



Attachment 9.2.1A

Chq/EFT	Date	Name	Description	Amount
EFT16788	13/01/2025	AMD Audit & Assurance Pty Ltd	Deferred Pensioner Rates Certification 2023-24	-660.00
EFT16789	13/01/2025	Ampol Petroleum Distributors Pty Ltd	Fuel Dec2024	-7957.14
EFT16790	13/01/2025	Arrow Bronze	Niche Wall Single Plaque	-463.34
EFT16791	13/01/2025	Australia Day Council of South Australia Inc	National Australia Day Grant - Media Wall and Tablecloths	-2295.00
EFT16792	13/01/2025	Australia Post	Postage Dec2024	-1134.63
EFT16793	13/01/2025	Australian Services Union	Payroll Deductions	-159.00
EFT16794	13/01/2025	B&B Street Sweeping Pty Ltd	Townsite Street Sweeping	-2216.50
EFT16795	13/01/2025	BOC Limited	Gas Cylinder Rental Dec2024	-66.86
EFT16796	13/01/2025	Black Box Control Pty Ltd	Monthly Grader Tracking Service Jan2025	-99.00
EFT16797	13/01/2025	Boyup Brook Co-operative Company Limited	Purchases Dec2024	-2397.80
EFT16798	13/01/2025	Boyup Brook Community Resource Centre	State Library Travel Grant - SLWA Professional Development	-185.30
EFT16798	13/01/2025	Boyup Brook Community Resource Centre	Quarterly Library Service Payment Jan-Mar2025	-12375.00
EFT16799	13/01/2025	Boyup Brook Districts Pioneers Museum Inc	Quarterly Support for Running Costs Jan-Mar2025	-1375.00
EFT16800	13/01/2025	Boyup Brook Tourism Association Inc.	Tourist Centre - Shire Contribution to Electricity 23/10/2024-16/12/2024	-193.20
EFT16801	13/01/2025	Boyup Brook Workshop (Got'em Group)	3 Reid Place - Maintenance	-2614.52
EFT16801	13/01/2025	Boyup Brook Workshop (Got'em Group)	L308 Hospital Rd - Slashing	-2090.00
EFT16802	13/01/2025	Breeze Connect Pty Ltd	Medical Centre VOIP and NBN Dec2024	-225.60
EFT16803	13/01/2025	Bridgetown Carpets & Floorcoverings	Admin Office Upgrades - Carpeting	-6836.00
EFT16804	13/01/2025	Bridgetown Paint Sales	Admin Office Upgrades - Paint	-314.95
EFT16804	13/01/2025	Bridgetown Paint Sales	Building Tools - Extension Ladder	-515.00
EFT16805	13/01/2025	Bunderra Estate	Staff Christmas Lunch - Wine	-250.00
EFT16806	13/01/2025	Employee	Reimburse 16B Forrest St Key Cutting	-63.92
EFT16807	13/01/2025	Country Landscaping & Irrigation	Rec Grounds - Irrigation Controller Programming	-756.58
EFT16808	13/01/2025	Davie Digital	Medical Centre - Door Plaques	-82.50
EFT16809	13/01/2025	EM Squire & RI Squire	Medical Centre - Toilet Repairs	-180.00
EFT16809	13/01/2025	EM Squire & RI Squire	18 Barron St - Dishwasher Installation	-325.82
EFT16809	13/01/2025	EM Squire & RI Squire	GP House - Dishwasher Repairs	-242.00
EFT16809	13/01/2025	EM Squire & RI Squire	Flax Mill - Repair Leak	-605.00
EFT16810	13/01/2025	Electro Grange Pty Ltd	3 Reid Pl - Replace Light Switch and Smoke Alarm	-185.00
EFT16811	13/01/2025	Employee	Reimburse Training	-98.50
EFT16812	13/01/2025	Geographe Ford	P249 Ford Ranger Sport - 15000km Service	-621.00
EFT16813	13/01/2025	H+H Architects	Evacuation Centre - Plans and Documentation Progress Payment	-17052.75
EFT16814	13/01/2025	Haycom Technology Pty Ltd	Medical Centre IT Support Fees Dec2024	-930.60
EFT16815	13/01/2025	Lamat Cleaning	Various Shire Buildings - Cleaning Dec2024	-1780.00
EFT16816	13/01/2025	Manjimup Freight Distributors & BMI Logistics	Freight Dec2024	-41.82
EFT16817	13/01/2025	Manjimup Glass Service	Chambers Archive Room - Replace Glass	-485.00
EFT16818	13/01/2025	Mcleods Lawyers Pty Ltd	Medical Employment Contracts	-7700.00
EFT16819	13/01/2025	Employee	Reimburse Staff Christmas Lunch Catering	-140.00
EFT16819	13/01/2025	Employee	National Australia Day Council Grant - Reimburse Tablecloths	-96.72
EFT16820	13/01/2025	Node1 Pty Ltd	Admin NBN Jan2025	-227.00
EFT16821	13/01/2025	Officeworks Ltd	Depot Stationery	-271.83
EFT16821	13/01/2025	Officeworks Ltd	Admin Personnel Board	-427.95
EFT16822	13/01/2025	Old Dog Dirt & Diesel	ESL P523 Isuzu Rural Fire Truck North Dinninup 2.4R - Repairs	-1669.95
EFT16823	13/01/2025	PFI Supplies	Various Shire Buildings - Cleaning Supplies	-353.60
EFT16824	13/01/2025	Employee	Reimburse Rylington Park Sheep NVDs	-71.50
EFT16825	13/01/2025	Prime Supplies	Workshop Expendable Tools	-53.64
EFT16826	13/01/2025	Rear's Electrical & Mechanical Services Pty Ltd	Flax Mill Caravan Park - RCD Replacement	-144.32
EFT16826	13/01/2025	Rear's Electrical & Mechanical Services Pty Ltd	Depot - 3 Phase RCD Installation	-1317.80
EFT16826	13/01/2025	Rear's Electrical & Mechanical Services Pty Ltd	18 Barron St - Lighting Repairs	-132.00
EFT16827	13/01/2025	Rhythm Civil and Contracting	Bridge 0742 Boyup Brook-Arthur Rd SLK 17.54 - Emergency Repairs	-19870.20
EFT16828	13/01/2025	Roney Earthworks	RRG004 Winneup Rd - Push Up Gravel and Tree Removal	-2739.00
EFT16829	13/01/2025	SOS Office Equipment	Photocopier Billing Dec2024	-603.24
EFT16831	13/01/2025	Southern Forests Carpet Cleaning	18 Barron St - Carpet Cleaning	-470.00
EFT16832	13/01/2025	St John Ambulance Western Australia Ltd (SW)	2024-25 Contribution Towards Emergency Ambulance Service	-24750.00
EFT16833	13/01/2025	Synergy	Electricity Across Shire Facilities to 17/12/2024	-5334.85
EFT16834	13/01/2025	Telstra Limited	Telephone Across Shire Facilities to 24/12/2024	-492.69
EFT16834	13/01/2025	Telstra Limited	Admin NBN to 24/12/2024	-1212.74
EFT16835	13/01/2025	Traffic Force (TMSW Unit Trust t/as)	RRG148 Boyup Brook-Cranbrook Rd - TMP	-1837.55
EFT16836	13/01/2025	Veolia Recycling and Recovery Pty Ltd (NSW)	Paper and Cardboard Recycling Nov-Dec2024	-2436.98
EFT16837	13/01/2025	WA Contract Ranger Services Pty Ltd	Contract Ranger Services Dec2024	-1045.00
EFT16838	13/01/2025	WALGA	South West Country Zone Annual Subscription 2024-25	-660.00
EFT16839	13/01/2025	Wren Oil	Waste Oil Collection	-203.50
EFT16840	13/01/2025	Zone 50 Engineering Surveys Pty Ltd	RRG148 Boyup Brook-Cranbrook Rd - Survey Design	-10035.30
EFT16840	13/01/2025	Zone 50 Engineering Surveys Pty Ltd	RRG210 Boyup Brook-Arthur Road - Survey Design	-3168.00
EFT16841	13/01/2025	activ8me (Australian Private Networks Pty Ltd)	GP House and Swimming Pool Internet Jan2025	-144.90
EFT16842	14/01/2025	Shire of Boyup Brook	LRCI Cemetery Upgrades - Building Fees for Toilet	-368.85
EFT16843	20/01/2025	AFGRI Equipment Australia Pty Ltd	Rylington Park - Tractor Parts	-179.23
EFT16844	20/01/2025	Ampol Petroleum Distributors Pty Ltd	Fuel Jan2025	-4628.40
EFT16845	20/01/2025	Australian Communications and Media Authority	Annual Licence Renewal for BFB Radio to 29/01/2026	-115.00
EFT16846	20/01/2025	Australian Services Union	Payroll Deductions	-79.50
EFT16847	20/01/2025	Australian Taxation Office	BAS & PAYG Dec2024	-63384.00
EFT16848	20/01/2025	BP Medical	Medical Supplies	-1296.51
EFT16849	20/01/2025	Boyup Brook Co-operative Company Limited	Rylington Park Purchases Dec2024	-440.90
EFT16850	20/01/2025	Boyup Brook Community Resource Centre	Gazette Advertising Jan2025	-485.00
EFT16851	20/01/2025	Boyup Brook IGA	Purchases Dec2024	-2054.59
EFT16852	20/01/2025	Boyup Brook Pharmacy	Medical Supplies	-101.55
EFT16853	20/01/2025	Boyup Brook Tyre Service	ESL P533 Isuzu Rural Fire Truck Chowderup - Parts	-510.00
EFT16853	20/01/2025	Boyup Brook Tyre Service	P212 Komatsu GD555 Grader 2017 - Repairs	-535.00
EFT16854	20/01/2025	Boyup Brook Workshop (Got'em Group)	Depot Chemical Shed - Ventilation	-627.00
EFT16855	20/01/2025	Bridgetown Timber & Hardware	Admin Office Upgrades - Doors and Fittings	-499.89
EFT16856	20/01/2025	Building and Construction Industry Training Fund	BCITF Collected Dec2024	-623.50
EFT16857	20/01/2025	Cleanaway Daniels Services Pty Ltd	Medical Centre - Sharps Disposal	-279.18
EFT16858	20/01/2025	Co-operative Bulk Handling Limited	Rylington Park - Receiveal Fees	-5718.88
EFT16859	20/01/2025	D & L Bleachmore Haulage	Rylington Park - Sheep Freight Dec2024	-500.50
EFT16860	20/01/2025	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	Reservoir Standpipe - Lock	-49.00
EFT16861	20/01/2025	Department of Mines, Industry Regulation and Safety	BSL Collected Dec2024	-742.20
EFT16862	20/01/2025	EM Squire & RI Squire	18 Barron St - HWS Repairs	-439.90
EFT16862	20/01/2025	EM Squire & RI Squire	24B Proctor St - Replace Gas Regulator	-561.30
EFT16863	20/01/2025	EcoPrint Supplies	Medical Centre - Printer Toner	-185.90
EFT16864	20/01/2025	Electro Grange Pty Ltd	Abel St Shop 2 - Replace Air Conditioner	-1618.10
EFT16865	20/01/2025	Employee	Reimburse Meals for DoT Training	-207.85



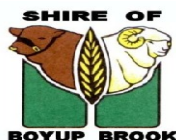
Chq/EFT	Date	Name	Description	Amount
EFT16866	20/01/2025	Focus Networks	Monthly MPS Support - Excluded Services Dec2024	-136.40
EFT16867	20/01/2025	Hastie Waste Pty Ltd	Rylington Park - Bulk Waste Collection Jan2025- Dec2024	-240.00
EFT16868	20/01/2025	Haycom Technology Pty Ltd	Medical Centre Server Backup Software Annual Renewal	-308.00
EFT16869	20/01/2025	Industrial Automation Group Pty Ltd	Cowley St Standpipe - Swipecard Annual Support and Access Fees 2025	-1437.70
EFT16870	20/01/2025	Intellife Group Ltd	Rural Roadside Vegetation Mulching	-24948.00
EFT16871	20/01/2025	Interfire Agencies	ESL VBFB PPE	-5608.24
EFT16872	20/01/2025	Kojonup Auto Electrics	Rylington Park - Plant Repairs	-1665.30
EFT16873	20/01/2025	Employee	Reimburse P241 Fuel	-80.64
EFT16874	20/01/2025	Magentus Practice Management Pty Ltd	Medical Centre - SMS Credits	-540.00
EFT16875	20/01/2025	MR Gifford	Rylington Park - Contract Harvesting	-21348.80
EFT16876	20/01/2025	MRP Thompson	Rylington Park - Shearing	-1015.15
EFT16877	20/01/2025	Matthews Transport Trust	Rylington Park - Lupin Freight	-31731.48
EFT16878	20/01/2025	Employee	Reimburse Rylington Park Ladies Day Gifts	-301.92
EFT16879	20/01/2025	Office Of The Auditor General	Attest Audit Fees 2023-24	-50281.00
EFT16880	20/01/2025	Ohura Group Pty Ltd	IR Consultation	-573.75
EFT16881	20/01/2025	PJ&CA Forrest	Rylington Park - Sheep Count	-550.00
EFT16882	20/01/2025	Phoenix Petroleum	Rylington Park - Fuel	-2582.89
EFT16883	20/01/2025	Redhill Contracting	Rylington Park - Straw Baling	-5445.00
EFT16884	20/01/2025	Regional Development Australia South West Inc	South West Community and Economic Profiling (REMPAN) 2025	-275.00
EFT16885	20/01/2025	Scavenger Fire & Safety	ESL First Aid Supplies	-294.80
EFT16886	20/01/2025	Shire of Boyup Brook	BSL and BCITF Commission Dec2024	-41.50
EFT16887	20/01/2025	Solar Mill Pty Ltd	Rylington Park - Solar Pump System	-9492.65
EFT16888	20/01/2025	Resident	Refund Standpipe Access Card Bond	-50.00
EFT16889	20/01/2025	Synergy	Electricity Across Shire Facilities to 24/12/2024	-11807.48
EFT16890	20/01/2025	T-Quip	P230 Toro Ground Master 7210 - Parts	-399.96
EFT16891	20/01/2025	Team Global Express	ESL Freight Jan2025	-130.98
EFT16892	20/01/2025	Telstra Limited	Telephone Across Shire Facilities to 01/01/2025	-463.90
EFT16893	20/01/2025	The Quacking Frog Teapot Shed	Catering Sep-Oct2024	-330.00
EFT16894	20/01/2025	The Right Stuff for Landholders	Citizens Lodge Croquet Courts - Reticulation Parts	-165.89
EFT16895	20/01/2025	Vital Medical Supplies	Medical Supplies	-49.79
EFT16896	28/01/2025	Boyup Concrete	Flax Mill Interpretive Signage - Retting Tank Door Display	-880.00
EFT16897	28/01/2025	Cardinal Contractors Pty Ltd	LRCI Cemetery Upgrades - Gravel	-948.34
EFT16898	28/01/2025	Darren Long Consulting	Assistance with Audit and Financial Reporting Nov-Dec2024	-9724.00
EFT16899	28/01/2025	EM Squire & RI Squire	Admin Office - Repair Toilet Blockage	-798.00
EFT16899	28/01/2025	EM Squire & RI Squire	18 Barron St - Replace Toilet Cistern	-565.77
EFT16899	28/01/2025	EM Squire & RI Squire	18 Barron St - Stove Repairs	-150.00
EFT16900	28/01/2025	Focus Networks	Monthly Device Management Fees Dec2024	-3274.70
EFT16900	28/01/2025	Focus Networks	Monthly Managed IT and Telephony Services and Microsoft 365 Subscriptions Jan2025	-4104.29
EFT16900	28/01/2025	Focus Networks	Exchange Online Migration - Final Payment	-6466.35
EFT16900	28/01/2025	Focus Networks	Monthly MPS Support Jan2025	-170.50
EFT16901	28/01/2025	Fulton Hogan Industries Pty Ltd	RRG004 Winnejup Rd - Sealing	-87628.20
EFT16902	28/01/2025	H+H Architects	Evacuation Centre Plans and Documentation - Quantity Surveying	-3465.00
EFT16903	28/01/2025	Officeworks Ltd	BBELC Stationery and Printing	-831.91
EFT16903	28/01/2025	Officeworks Ltd	Admin Stationery	-75.53
EFT16904	28/01/2025	WA Concrete Pty Ltd	LRCI Footpath Maintenance - Progress Payment	-31398.69
TOTAL EFT PAYMENTS to 31 January 2025				-564,493.82
20680	13/01/2025	Pivotel	GPS Tracking Service - Grader and Transfer Station Jan2025	-62.00
TOTAL MUNI CHEQUES to 31 January 2025				-62.00



Chq/EFT	Date	Name	Description	Amount
DD9290.1	01/01/2025	Employee Super Fund	Payroll Deductions	-1002.61
DD9290.2	01/01/2025	Australian Super	Payroll deductions	-1768.95
DD9290.3	01/01/2025	CBUS (Construction & Building Industry Super)	Superannuation Contributions	-543.86
DD9290.4	01/01/2025	HESTA	Superannuation Contributions	-307.28
DD9290.5	01/01/2025	HOSTPLUS Superannuation Fund	Superannuation Contributions	-253.22
DD9290.6	01/01/2025	Aware Super	Payroll Deductions	-8183.54
DD9290.7	01/01/2025	Rest Superannuation	Superannuation Contributions	-2013.20
DD9290.8	01/01/2025	Mercer Super Trust (TTF) - Mercer SmartSuper Plan	Superannuation Contributions	-939.84
DD9290.9	01/01/2025	AMP Super Fund - SignatureSuper	Superannuation Contributions	-3828.23
DD9292.1	01/01/2025	Salary & Wages	Payroll 01Jan2025	-114061.90
DD9314.1	15/01/2025	Employee Super Fund	Payroll Deductions	-1002.61
DD9314.2	15/01/2025	Panorama Super (Asgard Independence Plan Division Two)	Superannuation Contributions	-364.48
DD9314.3	15/01/2025	CBUS (Construction & Building Industry Super)	Superannuation Contributions	-498.77
DD9314.4	15/01/2025	HESTA	Superannuation Contributions	-300.84
DD9314.5	15/01/2025	HOSTPLUS Superannuation Fund	Superannuation Contributions	-957.10
DD9314.6	15/01/2025	Aware Super	Payroll Deductions	-9156.75
DD9314.7	15/01/2025	Rest Superannuation	Superannuation Contributions	-2085.39
DD9314.8	15/01/2025	Mercer Super Trust (TTF) - Mercer SmartSuper Plan	Superannuation Contributions	-1005.86
DD9314.9	15/01/2025	Australian Super	Superannuation Contributions	-1968.07
DD9316.1	16/01/2025	Salary & Wages	Payroll 15Jan2025	-122872.00
DD9330.1	02/01/2025	Commonwealth Bank	Bank Fees Jan2025	-317.03
DD9330.2	23/01/2025	Property Owner	3 Reid Pl - Rent Backpay for Increase 10/01/2025-25/01/2024	-114.29
DD9330.3	23/01/2025	The Bunbury Diocesan Trustees and Anglican Parish of Boyup Brook	18 Barron St GP House - Rent Backpay for Increase 01/12/2024-30/01/2024	-261.43
DD9330.4	24/01/2025	Property Owner	3 Reid Pl - Rent 26/01/2025-20/02/2025	-1700.00
DD9330.5	24/01/2025	The Bunbury Diocesan Trustees and Anglican Parish of Boyup Brook	18 Barron St GP House - Rent 31/01/2025-13/02/2025	-720.00
DD9330.6	23/01/2025	Western Australian Treasury Corporation	Government Loan Guarantee Fees to 31/12/2024	-218.98
DD9330.7	01/01/2025	Commonwealth Bank	Bank Fees Jan2025	-31.51
DD9330.8	15/01/2025	Commonwealth Bank	Bank Fees Jan2025	-108.00
DD9330.9	02/01/2025	Westnet	Medical Centre Internet Jan2025	-109.95
DD9333.1	29/01/2025	Employee Super Fund	Payroll Deductions	-1002.61
DD9333.2	29/01/2025	Australian Super	Payroll Deductions	-1650.22
DD9333.3	29/01/2025	CBUS (Construction & Building Industry Super)	Superannuation Contributions	-475.86
DD9333.4	29/01/2025	HESTA	Superannuation Contributions	-294.40
DD9333.5	29/01/2025	HOSTPLUS Superannuation Fund	Superannuation Contributions	-1399.55
DD9333.6	29/01/2025	Aware Super	Payroll Deductions	-8911.24
DD9333.7	29/01/2025	Rest Superannuation	Superannuation Contributions	-2053.79
DD9333.8	29/01/2025	Mercer Super Trust (TTF) - Mercer SmartSuper Plan	Superannuation Contributions	-704.95
DD9333.9	29/01/2025	AMP Super Fund - SignatureSuper	Superannuation Contributions	-3874.45
DD9335.1	30/01/2025	Salary & Wages	Payroll 29Jan2025	-121633.59
DD9290.10	01/01/2025	Colonial First State Superannuation	Superannuation Contributions	-1077.27
DD9290.11	01/01/2025	Commonwealth Essential Super	Superannuation Contributions	-705.51
DD9290.12	01/01/2025	Australian Retirement Trust	Superannuation Contributions	-563.42
DD9290.13	01/01/2025	Panorama Super (Asgard Independence Plan Division Two)	Superannuation Contributions	-364.48
DD9314.10	15/01/2025	AMP Super Fund - SignatureSuper	Superannuation Contributions	-3854.50
DD9314.11	15/01/2025	Colonial First State Superannuation	Superannuation Contributions	-1055.82
DD9314.12	15/01/2025	Commonwealth Essential Super	Superannuation Contributions	-679.80
DD9314.13	15/01/2025	Australian Retirement Trust	Superannuation Contributions	-563.42
DD9330.10	02/01/2025	Westnet	Swimming Pool Internet Jan2025	-89.95
DD9330.11	09/01/2025	De Lage Landen Pty Ltd	Rental Agreement for Photocopier DCVII-C5573 Jan2025	-184.80
DD9330.13	10/01/2025	Property Owner	3 Reid Pl - Rent 12/01/2025-25/01/2025	-800.00
DD9330.14	10/01/2025	The Bunbury Diocesan Trustees and Anglican Parish of Boyup Brook	18 Barron St GP House - Rent 17/01/2025-30/01/2025	-660.00
DD9333.10	29/01/2025	Colonial First State Superannuation	Superannuation Contributions	-1060.01
DD9333.11	29/01/2025	Commonwealth Essential Super	Superannuation Contributions	-715.92
DD9333.12	29/01/2025	Australian Retirement Trust	Superannuation Contributions	-563.42
DD9333.13	29/01/2025	Panorama Super (Asgard Independence Plan Division Two)	Superannuation Contributions	-400.84
TOTAL DIRECT DEBITS TO 31 January 2025				-432,035.51
DD9338.1	15/01/2025	Shire of Boyup Brook Credit Card - CEO	Awards & Trophies - Australia Day 2025 Community Awards Trophies	-285.20
DD9338.1	15/01/2025	Shire of Boyup Brook Credit Card - CEO	Boyup Brook IGA - ESL Bushfire Incident Catering	-159.80
DD9338.1	15/01/2025	Shire of Boyup Brook Credit Card - CEO	ChatGPT Subscription Jan2025	-33.18
DD9338.1	15/01/2025	Shire of Boyup Brook Credit Card - CEO	Starlink Monthly Service Fee for CEO House 11/01/2025-10/02/2024	-139.00
TOTAL CEO CREDIT CARD TO 31 January 2025				-617.18
DD9338.1	15/01/2025	Shire of Boyup Brook Credit Card - EMCS	Adobe Acrobat Pro DC Monthly Subscription 20/01/2025-19/02/2025	-244.94
DD9338.1	15/01/2025	Shire of Boyup Brook Credit Card - EMCS	Tripsafe - Admin Cable Cover	-172.65
TOTAL EMCS CREDIT CARD TO 31 January 2025				-417.59
DD9330.12	21/01/2025	BP Australia Pty Ltd	CEO Fuel Dec2024	-90.47
DD9330.12	21/01/2025	BP Australia Pty Ltd	CEO Fuel Dec2024	-68.18
DD9330.12	21/01/2025	BP Australia Pty Ltd	CEO Fuel Dec2024	-60.61
DD9330.12	21/01/2025	BP Australia Pty Ltd	CEO Fuel Dec2024	-91.83
DD9330.12	21/01/2025	BP Australia Pty Ltd	CEO Fuel Dec2024	-85.84
DD9330.12	21/01/2025	BP Australia Pty Ltd	CEO Fuel Dec2024	-36.79
TOTAL CEO BP FUEL CARD TO 31 January 2025				-433.72



DD9330.12	21/01/2025 BP Australia Pty Ltd	MCS Fuel Dec2024	-56.78
DD9330.12	21/01/2025 BP Australia Pty Ltd	MCS Fuel Dec2024	-76.96
DD9330.12	21/01/2025 BP Australia Pty Ltd	MCS Fuel Dec2024	-84.53
TOTAL MCS BP FUEL CARD TO 31 January 2025			-218.27
TOTAL DD MUNI ACCOUNT TO 31 January 2025			-433,722.27
DD9345.1	31/01/2025 Police Licensing	Police Licensing Jan2025	-54019.55
TOTAL DD POLICE LICENSING ACCOUNT TO 31 January 2025			-54,019.55
TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO			0.00
SUMMARY			
EFT			-564,493.82
CHQ (Muni Account)			-62.00
DD			-433,722.27
MUNI TOTAL			-998,278.09
ALL MUNI TRANS TO 31 January 2025			-998,278.09
DD (Police Licensing Account) TO 31 January 2025			-54,019.55
GRAND TOTAL 1 - 31 January 2025			-1,052,297.64



SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

31 JANUARY 2025

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**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
31 JANUARY 2025**

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 JANUARY 2025

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, JANUARY 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. The Shire currently has no monies held in Trust.

SIGNIFICANT ACCOUNTING POLICIES

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.

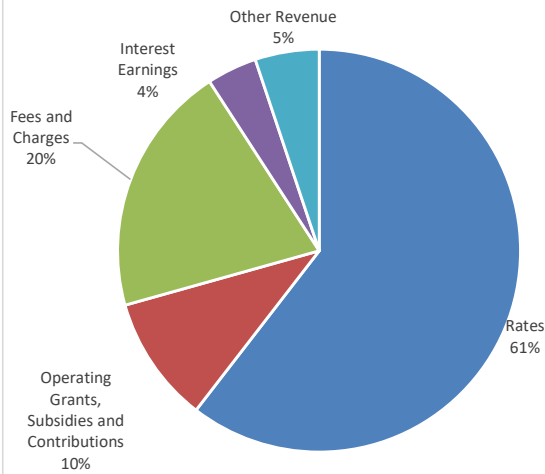
ROUNDING OFF FIGURES

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

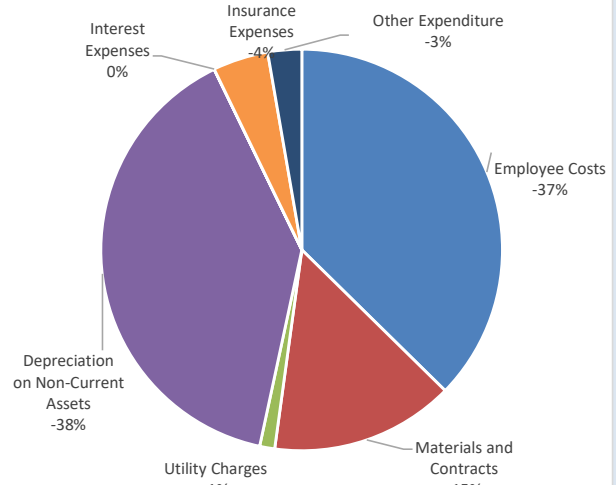
**SHIRE OF BOYUP BROOK
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SUMMARY GRAPHS

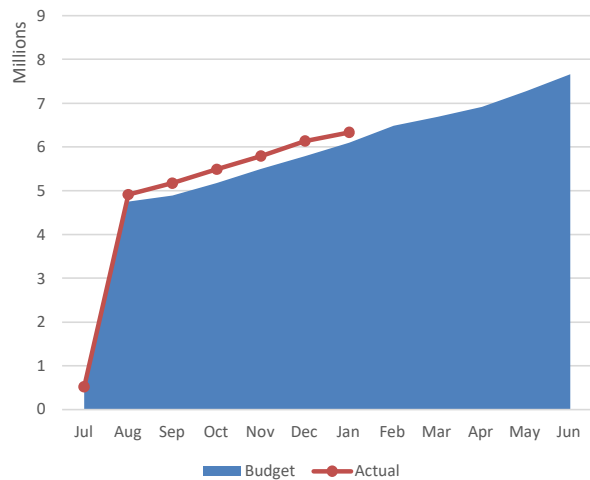
OPERATING REVENUE



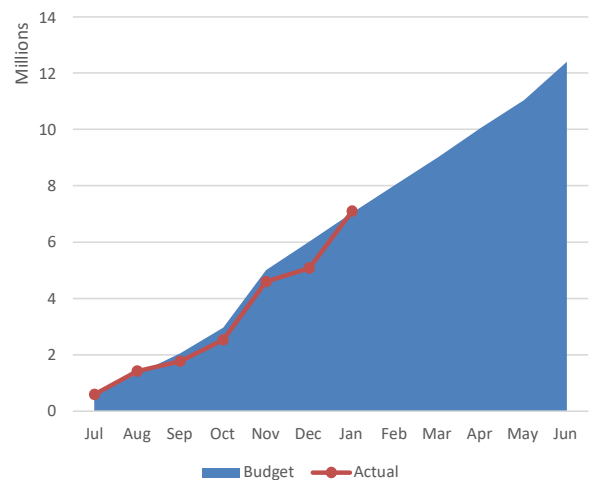
OPERATING EXPENSES



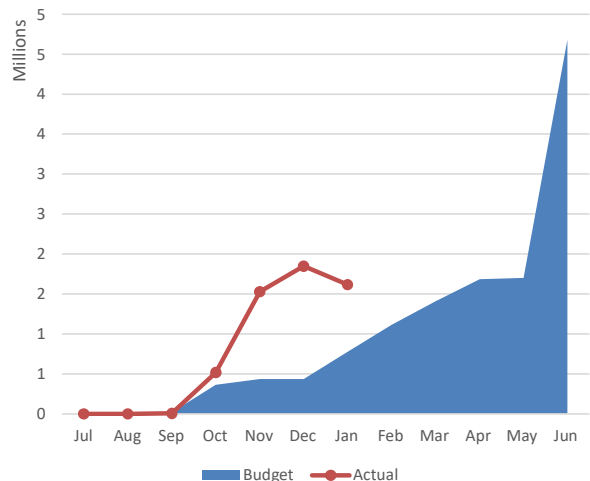
OPERATING REVENUE - Budget-v-YTD Actual



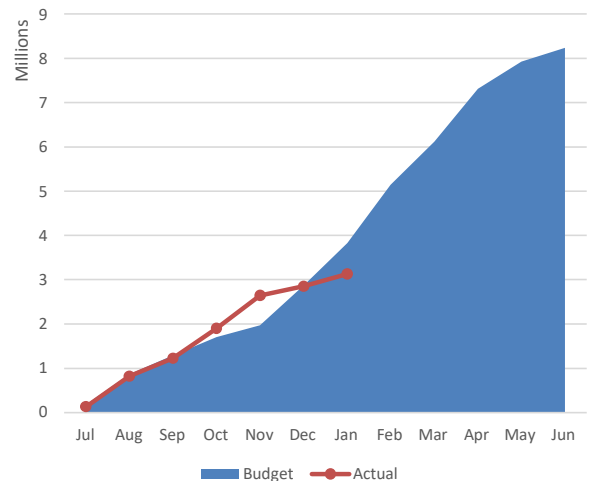
OPERATING EXPENSES - Budget-v-YTD Actual



