Attachment 10.1.2A

Confidential Attachment

Policy M2 – Communications (External) and Social Media

1. Policy Intent

The Shire of Boyup Brook (Shire) Communications (External) and Social Media Policy detail the framework for communication between the Shire and external stakeholders. Active and effective information provision and community engagement are vital to building and promoting a positive identity and reputation for the Shire.

The Shire must create awareness, distribute regular and consistent messages, inform, consult with the community, and must be open and honest in all matters to achieve effective communications.

We recognise the fast-paced and responsive way in which local government operates, and this policy aims to ensure the Shire remains fully connected with the community. The Shire will use all channels available to reach its audience; guided by how they like to communicate and continue to develop multiple layers of engagement.

Success will be achieved by using the Shire's 'owned' media to communicate clear, consistent, transparent, trusted, and timely messaging.

This policy considers legislative obligations and establishes protocols (s2.1) applicable to official communications with the community, to ensure the Shire is professionally and accurately represented and to maximise a positive public perception.

The policy also seeks to ensure that the Shire's reputation is enhanced through the integrity and effectiveness of communications.

This policy applies to Councillors, staff, contractors, consultants, and any other persons including volunteers who undertake activities for the Shire of Boyup Brook.

This policy applies to:

1. Communications initiated or responded to by the Shire of Boyup Brook with the community.
2. Staff and Councillors when making comment in either a Shire of Boyup Brook representative role or in a personal capacity about matters relevant to the Shire of Boyup Brook.
3. Contractors, consultants, and any other persons including volunteers when making comment about matters relevant to the Shire of Boyup Brook.

2. Policy

2.1. Communication Protocols

The *Local Government Act 1995* (the Act) (as amended), Section 2.8(1)(b) provides that the Shire President speaks on behalf of the Local Government unless otherwise delegated under the Act. Section 5.41(4)(b) provides for the Chief Executive Officer (Chief Executive Officer) to speak on behalf of the Council when the Shire President agrees.

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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 the Shire President, cannot speak on behalf of the Council, as per the Act, Section 2.8.

2.2. 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(4)(b) 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.

2.3. 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 Member when speaking to the media.

2.4. Elected Members

a. An Elected Member 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 Member 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 Member 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 conditions and principles outlined in this policy. Elected Members must not imply they are speaking on behalf of the Shire unless authorised to do so.

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2.5. Chief Executive Officer

a. It is part of the function of the Chief Executive Officer to speak on behalf of the Council if the Shire President agrees, as per Section 5.41(4)(b) of the Act.

b. The Shire President may give agreement to the Chief Executive Officer 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 Chief Executive Officer may speak to the media, or otherwise in public, as to the Shire's affairs in performance of the Chief Executive Officer's functions under Section 5.41(4)(b) of the Act, including that of managing the day-to-day operations of the Shire. The Chief Executive Officer 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 Chief Executive Officer.

2.6 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.

2.7 Official Communication

Communication is the imparting or exchanging of information by speaking, writing, or using other medium between a representative of the Shire, stakeholders, and the broader community.

Community includes all people who live, work, study or conduct business in, or who visit, use, and enjoy the services, facilities, and public places of the Shire of Boyup Brook.

Consultation is the provision of timely information and engagement by the Shire with the community and external stakeholders that provides the opportunity to provide ideas and feedback, respond with any concerns, and query issues that will be considered or actioned, before a final decision is made or implemented.

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This policy aims to ensure the Shire's communications methods will:

1. Comply with required legislation and codes of conduct.
2. Be regular and consistent, with the Shire communicating in a timely manner on projects and activities to all stakeholders.
3. Create a positive and professional image for the Shire.
4. Increase awareness of the Shire's activities, major projects, and achievements.
5. Foster and deliver meaningful community consultation processes.
6. Implement timely, regular, and consistent internal communication.
7. Effectively manage negative messaging.
8. Effectively manage unexpected crisis/disaster issues or events; and
9. Use a variety of methods to communicate and to provide information in formats that accommodate the needs of all stakeholders.

The Shire of Boyup Brook will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

1. Website.
2. Advertising and promotional materials.
3. Media releases prepared for the Shire President, to promote specific Shire of Boyup Brook positions.
4. Social media.
5. Email; and
6. Community newsletters, letter drops and other modes of communications undertaken by the Shire of Boyup Brook's Administration.

2.8 Media Releases

a. The Chief Executive Officer must approve all written media releases 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 Chief Executive Officer or Deputy Shire President).

b. To ensure timely communication, media releases must be reviewed and approved within 48 hours of submission to the Chief Executive Officer and Shire President.

c. Comments or quotations made in media releases must be attributed to the Shire President, unless otherwise agreed by the Shire President.

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2.9 Responding to Media Enquiries

All enquiries from the media for an official Shire of Boyup Brook comment, whether made to an individual Councillor or Employee, must be directed to the Chief Executive Officer or a person authorised by the Chief Executive Officer.

Information will be coordinated to support the Shire President or Chief Executive Officer (where authorised) to make an official response on behalf of the Shire of Boyup Brook.

2.10 Website

The Shire of Boyup Brook will maintain an official website, as the community's principal online resource for accessing the Shire's official communications.

2.11 Dealing with Negativity

The Shire actively seeks ideas, questions, and feedback from the community.

All participants are expected to communicate respectfully and treat others with courtesy. The Shire will moderate its social media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false, or misleading.
- Promotional, soliciting, or commercial in nature.
- Unlawful or incites others to break the law.
- Information which may compromise individual or community privacy, safety, or security.
- Repetitive material copied and pasted or duplicated.
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot.
- Content that violates intellectual property rights or the legal ownership of interests or another party.
- Not in accordance with any lawful requirement.
- Any other inappropriate content or comments at the discretion of the Shire.

2.12 Councillor and Staff Communications

Councillor and Staff Communications on Shire Matters

Communications by Councillors is encouraged to advocate for the Shire and promote Shire projects, services, and activities, as well as actively sharing Shire-driven communications, information, and updates through official Shire channels and via attendance at community events as Council representatives.

Councillors and Staff may also share communications on initiatives they are committed to through their personal networks.

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Communications by Councillors and Staff, whether undertaken in an authorised official capacity or as personal communication, in whatever form, must not:

1. Bring the Shire of Boyup Brook into disrepute nor:

    a. Compromise the person's effectiveness in their role with the Shire of Boyup Brook.
    b. Imply the Shire of Boyup Brook's endorsement of personal views; or
    c. Disclose, without authorisation, confidential information.

Social media accounts, email, and unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Boyup Brook.

A Councillor may choose to make a personal statement or communicate publicly on a matter related to the business of the Shire of Boyup Brook.

Any public statement by a Councillor made in a personal capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire.
2. Be made with reasonable care and diligence [Rules of Conduct Reg.3(a)].
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination, or harassment laws.
4. Be factually correct [Rules of Conduct Reg.3(b) and (f)].
5. Avoid damage to the reputation of the local government [Rules of Conduct Reg.3(d)].
6. Not reflect adversely on a decision of the Council.
7. Not reflect adversely on the character or actions of another Council Member or Employee [Rules of Conduct Reg.10(3)]
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee, or community member [Rules of Conduct Regs. 3(g) and 10(3), Shire of Boyup Brook Code of Conduct for Councillors. Div. 3].

A Council Member who is approached by the media for a personal statement may request the assistance of the CEO.

Employees are to understand the Council's position on matters and ensure compliance with the Shire of Boyup Brook Staff Code of Conduct in all communications, whether representative or personal.

Personal Communications

Personal communications and statements made privately; in conversation, written, recorded emailed, sent by private message or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Councillors should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

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Staff are to ensure that their personal or private communications do not breach the requirements of this policy or the Shire of Boyup Brook Staff Code of Conduct.

2.13 Social Media Communications

Social Media Outline

The purposes of the Shire of Boyup Brook's social media communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the community.
- Promoting Shire of Boyup Brook events, activities, and services.
- Promoting community consultation / engagement opportunities.

The Shire uses social media to facilitate interactive information sharing and to provide official and responsive feedback to and from the community.

Social media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire's official communications will be consistent with relevant legislation, policies, standards and the policies, positions and codes adopted by the Council.

The Shire's communications will always be respectful, professional and must reflect the Shire's values and vision, as well as adopted Code of Conduct.

Social Media Channels

The Shire will use a combination of different communication modes in line with our Communications Strategy to suit the type of information to be communicated, engagement to be undertaken and the requirements of the community or specific audience.

Where a third-party contributor to a Shire of Boyup Brook's social media accounts are identified as posting content, which is deleted in accordance with the above, the Shire may at its discretion, block that contributor for a specific period or permanently.

Use of Social Media in Emergency Management and Response

The Shire of Boyup Brook will use the following communication channels to inform and advise the community regarding Emergency Management:

- Facebook – Shire of Boyup Brook.

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2.14 Record Keeping and Freedom of Information

Official communications and Council member communications undertaken on behalf of the Shire, including on the Shire's Social Media accounts and third-party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000.*

These records are also subject to the *Freedom of Information Act 1992.*

2.15 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.

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Document Control		
Previous Policy Reference	M2 – Elected Member and Chief Executive Officer Public Statements	
Related Legislation	*Local Government Act 1995, Section 2.8, Section 2.10, and Section 5.41.*	
Related Documents	• M3 – Communications (Internal)	
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 Chief Executive Officer 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 second paragraph under one. Policy Intent		CM 26/03/073
•		
Amendment Record	29 October 2026	
a. Amended Title – clarifying broader external communication's coverage and extent. b. Addition of detailed description of the desired outcomes of the updated policy c. Addition of the types of communications methods and media to be used, as well as updated policy aims. d. Additional sub-clause on media release quotes. e. Addition of processes outlining the response to media enquiries. f. Inclusion of Shire website in Communication policy g. Addition of details relating to negativity and protocols for handling h. Addition of conditions regarding Councillors and staff communicating on Shire matters and personal communications. i. Addition of Social Media Outline, Social Media Channels and using social media in Emergencies j. Addition of information regarding Record Keeping requirements and Freedom of Information notification.		b. Policy Intent c. Official Communications (s2.6) d. Media Releases (s2.7) e. Response to Media Enquiries (s2.8) f. Website (s2.9) g. Dealing with Negativity (s2.10) h. Councillor and Staff Communications (s2.11) i. Social Media Communications (s2.11) j. Record Keeping and Freedom of Information (s2.12)

End

Policy M3 – Communications (Internal)

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(2)(a), the Chief Executive Officer is responsible for the day-to-day management of staff and operations. Section 5.41(3)(a) 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 consulting 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 Chief Executive Officer.

b. Elected Members are not permitted to have work-related communication with staff, give directions to, nor interfere with staff duties.

c. The Chief Executive Officer must be informed of any communication between staff and Elected Members.

d. Elected Members and staff are permitted to exchange greetings and pleasantries, as well as having professional, respectful and courteous non-work-related conversations.

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 Chief Executive Officer 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 Code of Conduct for Shire of Boyup Brook employees.

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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 Chief Executive Officer.

b. If an Elected Member has a concern about a staff member, they must raise it with the Chief Executive Officer rather than approaching the staff member directly.

2.5. Social Media and Electronic Communication

a. Elected Members must only discuss operational matters with the Chief Executive Officer and may not discuss any shire issues with other staff unless approved by the Chief Executive Officer.

b. Elected Members may not communicate directly with any staff other than the Chief Executive Officer via Emails and text messages. All messages must be professional and comply with official communication protocols.

c. Any media inquiries must be directed to the Shire President or Chief Executive Officer, as outlined in the Media and Public Communication Policy.

Document Control		
Previous Policy Reference	M2 - Communications	
Related Legislation	*Local Government Act 1995.*	
Related Documents	M3 – Communications (External) and Social Media	
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 26/03/073
Amendment Record	29 October 2026	
• Amended Title to clarify internal focus and better distinguish with updated draft policy M3 – Communications (External) and Social Media		

End

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Policy M11 – Councillor Forums, Briefing and Workshop Framework

1. Policy Intent

Shire of Boyup Brook (the Shire) Executive Management Team and officers hold forums, briefings and workshops to advise, inform and consult with Councillors to enable informed decision making by the Council. In accordance with the *Local Government Act 1995*, briefings do not provide an opportunity for debate and no decisions are made.

2. Scope

This policy provides the purpose, procedures and conduct of forums / briefings / workshops involving Councillors, other than Ordinary and Special meetings and meetings of standing or occasional committees established under section 5.9 of the *Local Government Act 1995.*

3. Definitions

Concept Forum – a monthly briefing to provide information to Councillors, gauge thoughts and ideas on upcoming matters. Concept Forums are not open to the public.

Agenda Briefings – a monthly briefing to clarify matters relating to the agenda for the upcoming Council Meeting. Agenda Briefings are not open to the public.

Workshops – specific topic meetings between Councillors and the Executive Management Team to progress key initiatives as required. Workshops are not open to the public.

Strategic Matters Briefing – a briefing to update Councillors on strategically significant matters or projects. Strategic Matters Briefings are not open to the public.

4. Concept Forums and Agenda Briefings

4.1 The Shire President, or the Deputy Shire President in the President's absence, will preside at Concept Forums and Agenda Briefings. If neither is present, the Councillors in attendance will select a Councillor to preside.

4.2 The Shire President may permit the Chief Executive Officer to preside at Concept Forums, Agenda Briefings, Workshops or Strategic Matters Briefings.

4.3 All questions at Agenda Briefings must be directed through the Presiding Member and must relate to the upcoming Ordinary Council Meeting agenda. There is to be no free-flowing discussion at Agenda Briefings between Councillors and debate is prohibited.

4.4 The legislation does not require disclosure of conflicts of interest at Agenda Briefings. However, in the interests of transparency and accountability, and the provisions of the Code of Conduct, this policy requires Councillors and officers to declare interests in accordance with the provisions of the *Local Government Act 1995* as they apply to Ordinary Council Meetings.

4.5 No formal minutes are required to be taken.

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4.6 Records will only be kept of item covered and conflict-of-interest disclosures.

4.7 Decisions will only be made at Council Meetings.

5. Workshops

4.8 Workshops are a mechanism for Shire Officers, usually the Executive Management Team to discuss and progress topics and initiatives with Councillors, and where necessary to gauge an informal position of Councillors on certain matters. Workshops may relate to developments on significant projects, strategic or sensitive matters.

4.9 Workshops provide a less formal setting for Councillors and the Executive Management Team to discuss matters openly and exchange views.

4.10 There is to be no formal debating structure, workshops are intended to be an open exchange of information, thoughts, and ideas.

4.11 Any matter(s) discussed at a workshop shall have no formal status nor position, unless later considered and endorsed by the Council at a meeting that is open to the public.

6. Strategic Matters Briefing

4.12 Strategic Matters Briefing are a mechanism for the Executive Management Team to brief Councillors on significant projects, strategic or sensitive matters.

4.13 These briefings provide a setting for Councillors to discuss matters openly, exchange views and contribute to strategic discussions.

4.14 There is to be no formal debating structure, strategic briefings are intended to be an open exchange of information, thoughts, and ideas.

4.15 A decision of the Council may be made at a future date to open the discussion on major projects and inviting members of the public to participate in workshops.

Councillors may be permitted to attend Concept Forums, Agenda Briefings, Workshops and Strategic Matters Briefings electronically with the approval of the Shire President.

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Document Control		
Previous Policy Reference	N/A – New Policy	
Related Legislation	• *Local Government Act 1995* • *Local Government (Administration) Regulations 1996*	
Related Documents	• M9 – Electronic Attendance at Meetings by Elected Members, Committee Members and Candidates.	
Initial Adoption Resolution	29 October 2026	
Amendment Record		
Nil		

End

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Policy M12 – Public Question Time, Deputations and Presentations

1. Policy Intent

The objective of this Policy is to establish guidelines for Council and members of the public to ensure that Public Question Time, Deputations and Presentations are conducted in a fair, transparent, and responsible manner.

2. Scope

This Policy applies to Public Question Time, Deputations and Presentations at Shire of Boyup Brook Council (Ordinary and Special) and Committee meetings.

3. Definitions

Nil

4. Policy

Public Question Time

1. There must be a public question time at every Ordinary Meeting and Special Meeting and such other meetings of Council or Committee of Council meetings to enable members of the public to submit questions to Council.
2. Public Question and Public Statement Time will be in accordance with the *Local Government (Administration) Regulations 1996* and the Shire of Boyup Brook's Standing Orders Local Law 2004.
3. Questions asked during public question time at:
    a. an Ordinary Meeting can relate to matters listed on the meeting agenda or any other matter relating to the business of the Shire.
    b. a Special Meeting must relate to matters listed on the meeting agenda.
    c. a Committee of Council Meeting is restricted to matters relating to the functions of that Committee.
4. Public Question Time is limited to a total of fifteen minutes of duration, except by consent of the Presiding Member.
5. Each speaker will be limited to three minutes duration to speak, except by consent of the Presiding Member
6. Members of the public that wish to ask a question on notice or make a statement must complete and submit the approved form either electronically or hand delivered to the Shire office, by 12.00pm on the day of the relevant meeting.
7. The completed form must state the name and location of the person submitting the question or making the statement.
8. Questions not received by 12.00pm on the day of the relevant meeting may be asked from the floor at the meeting, if time permits. Statements without notice will not be accepted during the meeting.
9. A person asking a question or making a statement is required to attend in person to address a Council meeting or provide written authorisation for someone else to act on their behalf.
10. If a person submits a question or statement in advance of a meeting, but neither they or their delegate attends, the question or statement will not be included in the minutes of the relevant meeting. A written response to public questions submitted but not asked, will be sent within 14 days.

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11. A person asking a question or making a statement will be audio recorded in accordance with Council Policy.
12. A question may be disallowed by the Presiding Member if the Presiding Member determines that it:
    a) Becomes a statement, rather than a question.
    b) Relates to a matter outside the duties, functions, and powers of Council.
    c) Is defamatory, indecent, abusive, offensive, irrelevant or objectionable in language or substance.
    d) Relates to repeated or previously answered questions or statements from the same individual.
    e) Is aimed at embarrassing an Elected Member or a Shire employee.
    f) Relates to personal matters concerning employees or Elected Members.
    g) Relates to the personal hardship of any resident or ratepayer.
    h) Relates to industrial relations or human resource matters.
    i) Relates to contractual matters that are commercial in confidence.
    j) Relates to legal advice.
    k) Relates to matters that may jeopardise the security of Council property; or
    l) Relates to any other matter which Council considers would prejudice Council or any person.
13. Questions must be as concise as possible.
14. Like questions may be grouped together and a single answer provided.
15. The Presiding Member may nominate the Chief Executive Officer or a Shire employee to respond to a question.
16. The Presiding Member may require a question to be taken on notice. If a question is taken on notice, a written response will be included in the Agenda of the following month's Ordinary Council Meeting.

Deputations

17. A Deputation is a verbal presentation, regarding a matter listed on the Agenda of that meeting. It can be either in support or opposition to a proposal.
18. There must be the opportunity at every Ordinary Meeting, Special Meeting, and a Committees of Council meetings for members of the public to make a Deputation.
19. A person making a Deputation will be audio recorded in accordance with Council Policy.
20. Deputations will be in accordance with the *Shire of Boyup Brook's Standing Orders Local Law 2004,* which provide that:
    a. Deputations cannot exceed 10 minutes without approval of the Council Meeting Presiding Member or the Committee Meeting Presiding Member, and
    b. Group deputations of no more than three people can attend and address the meeting. All attendees can respond to specific questions from the Council or Committee members, with questions asked through the Presiding Member.
21. Members of the public wishing to make a Deputation are to apply in writing to the Chief Executive Officer at least three (3) working days prior to the meeting. The Chief Executive Officer will seek approval from the Shire President or Presiding Member of the meeting, as applicable.
22. The Shire President or Presiding Member may accept or reject a request for a Deputation. The applicant will be advised of the decision prior to the meeting.
23. If approved, the applicant may distribute any printed material relating to a Deputation in advance.
24. If available, the approved Deputation wording will be provided to all Elected Members at least 72 hours prior to the meeting. A copy of the wording provided will be included in the Minutes of the meeting.

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Presentations

25. A Presentation is a verbal presentation, regarding any matter of interest within the District.
26. There will be the opportunity at every Ordinary Meeting of Council for members of the public to make a Presentation.
27. A person making a Presentation will be audio recorded in accordance with Council Policy.
28. Presentations will be in accordance with the *Shire of Boyup Brook's Standing Orders Local Law 2004*, which provide that:
    a. Presentation cannot exceed 10 minutes without approval of the Council Meeting Presiding Member, and
    b. Group presentations of no more than three people can attend and address the meeting. All attendees can respond to specific questions from the Council or Committee members, with questions asked through the Presiding Member.
29. Members of the public wishing to make a Presentation are to apply in writing to the Chief Executive Officer at least three (3) working days prior to the meeting. The Chief Executive Officer will seek approval from the Shire President or Presiding Member of the meeting.
30. The Shire President or Presiding Member may accept or reject a request for a Presentation. The applicant will be advised of the decision prior to the meeting.
31. Presentations may ask for written or published material to be distributed with permission from the Presiding Member.

Any circumstances not provided for under this Policy or the Standing Orders Local Law 2004 may be determined by the Presiding Member of the meeting.

Document Control		
Previous Policy Reference	N/A – New Policy	
Related Legislation	• *Local Government Act 1995* • *Local Government (Administration) Regulations 1996* • *Shire of Boyup Brook Standing Orders Local Law 2004*	
Related Documents	• M9 – Electronic Attendance at Meetings by Elected Members, Committee Members and Candidates.	
Initial Adoption Resolution	29 October 2026	
Amendment Record		
Nil		

End

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Policy C1 – Community Engagement

1. Policy Intent

To ensure that Shire of Boyup Brook (Shire) community engagement is meaningful, authentic, transparent, consistent across the entire organisation and undertaken in accordance with industry best practice.

This policy outlines expected standards and requirements to ensure that:

a. Community members and other stakeholders are informed, influential and involved in decision making that affects their lives and/or business operations.

b. Community engagement is inclusive.

c. Community members and other stakeholders feel their input has been listened to, 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 and connected 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, the 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, agents, 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 – IAP2).

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."

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4. Policy Statement

This policy is separated into the following categories:

4.1 Introduction.
4.2 How will the Appropriate Engagement Type be Determined.
4.3 How the Shire of Boyup Brook will engage.
4.4 When the Shire of Boyup Brook will engage.
4.5 How long the Shire of Boyup Brook will engage.
4.6 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 (IAPP2) 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, agents, and contractors undertaking community engagement on the Shire's behalf are adequately qualified and experienced.
- Appropriate funds and capacity are availed for community engagement.

The Shire, its consultants, agents or contractors, will ensure:

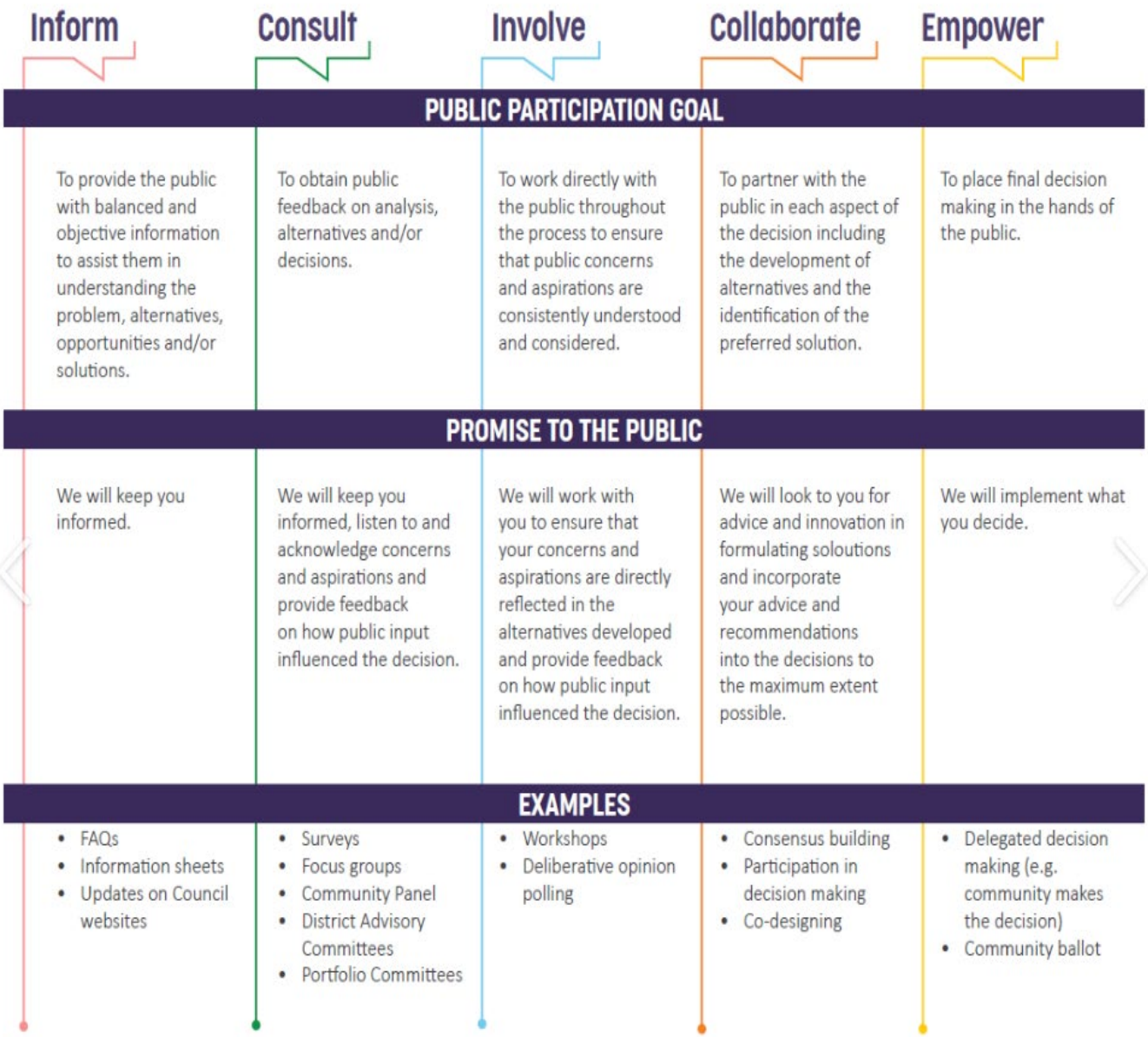
- Community engagement is a cornerstone of all Shire undertakings and commences as early in the life of the undertaking as practicable.
- All stakeholders with an interest, association, or concern in the topic of engagement are fairly and equally informed about and provided with an opportunity to influence the matters that affect/are of importance to them.
- The 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.
- 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.

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- 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.
- Sufficient time is allowed to debate and investigate unanticipated and consequential issues.

4.2 How will the Appropriate Engagement Type be Determined

The aim, method and promise of the engagement (to stakeholders and participants) will be as per IAP2 Principles (sourced and highlighted below), communicated at the commencement of the engagement process, and honoured throughout.



4.3 How the Shire of Boyup Brook will Engage

Unless specified by legislation and depending on the method determined, the Shire will engage with the community using part or all the following:

- Shire website.
- Community surveys.
- Shire Social Media Platforms.
- Boyup Brook Gazette.
- Focus groups, café style workshops.
- Co-design workshops.
- Notice Board at the Administration Building.
- Public Notice Boards (Community Resource Centre, IGA etc).
- Printed materials (FAQs, Information sheets).

4.4 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 authority 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 (November) until at least mid-January the following year, recognising that in certain 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.

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4.5. How long the Shire of Boyup Brook will Engage

Unless specified by legislation or in an emergency, the period the community will be engaged will be determined in accordance with IAP2 principles.

4.6. 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.
- 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 in accordance with this policy.
- 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.
    - 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.
- Commit to continually improve the Shire's community engagement efforts.

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Stakeholders:

- Ensure contact details are kept up to date with the Shire.
- Participate actively, openly, and positively in engagement processes.
- 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		
Amendment Record	29 October 2026	
	Strengthen alignment and consistency with International Association for Public Participation – IAP2	

End

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Policy C4 – Arts, Culture and Heritage

1. Policy Intent

Council will work with the community to provide members with opportunities to express their history, culture, and identity through:

- Participation in the arts.
- Conserving and interpreting history and heritage.
- Encouraging and supporting community events.

Council will support the display of local artworks, sculptures, photographs and other appropriate cultural displays within Shire buildings where appropriate, that reflects the cultural heritage, lifestyle and environment of the Shire of Boyup Brook and the District. Council will ensure any Shire owned collection is:

- Reflective of the community.
- Maintained in good condition and stored safely.
- Diverse in medium and subject.
- Supportive of local artists.
- Enjoyed and appreciated by the community.

2. Definitions and Scope

- **Public Art**: Artworks created by artists located in public spaces and buildings, other galleries, or museums.

- **Community Art**: A community-based arts practice or process that involves the collaboration of artist(s) and community to create art. Community art projects aim to express a community's identity and artistic outcomes.

  The artist's role is to facilitate and coordinate the community's creative expression, design the artwork and assist the community to learn and execute the chosen technique(s). Community art can take any medium from either the visual or performing arts.

- **Visual Arts**: Involve the use or manipulation of materials to create an image or an object. It includes painting, drawing, mosaic, sculpture, printmaking, photo-media, ceramics, glass, and fibre arts etc.

- **Performing Arts**: Creative activity performed to an audience, in the form of acting, singing, and / or dancing. The performance is usually live entertainment, which can be rehearsed or improvised.

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3. Policy

The Shire of Boyup Brook shall seek to foster arts, culture, and heritage by undertaking the following actions.

1. Arts and Culture
    - Encouraging community participation in projects and events from inception to evaluation.
    - Develop the local economy by using local expertise whenever possible.
    - Interpreting our history by including stories, places, people, and objects.
    - Ensuring any heritage collection is maintained.

2. Heritage

    - Interpret our history including stories, places, people, and objects in a planned and strategic manner.

Document Control		
Previous Policy Reference	N/A – New Policy	
Related Legislation		
Related Documents		
Initial Adoption Resolution		

End

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Policy C5 – Community Funding, Support and Contributions

1. Policy Intent

Community funding and contributions is aimed at building the capacity and self-sufficiency of local community organisations, supporting innovation, and addressing identified community need.

This Policy provides an equitable, efficient, transparent, and sustainable framework for the allocation of funds and support where available through the Shire of Boyup Brook's (Shire) Annual Budgets to community driven and community delivered initiatives, where these can demonstrate their ability to benefit the local community.

Community funding and support programs, as well as localised contributions help strengthen local capacity to deliver activities, create opportunities for enhanced partnerships, and assist in the development of strong and self-sustainable not-for-profit local organisations and clubs.

In recognition of the value provided by active community members, local community groups, and not-for-profit organisations in contributing to a liveable, sustainable, and vibrant Shire community, Council is committed to providing support and assistance when financially available, as outlined in this Policy.

2. Scope

This policy supports implementation of the Shire's Community Funding and Support Programs. The individual schemes covered by this Policy are: 1. Annual Community Grants – Minor.
2. Community Funding – Major.
3. Community Contributions.

All contributions, funding and support articulated within this Policy are subject to the availability of funds, as determined by Council annually throughout the budget adoption process.

3. Definitions

Community Group means any group whose activities are of a charitable, benevolent, religious, cultural, educational, recreational, sporting, or other like nature; but does not include schools or State or Federal Government agencies.

Fee Reduction means a fee or charge articulated within the Shire's Schedule of Fees and Charges (excludes rates concessions) that is formally reduced to a lesser amount, however still more than zero.

Fee Waiver means a fee or charge articulated within the Shire's Schedule of Fees and Charges (excludes rates concessions) that is formally reduced to zero.

In-Kind Contribution means the provision of Shire equipment, services or products free of charge. In-kind contributions represent a cost to the Shire, however there is no set amount articulated within the Schedule of Fees and Charges. For example, Officer time or use of plant and equipment.

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Resident or **Community Member** means someone who can demonstrate their primary place of residence is in the Shire of Boyup Brook.

Community Contributions includes in-kind, sponsorships, fee waivers, and reductions.

Acquittal means accurately reporting on the funded activities, including all expenditure of the grant. Receipts demonstrating expenditure must be provided.

Auspice Organisation means an organisation that is the grant applicant (must be a not-for-profit, incorporated organisation) managing the grant on a group's behalf. In this context, the auspice organisation's objectives and operations must align naturally with those of the community group and initiative proposed.

Incorporated means an association or group incorporated under the *Associations Incorporation Act 2015* and contributes to the community in a social, sporting, cultural environmental or charitable context.

Local Group means any incorporated, not for profit community group which undertakes activities within the gazetted boundaries of the Boyup Brook, and who's membership comprises of no less than 75% residents or community members from within the District.

Not-for-profit organisation means an organisation registered with the Australian Charities and Not for-Profits Commission.

Minor Grant Panel means a panel of no less than three Shire staff members that assess all eligible applications received and make recommendations to the Chief Executive Officer for final determination and award of funding.

Major Grant Panel means a panel of no less than three Shire staff members that assess all eligible applications received and make recommendations to Council for final determination and award of funding.

4. Policy

Within Community Funding and Support, there are three individual programs.

Annual Community Grants - Minor

A grant of up to $2,000 (ex GST) is available to assist with the implementation of initiatives, such as programs, activities or small events that align with the following objectives:

- Promote a sense of community, connectedness, and inclusion across the Shire.
- Celebrate cultural diversity, heritage, and the character of the Shire.
- Encourage residents and community members to be healthy, active, and engaged in community life.
- Support locally led initiatives through strong, capable, well governed community organisations.
- Delivery of high calibre initiatives, in line with the Shire's plans and objectives.

The Community Grants – Minor is an annual application based, contestable funding opportunity for a once off contribution for a specific purpose. The 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.

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Funding support will be based on specific and once off initiatives, and annual support to assist organisations to become self-sufficient.

Organisations are encouraged to seek funding from other sources and not rely on the Shire's 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.

Timing for delivery of the initiative outlined in the application, is to be achievable and consistent with the advertised guidelines.

The Community Benefit criteria and weighting (assessed by the Minor Grant panel) is as follows:

Criteria Alignment with Shire strategies and plans	20%
Community benefit and support	20%
Applicants benefit and need	20%
Value for money	20%
Demonstrated self-sufficiency, limited need for ongoing support	10%
Quality of application (Includes ability for initiative to be delivered)	10%
TOTAL	**100%**

Once applications are prioritised by the internal Shire panel, final award and determination of funding is approved by the Council.

All successful applicants must acquit their grant funds within the financial year that they are awarded, unless approved for an extension prior to the stated date because of exceptional circumstances.

Eligibility

- Applicant organisations must be local community groups (incorporated or working towards incorporation) that provide community benefit.
- Funds may be used for construction, equipment, contracted or local business services, operational expenses, and marketing expenses.
- Only one application per financial 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 current at the time.
- 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 has commenced, is underway or already complete).

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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 will 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 a correct acquittal is received.
- Any funds not spent and acquitted by 30 June are to 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 the Shire, 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 or obtain written permission from the Shire and abide by all associated lease conditions.
- The Shire of Boyup Brook Employee Code of Conduct binds all grant and sponsorship recipients.
- Applicants can use the Shire's logo with permission and must acknowledge Shire's support in any advertising, promotion, and any publicity about the funded project.

Council Funding Allocation

Council may set aside an amount within the Annual Budget for the Community Grants – Minor program. The amount set aside by Council may vary from year to year and is not guaranteed in any one year.

Community Funding - Major

Grants between $5,000 and $25,000 (ex GST) may be available to local community groups to hold whole of community, sporting, tourism, or cultural events / initiatives in the Shire, which align with the following objectives:

- Events that promote a sense of community and inclusion across the Shire.
- Events that are of significance to the Shire of Boyup Brook community and are of interest to residents of the Shire and outside of the area in terms of visitor attraction.
- Events that connect and engage various sectors of our community.
- Events that celebrate, recognise, and enhance opportunities for local talent.
- Support locally led initiatives through strong, capable, well governed community organisations.
- Deliver high calibre initiatives, in line with the Shire's plans and objectives.

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The Community Funding - Major program is an annual application based, contestable funding opportunity, for a once off contribution for a specific purpose. The program opens in March each year and closes on the last Friday of April. Applications will be considered in May by Council for possible inclusion in the annual budget adoption process.

Applications will be deemed ineligible if the event is not open for general public attendance.

Applicants may make only one application to this grant category per financial year.

Organisations must seek funding from other sources and not rely on the Shire's funding support. Council may consider providing only a portion of the total funds requested. Preference will be given to applications that leverage funds, demonstrate a larger percentage of contribution from other sources, and contribute to the self-sustainability of the event / initiative.

The Community Benefit criteria and weighting (assessed by the Major Grant Panel) is as follows:

Criteria Alignment with Shire strategies and plans	20%
Community benefit and support	20%
Applicants benefit and need	20%
Value for money	20%
Demonstrated self-sufficiency, limited need for ongoing support	10%
Quality of application (Includes ability for initiative to be delivered)	10%
TOTAL	**100%**

Once applications are prioritised by the internal Shire panel, a recommendation for the award of funding is presented to Council for final determination. Any funding provided will be subject to provision within the annual budget process.

All successful applicants must acquit their grant funds within the financial year of the event / initiative delivery date, unless approved for an extension prior to the stated date because of exceptional circumstances.

Major Event Grant - Multiple Year Funding

Events or initiatives that have been hosted in the Shire at least once, may be eligible to apply for funding towards the event / initiatives for up to 3-years.

To be eligible, applicants must be able to provide the following within their application:

- An overview and analysis of event or initiative previously/historically delivered.
- Demonstrated alignment to the objectives of this Policy.
- Alignment with the Shire's strategic plans and objectives.
- Business case for the event, aligned per annum to the funding request (must not exceed $25,000 ex GST per annum).

Each subsequent year's funding is dependent on Council's annual acceptance and endorsement of the event acquittal report. This must occur prior to the release of funding each subsequent year.

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Community Contributions

Community Contributions aim to assist individuals and incorporated local community groups that can deliver measurable benefits and outcomes in one or more of the following target areas:

- Community Development.
- Sport and Recreation.
- Economic Development.
- Environment and Heritage.
- Culture and the Arts.
- Education and Leadership.
- Health and Wellbeing.
- Community Safety and Resilience.

Contribution Categories

In-kind Contribution

In-kind Contributions refer to the provision of Shire equipment, services or products free of charge. These contributions represent a cost to the Shire, however there is no set charge articulated within the Schedule of Fees and Charges.

Examples of in-kind contributions include but are not limited to:

- Shire staff / officer time.
- Project management

The Shire may offer in-kind contributions where there is a community benefit associated with the request, and a financial contribution does not represent best value for money or obtain the most desirable outcome.

Community Contributions will not be considered for:

- Any activity, event or program that contravenes Council Policies.
- Bond charges associated with the use of Shire Facilities.
- Retrospective applications.
- Requests from non-resident individuals or organisations which do not directly service or represent the community of the Shire.
- Any requests received within 10 working days of the event or hire.
- Requests from commercial organisations unless they clearly relate to community or not-for profit projects or events occurring in and directly serving the Shire community.
- Requests from organisations who have notices from the Shire (or are involved with legal action) pertaining to outstanding debts of 30 days or more.
- State and Federal government organisations unless a substantial benefit to the broad Shire community is established).

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Document Control		
Previous Policy Reference	C17 – Community Grants	
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		
Amendment Record	29 October 2026	
• Major amendment to existing policy C17 - Community Grants to broaden coverage to include previous ad-hoc arrangements, may explicit reference to annual budget availability and consider providing a replacement mechanism for historical MOUs.		

End

DRAFT

Policy C6 – Community Recognition

1. Policy Intent

The Council is committed to recognising members of the community and community groups who make a significant contribution to the Shire and the District.

2. Scope and Purpose

- To ensure that Community groups and individuals are recognised and thanked for their work in the community annually and,
- The Council's recognition programs are encouraged throughout the Shire to promote the continued commitment of the Council in supporting volunteers and community groups.

3. Policy

Volunteers play an integral role in the Shire lending their time, talents and efforts to support, encourage, and enhance the lives of others in the community.

To pay tribute to volunteers who help make our community stronger, the Shire of Boyup Brook holds recognition / thank-you events (events) to recognise these critical contributions. These events are at the Council's discretion, with the following considerations:

- Available budget,
- Venue availability, and
- Staffing requirements/availability.

Key recognition events may include the following:

1. Australia Day breakfast and celebrations.

   That two representatives from local volunteer-based organisations, be invited to the Shire-hosted Australia Day celebration event held in a suitable venue each year.

2. Community Awards - The Community Awards (Citizen of the Year, Kevin Henderson Memorial Award – Volunteer Award, Young Achiever of the Year and Sports Person of the Year) will be presented at the Australia Day Breakfast event.

   Guidelines and selection criteria are available on the Shire website.

3. Senior's Christmas Lunch.

   That local volunteers of these Shire service areas be invited to an annual thankyou event to be held in a suitable venue and date each year in recognition of their voluntary contributions directly to the Shire.

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Document Control

Previous Policy Reference	N/A – New Policy	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		
Amendment Record	29 October 2026	
• New policy that sets out annual events to recognise, celebrate and thank volunteers within the local Boyup Brook community for their service.		

End

DRAFT

Policy C7 – Library Collection Development

1. Policy Intent

The Collection Development Policy provides staff and the community with a framework for the selection, acquisition, evaluation and withdrawal and disposal of library materials for the Shire of Boyup Brook Library (Library) collection.

The Policy will:

- Guide development and provision of a balanced collection in a range of formats that meets the diverse recreation, information, and cultural needs of the community.
- Facilitate community participation in the selection of items for the collection.
- Aid in maintaining the integrity of the total collection.
- Provide accountability within budget expenditure.
- Establish priorities and parameters for selection.

2. Scope and Purpose

The Shire is committed to providing a library service that builds an informed, creative, and connected community by providing free, impartial, and equitable access to a large collection of resources, programs, events, and services.

We strive to develop and maintain a collection that:

- Provides a balanced range of resources including popular, bestselling material as well as enduring works in both physical and electronic format.
- Inspires people to connect, learn and grow.
- Promotes literacy and lifelong learning.
- Reflects the diverse communities within the Shire.
- Supports and reflects the changing needs and interests of the community and preserves cultural heritage and history.

The State Government has primary responsibility for providing items to all Western Australian public libraries in accordance with the *Library Board of Western Australia Act 1951*. This represents approximately 75% of Library items.

The Shire of Boyup Brook (or service provider) purchases the balance of items.

3. Policy

Selection

- **Supplier selection** is informed by branch profiles which are based on the understanding of the local demographic and user base. Selections are also founded on analysis of statistical data provided by the Library Management System.

- **Community-led selection** is encouraged through customer requests. This proactive approach is a key aspect of collection development.

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Criteria for Selection

Items are selected in the most appropriate format for library use. Although most of the collection is offered in the traditional print format, valuable information is increasingly available in audio-visual and electronic formats.

Criteria considered in the selection of new items include:

- Cost.
- Literary merit.
- Relevance and suitability.
- Currency and accuracy of content.
- Authority and reputation of author, publisher, producer, or illustrator.
- Quality of presentation.
- Durability of format for loan and storage.
- Language (materials in languages other than English are acquired according to community needs).

Additional selection criteria may be considered when selecting audio-visual and electronic items:

- Vendor support.
- Technical considerations.
- Download speed.
- Ease of use.
- Availability of usage statistics.
- Content availability and coverage (Australian sources).
- Platform.
- Contract provisions (limitations of subscriptions).

Purchasing

State Library of Western Australia (SLWA) items are selected by preferred suppliers using the SLWA allocation through the Supplier Selection arrangement, on behalf of each Local Government public library.

Local stock purchased by the Shire of Boyup Brook (or service provider) and may be sourced from preferred suppliers, retail outlets, and subscription agencies.

Evaluation and Assessment

The Collection is continuously evaluated to ensure that the library is fulfilling its objective to provide resources in a timely manner to meet patrons' interests and needs within budgetary constraints.

Discarding

An up-to-date, attractive, and useful collection is maintained through a continuous discarding and replacement process. Replacement of worn resources is dependent on current demand, usefulness, more recent acquisitions meeting the same needs and the availability of later editions.

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The criteria for the discarding of items include:

- Factually inaccurate or obsolete.
- Worn beyond repair.
- In an unappealing physical condition.
- Irrelevant to the needs of the community served.
- Not circulated or borrowed in a five-year period.
- Superseded by a newer edition.
- Of no discernible literary or topical merit.
- Obsolete format due to technological advances and market availability.
- Available elsewhere through interlibrary loan and have specialised appeal.

Scope of Collection

The library collection is divided into categories. The number and content of each category will vary at each library, depending on community needs, space, and budgetary considerations. Items may be in print or electronic format.

Adult Fiction

Aims to provide the community with the broadest possible selection of popular and contemporary fiction and literary classics. This may include Australian fiction, translations of major non-English speaking authors, best-sellers, classics, short-listed and award-winning titles, and emerging writers. Certain fiction titles are available as e-books or e-audio via subscribed electronic platforms.

Adult non-fiction

Aims to encourage life-long learning and satisfy the informational, recreational, and cultural needs of the community. This includes items covering a wide range of subjects and interest levels. As per SLWA guidelines we do not collect textbooks / TAFE / university course material.

There is a focus on up-to-date information and Australian content is given priority. Physical items are supplemented by online databases subscribed to through SLWA and available via the library platforms.

Magazines

Aims to provide popular titles that reflect the current information needs and recreational interests of the community. The items available are based on interest and demand, with Magazine titles are available via a subscribed electronic platform.

Online Databases

Aims to provide current information that supports life-long learning and the informational and educational needs of the community, including the virtual community.

Young People

Aims to provide the widest choice of items that will support young people's informational, educational, recreational, and cultural needs. Young people are defined as community members who are aged from 0 to 18 years of age.

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In conjunction with specific services (e.g., Storytime), the collection aims to contribute to the development of literacy and, through a broad range of formats, supports different learning styles and needs.

The collection provides access for three different age groups:

- Junior Kindergarten (0 – 6 years) The collection contains a wide variety of picture books such as board books, concept books, nursery rhymes, and some simple non-fiction suitable for this age group. Other appropriate formats are also included. There is a preference for Australian content.
- Junior (6 – 12 years) The collection contains both fiction and non-fiction items in a variety of formats suitable for this age group. It may provide classics, award-winners, and popular fiction. The collection offers support items to the education curriculum, and the preference is for Australian content.
- Young Adult (13-18 years) The collection contains a range of fiction, non-fiction, and graphical items in a variety of formats suitable for this age group. Consideration is given to paperback fiction books. The collection also offers support items to the education curriculum, and recreational reading needs of this age group.

Large Print

The collection includes a wide range of available titles, covering both fiction and non-fiction. Australian content, current interests, and popular authors are included. It may be appropriate to include the same title as is already available in other formats.

Audio and Audio Visual

Aims to provide recreational viewing, listening and /or instructional material to complement and/or enhance the print collection. A wide range of formats is included. New emerging formats may be considered upon assessment of their suitability. Currently this includes DVDs and audiobooks in physical format, and movies and e-audiobooks via subscribed electronic platforms.

It may be appropriate to provide the same title in more than one format; however, a wide selection of titles is preferred. Preference will be given to titles which are less likely to be found at commercial locations. Consideration is given to the hardware and software capabilities of clients; therefore, preference is given to the current predominant technologies.

Comics and Graphic Novels

Aims to provide a selection of mainstream and popular culture publications which will stimulate and encourage visual learners and unmotivated readers to explore other literature. Preference will be given to the selection of age-appropriate material, with care taken to clearly identify as adult resources, publications which contain mature language and situations.

Local History

Aims to collect, preserve and make accessible a permanent collection of current and retrospective materials in a variety of formats relating to the study of all aspects of the Shire of Boyup Brook.

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Series

Due to budgetary considerations and wear and tear, it is not possible to comprehensively collect or replace all titles in a series - whether in print or audio-visual material such as DVDs. The purchase of titles in a series must meet the same Criteria for Selection as any other title.

Gifts, Donations and Unsolicited Material

Gifts and donations will only be considered where the item:

- Meets the basic criteria for selection outlined in this Policy.
- Is published material in demand.
- Is in an appropriate format for public library usage.
- Is in a robust condition ready for loan.

Shire staff may choose not to accept donations or accept them while making clear to the donor that the library reserves the right to dispose of them as they see fit (e.g., book sales, charity shops etc.).

Document Control		
Previous Policy Reference	N/A New Policy	
Related Legislation		
Related Documents		
Initial Adoption Resolution	29 October 2026	

End

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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 Chief Executive Officer or Temporary Chief Executive Officer 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 Chief Executive Officer or Temporary Chief Executive Officer.

3. Definitions

Act means the *Local Government Act 1995*.

Acting Chief Executive Officer means a person appointed to fulfil the statutory position of Chief Executive Officer during a period where the Chief Executive Officer remains employed but is on planned or unplanned leave.

Chief Executive Officer means the Chief Executive Officer of the Shire.

Shire means the Shire of Boyup Brook.

Temporary Chief Executive Officer means a person appointed to fulfil the statutory position of Chief Executive Officer for the period between the end of the Chief Executive Officer's employment and the appointment and commencement of the newly appointed Chief Executive Officer.

4. Policy

The role of the Chief Executive Officer 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 Chief Executive Officer under this policy.

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4.1. Details

4.1.1. Acting Chief Executive Officer and Temporary Chief Executive Officer Requirements and Qualifications

a. When the Chief Executive Officer is on planned or unplanned leave, or the Chief Executive Officer's employment with the Shire has ended, an Acting Chief Executive Officer or Temporary Chief Executive Officer, is to be appointed in accordance with this policy to fulfil the functions and perform the duties of Chief Executive Officer 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.

   iii. Executive Manager Governance and Community 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 Chief Executive Officer or Temporary Chief Executive Officer.

4.1.2. Appointment of Acting Chief Executive Officer – periods of up to 30 working days

a. The Chief Executive Officer is authorised to appoint in writing one of the employees identified in clause 4.1.1(b) as Acting Chief Executive Officer, where the Chief Executive Officer is on planned or unplanned leave for periods not exceeding 30 working days, subject to the Chief Executive Officer's consideration of that employee's performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.

b. The Chief Executive Officer must appoint an Acting Chief Executive Officer 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 Chief Executive Officer from appointing more than one employee detailed in clause 4.1.1(b) to share the duties of Acting Chief Executive Officer for the planned or unplanned leave period.

d. Following an appointment under clause 4.1.2(a), the Chief Executive Officer is to advise Elected Members which employee (or employees) has been appointed as Acting Chief Executive Officer and for what duration, as soon as possible.

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e. If the Chief Executive Officer is unavailable or unable to make the decision to appoint an Acting Chief Executive Officer 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 Chief Executive Officer; or

   ii. If the Executive Manager Corporate Services is unable or unwilling to act, the Executive Manager Operational Services will be appointed as Acting Chief Executive Officer.

   Council may, by resolution, extend an Acting Chief Executive Officer period under clause 4.1.3 beyond thirty working days if the substantive Chief Executive Officer remains unavailable or unable to perform their functions and duties.

