Chq/EFT	Date	Name	Description	Amount
1939	02/02/2026	HealthVue	Medical Centre - Revenue Boost Program Monthly Fee	2,196.70
1940	02/02/2026	Australian Services Union	Payroll Deductions	53.00
1941	02/02/2026	Blackwood Plant Hire	RRG148 Boyup Brook-Cranbrook Road - Plant Hire Dec2025	1,320.00
1941	02/02/2026	Blackwood Plant Hire	Transfer Station - Empty Rubbish Trailer Dec2025	5,280.00
1941	02/02/2026	Blackwood Plant Hire	RTR020 Walshaws Road - Gravel Resheeting	66,000.00
1941	02/02/2026	Blackwood Plant Hire	Grave Preparation	1,485.00
1942	02/02/2026	BOC Limited	Gas Cylinder Rental Dec2025	69.11
1943	02/02/2026	Boyup Brook Medical Services	Pre-employment Medical	180.00
1944	02/02/2026	BP Medical	Medical Supplies	117.70
1945	02/02/2026	Cutting Edges	Grader Blades	1,008.48
1946	02/02/2026	Darren Long Consulting	Monthly Financial Assistance Dec2025	5,934.50
1947	02/02/2026	Resident	Refund Hall Hire Bond	400.00
1948	02/02/2026	JB Hi-Fi Business	Admin Computer Monitors	1,315.96
1949	02/02/2026	Employee	Reimburse Admin Stamp Ink Pads	29.90
1950	02/02/2026	Johnson's Food Services	Various Shire Buildings - Cleaning Supplies	529.97
1951	02/02/2026	Lamat Cleaning	Medical Centre Cleaning Jan2026	1,200.00
1952	02/02/2026	Living Springs Water Pty Ltd	Council and Staff Drinking Water	448.00
1953	02/02/2026	Manjimup Freight Distributors & BMI Logistics	Freight Jan2026	104.72
1954	02/02/2026	Medmate Australia Pty Ltd	Online Telehealth Services Oct-Nov2025	1,272.45
1955	02/02/2026	Node1 Pty Ltd	Admin NBN Feb2026	227.00
1956	02/02/2026	SOS Office Equipment	Photocopier Billing Jan2026	438.76
1957	02/02/2026	South West Counselling Incorporated	Employee Assistance Program Jan2026	170.50
1958	02/02/2026	Squeak & Bean Cafe	Australia Day Catering	800.00
1959	02/02/2026	Synergy	Electricity Across Shire Facilities to 19/02/2026	4,990.52
1960	02/02/2026	Team Global Express	Freight Jan2026	288.42
1961	02/02/2026	TestSpace	Rylington Park Operational Review Workshop	4,000.00
1962	02/02/2026	Garvs Auto Electrics Pty Ltd	P202 Isuzu 4Tn Tip Truck 2016 - Repairs	2,067.50
1962	02/02/2026	Garvs Auto Electrics Pty Ltd	P212 Komatsu 555 Grader - Repairs	49.50
1962	02/02/2026	Garvs Auto Electrics Pty Ltd	P252 Ford Ranger Single Cab Tipper - Repairs	79.50
1962	02/02/2026	Garvs Auto Electrics Pty Ltd	P224 John Deere 622GP Motor Grader - Repairs	79.50
1962	02/02/2026	Garvs Auto Electrics Pty Ltd	P225 Isuzu GIGA CXY Prime Mover - Repairs	766.00
1963	02/02/2026	WA Contract Ranger Services Pty Ltd	Contract Ranger Services Jan2026	2,194.50
1964	02/02/2026	Western Environmental Pty Ltd	Contaminated Site Assessments	4,400.00
1965	09/02/2026	Activ8me (Australian Private Networks Pty Ltd	Swimming Pool Internet Feb2026	64.95
1966	09/02/2026	AFGRI Equipment Australia Pty Ltd Boyup Brook	P146 Small Plant - Parts	316.20
1966	09/02/2026	AFGRI Equipment Australia Pty Ltd Boyup Brook	P224 John Deere 622GP Motor Grader - Parts	2,258.41
1967	09/02/2026	Ampol Petroleum Distributors Pty Ltd	Fuel Jan2026	6,561.70
1968	09/02/2026	Asbestos & You Pty Ltd	Depot Staff Asbestos Training	5,673.00
1969	09/02/2026	Australia Post	Admin Postage Jan2026	77.94
1970	09/02/2026	B&B Street Sweeping Pty Ltd	Town Site Street Sweeping 07/01/2026	2,046.00
1970	09/02/2026	B&B Street Sweeping Pty Ltd	Town Site Street Sweeping - Australia Day	2,046.00
1971	09/02/2026	Black Box Control Pty Ltd	Monthly Grader Tracking Service Feb2026	99.00
1972	09/02/2026	Blackwood Plant Hire	Weekly Landfill Run - Jan26 - Mar26	4,400.00
1973	09/02/2026	BOC Limited	Gas Cylinder Rental Jan2026	69.11
1974	09/02/2026	Boyup Brook Co-operative Co Limited	Purchases. Nov2025	4,473.00
1975	09/02/2026	Boyup Brook Community Resource Centre	SLWA Travel Grant 2025-26 Share & Dare	197.12
1976	09/02/2026	Boyup Brook IGA	Purchases Jan2026	901.82
1977	09/02/2026	Breeze Connect Pty Ltd	Medical Centre VOIP and NBN Jan2026	219.29
1978	09/02/2026	Bunbury Auto One	Light Plant Service Kits	464.39
1979	09/02/2026	Darren Long Consulting	Financial Reporting Assistance Jan2026	10,796.50
1980	09/02/2026	Department Of Water And Environmental Regulat	Transfer Station Annual Licence 2025-26	343.79
1981	09/02/2026	Focus Networks	Monthly Device Management Fees Jan2026	3,702.60
1981	09/02/2026	Focus Networks	Monthly IT and Telephony Services and Microsoft Subscriptions Feb2026	4,320.27
1982	09/02/2026	GCM Agencies Pty Ltd (ttf)	P256 Multipac Roller - Parts	66.00
1983	09/02/2026	Haycom Technology Pty Ltd	Medical Centre IT Support Fees Jan2026	689.70
1984	09/02/2026	Hoist Right	P232 Rotary Hoist and Overhead Crane - Quarterly Inspection and Service	1,501.05
1985	09/02/2026	Infield Services Pty Ltd	P243 Komatsu WA250PZ 6 Wheel Loader - Repairs	343.75
1985	09/02/2026	Infield Services Pty Ltd	P212 Komatsu 555 Grader - Service and Repairs	1,925.00
1985	09/02/2026	Infield Services Pty Ltd	P222 Mitsubishi Fuso Heavy Rigid Water Truck - Service and Repairs	1,581.25
1985	09/02/2026	Infield Services Pty Ltd	P235 Bomag Multi-Tyre Roller - Service	825.00
1985	09/02/2026	Infield Services Pty Ltd	P237 Bomag Drum Roller - Service	825.00
1985	09/02/2026	Infield Services Pty Ltd	P225 Isuzu GIGA CXY Prime Mover - Service and Repairs	1,306.25
1986	09/02/2026	Kojonup Agricultural Supplies	Rural Verge Spraying - Chemicals	114.08
1987	09/02/2026	Leal Carpentry Pty Ltd	Tennis Club Restumping	40,950.00
1988	09/02/2026	LFA First Response	ESL - VBFB First Aid Supplies	2,095.01
1989	09/02/2026	Local Government Professionals Australia (WA)	Admin Staff Training	340.00
1990	09/02/2026	Magiq Software Ltd	Support for Payroll Reports	144.38
1991	09/02/2026	Manjimup Freight Distributors & BMI Logistics	Freight Jan2026	18.50
1992	09/02/2026	SJ & HC O'Connell	Zoo Train - Structural Drawings and Engineering Certification	880.00
1993	09/02/2026	Print Media Group	ESL - Stationery	366.84
1994	09/02/2026	Rhythm Civil and Contracting	Bridge 3313 Aegers Road - Emergency Repairs	4,752.00
1995	09/02/2026	Boyup Brook Tyre Service	Fuel Jan2026	73.15
1995	09/02/2026	Boyup Brook Tyre Service	P211 D-Max Dual Cab Tray Back Ute - Parts	250.00
1996	09/02/2026	Amalgamated Movies Non-Theatrical Film Distri	Movie Night Copyright Licence Fees	440.00
1997	09/02/2026	Squire Plumbing Services Pty Ltd	Swimming Pool - Repair Water Leaks	2,375.24
1998	09/02/2026	Synergy (Electricity Generation and Retail Co	Electricity Across Shire Facilities to 27/01/2026	3,200.55
1999	09/02/2026	Telstra Limited	Admin NBN to 24/01/2026	1,212.75
1999	09/02/2026	Telstra Limited	Telephone Across Shire Facilities to 01/02/2026	1,186.24
2000	09/02/2026	Keens Driver Training Bunbury WA	Depot Staff MC Driver Training	725.00
2001	09/02/2026	The Right Stuff for Landholders	Various Shire Properties - Reticulation Parts	1,247.67
2002	09/02/2026	Totally Workwear - Bunbury	Depot Work Clothing	102.00
2003	09/02/2026	Veolia Recycling and Recovery Pty Ltd (NSW)	Paper and Cardboard Recycling Collection Jan2026	1,676.60
2004	09/02/2026	WA Contract Ranger Services Pty Ltd	Contract Ranger Services Jan2026	2,772.00
2005	09/02/2026	Wal's Welding, Fabrication and Repairs	CWSP Grant Flax Mill Standpipe - Materials	4,030.40
2006	09/02/2026	Western Australian Electoral Commission	Local Government Elections Services Oct2025	4,735.31
2007	09/02/2026	Wren Oil	Transfer Station - Waste Oil Collection	264.00
2008	09/02/2026	Zone 50 Engineering Surveys Pty Ltd	RRG148 Boyup Brook-Cranbrook Road - Survey Design Setout	4,690.40
2009	17/02/2026	Ampol Petroleum Distributors Pty Ltd	Fuel Feb2026	3,839.53
2010	17/02/2026	Australian Services Union	Payroll Deductions	53.00
2011	17/02/2026	BOC Limited	Depot Expendable Tools	125.69
2012	17/02/2026	Boyup Brook Co-operative Co Limited	Purchases Dec2025	2,650.60
2013	17/02/2026	Boyup Brook Community Resource Centre	Quarterly Library Service Payment Jan-Mar2026 per MoU 2025-2027	12,375.00
2013	17/02/2026	Boyup Brook Community Resource Centre	Gazette Advertising Feb2026	485.00

Shire of Boyup Brook

Payments 01/11/2026 - 31/01/2026

(GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
2014	17/02/2026	Boyup Brook Tourism Association Inc.	Support for Operating Assistance Oct-Dec2025 per MoU 2025-2027	6,250.00
2015	17/02/2026	BP Medical	Medical Supplies	456.72
2016	17/02/2026	Cleanaway Daniels Services Pty Ltd	Medical Centre - Sharps Disposal Jan2026	334.08
2017	17/02/2026	Cleanaway Solid Waste Pty Ltd	Transfer Station- Furniture Disposal	2,036.03
2018	17/02/2026	H+H Architects	Evacuation Centre Plans and Documentation - Progress Payment	5,291.00
2019	17/02/2026	KATT Pty Ltd	Fire & Safety Equipment Inspections	1,375.00
2020	17/02/2026	Kojonup Agricultural Supplies	P139 Roadside Spray Trailer - Parts	248.33
2021	17/02/2026	Moore Australia (WA) Pty Ltd	Annual Budget Workshop	1,485.00
2022	17/02/2026	Officeworks Ltd	Admin Front Counter Printer	608.95
2022	17/02/2026	Officeworks Ltd	Admin Stationery	373.25
2022	17/02/2026	Officeworks Ltd	Emergency Services Stationery	414.30
2023	17/02/2026	Pivotel Satellite Pty Ltd	GPS Tracking Service - Grader and Transfer Station Feb2026	62.00
2024	17/02/2026	Promotion Products Pty Ltd	Dept of Communities Volunteer Grant - Movie Cooler Bags	1,967.90
2025	17/02/2026	QHSE Integrated Solutions Pty Ltd (Skytrust)	Skytrust Intelligence System (WHS) Subscripton11/03/2026-10/04/2026	493.90
2026	17/02/2026	Rear's Electrical & Mechanical Services Pty L	P102 Three Phase Generator Set - Monthly Inspection and Test	143.00
2026	17/02/2026	Rear's Electrical & Mechanical Services Pty L	P146 Small Plant - Electrical Repairs	330.00
2027	17/02/2026	Boyup Brook Tyre Service	P202 Isuzu 4Tn Tip Truck 2016 - Parts	950.00
2027	17/02/2026	Boyup Brook Tyre Service	P219 Mitsubishi MR4W20 Triton GLX - Parts	775.00
2027	17/02/2026	Boyup Brook Tyre Service	Fuel Feb2025	55.30
2028	17/02/2026	Sprint Express	Freight Jan2026	77.00
2029	17/02/2026	Synergy (Electricity Generation and Retail Co	Electricity Across Shire Facilities to 09/12/2025	176.54
2030	17/02/2026	Telstra Limited	Telephone Across Shire Facilities to 22/01/2026	149.99
2031	17/02/2026	Traffic Force Group Pty Ltd	ANZAC Day - Traffic Management	1,307.90
2032	17/02/2026	Garvs Auto Electrics Pty Ltd	P195 Isuzu FVZ 1500 - Repairs	1,348.00
2033	17/02/2026	WA Contract Ranger Services Pty Ltd	Contract Ranger Services Feb2026	1,790.25
2034	23/02/2026	AFGRI Equipment Australia Pty Ltd Boyup Brook	Rylington Park John Deere 6420SE Tractor - Service and Repairs	7,902.77
2035	23/02/2026	Amity Signs	Traffic Management Signs	815.10
2035	23/02/2026	Amity Signs	Road Signs	636.90
2035	23/02/2026	Amity Signs	Rural Number Signs	173.25
2036	23/02/2026	Ampol Petroleum Distributors Pty Ltd	Fuel Feb2026	5,102.67
2037	23/02/2026	Australian Taxation Office	BAS PAYG Jan2026	48,323.00
2038	23/02/2026	Boyup Brook Co-operative Co Limited	Rylington Park Purchases incl Electronic Ear Tags	4,029.00
2039	23/02/2026	Boyup Brook IGA	Shearing School Catering 12-16 Jan 2026	586.35
2040	23/02/2026	Bridgetown Paint Sales	Depot Expendable Tools	165.00
2041	23/02/2026	Bunbury Auto One	P238 Mitsubishi Triton GLX 4x4 MR Auto - Parts	128.36
2041	23/02/2026	Bunbury Auto One	P219 Mitsubishi MR4W20 Triton GLX - Parts	187.62
2041	23/02/2026	Bunbury Auto One	P250 Toyota Hilux Ute 2015 Tray Top - Parts	810.16
2041	23/02/2026	Bunbury Auto One	P193 Mitsubishi Triton 4x4 GLX Manual - Parts	570.06
2042	23/02/2026	DSW Bunbury (PFI Supplies)	Various Shire Buildings - Cleaning Supplies	1,365.60
2043	23/02/2026	Feral Logic	Rural Roadside Spraying	2,453.88
2044	23/02/2026	Focus Networks	MPS Support - Excluded Services	70.40
2045	23/02/2026	Hales Electrical	Flax Mill Complex - Switchboard Keys	209.00
2046	23/02/2026	Hastie Waste Pty Ltd	Rylington Park Bulk Waste Collection Feb2026	125.00
2047	23/02/2026	Heartland Property Pty Ltd	6A Mitchell Ave - Marketing Fees	574.45
2048	23/02/2026	Infield Services Pty Ltd	ESL - Fast Fill Trailers - Service and Inspection	1,279.05
2049	23/02/2026	Kojonup Agricultural Supplies	P536 TATRA T815-7 McAlinden - Fuel Additive	77.00
2050	23/02/2026	Manjimup Freight Distributors & BMI Logistics	Freight Feb2026	74.14
2051	23/02/2026	Manjimup Liquid Waste	Flax Mill Caravan Park - Septic Pump Out CMM	1,200.00
2051	23/02/2026	Manjimup Liquid Waste	Rec Grounds - Septic Pump Out CMM	900.00
2052	23/02/2026	MR Gifford	Rylington Park - Contract Harvesting	9,847.20
2053	23/02/2026	MJ Shearing Pty Ltd	Rylington Park - Shearing	2,058.56
2054	23/02/2026	Phoenix Petroleum	Rylington Park Fuel Jan2026	3,012.92
2055	23/02/2026	Print Media Group	ESL - Stationery	290.80
2056	23/02/2026	Boyup Brook Tyre Service	Fuel Feb2026	64.84
2057	23/02/2026	Safe Farms WA	Rylington Park - Farm Safety System Annual Renewal	550.00
2058	23/02/2026	South West Isuzu	P202 Isuzu 4Tn Tip Truck 2016 - Parts	240.17
2058	23/02/2026	South West Isuzu	P195 Isuzu FVZ 1500 - Parts	175.00
2059	23/02/2026	Synergy (Electricity Generation and Retail Co	Electricity Across Shire Facilities to 19/02/2026	7,141.13
2060	23/02/2026	The Brook Takeaway	Catering Feb2026	142.50
2061	23/02/2026	The Ludick Workshop Family Trust	RRG004 Winnijup Rd - TMP	10,692.00
2062	23/02/2026	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Collection Jan2026	9,510.38
			TOTAL MUNI EFT to 28 February 2026	**415,745.92**
20718	09/02/2026	Water Corporation	Water Across Shire Facilities to 02/02/2026	4,626.02
20719	17/02/2026	Water Corporation	Water Across Shire Facilities to 06/02/2026	21,681.55
			TOTAL MUNI CHEQUES to 28 February 2026	**26,307.57**

Shire of Boyup Brook

Payments 01/02/2026 - 28/02/2026

(GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
DD0202.1	2/02/2026	Commonwealth Bank of Australia	Bank Fees Feb2026	426.43
DD0202.2	2/02/2026	Westnet	Medical Centre Internet Feb2026	109.95
DD0202.3	2/02/2026	Westnet	Swimming Pool Internet Feb2026	89.95
DD5024	02/02/2026	Aware Super	Payroll Deductions	20,552.88
DD0902	9/02/2026	De Lage Laden	Admin Photocopier DCVII-C5573 Rental Feb2026	184.80
DD1002	10/02/2026	Western Australian Treasury Corporation	Loan 115 Repayment	8,575.42
DD1202	12/02/2026	Salary & Wages	Payroll 15/01/2026	120207.01
DD1202.1	12/02/2026	Property Owner	3 Reid Pl Rent 20/2/2026-05/03/2026	1000.00
DD1202.2	12/02/2026	The Bunbury Diocesan Trustees and Anglican	18 Barron St Rent 13/02/2026-26/02/2026	720.00
DD1602	16/02/2026	Commonwealth Bank of Australia	Bank Fees Feb2026	183.46
DD5025	19/02/2026	Aware Super	Payroll Deductions	22,419.88
DD2602.1	26/02/2026	Property Owner	3 Reid Pl Rent 06/0/2026-19/03/2026	1,000.00
DD2602.2	26/02/2026	The Bunbury Diocesan Trustees and Anglican Parish of Boyup Brook	18 Barron St Rent 27/02/2026-12/03/2026	720.00
DD2602.3	26/02/2026	Salary & Wages	Payroll 26/02/2026	118,222.00
			TOTAL DIRECT DEBITS TO 28 February 2026	**294,411.78**
DD1602	16/02/2026	Shire of Boyup Brook Credit Card - CEO	Livestock Production Assurance - Rylington Park MLA Accreditation	99.00
DD1602	16/02/2026	Shire of Boyup Brook Credit Card - CEO	NCH - Chambers WavePad Sound Editor Quarterly Subscription	21.67
DD1602	16/02/2026	Shire of Boyup Brook Credit Card - CEO	ChatGPT Subscription Feb2026	29.39
DD1602	16/02/2026	Shire of Boyup Brook Credit Card - CEO	Starlink - CEO House Internet 11/02/2026-11/03/2026	147.50
			TOTAL CEO CREDIT CARD TO 28 February 2026	**297.56**
DD1602	16/02/2026	Shire of Boyup Brook Credit Card - EMCS	Adobe Acrobat Pro DC Monthly Subscription 20/01/2026-19/02/2026	265.96
DD1602	16/02/2026	Shire of Boyup Brook Credit Card - EMCS	Starlink - Depot Internet 25/01/2026-25/02/2026	119.00
DD1602	16/02/2026	Shire of Boyup Brook Credit Card - EMCS	GPSA - Practice Management Training	440.00
DD1602	16/02/2026	Shire of Boyup Brook Credit Card - EMCS	Software Publications - MS365 Training Manuals	130.85
DD1602	16/02/2026	Shire of Boyup Brook Credit Card - EMCS	Survey Monkey Annual Subscription	828.00
			TOTAL EMCS CREDIT CARD TO 28 February 2026	**1,783.81**
DD2302	23/02/2026	BP Australia Pty Ltd	CEO Fuel Jan2026	96.98
DD2302	23/02/2026	BP Australia Pty Ltd	CEO Fuel Jan2026	81.87
DD2302	23/02/2026	BP Australia Pty Ltd	CEO Fuel Jan2026	85.41
DD2302	23/02/2026	BP Australia Pty Ltd	CEO Fuel Jan2026	72.66
			TOTAL CEO BP FUEL CARD TO 28 February 2026	**336.92**
DD2302	23/02/2026	BP Australia Pty Ltd	MCS Fuel Jan2026	73.37
DD2302	23/02/2026	BP Australia Pty Ltd	MCS Fuel Jan2026	31.89
DD2302	23/02/2026	BP Australia Pty Ltd	MCS Fuel Jan2026	73.37
			TOTAL MCS BP FUEL CARD TO 28 February 2026	**178.63**
			TOTAL DD MUNI ACCOUNT TO 28 February 2026	**297,008.70**
DD280226	28/02/2026	Police Licensing	Police Licensing Feb2026	73,751.15
			TOTAL DD POLICE LICENSING ACCOUNT TO 28 February 2026	**73,751.15**
			TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 28 February 2026	**0.00**

SUMMARY

EFT	415,745.92
CHQ (Muni Account)	26,307.57
DD	297,008.70
MUNI TOTAL	**739,062.19**
ALL MUNI TRANS TO 28 February 2026	**739,062.19**
DD (Police Licensing Account) TO 28 February 2026	**73,751.15**
GRAND TOTAL 1 - 28 February 2026	**812,813.34**

Attachment 10.3.2A

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

28 FEBRUARY 2026

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SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2026

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 28 FEBRUARY 2026

Prepared by: Darren Long (Finance Consultant)
Reviewed by: Malcolm Armstrong (Manager Financial Services)

BASIS OF PREPARATION

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY
All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement. The Shire currently has no monies held in Trust.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

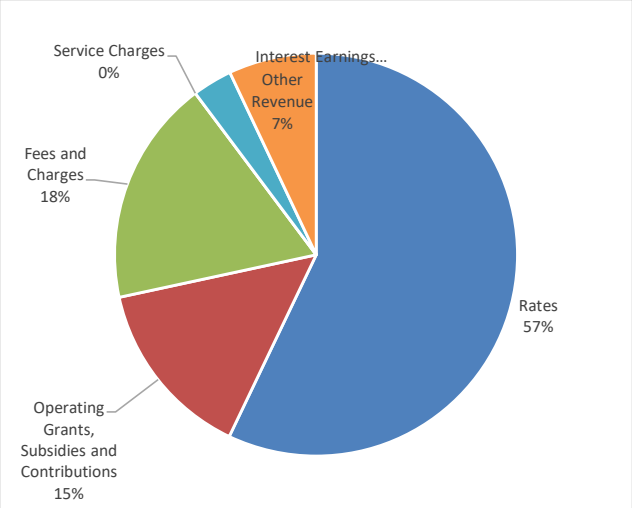
CRITICAL ACCOUNTING ESTIMATES
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates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

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

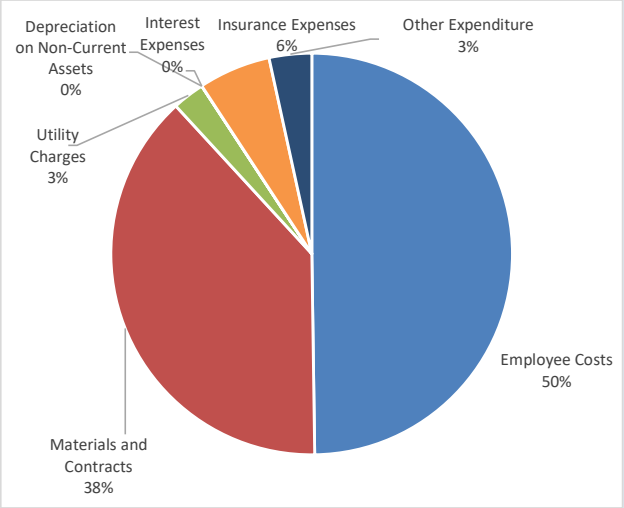
SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2026

SUMMARY GRAPHS

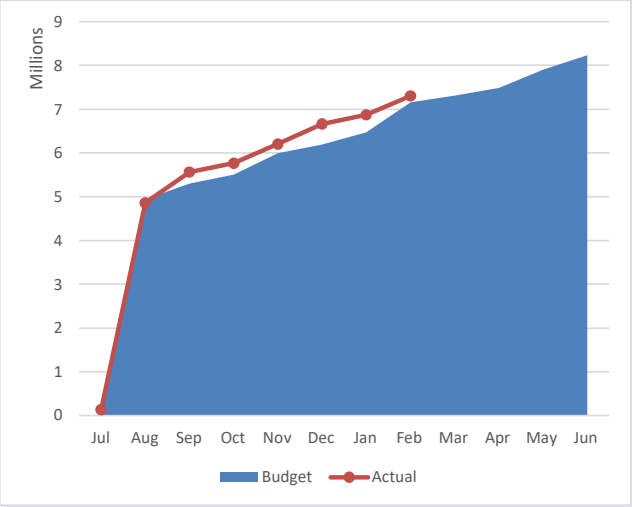
OPERATING REVENUE



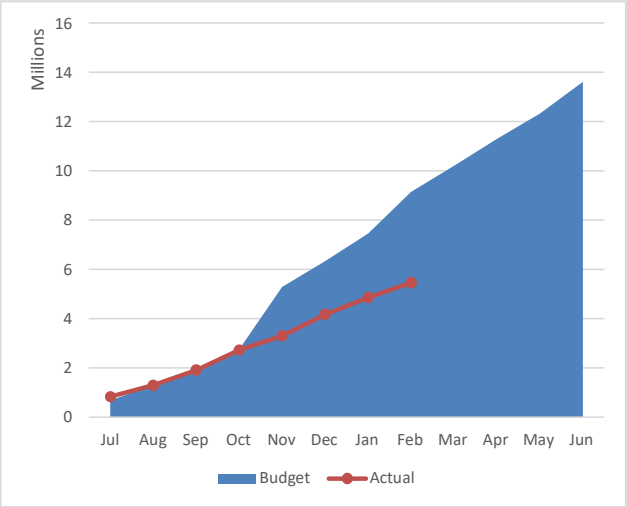
OPERATING EXPENSES



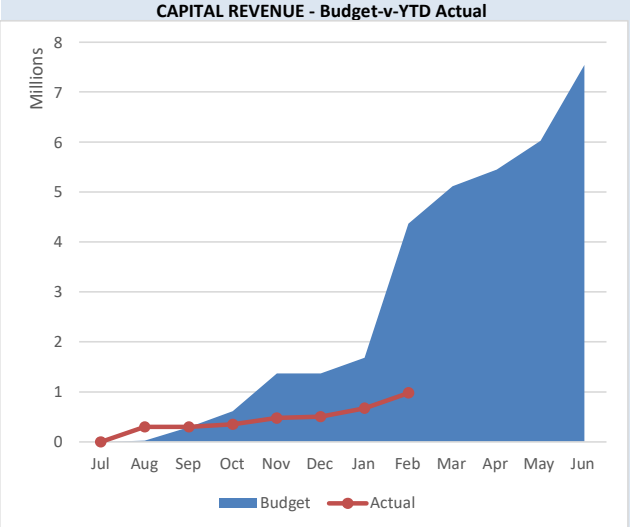
OPERATING REVENUE - Budget-v-YTD Actual



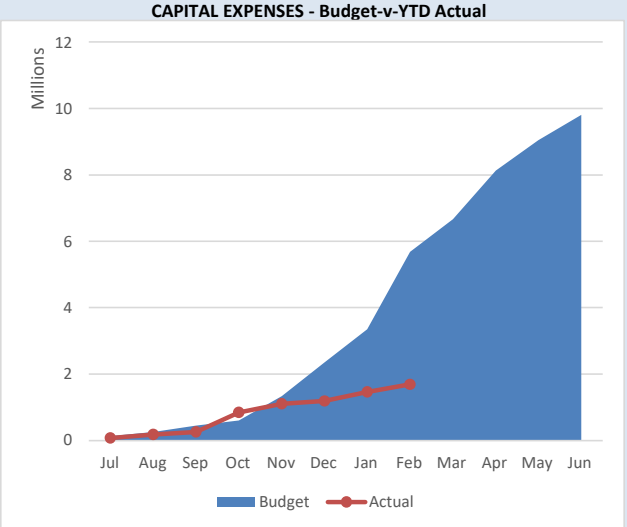
OPERATING EXPENSES - Budget-v-YTD Actual



CAPITAL REVENUE - Budget-v-YTD Actual



CAPITAL EXPENSES - Budget-v-YTD Actual



SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2026

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 PURPOSEFUNDING	
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
FOR THE PERIOD ENDING 28 FEBRUARY 2026

	2025-2026 ANNUAL BUDGET	2025-2026 YTD BUDGET	2025-2026 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)	**$**		**$**
General Purpose Funding	(181,589)	(110,842)	(1,074)
Governance	(520,437)	(406,117)	(145,436)
Law, Order, Public Safety	(634,921)	(359,602)	(194,974)
Health	(1,874,968)	(1,120,555)	(756,245)
Education and Welfare	(225,633)	(168,065)	(50,626)
Housing	(249,530)	(178,771)	(112,307)
Community Amenities	(555,422)	(371,568)	(202,419)
Recreation and Culture	(1,637,034)	(1,153,356)	(598,198)
Transport	(6,326,404)	(4,348,930)	(1,246,889)
Economic Services	(658,435)	(448,508)	(273,600)
Other Property and Services	(696,184)	(471,673)	(1,868,286)
Total Operating Expenditure	(13,560,557)	(9,137,988)	(5,450,054)
REVENUE			
General Purpose Funding	5,365,522	5,035,994	5,060,496
Governance	800	800	0
Law, Order, Public Safety	140,650	105,377	149,569
Health	1,106,219	727,127	796,509
Education and Welfare	0	0	127
Housing	85,075	56,220	57,574
Community Amenities	259,815	258,144	282,410
Recreation and Culture	66,231	65,382	67,065
Transport	313,451	271,689	294,164
Economic Services	160,240	123,264	120,260
Other Property & Services	730,934	508,477	471,900
Total Operating Revenue	8,228,937	7,152,473	7,300,074
Sub-Total	(5,331,620)	(1,985,516)	1,850,021
FINANCE COSTS			
Law, Order & Public Safety	(40,000)	0	0
Housing	(400)	(265)	(107)
Recreation & Culture	(729)	(2,529)	(230)
Total Finance Costs	(41,129)	(2,794)	(336)
NON-OPERATING REVENUE			
Law, Order & Public Safety	2,302,529	1,220,341	6,764
Recreation & Culture	171,868	0	171,868
Transport	1,714,828	809,745	443,446
Economic Services	60,000	36,000	25,866
Total Non-Operating Revenue	4,249,225	2,066,086	647,944
PROFIT/(LOSS) ON SALE OF ASSETS			
Transport Profit	0	0	0
Transport Loss	0	0	0
Total Profit/(Loss)	0	0	0
NET RESULT	**(1,123,523)**	**77,776**	**2,497,628**
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
	0	0	0
TOTAL COMPREHENSIVE INCOME	**(1,123,523)**	**77,776**	**2,497,628**

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
FOR THE PERIOD ENDING 28 FEBRUARY 2026

	2025-2026 ORIGINAL BUDGET	2025-2026 YTD BUDGET	2025-2026 YTD ACTUAL
Expenses			
Employee Costs	(4,347,580)	(2,827,849)	(2,711,823)
Materials and Contracts	(3,276,854)	(2,230,179)	(2,094,131)
Utility Charges	(228,510)	(150,010)	(140,973)
Depreciation on Non-Current Assets	(4,923,028)	(3,281,876)	0
Interest Expenses	(41,129)	(2,794)	(336)
Insurance Expenses	(352,150)	(347,989)	(317,495)
Other Expenditure	(432,434)	(300,086)	(185,633)
Total Operating Expenses	(13,601,685)	(9,140,782)	(5,450,390)
Revenue			
Rates	4,161,743	4,162,682	4,167,249
Operating Grants, Subsidies and Contributions	1,241,130	971,110	1,060,134
Fees and Charges	1,699,830	1,243,297	1,326,823
Service Charges	0		0
Interest Earnings	358,700	245,864	232,491
Other Revenue	767,534	529,521	513,378
Total Operating Revenue	8,228,937	7,152,473	7,300,074
Sub-Total	(5,372,748)	(1,988,310)	1,849,684
Non-Operating Grants, Subsidies & Contributions	4,249,225	2,066,086	647,944
Profit on Asset Disposals	0	0	0
Loss on Asset Disposals	0	0	0
	4,249,225	2,066,086	647,944
Net Result	**(1,123,523)**	**77,776**	**2,497,628**
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	**(1,123,523)**	**77,776**	**2,497,628**

SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL ACTIVITY BY NATURE/TYPE
FOR THE PERIOD ENDING 28 FEBRUARY 2026

	2025-2026 ORIGINAL BUDGET	2025-2026 YTD BUDGET (a)	2025-2026 YTD ACTUAL (b)	VARIANCE $ (b)-(a)	VARIANCE % (b)-(a)/(a)	Var ▲▼
OPERATING REVENUE	**$**	**$**	**$**			
Ex-Gratia Rates & Write-offs	(880)	59	1703	Within Threshold	2808.13%	
Operating Grants, Subsidies and Contributions	1,241,130	971,110	1,062,531	91,422	Within Threshold	
Fees and Charges	1,699,830	1,243,297	1,326,823	83,526	Within Threshold	
Interest Earnings	358,700	245,864	232,491	(13,373)	Within Threshold	
Other Revenue	767,534	529,521	510,981	(18,540)	Within Threshold	
Profit on Disposal of Asset	0	0	0	Within Threshold	0%	
Total Operating Revenue	**4,066,314**	**2,989,850**	**3,134,529**	**143,035**		
LESS OPERATING EXPENDITURE						
Employee Costs	(4,347,580)	(2,827,849)	(2,711,823)	116,026	Within Threshold	
Materials and Contracts	(3,276,854)	(2,230,179)	(2,094,130)	136,049	Within Threshold	
Utility Charges	(228,510)	(150,010)	(140,972)	Within Threshold	Within Threshold	
Depreciation on Non-Current Assets	(4,923,028)	(3,281,876)	0	3,281,876	100.00%	
Interest Expenses	(41,129)	(2,794)	(336)	Within Threshold	(87.97%)	
Insurance Expenses	(352,150)	(347,989)	(317,495)	30,494	Within Threshold	
Other Expenditure	(432,435)	(300,086)	(185,633)	114,453	38.14%	
Loss on Disposal of Asset	0	0	0	Within Threshold	0%	
Total Operating Expenses	**(13,601,686)**	**(9,140,782)**	**(5,450,389)**	**3,678,898**		
Sub-Total	**(9,535,372)**	**(6,150,933)**	**(2,315,860)**	**3,821,932**		
OPERATING ACTIVITIES EXCLUDED FROM BUDGET						
Movement in Employee Provisions (Non-current)	44,635	0	0	Within Threshold	0%	
(Profit)/ Loss on the disposal of assets	0	0	0	Within Threshold	0%	
Depreciation Written Back	4,923,028	3,281,876	0	(3,281,876)	(100.00%)	
Operating Activities Excluded from Budget	**4,967,663**	**3,281,876**	**(278,455)**	**(3,559,616)**		
Sub Total	**(4,567,709)**	**(2,869,057)**	**(2,594,315)**	**262,316**		
INVESTING ACTIVITIES						
Outflows from investing activities						
Purchase of Land	0	0	0	Within Threshold	0%	
Purchase Buildings	(5,308,516)	(3,201,696)	(14,473)	3,187,223	99.55%	
Purchase Plant and Equipment	(745,100)	(695,000)	(574,864)	120,136	17.29%	
Purchase Furniture and Equipment	(45,000)	0	(18,450)	(18,450)	0.00%	
Infrastructure Assets - Roads	(2,550,526)	(1,395,853)	(782,633)	613,220	43.93%	
Infrastructure Assets - Footpaths	0	0	(1,380)	Within Threshold	0%	
Infrastructure Assets - Parks & Ovals	(457,966)	(256,779)	(176,502)	80,277	31.26%	
Infrastructure Assets - Recreation	0	0	(137)	Within Threshold	0.00%	
Infrastructure Assets - Other	(60,000)	0	(29,226)	(29,226)	0.00%	
Inflows from investing activites						
Proceeds from Sale of Assets	298,500	298,500	334,569	36,069	12.08%	
Contributions for the Development of Assets	4,249,225	2,066,086	647,944	(1,418,142)	(68.64%)	
Amount Attributable to Investing Activities	**(4,619,383)**	**(3,184,743)**	**(615,152)**	**2,571,108**		
FINANCING ACTIVITIES						
Outflows from financing activities						
Repayment of Debt - Loan Principal	(58,646)	(54,067)	(20,870)	33,197	61.40%	
Transfer to Reserves	(578,885)	(79,997)	(71,473)	Within Threshold	10.66%	
Inflows from financing activities						
Loans Raised	2,000,000	2,000,000	2,000,000	Within Threshold	Within Threshold	
Transfer from Reserves	994,000	0	0	Within Threshold	0%	
Amount Attributable to Financing Activities	**2,356,469**	**1,865,936**	**1,907,657**	**33,197**		
Sub Total	**(6,830,623)**	**(4,187,863)**	**(1,301,810)**	**2,866,621**		
FUNDING FROM						
Estimated Opening Surplus at 1 July	2,668,000	2,668,000	3,017,674	349,674	13.11%	▲
Amount Raised from General Rates	4,162,623	4,162,623	4,165,545	Within Threshold	Within Threshold	
Closing Funds	0	0	0	Within Threshold	0%	
	6,830,623	**6,830,623**	**7,183,219**	**3,249,492**		
NET SURPLUS/(DEFICIT)	**0**	**2,642,760**	**5,881,409**			

SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL ACTIVITY BY FUNCTION/PROGRAM
FOR THE PERIOD ENDING 28 FEBRUARY 2026

	2025-2026 ORIGINAL BUDGET	2025-2026 YTD BUDGET (a)	2025-2026 YTD ACTUAL (b)	VARIANCE $ (b)-(a)	VARIANCE % (b)-(a)/(a)	Var ▲▼
OPERATING REVENUE	**$**	**$**	**$**			
General Purpose Funding	1,202,899	873,371	894,951	21,580	Within Threshold	
Governance	800	800	0	Within Threshold	(100.00%)	
Law, Order Public Safety	140,650	105,377	149,569	44,193	41.94%	▲
Health	1,106,219	727,127	796,510	69,383	Within Threshold	
Education and Welfare	0	0	127	Within Threshold	0%	
Housing	85,075	56,220	57,574	Within Threshold	Within Threshold	
Community Amenities	259,815	258,144	282,410	24,266	Within Threshold	
Recreation and Culture	66,231	65,382	67,065	Within Threshold	Within Threshold	
Transport	313,451	271,689	294,163	22,474	Within Threshold	
Economic Services	160,240	123,264	120,260	Within Threshold	Within Threshold	
Other Property and Services	730,934	508,477	471,900	(36,577)	Within Threshold	
Total Operating Revenue	**4,066,314**	**2,989,850**	**3,134,529**	**145,319**		
LESS OPERATING EXPENDITURE						
General Purpose Funding	(181,589)	(110,842)	(1,074)	109,768	99.03%	
Governance	(520,437)	(406,117)	(145,436)	260,681	64.19%	
Law, Order, Public Safety	(674,921)	(359,602)	(194,974)	164,628	45.78%	
Health	(1,874,968)	(1,120,555)	(756,245)	364,310	32.51%	
Education and Welfare	(225,633)	(168,065)	(50,626)	117,439	69.88%	
Housing	(249,930)	(179,036)	(112,414)	66,622	37.21%	
Community Amenities	(555,422)	(371,568)	(202,419)	169,149	45.52%	
Recreation and Culture	(1,637,763)	(1,155,885)	(598,427)	557,458	48.23%	
Transport	(6,326,404)	(4,348,930)	(1,246,888)	3,102,042	71.33%	
Economic Services	(658,435)	(448,508)	(273,600)	174,908	39.00%	
Other Property & Services	(696,184)	(471,673)	(1,868,286)	(1,396,613)	(296.10%)	
Total operating Expenses	**(13,601,686)**	**(9,140,782)**	**(5,450,389)**	**3,690,393**		
Sub-Total	**(9,535,372)**	**(6,150,933)**	**(2,315,860)**	**3,835,713**		
OPERATING ACTIVITIES EXCLUDED FROM BUDGET						
Movement in Employee Provisions (Non-current)	44,635	0	0	Within Threshold	0%	
Movement in Stock On Hand	0	0	0	Within Threshold	0%	
Movement in Accrued Expenses	0	0	(146,851)	(146,851)	0%	
Depreciation Written Back	4,923,028	3,281,876	0	(3,281,876)	(100.00%)	
Operating Activities Excluded from Budget	**4,967,663**	**3,281,876**	**(278,455)**	**(3,559,616)**		
Sub Total	**(4,567,709)**	**(2,869,057)**	**(2,594,315)**	**276,097**		
INVESTING ACTIVITIES						
Outflows from investing activities						
Purchase Buildings	(5,308,516)	(3,201,696)	(14,473)	3,187,223	99.55%	
Purchase Plant and Equipment	(745,100)	(695,000)	(574,864)	120,136	17.29%	
Purchase Furniture and Equipment	(45,000)	0	(18,450)	(18,450)	0.00%	▼
Infrastructure Assets - Roads	(2,550,526)	(1,395,853)	(782,633)	613,220	43.93%	
Infrastructure Assets - Footpaths	0	0	(1,380)	Within Threshold	0%	
Infrastructure Assets - Parks & Ovals	(457,966)	(256,779)	(176,502)	80,277	31.26%	
Infrastructure Assets - Recreation	0	0	(137)	Within Threshold	0.00%	
Infrastructure Assets - Other	(60,000)	0	(29,226)	(29,226)	0%	▼
Inflows from investing activites						
Proceeds from Sale of Assets	298,500	298,500	334,569	36,069	12.08%	▲
Contributions for the Development of Assets	4,249,225	2,066,086	647,944	(1,418,142)	(68.64%)	
Amount Attributable to Investing Activities	**(4,619,383)**	**(3,184,743)**	**(615,152)**	**2,571,108**		
FINANCING ACTIVITIES						
Outflows from financing activities						
Repayment of Debt - Loan Principal	(58,646)	(54,067)	(20,870)	33,197	61.40%	
Transfer to Reserves	(578,885)	(79,997)	(71,473)	Within Threshold	10.66%	
Inflows from financing activites						
Transfer from Reserves	994,000	0	0	Within Threshold	0%	
Loans Raised	2,000,000	2,000,000	2,000,000	Within Threshold	Within Threshold	
Amount Attributable to Financing Activities	**2,356,469**	**1,865,936**	**1,907,657**	**33,197**		
Sub Total	**(6,830,623)**	**(4,187,863)**	**(1,301,810)**	**2,880,401**		
FUNDING FROM						
Estimated Opening Surplus at 1 July	2,668,000	2,668,000	3,017,674	349,674	13.11%	▲
Amount Raised from General Rates	4,162,623	4,162,623	4,165,545	Within Threshold	Within Threshold	
Sub Total	**6,830,623**	**6,830,623**	**7,183,219**	**349,674**		
NET SURPLUS/(DEFICIT)	**0**	**2,642,760**	**5,881,409**			

SHIRE OF BOYUP BROOK
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 28 FEBRUARY 2026

	ACTUAL YTD	ACTUAL 30/06/2025
Current Assets		
Cash at bank and on Hand	7,545,015	4,829,387
Restricted Cash	16,421	21,909
Restricted Cash Reserves	3,602,169	3,530,696
Trade Receivables	2,148,408	1,891,520
Stock on Hand/Inventory/Biological Assets	389,962	389,962
Other Assets	1,200	21,450
Contract Assets	288,578	288,578
Total Current Assets	**13,991,754**	**10,973,501**
Current Liabilities		
Trade Creditors	429,777	(195,462)
Bonds and Deposits	(44,661)	(49,434)
Accrued Wages	(334,966)	(130,889)
Accrued Interest on Loans	179	(535)
Accrued Expense	(179)	(147,031)
ATO Liabilities	0	0
Contract Liability	(3,658,216)	(3,280,125)
Loan Liability	(4,579)	(25,448)
Finance Lease Liability	0	0
Provisions	(510,148)	(510,148)
Total Current Liabilities	**(4,122,792)**	**(4,339,072)**
Sub-Total	**9,868,962**	**6,634,429**
Adjustments		
LESS Cash Backed Reserves	(3,602,169)	(3,530,696)
LESS Restricted Cash	0	0
LESS Inventory	(389,962)	(389,962)
LESS Accrued Interest Income	0	0
LESS Prepaid Expenses	0	0
ADD: Employee Leave Provisions	0	0
ADD: Accrued Interest on Loans	(179)	535
ADD: Accrued Salaries & Wages	0	130,889
ADD: Accrued Expenses	179	147,031
ADD: Current Loan Liability	4,579	25,448
ADD: Current Finance Lease Liability	0	0
Rounding	0	0
Net Current Position	**5,881,409**	**3,017,674**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 28 FEBRUARY 2026

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
Operating Revenue						
Operating Grants & Contributions	971,110	1,062,531	91,422	Within Threshold	TIMING/ PERMANENT	Decrease in General Purpose Grant $17k, Increase in Local Road Grant $49k, Increase in ESL Grant $42k, Increase in DWER Stormwater Drain Grant $20k
Fees & Charges	1,243,297	1,326,823	83,526	Within Threshold	TIMING	Increase in Surgery fees $68k, Increase in Planning Scheme Fees $13k.
Interest Earnings	245,864	232,491	(13,373)	Within Threshold	TIMING	Decrease in Rates Instalment Interest $11k.
Other Revenue	529,521	510,981	(18,540)	Within Threshold	TIMING	Decrease in Workers Comp Reimbursements $42k, Increase in Rylington Sheep Sales income $171k, Increase in Rylington Wool Sales Income $35k, Decrease in Grain Income - Barley $19k, Decrease in Grain Income - Canola $134 k, Decrease in Rylington Grain Income - Oats $24k, Decrease in Ladies Day Income $13k.
Operating Expenses						
Employee Costs	(2,827,849)	(2,711,823)	116,026	Within Threshold	TIMING	Increase in Fire Prevention $34k, Increase in Bushfire Risk Planning Wages $21k, Decrease in Medical Operations Wages $13k, Decrease in Medical Services Employee Costs $38k, Decrease in Rental of GP House $11k, Decrease in Medical Superannuation $27k,Increase in Medical Insurance Workers Comp $19k, Decrease in Recreation Complex Wages $13k, Decrease in Townsite Gardens Wages $10k, Increase in Support for Others Wages $20k, Decrease in Swim Pool Wages $19k, Decrease in Maintenance Grading Wages $52k, Decrease in Town Road Repairs Wages $11k, Increase in Storm Damage Wages $15k, Increase in Community Development Superannuation $13k, Increase in PWOH Workers Compensation insurance $16k, Decrease in PWOH Superannuation $32k, Increase in Annual Leave $15k, Decrease in Mechanic Wages $77k, Increase in Repair Wages $22k, Decrease in Workers Compensation payments $45k, Increase in Administration Salaries $23k, Increase in Admin Workers Compensation Insurance $12k, Increase in Admin FBT expense $14k, Increase in Admin WHS Wages $12k.

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 28 FEBRUARY 2026

EXPLANATION OF MATERIAL VARIANCES

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REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Materials & Contracts	(2,230,179)	(2,094,130)	136,049	Within Threshold	TIMING	Decrease in Council Chamber Maintenance $12k, Increase in Council Refreshments $13k, Decrease in Election expenses $12k, Decrease in Bushfire Mitigation expenses $38k, Increase in Ranger Services expenses $18k, Increase in Medical Building Maintenance $12k, Increase in Medical Services Employee expenses $17k, Decrease in Medical IT Consulting Support $11k, Decrease in REED Merger Contribution $30k, Decrease in Other Housing expenses $12k, Increase in Other Housing Services $17k, Increase in Transfer Station expenses $33k, Increase in Landfill Site expenses $13k, Increase in Recreation Complex expenses $37k, Increase in Townsite Gardens expenses $41k, Decrease in Swimming Pool expenses $33k, Decrease in Road Maint expenses $61k, Decrease in Bridge Maintenance $14k, Increase in Verge Pruning Materials $16k, Decrease in Consulting Engineer Services $17k, Increase in OHS expenses $12k, Increase in Parts & Repairs Materials $104k, Increase in Plant Operating Costs Recovered $157k, Decrease in Audit Fees $47k, Increase in Rylington Park Stock expenses $13k.
Depreciation on Assets	(3,281,876)	0	3,281,876	100%	TIMING	Depreciation not yet raised due to asset register implementation.
Insurance Expenses	(347,989)	(317,495)	30,494	Within Threshold	TIMING	Decrease in Medical Legal Liability Insurance $13k, Increase in Bridges Insurance $12k.
Other Expenses	(300,086)	(185,633)	114,453	38%	TIMING	Decrease in Warren Blackwood Alliance Contributions $53k, Decrease in BFRC contribution $12k, Decrease in Staff Housing allocations $12k Increase in CRC contribution $12k, Decrease in Admin FBT expense $11k, Decrease in Administration Allocations $50k.

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 28 FEBRUARY 2026

EXPLANATION OF MATERIAL VARIANCES

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REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Investing Activities						
Purchase Buildings	(3,201,696)	(14,473)	3,187,223	100%	TIMING	Decrease in Evacuation Centre Project $2,935k, Decrease in Dinninup Hall project $14k, Decrease In Town Hall project $80k, Decrease in Swimming Pool Building project $60k, Decrease in Museum Building project $33k, Decrease in Tennis Club Building project $50k.
Purchase Plant and Equipment	(695,000)	(574,864)	120,136	17%	TIMING	Decrease in Parks Equipment $69k, Decrease in Heavy Plant $103k, Increase in Utility Van Purchase $45k.
Purchase Furniture and Equipment	0	(18,450)	(18,450)	0%	TIMING	Increase in Chamber Furniture & Equipment TV Screens $18k.
Infrastructure Assets - Roads	(1,395,853)	(782,633)	613,220	44%	TIMING	Decrease in Six Mile Road project $359k, Increase in Walshaws Rd project $60k, Increase in Boyup Brook-Cranbrook Rd project $229k, Increase in Boyup Brook-Arthur River Rd project $43k, Decrease in Winnejup Road project $361k, Decrease in Municipal Funded - winter grading $107k.
Infrastructure Assets - Parks & Ovals	(256,779)	(176,502)	80,277	31%	TIMING	Increase in Sandakan Memorial Capital Improvements $80k.
Infrastructure Assets - Other	0	(29,226)	(29,226)	0%	TIMING	Increase in Emergency Water Tanks project $13k, Increase in Flaxmill Fence & Water Supply Upgrade $16k.
Proceeds from Sale of Assets	298,500	334,569	36,069	12%	TIMING	Increase in proceeds from sale of land $30k, Increase in proceeds of sale on Admin vehicle $19k, Decrease in proceeds from sale of Transport plant assets $16k.
Non-Operating Grants, Subsidies for the Development of Assets	2,066,086	647,944	(1,418,142)	-69%	TIMING	Decrease in Evacuation Centre grants $1,213k, Increase in Tallison Grant for Sandakan playground $172k, Decrease in Regional Road Group grants $469k, Decrease in RTR grant $182k, Increase in LRCI grant $284k, Increase in DWER Water Tanks grant $10k.

SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 28 FEBRUARY 2026

	2024-2025 ACTUAL	2025-2026 ACTUAL	Variance
	$	$	$
Current assets			
Unrestricted Cash & Cash Equivalents	5,738,093	7,545,015	1,806,922
Restricted Cash - Reserves	3,530,695	3,602,169	71,474
Restricted Cash - Other	21,530	16,421	(5,109)
Trade and other receivables	1,847,940	2,148,409	300,469
Inventories	389,962	389,962	0
Contract Assets	288,578	288,578	0
Other assets	21,450	1,200	(20,250)
Total current assets	**11,838,248**	**13,991,754**	2,153,506
Non-current assets			
Trade and other receivables	70,717	70,717	0
LG House Unit Trust	79,620	79,620	0
Land	4,570,000	4,270,000	(300,000)
Buildings	18,308,594	18,323,068	14,473
Furniture & Equipment	58,212	76,662	18,450
Plant & Equipment	2,500,254	3,040,549	540,295
Right of use Assets - Plant	39,822	39,822	0
Infrastructure Assets - Roads	92,899,253	93,681,886	782,633
Infrastructure Assets - Bridges	20,519,287	20,519,287	(0)
Infrastructure Assets - Footpaths	867,098	868,479	1,381
Infrastructure Assets - Recreation	2,214,948	2,211,046	(3,902)
Infrastructure Assets - Drainage	8,778,017	8,778,017	0
Infrastructure Assets - Parks/Ovals	1,544,132	1,724,536	180,404
Infrastructure Assets - Other	5,964,561	5,993,924	29,363
Total non-current assets	**158,414,514**	**159,677,612**	1,263,098
Total assets	**170,252,762**	**173,669,366**	3,416,604
Current liabilities			
Trade and other payables	1,338,664	-94,811	1,433,475
Bonds and deposits	49,434	44,661	4,773
Contract Liabilities	3,280,125	3,658,216	(378,091)
Interest-bearing loans and borrowings	25,448	4,579	20,869
Finance Lease Liability - Current	0	0	0
Provisions	510,148	510,148	0
Total current liabilities	**5,203,819**	**4,122,793**	1,081,026
Non-current liabilities			
Interest-bearing loans and borrowings	0	2,000,000	(2,000,000)
Finance Lease Liability - Non Current	0	0	0
Provisions	57,663	57,663	0
Total non-current liabilities	**57,663**	**2,057,663**	(2,000,000)
Total liabilities	**5,261,482**	**6,180,456**	(918,974)
Net assets	**164,991,280**	**167,488,910**	2,497,630
Equity			
Retained surplus	57,167,627	57,983,438	815,811
Net Result	887,284	2,497,629	1,610,345
Reserve - asset revaluation	103,405,674	103,405,674	0
Reserve - Cash backed	3,530,695	3,602,169	71,474
Total equity	**164,991,280**	**167,488,910**	2,497,630

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

SHIRE OF BOYUP BROOK
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 28 FEBRUARY 2026

	2024-2025 ACTUAL $	2025-2026 BUDGET $	2025-2026 ACTUAL $
Cash Flows from operating activities			
Payments			
Employee Costs	(4,554,794)	(4,376,069)	(2,437,266)
Materials & Contracts	(2,444,507)	(3,276,933)	(2,890,288)
Utilities (gas, electricity, water, etc)	(198,612)	(228,431)	(140,973)
Insurance	(335,437)	(41,129)	(317,495)
Interest Expense	(2,779)	(352,150)	(1,051)
Goods and Services Tax Paid	(200,630)	0	(29,310)
Other Expenses	(370,210)	(432,439)	(185,633)
	(8,106,968)	**(8,707,151)**	**(6,002,015)**
Receipts			
Rates	3,912,339	4,181,745	3,276,106
Operating Grants & Subsidies	1,870,588	2,367,396	1,062,531
Fees and Charges	2,021,445	1,699,830	1,326,823
Interest Earnings	470,834	358,700	232,491
Goods and Services Tax	128,176	106,341	120,710
Other	794,310	767,534	509,355
	9,197,693	**9,481,546**	**6,528,016**
Net Cash flows from Operating Activities	**1,090,725**	**774,395**	**526,001**
Cash flows from investing activities			
Payments			
Purchase of Land	0	0	0
Purchase of Buildings	(397,996)	(5,308,516)	(14,473)
Purchase Plant and Equipment	(559,010)	(745,100)	(76,222)
Purchase Furniture and Equipment	(40,640)	(45,000)	0
Purchase Road Infrastructure Assets	(2,362,863)	(2,550,526)	(1,065,418)
Purchase of Bridges Assets	0	0	0
Purchase of Footpath Assets	(259,723)	0	(235,687)
Purchase Drainage Assets	0	0	0
Purchase Parks & Ovals Assets	(1,545,234)	0	(176,639)
Purchase Recreation Assets	(3,902)	(457,966)	0
Purchase Infrastructure Other Assets	(707,424)	(60,000)	(29,226)
Receipts			
Proceeds from Sale of Assets	165,455	298,500	334,569
Non-Operating grants used for Development of Assets	3,990,043	981,612	1,539,578
	(1,721,295)	**(7,886,996)**	**276,483**
Cash flows from financing activities			
Repayment of Debentures	(24,011)	(58,645)	(20,870)
Principal elements of lease payments	(20,360)	0	0
Proceeds from New Debentures	0	2,000,000	2,000,000
Net cash flows from financing activities	**(44,371)**	**1,941,355**	**1,979,130**
Net increase/(decrease) in cash held	**(674,941)**	**(5,171,246)**	**2,781,614**
Cash at the Beginning of Reporting Period	**9,056,932**	**8,381,991**	**8,381,991**
Cash at the End of Reporting Period	**8,381,991**	**3,210,745**	**11,163,605**

SHIRE OF BOYUP BROOK
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 28 FEBRUARY 2026

Notes

	2024-2025 ACTUAL $	2025-2026 BUDGET $	2025-2026 ACTUAL $
RECONCILIATION OF CASH			
Cash at Bank	4,815,104	46,780	7,544,265
Restricted Cash	3,566,137	3,163,215	3,618,590
Cash on Hand	750	750	750
TOTAL CASH	**8,381,991**	**3,210,745**	**11,163,605**
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	488,531	(1,123,526)	2,497,628
Add back Depreciation	4,800,397	4,923,028	0
(Gain)/Loss on Disposal of Assets	(1,243)	0	0
LG House Unit trust	3,551	0	0
Self Supporting Loan Principal Reimbursements	0	0	0
Contributions for the Development of Assets	(3,993,162)	(981,612)	(647,944)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	(824)	0	0
(Increase)/Decrease in Receivables	(922,808)	1,277,607	(1,128,273)
Increase/(Decrease) in Accounts Payable	651,837	(73,124)	(195,411)
Increase/(Decrease) in Contract Liability	0	(25,000)	0
Increase/(Decrease) in Unspent Captail Grants	0	(3,267,613)	
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	64,446	44,635	0
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	0	0	0
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	**1,090,725**	**774,395**	**526,001**

CAPITAL EXPENDITURE PROGRAM

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2025-26 Total Budget	2025-26 YTD Budget	2025-26 YTD Actuals	% of Annual Budget
Governance								
041401	Chamber TV Screens	DCEO	F&E	New	0	0	18,450	0.0%
					0	**0**	**18,450**	
Law Order & Public Safety								
053401	Other Law - Evaucation Centre Building Capital Expenditure	MWS	BUILD	New	4,915,586	2,949,352	13,979	0.3%
051900	Emergency Water Tanks	MWS	OTHER	New	0	0	13,182	0.0%
					4,915,586	**2,949,352**	**27,161**	
Health								
074401	5 Rogers Avenue	BMC	BUILD	Renewal	0	0	0	0.0%
074400	Medical Centre Building - Renovations and access doors	BMC	BUILD	Renewal	100,000	0	14	0.0%
					100,000	**0**	**14**	
Education & Welfare								
081400	Community Resource Centre - Internal renovations	BMC	BUILD	Renewal	25,000	0	0	0.0%
					25,000	**0**	**0**	
Community Amenities								
101410	Transfer Station buildings	MWS	BUILD	Upgrade	0	0	0	0.0%
106900	War Memorial Capitla Expernditure	MWS	PARK	Upgrade			137	
					0	**0**	**137**	
Recreation & Culture								
LRC021	Wilga Hall - Lighting, Stove, exit lights	BMC	BUILD	Upgrade	6,020	6,020	0	0.0%
LRC022	Dinninup Hall - Painting and verandah roof	BMC	BUILD	Renewal	13,770	13,770	0	0.0%
LRC023	Kulikup Hall - Weatherboard replace, stove exit lights	BMC	BUILD	Renewal	10,710	8,894	0	0.0%
BU1501	Town Hall Building - Roof	MWS	BUILD	New	80,000	80,000	0	0.0%
BC5500	Swimming Pool Buildings - Solar Upgrade	MWS	BUILD	New	60,000	60,000	0	0.0%
BC5600	Tennis Club Building - Replace stumps	MWS	BUILD	New	50,000	50,000	0	0.0%
BR5051	Museum Building - Replace roof & electrical wiring	BMC	BUILD	New	33,660	33,660	0	0.0%
113900	Music Park and Sports Buildings	BMC	BUILD	New	0	0	80	0.0%
112500	Swimming Pool Plant and Equipment	MWS	P&E	New	0	0	6,405	0.0%
113907	Plant & Equipment - Parks & Gardens	MWS	P&E	New	120,000	120,000	51,367	42.8%
PKS01	Sandakan Playground Upgrade - Tallison	MWS	PARK	New	427,966	256,779	176,502	41.2%
PKS02	Sandakan Playground Upgrade - CBH Train Shed	MWS	PARK	New	30,000	0	0	0.0%
					832,126	**629,123**	**234,353**	
Transport								
123610	Heavy Plant Replacements	MWS	P&E	Renewal	575,000	575,000	472,092	82.1%
RTR009	RTR - Six Mile Road	MWS	ROAD	New	359,375	359,375	107	0.0%
RTR020	RTR - Walshshaws Road	MWS	ROAD	Renewal	0	0	60,319	0.0%
RTR037	RTR - Craigie Road	MWS	ROAD	Renewal	313,750	25,975	0	0.0%
RRG004	Regional Road Group - Winnejup Road	MWS	ROAD	Upgrade	375,080	375,078	114,978	30.7%
RRG148	Regional Road Group - Boyup Brook Cranbrook Road	MWS	ROAD	Upgrade	389,522	0	326,635	83.9%
RRG210	Regional Road Group - Boyup Brook Arthur River Road	MWS	ROAD	Upgrade	439,880	293,254	46,287	10.5%
MU501	Gravel Pits Rehabilitation	MWS	ROAD	Renewal	30,000	0	0	0.0%
121401	Gravel Sheeting Road Projects	MWS	ROAD	Renewal	136,000	0	0	0.0%
121410	Winter Road Grading	MWS	ROAD	Renewal	506,919	342,171	234,307	46.2%
LFC125	LRCI - Glynn St Footpath	MWS	FOOT	New	0	0	1,380	0.0%
122895	Depot Buildings	BMC	BUILD	New	0	0	200	0.0%
					3,125,526	**1,970,853**	**1,256,305**	
Economic Services								
132400	Tourist Centre Building	BMC	BUILD	New	0	0	200	0.0%
132404	Flaxmill Storage Shed - Gutters	MWS	BUILD	New	13,770	0	0	0.0%
132901	Flaxmill Fence & Water Supply Upgrade (Other Inf)	MWS	OTHER	Upgrade	60,000	0	16,044	26.7%
					73,770	**0**	**16,244**	

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 28 FEBRUARY 2026

CAPITAL EXPENDITURE PROGRAM

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2025-26 Total Budget	2025-26 YTD Budget	2025-26 YTD Actuals	% of Annual Budget
Other Property & Services								
146500	Administration Vehicle replacements	MWS	P&E	Renewal	45,000	0	45,000	100.0%
149502	Rylington Park Plant & Equipment	MWS	P&E	New	5,100	0	0	0.0%
146601	ICT Upgrades & Renewals - New Server	DCEO	F&E	New	45,000	0	0	0.0%
					95,100	**0**	**45,000**	
	Total Capital Expenditure				**9,167,108**	**5,549,328**	**1,597,665**	

SUMMARIES:				
Buildings	5,308,516	3,201,696	14,473	0.3%
Plant & Equipment	745,100	695,000	574,863	77.2%
Furniture & Equipment	45,000	0	18,450	41.0%
Road Infrastructure	2,550,526	1,395,853	782,633	30.7%
Footpath Infrastructure	0	0	1,380	0.0%
Bridge Infrastructure	0	0	0	0.0%
Drainage Infrastructure	0	0	0	0.0%
Parks & Reserves Infrastructure	457,966	256,779	176,639	38.6%
Recreation Infrastructure	0	0	0	0.0%
Other Infrastructure	60,000	0	29,226	48.7%
	9,167,108	**5,549,328**	**1,597,665**	**17.4%**
At No Cost	0	0	0	0.0%
Asset Renewal	1,756,149	965,810	811,732	46.2%
New Asset	6,140,457	3,909,166	281,851	4.6%
Upgrading Asset	1,270,502	674,352	504,081	39.7%
	9,167,108	**5,549,328**	**1,597,665**	**17.4%**
Chief Executive Officer	0	0	0	0.0%
Deputy CEO	45,000	0	18,450	41.0%
Manager Works & Services	8,932,948	5,486,984	1,578,720	17.7%
Building Maintenance Coordinator	189,160	62,344	494	0.3%
	9,167,108	**5,549,328**	**1,597,665**	**17.4%**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
STATEMENT OF CAPITAL GRANTS & CONTRACT LIABILITIES
FOR THE PERIOD ENDING 28 FEBRUARY 2026

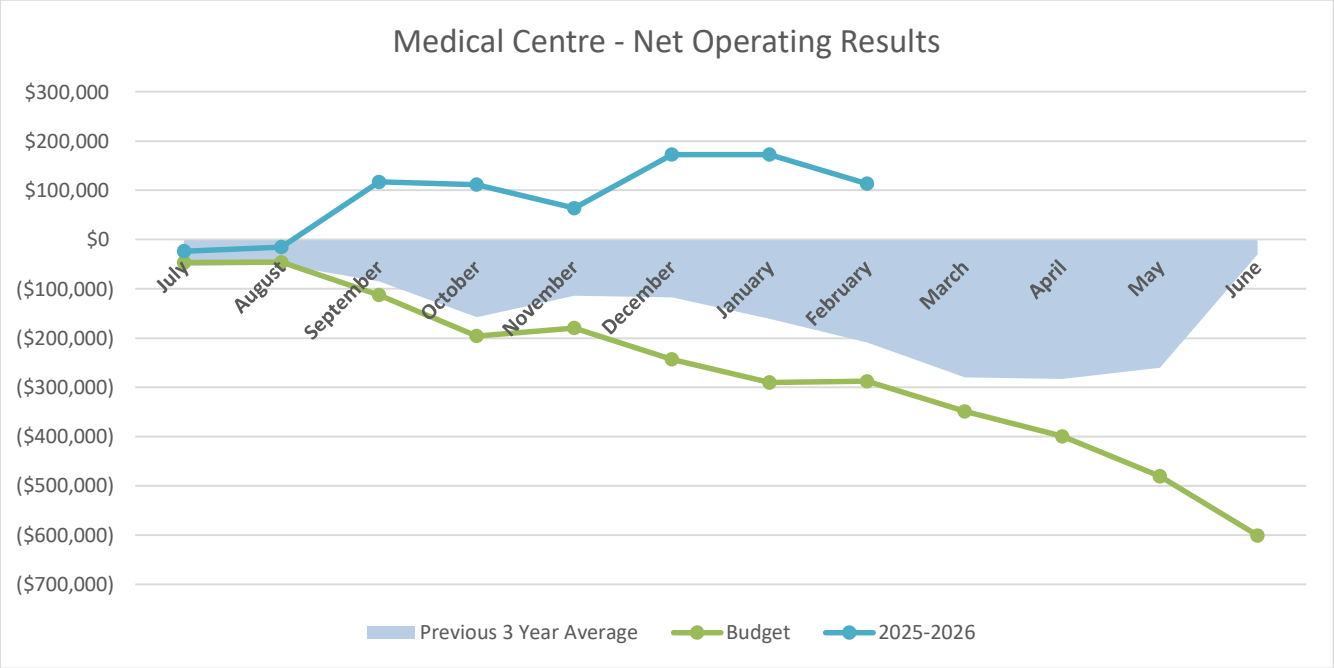
UNSPENT CAPITAL GRANTS Grant Provider	Liability 1 July 2025	Increase in Liability	Liability Recorded as Revenue	Closing Liability	Adopted Budget Revenue	YTD Budget	YTD Actual Revenue
Law, Order & Public Safety							
DFES - Evacuation Centre Grant	266,029	-	(13,979)	252,050	672,529	1,220,341	13,979
CSRFF - Evacuation Centre/Recreation Centre Grant	-	-	-	-	1,500,000	-	-
Other - Evacuation Centre/Recreation Centre Contributions	-	-	-	-	130,000	-	-
Recreation & Culture							
Talison - Sandakan Playground	137,548	34,320	(171,868)	-	171,868	-	171,868
Transport							
DITRDC - LRCI Phase 2 Grant	3,948	-	-	3,948	-	-	-
MRWA - Boyup Brook-Winnejup Road Grant Job 30000537 22-23	63,200	-	-	63,200	-	-	-
MRWA - Regional Road Group Funding - Boyup Brook Arthur Rd	-	114,000	(46,287)	67,713	285,000	428,000	46,287
MRWA - Regional Road Group Funding - Winnejup Rd		98,000	(14,239)	83,761	245,000	98,000	14,239
MRWA - Regional Road Group Funding - Boyup Brook Cranbrook Rd		102,000	(102,000)	-	255,000	102,000	102,000
DITRDC - Roads to Recovery Grant	14,891	-	-	14,891	673,128	181,745	-
WALGGC - Special Bridge Funding	1,332,000	-	-	1,332,000	-	-	-
WALGGC - Special Bridge Funding	1,449,997	-	-	1,449,997	-	-	-
WALGGC - Special Bridge Funding	-	291,000	-	291,000	256,700	-	-
Dept of Industry - Airport Grant	-	26,662	-	26,662	-	0	0
Economic Services							
DWER - Water Tanks	-	-	-	-	60,000	-	-
Total Unspent Capital Grants	**3,267,613**	**665,982**	**(348,373)**	**3,585,222**	**4,249,225**	**2,030,086**	**348,373**

CONTRACT LIABILITIES Grant Provider	Liability 1 July 2024	Increase in Liability	Liability Recorded as Revenue	Closing Liability	Adopted Budget Revenue	YTD Budget	YTD Actual Revenue
Law, Order & Public Safety							
DFES - Bushfire Mitigation funding	-	46,518	(9,640)	36,878	-	-	9,640
Education & Welfare							
Regional Childcare Workers Grant	12,512	-	-	12,512	-	-	-
Transport							
Streets Alive Grant	-	13,000	-	13,000	-	-	-
DWER - Stormwater Drain Cleaning Grant	-	20,000	(20,000)	-	30,000	-	20,000
Total Contract Liabilities	**12,512**	**79,518**	**(29,640)**	**62,390**	**30,000**	**-**	**29,640**
TOTAL LIABILITIES & REVENUE	**3,280,125**	**745,500**	**(378,013)**	**3,647,612**	**4,279,225**	**2,030,086**	**378,013**

MAJOR BUSINESS UNITS

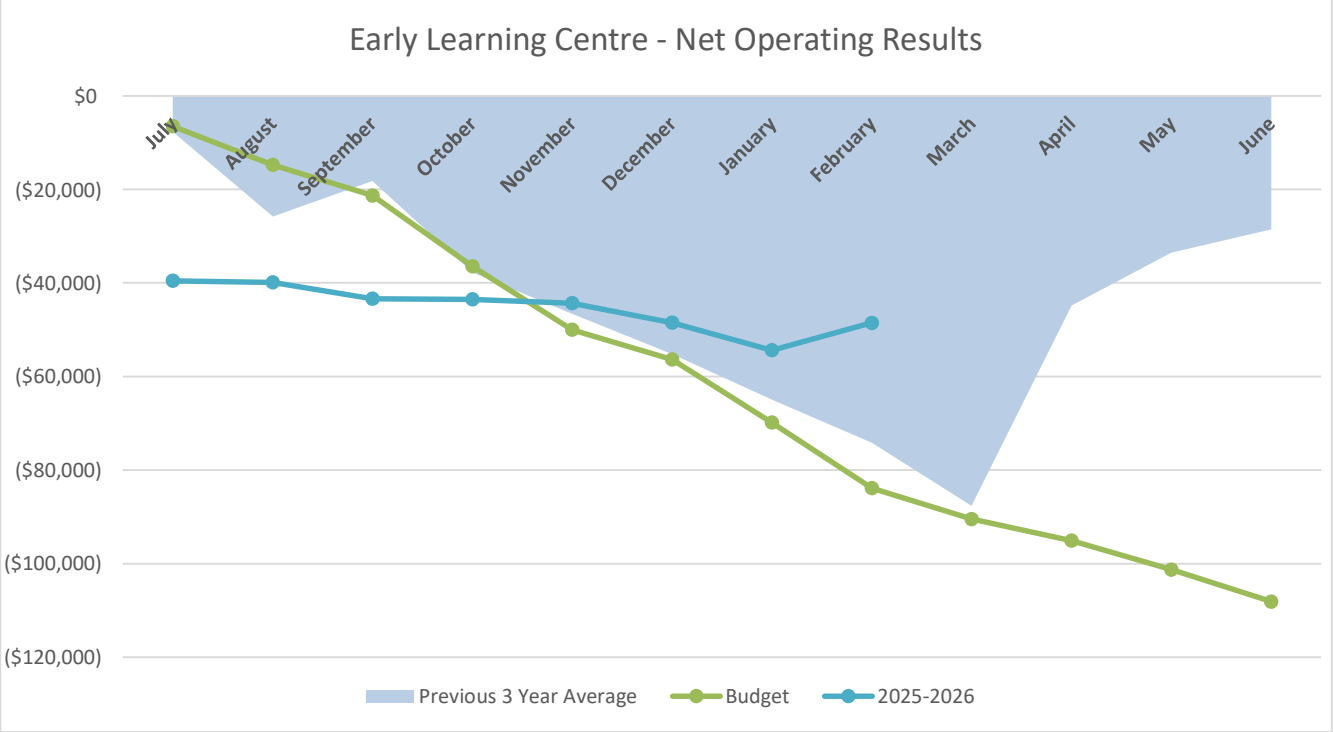
Medical Centre

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

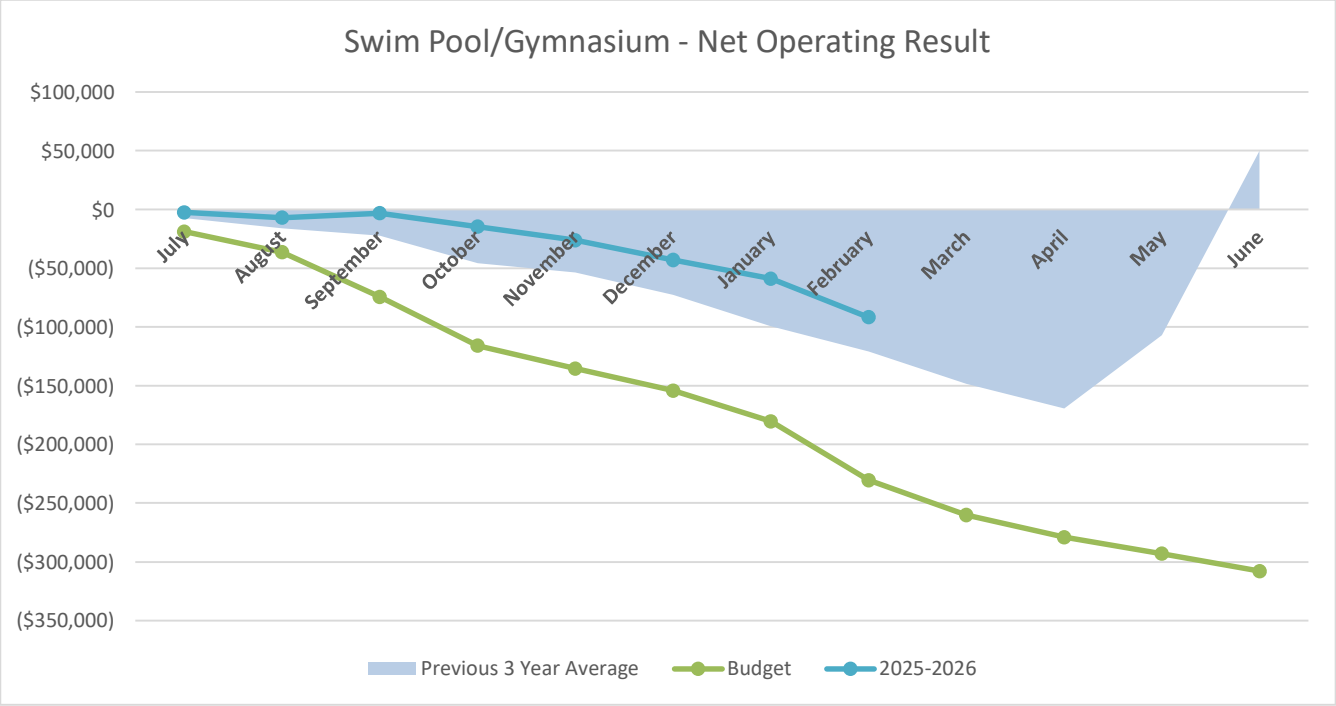
The Shire of Boyup Brook owns and operates an early learning centre in Boyup Brook that provides child care services to the community. The following graph shows the operations of the Early Learning Centre (profit or loss), excluding capital grants.



MAJOR BUSINESS UNITS

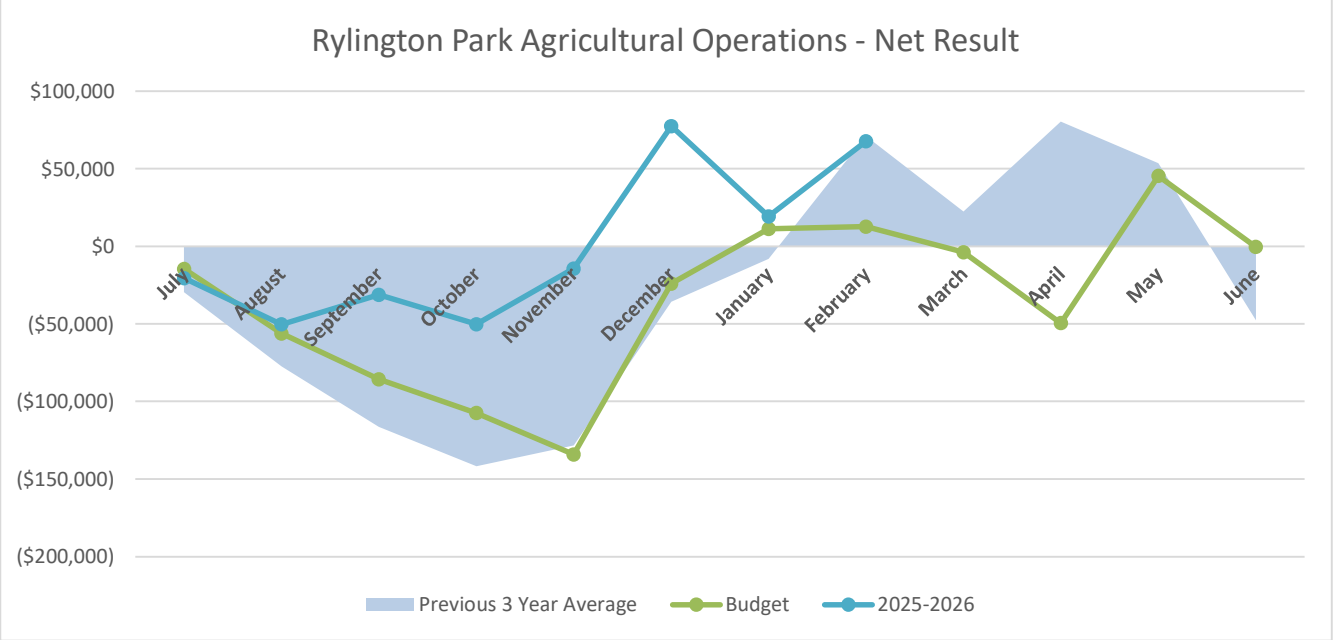
Swimming Pool/Gymnasium

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



Rylington Park Agricultural Operations

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



SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 28 FEBRUARY 2026

RESERVES - CASH BACKED	2025-2026 Actual Opening Balance	2025-2026 Actual Transfer to	2025-2026 Actual Transfer (from)	2025-2026 Actual Closing Balance	2025-2026 Budget Opening Balance	2025-2026 Budget Transfer to	2025-2026 Budget Transfer (from)	2025-2026 Budget Closing Balance
Leave Reserve	37,344	755	0	38,099	37,344	1,269	0	38,613
Plant Reserve	386,424	7,823	0	394,247	386,424	63,134	0	449,558
Building Reserve	887,960	17,976	0	905,936	887,960	134,564	(894,000)	128,524
Community Housing Reserve	239,613	4,851	0	244,464	239,613	8,144	0	247,757
Emergency Reserve	13,939	283	0	14,222	13,939	474	0	14,413
Insurance Claim Reserve	16,986	344	0	17,330	16,986	577	0	17,563
Other Recreation Reserve	92,898	1,881	0	94,779	92,898	53,158	0	146,056
Commercial Reserve	504,420	10,211	0	514,631	504,420	17,144	(100,000)	421,564
Bridges Reserve	62,649	1,268	0	63,917	62,649	52,129	0	114,778
Aged Accommodation Reserve	36,216	733	0	36,949	36,216	1,231	0	37,447
Road Contributions Reserve	31,956	647	0	32,603	31,956	1,086	0	33,042
IT/Office Equipment Reserve	148,362	3,003	0	151,365	148,362	30,042	0	178,404
Civic Receptions Reserve	18,739	379	0	19,118	18,739	637	0	19,376
Unspent Grants Reserve	89	2	0	90	89	3	0	92
Unspent Community Grants Reserve	137	3	0	139	137	5	0	142
Rylington Park Working Capital Reserve	258,271	5,228	0	263,499	258,271	8,778	0	267,049
Rylington Park Community Projects Reserve	558,873	11,313	0	570,186	558,873	18,995	0	577,868
Co-Contributions Reserve	156,362	3,165	0	159,527	156,362	105,314	0	261,676
Waste Reserve	20,825	422	0	21,247	20,825	10,708	0	31,533
Rylington Park Scholarship Fund Reserve	6,745	137	0	6,882	6,745	6,729	0	13,474
Asset Design and Development Reserve	51,888	1,050	0	52,938	51,888	31,764	0	83,652
Sandakan Reserve	0	0	0	0	0	8,000	0	8,000
Playground Reserve	0	0	0	0	0	25,000	0	25,000
	3,530,695	71,474	0	3,602,169	3,530,696	578,885	(994,000)	3,115,581

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 28 FEBRUARY 2026

LOAN REPAYMENTS	Loan Number	2025-2026 Actual Principal 1 July 2025	2025-2026 Actual New Loans	2025-2026 Actual Principal Repayments	2025-2026 Actual Interest Repayments	2025-2026 Actual Principal Outstanding	2025-2026 Budget Principal 1 July 2025	2025-2026 Budget New Loans	2025-2026 Budget Principal Repayments	2025-2026 Budget Interest Repayments	2025-2026 Budget Principal Outstanding
Law, Order & Public Safety											
Evacuation Centre	119	0	2,000,000	0	0	2,000,000	0	2,000,000	(33,200)	(40,000)	1,966,800
Housing											
Staff House	115	9,026	0	(9,026)	(107)	0	9,026	0	(9,026)	(400)	0
Recreation and culture											
Swimming Pool	114	16,419	0	(16,419)	(352)	0	16,419	0	(16,419)	(729)	0
		25,445	2,000,000	(25,445)	(459)	2,000,000	25,445	2,000,000	(58,645)	(41,129)	1,966,800

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
PROCEEDS SALE OF ASSETS								
123001		Proceeds Sale of Plant Assets	($28,500)	($15,455)	($15,455)	$0	($28,500)	$0
146016		Proceeds Sale of Assets - Administration Plant Equipment	$0	($19,115)	($19,115)	$0	$0	$0
092020		Proceeds - Sale of Land Assets	($270,000)	($300,000)	($300,000)	$0	($270,000)	$0
PROCEEDS FROM SALE OF ASSETS			($298,500)	($334,569)	($334,569)	$0	($298,500)	$0
		Written Down Value						
092600		Written Down Value - Disposal of Assets	$298,500	$0	$0	$0	$0	$298,500
Sub Total - WDV ON DISPOSAL OF ASSET			$298,500	$0	$0	$0	$0	$298,500
Total - GAIN/LOSS ON DISPOSAL OF ASSET			$0	($334,569)	($334,569)	$0	**($298,500)**	**$298,500**
Total - OPERATING STATEMENT			**$0**	**($334,569)**	**($334,569)**	**$0**	**($298,500)**	$298,500

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
RATES								
OPERATING EXPENDITURE								
031103		Rates Administration Activity Costs	$91,425	$0	$0	$0	$0	$137,192
031101		Collection Costs	$3,332	$395	$0	$395	$0	$5,000
031100		Valuation Charges	$3,311	$679	$0	$679	$0	$20,000
031102		Search Costs	$48	$0	$0	$0	$0	$300
Sub Total - GENERAL RATES OP EXP			$98,116	$1,074	$0	$1,074	$0	$162,492
OPERATING INCOME								
031001		Rates · GRV	($637,443)	($637,616)	($637,616)	$0	($637,443)	$0
031002		Rates · UV	($2,932,908)	($2,935,861)	($2,935,861)	$0	($2,932,908)	$0
031003		Rates · GRV - Minimum	($63,450)	($63,450)	($63,450)	$0	($63,450)	$0
031004		Rates · UV - Minimum	($528,822)	($528,822)	($528,822)	$0	($528,822)	$0
031006		Rates · Ex-Gratia Rates	($1,688)	($1,703)	($1,703)	$0	($1,688)	$0
031013		Rates Administration Fee	$0	$120	$120	$0	($3,000)	$0
031005		Rates · Instalment Interest	($10,500)	$0	$0	$0	($10,500)	$0
031007		Rates · Non Payment Penalty - LG	($18,750)	($15,578)	($15,578)	$0	($25,000)	$0
031008		Rates · Rate Enquiries	($4,640)	($6,433)	($6,433)	$0	($8,000)	$0
031009		Rates - ESL Administration Fee	($4,000)	($4,000)	($4,000)	$0	($4,000)	$0
031010		Rates - Reimbursements	$0	$930	$930	$0	($5,000)	$0
031011		Rates · Penalty Interest - DFES	($600)	$0	$0	$0	($600)	$0
031012		Rates · Rates Interims	($150)	($1,068)	($1,068)	$0	($500)	$0
031016		Rates - Concessions	$1,750	$0	$0	$0	$3,018	$0
031017		Rates - Deferred Rates - Interest Grant	($1,044)	$0	$0	$0	($1,800)	$0
031104		Rates Written Off	$29	$0	$0	$0	$50	$0
Sub Total - GENERAL RATES OP INC			($4,202,216)	($4,193,482)	($4,193,482)	$0	($4,219,643)	$0
Total - GENERAL RATES			($4,104,100)	($4,192,408)	($4,193,482)	$1,074	($4,219,643)	$162,492

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure
OTHER GENERAL PURPOSE FUNDING								
OPERATING EXPENDITURE								
032100		General Purpose Funding - Administration Allocated	$6,062	$0	$0	$0	$0	$9,097
032101		General Purpose Funding - Doubtful Debts Expense	$6,664	$0	$0	$0	$0	$10,000
032110		General Purpose Funding - Bad Debts Written Off			$0	$0	$0	$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP			$12,726	$0	$0	$0	$0	$19,097
OPERATING INCOME								
032001		General Purpose Grants Federal Commission (OP)	($333,702)	($316,280)	($316,280)	$0	($444,937)	$0
032002		General Purpose Grants Federal - Roads (OP)	($285,107)	($333,839)	($333,839)	$0	($380,142)	$0
032003		General Purpose Funding - Interest On Investments - Municip	($146,000)	($144,699)	($144,699)	$0	($200,000)	$0
032004		Interest on Investments - Reserves Account	($68,400)	($71,473)	($71,473)	$0	($120,000)	$0
032005		Interest on Investments - Police Licensing	($73)	($350)	($350)	$0	($100)	$0
032006		General Purpose Funding - Interest on Investments - Medical	($497)	($373)	($373)	$0	($700)	$0
032007		General Purpose Funding - Interest on Investments - Busines	$0	$0	$0	$0	$0	$0
032008		General Purpose Funding - Interest on Investments - Short Te	$0	$0	$0	$0	$0	$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC			($833,778)	($867,014)	($867,014)	$0	($1,145,879)	$0
Total - OTHER GENERAL PURPOSE FUNDING			($821,052)	($867,014)	($867,014)	$0	($1,145,879)	$19,097
Total - GENERAL PURPOSE FUNDING			($4,925,152)	($5,059,422)	**($5,060,496)**	**$1,074**	**($5,365,522)**	**$181,589**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
MEMBERS OF COUNCIL								
OPERATING EXPENDITURE								
041100		Members - Sitting Fees.	$46,822	$11,124	$0	$11,124	$0	$70,261
041119		Website Expenses	$11,400	$11,400	$0	$11,400	$0	$11,400
041101		Members - Training Costs	$6,900	$1,170	$0	$1,170	$0	$10,000
041102		Members - Travelling Costs	$3,105	$653	$0	$653	$0	$4,500
041103		Members - Telecommunications Reimbursements	$7,452	$1,534	$0	$1,534	$0	$10,800
041104		Members - Other Expenses	$4,400	$344	$0	$344	$0	$4,400
041105		Members - Conferences/Seminars Costs	$880	$0	$0	$0	$0	$1,000
041106		Members - President's Allowance	$4,934	$3,073	$0	$3,073	$0	$10,280
041107		Members - Deputy President's Allowance	$1,259	$643	$0	$643	$0	$2,570
041108		Members - Council Chamber Expenses	$27,441	$6,012	$0	$6,012	$0	$28,204
041109		Members - Refreshments & Receptions	$23,413	$27,017	$0	$27,017	$0	$21,500
041109		Australia Day Reception			$0	$0	$0	$9,085
041110		Members - Bunbury Wellington GOC Projects	$2,000	$2,000	$0	$2,000	$0	$2,000
041111		Members - Insurance Costs For Members	$7,782	$7,307	$0	$7,307	$0	$7,782
041112		Members - Subscriptions	$10,163	$9,776	$0	$9,776	$0	$10,163
041113		Members - Election Expenses	$16,500	$4,305	$0	$4,305	$0	$16,500
041114		Members - Donations	$21,330	$25,183	$0	$25,183	$0	$27,000
041118		ICT - Councillors	$2,100	$696	$0	$696	$0	$3,800
041120		Warren Blackwood Alliance Expenses	$86,332	$33,200	$0	$33,200	$0	$86,332
041150		Members - Admin Allocation	$48,760	$0	$0	$0	$0	$73,144
Sub Total - MEMBERS OF COUNCIL OP/EXP			$332,973	$145,436	$0	$145,436	$0	$410,721
OPERATING INCOME								
041001		Members - Reimbursements Income	($800)	$0	$0	$0	($800)	$0
041002		Other Governance - Sundry Reimbursements Income	$0	$0	$0	$0	$0	$0
041004		Members - Operating Grants and Contributions	$0	$0	$0	$0	$0	$0
Sub Total - MEMBERS OF COUNCIL OP/INC			($800)	$0	$0	$0	($800)	$0
Total - MEMBERS OF COUNCIL			$332,173	$145,436	$0	$145,436	($800)	$410,721

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure
GOVERNANCE								
OPERATING EXPENDITURE								
042100		Other Governance - Admin Allocated	$73,144	$0	$0	$0	$0	$109,716
Sub Total - GOVERNANCE - GENERAL OP/EXP			$73,144	$0	$0	$0	$0	$109,716
OPERATING INCOME								
Sub Total - GOVERNANCE - GENERAL OP/INC			$0	$0	$0	$0	$0	$0
Total - GOVERNANCE - GENERAL			$73,144	$0	$0	$0	$0	$109,716
Total - GOVERNANCE			$405,317	$145,436	$0	$145,436	**($800)**	**$520,437**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
LAW, ORDER AND PUBLIC SAFETY								
FIRE PREVENTION								
OPERATING EXPENDITURE								
051109		ESL - Insurances Fire Appliances and Personnel	$41,000	$33,111	$0	$33,111	$0	$41,000
051112		Fire Prevention And Support	$11,522	$44,245	$0	$44,245	$0	$11,925
051101		Fire Break Inspection Expenses	$3,375	$3,570	$0	$3,570	$0	$4,500
051102		Fire Hazard Reductions Expenses	$5,276	$5,458	$0	$5,458	$0	$7,646
051104		Minor Fire Plant & Equipment Purchases non ESL	$367	$0	$0	$0	$0	$550
051105		Fire Plant & Equipment Maintenance - Non ESL	$742	$0	$0	$0	$0	$1,120
051106		ESL - Fire Vehicle Maintenance Costs	$12,500	$15,870	$0	$15,870	$0	$30,488
051107		ESL - Brigade Utilities, rates and taxes	$1,025	$0	$0	$0	$0	$2,500
051108		ESL - Other Goods & Services relating to Fires	$0	$4,291	$0	$4,291	$0	$15,000
051110		ESL - Fire Plant & Equip over $1500	$9,375	$0	$0	$0	$0	$9,375
051111		ESL - Minor Fire Plant/Equip Under $1500	$4,200	$2,818	$0	$2,818	$0	$12,000
051114		ESL - Land & Building Maintenance	$615	$1,343	$0	$1,343	$0	$1,500
051115		ESL - Clothing and Accessories	$10,250	$11,026	$0	$11,026	$0	$25,000
051116		ESL - Plant and Equipment Maintenance	$3,280	$0	$0	$0	$0	$8,000
051117		BFRC - Bushfire Risk Planning	$14,680	$28,758	$0	$28,758	$0	$22,856
051118		DFES Fire Defence Grant Expenses	$0	$0	$0	$0	$0	$0
051120		Bush Fire - Mitigation Activity Funded	$38,344	$9,640	$0	$9,640	$0	$93,522
051150		Admin Allocation - Fire Control	$48,760	$0	$0	$0	$0	$73,144
051190		Depreciation - Fire Control	$1,735	$0	$0	$0	$0	$2,603
Sub Total - FIRE PREVENTION OP/EXP			$207,046	$160,130	$0	$160,130	$0	$362,729
OPERATING INCOME								
050600		ESL & DFES Non Operating Grants	$0	$0	$0	$0	$0	$0
051001		Fire Infringements/Fines Income	($300)	($1,250)	($1,250)	$0	($300)	$0
051002		Sale Of Fire Maps Income	($100)	($23)	($23)	$0	($100)	$0
051003		LGIS Fire Reimbursement Income	$0	$0	$0	$0	$0	$0
051004		Operating Grants and Subsidies Income	($101,250)	($143,662)	($143,662)	$0	($135,000)	$0
051009		Non-Operating Grants and Contributions	$0	$0	$0	$0	$0	$0
Sub Total - FIRE PREVENTION OP/INC			($101,650)	($144,934)	($144,934)	$0	($135,400)	$0
Total - FIRE PREVENTION			$105,396	$15,196	($144,934)	$160,130	($135,400)	$362,729

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
ANIMAL CONTROL								
OPERATING EXPENDITURE								
052100		Ranger Services Operation Costs	$10,869	$30,091	$0	$30,091	$0	$51,811
052005		Trap Hire Refunds	$50	$0	$0	$0	$0	$50
052101		Ranger Vehicle Operating Expenses	$0	$0	$0	$0	$0	$0
052102		Dog License Discs Costs	$300	$0	$0	$0	$0	$300
052103		Other Control Expenses	$836	$64	$0	$64	$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	$2,974	$1,636	$0	$1,636	$0	$3,400
052111		Ranger Services Provision for Leave Accruals	$0	$0	$0	$0	$0	$0
052150		Admin Allocation - Animal Control	$18,312	$0	$0	$0	$0	$27,475
052190		Depreciation	$5,506	$0	$0	$0	$0	$8,260
Sub Total - ANIMAL CONTROL OP/EXP			$43,046	$31,791	$0	$31,791	$0	$97,396
OPERATING INCOME								
052001		Animal Fines & Penalties Income	($150)	($400)	($400)	$0	($250)	$0
052002		Animal Impounding Fees Income	$0	($800)	($800)	$0	$0	$0
052003		Dog Registrations Charges	($3,577)	($3,263)	($3,263)	$0	($5,000)	$0
052004		Cat Registration Charges	$0	($171)	($171)	$0	$0	$0
052006		Animal Control Income - Grant	$0	$0	$0	$0	$0	$0
Sub Total - ANIMAL CONTROL OP/INC			($3,727)	($4,634)	($4,634)	$0	($5,250)	$0
Total - ANIMAL CONTROL			$39,320	$27,157	($4,634)	$31,791	($5,250)	$97,396

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
OTHER LAW ORDER & PUBLIC SAFETY								
OPERATING EXPENDITURE								
053100		Local Emergency Management Committee Expenses	$1,000	$225	$0	$225	$0	$1,000
053150		Administration Allocated - Emergency Mgt	$18,309	$0	$0	$0	$0	$27,475
053102		Emergency Services Planning	$0	$472	$0	$472	$0	$0
053152		Other Costs	$512	$0	$0	$0	$0	$800
053103		Emergency Management Coordination Expenses	$54,144	$2,355	$0	$2,355	$0	$84,601
053104		Interest on Loan - Evacuation Centre	$0	$0	$0	$0	$0	$40,000
053105		Government Guarantee Fee - Loan 118	$0	$0	$0	$0	$0	$7,600
053190		Depreciation	$35,545	$0	$0	$0	$0	$53,320
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP			$109,510	$3,052	$0	$3,052	$0	$214,796
OPERATING INCOME								
053002		Non-Operating Grants	($1,220,341)	($13,979)	($13,979)	$0	($2,302,529)	$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC			($1,220,341)	($13,979)	($13,979)	$0	($2,302,529)	$0
Total - OTHER LAW ORDER PUBLIC SAFETY			($1,110,831)	($10,927)	($13,979)	$3,052	($2,302,529)	$214,796
Total - LAW ORDER & PUBLIC SAFETY			($966,115)	$31,426	($163,548)	$194,974	**($2,443,179)**	**$674,921**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
HEALTH -FAMILY AND OTHER HEALTH								
OPERATING EXPENDITURE								
071100	B0101	Family Stop Centre - Operation	$0	$0	$0	$0	$0	$0
071100	G300	Family Stop Centre - Grounds	$0	$0	$0	$0	$0	$0
071150		Admin Allocated - Family Stop Centre	$0	$0	$0	$0	$0	$0
071190		Depreciation - Family Stop Centre	$0	$0	$0	$0	$0	$0
Sub Total - HEALTH FAMILY STOP OP/EXP			$0	$0	$0	$0	$0	$0
OPERATING INCOME								
Sub Total - HEALTH FAMILY STOP OP/INC			$0	$0	$0	$0	$0	$0
Total - HEALTH FAMILY STOP			$0	$0	$0	$0	$0	$0
HEALTH ADMINISTRATION & INSPECTION								
OPERATING EXPENDITURE								
072100		Health Administration Services Expenses	$67,615	$55,818	$0	$55,818	$0	$103,427
072101		Other Health Administration Expenses	$359	$75	$0	$75	$0	$495
072102		Provision for Leave Accruals	$0	$0	$0	$0	$0	$0
072150		Admin Allocation - Other Health	$12,252	$0	$0	$0	$0	$18,379
Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP			$80,226	$55,894	$0	$55,894	$0	$122,301
OPERATING INCOME								
072001		Food Stall Permit Charges	($1,100)	($719)	($719)	$0	($1,100)	$0
072002		Temporary Camping Site Permit Charges	($500)	($900)	($900)	$0	($500)	$0
072003		Food Business Registration Fee	($1,192)	($2,102)	($2,102)	$0	($2,000)	$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			($2,792)	($3,721)	($3,721)	$0	($3,600)	$0
Total - HEALTH ADMIN AND INSPECTION			$77,434	$52,173	($3,721)	$55,894	($3,600)	$122,301

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
OTHER HEALTH - MEDICAL SERVICES								
OPERATING EXPENDITURE								
074100	B0105	Housing General Practitioner - Medical Service (5 Rogers)	$10,866	$6,630	$0	$6,630	$0	$27,051
074102		**Boyup Brook Medical Services Building**	$33,854	$26,939	$0	$26,939		
074102		Medical Centre Building Operational Expenses			$0	$0	$0	$80,658
074102	BO111	Medical Centre Physio Rooms Maintenance			$0	$0	$0	$4,765
074102	G315	Medical Centre Gardens & Car Park Maintenance			$0	$0	$0	$4,840
074101		Medical Services General Operations	$521	$14,845	$0	$14,845	$0	$1,220
074103		Medical Service Employee Costs	$719,123	$537,100	$0	$537,100	$0	$1,170,339
074105		Postage, Printing & Stationery	$3,071	$1,704	$0	$1,704	$0	$5,800
074106		Medical Ctr - Telephones	$4,598	$2,610	$0	$2,610	$0	$6,900
074107		Medical Ctr - Subscriptions	$5,684	$4,797	$0	$4,797	$0	$8,111
074108		Medical Ctr - Insurances	$18,275	$0	$0	$0	$0	$18,275
074109		Medical Bank Fees	$0	$0	$0	$0	$0	$0
074110		Medical Ctr - Computer Expenses	$28,462	$20,163	$0	$20,163	$0	$37,036
074111		Medical Ctr - Medical Supplies & Equip	$16,327	$4,630	$0	$4,630	$0	$24,500
074112		Medical Ctr - Locum Doctor	$0	$1,272	$0	$1,272	$0	$20,000
074113		Medical Ctr - Superannuation	$81,077	$53,626	$0	$53,626	$0	$132,566
074114		Medical Ctr - Training	$15,000	$0	$0	$0	$0	$15,000
074115		Medical Ctr - Sundry Expenses	$4,697	$2,122	$0	$2,122	$0	$7,350
074116		Medical Service Provision for Leave Accruals	$0	$0	$0	$0	$0	$31,245
074117		Medical - Fringe Benefit Tax	$1,325	$213	$0	$213	$0	$2,650
074118		Medical Employee (Packaging) Costs	$0	$0	$0	$0	$0	$1,200
074119		Medical Doubtful Debts Expense	$1,866	$0	$0	$0	$0	$2,800
074120		Medical Ctr - Bank Merchant Fees	$500	$261	$0	$261	$0	$750
074150		Admin Allocated - Boyup Brook Medical Services	$54,805	$0	$0	$0	$0	$82,241
074191		Depreciation - Medical Centre	$6,778	$0	$0	$0	$0	$10,170
074190		Depreciation - Housing GP - 5 Rogers Ave	$4,666	$0	$0	$0	$0	$7,000
074192		Depreciation - Ultrasound Machine	$478	$0	$0	$0	$0	$715
Sub Total - PREVENTIVE SRVS - OP/EXP			$1,011,975	$676,911	$0	$676,911	$0	$1,703,182
OPERATING INCOME								
074001		Surgery Turnover	($722,590)	($790,451)	($790,451)	$0	($1,100,000)	$0
074002		Surgery Rental Income	($1,745)	($2,000)	($2,000)	$0	($2,619)	$0
074003		Medical - Reimbursement	$0	($337)	($337)	$0	$0	$0
Sub Total - PREVENTIVE SRVS - OP/INC			($724,335)	($792,788)	($792,788)	$0	($1,102,619)	$0
Total - PREVENTIVE SERVICES			$287,639	($115,877)	($792,788)	$676,911	($1,102,619)	$1,703,182

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
PREVENTIVE SERVICE - OTHER								
OPERATING EXPENDITURE								
073100		Analytical Expenses	$540	$486	$0	$486	$0	$540
Sub Total - PREVENTIVE SRVS - OTHER OP/EXP			$540	$486	$0	$486	$0	$540
Total - PREVENTIVE SERVICES - OTHER			$540	$486	$0	$486	$0	$540
OTHER HEALTH								
OPERATING EXPENDITURE								
075100		Ambulance Centre Operation	$15,566	$22,954	$0	$22,954	$0	$30,566
075150		Admin Allocated - Other Health	$12,248	$0	$0	$0	$0	$18,379
Sub Total - OTHER HEALTH OP/EXP			$27,814	$22,954	$0	$22,954	$0	$48,945
OPERATING INCOME								
Sub Total - OTHER HEALTH OP/INC			$0	$0	$0	$0	$0	$0
Total - OTHER HEALTH			$27,814	$22,954	$0	$22,954	$0	$48,945
Total - HEALTH			$393,428	($40,265)	**($796,509)**	**$756,245**	**($1,106,219)**	**$1,874,968**

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MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
OTHER EDUCATION								
OPERATING EXPENDITURE								
081100		Community Resource Centre	$11,281	$6,319	$0	$6,319	$0	$11,981
081101		Rylington Park Farm Complex	$0	$0	$0	$0	$0	$0
081102		Donations - Other Education	$1,800	$0	$0	$0	$0	$1,800
081103		Early Learning Centre - Employee Costs	$22,795	$33,358	$0	$33,358	$0	$34,643
081104		Early Learning Centre - Operating Costs	$30,000	$4,434	$0	$4,434	$0	$30,000
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	$5,134	$4,443	$0	$4,443	$0	$7,586
081107	G316	Early Learning Centre Grounds Maintenance Expenses	$1,454	$0	$0	$0	$0	$2,210
081150		Admin Allocation - Other Education	$24,504	$0	$0	$0	$0	$36,758
081190		Depreciation - Other Education	$9,617	$0	$0	$0	$0	$14,425
Sub Total - OTHER EDUCATION OP/EXP			$106,585	$48,554	$0	$48,554	$0	$139,403
OPERATING INCOME								
081004		Early Learning Centre -Operating Income	$0	($18)	($18)	$0	$0	$0
Sub Total - OTHER EDUCATION OP/INC			$0	($18)	($18)	$0	$0	$0
Total - OTHER EDUCATION			$106,585	$48,536	($18)	$48,554	$0	$139,403
AGED & DISABLED								
OPERATING EXPENDITURE								
082100		Support for Seniors Christmas Lunch	$2,000	$2,072	$0	$2,072	$0	$2,000
082101		Aged Needs Strategy Project	$10,000	$0	$0	$0	$0	$10,000
082103		Disability Access & Inclusion Plans	$0	$0	$0	$0	$0	$0
082150		Admin Allocated - Aged & Disabled	$12,248	$0	$0	$0	$0	$18,379
Sub Total - AGED & DISABLED OP/EXP			$24,248	$2,072	$0	$2,072	$0	$30,379
OPERATING INCOME								
082110		Operating Grants and Contributions - Other	$0	($109)	($109)	$0	$0	$0
Sub Total - AGED & DISABLED OP/INC			$0	($109)	($109)	$0	$0	$0
Total - AGED & DISABLED			$24,248	$1,963	($109)	$2,072	$0	$30,379

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G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure
OTHER WELFARE								
OPERATING EXPENDITURE								
083104		Depreciation	$600	$0	$0	$0	$0	$900
083150		Admin Allocated - Other Welfare	$36,633	$0	$0	$0	$0	$54,951
Sub Total - OTHER WELFARE OP/EXP			$37,233	$0	$0	$0	$0	$55,851
OPERATING INCOME								
Sub Total - OTHER WELFARE OP/INC			$0	$0	$0	$0	$0	$0
Total - OTHER WELFARE			$37,233	$0	$0	$0	$0	$55,851
Total - EDUCATION & WELFARE			**$168,065**	**$50,499**	**($127)**	**$50,626**	**$0**	**$225,633**

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STAFF HOUSING								
OPERATING EXPENDITURE								
091100		Staff Housing	$0	$0	$0	$0	$0	$0
091130		Interest Paid Loan 115 - Staff House	$265	$107	$0	$107	$0	$400
091190		Depreciation - Staff Housing	$6,138	$0	$0	$0	$0	$9,210
091150		Staff Housing - Less Amt Allocated to Admin.	$12,248	$0	$0	$0	$0	$18,379
Sub Total - STAFF HOUSING OP/EXP			$18,651	$107	$0	$107	$0	$27,989
Total - STAFF HOUSING			$18,651	$107	$0	$107	$0	$27,989

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G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
HOUSING OTHER								
OPERATING EXPENDITURE								
092101		Boyup Brook Citizens Lodge	$25,001	$17,461	$0	$17,461	$0	$25,626
092102		**Community Housing - Units Maintenance**			$0	$21,292		
092102		Unit 24A Proctor Street	$21,836	$21,292	$0	$0	$0	$4,951
092102	BO221	Unit 24B Proctor Street			$0	$0	$0	$5,937
092102	BO222	Unit 16A Forrest Street Maint			$0	$0	$0	$8,354
092102	BO223	Unit 16B Forrest Street Maint			$0	$0	$0	$6,399
092103		Other	$13,618	$4,458	$0	$4,458	$0	$21,618
092105		**House - 1 Rogers Ave**			$0	$24,304		
092105	BO224	House - 1 Rogers Ave House Maintenance	$21,251	$24,304	$0	$0	$0	$25,172
092105	GO224	House - 1 Rogers Ave Grounds Maintenance			$0	$0	$0	$6,860
092107		7 Knapp Street - Operating & Mtce Expense	$7,983	$6,432	$0	$6,432	$0	$9,460
092108		Property Selling Expenses	$0	$1,773	$0	$1,773	$0	$0
092109		Community Housing Maintenance - Grant Funded	$0	$0	$0	$0	$0	$0
092115		Other Housing - Operating & Mtce Expense	$9,000	$36,587	$0	$36,587	$0	$15,000
092140		Loss on Disposal of Asset			$0	$0	$0	$0
092150		Admin Allocation - Other Housing	$12,368	$0	$0	$0	$0	$18,564
092191		Depreciation - Other Housing	$6,865	$0	$0	$0	$0	$10,300
092192		Depreciation - House - 1 Rogers Ave	$5,134	$0	$0	$0	$0	$7,700
092190		Depreciation - Boyup Brook Citizens Lodge	$37,330	$0	$0	$0	$0	$56,000
Sub Total - HOUSING OTHER OP/EXP			$160,385	$112,307	$0	$112,307	$0	$221,941
HOUSING OPERATING INCOME								
092001		Rent 24A Proctor St	($7,400)	($8,500)	($8,500)	$0	($11,100)	$0
092002		Rent 24B Proctor St	($7,973)	($6,840)	($6,840)	$0	($11,960)	$0
092003		Rent 16A Forrest St	($8,016)	($8,050)	($8,050)	$0	($12,025)	$0
092004		Rent 16B Forrest St	($8,060)	($7,974)	($7,974)	$0	($12,090)	$0
092007		Housing Reimbursements	($2,172)	($2,605)	($2,605)	$0	($4,000)	$0
092009		Other Housing: 7 Knapp St	($22,599)	($23,606)	($23,606)	$0	($33,900)	$0
092011		Community Housing Maintenance Grant	$0	$0	$0	$0	$0	$0
Sub Total - HOUSING OTHER OP/INC			($56,220)	($57,574)	($57,574)	$0	($85,075)	$0
Total - HOUSING OTHER			$104,165	$54,733	($57,574)	$112,307	($85,075)	$221,941
Total - HOUSING			$122,816	$54,840	($57,574)	$112,414	**($85,075)**	**$249,930**

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SANITATION - HOUSEHOLD REFUSE								
OPERATING EXPENDITURE								
101100		Refuse Collection Boyup Brook Townsite Expense	$42,194	$35,001	$0	$35,001	$0	$63,293
101101		Recycling Collection Boyup Brook Town Site	$30,515	$34,169	$0	$34,169	$0	$45,775
101106		Transfer Station Employee Costs	$36,882	$20,626	$0	$20,626	$0	$49,345
101102	B0400	Boyup Brook Transfer Station Costs	$46,371	$51,695	$0	$51,695	$0	$72,950
101103		Land Fill Disposal Site	$22,971	$20,654	$0	$20,654	$0	$34,600
101104		Townsite Street Bins Collection	$8,271	$6,110	$0	$6,110	$0	$12,540
101107		Drum Muster Expenses	$500	$242	$0	$242	$0	$500
101108		BB Transfer Station Superannuation	$1,749	($116)	$0	($116)	$0	$2,620
101119		Waste Bin Maintenance and Delivery	$4,309	$1,333	$0	$1,333	$0	$6,884
101150		Admin Allocated - Waste Management	$24,372	$0	$0	$0	$0	$36,572
101190		Depreciation - Waste Management	$17,346	$0	$0	$0	$0	$26,015
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP			$235,481	$169,715	$0	$169,715	$0	$351,094
SANITATION OPERATING INCOME								
101001		Refuse Collection Charges	($238,965)	($247,098)	($247,098)	$0	($238,965)	$0
101002		Waste Disposal Charges	($950)	($7,392)	($7,392)	$0	($950)	$0
101003		Recycling Scheme Income	($500)	($6,454)	($6,454)	$0	($1,000)	$0
101004		Scrap Metal Income	$0	($1,450)	($1,450)	$0	$0	$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC			($240,415)	($262,394)	($262,394)	$0	($240,915)	$0
Total - SANITATION HOUSEHOLD REFUSE			($4,934)	($92,679)	($262,394)	$169,715	($240,915)	$351,094