CAPITAL REVENUE - Budget-v-YTD Actual



CAPITAL EXPENSES - Budget-v-YTD Actual



**SHIRE OF BOYUP BROOK
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STATUTORY REPORTING PROGRAMS

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

	ACTIVITIES
GOVERNANCE 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.
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
HEALTH To provide an operational framework for good community health.	Food and water quality, pest control, immunisation services, child health services and health education.
EDUCATION AND WELFARE 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.
HOUSING 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.
COMMUNITY AMENITIES 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).
RECREATION AND CULTURE 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.
TRANSPORT 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.
ECONOMIC SERVICES 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.
OTHER PROPERTY AND SERVICES 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
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
31 JANUARY 2025

	2024-2025 ANNUAL BUDGET	2024-2025 YTD BUDGET	2024-2025 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)	\$		\$
General Purpose Funding	(187,102)	(93,100)	(85,062)
Governance	(506,944)	(354,399)	(246,259)
Law, Order, Public Safety	(613,638)	(302,184)	(291,066)
Health	(1,556,766)	(806,032)	(876,481)
Education and Welfare	(491,583)	(297,846)	-226,599
Housing	(315,164)	(258,412)	(295,194)
Community Amenities	(507,502)	(293,214)	(270,992)
Recreation and Culture	(1,500,340)	(905,907)	(912,475)
Transport	(4,980,636)	(2,756,008)	(3,050,093)
Economic Services	(778,236)	(462,479)	(343,286)
Other Property and Services	(965,694)	(511,706)	(499,906)
Total Operating Expenditure	(12,403,605)	(7,041,287)	(7,097,414)
REVENUE			
General Purpose Funding	4,269,261	4,073,721	4,182,122
Governance	0	0	8,910
Law, Order, Public Safety	238,727	178,534	154,434
Health	1,152,100	608,393	677,842
Education and Welfare	225,000	151,740	144,518
Housing	226,540	47,684	189,113
Community Amenities	254,382	248,981	258,263
Recreation and Culture	62,490	57,667	56,570
Transport	237,670	222,834	275,207
Economic Services	160,840	74,422	85,813
Other Property & Services	833,233	434,136	295,555
Total Operating Revenue	7,660,243	6,098,113	6,328,348
Sub-Total	(4,743,362)	(943,174)	(769,066)
FINANCE COSTS			
Housing	(908)	(752)	(207)
Recreation & Culture	(1,845)	(1,482)	(295)
Total Finance Costs	(2,753)	(2,234)	(503)
NON-OPERATING REVENUE			
Law, Order & Public Safety	835,545	0	68,822
Education & Welfare	0		1,800
Community Amenities	0	0	287,292
Recreation & Culture	1,716,000	0	522,669
Transport	1,845,663	705,700	561,306
Transport Loss	0	0	0
Total Profit/(Loss)	0	0	0
NET RESULT	(348,907)	(239,708)	682,028
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
	0	0	0
TOTAL COMPREHENSIVE INCOME	(348,907)	(239,708)	682,028

**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
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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
STATEMENT OF COMPREHENSIVE INCOME BY NATURE & TYPE
31 JANUARY 2025

	2024-2025 ORIGINAL BUDGET	2024-2025 YTD BUDGET	2024-2025 YTD ACTUAL
Expenses			
Employee Costs	(4,471,406)	(2,473,310)	(2,650,146)
Materials and Contracts	(3,387,919)	(1,679,268)	(1,050,948)
Utility Charges	(235,560)	(133,326)	(86,923)
Depreciation on Non-Current Assets	(3,622,898)	(2,113,271)	(2,800,562)
Interest Expenses	(2,753)	(2,234)	(503)
Insurance Expenses	(327,312)	(321,949)	(315,160)
Other Expenditure	(358,510)	(320,163)	(193,675)
Total Operating Expenses	(12,406,358)	(7,043,520)	(7,097,917)
Revenue			
Rates	3,825,765	3,826,452	3,826,104
Operating Grants, Subsidies and Contributions	805,683	492,495	644,085
Fees and Charges	1,962,497	1,202,404	1,279,263
Interest Earnings	201,300	127,191	253,520
Other Revenue	864,998	449,570	325,376
Total Operating Revenue	7,660,243	6,098,113	6,328,348
Sub-Total	(4,746,115)	(945,408)	(769,569)
Non-Operating Grants, Subsidies & Contributions	4,397,208	705,700	1,451,597
Profit on Asset Disposals	0	0	0
Loss on Asset Disposals	0	0	0
	4,397,208	705,700	1,451,597
Net Result	(348,907)	(239,708)	682,028
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	(348,907)	(239,708)	682,028

SHIRE OF BOYUP BROOK
FINANCIAL ACTIVITY STATEMENT BY NATURE/TYPE
31 JANUARY 2025

	2024-2025 ORIGINAL BUDGET	2024-2025 YTD BUDGET (a)	2024-2025 YTD ACTUAL (b)	VARIANCE \$ (b)-(a)	VARIANCE % (b)-(a)/(a)	Var ▲▼
OPERATING REVENUE	\$	\$	\$			
Ex-Gratia Rates & Write-offs	(678)	9	1592	Within Threshold	16836.17%	
Operating Grants, Subsidies and Contributions	805,683	492,495	644,085	151,590	30.78%	▲
Fees and Charges	1,962,497	1,202,404	1,279,263	76,859	Within Threshold	
Interest Earnings	201,300	127,191	253,520	126,329	99.32%	▲
Other Revenue	864,998	449,570	325,377	(124,193)	(27.62%)	▼
Profit on Disposal of Asset	0	0	0	Within Threshold	0%	
Total Operating Revenue	3,833,800	2,271,670	2,503,837	230,585		
LESS OPERATING EXPENDITURE						
Employee Costs	(4,471,406)	(2,473,310)	(2,369,230)	104,080	Within Threshold	
Materials and Contracts	(3,387,919)	(1,679,268)	(1,331,863)	347,405	(20.69%)	
Utility Charges	(235,560)	(133,326)	(86,922)	46,404	34.80%	
Depreciation on Non-Current Assets	(3,622,898)	(2,113,271)	(2,800,562)	(687,291)	32.52%	
Interest Expenses	(2,753)	(2,234)	(503)	Within Threshold	(77.48%)	
Insurance Expenses	(327,312)	(321,949)	(315,160)	Within Threshold	Within Threshold	
Other Expenditure	(358,510)	(320,163)	(193,675)	126,488	39.51%	
Loss on Disposal of Asset	0	0	0	Within Threshold	0%	
Total Operating Expenses	(12,406,358)	(7,043,520)	(7,097,915)	(62,914)		
Sub-Total	(8,572,558)	(4,771,851)	(4,594,078)	167,670		
OPERATING ACTIVITIES EXCLUDED FROM BUDGET						
Movement in Employee Provisions (Non-current)	44,635	0	0	Within Threshold	0%	
Movement in Accrued Interest Expense	0	0	(1,042)	Within Threshold	0%	
Movement in Accrued Interest Income			6,806	Within Threshold	0%	
Movement in Accrued Expenses		0	(46,257)	(46,257)	0%	
Movement in Accrued Wages		0	(132,058)	(132,058)	0%	
Depreciation Written Back	3,622,898	2,113,271	2,800,562	687,291	32.52%	▲
Operating Activities Excluded from Budget	3,667,533	2,113,271	2,628,011	508,976		
Sub Total	(4,905,025)	(2,658,580)	(1,966,067)	676,646		
INVESTING ACTIVITIES						
Outflows from investing activities						
Purchase of Land	0	0	0	Within Threshold	0%	
Purchase Buildings	(1,979,933)	(486,347)	(263,732)	222,615	45.77%	
Purchase Plant and Equipment	(620,386)	(602,386)	(559,010)	43,376	Within Threshold	
Purchase Furniture and Equipment	0	0	(40,640)	(40,640)	0.00%	▼
Infrastructure Assets - Roads	(2,434,101)	(1,181,404)	(880,655)	300,749	(25.46%)	
Infrastructure Assets - Footpaths	(216,620)	(216,624)	(124,704)	91,920	42.43%	
Infrastructure Assets - Aerodromes	(70,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Parks & Ovals	(1,966,000)	(786,400)	(515,903)	270,497	(34.40%)	
Infrastructure Assets - Other	(487,331)	(487,331)	(314,062)	173,269	35.55%	
Inflows from investing activities						
Proceeds from Sale of Assets	282,000	70,000	165,454	95,454	136.36%	▲
Contributions for the Development of Assets	4,397,208	705,700	1,451,597	745,897	105.70%	▲
Amount Attributable to Investing Activities	(3,095,163)	(2,984,792)	(1,081,655)	1,903,137		
FINANCING ACTIVITIES						
Outflows from financing activities						
Repayment of Debt - Loan Principal	(24,014)	(11,833)	(11,833)	Within Threshold	Within Threshold	
Repayment of Debt - Lease Principal	(15,241)	(10,122)	(10,199)	Within Threshold	Within Threshold	
Transfer to Reserves	(421,000)	(43,748)	(405,940)	(362,192)	(827.90%)	
Inflows from financing activities						
Transfer from Reserves	1,034,000	0	0	Within Threshold	0%	
Amount Attributable to Financing Activities	573,745	(65,703)	(427,972)	(362,192)		
Sub Total	(7,426,443)	(5,709,075)	(3,475,694)	2,217,592		
FUNDING FROM						
Estimated Opening Surplus at 1 July	3,600,000	3,600,000	3,679,906	79,906	Within Threshold	
Amount Raised from General Rates	3,826,443	3,826,443	3,824,512	Within Threshold	Within Threshold	
Closing Funds	0	0	0	Within Threshold	0%	
	7,426,443	7,426,443	7,504,418	1,935,306		
NET SURPLUS/(DEFICIT)	0	1,717,368	4,028,724			

SHIRE OF BOYUP BROOK
BUDGET REVIEW FINANCIAL ACTIVITY STATEMENT BY FUNCTION/PROGRAM
31 JANUARY 2025

	2024-2025 ORIGINAL BUDGET	2024-2025 YTD BUDGET (a)	2024-2025 YTD ACTUAL (b)	VARIANCE \$ (b)-(a)	VARIANCE % (b)-(a)/(a)	Var ▲▼
OPERATING REVENUE	\$	\$	\$			
General Purpose Funding	442,818	247,278	357,610	110,332	44.62%	▲
Governance	0	0	8,910	Within Threshold	0%	
Law, Order Public Safety	238,727	178,534	154,434	(24,100)	(13.50%)	▼
Health	1,152,100	608,393	677,843	69,450	11.42%	▲
Education and Welfare	225,000	151,740	144,518	Within Threshold	Within Threshold	
Housing	226,540	47,684	189,113	141,429	296.60%	▲
Community Amenities	254,382	248,981	258,263	Within Threshold	Within Threshold	
Recreation and Culture	62,490	57,667	56,570	Within Threshold	Within Threshold	
Transport	237,670	222,834	275,208	52,374	23.50%	▲
Economic Services	160,840	74,422	85,813	11,391	15.31%	▲
Other Property and Services	833,233	434,136	295,555	(138,581)	(31.92%)	▼
Total Operating Revenue	3,833,800	2,271,670	2,503,837	222,294		
LESS OPERATING EXPENDITURE						
General Purpose Funding	(187,102)	(93,100)	(85,062)	Within Threshold	Within Threshold	
Governance	(506,944)	(354,399)	(246,259)	108,140	30.51%	
Law, Order, Public Safety	(613,638)	(302,184)	(291,066)	11,118	Within Threshold	
Health	(1,556,766)	(806,032)	(876,481)	(70,449)	Within Threshold	
Education and Welfare	(491,583)	(297,846)	(226,599)	71,247	23.92%	
Housing	(316,072)	(259,164)	(295,402)	(36,237)	13.98%	
Community Amenities	(507,502)	(293,214)	(270,992)	22,222	Within Threshold	
Recreation and Culture	(1,502,185)	(907,389)	(912,771)	Within Threshold	Within Threshold	
Transport	(4,980,636)	(2,756,008)	(3,050,092)	(294,084)	10.67%	
Economic Services	(778,236)	(462,479)	(343,286)	119,193	(25.77%)	
Other Property & Services	(965,694)	(511,706)	(499,906)	11,799	Within Threshold	
Total operating Expenses	(12,406,358)	(7,043,520)	(7,097,915)	(57,051)		
Sub-Total	(8,572,558)	(4,771,851)	(4,594,078)	165,243		
OPERATING ACTIVITIES EXCLUDED FROM BUDGET						
Movement in Employee Provisions (Non-current)	44,635	0	0	Within Threshold	0%	
Movement in Accrued Interest Expense	0	0	(1,042)	Within Threshold	0%	
Movement in Accrued Interest Income	0	0	6,806	Within Threshold	0%	
Movement in Accrued Expenses	0	0	(46,257)	(46,257)	0%	
Movement in Accrued Wages	0	0	(132,058)	(132,058)	0%	
Depreciation Written Back	3,622,898	2,113,271	2,800,562	687,291	32.52%	
Operating Activities Excluded from Budget	3,667,533	2,113,271	2,628,011	508,976		
Sub Total	(4,905,025)	(2,658,580)	(1,966,067)	674,219		
INVESTING ACTIVITIES						
Outflows from investing activities						
Purchase Buildings	(1,979,933)	(486,347)	(263,732)	222,615	(45.77%)	
Purchase Plant and Equipment	(620,386)	(602,386)	(559,010)	43,376	Within Threshold	
Purchase Furniture and Equipment	0	0	(40,640)	(40,640)	0.00%	▼
Infrastructure Assets - Roads	(2,434,101)	(1,181,404)	(880,655)	300,749	(25.46%)	
Infrastructure Assets - Footpaths	(216,620)	(216,624)	(124,704)	91,920	42.43%	
Infrastructure Assets - Aerodromes	(70,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Parks & Ovals	(1,966,000)	(786,400)	(515,903)	270,497	(34.40%)	
Infrastructure Assets - Other	(487,331)	(487,331)	(314,062)	173,269	(35.55%)	
Inflows from investing activities						
Proceeds from Sale of Assets	282,000	70,000	165,454	95,454	136.36%	▲
Contributions for the Development of Assets	4,397,208	705,700	1,451,597	745,897	105.70%	
Amount Attributable to Investing Activities	(3,095,163)	(2,984,792)	(1,081,655)	1,903,137		
FINANCING ACTIVITIES						
Outflows from financing activities						
Repayment of Debt - Loan Principal	(24,014)	(11,833)	(11,833)	Within Threshold	Within Threshold	
Repayment of Debt - Lease Principal	(15,241)	(10,122)	(10,199)	Within Threshold	Within Threshold	
Transfer to Reserves	(421,000)	(43,748)	(405,940)	(362,192)	(827.90%)	
Inflows from financing activities						
Transfer from Reserves	1,034,000	0	0	Within Threshold	0%	
Amount Attributable to Financing Activities	573,745	(65,703)	(427,972)	(362,192)		
Sub Total	(7,426,443)	(5,709,075)	(3,475,694)	2,215,164		
FUNDING FROM						
Estimated Opening Surplus at 1 July	3,600,000	3,600,000	3,679,906	79,906	Within Threshold	
Amount Raised from General Rates	3,826,443	3,826,443	3,824,512	Within Threshold	Within Threshold	
Sub Total	7,426,443	7,426,443	7,504,418	79,906		
NET SURPLUS/(DEFICIT)	0	1,717,368	4,028,724			

SHIRE OF BOYUP BROOK
SUMMARY OF CURRENT ASSETS AND LIABILITIES
31 JANUARY 2025

	ACTUAL YTD	ACTUAL 30/06/2024
<u>Current Assets</u>		
Cash at bank and on Hand	7,009,978	5,997,802
Restricted Cash	18,560	23,331
Restricted Cash Reserves	3,441,738	3,035,799
Trade Receivables	900,121	971,096
Stock on Hand/Inventory/Biological Assets	190,671	190,671
Other Assets	1,200	24,247
Total Current Assets	11,562,267	10,242,946
<u>Current Liabilities</u>		
Trade Creditors	(253,886)	(\$463,311)
Bonds and Deposits	(41,908)	(\$44,905)
Accrued Wages	0	(\$132,058)
Accrued Interest on Loans	0	(\$1,042)
Accrued Expense	0	(\$46,257)
ATO Liabilities	0	\$0
Contract Liability	(3,165,646)	(\$2,381,855)
Loan Liability	(12,181)	(\$24,014)
Finance Lease Liability	(5,042)	(\$15,241)
Provisions	(439,694)	(\$439,694)
Total Current Liabilities	(3,918,357)	(3,548,378)
Sub-Total	7,643,910	6,694,568
<u>Adjustments</u>		
LESS Cash Backed Reserves	(3,441,738)	(3,035,799)
LESS Restricted Cash	0	0
LESS Inventory	(190,671)	(190,671)
LESS Accrued Interest Income	0	(6,806)
LESS Prepaid Expenses	0	0
ADD: Employee Leave Provisions	0	0
ADD: Accrued Interest on Loans	0	1,042
ADD: Accrued Salaries & Wages	0	132,058
ADD: Accrued Expenses	0	46,257
ADD: Current Loan Liability	12,181	24,014
ADD: Current Finance Lease Liability	5,042	15,241
Rounding	0	1
Net Current Position	4,028,724	3,679,906

**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
31 JANUARY 2025**

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 Statement of Financial Activity for each months financial statements.

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Revenue</u>						
Operating Grants & Contributions	492,495	644,085	151,590	31%	TIMING/ PERMANENT	Decrease in General purpose Grants - Federal Commission (OP) by \$37k, Increase in General Purpose Grants Federal Roads (OP) by \$17k, Decrease in ESL and DFES -funding Operating Grant Income by \$24k, Increase in Community Housing Maintenance Grant Income by \$143k, Increase in Grants Direct - State - MRD - (OP) by \$45k
Fees & Charges	1,202,404	1,279,263	76,859	Within Threshold	TIMING	Increase in Surgery Turnover by \$67k, Increase in Caravan & Complex Fee & Charges by 18k, Decrease in Standpipe Water Charges by 10k
Interest Earnings	127,191	253,520	126,329	99%	TIMING /PERMANENT	Increase in General Purpose Funding - Interest on Investment -Municipal by \$98k, Increase in General purpose Funding - Interest on Investment - Reserves Account by \$10k

**SHIRE OF BOYUP BROOK
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REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Expenses</u>						
Employee Costs	(2,473,310)	(2,369,230)	104,080	Within Threshold	TIMING	Increase in Bush fire Risk Planning \$24k, Decrease in Ranger services Operation Cost \$25k, Decrease in Emergency Management Coordination Expenses \$42k, Increase in Medical Services Employee Cost \$116k, Increase in Medicare Ctr - Subscriptions \$16k, Increase in Medical Ctr - Superannuation \$11k, Decrease in Early Learning Centre Wages \$35k, Decrease in Transfer Station Employee Costs \$11k, Decrease in support for others Wages \$31k, Decrease in Rural Road Maintenance \$189k, Increase in Maintenance Grading \$22k, Increase in Drains & Culverts \$15k, Decrease in Verge Spraying (Rural) \$40k, Increase in Community Development Officer \$17k, Decrease in Tourist Centre Wages \$14k, Increase in Supervision Wages \$80k, Increase in Training & Meeting Expenses \$10k, Increase in Less PWOH Allocated - Projects \$20k, Decrease in Repair Wages 36k, Increase in Administration Staff Employee costs \$48k, Decrease in Administration Superannuation \$15k, Decrease in Rylington Park Operation Wages \$21k.

**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
31 JANUARY 2025**

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REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Materials & Contracts	(1,679,268)	(1,331,863)	347,405	-21%	TIMING	Decrease in Council Chamber Expenses \$32k, Increase in Fire Vehicle Maintenance Costs \$29k, Increase in Plant & Equipment Maintenance \$11k, Decrease in Bush Fire - Mitigation Activity \$15k, Increase in Ranger Services Operation Costs \$18k, Decrease in Health Administration Services Expenses \$58k, Decrease in Aged Needs Strategy Project \$20k, Increase in Community Housing Maintenance Expenses (SHERP) Grant \$18k, Decrease in Refuse Collection Boyup Brook Townsite \$15k, Increase in Boyup Brook Transfer Station Costs \$13k, Decrease in Swimming Pool & Gymnasium General Operations \$13k, Increase in Rural Road Maintenance \$11k, Decrease in Verge Pruning (Rural) \$90k, Decrease in Consulting Engineer Expenses \$19k, Decrease in Promotion Activities \$10k, Decrease in Caravan Park /Flax Mill Complex Building Operation 16k, Decrease in Fuel & Oil \$47k, Increase in Less PCO Allocated - Projects \$32k, Decrease in Audit Fees \$34k, Increase in Administration - IT System Operation & Maintenance \$57k, Decrease in Rylington Stock Program Expenses \$16k, Decrease in Rylington Education Program Expenses \$35k.

**SHIRE OF BOYUP BROOK
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31 JANUARY 2025**

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REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Utility Charges	(133,326)	(86,922)	46,404	35%	TIMING	Decrease in Standpipes expenses by \$14k.
Depreciation on Assets	(2,113,271)	(2,800,562)	(687,291)	33%	TIMING	Increase in Depreciation Roads by \$457k, Increase in Depreciation Bridges by \$163k
Other Expenses	(320,163)	(193,675)	126,488	40%	TIMING	Decrease in Members Sitting Fees \$27k, Decrease in BFRS - Bushfire Risk Planning by \$11k, Increase in Admin Allocated - Family Stop Centre by \$10k, Decrease in Admin Allocation - other Education by \$11k, Increase in Library Operations by \$10k, Decrease in Admin Allocated - Road Maintenance by \$11k, Increase in Less Admin Costs Allocated by \$31k

**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
31 JANUARY 2025**

EXPLANATION OF MATERIAL VARIANCES

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REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Investing Activities						
Purchase Buildings	(486,347)	(263,732)	222,615	46%	TIMING	Increase in Administration Building Capital Expenditure by \$114k, Increase in Caravan Park Building (Laundry, Ablution Etc) by \$13k, Decrease in Town hall Building Capital Expenditure by \$68k, Decrease in Other Law - Evacuation Centre Building Capital Expenditure by 276k,
Purchase Plant and Equipment	(602,386)	(559,010)	43,376	Within Threshold	TIMING	Increase in Rylington Park Plant & Equipment by \$11k, Increase in Plant & Equipment - Park Gardens by \$33k, Increase in Swimming Pool - Plant & Equipment by \$23k, Increase in Plant & Equipment by \$45k,
Purchase Furniture and Equipment	0	(40,640)	(40,640)	0%	TIMING	Increase in Chamber chairs \$32k
Infrastructure Assets - Roads	(1,181,404)	(880,655)	300,749	-25%	TIMING	Increase in Municipal Funded - Winter Grading by 59k, Increase in Muni-Gravel Pit Rehabilitation by \$10k, Decrease in Winneup Road by \$68k, Decrease in Boyup Brook - Arthur River Rd by \$ 128k, Increase in Boyup Brook - Cranbrook Rd by \$101k, Decrease in Six Mile Road by \$276k,
Infrastructure Assets - Footpaths	(216,624)	(124,704)	91,920	42%	TIMING	Decrease in Abel St Footpath by \$18k, Decrease in Bridge St Footpath by \$59k
Infrastructure Assets - Parks & Ovals	(786,400)	(515,903)	270,497	-34%	TIMING	Decrease in Sandakan Playground - Tallison by \$272k
Infrastructure Assets - Other	(487,331)	(314,062)	173,269	36%	TIMING	Decrease in Cemetery Other Infrastructure by \$169k
Proceeds from Sale of Assets	70,000	165,454	95,454	136%	TIMING	Increase for Sale of Isuzu Truck \$27k, Increase for Sale of Komatsu Grader \$77k, Decrease for Sale of Komatsu Loader \$9k.
Non-Operating Grants, Subsidies for the Development of Assets	705,700	1,451,597	745,897	106%	TIMING	Increase in ESL and DFES - non-operating Grants (Inc Appliance Replacement) by \$22k, Increase in Non-Operating Grants by \$46k, Increase in Other Comm Amenities -Non-operating Grants by \$287k, Increase in Capital Grants & Contributions by \$515k,Decrease in Grants State - Reginal Road Group- (Cap) by 528k, Decrease in Grant-Federal - Road Recovery Grant (Cap) by \$22k, Increase in Capital Grants Other & Road Contributions by \$405k
Financing Activities						
Transfer to Reserves	(43,748)	(405,940)	(362,192)	-828%		Increase in Transfer To Reserves by \$362k

SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL POSITION
31 JANUARY 2025

	2023-24 ACTUAL	2024-25 ACTUAL	Variance
	\$	\$	\$
Current assets			
Unrestricted Cash & Cash Equivalents	5,998,756	7,010,349	1,011,593
Restricted Cash - Reserves	3,035,798	3,441,737	405,939
Restricted Cash - Other	22,378	18,189	-4,189
Trade and other receivables	974,163	900,121	-74,042
Inventories	190,671	190,671	0
Other assets	21,181	1,200	-19,981
Total current assets	10,242,947	11,562,267	1,319,320
Non-current assets			
Trade and other receivables	62,416	62,416	0
LG House Unit Trust	83,171	83,171	0
Land	4,570,000	4,634,929	64,929
Buildings	18,311,715	18,274,809	-36,906
Furniture & Equipment	19,556	59,019	39,463
Plant & Equipment	2,582,543	2,722,156	139,612
Right of use Assets - Plant	45,721	42,246	-3,475
Infrastructure Assets - Roads	92,944,335	92,406,610	-537,725
Infrastructure Assets - Bridges	21,435,894	20,895,975	-539,919
Infrastructure Assets - Footpaths	621,245	737,778	116,533
Infrastructure Assets - Recreation	2,372,053	2,277,213	-94,840
Infrastructure Assets - Drainage	8,938,514	8,843,975	-94,539
Infrastructure Assets - Parks/Ovals	0	514,800	514,800
Infrastructure Assets - Other	5,511,382	5,676,135	164,752
Total non-current assets	157,498,544	157,231,230	-267,314
Total assets	167,741,491	168,793,497	1,052,006
Current liabilities			
Trade and other payables	642,668	253,886	388,782
Bonds and deposits	44,906	41,908	2,998
Contract Liabilities	2,381,855	3,165,646	-783,791
Interest-bearing loans and borrowings	24,014	12,181	11,833
Finance Lease Liability - Current	15,241	5,042	10,199
Provisions	439,694	439,694	0
Total current liabilities	3,548,379	3,918,358	-369,979
Non-current liabilities			
Interest-bearing loans and borrowings	25,445	25,445	0
Finance Lease Liability - Non Current	0	0	0
Provisions	63,671	63,671	0
Total non-current liabilities	89,116	89,116	0
Total liabilities	3,637,495	4,007,474	-369,979
Net assets	164,103,996	164,786,023	682,027
Equity			
Retained surplus	57,662,523	57,256,584	-405,939
Net Result	0	682,028	682,028
Reserve - asset revaluation	103,405,674	103,405,674	0
Reserve - Cash backed	3,035,799	3,441,737	405,938
Total equity	164,103,996	164,786,023	682,027

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

**SHIRE OF BOYUP BROOK
STATEMENT OF CASH FLOWS
31 JANUARY 2025**

	2023-2024 ACTUAL \$	2024-2025 BUDGET \$	2024-2025 ACTUAL \$
Cash Flows from operating activities			
Payments			
Employee Costs	(4,645,824)	(4,426,771)	(2,743,184)
Materials & Contracts	(1,708,127)	(3,387,919)	(1,315,953)
Utilities (gas, electricity, water, etc)	(251,198)	(235,560)	(86,923)
Insurance	(4,217)	(2,753)	(315,160)
Interest Expense	(282,769)	(327,312)	(1,544)
Goods and Services Tax Paid	(409,414)	0	(235,984)
Other Expenses	(488,234)	(358,511)	(193,675)
	(7,789,783)	(8,738,826)	(4,892,424)
Receipts			
Rates	3,611,469	3,825,765	3,453,513
Operating Grants & Subsidies	1,996,691	662,343	642,630
Fees and Charges	2,151,995	1,962,497	1,279,263
Interest Earnings	398,741	201,300	260,325
Goods and Services Tax	375,526	0	226,096
Other	861,952	864,998	326,899
	9,396,374	7,516,903	6,188,728
Net Cash flows from Operating Activities	1,606,591	(1,221,923)	1,296,304
Cash flows from investing activities			
Payments			
Purchase of Land	0	0	0
Purchase of Buildings	(621,140)	(1,979,933)	(263,731)
Purchase Plant and Equipment	(454,979)	(620,386)	(559,010)
Purchase Furniture and Equipment	0	0	(40,640)
Purchase Road Infrastructure Assets	(2,226,902)	(2,434,101)	(880,654)
Purchase of Bridges Assets	0	0	0
Purchase of Footpath Assets	(243)	(216,620)	(124,703)
Purchase Drainage Assets	(115,658)	0	0
Purchase Parks & Ovals Assets	0	(1,966,000)	(515,903)
Purchase Recreation Assets	(126,105)	0	0
Purchase Infrastructure Other Assets	(79,253)	(557,331)	(314,062)
Receipts			
Proceeds from Sale of Assets	51,818	282,000	165,455
Non-Operating grants used for Development of Assets	3,742,312	3,490,693	2,672,320
	169,850	(4,001,678)	139,072
Cash flows from financing activities			
Repayment of Debentures	(22,660)	(24,014)	(11,833)
Principal elements of lease payments	(19,800)	(15,242)	(10,199)
Proceeds from New Debentures	0	0	0
Net cash flows from financing activities	(42,460)	(39,256)	(22,032)
Net increase/(decrease) in cash held	1,733,981	(5,262,857)	1,413,344
Cash at the Beginning of Reporting Period	7,322,951	9,056,932	9,056,932
Cash at the End of Reporting Period	9,056,932	3,794,075	10,470,276