4.1.3. Appointment of Acting Chief Executive Officer – periods greater than thirty working days but less than 12 months.

a. Where the Chief Executive Officer's extended period of leave is greater than thirty working days but less than 12 months, Council is to appoint an Acting Chief Executive Officer in accordance with one of the following options:

   i. Extend any Acting Chief Executive Officer appointment made by the Chief Executive Officer 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 Chief Executive Officer 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 Chief Executive Officer clearing extended planned leave which may include accumulated or combined annual leave, long service leave, or personal leave; or
   ii. The Chief Executive Officer taking unplanned leave or is absent from duty which may include any disruption to the substantive Chief Executive Officer's ability to continuously perform their functions and duties.

c. The Shire President will consult with the Chief Executive Officer, or in their unplanned absence, the Executive Manager Corporate Services to coordinate the necessary Council reports to facilitate an Acting Chief Executive Officer appointment.

d. Subject to Council's resolution, the Shire President will execute in writing the Acting Chief Executive Officer appointment with administrative assistance from the Executive Manager Corporate Services.

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4.1.4. Appointment of Temporary Chief Executive Officer – Substantive Vacancy

a. In the event the Chief Executive Officer's employment with the Shire is ending, Council may appoint a Temporary Chief Executive Officer.

b. Council when determining to appoint a Temporary Chief Executive Officer, may either:

   i. appoint an employee identified in clause 4.1.1(b) to be Temporary Chief Executive Officer until such time a new substantive Chief Executive Officer has commenced their employment with the Shire.

   ii. appoint multiple employees listed in clause 4.1.1(b) as the Temporary Chief Executive Officer for a defined period, and until such time that a new substantive Chief Executive Officer has commenced their employment with the Shire.

   iii. appoint a Temporary Chief Executive Officer following an external recruitment process for a Temporary Chief Executive Officer 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 Chief Executive Officer until an external recruitment process for a Temporary Chief Executive Officer can be completed under clause 4.1.4(b)(iii) and their employment with the Shire as Temporary Chief Executive Officer has commenced.

c. The Shire President will consult with the Executive Manager Corporate Services to coordinate the necessary Council reports to facilitate a Temporary Chief Executive Officer appointment.

d. The Shire President is authorised to execute in writing the appointment of a Temporary Chief Executive Officer in accordance with Council's resolution with administrative assistance from the Executive Manager Corporate Services.

4.1.5. Remuneration of Acting Chief Executive Officer

An Executive Manager's employment conditions are not varied when acting in the role of Chief Executive Officer, other than the appointed Executive Manager is entitled, at the Chief Executive Officer's discretion, to no greater than the salary equivalent to that of the Chief Executive Officer, during the acting period.

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4.1.6. Remuneration and conditions of Acting Chief Executive Officer or Temporary Chief Executive Officer

a. Unless Council otherwise resolves, an employee Acting as Chief Executive Officer shall be remunerated (if the role is be undertaken for five (5) working days or more) at 75% of the substantive Chief Executive Officer cash remuneration only, with other benefits already provided to the Acting Chief Executive Officer in their substantive role remaining in effect.

b. Council will determine by resolution, the remuneration and benefits to be offered to a Temporary Chief Executive Officer 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 Chief Executive Officer appointment.

4.1.7. Emergency Provisions

In the case of the unavailability of the Chief Executive Officer due to an emergency, the Executive Manager Corporate Services is automatically appointed as the Acting Chief Executive Officer 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.

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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 Chief Executive Officer 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 Chief Executive Officer, but in any case, not for a period exceeding 30 consecutive working days in any one occasion.		4.1.2(b)
Amendment Record	29 October 2026	
• Addition of Executive Manager Governance and Community Services position.		

End

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Policy G14 – Use of the Rylington Park Farm Ancillary Facilities and Accommodation

1. Policy Intent

The information in this policy summarises the protocols for the use of the Ancillary Facilities and Accommodation at Rylington Park Farm.

The policy is intended to maximise the use of the Rylington Park Farm Ancillary Facilities and Accommodation in an efficient and organised manner, in keeping with the Charter of Rylington Park Institute for Agricultural Training and Research (the Charter) and the Shire's strategic objectives for the Farm.

2. Scope

This policy covers the Ancillary and Accommodation Facilities located at Rylington Park Farm, 1437 Boyup Brook-Cranbrook Road, Scotts Brook. WA within the Shire of Boyup Brook.

The facilities covered by this policy are as follows:

- Ancillary facilities
  - Training room.
  - Commercial kitchen.
  - Ablutions.
  - Gardens and landscaped areas surrounding and associated with the commercial kitchen.
  - Parking.
- Accommodation
  - Dormitory rooms.

3. Policy

1. The Rylington Park Farm ancillary facilities and accommodation may be hired on ad-hoc or on a regular basis (weekly, monthly, or scheduled dates).
2. The proposed activities must be aligned with the Rylington Park Farm Charter and the Shire's Values and strategic objectives.
3. Usage of the ancillary facilities or accommodation will not detrimentally impact on the Rylington Park homestead and surrounds, or the leased farming facilities and operations. The Shire will provide as much notice as possible if there is a need to cancel or change a booking.
4. All requests to hire the Ancillary Facilities and / or Accommodation must be submitted to the Shire in writing. A standard application form is available from the Shire for this purpose.
5. Any request to hire facilities is not considered to be accepted by the Shire until a copy of the approved request form, signed by the Chief Executive Officer or delegate, is returned to the prospective hirer.
6. Hirers must terminate activities on conclusion of the approved hiring session and vacate the area promptly. Set up and pack down must be done within the approved hiring session. Hirers must ensure all facilities are left in a clean and tidy condition.
7. Any damage to the facilities in any way will be repaired by the Shire (or contractor) and the cost will be invoiced directly to the hirer.

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8. The hirer must immediately report any damage identified on arrival to the Shire. Any damage not reported will be assumed to have occurred during the hire period and be the responsibility of the hirer.

Facilities Hire Conditions (to be included in the Facilities Hire Agreement)

A. Bookings and Usage

- Applications for hiring or usage of the Rylington Park Farm facilities are to be made to the Shire of Boyup Brook on the Facilities Hire and Use Agreement form, available at the Shire's Administration Office or via email shire@boyupbrook.wa.gov.au
- Bookings for Ancillary Facilities and / or Accommodation will only be considered for a maximum duration of fourteen (14) consecutive days within any one (1) month calendar period.
- The Shire may require the hirer to provide at any time a detailed written description of all activities intended to be conducted on the premises during the period of intended hire.
- Any booking will not be considered effective by the Shire until:
  - a copy of the completed Facilities Hire and Usage Agreement, signed by the Chief Executive Officer or delegate, is returned to the hirer, and
  - any specified deposit is received, remitted, and receipted by the Shire.
- Hirers must terminate activities on conclusion of the approved hiring session and vacate the area promptly. Set up and pack down must be done within the approval hiring session. Hirers must ensure that all facilities are left in a clean manner.
- Any damage to the facilities in any way will be repaired by the Shire (or contractor) and billed directly to the hirer.
- The hirer must report any damage identified on arrival immediately to the Shire, otherwise the damage will be deemed the responsibility of the hirer.
- The hirer will not admit any person to the premises who has not been invited by the hirer, nor approved by the Shire as part of the hire approval.

B. Hire Fees

- The Facilities Hire and Usage fee payable by the hirer will be in accordance with the Shire's Schedule of Fees and Charges in force at the time of hire, unless otherwise negotiated by the Chief Executive Officer.
- The hirer shall pay a deposit of 10% of the Hire fee, or another amount specified by the Chief Executive Officer, to secure an approved booking.
- The hirer shall pay the full balance of the total hire fee prior to the hire period commencement.

C. Security Bond

- In certain circumstances, the hirer may be required to pay an appropriate Security Bond to be determined by the Shire. Any Security Bond will be added to the Hire fee.
- The Shire will return the Security Bond to the hirer within 30 days of the accepted date(s) of hire via EFT, subject to an inspection being undertaken by the Shire to ensure the facilities were left in an acceptable condition and no damage or loss to the facilities identified as occurring.

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D. Cancellation

- The Shire may cancel a booking at any time to maintain the continuity of farming operations, including at short notice. The Shire will not be liable to hirer for any direct or indirect costs arising from the cancellation.
- Where hirer provides notice of cancellation (email acceptable) to the Shire at least five (5) business days before the commencement of the booked hire, the deposit will be refunded.
- Where hirer provides notice of cancellation (email acceptable) to the Shire less than five (5) business days before the commencement of the booked hire, the deposit paid will be forfeited, unless the Chief Executive Officer determines that the deposit is refundable.

E. Insurances

- The hirer, its servants, agents, contractors, or invitees are indemnified by the Shire's Public Liability provision providing the hirer only uses the facilities in the manner prescribed and approved by the Shire.
- The hirer is responsible for any loss of or damage to the Shire's property arising from the hire, whether caused by the hirer or by their employees, agents, contractors, or invitees. The hirer must reimburse the Shire for any associated costs and expenses.

F. Publicity

- The hirer must not advertise or publicise the booking or intended use of the premises until written confirmation of the booking has been received from the Shire, as outlined in Clause A – Bookings and Usage.
- The hirer must not make any statement in advertisement that directly or indirectly implies that the Shire conducts or promotes the activity for which the premises are hired unless the Chief Executive Officer has given prior written approval.
- The hirer will not display any poster or advertisement in any part of the premises, surrounds or grounds, during the hire or use, unless the Chief Executive Officer has given prior written approval.

G. Governance / Laws and Policies

- The Shire will provide the hirer with any information relevant to the hirer complying with site-specific observance requirements, including applicable policies, parking, traffic management and building access and security.
- The hirer will comply with the provisions of all applicable Shire policies, Shire of Boyup Brook Local Laws, statutes and regulations, and the provisions of all Acts and Regulations applicable to the hirer, including the *Work Health and Safety Act 2020 (WA), Local Government Act 1995, Health Act 1911* and will indemnify and keep indemnified the Shire against all losses, expenses, liabilities, claims and damages incurred as a result of the hirer's breach of any such Act, Regulation, Local Law, Policy or hire condition.

H. Good Order

- The hirer will be responsible for the maintenance of good order in and around the premises during the period of hire / usage and report any losses or damages to the Shire immediately.
- The hirer must comply with the instructions by any Shire officer or staff member regarding the maintenance of good order and compliance with these conditions in and around the premises.

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I. Alteration of Shire Facilities

- The hirer must not make any alterations to the Shire's buildings, furniture, fittings, or other property without the prior written approval of the Chief Executive Officer or delegate. Any approved alterations must be conducted at the hirer's expense.
- Any alterations must be returned to their original state, location, and layout by the end of Facilities Hire period.

J. Damages to Premises, Facilities and Equipment

- The hirer will be responsible for leaving the premises and all facilities in a clean and tidy condition at the conclusion of the hire. The Shire may conduct, at the expense of the hirer, any cleaning repairs or any other work that may be required to restore the premises and facilities to the original condition.
- Excepting fair wear and tear, the hirer will be liable to the Shire for any damage to the premises, or to any fittings, equipment, furniture, carpets and floor coverings or other property occurring during the hire period.

K. Liquor and Refreshments

- The hirer is not permitted to bring, sell, or consume food, beverages or refreshments on the premises hired, unless approved as part of the hire approval by the Chief Executive Officer or delegate.
- The hirer is not permitted to bring, sell, or consume liquor or alcohol on any part of the premises hired.
- The hirer is not permitted to allow any other person to bring, sell, or consume liquor or alcohol on any part of the premises hired.

L. Retention of Monies

- The Shire may retain any monies paid by the hirer or received on behalf of the hirer, until all amounts owed to the Shire have been paid, including any costs or expenses arising from damages or losses.

M. Disputes

- Any dispute between the hirer and the Shire arising from or in relation to any hiring of the premises or from the terms of the Conditions of Hire, will be submitted to arbitration or mediation by a person appointed by the Shire and the decision by the arbitrator will be binding on the hirer and the Shire.

N. Application of the Conditions of Hire or Usage

- The Shire reserves the right to amend, vary or delete any of the Conditions of Hire as outlined in this Policy, or add extra conditions, provided that the hirer is notified no less than three (3) business days prior to the hire commencement. The Shire may, at its sole discretion, impose additional or varying conditions on a hire where it considers this necessary.

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Document Control		
Previous Policy Reference	N/A - New Draft Policy	
Related Legislation		
Related Documents		
Amendment Record	29 October 2026	
• New draft policy covering the usage and conditions of usage for the Rylington Park Farm ancillary facilities and accommodation.		

End

DRAFT

Policy G18 – Annual Closure Of The Shire Of Boyup Brook Administration Office, Shire Depot, and Medical Centre

1. Policy Intent

Outline the annual closure of the Shire of Boyup Brook Administration Office, Shire Depot, and Boyup Brook Medical Centre over the Christmas – New Year period.

2. Policy

2.1. Shire Administration Office

The Administration Office will close at 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. Shire Depot

The Shire Depot will be closed annually 2 working 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).

2.3 Medical Centre

The Medical Centre will close annually between Christmas Day and New Year's Day.

The Medical Centre will close at 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.

3. Leave Requirements

Members of staff 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. Accumulated Time in Lieu, a maximum of three rostered days off may be accumulated at any one time.

d. Executive Time Off:
   i. Executive Managers to be approved by the CEO; and
   ii. CEO to be approved by the Shire President.

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4. Public Notification

To ensure the community are aware of the closure:

- advertising shall be published in the local Boyup Brook 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		
Amendment Record	29 October 2026	
• Inclusion of Medical Centre and staff in Christmas / New Year closure arrangements.		

End

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Policy G25 – Letting of Shire Properties

1. Policy Intent (Objectives)

This policy establishes protocols to negotiate the letting of properties owned and/or managed by the Shire of Boyup Brook (the Shire). Through the implementation of this Policy, Council aims to maximise the benefit to the community whilst ensuring the responsible management of community assets.

The purpose of this Policy is to provide clear and consistent approach to the management of lease negotiations, rent setting and maintenance responsibilities.

2. Policy Statement

This Policy applies to all properties owned by the Shire and/or approved for sub-leasing under a lease, vesting, management order, or a licence to occupy by the Shire, which is available for disposal by the Shire via a lease or licence.

This policy applies to all new leases entered after the adoption date of the policy.

This policy does not apply to Agistment Agreements, Hire Agreements, Management Agreements, Memorandums of Understanding (MOUs), Service Agreements or Licences to Occupy where the Shire is the Licensee.

The conditions of Licence to Occupy granted by the Shire shall be treated the same as for a lease, as detailed in this Policy.

3. Definitions

To assist in interpretation the following definitions shall apply:

"Authorised Officer" means a person or persons who have been authorised by Council or the Chief Executive Officer to perform a specific function and are listed in the Delegations Register.

"Community Housing" means housing that is let to members of the community who meet the eligibility criteria as set out in the 'Community Housing Eligibility Guidelines' issued by the Department of Housing and Works.

"Crown land" means any land owned by the public and managed by the State Government of Western Australia, on behalf of the public.

"Dispose" is defined by the *Local Government Act 1995*, s. 3.59 Commercial enterprises by local governments (1) In this section – Dispose includes sell, lease. Or otherwise dispose of, whether absolutely or not.

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"Essential worker" means a person who is employed to provide a service that is essential for the health, safety, security, or government of the community. Within the Shire of Boyup Brook, this includes:

- Doctors, nurses, and paramedics.
- Police officers.
- Education and childcare providers.
- Aged care and disability support workers.
- Critical utilities – power, water, road project works.
- Shire employees – key and difficult to recruit positions.

"Lessee" means the tenant.

"Lease" means a legal agreement to use a property that provides the lessee exclusive possession.

"Lessor" means the Shire of Boyup Brook.

"Letting' means a disposal of a Shire owned or Shire managed / controlled property via the execution of a lease, sub-lease or license between the Shire of Boyup Brook and another party.

"License to occupy" means a legal agreement to use a property that does not provide the licensee exclusive possession.

"Licensee" means the party who has been granted a licence to occupy a property.

"Licensor" means the owner or manager of the property who grants a licence to occupy a property.

"Memorandum of Understanding (MOU)" means a formal written agreement between two or more parties that defines the working relationship, roles, responsibilities, and expectations between the parties.

"Premise" means the specific area of the building and/or land being leased by the Lessee as specified in the Lease.

"Shire" means Shire of Boyup Brook.

"Shire Employee Housing" means housing that is let to Shire employees classified as essential works only.

"Shire land" means any land owned by the Shire and, where approved, land owned by other Government departments, but managed by the Shire under a management order or licence to occupy.

Any word that is not defined within this policy is taken to have its dictionary definition.

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4. Types of Leases

The Shire is authorised to lease Shire land via the following types of leases:

- Community Leases – refer to section 6 for more information.
- Residential Leases – refer to section 7 for more information.
- Commercial Leases – refer to section 8 for more information.

5. Standard Conditions – All Leases Premises

5.1. Right of Re-negotiation

The Shire reserves the right to recommence lease negotiations, prior to the expiry of the lease term, in the event where relevant circumstances materially change.

5.2. Sub-Leasing

Written approval must be obtained from the Shire prior to any lessee entering or commencing a sub-lease or sub-licence over all or any part of the premises, regardless of the lease type.

6. Standard Conditions – Community Leases

Community leases include leases to:

- Community groups (incorporated under *Associations Incorporations Act 2015*); and
- Not-For-Profit organisations (registered with Australian Charities and Not-for-profits Commission (ACNC)).

A license to occupy the premises (or portion of the premises) may be granted rather than a lease where the community group or non-profit requires non-exclusive ongoing use of the property. A licence to occupy shall the same as any applicable lease conditions with specific conditions outlined in the license.

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6.1. Rent

6.1.1. Base Rent

Base rent for community properties is to be based on the recovery cost for that property of:

- Group A (non-negotiable expenses)
  - ESL Levy.
  - Waste Collection (General waste and recycling bins assigned exclusively to the premises or portion of the premises at the time the lease is assigned. Additional bins requested by the lessee are to be paid for by the lessee.)
  - Annual termite inspections and barrier treatments.
  - Fire and Electrical Safety inspections (excluding portable electrical equipment).
  - Annual air conditioner inspection and clean.
  - Annual gutter cleaning.
  - Fair wear and tear maintenance (0.7% of property value per year).
- Group B (negotiable expenses)
  - 50% of building / property insurance.

Where the lease is applicable to a portion of the property, the recovery costs referred to above will be apportioned based on the percentage of the total square metres of the property, or where the charge is specific to that portion of the property.

6.1.2. Rent Reviews

Rent review based on CPI for Perth two full quarters prior to the anniversary of signing the lease.

Increases of rent based on the rent review calculations shall increase on the anniversary of the signing of the lease. The base rent will not decrease.

6.1.3. Discounts / Financial Assistance

Community groups may apply for a reduced rent, or financial assistance to cover part or all the cost.

A request for reduced rent must be in writing to the Chief Executive Officer, with justification for the reduction and, where the reduction is based on financial considerations, audited financial statements for the preceding 3-years must be included with the request.

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6.2. Term and Extensions

The Shire's standard lease terms for community leases are:

- 5-years for community groups that have not leased from the Shire previously.
- 10-years for community groups that have leased from the Shire previously.

Extensions of leases shall be for no more than 1-year, after which a new lease must be entered into.

6.3. Reports to be provided

- Certificate of currency for required insurances.
- Audited annual financials.
- Notification of changes of officers.

6.4. Maintenance and Repairs

Refer to Appendix 1 for the general maintenance, repair, and indicative cost apportionment conditions.

Requests for discounts on or financial assistance to cover maintenance of the premises must be in writing to the Chief Executive Officer and be accompanied by three-years of audited annual financial statements.

Financial assistance for negotiable expenses may consist of:

- a grant or inclusion in an MOU to cover the cost of the lessee completing this work, or
- the Shire completing the work and thereby covering the cost.

7. Standard Conditions – Residential Leases

7.1. Types of Residential lease

Residential properties leased by the Shire shall be for the purpose of housing people who fit into one of the following three categories:

- Employee of Government Entities other than the Shire.
- Shire Employee Housing.
- Community Housing.

7.2. Employee of Government Entities other than the Shire

Residential leases for Employees of Government Entities other than the Shire may include non-Government entities providing essential workers upon application and provision of evidence the service is being provided to the Shire of Boyup Brook.

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7.2.1. Base Rent

Base rent for residential lease of government entities other than the Shire shall be negotiated on a case-by-case basis.

Base rent for non-Government entities providing essential workers shall be based on a market rent valuation completed within the 5-years prior to the commencement of the lease, plus CPI for Perth as required.

7.2.2. Rent Reviews

Rent review based on CPI for Perth two full quarters prior to the anniversary of signing the lease.

7.2.3. Term and Extension

The Shire's standard lease terms for employees of Government entities other than the Shire are:

- 5-years for government entities.
- 1-year for non-government entities providing essential workers. Up to a 5-year term may be negotiated with the Chief Executive Officer upon entering a subsequent lease.

Extensions of leases shall be for no more than 1-year, after which a new lease must be entered into.

7.2.4. Maintenance and Repair

Maintenance and repair of the property shall be as per the requirements of the *Residential Tenancies Act 1987* and *Residential Tenancies Regulations 1989*.

7.3. Shire Employee Housing

Residential properties leased by the Shire to employees, shall be for the purpose of housing employees classified as essential works only. Notice periods for termination of employment where the employee is living in Shire housing, shall be considered noticed for the vacation of the Shire property.

Where the employment notice period is less than 30-days, the notice period for the Shire properties will be 30-days.

Non-standard lease conditions for employee housing to fill essential worker positions, such as doctors, and specialist roles can be negotiated with the Shire.

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7.3.1. Base Rent

Base rent for Shire employee shall be based on a market rent valuation completed within the 5-years prior to the commencement of the lease, plus CPI for Perth as required.

7.3.2. Rent Reviews

Rent review based on CPI for Perth two full quarters prior to the anniversary of signing the lease.

7.3.3. Term and Extension

The term of the lease for Shire employees shall be:

- Contracted staff: the term of their contract.
- Full-time staff: 1-year.

Extensions of leases shall be for no more than 1-year, after which a new lease must be entered into.

7.3.4. Maintenance and Repair

Maintenance and repair of the property shall be as per the requirements of the *Residential Tenancies Act 1987* and *Residential Tenancies Regulations 1989*.

7.4. Community Housing

Community housing is managed in partnership with the Department of Housing and Works.

Community housing policies, procedures, and guidelines can be accessed via the state government website or the link below: https://www.wa.gov.au/government/document-collections/community-housing-policies-and-resources

When a low-income housing property becomes available applicants shall be assessed based on:

- Compliance with income and asset limits as set out in the Community Housing Eligibility Policy and Guidelines.
- Compliance with the non-income-based eligibility requirements of the Community Housing Eligibility Policy and Guidelines.
- Other circumstances as deemed appliable at the time of assessment.

When no low-income housing is available, applicants shall be added to a wait list.

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7.4.1. Base Rent

Rent for low-income housing shall be calculated based on the requirements of the Community Housing Rent Setting Policy and Guidelines.

7.4.2. Rent Reviews

Rent reviews shall be completed in April each year and applied not less than 12-months following a previous rent adjustment, or where the tenancy is less than 12-months old, the date of signing the lease. Reviews of rents shall be in accordance with the requirements of the Community Housing Rent Setting Policy and Guidelines. Rents may reduce.

Rent reviews will include an assessment of the income eligibility requirements as per the Community Housing Eligibility Policy and Guidelines. The circumstances of tenants who no longer qualify for community housing will be assessed and may be given 60-days to vacate the premises.

7.4.3. Term and Extension

The standard term of the lease for low-income housing shall be 1-year. Where requested, an application for a longer lease period may be considered based upon the below:

- How long the tenant has been living in the property.
- Consistent prompt payment of the rent for the life of the tenancy.
- The results of all property inspections for the life of the tenancy.

Extensions of the lease are not permitted under low-income housing. A new lease shall be entered into at the end of the existing lease.

7.4.4. Principle Place of Residence

To maintain eligibility to reside in a community housing property, tenants must reside in the property as their principal place of residence.

A tenant will be considered to have not occupied the property as their principal place of residence if they have, without the written consent of the Shire, remained absent from the property for:

- A continuous period of more than one month (30-days); or
- Multiple periods that total more than three months (90-days) within a twelve-month (365-days) period.

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Applications for consent to reside away from the property must include contact information. Tenant must also ensure that all the conditions of their tenancy, including but not limited to, payment of rent, are met during their period of absence.

7.4.5. Maintenance and Repair

Maintenance and repair of the property shall be as per the requirements of the:

- *Residential Tenancies Act 1987,*
- *Residential Tenancies Regulations 1989,* and
- Maintaining Community Housing Assets Guidelines

8. Standard Conditions – Commercial Leases

Commercial leases are leases to people or organisations operating a for-profit business. To qualify for a commercial lease the business must have a current ABN. Registration for GST is not required.

8.1. Rent

8.1.1. Base Rent

The rent will be based at or above market value. Market value shall be determined by a market rental valuation completed within the preceding 6-months.

Commercial rents will be negotiated based on:

- The current condition of the property, considering any renovation works that may have improved the value of the property since the last valuation.
- Current market conditions; and/or
- Financial status of the business.

Requests to negotiate the rent based on the financial status of the business must be accompanied by 3-years of audited financial statements.

Amended conditions may be negotiated by an Authorised Officer that are advantageous to the Shire and / or the broader Boyup Brook community.

8.1.2. Rent Reviews

Rent review based on CPI for Perth two full quarters prior to the anniversary of signing the lease.

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8.2. Term and Extension

The Shire's standard lease terms for Commercial Leases are 3 years. Extensions of leases shall be for no more than 1-year, after which a new lease must be entered into.

Commercial tenants may apply for an extended lease period in writing. Consideration will be given based on:

- The needs of the community.
- Rent payment history.
- The documented outcome of completed property inspections.

8.3. Maintenance and Repairs

Refer to Appendix 2 for the general maintenance, repairs, and cost apportionment conditions. Amended conditions may be negotiated by an Authorised Officer that are advantageous to the Shire, and / or the broader Boyup Brook community.

Requests for financial assistance to cover maintenance obligations under a commercial lease will not be considered.

9. Roles and Responsibilities

9.1. Council

The Council will, by resolution, delegate authority to an 'Authorised Officer' to:

- Enter into leases that comply with the standard lease conditions as set out in this policy.
- Negotiate the terms of the lease, as set out in this policy.

9.2. Authorised Officer(s)

Shire Officer(s) with the appropriate sub-delegation, and with such authority shall:

- Enter into lease agreements or licences to occupy.
- Negotiate permissible conditions with prospective tenants.
- Obtain approval from the Chief Executive Officer for all tenant requested lease terms outside of permissible conditions under this policy.
- Ensure an adequate maintenance budget allocation is set aside each year to ensure the ongoing value of the property.
- Provide guidance and instruction to employees on the management of leases and leased properties, including any negotiated variations for standard lease terms.

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Document Control		
Previous Policy Reference	Policy C10 – Letting of Council Properties	
Related Legislation	*Local Government Act 1995,* *Residential Tenancies Act 1987,* Residential Tenancies Regulations 1989, *Commercial Tenancy (Retail Shops) Agreements Act 1985*	
Related Documents	Delegation of Authority Registers	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/046
Nil		
Amendment Record	29 October 2026	
• Updated Policy – to update approach to Community Housing and provide consistency regarding lease and license conditions for all parties.		

End

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Appendix 1: Community Lease

Description	Lessee Responsibility	Lessor Responsibility
Building:		
• Cleaning	✓	
• Internal maintenance and repairs Includes globes replacements and fixing of power points and light switches	✓	
• Structural repairs	✓	
• Gutter cleaning	✓	
• Lessee equipment / appliances	✓	
• Lessor equipment / appliances		✓
• Lessor fixtures and fittings For example, window furnishings		✓
• Security, as is on signing of the lease		✓
• Security, additional requested by the lessee	✓	
• Renewal works. (as per asset management plan and budget considerations)		✓
• Septic pump out		
○ Dedicated system	✓	
○ Systems covering multiple parts of premises other than leased portion		✓
• Utilities		
○ Electricity (where there is a separate metre)	✓	
○ Water (where the r is a separate metre)	✓	
○ Gas bottle hire, replacement, and delivery	✓	
○ Internet and phone	✓	
Gardens / carparks and external areas		
• General garden maintenance	✓	
• Reticulation maintenance		✓
• Carpark maintenance		✓
• External lighting:		
○ Globes	✓	
○ Other repairs and maintenance		✓
Inspections:		
• Fire safety inspections		✓
• End-of-life replacement fire safety equipment		✓
• Replacement missing / used fire safety equipment	✓	
• RCD Electrical Inspections		✓
• Portable Electrical Equipment inspections	✓	

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Pest management		
• Termite inspections		✓
• Termite barrier treatments		✓
• Other vermin and insects For example: mice, spiders, cockroaches	✓	
Alterations / modifications		
• Lessee requested (to be requested in writing):		
○ Installation, permits etc	✓	
○ Maintenance	✓	
○ Removable and rectification works, where required	✓	
• Lessor improvements	As per building requirements above or negotiation.	

Note:

1. The above list provides general maintenance, repair, and cost apportionment conditions. Further information shall be provided in the lease and / or any sub-lease or can be requested from the Shire.
2. The completion works or installation of items listed in the Maintenance Schedule in issues leases/licenses but not currently installed / available on the leased/licensed premises, depends on the Shire's asset management plan and budget allowing for such repairs, additions, or upgrades. Nothing in the Maintenance Schedule guarantees that the Shire will complete works or install an item within a specified time specified time, except for Urgent Repairs.
3. All Lessor (Shire) responsible maintenance will be the responsibility of the lessee where the work is required due to the action or inaction of the lessee.

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Appendix 2: Commercial Lease

Description	Lessee Responsibility	Lessor Responsibility
Building:		
• Cleaning	✓	
• Internal maintenance and repairs Includes globes replacements and fixing of power points and light switches	✓	
• Structural repairs	✓	
• Gutter cleaning	✓	
• Lessee equipment / appliances	✓	
• Lessor equipment / appliances		✓
• Lessor fixtures and fittings For example, window furnishings		✓
• Security, as is on signing of the lease		✓
• Security, additional requested by the lessee	✓	
• Renewal works. (as per asset management plan and budget considerations)		✓
• Septic pump out		
○ Dedicated system	✓	
○ Systems covering multiple parts of premises other than leased portion		✓
• Utilities		
○ Electricity (where there is a separate metre)	✓	
○ Water (where the r is a separate metre)	✓	
○ Gas bottle hire, replacement, and delivery	✓	
○ Internet and phone	✓	
Gardens / carparks and external areas		
• General garden maintenance	✓	
• Reticulation maintenance	✓	
• Carpark maintenance	✓	
• External lighting:		
○ Globes	✓	
○ Other repairs and maintenance	✓	
Inspections:		
• Fire safety inspections		✓
• End-of-life replacement fire safety equipment		✓
• Replacement missing / used fire safety equipment	✓	
• RCD Electrical Inspections		✓
• Portable Electrical Equipment inspections	✓	

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Pest management		
• Termite inspections		✓
• Termite barrier treatments		✓
• Other vermin and insects For example: mice, spiders, cockroaches	✓	
Alterations / modifications		
• Lessee requested (to be requested in writing):		
○ Installation, permits etc	✓	
○ Maintenance	✓	
○ Removable and rectification works, where required	✓	
• Lessor improvements	As per building requirements above or negotiation.	

Note:

1. The above list provides general maintenance, repair, and cost apportionment conditions. The above list provides general maintenance and repair conditions. Further information shall be provided in the lease and / or any sub-lease or can be requested from the Shire.
2. The completion works or installation of items listed in the Maintenance Schedule in issues leases/licenses but not currently installed / available on the leased/licensed premises, depends on the Shire's asset management plan and budget allowing for such repairs, additions, or upgrades. Nothing in the Maintenance Schedule guarantees that the Shire will complete works or install an item within a specified time specified time, except for Urgent Repairs.
3. All Lessor (Shire) responsible maintenance will be the responsibility of the lessee where the work is required due to the action or inaction of the lessee.

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Register of Delegations 2026

Council to
Committees and Chief Executive Officer

* Note – Proposed updated and amended text is in red font for ease of identification. Subject to Council endorsement text will be reformatted in final published version.

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Background

Delegations and authorisations are how decision-making bodies can access and distribute the power to undertake certain statutory functions. A delegation is a conferral of the ability to exercise a power or duty to a person or body from a person or body that is vested with the responsibility to exercise that power or duty.

Delegation is a formal means of empowering one entity to perform functions and duties that are otherwise reserved in legislation for another entity. Delegation is a tool used in government at all levels to enable the efficient and effective delivery of services while ensuring clarity regarding who is permitted to perform specific discretionary functions.

Local government exercises many of its functions through a combination of delegated powers and authorisations. This includes functions under the Local Government Act 1995 (the Act) but also legislation related to planning, dogs, cats, health, building, bush fire prevention and management and food safety.

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

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

Foundation for Delegation

Section 59 of the *Interpretation Act 1984* prescribes the framework for how delegated authority must be structured in Western Australian law:

1. The written law (Head of Power) must include an Express Power to Delegate, which specifically enables a person (the Delegator) to make a delegation.
2. In that same written law, there must be an Express Power or Duty conferred or imposed on the Delegator, and it must be capable of being delegated. This means that the power or duty proposed for delegation must be written in the same law as the Express Power to Delegate; and that written law must not prohibit the power or Duty from being delegated or contain limitations or conditions, which the proposed delegation exceeds.
3. The power to delegate cannot be delegated.
4. Delegations must be in writing (the instrument of delegation).
5. Delegations must be advised to the Delegate in writing.

The requirements for delegation prescribed in the Interpretation Act 1984, apply to all delegations under Western Australian Law, including the Act and all other Acts under which Local Government has duties and powers.

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Statutory Framework

Local Government Act 1995

s5.16. Delegation of some powers and duties to certain committees.

1) Within three (3) months after the day on which regulations prescribing the model code came into effect, a local government must prepare and adopt by Absolute Majority a code of conduct to be observed by Elected Members, committee members and candidates that incorporates the model code.

2) Under and subject to s5.17 a local government may delegate by Absolute Majority to a committee any of its powers and duties other than this power of delegation.

3) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

s5.17 Limits on delegation of powers and duties to certain committees.

1) A local government can delegate –

a) To a committee comprising Elected Members only, any of the council's powers or duties under this Act except –

   i. Any power or duty that requires a decision of an Absolute Majority of the council; and
   ii. Any other power or duty that is prescribed.

b) To a committee comprising Elected Members and employees, any local government's powers or duties that can be delegated to the Chief Executive Officer under Division 4; and

c) To a committee referred to in s5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of –

   i. The local government's property; or ii. An event in which the local government is involved. 2) A local government cannot delegate any of its powers or duties to a committee referred to in s5.9(2)(f).

s5.18 Register of delegations to committees

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

s5.42 Delegation of some powers and duties to the Chief Executive Officer

1) A local government may delegate by Absolute Majority to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under –

   a) This Act other than those referred to in s5.43; or
   b) The *Planning and Development Act 2005* s214(2), (3) or (5).

2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

s5.43 Limits on delegations to Chief Executive Officer

A local government cannot delegate to a Chief Executive Officer any of the following powers or duties -

a) Any power or duty that requires a decision of an Absolute Majority of the council.
b) Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.
c) Appointing an auditor.
d) Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.
e) Any of the local government's powers under s5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.129.
f) Borrowing money on behalf of the local government.
g) Hearing or determining an objection of a kind referred to in s9.5.
ha) the power under s9.49A(4) to authorise a person to sign documents on behalf of the local government.
h) Any power or duty that requires the approval of the Minister or the Governor; and
i) Such other powers or duties as may be prescribed.

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s5.44 Chief Executive Officer may delegate powers and duties to other employees.

1) A Chief Executive Officer may delegate to any employee of the local government the exercise of any of the Chief Executive Officer's powers or the discharge of any of the Chief Executive Officer's duties under this Act other than this power of delegation.

2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the Chief Executive Officer under s5.42, but in the case of such a power or duty –

   a) The Chief Executive Officer's power under this section to delegate the exercise of that power or the discharge of that duty; and
   b) The exercise of that power or the discharge of that duty by the Chief Executive Officer's delegate, are subject to any conditions imposed by the local government on its delegation to the Chief Executive Officer.

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

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

s5.45 Other matters relevant to delegations under this Division.

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

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

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

   a) A local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or
   b) A Chief Executive Officer from performing any of their functions by acting through another person.

s5.46 Register of, and records relevant to, delegations to Chief Executive Officer and employees

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

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

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

Note – references in this register to the ***Local Government Act 1995*** means the WA ***Local Government Act 1995***. (amended 26 June 2026).

Local Government (Administration) Regulations 1996

s18G Delegations to Chief Executive Officer's, limits on (Act s5.43).

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

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

s19. Delegates to keep certain records (Act s5.46(3))

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

a) How the person exercised the power or discharged the duty; and
b) When the person exercised the power or discharged the duty; and
c) The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Note – references in this register to the ***Local Government (Administration) Regulations 1996*** means the WA ***Local Government (Administration) Regulations 1996*** (amended 1 January 2026).

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Other Legislation

(including details of most recent legislative and regulatory amendment dates / versions).

- *Building Act 2011* (amended 28 May 2026).
- *Building Regulations 2012* (amended 23 July 2026).
- *Bush Fires Act 1954* (amended 1 September 2022).
- *Caravan Parks & Camping Grounds Act 1995* (amended 7 November 2020).
- *Caravan Parks & Camping Grounds Regulations 1997* (amended 1 September 2024).
- *Cat Act 2011* (amended 25 September 2025).
- *Cat Regulations 2012* (amended 24 July 2025).
- *Control of Vehicle (Off-road Areas) Act 1978* (amended 28 June 2026).
- *Control of Vehicle (Off road Areas) Regulations 1979* (amended 7 November 2020).
- *Criminal Procedure Act 2004* (amended 25 September 2025).
- *Criminal Procedures Regulations 2005* (amended 15 May 2026).
- *Dog Act 1976* (amended 28 November 2024).
- *Food Act 2008* (amended 5 April 2023).
- *Food Regulations 2009* (amended 1 July 2026).
- *Health (Miscellaneous Provisions) Act 1911* (amended 1 May 2026).
- *Liquor Control Act 1979* (amended 1 July 2026).
- *Litter Act 1979* (amended 5 April 2023).
- *Litter Regulations 1981* (amended 8 August 2015).
- *Local Government (Financial Management) Regulations 1996* (amended 1 January 2026).
- *Local Government (Miscellaneous Provisions) Act 1960* (amended 6 July 2019).
- *Local Government (Parking for People with Disabilities) Regulations 2014* (amended 25 April 2020).
- *Local Government (Uniform Local Provisions) Regulations 1996* (amended 24 May 2013).
- *Main Roads Act 1930* (amended 30 November 2023).
- *Planning and Development Act 2005* (amended 19 February 2026).
- *Planning & Development (Local Planning Schemes) Regulations 2015* (amended 3 November 2024).
- *Road Traffic Act 1974* (amended 10 January 2025).
- *Graffiti Vandalism Act 2016* (amended 21 January 2017).
- *Public Health Act 2016* (amended 1 May 2026).
- *Health (Asbestos) Regulations 1992* (amended 29 September 2020).

Definitions

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

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

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

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

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

"Conditions": a description of when the delegation/authorisation can or cannot be used, or the time frame for which the delegation/authorisation is valid.

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

"Express Power or Duty": a power or duty written (expressly) in legislation.

"Express Power to Delegate": a power (procedure) written (expressly) in legislation that enables the devolution of an Express Power or Duty from a Delegator to a Delegate.

"Instruction" means the requirement for a staff member to act in accordance with a directive given by the Chief Executive Officer, Executive Manager or Co-ordinator.

"Policy" as the context requires, means either:

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

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Department of Local Government, Industry Regulation and Safety – Guideline No. 17

The Department of Local Government, Industry Regulation and Safety has published guidelines for the formation of delegations.

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

Delegation to a Temporary Employed or Appointed Chief Executive Officer

In accordance with the relevant Shire of Boyup Brook policy (Policy G8), an Acting Chief Executive Officer shall exercise the powers, including delegations, and discharge the duties of the Chief Executive Officer.

1. Delegations from Council to Committees

Local Government Act 1995

s5.18 Register of Delegations to Committees

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

1.1 *Local Government Act 1995*

1.1.1 Rylington Park Committee and Sub-Committee

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s.5.16 Delegation of some powers and duties to certain committees.
Express power or duty delegated	*Local Government Act 1995* • s.7.17(1)(c) Duties of Local Government with respect to property or an event in which the local government is involved.
Function	Committee: 1. Delegated the authority from Council to consider all matters pertaining to the strategic direction of the Rylington Park. This does not include the day-to-day operations of the Rylington Park. 2. Authority to sub-delegate to the sub-committee subject to the delegation limitations contained within the Terms of Reference Sub-Committee 1. Sale and purchase of crops and biological assets only.
Delegates	Rylington Park Committee and Sub-Committee
Express power to subdelegate	Nil

Version Control		
Date	**Details of Amendment**	**Ref**
27 February 2025	Adopted by Council	Res 25/02/033

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2 Delegations from Council to Chief Executive Officer

s6.18 *Building Act 2011*

An Act to provide for the following – permits for building work and demolition work, standards for the construction and demolition of buildings and incidental structures, the use and maintenance of, and requirements in relation to, existing buildings and incidental structures, work affecting land other than land on which the work is done, and related matters. References in this register to the *Building Act 2011 will mean the WA Building Act 2011* (amended 28 May 2026) and references to the *Building Regulations 2012 shall mean the WA Building Regulations 2012* (amended 23 July 2026).

2.1 *Building Act 2011*

2.1.1 Uncertified Applications to be Considered by Building Surveyor

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

2.1.2 Grant a Building Permit

Head of Power	*Building Act 2011*
Delegator	Council
Express power to delegate	*Building Act 2011* • s127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	*Building Act 2011* • s18 Further information. • s20 Grant of building permit. • s22 Further grounds for not granting an application. • s23 Time for deciding an application for building or demolition permit. • s24 Notice of decision not to grant building or demolition permit. • s27(1) & (3) Impose conditions on permit. *Building Regulations 2012* • r. 23 Application to extend time during which permit has effect [s32]. • r 24 Extension of time during which permit has effect. • [s 32(3)]. r 26 Approval of new responsible persons [s35(c)].
Function	1) Authority to require an applicant to provide any documentation or information required to determine a building permit application [s18(1)]. 2) Authority to refuse to consider an application [s18(2)]. 3) Authority to grant or refuse to grant a building permit [s20(1) & (2) & s22]. 4) Authority to refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in s23(1) & (2) [s23(4)]. 5) Record the grounds on which a decision to refuse to grant a building permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s24]. 6) Authority to impose, vary or revoke conditions on a building permit [s27(1) & (3)]. 7) Authority to determine an application to extend time during which a building permit has effect [r.23 & r.24]. 8) Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	Chief Executive Officer

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

2.1.3 Demolition Permits

Head of Power	*Building Act 2011*
Delegator	Council
Express power to delegate	*Building Act 2011* • s127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	*Building Act 2011* • s18 Further information. • s21 Grant of demolition permit. • s22 Further grounds for not granting an application. • s23 Time for deciding an application for building or demolition permit. • s24 Notice of decision not to grant building or demolition permit. • s27(1) & (3) Impose conditions on permit. *Building Regulations 2012* • r. 23 Application to extend time during which permit has effect [s.32]. r 24 Extension of time during which permit has effect • [s 32(3)]. r 26 Approval of new responsible persons [s35(c)].
Function	1) Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s18(1)]. 2) Authority to grant or refuse to grant a demolition permit on the basis that all s21(1) requirements have been satisfied [s20(1) & (2) and s.22]. 3) Authority to impose, vary or revoke conditions on a demolition permit [s27(1) and (3)]. 4) Authority to determine an application to extend time during which a demolition permit has effect [r.23]. i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s27 [r.24(2)]. 5) Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].

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Delegates	Chief Executive Officer	
Conditions	Nil	
Express power to subdelegate	*Building Act 2011* • s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to Chief Executive Officer).	
Version Control		
Date	**Details of Amendment**	**Ref**

2.1.4 Occupancy Permits or Building Approval Certificates

Head of Power	*Building Act 2011*
Delegator	Council
Express power to delegate	*Building Act 2011* • s127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	*Building Act 2011* • s55 Further information. • s58 Grant of occupancy permit, building approval certificate. • s59 Time for granting occupancy permit or building approval certificate. s60 Notice of decision not to grant occupancy permit or grant building approval certificate. • s62(1) and (3) Conditions imposed by permit authority. • s65(4) Extension of period of duration. *Building Regulations 2012* • r. 40 Extension of period of duration of time limited occupancy permit or building approval certificate [s65].
Function	1) Authority to require an applicant to provide any documentation or information required in order to determine an application and to verify the information by statutory declaration [s55(1)]. 2) Authority to refuse to consider an application [s.55(2)]. 3) Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s58]. 4) Authority to record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right to review [s.60]. 5) Authority to impose, add, vary, or revoke conditions on an occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations [s62(1) and (3)]. 6) Authority to give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review [s62 (4) and (5)].

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	7) Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s65(4) and r.40]. 8) Authority to refuse to accept an application to extend the time during which an occupancy permit or a building approval certificate has effect [r.40(2)].	
Delegates	Chief Executive Officer	
Conditions	Nil	
Express power to subdelegate	*Building Act 2011* • s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to Chief Executive Officer).	
Amendments		
Date	**Details of Amendment**	**Ref**

2.1.5 Designated Employee as Authorised Person

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

Version Control		
Date	**Details of Amendment**	**Ref**

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2.1.6 Building Orders

Head of Power	*Building Act 2011*
Delegator	Council
Express power to delegate	*Building Act 2011* • s127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	*Building Act 2011* s88 Finishes of walls close to boundaries. • s110(1) A permit authority may make a building order. s111(1) Notice of proposed building order other than building order (emergency) s117(1) & (2) A permit authority may revoke a building order or notify that it remains in effect. • s118(2) & (3) Permit authority may give effect to building order if non-compliance. • s133(1) A permit authority may commence a prosecution for an offence against this Act.
Function	1) Authority to make Building Orders in relation to a. building work. b. demolition work; and c. an existing building or incidental structure [s110(1)]. 2) Authority to specify the way in which an outward facing side of a particular close wall must be finished [s88(3)]. 3) Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s111(1)(c)]. 4) Authority to revoke a building order [s117]. 5) Authority to decide on whether the building order has been fully complied with and either revoke the building order or inform teach person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under s112(3)(c) [s117(2)]. 6) If there is non-compliance with a building order, authority to cause an authorised person to: a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s118(2)]. 7) Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s118(3)].

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

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2.1.7 Inspection and Copies of Building Records

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

2.1.8 Referrals and Issuing Certificates

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

2.1.9 Private Pool Barrier – Alternative and Performance Solutions

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.1.10 Smoke Alarms – Alternative Solutions

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

2.1.11 Appointment of Approved Officers and Authorised Officers

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.2 *Bush Fires Act 1954*

An Act to make better provision for diminishing the dangers resulting from bush fires, for the prevention, control, and extinguishment of bush fires, for the repeal of *Bush Fires Act 1937* and for other purposes. Note – references in this register to the *Bush Fires Act 1954* means the WA *Bush Fires Act 1954* (amended 1 September 2022).

2.2.1 Make Request to FES Commissioner – Control of Fire

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

2.2.2 Prohibited Burning Times - Vary

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.2.3 Prohibited Burning Times – Control Activities

Head of Power	*Bush Fires Act 1954*
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* • s48 Delegation by local government.
Express power or duty delegated	*Bush Fires Act 1954* • s27(2) and (3) Prohibition on use of tractors or engines except under certain conditions. • s28(4) and (5) Occupier of land to extinguish bush fire occurring on own land. *Bush Fire Regulations 1954* • r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. • r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times.
Function	1) Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2) Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3) Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4) Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5) Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s27(2) and (3)].

	6) Authority to recover the cost of measures taken by the Shire of Boyup Brook or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s28(1) to take all possible measures to extinguish a fire the land they occupy [s28(4)], including authority to recover expenses in any court of competent jurisdiction [s28(5)].	
Delegates	Chief Executive Officer Chief Bush Fire Control Officer	
Conditions	Nil	
Express power to subdelegate	Nil - Sub-delegation is prohibited by s48(3).	
Version Control		
Date	**Details of Amendment**	**Ref**

2.2.4 Restricted Burning Times – Vary and Control Activities

Head of Power	*Bush Fires Act 1954*
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* • s48 Delegation by local government.
Express power or duty delegated	*Bush Fires Act 1954* • s18(5) & (11) Restricted burning times may be declared by FES Commissioner • s22(6) & (7) Burning on exempt land and land adjoining exempt land. • s27(2) & (3) Prohibition on use of tractors or engines except under certain conditions • s28(4) & (5) Occupier of land to extinguish bush fire occurring on own land. *Bush Fire Regulations 1954* • r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. • r.15C Local Government may prohibit burning on certain days • r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times • r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1) Authority, where seasonal conditions warrant it, to determine to vary the restricted burning times in respect of that year [s18(5)]: a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2) Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s18(11)]. 3) Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4) Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning firebreaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared firebreaks parallel to the common boundary [s22(6) and (7)].

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.2.5 Control of Operations Likely to Create Bush Fire Danger

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.2.6 Burning Garden Refuse / Open Air Fires

Head of Power	*Bush Fires Act 1954*
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* • s48 Delegation by local government.
Express power or duty delegated	*Bush Fires Act 1954* • s24F Burning Garden refuse during limited burning times. • s24G Minister or local government may further restrict burning of garden refuse. • s25 No fire to be lit in open air unless certain precautions taken. • s25A Power of Minister to exempt from provisions of s25. *Bush Fires Regulations 1954* • r.27(3) Permit, issue of
Function	1) Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s24F(2)(b)(ii) and (4)]. 2) Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s24G (2)]. a) authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants, or plant refuse shall be issued in the District [r.27(3) and r.33(5)]; and b) authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3) Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: a) camping or cooking [s25(1)(a)]; and b) conversion of bush into charcoal or for the production of lime. 4) Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s25(1a) and (1b)].

	5) Authority to serve written notice on a person to whom an exemption has been given under s25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s25A (5)].	
Delegates	Chief Executive Officer Chief Bush Fire Control Officer	
Conditions	Nil	
Express power to subdelegate	Nil - Sub-delegation is prohibited by s48(3)	
Version Control		
Date	**Details of Amendment**	**Ref**

2.2.7 Firebreaks

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

Version Control		
Date	**Details of Amendment**	**Ref**

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

Head of Power	*Bush Fires Act 1954*
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* • s48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* • s38(1), (2A), (2C), (5A), (8), (9), (10) and (13) Local government may require occupier of land to plough or clear firebreaks
Function	1) Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and a) of those Officers, appoint 1 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire b) Control Officer; and c) determine the respective seniority of the other Bush Fire Officers so appointed [s38(1)]. 2) Authority to cause a notice of an appointment made under the provisions of s38(1) of the Act to be published in accordance with the Act [s38(2A)]. 3) To fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush fire Control Officer within one month after the vacancy occurs [s38(2C)]. 4) Authority to issue directions to a Bush Fire Control Officer or to an officer of a bush fire brigade registered to the local government, to burn on or at the margins of a road reserve under the care, control, and management of the Shire of Boyup Brook [s38(5A)]. 5) Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s38(17). [s38(8) and (9)]: a) authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s38(10)]. 6) Authority to give notice of an appointment made under s38(8) or s38(10) to the FES Commissioner and to publish the appointments of fire weather officers made under the Bush Fires Act 1954 in a newspaper circulating in the district [s38(13)].