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EFFLUENT DRAINAGE SYSTEM								
OPERATING EXPENDITURE								
103100		Septic Tank Inspection Expenses	$200	$0	$0	$0	$0	$200
103101		Liquid Waste Disposal Site (Stanton Road)	$1,990	$1,490	$0	$1,490	$0	$1,990
Sub Total - SEWERAGE OP/EXP			$2,190	$1,490	$0	$1,490	$0	$2,190
OPERATING INCOME								
103001		Septic Tank - Inspection Fees	$0	($2,017)	($2,017)	$0	$0	$0
103002		Septic Licence Fees	($1,892)	$0	$0	$0	($2,200)	$0
Sub Total - SEWERAGE OP/INC			($1,892)	($2,017)	($2,017)	$0	($2,200)	$0
Total - SEWERAGE			$298	($527)	($2,017)	$1,490	($2,200)	$2,190
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

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TOWN PLANNING & REGIONAL DEVELOPMENT								
OPERATING EXPENDITURE								
105100		Town Planning Admin & Control	$21,107	$14,762	$0	$14,762	$0	$36,259
105101		Admin Allocation - Town Planning	$24,380	$0	$0	$0	$0	$36,572
Sub Total - TOWN PLAN & REG DEV OP/EXP			$45,488	$14,762	$0	$14,762	$0	$72,831
OPERATING INCOME								
105001		Planning Application Fees	($2,037)	($12,945)	($12,945)	$0	($2,900)	$0
Sub Total - TOWN PLAN & REG DEV OP/INC			($2,037)	($12,945)	($12,945)	$0	($2,900)	$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT			$43,451	$1,817	($12,945)	$14,762	($2,900)	$72,831

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
OTHER COMMUNITY AMENITIES								
OPERATING EXPENDITURE								
106101		**Cemetery - Operation**	$25,647	$7,135	$0	$7,135		
106101	B0420	Cemetery - Operation		$0	$0	$0	$0	$38,489
106101	B0421	Niche Wall Plaques Operations	$4,160	$0	$0	$0	$0	$4,160
106101	G314	Cemetery Grounds	$26,855	$0	$0	$0	$0	$35,700
106102		**Public Toilets - Operation**		$8,937	$0	$8,937		
106102	B0450	Toilets - Lions Park Costs	$1,486	$0	$0	$0	$0	$3,160
106102	B0451	Toilets - Tourist Centre Costs	$7,078	$0	$0	$0	$0	$10,832
106102	B0452	Toilets - Town Hall (External) Costs	$5,276	$0	$0	$0	$0	$10,690
106102	B0453	Toilets - Wilga Hall Costs	$50	$0	$0	$0	$0	$50
106102	B0454	Toilets - Tone Bridge Reserve Costs	$1,160	$0	$0	$0	$0	$1,740
106103		Street Furniture	$1,130	$381	$0	$381	$0	$1,130
106150		Admin Allocation - Other Community Amenities	$12,252	$0	$0	$0	$0	$18,379
106151		Admin Allocation - Cemetery	$1,361	$0	$0	$0	$0	$2,042
106191		Depreciation - Public Toilets	$113	$0	$0	$0	$0	$170
106192		Depreciation - Other Community Service's	$1,842	$0	$0	$0	$0	$2,765
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP			$88,410	$16,452	$0	$16,452	$0	$129,307
OPERATING INCOME								
106001		Cemetery Burial Fees	($10,000)	($3,319)	($3,319)	$0	($10,000)	$0
106002		License/Other Fees BB Cemetery	($2,500)	($1,992)	($1,992)	$0	($2,500)	$0
106003		Cemetery - Reservation Fees	($500)	($91)	($91)	$0	($500)	$0
106004		Niche Wall Fees	($800)	$347	$347	$0	($800)	$0
106005		Non-Operating Grants	$0	$0	$0	$0	$0	$0
Sub Total - OTHER COMMUNITY AMENITIES OP/INC			($13,800)	($5,054)	($5,054)	$0	($13,800)	$0
Total - OTHER COMMUNITY AMENITIES			$74,610	$11,398	($5,054)	$16,452	($13,800)	$129,307
Total - COMMUNITY AMENITIES			**$113,425**	**($79,991)**	**($282,410)**	**$202,419**	**($259,815)**	**$555,422**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
PUBLIC HALL & CIVIC CENTRES								
OPERATING EXPENDITURE								
111100		Boyup Brook Hall - Operation	$35,557	$25,469	$0	$25,469	$0	$51,030
111102		Halls - Other Public Halls	$19,225	$26,465	$0	$26,465	$0	$26,589
111103		Hall Hire Bonds Refunded	$0	$582	$0	$582	$0	$0
111150		Admin Allocation - Public Halls	$24,380	$0	$0	$0	$0	$36,572
111190		Depreciation - Public Halls	$67,759	$0	$0	$0	$0	$101,643
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP			$146,921	$52,516	$0	$52,516	$0	$215,834
OPERATING INCOME								
111001		Hall Hire Fees	$0	($2,279)	($2,279)	$0	$0	$0
111002		Hall Hire Bonds	$0	$0	$0	$0	$0	$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC			$0	($2,279)	($2,279)	$0	$0	$0
Total - PUBLIC HALL & CIVIC CENTRES			$146,921	$50,236	($2,279)	$52,516	$0	$215,834

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MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
OTHER RECREATION & SPORT								
OPERATING EXPENDITURE								
113100		Recreation Complex	$96,381	$100,355	$0	$100,355	$0	$122,745
113109		Walk Trails	$5,905	$3,561	$0	$3,561	$0	$7,873
113110		Townsite Gardens	$78,720	$96,258	$0	$96,258	$0	$105,900
113112		Reserves and Parks Operations	$42,034	$48,008	$0	$48,008	$0	$57,853
113119		**Other Recreation Facilities**	$21,089	$9,104	$0	$9,104		
113119	B0595	Pistol Club			$0	$0	$0	$1,749
113119	B0600	Skate Park Buildings & Ramps			$0	$0	$0	$2,245
113119	B0620	Tone Bridge Country Club			$0	$0	$0	$3,728
113119	B0625	Dinninup UBAS Complex Buildings			$0	$0	$0	$8,904
113119	B0630	Mayanup Progress Association Complex Buildings			$0	$0	$0	$3,282
113119	G306	Dinninup UBAS Complex Grounds			$0	$0	$0	$4,920
113119	G307	Mayanup Progress Association Grounds			$0	$0	$0	$405
113120	B0605	War Memorial	$4,799	$1,727	$0	$1,727	$0	$6,715
113121		Kidsport Program by Sports/Rec	$0	$0	$0	$0	$0	$0
113150		Admin Allocation - Other Recreation	$41,335	$0	$0	$0	$0	$62,005
113124		Support for UBAS	$12,720	$5,192	$0	$5,192	$0	$12,720
113122		Support for ANZAC Day	$0	$1,189	$0	$1,189	$0	$15,292
113125		Support for Others	$35,101	$60,758	$0	$60,758	$0	$52,950
113140		Sundry Plant Items	$0	$5,855	$0	$5,855	$0	$12,000
113190		Depreciation - Other Recreation	$177,146	$0	$0	$0	$0	$265,731
113191		Depreciation - Parks & Gardens	$47,754	$0	$0	$0	$0	$71,635
113192		Depreciation: Plant & Equipment	$5,082	$0	$0	$0	$0	$7,625
Sub Total - OTHER RECREATION & SPORT OP/EXP			$568,065	$332,007	$0	$332,007	$0	$826,277
OPERATING INCOME								
113003		Rec Ground Use Hire Fees	($3,500)	($4,057)	($4,057)	$0	($3,500)	$0
113002		Reimbursements - Other Rec	$0	$0	$0	$0	$0	$0
113005		Operating Grants: State Government	$0	$0	$0	$0	$0	$0
113022		Recreation - Capital Grants & Contributions	$0	($171,868)	($171,868)	$0	($171,868)	$0
Sub Total - OTHER RECREATION & SPORT OP/INC			($3,500)	($175,925)	($175,925)	$0	($175,368)	$0
Total - OTHER RECREATION & SPORT			$564,565	$156,082	($175,925)	$332,007	($175,368)	$826,277

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G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
SWIMMING POOL								
OPERATING EXPENDITURE								
112100		Swimming Pool & Gymnasium General Operations	$87,117	$39,590	$0	$39,590	$0	$104,450
112101		Swimming Pool Building Costs	$49,146	$41,457	$0	$41,457	$0	$68,531
112102		Swimming Pool Employee Costs	$86,107	$52,410	$0	$52,410	$0	$104,250
112103		Interest on Loan 114 - upgrade pool bowl	$2,529	$352	$0	$352	$0	$729
112104		Swimming Pool Employee Superannuation	$8,916	$4,170	$0	$4,170	$0	$10,660
112108		Gym Employee Costs	$2,509	$1,709	$0	$1,709	$0	$3,000
112109		Interest Paid Gym Lease	$0	($123)	$0	($123)	$0	$0
112150		Admin Allocation - Swimming Pool	$26,970	$0	$0	$0	$0	$40,471
112190		Depreciation - Swimming Pool	$14,913	$0	$0	$0	$0	$22,373
112191		Depreciation - Right of Use Asset P&E	$3,934	$0	$0	$0	$0	$5,899
Sub Total - SWIMMING POOL OP/EXP			$282,141	$139,565	$0	$139,565	$0	$360,363
OPERATING INCOME								
112001		Swimming Lesson Fees	$0	$0	$0	$0	$0	$0
112003		Pool Daily Admission Fees	($8,651)	($10,578)	($10,578)	$0	($9,500)	$0
112004		Season Tickets Fees	($19,300)	($16,787)	($16,787)	$0	($19,300)	$0
112005		Pool Hire Fees	$0	($511)	($511)	$0	$0	$0
112006		Gym Equipment Hire Fees	($12,690)	($10,660)	($10,660)	$0	($12,690)	$0
112007		Pool Teaching Programme Fees	($6,000)	($8,053)	($8,053)	$0	($6,000)	$0
112008		Vacation Swimming Passes	($5,000)	($1,246)	($1,246)	$0	($5,000)	$0
112009		Capital Grants and Contributions	$0	$0	$0	$0	$0	$0
1121001		Gymnasium Fees	$0	$0	$0	$0	$0	$0
Sub Total - SWIMMING POOL OP/INC			($51,641)	($47,835)	($47,835)	$0	($52,490)	$0
Total - SWIMMING POOL			$230,501	$91,730	($47,835)	$139,565	($52,490)	$360,363

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Progran And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure
TELEVISION & RADIO REBROADCASTING								
OPERATING EXPENDITURE								
114005		Telecommunications Tower	$4,249	$1,380	$0	$1,380	$0	$5,441
Sub Total - TV & RADIO REBROADCASTING OP/EXP			$4,249	$1,380	$0	$1,380	$0	$5,441
OPERATING INCOME								
114010		Radio & Mobile Tower Site (Including NBN) Fees or Charges	($10,241)	($10,497)	($10,497)	$0	($10,241)	$0
Sub Total - TV & RADIO REBROADCASTING OP/INC			($10,241)	($10,497)	($10,497)	$0	($10,241)	$0
Total - TV & RADIO REBROADCASTING			($5,992)	($9,117)	($10,497)	$1,380	($10,241)	$5,441
LIBRARIES								
OPERATING EXPENDITURE								
115100		Library Operations	$23,830	$34,297	$0	$34,297	$0	$46,705
115101		State Library Grant Expenditure	$0	$0	$0	$0	$0	$0
115150		Admin Allocation - Libraries	$67,077	$0	$0	$0	$0	$100,619
Sub Total - LIBRARIES OP/EXP			$90,907	$34,297	$0	$34,297	$0	$147,324
OPERATING INCOME								
115001		State Library Grant Income	$0	($397)	($397)	$0	$0	$0
Sub Total - LIBRARIES OP/INC			$0	($397)	($397)	$0	$0	$0
Total - LIBRARIES			$90,907	$33,900	($397)	$34,297	$0	$147,324

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MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Progran And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure
OTHER CULTURE								
OPERATING EXPENDITURE								
116100		Museum	$13,215	$12,939	$0	$12,939	$0	$15,191
116101		Craft Hut	$2,566	$1,715	$0	$1,715	$0	$3,839
116102		Support for Sandakan (Ceremony)	$7,380	$6,883	$0	$6,883	$0	$8,830
116103		Other Culture - Community Expenses	$12,000	$11,559	$0	$11,559	$0	$12,000
116104		Streets Alive Grant Expenditure	$0	$5,566	$0	$5,566	$0	$0
116150		Admin Allocated - Other Culture	$12,252	$0	$0	$0	$0	$18,379
116190		Depreciation - Other Culture	$16,190	$0	$0	$0	$0	$24,285
Sub Total - OTHER CULTURE OP/EXP			$63,602	$38,663	$0	$38,663	$0	$82,524
OPERATING INCOME								
116001		Reimbursements - Other Culture	$0	$0	$0	$0	$0	$0
116002		Other Culture - Operating Grants, Subsidies & Contributions	$0	($2,000)	($2,000)	$0	$0	$0
Sub Total - OTHER CULTURE OP/INC			$0	($2,000)	($2,000)	$0	$0	$0
Total - OTHER CULTURE			$63,602	$36,663	($2,000)	$38,663	$0	$82,524
Total - RECREATION AND CULTURE			**$1,090,504**	**$359,495**	**($238,933)**	**$598,428**	**($238,099)**	**$1,637,763**

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G/L	JOB	Details By Function Under The Following Progran And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	Expenditure	ADOPTED BUDGET 2025-2026 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	($628,000)	($162,526)	($162,526)	$0	($785,000)	$0
121002		Grants Direct - State - MRD - (OP)	($251,051)	($246,353)	($246,353)	$0	($251,051)	$0
121003		Grants - Federal - Roads to Recovery Grant (Cap)	($181,745)	$0	$0	$0	($673,128)	$0
121004		Capital Grants Other & Road Contributions	$0	($284,309)	($284,309)	$0	$0	$0
121007		Special Bridge Funding	$0	$0	$0	$0	($256,700)	$0
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC			($1,060,796)	($693,188)	($693,188)	$0	($1,965,879)	$0
Total - ST,RDS,BRIDGES,DEPOT - CONST			($1,060,796)	($693,188)	($693,188)	$0	($1,965,879)	$0

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G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE								
		OPERATING EXPENDITURE						
122100	B0695	Depot Building - Building Costs	$27,795	$24,075	$0	$24,075	$0	$53,466
122101	OPSDPT	Depot General Operations	$19,211	$21,756	$0	$21,756	$0	$29,790
122103		Road Maintenance & Repairs	$374,813	$294,245	$0	$294,245	$0	$482,402
122104		Roads Vegetation Clearing Offset Costs	$1,815	$0	$0	$0	$0	$3,914
122107		Maintenance Grading	$77,670	$3,591	$0	$3,591	$0	$214,500
122105		Repairs & Maint - Bridges	$568,079	$575,567	$0	$575,567	$0	$589,034
122106		Shire Radio Network Costs	$54	$125	$0	$125	$0	$5,280
122108		Drains & Culverts	$26,309	$21,904	$0	$21,904	$0	$100,800
122109		Verge Pruning	$116,491	$111,539	$0	$111,539	$0	$122,700
122110		Verge Spraying	$4,917	$13,274	$0	$13,274	$0	$30,867
122111		Crossovers Maintenance	$7,820	$1,285	$0	$1,285	$0	$7,820
122112		Town Services Drainage	$64,330	$55,382	$0	$55,382	$0	$65,900
122113		Town Services - Footpaths	$3,994	$575	$0	$575	$0	$4,700
122114		Town Services Road Repairs	$33,289	$4,524	$0	$4,524	$0	$41,220
122115		Town Services - Tree Pruning	$30,528	$17,057	$0	$17,057	$0	$39,600
122116		Street Lighting	$18,714	$22,708	$0	$22,708	$0	$32,000
122117		Traffic Signs	$4,853	$6,787	$0	$6,787	$0	$7,450
122120		Roman Road Data Pickup	$13,007	$8,611	$0	$8,611	$0	$13,645
122121		Town Services - Verge Spraying	$13,674	$7,066	$0	$7,066	$0	$29,540
122122		Road Sweeping	$7,563	$7,366	$0	$7,366	$0	$15,125
122123		Emergency Services	$19,842	$498	$0	$498	$0	$35,000
122124		Storm Damage	$0	$23,231	$0	$23,231	$0	$0
122125		Bridge Contribution Expenditure	$8,000	$0	$0	$0	$0	$8,000
122126		Streetscaping Expenses	$8,636	$92	$0	$92	$0	$23,000
122127		Consulting Engineer Expenses	$28,998	$11,745	$0	$11,745	$0	$58,000
122131		Rural Street Addressing	$1,831	$1,471	$0	$1,471	$0	$3,960
122150		Admin Allocated - Road Maintenance	$304,940	$0	$0	$0	$0	$457,428
122190		Depreciation - Transport Other	$9,105	$0	$0	$0	$0	$13,660
122191		Depreciation - Infrastructure	$24,256	$0	$0	$0	$0	$36,385
122192		Depreciation Roads	$1,604,353	$0	$0	$0	$0	$2,406,626
122193		Depreciation - Bridges	$610,712	$0	$0	$0	$0	$916,104
122194		Depreciation - Footpaths	$9,241	$0	$0	$0	$0	$13,862
122195		Depreciation - Drainage	$181,178	$0	$0	$0	$0	$271,780
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP			$4,226,016	$1,234,473	$0	$1,234,473	$0	$6,133,558

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OPERATING INCOME - STREETS, ROADS, DEPOTS								
122001		Reimbursements - Roads Mtce	$0	($232)	($232)	$0	$0	$0
122003		Sale of Old Materials and Minor Items	$0	$0	$0	$0	$0	$0
122005		Operating Grants, Subsidies & Contributions	$0	($20,000)	($20,000)	$0	($30,000)	$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC			$0	($20,232)	($20,232)	$0	($30,000)	$0
Total - MTCE STREETS ROADS DEPOTS			$4,226,016	$1,214,241	($20,232)	$1,234,473	($30,000)	$6,133,558

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ROAD PLANT PURCHASES								
OPERATING EXPENDITURE								
123119		Minor Equipment and Sundry Items	$2,500	$6,959	$0	$6,959	$0	$5,000
123120		Plant Auction Selling Expenses	$1,375	$1,092	$0	$1,092	$0	$5,500
123140		Loss on Sale of Asset	$0	$0	$0	$0	$0	$0
Sub Total - ROAD PLANT PURCHASES OP/EXP			$3,875	$8,050	$0	$8,050	$0	$10,500
OPERATING INCOME - ROAD PLANT PURCHASES								
122002		Profit on Disposal of Assets	$0	$0	$0	$0	$0	$0
Sub Total - ROAD PLANT PURCHASES OP/INC			$0	$0	$0	$0	$0	$0
Total - ROAD PLANT PURCHASES			$3,875	$8,050	$0	$8,050	$0	$10,500
TRAFFIC CONTROL								
OPERATING EXPENDITURE								
125150		Administration Allocated - Traffic Control	$91,458	$0	$0	$0	$0	$137,192
Sub Total - TRAFFIC CONTROL OP/EXP			$91,458	$0	$0	$0	$0	$137,192
OPERATING INCOME								
125001		Licensing Service	($18,648)	($26,615)	($26,615)	$0	($30,000)	$0
125002		Motor Vehicle Plates	($277)	($232)	($232)	$0	($400)	$0
125005		Sundry Receipts - Heavy Haulage Permits etc	($1,713)	($732)	($732)	$0	($2,000)	$0
Sub Total - TRAFFIC CONTROL OP/INC			($20,638)	($27,579)	($27,579)	$0	($32,400)	$0
Total - TRAFFIC CONTROL			$70,820	($27,579)	($27,579)	$0	($32,400)	$137,192

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G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
AERODROMES								
OPERATING EXPENDITURE								
126100		**Airstrip Maintenance**	$1,715	$4,365	$0	$4,365		
126100	B0650	Airstrip Building Operation			$0	$0	$0	$676
126100	B0652	Airstrip Runway & Surrounds			$0	$0	$0	$5,675
126190		Depreciation - Airport	$25,866	$0	$0	$0	$0	$38,803
Sub Total - AERODROMES OP/EXP			$27,581	$4,365	$0	$4,365	$0	$45,154
OPERATING INCOME								
126001		Hire Charges - Hangar	$0	$0	$0	$0	$0	$0
126003		Non-Operating Grants & Subsidies	$0	$0	$0	$0	$0	$0
Sub Total - AERODROMES OP/INC			$0	$0	$0	$0	$0	$0
Total - AERODROMES			$27,581	$4,365	$0	$4,365	$0	$45,154
Total - TRANSPORT			**$3,267,497**	**$505,890**	**($740,999)**	**$1,246,889**	**($2,028,279)**	**$6,326,404**

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TOURISM AND AREA PROMOTION								
OPERATING EXPENDITURE								
132110		Tourist Bay	$1,060	$0	$0	$0	$0	$2,120
132103		Community Development Officer	$74,640	$92,851	$0	$92,851	$0	$117,914
132104		**Tourist Centre Operations**	$50,057	$33,188	$0	$33,188	$0	$25,000
132104	B0660	Tourist Centre Building			$0	$0	$0	$23,244
132104	G304	Tourist Centre Grounds & Gardens			$0	$0	$0	$18,100
132106		Promotion Activities	$4,877	$615	$0	$615	$0	$5,100
132107	OPFMIL	Flax Mill Complex General Operations	$34,797	$53,424	$0	$53,424	$0	$52,501
132108		**Caravan Park/Flax Mill Complex Building Operation**	$75,398	$54,986	$0	$54,986		
132108	B0665	Caravan Park Building Operations			$0	$0	$0	$27,725
132108	B0666	Caravan Park Overflow Area			$0	$0	$0	$16,145
132108	B0667	Flaxmill Building Operations			$0	$0	$0	$38,038
132108	B0669	Country Music Festival			$0	$0	$0	$12,570
132108	B0670	Flaxmill Storage Shed (Large)			$0	$0	$0	$1,290
132108	B0671	Flaxmill Storage Shed (Open)			$0	$0	$0	$390
132108	G305	Caravan Park/Flaxmill Grounds Maintenance			$0	$0	$0	$20,430
132108	G313	Caravan Park Overflow Grounds Maint			$0	$0	$0	$2,720
132111		Carnaby Beetle Collection	$110	$91	$0	$91	$0	$110
132116		CDO Vehicle Op Costs GEN	$0	$0	$0	$0	$0	$0
132150		Admin Allocated Tourism	$42,696	$0	$0	$0	$0	$64,047
132151		Admin Allocated Caravan Pk	$12,252	$0	$0	$0	$0	$18,379
132190		Depreciation - Tourism/Area Promotion	$10,169	$0	$0	$0	$0	$15,255
132191		Depreciation - Caravan Pk/Flax	$25,991	$0	$0	$0	$0	$38,988
Sub Total - TOURISM & AREA PROMOTION OP/EXP			$332,047	$236,889	$0	$236,889	$0	$500,066
OPERATING INCOME								
132002		Caravan Park & Complex Fees & Charges	($81,073)	($84,700)	($84,700)	$0	($95,000)	$0
132003		Flax Mill Sheds Storage Charges	($7,796)	($7,446)	($7,446)	$0	($13,000)	$0
132006		Event - Reimbursements	$0	$0	$0	$0	$0	$0
132007		Other Income	($1,498)	($2,769)	($2,769)	$0	($4,000)	$0
132010		Non-Operating Grants, Subsidies & Contributions	($36,000)	($25,866)	($25,866)	$0	($60,000)	$0
132011		Operating Grants, Subsidies & Contributions	$0	$0	$0	$0	$0	$0
Sub Total - TOURISM & AREA PROMOTION OP/INC			($126,368)	($120,781)	($120,781)	$0	($172,000)	$0
Total - TOURISM & AREA PROMOTION			$205,679	$116,108	($120,781)	$236,889	($172,000)	$500,066

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BUILDING CONTROL								
OPERATING EXPENDITURE								
133100		Building Control	$15,046	$13,160	$0	$13,160	$0	$22,570
133101		Building Control - Other Costs	$2,000	$228	$0	$228	$0	$2,000
133102		Building Control Superannuation	$0	$0	$0	$0	$0	$0
133103		Building Control - BMO	$2,513	$84	$0	$84	$0	$3,080
133150		Admin Allocated - Building Control Expenses	$12,252	$0	$0	$0	$0	$18,379
Sub Total - BUILDING CONTROL OP/EXP			$31,811	$13,471	$0	$13,471	$0	$46,029
BUILDING CONTROL OP/INC								
133001		Building Licences (UFEE)	($4,646)	($12,832)	($12,832)	$0	($6,500)	$0
133002		BCITF Levy - Commission	($64)	($110)	($110)	$0	($90)	$0
133003		Builders Services Levy - Commission	($107)	($60)	($60)	$0	($150)	$0
Sub Total - BUILDING CONTROL OP/INC			($4,817)	($13,002)	($13,002)	$0	($6,740)	$0
Total - BUILDING CONTROL			$26,994	$470	($13,002)	$13,471	($6,740)	$46,029

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G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure
SALEYARDS & MARKETS								
OPERATING EXPENDITURE								
134100		Saleyards	$2,328	$3,387	$0	$3,387	$0	$2,800
134190		Depreciation - Saleyards & Markets	$14,616	$0	$0	$0	$0	$21,925
Sub Total - SALEYARDS & MARKETS OP/EXP			$16,944	$3,387	$0	$3,387	$0	$24,725
OPERATING INCOME								
134001		Reimbursements - Saleyards	($720)	$0	$0	$0	($900)	$0
Sub Total - SALEYARDS & MARKETING OP/INC			($720)	$0	$0	$0	($900)	$0
Total - SALEYARDS & MARKETS			$16,224	$3,387	$0	$3,387	($900)	$24,725

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G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
OTHER ECONOMIC SERVICES								
OPERATING EXPENDITURE								
135100		Standpipes Expenses	$18,509	$3,288	$0	$3,288	$0	$28,256
135102		Economic Development Projects	$6,000	$0	$0	$0	$0	$7,500
135103		Country Music Festival Expenses	$11,200	$7,500	$0	$7,500	$0	$11,200
135105		80 Abel Street Shop	$17,403	$9,066	$0	$9,066	$0	$18,769
135150		Admin Allocated - Other Economic Development	$12,252	$0	$0	$0	$0	$18,379
135190		Depreciation - Develop/Facilities	$2,342	$0	$0	$0	$0	$3,511
Sub Total - OTHER ECONOMIC SERVICES OP/EXP			$67,706	$19,854	$0	$19,854	$0	$87,615
OPERATING INCOME								
135001		Standpipe Water	($16,960)	($8,443)	($8,443)	$0	($25,000)	$0
135005		Abel Street Shop Rental	($10,400)	($3,900)	($3,900)	$0	($15,600)	$0
135006		Non-Operating Grants & Contributions	$0	$0	$0	$0	$0	$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC			($27,360)	($12,343)	($12,343)	$0	($40,600)	$0
Total - OTHER ECONOMIC SERVICES			$40,346	$7,510	($12,343)	$19,854	($40,600)	$87,615
Total - ECONOMIC SERVICES			$289,244	$127,474	($146,126)	$273,600	**($220,240)**	**$658,435**

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PRIVATE WORKS								
OPERATING EXPENDITURE								
141100		Private Works - Costs	$2,301	$0	$0	$0	$0	$3,100
Sub Total - PRIVATE WORKS OP/EXP			$2,301	$0	$0	$0	$0	$3,100
OPERATING INCOME								
141001		Private Works - Recoup Charges	($2,795)	$0	$0	$0	($3,100)	$0
Sub Total - PRIVATE WORKS OP/INC			($2,795)	$0	$0	$0	($3,100)	$0
Total - PRIVATE WORKS			($494)	$0	$0	$0	($3,100)	$3,100

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PUBLIC WORKS OVERHEADS								
OPERATING EXPENDITURE								
143100		Supervision	$204,930	$197,523	$0	$197,523	$0	$366,863
143101		Consultant Engineer	$0	$0	$0	$0	$0	$0
143102		Works Manager Vehicle Op Costs	$5,960	$0	$0	$0	$0	$10,000
143103		FBT Works Staff	$2,750	$6,605	$0	$6,605	$0	$5,500
143104		Insurance on Works	$45,217	$61,254	$0	$61,254	$0	$45,217
143105		Superannuation of Workmen	$135,026	$102,761	$0	$102,761	$0	$204,059
143106		PWOH Leave - Depot	$197,722	$120,393	$0	$120,393	$0	$288,309
143107		Protective Clothing	$2,400	$499	$0	$499	$0	$12,000
143108		Uniforms	$1,125	$697	$0	$697	$0	$1,500
143109		Training & Meeting Expenses	$27,900	$33,098	$0	$33,098	$0	$51,850
143110		Occupational Health & Safety	$30,301	$35,140	$0	$35,140	$0	$66,130
143111		Other Expenses	$86	$0	$0	$0	$0	$1,115
143113		Waste Oil Disposal Costs	$0	$240	$0	$240	$0	$500
143115		Provision for Leave Accruals	$0	$0	$0	$0	$0	$9,780
143116		Conferences and Training Courses (MOW)	$1,875	$0	$0	$0	$0	$2,500
143117		Works Manager Housing	$0	$0	$0	$0	$0	$0
143150		Admin Allocated - Works Overhead	$24,380	$0	$0	$0	$0	$36,572
143180		LESS PWOH ALLOCATED - PROJECTS	($679,672)	($224,798)	$0	($224,798)	$0	($1,101,895)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP			$0	$333,411	$0	$333,411	$0	$0
OPERATING INCOME								
Sub Total - PUBLIC WORKS O/HEADS OP/INC			$0	$0	$0	$0	$0	$0
Total - PUBLIC WORKS OVERHEADS			$0	$333,411	$0	$333,411	$0	$0

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PLANT OPERATIONS COSTS								
OPERATING EXPENDITURE								
144100		Repair Wages	$95,258	$17,254	$0	$17,254	$0	$126,825
144101		Fuel & Oil	$153,864	$149,184	$0	$149,184	$0	$240,000
144102		Tyres & Tubes	$6,353	$0	$0	$0	$0	$23,000
144103		Parts and Repairs	$32,428	$164,040	$0	$164,040	$0	$110,750
144104		Licenses	$700	$13,330	$0	$13,330	$0	$14,000
144105		Insurance	$41,360	$47,769	$0	$47,769	$0	$41,360
144106		Blades & Points	$9,750	$5,195	$0	$5,195	$0	$15,000
144107		Expendable Tools	$6,000	$4,762	$0	$4,762	$0	$9,000
144108		Freight Costs	$0	$536	$0	$536	$0	$0
144110		Superannuation - Mechanic	$8,044	$0	$0	$0	$0	$10,709
144150		Admin Allocated POC	$7,302	$0	$0	$0	$0	$10,953
144200		Mechanic - Bridgetown Shared Expenses	$0	$8,518	$0	$8,518	$0	$0
144190		Depreciation - Plant	$236,000	$0	$0	$0	$0	$354,015
144180		LESS POC ALLOCATED - PROJECTS	($597,057)	($439,610)	$0	($439,610)	$0	($955,612)
Sub Total - PLANT OPERATIONS COSTS OP/EXP			$0	($29,022)	$0	($29,022)	$0	$0
OPERATING INCOME								
144001		Diesel Rebate	($23,471)	($20,873)	($20,873)	$0	($35,000)	$0
144002		Reimbursements - Operating	$0	$0	$0	$0	$0	$0
Sub Total - PLANT OPERATIONS COSTS OP/INC			($23,471)	($20,873)	($20,873)	$0	($35,000)	$0
Total - PLANT OPERATIONS COSTS			($23,471)	($49,895)	($20,873)	($29,022)	($35,000)	$0

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SALARIES AND WAGES								
OPERATING EXPENDITURE								
145100		Gross Total Salaries and Wages	$2,890,200	$0	$0	$0	$0	$4,335,474
145130		LESS SALS/WAGES ALLOCATED	($2,890,200)	($20,768)	$0	($20,768)	$0	($4,335,474)
145101		Workers Compensation Expenses	$84,500	$39,066	$0	$39,066	$0	$84,500
Sub Total - SALARIES AND WAGES OP/EXP			$84,500	$18,298	$0	$18,298	$0	$84,500
OPERATING INCOME								
145001		Reimbursements - Administration	$0	$0	$0	$0	$0	$0
143001		Workers Compensation Reimbursements	($84,500)	($42,747)	($42,747)	$0	($84,500)	$0
Sub Total - SALARIES AND WAGES OP/INC			($84,500)	($42,747)	($42,747)	$0	($84,500)	$0
Total - SALARIES AND WAGES			$0	($24,449)	($42,747)	$18,298	($84,500)	$84,500

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ADMINISTRATION								
OPERATING EXPENDITURE								
146100		Advertising	$5,341	$5,600	$0	$5,600	$0	$11,400
146101		Audit Fees	$55,000	$8,318	$0	$8,318	$0	$55,000
146102		Bank Fees	$3,296	$1,017	$0	$1,017	$0	$4,000
146103		**Administration Building Costs**	$46,947	$34,714	$0	$34,714		
146103	B0690	Admin Building Operations			$0	$0	$0	$60,513
146103	G308	Admin Building Gardens Maintenance			$0	$0	$0	$12,000
146104		Administration General Operations	$0	$4,679	$0	$4,679	$0	$0
146105		Administration Staff Employee Costs	$622,800	$753,758	$0	$753,758	$0	$975,306
146106		Consultants	$66,249	$54,840	$0	$54,840	$0	$132,750
146108		Insurance	$18,836	$17,881	$0	$17,881	$0	$18,836
146109		Legal Expenses	$12,200	$15,609	$0	$15,609	$0	$25,000
146110		IT System Operation & maintenance	$177,279	$201,288	$0	$201,288	$0	$230,954
146111		Office Equipment Maintenance	$3,750	$364	$0	$364	$0	$5,000
146112		Administration - Postage & Freight	$3,128	$3,790	$0	$3,790	$0	$5,500
146113		Printing and Stationery	$10,376	$6,341	$0	$6,341	$0	$12,700
146114		Administration Vehicle Costs	$8,700	$0	$0	$0	$0	$8,700
146115		Administration - Fringe Benefits Tax	$11,250	$14,489	$0	$14,489	$0	$15,000
146117		Employers Indemnity Insurance	$45,266	$46,113	$0	$46,113	$0	$45,266
146118		Subscriptions	$13,485	$13,338	$0	$13,338	$0	$13,485
146119		Administration Staff Housing	$0	$0	$0	$0	$0	$0
146120		Uniform Allowance	$990	$427	$0	$427	$0	$3,000
146121		Telephones	$4,333	$2,205	$0	$2,205	$0	$6,500
146122		Minor Furniture & Equip under $5,000	$9,000	$0	$0	$0	$0	$15,000
146123		Conferences/Training/Professional Development	$11,028	$9,240	$0	$9,240	$0	$19,600
146124		Superannuation	$96,398	($3,095)	$0	($3,095)	$0	$135,963
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	$9,530	$18,184	$0	$18,184	$0	$9,800
146130		Administration - Bank Merchant Fees	$6,200	$4,806	$0	$4,806	$0	$6,200
146190		Depreciation - Administration	$18,832	$0	$0	$0	$0	$28,250
146300		Rounding Account		$120	$0	$120	$0	$0
146150		Less Administration Costs Alloc	($1,260,213)	$0	$0	$0	$0	($1,856,448)
1146900370		Suspense Account - Other Expenses	$0	($8,702)	$0	($8,702)	$0	$0
Sub Total - ADMINISTRATION OP/EXP			$0	$1,205,324	$0	$1,205,324	$0	$0

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OPERATING INCOME - ADMINISTRATION								
146001		Reimbursements - Administration	($200)	($280)	($280)	$0	($200)	$0
1146900170		Suspense Account - Other Revenue	$0	($125)	($125)	$0	$0	$0
Sub Total - ADMINISTRATION OP/INC			($200)	($405)	($405)	$0	($200)	$0
Total - ADMINISTRATION			($200)	$1,204,919	($405)	$1,205,324	($200)	$0
UNCLASSIFIED								
OPERATING EXPENDITURE								
149001		Rylington Park Operational Expenses	$126,054	$112,703	$0	$112,703	$0	$179,470
149002		Rylington Park Asset Depreciation	$34,366	$0	$0	$0	$0	$51,550
149005		Rylington Stock Program Expenses	$86,721	$108,695	$0	$108,695	$0	$121,993
149006		Rylington Crop Program Expenses	$112,028	$102,752	$0	$102,752	$0	$202,170
149007		Rylington Education Program Expenses	$16,968	$6,807	$0	$6,807	$0	$29,401
149008		Rylington Events Program Expenses	$8,736	$9,318	$0	$9,318	$0	$24,000
Sub Total - UNCLASSIFIED OP/EXP			$384,872	$340,274	$0	$340,274	$0	$608,584
OPERATING INCOME								
147100		Revaluation Profit on Local Govt House Unit Trust	$0	$0	$0	$0	$0	$0
149101		Rylington Park Other Income	$0	$0	$0	$0	$0	$0
149104		Rylington Park Operating Grant Income	$0	$0	$0	$0	$0	$0
149105		Rylington Stock Program Income	($190,205)	($395,562)	($395,562)	$0	($343,900)	$0
149106		Rylington Crop Program Income	($181,036)	($1,678)	($1,678)	$0	($225,674)	$0
149107		Rylington Education Program Income	($10,664)	($6,515)	($6,515)	$0	($16,000)	$0
149108		Rylington Event Program Income	($15,606)	($4,118)	($4,118)	$0	($22,560)	$0
Sub Total - UNCLASSIFIED OP/INC			($397,511)	($407,874)	($407,874)	$0	($608,134)	$0
Total - UNCLASSIFIED			($12,639)	($67,600)	($407,874)	$340,274	($608,134)	$608,584
Total - OTHER PROPERTY AND SERVICES			**($36,804)**	**$1,396,386**	**($471,900)**	**$1,868,286**	**($730,934)**	**$696,184**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
TRANSFERS TO/FROM RESERVES								
CAPITAL EXPENDITURE								
300101		Transfer to Reserves	$79,997	$71,473	$0	$71,473	$0	$578,885
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS			$79,997	$71,473	$0	$71,473	$0	$578,885
INCOME								
300102		Transfer from Reserves	$0	$0	$0	$0	($994,000)	$0
Total - TRANSFER FROM OTHER COUNCIL FUNDS			$0	$0	$0	$0	($994,000)	$0
Total - FUND TRANSFER			$79,997	$71,473	$0	$71,473	**($994,000)**	**$578,885**
000000		(Surplus) / Deficit - Carried Forward	($2,668,000)	($3,017,674)	($3,017,674)	$0	($2,668,000)	$0
Sub Total - SURPLUS C/FWD			($2,668,000)	($3,017,674)	($3,017,674)	$0	($2,668,000)	$0
Total - SURPLUS			($2,668,000)	($3,017,674)	($3,017,674)	$0	($2,668,000)	$0
NEW LONG TERM LOANS								
INCOME								
053200		New Loan - Evacuation Centre	($2,000,000)	($2,000,000)	($2,000,000)	$0	($2,000,000)	$0
Sub Total - LONG TERM LOANS			($2,000,000)	($2,000,000)	($2,000,000)	$0	($2,000,000)	$0
Total - DEFERRED ASSETS			($2,000,000)	($2,000,000)	($2,000,000)	$0	**($2,000,000)**	**$0**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure
LOANS & FINANCE LEASES - PRINCIPAL REPAYMENTS								
CAPITAL EXPENDITURE								
146800		Principal Repayment on Loans	$54,067	$20,870	$0	$20,870	$0	$58,646
146801		Principal Repayments - Finance Leases	$0	$0	$0	$0	$0	$0
Sub Total - LOAN REPAYMENTS			$54,067	$20,870	$0	$20,870	$0	$58,646
CAPITAL INCOME								
Sub Total - LOANS RAISED			$0	$0	$0	$0	$0	$0
Total - NON CURRENT LIABILITIES			$54,067	$20,870	$0	$20,870	**$0**	**$58,646**
OPERATING ACTIVITIES EXCLUDED FROM BUDGET								
000000		Depreciation Written Back	($3,281,876)	$0	$0	$0	$0	($4,923,028)
000000		Realisation Value of Assets Sold Written Back	($298,500)	$0	$0	$0	$0	($298,500)
00000		Loss on Sale of Asset Written Back	$0	$0	$0	$0	$0	$0
00000		Profit on Sale of Asset Written Back	$0	$0	$0	$0	$0	$0
00000		Movement in Accrued Interest on Loans	$0	$715	$0	$715	$0	$0
00000		Movement in Accrued Interest on investments	$0	$0	$0	$0	$0	$0
00000		Movement in Stock On Hand	$0	$0	$0	$0	$0	$0
00000		Movement in Accrued Expenses	$0	$146,851	$0	$146,851	$0	$0
00000		Movement in Accrued Wages	$0	$130,889	$0	$130,889	$0	$0
00000		Movement in Employee Benefits (Current)	$0	$0	$0	$0	$0	$0
00000		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			($3,580,376)	$278,455	$0	$278,455	$0	($5,266,163)
Total - OPERATING ACTIVITIES EXCLUDED			($3,580,376)	$278,455	$0	$278,455	$0	($5,266,163)

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
FURNITURE & EQUIPMENT								
GOVERNANCE - CAPITAL EXPENDITURE								
041401		Members Furniture & Equipment	$0	$18,450	$0	$18,450	$0	$0
Sub Total - CAPITAL WORKS			$0	$18,450	$0	$18,450	$0	$0
Total - GOVERNANCE			$0	$18,450	$0	$18,450	$0	$0
FURNITURE AND EQUIPMENT								
OTHER PROPERTY & SERVICES - CAPITAL EXPENDITURE								
146601		ICT Upgrades & Renewals Capital	$0	$0	$0	$0	$0	$45,000
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$45,000
Total - OTHER PROPERTY			$0	$0	$0	$0	$0	$45,000
Total - FURNITURE AND EQUIPMENT			**$0**	**$18,450**	**$0**	**$18,450**	**$0**	**$45,000**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure
BUILDINGS								
LAW ORDER AND PUBLIC SAFETY - CAPITAL EXPENDITURE								
053401		Other Law - Evacuation Centre Building Capital Expenditure	$2,949,352	$13,979	$0	$13,979	$0	$4,915,586
Sub Total - CAPITAL WORKS			$2,949,352	$13,979	$0	$13,979	$0	$4,915,586
TOTAL - LAW ORDER AND PUBLIC SAFETY			$2,949,352	$13,979	$0	$13,979	$0	$4,915,586
BUILDINGS								
HEALTH - CAPITAL EXPENDITURE								
074400		Medical Centre Building Capital	$0	$14	$0	$14	$0	$100,000
074401		House - 5 Rogers Ave - (L&B) Re-newals	$0	$0	$0	$0	$0	$0
Sub Total - CAPITAL WORKS			$0	$14	$0	$14	$0	$100,000
TOTAL - HEALTH			$0	$14	$0	$14	$0	$100,000
BUILDINGS								
EDUCATION & WELFARE - CAPITAL EXPENDITURE								
081400		Land & Buildings - CRC Capital Renewal	$0	$0	$0	$0	$0	$25,000
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$25,000
TOTAL - EDUCATION & WELFARE			$0	$0	$0	$0	$0	$25,000

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure
LAND AND BUILDINGS								
COMMUNITY AMENITIES CAPITAL EXPENDITURE								
101410		Transfer Station Buildings	$0	$0	$0	$0	$0	$0
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$0
Total - COMMUNITY AMENITIES			$0	$0	$0	$0	$0	$0
BUILDINGS								
RECREATION AND CULTURE - CAPITAL EXPENDITURE								
111400		**Other Halls - Land & Buildings (L&B)**						
111400	LRC022	Dinninup Hall Refurbishment	$13,770	$0	$0	$0	$0	$13,770
111400	LRC021	Wilga Hall Refurbishment	$6,020	$0	$0	$0	$0	$6,020
111400	LRC023	Kulikup Hall Refurbishment	$8,894	$0	$0	$0	$0	$10,710
111403		**Town Hall - Building Upgrades & Refurbishments**						
111403	BU1501	Town Hall Building Capital Expenditure	$80,000	$0	$0	$0	$0	$80,000
112400		**Swimming Pool Buildings Capital**						
112400	BC5500	Swimming Pool Buildings Capital	$60,000	$0	$0	$0	$0	$60,000
113900		Rec (Inc Music Park) & Sport Buildings	$0	$80	$0	$80	$0	$0
116400		**Other Culture Buildings Capital Expenditure**						
116400	BR5051	Museum Building	$33,660	$0	$0	$0	$0	$33,660
116400	BC5600	Tennis Club Building	$50,000	$0	$0	$0	$0	$50,000
Sub Total - CAPITAL WORKS			$252,344	$80	$0	$80	$0	$254,160
Total - RECREATION AND CULTURE			$252,344	$80	$0	$80	$0	$254,160
LAND AND BUILDINGS								
TRANSPORT - CAPITAL EXPENDITURE								
122895		Depot - Buildings	$0	$200	$0	$200	$0	$0
Sub Total - CAPITAL WORKS			$0	$200	$0	$200	$0	$0
Total - TRANSPORT			$0	$200	$0	$200	$0	$0

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure
BUILDINGS								
ECONOMIC SERVICES - CAPITAL EXPENDITURE								
132400		Tourist Centre - Building Capital Expenditure	$0	$200	$0	$200	$0	$0
132404		**Flaxmill Buildings Capital Expenditure**						
132404	New	Flaxmill Storage Shed	$0	$0	$0	$0	$0	$13,770
Sub Total - CAPITAL WORKS			$0	$200	$0	$200	$0	$13,770
Total - ECONOMIC SERVICES			$0	$200	$0	$200	$0	$13,770
Total - BUILDINGS			**$3,201,696**	**$14,473**	**$0**	**$14,473**	**$0**	**$5,308,516**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
PLANT AND EQUIPMENT								
RECREATION AND CULTURE - CAPITAL EXPENDITURE								
112500		Swimming Pool - Plant & Equipment	$0	$6,405	$0	$6,405	$0	$0
113907		Plant & Equipment - Parks & Gardens	$120,000	$51,367	$0	$51,367	$0	$120,000
Sub Total - CAPITAL WORKS			$120,000	$57,771	$0	$57,771	$0	$120,000
Total - RECREATION AND CULTURE			$120,000	$57,771	$0	$57,771	$0	$120,000
PLANT AND EQUIPMENT								
TRANSPORT - CAPITAL EXPENDITURE								
123610		Heavy Plant (Graders etc) Purchases	$575,000	$472,092	$0	$472,092	$0	$575,000
Sub Total - CAPITAL WORKS			$575,000	$472,092	$0	$472,092	$0	$575,000
Total - TRANSPORT			$575,000	$472,092	$0	$472,092	$0	$575,000
PLANT AND EQUIPMENT								
OTHER PROPERTY & SERVICES - CAPITAL EXPENDITURE								
146500		Utility Van Purchase	$0	$45,000	$0	$45,000	$0	$45,000
149502		Rylington Park Plant & Equipment	$0	$0	$0	$0	$0	$5,100
Sub Total - CAPITAL WORKS			$0	$45,000	$0	$45,000	$0	$50,100
Total - OTHER PROPERTY & SERVICES			$0	$45,000	$0	$45,000	$0	$50,100
Total - PLANT AND EQUIPMENT			**$695,000**	**$574,863**	**$0**	**$574,863**	**$0**	**$745,100**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure
ROAD INFRASTRUCTURE CAPITAL								
TRANSPORT - ROAD CONSTRUCTION CAPITAL EXPENDITURE								
121403		**ROADS TO RECOVERY PROJECTS**						
121403	RTR009	RTR - Six Mile Road	$359,375	$107	$0	$107	$0	$359,375
121403	RTR020	RTR - Walshshaws Road	$0	$60,319	$0	$60,319	$0	$0
121403	RTR037	RTR - Craigie Road	$25,975	$0	$0	$0	$0	$313,750
121404		**REGIONAL ROAD GROUP**						
121404	RRG148	RRG Boyup Brook-Cranbrook Rd	$0	$326,635	$0	$326,635	$0	$389,522
121404	RRG210	RRG Boyup Brook-Arthur River Rd	$293,254	$46,287	$0	$46,287	$0	$439,880
121404	RRG004	RRG Winnejup Road	$375,078	$114,978	$0	$114,978	$0	$375,080
121400		**MUNICIPAL ROAD PROJECTS**						
121400	MU501	Muni - Gravel Pit Rehabilitation	$0	$0	$0	$0	$0	$30,000
121401		Municipal Funded Gravel Sheeting Road Projects	$0	$0	$0	$0	$0	$136,000
121410		Municipal Funded - Winter Grading	$342,171	$234,307	$0	$234,307	$0	$506,919
Sub Total - CAPITAL WORKS			$1,395,853	$782,633	$0	$782,633	$0	$2,550,526
Total - ROADS			$1,395,853	$782,633	$0	$782,633	$0	$2,550,526
Total - INFRASTRUCTURE ASSETS ROADS			**$1,395,853**	**$782,633**	**$0**	**$782,633**	**$0**	**$2,550,526**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	YTD COMPARATIVES 28 FEBRUARY 2026 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure
FOOTPATHS								
TRANSPORT - CAPITAL EXPENDITURE								
121702	LFC125	LRCI - Glynn St Footpath	$0	$1,380	$0	$1,380	$0	$0
Sub Total - CAPITAL WORKS			$0	$1,380	$0	$1,380	$0	$0
Total - TRANSPORT - FOOTPATHS			$0	$1,380	$0	$1,380	$0	$0
Total - FOOTPATH ASSETS			**$0**	**$1,380**	**$0**	**$1,380**	**$0**	**$0**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure
PARKS & GARDENS INFRASTRUCTURE								
RECREATION - CAPITAL EXPENDITURE								
					$80,277			
113909		**Parks & Gardens Infrastructure**						
113909	PKS01	Sandakan Playground Upgrade - Tallison	$256,779	$176,502	$0	$176,502	$0	$427,966
113909	PKS02	Sandakan Playground Upgrade - CBH Train Shed	$0	$0	$0	$0	$0	$30,000
Sub Total - CAPITAL WORKS			$256,779	$176,502	$0	$176,502	$0	$457,966
Total - OTHER SPORT & RECREATION - PARKS & OVALS			$256,779	$176,502	$0	$176,502	$0	$457,966
Total - PARKS & OVALS ASSETS			**$256,779**	**$176,502**	**$0**	**$176,502**	**$0**	**$457,966**
RECREATION INFRASTRUCTURE								
112503	LRC010	LRCI 2 Swimming Pool Capital Upgrades	$0	$0	$0	$0	$0	$0
106900		War Memorial - Gardens, Lighting & Upgrades	$0	$137	$0	$137	$0	$0
New		Football Chang Room						
Sub Total - CAPITAL WORKS			$0	$137	$0	$137	$0	$0
Total - RECREATION INFRASTRUCTURE			$0	$137	$0	$137	$0	$0
Total - INFRASTRUCTURE ASSETS - RECREATION			**$0**	**$137**	**$0**	**$137**	**$0**	**$0**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Progran And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2026 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure
INFRASTRUCTURE ASSETS - OTHER								
LAW, ORDER & PUBLIC SAFETY								
051900		Other Law - Other Infrastructure Emergency Water Tanks	$0	$13,182	$0	$13,182	$0	$0
Sub Total - CAPITAL WORKS			$0	$13,182	$0	$13,182	$0	$0
Total - LAW, ORDER & PUBLIC SAFETY			$0	$13,182	$0	$13,182	$0	$0
INFRASTRUCTURE OTHER								
ECONOMIC SERVICES - CAPITAL EXPENDITURE								
132901		Flaxmill Fence & Water Supply Upgrade	$0	$16,044	$0	$16,044	$0	$60,000
Sub Total - CAPITAL WORKS			$0	$16,044	$0	$16,044	$0	$60,000
Total - ECONOMIC SERVICES			$0	$16,044	$0	$16,044	$0	$60,000
Total - INFRASTRUCTURE ASSETS - OTHER			**$0**	**$29,226**	**$0**	**$29,226**	**$0**	**$60,000**
GRAND TOTALS			**($2,642,760)**	**($5,892,013)**	**($13,310,866)**	**$7,418,853**	**($18,438,662)**	**$18,438,662**

Attachment 10.3.3A

Shire of
Boyup Brook

BUDGET REVIEW

DETAILED OPERATING AND NON-OPERATING

WORKPAPERS 31 DECEMBER 2025

2025-2026

SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL ACTIVITY BY NATURE/TYPE
FOR THE PERIOD ENDING 31 DECEMBER 2025

	2025-2026 ORIGINAL BUDGET	2025-2026 YTD BUDGET (a)	2025-2026 YTD ACTUAL (b)	30 JUNE 2026 PROJECTION	PROJECTION VARIANCES FAVOURABLE	PROJECTION VARIANCES UNFAVOURABLE
OPERATING REVENUE	**$**	**$**	**$**			
Ex-Gratia Rates & Write-offs	(880)	1,320	1,703	5,625	6,505	0
Operating Grants, Subsidies and Contributions	1,241,130	240,020	552,722	1,410,646	169,516	0
Fees and Charges	1,699,830	476,997	1,106,707	1,762,663	62,833	0
Interest Earnings	358,700	24,630	186,684	358,380	0	(320)
Other Revenue	767,534	38,399	396,579	709,230	0	(58,304)
Profit on Disposal of Asset	0	0	0	0	0	0
Total Operating Revenue	**4,066,314**	**781,366**	**2,244,395**	**4,246,544**	**238,854**	**(58,624)**
LESS OPERATING EXPENDITURE						
Employee Costs	(4,347,580)	(814,810)	(1,961,997)	(4,046,678)	300,902	0
Materials and Contracts	(3,276,854)	(348,307)	(1,538,639)	(3,769,782)	0	(492,928)
Utility Charges	(228,510)	(35,186)	(84,908)	(233,005)	0	(4,495)
Depreciation on Non-Current Assets	(4,923,028)	0	0	(4,923,028)	0	0
Interest Expenses	(41,129)	(1,371)	(749)	(41,129)	0	0
Insurance Expenses	(352,150)	(195,665)	(432,820)	(340,862)	11,288	0
Other Expenditure	(432,435)	109,647	(132,393)	(377,231)	55,204	0
Loss on Disposal of Asset	0	0	0	0	0	0
Total Operating Expenses	**(13,601,686)**	**(1,285,692)**	**(4,151,506)**	**(13,731,715)**	**367,394**	**(497,423)**
Sub-Total	**(9,535,372)**	**(504,327)**	**(1,907,111)**	**(9,485,171)**	**606,248**	**(556,047)**
OPERATING ACTIVITIES EXCLUDED FROM BUDGET						
Movement in Employee Provisions (Non-current)	44,635	0	0	44,635	0	0
(Profit)/ Loss on the disposal of assets	0	0	0	0	0	0
Depreciation Written Back	4,923,028	0	0	4,923,028	0	0
Operating Activities Excluded from Budget	**4,967,663**	**0**	**0**	**4,967,663**	**0**	**0**
Sub Total	**(4,567,709)**	**(504,327)**	**(1,907,111)**	**(4,517,508)**	**606,248**	**(556,047)**
INVESTING ACTIVITIES						
Outflows from investing activities						
Purchase Buildings	(5,308,516)	(6,020)	(5,267)	(4,904,496)	404,020	0
Purchase Plant and Equipment	(745,100)	0	(568,459)	(633,559)	111,541	0
Purchase Furniture and Equipment	(45,000)	0	(18,450)	(53,450)	0	(8,450)
Infrastructure Assets - Roads	(2,550,526)	(228,114)	(504,780)	(2,773,969)	0	(223,443)
Infrastructure Assets - Footpaths	0	0	(1,383)	0	0	0
Infrastructure Assets - Parks & Ovals	(457,966)	0	(8,802)	(457,966)	0	0
Infrastructure Assets - Other	(60,000)	0	(25,562)	(123,723)	0	(63,723)
Inflows from investing activites						
Proceeds from Sale of Assets	298,500	0	334,569	513,070	214,570	0
Contributions for the Development of Assets	4,249,225	91,100	174,640	4,533,557	284,332	0
Amount Attributable to Investing Activities	**(4,619,383)**	**(143,034)**	**(623,494)**	**(3,900,536)**	**1,014,463**	**(295,616)**
FINANCING ACTIVITIES						
Outflows from financing activities						
Repayment of Debt - Loan Principal	(58,646)	(8,090)	(12,540)	(58,646)	0	0
Transfer to Reserves	(578,885)	(19,999)	(62,719)	(1,054,852)	0	(475,967)
Inflows from financing activities						
Loans Raised	2,000,000	0	0	2,000,000	0	0
Transfer from Reserves	994,000	0	0	482,000	0	(512,000)
Amount Attributable to Financing Activities	**2,356,469**	**(28,089)**	**(75,136)**	**1,368,502**	**0**	**(987,967)**
Sub Total	**(6,830,623)**	**(675,450)**	**(2,605,741)**	**(7,049,542)**	**1,620,711**	**(1,839,631)**
FUNDING FROM						
Estimated Opening Surplus at 1 July	2,668,000	2,668,000	3,017,674	3,017,674	349,674	0
Amount Raised from General Rates	4,162,623	4,162,623	4,419,211	4,031,868	0	(130,755)
Closing Funds	0	0	0	0	0	0
	6,830,623	**6,830,623**	**7,436,885**	**7,049,542**	**349,674**	**(130,755)**
NET SURPLUS/(DEFICIT)	**0**	**6,155,173**	**4,831,144**	**(0)**	**1,970,385**	**(1,970,386)**

PROJECTED SURPLUS/(DEFICIT) **(0)**

	2024-2025 C/FWD	2025-2026 BUDGET	2025-2026 YTD	30 JUNE 2026 PROJECTION
CURRENT ASSETS				
Unrestricted Cash	4,829,387	47,530	6,451,793	47,530
Restricted Cash	21,909	47,634	18,718	47,634
Restricted Cash - Reserves	3,530,696	3,115,581	3,593,414	3,750,514
Accounts Receivable	1,891,520	571,533	2,326,557	571,533
Stock On Hand	8,597	32,792	8,597	32,792
Biological Assets	381,366	158,702	381,366	158,702
Other Assets	310,028	20,250	310,028	20,250
TOTAL CURRENT ASSETS	10,973,501	3,994,022	13,090,473	4,628,955
CURRENT LIABILITIES				
Bank Overdraft	0	0	0	0
Accounts Payable	(195,462)	(129,165)	354,833	(129,165)
Bonds & Deposits	(49,434)	(47,634)	(41,327)	(47,634)
Accrued Expenses	(278,455)	(185,942)	(613,421)	(185,942)
Contract Liabilities	(3,280,125)	0	(3,744,345)	0
Employee Provisions	(510,148)	(510,148)	(510,148)	(510,148)
Current Borrowings	(25,448)	(68,223)	(12,909)	(68,223)
Lease Liability	0	0	(123)	0
TOTAL CURRENT LIABILITIES	(4,339,072)	(941,112)	(4,567,439)	(941,112)
SUB-TOTAL	6,634,429	3,052,910	8,523,034	3,687,843
LESS				
Restricted Cash at Bank - Reserves	(3,530,696)	(3,115,581)	(3,593,414)	(3,750,514)
Restricted Cash at Bank - Unspent Grants	0	0	0	0
Stock & Biological Assets (Not a liquid Asset)	(389,962)	(191,494)	(389,962)	(191,494)
Prepaid Expenses	0	0	0	0
Accrued Interest on Borrowings (Loans)	535	0	535	0
Accrued Salaries & Wages	130,889	130,889	130,889	130,889
Accrued Expenses	147,031	55,053	147,031	55,053
Current Employee Benefits Provision	0	0	0	0
Current Borrowings Repayments	25,448	68,223	12,909	68,223
Current Lease Liability	0	0	123	0
Roundings	0			0
SUB-TOTAL	(3,616,755)	(3,052,910)	(3,691,890)	(3,687,843)
NET CURRENT ASSETS	**3,017,674**	**0**	**4,831,144**	**(0)**

SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL ACTIVITY BY FUNCTION/PROGRAM
FOR THE PERIOD ENDING 31 DECEMBER 2025

	2025-2026 ORIGINAL BUDGET	2025-2026 YTD BUDGET (a)	2025-2026 YTD ACTUAL (b)	30 JUNE 2026 PROJECTION	PROJECTION VARIANCES FAVOURABLE	PROJECTION VARIANCES UNFAVOURABLE
OPERATING REVENUE	**$**	**$**	**$**			
General Purpose Funding	1,202,899	233,179	385,443	1,247,816	83,318	(38,401)
Governance	800	0	0	0	0	(800)
Law, Order Public Safety	140,650	34,491	115,011	222,175	81,525	0
Health	1,106,219	188,756	670,769	1,156,419	50,200	0
Education and Welfare	0	0	126	126	126	0
Housing	85,075	14,090	43,867	85,475	1,400	(1,000)
Community Amenities	259,815	245,193	273,901	280,608	33,393	(12,600)
Recreation and Culture	66,231	10,241	46,543	67,850	5,519	(3,900)
Transport	313,451	5,093	266,795	311,892	3,139	(4,698)
Economic Services	160,240	16,376	71,926	160,846	10,670	(10,064)
Other Property and Services	730,934	33,946	370,013	713,337	27,953	(45,550)
Total Operating Revenue	**4,066,314**	**781,366**	**2,244,394**	**4,246,544**	**297,243**	**(117,013)**
LESS OPERATING EXPENDITURE						
General Purpose Funding	(181,589)	(28,105)	(977)	(189,656)	0	(8,067)
Governance	(520,437)	(175,249)	(133,791)	(606,632)	21,256	(107,451)
Law, Order, Public Safety	(674,921)	(52,553)	(145,612)	(685,958)	84,298	(95,335)
Health	(1,874,968)	(258,257)	(588,696)	(1,620,843)	287,081	(32,956)
Education and Welfare	(225,633)	(28,121)	(54,674)	(239,071)	784	(14,222)
Housing	(249,930)	(25,068)	(76,687)	(274,212)	18,103	(42,385)
Community Amenities	(555,422)	(72,540)	(142,467)	(622,668)	28,776	(96,022)
Recreation and Culture	(1,637,763)	(156,478)	(390,417)	(1,751,672)	27,225	(141,134)
Transport	(6,326,404)	(327,672)	(869,305)	(6,389,419)	99,033	(162,048)
Economic Services	(658,435)	(79,221)	(176,943)	(656,569)	28,520	(26,654)
Other Property & Services	(696,184)	(82,428)	(1,571,938)	(695,015)	959,947	(958,778)
Total operating Expenses	**(13,601,686)**	**(1,285,692)**	**(4,151,507)**	**(13,731,715)**	**1,555,023**	**(1,685,052)**
Sub-Total	**(9,535,372)**	**(504,327)**	**(1,907,113)**	**(9,485,171)**	**1,852,266**	**(1,802,065)**
OPERATING ACTIVITIES EXCLUDED FROM BUDGET						
Movement in Employee Provisions (Non-current)	44,635	0	0	44,635	0	0
Depreciation Written Back	4,923,028	0	0	4,923,028	0	0
Operating Activities Excluded from Budget	**4,967,663**	**0**	**0**	**4,967,663**	**0**	**0**
Sub Total	**(4,567,709)**	**(504,327)**	**(1,907,113)**	**(4,517,508)**	**1,852,266**	**(1,802,065)**
INVESTING ACTIVITIES						
Outflows from investing activities						
Purchase Buildings	(5,308,516)	(6,020)	(5,267)	(4,904,496)	404,020	0
Purchase Plant and Equipment	(745,100)	0	(568,459)	(633,559)	111,541	0
Purchase Furniture and Equipment	(45,000)	0	(18,450)	(53,450)	0	(8,450)
Infrastructure Assets - Roads	(2,550,526)	(228,114)	(504,780)	(2,773,969)	0	(223,443)
Infrastructure Assets - Footpaths	0	0	(1,383)	0	0	0
Infrastructure Assets - Parks & Ovals	(457,966)	0	(8,802)	(457,966)	0	0
Infrastructure Assets - Recreation	0	0	0	0	0	0
Infrastructure Assets - Other	(60,000)	0	(25,562)	(123,723)	0	(63,723)
Inflows from investing activites						
Proceeds from Sale of Assets	298,500	0	334,569	513,070	214,570	0
Contributions for the Development of Assets	4,249,225	91,100	174,640	4,533,557	284,332	0
Amount Attributable to Investing Activities	**(4,619,383)**	**(143,034)**	**(623,494)**	**(3,900,536)**	**1,014,463**	**(295,616)**
FINANCING ACTIVITIES						
Outflows from financing activities						
Repayment of Debt - Loan Principal	(58,646)	(8,090)	(12,540)	(58,646)	0	0
Transfer to Reserves	(578,885)	(19,999)	(62,719)	(1,054,852)	0	(475,967)
Inflows from financing activites						
Transfer from Reserves	994,000	0	0	482,000	0	(512,000)
Loans Raised	2,000,000	0	0	2,000,000	0	0
Amount Attributable to Financing Activities	**2,356,469**	**(28,089)**	**(75,136)**	**(631,498)**	**0**	**(987,967)**
Sub Total	**(6,830,623)**	**(675,450)**	**(2,605,743)**	**(9,049,542)**	**2,866,729**	**(3,085,649)**
FUNDING FROM						
Estimated Opening Surplus at 1 July	2,668,000	2,668,000	3,017,674	3,017,674	349,674	0
Amount Raised from General Rates	4,162,623	4,162,623	4,419,211	4,031,868	0	(130,755)
Sub Total	**6,830,623**	**6,830,623**	**7,436,885**	**7,049,542**	**349,674**	**(130,755)**
NET SURPLUS/(DEFICIT)	**0**	**6,155,173**	**4,831,142**	**(2,000,000)**	**3,216,403**	**(3,216,404)**
				PROJECTED SURPLUS/(DEFICIT)		**(0)**

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE FAVOURABLE	UNFAVOURABLE	COMMENTARY
PROCEEDS SALE OF ASSETS											
123001		Proceeds Sale of Transport Plant Assets	($15,455)	$0	($28,500)	$0	($43,955)	$0	($15,455)	$0	Increase in proceeds for 2 utilities traded
146016		Proceeds Sale of Assets - Administration P&E	($19,115)	$0	$0	$0	($19,115)	$0	($19,115)	$0	Increase in proceeds for Admin vehicle traded
135106		Proceeds - Sale of Buildings Economic Services	$0	$0	$0	$0	($150,000)	$0	($150,000)	$0	Increase for sale of 80 Abel St property
092020		Proceeds - Sale of Land Assets Housing	($300,000)	$0	($270,000)	$0	($300,000)	$0	($30,000)	$0	Increase in sale price for Lot 13129.
PROCEEDS FROM SALE OF ASSETS			($334,569)	$0	($298,500)	$0	($513,070)	$0	($214,570)	$0	
		Written Down Value					$0	$0			
092600		Written Down Value - Disposal of Assets	$0	$0	$0	$298,500	$0	$513,070	$0	$214,570	Realisation on disposal of assets
Sub Total - WDV ON DISPOSAL OF ASSET			$0	$0	$0	$298,500	$0	$513,070	$0	$214,570	
Total - GAIN/LOSS ON DISPOSAL OF ASSET			($334,569)	$0	**($298,500)**	**$298,500**	**($513,070)**	**$513,070**	**($214,570)**	**$214,570**	
Total - OPERATING STATEMENT			**($334,569)**	**$0**	**($298,500)**	$298,500	($513,070)	$513,070	($214,570)	$214,570	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
RATES											
OPERATING EXPENDITURE											
031103		Rates Administration Activity Costs	$0	$0	$0	$137,192	$0	$144,758	$0	$7,566	
031101		Collection Costs	$0	$395	$0	$5,000	$0	$5,000	$0	$0	
031100		Valuation Charges	$0	$582	$0	$20,000	$0	$20,000	$0	$0	
031102		Search Costs	$0	$0	$0	$300	$0	$300	$0	$0	
Sub Total - GENERAL RATES OP EXP			$0	$977	$0	$162,492	$0	$170,058	$0	$7,566	
OPERATING INCOME											
031001		Rates · GRV	($637,735)	$0	($637,443)	$0	($637,735)	$0	($292)	$0	Increase in interim rates
031002		Rates · UV	($2,935,861)	$0	($2,932,908)	$0	($2,801,861)	$0	$0	$131,047	Decrease in rates from FPC
031003		Rates · GRV - Minimum	($63,450)	$0	($63,450)	$0	($63,450)	$0	$0	$0	
031004		Rates · UV - Minimum	($528,822)	$0	($528,822)	$0	($528,822)	$0	$0	$0	
031006		Rates · Ex-Gratia Rates	($1,703)	$0	($1,688)	$0	($1,703)	$0	($15)	$0	
031013		Rates Administration Fee	$0	$0	($3,000)	$0	$0	$0	$0	$3,000	Decrease in Rate Administration fees
031005		Rates · Instalment Interest	$0	$0	($10,500)	$0	$0	$0	$0	$10,500	Decrease in Rate Instalment Interest
031007		Rates · Non Payment Penalty - LG	($18,326)	$0	($25,000)	$0	($25,000)	$0	$0	$0	
031008		Rates · Rate Enquiries	($5,671)	$0	($8,000)	$0	($8,000)	$0	$0	$0	
031009		Rates - ESL Administration Fee	($4,000)	$0	($4,000)	$0	($4,000)	$0	$0	$0	
031010		Rates - Reimbursements	$930	$0	($5,000)	$0	($3,728)	$0	$0	$1,272	Refund of of duplicate rates pmt
031011		Rates · Penalty Interest - DFES	$0	$0	($600)	$0	($600)	$0	$0	$0	
031012		Rates · Rates Interims	($8,262)	$0	($500)	$0	($8,262)	$0	$7,762	$0	Increase in interim rates
031016		Rates - Concessions	$0	$0	$3,018	$0	$3,018	$0	$0	$0	
031017		Rates - Deferred Rates - Interest Grant	$0	$0	($1,800)	$0	($1,800)	$0	$0	$0	
031104		Rates Written Off	$0	$0	$50	$0	$50	$0	$0	$0	
Sub Total - GENERAL RATES OP INC			($4,202,901)	$0	($4,219,643)	$0	($4,081,893)	$0	($8,069)	$145,819	
Total - GENERAL RATES			($4,202,901)	$977	($4,219,643)	$162,492	($4,081,893)	$170,058	($8,069)	$153,385	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
OTHER GENERAL PURPOSE FUNDING											
OPERATING EXPENDITURE											
032100		General Purpose Funding - Administration Allocated	$0	$0	$0	$9,097	$0	$9,598	$0	$501	
032101		General Purpose Funding - Doubtful Debts Expense	$0	$0	$0	$10,000	$0	$10,000	$0	$0	
032110		General Purpose Funding - Bad Debts Written Off	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP			$0	$0	$0	$19,097	$0	$19,598	$0	$501	
OPERATING INCOME											
032001		General Purpose Grants Federal Commission (OP)	($210,854)	$0	($444,937)	$0	($421,708)	$0	$0	$23,229	Decrease in general purpose grant
032002		General Purpose Grants Federal - Roads (OP)	($222,560)	$0	($380,142)	$0	($445,120)	$0	($64,978)	$0	Increase in local road grant
032003		General Purpose Funding - Interest On Investments - Municipal Account	($105,217)	$0	($200,000)	$0	($210,400)	$0	($10,400)	$0	Increase in interest earned
032004		Interest on Investments - Reserves Account	($62,719)	$0	($120,000)	$0	($120,000)	$0	$0	$0	
032005		Interest on Investments - Police Licensing	($263)	$0	($100)	$0	($263)	$0	($163)	$0	Increase in interest earned
032006		General Purpose Funding - Interest on Investments - Medical Funds	($141)	$0	($700)	$0	($300)	$0	$0	$400	Decrease in interest earned
032007		General Purpose Funding - Interest on Investments - Business Online	$0	$0	$0	$0	$0	$0	$0	$0	
032008		General Purpose Funding - Interest on Investments - Short Term Deposit	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC			($601,753)	$0	($1,145,879)	$0	($1,197,791)	$0	($75,541)	$23,629	
Total - OTHER GENERAL PURPOSE FUNDING			($601,753)	$0	($1,145,879)	$19,097	($1,197,791)	$19,598	($75,541)	$24,130	
Total - GENERAL PURPOSE FUNDING			**($4,804,654)**	**$977**	**($5,365,522)**	**$181,589**	**($5,279,684)**	**$189,656**	**($83,610)**	**$177,515**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
MEMBERS OF COUNCIL											
OPERATING EXPENDITURE											
041100		Members - Sitting Fees.	$0	$11,124	$0	$70,261	$0	$71,476	$0	$1,215	Increase for independent ARIC member
041119		Website Expenses	$0	$11,400	$0	$11,400	$0	$11,400	$0	$0	
041101		Members - Training Costs	$0	$1,170	$0	$10,000	$0	$10,000	$0	$0	
041102		Members - Travelling Costs	$0	$653	$0	$4,500	$0	$4,500	$0	$0	
041103		Members - Telecommunications Reimbursements	$0	$1,534	$0	$10,800	$0	$10,800	$0	$0	
041104		Members - Other Expenses	$0	$344	$0	$4,400	$0	$4,400	$0	$0	
041105		Members - Conferences/Seminars Costs	$0	$0	$0	$1,000	$0	$1,000	$0	$0	
041106		Members - President's Allowance	$0	$3,073	$0	$10,280	$0	$10,280	$0	$0	
041107		Members - Deputy President's Allowance	$0	$643	$0	$2,570	$0	$2,570	$0	$0	
041108		Members - Council Chamber Expenses	$0	$5,961	$0	$28,204	$0	$13,433	($14,771)	$0	Increase for support agreement, decrease for audio recording system and TV screens as shifted to capital expenditure GL # 1041401320.
041109		Members - Refreshments & Receptions	$0	$19,906	$0	$21,500	$0	$21,500	$0	$0	
041109	041109.300	Australia Day Reception	$0	$0	$0	$9,085	$0	$8,411	($674)	$0	Increase in materials expense
041110		Members - Bunbury Wellington GOC Projects	$0	$2,000	$0	$2,000	$0	$2,000	$0	$0	
041111		Members - Insurance Costs For Members	$0	$7,307	$0	$7,782	$0	$7,307	($475)	$0	Decrease in insurance premiums
041112		Members - Subscriptions	$0	$9,776	$0	$10,163	$0	$9,776	($387)	$0	Decrease in WALGA Subs
041113		Members - Election Expenses	$0	$0	$0	$16,500	$0	$32,500	$0	$16,000	Increase for Extraordinary election
041114		Members - Donations	$0	$25,183	$0	$27,000	$0	$25,183	($1,817)	$0	Decrease in donation expenses
041118		ICT - Councillors	$0	$518	$0	$3,800	$0	$3,800	$0	$0	
041120		Warren Blackwood Alliance Expenses	$0	$33,200	$0	$86,332	$0	$83,200	($3,132)	$0	Decrease in project contribution and Tourism contribution.
041150		Members - Admin Allocation	$0	$0	$0	$73,144	$0	$103,329	$0	$30,185	Increase in admin allocations
Sub Total - MEMBERS OF COUNCIL OP/EXP			$0	$133,791	$0	$410,721	$0	$436,865	($21,256)	$47,400	
OPERATING INCOME											
041001		Members - Reimbursements Income	$0	$0	($800)	$0	$0	$0	$0	$800	Decrease in reimbursements
041002		Other Governance - Sundry Reimbursements Income	$0	$0	$0	$0	$0	$0	$0	$0	
041004		Members - Operating Grants and Contributions	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - MEMBERS OF COUNCIL OP/INC			$0	$0	($800)	$0	$0	$0	$0	$800	
Total - MEMBERS OF COUNCIL			$0	$133,791	($800)	$410,721	$0	$436,865	($21,256)	$48,200	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
GOVERNANCE											
OPERATING EXPENDITURE											
042100		Other Governance - Admin Allocated	$0	$0	$0	$109,716	$0	$169,767	$0	$60,051	Increase in admin allocations
Sub Total - GOVERNANCE - GENERAL OP/EXP			$0	$0	$0	$109,716	$0	$169,767	$0	$60,051	
OPERATING INCOME											
Sub Total - GOVERNANCE - GENERAL OP/INC			$0	$0	$0	$0	$0	$0	$0	$0	
Total - GOVERNANCE - GENERAL			$0	$0	$0	$109,716	$0	$169,767	$0	$60,051	
Total - GOVERNANCE			$0	$133,791	**($800)**	**$520,437**	**$0**	**$606,632**	**($21,256)**	**$108,251**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
LAW, ORDER AND PUBLIC SAFETY											
FIRE PREVENTION											
OPERATING EXPENDITURE											
051109		ESL - Insurances Fire Appliances and Personnel	$0	$33,111	$0	$41,000	$0	$33,111	($7,889)	$0	Decrease in insurance premiums
051112		Fire Prevention And Support	$0	$30,389	$0	$11,925	$0	$65,473	$0	$53,548	Increase in wages, overheads, superannuation and materials expense.
051101		Fire Break Inspection Expenses	$0	$3,570	$0	$4,500	$0	$3,570	($930)	$0	Decrease in aerial inspection expense
051102		Fire Hazard Reductions Expenses	$0	$1,020	$0	$7,646	$0	$3,692	($3,954)	$0	Internal rates and rubbish charges no longer rated on Shire owned properties.
051104		Minor Fire Plant & Equipment Purchases non ESL	$0	$0	$0	$550	$0	$550	$0	$0	
051105		Fire Plant & Equipment Maintenance - Non ESL	$0	$0	$0	$1,120	$0	$1,120	$0	$0	
051106		ESL - Fire Vehicle Maintenance Costs	$0	$6,193	$0	$30,488	$0	$30,468	($20)	$0	
051107		ESL - Brigade Utilities, rates and taxes	$0	$0	$0	$2,500	$0	$2,500	$0	$0	
051108		ESL - Other Goods & Services relating to Fires	$0	$1,174	$0	$15,000	$0	$15,000	$0	$0	
051110		ESL - Fire Plant & Equip over $1500	$0	$0	$0	$9,375	$0	$9,375	$0	$0	
051111		ESL - Minor Fire Plant/Equip Under $1500	$0	$2,410	$0	$12,000	$0	$12,000	$0	$0	
051114		ESL - Land & Building Maintenance	$0	$1,460	$0	$1,500	$0	$2,585	$0	$1,085	Increase in contractor expenses for pest control
051115		ESL - Clothing and Accessories	$0	$5,159	$0	$25,000	$0	$25,000	$0	$0	
051116		ESL - Plant and Equipment Maintenance	$0	$0	$0	$8,000	$0	$8,000	$0	$0	
051117		BFRC - Bushfire Risk Planning	$0	$25,369	$0	$22,856	$0	$54,831	$0	$31,975	Increase in wages allocation.
051118		DFES Fire Defence Grant Expenses	$0	$0	$0	$0	$0	$0	$0	$0	
051120		Bush Fire - Mitigation Activity Funded	$0	$9,640	$0	$93,522	$0	$93,522	$0	$0	
051150		Admin Allocation - Fire Control	$0	$0	$0	$73,144	$0	$77,179	$0	$4,035	
051190		Depreciation - Fire Control	$0	$0	$0	$2,603	$0	$2,603	$0	$0	
Sub Total - FIRE PREVENTION OP/EXP			$0	$119,495	$0	$362,729	$0	$440,579	($12,793)	$90,643	
OPERATING INCOME											
050600		ESL & DFES Non Operating Grants	$0	$0	$0	$0	$0	$0	$0	$0	
051001		Fire Infringements/Fines Income	($750)	$0	($300)	$0	($750)	$0	($450)	$0	
051002		Sale Of Fire Maps Income	($23)	$0	($100)	$0	($100)	$0	$0	$0	
051003		LGIS Fire Reimbursement Income	$0	$0	$0	$0	$0	$0	$0	$0	
051004		Operating Grants and Subsidies Income	($109,912)	$0	($135,000)	$0	($214,289)	$0	($79,289)	$0	Increase in MAF grant for mitigation works
051009		Non-Operating Grants and Contributions	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - FIRE PREVENTION OP/INC			($110,684)	$0	($135,400)	$0	($215,139)	$0	($79,739)	$0	
Total - FIRE PREVENTION			($110,684)	$119,495	($135,400)	$362,729	($215,139)	$440,579	($92,532)	$90,643	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
ANIMAL CONTROL											
OPERATING EXPENDITURE											
052100	052.1	Ranger Services Operation Costs	$0	$21,989	$0	$51,811	$0	$53,106	$0	$1,295	Increase in wages
052005		Trap Hire Refunds	$0	$0	$0	$50	$0	$50	$0	$0	
052102		Dog License Discs Costs	$0	$0	$0	$300	$0	$300	$0	$0	
052103		Other Control Expenses	$0	$64	$0	$900	$0	$900	$0	$0	
052104		Animal Impounding Costs	$0	$0	$0	$5,000	$0	$5,000	$0	$0	
052109		Cat License Tags Expense	$0	$0	$0	$200	$0	$200	$0	$0	
052110		Ranger Services Salary Super and Employee Costs	$0	$1,686	$0	$3,400	$0	$2,786	($614)	$0	Decrease in insurance
052111		Ranger Services Provision for Leave Accruals	$0	$0	$0	$0	$0	$0			
052150		Admin Allocation - Animal Control	$0	$0	$0	$27,475	$0	$28,991	$0	$1,516	
052190		Depreciation	$0	$0	$0	$8,260	$0	$8,260	$0	$0	
Sub Total - ANIMAL CONTROL OP/EXP			$0	$23,738	$0	$97,396	$0	$99,593	($614)	$2,811	
OPERATING INCOME											
052001		Animal Fines & Penalties Income	($400)	$0	($250)	$0	($400)	$0	($150)	$0	Increase in fines income
052002		Animal Impounding Fees Income	($800)	$0	$0	$0	($800)	$0	($800)	$0	Increase in impounding fees
052003		Dog Registrations Charges	($2,955)	$0	($5,000)	$0	($5,665)	$0	($665)	$0	Increase in registration fees
052004		Cat Registration Charges	($171)	$0	$0	$0	($171)	$0	($171)	$0	Increase in registration fees
052006		Animal Control Income - Grant	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - ANIMAL CONTROL OP/INC			($4,326)	$0	($5,250)	$0	($7,036)	$0	($1,786)	$0	
Total - ANIMAL CONTROL			($4,326)	$23,738	($5,250)	$97,396	($7,036)	$99,593	($2,400)	$2,811	
OTHER LAW ORDER & PUBLIC SAFETY											
OPERATING EXPENDITURE											
053100		Local Emergency Management Committee Expenses	$0	$96	$0	$1,000	$0	$1,000	$0	$0	
053150		Administration Allocated - Emergency Mgt	$0	$0	$0	$27,475	$0	$28,991	$0	$1,516	
053102		Emergency Services Planning	$0	$365	$0	$0	$0	$365	$0	$365	Increase in wages
053152		Other Costs	$0	$0	$0	$800	$0	$800	$0	$0	
053103		Emergency Management Coordination Expenses	$0	$1,919	$0	$84,601	$0	$15,240	($69,361)	$0	Decrease in Wages
053104		Interest on Loan - Evacuation Centre	$0	$0	$0	$40,000	$0	$40,000	$0	$0	
053105		Government Guarantee Fee - Loan 119	$0	$0	$0	$7,600	$0	$6,070	($1,530)	$0	Decrease in government guarantee fee
053190		Depreciation	$0	$0	$0	$53,320	$0	$53,320	$0	$0	
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP			$0	$2,379	$0	$214,796	$0	$145,786	($70,891)	$1,881	
OPERATING INCOME											
053002		Non-Operating Grants	($5,267)	$0	($2,302,529)	$0	($2,302,529)	$0	$0	$0	
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC			($5,267)	$0	($2,302,529)	$0	($2,302,529)	$0	$0	$0	
Total - OTHER LAW ORDER PUBLIC SAFETY			($5,267)	$2,379	($2,302,529)	$214,796	($2,302,529)	$145,786	($70,891)	$1,881	
Total - LAW ORDER & PUBLIC SAFETY			($120,278)	$145,612	**($2,443,179)**	**$674,921**	**($2,524,704)**	**$685,958**	**($165,823)**	**$95,335**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
HEALTH -FAMILY AND OTHER HEALTH											
OPERATING EXPENDITURE											
071100	B0121	Family Stop Centre - Operation	$0	$0	$0	$0	$0	$0	$0	$0	
071100	G316	Family Stop Centre - Grounds	$0	$0	$0	$0			$0	$0	
071150		Admin Allocated - Family Stop Centre	$0	$0	$0	$0	$0	$0	$0	$0	
071190		Depreciation - Family Stop Centre	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - HEALTH FAMILY STOP OP/EXP			$0	$0	$0	$0	$0	$0	$0	$0	
OPERATING INCOME											
Sub Total - HEALTH FAMILY STOP OP/INC			$0	$0	$0	$0	$0	$0	$0	$0	
Total - HEALTH FAMILY STOP			$0	$0	$0	$0	$0	$0	$0	$0	
HEALTH ADMINISTRATION & INSPECTION											
OPERATING EXPENDITURE											
072100		Health Administration Services Expenses	$0	$43,743	$0	$103,427	$0	$102,223	($1,204)	$0	Decrease in wages
072101		Other Health Administration Expenses	$0	$75	$0	$495	$0	$495	$0	$0	
072150		Admin Allocation - Other Health	$0	$0	$0	$18,379	$0	$19,393	$0	$1,014	
Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP			$0	$43,818	$0	$122,301	$0	$122,111	($1,204)	$1,014	
OPERATING INCOME											
072001		Food Stall Permit Charges	($674)	$0	($1,100)	$0	($1,100)	$0	$0	$0	
072002		Temporary Camping Site Permit Charges	($700)	$0	($500)	$0	($700)	$0	($200)	$0	Increase in permit fees
072003		Food Business Registration Fee	($1,073)	$0	($2,000)	$0	($2,000)	$0	$0	$0	
072004		Annual Inspections	$0	$0	$0	$0	$0	$0	$0	$0	
072005		Lodging House Registration Fees	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - HEALTH ADMIN AND INSPECTION OP/INC			($2,447)	$0	($3,600)	$0	($3,800)	$0	($200)	$0	
Total - HEALTH ADMIN AND INSPECTION			($2,447)	$43,818	($3,600)	$122,301	($3,800)	$122,111	($1,404)	$1,014	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE FAVOURABLE	UNFAVOURABLE	COMMENTARY
OTHER HEALTH - MEDICAL SERVICES											
OPERATING EXPENDITURE											
074100	B0105	Housing General Practitioner - Medical Service (5 Rogers)	$0	$5,378	$0	$27,051	$0	$25,027	($2,024)	$0	Increase in water expenses, decrease in insurance premium.
074102		**Boyup Brook Medical Services Building**	$0	$15,556							
074102		Medical Centre Building Operational Expenses	$0	$0	$0	$80,658	$0	$88,526	$0	$7,868	Increase in pest control expenses, electricity and water expenses. Decrease in rates and rubbish charges, insurance premium.
074102	BO111	Medical Centre Physio Rooms Maintenance	$0	$0	$0	$4,765	$0	$4,765	$0	$0	
074102	G315	Medical Centre Gardens & Car Park Maintenance	$0	$0	$0	$4,840	$0	$4,640	($200)	$0	
074101		Medical Services General Operations	$0	$2,523	$0	$1,220	$0	$3,743	$0	$2,523	Increase in refund payments
074103		Medical Service Employee Costs	$0	$444,063	$0	$1,170,339	$0	$933,859	($236,480)	$0	Decrease in salaries, increase in Workers Compensation Insurance premium.
074105		Postage, Printing & Stationery	$0	$1,586	$0	$5,800	$0	$5,800	$0	$0	
074106		Medical Ctr - Telephones	$0	$2,036	$0	$6,900	$0	$6,900	$0	$0	
074107		Medical Ctr - Subscriptions	$0	$803	$0	$8,111	$0	$9,188	$0	$1,077	
074108		Medical Ctr - Insurances	$0	$0	$0	$18,275	$0	$18,275	$0	$0	
074109		Medical Bank Fees	$0	$0	$0	$0	$0	$0	$0	$0	
074110		Medical Ctr - Computer Expenses	$0	$13,105	$0	$37,036	$0	$46,960	$0	$9,924	Increase in contractor expense for new laptops and desktops
074111		Medical Ctr - Medical Supplies & Equipt	$0	$2,283	$0	$24,500	$0	$29,500	$0	$5,000	vaccine fridge special purpose ups & service
074112		Medical Ctr - Locum Doctor	$0	$0	$0	$20,000	$0	$20,000	$0	$0	
074113		Medical Ctr - Superannuation	$0	$41,055	$0	$132,566	$0	$102,699	($29,867)	$0	Decrease in superannuation expense
074114		Medical Ctr - Training	$0	$0	$0	$15,000	$0	$0	($15,000)	$0	Decrease in staff training expenses
074115		Medical Ctr - Sundry Expenses	$0	$583	$0	$7,350	$0	$7,350	$0	$0	
074116		Medical Service Provision for Leave Accruals	$0	$0	$0	$31,245	$0	$31,245	$0	$0	
074117		Medical - Fringe Benefit Tax	$0	$178	$0	$2,650	$0	$2,650	$0	$0	
074118		Medical Employee (Packaging) Costs	$0	$0	$0	$1,200	$0	$0	($1,200)	$0	
074119		Medical Doubtful Debts Expense	$0	$0	$0	$2,800	$0	$2,800	$0	$0	
074120		Medical Ctr - Bank Merchant Fees	$0	$244	$0	$750	$0	$750	$0	$0	
074150		Admin Allocated - Boyup Brook Medical Services	$0	$0	$0	$82,241	$0	$86,777	$0	$4,536	
074191		Depreciation - Medical Centre	$0	$0	$0	$10,170	$0	$10,170	$0	$0	
074190		Depreciation - Housing GP - 5 Rogers Ave	$0	$0	$0	$7,000	$0	$7,000	$0	$0	
074192		Depreciation - Ultrasound Machine	$0	$0	$0	$715	$0	$715	$0	$0	
Sub Total - PREVENTIVE SRVS - OP/EXP			$0	$529,392	$0	$1,703,182	$0	$1,449,339	($284,771)	$30,928	
OPERATING INCOME											
074001		Surgery Turnover	($667,323)	$0	($1,100,000)	$0	($1,150,000)	$0	($50,000)	$0	Increase in medical fees
074002		Surgery Rental Income	($1,000)	$0	($2,619)	$0	($2,619)	$0	$0	$0	
Sub Total - PREVENTIVE SRVS - OP/INC			($668,323)	$0	($1,102,619)	$0	($1,152,619)	$0	($50,000)	$0	
Total - PREVENTIVE SERVICES			($668,323)	$529,392	($1,102,619)	$1,703,182	($1,152,619)	$1,449,339	($334,771)	$30,928	
PREVENTIVE SERVICE - OTHER											
OPERATING EXPENDITURE											
073100		Analytical Expenses	$0	$486	$0	$540	$0	$0	($540)	$0	
Sub Total - PREVENTIVE SRVS - OTHER OP/EXP			$0	$486	$0	$540	$0	$0	($540)	$0	
Total - PREVENTIVE SERVICES - OTHER			$0	$486	$0	$540	$0	$0	($540)	$0	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
OTHER HEALTH											
OPERATING EXPENDITURE											
075100		Ambulance Centre Operation	$0	$15,000	$0	$30,566	$0	$30,000	($566)	$0	
075150		Admin Allocated - Other Health	$0	$0	$0	$18,379	$0	$19,393	$0	$1,014	
Sub Total - OTHER HEALTH OP/EXP			$0	$15,000	$0	$48,945	$0	$49,393	($566)	$1,014	
OPERATING INCOME											
Sub Total - OTHER HEALTH OP/INC			$0	$0	$0	$0	$0	$0	$0	$0	
Total - OTHER HEALTH			$0	$15,000	$0	$48,945	$0	$49,393	($566)	$1,014	
Total - HEALTH			**($670,769)**	**$588,696**	**($1,106,219)**	**$1,874,968**	**($1,156,419)**	**$1,620,843**	**($337,281)**	**$32,956**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
OTHER EDUCATION											
OPERATING EXPENDITURE											
081100		Community Resource Centre	$0	$4,630	$0	$11,981	$0	$11,197	($784)	$0	Increase in pest control expenses
081102		Donations - Other Education	$0	$0	$0	$1,800	$0	$1,800	$0	$0	
081103		Early Learning Centre - Employee Costs	$0	$40,450	$0	$34,643	$0	$40,450	$0	$5,807	Increase in wages and workers compensation insurance
081104		Early Learning Centre - Operating Costs	$0	$4,372	$0	$30,000	$0	$30,077	$0	$77	Increase in wages
081107		**Early Learning Centre Building & Grounds**									
081107		Early Learning Centre Building Maintenance Expenses	$0	$4,222	$0	$7,586	$0	$8,587	$0	$1,001	Increase in pest control expenses
081107	G316	Early Learning Centre Grounds Maintenance Expenses	$0	$0	$0	$2,210	$0	$3,400	$0	$1,190	Increase in wages and electricity expenses
081150		Admin Allocation - Other Education	$0	$0	$0	$36,758	$0	$38,785	$0	$2,027	Increase in admin allocations
081190		Depreciation - Other Education	$0	$0	$0	$14,425	$0	$14,425	$0	$0	
Sub Total - OTHER EDUCATION OP/EXP			$0	$53,674	$0	$139,403	$0	$148,721	($784)	$10,102	
OPERATING INCOME											
081003		Early Learning Centre - Fees & Charges	$0	$0	$0	$0	$0	$0	$0	$0	
081004		Early Learning Centre -Operating Income	($17)	$0	$0	$0	($17)	$0	($17)	$0	
Sub Total - OTHER EDUCATION OP/INC			($17)	$0	$0	$0	($17)	$0	($17)	$0	
Total - OTHER EDUCATION			($17)	$53,674	$0	$139,403	($17)	$148,721	($801)	$10,102	
AGED & DISABLED											
OPERATING EXPENDITURE											
082100		Support for Seniors Christmas Lunch	$0	$1,000	$0	$2,000	$0	$2,075	$0	$75	
082101		Aged Needs Strategy Project	$0	$0	$0	$10,000	$0	$10,000	$0	$0	
082150		Admin Allocated - Aged & Disabled	$0	$0	$0	$18,379	$0	$19,393	$0	$1,014	Increase in admin allocations
Sub Total - AGED & DISABLED OP/EXP			$0	$1,000	$0	$30,379	$0	$31,468	$0	$1,089	
OPERATING INCOME											
082110		Operating Grants and Contributions - Other	($109)	$0	$0	$0	($109)	$0	($109)	$0	Increase in contributions for lunch
Sub Total - AGED & DISABLED OP/INC			($109)	$0	$0	$0	($109)	$0	($109)	$0	
Total - AGED & DISABLED			($109)	$1,000	$0	$30,379	($109)	$31,468	($109)	$1,089	

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
OTHER WELFARE											
OPERATING EXPENDITURE											
083104		Depreciation	$0	$0	$0	$900	$0	$900	$0	$0	
083150		Admin Allocated - Other Welfare	$0	$0	$0	$54,951	$0	$57,982	$0	$3,031	Increase in admin allocations
Sub Total - OTHER WELFARE OP/EXP			$0	$0	$0	$55,851	$0	$58,882	$0	$3,031	
OPERATING INCOME											
Sub Total - OTHER WELFARE OP/INC			$0	$0	$0	$0	$0	$0	$0	$0	
Total - OTHER WELFARE			$0	$0	$0	$55,851	$0	$58,882	$0	$3,031	
Total - EDUCATION & WELFARE			**($126)**	**$54,674**	**$0**	**$225,633**	**($126)**	**$239,071**	**($910)**	**$14,222**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
STAFF HOUSING											
OPERATING EXPENDITURE											
091100		Staff Housing	$0	$0	$0	$0	$0	$0	$0	$0	
091130		Interest Paid Loan 115 - Staff House	$0	$265	$0	$400	$0	$400	$0	$0	
091190		Depreciation - Staff Housing	$0	$0	$0	$9,210	$0	$9,210	$0	$0	
091150		Staff Housing - Less Amt Allocated to Admin.	$0	$0	$0	$18,379	$0	$19,393	$0	$1,014	Increase in admin allocations
Sub Total - STAFF HOUSING OP/EXP			$0	$265	$0	$27,989	$0	$29,003	$0	$1,014	
Total - STAFF HOUSING			$0	$265	$0	$27,989	$0	$29,003	$0	$1,014	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
HOUSING OTHER											
OPERATING EXPENDITURE											
092101		Boyup Brook Citizens Lodge	$0	$12,887	$0	$25,626	$0	$21,563	($4,063)	$0	Decrease in insurance premium
092102		**Community Housing - Units Maintenance**	$0	$10,655							
092102		Unit 24A Proctor Street	$0	$0	$0	$4,951	$0	$3,935	($1,016)	$0	Decrease in shire rates and rubbish charges
092102	BO221	Unit 24B Proctor Street	$0	$0	$0	$5,937	$0	$4,179	($1,758)	$0	Decrease in shire rates and rubbish charges
092102	BO222	Unit 16A Forrest Street Maint	$0	$0	$0	$8,354	$0	$7,514	($840)	$0	Decrease in shire rates and rubbish charges
092102	BO223	Unit 16B Forrest Street Maint	$0	$0	$0	$6,399	$0	$4,553	($1,846)	$0	Decrease in shire rates and rubbish charges
092103		Other	$0	$2,950	$0	$21,618	$0	$20,218	($1,400)	$0	Decrease in shire rates and rubbish charges
092105		**House - 1 Rogers Ave**	$0	$19,482							
092105	BO224	House - 1 Rogers Ave House Maintenance	$0	$0	$0	$25,172	$0	$30,771	$0	$5,599	Increase in contract reticulation expenses
092105	GO224	House - 1 Rogers Ave Grounds Maintenance	$0	$0	$0	$6,860	$0	$1,610	($5,250)	$0	Decrease in materials expense
092107		7 Knapp Street - Operating & Mtce Expense	$0	$4,352	$0	$9,460	$0	$7,530	($1,930)	$0	Decrease in materials expense
092108		Property Selling Expenses	$0	$1,251	$0	$0	$0	$2,530	$0	$2,530	Increase in legal expenses for contract of sale documentation
092109		Community Housing Maintenance - Grant Funded	$0	$0	$0	$0	$0	$0	$0	$0	
092115		Other Housing - Operating & Mtce Expense	$0	$24,846	$0	$15,000	$0	$47,218	$0	$32,218	Increase in rent expenses
092140		Loss on Disposal of Asset	$0	$0	$0	$0					
092150		Admin Allocation - Other Housing	$0	$0	$0	$18,564	$0	$19,588	$0	$1,024	Increase in admin allocations
092191		Depreciation - Other Housing	$0	$0	$0	$10,300	$0	$10,300	$0	$0	
092192		Depreciation - House - 1 Rogers Ave	$0	$0	$0	$7,700	$0	$7,700	$0	$0	
092190		Depreciation - Boyup Brook Citizens Lodge	$0	$0	$0	$56,000	$0	$56,000	$0	$0	
Sub Total - HOUSING OTHER OP/EXP			$0	$76,422	$0	$221,941	$0	$245,209	($18,103)	$41,371	
HOUSING OPERATING INCOME											
092001		Rent 24A Proctor St	($6,500)	$0	($11,100)	$0	($12,500)	$0	($1,400)	$0	
092002		Rent 24B Proctor St	($5,320)	$0	($11,960)	$0	($11,960)	$0	$0	$0	
092003		Rent 16A Forrest St	($6,050)	$0	($12,025)	$0	($12,025)	$0	$0	$0	
092004		Rent 16B Forrest St	($6,579)	$0	($12,090)	$0	($12,090)	$0	$0	$0	
092007		Housing Reimbursements	($1,544)	$0	($4,000)	$0	($3,000)	$0	$0	$1,000	Decrease in housing reimbursements
092009		Other Housing: 7 Knapp St	($17,874)	$0	($33,900)	$0	($33,900)	$0	$0	$0	
Sub Total - HOUSING OTHER OP/INC			($43,867)	$0	($85,075)	$0	($85,475)	$0	($1,400)	$1,000	
Total - HOUSING OTHER			($43,867)	$76,422	($85,075)	$221,941	($85,475)	$245,209	($19,503)	$42,371	
Total - HOUSING			($43,867)	$76,687	**($85,075)**	**$249,930**	**($85,475)**	**$274,212**	**($19,503)**	**$43,385**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
SANITATION - HOUSEHOLD REFUSE											
OPERATING EXPENDITURE											
101100		Refuse Collection Boyup Brook Townsite Expense	$0	$24,851	$0	$63,293	$0	$50,700	($12,593)	$0	Decrease in contractor collection expense
101101		Recycling Collection Boyup Brook Town Site	$0	$23,534	$0	$45,775	$0	$47,068	$0	$1,293	Increase in contractor collection expense
101106		Transfer Station Employee Costs	$0	$16,406	$0	$49,345	$0	$61,462	$0	$12,117	Increase in wages and overheads, and superannuation expenses
101102	B0400	Boyup Brook Transfer Station Costs	$0	$30,301	$0	$72,950	$0	$139,450	$0	$66,500	Increase in contractor expense for landfill run, waste management software and recycling collection, decrease in plant costs
101103		Land Fill Disposal Site	$0	$16,869	$0	$34,600	$0	$41,400	$0	$6,800	Decrease in wages and overheads, increase in contractor expenses for landfill works and waste management software.
101104		Townsite Street Bins Collection	$0	$4,348	$0	$12,540	$0	$12,540	$0	$0	
101107		Drum Muster Expenses	$0	$214	$0	$500	$0	$500	$0	$0	
101108		BB Transfer Station Superannuation	$0	$0	$0	$2,620	$0	$0	($2,620)	$0	Decrease in superannuation expense - See GL 101106 for super expense
101119		Waste Bin Maintenance and Delivery	$0	$1,021	$0	$6,884	$0	$7,295	$0	$411	
101150		Admin Allocated - Waste Management	$0	$0	$0	$36,572	$0	$38,589	$0	$2,017	Increase in admin allocations
101190		Depreciation - Waste Management	$0	$0	$0	$26,015	$0	$26,015	$0	$0	
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP			$0	$117,544	$0	$351,094	$0	$425,019	($15,213)	$89,138	
SANITATION OPERATING INCOME											
101001		Refuse Collection Charges	($246,744)	$0	($238,965)	$0	($246,744)	$0	($7,779)	$0	Increase in annual refuse collection fees
101002		Waste Disposal Charges	($4,778)	$0	($950)	$0	($8,000)	$0	($7,050)	$0	Increase in waste disposal fees
101003		Recycling Scheme Income	($6,454)	$0	($1,000)	$0	($6,454)	$0	($5,454)	$0	Increase in recycling income
101004		Scrap Metal Income	($1,450)	$0	$0	$0	($1,450)	$0	($1,450)	$0	Increase in recycled battery sales
Sub Total - SANITATION H/HOLD REFUSE OP/INC			($259,425)	$0	($240,915)	$0	($262,648)	$0	($21,733)	$0	
Total - SANITATION HOUSEHOLD REFUSE			($259,425)	$117,544	($240,915)	$351,094	($262,648)	$425,019	($36,946)	$89,138	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
EFFLUENT DRAINAGE SYSTEM											
OPERATING EXPENDITURE											
103100		Septic Tank Inspection Expenses	$0	$0	$0	$200	$0	$200	$0	$0	
103101		Liquid Waste Disposal Site (Stanton Road)	$0	$1,490	$0	$1,990	$0	$2,540	$0	$550	Increase in annual registration fee
Sub Total - SEWERAGE OP/EXP			$0	$1,490	$0	$2,190	$0	$2,740	$0	$550	
OPERATING INCOME											
103001		Septic Tank - Inspection Fees	($1,781)	$0	$0	$0	($2,200)	$0	($2,200)	$0	Increase in inspection fees
103002		Septic Licence Fees	$0	$0	($2,200)	$0	$0	$0	$0	$2,200	Decrease in licence fees
Sub Total - SEWERAGE OP/INC			($1,781)	$0	($2,200)	$0	($2,200)	$0	($2,200)	$2,200	
Total - SEWERAGE			($1,781)	$1,490	($2,200)	$2,190	($2,200)	$2,740	($2,200)	$2,750	
TOWN PLANNING & REGIONAL DEVELOPMENT											
OPERATING EXPENDITURE											
105100		Town Planning Admin & Control	$0	$12,309	$0	$36,259	$0	$36,091	($168)	$0	
105101		Admin Allocation - Town Planning	$0	$0	$0	$36,572	$0	$38,589	$0	$2,017	Increase in admin allocations
Sub Total - TOWN PLAN & REG DEV OP/EXP			$0	$12,309	$0	$72,831	$0	$74,680	($168)	$2,017	
OPERATING INCOME											
105001		Planning Application Fees	($10,273)	$0	($2,900)	$0	($12,360)	$0	($9,460)	$0	
Sub Total - TOWN PLAN & REG DEV OP/INC			($10,273)	$0	($2,900)	$0	($12,360)	$0	($9,460)	$0	
Total - TOWN PLANNING & REGIONAL DEVELOPMENT			($10,273)	$12,309	($2,900)	$72,831	($12,360)	$74,680	($9,628)	$2,017	

