sub Total - CAPITAL WORKS</b>  |        |   | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$51,200    |
| <b>Total - ECONOMIC SERVICES</b>  |        |   | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$51,200    |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L      JOB                        |   | Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme | YTD COMPARATIVES |          | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|-------------------------------------|---|---|------------------|----------|----------------|-------------|----------------|-------------|
|                                     |   |   | 31 AUGUST 2024   |          | 31 AUGUST 2024 |             | 2024-2025      |             |
|                                     |   |   | Budget           | Actual   | Income         | Expenditure | Income         | Expenditure |
| LAND AND BUILDINGS                  |   |   |                  |          |                |             |                |             |
| OTHER PROPERTY AND SERVICES         |   |   |                  |          |                |             |                |             |
| CAPITAL EXPENDITURE                 |   |   |                  |          |                |             |                |             |
| 146605                              | Administration Building Capital Expenditure |   | \$2,487          | \$2,686  | \$0            | \$2,686     | \$0            | \$57,733    |
| 149503                              | Rylington Park House Capital                |   | \$30,000         | \$25,512 | \$0            | \$25,512    | \$0            | \$30,000    |
| Sub Total - CAPITAL WORKS           |   |   | \$32,487         | \$28,198 | \$0            | \$28,198    | \$0            | \$87,733    |
| Total - OTHER PROPERTY AND SERVICES |   |   | \$32,487         | \$28,198 | \$0            | \$28,198    | \$0            | \$87,733    |
| Total - LAND AND BUILDINGS          |   |   | \$32,487         | \$42,334 | \$0            | \$42,334    | \$0            | \$1,979,933 |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L      JOB                      |                                     | Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme | YTD COMPARATIVES |           | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|-----------------------------------|-------------------------------------|---|------------------|-----------|----------------|-------------|----------------|-------------|
|                                   |                                     |   | 31 AUGUST 2024   |           | 31 AUGUST 2024 |             | 2024-2025      |             |
|                                   |                                     |   | Budget           | Actual    | Income         | Expenditure | Income         | Expenditure |
| PLANT AND EQUIPMENT               |                                     |   |                  |           |                |             |                |             |
| LAW ORDER & PUBLIC SAFETY         |                                     |   |                  |           |                |             |                |             |
| CAPITAL EXPENDITURE               |                                     |   |                  |           |                |             |                |             |
| 051600                            | ESL Plant & Equipment               |   | \$0              | \$0       | \$0            | \$0         | \$0            | \$45,090    |
| Sub Total - CAPITAL WORKS         |                                     |   | \$0              | \$0       | \$0            | \$0         | \$0            | \$45,090    |
| Total - LAW ORDER & PUBLIC SAFETY |                                     |   | \$0              | \$0       | \$0            | \$0         | \$0            | \$45,090    |
| PLANT AND EQUIPMENT               |                                     |   |                  |           |                |             |                |             |
| RECREATION AND CULTURE            |                                     |   |                  |           |                |             |                |             |
| CAPITAL EXPENDITURE               |                                     |   |                  |           |                |             |                |             |
| 112500                            | Swimming Pool - Plant & Equipment   |   | \$0              | \$0       | \$0            | \$0         | \$0            | \$22,696    |
| 113907                            | Plant & Equipment - Parks & Gardens |   | \$0              | \$0       | \$0            | \$0         | \$0            | \$32,600    |
| Sub Total - CAPITAL WORKS         |                                     |   | \$0              | \$0       | \$0            | \$0         | \$0            | \$55,296    |
| Total - RECREATION AND CULTURE    |                                     |   | \$0              | \$0       | \$0            | \$0         | \$0            | \$55,296    |
| PLANT AND EQUIPMENT               |                                     |   |                  |           |                |             |                |             |
| TRANSPORT                         |                                     |   |                  |           |                |             |                |             |
| CAPITAL EXPENDITURE               |                                     |   |                  |           |                |             |                |             |
| 123603                            | DWS - Fleet Vehicles                |   | \$70,000         | \$102,434 | \$0            | \$102,434   | \$0            | \$70,000    |
| 123610                            | Heavy Plant (Graders etc) Purchases |   | \$375,000        | \$375,359 | \$0            | \$375,359   | \$0            | \$375,000   |
| Sub Total - CAPITAL WORKS         |                                     |   | \$445,000        | \$477,794 | \$0            | \$477,794   | \$0            | \$445,000   |
| Total - TRANSPORT                 |                                     |   | \$445,000        | \$477,794 | \$0            | \$477,794   | \$0            | \$445,000   |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| G/L      JOB                      |                                  | Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme | YTD COMPARATIVES |           | CURRENT YEAR   |             | ADOPTED BUDGET |             |
|-----------------------------------|----------------------------------|---|------------------|-----------|----------------|-------------|----------------|-------------|
|                                   |                                  |   | 31 AUGUST 2024   |           | 31 AUGUST 2024 |             | 2024-2025      |             |
|                                   |                                  |   | Budget           | Actual    | Income         | Expenditure | Income         | Expenditure |
| PLANT AND EQUIPMENT               |                                  |   |                  |           |                |             |                |             |
| OTHER PROPERTY & SERVICES         |                                  |   |                  |           |                |             |                |             |
| CAPITAL EXPENDITURE               |                                  |   |                  |           |                |             |                |             |
| 146500                            | Pool Vehicle                     |   | \$45,000         | \$0       | \$0            | \$0         | \$0            | \$45,000    |
| 149502                            | Rylington Park Plant & Equipment |   | \$0              | \$0       | \$0            | \$0         | \$0            | \$30,000    |
| Sub Total - CAPITAL WORKS         |                                  |   | \$45,000         | \$0       | \$0            | \$0         | \$0            | \$75,000    |
| Total - OTHER PROPERTY & SERVICES |                                  |   | \$45,000         | \$0       | \$0            | \$0         | \$0            | \$75,000    |
| Total - PLANT AND EQUIPMENT       |                                  |   | \$490,000        | \$477,794 | \$0            | \$477,794   | \$0            | \$620,386   |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |        |  | YTD COMPARATIVES<br>31 AUGUST 2024 |           | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |             | ADOPTED BUDGET<br>2024-2025 |             |
|---|--------|--|------------------------------------|-----------|---|-------------|-----------------------------|-------------|
| G/L   | JOB    |  | Budget                             | Actual    | Income  | Expenditure | Income                      | Expenditure |
| <b>ROAD INFRASTRUCTURE CAPITAL</b>  |        |  |                                    |           |   |             |                             |             |
| <b>ROAD CONSTRUCTION</b>  |        |  |                                    |           |   |             |                             |             |
| 121403  |        | <b>ROADS TO RECOVERY PROJECTS</b>              |                                    |           |   |             |                             |             |
| 121403  | RTR009 | RTR - Six Mile Road                            | \$0                                | \$131     | \$0   | \$131       | \$0                         | \$276,467   |
| 121403  | RTR037 | RTR - Craigie Road                             | \$0                                | \$0       | \$0   | \$0         | \$0                         | \$270,450   |
| 121404  |        | <b>REGIONAL ROAD GROUP</b>                     |                                    |           |   |             |                             |             |
| 121404  | RRG148 | RRG Boyup Brook-Cranbrook Rd                   | \$0                                | \$241     | \$0   | \$241       | \$0                         | \$390,000   |
| 121404  | RRG210 | RRG Boyup Brook-Arthur River Rd                | \$0                                | \$241     | \$0   | \$241       | \$0                         | \$465,000   |
| 121404  | RRG004 | RRG Winnejup Road                              | \$0                                | \$1,399   | \$0   | \$1,399     | \$0                         | \$420,000   |
| 121400  |        | <b>MUNICIPAL ROAD PROJECTS</b>                 |                                    |           |   |             | \$0                         | \$0         |
| 121400  | MU501  | Muni - Gravel Pit Rehabilitation               | \$0                                | \$0       | \$0   | \$0         | \$0                         | \$20,000    |
| 121401  |        | Municipal Funded Gravel Sheeting Road Projects | \$0                                | \$0       | \$0   | \$0         | \$0                         | \$103,395   |
| 121410  |        | Municipal Funded - Winter Grading              | \$219,956                          | \$225,894 | \$0   | \$225,894   | \$0                         | \$488,789   |
| <b>Sub Total - CAPITAL WORKS</b>  |        |  | \$219,956                          | \$227,907 | \$0   | \$227,907   | \$0                         | \$2,434,101 |
| <b>Total - ROADS</b>  |        |  | \$219,956                          | \$227,907 | \$0   | \$227,907   | \$0                         | \$2,434,101 |
| <b>Total - INFRASTRUCTURE ASSETS ROADS</b>  |        |  | \$219,956                          | \$227,907 | \$0   | \$227,907   | \$0                         | \$2,434,101 |



# SHIRE OF BOYUP BROOK

## MONTHLY FINANCIAL REPORT

| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |        |   | YTD COMPARATIVES<br>31 AUGUST 2024 |          | CURRENT YEAR<br>YTD ACTUALS<br>31 AUGUST 2024 |             | ADOPTED BUDGET<br>2024-2025 |             |
|---|--------|---|------------------------------------|----------|---|-------------|-----------------------------|-------------|
| G/L   | JOB    |   | Budget                             | Actual   | Income  | Expenditure | Income                      | Expenditure |
| <b>FOOTPATHS</b>  |        |   |                                    |          |   |             |                             |             |
| 121700  | FP111  | Footpath Construction   | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$0         |
| 121702  |        | <b>Local Roads &amp; Community Infrastructure Footpath Construction</b> |                                    |          |   |             |                             |             |
| 121702  | LFC106 | LRCI - Abel St Footpath   | \$10,378                           | \$5,323  |   | \$5,323     | \$0                         | \$23,060    |
| 121702  | LFC107 | LRCI - Bridge St Footpath   | \$34,372                           | \$17,900 |   | \$17,900    | \$0                         | \$76,380    |
| 121702  | LFC109 | LRCI - Forrest St Footpath  | \$5,794                            | \$2,972  |   | \$2,972     | \$0                         | \$12,875    |
| 121702  | LFC111 | LRCI - Inglis St Footpath   | \$9,878                            | \$5,066  |   | \$5,066     | \$0                         | \$21,950    |
| 121702  | LFC114 | LRCI - Cailles St Footpath  | \$1,890                            | \$969    |   | \$969       | \$0                         | \$4,200     |
| 121702  | LFC115 | LRCI - Beatty St Footpath   | \$32,388                           | \$16,613 |   | \$16,613    | \$0                         | \$71,974    |
| 121702  | LFC123 | LRCI - Dickson St Footpath  | \$2,782                            | \$1,427  |   | \$1,427     | \$0                         | \$6,181     |
| <b>Sub Total - CAPITAL WORKS</b>  |        |   | \$97,482                           | \$50,270 | \$0   | \$50,270    | \$0                         | \$216,620   |
| <b>Total - TRANSPORT - FOOTPATHS</b>  |        |   | \$97,482                           | \$50,270 | \$0   | \$50,270    | \$0                         | \$216,620   |
| <b>Total - FOOTPATH ASSETS</b>  |        |   | \$97,482                           | \$50,270 | \$0   | \$50,270    | \$0                         | \$216,620   |
| <b>AIRPORT</b>  |        |   |                                    |          |   |             |                             |             |
| 126400  |        | Aerodrome Infrastructure  | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$70,000    |
| <b>Sub Total - CAPITAL WORKS</b>  |        |   | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$70,000    |
| <b>Total - TRANSPORT - AERODROMES</b>   |        |   | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$70,000    |
| <b>Total - AERODROME ASSETS</b>   |        |   | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$70,000    |
| <b>PARKS &amp; GARDENS INFRASTRUCTURE</b>   |        |   |                                    |          |   |             |                             |             |
| 113909  |        | <b>Parks &amp; Gardens Infrastructure</b>                               |                                    |          |   |             |                             |             |
| 113909  | PKS01  | Sandakan Playground Upgrade - Tallison                                  |                                    |          | \$0   | \$0         | \$0                         | \$1,966,000 |
| <b>Sub Total - CAPITAL WORKS</b>  |        |   | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$1,966,000 |
| <b>Total - OTHER SPORT &amp; RECREATION - PARKS &amp; OVALS</b>                                       |        |   | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$1,966,000 |
| <b>Total - PARKS &amp; OVALS ASSETS</b>   |        |   | \$0                                | \$0      | \$0   | \$0         | \$0                         | \$1,966,000 |

**SHIRE OF BOYUP BROOK**  
**MONTHLY FINANCIAL REPORT**

|   |                                      | YTD COMPARATIVES |               | CURRENT YEAR   |             | ADOPTED BUDGET |              |
|---|--------------------------------------|------------------|---------------|----------------|-------------|----------------|--------------|
| Details By Function Under The Following Program Titles<br>And Type Of Activities Within The Programme |                                      | 31 AUGUST 2024   |               | 31 AUGUST 2024 |             | 2024-2025      |              |
| G/L   | JOB                                  | Budget           | Actual        | Income         | Expenditure | Income         | Expenditure  |
| <b>INFRASTRUCTURE OTHER</b>   |                                      |                  |               |                |             |                |              |
| <b>COMMUNITY AMENITIES</b>  |                                      |                  |               |                |             |                |              |
| 107900  | LRC038 Cemetery Other Infrastructure | \$0              | \$18,930      | \$0            | \$18,930    | \$0            | \$457,331    |
| <b>Sub Total - CAPITAL WORKS</b>  |                                      | \$0              | \$18,930      | \$0            | \$18,930    | \$0            | \$457,331    |
| <b>Total - COMMUNITY AMENITIES</b>  |                                      | \$0              | \$18,930      | \$0            | \$18,930    | \$0            | \$457,331    |
| <b>INFRASTRUCTURE OTHER</b>   |                                      |                  |               |                |             |                |              |
| <b>ECONOMIC SERVICES</b>  |                                      |                  |               |                |             |                |              |
| 135402  | Standpipe Capital Expenditure        | \$0              | \$0           | \$0            | \$0         | \$0            | \$30,000     |
| <b>Sub Total - CAPITAL WORKS</b>  |                                      | \$0              | \$0           | \$0            | \$0         | \$0            | \$30,000     |
| <b>Total - ECONOMIC SERVICES</b>  |                                      | \$0              | \$0           | \$0            | \$0         | \$0            | \$30,000     |
| <b>Total - INFRASTRUCTURE ASSETS - OTHER</b>  |                                      | \$0              | \$18,930      | \$0            | \$18,930    | \$0            | \$487,331    |
| <b>GRAND TOTALS</b>   |                                      | (\$5,959,916)    | (\$6,362,789) | (\$8,968,613)  | \$2,605,824 | (\$16,973,451) | \$16,973,451 |

# I.T. DISASTER RECOVERY PLAN



Attachment 9.2.3A



[www.boyupbrook.wa.gov.au](http://www.boyupbrook.wa.gov.au)



## Authorisation

This plan has been prepared by Focus Networks and is authorised by:

---

Leonard Long  
Chief Executive Officer  
Shire of Boyup Brook

---

Carolyn Mallett  
Executive Manager Corporate and Community Services  
Shire of Boyup Brook



## Document Control

A proposal for amendment or change to this document will need to be detailed on a Change Request Form. If required, please contact:

Doug Cusens  
Focus Networks  
E-mail: [doug.cusens@focusnetworks.com.au](mailto:doug.cusens@focusnetworks.com.au)

| Date     | Version | Copies  | Author         |
|----------|---------|---|----------------|
| 13.1.23  | 0.1     | The previous document raised and redrafted                          | David Staeck   |
| 27.2.23  | 0.2     | Reviewed document   | Doug Cusens    |
| 19.12.23 | 0.3     | BIA exercise  | Bradley Parkes |
| 14.6.24  | 0.4     | Meeting to review BIA and IT DR Plan                                | Bradley Parkes |
| 14.6.24  | 0.5     | Updated job titles & key contacts and made amendments after meeting | Bradley Parkes |
| 14.6.24  | 0.6     | Sent to the client as a draft for review                            | Bradley Parkes |
| 14.6.24  | 1.0     | Final client version released                                       | Bradley Parkes |

## Distribution

The Executive Manager Corporate and Community Services controls the distribution of this plan.

| Title   | Office Location | Copies |
|---|-----------------|--------|
| Leonard Long – Chief Executive Officer                              | Boyup Brook     | 1      |
| Carolyn Mallet – Executive Manager Corporate and Community Services | Boyup Brook     | 1      |
| Focus Networks  | Victoria Park   | 1      |

## Table of Contents

|  |           |
|--|-----------|
| <b>Document Control .....</b>              | <b>3</b>  |
| <b>Distribution .....</b>                  | <b>4</b>  |
| <b>1.0 Activate This Plan .....</b>        | <b>7</b>  |
| 1.1 Authority to Activate this Plan.       |           |
| <b>2.0 Overview and Scope .....</b>        | <b>8</b>  |
| 2.1 Overview                               |           |
| 2.2 Aim                                    |           |
| 2.3 Objectives                             |           |
| 2.4 Recovery Time Requirements             |           |
| 2.5 Scope of Recovery                      |           |
| <b>3.0 Organisation .....</b>              | <b>12</b> |
| 3.1 The Crisis Management Team             |           |
| 3.2 The Management Team                    |           |
| 3.3 The Recovery Team                      |           |
| 3.4 The Facility Team                      |           |
| <b>4.0 Roles and Responsibilities.....</b> | <b>16</b> |
| 4.1 Management Team                        |           |
| 4.2 Recovery Team                          |           |
| 4.3 Facility Team                          |           |
| <b>5.0 Processes .....</b>                 | <b>19</b> |
| 5.1 Recovery Strategy                      |           |
| 5.2 Business Resumption                    |           |
| 5.3 Debriefing                             |           |
| 5.4 Maintain IT DR Plan Documentation      |           |
| 5.5 Command Centre Operations              |           |
| <b>6.0 Procedures .....</b>                | <b>27</b> |
| 6.1 Management Team                        |           |
| 6.2 Facility Team                          |           |
| 6.3 Recovery Team                          |           |
| <b>Appendix A – Contact List.....</b>      | <b>36</b> |

|   |           |
|---|-----------|
| <b>Appendix B – System Recovery Requirements.....</b>       | <b>38</b> |
| <b>Appendix C – Command Centre Details.....</b>             | <b>40</b> |
| <b>Appendix D – IT Recovery Procedures .....</b>            | <b>44</b> |
| <b>Appendix E – Event Log .....</b>                         | <b>47</b> |
| <b>Appendix F – Contacting Focus Networks .....</b>         | <b>48</b> |
| <b>Appendix G - Additional Information / Comments .....</b> | <b>49</b> |
| <b>Glossary .....</b>                                       | <b>50</b> |



## 1.0 Activate This Plan

**To activate this plan in the event of a natural disaster,  
turn to PART SIX (Procedures)**

### 1.1 Authority to Activate this Plan.

The Chief Executive Officer has the exclusive authority to activate this plan by declaring a disaster. The Executive Manager Corporate and Community Services may declare a disaster if this person is unavailable.

## 2.0 Overview and Scope

### 2.1 Overview

A disaster is an event that significantly reduces the ability of The Shire of Boyup Brook to provide regular services to its clients. Typically, an outage to the core IT systems of The Shire of Boyup Brook exceeding 24 hours is deemed to be a disaster.

This plan details the communications structure, roles and responsibilities of the Crisis Management Team (CMT).

The CMT is responsible for managing the rapid and orderly resumption of core systems in The Shire of Boyup Brook in the event of a disaster. Consequently, the members of the CMT must have the appropriate authority and skills to accomplish their assigned tasks.

While they might sometimes be significant, IT hardware and software problems will be resolved through standard problem-resolution methods. A typical disaster involves an unscheduled event that causes the primary site to be inaccessible for an indefinite period. A disaster declaration begins the formal disaster recovery process outlined in this document.

### 2.2 Aim

This plan aims to set out the mitigation, preparation, warning, response and business continuity arrangements for the core IT systems of The Shire of Boyup Brook, which Focus Networks support at Unit 5, 443 Albany Hwy, Victoria Park, WA.

As described in section 5.3, continual review and change of this plan will occur annually – or with significant business change - to improve existing resilience against damage to the business in the event of an actual disaster or outage.

## 2.3 Objectives

The objective is to provide restoration and continuation of the core IT systems for The Shire of Boyup Brook when a disaster occurs. This is accomplished by developing and maintaining a detailed Disaster Recovery Plan (DRP) that will organize and govern a disaster recovery operation. The DRP must:

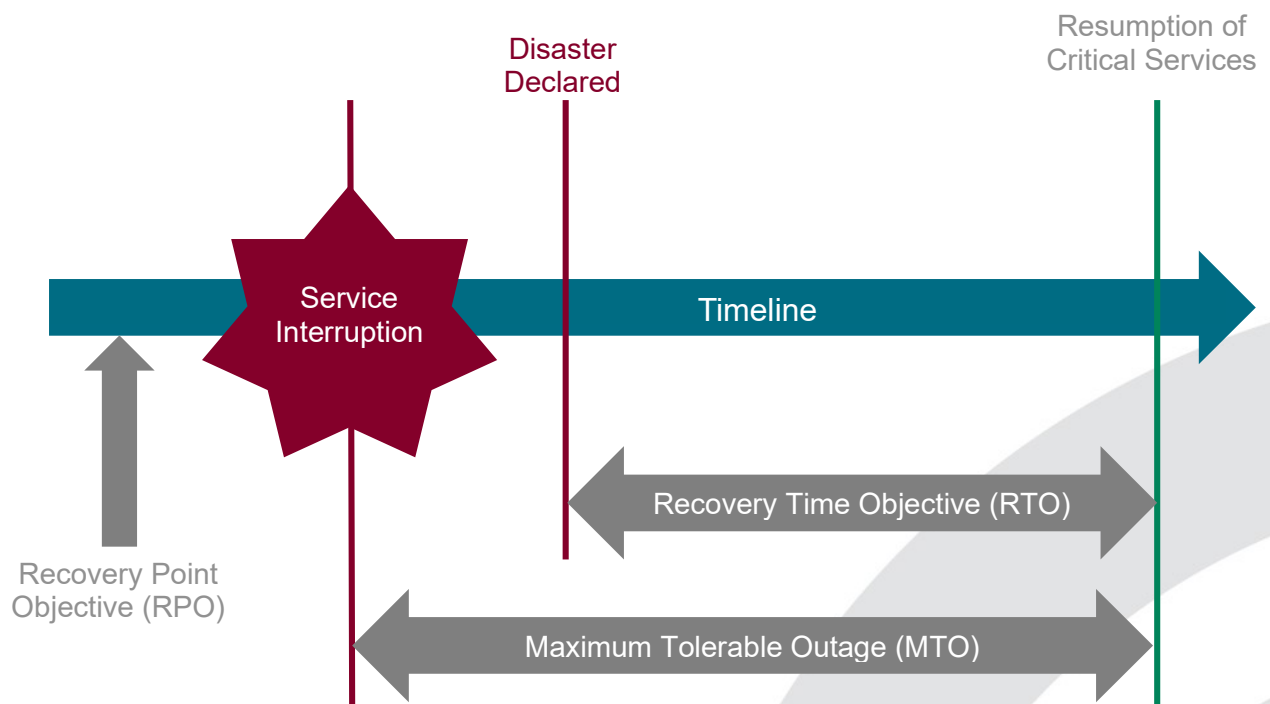
- Provide the information and procedures necessary to.
  - respond to an occurrence,
  - notify personnel,
  - assemble recovery teams,
  - recover data, and,
  - resume processing at the current or alternate site as soon as possible after a disaster has been declared.
- Create a disaster recovery structure strong enough to guide all interrelated groups, yet flexible enough to allow The Shire of Boyup Brook staff and teams to respond to whatever type of disaster may occur,
- Identify those activities necessary to resume full services at the reconstructed disaster site or new permanent facility,
- Establish a return to a “business as usual” environment.

**NOTE:** Availability of backup data is critical to the success of disaster recovery. Backup and restore processes that include scheduling data management, off-site storage, and data restorations are day-to-day processes covered in operating procedure manuals. Good practices are assumed, as is the availability of backup media that can be readily restored.

## 2.4 Recovery Time Requirements

The following requirements are a result of the Business Impact Analysis (BIA) process, which forms part of The Shire of Boyup Brook business continuity program.

- **Recovery Point Objective (RPO).** The recovery point objective is the worst data loss that The Shire of Boyup Brook is willing to accept. In other words, this is the point from which recovery of lost data must take place.
- **Recovery Time Objective (RTO).** The Recovery Time Objective is the time taken to recover the in-scope services for The Shire of Boyup Brook from disaster declaration to the point where the recovered infrastructure is handed over to The Shire of Boyup Brook business as usual.
- **Maximum Tolerable Outage (MTO).** The maximum tolerable outage is the amount of time The Shire of Boyup Brook's critical business functions may be unavailable before The Shire of Boyup Brook's business operations is severely impacted. The MTO encompasses all activities from point of impact to point of recovery completion (as described in Section 5.1).



## 2.5 Scope of Recovery

This plan is devised to address a significant outage of the core IT infrastructure at The Shire of Boyup Brook and will therefore only cover Information Technology and Telecommunication (IT&T) Services.

### 2.5.1 Exclusions

- This DRP does not address the recovery of non-IT related Shire of Boyup Brook business operations during a disaster, such as manual fallback procedures, and/or resynchronisation of business processes. Responsibility for this resides within the relevant groups within The Shire of Boyup Brook.
- Any development or test environments.
- Any disaster affecting a greater area than The Shire of Boyup Brook office location.
- All standard exclusions, such as Core Application maintenance & telecommunication maintenance.
- While ordering stock to aid in recovery is the responsibility of Focus Networks, there may be delays in shipping and delivery that are uncontrollable.