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

2.2.9 Control and Extinguishment of Bush Fires

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

2.2.10 Recovery of Expenses Incurred through Contraventions of the Act

Head of Power	*Bush Fires Act 1954*	
Delegator	Council	
Express power to delegate	*Bush Fires Act 1954* • s48 Delegation by local government.	
Express power or duty delegated	*Bush Fires Act 1954* • s58 General penalty and recovery of expenses incurred.	
Function	Authority to recover expenses incurred because of an offence against the *Bush Fires Act 1954*, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire or those on behalf on the Shire of Boyup Brook to do so [s58].	
Delegates	Chief Executive Officer ~~Emergency Services Officer~~	
Conditions	Nil	
Express power to subdelegate	Nil - Sub-delegation is prohibited by s48(3)	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Removal of delegation to officer other than the Chief Executive Officer – Section 48(2) allows delegation to the Chief Executive Officer only. Sub-delegation is prohibited under s48(3).	

2.2.11 Prosecution of Offences

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

2.3 *Cat Act 2011*

An Act to provide for the control and management of cats; and promote and encourage the responsible ownership of cats, and for related matters. References to the *Cat Act 2011* in this register means the *Cat Act 2011* (amended 25 September 2025). References to the Cat Regulations 2012 means the Cat Regulations 2021 (amended 24 July 2025).

2.3.1 Cat Registration

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

Conditions	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Express power to subdelegate	*Cat Act 2011* • s45 Delegation by Chief Executive Officer of local government.

Version Control		
Date	**Details of Amendment**	**Ref**

2.3.2 Cat Control Notices

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

2.3.3 Approval to Breed Cats

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

2.3.4 Recovery of Costs – Destruction of Cats

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

2.3.5 Application to Keep Additional Cats

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

2.4 *Dog Act 1976*

An Act to amend and consolidate the law relating to the control and registration of dogs, the ownership and keeping of dogs and the obligations and rights of persons in relation thereto, and for incidental and other purposes. References in this register to the *Dog Act 1976* means the WA *Dog Act 1976* (amended 28 November 2024).

2.4.1 Registration of Dogs

Head of Power	*Dog Act 1976*
Delegator	Council
Express power to delegate	*Dog Act 1976* • s10AA Delegation of local government powers and duties.
Express power or duty delegated	*Dog Act 1976* • s14(1), (3) & (4) Register of dogs. • s16(1), (2), (3A), (3C) & (6) Registration Procedure. • s45(2) Evidentiary provisions.
Function	1) Authority to keep an accurate and up-to-date register of dogs registered by the local government [s.14(1)]. 2) Authority to record in the register the information prescribed in respect of each dog registered by the local government [s.14(3)]. 3) Authority to cause any error in, or omission from, the register to be corrected [s.14(4)]. 4) Authority to register a dog in the district in which. a) the dog is ordinarily kept; or b) the dog is deemed to be ordinarily kept pursuant to section 9 or section 10(2), if the owner of the dog or some person on his behalf delivers an application in the prescribed form, signed by or on behalf of the owner and accompanied by the prescribed fee, if any, to the office of the local government or some other place within the district appointed by the local government for the purpose [s.16(1)]. 5) Authority to, on receipt of an application duly made under subsection (1) shall — a) where the local government so directs, refuse the application and refund the fee, if any, and in either event shall as soon as is practicable thereafter enter the prescribed particulars in the record maintained by the local government pursuant to section 14 [s.16(2)].

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.4.2 Refuse or Cancel Registration

Head of Power	*Dog Act 1976*
Delegator	Council
Express power to delegate	*Dog Act 1976* • s10AA Delegation of local government powers and duties.
Express power or duty delegated	*Dog Act 1976* • s15(2) & (4A) Registration periods and fees. • s16(3) Registration procedure. • s17A (2) If no application for registration made. • s17(4) & (6) Refusal or cancellation of registration.
Function	1) Authority to determine to refuse a dog registration and refund the fee, if any [s.15(2)]. 2) Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: a) the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the *Cat Act 2011*, or the *Animal Welfare Act 2002*; or b) the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease; or c) the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept; or d) the dog is required to be microchipped but is not microchipped; or e) the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3) Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Boyup Brook's District [s15(4A)]. 4) Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. 5) Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)].

Delegates	Chief Executive Officer	
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)].	
Express power to subdelegate	*Dog Act 1976* • s10AA (3) Delegation of local government powers and duties. **NOTE** – sub-delegation only permitted where delegation to the Chief Executive Officer expressly authorised sub-delegation).	
Version Control		
Date	**Details of Amendment**	**Ref**

2.4.3 Kennel Establishment

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.4.4 Recovery of Monies Due Under this Act

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

2.4.5 Dispose or Sell Dogs Liable to be Destroyed

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.4.6 Declare Dangerous Dog

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

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

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

Version Control		
Date	**Details of Amendment**	**Ref**

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

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

Amendments		
Date	**Details of Amendment**	**Ref**

2.4.9 Determine Recoverable Expenses for Dangerous Dog Declaration

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.4.10 Keeping of Three Dogs

Head of Power	*Dog Act 1976*
Delegator	Council
Express power to delegate	*Dog Act 1976* • s10AA Delegation of local government powers and duties.
Express power or duty delegated	*Dog Act 1976* • s 26 Limitations, as to numbers of.
Function	To determine applications for the keeping of more than two dogs.
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s10AA (3)].
Express power to subdelegate	*Dog Act 1976* • s10AA (3) Delegation of local government powers and duties. **NOTE** – sub-delegation only permitted where delegation to the Chief Executive Officer expressly authorised sub-delegation)

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	New delegation	

2.5 *Food Act 2008*

An Act providing for the safety and sustainability of food for human consumption, and for related purposes. References in this register to the *Food Act 2008* means the WA *Food Act 2008* (amended 5 April 2023). References to the *Food Regulations 2009* means the WA *Food Regulations 2009* (amended 1 July 2026).

2.5.1 Prohibition Orders and Certificates of Clearance

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

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Removal of EHO position – dealt with in sub-delegations	

2.5.2 Food Business Registration

Head of Power	*Food Act 2008*
Delegator	Council
Express power to delegate	*Food Act 2008* • s118Functions of enforcement agencies and delegation • (2)(b) Enforcement agency may delegate a function conferred on it. • Delegation subject to conditions [s119] and guidelines adopted [s120]. • Sub-delegation permissible only if expressly provided in regulations.
Express power or duty delegated	*Food Act 2008* • s110(1) & (5) Registration of food business. • s112 Variation of conditions or cancellation of registration of food businesses.
Function	1) Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2) Authority to vary the conditions or cancel the registration of a food business [s112].
Delegates	Chief Executive Officer ~~Environmental Health Officer~~
Conditions	In accordance with s118(3)(b), this delegation is subject to relevant Department of Health Chief Executive Officer Guidelines, as amended from time to time, including but not limited to: • *Food Act 2008* Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA. • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1. • WA Priority Classification System; and • Verification of Food Safety Program Guideline.
Express power to subdelegate	Sub-delegation is not authorised unless expressly permitted by regulation.

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Removal of EHO position – cannot be delegated by Council. Dealt with in sub-delegations.	

2.5.3 Appoint Authorised Officers and Delegated Officers

Head of Power	*Food Act 2008*	
Delegator	Council	
Express power to delegate	*Food Act 2008* • s118Functions of enforcement agencies and delegation • (2)(b) Enforcement agency may delegate a function conferred on it. • Delegation subject to conditions [s119] and guidelines adopted [s120] • Sub-delegation permissible only if expressly provided in regulations	
Express power or duty delegated	Food Act 2008 • s122(1) Appointment of authorised officers. • s126(6), (7) & (13) Infringement officers.	
Function	1) Authority to appoint a person to be an authorised officer for the purposes of the *Food Act 2008* [s122(1)] 2) Authority to appoint an Authorised Officer appointed under s122(1) of this Act or the s24(1) of the *Public Health Act 2016*, to be a Designated Officer for the purposes of issuing Infringement Notices under the *Food Act 2008* [s126(13)]. 3) Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s126(6)] and determining withdrawal of an infringement notice [s126(7)].	
Delegates	Chief Executive Officer	
Conditions	In accordance with s118(3)(b), this delegation is subject to relevant Department of Health Chief Executive Officer Guidelines, as amended from time to time, including but not limited to: • Appointment of Authorised Officers as Meat Inspectors. • Appointment of Authorised Officers. • Appointment of Authorised Officers - Designated Officers only; and • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer.	
Express power to subdelegate	Sub-delegation is not authorised unless expressly permitted by regulation	
Version Control		
Date	**Details of Amendment**	**Ref**

2.5.4 Debt Recovery and Prosecutions

Head of Power	*Food Act 2008*	
Delegator	Council	
Express power to delegate	*Food Act 2008* • s118 Functions of enforcement agencies and delegation. • (2)(b) Enforcement agency may delegate a function conferred on it. • Delegation subject to conditions [s119] and guidelines adopted [s120]. • Sub-delegation permissible only if expressly provided in regulations.	
Express power or duty delegated	*Food Act 2008* • s54 Cost of destruction or disposal of forfeited item. • s125 Institution of proceedings.	
Function	1) Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2) Authority to institute proceedings for an offence under the *Food Act 2008* [s.125].	
Delegates	Chief Executive Officer ~~Environmental Health Officer~~	
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health Chief Executive Officer Guidelines, as amended from time to time.	
Express power to subdelegate	Sub-delegation is not authorised unless expressly permitted by regulation	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Removal of EHO position – cannot be delegated by Council. Dealt with in sub-delegations.	

2.5.5 Food Business List – Public Access

Head of Power	*Food Act 2008*	
Delegator	Council	
Express power to delegate	*Food Act 2008* • s118 Functions of enforcement agencies and delegation • (2)(b) Enforcement agency may delegate a function conferred on it. • Delegation subject to conditions [s119] and guidelines adopted [s120]. • Sub-delegation permissible only if expressly provided in regulations.	
Express power or duty delegated	*Food Regulations 2009* • r.51 Enforcement agency may make list of food businesses publicly available.	
Function	Authority to make a list of food businesses maintained under s115(a) or (b) publicly available [r.51].	
Delegates	Chief Executive Officer ~~Environmental Health Officer~~	
Conditions	In accordance with s118(3)(b), this delegation is subject to relevant Department of Health Chief Executive Officer Guidelines, as amended from time to time.	
Express power to subdelegate	Sub-delegation is not authorised unless expressly permitted by regulation	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Removal of EHO position – cannot be delegated by Council. Dealt with in sub-delegations.	

2.6 *Graffiti Vandalism Act 2016*

An Act to consolidate laws dealing with graffiti vandalism and to amend certain Acts as a consequence. References in this register to the *Graffiti Vandalism Act 2016* means the *Graffiti Vandalism Act 2016* (amended 21 January 2017).

2.6.1 Giving Notice Requiring Obliteration of Graffiti

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

2.6.2 Notices – Deal with Objections and Give Effect to Notices

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

2.6.3 Obliterate Graffiti on Private Property

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

2.6.4 Power of Entry

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

2.7 *Liquor Control Act 1988*

An Act to regulate the sale, supply and consumption of liquor, the use of premises on which liquor is sold, and the services and facilities provided in conjunction with or ancillary to the sale of liquor, to minimise harm or ill-health caused to people, or any group of people due to the use of liquor, to provide for orders that may prohibit persons from being employed at, or from entering, licensed premises, to repeal the *Liquor Act 1970*, and for related matters. References in this register to the *Liquor Control Act 1988* means the WA *Liquor Control Act 1988* (amended 1 July 2026). References to the *Liquor Licensing Act 1998* means the WA *Liquor Licensing Act 1988* (amended 1 July 2026).

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

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

2.8 *Local Government Act 1995*

An Act to provide for a system of local government in Western Australia, to amend the *Local Government Act 1960* and for related purposes. References in this register to the *Local Government Act 1995* means the WA *Local Government Act 1995* (amended 26 June 2026). References to the *Local Government (Administration) Regulations 1996* means the *Local Government (Administration) Regulations 1996* (amended 1 January 2026). References to the *Local Government (Financial Management) Regulations 1996* means the *Local Government (Financial Management) Regulations 1996* (amended 1 January 2026) and references to the *Local Government (Miscellaneous Provisions) Act 1960* means the *Local Government (Miscellaneous Provisions) Act 1960* (amended 6 July 2019).

2.8.1 Performing Functions Outside the District

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

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

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.8.3 Powers of Entry

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

2.8.4 Power to Remove and Impound

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

2.8.5 Declare Vehicle is Abandoned Vehicle Wreck

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

2.8.6 Confiscated or Uncollected Goods

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.8.7 Disposal of Sick or Injured Animals

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

2.8.8 Close Thoroughfares to Vehicles

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer. • s5.43 Limitations on delegations to the Chief Executive Officer.
Express power or duty delegated	*Local Government Act 1995* • s3.50 Closing certain thoroughfares to vehicles. • s3.50A Partial closure of thoroughfares for repairs or maintenance. • s3.51 Affected owners to be notified of certain proposals. *Local Government (Functions and General) Regulations 1996* • r.6(3) Transitional provisions about road closures.
Function	1) Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s3.50(1)]. 2) Authority to determine to close a thoroughfare for a period exceeding 4 weeks and before doing so, to (a) give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and (b) consider submissions relevant to the road closure/s proposed [s3.50(1a), (2) and (4)]. 3) Authority to revoke an order to close a thoroughfare [s3.50(6)]. 4) Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have a significant adverse effect on users of the thoroughfare [s3.50A]. 5) Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or training water from a thoroughfare to private land [s3.51]. 6) Authority to, by local public notice, order that the closure be revoked or that it be varied in such a way as to be less restrictive [r.6(3)].
Delegates	Chief Executive Officer

Conditions	1) If, under s3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s3.50(8)]. 2) Maintain access to adjoining land [s3.52(3)].	
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees	
Version Control		
Date	**Details of Amendment**	**Ref**

2.8.9 Control Reserves and Certain Unvested Facilities

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.8.10 Obstruction of Footpaths and Thoroughfares

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996* • r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch.9.1, cl.3(1)(a) • r.7A Obstruction of public thoroughfare by fallen things Sch.9.1, cl.3(1)(b) • r.7 Encroaching on public thoroughfare - Sch.9.1, cl.3(2).
Function	1) Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2) Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3) Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4) Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5) Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].

Delegates	Chief Executive Officer
Conditions	1) Actions under this Delegation must comply with procedural requirements detailed in the Local *Government (Uniform Local Provisions) Regulations 1996*. 2) Permission may only be granted where, the proponent has: a) where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. b) provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. c) provided evidence of sufficient Public Liability Insurance; and provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.

Version Control		
Date	**Details of Amendment**	**Ref**

2.8.11 Gates Across Public Thoroughfares

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.8.12 Public Thoroughfares – Dangerous Excavations

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer. • s5.43 Limitations on delegations to the Chief Executive Officer.
Express power or duty delegated	*Local Government (Uniform Local Provisions - Regulations 1996* • r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare - Sch.9.1, cl.6
Function	1) Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2) Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3) Authority to impose conditions on granting permission [ULP r.11(6)]. 4) Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Delegates	Chief Executive Officer

Conditions	1) Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.* 2) Permission may only be granted where, the proponent has: a) where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. b) provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. c) provided evidence of sufficient Public Liability Insurance; and d) provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.	
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees	
Version Control		
Date	**Details of Amendment**	**Ref**

2.8.13 Crossing – Construction, Repair and Removal

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.8.14 Private Works on, over or under Public Places

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

Version Control		
Date	**Details of Amendment**	**Ref**

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

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer	
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996* • r21(1) Wind erosion and sand drifts – Sch.9.1, cl.12	
Function	Authority to give notice to a landowner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary to be adversely affected by wind erosion or sand drift [ULP r.21(1)].	
Delegates	Chief Executive Officer	
Conditions	Nil	
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.	
Version Control		
Date	**Details of Amendment**	**Ref**

2.8.16 Expressions of Interest for Goods and Services

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.8.17 Application of Regional Price Preference Policy

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

2.8.18 Payments from the Municipal or Trust Funds

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

2.8.19 Defer, Grant Discounts, Waive or Write Off Debts

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.8.20 Power to invest and Manage Investments

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.8.21 Rate Record Amendment

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

2.8.22 Agreement as to Payment of Rates and Service Charges

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

2.8.23 Determine Due Dates for Rates or Service Charges

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

2.8.24 Recovery of Rates or Service Charges

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

2.8.25 Recovery of Rates – Require Lessee to Pay Rent

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

Version Control		
Date	**Details of Amendment**	**Ref**

2.8.26 Rate Record – Objections

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

2.8.27 Inviting Tenders – Selection Criteria

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

2.8.28 Variation of Requirements before entry into a Contract

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer. • s5.43 Limitations on delegations to the Chief Executive Officer.	
Express power or duty delegated	*Local Government (Functions & General) Regulations 1996* • r20 Variation of requirements before entry into contract.	
Function	The Chief Executive Officer is delegated authority to make minor variations to a contract before being entered into.	
Delegates	Chief Executive Officer	
Conditions	1. A 'minor price variation' is a. A maximum of 10% (of the total contract value) or $20,000 whichever is the lesser amount, and b. less of the total budgeted project or contract cost. 2. The accumulated value of minor variations must not exceed the total value of the relevant budget adopted by Council. 3. Contract variations above 10% of the total budgeted cost of a project or contract must be considered by Council.	
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Rewording to clarify the details of a 'minor variation'	

2.8.29 Execution of Certain Documents and Affixation of the Common Seal

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer. • s5.43 Limitations on delegations to the Chief Executive Officer.
Express power or duty delegated	*Local Government (Functions & General) Regulations 1996* • s.9.49A Execution of Documents. • s9.49B Contract Formalities. • s9.49 Documents, how authenticated.
Function	1. The Shire President and Chief Executive Officer are authorised to sign the following documents and affix the Common Seal of the Shire of Boyup Brook. • Legal documents requiring both signatures and / or the affixation of the Common Seal, without requiring referral to Council. • Grant agreements / acquittals requiring the affixing of the Common Seal. 2. The Chief Executive Officer is authorised to sign the following documents: • Legal documents that are a renewal, extension, or minor modification of the original document, which is not a significant variation from the existing clauses or conditions and does not carry the requirement for both Shire President and Chief Executive Officer signatures, or affixation of the common seal. • Legal documents required as a condition of a subdivision or development approval previously granted by Council, that do not require the common seal to be affixed. • Land Transaction documents including sale, purchase, vesting, management orders, leases, licences, transfers, easements, restrictive covenants, caveats, memorials, notifications, deeds, and withdrawal of instruments.
Delegates	Chief Executive Officer
Conditions	1. All other documents requiring the affixing of the Common Seal must be referred to Council for approval. 2. All instances of affixing of the Common Seal shall be recorded in the relevant register. 3. Shire of Boyup Brook Policy G1 – Execution of Documents applies.

Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new delegation.	

2.8.30 Appointment of an Acting Chief Executive Officer

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer
Express power or duty delegated	*Local Government Act 1995* • s5.39c *Local Government (Administration) Regulations*
Function	1. The Chief Executive Officer is delegated authority to appoint an Executive Manager as acting Chief Executive Officer to maintain business continuity and ensure organisational performance and decision-making during periods of extended absence/leave. 2. Extended absence/leave is periods of 5 days to 6 weeks duration. 3. Appointment to the Acting Chief Executive Officers role, is to be based on the Executive Manager's performance, availability, operational requirements, and capacity for professional development.
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer is to provide Council with the details of the extent of absence/leave and the details of acting coverage. 2. The Chief Executive Officer may appoint an Acting Chief Executive Officer for periods of absence/leave less than 5 days if required to maintain business continuity and to ensure organisational performance and decision making. 3. If the Chief Executive Officer cannot appoint an Acting Chief Executive Officer, the Council may, by resolution, extend an Acting Chief Executive Officer, the decision is to be referred to Council. 4. The Council may, by resolution extend an Acting Chief Executive Officer appointment beyond 6 weeks. 5. Shire of Boyup Brook Policy G8 – Temporary Employment or Appointment of Acting Chief Executive Officer applies.
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new delegation	

2.8.31 State Administrative Tribunal – Dealing with Matters

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer. • s5.43 Limitations on delegations to the Chief Executive Officer.
Express power or duty delegated	*Local Government (Functions & General) Regulations 1996*
Function	The Chief Executive Officer is delegated authority to determine the most appropriate manner to deal with matters relating to the State Administrative Tribunal.
Delegates	Chief Executive Officer
Conditions	Chief Executive Officer to provide an update to Council at the next available opportunity to outline the relevant SAT matter.
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new delegation.	

2.8.32 Legal Advice

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer. • s5.43 Limitations on delegations to the Chief Executive Officer.	
Express power or duty delegated	*Local Government (Functions & General) Regulations 1996*	
Function	The Chief Executive Officer is delegated the authority to obtain legal advice without reference to Council subject to conditions.	
Delegates	Chief Executive Officer	
Conditions	1. If the legal advice is related to a Council decision making process a copy of the legal advice is to be made available to Council as a confidential document whenever a report on the subject matter is presented to Council, unless: • there is a conflict of interest with any elected member; or • the legal advice is requested to be provided by Council or Councillors. 2. The Shire of Boyup Brook's Purchasing Policy is to be adhered to.	
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new delegation.	

2.8.33 Events on Roads

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer. • s5.43 Limitations on delegations to the Chief Executive Officer.	
Express power or duty delegated	*Local Government Act 1995 s5.42, s3.50;* *Road Traffic Act 1974,* *Road Traffic (Events on roads) Regulations 1991*	
Function	1. The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting an event.	
Delegates	Chief Executive Officer	
Conditions	1. Temporary closures of roads are to be in accordance with the *Road Traffic (Events on Roads) Regulations 1991*. 2. The temporary suspension of regulations for the purpose of conducting events to be in accordance with Section 81A-F of the *Road Traffic Act 1974*; and 3. The Chief Executive Officer shall have regard to Section 3.50 of the *Local Government Act 1995* s3.50.	
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new delegation.	

2.8.34 Tenders (including Accepting less than Certain Dollar Value)

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer. • s5.43 Limitations on delegations to the Chief Executive Officer.
Express power or duty delegated	*Local Government Act 1995:* • s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* • r.11 When tenders have to be publicly invited, • r.13 Requirements when local government invites tenders though not required to do so, • r.14 Publicly inviting tenders, requirements for, • r.18 Rejecting and accepting tenders, • r.20 Variation of requirements before entry into contract, • r.21A Varying a contract for the supply of goods or services.
Function	The Chief Executive Officer is delegated authority to: 1. Determine the selection criteria that will be used to assess the competence of the tender. 2. Advertise tenders inviting the supply of goods or services, under the provisions of the Council's annual approved expenditure budget (s3.57). 3. Assess all valid tenders, through written evaluations that score each tender submission under the criteria. 4. To accept a tender not exceeding $250,000 including the execution of all relevant documentation and contracts.
Delegates	Chief Executive Officer
Conditions	1. Council decision is required for Tenders exceeding the $250,000 threshold. 2. Delegation use must be recorded on the register. 3. Shire of Boyup Brook Policy G9 – Purchasing applies.
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new delegation.	

2.8.35 Disposal of Surplus Equipment or Property

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer. • s5.43 Limitations on delegations to the Chief Executive Officer.
Express power or duty delegated	*Local Government Act 1995:* • s5.42, s3.58 *Local Government (Functions and General) Regulations* • r30
Function	The Chief Executive Officer is delegated authority to sell, by calling for expressions of interest, items of surplus equipment which are no longer needed for the Shire's operational requirements.
Delegates	Chief Executive Officer
Conditions	1. This delegation applies only to items with an estimated market value less than $75,000, per item. 2. Shire of Boyup Brook Policy (G10) – Disposal of Property applies 3. This delegation does not apply to land.
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new delegation.	

2.8.36 Reserve Management

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer. • s5.43 Limitations on delegations to the Chief Executive Officer.
Express power or duty delegated	*Local Government Act 1995*: • s3.54 *Land Administration Act* • s46 (1), Care control and management of reserves.
Function	1. Authority for the control and management of land vested or under a management order with / to the Shire of Boyup Brook. 2. Authority to negotiate and accept vesting's / management orders to incorporate new Reserves within the Shire of Boyup Brook district. 3. Authority for the Shire to occupy land and / or buildings where the appropriate control has been provided.
Delegates	Chief Executive Officer
Conditions	1. Subject to Ministerial orders under the LLA s46 2. Use of this delegation must be recorded.
Express power to subdelegate	*Local Government Act 1995* s • 5.44 Chief Executive Officer may delegate some powers and duties to other employees.

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new delegation.	

2.8.37 Contract Variations (After being Executed)

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer
Express power or duty delegated	*Local Government (Functions & General) Regulations 1996*
Function	The Chief Executive Officer is delegated authority to make minor variations to the contract before being entered into.
Delegates	Chief Executive Officer
Conditions	1. A 'minor price variation' is a. A maximum of 10% (of the total contract value) or $20,000 whichever is the lesser amount, and b. less of the total budgeted project or contract cost. 2. The accumulated value of minor variations must not exceed the total value of the relevant budget adopted by Council. 3. Contract variations above 10% of the total budgeted cost of a project or contract must be considered by Council.
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Rewording to clarify the details of a 'minor variation'	

2.8.38 Authorised Officers (Disposal by Lease or License of Council Property)

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • *s5.42 Delegation of some powers or duties to the* Chief Executive Officer. • *s5.43 Limitations on delegations to the* Chief Executive Officer.	
Express power or duty delegated	*Local Government Act 1995*: • s3.54 *Land Administration Act* • s46 (1), Care control and management of reserves.	
Function	1. Authority to dispose of Shire-owned property via leasing, licensing or memorandum of understandings. 2. Authority to negotiate conditions for the disposal of property in accordance with Shire of Boyup Brook Leasing Policy	
Delegates	Chief Executive Officer	
Conditions	Authority does not include the sale of Shire-owned land without Council approval.	
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new delegation	

2.9 *Planning & Development Act 2005*

An Act to provide for a system of land use planning and development in the State and for related purposes. References in this register to the *Planning and Development Act 2005* means the WA *Planning and Development Act 2005* (amended 19 February 2026).

References in this register to the *Planning and Development (Local Planning Schemes) Regulations 2015* means the WA *Planning and Development (Local Planning Schemes) Regulations 2015* (amended 3 November 2024).

2.9.1 Illegal Development

Head of Power	*Local Government (Miscellaneous Provisions) Act 1960*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • *s5.42 Delegation of some powers or duties to the* Chief Executive Officer. • *s5.43 Limitations on delegations to the* Chief Executive Officer.
Express power or duty delegated	*Planning and Development Act 2005*: • s214(2), (3) and (5). • s215 Illegal development, responsible authority's powers to remove.
Function	1) Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements. 2) Give a written direction to the owner or any other person who undertook an unauthorised development: a) to remove, pull down, take up, or alter the development; and b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3) Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.

	4) If — a) a notice is served on a person under section 214(2), (3) or (5) and that person fails to — i). carry out the directions within the time specified in the notice; or ii). apply under section 255 for a review of any direction contained in the notice; or b) on an application by that person for a review of any direction contained in the notice, the direction is confirmed or varied and the owner fails to carry out the direction as confirmed or varied within the time specified by the State Administrative Tribunal in the notice given under section 255(2), the responsible authority may itself remove, pull down, take up or alter the development, restore the land as nearly as practicable to its condition immediately before the development started, or execute that work, as it directed that person. 5) Any expenses incurred by a responsible authority under section 215(1) may be recovered from the person to whom the direction was given as a debt due in a court of competent jurisdiction.
Delegate	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees

Version Control		
Date	**Details of Amendment**	**Ref**

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

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

2.10.1 Planning Approvals and Associated Decisions

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

Amendments		
Date	**Details of Amendment**	**Ref**

2.11 *Public Health Act 2016*

An Act to protect, promote and improve the health and wellbeing of the public of Western Australia and to reduce the incidence of preventable illness, and for related purposes. References in this register to the *Public Health Act 2016* means the WA *Public Health Act 2016* (amended 1 May 2026).

References to the Health (Asbestos) Regulations 1992 in this register means the WA *Health (Asbestos) Regulations 1992* (amended 29 September 2020).

2.11.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

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

2.11.2 Enforcement Agency Reports to the Chief Health Officer

Head of Power	*Public Health Act 2016*
Delegator	Council
Express power to delegate	*Public Health Act 2016* • s21 Enforcement agency may delegate.
Express power or duty delegated	*Public Health Act 2016* • s22 Reports by and about enforcement agencies.
Function	1) Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire [s.22(1)] 2) Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegate	Chief Executive Officer ~~Environmental Health Officer~~
Conditions	Subject to directions and guidelines issued by the Chief Health Officer under the *Public Health Act 2016*.
Express power to subdelegate	Nil - unless a Regulation enacted under the *Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Removal of Delegated Officer other than Chief Executive Officer. To be dealt with under sub-delegations.	

2.11.3 Designated Authorised Officers

Head of Power	*Public Health Act 2016*
Delegator	Council
Express power to delegate	*Public Health Act 2016* • s21 Enforcement agency may delegate.
Express power or duty delegated	*Public Health Act 2016* • s24(1) & (3) Designation of authorised officers.
Function	Authority to designate a person or class of persons as authorised officers for the purposes of: a) The *Public Health Act 2016* or other specified Act. b) Specified provisions of the *Public Health Act 2016* or other specified Act c) Provisions of the *Public Health Act 2016* or another specified Act, other than the specified provisions of that Act. Including: i. an environmental health officer or environmental health officers as a class; OR ii. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR iii. a mixture of the two. [s24(1) and (3)].
Delegate	Chief Executive Officer
Conditions	1) Subject to each person so appointed being. • Appropriately qualified and experienced [s25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s30 and 31]. 2) A Register (list) of authorised officers is to be maintained in accordance with s27.
Express power to subdelegate	Nil - unless a Regulation enacted under the *Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s21(4)].

Version Control		
Date	**Details of Amendment**	**Ref**

2.12 *Main Roads Act 1930*

An Act to protect, promote and improve the health and wellbeing of the public of Western Australia and to reduce the incidence of preventable illness, and for related purposes. References in this register to the *Main Roads Act 1930* means the WA *Main Roads Act 1930* (amended 30 November 2023).

2.12.1 Traffic Management – Events on Roads

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

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

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

i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;

ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or

iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

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

(a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;

(b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and

(c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

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

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

1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and

2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

2.12.2 Traffic Management – Road Works

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

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

(a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;

(b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and

(c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

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

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

2.13 Local Law Delegations to Chief Executive Officer

2.13.1 Activities in Thoroughfares and Public Places and Trading Local Law

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer
Express power or duty delegated	*Local Government Act 1995 s3.18, s5.42 & s9.10* *Shire of Boyup Brook Activities in Thoroughfares and Public Places and Trading Local Law 2005*
Function	The Chief Executive Officer is delegated with the authority for the administration of *Activities in Thoroughfares and Public Places and Trading Local Law 2005*, including the appointment of authorised persons (under section 9.10 of the Act) to perform any of the functions of the authorised person under this local law.
Delegates	Chief Executive Officer
Conditions	1. The CEO may refer any matter to the Council. 2. Council is to be informed of any prosecution under the local law. 3. Council decision is required to: i. Decide under Part 2 ii. Hear an objection under Part 8 iii. Appoint authorised persons who are not employees under section 9.10 of the Act
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new delegation	

2.13.2 Parking and Parking Facilities Local Law

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer	
Express power or duty delegated	*Local Government Act 1995 s5.42, s9.10* *Shire of Boyup Brook Parking and parking facilities Local Law 2005*	
Function	The administration of the Parking and Parking Facilities Local Law 2016, including the appointment of Authorised Persons (under section 9.10 of the Act) to perform any of the functions of the authorised person under this local law, be delegated to the CEO.	
Delegates	Chief Executive Officer	
Conditions	1. The CEO may refer any matter for decision of the Council; and 2. The Council is to be provided details of any prosecution under the local law.	
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new delegation	

2.13.3 Local Law Relating to Fencing

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer
Express power or duty delegated	*Local Government Act 1995 s9.10* *Shire of Boyup Brook Local Law Relating to Fencing 2005*
Function	The Chief Executive Officer is delegated the powers and duties of Shire of Boyup Brook Local Law Relating to Fencing 2005.
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new delegation	

2.13.4 Cemeteries Local Law

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer
Express power or duty delegated	*Cemeteries Act 1986* s6 *Shire of Boyup Brook Cemeteries Local Law 2005*
Function	Subject to any directions given by the Board (Shire of Boyup Brook), the Chief Executive Officer shall exercise all the powers and functions of the Board in respect of Cemeteries. 1. Applications for burial and accompanying certificates and fees 2. Notice period of a funeral 3. Burial application refusal 4. Conditions when a dead body can be brought into a cemetery i.e. whether the coffin is structurally sound 5. Funeral processions 6. Vehicle access to the cemetery and speed limitation 7. Dealing with nuisance 8. Conduct of the funeral 9. Disposal and/or burial of ashes 10. Constructions of mausoleum 11. Applications for monumental work and grants of right of burial 12. Sand, earth, and material removal 13. Hours of work in the cemetery 14. Unfinished work 15. Use of wood 16. Officer supervision in cemeteries 17. Monumental Mason Licences issuance 18. Animal entry to cemeteries 19. Withered flowers 20. Funeral Directors Licences issuance
Delegates	Chief Executive Officer
Conditions	Nil

Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees. • s9.10 Appointment of Authorised Persons.

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new delegation	

2.13.5 Dogs Local Law

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer
Express power or duty delegated	*Local Government Act 1995 s9.10* *Shire of Boyup Brook Dogs Local Law 2005*
Function	The Chief Executive Officer is delegated the powers and duties conferred by the Shire of Boyup Brook Dogs Local Law 2005
Delegates	Chief Executive Officer
Conditions	1. Kennel applications must be accompanied by the relevant Planning, Building and Health approvals. 2. The Chief Executive Officer may refer any matter to Council for decision. 3. The Council is to be provided with details of any prosecution under the local law. 4. Kennel Licence approvals granted under this delegation are to be noted in the register.
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new delegation	

2.13.6 Local Government Property Local Law

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer
Express power or duty delegated	*Local Government Act 1995 s9.10* *Shire of Boyup Brook Local Government Property Local Law 2005*
Function	The administration of the Local Laws Relating to Property, including the appointment of authorised persons to perform any of the functions of the authorised person under this local law, be delegated to the CEO, subject to the conditions
Delegates	Chief Executive Officer
Conditions	1. The CEO may refer any matter for decision of the Council. 2. The Council is to be provided parts of any prosecution under the local law. 3. Only the Council is to: - I. decide under Part 2; II. adopt or vary a policy containing conditions subject to which an application for a permit may be approved under clauses 3.3(1)(a); III. enter into an agreement with a permit holder in respect of ownership of materials in a building (clause 3.7); IV. cancel a permit under clause 3.12; V. issue a permit under clause 3.13(1)(l) (erect a building) or 3.13(1)(n) (erect or install any utility or service structure); VI. hear an objection under Part 7; and VII. appoint authorised persons who are not employees under section 9.10 of the Act.
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees. • s9.10 Appointment of Authorised Persons.

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new delegation	

2.13.7 Health Local Law

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer
Express power or duty delegated	*Local Government Act 1995 s9.10* *Shire of Boyup Brook Health Local Laws 2004*
Function	The Chief Executive Officer and Director Infrastructure and Development are delegated the powers and duties conferred by the Shire of Boyup Brook Health Local Laws 2004.
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer may refer any matter to Council for decision. 2. The Council is to be provided with details of any prosecution under the local law.
Express power to subdelegate	*Local Government Act 1995* s • 5.44 Chief Executive Officer may delegate some powers and duties to other employees

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new delegation	

Document Control		
Date Reviewed	**Details**	**Author**
30 January 2025	Adopted by Council	Leonard Long
27 February 2025	Inclusion of Delegations to Committees	Leonard Long
4 December 2025	Deletion of Medical Centre Committee	Magdalena Le Grange
29 January 2026	Updating references to government departments that have been restructured or renamed; Correcting outdated or incorrect Act titles; Removing references to repealed legislation or superseded terminology; and Aligning explanatory text with amendments to the Local Government Act 1995	Magdalena Le Grange Leonard Long
29 October 2026	Addition of explanatory information relating to delegations. Updating references to government departments that have been restructured or renamed. Updating correct Act and Regulations titles; correct amendment dates. Addition of delegations under the *Local Government Act 1995.* Additional of delegations regarding Shire of Boyup Brook Local Laws.	Gordon MacMile

SHIRE OF BOYUP BROOK

Register of Sub-delegations

Chief Executive Officer to

Employees

* Note – Proposed amended text is in red font for ease of identification. Will be reformatted in final published version.

Background

Delegations and authorisations are how decision-making bodies can access and distribute the power to undertake certain statutory functions. A delegation is a conferral of the ability to exercise a power or duty to a person or body from a person or body that is vested with the responsibility to exercise that power or duty.

Delegation is a formal means of empowering one entity to perform functions and duties that are otherwise reserved in legislation for another entity. Delegation is a tool used in government at all levels to enable the efficient and effective delivery of services while ensuring clarity regarding who is permitted to perform specific discretionary functions.

Local government exercises many of its functions through a combination of delegated powers and authorisations. This includes functions under the Local Government Act 1995 (the Act) but also legislation related to planning, dogs, cats, health, building, bush fire prevention and management and food safety.

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

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

Delegation by the Chief Executive Officer to an Employee

Section 5.44.(1) of the Act allows for the Chief Executive Officer to delegate any of the powers to another employee other than the power of delegation. This must be done in writing as per section 5.44(2). The Act also allows for the Chief Executive Officer to place conditions on any delegations if desired under section 5.44(4).

A register of delegations relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year as per section 5.46(1) and (2) of the Act. If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is exercised as per section 5.46(3) of the Act. The record is to contain the following information:

- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and
- The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty under Regulation 19 of *Local Government (Administration) Regulations 1996.*

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Business Units responsible for a work process are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation. This includes recording of delegated authority of the Chief Executive Officer where applicable, once approved through a signed authority by the Chief Executive Officer.

A person to whom a power is delegated under the Act is considered to be a "designated employee" under section 5.74(1) of the Act and is required to complete a primary and annual return each year.

There is no power for a person other than the Chief Executive Officer to delegate a power as stated in section 5.44(1) of the Act.

Officers must refer to relevant legislation prior to making any decisions under delegated authority.

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Background

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

Statutory Framework

Local Government Act 1995

s5.16. Delegation of some powers and duties to certain committees.

1) Within three (3) months after the day on which regulations prescribing the model code came into effect, a local government must prepare and adopt by Absolute Majority a code of conduct to be observed by Elected Members, committee members and candidates that incorporates the model code.

2) Under and subject to s5.17 a local government may delegate by Absolute Majority to a committee any of its powers and duties other than this power of delegation.

3) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

s5.17 Limits on delegation of powers and duties to certain committees.

1) A local government can delegate –

a) To a committee comprising Elected Members only, any of the council's powers or duties under this Act except –

i. Any power or duty that requires a decision of an Absolute Majority of the council; and
ii. Any other power or duty that is prescribed.

b) To a committee comprising Elected Members and employees, any local government's powers or duties that can be delegated to the Chief Executive Officer under Division 4; and

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c) To a committee referred to in s5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of –

i. The local government's property; or ii. An event in which the local government is involved. 2) A local government cannot delegate any of its powers or duties to a committee referred to in s5.9(2)(f).

s5.18 Register of delegations to committees

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

s5.42 Delegation of some powers and duties to the Chief Executive Officer

1) A local government may delegate by Absolute Majority to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under –

a) This Act other than those referred to in s5.43; or
b) The *Planning and Development Act 2005* s214(2), (3) or (5).

2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

s5.43 Limits on delegations to Chief Executive Officer

A local government cannot delegate to a Chief Executive Officer any of the following powers or duties -

a) Any power or duty that requires a decision of an Absolute Majority of the council.
b) Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.
c) Appointing an auditor.
d) Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.
e) Any of the local government's powers under s5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.129.
f) Borrowing money on behalf of the local government.
g) Hearing or determining an objection of a kind referred to in s9.5.
ha) the power under s9.49A(4) to authorise a person to sign documents on behalf of the local government.
h) Any power or duty that requires the approval of the Minister or the Governor; and
i) Such other powers or duties as may be prescribed.

s5.44 Chief Executive Officer may delegate powers and duties to other employees.

1) A Chief Executive Officer may delegate to any employee of the local government the exercise of any of the Chief Executive Officer's powers or the discharge of any of the Chief Executive Officer's duties under this Act other than this power of delegation.

2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the Chief Executive Officer under s5.42, but in the case of such a power or duty –

a) The Chief Executive Officer's power under this section to delegate the exercise of that power or the discharge of that duty; and
b) The exercise of that power or the discharge of that duty by the Chief Executive Officer's delegate, are subject to any conditions imposed by the local government on its delegation to the Chief Executive Officer.

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

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

s5.45 Other matters relevant to delegations under this Division.

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

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

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

a) A local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or
b) A Chief Executive Officer from performing any of their functions by acting through another person.

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s5.46 Register of, and records relevant to, delegations to Chief Executive Officer and employees

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

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

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

Note – references in this register to the ***Local Government Act 1995*** means the WA ***Local Government Act 1995*** (amended 26 June 2026).

Local Government (Administration) Regulations 1996

s18G Delegations to Chief Executive Officer's, limits on (Act s5.43)

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

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

s19. Delegates to keep certain records (Act s5.46(3))

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

a) How the person exercised the power or discharged the duty; and
b) When the person exercised the power or discharged the duty; and
c) The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Note – references in this register to the ***Local Government (Administration) Regulations 1996*** means the WA ***Local Government (Administration) Regulations 1996*** (amended 1 January 2026).

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Other Legislation

(including details of most recent legislative and regulatory amendment dates / versions).

- *Building Act 2011* (amended 28 May 2026).
- *Building Regulations 2012* (amended 23 July 2026).
- *Bush Fires Act 1954* (amended 1 September 2022).
- *Cat Act 2011* (amended 25 September 2025).
- *Cat Regulations 2012* (amended 24 July 2025).
- *Control of Vehicle (Off-road Areas) Act 1978* (amended 28 June 2026).
- *Control of Vehicle (Off road Areas) Regulations 1979* (amended 7 November 2020).
- *Criminal Procedure Act 2004* (amended 25 September 2025).
- *Criminal Procedures Regulations 2005* (amended 15 May 2026).
- *Dog Act 1976* (amended 28 November 2024).
- *Food Act 2008* (amended 5 April 2023).
- *Food Regulations 2009* (amended 1 July 2026).
- *Health (Miscellaneous Provisions) Act 1911* (amended 1 May 2026).
- *Liquor Control Act 1979* (amended 1 July 2026).
- *Litter Act 1979* (amended 5 April 2023).
- *Litter Regulations 1981* (amended 8 August 2015).
- *Local Government (Financial Management) Regulations 1996* (amended 1 January 2026).
- *Local Government (Miscellaneous Provisions) Act 1960* (amended 6 July 2019).
- *Local Government (Parking for People with Disabilities) Regulations 2014* (amended 25 April 2020).
- *Local Government (Uniform Local Provisions) Regulations 1996* (amended 24 May 2013).
- *Main Roads Act 1930* (amended 30 November 2023).
- *Planning and Development Act 2005* (amended 19 February 2026).
- *Planning & Development (Local Planning Schemes) Regulations 2015* (amended 3 November 2024).
- *Road Traffic Act 1974* (amended 10 January 2025).
- *Graffiti Vandalism Act 2016* (amended 21 January 2017).
- *Public Health Act 2016* (amended 1 May 2026).
- *Health (Asbestos) Regulations 1992* (amended 29 September 2020).

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Definitions

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

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

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

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

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

"Conditions": a description of when the delegation/authorisation can or cannot be used, or the time frame for which the delegation/authorisation is valid.

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

"Express Power or Duty": a power or duty written (expressly) in legislation.

"Express Power to Delegate": a power (procedure) written (expressly) in legislation that enables the devolution of an Express Power or Duty from a Delegator to a Delegate.

"Instruction" means the requirement for a staff member to act in accordance with a directive given by the Chief Executive Officer, Executive Manager or Co-ordinator.

"Policy" as the context requires, means either:

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

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Department of Local Government, Industry Regulation and Safety – Guideline No. 17

The Department of Local Government, Industry Regulation and Safety has published guidelines for the formation of delegations.

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

Delegation to a Temporary Employed or Appointed Chief Executive Officer

Under section 5.44 of the *Local Government Act*, an acting, interim or temporary *CHIEF EXECUTIVE OFFICER* may on-delegate powers to employees.

In accordance with the relevant Shire of Boyup Brook policy (Policy G8), an Acting Chief Executive Officer shall exercise the powers, including delegations, and discharge the duties of the Chief Executive Officer.

Local Government Operational Guideline: *Delegations, Authorisations and Acting Through*

Visit www.dlgsc.wa.gov.au/department/publications/publication/delegations to view the operational guideline.

Recordkeeping

Section 5.46 of the *Local Government Act* and Regulation 19 of the *Local Government (Administration) Regulations 1996* require a person who is delegated a power or duty to keep records in relation to the exercise of the power or discharge of the duty. The written record is to contain:

- How the person executed the delegation;
- When the person executed the delegation; and
- The persons or classes of the persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Review of Sub-delegations

The Chief Executive Officer will review sub-delegations as required on changeover of staff or change of staff functions and will review all delegation at least once in the financial year in accordance with the Act.

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1. Delegations from Council to Committees

Local Government Act 1995

5.18 Register of delegations to committees

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

1.1 Local Government Act 1995

1.1.1 Rylington Park Committee and Sub-Committee

Head of Power	*Local Government Act*
Delegator	Council
Express power to delegate	*Local Government Act* • s.5.16 Delegation of some powers and duties to certain committees.
Express power or duty delegated	*Local Government Act* • s.7.17(1)(c) Duties of Local Government with respect to property or an event in which the local government is involved.
Function	Committee: 1. Delegated the authority from Council to consider all matters pertaining to the strategic direction of the Rylington Park. This does not include the day-to day operations of the Rylington Park. 2. Authority to sub-delegate to the sub-committee subject to the delegation limitations contained within the Terms of Reference. Sub-Committee 1. Sale and purchase of crops and biological assets only.
Delegates	Rylington Park Committee and Sub-Committee
Express power to subdelegate	Nil

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Date	**Details of Amendment**	**Ref**

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2. Delegations from Council to Chief Executive Officer

2.1 Building Act 2011

An Act to provide for the following – permits for building work and demolition work, standards for the construction and demolition of buildings and incidental structures, the use and maintenance of, and requirements in relation to, existing buildings and incidental structures, work affecting land other than land on which the work is done, and related matters. References in this register to the *Building Act 2011 will mean the WA Building Act 2011* (amended 28 May 2026) and references to the *Building Regulations 2012 shall mean the WA Building Regulations 2012* (amended 23 July 2026).

2.1.1 Grant a Building Permit

Head of Power	*Building Act 2011*
Delegator	Council
Express power to delegate	*Building Act 2011* • s127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	*Building Act 2011* • s18 Further information. • s20 Grant of building permit. • s22 Further grounds for not granting an application. • s23 Time for deciding an application for building or demolition permit. • s24 Notice of decision not to grant building or demolition permit. • s27(1) & (3) Impose conditions on permit. *Building Regulations 2012* • r.23 Application to extend time during which permit has effect [s32]. • r.24 Extension of time during which permit has effect [s 32(3)]. • r.26 Approval of new responsible persons [s35(c)].
Function	1) Authority to require an applicant to provide any documentation or information required to determine a building permit application [s18(1)]. 2) Authority to refuse to consider an application [s18(2)]. 3) Authority to grant or refuse to grant a building permit [s20(1) & (2) & s22]. 4) Authority to refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in s23(1) & (2) [s23(4)].

	5) Record the grounds on which a decision to refuse to grant a building permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s24]. 6) Authority to impose, vary or revoke conditions on a building permit [s27(1) & (3)]. 7) Authority to determine an application to extend time during which a building permit has effect [r.23 & r.24]. 8) Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	Chief Executive Officer
Conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with Regulation 5 of the *Building Regulations 2012.*
Express power to subdelegate	*Building Act 2011* • s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to Chief Executive Officer)
Subdelegate	Building Surveyor
Subdelegate conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with Regulation 5 of the *Building Regulations 2012*.
Statutory Framework	• s.17 Uncertified application to be considered by building surveyor • s.23 Time for deciding application for building or demolition permit • s.119 Building and demolition permits - application for review by SAT *Building Regulations 2012* • r.25 Review of decision to refuse to extend time during which permit has effect [s.32(3)] - reviewable by SAT *Building Services (Registration) Act 2011* • s.7 Carrying out prescribed building service when not registered *Home Building Contracts Act 1991* • Part 3A, Division 2 Home indemnity insurance and corresponding cover – Builders *Building and Construction Industry Training Levy Act 1990* *Heritage of Western Australia Act 1990*

Record Keeping	*Building Act 2011* • s.130 Building records to be kept *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**

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2.1.2 Demolition Permits

Head of Power	*Building Act 2011*
Delegator	Council
Express power to delegate	*Building Act 2011* • s127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	*Building Act 2011* • s18 Further information. • s21 Grant of demolition permit. • s22 Further grounds for not granting an application. • s23 Time for deciding an application for building or demolition permit. • s24 Notice of decision not to grant building or demolition permit. • s27(1) & (3) Impose conditions on permit. *Building Regulations 2012* • r.23 Application to extend time during which permit has effect [s.32]. • r.24 Extension of time during which permit has effect [s.32(3)]. • r.26 Approval of new responsible persons [s35(c)].
Function	1) Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s18(1)]. 2) Authority to grant or refuse to grant a demolition permit on the basis that all s21(1) requirements have been satisfied [s20(1) & (2) and s.22]. 3) Authority to impose, vary or revoke conditions on a demolition permit [s27(1) and (3)]. 4) Authority to determine an application to extend time during which a demolition permit has effect [r.23]. i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s27 [r.24(2)]. 5) Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].

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Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	*Building Act 2011* • s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO)
Subdelegate	Building Surveyor
Subdelegate conditions	Nil
Statutory Framework	• s.17 Uncertified application to be considered by building surveyor • s.23 Time for deciding application for building or demolition permit • s.119 Building and demolition permits - application for review by SAT *Building Regulations 2012* • r.25 Review of decision to refuse to extend time during which permit has effect [s.32(3)] - reviewable by SAT *Building Services (Registration) Act 2011* • s.7 Carrying out prescribed building service when not registered *Home Building Contracts Act 1991* • Part 3A, Division 2 Home indemnity insurance and corresponding cover - Builders" *Building and Construction Industry Training Levy Act 1990* *Heritage of Western Australia Act 1990*
Record keeping	*Building Act 2011* • s.130 Building records to be kept. *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.