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BUDGET REVIEW REPORT

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OTHER COMMUNITY AMENITIES											
OPERATING EXPENDITURE											
106101		**Cemetery - Operation**	$0	$5,013							
106101	B0420	Cemetery - Operation	$0	$0	$0	$38,489	$0	$38,888	$0	$399	Increase in materials expenses
106101	B0421	Niche Wall Plaques Operations	$0	$0	$0	$4,160	$0	$4,160	$0	$0	
106101	G314	Cemetery Grounds	$0	$0	$0	$35,700	$0	$23,695	($12,005)	$0	Decrease in wages and overheads
106102		**Public Toilets - Operation**	$0	$6,110							
106102	B0450	Toilets - Lions Park Costs	$0	$0	$0	$3,160	$0	$3,268	$0	$108	
106102	B0451	Toilets - Tourist Centre Costs	$0	$0	$0	$10,832	$0	$13,515	$0	$2,683	Increase in wages and overheads
106102	B0452	Toilets - Town Hall (External) Costs	$0	$0	$0	$10,690	$0	$9,300	($1,390)	$0	Increase in septic tank pump-out expenses
106102	B0453	Toilets - Wilga Hall Costs	$0	$0	$0	$50	$0	$50	$0	$0	
106102	B0454	Toilets - Tone Bridge Reserve Costs	$0	$0	$0	$1,740	$0	$1,740	$0	$0	
106103		Street Furniture	$0	$0	$0	$1,130	$0	$1,130	$0	$0	
106150		Admin Allocation - Other Community Amenities	$0	$0	$0	$18,379	$0	$19,393	$0	$1,014	Increase in admin allocations
106151		Admin Allocation - Cemetery	$0	$0	$0	$2,042	$0	$2,155	$0	$113	Increase in admin allocations
106191		Depreciation - Public Toilets	$0	$0	$0	$170	$0	$170	$0	$0	
106192		Depreciation - Other Community Service's	$0	$0	$0	$2,765	$0	$2,765	$0	$0	
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP			$0	$11,124	$0	$129,307	$0	$120,229	($13,395)	$4,317	
OPERATING INCOME											
106001		Cemetery Burial Fees	($1,214)	$0	($10,000)	$0	($2,000)	$0	$0	$8,000	Decrease in burial fees
106002		License/Other Fees BB Cemetery	($1,117)	$0	($2,500)	$0	($1,250)	$0	$0	$1,250	Decrease in licence fees
106003		Cemetery - Reservation Fees	($91)	$0	($500)	$0	($150)	$0	$0	$350	Decrease in reservation fees
106004		Niche Wall Fees	$0	$0	($800)	$0	$0	$0	$0	$800	Decrease in Niche wall fees
Sub Total - OTHER COMMUNITY AMENITIES OP/INC			($2,422)	$0	($13,800)	$0	($3,400)	$0	$0	$10,400	
Total - OTHER COMMUNITY AMENITIES			($2,422)	$11,124	($13,800)	$129,307	($3,400)	$120,229	($13,395)	$14,717	
Total - COMMUNITY AMENITIES			**($273,901)**	**$142,467**	**($259,815)**	**$555,422**	**($280,608)**	**$622,668**	**($62,169)**	**$108,622**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
PUBLIC HALL & CIVIC CENTRES											
OPERATING EXPENDITURE											
111100		Boyup Brook Hall - Operation	$0	$19,772	$0	$51,030	$0	$44,451	($6,579)	$0	Increase in pest control expenses, decrease in insurance premiums.
111102		Halls - Other Public Halls	$0	$24,440	$0	$26,589	$0	$33,170	$0	$6,581	Decrease in wages and overheads. Increase in pest control expenses. Decrease in insurance premiums.
111103		Hall Hire Bonds Refunded	$0	$582	$0	$0	$0	$0	$0	$0	
111150		Admin Allocation - Public Halls	$0	$0	$0	$36,572	$0	$38,589	$0	$2,017	
111190		Depreciation - Public Halls	$0	$0	$0	$101,643	$0	$101,643	$0	$0	
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP			$0	$44,794	$0	$215,834	$0	$217,853	($6,579)	$8,598	
OPERATING INCOME											
111001		Hall Hire Fees	($779)	$0	$0	$0	($1,500)	$0	($1,500)	$0	Increase in hire fees
111002		Hall Hire Bonds	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC			($779)	$0	$0	$0	($1,500)	$0	($1,500)	$0	
Total - PUBLIC HALL & CIVIC CENTRES			($779)	$44,794	$0	$215,834	($1,500)	$217,853	($8,079)	$8,598	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE FAVOURABLE	UNFAVOURABLE	COMMENTARY
OTHER RECREATION & SPORT											
OPERATING EXPENDITURE											
113100		Recreation Complex	$0	$46,809	$0	$122,745	$0	$121,843	($902)	$0	Increase in pest control and contract spraying expenses, decrease in electricity and insurance premiums.
113109		Walk Trails	$0	$283	$0	$7,873	$0	$6,308	($1,565)	$0	
113110		Townsite Gardens	$0	$66,948	$0	$105,900	$0	$147,043	$0	$41,143	Decrease in wages, overheads and plant costs. Increase in contract labour hire expenses
113112		Reserves and Parks Operations	$0	$31,447	$0	$57,853	$0	$91,913	$0	$34,060	Increase in wages and overheads. Increase in pest control expenses.
113119		**Other Recreation Facilities**	$0	$7,388							
113119	B0595	Pistol Club	$0	$0	$0	$1,749	$0	$1,629	($120)	$0	Decrease in insurance premium.
113119	B0600	Skate Park Buildings & Ramps (YAK Shak)	$0	$0	$0	$2,245	$0	$1,882	($363)	$0	Increase in pest control expenses
113119	B0620	Tone Bridge Country Club	$0	$0	$0	$3,728	$0	$3,095	($633)	$0	Decrease in insurance premium.
113119	B0625	Dinninup UBAS Complex Buildings	$0	$0	$0	$8,904	$0	$7,307	($1,597)	$0	Decrease in insurance premium.
113119	B0630	Mayanup Progress Association Complex Buildings	$0	$0	$0	$3,282	$0	$3,082	($200)	$0	Decrease in insurance premium.
113119	G306	Dinninup UBAS Complex Grounds	$0	$0	$0	$4,920	$0	$3,020	($1,900)	$0	
113119	G307	Mayanup Progress Association Grounds	$0	$0	$0	$405	$0	$405	$0	$0	
113120	B0605	War Memorial	$0	$1,244	$0	$6,715	$0	$4,809	($1,906)	$0	Increase in water expenses
113150		Admin Allocation - Other Recreation	$0	$0	$0	$62,005	$0	$65,425	$0	$3,420	
113124		Support for UBAS	$0	$5,192	$0	$12,720	$0	$12,620	($100)	$0	
113122		Support for ANZAC Day	$0	$0	$0	$15,292	$0	$14,982	($310)	$0	
113125		Support for Others	$0	$43,690	$0	$52,950	$0	$83,660	$0	$30,710	Increase in wages and overheads.
113140		Sundry Plant Items	$0	$5,855	$0	$12,000	$0	$12,000	$0	$0	
113190		Depreciation - Other Recreation	$0	$0	$0	$265,731	$0	$265,731	$0	$0	
113191		Depreciation - Parks & Gardens	$0	$0	$0	$71,635	$0	$71,635	$0	$0	
113192		Depreciation: Plant & Equipment	$0	$0	$0	$7,625	$0	$7,625	$0	$0	
Sub Total - OTHER RECREATION & SPORT OP/EXP			$0	$208,857	$0	$826,277	$0	$926,014	($9,596)	$109,333	
OPERATING INCOME											
113003		Rec Ground Use Hire Fees	($4,057)	$0	($3,500)	$0	($4,056)	$0	($556)	$0	Increase in user fees
113002		Reimbursements - Other Rec	$0	$0	$0	$0	$0	$0	$0	$0	
113005		Operating Grants: State Government	$0	$0	$0	$0					
113022		Recreation - Capital Grants & Contributions	($43,122)	$0	($171,868)	$0	($171,868)	$0	$0	$0	
Sub Total - OTHER RECREATION & SPORT OP/INC			($47,179)	$0	($175,368)	$0	($175,924)	$0	($556)	$0	
Total - OTHER RECREATION & SPORT			($47,179)	$208,857	($175,368)	$826,277	($175,924)	$926,014	($10,152)	$109,333	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
SWIMMING POOL											
OPERATING EXPENDITURE											
112100		Swimming Pool & Gymnasium General Operations	$0	$27,004	$0	$104,450	$0	$107,687	$0	$3,237	Increase in internet expenses and pool pump service.
112101		Swimming Pool Building Costs	$0	$23,125	$0	$68,531	$0	$64,814	($3,717)	$0	Decrease in insurance premium
112102		Swimming Pool Employee Costs	$0	$23,047	$0	$104,250	$0	$99,312	($4,938)	$0	Increase in wages. Decrease in insurance premium due to refund from 24/25 premium paid.
112103		Interest on Loan 114 - upgrade pool bowl	$0	$484	$0	$729	$0	$729	$0	$0	
112104		Swimming Pool Employee Superannuation	$0	$2,425	$0	$10,660	$0	$10,826	$0	$166	Increase in superannuation expense
112108		Gym Employee Costs	$0	$1,219	$0	$3,000	$0	$3,000	$0	$0	
112109		Interest Paid Gym Lease	$0	$0	$0	$0	$0	$0	$0	$0	
112150		Admin Allocation - Swimming Pool	$0	$0	$0	$40,471	$0	$42,703	$0	$2,232	
112190		Depreciation - Swimming Pool	$0	$0	$0	$22,373	$0	$22,373	$0	$0	
112191		Depreciation - Right of Use Asset P&E	$0	$0	$0	$5,899	$0	$5,899	$0	$0	
Sub Total - SWIMMING POOL OP/EXP			$0	$77,304	$0	$360,363	$0	$357,343	($8,655)	$5,635	
OPERATING INCOME											
112001		Swimming Lesson Fees	$0	$0	$0	$0	$0	$0	$0	$0	
112003		Pool Daily Admission Fees	($3,220)	$0	($9,500)	$0	($9,500)	$0	$0	$0	
112004		Season Tickets Fees	($15,795)	$0	($19,300)	$0	($16,400)	$0	$0	$2,900	Decrease in season ticket purchases
112005		Pool Hire Fees	$0	$0	$0	$0	$0	$0	$0	$0	
112006		Gym Equipment Hire Fees	($8,026)	$0	($12,690)	$0	($13,000)	$0	($310)	$0	Increase in gym fees
112007		Pool Teaching Programme Fees	($1,020)	$0	($6,000)	$0	($6,500)	$0	($500)	$0	Increase in teaching fees
112008		Vacation Swimming Passes	($752)	$0	($5,000)	$0	($4,000)	$0	$0	$1,000	Decrease in vacation swimming passes
112009		Capital Grants and Contributions	$0	$0	$0	$0	$0	$0	$0	$0	
1121001		Gymnasium Fees	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - SWIMMING POOL OP/INC			($28,813)	$0	($52,490)	$0	($49,400)	$0	($810)	$3,900	
Total - SWIMMING POOL			($28,813)	$77,304	($52,490)	$360,363	($49,400)	$357,343	($9,465)	$9,535	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
TELEVISION & RADIO REBROADCASTING											
OPERATING EXPENDITURE											
114005		Telecommunications Tower	$0	$0	$0	$5,441	$0	$4,228	($1,213)	$0	Decrease in Shire rates and rubbish charges
Sub Total - TV & RADIO REBROADCASTING OP/EXP			$0	$0	$0	$5,441	$0	$4,228	($1,213)	$0	
OPERATING INCOME											
114010		Radio & Mobile Tower Site (Including NBN) Fees or Charges	($10,497)	$0	($10,241)	$0	($10,497)	$0	($256)	$0	
Sub Total - TV & RADIO REBROADCASTING OP/INC			($10,497)	$0	($10,241)	$0	($10,497)	$0	($256)	$0	
Total - TV & RADIO REBROADCASTING			($10,497)	$0	($10,241)	$5,441	($10,497)	$4,228	($1,469)	$0	
LIBRARIES											
OPERATING EXPENDITURE											
115100		Library Operations	$0	$22,868	$0	$46,705	$0	$46,668	($37)	$0	
115101		State Library Grant Expenditure	$0	$0	$0	$0	$0	$0	$0	$0	
115150		Admin Allocation - Libraries	$0	$0	$0	$100,619	$0	$106,170	$0	$5,551	
Sub Total - LIBRARIES OP/EXP			$0	$22,868	$0	$147,324	$0	$152,838	($37)	$5,551	
OPERATING INCOME											
115001		State Library Grant Income	($397)	$0	$0	$0	($397)	$0	($397)	$0	
Sub Total - LIBRARIES OP/INC			($397)	$0	$0	$0	($397)	$0	($397)	$0	
Total - LIBRARIES			($397)	$22,868	$0	$147,324	($397)	$152,838	($434)	$5,551	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
OTHER CULTURE											
OPERATING EXPENDITURE											
116100		Museum	$0	$11,429	$0	$15,191	$0	$18,403	$0	$3,212	Increase in pest control expenses and test and tag expenses. Decrease in insurance premium.
116101		Craft Hut	$0	$1,156	$0	$3,839	$0	$3,408	($431)	$0	Decrease in Shire rubbish charge
116102		Support for Sandakan (Ceremony)	$0	$6,883	$0	$8,830	$0	$8,116	($714)	$0	Decrease in accommodation expenses
116103		Other Culture - Community Expenses	$0	$11,559	$0	$12,000	$0	$14,225	$0	$2,225	Increase in wages expenses and face painting.
116104		Streets Alive Grant Expenditure	$0	$5,566	$0	$0	$0	$5,566	$0	$5,566	Increase for street furniture - funded by Streets Alive grant
116150		Admin Allocated - Other Culture	$0	$0	$0	$18,379	$0	$19,393	$0	$1,014	
116190		Depreciation - Other Culture	$0	$0	$0	$24,285	$0	$24,285	$0	$0	
Sub Total - OTHER CULTURE OP/EXP			$0	$36,594	$0	$82,524	$0	$93,396	($1,145)	$12,017	
OPERATING INCOME											
116001		Reimbursements - Other Culture	$0	$0	$0	$0	$0	$0	$0	$0	
116002		Other Culture - Operating Grants, Subsidies & Contributions	($2,000)	$0	$0	$0	($2,000)	$0	($2,000)	$0	Dept of Communities grant
Sub Total - OTHER CULTURE OP/INC			($2,000)	$0	$0	$0	($2,000)	$0	($2,000)	$0	
Total - OTHER CULTURE			($2,000)	$36,594	$0	$82,524	($2,000)	$93,396	($3,145)	$12,017	
Total - RECREATION AND CULTURE			**($89,665)**	**$390,417**	**($238,099)**	**$1,637,763**	**($239,718)**	**$1,751,672**	**($32,744)**	**$145,034**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE FAVOURABLE	UNFAVOURABLE	COMMENTARY
STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION											
OPERATING EXPENDITURE											
Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP			$0	$0	$0	$0	$0	$0	$0	$0	
OPERATING INCOME											
121001		RRG Project Grants	($126,251)	$0	($785,000)	$0	($923,000)	$0	($138,000)	$0	Increase in RRG project funding - offset by increase in project construction costs.
121002		Grants Direct - State - MRD - (OP)	($246,353)	$0	($251,051)	$0	($246,353)	$0	$0	$4,698	Decrease in MRWA Maintenance grant
121003		Grants - Federal - Roads to Recovery Grant (Cap)	$0	$0	($673,128)	$0	($673,128)	$0	$0	$0	
121007		Special Bridge Funding	$0	$0	($256,700)	$0	($376,370)	$0	($119,670)	$0	Increase in bridge funding
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC			($372,604)	$0	($1,965,879)	$0	($2,218,851)	$0	($257,670)	$4,698	
Total - ST,RDS,BRIDGES,DEPOT - CONST			($372,604)	$0	($1,965,879)	$0	($2,218,851)	$0	($257,670)	$4,698	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE											
		OPERATING EXPENDITURE									
122100	B0695	Depot Building - Building Costs	$0	$14,613	$0	$53,466	$0	$49,966	($3,500)	$0	Increase in pest control expenses and electricity expenses. Decrease in wages and water expenses.
122101	OPSDPT	Depot General Operations	$0	$16,530	$0	$29,790	$0	$34,050	$0	$4,260	Increase in wages and overheads, and increase in internet expenses.
122103		Road Maintenance & Repairs	$0	$154,388	$0	$482,402	$0	$499,649	$0	$17,247	Increase in plant allocations
122104		Roads Vegetation Clearing Offset Costs	$0	$0	$0	$3,914	$0	$3,914	$0	$0	
122107		Maintenance Grading	$0	$1,803	$0	$214,500	$0	$184,500	($30,000)	$0	Decrease in wages
122105		Repairs & Maint - Bridges	$0	$456,693	$0	$589,034	$0	$665,361	$0	$76,327	Increase in contract bridge maintenance expenses and increase in insurance premiums.
122106		Shire Radio Network Costs	$0	$89	$0	$5,280	$0	$5,280	$0	$0	
122108		Drains & Culverts	$0	$15,473	$0	$100,800	$0	$100,800	$0	$0	
122109		Verge Pruning	$0	$101,904	$0	$122,700	$0	$107,160	($15,540)	$0	Decrease in wages, overheads and plant costs. Increase in contractor expenses.
122110		Verge Spraying	$0	$10,032	$0	$30,867	$0	$28,867	($2,000)	$0	Decrease in wages
122111		Crossovers Maintenance	$0	$1,285	$0	$7,820	$0	$7,320	($500)	$0	Decrease in wages
122112		Town Services Drainage	$0	$770	$0	$65,900	$0	$65,350	($550)	$0	Decrease in wages
122113		Town Services - Footpaths	$0	$460	$0	$4,700	$0	$4,700	$0	$0	
122114		Town Services Road Repairs	$0	$3,523	$0	$41,220	$0	$33,120	($8,100)	$0	Decrease in wages
122115		Town Services - Tree Pruning	$0	$17,057	$0	$39,600	$0	$36,600	($3,000)	$0	Decrease in wages
122116		Street Lighting	$0	$17,009	$0	$32,000	$0	$34,500	$0	$2,500	Increase in electricity
122117		Traffic Signs	$0	$4,101	$0	$7,450	$0	$10,860	$0	$3,410	Increase in wages, overheads and plant costs
122120		Roman Road Data Pickup	$0	$8,611	$0	$13,645	$0	$13,451	($194)	$0	
122121		Town Services - Verge Spraying	$0	$5,146	$0	$29,540	$0	$29,540	$0	$0	
122122		Road Sweeping	$0	$3,646	$0	$15,125	$0	$18,116	$0	$2,991	Increase in wages, overheads and plant costs
122123		Emergency Services	$0	$498	$0	$35,000	$0	$17,400	($17,600)	$0	Decrease in wages, overheads and plant costs
122124		Storm Damage	$0	$16,213	$0	$0	$0	$19,300	$0	$19,300	Increase in wages, overheads and plant costs
122125		Bridge Contribution Expenditure	$0	$0	$0	$8,000	$0	$8,000	$0	$0	
122126		Streetscaping Expenses	$0	$92	$0	$23,000	$0	$23,000	$0	$0	
122127		Consulting Engineer Expenses	$0	$10,571	$0	$58,000	$0	$40,000	($18,000)	$0	Decrease in Consulting Engineer expenses
122131		Rural Street Addressing	$0	$797	$0	$3,960	$0	$3,960	$0	$0	
122150		Admin Allocated - Road Maintenance	$0	$0	$0	$457,428	$0	$482,659	$0	$25,231	Increase in admin allocations
122190		Depreciation - Transport Other	$0	$0	$0	$13,660	$0	$13,660	$0	$0	
122191		Depreciation - Infrastructure	$0	$0	$0	$36,385	$0	$36,385	$0	$0	
122192		Depreciation Roads	$0	$0	$0	$2,406,626	$0	$2,406,626	$0	$0	
122193		Depreciation - Bridges	$0	$0	$0	$916,104	$0	$916,104	$0	$0	
122194		Depreciation - Footpaths	$0	$0	$0	$13,862	$0	$13,862	$0	$0	
122195		Depreciation - Drainage	$0	$0	$0	$271,780	$0	$271,780	$0	$0	
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP			$0	$861,303	$0	$6,133,558	$0	$6,185,840	($98,984)	$151,266	
OPERATING INCOME - STREETS, ROADS, DEPOTS											
122001		Reimbursements - Roads Mtce	($139)	$0	$0	$0	($139)	$0	($139)	$0	
122003		Sale of Old Materials and Minor Items	$0	$0	$0	$0	$0	$0	$0	$0	
122005		Operating Grants, Subsidies & Contributions	$0	$0	($30,000)	$0	($30,000)	$0	$0	$0	
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC			($139)	$0	($30,000)	$0	($30,139)	$0	($139)	$0	
Total - MTCE STREETS ROADS DEPOTS			($139)	$861,303	($30,000)	$6,133,558	($30,139)	$6,185,840	($99,123)	$151,266	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE FAVOURABLE	UNFAVOURABLE	COMMENTARY
ROAD PLANT PURCHASES											
OPERATING EXPENDITURE											
123119		Minor Equipment and Sundry Items	$0	$2,545	$0	$5,000	$0	$5,000	$0	$0	
123120		Plant Auction Selling Expenses	$0	$1,092	$0	$5,500	$0	$5,500	$0	$0	
123140		Loss on Sale of Asset	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - ROAD PLANT PURCHASES OP/EXP			$0	$3,636	$0	$10,500	$0	$10,500	$0	$0	
OPERATING INCOME - ROAD PLANT PURCHASES											
122002		Profit on Disposal of Assets	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - ROAD PLANT PURCHASES OP/INC			$0	$0	$0	$0	$0	$0	$0	$0	
Total - ROAD PLANT PURCHASES			$0	$3,636	$0	$10,500	$0	$10,500	$0	$0	
TRAFFIC CONTROL											
OPERATING EXPENDITURE											
125150		Administration Allocated - Traffic Control	$0	$0	$0	$137,192	$0	$144,758	$0	$7,566	
Sub Total - TRAFFIC CONTROL OP/EXP			$0	$0	$0	$137,192	$0	$144,758	$0	$7,566	
OPERATING INCOME											
125001		Licensing Service	($20,031)	$0	($30,000)	$0	($33,000)	$0	($3,000)	$0	Increase in Licensing Commission Revenue
125002		Motor Vehicle Plates	($168)	$0	($400)	$0	($400)	$0	$0	$0	
125005		Sundry Receipts - Heavy Haulage Permits etc	($105)	$0	($2,000)	$0	($2,000)	$0	$0	$0	
Sub Total - TRAFFIC CONTROL OP/INC			($20,304)	$0	($32,400)	$0	($35,400)	$0	($3,000)	$0	
Total - TRAFFIC CONTROL			($20,304)	$0	($32,400)	$137,192	($35,400)	$144,758	($3,000)	$7,566	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

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AERODROMES											
OPERATING EXPENDITURE											
126100		**Airstrip Maintenance**	$0	$4,365							
126100	B0650	Airstrip Building Operation	$0	$0	$0	$676	$0	$627	($49)	$0	Decrease in pest control expenses and insurance premiums.
126100	B0652	Airstrip Runway & Surrounds	$0	$0	$0	$5,675	$0	$8,891	$0	$3,216	Increase in wages, overheads and plant costs.
126190		Depreciation - Airport	$0	$0	$0	$38,803	$0	$38,803	$0	$0	
Sub Total - AERODROMES OP/EXP			$0	$4,365	$0	$45,154	$0	$48,321	($49)	$3,216	
OPERATING INCOME											
126001		Hire Charges - Hangar	$0	$0	$0	$0	$0	$0	$0	$0	
126003		Non-Operating Grants & Subsidies	$0	$0	$0	$0	($26,662)	$0	($26,662)	$0	Payment of grant funds spent in 24/25, currently held in Unspent Grant Liability
Sub Total - AERODROMES OP/INC			$0	$0	$0	$0	($26,662)	$0	($26,662)	$0	
Total - AERODROMES			$0	$4,365	$0	$45,154	($26,662)	$48,321	($26,711)	$3,216	
Total - TRANSPORT			**($393,047)**	**$869,305**	**($2,028,279)**	**$6,326,404**	**($2,311,052)**	**$6,389,419**	**($386,504)**	**$166,746**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
TOURISM AND AREA PROMOTION											
OPERATING EXPENDITURE											
132110		Tourist Bay	$0	$0	$0	$2,120	$0	$2,120	$0	$0	
132103		Community Development Officer	$0	$75,745	$0	$117,914	$0	$117,640	($274)	$0	
132104		**Tourist Centre Operations**	$0	$15,342	$0	$25,000	$0	$25,000	$0	$0	
132104	B0660	Tourist Centre Building	$0	$0	$0	$23,244	$0	$17,520	($5,724)	$0	Decrease in wages and overheads and insurance premiums. Increase in Biomax servicing and pest control expenses.
132104	G304	Tourist Centre Grounds & Gardens	$0	$0	$0	$18,100	$0	$10,400	($7,700)	$0	Decrease in wages, overheads and plant costs.
132106		Promotion Activities	$0	$265	$0	$5,100	$0	$5,365	$0	$265	Increase in wages
132107	OPFMIL	Flax Mill Complex General Operations	$0	$32,386	$0	$52,501	$0	$66,390	$0	$13,889	Increase in electricity. Decrease in water expenses
132108		**Caravan Park/Flax Mill Complex Building Operation**	$0	$29,440							
132108	B0665	Caravan Park Building Operations	$0	$0	$0	$27,725	$0	$33,062	$0	$5,337	Increase in survey expenses and gutter cleaning expenses
132108	B0666	Caravan Park Overflow Area	$0	$0	$0	$16,145	$0	$16,145	$0	$0	
132108	B0667	Flaxmill Building Operations	$0	$0	$0	$38,038	$0	$28,475	($9,563)	$0	Increase in pest control expenses. Decrease in rates and rubbish charges levied.
132108	B0669	Country Music Festival	$0	$0	$0	$12,570	$0	$12,570	$0	$0	
132108	B0670	Flaxmill Storage Shed (Large)	$0	$0	$0	$1,290	$0	$1,290	$0	$0	
132108	B0671	Flaxmill Storage Shed (Open)	$0	$0	$0	$390	$0	$390	$0	$0	
132108	G305	Caravan Park/Flaxmill Grounds Maintenance	$0	$0	$0	$20,430	$0	$20,430	$0	$0	
132108	G313	Caravan Park Overflow Grounds Maint	$0	$0	$0	$2,720	$0	$2,720	$0	$0	
132111		Carnaby Beetle Collection	$0	$91	$0	$110	$0	$91	($19)	$0	
132116		CDO Vehicle Op Costs GEN	$0	$0	$0	$0	$0	$0	$0	$0	
132150		Admin Allocated Tourism	$0	$0	$0	$64,047	$0	$67,580	$0	$3,533	Increase in admin allocations
132151		Admin Allocated Caravan Pk	$0	$0	$0	$18,379	$0	$19,393	$0	$1,014	Increase in admin allocations
132190		Depreciation - Tourism/Area Promotion	$0	$0	$0	$15,255	$0	$15,255	$0	$0	
132191		Depreciation - Caravan Pk/Flax	$0	$0	$0	$38,988	$0	$38,988	$0	$0	
Sub Total - TOURISM & AREA PROMOTION OP/EXP			$0	$153,270	$0	$500,066	$0	$500,824	($23,280)	$24,038	
OPERATING INCOME											
132002		Caravan Park & Complex Fees & Charges	($48,962)	$0	($95,000)	$0	($100,000)	$0	($5,000)	$0	Increase in camping fees
132003		Flax Mill Sheds Storage Charges	($5,100)	$0	($13,000)	$0	($13,000)	$0	$0	$0	
132007		Other Income	($2,435)	$0	($4,000)	$0	($4,000)	$0	$0	$0	
132010		Non-Operating Grants, Subsidies & Contributions	$0	$0	($60,000)	$0	($60,000)	$0	$0	$0	
132011		Operating Grants, Subsidies & Contributions	$0	$0	$0	$0					
Sub Total - TOURISM & AREA PROMOTION OP/INC			($56,497)	$0	($172,000)	$0	($177,000)	$0	($5,000)	$0	
Total - TOURISM & AREA PROMOTION			($56,497)	$153,270	($172,000)	$500,066	($177,000)	$500,824	($28,280)	$24,038	

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BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
BUILDING CONTROL											
OPERATING EXPENDITURE											
133100		Building Control	$0	$10,025	$0	$22,570	$0	$20,758	($1,812)	$0	Increase in materials
133101		Building Control - Other Costs	$0	$78	$0	$2,000	$0	$2,000	$0	$0	
133103		Building Control - BMO	$0	$0	$0	$3,080	$0	$3,080	$0	$0	
133150		Admin Allocated - Building Control Expenses	$0	$0	$0	$18,379	$0	$19,393	$0	$1,014	
Sub Total - BUILDING CONTROL OP/EXP			$0	$10,103	$0	$46,029	$0	$45,231	($1,812)	$1,014	
BUILDING CONTROL OP/INC											
133001		Building Licences (UFEE)	($8,104)	$0	($6,500)	$0	($12,170)	$0	($5,670)	$0	Increase in Building permit fee income
133002		BCITF Levy - Commission	($80)	$0	($90)	$0	($90)	$0	$0	$0	
133003		Builders Services Levy - Commission	($60)	$0	($150)	$0	($150)	$0	$0	$0	
Sub Total - BUILDING CONTROL OP/INC			($8,244)	$0	($6,740)	$0	($12,410)	$0	($5,670)	$0	
Total - BUILDING CONTROL			($8,244)	$10,103	($6,740)	$46,029	($12,410)	$45,231	($7,482)	$1,014	
SALEYARDS & MARKETS											
OPERATING EXPENDITURE											
134100		Saleyards	$0	$2,951	$0	$2,800	$0	$3,388	$0	$588	Increase in legal fees for contract of sale
134190		Depreciation - Saleyards & Markets	$0	$0	$0	$21,925	$0	$21,925	$0	$0	
Sub Total - SALEYARDS & MARKETS OP/EXP			$0	$2,951	$0	$24,725	$0	$25,313	$0	$588	
OPERATING INCOME											
134001		Reimbursements - Saleyards	$0	$0	($900)	$0	$0	$0	$0	$900	Decrease in reimbursement revenue
Sub Total - SALEYARDS & MARKETING OP/INC			$0	$0	($900)	$0	$0	$0	$0	$900	
Total - SALEYARDS & MARKETS			$0	$2,951	($900)	$24,725	$0	$25,313	$0	$1,488	

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE FAVOURABLE	UNFAVOURABLE	COMMENTARY
OTHER ECONOMIC SERVICES											
OPERATING EXPENDITURE											
135100		Standpipes Expenses	$0	$1,473	$0	$28,256	$0	$28,256	$0	$0	
135102		Economic Development Projects	$0	$0	$0	$7,500	$0	$7,500	$0	$0	
135103		Country Music Festival Expenses	$0	$5,000	$0	$11,200	$0	$11,200	$0	$0	
135105		80 Abel Street Shop	$0	$4,146	$0	$18,769	$0	$15,341	($3,428)	$0	Shire rates and rubbish charges levied, decrease
135150		Admin Allocated - Other Economic Development	$0	$0	$0	$18,379	$0	$19,393	$0	$1,014	
135190		Depreciation - Develop/Facilities	$0	$0	$0	$3,511	$0	$3,511	$0	$0	
Sub Total - OTHER ECONOMIC SERVICES OP/EXP			$0	$10,619	$0	$87,615	$0	$85,201	($3,428)	$1,014	
OPERATING INCOME											
135001		Standpipe Water	($3,967)	$0	($25,000)	$0	($25,000)	$0	$0	$0	
135005		Abel Street Shop Rental	($3,218)	$0	($15,600)	$0	($6,436)	$0	$0	$9,164	Decrease in shop lease rental
135006		Non-Operating Grants & Contributions	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - OTHER ECONOMIC SERVICES OP/INC			($7,185)	$0	($40,600)	$0	($31,436)	$0	$0	$9,164	
Total - OTHER ECONOMIC SERVICES			($7,185)	$10,619	($40,600)	$87,615	($31,436)	$85,201	($3,428)	$10,178	
Total - ECONOMIC SERVICES			**($71,926)**	**$176,943**	**($220,240)**	**$658,435**	**($220,846)**	**$656,569**	**($39,190)**	**$36,718**	

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
PRIVATE WORKS											
OPERATING EXPENDITURE											
141100		Private Works - Costs	$0	$0	$0	$3,100	$0	$0	($3,100)	$0	Decrease in wages, overheads, plant costs and materials
Sub Total - PRIVATE WORKS OP/EXP			$0	$0	$0	$3,100	$0	$0	($3,100)	$0	
OPERATING INCOME											
141001		Private Works - Recoup Charges	$0	$0	($3,100)	$0	$0	$0	$0	$3,100	Decrease in private works income.
Sub Total - PRIVATE WORKS OP/INC			$0	$0	($3,100)	$0	$0	$0	$0	$3,100	
Total - PRIVATE WORKS			$0	$0	($3,100)	$3,100	$0	$0	($3,100)	$3,100	

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
PUBLIC WORKS OVERHEADS											
OPERATING EXPENDITURE											
143100		Supervision	$0	$158,371	$0	$366,863	$0	$340,947	($25,916)	$0	Decrease in salaries
143101		Consultant Engineer	$0	$0	$0	$0	$0	$0	$0	$0	
143102		Works Manager Vehicle Op Costs	$0	$0	$0	$10,000	$0	$10,000	$0	$0	Decrease in plant recovery costs
143103		FBT Works Staff	$0	$5,529	$0	$5,500	$0	$5,500	$0	$0	
143104		Insurance on Works	$0	$61,254	$0	$45,217	$0	$61,254	$0	$16,037	Increase in workers compensation insurance
143105		Superannuation of Workmen	$0	$77,999	$0	$204,059	$0	$175,000	($29,059)	$0	Decrease in superannuation expenses
143106		PWOH Leave - Depot	$0	$92,659	$0	$288,309	$0	$288,309	$0	$0	
143107		Protective Clothing	$0	$499	$0	$12,000	$0	$12,000	$0	$0	
143108		Uniforms	$0	$679	$0	$1,500	$0	$1,500	$0	$0	
143109		Training & Meeting Expenses	$0	$20,042	$0	$51,850	$0	$67,641	$0	$15,791	Increase in materials for training expenses
143110		Occupational Health & Safety	$0	$25,302	$0	$66,130	$0	$66,870	$0	$740	Increase in pre-employment medical expenses
143111		Other Expenses	$0	$0	$0	$1,115	$0	$1,115	$0	$0	
143113		Waste Oil Disposal Costs	$0	$0	$0	$500	$0	$500	$0	$0	
143115		Provision for Leave Accruals	$0	$0	$0	$9,780	$0	$9,780	$0	$0	
143116		Conferences and Training Courses (MOW)	$0	$0	$0	$2,500	$0	$2,500	$0	$0	
143117		Works Manager Housing	$0	$0	$0	$0	$0	$0	$0	$0	
143150		Admin Allocated - Works Overhead	$0	$0	$0	$36,572	$0	$38,589	$0	$2,017	
143180		LESS PWOH ALLOCATED - PROJECTS	$0	($87,644)	$0	($1,101,895)	$0	($1,081,505)	$0	$20,390	Decrease in overheads allocated to projects
Sub Total - PUBLIC WORKS O/HEADS OP/EXP			$0	$354,689	$0	$0	$0	$0	($54,975)	$54,975	
OPERATING INCOME											
Sub Total - PUBLIC WORKS O/HEADS OP/INC			$0	$0	$0	$0	$0	$0	$0	$0	
Total - PUBLIC WORKS OVERHEADS			$0	$354,689	$0	$0	$0	$0	($54,975)	$54,975	

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
PLANT OPERATIONS COSTS											
OPERATING EXPENDITURE											
144100		Repair Wages	$0	$12,407	$0	$126,825	$0	$23,947	($102,878)	$0	Decrease in Mechanic wages
144101		Fuel & Oil	$0	$113,569	$0	$240,000	$0	$240,000	$0	$0	
144102		Tyres & Tubes	$0	$0	$0	$23,000	$0	$23,000	$0	$0	
144103		Parts and Repairs	$0	$87,361	$0	$110,750	$0	$110,750	$0	$0	
144104		Licenses	$0	$1,013	$0	$14,000	$0	$14,000	$0	$0	
144105		Insurance	$0	$49,856	$0	$41,360	$0	$49,856	$0	$8,496	Increase in insurance premiums
144106		Blades & Points	$0	$3,046	$0	$15,000	$0	$15,000	$0	$0	
144107		Expendable Tools	$0	$3,330	$0	$9,000	$0	$9,000	$0	$0	
144108		Freight Costs	$0	$536	$0	$0	$0	$536	$0	$536	Increase in freight expenses
144110		Superannuation - Mechanic	$0	$0	$0	$10,709	$0	$8,469	($2,240)	$0	Decrease in Mechanic Superannuation expenses
144150		Admin Allocated POC	$0	$0	$0	$10,953	$0	$11,557	$0	$604	
144200		Mechanic - Bridgetown Shared Expenses	$0	$4,981	$0	$0	$0	$70,572	$0	$70,572	Increase in Mechanic wages - shared with Bridgetown
144190		Depreciation - Plant	$0	$0	$0	$354,015	$0	$354,015	$0	$0	
144180		LESS POC ALLOCATED - PROJECTS	$0	($317,305)	$0	($955,612)	$0	($930,702)	$0	$24,910	Decrease in Plant costs allocated to projects
Sub Total - PLANT OPERATIONS COSTS OP/EXP			$0	($41,206)	$0	$0	$0	$0	($105,118)	$105,118	
OPERATING INCOME											
144001		Diesel Rebate	($16,867)	$0	($35,000)	$0	($35,000)	$0	$0	$0	
144002		Reimbursements - Operating	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - PLANT OPERATIONS COSTS OP/INC			($16,867)	$0	($35,000)	$0	($35,000)	$0	$0	$0	
Total - PLANT OPERATIONS COSTS			($16,867)	($41,206)	($35,000)	$0	($35,000)	$0	($105,118)	$105,118	

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
SALARIES AND WAGES											
OPERATING EXPENDITURE											
145100		Gross Total Salaries and Wages	$0	$0	$0	$4,335,474	$0	$3,927,120	($408,354)	$0	Decrease in salaries and wages paid
145130		LESS SALS/WAGES ALLOCATED	$0	$0	$0	($4,335,474)	$0	($3,927,120)	$0	$408,354	Decrease in salaries and wages allocated to projects
145101		Workers Compensation Expenses	$0	$43,200	$0	$84,500	$0	$43,500	($41,000)	$0	Decrease in Workers Compensation wages
Sub Total - SALARIES AND WAGES OP/EXP			$0	$43,200	$0	$84,500	$0	$43,500	($449,354)	$408,354	
OPERATING INCOME											
145001		Reimbursements - Administration	$0	$0	$0	$0	$0	$0	$0	$0	
143001		Workers Compensation Reimbursements	($42,747)	$0	($84,500)	$0	($43,500)	$0	$0	$41,000	Decrease in Workers Compensation reimbursements
Sub Total - SALARIES AND WAGES OP/INC			($42,747)	$0	($84,500)	$0	($43,500)	$0	$0	$41,000	
Total - SALARIES AND WAGES			($42,747)	$43,200	($84,500)	$84,500	($43,500)	$43,500	($449,354)	$449,354	

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	Expenditure	ADOPTED BUDGET 2025-2026 Income	Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE FAVOURABLE	UNFAVOURABLE	COMMENTARY
ADMINISTRATION											
OPERATING EXPENDITURE											
146100		Advertising	$0	$4,421	$0	$11,400	$0	$11,660	$0	$260	Increase in position advertising expenses
146101		Audit Fees	$0	$0	$0	$55,000	$0	$67,000	$0	$12,000	Increase in contract audit fees
146102		Bank Fees	$0	$618	$0	$4,000	$0	$4,000	$0	$0	
146103		**Administration Building Costs**	$0	$26,014							
146103	B0690	Admin Building Operations	$0	$0	$0	$60,513	$0	$62,506	$0	$1,993	Increase in pest control expenses and electricity, decrease in insurance premium.
146103	G308	Admin Building Gardens Maintenance	$0	$0	$0	$12,000	$0	$12,000	$0	$0	
146105		Administration Staff Employee Costs	$0	$615,812	$0	$975,306	$0	$1,200,060	$0	$224,754	Increase in Wages, Reallocation of superannuation from GL # 146124, Increase in Workers Compensation Insurance.
146106		Consultants	$0	$39,250	$0	$132,750	$0	$170,250	$0	$37,500	Increase in contractor expenses for LTFP and Risk Mgmt Plans
146108		Insurance	$0	$17,862	$0	$18,836	$0	$17,863	($973)	$0	Decrease in insurance premiums
146109		Legal Expenses	$0	$15,609	$0	$25,000	$0	$25,000	$0	$0	
146110		IT System Operation & maintenance	$0	$148,193	$0	$230,954	$0	$264,527	$0	$33,573	Increase in computer software support fees
146111		Office Equipment Maintenance	$0	$364	$0	$5,000	$0	$5,000	$0	$0	
146112		Administration - Postage & Freight	$0	$2,532	$0	$5,500	$0	$5,500	$0	$0	
146113		Printing and Stationery	$0	$5,025	$0	$12,700	$0	$12,700	$0	$0	
146114		Administration Vehicle Costs	$0	$0	$0	$8,700	$0	$0	($8,700)	$0	Decrease in plant costs recovered
146115		Administration - Fringe Benefits Tax	$0	$12,127	$0	$15,000	$0	$15,000	$0	$0	
146117		Employers Indemnity Insurance	$0	$46,113	$0	$45,266	$0	$46,113	$0	$847	Increase in Voluntary Workers Insurance Premium
146118		Subscriptions	$0	$13,279	$0	$13,485	$0	$14,421	$0	$936	Increase in WALGA and LG Pro Subscriptions
146120		Uniform Allowance	$0	$427	$0	$3,000	$0	$3,000	$0	$0	
146121		Telephones	$0	$1,688	$0	$6,500	$0	$6,500	$0	$0	
146122		Minor Furniture & Equip under $5,000	$0	$0	$0	$15,000	$0	$17,000	$0	$2,000	Increase for stand up desks
146123		Conferences/Training/Professional Development	$0	$7,234	$0	$19,600	$0	$21,509	$0	$1,909	Increase in wages.
146124		Superannuation	$0	$0	$0	$135,963	$0	$0	($135,963)	$0	Decrease in Superannuation - reallocated to GL # 146105
146125		Admin Provision for Leave Accruals	$0	$0	$0	$0	$0	$0	$0	$0	
146126		Employee (Packaging) Costs	$0	$0	$0	$725	$0	$725	$0	$0	
146128		Administration - OSH	$0	$14,414	$0	$9,800	$0	$20,013	$0	$10,213	Increase in wages.
146130		Administration - Bank Merchant Fees	$0	$4,200	$0	$6,200	$0	$8,400	$0	$2,200	Increase in bank charges
146190		Depreciation - Administration	$0	$0	$0	$28,250	$0	$28,250	$0	$0	
146150		Less Administration Costs Alloc	$0	$0	$0	($1,856,448)	$0	($2,038,997)	($182,549)	$0	Increase in administration costs allocated to other programs
Sub Total - ADMINISTRATION OP/EXP			$0	$975,176	$0	$0	$0	$0	($328,185)	$328,185	
OPERATING INCOME - ADMINISTRATION											
146001		Reimbursements - Administration	($128)	$0	($200)	$0	($200)	$0	$0	$0	
Sub Total - ADMINISTRATION OP/INC			($128)	$0	($200)	$0	($200)	$0	$0	$0	
Total - ADMINISTRATION			($128)	$975,176	($200)	$0	($200)	$0	($328,185)	$328,185	

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UNCLASSIFIED											
OPERATING EXPENDITURE											
149001		Rylington Park Operational Expenses	$0	$76,736	$0	$179,470	$0	$160,262	($19,208)	$0	Decrease in Electricity expenses, Decrease in Shire rates and rubbish charge levied.
149002		Rylington Park Asset Depreciation	$0	$0	$0	$51,550	$0	$51,550	$0	$0	
149005		Rylington Stock Program Expenses	$0	$82,405	$0	$121,993	$0	$133,783	$0	$11,790	Increase in crutching expenses, contract shearing, freight, fuel and oil expenses, chemicals and stock requisites.
149006		Rylington Crop Program Expenses	$0	$65,644	$0	$202,170	$0	$247,556	$0	$45,386	Increase in contract spraying expenses, building repairs, plant repairs and chemical expenses.
149007		Rylington Education Program Expenses	$0	$5,977	$0	$29,401	$0	$29,394	($7)	$0	
149008		Rylington Events Program Expenses	$0	$9,318	$0	$24,000	$0	$28,970	$0	$4,970	Increase in wages and plant costs
Sub Total - UNCLASSIFIED OP/EXP			$0	$240,079	$0	$608,584	$0	$651,515	($19,215)	$62,146	
OPERATING INCOME											
147100		Revaluation Profit on Local Govt House Unit Trust	$0	$0	$0	$0					
149101		Rylington Park Other Income	$0	$0	$0	$0	$0	$0	$0	$0	
149104		Rylington Park Operating Grant Income	$0	$0	$0	$0	$0	$0	$0	$0	
149105		Rylington Stock Program Income	($297,396)	$0	($343,900)	$0	($368,189)	$0	($24,289)	$0	Increase in sheep sales
149106		Rylington Crop Program Income	($2,241)	$0	($225,674)	$0	($224,224)	$0	$0	$1,450	Decrease in fuel tax credit income
149107		Rylington Education Program Income	($6,515)	$0	($16,000)	$0	($16,000)	$0	$0	$0	
149108		Rylington Event Program Income	($4,118)	$0	($22,560)	$0	($26,224)	$0	($3,664)	$0	
Sub Total - UNCLASSIFIED OP/INC			($310,270)	$0	($608,134)	$0	($634,637)	$0	($27,953)	$1,450	
Total - UNCLASSIFIED			($310,270)	$240,079	($608,134)	$608,584	($634,637)	$651,515	($47,168)	$63,596	
Total - OTHER PROPERTY AND SERVICES			**($370,013)**	**$1,571,938**	**($730,934)**	**$696,184**	**($713,337)**	**$695,015**	**($987,900)**	**$1,004,328**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2025 Expenditure	ADOPTED BUDGET 2025-2026 Income	ADOPTED BUDGET 2025-2026 Expenditure	AMENDED BUDGET 30 JUNE 2025 Income	AMENDED BUDGET 30 JUNE 2025 Expenditure	PROJECTED VARIANCE FAVOURABLE	PROJECTED VARIANCE UNFAVOURABLE	COMMENTARY
TRANSFERS TO/FROM RESERVES											
CAPITAL EXPENDITURE											
300101		Transfer to Reserves	$0	$62,719	$0	$578,885	$0	$1,054,852	$0	$475,967	Increase in Transfer to Leave Reserve, Building Reserve and Waste Reserve
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS			$0	$62,719	$0	$578,885	$0	$1,054,852	$0	$475,967	
INCOME											
300102		Transfer from Reserves	$0	$0	($994,000)	$0	($482,000)	$0	$0	$512,000	Decrease in Tfr from Building Reserve for Evacuation Centre, and Decrease in Tfr from Commercial Reserve for Emergency Bridge Repairs, Increase in Tfr from Rylington Park Working Capital Reserve for Tractor repairs.
Total - TRANSFER FROM OTHER COUNCIL FUNDS			$0	$0	($994,000)	$0	($482,000)	$0	$0	$512,000	
Total - FUND TRANSFER			$0	$62,719	**($994,000)**	**$578,885**	($482,000)	$1,054,852	$0	$987,967	
000000		(Surplus) / Deficit - Carried Forward	($3,017,674)	$0	($2,668,000)	$0	($3,017,674)	$0	($349,674)	$0	Increase in surplus due to year end adjustments
Sub Total - SURPLUS C/FWD			($3,017,674)	$0	($2,668,000)	$0	($3,017,674)	$0	($349,674)	$0	
Total - SURPLUS			($3,017,674)	$0	($2,668,000)	$0	($3,017,674)	$0	($349,674)	$0	

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NEW LONG TERM LOANS											
INCOME											
053200		New Loan - Evacuation Centre	$0	$0	($2,000,000)	$0	($2,000,000)	$0	$0	$0	
Sub Total - LONG TERM LOANS			$0	$0	($2,000,000)	$0	($2,000,000)	$0	$0	$0	
Total - DEFERRED ASSETS			$0	$0	**($2,000,000)**	**$0**	($2,000,000)	$0	$0	$0	
LOANS & FINANCE LEASES - PRINCIPAL REPAYMENTS											
CAPITAL EXPENDITURE											
146800		Principal Repayment on Loans	$0	$12,540	$0	$58,646	$0	$58,646	$0	$0	
146801		Principal Repayments - Finance Leases	$0	($123)	$0	$0	$0	$0	$0	$0	
Sub Total - LOAN REPAYMENTS			$0	$12,417	$0	$58,646	$0	$58,646	$0	$0	
CAPITAL INCOME											
Sub Total - LOANS RAISED			$0	$0	$0	$0	$0	$0	$0	$0	
Total - NON CURRENT LIABILITIES			$0	$12,417	**$0**	**$58,646**	**$0**	**$58,646**	**$0**	**$0**	

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BUDGET REVIEW REPORT

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OPERATING ACTIVITIES EXCLUDED FROM BUDGET										
000000	Depreciation Written Back	$0	$0	$0	($4,923,028)	$0	($4,923,028)	$0	$0	
111111	Realisation Value of Assets Sold Written Back	$0	$0	$0	($298,500)	$0	($513,070)	($214,570)	$0	Increase in book value of assets written back
00000	Loss on Sale of Asset Written Back	$0	$0	$0	$0	$0	$0	$0	$0	
00000	Profit on Sale of Asset Written Back	$0	$0	$0	$0	$0	$0	$0	$0	
000000	Long Service Leave - Non Cash	$0	$0	$0	($44,635)	$0	($44,635)	$0	$0	
000000	Deferred Pensioner Rates	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - OPERATING ACTIVITIES EXCLUDED		$0	$0	$0	($5,266,163)	$0	($5,480,733)	($214,570)	$0	
Total - OPERATING ACTIVITIES EXCLUDED		$0	$0	$0	($5,266,163)	$0	($5,480,733)	($214,570)	$0	

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FURNITURE & EQUIPMENT											
GOVERNANCE - CAPITAL EXPENDITURE											
041401		Members Furniture & Equipment	$0	$18,450	$0	$0	$0	$18,450	$0	$18,450	Increase for TV Screens and Audio Recording equipment
Sub Total - CAPITAL WORKS			$0	$18,450	$0	$0	$0	$18,450	$0	$18,450	
Total - GOVERNANCE			$0	$18,450	$0	$0	$0	$18,450	$0	$18,450	
FURNITURE & EQUIPMENT											
HEALTH - CAPITAL EXPENDITURE											
074603		Surgery F&E - Server Upgrade	$0	$0	$0	$0	$0	$20,000	$0	$20,000	Replace out of warranty Server & Security Enclosure
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$20,000	$0	$20,000	
Total - HEALTH			$0	$0	$0	$0	$0	$20,000	$0	$20,000	
FURNITURE AND EQUIPMENT											
OTHER PROPERTY & SERVICES - CAPITAL EXPENDITURE											
146601		ICT Upgrades & Renewals Capital	$0	$0	$0	$45,000	$0	$15,000	($30,000)	$0	Decrease in New Server expenses
Sub Total - CAPITAL WORKS			$0	$0	$0	$45,000	$0	$15,000	($30,000)	$0	
Total - OTHER PROPERTY			$0	$0	$0	$45,000	$0	$15,000	($30,000)	$0	
Total - FURNITURE AND EQUIPMENT			**$0**	**$18,450**	**$0**	**$45,000**	**$0**	**$53,450**	**($30,000)**	**$38,450**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

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BUILDINGS											
LAW ORDER AND PUBLIC SAFETY - CAPITAL EXPENDITURE											
053401		Other Law - Evacuation Centre Building Capital Expenditure	$0	$5,267	$0	$4,915,586	$0	$4,392,296	($523,290)	$0	Decrease in cost due to amended to Tender Value + Contingency
Sub Total - CAPITAL WORKS			$0	$5,267	$0	$4,915,586	$0	$4,392,296	($523,290)	$0	
TOTAL - LAW ORDER AND PUBLIC SAFETY			$0	$5,267	$0	$4,915,586	$0	$4,392,296	($523,290)	$0	
BUILDINGS											
HEALTH - CAPITAL EXPENDITURE											
074400		Medical Centre Building Capital	$0	$0	$0	$100,000	$0	$100,000	$0	$0	
074401		House - 5 Rogers Ave - (L&B) Re-newals	$0	$0	$0	$0	$0	$65,000	$0	$65,000	Res 26/01/002 Upgrades to 5 Rogers Ave (GP House)
Sub Total - CAPITAL WORKS			$0	$0	$0	$100,000	$0	$165,000	$0	$65,000	
TOTAL - HEALTH			$0	$0	$0	$100,000	$0	$165,000	$0	$65,000	
BUILDINGS											
EDUCATION & WELFARE - CAPITAL EXPENDITURE											
081400		Land & Buildings - CRC Capital Renewal	$0	$0	$0	$25,000	$0	$25,000	$0	$0	
Sub Total - CAPITAL WORKS			$0	$0	$0	$25,000	$0	$25,000	$0	$0	
TOTAL - EDUCATION & WELFARE			$0	$0	$0	$25,000	$0	$25,000	$0	$0	
BUILDINGS											
HOUSING - CAPITAL EXPENDITURE											
091400		1 Rogers Avenue Building Capital Expenditure	$0	$0	$0	$0	$0	$50,000	$0	$50,000	Replace flooring & install 2 new air-conditions
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$50,000	$0	$50,000	
Total - HOUSING			$0	$0	$0	$0	$0	$50,000	$0	$50,000	

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BUILDINGS											
RECREATION AND CULTURE - CAPITAL EXPENDITURE											
111400		**Other Halls - Land & Buildings (L&B)**									
111400	LRC022	Dinninup Hall Refurbishment	$0	$0	$0	$13,770	$0	$14,770	$0	$1,000	Increase in cost of damp repairs
111400	LRC021	Wilga Hall Refurbishment	$0	$0	$0	$6,020	$0	$10,000	$0	$3,980	Increase in cost to restump hall
111400	LRC023	Kulikup Hall Refurbishment	$0	$0	$0	$10,710	$0	$5,000	($5,710)	$0	Decrease in contractor expense
111403		**Town Hall - Building Upgrades & Refurbishments**									
111403	BU1501	Town Hall Building Capital Expenditure	$0	$0	$0	$80,000	$0	$80,000	$0	$0	
112400		**Swimming Pool Buildings Capital**									
112400	BC5500	Swimming Pool Buildings Capital	$0	$0	$0	$60,000	$0	$65,000	$0	$5,000	Increase in solar and battery cost
113900		Rec (Inc Music Park) & Sport Buildings	$0	$0	$0	$0					
116400		**Other Culture Buildings Capital Expenditure**									
116400	BR5051	Museum Building	$0	$0	$0	$33,660	$0	$33,660	$0	$0	
116400	BC5600	Tennis Club Building	$0	$0	$0	$50,000	$0	$50,000	$0	$0	
Sub Total - CAPITAL WORKS			$0	$0	$0	$254,160	$0	$258,430	($5,710)	$9,980	
Total - RECREATION AND CULTURE			$0	$0	$0	$254,160	$0	$258,430	($5,710)	$9,980	
BUILDINGS											
ECONOMIC SERVICES - CAPITAL EXPENDITURE											
132404		**Flaxmill Buildings Capital Expenditure**									
132404	New	Flaxmill Storage Shed	$0	$0	$0	$13,770	$0	$13,770	$0	$0	
Sub Total - CAPITAL WORKS			$0	$0	$0	$13,770	$0	$13,770	$0	$0	
Total - ECONOMIC SERVICES			$0	$0	$0	$13,770	$0	$13,770	$0	$0	
Total - BUILDINGS			**$0**	**$5,267**	**$0**	**$5,308,516**	**$0**	**$4,904,496**	**($529,000)**	**$124,980**	

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PLANT AND EQUIPMENT											
RECREATION AND CULTURE - CAPITAL EXPENDITURE											
113907		Plant & Equipment - Parks & Gardens	$0	$51,367	$0	$120,000	$0	$111,367	($8,633)	$0	Decrease in purchase price of Spray Utility
Sub Total - CAPITAL WORKS			$0	$51,367	$0	$120,000	$0	$111,367	($8,633)	$0	
Total - RECREATION AND CULTURE			$0	$51,367	$0	$120,000	$0	$111,367	($8,633)	$0	
PLANT AND EQUIPMENT											
TRANSPORT - CAPITAL EXPENDITURE											
123603		DWS - Fleet Vehicles	$0	$0	$0	$0	$0	$0	$0	$0	
123610		Heavy Plant (Graders etc) Purchases	$0	$472,092	$0	$575,000	$0	$472,092	($102,908)	$0	Decrease in acquisition price.
Sub Total - CAPITAL WORKS			$0	$472,092	$0	$575,000	$0	$472,092	($102,908)	$0	
Total - TRANSPORT			$0	$472,092	$0	$575,000	$0	$472,092	($102,908)	$0	
PLANT AND EQUIPMENT											
OTHER PROPERTY & SERVICES - CAPITAL EXPENDITURE											
146500		Utility Van Purchase	$0	$45,000	$0	$45,000	$0	$45,000	$0	$0	
149502		Rylington Park Plant & Equipment	$0	$0	$0	$5,100	$0	$5,100	$0	$0	
Sub Total - CAPITAL WORKS			$0	$45,000	$0	$50,100	$0	$50,100	$0	$0	
Total - OTHER PROPERTY & SERVICES			$0	$45,000	$0	$50,100	$0	$50,100	$0	$0	
Total - PLANT AND EQUIPMENT			**$0**	**$568,459**	**$0**	**$745,100**	**$0**	**$633,559**	**($111,541)**	**$0**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

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ROAD INFRASTRUCTURE CAPITAL											
								106899			
TRANSPORT - ROAD CONSTRUCTION CAPITAL EXPENDITURE											
121403		**ROADS TO RECOVERY PROJECTS**									
121403	RTR009	RTR - Six Mile Road	$0	$0	$0	$359,375	$0	$328,100	($31,275)	$0	Decrease in wages, overheads and plant costs, increase in contractor expense
121403	RTR020	RTR - WALSHAWS ROAD	$0	$0	$0	$0	$0	$238,129	$0	$238,129	New RTR project
121403	RTR037	RTR - Craigie Road	$0	$0	$0	$313,750	$0	$0	($313,750)	$0	Project deferred
121403	RTR039	RTR - Asplins Road	$0	$0	$0	$0	$0	$107,704	$0	$107,704	New RTR project
121404		**REGIONAL ROAD GROUP**									
121404	RRG148	RRG Boyup Brook-Cranbrook Rd	$0	$217,142	$0	$389,522	$0	$472,500	$0	$82,978	Increase in wages. Increase in project costs, partially offset by increase in RRG grant funding
121404	RRG210	RRG Boyup Brook-Arthur River Rd	$0	$42,898	$0	$439,880	$0	$454,500	$0	$14,620	Increase in project costs, partially offset by increase in RRG grant funding
121404	RRG004	RRG Winnejup Road	$0	$10,433	$0	$375,080	$0	$457,500	$0	$82,420	Increase in project costs, partially offset by increase in RRG grant funding
121400		**MUNICIPAL ROAD PROJECTS**									
121400	MU501	Muni - Gravel Pit Rehabilitation	$0	$0	$0	$30,000	$0	$30,000	$0	$0	
121401		Municipal Funded Gravel Sheeting Road Projects	$0	$0	$0	$136,000	$0	$136,000	$0	$0	
121410		Municipal Funded - Winter Grading	$0	$234,307	$0	$506,919	$0	$549,536	$0	$42,617	Increase in contractor expenses for roller hire.
Sub Total - CAPITAL WORKS			$0	$504,779	$0	$2,550,526	$0	$2,773,969	($345,025)	$568,468	
Total - ROADS			$0	$504,779	$0	$2,550,526	$0	$2,773,969	($345,025)	$568,468	
Total - INFRASTRUCTURE ASSETS ROADS			**$0**	**$504,779**	**$0**	**$2,550,526**	**$0**	**$2,773,969**	**($345,025)**	**$568,468**	

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PARKS & GARDENS INFRASTRUCTURE											
RECREATION - CAPITAL EXPENDITURE											
113909		**Parks & Gardens Infrastructure**									
113909	PKS01	Sandakan Playground Upgrade - Tallison	$0	$8,802	$0	$427,966	$0	$427,966	$0	$0	
113909	PKS02	Sandakan Playground Upgrade - Landscaping Pioneer Lady Memorial	$0	$0	$0	$30,000	$0	$30,000	$0	$0	
Sub Total - CAPITAL WORKS			$0	$8,802	$0	$457,966	$0	$457,966	$0	$0	
Total - OTHER SPORT & RECREATION - PARKS & OVALS			$0	$8,802	$0	$457,966	$0	$457,966	$0	$0	
Total - PARKS & OVALS ASSETS			**$0**	**$8,802**	**$0**	**$457,966**	**$0**	**$457,966**	**$0**	**$0**	

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INFRASTRUCTURE ASSETS - OTHER											
LAW, ORDER & PUBLIC SAFETY											
051900		Other Law - Other Infrastructure Emergency Water Tanks	$0	$13,182	$0	$0	$0	$13,182	$0	$13,182	Increase in contractor expense for emergency fire water tanks
Sub Total - CAPITAL WORKS			$0	$13,182	$0	$0	$0	$13,182	$0	$13,182	
Total - LAW, ORDER & PUBLIC SAFETY			$0	$13,182	$0	$0	**$0**	**$13,182**	**$0**	**$13,182**	
INFRASTRUCTURE OTHER											
ECONOMIC SERVICES - CAPITAL EXPENDITURE											
132900		Tourist Information Bay	$0	$0	$0	$0	$0	$50,000	$0	$50,000	Increase in contractor expense to resurface tourist information bay
132901		Flaxmill Fence & Water Supply Upgrade	$0	$12,380	$0	$60,000	$0	$60,541	$0	$541	Increase in wages, overheads and plant costs
Sub Total - CAPITAL WORKS			$0	$12,380	$0	$60,000	$0	$110,541	$0	$50,541	
Total - ECONOMIC SERVICES			$0	$12,380	$0	$60,000	$0	$110,541	$0	$50,541	
Total - INFRASTRUCTURE ASSETS - OTHER			**$0**	**$25,562**	**$0**	**$60,000**	**$0**	**$123,723**	**$0**	**$63,723**	

MEMORANDUM OF UNDERSTANDING OF FRIENDSHIP BETWEEN SHIRE OF BOYUP BROOK, WESTERN AUSTRALIA AND MUNICIPAL COUNCIL OF SANDAKAN, SABAH, MALAYSIA

WHEREAS the Shire of Boyup Brook, Western Australia and the Municipal Council of Sandakan, Sabah, Malaysia (hereinafter referred to as 'the two Councils') have in pursuance of their declared desire to promote goodwill and understanding as well as favourable cooperation between the people of the two Municipalities.

AND WHEREAS recognizing the importance of the principals of equity and mutual benefits, the two Council's have agreed to enter into this Memorandum of Understanding of Friendship.

NOW THIS MEMORANDUM OF UNDERSTANDING WITNESSETH as follows:

That the two Council's do hereby extend friendship and co-operation to one another in accordance with their prevailing laws and regulations in the following fields;

1. Exchange of experts in order to improve the management of the two Council's;
2. Commerce, trade and tourism
3. Administration and information;
4. Culture, arts and relic of the war;
5. Youth and sports.

That this Memorandum of Understanding has been authorized by their respective authorities and shall come into force on the date of execution hereof.

IN WITNESS WHEREOF the two Council's have hereunto set their seals.

Terry Ginnane
President
Shire of Boyup Brook, Australia

YEO BOON HAI
President
Sandakan Municipal Council

In the presence of:

TONY DOUST
Chief Executive Officer
Shire of Boyup Brook

In the presence of:

MOHD.HAMSAN HJ.AG SUPAIN
Secretary,
Sandakan Municipal Council

Dated 22nd October 2007.

Attachment 10.5.4A

Government of **Western Australia**
Department of **Water and Environmental Regulation**

Shire of Boyup Brook Non-Potable Strategic Community Water Supplies Plan



Department of Water and Environmental Regulation

Rural Water Planning

Shire of Boyup Brook

February 2026

Department of Water and Environmental Regulation
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Acknowledgements

Throughout the development of this Strategic Community Water Supply plan a number of people from the Rural Water Planning section in the Department of Water and Environment Regulation (the department) were involved:

Sherrie Anderson, Rosie Bell, Tracy Calvert, Mell Culhane, Elizabeth Tanner, Sandy Turton-Parker and Renae Thorpe.

The department would also like to thank the Shire of Boyup Brook and the Water Corporation for their advice, support and assistance during the preparation of this plan.

For more information about this plan, contact
Rural Water Planning, 1800 780 300.

Cover photograph: Flax Mill Water Tanks, Shire of Boyup Brook

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Summary

Water supply planning is essential in rural areas and requires collaboration, involvement and participation from all stakeholders, including farmland communities, local government authorities (LGAs) and State Government agencies as part of an integrated approach to sustainable water supply for the future.

This plan provides information for the Shire and farmers on the location of strategic community water supplies (SCWS). It advises how to access non-potable water for emergency stock watering and firefighting purposes, including the facilities available at each site.

Introduction

Over the past 40 years, recurrent water supply problems have affected the dryland agricultural region. Emerging climate changes are likely to increase the occurrences of low rainfall years, resulting in water shortages and restrictions in rural communities.

As farmers face long-term water security challenges, they are encouraged to proactively develop and maintain on-farm water infrastructure to better prepare for dry periods.

Rural water planning recognises the importance of preparing for these events to increase the opportunities for delivering an assured water supply to farmland communities in the dryland agricultural areas of Western Australia (WA).

SCWS planning is one of the key roles of the Department of Water and Environmental Regulation's (the department's) rural water program. The aim is to safeguard dryland agricultural areas wherever possible against serious water deficiencies.

While landholder self-sufficiency must remain the primary objective, the rural water program recognises the importance of emergency off-farm water supplies to farming communities. It also builds on the SCWS network across the dryland agricultural area through the Community Water Supplies Partnership (CWSP) program and the Agricultural Areas (AA) dam works program.

Both programs establish and improve non-potable water supplies to ensure that water is available for emergency livestock watering and firefighting. The CWSP program aims to reduce reliance on potable scheme water supplies for non-potable needs, and to increase water availability for public amenities such as sportsgrounds.

This SCWS plan has been compiled for the Shire of Boyup Brook to provide a clear description of each of the SCWS in the Shire available for firefighting purposes, and to farmers and farming communities in times of emergency.

Strategic community water supplies and agricultural area dams

A network of SCWS has been developed across WA's dryland agricultural areas to provide an important source of non-potable water for farming and firefighting needs.

These supplies are for emergency use in times when low rainfall causes on-farm supplies to become depleted and farmers need to travel to access water for livestock and essential farming purposes.

Vesting of the strategic dams and bores in each LGA varies, with some sites owned by government agencies (including the department), Water Corporation, the LGA itself, or by private entities where an agreement has been made to allow access.

It is important that these water supplies are carefully managed to ensure water is available during times of emergency.

The department keeps in regular contact with rural communities to monitor the condition of SCWS and identify and address any maintenance issues.

Each year, the department's rural water program undertakes works to maintain and upgrade sites vested with it and sites in priority areas vulnerable to dry conditions.

AA dams have been developed since the early 1990s to provide water and support the growth of farming in the dryland agricultural area. There are about 480 of the original 681 AA dams that range from high value to no value in terms of their condition and serviceability.

SCWS are a subset of the AA dams that are reliable, in good to excellent repair and retain a high value. The department uses LGA maps to determine which sites are worth upgrading and to identify priority areas to develop new SCWS.

Figure 1 shows the location of the SCWS and AA dams in the Shire of Boyup Brook, with symbols indicating the capacity, vesting and values of each site.

Shire of Boyup Brook map

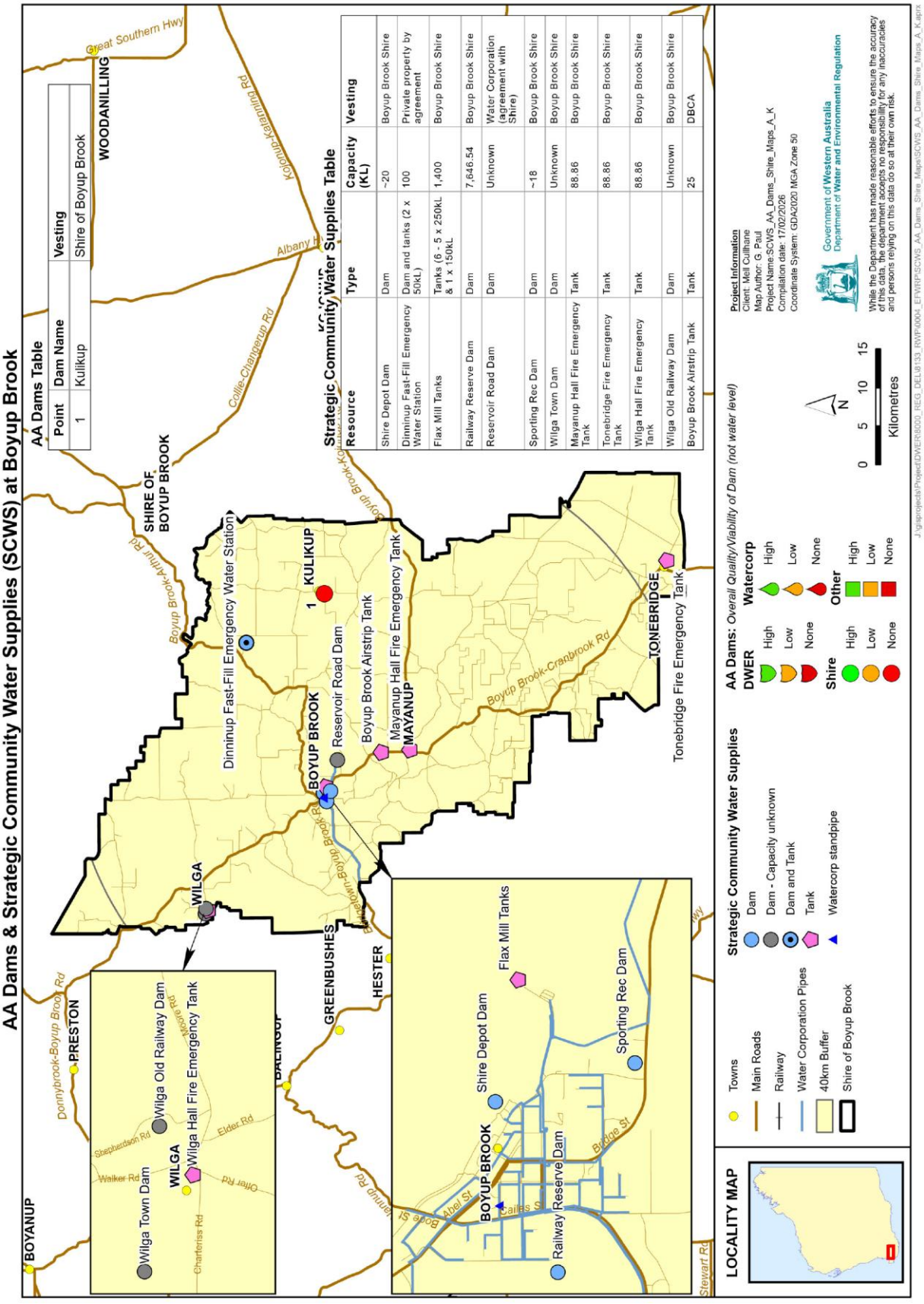


Figure 1- Location of SCWS (at 17 February 2026)

Strategic community water supply access

Overview of different fill points

Each SCWS will have a fill point to allow access to water supply for agricultural purposes. Each fill point will have a camlock fitting. Standard sizes of camlocks include 50 mm (2 inch) and an 80 mm (3 inch) fitting and in some cases a 100 mm (4 inch) connection is fitted for firefighting purposes. These camlock fittings will be available where there is a tank, standpipe, swipe card system or bore fill point. When accessing water directly from dams without a tank storage, you will need to bring your own pump to extract water.

Swipe card systems

Swipe card systems are metered fill points that require a swipe card or fob from your LGA to access the water supply. Contact your local LGA office to obtain a swipe card to access these water supplies.

During emergencies such as bushfires the LGA can switch the swipe card system to allow access without a swipe card. All local fire appliances swipe card access. The emergency access contact is the Exec. Manager of Operations on 0419 777 033.

Below are examples of different fill points you may come across in the LGA.



Figure 1: Standard tank camlock fittings



Figure 2: Swipe Card stand pipe station

Shire of Boyup Brook SCWS sites

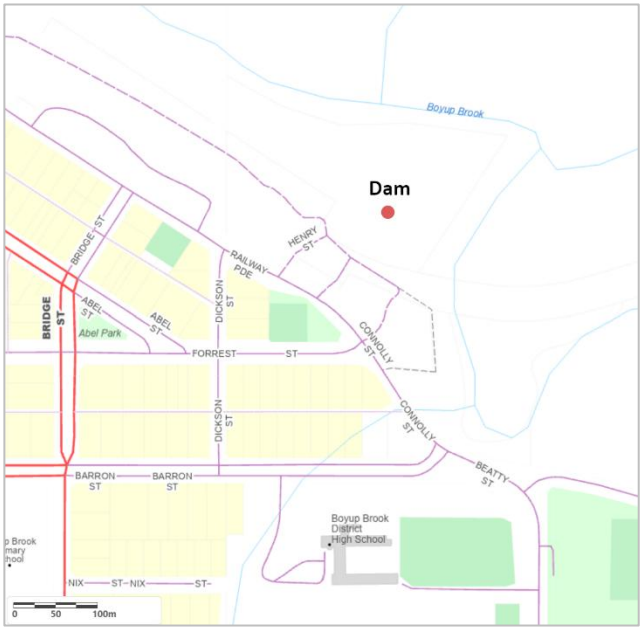
Site name	Location
Shire Depot Dam	-33.832404, 116.392652 8 Henry Street, Boyup Brook.
Dinninup Fast-Fill Emergency Water Station	-33.74284, 116.60417 Hicks Road, Dinninup. (*Rhodes Pastoral Co.)
Flax Mill Tanks	-33.833581, 116.401107 Jackson Street, Flax Mill Caravan Park, Boyup Brook.
Railway Reserve Dam	-33.835802, 116.380477 William Street, Boyup Brook.
Reservoir Road dam	-33.849111, 116.438158 Reservoir Road, Boyup Brook (*Water Corp.)
Sporting Rec Dam	-33.840374, 116.395224 Beatty Street, Boyup Brook.
Wilga Town Dam	-33.693163, 166.224369 84 Charteriss Road, Wilga.
Mayanup Hall Fire Emergency Tank	-33.932468, 116.452475 1 Main Street, Mayanup.
Tonebridge Fire Emergency Tank	-34.235064, 116.71783 Boyup Brook-Cranbrook Road, Tonebridge.
Wilga Hall Fire Emergency Tank	-33.695047, 116.228874 17 Walker Road, Wilga.
Wilga Old Railway Dam	-33.693784, 116.231163 Shepherdson Road, Wilga.
Boyup Brook Airstrip Tank	-33.899013, 116.449194 Boyup Brook-Kojonup Road, Mayanup.

Description of Community Water Supplies

Shire Depot dam



Aerial of dam



Location



Dam



Signage at entrance

Shire Depot dam - Site Description

Vesting	Shire of Boyup Brook
Purpose	Strategic community water supply for agricultural purposes, including emergency stock and firefighting water
Associated reserve	N/A
Catchment type	Surface
Catchment area (ha)	Unknown

Location and coordinates

Location: 8 Henry Street, Boyup Brook

Latitude	-33.832404
Longitude	116.392652
Eastings	443830.105
Northings	6256241.291

Water supply and access

Structure type	Dam
Capacity	~20 000m^3
Tank storage	Nil
Standpipe Y/N	Yes
Swipe card Y/N	Yes, contact shire to register for use
Pump available Y/N	Yes
Heavy vehicle access	Yes
Turnaround area	Yes
Emergency access contacts	Shire Depot – 9765 1220

Dinninup Fast-Fill Emergency Water Station



Aerial view



Location



Dam



Solar pump



Signage



Poly tanks

Dinninup Fast-Fill Emergency Water Station - Site Description

Vesting	Private property (D. F.D Rhodes Pty Ltd) on agreement with Shire
Purpose	Strategic community water supply for firefighting water only.
Associated reserve	NIL
Catchment type	Earth, spring fed dam
Catchment area (ha)	69.1

Location and coordinates

Location: Hicks Road, Dinninup

Latitude	-33.74284
Longitude	116.60417
Eastings	463348.128
Northings	6266279.862

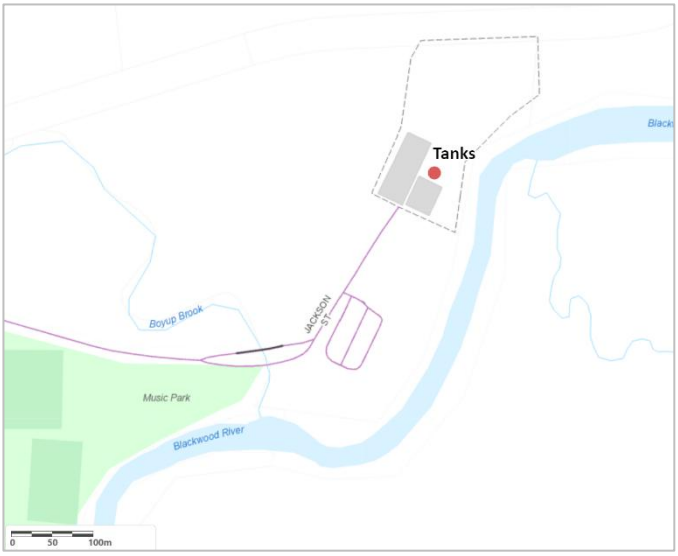
Water supply and access

Structure type	Dam and Poly tanks
Capacity	2 x 50,000 litre tanks
Camlock coupling sizes	2 x 75mm, 2 x 50mm, 2 x 38mm
Standpipe Y/N	Yes, when used with fast-fill trailer 2000L/90sec
Pump Y/N	Yes, solar
Heavy vehicle access	Yes
Turnaround area	Yes, one way traffic flow
Supply notes	Emergency fire emergency use only site. Fast flow set-up and can load 6 vehicles at once. Pump from dam refills tanks automatically
Emergency access contacts	SoBB CBFCO – Ben Thompson 0427 673 072 Land Manager – Michael Wright 0427 191 785

Flax Mill tanks



Aerial view of tanks



Location





Above: Six tanks



Standpipe

Flax Mill tanks - Site Description

Vesting	Shire of Boyup Brook
Purpose	Strategic community water supply for agricultural purposes, including emergency stock and firefighting water
Associated reserve	N/A
Catchment type	Roof runoff
Catchment area (ha)	0.37 ha

Location and coordinates

Location: Lot 336 Jackson Street, Flax Mill Caravan Park, Boyup Brook	
Latitude	-33.83351
Longitude	116.401107
Eastings	444585.722
Northings	6256148.144

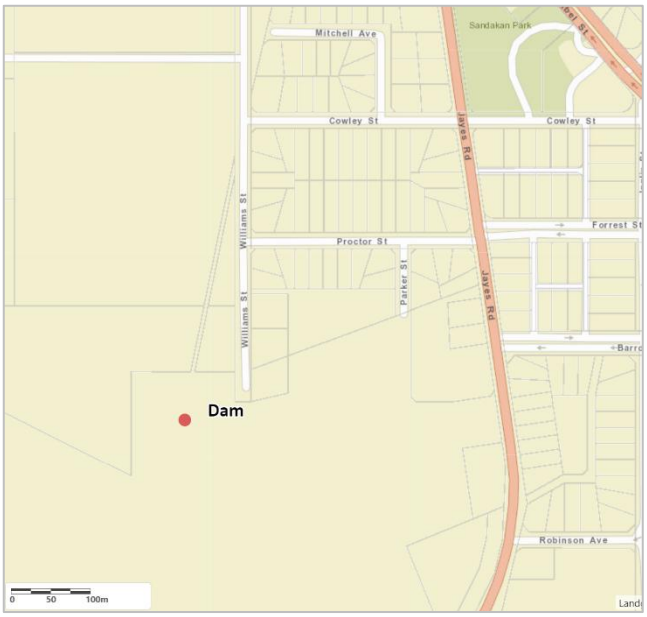
Water supply and access

Structure type	Steel tanks x 6
Tank capacity	5 x 250,000 Litres, 1 x 150,000
Camlock coupling sizes	(3 inch) and 100 mm (4 inch) outlets
Standpipe Y/N	Yes
Swipe Card Y/N	No - Key access from shire
Pump available Y/N	Yes
Heavy vehicle access	Yes
Turnaround area	Yes
Emergency access contacts	Shire Depot – 9765 1220 – AH: 0419 777 033

Railway Reserve dam



Aerial view of Railway Reserve



Location



Railway Reserve dam

Railway Reserve dam - Site Description

Vesting	Shire of Boyup Brook
Purpose	Strategic community water supply for firefighting water only
Associated reserve	R16199
Catchment type	Earth
Catchment area (ha)	46 ha

Location and coordinates

Location: William Street, Boyup Brook

Latitude	-33.835802
Longitude	116.380477
Eastings	442723.709
Northings	6255882.097

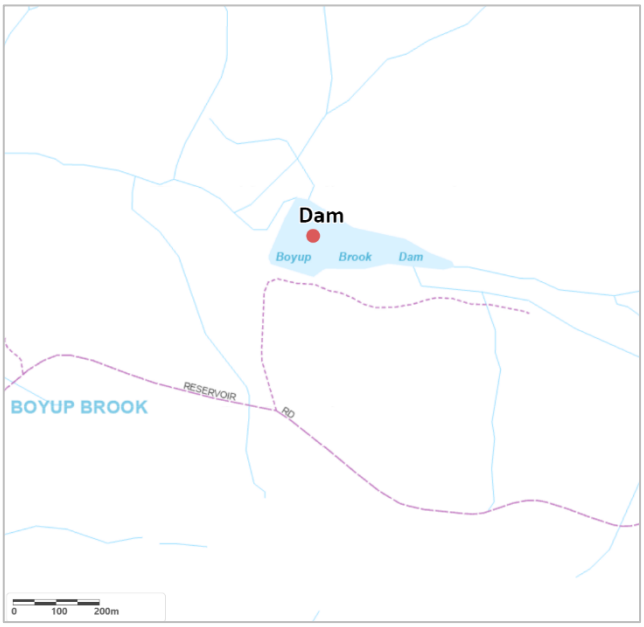
Water supply and access

Structure type	Concrete dam
Capacity	7,646,540 Litres
Standpipe Y/N	No
Pump available Y/N	No
Heavy vehicle access	No
Turnaround area	No
Emergency access contacts	Shire Depot – 9765 1220 – AH: 0419 777 033

Reservoir Road dam



Aerial view of dam



Location



Dam



Temporary standpipe

Reservoir Road dam - Site Description

Vesting	Water Corporation (Standing agreement with Shire regarding use in fire emergencies & drought)
Purpose	Strategic community water supply for agricultural purposes, including emergency stock and firefighting water
Associated reserve	R 47025
Catchment type	Earth
Catchment area (ha)	92.7

Location and coordinates

Location: Reservoir Road, Boyup Brook	
Latitude	-33.849111
Longitude	116.438158
Eastings	447986.417
Northings	6254430.940

Water supply and access

Structure type	Dam
Dam capacity	Unknown
Tank storage	Nil
Standpipe Y/N	No, temp standpipe can be installed as required
Pump available Y/N	No, temp pump can be installed as required
Heavy vehicle access	Yes
Turnaround area	Yes
Supply notes	Water Corporation authorisation required for use of water
Emergency access contacts	Shire Depot – 9765 1220 – AH: 0419 777 033

Sporting Rec dam



Aerial view of dam



Location



Dam



Signage at entrance

Sporting Rec dam - Site Description

Vesting	Shire of Boyup Brook
Purpose	Strategic community water supply for agricultural purposes, including emergency stock and firefighting water
Associated reserve	R 1454
Catchment type	Roads & drains
Catchment area (ha)	Unknown

Location and coordinates

Location: Beatty Street (Sports Complex)

Latitude	-33.840374
Longitude	116.395224
Eastings	443992.794
Northings	6255483.822

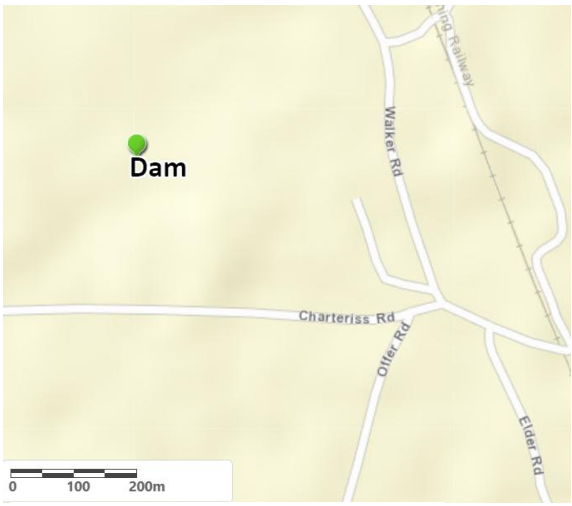
Water supply and access

Structure type	Dam
Capacity	~18 000m^3
Tank storage	Nil
Standpipe Y/N	No
Swipe card Y/N	No
Pump available Y/N	Yes
Heavy vehicle access	Yes
Turnaround area	Yes
Supply Comments	Primary use to reticulate sports complex – Refilled from Depot Dam.
Emergency access contacts	Shire Depot – 9765 1220 – AH: 0419 777 033

Wilga Town dam



Aerial of dam



Location



Wilga Town dam

Wilga Town dam - Site Description

Vesting	Shire of Boyup Brook
Purpose	Strategic community water supply for agricultural purposes, including emergency stock and firefighting water
Associated reserve	R 46750
Catchment type	Earth
Catchment area (ha)	9.8

Location and coordinates

Location: Wilga Townsite

Latitude	-33.693163
Longitude	116.224369
Eastings	428740.329
Northings	6271496.611

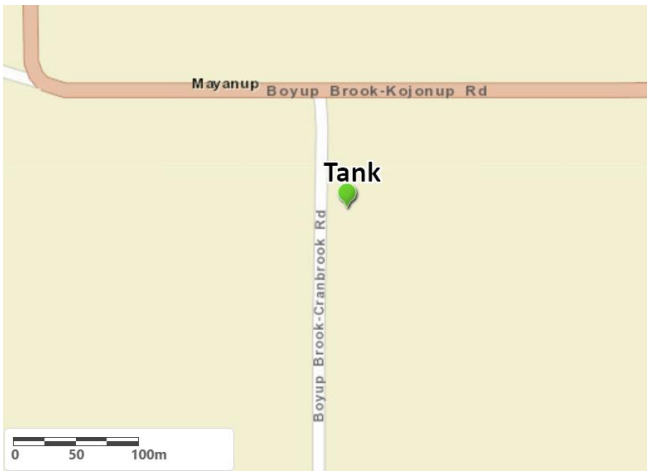
Water supply and access

Structure type	Dam
Capacity	Unknown
Tank storage	No
Standpipe Y/N	No, temp standpipe can be installed for emergencies
Swipe card Y/N	No
Pump available Y/N	No, can connect fast-fill trailer
Heavy vehicle access	No – 4x4 access by light vehicles only
Turnaround area	No
Supply Comments	Currently utilised by some residents to supplement daily water usage. Access tracks and turn around points to be upgraded 2026
Emergency access contacts	Benjinup BFB – Rob Imrie 0428 899 049

Mayanup Hall fire emergency tank



Aerial view of tank



Location



Mayanup Hall Fire Emergency Tank

Mayanup Hall fire emergency tank - Site Description

Vesting	Shire of Boyup Brook
Purpose	Strategic community water supply for agricultural purposes, including emergency stock and firefighting water
Associated reserve	R 20039
Catchment type	Roof Top
Catchment area (ha)	0.03 ha

Location and coordinates

Location: 1 Main Street, Mayanup

Latitude	-33.932468
Longitude	116.452475
Eastings	449396.983
Northings	6245196.826

Water supply and access

Structure type	Tank
Capacity	88 860.0 Litres
Camlock coupling sizes	3” and 2” outlets
Standpipe Y/N	No, temp standpipe can be installed for emergencies
Pump available Y/N	No, can connect fast-fill trailer
Heavy vehicle access	Yes
Turnaround area	Yes
Emergency access contacts	Mayanup BFB – Ben Creek 0428 158 138

Tonebridge fire emergency tank

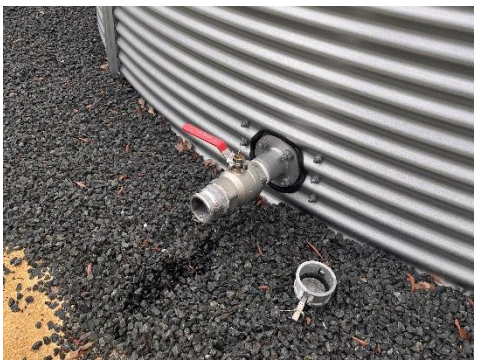


Aerial view of tank



Location





Tank outlets



Tonebridge Fire Emergency Tank

Tonebridge fire emergency tank - Site Description

Vesting	Shire of Boyup Brook
Purpose	Strategic community water supply for agricultural purposes, including emergency stock and firefighting water
Associated reserve	R 24951
Catchment type	Roof Top
Catchment area (ha)	0.02 ha

Location and coordinates

Location: Tonebridge Country Club - Boyup Brook-Cranbrook Rd, Tonebridge

Latitude	-34.235064
Longitude	116.71783
Eastings	474014.169
Northings	6211744.094

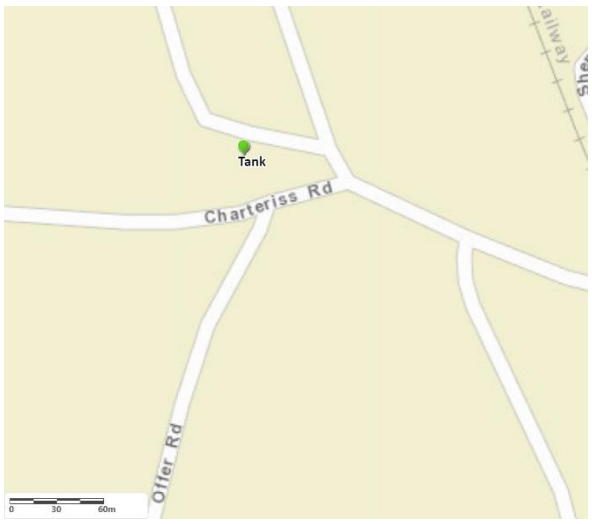
Water supply and access

Structure type	Tank
Capacity	88 860.0 Litres
Camlock coupling sizes	3” and 2” outlets
Standpipe Y/N	No, temp standpipe can be installed for emergencies
Pump available Y/N	No, can connect fast-fill trailer
Heavy vehicle access	Yes
Turnaround area	Yes
Emergency access contacts	Tonebridge BFB – Matt Della-Gola 0427 767 177

Wilga Hall fire emergency tank



Aerial view of Wilga Hall and tank



Location



Wilga Hall Fire Emergency Tank

Wilga Hall fire emergency tank - Site Description

Vesting	Shire of Boyup Brook
Purpose	Strategic community water supply for agricultural purposes, including emergency stock and firefighting water
Associated reserve	R 20229
Catchment type	Roof Top
Catchment area (ha)	0.02 ha

Location and coordinates

Location: 17 Walker Rd, Wilga

Latitude	-33.695047
Longitude	116.228874
Eastings	428533.887
Northings	6271388.957

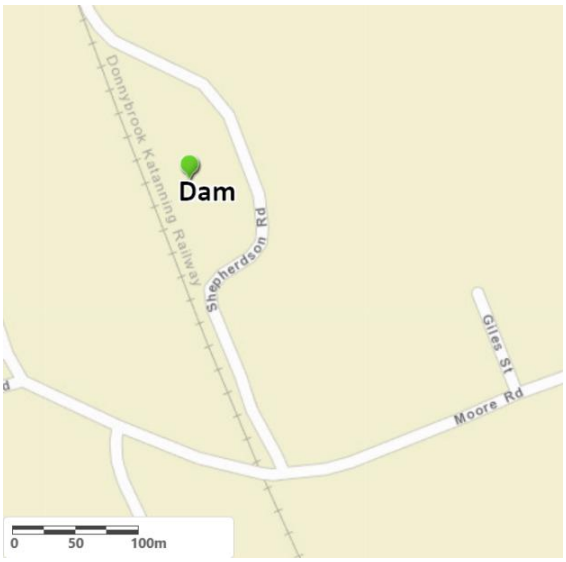
Water supply and access

Structure type	Tank
Capacity	88 860.0 Litres
Camlock coupling sizes	3” and 2” outlets
Standpipe Y/N	No, temp standpipe can be installed for emergencies
Pump available Y/N	No, can connect fast-fill trailer
Heavy vehicle access	Yes
Turnaround area	Yes
Emergency access contacts	Benjinup BFB – Rob Imrie 0428 899 049

Wilga Old Railway dam



Aerial view of dam



Location



Wilga Old Railway Dam

Wilga Old Railway dam - Site Description

Vesting	Shire of Boyup Brook
Purpose	Strategic community water supply for agricultural purposes, including emergency stock and firefighting water
Associated reserve	R 29177
Catchment type	Earth
Catchment area (ha)	9

Location and coordinates

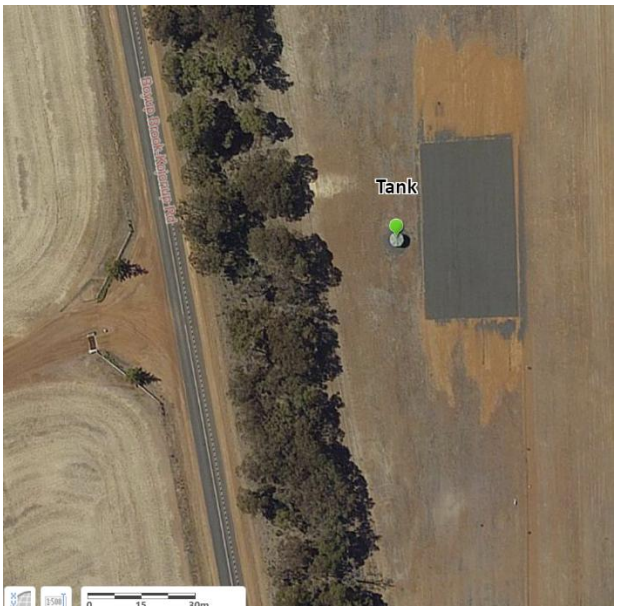
Location: 17 Walker Rd, Wilga

Latitude	-33.693784
Longitude	116.231163
Eastings	428744.989
Northings	6271530.576

Water supply and access

Structure type	Dam
Capacity	Unknown
Standpipe Y/N	No, temp standpipe can be installed for emergencies
Pump available Y/N	Yes – Key required to access
Heavy vehicle access	Yes
Turnaround area	Yes
Emergency access contacts	Benjinup BFB – Rob Imrie 0428 899 049

Boyup Brook Airstrip tank



Aerial view of tank



Location



Airfield tank refilling water bomber aircraft training

Boyup Brook Airstrip Tank - Site Description

Vesting	DBCA
Purpose	Strategic community water supply for firefighting water and water bomber reloading
Associated reserve	N/A
Catchment type	Earth – Pumped from neighbour's dam
Catchment area (ha)	9

Location and coordinates

Location: 833 boyup Brook-Kojonup Rd, Mayanup

Latitude	-33.899013
Longitude	116.449194
Eastings	449073.847
Northings	6248904.642

Water supply and access

Structure type	Poly Tank
Tank capacity	25 000 L
Camlock coupling sizes	3 inch
Standpipe Y/N	No, temp standpipe can be installed for emergencies
Swipe Card Y/N	No
Pump available Y/N	Yes – Water Bomber Reloader Trailer & Equipment
Heavy vehicle access	Yes
Turnaround area	Yes
Emergency access contacts	CBFCO – Ben Thompson 0428 899 049

Glossary

Camlock	A male hose coupling fixed for connection of a water hose. Camlocks can be attached to fill points such as tanks, or standpipes to allow access to water supply. Camlock sizes vary from site to site and generally include 50 mm (2 inch), 80 mm (3 inch) as a standard. At some sites a 100 mm (4 inch) camlock has been included for firefighting purposes.
Catchment types	Earth – land cleared, cambered, and compacted to provide a catchment area for surface water. Bitumen – catchment lined with bitumen to allow capture of surface water. Rock catchment – rock that slopes, has containment walls to capture surface water to a storage source (e.g. a tank or a concrete dam). Bore – a drilled casing that accesses ground water to provide a water supply. CBH – water is captured from CBH grain silo storage facility and stored in a dam or tank.
Farm bot	A device fitted to some tanks to regularly record the water level and feed this information into a website. You can access this website at app.farmbot.com.au (Login ID: **public.access** Password: **access1**) to see water tank levels for tanks fitted with farm bots.
Fill point	Location where a water supply can be accessed from using camlock fittings either via standpipe, swipe card system, tank or bore.
Non-potable	Water not suitable for human consumption.
Solar pump	A pump powered through solar that pumps water from one location to another (e.g. from dam to dam or from dam to tank).
Staff gauges	A marker measuring tool positioned at surveyed depths in a dam to indicate water levels.
Standpipe	A pipe overhead, on a plinth or raised off the ground to provide a fill point for water supply.
Swipe card	A metered fill point requiring a card to be swiped to start pumping system. Contact the LGA for further information.
Vesting	Person or governing agency with responsibility for managing land.

Attachment 10.5.5A

SHIRE OF BOYUP BROOK WORKFORCE PLAN 2026–2030



(Integrated Planning and Reporting Framework – Section 5.56 *Local Government Act 1995*)

www.boyupbrook.wa.gov.au

shireofboyupbrook

shireofboyupbrook

SHIRE OF BOYUP BROOK

Shire of Boyup Brook Corporate Values

Proactive

Embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.

Leadership & Teamwork

Lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.

Accountability & Integrity

Demonstrate respect, transparency, honesty and inclusivity in all interactions with the community.

Commitment

Build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.

Engaging Community

Show respect, understanding and compassion for others and work collaboratively with community for better outcomes.

SHIRE OF BOYUP BROOK

Proactive, Leadership & Teamwork, Accountability & Integrity, Commitment, Engaging Community

Growing our community together

Executive Summary – Councillor Briefing

The Workforce Plan 2026–2030 has been prepared in accordance with section 5.56 of the *Local Government Act 1995* and forms part of the Shire's Integrated Planning and Reporting framework. The Plan provides a structured, risk based assessment of workforce sustainability and future service capacity.

The Shire currently employs 63 staff, with an operational core workforce of 33.64 FTE. Workforce distribution is weighted toward Works and Infrastructure services, with limited internal redundancy in specialist functions such as Planning & Regulatory and Governance.

The staff turnover rate of 43.9% (WALGA 2024–2025 survey) is materially above the Western Australian local government sector average (mid-20% range). This creates heightened recruitment, training and service continuity risk in a constrained regional labour market.

Key workforce risks identified in this Plan include recruitment volatility, housing constraints, and single-point-of-failure exposure in critical roles. These risks are assessed as Extreme within the current operating context.

Mitigation strategies include structured succession planning, cross-skilling, availability of staff housing through the revised Rylington Park operational model, and implementation of a compressed four-day work week arrangement to support retention and workforce stability.

Future workforce demand has been assessed using scenario based modelling. Workforce growth will only occur where supported by demonstrated service demand and incorporated into the Long Term Financial Plan to ensure financial sustainability.

The Plan will be reviewed annually in conjunction with the Corporate Business Plan and Annual Budget process. It provides a proportionate and financially responsible framework to ensure workforce sustainability and service continuity through to 2030.



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APPENDIX A

Workforce Risk Matrix 2026 - 2030

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Introduction

This Workforce Plan has been prepared in accordance with section 5.56 of the *Local Government Act 1995* and forms part of the Shire of Boyup Brook's Integrated Planning and Reporting Framework.

The Plan provides a structured and risk based assessment of the Shire's workforce capacity and capability to deliver services to the community over the period 2026 – 2030. As a Band 4 rural local government, the Shire operates within a constrained labour market, limited internal redundancy and increasing governance and compliance obligations.

The purpose of this Plan is to ensure that the Shire maintains a sustainable, capable and financially responsible workforce model that supports long term service delivery and community outcomes.

Legislative and Strategic Alignment

This Workforce Plan integrates directly with the Shire's Strategic Community Plan 2021 – 2031, Draft Corporate Business Plan, Draft Long Term Financial Plan, and Draft Risk Management Framework. It demonstrates how workforce planning supports achievement of strategic objectives and ensures that human resource capacity aligns with financial sustainability and infrastructure planning.

The Plan reflects the operational implications of amendments to the Local Government Act 1995, strengthened audit and risk oversight expectations, enhanced governance transparency standards and harmonised Work Health and Safety legislation. These reforms have increased compliance obligations and accountability across the sector and require sustained organisational capability.

Organisational Context

The Shire delivers services across executive and governance functions, corporate and financial services, works and infrastructure, planning and regulatory services, and community and commercial operations. Due to the Shire's scale, individual positions frequently encompass multiple functional responsibilities.

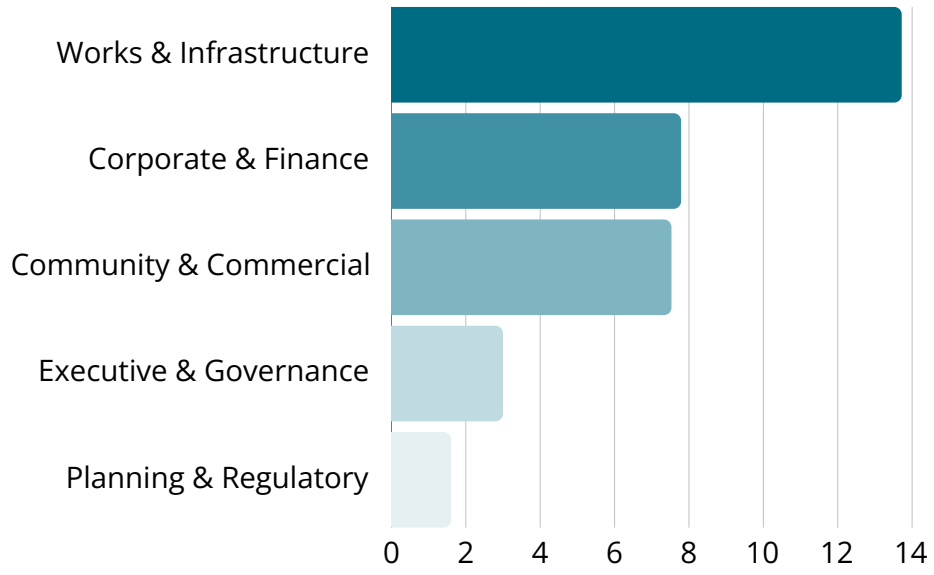
The workforce model is designed for stability and resilience rather than growth. Workforce planning therefore focuses on sustainability, capability development and risk mitigation within realistic financial parameters.



Workforce Profile & Characteristics

The Shire currently employs 63 employees across all service areas. For census reporting purposes, total FTE for core services is calculated at 54.35, based on standard ABS methodology of assigning 0.5 for part-time employees and 0.2 for casual employees. However, when calculated using actual contracted working hours, the operational core services FTE is 33.64. This operational figure provides a more accurate representation of workforce capacity available for service delivery.

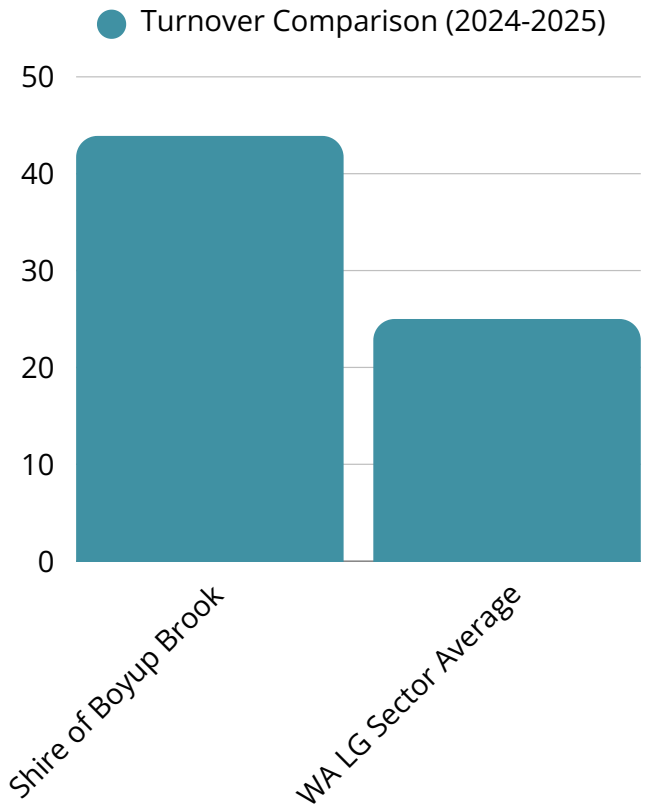
The FTE distribution across service areas is as follows.



- Executive and Governance functions comprise 3 FTE.
- Corporate and Finance services account for 7.79 FTE.
- Works and Infrastructure operations represent 13.72 FTE, reflecting the labour intensive nature of infrastructure management.
- Planning and Regulatory services account for 1.61 FTE.
- Community and Commercial Services, including the Medical Centre and Caravan Park, comprise 7.53 FTE.

The average employee age is 45 years, indicating a mid career workforce profile. While immediate retirement exposure is limited, structured succession planning remains necessary to ensure medium term stability.

The staff turnover rate, as reported in the WALGA 2024–2025 workforce survey, is 43.9 per cent. This is materially higher than the WA local government sector average, generally reported in the mid 20 per cent range. Elevated turnover increases recruitment costs, onboarding workload, training investment loss and corporate knowledge risk. In a rural context, where specialist recruitment can be challenging, turnover at this level presents heightened organisational exposure.



External and State Context

The Shire operates within the broader Western Australian local government and regional labour market environment. Workforce planning must therefore consider both local conditions and state wide trends affecting recruitment, retention and governance capacity.

Recent WALGA workforce survey data for 2024 – 2025 indicates that regional local governments continue to experience higher recruitment difficulty and turnover volatility compared with metropolitan councils. The WA local government sector average turnover rate has generally been reported in the mid 20 per cent range in recent cycles. The Shire's turnover rate of 43.9 per cent is materially above this benchmark, reflecting the amplified impact of labour market pressures in small regional communities.

Western Australia has experienced sustained labour market tightening in recent years, particularly across regional areas. Unemployment rates remain relatively low by historical standards, and skilled professional roles in finance, engineering, regulatory services and governance continue to experience recruitment competition across both public and private sectors. In regional locations, the available labour pool is smaller and recruitment lead times are typically longer than in metropolitan areas.

Housing availability remains a structural constraint across regional Western Australia. Low rental vacancy rates and limited residential supply directly impact the ability of rural local governments to attract and retain staff from outside the immediate district.

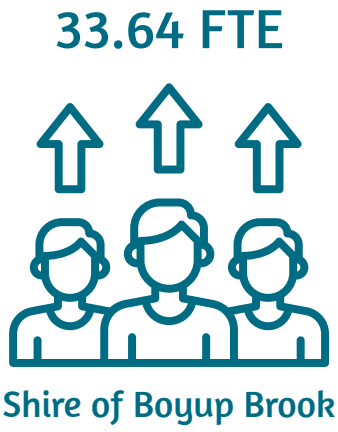
In addition to labour market pressures, the Western Australian local government sector continues to experience increased governance and compliance expectations arising from legislative reform. Strengthened audit and risk oversight requirements, enhanced transparency provisions and harmonised Work Health and Safety obligations have increased administrative workload across all councils, including small rural local governments.

The Shire's workforce planning approach reflects not only local operational realities but also the broader state level economic, housing and governance environment.

Workforce Risk Profile

Recruitment and retention volatility presents a significant strategic workforce risk. Housing availability constraints and labour market depth create exposure to extended vacancy periods and loss of corporate knowledge.

Single-point-of-failure risk remains present in critical operational roles including finance, works management, governance and regulatory services. The relatively low operational core FTE of 33.64 across essential service areas reinforces the organisation's exposure to single-point-of-failure risk and highlights the importance of cross skilling and succession planning.



Governance capacity risk has increased due to legislative reform. Ongoing training and structured oversight are required to maintain compliance standards.

Financial sustainability risk remains central. Workforce expenditure must remain aligned with operating revenue and Long Term Financial Plan projections.

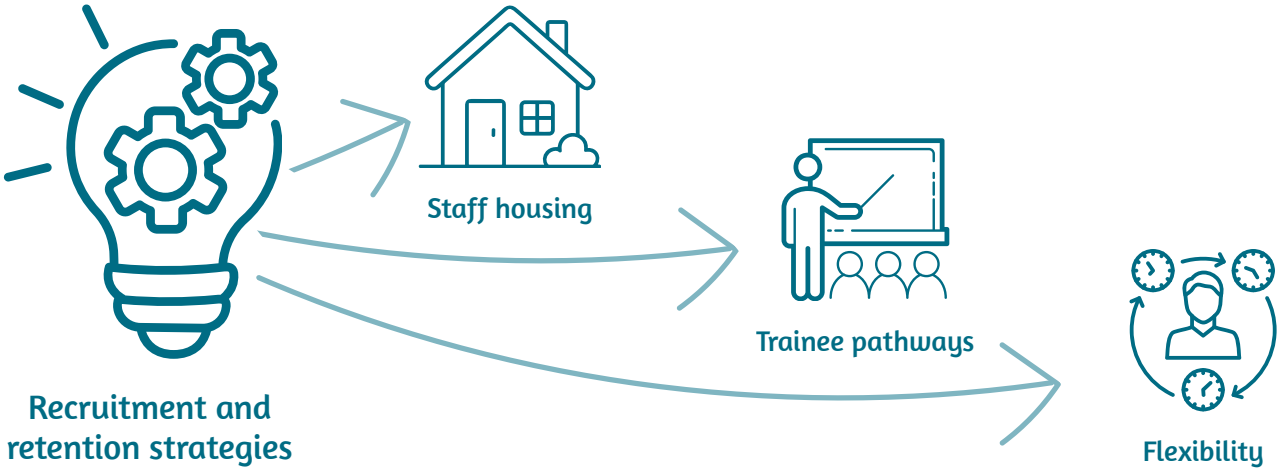
The detailed Workforce Risk Matrix is provided at Appendix A.

Strategic Workforce Priorities 2026–2030

Organisational stability remains the primary priority. The Shire will maintain a balanced organisational structure and avoid unnecessary structural change unless supported by service demand and financial capacity.

Succession planning will remain a focus. Critical roles have been identified and mitigation measures include acting arrangements, cross training and documentation of key procedures.

Recruitment and retention strategies include reviewing staff housing availability, supporting trainee pathways where appropriate and maintaining flexible employment arrangements.



As part of the revised operational model for Rylington Park, additional residential accommodation has become available for workforce purposes. In a regional context where housing supply is constrained, access to staff housing materially supports recruitment capability and workforce stability.

The Shire has implemented a compressed four-day work week arrangement for eligible full time employees as part of its workforce attraction and retention strategy. This arrangement maintains the standard 76-hour fortnight while enhancing employment competitiveness within a constrained regional labour market. The model ensures continuity of service delivery and is subject to ongoing operational review.

Governance and compliance capability will continue to be maintained through structured training and executive oversight.

Workforce Sustainability Monitoring

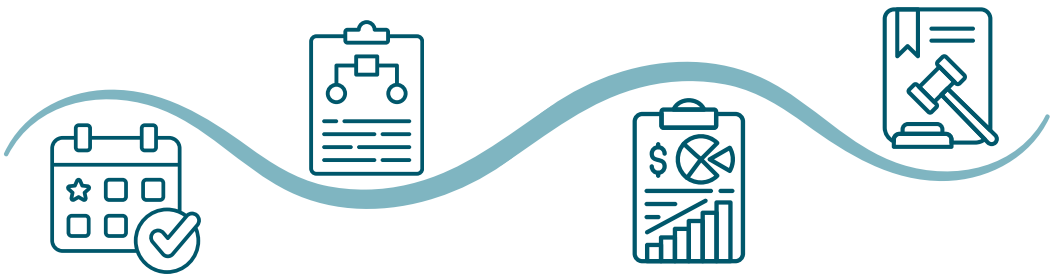
The Shire will monitor workforce stability through measurable indicators including turnover rate, average employee age, leave liabilities, vacancy duration, contractor expenditure and workforce cost ratios.

The effectiveness of workforce mitigation measures, including staff housing availability and flexible working arrangements, will be reviewed annually against recruitment and retention outcomes.

Implementation and Review

This Workforce Plan will be reviewed annually in conjunction with the Corporate Business Plan and Annual Budget process. It will be updated following significant legislative reform or structural change.

The Plan forms part of the Shire's governance framework and supports transparent, accountable workforce planning.

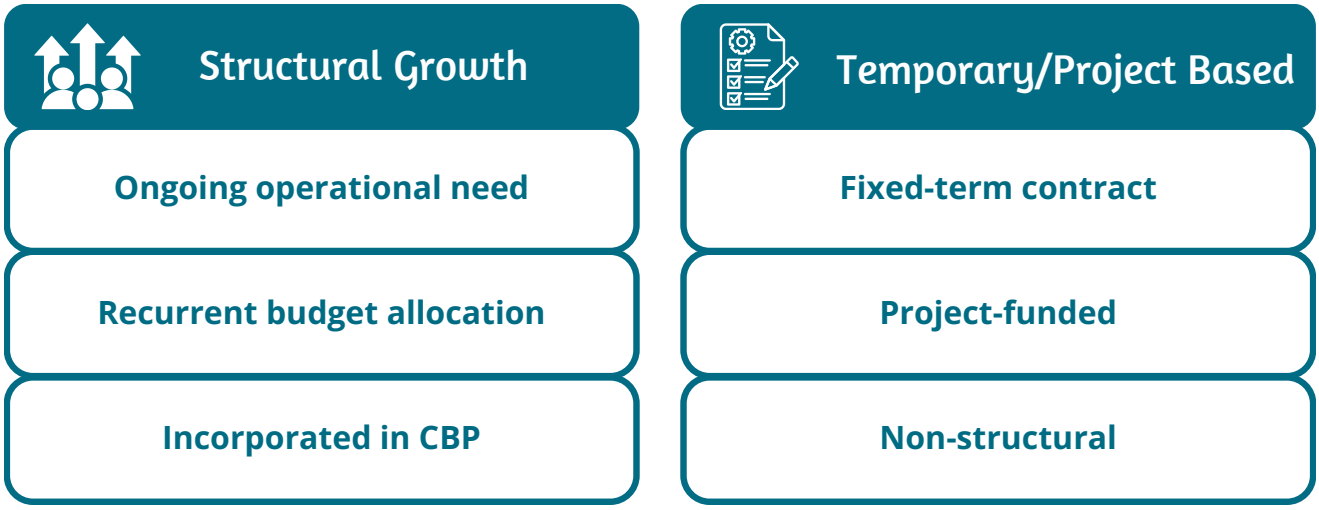


Future Workforce Demand and Growth Scenarios

Workforce planning must consider not only current organisational capacity but also potential changes in service demand arising from population growth, infrastructure expansion, economic activity and legislative reform. For a Band 4 rural local government, forward planning is best approached through scenario based assessment rather than fixed staffing projections.

At present, the Shire's operational core workforce of 33.64 FTE is structured to meet existing service levels within current financial parameters. Future workforce growth will not be automatic but will be driven by demonstrable service demand and supported by Long Term Financial Plan modelling.

Under a stable growth scenario, where population levels and service demand remain broadly consistent with current conditions, the Shire anticipates maintaining its existing organisational structure with incremental capability development rather than structural expansion. In this scenario, workforce planning will focus on retention, succession planning and operational efficiency.



Under a moderate growth scenario, where residential development, subdivision activity or commercial expansion increases service demand, pressure may emerge in planning and regulatory services, asset management, waste management and community services. In such circumstances, the Shire may consider targeted increases in specialist capacity, increased use of shared services or contract support, or staged FTE adjustments where financially sustainable. Any structural changes would be incorporated into the Corporate Business Plan and aligned with revenue projections.

Under an infrastructure expansion scenario, where the Shire undertakes major capital works projects or expands its asset base, additional project management, engineering oversight or operational maintenance capacity may be required. Workforce implications would be assessed at the project planning stage, with consideration given to temporary resourcing, contract engagement or fixed term appointments rather than permanent structural growth unless supported by ongoing operational need.

Conversely, under a constrained revenue scenario, where external funding, rate revenue or grant income is reduced, workforce planning will prioritise financial sustainability. In such circumstances, vacancy management, cross skilling and service prioritisation would be utilised to maintain core service delivery without structural expansion.

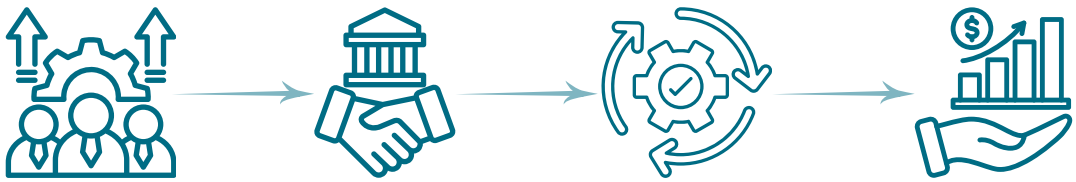
Future workforce demand will therefore be managed through a trigger based approach rather than predetermined staffing forecasts. Indicators that may prompt workforce review include sustained increases in development applications, material growth in the asset base, significant legislative reform increasing compliance obligations, or demonstrable service demand exceeding current capacity.

All future workforce adjustments will be subject to integration with the Long Term Financial Plan to ensure affordability and sustainability. This approach ensures that workforce planning remains responsive, proportionate and aligned with the Shire's strategic and financial framework.

Scenario	Description	Likely Workforce Impact	Management Response
Stable Growth	Population and service demand remain broadly consistent with current levels.	No structural workforce increase required. Focus on retention, succession planning and capability uplift.	Maintain current structure; annual review through Corporate Business Plan and Budget process.
Moderate Growth	Increase in subdivision activity, residential development or commercial expansion.	Increased pressure on Planning & Regulatory (1.61 FTE), Works & Infrastructure and compliance functions.	Targeted specialist capacity; staged FTE adjustments if financially sustainable; increased use of shared services or contract support.
Infrastructure Expansion	Expansion of asset base or delivery of major capital projects.	Temporary demand for project management, engineering oversight and operational maintenance support.	Fixed term or project based resourcing; contractor engagement; avoid permanent structural growth unless ongoing need is demonstrated.
Constrained Revenue	Reduction in external funding, rate revenue or grant income.	Pressure to reduce workforce costs while maintaining core services.	Vacancy management; cross skilling; service prioritisation; alignment with Long Term Financial Plan sustainability settings.

Conclusion

For a Band 4 rural local government, workforce sustainability is fundamental to governance compliance, service continuity and financial responsibility.



This Workforce Plan provides a proportionate, risk based and financially responsible framework aligned with the Shire's strategic objectives and long term sustainability through to 2030.

Appendix A

WORKFORCE RISK MATRIX 2026–2030

Purpose

This Workforce Risk Matrix supports the Shire of Boyup Brook Workforce Plan 2026 – 2030 and forms part of the Shire's broader Corporate Risk Management Framework.

The matrix identifies key workforce related risks, assesses their likelihood and consequence, and outlines mitigation measures appropriate to a Band 4 rural local government operating environment.

Risk Assessment Methodology

Workforce risks have been assessed using the Shire's standard risk framework, considering both likelihood and consequence. The resulting risk rating reflects the current level of exposure before additional mitigation strategies are implemented.

Likelihood is assessed from Rare to Almost Certain. Consequence is assessed from Minor to Severe. Combined ratings are categorised as Low, Moderate, High or Extreme.

This matrix will be reviewed annually in conjunction with the Corporate Business Plan and Annual Budget process.

Strategic Workforce Risks

Recruitment and Retention Volatility

The Shire's staff turnover rate of 43.9 per cent, as reported in the WALGA 2024–2025 survey, indicates elevated workforce movement relative to broader sector averages. Operating within a constrained regional labour market and limited housing availability increases exposure to extended vacancy periods and loss of corporate knowledge.

This risk is assessed as Likely with Major consequence, resulting in an Extreme risk rating.

Mitigation measures include flexible working arrangements, operational staff housing availability through the revised Rylington Park model, structured onboarding processes and annual turnover monitoring.

Single-Point-of-Failure Roles

With an operational core FTE of 33.64 distributed across essential service areas, the Shire has limited internal redundancy in several critical roles, including finance, works management, governance and regulatory services.

The risk of service interruption arising from unplanned absence or vacancy is assessed as Likely with Major consequence, resulting in an Extreme risk rating.

Mitigation measures include acting arrangements, documented procedures, cross skilling where practicable and annual succession planning review.

Housing Constraints Impacting Recruitment

Regional housing limitations materially affect recruitment capability. Access to staff accommodation through the revised Rylington Park operational model provides structural mitigation; however, broader housing constraints remain a recruitment risk.

This risk is assessed as Likely with Major consequence, resulting in an Extreme risk rating.

Mitigation measures include ongoing review of staff accommodation capacity and alignment with the Asset Management Plan.



Governance and Compliance Risks

Governance Capacity Pressure

Increased legislative reform obligations, including strengthened audit and transparency requirements, have expanded governance workload without proportional workforce growth.

This risk is assessed as Possible with Major consequence, resulting in a High risk rating.

Mitigation measures include governance training, maintenance of a compliance calendar and executive oversight.

Work Health and Safety Compliance Risk

The harmonised Work Health and Safety framework imposes officer-level obligations and ongoing compliance requirements. Failure to maintain adequate capability may result in statutory exposure.

This risk is assessed as Possible with Major consequence, resulting in a High risk rating.

Mitigation measures include regular WHS training, safety system review and executive reporting.

