



## Attachment 9.2.1A

Chq/EFT	Date	Name	Description	Amount
20609	10/07/2023	Community Housing Tenant	Refund Community Housing Rent Credit	-1,236.75
20610	10/07/2023	WFI (Insurance Australia Ltd)	Employee Business Legal Liability Insurance 2023-24	-463.00
20611	25/07/2023	Pivotel	GPS Tracking Service - Grader and Transfer Station Jul2023	-62.00
20612	25/07/2023	Shire of Bridgetown-Greenbushes	Bushfire Risk Mitigation Coordinator Apr-Jun2023	-4,693.11
TOTAL MUNI CHEQUES to 31 July 2023				-6,454.86



Chq/EFT	Date	Name	Description	Amount
EFT14301	04/07/2023	Ampol Petroleum Distributors Pty Ltd	Fuel Jun2023	-4,037.24
EFT14302	04/07/2023	Employee	Reimburse Laptop Bag	-44.00
EFT14303	04/07/2023	BP Medical	Medical Supplies	-678.37
EFT14304	04/07/2023	Blackwood Plant Hire	Grave Preparation	-1,485.00
EFT14305	04/07/2023	Boyup Brook Accommodation	Acting CEO Accommodation May-Jun2023	-2,277.00
EFT14306	04/07/2023	Boyup Brook Medical Services	Pre-Employment Medical - Depot	-170.00
EFT14307	04/07/2023	Boyup Brook Tyre Service	P217 Sumitomo 2010 SH210LC-5 Excavator 20t - Repairs	-480.00
EFT14307	04/07/2023	Boyup Brook Tyre Service	P213 Komatsu WA150-5 Loader 2017 - Repairs	-8,660.00
EFT14307	04/07/2023	Boyup Brook Tyre Service	P139 Roadside Spray Trailer - Parts	-22.00
EFT14308	04/07/2023	Bunnings Group Ltd	Expendable Tools	-275.00
EFT14309	04/07/2023	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	Expendable Tools	-292.56
EFT14310	04/07/2023	Department of the Premier & Cabinet, State Law Publisher	Local Planning Scheme Amendments Notice in Government Gazette	-561.60
EFT14311	04/07/2023	Employee	Reimburse CPR Training	-55.00
EFT14312	04/07/2023	Employee	Reimburse Fuel per Employment Contract	-84.52
EFT14313	04/07/2023	Genie Solutions Pty Ltd	Medical Centre SMS Credits	-900.00
EFT14314	04/07/2023	HE Knapp & Co	RTR007 Kulikup South Rd - Gravel	-15,510.00
EFT14315	04/07/2023	Hales Electrical	Flax Mill Caravan Park - Install Power Pole	-1,243.00
EFT14316	04/07/2023	Interfire Agencies	ESL VBFB PPE	-299.79
EFT14317	04/07/2023	Johnson's Food Services (ttf Johnson Family Trust t/as)	Various Shire Buildings - Cleaning Supplies	-641.60
EFT14318	04/07/2023	Employee	Reimburse Work PPE	-189.00
EFT14319	04/07/2023	Kojonup Agricultural Supplies (ttf KAS Unit Trust t/as)	Rylington Park - Fertiliser	-11,218.02
EFT14320	04/07/2023	Komatsu Australia Pty Ltd	P212 Komatsu 555 Grader - Parts	-445.74
EFT14320	04/07/2023	Komatsu Australia Pty Ltd	P213 Komatsu WA150-5 Loader - Parts	-966.96
EFT14321	04/07/2023	Leisure Institute of Western Australia Aquatics Inc (LIWA)	Pool Manager Annual Membership and Conference Registration 2023-24	-737.00
EFT14322	04/07/2023	Employee	Reimburse Employee Corporate Wear	-269.96
EFT14322	04/07/2023	Employee	Reimburse Admin Keyboard	-179.00
EFT14322	04/07/2023	Employee	Reimburse Fuel per Employment Contract	-83.98
EFT14323	04/07/2023	Local Government Professionals Australia WA	PO Training - Project Management Essentials	-1,060.00
EFT14324	04/07/2023	Employee	Reimburse Flax Mill Caravan Park Garden Blower	-159.00
EFT14325	04/07/2023	Neverfail Springwater Limited	Council and Employee Drinking Water	-107.85
EFT14326	04/07/2023	Rusty's Plumbing and Gas	Flax Mill Caravan Park Overflow - Transportable Shower Repairs	-300.00
EFT14327	04/07/2023	SOS Office Equipment	Admin Copier - Staples	-217.64
EFT14328	04/07/2023	South West Wool Store	Rylington Park - Sheep Count	-297.00
EFT14329	04/07/2023	Southern Lock & Security	Admin Building - Keys and Locks	-483.80
EFT14330	04/07/2023	St John Ambulance Western Australia Ltd (South West)	Road Safety Week Grant - Ambulance Attendance	-180.00
EFT14331	04/07/2023	Elite Carpet Dry Cleaning Service	Medical Centre - Tile and Grout Cleaning	-275.00
EFT14332	04/07/2023	Employee	Reimburse First Aid Training	-165.00
EFT14333	04/07/2023	Team Global Express	Freight May2023	-204.92
EFT14334	04/07/2023	The Quacking Frog Teapot Shed	Catering Jun2023	-435.00
EFT14335	04/07/2023	The Trustee for the Harley Trust (Harley Transport Pty Ltd)	Rylington Park - Wool Freight Jun2023	-330.00
EFT14336	04/07/2023	Timber Insight Pty Ltd	Jayes Bridge - Emergency Repairs	-38,280.00
EFT14337	04/07/2023	Trophies West	CEO Name Badge	-65.10
EFT14338	04/07/2023	Vorgee Pty Ltd	Swimming Pool - Aqua Dumbbells	-423.50
EFT14339	10/07/2023	Ampol Petroleum Distributors Pty Ltd	Fuel Jun2023	-9,805.52
EFT14340	10/07/2023	Australia Post	Postage Jun2023	-247.90
EFT14341	10/07/2023	Australian Services Union	Payroll Deductions	-51.80
EFT14342	10/07/2023	BOC Limited	Gas Cylinder Rental Jun2023	-62.05
EFT14343	10/07/2023	Black Box Control Pty Ltd	Monthly Grader Tracking Service Jul2023	-101.85
EFT14344	10/07/2023	Boyup Brook Community Resource Centre	Depot & Emergency Service Employees Forklift Training Course	-3,710.00
EFT14345	10/07/2023	Boyup Brook IGA	Purchases Jun2023	-813.96
EFT14346	10/07/2023	Boyup Brook Tourism Association Inc.	Tourist Centre - Shire Contribution to Electricity 20/04/2023-20/06/2023	-315.17
EFT14347	10/07/2023	Building and Construction Industry Training Fund BCITF	BCITF Collected Jun2023	-104.50
EFT14348	10/07/2023	Bunbury Auto One	P207 Mitsubishi Triton Dual Cab - Parts	-140.81
EFT14348	10/07/2023	Bunbury Auto One	P193 Mitsubishi MN Triton 4x4 GLX Club Cab - Parts	-289.21
EFT14348	10/07/2023	Bunbury Auto One	P155 Bomag Multi Tyre Roller - Parts	-112.00
EFT14348	10/07/2023	Bunbury Auto One	P206 Mitsubishi Triton Tip Tray Gardens 2 - Parts	-224.00
EFT14349	10/07/2023	Department Of Water And Environmental Regulation	Transfer Station Annual Licence Fee 2023-24	-347.60
EFT14350	10/07/2023	Department of Mines, Industry Regulation and Safety BSL	BSL Collected Jun2023	-414.82
EFT14351	10/07/2023	Employee	Reimburse Rylington Park Repairs	-599.94
EFT14352	10/07/2023	Focus Networks	CEO Laptop and Docking Station - Balance Payment	-1,817.75
EFT14353	10/07/2023	Genie Solutions Pty Ltd	Medical Receptionist - Genie Training	-242.00
EFT14354	10/07/2023	Haycom Technology Pty Ltd	Medical Centre IT Support Fees Jun2023	-1,507.00
EFT14355	10/07/2023	Hi-way Sales & Service	Rylington Park - Feeder Parts	-160.00
EFT14356	10/07/2023	Interfire Agencies	ESL VBFB PPE and Equipment	-5,744.53
EFT14357	10/07/2023	Employee	Reimburse Medical Centre Linen	-102.00
EFT14358	10/07/2023	Employee	Reimburse RACGP Membership 2023-24	-573.00
EFT14359	10/07/2023	Kojonup Agricultural Supplies (ttf KAS Unit Trust t/as)	Town Site Verges - Weed Spray	-571.50
EFT14360	10/07/2023	LGIS Insurance Broking (Jardine Lloyd Thompson Pty Ltd)	LGISWA Marine Cargo Insurance 2023-24	-498.09
EFT14361	10/07/2023	Lamat Cleaning (The Bogar Unit Trust t/as)	Various Shire Buildings - Cleaning Jun2023	-2,320.00
EFT14362	10/07/2023	Landgate	Mining Tenements and Rural Valuations	-175.20
EFT14363	10/07/2023	Local Government Professionals Australia WA	Grants Officer - Grant Writing and Business Case Workshop 10/08/2023	-940.00
EFT14364	10/07/2023	Neverfail Springwater Limited	Employee Drinking Water	-91.55
EFT14365	10/07/2023	Officeworks Ltd	Depot Stationery	-256.30
EFT14366	10/07/2023	Rear's Electrical & Mechanical Services Pty Ltd	Depot Security Gate - Connect Power	-880.00
EFT14366	10/07/2023	Rear's Electrical & Mechanical Services Pty Ltd	Council Chambers - Replace Down Lights	-148.54
EFT14367	10/07/2023	SOS Office Equipment	Photocopier Billing Jun2023	-905.82
EFT14368	10/07/2023	Scavenger Fire & Safety	ESL VBFB PPE and Equipment	-10,669.56
EFT14369	10/07/2023	Shire of Boyup Brook	BSL and BCITF Commission Jun2023	-41.50
EFT14370	10/07/2023	Property Owner	3 Reid Place FM House - Water Usage 29/03/2023-30/05/2023	-83.79
EFT14371	10/07/2023	Sunny Sign Company Pty Ltd	ESL VBFB Traffic Management Signage	-5,776.10

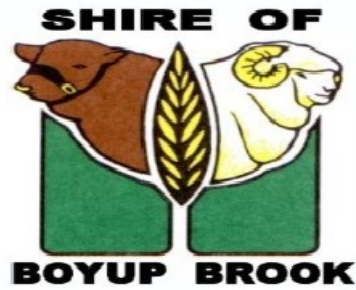




Chq/EFT	Date	Name	Description	Amount
EFT14372	10/07/2023	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 27/06/2023	-3,164.46
EFT14373	10/07/2023	Community Housing Tenant	Refund Community Housing Rent in Credit	-1,283.10
EFT14374	10/07/2023	Team Global Express	Freight Jun2023	-172.34
EFT14375	10/07/2023	Telstra Limited	Telephone Across Shire Facilities to 01/07/2023	-1,633.29
EFT14376	10/07/2023	WALGA	DCEO - Emergency Management Training 27/06/2023	-649.00
EFT14377	10/07/2023	Winc Australia Pty Limited	Depot Stationery	-154.77
EFT14378	10/07/2023	Youanme	Medical Centre - Decor	-33.59
EFT14379	10/07/2023	activ8me (Australian Private Networks Pty Ltd)	Internet Across Shire Facilities Jul2023	-412.27
EFT14380	14/07/2023	Employee	Reimburse Employee Corporate Wear	-188.95
EFT14381	14/07/2023	Employee	Reimburse Mobile Phone and Accessories	-1,691.54
EFT14382	14/07/2023	South West Isuzu	P214 Isuzu Giga CX7 455 Prime Mover - Parts	-200.31
EFT14383	14/07/2023	Wonil Hotel Perth	PO Accommodation - Project Management Training 16-18 July 2023	-488.00
EFT14384	25/07/2023	AFGRl Equipment Australia Pty Ltd	Rylington Park - Purchases Jun2023	-918.19
EFT14385	25/07/2023	Local Resident	Rylington Park - Reimburse Owner Classer Course	-1,000.00
EFT14386	25/07/2023	Argos Fire Safety Pty Ltd	Fire and Safety Inspections	-4,108.50
EFT14387	25/07/2023	Australian Services Union	Payroll Deductions	-53.00
EFT14388	25/07/2023	BRC - Building Solutions Pty Ltd	LRCI Town Hall Refurbishment - 3rd Progress Payment	-137,205.26
EFT14389	25/07/2023	Employee	Reimburse Laptop Stand	-10.00
EFT14390	25/07/2023	Blackwood Plant Hire	Rylington Park - Rehab Gravel Pit	-4,719.00
EFT14391	25/07/2023	Boyup Brook Co - Operative	Rylington Park - Purchases Jun2023 incl Crop Chemicals	-2,085.85
EFT14392	25/07/2023	Boyup Brook Community Resource Centre	Boyup Brook Gazette Advertising Jul2023	-365.00
EFT14393	25/07/2023	Boyup Brook Pharmacy (Westphal Family Trust)	Medical Supplies	-158.05
EFT14394	25/07/2023	Boyup Brook Tyre Service	Depot Security Gate - Battery	-220.00
EFT14394	25/07/2023	Boyup Brook Tyre Service	P224 John Deere 622GP Motor Grader - Tyres	-810.00
EFT14395	25/07/2023	CM Dalton Transport	Rylington Park - Fertiliser Cartage and Spreading	-3,308.25
EFT14396	25/07/2023	Cleanaway Daniels Services Pty Ltd	Medical Centre - Sharps Disposal Jun2023	-246.53
EFT14397	25/07/2023	Craneford Plumbing	Tourist Centre Toilets - Replace ATU Pump	-531.98
EFT14398	25/07/2023	Crown Perth (Burswood Nominees Pty Ltd)	CEO and Councillor Accommodation - WALGA Convention Sep2023	-1,668.93
EFT14399	25/07/2023	Darren Long Consulting	Assistance with Budget and Financial Reporting Jun2023	-5,843.75
EFT14400	25/07/2023	Employee	Reimburse PA System Audio Adapters	-44.90
EFT14401	25/07/2023	MJ & E Deas	Rylington Park - Lamb Marking	-480.00
EFT14402	25/07/2023	Hastie Waste	Rylington Park - Bulk Waste Collection Jun2023	-230.00
EFT14402	25/07/2023	Hastie Waste	Rylington Park - Replace Damaged Waste Bin	-1,500.00
EFT14402	25/07/2023	Hastie Waste	Transfer Station - Asbestos Bags	-460.00
EFT14403	25/07/2023	Interfire Agencies	ESL VBFB PPE and Equipment	-12,969.59
EFT14404	25/07/2023	JL Chambers	Rylington Park - Crutching	-1,130.00
EFT14405	25/07/2023	Kojonup Agricultural Supplies (tff KAS Unit Trust t/as)	Rylington Park - Crop Chemicals Jun2023	-2,708.56
EFT14406	25/07/2023	Local Government Professionals Australia WA	CDO Registration Community Development Conference 2023	-1,080.00
EFT14407	25/07/2023	Employee	Reimburse Admin Cordless Vacuum Cleaner	-159.00
EFT14408	25/07/2023	Marketforce Pty Ltd	Annual Electors Meeting Ad in The West Australian 31/05/2023	-536.73
EFT14409	25/07/2023	M Staniforth-Smith	Rylington Park - Crutching	-566.28
EFT14410	25/07/2023	Porter Consulting Engineers	LRCI Cemetery Upgrades - Carpark Site Inspection	-1,650.00
EFT14411	25/07/2023	QK Technologies Pty Ltd	BBELC QikKids Annual Licence 2023-24	-1,883.20
EFT14412	25/07/2023	RAW Animal Health (RAW Pty Ltd t/as)	Rylington Park - Stock Medication	-279.95
EFT14413	25/07/2023	Rendezvous Hotel Perth Scarborough	FM and FO Accommodation - Time Management Training 06/08/2023	-540.10
EFT14414	25/07/2023	Rural Health West	Annual Organisational Membership 2023-24	-100.00
EFT14415	25/07/2023	Rusty's Plumbing and Gas	Men's Shed Upgrades - Toilet and Kitchen Plumbing	-4,290.00
EFT14416	25/07/2023	Shire Of Ashburton	LSL Entitlements for Pool Manager 2014-2015	-774.04
EFT14417	25/07/2023	Elite Carpet Dry Cleaning Service	Medical Centre - Clean Chairs	-392.00
EFT14418	25/07/2023	Survey South Pty Ltd	Road Design and Construction Surveys	-2,420.00
EFT14419	25/07/2023	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 24/06/2023	-10,316.03
EFT14420	25/07/2023	The Brook Takeaway	Catering Jul2023	-132.40
EFT14421	25/07/2023	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Collection Jun2023	-7,661.40
EFT14422	25/07/2023	Veolia Recycling and Recovery Pty Ltd	Paper and Cardboard Recycling Collection Jun2023	-756.56
EFT14423	25/07/2023	Local Resident	Rylington Park - Reimburse Owner Classer Course	-1,000.00
TOTAL EFT PAYMENTS to 31 July 2023				-373,020.16