Version Control		
Date	**Details of Amendment**	**Ref**

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2.1.3 Occupancy Permits or Building Approval Certificates

Head of Power	*Building Act 2011*
Delegator	Council
Express power to delegate	*Building Act 2011* • s127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	*Building Act 2011* • s55 Further information. • s58 Grant of occupancy permit, building approval certificate. • s59 Time for granting occupancy permit or building approval certificate. • s60 Notice of decision not to grant occupancy permit or grant building approval certificate. • s62(1) and (3) Conditions imposed by permit authority. • s65(4) Extension of period of duration. *Building Regulations 2012* • r.40 Extension of period of duration of time limited occupancy permit or building approval certificate [s65].
Function	1) Authority to require an applicant to provide any documentation or information required in order to determine an application and to verify the information by statutory declaration [s.55(1)]. 2) Authority to refuse to consider an application [s.55(2)]. 3) Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 4) Authority to record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right to review [s.60]. 5) Authority to impose, add, vary, or revoke conditions on an occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations [s62(1) and (3)]. 6) Authority to give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review [s62 (4) and (5)]. 7) Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s65(4) and r.40].

	8) Authority to refuse to accept an application to extend the time during which an occupancy permit or a building approval certificate has effect [r.40(2)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	*Building Act 2011* • s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO).
Subdelegate	Building Surveyor
Subdelegate Conditions	Nil
Statutory Framework	• s.59 Time for granting occupancy permit or building approval certificate. • s.60 Notice of decision not to grant occupancy permit or grant building approval certificate. • s.121 Occupancy permits and building approval certificates - application for review by SAT. *Building Services (Complaint Resolution and Administration) Act 2011* • Part 7 - Division 2 Building services levy. *Building and Construction Industry Training Levy Act 1990* *Heritage of Western Australia Act 1990*
Record Keeping	*Building Act 2011* • s.130 Building records to be kept. *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.

Amendments		
Date	**Details of Amendment**	**Ref**

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2.1.4 Building Orders

Head of Power	*Building Act 2011*
Delegator	Council
Express power to delegate	*Building Act 2011* • s127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	*Building Act 2011* • s88 Finishes of walls close to boundaries. • s110(1) A permit authority may make a building order. • s111(1) Notice of proposed building order other than building order (emergency) • s117(1) & (2) A permit authority may revoke a building order or notify that it remains in effect. • s118(2) & (3) Permit authority may give effect to building order if non-compliance. • s133(1) A permit authority may commence a prosecution for an offence against this Act.
Function	1) Authority to make Building Orders in relation to: a. building work; b. demolition work; and c. an existing building or incidental structure [s110(1)]. 2) Authority to specify the way in which an outward facing side of a particular close wall must be finished [s88(3)]. 3) Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s111(1)(c)]. 4) Authority to revoke a building order [s117]. 5) Authority to decide on whether the building order has been fully complied with and either revoke the building order or inform teach person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under s112(3)(c) [s117(2)]. 6) If there is non-compliance with a building order, authority to cause an authorised person to: a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s118(2)].

	7) Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s118(3)]. 8) Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the *Building Act 2011*.
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	Building Act 2011 • s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO).
Subdelegate	Building Surveyor
Subdelegate Conditions	Nil
Statutory Framework	• s.111 Notice of proposed building order other than building order (emergency). • s.112 Content of building order. • s.113 Limitation on effect of building order. • s.114 Service of building order. • s.122 Building orders - application for review by SAT.
Record Keeping	*Building Act 2011* • s.130 Building records to be kept. *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.

Version Control		
Date	**Details of Amendment**	**Ref**

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2.1.5 Inspection and Copies of Building Records

Head of Power	*Building Act 2011*	
Delegator	Council	
Express power to delegate	*Building Act 2011* • s127(1) & (3) Delegation: special permit authorities and local government.	
Express power or duty delegated	*Building Act 2011* • s131(2) Inspection, copies of building records.	
Function	Authority to determine an application from an interested person to inspect and copy a building record [s131(2)].	
Delegates	Chief Executive Officer	
Conditions	Nil	
Express power to subdelegate	*Building Control* • s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO).	
Subdelegate	Building Surveyor	
Subdelegate Conditions	Nil	
Statutory Framework	*Building Act 2011* • s.146 Confidentiality.	
Record Keeping		
Version Control		
Date	**Details of Amendment**	**Ref**

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2.1.6 Referrals and Issuing Certificates

Head of Power	*Building Act 2011*	
Delegator	Council	
Express power to delegate	*Building Act 2011* • s127(1) & (3) Delegation: special permit authorities and local government.	
Express power or duty delegated	*Building Act 2011* • s145A Local Government Function.	
Function	1) Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s145A (1)]. 2) Authority to issue a Certificate of Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Boyup Brook's District [s145A (2)].	
Delegates	Chief Executive Officer	
Conditions	Nil	
Express power to subdelegate	*Building Act 2011* • s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO).	
Subdelegate	Building Surveyor	
Subdelegate Conditions	Nil	
Statutory Framework	Nil	
Record Keeping	*Building Act 2011* • s.130 Building records to be kept. *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.	
Version Control		
Date	**Details of Amendment**	**Ref**

2.1.7 Private Pool Barrier – Alternative and Performance Solutions

Head of Power	*Building Act 2011*
Delegator	Council
Express power to delegate	*Building Act 2011* • s127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	*Building Regulations 2012* • r.51 Approvals by permit authority.
Function	1) Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)]. 2) Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant problems of a structural nature or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]. 3) Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	*Building Act 2011* • s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO).
Subdelegate	Building Surveyor
Subdelegate conditions	Nil
Statutory Framework	Nil
Record Keeping	*Building Act 2011* • s.130 Building records to be kept. *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.

Version Control		
Date	**Details of Amendment**	**Ref**

2.1.8 Smoke Alarms – Alternative Solutions

Head of Power	*Building Act 2011*	
Delegator	Council	
Express power to delegate	*Building Act 2011* • s127(1) & (3) Delegation: special permit authorities and local government.	
Express power or duty delegated	*Building Regulations 2012* • r.55 Terms used (alternative building solution approval). • r.61 Local Government approval of battery powered smoke alarms.	
Function	1) Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2) Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].	
Delegates	Chief Executive Officer	
Conditions	Nil	
Express power to subdelegate	*Building Act 2011* • s127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO)	
Subdelegate	Building Surveyor	
Subdelegate Conditions	Nil	
Statutory Framework	Nil	
Record Keeping	*Building Act 2011* • s.130 Building records to be kept. *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.	
Version Control		
Date	**Details of Amendment**	**Ref**

2.2 Cat Act 2011

An Act to provide for the control and management of cats; and promote and encourage the responsible ownership of cats, and for related matters. References to the *Cat Act 2011* in this register means the *Cat Act 2011* (amended 25 September 2025). References to the Cat Regulations 2012 means the Cat Regulations 2021 (amended 24 July 2025).

2.2.1 Cat Registration

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

Subdelegate	Customer Service Officer Finance Officer Administration Officer Manager Community Services Manager Financial Services Executive Manager Corporate Services Executive Manager Governance and Community Services
Subdelegate Conditions	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011.*
Statutory Framework	*Cat Regulations 2012* • r.11 Application for registration [s.8(2)], prescribes the Form of applications for registration • r.12 Period of registration [s.9(7)] • r.13 Changes in registration • r.14 Registration certificate [s.11(1)(b)] • r.15 Registration tags [s.76(2)]
Record Keeping	*Cat Act 2011* • s.47 Register of, and review of, delegation *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records

Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	• Remove Governance Officer. • Include Records / Administration Officer. • Correct Exec Man Corporate title.	Various
25 March 2026	• Change Title Records / Administration Officer to Administration Officer	
29 October 2026	• Addition of Exec. Manager Governance and Community position.	

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2.2.2 Cat Control Notices

Head of Power	*Cat Act 2011*	
Delegator	Council	
Express power to delegate	*Cat Act 2011* • s44 Delegated by local government.	
Express power or duty delegated	Cat Act 2011 • s26 Cat control notice may be given to cat owner.	
Function	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire's District [s26].	
Delegates	Chief Executive Officer	
Conditions	Nil	
Express power to subdelegate	*Cat Act 2011* • s45 Delegation by CEO of local government.	
Subdelegate	• Ranger • Executive Manager Corporate Services • Executive Manager Governance and Community Services • Manager Community Services • Environmental Health Officer	
Subdelegate Conditions	Nil	
Statutory Framework	*Cat Regulations 2012* • r.20 Cat control notice [s.23(3)], prescribes the Form of the notice	
Record Keeping	*Cat Act 2011* • s.47 Register of, and review of, delegation *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title.	Various
29 October 2026	Addition of Exec. Mgr. Governance and Community, Manager Community Services and Environmental Health Officer positions.	

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2.2.3 Approval to Breed Cats

Head of Power	*Cat Act 2011*
Delegator	Council
Express power to delegate	Cat Act 2011 • s44 Delegated by local government.
Express power or duty delegated	Cat Act 2011 • s37 Approval to breed cats. • s38 Cancellation of approval to breed cats. • s39 Certificate to be given to approved cat breeder
Function	1) Authority to grant or refuse to grant approval or renew an approval to breed cats [s37 (1) and (2)]. 2) Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s37(4)]. 3) Authority to cancel an approval to breed cats [s38]. 4) Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged, or destroyed [s39(2)].
Delegates	Chief Executive Officer
Conditions	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Express power to subdelegate	*Cat Act 2011* • s45 Delegation by CEO of local government
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services Manager Community Services
Subdelegate Conditions	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011.*
Statutory Framework	*Cat Regulations 2012* • r.21 Application for approval to breed cats [s.36(2)] • r.22 Other circumstances leading to refusal of approval to breed cats [s.37(2)(f)]. • r.23 Person who may not be refused approval to breed cats [s.37(5)]. • r.24 Duration of approval to breed cats [s.37(6)]. • r.25 Certificate given to approved cat breeder [s.39(1)].
Record Keeping	*Cat Act 2011* • *s.47 Register of, and review of, delegation* *Local Government (Administration) Regulations 1996* • *r.19 Delegates to keep certain records*

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Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Exec. Mgr. Governance and Community Services and Manager Community Services positions.	

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2.2.4 Recovery of Costs – Destruction of Cats

Head of Power	*Cat Act 2011*
Delegator	Council
Express power to delegate	*Cat Act 2011* • s44 Delegated by local government.
Express power or duty delegated	*Cat Act 2011* • s49(3) Authorised person may cause a cat to be destroyed
Function	Authority to recover the amount of costs associated with the destruction and the disposal of a cat [s49(3)].
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	*Cat Act 2011* • s45 Delegation by CEO of local government
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services Manager Community Services
Subdelegate Conditions	Nil
Statutory Framework	Nil
Record Keeping	*Cat Act 2011* • s.47 Register of, and review of, delegation *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records

Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Executive Manager Governance and Community Services, Manager Community Services positions.	

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2.2.5 Application to Keep Additional Cats

Head of Power	*Cat Act 2011*
Delegator	Council
Express power to delegate	*Cat Act 2011* • s44 Delegated by local government.
Express power or duty delegated	*Cat (Uniform Local Provisions) Regulations 2013* • r.8 Application to keep additional number of cats • r.9 Grant of approval to keep additional number of cats
Function	1) Authority to require any document or additional information required to determine an application [r.8(3)] 2) Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3) Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	Chief Executive Officer
Conditions	Notices of decision must include advice as to Review rights in accordance with Regulation 11 of the Cat (Uniform Local Provisions) Regulations 2013.
Express power to subdelegate	*Cat Act 2011* • s45 Delegation by CEO of local government
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services Manager Community Services.
Subdelegate Conditions	Notices of decision must include advice as to Review rights in accordance with Regulation 11 of the *Cat (Uniform Local Provisions) Regulations 2013.*
Statutory Framework	Nil
Record Keeping	*Cat Act 2011* s.47 Register of, and review of, delegation *Local Government (Administration) Regulations 1996* r.19 Delegates to keep certain records

Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Executive Manager Governance and Community Services, Manager Community Services positions.	

2.3 Dog Act 1976

An Act to amend and consolidate the law relating to the control and registration of dogs, the ownership and keeping of dogs and the obligations and rights of persons in relation thereto, and for incidental and other purposes. References in this register to the *Dog Act 1976* means the WA *Dog Act 1976* (amended 28 November 2024).

2.3.1 Registration of Dogs

Head of Power	*Dog Act 1976*
Delegator	Council
Express power to delegate	*Dog Act 1976* • s10AA Delegation of local government powers and duties.
Express power or duty delegated	*Dog Act 1976* • s14(1), (3) & (4) Register of dogs • s16(1), (2), (3A), (3C) & (6) Registration Procedure • s45(2) Evidentiary provisions.
Function	1) Authority to keep an accurate and up-to-date register of dogs registered by the local government [s.14(1)]. 2) Authority to record in the register the information prescribed in respect of each dog registered by the local government [s.14(3)]. 3) Authority to cause any error in, or omission from, the register to be corrected [s.14(4)]. 4) Authority to register a dog in the district in which. a) the dog is ordinarily kept; or b) the dog is deemed to be ordinarily kept pursuant to section 9 or section 10(2), if the owner of the dog or some person on his behalf delivers an application in the prescribed form, signed by or on behalf of the owner and accompanied by the prescribed fee, if any, to the office of the local government or some other place within the district appointed by the local government for the purpose [s.16(1)]. 5) Authority to, on receipt of an application duly made under subsection (1) shall — a) effect the registration in accordance with this Act; or b) where the local government so directs, refuse the application and refund the fee, if any, and in either event shall as soon as is practicable thereafter enter the prescribed particulars in the record maintained by the local government pursuant to section 14 [s.16(2)].

	6) Authority to cancel the registration of a dog in accordance with section 16(3A) and (3C). 7) Authority to, on effecting or renewing any registration, deliver to the applicant — a) a certificate in the prescribed form acknowledging the fee paid and specifying the registration number allocated to each dog, the term of the relevant registration period, and a description of each dog so registered; and b) in respect of each dog so registered, a registration tag of the prescribed kind [s.16(6)]. 8) Authority to certify entries in the register of dogs in accordance with s.45(2) [s.45(2)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s10AA (3)].
Express power to subdelegate	*Dog Act 1976* • s10AA (3) Delegation of local government powers and duties **NOTE** – sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation
Subdelegate	Customer Service Officer Finance Officer Administration Officer Manager Community Services Manager Financial Services Executive Manager Corporate Services Executive Manager Governance and Community Services
Subdelegate Conditions	Nil
Statutory Framework	*Dog Act 1976* • s.17A If no application for registration made - procedure for giving notice of decision under s.16(3). Note - Decision made under this delegation may be referred for review by SAT - s.16A, s.17(4) & (6)
Record Keeping	*Dog Act 1976* • s.10AB Register of, and review of, delegations *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records

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Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	• Remove Governance Officer. • Include Records / Administration Officer. • Correct Exec Man. Corporate title.	Various
25 March 2026	Change Title Records / Administration Officer to Administration Officer	
29 October 2026	Addition of Exec. Manager Governance and Community Services positions.	

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2.3.2 Refuse or Cancel Registration

Head of Power	*Dog Act 1976*
Delegator	Council
Express power to delegate	*Dog Act 1976* • s10AA Delegation of local government powers and duties.
Express power or duty delegated	*Dog Act 1976* • s15(2) & (4A) Registration periods and fees • s16(3) Registration procedure • s17A (2) If no application for registration made. • s17(4) & (6) Refusal or cancellation of registration
Function	1) Authority to determine to refuse a dog registration and refund the fee, if any [s.15(2)]. 2) Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: a) the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the Cat Act 2011, or the Animal Welfare Act 2002; or b) the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease; or c) the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept; or d) the dog is required to be microchipped but is not microchipped; or e) the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3) Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Boyup Brook's District [s15(4A)]. 4) Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. 5) Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)].

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Express power to subdelegate	*Dog Act 1976* • s10AA (3) Delegation of local government powers and duties **NOTE** – sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services Manager Community Services
Subdelegate Conditions	Nil
Statutory Framework	*Dog Act 1976* • s.17A If no application for registration made - procedure for giving notice of decision under s.16(3). **Note** - Decision made under this delegation may be referred for review by SAT - s.16A, s.17(4) & (6)
Record Keeping	*Dog Act 1976* • s.10AB Register of, and review of, delegations. *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.

Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Exec. Manager Governance and Community Services positions.	

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2.3.3 Recovery of Monies Due Under this Act

Head of Power	*Dog Act 1976*
Delegator	Council
Express power to delegate	*Dog Act 1976* • s10AA Delegation of local government powers and duties.
Express power or duty delegated	*Dog Act 1976* • s29(5) Power to seize dogs
Function	Authority to recover monies, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)].
Express power to subdelegate	*Dog Act 1976* • s10AA (3) Delegation of local government powers and duties **NOTE** – sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services Manager Finance
Subdelegate Conditions	Nil
Statutory Framework	*Dog Act 1976* • s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense. • s.33M Local government expenses to be recoverable. • s.47 Veterinary service expenses recoverable from local government. *Dog Regulations 2013* • r.31 Local government expenses as to dangerous dogs (declared)
Record Keeping	*Dog Act 1976* • s.10AB Register of, and review of, delegations *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records

Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Exec. Manager Governance and Community Services; Manager Finance positions.	

2.3.4 Dispose or Sell Dogs Liable to be Destroyed

Head of Power	*Dog Act 1976*
Delegator	Council
Express power to delegate	*Dog Act 1976* • s10AA Delegation of local government powers and duties.
Express power or duty delegated	*Dog Act 1976* • s29(11) Power to seize dogs
Function	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	Chief Executive Officer
Conditions	1) The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)]. 2) Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express power to subdelegate	*Dog Act 1976* • s10AA (3) Delegation of local government powers and duties **NOTE** – sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation).
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services Manager Community Services Manager Finance
Subdelegate Conditions	Proceeds from the sale of dogs are to be directed into the Municipal Fund
Statutory Framework	Nil
Record Keeping	*Dog Act 1976* s.10AB Register of, and review of, delegations *Local Government (Administration) Regulations 1996* r.19 Delegates to keep certain records

Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Exec. Manager Governance and Community Services; Manager Community Services and Manager Finance positions.	

2.3.5 Declare Dangerous Dog

Head of Power	*Dog Act 1976*
Delegator	Council
Express power to delegate	*Dog Act 1976* • s10AA Delegation of local government powers and duties.
Express power or duty delegated	*Dog Act 1976* • s33E (1) Individual dog may be declared to be dangerous dog (declared)
Function	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)].
Express power to subdelegate	*Dog Act 1976* • s10AA (3) Delegation of local government powers and duties **NOTE** – sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)
Subdelegate	Executive Manager Corporate Services Ranger Manager Community Services Executive Manager Governance and Community Services
Subdelegate Conditions	Nil
Statutory Framework	Note - Decision made under this delegation may be referred for review by SAT - s.16A, s.17(4) & (6)
Record Keeping	*Dog Act 1976* • s.10AB Register of, and review of, delegations *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records

Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Exec. Mgr. Governance and Community Services and Manager Community Services positions.	

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

Head of Power	*Dog Act 1976*
Delegator	Council
Express power to delegate	*Dog Act 1976* • s10AA Delegation of local government powers and duties.
Express power or duty delegated	*Dog Act 1976* • s33F (6) Owners to be notified of making of declaration s33G (4) Seizure and destruction. • s33H (1), (2) & (5) Local government may revoke declaration or proposal to destroy
Function	1) Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2) Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3) Authority to revoke a declaration of a dangerous dog or notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]: a) Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)].
Express power to subdelegate	*Dog Act 1976* • s10AA (3) Delegation of local government powers and duties **NOTE** – sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)
Subdelegate	Executive Manager Corporate Services Manager Community Services Executive Manager Governance and Community Services
Subdelegate Conditions	Nil
Statutory Framework	Note - Decision made under this delegation may be referred for review by SAT - s.16A, s.17(4) & (6)

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Record Keeping	*Dog Act 1976* • s.10AB Register of, and review of, delegations. *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Exec. Mgr. Governances and Community Services and Manager Community Services positions.	

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

Head of Power	*Dog Act 1976*
Delegator	Council
Express power to delegate	*Dog Act 1976* • s10AA Delegation of local government powers and duties.
Express power or duty delegated	*Dog Act 1976* • s33H (5) Local government may revoke declaration or proposal to destroy
Function	Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: a) A notice declaring a dog to be dangerous; or b) A notice proposing to cause a dog to be destroyed.
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA (3)].
Express power to subdelegate	*Dog Act 1976* • s10AA (3) Delegation of local government powers and duties **NOTE** – sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)
Subdelegate	Executive Manager Corporate Services Manager Community Services Executive Manager Governance and Community Services
Subdelegate Conditions	Nil
Statutory Framework	Note - Decision made under this delegation may be referred for review by SAT - s.16A, s.17(4) & (6)
Record Keeping	*Dog Act 1976* • s.10AB Register of, and review of, delegations *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records

Amendments		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of the Exec. Mgr. Governance and Community Services and Manager Community Services positions.	

2.3.8 Determine Recoverable Expenses for Dangerous Dog Declaration

Head of Power	*Dog Act 1976*
Delegator	Council
Express power to delegate	*Dog Act 1976* • s10AA Delegation of local government powers and duties.
Express power or duty delegated	*Dog Act 1976* • s33M(1)(a) Local government expenses to be recoverable
Function	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s15, up to the maximum amount prescribed, having regard to expenses incurred by the local government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s33M(1)(a)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s10AA (3)].
Express power to subdelegate	*Dog Act 1976* • s10AA (3) Delegation of local government powers and duties **NOTE** – sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services Manager Community Services Manager Finance
Subdelegate Conditions	Nil
Statutory Framework	Note - Decision made under this delegation may be referred for review by SAT - s.16A, s.17(4) & (6)
Record Keeping	*Dog Act 1976* • s.10AB Register of, and review of, delegations *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records

Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Exec. Manager Governance and Community Services, Manager Community Services and Manager Finance positions.	

2.3.9 Kennel Establishment

Head of Power	*Dog Act 1976*
Delegator	Council
Express power to delegate	*Dog Act 1976* • s10AA Delegation of local government powers and duties.
Express power or duty delegated	*Dog Act 1976* • s27 Licensing of approved kennel establishments.
Function	Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) & (6)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s10AA (3)].
Express power to subdelegate	*Dog Act 1976* • s10AA (3) Delegation of local government powers and duties. **NOTE** – sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation).
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services Manager Community Services
Subdelegate Conditions	Nil
Statutory Framework	Note - Decision made under this delegation may be referred for review by SAT - s.16A, s.17(4) & (6)
Record Keeping	*Dog Act 1976* • s.10AB Register of, and review of, delegations *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new sub-delegation	

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2.3.10 Keeping of Three Dogs

Head of Power	*Dog Act 1976*
Delegator	Council
Express power to delegate	*Dog Act 1976* • s10AA Delegation of local government powers and duties.
Express power or duty delegated	*Dog Act 1976* • s 26 Limitations, as to numbers of.
Function	To determine applications for the keeping of more than two dogs.
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s10AA (3)].
Express power to subdelegate	*Dog Act 1976* • s10AA (3) Delegation of local government powers and duties. **NOTE** – sub-delegation only permitted where delegation to the Chief Executive Officer expressly authorised sub-delegation)
Subdelegate	Executive Manager Governance and Community Services Manager Community Services
Subdelegate Conditions	Nil
Statutory Framework	Shire of Boyup Brook Dogs Local Law
Record Keeping	*Dog Act 1976* • s.10AB Register of, and review of, delegations *Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of new sub-delegation	

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2.4 Graffiti Vandalism Act 2016

An Act to consolidate laws dealing with graffiti vandalism and to amend certain Acts as a consequence. References in this register to the *Graffiti Vandalism Act 2016* means the *Graffiti Vandalism Act 2016* (amended 21 January 2017).

2.4.1 Giving Notice Requiring Obliteration of Graffiti

Head of Power	*Graffiti Vandalism Act 2016*	
Delegator	Council	
Express power to delegate	*Graffiti Vandalism 2016* • s16 Delegation by local government	
Express power or duty delegated	*Graffiti Vandalism Act 2016* • s18(2) Notice requiring removal of graffiti. • s19(3) & (4) Additional powers when notice is given	
Function	1) Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2) Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].	
Delegates	Chief Executive Officer	
Conditions	Nil	
Express power to subdelegate	*Graffiti Vandalism Act 2016* • s17 Delegation by CEO of local government	
Subdelegate	Executive Manager Operational Services	
Subdelegate Conditions	Nil	
Statutory Framework	Note - Decisions under this delegation may be referred for review by SAT.	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025		Various

2.4.2 Notices – Deal with Objections and Give Effect to Notices

Head of Power	*Graffiti Vandalism Act 2016*	
Delegator	Council	
Express power to delegate	*Graffiti Vandalism Act 2016* • s16 Delegation by local government	
Express power or duty delegated	*Graffiti Vandalism Act 2016* • s22(3) Objection may be lodged. • s24(1)(b) & (3) Suspension of effect of notice	
Function	1) Authority to deal with an objection to a notice [s22(3)]. 2) Authority, where an objection has been lodged, to: a) determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s24(1)(b)] and b) to give notice to the affected person, before taking the necessary actions [s24(3)].	
Delegates	Chief Executive Officer	
Conditions	Nil	
Express power to subdelegate	*Graffiti Vandalism Act 2016* • s17 Delegation by CEO of local government	
Subdelegate	Executive Manager Operational Services Executive Manager Governance and Community Services	
Subdelegate Conditions	Nil	
Statutory Framework	Note - Decisions under this delegation may be referred for review by SAT.	
Record Keeping	*Local Government (Administration) Regulations 1996* r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of Executive Manager Governance and Community Services position.	

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2.4.3 Obliterate Graffiti on Private Property

Head of Power	*Graffiti Vandalism Act 2016*	
Delegator	Council	
Express power to delegate	*Graffiti Vandalism Act 2016* • s16 Delegation by local government	
Express power or duty delegated	*Graffiti Vandalism Act 2016* • s25(1) Local government graffiti powers on land not local government property	
Function	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s25(1)].	
Delegates	Chief Executive Officer	
Conditions	Subject to exercising Powers of Entry.	
Express power to subdelegate	*Graffiti Vandalism Act 2016* • s17 Delegation by CEO of local government	
Subdelegate	Executive Manager Operational Services Executive Manager Governance and Community Services	
Subdelegate Conditions	Nil	
Statutory Framework	Nil	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	Addition of Executive Manager Governance and Community Services position.	

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2.4.4 Power of Entry

Head of Power	*Graffiti Vandalism Act 2016*	
Delegator	Council	
Express power to delegate	*Graffiti Vandalism Act 2016* • s16 Delegation by local government	
Express power or duty delegated	*Graffiti Vandalism Act 2016* • s28 Notice of entry. • s29 Entry under warrant.	
Function	1) Authority to give notice of an intended entry to the owner or occupier of land, premises, or thing, specifying the purpose for which entry is required [s28]. 2) Authority to obtain a warrant to enable entry onto any land, premises, or thing for the purposes of this Act [s29].	
Delegates	CEO	
Conditions	Nil	
Express power to subdelegate	*Graffiti Vandalism Act 2016* • s17 Delegation by CEO of local government	
Subdelegate	Executive Manager Operational Services	
Subdelegate Conditions	Nil	
Statutory Framework	Nil	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025		Various

DRAFT

2.5 Local Government Act 1995

An Act to provide for a system of local government in Western Australia, to amend the *Local Government Act 1960* and for related purposes. References in this register to the *Local Government Act 1995* means the WA *Local Government Act 1995* (amended 26 June 2026). References to the *Local Government (Administration) Regulations 1996* means the *Local Government (Administration) Regulations 1996* (amended 1 January 2026). References to the *Local Government (Financial Management) Regulations 1996* means the *Local Government (Financial Management) Regulations 1996* (amended 1 January 2026) and references to the *Local Government (Miscellaneous Provisions) Act 1960* means the *Local Government (Miscellaneous Provisions) Act 1960* (amended 6 July 2019).

2.5.1 Powers of Entry

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

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Subdelegate	Building Surveyor Coordinator Infrastructure & Parks Coordinator Civil Infrastructure Ranger Executive Manager Corporate Services Executive Manager Operational Services Executive Manager Governance and Community Services Manager Community Services Environmental Health Officer	
Subdelegate Conditions	Delegated authority under 3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.	
Statutory Framework	Part 3, Division 3, Subdivision 3 - Powers of entry prescribes statutory processes for Powers of Entry.	
Record Keeping	*Local Government (Administration) Regulations 1996* r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	• Change Title Supervisor Parks and Gardens to Coordinator Infrastructure & Parks. • Change Title Supervisor Works & Service to Coordinator Civil Infrastructure. • Correct Exec. Manager Corporate title.	Various
29 October 2026	• Addition of Executive Manager Governance and Community, Manager Community Services and Environmental Health Officers positions	

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2.5.2 Declare Vehicle is Abandoned Vehicle Wreck

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO.
Express power or duty delegated	*Local Government Act 1995* • s3.40A(4) Abandoned vehicle wreck may be taken.
Function	Authority to declare that an impounded vehicle is an abandoned vehicle wreck [s3.40A(4)].
Delegates	Chief Executive Officer
Conditions	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 2.8.5 & 2.8.6 as per the Chief Executive Officer Delegation Register Confiscated or Uncollected Goods, or alternatively, referred for Council decision.
Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees
Subdelegate	Executive Manager Corporate Services Ranger Executive Manager Operational Services Executive Manager Governance and Community Services Manager Community Services
Subdelegate Conditions	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 2.8.5 & 2.8.6 as per the Chief Executive Officer Delegation Register Confiscated or Uncollected Goods, or alternatively, referred for Council decision.
Statutory Framework	Nil
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records

Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Executive Manager Operational Services, Exec. Mgr. Governance and Community Services and Manager Community Services positions.	

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2.5.3 Confiscated or Uncollected Goods

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO. • s5.43 Limitations on delegations to the CEO.
Express power or duty delegated	*Local Government Act 1995* • s3.46 Goods may be withheld until costs paid. • s3.47 Confiscated or uncollected goods, disposal of • s3.48 Impounding expenses, recovery of
Function	1) Authority to refuse to allow goods impounded under s3.39 or 3.40A to be collected until the costs of removing, impounding, and keeping them have been paid to the local government [s3.46]. 2) Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s3.43 [s3.47]. 3) Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s3.48].
Delegates	Chief Executive Officer
Conditions	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than $20,000 may, in accordance with Regulation 30 of the *Local Government (Functions and General) Regulations 1996*, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services Manager Finance
Subdelegate Conditions	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than $20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Statutory Framework	Part 3, Division 3, Subdivision 3 • s.3.58 Disposing of Property applies to the sale of goods and • s.3.47 as if they were property referred to in that section.
Record Keeping	*Local Government (Administration) Regulations 1996* r.19 Delegates to keep certain records

Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Executive Manager Governance and Community; Manager Finance positions.	

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2.5.4 Disposal of Sick or Injured Animals

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO • s5.43 Limitations on delegations to the CEO	
Express power or duty delegated	*Local Government Act 1995* • s3.47A Sick or injured animals, disposal of. • s3.48 Impounding expenses, recovery of.	
Function	1) Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s3.47A(1)]. 2) Authority to recover expenses incurred for removing, impounding, and disposing of sick or injured animals [s3.48].	
Delegates	Chief Executive Officer	
Conditions	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.	
Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees	
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services Manager Community Services Ranger	
Subdelegate Conditions	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.	
Statutory Framework	Nil	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Exec. Mgr. Governance and Community Services, Manager Community Services and Ranger positions.	

2.5.5 Close Thoroughfares to Vehicles

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO. • s5.43 Limitations on delegations to the CEO.
Express power or duty delegated	*Local Government Act 1995* • s3.50 Closing certain thoroughfares to vehicles. • s3.50A Partial closure of thoroughfares for repairs or maintenance • s3.51 Affected owners to be notified of certain proposals. *Local Government (Functions and General) Regulations 1996* • r.6(3) Transitional provisions about road closures
Function	1) Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s3.50(1)]. 2) Authority to determine to close a thoroughfare for a period exceeding 4 weeks and before doing so, to (a) give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and (b) consider submissions relevant to the road closure/s proposed [s3.50(1a), (2) and (4)]. 3) Authority to revoke an order to close a thoroughfare [s3.50(6)]. 4) Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have a significant adverse effect on users of the thoroughfare [s3.50A]. 5) Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or training water from a thoroughfare to private land [s3.51]. 6) Authority to, by local public notice, order that the closure be revoked or that it be varied in such a way as to be less restrictive [r.6(3)].
Delegates	Chief Executive Officer

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Conditions	1) If, under s3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s3.50(8)]. 2) Maintain access to adjoining land [s3.52(3)].	
Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees	
Subdelegate	Executive Manager Operational Services Executive Manager Governance and Community Services	
Subdelegate Conditions	1. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. 2. Maintain access to adjoining land [s.3.52(3)].	
Statutory Framework	Nil	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025		Various
29 October 2026	Addition of Exec. Mgr. Governance and Community Services position.	

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2.5.6 Obstruction of Footpaths and Thoroughfares

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO. • s5.43 Limitations on delegations to the CEO.
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996* • r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch.9.1, cl.3(1)(a) • r.7A Obstruction of public thoroughfare by fallen things - Sch.9.1, cl.3(1)(b) • r.7 Encroaching on public thoroughfare - Sch.9.1, cl.3(2)
Function	1) Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2) Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3) Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4) Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5) Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Delegates	Chief Executive Officer

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Conditions	1) Actions under this Delegation must comply with procedural requirements detailed in the Local *Government (Uniform Local Provisions) Regulations 1996*. 2) Permission may only be granted where, the proponent has: a) where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. b) provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. c) provided evidence of sufficient Public Liability Insurance; and d) provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees
Subdelegate	Executive Manager Operational Services Executive Manager Governance and Community Services Manager Community Services Ranger
Subdelegate Conditions	*1.* Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.* 2. Permission may only be granted where, the proponent has: a) where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction; b) provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works; c) provided evidence of sufficient Public Liability Insurance; and d) provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Statutory Framework	Nil
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records

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Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025		Various
29 October 2026	Addition of Exec. Mgr. Governance and Community Services, Manager Community Services and Ranger positions	

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2.5.7 Public Thoroughfares – Dangerous Excavations

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO • s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions_ Regulations 1996* • r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare - Sch.9.1, cl.6
Function	1) Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2) Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3) Authority to impose conditions on granting permission [ULP r.11(6)]. 4) Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Delegates	Chief Executive Officer
Conditions	1) Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. 2) Permission may only be granted where, the proponent has: a) where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. b) provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. c) provided evidence of sufficient Public Liability Insurance; and d) provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.

Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees.
Subdelegate	Executive Manager Operational Services
Subdelegate Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.* 2. Permission may only be granted where, the proponent has: a) where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works; b) provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works; c) provided evidence of sufficient Public Liability Insurance; and d) provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Statutory Framework	1. Applicable statutory procedures are prescribed in the *Local Government (Uniform Local Provisions) Regulations 1996.* 2. Penalties under the Local Government (Uniform Local Provisions) Regulations 1996 are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*.
Record Keeping	*Local Government (Administration) Regulations 1996* r.19 Delegates to keep certain records

Version Control		
Date	**Details of Amendment**	**Ref**

DRAFT

2.5.8 Crossing – Construction, Repair and Removal

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

Version Control		
Date	**Details of Amendment**	**Ref**

Subdelegate	Executive Manager Operational Services	
Subdelegate Conditions	Actions under this Delegation must comply with procedural requirements details in *the Local Government (Uniform Local Provisions) Regulations 1996.*	
Statutory Framework	Applicable statutory procedures are prescribed in the *Local Government (Uniform Local Provisions) Regulations 1996.* Penalties under the Local Government (Uniform Local Provisions) Regulations 1996 are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*.	
Record Keeping	*Local Government (Administration) Regulations 1996* r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	New sub-delegation	

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

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* *s5.42 Delegation of some powers or duties to the CEO* *s5.43 Limitations on delegations to the CEO*	
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996* r.21(1) Wind erosion and sand drifts – Sch.9.1, cl.12	
Function	Authority to give notice to a landowner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary to be adversely affected by wind erosion or sand drift [ULP r.21(1)].	
Delegates	*CHIEF EXECUTIVE OFFICER*	
Conditions	Nil	
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees	
Subdelegate	Executive Manager Operational Services	
Subdelegate Conditions	Nil	
Statutory Framework	Nil	
Record Keeping	*Local Government (Administration) Regulations 1996* r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**

DRAFT

2.5.10 Expressions of Interest for Goods and Services

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO. • s5.43 Limitations on delegations to the CEO.
Express power or duty delegated	*Local Government Act 1995* • s3.57 Tenders for providing goods or services. *Local Government (Functions and General) Regulations 1996* • r.21 Limiting who can tender, procedure for • r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	1) Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2) Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	Chief Executive Officer
Conditions	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees
Subdelegate	Executive Manager Corporate Services Executive Manager Operational Services Executive Manager Governance and Community Services Manager Finance
Subdelegate Conditions	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services
Statutory Framework	1. Applicable statutory procedures are prescribed in the *Local Government (Functions and General) Regulations 1996.* 2. WALGA Subscription Services - Procurement Toolkit
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records

Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Executive Manager Governance and Community Services; Manager Finance positions.	

2.5.11 Application of Regional Price Preference Policy

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO. • s5.43 Limitations on delegations to the CEO.	
Express power or duty delegated	*Local Government (Functions and General) Regulations 1996* • r.24G Adopted regional price preference policy, effect of	
Function	Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].	
Delegates	Chief Executive Officer	
Conditions	Nil	
Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees.	
Subdelegate	Executive Manager Operational Services Executive Manager Corporate Services Executive Manager Governance and Community Services Manager Finance	
Subdelegate Conditions	Nil	
Statutory Framework	1. Applicable statutory procedures are prescribed in the *Local Government (Functions and General) Regulations 1996*. 2. WALGA Subscription Services - Procurement Toolkit	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Executive Manager Governance and Community Services; Manager Finance positions.	

2.5.12 Payments from the Municipal or Trust Funds

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO. • s5.43 Limitations on delegations to the CEO.	
Express power or duty delegated	*Local Government (Financial Management) Regulations 1996* • r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making.	
Function	Authority to make payments from the municipal or trust funds [r.12(1)(a)].	
Delegates	Chief Executive Officer	
Conditions	Make payments for procurement provided for in Budgets approved by Council, or otherwise approved by Council resolution, and undertaken in accordance with Council's Purchasing and Procurement. Consistent with the functions of the Chief Executive Officer specified in section 5.41(c) and (d) of the *Local Government Act 1995.*	
Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees	
Subdelegate	Executive Manager Corporate Services Manager Financial Services	
Subdelegate Conditions	1. Payments by Cheque and EFT transactions must be approved jointly by two Delegates. 2. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / services received, must be undertaken independent of the payment approval.	
Statutory Framework	Nil	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various

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2.5.13 Defer, Grant Discounts, Waive or Write Off Debts

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO. • s5.43 Limitations on delegations to the CEO.	
Express power or duty delegated	*Local Government Act 1995* • s6.12 Power to defer, grant discounts, waive or write off debts	
Function	1) Waive a debt which is owed to the Shire [s6.12(1)(b)] 2) Waive or grant concessions in relation to any amount of money [s6.12(1)(b)]. 3) Write off any amount of money which is owed to the Shire [s6.12(1)(c)].	
Delegates	Chief Executive Officer	
Conditions	Write-off fees and charges and interest on rates up to $1,000 [s6.12(1)(c) & (2)].	
Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees.	
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services Manager Finance	
Subdelegate Conditions	Write-off fees and charges and interest on rates up to $500 [s6.12(1)(c) & (2)].	
Statutory Framework	Nil	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Exec. Mgr. Governance and Community Services and Manager Finance positons.	

2.5.14 Power to invest and Manage Investments

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

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Subdelegate Conditions	1. All investment activity must comply with Regulation 19C of the *Local Government (Financial Management) Regulations 1996*. 2. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. 3. Procedures are to be documented. 4. Procedures are to be administratively reviewed as per Regulation 17 of the *Local Government (Audit) Regulations 1996.*	
Statutory Framework	*Local Government (Financial Management) Regulations 1996* • r.19C Investment of money, restrictions on [s.6.14(2)(a)].	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Manager Finance position.	

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2.5.15 Rate Record Amendment

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO. • s5.43 Limitations on delegations to the CEO.	
Express power or duty delegated	*Local Government Act 1995* • s6.39(2)(b) Rate records.	
Function	Authority to determine any requirement to amend the rate record for the 5 years preceding the current financial year [s6.39(2)(b)].	
Delegates	Chief Executive Officer	
Conditions	Delegates must comply with the requirements of s6.40 of the Act.	
Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees.	
Subdelegate	Executive Manager Corporate Services Manager Finance	
Subdelegate Conditions	Delegates must comply with the requirements of s.6.40 of the Act	
Statutory Framework	*Local Government Act 1995* • s.6.40 Effect of amendment of rate record – prescribes consequential actions that may be required following a decision to amend the rate record. Note - Decisions under this delegation may be referred for review by SAT	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Manager Finance position.	

2.5.16 Agreement as to Payment of Rates and Service Charges

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO. • s5.43 Limitations on delegations to the CEO.	
Express power or duty delegated	*Local Government Act 1995* • s6.49 Agreement as to payment of rates and service charges.	
Function	Authority to make an agreement with a person for the payment of rates or service charges [6.49].	
Delegates	Chief Executive Officer	
Conditions	Nil	
Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees.	
Subdelegate	Executive Manager Corporate Services Manager Finance	
Subdelegate Conditions	Nil	
Statutory Framework	Nil	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Manager Finance position.	

2.5.17 Determine Due Dates for Rates or Service Charges

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO. • s5.43 Limitations on delegations to the CEO.	
Express power or duty delegated	*Local Government Act 1995* • s6.50 Rates or service charges due and payable.	
Function	Authority to determine the date on which rates or service charges become due and payable to the Shire [s.6.50].	
Delegates	Chief Executive Officer	
Conditions	Nil	
Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees.	
Subdelegate	Executive Manager Corporate Services Manage Finance	
Subdelegate Conditions	Nil	
Statutory Framework	Nil	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Manager Finance position	

2.5.18 Recovery of Rates or Service Charges

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO. • s5.43 Limitations on delegations to the CEO.	
Express power or duty delegated	*Local Government Act 1995* • s6.56 Rates or service charges recoverable in court. • s6.64(3) Actions to be taken.	
Function	1) Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2) Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].	
Delegates	Chief Executive Officer	
Conditions	Nil	
Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees	
Subdelegate	Executive Manager Corporate Services Manager Finance	
Subdelegate Conditions	Nil	
Statutory Framework	Nil	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Manager Finance position	

2.5.19 Recovery of Rates – Require Lessee to Pay Rent

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO. • s5.43 Limitations on delegations to the CEO.	
Express power or duty delegated	*Local Government Act 1995* • s6.60 Local government may require lessee to pay rent.	
Function	1) Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Boyup Brook [s.6.60(2)]. 2) Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].	
Delegates	Chief Executive Officer	
Conditions	Nil	
Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees	
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services	
Subdelegate Conditions	Nil	
Statutory Framework	*Local Government Act 1995* • s.6.61 Requirement to give name of person liable. • s.6.62 Application of money paid for rates and service charges.	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Executive Manager Governance and Community Services	

2.5.20 Rate Record - Objections

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO. • s5.43 Limitations on delegations to the CEO.	
Express power or duty delegated	*Local Government Act 1995* • s6.76 Grounds of objection	
Function	1) Authority to extend the time for a person to make an objection to a rate record [s6.76 (4)]. 2) Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person who made the objection [s6.76(5)].	
Delegates	Chief Executive Officer	
Conditions	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.	
Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees	
Subdelegate	Executive Manager Corporate Services Manager Finance	
Subdelegate Conditions	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.	
Statutory Framework	Note - Decisions under this delegation may be referred for review by SAT.	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	Addition of Manager Finance position	

2.5.21 Inviting Tenders – Selection Criteria

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO. • s5.43 Limitations on delegations to the CEO.
Express power or duty delegated	*Local Government (Functions & General) Regulations 1996* • r14 Publicly inviting tenders, requirements for.
Function	The Chief Executive Officer is delegated authority to discharge the duties of the Local Government under r14 of the *Local Government (Functions & General) Regulations 1996* to publicly invite tenders by determining the written criteria for deciding which tender should be accepted
Delegates	Chief executive Officer
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees
Subdelegate	Executive Manager Operational Services Executive Manager Corporate Services Executive Manager Governance and Community Services
Subdelegate Conditions	1. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: • proposed goods or services are required to fulfil a routine contract related to the day-to-day operations of the Local Government; • current supply contract expiry is imminent; • value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, or 2. Council has pre-approved the proposed goods or services in advance of the final budget adoption.
Statutory Framework	Nil
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records

Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	• Addition of Executive Manager Governance and Community Services position. • Addition of pre-approved budget provisions in conditions.	

2.5.22 Variation of Requirements before entry into contract

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the CEO. • s5.43 Limitations on delegations to the CEO.
Express power or duty delegated	*Local Government (Functions & General) Regulations 1996* • r20 Variation of requirements before entry into contract.
Function	The Chief Executive Officer is delegated authority to make minor variations to the contract before being entered into.
Delegates	Chief Executive Officer
Conditions	1. A 'minor price variation' is a. A maximum of 10% (of the total contract value) or $20,000 whichever is the lesser amount, and b. less of the total budgeted project or contract cost. 2. The accumulated value of minor variations must not exceed the total value of the relevant budget adopted by Council. 3. Contract variations above 10% of the total budgeted cost of a project or contract must be considered by Council.
Express power to subdelegate	*Local Government Act 1995* • s5.44 CEO may delegate some powers and duties to other employees.
Subdelegate	Executive Manager Corporate Services Executive Manager Operational Services Executive Manager Governance and Community Services
Subdelegate Conditions	1. A 'minor price variation' is a. A maximum of 10% (of the total contract value) or $20,000 whichever is the lesser amount, and b. less of the total budgeted project or contract cost. 2. The accumulated value of minor variations must not exceed the total value of the relevant budget adopted by Council. 3. Contract variations above 10% of the total budgeted cost of a project or contract must be considered by Council.

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Statutory Framework	Nil	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.	
Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	• Addition of Executive Manager Governance and Community Services position. • Inclusion of reworded details to clarify 'minor variation' as per proposed delegation amendment.	

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2.5.23 Power to Remove and Impound

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer. • s5.43 Limitations on delegations to the Chief Executive Officer.	
Express power or duty delegated	*Local Government Act 1995* • s3.29 Power to remove and impound.	
Function	Authority to remove and impound any goods that are involved in a contravention that can lead to impounding.	
Delegates	Chief Executive Officer	
Conditions	Nil	
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.	
Subdelegate	Executive Manager Corporate Services Executive Manager Operational Services Executive Manager Governance and Community Services	
Subdelegate Conditions	Nil	
Statutory Framework	Nil	
Record Keeping	*Local Government (Administration) Regulations 1996* r.19 Delegates to keep certain records.	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	New sub-delegation	

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2.5.24 Control Reserves and Certain Unvested Facilities

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer. • s5.43 Limitations on delegations to the Chief Executive Officer.	
Express power or duty delegated	*Local Government Act 1995* • s3.53(3) Control of certain unvested facilities. • s3.54(1) Reserves under control of local government.	
Function	1) Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts [s3.53(3)]. 2) Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the *Parks and Reserves Act 1895* [s3.54(1)].	
Delegates	Chief Executive Officer	
Conditions	Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets.	
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.	
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services	
Subdelegate Conditions	Nil	
Statutory Framework	Nil	
Record Keeping	*Local Government (Administration) Regulations 1996* r.19 Delegates to keep certain records.	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	New sub-delegation	

2.5.25 Gates Across Public Thoroughfares

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

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Subdelegate	Executive Manager Corporate Services Executive Manager Operational Services Executive Manager Governance and Community Services	
Subdelegate Conditions	Nil	
Statutory Framework	Nil	
Record Keeping	*Local Government (Administration) Regulations 1996* r.19 Delegates to keep certain records.	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	New sub-delegation	

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2.5.26 Execution of Certain Documents and Affixation of the Common Seal

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer. • s5.43 Limitations on delegations to the Chief Executive Officer.
Express power or duty delegated	*Local Government (Functions & General) Regulations 1996* • s.9.49A Execution of Documents. • s9.49B Contract Formalities. • s9.49 Documents, how authenticated.
Function	1. The Shire President and Chief Executive Officer are authorised to sign the following documents and affix the Common Seal of the Shire of Boyup Brook. • Legal documents requiring both signatures and / or the affixation of the Common Seal, without requiring referral to Council. • Grant agreements / acquittals requiring the affixing of the Common Seal. 2. The Chief Executive Officer is authorised to sign the following documents: • Legal documents that are a renewal, extension, or minor modification of the original document, which is not a significant variation from the existing clauses or conditions and does not carry the requirement for both Shire President and Chief Executive Officer signatures, or affixation of the common seal. • Legal documents required as a condition of a subdivision or development approval previously granted by Council, that do not require the common seal to be affixed. • Land Transaction documents including sale, purchase, vesting, management orders, leases, licences, transfers, easements, restrictive covenants, caveats, memorials, notifications, deeds, and withdrawal of instruments.
Delegates	Chief Executive Officer
Conditions	1. All other documents requiring the affixing of the Common Seal must be referred to Council for approval. 2. All instances of affixing of the Common Seal shall be recorded in the relevant register. 3. Shire of Boyup Brook Policy G1 – Execution of Documents applies.

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Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees	
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services	
Subdelegate Conditions	Authority is to sign the following documents only: • Legal documents that are a renewal, extension, or minor modification of the original document, which is not a significant variation from the existing clauses or conditions and does not carry the requirement for both Shire President and Chief Executive Officer signatures, or affixation of the common seal. • Legal documents required as a condition of a subdivision or development approval previously granted by Council, that do not require the common seal to be affixed.	
Statutory Framework	*Local Government (Functions & General) Regulations 1996* • s.9.49A Execution of Documents. • s9.49B Contract Formalities. • s9.49 Documents, how authenticated.	
Record Keeping	*Local Government (Administration) Regulations 1996* r.19 Delegates to keep certain records.	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	New sub-delegation	

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2.5.27 Legal Advice

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer. • s5.43 Limitations on delegations to the Chief Executive Officer.
Express power or duty delegated	*Local Government (Functions & General) Regulations 1996*
Function	The Chief Executive Officer is delegated the authority to obtain legal advice without reference to Council subject to conditions.
Delegates	Chief Executive Officer
Conditions	1. If the legal advice is related to a Council decision making process a copy of the legal advice is to be made available to Council as a confidential document whenever a report on the subject matter is presented to Council, unless: • there is a conflict of interest with any elected member; or • the legal advice is requested to be provided by Council or Councillors. 2. The Shire of Boyup Brook's Purchasing Policy (G9) is to be adhered to.
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services
Subdelegate Conditions	a. If the legal advice is related to a Council decision making process a copy of the legal advice is to be made available to Council as a confidential document whenever a report on the subject matter is presented to Council, unless: • there is a conflict of interest with any elected member; or • the legal advice is requested to be provided by Council or Councillors.
Statutory Framework	The Shire of Boyup Brook's Policy G9 - Purchasing applies.
Record Keeping	*Local Government (Administration) Regulations 1996* r.19 Delegates to keep certain records.