### 2.5.2 Recovery Validation

- Post-recovery, system health checks are performed by Focus Networks.
- Validation checks are performed by business representatives.

### 2.5.3 General Exclusions

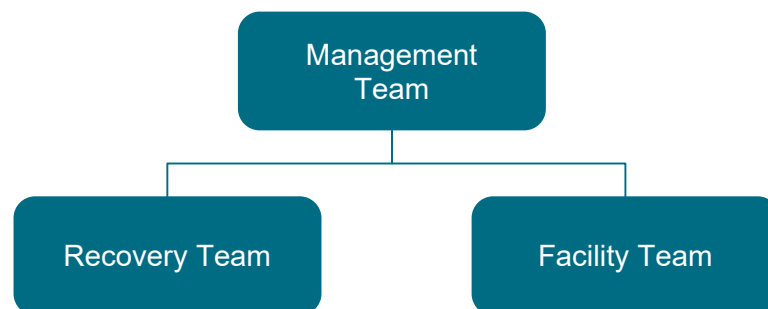
- A disaster of such magnitude that there are not enough personnel to resource the recovery to meet The Shire of Boyup Brook's objectives.

## 3.0 Organisation

### 3.1 The Crisis Management Team

The Crisis Management Team (“CMT”) includes 2 sub-teams responsible for the successful execution of the IT DR Plan. These teams are:

- **The Management Team** – responsible for managing the recovery, and communicating with vendors, key clients, stakeholders and The Shire of Boyup Brook senior management. This team is also responsible for the ongoing recovery program and for keeping this plan current during a disaster.
- **The Recovery Team** – Responsible for restoring computing services at alternate facilities. The Recovery Team will also restore computing service at the restored original facilities, if available.
- **The Facility Team** – is responsible for damage assessment, damage mitigation, salvage, and the physical restoration of the office environment.

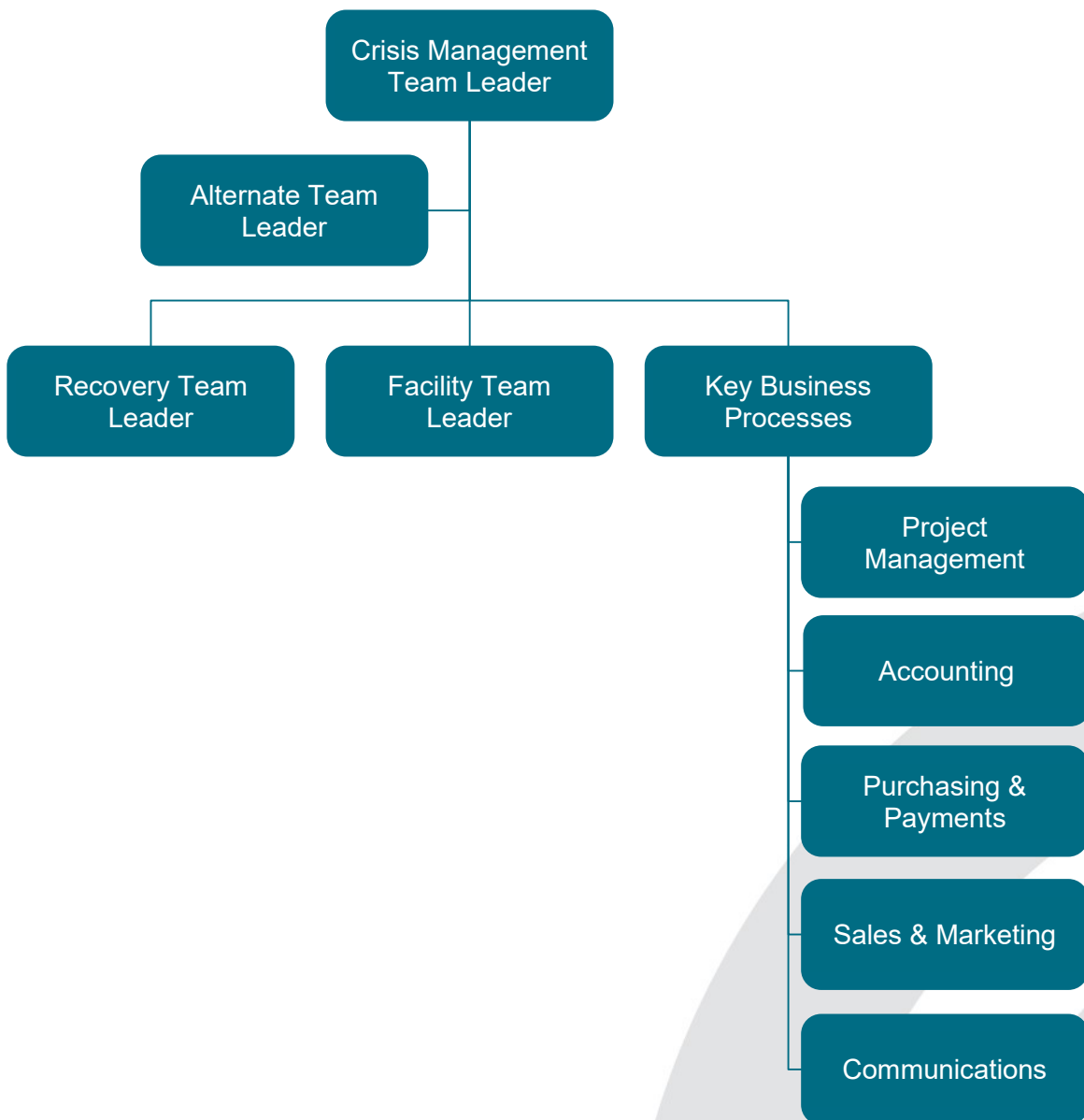


### 3.2 The Management Team

The Management Team is responsible for deciding on the course of action and coordinating all activities during the recovery period. The table below shows the kinds of skills and authority levels needed for Management Team membership.

Use this table to determine team membership assignments. One person could have more than one of the responsibilities. For example, the Management Team Leader often has authority for public relations and financial authority.

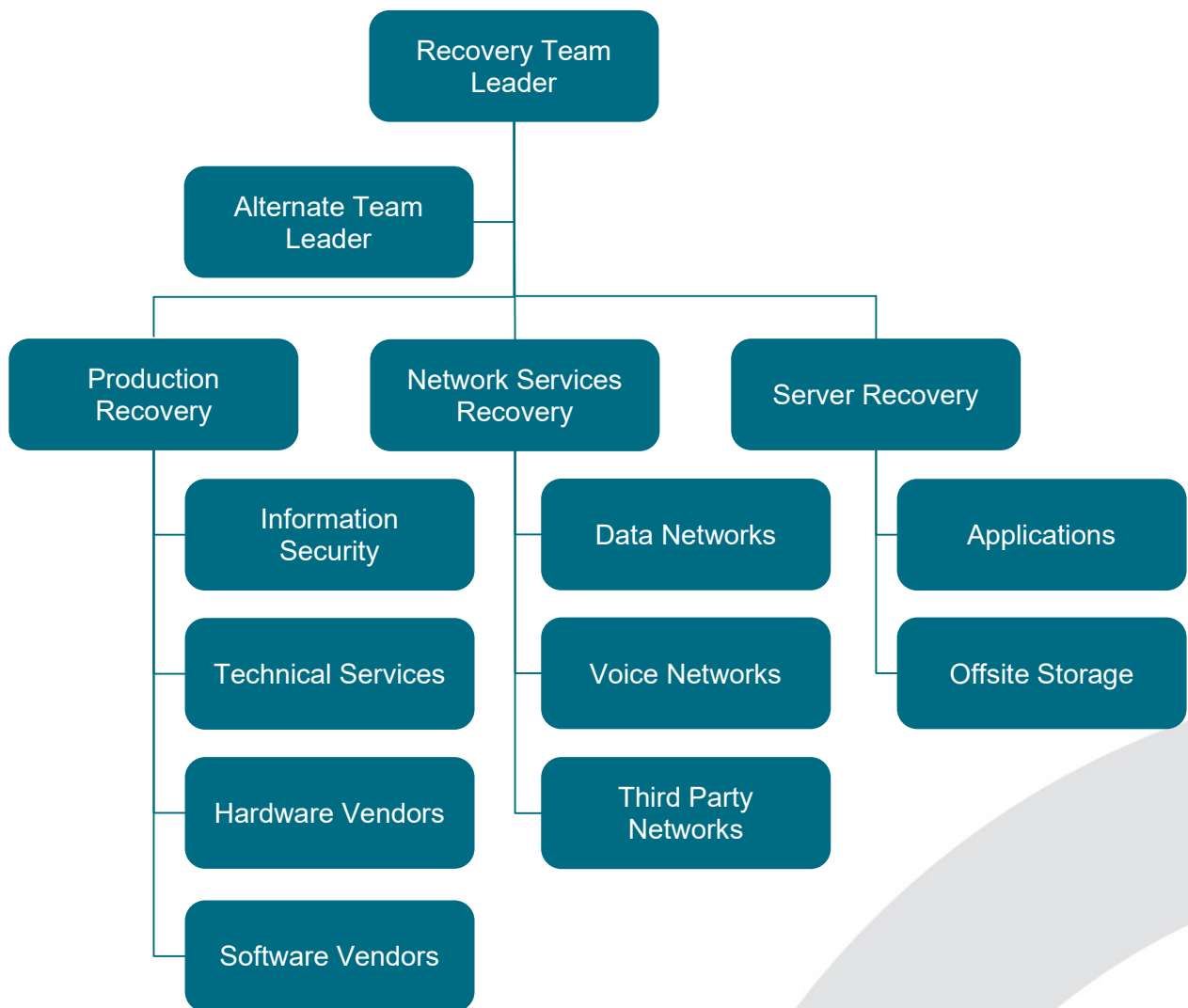
Refer to Section 4.1 for details on Management Team members, roles and responsibilities.



### 3.3 The Recovery Team

The purpose of the Recovery Team is to establish operations at an alternate-processing site or restore services at the disaster site.

Refer to Section 4.2 for details on Recovery Team members, roles and responsibilities.



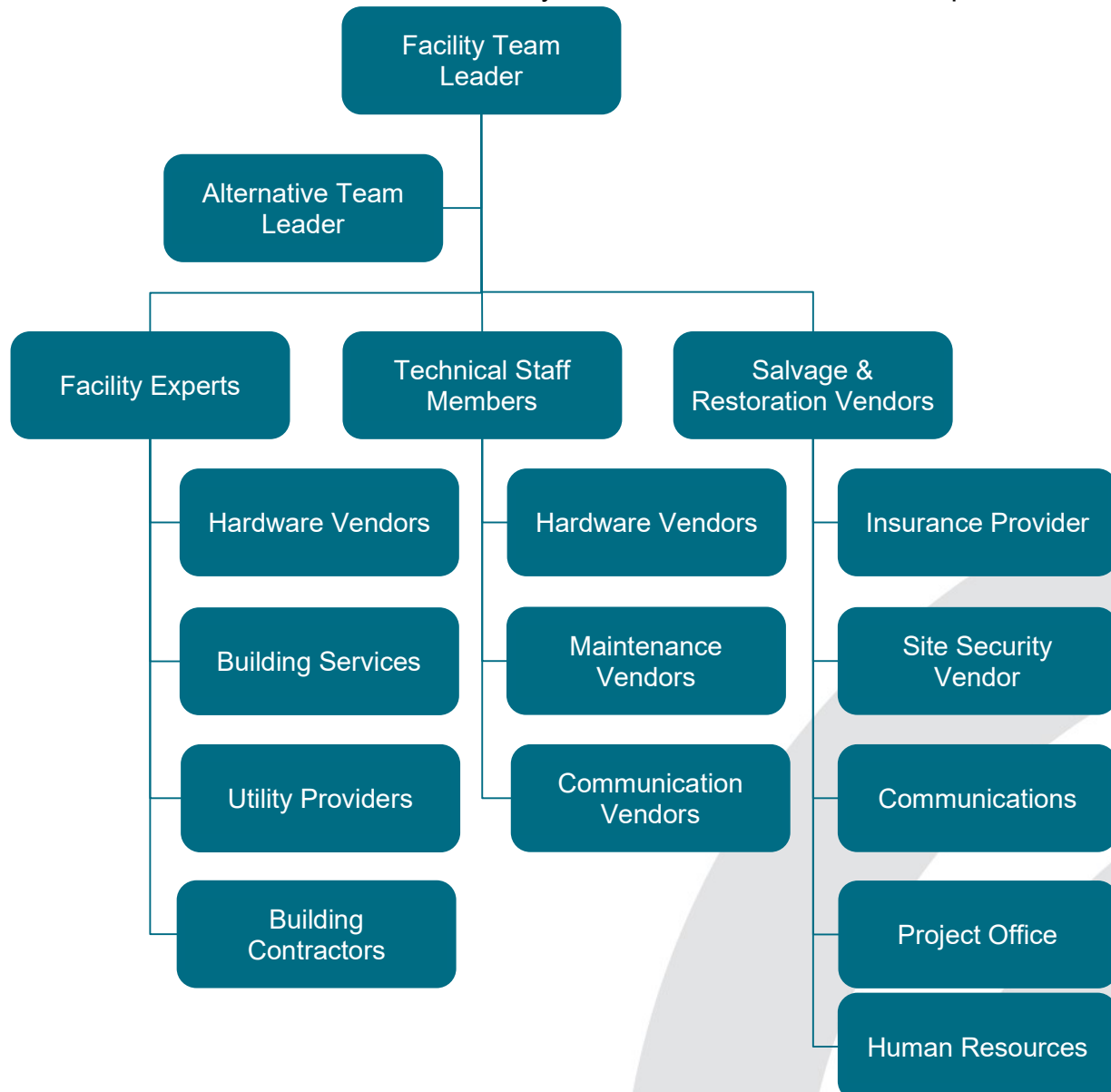


### 3.4 The Facility Team

The purpose of this team is to secure, salvage, and restore The Shire of Boyup Brook office location to operational status as quickly as possible. The team may also be needed to prepare an alternate facility for occupation. The skills required of team members include knowledge of computing and network hardware. The Facility Team leader is also a member of the management team. The table below shows the kind of skills and authority levels needed for Facility Team membership.

The Facilities Team is tasked with conducting an in-depth damage assessment with recommendations to management on required repair or restoration activities. Concurrent with performing their evaluation procedures, members are responsible for initiating and monitoring recovery tasks assigned to their functional areas. Each team has its chapter of detailed instructions later in this plan.

Refer to Section 4.3 for details on Facility Team members, roles and responsibilities.



## 4.0 Roles and Responsibilities

### 4.1 Management Team

Management Team membership, roles and responsibilities are summarised in the table below.

| Team Member   | Role/Responsibility  |
|---|--|
| <b>Crisis Management Team Leader</b><br>CEO   | Senior manager to oversee recovery.<br>Authority to declare a disaster.        |
| <b>Alternate Mgmt. Team Leader</b><br>Executive Manager Corporate and<br>Community Services | Full authority to act if Team Leader is not<br>available.                      |
| <b>Facility Team Leader</b><br>Executive Manager Operations<br>Services                     | Oversee facility, security, damage<br>assessment, salvage and reconstruction.  |
| <b>Recovery Team Leader</b><br>Executive Manager Corporate and<br>Community Services        | Knowledge of computer operations, systems<br>& networks.                       |
| <b>Manager, Communications</b><br>CEO   | Authority to speak for the organisation.                                       |
| <b>Corporate Legal</b><br>CEO   | Ability and authority to make legal/contractual<br>decisions.                  |
| <b>Manager, Human Resources</b><br>Executive Manager Corporate and<br>Community Services    | Knowledge and authority to make Human<br>Resources decisions.                  |
| <b>Manager, Finance</b><br>Finance Coordinator  | Authority to spend the amounts required to<br>fund recovery in the first days. |

## 4.2 Recovery Team

Recovery Team membership, roles and responsibilities are summarised in the table below.

| Team Member   | Role/Responsibility  |
|---|--|
| <b>Recovery Team Leader</b><br>Executive Manager Corporate and Community Services   | Internal IT resource knowledgeable of computer operations, systems, etc. <ul style="list-style-type: none"> <li>Request/Retrieve the off-site backup data – as described in APPENDIX D.</li> <li>Establish the command Centre, as described in section 5.6.</li> <li>Advise the alternate site of a disaster alert before a disaster is declared.</li> <li>Advise the alternate site of a declared disaster.</li> <li>Advise the alternate site of a stand down from alert if recovery is not to be affected at the site or the disaster is not declared.</li> <li>Liaise with alternate site management and personnel.</li> </ul> |
| <b>Alternate Team Leader</b><br>Executive Manager Corporate and Community Services  | Full authority to act if Team Leader is not available.   |
| <b>Production Operations Recovery:</b><br>Focus Networks  | Restore IT operations, print services and IT security services.  |
| <b>Network Services Recovery - Data:</b> Focus Networks<br><b>Network Services Recovery - Voice:</b> Internet Provider/Telephone Provider | Aid in the recovery of voice and data network infrastructure. Includes recovery of hardware components, connectivity to the recovery site and recovery of critical network software. Liaison with relevant telephony vendor(s).  |
| <b>Server Recovery:</b> Focus Networks  | Aid in the recovery of critical servers and applications. Liaison with relevant application vendor(s).   |

### 4.3 Facility Team

Facility Team membership, roles and responsibilities are summarised in the table below.

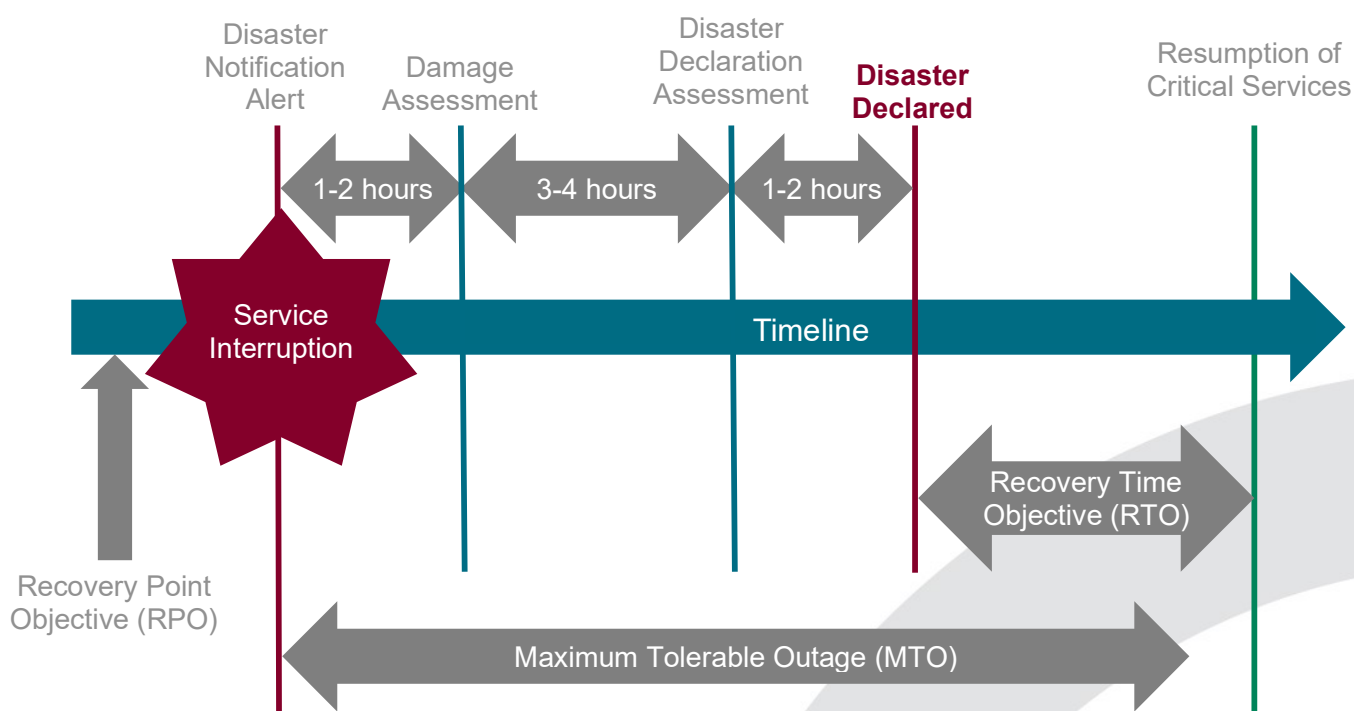
| Team Member  | Role/Responsibility  |
|--|--|
| <b>Facility Team Leader</b><br>Executive Manager Operations Services                   | Authority and knowledge to deal with damage assessment, damage mitigation, salvage, restoration, alternate site installation, etc. |
| <b>Alt. Facility Team Leader</b><br>Executive Manager Corporate and Community Services | Authority and knowledge to act in place of the team leader.  |
| <b>Hardware Experts:</b> Focus Networks  | As required, depending upon the situation. Liaison with 3 <sup>rd</sup> party hardware vendors.                                    |
| <b>Technical Staff Members:</b> Focus Networks   | Will be sourced from the Focus Networks personnel pool to assist with salvage, restoration, etc.                                   |

## 5.0 Processes

### 5.1 Recovery Strategy

Following the occurrence of a suspected disaster, three processes will take place before the activation of the actual recovery process:

- **Disaster Alert Notification** – to notify CMT members, recovery teams, and the offsite media storage provider (Focus Networks) that a disaster may have occurred or is evolving.
- **Damage Assessment** – to ascertain whether a disaster has occurred, assess the extent of the damage and assemble recovery teams if necessary.
- **Disaster Declaration Assessment** – to ascertain if the predetermined MTO is likely to be compromised and that invoking the IT DR Plan and its associated procedures is necessary.



If there is a major incident where the damage is not widespread and The Shire of Boyup Brook is not seriously affected, it may not be obvious to the person(s) who detected such an incident whether it constitutes a disaster, especially when the damage is

confined and local. Where possible, it is expected that the usual problem management procedures be followed in dealing with such incidents.

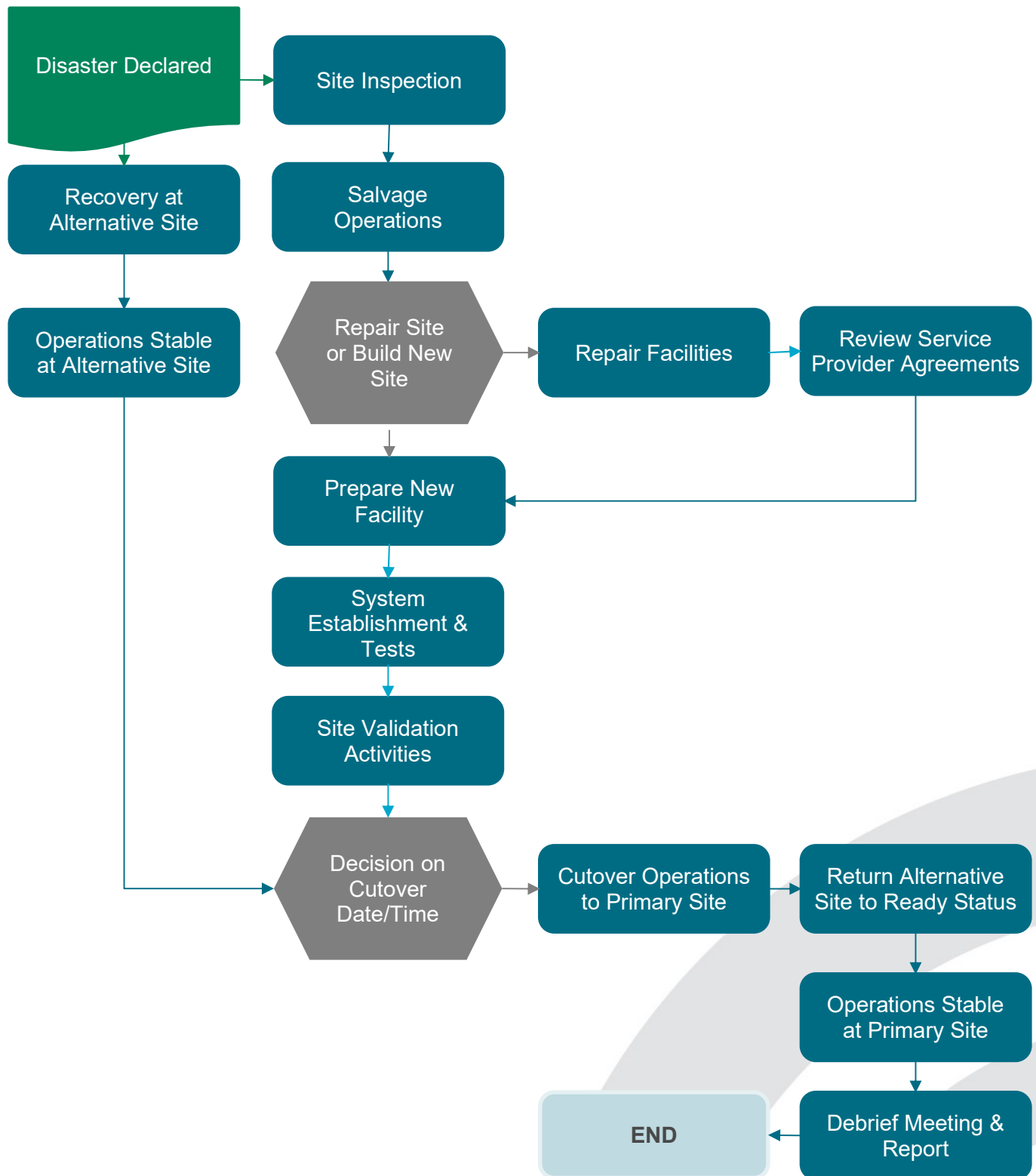
## 5.2 Business Resumption

This section provides the approach to restoring The Shire of Boyup Brook disaster site or establishing a new office location. The extent and timing of the recovery activities will vary depending on the nature of the disaster. These activities will need to be coordinated and planned as a parallel stream to establish stable production operations at the recovery site. Detailed activities are contained in the Procedures section of this document.