**SHIRE OF BOYUP BROOK
STATEMENT OF CASH FLOWS
31 JANUARY 2025**

Notes

	2023-2024 ACTUAL \$	2024-2025 BUDGET \$	2024-2025 ACTUAL \$
RECONCILIATION OF CASH			
Cash at Bank	3,578,473	21,821	7,003,718
Restricted Cash	5,462,559	3,766,304	3,465,808
Cash on Hand	15,900	5,950	750
TOTAL CASH	9,056,932	3,794,075	10,470,276
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	(988,611)	(348,908)	682,028
Add back Depreciation	4,623,109	3,622,898	2,800,562
(Gain)/Loss on Disposal of Assets	8,182	0	0
LG House Unit trust	0	0	0
Self Supporting Loan Principal Reimbursements	0	0	0
Contributions for the Development of Assets	(1,680,465)	(3,490,693)	(1,451,597)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	(235)	0	0
(Increase)/Decrease in Receivables	(1,892,320)	0	(1,126,700)
Increase/(Decrease) in Accounts Payable	1,498,536	0	392,011
Increase/(Decrease) in Contract Liability	0	(1,049,855)	0
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	38,396	44,635	0
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	0	0	0
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	1,606,591	(1,221,923)	1,296,304

**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
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CAPITAL EXPENDITURE PROGRAM

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2024-25 Total Budget	2024-25 YTD Budget	2024-25 YTD Actuals	% of Annual Budget
Governance								
041401	Members Furniture & Equipment - Acquisitions	MWS	F&E	New	0	0	32,199	0.0%
					0	0	32,199	
Law Order & Public Safety								
053401	Other Law - Evacuation Centre Building Capital Expenditure	MWS	L&B	New	1,707,000	341,400	64,929	3.8%
051600	ESL Plant & Equipment - SES LED Trailers	MWS	P&E	New	45,090	45,090	45,090	100.0%
					1,752,090	386,490	110,019	
Education & Welfare								
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	5,000	0	0.0%
					25,000	5,000	0	
Housing								
091400	CEO Residence - Replace fencing	BMC	L&B	Renewal	10,000	10,000	4,529	45.3%
					10,000	10,000	4,529	
Community Amenities								
107900	Cemetery Other Infrastructure	MWS	Other	Upgrade	457,331	457,331	288,154	63.0%
					457,331	457,331	288,154	
Recreation & Culture								
LRC017	Boyup Brook Hall Refurbishment	BMC	L&B	Upgrade	0	0	0	0.0%
BU1501	Town Hall Building Capital Expenditure	MWS	L&B	New	75,000	75,000	6,655	8.9%
BC5500	Swimming Pool Buildings Air Conditioning	MWS	L&B	New	10,000	10,000	6,947	69.5%
BR5052	Craft Hut Capital Expenditure	MWS	L&B	New	14,000	0	8,066	57.6%
112500	Swimming Pool - Plant & Equipment	MWS	P&E	New	22,696	22,696	12,769	56.3%
113907	Plant & Equipment - Parks & Gardens	MWS	P&E	New	32,600	32,600	0	0.0%
PKS01	Sandakan Playground Upgrade - Tallison	MWS	PARK	New	1,966,000	786,400	514,800	26.2%
113903	Capital Improvements - Other Infrastr - Sandakan Memorial	MWS	PARK	New	0	0	1,103	0.0%
					2,120,296	926,696	550,340	
Transport								
123603	DWS - Fleet Vehicles	MWS	P&E	New	70,000	70,000	64,975	92.8%
123610	Heavy Plant Replacements	MWS	P&E	Renewal	375,000	375,000	375,359	100.1%
RTR009	RTR - Six Mile Road	MWS	ROAD	New	276,467	276,467	371	0.1%
RTR037	Roads to Recovery - Craigie Road	MWS	ROAD	Renewal	270,450	0	240	0.1%
RRG004	Regional Road Group - Winnejup Road	MWS	ROAD	Upgrade	420,000	420,003	352,131	83.8%
RRG148	Regional Road Group - Boyup Brook Cranbrook Road	MWS	ROAD	Upgrade	390,000	0	101,364	26.0%
RRG210	Regional Road Group - Boyup Brook Arthur River Road	MWS	ROAD	Upgrade	465,000	155,000	26,565	5.7%
MU501	Gravel Pits Rehabilitation	MWS	ROAD	Renewal	20,000	0	10,611	53.1%
121401	Gravel Sheetting Road Projects	MWS	ROAD	Renewal	103,395	0	0	0.0%
121410	Winter Road Grading	MWS	ROAD	Renewal	488,789	329,934	389,373	79.7%
126400	Aerodrome Infrastructure - Gravel resheet	MWS	OTHER	Renewal	70,000	0	0	0.0%
122895	Depot - Buildings	MWS	L&B	New	0	0	963	0.0%
LFC106	LRCI - Abel St Footpath	MWS	FOOT	New	23,060	23,061	5,323	23.1%
LFC107	LRCI - Bridge St Footpath	MWS	FOOT	New	76,380	76,381	17,630	23.1%
LFC109	LRCI - Forrest St Footpath	MWS	FOOT	New	12,875	12,875	5,245	40.7%
LFC111	LRCI - Inglis St Footpath	MWS	FOOT	New	21,950	21,951	22,220	101.2%
LFC114	LRCI - Cailes St Footpath	MWS	FOOT	New	4,200	4,200	969	23.1%
LFC115	LRCI - Beatty St Footpath	MWS	FOOT	New	71,974	71,974	69,136	96.1%
LFC123	LRCI - Dickson St Footpath	MWS	FOOT	New	6,181	6,182	4,181	67.6%
					3,165,721	1,843,028	1,446,655	
Economic Services								
135402	Standpipe - Card Swipe Facilities x 2	MWS	OTHER	Upgrade	30,000	30,000	25,908	86.4%
132404	Flaxmill Scrutching Shed	MWS	L&B	New	16,200	0	0	0.0%
132409	Caravan Parks Recoverly (Laundry, Ablutions etc)	MWS	L&B	New	35,000	0	13,827	39.5%
					81,200	30,000	39,735	

**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
31 JANUARY 2025**

CAPITAL EXPENDITURE PROGRAM

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2024-25 Total Budget	2024-25 YTD Budget	2024-25 YTD Actuals	% of Annual Budget
Other Property & Services								
146500	Administration Vehicle replacements	MWS	P&E	Renewal	45,000	45,000	37,459	83.2%
149502	Rylington Park Plant & Equipment	MWS	P&E	New	30,000	12,000	23,357	77.9%
149503	Rylington Park - Water filtration & replace house roof	MWS	L&B	Renewal	30,000	30,000	29,066	96.9%
146605	Administration Building Capital Expenditure	MWS	L&B	New	57,733	14,947	128,749	223.0%
146601	ICT Upgrades & Renewals (Furniture & Equipment)	MWS	F&E	New	0	0	8,441	0.0%
					162,733	101,947	227,072	
Total Capital Expenditure					7,774,371	3,760,492	2,698,703	

SUMMARIES:				
Land & Buildings	1,979,933	486,347	263,731	13.3%
Plant & Equipment	620,386	602,386	559,010	90.1%
Furniture & Equipment	0	0	40,640	0.0%
Road Infrastructure	2,434,101	1,181,404	880,654	36.2%
Footpath Infrastructure	216,620	216,624	124,703	57.6%
Bridge Infrastructure	0	0	0	0.0%
Drainage Infrastructure	0	0	0	0.0%
Parks & Reserves Infrastructure	1,966,000	786,400	515,903	26.2%
Other Infrastructure	557,331	487,331	314,062	56.4%
	7,774,371	3,760,492	2,698,703	34.7%
At No Cost	0	0	0	0.0%
Asset Renewal	1,437,634	794,934	846,637	58.9%
New Asset	4,574,406	1,903,224	1,057,944	23.1%
Upgrading Asset	1,762,331	1,062,334	794,121	45.1%
	7,774,371	3,760,492	2,698,703	34.7%
Chief Executive Officer	0	0	0	0.0%
Deputy CEO	0	0	0	0.0%
Manager Works & Services	7,739,371	3,745,492	2,694,174	34.8%
Building Maintenance Coordinator	35,000	15,000	4,529	12.9%
	7,774,371	3,760,492	2,698,703	34.7%

**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
STATEMENT OF CAPITAL GRANTS & CONTRACT LIABILITIES
31 JANUARY 2025**

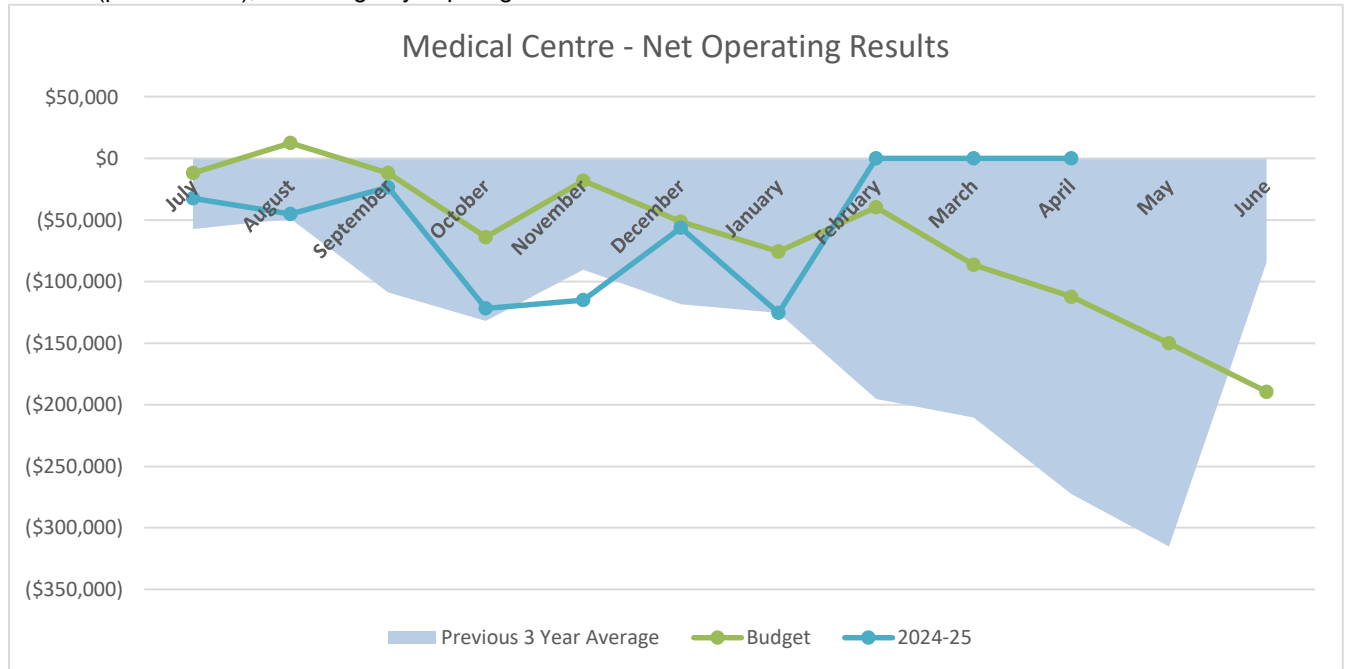
UNSPENT CAPITAL GRANTS					Adopted Budget Revenue	Amended Budget Revenue	YTD Budget	YTD Actual Revenue
Grant Provider	Liability 1 July 2024	Increase in Liability	Liability Recorded as Revenue	Closing Liability				
Law, Order & Public Safety								
DFES - Evauation Centre Grant	406,500	-	(46,277)	360,223	813,000	-	-	46,277
DFES - SES LED Trailers Grant	-	-	-	-	22,545	-	-	22,545
Community Amenities								
DITRDC - LRCI Phase 4A	432,867	-	(287,292)	145,575	-	-	-	287,292
Recreation & Culture								
Talison - Sandakan Playground	-	858,000	(514,800)	343,200	1,716,000	-	-	514,800
Transport								
DITRDC - LRCI Phase 2 Grant	3,948	-	-	3,948	7,646	-	-	408,807
DITRDC - LRCI Phase 3 Grant	-	-	-	-	366,025	-	-	-
DITRDC - LRCI Phase 4B	-	-	-	-	75,075	-	3,823	-
MRWA - Boyup Brook-Winnejup Road Grant Job 30000537	63,200	-	-	63,200	-	-	-	-
MRWA - Regional Road Group Funding	-	340,000	(152,499)	187,501	850,000	-	680,000	152,499
DITRDC - Roads to Recovery Grant	-	-	-	-	546,917	-	21,877	-
WALGGC - Special Bridge Funding	1,332,000	-	-	1,332,000	-	-	-	-
WALGGC - Special Bridge Funding	-	724,999	-	724,999	-	-	-	-
Total Unspent Capital Grants	2,238,515	1,922,999	(1,000,868)	3,160,646	4,397,208	-	705,700	1,432,220
CONTRACT LIABILITIES					Adopted Budget Revenue	Amended Budget Revenue	YTD Budget	YTD Actual Revenue
Grant Provider	Liability 1 July 2024	Increase in Liability	Liability Recorded as Revenue	Closing Liability				
Housing								
DoC - SHERP Grant Funding	143,340	0	(143,340)	-	143,340	-	-	143,340
Total Contract Liabilities	143,340	-	(143,340)	-	143,340	-	-	143,340
TOTAL LIABILITIES & REVENUE	2,381,855	1,922,999	(1,144,208)	3,160,646	4,540,548	0	705,700	1,575,560

**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
31 JANUARY 2025**

MAJOR BUSINESS UNITS

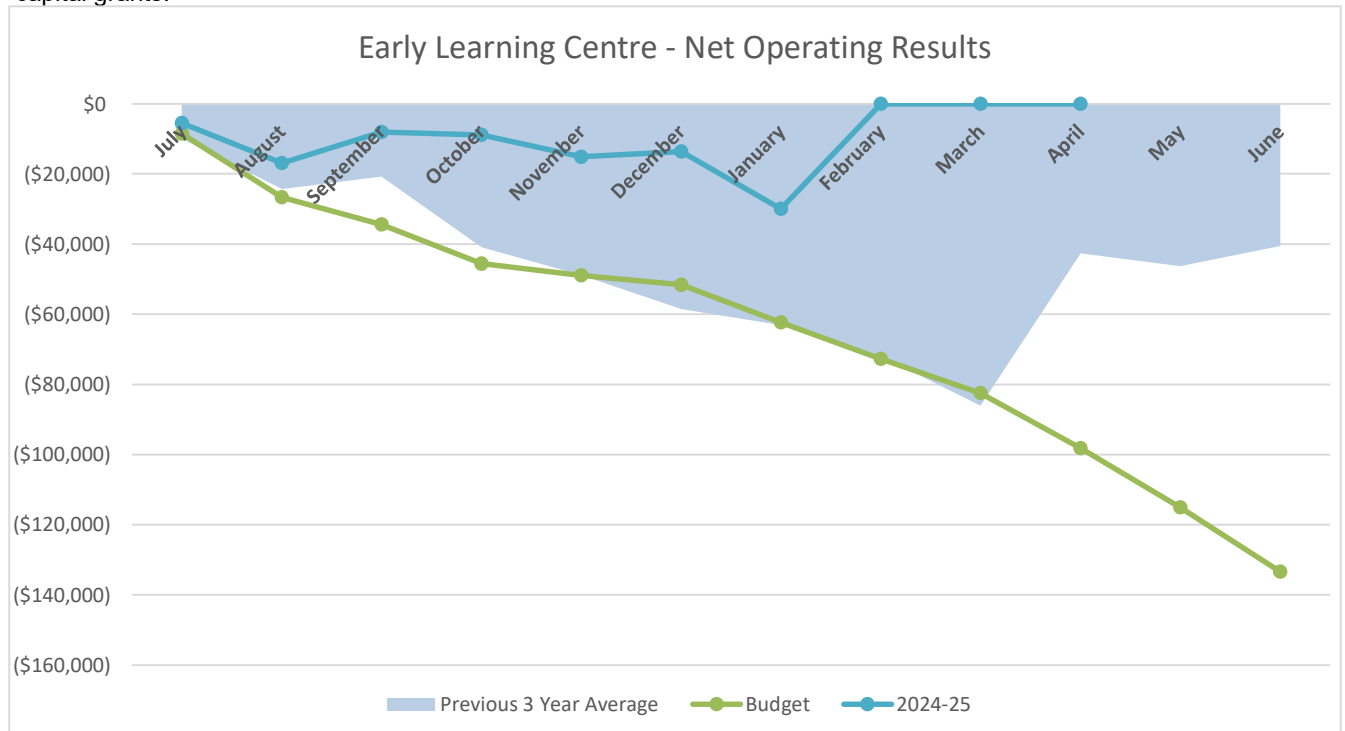
Medical Centre

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.

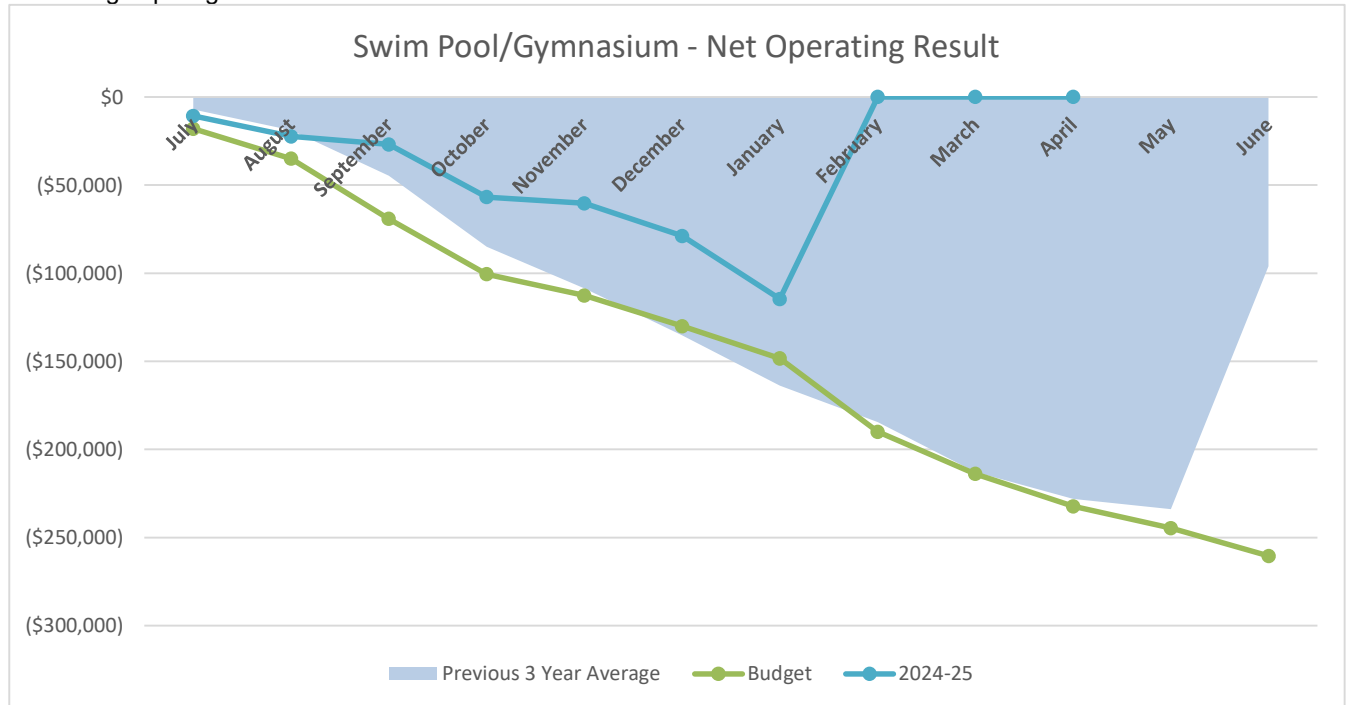


**SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
31 JANUARY 2025**

MAJOR BUSINESS UNITS

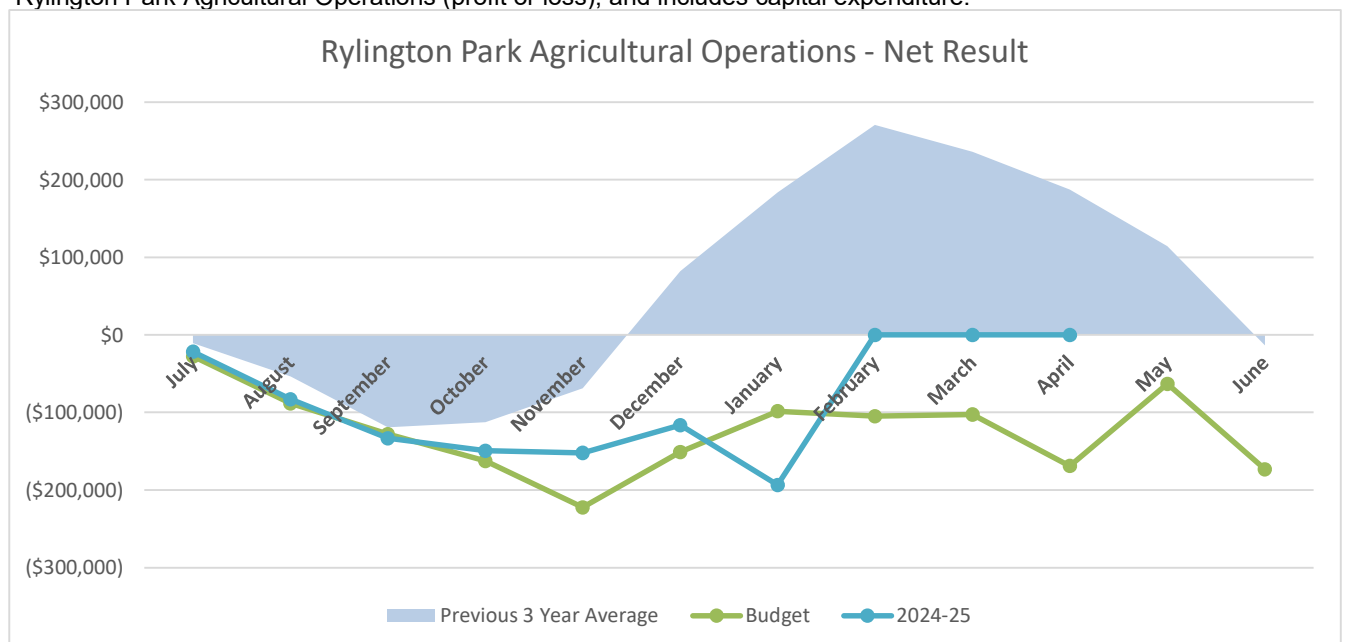
Swimming Pool/Gymnasium

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
31 JANUARY 2025

	2024-25 Actual Opening Balance	2024-25 Actual Transfer to	2024-25 Actual Transfer (from)	2024-25 Actual Closing Balance	2024-25 Budget Opening Balance	2024-25 Budget Transfer to	2024-25 Budget Transfer (from)	2024-25 Budget Closing Balance
RESERVES - CASH BACKED								
Leave Reserve	35,745	658	0	36,403	35,745	848	0	36,593
Plant Reserve	340,571	36,116	0	376,687	340,572	37,566	0	378,138
Building Reserve	800,266	65,322	0	865,588	800,265	68,952	(447,000)	422,217
Community Housing Reserve	229,350	4,225	0	233,575	229,351	5,430	0	234,781
Emergency Reserve	13,341	246	0	13,587	13,341	315	0	13,656
Insurance Claim Reserve	16,259	300	0	16,559	16,259	383	0	16,642
Other Recreation Reserve	69,053	21,272	0	90,325	69,053	21,635	0	90,688
Commercial Reserve	482,817	8,894	0	491,711	482,817	11,438	0	494,255
Bridges Reserve	30,166	30,904	0	61,070	30,166	30,713	0	60,879
Aged Accommodation Reserve	34,665	639	0	35,304	34,665	818	0	35,483
Road Contributions Reserve	30,588	563	0	31,151	30,588	728	0	31,316
IT/Office Equipment Reserve	42,677	101,947	0	144,624	42,677	101,013	0	143,690
Civic Receptions Reserve	17,936	330	0	18,266	17,936	428	0	18,364
Unspent Grants Reserve	85	2	0	87	85	0	0	85
Unspent Community Grants Reserve	131	2	0	133	131	0	0	131
Rylington Park Working Capital Reserve	247,210	4,554	0	251,764	378,250	8,955	(140,000)	247,205
Rylington Park Community Projects Reserve	534,938	9,854	0	544,792	534,938	12,668	(447,000)	100,606
Co-Contributions Reserve	100,000	52,423	0	152,423	100,000	52,370	0	152,370
Waste Reserve	10,000	10,300	0	20,300	10,000	10,240	0	20,240
Reserved Equity: Rylington Park Scholarship Fund	0	6,575	0	6,575	0	6,500	0	0
Asset Design and Development Reserve	0	50,581	0	50,581	0	50,000	0	0
Swimming Pool Reserve	0	232	0	232	0	0	0	0
	3,035,798	405,939	0	3,441,737	3,166,839	421,000	(1,034,000)	2,497,339

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
31 JANUARY 2025

LOAN REPAYMENTS	Loan Number	2024-25 Actual Principal	2024-25 New New Loans	2024-25 New Principal Repayments	2024-25 Actual Interest Repayments	2024-25 Actual Principal Outstanding	2024-25 Budget Principal	2024-25 Budget New Loans	2024-25 Budget Principal Repayments	2024-25 Budget Interest Repayments	2024-25 Budget Principal Outstanding
		1 July 2023					1 July 2023				
Housing											
Staff House	115	17,994	0	(4,197)	(207)	13,797	17,994	0	(8,038)	(1,388)	9,956
Recreation and culture											
Swimming Pool	114	32,742	0	(7,636)	(207)	25,106	32,742	0	(14,622)	(2,529)	18,120
		50,736	0	(11,833)	(414)	38,903	50,736	250,000	(22,660)	(3,917)	278,076

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		31 JANUARY 2025	31 JANUARY 2025	31 JANUARY 2025	31 JANUARY 2025	2024-2025	2024-2025
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
Proceeds Sale of Assets							
123001	Proceeds Sale of Plant Assets	(\$70,000)	(\$165,455)	(\$165,455)	\$0	(\$282,000)	\$0
092020	Proceeds - Sale of Land Assets	\$0	\$0	\$0	\$0	\$0	\$0
PROCEEDS FROM SALE OF ASSETS		(\$70,000)	(\$165,455)	(\$165,455)	\$0	(\$282,000)	\$0
Written Down Value							
092600	Written Down Value - Disposal of Assets	\$70,000	\$0	\$0	\$0	\$0	\$282,000
Sub Total - WDV ON DISPOSAL OF ASSET		\$70,000	\$0	\$0	\$0	\$0	\$282,000
Total - GAIN/LOSS ON DISPOSAL OF ASSET		\$0	(\$165,455)	(\$165,455)	\$0	(\$282,000)	\$282,000
Total - OPERATING STATEMENT		\$0	(\$165,455)	(\$165,455)	\$0	(\$282,000)	\$282,000

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
RATES							
OPERATING EXPENDITURE							
031103	Rates Administration Activity Costs	\$81,453	\$78,262	\$0	\$78,262	\$0	\$139,690
031101	Collection Costs	\$2,916	\$33	\$0	\$33	\$0	\$5,000
031100	Valuation Charges	\$3,283	\$1,578	\$0	\$1,578	\$0	\$32,850
031102	Search Costs	\$48	\$0	\$0	\$0	\$0	\$300
Sub Total - GENERAL RATES OP EXP		\$87,699	\$79,873	\$0	\$79,873	\$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)	(\$1,592)	(\$1,592)	\$0	(\$1,390)	\$0
031013	Rates Administration Fee	\$0	(\$3,380)	(\$3,380)	\$0	(\$40)	\$0
031005	Rates - Instalment Interest	(\$5,000)	(\$10,963)	(\$10,963)	\$0	(\$5,000)	\$0
031007	Rates - Non Payment Penalty - LG	(\$13,400)	(\$22,482)	(\$22,482)	\$0	(\$20,000)	\$0
031008	Rates - Rate Enquiries	(\$4,500)	(\$4,305)	(\$4,305)	\$0	(\$10,000)	\$0
031009	Rates - ESL Administration Fee	(\$4,000)	(\$4,000)	(\$4,000)	\$0	(\$4,000)	\$0
031010	Rates - Reimbursements	\$0	\$0	\$0	\$0	(\$5,000)	\$0
031011	Rates - Penalty Interest - DFES	(\$600)	(\$775)	(\$775)	\$0	(\$600)	\$0
031012	Rates - Rates Interims	\$0	(\$3,829,172)	(\$3,829,172)	\$0	(\$1,000)	\$0
031016	Rates - Concessions	\$1,358	\$0	\$0	\$0	\$3,018	\$0
031017	Rates - Deferred Rates - Interest Grant	\$0	(\$1,861)	(\$1,861)	\$0	\$0	\$0
031104	Rates Written Off	\$23	\$4,659	\$4,659	\$0	\$50	\$0
Sub Total - GENERAL RATES OP INC		(\$3,853,952)	(\$3,873,871)	(\$3,873,871)	\$0	(\$3,870,405)	\$0
Total - GENERAL RATES		(\$3,766,253)	(\$3,793,998)	(\$3,873,871)	\$79,873	(\$3,870,405)	\$177,840

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER GENERAL PURPOSE FUNDING							
OPERATING EXPENDITURE							
032100	General Purpose Funding - Administration Allocated	\$5,401	\$5,189	\$0	\$5,189	\$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
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP		\$5,401	\$5,189	\$0	\$5,189	\$0	\$9,262
OPERATING INCOME							
032001	General Purpose Grants Federal Commission (OP)	(\$88,350)	(\$50,964)	(\$50,964)	\$0	(\$176,701)	\$0
032002	General Purpose Grants Federal - Roads (OP)	(\$23,228)	(\$39,970)	(\$39,970)	\$0	(\$46,455)	\$0
032003	General Purpose Funding - Interest On Investments - Municipal Account	(\$65,000)	(\$163,626)	(\$163,626)	\$0	(\$100,000)	\$0
032004	Interest on Investments - Reserves Account	(\$42,750)	(\$53,134)	(\$53,134)	\$0	(\$75,000)	\$0
032006	General Purpose Funding - Interest on Investments - Medical Funds	(\$441)	(\$505)	(\$505)	\$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
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC		(\$219,768)	(\$308,251)	(\$308,251)	\$0	(\$398,856)	\$0
Total - OTHER GENERAL PURPOSE FUNDING		(\$214,368)	(\$303,061)	(\$308,251)	\$5,189	(\$398,856)	\$9,262
Total - GENERAL PURPOSE FUNDING		(\$3,980,621)	(\$4,097,060)	(\$4,182,122)	\$85,062	(\$4,269,261)	\$187,102