Chq/EFT	Date	Name	Description	Amount
DD8119.1	05/07/2023	Employee Super Fund	Payroll Deductions	-894.33
DD8119.2	05/07/2023	Christian Super	Superannuation Contributions	-247.58
DD8119.3	05/07/2023	MLC Super Fund Plum Super	Superannuation Contributions	-295.68
DD8119.4	05/07/2023	Mercer Super Trust (TTF) - Mercer SmartSuper Plan	Superannuation Contributions	-369.60
DD8119.5	05/07/2023	Panorama Super (Asgard Independence Plan Division Two)	Superannuation Contributions	-292.60
DD8119.6	05/07/2023	Aware Super	Payroll Deductions	-7,002.40
DD8119.7	05/07/2023	Rest Superannuation	Superannuation Contributions	-1,919.10
DD8119.8	05/07/2023	AMP Super Fund - SignatureSuper	Superannuation Contributions	-3,749.01
DD8119.9	05/07/2023	Australian Super	Superannuation Contributions	-2,049.38
DD8121.1	06/07/2023	Salary & Wages	Payroll 05Jul2023	-107,836.88
DD8153.1	19/07/2023	Employee Super Fund	Payroll Deductions	-894.33
DD8153.2	19/07/2023	Christian Super	Superannuation Contributions	-253.78
DD8153.3	19/07/2023	MLC Super Fund Plum Super	Superannuation Contributions	-295.68
DD8153.4	19/07/2023	Mercer Super Trust (TTF) - Mercer SmartSuper Plan	Superannuation Contributions	-381.19
DD8153.5	19/07/2023	Panorama Super (Asgard Independence Plan Division Two)	Superannuation Contributions	-292.60
DD8153.6	19/07/2023	Aware Super	Payroll Deductions	-6,953.14
DD8153.7	19/07/2023	Rest Superannuation	Superannuation Contributions	-1,904.67
DD8153.8	19/07/2023	AMP Super Fund - SignatureSuper	Superannuation Contributions	-3,861.09
DD8153.9	19/07/2023	Australian Super	Superannuation Contributions	-2,017.19
DD8155.1	20/07/2023	Salary & Wages	Payroll 19Jul2023	-106,540.00
DD8209.1	17/07/2023	Shire of Boyup Brook Credit Card	Adobe Acrobat Pro DC Monthly Subscription 20/06/2023-19/07/2023	-174.96
DD8209.1	17/07/2023	Shire of Boyup Brook Credit Card	Orbit Fitness - Gym Equipment	-1,133.00
DD8210.1	03/07/2023	Maia Financial Pty Ltd	Swimming Pool Gym Equipment Rental Agreement Jul-Sep2023	-5,658.33
DD8210.2	27/07/2023	Property Owner	3 Reid Place Employee House - Rent 29/07/2023-11/08/2023	-700.00
DD8210.3	03/07/2023	Westnet	Admin, Medical Centre and Swimming Pool Internet Jul2023	-289.85
DD8210.4	07/07/2023	De Lage Landen Pty Ltd	Rental Agreement for Photocopier DCVII-C5573 Jul2023	-184.80
DD8210.5	13/07/2023	Property Owner	3 Reid Place Employee House - Rent 15/07/2023-28/07/2023	-700.00
DD8210.6	13/07/2023	The Bunbury Diocesan Trustees and Anglican Parish of Boyup Brook	18 Barron St Employee House - Rent 21/07/2023-03/08/2023	-660.00
DD8210.7	24/07/2023	AGDATA Holdings Pty Ltd	Rylington Park - Phoenix Accounting Software Jul2023	-49.00
DD8210.8	24/07/2023	Western Australian Treasury Corporation	Government Loan Guarantee Fees to 30/06/2023	-316.92
DD8210.9	27/07/2023	The Bunbury Diocesan Trustees and Anglican Parish of Boyup Brook	18 Barron St Employee House - Rent 04/08/2023-17/08/2023	-660.00
DD8119.10	05/07/2023	Commonwealth Essential Super	Superannuation Contributions	-366.78
DD8119.11	05/07/2023	Colonial First State Superannuation	Superannuation Contributions	-477.76
DD8119.12	05/07/2023	HESTA	Superannuation Contributions	-341.28
DD8119.13	05/07/2023	Australian Retirement Trust	Superannuation Contributions	-492.80
DD8153.10	19/07/2023	Commonwealth Essential Super	Superannuation Contributions	-319.71
DD8153.11	19/07/2023	Colonial First State Superannuation	Superannuation Contributions	-469.53
DD8153.12	19/07/2023	HESTA	Superannuation Contributions	-287.51
DD8153.13	19/07/2023	Australian Retirement Trust	Superannuation Contributions	-492.80
<b>TOTAL DD MUNI ACCOUNT TO 31 July 2023</b>				<b>-261,825.26</b>
DD310723	31/07/2023	Police Licensing	Police Claimed Jul2023	-72,874.30
<b>TOTAL DD POLICE LICENSING ACCOUNT TO 31 July 2023</b>				<b>-72,874.30</b>
<b>TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 31 July 2023</b>				<b>0.00</b>
<b>SUMMARY</b>				
<b>CHQ (Muni Account)</b>				-6,454.86
<b>DD</b>				-261,825.26
<b>EFT</b>				-373,020.16
<b>TOTAL</b>				<b>-641,300.28</b>
<b>ALL MUNI TRANS TO 31 July 2023</b>				<b>-641,300.28</b>
<b>DD (Police Licensing Account) TO 31 July 2023</b>				<b>-72,874.30</b>
<b>DD (Boyup Brook Early Learning Centre) TO 31 July 2023</b>				<b>0.00</b>



# MONTHLY FINANCIAL REPORT

**31 JULY 2023**

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

	2023-24 YTD
	ACTUAL
<b>EXPENDITURE (Excluding Finance Costs)</b>	<b>\$</b>
General Purpose Funding	0
Governance	(4,393)
Law, Order, Public Safety	(29,472)
Health	(102,990)
Education and Welfare	-18,043
Housing	(9,144)
Community Amenities	(15,758)
Recreation and Culture	(40,233)
Transport	(79,517)
Economic Services	(22,681)
Other Property and Services	(138,513)
<b>Total Operating Expenditure</b>	<b>(460,743)</b>
<b>REVENUE</b>	
General Purpose Funding	2,303
Governance	0
Law, Order, Public Safety	122,845
Health	0
Education and Welfare	0
Housing	2,879
Community Amenities	9,460
Recreation and Culture	1,273
Transport	2,620
Economic Services	8,644
Other Property & Services	26,912
<b>Total Operating Revenue</b>	<b>176,936</b>
<b>Sub-Total</b>	<b>(283,807)</b>
<b>FINANCE COSTS</b>	
Housing	0
Recreation & Culture	(250)
<b>Total Finance Costs</b>	<b>(250)</b>
<b>NON-OPERATING REVENUE</b>	
Law, Order & Public Safety	0
Transport	0
Economic Services	0
<b>Total Non-Operating Revenue</b>	<b>0</b>
<b>PROFIT/(LOSS) ON SALE OF ASSETS</b>	
Transport Profit	0
Transport Loss	0
<b>Total Profit/(Loss)</b>	<b>0</b>
<b>NET RESULT</b>	<b>(284,058)</b>
<b>Other Comprehensive Income</b>	
Changes on revaluation of non-current assets	0
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(284,058)</b>

**"Traffic Lights" Colour Coding:**

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

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

**Revenue:**

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

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

**Expenditure:**

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

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



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

	<b>2023-24 YTD ACTUAL</b>
<b>Expenses</b>	
Employee Costs	(350,702)
Materials and Contracts	38,761
Utility Charges	(9,487)
Depreciation on Non-Current Assets	0
Interest Expenses	(250)
Insurance Expenses	(139,016)
Other Expenditure	(299)
<b>Total Operating Expenses</b>	<b>(460,993)</b>
<b>Revenue</b>	
Rates	0
Operating Grants, Subsidies and Contributions	122,353
Fees and Charges	14,764
Interest Earnings	1,476
Other Revenue	38,343
<b>Total Operating Revenue</b>	<b>176,936</b>
<b>Sub-Total</b>	<b>(284,058)</b>
Non-Operating Grants, Subsidies & Contributions	0
Profit on Asset Disposals	0
Loss on Asset Disposals	0
	0
<b>Net Result</b>	<b>(284,058)</b>
<b>Other Comprehensive Income</b>	
Changes on revaluation of non-current assets	0
<b>Total Other Comprehensive Income</b>	<b>0</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(284,058)</b>

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

	<b>2023-24 YTD ACTUAL (b)</b>
<b>OPERATING REVENUE</b>	<b>\$</b>
Ex-Gratia Rates & Write-offs	0
Operating Grants, Subsidies and Contributions	122,353
Fees and Charges	14,764
Interest Earnings	1,476
Other Revenue	38,343
Profit on Disposal of Asset	0
<b>Total Operating Revenue</b>	<b>176,936</b>
<b>LESS OPERATING EXPENDITURE</b>	
Employee Costs	(332,641)
Materials and Contracts	20,700
Utility Charges	(9,487)
Depreciation on Non-Current Assets	0
Interest Expenses	(250)
Insurance Expenses	(139,017)
Other Expenditure	(299)
Loss on Disposal of Asset	0
<b>Total Operating Expenses</b>	<b>(460,994)</b>
Sub-Total	<b>(284,058)</b>
<b>NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>	
Movement in Accrued Expenses	(74,396)
<b>Operating Activities Excluded from Budget</b>	<b>(74,396)</b>
<b>Sub Total</b>	<b>(358,454)</b>
<b>INVESTING ACTIVITIES</b>	
Purchase of Land	0
Purchase Buildings	(115,567)
Purchase Plant and Equipment	0
Purchase Furniture and Equipment	0
Infrastructure Assets - Roads	(48,567)
Infrastructure Assets - Footpaths	0
Infrastructure Assets - Aerodromes	0
Infrastructure Assets - Drainage	(22,244)
Infrastructure Assets - Parks & Ovals	0
Infrastructure Assets - Recreation	0
Infrastructure Assets - Other	0
Proceeds from Sale of Assets	0
Contributions for the Development of Assets	0
<b>Amount Attributable to Investing Activities</b>	<b>(186,378)</b>
<b>FINANCING ACTIVITIES</b>	
Repayment of Debt - Loan Principal	0
Repayment of Debt - Lease Principal	(4,894)
Transfer to Reserves	0
<b>Amount Attributable to Financing Activities</b>	<b>(4,894)</b>
Sub Total	<b>(549,726)</b>
<b>FUNDING FROM</b>	
Transfer from Reserves	0
Loans Raised	0
Estimated Opening Surplus at 1 July	3,508,072
Amount Raised from General Rates	0
Closing Funds	0
	<b>3,508,072</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>2,958,346</b>

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

	<b>2023-24 YTD ACTUAL (b)</b>
<b>OPERATING REVENUE</b>	<b>\$</b>
General Purpose Funding	2,303
Governance	0
Law, Order Public Safety	122,845
Health	0
Education and Welfare	0
Housing	2,879
Community Amenities	9,460
Recreation and Culture	1,273
Transport	2,620
Economic Services	8,644
Other Property and Services	26,912
<b>Total Operating Revenue</b>	<b>176,936</b>
<b>LESS OPERATING EXPENDITURE</b>	
General Purpose Funding	0
Governance	(4,393)
Law, Order, Public Safety	(29,472)
Health	(102,990)
Education and Welfare	(18,043)
Housing	(9,144)
Community Amenities	(15,758)
Recreation and Culture	(40,483)
Transport	(79,517)
Economic Services	(22,681)
Other Property & Services	(138,513)
<b>Total operating Expenses</b>	<b>(460,993)</b>
Sub-Total	<b>(284,058)</b>
<b>NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>	
Movement in Accrued Expenses	(74,396)
(Profit)/ Loss on the disposal of assets	0
Depreciation Written Back	0
<b>Operating Activities Excluded from Budget</b>	<b>(74,396)</b>
Sub Total	<b>(358,454)</b>
<b>INVESTING ACTIVITIES</b>	
Purchase of Land	0
Purchase Buildings	(115,567)
Purchase Plant and Equipment	0
Purchase Furniture and Equipment	0
Infrastructure Assets - Roads	(48,567)
Infrastructure Assets - Footpaths	0
Infrastructure Assets - Aerodromes	0
Infrastructure Assets - Drainage	(22,244)
Infrastructure Assets - Parks & Ovals	0
Infrastructure Assets - Recreation	0
Infrastructure Assets - Other	0
Proceeds from Sale of Assets	0
Contributions for the Development of Assets	0
<b>Amount Attributable to Investing Activities</b>	<b>(186,378)</b>
<b>FINANCING ACTIVITIES</b>	
Repayment of Debt - Loan Principal	0
Repayment of Debt - Lease Principal	(4,894)
Transfer to Reserves	0
<b>Amount Attributable to Financing Activities</b>	<b>(4,894)</b>
Sub Total	<b>(549,726)</b>
<b>FUNDING FROM</b>	
Transfer from Reserves	0
Loans Raised	0
Estimated Opening Surplus at 1 July	3,508,072
Amount Raised from General Rates	0
Closing Funds	0
Sub Total	<b>3,508,072</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>2,958,346</b>