The decision concerning the approach to re-establishing The Shire of Boyup Brook site and secondary sites should be made as soon as practically possible after a disaster occurs. This allows all the affected areas to adapt their procedures and staffing according to the expected length of the outage. The alternatives to be considered are:

1. The Shire of Boyup Brook office location is to be restored to its original operating status. This will require the establishment of new technical infrastructure according to current requirements and specifications.
2. The Shire of Boyup Brook office location is to be upgraded to the preferred level of operating status. This will require:
  - Establishment of new technical infrastructure according to revised requirements.
  - Establish new facilities and services according to revised requirements.
3. A new office location has been chosen. This will require:
  - assessment and risk analysis of the new site for suitability
  - new arrangements with Focus Networks to be established (i.e. for off-site data collections and deliveries)
  - Establish new technical infrastructure according to current requirements and specifications.
4. The secondary site is to become the new production site. This will require:
  - assessment and risk analysis of the new site for suitability.
  - a new secondary site is to be established.
  - communications, floor space and other facilities to be upgraded to be commensurate with the original production site.
  - Establish new technical infrastructure according to current requirements and specifications.
  - new arrangements with Focus Networks to be established (e.g. for off-site data collections and deliveries)

### 5.3 Debriefing





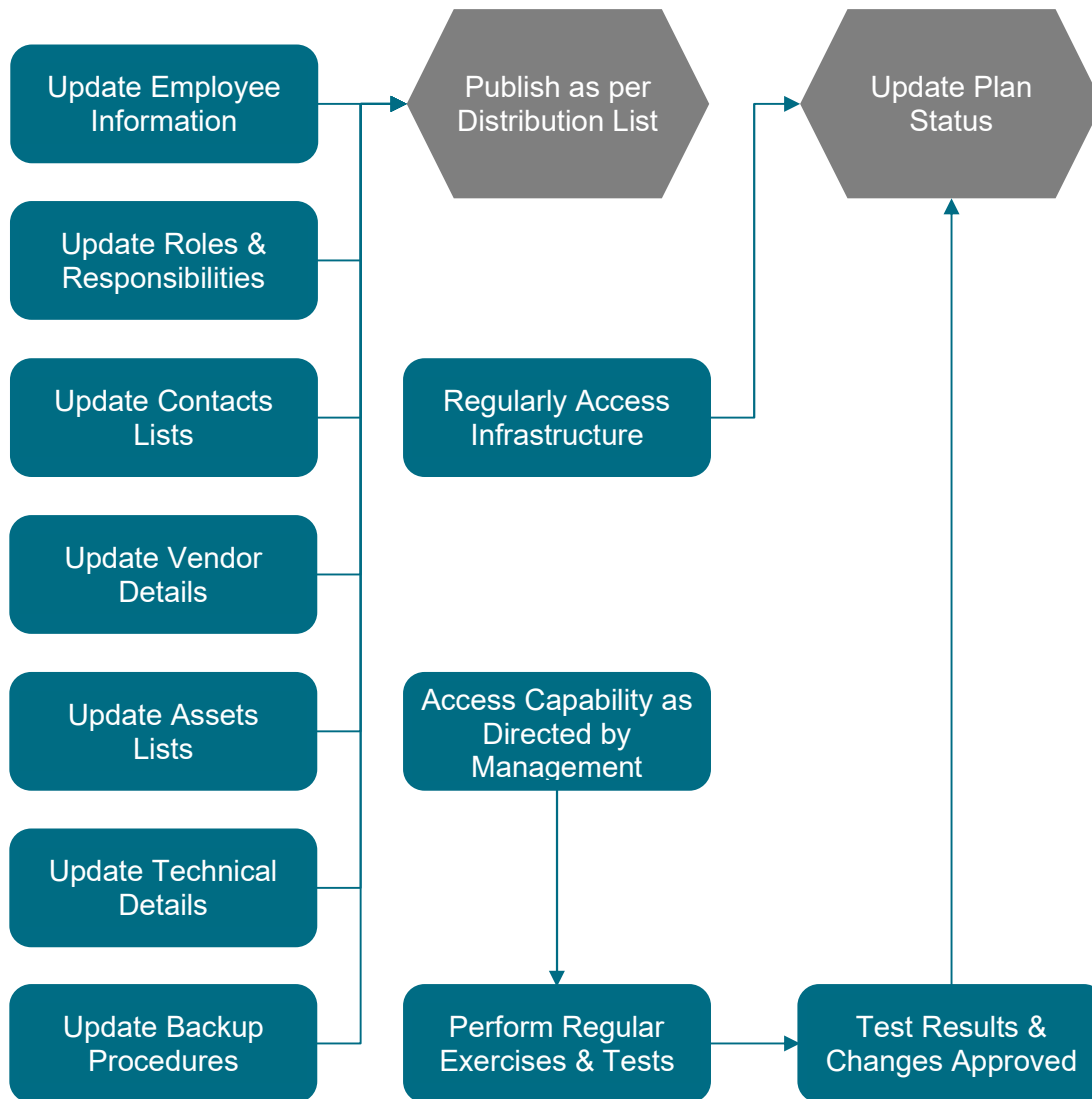
Before the closure of a disastrous situation and the standing down of the Crisis Management Teams, a debriefing of all participants should be conducted. A debriefing will ensure that:

- all required recovery and normal business resumption tasks have been performed.
- the ongoing system, business and client impacts are being addressed.
- The Shire of Boyup Brook can ascertain and understand the cause, nature and impact of the disaster on the organisation.
- Financial impacts are identified and documented for insurance claims.
- lessons learned are identified and incorporated into a knowledge database for future IT DR Plan development and disaster management.
- deficiencies in the current process are identified in a way that projects can be established to rectify them or mitigate them.

A report should be produced covering the above-mentioned aspects. This should be contained in a central knowledge register with lessons learned incorporated into new IT DR Plans.

## 5.4 Maintain IT DR Plan Documentation

The IT DR Plan will be updated annually, or when significant business changes occur and should be maintained as illustrated in the chart below.



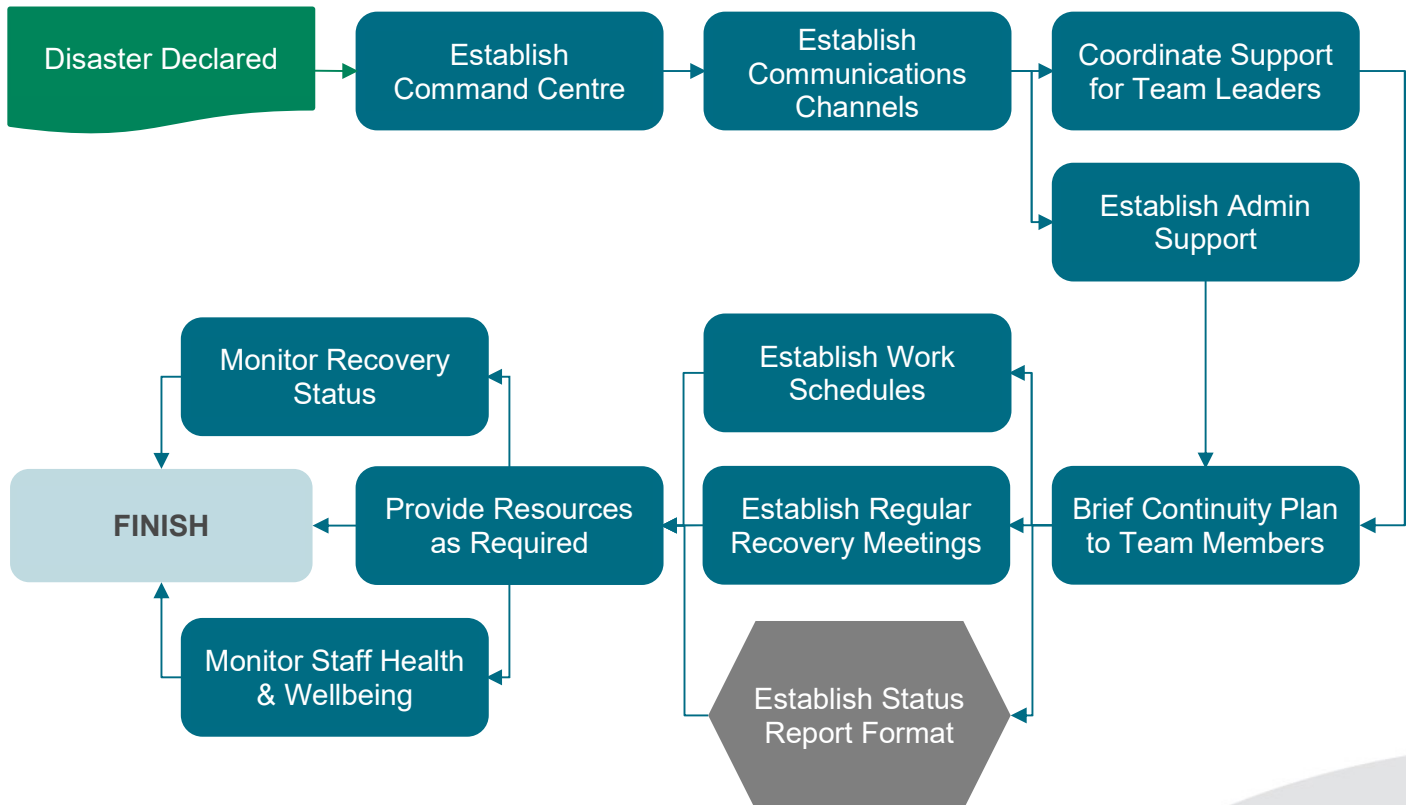
To ensure the currency of the IT DR Plan, all changes and revisions must be processed through Focus Networks, which will review the plan as part of the IT DR Plan testing process. On an ongoing basis, Focus Networks may:

- periodically assess the conditions, status, capabilities and availability of backup computers, PCs, LAN, telecommunication configurations, and the facility.
- perform special studies requested by the Management Team to improve the efficiency of equipment and recovery procedures.

- prepare periodic status reports for the Management Team.
- coordinate business recovery tests and prepare test results and recommendations for plan improvement.
- maintain and distribute this plan.

## 5.5 Command Centre Operations

The command Centre will be the physical office that will be used in the event of a major disaster, the place where staff and vendors will first gather to establish the direction for dealing with the disaster at hand. Setting up and operating the command Centre is the responsibility of the Management Team Leader, with activities as shown in the figure below.

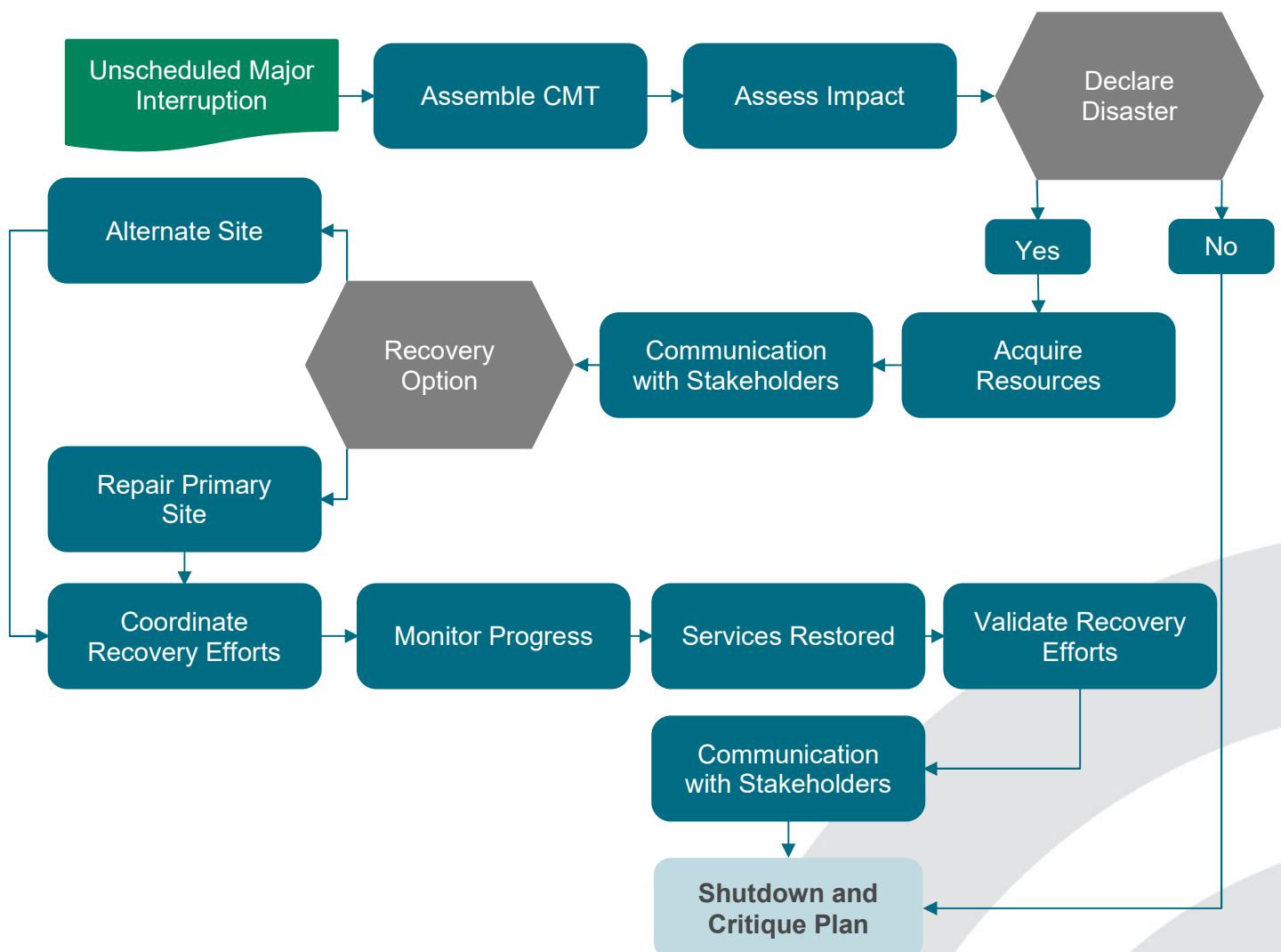


## 6.0 Procedures

### 6.1 Management Team

#### 6.1.1 Management Team Actions Overview

The Management Team is responsible for the entire disaster recovery process; from when the team is established until all services have been returned to the office location or new location. The Management Team Leader or delegate, with input from relevant key personnel, has the exclusive authority to declare a Disaster and consequently activate this plan.



### 6.1.2 Management Team Actions

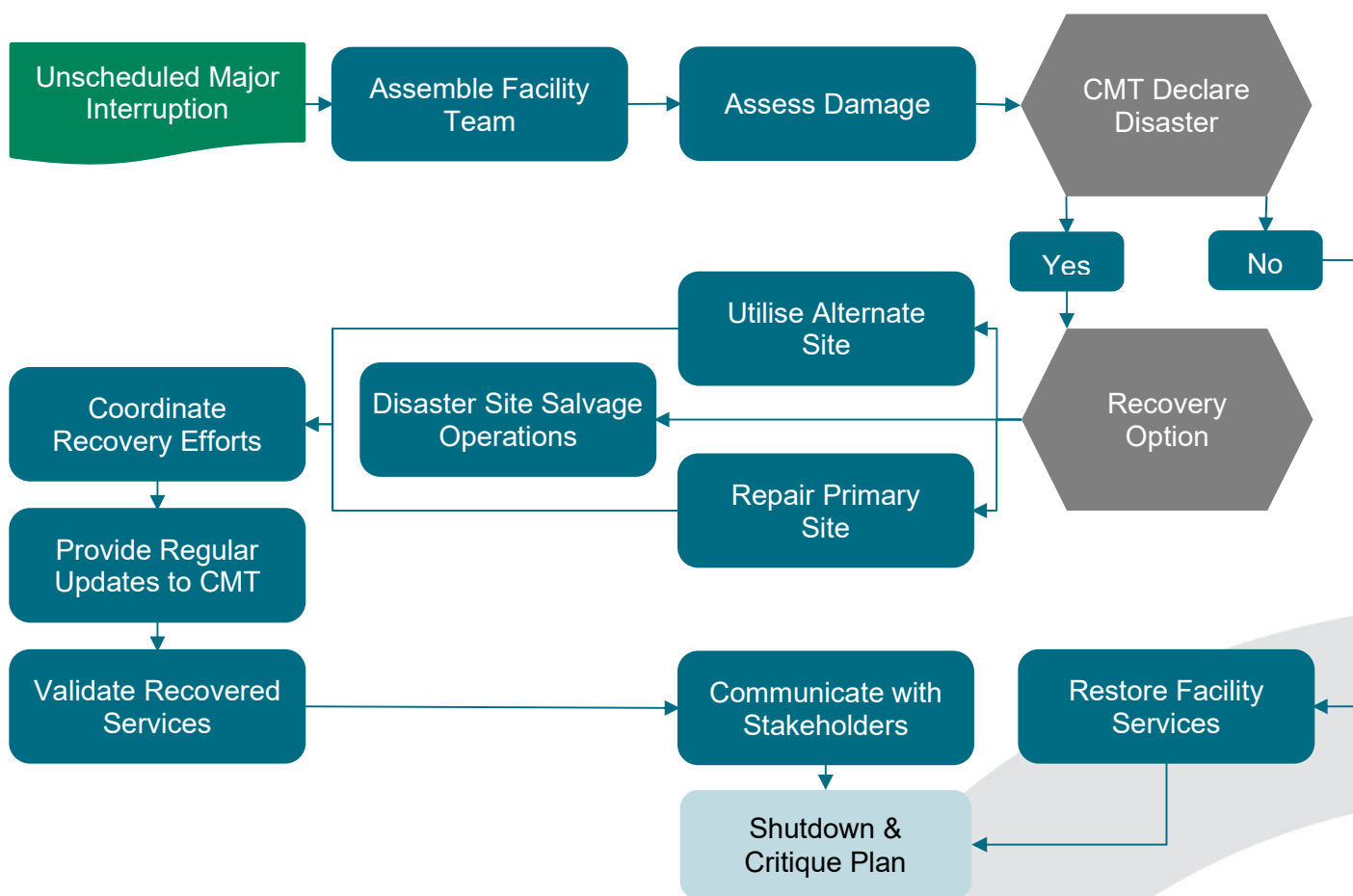
| No. | Action Step  | Responsibility                                      | Time | Resources | Process Time | Comments |
|-----|--|---|------|-----------|--------------|----------|
| 1   | Assemble Key Staff   | Management Team Leader                              |      |           |              |          |
| 2   | Assess Damage  | Facility Team                                       |      |           |              |          |
| 3   | Decide Whether to Declare a Disaster or Not. If <b>YES</b> , go to <b>Step 7</b> . | Management Team Leader                              |      |           |              |          |
| 4   | Restore Functions at The Shire of Boyup Brook office location                      | Each Team Leader                                    |      |           |              |          |
| 5   | Debriefing of the Recovery   | Management Team Leader                              |      |           |              |          |
| 6   | Finish   | If a Disaster alert is stood down                   |      |           |              |          |
| 7   | <b>DECLARE A DISASTER - Initiate recovery to an alternate site</b>                 | Authorised individuals named in the Management Team |      |           |              |          |
| 8   | Communicate with Groups and coordinate recovery                                    | Management Team Leader                              |      |           |              |          |
| 9   | Acquire equipment and supplies   | All Teams   |      |           |              |          |
| 10  | Build New or Rebuild Office Location   | All Teams   |      |           |              |          |

| No. | Action Step                              | Responsibility         | Time | Resources | Process Time | Comments |
|-----|--|------------------------|------|-----------|--------------|----------|
| 11  | Monitor Progress                         | Management Team Leader |      |           |              |          |
| 12  | Move to a New or Rebuilt Office Location | All Teams              |      |           |              |          |
| 13  | Discontinue Use of Alternate Site        | Management Team Leader |      |           |              |          |
| 14  | Debrief of Plan                          | Management Team Leader |      |           |              |          |

## 6.2 Facility Team

### 6.2.1 Facility Team Actions Overview

Before activating the Facility Team, the designated Facility Team leader should remain close to the scene of the disaster to help direct Emergency Services personnel. If evacuation is necessary, all personnel should immediately proceed to the pre-determined location, well clear of the building. A head count must be taken there to ensure that no one has been left behind, including visitors, contractors, etc. If there have been any injuries, immediately identify those people who can offer medical help, such as first aid.





### 6.2.2 Facility Team Actions

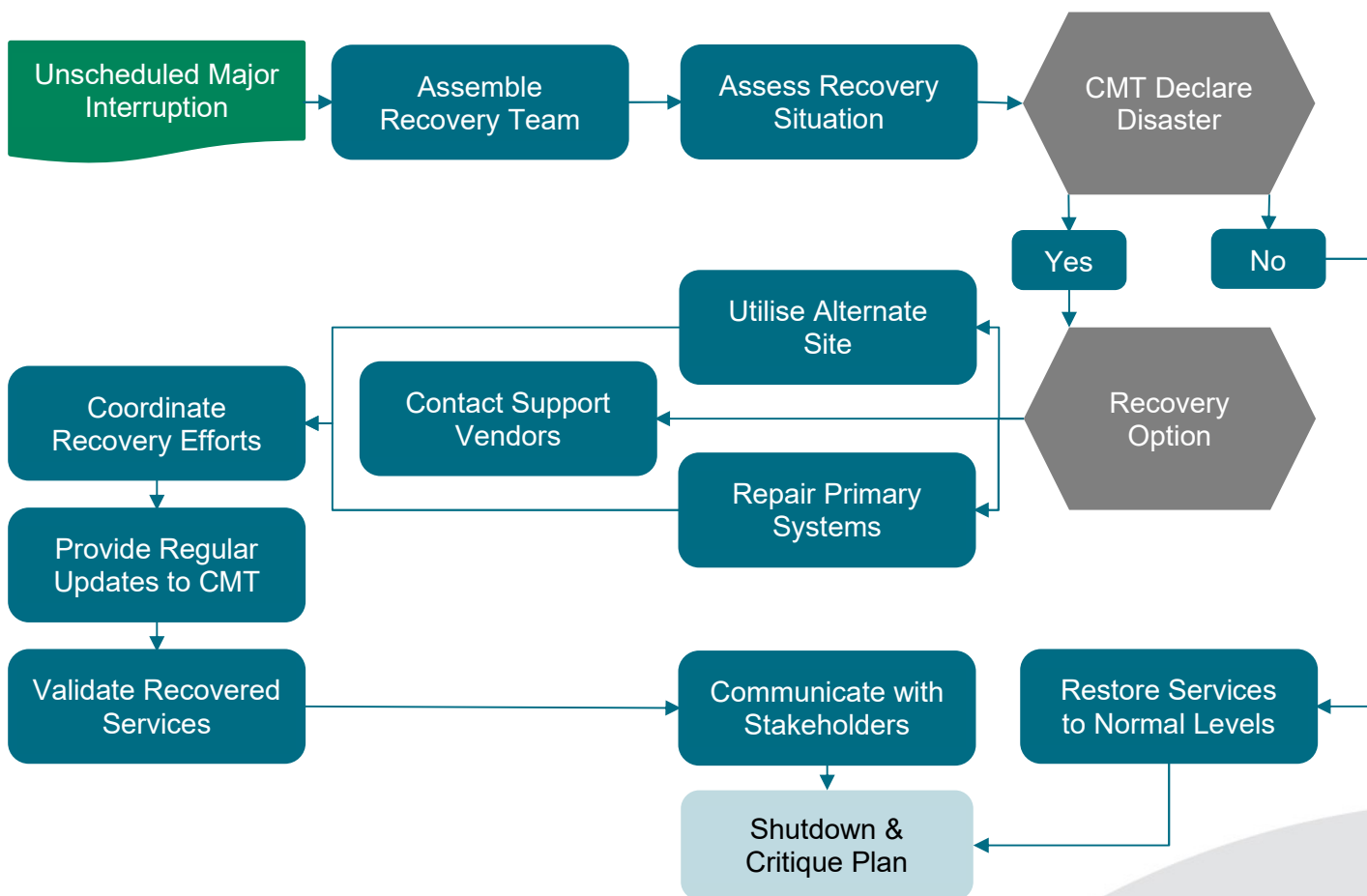
| No. | Action Step   | Responsibility         | Time | Resources | Process Time | Comments |
|-----|---|------------------------|------|-----------|--------------|----------|
| 1   | Activate Facility Team  | Management Team Leader |      |           |              |          |
| 2   | Disaster Site Evaluation & Salvage  | Facility Team Leader   |      |           |              |          |
| 3   | Relocate or Rebuild Office Location.<br><b>If the decision is to relocate, go to step 10.</b> | Facility Team Leader   |      |           |              |          |
| 4   | Plan Office Location Rebuild  | Facility Team Leader   |      |           |              |          |
| 5   | Hold Recovery Status Meeting  | Management Team Leader |      |           |              |          |
| 6   | Coordinate Move back to The Shire of Boyup Brook Office Location                              | Facility Team Leader   |      |           |              |          |
| 7   | Discontinue use of alternate location if one was required                                     | Facility Team Leader   |      |           |              |          |
| 8   | Delivery plan critique  | Facility Team Leader   |      |           |              |          |
| 9   | Finish  | Management Team Leader |      |           |              |          |
| 10  | Assist Alternate Site selection   | Facility Team Leader   |      |           |              |          |
| 11  | Coordinate Move to an alternate location  | Facility Team Leader   |      |           |              |          |
| 12  | Discontinue use of office location  | Facility Team Leader   |      |           |              |          |

| No. | Action Step                  | Responsibility       | Time | Resources | Process Time | Comments |
|-----|------------------------------|----------------------|------|-----------|--------------|----------|
| 13  | Delivery critique of BC Plan | Facility Team Leader |      |           |              |          |
| 14  | Finish                       |                      |      |           |              |          |

## 6.3 Recovery Team

### 6.3.1 Recovery Team Activities Overview

This section contains the procedures to be followed by the Recovery Team. The Recovery Team includes the hardware, software, and communications experts who travel to the alternate site. The Recovery Team restores the software and data onto an alternate-computing platform and restores communications from that platform back to the users.