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
MEMBERS OF COUNCIL							
OPERATING EXPENDITURE							
041100	Members - Sitting Fees.	\$43,416	\$16,790	\$0	\$16,790	\$0	\$74,458
041119	Website Expenses	\$8,860	\$8,860	\$0	\$8,860	\$0	\$8,860
041101	Members - Training Costs	\$6,900	\$0	\$0	\$0	\$0	\$10,000
041102	Members - Travelling Costs	\$3,105	\$1,882	\$0	\$1,882	\$0	\$4,500
041103	Members - Telecommunications Reimbursements	\$7,949	\$2,880	\$0	\$2,880	\$0	\$11,520
041104	Members - Other Expenses	\$4,400	\$1,122	\$0	\$1,122	\$0	\$4,400
041105	Members - Conferences/Seminars Costs	\$12,400	\$6,183	\$0	\$6,183	\$0	\$15,500
041106	Members - President's Allowance	\$4,934	\$0	\$0	\$0	\$0	\$10,280
041107	Members - Deputy President's Allowance	\$1,259	\$1,285	\$0	\$1,285	\$0	\$2,570
041108	Members - Council Chamber Expenses	\$42,578	\$11,152	\$0	\$11,152	\$0	\$45,440
041109	Members - Refreshments & Receptions	\$23,038	\$16,670	\$0	\$16,670	\$0	\$44,510
041110	Members - Bunbury Wellington GOC Projects	\$2,000	\$2,000	\$0	\$2,000	\$0	\$2,000
041111	Members - Insurance Costs For Members	\$6,916	\$7,074	\$0	\$7,074	\$0	\$6,916
041112	Members - Subscriptions	\$9,103	\$9,703	\$0	\$9,703	\$0	\$9,103
041113	Members - Election Expenses	\$0	\$0	\$0	\$0	\$0	\$0
041114	Members - Donations	\$27,000	\$18,973	\$0	\$18,973	\$0	\$27,000
041118	ICT - Councillors	\$12,895	\$8,296	\$0	\$8,296	\$0	\$14,620
041120	Warren Blackwood Alliance Expenses	\$29,077	\$29,077	\$0	\$29,077	\$0	\$29,077
041150	Members - Admin Allocation	\$43,427	\$41,726	\$0	\$41,726	\$0	\$74,476
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$289,258	\$183,671	\$0	\$183,671	\$0	\$395,230
OPERATING INCOME							
041001	Members - Reimbursements Income	\$0	(\$910)	(\$910)	\$0	\$0	\$0
041002	Other Governance - Sundry Reimbursements Income	\$0	\$0	\$0	\$0	\$0	\$0
041004	Members - Operating Grants and Contributions	\$0	(\$8,000)	(\$8,000)	\$0	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC		\$0	(\$8,910)	(\$8,910)	\$0	\$0	\$0
Total - MEMBERS OF COUNCIL		\$289,258	\$174,761	(\$8,910)	\$183,671	\$0	\$395,230

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
GOVERNANCE							
OPERATING EXPENDITURE							
042100	Other Governance - Admin Allocated	\$65,140	\$62,588	\$0	\$62,588	\$0	\$111,714
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$65,140	\$62,588	\$0	\$62,588	\$0	\$111,714
OPERATING INCOME							
Sub Total - GOVERNANCE - GENERAL OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - GOVERNANCE - GENERAL		\$65,140	\$62,588	\$0	\$62,588	\$0	\$111,714
Total - GOVERNANCE		\$354,399	\$237,349	(\$8,910)	\$246,259	\$0	\$506,944

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
LAW, ORDER AND PUBLIC SAFETY							
FIRE PREVENTION							
OPERATING EXPENDITURE							
051109	ESL - Insurances Fire Appliances and Personnel	\$40,793	\$39,068	\$0	\$39,068	\$0	\$40,793
051112	Fire Prevention And Support	\$21,441	\$30,812	\$0	\$30,812	\$0	\$29,558
051101	Fire Break Inspection Expenses	\$2,655	\$3,570	\$0	\$3,570	\$0	\$3,540
051102	Fire Hazard Reductions Expenses	\$6,583	\$4,619	\$0	\$4,619	\$0	\$9,681
051104	Minor Fire Plant & Equipment Purchases non ESL	\$321	\$0	\$0	\$0	\$0	\$550
051105	Fire Plant & Equipment Maintenance - Non ESL	\$496	\$0	\$0	\$0	\$0	\$850
051106	ESL - Fire Vehicle Maintenance Costs	\$2,976	\$31,809	\$0	\$31,809	\$0	\$18,600
051107	ESL - Brigade Utilities, rates and taxes	\$400	\$0	\$0	\$0	\$0	\$2,500
051108	ESL - Other Goods & Services relating to Fires	\$0	\$2,092	\$0	\$2,092	\$0	\$12,561
051110	ESL - Fire Plant & Equip over \$1500	\$9,375	\$0	\$0	\$0	\$0	\$9,375
051111	ESL - Minor Fire Plant/Equip Under \$1500	\$4,431	\$4,866	\$0	\$4,866	\$0	\$12,660
051114	ESL - Land & Building Maintenance	\$187	\$447	\$0	\$447	\$0	\$1,166
051115	ESL - Clothing and Accessories	\$5,408	\$6,538	\$0	\$6,538	\$0	\$33,800
051116	ESL - Plant and Equipment Maintenance	\$1,734	\$12,978	\$0	\$12,978	\$0	\$8,100
051117	BFRC - Bushfire Risk Planning	\$11,737	\$24,925	\$0	\$24,925	\$0	\$22,890
051118	DFES Fire Defence Grant Expenses	\$3,786	\$0	\$0	\$0	\$0	\$13,520
051120	Bush Fire - Mitigation Activity Funded	\$14,964	\$23	\$0	\$23	\$0	\$93,522
051150	Admin Allocation - Fire Control	\$43,427	\$41,726	\$0	\$41,726	\$0	\$74,476
051190	Depreciation - Fire Control	\$391	\$1,533	\$0	\$1,533	\$0	\$670
Sub Total - FIRE PREVENTION OP/EXP		\$171,103	\$205,004	\$0	\$205,004	\$0	\$388,812
OPERATING INCOME							
050600	ESL & DFES Non Operating Grants	\$0	(\$22,545)	(\$22,545)	\$0	\$0	\$0
051001	Fire Infringements/Fines Income	\$0	(\$350)	(\$350)	\$0	\$0	\$0
051002	Sale Of Fire Maps Income	\$0	(\$45)	(\$45)	\$0	(\$100)	\$0
051003	LGIS Fire Reimbursement Income	\$0	\$0	\$0	\$0	\$0	\$0
051004	Operating Grants and Subsidies Income	(\$174,808)	(\$150,484)	(\$150,484)	\$0	(\$233,077)	\$0
051005	Fire Hazard Reduction Income	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - FIRE PREVENTION OP/INC		(\$174,808)	(\$173,424)	(\$173,424)	\$0	(\$233,177)	\$0
Total - FIRE PREVENTION		(\$3,705)	\$31,580	(\$173,424)	\$205,004	(\$233,177)	\$388,812

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
ANIMAL CONTROL							
OPERATING EXPENDITURE							
052100	Ranger Services Operation Costs	\$25,448	\$18,474	\$0	\$18,474	\$0	\$44,237
052005	Trap Hire Refunds	\$50	\$0	\$0	\$0	\$0	\$50
052101	Ranger Vehicle Operating Expenses	\$895	\$0	\$0	\$0	\$0	\$1,535
052102	Dog License Discs Costs	\$300	\$0	\$0	\$0	\$0	\$300
052103	Other Control Expenses	\$821	\$0	\$0	\$0	\$0	\$900
052104	Animal Impounding Costs	\$4,000	\$0	\$0	\$0	\$0	\$5,000
052109	Cat License Tags Expense	\$200	\$0	\$0	\$0	\$0	\$200
052110	Ranger Services Salary Super and Employee Costs	\$4,526	\$1,109	\$0	\$1,109	\$0	\$4,526
052111	Ranger Services Provision for Leave Accruals	\$0	\$0	\$0	\$0	\$0	\$0
052150	Admin Allocation - Animal Control	\$16,319	\$15,674	\$0	\$15,674	\$0	\$27,976
052190	Depreciation	\$233	\$4,867	\$0	\$4,867	\$0	\$400
Sub Total - ANIMAL CONTROL OP/EXP		\$52,792	\$40,124	\$0	\$40,124	\$0	\$85,124
OPERATING INCOME							
052001	Animal Fines & Penalties Income	(\$150)	\$0	\$0	\$0	(\$250)	\$0
052002	Animal Impounding Fees Income	(\$300)	\$0	\$0	\$0	(\$300)	\$0
052003	Dog Registrations Charges	(\$3,277)	(\$3,555)	(\$3,555)	\$0	(\$5,000)	\$0
052004	Cat Registration Charges	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - ANIMAL CONTROL OP/INC		(\$3,727)	(\$3,555)	(\$3,555)	\$0	(\$5,550)	\$0
Total - ANIMAL CONTROL		\$49,066	\$36,569	(\$3,555)	\$40,124	(\$5,550)	\$85,124

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER LAW ORDER & PUBLIC SAFETY							
OPERATING EXPENDITURE							
053100	Local Emergency Management Committee Expenses	\$1,000	\$0	\$0	\$0	\$0	\$1,000
053150	Administration Allocated - Emergency Mgt	\$16,313	\$15,674	\$0	\$15,674	\$0	\$27,976
053152	Other Costs	\$0	\$344	\$0	\$344	\$0	\$0
053103	Emergency Management Coordination Expenses	\$45,025	\$1,889	\$0	\$1,889	\$0	\$83,381
053190	Depreciation	\$15,951	\$28,031	\$0	\$28,031	\$0	\$27,345
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP		\$78,289	\$45,938	\$0	\$45,938	\$0	\$139,702
OPERATING INCOME							
053002	Non-Operating Grants	\$0	(\$46,277)	(\$46,277)	\$0	(\$835,545)	\$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC		\$0	(\$46,277)	(\$46,277)	\$0	(\$835,545)	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY		\$78,289	(\$339)	(\$46,277)	\$45,938	(\$835,545)	\$139,702
Total - LAW ORDER & PUBLIC SAFETY		\$123,650	\$67,810	(\$223,256)	\$291,066	(\$1,074,272)	\$613,638

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
HEALTH -FAMILY AND OTHER HEALTH								
OPERATING EXPENDITURE								
071100	B0101	Family Stop Centre - Operation	\$0	\$313	\$0	\$313	\$0	\$0
071100	G300	Family Stop Centre - Grounds	\$0	\$0	\$0	\$0	\$0	\$0
071150		Admin Allocated - Family Stop Centre	\$0	\$10,484	\$0	\$10,484	\$0	\$0
071190		Depreciation - Family Stop Centre	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - HEALTH FAMILY STOP OP/EXP			\$0	\$10,797	\$0	\$10,797	\$0	\$0
OPERATING INCOME								
Sub Total - HEALTH FAMILY STOP OP/INC			\$0	\$0	\$0	\$0	\$0	\$0
Total - HEALTH FAMILY STOP			\$0	\$10,797	\$0	\$10,797	\$0	\$0
HEALTH ADMINISTRATION & INSPECTION								
OPERATING EXPENDITURE								
072100		Health Administration Services Expenses	\$85,024	\$22,070	\$0	\$22,070	\$0	\$147,762
072101		Other Health Administration Expenses	\$106	\$238	\$0	\$238	\$0	\$150
072150		Admin Allocation - Other Health	\$10,915	\$10,484	\$0	\$10,484	\$0	\$18,713
Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP			\$96,046	\$32,792	\$0	\$32,792	\$0	\$166,625
OPERATING INCOME								
072001		Food Stall Permit Charges	(\$700)	(\$534)	(\$534)	\$0	(\$700)	\$0
072002		Temporary Camping Site Permit Charges	(\$444)	(\$800)	(\$800)	\$0	(\$500)	\$0
072003		Food Business Registration Fee	(\$71)	(\$1,845)	(\$1,845)	\$0	(\$150)	\$0
072004		Annual Inspections	\$0	\$0	\$0	\$0	\$0	\$0
072005		Lodging House Registration Fees	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - HEALTH ADMIN AND INSPECTION OP/INC			(\$1,216)	(\$3,179)	(\$3,179)	\$0	(\$1,350)	\$0
Total - HEALTH ADMIN AND INSPECTION			\$94,830	\$29,614	(\$3,179)	\$32,792	(\$1,350)	\$166,625

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER HEALTH - MEDICAL SERVICES								
OPERATING EXPENDITURE								
074100	B0105	Housing General Practitioner - Medical Service	\$9,089	\$7,869	\$0	\$7,869	\$0	\$15,607
074102		Boyup Brook Medical Services Building Costs	\$19,577	\$26,518	\$0	\$26,518	\$0	\$33,915
074101		Medical Services General Operations	\$834	\$807	\$0	\$807	\$0	\$1,968
074103		Medical Service Employee Costs	\$465,962	\$581,570	\$0	\$581,570	\$0	\$891,943
074105		Postage, Printing & Stationery	\$2,753	\$2,548	\$0	\$2,548	\$0	\$5,800
074106		Medical Ctr - Telephones	\$4,023	\$2,394	\$0	\$2,394	\$0	\$6,900
074107		Medical Ctr - Subscriptions	\$6,606	\$17,682	\$0	\$17,682	\$0	\$9,031
074108		Medical Ctr - Insurances	\$17,490	\$8,433	\$0	\$8,433	\$0	\$17,490
074109		Medical Bank Fees	\$0	\$0	\$0	\$0	\$0	\$0
074110		Medical Ctr - Computer Expenses	\$20,809	\$15,441	\$0	\$15,441	\$0	\$35,656
074111		Medical Ctr - Medical Supplies & Equipt	\$13,295	\$11,077	\$0	\$11,077	\$0	\$22,800
074112		Medical Ctr - Locum Doctor	\$0	\$0	\$0	\$0	\$0	\$48,600
074113		Medical Ctr - Superannuation	\$52,667	\$63,515	\$0	\$63,515	\$0	\$101,557
074114		Medical Ctr - Training	\$5,000	\$927	\$0	\$927	\$0	\$5,000
074115		Medical Ctr - Sundry Expenses	\$5,342	\$1,908	\$0	\$1,908	\$0	\$9,250
074116		Medical Service Provision for Leave Accruals	\$0	\$0	\$0	\$0	\$0	\$31,245
074117		Medical - Fringe Benefit Tax	\$1,325	\$327	\$0	\$327	\$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	\$321	\$429	\$0	\$429	\$0	\$550
074150		Admin Allocated - Boyup Brook Medical Services	\$48,828	\$46,915	\$0	\$46,915	\$0	\$83,738
074191		Depreciation - Medical Centre	\$4,958	\$5,990	\$0	\$5,990	\$0	\$8,500
074190		Depreciation - Housing GP - 5 Rogers Ave	\$3,967	\$4,123	\$0	\$4,123	\$0	\$6,800
074192		Depreciation - Ultrasound Machine	\$0	\$421	\$0	\$421	\$0	\$0
Sub Total - PREVENTIVE SRVS - OP/EXP			\$682,846	\$798,896	\$0	\$798,896	\$0	\$1,340,200
OPERATING INCOME								
074001		Surgery Turnover	(\$606,740)	(\$673,391)	(\$673,391)	\$0	(\$1,150,000)	\$0
074002		Surgery Rental Income	(\$437)	(\$1,273)	(\$1,273)	\$0	(\$750)	\$0
074003		Medical - Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - PREVENTIVE SRVS - OP/INC			(\$607,177)	(\$674,664)	(\$674,664)	\$0	(\$1,150,750)	\$0
Total - PREVENTIVE SERVICES			\$75,669	\$124,232	(\$674,664)	\$798,896	(\$1,150,750)	\$1,340,200

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Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	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	\$15,728	\$23,033	\$0	\$23,033	\$0	\$30,728
075150	Admin Allocated - Other Health	\$10,912	\$10,484	\$0	\$10,484	\$0	\$18,713
Sub Total - OTHER HEALTH OP/EXP		\$26,640	\$33,517	\$0	\$33,517	\$0	\$49,441
OPERATING INCOME							
Sub Total - OTHER HEALTH OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER HEALTH		\$26,640	\$33,517	\$0	\$33,517	\$0	\$49,441
Total - HEALTH		\$197,639	\$198,639	(\$677,842)	\$876,481	(\$1,152,100)	\$1,556,766

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER EDUCATION								
OPERATING EXPENDITURE								
081100		Community Resource Centre	\$5,539	\$5,948	\$0	\$5,948	\$0	\$7,556
081102		Donations - Other Education	\$250	\$0	\$0	\$0	\$0	\$250
081103		Early Learning Centre - Employee Costs	\$172,559	\$137,711	\$0	\$137,711	\$0	\$289,911
081104		Early Learning Centre - Operating Costs	\$10,533	\$7,465	\$0	\$7,465	\$0	\$18,400
081105		Early Learning Centre Provision of Leave Accrual	\$0	\$0	\$0	\$0	\$0	\$0
081107		Early Learning Centre Building & Grounds						
081107		Early Learning Centre Building Maintenance Expenses	\$6,828	\$6,164	\$0	\$6,164	\$0	\$11,770
081107	G316	Early Learning Centre Grounds Maintenance Expenses	\$2,313	\$0	\$0	\$0	\$0	\$3,988
081150		Admin Allocation - Other Education	\$21,832	\$10,484	\$0	\$10,484	\$0	\$37,427
081190		Depreciation - Other Education	\$6,165	\$8,495	\$0	\$8,495	\$0	\$10,567
Sub Total - OTHER EDUCATION OP/EXP			\$226,019	\$176,267	\$0	\$176,267	\$0	\$379,869
OPERATING INCOME								
081003		Early Learning Centre - Fees & Charges	(\$151,740)	(\$144,397)	(\$144,397)	\$0	(\$225,000)	\$0
081004		Early Learning Centre -Operating Income	\$0	(\$120)	(\$120)	\$0	\$0	\$0
Sub Total - OTHER EDUCATION OP/INC			(\$151,740)	(\$146,318)	(\$146,318)	\$0	(\$225,000)	\$0
Total - OTHER EDUCATION			\$74,279	\$29,949	(\$146,318)	\$176,267	(\$225,000)	\$379,869
AGED & DISABLED								
OPERATING EXPENDITURE								
082100		Support for Seniors Christmas Lunch	\$2,000	\$1,679	\$0	\$1,679	\$0	\$2,000
082101		Aged Needs Strategy Project	\$26,250	\$6,293	\$0	\$6,293	\$0	\$35,000
082150		Admin Allocated - Aged & Disabled	\$10,912	\$10,484	\$0	\$10,484	\$0	\$18,713
Sub Total - AGED & DISABLED OP/EXP			\$39,162	\$18,456	\$0	\$18,456	\$0	\$55,713
OPERATING INCOME								
Sub Total - AGED & DISABLED OP/INC			\$0	\$0	\$0	\$0	\$0	\$0
Total - AGED & DISABLED			\$39,162	\$18,456	\$0	\$18,456	\$0	\$55,713

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER WELFARE							
OPERATING EXPENDITURE							
083104	Depreciation	\$29	\$529	\$0	\$529	\$0	\$50
083150	Admin Allocated - Other Welfare	\$32,637	\$31,347	\$0	\$31,347	\$0	\$55,951
Sub Total - OTHER WELFARE OP/EXP		\$32,666	\$31,876	\$0	\$31,876	\$0	\$56,001
OPERATING INCOME							
Sub Total - OTHER WELFARE OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER WELFARE		\$32,666	\$31,876	\$0	\$31,876	\$0	\$56,001
Total - EDUCATION & WELFARE		\$146,106	\$80,281	(\$146,318)	\$226,599	(\$225,000)	\$491,583

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MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
STAFF HOUSING							
OPERATING EXPENDITURE							
091130	Interest Paid Loan 115 - Staff House	\$752	\$207	\$0	\$207	\$0	\$908
091190	Depreciation - Staff Housing	\$3,345	\$5,423	\$0	\$5,423	\$0	\$5,735
091150	Staff Housing - Less Amt Allocated to Admin.	\$10,912	\$10,484	\$0	\$10,484	\$0	\$18,713
Sub Total - STAFF HOUSING OP/EXP		\$15,009	\$21,884	\$0	\$21,884	\$0	\$25,356
Total - STAFF HOUSING		\$15,009	\$21,884	\$0	\$21,884	\$0	\$25,356
HOUSING OTHER							
OPERATING EXPENDITURE							
092101	Boyup Brook Citizens Lodge	\$24,591	\$17,377	\$0	\$17,377	\$0	\$25,841
092102	Community Housing - Units	\$17,428	\$19,156	\$0	\$19,156	\$0	\$23,074
092103	Other	\$3,725	\$4,235	\$0	\$4,235	\$0	\$5,451
092105	House - 1 Rogers Ave	\$12,784	\$11,668	\$0	\$11,668	\$0	\$22,720
092107	7 Knapp Street - Operating & Mice Expense	\$6,579	\$5,596	\$0	\$5,596	\$0	\$9,067
092108	Property Selling Expenses	\$0	\$0	\$0	\$0	\$0	\$0
092109	Community Housing Maintenance - Grant Funded	\$143,340	\$161,306	\$0	\$161,306	\$0	\$143,340
092140	Loss on Disposal of Asset	\$0	\$0	\$0	\$0	\$0	\$0
092150	Admin Allocation - Other Housing	\$11,022	\$10,590	\$0	\$10,590	\$0	\$18,903
092191	Depreciation - Other Housing	\$3,249	\$6,067	\$0	\$6,067	\$0	\$5,570
092192	Depreciation - House - 1 Rogers Ave	\$2,547	\$4,536	\$0	\$4,536	\$0	\$4,365
092190	Depreciation - Boyup Brook Citizens Lodge	\$18,891	\$32,986	\$0	\$32,986	\$0	\$32,385
Sub Total - HOUSING OTHER OP/EXP		\$244,156	\$273,518	\$0	\$273,518	\$0	\$290,716
HOUSING OPERATING INCOME							
092001	Rent 24A Proctor St	(\$6,358)	(\$6,938)	(\$6,938)	\$0	(\$10,900)	\$0
092002	Rent 24B Proctor St	(\$5,600)	(\$6,937)	(\$6,937)	\$0	(\$9,600)	\$0
092003	Rent 16A Forrest St	(\$6,941)	(\$3,452)	(\$3,452)	\$0	(\$11,900)	\$0
092004	Rent 16B Forrest St	(\$7,525)	(\$7,440)	(\$7,440)	\$0	(\$12,900)	\$0
092007	Housing Reimbursements	(\$1,486)	(\$1,321)	(\$1,321)	\$0	(\$4,000)	\$0
092009	Other Housing: 7 Knapp St	(\$19,774)	(\$19,686)	(\$19,686)	\$0	(\$33,900)	\$0
092011	Community Housing Maintenance Grant	\$0	(\$143,340)	(\$143,340)	\$0	(\$143,340)	\$0
Sub Total - HOUSING OTHER OP/INC		(\$47,684)	(\$189,113)	(\$189,113)	\$0	(\$226,540)	\$0
Total - HOUSING OTHER		\$196,472	\$84,405	(\$189,113)	\$273,518	(\$226,540)	\$290,716
Total - HOUSING		\$211,480	\$106,289	(\$189,113)	\$295,402	(\$226,540)	\$316,072

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
SANITATION - HOUSEHOLD REFUSE							
OPERATING EXPENDITURE							
101100	Refuse Collection Boyup Brook Townsite Expense	\$39,665	\$24,452	\$0	\$24,452	\$0	\$68,000
101101	Recycling Collection Boyup Brook Town Site	\$21,582	\$17,603	\$0	\$17,603	\$0	\$37,000
101106	Transfer Station Employee Costs	\$30,028	\$18,528	\$0	\$18,528	\$0	\$46,675
101102	Boyup Brook Transfer Station Costs	\$43,739	\$57,812	\$0	\$57,812	\$0	\$71,576
101103	Land Fill Disposal Site	\$20,521	\$32,407	\$0	\$32,407	\$0	\$33,235
101104	Townsite Street Bins Collection	\$7,111	\$4,425	\$0	\$4,425	\$0	\$12,449
101107	Drum Muster Expenses	\$500	\$256	\$0	\$256	\$0	\$500
101108	BB Transfer Station Superannuation	\$1,456	\$1,553	\$0	\$1,553	\$0	\$2,452
101119	Waste Bin Maintenance and Delivery	\$3,835	\$750	\$0	\$750	\$0	\$6,790
101150	Admin Allocated - Waste Management	\$21,713	\$20,863	\$0	\$20,863	\$0	\$37,238
101190	Depreciation - Waste Management	\$12,876	\$15,303	\$0	\$15,303	\$0	\$22,070
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP		\$203,027	\$193,952	\$0	\$193,952	\$0	\$337,985
SANITATION OPERATING INCOME							
101001	Refuse Collection Charges	(\$232,007)	(\$232,279)	(\$232,279)	\$0	(\$232,007)	\$0
101002	Waste Disposal Charges	(\$8,075)	(\$5,711)	(\$5,711)	\$0	(\$8,075)	\$0
101003	Recycling Scheme Income	(\$500)	(\$4,811)	(\$4,811)	\$0	(\$1,000)	\$0
101004	Scrap Metal Income	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC		(\$240,582)	(\$242,801)	(\$242,801)	\$0	(\$241,082)	\$0
Total - SANITATION HOUSEHOLD REFUSE		(\$37,555)	(\$48,849)	(\$242,801)	\$193,952	(\$241,082)	\$337,985

SHIRE OF BOYUP BROOK

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Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
EFFLUENT DRAINAGE SYSTEM							
OPERATING EXPENDITURE							
103100	Septic Tank Inspection Expenses	\$200	\$0	\$0	\$0	\$0	\$200
103101	Liquid Waste Disposal Site (Stanton Road)	\$3,555	\$652	\$0	\$652	\$0	\$3,555
Sub Total - SEWERAGE OP/EXP		\$3,755	\$652	\$0	\$652	\$0	\$3,755
OPERATING INCOME							
103002	Septic Licence Fees	(\$1,892)	(\$1,416)	(\$1,416)	\$0	(\$2,200)	\$0
Sub Total - SEWERAGE OP/INC		(\$1,892)	(\$1,416)	(\$1,416)	\$0	(\$2,200)	\$0
Total - SEWERAGE		\$1,863	(\$764)	(\$1,416)	\$652	(\$2,200)	\$3,755
PROTECTION OF THE ENVIRONMENT							
OPERATING EXPENDITURE							
107100	Landcare Expenses	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP		\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME							
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - PROTECTION OF THE ENVIRONMENT		\$0	\$0	\$0	\$0	\$0	\$0

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
TOWN PLANNING & REGIONAL DEVELOPMENT							
OPERATING EXPENDITURE							
105100	Town Planning Admin & Control	\$15,704	\$14,189	\$0	\$14,189	\$0	\$35,191
105101	Admin Allocation - Town Planning	\$21,721	\$20,863	\$0	\$20,863	\$0	\$37,238
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$37,425	\$35,051	\$0	\$35,051	\$0	\$72,429
OPERATING INCOME							
105001	Planning Application Fees	(\$3,947)	(\$2,988)	(\$2,988)	\$0	(\$7,000)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$3,947)	(\$2,988)	(\$2,988)	\$0	(\$7,000)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$33,479	\$32,063	(\$2,988)	\$35,051	(\$7,000)	\$72,429

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

G/L JOB			Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
					31 JANUARY 2025		YTD ACTUALS		2024-2025	
					Budget	Actual	31 JANUARY 2025	Expenditure	Income	Expenditure
OTHER COMMUNITY AMENITIES										
OPERATING EXPENDITURE										
106101		Cemetery - Operation	\$17,647	\$23,062	\$0	\$23,062	\$0	\$0		
106101	B0420	Cemetery - Operation		\$0	\$0	\$0	\$0	\$30,998		
106101	B0421	Niche Wall Plaques Operations	\$2,718	\$0	\$0	\$0	\$0	\$2,718		
106101	G314	Cemetery Grounds	\$5,049	\$0	\$0	\$0	\$0	\$12,015		
106102		Public Toilets - Operation		\$4,899	\$0	\$4,899	\$0	\$0		
106102	B0450	Toilets - Lions Park Costs	\$2,151	\$0	\$0	\$0	\$0	\$3,686		
106102	B0451	Toilets - Tourist Centre Costs	\$2,739	\$0	\$0	\$0	\$0	\$5,973		
106102	B0452	Toilets - Town Hall (External) Costs	\$3,222	\$0	\$0	\$0	\$0	\$9,275		
106102	B0454	Toilets - Tone Bridge Reserve Costs	\$992	\$0	\$0	\$0	\$0	\$1,701		
106103		Street Furniture	\$0	\$0	\$0	\$0	\$0	\$2,130		
106150		Admin Allocation - Other Community Amenities	\$10,915	\$10,484	\$0	\$10,484	\$0	\$18,713		
106151		Admin Allocation - Cemetery	\$1,213	\$1,165	\$0	\$1,165	\$0	\$2,079		
106191		Depreciation - Public Toilets	\$589	\$99	\$0	\$99	\$0	\$1,010		
106192		Depreciation - Other Community Service's	\$1,771	\$1,628	\$0	\$1,628	\$0	\$3,035		
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP			\$49,006	\$41,337	\$0	\$41,337	\$0	\$93,333		
OPERATING INCOME										
106001		Cemetery Burial Fees	(\$1,500)	(\$4,826)	(\$4,826)	\$0	(\$1,500)	\$0		
106002		License/Other Fees BB Cemetery	(\$460)	(\$3,270)	(\$3,270)	\$0	(\$2,000)	\$0		
106003		Cemetery - Reservation Fees	\$0	(\$667)	(\$667)	\$0	\$0	\$0		
106004		Niche Wall Fees	(\$600)	(\$2,295)	(\$2,295)	\$0	(\$600)	\$0		
106005		Non-Operating Grants	\$0	(\$287,292)	(\$287,292)	\$0	\$0	\$0		
Sub Total - OTHER COMMUNITY AMENITIES OP/INC			(\$2,560)	(\$298,350)	(\$298,350)	\$0	(\$4,100)	\$0		
Total - OTHER COMMUNITY AMENITIES					\$46,446	(\$257,012)	(\$298,350)	\$41,337	(\$4,100)	\$93,333
Total - COMMUNITY AMENITIES					\$44,233	(\$274,563)	(\$545,555)	\$270,992	(\$254,382)	\$507,502