Financial Workforce Risks

Workforce Cost Sustainability

Workforce expenditure must remain aligned with operating revenue and Long-Term Financial Plan projections. Structural growth beyond financial capacity would create sustainability risk.

This risk is assessed as Possible with Major consequence, resulting in a High risk rating.

Mitigation measures include workforce cost ratio monitoring, vacancy management controls and integration with the LTFP.

Contractor Dependency

Reliance on contractors for specialist services may reduce internal capability and increase cost variability.

This risk is assessed as Possible with Moderate consequence, resulting in a Moderate risk rating.

Mitigation measures include annual contractor reliance review and capability uplift assessment.

Operational Workforce Risks

Loss of Corporate Knowledge

Elevated turnover increases risk of procedural knowledge loss and reduced organisational continuity.

This risk is assessed as Likely with Moderate consequence, resulting in a High risk rating.

Mitigation measures include structured handover protocols and documentation of key processes.

Workload Concentration and Burnout

The breadth of responsibilities within a small workforce increases risk of employee fatigue and performance pressure.

This risk is assessed as Possible with Moderate consequence, resulting in a Moderate risk rating.

Mitigation measures include workload monitoring, cross-functional support and flexible work arrangements.

Planning and Regulatory Capacity Constraints

With 1.61 FTE allocated to planning and regulatory services, capacity limitations may arise during leave or vacancy periods.

This risk is assessed as Possible with Major consequence, resulting in a High risk rating.

Mitigation measures include consultant support where required and exploration of shared service models.

Workforce Demographic Risk

The workforce has an average employee age of 45 years, indicating a mid-career demographic profile. While immediate retirement exposure is limited, medium-term succession planning remains necessary.

This risk is assessed as Possible with Moderate consequence, resulting in a Moderate risk rating.

Mitigation measures include structured career development planning and succession review.

Overall Risk Summary

The most significant workforce risks for the Shire are recruitment and retention volatility, housing constraints and single-point-of-failure exposure. These risks are structural in nature and reflect the realities of operating a Band 4 rural local government within a constrained labour market.

Mitigation strategies focus on stability, succession planning, flexible employment models and financial sustainability.

Consequence / Likelihood	Unlikely	Possible	Likely
Minor			
Moderate		• Contractor Dependency • Workload Concentration & Burnout • Workforce Demographic Risk	• Loss of Corporate Knowledge
Major		• Governance Capacity Pressure • WHS Compliance Risk • Workforce Cost Sustainability • Planning & Regulatory Capacity Constraints	• Recruitment & Retention Volatility • Single-Point-of-Failure Roles • Housing Constraints Impacting Recruitment
Severe			

Attachment 10.5.6A

GOVERNANCE MANUAL



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SHIRE OF BOYUP BROOK

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1. Purpose

This Governance Manual establishes the framework through which the Shire of Boyup Brook conducts its affairs lawfully, transparently and in accordance with good governance principles.

The Manual provides clarity regarding:

- Roles and responsibilities
- Decision-making processes
- Ethical standards
- Financial oversight
- Risk management
- Legislative compliance

This document does not replace legislation. Where inconsistency arises, legislation prevails.

2. Legislative Framework

The Local Government operates under the following primary legislation, as amended from time to time:

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *Local Government (Financial Management) Regulations 1996*
- *Local Government (Audit) Regulations 1996*
- *Local Government (Model Code of Conduct) Regulations 2021*
- *Local Government (Rules of Conduct) Regulations 2007*
- *Freedom of Information Act 1992*
- *State Records Act 2000*
- *Work Health and Safety Act 2020*

Other relevant legislation includes planning, health, bush fire and building.

2.1 Governance Principles

The Local Government is committed to the principles of:

- Accountability
- Transparency
- Integrity
- Lawfulness
- Community focus
- Financial sustainability
- Continuous improvement

3. Governance Structure

3.1 Council

The Council is the governing body and is responsible for:

- Setting strategic direction
- Adopting plans and budgets
- Establishing policy
- Monitoring performance
- Representing the community

Council does not manage day-to-day operations.

3.2 Committees

Council establishes and maintains an Audit, Risk and Improvement Committee in accordance with Part 7 of the Act and the Audit Regulations.

Council may also establish:

- Advisory Committees
- Other Committees as required

Each committee operates under adopted Terms of Reference.

3.3 Administration

Administration is led by the Chief Executive Officer and is responsible for operational delivery.

4. Roles And Responsibilities

4.1 Council Responsibilities

In accordance with section 2.7 of the Act, Council shall:

- Govern the local government's affairs
- Determine policies
- Oversee financial management
- Employ and review the CEO

4.2 President

The Presiding Member:

- Presides at meetings
- Provides leadership to Council
- Represents the local government at civic and ceremonial functions

4.3 Chief Executive Officer

Under section 5.41, the CEO is responsible for:

- Implementing Council decisions
- Managing staff
- Ensuring legislative compliance
- Managing daily operations
- Providing advice to Council

The CEO is the only employee directly accountable to Council.

5. Integrated Planning and Reporting

Relevant Regulations:

- Regulation 19C – Strategic Community Plan
- Regulation 19DA – Corporate Business Plan

The Local Government maintains an Integrated Planning and Reporting Framework in accordance with the *Local Government (Administration) Regulations 1996*, including Regulations 19C and 19DA.

5.1 Strategic Community Plan (Minimum 10 Years)

- Community vision
- Strategic objectives
- Engagement outcomes

5.2 Corporate Business Plan (4 Years)

- Service delivery commitments
- Capital works planning
- Resource allocation

5.3 Long Term Financial Plan (10 Years)

- Financial sustainability modelling
- Debt management
- Asset sustainability ratios

5.4 Asset Management Framework

Includes:

- Asset Management Policy
- Asset Management Strategy
- Asset Management Plans

5.5 Workforce Plan

Includes:

- FTE analysis
- Succession planning
- Workforce risk assessment

6. Council Meetings and Decision-Making

6.1 Meeting Types

Council meetings are conducted in accordance with Part 5 Division 2 of the *Local Government Act 1995* and the Shire's Standing Orders Local Law.

- Ordinary Council Meetings
- Special Council Meetings
- Closed meetings
- Annual General Meeting of Electors
- Special Meetings of Electors
- Committee Meetings

6.2 Agenda and Minutes

Agendas and minutes are prepared in accordance with legislative requirements and adopted Standing Orders.

6.3 Confidential Items

Council may close a meeting to the public only in accordance with section 5.23.

7. Ethical Governance and Conduct

7.1 Code of Conduct

Council Members and employees must comply with the applicable Model Codes of Conduct prescribed under the *Local Government (Model Code of Conduct) Regulations 2021* and the *Local Government (Rules of Conduct) Regulations 2007*, including:

- Model Code of Conduct (Council Members)
- Model Code of Conduct (Employees)
- Model Code of Conduct (Complaints)

The Local Government maintains procedures for managing conduct complaints in accordance with legislative requirements.

7.2 Conflicts of Interest

Council Members must disclose:

- Financial interests
- Proximity interests
- Impartiality interests

All disclosures are recorded in the minutes in accordance with legislative requirements.

7.3 Gifts and Benefits

Registers are maintained in accordance with legislative requirements.

8. Delegations of Authority

Relevant legislation:

- Section 5.42 – Delegation of powers and duties
- Section 5.43 – Limits on delegation
- Section 5.44 – Register of delegations

Council may delegate powers to:

- The CEO
- Committees

Delegations are made in accordance with sections 5.42–5.44 of the *Local Government Act 1995*, which require delegations to be recorded in writing and maintained in a Delegations Register

The Delegations Register:

- Is reviewed at least once each financial year
- Clearly defines limits, conditions and reporting requirements
- Is maintained in writing and made publicly available

Sub-delegations by the CEO must be in writing and cannot be exercised inconsistently with Council policy or legislative limitations.

9. Financial Governance

Financial management practices are undertaken in accordance with the *Local Government (Financial Management) Regulations 1996*, including requirements relating to financial reporting, asset management and internal controls.

9.1 Annual Budget

Prepared and adopted under sections 6.2–6.4 of the Act.

9.2 Budget Review

Mid-year review conducted under Regulation 33A.

9.3 Reserves

Reserves are established and managed in accordance with the Act and Financial Management Regulations.

9.4 Purchasing and Procurement

Procurement practices comply with adopted policies and legislative thresholds.

10. Audit and Risk Management

10.1 Audit, Risk and Improvement Committee

Relevant regulations:

Local Government (Audit) Regulations 1996:

- Regulation 16 – Audit Committee functions
- Regulation 17 – Compliance Audit Return
- Regulation 18 – Review of risk management

The Audit, Risk and Improvement Committee provides independent oversight and advisory assurance to Council in relation to:

- Annual financial statements and financial reporting
- Internal audit program and findings
- Risk management framework and control effectiveness
- Compliance Audit Return
- Legislative compliance monitoring
- Governance and continuous improvement initiatives

The Audit, Risk and Improvement Committee operates in accordance with the *Local Government (Audit) Regulations 1996*, including the responsibilities outlined in Regulations 16–18.

10.2 Risk Management Framework

The Local Government maintains an integrated risk management framework aligned to ISO 31000 principles.

The framework incorporates:

- Defined risk appetite
- Strategic and operational risk registers
- Internal audit program

- Control effectiveness monitoring
- Annual reporting to the Audit, Risk and Improvement Committee
- Continuous improvement review

ISO 31000 Principle	Meaning
Integrated	Risk management embedded in all activities
Structured & Comprehensive	Consistent and systematic approach
Customised	Tailored to organisational context
Inclusive	Involves relevant stakeholders
Dynamic	Responds to change and emerging risks
Best Available Information	Uses reliable information and data
Human & Cultural Factors	Recognises behavioural influences
Continual Improvement	Regular review and improvement

11. Policy Framework

Policies are categorised as:

- Governance Policies
- Financial Policies
- Corporate Policies
- Operational Policies

A Policy Register is maintained and reviewed annually.

12. Community Engagement and Transparency

The Local Government promotes transparency through:

- Publication of agendas and minutes
- Annual Report
- Public access to registers
- Formal public consultation where required

13. CEO Performance Review

The CEO performance review is conducted in accordance with section 5.38 of the Local Government Act 1995 and Regulations 18CA–18CI of the Local Government (Administration) Regulations 1996.

14. Compliance Framework

The Local Government maintains a structured compliance framework including:

- Compliance calendar
- Annual Compliance Audit Return

- Legislative register
- Internal audit schedule
- Monitoring and reporting mechanisms to the Audit, Risk and Improvement Committee

15. Records Management and Information Security

Records are managed in accordance with the State Records Act 2000 and adopted policies.

- Information security controls include:
- Access controls
- Backup protocols
- Cyber security procedures

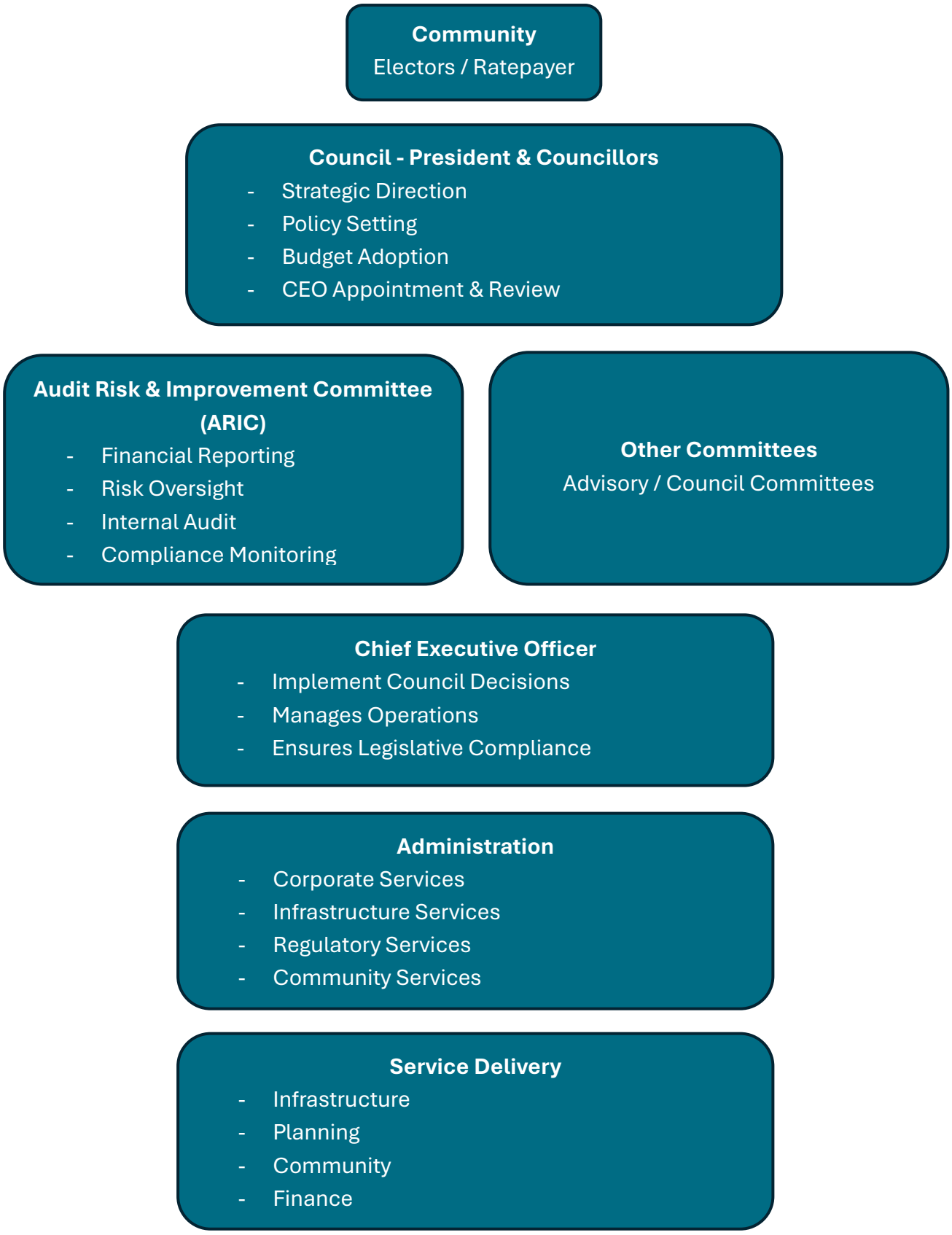
16. Review and Continuous Improvement

This Manual shall be:

- Reviewed biennially
- Updated following legislative change
- Amended by Council resolution

Appendices

Appendix A – Governance Structure Diagram



Appendix B – Committee Structure



Shire of Boyup Brook
Risk Appetite Statement

1. Purpose

This Risk Appetite Statement defines the level and type of risk the Shire of Boyup Brook is prepared to accept in pursuing its strategic objectives and delivering services to the community. It provides guidance to Council, the Chief Executive Officer and Administration when making decisions involving uncertainty, resource allocation and service delivery.

The Statement supports the Shire's governance framework and informs oversight by the Audit, Risk and Improvement Committee in accordance with the Local Government Act 1995 and the Local Government (Audit) Regulations 1996.

2. Organisational Context

As a Band 4 rural local government, the Shire operates within a constrained revenue base while managing significant road and infrastructure networks relative to its financial capacity. The organisation also faces exposure to bushfire and environmental risks inherent to a rural setting, limited workforce redundancy due to its small organisational structure, and high community visibility in decision making and service delivery. In this context, the Shire adopts a generally cautious approach to risks that may threaten financial sustainability, statutory compliance or public safety. At the same time, the Shire recognises that measured and controlled risk taking may be appropriate where strategic development opportunities, innovation or community benefits can be achieved.

The Shire also operates within a funding environment that includes reliance on external grant programs and State funding allocations, which may introduce additional financial and delivery risks.

3. Risk Appetite Level Definitions

Low Appetite

The Shire is unwilling to accept material exposure. Strong controls and oversight are required. Risks exceeding this level require Council consideration.

Moderate Appetite

The Shire is prepared to accept controlled and managed risk where there is clear strategic or operational benefit.

High Appetite

The Shire may pursue opportunities involving elevated risk where strategic or community benefits justify the exposure and appropriate mitigation measures are in place.

Extreme Appetite

The Shire does not accept extreme risk exposure. Such risks must be avoided, transferred or immediately mitigated.

4. Risk By Category

4.1 Governance and Compliance

Appetite: Low

The Shire has low appetite for risks relating to:

- Legislative non-compliance
- Code of Conduct breaches
- Failure to meet audit obligations
- Breach of statutory timeframes

Any material compliance risk must be escalated to the CEO and, where appropriate, the Audit, Risk and Improvement Committee.

4.2 Financial Sustainability

Appetite: Low

The Shire has low appetite for:

- Structural operating deficits
- Unfunded capital commitments
- Depletion of reserves without strategy
- Unsustainable borrowing

Financial decisions must align with the Long Term Financial Plan and asset sustainability objectives.

4.3 Community Safety

Appetite: Extreme

The Shire has no tolerance for extreme risks that may result in:

- Serious injury or loss of life
- Infrastructure failure causing significant harm
- Failure to mitigate foreseeable bushfire hazards

Where safety risks are identified as extreme, immediate mitigation is required.

4.4 Infrastructure and Asset Management

Appetite: Moderate

The Shire accepts moderate risk in:

- Phasing renewal programs over time
- Prioritising critical assets
- Managing asset lifecycle trade offs

However, it does not accept extreme risk arising from foreseeable asset failure.

4.5 Workforce and Organisational Capability

Appetite: Moderate

Given regional labour constraints, the Shire accepts moderate risk relating to:

- Recruitment delays
- Temporary contractor reliance
- Skills shortages

However, exposure escalating to high or extreme levels in statutory or critical roles requires mitigation planning and Council awareness.

4.6 Strategic Development and Innovation

Appetite: High

The Shire is prepared to pursue higher risk opportunities in:

- Grant-funded infrastructure
- Economic development initiatives
- Service innovation
- Community infrastructure upgrades

Provided financial exposure is contained and all strategic initiatives must be supported by documented business cases and consideration of ongoing operational impacts.

4.7 Reputation and Community Confidence

Appetite: Low

The Shire has low appetite for risks that may:

- Undermine public trust
- Create avoidable reputational damage
- Result in negative regulatory findings

Transparent processes and lawful decision making are required.

4.8 Environmental and Climate Risk

Appetite: Moderate

The Shire acknowledges inherent rural exposure to:

- Bushfire
- Extreme weather
- Climate variability

While some exposure is unavoidable, proactive mitigation and preparedness are required to prevent risks escalating to high or extreme levels.

5. Risk Appetite Summary Table

Risk Category	Appetite Level
Governance & Compliance	Low
Financial Sustainability	Low
Community Safety	Extreme
Infrastructure	Moderate
Workforce	Moderate
Strategic Development	High
Reputation	Low
Environmental Exposure	Moderate

6. Application

This Risk Appetite Statement provides a reference framework for evaluating decisions across the organisation. Where a proposed decision falls within the defined appetite level, it may proceed subject to normal controls and management oversight. Where a proposal exceeds the defined appetite, the risk must be explicitly identified in the relevant Council report and accompanied by appropriate mitigation strategies. Where a risk approaches extreme exposure, the matter must be escalated immediately for executive and, where necessary, Council determination.

Council reports should identify where a proposal sits relative to the Shire's defined risk appetite.

7. Review

This Risk Appetite Statement will be reviewed biennially or earlier if required and will be subject to oversight by the Audit, Risk and Improvement Committee.

Shire of Boyup Brook
Delegations Summary

1. Purpose

This Delegations Summary provides a high-level overview of the powers and duties delegated by Council within the Shire of Boyup Brook. It is intended to provide clarity regarding decision-making authority and the separation between Council's governance role and the operational responsibilities of Administration.

This summary does not replace the Delegations Register. The formal Delegations Register maintained by the Shire contains the full record of delegations made by Council in accordance with section 5.42 of the *Local Government Act 1995*.

2. Principles Of Delegation

Council may delegate certain powers or duties to:

- The Chief Executive Officer
- A committee of Council
- An employee of the local government (through CEO sub-delegation)

Delegations allow for efficient operational decision making while ensuring Council retains its governance and policy-setting role.

Delegations:

- Must be made by Council resolution
- Must be recorded in writing
- May include conditions or limitations
- Must be reviewed periodically

3. Primary Delegations

Council to Chief Executive Officer

Council has delegated broad operational authority to the Chief Executive Officer to enable the effective management of the organisation.

These delegations generally include authority relating to:

- Operational management of the local government
- Implementation of Council resolutions

- Administration of adopted policies
- Execution of contracts within approved limits
- Procurement and purchasing within adopted policies
- Management of employees
- Financial administration within the adopted budget

These delegations support the CEO's statutory responsibilities under section 5.41 of the Act.

4. Sub-Delegations

The Chief Executive Officer may sub-delegate powers or duties to authorised employees where appropriate.

Typical sub-delegations include:

- Regulatory enforcement powers
- Planning and building approvals within statutory limits
- Environmental health and ranger functions
- Procurement approvals within defined financial limits
- Operational service delivery decisions

All sub-delegations must be documented in writing.

5. Committee Delegations

Council may delegate specific powers to committees where appropriate.

Committees operate within the scope of their Terms of Reference and any delegated authority granted by Council.

The Shire's primary governance committee is the Audit, Risk and Improvement Committee, which provides advisory oversight to Council in relation to:

- Financial reporting
- Risk management
- Internal audit
- Compliance monitoring
- Governance improvement

The Committee does not exercise executive authority and does not direct staff.

6. Regulatory Authorisations

Certain statutory functions are exercised by authorised officers under relevant legislation.

These may include:

- Ranger services
- Environmental health enforcement
- Planning compliance
- Building compliance
- Bushfire management

Authorisations are made in accordance with the relevant legislation and internal procedures.

7. Matters Not Delegated

Certain powers cannot be delegated or are retained by Council as part of its governance role. These generally include:

Adoption of the Annual Budget

- Setting of rates and fees
- Adoption of local laws and policies
- Approval of strategic plans
- Appointment and performance review of the Chief Executive Officer
- Major land transactions or significant financial commitments

These matters remain the responsibility of Council.

8. Review of Delegations

The Delegations Register is reviewed periodically to ensure delegations remain:

- Appropriate
- Current
- Consistent with legislative requirements
- Aligned with organisational structure

Any changes to delegations require formal Council resolution.

9. Relationship to the Delegations Register

The Delegations Register maintained by the Shire contains the full legal record of delegations made by Council and any sub-delegations made by the Chief Executive Officer.

This Delegation Summary is provided for governance reference only and should be read in conjunction with the Delegations Register.

Corporate Compliance Calendar 2026

	Compliance Action	Compliance Requirement	Section / Reg	Resource Document	Statutory / Non-Statutory	Frequency	Responsible Officer	Accountable Manager	Commencement Date	Status	Latest comment
1	**January 2026**										
2	Emergency Generator Test				Non-Statutory	Monthly	heidi.webb@boyupbrook.wa.gov.au, Lisa Bleechmore	Jason Forsyth	January 31, 2026		
3	Undertake Shire Building inspections - - matter for Budget				Non-Statutory	Annually	heidi.webb@boyupbrook.wa.gov.au	Jason Forsyth	January 31, 2026		
4	Community Grants to be advertised				Non-Statutory	Annually	jimina.shaw-slcan@boyupbrook.wa.gov.au	Nicki Jones	January 31, 2026		
5	EOM Task - Records to produce Monthly SynergySoft records OS Report for EMT			To monitor progress / customer service standards By Department by Officer	Non-Statutory	Monthly	jimina.shaw-slcan@boyupbrook.wa.gov.au	Nicki Jones	January 31, 2026		
6	Preparations for Australia Day				Non-Statutory	Annually	jimina.shaw-slcan@boyupbrook.wa.gov.au	Nicki Jones	January 31, 2026		
7	Approvals for the Country Music Festival to be issued				Non-Statutory	Annually	jimina.shaw-slcan@boyupbrook.wa.gov.au	Nicki Jones	January 31, 2026		
8	Review Shire Website for relevant info and dates				Non-Statutory	Monthly	jimina.shaw-slcan@boyupbrook.wa.gov.au	Nicki Jones	January 31, 2026		
9	Review of Policy Manual				Statutory	Annually		Carolyn Mallett	January 31, 2026		
10	Monthly Fuel Tax Credit Spreadsheet				Statutory	Monthly	Natasha Minson	Carolyn Mallett	January 31, 2026		
11	Petty Cash & Till Floats reconciliations - - all officers holding cash for the organisation				Non-Statutory	Monthly		Carolyn Mallett	January 31, 2026		
12	Australia Day Flag Flying Protocols to be observed / complied with.				Statutory	Annually		Carolyn Mallett	January 31, 2026		
13	Annual Budget - Review Between 1 January and the last day in February in each financial year, a review of the annual budget is to be carried out. • Review covers period beginning 1 July and ending no earlier than 31 December. • Review must be submitted to Council on or before 31 March. • Council is to consider the review and determine, by absolute majority, whether or not to adopt the review, any parts of the review or any recommendations made in the review. • Submit copy of OCM minutes, budget review workpapers and letter to DLGSC within 14 days of OCM meeting.	Local Government Act 1995	FM Reg 33A(1) (2A) (2) (3)	DLGSC website - Intro to Local Government Accounting email documents to: budget.review@dlgsc.wa.gov.au	Statutory	Annually	Malcolm Armstrong	Carolyn Mallett, Malcolm Armstrong	January 31, 2026		
14	Does the General Ledger Trial Balance Balance?			All non balances to be reported to CEO	Non-Statutory	Monthly		Malcolm Armstrong	January 31, 2026		
15	Payroll Ledgers Reconciled to control accounts each fortnight			All non balances to be reported to MF Super, Tax, Clearing A/c	Non-Statutory	Monthly	Rae Douglas	Malcolm Armstrong	January 31, 2026		
16	EOM Task - Payroll exception Report - Compare & Contrast all rate of pay codes / salary / allowances / level attributes in Payroll to Employees database for exception reporting			All employees in one Column down, all Attributes in Other columns across. To determine changes, errors, variations from standard or like with like.	Non-Statutory	Monthly	Rae Douglas	Malcolm Armstrong	January 31, 2026		
17	EOM Task - Produce Monthly Financial Report in Schedule Format (Opex and Capex) for CEO			To review projects, income, exp and grants per their MGR RO area and overall	Non-Statutory	Monthly		Malcolm Armstrong	January 31, 2026		
18	Submit annual WALGGC Information Return for Financial Assistance Grants (FAGs).			The WALGGC (grants commission) requires all local governments to complete the annual Information Return to facilitate the processes for allocating Financial Assistance Grants. Local governments are required to complete it and submit by close of business 31 January each year.	Non-Statutory	Annually		Malcolm Armstrong	January 31, 2026		
19	EOM Task - Payroll to produce Monthly Leave Balances Report for EMT				Non-Statutory	Monthly	Rae Douglas	Malcolm Armstrong	January 31, 2026		
20	Review Suspense Accounts at the end of the month for transactions that shouldn't be there (investigated / cleared)?			All non balances to be reported to CEO	Non-Statutory	Monthly		Malcolm Armstrong	January 31, 2026		
21	EOM - Reconcile Credit Cards				Non-Statutory	Monthly		Malcolm Armstrong	January 31, 2026		
22	Complete Standpipe Water Usage Reconciliation			To distribute or allocate expenditure to internal purchaser, ensure billing for sales and claim credits for fire usage	Non-Statutory	Monthly		Malcolm Armstrong	January 31, 2026		
23	Municipal Bank Reconciliation for the month completed and balanced to GL			All non balances to be reported to CEO	Non-Statutory	Monthly		Malcolm Armstrong	January 31, 2026		
24	Trust Bank Reconciliation for the month completed and balanced to GL			all non balances to be reported to CEO "- Independent check by an another officer required - Balances (total) reconciled to subsidiary ledger and control account and any Trusts retained assessed for clearing / refunding"	Non-Statutory	Monthly		Malcolm Armstrong	January 31, 2026		
25	Reconcile Reserves Subsidiary Ledger = General Ledger			All non balances to be reported to CEO	Non-Statutory	Monthly		Malcolm Armstrong	January 31, 2026		
26	Reconcile Assets Subsidiary Ledgers = General Ledgers			All non balances to be reported to CEO	Non-Statutory	Monthly		Malcolm Armstrong	January 31, 2026		
27	Perform Depreciation General Ledger Journals				Non-Statutory	Monthly		Malcolm Armstrong	January 31, 2026		
28	Reconcile Debtors Subsidiary Ledger = General Ledger			All non balances to be reported to CEO	Non-Statutory	Monthly		Malcolm Armstrong	January 31, 2026		
29	Suspense GL reviewed and reconciled to Nil via appropriately authorised GJ.			A suspense account should only be used as a last resort. It is a general ledger account in which amounts are temporarily recorded. The suspense account is used because the appropriate general ledger account could not be determined at the time that the transaction was recorded. As soon as possible (no longer than monthly), the amount(s) in the suspense account should be moved to the proper account(s).	Non-Statutory	Monthly		Malcolm Armstrong	January 31, 2026		
30	Business Activity Statements (BAS) Statements done for the month	New Tax System (Goods and Services Tax) Act (Cth) 1999		all non balances or irreconcilable to be reported to CEO	Non-Statutory	Monthly		Malcolm Armstrong	January 31, 2026		
31	Reconcile Creditors Subsidiary Ledger = General Ledger			all non balances or irreconcilable to be reported to CEO	Non-Statutory	Monthly		Malcolm Armstrong	January 31, 2026		
32	Submit pensioner rebate claim to the Office of State Revenue for rebate claims for - - rates and - ESL	Rates & Charges (Rebates & Deferments) Regulations	r.16(1)		Statutory	Monthly	Heather Marland	Malcolm Armstrong	January 31, 2026		

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Shire of Boyup Brook
Policy Register

1. Purpose

This Policy Register provides a summary of the policies adopted by the Shire of Boyup Brook. It provides a governance reference for Council, staff and the community and identifies the key policy areas guiding Council decision-making.

The detailed policies are contained within the Shire's Policy Manual and supporting documents published by the Shire. Policies provide Council with formal written guidance on ongoing matters and ensure consistent decision-making aligned with Council direction.

Policies are reviewed periodically to ensure they remain current, compliant with legislation and consistent with community expectations.

2. Policy Categories

The Shire's policies are broadly grouped into the following governance categories:

- Governance Policies
- Financial Policies
- Corporate and Organisational Policies
- Community and Operational Policies
- Planning and Development Policies

3. Policy Register

Governance Policies

Policy No.	Policy Name	Purpose	Review Frequency
A13	Record Keeping Policy	Ensures proper management, storage and disposal of Shire records in accordance with legislative requirements.	Periodic
M11	Councillor Record Keeping Policy	Guides councillors on maintaining records relating to official business.	Periodic
C19	Code of Conduct for Employees	Establishes standards of behaviour and ethical conduct for employees.	Periodic
A18	Surveillance Cameras Policy	Governs the installation and operation of Shire surveillance systems to improve safety while protecting privacy.	Periodic

Financial Policies

Policy No.	Policy Name	Purpose	Review Frequency
F02	Community Grants Policy	Provides guidelines for the allocation and management of community grant funding.	Periodic
Purchasing Policy	Procurement and purchasing processes	Ensures responsible procurement practices consistent with financial management requirements.	Periodic
Financial Management Policies	Financial governance and expenditure control	Supports responsible financial administration and budget management.	Periodic

Corporate and Organisational Policies

Policy No.	Policy Name	Purpose	Review Frequency
Equal Employment Opportunity and Diversity Management Policy	Workforce equity and inclusion	Supports fair employment practices and diversity management.	Periodic
Workforce and Employment Policies	Workforce management	Guides recruitment, employment and staff management practices.	Periodic
Records Management and Information Security Policies	Information governance	Supports compliance with records management obligations.	Periodic

Community and Operational Policies

Policy No.	Policy Name	Purpose	Review Frequency
Community Safety Policies	Public safety and security	Guides initiatives such as surveillance systems and safety programs.	Periodic
Community Grants Policy	Community funding programs	Supports local organisations and community initiatives.	Periodic
Public Facilities Management Policies	Asset and facility management	Provides guidance for the use and management of Shire facilities.	Periodic

Planning and Development Policies

Policy No.	Policy Name	Purpose	Review Frequency
Local Planning Policy – Renewable Energy Facilities	Renewable energy development assessment	Provides framework for assessing renewable energy proposals within the Shire.	As required
Draft Tree Plantation Policy	Agricultural land protection	Ensures plantation developments are compatible with broad-acre farming.	As required
Caravan Park Local Planning Policy (Draft)	Caravan park development standards	Provides development and environmental standards for caravan parks.	As required

Planning policies guide land use and development decisions in conjunction with the Shire's Local Planning Scheme and State Planning Policies.

4. Policy Management

The Shire maintains a Policy Manual which contains the full text of all adopted policies. Policies are adopted by Council resolution and may only be amended or rescinded by Council.

Policies are intended to address ongoing governance matters and should not be used to determine single-issue decisions or operational procedures.

5. Review Of Policies

The Shire conducts periodic reviews of all policies to ensure they:

- remain compliant with legislative requirements
- align with the Strategic Community Plan
- reflect contemporary governance practices
- remain relevant to community expectations.

Policy reviews are typically undertaken annually or earlier where legislative changes or operational requirements warrant.

Attachment 10.5.7A

COMPLAINTS PROCEDURE ELECTED MEMBERS



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SHIRE OF BOYUP BROOK

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1. Purpose

The purpose of this procedure is to establish a clear and transparent framework for managing complaints relating to the conduct of Elected Members of the Shire of Boyup Brook.

This procedure ensures that complaints are handled in accordance with the:

- *Local Government Act 1995*
- *Local Government (Model Code of Conduct) Regulations 2021*
- *Local Government (Rules of Conduct) Regulations 2007*
- *Public Interest Disclosure Act 2003*

The procedure also aligns with governance guidance issued by the Department of Local Government, Industry Regulation and Safety (DLGSC) and reflects best-practice governance expectations for Western Australian local governments.

The procedure aims to:

- promote ethical conduct and accountability
- provide clear pathways for lodging complaints
- ensure procedural fairness
- protect the integrity of Council decision-making
- maintain community confidence in local government governance

2. Scope

This procedure applies to complaints concerning:

- Councillors
- The Shire President
- Deputy President
- Committee Members appointed by Council.

This procedure does not apply to complaints about Shire staff, which are managed under the Employee Code of Conduct and internal grievance procedures.

3. Legislative Framework

Complaints relating to Elected Members fall into three distinct categories under Western Australian legislation.

Complaint Categories

Complaint Type	Legislation	Assessed By	Example
Behaviour complaint	Model Code of Conduct Regulations 2021	Local Government	Disrespectful behaviour at meetings
Minor breach	Rules of Conduct Regulations 2007	Local Government Standards Panel	Misuse of resources
Serious breach	Local Government Act 1995	Department / State Administrative Tribunal	Failure to declare financial interest

Behaviour complaints are generally managed internally by the local government, while breaches of statutory conduct provisions may be referred to external authorities for determination.

4. Guiding Principles

The Shire of Boyup Brook is committed to ensuring that complaints are handled in accordance with the following governance principles:

- Natural justice
    - All parties are entitled to procedural fairness
- Confidentiality
    - Information relating to complaints must remain confidential in accordance with legislative requirements
- Transparency
    - Complaint processes will be clearly communicated and documented
- Integrity
    - Complaints will be assessed objectively and without bias
- Timeliness
    - Complaints will be addressed within reasonable timeframes

5. Role of the Complaints Officer

The Chief Executive Officer (CEO) is the designated Complaints Officer under the *Local Government Act 1995*.

The Complaints Officer is responsible for:

- receiving complaints
- assessing jurisdiction
- determining the appropriate complaint pathway
- referring complaints to relevant authorities
- maintaining complaint records
- ensuring compliance with legislative requirements

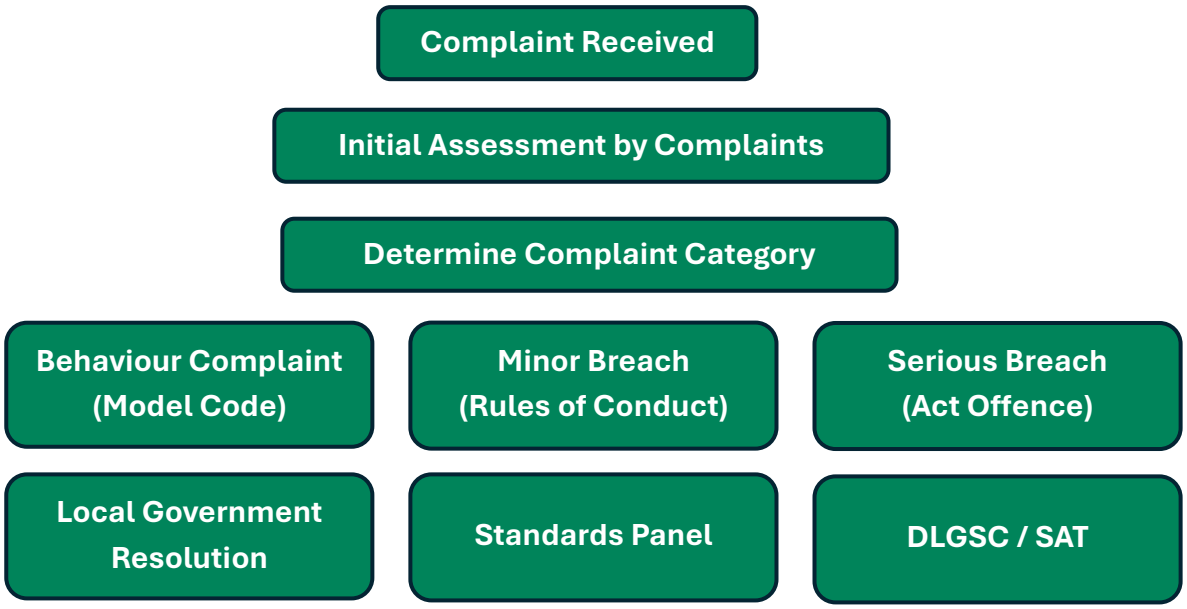
Where a complaint relates to the CEO's role as Complaints Officer, an alternative authorised officer may be appointed.

6. Complaint Pathway

All complaints relating to Elected Members must be submitted to the Shire in writing.

Upon receipt, the Complaints Officer will determine the correct complaint pathway.

Complaint Pathway Diagram



7. Behaviour Complaints

(Model Code of Conduct)

Behaviour complaints relate to alleged breaches of behavioural standards contained within the Model Code of Conduct.

These may include:

- disrespectful or offensive behaviour
- inappropriate communications
- social media misconduct
- conduct affecting the reputation of the local government.

Lodging a Behaviour Complaint

A behaviour complaint must:

- be made in writing
- identify the alleged conduct
- include supporting information
- be submitted to the Complaints Officer.

Assessment

The Complaints Officer will determine whether:

- the complaint falls within the Code of Conduct
- further information is required
- the matter should proceed to investigation.

Possible Outcomes

Outcomes may include:

- mediation or informal resolution
- written apology
- behavioural counselling
- training requirements
- behaviour improvement plan

8. Minor Breach Complaints

(Rules of Conduct)

A minor breach occurs where an Elected Member contravenes a rule of conduct prescribed in the Regulations.

Examples include:

- misuse of local government resources
- interference in administration
- improper relationships with staff
- failure to comply with meeting conduct rules.

Lodging a Minor Breach Complaint

A minor breach complaint must:

- be made using the prescribed complaint form
- be lodged within 6 months of the alleged breach
- include relevant evidence.

Minor breach complaints must be lodged with the Complaints Officer, who must:

- acknowledge receipt
- provide the complaint to the Elected Member
- refer the complaint to the Local Government Standards Panel within 14 days.

The Panel considers the complaint and determines whether a breach occurred.

Possible Sanctions

Sanctions may include:

- public censure
- public apology
- mandatory training
- payment of costs associated with the complaint

9. Serious Breach Complaints

(*Local Government Act*)

A serious breach occurs where an Elected Member commits an offence under the Local Government Act or another written law while acting in their capacity as an Elected Member.

Examples include:

- failure to declare financial interest
- failure to lodge annual financial returns
- failure to declare gifts
- failure to vote at a Council meeting.

Serious breach complaints must be submitted directly to the Department of Local Government, Industry Regulation and Safety (DLGSC).

DLGSC may investigate the matter and, if appropriate, refer it to the State Administrative Tribunal (SAT) for determination.

Potential penalties may include:

- suspension from office
- disqualification from holding office
- fines or other legal penalties

10. Confidentiality

Confidentiality requirements apply to complaints made under the Local Government Act.

Unauthorised disclosure of information relating to a complaint may constitute an offence under the Act.

All parties must maintain confidentiality until the complaint process is concluded.

11. Complaints Register

The Shire will maintain a register of complaints relating to Elected Members.

The register will record:

- date complaint received
- type of complaint
- complaint status
- outcome
- date finalised.

Where required by legislation, the Shire will publish outcomes on its website.

12. Public Interest Disclosure

Allegations involving corruption, misconduct or improper conduct may fall within the Public Interest Disclosure Act 2003.

Disclosures may be made to the Shire's designated Public Interest Disclosure Officer in accordance with the Shire's Public Interest Disclosure Policy.

13. Review of Procedure

This procedure will be reviewed:

- every two years; or
- following legislative change

14. Related Documents

The following documents support this procedure:

- Code of Conduct – Council Members, Committee Members and Candidates
- Standing Orders Local Law
- Governance Manual
- Public Interest Disclosure Policy
- Council Complaints Management Policy

15. Important Time Limits

Complaint Type	Time Limit
Behaviour complaint	As soon as practicable
Minor breach	Within 6 months
Serious breach	Usually within 2 years

Appendix A

Shire of Boyup Brook
Elected Member Compliant Form
(Model Code / Minor Breach)

This form is to be used to lodge complaints about alleged conduct of an Elected Member. (Please complete all relevant sections)

Section 1 – Complainant Details			
Name			
Address			
Phone number		Email address	
Preferred method of contact			
☐ Email	☐ Phone	☐ Post	
Anonymous complaints may limit the ability to investigate the matter.			
Section 2 – Elected Members Details			
Name of Elected Member			
Position	☐ Councillor	☐ Shire President	
☐ Deputy Shire President		☐ Committee Member	
Section 3 – Type of Complaint			
Please indicate the type of complaint you believe applies			
☐ Behaviour complaint (Model Code of Conduct Regulations 2021)			
☐ Minor breach complaint (Rules of Conduct Regulations 2007)			
Section 4 Description of Alleged Conduct			
Please provide a detailed description of the conduct you are concerned about. Include: • What occurred • Where the incident occurred • Names of any witnesses • Any relevant documents			
Description			

Section 5 – Date of Incident	
Date(s) of alleged conduct	
Location of incident	

Section 6 – Evidence
Please attach any supporting evidence. Examples may include: • Correspondence • Meeting minutes • Photographs • Recordings • Other documents
Please list attached evidence

Section 7 – Declaration			
I declare that the information provided in this complaint is true and correct to the best of my knowledge.			
Name			
Signature		Date	

Section 8 – Privacy and Confidentiality
Information provided in this complaint will be used solely for the purpose of assessing and managing the complaint. Confidentiality requirements apply under the *Local Government Act 1995*, and unauthorised disclosure may constitute an offence.

Section 9 – Lodging the Complaint		
Complaints may be submitted by:		
Email	Post	In Person
shire@boyupbrook.wa.gov.au	Chief Executive Officer Shire of Boyup Brook PO Box 2 Boyup Brook WA 6244	Shire Administration Office 55 Abel Street Boyup Brook WA 6244

Attachment 10.5.8A

Executive Manager Member Services
WALGA
ONE70 Railway Parade
WEST LEEDERVILLE WA 6007

Email: governance@walga.asn.au

Sector Consultation – Electoral Reform Discussion Paper

The Shire of Boyup Brook thanks WALGA for the opportunity to provide feedback on the Electoral Reform Discussion Paper regarding potential reforms to Local Government electoral arrangements, specifically the introduction of full spill elections every four years and compulsory voting at Local Government elections.

The Shire acknowledges that the consultation process is intended to assist WALGA in developing an informed sector position in response to potential reforms being considered by the State Government.

Council has considered the discussion paper and wishes to outline several concerns associated with the proposed introduction of full spill elections every four years.

- Loss of Institutional Knowledge

  The Shire considers that the current electoral system, whereby half of Council positions are contested every two years, provides important continuity in local government governance.

  The staggered election model allows experienced Councillors to remain on Council following each election cycle, ensuring that institutional knowledge is retained. This continuity is particularly important for rural local governments where elected members often develop detailed knowledge of complex local issues, strategic planning initiatives, community expectations and long term infrastructure projects.

  A full spill election model significantly increases the risk that a large proportion of Councillors could be replaced at a single election. This could result in the loss of valuable corporate knowledge and reduce Council's capacity to make informed decisions in the early stages of a new Council term.

- Loss of Councillor Experience

  The Shire is also concerned that full spill elections may result in the simultaneous loss of several experienced elected members.

  The current staggered election model assists in maintaining a balanced mix of experienced and newly elected Councillors, which contributes to effective governance and informed decision making.

Where a full spill election results in a large proportion of newly elected Councillors, there may be a reduced level of experience within Council, which may impact governance capability, particularly in relation to legislative responsibilities, financial oversight and strategic planning.

- Reduced Mentoring Opportunities

  The staggered election cycle also supports the mentoring and development of newly elected members.

  Experienced Councillors play an important role in assisting new members to understand their governance responsibilities, meeting procedures, legislative obligations and the strategic planning framework that guides local government decision-making.

  Where a Council experiences a significant turnover of elected members at a single election, opportunities for mentoring may be limited, potentially increasing the time required for Councillors to develop the knowledge and experience necessary to effectively perform their governance role.

- Governance Stability

  The Shire is concerned that full spill elections may reduce the stability of Council governance.

  Gradual renewal of Council membership assists in maintaining continuity of strategic direction and organisational knowledge. In contrast, full spill elections introduce the possibility of significant changes to Council composition at one time, which may result in shifts in priorities, delays in progressing strategic initiatives and potential disruption to long-term planning frameworks.

  Local governments operate under integrated planning frameworks which include long term financial plans, asset management plans and strategic community plans. Continuity of governance is important in ensuring that these long term commitments are delivered effectively.

- Candidate Recruitment in Rural Communities

  Rural and regional local governments often face challenges in recruiting candidates for Council positions. The current staggered election model assists by distributing vacancies across election cycles, allowing communities to recruit and develop candidates over time.

  A full spill election model may result in a large number of vacancies occurring simultaneously, which may present challenges for smaller communities with limited candidate pools.

The Shire of Boyup Brook recognises that electoral reform may seek to address issues such as voter participation and election costs. However, Council considers that

the potential governance risks associated with full spill elections should be carefully considered.

In particular, Council believes that the current system of staggered elections provides important benefits in relation to:

- governance continuity
- retention of institutional knowledge
- development and mentoring of new Councillors
- stability of strategic direction
- effective long-term planning.

Accordingly, the Shire of Boyup Brook encourages WALGA to give careful consideration to these matters when developing its advocacy position on potential electoral reforms.

Thank you again for the opportunity to provide feedback on this important issue.

Kind Regards

Cr Helen O'Connell
Shire President

13 March 2026

Attachment 10.5.8B

INFOPAGE

To: All Local Governments

From: Kirsty Martin,
Executive Manager Member Services

Date: 13 February 2026

Subject: Sector Consultation – Electoral Reform Discussion Paper

Operational Area:	Governance
Key Issues:	Local Governments are requested to provide Council-endorsed feedback to inform WALGA's advocacy on Local Government electoral reforms expected to be proposed by the State Government, specifically: • full spill elections every 4 years; and • compulsory voting at Local Government elections
Action Required:	Response to WALGA **by 4:00pm Friday 27 March 2026**

WALGA is undertaking sector engagement regarding Local Government electoral reforms expected to be proposed by the State Government.

In June 2025, Hon Hannah Beazley MLA, Minister for Local Government, expressed support for a four-year election cycle, citing concerns about voter fatigue and the rising costs of conducting biennial elections. These messages were repeated in Minister Beazley's address at WALGA's 2025 Local Government Convention, which also raised the possibility of compulsory voting. These comments have prompted renewed interest and discussion across the sector.

WALGA has contacted both the Department of Local Government, Industry Regulations and Safety (LGIRS) and the Minister's office seeking details of any consultation on these matters, but no further information has been provided.

By proactively progressing this consultation, WALGA is seeking to obtain sector feedback that will ensure WALGA's positions reflect the sector's current views and enable timely, well-informed and effective engagement with the anticipated State Government reform proposals.

Attached to this Infopage is a brief Discussion Paper. The Discussion Paper outlines some example considerations that Local Governments may choose to address when preparing their feedback. It is not intended to present an exhaustive or prescriptive list.

Local Governments are requested to provide Council endorsed responses to the Discussion Paper by 27 March 2026. This feedback will inform an item to be presented to State Council.

For more information, please contact Kirsty Martin on 9213 2051 or Felicity Morris on 9213 2093. Please send responses to governance@walga.asn.au

Attachment 10.5.8C

Electoral Reform Discussion Paper

1. Background

1.1. Purpose

The purpose of this discussion paper is to request Council-endorsed Local Government feedback to inform WALGA's advocacy on Local Government electoral reforms expected to be proposed by the State Government, specifically:

- full spill elections every 4 years; and
- compulsory voting at Local Government elections

These options have been raised in statements by the Minister for Local Government, Hon Hannah Beazley MLA, but no formal proposals have yet been provided for consultation. While WALGA has relevant advocacy positions (discussed further below), the purpose of this discussion paper is to undertake early sector engagement to ensure WALGA's positions reflect the sector's current views and enable timely, well-informed and effective engagement with the anticipated State Government reform proposals.

1.2. WALGA existing advocacy positions

1.2.1. Elections

WALGA has established advocacy positions reflecting the sector's support of voluntary voting and elections of half the offices on Council every two years. These advocacy positions are provided in Appendix 1.

In late 2024 WALGA conducted a review of its Elections Advocacy Positions to ensure they reflected the sector's contemporary view.

Local Government responses at that time indicated strong (98%) support for half spills every two years, which was reflected in the adopted Advocacy Position 2.5.16 Elections.

While voluntary voting was supported by an overall majority of responses (74%), compulsory voting was supported by a majority (64%) of metropolitan respondents and a majority (61%) of Class 1 and 2 respondents.

State Council requested that the WALGA secretariat undertake further investigation of the implications of compulsory and voluntary participation in Local Government elections before reporting back to State Council.

In the interim, Advocacy Position 2.5.15 Participation in Local Government Elections was retained, expressing support for voluntary voting with a note that further work was being undertaken.

This investigation was ongoing when the Minister for Local Government raised the prospect of further Local Government election reform.

A State by State comparison of electoral statistics is provided in Appendix 2.

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1.2.2. Election costs

In 2024, WALGA conducted a review of five Local Government biennial election cycles up to and including the 2023 Local Government elections. The review demonstrated significant cost increases and concerns about the lack of transparency in costings provided by the Western Australian Electoral Commission (WAEC).

In September 2024, State Council adopted Advocacy Position 2.5.18 Local Government Elections Analysis 2015-2023, calling for an independent audit of the WAEC's cost allocation methods and the introduction of Service Level Agreements to ensure transparency of costing methodology.

Cost implications are a relevant consideration in assessing the appropriateness of any proposed electoral reform. However, the current lack of transparency in costing methodology makes it impossible to confidently forecast cost impacts.

This discussion paper seeks to identify the factors associated with each reform proposal that may affect election costs. This is further complicated by the interaction of possible reform options and external economic factors.

WALGA has requested that the Department of Local Government, Regulation and Industry Safety (LGIRS) and the Western Australian Electoral Commission, undertake modelling to identify the cost implications of any proposed reforms.

A comparison of available electoral costs data, State by State, is included as Table 4 in Appendix 2.

WALGA has contacted other Local Government associations to ask if they have experienced changes in costs associated with compulsory four-year, all-in all-out, local government elections. As this has been the approach in most jurisdictions for some time, responses were largely unable to address changes in cost.

2. Election Frequency

Current situation

Western Australia holds biennial elections, with half of the offices on Council elected every two years for four-year terms. All other Australian jurisdictions hold full spill elections every four years (four-year terms).

Considerations

Considerations include:

- Voter participation and fatigue
- Continuity, knowledge retention and mentorship for new Council Members
- Stable whole-of-Council mandate and collective accountability
- Capacity for candidate recruitment
- Administrative requirements
- Extraordinary vacancies and backfilling
- Timing and transitional arrangements

Re-election rates

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WALGA has analysed the composition of Councils following the last two Local Government elections in other Australian jurisdictions, all of which have full spill elections. A comparison of available data on re-election rates is included as Table 2 in Appendix 2.

This data suggests that on average, re-elected Council Members make up between 47% and 57% of Council following full spill elections.

By comparing over 700 consecutive ordinary election results, the review identified nine occasions when the membership of Council following an ordinary election was 100% different from the Council following the previous ordinary election. However, four of these local governments held mid-term extraordinary elections, meaning the changes in membership occurred over two or more elections within a four-year period.

Costs

In one respect, a change to a four-year cycle would reduce costs by reducing the number of elections. However, the cost of each election may increase. The WAEC uses the number of vacancies to inform quotations for the conduct of elections. Full spill elections would double the number of vacancies, with possible increased costs associated with printing and postage and increased staffing for the count.

WALGA cannot definitively determine an overall cost impact to Local Government without the requisite cost-modelling from the WAEC. WALGA has requested that the WAEC provide this modelling to LGIRS. The cost impact of a change in election frequency may also vary between Local Governments.

Questions

1. Does your Local Government support half spill elections every two years or full spill elections every four years?
2. What are the key considerations informing this view?
3. If full spill elections every four years were introduced, what transitional arrangements and consequential amendments may be required?
4. Any other comments?

3. Compulsory or Voluntary Voting

Current situation

Voting in Local Government elections is voluntary in Western Australia and South Australia. All other Australian jurisdictions have compulsory voting.

Considerations

Considerations include:

- Voter participation and democratic legitimacy
- Voter engagement, awareness and/or fatigue
- Administrative and enforcement requirements
- Application to owner and occupier rolls

Participation rates

A comparison of available participation data is included as Table 3 in Appendix 1.

Costs

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The WAEC uses expected participation rates to inform quotations for the conduct of elections. It is likely that an increased participation rate would increase election costs through higher reply-paid charges and increased staffing for the count. However, in-person elections become more cost effective than postal elections at higher participation rates.

WALGA cannot definitively determine an overall cost impact to Local Government without the requisite cost-modelling from the WAEC. WALGA has requested that the WAEC provide this modelling to LGIRS. The cost impact of compulsory voting may also be different for each Local Government depending on their current participation rates and methods for holding elections, and whether these would change significantly.

Tasmania implemented compulsory voting in Local Government elections in 2022. Local Government Association Tasmania (LGAT) advised that this resulted in reasonably significant cost increases. The Tasmanian Electoral Commission reported a $9.32 per elector cost for the first compulsory Local Government elections in 2022, a 35% increase from $6.92 in 2018. An analysis of the factors contributing to this increase is not available and it may be challenging to draw direct comparisons between Tasmania and WA.

It is likely that the cost impact of compulsory voting would be moderated if elections also transition to a 4 yearly cycle.

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Questions

5. Does your Local Government support compulsory voting or voluntary voting in Local Government elections?
6. If the frequency of Local Government elections were changed to every 4 years, would your Local Government support compulsory or voluntary voting?
7. What are the key considerations informing this view?
8. Any other comments?

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Appendix 1- WALGA Elections Advocacy Positions

2.5.15 Participation in Local Government Elections

Position Statement	The Local Government sector supports voluntary participation in Local Government elections. *Noting that State Council at its 6 December 2024 State Council meeting resolved that the WALGA Secretariat further investigate implications of compulsory and voluntary participation in Local Government elections and report back to State Council.*
Background	Voluntary participation in Local Government elections is a long-established position of the Local Government sector, and was confirmed as a result of sector feedback received during the Local Government reform process.
State Council Resolution	December 2024 - 090.5/2024 February 2022 – 312.1/2022 December 2020 – 142.6/2020 March 2019 – 06.3/2019 December 2017 – 121.6/2017 October 2008 – 427.5/2008
Supporting Documents	Advocacy Positions for a New Local Government Act WALGA submission: Local Government Reform Proposal (February 2022)

2.5.16 Elections

Position Statement	The Local Government sector supports: 1. Councillors serve four-year terms with elections every two years and half of the Council positions spilled at each election. 2. First-Past-The-Post (FPTP) voting system for Local Government elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections. 3. First-Past-The-Post (FPTP) voting system for internal Council elections.

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4. Councils holding elections by means of in-person, postal and/or electronic voting.
5. Current legislative provisions of Mayor/President of Class 1 and Class 2 Local Governments being directly elected by the community and Class 3 and Class 4 Local Governments determining whether its Mayor or President is elected by the Council or by the community.

Background

The sector positions on Local Government elections have been long-established. This was confirmed as a result of sector feedback received during the Local Government reform process.

Following the 2023 Local Government Elections where legislative reforms to Local Government elections processes were first implemented, sector wide consultation was conducted on key elements of the elections advocacy positions to determine if they accurately reflected the sector's contemporary view.

State Council Resolution

December 2024 - 091.5/2024

February 2022 – 312.1/2022

December 2020 – 142.6/2020

March 2019 – 06.3/2019

December 2017 – 121.6/2017

October 2008 – 427.5/2008

2.5.18 Local Government Elections Analysis 2015-2023

Position Statement

That WALGA advocate to the State Government:

1. For an independent Local Government election audit, focusing on the Western Australia Electoral Commission's (WAEC) service delivery and cost allocation methods and costing applications used, to confirm that marginal cost recovery principles are applied and that the costing program is being effectively managed.
2. For the requirement for the WAEC to develop and implement Service Level Agreements with Local Governments, similar to those agreements currently used in New South Wales and Victorian Local Government elections and that includes:
   a. transparency of costing methodology,
   b. direct engagement with Local Governments pre and post elections, and
   c. the roles and responsibilities of the WAEC and Local Governments in the conduct of elections.

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3. For a review of the legislative framework that would allow for more than one election services provider to conduct Local Government elections.
4. For a mandated WAEC Report to Parliament specific to Local Government elections post each election cycle, outlining costs, results, voter turnout and matters for improvement both in the conduct of elections and the legislation, if relevant.

Background	A comprehensive review and analysis of five election cycles up to and including the 2023 Local Government election against the backdrop of legislative reforms to the Local Government electoral process in Western Australia was carried out by WALGA. With a focus on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), the analysis has found evidence of the rising cost and reduced service level of conducting Local Government elections in Western Australia. Elected Member feedback, costs vs service comparisons and engagement by the sector with WALGA's governance services over the 2023 Local Government election period, are the basis for the position outlined above.
State Council Resolution	September 2024 - 065.4/2024

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Appendix 2 - Election Statistics

The data in the following tables is derived from publicly available reports issued by the respective State Electoral Commissions for the elections they conducted. The different content and format of reporting in each jurisdiction can make direct comparisons challenging.

Table 1: Comparative overview

Jurisdiction	Compulsory/optional voting	Frequency	Postal/In Person
Western Australia	Optional	Half spill every 2 years	Postal or in person
South Australia	Optional	Full spill every 4 years.	Postal.
Northern Territory	Compulsory	Full spill every 4 years	Postal or in person.
Queensland	Compulsory	Full spill every 4 years.	Postal or in person.
New South Wales	Compulsory	Full spill every 4 years.	In person.
Victoria	Compulsory	Full spill every 4 years.	Postal
Tasmania	Compulsory	Full spill every 4 years.	Postal

Table 2: Average percentage of returning Council Members (at individual Council level)

States with full spills only. Calculated using publicly reported ordinary election results including elections conducted by private providers.

State	Most recent election year Average % of Council Members who were Council Members the previous term	Previous election year Average % of Council Members who were Council Members the previous term
Queensland	2024 47%	2021 49%
New South Wales	2024 54%	2021 49%
Victoria	2024 46%	2020 47%
South Australia	2022 57%	2018 48%
Tasmania	2022 53%	2018 54%

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Table 3: Percentage of all elected candidates who were returning Council Members (at State level)

States with full spills only. Official state level percentage reported by electoral commissions for elections they conducted.

State	Most recent election year % of returning Council Members	Previous election year % of returning Council Members
Queensland	2024 43.2%	2021 46.0%
New South Wales	2021 56.8%	2016/17 (amalgamations) 60.6%
Victoria	2024 43.0%	2020 51.9%
South Australia	2022 50.0%	2018 55.3%
Tasmania	2022 46.0%	2018 48.0%

Table 4: Election participation rates

State	Election Year	Election Year	Election Year
WA	2023 31.2%	2021 30.2%	2019 29.1%
NSW	2024 84.54%	2021 *(2020 postponed)* 83.56%	2016/2017 (*amalgamations)* 2017: 79.58% 2016: 79.27%
NT	2025 *Official report not yet available.*	2021 61.3%	2017 58.5%
QLD	2024 82.31%	2020 *(COVID impacted)* 77.71%	2016 83.04%
SA	2022 32.9%	2018 31.6%	2014 31.99%
TAS	2022 *(First election with compulsory voting)* 84.79%	2018 58.72%	2014 54.58%
VIC	2024 81.46%	2020 81.47%	2016 72.15%

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Table 5: Election costs

Election costs invoiced to Local Governments.

State	Election Year	Election Year	Election Year
WA	2023 *postal elections only* $5.17 per elector 1,763,392 electors (115 districts)	2021 *postal elections only* $4.06 per elector 1,727,712 electors (92 districts)	2019 *postal elections only* $3.70 per elector 1,619,431 electors (86 districts)
NSW	2024 $55.67million 5,242,086 electors (125 councils)	2021 $46million *(budgeted)* 4,838,137 electors (122 councils)	2016/2017 2017 $19.17 million 2.73 million electors (45 councils) 2016 $14.11 million 1.97million electors (76 councils)
NT	2025 NA	2021 $1,864,193 142,546 electors	2017 $1,593,775 133,927 electors
SA	2022 $8.93million (ex GST) $6.93 per elector (ex GST)	2018 $6.57million (ex GST) $5.41 per elector (ex GST)	2014 $4.36million (ex GST) $3.77 per elector (ex GST)
TAS	2022 *voting became compulsory* $9.32 per elector 410,975 electors	2018 $6.92 per elector 356,810 electors	2014 *first all-in all-out* $5.59 per elector 375,355 electors

Note: Data in this table is taken from reports published by the relevant Electoral Commissions. Due to differences in the ways electoral costs are apportioned, a per elector cost is only provided if it was reported. Data for QLD and VIC is not clearly discernible in Election Reports, and therefore not presented in this table.

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Attachment 10.5.10A

BUSINESS CONTINUITY PLAN



www.boyupbrook.wa.gov.au

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SHIRE OF BOYUP BROOK

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1. Purpose

The purpose of this Business Continuity Plan (BCP) is to ensure the Shire of Boyup Brook can maintain or rapidly restore essential services in the event of a disruption to normal operations.

The Plan establishes procedures and responsibilities to enable the Shire to:

- protect the safety of staff, elected members and the community
- maintain delivery of critical local government services
- restore operational capability within acceptable timeframes
- protect essential records, systems and infrastructure
- ensure legislative compliance and governance continuity

This plan forms part of the Shire's risk management and governance framework and supports the objectives of the Strategic Community Plan and Corporate Business Plan.

2. Organisational Context

The Shire of Boyup Brook is a small rural local government located in the South West of Western Australia covering approximately 2,827 square kilometres and servicing several localities including Boyup Brook, Dinninup, Kulikup, Mayanup, Tonebridge, McAlinden and Wilga.

The Shire provides a wide range of services to a community of approximately 1,700 residents with a median age of around 49 years, reflecting a community with both ageing population considerations and the need to support families, agriculture and local businesses.

Local government services delivered by the Shire include:

- road infrastructure management
- waste management services
- regulatory services and public health
- recreation and community facilities
- economic development and tourism support
- emergency management coordination
- governance and financial administration

Due to the small workforce and limited internal redundancy across key roles, disruptions to personnel, facilities or systems have the potential to significantly affect service delivery.

This Business Continuity Plan ensures that the Shire can respond effectively to disruptions while maintaining critical services to the community.

3. Alignment with the Integrated Planning and reporting Framework

The Shire's Business Continuity Plan supports the Integrated Planning and Reporting framework by ensuring that key operational priorities contained in the Corporate Business Plan can continue during disruption.

The Corporate Business Plan is the Shire's four-year operational roadmap, guiding how resources, staff and infrastructure are used to achieve the community vision and strategic objectives.

During disruption events, the BCP ensures that the services and activities necessary to deliver the Corporate Business Plan remain operational or are restored as quickly as possible.

4. Strategic Alignment

This Business Continuity Plan supports the objectives of the Shire's Strategic Community Plan, particularly the goal of ensuring effective governance, organisational stability and reliable service delivery to the community.

The plan contributes to the achievement of the Strategic Community Plan outcome areas including:

Governance and Organisation

Ensuring transparent, reliable and resilient local government operations.

Built Environment

Maintaining infrastructure and essential community facilities during disruptive events.

Social and Community

Ensuring the continuity of services that support community wellbeing and safety.

Natural Environment

Supporting the Shire's capacity to respond to environmental risks including bushfire and climate impacts.

These priorities reflect community expectations that the Shire maintain essential services, infrastructure and governance stability even during emergencies or unexpected disruptions.

5. Objectives of the Plan

The objectives of this Business Continuity Plan are to:

a) Protect the safety and wellbeing of staff, Councillors, volunteers and community members.

b) Ensure the continuation of critical local government services during disruptions.

c) Establish clear decision-making authority and communication pathways during emergencies.

d) Minimise disruption to:

- governance and statutory obligations
- financial systems
- infrastructure and operational services

e) Support a rapid and structured recovery of normal operations following a disruptive event.

6. Critical Services Areas

Based on the Corporate Business Plan priorities, the following services are considered critical during disruption.

Service	Corporate Plan Area	Maximum Acceptable Downtime
Emergency management coordination	Governance	Immediate
Waste collection and landfill operations	Natural Environment	48 hours
Road access and infrastructure safety	Built Environment	72 hours
Financial systems and payroll	Governance	5 days
IT and communication systems	Governance	24 hours
Ranger and regulatory services	Social / Governance	72 hours
Community facilities supporting emergency response	Social	48 hours

Governance and Administration

- council meeting governance
- financial management
- statutory reporting
- records management
- information technology systems

Infrastructure and Works

- road maintenance and safety
- drainage and stormwater management
- waste collection and landfill operations
- fleet and plant operations

Regulatory and Community Services

- ranger services
- public health inspections
- building and planning services
- emergency management coordination

Community Infrastructure

- recreation facilities
- caravan park operations
- community buildings

7. Risk Environment

The Corporate Business Plan highlights the importance of aligning operational planning with the Shire's resource constraints, community priorities and long-term planning objectives.

Within this context, the Shire faces several operational risks capable of disrupting service delivery.

Key risks include:

Natural Hazards

- bushfire
- severe storms
- flooding
- extreme heat events

Infrastructure Disruption

- IT or telecommunications failure
- power outages
- damage to Shire facilities

Workforce Disruption

Due to the Shire's small and aging workforce capacity, the loss of key staff may significantly impact service delivery.

Financial and Supply Disruptions

Rural local governments may experience:

- delayed contractor availability
- limited replacement equipment access
- restricted supply chains

Technology Disruption

- cyber incidents
- network outages
- loss of operational software systems

These risks reflect broader challenges identified in the Strategic Community Plan, including infrastructure maintenance, governance resilience and preservation of essential services.

8. Key Operational Dependencies

The Corporate Business Plan recognises that the successful delivery of Shire services relies on effective resourcing through several informing strategies including:

- Long Term Financial Plan
- Asset Management Plans
- Workforce Plan

These dependencies must be considered when planning continuity arrangements.

9. Activation of the Business Continuity Plan

The Business Continuity Plan may be activated when:

- a disruption threatens the delivery of critical services
- Shire facilities are unavailable
- essential staff are unavailable
- IT systems or communications systems fail for a period exceeding 48 hours
- an emergency event significantly impacts the region

Activation authority rests with the:

Chief Executive Officer

or

Executive Manager Corporate Services (if the CEO is unavailable)

or

Executive Manager Operational Services (if the CEO and Executive Manager Corporate Services is unavailable)

10. Business Continuity Management Structure

During a disruption the following structure will apply:

Role	Responsibility
Chief Executive Officer	Incident Controller
Executive Management Team	Strategic coordination
Co-ordinator Infrastructure Services	Infrastructure response
Manager Financial Service	Finance, IT and administration continuity
Manager Community Services	Liaison with community and emergency services

11. Communication

Effective communication is critical during disruptions.

The Shire will communicate through:

- Shire website
- social media platforms
- direct community notifications
- liaison with emergency services

Communication will prioritise:

- community safety information
- service interruptions
- recovery updates

12. Recovery Objectives

The objective of the recovery phase is to restore:

a) Essential infrastructure services
b) Governance and administrative functions
c) Community services and facilities
d) Corporate Business Plan operational programs

Recovery actions will be prioritised according to:

- community safety
- statutory obligations
- infrastructure integrity
- financial and organisational stability

13. Monitoring and Review

The Business Continuity Plan will be:

- reviewed annually
- tested through scenario exercises
- updated following any major disruption

Plan oversight will form part of the Shire's broader governance framework and support monitoring of operational performance under the Corporate Business Plan.

Attachment 10.5.12A

SHIRE OF BOYUP BROOK
RISK APPETITE STATEMENT

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1. PURPOSE

This Risk Appetite Statement defines the level and type of risk the Shire of Boyup Brook is prepared to accept in pursuing its strategic objectives and delivering services to the community. It provides guidance to Council, the Chief Executive Officer and Administration when making decisions involving uncertainty, resource allocation and service delivery.

The Statement supports the Shire's governance framework and informs oversight by the Audit, Risk and Improvement Committee in accordance with the Local *Government Act 1995* and the *Local Government (Audit) Regulations 1996*.

2. ORGANISATIONAL CONTEXT

As a Band 4 rural local government, the Shire operates within a constrained revenue base while managing significant road and infrastructure networks relative to its financial capacity. The organisation also faces exposure to bushfire and environmental risks inherent to a rural setting, limited workforce redundancy due to its small organisational structure, and high community visibility in decision making and service delivery. In this context, the Shire adopts a generally cautious approach to risks that may threaten financial sustainability, statutory compliance or public safety. At the same time, the Shire recognises that measured and controlled risk taking may be appropriate where strategic development opportunities, innovation or community benefits can be achieved.

The Shire also operates within a funding environment that includes reliance on external grant programs and State funding allocations, which may introduce additional financial and delivery risks.

3. RISK APPETITE LEVEL DEFINITIONS

- **Low Appetite**
  The Shire is unwilling to accept material exposure. Strong controls and oversight are required. Risks exceeding this level require Council consideration.

- **Moderate Appetite**
  The Shire is prepared to accept controlled and managed risk where there is clear strategic or operational benefit.

- **High Appetite**

The Shire may pursue opportunities involving elevated risk where strategic or community benefits justify the exposure and appropriate mitigation measures are in place.

- **Extreme Appetite**
  The Shire does not accept extreme risk exposure. Such risks must be avoided, transferred or immediately mitigated.

4. RISK BY CATEGORY

4.1 Governance and Compliance

Appetite: Low

The Shire has low appetite for risks relating to:

- Legislative non-compliance
- Code of Conduct breaches
- Failure to meet audit obligations
- Breach of statutory timeframes

Any material compliance risk must be escalated to the CEO and, where appropriate, the Audit, Risk and Improvement Committee.

4.2 Financial Sustainability

Appetite: Low

The Shire has low appetite for:

- Structural operating deficits
- Unfunded capital commitments
- Depletion of reserves without strategy
- Unsustainable borrowing

Financial decisions must align with the Long Term Financial Plan and asset sustainability objectives.

4.3 Community Safety

Appetite: Extreme

The Shire has no tolerance for extreme risks that may result in:

- Serious injury or loss of life
- Infrastructure failure causing significant harm
- Failure to mitigate foreseeable bushfire hazards

Where safety risks are identified as extreme, immediate mitigation is required.

4.4 Infrastructure and Asset Management

Appetite: Moderate

The Shire accepts moderate risk in:

- Phasing renewal programs over time
- Prioritising critical assets
- Managing asset lifecycle trade offs

However, it does not accept extreme risk arising from foreseeable asset failure.

4.5 Workforce and Organisational Capability

Appetite: Moderate

Given regional labour constraints, the Shire accepts moderate risk relating to:

- Recruitment delays
- Temporary contractor reliance
- Skills shortages

However, exposure escalating to high or extreme levels in statutory or critical roles requires mitigation planning and Council awareness.

4.6 Strategic Development and Innovation

Appetite: High

The Shire is prepared to pursue higher risk opportunities in:

- Grant-funded infrastructure
- Economic development initiatives
- Service innovation
- Community infrastructure upgrades

Provided financial exposure is contained and all strategic initiatives must be supported by documented business cases and consideration of ongoing operational impacts.

4.7 Reputation and Community Confidence

Appetite: Low

The Shire has low appetite for risks that may:

- Undermine public trust
- Create avoidable reputational damage
- Result in negative regulatory findings

Transparent processes and lawful decision making are required.

4.8 Environmental and Climate Risk

Appetite: Moderate

The Shire acknowledges inherent rural exposure to:

- Bushfire
- Extreme weather
- Climate variability

While some exposure is unavoidable, proactive mitigation and preparedness are required to prevent risks escalating to high or extreme levels.

5. RISK APPETITE SUMMARY TABLE

Risk Category	Appetite Level
Governance & Compliance	Low
Financial Sustainability	Low
Community Safety	Extreme
Infrastructure	Moderate
Workforce	Moderate
Strategic Development	High
Reputation	Low
Environmental Exposure	Moderate

6. APPLICATION

This Risk Appetite Statement provides a reference framework for evaluating decisions across the organisation. Where a proposed decision falls within the defined appetite level, it may proceed subject to normal controls and management oversight. Where a proposal exceeds the defined appetite, the risk must be explicitly identified in the relevant Council report and accompanied by appropriate mitigation strategies. Where a risk approaches extreme exposure, the matter must be escalated immediately for executive and, where necessary, Council determination.

Council reports should identify where a proposal sits relative to the Shire's defined risk appetite.

7. REVIEW

This Risk Appetite Statement will be reviewed biennially or earlier if required and will be subject to oversight by the Audit, Risk and Improvement Committee.

Attachment 10.5.13A

Confidential Attachment

Attachment 11.1

South West Country Zone Minutes

20 February 2026

Hosted by the City of Busselton
2 Southern Drive, Busselton

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PRIORITISATION FRAMEWORK

The below Prioritisation Framework was endorsed at the April 2024 South West Country Zone meeting.

Zone Delegates when drafting Agenda items and motions on policy or advocacy issues, using the below criteria as prompts for what kind of information to include. The Prioritisation Framework does not remove the need for judgements to be made and is intended to guide, not replace, decision-making.

How to use the Framework:

- If the majority of the factors are towards the left column, the issue is a high priority.
- If the majority of the factors are towards the middle, the issue requires action, but is not a high priority.
- If the majority of the factors are towards the right column, the issue is a low priority.

Impact on Local Government Sector Impact on Local Government sector without intervention	High	Medium	Low
Reach Number of member Local Governments affected	Sector-wide	Significant (multiple regions, Zones, or bands)	Few
Influence Capacity to influence decision makers	High	Medium	Low
Principles Alignment to core principles such as autonomy, funding, general competence	Strong	Partial	Peripheral
Clarity Policy change needed is clear and well-defined	Clear	Partial	Unclear
Decision-maker support Level of support among decision-makers (political and administrative)	High	Medium	Low
Public support Level of support among the public or other stakeholders	High	Medium	Low
Positive consequences for WALGA Prospect of positive consequences for WALGA. E.g. enhanced standing among members or leverage for other issues.	High	Medium	Low
Negative consequences for WALGA	High	Medium	Low

Prospect of negative consequences for WALGA for not undertaking the advocacy effort. E.g. diminished standing among members or other stakeholders.			
Partnerships Potential for partnerships with other stakeholders	Yes (3+)	Possibly (1-2)	No (0)

ANNOUNCEMENTS

Zone Delegates were requested to provide sufficient written notice, wherever possible, on amendments to recommendations within the State Council or Zone agenda to the Zone Chair and Secretariat prior to the Zone meeting.

Agenda Papers were emailed 7 days prior to the meeting date.

Confirmation of Attendance An attendance sheet was circulated prior to the commencement of the meeting.

ATTACHMENTS

1. Draft Minutes of previous meeting
2. Department of Local Government, Industry Regulation and Safety Update Report
3. Zone Status Report
4. President's Report

1 OPENING, ATTENDANCE AND APOLOGIES

1.1 OPENING

Zone Chair, President Cr Donnelle Buegge, opened the meeting at 9:07am.

1.2 ATTENDANCE

MEMBERS	**1 Voting Delegate from each Member Local Government**
Shire of August Margaret River	President Cr Julia Jean-Rice
Shire of Boyup Brook	President Cr Helen O'Connell Mr Leonard Long, Chief Executive Officer, non-voting
Shire of Bridgetown-Greenbushes	President Cr Stephen Carstairs Mr Garry Adams, Chief Executive Officer, non-voting
City of Bunbury	Mayor Jaysen De San Miguel Mr Alan Ferris, Chief Executive Officer, non-voting
City of Busselton	Mayor Phill Cronin Dr Garry Hunt PSM, Chief Executive Officer (Temporary), non-voting
Shire of Capel	President Cr John Fergusson

	Cr Rosina Mogg (observer) Mr Gary Clark, Chief Executive Officer (Temporary), non-voting
Shire of Collie	Cr Joe Italiano Mr Phil Anastasakis, Chief Executive Officer, non-voting
Shire of Dardanup	President Cr Tyrrell Gardiner Mr André Schönfeldt, Chief Executive Officer, non-voting
Shire of Donnybrook Balingup	Mr Nick O'Connor, Chief Executive Officer, non-voting
Shire of Harvey	President Cr Michelle Campbell Ms Annie Riordan, Chief Executive Officer, non-voting
Shire of Manjimup	President Cr Donnelle Buegge (**Chair**) Mr Ben Rose, Chief Executive Officer, non-voting
Shire of Nannup	Cr Vicki Hansen (Deputy) Mr David Taylor, Chief Executive Officer, non-voting
WALGA Secretariat	President Cr Karen Chappel AM JP, WALGA President Cr Paul Kelly, WALGA Deputy President Ms Felicity Morris, Manager Governance and Procurement Ms Coralie Claudio, Acting Policy Manager Planning and Building Ms Fern Brookes, Grant Project Coordinator

Invited Guests

RDA South West	Mr Charles Jenkinson, Director Regional Development
Australia's South West	Ms Catrin Pickworth, Chief Executive Officer Dr Lenore Lyons, Chair

Presentations

Tesltra	Mr Boyd Brown
WA Police	Superintendent Paul Van Noort

1.3 APOLOGIES

Shire of Augusta Maragaret River	Ms Andrea Selvey, Chief Executive Officer
Shire of Donnybrook Balingup	President Cr Vivienne McCarthy
Shire of Collie	President Cr Ian Miffling
Shire of Nannup	President Cr Tony Dean
South West Development Commission	Ms Cate Brooks, Chief Executive Officer
Australian Government Department of Employment and Workplace Relations	Mr Matt Beahan, Regional Workforce Transition Officer

2 ACKNOWLEDGEMENT OF COUNTRY

We, the South West Country Zone of WALGA, acknowledge the Nyoongar people, the Traditional Custodians of this land, and pay our respects to their Elders past, present and future.

3 DECLARATIONS OF INTEREST

Nil.

4 DEPUTATIONS

4.1 CITY OF BUSSELTON

Mayor Phill Cronin and Mr Garry Hunt, Chief Executive Officer

City of Busselton Mayor Phill Cronin and CEO Mr Garry Hunt provided an update to the Zone on current priorities and key projects.

Noted

4.2 TELSTRA UPDATE

Mr Boyd Brown provided an update to the Zone on the South West telecommunications issues raised in 2025.

Noted

4.3 WA POLICE – SOUTH WEST REGION

Superintendent Paul Van Noort provided the Zone with updates on the Crime Statistics in relation to the South West region.

Noted

5 AGENCY REPORTS

5.1 REGIONAL DEVELOPMENT AUSTRALIA – SOUTH WEST

Charles Jenkinson, Director Regional Development, provided a brief update to the Zone.

Noted

5.2 DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY UPDATE REPORT

The February 2026 report from the Department of Local Government, Industry Regulation and Safety (DLGIRS) was provided as an attachment within the Agenda.

Noted

5.3 AUSTRALIA'S SOUTH WEST

Chief Executive Officer at Australia's South West Chairperson, Dr Lenore Lyons, provided a brief update to the Zone.

Noted

6 CONFIRMATION OF MINUTES

The Minutes of the South West Country Zone meeting held on 21 November 2025 have previously been circulated to Member Councils and were provided as an attachment to the Agenda.

RESOLUTION

Moved: **President Cr Julia Jean-Rice**
Seconded: **Mayor Phill Cronin**

That the Minutes of the meeting of the South West Country Zone held on 21 November 2025 be confirmed as a true and accurate record of the proceedings.

CARRIED

7 BUSINESS ARISING

7.1 STATUS REPORT

By Chantelle O'Brien, Zone Executive Officer

A Status Report outlining the actions taken on the Zone's resolutions was enclosed as an attachment within the Agenda.

Noted

8 ZONE BUSINESS

8.1 SOUTH WEST DAMA UPDATE

By Shire of Dardanup

BACKGROUND

The South-West DAMA was executed in December 2021 as an agreement between the Commonwealth and the Shire of Dardanup, covering the 12 local government areas of the South-West.

In November 2025, we were advised by the Department of Home Affairs that the South West DAMA will not be renewed at the end of its five-year term and will instead be incorporated into the WA DAMA, to be administered by the Department of Training and Workforce Development. (Attachment A)

While we support extending the DAMA framework to regions not currently served, we are concerned that the local experience, support, and business relationships that have proven central to the success of the South-West DAMA may be diminished under a centralised model.

The Shire of Dardanup has therefore written to Minister Sanderson (Attachment B) requesting the establishment of a dedicated South-West representative within the WA DAMA structure that would be funded by charging an application fee like that of the current South West DAMA model.

We believe this solution balances the benefits of statewide coordination with the essential local expertise required to support South-West employers effectively.

RESOLUTION

Moved: **Cr Tyrrell Gardiner**
Seconded: **President Cr Julia Jean-Rice**

That the South West Country Zone requests WALGA to lobby the State Government to provide adequate resources to WA DAMA including regional DAMA Officers to support the regions within which regional DAMAs exists currently including:

1. **The South West,**
2. **Kalgoorlie – Goldfields**
3. **Pilbara; and**
4. **Kimberley.**

CARRIED

8.2 BUSH FIRE BRIGADE MANAGEMENT – REQUEST FOR UPDATE ON WALGA ADVOCACY POSITION 8.10

By City of Busselton

BACKGROUND

The City of Busselton has operated Bush Fire Brigades (BFBs) for over half a century, with the authority to establish and maintain brigades legislated under the *Bush Fires Act 1954*. The City currently oversees 13 BFBs (with over 400 volunteer members), governed through the *City of Busselton Bush Fire Brigade Local Law*, which came into operation on 14 November 2023. This replaced a simplistic 1968 local law and various policies, providing a more contemporary framework for brigade management.

Under this Local Law, the City adopted *Bush Fire Operating Procedures (BFOP)* at its Ordinary Council Meeting on 18 September 2024. These procedures formalise governance, operational, and strategic aspects of brigade management, including:

- Minimum training standards for brigade roles;
- Equipment maintenance and replacement programs;
- PPE guidelines for volunteers;
- Membership application processes including medical declarations.

Despite these efforts, recent medical incidents on the fireground have highlighted gaps in clarity and consistency, particularly around fitness-for-duty assessments, communication protocols, and post-incident support. A motion from the Sussex Bush Fire Brigade, supported at the BFAC meeting on 2 September 2025, called for further development of operating procedures to address:

- Fitness-for-duty checks and medical declaration assessments;
- Defined WHS roles and responsibilities;
- Clear communication protocols during and post-incident;
- Insurance and medical support pathways for volunteers.

These challenges are not unique to Busselton. Many Local Governments across Western Australia face similar issues in managing BFBs, particularly in relation to:

- Work Health and Safety obligations under the *WHS Act 2020*, which classifies volunteers as "workers" and imposes significant duty-of-care responsibilities;
- Lack of minimum standards at the state level for brigade governance, training, and equipment;
- Insurance complexities, as volunteers are not covered under the *Workers' Compensation and Injury Management Act 2023*, requiring reliance on LGIS Personal Accident and Bush Fire Injury policies;
- Operational risk and liability exposure, especially in regional areas with limited resources and increasing bushfire activity.

WALGA Advocacy Position 8.10 recognises these sector-wide challenges and calls for:

1. A framework to enable voluntary transfer of BFBs to the State Government;
2. Co-designed management guidelines and materials;
3. A universally accessible training program;
4. Consideration of an independent Rural Fire Service and review of funding and operational models.

The City of Busselton supports this position and at its Ordinary Council Meeting on 8 October 2025, resolved to formally seek clarity on its progression, noting that reform is essential not only for Busselton but for all Local Governments managing Bush Fire Brigades under increasingly complex conditions.

SECTRETARIAT COMMENT

WALGA regularly engages with State Government in relation to Advocacy Position 8.10, through our membership to committees including the State Emergency Management Committee, State Bushfire Advisory Committee, Interagency Bushfire Operations Committee and Bushfire Operations Committee and other networks. WALGA President met with the Emergency Management Minister in February to discuss WALGA's State Budget Submission.

The WALGA 2026-27 State Budget submission advocates for Reform the Local Government Grant Scheme (LGGS) to ensure a sustainable and equitable funding model that meets the future needs of bushfire response and, in the interim, to boost to Emergency Services Funding through the Local Government Grants Scheme (LGGS).

- $42.3M is needed 2026-27 to clear the backlog of unfunded capital grant requests for VBFBs and SES units.
- $10M per year minimum allocation within LGGS for new Local Government capital grant requests (currently availability for new requests is as little as $1.5M pa)
- $2.8M per year additional operating grants from 2026-27 to meet rising costs and safety requirements for VBFBs.

Considering the Consolidated Emergency Services Legislation, DFES has advised that:

- work on the development of an Emergency Services Exposure Draft Bill is ongoing, that the drafting process is legally technical, time-intensive and the practical considerations are complex.
- DFES is investing time and effort to produce new legislation that is fit-for-purpose for the many stakeholders involved in emergency management.
- Once finalised, the Exposure Draft Bill will be released for public comment. Until then, targeted consultation may be undertaken by DFES on discrete matters.

WALGA has not received an update on expected timing for release of a consultation draft and will continue to advocate for involvement of the sector in scoping and co-design of the legislation. WALGA participates in cabinet in confidence consultations on the CES Act through the State Bushfire Advisory Committee and Bushfire Operations Committee. Through these forums we continue to advocate for a mechanism to establish a voluntary transfer framework for Bush Fire Brigades and to ensure adequate funding and a sustainable future operational model of management of Bush Fire Brigades including consideration of an independent Rural Fire Service model.

The revised State Hazard Plan Fire (2025) introduced minimum training standards for Bush Fire Brigades, supported by WALGA's submission. WALGA continues to work with DFES and through membership to committees such as the Interagency Bushfire Operations Committee, Bushfire Operations Committee and the Volunteer Bush Fire Service Training Advisory Group towards co-designed training and brigade management materials. We anticipate that DFES may release guidance on adoption of DFES doctrine by Local Government in 2026.

WALGA's submission to the Statutory Review of the Work Health and Safety Act 2020 included recommendations to:

- Provide greater legislative clarity on PCBU responsibilities during bushfire response
- Implement a contemporary legislative and policy framework for bushfire management that addresses work health and safety concerns for VBFBs and provides certainty on what "reasonably practicable" means under the WHS Act, as applied to VBFBs, and how it should be achieved.

RESOLUTION

Moved: **Mayor Phill Cronin**
Seconded: **President Michelle Campbell**

That the South West Country Zone requests WALGA to provide an update on the progression of Advocacy Position 8.10 – Management of Bushfire Brigades, including:

1. **Engagement undertaken with the State Government and DFES;**
2. **Progress on the development of the Consolidated Emergency Services Act and/or other mechanism to establish the transfer framework for Bush Fire Brigades to the State Government;**
3. **Status of the proposed co-designed training and management materials;**
4. **Update on the review of funding and future operational model of management of Bush Fire Brigades including consideration of an independent Rural Fire Service model; and**
5. **Timeline for sector consultation and legislative reform.**

CARRIED

8.3 ADVOCACY FOR ELECTRONIC VOTING FEASIBILITY

By Shire of Harvey

BACKGROUND

At the Ordinary Council Meeting held on Tuesday, 16 December 2025, The Shire of Harvey Council considered a Notice of Motion submitted by Cr Carbone proposing that the Shire of Harvey request the Western Australian Local Government Association (WALGA), through the South West Zone, to advocate to the Western Australian Electoral Commission (WAEC) Expert Advisory Committee and the Department of Local Government, Industry Regulation and Safety to explore the feasibility of introducing electronic voting for Local Government elections in Western Australia.

Council identified several challenges associated with the current postal voting system, including low voter turnout, delayed results, and increasing operational costs. Additionally, concerns were raised that declining voter participation may undermine community confidence in the representativeness of Local Government elections. Council also noted that preferential voting and high-visibility campaigns may unintentionally favour candidates with greater resources, potentially impacting candidate diversity.

The Officer Comment presented to Council emphasised the complexity of transitioning to electronic voting, noting previously identified WAEC considerations including legislative barriers, cybersecurity requirements, equitable access, cost implications, and operational feasibility. Despite these challenges, Council acknowledged that advancements in secure digital technology could offer improved accessibility, transparency, and election efficiency.

Following debate, Council resolved unanimously (9–0) under Resolution 25/272 to:

1. Request WALGA, through the South West Zone, to advocate to the WAEC Expert Advisory Committee and the Department of Local Government, Industry Regulation and Safety to explore the feasibility of electronic voting for Local Government elections in Western Australia.
2. Authorise the Chief Executive Officer to liaise with the Executive Officer of the WALGA South West Zone to include this matter on the next meeting agenda for consideration by member councils.

SECRETARIAT COMMENT

WALGA currently has the following Advocacy Position 2.5.16 Elections:

The Local Government sector supports:

1. *Councillors serve four-year terms with elections every two years and half of the Council positions spilled at each election.*
2. *First-Past-The-Post (FPTP) voting system for Local Government elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections.*
3. *First-Past-The-Post (FPTP) voting system for internal Council elections.*
4. ***Councils holding elections by means of in-person, postal and/or electronic voting.***
5. *Current legislative provisions of Mayor/President of Class 1 and Class 2 Local Governments being directly elected by the community and Class 3 and Class 4 Local Governments determining whether its Mayor or President is elected by the Council or by the community.*

Currently, electronic voting is very limited at any tier of government in Australia, and is generally limited to assisted voting, which supports eligible electors who are unable to vote using traditional methods without help.

However, New South Wales (NSW) provides an example of a jurisdiction where non-paper ballot voting has previously been implemented.

Technology Assisted Voting (TAV), named iVote, was introduced by the NSW Electoral Commission for the 2011 State general election. Local Government elections in 2021 used iVote, due to the COVID-19 pandemic. A review of TAV by the NSW Electoral Commissioner commenced in 2022, with a final report published in November 2023: Technology assisted voting – Paper 3: Final review report. The report provides an assessment of the issues associated with non-paper ballot voting and is informative to considering future voting options.

In a brief summary the report concluded the following:

- *"that there is no sound basis on which to contemplate a large-scale program of TAV in New South Wales in the short term. The systems to control risks to electoral integrity from the broad use of TAV – particularly internet voting – are not sufficiently mature or proven to an acceptable standard. The existing paper ballot voting system is more secure and better understood and trusted by electors. It should continue to be offered as the primary voting channel".*
- *"There is a compelling case for Australian federal, state and territory jurisdictions to jointly consider whether any forms of TAV can and should be offered at scale on a*

common national election platform, in place of individual jurisdictions developing their own separate systems"

RESOLUTION

Moved: **President Cr Michelle Campbell**
Seconded: **Cr Vicki Hansen**

That the South West Country Zone support the Shire of Harvey's request that WALGA advocate to the Western Australian Electoral Commission Expert Advisory Committee and the Department of Local Government, Industry Regulation and Safety to explore the feasibility of introducing electronic voting for Local Government elections in Western Australia.

CARRIED

8.4 2026 LOCAL GOVERNMENT HONOURS AWARDS

By Kathy Robertson, WALGA Manager Association and Corporate Governance

The Honours Program recognises and celebrates the outstanding achievements and lasting contributions made by Elected Members and officers to their respective Local Government, the Local Government sector, WALGA and the wider community.

There are five awards in the 2026 Program:
1. Local Government Medal
2. Life Membership
3. Eminent Service Award
4. Merit Award
5. Young Achievers Award

All Local Government Elected Members and officers are eligible for nomination for each award.

Nominations are open now and will close at **5:00pm on Thursday, 2 April 2026.**

Further information about the 2026 Honours Program, including the nomination form and guidelines for preparing nominations, are available on the WALGA website.

All awards will be presented later this year at the WALGA Local Government Awards event. More details about the event will be announced shortly.

For more information contact Habiba Farrag, State Council Governance Officer, on 9213 2050 or via email honours@walga.asn.au.

Noted

8.5 WATER MANAGEMENT DISCUSSION PAPER UPDATE

By Rebecca Brown, WALGA Policy Manager Environment and Waste

EXECUTIVE SUMMARY

- WALGA has developed a Water Management in Western Australia Discussion Paper exploring issues for Local Governments in managing water resources.
- To inform the Discussion Paper, WALGA undertook research and direct engagement with the sector and reviewed existing Water Advocacy Positions and feedback from WALGA Zones.
- Based on this consultation, the Discussion Paper identifies water security and water efficiency as as key themes.
- Feedback on the Discussion Paper will inform the development of a new water management advocacy position.
- Zones and Local Governments are encouraged to provide comments to WALGA by 12 March 2026.

POLICY IMPLICATIONS

This item relates to WALGA Advocacy Positions 3.1.1 Service Delivery to Aboriginal Communities, 4.3 Clearing Permits and Water Licenses and Permits, 6.10 Public Open Space (POS) and 6.14 Planning for Water.

ATTACHMENT

- Water Management in Western Australia Discussion Paper

BACKGROUND

Local Governments contribute to the management of water through strategic planning, land management, development approvals, community behaviour change and, in some cases, direct water service provision. Local Governments' role in water service provision includes drainage, water use and re-use and aspects of wastewater and sewerage services. The challenges for future water management are escalating across Western Australia due to population growth, climate change and increased competition for limited water resources.

To inform the Discussion Paper WALGA reviewed its existing Water Advocacy Positions and motions, feedback from WALGA Zones and undertook research and direct consultation with the sector. Consultation included workshops with both metropolitan and non-metropolitan Local Governments, an online session with 40 officers focused on water security and efficiency and a regionally focused session with 30 Local Government representatives exploring the barriers to being waterwise in a regional setting. In addition, WALGA conducted 14 one-on-one interviews with officers from 22 metropolitan, regional and remote Local Governments to better understand key issues. Further insights were gained through meetings with officers from the Department of Water and Environmental Regulation and the Water Corporation, as well as internal discussions with WALGA.

COMMENT

From consultation and research WALGA has undertaken with Local Government, two key themes consistently emerged - water security and water efficiency.

Water security relates to the reliable availability, adequate quantity and acceptable quality of water needed to support human health, economic development and environmental amenity. Issues identified include:

- Infrastructure: Funding to repair and upgrade aging Local Government water infrastructure including irrigation, drainage and stormwater systems and to improve reliability of State-managed assets.
- Alternative Sources: Diversifying water supply through non-traditional sources such as recycled water, stormwater harvesting, or desalination to support community assets.
- Licensing: Reforming the current water licensing system, including equity, access and regulatory enforcement.
- Access: Addressing barriers to equitable water access, particularly for regional and remote communities.
- Use: Planning for water allocation and consumption across sectors.

Water efficiency is focused on reducing unnecessary water loss through better practices, technologies and infrastructure. Issues identified include:

- Technology: Adopting waterwise technologies to enhance water efficiency.
- Water Literacy and behaviour change: Increasing water literacy within Local Government and the community to support change management and adaptation within communities.
- Water Sensitive Urban Design: Improving understanding to encourage the adoption of efficient technologies and design standards to reduce water consumption across public and private infrastructure.

Local Governments across Western Australia are addressing water security and efficiency through various actions across strategic infrastructure planning, innovative water management practices and community awareness. A new Water Management Advocacy Position will ensure WALGA can effectively advocate on behalf of the sector in relation to this issue. The Discussion Paper includes options to address these issues and questions for the sector relating to each of the key areas.

Feedback on the Discussion Paper will inform the development of a new water management advocacy position. All Zones and Local Governments are encouraged to provide comments to WALGA by 12 March 2026.

Noted

8.6 CONSULTATION ON DRAFT CLIMATE CHANGE ADVOCACY POSITION

By Rebecca Brown, WALGA Policy Manager Environment and Waste

EXECUTIVE SUMMARY

- WALGA is undertaking consultation on a revised Climate Change Advocacy Position.
- This Draft was developed following initial consultation, consideration by State Council in March 2025 and feedback from the Environment Policy Team of State Council.
- Since WALGA's current Advocacy Position and Policy Statement were endorsed in 2018, there have been significant legislative, policy, technological and scientific changes.
- An updated climate change advocacy position, which complements other WALGA advocacy positions, will provide a sound basis for WALGA's advocacy.
- WALGA is seeking Council endorsed feedback by 1 May 2026.

POLICY IMPLICATIONS
This item is intended to replace WALGA's 2018 Climate Change Advocacy Position and Policy Statement.

ATTACHMENT
The Consultation Paper is available online.

BACKGROUND
Climate change, and related legislation, policy and action, have implications for many aspects of Local Governments' operations and services. More frequent and severe droughts, heatwaves, bushfires, extreme rainfall events and warming, rising sea levels are increasing the costs and complexity of delivering critical services, infrastructure and ensuring community wellbeing.

In 2018, State Council endorsed a Climate Change Policy Statement and advocacy position, following extensive sector consultation. Since this Advocacy Position was adopted there have been significant legislative, policy, technological and scientific changes, including:

- The national *Climate Change Act 2022* and the Western Australian Climate Change Bill 2023.
- The *Local Government Amendment Act 2023,* which expanded Western Australian Local Governments' general function to include planning for, and mitigating, the risks associated with climate change.
- The release of the Australian Government's National Climate Risk Assessment and National Adaptation Plan in 2025.
- Escalation of the transition to renewable energy, uptake of electric vehicles and energy efficiency standards under the National Construction Code.
- Climate science and projections (international, national and WA specific) have also become clearer regarding the risks posed by climate change and the need for action to address the consequential impacts.

COMMENT
It is important that the WALGA climate change advocacy position is updated to reflect these changes and the consequent needs and priorities of Local Governments. An updated climate change advocacy position, which complements other WALGA advocacy positions, will provide a sound basis for WALGA's advocacy.

Following initial consultation, consideration by State Council in March 2025 and feedback from the Environment Policy Team, WALGA has developed a revised, draft Climate Change Advocacy Position for Local Government feedback.

WALGA Environment and Waste Team members will be attending Zone meetings in April 2026 to support zone discussions on the draft Advocacy Position.

WALGA is seeking Council endorsed feedback on the draft Climate Change Advocacy Position by **COB Friday, 1 May 2026.** Feedback can be provided to environment@walga.asn.au.

Following consideration of this feedback a final draft advocacy position will be developed and provided to Zones and State Council for consideration, expected to be in July 2026.

Noted

8.7 DISASTER READY FUND: ROUND 4 ANTICIPATED TO OPEN IN MARCH 2026

By Rachel Armstrong, WALGA Policy Manager Emergency Management

The Disaster Ready Fund (DRF) is the Australian Government's key funding program to support projects that reduce disaster risk and strengthen community resilience.

Round Four of the DRF is expected to open in March 2026 with approximately $200 million available nationally. A strong focus on *construction-ready*, infrastructure-based mitigation projects with clear risk reduction benefits is expected. This is similar to Round 3 which prioritised infrastructure-based projects such as flood levees, cyclone shelters, warning systems. A list of Round 3 projects funded is available at Disaster Ready Fund | NEMA).

WALGA is providing early notice to Zones and member Local Governments to consideration of both individual and collaborative project opportunities, and pre-planning ahead of the formal announcement.

The DRF is administered by DFES, in Western Australia. Further information is available at Disaster Resilience Grants - Department of Fire and Emergency Services and by emailing DisasterResilienceGrants@dfes.wa.gov.au.

DRF Round 4 is likely to be released in March 2026, and encourage Local Governments to consider shared or individual disaster risk reduction projects

WALGA will advise the Sector when the DRF is formally announced.

Noted

8.8 REQUEST TO PRESENT

By Chantelle O'Brien, Zones Governance Officer

WALGA was approached by HC Construction Services Pty Ltd requesting an opportunity to attend various Country Zone meetings to provide a deputation on how to navigate through the Disaster Recovery Funding Arrangement (DRFA). HC Construction Services is a WA based company specialising in project management, consultancy and construction delivery. HC is a WALGA Preferred Supplier and has worked with several Local Governments to manage disaster relief funding claims. This includes by way of road condition video using their internally developed RF Vid Assist system.

The proposed presentation would include some tips, dos and don'ts, advice on pre disaster evidence requirements, and lessons learnt on three or four case studies where applicants have encountered problems. The presentation would also include information on how Local Governments can prepare a funding application, so they receive the maximum funding available in the event of a natural disaster.

RESOLUTION

Moved: **President Cr Julia Jean-Rice**
Seconded: **President Cr John Fergusson**

That the South West Country Zone does not support a deputation from HC Construction Services Pty Ltd at a future Zone meeting in 2026.

CARRIED

8.9 DRAFT RENEWABLE ENERGY PLANNING CODE

By Kieran McGovern, WALGA Senior Policy Advisor, Planning

EXECUTIVE SUMMARY

- WALGA Advocacy Position 6.17 Renewable Energy Facilities calls for changes to the renewable energy State planning framework to ensure it is fit for purpose to guide the ongoing development of the sector.
- The State Government has released a draft Renewable Energy Planning Code and Guidelines with the aim of establishing a consistent assessment framework, clear development standards, and improved certainty around impacts such as noise, landscape, environmental considerations, and safety.
- The Code initially focuses on wind farms but is designed to expand to other renewable technologies, requiring detailed technical reporting and encouraging (but not regulating) community benefit-sharing agreements.
- Proposed regulatory amendments would align local planning schemes with the Code and classify renewable energy projects valued at $20 million or more as mandatory significant development, shifting decision-making authority to the WAPC.
- WALGA strongly encourages consideration of the draft Code by Zones. Local Governments should make their own submissions on the draft Code by 10 April 2026 and provide feedback to WALGA to inform our submission on behalf of the sector by 27 February 2026. Council endorsed submissions are preferred.

ATTACHMENT

- Draft Renewable Energy Planning Code and Guidelines
- Information Sheet - Proposed Amendments to Local Planning Scheme Regulations
- Information Sheet - Proposed Amendments to Significant Development Regulations
- WALGA summary of the draft Renewable Energy Planning Code

POLICY IMPLICATIONS

WALGA's proposed advocacy approach is consistent with WALGA Advocacy Positions:

- 6.1 Planning Principles and Reform
- 6.4 State Development Applications and Decision Making
- 6.16 Energy Transition Engagement and Community Benefit Framework
- 6.17 Renewable Energy Facilities
- 6.18 Priority Agriculture.

BACKGROUND

The growth in the number, size, and complexity of renewable energy facilities across Western Australia is expected to continue as energy generation and other traditional industries de-carbonise their facilities and operations. As a result, the placement and management of renewable energy facilities have become contentious issues in local communities across Western Australia.

In September 2024, WALGA's State Council endorsed three advocacy positions to address concerns related to renewable energy. Advocacy Position 6.17 Renewable Energy Facilites noted that the existing Western Australian Planning Commission's (WAPC) Position Statement: Renewable energy facilities was inadequate to address these concerns, leading to inconsistent application and approvals of renewable energy facilities across the State.

The advocacy position calls for the existing Position Statement: Renewable Energy Facilites to be elevated to a State planning policy, to provide the highest level of planning policy

control and ensure the state planning framework is fit for purpose to guide the ongoing development of the sector.

On 12 December 2025, the State Government released a draft Renewable Energy Planning Code (the Code) and associated Guidelines for public consultation. The Code has been prepared to provide guidance to industry, Local Government and communities by:

- introducing a consistent development assessment framework for renewable energy infrastructure across Western Australia.
- establishing clear development standards and application requirements.
- addresses potential land use and environmental impacts, such as noise and landscape considerations.

The initial focus of the Code is on wind farms, with flexibility to expand to other renewable energy developments, including solar farms and battery energy storage systems.

The draft Code covers key planning issues such as safety, noise, shadow flicker, landscape and visual impact, natural environment, natural hazards, aviation safety, electromagnetic interference, transport, construction, and decommissioning.

Under the proposed Code, development applications must include detailed technical reports, whilst community benefit-sharing agreements are encouraged, these agreements sit outside of the planning system.

To enable implementation of the Code, regulatory amendments are proposed to the *Planning and Development (Local Planning Schemes) Regulations 2015* to support incorporation of the Code into local planning schemes through Model Provisions, introduce standard land-use definitions that will apply to all local planning schemes and guide assessment of new noise-sensitive development near existing or approved wind farms.

There are also proposed reforms to the *Planning and Development (Significant Development) Regulations 2024*, which will classify renewable energy development applications valued at $20 million or more as mandatory significant development. These projects will be assessed and determined by the WAPC under the State Significant Development Pathway (under Part 11B of the *Planning and Development Act 2005*), and Local Governments role will be to provide commentary to the development application, but final decision-making authority will rest with the WAPC.

Consultation on the draft Code and Guidelines closes 10 April 2026.

COMMENT

WALGA's has advocated for changes to the renewable energy State planning framework to ensure orderly and proper planning of renewable energy facilities and therefore welcomes the release of the draft Renewable Energy Planning Code and Guidelines by the State Government for public comment. This draft Code represents a significant step toward establishing a consistent planning framework to guide the ongoing development of renewable energy facilities across WA - providing important clarity and guidance to WA Local Governments.

The proposed amendments to classify renewable energy projects over $20 million as 'mandatory significant development' that must be determined by WAPC does not align with WALGA's Advocacy Position 6.4 State Development Applications and Decision Making, as it has the potential to erode Local Government decision making powers and community

input. WALGA's position is that Part 11B should be abolished, or, if it is retained, the cost threshold should be raised to $50 million.

WALGA considers it is essential that the requirement for community benefits be mandated. There are several options that should be examined as potential mechanisms to mandate community benefit-sharing agreements, including (but not limited to) amendments to existing planning or energy legislation or new, standalone legislation.

There is also a lack of guidance regarding appropriate land uses in particular zones, specifically protecting rural land for agricultural purposes, instead stating that wind farms are generally compatible with agricultural land uses. WALGA's position is that regulatory amendments are required to create a model zone through the *Planning and Development (Local Planning Schemes) Regulations 2015* for land identified as high quality agricultural land (noting most of this land is located in the South West region) known as the 'Priority Agriculture'.

WALGA held two online information sessions on the Code alongside the Department of Planning, Lands and Heritage on 5 and 9 February 2026 for Local Government officers and Elected Members respectively.

WALGA will prepare a submission to the State on behalf of the sector to ensure the draft Code delivers positive outcomes for Member Local Governments, communities and industry.

WALGA strongly encourages consideration of the draft Code by Zones. Local Governments should make their own submissions on the draft Code by 10 April 2026 and provide feedback to WALGA to inform our submission on behalf of the sector by 27 February 2026. Council endorsed submissions are preferred.

WALGA's submission will be provided to State Council by flying agenda to meet the submission deadline.

Noted

9 WALGA STATE COUNCIL AGENDA

Zone Delegates are invited to read and consider the WALGA State Council Agenda, which has been provided as an attachment with this Agenda and can be found via the link here.

The Zone can provide comment or submit an alternative recommendation on any of the items, including the items for noting. The Zone comment will then be presented to the State Council for consideration at their meeting.

The State Council Agenda items requiring a decision of State Council are extracted for Zone consideration below.

9.1 AVIATION ADVOCACY POSITIONS

By Negar Nili, Policy Officer Transport and Roads

EXECUTIVE SUMMARY

- Two new Advocacy Positions are proposed to strengthen WALGA's aviation advocacy framework and to inform WALGA's response to future inquiries and/or consultation relating to aviation.
- The aim of the new positions is to provide clearer and more contemporary guidance on:
    - the sustainability and ongoing viability of Local Government-owned regional airports; and
    - the affordability, reliability and accessibility of regional and remote air services for Western Australian communities.
- The proposed positions will assist WALGA to advocate more effectively on behalf of its Members by:
    - clearly articulating the essential service role of aviation in regional, rural and remote Western Australia;
    - strengthening WALGA's capacity to engage with State and Commonwealth governments on aviation policy and funding; and
    - supporting Local Governments facing regulatory, financial and service-delivery challenges associated with regional aviation.
- The development of the proposed Advocacy Positions has been informed by engagement with a sample of Local Governments, which highlighted shared concerns regarding high regional airfares, service reliability, capacity constraints and the role of aviation in supporting health access, emergency response and regional economic development.
- WALGA currently has two existing aviation Advocacy Positions; however, feedback from Local Governments clarified that the inclusion of additional, targeted policy positions is essential to better reflect contemporary challenges and to strengthen support for Councils.
- The proposed positions build on existing WALGA policy and provide a stronger basis for:
    - sector advocacy;
    - engagement with State Council and Zones to seek feedback; and
    - informing WALGA's potential submission to the Productivity Commission Inquiry into Regional Airfares.

POLICY IMPLICATIONS

The current WALGA Advocacy Positions relating to Aviation are positions 5.9 Aviation and 5.9.1 Airfare Pricing in Regional Western Australia. The proposed new positions would be in addition to these existing positions.

5.9 Aviation

Position Statement

The Local Government sector supports the Department of Transport's State Aviation Strategy 2020, with more focus required on non-RPT airports to ensure it is representative of all of WA, more focus on general aviation development across WA and noting that the preferred ownership and governance of Local Governments is Council Controlled Organisations. The Local Government sector advocates for a clear position on the economic benefit of airports in regional areas to be included in the future state wide Airports State Planning Policy.

5.9.1. Airfare Pricing in Regional Western Australia

Position Statement

The Local Government sector supports:

1. *An evidence-based assessment commissioned by the State Government to determine the degree to which market structure and other factors influence the cost of providing air services on each route, the pricing structure offered and the actual prices paid.*
2. *The State Government providing oversight of airfares ensuring transparency, encouraging partnerships between Local Governments and airline carriers to grow the market and the provision of subsidies in some situations.*

BACKGROUND

Aviation plays a critical role in Western Australia, particularly for regional, rural, and remote communities, by providing essential connectivity for access to healthcare, education, employment, and social engagement. Reliable and affordable air services are also vital to regional economic development, workforce mobility, and community resilience, especially where alternative transport options are limited.

WALGA's advocacy on aviation is underpinned by its existing policy framework, which emphasises the need for safe, reliable, and cost-effective air services across regional and remote Western Australia. These policies highlight the critical role of aviation in enabling regional connectivity, supporting service delivery, and contributing to economic development, while recognising the operational and regulatory responsibilities faced by Local Government–managed airports.

WALGA has also contributed to State-level policy development including the State Aviation Strategy 2020. This strategy supports key initiatives including regulating certain routes to support a sustainable service, the Regional Airfare Zone Cap, Regional Airports Development Scheme and regulation of closed charters in some situations. It is anticipated that the Department of Transport and Major Infrastructure will review and refresh the State Aviation Strategy in 2026-27.

At the national level, WALGA engaged in consultation processes leading to the Green and White Papers on Regional Transport and Aviation, representing Local Government perspectives and regional needs.

Two recently initiated inquiries — the Productivity Commission Inquiry into the determinants of regional airfares and the Senate (Rural and Regional Affairs and Transport References Committee) Inquiry into the State of Australia's Aviation Sector and its ability to deliver reliable and affordable services to rural, regional and remote communities — provide important opportunities to review and improve policies supporting regional aviation. Both inquiries have overlapping focus areas, including affordability, government intervention, and impacts on regional communities.

To inform its responses to both inquiries, WALGA has engaged with a sample of Local Governments to understand their experiences, challenges, and priorities for regional air services. This engagement has clarified the needs of Local Governments and communities, forming the basis for developing two proposed new Advocacy Positions to support Members and advocate for improved connectivity, affordability, and service sustainability across regional Western Australia.

NEW ADVOCACY POSITIONS

Regional Airports

Position Statement	*WALGA supports the sustainable operation of Local Government owned regional airports and advocates for proportionate regulatory frameworks, targeted funding, and operational guidance to ensure safe, efficient, and resilient airport infrastructure and services.*
Background	Regional airports are vital for connectivity, economic development, tourism, health access, and emergency response in Western Australia. Local Governments operating regional airports face increasing regulatory and operational pressures, including aviation security requirements, compliance obligations, ageing infrastructure, and limited staffing capacity. Many Council-owned airports cover day-to-day operating costs but lack sufficient capital to fund major infrastructure renewal or security upgrades. Airports that support both community access and FIFO activity can face additional funding constraints despite their ongoing role in servicing regional communities. These challenges highlight the need for regulatory settings and funding arrangements that reflect airport scale, risk profile, and regional operating conditions.