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

	<b>ACTUAL</b>
<u>Current Assets</u>	
Cash at bank and on Hand	3,893,218
Restricted Cash	74,714
Restricted Cash Reserves	2,749,490
Trade Receivables	1,127,136
Stock on Hand/Inventory/Biological Assets	448,564
Other Assets	39,939
<b>Total Current Assets</b>	<b>8,333,060</b>
<u>Current Liabilities</u>	
Trade Creditors	(\$1,345,145)
Bonds and Deposits	(\$109,975)
Accrued Wages	(\$116,377)
Accrued Interest on Loans	(\$1,517)
Accrued Expense	(\$27,622)
ATO Liabilities	\$0
Contract Liability	(\$320,008)
Loan Liability	(\$22,660)
Finance Lease Liability	(\$14,907)
Provisions	(\$401,529)
<b>Total Current Liabilities</b>	<b>(\$2,359,740)</b>
 Sub-Total	 <b>5,973,320</b>
<b>Adjustments</b>	
LESS Cash Backed Reserves	(\$2,749,490)
LESS Restricted Cash	\$0
LESS Inventory	(\$448,564)
LESS Prepaid Expenses	\$0
ADD: Employee Leave Provisions	\$0
ADD: Accrued Interest	\$1,517
ADD: Accrued Salaries & Wages	\$116,377
ADD: Accrued Expenses	\$27,622
ADD: Current Loan Liability	\$22,660
ADD: Current Finance Lease Liability	\$14,907
Rounding	-3
<b>Net Current Position</b>	<b>2,958,346</b>

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

	Note	2022-23 ACTUAL \$	2023-24 ACTUAL \$	Variance \$
<b>Current assets</b>				
Unrestricted Cash & Cash Equivalents		4,431,374	3,893,505	-537,870
Restricted Cash - Reserves		2,749,490	2,749,490	0
Restricted Cash - Other		15,757	74,427	58,670
Trade and other receivables		1,007,719	1,127,136	119,417
Inventories		448,564	448,564	0
Other assets		52,017	39,939	-12,078
<b>Total current assets</b>		<b>8,704,921</b>	<b>8,333,060</b>	<b>-371,861</b>
<b>Non-current assets</b>				
Trade and other receivables		43,363	43,363	0
LG House Unit Trust		81,490	81,490	0
Land		4,646,091	4,646,091	0
Buildings		18,458,583	18,574,150	115,567
Furniture & Equipment		40,591	40,591	0
Plant & Equipment		2,935,351	2,935,351	0
Right of use Assets - Plant		57,518	57,518	0
Infrastructure Assets - Roads		77,218,648	77,268,056	49,408
Infrastructure Assets - Bridges		17,152,769	17,152,769	0
Infrastructure Assets - Footpaths		1,129,478	1,129,478	0
Infrastructure Assets - Recreation		1,702,594	1,702,594	0
Infrastructure Assets - Drainage		10,234,501	10,256,745	22,244
Infrastructure Assets - Parks/Ovals		373,812	373,812	0
Infrastructure Assets - Other		3,432,693	3,431,852	-841
<b>Total non-current assets</b>		<b>137,507,482</b>	<b>137,693,860</b>	<b>186,378</b>
<b>Total assets</b>		<b>146,212,403</b>	<b>146,026,920</b>	<b>-185,483</b>
<b>Current liabilities</b>				
Trade and other payables		1,445,459	1,490,661	-45,202
Bonds and deposits		51,709	109,975	-58,266
Contract Liabilities		320,008	320,008	0
Interest-bearing loans and borrowings		22,660	22,660	0
Finance Lease Liability - Current		19,800	14,907	4,894
Provisions		401,529	401,529	0
<b>Total current liabilities</b>		<b>2,261,165</b>	<b>2,359,740</b>	<b>-98,575</b>
<b>Non-current liabilities</b>				
Interest-bearing loans and borrowings		49,459	49,459	0
Finance Lease Liability - Non Current		15,241	15,241	0
Provisions		63,440	63,440	0
<b>Total non-current liabilities</b>		<b>128,141</b>	<b>128,141</b>	<b>0</b>
<b>Total liabilities</b>		<b>2,389,306</b>	<b>2,487,880</b>	<b>-98,575</b>
<b>Net assets</b>		<b>143,823,097</b>	<b>143,539,039</b>	<b>-284,058</b>
<b>Equity</b>				
Retained surplus		62,567,472	62,567,472	0
Net Result		0	-284,058	-284,058
Reserve - asset revaluation		78,506,135	78,506,135	0
Reserve - Cash backed		2,749,490	2,749,490	0
<b>Total equity</b>		<b>143,823,097</b>	<b>143,539,039</b>	<b>-284,058</b>

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

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

	Note	2022-23 ACTUAL \$	2023-24 ACTUAL \$
<b><i>Cash Flows from operating activities</i></b>			
<b>Payments</b>			
Employee Costs		(3,477,900)	(275,780)
Materials & Contracts		(2,287,017)	9,699
Utilities (gas, electricity, water, etc)		(201,834)	(9,487)
Insurance		(293,827)	(139,016)
Interest Expense		(6,546)	(250)
Goods and Services Tax Paid		(103,844)	(192,676)
Other Expenses		(279,194)	(299)
		<b>(6,650,163)</b>	<b>(607,810)</b>
<b>Receipts</b>			
Rates		3,188,380	4,514
Operating Grants & Subsidies		2,769,335	122,353
Fees and Charges		1,914,865	14,764
Interest Earnings		104,473	1,476
Goods and Services Tax		0	162,376
Other		990,412	96,609
		<b>8,967,466</b>	<b>402,092</b>
<b><i>Net Cash flows from Operating Activities</i></b>		<b>2,317,303</b>	<b>(205,718)</b>
<b><i>Cash flows from investing activities</i></b>			
<b>Payments</b>			
Purchase of Land		0	0
Purchase of Buildings		(248,483)	(115,567)
Purchase Plant and Equipment		(252,740)	0
Purchase Furniture and Equipment		(16,164)	0
Purchase Road Infrastructure Assets		(1,878,228)	(48,567)
Purchase of Bridges Assets		(170,000)	0
Purchase of Footpath Assets		0	0
Purchase Drainage Assets		(153,134)	(22,244)
Purchase Parks & Ovals Assets		0	0
Purchase Recreation Assets		(10,099)	0
Purchase Infrastructure Other Assets		(78,467)	0
<b>Receipts</b>			
Proceeds from Sale of Assets		95,455	0
Non-Operating grants used for Development of Assets		1,359,715	(82,210)
		<b>(1,352,145)</b>	<b>(268,588)</b>
<b><i>Cash flows from financing activities</i></b>			
Repayment of Debentures		(21,383)	0
Principal elements of lease payments		(19,224)	(4,894)
Proceeds from New Debentures		0	0
<b><i>Net cash flows from financing activities</i></b>		<b>(40,607)</b>	<b>(4,894)</b>
<b>Net increase/(decrease) in cash held</b>		<b>924,551</b>	<b>(479,200)</b>
<b>Cash at the Beginning of Reporting Period</b>		<b>6,272,070</b>	<b>6,272,070</b>
<b>Cash at the End of Reporting Period</b>		<b>7,196,621</b>	<b>5,792,870</b>

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

**Notes**

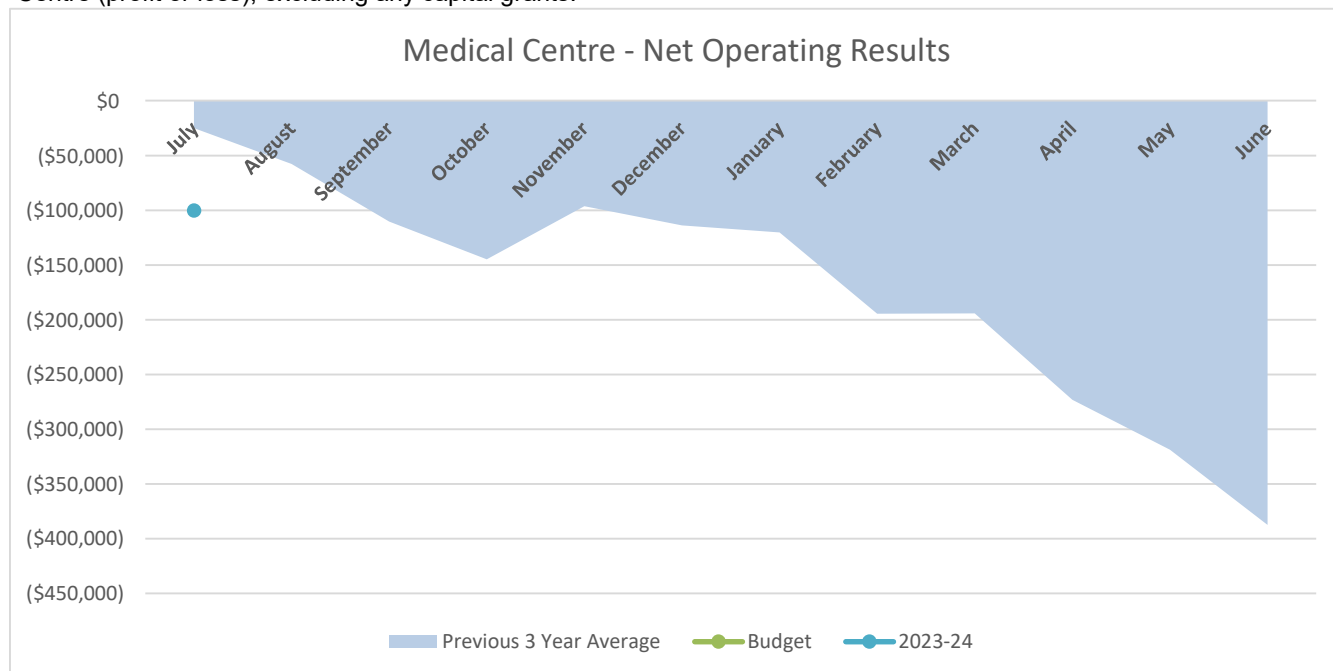
	<b>2022-23 ACTUAL \$</b>	<b>2023-24 ACTUAL \$</b>
<b>RECONCILIATION OF CASH</b>		
Cash at Bank	4,414,681	3,876,811
Restricted Cash	2,766,040	2,824,710
Cash on Hand	15,900	15,900
<b>TOTAL CASH</b>	<b>7,196,621</b>	<b>6,717,421</b>
<b>RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT</b>		
Net Result (As per Comprehensive Income Statement)	3,986,539	(284,058)
Add back Depreciation	0	0
(Gain)/Loss on Disposal of Assets	0	0
LG House Unit trust	0	0
Self Supporting Loan Principal Reimbursements	0	0
Contributions for the Development of Assets	(1,644,450)	0
Changes in Assets and Liabilities		
(Increase)/Decrease in Inventory	925	0
(Increase)/Decrease in Receivables	(187,686)	(25,129)
Increase/(Decrease) in Accounts Payable	143,064	103,469
Increase/(Decrease) in Contract Liability	0	0
Increase/(Decrease) in Prepayments	0	0
Increase/(Decrease) in Employee Provisions	18,911	0
Increase/(Decrease) in Accrued Expenses	0	0
Rounding	-	0
<b>NET CASH FROM/(USED) IN OPERATING ACTIVITIES</b>	<b>2,317,303</b>	<b>(205,718)</b>