### 6.3.2 Recovery Team Actions

| No. | Action Step   | Responsibility         | Time | Resources | Process Time | Comments |
|-----|---|------------------------|------|-----------|--------------|----------|
| 1   | Activate Recovery Team  | Management Team Leader |      |           |              |          |
| 2   | Are the Main office and existing infrastructure available for recovery? <b>If NO, go to Step 7.</b> | Management Team Leader |      |           |              |          |
| 3   | Restore Data Communications   | Recovery Team Leader   |      |           |              |          |
| 4   | Recover or rebuild affected servers from the latest available Focus Networks data on                | Recovery Team Leader   |      |           |              |          |
| 5   | Client testing of recovered systems   | Management Team Leader |      |           |              |          |
| 6   | Critique Plan - Finish  | Recovery Team Leader   |      |           |              |          |
| 7   | Build Alternate Site - Transfer Operations  | Recovery Team Leader   |      |           |              |          |
| 8   | Restore or implement Data Communications  | Recovery Team Leader   |      |           |              |          |
| 9   | Recover or rebuild affected servers from the latest available Focus Networks data on loan hardware  | Recovery Team Leader   |      |           |              |          |

| No. | Action Step   | Responsibility         | Time | Resources | Process Time | Comments |
|-----|---|------------------------|------|-----------|--------------|----------|
| 10  | Make loan hardware available to the client                                  | Recovery Team Leader   |      |           |              |          |
| 11  | Client testing of recovered systems   | Management Team Leader |      |           |              |          |
| 12  | Coordinate Move to New/Rebuilt office location                              | Management Team Leader |      |           |              |          |
| 13  | Post-disaster - migrate live data/servers to new or salvaged infrastructure | Recovery Team Leader   |      |           |              |          |
| 14  | Deliver a critique of the DR Plan   | Recovery Team Leader   |      |           |              |          |
| 15  | Finish  |                        |      |           |              |          |

## Appendix A – Contact List

### Management

| Position   | Name           | Phone          | Mobile |
|--|----------------|----------------|--------|
| Chief Executive Officer                                  | Leonard Long   | (08) 9765 1200 |        |
| Executive Manager<br>Corporate and<br>Community Services | Carolyn Mallet | (08) 9765 1200 |        |
| Executive Manager<br>Operation Services                  | Jason Forsyth  | (08) 9765 1220 |        |

### Other Staff

| Position            | Name                 | Phone          | Mobile |
|---------------------|----------------------|----------------|--------|
| Finance Coordinator | Malcolm<br>Armstrong | (08) 9765 1200 |        |

### Facility Team

| Position                             | Name           | Phone          | Mobile |
|--------------------------------------|----------------|----------------|--------|
| IT Provider                          | Focus Networks | 1300 664 136   | N/A    |
| Boyup Brook Swimming<br>Pool and Gym | Tara Reid      | (08) 9765 1166 |        |

### Recovery Team

| Company / Position | Name           | Phone        |
|--------------------|----------------|--------------|
| IT Provider        | Focus Networks | 1300 664 136 |
| Internet Provider  | NodeOne        | 1300 166 331 |
| Internet Provider  | InterNode      | 1300 889 188 |
|                    |                |              |

## Disaster Recovery and Salvage Vendors

| Company / Position                     | Name           | Phone        |
|--|----------------|--------------|
| IT Provider                            | Focus Networks | 1300 664 136 |
| State Emergency Service (SES)          |                | 132 500      |
| Boyup Fire & Rescue                    |                | 9765 1263    |
| Telstra (residential telephone faults) |                | 13 22 03     |
| Boyup Brook Medical Services           |                | 9765 1026    |

## Key Vendor and Supplier Contacts

| Company / Position                      | Name              | Phone           |
|---|-------------------|-----------------|
| Genie Solutions                         |                   | +61 2 6124 0800 |
| ReadyTech - ERP                         | Glenn Summerfield | 08 9315 7000    |
| Haycom Technology PTY LTD               |                   | 08 9353 4455    |
| Boyup Brook Early Learning Centre       | Jimina Shaw-Sloan | 9765 2229       |
| Chief Bushfire Control Officer          | Ben Thompson      | 0427 673 072    |
| Dept. of Fire Emergency Services (DFES) |                   | 133 337         |

## Appendix B – System Recovery Requirements

### Recovery Priority for I.T. Systems

| Recovery Priority | Key Function Critical Aspects                           | RPO   | RTO    | MTO     | Team Dependencies |
|-------------------|---|-------|--------|---------|-------------------|
| 1                 | Adobe Creative Cloud                                    | 1 Day | 3 Days | 30 Days | 1                 |
| 2                 | Corporate Data (File Storage and Sharing)               | 1 Day | 3 Days | 30 Days | 6                 |
| 3                 | Internet Service Providers (ISPs)                       | 1 Day | 3 Days | 15 Days | 6                 |
| 4                 | Microsoft Exchange Online (Cloud-based Email Services)  | ½ Day | 1 Day  | 3 Days  | 6                 |
| 5                 | Microsoft Office 365 (Microsoft Office Suite)           | ½ Day | 1 Day  | 5 Days  | 6                 |
| 6                 | Multi-Function Devices (Managed Print Services)         | N/A   | 3 Days | 5 Days  | 6                 |
| 7                 | Network Security Appliance                              | ½ Day | 3 Days | 5 Days  | 6                 |
| 8                 | Network Switches  | N/A   | 3 Days | 15 Days | 6                 |
| 9                 | Remote Access   | 1 Day | 3 Days | 3 Days  | 3                 |
| 10                | SynergySoft (Enterprise Resource Planning (ERP) system) | N/A   | 3 Days | 5 Days  | 6                 |
| 11                | Network Security Appliance                              | N/A   | 1 Day  | 30 Days | 5                 |
| 12                | Network Switches  | ½ Day | 1 Day  | 2 Days  | 6                 |
| 13                | Financial Management Systems (FMS)                      | 1 Day | 3 Days | 30 Days | 1                 |

- **Recovery Point Objective (RPO).** The recovery point objective is the worst data loss that The Shire of Boyup Brook is willing to accept. In other words, this is the point from which recovery of lost data must take place.
- **Recovery Time Objective (RTO).** The Recovery Time Objective is the time taken to recover the in-scope services for The Shire of Boyup Brook from disaster declaration to the point where the recovered infrastructure is handed over to The Shire of Boyup Brook business as usual.



- **Maximum Tolerable Outage (MTO).** The maximum tolerable outage is the amount of time The Shire of Boyup Brook's critical business functions may be unavailable before The Shire of Boyup Brook's business operations is severely impacted. The MTO encompasses all activities from point of impact to point of recovery completion (as described in Section 5.1).

## Appendix C – Command Centre Details

Command Centre Locations if The Shire of Boyup Brook office is not available.

### Community Centre

- Address: Town Hall Administration Centre, 55 Abel Street, Boyup Brook  
(Current Evacuation Centre)
  - Phone: (08) 9765 1200
  - Seating Capacity: 252 unfixed chairs (approximately 30 office desks)
- NOTE: A new evacuation Centre is being constructed with an ETA of (2/3yrs)

### Command Centre Checklist

This Command Centre Checklist has been provided by Focus Networks and can be used by the Crisis Management Teams in the event of a disaster. CMTs may want to modify or create their checklists as they see fit.

| Activity  | Checked, ok? |
|---|--------------|
| <b>Establish a command centre work location for each activated recovery team, staff department and vendor.</b>  |              |
| - Ensure that adequate furniture, fixtures, PCs, telephones, supplies and space are provided for each group. Use the Resource Checklist at the end of this section. |              |
| - Prepare signs that identify the room or work area assigned to each group.   |              |
| <b>Establish incoming and outgoing communication channels.</b>  |              |
| - Assign specific telephones to be used for incoming and outgoing calls.  |              |
| - Continue department notification activities until all personnel have been reached.  |              |
| - Assign personnel to monitor the telephones designated for incoming calls.   |              |
| - Inform the company telephone operators to direct all return calls to the assigned extension(s) at the command centre.   |              |
| <b>Coordinate staff department support with team leaders during the recovery.</b>   |              |

| Activity   | Checked, ok? |
|--|--------------|
| - Meet with the security representative to review the need to assign security personnel to secure the damaged business site and the recovery operations site(s). Depending on the nature of the disaster, tighter than normal security for personnel and property may be required. |              |
| - Request that admittance be restricted to only authorised personnel who have proper identification (company ID badge, etc.).  |              |
| - Work with the Facility Team to identify equipment requirements and arrange for the Purchasing Department representative to provide the following:  |              |
| o Heavy-duty copy machines   |              |
| o Miscellaneous paper, pencils pens, etc.  |              |
| <b>Ensure all third-party vendors are contacted and notified of the situation.</b>   |              |
| <b>Brief the recovery plan to core recovery team members.</b>  |              |
| <b>Establish a command centre work location for each activated recovery team, staff department and vendor.</b>   |              |

| Activity   | Checked ok? |
|--|-------------|
| <b>Establish status reporting processes and formats.</b>   |             |
| <b>Create the following status charts, using flip charts or other media, for display at the command centre:</b>  |             |
| - Information Status Display   |             |
| - General Message Board  |             |
| - Personnel Accommodation Board.   |             |
| <b>Establish regular recovery meetings</b>   |             |
| - Keep all recovery team personnel informed of the recovery progress.  |             |
| - Advise recovery team leaders.  |             |
| - Arrange and organise a meeting place.  |             |
| - Record minutes of the meetings.  |             |
| - Have minutes typed, obtain approval, and distribute them.  |             |
| <b>Establish work schedules for 24-hour coverage.</b>  |             |
| - Align the off-shift work effort with the Recovery Time Objective.  |             |
| <b>Continue to evaluate the level of people and resources and add or subtract as needed.</b>   |             |
| - HR and Purchasing are the focal points for people and resources.   |             |
| <b>Monitor personnel for signs of fatigue.</b>   |             |
| - Sufficient rest is required to maintain an efficient recovery operation. For health and efficiency reasons, no recovery personnel should work excessive hours without an eight-hour rest period. |             |

## Resource Checklist

The command centre should be well equipped with extensive communications facilities.

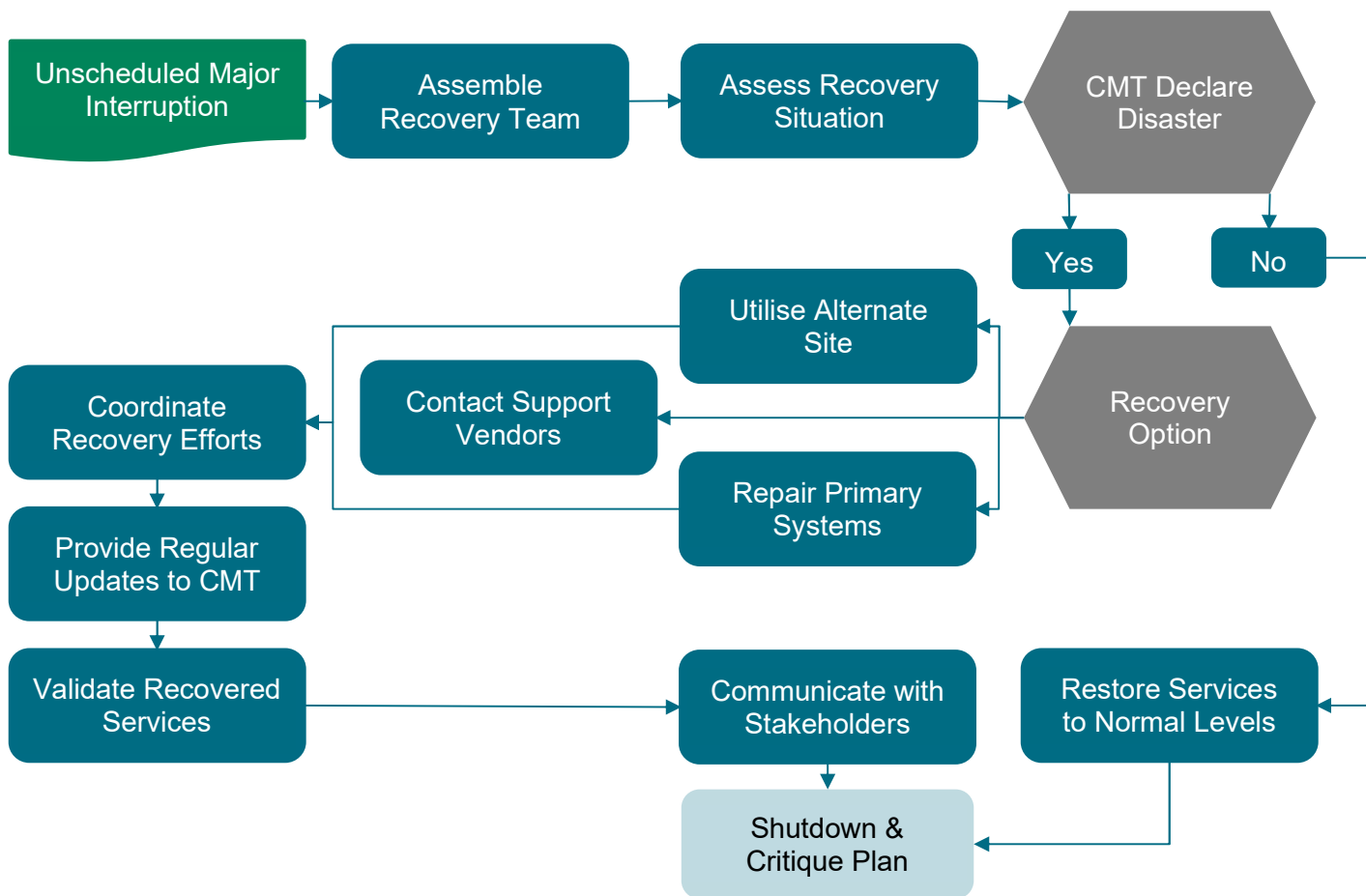
Communications are highly critical when rescue and medical care are primary, and time is of the essence. This is particularly true when the families of key personnel are threatened. Without effective mass communications, your key personnel may leave to be with their families.

In addition to the communications facilities mentioned above, the command centre should be outfitted with, or have ready access to food, clothing, sleeping accommodation, and other supplies needed to manage the recovery effort.

*An example checklist is provided below.*

| Resource                              | Checked, ok? |
|---------------------------------------|--------------|
| 2-way Radio                           |              |
| Camera or Video Recorder              |              |
| CD/DVD Player                         |              |
| A chart to record recovery milestones |              |
| Credit cards and cash                 |              |
| FM Radio                              |              |
| Food / Water                          |              |
| Internet Connection / VPN             |              |
| Medical supplies                      |              |
| Mobile Phones (2 are recommended)     |              |
| PCs and printers                      |              |
| Photocopier                           |              |
| Portable light                        |              |
| Projector                             |              |
| Telephones                            |              |
| Telephone directories                 |              |
| Television                            |              |
| Whiteboard                            |              |

## Appendix D – IT Recovery Procedures



### Focus Networks Procedure

| No. | Action Step   | Responsibility                         | Time | Resources | Process Time | Comments |
|-----|---|--|------|-----------|--------------|----------|
| 1   | Activate Focus Networks   | Management Team Leader                 |      |           |              |          |
| 2   | Assess Recovery Situation   | Recovery Team                          |      |           |              |          |
| 3   | Disaster Declared? <b>If yes, go to Step 6.</b>   | Management Team Leader                 |      |           |              |          |
| 4   | Restore Services to Normal Levels   | Recovery Team                          |      |           |              |          |
| 5   | Finish and Critique Plan  | CMT & Recovery team                    |      |           |              |          |
| 6   | Choose the Site Recovery Option. If The Shire of Boyup Brook Office Location, <b>go to Step 9</b> | Management Team Leader & Recovery Team |      |           |              |          |
| 7   | Notify Support Vendors  | Recovery Team                          |      |           |              |          |
| 8   | Prepare Alternate Site (initially serviced offices – refer to appendix E)                         | Facility Team Leader & Recovery Team   |      |           |              |          |
| 9   | The Shire of Boyup Brook Office Location Salvage Operation  | Facility Team Leader & Recovery Team   |      |           |              |          |
| 10  | Order all Necessary Hardware  | Recovery Team                          |      |           |              |          |
| 11  | Re-establish Communications Onsite  | Recovery Team                          |      |           |              |          |
| 12  | Obtain/Order Required Software and Licensing  | Recovery Team                          |      |           |              |          |
| 13  | Update CMT on status  | Recovery Team                          |      |           |              |          |

| No. | Action Step                                | Responsibility | Time | Resources | Process Time | Comments |
|-----|--|----------------|------|-----------|--------------|----------|
| 14  | Prepare Servers for Deployment to the Site | Recovery Team  |      |           |              |          |
| 15  | Deploy & Install Hardware                  | Recovery Team  |      |           |              |          |
| 16  | Test all Critical Business Functions       | Recovery Team  |      |           |              |          |
| 17  | Signoff by CMT                             | CMT            |      |           |              |          |
| 18  | Finish and Critique Plan                   | Recovery Team  |      |           |              |          |



## Appendix E – Event Log

[illegible]

## Appendix F – Contacting Focus Networks

### General Assistance

Following industry standards and best practice, Focus Networks recommend that this plan be tested regularly. Regular and well-defined tests and exercises are widely considered the most effective means of ensuring the validity of an IT DR Plan. For assistance in exercising this plan, please contact Focus Networks:

**Phone: 1300 664 136**

### Emergency Assistance

Focus Networks also offer expert IT support and services during an actual crisis. Our experienced and certified consultants provide expert advice when your business needs it the most.

Our services are available 24 hours a day, 365 days a year. For assistance please call:

**Phone: 1300 664 136 (After-Hours Pager Service)**

**Appendix G - Additional Information / Comments**

Please provide any additional information that you believe may assist the business continuity document.

| Name | Comment | Date |
|------|---------|------|
|      |         |      |
|      |         |      |
|      |         |      |

## Glossary

**ACTIVATION:** The implementation of disaster recovery capabilities, procedures, activities, and plans in response to an emergency or disaster declaration; the execution of the recovery plan.

**ALERT:** Notification that a potential disaster situation exists or has occurred; direction for the recipient to stand by for possible activation of the Disaster Recovery Plan.

**ALTERNATE SITE:** An alternate operating location to be used by business functions when the main office location is inaccessible. 1) Another location, computer Centre or work area designated for recovery. 2) Location, other than the main office location, that can be used to conduct business functions. 3) A location, other than the normal facility, used to process data and/or conduct critical business functions in the event of a disaster. **SIMILAR TERMS:** Alternate Processing Facility, Alternate Office Facility, Alternate Communication Facility, Backup Location, Recovery Site, and Recovery Centre.

**ALTERNATE WORK AREA:** Office recovery environment complete with office infrastructure (desk, telephone, workstation, and associated hardware, communications, etc.); also referred to as Workspace or Alternative Work Site.

**APPLICATION RECOVERY:** The component of Disaster Recovery that deals specifically with the restoration of business system software and data, after the processing platform has been restored or replaced.

**BACKUP GENERATOR:** An independent source of power, usually fueled by diesel (sometimes natural Gas).

**DISASTER RECOVERY PLANNING:** Process of developing advance arrangements and procedures that enable an organization to respond to an event in such a manner that critical business functions continue with planned levels of interruption. **SIMILAR TERMS:** Contingency Planning, Recovery Planning.

**BUSINESS CONTINUITY PROGRAM:** An ongoing program supported and funded by executive staff to ensure business continuity requirements are assessed, resources are allocated, and recovery and continuity strategies and procedures are completed and tested.

**COLD SITE:** An alternate facility that already has the environmental infrastructure in place required to recover critical business functions or information systems, but does not have any pre-installed computer hardware, communications network, etc. These must be provided at the time of disaster.

**COMMAND CENTRE:** Facility separate from the main facility that is equipped with adequate communications equipment from which initial recovery efforts are manned

and media-business communications are maintained. The management team uses this facility temporarily to begin coordinating the recovery process until the alternate sites are functional.

**CONTACT LIST:** A list of team members and/or key players to be contacted (Mobile Number, Home Number, Pager, etc.).

**CRISIS MANAGEMENT TEAM:** A crisis management team will consist of key executives as well as key role players (i.e. media representatives, legal counsel, facilities manager, disaster recovery coordinator, etc.) and the appropriate owners of critical organization functions.

**DAMAGE ASSESSMENT:** The process of assessing damage, following a disaster, to computer hardware, vital records, office facilities, etc. and determining what can be salvaged or restored and what must be replaced.

**DECLARATION:** A formal announcement by pre-authorized personnel that a disaster or severe outage is predicted or has occurred, and that triggers pre-arranged mitigating actions (e.g. move to an alternate site).

**DISASTER:** A sudden, unplanned catastrophic event causing great damage or loss. Any event that causes an organization to be unable to provide critical business functions for a pre-determined period.

**DISASTER RECOVERY:** Activities and programs designed to return operations to an acceptable condition. 1) The ability to respond to an interruption in services by implementing a disaster recovery plan to restore critical business functions.

**EMERGENCY:** A sudden, unexpected event requiring immediate action due to a potential threat to health and safety, the environment, or property.

**HOT SITE:** An alternate facility that already has the computer, communications and environmental infrastructure in place that is required to recover critical business functions or information systems.

**IT DR PLAN:** The document that defines the resources, actions, tasks and data required to manage the business recovery process in the event of a business disruption. The plan is designed to assist in restoring the business process within the stated disaster recovery goals.

**MAXIMUM TOLERABLE OUTAGE (MTO):** The maximum tolerable outage is the amount of time the critical business functions may be without the support of IT systems and applications before business operations are severely impacted. The MTO encompasses all activities from point of impact to point of recovery.

**OFF-SITE STORAGE:** Alternate facility, other than the primary production site, where duplicate vital records and documentation may be stored for use during disaster recovery.

**RECOVERY POINT OBJECTIVE (RPO):** The point in time to which systems and data must be recovered after an outage (e.g., end of the previous day's processing). RPOs are often used as the basis for the development of backup strategies.


**RECOVERY TIME OBJECTIVE (RTO):** The period within which systems, applications or functions must be recovered after a disaster declaration (e.g. one business day). RTOs are often used to determine whether to implement recovery strategies/plans.


**WARM SITE:** An alternate processing site that is equipped with some hardware, communication interfaces, and electrical and environmental infrastructure which is only capable of providing backup after additional provisioning, additional software, or modifications.






## Shire Contact Information

 55 Abel Street, Boyup Brook WA 6244  
PO Box 2, Boyup Brook WA 6244

 Ph: 9765 1200

 Email: [shire@boyupbrook.wa.gov.au](mailto:shire@boyupbrook.wa.gov.au)

 Opening hours: Monday - Friday  
8.30am - 4.30pm


 [www.boyupbrook.wa.gov.au](http://www.boyupbrook.wa.gov.au)


## Focus Networks Contact Information

 5,443 Albany Hwy  
Victoria Park WA 6100

 Ph: 1300 664 136

 Email: [info@focusnetworks.com.au](mailto:info@focusnetworks.com.au)

 Opening hours: Monday - Friday  
8.00am - 5.00pm

 [www.focusnetworks.com.au](http://www.focusnetworks.com.au)





WALGA

Attachment 9.3.5A

# **WALGA Annual General Meeting Agenda**

**Wednesday, 9 October 2024  
2:30pm**

**Perth Convention and Exhibition Centre  
21 Mounts Bay Road, Perth WA**



## TABLE OF CONTENTS

|          |   |           |
|----------|---|-----------|
| <b>1</b> | <b>OPENING.....</b>   | <b>3</b>  |
| <b>2</b> | <b>RECORD OF APOLOGIES.....</b>   | <b>3</b>  |
| <b>3</b> | <b>ANNOUNCEMENTS .....</b>  | <b>3</b>  |
| <b>4</b> | <b>ADOPTION OF AGM ASSOCIATION STANDING ORDERS .....</b>  | <b>3</b>  |
| <b>5</b> | <b>CONFIRMATION OF PREVIOUS MINUTES .....</b>   | <b>3</b>  |
| <b>6</b> | <b>ADOPTION OF ANNUAL REPORT .....</b>  | <b>3</b>  |
| <b>7</b> | <b>CONSIDERATION OF EXECUTIVE AND MEMBER MOTIONS .....</b>  | <b>4</b>  |
| 7.1      | Amendments to the Cat Act 2011 - Allow Local Governments to make local laws to contain cats to the owner's property.....            | 4         |
| 7.2      | Advocacy for legislative reforms to counter land-banking .....  | 9         |
| 7.3      | Advocacy for expansion of differential rating to include long term unoccupied commercial buildings (Property Activation Levy) ..... | 12        |
| 7.4      | Action on asbestos for Western Australia.....   | 14        |
| 7.5      | Addressing the impracticality of Local Governments funding Department of Communities and Government Regional Officer Housing .....  | 16        |
| 7.6      | Advocacy for accessibility .....  | 18        |
| <b>8</b> | <b>CLOSURE .....</b>  | <b>21</b> |
|          | <b>Attachment 1: AGM Association Standing Orders .....</b>  | <b>22</b> |
|          | <b>Attachment 2: Minutes of the 2023 Annual General Meeting .....</b>   | <b>27</b> |
|          | <b>Attachment 3: Action Taken on Resolutions of the 2023 Annual General Meeting .....</b>   | <b>47</b> |

## 1 OPENING

## 2 RECORD OF APOLOGIES

- Shire of Dowerin

## 3 ANNOUNCEMENTS

## 4 ADOPTION OF AGM ASSOCIATION STANDING ORDERS

The Annual General Meeting Association Standing Orders are contained within this Agenda ([Attachment 1](#)).