Regional and Remote Air Services

Position Statement	*WALGA advocates for reliable, affordable, and equitable regional air services, calling for greater oversight of airline pricing practices, including transparent fare structures and equitable access to discounted and lower-cost fares, to mitigate the impacts of limited competition and dynamic pricing on regional residents, businesses, and essential travel. WALGA also promotes the continued viability of essential routes and recognises regional aviation as an essential service supporting community access, workforce mobility, and regional economic development.*

Background	Regional communities rely on air services for essential travel, including access to health care, employment, education, and family connections, particularly where alternative transport options are limited. High airfares, limited availability of lower-cost seats, and opaque pricing structures reduce affordability for residents and businesses, even in markets with more than one airline. Regional air services are also vulnerable to sudden service reductions or route withdrawals, which can isolate communities and disrupt economic and social activity. These challenges underscore the importance of policy settings that support affordability, service continuity, and equitable access.

COMMENT

Engagement with a sample of Local Governments operating airports with Regular Passenger Transport (RPT) services highlighted operational, financial, and service delivery issues affecting both Council-owned airports and regional air services.

Key matters raised by Councils include:

- Airline pricing and equitable access: Complex, opaque, and highly variable fare structures; limited availability of lower-cost seats; competition does not always deliver affordable or equitable outcomes.
- Aviation security requirements: Standards designed for larger airports impose significant operational and financial burdens, with outdated equipment, regulatory ambiguities, and high upgrade costs creating compliance challenges.
- Funding and resource constraints: Many Councils operate airports with limited staff and capital; while day-to-day operating costs may be covered, major infrastructure renewal or expansion and security upgrades are often unfunded.
- Service continuity and reliability: Regional air services are fragile, with sudden route reductions or withdrawals impacting essential travel, community connectivity, and local economies.
- Coordination across governments and industry: Fragmented policy, regulatory, and funding arrangements limit Local Governments' ability to respond quickly to changes, highlighting the need for improved collaboration.
- Regional aviation as an essential service: Airports and air services underpin health access, emergency response, tourism, economic development, and social cohesion, demonstrating their broader value beyond transport alone.

Based on these issues and priorities identified through Local Government engagement, WALGA has developed the two proposed Advocacy Positions above on aviation – one focusing on regional airports and the other on regional and remote air services – to address the challenges of affordability, accessibility, operational sustainability, and service continuity for regional communities.

WALGA RECOMMENDATION

That State Council endorse two new Advocacy Positions on Aviation as follows:

1. Regional Airports
   WALGA supports the sustainable operation of Local Government owned regional airports and advocates for proportionate regulatory frameworks, targeted funding,

and operational guidance to ensure safe, efficient, and resilient airport infrastructure and services.

2. Regional and Remote Air Services
WALGA advocates for reliable, affordable, and equitable regional air services, calling for greater oversight of airline pricing practices, including transparent fare structures and equitable access to discounted and lower-cost fares, to mitigate the impacts of limited competition and dynamic pricing on regional residents, businesses, and essential travel. WALGA also promotes the continued viability of essential routes and recognises regional aviation as an essential service supporting community access, workforce mobility, and regional economic development.

RESOLUTION

Moved: **President Cr John Fergusson**
Seconded: **Mayor Phill Cronin**

That the South West Country Zone supports the WALGA recommendation for State Council Agenda item 9.1 as contained in the State Council Agenda and as provided above.

CARRIED

9.2 OTHER STATE COUNCIL AGENDA ITEMS

Zone Delegates are invited to raise for discussion, questions or decision any of the items in the State Council Agenda, including the items for noting, Policy Team and Committee Reports or the Key Activity Reports.

10 OTHER BUSINESS

Nil.

11 EXECUTIVE REPORTS

11.1 WALGA PRESIDENT'S REPORT

President Cr Karen Chappel provided a brief update to the Zone. The report was provided as an attachment within the Agenda.

Noted

Cr John Fergusson departed the meeting at 11:29am.

Cr Rosina Mogg joined the meeting as Deputy Delegate for Shire of Capel.

11.2 WALGA STATE COUNCILLOR REPORT

President Cr Donelle Buegge, State Councillor presented on the previous State Council meeting.

Noted

12 FINANCIAL REPORT

12.1 SOUTH WEST COUNTRY ZONE FINANCIAL REPORT

Period Ending Dec 25 Report		
	Actual $	**Note**
Opening Cash Balance	23,636.43	
Income		
Subscription Income	7,200	1
Total Income	**7,200**	
Expenses		
Bank Charges	33	
Sponsorship	-	
Plaques	383	
Total Expenses	**416**	
Closing Cash Balance	**30,421**	

Note
1: Subscription invoices have been issued, and all payments have been received.

RESOLUTION

Moved: **President Cr Julia Jean-Rice**
Seconded: **Cr Joe Italiano**

1. **That the South West Country Zone financial report for February 20 2026 be received.**
2. **Request advice from the WALGA Secretariat as to whether the South West Country Zone has a Constitution.**

CARRIED

13 EMERGING ISSUES

Nil.

14 2026 MEETING DATES AND LOCATIONS

Meeting dates for 2026 are listed below. Please note if any changes need to be made.

MEETING DATE	HOST LOCAL GOVERNMENT
Friday, **24 April** 2026	Capel
Friday, **19 June** 2026	Collie
Friday, **21 August** 2026	Dardanup
Friday, **20 November** 2026	Donnybrook-Balingup

15 NEXT MEETING

The next meeting of the South West Country Zone will be held on Friday, 24 April 2026 at the Shire of Capel commencing at 9:00am.

16 CLOSURE

There being no further business the Chair declared the meeting closed at 11:38am.

WALGA

Attachment 11.2

State Council Minutes 4 March 2026

Ordinary meeting no. 1 of 2026 of the Western Australian Local Government Association State Council held at ONE70, LV3, 170 Railway Parade, West Leederville at 3:15pm.

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1 OPENING, ATTENDANCE AND APOLOGIES

1.1 OPENING

The meeting commenced at 3:16pm.

1.2 ATTENDANCE

Members	WALGA President	Karen Chappel AM JP *(Items 1 – 2)* Mark Irwin *(Items 4 – 15)*
	WALGA Deputy President Avon-Midland Country Zone	Chris Antonio
	Central Country Zone	Phillip Blight
	Central Metropolitan Zone	Helen Sadler
	Central Metropolitan Zone	Paul Kelly
	East Metropolitan Zone	Paige McNeil
	East Metropolitan Zone	Cate McCullough
	Gascoyne Country Zone	Matthew Niikkula
	Goldfields Esperance Country Zone	Laurene Bonza
	Great Eastern Country Zone	Stephen Strange
	Great Southern Country Zone	Scott Crosby
	Kimberley Country Zone	Chris Mitchell JP
	Murchison Country Zone	Les Price
	North Metropolitan Zone	*VACANT*
	North Metropolitan Zone	Lewis Hutton
	North Metropolitan Zone	Eman Seif JP
	Northern Country Zone	Elizabeth Sudlow
	Peel Country Zone	Mike Walmsley
	Pilbara Country Zone	Audra Smith
	South East Metropolitan Zone	Patrick Hall
	South East Metropolitan Zone	Terresa Lynes
	South Metropolitan Zone	Robert Schmidt
	South Metropolitan Zone	Karen Wheatland
	South Metropolitan Zone	Barry Winmar
	South West Country Zone	Donelle Buegge
Secretariat	Chief Executive Officer	Nick Sloan
	Executive Manager Member Services	Kirsty Martin
	Executive Manager Infrastructure	Ian Duncan
	Executive Manager Policy	Nicole Matthews
	Executive Manger Advocacy	Rachel Horton
	Chief Financial Officer	Rick Murray
	Manager Association and Corporate Governance	Kathy Robertson
	State Council Governance Officer	Habiba Farrag
Observers	City of Bayswater	Mayor Filomena Piffaretti
	City of Nedlands	Commissioner Bianca Sandri
	City of Stirling	Cr Karlo Perkov
	Avon-Midland Country Zone	Cr Lincoln Stewart *(Deputy)*
	Central Metropolitan Zone	Cr Liam Gobbert JP *(Deputy)*
	East Metropolitan Zone	Cr Rod Henderson *(Deputy)*

	WALGA Policy Manager Community	Hannah Godsave
	WALGA External Affairs Manager	Dana Mason
	WALGA Manager Commercial Services	Sam McLeod

1.3 APOLOGIES

Ex Officio	The Rt. Hon. Lord Mayor – City of Perth	Lord Mayor, Bruce Reynolds
	Local Government Professionals WA President	Mr Scott Wildgoose

2 ACKNOWLEDGEMENT OF COUNTRY

WALGA acknowledges the continuing connection of Aboriginal people to Country, culture and community. We embrace the vast Aboriginal cultural diversity throughout Western Australia, including Boorloo (Perth), on the land of the Whadjuk Noongar People, where WALGA is located and we acknowledge and pay respect to Elders past and present.

WALGA is committed to supporting the efforts of WA Local Governments to foster respectful partnerships and strengthen relationships with local Aboriginal communities.

Karen Chappel AM JP vacated the Chair. Karen left the meeting at 3:17pm and did not return.

3 ELECTION OF WALGA PRESIDENT AND DEPUTY PRESIDENT

An election for the position of WALGA President and Deputy President was conducted in accordance with clause 16A of the Association Constitution.

The Chief Executive Officer, Mr Nick Sloan, acted as the Returning Officer.

Nominations opened on Thursday, 5 February 2026 and closed at 5:00pm on Monday, 23 February 2026.

The term of office of both the President and Deputy President is for a two (2) year period from 4 March 2026 and expires at the first ordinary meeting of State Council in 2028.

ELECTION OF PRESIDENT
The following nominations were received for President (in alphabetical order):

- Patrick Hall
- Mark Irwin
- Paul Kelly
- Terresa Lynes
- Paige McNeil
- Barry Winmar

Each candidate's nomination was distributed to State Councillors for consideration.

An election was conducted by secret ballot after each candidate was afforded a maximum of four (4) minutes to support their nomination. The order of speaking for candidates was randomly generated prior to the meeting.

DECLARATION

That Mark Irwin has been elected as WALGA President for a two (2) year term commencing immediately and concluding on the first ordinary State Council meeting of 2028.

ELECTION OF DEPUTY PRESIDENT

The following nominations were received for Deputy President (in alphabetical order):

- Chris Antonio
- Laurene Bonza
- Stephen Strange

Each candidate's nomination was distributed to State Councillors for consideration.

An election was conducted by secret ballot after each candidate was afforded a maximum of four (4) minutes to support their nomination. The order of speaking for candidates was randomly generated prior to the meeting.

Lewis Hutton left the meeting at 4:10pm and did not return.

DECLARATION

That Chris Antonio has been elected as WALGA Deputy President for a two (2) year term commencing immediately and concluding on the first ordinary State Council meeting of 2028.

The meeting was adjourned at 4:14pm.

The meeting resumed at 4:26pm with WALGA President, Mark Irwin, as Chair.

WALGA staff Dana Mason, Hannah Godsave and Sam McLeod joined the meeting at 4:26pm.

4 ANNOUNCEMENTS

Nil.

5 MINUTES

5.1 MINUTES OF THE STATE COUNCIL MEETING HELD 3 DECEMBER 2025

WALGA RECOMMENDATION

Moved: **Paige McNeil**
Seconded: **Laurene Bonza**

That the Minutes of the WALGA State Council meeting held on 3 December 2025 be confirmed as a true and correct record of proceedings.

RESOLUTION 001.1/2026 **CARRIED**

5.1.1 BUSINESS ARISING FROM THE MINUTES OF THE STATE COUNCIL MEETING HELD 3 DECEMBER 2025

Nil.

5.2 FLYING MINUTE – 2026-27 STATE BUDGET SUBMISSION

WALGA RECOMMENDATION

Moved: **Barry Winmar**
Seconded: **Chris Mitchell JP**

That the Flying Minute – 2026-27 State Budget Submission be confirmed as a true and correct record of decision.

RESOLUTION 002.1/2026 **CARRIED**

5.2.1 BUSINESS ARISING FROM THE FLYING MINUTE – 2026-27 STATE BUDGET SUBMISSION

Nil.

5.3 FLYING MINUTE – SELECT COMMITTEE INTO LAND DEVELOPMENT AND PLANNING

WALGA RECOMMENDATION

Moved: **Barry Winmar**
Seconded: **Chris Mitchell JP**

That the Flying Minute – Select Committee into Land Development and Planning be confirmed as a true and correct record of decision.

RESOLUTION 002.1/2026 **CARRIED**

5.3.1 BUSINESS ARISING FROM THE FLYING MINUTE – SELECT COMMITTEE INTO LAND DEVELOPMENT AND PLANNING

Nil.

5.4 FLYING MINUTE – STATUTORY REVIEW OF THE *WORK HEALTH AND SAFETY ACT 2020* WALGA SUBMISSION

WALGA RECOMMENDATION

Moved: **Barry Winmar**
Seconded: **Chris Mitchell JP**

That the Flying Minute – Statutory Review of the *Work Health and Safety 2020 Act* WALGA Submission be confirmed as a true and correct record of decision.

RESOLUTION 002.1/2026 **CARRIED**

5.4.1 BUSINESS ARISING FROM THE FLYING MINUTE – STATUTORY REVIEW OF THE *WORK HEALTH AND SAFETY ACT 2020* WALGA SUBMISSION

Nil.

5.5 FLYING MINUTE – WALGA SUBMISSION ON THE DRAFT STATE WASTE STRATEGY

WALGA RECOMMENDATION

Moved: **Barry Winmar**
Seconded: **Chris Mitchell JP**

That the Flying Minute – WALGA Submission on the Draft State Waste Strategy be confirmed as a true and correct record of decision.

RESOLUTION 002.1/2026 **CARRIED**

5.5.1 BUSINESS ARISING FROM THE FLYING MINUTE – WALGA SUBMISSION ON THE DRAFT STATE WASTE STRATEGY

Nil.

5.6 FLYING MINUTE – INQUIRY INTO LOCAL GOVERNMENT FUNDING AND FISCAL SUSTAINABILITY

WALGA RECOMMENDATION

Moved: **Barry Winmar**
Seconded: **Chris Mitchell JP**

That the Flying Minute – Inquiry into Local Government Funding and Fiscal Sustainability be confirmed as a true and correct record of decision.

RESOLUTION 002.1/2026 **CARRIED**

5.6.1 BUSINESS ARISING FROM THE FLYING MINUTE – INQUIRY INTO LOCAL GOVERNMENT FUNDING AND FISCAL SUSTAINABILITY

Nil.

5.7 FLYING MINUTE – SECTOR CONSULTATION – COMPULSORY AND VOLUNTARY VOTING AND ELECTION FREQUENCY

WALGA RECOMMENDATION

Moved: **Barry Winmar**
Seconded: **Chris Mitchell JP**

That the Flying Minute – Sector Consultation – Compulsory and Voluntary Voting and Election Frequency be confirmed as a true and correct record of decision.

RESOLUTION 002.1/2026 **CARRIED**

5.7.1 BUSINESS ARISING FROM THE FLYING MINUTE – SECTOR CONSULTATION – COMPULSORY AND VOLUNTARY VOTING AND ELECTION FREQUENCY

Nil.

6 DECLARATIONS OF INTEREST

Pursuant to our Code of Conduct, State Councillors must declare to the Chair any potential conflict of interest they have in a matter before State Council as soon as they become aware of it.

- Chris Antonio declared an interest in item 9.9 – LGISWA Board Director Sitting Fees.
- Paul Kelly declared an interest in item 9.9 – LGISWA Board Director Sitting Fees.

7 EX OFFICIO REPORTS

7.1 CITY OF PERTH REPORT

Lord Mayor, Bruce Reynolds, was an apology for this meeting.

7.2 LG PROFESSIONALS REPORT

Mr Scott Wildgoose, President, LG Professionals WA, was an apology for this meeting.

8 EMERGING ISSUES

Notification of emerging issues must be provided to the Chair no later than 24 hours prior to the meeting.

Nil.

9 MATTERS FOR DECISION

9.1 AVIATION ADVOCACY POSITIONS

By Negar Nili, Policy Officer Transport and Roads

WALGA RECOMMENDATION

That State Council endorse two new Advocacy Positions on Aviation as follows:

1. **Regional Airports**
   WALGA supports the sustainable operation of Local Government owned regional airports and advocates for proportionate regulatory frameworks, targeted funding, and operational guidance to ensure safe, efficient, and resilient airport infrastructure and services.

2. **Regional and Remote Air Services**
   WALGA advocates for reliable, affordable, and equitable regional air services, calling for greater oversight of airline pricing practices, including transparent fare structures and equitable access to discounted and lower-cost fares, to mitigate the impacts of limited competition and dynamic pricing on regional residents, businesses, and essential travel. WALGA also promotes the continued viability of essential routes and recognises regional aviation as an essential service supporting community access, workforce mobility, and regional economic development.

EXECUTIVE SUMMARY

- Two new Advocacy Positions are proposed to strengthen WALGA's aviation advocacy framework and to inform WALGA's response to future inquiries and/or consultation relating to aviation.
- The aim of the new positions is to provide clearer and more contemporary guidance on:
  - the sustainability and ongoing viability of Local Government-owned regional airports; and
  - the affordability, reliability and accessibility of regional and remote air services for Western Australian communities.
- The proposed positions will assist WALGA to advocate more effectively on behalf of its Members by:
  - clearly articulating the essential service role of aviation in regional, rural and remote Western Australia;
  - strengthening WALGA's capacity to engage with State and Commonwealth governments on aviation policy and funding; and
  - supporting Local Governments facing regulatory, financial and service-delivery challenges associated with regional aviation.
- The development of the proposed Advocacy Positions has been informed by engagement with a sample of Local Governments, which highlighted shared concerns regarding high regional airfares, service reliability, capacity constraints and the role of aviation in supporting health access, emergency response and regional economic development.

- WALGA currently has two existing aviation Advocacy Positions; however, feedback from Local Governments clarified that the inclusion of additional, targeted policy positions is essential to better reflect contemporary challenges and to strengthen support for Councils.
- The proposed positions build on existing WALGA policy and provide a stronger basis for:
    - sector advocacy;
    - engagement with State Council and Zones to seek feedback; and
    - informing WALGA's potential submission to the Productivity Commission Inquiry into Regional Airfares.

POLICY IMPLICATIONS

The current WALGA Advocacy Positions relating to Aviation are positions 5.9 Aviation and 5.9.1 Airfare Pricing in Regional Western Australia. The proposed new positions would be in addition to these existing positions.

5.9 Aviation

Position Statement

The Local Government sector supports the Department of Transport's State Aviation Strategy 2020, with more focus required on non-RPT airports to ensure it is representative of all of WA, more focus on general aviation development across WA and noting that the preferred ownership and governance of Local Governments is Council Controlled Organisations. The Local Government sector advocates for a clear position on the economic benefit of airports in regional areas to be included in the future state wide Airports State Planning Policy.

5.9.1. Airfare Pricing in Regional Western Australia

Position Statement

The Local Government sector supports:

1. An evidence-based assessment commissioned by the State Government to determine the degree to which market structure and other factors influence the cost of providing air services on each route, the pricing structure offered and the actual prices paid.
2. The State Government providing oversight of airfares ensuring transparency, encouraging partnerships between Local Governments and airline carriers to grow the market and the provision of subsidies in some situations.

BACKGROUND

Aviation plays a critical role in Western Australia, particularly for regional, rural, and remote communities, by providing essential connectivity for access to healthcare, education, employment, and social engagement. Reliable and affordable air services are also vital to regional economic development, workforce mobility, and community resilience, especially where alternative transport options are limited.

WALGA's advocacy on aviation is underpinned by its existing policy framework, which emphasises the need for safe, reliable, and cost-effective air services across regional and remote Western Australia. These policies highlight the critical role of aviation in enabling regional connectivity, supporting service delivery, and contributing to economic development, while recognising the operational and regulatory responsibilities faced by Local Government–managed airports.

WALGA has also contributed to State-level policy development including the State Aviation Strategy 2020. This strategy supports key initiatives including regulating certain routes to support a sustainable service, the Regional Airfare Zone Cap, Regional Airports Development Scheme and regulation of closed charters in some situations. It is anticipated that the Department of Transport and Major Infrastructure will review and refresh the State Aviation Strategy in 2026-27.

At the national level, WALGA engaged in consultation processes leading to the Green and White Papers on Regional Transport and Aviation, representing Local Government perspectives and regional needs.

Two recently initiated inquiries — the Productivity Commission Inquiry into the determinants of regional airfares and the Senate (Rural and Regional Affairs and Transport References Committee) Inquiry into the State of Australia's Aviation Sector and its ability to deliver reliable and affordable services to rural, regional and remote communities — provide important opportunities to review and improve policies supporting regional aviation. Both inquiries have overlapping focus areas, including affordability, government intervention, and impacts on regional communities.

To inform its responses to both inquiries, WALGA has engaged with a sample of Local Governments to understand their experiences, challenges, and priorities for regional air services. This engagement has clarified the needs of Local Governments and communities, forming the basis for developing two proposed new Advocacy Positions to support Members and advocate for improved connectivity, affordability, and service sustainability across regional Western Australia.

NEW ADVOCACY POSITIONS

Regional Airports

Position Statement	*WALGA supports the sustainable operation of Local Government owned regional airports and advocates for proportionate regulatory frameworks, targeted funding, and operational guidance to ensure safe, efficient, and resilient airport infrastructure and services.*
Background	Regional airports are vital for connectivity, economic development, tourism, health access, and emergency response in Western Australia. Local Governments operating regional airports face increasing regulatory and operational pressures, including aviation security requirements, compliance obligations, ageing infrastructure, and limited staffing capacity. Many Council-owned airports cover day-to-day operating costs but lack sufficient capital to fund major infrastructure renewal or security upgrades. Airports that support both community access and FIFO activity can face additional funding constraints despite their ongoing role in servicing regional communities. These challenges highlight the need for regulatory settings and funding arrangements that reflect airport scale, risk profile, and regional operating conditions.

Regional and Remote Air Services

Position Statement	*WALGA advocates for reliable, affordable, and equitable regional air services, calling for greater oversight of airline pricing practices, including transparent fare structures and equitable access to discounted and lower-cost fares, to mitigate the impacts of limited competition and dynamic pricing on regional residents, businesses, and essential travel. WALGA also promotes the continued viability of essential routes and recognises regional aviation as an essential service supporting community access, workforce mobility, and regional economic development.*
Background	Regional communities rely on air services for essential travel, including access to health care, employment, education, and family connections, particularly where alternative transport options are limited. High airfares, limited availability of lower-cost seats, and opaque pricing structures reduce affordability for residents and businesses, even in markets with more than one airline. Regional air services are also vulnerable to sudden service reductions or route withdrawals, which can isolate communities and disrupt economic and social activity. These challenges underscore the importance of policy settings that support affordability, service continuity, and equitable access.

COMMENT

Engagement with a sample of Local Governments operating airports with Regular Passenger Transport (RPT) services highlighted operational, financial, and service delivery issues affecting both Council-owned airports and regional air services.

Key matters raised by Councils include:

- Airline pricing and equitable access: Complex, opaque, and highly variable fare structures; limited availability of lower-cost seats; competition does not always deliver affordable or equitable outcomes.
- Aviation security requirements: Standards designed for larger airports impose significant operational and financial burdens, with outdated equipment, regulatory ambiguities, and high upgrade costs creating compliance challenges.
- Funding and resource constraints: Many Councils operate airports with limited staff and capital; while day-to-day operating costs may be covered, major infrastructure renewal or expansion and security upgrades are often unfunded.
- Service continuity and reliability: Regional air services are fragile, with sudden route reductions or withdrawals impacting essential travel, community connectivity, and local economies.
- Coordination across governments and industry: Fragmented policy, regulatory, and funding arrangements limit Local Governments' ability to respond quickly to changes, highlighting the need for improved collaboration.
- Regional aviation as an essential service: Airports and air services underpin health access, emergency response, tourism, economic development, and social cohesion, demonstrating their broader value beyond transport alone.

Based on these issues and priorities identified through Local Government engagement, WALGA has developed the two proposed Advocacy Positions above on aviation – one focusing on regional airports and the other on regional and remote air services – to address

the challenges of affordability, accessibility, operational sustainability, and service continuity for regional communities.

ZONE CONSIDERATION

Avon Midland Country Zone	WALGA recommendation supported
Central Country Zone	WALGA recommendation supported
Central Metropolitan Zone	WALGA recommendation supported
East Metropolitan Zone	WALGA recommendation supported
Great Eastern Country Zone	WALGA recommendation supported
Great Southern Country Zone	WALGA recommendation supported
Kimberley Country Zone	WALGA recommendation supported
Murchison Country Zone	No meeting held
North Metropolitan Zone	WALGA recommendation supported
Northern Country Zone	WALGA recommendation supported
Peel Country Zone	WALGA recommendation supported
South East Metropolitan Zone	WALGA recommendation supported
South Metropolitan Zone	WALGA recommendation supported
South West Country Zone	WALGA recommendation supported

GASCOYNE COUNTRY ZONE

That the Gascoyne Country Zone supports the WALGA recommendation for State Council Agenda item 9.1 as contained in the State Council Agenda and as provided above with the addition of point 3:

3. Regional airfares be capped with an affordable pricing structure that is equitable across all Regions.

SECRETARIAT COMMENT

WALGA notes the Gascoyne Country Zone's recommendation regarding capped regional airfares. This proposal is most closely aligned with State, rather than National aviation policy, and raises complex policy and definition considerations that would require further investigation and engagement with relevant stakeholders and governments. WALGA will consider this matter in future advocacy and policy development work.

GOLDFIELDS ESPERANCE COUNTRY ZONE

That the GVROC support the two new WALGA Advocacy Positions on Aviation and also ask WALGA to consider its comments regarding this matter as listed:

- The increase in industry activity, in particular the mining industry with FIFO requirements, in regional and remote areas, places increased impacts on LGAs in provision of aviation services and facilities that normally may not be required or needed e.g. Shire of Coolgardie ramped up services and facilities for its airstrip in Kambalda that had previously not been utilised for some time. This industry impact needs to be accounted for when looking at the sustainability of regionally owned airports and the contributions that industry may need to make.
- Further to the above there also should be a better support mechanism provided to small regional LGAs to assist in the administration and management of aviation facilities so they can meet the requirements placed on them e.g. environmental, social and governance regulations.
- The current advocacy positions recommended are quite broad in description and the Shire of Esperance thought that they could be a bit more specific and detailed on certain requirements.

- Shire of Esperance was also recently advised by Minister Dawson that funding for airports is not a State Government responsibility but a Federal Government responsibility and LGAs should be going to the Federal Government with requests. The GVROC disagreed with this position and believes the State Government should provide more funding to upgrade airport facilities in regional WA and would like this to be advocated by WALGA.
- There are many smaller airstrips, some privately owned, around the vast area of the Goldfields Esperance region that are used by the Royal Flying Doctor Service, however many do not meet the requirements, and this poses a danger to the RFDS and regional communities in emergency situations. The GVROC would like WALGA to advocate for more funding to ensure region and remote RFDS used airstrips are kept maintained and up to standard to ensure adequate emergency services are in place when situations arise.

SECRETARIAT COMMENT

- WALGA notes the impacts of increased industry activity, particularly FIFO operations, on regional airport infrastructure and costs for Local Governments. The Regional Airports Advocacy Position supports the sustainable operation of council-owned airports and targeted funding, providing a framework for advocating for appropriate contributions, including from industry where relevant.
- WALGA notes the challenges faced by smaller regional Local Governments in managing aviation facilities. The Regional Airports advocacy position calls for "proportionate regulatory frameworks, targeted funding, and operational guidance" to help councils meet safety, governance, and regulatory requirements, addressing capacity and resourcing constraints.
- WALGA notes the feedback and advises that the Advocacy Positions are intentionally high level, with detailed priorities to be developed through WALGA's advocacy planning and submissions processes.
- The Commonwealth has responsibility for and control over interstate and international aviation under s51(i) of the Constitution and includes matters "inseparably connected" to interstate aviation such as safety. Other aspects of intrastate aviation are the responsibility of the States and Territories. Given the interrelationships, WALGA considers airport funding to be the responsibility of both the State and Federal Governments. WALGA will continue to advocate to both levels of government to support regional airport infrastructure and aviation services.
- WALGA notes the concerns regarding suitability of airstrips to meet evolving needs of RFDS aircraft. Further work and engagement with relevant stakeholders is needed to guide advocacy and funding approaches.

PILBARA COUNTRY ZONE

That the Pilbara Country Zone supports the WALGA recommendation for State Council Agenda item 9.1 as contained in the State Council Agenda subject to the amendment below:

To add the following words to position statement 5.9.1 part 1:

The Local Government sector supports:

1. An evidence-based assessment commissioned by the State Government to determine the degree to which market structure Commercial agreements and other factors influence the cost of providing air services on each route, the pricing structure offered and the actual prices paid.

SECRETARIAT COMMENT

The Zone proposes an amendment to the existing policy position, 5.9.1. (Airfare Pricing in Regional Western Australia) to include "commercial agreements." The intent is to highlight the impact of block bookings for FIFO staff on the availability of seats and the negative impact of this on availability and price of travel to some regional destinations. The existing advocacy position is not being reviewed within this draft resolution.

Block booking flights with high load factors negatively impacts seat availability and price for travellers. In response, the proposed advocacy position on Regional and Remote Air Services has been amended to reference the need for adequate capacity net of contracted (FIFO) seats.

COMPOSITE RECOMMENDATION

That State Council endorse two new advocacy positions as follows:

1. **Regional Airports**
   WALGA supports the sustainable operation of Local Government owned regional airports and advocates for proportionate regulatory frameworks, targeted funding, and operational guidance to ensure safe, efficient, and resilient airport infrastructure and services.

2. **Regional and Remote Air Services**
   WALGA advocates for reliable, affordable, and equitable regional air services, calling for greater oversight of airline pricing practices, including providing adequate capacity net of contracted (FIFO) seats, transparent fare structures and equitable access to discounted and lower-cost fares, to mitigate the impacts of limited competition and dynamic pricing on regional residents, businesses, and essential travel. WALGA also promotes the continued viability of essential routes and recognises regional aviation as an essential service supporting community access, workforce mobility, and regional economic development.

ALTERNATE MOTION

Moved: **Stephen Strange**
Seconded: **Les Price**

That State Council endorse two new Advocacy Positions on Aviation as follows:

1. **Regional Airports**
   WALGA supports the sustainable operation of Local Government owned regional airports and advocates for proportionate regulatory frameworks, targeted funding, and operational guidance to ensure safe, efficient, and resilient airport infrastructure and services.

2. **Regional and Remote Air Services**
   WALGA advocates for reliable, affordable, and equitable regional air services, calling for greater oversight of airline pricing practices, including providing adequate capacity net of contracted (FIFO) seats, transparent fare structures and equitable access to discounted and lower-cost fares, to mitigate the impacts of limited competition and dynamic pricing on regional residents, businesses, and essential travel. WALGA also promotes the continued viability of essential routes

and recognises regional aviation as an essential service supporting community and emergency access, workforce mobility, and regional economic development.

RESOLUTION 003.1/2026 **CARRIED**

MATTERS FOR CONSIDERATION BY STATE COUNCILLORS (UNDER SEPARATE COVER)

9.2 PROPOSED AMENDMENTS TO AGM STANDING ORDERS

WALGA RECOMMENDATION

Moved: **Paul Kelly**
Seconded: **Barry Winmar**

That State Council endorse the updated AGM Standing Orders.

RESOLUTION 004.1/2026 **CARRIED**

ATTACHMENT

- AGM Standing Orders with proposed amendments shown as tracked changes

BACKGROUND

An item was presented to State Council at the September 2025 meeting detailing proposed amendments to the Corporate Governance Charter, Code of Conduct, State Council Standing Orders and AGM Standing Orders. The amendments were developed as part of a comprehensive review of the Charter (and related supporting documents) undertaken by the administration. At that September meeting, State Council resolved to defer the item.

Since then, a facilitated workshop was held with State Council to consider the proposed amendments in detail. Whilst the workshop generated much discussion on proposed amendments to the Charter, there was general consensus amongst participants as to the proposed amendments to the AGM Standing Orders.

COMMENT

The key amendment proposed to the AGM Standing Orders is to remove the requirement to "switch off" mobile phones during General Meetings (section 12.5). This is a necessary change as WALGA now uses an app-based voting system at Annual General Meetings.

Last year, the membership resolved at the AGM to adopt the Standing Orders with the exception of section 12.5 to allow for the use of mobile phones during the meeting. To ensure the Standing Orders can be adopted in full this year, it is proposed that section 12.5 be removed entirely.

Other proposed amendments are relatively minor, including:

- General tidy up of definitions section, including incorporating parts that were previously within the body of the Standing Orders that are better suited to being in the definition section.
- Consistent use and capitalisation of defined terms.

9.3 REQUEST FOR DELEGATED AUTHORITY – STATE ROAD FUNDS TO LOCAL GOVERNMENT ADVISORY COMMITTEE (SAC)

WALGA RECOMMENDATION

Moved: **Karen Wheatland**
Seconded: **Les Price**

That State Council grants delegated authority to the Selection Committee to undertake the nomination and selection process for the three vacant positions on the State Road Funds to Local Government Advisory Committee (SAC).

LOST

MOTION

Moved: **Paige McNeil**
Seconded: **Helen Sadler**

That State Council approves by Flying Minute confirmation of the three appointments to the vacant positions on the State Road Funds to Local Government Advisory Committee (SAC) as recommended by the Selection Committee.

RESOLUTION 005.1/2026 **CARRIED**

BACKGROUND
The Selection Committee is a Committee of State Council established to oversee the selection process for Local Government vacancies on boards and committees.

The Committee conducts a merit-based and transparent assessment process encompassing the principle of "best person for the job". Upon completion of the assessment of nominations for vacancies, the Selection Committee either endorses preferred candidates for appointment (under delegated authority) or makes advisory recommendations to State Council for ratification of preferred candidates.

The State Road Funds to Local Government Advisory Committee (SAC) is established by the State Road Funds to Local Government Agreement. SAC is responsible for overseeing, monitoring and endorsing to the Minister for Transport, via the Managing Director Main Roads, the allocation of State funds under the Agreement. The membership of SAC includes the Managing Director of Main Roads, four Main Roads officers, the WALGA President (or their proxy), the WALGA CEO (or their nominee) and three other representatives as nominated by WALGA.

The terms for the three current representatives nominated by WALGA have expired and new members need to be appointed for the next SAC meeting on 4 May.

The four Local Government SAC members, including the WALGA President, will be balanced across the Metropolitan and Country constituency.

COMMENT
If the usual Selection Committee process were to be followed, State Council would endorse the Selection Committee recommendation for appointment at the next State Council meeting on 6 May. As this falls after the SAC meeting date, delegated authority is requested from State Council to expediate the process.

The expedited process, if supported, would have the following timeline:

- Delegated authority from State Council granted for the Selection Committee to undertake the selection process – 4 March State Council meeting.
- Vacant positions advertised for a period of at least four weeks.
- Nominations close – 3 April.
- Selection Committee considers nominations and decides preferred candidates – meeting in the week commencing 13 April.
- Appointments confirmed to SAC – by 20 April.
- First SAC meeting for new members – 4 May.

9.4 APPOINTMENT OF POLICY TEAM CHAIRS

WALGA RECOMMENDATION

Moved: **Phil Blight**
Seconded: **Scott Crosby**

That State Council endorse the appointment of the following Policy Team Chairs:

- **Environment: Les Price**
- **Governance: Patrick Hall**
- **Infrastructure: Stephen Strange; and**
- **People and Place: Phillip Blight.**

RESOLUTION 006.1/2026 **CARRIED**

BACKGROUND

Pursuant to the Corporate Governance Charter, State Council has established four Policy Teams that provide advice and input on policy issues.

Clause 19 of the Corporate Governance Charter outlines the membership and terms of reference of the Policy Teams. Under the Charter, the appointment of Policy Team members, including the Chair is the responsibility of State Council.

All Policy Team members were provided an opportunity to nominate for their respective Policy Team Chair position at the first meeting of the Policy Teams following the December 2025 State Council Ordinary Meeting.

COMMENT

Membership of the Policy Teams, including that of the Chair, expires the day prior to the December 2027 Ordinary Meeting of State Council.

9.5 FINANCE AND SERVICES COMMITTEE MINUTES – 18 FEBRUARY 2026

WALGA RECOMMENDATION

Moved: **Chris Antonio**
Seconded: **Chris Mitchell JP**

That State Council endorse the Minutes of the Finance and Services Committee meeting held on 18 February 2026.

RESOLUTION 007.1/2026 **CARRIED**

ATTACHMENTS – CONFIDENTIAL

- Finance and Services Committee Minutes - 18 February 2026.
- Attachment to Minutes:
  - 6.1 WALGA Finance Board Pack - 31 January 2026.

BACKGROUND

The Finance and Services Committee met on 18 February 2026.

The Minutes of the meeting, together with the attachment, have been distributed to members of State Council under separate cover.

COMMENT

At the meeting, the Secretariat provided an overview of WALGA's budget cycle to new Members.

In addition to the standard finances and services reporting, the Committee endorsed the 2026/27 Budget Plan.

Finance and Services Committee members were in attendance at the State Council meeting to respond to questions and provide any further explanation that may be sought.

An overview of the 2026-27 Budget Plan was provided at the State Council meeting by Chief Financial Officer, Rick Murray.

9.6 LOCAL GOVERNMENT HOUSE TRUST MINUTES – 18 FEBRUARY 2026

WALGA RECOMMENDATION

Moved: **Chris Antonio**
Seconded: **Paige McNeil**

That State Council endorse the Minutes of the Local Government House Trust Board of Management meeting held on 18 February 2026.

RESOLUTION 008.1/2026 **CARRIED**

ATTACHMENTS – CONFIDENTIAL

- Local Government House Trust Board of Management Minutes - 18 February 2026.
- Attachment to Minutes:
    - 6.1 Balance Sheet as at 31 January 2026 and Profit and Loss Statement for period 1 July 2025 to 31 January 2026.

BACKGROUND

The Local Government House Trust (LGHT) Board of Management met on 18 February 2026.

The Minutes of the meeting, together with the attachments, have been distributed to members of State Council under separate cover.

COMMENT

The Board considered the following matters:

- Management Financials for the Seven Months Ended 31 January 2026;
- Use of the LGHT Common Seal; and
- ONE70 Property Management Services.

LGHT members were in attendance at the State Council meeting to respond to questions and provide any further explanation that may be sought.

9.7 SELECTION COMMITTEE MINUTES – 24 FEBRUARY 2026

By Chantelle O'Brien, Zones Governance Officer

RECOMMENDATION

Moved: **Paul Kelly**
Seconded: **Chris Mitchell JP**

That State Council notes the resolution contained in the 24 February 2026 Selection Committee Minutes.

RESOLUTION 009.1/2026 **CARRIED**

ATTACHMENT - CONFIDENTIAL

- Selection Committee Minutes – 24 February 2026

BACKGROUND

Pursuant to the resolution of State Council in February 2002, the WALGA Selection Committee was established to oversee the selection process for Local Government vacancies on boards and committees.

The Selection Committee conducts a merit-based and transparent assessment process encompassing the principle of "best person for the job". Upon completion of the assessment of nominations for vacancies, the Selection Committee either endorses preferred candidates for appointment (under delegated authority) or makes advisory recommendations to State Council for ratification of preferred candidates.

COMMENT

There was one vacancy for the Selection Committee's consideration at the February meeting:

- Control of Vehicles (Off-road Areas) Act Advisory Committee (2 Members and 2 Deputy Members)

Nominations opened in early January and closed on 16 February.

<u>Control of Vehicles (Off-road Areas) Act Advisory Committee</u>

The Minister for Local Government requested a panel of names for consideration of appointment to the Control of Vehicles (Off-road Areas) Act Advisory Committee for two Members and two Deputy Members. A total of five nominations were received. The Committee resolved to recommend four nominees to the Minister for appointment.

9.8 LGISWA BOARD MINUTES – CONFIDENTIAL

By Sam McLeod, Manager Commercial Services

WALGA RECOMMENDATION

Moved: **Chris Antonio**
Seconded: **Barry Winmar**

That State Council receive the Minutes of the LGISWA Board meetings held on 24 October 2025 and 5 December 2025.

RESOLUTION 010.1/2026 **CARRIED**

9.9 LGISWA BOARD DIRECTOR SITTING FEES – CONFIDENTIAL

By Sam McLeod, Manager Commercial Services

Chris Antonio and Paul Kelly declared an interest in this item and left the meeting at 5:09pm.

WALGA RECOMMENDATION

Moved: **Karen Wheatland**
Seconded: **Robert Schmidt**

That State Council approve the sitting fees for LGISWA Board Directors to be adjusted by +4.1% for the 2026-27 Financial Year, in line with the current reported reference Wage Price Index.

RESOLUTION 011.1/2026 **CARRIED**

Chris Antonio and Paul Kelly returned to the meeting at 5:15pm.

9.10 USE OF THE ASSOCIATION'S COMMON SEAL

By Nick Sloan, Chief Executive Officer

WALGA RECOMMENDATION

Moved: **Karen Wheatland**
Seconded: **Chris Mitchell JP**

That State Council:

1. **Notes and endorses the use of the Common Seal being affixed to the Letter of Offer (Variation Letter) with Australia and New Zealand Banking Group Limited dated 16 February 2026 for the renewal of the LGIS WorkCare Bank Guarantee.**
2. **Approves and ratifies WALGA entering into that Letter of Offer (Restatement), which increases the applicable Facility Limit to *$<redacted>* to satisfy the requirements of WorkCover WA and enable the continuation of the LGIS Workers Compensation arrangements.**

RESOLUTION 012.1/2026 **CARRIED**

10 POLICY TEAM AND COMMITTEE REPORTS

10.1 INFRASTRUCTURE POLICY TEAM REPORT

Presented by Policy Team Chair, Stephen Strange

NOTED

This Report provides an update on matters considered, since the last State Council meeting, by the Infrastructure Policy Team at its meeting held on 20 January 2026.

Stephen Strange was elected by members to Chair the Policy Team, subject to State Council endorsement.

1. Matters for State Council Decision

Submissions to the Economic Regulation Authority concerning the Framework and Approach to the next Western Power Access Arrangement (AA6); and to the Senate Inquiry into the Aviation Sector and its ability to deliver reliable and affordable services to rural, regional and remote communities were developed and subsequently considered by State Council by way of Flying Agenda.

The Policy Team considered new and revised aviation Advocacy Positions in relation to Regional Airports and Regional and Remote Air Services, which are included in this Agenda for endorsement at item 9.1.

2. Matters for State Council Noting

The Policy Team noted an update on the Active Transport Advocacy Plan.

Matters referred from Zones considered were:

- International Driver Safety – which was recommended to be referred to the Road Safety Commission;
- State Road Funds to Local Government Advisory Committee membership was noted and will be considered by State Council as part of the broader Corporate Governance Charter review;
- Advocate for the Auditor General to undertake a performance audit of the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) which was supported as an action; and
- Advocate for Local Governments to manage access on Local Government Roads for Restricted Access Vehicles. This would have very large resource implications for Local Governments to establish and manage such a system, as well as requiring extensive legislative and regulatory changes. Short term work is focused on recent changes to access conditions implemented by Main Roads without any consultation. The broader policy implications will be considered following this.

10.2 PEOPLE AND PLACE POLICY TEAM REPORT

Presented by Policy Team Chair, Phillip Blight

NOTED

The People and Place Policy Team includes the following subject areas:

- *Community*
- *Emergency Management*

This Report provides an update on matters considered, since the last State Council meeting, by the People and Place Policy Team at the Joint Governance and People and Place Policy Team meeting held on 1 December 2025.

The People and Place Policy Team have not held a meeting since the new State Council commenced on 3 December. The Policy Team will elect a new Chair at the next meeting.

1. MATTERS FOR STATE COUNCIL DECISION

Nil.

2. MATTERS FOR STATE COUNCIL NOTING

During a joint meeting of the Governance and People and Place Policy teams, the Policy team members endorsed the submission for the Statutory Review of the *Work Health and Safety Act 2020* (WHS Act).

WALGA's submission primarily focussed on the significant implications for Local Governments' management of Volunteer Bush Fire Brigades (VBFBs) that arise from the inclusion of volunteers as workers under the WHS Act.

The submission made three recommendations:

1. Providing greater legislative clarity on PCBU responsibilities during bushfire response.
2. The implementation of a contemporary legislative and policy framework for bushfire management that addresses WHS concerns for VBFBs and provides certainty on what "reasonably practicable" means under the WHS Act, as applied to VBFBs, and how it should be achieved.
3. Increased funding and support for VBFBs through the LGGS and for the CESM program.

More generally, the submission further recommended the provision of specific, practical guidance for Local Governments to clarify Council Members' protections and duties under the WHS Act and support a consistent approach across the sector.

The submission was endorsed by the Governance and People and Place Policy Teams at a joint meeting on 1 December 2025 and endorsed by State Council via Flying Minute on 10 December 2025. The submission was lodged with WorkSafe on 12 December 2025.

State Council item 11.5 relates to this matter.

10.3 GOVERNANCE POLICY TEAM REPORT

Presented by Policy Team Chair, Patrick Hall

NOTED

The Governance Policy Team includes the following subject areas:

- *Governance (Local Government legislation)*
- *Local Government Reform/Regional Service Delivery*
- *Local Government Revenue*
- *Local Government Elections*
- *Employee Relations/Industrial Relations*
- *Training*

The Governance Policy Team had a brief meeting on 23 March to elect a new Chair and provide an outline of the subject areas within the ambit of the Policy Team.

10.4 ENVIRONMENT POLICY TEAM REPORT

Presented by Policy Team Chair, Les Price

NOTED

The Environment Policy Team includes the following subject areas:

- *Climate change*
- *Native vegetation and biodiversity*
- *Biosecurity*
- *Water resources*
- *Sustainability*
- *Planning and building*

This Report provides an update on matters considered, since the last State Council meeting, by the Environment Policy Team at its meeting held on 14 January 2026.

Les Price was elected as Chair of the Policy Team and Karen Wheatland was elected as Deputy Chair, subject to State Council endorsement.

1. MATTERS FOR STATE COUNCIL DECISION

Nil.

2. MATTERS FOR STATE COUNCIL NOTING

The Environment Policy Team considered the submission to the Select Committee into WA Land Development and Planning

WALGA's submission was informed by relevant planning Advocacy Positions, data collection projects and sector feedback.

The submission emphasised the critical role Local Government plays in the planning system, and highlighted concerns over the erosion of Local Government decision making powers by bodies such as Development Assessment Panels and the state significant development pathways.

The submission called for a recalibration of the planning system that restores the essential role of Local Government, ensures transparency and accountability in State decision-making, and prioritises reforms that are evidence-based and developed in genuine partnership with the Local Government sector.

The submission was endorsed by State Council via Flying Minute and submitted on 14 November 2025.

State Council item 11.5 relates to this matter.

3. ENVIRONMENT POLICY TEAM MATTERS

Transit Oriented Development Advocacy Position
At the December meeting, State Council endorsed a motion requesting WALGA prepare an Advocacy Position regarding the transport and planning principals required to ensure quality outcomes in the Station Precinct Improvement Plans and Schemes.

During the January meeting, the Environment Policy Team was provided an update on the process and timeline of the development of a Transit Oriented Development Advocacy Position. To address concerns of the Policy Team regarding delayed advocacy as a result of the creation and endorsement of a new Advocacy Position, WALGA will commence consultation on a new position with an initial focus on immediately impacted Local Governments while continuing to make representations to Government under cover of existing positions.

Climate Change Advocacy Position Review
The Environment Policy Team considered the Climate Change Discussion Paper and draft Advocacy Position. Policy Team feedback was incorporated, and the Paper was released for Council endorsed feedback by 1 May 2026. Emails were sent to all CEOs and Mayors and Presidents to inform them of the Paper's release and strongly encouraging their Local Government to provide feedback.

The Policy Team was provided with an overview of the portfolio areas and priorities and also received an update on the Water Advocacy Position review.

10.5 MUNICIPAL WASTE ADVISORY COUNCIL (MWAC) REPORT

Presented by MWAC Chair, Karen Wheatland

NOTED

This report provides an update on matters considered, since the last State Council meeting, by the Municipal Waste Advisory Council (MWAC), at the meeting held on 10 December 2025.

1. MATTERS FOR STATE COUNCIL DECISION

Nil.

2. MATTERS FOR STATE COUNCIL NOTING

Submission on Draft State Waste Strategy

MWAC considered WALGA's draft submission on *Beyond WAste 2030* – the modified draft State Waste Strategy which sets out the vision, goals, targets and priorities for the State and *Beyond WAste 2030* roadmap – the draft five-year action plan that will underpin the Waste Strategy.

State Council endorsed the submission on 17 December 2025 via Flying Minute, and the submission was lodged on 18 December 2025.

State Council Agenda item 11.5 relates to this matter.

Submission on Parliamentary Inquiry into Tyre Industry

The House of Representatives Standing Committee on Industry, Innovation and Science has commenced an Inquiry into the current state of the Australian tyre industry, and any challenges and opportunities for the industry within the context of a circular economy.

The first stage of the Inquiry is seeking feedback on the Terms of Reference. WALGA developed a short submission, based on the 7.15 Product Stewardship Advocacy Position and previous submissions on tyre Product Stewardship.

State Council Agenda item 11.2 relates to this matter.

3. MUNICIPAL WASTE ADVISORY COUNCIL MATTERS

MWAC considered:

- Emergency Waste Management Plan Template:
  - WALGA, working with the Department of Fire and Emergency Services and Local Government, has developed a Template Emergency Waste Management Plan.
  - The Plan provides a way for Local Governments to explore, at a high level, the likely types of waste that could be generated from an event and consequent considerations and management options.
- Future of MWAC:
  - Given changes in number and composition of Regional Councils, WALGA is considering a revised waste policy governance structure from 2026-27.

- Feedback will be sought from MWAC in February 2026 and State Council at the next Strategic Forum in March 2026.
- It is intended that this issue will be formally considered by State Council at its May meeting.

MWAC received updates on:

- Review of policy statements and better practice documents;
- Resource Recovery Group closure;
- FOGO accepted materials short list progression;
- Reconvening of the Reducing Illegal Dumping (RID) Working Group;
- Charity Bin Management Better Practice Guideline review;
- Issues relating to waste truck fires (Hot Loads);
- B-cycle Battery Product Stewardship Scheme accredited for another five years;
- Soft plastics determination for Soft Plastics Stewardship Australia;
- Progress with the Department of Housing and Works on collaborating on consistent approach to waste management;
- Polyphagous shot-hole borer new management zone;
- New South Wales draft product lifecycle responsibility regulation; and
- Regulation update for Containers for Change.

RESOLUTION

Moved: **Karen Wheatland**
Seconded: **Chris Mitchell JP**

That items 10.1 to 10.5, Policy Team and Committee Reports, be noted.

RESOLUTION 013.1/2026 **CARRIED**

11 MATTERS FOR NOTING / INFORMATION

11.1 2026-27 FEDERAL BUDGET SUBMISSION

By Dana Mason, External Affairs Manager

NOTED

BACKGROUND
The Federal Assistant Treasurer recently called for submissions for the 2026-27 Budget.

Each year, ALGA prepares a submission on behalf of the Local Government sector nationally. The 2026-27 ALGA submission requests funding for a range of initiatives across the following key themes:

- Financial sustainability;
- Housing infrastructure;
- Community infrastructure;
- Safer roads;
- Emergency Management; and
- Climate adaptation.

A copy of ALGA's 2026-27 Budget Submission is attached.

WALGA's submission (attached) supports ALGA's, and seeks a commitment to address additional issues of particular importance for WA Local Governments, including:

- Additional ongoing, formula-based targeted funding streams for Local Governments to provide certainty and enable effective planning for community needs.
- A funding contribution to match the Western Australian Government commitment to apply proven road safety countermeasures on 1,474km of regional roads, representing the prioritised sections of the proposed Regional Road Safety Program.
- A dedicated Coastal Hazard Adaptation program.
- Funding support to address the gaps in the Long-Term Cycle Network.
- Dedicated funding for Councils across Australia to improve mitigation and resilience and build their capacity and capability to respond to emergencies in our communities.
- Support for rural and remote Local Governments in Western Australia to cover the costs of providing essential primary healthcare services, until long-term funding and workforce solutions are in place.
- Extension and expansion of the Mobile Network Hardening Program to ensure reliable and resilient telecommunications in peri-urban, rural, regional and remote areas.
- Funding for Stage 2 of the Wheatbelt Secondary Freight Routes.

ATTACHMENT

- WALGA 2026-27 Federal Budget Submission
- ALGA 2026-27 Federal Budget Submission

POLICY IMPLICATIONS
This submission supports existing WALGA Advocacy Positions.

COMMENT
The 2026-27 Federal Budget is an ideal opportunity to advocate for priority initiatives for the WA Local Government sector, following the 2025 Federal Election.

WALGA's submission has been provided to all WA Members of Federal Parliament to highlight these priority initiatives.

WALGA will be seeking opportunities to engage with WA Members of Federal Parliament on these priorities and other key issues for the sector.

11.2 SUBMISSION ON THE TERMS OF REFERENCE FOR INQUIRY INTO THE CURRENT STATE OF THE AUSTRALIAN TYRE INDUSTRY AND CHALLENGES AND OPPORTUNITIES WITHIN THE CONTEXT OF A CIRCULAR ECONOMY

By Conor Macgill, Senior Policy Advisor Waste Management

NOTED

EXECUTIVE SUMMARY

- The House of Representatives Standing Committee on Industry, Innovation and Science has commenced an Inquiry into the current state of the Australian tyre industry, and any challenges and opportunities for the industry within the context of a circular economy.
- The first stage of the Inquiry seeks feedback on the Terms of Reference.
- WALGA has developed a short submission, aligned to the Advocacy Position 7.15 Product Stewardship and previous WALGA submissions on tyre product stewardship.
- The Submission was endorsed by the Municipal Waste Advisory Council (MWAC) under delegated authority from State Council on 10 December 2025 and lodged with the Committee on 19 December 2025.

ATTACHMENT

- WALGA submission on the Inquiry into the Current State of the Australian Tyre Industry

POLICY IMPLICATIONS

The submission aligns with the current WALGA Advocacy Position 7.15 Product Stewardship.

7.15 Product Stewardship

Position Statement

1. Industry should take responsibility (physical and/or financial) for the waste that it generates through the entire life cycle of the products it produces through the implementation of effective product stewardship. Without effective Product Stewardship, there will be increasing costs for the community, resource recovery targets will be difficult to reach and a transition to a circular economy is unlikely.
2. Effective Product Stewardship is characterised by:
    a. Producers and importers taking responsibility for post consumption product impacts.
    b. Schemes covering the entire cost of product recycling or recovery, including transport.
    c. Leveraging existing Schemes and collection locations.
    d. Being easy and convenient for the community to access.
    e. Having equitable national coverage and access for all, including regional and remote locations.
    f. Being evidence based.

g. Consistent regulation and implementation across Australia using national Product Stewardship legislation.
h. Timely action and industry cooperation during Scheme development and implementation.
i. Being demand based and aiming to recover the maximum amount of material, rather than being limited by targets.
j. No additional cost to consumers when the product is disposed of post consumption.

3. Local Government calls on the Commonwealth Government to implement effective Product Stewardship schemes for all products that drive environmentally and socially sustainable outcomes through the design, manufacture and distribution of products that can be more easily reused, repaired, recovered or recycled.
4. If national action is not progressed within a reasonable timeframe, or in a way that meets the needs of the Western Australian community, then Local Government supports a State based approach to Product Stewardship.

BACKGROUND

The Parliament of Australia's Standing Committee on Industry, Innovation and Science has commenced an Inquiry into the current state of the Australian tyre industry and any challenges and opportunities for the industry within the context of a circular economy.

The first stage of the Inquiry is requesting feedback on the Terms of Reference for the Inquiry. Following this consultation, the Standing Committee will confirm the Terms of Reference and commence development of an inquiry report and recommendations.

The proposed Terms of Reference are:

1. Reviewing tyre manufacturing, distribution, importation, and retail trends.
2. Investigating current practices in tyre reuse, retreading, recycling, and resource recovery, including reviewing federal, state, and local regulations governing tyre production, disposal, and recycling.
3. Exploring technological advancements in tyre design, recycling processes, and alternative materials.
4. Identifying opportunities to develop high-value uses for waste tyres and tyre-derived materials, including applications in construction, manufacturing, and other commercial sectors.
5. Evaluating the effectiveness of the existing circular economy models and identifying opportunities for research and development to support improved sustainable practices.
6. Considering the role of commercially viable product stewardship schemes and whether these should be made mandatory, and identifying infrastructure gaps in collection, processing, and recycling facilities.
7. Investigating environmental, community, and health and safety concerns related to tyre waste and recycling operations.

COMMENT

In managing end of life tyres, waste providers and Local Governments are constrained by high collection costs, limited recycling options and transport costs to processors, along

with the cost to recycle the material. Lack of widespread, accessible and affordable disposal options for community members leads to activities such as stockpiling and illegal dumping, creating environmental and health risks and amenity issues within communities.

WALGA Advocacy Position 7.15 Product Stewardship states effective product stewardship schemes should cover the entire cost of collection and recycling, have equitable coverage, including regional and remote locations, and impose no additional costs on consumers when the product is disposed of post consumption.

The submission focuses on the importance of mandatory product stewardship and identifying the issues Local Governments continue to experience in relation to tyre management. The Submission was endorsed by the Municipal Waste Advisory Council (MWAC) under delegated authority from State Council on 10 December 2025 and lodged with the Committee on 19 December 2025.

WALGA will undertake further engagement with the sector when the next stage of the Inquiry is released.

11.3 SUBMISSION ON THE STATE HAZARD PLAN HAZMAT ANNEX B SPACE RE-ENTRY DEBRIS (SPRED)

By Amberley Bradley, Policy Advisor Emergency Management

NOTED

EXECUTIVE SUMMARY

- The WA Police Force has completed a five yearly review of the State Hazard Plan HAZMAT Annex B Space Re-entry Debris (SPRED).
- WALGA submitted officer-level feedback on the proposed amendments on 22 December 2025, utilising WALGA's established Advocacy Positions and priorities outlined in State Council–endorsed documents, including The West at Its Best.
- WALGA's recommendations focus on clarifying roles and responsibilities, ensuring Local Governments are not assigned Hazard Management Agency functions, and reinforcing the need for strong State-level responsibility and coordination.

ATTACHMENT

- WALGA submission - State Hazard Plan Annex B SPRED

POLICY IMPLICATIONS

This submission related to the following existing WALGA Advocacy Positions:

- 7.1 Waste Management Legislation,
- 8.1 Emergency Management Principles,
- 8.2 State Emergency Management Framework,
- 8.3 Sustainable Grant Funding Model for Emergency Management, and
- 8.11 Local Emergency Management Arrangements (LEMA).

BACKGROUND

The WA Police Force has completed a five yearly review of the State Hazard Plan HAZMAT Annex B Space Re-entry Debris (SPRED). Initial review and consultation occurred between January and August 2025 with the WA Space Debris Emergency Response Team, and representatives from the National Emergency Management Agency, Australian Space Agency, State Emergency Management Policy Branch, Department of Fire and Emergency Services (Recovery), Department of Water and Environmental Regulation, Department of Health (Radiation Health), and the Department of Communities.

A 12-week broad consultation with the Local Government sector occurred between October and December 2025. The sector was notified via the Local Government Emergency Management e-network and e-newsletter. WALGA submitted officer-level feedback on the proposed amendments on 22 December 2025 via CEO Nick Sloan, guided by existing WALGA Advocacy Positions and budget submissions.

Stakeholder feedback is currently being considered, for which WALGA has received commentary against submission points, noting their acknowledgement and where relevant, their resulting amendments to the Plan.

COMMENT
The Annex outlines activities in line with the State Emergency Management Framework. There was minor reference to Local Government, however, WALGA still found value in reviewing to ensure consistency of responsibilities and providing Local Government representation.

WALGA's comments on the State Hazard Plan – HAZMAT Annex B Space Re-entry Debris (SPRED) draw on and align to previous WALGA State Council endorsed submissions and Advocacy Positions. WALGA's recommendations included to make clear the primary role of WA Police in preparedness and response to SPRED and remove any references to Local Government responsibility to plan for SPRED. It also recommended ensuring inclusion of Local Government in local level incident response structures, such as the Incident Support Group (ISG). The final recommendation was to ensure the SPRED is fully aligned with upcoming revisions to the State Emergency Management Framework.

11.4 COMMUNITY SPORTING AND RECREATION FACILITIES FUND AND COMMUNITY NIGHT LIGHTS PROGRAM FUNDING PAUSE

By Rebecca Hicks, Policy Advisor Community

NOTED

EXECUTIVE SUMMARY

- The Community Sporting and Recreation Facilities Fund (CSRFF) and Club Night Lights Program (CNLP) are critical funding streams for Local Government and community sporting organisations investment in sports and recreation infrastructure.
- The 2025-26 budget committed $88.8 million to the two programs over four years.
- In late 2025 the Department of Creative Industries, Tourism and Sport (CITS) informed WALGA that the CSRFF and CNLP funding rounds have been temporarily paused, including remaining funding allocations for 2025-26 and that these programs are being reviewed.
- WALGA understands that funding for these programs is being paused to focus on delivery of the State Government's 2025 sport and recreation election commitments.
- The Local Government sector has not been formally advised of the pausing of these programs, which will have a significant impact on the delivery of community infrastructure projects.
- The WALGA President wrote to the Minister for Sport and Recreation in December 2025 and is awaiting a response (see attachment) to stress the importance of these programs and seeking urgent advice regarding the Government's intention for the remaining 2025-26 funding allocations.
- WALGA is urgently seeking a meeting with the Director General of CITS.
- WALGA will continue to advocate for the ongoing, sustainable funding of the CSRFF and CNLP, separate to election commitments.
- Updates will be provided to State Council and Members as information becomes available.

ATTACHMENT

- Letter to Minister Saffioti on CSRFF Funding

POLICY IMPLICATIONS

This Item for Noting aligns to WALGA Advocacy Position 3.7 Community Infrastructure:

Local Governments own, lease, and maintain vital community infrastructure across Western Australia that delivers essential benefits to local communities. Local Governments face significant funding pressures to ensure this infrastructure is effectively planned, developed, maintained, and enhanced to meet evolving community needs and population growth.

1. *WALGA calls on the Australian Government to provide $500 million per annum for community infrastructure through a national formula based, targeted Local Government funding program.*
2. *WALGA calls on the State Government to:*
    - i. *Provide $60 million per annum for the Community Sporting and Recreation Facilities Fund, separate to the PlayOn WA 2030 Funding commitments.*
    - ii. *Provide $60 million per annum for community arts and cultural infrastructure,*
    - iii. *Provide funding for retrofitting accessible design features to community infrastructure,*

iv. *Align all community infrastructure funding with existing State co-contribution of at least two-thirds.*

September 2025 - 052.4/2025

BACKGROUND

The CSRFF is a well-established State Government funding program that provides financial assistance to Local Governments and community groups to develop infrastructure for sport and recreation. The CNLP provides financial assistance for sports floodlighting infrastructure. Both programs are well utilised by the sector with funding allocations oversubscribed in recent years.

The funding levels of the CSRFF is an existing priority for WALGA, included in the WALGA 2026-27 State Budget Submission and State Election priorities, and aligned to the Advocacy Position endorsed by State Council in September 2025 (3.7 Community Infrastructure, as included above). PlayOn WA is an overarching initiative announced in 2025 to guide State Government investment in community sport and recreation infrastructure. The initiative aims to deliver "2030 by 2030": 2,030 community sport and recreation infrastructure items by 2030 in partnership with Local Governments, clubs and community groups.

In November 2025, WALGA became aware via Members that advertised funding rounds for CSRFF and CNLP had not opened. CITS advised that funding rounds for 2025-26 had been paused while a review of the programs was undertaken. Further information on the impact on current and future rounds was requested but not provided. WALGA understands that funding for these programs is being paused to focus on delivery of the State Government's 2025 sport and recreation election commitments.

On 17 December 2025, WALGA wrote to the Minister for Sport and Recreation, the Hon Rita Safiotti, raising sector concerns and seeking urgent advice on the Government's intentions regarding the CSRFF and CNLP (see attachment) and requesting to meet to discuss the strategic direction of sport and recreation infrastructure funding. A response to this letter is yet to be received. Concurrently, Lotterywest is undertaking a grant strategy review on the current state of Lotterywest grant-making and possibilities for its future state. Feedback from Local Governments indicates that this is impacting current grant applications. WALGA has been engaged in the consultation process.

WALGA emphasised the importance of dedicated funding for community sports and recreation infrastructure as part of the submission and Local Government joint hearing to the Inquiry into Community Use of WA Public School Facilities by the Education and Health Standing Committee in late 2025.

COMMENT

The CSRFF and CNLP are critical programs for investment in community infrastructure, based on identified need at the local level. WALGA is advocating strongly for the retention of, and increased funding for these programs, separate to the funding of election commitments and PlayOn WA.

WALGA is urgently seeking clarity and further information on the Government's intentions on this matter. Updates will be provided to State Council and Members as information becomes available.

11.5 FLYING MINUTES ENDORSED BY STATE COUNCIL

NOTED

The following Flying Minutes have been endorsed by State Council since the December 2025 meeting:

- 2026/27 State Budget Submission;
- Select Committee into Land Development and Planning Submission;
- Submission on the Statutory Review of the *Work Health and Safety Act 2020*;
- Submission on the Draft State Waste Strategy;
- Submission to the Inquiry into Local Government Funding and Fiscal Sustainability; and
- Sector consultation paper on Compulsory and Voluntary Voting and Election Frequency.
    - Based on State Councillor feedback collected during the Flying Agenda process, refinements will be made to the Discussion Paper. Once finalised the Electoral Reform Discussion Paper will be circulated to all Local Governments. The consolidated feedback would inform a report and proposed advocacy positions to be presented to State Council.

The full Flying Minutes are available on the WALGA website.

RESOLUTION

Moved: **Barry Winmar**
Seconded: **Eman Seif JP**

That items 11.1 to 11.5, Matters for Noting / Information, be noted.

RESOLUTION 014.1/2026 **CARRIED**

12 ORGANISATION REPORTS

12.1 KEY ACTIVITY REPORTS

12.1.1 REPORT ON KEY ACTIVITIES, ADVOCACY PORTFOLIO

By Rachel Horton, Executive Manager Advocacy

NOTED

The Advocacy Portfolio comprises the following work units:

- *Association Governance*
- *Marketing*
- *Communications*
- *Media*
- *Events*

The following outlines the activities of the Advocacy Portfolio since the December 2025 State Council meeting.

1. ASSOCIATION GOVERNANCE

Zones Delegates and State Councillors
Following the 2025 Local Government Elections, induction sessions have been provided for all new Zone Delegates, State Councillors and Deputy State Councillors to familiarise them with their role and responsibilities. A Zone Chair induction is currently being planned, with invitations to be sent shortly.

Local Government Honours Program
Nominations for the 2026 Honours Program has now launched. WALGA's Local Government Honours Program enables significant public recognition and celebration of the outstanding achievements and lasting contributions made by Elected Members and employees to their respective Councils, the Local Government sector and the Association. The Honours Panel, a delegated Committee of State Council, is responsible for the format, criteria and judging of the Honours awards.

The 2026 Program includes five award categories, all open to both Elected Members and Officers including the Local Government Medal, Life Membership, the Eminent Service Award, Merit Award and Young Achievers Award.

2. MARKETING

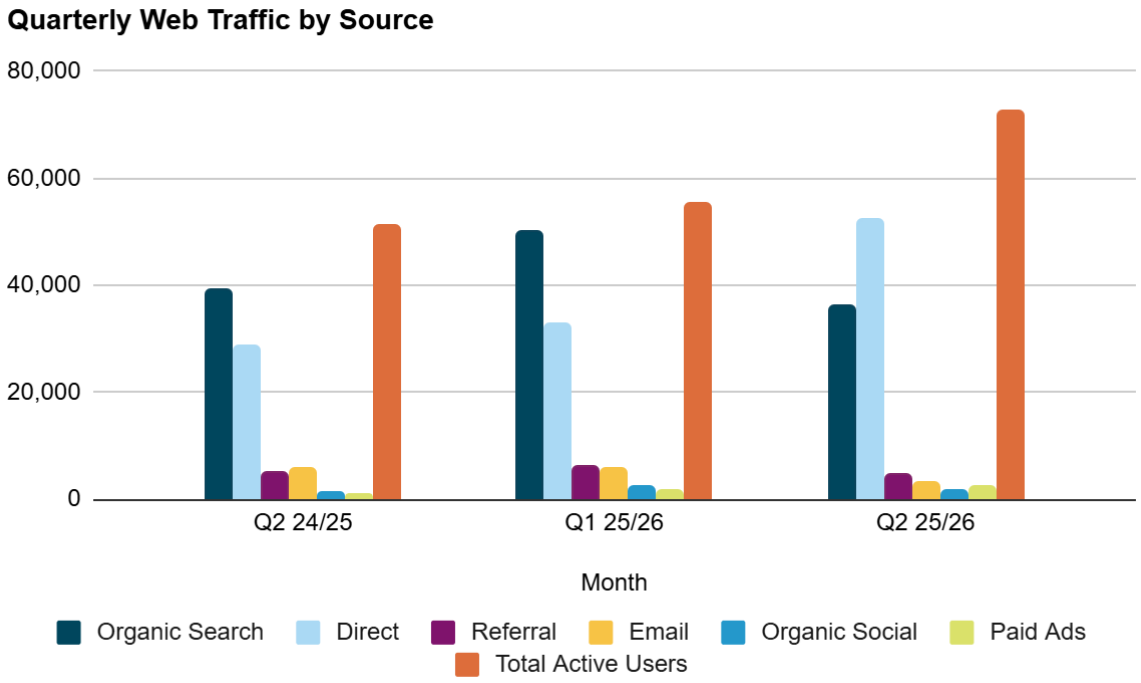
WALGA Training Campaigns
Multiple marketing campaigns ran at the end of 2025 and into 2026 to raise awareness of the below training courses:

- Diploma of Local Government – Elected Members
- Nationally Recognised Training for Officers

With the Certificate III and Diploma running concurrently in 2026, messaging shifted to a training pathway approach, positioning training as part of a broader professional journey.

This approach performed well with a high level of enquiries and conversions to courses booked.

Website
Q2 2025/26 recorded over 101,000 sessions and 72,439 active users (a 30% year-on-year increase in sessions), with a 2% uplift from Q1 2025/26. The boost in traffic was generated from December media releases and interest in the showcase in Pixels competition.



Publications
The Marketing team supported the production of the 2025-26 State Budget Submission, 2025-26 Federal Budget Submission and issue of the final Western Councillor of 2025.

External Campaigns
In line with our advocacy, WALGA continues to partner with DWER producing assets and supporting promotion of the successful battery disposal campaign.

3. COMMUNICATIONS

Multiple internal and external communications were prepared throughout the reporting period between Saturday, 1 November - Tuesday, 20 January (80 days) including:

- 10 LG Direct weekly newsletters distributed to more than 2,000 Elected Members and senior staff; and
- Copywriting of WALGA's December Western Councillor Magazine.

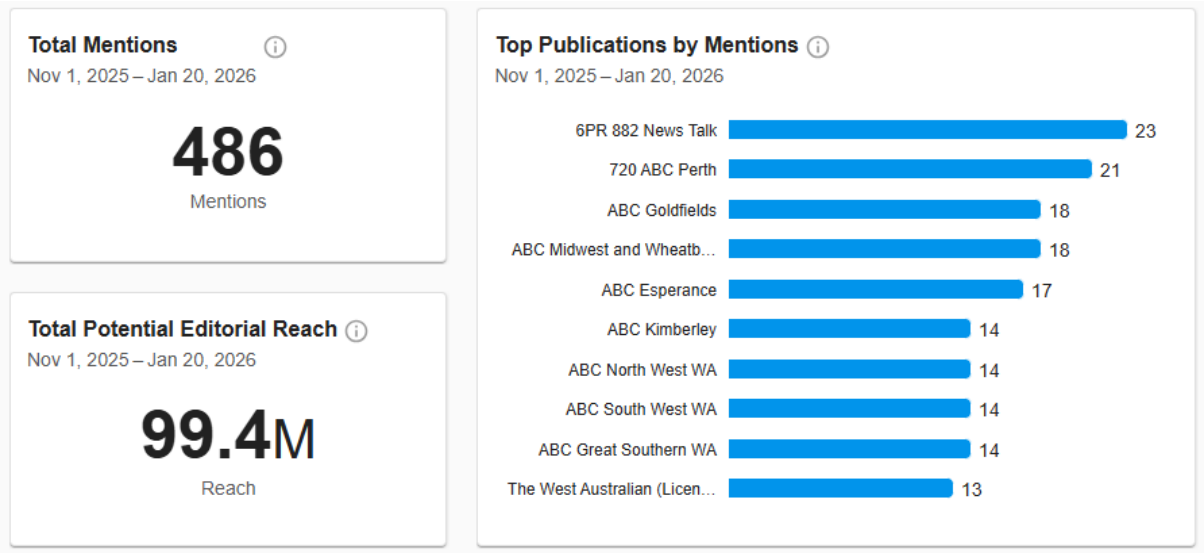
4. MEDIA

There were 486 mentions of WALGA and President Karen Chappel between Saturday, 1 November 2025 - Tuesday, 20 January 2026 (80 days).

This is a decrease from 1,242 in the previous reporting period (85 days), which can be attributed to the previous period including WALGA's Local Government Convention, Local

Government Elections and the introduction of the Local Government Amendment (Rating of Certain Mining Licences) Bill 2025 to State Parliament, which generated significant media coverage.

The majority of mentions were from 6PR, 720 ABC Perth, ABC Midwest and Wheatbelt.



Earned Media:
WALGA received 37 requests for comment across print, radio, television and online media. Topics included emergency management, renewables, tree canopy, planning reform and rating.

- 15 x Print Media
- 12 x TV
- 10 x Radio

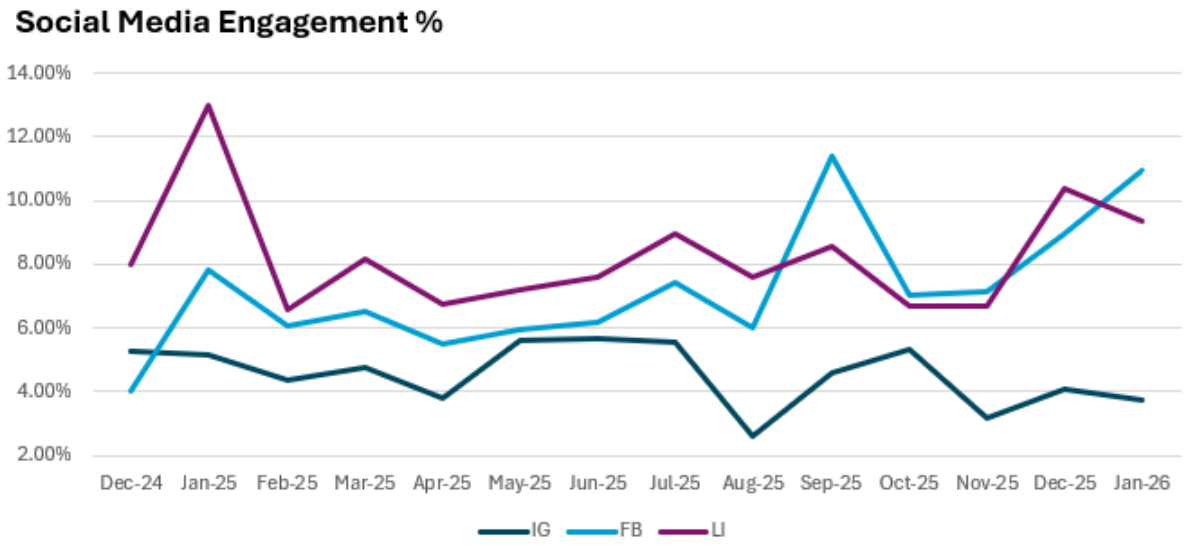
Top Advocacy mainstream media mentions by reach:

- Emergency management – 15.8m
- Renewables – 14.5m
- Tree canopy – 15.9m

Media Releases:
WALGA released five proactive media statements in the reporting period including Emergency Management and the relase of WALGA's State Budget Submission.

- Showcase in Pixels celebrates creativity across the State - Tuesday, 2 December 2025
- Statement from WALGA President Karen Chappel AM JP - Wednesday, 3 December 2025
- WALGA releases 2026-27 State Budget Submission - Monday, 15 December 2025
- WALGA supports release of draft Renewable Energy Planning Code - Tuesday, 16 December 2025
- WALGA welcomes release of the State Government Urban Greening Strategy for Perth and Peel - Friday, 16 January 2026

Social Media:
Despite less posts in this reporting period and no paid campaigns, LinkedIn and Facebook achieved an increase in engagement rate.



5. EVENTS

2025 New Elected Member Seminar
The New Elected Member Seminar provided an important induction opportunity for newly elected Councillors, supporting them to understanding their governance responsibilities and the broader Local Government landscape.

The 2025 seminar attracted 70 in-person attendees and 50 virtual participants, from across the state. Feedback highlighted the practical format, clarity of content, and highly regarded speakers.

2025 Showcase in Pixels
The 2025 Showcase in Pixels competition attracted more than 300 entries, giving judges the challenging task of shortlisting finalists and selecting winners across six categories, with the People's Choice Award voted by the public. The display generated strong community engagement and celebrated the creativity of residents across Western Australia.

2025 WALGA Wrap
Over 200 guests including key stakeholders across Government, Industry and WALGAs Preferred Program attended the WALGA Wrap to celebrate the achievements of 2025.

2026 Aboriginal Engagement Forum
Planning is well underway for the 2026 WALGA Aboriginal Engagement Forum, which will be held at Kaarta Gar-rup (Kings Park) on Wednesday, 18 March. The Forum continues to be a key event in the WALGA calendar providing a sector-wide platform for relationship building and collaboration.

Following its success in 2025, the Aboriginal Elected Member Roundtable will take place the day prior, on Tuesday, 17 March. The roundtable aims to foster collaboration, provide peer support, and gather feedback on the barriers and challenges faced by Aboriginal Elected Members in their roles.

Upcoming Events

- Aboriginal Engagement Forum Elected Member Roundtable – 17 March 2026
- Aboriginal Engagement Forum – 18 March 2026
- Mayors and Presidents Forum – 27 March 2026
- Emergency Management Forum – 26 May 2026
- Local Government Awards – 12 June 2026

12.1.2 REPORT ON KEY ACTIVITIES, INFRASTRUCTURE PORTFOLIO

By Ian Duncan, Executive Manager Infrastructure

NOTED

The Infrastructure Portfolio comprises the following work units:

- *Roads*
- *Road Funding*
- *Transport*
- *Asset Management*
- *Utilities*
- *Road Safety*

The following outlines the activities of the Infrastructure Portfolio since the last State Council meeting.

1. ROADS

Local Government Transport and Roads Research and Innovation Program (LGTRRIP)
The development of a road safety rating tool for intersections is progressing, while work on the Crumb Rubber in Asphalts Guideline is nearing completion. Work on a guideline for use of Marginal Materials will commence soon.

Road Rail Interface Agreements
Following an internal error on the part of Arc Infrastructure, model *pro forma* Interface Agreement templates between Local Governments and Arc Infrastructure will be redistributed by Arc Infrastructure to Local Governments in the South West, Goldfields, and Great Southern regions. Agreements will also be sent to Local Governments in the Mid West and Wheatbelt regions as part of this re-release. A memorandum outlining what has changed between the old and new agreements, the main issues of contention, their resolution, and other key updates was provided to all Local Governments hosting Arc Infrastructure operated rail in July 2025.

Rail Interface Agreements have been required since 2010 with the details now set out under the *Rail Safety National Law (WA) 2024.*

Guidelines and Specifications for Residential Crossovers
WALGA is currently reviewing the practicality and effectiveness of the Residential Crossover Guidelines and Specifications to ensure they continue to meet the needs of Local Governments. A survey was undertaken to gather feedback from Local Governments on how the document is being applied, which sections are most useful, and where improvements may be required.

The survey responses have now been reviewed, and the next phase of work is progressing, including further engagement to inform potential updates to the document.

2. ROAD FUNDING

State Road Funds to Local Government Advisory Committee (SAC)
To reduce the impact of project delays on funding carried forward, a rapid evaluation of 68 "shovel ready" project proposals from Local Governments with a grant value of over $30 million was undertaken with Main Roads WA and a series of recommendations made.

The SAC met in December and approved:
1. 2025/26 funding for 27 "shovel ready" projects from non-metropolitan regions with a grant value of $10.1 million to be funded from future Metro RRG funding allocations.
2. 2025/26 funding for 21 rehabilitation projects in the metropolitan region with a grant value of $5 million to be funded from future Metro RRG funding allocations.
3. changes to the SAC Procedures to provide guidance on Regional Road Group Policies.

Key issues for discussion and further action were:
1. Overcoming challenges in delivering an Aboriginal employment commitment project;
2. Response to the Auditor General Report on regional Local Government road maintenance;
3. Timetable for BlackSpot program to be completed and communicated to Local Governments;
4. Support from Main Roads WA for DRFA WA assessments on local roads;
5. Changes made to the Restricted Access Vehicle (RAV) condition of access requiring Local Governments to provide a letter of support for transport tasks.

Regional Road Safety Program
Working in partnership with the RAC and Main Roads WA, WALGA provided guidance to updating the original 2022 Business Case for investment in regional road safety improvements. The update reflects road improvements recently completed, revised cross-sections, construction cost increases and benefits from reduced shoulder maintenance costs. Main Roads WA have provided the updated case to Infrastructure Australia.

Responses from the 27 Local Governments invited to deliver projects funded under Tranche 2 of the program will be assessed in February, with a proposed program to be finalised as soon as possible.

Changes to the MOU between Main Roads WA and participating Local Governments were negotiated following feedback from LGIS regarding proposed provisions in relation to liability and insurance.

Multi-Criteria Assessment (MCA) Model Revisions
WALGA continues to work with the Regional Road Groups to better align the MCA models used by Regional Road Groups to prioritise projects for Road Project Grant funding with the provisions outlined in the procedures document of the State Road Funds to Local Government Agreement (Agreement). The proposed changes to the MCA models reflect the new focus areas of the Agreement, while still allowing for flexibility to recognise the significant differences between regions. All the Regional Road Groups have commenced the MCA revision process, with the process in the Gascoyne, Great Southern, Kimberley, and South-West region now complete. Significant progress has been made in each of the other regions.

3. TRANSPORT

Active Transport and Micromobility Advocacy Plan
Development of the Active Transport Advocacy Plan is underway, with a number of initial advocacy actions identified to support the implementation of the endorsed policy positions. These actions include a range of advocacy and engagement activities, with indicative timeframes and target audiences identified.

Delivery of the advocacy actions will require both internal and external collaboration, with stakeholder engagement undertaken as appropriate to the purpose of each action.

4. ASSET MANAGEMENT

Road Assets and Expenditure Report Project
In a significant shift, WALGA's Strategic Executive Team was presented with and approved a proposal to engage the internal WALGA Business Intelligence & Analytics team to undertake the work to modernise the architecture and processes used to manage data and generate the Road Assets and Expenditure Report, rather than moving forward with an external consultant. The work undertaken by Tango IT to detail the current processes used to develop the Road Asset and Expenditure Report and a future state will still be used as a basis for completing this work. The project will include the development of a database, reporting interface, and dashboard and will commence in early 2026.

Review of the WALGA Road Visual Condition Assessment Manual
The revisions of the WALGA Road Visual Condition Manual, originally published in 2016, are now almost complete, with a final draft version currently circulating with key stakeholders for a final review. This manual provides important support to Local Government road managers and provides the framework for being able to understand the condition of the road network statewide. This is aligned with recommendations in the Auditor General's report, *Maintaining Regional Local Roads*.

5. UTILITIES

Western Power
WALGA met with the Economic Regulation Authority and Western Power to discuss progress on the undertakings within the current Access Arrangement (AA5) and the issues for consideration in the next Arrangement (AA6).

The next meeting with the Western Power Customer Connections team is scheduled for 9 February. An agenda has been developed, and a representative group of metropolitan Local Governments will be providing feedback on the effectiveness of the changes that were agreed.

ERA Framework and Approach
As a State-owned monopoly, Western Power is regulated by the Economic Regulation Authority (ERA) primarily through a mechanism called an Access Arrangement, which sets out Western Power's undertakings, describes the terms and conditions of access to the Western Power network, and stipulates the prices it can charge for specific services. The current iteration, AA5, runs until 2027. Work has commenced to review the current Arrangement and the framework and approach for the next Arrangement (AA6). WALGA prepared a discussion paper for Local Government input and will provide a formal submission to the ERA by the deadline of 6 February 2026.

Streetlighting
WALGA continued to support Western Power and their consultants in their initial engagement with Local Governments through a survey of streetlighting requirements, expectations and issues. Around half of the Local Governments in the area served by Western Power responded to the survey. In addition to providing feedback, most indicated an interest in further providing more detailed input to the streetlight asset management strategy.

Telecommunications
A range of risk, liability and operational constraints need to be resolved in order to progress a pilot deployment of backup generators to support telecommunications during power failures. WALGA is meeting regularly with Telstra, the Department of Primary Industry and Regional Development and other stakeholders seeking to define an operational model and agreements to put this in place.

6. ROAD SAFETY

RoadWise Councils
As of 1 January 2026, there were 75 Local Governments registered as a RoadWise Council, spread across all 10 Regional Road Group regions. During the October–December 2025 quarter, 65 RoadWise Councils implemented 257 local road safety activities, supported by WALGA's team of road safety staff.

RoadWise Recognised
The RoadWise Recognised Advisory Committee last met in November 2025 and endorsed the allocation of 3,441 Points to the 73 RoadWise Councils who collectively recorded road safety actions during the July-September quarter. Points are allocated for each road safety activity or intervention undertaken as per the RoadWise Framework. Points are based on the effectiveness, longevity and scale of the road safety activity and considers the capacity of the RoadWise Council.

Road Safety Council
The Road Safety Council Communiques can be viewed here.

12.1.3 REPORT ON KEY ACTIVITIES, MEMBER SERVICES PORTFOLIO

By Kirsty Martin, Executive Manager Member Services

NOTED

The Member Services Portfolio comprises the following work units:

- *Commercial Contract Services*
- *Commercial Development*
- *Commercial Management*
- *Employee Relations*
- *Governance and Procurement*
- *Training*

The following outlines the activities of the Member Services Portfolio since the December 2025 State Council meeting.

1. COMMERCIAL

The Commercial Development team has completed Tenders contracting 145 Preferred Suppliers to the Preferred Supplier Program (PSP). This includes 34 new Contracts for Aboriginal businesses resulting from a special project to enhance the presence of Aboriginal businesses within the PSP. New PSP development and enhancements are progressing in the areas of ICT (ERP systems), Sustainable Energy Infrastructure, Building Inspection Services, Project and Operations Management.

The Commercial Management team has commenced onboarding new Preferred Suppliers following the recent PSP and Aboriginal business tender processes. With 145 suppliers successfully tendering, onboarding is expected to continue through to late February or early March. The reporting period for Quarter 2 PSP engagement opened to Preferred Suppliers on 5 January 2026, with Contract Managers continuing to monitor reporting compliance.

ARENA/EV Project
The ARENA project continues to progress through a reporting and knowledge-sharing phase, with intended closure by 30 June.

Artificial Intelligence (AI) Project
The Sector and WALGA (internal) AI readiness assessment has been completed. Work on potential initiatives related to AI and cybersecurity for Members is ongoing.

2. EMPLOYEE RELATIONS

WALGA ER continues to represent the sector in a number of applications in the WA Industrial Relations Commission (WAIRC), including:

- Applications CICS 5, 8 and 9 of 2023 - Union demarcation dispute and associated applications:
    - CICS 5, 8 and 9 of 2023 is an application by the Western Australian Municipal, Administrative, Clerical and Services Union of Employees (WASU), for coverage

of Local Government employees to the exclusion of the Construction, Forestry, Mining and Energy Union of Workers (CFMEUW) (the Demarcation claim).
    - The Local Government, Racing and Cemetries Employees Union (LGRCEU) and WALGA are intervenors.
    - The Demarcation claim was heard by the WAIRC, sitting as the Commission in Court Session (CICS), over 41 days in July and October of 2024 and October and November 2025.
    - During the course of the Demarcation claim the CFMEUW made various applications for production of documents and to dismiss the Demarcation claim which caused significant delays and costs. Four key applications were:
        - The first application was to dismiss the matter, which the Commission rejected and dismissed.
        - The second application was for discovery of documents from WALGA and the WASU, which the Commission ordered and WALGA and WASU complied with. WALGA and WASU have claimed privilege over these documents (Privilege Claim).
        - The third application was for discovery of documents from WALGA, WASU and the LGRCEU. In response the WASU, LGRCEU and WALGA applied to dismiss the CFMEUW's second application for production of documents. This was dismissed by the CICS on 26 March 2025 (Dismissal Decision)
        - The CFMEUW lodged an appeal to the Industrial Appeal Court (IAC) against the Dismissal Decision (IAC 2/2025).
- The Privilege Claim was heard by the CICS as an interlocutory matter on 28 May 2025. The CICS issued a decision on 11 July 2025, upholding the claims of legal professional privilege and accordingly no orders for production of these documents will occur.
- Following the Privilege decision the CFMEUW withdrew its appeal to the Industrial Appeal Court against the CICS decision to dismiss the CFMEUW's Second application for production of documents (IAC 2/2025).
    - The CICS has reserved its decision in the Demarcation claim. Given the length of the hearing, the number of witnesses and amount of evidence produced during the hearing it is not possible to predict when the Demarcation claim decision will be handed down.
- Applications APPL 3 and 4 of 2023 – concerned award variations sort by the WASU to the Local Government Officers' (WA) Award 2021 (LGO Award) and the Municipal Employees Award (WA) 2021 (ME Award) as follows:
    - increase casual loading from 20% to 25%;
    - conversion of casual employees who have worked for more than 12 months to permanent employment;
    - increased regional redundancy entitlements for employees working outside Perth;
    - an additional week of entitlement to annual leave for shift workers;
    - preferential treatment of Aboriginal or Torres Strait Islander persons in Local Government employment processes;
    - up to 5 days of Cultural and Ceremonial Leave for Aboriginal or Torres Strait Islander persons in the LGO Award; and
    - inclusion of Flexible Working Arrangements.
- A consent position was reached in relation to the 25% casual loading and flexible working arrangements. The matter was heard over 6 days concluding on 29 November 2024 before Commissioner Walkington and the decision has been reserved.
- State Wage Case:
    - Annually the WAIRC in Court Session issues a decision setting the WA minimum wage.

- The WAIRC will likely call for submission in April and the lodgement deadline for submissions will likely be in May 2026. WALGA intends to submit a written submission on behalf of the Local Government sector.

WALGA's Salary and Workforce Survey closed on 21 November 2025. 82 WA Local Governments completed the survey. The results of the survey are expected to be released in February 2026. Subscribers of the ER Service who completed the survey will have full access to the results of the survey as part of their subscription.

3. GOVERNANCE AND PROCUREMENT

WALGA continues to support Local Governments through the ongoing *Local Government Act* reform process. During November and December, WALGA attended meetings of the Local Government Reform Regulations Working Group and the Integrated Planning and Reporting Working Group, both convened by the Department of Local Government, Industry Regulation and Safety for the purpose of facilitating consultation on regulatory reform proposals.

The first Governance Newsletter of 2026 has been circulated to subscribers, highlighting key reforms requiring action by Local Governments.

During November and December, Governance and Procurement team members facilitated WALGA training sessions and custom workshops both at WALGA and onsite for regional Local Governments.

4. TRAINING

The WALGA Training team continues to ensure all training offerings remain current, relevant, and engaging for the sector.

Training Content Review
Over the past 12 months, the Training team have completed an extensive update of all Council Member Essentials (CME) courses for both in-person delivery and eLearning. Four of the five eLearning modules have been rebuilt using new software, with the review focusing on refreshed content and a modernised learning experience incorporating animation, video, learner reflections and interactive quizzes to support high learner engagement.

A full refresh of the Meeting Procedures module is scheduled for 2026 to capture all legislative changes and deliver an updated, comprehensive program.

The team has also redeveloped and modernised Introduction to Local Government, now offering an interactive induction program to support the sector with a cost-effective onboarding tool for new officers.

New 2026 Projects to build capacity in the sector
Two new training initiatives aim to build sector capability incorporating best practice principles and practical application in specialised fields. These courses will be available in 2026.

Environment and Waste

- 1-day Introduction to Waste for Local Governments (on-site delivery).

- 3-day Local Government Waste Management – Advanced.
- 1-day Introduction to Environment.

Design Review Training
In collaboration with the Department of Planning, Lands and Heritage, this project offers online design review training to support Local Government Planning Officers, Panel Members and Chairs. The modules assist participants to understand and apply design review processes and State Planning Policy 7.0. Five eLearning modules have been developed by the Government Architect Western Australia (GAWA) and WALGA Training has been engaged to host these eLearning modules for easy access to the sector.

Council Member Essentials and Professional Development
The team is currently inputting and verifying recent Elected Member election data into WALGA's database. Of the 578 Elected Members from the 2025 elections, there are 231 who have been elected for the first time. A trend of lower enrolments compared to previous election years has been identified, which is likely influenced by CME exemptions within the five-year period and an overall reduction in Elected Member positions across the State.

As part of the training marketing strategy, Elected Members will be reminded of their legislative obligations and professional development opportunities such as standalone workshops, and the nationally recognised qualification, the Diploma of Local Government – Elected Member, will be promoted to Elected Members who have completed CME and are seeking additional development opportunities.

On-Site Training
Between mid-December and mid-January, WALGA Training received 61 on-site requests for quotation and have confirmed 16 on-site bookings for February 2026 — the highest level of on-site training activity to date and a significant increase from previous years.

Certificate III in Local Government
Following a slower October 2025 intake, there is now a strong increase in enrolments for February 2026, with:
- 8 Trainees enrolled;
- 1 Fee-for-Service enrolment; and
- Additional enquiries continuing to come through.

12.1.4 REPORT ON KEY ACTIVITIES, POLICY PORTFOLIO

By Nicole Matthews, Executive Manager Policy

Terresa Lynes left the meeting at 5:54pm and did not return.

NOTED

The Policy Portfolio comprises the following work units:

- *Economics*
- *Environment and Waste*
- *Planning and Building*
- *Resilient Communities*
- *Community*

The following outlines the activities of the Policy Portfolio since the December 2025 State Council meeting.

1. ECONOMICS

Economic Briefing
In December WALGA released the quarterly Economic Briefing and Local Government Cost Index (LGCI). Previously named for the month of release, this edition is called the Q4 2025 Economic Briefing, using a new naming convention to help clarify which period it refers to. The Briefing provides Local Governments with a snapshot of the current economic climate and economic conditions impacting the sector, as well as unique data and insights tailored for Local Governments in WA.

Western Australia's economy has continued to grow faster than the national average, fuelled by the private sector as public demand eases. While WA's inflation remains above the national level, the Australian economy has grown at its fastest pace in two years, causing inflation to re-emerge as an issue. The Reserve Bank of Australia has maintained interest rates at 3.6%, cautious about the upside risks to inflation.

The labour market remains tight as wages continue to grow, especially in the public sector. These increases, along with rising construction costs, have contributed to a 4.5% annual rise in Local Government expenses over the last 12 months.

Tourism
In November 2025, WALGA hosted a well-attended webinar with Tourism WA (TWA) on the role of local government in tourism. TWA's Director Insights and Strategy spoke to data available and how to determine visitor market segmentation, and TWA's Director Partnerships and Industries provided an overview of the State Government's tourism focus, strategy and avenues of support for Local Government. A new tourism web page has been included on the WALGA website to provide further resources for the sector.

2. ENVIRONMENT AND WASTE

Regional Waste Management Funding
Following strong WALGA advocacy, on 19 January 2026 the State Government released $6 million for regional Local Governments to assist with infrastructure, transport and recycling of plastic, tyres and paper and cardboard. Funding is being provided by the Australian Government, through the Recycling Modernisation Fund focusing on increasing options for materials subject to the Waste Export Bans – which provides some constraints on how the funding can be used. Grants of between $50,000 to $1 million are available.

The funding aligns with WALGA's Budget Submission which seeks $10 million for regional waste infrastructure, planning and capacity building. WALGA will continue to advocate for additional funds.

Cat Containment
WALGA, and other key stakeholders, received a confidential briefing on the proposed amendments to the *Cat Act 2011* which will allow Local Governments to include cat containment in Local Laws. The Amendments are anticipated in the first quarter of 2026.

WALGA is a member of the Department of Local Government, Industry Regulation and Safety Cat Containment Local Law Working Group.

3. PLANNING AND BUILDING

Urban Greening Strategy
The State Government released the long-awaited Urban Greening Strategy for Whadjuk (Perth) and Bindjareb (Peel) Let's Grow: Leafy & Liveable Communities on 16 January 2025.

The long-awaited Strategy outlines how the State Government plans to enhance tree canopy and create more green spaces within the Perth and Peel regions across three action areas – Growing More, Growing Together and Growing Stronger. It sets a canopy cover target 30% for Perth and Peel by 2040, consistent with WALGA's advocacy position. The Urban Greening Strategy also includes an Urban Greening Grant Program for community groups and schools and affirms the State Government's commitment to supporting Local Governments with their public realm planting programs. The Strategy will be supported by the *Let's Grow Action Plan*, which is expected to be released in February.

WALGA has welcomed the release of the Strategy, which has been a key advocacy ask as part of the sectors' drive to increase tree canopy cover in urban areas across the State. Unfortunately the strategy does not extend to urban areas outside of Perth and Peel and does not make any commitments towards reducing the loss of trees on private land, which is critical to meeting the 30% target. Local Governments are leading the way in protecting trees on private land, with nine Local Governments so far adopting WALGA's Model Local Planning Policy that provides regulatory protection for trees of significant size.

WALGA's 2026-27 State Budget Submission is calling on the State Government to invest $40 million in Local Governments' urban greening programs over the next 10 years to increase access to green spaces and create cooler, more liveable neighbourhoods in urban areas statewide.

WALGA's media release can be read here.

Tree Retention Model Local Planning Policy Update
WALGA developed the Model Local Planning Policy (LPP) for Tree Retention in 2024 to regulate trees on private land. Nine Local Governments have adopted the model LPP, providing WALGA with valuable data and insights to inform improvements. The Town of Bassendean has also successfully prosecuted two cases involving the unauthorised removal of regulated trees. A revised version of the model LPP has now been released, incorporating minor amendments to reflect best practice and respond to implementation challenges. A key change is revising the definition of 'maintenance pruning' to be less prescriptive, reducing the need for Development Assessments for pruning activities. Other refinements include restructuring the document to align with current State planning guidelines and removing redundant provisions, such as lists of specific development and subdivision conditions. The updated model LPP is available to Local Governments to adopt following the procedures set out in the *Planning and Development (Local Planning Scheme) Regulations 2015*, which includes community consultation and consideration by Council.

CoastWA Funding Extension
The State Government announced a three-year extension to the CoastWA Program as part of the mid-year budget review. While the extension of CoastWA is welcome, the funding of $18.1 million over 3 years is $2 million less than that provided over the previous three years of the Program. WALGA has advocated for an annual funding of at least $16 million per annum to cover future adaptation needs for both erosion and inundation, consider rising construction costs, newly identified hotspots, and increasing risks.

Draft Renewable Energy Planning Code – Information Sessions
The Western Australian Planning Commission is introducing a draft Renewable Energy Planning Code and Guidelines to provide a clear and consistent framework for assessing energy infrastructure that supports the generation, storage and transmission of renewable energy across Western Australia. The draft Code proposes consistent development standards and application requirements for renewable energy projects, supported by Guidelines that explain how applicants and decision-makers can meet these requirements.

WALGA hosted two online information sessions on the draft Code alongside the Department of Planning, Lands and Heritage. The first, on 5 February for Local Government officers focussed on how the Code would operate in the current planning framework and the second session on 9 February was for Elected Members to understand the implications of the Code. Comments and questions raised through these sessions will inform WALGA's submission.

Submissions on the Code are due by Friday, 10 April 2026. WALGA is preparing a submission on behalf of the sector for State Council consideration and has requested Local Government feedback by 27 February. Local Governments are also encouraged to make their own submissions. An item on the Code has also been prepared for inclusion in all Country Zone Agendas for the February meetings.

4. EMERGENCY MANAGEMENT

Local Emergency Management Arrangements (LEMA) Improvement Project
WALGA's LEMA pilot project, launched in February 2025, is progressing with five Local Governments: the Shires of Manjimup, Shark Bay, Chittering, Gingin, and the City of Kwinana. The pilot is testing and refining LEMA templates and resources while gathering input to inform future guidance and tools.

DFES, with support from WALGA, has launched an online Statement of Policy, the Knowledge Hub, and continues to develop a LEMA Development Framework. This collaboration has included trialling a new methodology for local emergency risk profiling with each of the pilot Local Governments and preparing summary reports for each, along with an evaluation report on the trial risk workshops.

WALGA and DFES will present the refined templates, key observations, lessons learnt, and proposals for Phase 2 of the project to the State Emergency Management Committee (SEMC) in March 2026. WALGA's delivery of the pilot has been extended until mid-April 2026 to allow for completion of additional deliverables, including an overview for Elected Members on the role of Local Government in emergency management.

WALGA 2026 Emergency Management Forum – 26 May
The WALGA Emergency Management forum will be held on Tuesday, 26 May. The Forum will be filled with expert advice from Emergency Management practitioners, share lessons learned, showcase best practice and collaborative tools, and provide a platform for connection and networking with stakeholders across the sector. More details and registration information will be released soon.

Initial Consultation: Community Recovery Guidelines
A review of the *Western Australian Community Evacuation in Emergencies Guideline* is underway via Engage WA EM. The update aims to deliver contemporary, fit-for-purpose State arrangements that support Emergency Management Agencies in planning and conducting community evacuations for all hazards. Local Governments can provide feedback on the initial review and consultation until 20 February 2026. WALGA provided officer level feedback in the initial review and consultation and prepared a formal submission during the 3-month consultation period, which is expected to be initiated in May 2026.

Revised State Recovery Arrangements Approved
The State Recovery Arrangements were approved by the State Emergency Management Committee on 4 December 2025. The amendments maintain Local Governments statutory responsibility for recovery under the *Emergency Management Act 2005* but provide clearer guidance on how State agencies collaborate to support community recovery. Key changes include:

- State Strategic Recovery Priorities introduced to guide governance, planning, and delivery of recovery in WA.
- Model for Recovery Coordination established, outlining a four-tiered framework (R1 – R4) for recovery coordination arrangements between State and Local Governments.
- Clarified roles and responsibilities for the State Government, including DFES, Hazard Management Agencies and other State Agencies.
- Defined State-level recovery positions, including a new event-specific State Recovery Coordinator Role.
- Clarified arrangements and procedures for transition from response to recovery, community engagement, public information and members.

A comprehensive overview of the framework and consultation can be viewed via Engage WA Emergency Management.

5. COMMUNITY

WA Multicultural Act Discussion Paper
A Discussion Paper on a proposed WA Multicultural Act was released by the Office of Multicultural Interests (OMI) on 24 November 2025.

The purpose of the proposed Act would be to formally commit the State to:

- promote inclusion and equity for everyone, regardless of their cultural or linguistic background; and
- ensure that government decisions, services and policies reflect multicultural values like respect, equity, participation and belonging.
-

On 15 January, WALGA hosted a webinar with OMI and 34 attendees from 26 Local Governments (13 metropolitan and 13 regional). The webinar provided an opportunity for OMI to engage directly with Local Government representatives and for the sector to provide feedback on the Discussion Paper. Local Governments represented at the webinar were invited to provide feedback on WALGA's draft submission.

WALGA's submission will be provided to the People and Place Policy Team and State Council for consideration via Flying Minute in time to meet the submission deadline of 28 February 2026.

2026 Aboriginal Engagement Forum – 18 March
WALGA's 2026 Aboriginal Engagement Forum (Forum), will be held on Wednesday, 18 March at the State Reception Centre, Kaarta Gar-Up (Kings Park). Since its inception in 2017, the Forum has provided an opportunity for the Local Government sector to come together and explore leading practice in Aboriginal engagement and reconciliation.

The theme of the Forum is *Kaartidjin kwop koorliny | Empowerment in Action,* with the program focused on opportunities for the Local Government sector to build sustainable employment, business and leadership pathways for Aboriginal and Torres Strait Islander people. The theme aims to build momentum created by WALGA initiatives such as the Preferred Supplier Program's Aboriginal Business Tender and Kolbang Yanginy, the new Local Government Reconciliation Resource. The program was also informed by the Reference Group and outcomes of the 2025 Aboriginal Elected Member Roundtable.

WALGA State Councillors are encouraged to attend the Forum and have been offered a complimentary ticket. A full report on the outcomes of the Roundtable and Forum will be provided at the May State Council Meeting.

2026 Aboriginal Elected Member Roundtable
WALGA's second Aboriginal Elected Member Roundtable will take place on 17 March 2026, the day prior to the Aboriginal Engagement Forum. Now an annual event, the Roundtable enables Aboriginal Elected Members from across the State to connect, meet WALGA's Senior Leadership team and share their experiences and aspirations as Councillors.

With several Aboriginal leaders newly elected and re-elected to Councils in the 2025 Local Government elections, the Roundtable provides an exciting opportunity for ongoing network development, information sharing and partnership.

Rural and Remote Healthcare Advocacy
The need for funding and system reform has been included in the WALGA Federal and State Budget Submissions and submission to the Inquiry into Local Government Funding and Fiscal Sustainability. WALGA is also preparing a submission to the Senate Rural and Regional Affairs and Transport References Committee Inquiry into rural, regional and remote Medicare access and funding which closes on 27 March.

WALGA continues to refine its advocacy ask to focus on long-term solutions to this gap in healthcare service funding. In February 2026 WALGA held discussions with key stakeholders in the regional and health sectors to further develop viable options for innovative models of service and funding solutions and areas for joint advocacy.

Working With Children (Screening) Amendment Bill 2025
On 4 December 2025 the State Government introduced the Working With Children (Screening) Amendment Bill 2025 (Amendment Bill). The Amendment Bill revises the existing *Working with Children (Screening) Act 2004* to respond to the agreement from the Standing Council of Attorneys-General that States and Territories will implement mutual recognition of negative Working with Children Check (WWCC) notices across jurisdictions.

WALGA does not perceive any direct impacts on Local Government from the Amendment Bill. WALGA provided a submission to the Phase 2 Reforms of West Australia's Working With Children Check (WWCC) Law consultation in October 2025. The submission supported national consistency and portability of WWCC decisions across Australia in addition to other recommendations to support child safeguarding within the sector. WALGA will continue to advocate for increased protections for children and young people including a strengthened WWCC system.

Preventative Health Strategy
On 20 January 2026, the WA Government announced the development of a Preventative Health Strategy. WALGA Executive Manager Policy attended one of the six roundtables with other key stakeholders to inform the development of the Strategy, highlighting key linkages to Local Public Health Plans and WALGA's advocacy asks, including regional and remote health, active transport, road safety, urban planning and climate resilience.

2025 MACWA Awards
On 10 December 2025, in partnership with the Department of Communities, the Department of Local Government, Industry Regulation and Safety and Regional Capital Alliance, WALGA hosted the Most Access Communities WA (MACWA) Awards. These awards acknowledged Local Governments for their efforts in creating accessible and inclusive communities across major and minor projects, public open spaces, employment services and events. More information about this year's winners was included in a recent edition of LG Direct.

12.2 PRESIDENT'S REPORT

NOTED

12.3 CEO'S REPORT

NOTED

RESOLUTION

Moved: **Helen Sadler**
Seconded: **Karen Wheatland**

That items 12.1 to 12.3, Organisation Reports, be noted.

RESOLUTION 015.1/2026 **CARRIED**

13 ADDITIONAL ZONE RESOLUTIONS

RESOLUTION

Moved: **Paige McNeil**
Seconded: **Stephen Strange**

That the additional Zone Resolutions from the February 2026 round of Zone meetings as follows be referred to the appropriate portfolio for consideration and appropriate action.

RESOLUTION 016.1/2026 **CARRIED**

CENTRAL COUNTRY ZONE (Infrastructure Portfolio)
Main Roads WA Speed Zoning Policy
That the Central Country Zone supports the Shire of Kulin and resolves to request WALGA to formally approach Main Roads Western Australia seeking a review of the policy-based removal of speed transition buffers across rural and regional Western Australia.

CENTRAL COUNTRY ZONE (Infrastructure Portfolio)
Western Power Pole Top Fires and Network Response
That the Central Country Zone:

1. Recognises the recent spate of pole top fires during the ex-Tropical Cyclone Mitchell weather event as a serious regional and State-wide rural safety concern.
2. Notes that while this matter has been raised by the Central Country Zone, the issues identified are not confined to Zone Local Governments and are likely to affect rural and regional communities across Western Australia.
3. Requests WALGA to assume a State-wide advocacy role on behalf of rural and regional local governments in relation to:
    a. Pole top mitigation effectiveness in high-risk agricultural environments;
    b. Network performance;
    c. Timely isolation of downed or compromised power lines during emergency incidents;
    d. Protection of volunteer bush fire brigade members operating near live electrical infrastructure; and
    e. Improved transparency, reporting and communication protocols between Western Power and local governments.
4. Requests WALGA to formally engage with Western Power and the Minister for Energy seeking systemic review, strengthened operational response protocols and enhanced safety protections for volunteer emergency responders across rural and regional Western Australia.
5. Requests that WALGA report back to Member Local Governments on advocacy actions undertaken and outcomes achieved.

CENTRAL METROPOLITAN ZONE (Infrastructure Portfolio)
Standardisation of Road Management Agreements between Local Governments
That the Central Metropolitan Zone requests WALGA to investigate and develop a standardised Road Management Agreement framework, including template agreements and/or standard clauses, for use by Local Governments across Western Australia, in consultation with member Local Governments and relevant road authorities.

EAST METROPOLITAN ZONE (Policy Portfolio)
WALGA Submission to APVMA Advocating for Withdrawal of Second Generation Anticoagulant Rodenticides (SGARS) from Public Sale
That the East Metropolitan Zone requests WALGA submits feedback to APVMA by the 16th of March outlining the following position:

1. Support for the APVMA's proposed suspension of products containing second-generation anticoagulant rodenticides (SGARs), so that stricter controls can be implemented.
2. That the introduction of stricter controls includes the permanent withdrawal of all SGAR products from public sale, and
3. Restrict the use of SGARs to licensed, trained professionals under strict regulatory control.

GREAT EASTERN COUNTRY ZONE (Member Services Portfolio)
Miscellaneous Licence
That the Great Eastern Country Zone supports WALGA's ongoing advocacy in relation to the rateability of land subject to a miscellaneous licence, including to address any uncertainty related to definitions or proposed legislative amendments.

GREAT SOUTHERN COUNTRY ZONE (Policy Portfolio)
Emergency Management Act Consolidation
That the Great Southern Country Zone requests WALGA, as a matter of urgency request that:

1. The State Government reprioritise and expedite the consolidation of the State's emergency management legislation to address the escalating operational and risk issues arising from the current outdated framework;
2. The consolidated acts establish a clear framework to enable the transfer of Bush Fire Brigades to the State Government if a Local Government decides to do so; and
3. Local Governments at the WALGA Zone level be consulted prior to release of the exposure draft bill.

NORTH METROPOLITAN ZONE (Member Services Portfolio)
Elected Member Protections
That the North Metropolitan Zone:

1. acknowledges the increasing vulnerability of Local Government Elected Members to online bullying, harassment, intimidation, and reputational harm, and the associated psychosocial safety risks under the *Work Health and Safety Act 2020*, particularly where harmful conduct occurs through social media and digital platforms;
2. recognises that unlike State and Federal Parliamentarians, Local Government Elected Members do not benefit from absolute parliamentary privilege and only hold limited qualified privilege in the chamber when debating agenda matters. This leaves Elected Members vulnerable to significant personal legal and reputational risk when responding to misinformation, harassment or defamatory claims made outside formal Council proceedings;
3. requests that WALGA advocate for the consideration of legislative reform to introduce protections of Local Government Elected Members in the course of their official duties, including during Council and Committee meetings;
4. requests the Department of Local Government, Industry Regulation and Safety (LGIRS) to provide strengthened legal and procedural guidance for Elected Members responding to targeted misinformation, digital disinformation, or online harassment arising from the performance of their role, and further considers reviewing the Legal

Representation Guidelines to clarify or broaden circumstances where representation may be available in such matters;
5. requests that WALGA examine options which address the motion;
6. requests the Minister for Local Government and LGIRS to commission a review into the use and/or influence of social media pages positioned as community or resident groups, and potential proxy pages, during the 2025 Western Australian Local Government Elections, to identify any breaches of existing codes or misuse of position, and to inform the development of stronger legislative and regulatory frameworks for future elections.

PEEL COUNTRY ZONE (Policy Portfolio)
DFES Funding for Rural Firefighting Water Tanks
That the Peel Country Zone requests WALGA to lobby for the State to establish a risk-based funding program to support the installation and renewal of static firefighting water infrastructure in rural and regional areas. This investment is essential to protect communities, support volunteers and ensure that bushfire risk management responsibilities are appropriately matched with funding.

PEEL COUNTRY ZONE (Infrastructure Portfolio)
Water Corporation's Swan Coast Plains Bridges in Crisis
That the Peel Country Zone request WALGA to lobby for the State to:
1. Urgently assess the state of Water Corporation bridges on the Swan Coastal Plains and implementation of a rapid replacement program.
2. Investigate solutions to keep load limits to a minimum and consider other timely and economical solutions to spanning the drains.
3. Ensure replacement to current fit for purpose standards, and not like for like.
4. Recognise rural bridges in the Water Corporation's annual report and replacement program reporting.
5. Provide State Government funding support to address this hidden economic handbrake and dangerous state of Water Corporation bridge assets.
6. Include bridge standards and requirements in future Water Corporation Services Licence.
7. Refer the matter to the Office of the Auditor General for a performance audit.