# SHIRE OF BOYUP BROOK MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JULY 2023

## MAJOR BUSINESS UNITS

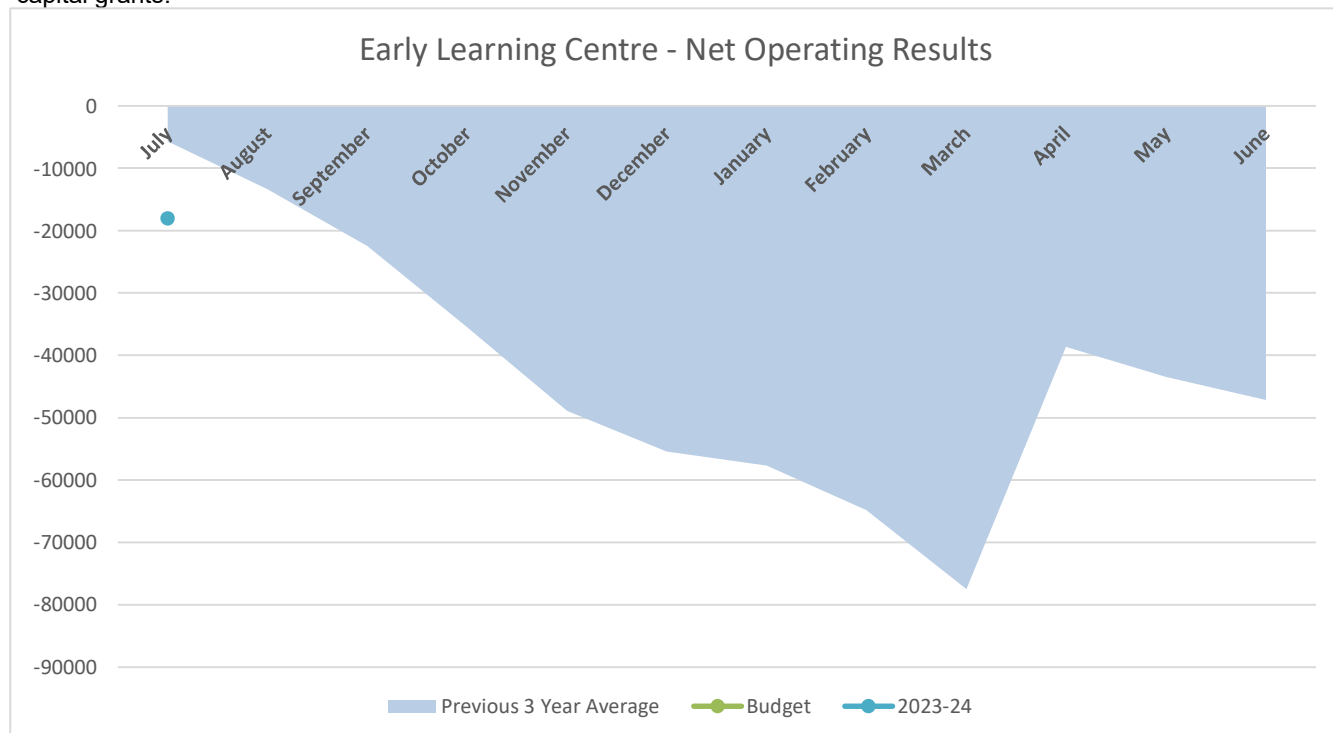
### Medical Centre

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



### Early Learning Centre

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

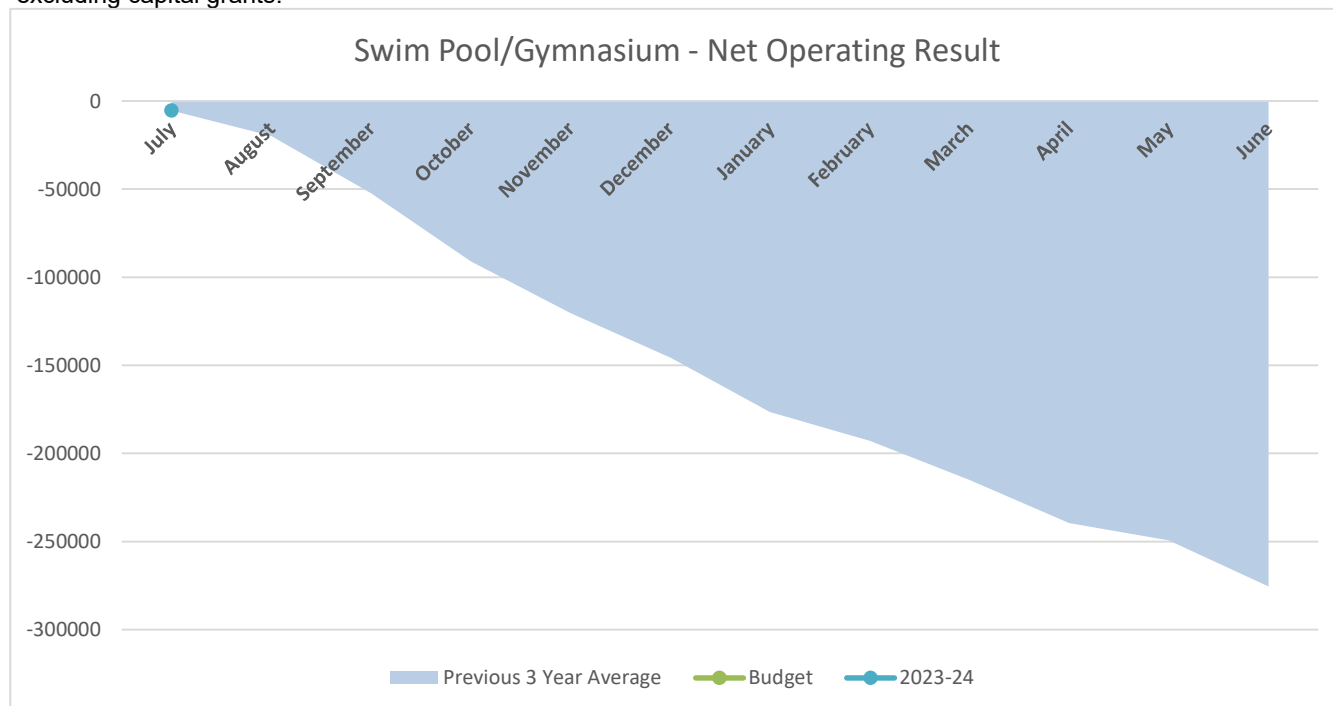


# SHIRE OF BOYUP BROOK MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JULY 2023

## MAJOR BUSINESS UNITS

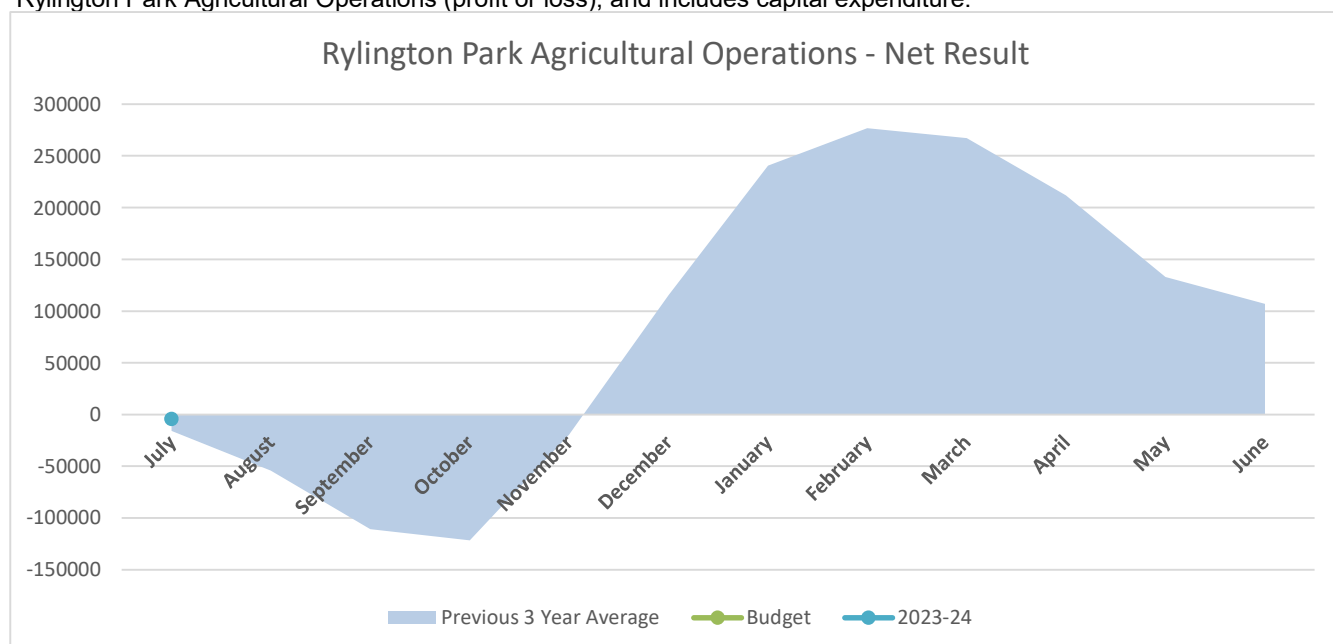
### Swimming Pool/Gymnasium

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



### Rylington Park Agricultural Operations

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



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

	<b>2024 Actual Opening Balance</b>	<b>2024 Actual Transfer to</b>	<b>2024 Actual Transfer (from)</b>	<b>2024 Actual Closing Balance</b>
<b>RESERVES - CASH BACKED</b>				
Leave Reserve	34,375	0	0	34,375
Plant Reserve	231,351	0	0	231,351
Building Reserve	759,976	0	0	759,976
Community Housing Reserve	220,560	0	0	220,560
Emergency Reserve	12,830	0	0	12,830
Insurance Claim Reserve	15,636	0	0	15,636
Other Recreation Reserve	51,981	0	0	51,981
Commercial Reserve	464,312	0	0	464,312
Bridges Reserve	160	0	0	160
Aged Accommodation Reserve	32,498	0	0	32,498
Road Contributions Reserve	29,415	0	0	29,415
IT/Office Equipment Reserve	41,041	0	0	41,041
Civic Receptions Reserve	17,249	0	0	17,249
Unspent Grants Reserve	82	0	0	82
Unspent Community Grants Reserve	126	0	0	126
Rylington Park Working Capital Reserve	363,752	0	0	363,752
Rylington Park Community Projects Reserve	474,145	0	0	474,145
	<b>2,749,489</b>	<b>0</b>	<b>0</b>	<b>2,749,489</b>



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

		<b>2024 Actual Principal</b>	<b>2024 New New Loans</b>	<b>2024 New Principal Repayments</b>	<b>2024 Actual Interest Repayments</b>	<b>2024 Actual Principal Outstanding</b>
<b>LOAN REPAYMENTS</b>		<b>Loan Number</b>	<b>1 July 2022</b>			
<b>Housing</b>						
	Staff House	115	25,578	0	0	25,578
<b>Recreation and culture</b>						
	Swimming Pool	114	46,540	0	0	46,540
<b>Economic services</b>						
	Caravan Park Ablutions	119	0	0	0	0
			72,118	0	0	72,118

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

G/L    JOB		CURRENT YEAR YTD ACTUALS 31 JULY 2023	
		Income	Expenditure
<b>Proceeds Sale of Assets</b>			
123001	Proceeds Sale of Plant Assets	\$0	\$0
092020	Proceeds - Sale of Land Assets	\$0	\$0
<b>PROCEEDS FROM SALE OF ASSETS</b>		\$0	\$0
<b>Written Down Value</b>			
092600	Written Down Value - Disposal of Assets	\$0	\$0
<b>Sub Total - WDV ON DISPOSAL OF ASSET</b>		\$0	\$0
<b>Total - GAIN/LOSS ON DISPOSAL OF ASSET</b>		<u>\$0</u>	<u>\$0</u>
<b>Total - OPERATING STATEMENT</b>		<u>\$0</u>	<u>\$0</u>

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

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

**CURRENT YEAR**  
**YTD ACTUALS**  
**31 JULY 2023**

G/L	JOB	Income	Expenditure
<b>RATES</b>			
<b>OPERATING EXPENDITURE</b>			
031103	Rates Administration Activity Costs	\$0	\$0
031101	Collection Costs	\$0	\$0
031100	Valuation Charges	\$0	\$0
031102	Search Costs	\$0	\$0
<b>Sub Total - GENERAL RATES OP EXP</b>		\$0	\$0
<b>OPERATING INCOME</b>			
031001	Rates · GRV	\$0	\$0
031002	Rates · UV	\$0	\$0
031003	Rates · GRV - Minimum	\$0	\$0
031004	Rates · UV - Minimum	\$0	\$0
031006	Rates · Ex-Gratia Rates	\$0	\$0
031013	Rates Administration Fee	\$0	\$0
031005	Rates · Instalment Interest	\$0	\$0
031007	Rates · Non Payment Penalty - LG	(\$1,407)	\$0
031008	Rates · Rate Enquiries	(\$826)	\$0
031009	Rates - ESL Administration Fee	\$0	\$0
031010	Rates - Reimbursements	\$0	\$0
031011	Rates · Penalty Interest - DFES	(\$69)	\$0
031012	Rates · Rates Interims	\$0	\$0
031104	Rates Written Off	\$0	\$0
<b>Sub Total - GENERAL RATES OP INC</b>		(\$2,303)	\$0
<b>Total - GENERAL RATES</b>		(\$2,303)	\$0
<b>OTHER GENERAL PURPOSE FUNDING</b>			
<b>OPERATING EXPENDITURE</b>			
032100	General Purpose Funding - Administration Allocated	\$0	\$0
<b>Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP</b>		\$0	\$0
<b>OPERATING INCOME</b>			
032001	General Purpose Grants Federal Commission (OP)	\$0	\$0
032002	General Purpose Grants Federal - Roads (OP)	\$0	\$0
032003	General Purpose Funding - Interest On Investments - Municipal Account	\$0	\$0
032004	Interest on Investments - Reserves Account	\$0	\$0
032006	General Purpose Funding - Interest on Investments - Medical Funds	\$0	\$0
032007	General Purpose Funding - Interest on Investments - Business Online	\$0	\$0
032008	General Purpose Funding - Interest on Investments - Short Term Deposit	\$0	\$0
<b>Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC</b>		\$0	\$0
<b>Total - OTHER GENERAL PURPOSE FUNDING</b>		\$0	\$0
<b>Total - GENERAL PURPOSE FUNDING</b>		(\$2,303)	\$0

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

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

**CURRENT YEAR**  
**YTD ACTUALS**  
**31 JULY 2023**

G/L	JOB	Income	Expenditure
<b>MEMBERS OF COUNCIL</b>			
<b>OPERATING EXPENDITURE</b>			
041100	Members - Sitting Fees.	\$0	\$0
041119	Website Expenses	\$0	\$0
041101	Members - Training Costs	\$0	\$0
041102	Members - Travelling Costs	\$0	\$0
041103	Members - Telecommunications Reimbursements	\$0	\$0
041104	Members - Other Expenses	\$0	\$0
041105	Members - Conferences/Seminars Costs	\$0	\$1,011
041106	Members - President's Allowance	\$0	\$0
041107	Members - Deputy President's Allowance	\$0	\$0
041108	Members - Council Chamber Expenses	\$0	\$0
041109	Members - Refreshments & Receptions	\$0	\$180
041111	Members - Insurance Costs For Members	\$0	\$3,201
041112	Members - Subscriptions	\$0	\$0
041113	Members - Election Expenses	\$0	\$0
041114	Members - Donations	\$0	\$0
041118	ICT - Councillors	\$0	\$0
041120	Warren Blackwood Alliance Expenses	\$0	\$0
041150	Members - Admin Allocation	\$0	\$0
<b>Sub Total - MEMBERS OF COUNCIL OP/EXP</b>		\$0	\$4,393
<b>OPERATING INCOME</b>			
041001	Members - Reimbursements Income	\$0	\$0
041002	Other Governance - Sundry Reimbursements Income	\$0	\$0
<b>Sub Total - MEMBERS OF COUNCIL OP/INC</b>		\$0	\$0
<b>Total - MEMBERS OF COUNCIL</b>		<b>\$0</b>	<b>\$4,393</b>
<b>GOVERNANCE</b>			
<b>OPERATING EXPENDITURE</b>			
042100	Other Governance - Admin Allocated	\$0	\$0
<b>Sub Total - GOVERNANCE - GENERAL OP/EXP</b>		\$0	\$0
<b>OPERATING INCOME</b>			
<b>Sub Total - GOVERNANCE - GENERAL OP/INC</b>		\$0	\$0
<b>Total - GOVERNANCE - GENERAL</b>		<b>\$0</b>	<b>\$0</b>
<b>Total - GOVERNANCE</b>		<b>\$0</b>	<b>\$4,393</b>