### **MOTION**

**That the Annual General Meeting Association Standing Orders be adopted.**

## 5 CONFIRMATION OF PREVIOUS MINUTES

The Minutes of the 2023 WALGA Annual General Meeting are contained within this Agenda ([Attachment 2](#)), along with a report on the action taken on the 2023 AGM resolutions ([Attachment 3](#)).

### **MOTION**

**That the Minutes of the 2023 WALGA Annual General Meeting be confirmed as a true and correct record of proceedings.**

## 6 ADOPTION OF ANNUAL REPORT

The 2023-2024 Annual Report, including the 2023-2024 Audited Financial Statements, will be distributed to Members separately.

### **MOTION**

**That the 2023-2024 Annual Report, including the 2023-2024 Audited Financial Statements, be received.**

## 7 CONSIDERATION OF EXECUTIVE AND MEMBER MOTIONS

### 7.1 AMENDMENTS TO THE CAT ACT 2011 - ALLOW LOCAL GOVERNMENTS TO MAKE LOCAL LAWS TO CONTAIN CATS TO THE OWNER'S PROPERTY

Two Local Governments have submitted items on this matter. In accordance with WALGA's criteria for motions, when motions of a similar objective are received, they are to be consolidated.

#### CONSOLIDATED MOTION

**That WALGA advocate to the State Government to make changes to the *Cat Act 2011* to permit local laws to be made to the following effect:**

- 1. Cats are to be confined to the cat owner's residence premises;**
- 2. Cats within public places are to be under effective control and not to create a nuisance;**
- 3. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance;**
- 4. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.**

#### SHIRE OF ESPERANCE SUBMISSION:

##### MOTION

That WALGA request the State Government make changes to the *Cat Act 2011* to allow Local Governments to make local laws to contain cats to the owner's property.

##### IN BRIEF

- The *Cat Act 2011* prohibits Local Governments to make a local law to prohibit a cat from wandering.
- Cats do a significant amount of damage to wildlife when left to wander.
- Wandering domestic cats add to the breeding of feral cats.

#### MEMBER COMMENT

The Joint Standing Committee on Delegated Legislation has advised the Shire of its reasons why a Local Government cannot create a local law to deal with wandering cats or cats that are creating a nuisance.

Local Governments are therefore unable to enact local laws to effectively deal with cats to meet the expectations of the community due to inconsistencies with the *Cat Act 2011*.

Amendments therefore need to be made to the *Cat Act 2011* to allow the effective management of cats.

## SECRETARIAT COMMENT

The Motion generally aligns with current [WALGA advocacy](#) in relation to a review of the *Cat Act 2011*.

*That the Local Government sector advocates for a commitment from the State Government...to prioritise reforms to the Cat Act 2011, in accordance with the Statutory Review undertaken and tabled in the State Parliament on 27 November 2019.*

The 2019 Review included proposals that penalties should be incurred when cats wander/trespass on property without consent or cats should be confined to their property.

## SHIRE OF DARDANUP SUBMISSION

### MOTION

That WALGA develop a model Cat Local Law in consultation and agreement with the Department of Local Government, Sport and Cultural Industries, the Joint Standing Committee on Delegated Legislation and the WA Cat Feral Working Group that provides for the following:

1. Cats are to be confined to the cat owner's residence premises, unless under effective control;
2. Cats within public places are to be under effective control and not to create a nuisance at all times;
3. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance;
4. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute Majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.

### IN BRIEF

- The Shire of Dardanup attempted to bring its local law in line with that of other Local Governments where provisions have been included that expressly require cat owners to have effective control of their cats, and that makes it an offence for a cat to be in other places, where the occupier of that place has not given approval.
- The Joint Standing Committee on Delegated Legislation considered the Shire of Dardanup Cats Local Law 2023 and outlined that the Committee believed the proposed local law is contrary to the *Cat Act 2011*.
- Within Western Australia there are a number of Local Governments that have Cat Local Laws that require cats to be under effective control when in a public place. Some of these Cat Local Laws also make it an offence for a cat to be in a place, other than a public place, without the express permission of the occupier of that place. These local laws also require cats not to create a nuisance in either a public place, or other places
- WALGA's support for the development of a model Cat Local Law that incorporates these provisions as standard provisions are sought so as to ensure this is accepted in advance by the Department of Local Government, Sport and Cultural Industries and the Joint Standing Committee on Delegated Legislation

## MEMBER COMMENT

The Shire of Dardanup in 2022 attempted to bring its local law in line with that of other Local Governments where provisions have been included that expressly require cat owners to have effective control of their cats, and that makes it an offence for a cat to be in other places, where the occupier of that place has not given approval.

At its meeting of 25<sup>th</sup> of January 2023, the Shire of Dardanup resolved [09-23] as follows:

*THAT Council:*

1. *In accordance with Section 3.12 of the Local Government Act 1995 approves the advertising of the proposed 'Shire of Dardanup Cats Local Law 2023' [Appendix ORD: 12.4.2C] in order to seek community comment.*
2. *Provides a copy of the proposed Local Law and public notice to the Minister for Local Government; and*
3. *After the close of the public consultation period, requests the Chief Executive Officer to submit a report on any submissions received on the proposed Local Law to enable Council to consider the submissions made and to determine whether to make the Local Law in accordance with section 3.12(4).*

The Local Law was advertised, and no public submissions were received. A Submission from the Department of Local Government, Sport and Cultural Industries were received and considered by Council in November 2023. Council resolved [273-23] as follows:

*THAT Council:*

1. *Receives the submission received from the Department of Local Government, Sport and Cultural Industries in respect of the Shire of Dardanup Cats Local Law 2023.*
2. *Notes that there were no public submissions received in respect of the Shire of Dardanup Cats Local Law 2023.*
3. *By Absolute Majority decision, adopts the Shire of Dardanup Cats Local Law 2023 [Appendix ORD: 12.4.1D] inclusive of the following minor amendments:*
  - *Clause 1.1: Citation changed to italics;*
  - *Clause 1.4: Changed both the citation title and "Government Gazette" to italics.;*
  - *Clause 1.5: In the definition of Act, changed the citation to italics;*
  - *The words ", in the opinion of an authorised person," deleted from Clause 2.1(1); Clause 2.2(1)(b) and Clause 2.4(2).*
  - *Clause 3.1(1) Amended to give clarity that the Shire acknowledges the local law process in the designation of cat prohibited areas by adding the words "after following the process for amending a local law pursuant to the Local Government Act." after the words 'Schedule 3';*
  - *Clause 4.8 Conditions – amend subclause (1)(a) to read: (a) each cat kept on the premises to be kept so as not to create a nuisance; and*
  - *Clause 4.8 Conditions – deletes subclause (1)(b) that read "(b) that the premises must be adequately fenced (and premises will be taken not to be adequately fenced if there is more than one escape of a cat from the premises);" ; and renumber the following subclauses accordingly.*
4. *Publishes a copy of the adopted local law in the Government Gazette.*
5. *Gives a copy of the adopted gazette ready Local Law to the Minister for Local Government.*

6. *After the local law has been published in the Gazette, gives local public notice as per section 1.7 of the Local Government Act 1995 advising:*
  - *The title of the local law;*
  - *Summarizing the purpose and effect of the local law;*
  - *Specifying the day on which the local law comes into operation; and*
  - *Advising the location of copies of where the local law may be inspected or obtained.*
7. *Supplies copies of the local law, Explanatory Memorandum, Statutory Procedures Checklist and other supporting material in accordance with Ministerial Directions, to the WA Parliament's Joint Standing Committee on Delegated Legislation within 10 working days of the gazettal publication date of the local law.*

The Joint Standing Committee in Delegated Legislation (the Committee) considered the Shire of Dardanup Cats Local Law 2023 at its meeting held 13<sup>th</sup> of March 2024 and outlined that the Committee believed the proposed local law is contrary to the *Cat Act 2011*. The Committee therefore requires that Council agree to undertaking amendments to the Local Law at its meeting on 27<sup>th</sup> of March 2024 and by 3<sup>rd</sup> of April 2024.

*The Committee requests the following undertakings:*

1. *Within 6 months:*
  - *delete the definition of **effective control** in clause 1.5*
  - *delete clause 2.2*
  - *amend clause 4.4(f) to ensure it is not inconsistent with the Cat Act 2011*
  - *correct the typographical error in the clause reference beneath the heading to Schedule 3.*
2. *All consequential amendments arising from undertaking 1 will be made.*
3. *Clauses 2.2 and 4.4(f) will not be enforced in a manner contrary to undertaking 1.*
4. *Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.*

Whilst Council in March resolved to undertake the changes required by the Committee, Council in July 2024 when presented with the amendment local law, did not initiate the making of the amendment local law.

Officers have written to the Committee, providing it with the outcome of the Council decision. At the time of writing this report the Committee's response had not yet been received.

There are no direct legal implications of seeking WALGA form a position on the local law, however, should the motion be successful and WALGA is able to convince the State Government of the merits, then the motion may lead to possible changes to State Government Policy and Legislation.

### *Cat Act 2011*

The authority for a Local Government to create a local law under the *Cat Act 2011* is provided in section 79 of the *Cat Act 2011*. The *Cat Act 2011* sets out the requirements inter alia for registration and sterilisation of cats, as well as the requirements for cat management

facilities. The Cat Regulations 2012 set out the requirements for cats to be microchipped and registered, as well as the approval requirements for cat breeders.

In the paragraphs that follow, the Shire of Dardanup will not name any of these Local Governments that have Cat local laws in place, so as to not do these Local Governments in with the Joint Standing Committee on Delegated Legislation (the Committee). The Shire understands that the Committee may require those Local Governments that have local laws with such provisions, to amend these local laws in future, in order to ensure it is in line with the Committee's direction as given to the Shire of Dardanup. For that reason, this report will refer more broadly to other Local Governments within Western Australia that have such local laws.

Within Western Australia there are a number of Local Governments that have Cat Local Laws that require cats to be under effective control when in a public place. Some of these Cat Local Laws also make it an offence for a cat to be in a place, other than a public place, without the express permission of the occupier of that place. These local laws also require cats not to create a nuisance in either a public place, or other places. There are also Property and Public Places Local Laws, that allow Council's to make designations of areas, by absolute majority and to erect a sign to give effect to such designations.

These provisions seem sensible and require that a cat cannot simply go onto someone else's private property without their permission, that cats are under effective control in public places and are prohibited from entering areas of sensitive ecological values. [The WA Feral Cat Working Group provided the Shire of Dardanup with an information sheet with reference to existing Cat Local Laws \(names of Local Governments redacted\), and a legal opinion received from Castledine Gregory in relation to this. This also includes reference to the WA Labor Party's party Platform for 2023.](#)

WALGA's support for the development of a model Cat Local Law that incorporates these provisions as standard provisions are sought so as to ensure this is accepted in advance by the Department of Local Government, Sport and Cultural Industries and the Joint Standing Committee on Delegated Legislation. By doing this, it will save a lot of frustration for Local Governments having to go through a local law development and/or review process and will also ensure that adequate provisions to control cats are included in the local law. This will assist greatly in dealing with complaints from residents in relation to the nuisances caused by cats and will also assist greatly in enforcement efforts by Local Government rangers.

#### **SECRETARIAT COMMENT**

Many Local Governments have made Cat Local Laws prohibiting cats from being on land under the care, control and management of the Local Government, as currently provided for under the *Cat Act 2011*.

It is established through numerous disallowance motions by Parliament's Delegated Legislation Committee that the *Cat Act 2011* does not provide the requisite heads of power for a Local Government to make Cat Local Laws requiring cats to be confined to the owner's residence or being prevented from roaming in any public place throughout the district.

Although not currently achievable, the intent of this Motion can be considered upon successful advocacy for a review of the *Cat Act 2011* and provision of the necessary heads of power that allow Cat Local Laws to prevent cats from wandering.

## 7.2 ADVOCACY FOR LEGISLATIVE REFORMS TO COUNTER LAND-BANKING

*Town of Bassendean to move:*

### MOTION

**That WALGA:**

- 1. In line with its 2020-2025 Strategic Plan to provide a Sector Vision that enables Local Governments to be agile enhancing community wellbeing and economic prosperity, develops a draft Advocacy Position for Legislative Reforms to address Land-Banking practices including, but not limited to consideration of the following:**
  - a. Prohibiting demolition of habitable housing until a Development Application (DA) has been approved;**
  - b. development applications that result in the demolition of existing habitable housing be time limited so that reasonable time periods for project commencement and project completion are conditions of the development application.**
  - c. provide Local Authorities with the ability to apply a “penalty fee” over and above any differential rating on vacant land, where the time conditions on the development application in (b) have not been met.**
  - d. Development of a mandatory register of unoccupied residential properties, with the ability of Local Governments to apply rates or levies on long term unoccupied residential properties, which could increase incrementally over time.**
- 2. Distributes the draft “WALGA Advocacy Position for Legislative Reforms to counter Land-Banking” to all West Australian Local Authorities for comment, and that a subsequent report be provided for consideration by WALGA Zones.**

#### IN BRIEF

- Land-banking reduces the availability of sites for development.
- Premature demolition of viable housing is unacceptable in what is a dire housing shortage for this nation.
- Additional legislative changes are required to enable Local Authorities the flexibility to apply additional levies to long term unoccupied housing.

### MEMBER COMMENT

The Victorian Government recently introduced the ability to tax long term unoccupied residential properties (i.e. a residential property left vacant for six months or more in a year). Victorian Councils welcomed these changes to “Vacant Residential Land Tax” (VRLT) emphasising that it is a significant step forward in addressing longstanding land-banking issues that plague many municipalities.

Tighter controls that prevent the demolition of viable housing stock prior to Development Approvals (DA) assists in closing a loophole, that has to date, increased the numbers of long term unsightly vacant blocks negatively affecting the amenity of suburbs and towns. The introduction of a levy on long term unoccupied residential homes is designed to encourage occupation or rental of those homes. In turn DA approvals that subsequently require the demolition of viable housing stock should require commencement and completion of the new development within reasonable timelines.



This will alleviate the strain on the housing market by avoiding premature demolition with the intention to retain viable housing for occupancy for as long as possible, leading to a positive impact on rental availability and affordability. All of this can be accomplished without negatively affecting the development potential of a site.

### **Reference Documents**

Link to media "New legislation to boost housing supply and combat land-banking" by Shire of Maribyrnong: <https://www.maribyrnong.vic.gov.au/News/New-legislation-to-boost-housing-supply-and-combat-land-banking>.

Link to media "How the world is tackling issue of empty homes" by The Guardian: <https://www.theguardian.com/society/2017/aug/02/how-the-world-is-tackling-issue-of-empty-homes>.

### **SECRETARIAT COMMENT**

#### **Part 1a and 1b**

Under Schedule 2 Clause 61 (1) of the Planning and Development (Local Planning Scheme) Regulations 2015 (LPS Regulations) the demolition of a single house, and any associated structure, are exempt from requiring development approval, unless the proposal is located in a heritage-protected place. Further demolition works are regulated by the *Building Act 2011* and the Building Regulations 2012, and thus the removal of a dwelling would require the issuance of a building permit before demolition is undertaken. Local Governments as permit authorities are required to issue building permits within statutory timeframes. There are limited reasons why a Local Government can refuse to issue a building permit, including where the necessary development approval has not been issued. The proposal outlined in the Town of Bassendean's motion would require amendments to both the planning and building regulatory frameworks.

It should also be noted that under the LPS Regulations and State Planning Policy 3.1 Residential Design Codes (SPP3.1) most proposals for single houses are also exempt from requiring development approval. Most proposals for grouped and multiple dwellings do require development approval.

Local Governments are able to limit the validity period of a development approval and a building permit, with substantial commencement being required before the expiry date to ensure the ongoing validity of the approval. Common lengths of approval are 24 and 48 months.

#### **Part 1c**

The LPS Regulations Schedule.2, cl.71 provides that an approved development must be substantially commenced...if no period is specified in the approval, within the period of two years commencing on the date the determination is made or the period specified or as approved, with the approval lapsing if development is not substantially commenced within the determined period.

Part (c) of the proposal, appears to seek a modified penalty to be prescribed in Planning and Development Regulation 42, enabling an infringement notice to be issued, where residential development is not substantially commenced before expiry of the approval period.

It should be noted that if the time period for commencement of development expires, the approval expires and the development application process would need to restart if the developer so chooses to proceed. Applying a penalty to an expired application would likely require amendments to the LPS Regulations and potentially the *Planning and Development Act 2005*. The modified penalty under the planning framework is currently set at \$500.

#### **Part 1d**

##### Proposal for mandatory register of unoccupied residential properties

Implementing the proposed register would require legislative amendment and regulatory provisions to enable collection of evidence that a habitable residential property is unoccupied continually for a prescribed period, to inform entry of a property into the register.

##### Proposal for application of a differential rate to residential improved and long-term unoccupied properties

- Local Government Act section 6.33(1)(b) already enables a differential rate to be levied for a purpose for which the land is held or used as determined by the Local Government e.g. Some Local Governments currently levy a differential rate for “residential improved and vacant” property.
- It is unclear if section 6.33 provisions can be interpreted as enabling Local Government to levy scaled differential rates applicable to specified timeframes that an improved residential property has been unoccupied. This may require confirmation from the Department of Local Government, Sport and Cultural Industries subject to advice from the State Solicitor’s Office. If section 6.33 cannot be interpreted to enable this, then a legislative amendment would be required.

##### Proposal for a “levy” to be applied to long term unoccupied residential properties.

Local Government Act section 6.16 limits Local Government imposition of fees and charges to goods or services provided the Local Government.

This proposal intends a penalty for long-term unoccupied residential property, which under written law would require legislative amendment to create an offence and prescribe a modified penalty / court proceedings.

### 7.3 ADVOCACY FOR EXPANSION OF DIFFERENTIAL RATING TO INCLUDE LONG TERM UNOCCUPIED COMMERCIAL BUILDINGS (PROPERTY ACTIVATION LEVY)

*Town of Bassendean to move:*

#### MOTION

**That WALGA:**

- 1. Explores expanding Item 2.1.8 Differential Rates of its Advocacy Position Statement to consider inclusion of the following:**
  - a. Advocating for Local Authorities to have the ability to apply a differential rate to long term unoccupied commercial buildings; and**
  - b. Developing legislation that requires commercial property owners to demonstrate that in order to avoid the imposition of a differential rate on unoccupied commercial property the property;**
    - i. is commercially habitable with annual investment in maintenance**
    - ii. remains connected to essential services**
    - iii. is undergoing periodic compliance checks and,**
    - iv. has a plan in place to redevelop or make operational.**
  - c. Develop legislation that enables Local Government to provide exemptions to the above differential rating based on an approved periodic activation program for the vacant commercial property by the Local Government.**
- 2. Distributes the draft expanded WALGA Advocacy Position for Differential Rates to counter long term unoccupied commercial buildings to all West Australian Local Authorities for comment, and that a subsequent report be made available for consideration by WALGA Zones.**

#### MEMBER COMMENT

The Northern Territory Government enabled Darwin to apply a "*Property Activation Levy*" to address long term vacant land or unoccupied commercial buildings, endeavouring to activate or beautify properties that generally have a negative impact the overall amenity and vibrancy of streetscapes. The Property Activation Levy incorporates the following:

- Owners of unoccupied commercial property are provided a reasonable grace period to activate their property without incurring the levy.
- Any property meeting the minimum number of listed activation options does not incur the surcharge levy applicable only to long term unoccupied commercial buildings.
- Revenue raised from the Property Activation Levy, is used on revitalisation projects of public places and land.

The purpose of the property activation levy is to encourage owners of unoccupied commercial buildings to activate and maintain their properties to improve commercial precincts with a focus on the following objectives:

- To improve the amenity of commercial precincts for residents, workers and visitors / tourists.
- Support adjoining business operators by encouraging activation of all commercial premises within precincts.
- Improve the liveability, attractiveness, safety and cultural activity of these precincts.
- Encourage the commercial precincts to thrive.

Some of the suggested activation (that must include ongoing maintenance) for unoccupied commercial premises are listed below, noting this list is not exhaustive:

- Inset graphics, art displays or other visual installations on ground level external windows and walls.
- Repaint or retile and improve ground level frontage and associated awnings over the footpath.
- Include rotating shop displays (for example Christmas, Easter, local events) or community spaces, such as for group activities, classes or study areas.
- Where setback from the road reserve exists, undertake improved landscaping.

#### Reference Documents:

Link to the "*Property Activation Levy*" document is below, and outlines a diverse number of suggested options for the activation and beautification of vacant land or unoccupied mixed use premises:  
[https://treasury.nt.gov.au/\\_data/assets/pdf\\_file/0010/901495/derelict-vacant-property-levy.pdf](https://treasury.nt.gov.au/_data/assets/pdf_file/0010/901495/derelict-vacant-property-levy.pdf).

#### SECRETARIAT COMMENT

WALGA's Advocacy Position 2.1.8 Differential Rates is below:

|                    |   |
|--------------------|---|
| Position Statement | Section 6.33 of the <i>Local Government Act 1995</i> should be reviewed in contemplation of time-based differential rating, to encourage development of land. |
| Background         | Concern at the amount of vacant land remaining in an undeveloped state for an extensive period of time and holding up development opportunities.              |

Local Government Act section 6.33(1)(b) already enables a differential rate to be levied for a purpose for which the land is held or used as determined by the Local Government e.g. Some Local Governments currently levy a differential rate for "residential improved and vacant" property. This can be extended to "commercial improved" and "commercial undeveloped".

## 7.4 ACTION ON ASBESTOS FOR WESTERN AUSTRALIA

*Shire of Dundas to move:*

### MOTION

**That WALGA advocates for the state and federal governments to take urgent action to assist Local Governments and their communities in safely removing asbestos, including providing targeting funding programs and support for regional areas.**

#### IN BRIEF

- The Asbestos Safety and Eradication Agency (ASEA) has released its 2024-2030 Strategic Plan, which identifies the need to take action to save lives, as asbestos materials are degrading, increasing the risk they pose.
- The approach to asbestos is unlikely to change unless Local Governments and their communities, particularly in regional areas, are provided with additional funding and support.

### MEMBER COMMENT

The Asbestos Safety and Eradication Agency (ASEA) [2024-2030 Strategic Plan](#) identifies, more than in previous plans, the risk posed by the increasing degradation of asbestos and the need for action. State governments are currently considering the plan, but any adoption of the plan must be supported by additional funding and support from Local Governments and their communities.

There are a range of ways that asbestos management impacts Local Governments. In [WALGA's Submission](#) on the ASEA Strategic Plan, it was identified:

*Asbestos management is an ongoing and increasing challenge for Local Government, particularly asbestos management during and following emergency events, illegal disposal of asbestos into the environment through Local Government services, and the regulation of the asbestos removal industry.*

***Local Governments in regional and remote areas face additional significant and complex challenges, including the limited availability and cost of suitably qualified contractors, large areas of asbestos contaminated land requiring remediation and limited ability to fund asbestos removal and communities where property with asbestos is under, or not, insured.***

A whole government package of support and funding is needed to address this issue and ensure that communities are not impacted and that asbestos is removed and not just managed through legislation.

The Asbestos National Strategic Plan (ANSP) for the 2024-2030 consultation aims to address the pressing issue of asbestos-related diseases in Australia. However, the current focus of the consultation is primarily on compliance rather than actively pursuing the funding and comprehensive removal of asbestos, which is crucial for safeguarding public health.

Australia grapples with one of the highest rates of mesothelioma globally, primarily caused by asbestos exposure. Western Australia faces a higher incidence rate of mesothelioma compared to other regions, emphasising the urgency of effective asbestos management.

The ANSP endeavours to enhance asbestos awareness and promote its safe management, removal, and disposal nationwide; it is all compliance-based. It aims to eliminate asbestos-related diseases through collaboration between the Australian government, states, and territories. The plan's key objectives include eradicating asbestos-related diseases, supporting affected individuals, and advocating for a global ban on asbestos production and trade.

To implement the ANSP for 2024-2030, the Asbestos and Silica Safety and Eradication Agency (ASSEA) seeks endorsement from states and territories, including Western Australia. Should Western Australia endorse the plan, a jurisdictional action plan aligned with the ANSP would be devised to address state-specific priorities and challenges.

However, the current consultation lacks a strong emphasis on funding and actively pursuing asbestos removal to improve the ANSP and ensure a more comprehensive approach; it's imperative to advocate for increased funding and prioritise the active removal and safe disposal of asbestos across affected areas of Western Australia.

#### **SECRETARIAT COMMENT**

The ASEA Strategic Plan has identified an increasing need to take action on asbestos. As the material degrades over time there is an increasing human health risk and costs associated with removal escalate. As identified in the AGM item, WALGA's recent [Submission](#) on the ASEA Strategic Plan noted that Asbestos management is an ongoing and increasing challenge for Local Governments, particularly in regional areas, and additional focus is needed. The approach of providing targeted funding and support would assist regional Local Government to address issues such as limited availability and cost of suitably qualified contractors and ability to fund asbestos removal.