SOUTH WEST COUNTRY ZONE (Policy Portfolio)
South West DAMA Update
That the South West Country Zone requests WALGA to lobby the State Government to provide adequate resources to WA DAMA including regional DAMA Officers to support the regions within which regional DAMAs exists currently including:
1. The South West;
2. Kalgoorlie – Goldfields;
3. Pilbara; and
4. Kimberley.

SOUTH WEST COUNTRY ZONE (Policy Portfolio)
Bushfire Brigade Management - Request for Update on WALGA Advocacy Position 8.10
That the South West Country Zone requests WALGA to provide an update on the progression of Advocacy Position 8.10 – Management of Bushfire Brigades, including:
1. Engagement undertaken with the State Government and DFES;
2. Progress on the development of the Consolidated Emergency Services Act and/or other mechanism to establish the transfer framework for Bush Fire Brigades to the State Government;

3. Status of the proposed co-designed training and management materials;
4. Update on the review of funding and future operational model of management of Bush Fire Brigades including consideration of an independent Rural Fire Service model; and
5. Timeline for sector consultation and legislative reform.

SOUTH WEST COUNTRY ZONE (Member Services Portfolio)
Advocacy for Electronic Voting Feasibility
That the South West Country Zone support the Shire of Harvey's request that WALGA advocate to the Western Australian Electoral Commission Expert Advisory Committee and the Department of Local Government, Industry Regulation and Safety to explore the feasibility of introducing electronic voting for Local Government elections in Western Australia.

14 DATE OF NEXT MEETING

The next ordinary meeting of the WALGA State Council will be a Regional Meeting, hosted by the Central Country Zone in the Shire of Pingelly, on Thursday, 7 May.

15 CLOSURE

There being no further business, the Chair declared the meeting closed at 6:00pm.

STATUS REPORT ON STATE COUNCIL RESOLUTIONS

MEETING	RESOLUTION	COMMENT	COMPLETION STATUS	OFFICER RESPONSIBLE
3 December 2025 Item 7.1 Transport Oriented Development Advocacy Position	That: 1. State Council request WALGA to prepare an Advocacy Position in consultation with members, regarding the transport and planning principals required to ensure quality outcomes in the newly announced "Station Precinct Improvement Plans and Schemes" in Metropolitan Perth and regional stations if included. 2. The Advocacy Position includes transport and place-making outcomes on both government controlled and private land that maximise liveability and use of the public transport network. RESOLUTION 069.5/2025	The Environment Policy Team considered this issue at its meeting on 14 January 2026 and was concerned to ensure that WALGA does not delay advocating on this issue while waiting for a new specific position to be developed and endorsed by State Council. WALGA has commenced consultation on a new position with an initial focus on immediately impacted Local Governments and in the meantime will make representations to Government under cover of existing positions.	Ongoing	Nicole Matthews Executive Manager Policy
3 December 2025 Item 8.1 2025 Annual General Meeting Resolutions	That: 1. the following resolutions from the 2025 WALGA Annual General Meeting be referred to the People and Place Policy Team for further work to be undertaken: 7.1 Provision of Medical Services in Remote and Very Remote Local Governments 7.2 Homelessness – Short-term Accommodation Solutions RESOLUTION 070.5/2025 *The AGM resolutions are as follows:*	Improving access to primary healthcare services in rural and remote areas remains an advocacy priority for WALGA. This is reflected in the current Federal and State Budget Submissions and aligned to the revised Advocacy Position endorsed by State Council in September 2025. WALGA is exploring opportunities for partnership advocacy on this matter with	Ongoing	Nicole Matthews Executive Manager Policy

MEETING	RESOLUTION	COMMENT	COMPLETION STATUS	OFFICER RESPONSIBLE
	7.1 Provision of Medical Services in Remote and Very Remote Local Governments *That WALGA calls on the Western Australian Government and WA Grants Commission to:* *1. increase the total funding and then the Medical Facilities Cost Adjuster component of the Financial Assistance Grants to Local Governments; and* *2. recalculate distributions to those Local Governments that are providing block cash payments to attract and retain general practitioners to allow affected Council to redirect ratepayer funds to Local Government responsibilities.* ***7.2 Homelessness – Short-term Accommodation Solutions*** *That WALGA advocate to the State Government to provide culturally appropriate short term accommodation options and wrap-around support services that provide sustainable homelessness solutions in all Local Governments across Western Australia.*	health sector stakeholders. This work includes developing solution options. WALGA will present developments to the April People and Place Policy Team meeting for consideration. WALGA is currently reviewing its homelessness Advocacy Position. A Local Government Homelessness Survey is scheduled to open in early February to inform the review. WALGA will consider the matter of short-term accommodation as part of the review and report to the April 2026 People and Place Policy Team meeting.		
3 December 2025 Item 8.1 2025 Annual General Meeting Resolutions	That: ... 2. the following resolution from the 2025 WALGA Annual General Meeting be referred to the Governance Policy Team for further work to be undertaken: 7.4 Rating Exemption Advocacy Position RESOLUTION 070.5/2025 *The AGM resolution is as follows:*	This item has been referred to the Governance Policy Team for further consideration. It is intended to be included in the March Governance Policy Team Agenda.	Ongoing	Kirsty Martin Executive Manager Member Services

MEETING	RESOLUTION	COMMENT	COMPLETION STATUS	OFFICER RESPONSIBLE
	7.4 Rating Exemption Advocacy Position *That WALGA, in addition to its current advocacy positions 2.1.1 and 2.1.2 relating to rating exemptions, advocate to the WA Government for the introduction of a reimbursement model, whereby the WA Government repays Local Government the greater of:* 1. 75% of the value of rates lost in applying the charitable purposes exemption; or 2. 1% of the total rate revenue of the Local Government.			
3 December 2025 Item 8.1 2025 Annual General Meeting Resolutions	That: ... 3. the following resolution from the 2025 WALGA Annual General Meeting be endorsed: 7.5 Rateability of Miscellaneous Licences RESOLUTION 070.5/2025 *The AGM resolution is as follows:* ***7.5 Rateability of Miscellaneous Licences*** *That WALGA:* *1. Formally oppose any move by the Local Government Minister to introduce amendments to the Local Government Act to restrict the application of rates on Miscellaneous Licenses.* *2. Develop an advocacy position on sector consultation prior to any amendment to the Local Government Act.* *3. Undertake a financial analysis of the cost to the Mining Industry of the rating of Miscellaneous Licenses compared to the benefit to the Local Government sector.*	This item has been referred to the Governance Policy Team for further consideration. It is intended to be included in the March Governance Policy Team Agenda.	Ongoing	Kirsty Martin Executive Manager Member Services

MEETING	RESOLUTION	COMMENT	COMPLETION STATUS	OFFICER RESPONSIBLE
3 December 2025 Item 8.2 2026 Salaries and Allowances Tribunal Remuneration Inquiry for Local Government Chief Executive Officers and Elected Members	That State Council endorse the submission to the 2026 Salaries and Allowances Tribunal Remuneration Inquiry for Local Government Chief Executive Officers and Elected Members, with the following additions: 1. *A new recommendation that the Regional/Isolation Allowance be reviewed in full, noting that the application of the Allowance is inequal and inconsistent.* 2. *A new recommendation that an appropriate fee be set for the deputy to the presiding member of Audit, Risk and Improvement Committees to attend meetings.* 3. *A new recommendation that the travel costs incurred while driving a privately owned or leased vehicle be calculated at the same rate contained in the Public Service Award 1992 to bring it in parity with the public sector.* 4. *The percentage values in recommendations 1 and 2 of the submission be amended from 3% to 4%.* 5. *Include a work-value argument regarding Elected Member remuneration to strengthen the case for an increase to Elected Member fees and allowances, and to refer the request to reclassify Elected Members as not volunteers to the relevant Policy Team.* RESOLUTION 073.5/2025	The submission to SAT was updated to include those additional points and provided to the Tribunal on 6 January 2026. The Advocacy Positions Manual has also been updated to reflect the recommendations contained in the submission. The request to reclassify Elected Members as not volunteers (as per point 5 of the resolution) has been referred to the Governance Policy Team for further consideration.	Ongoing	Rachel Horton Executive Manager Advocacy Kirsty Martin Executive Manager Member Services
3 December 2025 Item 8.3 Tourism Advocacy Position Update	That State Council replace Advocacy Position 3.9 Tourism with an updated position as follows: *WALGA calls on the State Government to:*	The Advocacy Positions Manual has been updated.	COMPLETE	Nicole Matthews Executive Manager Policy

MEETING	RESOLUTION	COMMENT	COMPLETION STATUS	OFFICER RESPONSIBLE
	1. *Fund the implementation of the WA Visitor Economy Strategy and the supporting Tourism Destination Management Plans and Regional Tourism Development Strategies, including for:* a. *maintenance and renewal of Local Government assets and services that underpin a positive visitor experience* b. *new and existing tourism infrastructure* c. *improving telecommunications infrastructure* d. *measures to reduce the cost and improve the scheduling and routes of regional air services* e. *accredited Visitor Centres.* 2. *Ensure that tourism destinations with a significant seasonal visitor influx have adequate medical and emergency services and reliable telecommunications.* 3. *Articulate a clear tourism governance framework with defined roles and responsibilities to facilitate coordination and collaboration of tourism activities across the State.* 4. *Adequately consult and consider Local Government when undertaking strategic tourism planning across Western Australia.* 5. *Provide improved access to affordable, timely and granular data that delivers LGA-level insights on visitation, spend and event impacts.* RESOLUTION 074.5/2025			
3 December 2025 Item 8.4 Waste Management Advocacy Positions	That State Council retire Advocacy Positions: 1. 7.2 State Waste Strategy; 2. 7.3 Waste Authority; and 3. 7.11 Waste Management and Resource Recovery Partnership Agreement.	The Advocacy Positions Manual has been updated.	COMPLETE	Nicole Matthews Executive Manager Policy

MEETING	RESOLUTION	COMMENT	COMPLETION STATUS	OFFICER RESPONSIBLE
	RESOLUTION 075.5/2025			
3 December 2025 Item 8.5 Electoral Material – Authorisation Statement Address Requirements	That: 1. WALGA advocate to the State Government to amend section 4.87 of the *Local Government Act 1995* to: a. Replace the requirement to include the name and address of the person authorising the electoral material, with a requirement to include the name and locality of the person authorising the material. b. Remove the requirement for the name and business address of the electoral material printer to appear at the end of the electoral material. 2. The suggestion from the South East Metropolitan Zone to advocate to amend section 5.95 of the *Local Government Act 1995* to specify that the right to inspect Primary and Annual Returns contained in the Register of Financial Interests under s.5.94(b) does not extend to the residential address of the relevant person be referred to the Governance Policy Team so that a full report can be presented to State Council for consideration. RESOLUTION 077.5/2025	The Advocacy Positions Manual has been updated. Resolution 2 has been referred to the Governance Policy Team and is intended to be included in the March Agenda.	Ongoing	Kirsty Martin Executive Manager Member Services
5 September 2025 Item 8.2 Rating of Miscellaneous Licenses	That WALGA: 1. Advocate for Local Governments to continue to have the ability to rate miscellaneous licences under the *Mining Act 1978*; and	The Advocacy Positions Manual has been updated. Correspondence has been sent to the Premier and Minister for	Ongoing	Kirsty Martin Executive Manager Member Services

MEETING	RESOLUTION	COMMENT	COMPLETION STATUS	OFFICER RESPONSIBLE
	2. Oppose legislative amendments that seek to exempt occupied miscellaneous licence land from rating. 3. Continue to advocate for a broad review to be conducted into the justification and fairness of all rating exemption categories currently prescribed under section 6.26 of the Local Government Act 1995. RESOLUTION 050.4/2025	Local Government. Opposition parties have been briefed. In addition, funding for the broad review of rating exemptions is included in the State Budget submission.		
5 September 2025 Item 8.6 Advocacy Positions on Active Transport and Micromobility	That WALGA endorse the proposed advocacy positions on Active Transport and micromobility subject to: 1. The following item added to the Priority Actions of the Funding Position Statement: *Allocate dedicated funding to deliver safe, pedestrian- and bicycle-priority crossing points on local and distributor roads, particularly around schools, community hubs, and public transport nodes, to support safe and accessible active transport journeys.* 2. Request the CEO to prepare an Active Transport Advocacy Plan for WALGA including, but not limited to, funding models to achieve the advocacy positions. 3. That the Plan be brought back to the Infrastructure Policy Team for discussion. RESOLUTION 055.4/2025	The Advocacy Positions Manual has been updated.	COMPLETE	Ian Duncan Executive Manager Infrastructure

MEETING	RESOLUTION	COMMENT	COMPLETION STATUS	OFFICER RESPONSIBLE
2 July 2025 Item 8.1 Suspension and Disqualification for Offences Advocacy Position	That WALGA defers consideration of this matter for further work, including: a. defining appropriately serious offences for intervention; and b. addressing the role of the Local Government Inspector. c. evaluating whether advocacy for disqualification based on convictions under the Planning and Development Act 2005 and Building Act 2011 should be retained. RESOLUTION 037.3/2025	Work has commenced on defining appropriately serious offences for intervention. Consideration of how the Office of the Inspector affects this position is awaiting the release of regulations pertaining to the office.	Ongoing	Kirsty Martin Executive Manager Member Services
5 March 2025 Item 9.1 Infrastructure Policy Team Report	That State Council: 1. Note the report from the Infrastructure Policy Team for the 5 March 2025 meeting. 2. Determine to: a. Delete Advocacy Position 5.2.8 (Towards Zero Road Safety Strategy 2008 – 2020). b. Amend the title of Advocacy Position 5.2.7 from Road Safety Strategy (Imagine Zero) to Driving Change Road Safety Strategy 2020-2030. 3. Undertake further policy development and consultation with Members regarding the default open road speed limit in Western Australia. RESOLUTION 013.1/2025	The Advocacy Positions Manual has been updated. The Infrastructure Policy Team resolved to recommend WALGA engage an independent specialist to develop a framework to support the Local Government sector in decision making and advocacy relating to speed limits.	Ongoing	Ian Duncan Executive Manager Infrastructure
6 December 2024 Item 8.1 2024 Annual General Meeting Resolutions	That: 1. the item 7.1 Amendments to *Cat Act 2011* - Allow Local Governments to Make Local Laws to Contain Cats to the Owner's Property be endorsed. ... 3. the following resolutions from the 2024 WALGA Annual General Meeting be referred to the	The Advocacy Positions Manual has been updated. WALGA, and other key stakeholders, received a briefing on the proposed amendments to the *Cat Act 2011* which will allow	Ongoing	Kirsty Martin Executive Manager Member Services

MEETING	RESOLUTION	COMMENT	COMPLETION STATUS	OFFICER RESPONSIBLE
	Governance Policy Team for further work to be undertaken: 7.2 Advocacy for Legislative Reforms to Counter Land-Banking 7.3 Advocacy for Expansion of Differential Rating to Include Long Term Unoccupied Commercial Buildings (Property Activation Levy). RESOLUTION 089.5/2024	Local Governments to include cat containment in Local Laws. WALGA will continue to engage with Local Government and advocate that for effective implementation of these changes a collaborative, and resourced, approach will be needed. WALGA sought legal advice which confirmed that amendments to the *Local Government Act 1995* (the Act) would be required to allow differential rating based on occupancy status. A joint meeting of the Governance and Environment Policy teams was held on 12 September. The Joint Policy Teams considered that there was a significant level of risk associated with the proposal and that it should not proceed. Instead, incentives and activation programs can be explored by Local Governments to encourage occupancy of buildings.		
6 December 2024 Item 8.1	That: ... 2. the following resolutions from the 2024 WALGA Annual General Meeting be referred to the	**Resolution 7.2** (regarding the planning related items within this resolution): The demolition of single houses is generally a form	COMPLETE	Nicole Matthews Executive Manager Policy

MEETING	RESOLUTION	COMMENT	COMPLETION STATUS	OFFICER RESPONSIBLE
2024 Annual General Meeting Resolutions	Environment Policy Team for further work to be undertaken: 7.2 Advocacy for Legislative Reforms to Counter Land-Banking 7.4 Action on Asbestos for Western Australia 7.6 Advocacy for Accessibility. ... RESOLUTION 089.5/2024	of development exempt from requiring development approval, and only a demolition permit is required for the complete or partial demolition, dismantling or removal of a building or an incidental structure. The current planning and building legislation do not allow the conditioning of approval or refusal of a building permit in a manner proposed by the AGM resolution. A joint meeting of the Environment and Governance Policy Teams has been scheduled for 12 September to consider this item. **Resolution 7.4:** WALGA is engaging at the State and National level on this issue, including through membership of the WA Interagency Asbestos Group and nationally the Asbestos Safety Eradication Agency reference group and has raised the issues impacting Local Governments in relation to safe removal and disposal, including ensuring statewide options. WALGA continues to undertake work in this area and is scoping an asbestos survey for members		

MEETING	RESOLUTION	COMMENT	COMPLETION STATUS	OFFICER RESPONSIBLE
		to identify specific challenges, activities and opportunities. **Resolution 7.6:** Liveable Housing Design Standard as part of the National Construction Code (NCC) provides a set of technical provisions that if complied with enable dwellings to better meet the needs of the community, including older people and people with mobility limitations. The code specifies seven minimum standards to ensure all new homes are accessible with modifications including step-free entrances and showers and wider doors and corridors that can accommodate wheelchairs and walking aids. All states enact the NCC through state legislation and regulation. A range of states are taking different approaches in terms of adopting the liveable housing requirements, but at time of writing all states except NSW and Western Australia have adopted the liveable housing provisions. The NCC 2022 only became operational in WA on 1 May. The appointment of a new Commerce		

MEETING	RESOLUTION	COMMENT	COMPLETION STATUS	OFFICER RESPONSIBLE
		Minister following the 2025 State Election provided an opportunity to engage on this matter. WALGA raised the prospects of WA adopting the standard at its meeting with the Minister in July 2025. On 24 August 2025, the Commonwealth Minister for Housing announced that they will work with states and territories to pause new residential regulation changes to the NCC until mid-2029, following the finalisation of NCC 2025. This pause will apply except for essential safety and quality changes. In light of this decision, which is supported by all State and Territory Governments, it is unlikely that changes to the NCC in WA to incorporate Liveable Housing Design Standard will occur in the near future.		
6 December 2024 Item 8.2 Local Government Elections	That item 1 be deferred, and the Secretariat further investigate implications of compulsory and voluntary participation in Local Government elections and report back to State Council. RESOLUTION 090.5/2024	The Advocacy Positions Manual has been updated. Correspondence has been sent to the Minister for Local	Ongoing	Kirsty Martin Executive Manager Member Services

MEETING	RESOLUTION	COMMENT	COMPLETION STATUS	OFFICER RESPONSIBLE
Advocacy Positions	That WALGA adopt the following Elections Advocacy Positions: *The Local Government sector supports:* 1. *Councillors serve four-year terms with elections every two years and half of the Council positions spilled at each election.* 2. *First-Past-The-Post (FPTP) voting system for Local Government elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections.* 3. *First-Past-The-Post (FPTP) voting system for internal Council elections.* 4. *Councils holding elections by means of in-person, postal and/or electronic voting.* 5. *Current legislative provisions of Mayor/President of Class 1 and Class 2 Local Governments being directly elected by the community and Class 3 and Class 4 Local Governments determining whether its Mayor or President is elected by the Council or by the community.* RESOLUTION 091.5/2024	Government advising on the five Advocacy Positions endorsed. Investigation of the implications of compulsory and voluntary voting continued with engagement from the Governance Policy Team. State Council endorsed a Discussion Paper for the purpose of sector consultation by Flying Minute on 20 January 2026 (see Agenda item 11.5).		

Attachment 10.5.15A

SHIRE OF BOYUP BROOK POLICY MANUAL



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SHIRE OF BOYUP BROOK

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Introduction

This manual is an essential component of Council's governance framework and guides Council, Management, and residents in the context of Council's decision making.

The Policies in this Manual are designed to:

- Outline positions on matters.
- Provide consistency and equity in decision making.
- Provide promptness in responding to customer needs; and
- Support operational efficiency.

Policies arise in response to:

- Legislative requirements.
- Discretionary legislated powers; and / or
- Non-legislated functions / activities of Council, e.g. provision of Services and relates to powers under the *Local Government Act 1995*.

Reports to Council must detail relevant Policies as this provides general guidance to Elected Members to assist in their deliberations on the matter in hand, and information for residents.

The index to this Manual follows the Organisational Structure:



Complementing and to be read in conjunction with this Manual are the following corporate documents:

- Long Term Financial Plan; (under review)
- Asset Management Plan; (to be prepared)
- Corporate Business Plan; (under review)
- Local Planning Policies.
- Delegation of Authority Registers.
- Model Standards for the CEO Recruitment, Performance and Termination.
- Code of Conduct for Elected Members, Committee Members and Candidates; and
- Code of Conduct for Local Government Employees.

Part 1

Members



Policy M1 – Elected Members Access To Information

1. Policy Intent

To establish clear guidelines for Elected Members' access to Council information, ensuring transparency, accountability, and compliance with the *Local Government Act 1995*.

2. Policy

2.1. Access to Information

- Elected Members have access to specific documents beyond those available to the public to enable them to fulfil their duties effectively.
- Access to such information is governed by Section 5.92, Section 5.93 and Section 5.94 of the *Local Government Act 1995*. Elected Members must only access information necessary for Council-related business and must not use privileged information for personal or external purposes.

2.2. Communication Channels

- All staff report to the Chief Executive Officer (CEO), who is responsible for managing operations and ensuring the Council receives accurate information.
- Elected Members must direct inquiries through the CEO.

2.3. At the CEO's discretion, Elected Members may liaise with Executive Managers for operational matters or specific projects.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government Act 1995.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		
Inclusion of reference to s5.93	26 March 2026	

End

Policy M2 – Elected Members And Chief Executive Officer Public Statements

1. Policy Intent

The *Local Government Act 1995* (the Act) (as amended), Section 2.8(1)(d) provides that the Shire President speaks on behalf of the Local Government unless otherwise delegated under the Act. Section 5.41(f) provides for the Chief Executive Officer (CEO) to speak on behalf of the Council when the Shire President agrees.

Section 2.10 of the Local Government Act 1995 also outlines the role of Elected Members in representing the interests of the community and participating in the decision making process of Council.

Elected Members, outside their official capacity as members of Council, have the right to speak in public within the limits of the law. The performance of a role as an Elected Member overlaps with the role of a member of the public and imposes limitations on what would otherwise be a normal right to speak in public on local government affairs.

The principal limitation is that an Elected Member, who is not Shire President, cannot speak on behalf of the Council, as per the Act, Section 2.8.

2. Policy

2.1. The Shire President

a. When speaking to the media, or otherwise in public, the Shire President is the only Elected Member who may speak on behalf of Council, unless otherwise delegated under Section 5.34 or Section 5.41(f) of the Act.

b. When the Shire President is speaking to the media or otherwise in public but not officially on behalf of the Council, they must make it clear that they are not speaking as the Shire President or in any other Council capacity.

2.2. The Deputy Shire President

a. The Deputy Shire President may only speak to the media, or otherwise in public, on behalf of the Council in the circumstances set out in Section 5.34 of the Act being:

- If the role of Shire President is vacant.
- The Shire President is not available or is unable or unwilling to perform the functions of the Shire President.

b. The Deputy Shire President must otherwise comply with the limitations on the role of an Elected Members when speaking to the media.

2.3. Elected Members

a. An Elected Members must not speak to the media or otherwise in public on behalf of the Council or the operations of the Shire of Boyup Brook.

b. When an Elected Members is speaking to the media or otherwise in public, they must make it clear that they are not speaking on behalf of the Council but rather in the role of an Elected Member. Elected Members speaking publicly must include a disclaimer such as: 'The views expressed are my own and do not necessarily reflect those of the Shire of Boyup Brook.'

c. An Elected Members speaking on Council matters to the media, or otherwise in public, may identify themselves as an Elected Member, but must avoid any suggestion or appearance of speaking on behalf of the Council.

d. Statements made by Elected Members on social media must adhere to the same principles outlined in this policy. Elected Members must not imply they are speaking on behalf of the Shire unless authorised to do so.

2.4. Chief Executive Officer

a. It is part of the function of the CEO to speak on behalf of the Council if the Shire President agrees, as per Section 5.41(f) of the Act.

b. The Shire President may give agreement to the CEO speaking on behalf of the Council:

- On a specific occasion,
- On a specific subject matter, or
- On a specified category of occasions or subjects when they arise.

c. Further to the above, the CEO may speak to the media, or otherwise in public, as to the Shire's affairs in performance of the CEO's functions under Section 5.41(f) of the Act, including that of managing the day-to-day operations of the Shire. The CEO requires the agreement of the Shire President only when making statements that would ordinarily fall within the role of the Shire President as spokesperson for the Council.

- Any delegation of authority to an officer to speak on behalf of the Shire must be documented in writing and approved by the CEO.

2.5 Written, oral and electronic statements

This policy applies equally to statements made in public, whether communicated orally, in writing, electronically, or by any other means.

2.6 Media Releases

a. All written media releases must be approved by the CEO in consultation with the Shire President prior to release. If one or the other is unavailable, responsibility passes to the next in line (i.e., Acting CEO or Deputy Shire President).

b. To ensure timely communication, media releases must be reviewed and approved within 48 hours of submission to the CEO and Shire President.

c. If one or the other is unavailable, responsibility passes to the next in line (i.e., Acting CEO or Deputy Shire President).

2.7 Compliance

a. Any breach of this policy may be addressed under *the Local Government Act 1995* or the Code of Conduct for Elected Members, including potential disciplinary action.

Document Control		
Previous Policy Reference	M.02	
Related Legislation	*Local Government Act 1995, Section 2.8, Section 2.10 and Section 5.41.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Corrected legal references.		2.4a, 2.4c
• Clarified that the Shire President speaks on Behalf of Council unless delegated under the Act.		2.1a
• Strengthened requirement for Elected Members to provide a disclaimer when speaking publicly.		2.3b
• Added section clarifying social media communication rules for Elected Members.		2.3d
• Ensured that the CEO delegations to officers must be in writing.		2.4d
• Set a 48-hour timeframe for media release approvals.		2.6b
• Introduced a compliance clause specifying consequences for breaches.		2.7a
• Inclusion of 2nd paragraph under 1. Policy Intent		CM 26/03/…

End

Policy M3 – Communications

1. Policy Intent

This policy provides clear guidelines on appropriate communication between Elected Members and staff in accordance with the *Local Government Act 1995*.

Under Section 5.41, the CEO is responsible for the day-to-day management of staff and operations. Section 5.41(g) further provides that the Chief Executive Officer is responsible for advising the Council in relation to the functions of the local government. Section 2.7(1) outlines the Council's role in governing, and Section 2.10 defines Elected Members' roles, including liaising with the community and participating in decision-making.

Elected Members must not direct staff in their work, nor should they interfere in operational matters.

2. Communication Protocols

2.1. Communication between Elected Members and Staff

a. All formal requests for information or action must be directed through the CEO or an Executive Manager.

b. Elected Members may communicate informally with staff for general discussions but must not give directions or interfere with staff duties.

c. The CEO must be informed of any concerns or complaints arising from communication between staff and Elected Members.

2.2. Written Communication

a. Emails and other official correspondence between Elected Members and staff must be professional and comply with Shire policies.

b. The CEO must be copied on all formal requests for information.

2.3. Confidentiality and Conduct

a. Elected Members must not share confidential information obtained through staff interactions.

b. All communication must comply with the Code of Conduct for Elected Members and Local Government Officers.

2.4. Handling of Concerns and Disputes

a. If a staff member has a concern about a communication from an Elected Member, they must report it to the CEO.

b. If an Elected Member has a concern about a staff member, they must raise it with the CEO rather than approaching the staff member directly.

c. If the concern is not resolved, it may be escalated to the Shire President or handled through formal dispute resolution procedures.

2.5. Social Media and Electronic Communication

a. Elected Members must not use social media or private messaging to discuss operational matters with staff.

b. Emails and text messages between Elected Members and staff must be professional and comply with official communication protocols.

c. Any media inquiries must be directed to the Shire President or CEO, as outlined in the Media and Public Communication Policy.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government Act 1995.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Added reference to the Local Government Act 1995 – Policy Intent.		1.
• Clarified that requests must go through the CEO.		2.1a
• Defined acceptable informal communication.		2.1b
• Introduced confidentiality obligations.		2.3a & 2.3b
• Strengthened dispute resolution processes.		2.4
• Added social media and electronic communication policy.		2.5
• Inclusion of Section 5.41(g) further provides that the Chief Executive Officer is responsible for advising the Council in relation to the functions of the local government on 1. Policy Intent		CM 26/03/…

End

Policy M4 – Elected Members Continuing Professional Development

1. Policy Intent

This policy ensures that all Elected Members meet and comply with the mandatory professional development requirements under the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* (WA).

2. Policy

2.1. Mandatory Training

a. Elected Members must complete the following prescribed training modules within 12 months of election:

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

b. Elected Members are encouraged to nominate to attend other conferences or training opportunities, to enhance and broaden their knowledge of local government issues to support the community.

c. Council may authorise, subject to the available funds in the adopted budget, attendance at other conferences or training opportunities, by more than the number of specified delegates, if a particular purpose or need arises provided that:

d. The conference or training is organised by an identified industry recognised training provider.

2.2. Travel Arrangements

a. All travel arrangements for training must be coordinated through the CEO's Office.

b. Pre-approval is required for all conference or training-related travel.

c. Travel expenses, including flights and accommodation, will be booked at economy level. Upgrades may be permitted at the Elected Member's personal expense.

d. Elected Members must not independently commit or incur expenditure on behalf of the Shire without prior approval.

e. Reimbursement requests must be submitted with receipt.

2.3. Accompanying Person

a. Any costs associated with an accompanying person (e.g., travel, accommodation) must be borne by the Elected Member or the accompanying person.

b. The Shire may cover the cost of official event dinners (e.g., WA Local Government Conference Gala dinner).

c. Elected Members must seek prior approval for any other exceptions.

2.4. Reporting and Compliance

a. The CEO must prepare an annual report detailing Elected Member training completed in the financial year.

b. This report must be published on the Shire's website, in accordance with Section 5.127 of the Act.

c. Non-compliance must be reported to the Council for consideration

Document Control		
Previous Policy Reference	M.13	
Related Legislation	Reg 35 of the *Local Government (Administration) Regulations 1996,* Sections 5.126, 5.127 5.128 and 5.129 of the *Local Government Act 1995.*	
Related Documents		
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Clarified travel expenses approval.		2.2
• Improved accompanying persons policy.		2.3
• Established reporting obligations.		2.4

End

Policy M5 – Elected Members Recognition Of Continuous Service

1. Policy Intent

To provide clear guidelines for the recognition and appreciation of long-serving Elected Members who achieve significant milestones of continuous service with the Shire of Boyup Brook (Shire).

This policy aligns with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* (WA) to ensure that all service recognition and gifts comply with legislative requirements and financial accountability.

2. Policy

2.1. Recognition of Continuous Service

Elected Members who reach significant milestones in continuous service will be formally recognised by the Shire, in accordance with this policy.

Eligible service milestones are:

- 10 years – Certificate of recognition and engraved award.
- 20 years – WALGA Long Service Award and engraved award.
- 25+ years – State-level recognition at the discretion of Council.

The awards will be presented at an official Council Meeting or civic function, as determined by the Shire President.

2.2. Recognition for Retiring Elected Members

An Elected Member who has served at least one full term of office (four years) and is retiring from Council may receive a gift in recognition of their service.

The value of the gift will be $50 per year of service, up to a maximum of $500, in line with Regulation 34AC of the *Local Government (Administration) Regulations 1996*.

The Shire President and CEO will determine eligibility and approve the gift.
If the Shire President is the retiring member, the CEO and Deputy Shire President will make the decision.

Cash payments are not permitted as a form of recognition under this policy.

2.3. Definition of Gifts and Entitlements

The following are not considered gifts under this policy:

a. Implicit Entitlements

Elected Members are entitled to certain benefits as part of their role, which are not considered gifts. These include:

- Meals provided at meetings or official functions.
- Office supplies and electronic equipment provided for Council duties.
- Travel and accommodation for Council-related activities.

b. Express Entitlements

Certain benefits arise from discretionary authority under the Local Government Act. These include:

- Council-funded travel & accommodation for official duties.
- Use of Council vehicles for official business.

Legislative Reference: These entitlements do not fall under the gift disclosure requirements of Sections 5.57, 5.87A & 5.87B of the *Local Government Act 1995* unless they exceed $300 in value received from a person within a 12-month period in accordance with Sections 5.87A and 5.87B of the Local Government Act 1995..

2.4. Gift Disclosure and Transparency

To ensure public accountability, the Shire will maintain a public register of all gifts given under this policy.

- The CEO must keep a register of all service recognition awards and gifts provided to retiring Elected Members.
- In accordance with Section 5.127 of the *Local Government Act 1995*, this register must be published annually on the Shire's website.
- If an Elected Member receives any gift exceeding $300, they must disclose it as per Sections 5.87A & 5.87B of the Act.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government (Administration) Regulations 1996,* *Local Government Act 1995.*	
Related Documents	Department of Local Government Circular 8 - 2011	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Added explicit legislative references from the Local Government Act 1995 and Local Government (Administration) Regulations 1996 (WA).		1.
• Changed milestones to 10, 20, and 25+ years, aligning with WALGA's Long Service Awards.		2.1
• Ensures compliance with Local Government Regulations 1996.		2.2
• Retained the existing approval structure, but clarified the process for transparency.		2.2.
• Explicitly defined "Implicit" and "Express" entitlements and referenced Section 5.57 of the Local Government Act 1995.		2.3.
• Added a requirement for a public gift register, ensuring compliance with Sections 5.87A & 5.87B of the Local Government Act 1995.		2.4.

• Include - unless they exceed $300 in value received from a person within a 12-month period in accordance with Sections 5.87A and 5.87B of the Local Government Act 1995 under 2.39b).	CM 26/03/…

End

Policy M6 – Attendance At Events And Functions

1. Introduction

Section 5.90A of the *Local Government Act 1995* (the Act) provides that a local government must prepare and adopt an Attendance at Events policy. This policy is made in accordance with those provisions.

2. Policy Intent

This policy provides a framework for Elected Members and the Chief Executive Officer (CEO) to attend events, including concerts, conferences, functions or sporting events or other prescribed occasions, whether free of charge, part of a sponsorship agreement, or paid for by the local government.

An effective framework ensures transparency regarding the attendance at events by Elected Members and the CEO.

3. Policy

This policy applies to Elected Members and the CEO of the Shire of Boyup Brook (Shire).

4. Policy Statement

In accordance with Section 5.90A of the Act an event is defined as:

- a concert.
- a conference.
- a function.
- a sporting event; or
- an occasion prescribed by the *Local Government (Administration) Regulations 1996* (the Regulations).

4.1. Pre-approved Events

To meet the policy requirements, tickets and / or invitations to events must still be received by the Shire as outlined in clause 4.2(a)(I) in the case of any external groups or organisations. However, attendance at the following events by Elected Members and the CEO is pre-approved:

- Any public free event held within the Shire district.
- Events hosted by clubs or not-for-profit organisations within the Shire district.
- Shire hosted or Shire-run ceremonies, functions, tournaments, or events.
- Shire sponsored ceremonies, functions, tournaments, or events.
- Any Business Awards or similar awards for local businesses held within or outside the Shire district.
- Community cultural events / festivals within the Shire district.
- Opening or launch of an event or facility within the Shire district.

- Other events where the Shire representation has been formally requested by invitation, including events from:
  - Western Australian Local Government Association (excluding LGIS).
  - Australian Local Government Association Limited (ABN 31 008 613 876).
  - Local Government Professionals Australia WA (ABN 91 208 607 072).
  - LG Professionals Australia (ABN 85 004 221 818).
  - Department of the Western Australian Public Service.
  - Government department of another State, a Territory, or the Commonwealth; or
  - A local government or regional local government.

All Elected Members and the CEO are entitled to attend pre-approved events. If demand exceeds ticket availability, the CEO, after consultation with the Shire President, shall determine attendance at their discretion.

Any costs relating to accompanying partners to any pre-approved event will be the responsibility of the relevant Elected Member or the CEO.

4.2. Non-Pre-Approved Events

a. Provision of Tickets (Invitations)

I. All invitations or offers of tickets for Elected Members or the CEO to attend an event must be in writing, no later than five business days prior to the event or the RSVP date (whichever occurs first), and addressed to the Shire, using formal position titles. These should be sent by mail to PO Box 2, Boyup Brook, WA 6244 or by e-mail to shire@boyupbrook.wa.gov.au.

II. Any invitation or offer of tickets not addressed to the Shire is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act and associated Regulations.

b. Approval of Attendance

I. Events addressed to Elected Members will be assessed and authorised by the CEO and Shire President.

II. Events for the CEO will be assessed and authorised by the Shire President.

III. Events for the Shire President will be assessed and authorised by the Deputy Shire President in consultation with the CEO.

5. Excluded Matters

The following matters are excluded from this policy:

a. Where an Elected Member is appointed by Council to be directly involved with a local community / sporting group or not-for-profit organisation in an official capacity, this policy does not apply to the groups or organisations normal business activities.

b. The attendance by Shire employees at pre-approved or non-approved events is determined by the CEO and is not subject to this policy. However, the gift and travel

reporting requirements under the Act and the associated Regulations remain applicable, as do any legislative provisions relating to conflict of interests.

c. Elected Members' ongoing professional development and mandatory training funded by the Shire.

d. CEO attendance at conferences or training funded by the Shire to achieve organisational goals and objectives.

6. Disclosure of Interests

Any gift received over $300 is specifically excluded from the conflict-of-interest provisions if:

- the gift relates to attendance at an event where attendance has been approved under this policy; or
- the gift is from the pre-approved specified entities listed in Regulation 20B of the *Local Government (Administration) Regulations 1996*.

However, excluded gifts must still be disclosed and published on the Shire's gifts register if their value exceeds $300 and they are received in the capacity of Elected Member or CEO.

7. Gifts and Event Invitations

The policy provides guidance to Elected Members and the CEO when an invitation to an event, function, or hospitality occasion - ticketed or otherwise - is offered.

Any contribution to travel or the provision of tickets must be disclosed in writing to the CEO within 10 days of receipt if the value exceeds $300, in accordance with Sections 5.87A and 5.87B of the Act.

All disclosed gifts will be published in the publicly accessible gifts register, as required by the Act.

8. Ethical Considerations

Elected Members and the CEO should consider whether accepting attendance at an event may create a perception of bias or undue influence, even where the gift is allowable under this policy. Where uncertainty arises, guidance should be sought from the Shire President or CEO.

9. Legislative and Strategic Context

This policy operates within the framework of the *Local Government Act 1995* and the associated *Local Government (Administration) Regulations 1996*.

Document Control		
Previous Policy Reference	M.15	
Related Legislation	*Local Government Act 1995,* Section 5.90A, 5.87A and 5.87B *Local Government (Administration) Regulations 1996* Regulation 20B.	
Related Documents	Code of Conduct for Elected Members, Committee Members and Candidates Council Policy M4 – Elected Members Continuing Professional Development.	
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• References to Section 5.83 (which was deleted) were replaced with Sections 5.87A and 5.87B.		Various
• Reference 5.87A and 5.87B in document control section		Cm 26/03/…

End

Policy M7 – Elected Members Information, Communications And Technology

1. Policy Intent

To provide an annual allowance to Elected Members to adequately cover fixed and usage-related telecommunications and information technology fees, as well as the cost of consumables for printers. Additionally, this policy established guidelines for the provision and usage of Council-issued computer equipment.

2. Issues

The *Local Government Act 1995*, specifically Sections 5.98,5.99 and 5.99A provides for an Information, Communications and Technology (ICT) allowance as an alternative to reimbursement of costs.

The annual allowance is more efficient to administer than the cost reimbursement option and does not rely on claims being lodged. It is designed to adequately meet Elected Members' costs related to communication with the community, each other, and administration.

To ensure Elected Members can effectively engage with the community and Council operations, it is critical they have access to suitable computer equipment and standard software programs.

3. Policy

3.1. Information, Communications and Technology Allowance

- Elected Members will be paid an annual telecommunications and technology allowance in accordance with the latest determination by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975*.
- This allowance will be reviewed annually as part of the budget process.
- Elected Members who incur costs exceeding the allowance due to extraordinary circumstances may apply for additional reimbursement, subject to CEO approval.
- This policy excludes the automatic issuing of a Shire laptop, which is covered separately under Section 3.2.

3.2. Equipment

a. Provision of Equipment

- The Shire will provide each Elected Member with a Council-issued laptop or tablet for official use only.
- A replacement device will (subject to budget constraints) be issued every four years, coinciding with an Elected Member's term in office.
- If an Elected Member retires or is not re-elected, the laptop or tablet must be returned to the Chief Executive Officer (CEO) for refurbishment and reallocation.
- Departing Elected Members may apply to purchase their device at a depreciated cost, subject to Council approval.

b. Maintenance and Security

- The Shire is responsible for all maintenance and technical support on the provided laptop or tablet.
- Elected Members must report any maintenance or technical issues to the CEO or the designated IT support provider within a reasonable timeframe.
- All devices must have security software, including remote wipe capability, to protect against data breaches.
- Multi-Factor Authentication (MFA) must be enabled for remote access to the Elected Members Portal.
- All software and applications installed on the laptop must be pre-approved by the CEO or IT provider to ensure compliance with security protocols.

c. Usage Restrictions

- The laptop or tablet is for official Shire purposes only.
- Elected Members must ensure their devices remain password-protected and must not share passwords with any individual.
- Elected Members must report any suspected unauthorised access or data breach immediately to the CEO.
- Forwarding, sharing, or allowing third-party access to confidential materials on Council-issued devices is strictly prohibited.
- Only Shire-issued devices are permitted to access the Elected Members Portal remotely

d. Data Ownership and Compliance

- All information and documents stored on Council-issued laptops remain the property of the Shire.
- Devices and data may be subject to review under Freedom of Information (FOI) requests, police investigations, or oversight by the Crime and Corruption Commission (CCC).
- Any breaches of confidentiality may be subject to disciplinary action

4. Lost or Stolen Laptops / Tablets

- If an Elected Member's laptop or tablet is lost or stolen, they must report the loss to the CEO immediately.
- The Elected Member will be responsible for covering the insurance excess, which will be set at a predetermined amount in accordance with the Shire's insurance policy.
- A replacement device will be issued as soon as practicable, subject to availability and security clearance procedures.
- If a device is recovered, it must be returned to IT support for inspection before reuse

Document Control		
Previous Policy Reference	M.10	
Related Legislation	*Local Government Act 1995, Section 5.98.*	
Related Documents		
Initial Adoption Resolution		17 June 2004
Amendment Record		9 August 2006
		20 May 2010
		15 Dec 2011
		July 2011
	Res	28 Sep 2023
	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Legislative references improved.		Various
• Added a provision for additional reimbursement if an Elected Member incurs costs exceeding the allowance due to extraordinary circumstances.		3.1
• Allowed departing Elected Members to apply to purchase their device at depreciated cost.		3.2(a)
• Mandated security measures including remote wipe capability, multi-factor authentication (MFA), and breach reporting.		3.2(b)
• Expanded to include Freedom of Information (FOI) requests, Crime and Corruption Commission (CCC) inquiries, and potential disciplinary actions.		3.2(d)

End

Policy M8 – Elected Members Fees, Allowances And Reimbursement Of Expenses

1. Policy Intent

The purpose of this policy is to establish the parameters for the payment of Elected Members' fees, allowances, and reimbursement of expenses in accordance with the *Local Government Act 1995, Local Government (Administration) Regulations 1996*, and determinations issued by the Salaries and Allowances Tribunal (SAT).

2. Policy

2.1. Annual Attendance Fee

- Elected Members shall be paid an annual attendance fee in two equal payments made in the financial year: April (covering October - March) and October (covering April – September).
- The amount shall be determined in the annual budget and shall not exceed the maximum set by the Salaries and Allowances Tribunal (SAT).
- If an Elected Member is elected or vacates their position partway through a payment period, the applicable fees will be prorated accordingly.

2.2. Shire President / Deputy Shire President Allowance

- The Shire President and Deputy Shire President shall be paid an allowance in two equal payments made in the financial year: April (covering October - March) and October (covering April – September).
- The amount shall be determined in the annual budget and shall not exceed the maximum set by the SAT.

2.3. Information and Communications Technology Allowance

- Elected Members shall be paid an ICT Allowance in lieu of reimbursement of expenses, with the amount determined in the annual budget and subject to SAT determinations.
- The ICT Allowance shall be paid in two equal payments made in the financial year: April (covering October - March) and October (covering April – September).

2.4. Travel Allowance

- Elected Members shall be paid a Travel Allowance for official duties, in accordance with Regulation 31 of the Local Government (Administration) Regulations 1996.
- The amount shall be determined in the annual budget and based on the applicable SAT determination.
- If an Elected Member incurs travel expenses beyond the set allowance, they may claim reimbursement in accordance with Regulation 31.
- Elected Members travel expenses shall be paid in two equal payments made in the financial year: April (covering October - March) and October (covering April – September)

2.5. Payment Process and Oversight

- All payments shall be processed by the Shire's Finance Department, subject to approval by the Chief Executive Officer (CEO) or delegate.
- Payments will be made via electronic transfer to Elected Members' nominated bank accounts

2.6. Review of Fees and Allowances

- Council shall review all fees and allowances at least once annually as part of the budget preparation process and in accordance with the latest SAT Determination.
- Any amendments shall be approved by an absolute majority resolution of the Council.

Document Control		
Previous Policy Reference	M.05	
Related Legislation	*Local Government Act 1995, Section 5.98, 5.96A and 5.98B* *Local Government (Administration) Regulation 1996* *Salaries and Allowances Act 1975 (Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members).*	
Related Documents		
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Added explicit references to Local Government Act 1995, Local Government (Administration) Regulations 1996, and Salaries and Allowances Tribunal (SAT) for clarity.		1
• Added provision for prorated payments if an Elected Member joins or leaves mid-term.		2.1
• Stated that the allowance is in accordance with Regulation 31 of the Local Government (Administration) Regulations 1996.		2.4
• Added a provision allowing reimbursement beyond the set allowance for eligible travel expenses.		2.4
• New section added to specify that all payments must be approved by the CEO or delegate and processed electronically.		2.5
• New payment dates - Elected Members shall be paid an annual attendance fee in two equal payments made in the financial year: April (covering October - March) and October (covering April – September).		2.1
• Update related legislation references in document control section		CM 26/03/…

End

Policy M9 – Electronic Attendance At Meetings By Elected Members / Committee Members

1. Policy Intent

The purpose of this policy is to establish the parameters for when Elected Members / Committee Members may attend meetings electronically.

2. Policy

Electronic Attendance at Council Meetings by Elected Members

2.1. Request to attend a Council Meeting electronically

a. Requests to attend a Council Meeting electronically are to be sent to the President with a copy to the CEO and Executive Officer at least 24 hours prior to the relevant meeting. In cases of emergencies or unforeseen circumstances, requests may be considered with a shorter notice period at the discretion of the President.

b. In the request, the Elected Member is to outline the following:

i. Details of the location the Elected Member will be attending from.

ii. Details of the equipment to be used (if not Shire equipment) and electronic connection method.

iii. Confirmation that confidentiality can be maintained; and

iv. Any declarations of interest that are to be made for the relevant meeting.

c. The Presidents authorisation will have regard to whether the location from which the member intends to attend the meeting, and the equipment to be used are suitable to enable the member to effectively engage in deliberations and communications during the meeting.

d. Approval is to be provided in writing by the President with a copy to the CEO and Executive Officer to record the approval in the Shire's record keeping system.

e. Should the request be denied or made later than midday of the relevant meeting, the request will be put to Council for consideration.

f. Should the President wish to attend a Council meeting electronically, this request is to be forwarded to the Deputy President following the process outlined in Regulation 14C(2), (3), and 14CA(5) of the Local Government (Administration) Regulations 1996.

2.2. Request to attend a Committee Meeting electronically

a. Requests to attend a meeting electronically are to be sent to the President / Presiding Member with a copy to the CEO and Executive Officer at least 24 hours

prior to the relevant meeting. In cases of emergencies or unforeseen circumstances, requests may be considered with a shorter notice period at the discretion of the President / Presiding Member.

b. In the request, the Elected Member is to outline the following:

i. Details of the location the Elected Member will be attending from.

ii. Details of the equipment to be used (if not Shire equipment) and electronic connection method.

iii. Confirmation that confidentiality can be maintained; and

iv. Any declarations of interest that are to be made for the relevant meeting.

c. The President's / Presiding Members authorisation will have regard to whether the location from which the Elected Member intends to attend the meeting, and the equipment to be used are suitable to enable the Elected Member to effectively engage in deliberations and communications during the meeting.

d. Approval is to be provided in writing by the President / Presiding Member with a copy to the CEO and Executive Officer to record the approval in the Shire's record keeping system.

e. Should the President / Presiding Member wish to attend a committee meeting electronically, this request is to be forwarded to the Deputy President / Deputy Presiding Member with a copy to the CEO and Executive Officer following the process outlined in clauses 2.2(a) to (d).

3. Location

a. The Elected Member is to ensure that the location is indoors, quiet, and private.

b. The location must have suitable controls (such as closing a door to an enclosed room) to ensure that confidentiality (where required) is not breached.

4. Electronic Means

a. The Shire will conduct electronic meetings preferably utilising the platform known as Microsoft Teams, with alternative platforms permitted in case of technical issues or Member preference.

b. All meeting invitations will include a link to join the meeting electronically.

c. Members attending electronically are to join the meeting preferably at least five minutes prior to allow for sufficient testing of equipment and to resolve any technical issues.

d. Members must use a suitable network connection such as private home Wi-Fi or a mobile hotspot from a trusted personal device, which is defined as a device with up-to-date security software and controlled access.

e. Due to increased cyber security risks, Members are not permitted to connect via public Wi-Fi (such as connections at cafes, airports, hotels, and restaurants).

5. Equipment

Where practical, Elected Members attending meetings electronically are to use equipment provided by the Shire.

6. 50% Cap

a. Elected Members may only attend a Legislated Meeting by electronic means provided they have attended less than half of Legislated meetings in the previous (12) months by this method.

b. Elected Members meeting attendance will be recorded by the Administration in the minutes of the relevant meeting.

c. The Administration will advise the President and the relevant Elected Member when they have attended 40% (or the percentage closest to 40%) of meetings electronically.

d. The 50% cap does not apply to an Elected Member who is a person with a disability as defined in Section 3 of the *Disability Services Act 1993* (WA).

7. Definition

Electronic or electronically means telephone, video conference or other instantaneous communication, as determined by —
a. the president; or
b. the council.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government Act 1995, Section 5.25(1)(ba),* *Local Government (Administration) Regulations 1996 - Regulation.14C – .14E,* *Disability Services Act 1993* (WA).	
Related Documents		
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Updated legislative reference to Regulation 14C(2), (3) and 14CA(5) of LG (Administration) Reg 1996.		2.1(f)

• Added flexibility for emergency or unforeseen circumstances for electronic attendance.	2.1(a)
• Allowed alternative platforms in case of technical issues.	4(a)
• Made it mandatory for elected members to join five minutes prior to meeting.	4(c)
• Defined ‘trusted personal device’.	4(d)
• Clarified elected members seeking exemption due to disability may need to provide.	6(d)

End

Policy M10 – Code Of Conduct For Elected Members, Committee Members And Candidates

Schedule 1 — Model code of conduct

Division 1 — Preliminary provisions

1. Citation

This is the Shire of Boyup Brook Code of Conduct for Elected Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*.
candidate means a candidate for election as an Elected Member.
complaint means a complaint made under clause 11(1).
publish includes to publish on a social media platform.

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

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of Elected Members, committee members and candidates.

4. Personal integrity

(1) An Elected Member, committee member or candidate should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest.

and

(e) avoid damage to the reputation of the local government.

(2) An Elected Member or committee member should —

(a) act in accordance with the trust placed in Elected Members and committee members; and

(b) participate in decision making in an honest, fair, impartial and timely manner; and

(c) actively seek out and engage in training and development opportunities to improve the performance of their role; and

(d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

(1) An Elected Member, committee member or candidate should —

(a) treat others with respect, courtesy and fairness; and

(b) respect and value diversity in the community.

(2) An Elected Member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

An Elected Member or committee member should —

(a) base decisions on relevant and factually correct information;

and

(b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and

(c) read all agenda papers given to them in relation to council or committee meetings; and

(d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

(a) requirements relating to the behaviour of Elected Members, committee members and candidates; and

(b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

(1) An Elected Member, committee member or candidate —

(a) must ensure that their use of social media and other forms of communication complies with this code; and

(b) must only publish material that is factually correct.

(2) An Elected Member or committee member —

(a) must not be impaired by alcohol or drugs in the performance of their official duties; and

(b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

An Elected Member, committee member or candidate —

(a) must not bully or harass another person in any way; and

(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and

(c) must not use offensive or derogatory language when referring to another person; and

(d) must not disparage the character of another Elected Member, committee member or candidate or a local government employee in connection with the performance of their official duties; and

(e) must not impute dishonest or unethical motives to another Elected Member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, an Elected Member, committee member or candidate —

(a) must not act in an abusive or threatening manner towards another person; and

(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and

(c) must not repeatedly disrupt the meeting; and

(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings;

(e) must comply with any direction given by the person presiding at the meeting; and

(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

(1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

(2) A complaint must be made —

(a) in writing in the form approved by the local government;

(b) to a person authorised under subclause (3); and

(c) within 1 month after the occurrence of the alleged breach.

(3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

(1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

(2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

(3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

(4) If the local government makes a finding that the alleged breach has occurred, the local government may —

(a) take no further action; or

(b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

(5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

(6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —

(a) engage in mediation.

(b) undertake counselling.

(c) undertake training.

(d) take other action the local government considers appropriate.

(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —

(a) its finding and the reasons for its finding; and

(b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

(1) The local government must dismiss a complaint if it is satisfied that —

(a) the behaviour to which the complaint relates occurred at a council or committee meeting; and

(b) either —

(i) the behaviour was dealt with by the person presiding at the meeting; or

(ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.

(2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

(1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.

(2) The withdrawal of a complaint must be —

(a) in writing; and

(b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

(1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as an Elected Member.

(2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

(1) Under Section 5.105(1) of the Act an Elected Member commits a minor breach if the Elected Member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the Elected Member was a candidate.

(2) A minor breach is dealt with by a standards panel under Section 5.110 of the Act.

16. Overview of Division

(1) This Division sets out rules of conduct for Elected Members and candidates.

(2) A reference in this Division to an Elected Member includes an Elected Member when acting as a committee member.

17. Misuse of local government resources

(1) In this clause —
electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the Electoral Act 1907 or the Commonwealth Electoral Act 1918.

resources of a local government include —

(a) local government property; and

(b) services provided, or paid for, by a local government.

(2) An Elected Member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

(1) An Elected Member must not make improper use of their office —

(a) to gain, directly or indirectly, an advantage for the Elected Member or any other person; or

(b) to cause detriment to the local government or any other person.

(2) Subclause (1) does not apply to conduct that contravenes Section 5.93 of the Act or The Criminal Code Section 83.

19. Prohibition against involvement in administration

(1) An Elected Member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

(2) Subclause (1) does not apply to anything that an Elected Member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

(1) In this clause —

local government employee means a person —

(a) employed by a local government under Section 5.36(1) of the Act; or

(b) engaged by a local government under a contract for services.

(2) An Elected Member or candidate must not —

(a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or

(c) act in an abusive or threatening manner towards a local government employee.

(3) Subclause (2)(a) does not apply to anything that an Elected Member does as part of the deliberations at a council or committee meeting.

(4) If an Elected Member or candidate, in their capacity as an Elected Member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the Elected Member or candidate must not orally, in writing or by any other means —

(a) make a statement that a local government employee is incompetent or dishonest; or

(b) use an offensive or objectionable expression when referring to a local government employee.

(5) Subclause (4)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

21. Disclosure of information

(1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under Section 5.23(2) of the Act.

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed.

document includes a part of a document.

non confidential document means a document that is not a confidential document.

(2) An Elected Member must not disclose information that the Elected Member —

(a) derived from a confidential document; or

(b) acquired at a closed meeting other than information derived from a non-confidential document.

(3) Subclause (2) does not prevent an Elected Member from disclosing information —

(a) at a closed meeting; or

(b) to the extent specified by the council and subject to such other conditions as the council determines; or

(c) that is already in the public domain; or

(d) to an officer of the Department; or

(e) to the Minister; or

(f) to a legal practitioner for the purpose of obtaining legal advice; or

(g) if the disclosure is required or permitted by law.

22. Disclosure of interests

(1) In this clause —

interest —

(a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and

(b) includes an interest arising from kinship, friendship or membership of an association.

(2) A Elected Member who has an interest in any matter to be discussed at a council or committee meeting attended by the Elected Member must disclose the nature of the interest —

(a) in a written notice given to the CEO before the meeting;

or

(b) at the meeting immediately before the matter is discussed.

(3) Subclause (2) does not apply to an interest referred to in Section 5.60 of the Act.

(4) Subclause (2) does not apply if an Elected Member fails to disclose an interest because the Elected Member did not know —

(a) that they had an interest in the matter; or

(b) that the matter in which they had an interest would be discussed at the meeting and the Elected Member disclosed the interest as soon as possible after the discussion began.

(5) If, under subclause (2)(a), an Elected Member discloses an interest in a written notice given to the CEO before a meeting, then —

(a) before the meeting, the CEO must cause the notice to be given to the person who is to preside at the meeting; and

(b) at the meeting, the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

(6) Subclause (7) applies in relation to an interest if —

(a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

(7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to an Elected Member includes a requirement referred to in clause 12(6), the Elected Member must comply with the requirement.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government Act 1995, Sections 5.104, 5.105(1), 5.110, 5.93, 5.36(1), 5.23(2) and 5.60.*	
Related Documents		
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Part 2

Governance



Policy G1 – Execution Of Documents

1. Policy Intent

This policy establishes the framework for the execution of documents by the Shire of Boyup Brook, including the correct use of the common seal and authorisations for signing documents without the common seal, in accordance with the *Local Government Act 1995 (Act).*

2. Definitions

- Execution of a document: Signing a document to give it legal effect, either with or without the common seal.
- Authentication: The process of verifying the legitimacy of a document's execution.
- Category 1 Documents: Documents requiring the common seal and specific Council resolution.
- Category 2 Documents: Documents requiring authorisation by the CEO or designated officers without the common seal.
- Category 3 Documents: Routine operational documents executed in the normal course of business by authorised officers

3. Application

This policy applies to all Shire of Boyup Brook officers who have been authorised through the provisions of this policy to execute documents on behalf of Council and the Chief Executive Officer.

The following take precedence over this policy:

a. Legislation

b. The formal requirements of a Commonwealth or State department, authority, or agency (as described in a policy or procedure)

c. A Council decision that expressly specifies a particular way in which a document is to be executed.

d. In cases where external legislative or regulatory requirements conflict with this policy, the requirements of the higher authority shall prevail. If uncertainty arises, legal or governance advice should be sought.

4. Policy

Council is required to comply with Sections 9.49A (Execution of Documents) and 9.49 (Documents, how authenticated) of the Act. These sections detail the requirements for documents to be duly executed by a local government.

Under the Act, for a document to be considered duly executed, the document must be executed in one of the following ways:

a. By affixing the Common Seal of the Shire in the presence of the Shire President and Chief Executive Officer [s9.49A(3) of the Act

b. Without affixing the Common Seal, signed by the Chief Executive Officer, another employee or agent of the Shire who has been authorised by resolution of Council to sign documents on behalf of the Shire. [s9.49A(4) of the Act.

Three document categories have been established to assist in determining the appropriate signing authority.

4.1. Category 1 Documents – Common Seal

The affixing of the Common Seal is authorised for documents that are ceremonial in nature, where there is a statutory requirement or where the other party requires the use of the Common Seal.

Category 1 documents require a specific resolution of Council to execute the document with the Common Seal. Category 1 documents are as follows:

a. Local Laws – new or amendments

b. Local Planning Schemes – new or amendments

c. Mortgages and loan documents (Outside of the WA Treasury Corporation (WATC) Master Lending Agreement)

d. Landgate Transfer of Landforms

e. Documents required by other party to be duly executed by Common Seal; and

f. Documents of a Ceremonial Nature (e.g. Sister City Agreements)

4.2. Category 2 Documents – No Common Seal

Under Section 9.49A(4) Council authorises the officers listed in the Table below to sign documents on behalf of the Shire. Only Executive Managers and other officers with delegated authority from the Chief Executive Officer may sign (execute) documents relevant to matters within the scope of their department.

4.3. Category 3 Documents

Category 3 documents are created in the normal course of business and are consistent with the Shire's policies and procedures. Category 3 documents are to be executed by the Chief Executive Officer, Executive Manager, or a Shire officer where the authority has been extended to that officer through an authorisation, policy, procedure, protocol, or a function in a position description.

These documents include, but are not limited to the following:

a. General letters and other correspondence, documents that reflect operational or procedural actions required in the ordinary course of business.
b. Agreements for the purchase of goods and services identified within the department's budget (other than tenders) and conforming to the requirements of the Shire's Purchasing Policy and other relevant policies.
c. Contracts for grant funding with private agencies (incoming and outgoing).
d. Regular hire agreements for Shire facilities.
e. Notices under Section 3.25 of the Act.
f. Prosecution and Court Hearing Notices.
g. Standard employee contracts.
h. Operational Memorandums of Understanding (MOUs).
i. Minor Licences and permits.

4.4. Roles and Responsibilities

The common seal is in the custody of the Office of the Chief Executive Officer which is responsible for arranging the affixing of the common seal on documents.

The responsible officer is to ensure that they fully understand what is being executed on behalf of Council. If it is unclear what category a document is, then the higher category is to take precedence.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government Act 1995* - *Section*.9.49 and 9.49A Execution of documents.	
Related Documents	Shire of Boyup Brook Delegation and Sub-Delegation Register.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Expanded to include both the use of the Common Seal and general document execution procedures.		1
• Introduced definitions for key terms such as "Execution of a document," "Authentication," and different document categories.		2
• Added explicit process for handling conflicts with external legislative requirements, including seeking legal or governance advice.		3
• Expanded the list to include employment contracts, operational Memorandums of Understanding (MOUs), and minor licences.		4
• Update reference in related legislation document control		CM 26/03/…

End

Policy G2 – Senior Employees

1. Policy Intent

To designate Senior Employees in accordance with Section 5.37 of the *Local Government Act 1995* (the Act).

2. Policy Statement

- In accordance with Section 5.37 of the Act, the Shire of Boyup Brook designates the Chief Executive Officer as the sole Senior Employee.
- Any proposed changes to the designation of Senior Employees shall be reported to the Council in compliance with Section 5.37(2) of the Act.
- This policy shall be reviewed periodically to ensure alignment with legislative requirements and organisational needs.

Document Control		
Previous Policy Reference	A.01	
Related Legislation	*Local Government Act 1995 Section 5.37.*	
Related Documents		
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy G3 – Honorary Freeman Of The Shire Of Boyup Brook

1. Policy Intent

The policy seeks to recognise and honour individuals who have rendered distinguished services to the community.

The Shire will recognise the distinguished services of an individual by awarding them the title of "Honorary Freeman of the Shire of Boyup Brook." his is a rare and exceptional award, and recipients will be selected according to the criteria outlined in this policy.

2. Policy Statement

The process for nomination and selection of a person for the award shall be as follows:

(i) Eligibility

1. A nominee must have been a resident of the Shire of Boyup Brook for a minimum of 20 years and must have provided sustained and exceptional service to the community in a recognised capacity, including but not limited to:

   - Local government service,
   - Business leadership,
   - Volunteer or community leadership, or
   - Contributions to the cultural, social, or economic well-being of the Shire.

2. A nominee must have served as an Elected Member for a minimum of 20 years to be considered under this category.

3. A current serving Elected Member or employee of the Shire is not eligible for nomination

(ii) Selection Criteria

The following selection criteria will be used in evaluating nominations:

- Demonstrated impact: Measurable benefits to the community within the Shire of Boyup Brook and, where applicable, broader contributions to Western Australia.
- Length of service and commitment: The extent and duration of the nominee's contributions.
- Leadership and influence: The nominee's ability to inspire and lead within their field.
- Recognised achievements: Awards, recognitions, and other notable accomplishments

3. Nomination Procedure

a. A nomination for the award may be made in writing to the Chief Executive Officer (CEO) by:

   - An Elected Member (with the support of another Elected Member),
   - An individual community member (with sponsorship from an Elected Member), or

- An organisation (with sponsorship from an Elected Member).

b. Nominations must be kept strictly confidential without the knowledge of the nominee.

c. On receipt of a nomination, the CEO will circulate it, along with supporting information, to Elected Members for consideration.

d. Elected Members must respond within five (5) working days. A nomination will only proceed if a quorum of responses is received within the timeframe.

e. Elected Members opposing a nomination must submit a written objection to the CEO, outlining their reasons. The CEO will provide a copy of objections to all Elected Members.

(i) A nomination for the award may be made by the following and must be submitted in writing to the Chief Executive Officer:

- An Elected Member and must be supported by another Elected Member.
- An individual member of the community and must be sponsored by an Elected Member.
- An organisation and must be sponsored by an Elected Member.

(ii) Nominations must be kept in the strictest of confidence without the knowledge of the nominee.

(iii) On receipt of a nomination the Chief Executive Officer will circulate a copy of the nomination and any supporting information to Elected Members.

(iv) Elected Members are provided with a maximum of five working days to provide a response to the Chief Executive Officer.

(v) Elected Members who do not respond within the timeframe stipulated in (d.) above shall be presumed to not have any objection to the nomination.

(vi) If an Elected Member is not in favour of the proposal the Elected Member must lodge a written submission to the Chief Executive Officer, outlining the reasons why the nomination should not be supported. The Chief Executive Officer will provide a copy of the submission to all Elected Members.

4. Confidentiality

a. Following compliance with Section 3, the CEO shall present the nomination as a confidential item at the next Ordinary Council Meeting or a Special Council Meeting if requested by the Shire President. The confidentiality provisions operate alongside the Freedom of Information Act 1992 (WA), which provides exemptions for documents affecting the deliberative processes of government.

b. Council will consider the recommendation behind closed doors, requiring an Absolute Majority decision.

c. No record of the nominee's name shall be included in public Council minutes whether or not the nomination is successful.

d. The nomination report and minutes shall be deemed confidential under Section 5.95(3) of the *Local Government Act 1995* and applicable provisions of the *Freedom of Information Act 1992* (WA).

5. Awarding the Title

a. If the nomination is approved by an Absolute Majority of Council, the CEO shall contact the nominee confidentially to confirm acceptance.

b. If the nominee declines, the matter will be closed, and no further action will be taken.

6. Conferral of the Title

a. Conferral of the title shall take place at a formal Council event.

b. The CEO, Shire President, and Deputy Shire President shall determine the occasion and format of the conferral ceremony.

7. Entitlements

A person granted the title of Honorary Freeman of the Shire of Boyup Brook shall:

a. Receive a badge and certificate commemorating the award.

b. Be invited as a special guest to all civic events and functions of the Council.

c. Conduct themselves in a manner befitting the honour, including:

- Maintaining respectful behaviour at all times when representing the title.

8. Rescission / Revocation of the Award

a. The Shire reserves the right to rescind the award if the recipient's actions bring the Shire into disrepute. Examples of grounds for revocation include:

- Conviction of a serious criminal offence,
- Gross misconduct,
- Conduct inconsistent with the values of the Shire.

b. Process for revocation:

- A written complaint must be submitted to the CEO.
- The CEO, Shire President, and Deputy Shire President shall assess the complaint.
- If deemed valid, a confidential report will be prepared for Council consideration.
- Council may revoke the award by Absolute Majority.

Document Control		
Previous Policy Reference	O.14	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• "Clarified 'distinguished service' and explicitly stated that a nominee must have served as an Elected Member for 20 years to be considered under that category."		2(i)
• Added 'Demonstrated impact', 'Recognised achievements', and measurable benefits to the community as criteria for nomination.		2(ii)
• Introduced quorum requirement for Elected Member responses and specified that nominations must proceed only if a quorum of responses is received.		3
• Specified that no record of the nominee's name will be included in public Council minutes and referenced the Freedom of Information Act 1992 (WA).		4
• Clarified that if a nominee declines the award, the matter will be closed with no further action.		5
• Specified that the event format will be determined by the CEO, Shire President, and Deputy Shire President.		6
• Added a requirement that the recipient must maintain respectful behaviour when representing the title.		7
• Outlined specific reasons for revocation, including criminal offences and misconduct, and detailed the complaint process.		8
• Include - The confidentiality provisions operate alongside the Freedom of Information Act 1992 (WA), which provides exemptions for documents affecting the deliberative processes of government. Under section 4(a)		CM 26/03/…

End

Policy G4 – Complaints

1. Policy Intent

The intent of this policy is to establish the position of the Shire of Boyup Brook (Shire) regarding complaints received and the approach to be taken in their resolution. This policy ensures fairness, transparency, and accountability in the handling of complaints.

2. Definition

'Complaint' means for the purpose of this policy, an expression of dissatisfaction about:

- A decision of the Council or Shire staff:
    - the standard or quality of a Shire service, action, or lack of action; or
    - the behaviour of Shire representatives.
- A complaint is not:
    - a first request for action or a service
    - a request for information or explanation of Shire policies, practices, or procedures; or
    - the lodging of an appeal in accordance with procedures prescribed by statute or regulation or Shire policy.

3. Policy Statement

The Shire is committed to ensuring that complaints are handled fairly, efficiently, and effectively. The Shire will:

- Ensure complaints can be easily lodged through multiple channels (in person, online, by phone, or in writing).
- Treat all complaints with equal importance, regardless of how they are submitted.
- Acknowledge complaints within five (5) working days.
- Provide an initial response within ten (10) working days and aim to resolve complaints within thirty (30) working days.
- Respond to complaints in a courteous, helpful, and transparent manner.
- Provide reasonable assistance to complainants, including those requiring help due to language barriers or disabilities.
- Monitor complaints and learn from them to:
    - Prevent recurring issues.
    - Improve policies, practices, and procedures, and
    - Enhance service delivery.

4. Particular Cases

4.1. Anonymous Complaints

Anonymous complaints will be assessed on their merits. Complaints concerning safety, security, or serious misconduct will be investigated. If insufficient information is provided, the Shire may be unable to take further action.

4.2. Vexatious or Abusive Complaints

If a complainant's behaviour is deemed vexatious or abusive, the Chief Executive Officer (CEO) may determine that further complaints from the individual or concerning the same matter will not be entertained.

4.2.1. Criteria for Vexatious Complaints

- Repeated complaints with no new evidence.
- Unreasonable demands or harassment of staff.
- Use of aggressive, abusive, or offensive language

Where a determination is made by the CEO, staff may be directed not to engage with the complainant regarding the matter.

4.3. Allegations of Serious Misconduct

Allegations concerning criminal, corrupt, or serious improper conduct will be handled independently of the Complaint Handling process. These allegations will be referred directly to the CEO for determination, including referral to:

- The Corruption and Crime Commission (CCC) under the Corruption, Crime and *Misconduct Act 2003* (WA).
- The Western Australia Police Force, if criminal activity is suspected.
- The Ombudsman Western Australia, if related to administrative action.

Reference is made to Policy G5 (Public Interest Disclosure), which aligns with the *Public Interest Disclosure Act 2003* (WA).

4.4. Repetitive Complaints

The CEO may determine a complaint to be repetitive in nature and direct staff not to process it further. However, complainants will be informed of their right to escalate the matter to the Ombudsman Western Australia or the Department of Local Government, Sport, and Cultural Industries.

5. Complaint Resolution Process

Complainants are encouraged to follow these steps to seek resolution:

5.1 Internal Resolution

- First Contact: Complainants should attempt to resolve concerns with the relevant Shire officer or their direct manager.
- Escalation: If unresolved, the complaint should be referred to the relevant Executive Manager.

- CEO Review: If dissatisfaction persists, a formal written complaint may be submitted to the CEO for review.

5.2 External Review

If a complainant is not satisfied with the CEO's response, they may escalate the matter to:

- Ombudsman Western Australia (for matters of administrative fairness).
- Department of Local Government, Sport, and Cultural Industries (for local government governance concerns).
- Corruption and Crime Commission (CCC) (for serious misconduct or corruption allegations)

5.3 Complaints Concerning Elected Members

If the complaint relates to an Elected Member, it shall be referred to the CEO for determination. If the complaint concerns a breach of conduct, it may be escalated under the *Local Government Act 1995*.

5.4 Alternative Dispute Resolution (ADS)

Where appropriate, the CEO may authorise referral of a complaint to an external arbitrator or mediator before further escalation

Document Control		
Previous Policy Reference	New	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Expanded to highlight fairness, transparency, and accountability.		1
• Clarified definition and separated what is and is not a complaint.		2
• Specific timeframes added for acknowledgment and resolution.		3
• Risk-based approach to consider all anonymous complaints on merit.		4.1
• Defined criteria for vexatious complaints and included review rights.		4.2
• Updated references to Corruption and Crime Commission and relevant laws.		4.3
• Allows complainants to escalate if a complaint is deemed repetitive.		4.4
• Structured steps added: First contact, escalation, CEO review, external options.		5
• Clarified process under Local Government Act 1995.		5.3
• Introduced ADR as an option before external.		5.4

End

Policy G5 – Public Interest Disclosure

1. Policy Intent

This policy outlines the internal procedures for ensuring compliance with the *Public Interest Disclosure Act 2003* (the Act) and describes how the Shire of Boyup Brook (Shire) manages public interest disclosures (PIDs) effectively and in accordance with legislative requirements.

2. Policy Statement

The Shire is committed to upholding the highest standards of integrity and accountability. It recognises the importance of public interest disclosures in identifying and addressing corrupt or improper conduct, mismanagement of public resources, and other forms of misconduct within the organisation.

- To support this commitment, the Shire will:
- Encourage and support disclosures from employees, contractors, and other stakeholders about corrupt or improper conduct.
- Ensure confidentiality of the informant and all parties involved in a public interest disclosure, as far as reasonably practicable.
- Protect informants from detrimental action in reprisal for making a disclosure.
- Ensure fair, independent, and thorough investigations of all disclosures.
- Comply with all reporting obligations under the Act

3. Key Definitions

- Public Interest Disclosure (PID): A disclosure made under the Act about suspected improper or corrupt conduct by public officers or agencies.
- Improper Conduct: Includes corruption, fraud, misconduct, mismanagement of public resources, or any action that is unlawful or unethical.
- Detrimental Action: Any action that causes harm, intimidation, harassment, or discrimination against a person making a PID.
- Victimisation: Any act of retribution or retaliation against a person who has made a PID

4. Reporting a Public Interest Disclosure

4.1 Who Can Make a Disclosure?

Any person, including employees, contractors, and members of the public, may make a public interest disclosure if they reasonably believe improper conduct has occurred.

4.2 How to Make a Disclosure

A disclosure can be made to the Public Interest Disclosure Officer (PID Officer) in one of the following ways:

- In person – By scheduling a confidential meeting with the PID Officer.
- In writing – Via email or a sealed letter marked “Confidential – Public Interest Disclosure” and addressed to the PID Officer.

- By phone – Providing relevant information to the PID Officer and following up with written confirmation.
- Anonymously – Anonymous disclosures will be accepted and treated in accordance with the Act, but communication may be limited

4.3 Designated Public Interest Disclosure Officer

The Executive Manager Corporate and Community Services is designated as the PID Officer. If this person is the subject of the disclosure, the complaint should be directed to an alternate senior officer or the Public Sector Commission.

5. Investigation Process

- The PID Officer will assess all disclosures to determine if they fall within the scope of the Act.
- If an investigation is warranted, it will be conducted fairly and impartially, with appropriate action taken based on findings.
- The informant will be kept updated on the progress and outcome of the investigation unless they have chosen to remain anonymous.

6. Protections and Confidentiality

- The Shire will take all reasonable steps to prevent and respond to victimisation or retaliation against informants.
- The identity of the informant and any subject of the disclosure will be kept strictly confidential, except as required by law.
- If detrimental action is taken against an informant, the Shire will take appropriate action against the offending party

Document Control		
Previous Policy Reference	A.12	
Related Legislation	*Public Interest Disclosure Act 2003,* *Public Disclosure Regulations 2003.*	
Related Documents	Public Interest Disclosure Management Practice – GOV002 - D12/45969.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Expanded to clarify the purpose of the policy and reinforce the Shire's commitment to integrity.		1
• Clearly outlines the Shire's commitment to public interest disclosures, including confidentiality, protection, and fair investigations.		2
• Added definitions for "Public Interest Disclosure," "Improper Conduct," "Detrimental Action," and "Victimisation."		3
• Clearly defines who can make a disclosure, how disclosures can be made (e.g., in writing, in person, anonymously), and alternative reporting routes if the PID Officer is the subject of the complaint.		4
• Confirmed this designation but added an alternative reporting mechanism if the PID Officer is implicated.		4.3

• Outlined step-by-step assessment and investigation procedures, including informing the discloser of progress.	5
• Clearly defines measures to prevent victimisation, protect confidentiality, and respond to reprisals.	6

End

Policy G6 – Risk Management

1. Policy Intent

The Shire of Boyup Brook (Shire) is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient, and effective assessment of risk in all planning, decision-making, and operational processes. The key objective of this policy is to ensure that sound risk management practices and procedures are fully integrated into the Council's strategic and operational planning processes.

This policy will be supported by a Risk Management Strategy and is developed in accordance with the *Local Government Act 1995*, the *Work Health and Safety Act 2020* (WA), the *Work Health and Safety Regulations 2022* (WA), and the *Local Government (Financial Management) Regulations 1996* (WA).

2. Policy

The Shire recognises that risk is the possibility of unplanned or unanticipated events having an adverse effect on the achievement of the organisation's objectives and recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers, and visitors in accordance with the Work Health and Safety Act 2020 (WA) and associated regulations.

The Shire considers risk management to be an essential management function in its operation as a progressive local government and recognises that risk management responsibility lies with the person who has the responsibility for the function, service, or activity that gives rise to the risk.

The risk management framework aligns with the principles outlined in AS ISO 31000:2018 Risk Management – Guidelines.

The Shire will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring, and review of risks, as required under the *Work Health and Safety Act 2020* (WA) and the *Local Government (Financial Management) Regulations 1996* (WA).

Risk management will be applied to decision-making at all levels of Council and the Shire in relation to planning or executing any function, service, or activity. It will be applied to:

- Expenditure of large amounts of money.
- New strategies and procedures.
- Managing a project.
- Introducing significant change; and
- The management of sensitive issues.

2.1. Risk Management Objective

- The achievement of organisational goals and objectives.
- To ensure community and employee health and safety within the Shire's jurisdiction is not compromised, in line with the *Work Health and Safety Act 2020* (WA).

- Limited loss or damage to property and other assets.
- Limited interruption to business continuity.
- To define the Shire's tolerance to risk and communicate it throughout the organisation.
- To communicate with the community about the Shire's approach to risk; and
- To protect the reputation of Council.

2.2. Responsibilities

- Elected Members are responsible for:
    - Ensuring a Risk Management Policy has been developed, adopted, and communicated throughout the Shire.
    - Reviewing the Risk Management Policy annually.
    - Providing a vision on which sound risk management practices and procedures can be based; and
    - Providing adequate budgetary provision for the maintenance of risk management plans and procedures.

- Chief Executive Officer and Executive Management Team are responsible for:
    - Establishing the risk tolerance level of the Shire for adoption by Council; and
    - Ensuring the development and management of the risk management plan for the Shire.

- Management is responsible for:
    - Identifying and assessing all potential risks in their area of responsibility.
    - Encouraging openness and honesty in the reporting and escalation of risks; and
    - Ensuring all staff manage risks within their own work area in accordance with the *Work Health and Safety Act 2020* (WA).
- Employees are responsible for:
    - Actively participating in the risk management program and organisational performance review and evaluation program.
    - Complying with all policies, procedures, and practices relating to risk management.
    - Attending risk management training.
    - Conducting risk assessments during the performance of their daily duties, as required; and
    - Alerting management to the risks that exist within their area.

2.3. Monitor and Review

The Shire will implement a robust reporting and recording system that will be regularly monitored to ensure the closeout of risks and identification of ongoing issues and trends.

Risk management key performance indicators, relating to both organisational and personal performance, will be developed, implemented, and monitored in line with legislative requirements under the *Local Government Act 1995*, the *Work Health and*

Safety Act 2020 (WA), and the *Local Government (Financial Management) Regulations 1996* (WA).

Document Control		
Previous Policy Reference	F.08	
Related Legislation	International Standard (AS/NZS/ISO 31000:2009).	
Related Documents	Risk Management Strategy.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Now explicitly references Local Government Act 1995, Work Health and Safety Act 2020 (WA), Work Health and Safety Regulations 2022 (WA), and Local Government (Financial Management) Regulations 1996 (WA).		1
• Now includes legal responsibility references under Work Health and Safety Act 2020 (WA).		2
• Updated to align with AS ISO 31000:2018 Risk Management – Guidelines.		2.1
• Now explicitly aligns with Work Health and Safety Act 2020 (WA).		2.1
• Responsibilities section updated to include legal obligations under WA legislation.		2.2
• Clarifies alignment with Local Government (Financial Management) Regulations 1996 (WA).		2.3

End

Policy G7 – Legal Representation – Cost Indemnification

1. Policy Intent

This policy is designed to protect the interests of Elected Members and employees (including past members and former employees) where they become involved in legal proceedings because of performing their normal duties.

In most situations the Shire of Boyup Brook (Shire) may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to these proceedings.

2. Definitions

'Approved lawyer' means a 'certified practitioner' (as defined in the *Legal Profession Act 2008*) who is from a law firm on the Shire's panel of legal service providers, unless the Council or Chief Executive Officer (CEO) considers that this is not appropriate – for example, where there is or may be a conflict of interest.

'Shire' means the Shire of Boyup Brook.

'Elected Member' means the current Shire President, Deputy Shire President, and Elected Members.

'Employee' means a current employee of the Shire.

'Improper conduct' means a breach of the standards of conduct that a reasonable person would expect of a person knowing their duties, powers, and authority.

'Legal proceedings' may be civil or criminal.

'Legal representation' means the provision of legal services, to or on behalf of an Elected Member or employee, by an approved lawyer that is in respect of:

- a matter or matters arising from the performance of the functions of the Elected Member or employee; and
- legal proceedings involving the Elected Member or employee that have been, or may be, commenced.

'Legal representation costs' are the costs, including fees and disbursements, properly incurred in providing legal representation.

'Legal services' includes advice, representation or documentation that is provided by an approved lawyer.

3. Policy

It is policy to facilitate Elected Members and employee's access to legal advice in such cases were enabled in legislation and where the matter falls within the scope and application of this policy as stated below.

The objective of this policy is to ensure Elected Members and employees of the Shire are represented in legal action relating to their roles and functions subject to considerations set out below.

Elected Members and employees of the Shire performing their statutory roles and functions, may occasionally in the course of their duties, be exposed to legal action initiated by third parties. In these circumstances Elected Members and employees may require legal advice and/or representation and should be able to expect their local government will provide financial assistance to meet the cost of the advice or representation. Accordingly, it is appropriate and prudent for the Shire to be able to assist members and employees by adopting a policy to fund or partly fund the cost of providing legal services in appropriate circumstances.

3.1. Legislative Framework

Section 9.56 of the *Local Government Act 1995* (the Act) provides protection from actions of tort for anything an Elected Member or employee has, in good faith, done in the performance or purported performance of a function under the Act or under any other written law.

However, the legislation does not preclude people taking action against individual Elected Members or employees if they believe that the Elected Member or employee has not acted in good faith.

Section 3.1 of the Act provides that the general function of a local government is to provide for the good government of persons in its district. Section 6.7(2) of the Act provides that money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by the Act or any other written law. Under these provisions a local government can expend funds to provide legal representation for Elected Members and employees if it believes the expenditure falls within the scope of the local government's function.

3.2. Scope

This policy is applicable to all current Elected Members and employees where the following may apply:

3.2.1. **Criteria for determining application for legal representation.**

There are four criteria for determining whether an application for the payment of the legal representation costs of an Elected Member or employee will be approved:

1. The legal representation costs must relate to a matter that arises from the performance, by the Elected Member or employee, of his or her functions.

2. The legal representation costs must be in respect of legal proceedings that have been, or may be, commenced.

3. In performing his or her functions, to which the legal representation relates, the Elected Member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and

4. The legal representation costs do not relate to a matter that is of a personal or private nature.

3.2.2. **Examples of legal representation costs that may be approved.**

If the criteria in clause 3.2.1 are satisfied, approval may be given for the payment of legal representation costs:

a. Where legal proceedings are brought against an Elected Member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Elected Member or employee; or

b. To enable proceedings to be commenced and/or maintained by an Elected Member or employee to permit him or her to carry out his or her functions – for example where an Elected Member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the Elected Member or employee; or

c. Where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Elected Members or employees.

3.3. Application

3.3.1. An application by an Elected Member, or the (CEO), must be made in writing to the Council which may approve or decline the application.

3.3.2. An application by an employee must be made in writing to the CEO who may approve or decline the application.

3.3.3. The application must give details of:

a. The matter for which legal representation is sought.

b. How that matter relates to the functions of the Elected Member or employee making the application.

c. The nature of the legal representation being sought (such as advice, representation in court, preparation of documents etc).

d. The lawyer (or law firm) who is to be requested to provide the legal representation.

e. An estimate of the cost of the legal representation; and

f. Why it is in the interests of the Shire for payment to be made.

3.3.4. The application must contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

3.3.5. As far as possible the application is to be made before commencement of the legal proceedings to which the application relates.

3.3.6. The application must be accompanied by a statement signed by the applicant that he or she:

a. Has read and understands the terms of this policy.

b. Acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 3 and any other conditions to which the approval is subject; and

c. Undertakes to repay to the Shire any legal representation costs in accordance with clause 3.

3.3.7. In relation to clause 3.3.6(c), a person who receives payment of legal representation costs shall sign a document acknowledging that repayment may be required by the Shire under the terms of this policy.

3.3.8. An application must be accompanied by a report prepared by the CEO or where the CEO is the applicant by an appropriate employee nominated by the Shire President.

3.4. Limit on Legal Representation Costs

3.4.1. When approving an application, the Council or CEO shall set a limit on the amount of costs to be paid, based on the nature of the matter and on the estimate of costs in the application.

3.4.2. An Elected Member or employee may make a further application to the Council or CEO in respect of the same matter.

3.5. Assessing the Application

3.5.1. The Council or CEO may:

a. Refuse.

b. Grant; or

c. Grant subject to conditions, an application for payment of legal representation costs.

3.5.2. Conditions under clause 3.2.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment and repayment of legal representation costs.

3.5.3. In assessing an application, the Council or CEO may have regard to any insurance benefits that may be available to the applicant under the Shire's Elected Members or employee's insurance policy or its equivalent.

3.5.4. The Council or CEO may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

3.5.5. The Council or CEO may determine, after an application has been approved, that an Elected Member or employee:

a. Has not acted in good faith, has acted unlawfully, or has acted in a way that constitutes improper conduct; or

b. Has given false or misleading information in respect of the application.

3.5.6. A determination under clause 3.2.2 may be made by the Council or CEO on the basis of and consistent with the findings of any court of competent jurisdiction, the State Administrative Tribunal or of an inquiry conducted pursuant to Part 8 of the Act.

3.5.7. Where a determination is made under clause 3.2.2, the legal representation costs paid by the Shire are to be repaid by the Elected Member or employee in accordance with clause 3.3.

3.6. Repayment of Legal Representation Costs

3.6.1. An Elected Member or employee whose legal representation costs have been paid by the Shire is to repay the Shire:

a. All or part of those costs – in accordance with a determination by the Council or CEO under clause 3.2.1; or

b. As much of those costs as are available to be paid by way of set-off:

- where the Elected Member or employee receives monies paid for costs: and/or
- damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.

3.6.2. The Shire may take action in any court of competent jurisdiction to recover any monies due to it under this policy.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Legal Profession Act 2008,* *Local Government Act 1995 Sections 9.56, 3.1, 6.7(2),* State Administrative Tribunal or of an inquiry conducted pursuant to Part 8 of the Act.	
Related Documents	Department of Local Government Operational Guidelines No. 14 – Legal Representation for Elected Members and Employees.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• *Legal Practice Act 2003*: This Act has been repealed and replaced by the Legal Profession Act 2008.		2

End

Policy G8 – Temporary Employment Or Appointment Of Acting Chief Executive Officer

1. Policy Intent

The objective is to establish the processes for appointing an Acting CEO or Temporary CEO for periods of less than twelve months and to ensure effective management of the administration and Council is always maintained.

2. Scope

This policy applies to the statutory position of Chief Executive Officer at the Shire of Boyup Brook and has been prepared to comply with the provisions of Section 5.39C of the *Local Government Act 1995* regarding the appointment of an Acting CEO or Temporary CEO.

3. Definitions

Act means the *Local Government Act 1995*.

Acting CEO means a person appointed to fulfil the statutory position of CEO during a period where the CEO remains employed but is on planned or unplanned leave.

CEO means the Chief Executive Officer of the Shire.

Shire means the Shire of Boyup Brook.

Temporary CEO means a person appointed to fulfil the statutory position of CEO for the period between the end of the CEO's employment and the appointment and commencement of the newly appointed CEO.

4. Policy

The role of the CEO is crucial to achieving good governance and for fulfilling the functions prescribed in Section.5.41 of the Act.

The opportunity to act, from time to time, in that position is useful in the development of executive leadership.

The Council recognise that the Executive Managers employed by the Shire of Boyup Brook (Shire) under contract are suitably qualified and skilled to act in the position of CEO under this policy.

4.1. Details

4.1.1. Acting CEO and Temporary CEO Requirements and Qualifications

a. When the CEO is on planned or unplanned leave, or the CEO's employment with the Shire has ended, an Acting CEO or Temporary CEO, is to be appointed in accordance with this policy to fulfil the functions and perform the duties of CEO under the Act or any other written law.

b. Any employee holding the substantive role of:

   i. Executive Manager Corporate Services.

   ii. Executive Manager Operational Services.

c. An employee appointed to temporarily act in an Executive Manager's position referred to in clause 4.1.1(b) is not considered to be suitably qualified to perform the role of Acting CEO or Temporary CEO.

4.1.2. **Appointment of Acting CEO – periods of up to 30 working days**

a. The CEO is authorised to appoint in writing one of the employees identified in clause 4.1.1(b) as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 30 working days, subject to the CEO's consideration of that employee's performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.

b. The CEO must appoint an Acting CEO for any planned or unplanned leave periods between 5 working days and 30 working days.

c. Nothing in clause 4.1.2(a) prevents the CEO from appointing more than one employee detailed in clause 4.1.1(b) to share the duties of Acting CEO for the planned or unplanned leave period.

d. Following an appointment under clause 4.1.2(a), the CEO is to advise Elected Members which employee (or employees) has been appointed as Acting CEO and for what duration, as soon as possible.

e. If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with clause 4.1.2(a), then the following line of succession shall apply:

   i. The Executive Manager Corporate Services will be appointed as Acting CEO; or

   ii. If the Executive Manager Corporate Services is unable or unwilling to act, the Executive Manager Operational Services will be appointed as Acting CEO.

   Council may, by resolution, extend an Acting CEO period under clause 4.1.3 beyond thirty working days if the substantive CEO remains unavailable or unable to perform their functions and duties.

4.1.3. **Appointment of Acting CEO – periods greater than thirty working days but less than 12 months.**

a. Where the CEO's extended period of leave is greater than thirty working days but less than 12 months, Council is to appoint an Acting CEO in accordance with one of the following options:

   i. Extend any Acting CEO appointment made by the CEO under clause 4.1.2(a).

   ii. Appoint another employee, or multiple employees listed in clause 4.1.1(b) for a defined period to ensure the CEO position is filled continuously for the extended period of leave; or

   iii. Commence an external recruitment process in accordance with clause 4.1.4(b)(iii).

b. For the purposes of clause 4.1.3(a) extended leave may arise by way of:

   i. The CEO clearing extended planned leave which may include accumulated or combined annual leave, long service leave, or personal leave; or
   ii. The CEO taking unplanned leave or is absent from duty which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.

c. The Shire President will liaise with the CEO, or in their unplanned absence, the Executive Manager Corporate Services to coordinate the necessary Council reports to facilitate an Acting CEO appointment.

d. Subject to Council's resolution, the Shire President will execute in writing the Acting CEO appointment with administrative assistance from the Executive Manager Corporate Services.

4.1.4. **Appointment of Temporary CEO – Substantive Vacancy**

a. In the event the CEO's employment with the Shire is ending, Council may appoint a Temporary CEO.

b. Council when determining to appoint a Temporary CEO, may either:

   i. appoint an employee identified in clause 4.1.1(b) to be Temporary CEO until such time a new substantive CEO has commenced their employment with the Shire.

   ii. appoint multiple employees listed in clause 4.1.1(b) as the Temporary CEO for a defined period, and until such time that a new substantive CEO has commenced their employment with the Shire.

   iii. appoint a Temporary CEO following an external recruitment process for a Temporary CEO in accordance with principles of merit and equity prescribed in Section 5.40 of the Act; or

iv. appoint an employee identified in clause 4.1.1(b) to be an interim Temporary CEO until an external recruitment process for a Temporary CEO can be completed under clause 4.1.4(b)(iii) and their employment with the Shire as Temporary CEO has commenced.

c. The Shire President will liaise with the Executive Manager Corporate Services to coordinate the necessary Council reports to facilitate a Temporary CEO appointment.

d. The Shire President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Council's resolution with administrative assistance from the Executive Manager Corporate Services.

4.1.5. **Remuneration of Acting CEO**

An Executive Manager's employment conditions are not varied when acting in the role of CEO, other than the appointed Executive Manager is entitled, at the CEO's discretion, to no greater than the salary equivalent to that of the CEO, during the acting period.

4.1.6. **Remuneration and conditions of Acting CEO or Temporary CEO**

a. Unless Council otherwise resolves, an employee Acting as CEO shall be remunerated (if the role is be undertaken for five (5) working days or more) at 75% of the substantive CEO cash remuneration only, with other benefits already provided to the Acting CEO in their substantive role remaining in effect.

b. Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO that is not a current Shire employee when entering a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.

c. Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Temporary CEO appointment.

4.1.7. **Emergency Provisions**

In the case of the unavailability of the CEO due to an emergency, the Executive Manager Corporate Services is automatically appointed as the Acting CEO for a period of not more than thirty consecutive working days from commencement, and continuation is then subject to determination by the Council, under requirements of the Act.

Document Control	
Previous Policy Reference	A.02
Related Legislation	*Local Government Act 1995 Sections 5.39C, 5.39 and 5.41, Local Government (Administration Regulations) 1996.*
Related Documents	Model Standards for CEO Recruitment, Performance and Termination.

Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Update position description of Executive Manager Corporate Services.		Various
• Amended minimum time from 7 days to 5 days to align with rest of the policy.		4.1.2b
• Amended (if the role is be undertaken for thirty working days or more) to reflect 5 days to align with the policy.		4.1.6a
• Amend 4.1.2(b) by removing: i. on annual, sick, or long services leave for a period exceeding 5 working days: ii. not within the State of Western Australia for a period of more than 5 working days; or iii. during other absences, as determined necessary by the CEO, but in any case, not for a period exceeding 30 consecutive working days in any one occasion.		4.1.2(b)

End

Policy G9 – Purchasing

1. Policy Objective

The objectives of this policy are to ensure that all Shire of Boyup Brook (Shire) purchasing activities:

- demonstrate that best value for money is attained.
- demonstrate support for purchasing local at every opportunity within the guidelines of this policy.
- are compliant with relevant legislations, including the Act and Regulations.
- are recorded in compliance with the *State Records Act 2000* (WA) and associated records management practices and procedures.
- mitigate probity risk by establishing consistent and demonstrated processes that promote openness, transparency, fairness, and equity to all potential suppliers.
- ensure that the sustainable benefits, such as environmental, social, and local economic factors are considered in the overall value for money assessment.
- are conducted in a consistent and efficient manner; and
- that ethical decision making is demonstrated.

2. Policy

The Shire is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity, and good governance and that comply with the *Local Government Act 1995* (the Act) and Part 4 of the *Local Government (Functions and General) Regulations 1996* (the Regulations).

Procurement processes and practices to be complied with are defined within this policy.

3. Ethics & Integrity

3.1. Code of Conduct

All purchasing officers and employees undertaking purchasing activities must have regard for the Shire of Boyup Brook Code of Conduct Local Government Employees requirements and shall always observe the highest standards of ethics and integrity. All officers and employees must always act in an honest and professional manner which supports the community standing of the Shire.

3.2. Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective, and proper expenditure of public monies based on achieving value for money.

- all purchasing practices shall comply with relevant Acts, Regulations, and requirements consistent with the Shire of Boyup Brook policies and the Code of Conduct Local Government Employees.
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly, and consistently.
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and procedures, audit requirements and relevant legislation.
- any actual or perceived conflicts of interest are to be identified, disclosed, and appropriately managed; and
- any information provided by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

4. Value for Money

4.1. Overview

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved.

As such, purchasing decisions must be made with greater consideration than obtaining the lowest price, but also to incorporate qualitative and risk factors into the decision-making process.

4.2. Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant total costs of ownership and benefits including transaction costs associated with acquisition, delivery, and distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance, and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications, etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history).
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers.
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and

- providing opportunities for businesses within the Shire's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

5. Purchasing Requirements

5.1. Legislative / Regulatory Requirements

The requirements that must be complied with, including purchasing thresholds and processes, are prescribed within the Acts, Regulations, this policy and associated purchasing procedures in effect.

5.2. Purchasing Generally

Purchasing that is $250,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under Section 5.5 of this policy.

Purchasing that exceeds $250,000 in total value (excluding GST) must be put to public Tender unless it is determined that a regulatory Tender exemption in the Act or Regulations is provided, or as stated in this policy.

5.3. Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

- Exclusive of Goods and Services Tax (GST).
- The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply; and
- Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

5.4. Purchasing from Existing Contracts

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Record Management System in the first instance before seeking to obtain quotes and tenders on its own accord.

5.5. Purchasing Thresholds

The following table prescribes the purchasing process that approved purchasing officers must follow, based on the purchase value:

Purchase Value Threshold Excl GST	Purchasing Requirement
Up to $10,000	Quotations are not required for purchases in this category. Officers are required to adhere to the overarching principles of policy objectives
Over $10,000 and up to $100,000	Seek at **least two written quotations** from suppliers following specified written requirements, from: **1.** the open market, supporting buy local, where possible and practicable. **2.** an existing panel of pre-qualified suppliers administered by the Shire; or **3.** pre-qualified suppliers on the WALGA Preferred Supply Program or State Government CUA.
Over $100,000 and up to $250,000	Seek at **least three written quotations** (with adequate consideration supporting buy local) from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this policy. Quotations within this threshold are to be sourced as follows, with the order of preference being from: 1. the open market generally. 2. the open market using the Shire's online procurement portal. 3. an existing panel of pre-qualified suppliers administered by the Shire; or 4. a pre-qualified supplier on the WALGA Preferred Supply Program, or State Government CUA; or 5. Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government (CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.
Over $250,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangements as listed in this policy, conduct a public Request for Tender process in accordance with Part 4 of the *Local Government (Functions and General) Regulations 1996*, this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria (as determined by the Chief Executive Officer under Delegated Authority or by Council where a Delegation does not apply) that assesses all value for money considerations in accordance with the definition stated within this policy

5.6. Determination of Approved Purchasing Officers / Process and Procedures

The Chief Executive Officer (CEO) is responsible for determining the employees permitted to procure goods and services under this policy and for determining associated expenditure approval levels and the associated processes and procedures.

5.7. Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA).
- the purchase is from a Regional Local Government or another Local Government.
- the purchase is from a pre-qualified supplier under a Panel established; in accordance with the Act and Regulations; and
- any of the other exclusions under Regulation 11 of the Regulations apply.

5.8. Inviting Tenders under the Tender Threshold ($250,000 or less)

Where considered appropriate and beneficial, the CEO may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness, and compliance requirements and whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be $250,000 or less in value, the Shire's tendering procedures must be followed in full.

5.9. Sole Source of Supply

Where the purchasing requirement is over the value of $10,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can show evidence that there is only one source of supply for those goods, services or works. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the relevant Executive Manager, prior to a contract being entered into.

From time to time, expression of interest may be publicly invited to effectively determine that one sole source of supply still genuinely exists.

5.10. Anti-Avoidance

The Shire shall not enter two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

5.11. Emergency Purchases

"Emergency Purchase" is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency as provided for in the Act.

In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken and purchases in these circumstances are to be facilitated by the CEO or the appointed Local Recovery Coordinator.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

6. Records Management

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000* (WA), the Shire of Boyup Brook Records Management Policy and associated procedures and procurement practices.

For each procurement activity, such documents may include:

- The procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable).
- Procurement planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract.
- Request for Quotation/Tender documentation.
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable).
- Copies of quotes/tenders received.
- Evaluation documentation, including individual evaluators note and clarifications sought.
- Negotiation documents such as negotiation plans and negotiation logs.
- Approval of award documentation.
- All correspondence to respondents notifying of the outcome to award a contract.
- Contract Management Plans which describe how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

7. Buy Local Policy (Excluding Tenders)

As much as practicable, the Shire must:

- Where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses.
- Consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support).
- Ensure that procurement planning addresses local business capability and local content.
- Explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses.
- Avoid bias in the design and specifications for Requests for Quotation and Tenders. All Requests must be structured to encourage local businesses to bid; and

- Provide adequate and consistent information to potential suppliers.

To this extent and for the purposes of supporting buying local, as a demonstrated benefit or contribution to the local economy, suppliers based within the boundaries of the Shire, for at least six (6) months prior to a Request for Quotation being sought are afforded the following buy local price preference, for the purposes of assessment:

- 15% for purchases up to $100,000 (ex GST).
- A flat $15,000 for all purchases between $100,000 and $150,000 (ex GST) during a State of Emergency declaration as defined in the *Emergency Management Act 2005*, Section 3.
- A flat $20,000 for all purchases between $150,001 and $250,000, (ex GST) during a State of Emergency declaration as defined in the *Emergency Management Act 2005*, Section 3.

A regional price preference in accordance with Policy F1 is afforded for procurement by way of Tender.

8. Pre-Qualified Suppliers

To further support effective procurement in accordance with this policy, Council or the CEO may under Delegated Authority approve the creation of a Panel of Pre-qualified Suppliers (Panel) under Regulation 24AC of the Regulations.

The following factors are to apply if a Panel is to be created:

- A determination is to be made that a range of similar goods and services are required to be purchased on a continuing and regular basis.
- There are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money'.
- The purchasing activity under the intended Panel is assessed as being of a low to medium risk.
- The Panel will streamline and will improve procurement processes; and
- A capability and capacity exist to establish, manage the risks, and achieve the benefits expected of the proposed Panel.
-

9. Establishing a Panel

Should it be determined that a Panel would be beneficial to be created, it must be created in accordance with Part 4, Division 3 of the Regulations.

a. Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

b. Panels may be established for a minimum of two (2) years and for a maximum length of time formally determined.

c. Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

d. Where a Panel is to be established at least three (3) suppliers to each category will be endeavoured to be appointed, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, a category is not to be established.

e. In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), a clear statement is to be provided to indicate the expected number of suppliers to put on the panel.

f. Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) of the Regulations when establishing the Panel.

10. Distributing Work amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of prequalified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether it is intended to:

- Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 12 of this policy; or
- Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- Develop a ranking system for selection to the Panel.

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- Each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded based on value for money in every instance; or
- Work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) of the Regulations when establishing the Panel.

An invitation is to be sent to the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, an invitation to suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in Section 5.5 of this policy.

When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

11. Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be recorded in the Shires Record Keeping System.

12. Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept. For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created.
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel.
- Request for Applications documentation.
- Copy of public advertisement inviting applications.
- Copies of applications received.
- Evaluation documentation, including clarifications sought.
- Negotiation documents such as negotiation plans and negotiation logs
- Approval of award documentation.
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters.
- Contract Management Plans which describe how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

Itemised records of all requests for quotation, including quotations received from prequalified suppliers and contracts awarded to Panel members must be kept. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under any subsequent contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees.

Document Control	
Previous Policy Reference	F.03
Related Legislation	*Local Government Act 1995,* *Local Government (Functions and General) Regulations 1996,* *State Records Act 2000* (WA), *Emergency Management Act 2005.*

Related Documents	State Government Common Use Arrangements.	
Initial Adoption Resolution Absolute Majority Required	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy G10 – Disposal Of Property

1. Policy Intent

To improve the process and time frame involved to:

a. Dispose of Shire of Boyup Brook (Shire) property (excluding land) with a market value of less than $20,000, or as part of an acquisition where the total value is not greater than $75,000.

b. Dispose of abandoned vehicles.

2. Policy

2.1. Shire Property

The disposal of Council-owned property with a market value of less than $20,000 or as part of an acquisition where the total value is not greater than $75,000 shall be carried out in accordance with the following schedule:

Current Market Value of Property	Method of Disposal
$501 - $75,000 or less, per item	• To the highest bidder at public auction; or • To the most acceptable tender, whether or not it is the highest tender through the public tender process; or • To an external party at market value.
$1 - $500 per item	• To the highest bidder through an internal bidding process for staff and Elected Members whereby bids are sealed and placed in the Shire tender box, or • Property may be donated to community groups through Expressions of Interest.
Nil Value	• At the direction of the CEO

2.1.1. Part 2.1 of this policy prescribes the method of disposal of Shire property with a market value of less than $20,000 or where the property that is disposed of as part of the consideration for other property that the local government is acquiring for a consideration where the total value of which is not more, or worth more, than $75,000 and the disposition of which shall be an exempt disposition pursuant to Regulation 30(3).

2.1.2. A written register is to be kept of all bids received and purchases made including a register of any property that is donated to local service organisations.

2.1.3. The disposal of property exceeding the value prescribed shall be in accordance with requirements of the *Local Government Act 1995* (the Act).

2.2. Abandoned Vehicles

Value of Abandoned Vehicle	Method of Disposal
Greater than $501	At the expiry of sixty days from impounding, if not claimed – • to the highest bidder via formal offer and acceptance advertised locally. • by public auction by a licenced auctioneer. • by tender in accordance with the Act; or • if unsold, by the most cost-effective means.
$1 - $500 per item	After seven days from impounding, if the owner is unknown or after seven days from the giving a notice of impounding – • by offering the vehicle to local emergency service groups for training; or • by offering the vehicle to local vehicle dismantlers at best value; or • if unwanted, by the most cost-effective means.

2.3 Disposal of IT Equipment including phones and tablets.

a) Prior to disposing of any computer equipment:

i. Ensure all hard drives have been removed and destroyed by a specialist. (a certificate of destruction is required).

ii. Ensure all memory cards have been removed and either repurposed or destroyed.

b) At the CEO's discretion any redundant or broken IT equipment (subject to (a) above) may be donated to a community group for recycling.

1. Reference

Monetary amounts referenced in this policy are Goods and Services Tax (GST) exclusive.

Document Control		
Previous Policy Reference	F.15	
Related Legislation	*Local Government Act 1995 – Sections 3.58, 3.39, 340A, 3.45 and 3.47,* *Local Government (Functions and General) Regulations 1996 Regulation 30(3).*	
Related Documents	Shire of Boyup Brook Delegation of Authority Register.	
Initial Adoption Resolution Absolute Majority Required	28 March 2024	Res 24/03/041
Amendment Record	Inclusion of Section 2.3 IT Disposal	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy G11 – Citizenship Event Dress Standards

1. Policy Intent

To encourage and outline the reasonable dress standards for persons attending Citizenship Events conducted by the Shire of Boyup Brook (Shire).

2. Policy

It is policy that the dress standard for persons attending Citizenship Events conducted by the Shire is:

- smart casual attire that is appropriate to the significance and importance of the occasion, and this includes:
    - attire that celebrates the history and cultural identity that participants bring to Australia.

Document Control		
Previous Policy Reference	New	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy G12 – Fraud And Corruption Control

1. Policy Intent

The Shire of Boyup Brook (Shire) is committed to the prevention, detection, investigation, response and monitoring of fraud and corruption related activities. The objective of this policy is to ensure that the Shire actively seeks to identify and limit its exposure to fraud and corruption and provide an avenue for the reporting of fraud and corruption related activities.

This policy is consistent with, and supported by Council's legislative and policy obligations, and the Fraud and Corruption Control Strategy.

2. Policy

As Council is the custodian of significant public funds and assets, it is important that the community has assurance that these are adequately protected from fraud and corruption. Council has developed a structured framework and approach to the implementation and review of fraud and corruption prevention, detection, monitoring, and reporting, and aims to ensure that strategies to control fraud and corruption related risks are integrated into existing and new work practices.

This policy applies to all employees, Elected Members, Committee Members, Contractors, Consultants, and other persons who perform functions on behalf of the Shire, such as Volunteers.

3. Definitions

3.1. Fraud

'Fraud' is defined by Australian Standard AS8001-2021 as:

Dishonest activity causing actual or potential financial loss to any person or agency including theft of monies or other property by employees or persons external to Council and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction, or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position.

Examples of fraud include but are not limited to:

- evasion of payments owing to the Shire.
- false invoicing.
- obtaining by deceit, benefits to which the recipient is not entitled such as improper reimbursement of expenses or travel allowances.
- charging for goods or services not delivered or only part delivered.
- false timesheet claims or misrepresenting time and work commitments.
- theft of Council property, resources, inventory, or cash.
- theft, misuse, or wrongful use of information for financial or other gain.
- abuse of position or discretion such as accepting gifts or bribes to facilitate an outcome or gain some form of financial advantage.

- false accounting.
- credit card fraud.
- abuse of local government facilities or assets for personal use.
- disclosing confidential information for personal gain.
- making false statements or altering signatures or other information and materials to mislead or misrepresent a position or hide wrongdoing; and
- destroying or removing records without approval for personal gain or to conceal fraudulent activity.

3.2. Corruption

'Corruption' is defined by Australian Standard AS8001 – 2021 as:

Dishonest activity in which an employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust to achieve some personal gain or advantage for themselves or for another person or organisation. The concept of 'corruption' can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, to secure some form of improper advantage for the entity.

Corruption is any deliberate or intentional wrongdoing that is improper, dishonest, or fraudulent and may include:

- conflict of interest.
- failure to disclose acceptance of gifts or hospitality.
- acceptance of a bribe.
- payment or receipt of secret commissions (bribes), which may be paid in money or in some other form of value to the receiver and may relate to a specific decision or action by the receiver or generally.
- release of confidential information in exchange for some form of non-financial benefit or advantage to the employee releasing the information.
- collusive tendering.
- payment or solicitation of donations for an improper political purpose.
- serious conflict of interest involving any local government employee, Elected Members, Committee Member, Contractor, Consultant, and other persons who perform functions on behalf of the Shire, such as Volunteers, acting in his or her own self-interest rather than the interests of the Shire.
- serious nepotism or cronyism where the appointee is inadequately qualified to perform the role to which appointed.
- manipulation of the procurement process by favouring one tenderer over others or selectively providing information to some tenderers.
- Gifts or entertainment intended to achieve a specific or generic commercial outcome in the short- to long-term – an essential element rendering conduct of this type corrupt would be that it is in breach of the entity's values, behavioural code, or gifts policy or that it was done without the appropriate transparency.
- bribing officials to secure a contract for the supply of goods or services; and
- facilitation payments – small one-off payments in cash or in kind intended to secure prompt delivery of goods or services.

4. Responsibilities

4.1. Elected Members are responsible for:

a. Effective fraud governance.

b. Setting the strategic direction and monitoring management actions for fraud and corruption risk; and

c. Adopting and adhering to the Fraud and Corruption Control Policy.

4.2. Chief Executive Officer and Executive Managers are responsible for:

a. Maintaining a corporate governance framework, which includes policies and procedures, such as the Fraud and Corruption Control Policy and applicable Codes of Conduct to minimise Council's vulnerability to fraud and corruption.

b. Ensuring protection of Shire staff who report suspected fraud and corruption.

c. Providing leadership, guidance, and support to employees in preventing fraud and corruption.

d. Identifying high fraud risk areas; and

e. Participating in fraud and corruption risk reviews.

The Chief Executive Officer, under the *Corruption, Crime and Misconduct Act 2003* must also notify the Corruption and Crime Commission or the Public Sector Commission if misconduct is suspected.

4.3. Executive Managers are responsible for:

a. Ensuring all employees adhere to the Shire of Boyup Brook Code of Conduct Local Government Employees and Fraud and Corruption Control Policy.

b. Establishing, maintaining, and reviewing control systems to ensure the Shire's resources are protected and the risk of fraud or corruption occurring is minimised.

c. Setting up effective internal controls to detect fraudulent and corrupt activities and regularly reviewing these controls.

d. Establishing adequate segregation of duties for all functions where the potential for fraud or corruption risk has been assessed as high.

e. Reinforcing the requirement for all staff to not engage in corrupt conduct, fraudulent activities, or maladministration; and

f. Encouraging the reporting of any suspected fraud, corrupt conduct, or maladministration.

4.4. Employees are responsible for:

a. Contributing to preventing fraud and corruption by following the Shire of Boyup Brook Code of Conduct Local Government Employees, complying with controls, policies, and processes, and resisting opportunities to engage in fraudulent or corrupt behaviour.

b. Acting appropriately when using official resources and handling and using public funds, whether they are involved with cash or payment systems, receipts or dealing with suppliers.

c. Being alert to the possibility that unusual events or transactions could be indicators of fraud or corruption.

d. Reporting details immediately if they suspect that a fraudulent or corrupt act has been committed or see any suspicious acts or events; and

e. Co-operating fully with whoever is conducting internal checks, reviews, or investigations into possible acts of fraud or corruption.