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	New sub-delegation	

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2.5.28 Contract Variations (After being Executed)

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer
Express power or duty delegated	*Local Government (Functions & General) Regulations 1996*
Function	The Chief Executive Officer is delegated authority to make minor variations to the contract before being entered into.
Delegates	Chief Executive Officer
Conditions	1. A 'minor price variation' is a. A maximum of 10% (of the total contract value) or $20,000 whichever is the lesser amount, and b. less of the total budgeted project or contract cost. 2. The accumulated value of minor variations must not exceed the total value of the relevant budget adopted by Council. 3. Contract variations above 10% of the total budgeted cost of a project or contract must be considered by Council.
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.

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Subdelegate	Executive Manager Corporate Services Executive Manager Operational Services Executive Manager Governance and Community Services
Subdelegate Conditions	1. A 'minor price variation' is a. A maximum of 10% (of the total contract value) or $20,000 whichever is the lesser amount, and b. less of the total budgeted project or contract cost. 2. The accumulated value of minor variations must not exceed the total value of the relevant budget adopted by Council. 3. Contract variations above 10% of the total budgeted cost of a project or contract must be considered by Council.
Statutory Framework	Nil
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.

Version Control		
Date	**Details of Amendment**	**Ref**
13 May 2025	Correct Exec Man Corporate title	Various
29 October 2026	New sub-delegation.	

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2.5.29 Appoint Authorised Persons

Head of Power	*Local Government Act 1995*
Delegator	
Express power to delegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government Act 1995* • s9.10(2) Appointment of authorised persons.
Function	Authority to appoint persons or classes of persons as authorised persons [s.9.10(2)] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: *i.* *Local Government Act 1995* and its subsidiary legislation, including Regulations, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the *Local Government Act 1995.* ii. *Caravan Parks and Camping Grounds Act 1995*; *iii.* *Cat Act 2011;* iv. *Cemeteries Act 1986*; *v.* *Control of Vehicles (Off-road Areas) Act 1978;* *vi.* *Dog Act 1976:* vii. *Graffiti Vandalism Act 2016* – refer s.15; and viii. any other legislation prescribed for the purposes of s.9.10 of the *Local Government Act 1995.*
Delegates	Chief Executive Officer
Conditions	a. A register of Authorised Persons is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. c. A person to be appointed as authorised officer in accordance with Regulation 70(2) of the *Building Regulations 2012* and section 6(b) of the *Criminal Procedure Act 2004* MUST first be appointed as an authorised person for the purposes of section 9.16 of the *Local Government Act 1995*.
Express power to subdelegate	Nil.

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2.6 Local Law Sub-Delegations from the Chief Executive Officer to Officers

2.6.1 Activities in Thoroughfares and Public Places and Trading Local Law

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer
Express power or duty delegated	*Local Government Act 1995 s3.18, s5.42 & s9.10* *Shire of Boyup Brook Activities in Thoroughfares and Public Places and Trading Local Law 2005*
Function	The Chief Executive Officer is delegated with the authority for the administration of *Activities in Thoroughfares and Public Places and Trading Local Law 2005*, including the appointment of authorised persons (under section 9.10 of the Act) to perform any of the functions of the authorised person under this local law.
Delegates	Chief Executive Officer
Conditions	1. The CEO may refer any matter to the Council. 2. Council is to be informed of any prosecution under the local law. 3. Council decision is required to: ix. Decide under Part 2 x. Hear an objection under Part 8 xi. Appoint authorised persons who are not employees under section 9.10 of the Act
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.

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Subdelegate	Executive Manager Corporate Services Executive Manager Operational Services Manager Community Services Ranger Environmental Health Officer
Subdelegate Conditions	1. Any matter may be referred to the Council. 2. Council is to be informed of any prosecution under the local law. 3. Council decision is required to: i. Decide under Part 2 ii. Hear an objection under Part 8 ii. Appoint authorised persons who are not employees under section 9.10 of the Act
Statutory Framework	Nil
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	New Local Law sub-delegation.	

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2.13.2 Parking and Parking Facilities Local Law

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer
Express power or duty delegated	*Local Government Act 1995 s5.42, s9.10* *Shire of Boyup Brook Parking and parking facilities Local Law 2005*
Function	The administration of the Parking and Parking Facilities Local Law 2016, including the appointment of Authorised Persons (under section 9.10 of the Act) to perform any of the functions of the authorised person under this local law, be delegated to the CEO.
Delegates	Chief Executive Officer
Conditions	1. The CEO may refer any matter for decision of the Council; and 2. The Council is to be provided details of any prosecution under the local law.
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees.
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services Manager Community Services Ranger
Subdelegate Conditions	1. The CEO may refer any matter for decision of the Council; and 2. The Council is to be provided details of any prosecution under the local law.
Statutory Framework	
Record Keeping	*Local Government (Administration) Regulations 1996* r.19 Delegates to keep certain records.

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	New sub-delegation	

2.13.3 Local Law Relating to Fencing

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer	
Express power or duty delegated	*Local Government Act 1995 s9.10* *Shire of Boyup Brook Local Law Relating to Fencing 2005*	
Function	The Chief Executive Officer is delegated the powers and duties of Shire of Boyup Brook Local Law Relating to Fencing 2005.	
Delegates	Chief Executive Officer	
Conditions	Nil	
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees	
Subdelegate	Executive Manager Operational Services Manager Community Services Ranger	
Subdelegate Conditions	Nil	
Statutory Framework		
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	New sub-delegation	

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2.13.4 Cemeteries Local Law

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer
Express power or duty delegated	*Cemeteries Act 1986* s6 *Shire of Boyup Brook Cemeteries Local Law 2005*
Function	Subject to any directions given by the Board (Shire of Boyup Brook), the Chief Executive Officer shall exercise all the powers and functions of the Board in respect of Cemeteries. 1. Applications for burial and accompanying certificates and fees 2. Notice period of a funeral 3. Burial application refusal 4. Conditions when a dead body can be brought into a cemetery i.e. whether the coffin is structurally sound 5. Funeral processions 6. Vehicle access to the cemetery and speed limitation 7. Dealing with nuisance 8. Conduct of the funeral 9. Disposal and/or burial of ashes 10. Constructions of mausoleum 11. Applications for monumental work and grants of right of burial 12. Sand, earth, and material removal 13. Hours of work in the cemetery 14. Unfinished work 15. Use of wood 16. Officer supervision in cemeteries 17. Monumental Mason Licences issuance 18. Animal entry to cemeteries 19. Withered flowers 20. Funeral Directors Licences issuance
Delegates	Chief Executive Officer
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees. • s9.10 Appointment of Authorised Persons.

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Subdelegate	Executive Manager Operational Services Executive Manager Governance and Community Services Manager Community Services	
Subdelegate Conditions	Nil	
Statutory Framework		
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	New sub-delegation	

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2.13.5 Dogs Local Law

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer
Express power or duty delegated	*Local Government Act 1995 s9.10* *Shire of Boyup Brook Dogs Local Law 2005*
Function	The Chief Executive Officer is delegated the powers and duties conferred by the Shire of Boyup Brook Dogs Local Law 2005
Delegates	Chief Executive Officer
Conditions	1. Kennel applications must be accompanied by the relevant Planning, Building and Health approvals. 2. The Chief Executive Officer may refer any matter to Council for decision. 3. The Council is to be provided with details of any prosecution under the local law. 4. Kennel Licence approvals granted under this delegation are to be noted in the register.
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees
Subdelegate	Executive Manager Governance and Community Services Manager Community Services
Subdelegate Conditions	1. Kennel applications must be accompanied by the relevant Planning, Building and Health approvals. 2. The Chief Executive Officer may refer any matter to Council for decision. 3. The Council is to be provided with details of any prosecution under the local law. 4. Kennel Licence approvals granted under this delegation are to be noted in the register.
Statutory Framework	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	New sub-delegation	

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2.13.6 Local Government Property Local Law

Head of Power	*Local Government Act 1995*
Delegator	Council
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer
Express power or duty delegated	*Local Government Act 1995 s9.10* *Shire of Boyup Brook Local Government Property Local Law 2005*
Function	The administration of the Local Laws Relating to Property, including the appointment of authorised persons to perform any of the functions of the authorised person under this local law, be delegated to the CEO, subject to the conditions
Delegates	Chief Executive Officer
Conditions	1. The CEO may refer any matter for decision of the Council. 2. The Council is to be provided parts of any prosecution under the local law. 3. Only the Council is to: - I. decide under Part 2; II. adopt or vary a policy containing conditions subject to which an application for a permit may be approved under clauses 3.3(1)(a); III. enter into an agreement with a permit holder in respect of ownership of materials in a building (clause 3.7); IV. cancel a permit under clause 3.12; V. issue a permit under clause 3.13(1)(l) (erect a building) or 3.13(1)(n) (erect or install any utility or service structure); VI. hear an objection under Part 7; and VII. appoint authorised persons who are not employees under section 9.10 of the Act.
Express power to subdelegate	*Local Government Act 1995* • s5.44 Chief Executive Officer may delegate some powers and duties to other employees. • s9.10 Appointment of Authorised Persons.

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Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services
Subdelegate Conditions	1. The CEO may refer any matter for decision of the Council. 2. The Council is to be provided parts of any prosecution under the local law. 3. Only the Council is to: - i. decide under Part 2; ii. adopt or vary a policy containing conditions subject to which an application for a permit may be approved under clauses 3.3(1)(a); iii. enter into an agreement with a permit holder in respect of ownership of materials in a building (clause 3.7); iv. cancel a permit under clause 3.12; v. issue a permit under clause 3.13(1)(l) (erect a building) or 3.13(1)(n) (erect or install any utility or service structure); vi. hear an objection under Part 7; and 5. appoint authorised persons who are not employees under section 9.10 of the Act.
Statutory Framework	Shire of Boyup Brook Local Government Property Local Law
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.

Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	New sub-delegation	

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2.13.7 Health Local Laws

Head of Power	*Local Government Act 1995*	
Delegator	Council	
Express power to delegate	*Local Government Act 1995* • s5.42 Delegation of some powers or duties to the Chief Executive Officer • s5.43 Limitations on delegations to the Chief Executive Officer	
Express power or duty delegated	*Local Government Act 1995 s9.10* *Shire of Boyup Brook Health Local Laws 2004*	
Function	The Chief Executive Officer and Director Infrastructure and Development are delegated the powers and duties conferred by the Shire of Boyup Brook Health Local Laws 2004.	
Delegates	Chief Executive Officer	
Conditions	1. The Chief Executive Officer may refer any matter to Council for decision. 2. The Council is to be provided with details of any prosecution under the local law.	
Express power to subdelegate	*Local Government Act 1995* s • 5.44 Chief Executive Officer may delegate some powers and duties to other employees	
Subdelegate	Executive Manager Corporate Services Executive Manager Governance and Community Services Environmental Health Officer	
Subdelegate Conditions	1. Any matter may be referred to Council for decision. 2. The Council is to be provided with details of any prosecution under the local law	
Statutory Framework	Shire of Boyup Brook Health Local Laws 2004	
Record Keeping	*Local Government (Administration) Regulations 1996* • r.19 Delegates to keep certain records.	
Version Control		
Date	**Details of Amendment**	**Ref**
29 October 2026	New sub-delegation	

Document Control		
Date Reviewed	**Details**	**Author**
13 May 2025	Delegation Register to Chief Executive Officer Adopted by Council at its February OCM 2025	Leonard Long
24 March 2026	Updating references to government departments that have been restructured or renamed; Correcting outdated or incorrect Act titles; Removing references to repealed legislation or superseded terminology; and Aligning explanatory text with amendments to the Local Government Act 1995	Magdalena Le Grange
29 October 2026	Addition of new sub-delegations Addition of new sub-delegate positions Amendment of sub-delegation conditions	Gordon MacMile

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SHIRE OF BOYUP BROOK

Shire of Boyup Brook

Payments 01/09/2026 - 30/09/2026

(GST Inclusive Accordingly)

Attachment 10.3.1A

Chq/EFT	Date	Name	Description	Amount
2995	01/09/2026	Ampol Petroleum Distributors Pty Ltd	Fuel Aug2026	6,658.90
2996	01/09/2026	Australian Services Union	Payroll Deductions	161.00
2997	01/09/2026	Crendon Machinery	Street Tree Pruning - Squirrel Hire Aug2026	2,109.03
2998	01/09/2026	Darren Long Consulting	Financial Reporting Assistance Jul2026	7,293.00
2999	01/09/2026	Emerge Office Pty Ltd	Admin Front Counter Printer Toner	1,051.60
3000	01/09/2026	Filtrex Innovative Wastewater Solutions	Refund Septic Permit Fees	118.00
3001	01/09/2026	GoFax (Australia)	Medical Centre - Annual Service Plan 01/09/2026-31/08/2027	130.00
3002	01/09/2026	H+H Architects	Evacuation Centre Plans and Documentation - Progress Payment	7,507.50
3003	01/09/2026	HA Harries & SJ Harries	Rylington Park - Lamb Marking	3,492.17
3004	01/09/2026	Jimmy's Autoglass	P207 Mtusbishi Triton Dual Cab - Windscreen Replacement	700.00
3005	01/09/2026	Manjimup Freight Distributors & BMI Logistics	Freight Aug2026	60.92
3006	01/09/2026	Metal Artwork Badges	Admin Desk Name Plaques	38.50
3007	01/09/2026	Officeworks Ltd	Depot Stationery and PPE	603.72
3008	01/09/2026	Resident	Hall Hire Bond Refund	100.00
3009	01/09/2026	Rear's Electrical & Mechanical Services Pty Ltd	Swimming Pool - Electrical Repairs	179.85
3010	01/09/2026	Boyup Brook Tyre Service	P199 Komatsu Backhoe 2007 - Parts	370.00
3010	01/09/2026	Boyup Brook Tyre Service	P193 Mitsubishi Triton 4x4 GLX Manual - Parts	150.00
3011	01/09/2026	Scavenger Fire & Safety	ESL - VBFB PPE	495.00
3012	01/09/2026	Sonic HealthPlus Pty Ltd	Pre-employment Medical	448.80
3013	01/09/2026	SOS Office Equipment	Admin & Depot Monthly Copier Billing	929.57
3014	01/09/2026	South West Isuzu	P225 Isuzu GIGA CXY Prime Mover - Parts	541.60
3015	01/09/2026	SW Precision Print (A & L Printers)	Emergency Information & Bushfire Control	2,729.00
3016	01/09/2026	Synergy	Electricity Across Shire Facilities to 21/08/2026	6,313.03
3017	01/09/2026	T-Quip	P258 2026 Toro Groundsmaster GM7210 - Parts	508.95
3018	01/09/2026	Team Global Express	Freight Jul2026	92.02
3019	01/09/2026	The Print Shop Online	Rates Brochure Printing	473.00
3020	01/09/2026	Boyup Brook Agricultural Supplies	Depot Expendable Tools	444.38
3021	01/09/2026	WA Contract Ranger Services Pty Ltd	Contract Ranger Services Aug2026	2,310.00
3022	01/09/2026	Zone 50 Engineering Surveys Pty Ltd	RRG210 Boyup Brook-Arthur Rd - Survey Setout	8,452.40
3022	01/09/2026	Zone 50 Engineering Surveys Pty Ltd	RRG004 Winnejup Rd - Survey Setout	4,430.80
3022	01/09/2026	Zone 50 Engineering Surveys Pty Ltd	RRG148 Boyup Brook-Cranbrook Rd - Survey Setout	8,452.40
3023	01/09/2026	Zone Medical Pty Ltd	Medical Supplies	1,043.90
3036	08/09/2026	Shire of Boyup Brook	BSL and BCITF Commission Aug2026	33.25
3037	08/09/2026	HealthVue	Medical Centre - Revenue Boost Program	2,196.70
3038	08/09/2026	Synergy	Electricity Across Shire Facilities to 27/08/2026	3,385.05
3039	08/09/2026	Boyup Brook Community Resource Centre	Boyup Brook Gazette Advertising Sep2026	525.00
3040	08/09/2026	Lamat Cleaning	Medical Centre Cleaning Aug2026	1,599.00
3041	08/09/2026	Landgate	Rural Interim UVs 20/06/26-28/08/26	99.60
3042	08/09/2026	Australia Post	Postage Aug2026	1,418.10
3043	08/09/2026	Building and Construction Industry Training Fund	BCITF Collected Aug2026	431.75
3044	08/09/2026	Bunnings Group Ltd	Sandakan Memorial - Plants	428.81
3045	08/09/2026	Amity Signs	Road Signs	536.80
3046	08/09/2026	Department of Fire & Emergency Services	2026/27 Emergency Services Levy 1st Quarter Contribution	44,809.20
3047	08/09/2026	Boyup Brook Tourism Association Inc.	Tourist Centre - Contribution to Electricity 24/06/2026-20/08/2026	332.27
3048	08/09/2026	Mowers Plus	P169 Toro Greens Mower - Reel Sharpening	605.00
3049	08/09/2026	Fine Edge Picture Framing	Chambers - Portrait Framing	270.00
3050	08/09/2026	Coates Hire Operations Pty Limited	Winter Grading - Roller Hire Aug2026	5,847.73
3051	08/09/2026	Team Global Express	Freight Jul2026	41.59
3052	08/09/2026	South Regional TAFE	Depot Staff - AusChem Training	245.20
3053	08/09/2026	Allpest WA (Ausmic Pest Control)	Shire Housing - Termite Inspections	2,283.60
3053	08/09/2026	Allpest WA (Ausmic Pest Control)	Cemetery - Termite Treatment	220.00
3053	08/09/2026	Allpest WA (Ausmic Pest Control)	Transfer Station - Termite Treatment	220.00
3054	08/09/2026	AMPAC Debt Recovery (WA) Pty Ltd	Rates Debt Collection Costs Aug2026	66.00
3055	08/09/2026	AFGRI Equipment Australia Pty Ltd	P224 John Deere 622GP Motor Grader - Parts	3,840.40
3055	08/09/2026	AFGRI Equipment Australia Pty Ltd	P146 Small Plant - Parts	196.60
3055	08/09/2026	AFGRI Equipment Australia Pty Ltd	Rylington Park - Mower Parts	64.12
3056	08/09/2026	Lonsdale Event Hire	Sandakan Service - Marquee Hire	3,434.00
3057	08/09/2026	Department of Local Gov, Industry Reg and Saf	BSL Collected Aug2026	1,577.07
3058	08/09/2026	Department Of Water & Environmental Regulation	Stanton Rd Liquid Waste Facility L8128/2006/2 Annual Licence Fee	651.75
3058	08/09/2026	Department Of Water & Environmental Regulation	Transfer Station L8535/2011/1 Annual Licence Fee	347.60
3059	08/09/2026	AMD Audit & Assurance Pty Ltd	Roads to Recovery 2025-26 Acquittal	2,178.00
3060	08/09/2026	Activ8me	Swimming Pool Internet Sep2026	69.95
3061	08/09/2026	BP Medical	Medical Supplies	738.91
3062	08/09/2026	Node1 Pty Ltd	Admin NBN Fixed Wireless Monthly Fee	227.00
3063	08/09/2026	Telstra Limited	Admin NBN to 24/08/2026	1,212.75
3063	08/09/2026	Telstra Limited	Telephone Across Shire Facilities to 24/08/2026	629.89
3064	08/09/2026	Johnson's Food Services	Various Shire Buildings - Cleaning Supplies	1,292.15
3065	08/09/2026	H+H Architects	Evacuation Centre Plans and Documentation - Progress Payment	2,645.50
3066	08/09/2026	Breeze Connect Pty Ltd	Medical Centre VOIP and NBN Aug2026	257.14
3067	08/09/2026	Hastie Waste Pty Ltd	Rylington Park Bulk Waste Collection Aug2026	130.00
3068	08/09/2026	Magiq Software Ltd	Customer Support	2,526.57
3100	15/09/2026	Australian Services Union	Payroll Deductions	161.00
3101	15/09/2026	Barna Construction (WA) Pty Ltd	Evacuation Centre Upgrades - Progress Payment 7	348,252.88
3102	15/09/2026	Boot Rock Bobtrak & Farm Works	Transfer Station - Fence Repairs	264.00
3103	15/09/2026	Boyup Brook IGA	Purchases Aug2026	1,070.44
3104	15/09/2026	Bridgetown Timber & Hardware	Pioneer Museum - Building Maintenance	38.07
3105	15/09/2026	Combined Team Services Pty Ltd	Depot Employee - Health & Safety Rep Training	995.00
3106	15/09/2026	Darren Long Consulting	Financial Reporting Assistance Aug2026	3,432.00
3107	15/09/2026	Department Of Water & Environmental Regulation	Transfer Station L8535/2011/1 Late Payment Fee	434.50
3108	15/09/2026	Focus Networks	Monthly Device Management Fees Aug2026	4,158.00
3108	15/09/2026	Focus Networks	Monthly Managed Services Sep2026	4,170.50
3108	15/09/2026	Focus Networks	DNS Hosting boyupbrook.wa.gov.au 01/10/2026-30/09/2028	66.00
3109	15/09/2026	Interfire Agencies	ESL - VBFB PPE	7,590.00
3110	15/09/2026	Manjimup Freight Distributors & BMI Logistics	Freight Sep2026	126.37
3111	15/09/2026	Resident	Hall Hire Bond Refund	200.00
3112	15/09/2026	QHSE Integrated Solutions Pty Ltd (Skytrust)	Skytrust Intelligence System (WHS) 11/10/2026-10/11/2026	493.90
3113	15/09/2026	Synergy	Electricity Across Shire Facilities to 02/09/2026	6,351.94
3114	15/09/2026	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste and Recycling Collection Aug2026	9,607.88
3115	15/09/2026	WA Contract Ranger Services Pty Ltd	Contract Ranger Services Aug2026	2,310.00
3139	18/09/2026	Australian Taxation Office	BAS PAYG Aug2026	15,713.00
3166	22/09/2026	Allpest WA (Ausmic Pest Control)	Various Shire Buildings - Termite Inspections	11,154.00
3167	22/09/2026	Ampol Petroleum Distributors Pty Ltd	Fuel Sep2026	21,517.19
3168	22/09/2026	Black Box Control Pty Ltd	Monthly Grader Tracking Service Sep2026	115.50

Shire of Boyup Brook

Payments 01/09/2026 - 30/09/2026

(GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
3169	22/09/2026	Blackwood Plant Hire	Landfill Site - Dig New Rubbish Pit and Shift Overburden	15,840.00
3169	22/09/2026	Blackwood Plant Hire	Transfer Station - Empty Rubbish Trailer Aug2026	3,520.00
3170	22/09/2026	BOC Limited	Gas Cylinder Rental Aug2026	69.11
3171	22/09/2026	Boyup Brook Co-operative Co Limited	Purchases Aug2026	2,230.44
3171	22/09/2026	Boyup Brook Co-operative Co Limited	Rylington Park Purchases Aug2026 incl Stock Treatments	5,285.50
3172	22/09/2026	DSW Bunbury	Various Shire Buildings - Cleaning Supplies	1,001.00
3173	22/09/2026	Earth 2 Ocean Communications	ESL - VBFB Equipment	1,251.50
3174	22/09/2026	Focus Networks	Cyber Security Awareness Training	1,984.40
3174	22/09/2026	Focus Networks	Monthly MPS Support Aug2026 - Excluded Services	123.20
3175	22/09/2026	Fulton Hogan Industries Pty Ltd	RRG210 Boyup Brook-Arthur Rd - Line Marking	7,700.00
3176	22/09/2026	Hales Electrical	DLGIRS CCTV Grant - Supply LPR Cameras	7,150.00
3177	22/09/2026	MJ Hallett	P225 Isuzu GIGA CXY Prime Mover - Repairs	4,851.00
3177	22/09/2026	MJ Hallett	P199 Komatsu Backhoe 2007 - Repairs	1,375.00
3177	22/09/2026	MJ Hallett	P258 2026 Toro Groundsmaster GM7210 - Repairs	764.50
3177	22/09/2026	MJ Hallett	P224 John Deere 622GP Motor Grader - Repairs	632.50
3177	22/09/2026	MJ Hallett	P245 Spray Trailer - Repairs	330.00
3178	22/09/2026	Haycom Technology Pty Ltd	Medical Centre IT Support Fees Aug2026	1,895.85
3178	22/09/2026	Haycom Technology Pty Ltd	Medical Centre Domain Renewal 05/10/2026-05/10/2028	63.80
3179	22/09/2026	Hersey's Safety Pty Ltd	Depot PPE	1,891.45
3180	22/09/2026	Infield Services Pty Ltd	P202 Isuzu 4Tn Tip Truck 2016 - Repairs	1,308.90
3180	22/09/2026	Infield Services Pty Ltd	P224 John Deere 622GP Motor Grader - Repairs	1,166.00
3180	22/09/2026	Infield Services Pty Ltd	P247 Komatsu 555 Grader 2024 - Repairs	1,157.75
3180	22/09/2026	Infield Services Pty Ltd	P214 Isuzu Giga CXZ 455 Prime Mover - Repairs	2,332.47
3180	22/09/2026	Infield Services Pty Ltd	P234 Tri Axle Drop Deck Trailer - Repairs	638.00
3180	22/09/2026	Infield Services Pty Ltd	P235 Bomag Multi-Tyre Roller - Repairs	519.75
3180	22/09/2026	Infield Services Pty Ltd	P246 Canter 815 Crew Cab 4Tn Truck - Repairs	288.75
3181	22/09/2026	Interfire Agencies	ESL - VBFB PPE	3,464.76
3182	22/09/2026	Employee	Reimburse WA Police Clearance	66.00
3183	22/09/2026	Kojonup Agricultural Supplies	P245 Spray Trailer - Parts	1,299.50
3184	22/09/2026	Komatsu Australia Pty Ltd	P213 Komatsu WA150-5 Loader - Parts	331.89
3184	22/09/2026	Komatsu Australia Pty Ltd	P247 Komatsu 555 Grader 2024 - Parts	225.60
3185	22/09/2026	Living Springs Water Pty Ltd	Council and Staff Drinking Water	420.00
3186	22/09/2026	Employee	Reimburse Admin Wireless Keyboards	108.00
3187	22/09/2026	Peppercorn Percy	Medical Centre - Staff Farewell Gift	25.00
3188	22/09/2026	Pivotel Satellite Pty Ltd	GPS Tracking Service - Grader and Transfer Station Sep2026	62.00
3189	22/09/2026	Rear's Electrical & Mechanical Services Pty Ltd	Admin - Replace Exit Light	231.00
3189	22/09/2026	Rear's Electrical & Mechanical Services Pty Ltd	P102 Generator Set - Monthly Inspection and Test	143.00
3190	22/09/2026	Royal Life Saving Society WA Inc	Pool Staff - Lifeguard Licence Renewals	374.00
3191	22/09/2026	Boyup Brook Tyre Service	P211 D-Max Dual Cab Tray Back Ute - Parts	1,540.00
3191	22/09/2026	Boyup Brook Tyre Service	Fuel Aug2026	142.15
3192	22/09/2026	Safetycare Australia Pty Ltd	Safety Hub Annual Subscription	1,925.00
3193	22/09/2026	Shire of Bridgetown-Greenbushes	Bushfire Risk Mitigation Coordinator Jan-Jun2026	11,987.58
3194	22/09/2026	Sonic HealthPlus Pty Ltd	Pre-employment Medicals	547.80
3195	22/09/2026	South Regional TAFE	Depot Staff - Forklift Training	270.00
3196	22/09/2026	South West Counselling Incorporated	Employee Assistance Program - Staff Workshop	550.00
3197	22/09/2026	South West Isuzu	P225 Isuzu GIGA CXY Prime Mover - Parts	831.31
3198	22/09/2026	Sprint Express	Freight Aug2026	108.90
3199	22/09/2026	Synergy	Electricity Across Shire Facilities to 14/09/2026	908.05
3200	22/09/2026	Team Global Express	ESL Freight Sep2026	73.28
3201	22/09/2026	The Quacking Frog Teapot Shed	Catering Aug2026	165.00
3202	22/09/2026	Quest Innaloo	Staff Training Accommodation	1,458.00
3203	22/09/2026	Boyup Brook Agricultural Supplies	P146 Small Plant - Parts	42.00
3204	22/09/2026	Veolia Recycling and Recovery Pty Ltd (NSW)	Paper and Cardboard Recycling Collection Aug2026	930.72
3205	22/09/2026	Zone 50 Engineering Surveys Pty Ltd	RRG148 Boyup Brook-Cranbrook Rd - Survey Setout Claim 2	2,956.80
3206	29/09/2026	Active Discovery	Sandakan Playspace - Replacement Parts	866.25
3207	29/09/2026	AFGRI Equipment Australia Pty Ltd	P255 John Deere Mini Excavator - Service	791.85
3208	29/09/2026	Ampol Petroleum Distributors Pty Ltd	Fuel Sep2026	5,584.85
3209	29/09/2026	Australian Services Union	Payroll Deductions	161.00
3210	29/09/2026	Big Country Mechanical	P238 Mitsubishi Triton GLX 4x4 MR Auto - Service	489.56
3210	29/09/2026	Big Country Mechanical	P250 Toyota Hilux Ute 2015 Tray Top - Service	393.40
3211	29/09/2026	Culburra Clay (Irvin Graham Muir t/as)	Cricket Pitch - Clay	423.50
3212	29/09/2026	Dalwallinu Concrete Pty Ltd	3304A Winnejup Rd Bridge - Materials for Repairs	16,678.42
3213	29/09/2026	Earth 2 Ocean Communications	ESL - VBFB Equipment	220.00
3214	29/09/2026	Harcourts Southern Forests	34 Bridge Street - Marketing Expenses	1,418.00
3215	29/09/2026	Country Landscaping & Irrigation	Swimming Pool River Pump - Service	444.68
3216	29/09/2026	Jimmy's Autoglass	P238 Triton GLX 4x4 MR Auto - Windscreen Replacement	775.00
3216	29/09/2026	Jimmy's Autoglass	P213 Komatsu WA150-5 Loader - Replace Door Glass	690.00
3217	29/09/2026	KA & LJ Chambers	Sandakan Service - Wreaths	140.00
3218	29/09/2026	Mcleods Lawyers Pty Ltd	60 Forrest St - Contract of Sale	1,168.87
3218	29/09/2026	Mcleods Lawyers Pty Ltd	Flax Mill Caravan Park - Legal Advice	5,032.50
3219	29/09/2026	Boyup Brook Tyre Service	P258 2026 Toro Groundsmaster GM7210 - Repairs	60.00
3220	29/09/2026	Synergy	Electricity Across Shire Facilities to 17/09/2026	2,743.73
3221	29/09/2026	Team Global Express	ESL Freight Sep2026	81.65
3222	29/09/2026	WA College of Agriculture - Harvey	Rylington Park - Ag School Scholarships Year 12 2026	1,000.00
			TOTAL MUNI EFT to 30 September 2026	**729,946.73**
20732	22/09/2026	Department of Transport and Major Infrastructure	P545 Toyota Fast Attack West Boyup Registration 07/10/2026-30/06/2027	185.05
			TOTAL MUNI CHEQUES to 30 September 2026	**185.05**

Shire of Boyup Brook

Payments 01/09/2026 - 30/09/2026

(GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
DD0209	02/09/2026	Commonwealth Bank of Australia	Bank Fees Sep2026	306.32
5075	10/09/2026	The Bunbury Diocesan Trustees and Anglican Parish	18 Barron St Rent 11/09/2026-24/09/2026	720.00
DD1009	10/09/2026	Salary & Wages	Payroll 02/09/2026	112,853.72
5076	11/09/2026	Aware Super	Payroll Deductions	23,742.89
DD1509	02/08/2026	Commonwealth Bank of Australia	Bank Fees Sep2026	98.48
5078	16/09/2026	Finrent	Admin and Depot Copier Monthly Rental	310.51
5080	24/09/2026	The Bunbury Diocesan Trustees and Anglican Parish	18 Barron St Rent 25/09/2026-08/10/2026	720.00
DD2409	24/09/2026	Salary & Wages	Payroll 02/09/2026	104,987.22
5081	25/09/2026	Aware Super	Payroll Deductions	22,065.13
			TOTAL DIRECT DEBITS TO 30 September 2026	**265,804.27**
5077	15/09/2026	Shire of Boyup Brook Credit Card - CEO	NCH Software - Software Licences	110.95
5077	15/09/2026	Shire of Boyup Brook Credit Card - CEO	Rylington - Water Supply Parts	361.97
5077	15/09/2026	Shire of Boyup Brook Credit Card - CEO	Rylington - Water Supply Parts	209.02
5077	15/09/2026	Shire of Boyup Brook Credit Card - CEO	Starlink - CEO House Internet Monthly Fee	165.00
			TOTAL CEO CREDIT CARD TO 30 September 2026	**846.94**
5077	15/09/2026	Shire of Boyup Brook Credit Card - EMCS	Adobe Acrobat Pro DC Monthly Subscription	265.96
5077	15/09/2026	Shire of Boyup Brook Credit Card - EMCS	Starlink - Depot Internet Monthly Fee	117.00
5077	15/09/2026	Shire of Boyup Brook Credit Card - EMCS	Vibe Hotels - Training Accommodation	640.60
5077	15/09/2026	Shire of Boyup Brook Credit Card - EMCS	OpenAI - EMCS ChatGPT Monthly Subscription	27.27
			TOTAL EMCS CREDIT CARD TO 30 September 2026	**1,050.83**
5077	15/09/2026	Shire of Boyup Brook Credit Card - EMOS	Credit Card Annual Fee	10.00
			TOTAL EMOS CREDIT CARD TO 30 September 2026	**10.00**
5079	21/09/2026	BP Australia Pty Ltd	CEO Fuel Purchases Aug2026	86.79
5079	21/09/2026	BP Australia Pty Ltd	CEO Fuel Purchases Aug2026	142.34
5079	21/09/2026	BP Australia Pty Ltd	CEO Fuel Purchases Aug2026	99.22
5079	21/09/2026	BP Australia Pty Ltd	CEO Fuel Purchases Aug2026	106.55
5079	21/09/2026	BP Australia Pty Ltd	CEO Fuel Purchases Aug2026	92.34
5079	21/09/2026	BP Australia Pty Ltd	CEO Fuel Purchases Aug2026	126.61
			TOTAL CEO BP FUEL CARD TO 30 September 2026	**653.85**
5079	21/09/2026	BP Australia Pty Ltd	MCS Fuel Purchases Aug2026	95.82
5079	21/09/2026	BP Australia Pty Ltd	MCS Fuel Purchases Aug2026	47.77
5079	21/09/2026	BP Australia Pty Ltd	MCS Fuel Purchases Aug2026	94.55
			TOTAL MCS BP FUEL CARD TO 30 September 2026	**238.14**
			TOTAL DD MUNI ACCOUNT TO 30 September 2026	**268,604.03**
DD300926	30/09/2026	Police Licensing	Police Licensing Sep2026	52,930.42
			TOTAL DD POLICE LICENSING ACCOUNT TO 30 September 2026	**52,930.42**
			TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 30 September 2026	**0.00**

SUMMARY

EFT	729,946.73
CHQ (Muni Account)	185.05
DD	268,604.03
MUNI TOTAL	**998,735.81**
ALL MUNI TRANS TO 30 September 2026	**998,735.81**
DD (Police Licensing Account) TO 30 September 2026	**52,930.42**
GRAND TOTAL 1 - 30 September 2026	**1,051,666.23**

Attachment 10.3.2A

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

31 AUGUST 2026

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SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2026

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 AUGUST 2026

Prepared by: Darren Long (Finance Consultant)
Reviewed by: Malcolm Armstrong (MFS)

BASIS OF PREPARATION

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

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

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

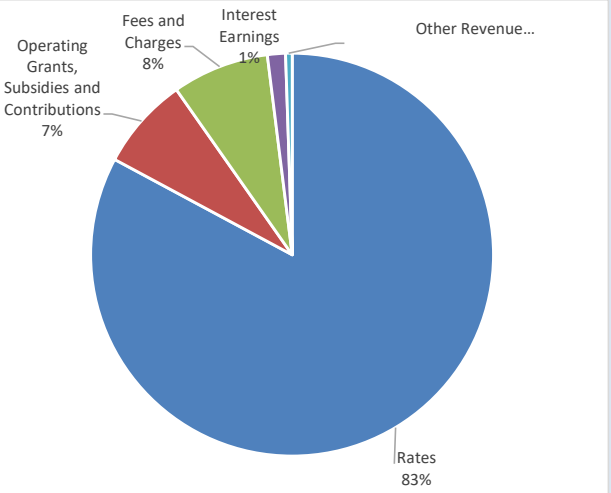
CRITICAL ACCOUNTING ESTIMATES
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates 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.

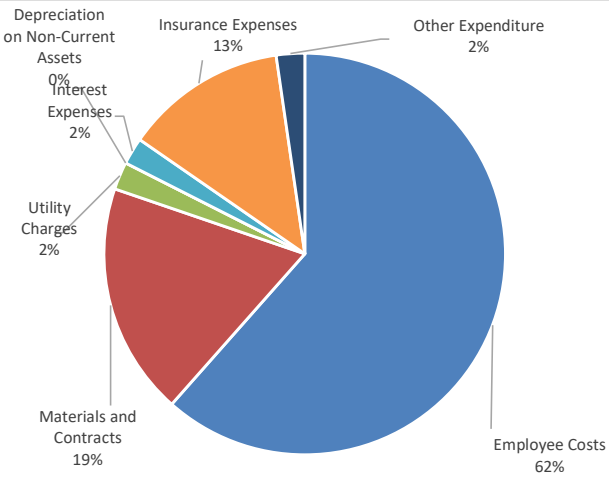
SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2026

SUMMARY GRAPHS

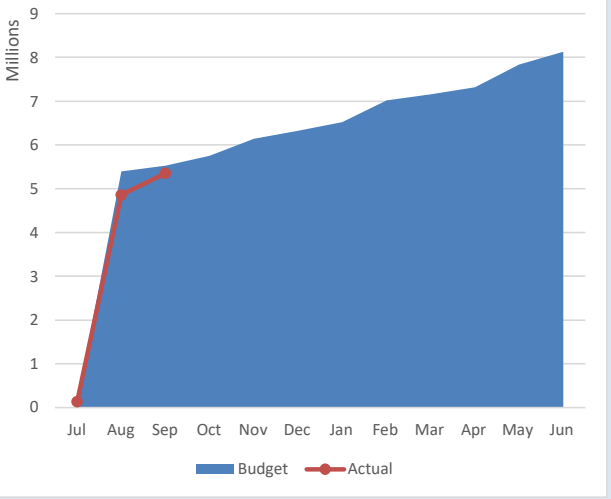
OPERATING REVENUE



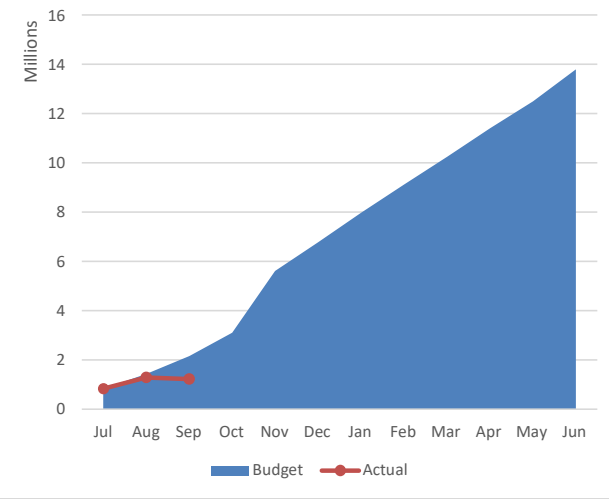
OPERATING EXPENSES



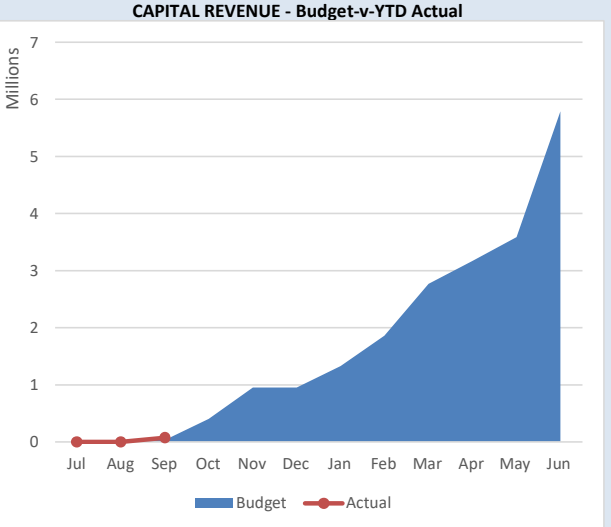
OPERATING REVENUE - Budget-v-YTD Actual



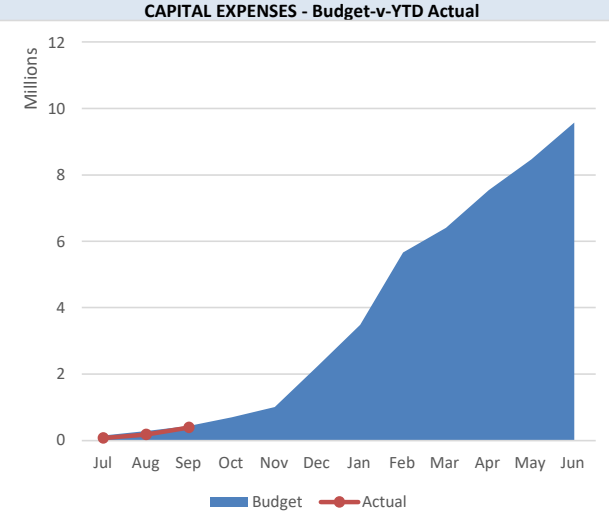
OPERATING EXPENSES - Budget-v-YTD Actual



CAPITAL REVENUE - Budget-v-YTD Actual



CAPITAL EXPENSES - Budget-v-YTD Actual



SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 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 31 AUGUST 2026

	2026-2027 ANNUAL BUDGET	2026-2027 YTD BUDGET	2026-2027 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)	**$**		**$**
General Purpose Funding	(209,869)	(32,816)	(300)
Governance	(445,332)	(111,969)	(46,827)
Law, Order, Public Safety	(604,846)	(63,471)	(60,348)
Health	(2,131,217)	(301,192)	(239,831)
Education and Welfare	(192,849)	(26,666)	(40,705)
Housing	(248,158)	(26,777)	(23,149)
Community Amenities	(820,446)	(102,529)	(52,324)
Recreation and Culture	(1,703,589)	(161,328)	(121,113)
Transport	(6,255,589)	(441,829)	(164,474)
Economic Services	(774,178)	(90,526)	(57,211)
Other Property and Services	(301,396)	(45,234)	(390,257)
Total Operating Expenditure	(13,687,469)	(1,404,337)	(1,196,538)
REVENUE			
General Purpose Funding	5,088,363	4,532,088	4,593,921
Governance	824	0	0
Law, Order, Public Safety	140,650	34,491	51,352
Health	1,356,219	231,556	96,959
Education and Welfare	0	0	1
Housing	112,575	18,674	15,173
Community Amenities	268,195	251,593	267,234
Recreation and Culture	64,410	10,817	16,936
Transport	302,488	272,060	273,548
Economic Services	159,340	16,016	18,346
Other Property & Services	637,705	31,995	19,180
Total Operating Revenue	8,130,769	5,399,288	5,352,651
Sub-Total	(5,556,700)	3,994,952	4,156,112
FINANCE COSTS			
Law, Order & Public Safety	(103,686)	(26,371)	(26,371)
Recreation & Culture	0	(1,371)	0
Total Finance Costs	(103,686)	(27,742)	(26,371)
NON-OPERATING REVENUE			
Law, Order & Public Safety	2,046,500	0	51,365
Recreation & Culture	50,000	0	0
Transport	1,725,675	31,974	22,871
Total Non-Operating Revenue	3,822,175	31,974	74,236
PROFIT/(LOSS) ON SALE OF ASSETS			
Transport Profit	0	0	0
Transport Loss	0	0	0
Total Profit/(Loss)	0	0	0
NET RESULT	**(1,838,210)**	**3,999,183**	**4,203,978**
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
	0	0	0
TOTAL COMPREHENSIVE INCOME	**(1,838,210)**	**3,999,183**	**4,203,978**

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 31 AUGUST 2026

	2026-2027 ORIGINAL BUDGET	2026-2027 YTD BUDGET	2026-2027 YTD ACTUAL
Expenses			
Employee Costs	(4,855,889)	(978,923)	(752,472)
Materials and Contracts	(2,981,301)	(414,294)	(228,926)
Utility Charges	(248,012)	(38,236)	(27,208)
Depreciation on Non-Current Assets	(4,901,103)	0	0
Interest Expenses	(103,686)	(27,742)	(26,390)
Insurance Expenses	(381,210)	(215,500)	(159,999)
Other Expenditure	(319,953)	242,616	(27,914)
Total Operating Expenses	(13,791,154)	(1,432,079)	(1,222,909)
Revenue			
Rates	4,434,384	4,433,928	4,434,190
Operating Grants, Subsidies and Contributions	701,617	375,158	397,465
Fees and Charges	1,982,639	531,182	416,289
Interest Earnings	333,700	22,130	77,012
Other Revenue	678,429	36,891	27,694
Total Operating Revenue	8,130,769	5,399,288	5,352,651
Sub-Total	(5,660,385)	3,967,210	4,129,742
Non-Operating Grants, Subsidies & Contributions	3,822,175	31,974	74,236
Profit on Asset Disposals	0	0	0
Loss on Asset Disposals	0	0	0
	3,822,175	31,974	74,236
Net Result	**(1,838,210)**	**3,999,183**	**4,203,978**
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	**(1,838,210)**	**3,999,183**	**4,203,978**

SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL ACTIVITY BY NATURE/TYPE
FOR THE PERIOD ENDING 31 AUGUST 2026

	2026-2027 ORIGINAL BUDGET	2026-2027 YTD BUDGET (a)	2026-2027 YTD ACTUAL (b)	VARIANCE $ (b)-(a)	VARIANCE % (b)-(a)/(a)	Var ▲▼
OPERATING REVENUE	**$**	**$**	**$**			
Ex-Gratia Rates & Write-offs	2,306	1,850	0	Within Threshold	(100.00%)	
Operating Grants, Subsidies and Contributions	701,617	375,158	397,465	22,308	Within Threshold	
Fees and Charges	1,982,639	531,182	416,290	(114,892)	(21.63%)	
Interest Earnings	333,700	22,130	77,012	54,882	248.00%	
Other Revenue	678,429	36,891	27,694	Within Threshold	(24.93%)	
Profit on Disposal of Asset	0	0	0	Within Threshold	0%	
Total Operating Revenue	**3,698,691**	**967,210**	**918,461**	**(37,703)**		
LESS OPERATING EXPENDITURE						
Employee Costs	(4,855,889)	(978,923)	(752,472)	226,451	23.13%	
Materials and Contracts	(2,981,301)	(414,294)	(228,926)	185,368	44.74%	
Utility Charges	(248,012)	(38,236)	(27,208)	11,028	28.84%	
Depreciation on Non-Current Assets	(4,901,103)	0	0	Within Threshold	0.00%	
Interest Expenses	(103,686)	(27,742)	(26,390)	Within Threshold	Within Threshold	
Insurance Expenses	(381,210)	(215,500)	(159,998)	55,502	(25.76%)	
Other Expenditure	(319,954)	242,616	(27,914)	(270,530)	(111.51%)	
Loss on Disposal of Asset	0	0	0	Within Threshold	0%	
Total Operating Expenses	**(13,791,155)**	**(1,432,079)**	**(1,222,908)**	**207,819**		
Sub-Total	**(10,092,464)**	**(464,868)**	**(304,447)**	**170,116**		
OPERATING ACTIVITIES EXCLUDED FROM BUDGET						
Movement in Employee Provisions (Non-current)	44,635	0	7,607	Within Threshold	0%	
Movement in Accrued Interest Expense	0	0	(6,107)	Within Threshold	0%	
Movement in Accrued Expenses	0	0	(64,917)	(64,917)	0%	
Movement in Accrued Wages	0	0	(111,407)	(111,407)	0%	
(Profit) on the disposal of assets	0	0	0	Within Threshold	0%	
Loss on the disposal of assets	0	0	0	Within Threshold	0%	
Depreciation Written Back	4,901,103	0	0	Within Threshold	0%	
Operating Activities Excluded from Budget	**4,945,738**	**0**	**(174,824)**	**(176,324)**		
Sub Total	**(5,146,726)**	**(464,868)**	**(479,271)**	**(6,208)**		
INVESTING ACTIVITIES						
Outflows from investing activities						
Purchase Buildings	(5,435,057)	(8,022)	(72,039)	(64,017)	(798.02%)	
Purchase Plant and Equipment	(190,000)	0	0	Within Threshold	0.00%	
Purchase Furniture and Equipment	(34,500)	0	0	Within Threshold	0.00%	
Infrastructure Assets - Roads	(2,544,119)	(228,114)	(196,950)	31,164	13.66%	
Infrastructure Assets - Parks & Ovals	(230,000)	0	(19,626)	(19,626)	0.00%	
Infrastructure Assets - Other	(100,000)	0	0	Within Threshold	0%	
Inflows from investing activites						
Proceeds from Sale of Assets	20,000	0	0	Within Threshold	0%	
Contributions for the Development of Assets	3,822,175	31,974	74,236	42,262	132.18%	
Amount Attributable to Investing Activities	**(4,766,001)**	**(204,162)**	**(214,379)**	**(10,217)**		
FINANCING ACTIVITIES						
Outflows from financing activities						
Repayment of Debt - Loan Principal	(90,851)	(22,264)	(22,264)	Within Threshold	Within Threshold	
Transfer to Reserves	(924,682)	(21,666)	(84,765)	(63,099)	(291.24%)	
Inflows from financing activities						
Loans Raised	0	0	0	Within Threshold	0%	
Transfer from Reserves	1,946,182	0	0	Within Threshold	0%	
Amount Attributable to Financing Activities	**930,649**	**(43,930)**	**(107,029)**	**(63,099)**		
Sub Total	**(8,982,078)**	**(712,961)**	**(800,679)**	**(79,523)**		
FUNDING FROM						
Estimated Opening Surplus at 1 July	4,550,000	4,550,000	4,569,716	19,716	Within Threshold	
Amount Raised from General Rates	4,432,078	4,432,078	4,434,190	Within Threshold	Within Threshold	
	8,982,078	**8,982,078**	**9,003,906**	**(122,907)**		
NET SURPLUS/(DEFICIT)	**0**	**8,269,117**	**8,203,227**			

SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL ACTIVITY BY FUNCTION/PROGRAM
FOR THE PERIOD ENDING 31 AUGUST 2026