## 7.5 ADDRESSING THE IMPRACTICALITY OF LOCAL GOVERNMENTS FUNDING DEPARTMENT OF COMMUNITIES AND GOVERNMENT REGIONAL OFFICER HOUSING

*Shire of Dundas to move:*

### MOTION

**That WALGA advocates to the State Government for the State Government to fully fund Department of Communities (Social) and Government Regional Officer Housing.**

#### IN BRIEF

- Housing Funding Impracticality: Local Governments face impracticalities in funding housing due to the extra budgetary constraints then placed on the Local Government.
- Financial Risk: Investment in providing housing can be risky over the long term due the volatility of the housing market (particularly in areas where mining is the predominant industry) and the constraints placed on Local Governments that are borrowing money to fund these builds.
- State Responsibility: Housing should be funded through state taxes and mining royalties, not Local Government budgets.

### MEMBER COMMENT

All remote and regional Local Governments face challenges in attracting and retaining staff which is also true of State Govt Depts, such as Police and the Education Dept. The provision of good housing is critical in attracting staff to these areas. Any Local Governments that are exposed to the boom-bust cycle of mining, face significant challenges related to the funding and provision of the Department of Community and Government Regional Officers' Housing (GROH). The volatile boom and bust cycles of the mining industry creates an even more financially risky environment for Local Governments to invest in housing. Most remote and regional Local Government areas are smaller and have the least capacity to raise funding through rates due their smaller population bases. Budgets are already stretched to provide community infrastructure for these communities.

- Boom and bust cycles in resource-dependent communities: The mining industry is inherently volatile, with periods of rapid growth (booms) followed by significant downturns (busts). This cycle profoundly affects local economies and property values. When Local Governments invest in housing during a boom, they face the risk of property values plummeting during a bust. Currently, the nickel crisis is an example of how quickly and severely property values can decline, leaving Local Governments with significant financial losses and underutilized assets.
- Impractical Investment: Local Governments are not in a position to absorb the financial risks associated with building houses with a long-term, 'lease back' agreement to recover their investment. Housing investments should be stable and predictable, (which is not the case in resource-dependent communities). If smaller Local Governments are seeking to borrow funds for these builds, they are then denied an opportunity to borrow for other community infrastructure projects that may be more of a local priority.
- State Responsibility: The function to supply and maintain Department of Communities and GROH housing in remote communities is a State Govt responsibility and should be funded through state taxes and royalties.

All remote and regional Local Governments urge WALGA to advocate for the State government to fully fund construction and maintenance of Department of Communities and GROH housing. Local Governments should not bear the financial risks associated with the provision of social and State agency housing. Funding of this housing by Local Governments impacts their sustainability and ability to fund their core responsibilities for their communities such as, asset management, staff retention, and roads.

## **SECRETARIAT COMMENT**

The GROH Program provides housing for public sector employees providing essential services in regional and remote locations to attract and retain staff. The Department of Communities uses partnerships to increase supply of GROH housing in addition to its own capital investment and refurbishment programs. Partnerships include build to lease agreements, which Local Governments are eligible to apply to. The Department of Communities also provides subsidised rental accommodation to eligible low-income households across Western Australia commonly referred to as public or social housing. Public housing is owned and managed directly by the Department of Communities. Social housing can be owned and or maintained by a third party, typically Community Housing Providers.

In a 2024 WALGA survey, 100 percent of respondents viewed housing as a major challenge in their Local Government area and 64 percent stating that the lack of Government Regional Officer Housing (GROH) housing is “very challenging” or “extremely challenging”.

Housing supply continues to be a priority issue for both the Australian and State Government. The Australian Government’s 2024-2 budget included an additional \$1 billion to states and territories to deliver new housing including for connecting essential services such as water, power, sewerage and roads. This investment underpins the Federal Government commitment to increasing housing supply through the National Housing Accord, Housing Australia Future Fund and Social Housing Accelerator initiatives. The WA Government committed an additional \$43.8 million to the GROH program in the 2024-25 State Budget. The State budget also included \$400 million to expand the Social and Affordable Housing Investment Fund and \$179 million for maintenance of existing social and GROH housing.

WALGA is advocating for the State Government to work with the Local Government sector on the delivery of these investments, including ensuring member views are considered in relation to critical housing need. WALGA’s 2025 State Election platform calls for State Government to create a comprehensive long-term strategy to address the entrenched shortage of social, affordable and key worker housing and to undertake a review of the GROH program to improve coordination and responsiveness to regional housing needs and provide Local Government’s with greater scope to invest in GROH housing.



## 7.6 ADVOCACY FOR ACCESSIBILITY

*Town of Victoria Park to move:*

### MOTION

**That WALGA develops an Advocacy Position calling for the WA Government to adopt the Liveable Housing Design Standards for accessibility as part of the National Construction Code, consistent with WALGA's 2020-2025 Strategic Plan Sector Vision to enable inclusive Local Governments enhancing community wellbeing and economic prosperity.**

#### IN BRIEF

- Advocacy for adoption of National Construction Code minimum accessibility standards
- Australia should have national building standards guaranteeing new homes have access for all abilities.
- WALGA should develop a policy to reflect its organisation commitment to accessibility, including but not limited to ensuring any venues WALGA utilises for its services or events have universal accessibility entry points (and are not dependent on one accessible entry point).

### MEMBER COMMENT

Advocacy for adoption of National Construction Code minimum accessibility standards:

- Several years ago, at the direction of Commonwealth and State Ministers, the Australian Building Codes Board (ABCB) undertook a rigorous consultation process with experts and stakeholders to develop minimum accessibility requirements for Class 1a buildings (houses) and Class 2 sole-occupancy units (apartments) in the National Construction Code (NCC). The objective was to ensure that housing is designed to meet the needs of the community, including those with disability and older Australians.
- In 2021, minimum accessibility provisions were introduced for residential housing and apartments into the NCC based on Liveable Housing Design Guidelines (LHDG) silver standards.
- The NCC 2022 has seven minimum standards ensuring all new homes are accessible, with modifications including step-free entrances and showers, and wider doors and corridors that can accommodate wheelchairs and walking aids.
- The 2023 Disability Royal Commission Report recommended that all states and territories should adopt the minimum LHDG standards as soon as possible.
- In 2024, the ABCB has estimated that the additional cost to implement the minimum accessible design standards is between \$2,900 and \$4,400 per home, depending on the type of dwelling. The features covered by the LHDG standards are not a big ask and our communities will end up with better quality housing that is future-proof.
- To date, the WA Government, along with NSW, are the only states who have not adopted the NCC minimum LHDG silver standards.

## SECRETARIAT COMMENT

The National Construction Code (NCC) is a uniform set of technical provisions for the design and construction of buildings and other structures, and plumbing and drainage systems throughout Australia.

The NCC is produced and maintained by the Australian Building Codes Board (ABCB) on behalf of the Commonwealth and all State and Territory government and is given legal effect through legislation at the state and territory level. The NCC is reviewed every 3 years, based on required regulatory practices, industry research, public feedback and policy directions.

The goal of the NCC is to enable the achievement of nationally consistent, minimum necessary standards of relevant safety (including structural safety and safety from fire), health, amenity and sustainability objectives efficiently. The NCC has traditionally included a part focused on access for people with a disability, setting out deemed-to-comply solutions and general building requirements for buildings based on their classification, for class 2-9 buildings. For the 2022 edition of the NCC new requirements titled the 'livable housing design' requirements, based on the Livable Housing Design Guidelines (silver level), were incorporated into both volumes of the NCC.

These requirements apply to all dwelling types, including new Class 1a (single house) buildings. The purpose of these changes was to help increase the stock of housing that is adaptable and better able to meet the needs of older people and people with mobility limitations. The Deemed-to-Comply provision of the new requirements, called the [ABCB Livable Housing Design Standard](#), covers:

- Providing step-free access to the home.
- Making doorways and hallways easier to use for people with reduced mobility.
- Providing extra space in the bathroom and toilet.
- Wall reinforcing in the bathroom and toilet, to make it easier to install grabrails if needed in the future.

The NCC is implemented into Western Australia's building regulatory system through amendments to the Building Regulations 2012, with the NCC 2022 commencing operation in WA on 1 May 2023, following a 12-month transition period. In announcing the implementation of the NCC 2022, the State Government indicated that it had considered the current challenges facing the building and construction industry and as a result decided that some provisions, including energy efficiency, would have a longer transitional period and that the mandatory liveable (accessible) housing provisions would not be applied in Western Australia. In making this determination the Government indicated it would continue to monitor the situation in the building industry and the housing market. New South Wales and South Australia also determined to not support the new requirements. There is no indication, at time of writing, that the State Government has progressed in its consideration of the livable housing design requirements.

### **WALGA's Building Act and Regulations Advocacy Position**

Assessments of the effectiveness of building control systems across Australia have recognised that there is diminishing public confidence in the building and construction industry, and that change is required to ensure buildings are safe and perform to expected standards. Now more than ever the focus is on Local Government building departments to deliver good governance, local leadership and sustainable services that meet the needs of their communities whilst supporting local jobs and economic growth.

The Association has the following endorsed positions:

1. Support the retention of Local Government as the primary permit authority in Western Australia for decisions made under the *Building Act 2011*.
2. Supports mandatory inspections for all classes of buildings, however, Local Government should not be solely responsible for all mandatory inspections.
3. Advocate for the State Government to urgently prioritise legislative reform that addresses systemic failures in the current building control model and to provide clarification on the role of Local Government in building control to ensure building legislation supports the following objectives:
  - a. Quality buildings that are cost efficient.
  - b. Functional, safe and environmentally friendly buildings.
  - c. Good decision making in all aspects of building.
  - d. Efficiency and effectiveness in building management, administration and regulation.
  - e. Openness and accountability with respect to all building matters.
  - f. Recognition of the rights and responsibilities of all parties in building matters in an equitable manner.
4. Existing and proposed building control related fees and charges to be cost recovery for Local Government.
5. WALGA will work with members, state agencies and industry groups to develop training opportunities and to promote the Local Government building surveying profession to ensure sustainability of Local Government building control services.
6. WALGA supports the Australian Building Codes Boards Trajectory for Low Energy Buildings by supporting Local Governments to meet community strategic objectives of a net zero carbon future by 2050 through work with members, state agencies and industry groups.

## 8 CLOSURE



## Western Australian Local Government Association AGM Standing Orders

### 1. INTERPRETATIONS

For the purposes of these Standing Orders, if not inconsistent with the context, the following words shall have the following meanings:

- 1.1 **"Absolute Majority"** means:  
a majority of delegates of the Association whether present and voting or not.
- 1.2 **"Association"** means:  
all or any part of the Western Australian Local Government Association.
- 1.3 **"Delegate or Deputy Delegate"** means: those persons duly nominated, from time to time, to represent a Member Local Government at a meeting of the Association.
- 1.4 **"Deputy President"** means:  
the Deputy President for the time being of the Association.
- 1.5 **"Meeting"** means:  
an Annual or Special General Meeting of the Association.
- 1.6 **"Member Local Government"** means: a Local Government admitted to ordinary membership of the Association in accordance with the provisions of the Constitution.
- 1.7 **"President"** means:  
the President for the time being of the Association.
- 1.8 **"Simple Majority"** means:  
a majority of the delegates from the Association that are present and voting.

### 2. CONDUCT OF MEETINGS

The proceedings and business of meetings of the Association shall be conducted according to these Standing Orders.

### 3. NOTICE OF MEETING

#### 3.1 Annual General Meeting

The Chief Executive Officer of the Association shall give at least ninety (90) days' notice of an Annual General Meeting to all Member Local Governments, advising of the closing date for submission of motions for inclusion on the agenda.

#### 3.2 Special General Meeting

A Special General Meeting of the Association is to be held if a request is received by the Association President, in accordance with the requirements of the Association's Constitution. No business shall be transacted at a Special General Meeting other than that for which the Special General Meeting was called.

#### 3.3

Notice shall be given at the destinations appearing in the records of the Association. Notice will be deemed to have been delivered immediately if transmitted electronically or on the second working day after posting.

### 4. QUORUM

#### 4.1

The Association shall not conduct business at a meeting unless a quorum is present.

#### 4.2

At any meeting of the Association greater than one half of the delegates who are eligible to vote must be present to form a quorum.

#### 4.3

The Association is not to transact business at a meeting unless a quorum is present.

#### 4.4

If a quorum has not been established within the 30 minutes after a meeting is due to begin then the Association can be adjourned –

- (a) by the President or if the President is not present at the meeting, by the Deputy President;
- (b) if neither the President nor Deputy President is present at the meeting, by a majority of delegates present;

- (c) if only one delegate is present, by that delegate; or
- (d) if no delegate is present, by the Chief Executive Officer or a person authorised by the Chief Executive Officer.

**4.5** If at any time during a meeting a quorum is not present, the President shall thereupon suspend the proceedings of the meeting for a period of five (5) minutes and if a quorum is not present at the expiration of that period, the meeting shall be deemed to have been adjourned and the person presiding is to reschedule it for some future time.

**4.6** Notice of a meeting adjourned because of absence of a quorum is to be given to all Member Local Governments.

## **5. MEETINGS OPEN TO THE PUBLIC**

The business of the Association shall be open to the public except upon such occasions as the Association may by resolution otherwise decide.

## **6. ORDER OF BUSINESS**

Unless the Association should decide otherwise, the order of business at meetings of the Association, with the exception of special meetings or an adjourned meeting, shall be as follows:

- (a) Record of attendance and apologies;
- (b) Announcements;
- (c) Confirmation of minutes of previous meetings;
- (d) President's report;
- (e) Financial report for the financial year; and
- (f) Consideration of Executive and Member Motions.

## **7. VOTING ENTITLEMENTS**

**7.1** Each Member Local Government shall be entitled to be represented at any meeting of the Association.

**7.2** Only eligible and registered delegates may vote.

**7.3** A delegate shall be entitled to exercise one vote on each matter to be decided. Votes are to be exercised in person.

**7.4** A delegate unable to attend any meeting of the Association shall be entitled to cast a vote by proxy.

**7.5** A proxy shall be in writing and shall nominate the person in whose favour the proxy is

given, which person need not be a delegate. Proxy authorisations shall be delivered to the Chief Executive Officer of the Association before the commencement of the meeting at which the proxy is to be exercised and shall be signed by the delegate or by the Chief Executive Officer of the Member Local Government that nominated the delegate.

## **8. SPECIAL URGENT BUSINESS**

At any time during a meeting a delegate may, with the approval of an absolute majority, introduce a motion relating to special urgent business that calls for an expression of opinion from the meeting.

In presenting an item of special urgent business, a delegate shall have sufficient copies of the motion in writing for distribution to all delegates present at the meeting and, where practicable, give prior notice to the President of such intention.

## **9. PRESIDENT**

In the construction of these Standing Orders unless the context requires otherwise, the word "*President*" shall in the absence of the President include the Deputy President or the delegate chosen by resolution to preside at any meeting of the Association.

## **10. DELEGATE AND DEPUTY DELEGATE**

**10.1** In the construction of these Standing Orders unless the context requires otherwise, the word "delegate" shall in the absence of the delegate include the deputy delegate.

**10.2** A deputy delegate acting in the capacity of a delegate unable to attend a meeting of the Association shall exercise all rights of that delegate.

## **11. PRESIDENT TO PRESIDE**

**11.1** The President shall preside at all meetings of the Association, but in absence of the President, the Deputy President shall preside.

**11.2** In the absence of the President and the Deputy President, the delegates shall choose by resolution, a delegate present to preside at the meeting.

## **12. SPEAKING PROTOCOL**

**12.1** Only registered delegates and members of the Association's State Council shall be entitled to speak at meetings of the Association.

**12.2** The first person that is entitled to speak at a meeting who attracts the attention of the

person presiding shall have precedence in speaking.

**12.3** Speakers are to use the microphones supplied.

**12.4** When addressing a meeting, speakers are to:

- (a) rise and remain standing unless unable to do so by reason of sickness or disability;
- (b) address the meeting through the person presiding;
- (c) state their name and Local Government before otherwise speaking;
- (d) refrain from reading comment printed in the agenda paper in support of a motion, but may identify key points or make additional comment; and
- (e) refrain from using provoking or discourteous expressions that are calculated to disturb the peaceful current of debate.

**12.5** Mobile phones shall not be switched on while the meeting is in session.

### **13. DEBATE PROCEDURES**

**13.1** A delegate moving a substantive motion may speak for –

- (a) 5 minutes in his or her opening address; and
- (b) 3 minutes in exercising the right of reply.

**13.2** Other speeches for or against motions are to be limited to 3 minutes unless consent of the meeting is obtained which shall be signified without debate.

**13.3** No delegate, except the mover of a motion in reply, is to speak more than once on the same motion except by way of personal explanation.

**13.4** As soon as the right of reply has been exercised, the motion is to be forthwith put to the vote without further comment.

**13.5** No discussion shall take place on any motion unless it is moved and seconded. Only one amendment on any one motion shall be received at a time, and such amendment shall be disposed of before any further amendment can be received. Any number of amendments may be proposed.

**13.6** The provisions of these Standing Orders applicable to motions apply mutatis mutandis to amendments, except that the mover of an amendment shall have no right of reply.

**13.7** When a motion has been moved and seconded, the person presiding shall at once proceed to take a vote thereon unless a delegate opposes it or an amendment is proposed.

**13.8** No more than two delegates shall speak in succession on one side, either for or against the question before the meeting, and if at the conclusion of the second speaker's remarks, no delegate speaks on the other side, the motion or amendment may be put to the vote.

**13.9** Notwithstanding clause 13.7, where a composite motion is moved which embodies the core aspects of subsequent motions listed on the agenda, a delegate whose motion has been superseded shall have the opportunity to speak on the question of the composite motion before it is put.

Once a composite motion has been carried, no further debate shall be permitted in respect of the superseded motions.

**13.10** At any time during a debate, but after the conclusion of a delegate's comments, a delegate who has not spoken during the debate may move, without discussion, "that the question be now put". If that motion is seconded and carried by a majority, the question shall be submitted at once to the meeting, after the mover has replied.

### **14. QUESTIONS**

Any delegate seeking to ask a question at any meeting of the Association shall direct the question to the President.

### **15. POINT OF ORDER**

A delegate who is addressing the President shall not be interrupted except on a point of order, in which event the delegate shall wait until the delegate raising the point of order has been heard and the question of order has been disposed of, whereupon the delegate so interrupted may, if permitted, continue.

### **16. MOTION - SUBSTANCE TO BE STATED**

A delegate seeking to propose an original motion or amendment shall state its substance before addressing the meeting thereon and, if so required by the President, shall put the motion or amendment in writing.

- 17. PRIORITY OF SPEAKERS**  
If two or more delegates wish to speak at the same time, the President shall decide who is entitled to priority.
- 18. PRESIDENT TO BE HEARD**  
Whenever the President signifies a desire to speak during a debate, any delegate speaking or offering to speak is to be silent, so that the President may be heard without interruption.
- 19. WITHDRAWAL OF MOTION**  
A motion or amendment may be withdrawn by the mover with the consent of the meeting, which shall be signified without debate, and it shall not be competent for any delegate to speak upon it after the mover has asked permission for its withdrawal, unless such permission has been refused.
- 20. PRESIDENT MAY CALL TO ORDER**  
The President shall preserve order, and may call any delegate to order when holding an opinion that there shall be cause for so doing.
- 21. RULING BY PRESIDENT**  
The President shall decide all questions of order or practice. The decision shall be final and be accepted by the meeting without argument or comment unless in any particular case the meeting resolves that a different ruling shall be substituted for the ruling given by the President. Discussions shall be permitted on any such motion.
- 22. RESOLUTIONS**  
**22.1** Except as otherwise provided in the Association Constitution and these Standing Orders, all motions concerning the affairs of the Association shall be passed by a simple majority.
- 22.2** Any matter considered by the Association at a Special Meeting shall not be passed unless having received an absolute majority.
- 23. NO DISCUSSION**  
Where there is no discussion on a motion, the President may deem the motion to be passed unless the meeting resolves otherwise.
- 24. PERMISSIBLE MOTIONS DURING DEBATE**  
**24.1** When a motion is under debate, no further motion shall be moved except the following:  
(a) that the motion be amended;  
(b) that the meeting be adjourned;  
(c) that the debate be adjourned;  
(d) that the question be now put;  
(e) that the meeting proceed with the next item of business; or  
(f) that the meeting sits behind closed doors.
- 24.2** Any delegate who has not already spoken on the subject of a motion at the close of the speech of any other delegate, may move without notice any one of the motions listed in clause 24.1 (b)-(f) and, if the motion is seconded, it shall be put forthwith.
- 24.3** When a debate is adjourned, the delegate who moves the adjournment shall be the first to speak on the motion when the debate is resumed unless the delegate advises of no desire to speak on the motion. Where this occurs, the President shall then call for further speakers, with the exception of those delegates who have previously spoken (unless the meeting otherwise agrees).
- 25. RESCISSION OF RESOLUTION**  
**25.1 At the same meeting**  
Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Association may, by simple majority at the same meeting at which it is passed, rescind or alter a resolution if all delegates who were present at the time when the original resolution was passed are present.
- 25.2 At a Future Meeting**  
Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Association may rescind or alter a resolution made at an earlier meeting:  
(a) by simple majority, where the delegate intending to move the motion has, through the Chief Executive Officer, given written notice of the intended motion to each delegate at least seven (7) days prior to the meeting; or  
(b) by absolute majority, in any other case.
- 26. METHOD OF TAKING VOTES**  
The President shall, in taking a vote on any motion or amendment, put the question first in the affirmative, and then in the negative and may do so as often as is necessary to enable formation and declaration of an opinion as to whether the affirmative or the negative has the majority on the voices or by a show of hands or by an electronic key pad voting system.



**27. DIVISION**

The result of voting openly is determined on the count of official voting cards and, immediately upon a vote being taken, a delegate may call for a division.

**28. ALL DELEGATES TO VOTE**

**28.1** At meetings of the Association, a delegate present at the meeting when a question is put shall vote on the question.

**28.2** Each delegate shall be entitled to exercise one deliberative vote on any matter considered.

**29. PRESIDENT'S RIGHT TO VOTE**

The President shall have a casting vote only.

**30. SUSPENSION OF STANDING ORDERS**

**30.1** In cases of urgent necessity or whilst the Association is sitting behind closed doors, any of these Standing Orders may be suspended on a motion duly made and seconded, but that motion shall not be declared carried unless a simple majority of the delegates voting on the question have voted in favour of the motion.

**30.2** Any delegates moving the suspension of a Standing Order shall state the object of the motion, but discussion shall not otherwise take place.

**31. NO ADVERSE REFLECTION ON ASSOCIATION**

A delegate shall not reflect adversely upon a resolution of the Association, except on a motion that the resolution be rescinded.

**32. NO ADVERSE REFLECTION ON DELEGATE**

A delegate of the Association shall not reflect adversely upon the character or actions of another delegate nor impute any motive to a delegate unless the Association resolves, without debate, that the question then before the Association cannot otherwise be adequately considered.

**33. MINUTES**

**33.1** The Chief Executive Officer of the Association is to cause minutes of the meeting to be kept and preserved.

**33.2** The minutes of a meeting are to be submitted to the next Annual or Special General Meeting for confirmation.

**33.3** Copies of the minutes will be supplied to all delegates prior to the meeting.

# **WALGA Annual General Meeting Minutes**

**Monday, 18 September 2023**

**Crown Perth**

## Table of Contents

|   |           |
|---|-----------|
| <b>Order of Proceedings</b>   | <b>3</b>  |
| <b>1. Apologies and Announcements</b>   | <b>3</b>  |
| 1.1 Record of Apologies   | 3         |
| 1.2 Announcements   | 3         |
| <b>2. Adoption of AGM Association Standing Orders</b>   | <b>3</b>  |
| <b>3. Confirmation of Previous Minutes</b>  | <b>4</b>  |
| <b>4. Adoption of Annual Report</b>   | <b>4</b>  |
| <b>5. Consideration of Executive and Member Motions</b>   | <b>5</b>  |
| 5.1 Local Governments' representation at the State Administrative Tribunal relating to planning matters within its district | 5         |
| 5.2 Land Use Policy   | 7         |
| 5.3 Transparency – Management Order Determinations  | 10        |
| 5.4 Regional and Remote Housing   | 12        |
| 5.5 Proposed New WALGA Constitution   | 13        |
| 5.6 Proposed Amendments to WALGA's Constitution   | 17        |
| <b>6. Closure</b>   | <b>20</b> |

## Order of Proceedings

- 2:00pm Opening and welcome – WALGA President, Cr Karen Chappel AM JP
- 2:05pm LGIS Address – Chief Executive Officer, Mr James Sheridan
- 2:15pm Award Presentations
- 2:45pm Commencement of Annual General Meeting (to follow formal Agenda)
- 5:00pm Close of Annual General Meeting

### 1. Apologies and Announcements

*The Chair declared the meeting open at 2:45pm.*

#### 1.1 Record of Apologies

- Shire of Dowerin
- Town of Mosman Park
- Shire of Williams

#### 1.2 Announcements

Nil

### 2. Adoption of AGM Association Standing Orders

The Annual General Meeting Association Standing Orders were contained within the Agenda

#### RESOLUTION

**Moved:** Cr Paul Kelly, Town of Claremont  
**Seconded:** President Cr Tony Dean, Shire of Nannup

**That the Annual General Meeting Association Standing Orders be adopted.**

**CARRIED**

### 3. Confirmation of Previous Minutes

The [Minutes of the 2022 WALGA Annual General Meeting](#) were contained within the Agenda, along with a report on the action taken on the 2022 AGM resolutions.