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
PUBLIC HALL & CIVIC CENTRES							
OPERATING EXPENDITURE							
111100	Boyup Brook Hall - Operation	\$26,231	\$39,248	\$0	\$39,248	\$0	\$43,272
111102	Halls - Other Public Halls	\$11,321	\$17,834	\$0	\$17,834	\$0	\$19,851
111150	Admin Allocation - Public Halls	\$21,721	\$20,863	\$0	\$20,863	\$0	\$37,238
111190	Depreciation - Public Halls	\$29,973	\$59,872	\$0	\$59,872	\$0	\$51,384
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$89,246	\$137,817	\$0	\$137,817	\$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		\$89,246	\$137,817	\$0	\$137,817	\$0	\$151,745

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER RECREATION & SPORT							
OPERATING EXPENDITURE							
113100	Recreation Complex	\$66,527	\$59,746	\$0	\$59,746	\$0	\$102,052
113109	Walk Trails	\$3,067	\$2,251	\$0	\$2,251	\$0	\$6,133
113110	Townsite Gardens	\$67,322	\$48,476	\$0	\$48,476	\$0	\$101,235
113112	Reserves and Parks Operations	\$35,921	\$26,761	\$0	\$26,761	\$0	\$65,042
113119	Other Recreation Facilities	\$18,331	\$19,659	\$0	\$19,659		
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	\$3,370	\$3,284	\$0	\$3,284	\$0	\$6,290
113150	Admin Allocation - Other Recreation	\$36,827	\$35,371	\$0	\$35,371	\$0	\$63,134
113124	Support for UBAS	\$6,116	\$3,603	\$0	\$3,603	\$0	\$6,116
113122	Support for ANZAC Day	\$0	\$0	\$0	\$0	\$0	\$7,797
113125	Support for Others	\$76,755	\$45,656	\$0	\$45,656	\$0	\$131,369
113140	Sundry Plant Items	\$0	\$293	\$0	\$293	\$0	\$7,000
113190	Depreciation - Other Recreation	\$128,572	\$156,593	\$0	\$156,593	\$0	\$220,420
113191	Depreciation - Parks & Gardens	\$29,183	\$42,219	\$0	\$42,219	\$0	\$50,030
113192	Depreciation: Plant & Equipment	\$9,619	\$4,494	\$0	\$4,494	\$0	\$16,490
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$481,610	\$448,406	\$0	\$448,406	\$0	\$810,717
OPERATING INCOME							
113003	Rec Ground Use Hire Fees	(\$3,500)	(\$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	(\$514,800)	(\$514,800)	\$0	(\$1,716,000)	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC		(\$3,500)	(\$518,781)	(\$518,781)	\$0	(\$1,719,500)	\$0
Total - OTHER RECREATION & SPORT		\$478,110	(\$70,375)	(\$518,781)	\$448,406	(\$1,719,500)	\$810,717

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
SWIMMING POOL							
OPERATING EXPENDITURE							
112100	Swimming Pool & Gymnasium General Operations	\$46,597	\$30,843	\$0	\$30,843	\$0	\$71,516
112101	Swimming Pool Building Costs	\$43,774	\$40,339	\$0	\$40,339	\$0	\$64,890
112102	Swimming Pool Employee Costs	\$55,482	\$58,049	\$0	\$58,049	\$0	\$93,439
112103	Interest on Loan 114 - upgrade pool bowl	\$1,371	\$207	\$0	\$207	\$0	\$1,655
112104	Swimming Pool Employee Superannuation	\$5,321	\$3,371	\$0	\$3,371	\$0	\$9,271
112106	Pool Staff - Fringe Benefits Tax	\$0	\$0	\$0	\$0	\$0	\$0
112108	Gym Employee Costs	\$1,722	\$958	\$0	\$958	\$0	\$3,000
112109	Interest Paid Gym Lease	\$111	\$89	\$0	\$89	\$0	\$190
112150	Admin Allocation - Swimming Pool	\$24,028	\$23,087	\$0	\$23,087	\$0	\$41,207
112190	Depreciation - Swimming Pool	\$10,347	\$12,188	\$0	\$12,188	\$0	\$17,740
112191	Depreciation - Right of Use Asset P&E	\$3,789	\$3,475	\$0	\$3,475	\$0	\$6,497
Sub Total - SWIMMING POOL OP/EXP		\$192,541	\$172,604	\$0	\$172,604	\$0	\$309,405
OPERATING INCOME							
112003	Pool Daily Admission Fees	(\$7,757)	(\$6,509)	(\$6,509)	\$0	(\$10,500)	\$0
112004	Season Tickets Fees	(\$17,370)	(\$19,208)	(\$19,208)	\$0	(\$19,300)	\$0
112005	Pool Hire Fees	\$0	(\$11)	(\$11)	\$0	\$0	\$0
112006	Gym Equipment Hire Fees	(\$13,500)	(\$8,133)	(\$8,133)	\$0	(\$13,500)	\$0
112007	Pool Teaching Programme Fees	(\$4,850)	(\$3,239)	(\$3,239)	\$0	(\$5,000)	\$0
112008	Vacation Swimming Passes	(\$700)	(\$5,063)	(\$5,063)	\$0	(\$700)	\$0
112009	Capital Grants and Contributions	\$0	(\$7,869)	(\$7,869)	\$0	\$0	\$0
Sub Total - SWIMMING POOL OP/INC		(\$44,177)	(\$50,032)	(\$50,032)	\$0	(\$49,000)	\$0
Total - SWIMMING POOL		\$148,363	\$122,572	(\$50,032)	\$172,604	(\$49,000)	\$309,405

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
TELEVISION & RADIO REBROADCASTING								
OPERATING EXPENDITURE								
114005	Telecommunications Tower		\$3,341	\$3,373	\$0	\$3,373	\$0	\$5,383
Sub Total - TV & RADIO REBROADCASTING OP/EXP			\$3,341	\$3,373	\$0	\$3,373	\$0	\$5,383
OPERATING INCOME								
114010	Radio & Mobile Tower Site (Including NBN) Fees or Charges		(\$9,990)	(\$10,241)	(\$10,241)	\$0	(\$9,990)	\$0
Sub Total - TV & RADIO REBROADCASTING OP/INC			(\$9,990)	(\$10,241)	(\$10,241)	\$0	(\$9,990)	\$0
Total - TV & RADIO REBROADCASTING			(\$6,649)	(\$6,868)	(\$10,241)	\$3,373	(\$9,990)	\$5,383
LIBRARIES								
OPERATING EXPENDITURE								
115100	Library Operations		\$24,843	\$33,935	\$0	\$33,935	\$0	\$47,718
115101	State Library Grant Expenditure		\$0	\$185	\$0	\$185	\$0	\$0
115150	Admin Allocation - Libraries		\$59,761	\$57,399	\$0	\$57,399	\$0	\$102,452
Sub Total - LIBRARIES OP/EXP			\$84,604	\$91,520	\$0	\$91,520	\$0	\$150,170
OPERATING INCOME								
115001	State Library Grant Income		\$0	(\$185)	(\$185)	\$0	\$0	\$0
Sub Total - LIBRARIES OP/INC			\$0	(\$185)	(\$185)	\$0	\$0	\$0
Total - LIBRARIES			\$84,604	\$91,334	(\$185)	\$91,520	\$0	\$150,170

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
G/L JOB			31 JANUARY 2025		31 JANUARY 2025		2024-2025	
			Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER CULTURE								
OPERATING EXPENDITURE								
116100	Museum		\$13,342	\$11,602	\$0	\$11,602	\$0	\$16,481
116101	Craft Hut		\$2,419	\$2,125	\$0	\$2,125	\$0	\$3,869
116102	Support for Sandakan (Ceremony)		\$10,732	\$12,063	\$0	\$12,063	\$0	\$12,107
116103	Other Culture - Community Expenses		\$11,700	\$8,465	\$0	\$8,465	\$0	\$11,700
116150	Admin Allocated - Other Culture		\$10,915	\$10,484	\$0	\$10,484	\$0	\$18,713
116190	Depreciation - Other Culture		\$6,938	\$14,311	\$0	\$14,311	\$0	\$11,895
Sub Total - OTHER CULTURE OP/EXP			\$56,047	\$59,051	\$0	\$59,051	\$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			\$56,047	\$59,051	\$0	\$59,051	\$0	\$74,765
Total - RECREATION AND CULTURE			\$849,721	\$333,531	(\$579,239)	\$912,771	(\$1,778,490)	\$1,502,185

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION							
OPERATING EXPENDITURE							
Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP		\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME							
121001	RRG Project Grants	(\$680,000)	(\$152,499)	(\$152,499)	\$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	(\$3,823)	(\$408,807)	(\$408,807)	\$0	(\$448,746)	\$0
121007	Special Bridge Funding	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC		(\$911,810)	(\$812,357)	(\$812,357)	\$0	(\$2,051,773)	\$0
Total - ST,RDS,BRIDGES,DEPOT - CONST		(\$911,810)	(\$812,357)	(\$812,357)	\$0	(\$2,051,773)	\$0

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE								
OPERATING EXPENDITURE								
122100	B0695	Depot Building - Building Costs	\$21,414	\$28,094	\$0	\$28,094	\$0	\$51,123
122101	OPSDPT	Depot General Operations	\$8,072	\$4,330	\$0	\$4,330	\$0	\$14,621
122103		Road Maintenance & Repairs	\$335,322	\$157,614	\$0	\$157,614	\$0	\$443,974
122104		Roads Vegetation Clearing Offset Costs	\$1,000	\$0	\$0	\$0	\$0	\$1,000
122107		Maintenance Grading	\$44,918	\$90,857	\$0	\$90,857	\$0	\$184,092
122105		Repairs & Maint - Bridges	\$95,307	\$96,677	\$0	\$96,677	\$0	\$412,850
122106		Shire Radio Network Costs	\$46	\$174	\$0	\$174	\$0	\$2,821
122108		Drains & Culverts	\$19,558	\$34,462	\$0	\$34,462	\$0	\$91,050
122109		Verge Pruning	\$177,526	\$47,836	\$0	\$47,836	\$0	\$187,600
122110		Verge Spraying	\$3,740	\$11,546	\$0	\$11,546	\$0	\$23,480
122111		Crossovers Maintenance	\$0	\$3,159	\$0	\$3,159	\$0	\$4,078
122112		Town Services Drainage	\$1,558	\$5,836	\$0	\$5,836	\$0	\$4,755
122113		Town Services - Footpaths	\$673	\$1,104	\$0	\$1,104	\$0	\$3,070
122114		Town Services Road Repairs	\$13,717	\$24,555	\$0	\$24,555	\$0	\$21,350
122115		Town Services - Tree Pruning	\$31,985	\$27,519	\$0	\$27,519	\$0	\$41,490
122116		Street Lighting	\$16,003	\$16,321	\$0	\$16,321	\$0	\$32,000
122117		Traffic Signs	\$322	\$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	\$11,992	\$9,283	\$0	\$9,283	\$0	\$25,906
122122		Road Sweeping	\$7,063	\$2,015	\$0	\$2,015	\$0	\$14,125
122123		Emergency Services	\$14,577	\$16,428	\$0	\$16,428	\$0	\$28,700
122126		Streetscaping Expenses	\$1,127	\$0	\$0	\$0	\$0	\$10,350
122127		Consulting Engineer Expenses	\$20,835	\$1,670	\$0	\$1,670	\$0	\$50,000
122131		Rural Street Addressing	\$1,452	\$1,940	\$0	\$1,940	\$0	\$3,141
122150		Admin Allocated - Road Maintenance	\$271,684	\$260,944	\$0	\$260,944	\$0	\$465,763
122190		Depreciation - Transport Other	\$12,470	\$8,276	\$0	\$8,276	\$0	\$21,375
122191		Depreciation - Infrastructure	\$15,134	\$15,549	\$0	\$15,549	\$0	\$25,945
122192		Depreciation Roads	\$961,011	\$1,418,379	\$0	\$1,418,379	\$0	\$1,647,515
122193		Depreciation - Bridges	\$376,556	\$539,919	\$0	\$539,919	\$0	\$645,550
122194		Depreciation - Footpaths	\$10,065	\$8,170	\$0	\$8,170	\$0	\$17,255
122195		Depreciation - Drainage	\$158,531	\$94,539	\$0	\$94,539	\$0	\$271,780
123119		Minor Equipment and Sundry Items	\$5,750	\$5,954	\$0	\$5,954	\$0	\$11,500
123120		Plant Auction Selling Expenses	\$0	\$5,510	\$0	\$5,510	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP			\$2,648,357	\$2,947,044	\$0	\$2,947,044	\$0	\$4,772,984

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L JOB		YTD COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		31 JANUARY 2025		YTD ACTUALS		2024-2025	
		Budget	Actual	31 JANUARY 2025	Income Expenditure	Income Expenditure	Income Expenditure
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme							
OPERATING INCOME - STREETS, ROADS, DEPOTS							
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
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		\$0	(\$45)	(\$45)	\$0	\$0	\$0
Total - MTCE STREETS ROADS DEPOTS		\$2,648,357	\$2,946,999	(\$45)	\$2,947,044	\$0	\$4,772,984

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
TRAFFIC CONTROL								
OPERATING EXPENDITURE								
125150		Administration Allocated - Traffic Control	\$81,483	\$78,262	\$0	\$78,262	\$0	\$139,690
Sub Total - TRAFFIC CONTROL OP/EXP			\$81,483	\$78,262	\$0	\$78,262	\$0	\$139,690
OPERATING INCOME								
125001		Licensing Service	(\$15,039)	(\$22,188)	(\$22,188)	\$0	(\$29,000)	\$0
125002		Motor Vehicle Plates	(\$258)	(\$243)	(\$243)	\$0	(\$560)	\$0
125005		Sundry Receipts - Heavy Haulage Permits etc	(\$1,426)	(\$990)	(\$990)	\$0	(\$2,000)	\$0
Sub Total - TRAFFIC CONTROL OP/INC			(\$16,724)	(\$23,421)	(\$23,421)	\$0	(\$31,560)	\$0
Total - TRAFFIC CONTROL			\$64,759	\$54,841	(\$23,421)	\$78,262	(\$31,560)	\$139,690
AERODROMES								
OPERATING EXPENDITURE								
126100		Airstrip Maintenance	\$12,910	\$1,919	\$0	\$1,919		
126100	B0650	Airstrip Building Operation			\$0	\$0	\$0	\$1,052
126100	B0652	Airstrip Runway & Surrounds			\$0	\$0	\$0	\$44,180
126190		Depreciation - Airport	\$13,258	\$22,867	\$0	\$22,867	\$0	\$22,730
Sub Total - AERODROMES OP/EXP			\$26,168	\$24,787	\$0	\$24,787	\$0	\$67,962
OPERATING INCOME								
126001		Hire Charges - Hangar	\$0	(\$691)	(\$691)	\$0	\$0	\$0
126003		Non-Operating Grants & Subsidies	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - AERODROMES OP/INC			\$0	(\$691)	(\$691)	\$0	\$0	\$0
Total - AERODROMES			\$26,168	\$24,096	(\$691)	\$24,787	\$0	\$67,962
Total - TRANSPORT			\$1,827,474	\$2,213,579	(\$836,513)	\$3,050,093	(\$2,083,333)	\$4,980,636

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
TOURISM AND AREA PROMOTION								
OPERATING EXPENDITURE								
132110		Tourist Bay	\$877	\$226	\$0	\$226	\$0	\$2,192
132103		Community Development Officer	\$53,867	\$70,825	\$0	\$70,825	\$0	\$106,309
132104		Tourist Centre Operations	\$50,524	\$36,495	\$0	\$36,495	\$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	\$10,929	\$250	\$0	\$250	\$0	\$17,750
132107	OPFMIL	Flax Mill Complex General Operations	\$29,656	\$25,354	\$0	\$25,354	\$0	\$50,022
132108		Caravan Park/Flax Mill Complex Building Operation	\$67,096	\$52,998	\$0	\$52,998		
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	\$90	\$101	\$0	\$101	\$0	\$90
132114		Community Development Expenses	\$0	\$0	\$0	\$0	\$0	\$0
132116		CDO Vehicle Op Costs GEN	\$1,437	\$0	\$0	\$0	\$0	\$2,000
132150		Admin Allocated Tourism	\$38,040	\$36,536	\$0	\$36,536	\$0	\$65,214
132151		Admin Allocated Caravan Pk	\$10,915	\$10,484	\$0	\$10,484	\$0	\$18,713
132190		Depreciation - Tourism/Area Promotion	\$2,501	\$8,990	\$0	\$8,990	\$0	\$4,290
132191		Depreciation - Caravan Pk/Flax	\$26,321	\$22,977	\$0	\$22,977	\$0	\$45,125
Sub Total - TOURISM & AREA PROMOTION OP/EXP			\$292,253	\$265,236	\$0	\$265,236	\$0	\$501,028
OPERATING INCOME								
132002		Caravan Park & Complex Fees & Charges	(\$32,156)	(\$50,373)	(\$50,373)	\$0	(\$85,000)	\$0
132003		Flax Mill Sheds Storage Charges	(\$6,278)	(\$8,576)	(\$8,576)	\$0	(\$12,000)	\$0
132006		Event - Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
132007		Other Income	\$0	(\$1,918)	(\$1,918)	\$0	\$0	\$0
Sub Total - TOURISM & AREA PROMOTION OP/INC			(\$38,434)	(\$60,867)	(\$60,867)	\$0	(\$97,000)	\$0
Total - TOURISM & AREA PROMOTION			\$253,819	\$204,370	(\$60,867)	\$265,236	(\$97,000)	\$501,028

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
BUILDING CONTROL							
OPERATING EXPENDITURE							
133100	Building Control	\$13,880	\$11,763	\$0	\$11,763	\$0	\$23,795
133101	Building Control - Other Costs	\$2,900	\$4,676	\$0	\$4,676	\$0	\$3,150
133102	Building Control Superannuation	\$1,596	\$0	\$0	\$0	\$0	\$2,736
133103	Building Control - BMO	\$3,887	\$786	\$0	\$786	\$0	\$4,548
133150	Admin Allocated - Building Control Expenses	\$10,915	\$10,484	\$0	\$10,484	\$0	\$18,713
Sub Total - BUILDING CONTROL OP/EXP		\$33,179	\$27,710	\$0	\$27,710	\$0	\$52,942
BUILDING CONTROL OP/INC							
133001	Building Licences (UFEE)	(\$3,971)	(\$3,836)	(\$3,836)	\$0	(\$6,200)	\$0
133002	BCITF Levy - Commission	(\$58)	(\$50)	(\$50)	\$0	(\$90)	\$0
133003	Builders Services Levy - Commission	(\$96)	(\$110)	(\$110)	\$0	(\$150)	\$0
Sub Total - BUILDING CONTROL OP/INC		(\$4,125)	(\$3,995)	(\$3,995)	\$0	(\$6,440)	\$0
Total - BUILDING CONTROL		\$29,054	\$23,714	(\$3,995)	\$27,710	(\$6,440)	\$52,942

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Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
SALEYARDS & MARKETS							
OPERATING EXPENDITURE							
134100	Saleyards	\$8,798	\$1,957	\$0	\$1,957	\$0	\$11,840
134190	Depreciation - Saleyards & Markets	\$66,115	\$12,923	\$0	\$12,923	\$0	\$113,345
Sub Total - SALEYARDS & MARKETS OP/EXP		\$74,913	\$14,880	\$0	\$14,880	\$0	\$125,185
OPERATING INCOME							
134001	Reimbursements - Saleyards	(\$1,080)	(\$381)	(\$381)	\$0	(\$1,800)	\$0
Sub Total - SALEYARDS & MARKETING OP/INC		(\$1,080)	(\$381)	(\$381)	\$0	(\$1,800)	\$0
Total - SALEYARDS & MARKETS		\$73,833	\$14,499	(\$381)	\$14,880	(\$1,800)	\$125,185
OTHER ECONOMIC SERVICES							
OPERATING EXPENDITURE							
135100	Standpipes Expenses	\$20,842	\$7,871	\$0	\$7,871	\$0	\$42,196
135102	Economic Development Projects	\$4,500	\$0	\$0	\$0	\$0	\$7,500
135103	Country Music Festival Expenses	\$14,326	\$5,000	\$0	\$5,000	\$0	\$14,326
135105	Abel Street Shop	\$9,297	\$10,035	\$0	\$10,035	\$0	\$12,481
135150	Admin Allocated - Other Economic Development	\$10,915	\$10,484	\$0	\$10,484	\$0	\$18,713
135190	Depreciation - Develop/Facilities	\$2,254	\$2,069	\$0	\$2,069	\$0	\$3,865
Sub Total - OTHER ECONOMIC SERVICES OP/EXP		\$62,134	\$35,460	\$0	\$35,460	\$0	\$99,081
OPERATING INCOME							
135001	Standpipe Water	(\$21,684)	(\$11,334)	(\$11,334)	\$0	(\$40,000)	\$0
135005	Abel Street Shop Rental	(\$9,100)	(\$9,236)	(\$9,236)	\$0	(\$15,600)	\$0
135006	Non-Operating Grants & Contributions	\$0	(\$9,708)	(\$9,708)	\$0	\$0	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC		(\$30,784)	(\$30,278)	(\$30,278)	\$0	(\$55,600)	\$0
Total - OTHER ECONOMIC SERVICES		\$31,351	\$5,182	(\$30,278)	\$35,460	(\$55,600)	\$99,081
Total - ECONOMIC SERVICES		\$388,057	\$247,765	(\$95,521)	\$343,286	(\$160,840)	\$778,236

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
PRIVATE WORKS							
OPERATING EXPENDITURE							
141100	Private Works - Costs	\$2,252	\$0	\$0	\$0	\$0	\$3,035
Sub Total - PRIVATE WORKS OP/EXP		\$2,252	\$0	\$0	\$0	\$0	\$3,035
OPERATING INCOME							
141001	Private Works - Recoup Charges	(\$2,171)	(\$1,661)	(\$1,661)	\$0	(\$3,035)	\$0
Sub Total - PRIVATE WORKS OP/INC		(\$2,171)	(\$1,661)	(\$1,661)	\$0	(\$3,035)	\$0
Total - PRIVATE WORKS		\$81	(\$1,661)	(\$1,661)	\$0	(\$3,035)	\$3,035

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Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
PUBLIC WORKS OVERHEADS								
OPERATING EXPENDITURE								
143100	Supervision		\$133,471	\$210,393	\$0	\$210,393	\$0	\$334,682
143101	Consultant Engineer		\$0	\$0	\$0	\$0	\$0	\$0
143102	Works Manager Vehicle Op Costs		\$620	\$5,528	\$0	\$5,528	\$0	\$2,380
143103	FBT Works Staff		\$2,250	\$3,484	\$0	\$3,484	\$0	\$4,500
143104	Insurance on Works		\$35,540	\$29,052	\$0	\$29,052	\$0	\$35,540
143105	Superannuation of Workmen		\$99,342	\$104,507	\$0	\$104,507	\$0	\$185,652
143106	PWOH Leave - Depot		\$142,944	\$134,953	\$0	\$134,953	\$0	\$288,309
143107	Protective Clothing		\$800	\$2,492	\$0	\$2,492	\$0	\$8,000
143108	Uniforms		\$1,125	\$0	\$0	\$0	\$0	\$1,500
143109	Training & Meeting Expenses		\$25,232	\$37,050	\$0	\$37,050	\$0	\$50,850
143110	Occupational Health & Safety		\$25,260	\$22,299	\$0	\$22,299	\$0	\$66,440
143111	Other Expenses		\$101	\$406	\$0	\$406	\$0	\$1,315
143113	Waste Oil Disposal Costs		\$0	\$415	\$0	\$415	\$0	\$20
143115	Provision for Leave Accruals		\$0	\$0	\$0	\$0	\$0	\$9,780
143116	Conferences and Training Courses (MOW)		\$1,250	\$0	\$0	\$0	\$0	\$2,500
143117	Works Manager Housing		\$0	\$0	\$0	\$0	\$0	\$0
143150	Admin Allocated - Works Overhead		\$21,721	\$20,863	\$0	\$20,863	\$0	\$37,238
143180	LESS PWOH ALLOCATED - PROJECTS		(\$489,657)	(\$509,618)	\$0	(\$509,618)	\$0	(\$1,028,706)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP			\$0	\$61,824	\$0	\$61,824	\$0	\$0
OPERATING INCOME								
143001	Workers Compensation Reimbursements		\$0	(\$35,713)	(\$35,713)	\$0	\$0	\$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC			\$0	(\$35,713)	(\$35,713)	\$0	\$0	\$0
Total - PUBLIC WORKS OVERHEADS			\$0	\$26,111	(\$35,713)	\$61,824	\$0	\$0

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Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
PLANT OPERATIONS COSTS							
OPERATING EXPENDITURE							
144100	Repair Wages	\$66,780	\$30,847	\$0	\$30,847	\$0	\$105,265
144101	Fuel & Oil	\$148,586	\$101,612	\$0	\$101,612	\$0	\$265,000
144102	Tyres & Tubes	\$5,524	\$3,055	\$0	\$3,055	\$0	\$20,000
144103	Parts and Repairs	\$24,467	\$44,162	\$0	\$44,162	\$0	\$112,285
144104	Licenses	\$490	\$12,458	\$0	\$12,458	\$0	\$9,800
144105	Insurance	\$44,800	\$37,600	\$0	\$37,600	\$0	\$44,800
144106	Blades & Points	\$3,850	\$0	\$0	\$0	\$0	\$7,700
144107	Expendable Tools	\$5,250	\$3,632	\$0	\$3,632	\$0	\$9,000
144110	Superannuation - Mechanic	\$6,794	\$6,095	\$0	\$6,095	\$0	\$10,709
144150	Admin Allocated POC	\$6,505	\$6,248	\$0	\$6,248	\$0	\$11,152
144190	Depreciation - Plant	\$134,787	\$187,696	\$0	\$187,696	\$0	\$231,075
144180	LESS POC ALLOCATED - PROJECTS	(\$447,832)	(\$479,662)	\$0	(\$479,662)	\$0	(\$826,786)
Sub Total - PLANT OPERATIONS COSTS OP/EXP		\$0	(\$46,258)	\$0	(\$46,258)	\$0	\$0
OPERATING INCOME							
144001	Diesel Rebate	(\$20,400)	(\$18,611)	(\$18,611)	\$0	(\$40,000)	\$0
144002	Reimbursements - Operating	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - PLANT OPERATIONS COSTS OP/INC		(\$20,400)	(\$18,611)	(\$18,611)	\$0	(\$40,000)	\$0
Total - PLANT OPERATIONS COSTS		(\$20,400)	(\$64,869)	(\$18,611)	(\$46,258)	(\$40,000)	\$0

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MONTHLY FINANCIAL REPORT

G/L JOB		YTD COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		31 JANUARY 2025		YTD ACTUALS		2024-2025	
		Budget	Actual	Income	Expenditure	Income	Expenditure
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme							
SALARIES AND WAGES							
OPERATING EXPENDITURE							
145100	Gross Total Salaries and Wages	\$2,507,760	\$2,570,186	\$0	\$2,570,186	\$0	\$4,299,189
145130	LESS SALS/WAGES ALLOCATED	(\$2,507,760)	(\$2,570,186)	\$0	(\$2,570,186)	\$0	(\$4,299,189)
145101	Workers Compensation Expenses	\$0	\$49,674	\$0	\$49,674	\$0	\$0
Sub Total - SALARIES AND WAGES OP/EXP		\$0	\$49,674	\$0	\$49,674	\$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	\$49,674	\$0	\$49,674	\$0	\$0

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L JOB		Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
			31 JANUARY 2025		31 JANUARY 2025		2024-2025	
			Budget	Actual	Income	Expenditure	Income	Expenditure
ADMINISTRATION								
OPERATING EXPENDITURE								
146100		Advertising	\$5,130	\$7,125	\$0	\$7,125	\$0	\$11,900
146101		Audit Fees	\$50,000	\$16,290	\$0	\$16,290	\$0	\$50,000
146102		Bank Fees	\$5,864	\$878	\$0	\$878	\$0	\$7,500
146103		Administration Building Costs	\$51,613	\$48,663	\$0	\$48,663		
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	\$473,909	\$521,869	\$0	\$521,869	\$0	\$972,644
146106		Consultants	\$62,990	\$54,595	\$0	\$54,595	\$0	\$162,035
146108		Insurance	\$16,888	\$16,749	\$0	\$16,749	\$0	\$16,888
146109		Legal Expenses	\$12,200	\$11,142	\$0	\$11,142	\$0	\$25,000
146110		IT System Operation & maintenance	\$136,375	\$193,568	\$0	\$193,568	\$0	\$234,544
146111		Office Equipment Maintenance	\$2,500	\$0	\$0	\$0	\$0	\$5,000
146112		Administration - Postage & Freight	\$2,804	\$1,695	\$0	\$1,695	\$0	\$5,500
146113		Printing and Stationery	\$8,837	\$5,428	\$0	\$5,428	\$0	\$12,700
146114		Administration Vehicle Costs	\$768	\$0	\$0	\$0	\$0	\$800
146115		Administration - Fringe Benefits Tax	\$7,500	\$7,077	\$0	\$7,077	\$0	\$15,000
146117		Employers Indemnity Insurance	\$43,742	\$43,443	\$0	\$43,443	\$0	\$43,742
146118		Subscriptions	\$12,163	\$13,298	\$0	\$13,298	\$0	\$12,163
146119		Administration Staff Housing	\$13,360	\$11,053	\$0	\$11,053	\$0	\$22,082
146120		Uniform Allowance	\$990	\$570	\$0	\$570	\$0	\$3,000
146121		Telephones	\$3,792	\$1,917	\$0	\$1,917	\$0	\$6,500
146122		Minor Furniture & Equip under \$5,000	\$9,300	\$1,245	\$0	\$1,245	\$0	\$15,500
146123		Conferences/Training/Professional Development	\$8,743	\$11,470	\$0	\$11,470	\$0	\$17,500
146124		Superannuation	\$77,854	\$62,605	\$0	\$62,605	\$0	\$129,026
146125		Admin Provision for Leave Accruals	\$0	\$0	\$0	\$0	\$0	\$0
146126		Employee (Packaging) Costs	\$0	\$0	\$0	\$0	\$0	\$725
146128		Administration - OSH	\$7,385	\$12,403	\$0	\$12,403	\$0	\$14,550
146130		Administration - Bank Merchant Fees	\$0	\$3,389	\$0	\$3,389	\$0	\$0
146190		Depreciation - Administration	\$12,840	\$13,664	\$0	\$13,664	\$0	\$22,010
146150		Less Administration Costs Alloc	(\$1,027,546)	(\$1,059,025)	\$0	(\$1,059,025)	\$0	(\$1,890,252)
Sub Total - ADMINISTRATION OP/EXP			\$0	\$1,114	\$0	\$1,114	\$0	\$0