	2026-2027 ORIGINAL BUDGET	2026-2027 YTD BUDGET (a)	2026-2027 YTD ACTUAL (b)	VARIANCE $ (b)-(a)	VARIANCE % (b)-(a)/(a)	Var ▲▼
OPERATING REVENUE	**$**	**$**	**$**			
General Purpose Funding	656,285	100,010	159,731	59,722	59.72%	▲
Governance	824	0	0	Within Threshold	0%	
Law, Order Public Safety	140,650	34,491	51,352	16,861	48.89%	▲
Health	1,356,219	231,556	96,958	(134,598)	(58.13%)	▼
Education and Welfare	0	0	1	Within Threshold	0%	
Housing	112,575	18,674	15,173	Within Threshold	(18.75%)	
Community Amenities	268,195	251,593	267,235	15,642	Within Threshold	
Recreation and Culture	64,410	10,817	16,936	Within Threshold	56.58%	
Transport	302,488	272,060	273,549	Within Threshold	Within Threshold	
Economic Services	159,340	16,016	18,346	Within Threshold	14.55%	
Other Property and Services	637,705	31,995	19,180	(12,815)	(40.05%)	▼
Total Operating Revenue	**3,698,691**	**967,210**	**918,461**	**(55,189)**		
LESS OPERATING EXPENDITURE						
General Purpose Funding	(209,869)	(32,816)	(300)	32,516	(99.09%)	
Governance	(445,332)	(111,969)	(46,827)	65,142	58.18%	
Law, Order, Public Safety	(708,532)	(89,842)	(86,718)	Within Threshold	Within Threshold	
Health	(2,131,217)	(301,192)	(239,831)	61,361	20.37%	
Education and Welfare	(192,849)	(26,666)	(40,705)	(14,039)	(52.65%)	
Housing	(248,158)	(26,777)	(23,149)	Within Threshold	13.55%	
Community Amenities	(820,446)	(102,529)	(52,324)	50,205	48.97%	
Recreation and Culture	(1,703,589)	(162,699)	(121,113)	41,586	25.56%	
Transport	(6,255,589)	(441,829)	(164,473)	277,356	62.77%	
Economic Services	(774,178)	(90,526)	(57,211)	33,315	36.80%	
Other Property & Services	(301,396)	(45,234)	(390,257)	(345,023)	(762.75%)	
Total operating Expenses	**(13,791,155)**	**(1,432,079)**	**(1,222,908)**	**202,419**		
Sub-Total	**(10,092,464)**	**(464,868)**	**(304,447)**	**147,231**		
OPERATING ACTIVITIES EXCLUDED FROM BUDGET						
Movement in Employee Provisions (Non-current)	44,635	0	7,607	Within Threshold	0%	
Movement in Accrued Interest Expense	0	0	(6,107)	Within Threshold	0%	
Movement in Accrued Expenses	0	0	(64,917)	(64,917)	0%	
Movement in Accrued Wages	0	0	(111,407)	(111,407)	0%	
(Profit) on the disposal of assets	0	0	0	Within Threshold	0%	
Loss on the disposal of assets	0	0	0	Within Threshold	0%	
Depreciation Written Back	4,901,103	0	0	Within Threshold	0%	
Operating Activities Excluded from Budget	**4,945,738**	**0**	**(174,824)**	**(176,324)**		
Sub Total	**(5,146,726)**	**(464,868)**	**(479,271)**	**(29,093)**		
INVESTING ACTIVITIES						
Outflows from investing activities						
Purchase Buildings	(5,435,057)	(8,022)	(72,039)	(64,017)	(798.02%)	
Purchase Plant and Equipment	(190,000)	0	0	Within Threshold	0.00%	
Purchase Furniture and Equipment	(34,500)	0	0	Within Threshold	0.00%	
Infrastructure Assets - Roads	(2,544,119)	(228,114)	(196,950)	31,164	(13.66%)	
Infrastructure Assets - Footpaths	(32,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Parks & Ovals	(230,000)	0	(19,626)	(19,626)	0.00%	▼
Infrastructure Assets - Recreation	0	0	0	Within Threshold	0.00%	
Infrastructure Assets - Other	(100,000)	0	0	Within Threshold	0%	
Inflows from investing activites						
Proceeds from Sale of Assets	20,000	0	0	Within Threshold	0%	
Contributions for the Development of Assets	3,822,175	31,974	74,236	42,262	132.18%	
Amount Attributable to Investing Activities	**(4,766,001)**	**(204,162)**	**(214,379)**	**(10,217)**		
FINANCING ACTIVITIES						
Outflows from financing activities						
Repayment of Debt - Loan Principal	(90,851)	(22,264)	(22,264)	Within Threshold	Within Threshold	
Transfer to Reserves	(924,682)	(21,666)	(84,765)	(63,099)	(291.24%)	
Inflows from financing activites						
Transfer from Reserves	1,946,182	0	0	Within Threshold	0%	
Loans Raised	0	0	0	Within Threshold	0%	
Amount Attributable to Financing Activities	**930,649**	**(43,930)**	**(107,029)**	**(63,099)**		
Sub Total	**(8,982,078)**	**(712,961)**	**(800,679)**	**(102,409)**		
FUNDING FROM						
Estimated Opening Surplus at 1 July	4,550,000	4,550,000	4,569,716	19,716	Within Threshold	
Amount Raised from General Rates	4,432,078	4,432,078	4,434,190	Within Threshold	Within Threshold	
Sub Total	**8,982,078**	**8,982,078**	**9,003,906**	**19,716**		
NET SURPLUS/(DEFICIT)	**0**	**8,269,117**	**8,203,227**			

SHIRE OF BOYUP BROOK
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 31 AUGUST 2026

	ACTUAL YTD	ACTUAL 30/06/2026
Current Assets		
Cash at bank and on Hand	6,139,428	6,681,312
Restricted Cash	15,610	16,368
Restricted Cash Reserves	4,668,736	4,583,971
Trade Receivables	6,065,492	1,492,517
Stock on Hand/Inventory/	8,481	8,481
Biological Assets	508,030	508,030
Other Assets	0	2,525
Total Current Assets	**17,405,777**	**13,293,203**
Current Liabilities		
Trade Creditors	682,936	725,516
Bonds and Deposits	(45,190)	(47,462)
Accrued Wages	0	(111,407)
Accrued Interest on Loans	179	(5,927)
Accrued Expense	(179)	(65,096)
ATO Liabilities	0	0
Retention Funds	(95,811)	(95,811)
Contract Liability	(4,044,610)	(3,667,012)
Loan Liability	(68,587)	1,975
Provisions	(514,629)	(538,237)
Total Current Liabilities	**(4,085,891)**	**(3,803,461)**
Sub-Total	**13,319,886**	**9,489,742**
Adjustments		
LESS Cash Backed Reserves	(4,668,736)	(4,583,971)
LESS Inventory	(516,511)	(516,511)
LESS Accrued Interest Income	0	0
ADD: Accrued Interest on Loans	(179)	5,927
ADD: Accrued Salaries & Wages	0	111,407
ADD: Accrued Expenses	179	65,096
ADD: Current Loan Liability	68,587	(1,974)
ADD: Current Finance Lease Liability	0	0
Net Current Position	**8,203,227**	**4,569,716**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 AUGUST 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	375,158	397,465	22,308	Within Threshold	TIMING	Increase in Local Road Grants $13k, Increase in ESL Operating Grant $16k.
Fees & Charges	531,182	416,290	(114,892)	-22%	TIMING	Decrease in Surgery Fees received $135k. Increase in Refuse Collection Fees $21k.
Interest Earnings	22,130	77,012	54,882	248%	TIMING	Increase in interest earned on Municipal Funds invested $44k, Increase in Interest on Reserve Funds $20k.
Operating Expenses						
Employee Costs	(978,923)	(752,472)	226,451	23%	TIMING	Increase in Bushfire Risk Wages $11k, Decrease in Medical Salaries $65k, Increase in CDO Salaries $12k, Increase in PWO Supervisor Salaries $17k, Increase in WPOH Workers Compensation insurance $14k, Increase in PWOH Annual Leave $32k, Decrease in Plant Repair Wages $30k, Decrease in Administration Salaries $224k.
Materials & Contracts	(414,294)	(228,926)	185,368	45%	TIMING	Decrease in Health Administration Expenses $13k, Decrease in Road Maintenance expenses $94k, Increase in Plant Parts and Repairs expenses $50k, Decrease in Plant Recovery Expenses $12k, Decrease in Audit Fees $54k, Decrease in IT Systems and Operations expenses $84k, Increase in Rylington Contract Shearing Expense $20k.
Utility Charges	(38,236)	(27,208)	11,028	29%	TIMING	Various accounts with minor decreases in expenses under $10k in value.
Insurance Expenses	(215,500)	(159,998)	55,502	-26%	TIMING	Decrease in Medical Insurance $12k, Decrease in Bridge Insurance $18k, Decrease in Plant Insurance $26k.
Other Expenses	242,616	(27,914)	(270,530)	-112%	TIMING	Administration Allocations not processed for July-August 260k, Decrease Member Sitting Fees $12k, Increase in Library Expenses $11k.

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 AUGUST 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
Investing Activities						
Purchase Buildings	(8,022)	(72,039)	(64,017)	-798%	TIMING	Increase in Evacuation Centre Project $51k,.
Infrastructure Assets - Roads	(228,114)	(196,950)	31,164	14%	TIMING	Decrease in Winter Grading expenses $54k, Increase in Winnejup Road project $10k.
Infrastructure Assets - Parks & Ovals	0	(19,626)	(19,626)	0%	TIMING	Increase in Sandakan park Women's Memorial $19k.
Non-Operating Grants, Subsidies for the Development of Assets	31,974	74,236	42,262	132%	TIMING	Increase in Evacuation Centre Grant $51k, Decrease in Roads to Recovery Grant $32k, Increase in Regional Road Group Grant $23k.
Financing Activities						
Transfer to Reserves	(21,666)	(84,765)	(63,099)	-291%	TIMING	Increase in Aged Accommodation Reserve Transfer $61K.

SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 AUGUST 2026

	2025-2026 ACTUAL	2026-2027 ACTUAL	Variance
	$	$	$
Current assets			
Unrestricted Cash & Cash Equivalents	6,681,312	6,139,429	(541,883)
Restricted Cash - Reserves	4,583,971	4,668,736	84,765
Restricted Cash - Other	16,368	15,610	(758)
Trade and other receivables	1,492,517	6,065,493	4,572,976
Inventories	516,511	516,511	0
Contract Assets	0	0	0
Other assets	2,525	0	(2,525)
Total current assets	**13,293,204**	**17,405,779**	4,112,575
Non-current assets			
Trade and other receivables	52,559	52,559	(0)
LG House Unit Trust	155,178	155,178	(0)
Land	4,275,000	4,275,000	0
Buildings	19,400,111	19,472,150	72,039
Furniture & Equipment	76,662	76,662	0
Plant & Equipment	3,103,834	3,103,834	0
Right of use Assets - Plant	39,822	39,822	(0)
Infrastructure Assets - Roads	95,032,952	95,229,901	196,949
Infrastructure Assets - Bridges	20,519,287	20,519,287	0
Infrastructure Assets - Footpaths	868,478	868,478	0
Infrastructure Assets - Recreation	2,211,046	2,211,046	0
Infrastructure Assets - Drainage	8,778,017	8,778,017	0
Infrastructure Assets - Parks/Ovals	1,769,931	1,789,557	19,626
Infrastructure Assets - Other	5,998,218	5,998,218	0
Total non-current assets	**162,281,095**	**162,569,710**	288,614
Total assets	**175,574,299**	**179,975,489**	4,401,189
Current liabilities			
Trade and other payables	-469,245	-682,936	213,691
Bonds and deposits	47,462	141,001	(93,539)
Contract Liabilities	3,667,012	4,044,610	(377,598)
Interest-bearing loans and borrowings	19,995	68,587	(48,592)
Finance Lease Liability - Current	0	0	0
Provisions	538,237	514,629	23,608
Total current liabilities	**3,803,461**	**4,085,891**	(282,430)
Non-current liabilities			
Interest-bearing loans and borrowings	1,980,005	1,887,179	92,826
Finance Lease Liability - Non Current	0	0	0
Provisions	50,056	57,663	(7,607)
Total non-current liabilities	**2,030,061**	**1,944,842**	85,219
Total liabilities	**5,833,522**	**6,030,733**	(197,211)
Net assets	**169,740,778**	**173,944,756**	4,203,978
Equity			
Retained surplus	61,751,133	61,666,368	(84,765)
Net Result	0	4,203,978	4,203,978
Reserve - asset revaluation	103,405,674	103,405,674	0
Reserve - Cash backed	4,583,971	4,668,736	84,765
Total equity	**169,740,778**	**173,944,756**	4,203,978

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

CAPITAL EXPENDITURE PROGRAM

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2026-27 Total Budget	2026-27 YTD Budget	2026-27 YTD Actuals	% of Annual Budget
Law Order & Public Safety								
053401	Other Law - Evaucation Centre Building	MWS	BUILD	New	4,767,010	0	51,365	1.1%
053405	CCTV Equipment	MWS	P&E	New	20,000	0	0	0.0%
					4,787,010	**0**	**51,365**	
Health								
074600	Surgery - Portable Ultrasound Device	DCEO	F&E	New	9,500	0	0	0.0%
074400	Medical Centre - Renovations and access doors	BMC	BUILD	Renewal	12,608	0	2,747	21.8%
					22,108	**0**	**2,747**	
Education & Welfare								
081400	Community Resource Centre - Internal renovations	BMC	BUILD	Renewal	0	0	8,700	0.0%
					0	**0**	**8,700**	
Housing								
091400	CEO Residence - Replace fencing	BMC	BUILD	Renewal	0	0	4,800	0.0%
092401	7 Knapp Street - Roof, bathroom, gutters, paint	BMC	BUILD	Renewal	50,000	0	0	0.0%
					50,000	**0**	**4,800**	
Recreation & Culture								
LRC022	Dinninup Hall - Painting and replaster walls	BMC	BUILD	Renewal	15,000	0	0	0.0%
BU1501	Town Hall Building - Roof	MWS	BUILD	New	175,000	0	0	0.0%
BC5500	Swimming Pool Buildings - Solar Upgrade	MWS	BUILD	New	60,000	0	0	0.0%
112405	Swimming Pool - Bowl paint and joint repair	BMC	REC	Renewal	200,000	0	0	0.0%
BR5051	Museum Building - Replace roof & electrical wiring	BMC	BUILD	New	140,000	7,000	4,427	3.2%
113907	Plant & Equipment - Parks & Gardens	MWS	P&E	New	60,000	0	0	0.0%
PKS03	Sandakan Playground - Womens Memorial	MWS	PARK	New	30,000	0	19,626	65.4%
					680,000	**7,000**	**24,052**	
Transport								
123609	Light Plant Replacements	MWS	P&E	Renewal	110,000	0	0	0.0%
RTR009	RTR - Six Mile Road	MWS	ROAD	Renewal	300,000	0	0	0.0%
RTR012	RTR - Gibbs Road	MWS	ROAD	Renewal	209,340	0	0	0.0%
RTR020	RTR - Walshaws Road	MWS	ROAD	Renewal	290,000	0	0	0.0%
RRG004	Regional Road Group - Winnejup Road	MWS	ROAD	Upgrade	387,126	0	10,091	2.6%
RRG148	Regional Road Group - Boyup Brook Cranbrook Road	MWS	ROAD	Upgrade	413,011	0	4,562	1.1%
RRG210	Regional Road Group - Boyup Brook Arthur River Road	MWS	ROAD	Upgrade	437,723	0	8,218	1.9%
121410	Winter Road Grading	MWS	ROAD	Renewal	506,919	228,114	174,079	34.3%
					2,654,119	**228,114**	**196,949**	
Economic Services								
132408	Flaxmill Cottage - Drainage and locks	MWS	BUILD	Renewal	5,000	0	0	0.0%
132409	Caravan Park Building - Bathroom floor repairs	BMC	BUILD	New	20,000	0	0	0.0%
132900	Tourist Information Bay	BMC	BUILD	New	50,000	0	0	0.0%
132904	Visitor Centre - Outdoor Seating	BMC	BUILD	New	50,000	0	0	0.0%
					125,000	**0**	**0**	

CAPITAL EXPENDITURE PROGRAM

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2026-27 Total Budget	2026-27 YTD Budget	2026-27 YTD Actuals	% of Annual Budget
Other Property & Services								
146605	Administratioin Building - Refurbishment	BMC	BUILD	Renewal	20,439	1,022	0	0.0%
149503	Rylington Park House - Restumping and repairs	BMC	BUILD	Renewal	170,000	0	0	0.0%
146601	ICT Upgrades & Renewals - New Server	DCEO	F&E	New	25,000	0	0	0.0%
					215,439	**1,022**	**0**	
	Total Capital Expenditure				**8,533,676**	**236,136**	**288,614**	

SUMMARIES:				
Buildings	5,535,057	8,022	72,039	1.3%
Plant & Equipment	190,000	0	0	0.0%
Furniture & Equipment	34,500	0	0	0.0%
Road Infrastructure	2,544,119	228,114	196,949	7.7%
Drainage Infrastructure	0	0	0	0.0%
Parks & Reserves Infrastructure	30,000	0	19,626	65.4%
Recreation Infrastructure	200,000	0	0	0.0%
	8,533,676	**236,136**	**288,614**	**3.4%**
At No Cost	0	0	0	0.0%
Asset Renewal	1,889,306	229,136	190,326	10.1%
New Asset	5,406,510	7,000	75,418	1.4%
Upgrading Asset	1,237,860	0	22,870	1.8%
	8,533,676	**236,136**	**288,614**	**3.4%**
Chief Executive Officer	0	0	0	0.0%
Deputy CEO	34,500	0	0	0.0%
Manager Works & Services	7,771,129	228,114	267,940	3.4%
Building Maintenance Coordinator	728,047	8,022	20,674	2.8%
	8,533,676	**236,136**	**288,614**	**3.4%**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
STATEMENT OF CAPITAL GRANTS & CONTRACT LIABILITIES
FOR THE PERIOD ENDING 31 AUGUST 2026

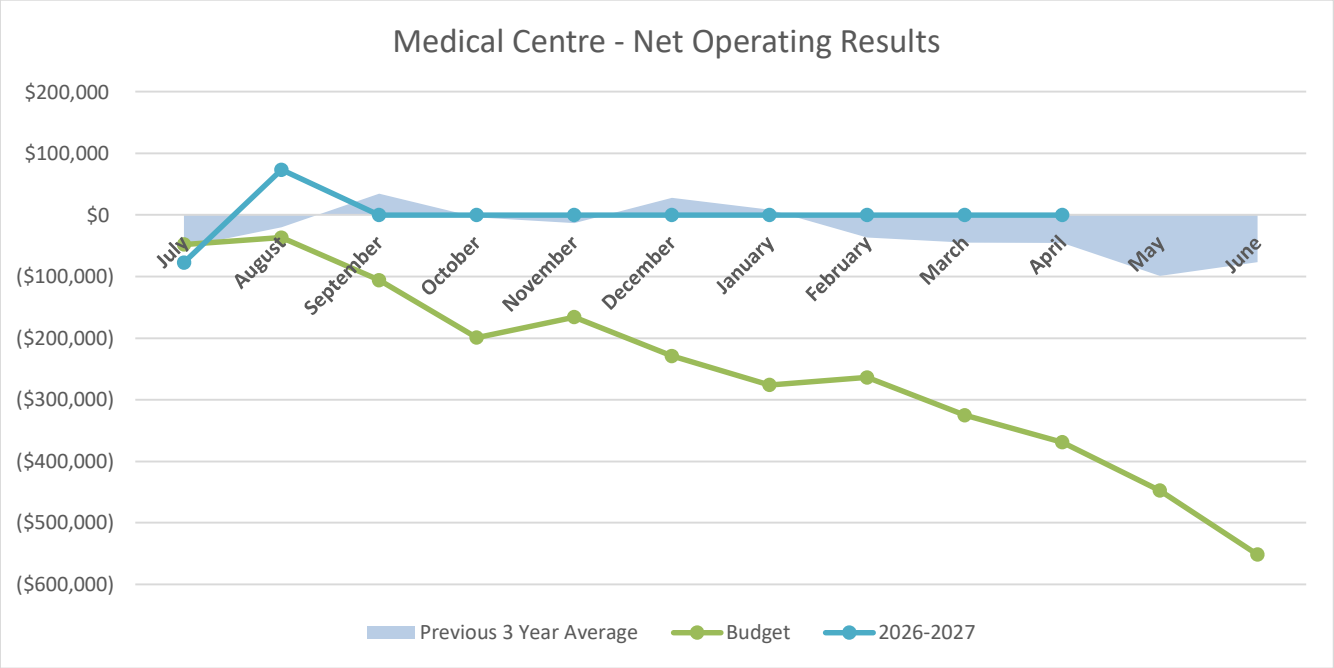
UNSPENT CAPITAL GRANTS Grant Provider	Liability 1 July 2026	Increase in Liability	Liability Recorded as Revenue	Closing Liability	Adopted Budget Revenue	YTD Budget	YTD Actual Revenue
Law, Order & Public Safety							
DFES - Evacuation Centre Grant	-	-	-	-	406,500	-	-
CSRFF - Evacuation Centre/Recreation Centre Grant	375,000	-	(51,365)	323,635	1,500,000	-	51,365
Other - Evacuation Centre/Recreation Centre Contributions	-	-	-	-	130,000	-	-
CCTV Infrastructure Grant	-	-	-	-	10,000		
Recreation & Culture							
Grant for ATU at hall	-	-	-	-	50,000	-	-
Transport							
MRWA - Boyup Brook-Winnejup Road Grant Job 30000537 22-23	63,200	-	-	63,200	-	-	-
MRWA - Regional Road Group Funding	-	331,334	(22,871)	308,463	926,335	-	22,871
DITRDC - Roads to Recovery Grant	-	-	-	-	799,340	31,974	-
WALGGC - Special Bridge Funding	1,332,000	-	-	1,332,000	-	-	-
WALGGC - Special Bridge Funding	1,449,997	-	-	1,449,997	-	-	-
WALGGC - Special Bridge Funding	388,000	-	-	388,000	-	-	-
WALGGC - Special Bridge Funding	-	120,500	-	120,500	-	-	-
		-	-	-		-	
Economic Services							
DWER - Water Tanks	12,684	-	-	12,684	-	-	-
Total Unspent Capital Grants	**3,620,881**	**451,834**	**(74,236)**	**3,998,479**	**3,822,175**	**31,974**	**74,236**

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	38,697	-	-	38,697	-	-	-
Education & Welfare							
	-	-	-	-	-	-	-
Transport							
Streets Alive - Street Improvement Grant	7,434			7,434		-	-
Total Contract Liabilities	**46,131**	**-**	**-**	**46,131**	**-**	**-**	**-**
TOTAL LIABILITIES & REVENUE	**3,667,012**	**451,834**	**(74,236)**	**4,044,610**	**3,822,175**	**31,974**	**74,236**

MAJOR BUSINESS UNITS

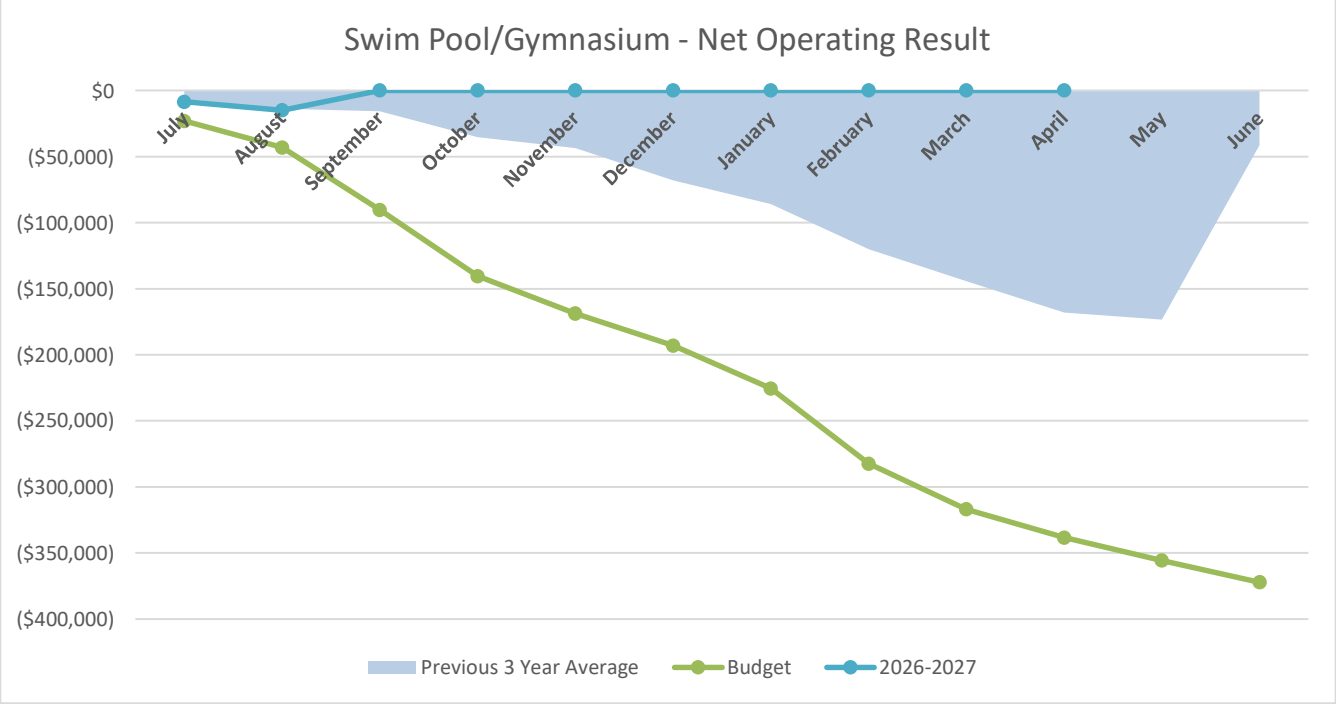
Medical Centre

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.



Swimming Pool/Gymnasium

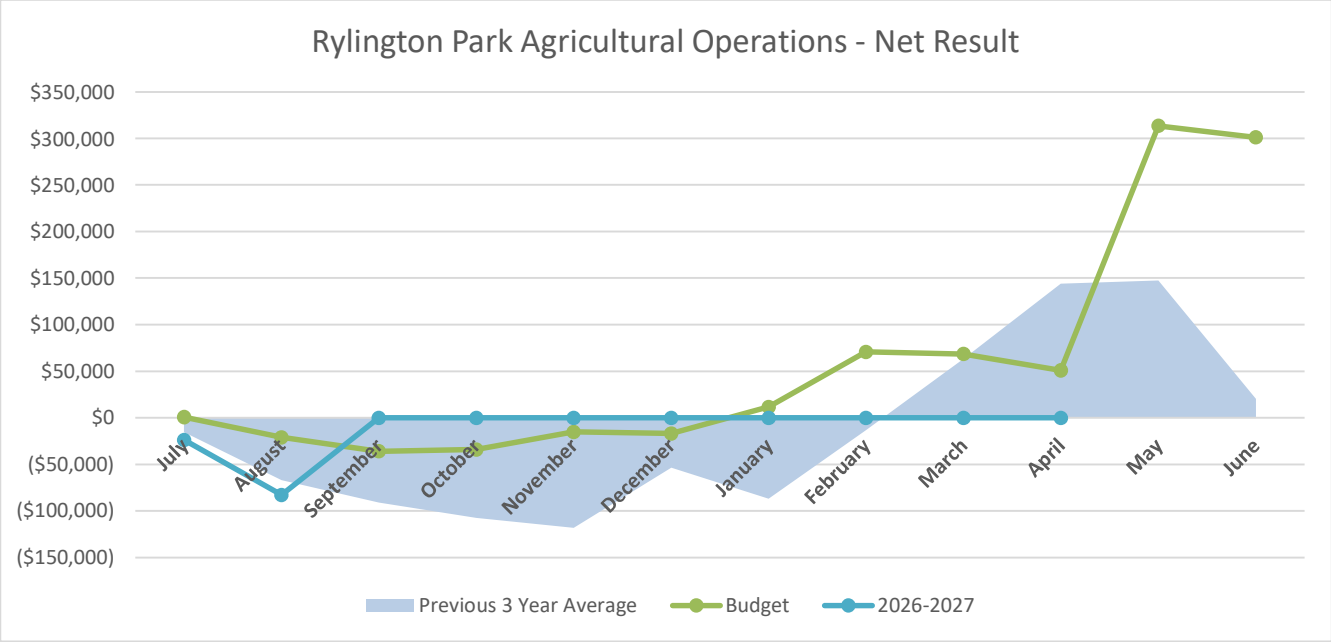
The Shire of Boyup Brook owns and operating a swimming pool and gymnasium complex that provides leisure services to the community. The following graph shows the operations of the Swimming Pool/Gymnasium (profit or loss), excluding capital grants.



MAJOR BUSINESS UNITS

Rylington Park Agricultural Operations

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



SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 AUGUST 2026

RESERVES - CASH BACKED	2026-2027 Actual Opening Balance	2026-2027 Actual Transfer to	2026-2027 Actual Transfer (from)	2026-2027 Actual Closing Balance	2026-2027 Budget Opening Balance	2026-2027 Budget Transfer to	2026-2027 Budget Transfer (from)	2026-2027 Budget Closing Balance
Leave Reserve	38,842	203	0	39,045	37,344	1,269	0	38,613
Plant Reserve	451,920	2,367	0	454,287	386,424	63,134	0	449,558
Building Reserve	1,480,757	7,755	0	1,488,512	887,960	134,564	(894,000)	128,524
Community Housing Reserve	249,222	1,305	0	250,527	239,613	8,144	0	247,757
Emergency Reserve	14,498	76	0	14,574	13,939	474	0	14,413
Insurance Claim Reserve	17,668	93	0	17,761	16,986	577	0	17,563
Other Recreation Reserve	146,623	768	0	147,391	92,898	53,158	0	146,056
Commercial Reserve	524,649	2,747	0	527,396	504,420	17,144	(100,000)	421,564
Bridges Reserve	115,161	603	0	115,764	62,649	52,129	0	114,778
Aged Accommodation Reserve	37,668	60,955	0	98,623	36,216	1,231	0	37,447
Road Contributions Reserve	33,238	174	0	33,412	31,956	1,086	0	33,042
IT/Office Equipment Reserve	179,311	939	0	180,250	148,362	30,042	0	178,404
Civic Receptions Reserve	19,490	102	0	19,592	18,739	637	0	19,376
Unspent Grants Reserve	92	0	0	93	89	3	0	92
Unspent Community Grants Reserve	142	1	0	143	137	5	0	142
Rylington Park Working Capital Reserve	268,628	1,407	0	270,035	258,271	8,778	0	267,049
Rylington Park Community Projects Reserve	581,285	3,045	0	584,330	558,873	18,995	0	577,868
Co-Contributions Reserve	262,633	1,375	0	264,008	156,362	105,314	0	261,676
Waste Reserve	31,660	166	0	31,826	20,825	10,708	0	31,533
Rylington Park Scholarship Fund Reserve	13,516	71	0	13,587	6,745	6,729	0	13,474
Asset Design and Development Reserve	83,969	440	0	84,409	51,888	31,764	0	83,652
Sandakan Reserve	8,000	42	0	8,042	0	8,000	0	8,000
Playground Reserve	25,000	131	0	25,131	0	25,000	0	25,000
	4,583,971	84,765	0	4,668,736	3,530,696	578,885	(994,000)	3,115,581

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 AUGUST 2026

LOAN REPAYMENTS	Loan Number	2026-2027 Actual Principal 1 July 2026	2026-2027 Actual New Loans	2026-2027 Actual Principal Repayments	2026-2027 Actual Interest Repayments	2026-2027 Actual Principal Outstanding	2026-2027 Budget Principal 1 July 2026	2026-2027 Budget New Loans	2026-2027 Budget Principal Repayments	2026-2027 Budget Interest Repayments	2026-2027 Budget Principal Outstanding
Law, Order & Public Safety											
Evacuation Centre	119	1,978,029	0	(22,264)	(26,371)	1,955,765	1,978,029	0	(90,851)	(103,686)	1,887,178
		1,978,029	0	(22,264)	(26,371)	1,955,765	1,978,029	0	(90,851)	(103,686)	1,887,178

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
PROCEEDS SALE OF ASSETS								
123001		Proceeds Sale of Plant Assets	$0	$0	$0	$0	($20,000)	$0
PROCEEDS FROM SALE OF ASSETS			$0	$0	$0	$0	($20,000)	$0
		Written Down Value						
092600		Written Down Value - Disposal of Assets	$0	$0	$0	$0	$0	$20,000
Sub Total - WDV ON DISPOSAL OF ASSET			$0	$0	$0	$0	$0	$20,000
Total - GAIN/LOSS ON DISPOSAL OF ASSET			$0	$0	$0	$0	**($20,000)**	**$20,000**
Total - OPERATING STATEMENT			**$0**	**$0**	**$0**	**$0**	**($20,000)**	$20,000

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
RATES								
OPERATING EXPENDITURE								
031103		Rates Administration Activity Costs	$28,525	$0	$0	$0	$0	$171,216
031101		Collection Costs	$833	$60	$0	$60	$0	$5,000
031100		Valuation Charges	$1,215	$240	$0	$240	$0	$20,000
031102		Search Costs	$20	$0	$0	$0	$0	$300
Sub Total - GENERAL RATES OP EXP			$30,592	$300	$0	$300	$0	$196,516
OPERATING INCOME								
031001		Rates · GRV	($703,071)	$0	$0	$0	($703,071)	$0
031002		Rates · UV	($3,072,732)	$0	$0	$0	($3,072,732)	$0
031003		Rates · GRV - Minimum	($60,900)	$0	$0	$0	($60,900)	$0
031004		Rates · UV - Minimum	($595,375)	$0	$0	$0	($595,375)	$0
031006		Rates · Ex-Gratia Rates	($1,856)	$0	$0	$0	($1,856)	$0
031013		Rates Administration Fee	$0	($12)	($12)	$0	($3,000)	$0
031005		Rates · Instalment Interest	$0	$0	$0	$0	($10,500)	$0
031007		Rates · Non Payment Penalty - LG	($4,750)	($5,361)	($5,361)	$0	($25,000)	$0
031008		Rates · Rate Enquiries	($960)	($2,029)	($2,029)	$0	($8,000)	$0
031009		Rates - ESL Administration Fee	$0	$0	$0	$0	($4,000)	$0
031010		Rates - Reimbursements	$0	$0	$0	$0	($5,000)	$0
031011		Rates · Penalty Interest - DFES	$0	$0	$0	$0	($600)	$0
031012		Rates · Rates Interims	$0	($4,434,190)	($4,434,190)	$0	($500)	$0
031016		Rates - Concessions	$0	$0	$0	$0	$0	$0
031017		Rates - Deferred Rates - Interest Grant	($216)	$0	$0	$0	($1,800)	$0
031104		Rates Written Off	$6	$0	$0	$0	$50	$0
Sub Total - GENERAL RATES OP INC			($4,439,854)	($4,441,592)	($4,441,592)	$0	($4,492,284)	$0
Total - GENERAL RATES			($4,409,262)	($4,441,292)	($4,441,592)	$300	($4,492,284)	$196,516

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
OTHER GENERAL PURPOSE FUNDING								
OPERATING EXPENDITURE								
032100		General Purpose Funding - Administration Allocated	$1,891	$0	$0	$0	$0	$11,353
032101		General Purpose Funding - Doubtful Debts Expense	$333	$0	$0	$0	$0	$2,000
032110		General Purpose Funding - Bad Debts Written Off		$0	$0	$0	$0	$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP			$2,225	$0	$0	$0	$0	$13,353
OPERATING INCOME								
032001		General Purpose Grants Federal Commission (OP)	($52,595)	($45,463)	($45,463)	$0	($210,381)	$0
032002		General Purpose Grants Federal - Roads (OP)	($22,475)	($35,216)	($35,216)	$0	($89,898)	$0
032003		General Purpose Funding - Interest On Investments - Municipal Account	($4,000)	($48,423)	($48,423)	$0	($50,000)	$0
032004		Interest on Investments - Reserves Account	($3,900)	($23,068)	($23,068)	$0	($130,000)	$0
032005		Interest on Investments - Police Licensing	($8)	($109)	($109)	$0	($100)	$0
032006		General Purpose Funding - Interest on Investments - Medical Funds	($56)	($49)	($49)	$0	($700)	$0
032007		General Purpose Funding - Interest on Investments - Business Online	$0	$0	$0	$0	$0	$0
032008		General Purpose Funding - Interest on Investments - Short Term Deposit	($9,200)	$0	$0	$0	($115,000)	$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC			($92,234)	($152,329)	($152,329)	$0	($596,079)	$0
Total - OTHER GENERAL PURPOSE FUNDING			($90,009)	($152,329)	($152,329)	$0	($596,079)	$13,353
Total - GENERAL PURPOSE FUNDING			($4,499,271)	($4,593,621)	**($4,593,921)**	**$300**	**($5,088,363)**	**$209,869**

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
MEMBERS OF COUNCIL								
OPERATING EXPENDITURE								
041100		Members - Sitting Fees.	$12,080	$0	$0	$0	$0	$73,309
041119		Website Expenses	$12,500	$12,500	$0	$12,500	$0	$12,500
041101		Members - Training Costs	$516	$2,600	$0	$2,600	$0	$10,320
041102		Members - Travelling Costs	$232	$0	$0	$0	$0	$4,644
041103		Members - Telecommunications Reimbursements	$0	$0	$0	$0	$0	$0
041104		Members - Other Expenses	$2,725	$270	$0	$270	$0	$4,541
041105		Members - Conferences/Seminars Costs	$270	$0	$0	$0	$0	$9,000
041106		Members - President's Allowance	$0	$0	$0	$0	$0	$10,609
041107		Members - Deputy President's Allowance	$0	$0	$0	$0	$0	$2,652
041108		Members - Council Chamber Expenses	$312	$313	$0	$313	$0	$7,592
041109		Members - Refreshments & Receptions	$3,697	$639	$0	$639	$0	$22,188
041109		Australia Day Reception			$0	$0	$0	$9,498
041110		Members - Bunbury Wellington GOC Projects	$0	$0	$0	$0	$0	$0
041111		Members - Insurance Costs For Members	$3,930	$3,648	$0	$3,648	$0	$7,860
041112		Members - Subscriptions	$10,488	$10,123	$0	$10,123	$0	$10,488
041113		Members - Election Expenses	$0	$0	$0	$0	$0	$0
041114		Members - Donations	$980	$0	$0	$0	$0	$2,000
041118		ICT - Councillors	$206	$157	$0	$157	$0	$3,921
041120		Warren Blackwood Alliance Expenses	$26,000	$16,577	$0	$16,577	$0	$26,000
041150		Members - Admin Allocation	$15,214	$0	$0	$0	$0	$91,284
Sub Total - MEMBERS OF COUNCIL OP/EXP			$89,149	$46,827	$0	$46,827	$0	$308,406
OPERATING INCOME								
041001		Members - Reimbursements Income	$0	$0	$0	$0	($824)	$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			$0	$0	$0	$0	($824)	$0
Total - MEMBERS OF COUNCIL			$89,149	$46,827	$0	$46,827	($824)	$308,406

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
GOVERNANCE								
OPERATING EXPENDITURE								
042100		Other Governance - Admin Allocated	$22,820	$0	$0	$0	$0	$136,926
Sub Total - GOVERNANCE - GENERAL OP/EXP			$22,820	$0	$0	$0	$0	$136,926
OPERATING INCOME								
Sub Total - GOVERNANCE - GENERAL OP/INC			$0	$0	$0	$0	$0	$0
Total - GOVERNANCE - GENERAL			$22,820	$0	$0	$0	$0	$136,926
Total - GOVERNANCE			**$111,969**	**$46,827**	**$0**	**$46,827**	**($824)**	**$445,332**

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
LAW, ORDER AND PUBLIC SAFETY								
FIRE PREVENTION								
OPERATING EXPENDITURE								
051109		ESL - Insurances Fire Appliances and Personnel	$32,812	$29,094	$0	$29,094	$0	$48,973
051112		Fire Prevention And Support	$212	$4,710	$0	$4,710	$0	$12,372
051101		Fire Break Inspection Expenses	$0	$0	$0	$0	$0	$4,200
051102		Fire Hazard Reductions Expenses	$0	$0	$0	$0	$0	$2,800
051104		Minor Fire Plant & Equipment Purchases non ESL	$92	$0	$0	$0	$0	$550
051105		Fire Plant & Equipment Maintenance - Non ESL	$186	$0	$0	$0	$0	$1,120
051106		ESL - Fire Vehicle Maintenance Costs	$0	$506	$0	$506	$0	$35,000
051107		ESL - Brigade Utilities, rates and taxes	$0	$0	$0	$0	$0	$2,500
051108		ESL - Other Goods & Services relating to Fires	$0	$2,243	$0	$2,243	$0	$15,000
051110		ESL - Fire Plant & Equip over $1500	$0	$0	$0	$0	$0	$9,375
051111		ESL - Minor Fire Plant/Equip Under $1500	$0	$0	$0	$0	$0	$12,000
051114		ESL - Land & Building Maintenance	$0	$54	$0	$54	$0	$1,465
051115		ESL - Clothing and Accessories	$0	$450	$0	$450	$0	$25,000
051116		ESL - Plant and Equipment Maintenance	$0	$0	$0	$0	$0	$8,000
051117		BFRC - Bushfire Risk Planning	$386	$11,141	$0	$11,141	$0	$23,317
051118		DFES Fire Defence Grant Expenses	$0	$0	$0	$0	$0	$0
051120		Bush Fire - Mitigation Activity Funded	$0	$0	$0	$0	$0	$0
051150		Admin Allocation - Fire Control	$15,214	$0	$0	$0	$0	$91,284
051190		Depreciation - Fire Control	$0	$0	$0	$0	$0	$2,603
Sub Total - FIRE PREVENTION OP/EXP			$48,901	$48,198	$0	$48,198	$0	$295,559
OPERATING INCOME								
050600		ESL & DFES Non Operating Grants	$0	$0	$0	$0	$0	$0
051001		Fire Infringements/Fines Income	$0	$0	$0	$0	($300)	$0
051002		Sale Of Fire Maps Income	$0	$0	$0	$0	($100)	$0
051003		LGIS Fire Reimbursement Income	$0	$0	$0	$0	$0	$0
051004		Operating Grants and Subsidies Income	($33,750)	($50,448)	($50,448)	$0	($135,000)	$0
051009		Non-Operating Grants and Contributions	$0	$0	$0	$0	$0	$0
Sub Total - FIRE PREVENTION OP/INC			($33,750)	($50,448)	($50,448)	$0	($135,400)	$0
Total - FIRE PREVENTION			$15,151	($2,250)	($50,448)	$48,198	($135,400)	$295,559

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ANIMAL CONTROL								
OPERATING EXPENDITURE								
052100		Ranger Services Operation Costs	$310	$8,652	$0	$8,652	$0	$56,811
052005		Trap Hire Refunds	$0	$0	$0	$0	$0	$50
052102		Dog License Discs Costs	$0	$0	$0	$0	$0	$300
052103		Other Control Expenses	$34	$0	$0	$0	$0	$900
052104		Animal Impounding Costs	$1,000	$0	$0	$0	$0	$9,500
052109		Cat License Tags Expense	$0	$0	$0	$0	$0	$200
052110		Ranger Services Salary Super and Employee Costs	$475	$0	$0	$0	$0	$1,700
052111		Ranger Services Provision for Leave Accruals	$0	$0	$0	$0	$0	$0
052150		Admin Allocation - Animal Control	$6,758	$0	$0	$0	$0	$40,545
052190		Depreciation	$0	$0	$0	$0	$0	$8,260
Sub Total - ANIMAL CONTROL OP/EXP			$8,577	$8,652	$0	$8,652	$0	$118,266
OPERATING INCOME								
052001		Animal Fines & Penalties Income	($100)	$0	$0	$0	($250)	$0
052002		Animal Impounding Fees Income	$0	($63)	($63)	$0	$0	$0
052003		Dog Registrations Charges	($641)	($840)	($840)	$0	($5,000)	$0
052004		Cat Registration Charges	$0	$0	$0	$0	$0	$0
052006		Animal Control Income - Grant	$0	$0	$0	$0	$0	$0
Sub Total - ANIMAL CONTROL OP/INC			($741)	($903)	($903)	$0	($5,250)	$0
Total - ANIMAL CONTROL			$7,836	$7,749	($903)	$8,652	($5,250)	$118,266

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
OTHER LAW ORDER & PUBLIC SAFETY								
OPERATING EXPENDITURE								
053100		Local Emergency Management Committee Expenses	$280	$0	$0	$0	$0	$1,000
053150		Administration Allocated - Emergency Mgt	$5,713	$0	$0	$0	$0	$34,289
053102		Emergency Services Planning	$0	$685	$0	$685	$0	$0
053152		Other Costs	$0	$0	$0	$0	$0	$800
053103		Emergency Management Coordination Expenses	$0	$2,813	$0	$2,813	$0	$88,120
053104		Interest on Loan - Evacuation Centre	$26,371	$26,371	$0	$26,371	$0	$103,686
053105		Government Guaranteee Fee - Loan 119	$0	$0	$0	$0	$0	$13,492
053190		Depreciation	$0	$0	$0	$0	$0	$53,320
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP			$32,364	$29,868	$0	$29,868	$0	$294,707
OPERATING INCOME								
053001		Charges/Infringements Impounded Vehicles	$0	$0	$0	$0	$0	$0
053002		Non-Operating Grants	$0	($51,365)	($51,365)	$0	($2,046,500)	$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC			$0	($51,365)	($51,365)	$0	($2,046,500)	$0
Total - OTHER LAW ORDER PUBLIC SAFETY			$32,364	($21,497)	($51,365)	$29,868	($2,046,500)	$294,707
Total - LAW ORDER & PUBLIC SAFETY			**$55,351**	**($15,999)**	**($102,717)**	**$86,718**	**($2,187,150)**	**$708,532**

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HEALTH -FAMILY AND OTHER HEALTH								
OPERATING EXPENDITURE								
071100	B0101	Family Stop Centre - Operation	$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	$24,600	$12,149	$0	$12,149	$0	$149,608
072101		Other Health Administration Expenses	$72	$38	$0	$38	$0	$495
072150		Admin Allocation - Other Health	$3,823	$0	$0	$0	$0	$22,937
Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP			$28,495	$11,156	$0	$11,156	$0	$173,040
OPERATING INCOME								
072001		Food Stall Permit Charges	$0	$0	$0	$0	($1,100)	$0
072002		Temporary Camping Site Permit Charges	$0	$0	$0	$0	($500)	$0
072003		Food Business Registration Fee	$0	$0	$0	$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			$0	$0	$0	$0	($3,600)	$0
Total - HEALTH ADMIN AND INSPECTION			$28,495	$11,156	$0	$11,156	($3,600)	$173,040

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OTHER HEALTH - MEDICAL SERVICES								
OPERATING EXPENDITURE								
074100	B0105	Housing General Practitioner - Medical Service (5 Rogers)	$1,972	$3,706	$0	$3,706	$0	$26,961
074102		**Boyup Brook Medical Services Building**	$6,080	$11,994	$0	$11,994		
074102		Medical Centre Building Operational Expenses			$0	$0	$0	$63,160
074102	BO111	Medical Centre Physio Rooms Maintenance			$0	$0	$0	$0
074102	G315	Medical Centre Gardens & Car Park Maintenance			$0	$0	$0	$4,840
074101		Medical Services General Operations	$10	$0	$0	$0	$0	$1,550
074103		Medical Service Employee Costs	$187,947	$122,497	$0	$122,497	$0	$1,298,525
074105		Postage, Printing & Stationery	$339	$526	$0	$526	$0	$5,800
074106		Medical Ctr - Telephones	$1,150	$493	$0	$493	$0	$6,900
074107		Medical Ctr - Subscriptions	$1,909	$3,994	$0	$3,994	$0	$20,111
074108		Medical Ctr - Insurances	$11,638	$0	$0	$0	$0	$23,275
074109		Medical Bank Fees	$0	$0	$0	$0	$0	$0
074110		Medical Ctr - Computer Expenses	$14,690	$12,110	$0	$12,110	$0	$81,236
074111		Medical Ctr - Medical Supplies & Equipt	$4,082	$2,989	$0	$2,989	$0	$24,500
074112		Medical Ctr - Locum Doctor	$0	$0	$0	$0	$0	$20,000
074113		Medical Ctr - Superannuation	$19,765	$14,934	$0	$14,934	$0	$145,759
074114		Medical Ctr - Training	$0	$0	$0	$0	$0	$15,000
074115		Medical Ctr - Sundry Expenses	$1,064	$2,525	$0	$2,525	$0	$7,350
074116		Medical Service Provision for Leave Accruals	$0	$44,849	$0	$44,849	$0	$31,245
074117		Medical - Fringe Benefit Tax	$0	$0	$0	$0	$0	$2,650
074118		Medical Employee (Packaging) Costs	$0	$0	$0	$0	$0	$1,200
074119		Medical Doubtful Debts Expense	$466	$0	$0	$0	$0	$2,800
074120		Medical Ctr - Bank Merchant Fees	$125	$66	$0	$66	$0	$750
074150		Admin Allocated - Boyup Brook Medical Services	$17,099	$0	$0	$0	$0	$102,637
074191		Depreciation - Medical Centre	$0	$0	$0	$0	$0	$10,170
074190		Depreciation - Housing GP - 5 Rogers Ave	$0	$0	$0	$0	$0	$7,000
074192		Depreciation - Ultrasound Machine	$0	$0	$0	$0	$0	$715
Sub Total - PREVENTIVE SRVS - OP/EXP			$268,335	$220,682	$0	$220,682	$0	$1,904,134
OPERATING INCOME								
074001		Surgery Turnover	($231,120)	($96,177)	($96,177)	$0	($1,350,000)	$0
074002		Surgery Rental Income	($436)	($782)	($782)	$0	($2,619)	$0
074003		Medical - Reimbursement	$0	$0	$0	$0	$0	$0
Sub Total - PREVENTIVE SRVS - OP/INC			($231,556)	($96,959)	($96,959)	$0	($1,352,619)	$0
Total - PREVENTIVE SERVICES			$36,779	$123,723	($96,959)	$220,682	($1,352,619)	$1,904,134

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PREVENTIVE SERVICE - OTHER								
OPERATING EXPENDITURE								
073100		Analytical Expenses	$540	$493	$0	$493	$0	$540
Sub Total - PREVENTIVE SRVS - OTHER OP/EXP			$540	$493	$0	$493	$0	$540
Total - PREVENTIVE SERVICES - OTHER			$540	$493	$0	$493	$0	$540
OTHER HEALTH								
OPERATING EXPENDITURE								
075100		Ambulance Centre Operation	$0	$7,500	$0	$7,500	$0	$30,566
075150		Admin Allocated - Other Health	$3,821	$0	$0	$0	$0	$22,937
Sub Total - OTHER HEALTH OP/EXP			$3,821	$7,500	$0	$7,500	$0	$53,503
OPERATING INCOME								
Sub Total - OTHER HEALTH OP/INC			$0	$0	$0	$0	$0	$0
Total - OTHER HEALTH			$3,821	$7,500	$0	$7,500	$0	$53,503
Total - HEALTH			**$69,636**	**$142,872**	**($96,959)**	**$239,831**	**($1,356,219)**	**$2,131,217**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
OTHER EDUCATION								
OPERATING EXPENDITURE								
081100		Community Resource Centre	$970	$1,238	$0	$1,238	$0	$11,646
081101		Rylington Park Farm Complex	$0	$0	$0	$0	$0	$0
081102		Donations - Other Education	$0	$0	$0	$0	$0	$1,800
081103		Early Learning Centre - Employee Costs	$0	$368	$0	$368	$0	$0
081104		Early Learning Centre - Operating Costs	$0	$0	$0	$0	$0	$0
081105		Early Learning Centre Provision of Leave Accrual	$0	$33,163	$0	$33,163	$0	$0
081107		**Early Learning Centre Building & Grounds**						
081107		Early Learning Centre Building Maintenance Expenses	$2,367	$5,937	$0	$5,937	$0	$12,478
081107	G316	Early Learning Centre Grounds Maintenance Expenses	$434	$0	$0	$0	$0	$2,210
081150		Admin Allocation - Other Education	$7,645	$0	$0	$0	$0	$45,874
081190		Depreciation - Other Education	$0	$0	$0	$0	$0	$14,425
Sub Total - OTHER EDUCATION OP/EXP			$11,416	$40,705	$0	$40,705	$0	$88,433
OPERATING INCOME								
081003		Early Learning Centre - Fees & Charges	$0	$0	$0	$0	$0	$0
081004		Early Learning Centre -Operating Income	$0	($1)	($1)	$0	$0	$0
081005		Early Learning Centre - Non operating grants	$0	$0	$0	$0	$0	$0
081006		Early Learning Centre - Operating grants, subsidies & contributions	$0	$0	$0	$0	$0	$0
Sub Total - OTHER EDUCATION OP/INC			$0	($1)	($1)	$0	$0	$0
Total - OTHER EDUCATION			$11,416	$40,704	($1)	$40,705	$0	$88,433