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Details By Function Under The Following Program Titles  
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**CURRENT YEAR**  
**YTD ACTUALS**  
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G/L	JOB	Income	Expenditure
<b>LAW, ORDER AND PUBLIC SAFETY</b>			
<b>FIRE PREVENTION</b>			
<b>OPERATING EXPENDITURE</b>			
051109	ESL - Insurances Fire Appliances and Personnel	\$0	\$17,558
051112	Fire Prevention And Support	\$0	\$1,352
051101	Fire Break Inspection Expenses	\$0	\$0
051102	Fire Hazard Reductions Expenses	\$0	\$0
051104	Minor Fire Plant & Equipment Purchases non ESL	\$0	\$0
051105	Fire Plant & Equipment Maintenance - Non ESL	\$0	\$0
051106	ESL - Fire Vehicle Maintenance Costs	\$0	\$0
051107	ESL - Brigade Utilities, rates and taxes	\$0	\$0
051108	ESL - Other Goods & Services relating to Fires	\$0	\$0
051110	ESL - Fire Plant & Equip over \$1500	\$0	\$3,318
051111	ESL - Minor Fire Plant/Equip Under \$1500	\$0	\$0
051114	ESL - Land & Building Maintenance	\$0	\$102
051115	ESL - Clothing and Accessories	\$0	\$0
051116	ESL - Plant and Equipment Maintenance	\$0	\$0
051117	BFRC - Bushfire Risk Planning	\$0	\$0
051118	DFES Fire Defence Grant Expenses	\$0	\$0
051120	Bush Fire - Mitigation Activity Funded	\$0	\$0
051150	Admin Allocation - Fire Control	\$0	\$0
051190	Depreciation - Fire Control	\$0	\$0
<b>Sub Total - FIRE PREVENTION OP/EXP</b>		\$0	\$22,330
<b>OPERATING INCOME</b>			
050600	ESL & DFES Non Operating Grants	\$0	\$0
051001	Fire Infringements/Fines Income	\$0	\$0
051002	Sale Of Fire Maps Income	\$0	\$0
051003	LGIS Fire Reimbursement Income	\$0	\$0
051004	ESL - Funding Operating Grant Income	(\$122,353)	\$0
<b>Sub Total - FIRE PREVENTION OP/INC</b>		(\$122,353)	\$0
<b>Total - FIRE PREVENTION</b>		(\$122,353)	\$22,330
<b>ANIMAL CONTROL</b>			
<b>OPERATING EXPENDITURE</b>			
052100	Ranger Services Operation Costs	\$0	\$117
052100	Wages	\$0	\$0
052100	Labour On Costs	\$0	\$0
052100	Plant Recovery	\$0	\$0
052005	Trap Hire Refunds	\$0	\$0
052101	Ranger Vehicle Operating Expenses	\$0	\$0
052102	Dog License Discs Costs	\$0	\$0
052103	Other Control Expenses	\$0	\$0
052104	Animal Impounding Costs	\$0	\$0
052109	Cat License Tags Expense	\$0	\$0
052110	Ranger Services Salary Super and Employee Costs	\$0	\$3,850
052150	Admin Allocation - Animal Control	\$0	\$0
052190	Depreciation	\$0	\$0
<b>Sub Total - ANIMAL CONTROL OP/EXP</b>		\$0	\$3,967
<b>OPERATING INCOME</b>			
052001	Animal Fines & Penalties Income	\$0	\$0
052002	Animal Impounding Fees Income	\$0	\$0
052003	Dog Registrations Charges	(\$493)	\$0
<b>Sub Total - ANIMAL CONTROL OP/INC</b>		(\$493)	\$0
<b>Total - ANIMAL CONTROL</b>		(\$493)	\$3,967

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G/L JOB		Income	Expenditure
<b>OTHER LAW ORDER &amp; PUBLIC SAFETY</b>			
<b>OPERATING EXPENDITURE</b>			
053100	Local Emergency Management Committee Expenses	\$0	\$0
053150	Administration Allocated - Emergency Mgt	\$0	\$0
053152	Other Costs	\$0	\$0
053103	Emergency Management Coordination Expenses	\$0	\$3,175
053190	Depreciation	\$0	\$0
<b>Sub Total - OTHER LAW ORDER &amp; PUBLIC SAFETY OP/EXP</b>		\$0	\$3,175
<b>OPERATING INCOME</b>			
053002	Non-Operating Grants	\$0	\$0
<b>Sub Total - OTHER LAW ORDER &amp; PUBLIC SAFETY OP /INC</b>		\$0	\$0
<b>Total - OTHER LAW ORDER PUBLIC SAFETY</b>		\$0	\$3,175
<b>Total - LAW ORDER &amp; PUBLIC SAFETY</b>		(\$122,845)	\$29,472

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G/L	JOB		Income	Expenditure
<b>HEALTH FAMILY STOP CENTRE</b>				
<b>OPERATING EXPENDITURE</b>				
071100	B0101	Family Stop Centre - Operation	\$0	\$884
071150		Admin Allocated - Family Stop Centre	\$0	\$0
071190		Depreciation - Family Stop Centre	\$0	\$0
<b>Sub Total - HEALTH FAMILY STOP OP/EXP</b>			\$0	\$884
<b>OPERATING INCOME</b>				
<b>Sub Total - HEALTH FAMILY STOP OP/INC</b>			\$0	\$0
<b>Total - HEALTH FAMILY STOP</b>			\$0	\$884
<b>HEALTH ADMINISTRATION &amp; INSPECTION</b>				
<b>OPERATING EXPENDITURE</b>				
072100		Health Administration Services Expenses	\$0	\$1,909
072101		Other Health Administration Expenses	\$0	\$0
072102		Provision for Leave Accruals	\$0	\$0
072103		Health Administration Superannuation	\$0	\$0
072150		Admin Allocation - Other Health	\$0	\$0
<b>Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP</b>			\$0	\$1,909
<b>OPERATING INCOME</b>				
072001		Food Stall Permit Charges	\$0	\$0
072002		Temporary Camping Site Permit Charges	\$0	\$0
072003		Food Business Registration Fee	\$0	\$0
072004		Annual Inspections	\$0	\$0
072005		Lodging House Registration Fees	\$0	\$0
<b>Sub Total - HEALTH ADMIN AND INSPECTION OP/INC</b>			\$0	\$0
<b>Total - HEALTH ADMIN AND INSPECTION</b>			\$0	\$1,909
<b>OTHER HEALTH - MEDICAL SERVICES</b>				
<b>OPERATING EXPENDITURE</b>				
074100	B0105	Housing General Practitioner - Medical Service	\$0	\$1,653
074102		Boyup Brook Medical Services Building Costs	\$0	\$1,994
074101		Medical Services General Operations	\$0	\$0
074103		Medical Service Employee Costs	\$0	\$84,037
074105		Postage, Printing & Stationery	\$0	\$0
074106		Medical Ctr - Telephones	\$0	\$93
074107		Medical Ctr - Subscriptions	\$0	\$612
074108		Medical Ctr - Insurances	\$0	\$425
074109		Medical Bank Fees	\$0	\$0
074110		Medical Ctr - Computer Expenses	\$0	\$164
074111		Medical Ctr - Medical Supplies & Equipt	\$0	\$0
074112		Medical Ctr - Locum Doctor	\$0	\$0
074113		Medical Ctr - Superannuation	\$0	\$8,649
074114		Medical Ctr - Training	\$0	\$0
074115		Medical Ctr - Sundry Expenses	\$0	\$2,571
074116		Medical Service Provision for Leave Accruals	\$0	\$0
074117		Medical - Fringe Benefit Tax	\$0	\$0
074118		Medical Employee (Packaging) Costs	\$0	\$0
074150		Admin Allocated - Boyup Brook Medical Services	\$0	\$0
074191		Depreciation - Medical Centre	\$0	\$0
074190		Depreciation - Housing GP - 5 Rogers Ave	\$0	\$0
<b>Sub Total - PREVENTIVE SRVS - OP/EXP</b>			\$0	\$100,196
<b>OPERATING INCOME</b>				
074001		Surgery Turnover	\$0	\$0
074002		Surgery Rental Income	\$0	\$0
074004		Grants, Reimbursements and Contributions	\$0	\$0
<b>Sub Total - PREVENTIVE SRVS - OP/INC</b>			\$0	\$0
<b>Total - PREVENTIVE SERVICES</b>			\$0	\$100,196



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G/L    JOB		Income	Expenditure
<b>PREVENTIVE SERVICE - OTHER</b>			
<b>OPERATING EXPENDITURE</b>			
073100	Analytical Expenses	\$0	\$0
<b>Sub Total - PREVENTIVE SRVS - OTHER OP/EXP</b>		\$0	\$0
<b>Total - PREVENTIVE SERVICES - OTHER</b>		<u>\$0</u>	<u>\$0</u>
<b>OTHER HEALTH</b>			
<b>OPERATING EXPENDITURE</b>			
075100	Ambulance Centre Operation	\$0	\$0
075150	Admin Allocated - Other Health	\$0	\$0
<b>Sub Total - OTHER HEALTH OP/EXP</b>		\$0	\$0
<b>OPERATING INCOME</b>			
<b>Sub Total - OTHER HEALTH OP/INC</b>		\$0	\$0
<b>Total - OTHER HEALTH</b>		<u>\$0</u>	<u>\$0</u>
<b>Total - HEALTH</b>		<u>\$0</u>	<u>\$102,990</u>

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G/L	JOB	Income	Expenditure
<b>OTHER EDUCATION</b>			
<b>OPERATING EXPENDITURE</b>			
081100	Community Resource Centre	\$0	\$916
081101	Rylington Park Farm Complex	\$0	\$0
081102	Donations - Other Education	\$0	\$0
081103	Early Learning Centre - Employee Costs	\$0	\$15,064
081104	Early Learning Centre - Operating Costs	\$0	\$2,063
081106	ECU Joint Research Support	\$0	\$0
081150	Admin Allocation - Other Education	\$0	\$0
081190	Depreciation - Community Resource Centre	\$0	\$0
081191	Depreciation - Rylington Park Farm Complex	\$0	\$0
<b>Sub Total - OTHER EDUCATION OP/EXP</b>		\$0	\$18,043
<b>OPERATING INCOME</b>			
081003	Early Learning Centre - Fees & Charges	\$0	\$0
081004	Early Learning Centre -Operating Income	\$0	\$0
<b>Sub Total - OTHER EDUCATION OP/INC</b>		\$0	\$0
<b>Total - OTHER EDUCATION</b>		<u>\$0</u>	<u>\$18,043</u>
<b>AGED &amp; DISABLED</b>			
<b>OPERATING EXPENDITURE</b>			
082100	Support for Seniors Christmas Lunch	\$0	\$0
082101	Aged Needs Strategy Project	\$0	\$0
082150	Admin Allocated - Aged & Disabled	\$0	\$0
<b>Sub Total - AGED &amp; DISABLED OP/EXP</b>		\$0	\$0
<b>OPERATING INCOME</b>			
<b>Sub Total - AGED &amp; DISABLED OP/INC</b>		\$0	\$0
<b>Total - AGED &amp; DISABLED</b>		<u>\$0</u>	<u>\$0</u>
<b>OTHER WELFARE</b>			
<b>OPERATING EXPENDITURE</b>			
083100	Other Welfare Expenses	\$0	\$0
083104	Depreciation	\$0	\$0
083150	Admin Allocated - Other Welfare	\$0	\$0
<b>Sub Total - OTHER WELFARE OP/EXP</b>		\$0	\$0
<b>OPERATING INCOME</b>			
<b>Sub Total - OTHER WELFARE OP/INC</b>		\$0	\$0
<b>Total - OTHER WELFARE</b>		<u>\$0</u>	<u>\$0</u>
<b>Total - EDUCATION &amp; WELFARE</b>		<u><b>\$0</b></u>	<u><b>\$18,043</b></u>

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G/L	JOB	Income	Expenditure
<b>STAFF HOUSING</b>			
<b>OPERATING EXPENDITURE</b>			
091100	Staff Housing	\$0	\$0
091130	Interest Paid Loan 115 - Staff House	\$0	\$0
091190	Depreciation - Staff Housing	\$0	\$0
091150	Staff Housing - Less Amt Allocated to Admin.	\$0	\$0
<b>Sub Total - STAFF HOUSING OP/EXP</b>		\$0	\$0
<b>Total - STAFF HOUSING</b>		<u>\$0</u>	<u>\$0</u>
<b>HOUSING OTHER</b>			
<b>OPERATING EXPENDITURE</b>			
092101	Boyup Brook Citizens Lodge	\$0	\$5,937
092102	Community Housing - Units	\$0	\$1,222
092103	Other	\$0	\$0
092105	House - 1 Rogers Ave	\$0	\$1,076
092107	7 Knapp Street - Operating & Mtce Expense	\$0	\$909
092108	Property Selling Expenses	\$0	\$0
092109	Community Housing Maintenance - Grant Funded	\$0	\$0
092150	Admin Allocation - Other Housing	\$0	\$0
092191	Depreciation - Other Housing	\$0	\$0
092192	Depreciation - House - 1 Rogers Ave	\$0	\$0
092190	Depreciation - Boyup Brook Citizens Lodge	\$0	\$0
<b>Sub Total - HOUSING OTHER OP/EXP</b>		\$0	\$9,144
<b>HOUSING OPERATING INCOME</b>			
092001	Rent 24A Proctor St	\$0	\$0
092002	Rent 24B Proctor St	\$0	\$0
092003	Rent 16A Forrest St	\$0	\$0
092004	Rent 16B Forrest St	\$0	\$0
092005	Rent 1 Rogers St	\$0	\$0
092007	Housing Reimbursements	\$0	\$0
092009	Other Housing: 7 Knapp St	(\$2,879)	\$0
092011	Community Housing Maintenance Grant	\$0	\$0
<b>Sub Total - HOUSING OTHER OP/INC</b>		(\$2,879)	\$0
<b>Total - HOUSING OTHER</b>		<u>(\$2,879)</u>	<u>\$9,144</u>
<b>Total - HOUSING</b>		<u>(\$2,879)</u>	<u>\$9,144</u>

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G/L	JOB		Income	Expenditure
<b>SANITATION - HOUSEHOLD REFUSE</b>				
<b>OPERATING EXPENDITURE</b>				
101100		Refuse Collection Boyup Brook Townsite Expense	\$0	\$0
101101		Recycling Collection Boyup Brook Town Site	\$0	\$0
101106		Transfer Station Employee Costs	\$0	\$2,490
101102	B0400	Boyup Brook Transfer Station Costs	\$0	\$2,397
101103		Land Fill Disposal Site	\$0	\$6,986
101104		Townsite Street Bins Collection	\$0	\$822
101107		Drum Muster Expenses	\$0	\$0
101108		BB Transfer Station Superannuation	\$0	\$178
101119		Waste Bin Maintenance and Delivery	\$0	\$0
101150		Admin Allocated - Waste Management	\$0	\$0
101190		Depreciation - Waste Management	\$0	\$0
<b>Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP</b>			\$0	\$12,874
<b>SANITATION OPERATING INCOME</b>				
101001		Refuse Collection Charges	\$0	\$0
101002		Waste Disposal Charges	(\$508)	\$0
101003		Recycling Scheme Income	(\$8,687)	\$0
101004		Scrap Metal Income	\$0	\$0
<b>Sub Total - SANITATION H/HOLD REFUSE OP/INC</b>			(\$9,195)	\$0
<b>Total - SANITATION HOUSEHOLD REFUSE</b>			<u>(\$9,195)</u>	<u>\$12,874</u>
<b>EFFLUENT DRAINAGE SYSTEM</b>				
<b>OPERATING EXPENDITURE</b>				
103100		Septic Tank Inspection Expenses	\$0	\$0
103101		Liquid Waste Disposal Site (Stanton Road)	\$0	\$0
<b>Sub Total - SEWERAGE OP/EXP</b>			\$0	\$0
<b>OPERATING INCOME</b>				
103002		Septic Licence Fees	\$0	\$0
<b>Sub Total - SEWERAGE OP/INC</b>			\$0	\$0
<b>Total - SEWERAGE</b>			<u>\$0</u>	<u>\$0</u>
<b>PROTECTION OF THE ENVIRONMENT</b>				
<b>OPERATING EXPENDITURE</b>				
107100		Landcare Expenses	\$0	\$0
<b>Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP</b>			\$0	\$0
<b>OPERATING INCOME</b>				
<b>Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC</b>			\$0	\$0
<b>Total - PROTECTION OF THE ENVIRONMENT</b>			<u>\$0</u>	<u>\$0</u>
<b>TOWN PLANNING &amp; REGIONAL DEVELOPMENT</b>				
<b>OPERATING EXPENDITURE</b>				
105100		Town Planning Admin & Control	\$0	\$1,864
105101		Admin Allocation - Town Planning	\$0	\$0
<b>Sub Total - TOWN PLAN &amp; REG DEV OP/EXP</b>			\$0	\$1,864
<b>OPERATING INCOME</b>				
105001		Planning Application Fees	\$0	\$0
<b>Sub Total - TOWN PLAN &amp; REG DEV OP/INC</b>			\$0	\$0
<b>Total - TOWN PLANNING &amp; REGIONAL DEVELOPMENT</b>			<u>\$0</u>	<u>\$1,864</u>