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MONTHLY FINANCIAL REPORT

G/L JOB		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
		Budget	Actual	Income	Expenditure	Income	Expenditure
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme							
OPERATING INCOME - ADMINISTRATION							
146001	Reimbursements - Administration	(\$500)	\$2,277	\$2,277	\$0	(\$500)	\$0
Sub Total - ADMINISTRATION OP/INC		(\$500)	\$427	\$427	\$0	(\$500)	\$0
Total - ADMINISTRATION		(\$500)	\$1,541	\$427	\$1,114	(\$500)	\$0
UNCLASSIFIED							
OPERATING EXPENDITURE							
149001	Rylington Park Operational Expenses	\$146,563	\$116,003	\$0	\$116,003	\$0	\$232,006
149002	Rylington Park Asset Depreciation	\$25,957	\$29,266	\$0	\$29,266	\$0	\$44,500
149005	Rylington Stock Program Expenses	\$122,425	\$106,829	\$0	\$106,829	\$0	\$198,808
149006	Rylington Crop Program Expenses	\$149,552	\$140,115	\$0	\$140,115	\$0	\$359,945
149007	Rylington Education Program Expenses	\$56,736	\$19,866	\$0	\$19,866	\$0	\$103,800
149008	Rylington Events Program Expenses	\$8,220	\$21,474	\$0	\$21,474	\$0	\$23,600
Sub Total - UNCLASSIFIED OP/EXP		\$509,453	\$433,553	\$0	\$433,553	\$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	(\$181,530)	(\$198,813)	(\$198,813)	\$0	(\$424,446)	\$0
149106	Rylington Crop Program Income	(\$150,500)	(\$2,019)	(\$2,019)	\$0	(\$221,174)	\$0
149107	Rylington Education Program Income	(\$70,882)	(\$18,328)	(\$18,328)	\$0	(\$121,518)	\$0
149108	Rylington Event Program Income	(\$8,153)	(\$9,324)	(\$9,324)	\$0	(\$22,560)	\$0
Sub Total - UNCLASSIFIED OP/INC		(\$411,065)	(\$239,997)	(\$239,997)	\$0	(\$789,698)	\$0
Total - UNCLASSIFIED		\$98,388	\$193,556	(\$239,997)	\$433,553	(\$789,698)	\$962,659
Total - OTHER PROPERTY AND SERVICES		\$77,569	\$204,352	(\$295,555)	\$499,906	(\$833,233)	\$965,694

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
TRANSFERS TO/FROM RESERVES							
EXPENDITURE							
300101	Transfer to Reserves	\$43,748	\$405,939	\$0	\$405,939	\$0	\$421,000
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS		\$43,748	\$405,939	\$0	\$405,939	\$0	\$421,000
INCOME							
300102	Transfer from Reserves	\$0	\$0	\$0	\$0	(\$1,034,000)	\$0
Total - TRANSFER FROM OTHER COUNCIL FUNDS		\$0	\$0	\$0	\$0	(\$1,034,000)	\$0
Total - FUND TRANSFER		\$43,748	\$405,939	\$0	\$405,939	(\$1,034,000)	\$421,000
000000 (Surplus) / Deficit - Carried Forward		(\$3,600,000)	(\$3,679,906)	(\$3,679,906)	\$0	(\$3,600,000)	\$0
Sub Total - SURPLUS C/FWD		(\$3,600,000)	(\$3,679,906)	(\$3,679,906)	\$0	(\$3,600,000)	\$0
Total - SURPLUS		(\$3,600,000)	(\$3,679,906)	(\$3,679,906)	\$0	(\$3,600,000)	\$0
NEW LONG TERM LOANS							
INCOME							
132300	New Loan - Caravan Park Ablutions	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - LONG TERM LOANS		\$0	\$0	\$0	\$0	\$0	\$0
Total - DEFERRED ASSETS		\$0	\$0	\$0	\$0	\$0	\$0

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
LOANS & FINANCE LEASES - PRINCIPAL REPAYMENTS							
CAPITAL EXPENDITURE							
146800	Principal Repayment on Loans	\$11,833	\$11,833	\$0	\$11,833	\$0	\$24,014
146801	Principal Repayments - Finance Leases	\$10,122	\$10,199	\$0	\$10,199	\$0	\$15,241
Sub Total - LOAN REPAYMENTS		\$21,955	\$22,032	\$0	\$22,032	\$0	\$39,255
CAPITAL INCOME							
Sub Total - LOANS RAISED		\$0	\$0	\$0	\$0	\$0	\$0
Total - NON CURRENT LIABILITIES		\$21,955	\$22,032	\$0	\$22,032	\$0	\$39,255
OPERATING ACTIVITIES EXCLUDED FROM BUDGET							
000000	Depreciation Written Back	(\$2,113,271)	(\$2,800,562)	\$0	(\$2,800,562)	\$0	(\$3,622,898)
000000	Realisation Value of Assets Sold Written Back	(\$70,000)	\$0	\$0	\$0	\$0	(\$282,000)
000000	Profit/Loss on Sale of Asset Written Back	\$0	\$0	\$0	\$0	\$0	\$0
	Movement in Accrued Interest on Loans	\$0	\$1,042	\$0	\$1,042	\$0	\$0
	Movement in Accrued Interest on investments	\$0	(\$6,806)	(\$6,806)	\$0	\$0	\$0
	Movement in Stock On Hand	\$0	\$0	\$0	\$0	\$0	\$0
	Movement in Accrued Expenses	\$0	\$46,257	\$0	\$46,257	\$0	\$0
	Movement in Accrued Wages	\$0	\$132,058	\$0	\$132,058	\$0	\$0
	Movement in Employee Benefits (Current)	\$0	\$0	\$0	\$0	\$0	\$0
	Movement in LG House Unit Trust	\$0	\$0	\$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	\$0
Sub Total - OPERATING ACTIVITIES EXCLUDED		(\$2,183,271)	(\$2,628,011)	(\$6,806)	(\$2,621,205)	\$0	(\$3,949,533)
Total - OPERATING ACTIVITIES EXCLUDED		(\$2,183,271)	(\$2,628,011)	(\$6,806)	(\$2,621,205)	\$0	(\$3,949,533)

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L JOB		Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
			31 JANUARY 2025		31 JANUARY 2025		2024-2025	
			Budget	Actual	Income	Expenditure	Income	Expenditure
FURNITURE & EQUIPMENT								
GOVERNANCE - CAPITAL EXPENDITURE								
041401	Members Furniture & Equipment		\$0	\$32,199	\$0	\$32,199	\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$32,199	\$0	\$32,199	\$0	\$0
Total - GOVERNANCE			\$0	\$32,199	\$0	\$32,199	\$0	\$0
FURNITURE AND EQUIPMENT								
OTHER PROPERTY & SERVICES - CAPITAL EXPENDITURE								
146601	Server Upgrade		\$0	\$8,441	\$0	\$8,441	\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$8,441	\$0	\$8,441	\$0	\$0
Total - OTHER PROPERTY			\$0	\$8,441	\$0	\$8,441	\$0	\$0
Total - FURNITURE AND EQUIPMENT			\$0	\$40,640	\$0	\$40,640	\$0	\$0

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
BUILDINGS							
LAW ORDER AND PUBLIC SAFETY - CAPITAL EXPENDITURE							
053401	Other Law - Evacuation Centre Building Capital Expenditure	\$341,400	\$64,929	\$0	\$64,929	\$0	\$1,707,000
Sub Total - CAPITAL WORKS		\$341,400	\$64,929	\$0	\$64,929	\$0	\$1,707,000
TOTAL - LAW ORDER AND PUBLIC SAFETY		\$341,400	\$64,929	\$0	\$64,929	\$0	\$1,707,000
BUILDINGS							
EDUCATION & WELFARE - CAPITAL EXPENDITURE							
081400	Land & Buildings - CRC Capital Renewal	\$0	\$0	\$0	\$0	\$0	\$20,000
081401	Buildings - Early Learning Centre Capital	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Sub Total - CAPITAL WORKS		\$5,000	\$0	\$0	\$0	\$0	\$25,000
TOTAL - EDUCATION & WELFARE		\$5,000	\$0	\$0	\$0	\$0	\$25,000
BUILDINGS							
HOUSING - CAPITAL EXPENDITURE							
091400	1 Rogers Avenue Building Capital Expenditure	\$10,000	\$4,529	\$0	\$4,529	\$0	\$10,000
Sub Total - CAPITAL WORKS		\$10,000	\$4,529	\$0	\$4,529	\$0	\$10,000
Total - HOUSING		\$10,000	\$4,529	\$0	\$4,529	\$0	\$10,000

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
BUILDINGS							
RECREATION AND CULTURE - CAPITAL EXPENDITURE							
111403	Town Hall - Building Upgrades & Refurbishments						
111403 BU1501	Town Hall Building Capital Expenditure	\$75,000	\$6,655	\$0	\$6,655	\$0	\$75,000
112400	Swimming Pool Buildings Capital						
112400 BC5500	Swimming Pool Buildings Air Conditioning	\$10,000	\$6,947	\$0	\$6,947	\$0	\$10,000
116400	Other Culture Buildings Capital Expenditure						
116400 BR5052	Craft Hut Capital Expenditure	\$0	\$8,066	\$0	\$8,066	\$0	\$14,000
Sub Total - CAPITAL WORKS		\$85,000	\$21,668	\$0	\$21,668	\$0	\$99,000
Total - RECREATION AND CULTURE		\$85,000	\$21,668	\$0	\$21,668	\$0	\$99,000
BUILDINGS							
ECONOMIC SERVICES - CAPITAL EXPENDITURE							
132404	Flaxmill Buildings Capital Expenditure						
132404 BC5000	Flaxmill Scrutching Shed	\$0	\$0	\$0	\$0	\$0	\$16,200
132409	Caravan Parks Buildings (Laundry, Ablutions etc)	\$0	\$13,827	\$0	\$13,827	\$0	\$35,000
Sub Total - CAPITAL WORKS		\$0	\$13,827	\$0	\$13,827	\$0	\$51,200
Total - ECONOMIC SERVICES		\$0	\$13,827	\$0	\$13,827	\$0	\$51,200
BUILDINGS							
OTHER PROPERTY AND SERVICES - CAPITAL EXPENDITURE							
146605	Administration Building Capital Expenditure	\$14,947	\$128,749	\$0	\$128,749	\$0	\$57,733
149503	Rylington Park House Capital	\$30,000	\$29,066	\$0	\$29,066	\$0	\$30,000
Sub Total - CAPITAL WORKS		\$44,947	\$157,815	\$0	\$157,815	\$0	\$87,733
Total - OTHER PROPERTY AND SERVICES		\$44,947	\$157,815	\$0	\$157,815	\$0	\$87,733
Total - BUILDINGS		\$486,347	\$263,731	\$0	\$263,731	\$0	\$1,979,933

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
PLANT AND EQUIPMENT							
LAW ORDER & PUBLIC SAFETY - CAPITAL EXPENDITURE							
051600	ESL Plant & Equipment	\$45,090	\$45,090	\$0	\$45,090	\$0	\$45,090
Sub Total - CAPITAL WORKS		\$45,090	\$45,090	\$0	\$45,090	\$0	\$45,090
Total - LAW ORDER & PUBLIC SAFETY		\$45,090	\$45,090	\$0	\$45,090	\$0	\$45,090
PLANT AND EQUIPMENT							
RECREATION AND CULTURE - CAPITAL EXPENDITURE							
112500	Swimming Pool - Plant & Equipment	\$22,696	\$12,769	\$0	\$12,769	\$0	\$22,696
113907	Plant & Equipment - Parks & Gardens	\$32,600	\$0	\$0	\$0	\$0	\$32,600
Sub Total - CAPITAL WORKS		\$55,296	\$12,769	\$0	\$12,769	\$0	\$55,296
Total - RECREATION AND CULTURE		\$55,296	\$12,769	\$0	\$12,769	\$0	\$55,296
PLANT AND EQUIPMENT							
TRANSPORT - CAPITAL EXPENDITURE							
123603	DWS - Fleet Vehicles	\$70,000	\$64,975	\$0	\$64,975	\$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	\$440,335	\$0	\$440,335	\$0	\$445,000
Total - TRANSPORT		\$445,000	\$440,335	\$0	\$440,335	\$0	\$445,000

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L JOB		YTD COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		31 JANUARY 2025		YTD ACTUALS		2024-2025	
		Budget	Actual	Income	Expenditure	Income	Expenditure
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme							
PLANT AND EQUIPMENT							
OTHER PROPERTY & SERVICES - CAPITAL EXPENDITURE							
146500	Pool Vehicle	\$45,000	\$37,459	\$0	\$37,459	\$0	\$45,000
149502	Rylington Park Plant & Equipment	\$12,000	\$23,357	\$0	\$23,357	\$0	\$30,000
Sub Total - CAPITAL WORKS		\$57,000	\$60,816	\$0	\$60,816	\$0	\$75,000
Total - OTHER PROPERTY & SERVICES		\$57,000	\$60,816	\$0	\$60,816	\$0	\$75,000
Total - PLANT AND EQUIPMENT		\$602,386	\$559,010	\$0	\$559,010	\$0	\$620,386

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
ROAD INFRASTRUCTURE CAPITAL								
TRANSPORT - ROAD CONSTRUCTION CAPITAL EXPENDITURE								
121403		ROADS TO RECOVERY PROJECTS						
121403	RTR009	RTR - Six Mile Road	\$276,467	\$371	\$0	\$371	\$0	\$276,467
121403	RTR037	RTR - Craigie Road	\$0	\$240	\$0	\$240	\$0	\$270,450
121404		REGIONAL ROAD GROUP						
121404	RRG148	RRG Boyup Brook-Cranbrook Rd	\$0	\$101,364	\$0	\$101,364	\$0	\$390,000
121404	RRG210	RRG Boyup Brook-Arthur River Rd	\$155,000	\$26,565	\$0	\$26,565	\$0	\$465,000
121404	RRG004	RRG Winnejup Road	\$420,003	\$352,131	\$0	\$352,131	\$0	\$420,000
121400		MUNICIPAL ROAD PROJECTS					\$0	\$0
121400	MU501	Muni - Gravel Pit Rehabilitation	\$0	\$10,611	\$0	\$10,611	\$0	\$20,000
121401		Municipal Funded Gravel Sheetting Road Projects	\$0	\$0	\$0	\$0	\$0	\$103,395
121410		Municipal Funded - Winter Grading	\$329,934	\$389,373	\$0	\$389,373	\$0	\$488,789
Sub Total - CAPITAL WORKS			\$1,181,404	\$880,654	\$0	\$880,654	\$0	\$2,434,101
Total - ROADS			\$1,181,404	\$880,654	\$0	\$880,654	\$0	\$2,434,101
Total - INFRASTRUCTURE ASSETS ROADS			\$1,181,404	\$880,654	\$0	\$880,654	\$0	\$2,434,101

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
FOOTPATHS								
TRANSPORT - CAPITAL EXPENDITURE								
121700	FP111	Footpath Construction	\$0	\$0	\$0	\$0	\$0	\$0
121702		Local Roads & Community Infrastructure Footpath Construction						
121702	LFC106	LRCI - Abel St Footpath	\$23,061	\$5,323		\$5,323	\$0	\$23,060
121702	LFC107	LRCI - Bridge St Footpath	\$76,381	\$17,630		\$17,630	\$0	\$76,380
121702	LFC109	LRCI - Forrest St Footpath	\$12,875	\$5,245		\$5,245	\$0	\$12,875
121702	LFC111	LRCI - Inglis St Footpath	\$21,951	\$22,220		\$22,220	\$0	\$21,950
121702	LFC114	LRCI - Cailles St Footpath	\$4,200	\$969		\$969	\$0	\$4,200
121702	LFC115	LRCI - Beatty St Footpath	\$71,974	\$69,136		\$69,136	\$0	\$71,974
121702	LFC123	LRCI - Dickson St Footpath	\$6,182	\$4,181		\$4,181	\$0	\$6,181
Sub Total - CAPITAL WORKS			\$216,624	\$124,703	\$0	\$124,703	\$0	\$216,620
Total - TRANSPORT - FOOTPATHS			\$216,624	\$124,703	\$0	\$124,703	\$0	\$216,620
Total - FOOTPATH ASSETS			\$216,624	\$124,703	\$0	\$124,703	\$0	\$216,620
AIRPORT								
TRANSPORT - CAPITAL EXPENDITURE								
126400		Aerodrome Infrastructure	\$0	\$0	\$0	\$0	\$0	\$70,000
Sub Total - CAPITAL WORKS			\$0	\$0	\$0	\$0	\$0	\$70,000
Total - TRANSPORT - AERODROMES			\$0	\$0	\$0	\$0	\$0	\$70,000
Total - AERODROME ASSETS			\$0	\$0	\$0	\$0	\$0	\$70,000

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES 31 JANUARY 2025		CURRENT YEAR YTD ACTUALS 31 JANUARY 2025		ADOPTED BUDGET 2024-2025	
G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
PARKS & GARDENS INFRASTRUCTURE								
RECREATION - CAPITAL EXPENDITURE								
113903		Sandakan Memorial Capital Improvements	\$0	\$1,103	\$0	\$1,103	\$0	\$0
113909		Parks & Gardens Infrastructure						
113909	PKS01	Sandakan Playground Upgrade - Tallison	\$786,400	\$514,800	\$0	\$514,800	\$0	\$1,966,000
Sub Total - CAPITAL WORKS			\$786,400	\$515,903	\$0	\$515,903	\$0	\$1,966,000
Total - OTHER SPORT & RECREATION - PARKS & OVALS			\$786,400	\$515,903	\$0	\$515,903	\$0	\$1,966,000
Total - PARKS & OVALS ASSETS			\$786,400	\$515,903	\$0	\$515,903	\$0	\$1,966,000
INFRASTRUCTURE OTHER								
COMMUNITY AMENITIES - CAPITAL EXPENDITURE								
107900	LRC038	Cemetery Other Infrastructure	\$457,331	\$288,154	\$0	\$288,154	\$0	\$457,331
Sub Total - CAPITAL WORKS			\$457,331	\$288,154	\$0	\$288,154	\$0	\$457,331
Total - COMMUNITY AMENITIES			\$457,331	\$288,154	\$0	\$288,154	\$0	\$457,331
INFRASTRUCTURE OTHER								
ECONOMIC SERVICES - CAPITAL EXPENDITURE								
135402		Standpipe Capital Expenditure	\$30,000	\$25,908	\$0	\$25,908	\$0	\$30,000
Sub Total - CAPITAL WORKS			\$30,000	\$25,908	\$0	\$25,908	\$0	\$30,000
Total - ECONOMIC SERVICES			\$30,000	\$25,908	\$0	\$25,908	\$0	\$30,000
Total - INFRASTRUCTURE ASSETS - OTHER			\$487,331	\$314,062	\$0	\$314,062	\$0	\$487,331
GRAND TOTALS			(\$1,717,368)	(\$4,028,725)	(\$11,632,111)	\$7,603,386	(\$16,973,451)	\$16,973,451



Attachment 9.3.6A

Boyup Brook – Compliance Audit Return 2024

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	No major trading has been undertaken during this period.
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	Yes	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	Yes	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	



7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	N/A	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest

No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	



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



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17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	Ordinary Council Meeting held on 25/02/2021
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	No	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	Policy C19 - Code of conduct for Employees adopted on 28 March 2024.

Disposal of Property

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	Ordinary Council Meeting held on 30 November 2023. Sale of 57 Cailles Street, Boyup Brook.
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	Ordinary Council Meeting held on 28 September 2023 Proposed sale of 57 Cailles Street, Boyup Brook.



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Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	No electoral gifts were received during this period of elections.
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	



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5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	Yes	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees

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



Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	The Shire has a complaints register. However, no complaints have been received.
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	Should a complaint be received, the required information will be captured
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	The register is on the website. However, no complaints have been received.

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	Tenders are advertised in the West Australian.



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



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14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	Yes	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	Yes	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	No	A tender for a panel of pre-qualified suppliers, was approved by Council in November 2024. Due to staff leave over this period the register has not been updated.
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	No	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	



Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	7/10/2021 Resolution Number: 23/10/132 (Special Council Meeting)
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	No	The Shire is currently finalising its LTFP which will then be used to inform the corporate business plan
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	N/A	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	29/02/2024 Finance & Audit Committee Res AF24/02/006 Ordinary Council Meeting Res 24/02/019
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	No	30/01/2025 The Reg 17 has been adopted as follows: Audit, Risk & Improvement Committee Res 25/01/004 Ordinary Council Meeting Res 25/01/017
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	



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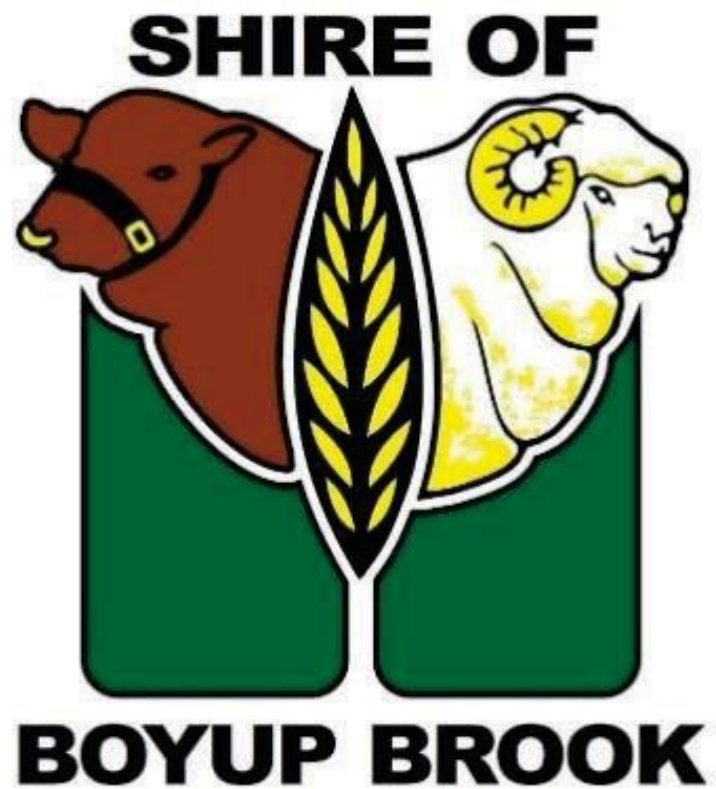
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Adopted by Ordinary Council Meeting in March 2024 - Policy M6 Attendance at events and functions
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Adopted by Council at its March 2024 meeting - Policy M4, Council Members continuing professional development.
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2023/2024 financial year and publish it on the local government's official website by 31 July 2024?	Yes	
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

Date

Mayor/President

Date



Register of Delegations

Council

to

Committees

and

Chief Executive Officer

About the document

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

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

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

Document Control		
Date Reviewed	Details	Author
30 January 2025	Adopted by Council	Leonard Long

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Background

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

Statutory Framework

Local Government Act 1995

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

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

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

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

5.18 Register of delegations to committees

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

5.42 Delegation of some powers and duties to the CEO

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

5.43 Limits on delegations to CEO

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

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

5.44 CEO may delegate powers and duties to other employees.

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

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

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

5.45 Other matters relevant to delegations under this Division.

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

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

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

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

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

- 1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- 2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- 3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Local Government (Administration) Regulations 1996

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

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

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

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

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

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

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

Other Legislation

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

Definitions

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

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

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

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

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

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

“Policy” as the context requires, means either:

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

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

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

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

Guideline No. 17 can be found on the Departments website www.dlgsc.wa.gov.au

Delegation to a Temporary Employed or Appointed Chief Executive Officer

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

1. Delegations from Council to Committees

Local Government Act 1995

5.18 Register of delegations to committees

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

Head of Power	Local Government Act 1995	
Delegator	Council	
Express power to delegate	Local Government Act 1995 s5.18 Register of delegations to committees.	
Express power or duty delegated	Local Government Act 1995 5.18 Register of delegations to committees	
Function	The committee be delegated the authority from Council to consider all matters pertaining to the strategic direction of the Medical Practice. This does not include the day-to day operations of the Medical Practice.	
Delegates	Medical Services Committee	
Express power to subdelegate	Local Government Act 1995 s5.18 Register of delegations to committees.	
Version Control		
Date	Details of Amendment	Ref

Head of Power	Local Government Act 1995	
Delegator	Council	
Express power to delegate	Local Government Act 1995 s5.18 Register of delegations to committees.	
Express power or duty delegated	Local Government Act 1995 5.18 Register of delegations to committees	
Function	(a) The committee be delegated the authority from Council to consider all matters pertaining to the strategic direction of the Rylington Park Farm. This does not include the day-to day operations of the Rylington Park Farm. (b) The committee has the authority to sub-delegate to the sub-committee subject to the delegation being limited to the scope contained in 12.3 below.	
Delegates	Rylington Park Committee and Sub-Committee	
Express power to subdelegate	Local Government Act 1995 s5.18 Register of delegations to committees.	
Version Control		
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6 Delegations from Council to Chief Executive Officer

6.18 *Building Act 2011*

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

6.18.1 Uncertified Applications to be Considered by Building Surveyor

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

6.18.2 Grant a Building Permit

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

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

6.18.3 Demolition Permits

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

Version Control		
Date	Details of Amendment	Ref

6.18.4 Occupancy Permits or Building Approval Certificates

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

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

6.18.5 Designated Employee as Authorised Person

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

6.18.6 Building Orders

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

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

6.18.7 Inspection and Copies of Building Records

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

6.18.8 Referrals and Issuing Certificates

Head of Power	Building Act 2011	
Delegator	Council	
Express power to delegate	Building Act 2011 s127(1) & (3) Delegation: special permit authorities and local government.	
Express power or duty delegated	Building Act 2011 s145A Local Government Function	
Function	1) Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s145A (1)]. 2) Authority to issue a Certificate of Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Boyup Brook's District [s145A (2)].	
Delegates	CEO	
Conditions	Nil	
Express power to subdelegate	Building Act 2011 s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO)	
Version Control		
Date	Details of Amendment	Ref

6.18.9 Private Pool Barrier – Alternative and Performance Solutions

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

6.18.10

Smoke Alarms – Alternative Solutions

Head of Power	Building Act 2011	
Delegator	Council	
Express power to delegate	Building Act 2011 s127(1) & (3) Delegation: special permit authorities and local government.	
Express power or duty delegated	Building Regulations 2012 r.55 Terms used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms	
Function	1) Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2) Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].	
Delegates	CEO	
Conditions	Nil	
Express power to subdelegate	Building Act 2011 s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO)	
Version Control		
Date	Details of Amendment	Ref

6.18.11 Appointment of Approved Officers and Authorised Officers

Head of Power	Building Act 2011		
Delegator	Council		
Express power to delegate	Building Act 2011 s127(1) & (3) Delegation: special permit authorities and local government.		
Express power or duty delegated	Building Regulations 2012 r.70 Approved officers and authorised officers		
Function	<div>1) Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Regulation 70(1) & (1A) of the <i>Building Regulations 2012</i>.</div> <div>NOTE: <i>Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as “approved officers”.</i></div> <div>2) Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Regulation 70(2) of the <i>Building Regulations 2012</i>.</div> <div>NOTE: <i>Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as “authorised officers” for the purposes of Building Regulation 70(2).</i></div>		
Delegates	CEO		
Conditions	Nil		
Express power to subdelegate	Building Act 2011 s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO)		
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6.19 *Bush Fires Act 1954*

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

6.19.1 Make Request to FES Commissioner – Control of Fire

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

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

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

	Chief Bush Fire Control Officer	
Conditions	Nil	
Express power to subdelegate	Nil - Sub-delegation is prohibited by s48(3)	
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6.19.4 Restricted Burning Times – Vary and Control Activities

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

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

Head of Power	Bush Fires Act 1954		
Delegator	Council		
Express power to delegate	Bush Fires Act 1954 s48 Delegation by local government		
Express power or duty delegated	Bush Fires Act 1954 s27D Requirements for carriage and deposit of incendiary material Bush Fires Regulations 1954 r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of		
Function	1) Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: a) a person operating a bee smoker device during a prescribed period [r.39CA (5)]. b) a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c) a person using explosives [r.39D(2)]; and d) a person using fireworks [r.39E(3)]. 2) Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s27D]. Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.		
Delegates	CEO Chief Bush Fire Control Officer		
Conditions	Nil		
Express power to subdelegate	Nil - Sub-delegation is prohibited by s48(3)		
Version Control			
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6.19.6 Burning Garden Refuse / Open Air Fires

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

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

6.19.7 Firebreaks

Head of Power	Bush Fires Act 1954	
Delegator	Council	
Express power to delegate	Bush Fires Act 1954 s48 Delegation by local government	
Express power or duty delegated	Bush Fires Act 1954 s33 Local government may require occupier of land to plough or clear firebreaks	
Function	1) Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Boyup Brook: a) clearing of firebreaks as determined necessary and specified in the notice; and b) act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c) as a separate or coordinated action with any other person carry out similar actions [s33(1)]. 2) Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s33(4)]: a) Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice.	
Delegates	CEO	
Conditions	Nil	
Express power to subdelegate	Nil - Sub-delegation is prohibited by s48(3)	
Version Control		
Date	Details of Amendment	Ref

6.19.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

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

Version Control		
Date	Details of Amendment	Ref

6.19.9 Control and Extinguishment of Bush Fires

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

6.19.10 Recovery of Expenses Incurred through Contraventions of the Act

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

6.19.11 Prosecution of Offences

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

6.20 Cat Act 2011

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

6.20.1 Cat Registration

Head of Power	Cat Act 2011	
Delegator	Council	
Express power to delegate	Cat Act 2011 s44 Delegated by local government.	
Express power or duty delegated	Cat Act 2011 s9 Registration s10 Cancellation of registration s11 Registration numbers, certificates, and tags Cat Regulations 2012 Schedule 3, cl.1(4) Fees Payable.	
Function	1) Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s9(1)]. 2) Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s9(6)]. 3) Authority to cancel a cat registration [s10]. 4) Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged, or destroyed [s11(2)]. 5) Authority to record in the register the information prescribed in respect of each cat registered by the local government [s12(3)]. 6) Authority to cause any error in, or omission from, the register to be corrected [s12(4)]. 7) Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire's District [Regs. Sch. 3 cl.1 (4)].	
Delegates	CEO	
Conditions	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011.	
Express power to subdelegate	Cat Act 2011 s45 Delegation by CEO of local government	
Version Control		
Date	Details of Amendment	Ref