SHIRE OF BOYUP BROOK
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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	Expenditure	ADOPTED BUDGET 2026-2027 Income	Expenditure
AGED & DISABLED								
OPERATING EXPENDITURE								
082100		Support for Seniors Christmas Lunch	$0	$0	$0	$0	$0	$2,000
082101		Aged Needs Strategy Project	$0	$0	$0	$0	$0	$10,000
082103		Disability Access & Inclusion Plans	$0	$0	$0	$0	$0	$0
082150		Admin Allocated - Aged & Disabled	$3,821	$0	$0	$0	$0	$22,937
Sub Total - AGED & DISABLED OP/EXP			$3,821	$0	$0	$0	$0	$34,937
OPERATING INCOME								
082110		Aged & Disability - Operating Grants and Contributions - Ot	$0	$0	$0	$0	$0	$0
Sub Total - AGED & DISABLED OP/INC			$0	$0	$0	$0	$0	$0
Total - AGED & DISABLED			$3,821	$0	$0	$0	$0	$34,937

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
OTHER WELFARE								
OPERATING EXPENDITURE								
083104		Depreciation	$0	$0	$0	$0	$0	$900
083150		Admin Allocated - Other Welfare	$11,429	$0	$0	$0	$0	$68,579
Sub Total - OTHER WELFARE OP/EXP			$11,429	$0	$0	$0	$0	$69,479
OPERATING INCOME								
Sub Total - OTHER WELFARE OP/INC			$0	$0	$0	$0	$0	$0
Total - OTHER WELFARE			$11,429	$0	$0	$0	$0	$69,479
Total - EDUCATION & WELFARE			**$26,666**	**$40,704**	**($1)**	**$40,705**	**$0**	**$192,849**

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MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	Expenditure	ADOPTED BUDGET 2026-2027 Income	Expenditure
STAFF HOUSING								
OPERATING EXPENDITURE								
091100		Staff Housing	$0	$0	$0	$0	$0	$0
091130		Interest Paid Loan 115 - Staff House	$0	$0	$0	$0	$0	$0
091190		Depreciation - Staff Housing	$0	$0	$0	$0	$0	$9,210
091150		Staff Housing - Less Amt Allocated to Admin.	$4,748	$0	$0	$0	$0	$28,497
Sub Total - STAFF HOUSING OP/EXP			$4,748	$0	$0	$0	$0	$37,707
Total - STAFF HOUSING			$4,748	$0	$0	$0	$0	$37,707

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MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
HOUSING OTHER								
OPERATING EXPENDITURE								
092101		Boyup Brook Citizens Lodge	$10,872	$6,904	$0	$6,904	$0	$24,244
092102		**Community Housing - Units Maintenance**			$0	$4,221		
092102		Unit 24A Proctor Street	$4,742	$4,221	$0	$0	$0	$5,141
092102	BO221	Unit 24B Proctor Street			$0	$0	$0	$6,127
092102	BO222	Unit 16A Forrest Street Maint			$0	$0	$0	$8,544
092102	BO223	Unit 16B Forrest Street Maint			$0	$0	$0	$6,589
092103		Other	$0	$0	$0	$0	$0	$21,618
092105		**House - 1 Rogers Ave**			$0	$7,255		
092105	BO224	House - 1 Rogers Ave House Maintenance	$1,507	$7,255	$0	$0	$0	$24,732
092105	GO224	House - 1 Rogers Ave Grounds Maintenance			$0	$0	$0	$6,860
092107		7 Knapp Street - Operating & Mtce Expense	$1,048	$1,092	$0	$1,092	$0	$6,927
092108		Property Selling Expenses	$0	$0	$0	$0	$0	$2,500
092109		Community Housing Maintenance - Grant Funded	$0	$0	$0	$0	$0	$0
092115		Other Housing - Operating & Mtce Expense	$0	$3,676	$0	$3,676	$0	$0
092140		Loss on Disposal of Asset			$0	$0	$0	$0
092150		Admin Allocation - Other Housing	$3,860	$0	$0	$0	$0	$23,169
092191		Depreciation - Other Housing	$0	$0	$0	$0	$0	$10,300
092192		Depreciation - House - 1 Rogers Ave	$0	$0	$0	$0	$0	$7,700
092190		Depreciation - Boyup Brook Citizens Lodge	$0	$0	$0	$0	$0	$56,000
Sub Total - HOUSING OTHER OP/EXP			$22,029	$23,149	$0	$23,149	$0	$210,451
HOUSING OPERATING INCOME								
092001		Rent 24A Proctor St	($1,850)	($2,568)	($2,568)	$0	($11,100)	$0
092002		Rent 24B Proctor St	($1,993)	($1,780)	($1,780)	$0	($11,960)	$0
092003		Rent 16A Forrest St	($2,004)	($2,000)	($2,000)	$0	($12,025)	$0
092004		Rent 16B Forrest St	($2,015)	($2,325)	($2,325)	$0	($12,090)	$0
092005		Rent 1 Rogers St (GROH)	($4,583)	$0	$0	$0	($27,500)	$0
092007		Housing Reimbursements	($578)	($575)	($575)	$0	($4,000)	$0
092009		Other Housing: 7 Knapp St	($5,650)	($5,926)	($5,926)	$0	($33,900)	$0
New		Other Housing: Rylington Park Farm House (money not associated with RP, Muni Income)					$0	$0
092011		Community Housing Maintenance Grant	$0	$0	$0	$0	$0	$0
Sub Total - HOUSING OTHER OP/INC			($18,674)	($15,173)	($15,173)	$0	($112,575)	$0
Total - HOUSING OTHER			$3,355	$7,976	($15,173)	$23,149	($112,575)	$210,451
Total - HOUSING			**$8,103**	**$7,976**	**($15,173)**	**$23,149**	**($112,575)**	**$248,158**

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
SANITATION - HOUSEHOLD REFUSE								
OPERATING EXPENDITURE								
101100		Refuse Collection Boyup Brook Townsite Expense	$14,166	$5,844	$0	$5,844	$0	$85,000
101101		Recycling Collection Boyup Brook Town Site	$9,729	$6,676	$0	$6,676	$0	$58,375
101106		Transfer Station Employee Costs	$14,747	$6,279	$0	$6,279	$0	$85,293
101102	B0400	Boyup Brook Transfer Station Costs	$14,444	$15,967	$0	$15,967	$0	$127,807
101103		Land Fill Disposal Site	$2,389	$1,920	$0	$1,920	$0	$107,800
101104		Townsite Street Bins Collection	$874	$1,001	$0	$1,001	$0	$12,360
101107		Drum Muster Expenses	$500	$17	$0	$17	$0	$855
101108		BB Transfer Station Superannuation	$369	$0	$0	$0	$0	$2,620
101119		Waste Bin Maintenance and Delivery	$833	$97	$0	$97	$0	$6,884
101150		Admin Allocated - Waste Management	$7,604	$0	$0	$0	$0	$45,642
101190		Depreciation - Waste Management	$0	$0	$0	$0	$0	$26,015
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP			$65,655	$37,800	$0	$37,800	$0	$558,651
SANITATION OPERATING INCOME								
101001		Refuse Collection Charges	($238,195)	($259,475)	($259,475)	$0	($238,195)	$0
101002		Waste Disposal Charges	($8,500)	($736)	($736)	$0	($8,500)	$0
101003		Recycling Scheme Income	$0	$0	$0	$0	($1,000)	$0
101004		Scrap Metal Income	$0	($843)	($843)	$0	($1,500)	$0
101006		Boyup Brook Transfer Station Fees	$0	($48)	($48)	$0	$0	$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC			($246,695)	($261,102)	($261,102)	$0	($249,195)	$0
Total - SANITATION HOUSEHOLD REFUSE			($181,040)	($223,301)	($261,102)	$37,800	($249,195)	$558,651

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
EFFLUENT DRAINAGE SYSTEM								
OPERATING EXPENDITURE								
103100		Septic Tank Inspection Expenses	$0	$0	$0	$0	$0	$200
103101		Liquid Waste Disposal Site (Stanton Road)	$0	$1,222	$0	$1,222	$0	$2,165
Sub Total - SEWERAGE OP/EXP			$0	$1,222	$0	$1,222	$0	$2,365
OPERATING INCOME								
103001		Septic Tank - Inspection Fees	($285)	($354)	($354)	$0	($1,500)	$0
103002		Septic Licence Fees	($250)	($815)	($815)	$0	($500)	$0
Sub Total - SEWERAGE OP/INC			($535)	($1,169)	($1,169)	$0	($2,000)	$0
Total - SEWERAGE			($535)	$53	($1,169)	$1,222	($2,000)	$2,365
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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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
TOWN PLANNING & REGIONAL DEVELOPMENT								
OPERATING EXPENDITURE								
105100		Town Planning Admin & Control	$2,296	$3,536	$0	$3,536	$0	$37,404
105101		Admin Allocation - Town Planning	$7,607	$0	$0	$0	$0	$45,642
Sub Total - TOWN PLAN & REG DEV OP/EXP			$9,903	$3,536	$0	$3,536	$0	$83,046
OPERATING INCOME								
105001		Planning Application Fees	($673)	($3,157)	($3,157)	$0	($4,000)	$0
Sub Total - TOWN PLAN & REG DEV OP/INC			($673)	($3,157)	($3,157)	$0	($4,000)	$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT			$9,229	$379	($3,157)	$3,536	($4,000)	$83,046

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
OTHER COMMUNITY AMENITIES								
OPERATING EXPENDITURE								
106101		**Cemetery - Operation**	$10,584	$5,209	$0	$5,209		
106101	B0420	Cemetery - Operation		$0	$0	$0	$0	$60,655
106101	B0421	Niche Wall Plaques Operations	$0	$0	$0	$0	$0	$3,160
106101	G314	Cemetery Grounds	$5,172	$0	$0	$0	$0	$30,700
106102		**Public Toilets - Operation**		$4,557	$0	$4,557		
106102	B0450	Toilets - Lions Park Costs	$294	$0	$0	$0	$0	$2,759
106102	B0451	Toilets - Tourist Centre Costs	$1,534	$0	$0	$0	$0	$12,078
106102	B0452	Toilets - Town Hall (External) Costs	$1,375	$0	$0	$0	$0	$14,840
106102	B0453	Toilets - Wilga Hall Costs	$0	$0	$0	$0	$0	$50
106102	B0454	Toilets - Tone Bridge Reserve Costs	$290	$0	$0	$0	$0	$1,740
106103		Street Furniture	$0	$0	$0	$0	$0	$1,130
106150		Admin Allocation - Other Community Amenities	$6,757	$0	$0	$0	$0	$40,545
106151		Admin Allocation - Cemetery	$965	$0	$0	$0	$0	$5,792
106191		Depreciation - Public Toilets	$0	$0	$0	$0	$0	$170
106192		Depreciation - Other Community Service's	$0	$0	$0	$0	$0	$2,765
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP			$26,971	$9,765	$0	$9,765	$0	$176,384
OPERATING INCOME								
106001		Cemetery Burial Fees	($3,000)	($909)	($909)	$0	($10,000)	$0
106002		License/Other Fees BB Cemetery	($575)	($897)	($897)	$0	($2,500)	$0
106003		Cemetery - Reservation Fees	($115)	$0	$0	$0	($500)	$0
106004		Niche Wall Fees	$0	$0	$0	$0	$0	$0
Sub Total - OTHER COMMUNITY AMENITIES OP/INC			($3,690)	($1,806)	($1,806)	$0	($13,000)	$0
Total - OTHER COMMUNITY AMENITIES			$23,281	$7,959	($1,806)	$9,765	($13,000)	$176,384
Total - COMMUNITY AMENITIES			**($149,064)**	**($214,910)**	**($267,234)**	**$52,324**	**($268,195)**	**$820,446**

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PUBLIC HALL & CIVIC CENTRES								
OPERATING EXPENDITURE								
111100		Boyup Brook Hall - Operation	$12,325	$10,083	$0	$10,083	$0	$52,301
111102		Halls - Other Public Halls	$7,035	$9,397	$0	$9,397	$0	$29,278
111103		Hall Hire Bonds Refunded	$0	$0	$0	$0	$0	$250
111150		Admin Allocation - Public Halls	$8,688	$0	$0	$0	$0	$52,129
111190		Depreciation - Public Halls	$0	$0	$0	$0	$0	$101,643
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP			$28,048	$19,480	$0	$19,480	$0	$235,601
OPERATING INCOME								
111001		Hall Hire Fees	($327)	($633)	($633)	$0	($2,500)	$0
111003		Contributions - Operating	$0	$0	$0	$0	$0	$0
111005		Public Halls - Non-Operating Grants, Subsidies & Contributions	$0	$0	$0	$0	($50,000)	$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC			($327)	($833)	($833)	$0	($52,500)	$0
Total - PUBLIC HALL & CIVIC CENTRES			$27,721	$18,647	($833)	$19,480	($52,500)	$235,601

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OTHER RECREATION & SPORT								
OPERATING EXPENDITURE								
113100		Recreation Complex	$15,095	$16,015	$0	$16,015	$0	$129,934
113109		Walk Trails	$0	$160	$0	$160	$0	$7,873
113110		Townsite Gardens	$19,965	$12,683	$0	$12,683	$0	$105,900
113112		Reserves and Parks Operations	$11,593	$14,435	$0	$14,435	$0	$81,989
113119		**Other Recreation Facilities**	$3,771	$83	$0	$83		
113119	B0595	Pistol Club			$0	$0	$0	$1,293
113119	B0600	Skate Park Buildings & Ramps			$0	$0	$0	$1,086
113119	B0620	Tone Bridge Country Club			$0	$0	$0	$3,260
113119	B0625	Dinninup UBAS Complex Buildings			$0	$0	$0	$6,749
113119	B0630	Mayanup Progress Association Complex Buildings			$0	$0	$0	$3,023
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	$931	$797	$0	$797	$0	$6,775
113121		Kidsport Program by Sports/Rec	$0	$0	$0	$0	$0	$0
113150		Admin Allocation - Other Recreation	$12,897	$0	$0	$0	$0	$77,383
113124		Support for UBAS	$0	$0	$0	$0	$0	$12,720
113122		Support for ANZAC Day	$0	$0	$0	$0	$0	$15,292
113125		Support for Others	$8,366	$15,818	$0	$15,818	$0	$52,950
113140		Sundry Plant Items	$0	$6,811	$0	$6,811	$0	$12,000
113190		Depreciation - Other Recreation	$0	$0	$0	$0	$0	$265,731
113191		Depreciation - Parks & Gardens	$0	$0	$0	$0	$0	$71,635
113192		Depreciation: Plant & Equipment	$0	$0	$0	$0	$0	$7,625
Sub Total - OTHER RECREATION & SPORT OP/EXP			$72,617	$66,801	$0	$66,801	$0	$868,543
OPERATING INCOME								
113003		Rec Ground Use Hire Fees	$0	($4,205)	($4,205)	$0	($4,200)	$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	$0	$0	$0	$0	$0
Sub Total - OTHER RECREATION & SPORT OP/INC			$0	($4,205)	($4,205)	$0	($4,200)	$0
Total - OTHER RECREATION & SPORT			$72,617	$62,596	($4,205)	$66,801	($4,200)	$868,543

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
SWIMMING POOL								
OPERATING EXPENDITURE								
112100		Swimming Pool & Gymnasium General Operations	$8,119	$896	$0	$896	$0	$128,250
112101		Swimming Pool Building Costs	$13,214	$14,162	$0	$14,162	$0	$76,253
112102		Swimming Pool Employee Costs	$9,574	$942	$0	$942	$0	$114,123
112103		Interest on Loan 114 - upgrade pool bowl	$1,371	$0	$0	$0	$0	$0
112104		Swimming Pool Employee Superannuation	$955	$131	$0	$131	$0	$11,455
112108		Gym Employee Costs	$250	$90	$0	$90	$0	$3,000
112109		Interest Paid Gym Lease	$0	$0	$0	$0	$0	$0
112150		Admin Allocation - Swimming Pool	$9,650	$0	$0	$0	$0	$57,921
112190		Depreciation - Swimming Pool	$0	$0	$0	$0	$0	$22,373
112191		Depreciation - Right of Use Asset P&E	$0	$0	$0	$0	$0	$5,899
Sub Total - SWIMMING POOL OP/EXP			$43,134	$16,220	$0	$16,220	$0	$419,274
OPERATING INCOME								
112001		Swimming Lesson Fees	$0	$0	$0	$0	$0	$0
112003		Pool Daily Admission Fees	$0	$0	$0	$0	($10,500)	$0
112004		Season Tickets Fees	$0	$0	$0	$0	($16,700)	$0
112005		Pool Hire Fees	$0	$0	$0	$0	$0	$0
112006		Gym Memberships and Equipment Hire Fees	$0	($1,139)	($1,139)	$0	($12,220)	$0
112007		Pool Teaching Programme Fees	$0	$0	$0	$0	($6,500)	$0
112008		Vacation Swimming Passes	$0	$0	$0	$0	($1,300)	$0
112009		Capital Grants and Contributions	$0	$0	$0	$0	$0	$0
Sub Total - SWIMMING POOL OP/INC			$0	($1,139)	($1,139)	$0	($47,220)	$0
Total - SWIMMING POOL			$43,134	$15,081	($1,139)	$16,220	($47,220)	$419,274

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
TELEVISION & RADIO REBROADCASTING								
OPERATING EXPENDITURE								
114005		Telecommunications Tower	$0	$0	$0	$0	$0	$4,235
Sub Total - TV & RADIO REBROADCASTING OP/EXP			$0	$0	$0	$0	$0	$4,235
OPERATING INCOME								
114010		Radio & Mobile Tower Site (Including NBN) Fees or Charges	($10,490)	($10,759)	($10,759)	$0	($10,490)	$0
Sub Total - TV & RADIO REBROADCASTING OP/INC			($10,490)	($10,759)	($10,759)	$0	($10,490)	$0
Total - TV & RADIO REBROADCASTING			($10,490)	($10,759)	($10,759)	$0	($10,490)	$4,235
LIBRARIES								
OPERATING EXPENDITURE								
115100		Library Operations	$227	$11,327	$0	$11,327	$0	$46,654
115101		State Library Grant Expenditure	$0	$0	$0	$0	$0	$0
115150		Admin Allocation - Libraries	$2,896	$0	$0	$0	$0	$17,376
Sub Total - LIBRARIES OP/EXP			$3,123	$11,327	$0	$11,327	$0	$64,030
OPERATING INCOME								
115001		State Library Grant Income	$0	$0	$0	$0	$0	$0
Sub Total - LIBRARIES OP/INC			$0	$0	$0	$0	$0	$0
Total - LIBRARIES			$3,123	$11,327	$0	$11,327	$0	$64,030

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
OTHER CULTURE								
OPERATING EXPENDITURE								
116100		Museum	$4,555	$3,761	$0	$3,761	$0	$14,075
116101		Craft Hut	$212	$187	$0	$187	$0	$2,819
116102		Support for Sandakan (Ceremony)	$196	$3,122	$0	$3,122	$0	$8,930
116103		Other Culture - Community Expenses	$3,092	$214	$0	$214	$0	$15,460
116104		Other Culture Grant Expenditure		$0	$0	$0	$0	$0
116150		Admin Allocated - Other Culture	$7,723	$0	$0	$0	$0	$46,337
116190		Depreciation - Other Culture	$0	$0	$0	$0	$0	$24,285
Sub Total - OTHER CULTURE OP/EXP			$15,777	$7,285	$0	$7,285	$0	$111,906
OPERATING INCOME								
116001		Reimbursements - Other Culture	$0	$0	$0	$0	$0	$0
116002		Other Culture - Operating Grants, Subsidies & Contributions	$0	$0	$0	$0	$0	$0
Sub Total - OTHER CULTURE OP/INC			$0	$0	$0	$0	$0	$0
Total - OTHER CULTURE			$15,777	$7,285	$0	$7,285	$0	$111,906
Total - RECREATION AND CULTURE			**$151,883**	**$104,177**	**($16,936)**	**$121,113**	**($114,410)**	**$1,703,589**

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 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	$0	($22,871)	($22,871)	$0	($926,335)	$0
121002		Grants Direct - State - MRD - (OP)	($266,338)	($266,338)	($266,338)	$0	($266,338)	$0
121003		Grants - Federal - Roads to Recovery Grant (Cap)	($31,974)	$0	$0	$0	($799,340)	$0
121004		Capital Grants Other & Road Contributions	$0	$0	$0	$0	$0	$0
121007		Special Bridge Funding	$0	$0	$0	$0	$0	$0
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC			($298,312)	($289,209)	($289,209)	$0	($1,992,013)	$0
Total - ST,RDS,BRIDGES,DEPOT - CONST			($298,312)	($289,209)	($289,209)	$0	($1,992,013)	$0

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE								
		OPERATING EXPENDITURE						
122100	B0695	Depot Building - Building Costs	$4,819	$16,518	$0	$16,518	$0	$53,825
122101	OPSDPT	Depot General Operations	$3,097	$4,590	$0	$4,590	$0	$30,990
122103		Road Maintenance & Repairs	$202,713	$53,974	$0	$53,974	$0	$761,987
122104		Roads Vegetation Clearing Offset Costs	$21	$0	$0	$0	$0	$3,914
122107		Maintenance Grading	$1,373	$0	$0	$0	$0	$214,500
122105		Repairs & Maint - Bridges	$48,042	$37,201	$0	$37,201	$0	$136,200
122106		Shire Radio Network Costs	$1	$0	$0	$0	$0	$5,280
122108		Drains & Culverts	$5,373	$4,887	$0	$4,887	$0	$100,800
122109		Verge Pruning	$1,055	$0	$0	$0	$0	$122,700
122110		Verge Spraying	$1,837	$2,490	$0	$2,490	$0	$30,867
122111		Crossovers Maintenance	$0	$0	$0	$0	$0	$7,820
122112		Town Services Drainage	$1,593	$0	$0	$0	$0	$6,450
122113		Town Services - Footpaths	$0	$0	$0	$0	$0	$4,700
122114		Town Services Road Repairs	$7,642	$4,040	$0	$4,040	$0	$41,220
122115		Town Services - Tree Pruning	$8,720	$21,779	$0	$21,779	$0	$39,600
122116		Street Lighting	$2,801	$8,892	$0	$8,892	$0	$34,200
122117		Traffic Signs	$0	$1,030	$0	$1,030	$0	$7,450
122120		Roman Road Data Pickup	$13,202	$0	$0	$0	$0	$13,840
122121		Town Services - Verge Spraying	$1,991	$2,528	$0	$2,528	$0	$29,540
122122		Road Sweeping	$0	$0	$0	$0	$0	$15,125
122123		Emergency Services	$11,550	$0	$0	$0	$0	$33,000
122124		Storm Damage	$0	$4,497	$0	$4,497	$0	$10,000
122125		Bridge Contribution Expenditure	$0	$0	$0	$0	$0	$8,000
122126		Streetscaping Expenses	$36	$0	$0	$0	$0	$23,000
122127		Consulting Engineer Expenses	$0	$0	$0	$0	$0	$58,000
122131		Rural Street Addressing	$916	$325	$0	$325	$0	$3,960
122150		Admin Allocated - Road Maintenance	$95,142	$0	$0	$0	$0	$570,872
122190		Depreciation - Transport Other	$0	$0	$0	$0	$0	$13,660
122191		Depreciation - Infrastructure	$0	$0	$0	$0	$0	$36,385
122192		Depreciation Roads	$0	$0	$0	$0	$0	$2,406,626
122193		Depreciation - Bridges	$0	$0	$0	$0	$0	$916,104
122194		Depreciation - Footpaths	$0	$0	$0	$0	$0	$13,862
122195		Depreciation - Drainage	$0	$0	$0	$0	$0	$271,780
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP			$411,922	$162,750	$0	$162,750	$0	$6,026,257

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
OPERATING INCOME - STREETS, ROADS, DEPOTS								
122001		Reimbursements - Roads Mtce	$0	$0	$0	$0	$0	$0
122003		Sale of Old Materials and Minor Items	$0	$0	$0	$0	$0	$0
122005		Operating Grants, Subsidies & Contributions		$0	$0	$0	$0	$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC			$0	$0	$0	$0	$0	$0
Total - MTCE STREETS ROADS DEPOTS			$411,922	$162,750	$0	$162,750	$0	$6,026,257

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
ROAD PLANT PURCHASES								
OPERATING EXPENDITURE								
123119		Minor Equipment and Sundry Items	$0	$857	$0	$857	$0	$8,000
123120		Plant Auction Selling Expenses	$0	$0	$0	$0	$0	$5,500
123140		Loss on Sale of Asset	$0	$0	$0	$0	$0	$0
Sub Total - ROAD PLANT PURCHASES OP/EXP			$0	$857	$0	$857	$0	$13,500
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			$0	$857	$0	$857	$0	$13,500
TRAFFIC CONTROL								
OPERATING EXPENDITURE								
125150		Administration Allocated - Traffic Control	$28,535	$0	$0	$0	$0	$171,218
Sub Total - TRAFFIC CONTROL OP/EXP			$28,535	$0	$0	$0	$0	$171,218
OPERATING INCOME								
125001		Licensing Service	($5,618)	($6,672)	($6,672)	$0	($35,000)	$0
125002		Motor Vehicle Plates	$0	($217)	($217)	$0	($400)	$0
125005		Sundry Receipts - Heavy Haulage Permits etc	($104)	($321)	($321)	$0	($750)	$0
Sub Total - TRAFFIC CONTROL OP/INC			($5,722)	($7,210)	($7,210)	$0	($36,150)	$0
Total - TRAFFIC CONTROL			$22,813	($7,210)	($7,210)	$0	($36,150)	$171,218

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
AERODROMES								
OPERATING EXPENDITURE								
126100		**Airstrip Maintenance**	$1,372	$867	$0	$867		
126100	B0650	Airstrip Building Operation			$0	$0	$0	$636
126100	B0652	Airstrip Runway & Surrounds			$0	$0	$0	$5,175
126190		Depreciation - Airport	$0	$0	$0	$0	$0	$38,803
Sub Total - AERODROMES OP/EXP			$1,372	$867	$0	$867	$0	$44,614
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			$1,372	$867	$0	$867	$0	$44,614
Total - TRANSPORT			**$137,795**	**($131,946)**	**($296,419)**	**$164,474**	**($2,028,163)**	**$6,255,589**

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
TOURISM AND AREA PROMOTION								
OPERATING EXPENDITURE								
132110		Tourist Bay	$0	$36	$0	$36	$0	$2,120
132102		Support for Country Music Festival	$0	$0	$0	$0	$0	$11,450
132103		Community Services Expenses	$10,488	$20,899	$0	$20,899	$0	$173,067
132104		**Tourist Centre Operations**	$14,037	$10,309	$0	$10,309	$0	$25,000
132104	B0660	Tourist Centre Building			$0	$0	$0	$25,794
132104	G304	Tourist Centre Grounds & Gardens			$0	$0	$0	$18,100
132106		Promotion Activities	$0	$0	$0	$0	$0	$5,450
132107	OPFMIL	Flax Mill Complex General Operations	$11,425	$10,663	$0	$10,663	$0	$70,285
132108		**Caravan Park/Flax Mill Complex Building Operation**	$19,607	$7,845	$0	$7,845		
132108	B0665	Caravan Park Building Operations			$0	$0	$0	$32,725
132108	B0666	Caravan Park Overflow Area			$0	$0	$0	$16,145
132108	B0667	Flaxmill Building Operations			$0	$0	$0	$36,071
132108	B0669	Country Music Park			$0	$0	$0	$6,070
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	$42	$42	$0	$42	$0	$84
132150		Admin Allocated Tourism	$13,321	$0	$0	$0	$0	$79,932
132151		Admin Allocated Caravan Pk	$3,823	$0	$0	$0	$0	$22,937
132190		Depreciation - Tourism/Area Promotion	$0	$0	$0	$0	$0	$15,255
132191		Depreciation - Caravan Pk/Flax	$0	$0	$0	$0	$0	$38,988
Sub Total - TOURISM & AREA PROMOTION OP/EXP			$72,744	$49,794	$0	$49,794	$0	$604,303
OPERATING INCOME								
132002		Caravan Park & Complex Fees & Charges	($8,807)	($9,263)	($9,263)	$0	($95,000)	$0
132003		Flax Mill Sheds Storage Charges	($1,741)	($3,072)	($3,072)	$0	($13,000)	$0
132007		Other Income	($22)	($562)	($562)	$0	($4,000)	$0
Sub Total - TOURISM & AREA PROMOTION OP/INC			($10,569)	($12,897)	($12,897)	$0	($112,000)	$0
Total - TOURISM & AREA PROMOTION			$62,175	$36,897	($12,897)	$49,794	($112,000)	$604,303

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BUILDING CONTROL								
OPERATING EXPENDITURE								
133100		Building Control	$3,837	$6,173	$0	$6,173	$0	$23,021
133101		Building Control - Other Costs	$0	$633	$0	$633	$0	$27,000
133102		Building Control Superannuation	$0	$0	$0	$0	$0	$0
133103		Building Control - BMO	$141	$0	$0	$0	$0	$3,080
133150		Admin Allocated - Building Control Expenses	$5,213	$0	$0	$0	$0	$31,278
Sub Total - BUILDING CONTROL OP/EXP			$9,191	$6,806	$0	$6,806	$0	$84,379
BUILDING CONTROL OP/INC								
133001		Building Licences (UFEE)	($1,894)	($4,022)	($4,022)	$0	($6,500)	$0
133002		BCITF Levy - Commission	($26)	($25)	($25)	$0	($90)	$0
133003		Builders Services Levy - Commission	($44)	($55)	($55)	$0	($150)	$0
Sub Total - BUILDING CONTROL OP/INC			($1,964)	($4,102)	($4,102)	$0	($6,740)	$0
Total - BUILDING CONTROL			$7,227	$2,704	($4,102)	$6,806	($6,740)	$84,379

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SALEYARDS & MARKETS								
OPERATING EXPENDITURE								
134100		Saleyards	$0	$0	$0	$0	$0	$0
134190		Depreciation - Saleyards & Markets	$0	$0	$0	$0	$0	$0
Sub Total - SALEYARDS & MARKETS OP/EXP			$0	$0	$0	$0	$0	$0
OPERATING INCOME								
134001		Reimbursements - Saleyards	$0	$0	$0	$0	$0	$0
Sub Total - SALEYARDS & MARKETING OP/INC			$0	$0	$0	$0	$0	$0
Total - SALEYARDS & MARKETS			$0	$0	$0	$0	$0	$0

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OTHER ECONOMIC SERVICES								
OPERATING EXPENDITURE								
135100		Standpipes Expenses	$4,386	$611	$0	$611	$0	$28,256
135102		Economic Development Projects	$0	$0	$0	$0	$0	$7,500
135103		Country Music Festival Expenses	$0	$0	$0	$0	$0	$11,200
135105		80 Abel Street Shop	$383	$0	$0	$0	$0	$12,092
135150		Admin Allocated - Other Economic Development	$3,823	$0	$0	$0	$0	$22,937
135190		Depreciation - Develop/Facilities	$0	$0	$0	$0	$0	$3,511
Sub Total - OTHER ECONOMIC SERVICES OP/EXP			$8,592	$611	$0	$611	$0	$85,496
OPERATING INCOME								
135000		Operating Grants, Subsidies and Contributions		$0	$0	$0	$0	$0
135001		Standpipe Water	($883)	($1,348)	($1,348)	$0	($25,000)	$0
135005		Abel Street Shop Rental	($2,600)	$0	$0	$0	($15,600)	$0
135006		Non-Operating Grants & Contributions	$0	$0	$0	$0	$0	$0
135007		Other Economic - Profit on Disposal of Assets		$0	$0	$0	$0	$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC			($3,482)	($1,348)	($1,348)	$0	($40,600)	$0
Total - OTHER ECONOMIC SERVICES			$5,109	($737)	($1,348)	$611	($40,600)	$85,496
Total - ECONOMIC SERVICES			**$74,511**	**$38,864**	**($18,346)**	**$57,211**	**($159,340)**	**$774,178**

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
PRIVATE WORKS								
OPERATING EXPENDITURE								
141100		Private Works - Costs	$1,188	$0	$0	$0	$0	$3,100
Sub Total - PRIVATE WORKS OP/EXP			$1,188	$0	$0	$0	$0	$3,100
OPERATING INCOME								
141001		Private Works - Recoup Charges	($1,322)	$0	$0	$0	($3,100)	$0
Sub Total - PRIVATE WORKS OP/INC			($1,322)	$0	$0	$0	($3,100)	$0
Total - PRIVATE WORKS			($134)	$0	$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	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
PUBLIC WORKS OVERHEADS								
OPERATING EXPENDITURE								
143100		Supervision	$35,028	$53,866	$0	$53,866	$0	$374,226
143101		Consultant Engineer	$0	$4,100	$0	$4,100	$0	$0
143102		Works Manager Vehicle Op Costs	$1,423	$0	$0	$0	$0	$10,000
143103		FBT Works Staff	$0	($3,745)	$0	($3,745)	$0	$9,500
143104		Insurance on Works	$26,635	$40,950	$0	$40,950	$0	$53,269
143105		Superannuation of Workmen	$27,707	$33,588	$0	$33,588	$0	$198,902
143106		PWOH Leave - Depot	$27,260	$59,716	$0	$59,716	$0	$254,533
143107		Protective Clothing	$0	$0	$0	$0	$0	$12,000
143108		Uniforms	$375	$0	$0	$0	$0	$1,500
143109		Training & Meeting Expenses	$3,920	$12,471	$0	$12,471	$0	$52,200
143110		Occupational Health & Safety	$818	$12,107	$0	$12,107	$0	$71,780
143111		Other Expenses	$0	$0	$0	$0	$0	$1,115
143113		Waste Oil Disposal Costs	$0	$610	$0	$610	$0	$500
143115		Provision for Leave Accruals	$0	($24,286)	$0	($24,286)	$0	$9,780
143116		Conferences and Training Courses (MOW)	$0	$0	$0	$0	$0	$2,500
143117		Works Manager Housing	$0	$0	$0	$0	$0	$0
143150		Admin Allocated - Works Overhead	$9,653	$0	$0	$0	$0	$57,921
143180		LESS PWOH ALLOCATED - PROJECTS	($132,819)	($107,462)	$0	($107,462)	$0	($1,109,726)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP			$0	$81,916	$0	$81,916	$0	$0
OPERATING INCOME								
Sub Total - PUBLIC WORKS O/HEADS OP/INC			$0	$0	$0	$0	$0	$0
Total - PUBLIC WORKS OVERHEADS			$0	$81,916	$0	$81,916	$0	$0

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PLANT OPERATIONS COSTS								
OPERATING EXPENDITURE								
144100		Repair Wages	$34,817	$2,740	$0	$2,740	$0	$115,174
144101		Fuel & Oil	$33,858	$37,756	$0	$37,756	$0	$285,000
144102		Tyres & Tubes	$1,288	$0	$0	$0	$0	$23,000
144103		Parts and Repairs External	$2,300	$54,343	$0	$54,343	$0	$200,000
144104		Licenses	$700	$0	$0	$0	$0	$14,000
144105		Insurance	$40,156	$14,677	$0	$14,677	$0	$40,156
144106		Blades & Points	$1,500	$0	$0	$0	$0	$15,000
144107		Expendable Tools	$1,500	$2,232	$0	$2,232	$0	$9,000
144108		Freight Costs	$100	$0	$0	$0	$0	$600
144110		Superannuation - Mechanic	$3,237	$0	$0	$0	$0	$10,709
144150		Admin Allocated POC	$2,278	$0	$0	$0	$0	$13,669
144200		Mechanic Bridgetown Shared - Wages	$0	$0	$0	$0	$0	$0
144190		Depreciation - Plant	$0	$0	$0	$0	$0	$354,015
144180		LESS POC ALLOCATED - PROJECTS	($121,734)	($133,802)	$0	($133,802)	$0	($1,080,323)
Sub Total - PLANT OPERATIONS COSTS OP/EXP			$0	($22,054)	$0	($22,054)	$0	$0
OPERATING INCOME								
144001		Diesel Rebate	($7,623)	($312)	($312)	$0	($35,000)	$0
144002		Reimbursements - Operating	$0	($18,534)	($18,534)	$0	$0	$0
Sub Total - PLANT OPERATIONS COSTS OP/INC			($7,623)	($18,847)	($18,847)	$0	($35,000)	$0
Total - PLANT OPERATIONS COSTS			($7,623)	($40,901)	($18,847)	($22,054)	($35,000)	$0

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SALARIES AND WAGES								
OPERATING EXPENDITURE								
145100		Gross Total Salaries and Wages	$750,573	$0	$0	$0	$0	$4,503,621
145130		LESS SALS/WAGES ALLOCATED	($750,573)	$0	$0	$0	$0	($4,503,621)
145101		Workers Compensation Expenses	$0	$3,701	$0	$3,701	$0	$40,000
Sub Total - SALARIES AND WAGES OP/EXP			$0	$3,701	$0	$3,701	$0	$40,000
OPERATING INCOME								
145001		Reimbursements - Administration	$0	$0	$0	$0	$0	$0
143001		Workers Compensation Reimbursements	$0	$0	$0	$0	($40,000)	$0
Sub Total - SALARIES AND WAGES OP/INC			$0	$0	$0	$0	($40,000)	$0
Total - SALARIES AND WAGES			$0	$3,701	$0	$3,701	($40,000)	$40,000

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ADMINISTRATION								
OPERATING EXPENDITURE								
146100		Advertising	$368	$684	$0	$684	$0	$11,400
146101		Audit Fees	$0	($54,020)	$0	($54,020)	$0	$58,500
146102		Bank Fees	$888	$532	$0	$532	$0	$4,000
146103		**Administration Building Costs**	$16,749	$10,678	$0	$10,678		
146103	B0690	Admin Building Operations			$0	$0	$0	$61,351
146103	G308	Admin Building Gardens Maintenance			$0	$0	$0	$11,450
146105		Administration Staff Employee Costs	$481,877	$240,765	$0	$240,765	$0	$1,433,061
146106		Consultants	$9,461	$14,848	$0	$14,848	$0	$250,849
146108		Insurance	$9,480	$6,539	$0	$6,539	$0	$18,960
146109		Legal Expenses	$6,170	$2,947	$0	$2,947	$0	$25,000
146110		IT System Operation & maintenance	$103,084	$25,029	$0	$25,029	$0	$238,882
146111		Office Equipment Maintenance	$0	$0	$0	$0	$0	$5,000
146112		Administration - Postage & Freight	$174	$1,369	$0	$1,369	$0	$5,500
146113		Printing and Stationery	$4,069	$2,288	$0	$2,288	$0	$12,700
146114		Administration Vehicle Costs	$0	$0	$0	$0	$0	$8,700
146115		Administration - Fringe Benefits Tax	$3,750	($5,172)	$0	($5,172)	$0	$15,000
146117		Employers Indemnity Insurance	$24,310	$28,366	$0	$28,366	$0	$48,620
146118		Subscriptions	$13,916	$13,214	$0	$13,214	$0	$14,166
146119		Administration Staff Housing	$0	$0	$0	$0	$0	$0
146120		Uniform Allowance	$0	$0	$0	$0	$0	$7,500
146121		Telephones	$1,083	$475	$0	$475	$0	$6,500
146122		Minor Furniture & Equip under $5,000	$1,600	$0	$0	$0	$0	$15,023
146123		Conferences/Training/Professional Development	$4,329	$402	$0	$402	$0	$19,720
146124		Superannuation	$0	$0	$0	$0	$0	$0
146125		Admin Provision for Leave Accruals	$0	($50,065)	$0	($50,065)	$0	$0
146126		Employee (Packaging) Costs	$0	$0	$0	$0	$0	$725
146128		Administration - OSH	$200	$4,408	$0	$4,408	$0	$9,800
146130		Administration - Bank Merchant Fees	$0	($236)	$0	($236)	$0	$6,200
146190		Depreciation - Administration	$0	$0	$0	$0	$0	$28,250
146300		Rounding Account		($1)	$0	($1)	$0	$0
146150		Less Administration Costs Alloc	($681,509)	$0	$0	$0	$0	($2,316,857)
1146900370		Suspense - Other Expenses		$527	$0	$527	$0	$0
Sub Total - ADMINISTRATION OP/EXP			$0	$243,727	$0	$243,727	$0	$0

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OPERATING INCOME - ADMINISTRATION								
146001		Reimbursements - Administration	$0	($138)	($138)	$0	($200)	$0
1146900170		Suspense Account	$0	$0	$0	$0	$0	$0
Sub Total - ADMINISTRATION OP/INC			$0	($138)	($138)	$0	($200)	$0
Total - ADMINISTRATION			$0	$243,589	($138)	$243,727	($200)	$0
UNCLASSIFIED								
OPERATING EXPENDITURE								
149001		Rylington Park Operational Expenses	$16,399	$40,198	$0	$40,198	$0	$91,833
149002		Rylington Park Asset Depreciation	$0	$0	$0	$0	$0	$51,550
149005		Rylington Stock Program Expenses	$27,647	$40,447	$0	$40,447	$0	$105,853
149006		Rylington Crop Program Expenses	$0	$1,523	$0	$1,523	$0	$31
149007		Rylington Education Program Expenses	$0	$641	$0	$641	$0	$7,679
149008		Rylington Events Program Expenses	$0	$159	$0	$159	$0	$1,350
Sub Total - UNCLASSIFIED OP/EXP			$44,046	$82,968	$0	$82,968	$0	$258,296
OPERATING INCOME								
147100		Revaluation Profit on Local Govt House Unit Trust	$0	$0	$0	$0	$0	$0
147010		Profit on Disposal of Assets			$0	$0	$0	$0
149101		Rylington Park Other Income	$0	$0	$0	$0	$0	$0
149105		Rylington Stock Program Income	($23,050)	$0	$0	$0	($554,905)	$0
149106		Rylington Crop Program Income	$0	($196)	($196)	$0	($1,000)	$0
149107		Rylington Education Program Income	$0	$0	$0	$0	$0	$0
149108		Rylington Event Program Income	$0	$0	$0	$0	($3,500)	$0
Sub Total - UNCLASSIFIED OP/INC			($23,050)	($196)	($196)	$0	($559,405)	$0
Total - UNCLASSIFIED			$20,996	$82,772	($196)	$82,968	($559,405)	$258,296
Total - OTHER PROPERTY AND SERVICES			**$13,239**	**$371,077**	**($19,180)**	**$390,257**	**($637,705)**	**$301,396**

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TRANSFERS TO/FROM RESERVES								
CAPITAL EXPENDITURE								
300101		Transfer to Reserves	$21,666	$84,765	$0	$84,765	$0	$924,682
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS			$21,666	$84,765	$0	$84,765	$0	$924,682
INCOME								
300102		Transfer from Reserves	$0	$0	$0	$0	($1,946,182)	$0
Total - TRANSFER FROM OTHER COUNCIL FUNDS			$0	$0	$0	$0	($1,946,182)	$0
Total - FUND TRANSFER			$21,666	$84,765	$0	$84,765	**($1,946,182)**	**$924,682**
000000		(Surplus) / Deficit - Carried Forward	($4,550,000)	($4,569,716)	($4,569,716)	$0	($4,550,000)	$0
Sub Total - SURPLUS C/FWD			($4,550,000)	($4,569,716)	($4,569,716)	$0	($4,550,000)	$0
Total - SURPLUS			($4,550,000)	($4,569,716)	($4,569,716)	$0	($4,550,000)	$0
NEW LONG TERM LOANS								
INCOME								
053200		New Loan - Evacuation Centre	$0	$0	$0	$0	$0	$0
Sub Total - LONG TERM LOANS			$0	$0	$0	$0	$0	$0
Total - DEFERRED ASSETS			$0	$0	$0	$0	**$0**	**$0**

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LOANS & FINANCE LEASES - PRINCIPAL REPAYMENTS								
CAPITAL EXPENDITURE								
146800		Principal Repayment on Loans	$22,264	$22,264	$0	$22,264	$0	$90,851
146801		Principal Repayments - Finance Leases	$0	$0	$0	$0	$0	$0
Sub Total - LOAN REPAYMENTS			$22,264	$22,264	$0	$22,264	$0	$90,851
CAPITAL INCOME								
Sub Total - LOANS RAISED			$0	$0	$0	$0	$0	$0
Total - NON CURRENT LIABILITIES			$22,264	$22,264	$0	$22,264	**$0**	**$90,851**
OPERATING ACTIVITIES EXCLUDED FROM BUDGET								
000000		Depreciation Written Back	$0	$0	$0	$0	$0	($4,901,103)
000000		Realisation Value of Assets Sold Written Back	$0	$0	$0	$0	$0	($20,000)
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	$6,107	$0	$6,107	$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	$64,917	$0	$64,917	$0	$0
00000		Movement in Accrued Wages	$0	$111,407	$0	$111,407	$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	($7,607)	$0	($7,607)	$0	($44,635)
000000		Deferred Pensioner Rates	$0	$0	$0	$0	$0	$0
Sub Total - OPERATING ACTIVITIES EXCLUDED			$0	$174,824	$0	$174,824	$0	($4,965,738)
Total - OPERATING ACTIVITIES EXCLUDED			$0	$174,824	$0	$174,824	$0	($4,965,738)

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FURNITURE & EQUIPMENT								
GOVERNANCE - CAPITAL EXPENDITURE								
041401		Members Furniture & Equipment	$0	$0	$0	$0	$0	$0
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$0
Total - GOVERNANCE			$0	$0	$0	$0	$0	$0
FURNITURE & EQUIPMENT								
HEALTH - CAPITAL EXPENDITURE								
074600		Surgery Equipment - Capital - (F&E)	$0	$0	$0	$0	$0	$9,500
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$9,500
Total - HEALTH			$0	$0	$0	$0	$0	$9,500
FURNITURE AND EQUIPMENT								
OTHER PROPERTY & SERVICES - CAPITAL EXPENDITURE								
146600		Administration Building - Furniture & Equipment Renewals	$0	$0	$0	$0	$0	$0
146601		ICT Upgrades & Renewals Capital	$0	$0	$0	$0	$0	$25,000
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$25,000
Total - OTHER PROPERTY			$0	$0	$0	$0	$0	$25,000
Total - FURNITURE AND EQUIPMENT			**$0**	**$0**	**$0**	**$0**	**$0**	**$34,500**

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BUILDINGS								
LAW ORDER AND PUBLIC SAFETY - CAPITAL EXPENDITURE								
053401		Other Law - Evaucation Centre Building Capital Expenditure	$0	$51,365	$0	$51,365	$0	$4,767,010
Sub Total - CAPITAL WORKS			$0	$51,365	$0	$51,365	$0	$4,767,010
TOTAL - LAW ORDER AND PUBLIC SAFETY			$0	$51,365	$0	$51,365	$0	$4,767,010
BUILDINGS								
HEALTH - CAPITAL EXPENDITURE								
074400		Medical Centre Building Capital	$0	$2,747	$0	$2,747	$0	$12,608
Sub Total - CAPITAL WORKS			$0	$2,747	$0	$2,747	$0	$12,608
TOTAL - HEALTH			$0	$2,747	$0	$2,747	$0	$12,608
BUILDINGS								
EDUCATION & WELFARE - CAPITAL EXPENDITURE								
081400		Land & Buildings - CRC Capital Renewal	$0	$8,700	$0	$8,700	$0	$0
Sub Total - CAPITAL WORKS			$0	$8,700	$0	$8,700	$0	$0
TOTAL - EDUCATION & WELFARE			$0	$8,700	$0	$8,700	$0	$0
BUILDINGS								
HOUSING - CAPITAL EXPENDITURE								
091400		1 Rogers Avenue Building Capital Expenditure	$0	$4,800	$0	$4,800	$0	$0
092401		7 Knapp Street	$0	$0	$0	$0	$0	$50,000
Sub Total - CAPITAL WORKS			$0	$4,800	$0	$4,800	$0	$50,000
Total - HOUSING			$0	$4,800	$0	$4,800	$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	$0	$0	$15,000
111400	LRC021	Wilga Hall Refurbishment	$0	$0	$0	$0	$0	$0
111400	LRC023	Kulikup Hall Refurbishment	$0	$0	$0	$0	$0	$0
111403		**Town Hall - Building Upgrades & Refurbishments**						
111403	BU1501	Town Hall Building Capital Expenditure	$0	$0	$0	$0	$0	$175,000
112400		**Swimming Pool Buildings Capital**						
112400	BC5500	Swimming Pool Buildings Capital	$0	$0	$0	$0	$0	$60,000
116400		**Other Culture Buildings Capital Expenditure**						
116400	BR5051	Museum Building	$7,000	$4,427	$0	$4,427	$0	$140,000
116400	BC5600	Tennis Club Building	$0	$0	$0	$0	$0	$0
Sub Total - CAPITAL WORKS			$7,000	$4,427	$0	$4,427	$0	$390,000
Total - RECREATION AND CULTURE			$7,000	$4,427	$0	$4,427	$0	$390,000
BUILDINGS								
TRANSPORT - CAPITAL EXPENDITURE								
122895		Depot - Buildings	$0	$0	$0	$0	$0	$0
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$0
Total - TRANSPORT			$0	$0	$0	$0	$0	$0
BUILDINGS								
ECONOMIC SERVICES - CAPITAL EXPENDITURE								
132404	New	Flaxmill Storage Shed	$0	$0	$0	$0	$0	$0
132408		Flax Mill Cottage & Camp Kitchen	$0	$0	$0	$0	$0	$5,000
132409		Caravan Parks Buildings (Laundry, Ablutions etc)	$0	$0	$0	$0	$0	$20,000
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$25,000
Total - ECONOMIC SERVICES			$0	$0	$0	$0	$0	$25,000