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G/L	JOB		Income	Expenditure
<b>OTHER COMMUNITY AMENITIES</b>				
<b>OPERATING EXPENDITURE</b>				
106101		<b>Cemetery - Operation</b>	\$0	\$651
106101	B0420	Cemetery - Operation	\$0	\$0
106101	B0421	Niche Wall Plaques Operations	\$0	\$0
106101	G314	Cemetery Grounds	\$0	\$0
106102		<b>Public Toilets - Operation</b>	\$0	\$370
106102	B0450	Toilets - Lions Park Costs	\$0	\$0
106102	B0451	Toilets - Tourist Centre Costs	\$0	\$0
106102	B0452	Toilets - Town Hall (External) Costs	\$0	\$0
106103		Street Furniture	\$0	\$0
106150		Admin Allocation - Other Community Amenities	\$0	\$0
106151		Admin Allocation - Cemetery	\$0	\$0
106191		Depreciation - Public Toilets	\$0	\$0
106192		Depreciation - Other Community Service's	\$0	\$0
<b>Sub Total - OTHER COMMUNITY AMENITIES OP/EXP</b>			\$0	\$1,020
<b>OPERATING INCOME</b>				
106001		Cemetery Burial Fees	\$0	\$0
106002		License/Other Fees BB Cemetery	(\$266)	\$0
106003		Cemetery - Reservation Fees	\$0	\$0
106004		Niche Wall Fees	\$0	\$0
<b>Sub Total - OTHER COMMUNITY AMENITIES OP/INC</b>			(\$266)	\$0
<b>Total - OTHER COMMUNITY AMENITIES</b>			(\$266)	\$1,020
<b>Total - COMMUNITY AMENITIES</b>			(\$9,460)	\$15,758

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G/L	JOB	Income	Expenditure
<b>PUBLIC HALL &amp; CIVIC CENTRES</b>			
<b>OPERATING EXPENDITURE</b>			
111100	Boyup Brook Hall - Operation	\$0	\$5,126
111102	Halls - Other Public Halls	\$0	\$4,081
111150	Admin Allocation - Public Halls	\$0	\$0
111190	Depreciation - Public Halls	\$0	\$0
<b>Sub Total - PUBLIC HALLS &amp; CIVIC CENTRES OP/EXP</b>		\$0	\$9,207
<b>OPERATING INCOME</b>			
111001	Hall Hire Fees	\$0	\$0
<b>Sub Total - PUBLIC HALLS &amp; CIVIC CENTRES OP/INC</b>		\$0	\$0
<b>Total - PUBLIC HALL &amp; CIVIC CENTRES</b>		<b>\$0</b>	<b>\$9,207</b>
<b>OTHER RECREATION &amp; SPORT</b>			
<b>OPERATING EXPENDITURE</b>			
113100	Recreation Complex	\$0	\$6,834
113109	Walk Trails	\$0	\$0
113110	Townsite Gardens	\$0	\$4,583
113112	Reserves and Parks Operations	\$0	\$2,629
113119	Other Recreation Facilities	\$0	\$3,299
113120	War Memorial	\$0	\$4
113150	Admin Allocation - Other Recreation	\$0	\$0
113124	Support for UBAS	\$0	\$0
113122	Support for ANZAC Day	\$0	\$0
113125	Support for Others	\$0	\$5,120
113140	Sundry Plant Items	\$0	\$0
113190	Depreciation - Other Recreation	\$0	\$0
113191	Depreciation - Parks & Gardens	\$0	\$0
113192	Depreciation: Plant & Equipment	\$0	\$0
<b>Sub Total - OTHER RECREATION &amp; SPORT OP/EXP</b>		\$0	\$22,469
<b>OPERATING INCOME</b>			
113003	Rec Ground Use Hire Fees	\$0	\$0
113002	Reimbursements - Other Rec	\$0	\$0
113022	Recreation - Capital Grants & Contributions	\$0	\$0
<b>Sub Total - OTHER RECREATION &amp; SPORT OP/INC</b>		\$0	\$0
<b>Total - OTHER RECREATION &amp; SPORT</b>		<b>\$0</b>	<b>\$22,469</b>
<b>SWIMMING POOL</b>			
<b>OPERATING EXPENDITURE</b>			
112100	Swimming Pool & Gymnasium General Operations	\$0	\$1,266
112101	Swimming Pool Building Costs	\$0	\$2,066
112102	Swimming Pool Employee Costs	\$0	\$2,955
112103	Interest on Loan 114 - upgrade pool bowl	\$0	\$0
112104	Swimming Pool Employee Superannuation	\$0	\$0
112106	Pool Staff - Fringe Benefits Tax	\$0	\$0
112108	Gym Employee Costs	\$0	\$0
112109	Interest Paid Gym Lease	\$0	\$250
112150	Admin Allocation - Swimming Pool	\$0	\$0
112190	Depreciation - Swimming Pool	\$0	\$0
<b>Sub Total - SWIMMING POOL OP/EXP</b>		\$0	\$6,536
<b>OPERATING INCOME</b>			
112003	Pool Daily Admission Fees	\$0	\$0
112004	Season Tickets Fees	\$0	\$0
112005	Pool Hire Fees	\$0	\$0
112006	Gym Equipment Hire Fees	(\$1,273)	\$0
112007	Pool Teaching Programme Fees	\$0	\$0
112008	Vacation Swimming Passes	\$0	\$0
112009	Capital Grants and Contributions	\$0	\$0
<b>Sub Total - SWIMMING POOL OP/INC</b>		(\$1,273)	\$0
<b>Total - SWIMMING POOL</b>		<b>(\$1,273)</b>	<b>\$6,536</b>

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G/L	JOB	Income	Expenditure
<b>TELEVISION &amp; RADIO REBROADCASTING</b>			
<b>OPERATING EXPENDITURE</b>			
114005	Telecommunications Tower	\$0	\$0
<b>Sub Total - TV &amp; RADIO REBROADCASTING OP/EXP</b>		\$0	\$0
<b>OPERATING INCOME</b>			
114010	Radio & Mobile Tower Site (Including NBN) Fees or Charges	\$0	\$0
<b>Sub Total - TV &amp; RADIO REBROADCASTING OP/INC</b>		\$0	\$0
<b>Total - TV &amp; RADIO REBROADCASTING</b>		<b>\$0</b>	<b>\$0</b>
<b>LIBRARIES</b>			
<b>OPERATING EXPENDITURE</b>			
115100	Library Operations	\$0	\$82
115101	State Library Grant Expenditure	\$0	\$0
115150	Admin Allocation - Libraries	\$0	\$0
<b>Sub Total - LIBRARIES OP/EXP</b>		\$0	\$82
<b>OPERATING INCOME</b>			
115001	State Library Grant Income	\$0	\$0
<b>Sub Total - LIBRARIES OP/INC</b>		\$0	\$0
<b>Total - LIBRARIES</b>		<b>\$0</b>	<b>\$82</b>
<b>OTHER CULTURE</b>			
<b>OPERATING EXPENDITURE</b>			
116100	Museum	\$0	\$1,989
116101	Craft Hut	\$0	\$199
116102	Support for Sandakan (Ceremony)	\$0	\$0
116150	Admin Allocated - Other Culture	\$0	\$0
116190	Depreciation - Other Culture	\$0	\$0
<b>Sub Total - OTHER CULTURE OP/EXP</b>		\$0	\$2,189
<b>OPERATING INCOME</b>			
116001	Reimbursements - Other Culture	\$0	\$0
<b>Sub Total - OTHER CULTURE OP/INC</b>		\$0	\$0
<b>Total - OTHER CULTURE</b>		<b>\$0</b>	<b>\$2,189</b>
<b>Total - RECREATION AND CULTURE</b>		<b>(\$1,273)</b>	<b>\$40,483</b>



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G/L	JOB		Income	Expenditure
<b>STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION</b>				
<b>OPERATING EXPENDITURE</b>				
<b>Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP</b>			\$0	\$0
<b>OPERATING INCOME</b>				
121001		RRG Project Grants	\$0	\$0
121002		Grants Direct - State - MRD - (OP)	\$0	\$0
121003		Grants - Federal - Roads to Recovery Grant (Cap)	\$0	\$0
121004		Capital Grants Other & Road Contributions	\$0	\$0
121007		Special Bridge Funding	\$0	\$0
<b>Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC</b>			\$0	\$0
<b>Total - ST,RDS,BRIDGES,DEPOT - CONST</b>			<u>\$0</u>	<u>\$0</u>
<b>STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE</b>				
<b>OPERATING EXPENDITURE</b>				
122100	B0695	Depot Building - Building Costs	\$0	\$3,398
122101	OPSDPT	Depot General Operations	\$0	\$345
122103		Road Maintenance & Repairs	\$0	\$26,016
122104		Roads Vegetation Clearing Offset Costs	\$0	\$0
122107		Maintenance Grading	\$0	\$11,647
122105		Repairs & Maint - Bridges	\$0	\$26,528
122106		Shire Radio Network Costs	\$0	\$0
122108		Drains & Culverts	\$0	\$3,002
122109		Verge Pruning	\$0	\$689
122110		Verge Spraying	\$0	\$0
122111		Crossovers Maintenance	\$0	\$0
122112		Town Services Drainage	\$0	\$1,336
122113		Town Services - Footpaths	\$0	\$199
122114		Town Services Road Repairs	\$0	\$1,300
122115		Town Services - Tree Pruning	\$0	\$1
122116		Street Lighting	\$0	\$2,574
122117		Traffic Signs	\$0	\$0
122120		Roman Road Data Pickup	\$0	\$0
122121		Town Services - Verge Spraying	\$0	\$0
122122		Road Sweeping	\$0	\$0
122123		Emergency Services	\$0	\$2,414
122125		Bridge Contribution Expenditure	\$0	\$0
122126		Streetscaping Expenses	\$0	\$0
122127		Consulting Engineer Expenses	\$0	\$0
122131		Rural Street Addressing	\$0	\$1
122150		Admin Allocated - Road Maintenance	\$0	\$0
122190		Depreciation - Transport Other	\$0	\$0
122191		Depreciation - Infrastructure	\$0	\$0
122192		Depreciation Roads	\$0	\$0
122193		Depreciation - Bridges	\$0	\$0
122194		Depreciation - Footpaths	\$0	\$0
122195		Depreciation - Drainage	\$0	\$0
123119		Minor Assets and Sundry Items	\$0	\$0
<b>Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP</b>			\$0	\$79,450
<b>OPERATING INCOME</b>				
122001		Reimbursements - Roads Mtce	\$0	\$0
122002		Profit on Disposal of Assets	\$0	\$0
122003		Sale of Old Materials and Minor Items	\$0	\$0
<b>Sub Total - MTCE STREETS ROADS DEPOTS OP/INC</b>			\$0	\$0
<b>Total - MTCE STREETS ROADS DEPOTS</b>			<u>\$0</u>	<u>\$79,450</u>

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G/L JOB		Income	Expenditure
<b>TRAFFIC CONTROL</b>			
<b>OPERATING EXPENDITURE</b>			
125150	Administration Allocated - Traffic Control	\$0	\$0
<b>Sub Total - TRAFFIC CONTROL OP/EXP</b>		\$0	\$0
<b>OPERATING INCOME</b>			
125001	Licensing Service	(\$2,547)	\$0
125002	Motor Vehicle Plates	(\$73)	\$0
125005	Sundry Receipts - Heavy Haulage Permits etc	\$0	\$0
<b>Sub Total - TRAFFIC CONTROL OP/INC</b>		(\$2,620)	\$0
<b>Total - TRAFFIC CONTROL</b>		(\$2,620)	\$0
<b>AERODROMES</b>			
<b>OPERATING EXPENDITURE</b>			
126100	Airstrip	\$0	\$67
126190	Depreciation - Airport	\$0	\$0
<b>Sub Total - AERODROMES OP/EXP</b>		\$0	\$67
<b>OPERATING INCOME</b>			
126003	Non-Operating Grants & Subsidies	\$0	\$0
<b>Sub Total - AERODROMES OP/INC</b>		\$0	\$0
<b>Total - AERODROMES</b>		\$0	\$67
<b>Total - TRANSPORT</b>		(\$2,620)	\$79,517

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G/L	JOB		Income	Expenditure
<b>RURAL SERVICES</b>				
<b>OPERATING EXPENDITURE</b>				
131001	Rural Services Expenses		\$0	\$0
<b>Sub Total - RURAL SERVICES OP/EXP</b>			\$0	\$0
<b>OPERATING INCOME</b>				
			\$0	\$0
<b>Sub Total - RURAL SERVICES OP/INC</b>			\$0	\$0
<b>Total - RURAL SERVICES</b>			<u>\$0</u>	<u>\$0</u>
<b>TOURISM AND AREA PROMOTION</b>				
<b>OPERATING EXPENDITURE</b>				
132110	Tourist Bay		\$0	\$0
132103	Community Development Officer		\$0	\$8,288
132104	Tourist Centre		\$0	\$5,840
132106	Promotion Activities		\$0	\$0
132107	OPSFMIL Flax Mill Complex General Operations		\$0	\$1,591
132108	B0665 Caravan Park/Flax Mill Complex Building Operation		\$0	\$4,943
132111	Carnaby Beetle Collection		\$0	\$45
132114	Community Development Expenses		\$0	\$0
132116	CDO Vehicle Op Costs GEN		\$0	\$0
132150	Admin Allocated Tourism		\$0	\$0
132151	Admin Allocated Caravan Pk		\$0	\$0
132190	Depreciation - Tourism/Area Promotion		\$0	\$0
132191	Depreciation - Caravan Pk/Flax		\$0	\$0
<b>Sub Total - TOURISM &amp; AREA PROMOTION OP/EXP</b>			\$0	\$20,706
<b>OPERATING INCOME</b>				
132002	Caravan Park & Complex Fees & Charges	(\$4,765)		\$0
132003	Flax Mill Sheds Storage Charges	(\$1,020)		\$0
132006	Event - Reimbursements	\$0		\$0
132007	Other Income	(\$196)		\$0
132010	Non-Operating Grants, Subsidies & Contributions	\$0		\$0
<b>Sub Total - TOURISM &amp; AREA PROMOTION OP/INC</b>			(\$5,981)	\$0
<b>Total - TOURISM &amp; AREA PROMOTION</b>			<u>(\$5,981)</u>	<u>\$20,706</u>
<b>BUILDING CONTROL</b>				
<b>OPERATING EXPENDITURE</b>				
133100	Building Control		\$0	\$1,400
133101	Building Control - Other Costs		\$0	\$0
133102	Building Control Superannuation		\$0	\$128
133103	Building Control - BMO		\$0	\$0
133150	Admin Allocated - Building Control Expenses		\$0	\$0
<b>Sub Total - BUILDING CONTROL OP/EXP</b>			\$0	\$1,528
<b>BUILDING CONTROL OP/INC</b>				
133001	Building Licences (UFEE)	(\$243)		\$0
133002	BCITF Levy - Commission	(\$25)		\$0
133003	Builders Services Levy - Commission	(\$17)		\$0
<b>Sub Total - BUILDING CONTROL OP/INC</b>			(\$285)	\$0
<b>Total - BUILDING CONTROL</b>			<u>(\$285)</u>	<u>\$1,528</u>