6.20.2 Cat Control Notices

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

6.20.3 Approval to Breed Cats

Head of Power	Cat Act 2011	
Delegator	Council	
Express power to delegate	Cat Act 2011 s44 Delegated by local government.	
Express power or duty delegated	Cat Act 2011 s37 Approval to breed cats. s38 Cancellation of approval to breed cats. s39 Certificate to be given to approved cat breeder	
Function	1) Authority to grant or refuse to grant approval or renew an approval to breed cats [s37 (1) and (2)]. 2) Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s37(4)]. 3) Authority to cancel an approval to breed cats [s38]. 4) Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged, or destroyed [s39(2)].	
Delegates	CEO	
Conditions	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011.	
Express power to subdelegate	Cat Act 2011 s45 Delegation by CEO of local government	
Version Control		
Date	Details of Amendment	Ref

6.20.4 Recovery of Costs – Destruction of Cats

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

6.20.5 Application to Keep Additional Cats

Head of Power	Cat Act 2011	
Delegator	Council	
Express power to delegate	Cat Act 2011 s44 Delegated by local government.	
Express power or duty delegated	Cat (Uniform Local Provisions) Regulations 2013 r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats	
Function	1) Authority to require any document or additional information required to determine an application [r.8(3)] 2) Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3) Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].	
Delegates	CEO	
Conditions	Notices of decision must include advice as to Review rights in accordance with Regulation 11 of the Cat (Uniform Local Provisions) Regulations 2013.	
Express power to subdelegate	Cat Act 2011 s45 Delegation by CEO of local government	
Version Control		
Date	Details of Amendment	Ref

6.21 Dog Act 1976

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

6.21.1 Registration of Dogs

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

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

6.21.2 Refuse or Cancel Registration

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

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

6.21.3 Kennel Establishment

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

6.21.4 Recovery of Monies Due Under this Act

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

6.21.5 Dispose or Sell Dogs Liable to be Destroyed.

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

6.21.6 Declare Dangerous Dog

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

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

Head of Power	Dog Act 1976	
Delegator	Council	
Express power to delegate	Dog Act 1976 s10AA Delegation of local government powers and duties.	
Express power or duty delegated	Dog Act 1976 s33F (6) Owners to be notified of making of declaration s33G (4) Seizure and destruction. s33H (1), (2) & (5) Local government may revoke declaration or proposal to destroy	
Function	1) Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2) Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3) Authority to revoke a declaration of a dangerous dog or notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]: a) Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].	
Delegates	CEO	
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)].	
Express power to subdelegate	Dog Act 1976 s10AA (3) Delegation of local government powers and duties NOTE – sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)	
Version Control		
Date	Details of Amendment	Ref

6.21.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

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

6.21.9 Determine Recoverable Expenses for Dangerous Dog Declaration

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

6.22 Food Act 2008

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

6.22.1 Prohibition Orders and Certificates of Clearance

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

6.22.2 Food Business Registration

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

6.22.3 Appoint Authorised Officers and Delegated Officers

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

6.22.4 Debt Recovery and Prosecutions

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

6.22.5 Food Business List – Public Access

Head of Power	Food Act 2008	
Delegator	Council	
Express power to delegate	Food Act 2008 s118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it. (3) Delegation subject to conditions [s119] and guidelines adopted [s120] (4) Sub-delegation permissible only if expressly provided in regulations	
Express power or duty delegated	Food Regulations 2009 r.51 Enforcement agency may make list of food businesses publicly available	
Function	Authority to make a list of food businesses maintained under s115(a) or (b) publicly available [r.51].	
Delegates	CEO Public / Environmental Health Officer	
Conditions	In accordance with s118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.	
Express power to subdelegate	Sub-delegation not provided for in Food Regulations 2009	
Version Control		
Date	Details of Amendment	Ref

6.23 Graffiti Vandalism Act 2016

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

6.23.1 Giving Notice Requiring Obliteration of Graffiti

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

6.23.2 Notices – Deal with Objections and Give Effect to Notices

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

6.23.3 Obliterate Graffiti on Private Property

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

6.23.4 Power of Entry

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

6.24 *Liquor Control Act 1988*

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

6.24.1 Enforcement of Liquor Control Act 1988 and Liquor Licensing Act 1988

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

6.25 Local Government Act 1995

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

6.25.1 Performing Functions Outside the District

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

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

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

6.25.3 Powers of Entry

Head of Power	Local Government Act 1995	
Delegator	Council	
Express power to delegate	Local Government Act 1995 s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
Express power or duty delegated	Local Government Act 1995 s3.28 When this Subdivision applies. s3.32 Notice of entry. s3.33 Entry under warrant s3.34 Entry in an emergency s3.36 Opening fences	
Function	1) Authority to exercise powers of entry or enter onto land to perform any of the Local Government functions under this Act, other than entry under a Local Law [s3.28]. 2) Authority to give notice of entry [s3.32 3) Authority to seek and execute an entry under warrant [s3.33]. 4) Authority to execute entry in an emergency, using such force as is reasonable [s3.34(1) and (3)]. 5) Authority to give notice and effect entry by opening a fence [s3.36].	
Delegates	CEO	
Conditions	Delegated authority under s3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.	
Express power to subdelegate	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees	
Version Control		
Date	Details of Amendment	Ref

6.25.4 Power to Remove and Impound

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

6.25.5 Declare Vehicle is Abandoned Vehicle Wreck

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

6.25.6 Confiscated or Uncollected Goods

Head of Power	Local Government Act 1995		
Delegator	Council		
Express power to delegate	Local Government Act 1995 s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO		
Express power or duty delegated	Local Government Act 1995 s3.46 Goods may be withheld until costs paid. s3.47 Confiscated or uncollected goods, disposal of s3.48 Impounding expenses, recovery of		
Function	1) Authority to refuse to allow goods impounded under s3.39 or 3.40A to be collected until the costs of removing, impounding, and keeping them have been paid to the local government [s3.46]. 2) Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s3.43 [s3.47]. 3) Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s3.48].		
Delegates	CEO		
Conditions	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Regulation 30 of the <i>Local Government (Functions and General) Regulations 1996</i> , be disposed of by any means considered to provide best value, provided the process is transparent and accountable.		
Express power to subdelegate	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees		
Version Control			
Date	Details of Amendment		Ref

6.25.7 Disposal of Sick or Injured Animals

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

6.25.8 Close Thoroughfares to Vehicles

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

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

6.25.9 Control Reserves and Certain Unvested Facilities

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

6.25.10 Obstruction of Footpaths and Thoroughfares

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

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

6.25.11 Gates Across Public Thoroughfares

Head of Power	Local Government Act 1995	
Delegator	Council	
Express power to delegate	Local Government Act 1995 s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996 r.9 Permission to have gate across public thoroughfare - Sch.9.1, cl.5(1)	
Function	<div>1) Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)].</div> <div>2) Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)].</div> <div>3) Authority to impose conditions on granting permission [ULP r.9(4)].</div> <div>4) Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)].</div> <div>5) Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9 (6)].</div>	
Delegates	CEO	
Conditions	<div>1) Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</div> <div>2) Each approval provided must be recorded in the Shire of Boyup Brook's statutory Register of Gates in accordance with Regulation 8 of the Local Government (Uniform Local Provisions) Regulations 1996.</div>	
Express power to subdelegate	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees	
Version Control		
Date	Details of Amendment	Ref

6.25.12 Public Thoroughfares – Dangerous Excavations

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

Date	Details of Amendment	Ref

6.25.13 Crossing – Construction, Repair and Removal

Head of Power	Local Government Act 1995	
Delegator	Council	
Express power to delegate	Local Government Act 1995 s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996 r.12(1) Crossing from public thoroughfare to private land or private thoroughfare - Sch.9.1, cl.7.2 r.13(1) Requirement to construct or repair crossing - Sch.9.1, cl.7(3)	
Function	1) Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2) Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3) Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4) Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].	
Delegates	CEO	
Conditions	Actions under this Delegation must comply with procedural requirements details in the Local Government (Uniform Local Provisions) Regulations 1996.	
Express power to subdelegate	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees	
Version Control		
Date	Details of Amendment	Ref

6.25.14 Private Works on, over or under Public Places

Head of Power	Local Government Act 1995	
Delegator	Council	
Express power to delegate	Local Government Act 1995 s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996 r.17 Private works on, over or under public places - Sch.9.1, cl.8	
Function	1) Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2) Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].	
Delegates	CEO	
Conditions	1) Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> . 2) Permission may only be granted where, the proponent has: a) where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. b) provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. c) provided evidence of sufficient Public Liability Insurance; and d) provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.	
Express power to subdelegate	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees	
Version Control		
Date	Details of Amendment	Ref

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

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

6.25.16 Expressions of Interest for Goods and Services

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

6.25.17 Application of Regional Price Preference Policy

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

6.25.18 Payments from the Municipal or Trust Funds

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

6.25.19 Defer, Grant Discounts, Waive or Write Off Debts

Head of Power	Local Government Act 1995	
Delegator	Council	
Express power to delegate	Local Government Act 1995 s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
Express power or duty delegated	Local Government Act 1995 s6.12 Power to defer, grant discounts, waive or write off debts	
Function	1) Waive a debt which is owed to the Shire [s6.12(1)(b)] 2) Waive or grant concessions in relation to any amount of money [s6.12(1)(b)]. 3) Write off any amount of money which is owed to the Shire [s6.12(1)(c)].	
Delegates	CEO	
Conditions	Write-off fees and charges and interest on rates up to \$1,000 [s6.12(1)(c) & (2)].	
Express power to subdelegate	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees	
Version Control		
Date	Details of Amendment	Ref

6.25.20 Power to invest and Manage Investments

Head of Power	Local Government Act 1995	
Delegator	Council	
Express power to delegate	Local Government Act 1995 s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
Express power or duty delegated	Local Government Act 1995 s6.14 Power to Invest Power to invest Local Government (Financial Management) Regulations 1996 r.19 Investments, control procedures for	
Function	1) Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2) Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].	
Delegates	CEO	
Conditions	1) All investment activity must comply with Regulation 19C of the Local Government (Financial Management) Regulations 1996) 2) A report detailing the investment portfolio's performance, exposures, and changes since last reporting, is to be provided as part of the Monthly Financial Reports. 3) Procedures are to be documented. 4) Procedures are to be administratively reviewed as per Regulation 17 of the Local Government (Audit) Regulations 1996.	
Express power to subdelegate	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees	
Version Control		
Date	Details of Amendment	Ref

6.25.21 Rate Record Amendment

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

6.25.22

Agreement as to Payment of Rates and Service Charges

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

6.25.23 Determine Due Dates for Rates or Service Charges

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

6.25.24 Recovery of Rates or Service Charges

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

6.25.25 Recovery of Rates – Require Lessee to Pay Rent

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

6.25.26 Rate Record - Objections

Head of Power	Local Government Act 1995	
Delegator	Council	
Express power to delegate	Local Government Act 1995 s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
Express power or duty delegated	Local Government Act 1995 s6.76 Grounds of objection	
Function	1) Authority to extend the time for a person to make an objection to a rate record [s6.76 (4)]. 2) Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person who made the objection [s6.76(5)].	
Delegates	CEO	
Conditions	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.	
Express power to subdelegate	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees	
Version Control		
Date	Details of Amendment	Ref

6.25.27 Inviting Tenders – Selection Criteria

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

6.25.28 Variation of Requirements before entry into contract

Head of Power	Local Government Act 1995	
Delegator	Council	
Express power to delegate	Local Government Act 1995 s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO	
Express power or duty delegated	Local Government (Functions & General) Regulations 1996 r20 Variation of requirements before entry into contract	
Function	The Chief Executive Officer is delegated authority to make minor variations to the contract	
Delegates	CEO	
Conditions	1) Minor variations result in less than \$20,000 additional costs. 2) The variation cost can be accommodated within the adopted budget	
Express power to subdelegate	Local Government Act 1995 s5.44 CEO may delegate some powers and duties to other employees	
Version Control		
Date	Details of Amendment	Ref

6.26 Planning & Development Act 2005

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

6.26.1 Illegal Development.

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

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

6.27 *Planning & Development (Local Planning Schemes) Regulations 2015*

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

6.27.1 Planning Approvals and Associated Decisions.

Head of Power	Planning & Development (Local Planning Schemes) Regulations 2015	
Delegator	Council	
Express power to delegate	Planning & Development (Local Planning Schemes) Regulations 2015 Sch.2 cl.82 Delegations by local government	
Express power or duty delegated	Exercise of all of the local government's powers and discharge of all of the local government's duties under the Scheme other than the power of delegation	
Function	Powers and duties under the Shire of Boyup Brook Local Planning Scheme and Regulations, including authority to determine applications for development approval, including applications for land use, home occupations, building envelope variations, the exercise of discretion under the Scheme and the Residential Design Codes, authority to amend or cancel development approval, authority to determine the period in any 12 month period which temporary uses and development do not require development approval, all decisions arising from the imposition of conditions and in relation to Local Planning Policies, Structure Plans, Activity Centre Plans; Local Development Plans and authority to enter and inspect buildings or land.	
Delegate	CEO	
Conditions	<div>1) Decisions relating to Local Planning Policies, Structure Plans, Activity Centre Plans and Local Area Plans are to be made by the Council.</div> <div>2) Decisions to proceed with a Local Planning Policy are to be made by the Council.</div> <div>3) Where a public objection has been received after the application has been advertised for comment the application may only be determined by Council.</div> <div>4) Where a Councillor has requested in writing that a particular matter be referred to Council for determination then that matter is to be determined by the Council.</div>	
Express power to subdelegate	Planning & Development (Local Planning Schemes) Regulations 2015 cl.83 Local government CEO may delegate powers	
Amendments		
Date	Details of Amendment	Ref



6.28 Public Health Act 2016

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

6.28.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

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

6.28.2 Enforcement Agency Reports to the Chief Health Officer

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

6.28.3 Designated Authorised Officers

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

6.29 Main Roads Act 1930

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

6.29.1 Traffic Management – Events on Roads

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

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

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

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

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

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

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

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

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

6.29.2 Traffic Management – Road Works

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

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

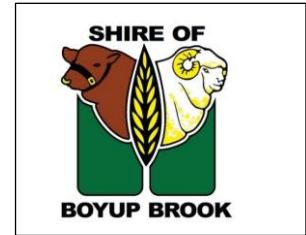
- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western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

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

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

Date: 12 December 2024

To: Shire President
Deputy Shire President
Councillors
Community



Minutes – Rylington Park Committee Meeting

12 December 2024

A handwritten signature in black ink, appearing to read "Long", is written over a light blue horizontal line.

Leonard Long
Chief Executive Officer

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Agenda

1. Declaration of opening

The Presiding Member declared the meeting open at 7:01am.

Acknowledgement of Traditional Custodians

We acknowledge and pay our respects to the Traditional Custodians of the land on which we meet and work.

Committee Meetings are public meetings.

Committee Members and staff risk being held personally liable if their comments are defamatory, or breach any duty of confidentiality.

Statements made during Committee Meetings are solely those of the person making them. Nothing expressed at a Committee Meeting can be attributed to the Shire, unless it is adopted by a resolution of Council.

The Confirmed Minutes of a Committee Meeting are the official record of that Committee Meeting. Verbatim Minutes are not required.

Please make sure your mobiles are turned off or on silent for the duration of the Meeting.

This meeting will be audio recorded for minute taking purposes.

2. Record of attendance

2.1 Attendance

Councillors

Shire President

Deputy Shire President

Councillors

Cr Richard Walker

Cr Helen O'Connell

Cr Michael Wright

Cr Darren King

Community Members

Mr Andy McElroy

Mr Joshua Stretch

Edith Cowan University

Prof Kerry Brown (non-voting)

Council Officers

Chief Executive Officer
Executive Officer
Farm Working Manager

Leonard Long
Magdalena Le Grange
Peter Grainger

Observers / Public Members

Nil

2.2 Apologies

Councillors

Cr Charles Caldwell
Cr David Inglis

2.3 Request for leave of absence

Nil

3. Deputations, petitions and presentations**3.1 Deputations**

Nil

3.2 Petitions

Nil

3.3 Presentations

Nil

4. Public question time**4.1 Response to previous public questions taken on notice**

Nil

4.2 Public question time

Nil

5. Declarations of interest**5.1 Financial and / or proximity interest**

Nil

5.2 Disclosures of impartiality interest that may cause conflict

Nil

6. Previous committee meeting minutes / out of session confirmation

6.1 Committee meeting minutes – 28 October 2024

Moved: Cr. King

Seconded: Mr A. McElroy

Committee Decision RP 24/12/080

That the minutes of the Rylington Park Committee Meeting held on 28 October 2024 be confirmed as being a true and accurate record.

Carried 6/0
For: Cr Walker, Cr O’Connell, Mr McElroy, Mr Stretch, Cr King,
Cr Wright
Against: Nil

7. Reports of Officers

7.1 Chief Executive Officer

7.1.1 Rylington Park activity report for November 2024	
File Ref:	RP/01/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Peter Grainger, Farm Working Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. Wright	Seconded: Cr. King
Committee Decision RP 24/12/081	
That the Committee:	
1. Receive the monthly activity report for the Rylington Park Farm for November 2024.	
<p style="text-align: right;">Carried 6/0</p> <p style="text-align: right;">For: Cr Walker, Cr O’Connell, Mr McElroy, Mr Stretch, Cr King, Cr Wright</p> <p style="text-align: right;">Against: Nil</p>	

Summary

The monthly report is to provide Council with an update on the operations at the Rylington Park Farm.

Background

The Rylington Park Institute for Agricultural Training and Research, known as Rylington Park, is a key agricultural asset located 27km from Boyup Brook, in Mayanup.

This 650-hectare property was donated to the Shire of Boyup Brook in 1985 by Mr. Eric Farleigh for agricultural research and training, aimed at the betterment of the Boyup Brook community. Managed by the Shire, the property runs various agricultural programs, including shearing schools and fertiliser and seed trials.

It also offers scholarships to youth in agriculture and has a strategic relationship with Edith Cowan University for research and education, with the intent to share findings with the local farming community. Rylington

Park is committed to supporting the agricultural industry and the regional community through its various initiatives.

Report detail

Weed Control

- Sprayed around sheds.

Infrastructure and Equipment Maintenance

- Repairs to sheep yards chains on gates.
- Ongoing fencing maintenance and cleared fallen branches from fences.
- Cleaning out the workshop mostly cleaned out need shelving.
- Greased JD 6290 tractor.
- Clean up and put booms pray away.
- Built guard for the auger hopper.
- Solar pump installed and running.
- 4 lick sheep feeders onsite.
- Repairs poly pipes to get water to troughs in 44, 45.
- Cleaned all water troughs.

Crop Management

- Dave Muir bale 456 rolls off 22 hectares.
- Barley crop – All looking good.
- Canola crop – All good.
- Reviewed Agronomy package with David Lane.

Livestock Sales

- 106 blue XB lambs weight and grade \$148/head Walshes Processor.

Feed on Hand

- Barley 38 tonnes.
- Lupins 3 tonnes.
- Barley straw 0 bales.
- Hay 476 bales.

Feeding program

- Barley straw where needed.

Livestock Handling and Management

- Weaned vaccinated drenched Merino lambs.
- Moved mobs as required to maximize paddock feed.

Livestock Inventory

- White Suffolk Rams: 18.
- Merino rams: 31.
- Merino Ewes: 2,166.
- XB lambs: 592.
- Merino ewe lambs: 446.
- Merino Wether lambs: 466

TOTAL: 3,719

Wool Sales

- None 36 bales in shearing shed.


Shearing Schools, events & trials

- 5 day learners school all went well.

WHS

- Working through the check sheet for the farm.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Natural Environment
	Objective	Manage natural resources sustainably.
	Outcome	Work with key stakeholders to manage land, fire disease, pest animals and weeds.

Other strategic links

Nil

Statutory environment

Nil

Sustainability and risk considerations

Economic – (Impact on the Economy of the Shire and Region)

Rylington Park Farm contributes economically to both the Shire and Region by providing education and skill development in agriculture which can

enhance the workforce, leading to more efficient and innovative farming practices.

Conducting agricultural research can lead to better farming techniques and increased productivity, positively impacting the local economy. The farm also hosting field days and the event draws visitors locally and regionally which can stimulate local spending.

Offering scholarships encourages local youth to pursue careers in agriculture, potentially leading to a more skilled labour pool. Shearing schools support the sheep industry, vital for the local economy. These activities can lead to job creation, increased productivity, and the overall growth of Boyup Brook's agricultural sector.

Social – (Quality of life to community and / or affected landowners)

Rylington Park Farm can impact the quality of life in the Boyup Brook community by enhancing access to agricultural training and education, boosting local economy through job creation and agricultural advancements.

The farm also brings community members together during events and field days, and through its training encourages young people to consider futures in agriculture, aiding in community retention.

Policy implications

Nil

Risk management implications

Shire of Boyup Brook's commitment to the identification and management of risks that may impact on the achievement of its business objectives.

Risk Level	Comment
Moderate	The Shire's risks regarding Rylington Park Farm include costs of operating the farm and funding programs may not always be covered by revenue or grants. Fluctuations in agricultural markets can affect the farm's economic viability. Extreme weather events could impact farm operations and ensuring all farming practices meet regulatory standards.

Consultation

Nil

Resource implications

Financial

Nil

Workforce

Nil

End

7.1.2 Rylington Park Updated Agronomy Report 2025	
File Ref:	RP/01/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	7.1.2A - Agronomy Report 2025 Draft 2

Moved: Cr. King

Seconded: Cr. Wright

Committee Decision RP 24/12/082

That the Committee:

- 1. Acknowledge the updated agronomy report for 2025 as per attachment 7.1.2A.**
- 2. Request an updated agronomy report be presented to the next committee meeting.**

Carried 6/0

**For: Cr Walker, Cr O'Connell, Mr McElroy, Mr Stretch, Cr King,
Cr Wright
Against: Nil**

Summary

The Committee is requested to consider the proposed updated agronomy report for the 2025 cropping season.

Background

For the 2025 cropping season, having an agronomy report is essential for any farm to ensure optimal crop performance and long-term sustainability.

An agronomy report provides detailed insights into soil health, nutrient requirements, and pest or disease risks, all of which are critical for making informed decisions on crop selection and management practices.

Report Detail

See attachment 7.1.2A Updated Agronomy report for 2025.

At the Rylington Park Committee Meeting held on 28 October 2024, the Committee resolved to:

‘Moved: Cr. King

Seconded: Cr. Caldwell

Committee Decision RP 24/10/079


That the Committee:

- 1. Acknowledge the agronomy report for 2025 as per attachment 8.1.4A, and request the Chief Executive Officer to present an updated report to the next Rylington Park Committee meeting.**

Carried 6/0

**For: Cr Walker, Prof Brown, Mr McElroy, Cr King, Cr Caldwell, Cr Wright
Against: Nil’**

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Governance and Organisation
	Objective	Demonstrate effective leadership, advocacy, and governance.
	Outcome	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Considerations

Economic – (Impact on the Economy of the Shire and Region)

Nil

Social – (Quality of life to community and / or affected landowners)

Nil

Policy Implications

Nil

Risk Management Implications

Shire of Boyup Brook's commitment to the identification and management of risks that may impact on the achievement of its business objectives.

Risk Level	Comment
Moderate	Without an agronomy report there is a risk that the farm will not produce high yield of crop.

Consultation

Nil

Resource Implications

Financial

Nil

Workforce

Nil

End

7.1.3 Ladies Day 2025	
File Ref:	RP/01/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Erlanda Deas, Records Officer & Events Coordinator
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. O'Connell

Seconded: Cr. King

Committee Decision RP 24/12/083

That the Committee:

- 1. Approves the event name change from Rylington Park and Boyup Brook Co-op Ladies Day to Rylington Park Storm in a Teacup.**
- 2. Approves donating all funds obtained through the Rylington Park Storm in a Teacup art auction towards the Boyup Brook Recreation Centre / Evacuation Centre.**

Carried 6/0

**For: Cr Walker, Cr O'Connell, Mr McElroy, Mr Stretch, Cr King,
Cr Wright
Against: Nil**

Summary

The Committee is requested to consider changing the name of the Rylington Park and Boyup Brook Co-op Ladies Day to Shire of Boyup Brook and Rylington Park Ladies Day so not to promote any one sponsor but to rather list all sponsors on all advertising materials.

The Committee is also requested to consider approving the donation of funds as per the recommendation.

Background


The annual Storm in a Teacup ladies' day will be the fourteenth since starting in 2012. It forms part of the annual Boyup Brook calendar and is well supported by local ladies and businesses. The event will be hosted on Friday, 14 March 2025 with the theme being 'Whether the Weather'.

Report detail

Every year funds are raised by auctioning off the logo painting with the proceeds donated to a nominated charity or organisation. The theme is around the weather and therefore considered appropriate to donate the money towards the evacuation centre funding, which means it also supports the proposed sporting precinct.

Jessica Lingard from the Bureau of Meteorology and ABC weather presenter will be our keynote speaker for the day. Local farmer and “clean food” advocate, Warren Pensini, will also be a speaker on the day. At this stage staff are waiting for confirmation from potential other speakers.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Governance and Organisation
	Objective	Demonstrate effective leadership, advocacy, and governance.
	Outcome	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Considerations

Economic – (Impact on the Economy of the Shire and Region)

Nil

Social – (Quality of life to community and / or affected landowners)

Nil

Policy Implications

Nil

Risk Management Implications

Shire of Boyup Brook’s commitment to the identification and management of risks that may impact on the achievement of its business objectives.

Risk Level	Comment
Low	Potential loss of sponsorships.

Consultation

Nil

Resource Implications**Financial**

Nil

Workforce

Nil

End

8. Members questions on notice

Nil

9. Late items / urgent business matters

- Darren / Kerry to provide report to be presented to the next committee meeting regarding Greening Australia.
- Ruth Cribbs be invited to next meeting (Kerry to provide details)

10. Next meeting and closure

Next meeting to be held on 4 February at 7:00am at the Council Chambers.

There being no further business the meeting closed at 7:53am.

Presiding Member

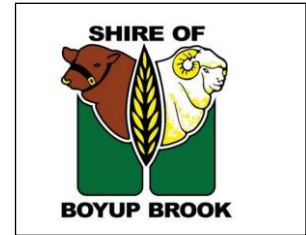
Date

Outstanding Committee Resolutions		
Res #	Resolution	Status
RP 24/03/024	<p>RYLINGTON PARK POTENTIAL SCHOOL PROGRAM - AUSTRALIAN CENTRE FOR STUDENT EQUITY AND SUCCESS (ACSES) FUNDING</p> <ol style="list-style-type: none"> 1. If successful, approves a contribution of \$20,000 towards the grant submission to Australian Centre for Student Equity and Success being prepared by Prof Brown. 2. The contribution approved in (1.) above is to be funded out of Councils Co-contribution reserve. <p><u>Prof Brown Update: 18 July 2024</u> The ACSES grant titled Pathways to University Program for Regional Students was submitted by the due date of 6 June 2024 for \$179,954 (total grant budget: \$199,954). Team headed by Kerry Brown, includes ECU School of Business and Law academics and Boyup Brook High School Principal Melissa Reimers. The team has been given feedback that requires further information mainly relating to scale up costs which is due 19 July. The team expects to hear the grant outcomes by early August 2024.</p> <p>Kerry to provide update – MLG emailed Kerry 12/12/2024</p>	Pending
RP 24/03/033	<p>PROPOSED HEMP TRIALS AT RYLINGTON PARK</p> <ol style="list-style-type: none"> 1. Supports the trials for growing Hemp on 1ha of land at Rylington Park. 2. Authorises the Chief Executive Officer to submit an application for the relevant Hemp Licence to the relevant department. <p><u>CEO Update 18 July 2024:</u> Application form has been completed as far as possible and sent to Prof Brown and Cr King on 24/06/2024 to assist with some details.</p> <p>Darren to provide update - MLG emailed Darren 12/12/2024</p>	Pending

RP 24/03/036	<p>LANDCARE AUSTRALIA / NBN RYLINGTON PARK FERAL ANIMAL BEHAVIOUR TRIAL</p> <p>1. Approve the use of Rylington Park for a six-month trial managed by the Blackwood Basin Group (as from February 2024) to observe feral animal behaviours.</p> <p>2. Request the Landcare Australia / Blackwood Basin Group to provide a report on the outcomes to Council on conclusion of the trial.</p> <p>Leonard to request that Blackwood provide a presentation at the next committee meeting.</p>	Pending

Date: Friday, 31 January 2025

To: Shire President
Deputy Shire President
Councillors
Community



Minutes – Audit, Risk and Improvement Committee Meeting

30 January 2025

A handwritten signature in black ink, appearing to read "Long", is written in a cursive style.

Leonard Long
Chief Executive Officer

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Agenda

1. Declaration of Opening

The Presiding Member declared the meeting open at 4:04pm.

Acknowledgement of Traditional Custodians

We acknowledge and pay our respects to the Traditional Custodians of the land on which we meet and work.

Committee Meetings are public meetings.

Committee Members and staff risk being held personally liable if their comments are defamatory, or breach any duty of confidentiality.

Statements made during Committee Meetings are solely those of the person making them. Nothing expressed at a Committee Meeting can be attributed to the Shire, unless it is adopted by a resolution of Council.

The Confirmed Minutes of a Committee Meeting are the official record of that Committee Meeting. Verbatim Minutes are not required.

May I ask everyone here today, to make sure your mobiles are turned off or on silent for the duration of the Meeting.

This meeting will be audio recorded and made available for public access on the Shire Website.

2. Record of Attendance

2.1 Attendance

Councillors

Shire President
Deputy Shire President
Councillors

Cr Richard Walker
Cr Helen O'Connell
Cr Sarah Alexander
Cr Charles Caldwell
Cr Michael Wright
Cr Darren King
Cr David Inglis

Chief Executive Officer
Manager Financial Services

Leonard Long
Malcolm Armstrong

Observers / Public Members

Nil

2.2 Apologies

Councillors

Cr Philippe Kaltenrieder

Council Officers

Executive Manager Corporate Services Carolyn Mallett

3. Public Question Time

3.1 Public Question Time

Nil

4. Declaration of Interest

4.1 Financial and / or Proximity Interest

Nil

4.2 Disclosure of Impartiality Interest that may cause conflict

Nil

5. Previous Committee Meeting Minutes

5.1 Committee Meeting Minutes – 15 May 2024

Moved: Cr. Alexander Seconded: Cr. O'Connell

Committee Decision ARI 25/01/001

That the minutes of the Audit and Finance Committee Meeting held on 15 May 2024 be confirmed as being a true and accurate record (Attachment 5.1A).