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	Expenditure	ADOPTED BUDGET 2026-2027 Income	Expenditure
BUILDINGS								
OTHER PROPERTY AND SERVICES - CAPITAL EXPENDITURE								
146605		Administration Building Capital Expenditure	$1,022	$0	$0	$0	$0	$20,439
149503		Rylington Park House Capital	$0	$0	$0	$0	$0	$170,000
Sub Total - CAPITAL WORKS			$1,022	$0	$0	$0	$0	$190,439
Total - OTHER PROPERTY AND SERVICES			$1,022	$0	$0	$0	$0	$190,439
Total - BUILDINGS			**$8,022**	**$72,039**	**$0**	**$72,039**	**$0**	**$5,435,057**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	Expenditure	ADOPTED BUDGET 2026-2027 Income	Expenditure
PLANT AND EQUIPMENT								
LAW ORDER & PUBLIC SAFETY - CAPITAL EXPENDITURE								
053405		Plant & Equipment - CCTV	$0	$0	$0	$0	$0	$20,000
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$20,000
Total - LAW ORDER & PUBLIC SAFETY			$0	$0	$0	$0	$0	$20,000
PLANT AND EQUIPMENT								
RECREATION AND CULTURE - CAPITAL EXPENDITURE								
113907		Plant & Equipment - Parks & Gardens	$0	$0	$0	$0	$0	$60,000
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$60,000
Total - RECREATION AND CULTURE			$0	$0	$0	$0	$0	$60,000
PLANT AND EQUIPMENT								
TRANSPORT - CAPITAL EXPENDITURE								
123609		Light Plant (eg Portable Traffic Lights) - Plant & Equip	$0	$0	$0	$0	$0	$110,000
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$110,000
Total - TRANSPORT			$0	$0	$0	$0	$0	$110,000

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	Expenditure	ADOPTED BUDGET 2026-2027 Income	Expenditure
PLANT AND EQUIPMENT								
OTHER PROPERTY & SERVICES - CAPITAL EXPENDITURE								
146500		Utility Van Purchase	$0	$0	$0	$0	$0	$0
149502		Rylington Park Plant & Equipment	$0	$0	$0	$0	$0	$0
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$0
Total - OTHER PROPERTY & SERVICES			$0	$0	$0	$0	$0	$0
Total - PLANT AND EQUIPMENT			**$0**	**$0**	**$0**	**$0**	**$0**	**$190,000**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
ROAD INFRASTRUCTURE CAPITAL								
TRANSPORT - ROAD CONSTRUCTION CAPITAL EXPENDITURE								
121403		**ROADS TO RECOVERY PROJECTS**						
121403	RTR009	RTR - Six Mile Road	$0	$0	$0	$0	$0	$300,000
121403	RTR012	RTR - GIBBS ROAD	$0	$0	$0	$0	$0	$209,340
121403	RTR020	RTR - WALSHAWS ROAD	$0	$0	$0	$0	$0	$290,000
121404		**REGIONAL ROAD GROUP**						
121404	RRG148	RRG Boyup Brook-Cranbrook Rd	$0	$4,562	$0	$4,562	$0	$413,011
121404	RRG210	RRG Boyup Brook-Arthur River Rd	$0	$8,218	$0	$8,218	$0	$437,723
121404	RRG004	RRG Winnejup Road	$0	$10,091	$0	$10,091	$0	$387,126
121400		**MUNICIPAL ROAD PROJECTS**						
121400	MU501	Muni - Gravel Pit Rehabilitation	$0	$0	$0	$0	$0	$0
121401		Municipal Funded Gravel Sheeting Road Projects	$0	$0	$0	$0	$0	$0
121410		Municipal Funded - Winter Grading	$228,114	$174,079	$0	$174,079	$0	$506,919
Sub Total - CAPITAL WORKS			$228,114	$196,949	$0	$196,949	$0	$2,544,119
Total - ROADS			$228,114	$196,949	$0	$196,949	$0	$2,544,119
Total - INFRASTRUCTURE ASSETS ROADS			**$228,114**	**$196,949**	**$0**	**$196,949**	**$0**	**$2,544,119**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	Expenditure	ADOPTED BUDGET 2026-2027 Income	Expenditure
FOOTPATHS								
TRANSPORT - CAPITAL EXPENDITURE								
121700		Footpaths · Construction	$0	$0	$0	$0	$0	$32,000
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$32,000
Total - TRANSPORT - FOOTPATHS			$0	$0	$0	$0	$0	$32,000
Total - FOOTPATH ASSETS			**$0**	**$0**	**$0**	**$0**	**$0**	**$32,000**
AIRPORT								
TRANSPORT - CAPITAL EXPENDITURE								
126400		Aerodrome Infrastructure	$0	$0	$0	$0	$0	$42,500
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$42,500
Total - TRANSPORT - AERODROMES			$0	$0	$0	$0	$0	$42,500
Total - AERODROME ASSETS			**$0**	**$0**	**$0**	**$0**	**$0**	**$42,500**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

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PARKS & GARDENS INFRASTRUCTURE								
RECREATION - CAPITAL EXPENDITURE								
113909		**Parks & Gardens Infrastructure**						
113909	PKS03	Sandakan Playground Upgrade - Womens Memorial	$0	$19,626	$0	$19,626	$0	$30,000
Sub Total - CAPITAL WORKS			$0	$19,626	$0	$19,626	$0	$30,000
Total - OTHER SPORT & RECREATION - PARKS & OVALS			$0	$19,626	$0	$19,626	$0	$30,000
Total - PARKS & OVALS ASSETS			**$0**	**$19,626**	**$0**	**$19,626**	**$0**	**$30,000**
RECREATION INFRASTRUCTURE								
112405		Pool Facilities Upgrades (Recreation Infra)	$0	$0	$0	$0	$0	$200,000
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$200,000
Total - RECREATION INFRASTRUCTURE			$0	$0	$0	$0	$0	$200,000
Total - INFRASTRUCTURE ASSETS - RECREATION			**$0**	**$0**	**$0**	**$0**	**$0**	**$200,000**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

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INFRASTRUCTURE ASSETS - OTHER								
LAW, ORDER & PUBLIC SAFETY - CAPITAL EXPENDITURE								
051900		Other Law - Other Infrastructure Emergency Water Tanks	$0	$0	$0	$0	$0	$0
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$0
Total - LAW, ORDER & PUBLIC SAFETY			$0	$0	$0	$0	$0	$0
INFRASTRUCTURE OTHER								
ECONOMIC SERVICES - CAPITAL EXPENDITURE								
132900		Tourist Information Bay Capital Expenditure			$0	$0	$0	$50,000
132901		Flaxmill Fence & Water Supply Upgrade	$0	$0	$0	$0	$0	$0
132904		**Tourist/Visitor Centre Other Infrastructure**						
132904	OI9000	Tourist/Visitor Centre Outdoor Seating			$0	$0	$0	$50,000
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$100,000
Total - ECONOMIC SERVICES			$0	$0	$0	$0	$0	$100,000
Total - INFRASTRUCTURE ASSETS - OTHER			**$0**	**$0**	**$0**	**$0**	**$0**	**$100,000**
GRAND TOTALS			**($8,269,117)**	**($8,203,227)**	**($9,996,603)**	**$1,793,375**	**($18,469,126)**	**$18,469,126**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
PARKS & GARDENS INFRASTRUCTURE								
RECREATION - CAPITAL EXPENDITURE								
113909		**Parks & Gardens Infrastructure**						
113909	PKS03	Sandakan Playground Upgrade - Womens Memorial	$0	$19,626	$0	$19,626	$0	$30,000
Sub Total - CAPITAL WORKS			$0	$19,626	$0	$19,626	$0	$30,000
Total - OTHER SPORT & RECREATION - PARKS & OVALS			$0	$19,626	$0	$19,626	$0	$30,000
Total - PARKS & OVALS ASSETS			**$0**	**$19,626**	**$0**	**$19,626**	**$0**	**$30,000**
RECREATION INFRASTRUCTURE								
112405		Pool Facilities Upgrades (Recreation Infra)	$0	$0	$0	$0	$0	$200,000
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$200,000
Total - RECREATION INFRASTRUCTURE			$0	$0	$0	$0	$0	$200,000
Total - INFRASTRUCTURE ASSETS - RECREATION			**$0**	**$0**	**$0**	**$0**	**$0**	**$200,000**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 31 AUGUST 2026 Budget	YTD COMPARATIVES 31 AUGUST 2026 Actual	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Income	CURRENT YEAR YTD ACTUALS 31 AUGUST 2026 Expenditure	ADOPTED BUDGET 2026-2027 Income	ADOPTED BUDGET 2026-2027 Expenditure
INFRASTRUCTURE ASSETS - OTHER								
LAW, ORDER & PUBLIC SAFETY - CAPITAL EXPENDITURE								
051900		Other Law - Other Infrastructure Emergency Water Tanks	$0	$0	$0	$0	$0	$0
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$0
Total - LAW, ORDER & PUBLIC SAFETY			$0	$0	$0	$0	$0	$0
INFRASTRUCTURE OTHER								
ECONOMIC SERVICES - CAPITAL EXPENDITURE								
132900		Tourist Information Bay Capital Expenditure			$0	$0	$0	$50,000
132901		Flaxmill Fence & Water Supply Upgrade	$0	$0	$0	$0	$0	$0
132904		**Tourist/Visitor Centre Other Infrastructure**						
132904	OI9000	Tourist/Visitor Centre Outdoor Seating			$0	$0	$0	$50,000
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$100,000
Total - ECONOMIC SERVICES			$0	$0	$0	$0	$0	$100,000
Total - INFRASTRUCTURE ASSETS - OTHER			**$0**	**$0**	**$0**	**$0**	**$0**	**$100,000**
GRAND TOTALS			**($8,269,117)**	**($8,203,227)**	**($9,996,603)**	**$1,793,375**	**($18,469,126)**	**$18,469,126**

NOTES:
1. PLAY PRECINCT BY OTHERS
2. DESIGN SUBJECT TO SITE SURVEY



10m 0m 10m 20m 50m
SCALE: 1:750 @ A1 size sheet

Attachment 10.4.1A

REV NO.	DESCRIPTION	DATE
.	.	.
.	.	.
D	ISSUED FOR COUNCIL APPROVAL	04.11.25
C	ISSUED FOR CONSULTATION	02.07.25
B	DRAFT ISSUED FOR COUNCIL COMMENT	06.12.24
A	DRAFT ISSUED FOR DISCUSSION	23.08.24

PROJECT NO. .

DESIGNED DW
DRAWN LP
CHECKED DW
APPROVED DW

SANDAKAN RESERVE MASTER PLAN
SHIRE OF BOYUP BROOK
KEY PLAN

DATE .
SCALE 1:750 @ A1
DRAWING NO. L01
REV D

landscape planners pty ltd
urban | landscape | environment

PATH: P:\pro\24\2405 Sandakan Masterplan Boyup Brook\07 Drawings\01 CAD\03 Sheets\SK-02-CONCEPT DESIGN - REVISION.dwg PLOT DATE: ---- PLOTTED BY: LANDSCAPE PLANNERS PAGE SETUP: ---- PLOT STYLE: MRWA_COL.CTB

AGENDA

WARREN BLACKWOOD ALLIANCE OF COUNCILS
EXTRAORDINARY BOARD MEETING

MONDAY 21 SEPTEMBER 2026, 9.00 AM | HOST: SHIRE OF DONNYBROOK BALINGUP

1. Welcome

Cr MacCarthy opened the meeting at 9:02am and welcomed everyone attending.

- Attendance:

Voting	**Non-Voting**
Cr Steve Miolin SOM	Leonard Long SOBB
Cr Helen O'Connell SOBB	Garry Adam SODB
Cr Stephen Carstairs SOBG	David Taylor SON
Cr Vivienne MacCarthy SODB	Nick O'Connor SODB
Cr Tyler Hall SODB	Christopher McGimpsey SWDC
Cr Vicki Hansen SON	Kat McKinnon SWDC
Cr Andrew McRae SOBG	
Ben Rose SOM	

- Apologies for absence: Cr Donelle Buegge SOM; Cr David Ingliss SOBB
- Acknowledgement of Country was provided by Cr Mac Carthy.

2. WBAC CEO Forum Recommendations

Confidential Agenda Item - WBAC Extraordinary Meeting - CEO Strategic Forum

CEO Recommendation:

1. The WBAC continues as an Incorporated Association for the next 12 months and the WBAC CEOs develop a plan to transition from an IA to a Voluntary Regional Organisation of Councils.
2. The WBAC Board meeting frequency be amended to once every three months for a trial period of 12 months, starting from the first scheduled 2027 WBAC Board Meeting. At the conclusion of the trial period, the WBAC Board is to confirm the preferred meeting frequency and amend the constitution accordingly.
3. The WBAC Board membership comprises member Shire Presidents, with Deputy Shire Presidents endorsed as proxies, effective from the first scheduled 2027 WBAC Board Meeting.
4. The WBAC Board endorses the program of work and proposed governance oversight arrangements detailed in section 3 of this report.
5. The WBAC Board endorses the WBAC staffing model detailed in section 4 of this report.

WBAC Board Resolution:

1. The WBAC continues as an Incorporated Association for at least the next 12 months and that the WBAC CEOs develop a plan to transition from an Incorporated Association to a Voluntary Regional Organisation of Councils; and
2. The WBAC Board endorses the program of work and proposed governance oversight arrangements as detailed in section 3 of the confidential report and prepare a high-level implementation plan and costing by December 2026
3. The WBAC Board endorses the WBAC staffing model as detailed in section 4 of the confidential report.
4. The WBAC 2026 AGM planned for October 2026 be deferred to a suitable date and time to December 2026

Moved: Cr Vicky Hansen; Seconded: Cr Andrew McRae

Passed unanimously

3. Meeting Close

10.30am

WARREN BLACKWOOD
ALLIANCE
OF COUNCILS

CONSTITUTION

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Constitution of
The Warren Blackwood Alliance of Councils (Inc)

1. NAME

The name of the association is "The Warren Blackwood Alliance of Councils (Inc)" referred to in these Rules as "the Alliance".

2. INTERPRETATION

In the event of any question arising as to the interpretation or application of these Rules, the Board, shall decide the matter, subject to an appeal for a final decision to a general meeting of the Alliance.

2.1 Definitions

The following definitions apply in this Constitution unless the context otherwise requires:

(a) "Alliance" means "The Warren Blackwood Alliance of Councils"

(b) "Warren Blackwood Region" means that area of the State of Western Australia comprising the districts of the Municipalities of the Shires of Bridgetown-Greenbushes, Manjimup, Nannup, Boyup Brook, Donnybrook - Balingup and such other Municipal districts with a common boundary as determined by the Board of the Alliance from time to time.

(c) "Board" means the Board of the Alliance as described in Rule 11.

(d) "Member", means the Local Government as detailed in Rule 2.1 (b);

(e) "Executive" means The Chair, Deputy Chair Secretary/Treasurer and Executive Officer of the Alliance;

(f) "Representative" means the councilor representatives of their Local Government who are nominated in accordance with Rule 6.1;

(g) "Rule" means rule of this Constitution.

(h) "Absolute majority" means the smallest whole number greater than one half of the current Members of the Alliance, Board or Committee as appropriate.

(i) "Act" means the Associations Incorporation Act 2015;

(j) "Association" means the incorporated association to which these rules apply;

(k) "register of members" means the register of members referred to in section 53 of the Act;

(l) "financial year" of the Alliance runs from 1 July – 30th June each year.

3. NOT-FOR PROFIT BODY

3.1 The property and income of the Alliance must be applied solely towards the promotion of the objects or purposes of the Alliance and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member or representative, except in good faith in the promotion of those objects or purposes.

3.2 A payment may be made to a member or representative out of the funds of the Alliance only if it is authorised under sub rule (a).

(a) A payment to a member or representative out of the funds of the Alliance is authorised if it is;

(i) the payment in good faith as reasonable remuneration for any services provided to the Alliance , or for goods supplied to the Alliance, in the ordinary course of business; or

(ii) the payment of interest, on money borrowed by the Alliance from the member or representative, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or

(iii) the payment of reasonable rent to the member or representative for premises leased by the member to the Alliance; or

(iv) the reimbursement of reasonable expenses properly incurred by the member or representative on behalf of the Alliance .

4. OBJECTS

The objectives of the Alliance shall be:

(a) To effectively represent the businesses, community and local governments of the Warren Blackwood Region in its broadest sense and to promote the economic, cultural and environmental development of the region;

(b) To take an active interest in all matters of the moment affecting the Warren Blackwood Region with the view to improving, promoting and protecting the interests of Members and the Community;

(c) To establish a rapport with civic, business, ethnic and other sectors of the Community.

(d) Be recognised as representing and presenting the view of community to the relevant agencies and communities of the participating members.

(e) To keep Members informed on important matters affecting the economic, cultural and environmental development of the region.

(f) To consider and respond to and advocate the amendment of Commonwealth or State legislation, regulations and policies and the local laws, regulations and policies of local government bodies and other corporations directly or indirectly affecting the interests of the Warren

Blackwood region and for such purposes to take all such steps or proceedings as may be expedient;

(g) To gain greater recognition of the Warren Blackwood Region.

(h) To encourage Government and private enterprise to support the Warren Blackwood Region.

(i) To deliver projects considered beneficial to the whole of the Warren Blackwood region.

5. POWERS

In carrying out its objects, the Alliance shall have the following powers:

(a) To purchase, lease, acquire, sell, let on lease or otherwise dispose of, or deal with, any real or personal property for purposes which are, or are likely to be, in furtherance of, or consistent with the objects of the Alliance and, without limiting the generality of the foregoing:

(i) To invest any monies not immediately required for any of the above objects in such manner, or in such security, as may to the Alliance seem appropriate;

(ii) To draw, accept and negotiate cheques, bills of exchange, payments, promissory notes and other negotiable instruments;

(iii) To obtain, collect, generate, produce, earn and receive money, income and funds, by way of contributions, donations, subscriptions, legacies, license fees, grants or any other lawful method, and to accept and receive gifts of property of any description whether subject to any special trusts or not;

(iv) To erect, maintain and improve or make alterations to any land or buildings or other property in the care, control, custody or ownership of the Alliance;

(v) To undertake such activities as may be necessary or expedient for the production, earning, generation or procuring of income, donations or contributions to enable the Alliance to further its objects;

(vi) To conduct bank accounts that are deemed necessary by the Alliance;

(b) To join cooperate or affiliate with, or support, any other person or group of persons, or corporate bodies, for purposes that are consistent with the above objects;

(c) In furtherance of the objectives of the Alliance, to lend or advance money or give credit, to any person or body corporate, to guarantee and give guarantees and indemnities for the payment of money, or the performance of contracts or obligations by any person or body corporate, and otherwise to grant financial assistance to any person or body corporate;

(d) To enter into any arrangements with a Government or authority, Commonwealth, State, Municipal or otherwise that may be conducive to the attainment of the objects of the Alliance;

(e) To obtain from or grant to any such Government or authority any rights, privileges, concessions and obligations which to the Board seem desirable to obtain or grant, and to carry out, exercise and comply with any such arrangements, rights, privileges, concessions and obligations;

(f) To engage by contracts of service or for services for remuneration, professional assistance of any kind to perform services for the Alliance in furtherance of the above-mentioned objects;

(g) To employ executive staff and employees and pay them salaries, wages, gratuities and superannuation or as a contractor;

(h) To affiliate with bodies whose objectives are similar or conducive to the objectives of the Alliance.

(i) To print and publish electronically or non-electronically, all or any of newspapers, periodicals, pamphlets, circulars, bulletins, web pages, newsletters etc.

(j) To use or cause to be used, any form of media, radio or television, e-mail or facsimile to promote to the community or to Members any of the objects of the Alliance. All Media Releases must be approved by the Presidents of the member Councils;

(k) To do all such other things as the Alliance or its members may deem to be necessary, incidental or conducive to the attainment of the above objects and the exercise of these powers;

(l) To make by-laws for the better management and day to day operation of the Alliance or any of its sub-committees;

6. MEMBERSHIP

The membership of the Alliance is with the Local Governments as decided in 2.1(b).

6.1 Representation on Alliance Board

Representation shall be limited to two councilors from each of the Local Government Authorities as decided in 2.1 (b). Representatives are to be nominated at least biannually by each Local Government and notified to the Executive Officer in writing. The Chief Executive Officer from each Shire is to attend meetings with no voting rights

6.2 Proxies

A nominated proxy Councilor or the Chief Executive Officer can act as Proxy if required with voting rights.

6.3 Voting rights

Each of the two Local Government representatives as detailed in 6.1 shall have one vote each.

6.4 Representatives qualifications

Representatives of Local Governments must be sitting Councilors and must be approved by the Alliance Board. The representatives should preferably be the Shire president and an elected member of the Member Council.

6.5 Withdrawal of nominees

Written notice of the revocation of power as representative must be given by the Local Government member to the Executive Officer of the Alliance along with the name of the succeeding representative

7. TERMINATION

7. 1 Termination of Membership

A Member shall cease to be a member if they:

(a) Do not pay outstanding debts owed to the Alliance within 3 months of the debt becoming due unless the Board resolves to extend the period for a further 3 months in which case the amount must be paid within 6 months of first becoming due;

(b) As a Local Government become defunct or is wound up.

7.2 Resignation

Members wishing to resign, must give 1 month's written notice to the Executive Officer. Resignation does not take effect until the end of the financial year.

Resignation or termination of membership does not clear debts owed to the Alliance. Upon resignation or termination of membership for whatever reason, Members must pay any outstanding debts including arrears of subscriptions, owed to the Alliance.

7.3 Reinstatement

The Board may reinstate by absolute majority, the membership of any former Member to the Alliance once that Member has cleared all debts owed to the Alliance as outlined Rule 7.1 (a).

8. EXPULSION

The Alliance reserves its right to expel any Member or representative whose behavior is prejudicial to the objects of the group and may do so by:

(a) Calling a Special General Meeting to expressly consider the question of "a motion of expulsion";

(b) Giving the Member or representative who is the subject of the motion, written notice setting out the grounds for complaint, 7 days before the scheduled Special General Meeting.

(c) securing the votes of the representatives present at the Special General Meeting of at least:

i. 80% of representatives when voting to expel a representative
ii. Two thirds of representatives when voting to expel a local government

9. REGISTER OF MEMBERS

9.1 The Alliance Executive must keep and maintain a Register in accordance with section 53 of the Act, containing:

a) The name of each Member;
b) The residential, postal or email address of each Member;
c) The date of entry to the Alliance of each Member.

9.2 Inspecting and copying the Register

a) The Alliance will make register available for inspection free of charge for any current Member upon written request to the Executive.

b) A Member may make a copy of entries in the Register.

c) A Member must not use or disclose any information in the Register for any purpose other than a purpose that:

i. Is directly connected with the affairs of the Alliance; or
ii. Relates to the administration of the Act.

10. SUBSCRIPTIONS

10.1 Annual Subscriptions

The amount of and time for payment of Annual Subscriptions payable by a Member will be determined by the Board from time to time. In making its determinations, the Board may prescribe different rates for different Members or any other basis of differentiation that the Board decides or these rules may require.

11. BOARD

11.1 Composition of Board

(a) The management and control of the Alliance and its affairs and property shall be vested in the Board of persons comprised of
Two nominated representatives from each of the participating Local Governments.

(b) Each representative on the Board is entitled to one vote except that the Chair shall have a casting vote in the event that any vote is tied.

(d) The Chief Executive Officers of the participating Local Governments, the Executive Officer of the Alliance or other invited persons may be observers at any meeting of the Board unless it is resolved by a vote of the Board that they be excluded by virtue of the matter under discussion.

(e) The Board may co-opt any person for their expertise when required. Such persons shall have no vote.

(f) All Members must hold office until their successors are appointed but the elected positions must be declared vacant immediately prior to the Annual General Meeting.

11.2 Vacancies on Board

A position on the Board will be deemed vacant if a representative:

(a) Resigns by notice in writing sent to the Chair;
(b) Is removed at a Special General Meeting of Members of the Alliance;
(c) Is absent for four (4) consecutive meetings;
(d) In the event that a representative cease to be a Councilor for their member;
(e) Dies, or departs for more than 6 months from the State of Western Australia; or
(f) Is convicted of an offence under the Act.

11.3 Chair Ineligible

(a) In the event of death, disqualification, or resignation of the Chair, the Deputy Chair shall become the interim Chair until the next Annual General Meeting.
(b) If the Deputy Chair is not prepared to act, then any member of the Board many be elected as interim Chair.

12. POWERS OF THE BOARD

12.1 Powers of the Board

The Board is empowered to do all things required for the management of the Alliance and for the furtherance of the Alliance's objects, except those things, which, according to this Constitution must be done by the Alliance in General or Special Meetings.

12.2 Appoint or Dismiss Staff

The Board may from time to time, appoint or dismiss any Executive and staff as it deems to be necessary for the purpose of carrying out the objects of the Alliance and may pay or allow salaries, allowances, superannuation and recompenses that the Board, from time to time, deems appropriate.

12.3 Entering into Contracts

The Board may enter into contracts on behalf of the Alliance that it deems advisable and at all times may dispose of funds of the Alliance that it deems to be in the best interest of and for carrying out the objects of the Alliance.

13. COMMITTEES OF THE BOARD

13.1 Committees Appointed

The Board may appoint sectional committees to provide advice to the Board consisting of at least 4 people, to consider any specific matters. Any 3 or 51% of members, whichever is greater, of the sectional committee, will constitute a quorum.

13.2 Coopting Committee members

The Board may co-opt people with suitable qualifications to these sectional committees.

14. ELECTIONS

14.1 Elections at Annual General Meeting

(a) Elections for Chair, Deputy Chair, Secretary/Treasurer and Board Members will take place at the Annual General Meeting of the Alliance where the chair will declare all positions vacant.

(b) To be eligible for the position of Chair, the individual would have been a member of the Alliance for a minimum of 1 year.

(c) Where possible, the position of chair will rotate around the member local government.

(d) The term of the Chair will be from his or her election at an Annual General Meeting until the election at the next Annual General Meeting after his or her election, where the individual will be eligible for re-election to the position of Chair.

(e) The Chair and Deputy Chair must be from different Local Government Authorities.

14.2 Where a vacancy on the Board occurs after 31 March in any year:

(a) the Board may appoint one of the remaining Board members by absolute majority to fill that vacancy until the next Annual General meeting;

(b) the position can remain vacancy to the next Annual General Meeting or;

(c) an election to fill the vacancy is to take place at a Special meeting called for that purpose.

14.3 Rotation of Members

Unless unanimously decided at a meeting at the Alliance, the preferred member rotation for Alliance meetings and the position on chair will be:

(a) Shire of Donnybrook Balingup
(b) Shire of Nannup
(c) Shire of Bridgetown – Greenbushes
(d) Shire of Manjimup
(e) Shire of Boyup Brook

15. PROCEDURES OF BOARD MEETINGS

15.1 Meetings

The Board will, unless otherwise determined by the Alliance in general meeting, meet at least four times a year, on a day that the Board determines from time to time. Special Board meetings may be convened by the Chair, Deputy Chair, or by any four other Board Members.

15.2 Notice of Meeting

Notice of a meeting of the Board, stating the business of the meeting and including reports and supporting documentation must be given by the Executive Officer to each representative at least 3 days prior to the meeting.

15.3 Chair of Meetings

The Chair, or in their absence, the deputy Chair, shall be the Chair of all meetings of the Board, or in their absence, the Board may elect a Member to chair the meeting.

15.4 Quorum

No business will be transacted at any Board meeting unless a quorum of 51% of Board Members is present at the time when the meeting proceeds to business.

15.5 Attendance and Voting via Technology

Board meetings may be attended either in person or by electronic means (including video or teleconference). Board members attending via approved technology are deemed to be present for the purposes of quorum and are entitled to participate fully, including exercising their vote.

16. EXECUTIVE OFFICER

16.1 Executive Officer Appointed

The Board is empowered to appoint an Executive Officer for a contract period not exceeding two years or to remove an Executive Officer from the Alliance and to decide upon his or her remuneration and duties. The contract of an Executive Officer so appointed may be renewed from time to time at the discretion of the Board.

16.2 Executive Officer's role

The Executive Officer will act as Secretary/Treasurer of the Alliance and non-voting member of the Board and will:

(a) Receive all monies on behalf of the Alliance, give receipts thereof on the official receipt form of the Alliance, and pay such monies into such account or accounts at such bank as the Board may, from time to time, decide upon. These accounts shall be operated upon generally for the good conduct of the affairs of the Alliance in such a manner as the Board shall, from time to time, determine.

(b) Keep the accounts of the Alliance and shall make up an annual statement of accounts and balance sheet of the Alliance to June 30 in each year, which shall, after audit, be circulated amongst the members of the Alliance with the notice of the Annual General Meeting. The Executive Officer shall also prepare a statement of receipts and expenditure for each meeting of the Board.

(c) Maintain a register of members.

(d) Unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Alliance.

(e) Compile Minutes, Grant applications and acquittals, arrange Guest Speakers and collective Councillor training.

(f) Undertake all other duties as directed by the Board.

17. FINANCE

17.1 The financial year for the Alliance will be as detailed in Rule 2.1.m.

17.2 The Board will ensure sound financial management

17.3 The Board will prepare and approve the annual budget.

17.4 Any operating expense or capital expenditure not included in the budget must be approved by the Board prior to being incurred.

17.5 The Executive Officer will be responsible for keeping a correct and up to date accounting record with full details of all receipts and expenditure connected with the work of the Alliance.

17.6 The Executive Officer will present to each meeting of the Board, a true and correct financial statement comparing actual to budget for the period up to the end of the prior month.

17.7 The financial statement, or summary of the financial statement, will form a part of the minutes of the meeting at which it is presented.

17.8 The financial statement of the Alliance may be published from time to time as the Board determines or otherwise made available to Members.

18. MINUTES

18.1 Minutes to be kept

Proper minutes must be kept of all proceedings of general meetings and meetings of the Board and Sectional Committees.

18.2 Circulation of minutes

Copies of minutes of the last general meeting or meeting of the Board will be circulated with or prior to the notice summoning the next general meeting or meeting of the Board, as the case may require. Minutes will be taken as read unless a majority of those present at the subsequent meeting decide to the contrary.

18.3 Minutes to be Adopted

All minutes of general meetings or meetings of the Board must be confirmed at the next meeting.

19. MEETINGS

19.1 Annual General Meeting

The Annual General Meeting of the Alliance is to be held not later than 31 December in each year for the purpose of:

(a) Receiving the Chair's Annual Report;
(b) Receiving the financial statement of accounts for The previous financial year;
(c) The election of the Board and executive for the ensuing year;
(d) Dealing with any other business of which it has been given notice of at least 21 days before the meeting.

19.2 Special General Meetings

The Board may whenever it deems appropriate, and the Chair will on requisition of at least 20% of Members of the Alliance, convene a Special General Meeting of the Alliance. The requisition must:

(a) be in writing; and
(b) state the purpose for which the meeting is being called.

19.3 Notice of Meetings

A notice of all Annual General Meetings or Special General Meetings must state the business of the meeting and notice must be given to all members at least 14 days prior to the meeting.

19.4 Quorum

No business will be transacted at an Annual or Special General Meeting of the Alliance unless a quorum of 51% of representatives is present.

If a quorum is not present within 30 minutes after the time appointed for the General Meeting in the notice:

(a) where the meeting is convened on the requisition of representatives, the meeting must be automatically dissolved; and
(b) in any other case:
  (i) the meeting stands adjourned to a day and at a time and place as the board decides or, if no decision is made by the board, to the same day in the next week at the same time and place; and
  (ii) if no quorum is present at the resumed meeting within 30 minutes after the time appointed for the meeting, provided at least 2 representatives are Present at the resumed meeting, they will be taken to constitute a quorum.

19.5 Chair

The Chair or, in his absence, the deputy Chair will be the Chair of all Annual or Special General Meetings. If neither the Chair nor the deputy Chair is present, the meeting will elect a Chair of that meeting.

19.6 Attendance and Voting via Technology

Representatives may attend Annual General Meetings or Special General Meetings either in person or via electronic means (such as video or teleconference), as approved by the Board. Representatives attending via technology are deemed present for quorum purposes and are entitled to participate fully, including exercising their vote.

19.7 Decisions

Except where otherwise required in these Rules, decisions of the Alliance at a General Meeting will be passed by a majority of representatives present and voting. In the event of equality of votes, the Chair of the meeting will have a second, casting, vote.

20. COMMON SEAL

20.1 Custody of Seal

The Alliance will have a Common Seal, which will be in the custody of the Executive Officer at the office for the time being of the Alliance.

20.2 Affixing Seal

The Seal will be affixed:

(a) to all deeds, instruments and documents that need to be under seal;
(b) pursuant to a resolution of the Board of the Alliance; and
(c) in the presence of 2 representatives from different members Local Governments.

21. ALTERATION OF CONSTITUTION

This Constitution may at any time be altered by 'Special resolution' in a manner resolved by 75% of representatives present and entitled to vote and voting at the Annual General Meeting or at a Special General Meeting of the Alliance convened for that purpose.

22. ANNUAL FINANCIAL REPORTING

The Alliance must comply with all financial reporting obligations imposed under the Act.

22.1 Review of records

If deemed necessary, the Alliance may appoint a person or company to review the accounts of the Alliance once a year, this person or company is entitled to full and free access to all accounts, records, documents and papers of the Alliance relating directly or indirectly to the receipt and payment of monies or to the acquisition, receipt, custody or disposal of assets by the Alliance.

23. APPOINTMENT OF AUDITOR

From time to time, if deemed necessary, the Alliance may appoint an Auditor for a period of 1 year, who is not a member of the Alliance, to review the accounts of the Alliance. The Auditor will be eligible for reappointment by the Alliance and the Alliance has the power to fill any temporary vacancy in the office of Auditor.

24. INSPECTION OF RECORDS, ETC OF ASSOCIATION

A representative may at any reasonable time inspect without charge the books, documents, records and securities of the Alliance.

25. DISPUTES & MEDIATION

a) The grievance procedure set out in this rule applies to disputes under these rules between-

i. a member / representative and another member / representative; or
ii. a member / representative and the Alliance; or
iii. Non-members who receive services from the Alliance, and the Alliance.

b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

c) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

d) The mediator must be:

i. in the case of a dispute between a member / representative and another member / representative, a person appointed by the board of the Alliance;

ii. in the case of a dispute between a member / representative, or non-member and the Alliance, a person who is a mediator appointed to, or employed with, a not for profit organisation.

e) A member of the Alliance can be a mediator.

f) The mediator cannot be a member or representative who is a party to the dispute.

g) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

h) The mediator, in conducting the mediation, must-

i. give the parties to the mediation process every opportunity to be heard;

ii. allow due consideration by all parties of any written statement submitted by any party; and

iii. ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

i) The mediator must not determine the dispute.

j) The mediation must be confidential and without prejudice.

k) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

26. DISSOLUTION

26.1. The Alliance may be dissolved or wound up by a resolution at any General Meeting or at a Special General Meeting called for that purpose.

26.2. Upon the winding up or cancellation of the Alliance, any Surplus Property will not be paid to or distributed among the Members, but will be distributed to one or more organisations listed in section 24 of the Act with objects similar to the Objects.



Warren Blackwood Alliance of Councils
PO Box 528, Manjimup WA 6258
info@wbac.net.au

Attachment 11.1

SOUTH WEST REGIONAL ROAD GROUP
MINUTES OF MEETING

VENUE – Dardanup Shire Council Chambers, 1 Council Drive, Eaton
On **Monday 27 July 2026** commencing at 9.30am

ELECTED MEMBERS, LGA TECHNICAL STAFF, MRWA AND WALGA REPRESENTATIVES AND INVITED GUESTS PRESENT AND APOLOGIES RECEIVED

Cr Lisa Bell	Shire of Augusta Margaret River	Present
Adam Straw	Shire of Augusta Margaret River	Present
Cr Paul Carrotts	Shire of Boddington	Present
Duncan Gemmill	Shire of Boddington	Apology
Cr Philip Moore	Shire of Boyup Brook	Present
Jason Forsyth	Shire of Boyup Brook	Apology
Cr Tony Pratico	Shire of Bridgetown Greenbushes	Present
Morgan Gillham	Shire of Bridgetown Greenbushes	Apology
Damon Lukins	Shire of Bridgetown Greenbushes	Present
Mayor Jaysen Miguel	City of Bunbury	Apology
Aileen Clemens	City of Bunbury	Apology
Cr Anne Ryan	City of Busselton	Present
Daniell Abrahamse	City of Busselton	Present
Cr Peter McCleery	Shire of Capel	Present
Steele Alexander	Shire of Capel	Apology
Shahin Mahmud	Shire of Capel	Present
Cr Dale Hill Power	Shire of Collie	Present
Brad Grinter	Shire of Collie	Present
Cr Tyrrell Gardiner	Shire of Dardanup	Present
Theo Naude	Shire of Dardanup	Apology
Rachel Sweeney	Shire of Dardanup	Present
Cr Alex Purich	Shire of Donnybrook Balingup	Present
Damien Morgan	Shire of Donnybrook Balingup (Technical Chairperson)	Present
Ross Marshall	Shire of Donnybrook Balingup	Present
Cr John Bromham	Shire of Harvey (SWRRG Deputy Chairperson)	Present
Craig Yardley	Shire of Harvey	Apology
Shane Faber	Shire of Harvey	Present
Mayor Amber Kearns	City of Mandurah	Apology
Cr Ahmed Zilani	City of Mandurah	Present (TEAMS)
Matthew Hall	City of Mandurah	Present (TEAMS)
Shire President Donelle Buegge	Shire of Manjimup (SWRRG Chairperson)	Present
Catherine Mills	Shire of Manjimup	Present
Cr Rob Cashman	Shire of Murray	Apology
Cr Steve Lee	Shire of Murray	Present
Alan Smith	Shire of Murray	Apology
Martin Harrop	Shire of Murray	Present
Cr Tony Dean	Shire of Nannup	Apology
Richard Denby	Shire of Nannup	Apology
Cr Julie Rowles	Shire of Waroona	Present
Rikki Pulfer	Shire of Waroona	Present
Bruce Walker	MRWA Director South West Region	Present
Kelli Chalker	MRWA	Present
Hayley Frontino	MRWA	Present
Kevin Pethick	MRWA	Apology
Kenji Chiu	MRWA	Present
Llewelyn Beecham-Clark	RoadWise	Present
Max Bushell	WALGA	Apology
Reza Najafzadeh	WALGA	Present
Suzanne Butler	WALGA	Present
Tony Lendrum	MRWA	Present
Tosh Sutcliffe	MRWA	Present

1. OPEN MEETING / APOLOGIES / IDENTIFY ELECTED MEMBERS	ACTION
• President Buegge opened the meeting at 9:30am. • Acknowledgement of Country. • Apologies were called for and noted (refer previous page).	

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING	ACTION
Motion: ***That the minutes from the previous RRG Elected Members Committee meeting held on 30 March 2026 be accepted as a true recording of the proceedings.*** **Moved: Cr Paul Carrotts (Boddington)** **Seconded: Cr Dale Hill-Power (Collie)** **Result: Carried (unanimous)**	

3. BUSINESS ARISING FROM PREVIOUS MEETING	ACTION
Nil.	

4. CORRESPONDENCE	ACTION
Motion: ***That the correspondence as attached to Agenda Item 4 be noted.*** **Moved: Cr Lisa Bell (Augusta Margaret River)** **Seconded: Cr John Bromham (Harvey)** **Result: Carried (unanimous)**	

5. STATE ADVISORY COMMITTEE (SAC) MEETING MINUTES	ACTION
Minutes of the SAC meeting – 01/2026 – 4 May 2026 *(Information only no motion of acceptance required)* • Next meeting 9 September 2026 Discussion was held regarding: • Aboriginal Employment Commitments – what are the parameters, how is it to be implemented, and how will success be measured. WALGA to advise. • New SRFLGA – how to build agile management into agreement to allow more seamless movement of funds at a State wide level. MRWA to advise. • SAC membership structure – not very broad across the State. What is the process for deciding membership? How were nominations called for? Can there be equal MRWA / LG representation? MRWA & WALGA to advise. *(Advice provided by Reza Najafzadeh post meeting have been included with these minutes.)* • Bridge Funding meeting – meetings have taken place between WALGA and MRWA but SWRRG Technical representatives have not yet been consulted. Reza to take on board and include nominated Technical representatives in ongoing discussions – Catherine Mills (Shire of Manjimup), Damien Morgan (Shire of Donnybrook Balingup) & Steele Alexander (Shire of Capel). • Asset Management Plans	**R Najafzadeh** **B Walker** **R Najafzadeh** **B Walker** **R Najafzadeh**

6. SOUTH WEST RRG TECHNICAL COMMITTEE REPORT	ACTION
Minutes from Technical Committee meeting held 13 July 2026 attached under Item 6 of the Agenda. *(Information only no motion of acceptance required)* Chairperson Damien Morgan (Donnybrook Balingup) provided a summary of the minutes. A copy of his summary presentation will be provided with the minutes. Discussion was held regarding: • Water Corporation Bridge presentation • MRWA bridge maintenance presentation • WALGA Traffic Count layer presentation • 2025/26 carryover report • 2027/28 RPG submissions due 7 August • 2027/28 CRF submissions due 18 September • SAC redistributed unspent Metro RPG funds in 2025/26. An allowance was made for CRF projects to receive funding through this process, not made available to SWR, no formal notification received. Technical Chair to raise with SAC via letter. • Speed Zoning Policy review – all LGs encouraged to provide response / feedback • Bruce Walker last Technical Meeting • Catherine Mills National Award	

7. SOUTH WEST REGIONAL ROAD GROUP WORKS PROGRAM REPORT

2025 / 2026 KPI Summary	ACTION
Attached is a summary of the SWRRG KPIs as at 30 June 2026 with available results. Final 2025/26 KPI Report will be distributed by WALGA at a later date. *(Information only no motion of acceptance required)*	

2025 / 2026 Carryover Summary	ACTION
Attached is a summary of all 2025/26 funds carried over from 2025/26 to 2026/27, detailing reasons for carryover, and broken down by program and LG. *(Information only, no motion of acceptance required)*	

2026 / 2027 Program Summary	ACTION
Attached to this Agenda Item is a summary of all funded projects for 2026/27. *(Information only, no motion of acceptance required)*	

2025/26 Program Amendments – Elected Members to Note: <u>Approval not required.</u> Approval requested through "Out of Session" process. *(Copies of the correspondence included under Agenda Item 4)*	**ACTION**
"Out of Session" approval received for the following amendments. • City of Busselton – Request to transfer funds $200,000 from Ludlow Hithergreen Road PN30004784 to Cape Naturaliste Road PN30004783, and amend Cape Naturaliste Road approved SLK range from 0.60-1.50 SLK to also include 6.90-7.90 SLK.. • Shire of Manjimup – Request to transfer funds $214,000 from Channybearup Road PN30004176 to Graphite Road PN30004177. • Shire of Harvey – Request to withdraw 4 projects on Harvey Quindanning Road - $214,854 PN30001663, $300,000 PN30002586, $40,000 PN30003540 & $340,000 PN30004171. • Shire of Dardanup – Request to return surplus funds $27,287 Martin Pelusey Drive PN30004165 and $175,865 Eaton Drive PN30003534. • Shire of Waroona – Request additional funds $100,000 McNeil Road PN30004193, & request carryover to 2026/27 $180,000 McNeil Road PN30004193. • City of Bunbury – Request carryover to 2026/27 $84,000 Spencer Street PN30004225. • City of Bunbury – Request carryover to 2026/27 $48,000 Vittoria Road PN30004226. • City of Bunbury – Request carryover to 2026/27 $42,000 Blair Street PN30004220. • City of Bunbury – Request additional funds $40,000 Blair Street PN30004220 & $9,000 Old Coast Road PN30004223. Request to return surplus funds $9,000 Bussell Highway PN30004221, $8,000 Old Coast Road PN30004222 & $32,000 Sandridge Road PN30004224. • Shire of Nannup – Request additional funds $146,027 Cundinup Kirup Road PN30004190. • Shire of Nannup – Request carryover to 2026/27 $48,000 Cundinup South Road PN30004191. • Shire of Augusta Margaret River – Request additional funds $65.539 Rosa Brook Road PN30004210, $67,935 Wallcliffe Road PN30003506 & $1,105 Wallcliffe Road PN30004211, request to return surplus funds $53,603 Cowaramup Bay Road PN30004209 & $80,976 Warner Glen Road PN30004212, & request carryover to 2026/27 $67,935 Wallcliffe Road PN30003506. • Shire of Harvey – Request to return surplus funds $405,056 Old Coast Road PN30003541. • Shire of Dardanup – Request carryover to 2026/27 $63,300 Hamilton Road PN30004164. • Shire of Boddington – Request to return surplus funds $48,104 Harvey Quindanning Road PN30004214. • Shire of Dardanup – Request additional funds $78,000 Hamilton Road PN30004163. • Shire of Bridgetown Greenbushes – Request additional funds $20,667 Winnejup Road PN30004219. • Shire of Boyup Brook – Request additional funds $26,667 Boyup Brook Arthur River Road PN30004216. • Shire of Murray – Request additional funds $90,000 Lakes Road PN30004184. • City of Mandurah – Request carryover to 2026/27 $11,186 Tims Thicket Road PN30004175, $228,814 Tims Thicket Road PN30004506, $104,993 Pinjarra Road PN30004174, & $116,841 Coolibah Avenue PN30004785. • City of Bunbury – Request to transfer funds $16,314 from Old Coast Road PN30004223 to Blair Street PN30004220. • City of Bunbury – Request carryover to 2026/27 $30,800 Sandridge Road PN30004224. • City of Bunbury – Request carryover to 2026/27 $332,000 Old Coast Road PN30004222.	

2025 / 2026 Program Amendments – Elected Members to Note: <u>Approval Required</u> *(Copies of correspondence included under Agenda Item 4)*	**ACTION**
• Shire of Boyup Brook – Request additional funds $20,667 Boyup Brook Arthur River Road PN30005304, $20,667 Boyup Brook Cranbrook Road PN30005305, & $26,667 Winnejup Road PN30005306. **Motion:** ***That approval be granted to amend the above projects as detailed above and in correspondence received.*** **Moved: Cr John Bromham (Harvey)** **Seconded: Cr Peter McCleery (Capel)** **Result: Carried (unanimous)**	

8. PRESENTATION BY INVITED GUESTS	**ACTION**
Tony Lendrum (MRWA) delivered a presentation on the MRWA Speed Zoning Policy. A copy of the presentation will be provided with the minutes. Discussion was held regarding: • New policy will look at the same factors, range of factors required to enable certain speed limits. • Feedback is provided to LGs where speed zone requests aren't supported – Technical Committee have concerns that feedback and status updates are not being received in a timely manner in SWR. • Decisions based on data and science (engineering decision) rather than opinions, and take into account whether a change will enact an actual speed change and compliance. • Local knowledge included as justification in the LG preliminary assessment and the MRWA Regional assessment – this will be considered as part of Head Office review. • Safe Speed System used in assessment of requests, data sets outlined in draft policy. • Assessment of policy implementation, compliance and fatality reductions – crash data, reviewing speeds after 12-18 months to determine effectiveness and potential requirement for other traffic calming measures. • State default speed in built up areas 50km/h responsibility of Road Safety Commission and Police, not MRWA. • Variable speed zones are provided for in current policy. • MRWA has been working on new policy for 9 months. Workshops have been held with stakeholders including WALGA, DPLH, DTMI, Department of Education, Police, IPWEA, MRWA Regional representatives and some Metro LG representatives. Workshops / presentations with specific LGs / RRGs can be arranged if requested. WALGA is coordinating a webinar session for 18 August with LGs across the State to assist collating responses. All LGs encouraged to review and respond, review period closes 2 September. • Speed Zone review form will be developed when policy finalized and will pull criteria from policy. • New policy won't be applied retrospectively. LGs encouraged to have speed zoning reviews of new developments done at the start of the process. • No safe crossing point on Caves Road at the Buayanyup Drain bike path, near misses reported, no safe crossing point. MRWA to advise on possible safety improvements. **Motion:** ***Request WALGA to advocate to MRWA for a second round review following the first round consultation amendments to the draft Speed Zoning Policy.*** **Moved: Cr Alex Purich (Donnybrook Balingup)** **Seconded: Cr Anne Ryan (Busselton)** **Result: Carried (unanimous)**	**B Walker** **R Najafzadeh**

9. WALGA REPORT	ACTION
Reza Najafzadeh (WALGA) submitted the June 2026 Report. Discussion was held regarding: • Road Assets and Expenditure Report – online reporting • WALGA staff changes Reza Najafzadeh (WALGA) submitted the Local Roads Program Delivery Manager July 2026 Report. Discussion was held regarding: • 2025/26 underspend – 20%, $7.1m • 5 LG deliverability meetings held • Western Power – traffic management approvals • DWER – Reza to follow up potential SWR workshop	**R Najafzadeh**

10. ROADWISE UPDATE	ACTION
RoadWise Officer Llewelyn Beecham Clark submitted July 2026 Report. Discussion was held regarding: • Network Safety Plans • Road Safety Performance LG Roads 2020-2024 • RoadWise Recognised Awards 2026 • Safe System for LG workshop 4-6 August • 2026 Australasian Road Safety Conference 26-29 October	

11. MRWA ROADWORKS PROGRAM UPDATE	ACTION
A/Director South West Region Bruce Walker presented the Main Roads Current and Planned works program report (July 2026). Discussion was held regarding: • Marriott Road, Binningup and Myalup intersections with Forrest Highway – long term and short term plans. • SHW / Coalfields Highway / Raymond Road intersection shoving – have maintenance works been undertaken yet – MRWA to advise.	**B Walker**

12. GENERAL BUSINESS	ACTION
Pres Buegge (Manjimup) – Raised the issue of advocacy for bridges and the need to get consistent information out to those people who can have influence such as SW Development Commission and LG state representatives. **Cr Anne Ryan (Busselton)** – Raised the following Motion. **Motion:** ***1. That the RRG acknowledges the transfer of asset maintenance for the Bridge Maintenance Program by Main Roads WA to LG's.*** ***2. The RRG also acknowledge the funding will now not be 100% reimbursed to the LGA's and this will be passed on to ratepayers.*** ***3. That the RRG writes to the Minister to express our disappointment in –*** ***a. The cost shifting to ratepayers;*** ***b. The lack of funding;*** ***c. Clarity on reimbursement for LGA's planning reimbursements;*** ***d. The emerging emergency repairs is alarming and raises significant concerns with LGA's and how these repairs will be carried out and funded;*** ***e. The RRG also writes to the House Standing Committee on Regional Development, Infrastructure & Transport which is examining how local governments are funded with our concerns.*** **Moved: Cr Anne Ryan (Busselton)** **Seconded: Cr Alex Purich (Donnybrook Balingup)** **Result: Lost (3 in favour, 8 against)**	

Pres Buegge (Manjimup) – Proposed inviting the CEO of SW Development Commission, CEO of Peel Development Commission, the Minister for South West and the Minister for Peel to the next SWRRG meeting. Nominated Technical Committee representatives to give a presentation on bridge issues – Catherine Mills (Shire of Manjimup), Damien Morgan (Shire of Donnybrook Balingup) & Steele Alexander (Shire of Capel). **Pres Buegge (Manjimup)** – Thanked Bruce Walker for his contribution. DSWR Domenic Boyle commencing 3 August.	**Pres Buegge Tech reps**

13. MEETING CLOSE	**ACTION**
Meeting closed: Chairperson thanked all for their attendance. The meeting closed at 12.23pm. **Next Meeting: 9.30am 30 November 2026 at Shire of Dardanup Council Chambers**	