4.5. Contractors, Consultant, Volunteers, and any other person who perform public official functions on behalf of Council are responsible for:

a. Supporting the Shire's commitment to preventing fraud and corruption through reporting suspicious behaviour; and

b. Complying with Council policies and refraining from engaging in fraudulent and corrupt conduct.

5. Detecting, Reporting and Responding to Fraud and Corruption.

Strategies used to detect fraud and corruption include audits, internal reviews, and reports of suspected breaches. Any person who has reason to believe that an Elected Member, Committee Member, or an employee of the Shire has committed a breach of any adopted Code of Conduct (including engaging in fraud or corruption), may complain about the breach to the Shire's designated complaints officer.

Disclosures being made about fraud, corruption or other improper conduct can be done so in accordance with Policy G5 – Public Interest Disclosure.

Alternatively, reports of fraud or corruption can be made directly to external parties, such as the Office of the Auditor General, Corruption and Crime Commission, Public Sector Commission and Western Australian Police Force.

Any instances of detected or reported fraud or corruption will be investigated.

6. Fraud and Corruption Control Strategy

The Fraud and Corruption Control Strategy has been developed to assist the Shire to meet the objectives of this policy, and aims to:

- reduce the potential for fraud and corruption within and against the Shire.
- create a culture which seeks to prevent fraud and corruption.
- dedicate resources to the prevention of fraud and corruption.
- implement processes to manage fraud and corruption through risk management practices; and
- provide guidance regarding how to manage suspected instances of fraud or corruption.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Corruption, Crime and Misconduct Act 2003,* *Public Interest Disclosure Act 2003,* *AS 8001 - 2021 Fraud and Corruption Control,* *AS 8003 - 2003 Good Governance Principals.*	
Related Documents	Policy G5 - Public Interest Disclosure Policy G6 – Risk Management Shire of Boyup Brook Code of Conduct Local Government Employees, Fraud and Corruption Control Strategy.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy G13 – Community Engagement

1. Policy Intent

To ensure that Shire of Boyup Brook (Shire) community engagement is meaningful, consistent across the entire organisation and undertaken in accordance with industry best practice.

This policy outlines minimum standards and requirements to ensure that:

a. Community members and other stakeholders are influential and involved in decision-making that affects their lives and/or business operations.

b. Community engagement is inclusive; and

c. Community members and other stakeholders feel their input has been considered and appropriately reflected in the decisions made and actions taken.

The Shire is committed to establishing a co-working relationship whereby the community, other stakeholders and the Shire collaborate to build resilient communities and places. The Shire is committed to achieving transparency and accountability in our engagement endeavours to improve community trust especially in the perception that the Shire, its Elected Members and staff, always act in the best interest of the community.

2. Policy Scope

The policy applies to Shire Elected Members, staff and all consultants and contractors acting on the Shire's behalf.

3. Definitions

Community engagement - Any undertaking by the Shire, its contractors, and consultants, to work across organisations, stakeholders, and communities to shape decisions or actions in relation to a problem, opportunity, or outcome. (Adapted definition of the International Association for Public Participation).

Community - An individual or business, group, association, committee representative or otherwise, residing, working, or operating in the Shire of Boyup Brook local government district.

Stakeholder - An individual, business, group, association, committee, not-for-profit organisation, government entity or otherwise, with an interest, concern, or association with, or that may be affected by a decision, action, project, or service within the Shire of Boyup Brook local government district or wider Southwest Region. Community is a sub-set of "Stakeholder".

4. Policy Statement

This policy is separated into the following categories:

a. Introduction

b. How the Shire of Boyup Brook will engage

c. When the Shire of Boyup Brook will engage.

d. How long the Shire of Boyup Brook will engage.

e. Roles of Elected Members, Staff and Stakeholders.

4.1. Introduction

The Shire is committed to ensuring:

- community engagement is a strategic consideration that guides Shire decision making.
- community engagement is undertaken in accordance with the International Association for Public Participation (IAP2) standards and framework.
- community engagement is built into work practices and remains an integral part of operations.
- staff are equipped with the skills and knowledge to undertake engagement in line with best practice and work to ensure continual improvement.
- consultants and contractors undertaking community engagement on the Shire's behalf are adequately qualified and experienced; and
- appropriate funds and capacity are availed for community engagement.

The Shire, its consultants, or contractors, will ensure:

- community engagement is a cornerstone of all Shire undertakings and commences as early in the life of the undertaking as practicable.
- all stakeholders with an interest, association, or concern in the topic of engagement are fairly and equally informed about and provided with an opportunity to influence the matters that affect/are of importance to them.
- the purpose and aim of the engagement are well communicated.
- the Shire's role and that of other participants in the engagement process is explained.
- the limitations or parameters within which the decision is being made and the level of influence that the stakeholder has in the decision-making process, are communicated.
- stakeholders are provided with sufficient information to enable them to provide informed input.
- communication materials are easy to understand, written in plain English i.e. using simpler and more direct language.
- due consideration is given to commercially sensitive or personal information, and that the provision of information complies with privacy legislation and record keeping requirements.
- community engagement is inclusive, accessible and it is easy for stakeholders to provide comment.
- sufficient time is allowed for stakeholder responses.

- all comments received are duly considered by decision-makers and appropriately reflected in decisions made or actions taken.
- all respondents are informed of the outcome of the engagement and how their input affected the decisions made or actions taken.
- decision-makers are receptive and responsive to alternative or opposing views and ideas.
- all reasonable attempts are made to resolve conflicts and reach acceptable solutions; and
- sufficient time is allowed to debate and investigate unanticipated and consequential issues.

All community engagement will be communicated on the Shire website, Shire Media Platforms, Boyup Brook Gazette, Notice Board at the Administration Building and Notice Board at the Community Resource Centre. All personal details will be redacted.

4.2. How the Shire of Boyup Brook will Engage

Unless specified by legislation the Shire will engage with the community on:

- the Shire website.
- Shire Social Media Platforms.
- Boyup Brook Gazette.
- Notice Board at the Administration Building.
- Notice Board at the Community Resource Centre.

4.3. When the Shire of Boyup Brook will Engage

The Shire will engage with stakeholders when new plans, strategies, projects and/or services are initiated or existing plans, strategies, projects and/or services are revised, where appropriate and especially where the decision being made or action being taken impacts stakeholders.

The Shire will also engage when required under legislative requirements, particularly the *Local Government Act 1995* (the Act) as it pertains to participation, consultation, and engagement.

This commitment affects relationship building, community development, planning and building obligations, capacity building, community action, project management, behaviour change, research and furthering the achievements of partnerships.

There are instances where community engagement may not occur. These include but are not limited to:

- a final decision having already been made by Council or another agency – however every effort will be made to engage prior to decision-making.
- Council not having the jurisdiction to influence a decision being made by another agency/organisation/party etc.
- insufficient time due to legislative or legal constraints.
- Ministerial exemptions; and

- health, safety, and wellbeing concerns in which the Shire may need to respond quickly e.g. emergency situations.

The Shire will endeavour to avoid conducting any community engagement after the last Ordinary Council Meeting of the year (December) until at least mid-January the following year, recognising that in some instances this may be unavoidable such as where required by legislation. In these circumstances and where appropriate, the Shire will endeavour to extend the response period**.**

4.4. How long the Shire of Boyup Brook will Engage

Unless specified by legislation or in an emergency the minimum period the community will be engaged will be thirty calendar days.

4.5. Roles of Elected Members, Staff and Stakeholders

Elected Members:

- have the responsibility to encourage active community member participation in community engagement activities.
- listen to, understand, and consider stakeholder input, allowing the input to influence the decisions made or actions taken; and
- be advocates of the community based on sound engagement outcomes.
-

Chief Executive Officer:

- drive Shire officers to embrace best practice community engagement as a core element of Shire culture; and
- ensure Council adequately resources the commitment to best practice community engagement.

Executive Managers:

- lead departments to adopt best practice community engagement by ensuring:
    - the Shire's commitment to meaningful community engagement remains at the forefront of all officers' frame of reference.
    - Officers adopt and adhere to the IAP2 Core Values and Code of Ethics; and
    - Officers adopt and maintain a positive attitude toward meaningful community engagement.

- be supportive and encourage sufficient allocation of resources to community engagement processes.

Shire Officers:

- adopt and adhere to the IAP2 Core Values and Code of Ethics.
- must appropriately allocate funds and capacity to undertake effective community engagement including the development of Community Engagement Plans for each undertaking.

- apply the IAP2 Quality Assurance Standard to all engagement processes.
- ensure that engagement processes result in outcomes influencing decision or action.
- empower (see IAP2 spectrum) stakeholders wherever possible in engagement processes, so as not to disempower community energy or activation.
- provide feedback to participants; and
- commit to continually improve the Shire's community engagement efforts.

Stakeholders:

- ensure contact details are kept up to date with the Shire.
- participate actively, openly, and positively in engagement processes; and
- collaborate with the Shire to ensure continual improvement of engagement practices.

Document Control		
Previous Policy Reference	O.14	
Related Legislation	*Local Government Act 1995,* *Local Planning Scheme,* *Planning and Development Act 2005.*	
Related Documents	Shire of Boyup Brook Strategic Community Plan, IAP2 Core Values and Code of Ethics, International Association for Public Participation (IAP2) standards and framework.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy G14 – Access And Inclusion

1. Policy

The Access & Inclusion Plan (hereafter referred to as 'the Plan'), endorsed by 21 June 2018, is crafted in alignment with the *Disability Services Act 1993* (WA). It equips the Shire's governing Council with the necessary strategies to advance and advocate for accessibility and inclusion. The Plan lays out a strategic direction and framework for addressing long-term planning needs.

2. Implementation

The execution of the Access & Inclusion Plan is not only a legislative mandate from the Department of Communities but also a commitment by the Shire to foster a community that welcomes everyone, including individuals with disabilities.

This commitment underscores the Shire's dedication to providing services that cater to diverse needs and expectations, ensuring equitable access for all community members, irrespective of race, heritage, gender, belief, nationality, family background, age, disability, or sexuality.

The Plan meticulously outlines the wide array of community members who might face obstacles to accessing services and participating fully in community life.

3. Requirements

The Access and Inclusion Policy and Plan are developed in compliance with the *Disability Services Act 1993* (WA), which mandates local government bodies to craft and execute Access & Inclusion Plans.

In adherence to the Act, the Shire is obligated to:

- Develop a Plan that satisfies the seven Standards (or Outcomes) listed in Schedule 2 of the *Disability Services Regulations 2004*.
- Submit the current Plan to the Department of Communities for review.
- Employ all feasible measures to guarantee the Plan's implementation by the Shire, including its officers, employees, and relevant agents and contractors, as well as Elected Members and volunteers.
- Conduct a review of the Plan at minimum every five years.
- Engage in public consultations as outlined in the regulations, during the preparation, review, or amendment of the Plan.

Document Control	
Previous Policy Reference	New
Related Legislation	*Disability Services Act 1993* (WA), *National Standards for Disability Services,* Schedule 2 of the *Disability Services Regulations 2004,* *Commonwealth Community Standards,*

Related Documents	Shire of Boyup Brook Access and Inclusion Plan.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy G15 – Standards For Ceo Recruitment, Performance And Termination

Division 1 – Preliminary provisions

1. Citation

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

2. Terms used

(1) In these standards –

Act means *Local Government Act 1995*

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

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

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

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

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

local government means the Shire of Boyup Brook.

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

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

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

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

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

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of Section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with Section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

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

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

(a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

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

(a) an Elected Member.

(b) an employee of the local government.

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) Elected Members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in Section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause

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

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

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description forms previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

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

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicants.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the

negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

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

(1) In this clause —

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

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the ***incumbent CEO***) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day.

and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

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

15. Overview of Division

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

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

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Endorsement of performance review by local government

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

18. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 17, the local government must inform the CEO in writing of —

(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO, how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEO's

19. Overview of Division

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

20. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

21. Additional principles applying to termination for performance – related reason

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the ***performance issues***) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under Section 5.38(1) of the Act.

22. Decision to terminate

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

23. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

The notice must set out the local government's reasons for terminating the employment of the CEO.

Document Control	
Previous Policy Reference	Currently a stand-alone document
Related Legislation	*Local Government Act 1995 Sections 5.39, 5.36, 5.38, 5.40, Local Government (Administration) Regulations 1996* regulation 18A,

	Local Government (Administration) Amendment Regulations 2021.	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy G16 – Internal Control

1. Policy Intent

The purpose of this policy is to assist the Shire to carry out its activities in an efficient and effective manner to achieve its strategic objectives, to ensure adherence to policies, to safeguard the Shire's assets, and to secure (as far as possible) the accuracy and reliability of Shire financial records.

2. Policy

This policy provides a basis for establishing documented internal controls that are implemented based on risk management policies and standards.

The policy ensures that Council meets its obligations under the *Local Government Act 1995*, related Regulations and other legislation.

The policy will aid the organisation to address the risks as outlined under the objectives.

a) The purpose of this policy is to assist the Shire to carry out its activities in an efficient and effective manner in order to achieve its strategic objectives, to ensure adherence to policies, to safeguard the Shire's assets, and to secure (as far as possible) the accuracy and reliability of Shire financial records.

b) This policy applies to all aspects of the Shire of Boyup Brook operations.

c) This policy provides a framework for the establishment of documented internal controls that are implemented based on risk management policies and principles.

d) This policy documents Council's commitment to appropriate and effective internal controls and their importance to the organisation.

e) The policy will assist the organisation in addressing the risk of; material misstatement of financial information, fraud and corruption, misappropriation of funds and loss of physical assets and ensure that Council meets its obligation under the *Local Government Act 1995*, associated Regulations and other legislation.

f) Internal Control- Systems of policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with laws and regulations and achieve effective and efficient operations. These systems not only relate to accounting and reporting but also include communication and organisational processes both internally and externally, staff management and error handling.

g) Principles-

i. A risk-based approach to address and reduce the risk of loss caused by fraud, error or misstatement.

ii. Protection of the Shire of Boyup Brook's assets – people, property, reputation, financial sustainability and information.

iii. On-going audit and identification of system gaps and improvement of internal controls at the Shire of Boyup Brook.

h) Roles and Responsibilities

i. An appropriate and effective internal control framework is the responsibility of all employees.

ii. All employees are accountable for implementing systems, controls, processes and procedures in their own area of responsibility and will play a part in the internal control framework in differing degrees.

iii. The Audit Committee and Council are responsible for mandating that a strong internal control framework is implemented to ensure the good governance of the organisation.

iv. The Chief Executive Officer will report at least three yearly to the Audit Committee and Council on the review and improvement to Council's internal control framework.

i) Monitoring, Reviewing and Reporting –

A monitoring and reporting process/system will be implemented which will provide at least three yearly reports to management, the Audit Committee and Council on the status of Risk Management, Internal Controls and Legislative Compliance within the Shire and which will identify the need for specific areas for review.

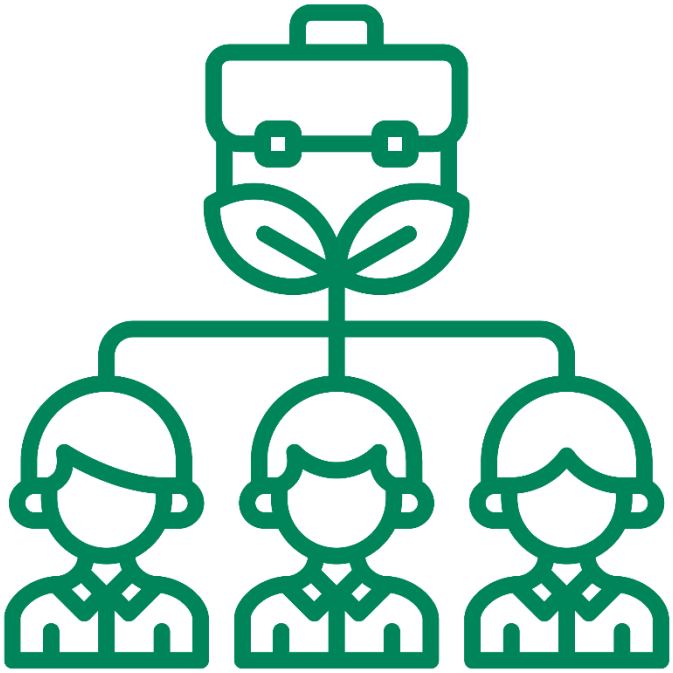
In accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer is required to report on a review of the above three areas every three years. This is in addition to the three-yearly review required by Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* which also includes a review of the Shire's financial internal controls.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government Act 1995,* *Local Government (Audit) Regulations 1996,* *Local Government (Financial Management) Regulations 1996.*	
Related Documents		
Initial Adoption Resolution	31 October 2024	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Part 3

Corporate & Community



Policy C1 – Customer Service Charter

1. Policy Intent

To outline the Customer Service Charter that defines our commitment to customer service excellence. It establishes a set of standards that outline the level of service you can expect from us, and equally what you can do to assist us to achieve these standards.

2. Policy

2.1. Who are our customers?

Any person or organisation who has dealings with the Shire of Boyup Brook (Shire).

2.2. Our Commitment

a. guided by our corporate values:

i. **Proactive –** We embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.

ii. **Leadership & Teamwork -** We lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.

iii. **Accountability & Integrity -** We are respectful, open, transparent, honest and inclusive in our dealings with the Community.

iv. **Commitment -** We build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.

v. **Engaging Community -** Showing respect, understanding and compassion for others and working collaboratively with community for better outcomes.

b. innovative and accessible.

c. efficient and responsive; and

d. delivered by skilled, motivated, and professional staff.

We also commit to

a. treating you individually and in a timely manner.
b. providing you with accurate, concise, and relevant information.

c. respecting and protecting your personal information; and

d. implementing a program of continuous improvement in service delivery.

2.3. Our Service Standard

2.3.1. In Person

We aim to resolve face-to-face enquiries immediately; when this is not possible, we will phone or write to you with a response. We will also:

- provide a professional, polite, and respectful service.
- clearly identify yourselves verbally or using a name badge; and
- be well presented.

2.3.2. On the Telephone

We will answer calls promptly and aim to resolve enquiries immediately. When your enquiry needs specialist attention, we will endeavour not to transfer your call more than once. We will also:

- introduce ourselves using our name and our business unit name.
- take personal ownership of your enquiry.
- closely monitor the amount of time you are on hold and advise you of any delays; and
- respond to all messages within three business days.

2.3.3. In Writing (including email)

For routine enquiries we will resolve them within ten working days. For technical enquiries that cannot be resolved within ten days we will contact you to advise when we expect to have a resolution. We will also:

- acknowledge your enquiry within three working days in writing.
- acknowledge all emails sent to shire@boyuprbook.wa.gov.au with a delivery notification; and
- write to you in a clear, concise language that is easy to understand.

Note: Service standards do not apply to unsolicited mail, sales, or promotional material.

2.4. Access and Inclusion

The Shire will provide the following services for customers who have difficulty accessing the Shire due to a disability or where English is a second language.

a. AUSLAN interpreters and language translators. Please advise us at the time of your enquiry should you require these services.

b. National Relay Service at no charge on 133 677 for TTY users, for speak & listen users 1300 555 727 or visit www.relayservice.com.au.

c. Public documents in alternative formats. Please contact 9765 1200 or email shire@boyupbrook.wa.gov.au with your specific request and contact details.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Disability Services Act 1993 , (WA) and Regulations 2004* *National Standards for Disability Services, Schedule 2 of the Disability Services Regulations 2004*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy C2 – Annual Closure Of The Shire Of Boyup Brook Administration Office And Depot

1. Policy Intent

To confirm Council's support for the annual closure of the Shire of Boyup Brook (Shire) Administration Office and Depot over the Christmas – New Year period.

2. Policy

2.1. Shire Administration Office

The Shire Administration Office will close annually between Christmas Day and New Year's Day.

The Administration Office will close from close of business on the last working day before Christmas, and re-open on the first working day following New Year's Day public service holiday.

2.2. Depot

The Depot will be closed annually 2 days before Christmas and reopen the day following New Year's Day public service holiday, subject to

a. A minimum crew of two staff working over the closure period, apart from public holidays).

3. Leave Requirements

A staff member will be required to apply for leave for the closure period, and will be permitted to use the following types of leave:

a. Annual Leave

b. Accumulated Rostered Days Off, a maximum of three rostered days off may be accumulated at any one time.

c. Executive Time Off:

i. Executive Managers to be approved by the CEO; and

ii. CEO to be approved by the Shire President.

iii.

4. Public Notification

To ensure the community are aware of the closure:

- advertising shall be published in the local Gazette in the October and November editions each year.

- notice is to be placed at the Community Resource Centre notice board and the Shire Administration Office Notice board once published, as above.

Document Control		
Previous Policy Reference	A.10	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy C3 – Records Management

1. Policy Intent

To ensure that records of all activities and decisions of Council are created, accessed, managed, and retained or disposed of appropriately, and in accordance with relevant legislation.

2. Policy

The Shire of Boyup Brook (Shire) is committed to creating and maintaining full and accurate records of its business transactions and official activities. In accordance with legislative requirements, the Shire is obliged to maintain evidential records. Records created and received by Shire personnel and contractors are to be managed in accordance with the Shire's Approved Record Keeping Plan, this policy, and the associated Procedure Manual.

2.1. Ownership

The Shire's records are a government owned asset. The records created during the course of business belong to the Shire by virtue of their possession, not to the individuals who created such records during their time as a public officer or Elected Member at the Shire. Officers or Elected Members who acquire or create any records in the course of business shall not retain proprietary interest. Ownership of such records is vested in the Shire.

2.1.1. Creation

It is the responsibility of all staff, contractors, and Elected Members to ensure that full and accurate records are created of the Shire's business, operational and administrative activities in accordance with legislative requirements.

2.1.2. Capture and Control of Records

All records created and received in the course of Shire business are to be captured at the point of creation, with required metadata into appropriate record keeping and business systems, which are managed in accordance with sound record keeping principles.

2.1.3. Security and Protection of Records

All records to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access, or destruction, and kept in accordance with necessary retrieval, preservation, and storage requirements.

2.1.4. Access to Records

Access to the Shire's records by individual staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992*. Access to the Shire's records by Elected Members will be

through the Chief Executive Officer (CEO) in accordance with the *Local Government Act 1995.*

2.1.5. Appraisal, Retention and Disposal of Records

Records will only be destroyed or otherwise disposed of in accordance with the General Disposal Authority (GDA) for Local Government Records issued by the State Records Office, and following authorisation from the Records Manager and the Chief Executive Officer.

2.1.6. Elected Member Records

Elected Members records must be created and kept which properly and adequately record the performance of the Elected Members functions arising from their participation in decision making processes of all meetings where they represent Council on Committees or external bodies. This requirement should be met through the creation and retention of records of meetings of local government and other communications and transactions of Elected Member which constitute evidence affecting the accountability of Council and the discharge of its business. Electioneering (or party-political information) and personal records which are not related to an Elected Members official duty are exempt. Any correspondence received as part of their duties should be periodically returned to the Shire for registering into the appropriate record keeping system.

2.1.7. All staff Including Contractors

All staff are to create, collect and retain records relating to business activities they perform. They are to identify significant records; ensure those records are registered into the record keeping system and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for record keeping.

2.2. Definitions

'Record' - A record as defined in the *State Records Act 2000* means any record of information however recorded and includes:

- anything on which there is writing or Braille.
- a map, plan, diagram, or graph.
- a drawing, pictorial, graphic work, or photograph.
- anything on which there are figures, marks, perforations or symbols, having a meaning for persons qualified to interpret them.
- anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and/or
- anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

Records may be categorised as:

- **'Ephemeral Records'** are duplicated records and/or those that have only short-term value to the Shire, with little or no on-going administrative, fiscal, legal, evidential, or historical value. They may include insignificant drafts and rough notes, records of routine enquiries.
- **'Significant Records'** contain information which is of administrative, legal, fiscal, evidential, or historical value and are not recorded elsewhere on the Public Record. They may describe an issue, record who was involved, record why a decision was made, and may embody actual guidelines.

  Note:
  Distinguishing between significant and ephemeral records is a matter of judgement and the above definitions can only act as a guide. Reference to "Records" in this document should read as relating to significant public records unless otherwise stated.

- **'Vital Records'** are records which are essential to the continued business of the Shire. Vital records include those that protect the rights of individuals and the Shire and are absolutely essential for the Shire's reconstruction in the event of a disaster.
- **'Non Records'** are documents that are generally available in the public domain and do not form part of a business process in respect to the Shire's activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a public directory, or a training manual of a third party; or
- **'Records Disposal'** is by way of depositing records in the State Archives, managing the records as designated State Archives at the Council, or by destruction in accordance with the "General Disposal Schedule for Local Government Records".

Document Control		
Previous Policy Reference	A.13	
Related Legislation	*State Records Act 2000,* *Evidence Act 1906,* *Limitation Act 2005,* *Freedom of Information 1992,* *Local Government Act 1995,* *Financial Management Act 2006,* *Auditor General Act 2006,* *Criminal Code 1913 (Section 85),* *Electronic Transactions Act 2000,* *Privacy Act 1988.*	
Related Documents	Shire's Approved Record Keeping Plan, this policy, and the associated Procedure Manual.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Updated related legislation reference		Various

End

Policy C4 – Information Services

1. Policy Intent

This policy outlines the conditions governing the use of all Information Services facilities provided by the Shire of Boyup Brook (Shire). The policy applies to Elected Members, staff and to others to whom access to Information Services will be provided.

2. Policy

2.1. General Use

2.1.1. The Shire reserves the right to, without notice, modify, upgrade, withdraw or otherwise alter any facilities provided.

2.1.2. The Shire has ownership of all files and e-mail messages stored on Shire computers and reserves the right to examine all computer data and software on its facilities and to monitor usage to ensure compliance with this policy.

2.1.3. Any facilities provided to users are for the business purposes of the Shire. The Shire will not be responsible for meeting any costs resulting from either the misuse of facilities or the use of facilities for non-business-related purposes.

2.1.4. The Shire supports only those facilities which it provides for business purposes. Hardware, software, operating systems, and networking protocols not in use at, or provided and approved by the CEO or Executive Manager Corporate Services, are not supported.

2.2. Storage

2.2.1. All corporate information including correspondence, minutes of meetings, memos, file notes and reports (other than those generated through the Shire's databases) are to be stored in the Electronic Document Management System (EDMS). This is consistent with the legislative requirements of the *State Records Act 2000.*

2.2.2. E-mails and faxes sent and received, and of corporate nature, must be captured and stored in the EDMS. This is consistent with the legislative requirements of the *State Records Act 2000*.

2.2.3. Hard copy documents must be scanned and registered into the EDMS immediately upon receipt.

2.2.4. Corporate documents must not be stored on desktop computers, or on portable media or uploaded to personal cloud storage platforms (e.g. Dropbox, OneDrive).

2.2.5. Users will be responsible for any loss of data stored on local drives or on portable media.

2.2.6. Duplication of data is to be avoided. Any documents stored in the EDMS should not be stored elsewhere unless access to EDMS is planned to be unavailable or the data is stored on media specifically designed for the purpose of backup.

2.3. Installing Unauthorised Software or Files

2.3.1. Users must not purchase, install, copy, or use any software without prior written approval from the CEO or Executive Manager Corporate Services.

2.3.2. The use of any files that are subject to Copyright regulations that have not been authorised in writing for use by the Copyright owner are not permitted to be used on the Shire system.

2.4. Access to Computer Facilities

2.4.1. Users may use only those facilities to which they have been properly authorised to use by the relevant Executive Manager or CEO. Authorisation must be provided to Information Services Consultant in writing before access is provided and/or modified.

2.4.2. Users may not use any of the facilities provided by the Shire in such a way as to reflect poorly upon the Shire either in part or as a whole.

2.4.3. Users may not use any of the facilities provided to them by the Shire in such a way as to achieve personal gain or to earn income external to their employment at the Shire.

2.4.4. Where the use of any Information Services facility is governed by a password, the password must not be inappropriately divulged to any other person.

2.4.5. Any computer account or facility allocated to a user is for their exclusive use. The user must not allow another person to use it without appropriate authorisation from the relevant Executive Manager or CEO.

2.4.6. Any wilful damage sustained to IT equipment will result in the costs of repair being sought from the user of the equipment. Any damage sustained to equipment because of neglect may result in the costs of repair or replacement being sought from the user of the equipment.

2.4.7. Users must be aware that the use of mobile computing facilities may result in significant communications costs. When users do not have access to local call connections to the Shire, on-line time should be kept to a minimum. The Shire will not be responsible for any excessive costs incurred.

2.5. Security

2.5.1. Regardless of the prevailing security, or lack of security, users shall not access any data or software except data or software that belongs to the user or have been provided for their use or is stored on a shared medium for which they have been granted access.

2.5.2. Users must not attempt to rename, delete, or modify the data of another user without prior authorisation, except in the following circumstances:

2.5.2.1. For data or files stored on a shared network facility or transferred in/out via a shared network facility.

2.5.2.2. Under direction of their supervising officer(s) to amend data or files stored in a personal directory.

2.5.3. Anti-virus software protection is provided at both server and desktop level. If a user suspects that their machine has become infected with a virus (or similar type entity) it should be reported immediately to Information Services Consultant and Executive Manager Corporate Services.

2.5.4. Users are encouraged to log out of their workstations when they are not in use. An auto-locking should be in place that locks computers if not used for more than 15 minutes.

2.5.5. Users should correctly shut their computer systems down before finishing work each day, unless otherwise requested by Information Services Consultant or Executive Manager Corporate and Community Services.

2.5.6. Users must report to the Executive Manager Corporate Services, without delay, any breaches (either real or perceived) of security.

2.5.7. Users must take every reasonable precaution to ensure that their passwords, accounts, software, and data are adequately protected. The password should also meet complexity requirements and never be stored in plain text. A password manager should be used for this purpose (e.g. KeePass).

2.5.8. Users will be responsible for protecting company information from external threats by remaining vigilant and maintaining good cyber security awareness practice.

2.6. Voice Mail

2.6.1. Voice Mail is a corporate resource for business use and serves to provide a minimum level of customer service when a telephone is unattended. Where possible telephones should be diverted to another officer.

2.6.2. The legitimate use of Voice Mail is for cases where staff are out of their offices for short periods where phone calls would go unanswered. Voice Mail should not be used to take calls when staff are on leave.

2.6.3. Users must work with each other to minimise the reliance on Voice Mail as much as possible. This will serve to ensure that a high level of customer service is maintained.

2.7. IT Support

2.7.1. Requests for new systems will be formal and such requests will be treated in order of priority or in accordance with a directive from the Chief Executive Officer.

2.7.2. Information Services Consultant has an Electronic Helpdesk system which users should use to report problems or requests to Information Services. This system allows Information Services Consultant to attend to service calls in a fair sequence and by level of priority.

2.8. Internet and E-mail

2.8.1. E-mail users must delete any unnecessary messages promptly and manage their e-mail files wisely to ensure compliance with limits that are set on mailbox sizes; therefore, users should make sure e-mails are registered into the EDMS.

2.8.2. When commencing leave, staff should utilise the ability of the email software to forward incoming mail to the person who is acting in the position during their absence or set an out of office message.

2.8.3. Outlook Calendars are regarded as a management tool and should be made available for other staff to review. Personal appointments can be marked 'Private' so reviewers may not see the details of the content.

2.9. What is Acceptable Use in regard to Internet and E-mail?

2.9.1. Subject to the balance of this policy, employees may use the Internet access provided by the Shire for:

2.9.1.1. Work-related purposes.

2.9.1.2. Sending and receiving personal email messages, provided that if email messages are sent with a Shire of Boyup Brook email address in the from: or Reply To: header, a disclaimer shall accompany the email to the effect that the views of the sender may not represent those of Shire.

2.9.1.3. Accessing the World Wide Web for limited personal purposes, provided in each case that the personal use is moderate in time, does not incur cost for the Shire and does not interfere with the employment duties of the employee or his or her colleagues.

2.9.1.4. Utilising any other Internet service or protocol for personal purposes after obtaining permission in writing, to do so, from the Executive Manager Corporate Services or the CEO.

2.9.2. E-mail messages of a corporate nature that leave the Shire destined for an external organisation are public records and must be captured in the EDMS. Any corporate e-mail messages that officers receive must also be captured in this manner. If the user is unclear of how to capture the correspondence in the EDMS themselves such messages should be forwarded to Records staff to facilitate this legislative (*State Records Act 2000*) requirement.

2.10. What is Not Acceptable Use in Regard to Internet and E-mail?

2.10.1. Except during an employee's duties or with the express permission of the Shire, the Internet access provided by the Shire may not be used for:

2.10.1.1. Personal commercial purposes.

2.10.1.2. Sending unsolicited bulk email such as advertising or announcements that are not related to Council business to any group.

2.10.1.3. Sending any e-mail that is inappropriate, for example, e-mails that contains pornographic material, profanity, racial and sexual discrimination, forwarding of hoaxes, chainmail, spam, harassing colleagues or knowingly sending or forwarding virus-infected emails.

2.10.1.4. Disseminating confidential information of the Shire.

2.10.1.5. Any illegal purpose.

2.10.1.6. Knowingly causing interference with or disruption to any network, information service, equipment, or any user thereof.

2.10.1.7. Disseminating personal contact information of officers or employees of the Shire without their consent.

2.10.1.8. Knowingly causing any other person to view content which could render the Shire liable pursuant to equal opportunity or sexual discrimination legislation at the suit of that person; or

2.10.1.9. The use of real-time messaging services such as ICQ, MSN, Yahoo, WhatsApp, Facebook Messenger or similar programs.

2.10.1.10. Web sites including but not limited to those of the following nature:

- Adult Entertainment.
- Pornography; and
- Chat Rooms / Channels.

2.10.1.11. Reference the Shire of Boyup Brook Code of Conduct Local Government Employees for information relating to accessing and using social media.

Document Control		
Previous Policy Reference	A.14	
Related Legislation	*State Records Act 2000.*	
Related Documents	Shire of Boyup Brook Code of Conduct Local Government Employees.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046

• Updated position description of Executive Manager Corporate Services.	Various

End

Policy C5 – Closed Circuit Television (CCTV)

1. Policy Intent

To outline a position on the operation of Shire of Boyup Brook (Shire) owned Closed Circuit Television (CCTV) systems and equipment.

This policy applies to any Shire owned fixed CCTV systems and any mobile CCTV trailers. It does not apply to the operation and use of Body Worn Cameras and/or any vehicle dash mounted camera systems.

This policy should be read in conjunction with any associated internal CCTV Procedures and/or Guidelines, approved by the Chief Executive Officer.

2. Policy

2.1. Objectives

The general objective of CCTV systems is to:

- enhance safety by assisting in the prevention of crime by acting as a deterrent to potential offenders.
- assist with the identification of crime and/or inappropriate behaviour and support evidence gathering for prosecuting authorities.
- support security at remote locations or sites that are not staffed outside of normal business hours; and
- to contribute to an integrated multi-agency approach to crime prevention and community safety.

2.2. Partnership Approach

A partnership approach with the Western Australia Police Force (WAPF) is supported to consider future fixed CCTV system needs within the district and to support monitoring of existing and new fixed CCTV systems within local Police stations.

WAFP are involved in the broad decision-making process for future fixed CCTV system in the district.

WAPF also contribute to the decision-making process for the deployment of mobile CCTV trailers, where required in the local Police district, subject to the Shire's own operational needs not being compromised.

Formal arrangements to document the partnership approach with WAFP will be through Memorandums of Understandings (MOU).

2.3. Assessment of Fixed CCTV System Requests

New fixed CCTV systems on Shire or private land in the district will be considered where community need is formally identified and substantiated or for operational purposes,

where funding is available through budget or via grants for equipment and installation, and through budget for ongoing operational costs.

All requests for the installation of fixed CCTV systems will be assessed via a formal Needs Assessment Matrix. Where fixed Shire CCTV is to be installed on private land, documented arrangements by MOU will be applied.

2.4. General Principles

Fixed CCTV systems and any mobile CCTV will not be used to intentionally monitor adjacent or nearby premises or buildings, although it is acknowledged that data captured may generally include some exterior vision of other land. Reasonable advisory signage is to be displayed in the vicinity of fixed CCTV systems to ensure public awareness.

Advisory signage is not required where covert or mobile CCTV are in use.

2.5. Registering Fixed CCTV Systems

Registering fixed CCTV systems located in the public domain through the Office of Crime Prevention is supported, as location information is automatically provided to the WAFP to assist in investigations.

2.6. Release of CCTV

CCTV recordings or images captured by fixed CCTV systems or mobile CCTV trailers will be released to WAPF or the Australian Federal Police on written request or as otherwise required by written law.

The release of CCTV recordings or images captured on any fixed CCTV system or mobile CCTV trailer to any other person or entity is generally not supported and is at the absolute discretion of the CEO or delegate and in accordance with Privacy Principles outlined in Schedule 1 of the *Privacy Act 1988*.

Copies of any released recording and images will be retained for record keeping purposes as required by the *State Records Act 2000*. The request to release CCTV recordings and images is dependent on time frames for retaining captured data.

Document Control		
Previous Policy Reference	A.19	
Related Legislation	*Privacy Act 1988,* *Surveillance Devices Act 1998,* *State Records Act 2000.*	
Related Documents	CCTV Technical Advice and Western Australian CCTV Guidelines - Office of Crime Prevention.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy C6 – Work Health And Safety

1. Policy Intent

The Shire of Boyup Brook is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors, and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

2. Policy

The responsibility for managing health and safety ultimately rests with the Chief Executive Officer (CEO) as the person in control of the business or undertaking (PCBU), and together with other management personnel.

Workers also have important responsibilities for health and safety in the workplace.

We are committed to complying with the *Work Health and Safety Act 2020*, the *Work Health and Safety Regulations 2022*, *codes of practice* and other safety guidance material.

Management will:

- Ensure the business complies with all legislation relating to Workplace Health and Safety.
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable.
- Provide information, instruction, and training to enable all workers to work safely.
- Provide competent Supervision of workers to ensure work activities are performed safely.
- Implement strategies to Ensure all workers are fit to carry out their role in the job safely and competently ***(Fitness for work)***
- Consult with and involve workers on matters relating to health, safety, and wellbeing.
- Provide appropriate safety equipment and personal protective equipment (PPE).
- Provide resources for first aid treatment.
- Provide a suitable injury management and return to work program.

Workers will:

- Take reasonable care for their own health and safety and that of others.
- Report fit for work.
- Follow safe work procedures, instructions, and rules.
- Participate in safety training.
- Report health and safety hazards.
- Report all injuries and incidents.
- Use safety equipment and personal protective equipment as instructed.

The goal of the Boyup Brook Shire is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation, and commitment of everyone in the workplace.

Document Control		
Previous Policy Reference	A.16	
Related Legislation	*Work Health and Safety Act 2020,* *Work Health and Safety Regulations 2022.*	
Related Documents	Procedure manual to be prepared.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Corrected reference to legislation.		Various

End

Policy C7 – Equal Employment Opportunity

1. Policy Intent

To ensure the workplace is free of discrimination and harassment. Council is dedicated to providing a harmonious and safe working environment and encourages good working relationships between all employees. All recruitment, selection and employment decisions will be based on the individual merit of applicants and employees.

2. Policy

The Shire of Boyup Brook (Shire) considers discrimination to be a serious issue, and the aim of this policy is to highlight to employees the types of conduct deemed discriminatory and to explain what is meant by discrimination to assist in creating a harmonious work environment.

This means that the Shire will endeavour to ensure:

- job and career progression will be based on performance and potential to perform effectively.
- the workplace is free from any form of discrimination, bullying, sexual harassment, and racial harassment.
- the philosophy and principles of Equal Employment Opportunity (EEO) will apply at all levels of the organisation, including any persons visiting/working on the Shire premises.
- employees with supervisory responsibility at all levels receive compulsory training in EEO awareness.
- employees receive regular EEO awareness training; and
- Human Resources will be available as a point of contact for anyone who wishes to raise any issues regarding EEO and will be treated/held in the strictest confidence.

The following instructions have been designed to comply with:

- the Shire of Boyup Brook Code of Conduct Local Government Employees.
- applicable Management Practices; and
- the relevant state and federal legislation, as detailed.

2.1. Roles and Responsibilities

It is the responsibility of all employees to report any kind of harassment or discrimination to their Manager/Supervisor or Human Resources.
All parties involved are to act professionally, maintain confidentiality and respect the privacy of employees who report harassment or discrimination.

Employers/Managers/Supervisors

Legal responsibility rests with the Shire to take all reasonable steps to promote and protect a non-discriminatory and harassment free work environment for all current and prospective employees. The Shire's management and supervisors must therefore make it a part of their duties to ensure that all staff in their care are treated within EEO guidelines.

Employees

Whilst it is the responsibility of management and supervisors to ensure proper standards of conduct are always maintained in the workplace, the Shire is of the view that these standards cannot be successfully achieved unless employees at all levels cooperate by refusing to condone or participate in behaviour which may harass other employees.

These instructions have been designed with the aim of informing all employees of:

- conduct constituting harassment and discrimination; and
- action that should be taken to prevent harassment and discrimination.

The Complaint Handling Procedure below takes into consideration the sensitive nature of harassment, the need for confidentiality and the protection of the rights and reputation of both parties.

2.2. What the Law States

The law attempts to ensure equal employment opportunity in the following ways:

- prohibiting individual acts of discrimination on the basis of irrelevant characteristics by eliminating existing discrimination. For example, it is unlawful for an employer to refuse to promote an employee because she is female. This is dealt with in antidiscrimination legislation; and
- requiring employers to take affirmative action to overcome the effects of past discrimination against women and minority groups. This is required under the *Workplace Gender Equality Act 2012 (Cth).*

2.3. Anti-Discrimination

The Shire aims to create an environment free from all forms of discrimination, including but not limited to:

Gender history	Race	Age
Religious conviction	Pregnancy	Family status
Impairment	Trade union activity or inactivity	Gender
Marital status	Family responsibility	Sexual orientation
Political conviction	Spent conviction	

These instructions aim to identify the different types of discrimination and the procedures to follow if you believe you are a victim of discrimination.

2.4. What is Discrimination?

Discrimination is essentially any practice that makes distinctions between individuals or groups of individuals on unlawful grounds to treat some less favourably than others.

It can take two forms:

- direct discrimination – treating someone less favourably than another because of a characteristic, which applies or is assumed to apply, to a group to which that person belongs; or
- indirect discrimination – comes from a policy, procedure, rule, or practice which appears to treat everyone equally, but which has the effect of disadvantaging individuals or groups.

2.5. Equal Opportunity in the Workplace

The Shire aims to ensure that minority groups in our organisation are given freedom and equality in the workplace. This involves:

- taking steps to identify and overcome discrimination; and
- reviewing our human resources policies and practices to ensure they provide adequate support for the career progression of women and minority groups.

2.6. Harassment

The Shire is committed to providing a workplace where ethical and professional standards of behaviour are maintained. Harassment of any nature is considered to be unacceptable behaviour and will not be tolerated.

These administrative instructions aim to identify the different types of harassment and the processes to follow if you believe you are a victim of harassment of any kind.

General Principles

Harassment is an unacceptable form of behaviour that will not be tolerated under any circumstances.

Everyone needs to work in an environment where they are free from harassment.

Disciplinary action will be taken against anyone found to be guilty of harassing a coworker.

2.7. What is Harassment?

Harassment comes in many forms including sexual, racial, and bullying. It can be identified as physical, verbal, written or otherwise indicated. It is anything that is inappropriate unwanted behaviour towards another person. Parties to harassment can be anyone that comes in contact with the Shire.

It is important to recognise behaviour that may be acceptable and inoffensive to one person can be unacceptable and deeply offensive and intimidating to another. Unintentional or misinterpreted behaviour may cause feelings of harassment.

2.8. Sexual Harassment

What the Law States:

Federal Law

Sexual harassment is a type of sex discrimination. Sexual harassment is any unwanted or unwelcome sexual behaviour, which makes a person feel offended or humiliated and that reaction is reasonable in the circumstances. It has nothing to do with mutual attraction or friendship.

State Law

The behaviour must be such that the harassed person has reasonable grounds to believe if they reject the advance, refuse the request or object to the conduct, they will be disadvantaged (for example dismissed, demoted, or denied benefits).

Definition of Sexual Harassment

Sexual harassment does not need to be repeated or continuous, it can involve a single incident. The harassment must be directed towards the person making the complaint. Some examples of harassment in the workplace include:

- deliberate and unnecessary physical contact, such as patting, pinching, fondling or deliberately brushing against another body, attempts at kissing.
- constant requests for drinks or dates, especially after prior refusal.
- requests for sexual favours, gestures, or body movements of a sexual or intimidating nature.
- displays of offensive material, including posters, pictures, calendars, cartoons, graffiti, or messages left on boards or desks.
- remarks about a person's sexual activities or private life.
- "humour" such as smutty or sexist jokes or comments.
- crude comments and suggestions.
- electronic mail messages, including offensive or discriminatory videos, graphics, jokes, messages, and pornographic material downloaded from the Internet.
- telephone messages, contact through social media, screen savers (words and images), offensive telephone calls or faxes, gifts; and
- innuendo, including sexually provocative remarks, suggestive or derogative comments about a person's physical appearance, inferences of sexual morality or tales of sexual performance.

It is important to be able to ascertain the difference between sexual harassment and consensual behaviour. Sexual harassment does not arise in the context of mutual attraction and friendship, which is based on mutual choice and consent.

2.9. Racial Harassment

What the Law States:

Federal Law

Racial harassment is a type of race discrimination. Racial harassment is any unwanted or unwelcome behaviour, in whole or in part, because of the race, colour, or national or

ethnic origin of a person or group and reasonably likely in all circumstances to offend, insult, humiliate or intimidate that person or group.

State Law

Race includes colour, descent, ethnic or national origin or nationality and may comprise of two or more distinct races. This means no one can harass someone else because of his/her colour, descent, national origin, or nationality. It is also unlawful to harass a person because a relative or associate of that person is of a different racial identity.

Definition of Racial Harassment

Racial harassment may take many forms including threats, abuse, insults, and taunts based on a person's race or a characteristic belonging to, or generally believed to belong to, a particular race.

If a person is threatened, abused, insulted, or taunted about their race, colour, descent, ethnic or national origin or nationality, and if they reasonably believe by objecting to that behaviour they will be disadvantaged in terms of their employment, education, or accommodation, then they have been racially harassed under the *Equal Opportunity Act 1984* (WA). It is the use of inappropriate language including jokes etc., visual material or physical behaviour against a person or persons to:

- express hostility against a person or bring a person into contempt or ridicule on the grounds of that person's colour, race or ethnic or national origins, and the behaviour is hurtful or offensive to the recipient; and/or
- incite racial disharmony.

2.10. Bullying

Bullying is any unsought behaviour, which humiliates, offends, or intimidates someone. It includes verbal taunts and threats, physical taunts and abuse and ostracism.

The emphasis is on repetition of the conduct. The behaviour is unwelcome, unsolicited, and usually not reciprocated.

In some instances, the level of bullying may constitute criminal activity.

Examples of behaviour that constitutes bullying include, but are not limited to:

- recurring shouting, verbal abuse, insults, intimidating language, sarcasm, or innuendo.
- constant criticism, denigration, or demeaning conduct, either in private or in front of others.
- continually isolating and excluding a person from various work activities or groups.
- attempts to make competent employees appear incompetent, in the hope that they will resign or be demoted or dismissed.
- damaging or interfering with an employee's property or work equipment.
- exposing an employee to offensive pictures, signs, slogans, graffiti, etc.
- leaving offensive messages on email, voicemail, social media etc.

- threats of violence, or actual incidents of violence.
- overloading with work, shortening deadlines and/or reducing resources available to do the work.
- attempting to block an employee's promotion opportunities.
- “initiation" rituals, in some cases involving violence.
- constant sexual or racial harassment.
- stalking, following, or loitering.
- giving regular ultimatums and/or threats of dismissal.
- repeated practical jokes, taunts, ridicule, or humiliation; and
- providing ambiguous or constantly changing work instructions.

Bullying behaviour does not always involve the ill treatment of subordinates by supervisors/managers. The reverse may also apply, or it may involve employees bullying their peers, older employees bullying younger ones (and vice versa), members of one sex bullying members of the other one, or longer-serving employees bullying new ones such as apprentices.

2.11. EEO Complaint Handling Procedure

This procedure should act as a guideline for all staff in identifying and addressing issues of harassment, discrimination, and bullying.

Informal Procedure

a. Any employee who is subjected to any form of harassment, discrimination or bullying is encouraged to take direct action by making it clear to the offender that the unwanted behaviour is unwelcome, unacceptable, and offensive.

b. Where an employee feels that they are unable to tell the harasser(s) that their behaviour is unacceptable or if the harassment does not stop when requested, the person should raise the matter with their direct supervisor/manager.

c. It is the duty of supervisors/managers to deal with any allegation of harassment.

d. In instances where the alleged harassment is by a direct supervisor or manager, the matter should be reported to another supervisor/manager or the CEO.

e. Where possible, and with the agreement of the employee, the matter will be dealt with by informal mediation with a person of the employee’s choice.
f. Mediation will emphasise resolution and be held in the strictest confidence.

Formal Procedure

a. If the issue remains unresolved following the mediation, or either of the parties is not prepared to attend mediation, a formal and impartial investigation process will be commenced by an HR officer not directly involved with the issue and/or the Shire’s Industrial Relations Consultant. All discussions will be fully documented.

b. The HR officer and/or the Shire's Industrial Relations Consultant will forward their recommendations to CEO for review and a decision will be advised to all parties involved after careful and thorough consideration and consultation.

c. Employees found to have breached this policy will be counselled and where necessary, disciplinary action will be taken. This action may include dismissal.

d. Where harassment has occurred by a person visiting any of the Shire's premises, they will be asked to leave the premises. Where harassment has occurred by a person not employed directly by the Shire working on the Shire's premises, they will be asked to leave, and the issue will be taken up with their direct employer.

e. Nothing in the above procedure prevents an employee from instituting a formal complaint with the Equal Opportunity Commission in the event that they are not satisfied with the results or believe that the issue was not handled appropriately.

f. Any employee or witness will not be disadvantaged having in good faith reported an allegation of harassment or discrimination.

g. Disciplinary action may be taken in respect to malicious reporting of harassment.

All staff are expected as a condition of employment, to conduct themselves in a manner to avoid any conduct or statement which could be misconstrued. Refer to the Shire of Boyup Brook's Code of Conduct Local Government Employees for further information.

Document Control		
Previous Policy Reference	A.20	
Related Legislation	*Equal Opportunity Act 1984* (WA), *Workplace Gender Equality Act 2012 (Cth),* *Age Discrimination Act 2004 (Cth),* *Disability Discrimination Act 1992 (Cth),* *Racial Discrimination Act 1975 (Cth),* *Sex Discrimination Act 1984 (Cth),* *Australian Human Rights Commission Act 1986,* *Work Health and Safety Act 2020.*	
Related Documents	Complaints handling procedure.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Equal Opportunity for Women in the Workplace Act 1999 (Cth): This Act was replaced by the Workplace Gender Equality Act 2012 (Cth).		Various
• Disability Discrimination Act 1975 (Cth): correct reference should be the Disability Discrimination Act 1992.		Various
• Human Rights and Equal Opportunity Commission Act 1986: This Act was renamed the Australian Human Rights Commission Act 1986.		Various

End

Policy C8 – Payments To Employees In Addition To A Contract Or Award – Staff Farewell And Presentation

1. Policy Intent

To give effect to Section 5.50 of the *Local Government Act 1995* in relation to payments to employees in addition to a contract or award, upon leaving the organisation.

2. Application

This policy applies to all employees of the Shire of Boyup Brook (Shire).

A gratuity payment, in the form of a monetary payment or gift(s) to an equivalent value may be given as a token of appreciation for an employee's commitment and service to the Shire, when the employee reaches the number of years' service outlined in clause 5 below.

This policy outlines the circumstances in which gratuity payments may be made to an employee.

A gratuity payment may be paid in addition to any amount which an employee is entitled to under a contract of employment or industrial instrument.

This policy does not form a contractual entitlement for any employee of the Shire or impact or change an employee's contractual entitlements under legislation or an industrial instrument.

This policy is to be read in conjunction with Section 5.50 of the *Local Government Act 1995* and Regulation 19A of the *Local Government (Administration) Regulations 1996*.

3. Commitment

The Shire is committed to recognising long serving employees within the parameters prescribed in the Act and Regulations.

4. Eligibility for gratuity payments

A gratuity payment entitlement is subject to completed years of continuous service as detailed in clause 6 below and is payable when the employee reaches the number of years' service outlined in clause 5 below.

An employee is not eligible to receive a gratuity payment under this policy if they:

- Have been dismissed due to misconduct, serious breach of contract, or disciplinary action.
- Resign following commencement of a disciplinary, investigation, or performance management process.

The Council will allocate funds for the purpose of gratuity payments in the Annual Budget. The Chief Executive Officer (CEO) is authorised to approve expenditure for the purpose of

gratuity payments in accordance with this policy. The CEO may determine the form of gratuity payments, including a monetary payment or gift(s) of an equivalent value.

This policy is not applicable to Executive Managers and the CEO.

5. Prescribed amounts for gratuity payments

Number of years' service	Amount of gratuity
Continuous service greater than 10 years	A Statement of Service and a monetary payment, to the value of $500.
Continuous service greater than 20 years	A recognition plaque of Service and a monetary payment, to the value of $1,000.
Continuous service greater than 30 years	A recognition plaque of Service and a monetary payment, up to the value of $1,500.
Continuous service greater than 40 years	A recognition plaque of Service and a monetary payment up to the value of $2,000.

A **Statement of Service** will include details of the employee's tenure, roles held, and key contributions to the Shire. It will be signed by the CEO or an authorised officer

6. Determining Continuous Service

For the purposes of this policy, continuous service includes:

- Any period of absence from duty on approved annual leave, long service leave, paid compassionate leave, paid personal/carer's leave, and public holidays.
- Any period of absence supported by an approved workers' compensation claim, up to a maximum absence of 12 months.
- Continuous service does not include:

Included in Continuous Service	Not Included in Continuous Service
Approved paid leave (annual, personal/carer's, long service)	Unauthorised absences
Public holidays	Unpaid leave (unless determined by Council)
Paid workers' compensation leave (up to 12 months)	Unpaid parental leave

Unless otherwise determined by Council resolution, periods of unauthorised absences, unpaid leave, or unpaid parental leave do not count toward continuous service.

7. Financial Liability for Taxation

An employee who receives a gratuity payment is responsible for any personal taxation obligations. The Shire will process payments in accordance with ATO guidelines, including PAYG deductions where applicable.

8. Payments in additional to this policy

The Council may, by resolution, approve a gratuity payment that exceeds the amounts outlined in Section 5 of this policy. However, under Regulation 19A, the total gratuity payment made to an employee shall not exceed $5,000. Any such payment beyond policy limits requires Local Public Notice, as per Section 5.50(2) of the Act.

The Local Government is prohibited by Section 5.50 of the Act from making any payment to an employee that exceeds the amount prescribed in Administration Regulation 19A, which is $5,000.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government Act 1995, Section 5.50,* *Local Government (Administration) Regulations 1996, Regulation 19A,* *Code of Conduct for Local Government Employees,* *Department of Local Government Operational Guidelines.*	
Related Documents	Code of Conduct for Local Government Employees	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Explicitly mentioned that "the total gratuity payment made to an employee shall not exceed $5,000" to avoid ambiguity.		8
• An employee is not eligible to receive a gratuity payment under this policy if they have been dismissed due to misconduct, serious breach of contract, or disciplinary action.		4
• Added a new explanation: • A Statement of Service will include details of the employee's tenure, roles held, and key contributions to the Shire. It will be signed by the CEO or an authorised officer.		5
• Converted eligibility into a table for easier readability.		6
• An employee who receives a gratuity payment is responsible for any personal taxation obligations. The Shire will process payments in accordance with ATO guidelines, including PAYG deductions where applicable.		7

End

Policy C9 – Staff Usage Of Shire Vehicles

1. Policy Intent

To establish the parameters relating to the use of vehicles provided to the Shire of Boyup Brook (Shire) Shire Officers.

2. Application

The Chief Executive Officer may provide private use to Shire Officers subject to the guidelines in clause 3. Shire Officers who receive a vehicle allowance are required to utilise their own vehicles when undertaking Shire business.

3. Guidelines

3.1. All employees who have the privilege of taking a Shire vehicle home are expected to keep the vehicle clean and under proper surveillance.

3.2. All Shire vehicles are to be available for Shire use while at Shire premises.

3.3. A Shire vehicle is to be driven by Shire employees only, except in the case of an emergency or having obtained the Chief Executive Officers' written approval.

3.4. Any existing arrangement relating to vehicle usage that does not comply with this policy is to continue until the relevant employee leaves.

3.5. The Chief Executive Officer has authority to vary the terms of this policy to cater for any temporary situation.

Document Control		
Previous Policy Reference	A.05	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy C10 – Letting Of Council Properties

1. Policy Intent

Council wishes to maintain continuous lease of its properties at fair rental.

2. Policy

2.1. That the Chief Executive Officer be responsible for arranging tenancies of Council residential properties and, if the letting of properties requires tenders to be called, be authorised to call, and accept lease tenders or a letting fee subject to the amount being within the limit determined by Council under Section 5.43 (b) and (d) of the *Local Government Act 1995*.

For the purposes of the Sections 5.43(b) and (d) of the Act, the determined amount is $500 per week.

2.2. A review of all rentals takes place with the budget process each year.

2.3. The maximum period for lease for residential properties be one year.

2.4. When Council enters into a residential lease with an employee of Council, the rental shall be assessed having regard for any time spent on caretaker duties outside of normal working hours. Council will pay the water account as determined in the annual budget. Any remainder of each account will be the responsibility of the tenant.

2.5. Where Council enters into a residential lease with a person who is not an employee of Council, the amount of each water account shall be divided equally between Council and the tenant.

2.6. In recognition of clauses (2.4) and (2.5) the tenant is required to maintain the gardens in a clean and tidy state.

2.7. Occupiers of Council property are required to obtain approval before entering into any agreement to sub-lease that property.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government Act 1995,* *Residential Tenancies Act 1987.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy C11 – Assets Management

1. Policy Intent

The key objective of this policy is to ensure that services delivered by the Shire of Boyup Brook (Shire) continue to be sustainably delivered. This will be achieved by managing infrastructure assets, so they provide the desired level of service to meet the community's needs and expectations in a financially sustainable manner. The policy will also provide clear direction as to how the Shire, as custodians of community assets, will manage those assets within a consistent management framework that is aligned to International Standard ISO 55000:2024, integrated with the Shire's business practices, and is consistent with the State Government's integrated planning and reporting requirements.

2. Policy

2.1. Background

Infrastructure forms the basis of the Shire's service delivery. The importance of this infrastructure to communities and its significance in terms of the Shire's budgets and operational strategies, means that asset management must be at the centre of the Shire's overall financial and strategic planning. To achieve the policy objective, the Shire is committed to ensuring that Asset Management is recognised as a major business function within the Shire.

This policy, together with individual Asset Management Plans and associated working procedures and practices, will put in place a comprehensive, accountable, and transparent asset management framework for the Shire. This framework will outline the undertaking of Asset Management in a structured, coordinated, cost effective and financially sustainable manner across the whole of the organisation.

2.2. Asset Planning

Prior to making a commitment to acquire new infrastructure, the Shire will consider the following key principles:

- philosophy of renewing assets before acquiring new assets, with an emphasis on integrating services while maintaining / upgrading / replacing existing assets rather than adding new assets to Asset Management Strategy/Plans, unless cost benefit analysis justifies otherwise.
- prior to consideration of any acquisition or major improvement to an asset, a critical review of the following will occur as part of the evaluation process:
  - demonstrated need and asset function.
  - level of service.
  - community benefits.
  - overall community value of asset ownership.
  - risk implications.
  - statutory obligations.

- opportunities for rationalisation including multiple use; and
- whole of life cost.

2.3. Asset Management Plans

Council will adopt Asset Management Plans for all major classes of infrastructure. These Plans will form part of the Shire's day-to-day business practices and will be used to make informed decisions in relation to service delivery when it comes to considering the need to acquire new assets, renew existing assets, upgrade existing assets, or dispose of existing assets.

Asset Management Plans will be prepared in accordance with the recommended format of the Institute of Public Works Engineering Australia's (IPWEA) International Infrastructure Manual. This will include long term financial modelling of the renewal profile of each asset class which will inform the Shire's Long-Term Financial Plan and Strategic Plan.

The Plans will:

- define service levels for Council services in terms of availability and standard.
- consider factors including legislative requirements, financial and risk management.
- determine what assets, if any, are required to support the provision of the service at the defined service level.
- determine the most appropriate method of providing the assets required to deliver the service.
- use full lifestyle costing to determine the particular actions and resources required.
- determine potential asset renewal funding gap and develop responses to address any such gap that are responsible, affordable, and meet reasonable community expectations, and
- be informed by relevant local government asset and financial management frameworks.

3. Strategic Integration

This policy links to the following organisational strategic documentation, that is in effect:

- Boyup Brook Strategic Community Plan.
- Corporate Business Plan (draft).
- Long Term Financial Plan (pending).
- Asset Management Improvement Strategy (pending).
- Asset Management Plans.
- Annual Report; and
- Workforce Plan (pending).

4. Roles and Responsibilities

To achieve this policy, the following key roles and responsibilities are identified:

4.1. Council

a. to approve the Asset Management Policy.

b. to act as stewards for infrastructure assets.

c. to ensure appropriate resources and funding for Asset Management activities are made available to integrate Asset Management policies, strategies, and Asset Management Plans into the corporate governance framework.

d. to promote and raise awareness of Asset Management to the Community.

e. to approve the Long-Term Financial Plan.

4.2. Chief Executive Officer and Executive Managers

a. to provide strategic direction and leadership.

b. to ensure asset management improvement.

c. to review existing policies and develop new policies related to asset management.

d. to monitor and review performance of the Shire's management and staff in achieving the Asset Management Strategy; and

e. to ensure that accurate and reliable information is presented to Council for decision-making.

4.3. Staff

a. to develop and implement maintenance, refurbishment, and capital works programs in accordance with Asset Management Plans, Annual Plan and Budget.

b. to deliver levels of service to agreed risk and cost standards.

c. to manage infrastructure assets in consideration of long-term sustainability.

Document Control		
Previous Policy Reference	F.07	
Related Legislation	*Adopted Asset Management Plans, International Standard ISO 55000:2024.*	
Related Documents	Institute of Public Works Engineering Australia's (IPWEA) International Infrastructure Manual.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• AS/NZS/ISO 55000:2014: This standard was published in 2014. However, it has been withdrawn and replaced by ISO 55000:2024.		1

End

Policy C12 – Sandakan Municipality Friendship

1. Policy Intent

To foster and enhance the Memorandum of Friendship between Sandakan Municipal Council and Boyup Brook Shire Council, aiming for mutual development and cooperation.

2. Policy

2.1. Background

The Memorandum of Friendship, established between the two municipalities in October 2007, seeks to bolster council management, promote commerce, trade, and tourism, and facilitate cultural exchanges and information sharing on World War II history, arts, and relics, as well as encourage youth and sports interactions.

2.2. Application

To honour the memorandum, the following actions are undertaken:

- The Council Representative (typically the Shire President of Boyup Brook) and their partner participate in either the Anzac Day Service or the Sandakan Memorial Day Service in Sandakan annually.
- The Boyup Brook Shire Council invites representatives from the Sandakan Municipal Council and two high school students, chosen by the Sandakan Municipal Council, to the Boyup Brook Anzac Day Service or the Sandakan Memorial service each year.

2.3. Cost

- The Shire covers all reasonable and direct expenses for the Shire Representative and their partner.

3. Measurement of Success

To evaluate the effectiveness of this partnership in achieving the goals set forth in the Memorandum of Friendship, the Council representative and the scholarship recipient are required to submit a detailed report to the Council. This report should highlight progress in the five critical areas identified in the Memorandum, providing a clear measure of the relationship's success and areas for further improvement.

Policy implementation is dependent on the allocation of funds in the annual budget.

Document Control		
Previous Policy Reference	M.09	
Related Legislation		
Related Documents	Memorandum of Friendship.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046

Nil		

End

Policy C13 – Consumption Of Liquor On Council Property By Outside Bodies

1. Policy Intent

To regulate the consumption and sale of liquor on Council-controlled properties by external groups and organisations, ensuring compliance with relevant legislation, responsible alcohol management, and public safety.

2. Policy

2.1 Application for Consumption of Alcohol

- Any individual, group, or organisation wishing to consume alcohol at a function or event on Council-controlled property must obtain prior written approval from the Shire of Boyup Brook (Shire).
- A written application must be submitted at least fourteen (14) days prior to the event, including:
    - Event date, time, and location.
    - Estimated number of attendees.
    - Purpose of the function; and
    - Any other details requested by the Shire.
- Applications shall be assessed in accordance with the Register of Delegations and may be subject to additional conditions, such as security requirements, responsible service of alcohol (RSA) compliance, or public liability insurance.

2.2 Sale or Supply of Alcohol

- If alcohol is to be sold or supplied at a function or event on Council property, the applicant must:
    - Obtain the necessary liquor licence from the Department of Local Government, Sport and Cultural Industries – Racing, Gaming and Liquor; and
    - Provide a copy of the approved liquor licence to the Shire before the event.
- The Shire reserves the right to impose additional conditions on events involving the sale or supply of alcohol, including but not limited to:
    - Ensuring that RSA-certified staff serve alcohol.
    - Requiring event security or crowd control measures.
    - Limiting alcohol service times or areas

2.3 Compliance and Enforcement

- The event organiser is responsible for ensuring compliance with all conditions set by the Shire and relevant legislation, including:
    - The Liquor Control Act 1988.

- The Consolidated Local Laws 1999.

- Non-compliance may result in:
  - Event cancellation or withdrawal of permission.
  - Future applications being denied.
  - Reporting to relevant authorities for further action

Document Control		
Previous Policy Reference	O.12	
Related Legislation	*Consolidated Local Laws 1999,* *Liquor Control Act 1988.*	
Related Documents	Register of Delegations.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• To regulate the consumption and sale of liquor on Council-controlled properties by external groups and organisations, ensuring compliance with relevant legislation, responsible alcohol management, and public safety.		1.
• Separates key requirements into distinct sections: • 2.1 Application for Consumption of Alcohol • 2.2 Sale or Supply of Alcohol • 2.3 Compliance and Enforcement.		
• Applications must include: ○ Event date, time, and location ○ Estimated number of attendees ○ Purpose of the function.		2.1
• Added a minimum timeframe for applications (e.g., 14 days before the event) to allow proper review.		2.1

End

Policy C14 – Child Safe Awareness

1. Policy Intent

The Shire of Boyup Brook (Shire) supports and values all children and young people. The Shire makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire will promote the safety and wellbeing of children across the community.

2. Policy

The safety and wellbeing of children is everyone's responsibility. This Child Safe Awareness policy applies to all employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of the Shire, regardless of whether their work is related to children or young people. It applies to occupants of the Shire's facilities and venues, including visitors, contractors, and suppliers.

3. Definitions

Abuse: Abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional, and sexual abuse, and neglect.

Child/Children: Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

Child Safe Organisation: is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions.
- places emphasis on genuine engagement with and valuing of children and young people.
- creates conditions that reduce the likelihood of harm to children and young people.
- creates conditions that increase the likelihood of identifying any harm; and
- responds to any concerns, disclosures, allegations, or suspicions of harm.

Note: in the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

Child safe: For the purpose of this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Harm: Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Wellbeing: Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

4. Principles

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

5. Functions

The Shire will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- Developing a process to deliver child safe messages (for example at the Shire's venues, grounds and facilities or events).
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

6. Responsibilities

The Shire has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices. Although the Shire is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise the Shire's facilities to operate in alignment with the Child Safe Awareness policy.

The Shire's Chief Executive Officer will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness policy and provide administrative resources and training to employees where required, to ensure its success.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Childcare Services Act 2007,* *Children and Community Services Act 2004.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy C15 – Superannuation

1. Policy Intent

This policy applies to all employees whether full-time, part-time, or casual.

2. Superannuation Benefit

a. Employees will have freedom of choice over the complying fund that their Superannuation Guarantee Charge (SGC) are paid into.

b. The superannuation default fund shall be the Aware Super.

c. Employees may elect to contribute additional superannuation, either as a deduction (after tax) or as salary sacrifice (before tax).

d. The Shire will match the additional contribution to a maximum of 15.0% of salary, which includes the SGC component, that is – SGC component plus matching component not to exceed 15.0%.

   Note that as the SGC component increases, the threshold for maximum matching contribution by the Shire will decrease.

e. Employees can voluntarily contribute more than the threshold but will not receive a further contribution from the Shire.

f. The additional contribution and the voluntary contribution can be deposited into the employee's fund of choice.

3. Variation to this policy

This policy may be cancelled or varied from time to time. All employees will be notified of any variation to this policy.

Document Control		
Previous Policy Reference	A.03	
Related Legislation	*Superannuation Guarantee (Administration) Act 1992.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy C16 – Drugs And Alcohol

1. Policy

This policy is designed to eliminate the risks inherent in the use or abuse of drugs, alcohol or other substances and to provide a safe and productive workplace for employees.

The Shire is committed to ensuring all employees take reasonable care not to endanger the safety of themselves or others (including customers) in the workplace.

Alcohol and other drug usage becomes a work safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

2. Application

For the purpose of this policy –

- the term “employee” shall extend to cover contractors, volunteers and any person performing work for or with the Shire in any capacity, as per the Work Health and Safety Act 2020.
- the workplace is defined as any place in which work is carried out while engaged by the Shire.

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

3. Employee Responsibility

Under the *Work Health and Safety Act 2020*, workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or illicit drugs while at work is unacceptable (the hazard extends to being adversely affected, possibly because of the night before, in addition to consumption at work), except in relation to any authorised and responsible use of alcohol at workplace social functions.

All employees are expected to always comply with the Code of Conduct for Employees. They should carry out their duties in a professional, responsible, and conscientious manner and refrain from any conduct (alcohol abuse, substance
misuse or being under the influence of impairing side effects of prescription and/or over the counter medications) which could adversely affect their personal work performance or the safety and well-being of others.
Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

4. Drug Use in a Shire Workplace

Employees who buy, take, or sell drugs in any Shire workplace, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

5. Prescribed and Over the Counter Medications

The Employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task, they must advise their supervisor or manager.

Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

The categories of drugs and substances prohibited by the Shire are outlined as per the Australian Standard AS/NZS 4308:2023 for drugs of abuse.

6. Consumption of Alcohol on the Premises

Except in situations where the Shire holds or hosts a function within the district and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace.

With the approval of the CEO or Executive Manager an employee may be approved to drink alcohol at a work-related function.

7. Responsibilities

The Shire considers that the use of alcohol or other drugs is primarily a health issue for individual employees, however, where an employee's performance or conduct affects their health and safety, and/or others in the workplace, the Shire is committed to appropriately managing the issue.

A likely outcome of any breach of this policy will be disciplinary action (up to and including termination of employment), however the Shire may also manage the issue by –

- Providing appropriate education and training to employees.
- Providing professional counselling and support where needed.

8. Managements Responsibilities – Consumption of Alcohol at Work Sponsored Functions

Executive Managers shall –

a. encourage their staff to make alternative arrangements for transport to and from the function.

b. ensure that the following is made available: - Low alcohol beer, soft drinks, and water - Beverages: tea, coffee, and food.

c. if the Executive Manager believes a person may be over the Blood Alcohol Content (BAC) 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and

d. if the Executive Manager must leave the function early, the teams Supervisor is delegated to oversee the rest of the function.

e. Consumption of Alcohol at Work Sponsored Functions. Requirement within the procedure that all events where alcohol is approved to be consumed, especially group bonding style events such as at the completion of a project, be approved via email and noted on a register.

9. Drug / Alcohol Treatment Programs

Where an employee acknowledges they have an alcohol or drug problem and are receiving help and treatment, the Shire will provide assistance to the employee –

a. the Shire will allow an employee to access any accrued personal or annual leave, or leave without pay by agreement of the CEO, while they are undergoing treatment, and.

b. the Shire will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

10. Pre-Employment Medical Test

As part of the recruitment selection process, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing. Failure to provide a negative test result may result in their application for employment being unsuccessful.

11. Random Testing

Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names such as software, lottery, or selection through coloured marbles in a bag drawn by each employee.

All staff on site must participate in the random selection.

12. Identification of Impairment & Testing

If the Shire has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

Testing may be carried out in response to all incidents (including, but not limited to near miss, injury, property damage, and personal altercations).

If the Shire suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all the following actions –

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties.
- require that an employee undergo drug and alcohol testing administered by a Shire authorised testing provider (such as PathWest) at the direction of the Shire.
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2023 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs –

- The employee tested and the CEO will be informed of the result.
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to and including the termination of employment.

13. Testing in the event of an accident / incident

The Shire, at the discretion of the CEO or Executive Manager may require an employee to undertake a drug and alcohol test, as described above, in the event of an accident or incident where there is a risk to health and safety.

14. Testing Provider

Drug and alcohol testing may be undertaken by PathWest Laboratories, Boyup Brook or another provider if required.

15. Consequence of Breaching this policy

An employee engaged by the Shire who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

16. Resources for Assistance with Drugs and Alcohol Issues

Organisation - WA	Phone Number
Alcohol and Drug Support Service (WA)	1800 198 024
Next Step Outpatient Service (WA)	(08) 9219 1919
Work Safety	1300 307 877
Alcoholics Anonymous	(08) 9325 3566
Lifeline	13 11 14

Document Control		
Previous Policy Reference	New	
Related Legislation	*Work Health and Safety Act 2020.*	
Related Documents	Australian Standard AS/NZS 4308:2023– Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine, WorkSafe WA Information Sheet Medical Cannabis in the workplace (WSDec24_1437).	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Updated Australian Standard to AS/NZS 4308:2023		Various
• Added Resources for Assistance with Drugs and Alcohol Issues.		16
• Added Consumption of Alcohol at Work Sponsored Functions. Requirement within the procedure that all events where alcohol is approved to be consumed, especially group bonding style events such as at the completion of a project, be approved via email and noted on a register.		8(e)

End

Policy C17 – Community Grants

1. Policy

The Council will provide financial assistance to promote and support community-based initiatives, which meet the Shire's strategic direction annually through the Community Grants Program.

2. Definitions

The following definitions apply to this policy:

Community Grant	The provision of a set amount of funds, up to $5,000.00, for a single year in order to achieve a specific, identified purpose, awarded through the Community Grants Program.
Community Grants Program	An annual application based, contestable funding opportunity for once off Community Grants.
Individual	A resident of the Shire of Boyup Brook.
Organisation	An incorporated body under the *Associations Incorporation Act 2015* or a recognised corporate body created by government with an Australian Companies Number (ACN).
Sponsorship	The provision of cash, in–kind support or subsidy to organisations or individuals in return for specifically identified promotional opportunities for the Shire. Sponsorship requests are made in writing to the CEO and will be assessed on a case-by-case basis separate to the Community Grants process.

3. Community Grants Program

An annual application based, contestable funding opportunity for a once off contribution for a specific purpose. The Community Grants Program opens in March each year and closes on the last Friday of April. Applications are reviewed in May by Council for consideration during the adoption of the annual budget.

Funding support will be based on specific and once off initiatives, and annual support to assist organisations to become self-sufficient.

Large events such as, but not limited to, the Boyup Brook Country Music Festival are not eligible under this program and will need to negotiate a Service Agreement (projects occurring annually over a three-year period) with the Shire.
Organisations are encouraged to seek funding from other sources and not rely on Shire funding support. Council may consider providing only a portion of the total funds requested. Preference will be given to applications that leverage funds and demonstrate a larger percentage of contribution.

4. Eligibility

- Applicant organisations must be local community groups (preferably incorporated) that provide community benefit.
- Funds may be used for construction, equipment, contract services, operational expenses and marketing expenses.
- Only one application per year may be funded for any one organisation.
- The funding is not to be used for direct profit or financial gain to the organisation.
- The proposal must align with the Shire of Boyup Brook Strategic Community Plan.
- Applications must reach the Shire by 4:00pm on the last Friday in April. Late applications will not be accepted.
- The applicant organisation must be able to demonstrate the capacity to manage and be accountable for the funds and the project.
- Grants will not be provided retrospectively (for a project that is already complete or underway).

5. Funding Conditions

- Council will only allocate funds for identified purposes and with specific expenditure estimates provided and will not provide block grants under any circumstances.
- Applicants shall agree that they do not represent the Shire in any capacity.
- Council may require applicants to seek part funding from other sources.
- The Shire of Boyup Brook will determine terms of payment.
- All funded entities will be required to enter into a Funding Agreement with the Shire of Boyup Brook which will detail specific conditions and terms relevant to that project.
- Funding must only be used for the purposes specified in the Funding Agreement. Any change to the purpose of the funding cannot proceed without a formal resolution from Council. The applicant will be required to make their request in writing, this will be considered by Council and a determination made.
- An acquittal of the project must be provided to the Shire within 60 days of the project being completed and no later than 30 June in the financial year of the successful grant. Failure to provide an acquittal will eliminate consideration of future applications until such time as an acquittal is received.
- Any funds that have not been spent and acquitted by 30 June shall be returned to the Shire of Boyup Brook as per the Funding Agreement.
- Payments of grant funding may be suspended at any time if, in the opinion of Council, any of the conditions of the funding agreement, or satisfactory progress, has not been achieved.
- The applicant is responsible for applying for all relevant permissions and licences associated with the project. If the project involves Shire property, the applicant must also complete the relevant hire processes and/or obtain written permission from the Shire and abide by all associated lease conditions.
- All grant and sponsorship recipients are bound by the Shire of Boyup Brook Employee Code of Conduct.
- Applicants can use the Shire's logo with permission and must acknowledge Shire's support in its advertising, promotion and any media publicity in regard to the funded project.

6. Assessment of Applications

Council will assess all eligible applications using the following assessment criteria:

1. Applications will be assessed on their merit in relation to whole of community benefit.

2. Applications which demonstrate a cash contribution (not just in-kind) from the organisation will be assessed as having higher merit than applications solely reliant upon grant funding.

3. Applications which demonstrate a strong ability to assist Council to deliver strategic objectives and actions (as identified in the Strategic Community Plan) will be assessed as having higher merit than applications that do not.

4. Council will consider funding projects which do not have direct links to the Strategic Community Plan based on the applicant's ability to explain how the project will benefit the community and why they believe their project should be funded.

Council will make the final decision and include these grant allocations in the Annual Budget. Successful applicants will be notified after the adoption of the budget. Decisions regarding funding applications are final and will not be reconsidered during the financial year in which the application was made.

7. Council Funding Allocation

Council will set aside an amount of up to $25,000 in the Annual Budget for the Community Grants Program. Council may reserve any of this amount not distributed in the year it was set aside, to fund future requests.

Council will not normally fund annual Community Grants requests that exceed the budgeted amount.

Document Control		
Previous Policy Reference	F.02	
Related Legislation	*Associations Incorporation Act 2015.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy C18 – Smoke-Free Workplace

1. Policy Intent

The Shire of Boyup Brook recognises that passive smoking is hazardous to health and is committed to ensuring that all employees, elected members, visitors, and contractors are not exposed to tobacco smoke or vapours from e-cigarettes (vapes) in the workplace, including enclosed and outdoor spaces and Shire vehicles.

2. Objective

This policy aims to:

- Ensure provision of a smoke-free environment.
- Provide a safe work environment for employees, elected members, contractors, volunteers and visitors.

3. Scope

This policy applies to all:

- Employees, elected members, contractors and volunteers performing work at the Shire of Boyup Brook workplaces.
- Visitors to the Shire of Boyup Brook Workplaces.
- Shire of Boyup Brook workplace sponsored functions.

4. Guidelines

Smoking is NOT permitted in:

a. All enclosed spaces that are either owned or leased by the Shire, including but not limited to:

- Office spaces
- Carparks
- Toilets
- Lunchrooms
- Common areas
- Sheds / Depots

b. Outdoor spaces, including but not limited to:

- Outdoor areas where food or drinks are provided
- Thoroughfares
- Loading bays
- Within ten metres of children's play equipment open to the public

c. All Shire vehicles and plant.

d. Hazardous areas, where flammable gases or dusts may be present.

e. Smoking breaks are not an entitlement and do not constitute paid work.

5. Assistance to quit smoking

Council may provide support to employees who require assistance in giving up smoking with the provision of individual health consults within the LGIS health and wellbeing program.

For assistance with giving up smoking, employees may also seek free support resources from:

- WA Quitline by phoning 13 78 48 or visit www.quit.org.au
- My Quit Buddy: Download the free app
- Quit Now Calculator: available at quitnow.gov.au

6. Consequences of breaching this policy

All Shire employees, visitors, volunteers and contractors may report breaches of the Smoke-free Workplace Policy by completing an incident Report form and provide it to their respective Executive Manager / Chief Executive Officer.

Breaches of the policy must be managed in accordance with the Employee Code of Conduct.

7. Definitions

Enclosed means if it has a ceiling or roof and is greater than 50% enclosed by walls, or other vertical structures or coverings. A vehicle meets the definition of an 'enclosed' workplace.

Smoking means inhaling tobacco from a cigarette, cigar and pipe, as well as inhaling vapour from an e-cigarette (vape).

8. Roles and responsibilities

- The Shire has a duty of care to provide a safe workplace to its employees, as per health and safety legislation and common law.

- Employees, elected members, contractors, volunteers and visitors are responsible for maintaining a smoke-free work environment and report any breaches to management.
- All staff are responsible for ensuring adherence to this policy.

9. Variation to this policy

This policy may be cancelled or amended periodically. Employees will be notified of any variation through standard correspondence methods.

Document Control		
Previous Policy Reference	A.18	
Related Legislation		
Related Documents	LGIS health and wellbeing program.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy C19 – Code Of Conduct For Employees

1. Introduction

The Shire of Boyup Brook Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Boyup Brook's commitment to high standards of ethical and professional behaviour and outlines the principles on which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

a. better decision-making by local governments.

b. greater community participation in the decisions and affairs of local governments.

c. greater accountability of local governments to their communities; and

d. more efficient and effective local government.

1.1. Objective

The Code addresses the requirement in Section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

1.2 Application

For the purposes of the Code, the term employees includes persons employed by the Shire of Boyup Brook or engaged by the Shire of Boyup Brook under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts), does not apply to the CEO.

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a. better decision-making by local governments.

b. greater community participation in the decisions and affairs of local governments.

c. greater accountability of local governments to their communities; and

d. more efficient and effective local government.

1.3 Statutory environment

The Code addresses the requirement in Section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

1.4 Application

For the purposes of the Code, the term employees includes persons employed by the Shire of Boyup Brook or engaged by the Shire of Boyup Brook under a contract for services.

The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts), does not apply to the CEO.

2. Code of Conduct

2.4 Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in Section 5.41 of the Act:

5.41. Functions of CEO

The CEO's functions are to:

a. advise the council in relation to the functions of a local government under this Act and other written laws.

b. ensure that advice and information is available to the council so that informed decisions can be made.

c. cause council decisions to be implemented.

d. manage the day-to-day operations of the local government.

e. liaise with the president on the local government's affairs and the performance of the local government's functions.

f. speak on behalf of the local government if the president agrees.

g. be responsible for the employment, management supervision, direction and dismissal of other employees (subject to Section 5.37(2) in relation to senior employees).

h. ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and

i. perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

2.2 Principles affecting employment by the Shire of Boyup Brook

The principles set out in Section 5.40 of the Act apply to the employment of the Shire of Boyup Brook's employees:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

a. employees are to be selected and promoted in accordance with the principles of merit and equity; and

b. no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and

c. employees are to be treated fairly and consistently; and

d. there is to be no unlawful discrimination against employees or persons seeking employment by the Shire on a ground referred to in the *Equal Opportunity Act 1984* or on any other ground; and

e. employees are to be provided with safe and healthy working conditions in accordance with the Work Health and Safety Act 2022; and

f. such other principles, not inconsistent with this Division, as may be prescribed.

2.3 Personal Behaviour

Employees will:

a. act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire of Boyup Brook; perform their duties impartially and in the best interests of the Shire of Boyup Brook, uninfluenced by fear or favour.

b. act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Boyup Brook and the community.

c. make no allegations which are improper or derogatory (unless true and in the public interest).

d. refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and

e. always act in accordance with their obligation of fidelity to the Shire of Boyup Brook.

2.4 Honesty and Integrity

Employees will:

(i) observe the highest standards of honesty and integrity and avoid conduct which might suggest any departure from these standards.

(ii) be frank and honest in their official dealing with each other; and

(iii) report any dishonesty or possible dishonesty on the part of any other employee to their supervisor or the CEO in accordance with this Code and the Shire of Boyup Brook's policies.

2.5 Performance of Duties

While on duty, employees will give their whole time and attention to the Shire of Boyup Brook's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire of Boyup Brook.

2.6 Compliance with Lawful and Reasonable Directions, Decisions and Policies

a. Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their supervisor or the CEO.

b. Employees will give effect to the lawful decisions and policies of the Shire of Boyup Brook, whether or not they agree with or approve of them.

2.7 Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

2.8 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Boyup Brook upon its creation unless otherwise agreed by separate contract.

2.9 Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with Shire of Boyup Brook's Recordkeeping Plan.

2.10 Dealing with Other Employees

a. Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.

b. Employees must be aware of, and comply with their obligations under relevant law and the Shire of Boyup Brook's policies regarding workplace behaviour and Work Health and Safety, including:

- Discrimination, Harassment and Workplace Bullying Policy
- Fitness for Work Policy

c. Employee behaviour should reflect the Shire of Boyup Brook's values and contribute towards creating and maintaining a safe and supportive workplace.

2.11 Dealing with community

Employees will treat all members of the community with respect, courtesy and professionalism.

2.12 Professional Communications

a. All aspects of communication by employees (including verbal, written and electronic), involving the Shire of Boyup Brook's activities should reflect the status, values and objectives of the Shire of Boyup Brook.

b. Communications should be accurate, polite and professional.

2.13 Personal Communications and Social Media

a. Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.

b. Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication

activities about or on behalf of the Shire of Boyup Brook, it's Elected Members, employees or contractors, which breach this Code.

c. Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003.*

2.14 Personal Presentation

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Shire of Boyup Brook's relevant policies and procedures.

2.15 Gifts

a. Application

This clause does not apply to the CEO.

b. Definitions

In this clause

activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996*:

activity involving a local government discretion means an activity —

a. that cannot be undertaken without an authorisation from the local government; or

b. by way of a commercial dealing with the local government;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*; **associated person** means a person who:

a. is undertaking or seeking to undertake an activity involving a local government discretion; or

b. it is reasonable to believe, is intending to undertake an activity involving a local government discretion

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*:

gift —

a. has the meaning given in Section 5.57 [of the *Local Government Act 1995*];

b. but does not include —

i. a gift from a relative as defined in Section 5.74(1); or

ii. a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or

iii. a gift from a statutory authority, government instrumentality or non-profit association for professional training; or

iv. a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift means —

a. a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or

b. a travel contribution; travel includes accommodation incidental to a journey; travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person.

[Section 5.57 of the *Local Government Act 1995*]

relative, in relation to a relevant person, means any of the following —

a. a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner.

b. the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law.

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*:

prohibited gift, in relation to a local government employee, means —

a. a gift worth the threshold amount or more; or

b. a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more.

reportable gift means:

a. a gift worth more than $50 but less than $300, or

b. a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than $50 but less than $300.

threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO's determination under subclause (c):

threshold amount, for a prohibited gift, means —

a. a gift worth the threshold amount or more; or

b. a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more.

c. **Determination** In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996* the CEO has determined $50 as the threshold amount for prohibited gifts.

d. Employees must not accept a prohibited gift from an associated person.

e. An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.

f. The notification of the acceptance of a reportable gift must be in writing and include:

   i. the name of the person who gave the gift; and

   ii. the date on which the gift was accepted; and

   iii. a description, and the estimated value, of the gift; and

   iv. the nature of the relationship between the person who is an employee and the person who gave the gift; and

v. if the gift is one of two or more accepted from the same person within a period of one year:

- a description.
- the estimated value; and
- the date of acceptance.

of each other gift accepted within the one-year period.

g. The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).

h. The CEO will arrange for the register maintained under subclause (g) to be published on the Shire of Boyup Brook's official website.

- As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

2.16 Conflict of Interest

a. Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

b. Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Boyup Brook, without first disclosing the interest to the CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

c. Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire of Boyup Brook, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).

d. Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.

e. Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

2.17 Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

2.18 Disclosure of Financial Interests

a. All employees will apply the principles of disclosure of financial interest as contained within the Act.

b. Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

2.19 Disclosure of Interests Relating to Impartiality

In this clause, **interest** has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

interest —

a. means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and

b. includes an interest arising from kinship, friendship or membership of an association.

c. An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:

- in a written notice given to the CEO before the meeting; or
- at the meeting immediately before the matter is discussed.

d. An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:

- in a written notice given to the CEO before the meeting; or
- at the time the advice is given.

e. A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act. An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not know and could not reasonably be expected to know:

- that they had an interest in the matter; or
- that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.

f. If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:

- before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.

g. If:

- to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or
- a disclosure is made as described in item (e) at a meeting; or
- to comply with a requirement made under item (f), a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting,

the nature of the interest is to be recorded in the minutes of the meeting.

2.20 Use and Disclosure of Information

a. Employees must not access, use or disclose information held by the Shire of Boyup Brook except as directly required for, and in the course of, the performance of their duties.

b. Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire of Boyup Brook's policies and procedures.

c. Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire of Boyup Brook.

d. Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.

e. Nothing in this section prevents an employee from disclosing information if the disclosure:

- is authorised by the CEO or the CEO's delegate; or
- is permitted or required by law.

2.21 Improper or Undue Influence

a. Employees will not take advantage of their position to improperly influence Elected Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

b. Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.

c. Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

2.22 Use of Shire of Boyup Brook Resources

a. In this clause –

Shire of Boyup Brook resources includes local government property and services provided or paid for by the Shire of Boyup Brook;

local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government [Section 1.4 of the *Local Government Act 1995*]

b. Employees will:

- be honest in their use of the Shire of Boyup Brook resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body.
- use the Shire of Boyup Brook resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
- not use the Shire of Boyup Brook's resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

2.23 Use of Shire of Boyup Brook Finances

a. Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire of Boyup Brook's finances.

b. Employees will use Shire of Boyup Brook's finances only within the scope of their authority, as defined in relevant financial management delegations and policies.

c. Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.

d. Employees exercising purchasing authority will comply with the Shire of Boyup Brook's Purchasing Policy, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.

e. Employees will act with care, skill, diligence, honesty and integrity when using local government finances.

f. Employees will ensure that any use of Shire of Boyup Brook's finances is appropriately documented in accordance with the relevant policy and procedure, including the Shire of Boyup Brook's Recordkeeping Plan.

2.24 Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code to a Supervisor or to the CEO.

2.25 Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire of Boyup Brook's policies and procedures, depending on the nature of the suspected breach.

2.26 Reporting Suspected Unethical, Fraudulent, Dishonest, illegal or Corrupt Behaviour

a. Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their supervisor.

b. In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:

   i. the Corruption and Crime Commission, in the case of serious misconduct; or

   ii. the Public Sector Commissioner, in the case of minor misconduct.

c. Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.

d. Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, using the Shire of Boyup Brook's Public Interest Disclosure Procedures, published on the Shire of Boyup Brook's website.

2.27 Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire of Boyup Brook's policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government Act 1995,* *Local Government (Financial Management) Regulations 1996,* *Local Government (Elections) Regulations 1997,* *Corruption, Crime and Misconduct Act 2003.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy C20 – Fitness For Work

1. Policy Intent

The Shire of Boyup Brook (Shire) is committed to providing a safe, working environment where employees present to work in a physically and mentally fit state to perform their job duties safely.

Fit for duty means that a person is in a physical, mental and emotional state that enables him/her to perform their assigned tasks completely and in a manner that does not compromise or threaten the well-being of themselves or others.

By effectively implementing this policy the Local Government will attract and retain talented workers and ensure that the Local Government complies with its responsibilities under relevant legislation.

2. Application

The Shire's primary aim is to build a safe and secure work environment.

This policy applies to all workers which includes all employees, including managers, full-time, part-time or casual, temporary or permanent employees, student placements, apprentices, trainees, contractors, sub-contractors and volunteers.

The application of this policy extends to:

- Improving and maintaining safety and health knowledge among personnel.
- Improving and maintaining an organization's ability to meet their fitness for work duty of care obligations.
- Improving and maintaining an awareness of the responsibilities for being fit for work.
- Monitoring compliance with and the enforcement of the fitness for work policy and its procedures.
- Conducting random and as required drug and alcohol testing to improve fitness for work.
- Providing the appropriate assistance to overcome difficulties that could impair a person's fitness for work.
- Providing effective, fair and constructive processes for dealing with people who are unfit for work.

3. Definitions

Alcohol includes all food, beverages, medications and any other substance containing alcohol.
Blood Alcohol Concentration (BAC) is a measurement of the amount of alcohol in a person's body. It is measured in grams of alcohol per 100 millilitres of blood. For example, a measurement of 0.05 per cent BAC means a person's body contains 50 milligrams of alcohol per 100 millilitres of blood.

Drugs are any substance, article, preparation or mixture (with the exception of alcohol), whether gaseous, liquid, solid or in any form, which when consumed by any person, may

alter their fitness for work. Drugs include prescription drugs, over the counter medications and illicit drugs.

Fatigue is a state of mental and / or physical exhaustion which reduces a person's ability to perform work safely and effectively. It can occur because of prolonged mental or physical activity, sleep loss and / or disruption of the internal body clock.

Fitness for Work means that a person is in a state or condition (physical, psychological, mental and emotional) which enables them to perform assigned tasks completely and in a manner that does not compromise or threaten the safety or health of themselves or others.

Over the Counter Medication includes any drugs and / or medicines available through a pharmacy or other establishment without the need for a prescription, including complementary medicine produces such as herbals," or similar.

Prescription Medication is prescribed by a registered medical or health practitioner.

4. Employees Obligations

Employees are obliged as a condition of their employment, to present to work in a fit state. In carrying out normal work activities, this includes:

- Not subjecting themselves, their co-workers, contractors, trainees, volunteers or the general public to unnecessary health and safety risks.
- Disclosing the consumption of medication that may be identified by testing or may inhibit their ability to fulfil the inherent requirements of their position (i.e. medication that may cause drowsiness); and / or
- Ensuring that any medication is taken in accordance with the instructions from their Doctor or a Pharmacist, or the information included on the packaging of such medication.

Employees are not permitted to commence duty when it is reasonable to assume that the Employee:

- Is exhibiting signs of being intoxicated.
- Is under the influence of any illegal or prohibited drug (which, for the purpose of this policy includes taking unauthorised prescription drugs); and / or
- Is in any other condition (physical, psychological, mental or emotional) which may reasonably be considered to endanger the health and safety of the Employee and / or other persons in the workplace.

Any person who has reason to believe that another person on Shire premises may not be fit for duty, has an obligation to immediately notify the relevant supervisor / manager.

5. Fitness for Work

5.1 Medical Examinations

Employees may be required to undergo a medical examination prior to commencement of employment to assess fitness for work.

5.2 Alcohol & Drugs

Please see the Drug & Alcohol Policy (C16).

5.3 Fatigue

The following signs or symptoms may indicate an Employee is fatigued:

- Excessive yawning or falling asleep at work.
- Short term memory problems and an inability to concentrate.
- Noticeably reduced capacity to engage in effective interpersonal communication.
- Impaired decision making and judgment.
- Reduced hand-eye coordination or slow reflexes.
- Other Changes in behaviour, for example repeatedly arriving late for work, and / or
- Increased rates of unplanned absence.

If an Employee believes they are impaired by fatigue, they are obligated to immediately inform their supervisor / manager. If an employee believes that one of their co-workers may be suffering from fatigue, they must immediately report this to their supervisor / manager.

If an employee is exhibiting signs of fatigue or has reported the symptoms of fatigue, the supervisor / manager shall conduct a fatigue assessment and take steps to manage the risk to an acceptable level.

Supervisors / manager have a general duty to manage the risk of the potential onset of fatigue or illness. Control measures for fatigue risks may include, but not limited to:

- Developing procedures to manage and limit excessive working hours.
- Ensuring Employees have and take adequate and regular breaks to rest, eat and rehydrate.
- Encouraging Employees to report concerns they may have about work related fatigue.
- Allocating alternate or temporary suitable duties, as required.

5.4 Physical and Psychological impairment

It is recognised that a person can cause harm to themselves or others due to physical or psychological impairment.

If an employee believes they are suffering from a physical or psychological impairment, they are obligated to immediately inform their supervisor / manager. If an employee believes that one of their co-workers may be suffering from a physical or psychological impairment, they must immediately report this to their supervisor / manager.

If an employee is suspected of suffering from a physical or psychological problem that may cause harm or problems to others, they shall undergo a compulsory assessment performed by a qualified medical practitioner.

Supervisors / management have a general duty to manage any risks associated with physical or psychological impairment. In circumstances where an employee expresses or shows signs of grief or overwhelming stress, supervisors / manager shall be prepared to help the employee to the extent possible by providing transportation home, leave referral to the EAP or alternative rostering arrangements (temporary or permanent).

Any physical impairment identified as part of a Workers Compensation Claim must abide by the restrictions identified in the Progress Certificates and/or Return to Work Programme.

6 Not Fit for Work

When it is evident or reported that an employee is identified as not being in a fit state to carry out their normal duties, the Shire reserves the right to remove the employee from the premises and to seek advice from a medical practitioner on the employee's fitness for work.

Supervisors / managers are to follow the below procedure:

- Assess the situation to determine whether prescribed or over the counter medication may be producing their behaviour.
- Assess the impact of work duties that may contribute to increased levels of stress and/or fatigue.
- Obtain advice from specialist personnel, senior management and/or a medical practitioner, as required and determined by the circumstances.
- Inform the employee they will be stood down from work pending a full investigation, if necessary.
- Arrange for testing of alcohol and/or other drugs, if appropriate.
- Arrange suitable transport home, where necessary.
- Obtain witness statements of any incidents involving the affected employee, where necessary and practicable; and
- Submit an incident report.

Employees will not be able to return to work until they provide suitable medical certification indicating they are fit for duty

7 Awareness and Training

Training and education in this policy will be provided to employees. This training may cover:

- The effects of drug and alcohol use on health, safety and work performance.
- The consequences for employees who fail to comply with this policy.
- Workplace and personal lifestyle stressors that can contribute to drug and alcohol abuse.
- Personal stress reduction methods.
- What constitutes harmful drug and alcohol use.
- Ways of dealing with harmful alcohol and drug use.
- Who to approach in the workplace for assistance.

- Skills for supervisors/managers in identifying conditions that may diminish fitness for duty; and/or
- Counselling, treatment and rehabilitation services available both in the workplace and externally.

This policy will be made available for all employees to access and review. This policy will also be regularly reviewed for compliance and relevance

8 Privacy and Confidentiality

Where possible and in accordance with the relevant legislation, all matters relating to fitness for duty, including any associated meetings, correspondence, testing, results and/or appointments, will be kept strictly confidential.

9 Reasonable management action

The Local Government has the right to take reasonable management action to direct the way in which work is conducted and to give workers lawful and reasonable directions to complete work in a certain manner.

10 All workers must

- follow the standards of behaviour outlined in this policy and the related policies listed at the end of this policy including the Code of Conduct.
- avoid gossip and respect the confidentiality of complaint and grievance resolution procedures; and
- treat everyone with dignity, courtesy, inclusivity, and respect

11 Employee assistance program

The Local Government workers are entitled to a certain amount of free, professional counselling from our employee assistance provider. To access the employee assistance program, contact the Wellness Officer for details.

Employee assistance provider counselling is confidential, and nothing discussed with a counsellor will be communicated back to the Local Government. Employee assistance provider counselling is available free to workers

12 Related documents

Workers, especially managers and supervisors, are encouraged to read this policy in conjunction with other relevant policies, including:

- Code of Conduct for Employees.
- Disciplinary Policy.
- Grievance Resolution Policy and Procedure.
- Corporate values statements of the Local Government.
- Drugs & Alcohol Policy.
- Work Health and Safety Policy.
- Smoke free workplace.

- Health & Wellness Policy.

13 More information

If you have a query about this policy or need more information, please contact your line manager, Human Resources or CEO.

14 Variation to this policy

This policy may be amended from time to time and all workers will be notified of any variation to this policy

15 Resources for Assistance with Drug and Alcohol Issues.

Organisation - WA	Phone Number
Alcohol and Drug Support Service (WA)	1800 198 024
Next Step Outpatient Service (WA)	(08) 9219 1919
Work Safety	1300 307 877
Alcoholics Anonymous	(08) 9325 3566
Lifeline	13 11 14

Document Control		
Previous Policy Reference	New	
Related Legislation	*Work Health and Safety Act 2020.*	
Related Documents		
Initial Adoption Resolution	25 July 2024	Res 24/07/147
Amendment Record	27 March 2025	CM 25/03/046
• Conducting random and as required drug and alcohol testing to improve fitness for work.		2
• Over the Counter Medication includes any drugs and / or medicines available through a pharmacy or other establishment without the need for a prescription, including complementary medicine produces such as herbals," or similar.		3

End

Policy C21 – Health And Wellness

1. Purpose

We are committed to promoting a positive work environment where the health, safety and wellbeing of our employees is acknowledged and supported. We will ensure that all work practices value, enhance and protect the health and wellbeing of all employees.

Promoting wellbeing can help prevent stress and create a positive working environment where individuals and organisations thrive. Wellness is more than just an active process of becoming aware of and learning to make healthy choices for our mental, physical and social needs to ensure our body is maintained and works efficiently. Wellness is "about our overall state of wellbeing that enables us to live and function at our best."

This policy will address our workplace culture, day to day practices, increased access to health initiatives and the creation of an environment that supports and encourages healthy choices every day.

2. Application

This wellness program policy applies to all permanent staff. We may offer our wellness program as part of a group health plan or separately.

3. Policy Objective

- To encourage workers to be more physically active.
- To provide healthy eating choices in the workplace through addressing healthy physical settings, such as food storage and preparation (where suitable).
- To provide a smoke free workplace environment.
- To promote worker social and emotional wellbeing through workplace practices and policies, a positive culture and leadership, and access to Wellbeing Officer and resources.

4. Policy Elements

Our company provides a wellness program that promotes employee health and disease prevention.

Our regular programs include:

- Hearing tests for those exposed to noise.
- Free flu vaccinations.
- Skin cancer screening.
- Access to limited free Counselling services.
- Other wellness resources are available that align with the Shire's organisational annual priorities. These can include:

    - Access to a Wellness Officer.
    - Programs that promote Exercise and fitness and a Healthy Lifestyle.
    - Mental Health Awareness

Some training or courses aim to prevent occupational accidents and promote correct use of equipment and material on the job. These fall under the purview of our Workplace Health & Safety Policy.

5. Responsibilities

Employees have a responsibility to:

- Understand this policy and seek clarification from management where required.
- Consider this policy while completing work-related duties and at any time while representing Shire of Boyup Brook.
- Support fellow employees in their awareness of this policy and ensuing activities.
- Support and contribute to Shire of Boyup Brook's aim of providing a safe, healthy and supportive environment for all employees.
- Seek opportunities for involvement and advancement of ideas and planning where able and willing

Team Leader Responsibility:

Team Leaders should work with Management to communicate our wellness initiatives to their team members. They should tell their team members:

- That our company offers a wellness program.
- How and when they can use our wellness resources.
- Who employees can refer to for more details

Management will:

- Demonstrate commitment to ongoing collaboration and engagement to create a workplace Wellness Program.
- Consult with employees to ensure workplace strategies meet the needs of the workplace.
- Support employee's participation in the Wellness Program.
- Acknowledge stressful situations for employees, both at work and at home.
- Recognise that an employee's health is determined by several factors, both work and non-work related.
- Regularly provide employees with information about the importance of health and wellness (newsletters, brochures, readings, etc).
- Ensure employees take their required breaks (eg morning tea, lunch).
- Provide access to support agencies, including counselling services.
- Encourage employees to support colleagues during difficult situations

6. Communication

The Shire of Boyup Brook will ensure that:

- All employees receive a copy of this policy during induction process.
- This policy is easily accessible by all members of the organisation.

- Employees are informed when a particular activity or change to worksite environment or practice aligns with this policy.
- Employees are empowered to actively contribute and provide feedback to this policy.
- Employees are notified of all changes to this policy.

7. Monitoring and review

The Shire of Boyup Brook will review this policy six months after implementation and annually thereafter. This will be carried out by the Wellness Officer and Management.

Effectiveness of the policy will be assessed through:

- Feedback from employees, the Wellbeing Officer and management.
- Review of the policy by management and Wellness Officer to determine if all objectives have been met.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Work Health and Safety Act 2020.*	
Related Documents		
Initial Adoption Resolution	25 July 2024	Res 24/07/147
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy C22 – Discrimination, Harassment And Workplace Bullying

1. Policy Intent

The Shire of Boyup Brook (Shire) is committed to providing a safe, flexible, inclusive, and respectful working environment for workers free from all forms of discrimination, bullying, sexual harassment and victimisation.

All Local Government workers are required to treat others with equality, fairness, dignity, courtesy, and respect.

By effectively implementing this policy the Local Government will attract and retain talented workers, create a positive environment for workers and ensure that the Local Government complies with its responsibilities under relevant legislation.

2. Policy

This wellness program policy applies to all permanent staff. We may offer our wellness program as part of a group health plan or separately.

2.1 Policy Objective

This policy applies to all workers which includes all employees, including managers, full-time, part-time or casual, temporary or permanent employees, student placements, apprentices, trainees, contractors, sub-contractors and volunteers.

The application of this policy extends to:

- how the Local Government provides services to ratepayers, customers and how it interacts with other members of the public.
- all aspects of employment including recruitment and selection, conditions and benefits, training and promotion, task allocation, shifts, hours, leave arrangements, workload, equipment and transport.
- on-site, off-site, or after-hours interactions between workers, work-related social functions, conferences including wherever and whenever workers may be as a result of their Local Government duties; and
- a worker's treatment of other workers and of other members of the public encountered during their Local Government duties.
-

2.2 Our Commitment

Guided by our Corporate Values:

a) **Proactive –** We embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.

b) **Leadership & Teamwork -** We lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.

c) **Accountability & Integrity** - We are respectful, open, transparent, honest and inclusive in our dealings with the Community.

d) **Commitment** - We build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.

e) **Engaging Community** - Showing respect, understanding and compassion for others and working collaboratively with community for better outcomes.

3. Workers' rights and responsibilities

All workers are entitled to:

- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics.
- work free from discrimination, bullying and sexual harassment.
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised; and
- reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs, or culture.

All workers must:

- follow the standards of behaviour outlined in this policy and the related policies listed at the end of this policy including the Code of Conduct.
- offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint or a grievance, intervening where appropriate when they witness such behaviour, and not victimising any person who makes a complaint, lodges a grievance or is involved in an investigation about a complaint or grievance.
- avoid gossip and respect the confidentiality of complaint and grievance resolution procedures; and
- treat everyone with dignity, courtesy, inclusivity, and respect.

3.1 Additional responsibilities of managers

Managers must also:

- model appropriate standards of behaviour.
- take steps to educate and make workers aware of their obligations under this policy and the law.
- intervene quickly and appropriately when they become aware of inappropriate behaviour whether or not a complaint or grievance has been lodged.
- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard.
- help workers resolve complaints informally.
- refer formal complaints about breaches of this policy to the CEO for investigation.

- provide appropriate support services or referral to support services for workers including to the employee assistance program.
- ensure workers who raise an issue or make a complaint are not victimised.
- take suitable disciplinary action which may include termination of employment against any worker who is found to have sexually harassed, discriminated, bullied, or victimised another worker.
- ensure that recruitment decisions are based on merit and that no discriminatory requests for information are made; and
- seriously consider requests for flexible work arrangements without discrimination.

4. Unacceptable workplace conduct

Discrimination, bullying, and sexual harassment are unacceptable at the Local Government and are unlawful under the following legislation and regulations:

- *Sex Discrimination Act 1984* (Cth)
- *Racial Discrimination Act 1975* (Cth)
- *Disability Discrimination Act 1992* (Cth)
- *Age Discrimination Act 2004* (Cth)
- *Australian Human Rights Commission Act 1986* (Cth)
- *Equal Opportunity Act 1984* (WA)
- *Industrial Relations Act 1979* (WA)
- *Work Health and Safety Act 2020* (WA)
- *Work Health and Safety (General) Regulations 2022* (WA).

Workers (including senior staff) found to have engaged in such conduct may be counselled, warned, or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

4.1 Discrimination

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race, or disability.

Discrimination can occur:
Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law (see list below).
For example, a worker is harassed and humiliated because of their race, or a worker is refused promotion because of their age.

Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law (see list below).
For example, if redundancies are decided based on workers who have had a worker's compensation claim rather than on merit.

Protected personal characteristics under law include:

- a disability, disease, or injury, including work-related injury.
- parental status or status as a carer, for example, because they are responsible for caring for children or other family members.
- race, colour, descent, national origin, or ethnic background.
- age, whether young or old, or because of age in general.
- sex.
- industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity, or deciding not to join a union.
- Religion.
- pregnancy and breastfeeding;
- sexual orientation, intersex status, or gender identity, including gay, lesbian, bisexual, transsexual, transgender, queer, and heterosexual.
- marital status, whether married, divorced, unmarried or in a de facto relationship or same sex relationship.
- political opinion.
- social origin.
- medical record; and
- an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

It is also against the law to treat someone unfavourably because you assume they have a personal characteristic or may have it at some time in the future.

4.2 Bullying

Bullying is unacceptable at the Local Government and may also be unlawful.

If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination. Under Federal discrimination law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.

Bullying can adversely affect the health and safety of workers therefore it is unlawful under the *Work Health and Safety Act 2020 (*WA) and the *Work Health and Safety (General) Regulations 2022* (WA). Bullying under industrial relations and health and safety legislation is defined as repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating, or threatening.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation, ignoring people, or unfair work practices. Behaviours that may constitute bullying include but are not limited to:

- sarcasm, threats, loud, abusive, offensive, and other forms of demeaning language.

- coercion.
- inappropriate blaming.
- ganging up.
- constant unconstructive and unjustified criticism.
- deliberately withholding information or equipment that a person needs to do their job or access their entitlements or acts of sabotaging another's work.
- unjustified threats of dismissal or other disciplinary action.
- spreading malicious rumours or misinformation.
- inappropriate comments about a worker's appearance, lifestyle or family.
- deliberately excluding a worker from workplace meetings or activities.
- unreasonable refusal of requests for leave, training, or other workplace benefits.
- constantly changing targets or work guidelines.
- overloading a worker with work and impossible deadlines.
- threats of or actual, assault or violence.
- teasing and practical jokes; and
- isolating or ignoring a worker on a constant basis.

Where a worker makes a threat of violence or assaults another worker, the police should be called.

Reasonable management action

The Local Government has the right to take reasonable management action to direct the way in which work is conducted and to give workers lawful and reasonable directions to complete work in a certain manner. Reasonable management action is not workplace bullying.

Some examples of reasonable management action include, but are not limited to:

- the establishment and regular use of performance management systems.
- the setting of reasonable performance targets and deadlines.
- providing workers with constructive feedback or counselling to assist workers to improve their work performance or the standard of their behaviour.
- issuing a lawful and reasonable direction to a worker to complete a work task.
- preparing and amending a roster for workers.
- transferring a worker to a different work location for operational reasons.
- implementing organisational change.
- informing a worker about inappropriate behaviour in a confidential manner; and
- taking disciplinary action against a worker.

4.3 Sexual harassment

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated, or intimidated. Sexual harassment can be physical, spoken, written, or communicated electronically such as by email, text, messages, or social media posts. It can include:

- comments about a person's private life or the way they look.
- sexually suggestive behaviour, such as leering or staring.

- brushing up against someone, touching, fondling, or hugging.
- sexually suggestive comments or jokes.
- displaying offensive screen savers, photos, calendars, or objects.
- repeated unwanted requests to go out.
- requests for sex.
- sexually explicit posts on social networking sites.
- insults or taunts of a sexual nature.
- intrusive questions or statements about a person's private life.
- sending sexually explicit emails or text messages.
- inappropriate advances on social networking sites.
- accessing sexually explicit internet sites; and
- behaviour that may also be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.

All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.

The Local Government recognises that comments and behaviour that do not offend one person can offend another. This policy requires all workers to respect other people.

Sexual harassment is not an action or behaviour where there is a mutual friendship attraction and respect which is consensual. If two workers, or a worker and a customer or supplier of a Local Government are engaged in a consensual relationship, that relationship may result in a conflict of interest or perceived conflict of interest meaning that the workers concerned will need to declare the relationship to the CEO.

A breach of this policy may occur even if a complaint about the behaviour has not been made (for example, offensive screen savers, photos, objects, calendars, or emails) or a complaint is withdrawn such actions may also be in breach of other Local Government policies and/or the Code of Conduct.

4.4 Victimisation

Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment, or victimisation. Victimisation is against the law.

It is also victimisation to threaten someone (such as a witness) who may be involved in investigating an equal opportunity concern or complaint.

Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.

The Local Government has a zero-tolerance approach to victimisation

5. Merit at the Local Government

All recruitment and job selection decisions at the Local Government will be based on merit – the skills and abilities of the candidate as measured against the inherent requirements of the position – regardless of personal characteristics.

It is unacceptable and may be against the law to ask job candidates questions, or to in any other way seek information, about their personal characteristics, unless this can be shown to be directly relevant to a genuine requirement of the position.

6. Resolving issues at the Local Government

6.1 Lodging complaints under the Grievance Resolution Policy and Procedures

Local Government strongly encourages any worker who believes they have been discriminated against, bullied, sexually harassed, or victimised to take appropriate action by making a complaint about the inappropriate behaviour to their manager and/or CEO in accordance with the Local Government's Grievance Resolution Policy and Procedure. The complaint will be investigated and resolved in accordance with that policy in a confidential manner. If a breach of this policy is found to have occurred a worker will be disciplined (and if appropriate, dismissed) in accordance with the Disciplinary Policy.