CARRIED 7/0

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright
Against: Nil**

6. Reports of Officers

6.1 Corporate Services

6.1.1 Annual Report and Annual Financial Report for 2023/2024	
File Ref:	FM/9/004
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	6.1.1A Annual Report 6.1.1B Financial Report 6.1.1C Independent Auditors Report

Moved: Cr. O'Connell Seconded: Cr. Wright

Committee Decision ARI 25/01/002

That the Audit, Risk and Improvement Committee recommends Council:

- 1. Adopt the 2023/2024 Annual Report including the Annual Financial Report as per attachments 6.1.1A to 6.1.1C, subject to the amendments / corrections identified by Cr O'Connell.**

CARRIED 7/0

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright
Against: Nil**

Summary

The purpose of this report is to accept the Shire of Boyup Brook 2023/2024 Annual Report.

The statutory Annual Report is prepared to advise the Community on the activities of the local government. It also contains the audited Annual Financial Report.

Background

The Local Government Act 1995 requires a local government to prepare an Annual Report each financial year.

Following receipt of the Independent Audit Report, Annual Report and Management Report from the Office of the Auditor General, the Annual

Report including the Annual Financial Report has been prepared in accordance with Section 5.54 of the *Local Government Act 1995*.

Report Detail

The Annual Report is an account of the Shire's activities throughout the 2023/2024 financial year and highlights the progression and achievements towards the strategic objective detailed in the Council's Strategic Community Plan 2021 -2031.


Section 5.27 of the Local Government Act requires a general meeting to be held on a day selected by the local government not more than 56 days after the local government accepts the annual report.

The financial report of the Shire for the year ending 30 June 2024, including statements of financial position, comprehensive income, equity changes, cash flows, and financial activity, has been audited and a qualified audit has been provided. The qualified audit has been received for the following reason:

"The Shire did not provide adequate information regarding its biological assets (valued at \$158,702), including year-end stocktake details or movement records. As alternative verification methods were not possible, adjustments to these assets or the net result could not be determined."

Notwithstanding the above the Auditor General was satisfied that the audit was conducted according to Australian Auditing Standards, with sufficient evidence obtained to support the opinion. Further, the audit was based on proper accounts and records and fairly presents the Shire's financial operations and position as at 30 June 2024.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Governance and Organisation
	Objective	Demonstrate effective leadership, advocacy and governance
	Outcome	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community

Other Strategic Links

Nil

Statutory Environment

Local Government Act 1995

Section 5.53 Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain –
 - (a) A report from the mayor or president, and
 - (b) A report from the CEO, and
 - (c) [Deleted]
 - (d) [Deleted]
 - (e) An overview of the plan for the future of the district made in accordance with section 5.56 including major initiatives that are proposed to commence or to continue in the next financial year, and
 - (f) The financial report for the financial year, and
 - (g) Such information as may be prescribed in relation to the payments made to employees, and
 - (h) The auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year, and
 - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1994, and
 - (hb) details of entries made under section 5.21 during the financial year in the register of complaints, including –
 - (i) The number of complaints recorded in the register of complaints, and
 - (ii) How the recorded complaints were dealt with, and
 - (iii) Any other details that the regulations may require, and
 - (iv) Such other information as may be prescribed.

Section 5.54 Acceptance of annual reports

- (1) Subject to subsection (2) the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.
* Absolute Majority required
- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report

is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Section 5.55 Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Section 5.27 Electors' General meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at a general electors' meeting are to be those prescribed.

Local Government (administration) Regulations 1996

Regulation 15 Matters to be discussed at a general meeting (Act s5.27(3))

For the purpose of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

Sustainability and Risk Consideration

Economic – (Impact on the Economy of the Shire and Region)

The Annual Report demonstrates to the community sound management of the Shire's resources during the financial year.

Social – (Quality of life to community and / or affected landowners)

Nil

Policy Implications

Nil

Risk Management Implications

Shire of Boyup Brook's commitment to the identification and management of risk that may impact on the achievement of its business objectives.

Risk Level	Comment
High	The preparation and acceptance of an Annual Report is a requirement of the Act, failure to provide an accepted Annual Report will be in direct breach of the Act.

Consultation

- AMD Chartered Accountants
- Office of the Auditor General

Resource Implications

Financial

Nil

Workforce

Nil

End

6.1.2 Audit, Risk and Improvement Committee - Terms of Reference	
File Ref:	FM/9/004
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Carolyn Mallett, Executive Manager Corporate Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	6.1.2A Draft Terms of Reference

Moved: Cr. Caldwell Seconded: Cr. Alexander

Committee Decision ARI 25/01/003

That the Audit, Risk and Improvement Committee recommends Council:

- 1. Adopt the Audit, Risk and Improvement Committee 'Terms of Reference' as present in Attachment 6.1.2A.**

CARRIED 7/0

For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright
Against: Nil

Summary

To present the proposed Terms of Reference for the Audit, Risk, and make a recommendation to Council, ensuring compliance with the *Local Government Amendment Act 2024*.

Background

The *Local Government Amendment Act 2024* introduced reforms to the *Local Government Act 1995* requiring all local governments to transition their Audit Committees into Audit, Risk, and Improvement Committees. Key amendments include:

- Expanding the scope of the Committee to include risk management and continuous improvement.
- Mandating an independent chairperson for the Committee.
- Requiring alignment with enhanced governance and accountability measures.

These changes necessitate the establishment of updated Terms of Reference (TOR) to guide the Committee's operations.


Report Detail

The proposed TOR outlines the Committee's objectives, authority, membership structure, roles, responsibilities, and reporting mechanisms. Key elements include:

- Objectives: Oversight of financial reporting, audits, risk management, and continuous improvement initiatives.
- Membership: A minimum of three members, including an independent chairperson in compliance with legislation.
- Responsibilities: Covering financial reporting, risk management, compliance, and governance improvements.
- Meetings: To be held quarterly or as required, with clear requirements for agendas, minutes, and attendance.

The TOR has been drafted to ensure alignment with the legislative changes and to promote best practices in local government governance.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Governance and Organisation
	Objective	Demonstrate effective leadership, advocacy and governance
	Outcome	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community

Other Strategic Links

Nil

Statutory Environment

- *Local Government Act 1995 (as amended by the Local Government Amendment Act 2024)*
- *Local Government (Audit) Regulations 1996*

Sustainability and Risk Consideration

Economic – (Impact on the Economy of the Shire and Region)

Nil

Social – (Quality of life to community and / or affected landowners)

Nil

Policy Implications

Nil

Risk Management Implications

Shire of Boyup Brook's commitment to the identification and management of risk that may impact on the achievement of its business objectives.

Risk Level	Comment
High	Failure to adopt updated TOR risks non-compliance with the legislative requirements.

Consultation

Nil

Resource Implications**Financial**

The appointment of an independent chairperson may incur additional costs, which will be accounted for in the annual budget preparations.

Workforce

Nil

End

6.1.3 Regulation 17 Review	
File Ref:	GO/37/001
Previous Items:	
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	6.1.3A Draft Regulation 17 Review Report

Moved: Cr. King Seconded: Cr. Caldwell

Committee Decision ARI 25/01/004

That Council:

- 1. Receive the Regulation 17 Review Report as presented (Attachment 6.3.1A).**

CARRIED 7/0

For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright
Against: Nil

Summary

This report presents the findings of the Regulation 17 review as required under Regulation 17 of the *Local Government (Audit) Regulations 1996*. The review evaluates the effectiveness of risk management, internal controls, and legislative compliance within the Shire.

Background

In accordance with Regulation 17, the Chief Executive Officer (CEO) is required to conduct a review of the Shire's systems and procedures relating to:

- Risk management.
- Internal control.
- Legislative compliance.

This review assists in ensuring that the Shire operates effectively and in compliance with relevant laws and standards. The review was carried out by DL Consulting and focused on key areas outlined in the regulation

Report Detail

The review assessed the Shire's practices against the framework provided by the Department of Local Government, Sport and Cultural Industries. Key recommendations are summarised below.


Recommendation	Action
(1) That the CEO consider the implementation of a compliance checklist detailing the statutory obligations to be met for complex compliance items identified on the Annual Compliance Calendar	Outstanding
(2) That the CEO implement a process where Government Gazette's are monitored for legislative changes	Outstanding
(3) That the CEO prepare draft Terms of Reference for all Committees of Council for Council to consider	Draft TOR are currently being developed for the various Committees of Council which will be presented to Council for consideration over the coming months.
(4) That the CEO place a priority on the preparation of a Workforce Plan	WF Plan major review commenced 2 years ago. With staff turnover and concurrent review of the LTFP, the WF Plan has not been finalised. IR consultation has taken place. Business Unit Managers are currently re-reviewing each position in line with Workforce Plan and LTFP. WP then to be further developed for finalisation.
(5) That the CEO place a priority on the review of the Long Term Financial Plan	A draft LTFP has been completed, staff are currently working through the document prior to presenting to Council.
(6) That the CEO place a priority on the review of Asset Management Plan(s).	Finance Asset Mgmt - IT Replacement Plan has been discussed with Focus. To be progressed Feb/Mar and developed from recommendations.
(7) That the CEO consider implementing an Internal Control Policy	Policy G16 Internal Control was adopted by Council in October 2024, Res24/10/227

(9) That the CEO consider implementing a Fraud, Corruption and Misconduct Policy	Policy G12 – Fraud and Corruption Control was adopted by Council in March 2024: Res24/03/041
(10) That the CEO consider implementing a Complaints Handling Policy	Outstanding
(11) That the CEO consider implementing a complaints work procedure, which also addresses internal complaints, grievances, confidential and anonymous employee complaints	Outstanding
(12) That the CEO consider implementing a Grievance Policy/Procedure.	Outstanding
(13) That the CEO consider implementing a procedure that relates to Public Interest Disclosures	Outstanding
(14) That the CEO consider implementing a procedure that details the process of handling complaints about elected members under the Official Conduct Rules	Outstanding
(15) That the CEO consider implementing an Elected Members Induction Manual	Completed in 2023
(16) That the CEO consider implementing a Governance Manual that provides guidance on the corporate governance framework that applies to the local government for Elected Members and Staff	In progress
(17) That the CEO consider implementing an internal control requiring the certification of the Monthly Reconciliations Checklist by a relevant line manager	Checklist has been re-drafted, will be reviewed and implemented Feb 2025
(18) That the CEO consider implementing an IT Security Policy and/or an IT Security Procedure.	Focus was engaged to prepare draft IT Security Policy and Procedure. Draft document received 15/01/25. To be reviewed and presented to Council.

(19) That the CEO consider reviewing the security of and access to keys for buildings and plant and equipment	Matter has been corrected by the installation of secure key lockboxes
(20) That the CEO consider undertaking a review of the monthly fuel reconciliation process to ensure the stores system in SynergySoft has been implemented correctly so that fuel issues and receipts are costed to the correct balance sheet accounts, which will ensure fuel stock is reported appropriately	To be implemented in new software on migration to MagiQ which has a dedicated module to record stock. To be implemented May/Jun2025.
(21) That the CEO consider developing a Risk Management System that includes policies, operational procedures and key risk profiles	Outstanding
(22) That the CEO consider developing risk profiles for strategic and operational risks	Outstanding
(23) That the CEO consider the implementation of a Risk Management Framework/Manual that articulates the local governments' risk policies, procedures, profiles appetite and tolerance in a single document	Outstanding
(24) That the CEO consider reviewing the Business Continuity Plan	Review commenced by a consultant previously, however require LTFP to finalise.
(25) That the CEO consider developing a schedule for the Business Continuity Plan testing methods to be undertaken, including IT disaster recovery, and the frequency they are to be performed	BCP testing methods will be undertaken on completion of document. ITDR testing has been operational during 2024 and is scheduled with Focus (IT Consultants) (scheduling is reviewed during Qtly IT Meeting) and is carried out per schedule.
(26) That the CEO evaluate whether there is a need for the Audit Committee to meet more frequently than twice per year	The Terms of Reference now require a AR&IC to meet at a minimum quarterly.

(27) That the CEO consider developing a risk profile for Procurement, Asset Disposal, and Tender Practices	Risk profile to be developed next financial year.
--	---

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Social and Community
	Outcome	Promote quality education, health, childcare, aged care and youth services.
	Objective	Develop and maintain partnerships with schools and improve support for youth and youth activities.

Other Strategic Links

Nil

Statutory Environment

- *Local Government Act 1995*
- *Local Government (Audit) Regulations 1996*

Sustainability and Risk Considerations

Economic – (Impact on the Economy of the Shire and Region)

Nil

Social – (Quality of life to community and / or affected landowners)

Nil

Policy Implications

Nil

Risk Management Implications

Shire of Boyup Brook's commitment to the identification and management of risk that may impact on the achievement of its business objectives.

Risk Level	Comment
Moderate	The Regulation 17 review report exposes the Shire to significant risks in compliance, governance, financial stability, and community trust.

Consultation

- Audit, Risk and Improvement Committee

Resource Implications

Financial

Nil

Workforce

Nil

End

7. Closure

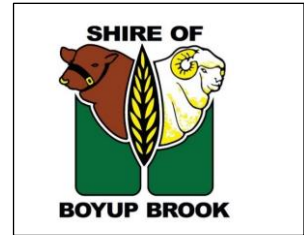
There being no further business the meeting closed at 4:08pm.

Presiding Member

Date

Date: 4 February 2025

To: Shire President
Deputy Shire President
Councillors
Community



Minutes – Rylington Park Committee Meeting

4 February 2025

A handwritten signature in black ink, appearing to read "Long", is written in a cursive style.

Leonard Long
Chief Executive Officer

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10.	General Business.....	19
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Agenda

1. Declaration of opening

The Presiding Member declared the meeting open at 7:00am.

Acknowledgement of Traditional Custodians

We acknowledge and pay our respects to the Traditional Custodians of the land on which we meet and work.

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Statements made during Committee Meetings are solely those of the person making them. Nothing expressed at a Committee Meeting can be attributed to the Shire, unless it is adopted by a resolution of Council.

The Confirmed Minutes of a Committee Meeting are the official record of that Committee Meeting. Verbatim Minutes are not required.

Please make sure your mobiles are turned off or on silent for the duration of the Meeting.

This meeting will be audio-recorded and made publicly available on the Shire website.

2. Record of attendance

2.1 Attendance

Councillors

Shire President
Deputy Shire President
Councillors

Cr Richard Walker
Cr Helen O'Connell
Cr Michael Wright
Cr David Inglis
Cr Darren King

Community Members

Mr Andy McElroy
Mr Joshua Stretch

Edith Cowan University

Prof Kerry Brown (Non-voting)

Council Officers

Chief Executive Officer
Executive Officer
Farm Working Manager

Leonard Long
Magdalena Le Grange
Peter Grainger

Observers / Public Members**2.2 Apologies**

Members
Cr Charles Caldwell

Council Officers
Executive Officer

Magdalena Le Grange

2.3 Request for leave of absence

Nil

3. Deputations, petitions and presentations**3.1 Deputations**

Nil

3.2 Petitions

Nil

3.3 Presentations

- Greening Australia (Via Teams)

4. Public question time**4.1 Response to previous public questions taken on notice**

Nil

4.2 Public question time

Nil

5. Declarations of interest**5.1 Financial and / or proximity interest**

Nil

5.2 Disclosures of impartiality interest that my cause conflict

Nil

6. Previous committee meeting minutes / out of session confirmation

6.1 Committee meeting minutes – 12 December 2024

Moved: Cr. King

Seconded: Cr. Inglis

Committee Resolution RP 25/02/001

That the minutes of the Rylington Park Committee Meeting held on 12 December 2024 be confirmed as being a true and accurate record.

CARRIED 7/0

**For: Cr Walker, Cr O’Connell, Cr Wright, Cr Inglis, Cr King, Mr
McElroy, Mr Stretch
Against: Nil**

6.2 Committee out of session resolution – 17 January 2025**Moved: Cr. O'Connell****Seconded: Cr. Wright****Committee Resolution RP 25/02/002**

That the following resolution by the Rylington Park Committee taken on 17 January 2025 be confirmed as being a true and accurate record.

“The Rylington Park Committee:

1. Authorises the following sponsorship proposal for the Rylington Park Womens Day 2025:

a) Option 2:

One entry ticket \$500 - \$1,000, two entry tickets \$2,000 and an additional entry ticket for every additional \$1,000.

All sponsors will get recognised on the marketing materials and on the day by mentioning them and putting up their banners in the shed. Sponsorships over \$4,000 can have larger logos on the marketing materials.

2. Approve the sale of entry tickets to be \$70/ticket.

3. Approve the use of Trybooking for ticket sales in addition to sales over the counter at the Shire Administration Office.

CARRIED

For: Cr Walker, Cr King, Cr O'Connell, Cr Inglis, Cr Caldwell, Cr Wright

Against: Mr McElroy”

CARRIED 6/1

For: Cr Walker, Cr O'Connell, Cr Wright, Cr Inglis, Cr King, Mr Stretch

Against: Mr McElroy

6.3 Sub-Committee out of session resolution – 13 January 2025**Moved: Cr. Inglis****Seconded: Cr. Wright****Committee Resolution RP 25/02/003**

That the following resolution by the Rylington Park Sub-Committee taken on 13 January 2025 be confirmed as being a true and accurate record.

“The Rylington Park Sub-Committee:

- 1. Authorises the Rylington Park Working Farm Manager to sell approximately 260 XB lambs for approximately \$100 per lamb at the Katanning Sales Yards.***

CARRIED 7/0

***For: Cr Walker, Cr Caldwell, Cr Wright, Cr Inglis
Against:”***

CARRIED

**For: Cr Walker, Cr O’Connell, Cr Wright, Cr Inglis, Cr King, Mr
McElroy, Mr Stretch
Against: Nil**

7. Reports of Officers

7.1 Chief Executive Officer

Notes:

1. Actuals to be included in report

7.1.1 Rylington Park activity report for December 2024	
File Ref:	RP/01/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Peter Grainger, Farm Working Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Mr A. McElroy

Seconded: Cr. Wright

Committee Resolution RP 25/02/004

That the Committee:

1. Receive the monthly activity report for the Rylington Park Farm for December 2024.

CARRIED 7/0

For: Cr Walker, Cr O'Connell, Cr Wright, Cr Inglis, Cr King, Mr McElroy, Mr Stretch
Against: Nil

Summary

The monthly report is to provide Council with an update on the operations at the Rylington Park Farm.

Background

The Rylington Park Institute for Agricultural Training and Research, known as Rylington Park, is a key agricultural asset located 27km from Boyup Brook, in Mayanup.

This 650-hectare property was donated to the Shire of Boyup Brook in 1985 by Mr. Eric Farleigh for agricultural research and training, aimed at the betterment of the Boyup Brook community. Managed by the Shire, the property runs various agricultural programs, including shearing schools and fertiliser and seed trials.

It also offers scholarships to youth in agriculture and has a strategic relationship with Edith Cowan University for research and education, with the intent to share findings with the local farming community. Rylington Park is committed to supporting the agricultural industry and the regional community through its various initiatives.

Report detail

Weed Control

- Sprayed around sheds.

Infrastructure and Equipment Maintenance

- Repairs to sheep yards chains on gates.
- Ongoing fencing maintenance and cleared fallen branches from fences.
- Repairs to poly pipe leaks replaced trough in paddock 2
- Cleaned all water troughs
- Cleaned out silos
- Serviced auger
- PTO guard on old field bin
- Serviced hay buggy

Crop Management

- Completed harvest
- Reviewed Agronomy package with David Lane

Livestock Sales

- 130 Cull for Age old ewes sold to VV Walsh \$86/head
- 376 XB lambs to feedlot Boyanup \$115/head on farm

Feed on Hand

- Barley Barley 180 tonnes
- Lupins 3 tonnes
- Barley straw 264 Bales
- Hay 476 bales.

Feeding program

- Barley trail feeding ewes 150 grams per week
- All lambs on lick feeders 200 grams per week

Livestock Handling and Management

- Drenched all lambs with 3:1 plus trace elements moved on to stubble paddocks
- Moved mobs as required to maximise paddock feed

Livestock Inventory

- White Suffolk Rams: 18
- Merino rams: 31
- Merino Ewes: 2033
- XB lambs 256
- Merino ewe lambs 446
- Merino Wether lambs 466
- TOTAL: 3250

Wool Sales

- None - 45 bales in shearing shed.


Shearing Schools, events & trials

- 3-day improver school all went well.

OHS

- Working through the check sheet for the farm.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Natural Environment
	Objective	Manage natural resources sustainably.
	Outcome	Work with key stakeholders to manage land, fire disease, pest animals and weeds.

Other strategic links

Nil

Statutory environment

Nil

Sustainability and risk considerations

Economic – (Impact on the Economy of the Shire and Region)

Rylington Park Farm contributes economically to both the Shire and Region by providing education and skill development in agriculture which can

enhance the workforce, leading to more efficient and innovative farming practices.

Conducting agricultural research can lead to better farming techniques and increased productivity, positively impacting the local economy. The farm also hosting field days and the event draws visitors locally and regionally which can stimulate local spending.

Offering scholarships encourages local youth to pursue careers in agriculture, potentially leading to a more skilled labour pool. Shearing schools support the sheep industry, vital for the local economy. These activities can lead to job creation, increased productivity, and the overall growth of Boyup Brook's agricultural sector.

Social – (Quality of life to community and / or affected landowners)

Rylington Park Farm can impact the quality of life in the Boyup Brook community by enhancing access to agricultural training and education, boosting local economy through job creation and agricultural advancements.

The farm also brings community members together during events and field days, and through its training encourages young people to consider futures in agriculture, aiding in community retention.

Policy implications

Nil

Risk management implications

Shire of Boyup Brook's commitment to the identification and management of risks that may impact on the achievement of its business objectives.

Risk Level	Comment
Moderate	<p>The Shire's risks regarding Rylington Park Farm include costs of operating the farm and funding programs may not always be covered by revenue or grants. Fluctuations in agricultural markets can affect the farm's economic viability.</p> <p>Extreme weather events could impact farm operations and ensuring all farming practices meet regulatory standards.</p>

Consultation

Nil

Resource implications

Financial

Nil

Workforce

Nil

End

7.1.2 Rylington Park Updated Agronomy Report 2025	
File Ref:	RP/01/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	7.1.2A - Agronomy Report 2025 Draft 3

Moved: Cr. O'Connell

Seconded: Cr. King

Committee Resolution RP 25/02/005

That the Committee:

- 1. Acknowledge the updated agronomy report for 2025 as per attachment 7.1.2A.**
- 2. Request the Chief Executive Officer to arrange a workshop to be held at Rylington Park to finalise the agronomy report.**
- 3. Request an updated agronomy report be presented to the next committee meeting.**

CARRIED 7/0

For: Cr Walker, Cr O'Connell, Cr Wright, Cr Inglis, Cr King, Mr McElroy, Mr Stretch
Against: Nil

Summary

The Committee is requested to consider the proposed updated agronomy report for the 2025 cropping season.

Background

For the 2025 cropping season, having an agronomy report is essential for any farm to ensure optimal crop performance and long-term sustainability.

An agronomy report provides detailed insights into soil health, nutrient requirements, and pest or disease risks, all of which are critical for making informed decisions on crop selection and management practices.

“Committee Resolution RP 24/12/082

That the Committee:


1. *Acknowledge the updated agronomy report for 2025 as per attachment 7.1.2A.*
2. *Request an updated agronomy report be presented to the next committee meeting.*

Carried 6/0

For: Cr Walker, Cr O’Connell, Mr McElroy, Mr Stretch, Cr King, Cr Wright”

Report Detail

See attachment 7.1.2A Updated Agronomy report for 2025.

	Key Imperatives	Governance and Organisation
	Objective	Demonstrate effective leadership, advocacy, and governance.
	Outcome	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Considerations

Economic – (Impact on the Economy of the Shire and Region)

Nil

Social – (Quality of life to community and / or affected landowners)

Nil

Policy Implications

Nil

Risk Management Implications

Shire of Boyup Brook's commitment to the identification and management of risks that may impact on the achievement of its business objectives.

Risk Level	Comment
Moderate	Without an agronomy report there is a risk that the farm will not produce high yield of crop.

Consultation

Nil

Resource Implications

Financial

Nil

Workforce

Nil

End

7.1.3 Rylington Park Greening Australia, ECU and AWI Joint Project	
File Ref:	RP/01/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Prof Kerry Brown, Edith Cowan University
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	7.1.3A Proposed Planting Map

Moved: Cr. King

Seconded: Cr. O'Connell

Committee Resolution RP 25/02/006

That the Committee:

- 1. Approve the development of a detailed proposal prepared by Greening Australia to consider a research project on the topic of Using integrated native planting to restore farm landscapes for environmental, economic and productivity improvements funded externally through independent sources.**
- 2. Request that prior to the commencement of the project Greening Australia provide a program of activities as well as detailed financials to the committee for consideration.**

CARRIED 7/0

For: Cr Walker, Cr O'Connell, Cr Wright, Cr Inglis, Cr King, Mr McElroy, Mr Stretch
Against: Nil

Summary

To consider a collaborative project with project partners Greening Australia, Edith Cowan University, and AWI together with Shire of Boyup Brook Rylington Park Committee located at Rylington Park Farm through the Rylington Park Agricultural Research and Training Institute. Following a Rylington Park Farm visit on Monday 9 December 2024 by Ruth Cripps, Land and Restoration Lead, Greening Australia, relevant areas for integrated management were identified and mapped. Two presenters from Greening Australia, Ruth Cripps and Adin Lang, Commercial Development Manager at Greening will outline a project proposal that seeks to develop a coordinated response to reversing farm environmental degradation and improving livestock management in a native vegetation forage system that is funded externally through independent sources.

Background

Greening Australia, AWI and ECU propose a project on the topic of *Using integrated native planting to restore farm landscapes for environmental, economic and productivity improvements*.

The project concept builds on and supports physical planting, restoration activity of degraded farmland, using a system of carbon credits, and research into use of native vegetation together with management of livestock grazing.

Objectives: enhance productivity, climate resilience, carbon mitigation and biodiversity by re-establishing perennial native plants across farmland:

- Assess ecosystem (carbon, biodiversity, overall sustainability) and productivity benefits using native vegetation plantings, apply learnings to whole-of-farm systems; extend results to producers.
- Validate Nature-based Solution approaches for mixed crop-livestock enterprises, providing critical information facilitating marginal/non-productive area uptake, a means to offset carbon emissions/increase operational sustainability

Report detail

Project Title: *Using integrated native planting to restore farm landscapes for environmental, economic and productivity improvements*.


Project Aims: To develop and better understand several integrated systems of carbon credits, restoration of degraded areas, and Shade, Shelter, Forage planting and livestock management.

Objectives: To enhance farm productivity, carbon mitigation and biodiversity by using integrated management systems and perennial native plants.

The project concept builds on and supports physical planting, restoration activity, carbon credits, research into use of native vegetation and management of livestock grazing.

Project Duration: 3 years - May 2025-May 2028

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Governance and Organisation
	Objective	Demonstrate effective leadership, advocacy, and governance.
	Outcome	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Considerations**Economic** – (Impact on the Economy of the Shire and Region)

The project will not have a detrimental affect on the economy of the Shire and Region. In achieving its project goals, there will be a positive benefit to the Shire and Region in terms of building a viable model for better farm management of livestock and restoration of degraded farmland.

Social – (Quality of life to community and / or affected landowners)

Nil

Policy Implications

Nil

Risk Management Implications

Shire of Boyup Brook's commitment to the identification and management of risks that may impact on the achievement of its business objectives.

Risk Level	Comment
Low	There is no perceived risk to the committee or Shire should the proposed planting be approved.

Consultation

The project will require bi-monthly consultation with the Rylington Park Committee and regular ongoing consultation with the Farm Manager.

Resource Implications**Financial**

Nil

Workforce

Nil

End

8. Members questions on notice

Nil

9. Late items / urgent business matters

Nil

10. General Business

- (HO) Report to the committees next meeting to set a date for the annual field day.
- (AM) Is the RP Manager a member of the local fire brigade.
- (JS) Frequency of meetings to be considered.
- (AM) Would like to discuss the future format of the annual field day.
- (RW) Can we arrange a workshop to discuss the annual field day following the agronomist workshop.

11. Next meeting and closure

Next meeting to be held on 11 March 2025 at 7:00am in the Council Chambers.

There being no further business the meeting closed at 8:30am.

Presiding Member

Date

Outstanding Committee Resolutions		
Res #	Resolution	Status
RP 24/03/024	<p>RYLINGTON PARK POTENTIAL SCHOOL PROGRAM - AUSTRALIAN CENTRE FOR STUDENT EQUITY AND SUCCESS (ACSES) FUNDING</p> <ol style="list-style-type: none"> 1. If successful, approves a contribution of \$20,000 towards the grant submission to Australian Centre for Student Equity and Success being prepared by Prof Brown. 2. The contribution approved in (1.) above is to be funded out of Councils Co-contribution reserve. <p><u>Prof Brown Update: 29 January 2025</u> While the grant outcome was advised as unsuccessful in the granting round in 2024, the team has been in discussion with ACSES to understand if a) if the project would be eligible to be considered for the new rolling grant system that replaced the annual call for projects b) whether the project could be considered with modification for funding. The responses have been positive so there has been further discussion about the changes required for the grant application and how these changes would support consideration for funding.</p>	Pending
RP 24/03/033	<p>PROPOSED HEMP TRIALS AT RYLINGTON PARK</p> <ol style="list-style-type: none"> 1. Supports the trials for growing Hemp on 1ha of land at Rylington Park. 2. Authorises the Chief Executive Officer to submit an application for the relevant Hemp Licence to the relevant department. <p><u>CEO Update 29 January 2025:</u> Application form has been completed, staff will be progressing with the application.</p>	Pending
RP 24/03/036	<p>LANDCARE AUSTRALIA / NBN RYLINGTON PARK FERAL ANIMAL BEHAVIOUR TRIAL</p> <ol style="list-style-type: none"> 1. Approve the use of Rylington Park for a six-month trial managed by the Blackwood Basin 	Pending

	<p>Group (as from February 2024) to observe feral animal behaviours.</p> <p>2. Request the Landcare Australia / Blackwood Basin Group to provide a report on the outcomes to Council on conclusion of the trial.</p> <p><u>CEO Update 29 January 2025</u> Landcare has not yet been requested to provide a report. This will be done for the next RPC meeting.</p>	
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