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G/L	JOB	Income	Expenditure
<b>SALEYARDS &amp; MARKETS</b>			
<b>OPERATING EXPENDITURE</b>			
134100	Saleyards	\$0	\$94
134190	Depreciation - Saleyards & Markets	\$0	\$0
<b>Sub Total - SALEYARDS &amp; MARKETS OP/EXP</b>		\$0	\$94
<b>OPERATING INCOME</b>			
134001	Reimbursements - Saleyards	\$0	\$0
<b>Sub Total - SALEYARDS &amp; MARKETING OP/INC</b>		\$0	\$0
<b>Total - SALEYARDS &amp; MARKETS</b>		<b>\$0</b>	<b>\$94</b>
<b>OTHER ECONOMIC SERVICES</b>			
<b>OPERATING EXPENDITURE</b>			
135100	Standpipes Expenses	\$0	\$0
135102	Economic Development Projects	\$0	\$0
135103	Country Music Festival Expenses	\$0	\$0
135105	Abel Street Shop	\$0	\$354
135150	Admin Allocated - Other Economic Development	\$0	\$0
135190	Depreciation - Develop/Facilities	\$0	\$0
<b>Sub Total - OTHER ECONOMIC SERVICES OP/EXP</b>		\$0	\$354
<b>OPERATING INCOME</b>			
135001	Standpipe Water	(\$1,041)	\$0
135005	Abel Street Shop Rental	(\$1,336)	\$0
<b>Sub Total - OTHER ECONOMIC SERVICES OP/INC</b>		(\$2,378)	\$0
<b>Total - OTHER ECONOMIC SERVICES</b>		<b>(\$2,378)</b>	<b>\$354</b>
<b>Total - ECONOMIC SERVICES</b>		<b>(\$8,644)</b>	<b>\$22,681</b>

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G/L	JOB	Income	Expenditure
<b>PRIVATE WORKS</b>			
<b>OPERATING EXPENDITURE</b>			
141100	Private Works - Costs	\$0	\$344
<b>Sub Total - PRIVATE WORKS OP/EXP</b>		\$0	\$344
<b>OPERATING INCOME</b>			
141001	Private Works - Recoup Charges	\$0	\$0
<b>Sub Total - PRIVATE WORKS OP/INC</b>		\$0	\$0
<b>Total - PRIVATE WORKS</b>		<u>\$0</u>	<u>\$344</u>
<b>PUBLIC WORKS OVERHEADS</b>			
<b>OPERATING EXPENDITURE</b>			
143100	Supervision	\$0	\$27,130
143101	Consultant Engineer	\$0	\$0
143102	Works Manager Vehicle Op Costs	\$0	\$0
143103	FBT Works Staff	\$0	\$0
143104	Insurance on Works	\$0	\$13,592
143105	Superannuation of Workmen	\$0	\$11,227
143106	PWOH Leave - Depot	\$0	\$6,279
143107	Protective Clothing	\$0	\$0
143108	Uniforms	\$0	\$0
143109	Training & Meeting Expenses	\$0	\$3,392
143110	Occupational Health & Safety	\$0	\$2,378
143111	Other Expenses	\$0	\$0
143113	Waste Oil Disposal Costs	\$0	\$0
143115	Provision for Leave Accruals	\$0	\$0
143116	Conferences and Training Courses (MOW)	\$0	\$282
143117	Works Manager Housing	\$0	\$0
143150	Admin Allocated - Works Overhead	\$0	\$0
143180	LESS PWOH ALLOCATED - PROJECTS	\$0	(\$44,389)
<b>Sub Total - PUBLIC WORKS O/HEADS OP/EXP</b>		\$0	\$19,890
<b>OPERATING INCOME</b>			
143001	Workers Compensation Reimbursements	(\$5,021)	\$0
<b>Sub Total - PUBLIC WORKS O/HEADS OP/INC</b>		(\$5,021)	\$0
<b>Total - PUBLIC WORKS OVERHEADS</b>		<u>(\$5,021)</u>	<u>\$19,890</u>
<b>PLANT OPERATIONS COSTS</b>			
<b>OPERATING EXPENDITURE</b>			
144100	Repair Wages	\$0	\$3,001
144101	Fuel & Oil	\$0	\$0
144102	Tyres & Tubes	\$0	\$0
144103	Parts and Repairs	\$0	\$803
144104	Licenses	\$0	\$0
144105	Insurance	\$0	\$20,725
144106	Blades & Points	\$0	\$0
144107	Expendable Tools	\$0	\$0
144108	Freight Costs	\$0	\$0
144110	Superannuation - Mechanic	\$0	\$751
144150	Admin Allocated POC	\$0	\$0
144190	Depreciation - Plant	\$0	\$0
144180	LESS POC ALLOCATED - PROJECTS	\$0	(\$50,506)
<b>Sub Total - PLANT OPERATIONS COSTS OP/EXP</b>		\$0	(\$25,227)
<b>OPERATING INCOME</b>			
144001	Diesel Rebate	\$0	\$0
144002	Reimbursements - Operating	\$0	\$0
<b>Sub Total - PLANT OPERATIONS COSTS OP/INC</b>		\$0	\$0
<b>Total - PLANT OPERATIONS COSTS</b>		<u>\$0</u>	<u>(\$25,227)</u>

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G/L	JOB	Income	Expenditure
<b>SALARIES AND WAGES</b>			
<b>OPERATING EXPENDITURE</b>			
145100	Gross Total Salaries and Wages	\$0	\$296,976
145130	LESS SALS/WAGES ALLOCATED	\$0	(\$270,465)
145101	Workers Compensation Expenses	\$0	\$5,084
<b>Sub Total - SALARIES AND WAGES OP/EXP</b>		\$0	\$31,594
<b>OPERATING INCOME</b>			
145001	Reimbursements - Administration	\$0	\$0
<b>Sub Total - SALARIES AND WAGES OP/INC</b>		\$0	\$0
<b>Total - SALARIES AND WAGES</b>		\$0	\$31,594
<b>ADMINISTRATION</b>			
<b>OPERATING EXPENDITURE</b>			
146100	Advertising	\$0	\$332
146101	Audit Fees	\$0	(\$62,000)
146102	Bank Fees	\$0	\$299
146103	Administration Building Costs	\$0	\$4,930
146105	Administration Staff Employee Costs	\$0	\$59,718
146106	Consultants	\$0	\$2,100
146108	Insurance	\$0	\$8,105
146109	Legal Expenses	\$0	\$0
146110	IT System Operation & maintenance	\$0	\$39,000
146111	Office Equipment Maintenance	\$0	(\$17)
146112	Administration - Postage & Freight	\$0	\$0
146113	Printing and Stationery	\$0	\$1,622
146114	Administration Vehicle Costs	\$0	\$0
146115	Administration - Fringe Benefits Tax	\$0	\$0
146117	Employers Indemnity Insurance	\$0	\$20,201
146118	Subscriptions	\$0	(\$284)
146119	Administration Staff Housing	\$0	\$1,400
146120	Uniform Allowance	\$0	\$172
146121	Telephones	\$0	\$432
146122	Minor Furniture & Equip Under \$2000	\$0	\$1,538
146123	Conferences/Training/Professional Development	\$0	\$1,851
146124	Superannuation	\$0	\$6,245
146126	Employee (Packaging) Costs	\$0	\$0
146128	Administration - OSH	\$0	\$187
146190	Depreciation - Administration	\$0	\$0
146150	Less Administration Costs Alloc	\$0	\$0
<b>Sub Total - ADMINISTRATION OP/EXP</b>		\$0	\$85,831
<b>OPERATING INCOME - ADMINISTRATION</b>			
146001	Reimbursements - Administration	\$0	\$0
<b>Sub Total - ADMINISTRATION OP/INC</b>		\$0	\$0
<b>Total - ADMINISTRATION</b>		\$0	\$85,831
<b>UNCLASSIFIED</b>			
<b>OPERATING EXPENDITURE</b>			
149001	Rylington Park Operational Expenses	\$0	\$26,080
149002	Rylington Park Asset Depreciation	\$0	\$0
<b>Sub Total - UNCLASSIFIED OP/EXP</b>		\$0	\$26,080
<b>OPERATING INCOME</b>			\$728,139
147100	Revaluation Profit on Local Govt House Unit Trust	\$0	\$0
149101	Rylington Park Income	(\$21,891)	\$0
149104	Rylington Park Operating Grant Income	\$0	\$0
<b>Sub Total - UNCLASSIFIED OP/INC</b>		(\$21,891)	\$0
<b>Total - UNCLASSIFIED</b>		(\$21,891)	\$26,080
<b>Total - OTHER PROPERTY AND SERVICES</b>		(\$26,912)	\$138,513

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G/L	JOB	Income	Expenditure
<b>TRANSFERS TO/FROM RESERVES</b>			
<b>EXPENDITURE</b>			
300101	Transfer to Reserves	\$0	\$0
<b>Sub Total - TRANSFER TO OTHER COUNCIL FUNDS</b>		\$0	\$0
<b>INCOME</b>			
300102	Transfer from Reserves	\$0	\$0
<b>Total - TRANSFER FROM OTHER COUNCIL FUNDS</b>		\$0	\$0
<b>Total - FUND TRANSFER</b>		<u>\$0</u>	<u>\$0</u>
000000	(Surplus) / Deficit - Carried Forward	(\$3,508,072)	\$0
<b>Sub Total - SURPLUS C/FWD</b>		(\$3,508,072)	\$0
<b>Total - SURPLUS</b>		<u>(\$3,508,072)</u>	<u>\$0</u>
<b>NEW LONG TERM LOANS</b>			
<b>INCOME</b>			
New	New Loan - Caravan Park Ablutions	\$0	\$0
<b>Sub Total - LONG TERM LOANS</b>		\$0	\$0
<b>Total - DEFERRED ASSETS</b>		<u>\$0</u>	<u>\$0</u>
<b>LIABILITY LOANS &amp; FINANCE LEASES - PRINCIPAL REPAYMENTS</b>			
<b>CAPITAL EXPENDITURE</b>			
146800	Principal Repayment on Loans	\$0	\$0
146801	Principal Repayments - Finance Leases	\$0	\$4,894
<b>Sub Total - LOAN REPAYMENTS</b>		\$0	\$4,894
<b>CAPITAL INCOME</b>			
<b>Sub Total - LOANS RAISED</b>		\$0	\$0
<b>Total - NON CURRENT LIABILITIES</b>		<u>\$0</u>	<u>\$4,894</u>
<b>OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>			
000000	Depreciation Written Back	\$0	\$0
000000	Book Value of Assets Sold Written Back	\$0	\$0
000000	Profit/Loss on Sale of Asset Written Back	\$0	\$0
	Movement in Accrued Interest on Loans	\$0	\$0
	Movement in Accrued Interest on investments	\$0	\$0
	Movement in Stock On Hand	\$0	\$0
	Movement in Accrued Expenses	\$0	\$74,396
	Movement in Accrued Wages	\$0	\$0
	Movement in Employee Benefits (Current)	\$0	\$0
000000	Long Service Leave - Non Cash	\$0	\$0
000000	Deferred Pensioner Rates	\$0	\$0
<b>Sub Total - OPERATING ACTIVITIES EXCLUDED</b>		\$0	\$74,396
<b>Total - OPERATING ACTIVITIES EXCLUDED</b>		<u>\$0</u>	<u>\$74,396</u>

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G/L	JOB	Income	Expenditure
<b>FURNITURE &amp; EQUIPMENT</b>			
<b>HEALTH</b>			
<b>CAPITAL EXPENDITURE</b>			
074600	Surgery Equipment - Capital - (F&E)	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0
<b>Total - HEALTH</b>		<u>\$0</u>	<u>\$0</u>
<b>FURNITURE AND EQUIPMENT</b>			
<b>OTHER PROPERTY &amp; SERVICES</b>			
<b>CAPITAL EXPENDITURE</b>			
149504	Rylington Park Furniture & Equipment	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0
<b>Total - OTHER PROPERTY</b>		<u>\$0</u>	<u>\$0</u>
<b>Total - FURNITURE AND EQUIPMENT</b>		<u>\$0</u>	<u>\$0</u>



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G/L	JOB	Income	Expenditure
<b>LAND AND BUILDINGS</b>			
<b>HEALTH</b>			
<b>CAPITAL EXPENDITURE</b>			
074400	Medical Centre Building Capital	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0
<b>TOTAL - HEALTH</b>		<u>\$0</u>	<u>\$0</u>
<b>LAND AND BUILDINGS</b>			
<b>EDUCATION &amp; WELFARE</b>			
<b>EXPENDITURE</b>			
081400	Land & Buildings - CRC Capital Renewal	\$0	\$0
081401	Buildings - Early Learning Centre Capital	\$0	\$0
083400 BC300	Other Welfare Building Capital - COMHAT	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0
<b>TOTAL - EDUCATION &amp; WELFARE</b>		<u>\$0</u>	<u>\$0</u>
<b>LAND AND BUILDINGS</b>			
<b>HOUSING</b>			
<b>CAPITAL EXPENDITURE</b>			
091400	CEO Residence Building Capital Expenditure	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0
<b>Total - HOUSING</b>		<u>\$0</u>	<u>\$0</u>
<b>LAND AND BUILDINGS</b>			
<b>RECREATION AND CULTURE</b>			
<b>CAPITAL EXPENDITURE</b>			
111400	<b>Other Halls - Land &amp; Buildings (L&amp;B)</b>		
111400 LRC018	Mayanup Hall Building Refurbishment	\$0	\$0
111400 LRC019	Tonebridge Hall Refurbishment	\$0	\$0
111400 LRC022	Dinninup Hall Refurbishment	\$0	\$0
111400 LRC021	Wilga Hall Refurbishment	\$0	\$0
111400 LRC023	Kulikup Hall Refurbishment	\$0	\$0
111400 LRC027	McAlinden Hall Refurbishment	\$0	\$0
111403	<b>Town Hall - Building Upgrades &amp; Refurbishments</b>		
111403 LRC017	Town Hall Building Refurbishment	\$0	\$102,488
112504	<b>LRCI - Swimming Pool Building</b>		
112504 LRC006	LRCI 2/3 - Swimming Pool Building - Upgrade Entrance	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$102,488
<b>Total - RECREATION AND CULTURE</b>		<u>\$0</u>	<u>\$102,488</u>
<b>LAND AND BUILDINGS</b>			
<b>ECONOMIC SERVICES</b>			
<b>EXPENDITURE</b>			
132400	Tourist Centre - Building Capital Expenditure	\$0	\$12,872
132405	Flaxmill Caravan Park Ablution Block	\$0	\$207
132408	Flax Mill Cottage & Camp Kitchen	\$0	\$0
132411 LRC004	Local Roads & Community Building Projects - FlaxMill	\$0	\$0
135401	Capital - 80 Abel Street Shops	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$13,079
<b>Total - ECONOMIC SERVICES</b>		<u>\$0</u>	<u>\$13,079</u>
<b>LAND AND BUILDINGS</b>			
<b>OTHER PROPERTY AND SERVICES</b>			