#### **RESOLUTION**

**Moved:** President Cr Michelle Rich

**Seconded:** Mayor Deb Hamblin, City of Rockingham

**That the Minutes of the 2022 WALGA Annual General Meeting be confirmed as a true and correct record of proceedings.**

**CARRIED**

### 4. Adoption of Annual Report

The [2022-2023 Annual Report](#), including the 2022-2023 Audited Financial Statements, was distributed to Members separately.

#### **RESOLUTION**

**Moved:** Cr Paul Kelly, Town of Claremont

**Seconded:** President Cr Moira Girando, Shire of Coorow

**That the 2022-2023 Annual Report, including the 2022-2023 Audited Financial Statements, be received.**

**CARRIED**

## 5. Consideration of Executive and Member Motions

### 5.1 Local Governments' representation at the State Administrative Tribunal relating to planning matters within its district

*Shire of York*

#### RESOLUTION

**Moved: President Cr Denese Smythe, Shire of York**

**Seconded: President Cr Rosemary Madacsi, Shire of Toodyay**

**That WALGA lobby the State Government for legislative reform to enable Local Governments the automatic right to be a represented party at all State Administrative Tribunal hearings related to planning matters within its district.**

**CARRIED**

#### MEMBER COMMENT

The Shire of York acknowledges WALGA's current position on Third Party Appeal rights for decisions made by Development Assessment Panels (DAPs). However, the Shire submits this motion requesting WALGA lobby for legislative change to enable local governments the right to be included as a Party at State Administrative Tribunal (SAT) proceedings relating to planning matters within their districts, even where the relevant DAP has been the responsible authority for considering the matter.

The Great Southern Landfill - Allawuna Farm development proposal is a key case in point. The original planning application for the landfill proposal was considered by the Joint DAP (JDAP) as required due to the cost of the development in accordance with the *Planning and Development (Development Assessment Panel) Regulations 2011*.

While the landfill proposal has been a matter of consideration since around 2011, most recently the JDAP refused the applicant's request for an extension of time for the development to occur. The applicant subsequently applied to the SAT for a review of the JDAP's decision.

The *Planning and Development (Development Assessment Panels) Regulations 2011* and the *State Administrative Tribunal Act 2004* do not currently enable local governments the automatic right to be included as a Party to the SAT proceedings.

Hence, although the development proposal is within the district of the Shire of York, and there are substantial impacts to the community and infrastructure should the proposal be approved, the Shire of York is currently unable to be represented at the SAT as it is not recognised as a Party. This significantly impacts the Shire's ability to provide viewpoints on the development proposal, and the ability for the Shire to appropriately represent and act on behalf of its community. It is clear the current planning system has woeful neglect of the community in planning matters.

Local governments have an intimate knowledge of their communities and relevant planning schemes hence it is considered appropriate that local governments should have the statutory right to 'opt out' of such representation, as opposed to having to make special request to the SAT for inclusion as an Intervener or Joinder under Section 36 of the *State Administrative Tribunal Act 2004*.

Making such an application under Section 36 to the SAT can be at considerable cost to the local government, and while larger local governments may have legal teams on staff, small local governments rarely have the skill set within the organisation. Adherence to procurement policies and working within budget constraints may prohibit smaller local governments from participating in the SAT process, which could be of significant detriment of their communities. This is particularly important where there may be a range of short and long term environmental, bushfire, social and safety risks applicable to the development proposal the SAT is determining. In some circumstances these risks may be considered unacceptable for the community and locality.

Relying on the JDAP to appoint appropriate legal representation may jeopardise a local governments' standpoint being given proper consideration at the SAT proceedings. Enabling local governments the statutory right to be included as a Party would reduce that risk.

This scenario is not considered to be unique to the Shire of York and could affect many other local governments throughout the State, hence this Notice of Motion is presented to WALGA's AGM for consideration.

It is noted the State Government is about to undertake changes to the DAP Regulations as part of its [Planning Reform Agenda](#). The Shire of York considers this timely as any further suggestions on other changes to the system could be incorporated into WALGA's advocacy position on the Government's reforms.

## **SECRETARIAT COMMENT**

Local Government has several responsibilities and functions under the current Development Assessment Panel (DAP) system. This includes receipting the application, undertaking the technical assessment of the proposal, writing the responsible authority report to be presented to the Panel with recommendations, and ensuring compliance of any proposal for the life of the development. Further, two Local Government Elected Members sit on all DAPs and vote on all matters.

Where the DAP makes a decision that is unsatisfactory to the proponent and they appeal the matter to the State Administrative Tribunal (SAT), the matter is managed by the Department of Planning, Lands and Heritage and the State Solicitors Office, as the DAP is a creature of the State.

Local Governments often seek to participate in such SAT matters as an interested third party. There is a strong argument for Local Government participation in such matters, as involvement of assessing officers and their understanding of the proposal and local planning framework can aid the SAT in their decision making.

The motion aligns with the intent of WALGA's [planning advocacy positions 6.3 Third Party Appeal rights and 6.4 Development Assessment Panels](#) in relation to both Third Party Appeal Rights and DAPs. While WALGA does not support the ongoing existence of DAPs, the advocacy position provides a number of recommended changes to the system that seek to address Local Government concerns and increase community involvement and transparency.

## 5.2 Land Use Policy

### *Shire of Moora*

#### **RESOLUTION**

**Moved:** President Cr Tracy Lefroy, Shire of Moora  
**Seconded:** Cr Denise Clydesdale-Gebert, Shire of Moora

**That WALGA establish and promote policies to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.**

**CARRIED**

#### **MEMBER COMMENT**

The future of the Australian agriculture sector holds tremendous potential, with the United Nations Food and Agriculture Organization (FAO) projecting a global population exceeding 9 billion by 2050, accompanied by a 75% increase in food demand compared to 2012. Expanding populations, especially in countries like China, Indonesia, and India, offer significant opportunities for Australia's agricultural exports.

To harness this potential, it is vital to ensure that our agricultural sector can access the necessary land and water resources. Currently, agriculture remains the dominant land use in Australia, but its share has been declining over the years. Urbanisation, lifestyle living, mining, gas activities, and renewable technology expansion have all contributed to the reduction of productive agricultural land.

The decisions made by governments at all levels can profoundly impact the success of the agriculture sector. We must address the challenges posed by the conversion of agricultural land to other uses, such as carbon sequestration, which may hinder innovative farming practices and compromise agricultural output.

Therefore, WALGA's commitment to preserving existing agricultural land and actively engaging in strategic land use planning is crucial. We should advocate for cohesive planning frameworks that prioritize the value of agricultural land for agricultural purposes.

#### **Background**

In 2005/06, approximately 59% of Australia's land was used for agriculture, covering around 456 million hectares. However, this proportion has been declining, with about a 4% reduction between 1992-93 and 2005-06. Recent data suggests that the decline has accelerated since 2006.

Changes in land use at regional and local levels can significantly impact the agriculture sector, such as displacing agriculture entirely, reducing net productivity, limiting farming practices, and risking essential natural resources like water. This situation is further exacerbated by land conversion to carbon sequestration areas and other non-agricultural uses.

#### **Issue**

The Shire of Moora notes the alarming loss of Wheatbelt agricultural land due to its conversion for carbon sequestration purposes. This conversion locks significant parcels of land away for extended periods, hindering innovative farming practices and shorter-term restorative initiatives. As such, the Shire urges WALGA to commit to a comprehensive strategic approach that actively preserves existing agricultural land from further loss to unproductive uses.



Local, state and federal governments each have responsibilities and decision-making powers that influence access to land for the agriculture sector. The responsibilities and powers are largely enshrined in planning and environmental protection laws.

The Shire of Moora urges WALGA to commit to an active policy of preserving the existing agricultural land mass from further loss to unproductive uses. The Shire encourages WALGA to actively engage in a comprehensive strategic approach that promotes the value of agricultural land in land use planning and establishes cohesive planning frameworks that ensure the preservation of productive agricultural land for agricultural purposes.

### **Call-to-Action**

The Shire of Moora urges WALGA to adopt a policy that actively preserves the existing agricultural land mass from further loss to unproductive uses. Additionally, WALGA should engage in a comprehensive strategic approach to promote the value of agricultural land in land use planning and establish cohesive planning frameworks that ensure the preservation of productive agricultural land for agricultural purposes.

By incorporating these suggested edits, your policy motion will become more focused, specific, and persuasive. It will provide a clearer picture of the issue at hand and the actions necessary to address it effectively. Feel free to make further adjustments as needed to align with your local government's preferences and requirements.

### **SECRETARIAT COMMENT**

Land use planning in Western Australia relies on an interaction between the state planning framework and the local planning framework of each Local Government. The planning framework operates on the principle of 'higher law' where local planning frameworks will only be approved by the State where they are consistent with the objectives, principles and policy measures of the relevant state framework. Policy direction at the state level is generally broader, with the local planning framework expected to deliver state policy measures in more detail in a manner supported by community and in line with local context.

*State Planning Policy 2.5 Rural Planning (SPP2.5)* provides the basis for planning and decision-making for rural and rural living land across Western Australia. The current state planning framework supports protecting prime agricultural land. The first objective of SPP2.5 is:

*to support existing, expanded and future primary production through the protection of rural land, particularly priority agricultural land and land required for animal premises and/or the production of food;*

Further, policy measure 5.1b of SPP2.5 states:

*The WAPC will seek to protect rural land as a state resource by retaining land identified as priority agricultural land in a planning strategy or scheme for that purpose;*

The implementation of these state-wide principles occurs through the local planning framework, including the Local Planning Strategy, Local Planning Scheme and Local Planning Policies.

SPP2.5 encourages Local Governments to identify priority agricultural land in their Local Planning Strategy and, with their community, set objectives and preferred development outcomes for such locations. Such a designation would then flow into a priority agriculture zone in a Local Planning Scheme, with land use permissibility and statutory provisions in line with the principles outlined in the Local Planning Strategy. Following this, a Local Government can develop Local Planning Policies to guide discretionary decision making for proposals on priority agricultural land.



WALGA [advocacy positions 6.1 Planning Principles and 6.2 Planning Reform](#) support the ability of Local Governments to retain the ability to respond to local context and characteristics through Local Planning Frameworks.

## 5.3 Transparency – Management Order Determinations

### Shire of Carnarvon

#### RESOLUTION

**Moved:** President Cr Eddie Smith, Shire of Carnarvon  
**Seconded:** President Cr Cheryl Cowell, Shire of Shark Bay

#### That WALGA:

1. **Advocates for Department of Planning, Lands and Heritage to consult and collaborate with Local Governments in reviewing and publishing its policies, decision making criteria, guidelines and procedures associated with the administration of management orders;**
2. **Ensure the review recognises the cost burden on local governments in managing reserves and options for supporting local governments in meeting that responsibility; and**
3. **Calls for proactive consultation and advice to Local Government management bodies.**

**CARRIED**

#### MEMBER COMMENT

The Shire of Carnarvon, like most Local Governments across the State, have many reserves it manages on behalf of the State Government. The reserve is a form of tenure over Crown Land.

The reserve is usually created for the care of land that is used for community benefit or in the delivery of government services, and local governments have accepted management orders for reserves which comes with the responsibility for the care and control of the reserve, a responsibility that comes at a cost, sometimes a significant cost to the local government.

An extract from the Department of Planning, Lands and Heritage (DPLH) website states:

*“Reserves are not usually granted for long-term economic development or for a commercial purpose or benefit.”<sup>1</sup>*

The use of the word “usually” is ambiguous and subject to interpretation. The question therefore becomes, in what circumstance are leases on reserved land appropriate for a management body to be the lessor? The Shire of Carnarvon is seeking greater transparency on when and how this clause should be applied.

The Shire of Carnarvon has had several examples where an opportunity to recoup reserve management costs via a commercial lease has been offered, but not been able to be progressed due to the stipulation that the local government cannot enter into a commercial leases for a reserve; instead the Shire has been required to relinquish the reserve, or a portion of the reserve, so that the area can be leased direct by the State to the lessee so that the State benefits financially from the lease.

The Shire of Carnarvon is seeking support for a review of that considers the cost to local government for maintaining reserves on behalf of the State and considers and provides transparency for how and

<sup>1</sup> DPLH, (August, 2023) *Crown Land Reserves*. <https://www.wa.gov.au/organisation/departments/departments-of-planning-lands-and-heritage/crown-land-reserves>

when commercial leasing could be considered to allow local governments an opportunity to realise a financial return to reinvest into community facilities.

## **SECRETARIAT COMMENT**

A number of Local Governments have recently requested WALGA advocate for the State Government to review Management Order administration, specifically management body leasing approvals.

There have been examples of DPLH delays in resolving matters that enable new, variations to or revocation of Management Orders. The Departments website provides only limited information/guidance and does not provide management bodies (Local Governments) with access to the policies, decision making criteria, procedures and guidelines applied to the administration of Management Orders.

WALGA has been informed that DPLH, under delegated authority, is refusing some Local Government requests for new or renewed leasing of Crown Land subject to Management Orders.

## 5.4 Regional and Remote Housing

### *Shire of East Pilbara*

#### **RESOLUTION**

**Moved:** President Cr Anthony Middleton, Shire of East Pilbara  
**Seconded:** Cr Wendy McWhirter-Brooks, Shire of East Pilbara

**That WALGA advocates to the WA State and Commonwealth Governments to address the dire shortage of affordable key worker family housing options in regional and remote towns to encourage families to live and work in regional and remote towns. Social housing is addressed at both the State and Federal levels.**

**CARRIED**

#### **MEMBER COMMENT**

A lack of affordable key worker housing continues to limit small business expansion and attract key workers and their families to remote and regional areas of WA.

Government does a good job addressing the supply of social housing but more investment is needed to provide housing for key workers in remote and regional areas.

Businesses and families should be encouraged to invest in our regional towns and a key part of the solution is addressing shortages in the cost of housing for workers.

#### **SECRETARIAT COMMENT**

A lack of affordable key worker housing is a significant barrier to economic development in many regional areas of the state. This issue was a key finding of research undertaken by WALGA last year to review WALGA's Economic Development Framework and gain contemporary information about how Local Governments in Western Australia support economic development which involved a survey of Local Governments and a series of focus group discussions which also identified barriers and challenges for the sector.

The State Government allocated \$61.6 million in additional funding for the Government Regional Officer Housing (GROH) Program in the 2023-24 State Budget to add new supply and refurbish existing homes to assist with the attraction and retention of key workers in regional areas. WALGA is advocating for the State Government to work with Local Governments on the delivery of this investment to ensure it does not further tighten the housing market in regional WA. The Department of Communities will also spend \$1.1 million to undertake a comprehensive review and reform of the GROH program.

In recent months, State Council approved WALGA's 2023-24 Budget, which included an additional resource to progress the economic development policy agenda. Issues related to housing will be a priority for this new role. The new role is expected to commence in October 2023.

## 5.5 Proposed New WALGA Constitution

### Executive Motion

#### **VOTING REQUIREMENT: SPECIAL MAJORITY**

*Amendments to the Constitution require endorsement by a Special (75 percent) Majority of Members at a General Meeting, whether present and voting or not.*

#### **MOTION**

**Moved: Mayor Rhys Williams, City of Mandurah**

**Seconded: President Cr Stephen Strange, Shire of Bruce Rock**

**That a new WALGA Constitution giving effect to an alternate governance model be adopted, as per the attached.**

**LOST**

### Executive Summary

- On [5 July](#), a special majority of State Council resolved to put two items to Members at the 2023 WALGA Annual General Meeting (AGM):
  - To consider a new Constitution to give effect to an alternate governance model; and
  - To amend the existing Constitution to retain the current governance model with some necessary changes.
- This is the first item, which considers a new Constitution to give effect to an alternate governance model for WALGA as per the [Best Practice Governance Review Final Report](#).
- The alternate governance model would establish a new Board above the existing State Council and Zone structure.
- Membership of the Board would be drawn from State Council representatives, as well as the option to appoint up to 3 'independent' Members.
- The Board would be responsible for the overall governance of WALGA, including financial oversight and strategic direction.
- The role of State Council under the new model would primarily be focused on policy development and advocacy priorities.

### Attachment

- [Proposed New WALGA Constitution](#)

### Background

In March 2022, State Council commissioned the Best Practice Governance Review and appointed a Steering Committee to oversee the Project.

Following the endorsement of a set of Governance Principles by Members at the [2022 Annual General Meeting](#) (AGM), the Steering Committee put forward a [Consultation Paper](#) for feedback from Members. Informed by the Governance Principles, the Paper detailed five possible model options for WALGA's governance structure (including the Current Model).

A total of 99 Council-endorsed submissions were received in response to the model options. After considering both the submissions received and results of independent research conducted with the sector, the Steering Committee produced its [Final Report](#) and recommendation to State Council in February 2023.

At the meeting on [1 March](#) this year, State Council resolved that:

1. *The Best Practice Governance Review Stage 3 Final Report be received;*
2. *The proposed changes to WALGA's governance structure as per the revised Model 1, detailed in the Stage 3 Final Report, be noted;*
3. *Members be engaged on the detail of the model and a Final Report be presented to the May 2023 State Council meeting for consideration;*
4. *Any recommendation to the 2023 AGM include Option 5 as the Current Model and Option 1 as an alternative to the Current Model; and*
5. *Subject to points 1, 2, 3 and 4 above, constitutional changes be developed for consideration by State Council.*

As per point 3 above, feedback was subsequently sought from Members in relation to the proposed alternate model.

A further report detailing the feedback was presented to State Council at its last meeting on [3 May](#). At that meeting, State Council resolved to receive the report, and that:

*Two sets of constitutional changes be developed for consideration by State Council at the July 2023 meeting to be put to the 2023 Annual General Meeting, that:*

- a. *Give effect to the revised Model 1, as per the Best Practice Governance Review Final Report; and*
- b. *Refine the current constitution to address inconsistencies and other issues while maintaining the current governance model.*

As per the resolution above, two versions of the Association Constitution were presented to State Council for consideration at the meeting on 5 July:

1. The first being a new Constitution, giving effect to an alternate governance model, as per the [Best Practice Governance Review Final Report](#); and
2. The second being a marked-up version of the current Constitution, which retains the current governance model of WALGA, with necessary changes.

State Council [resolved](#) by special majority to put both versions to Members for consideration at the 2023 AGM.

## **Comment**

This item (recommending a new Constitution to give effect to the alternate model) will be presented first, as only one version of the Constitution can be endorsed. If this item does not receive 75 percent approval from Members, the next item (recommending amendments to the *current* Constitution but otherwise maintaining the current governance model) will be presented.

If this item (for a new Constitution) is successfully passed by a special majority of Members, the second item will not be put to the vote.

Amendments to the Constitution require endorsement by a special (75 percent) majority at State Council, as well as a 75 percent majority of Members at a General Meeting.

Assistance was provided by legal firm, Jackson McDonald, in preparing the new constitution for the alternate model.



The following provides a summary of the governance structure under the alternate model, as established by the proposed new WALGA Constitution:

| Body                 | Composition and Term  | Role   |
|----------------------|---|--|
| <b>Board</b>         | <p>Minimum of 8 up to a maximum of 11 Board members:</p> <ul style="list-style-type: none"> <li>President of State Council</li> <li>Deputy President of State Council</li> <li>6 members elected from and by State Council members (3 from Metropolitan; 3 from Country)</li> <li>Up to 3 'independent' members appointed by the Board for their skills which can include Elected Members. State Council members are not eligible.</li> </ul> <p>Board members elected for a 2 year term; maximum Board Tenure Limit is 8 years (4 terms).</p> <p>The President and Deputy President is limited to 2 terms, maximum limit of 4 years. This maximum is in addition to the Board Tenure Limit, which means a person serving as President or Deputy President (or both) could be a Board member for up to 16 years.</p>  | <p>The President is the Chair and the Deputy President is the Deputy Chair.</p> <p>The Board is responsible for the overall governance of WALGA, strategic direction, financial oversight, approving the annual budget, appointing the CEO etc.</p> <p>The Board must consult with State Council before changing boundaries of the Constituencies and/or allocating Ordinary Members to Zones and Constituencies.</p> <p>All Board members have a deliberative vote and it makes decisions by simple majority vote, except to change the powers of the Association, or representation or voting rights on State Council or the number of Zones, which requires an Absolute Majority decision of both the Board and State Council. Amending the Constitution requires a Special Majority decision of the Board, before being put to Members. The Board will meet at least 6 times per year.</p> |
| <b>State Council</b> | <p>26 State Council members:</p> <ul style="list-style-type: none"> <li>The President elected from and by the 24 State Council Representatives (Ex officio).</li> <li>12 elected by and from Metropolitan Zones</li> <li>12 elected by and from Country Zones</li> <li>The President of Local Government Professionals Australia WA (Ex-officio) – does not have a right to vote.</li> </ul> <p>The Deputy President is elected from amongst and by the 24 State Council members from the alternative constituency to the President. (That is, if the President is from a Metropolitan Zone, the Deputy will be elected from the 12 Country Zone representatives).</p> <p>Once the President is elected, the Zone that they were elected to represent, appoints a replacement to State Council.</p> <p>The primary State Council members elected by the Zones are the primary State Council members, the deputies may attend the State Council meetings and vote if the primary representative is unable to attend. Only primary State Council members are eligible to be elected to the Board.</p> | <p>The President chairs State Council meetings but does not have a deliberative vote (has a casting vote).</p> <p>State Council elects the President, Deputy President and members to the Board.</p> <p>State Council considers matters referred to it by the Board for consultation or approval. State Council decisions are made by voting as per the current process.</p> <p>State Council will meet at least 3 times per year.</p> <p>State Council and the Board composition is based upon the principle that there should be equal representation from both Constituencies.</p>  |



|              |   |   |
|--------------|---|---|
|              | <p>State Council members are not eligible to be appointed as an independent Board member.</p> <p>State Council members are elected for a two year term. There is no tenure limit for State Council members.</p>   |   |
| <b>Zones</b> | <p>There are:</p> <ul style="list-style-type: none"> <li>• 5 Metropolitan Zones; and</li> <li>• 12 Country Zones.</li> </ul> <p>The boundaries of the Zones (i.e. Metropolitan v Country) are determined by the Board (in consultation with State Council) and documented in the Corporate Governance Charter.</p> <p>The Zones comprise of representatives from Ordinary Members as determined by the Board (in consultation with State Council).</p> <p>The number of Zones and the number of representatives that may be elected by a Zone to State Council are determined by an Absolute Majority decision of both the Board and State Council.</p> | <p>The Zones elect members to State Council, as follows:</p> <ul style="list-style-type: none"> <li>• Each Country Zone elects one primary representative and one deputy representative to State Council.</li> <li>• In the Metropolitan constituency: <ul style="list-style-type: none"> <li>○ The North Zone elects 3 primary representatives and a deputy for each to State Council.</li> <li>○ The South Zone elects 3 primary representatives and a deputy for each to State Council.</li> <li>○ The other 3 Zones each elect 2 primary representatives and a deputy for each to State Council.</li> </ul> </li> </ul> |

## 5.6 Proposed Amendments to WALGA's Constitution

### Executive Motion

#### **VOTING REQUIREMENT: SPECIAL MAJORITY**

*Amendments to the Constitution require endorsement by a Special (75 percent) Majority of Members at a General Meeting, whether present and voting or not.*

#### **MOTION**

**Moved: President Cr Phil Blight, Shire of Wagin**  
**Seconded: Cr Chris Mitchell, Shire of Broome**

**That the WALGA Constitution be amended to retain the current governance model but with necessary changes, as per the attached mark-up.**

#### **LOST FOR LACK OF A SPECIAL MAJORITY**

### Executive Summary

- On [5 July](#), a special majority of State Council resolved to put two items to Members at the 2023 WALGA Annual General Meeting (AGM):
  - To consider a new Constitution to give effect to an alternate governance model; and
  - To amend the existing Constitution to retain the current governance model with some necessary changes.
- This is the second item, which proposes amendments to the existing Constitution to make some necessary changes whilst still retaining the current governance model.
- The proposed changes are intended to address inconsistencies that have emerged after several rounds of amendments since the Constitution was first adopted by WALGA in 2001.

### Attachment

- [WALGA Constitution – Proposed Amendments Mark-Up](#)

### Background

In March 2022, State Council commissioned the Best Practice Governance Review and appointed a Steering Committee to oversee the Project.

Following the endorsement of a set of Governance Principles by Members at the [2022 Annual General Meeting](#) (AGM), the Steering Committee put forward a [Consultation Paper](#) for feedback from Members. Informed by the Governance Principles, the Paper detailed five possible model options for WALGA's governance structure (including the Current Model).

A total of 99 Council-endorsed submissions were received in response to the model options. After considering both the submissions received and results of independent research conducted with the sector, the Steering Committee produced its [Final Report](#) and recommendation to State Council in February 2023.

At the meeting on [1 March](#) this year, State Council resolved that:

1. *The Best Practice Governance Review Stage 3 Final Report be received;*
2. *The proposed changes to WALGA's governance structure as per the revised Model 1, detailed in the Stage 3 Final Report, be noted;*
3. *Members be engaged on the detail of the model and a Final Report be presented to the May 2023 State Council meeting for consideration;*
4. *Any recommendation to the 2023 AGM include Option 5 as the Current Model and Option 1 as an alternative to the Current Model; and*
5. *Subject to points 1, 2, 3 and 4 above, constitutional changes be developed for consideration by State Council.*

As per point 3 above, feedback was subsequently sought from Members in relation to the proposed alternate model.