Workers who do not feel safe or confident to take such action under the Grievance Resolution Policy and Procedure may seek assistance from the Equal Opportunity Commission in Western Australia or the Australian Human Rights Commission for advice and support

6.2 Confidentiality of complaints

It is unacceptable for workers at the Local Government to talk with other workers, Elected Members, customers, rate payers, or suppliers about any complaint of discrimination or harassment.

Breaching the confidentiality of a formal grievance investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and may lead to disciplinary action including termination of employment.

Records of complaints and investigations completed under this policy and the Grievance Resolution Policy and Procedure will be kept confidential except where access to those records is required to be provided by law, for the provision of professional advice, or for the health and safety of a worker.

6.3 Employee assistance program

The Local Government workers are entitled to a certain amount of free, professional counselling from our employee assistance provider. To access the employee assistance program, contact the Wellness Officer for details.

Employee assistance provider counselling is confidential, and nothing discussed with a counsellor will be communicated back to the Local Government. Employee assistance provider counselling is available free to workers.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Work Health and Safety Act 2020*	
Related Documents	Code of Conduct for Employees (C19), Disciplinary Policy, Grievance Resolution Policy and Procedure, Corporate values statements of the Local Government, Equal Employment Opportunity Policy (C7), Work Health and Safety Policy (C6).	
Initial Adoption Resolution (New Policy)	27 March 2025	CM 25/03/046

End

Policy C23 – Employee Grievance And Dispute Resolution And Procedure

1. Policy Intent

The Shire of Boyup Brook (Local Government) is committed to a fair and effective process for the resolution of grievances and disputes. Our process aims to resolve grievance through discussion, consultation, cooperation and mediation.

All Local Government workers are required to treat others with equality, fairness, dignity, courtesy, and respect.

By effectively implementing this policy the Local Government will attract and retain talented workers, create a positive environment for workers and ensure that the Local Government complies with its responsibilities under relevant legislation.

2. Policy

2.1 Application

This policy applies to grievances or disputes raised by employees, contractors and volunteers engaged or appointed by the Shire of Boyup Brook in relation to employment or workplace matters. This Policy does not apply to complaints about the Chief Executive Officer (CEO) as there are other provisions in place.

The application of this policy extends to:

- all aspects of employment including recruitment and selection, conditions and benefits, training and promotion, task allocation, shifts, hours, leave arrangements, workload, equipment and transport.
- on-site, off-site, or after-hours interactions between workers, work-related social functions, conferences including wherever and whenever workers may be as a result of their Local Government duties; and
- a worker's treatment of other workers.

2.2 Our Commitment

Guided by our Corporate Values:

a) **Proactive –** We embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.

b) **Leadership & Teamwork -** We lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.

c) **Accountability & Integrity** - We are respectful, open, transparent, honest and inclusive in our dealings with the Community.

d) **Commitment** - We build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.

e) **Engaging Community** - Showing respect, understanding and compassion for others and working collaboratively with community for better outcomes.

3. Principles

3.1 Privacy and confidentiality

Privacy and confidentiality must be strictly observed at all times during the grievance and dispute resolution process. Information regarding to the grievance must only be passed on where necessary to deal with the grievance or dispute fairly and effectively.

This applies to everyone involved in each grievance or dispute, including the parties involved, witnesses, support people and the staff handling the grievance or dispute

3.2 Fairness and impartiality

All grievances will be handled fairly and impartially, observing the principles of natural justice and procedural fairness.

This means that:

- Any person who is the subject of a grievance or disputes (respondent) is entitled to full details about the grievance or dispute.
- The respondent must be given a full opportunity to respond to the grievances; and
- The parties to a grievance or dispute must have a full opportunity to respond to allegations and statements made by the other party and by witnesses.

If anyone involved in handling a grievance or dispute has a bias or conflict of interest that may affect their ability to be fair and impartial, they must declare this to the parties and to the staff member handling the grievance or dispute. One or both of the parties may also perceive a bias or conflict of interest even if the officer handling the grievance or dispute does not. In these cases, the grievance or dispute should be handled by another officer or appoint an external investigator.

3.3 Freedom from Victimisation

Victimisation is when a person is harassed, treated unfairly or intimidated because they have lodged a grievance or dispute, assisted someone else with a grievance or dispute or been a witness in an investigation.

3.4 Timeliness

The Shire will take all reasonable steps to prevent the victimization of anyone connected with a grievance. Victimisation constitutes a breach of this directive and may result in disciplinary action.

3.5 Ease of use and trustworthiness

This Policy and Procedure will be accessible to everyone working at/for the Shire and implemented appropriately. The Shire will take all reasonable steps to ensure that the contents of this policy and procedure are understood by all employees.

3.6 Seriousness and sensitivity

All grievances or disputes will be taken seriously and handled with sensitivity, taking into account the individual background and values of each party and any differences between them.

3.7 Internal and external support

All parties to a grievance have the right to have a support person of their choice at meetings relating to the grievance.

At any stage of the grievance procedure, the employee may be represented by their union or its local representatives/delegate and the employer represented by their Industrial Relations consultant. The union delegate shall have reasonable time, without a loss of pay, to discuss a grievance or dispute with management at the local level where prior approval is sought. Such approval shall not be unreasonably withheld.

The parties to the grievance can contact an external agency for information, advice or help at any time during the grievance procedure.

4. Malicious or vexatious complaints

The Shire encourages employees to raise all genuine concerns. Employees should not be put off from raising concerns because they are afraid that they may be wrong, or they won't be able to prove their claims.

However, making allegations that are not true, or making a complaint solely to cause trouble for others, may be serious misconduct. Employees making such malicious and vexatious complaints will be subject to disciplinary action.
If it is alleged during the grievance or dispute process that the grievance or dispute is malicious or vexatious, this will be investigated at the same time as the original grievance or dispute.

5. Procedure

5.1 There are two procedures available to staff members who wish to make a complaint; formal and informal. A staff member with a complaint can nominate which procedure they wish to follow (informal or formal) and can change their nomination after initiating a particular procedure.

Providing that complaint must be dealt with formally where:

- The complaint involves serious allegations, including but not limited to, sexual harassment, discrimination, criminal conduct, serious or multiple breaches of the Shire's policies and procedures, or breach of the *Local Government Act 1995*.
- The complaint involves a particularly sensitive or personal matter; or
- A formal complaint procedure is deemed appropriate in the circumstances by the Governance Officers

5.2 Complainants may exercise their right to nominate and involve a third person during the grievance/dispute resolution process. This applies to both informal and formal processes.

5.3 While a grievance/dispute resolution process is being conducted, normal work must continue unless there is an imminent risk to the health and safety of any persons.

5.4 The informal process is aimed at conciliating or mediating an acceptable outcome with speed, fairness and confidentiality.

5.5 For informal grievances/disputes relating to Discrimination, Harassment or Bullying:

- The complainant tells the persons who is exhibiting discriminatory, harassing or bullying behaviour that they find their behaviour unacceptable and want it to stop.
- If the complainant feels that they cannot tell the person directly, or the unwelcome behaviours continues, the complainant may discuss the complaint with their Manager/Supervisor.
- Options for resolving the situation are discussed between the complainant and their Manager/Supervisor with the aim of resolving the issue's satisfactorily, equitably, and in accordance with the Shire's responsibilities to provide a workplace free of discrimination, harassment and bullying. The manager/supervisor can either:

    - Arrange for a mediation between the complainant and the respondent.
    - Meet with the complainant and the respondent separately to discuss the issues and explore possible solutions; and/or
    - Write to the complainant and the respondent to obtain further information about the complaint and to explore potential solutions

5.6 For informal grievances/disputes relating to general issues

- The complainant discusses the grievance/dispute with their manager/supervisor.
- Options for resolving the situation are discussed between the complainant and their manager/supervisor with the aim of resolving the issue/s speedily, satisfactory and equitably. The manager/supervisor can either:

    - Arrange for a mediation between the complainant and the respondent.
    - Meet with the complainant and the respondent separately to discuss the issues and explore possible solutions; and/or
    - Write to the complainant and the respondent to obtain further information about the complaint and to explore potential solutions.

5.7 Outcome from an informal grievance/dispute

- It the matter is resolved to the satisfaction of all parties; the matter will be conducted.
- If a suitable resolution is not achieved, or if the complainant is not satisfied with the outcome of the informal process, they may choose to make a formal complaint.
- All meetings with the complainant and the respondent should be documented and any correspondence between the parties should be retained on a confidential basis by Human Resources.

5.8 The formal grievance/dispute procedure involves written complaints, formal interviews of the parties and witnesses, and the preparation of a written report and recommendation to the relevant manager or CEO for his/her action.

5.9 For formal grievances/disputes relating to Discrimination, Harassment or Bullying or General issues:

- The complainant contacts the Chief Executive Officer stating the substance of their complaint and if required an Employee Grievance Form should be completed with any remedy sought.
- The Chief Executive Officer advises the relevant Director of the nature of the formal complaint and may conduct a preliminary inquiry. The purpose of a preliminary enquiry is to:
    - Obtain details about the complaint and assess the seriousness of the allegations.
    - Determine the level of factual dispute.
    - Assess whether there is sufficient evidence to proceed to a formal investigation; and
    - Determine whether the Local Government should proceed with an investigation or refer the matter to an external authority.

It may be appropriate to refer a matter to an external authority where the alleged conduct is potentially of a criminal nature, breaches the *Local Government Act 1995* or may need to be dealt with by the Corruption and Crime Commission.

- The Chief Executive Officer (CEO) or appropriate officer conducts/coordinates an impartial investigation (as per clause 6), meeting with all parties to the grievance (including the respondent).
- At the completion of the investigation process (detailed or otherwise) the CEO or appropriate officer handling the grievance will document agreed upon resolutions or make recommendations (where agreement cannot be reached) for resolving the grievance.
- This recommendation is reviewed by the manager or CEO, then discussed with the parties to the grievance.
- If agreement to the proposed resolution is reached, then all proposed actions will be implemented in a timely manner.
- If agreement to the proposed resolution is not reached, a decision on necessary resolutions will be made by the CEO. These resolutions will be implemented in a timely manner.

- At any stage during the formal process the employee may request a meeting with the relevant manager, CEO or other authorized officer for discussion.
- The complainant will be notified in writing of the outcome of the grievance. Any required actions by the respondent or any other parties to the agreement will be detailed in writing.
- The officer handling the grievance will monitor the implemented resolutions for an appropriate time period to ensure that the resolutions are effective

6. Investigation procedure

The role of an investigator is to collect information about the complaint and make findings about whether any allegations are substantiated. The investigator is responsible for ascertaining facts, reviewing documentation, interviewing parties and making a determination about whether or not the allegations are substantiated.

In conducting an investigation, the investigator should comply with this Policy, particularly the principals of procedural fairness. The depth and scope of the investigation will depend on the nature of the complaint however, as a general guide the following should be covered by the investigation report:

The circumstances of any allegations made:

- A list of allegations made by the complainant, the respondent's response to the allegations and whether any of the allegations are substantiated.
- Outline where any policies, organizational directives or legislation have been breached.
- Evidence related to the complaint include any documentation such as emails, letters and witness statements; and
- Any mitigating circumstances that have been presented through the investigation on behalf of the respondent.

7. Possible actions to resolve a grievance

Joint Agreement
Many grievances will be able to be settled by joint agreement between the parties to the grievance. Any agreement should be confirmed in writing. Such agreements may contain once or more of the following:

- Outline of required action e.g. written apology.
- Required changes in work practices.
- Further training or education requirements.
- Commitment statements from parties to the grievance.
- Transfer, demotion or termination of the respondent's employment; or
- Counselling or mediation requirements.

Disciplinary action
The outcome of the investigation will dictate whether disciplinary action is taken. What disciplinary action is taken is a matter of discretion for the Shire and must be considered in accordance with the Policy, Disciplinary Action and Performance Management.

Performance concerns
If the complaint involves a performance issue, the line manager of the respondent may commence a formal or informal performance management process with the respondent or discipline the respondent.

8. Lack of proof and/or information to enable an appropriate decision

In grievance where there is limited proof and not enough information to make an appropriate decision or come to a meaningful resolution, no disciplinary action will be taken. This will be explained to all parties to the grievance. However, it may be appropriate to retrain staff and ensure that all staff understand their rights and responsibilities. The Shire will then monitor the parties to the grievance.

9. Internal appeals

Any party to the grievance may appeal the outcome of the grievance or the proposed resolutions. All appeals should be directed to the CEO.

The CEO will then determine the appropriate officer to review the grievance process and decision.

This review may be conducted by:

- The relevant Manager.
- CEO
- Other appropriate Officer; or
- External agency or consultant

The person performing the review may confirm the original decision or make a different decision. The ultimate decision on any internal appeal will rest with the CEO.

10. Withdrawing a complaint

A grievance can be withdrawn at any time, unless it is considered to be too serious to be withdrawn. For example, it may involve a serious breach of the Shires policies or a risk to workplace health and safety.

If a complaint is withdrawn it cannot be raised again, unless there is victimization, the behaviour is repeated, or new facts come to light

11. Reporting obligations

The Local Government must comply with its obligations to report minor or serious misconduct to either the Public Sector Commission or Corruption and Crime Commissioner in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Employees must also be aware of and adhere to any obligations pursuant to the *Public Interest Disclosure Act 2003* (WA).

12. Record Keeping

All complaint or dispute investigations will be documented. In formal grievance or dispute processes, records will be kept of all documents collected and drafted as part of that process. For more informal processes a file note or note in a diary will be sufficient.

Information or details relating to a grievance must only be discussed with or released to those individuals directly involved in the grievance or resolution. It is however, acceptable to seek advice and discuss grievance issues with an appropriate Manager or Human Resources when required even if they are not directly involved in the grievance.

It is essential that all individuals involved in the investigation process are informed that all matters discussed must remain confidential and that any breach of confidentiality will be treated as a disciplinary matter. This includes the individual submitting the grievance.

All documents and correspondence relating to the grievance will be placed on an appropriate security-controlled file in the Shire's document management system. Access to this file will be restricted to the CEO, and only those staff directly involved in the grievance investigation and resolution

13. Definitions

Complaint – the grievance relating to employment or workplace matters raised by the complainant.

Complainant – the person who lodges a grievance or dispute.

Respondent – an employee, contractor or volunteer who is alleged to have acted in a manner the subject of the complaint.

Support Person – a person chosen by the complainant and respondent to attend meetings with them, where practicable. The role of a support person is not to advocate on behalf of anyone, but to provide emotional and practical support.

Witness – anyone who can provide information that is relevant to a grievance or dispute or its resolution

Document Control	
Previous Policy Reference	New
Related Legislation	*Fair Work Act 2009,* *Corruption, Crime and Misconduct Act 2003* (WA), *Public Interest Disclosure Act 2003* (WA), *Local Government Act 1995.*
Related Documents	Local Government Industry Award 2020 (State), Shire of Boyup Brook Outside Employees Enterprise Agreement, Local Government Officers (WA) Award 2021, Municipal Employees' (WA) Award 2021, Code of Conduct for Employees,

	Code of Conduct for Elected Members, Committee Members and Candidates, Fraud and Corruption Control - Policy G12, Employee Grievance Form.	
Initial Adoption Resolution (New Policy)	27 March 2025	CM 25/03/046

End

Policy C24 – Employee Disciplinary And Procedure

1. Policy Intent

The Shire of Boyup Brook (Local Government) is committed to a fair and effective process for the procedure for disciplinary action. Disciplinary action, except in cases of serious misconduct, fraud and corruption, is an incremental process and can be terminated at any stage.

All Local Government workers are required to treat others with equality, fairness, dignity, courtesy, and respect.

By effectively implementing this policy the Local Government will ensure that the Local Government complies with its responsibilities under relevant legislation.

2. Policy

2.1 Application

This policy applies to disciplinary action for employees, appointed by the Shire of Boyup Brook in relation to employment or workplace matters. This Policy does not apply to actions about the Chief Executive Officer (CEO) as there are other provisions in place.

3. Privacy and confidentiality

Privacy and confidentiality must be strictly observed at all times during the disciplinary process. Information regarding the disciplinary process must only be passed on where necessary to deal with the disciplinary action fairly and effectively.

4. Procedure for Implementing Disciplinary Action

Step 1 – Verbal Warning, Guidance, Counselling

Where an employee's work performance or conduct is unsatisfactory, the employee shall be informed, in the first instance of the nature of the unsatisfactory performance or conduct and of the standard that is required to be achieved.

The employee will be interviewed by their immediate supervisor/manager. The employee has the option of having their on-site Union delegate present at this interview. The employee will have an opportunity to respond to the allegation(s).
The purpose of the interview will be to identify the causes of the problem and agree on solutions. Where the problem is acknowledged by the employee, a corrective action/performance management plan will be agreed by the employee.

A review date will also need to be agreed upon to allow reassessment of the employee to be discussed and assessed.

Should the requisite improvement be forthcoming, it will be acknowledged by the supervisor/manager and no further action will be taken. If no satisfactory improvement occurs, then the matter will proceed to step 2

.

A written record of the interview must be kept by the Chief Executive Officer or other authorised officer and a copy of the report is to be given to the employee concerned for their own records

Step 2 – Formal Written Warning

Where there is a recurrence of unsatisfactory work performance or conduct, the employee shall be warned formally in writing by the employee's departmental manager. The Chief Executive Officer is to be fully briefed on the situation.

The employee shall also be counselled. Counselling should reinforce the standard of work or conduct that is expected and advise the severity of the situation and whether disciplinary action will follow if the employee's work performance or conduct does not improve. A suitable review period for monitoring the employee's performance will be set at this time.

A written record shall be kept of this formal warning and counselling. The employee will be entitled to sight and sign this written record and add any notations regarding the contents of such record

Step 3 - Final Written Warning

If the employee's unsatisfactory work performance or conduct continues or resumes following the formal warning and counselling, the employee shall be given a final warning in writing giving notice of disciplinary action should the unsatisfactory work performance or conduct not cease immediately.

Step 4 – Disciplinary Action

If, after careful consideration and investigation, the Chief Executive Officer reaches the conclusion that the alleged offender is guilty of a breach of discipline which warrants penalty, the Chief Executive Officer may impose one or more of the following:

- A change of duties/role
- Closer supervision
- Lateral transfer
- Demotion
- Suspension or termination of employment

5. Serious Misconduct Disciplinary Process

In such situations, the Chief Executive Officer may suspend or terminate the employee as per the policy (refer to C7 – Equal Employment Opportunity,
C16 – Drugs and Alcohol and C19 - Code of Conduct for Employees).

5.1. Investigation

In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:

- the Corruption and Crime Commission, in the case of serious misconduct; or
- the Public Sector Commissioner, in the case of minor misconduct.

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire of Boyup Brook's policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Fair Work Act 2009,* *Corruption, Crime and Misconduct Act 2003* (WA), *Public Interest Disclosure Act 2003* (WA), *Local Government Act 1995.*	
Related Documents	Local Government Industry Award 2020 (State), Shire of Boyup Brook Outside Employees Enterprise Agreement, Local Government Officers (WA) Award 2021, Municipal Employees' (WA) Award 2021, Code of Conduct for Employees, Code of Conduct for Elected Members, Committee.	
Initial Adoption Resolution (New Policy)	27 March 2025	CM 25/03/046

End

Part 4

Finance



Policy F1 – Regional Price Preference

1. Policy Intent

To promote the growth development and retention of local and regional businesses employing local people to assist in generating economic benefits by maximising the use of competitive local and regional content in the supply of goods and services or for construction (building services) sourced by way of Tender on behalf of the Shire of Boyup Brook (Shire).

2. Policy

2.1. That a price preference will apply to tenders invited for procurement over $75,000 by the Shire as detailed in clause 2.2, unless Council resolves that this policy not apply to a particular tender invited.

2.2. The following levels of preference for the purposes of assessment will be applied under this policy:

Shire of Boyup Brook Businesses

a. 10% where the contract is for goods and services up to a maximum price assessment reduction of $50,000; and

b. 5% where the contract is for construction (building services) up to a maximum price assessment reduction of $50,000.

Southwest Region Businesses

a. 5% where the contract is for goods and services up to a maximum price assessment reduction of $50,000; and

b. 2.5% where the contract is for construction (building services) up to a maximum price assessment reduction of $50,000.

The levels of preference outlined in clause 2.2, will only apply to businesses that are located within the Shire or the Southwest Region for at least six (6) months prior to the closing date of tender invited.

The level of preference outlined is to be applied as either a Shire Business or Southwest Region Business, not both.

The Southwest Region Businesses preference can only be applied if it does not affect the overall evaluation outcomes for a business from the Shire, on the condition that the Shire Business has submitted an equally competitive bid in terms of evaluated quality i.e.: overall qualitative scores are in the same range/s.

Only the cost of those goods and services clearly identified in the tender submission as being supplied locally or from the Southwest Region regionally (regardless of

their origin) will be included in the calculation that forms a part of the assessment of a tender. Travel or accommodate costs are excluded.

It should be noted that price is only one factor to be considered when the Shire assesses tender submissions. Value for money principles will be used to achieve the best possible outcome for every dollar spent. This is achieved by assessing all costs and benefits rather than simply selecting the lowest purchase price.

3. Definition

'Southwest Region' includes Boyup Brook, Bridgetown, Greenbushes, Nannup, Manjimup, Collie, Capel, Bunbury, Busselton, Dardanup, Donnybrook, Balingup, Margaret River, Augusta and Harvey.

Document Control		
Previous Policy Reference	F.12	
Related Legislation	*Part 4 A – Local Government (Functions and General) Regulations 1996.*	
Related Documents	Policy G9 – Purchasing.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy F2 – Investment Of Funds

1. Policy Intent

To invest the Shire of Boyup Brook surplus funds, with consideration of risk and the most favourable rate of interest available to it at the time for that investment type, while ensuring that Council's liquidity requirements are met.

2. Policy

2.1. While exercising the power to invest, consideration is to be given to preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a predetermined market average rate of return that considers Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

2.2. Prudent Person

In accordance with the *Trustees' Act 1962* all surplus funds will be invested in accordance with the prudent person rule. The main features of the prudent person rule include:

- Exercising the care, diligence, and skill that a prudent person would exercise in managing the affairs of other persons; and
- A duty to invest funds in investments that are not speculative or hazardous.

2.3. Approved Investments

As per the *Local Government (Financial Management) Regulations 1996*, Regulation 19C, any investment placed shall be subject to the following restrictions:

- A deposit can only be placed with an authorised institution as defined in the *Banking Act 1959 (Commonwealth)* Section 5 or with the Western Australian Treasury Corporation.
- A deposit cannot be placed for a fixed term of more than 3 years.
- Any bonds must be guaranteed by a Commonwealth, State or Territory government and may not be placed with a term to maturity of more than 3 years; and
- Council may not invest in foreign currency.

2.4. Reporting and Review

A report on current investments under this policy is to be included in the monthly financial report presented to Council each month. Documented evidence must be held for each investment and details thereof maintained in an Investment Register for the period required under the *State Records Act 2000*.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as of 30 June each year and reconciled to the Investment Register.

Document Control		
Previous Policy Reference	F.01	
Related Legislation	*Local Government Act 1995,* *Local Government (Financial Management) Regulations 1996,* *Trustees Act 1962,* *Australian Accounting Standards,* *State Records Act 2000,* *Banking Act 1959.*	
Related Documents	Internal Investment Register (to be prepared), Shire of Boyup Brook Delegation of Authority Register.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Correctly reference State Records Act 2000.		2.4

End

Policy F3 – Related Party Disclosure

1. Policy Intent

To ensure compliance with the Australian Accounting Standard AASB124 (AASB124) related party disclosures and the *Local Government Act 1995* (the Act) to prepare financial accountability documents, including general purpose financial statements.

2. Scope

This policy provides a framework for the identification of related party relationships and the disclosure of related party transactions with Council.

3. Definitions

To assist in interpretation the following definitions shall apply:

'**Close family members of a person'** shall mean those family members who may be expected to influence, or be influenced by, that person in their dealings with the Council.

'Control' shall mean the ability to direct the business activities of an entity through rights or exposure to returns from its involvement with the entity.

'Elected Member' shall mean the Shire President, Deputy Shire President, and Elected Members of the Shire of Boyup Brook.

'Ordinary Citizen Transactions' shall mean transactions with a related party that are made on terms that are considered reasonable if the parties were dealing at 'arm's length'.

'Key Management Personnel' shall mean those persons having authority and responsibility for planning, directing, and controlling the activities of Council or Council entities, directly or indirectly. This shall include Elected Members, Chief Executive Officer, and Executive Management Team.

'Related Party Transaction' shall mean the transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

'Executive Manager shall mean an employee of the local government, (a) who reports directly to the Chief Executive Officer and (b) whose position would be a senior position in the local government's corporate structure.

4. Background

Under the Act and *Local Government (Financial Management) Regulation 1996* all local governments in Western Australia must produce annual financial statements that comply with Australian Accounting Standards.

From 1 July 2016, the Australian Accounting Standards Board has determined that AASB124 Related Party Disclosures will apply to government entities, including local governments.

The objective of the accounting standard is to ensure that annual financial statements contain “disclosures” necessary for stakeholders to draw attention to the possibility that the financial position and financial performance may have been affected by transactions and outstanding balances with related parties.

This information will be audited as part of the annual external audit.

The related party policy seeks to reduce the risk that Council’s transactions may be influenced by the interests of parties related to the transaction. This occurs where the parties can influence the decision of whether a benefit is provided to them and the terms of the provision of that benefit.

It is therefore important that Key Management Personnel (KMP) act honestly and with reasonable care and diligence whilst avoiding improper use of their position and information. It is equally important that KMP of the Council are subject to a high level of accountability, including appropriate disclosure of their transactions with the Council in the annual financial statements.

5. Policy Statement

5.1. Related Parties

A related party is a person or entity that is related to the Council. The following are determined to be related parties of Council.

- KMP.
- close family members of KMP.
- any entities controlled or jointly controlled by KMP or their close family members; or
- a subsidiary, associate, or joint venture of Council.

Other parties may be assessed to be related parties, from time to time, depending upon Councils structure and delegations or in accordance with the requirements of the AASB124.

KMP and other persons occupying or acting in the positions disclosed are required to complete a related party declaration to assist Council in compliance with its statutory obligations.

Declarations are required bi-annually each financial year. Should an individual’s circumstances materially change between these periods a new declaration will be required to be completed.

Management will implement and maintain a suitable system to identify related parties.

5.2. Disclosure

Transactions between Council and related parties, whether monetary or not, are required to be identified. Disclosure of these transactions within the annual financial

statements will be determined in accordance with materiality by assessment against nature and size when considered individually and collectively.

Materiality thresholds are reviewed annually as part of the audit process and reported related party disclosures will be in compliance with the framework of the AASB124 and other relevant standards, as required.

Related party transactions excluded from disclosure requirements based on ordinary citizen transactions are:

- any valid discounts and fee waivers that are available to the party as an ordinary citizen and is available to any ordinary citizen in the same circumstance; and
- any service or benefit provided as part of the normal Council business operation to the party as an ordinary citizen and is available to any ordinary citizen in the same circumstance.

Transactions that may be disclosed if between related parties include:

- any infrastructure charges,
- special waivers or reduction of fees, discounts provided despite late payments, waivers of interest on debts, or any other benefit not excluded that has been provided to the party.
- include outstanding balances owed to Council by KMP and their related parties; and
- other transactions as required by the AASB124.

Council will be cognisant of privacy and right to information requirements when dealing with the identification, retention, and disclosure of related party transactions.

Document Control		
Previous Policy Reference	F.09	
Related Legislation	*Local Government Act 1995,* *Local Government (Financial Management) Regulations 1996,* *Local Government (Audit) Regulations 1996,* *Australian Accounting Standard AASB124.*	
Related Documents	Annual Financial Report.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy F4 – Corporate Credit Card

1. Policy Intent

To enable flexibility in purchasing procedures and to provide information on the use and responsibilities of Council Corporate Credit Cards by approved Council Officers.

2. Policy

The Shire of Boyup Brook (Shire) is committed to:

- Providing a useful resource to enable purchasing in remote and emergency situations.
- Assist with purchasing where account facilities are not readily available, reducing the need for nominated staff to carry cash; and
- Providing an effective means of auditing expenditure incurred.

It is policy:

a. To provide the Chief Executive Officer (CEO) with a corporate credit card with an expenditure limit of $5,000.
b. For the CEO to authorise the provision of corporate credit cards to other staff as determined necessary, with an expenditure limit not exceeding $2,000.

2.1. Scope or Application

This policy applies in the following circumstances:

- an agreement shall be signed by the cardholder and the Shire which sets out the cardholder's responsibilities and legal obligations when using the credit card.
- credit cards should only be used for purchasing goods and services on behalf of the Shire.
- personal expenditure is prohibited; and
- a credit card is not to be used for cash withdrawals or for the payment of fines.

2.2. Auditing

Sufficient and robust auditing processes are to be implemented and maintained to ensure the proper and accountable use of Shire Credit Cards.

Document Control		
Previous Policy Reference	F.05	
Related Legislation	*Local Government Act 1995,* *Local Government (Financial Management) Regulations 1996,* *Australian Accounting Standard AASB124.*	
Related Documents	Annual Financial Report.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
• Update CEO CC limit as per bank approval.		2

End

Policy F5 – Debt Collection

1. Policy Intent

To outline clear and appropriate debt recovery procedures which will be undertaken by the Shire of Boyup Brook (Shire) to ensure effective control over all invoiced debts owed to the Shire whilst being sympathetic to those ratepayers and debtors suffering genuine financial hardship.

2. Policy

2.1. Rates

2.1.1. Where rates remain outstanding fourteen days after the due date shown on the Rate Notice, and the ratepayer has not elected to pay by an approved payment option, a Final Notice shall be issued requesting full payment within seven days.

2.1.2. Rates remaining unpaid after the expiry date shown on the Final Notice will be examined for the purpose of issuing a Collection Letter.

2.1.3. Where payment remains outstanding despite the issue of a Collection Letter and the ratepayer has not entered a payment arrangement, a Claim will be issued for recovery.

2.1.4. Following the issue of a Claim and the addition of legal costs, as provided in Section 6.56 of the *Local Government Act 1995* (the Act), a reasonable offer to discharge a rate account will not be refused.

Any instalment arrangement will be calculated so that the minimum repaid over a full year will equal 100% of annual levies and any costs associated with debt collection charges.

2.1.5. Where a Claim has been issued and served but remains unsatisfied, action will be taken to pursue that Claim by whatever means, through Council's solicitors or collection agency, to secure payment of the debt.

2.1.6. Legal proceedings will continue until payment of rates imposed is secured. This includes the issue of a Property Seizure and Sale Order (PSSO) against goods and land if necessary.

a. If a PSSO against land is proposed to collect outstanding rates due on a property where the owner resides, approval of Council shall be obtained before the PSSO is lodged.
b. PSSOs against land will be used to collect outstanding amounts in respect to investment properties without a requirement that these be referred to Council.

2.1.7. In cases where the owner of a leased or rented property on which rates are outstanding cannot be located, or refuses to settle rates owed, notice will be served on the lessee under the provisions of Section 6.60 of the Act, requiring

the lessee to pay to Council the rent due under the lease / tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

2.1.8. Where the owner is registered for a pensioner rebate on rates and ESL (where the deferment option may be available) or where the owner is registered for a senior's rebate (25% rebate and no deferment option); debt recovery may proceed for the collection of unpaid charges which are not subject to a rebate or deferment e.g. rubbish collection charges.

2.2. Sundry Debtors

2.2.1. Sundry debtor accounts are overdue if not paid within seven days of the issuing of the account.

2.2.2. The Shire may stop the provision of credit facilities to sundry debtors when an account is overdue for more than thirty days.

2.2.3. The Shire will take recovery action of overdue sundry debtor accounts within sixty days of the account becoming overdue unless the debtor enters and complies with an overdue payment agreement. Any such agreement will not exceed 6 months unless exceptional circumstances exist.

2.3. Variation

The Chief Executive Officer may determine other suitable treatment options to deal with sundry debtors in the case of demonstrated hardship or other situations.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government Act 1995.*	
Related Documents	Annual Financial Report.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy F6 – Financial Hardship

1. Policy Intent

To give effect to our commitment to support the whole community to meet the unprecedented financial challenges, the Shire of Boyup Brook (Shire) recognises these challenges of our ratepayers.

This policy is intended to ensure that we offer fair, equitable, consistent, and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

2. Policy

It is a reasonable community expectation, as we deal with the overall financial hardships that those with the capacity to pay rates will continue to do so. For this reason, the policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* (the Act), and *Local Government (Financial Management) Regulations 1996* (the Regulations) will apply.

2.1. Payment difficulties, hardship, and vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

2.2. Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- recent unemployment or under-employment.
- sickness or recovery from sickness.
- low income or loss of income; or
- unanticipated circumstances such as caring for and supporting extended family. Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with our statutory responsibilities.

2.3. Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- that a ratepayer has made genuine effort to meet rate and service charge obligations in the past.
- the payment arrangement will establish a known end date that is realistic and achievable; and
- the ratepayer will be responsible for informing the Shire of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

2.4. Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case-by-case basis.

2.5. Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid.
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property.
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

2.6. Debt Recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the financial year.

Rates and service charge debts that remain outstanding at the end of the financial year, will then be subject to the rates debt recovery procedures prescribed in the Act.

2.7. Communication and Confidentiality

We will maintain confidential communications at all times, and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

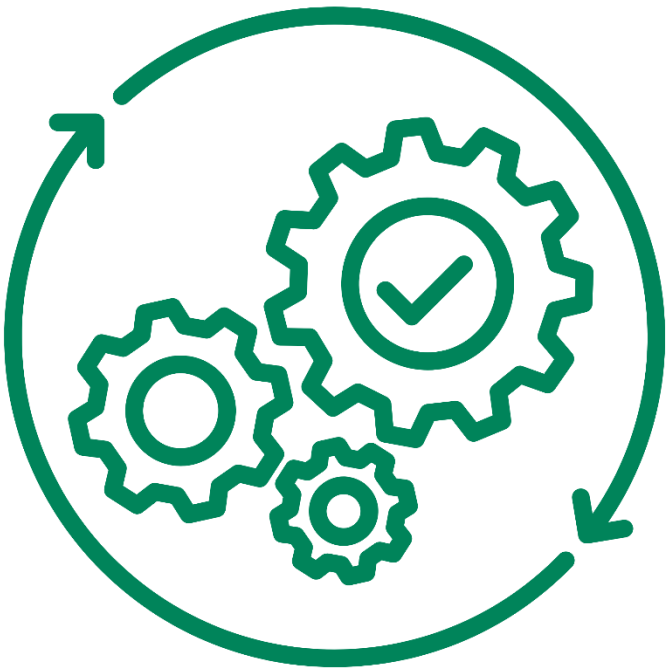
We recognise that applicants for hardship consideration are experiencing additional stress and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government Act 1995,* *Local Government (Financial Management) Regulations 1996.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Part 5

Operational Services



Policy O1 – Private Works

1. Policy Intent

To confirm support for private works requests from residents, organisations or others located in the Shire of Boyup Brook.

2. Policy

Private works will only be carried out when the Shire's plant and staff are available. Where private works are undertaken full cost recovery, inclusive of labour, material, plant and on costs, plus 30% will be applied to limit direct impact on local contractors.

Wherever possible, all private works are to be carried out after normal working hours on an overtime basis. Requests for private works and the documentation of each private work are to be in writing and records retained for future reference.

3. Work Health and Safety

All work Health and Safety requirements must be always adhered to while undertaking private works.

Document Control		
Previous Policy Reference	W.04	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Part 6

Emergency Management



Policy EM1 – Emergency Preparedness, Bushfire Preparedness, Prevention, Planning And Enforcement

1. Policy Intent

To confirm the critical importance of bushfire preparedness and prevention activities and appropriate planning to adequately prepare for or mitigate the spread or extension of bushfires in the district and acknowledge enforcement of the approved compliance standards or for additional notices (Special Works Orders).

2. Policy

To enhance community safety and assist in reducing bushfires or the impact of bushfires, the Shire of Boyup Brook is committed to:

- actively encouraging property owners and occupiers throughout the district to meet the requirements and obligations outlined in the Shire of Boyup Brook Firebreak Notice made pursuant to the provisions of the *Bush Fires Act 1954.*
- supporting the issue of Special Works Order to individual property owners and occupiers by employees appointed as Fire Control Officers to formally direct additional preventative or preparedness (bushfire hazard reduction) work, where specific hazards are identified.
- enforcing the provisions of the *Bush Fires Act 1954* generally, and where noncompliance with the Firebreak Notice or Special Work Orders occur, inclusive of completing bushfire hazard reduction work on private land, at the landowners/occupier cost; and
- supporting the rigorous application of the States Bushfire Policy Framework prepared by the Western Australian Planning Commission under Part 3 of the *Planning and Development Act 2005* with the Support of the Department of Fire and Emergency Service, inclusive of but not limited to:

    - State Planning Policy 3.7 Planning in Bushfire Prone Areas; and
    - Guidelines for Planning in Bushfire Prone Areas.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Bush Fires Act 1954,* *Planning and Development Act 2005.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy EM2 – Emergency Management

1. Policy Intent

To outline a commitment by the Shire of Boyup Brook (Shire) for the broad principles of Emergency Management in the district to support the community.

2. Policy

To achieve the policy intention the Shire will, through the Chief Executive Officer:

a. Ensure committees/groups are established and functioning to meet the Shire's statutory emergency management responsibilities, such as:

- Local Emergency Management Committee.
- Local Recovery Coordinating Group; and
- appropriate representation on the District Emergency Management Committee.

b. Develop and maintain emergency management arrangements that meet the Shire's statutory emergency management responsibilities and provide for operational effectiveness, including but not limited to:

- Local Emergency Management Plan.
- Local Recovery Plan.
- Local Animal Welfare Plan.
- Local Resource Recovery Manual.
- Local Bushfire Management Arrangements.
- Bushfire Risk Management Plan; and
- Emergency Risk Management Plan.

c. Actively encourage arrangements being developed and maintained to:

- Enable business continuity preparedness, training and exercising to build and maintain individual and organisational confidence and capacity that promotes a smooth and rapid restoration of normal business functions following a disaster; and
- support neighbouring local governments for the purpose of local and regional response and/or recovery.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Emergency Management Act 2005.*	
Related Documents	Local Emergency Mgt Arrangements	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Part 7

Planning & Development



Policy PD1 – Landscaping Provisions – Commercial And Industrial

1. Policy Intent

To ensure the appearance of commercial and industrial zones is improved or maintained to a minimum standard.

2. Policy

That planning applications for development of commercial or industrial sites, landscaping 5% of the lot in keeping with surrounding adjacent areas, to the satisfaction of the Shire within one year of completion of the building, be included as a condition of approval of the application.

Document Control		
Previous Policy Reference	P.01	
Related Legislation	*Planning and Development Act 2005.*	
Related Documents		
Initial Adoption Resolution		18 June 2020
Amendment Record	Included into the policy manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy PD2 – Subdivision – Drain And Fill Conditions

1. Policy Intent

To provide guidelines for subdivisions which require drain and fill.

2. Policy

2.1 Fill Levels

a) In flood prone areas land should be filled only in flood fringe areas where defined or were permitted by the Water and Rivers Commission. Authority to a level above designated flood levels (usually the 1% flood event) or the level advised by the Commission. In areas protected by levels or other mitigation works other levels will be specified. These are determined by the local government in conjunction with the Water and Rivers Commission.

No fill shall be placed in areas designated as flood ways.

b) Surface depressions likely to retain ponded water and areas of high-water table intersecting ground level should be filled or drained except where such water bodies have significant beneficial uses and consequently need to be retained as areas of Public Open Space.

c) Where deep sewage is not a condition of subdivision the Local Government Authority should ensure that adequate clearance can be achieved between the highest known water table and the septic tank/leach drain system. Where appropriate, Local Government Authorities may consider the use of inverted leach drains to reduce fill requirements. The Health Department of Western Australia requires a minimum separation of 1.2 metres between the maximum ground water level and development level where on-site effluent disposal is utilised.

d) Where filling is required, it should not be to the detriment of adjoining landowners. All fill should be retained on the lot by the use of retaining walls or ensuring the nature angle of repose is not exceeded. Development approval and a Building Permit, may be required for any retaining walls over 0.5m from natural ground level. Retaining walls exceeding 1m in height require structural certification. Retaining walls shall be entirely contained within the boundaries of a single lot. Appropriate drainage is to be installed behind retaining walls.

e) In many instances land to be vested as Public Open Space will be best left in its natural state, however, the Shire should, when it is in the best interest of the community, have a POS reserve or portion of POS reserve filled to the same standard as the balance of the subdivision.

f) Where substantial vegetation exists on an area to be filled, Council should give careful consideration to the standards imposed. Fill not only destroys shrubs and ground cover but may in the longer-term result in more established trees dying.

The effects that a reduction in vegetation may have on the water table should also be considered by Council.

2.2 Compaction

Fill placed on a lot to meet Local Government Authority standards should be compacted to a degree that will allow typical development for that zone to be commenced without any additional earthworks being necessary. The Commission acknowledges that in some circumstances it will be necessary for Council to vary this requirement.

2.3 Drainage

a) Stormwater management shall be in accordance with the Department of Water 'Stormwater Management Manual' and address the following:

- Re-use of stormwater.
- Stormwater discharge to the Shire's drainage system must be at or below predevelopment rates.
- Post-development flow rates are to be attenuated to pre-development flow rates through the provision of adequate temporary detention storage.
- Discharge to the Shire's system is to be via a silt trap located within the property.
- Connection to the Shire's system is to be via a 90mm Stormwater Grade PVC pipe to a manhole located in the verge fronting the lot.
- Treatment of the 1-year average recurrence interval event.
- Sizing of pipe systems to accommodate the 5-year average recurrence interval event.
- Provision of storage infrastructure sized to attenuate the 10-year average recurrence interval event to predevelopment flow rates to protect the downstream drainage system.
- Overland flood route for the 100-year average recurrence interval event.
- Specific requirements of downstream receiving waters and existing upstream catchment.

b) A drain and fill condition may be used to require the deviation or upgrading of creeks or drains which runs through land, the subject of a subdivision application.

c) Land may be drained to help achieve the necessary separation between the highest known water table and ground level, or where septic tanks are used, leach drains.

d) The standard of drain construction required is best left to the Local Government Authority to determine after considering the following factors:

- Area of Catchment
- Maximum flow rates
- Quality of run offs
- Surrounding land uses

- Aesthetics

In general, however, piped drains are preferred in urban areas.

e) Where a comprehensive drainage system exists or is proposed, a subdivider should be required to contribute to the cost of that scheme. Generally, such contribution should be a proportion of the total cost equal to that which the area of land being subdivided bears to the total area covered by the comprehensive drainage system.

f) Drainage easements on reserves required as a result of subdivision should be provided free of cost to the Local Government Authority. If required, a condition to this effect should be requested of the Commission when a subdivision is referred to the Local Government Authority.

3. Drain and fill in Non-Urban Areas

The relative isolation of development in non-urban areas makes the imposition of a drain and fill condition at the subdivision stage unwarranted. Such a condition would be more appropriately applied to a building licence application at which stage the location and type of development can be evaluated.

Notwithstanding these comments, the Commission acknowledges that in particular instances there may be grounds for a Local Government Authority to request a drain and fill condition in non-urban areas. Such cases should be justified by the Local Government Authority in its response to the Commission's referral.

Document Control		
Previous Policy Reference	P.02	
Related Legislation		
Related Documents		
Initial Adoption Resolution		18 June 2020
Amendment Record	Included in the policy manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy PD3 – Outbuildings

1. Policy Intent

1.1. This policy seeks to guide the development of outbuildings proposed to be used for:

a) Domestic storage incidental to a dwelling; and

b) Where appropriate in accordance with Scheme 2, intensive uses such as cottage industry, commercial, rural industry, light industry, transport depot and stables.

1.2. This policy also seeks to minimise adverse impacts outbuildings may have on a locality.

2. Policy

2.1 Scope

a) This policy seeks to cater for a need for larger outbuilding space to accommodate intensive uses (commercial and industrial).

b) This policy does not apply to:

- Structures without a solid roof (shade cloth and arbours).
- Structures attached to a dwelling; and
- One structure (garden shed) with a floor area of 10m² or less and under 2.4m in height.

2.2 Definitions

Outbuilding - For the purpose of this policy and in keeping with the Western Australian Planning Commission (2012) Residential Design Codes, outbuildings are structures that are non-habitable and not attached to a dwelling and may include sheds, gazeboes, carports, sea-containers and shade houses.

Height - When measuring the height of an outbuilding, measurements are to be taken from the natural ground level to the highest point of the wall or roof top, whichever is applicable.

Maximum Area - The maximum area of an outbuilding is the combined total roof area of all existing and proposed outbuildings.

2.2 Policy Provisions

2.2.1 Outbuildings shall not be considered on a ‘Residential’ zone lot unless:

a) There is an existing Class 1 residential dwelling constructed on the lot; or

b) The outbuilding application is concurrent with an application for a habitable structure (dwelling).

2.2.2 Outbuildings shall be located away from the primary or secondary street towards the rear of the lot and where possible away from neighbouring dwellings. The exception to this rule applies to outbuildings fronting a street on 'Light Industrial', 'General Industrial' and 'Commercial' zone properties. In this situation, the fascia of the building is to incorporate a mixture of materials such as brick, glass and steel and design features (awnings) to improve the street appeal.

2.2.3 With the exception of 'Rural' zone properties, outbuildings exceeding 80m^2 shall be constructed out of low-reflective materials that blend with the landscape (dark blue, green, brown or red). The following colours are to be avoided as they are deemed to detract from the landscape and are considered highly reflective: Zincalume' Galvabond, White, Off-white, and Surfmist.

2.2.4 Sea containers may be considered where:

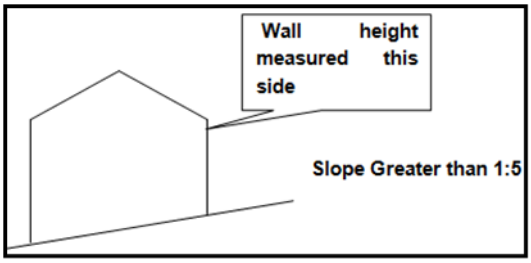
a) Plans indicate measures to make more visually appealing such as:

- Painting and/or re-cladding to a colour and design similar to surrounding development; and
- Screening by planting trees or shrubs or by locating behind other development.

b) Neighbours have been consulted and comments considered manageable.

2.2.5 For mono-pitched roofs, the height of the wall on the high side may be relaxed by up to 400mm.

2.2.6 For slopes greater than 1 in 5, the max wall height may be determined at the higher point of the site where the land has not been subject to cut and/or fill.



2.2.7 Where demonstrated proof of ownership of vehicle/vessel, a relaxation of the height of the wall and/or ridge may be supported.

2.2.8 The design and location of outbuildings shall comply with the following Table 1. Relaxations for setbacks may be considered subject to written confirmation by the adjoining landowner/s that they have no objection to the proposal.

Table 1: Outbuilding Specifications

Zoning	Max. Wall Height	Max. Ridge Height	Maximum individual outbuilding area (m^2)	Maximum total outbuilding area (m^2)	Set-backs
Residential and Urban Zone (Lots <500m^2)	3m	4.2m	80	100	6m – Front & Secondary 1m – Side & Rear
Residential and Urban Zone (Lots 500m^2 – 1000m^2)	3m	4.2m	100	120	6m – Front & Secondary 1m – Side & Rear
Residential and Urban Zone (Lots 1000m^2 or >)	3m	4.2m	120	200	6m – Front & Secondary 1m – Side & Rear
Special Rural Zone (Lots < 2ha)	4.2m	4.8m	200	300	Per Scheme Requirements
Special Rural Zone (Lots 2ha and >)	4.2m	4.8m	200	400	Per Scheme Requirements
Rural Small Holding	4.2m	4.8m	300	600	Per Scheme Requirements
Commercial Zone	6m	10m	Plot Ratio 1.0	Plot Ratio 1.0	Front - Per street character 5m – One Side 0m – Other Side and Rear (3m setback does not require fire wall)
Light Industrial Zone	6m	10m	Plot Ratio 0.5	Plot Ratio 0.5	5m Front 3m Rear 3m Side
General Industrial Zone	6m	10m	Plot Ratio 0.5	Plot Ratio 0.5	11m Front 10m Rear 5m Side
Rural Zone	Judged on merit				Per Scheme Requirements
Special Use Zone	Judged on merit				Per Scheme Requirements

Document Control		
Previous Policy Reference	P.04	
Related Legislation		
Related Documents	Western Australian Planning Commission (2012) Residential Design Codes.	
Initial Adoption Resolution		18 June 2020
Amendment Record	Included in the policy manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy PD4 – Bed And Breakfast Accommodation

1. Policy Intent

To facilitate alternative tourist accommodation types for a range of locations whilst maintaining the amenity of those locations for permanent residents.

2. Policy

2.1 Definition

Bed and Breakfast Accommodation - means a dwelling, used by a resident of the dwelling, to provide accommodation for persons away from their normal place of residence on a short-term commercial basis and includes the provision of breakfast.

A short-term basis means that the accommodation may not be occupied by the same tenant/s for a continuous period of more than 4 months, or more than 4 months in a 12-month period.

A maximum of six guests shall occupy the premises at any one time dependent upon the maximum number of bedrooms approved by the Shire.

The Shire permits an exemption from this policy for residences which are used as Bed and Breakfast accommodation for special events held in the Shire, limited to a maximum of 10 days per annum for no more than 3 consecutive days and a maximum of two bedrooms being used.

Appearance of Dwelling – The use of Bed and Breakfast accommodation shall be incidental to the predominant use and nature of the dwelling. The appearance of the dwelling shall remain residential and shall not impact adversely on surrounding properties.

2.2 Minimum Standards / Conditions

2.2.1 The owner / manager of the Bed and Breakfast accommodation will reside on-site.

2.2.2 Bedrooms

a) Maximum 3 bedrooms for guest purposes. (maximum of 2 guests per room).

b) No guest bedroom shall have openings to any other bedroom or facilities not for the use of guests.

c) Rooms to be suitably furnished for number of guests.

d) Rooms to be kept clean at all times and supplied with clean linen.

e) Rooms to be provided with lockable door.

f) Guest bedrooms shall be for guest purposes only.

2.2.3 Bathroom /WC

a) Bathrooms / WC to be either shared facility for exclusive use by guests only, or private en-suite facility off bedrooms, or a combination of both.

b) Bathroom / WC to have smooth and impervious surfaces throughout and shall be kept clean at all times.

c) Hot and cold water shall be supplied at all times.

d) Minimum facilities shall include bath and/or shower, hand basin and WC.

e) Any shared bathroom or WC to be provided with lockable doors (please note that all WC doors should open outwards or be fitted with lift-off hinges).

NOTE: *Upgrading of plumbing and wastewater disposal systems may be required if existing system is inadequate or substandard.*

2.2.4 Kitchen

a) All floor, wall, bench, door, working area and ceiling surfaces shall be smooth, impervious and free of cracks and crevices at all times.

b) Suitable facilities for the hygienic preparation, storage and cooking of food shall be provided to cater for the maximum number of guests likely to be accommodated (dependent upon room numbers).

c) Preparation of meals to be the sole responsibility of the proprietor. Self-service cooking by guests is not permitted. The preparation of hot and cold beverages by guests is permitted.

2.2.5 Minimum Lot Size

The minimum lot size of a Bed and Breakfast accommodation in residential and urban zones is 800m$^{2.}$

2.2.6 Car Parking

Any application for Bed and Breakfast accommodation shall be accompanied with a plan of a proposed car parking layout and demonstrate that adequate guest car parking facilities can be provided on the lot and in close proximity to guestrooms. No on-streetcar parking will be permitted for guest vehicles.

Two car parking spaces will be required for permanent residential use. One additional car-parking bay will be required for each guestroom. All car parking must be located behind the front setback.

The car parking bay shall not be less than 2.5m x 5.5m with a 6.0-metre-wide manoeuvring area in the case of 90° parking.

Establishments located on major arterial or distributor roads and/or within 40 metres of any intersection will require a car parking area that is signed so vehicles can leave and enter the site in forward gear. In other locations this is encouraged but not essential.

Car parking and access areas are to be constructed and drained to the satisfaction of the Manager Operational Services.

2.2.7 Guest Lounge Room

The Shire encourages provision of a separate guest lounge room although this is not a mandatory requirement.

2.2.8 Fire Protection

The dwelling shall be provided with smoke alarms as per the Building Code of Australia. Required smoke alarms must comply with AS3786, be connected to the mains power and installed in every bedroom used by the guests and in all associated hallways leading to the guest bedrooms.

A 2.5kg dry powder fire extinguisher and fire blanket shall be supplied in the kitchen.

2.2.9 Application

Written application for approval with accompanying site and floor plans shall be made in the form prescribed by the Scheme giving full details of number and type of rooms, total number of beds, all facilities provided for guests and car parking arrangements. The application must also include a drawing of the entire dwelling, demarcating area of guest facilities, car parking and locations for smoke alarms.

A preliminary inspection of the premises will be carried out prior to the application being presented to the Council.

An application fee as set in the Shire's budget shall be attached to the application

2.2.10 Licence

A Bed and Breakfast accommodation may be subject to an annual inspection.

Upon planning approval being given, a planning consent will be issued requiring the standards outlined in this policy and any other condition that the Council sees fit to impose shall be complied with prior to the accommodation being occupied. The planning consent shall be regarded as the licence.

The applicant shall arrange for a final inspection to be carried out so that compliance of all conditions can be determined.

Any building extensions, additions or alterations to increase the number of guest rooms within the scope of this policy will require the licence conditions to be modified to reflect the increase in the maximum number of guests permitted.

The planning consent and approval shall not be transferable to another site.

Document Control		
Previous Policy Reference	P.05	
Related Legislation		
Related Documents		
Initial Adoption Resolution		18 June 2020
Amendment Record	Include into the Policy Manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy PD5 – Farm Chalet

1. Policy Intent

To determine the requirements and standards relating to the development of Farm Chalets in the 'Rural' zones.

2. Minimum Standards / Conditions

2.1 Maximum Density

The proponent shall provide for a minimum of two (2) ha per chalet.

2.2 Access and Car Parking

The proponent shall provide appropriate access and carparking:-

a) Two car parking spaces being provided for each chalet and constructed to a gravel pavement finish (currently worded: 'constructed, properly drained and sealed') and properly drained to the satisfaction of the Chief Executive Officer (CEO).

b) Access being approved by the CEO and crossovers constructed to the Council's design specifications and levels.

2.3 Water Supply

The proponent shall provide a minimum of eighty thousand (80 000) litres per annum per chalet.

2.4 Fire Prevention Measures

The proponent shall comply with the Shire's Firebreak Order. A 2.5 kg dry powder fire extinguisher and fire blanket shall be provided in each individual kitchen.

2.5 Stormwater

All stormwater run-off from impervious surfaces being disposed of to the satisfaction of the Chief Executive Officer.

2.6 Waste Water

The provision of a wastewater and effluent disposal system in compliance with the Health Department of Western Australia's regulations and policies.

2.7 Building Code

The buildings shall comply with the Building Code of Australia.

2.8 Fire Management

A Fire Management Plan to the satisfaction of the Chief Bushfire Control Officer will be required for the land.

2.9 Minimum Facilities

The following minimum facilities shall be provided in each chalet:-

- Toilet
- Bathroom (may be combined with toilet)
- Kitchen
- Living Area
- Laundry facilities (may be provided as a single detached facility for common use where more than one (1) chalet is approved) a maximum of fifty (50) metres from each chalet.

2.10 Location

Proponents are encouraged to locate chalets at least 100 metres away from neighbouring rural property boundaries to reduce any future potential conflict.

Document Control		
Previous Policy Reference	P.06	
Related Legislation		
Related Documents		
Initial Adoption Resolution		18 June 2020
Amendment Record	Inclusion into Policy Manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy PD6 – Feedlots Animal Husbandry - Intensive

1. Policy Intent

This policy applies to an application for a feedlot in the Rural Zone.

This policy builds on the Shire's Scheme objective in clause 1.5 to protect the potential of agricultural land for primary production and to preserve the landscape and character of rural areas.

As rural land within the Shire is a limited resource, the natural environment and the amenity of people's lifestyle need to be maintained.

This policy aims to ensure that feedlots do not adversely impact on the rural activities carried out on the land and neighbouring farms.

2. Definition

Section 5.5.1 of the *Shire of Boyup Brook Health Local Law 2004* (the Health Local Law) interprets, for the purpose of Division 5 of the Health Local Law, feedlot and animals to mean as follows:-

5.5.1 *For the purpose of this division—*

*"**feedlot**" means a confined area with watering and feeding facilities where animals or birds are held and fed for the purpose of weight gain;*
*"**animal**" includes sheep, lambs, goats, deer, cattle and buffalo;*
*"**birds**" includes roosters, hens, geese, turkeys, ducks, poultry, emus and ostriches.*

Clause 2 in the Shire's Town Planning Scheme 2 (the Scheme) defines animal husbandry - intensive as follows:

2. Land use definition

In the Scheme
"**Animal husbandry – intensive** means premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) and other livestock in feedlots.

For the purpose of this policy, a feedlot is a confined yard area with watering and feeding facilities where the raw material (the stock animals), is completely hand or mechanically fed for the purpose of production, i.e. to add muscle/meat to their frame and optimise fat cover in preparation for slaughter (finishing).

This expanded definition of a feedlot excludes:

- The feeding or penning of (stock) animals in this way for weaning or dipping.
- Maintenance feeding, e.g. confining and feeding to maintain the condition of, e.g. breeding (stock) animals; or
- Similar husbandry purposes e.g. for drought or emergency feeding; or

- At a slaughtering place or in recognised saleyards.

Development

This type of land use deemed by Council to be a 'AA' use under the Scheme defined as:

'AA' A use which Council, in exercising the discretionary powers available to it. may approve under this scheme which may require that the following to be carried out.

3.5 Advertising of Applications

.5.2 Where an application is made for planning approval to commence or carry out development which involves an 'AA' use, or any other development which requires the planning approval of the Council, the Council may give notice of the application in accordance with the provisions of sub-clause 3.5.3.

.5.3 Where the Council is required or decided to give notice of an application for planning approval the Council shall cause one or more of the following to be carried out:

a) Notice of the proposed development to be served on the owners and occupiers as likely to be affected by the granting of planning approval stating that submissions may be made to the Council within twenty-one days of the service of such notice.

b) Notice of the proposed development to be published in a newspaper circulating in the Scheme area stating that submissions may be made to the Council within twenty-one days from the publication thereof.

c) A sign or signs displaying notice of the proposed development to be erected in a conspicuous position on the land for a period of twenty-one days from the date of publication of the notice referred to in paragraph b) of this sub-clause.

3. Application

Applications shall be made to the Council in the form required by the Scheme and must include an accurate map of the property with all relevant distances indicated.

4. Site Selection

a) Not within 5 kms of a gazetted Townsite with the Council having discretionary powers to approve sites less than 5 kms.

b) Gently sloping land, generally no greater than 1:20 but not less than 1:100.

c) Sandy loam soils with sufficient infiltration to avoid surface ponding and reduce run-off. Coarse sand is not suitable.

d) Minimum groundwater clearance of 3m.

5. Establishment and Management Requirements

a) Establish trees and shrubs in dense belts so as to create a windbreak and general screen.

b) For cattle, the recommended stocking rate of area will be 9-25m^2 /head, dependent on soil types and rainfall.

c) Drainage should be designed to divert all uncontaminated stormwater from the general waste stream.

d) Solid and liquid waste shall be disposed of so as not to be detrimental to the environment.

5.1. Dependent on stock numbers the following methods of disposal may need to be incorporated:

a) Liquids

i. Evaporation ponds.

ii. Irrigation dependent on soil's ability to absorb nutrient, maximum infiltration rate in winter and nutrient loading the wastewater.

iii. Disposal area to be rested at least 14 days after application.

It should be emphasised that liquid wastes produce considerable odour when aerated by spray irrigation which may limit some methods.

b) Solids

i. Spread evenly by suitably designed machinery so as not to create a nuisance (flies, odours).

ii. Area to maintain vegetation cover and application rate does not exceed 30 tonnes/ha/yr.

6. Buffer Distances

Separation distances (Including Waste Disposal Areas)

Townsites	5000m
Residence	1000m – less by Council approval
Road	50m
Property Boundaries	50m
Designated Water Catchment Area	Not Permitted
Water Courses – Major	300m
Water Courses – Minor	100m

Stock and domestic supplies	300m

Document Control		
Previous Policy Reference	P.07	
Related Legislation	*legislation Environmental Protection Act 1986, and Regulations 1987.*	
Related Documents	Shire's Town Planning Scheme 2. Department of Primary Industries and Regional Development Industry guidelines and factsheets	
Initial Adoption Resolution		18 June 2020
Amendment Record	Inclusion into Policy Manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy PD7 – Naming New Roads

1. Policy Intent

To determine the process for naming new roads.

2. Policy

a) Name duplication with local governments or adjoining local governments shall be avoided. If possible, it should also be avoided within the State.

b) Names of living individuals shall not be used.

c) Names characterised as follows are to be avoided:

Incongruous given/first names*; given/first and surname combinations; double names; qualified names; corrupted, unduly cumbersome or difficult to pronounce names; obscene, derogatory, racist or discriminating names; company names; or commercialised names.

d) Preferred sources of names include:

Aboriginal names; pioneers of the State or area; war casualty list; thematic names e.g. fauna, ships etc.

e) Road names shall not be approved unless the origin of the name is clearly stated.

3. Names

Use of given / first names may be acceptable in special circumstances, e.g. when to people with the same name are valid sources for a road name, or a surname is not appropriate for some reason.

But: Use of the surname will normally have priority, particular attention will be paid to explanation of origins honouring the same person more than once will be avoided.

Further research into local history and identities has resulted in the following suggestions as an initial schedule of suggestions:

That Council endeavours to add “suggested names” to its policy P.08 by advertising for submissions in the Boyup Brook Gazette and by survey of honour boards and memorials in the Shire of Boyup Brook. The updated list is then to be submitted to Landgate for approval.

Hales	The ‘Hales’ name has been synonymous with the district for 100 years. Mr Wally Hales was a major contributor to promoting Boyup Brook as a tourist destination for many decades. (Name added in November 2005).
Fuller	Harry Fuller took up 700 acres in the district in 1902. He was an excellent teamster and carted regularly by contract. His team of horses was

	commented on favourably for many years. He and his wife raised ten children. Geographic names may not accept the use of Fuller Road due to the proximity of Fullerton Road, Catterick – previous request to approve denied by Geographic Names.
Gregory	After AC Gregory – first white man to the District and Famous Explorer. Geographic Names may not accept the use of Gregory Road due to the proximity of Gregory Street in Dinninup – previous request to approve denied by Geographic Names.
Lloyd	After JR Lloyd – Elected Members 1961-67, 68-89, 91-93, Shire President 1976-1982. Geographic Names may not accept the use of Lloyd Road due to the proximity of Lloyd Road in Darkan – previous request to approve denied by Geographic Names.
Moore	After CL Moore – Elected Members 1974 – 1988, Shire President 1982-1987. Geographic Names may not accept the use of Moore Road due to the proximity of Moore Street in Wilga – previous request to approve denied by Geographic Names.
Moulton	Matt Moulton took a position of Land Guide in the Scott's Brook area of the Upper Blackwood District in 1892. He took up land there and developed it. He was an excellent horseman and expert bushman and is credited with providing sound advice to new settlers. Geographic Names may not accept the use of Moulton due to the proximity of Moulton Road in Bridgetown – previous request to approve denied by Geographic Names.
Smith	Harry Smith and his family arrived in the district in 1909 and took up land at Scotts Brook. Before the land became productive he earned a living carting and dam sinking with a bullock team. His daughter Amy married Charles Jennings and the family remain in the district today. Geographic Names may not accept the use of Smith due to the proximity of 12 other uses in adjoining Shires – previous request to approve denied by Geographic Names.
Sinnot	William Sinnott came to the Upper Blackwood district in 1896 and settled near Mayanup. He was a public minded person, involved in sport, business associations and a member of the Roads Board from 1918-1934.
Wauchope	Mr Wauchope was one of the best known teachers at the Boyup Brook School in the early days. He taught there from 1903-1912 and again 1917-1925. He assisted Mr Proctor put down the first tennis courts in town in

1904. Mrs Wauchope ran the first unofficial post office in Boyup Brook from the school house.

Millington — Ray & Ivy Millington and their three children moved to Boyup Brook in 1948. Ray commenced employment with the Upper Blackwood Road Board as grader driver, relief engineer and mechanic. Their first home was situated in Bridge Street Boyup Brook.

Letchford — The Letchford family have been farming over 100 years in the Boyup Brook District.

Henry George Letchford was a public minded person who was President of the Soccer Association and instigated the establishment of the Boronia Gully School for local children. Mr Letchford developed a top Jersey dairy herd and won several Champion trophies at local shows.

Dent — George Perkins Dent saw huge potential in the Boyup Brook area and bought many thousands of acres of farmland on the banks of the Blackwood River. He funded moving the rest of his family from SA to Boyup Brook. His parents and remaining 5 siblings and 1 foster child, all packed up and moved to the prospering area and became early settlers of the town of Boyup Brook.

Affleck — The Affleck family have lived in and around Wilga since at least 1909, when William and Isobella married in the new Wilga Hall. The Affleck family have owned land in Wilga since 1914. Members of the Affleck family have fought in many of the Wars that Australia was involved with. Five members of the Affleck family played in the Wilga Tennis, Cricket and Golf Clubs.

Broadhurst — John Heslop Broadhurst (1904 – 1984)
1929 - In partnership with Mr. Tom Brockman, began farming Bushley Park. The farm gate was situated on Parson's Swamp Road (RMB 141) and then consisted of locations 1831 (homestead block), 1832, 1833, 1864, 2132, 2251 and 2291.
1934 – Married Bessie (known as Betty) Earnestine Randall, bought Tom Brockman out by 1936 and continued to farm the property till 1976.
1939 – Manpowered during the war and seconded to manage the property know as Roxburgh owned by Bill Inglis who was called up and reinstated as an officer in the army for the duration of the war.
1946 – Foundation member and Vice President of the Mayanup Progress Association.
1950 – Foundation member and President of the combined Mayanup Progress Association and Farmers Union.

- Foundation Member of the Mayanup Race Club Chief Judge and Secretary for many years Judged horse racing at Kulikup.
- Long standing member of the School Bus Committee.
- Played tennis both at Mayanup and Boyup Brook.

- Played golf at Brancaster (the Whistler farm, Whistler Road Mayanup).
- Foundation Member of the present Boyup Brook Golf Club Inc.
  - President for a number of years
  - Executive member in various other roles.
- Foundation Member of the Boyup Brook Bowling Club
  - Served as an executive member in various roles over a number of years and Captain
  - Remained a playing member to his death.
- Foundation and Life member of the Boyup Brook Club Inc.
  - Served on Committee for many years.
  - Remained a member to his death
- Member of the CO-OP Board for several years.
- Ran a Corriedale stud for 10 years.

1984-11-11 - Died in the Boyup Brook Soldiers Memorial Hospital from chronic bronchitis.

Document Control		
Previous Policy Reference	P.08	
Related Legislation		
Related Documents		
Initial Adoption Resolution		18 June 2020
Amendment Record	Inclusion into policy manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy PD8 – Extractive Industry

1. Policy Intent

The objectives of the Extractive Industry policy are:

a) To minimise the operational impacts of extractive industry including erosion, dust, noise, spread of dieback, vibration, drainage (stormwater, flooding, dewatering and pollution) and land clearing on neighbouring land uses and infrastructure (roads) by the application of development standards and operational requirements.

b) To protect and maintain, wherever reasonable, the existing landscape character, groundwater and surface water resources, natural resources, general amenity of the Shire of Boyup Brook and productive agricultural land use by the appropriate location and operation of extractive industries.

c) To allow extractive industries in areas where the road infrastructure is compatible with the expected road usage, or the road network can be upgraded by the proponent to meet appropriate standards.

2. Policy

The extraction of materials such as sand, limestone, rock or gravel is administered by the Local Government through the granting of Development Approval under *Local Planning Scheme No.2.*

Approvals are granted to the land/Lot(s) and responsibility for compliance with any conditions, rests with the landowner.

This policy does not apply to:

a) Mineral extraction under the *Mining Act 1978*.

b) Extraction of basic raw materials on Crown land vested for that purpose.

c) Extraction of materials exempt under the *Public Works Act 1902*.

d) Materials extracted from a lot and then used at the same lot for general purposes such as, re-sheeting internal farm access roads, re-contouring the land to fulfil a subdivision approval or for housing construction.

Note:

***Minerals** means naturally occurring substances obtained or obtainable from any land by mining operations carried out on or under the surface of the land, but does not include:*

(a) soil; or

(b) a substance the recovery of which is governed by the Petroleum and Geothermal Energy Resources Act 1967 or the Petroleum (Submerged Lands) Act 1982; or

(ba) without limiting paragraph (b), geothermal energy resources as defined in the Petroleum and Geothermal Energy Resources Act 1967 Section 5(1); or

(c) a meteorite as defined in the Museum Act 1969; or

(d) any of the following substances if it occurs on private land —

(i) limestone, rock or gravel; or

(ii) shale, other than oil shale; or

(iii) sand, other than mineral sand, silica sand or garnet sand; or

(iv) clay, other than kaolin, bentonite, attapulgite or montmorillonite.

Landholder obligations in relation to a development approval for an extractive industry are transferred to any new owners of the land. Responsibility rests with the landholder to notify prospective landholders of obligations in relation to any extractive industry and to resolve any bond agreements.

3. Legislative Context

The following documents apply to extractive industries:

a) State Planning Policy No.2.4 – Basic Raw Materials.

b) EPA Guidance Statements No.3, 51 & 56.

c) Department of Environment and Conservation Guideline for the Development and Implementation of a Dust Management Program 2008.

d) EPA Guidelines for the Prevention of Dust and Smoke from Land Development Sites in Western Australia 1996.

e) *Environmental Protection (Noise) Regulations 1997*.

f) *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.

g) WAPC – Basic Raw Materials Proponents' Manual 2009.

h) *Rights in Water and Irrigation Act 1914*.

i) *Country Areas Water Supply Act 1947*.

j) *Water Agencies (Powers) Act 1984*.

k) State Planning Policy 2.9 Water Resources.

l) Operational Policy 4.3: Identifying and establishing waterways foreshore areas (DoW September 2012).

m) Decision process for stormwater management in WA.

n) Stormwater Management Manual for Western Australia (DoW 2004–2007).

o) Water resource considerations for extractive industries (DoW June 2014).

p) Water quality protection note 15 - Extractive industries near sensitive water resources (DoW August 2013).

q) State Planning Policy 2.8 – Bush Forever, and

r) Local Planning Scheme No.2, which requires:

i. Development approval for all extractive industries may only be considered for properties zoned 'Rural'.

ii. The Council resolved to delegate the Chief Executive Officer of the Shire of Boyup the authority to deal with application(s) for Development Approval made for an extractive industry subject to complying with the following condition:

a) The Chief Executive Officer exercising the power delegated pursuant to the granting of Development Approval for an application for an Extractive Industry, shall comply with the provisions of the Scheme and Extractive Industry Policy governing the exercise of the power by the Council, insofar as such provisions are reasonably applicable.

Note: *This delegation is valid until such time that the Council passes a resolution to revoke or amend the delegation.*

4. Definitions

Extractive Industry (scheme definition); means an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar materials from the land and includes the treatment and storage of those materials, or the manufacture of products from those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry – mining.

5. Procedures

Information to be provided on application

An application for planning approval must include the following matters:

✓ Tick box to verify completion.

☐ Complete Development Application Form.
☐ Attach a 'Development Plan' to the application Form.
☐ Development Plan illustrating proposed development including:

- Operation Area (includes area for truck movement, area for storage of materials and topsoil and extractive area).

- Stages of extraction and rehabilitation of resource area, ordinarily occurring on a per hectare basis.
- Preferably min setback of 200m from dwelling(s) located on neighbouring properties (not inclusive for dwellings on property where extraction proposed).
- 40m setback to roads.
- 20m setback to neighbouring boundaries; and
- 50m setback to creeks/rivers/waterbodies/dams, unless a greater or lesser setback is determined in accordance with the Department of Water's Operational Policy 4.3: Identifying and establishing waterways foreshore areas (DoW September 2012).

Refer to (example) Development Plan Attached

☐ Where vegetation needs to be cleared, attach an approval notice from the Department of Environment Regulation. Note that clearing exemptions do not apply to extractive industries.

☐ For extractive industry proposals in water source protection areas, information should be sought from the Department of Water as to appropriate development and operational standards.

Note:

Stages proposed for extraction and rehabilitation may be restricted at the discretion of the Shire to appropriately manage:

- *Rehabilitation;*
- *Scarring of the landscape; and*
- *Erosion.*

Action having obtained approval and prior to the Extraction of resources

A development Approval may include conditions to be completed prior to commencing development. Conditions may pertain to the following:

a) A bond/bank guarantee may be requested by the Shire. The Shire will determine the bond/bank guarantee amount. The bond/bank guarantee may be used to resolve environment and road impediments resulting from the extractive industry. Impediments may include:

   i. Re- instatement of fill and/or topsoil.

   ii. Weed management.

   iii. Repairing damage caused to thoroughfares in the district by heavy or extraordinary traffic resulting from the extractive industry; and

   iv. Erosion resulting from stormwater and wind.

b) Top soil to a depth of 150mm (unless otherwise approved by the works manager) is to be removed in stages from the resource area, and stored for use in staged rehabilitation.

c) A 'Permit for Vehicle Crossover Construction' may-be required and the crossover constructed, prior to any extraction.

d) Where clearing of vegetation is necessary to accommodate the extractive industry, clearing is to occur in accordance with a permit issued by the *Department of Environment Regulation.*

Ongoing Conditions

A Development Approval may include conditions that run for the life of an extractive industry. Conditions may pertain to the following:

a) The owner/applicant is to ensure that operations occur in accordance with the approved 'Development Plan' and development conditions. Compliance includes:

   i. Staying within Development Area boundaries – as per plan.

   ii. Extraction on a per hectare basis (1 hectare at a time).

   iii. Measures taken to suppress and minimise erosion; and

   iv. Progress of rehabilitation undertaken and completed per 1 hectare.

b) Any offsite fill, used to facilitate rehabilitation, must be clean fill, which includes material that will have no harmful effects on the environment.

c) If the extraction site is located within a Priority Water Catchment Area, rehabilitation shall not be achieved through importing fill. Rehabilitation of landfills should be conducted primarily with sand and loam to a depth generally not exceeding two metres and may involve the use of neutralised peat or acid sulphate soils or other organic matter to aid soil structure, but not as the main ingredients.

Completion of Extraction

At the completion of extraction, the site is to be rehabilitated to the satisfaction of the Shire of Boyup Brook. At the discretion of the Shire of Boyup Brook, the bond/bank guarantee is either:

a) Returned to the proponent once rehabilitation is completed to the satisfaction of the Shire of Boyup Brook; or

b) Used to rehabilitate the site to the satisfaction of the Shire of Boyup Brook.

Document Control	
Previous Policy Reference	P.09
Related Legislation	*Mining Act 1978,* *Public Works Act 1902.*
Related Documents	

Initial Adoption Resolution		18 June 2020
Amendment Record	Inclusion into Policy Manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/046
Nil		

End

Policy PD9 – Container Deposit Scheme Infrastructure

1. Background

Local governments were encouraged by the State Government (Position Statement – May 2019) to adopt a local planning policy to ensure that specified infrastructure associated with depositing containers (for recycling purposes) are exempt from the requirement to obtain development approval.

There are broadly five types of infrastructure to facilitate the return of containers in WA. These are:

- Container collection cages: - donation points associated with schools etc.
- In shop / over-the-counter / bag drop return points: - retail outlet where participants can deposit individual containers or bags of containers that are collected and returned to a retailer.
- Reverse vending machines.
- Container deposit recycling centres, and
- Large scale facilities.

Purpose

The purpose of this policy is to:

- Provide guidance around the development of infrastructure associated with recycling products (Containers); and
- To provide an exemption in accordance with Clause 61(1)(i) and (2)(e) of the Planning and Development (Local Planning Schemes) Regulations 2015 from the requirement to obtain development approval for container deposit scheme infrastructure proposals which satisfy minimum development standards.

2. Building Approval

Notwithstanding that development approval may not be required for the development of some forms of Container Deposit Scheme (CDS) infrastructure, a building permit may be required to be sought and issued prior to container deposit scheme infrastructure being erected on site.

Accordingly, proponents should liaise with the relevant local government noting that a Building Permit is required for any building or structure not listed by Schedule 4 of the Building Regulations 2012, which deals with building work for which a building permit is not required.

3. Objectives

The objectives of this policy are to:

- Ensure the location, design and siting of infrastructure associated with depositing containers (CDS), is complementary to the character, functionality and amenity of urban localities.

- Prevent negative impacts on local amenity from the operation of CDS infrastructure.
- Enable the timely, cost-effective delivery of essential CDS infrastructure.
- Provide conveniently located infrastructure to ensure the CDS' effective reduction of litter, increased recycling and protection of the environment.

4. Definitions

The Heritage Act Means the *Heritage of Western Australia Act 2018*.
The Regulations Means the *Planning and Development (Local Planning Schemes) Regulations 2015* prepared under the *Planning and Development Act 2005*.
The Noise Regulations Means *Environmental Protection (Noise) Regulations 1997* (as amended) prepared under the *Environmental Protection Act 1986*.
The Scheme Means the Shire of Boyup Brook Local Planning Scheme No.2.
Container Deposit Scheme Infrastructure Means a reverse vending machine or a container collection cage.
Reverse vending machine Means a permanently located unattended device that accepts empty beverage containers, and is incidental the predominant land use.
Container collection cage Means a cage, or other structure, that is designed to store containers deposited at return points and is incidental to the predominant land use.
Total lot area Means the total land area of a freehold or survey strata lot.

5. Statutory Provisions

a) Development approval will not be required for container deposit scheme infrastructure proposals that comply with the provisions of this policy, in accordance with Clause 61(1)(i) and (2)(e) of the deemed provisions of the scheme provided for by the Regulations, unless the development is proposed on land in a place that is:

   i. Entered in the Register of Heritage Places under the *Heritage Act 2018*; or

   ii. The subject of an order under Part 6 of the *Heritage Act 2018*; or

   iii. Included on a heritage list prepared in accordance with the Scheme; or

   iv. Within an area designated under the Scheme as a heritage area; or

   v. The subject of a heritage agreement entered into under Section 29 of the *Heritage Act 2018*.

b) Container deposit scheme infrastructure proposed to be erected on a temporary basis of not more than 48 hours within a 12-month period are typically exempt from approval, as per the requirements of 61(1)(f) and (2)(d) of the deemed provisions provided in the Regulations and contained within the Scheme. As such, the policy provisions would not apply.

Specified Exemption

c) The development or operation of a large reverse vending machine does not require development approval where it to comply with all the relevant development standards

outlined below (unless otherwise agreed by the local government), and may take place in any zone, with the exception of:

i. Residential; and

ii. Rural, special rural, and rural smallholding zones.

d) The development of a container collection cage does not required development approval where it complies with all the relevant development standards outlined below (unless otherwise agreed by the local government), and may take place in any zone, including a residential or rural zone or public purpose reserve where the land is lawfully used for the purposes of:

i. Civic use.

ii. Community purpose; and / or

iii. Educational establishment.

Development Standards

General

e) Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not result in any change to the approved land use in a way that would result in the use no longer complying with any relevant development standards and/or requirements of the Scheme.

Location

f) Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not be erected within 10 metres of an adjoining lot boundary that accommodates a residential use.

g) Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not obstruct the operation of, or access to, any utility services on the land on which the infrastructure is located or on adjacent land.

h) Where the development of a large reverse vending machine and/or container collection cage is proposed, to preserve pedestrian and vehicular sightlines, and servicing access, the infrastructure must not be erected within two (2) metres of any road reserve or right-of-way intersection or crossover, and shall be located in such a way that it does not reduce existing car park sightlines, aisle widths and manoeuvring spaces.

i) Where the development of a container collection cage is proposed, the collection cage must be located in a car park or service area to be visually unobtrusive, and must be secured, locked and immovable.

Visual Amenity

j) Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, placement of the infrastructure must not result in the removal of any vegetation, landscaping or street tree.

k) Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must be constructed and clad with low-reflective, graffiti resistant materials, which provide protection from the elements and, where not consisting of promotional or branding material approved under the operation of the container deposit scheme, are consistent in colour and finish to that of nearby existing buildings.

l) Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must not display any advertising signage other than promotional or brand signage approved under the operation of the container deposit scheme.

m) Where the development of a large reverse vending machine is proposed outdoors, and the infrastructure exceeds a development footprint of 10 square metres, bins for the removal of waste or recyclable materials not accepted by the infrastructure are to be provided, and serviced regularly to maintain the amenity of the area, at a rate of one (1) waste bin and 0.5 recycling bins (both 240L in volume) per 10 square metres of development footprint.

Operational Amenity

n) Where the development of a large reverse vending machine and/or container collection cage is proposed, the operation of the infrastructure must not prejudicially affect the amenity of the locality due to the emission of light, noise, vibration, electrical interference, smell or any other by-product.

o) Where the development or operation of a large reverse vending machine is proposed adjacent to land that accommodates a residential use, the machine must operate only between the approved opening hours of the predominant land use, or in the absence of any other use:

i. Between 7:00 am and 7:00 pm Monday to Saturday; and

ii. Between 9:00 am and 7:00 pm on Sunday and public holidays.

p) Where the development or operation of a large reverse vending machine is proposed, the reverse vending machine when in operation must not emit noise at a level which exceeds any requirement(s) under the Noise Regulations.

q) Where the development or operation of a large reverse vending machine and/ or container collection cage is proposed, the infrastructure must be provided with lighting that complies with AS/NZS 1158.3.1: 2005 Lighting for roads and public spaces, Part 3.1: Pedestrian area (Category P) lighting–Performance and design requirements (as amended).

r) Where the development or operation of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must be accessible to any person with a disability.

Development Footprint

s) Where the development of a container collection cage is proposed outdoors, the cage must not:

i. Have a development footprint of more than eight (8) square metres; or

ii. Be more than two (2) metres in height.

t) Where the development of a large reverse vending machine is proposed outdoors, on land not used for car parking, the machine must not:

i. Have a development footprint of more than 45 square metres, and

ii. Be more than three (3) metres in height or have dimensions greater than eight (8) metres by six (6) metres.

u) Where the development of a large reverse vending machine is proposed within an existing car park comprising more than 40 car parking spaces, the area occupied by the reverse vending machine must not exceed the greater of the following areas:

i. The area comprising four (4) car parking spaces; or

ii. 45m^2 where the car park contains 200 car parking spaces or less; or

iii. 74m^2 where the car park contains 200 or more car parking spaces.

v) Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure shall be installed at a rate no greater than:

i. Container collections cage – one (1) per lot.

ii. Large reverse vending machine proposed on land not used for car parking – one (1) per 15,000 square metres of total lot area; or

iii. Large reverse vending machine proposed in an existing car park comprising more than 40 car parking spaces – one (1) per 1000 car parking spaces.

Document Control	
Previous Policy Reference	P.11
Related Legislation	*Heritage Act 2018,* AS/NZS 1158.3.1: 2005, *Planning and Development Act 2005,*

	Planning and Development (Local Planning Schemes) Regulations 2015, *Environmental Protection (Noise) Regulations 1997* (as amended), *Environmental Protection Act 1986.*	
Related Documents	Shire of Boyup Brook Local Planning Scheme No.2.	
Initial Adoption Resolution		18 June 2020
Amendment Record	Inclusion into Policy Manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/046
• Revised: Heritage Act 2018 (Reflects the current legislation that replaced the 1990 Act on 1 July 2019).		Various
• Revised: Updated all references to the Heritage Act 2018, including in: • Clause 6(a)(i) to (v), updating all provisions related to heritage-listed sites.		Various

End

Policy PD10 – Caravan Park

1. Introduction

This Local Planning Policy has been prepared under the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) and the *Shire of Boyup Brook Local Planning Scheme No. 2* (the Scheme).

The purpose of this policy is to provide guidance for applications for Caravan Parks in the Rural and Rural Townsite zones.

Note: The Caravan Parks and Camping Grounds Act 1995 provides for the regulation of caravanning and camping. In accordance with the Act, caravan park means an area of land on which caravans, or caravans and camps, are situated for habitation. The Caravan Parks and Camping Grounds Regulations 1997 provides for design criteria associated with caravanning and camping. In accordance with the Regulations, 'caravans, or caravans and camps', maybe classified as follows: Caravan park; Camping ground; Caravan park and camping ground; Park home park; Transit park; Nature based park.

2. Objectives

This Policy aims to:

- Identify standards for the development of caravan parks and camping grounds in the Rural and Rural Townsite zones that properly mitigate adverse impacts on the surrounds.
- Enable the approval of small-scale caravan parks and camping grounds in appropriate circumstances.
- Clarify interpretations and exemptions in relation to facility requirements relating to 'nature based' parks.

3. Definitions

Definitions for terms used in this Policy are consistent with the Scheme, the Regulations and the *Caravan Parks and Camping Grounds Regulations 1997*. This includes:

Caravan Park – means an area of land specifically set aside for the parking of caravans and park homes or for the erection of camps on bays or tent sites allocated for that purpose.

Nature Based Park – means a Caravan Park developed in a natural setting as defined in the *Caravan Parks and Camping Grounds Regulations 1997*.

The *Caravan Parks and Camping Grounds Regulations 1997* define a nature based park as a facility in an area that –

(a) is not in close proximity to an area that is built up with structures used for business, industry or dwelling-houses at intervals of less than 100 m for a distance of 500 m or more; and

(b) has been predominantly formed by nature; and

(c) has limited or controlled artificial light and noise intrusion.

4. Development Application Requirements

An application for approval is required to demonstrate to the satisfaction of the local government that the use/development:

(a) will be incidental to the principal use of the land or is adjacent or within immediate proximity to a tourist attraction;
(b) will not have any adverse effect on nearby land;
(c) will result in the retention and enhancement of existing vegetation on the land;
(d) will not adversely affect the visual character of the property and surrounds; and
(e) is of a scale and nature so as to be self-sustaining on the lot or demonstrating the ability to provide servicing without significant modifications to existing infrastructure.

A management plan will need to be submitted showing:

(a) waste management;
(b) environmental impacts and sustainability
(c) risk management and emergency response (e.g. bushfire)
(d) traffic management.

In addition to the requirement for development approval, all caravan parks and camping grounds are required to apply for a license to operate and meet the servicing, infrastructure and safety requirements of the *Caravan Parks and Camping Grounds Regulations 1997.*

5. Policy Provisions

The development and operation of a Caravan Park use (including duration of stay) shall be in accordance with the *Caravan Parks and Camping Grounds Act 1995* and *Caravan Parks and Camping Grounds Regulations 1997*.

5.1 The development and operation of a Caravan Park use (including duration of stay) shall be in accordance with the *Caravan Parks and Camping Grounds Act 1995* and *Caravan Parks and Camping Grounds Regulations 1997*.

5.2 All caravan parks on private property are to have a caretaker living on-site.

5.3 Caravan parks should be located and developed so as to avoid impacting on landscape values.

This includes avoiding ridge lines, escarpments or visually exposed sites, being situated where screening by vegetation or landform can be utilised, and having buildings developed with a design, materials and colours that minimise visibility from off site.

5.4 Caravan parks and associated infrastructure should be set back to neighbouring property boundaries, to ensure the lifestyle enjoyed by neighbours is not impacted (e.g. noise, visual and privacy).

5.5 Contact details of the designated park manager/caretaker and an approved guest.

5.6 Caravan parks, including nature-based parks, are to be provided with the following minimum level of services:

a) Water supply

A centrally located potable water supply is to be made available to service all sites. Where a reticulated water service is not available, this supply is to comprise of rainwater tanks with a capacity capable of accommodating guests (minimum capacity of 10,000 litres per caravan park).

In addition to a potable water supply, a permanent water supply of minimum 10,000 litres is to be provided on site and made available for fire-fighting purposes (accessible by a DFES approved coupling for emergency purposes only and with emergency vehicle access provided within 4 metres of the supply).

b) Rubbish collection

Bins for rubbish collection are to be provided at a minimum rate of 1 waste and 1 recycling bin per 4 caravan/ camping sites.

Details of bin storage areas and rubbish collection arrangements are to be provided within a park management plan.

c) Toilets/ dump point

Toilets are to be provided at a rate of 1 toilet per 10 sites or part thereof, except where a park is proposed to cater to self-contained vehicles only. Where a park is proposed to cater to self-contained vehicles only, a communal chemical soil waste dump point is to be provided:

- At a central location on site; or
- At an accessible location on an adjacent property, with access secured through an appropriate legal mechanism from the land owner.

On-site effluent disposal systems are to be provided to a standard approved by the Department of Health and the Local Government.

d) Access

A caravan park that is proposed to have more than 4 sites must have its primary access from a sealed road. Where primary road access to the site is not sealed, approval may be subject to a financial contribution for maintenance in accordance with the fees and charges.

6. Exemptions

6.1 Applications for a nature based park with a maximum of 4 sites and a limitation on the length of stay may apply for an exemption from the above minimum level of services.

6.2 Exemptions are subject to the provision of reasonable justification of why limited

services cannot be provided, including an environmental impact and sustainability plan.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Caravan Parks and Camping Grounds Act 1995*	
Related Documents		
Initial Adoption Resolution	OCM Res 25/09/182 (no comment received during advertising)	
Amendment Record		
Amendment Record		
		Various

End

Policy PD11 – Renewable Energy Facilities

Draft Policy Currently Out for Consultation

1. Introduction

This policy applies to an application for a 'Use Not Listed – Renewable Energy Facility'.

Renewable energy facilities in Western Australia are principally wind turbine and solar array systems.

'Renewable Energy Facility' means:
premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electricity generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.

Requirements of this policy may vary dependent on the application type - wind turbine or solar array system.

2. Background

The *Western Australian Planning Commission's State Planning Strategy 2050* [1] promotes renewable energy initiatives.

The placement and management of renewable energy facilities have become contentious issues in local communities across Western Australia. Concerns have been raised regarding the location of these facilities on agricultural land, their proximity to rural boundaries and residences, and their potential impact on right-to-farm practices such as aerial spraying activities (WALGA Research Paper October 2024) [2].

3. Relevant Scheme Provisions

A 'renewable energy facility' is not defined in the Shire of Boyup Brook *Local Planning Scheme No.2*, nor is it listed in the Scheme's Table 3: Zoning Table. A renewable energy facility therefore must be processed as a "Use not Listed" whereby the determining authority may:

a. determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or

b. determine that the use may be consistent with the objectives of a particular zone and advertise under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or

c. determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone.

The following scheme provision may be considered relevant in assessing proposals for renewable energy facilities:

Table 2 – Zone Objectives
Rural - To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.
9 – Aims of Scheme – e) require development, under a planning consent procedure, to achieve and maintain satisfactory standards of amenity

4. Policy Objectives

The purpose of this policy is to provide a framework for the assessment of renewable energy facilities in the Shire of Boyup Brook.

This policy seeks to ensure that:

1) The local community is engaged in the early stages of renewable energy facility planning by the proponent before lodgement of any formal development application. Consultation is also to be undertaken by the local government as a component of a development application.
2) Renewable energy facilities do not impact on rural activities (food production) and including associated aviation (for wind farms).
3) Renewable energy facilities do not impact on the potential for tourism in the Shire of Boyup Brook.
4) Satisfactory distances and buffers are considered to townsites, sensitive land uses, lot boundaries and future development of adjacent lots, considerate of noise (wind farms) and visual amenity.
5) Areas of visual significance are protected and that energy facilities are appropriately and sensitively sited.
6) The natural environment (remnant vegetation, flora and fauna) is not compromised.
7) Sensitive uses are not impacted by noise (wind farms), in accordance with the *Environmental Protection (Noise) Regulations 1997* (WA Noise Regulations)[3].
8) Road infrastructure is protected. The developer is responsible for the repair of any undue damage to public roads caused by movement of machinery associated with the development of a renewable energy facility.
9) Cultural heritage is considered. This may involve a review of registered sites and consultation with local Elders and the Wagyl Kaip Southern Noongar Aboriginal Corporation.
10) Bushfire hazards and bushfire risk management is considered in the development and ongoing operations of a renewable energy facility.
11) Decommissioning and remediation works is undertaken within 12 months of a renewable energy facility ceasing to operate.

5. Application Requirements

An application for a renewable energy facility must be accompanied by the following information, as appropriate:

1) Detailed specifications of the renewable energy system to be installed, including site plans detailing setbacks, access, floor plan and elevation plans for any building

structures (see section 6).

2) A Community and Stakeholder Engagement Plan (see section 7).
3) An Environmental Survey (see section 8).
4) A Visual and Landscape Impact Assessment (see section 9).
5) A Noise Impact Assessment and including a Noise Impact Mitigation Plan (Specifically relates to wind farms - see section 10).
6) A Cultural Heritage Impact Assessment (see section 11).
7) A Construction Management Plan (see section 12)
8) An Operational Management Plan (see section 13).
9) A Traffic Management Plan (see section 14).
10) A Bushfire Management Plan (see section 15).
11) An Aviation Impact Assessment (Specifically relates to wind farms - see section 16).
12) A Shadow Flicker Assessment (Specifically relates to wind farms - see section 17).
13) A Decommissioning Plan (see section 18).

6. Detailed Design

The design of the renewable energy facility should be presented in written and illustrative form, including details of:

1) Solar panel or wind turbine and blade design, including dimensions, height, colour and materials;
2) Layout, orientation and siting arrangements;
3) Road design;
4) Earthworks, vegetation clearing and rehabilitation areas;
5) Small-scale plans and cross sections showing the layout of infrastructure, ancillary buildings and equipment;
6) Power output and description of electrical specifications and connections; and
7) Operational and maintenance arrangements, including tourist management facilities and amenities.

The impact of renewable energy facilities on nearby property owners, road users, and the use of adjacent land should be addressed through the detailed design.

Wind farm proposals in-particular, should not have negative impact through:

1) Shadow flickering, reflection, or blade glint impacts beyond the boundaries of any lot subject to the application;
2) Unreasonable interference with normal agricultural or farming activities of nearby rural properties, such as aerial spraying.
3) Interference with existing lawful continued use of neighbouring land including intensive rural activities, and tourism uses; or
4) Proximity to established residential areas, whether the land is zoned residential,

rural residential or is residential by nature (smaller lots of a typical residential size containing dwellings). The amenity of urban and semi-urban areas and the rural character surrounding urban areas needs to be afforded a high level of protection.

The Shire will also consider any wind farm application under clause 5.3.5 (Public Aviation and Safety), 5.3.6 (Heritage), and 5.3.7 (Construction Impact), contained in the 'Western Australian Planning Commission Position Statement: Renewable Energy Facilities' (March 2020) [4]. Where there is a conflict between this Policy and the Western Australian Planning Commission Position Statement, this Policy shall prevail.

Council will also consider relevant sections of Guideline D of the 'National Airports Safeguarding Framework'[5] including clause 25 on consultation, clauses 26-29 on risk assessment, clauses 33-34 on lighting, clause 39 on wind monitoring towers, clause 41-42 on obstacle lighting and clause 43 on turbulence.

7. Community and Stakeholder Consultation

Renewable energy facility proponents must actively engage in early community and stakeholder consultation, prior to lodgement of any formal application. This includes early consultation with the Shire of Boyup Brook.

Consultation should demonstrate a commitment to providing clear information and ensuring opportunities for genuine input and delivering good planning outcomes.

Pre-lodgement consultation should be aimed at identifying and considering options for eliminating, reducing or otherwise managing impacts, not merely informing communities and stakeholders on the proposed layout.

The Shire expects that proponents will use a range of tools for community and stakeholder engagement. The Shire has a strong view that developers need to invest time and effort into positive community engagement and to build a relationship with nearby and adjacent owners, before any formal lodgement of an application.

This Policy requires applications for renewable energy facilities to address consultation comprehensively and including:

1) Lodgement of a detailed Community and Stakeholder Engagement Plan that outlines the outcomes of pre-lodgement community consultation, and a strategy for further consultation for the life of the development. The engagement plan should identify key stakeholders early in the project planning stage and provide them with regular written updates before lodgement;
2) The Community and Stakeholder Engagement Plan should incorporate the fundamental principles, actions and frameworks outlined in the Clean Energy Council 'Community Engagement Guidelines for the Australian Wind Industry'[6]; and
3) An outline of how landowners' and stakeholders' issues have been considered before lodging any formal development application.

Proponents should liaise with all relevant stakeholders early in the process including, but not limited to the Shire, Main Roads WA, Western Power, Civil Aviation Safety Authority, Air Services Australia, Royal Flying Doctor Service, Department of Fire and Emergency Services, Department of Planning, Lands and Heritage, Department of Water and

Environmental Regulation, Department of Biodiversity, Conservation and Attractions, Department of Primary Industries and Regional Development, Environmental Protection Authority, local aerial spraying contractors, unlicenced airstrip owners (within a five (5) kilometre radius of a turbine), any relevant incorporated local aeronautical associations, and any relevant local community groups.

8. Environmental Impact

Consistent with the Western Australian Planning Commission (WAPC) Position Statement on Renewable Energy Facilities [4], this Policy requires applicants to address, avoid and minimise impacts of any renewable energy facility on the natural landscape, and environment, including flora and fauna.

Applications should be accompanied by an Environmental Survey of the site by a suitably qualified environmental consultant and address:

1) The type, location and significance of flora and fauna.
2) Any rare or endangered species.
3) Stopover sites, migration routes, and roosting or nesting sites for birds of conservation significance.
4) Location of bat colonies (for wind farm applications).
5) Areas of high raptor (bird of prey) activity (for wind farm applications).
6) Existing remnant vegetation to be retained or that is proposed to be removed (on a plan).
7) Distances to areas of habitat, remnant vegetation and areas of natural environment on a context plan, including conservation areas, reserves or crown land.
8) Maximising distances to bird conservation areas, breeding grounds of sensitive species and areas of remnant bushland that are likely high-value bird habitats or habitats for birds of conservation significance.
9) Methods to avoid bird collision such as increasing the visibility of rotor blades (where feasible), flashing lights, and keeping bird migration corridors free.

9. Visual and Landscape Impact

A Visual and Landscape Impact Assessment is required and shall:

1) Describe the appearance of changes in the landscape caused by the proposed renewable energy facility.
2) Identify the view of the renewable energy facility from key sensitive land uses, views from key locations of major roads and tourist routes (including rest areas), heritage places, tourist facilities, recreational reserves and areas utilised by the general public such as camping areas and walking trails.
3) Ensure photos in the report include a view of the existing landscape and a clear photomontage with the energy facility superimposed. Photomontages should include height dimensions to clearly show the scale.
4) Include all images in colour with a high-quality resolution.

5) Include a clear plan that shows the location of where each photo was taken, the direction it was taken, and the numbering of each photo location.

6) In addition to addressing this Policy, Visual and Landscape Impact Assessment should be undertaken in accordance with the WAPC 'Visual Landscape Planning in Western Australia' manual [7] and the 'Wind Farms and Landscape Values' (2005) published by the Australian Wind Energy Association and Australian Council of National Trust [8].

7) Renewable energy facilities are required to be designed, sited and operated to minimise their visual impacts and off-site impacts and shall meet the following requirements:

   a) For wind farms - a setback of two (2) kilometres between any wind turbine, measured from the tip of the blade, when at its nearest point from an existing dwelling on a neighbouring lot, that is not associated with the development. A lesser setback may be considered by the Council if agreed to in writing by the affected property owner(s) at the time of lodgement of a development application.

   b) For wind farms - a setback of one (1) kilometre between any wind turbine, measured from the tip of the blade, when at its nearest point from a neighbouring lot boundary, that is not associated with the development. A lesser setback may be considered by the Council if agreed to in writing by the affected property owner(s) at the time of lodgement of a development application.

   c) For wind farms - blades on wind turbines to rotate in the same direction and ensure that all turbines have uniformity in terms of colour, size, and shape.

   d) Solar panels should be sited to reduce the likely impacts of glint and glare.

   e) Implementation of landscaping within the development site to mitigate visual impact to the greatest extent possible from sensitive land uses. Locating energy facilities in flatter landscapes, where feasible, to reduce visibility due to shortening the visual perspective of the structures.

Landscaping outside of the lots being developed for a renewable energy facility is not accepted as being a practical mechanism for visual mitigation as conditions of planning approval cannot require works outside of the development site.

For the purpose of this Policy, the term 'sensitive land use' is as per the definition in the WAPC Position Statement on Renewable Energy Facilities [4] as 'land uses that are residential or institutional in nature, where people live or regularly spend extended periods of time. These include dwellings, short-stay accommodation, schools, hospitals and child care centres and generally exclude commercial or industrial premises.'

The Shire will also take into account the description of types of 'sensitive land use' as outlined in Clause 2.3 of the Environmental Protection Authority 'Guidance for the Assessment of Environmental Factors' [9].

10. Noise Impact (Specifically for wind farms)

A Noise Impact Assessment shall be lodged with any wind farm proposal to demonstrate that it can meet the standards under the *Environmental Protection (Noise) Regulations 1997* (WA Noise Regulations) **[3]**.

The current version of the South Australian Environmental Protection Authority 'Wind Farms Environmental Noise Guidelines (2021 or its replacement) [10] should also be

referenced for assessment purposes. It is accepted that wind farm noise can be generally masked by wind generated noise, and the assigned levels can then be calibrated by the wind generated noise, if it does mask the noise at the sensitive premises location.

The Noise Impact Assessment is to be completed by a suitably qualified acoustic consultant, and should address construction noise, predicted noise levels associated with a fully operational wind farm, including infrasound and ground vibration, and is required to be completed by an acoustic consultant.

The Noise Impact Assessment may reference information from:

- The Victoria State Government Health Department technical information report on 'Wind farms, sound and health' [11] which provides information explaining the characteristics of low- frequency sound; and
- The Environment Protection and Heritage Council draft 'National Wind Farm Development Guidelines' (2010) [12] which explains the characteristics of low-frequency noise and infrasound.

The Noise Impact Assessment must consider the location of any existing sensitive land use. Applicants should address in detail how turbines are located to minimise future land use conflict and noise impact on future sensitive land uses.

The WA Noise Regulations protect 'rural premises' and other sensitive land uses. There is a 'highly sensitive area' defined in the WA Noise Regulations, which is an area within 15 metres from the building associated with sensitive use (such as a dwelling). If an adjacent landowner decides to subdivide or build a second dwelling on their lot, the most stringent assigned noise levels would apply to any new second house.

An application shall address the following:

1) Commitment to providing a Noise Impact Mitigation Plan for post-operational noise monitoring, to demonstrate that any constructed wind farm complies with the WA Noise Regulations, and to manage complaints regarding noise impact during the operational phase of the development.
2) Ability to contain all 'noise buffers' within the development lot boundaries for long-term ongoing compliance with the WA Noise Regulations to accommodate future development of adjacent lots with sensitive land uses/highly sensitive areas, particularly any form of dwellings. This is to ensure any wind farm location is compatible with existing land uses and future development.
3) The term 'noise buffers' in this Policy means any predicted noise contour lines/emissions that are higher than those acceptable for a "highly sensitive area".

Note: if an adjacent landowner constructs a dwelling on their property after a wind farm is constructed, it is the wind farm operator that has to take action to ensure that any new dwelling or sensitive premises is not impacted by noise levels exceeding what is permissible for a 'highly sensitive area' under the WA Noise Regulations. Applicants will need to demonstrate that any wind farm will not limit any future rural land use or sensitive land use on existing lots that do not form part of the development application.

11. Cultural Heritage

An assessment of potential impacts to cultural heritage values is to be undertaken as follows:

1) Initial consultation with the Wagyl Kaip Southern Noongar Aboriginal Corporation;
2) A desktop assessment to determine the environmental context and Aboriginal history and any lodged or registered Aboriginal artifacts or heritage sites of the project investigation area;
3) A ground survey to identify the presence of Aboriginal cultural heritage in or associated with the project site;
4) Engagement with local Elders.

In the event of an Aboriginal Heritage Site being discovered during development, the site is to be preserved and managed as per regulatory requirements and the impending Noongar Standard Heritage Agreement.

12. Construction Management Plan

A Construction Management Plan is to be submitted to address the following matters:

1) Standards and procedures for the construction of the development including the management of environmental emissions such as dust and noise;
2) Site disturbance should be minimised during construction through careful siting and measures to address erosion, drainage run-off, flooding, water quality, retention of remnant vegetation, stabilisation of top soil, and weed and disease hygiene;
3) Vehicle and machinery access and movement.

The transport of equipment and freight to the site should be carefully managed and may need to be coordinated with adjacent local governments. If ongoing disruption to traffic is likely to occur, police escorts may be required for the transport of large facilities.

Site clearance works, earth moving, cutting, filling and stockpiling of topsoil should be kept to a minimum wherever possible.

13. Operational Management Plan

An Operational Management Plan is to be submitted indicating ongoing management of the site (e.g. management for bushfire) and including infrastructure and service road maintenance as required for the operation of the energy facility.

The Operational Management Plan should have regard to any environmental and landscape impacts.

If visitor facilities are planned as part of the development, additional services may be required, including gas, water, telecommunications and on-site or off-site sewage treatment.

When a site is decommissioned, the demolition work will need to be managed and the site should be reinstated to its original use and condition, or other agreed use.

14. Traffic Management and Protection of Roads and Infrastructure

The Shire recognises that the development of renewable energy facilities may have

significant impacts on the condition and serviceability of the local road network, during the construction phase.

The Shire requires proponents of renewable energy facilities to be assessed for any road contributions for repairs or upgrades to sealed and/or unsealed roads managed by the Shire (Traffic Management Plan) because of construction or ongoing activities associated with the development beyond those considered normal day to day access and egress.

Reference should be made to the WAPC Transport Assessment Guidelines [13].

The Traffic Management Plan should consider/include:

1) The MRWA - Operation and Maintenance Agreements to Access State Road Network [14];
2) Route Assessments for the transport of dangerous goods on road networks;
3) Permit for vehicle and machinery access and movement for Restricted Access Vehicles – to the satisfaction of Heavy Vehicle Services – Main Roads WA (e.g. Transport of large wind turbine blades and towers).
4) A Road and Shire Infrastructure Condition Report, that identifies and records the conditions of any local roads and the Shire infrastructure that will be affected by any route for heavy vehicles and delivery trucks needed for the construction phase;
5) The costs associated with any damage caused to the roads or Shire infrastructure attributed to the construction phase of the development. Any damage shall be rectified by the developer to the standard identified in the pre-lodgement Road and Shire Infrastructure Condition report; and
6) All costs of any upgrading required for construction transport routes and/or the development.

The road contributions will be calculated based on the Western Australia Local Government Association's Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads [15], which provides a fair and transparent method for determining the additional maintenance and reconstruction costs attributable to the increased heavy vehicle traffic generated by the wind energy facility development. Any contributions need to be consistent with the principles that underpin the State Planning Policy 3.6 – Infrastructure Contributions [16].

The road contributions will be negotiated and agreed upon between the Shire and the developer before the approval of the development application. The road contributions will be paid by the developer to the Shire under the terms and conditions of the agreement.

15. Bushfire Management

A Bushfire Management Plan is to be provided for areas that fall within a Bushfire Prone Area. Reference should be made to State Planning Policy 3.7 – Planning in Bushfire Prone Areas [17]. It is also recommended that the developer review the Victorian Country Fire Associations document - Design Guidelines and Model Requirements for Renewable Energy Facilities v4 (2023) [18], as this document provides a best practice approach to considering bushfire risk and fire safety measures in the design, construction, and operation of renewable energy facilities (including windfarms).

16. Aviation Impact Assessment (Specifically for wind farms)

An Aviation Impact Assessment is to be submitted identifying aerodromes in the locality and potential flight paths that may occur as a result of night flying, aviation training, firefighting, recreation aviation, agricultural related activities and emergency services flying. Particular attention is to be paid to fire fighting water bombing requirements.

The Aviation Impact Assessment is to be undertaken by a qualified aviation consultant and is to demonstrate that turbines will not impact on aerial spraying activities of surrounding farms or unlicensed airstrips.

Any potential aviation safety risks identified require consultation with Civil Aviation Safety Authority (CASA), Air Services Australia and/or the Commonwealth Department of Defence.

17. Shadow Flicker Assessment (Specifically for wind farms)

A Shadow Flicker Assessment is to provide an assessment of the potential for shadow flicker occurrence resulting from a proposed wind turbine at the nearest receptors.

Under certain combinations of geographical position, time of day and year, wind speed and wind direction, the sun may pass behind the rotor and cast a shadow over neighbouring buildings and roads and cause a flicker effect.

It is important to understand the casting shadow impact to surrounds, in particular public roads and existing and potential housing.

The Draft National Guidelines include recommendations for shadow flicker limits relevant to wind farms in Australia, such that the modelled theoretical shadow flicker duration should not exceed 30 hours per year, and that the actual or measured shadow flicker duration should not exceed 10 hours per year. The guidelines also recommend that the shadow flicker duration at a dwelling be assessed by calculating the maximum shadow flicker occurring within 50 metres of the centre of a dwelling.

18. Decommissioning Program

A Decommissioning Plan is to be submitted, outlining the removal of all renewable energy facilities and rehabilitation of the affected land at the end of the development's life (unless major refurbishment is separately approved).

Decommissioning should be considered in the design phase of projects and as part of the development application process so that structures may be easily disassembled at the end of their life, and to ensure that the funds are available to decommission them. If projects do not perform as predicted, this may have a financial impact on its decommissioning plan. Applicants should outline how funds will be directed into future decommissioning or refurbishment costs.

General information at the development application stage should detail a process and steps for decommissioning or refurbishment of energy facilities and staging/timing for planning for decommissioning/refurbishment over the life of the development.

Waste or surplus infrastructure is not to be disposed at the Shire's rubbish tips without approval.

There is an expectation that land developed with a renewable energy facility will be returned to a pre- development condition once the renewable energy facility reaches the end of its lifecycle. If an applicant seeks to retain some infrastructure on the land (such as roads or turbine foundations), then it needs to be made clear at the initial development application lodgement stage.

Substantial decommissioning and remediation works are expected to commence within 12 months of renewable energy facilities no longer generating permanently unless an alternative reasonable timeframe is outlined in the development application.

References

1. Western Australian Planning Commission's State Planning Strategy 2050 https://www.wa.gov.au/government/publications/state-planning-strategy-2050

2. WALGA Research Paper October 2024 https://walga.asn.au/awcontent/Web/Documents/Economics/Renewable-Energy-in-WA-WALGA-Research-Paper.pdf

3. Environmental Protection (Noise) Regulations 1997 (WA Noise Regulations) https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1399_homepage.html

4. Western Australian Planning Commission (WAPC) Position Statement on Renewable Energy Facilities https://www.wa.gov.au/system/files/2021-07/POS-Renewable-energy-facilities-position-statement.pdf

5. 'National Airports Safeguarding Framework' https://www.infrastructure.gov.au/infrastructure-transport-vehicles/aviation/aviation-safety/aviation-environmental-issues/national-airports-safeguarding-framework

6. Clean Energy Council 'Community Engagement Guidelines for the Australian Wind Industry' https://assets.cleanenergycouncil.org.au/documents/advocacy-initiatives/community-engagement/wind-community-engagement-guidelines.pdf

7. WAPC 'Visual Landscape Planning in Western Australia' manual. https://www.wa.gov.au/system/files/2021-06/ML_Visual-landscape-planning-in-Western-Australia.pdf

8. 'Wind Farms and Landscape Values' (2005) published by the Australian Wind Energy Association and Australian Council of National Trust.
   Available From:
   - Australian Wind Energy Association, GPO Box 4499, Melbourne VIC 3001
   - Australian Council of National Trusts, PO Box 1002, Civic Square ACT 2608

9. The Environmental Protection Authority 'Guidance for the Assessment of Environmental Factors'

https://www.epa.wa.gov.au/sites/default/files/Policies_and_Guidance/GS3-Separation-distances-270605.pdf

10. South Australian Environmental Protection Authority 'Wind Farms Environmental Noise Guidelines (2021 or its replacement). https://www.epa.sa.gov.au/files/47788_windfarms.pdf

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12. The Environment Protection and Heritage Council draft 'National Wind Farm Development Guidelines' (2010) https://www.nepc.gov.au/sites/default/files/2022-09/draft-national-wind-farm-development-guidelines-july-2010.pdf

13. WAPC Transport Assessment Guidelines https://www.wa.gov.au/government/publications/planning-guidelines-transport-impact-assessment

14. Operation and Maintenance Agreements to Access State Road Network – Main Roads Western Australia https://www.mainroads.wa.gov.au/4a1dad/globalassets/heavy-vehicles/rav-access/rav-access-approval-review-policy.pdf?v=4a1d64

15. Western Australia Local Government Association's Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads https://walga.asn.au/awcontent/Web/Documents/Infrastructure/Heavy_Vehicle_Cost_Recovery_Policy_Guidline_for_Sealed_Roads-(ID-693988).pdf

16. State Planning Policy 3.6 – Infrastructure Contributions https://www.wa.gov.au/government/publications/state-planning-policy-36-infrastructure-contributions

17. State Planning Policy 3.7 – Planning in Bushfire Prone Areas https://www.planning.wa.gov.au/state-planning-policy-3.7-bushfire

18. Victorian Country Fire Associations document - Design Guidelines and Model Requirements for Renewable Energy Facilities v4 (2023) https://news.cfa.vic.gov.au/news/latest-cfa-renewable-energy-guidelines-released

Document Control		
Previous Policy Reference	New	
Related Legislation	*Environmental Protection (Noise) Regulations 1997*	
Related Documents		
Initial Adoption Resolution	OCM Res 25/11/230	
Amendment Record		

Amendment Record		

End