A further report detailing the feedback was presented to State Council at its last meeting on [3 May](#). At that meeting, State Council resolved to receive the report, and that:

*Two sets of constitutional changes be developed for consideration by State Council at the July 2023 meeting to be put to the 2023 Annual General Meeting, that:*

- a. *Give effect to the revised Model 1, as per the Best Practice Governance Review Final Report; and*
- b. *Refine the current constitution to address inconsistencies and other issues while maintaining the current governance model.*

As per the resolution above, two versions of the Association Constitution were presented to State Council for consideration at the meeting on 5 July:

1. The first being a new Constitution, giving effect to an alternate governance model, as per the [Best Practice Governance Review Final Report](#); and
2. The second being a marked-up version of the current Constitution, which retains the current governance model of WALGA, with necessary changes.

State Council resolved by special majority to put both versions to Members for consideration at the 2023 AGM.

### **Comment**

This item (recommending amendments to the *current* Constitution but otherwise maintaining the current governance model) will only be presented to Members if the first item (recommending a new Constitution to give effect to the alternate model) does not receive 75 percent approval from Members.

If the first item (for a new Constitution) is successfully passed by a special majority of Members, this item will not be put to the vote.

Amendments to the Constitution require endorsement by a special (75 percent) majority at State Council, as well as a 75 percent majority of Members at a General Meeting.

The proposed amendments to the Constitution under this item will provide necessary changes, but otherwise retain the current governance model. The proposed changes are intended to fix inconsistencies that have emerged after several rounds of amendments since the Constitution was first adopted in 2001, as well as to address some potential issues that have been raised by State Council.

- There are several proposed amendments to the definitions contained in clause 2 Interpretation. In particular:
  - the inclusion of new definitions for “General Meeting”, “Ordinary Meeting” and “Special Meeting”; and

- the refinement of the current definitions for “Constituency”, “Country Constituency” and “Metropolitan Constituency” to move away from defining boundaries by way of the Metropolitan Region Planning Scheme.
- The deletion of clause 9(2) in light of clause 12(2)(b), which empowers State Council to decide the “allocation or change in allocation of any representation or voting rights on the State Council”, rather than Members. Similarly, clause 14(3) to be amended to again empower State Council to decide the number of Zones, rather than the Members at a General Meeting.
- A new reason for disqualification has been included in clause 22(k) that refers to a State Councillor, Deputy State Councillor, President or Deputy President vacating their office once they become a candidate for election to a State or Federal Parliament “on or after the date the election writ is issued”. This addition was prompted by State Council discussions in [September 2021](#) which resulted in similar changes to the Corporate Governance Charter.
- The deletion of clause 33(1)(c) as it deals with a non-Constitutional topic.
- In Schedule One, the meaning of subclause (f) was unclear and so has been deleted.
- The Register of Delegate Powers, Authorities, Discretions and Duties in Schedule Two has been amended to only include those powers as referred to in the Constitution, with those other powers to be captured in the Corporate Governance Charter.
- Finally, there has been a general tidy up of defined terms throughout the Constitution (that is, terms that are defined in clause 2 and require capitalisation).

## 6. Closure

*Upon the completion of business, the Chair declared the meeting closed **3:24pm**.*

### Attachment 3: Action Taken on Resolutions of the 2023 Annual General Meeting

| Resolution  | Comment/Update  |
|---|---|
| <p><b>5.1 Local Governments' representation at the State Administrative Tribunal relating to planning matters within its district</b></p> <p><b>That WALGA lobby the State Government for legislative reform to enable Local Governments the automatic right to be a represented party at all State Administrative Tribunal hearings related to planning matters within its district.</b></p> | <p>The Environment Policy Team met on 16 February 2024 and resolved to:</p> <ol style="list-style-type: none"> <li>Note the 2023 AGM resolution, that WALGA lobby the State Government for legislative reform to enable Local Governments the automatic right to be a represented party at all State Administrative Tribunal hearings related to planning matters within its district.</li> <li>Note that the resolution is consistent with the intent of WALGA Advocacy Position <i>6.3 Third Party Appeal Rights</i> and <i>6.4 Development Assessment Panels</i>.</li> <li>Request that WALGA continue to pursue advocacy consistent with these positions as part of the Planning reform process.</li> </ol> <p>The right for Local Governments to be a represented party at all State Administrative Tribunal hearings related to planning matters within its district is supported in principle by the WALGA Secretariat. This will be considered as part of the review of the DAP Advocacy Position commencing in September 2024.</p> |
| <p><b>5.2 Land Use Policy</b></p> <p><b>That WALGA establish and promote policies to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.</b></p>   | <p>This resolution was referred to the WALGA People and Place Policy Team in December 2023. A suite of three related policy positions were considered by a joint meeting of the WALGA Environment and Infrastructure Policy Teams on 10 July 2024.</p> <p>State Council endorsed the following positions on 4 September 2024 (Agenda Items 8.2, 8.3 and 8.4):</p> <p><b><i>Energy Transition Engagement and Community Benefit Framework</i></b></p> <p><i>It is essential that the energy transition currently underway delivers economic opportunities, ensures reliable and affordable electricity, and the greatest possible benefits for the community.</i></p>   |

|  |  |
|--|--|
|  | <p><i>WALGA calls on the State Government to develop a comprehensive framework to manage the impact of the energy transition that includes local engagement and the realisation of local community benefits from energy transition projects as a priority.</i></p> <p><b><i>Renewable Energy Facilities</i></b></p> <p><i>The growth in the number, size, and complexity of renewable energy facilities across Western Australia is expected to continue as energy generation and other traditional industries de-carbonise their facilities and operations. The renewable energy state planning framework requires changes to ensure it is fit for purpose to guide the ongoing development of this sector.</i></p> <p><i>WALGA calls on the State Government to:</i></p> <ol style="list-style-type: none"> <li><i>1. Adopt a new State Planning Policy for renewable energy facilities, to replace the existing Position Statement: Renewable energy facilities, that:</i> <ol style="list-style-type: none"> <li><i>a. Facilitates the orderly development of renewable energy facilities across Western Australia;</i></li> <li><i>b. Outlines the key planning and environmental considerations, for the location, siting, design and operation of renewable energy facilities and their associated infrastructure;</i></li> <li><i>c. Provides a framework that clearly stipulates the minimum required documentation and technical reports that need to be submitted with proposals for renewable energy facilities;</i></li> <li><i>d. Supports the development of Local Planning Policies by Local Governments to further guide locally appropriate planning consideration of renewable energy facilities;</i></li> <li><i>e. Provides a clear relationship with:</i> <ol style="list-style-type: none"> <li><i>i. State Planning Policy 2.5 - Rural planning and Development Control Policy 3.4 - Subdivision of rural land, to ensure planning decisions adequately balance the need to protect and</i></li> </ol> </li> </ol> </li> </ol> |
|--|--|

|  |   |
|--|---|
|  | <p><i>preserve rural land for rural purposes;</i></p> <ul style="list-style-type: none"> <li><i>ii. State Planning Policy 2.4 - Planning for Basic Raw Materials to ensure proposals for renewable energy facilities consider their impact on basic raw material supply at the earliest stage of the planning process; and</i></li> <li><i>iii. State Planning Policy 2.9 - Planning for Water to ensure water resources impacted by renewable energy facilities are identified and adequately managed.</i></li> </ul> <p><i>f. Includes policy measures to address:</i></p> <ul style="list-style-type: none"> <li><i>i. possible negative impacts on or alienation of productive agricultural land;</i></li> <li><i>ii. their proximity to lot boundaries with particular attention to potential negative, impact on town sites and sensitive land uses;</i></li> <li><i>iii. potential negative impacts on airport operations;</i></li> <li><i>iv. their appropriateness in the 'General Industry' zone and impacts and suitable location on heavy industry sites;</i></li> <li><i>v. the need for local engagement and the realisation of community benefits from the development of renewable energy facilities.</i></li> </ul> <p><i>2. Review the definition of 'renewable energy facility' considering the increasing size and scope of facilities and consider creating definitions based on the scale of the facility (Utility-scale and other), and the form of facility (solar energy and wind energy).</i></p> <p><i>3. Provide guidance to Local Governments on the consideration of green hydrogen production facilities on rural land where it is an incidental use to a renewable energy facility.</i></p> <p>WALGA is advocating to State Government<br/> <b>Priority Agriculture</b></p> |
|--|---|



|  |  |
|--|--|
|  | <p><i>WALGA calls on the State Government to:</i></p> <ol style="list-style-type: none"> <li><i>1. Amend the Planning and Development (Local Planning Schemes) Regulations 2015 to:</i> <ol style="list-style-type: none"> <li><i>a. Create a new model zone under Schedule 1, Part 3, Clause 16 for land identified as high quality agricultural land known as the 'Priority Agriculture' zone, with the following objectives:</i> <ol style="list-style-type: none"> <li><i>i. to retain priority agricultural land for agricultural purposes; and</i></li> <li><i>ii. limit the introduction of sensitive land uses which may compromise existing, future and potential agricultural production.</i></li> </ol> </li> <li><i>b. Define 'Priority Agriculture' zone under Schedule 2, Part 1, Clause 1 to align with the definition provided in State Planning Policy 2.5 – Rural planning.</i></li> </ol> </li> <li><i>2. Review the areas which have been identified by the Department of Primary Industries and Regional Development as high quality agricultural land and expand the extent of mapping to address the whole of Western Australia.</i></li> <li><i>3. Undertake a 'health check' of State Planning Policy 2.5 - Rural planning and Development Control Policy 3.4 - Subdivision of rural land, in consultation with relevant stakeholders.</i></li> </ol> <p>These positions are included in <a href="#">WALGA's 2025 State Election Priorities Platform</a> and have been raised in meetings with the Minister for Energy and the Premier.</p> |
| <p><b>5.3 Transparency – Management Order Determinations</b></p> <p><b>That WALGA:</b></p> <ol style="list-style-type: none"> <li><b>1. Advocates for Department of Planning, Lands and Heritage to consult and collaborate with Local Governments in reviewing and publishing its policies, decision making criteria, guidelines and</b></li> </ol> | <p>This item was considered by State Council at its December 2023 meeting (Agenda item 7.2).</p> <p>The following Advocacy Position was endorsed:</p>  |

|  |  |
|--|--|
| <p>procedures associated with the administration of management orders;</p> <p>2. Ensure the review recognises the cost burden on local governments in managing reserves and options for supporting local governments in meeting that responsibility; and</p> <p>3. Calls for proactive consultation and advice to Local Government management bodies.</p>                      | <p><b><i>Crown Land and Management Order Administration - Land Administration Act 1997</i></b></p> <p><i>WALGA advocates to the Department of Planning, Lands and Heritage (DPLH) to:</i></p> <ol style="list-style-type: none"> <li>1. <i>Apply the following principles when dealing with matters affecting Local Government's role in managing Crown land:</i> <ol style="list-style-type: none"> <li>a. <i>Local Government is an equal partner with State Government in managing, developing and administration of Crown land for community benefit.</i></li> <li>b. <i>Local Government should be provided timely advice and consulted where State Government proposals impact management of or investment in Crown land.</i></li> <li>c. <i>Ensure timely communication with Local Government where DPLH intends to challenge an intention to levy leasing or land use revenues under a power to lease arrangement.</i></li> <li>d. <i>Decision-making criteria, policy and procedure transparency contributes to whole of government efficiency, effectiveness and accountability.</i></li> </ol> </li> <li>2. <i>Publish the policies and procedures that underpin decision making regarding:</i> <ol style="list-style-type: none"> <li>a. <i>Establishing, varying or revoking management orders.</i></li> <li>b. <i>Leasing Crown land or facilities, subject to a management order.</i></li> <li>c. <i>Decision review where a management body or proponent lessee is dissatisfied with a decision or process.</i></li> </ol> </li> </ol> |
| <p><b>5.4 Regional and Remote Housing</b></p> <p><b>That WALGA advocates to the WA State and Commonwealth Governments to address the dire shortage of affordable key worker family housing options in regional and remote towns to encourage families to live and work in regional and remote towns. Social housing is addressed at both the State and Federal levels.</b></p> | <p>WALGA continues to advocate for State Government to address the critical shortage of housing in Western Australia, especially for regional and remote locations. This issue is identified as a priority in the <a href="#"><u>WALGA 2025 Election Platform</u></a>.</p> <p>Following WALGA advocacy and feedback from State Council to the Department of Communities Deputy Director General, Housing and Assets at the 10 July 2024</p>  |

|  |  |
|--|--|
|  | <p>State Council Strategic Forum, the Department of Communities has:</p> <ul style="list-style-type: none"> <li>• undertaken to conduct a workshop to discuss options to introduce flexibility to the Government Regional Officer Housing Program parameters,</li> <li>• asked for Local Government feedback on opportunities to optimise partnership opportunities with Local Government that make capital investment in housing supply viable, and</li> <li>• <a href="#"><u>opened a Local Government Call for Submissions for social and affordable housing and key worker accommodation</u></a> on Monday 2 September.</li> </ul> <p>The Director of the Housing Supply Unit within the Treasury presented at the September 2024 Strategic Forum and acknowledged the challenges faced by regional Local Governments including demand for GROH housing and challenges with headworks.</p> |
|--|--|

**1. Queries regarding cooking classes**

- i. How many cooking classes are proposed to occur per week or month?

**Response:** Maximum eight classes are proposed to occur per month; dependant on seasonal demand

- ii. How many people are expected to attend each class and at what time(s)?

**Response:** Maximum five people will be allowed to attend each class

Cooking class times will be agreed – 120 minutes between 10am and 3pm on the day

- iii. Please provide details on the construction for the carparking? Gravel area or bitumised....are the bays to-be marked out...other?

**Response:** Car parking will be on gravel/natural grass

Unless required by regulations, the large area of the paddock in my opinion, precludes the necessity for any formal marking of car-park spaces for 5 cars.

**2. Please also note the following in relation to a home business:**

In considering applications for a 'Home Business', the following parameters apply:

**Business, service or profession carried out in a dwelling or on land or in buildings around a dwelling by an occupier of the dwelling which:**

- i. does not employ more than 2 people not members of the occupier's household;

**Response:** My business does not

- ii. will not cause injury to or adversely affect the amenity of the neighbourhood;

**Response:** My business will not

- iii. does not occupy an area greater than 50m<sup>2</sup>

**Response:** My business does not

- iv. does not involve the retail sale, display or hire of goods of any nature;

**Response:** My business does not

- v. in relation to vehicles and parking, will not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and

**Response:** My business will not

- vi. does not involve the use of an essential service of greater capacity than normally required in the zone.

**Response:** My business will not

**Any problems complying with the above?**

**Response:** My business will be compliant with all of the above.

Yours Faithfully,



Mon 26th Aug 2024



**To,** The Chief Executive Officer,  
Shire of Boyup Brook,  
Abel Street, Boyup Brook  
Western Australia 6244

**From,** Ms Sony Mathew Kavalam  
1829 Jayes Road,  
Boyup Brook WA – 6066  
Tel: 04 399 82 100 or 04 677 22 981  
e-mail: [mathew.kavalam@riotinto.com](mailto:mathew.kavalam@riotinto.com)

**Kind Attention:** [Mr. Adrian Nicoll](#)

**Subject description of land use:**

Proposed Car park (5 cars) for people attending the cooking school

**Reference:** **Ginan Pty Ltd** Certificate of Food Business, issued Shire of Boyup Brook [11<sup>th</sup> Feb 2024](#)

Dear Sir,

I Sony Kavalam, am the Director of Ginan Pty Ltd, located at 1829 Jayes Road. In context to my current operational circumstances, I propose to commence and run a cooking school, at my place of business.

Thank You for the opportunity to present this Proposal, along with the application form and associated fee. I request your favourable consideration of this matter kindly.

Please find within this letter, the following items, that would facilitate the review by your good-self, and relevant office bearers of the Shire.

1. Ginan Vision and Mission statement
2. Proposed car-park for cooking school - location and environment
3. Existing facilities and infrastructure on premises
4. Bushfire evacuation Safety Plan
5. Resume of Director
6. Annexures – **1.** current Certificate of Food Business – ‘Medium Risk’ **2.** Bank receipt appl fee \$147/-

Yours Faithfully

A handwritten signature in blue ink, followed by a small square photograph showing a plate of food, possibly a meal prepared at the cooking school.

Sony Kavalam

## 1. Ginan Vision and Mission statement

**Our Vision** (describes the owners and staff, as we would appear in a future successful state)

Contentment through conscious communion with community and country

**Our Mission** (explains our reason for existence)

We will achieve our vision through the ability to use our individual and collective talents to carry out our purpose and through living our values.

**Purpose** (A statement of our overall strategic operation plan)

Our purpose is to engage in:

- i. The **sustainable farming** of food crops and production of natural plant products used for health and medicinal purposes, which are gaining usage in Australia and the Asia-Pacific region.
- ii. Farming of Australian **indigenous foods**, deploying methodology once practiced on our ancient land. We will facilitate this through ethical engagement with Traditional Owners and undertaking research and innovation in the rapidly-growing Australian native food and botanical sector.
- iii. **Sustainable livestock production** with emphasis on the welfare of farm animals, minimization of environmental damage and to yield meat, poultry, and dairy products that are tastier and more nutritious than foods produced on 'factory' farms.
- iv. **Agritourism** through the future building and leasing out of carbon-neutral infrastructure; so to provide a peaceful rural retreat to national and international visitors.

**Values** (Informs customers about our top priorities and core beliefs)

There are 5 core values that all owners and staff of Ginan are expected to adhere to:

- i. **Environment** – caring for the environment above everything else

We make the environmental protection of our farm and the larger community our number one goal. Looking after the environment is an essential part of our care for future generations.

- ii. **Teamwork** - collaborating for success

We work together with partners and communities to deliver the products our customers need. We learn from each other to improve our performance and achieve success. We share knowledge, do the best job we can and trust others to do the same.

- iii. **Respect** – fostering inclusion and embracing diversity

We recognise and respect diverse cultures, communities and points of view. We treat each other with fairness and dignity, to make the most of everyone's contributions.

- iv. **Integrity** – having the courage and commitment to do the right thing

We have the courage and commitment to doing what is right, not what is easiest. We maintain our focus on ethics, transparency and building mutual trust. We will take accountability for our decisions and actions

- v. **Excellence** – being the best we can be through superior performance

We proactively challenge ourselves to create lasting value through high performance. We adopt a pioneering mindset and aim to do better every day. We will be responsive to what customers need from us, innovate and look to continuously improve on what we do.

### Summary

The purpose and values form an integral part of our culture. They are designed to reflect both who we are, and who we aspire to be. As owners and staff, it is our responsibility to bring our purpose and values to life.



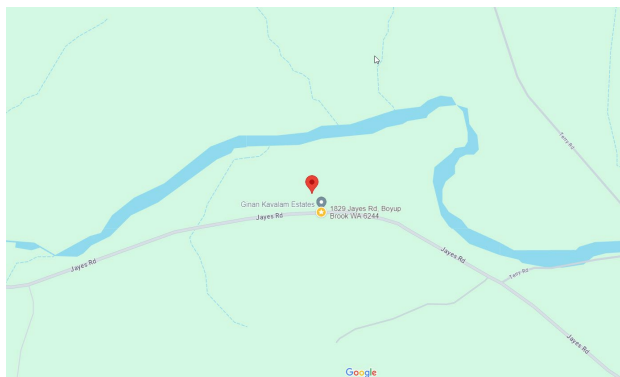
## 2. Proposed car-park for cooking school - location and environment

**Address:** Lot 3 Jayes Road Boyup Brook, WA 6244

**Location:** 280 kilometres south-east of Perth, 12 km from Boyup Brook and 25 km from Bridgetown

**Boundaries:** The property is bounded on the north by the Blackwood river, east by Terry Road, South by Jayes Road and west by a farm.

**Description** as at August 2024: This 88.2 acre property has 2,283 meters of Blackwood River frontage. This part of the river is wide and deep, and is part of the canoe course for the Blackwood Marathon. The property has about 50 acres of pasture, 23 acres of cleared parkland, and 15 acres of bush. A large American barn style building is divided into a 4-bedroom, open plan living/dining and kitchen, and bathroom. The total living area is about 210 square meters. The other half of the building is a workshop about 200 square meters, with double roller-doors. At the front of the living area is a 15 x 5.4 meter covered deck perched over the river. The building is situated ~90 meters from the Jayes Road entrance. There is also a yurt with a view across the water.



## 3. Existing facilities and infrastructure on premises

### Cooking school kitchen:

Brand new commercial-requirement kitchen fitted with **Ikea** and premium electrical appliances. This kitchen forms the subject of the **Certificate of Food Business** – 'Medium Risk' from Boyup Brook Shire



#### External toilet for attendees:

External independent toilet with a dedicated water tank is available for sole use of attendees



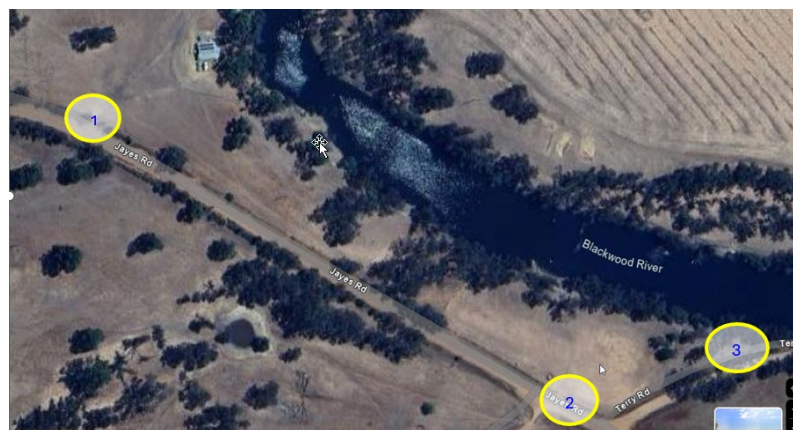
#### Elegant patio for relaxation:

The patio allows for attendees to share notes, and relax within view of the Blackwood river.



#### 4. Bushfire Evacuation

- i. Being an active grazing paddock, there is minimum fuel load; the risk of a bushfire thus being low.
- ii. Proximity to the Blackwood further reduces the risk of fatal entrapment, in case of a bush-fire.
- iii. Four X 25,000ltr water-tanks provide adequate in-situ supplies, in case required
- iv. **Exit gates:** Three independent gates accessible by standard vehicles allow for rapid exit – 2 on to Jayes and 1 one on to Terry Road - from the farm, in the unlikely event of any bushfire rapidly approaching the proposed car-park or kitchen area.





## 5. Resume of Director – Ginan Pty Ltd

Sony has been privileged with learning the craft of cooking from Elders in Kerala, India; where wholesome meals are traditionally made over a wood fire. Carbohydrates, proteins and spices are sourced from family-owned farms and plantations.

Having lived in the Middle East for over a decade, Sony successfully competed in international cooking competitions in the early 2000s. Now home in Boyup Brook, Sony respectfully recreates delectable foods, striving to pass on her passion and expertise in cooking and catering, through her cooking school.

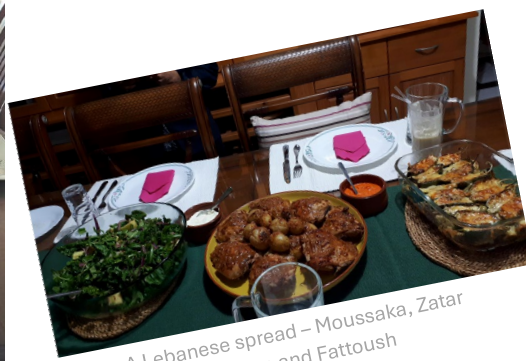
Sony's cooking was showcased in **Channel 9 – State on a Plate** June 2022 <https://www.youtube.com/watch?v=vhvQ2D5cQxo>

### Illustrative portfolio:

#### Table settings and dishes using local products, to complement the environment



Old-growth Jarrah table, etched with outline of the Blackwood  
Copper from India, with river-gum blossom, and cutlery



A Lebanese spread – Moussaka, Zatar  
chicken and Fattoush



To the right is our farmed lamb kebab,  
cooked in paperbark over a slow fire

#### Cooking with firewood on the farm



Kangaroo-tail stew



Tandoori chicken



Wood-fire smoked duck-breast

#### Mains and Dessert



Kerala Breakfast – Sago Upma, Egg roast  
and Rice semolina Kesari



Tapioca-top Shepherd's pie, made with  
farm lamb mince



Chocolate coated honey mousse, with  
apricot yolk. Dill marshmallow rice bar

6. Annexure 1 – current Certificate of Food Business – ‘Medium Risk’

# Food Act 2008

Section 110(6)

## CERTIFICATE OF REGISTRATION OF A FOOD BUSINESS

This is to certify that the following business

*Ginan Pty Ltd*

operated by *Sony & Mathew Kavalam*

is registered as a

*Medium risk food business*

in respect of the following premises:

*1829 Jeyes Rd Boyup Brook*

Dated this 11th day of February 2024

  
Leonard Long  
Chief Executive Officer

**Note:**

1. The registration of a food business in respect to the above premises remains in force until cancelled.
2. The proprietor of a food business must give written notification to the Shire of Boyup Brook of any of the following changes to the food business:
  - The food business ceases to operate
  - The food business is sold
  - Any change is made to the activities carried out for the purpose of the food business that is likely to affect its priority classification.
3. The proprietor of a food business must ensure its compliance with the Food Act 2008, Food Regulations 2009 and the Australia New Zealand Food Standards Code.



*country choice*



**Shire  
of  
Boyup  
Brook**

*country  
choice*

Atel Street  
PO Box 3  
BOYUP BROOK  
WA 6244

Phone:  
08 9765 1200

Facsimile:  
08 9765 1582

E-mail:  
shir@boyupbrook.wa.gov.au

[www.boyupbrook.wa.com.au](http://www.boyupbrook.wa.com.au)

ABN: 95 583 688 134