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

G/L      JOB		CURRENT YEAR YTD ACTUALS 31 JULY 2023	
		Income	Expenditure
<b>CAPITAL EXPENDITURE</b>			
149503	Rylington Park House Capital	\$0	\$0
149501	Rylington Park Chemical Shed	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0
<b>Total - OTHER PROPERTY AND SERVICES</b>		\$0	\$0
<b>Total - LAND AND BUILDINGS</b>		\$0	\$115,567

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

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

**CURRENT YEAR**  
**YTD ACTUALS**  
**31 JULY 2023**

G/L	JOB	Income	Expenditure
<b>PLANT AND EQUIPMENT</b>			
<b>LAW ORDER &amp; PUBLIC SAFETY</b>			
<b>CAPITAL EXPENDITURE</b>			
051600	ESL Plant & Equipment	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0
<b>Total - LAW ORDER &amp; PUBLIC SAFETY</b>		<u>\$0</u>	<u>\$0</u>
<b>PLANT AND EQUIPMENT</b>			
<b>RECREATION AND CULTURE</b>			
<b>CAPITAL EXPENDITURE</b>			
112500	Swimming Pool - Plant & Equipment	\$0	\$0
113907	Plant & Equipment - Parks & Gardens	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0
<b>Total - RECREATION AND CULTURE</b>		<u>\$0</u>	<u>\$0</u>
<b>PLANT AND EQUIPMENT</b>			
<b>TRANSPORT</b>			
<b>CAPITAL EXPENDITURE</b>			
123603	DWS - Fleet Vehicles	\$0	\$0
123609	Light Plant (eg Portable Traffic Lights) - Plant & Equip	\$0	\$0
123610	Heavy Plant (Graders etc) Purchases	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0
<b>Total - TRANSPORT</b>		<u>\$0</u>	<u>\$0</u>
<b>PLANT AND EQUIPMENT</b>			
<b>OTHER PROPERTY &amp; SERVICES</b>			
<b>CAPITAL EXPENDITURE</b>			
146500	Pool Vehicle	\$0	\$0
149502	Rylington Park Plant & Equipment	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0
<b>Total - OTHER PROPERTY &amp; SERVICES</b>		<u>\$0</u>	<u>\$0</u>
<b>Total - PLANT AND EQUIPMENT</b>		<u>\$0</u>	<u>\$0</u>

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

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

**CURRENT YEAR**  
**YTD ACTUALS**  
**31 JULY 2023**

G/L JOB		Income	Expenditure
<b>ROAD INFRASTRUCTURE CAPITAL</b>			
<b>ROAD CONSTRUCTION</b>			
121403	x	<b>ROADS TO RECOVERY PROJECTS</b>	
121403	RTR007	Kulikup Rd South	\$0 \$0
121403	RTR008	Jayes Road	\$0 \$0
121403	RTR037	RTR - Craigie Road	\$0 \$0
121403	RTR038	Lodge Road	\$0 \$0
121403	RTR309	RTR - Sinnott Road	\$0 \$0
121404	xx	<b>REGIONAL ROAD GROUP</b>	
121404	RRG148	RRG Boyup Brook-Cranbrook Rd	\$0 \$0
121404	RGA148	RRG Boyup Brook-Cranbrook Rd 21-22 C/Fwd	\$0 \$0
121404	RRG210	RRG Boyup Brook-Arthur River Rd	\$0 \$0
121404	RRG004	RRG Winnejup Road	\$0 \$0
121404	RGA004	RRG Winnejup Road 21-22 C/Fwd	\$0 \$0
121400		<b>MUNICIPAL ROAD PROJECTS</b>	
121400	MU501	Muni - Gravel Pit Rehabilitation	\$0 \$0
121401		Municipal Funded Gravel Sheeting Road Projects	\$0 \$0
121410		Municipal Funded - Winter Grading	\$0 \$48,567
121450	MR0741	BRIDGES - Bridge 0741 - Boree Gully Rd	\$0 \$0
121451		CROSSOVER CONSTRUCTION	\$0 \$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$48,567
<b>Total - ROADS</b>		<u>\$0</u>	<u>\$48,567</u>
<b>Total - INFRASTRUCTURE ASSETS ROADS</b>		<u>\$0</u>	<u>\$48,567</u>

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

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

**CURRENT YEAR**  
**YTD ACTUALS**  
**31 JULY 2023**

G/L	JOB		Income	Expenditure
<b>FOOTPATHS</b>				
121700	FP111	Footpath Construction	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>			\$0	\$0
<b>Total - TRANSPORT - FOOTPATHS</b>			<u>\$0</u>	<u>\$0</u>
<b>Total - FOOTPATH ASSETS</b>			<u>\$0</u>	<u>\$0</u>
<b>AIRPORT</b>				
126400		Aerodrome Infrastructure	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>			\$0	\$0
<b>Total - TRANSPORT - AERODROMES</b>			<u>\$0</u>	<u>\$0</u>
<b>Total - AERODROME ASSETS</b>			<u>\$0</u>	<u>\$0</u>
<b>DRAINAGE</b>				
111800		<b>Drainage - Town Hall</b>		
111800	LRC024	Drainage Works - Town Hall Surrounds	\$0	\$22,244
121411		<b>Drainage Projects - Municipal Funded</b>		
121411	DC163	Spencer Road Culvert	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>			\$0	\$22,244
<b>Total - TRANSPORT - DRAINAGE</b>			<u>\$0</u>	<u>\$22,244</u>
<b>Total - DRAINAGE ASSETS</b>			<u>\$0</u>	<u>\$22,244</u>
<b>PARKS &amp; GARDENS INFRASTRUCTURE</b>				
113909		<b>Parks &amp; Gardens Infrastructure</b>		
113909	LRC026	Sandakan Playground Upgrade		
<b>Sub Total - CAPITAL WORKS</b>			\$0	\$0
<b>Total - OTHER SPORT &amp; RECREATION - PARKS &amp; OVALS</b>			<u>\$0</u>	<u>\$0</u>
<b>Total - PARKS &amp; OVALS ASSETS</b>			<u>\$0</u>	<u>\$0</u>
<b>RECREATION INFRASTRUCTURE</b>				
112503	LRC010	LRCI 2 Swimming Pool Capital Upgrades	\$0	\$0
113906		Recreation Infrastructure - Capital Renewals - Pipeline	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>			\$0	\$0
<b>Total - RECREATION INFRASTRUCTURE</b>			<u>\$0</u>	<u>\$0</u>
<b>Total - INFRASTRUCTURE ASSETS - RECREATION</b>			<u>\$0</u>	<u>\$0</u>
<b>INFRASTRUCTURE OTHER</b>				
<b>COMMUNITY AMENITIES</b>				
101400		Landfill/Transfer Station Development (Other Infra)	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>			\$0	\$0
<b>Total - COMMUNITY AMENITIES</b>			<u>\$0</u>	<u>\$0</u>

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

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

**CURRENT YEAR**  
**YTD ACTUALS**  
**31 JULY 2023**

G/L	JOB	Income	Expenditure
<b>INFRASTRUCTURE OTHER</b>			
<b>RECREATION &amp; CULTURE</b>			
111900	Other Infrastructure - Town Hall		
111900 LRC025	Town Hall Car Park & Landscaping	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0
<b>Total - RECREATION &amp; CULTURE</b>		<b>\$0</b>	<b>\$0</b>
<b>INFRASTRUCTURE OTHER</b>			
<b>ECONOMIC SERVICES</b>			
132403	Caravan Park Lighting Upgrade (Other Inf)	\$0	\$0
132412	Caravan Park Additional Bays Development	\$0	\$0
132901	Flaxmill Fence & Water Supply Upgrade	\$0	\$0
132903	Electric Vehicle Charging Bay		
135402	Standpipe Capital Expenditure	\$0	\$0
135403	Access Path to Blackwood River	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0
<b>Total - ECONOMIC SERVICES</b>		<b>\$0</b>	<b>\$0</b>
<b>INFRASTRUCTURE OTHER</b>			
<b>OTHER PROPERTY &amp; SERVICES</b>			
149500	Rylington Park Other Infrastructure	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0
<b>Total - OTHER PROPERTY &amp; SERVICES</b>		<b>\$0</b>	<b>\$0</b>
<b>Total - INFRASTRUCTURE ASSETS - OTHER</b>		<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTALS</b>		<b>(\$3,685,008)</b>	<b>\$726,662</b>

Assess #	Balance Outstanding at 01/08/2023
A1	\$40.53
A26	\$1.89
A53	\$435.16
A81	\$1.66
A100	\$1,280.04
A110	\$1,884.30
A210	\$26.75
A242	\$2,107.97
A270	\$4,652.16
A290	\$30.17
A311	\$4,903.61
A360	\$6.84
A410	\$796.60
A455	\$859.26
A510	\$22.36
A540	\$353.96
A580	\$733.16
A590	\$3.06
A613	\$3,472.24
A640	\$25.78
A660	\$3,370.48
A690	\$648.91
A700	\$2,340.27
A730	\$1.02
A800	\$11,401.58
A830	\$732.42
A861	\$2.80
A935	\$17.52
A940	\$2,270.66
A971	\$4.88
A986	\$31.51
A1005	\$1.10
A1020	\$917.54
A1070	\$5.97
A1080	\$3,451.64
A1100	\$2.57
A1120	\$1.34
A1150	\$948.10
A1160	\$9,769.76
A1220	\$1,312.18
A1240	\$1.03
A1310	\$3.16
A1330	\$2.20
A1361	\$1.28
A1371	\$1,798.56
A1381	\$95.74
A1420	\$17.29

<b>Assess #</b>	<b>Balance Outstanding at 01/08/2023</b>
A1430	\$1,330.39
A1450	\$3.71
A1470	\$4.45
A1500	\$1,280.91
A1520	\$23,970.70
A1530	\$1,563.49
A1561	\$1.34
A1562	\$5.92
A1570	\$1,678.06
A1590	\$12.77
A1610	\$1.37
A1630	\$2,513.98
A1700	\$1,168.57
A1760	\$2,371.95
A1811	\$1,471.50
A1877	\$513.43
A1878	\$1,847.49
A1879	\$5,650.53
A1882	\$297.57
A1887	\$524.84
A1894	\$5,416.33
A1898	\$0.01
A1901	\$848.70
A1904	\$125.10
A1905	\$475.90
A1907	\$499.36
A1914	\$471.53
A1940	\$3.04
A1970	\$2,117.00
A2006	\$2.78
A2021	\$6.28
A2023	\$1.53
A2029	\$3,421.18
A2030	\$8,993.84
A2050	\$9.20
A2120	\$57.53
A2230	\$3,361.38
A2240	\$1,863.52
A2250	\$2,007.19
A3080	\$3,787.52
A4473	\$19.50
A4476	\$3.93
A4503	\$130.81
A10825	\$2,813.58
A10831	\$2,218.89
A10835	\$1,280.04
A10851	\$1.87



<b>Assess #</b>	<b>Balance Outstanding at 01/08/2023</b>
A15044	\$3,149.71
A15049	\$961.14
A15052	\$1,582.73
A15053	\$3.29
A15149	\$284.79
A15176	\$1.31
A15273	\$14.71
A15297	\$9.30
A40059	\$36.23
A40060	\$199.59
A40132	\$2,348.81
A40134	\$1.06
A40140	\$1,180.21
A40141	\$1,790.08
A40146	\$4.92
A40148	\$3.63
A40150	\$1.07
A40152	\$3.68
A40157	\$2.35
A40303	\$1,260.77
A40304	\$3.18
A40306	\$5.41
A40307	\$5.41
A40310	\$626.55
A40311	\$3,067.54
A40318	\$1.02
A40319	\$654.68
A947	\$1,576.98
A969	\$4,935.28
A3050	\$1.92
A3084	\$2,379.65
A3110	\$1.32
A3210	\$1.99
A3272	\$1.39
A3280	\$17.58
A3540	\$1.13
A3626	\$3.13
A3640	\$1,493.91
A3700	\$2.78
A3910	\$7.54
A4000	\$2,396.01
A4010	\$587.07
A4048	\$0.47
A4120	\$0.48
A4440	\$2,878.38
A4480	\$3,430.95
A4560	\$7.22

Assess #	Balance Outstanding at 01/08/2023
A9065	\$2.14
A9100	\$3.11
A9240	\$9.83
A9621	\$25.52
A10150	\$2.14
A10180	\$3.10
A12020	\$4.28
A12110	\$8.79
A12130	\$3,419.19
A12223	\$39.44
A12295	\$1,248.21
A12300	\$1,732.86
A12311	\$545.00
A13690	\$1,169.02
A14005	\$4.06
A15001	\$1.06
A15003	\$325.88
A15010	\$143.68
A15015	\$42.76
A15017	\$1,567.86
A15036	\$10.59
A15059	\$3.43
A15064	\$1.73
A15071	\$1,567.86
A15074	\$1,568.41
A15077	\$573.33
A15078	\$1,002.43
A15092	\$1.19
A15096	\$1,742.73
A15255	\$545.00
A15298	\$1,072.76
A40002	\$6.67
A40004	\$28.35
A40005	\$1,169.84
A40032	\$1,877.51
A40033	\$1,835.41
A40034	\$9,365.85
A40036	\$8.83
A40069	\$1,188.81
A40164	\$2.29
A40167	\$6.65
A40179	\$1,117.32
A40180	\$1,117.32
A40181	\$1,117.32
A40182	\$1,218.66
A40183	\$1,218.66
A40233	\$1,760.13

<b>Assess #</b>	<b>Balance Outstanding at 01/08/2023</b>
A40235	\$6.70
A40245	\$3,220.00
A40289	\$2,292.15
A40291	\$1,062.09
A40292	\$1,072.76
A40293	\$1,072.76
A40312	\$1,041.20
A40313	\$1,041.20
A40314	\$1,041.20
A40317	\$7.18
A40321	\$770.96
A40322	\$628.50
A40327	\$454.12
A40332	\$8,684.91
A3330	\$4.12
A3560	\$5.06
A4130	\$2.09
A4370	\$3.53
A4420	\$32.02
A5050	\$3.97
A5170	\$17.24
A5241	\$4.77
A5350	\$7.95
A5400	\$558.01
A5410	\$4,579.39
A5440	\$3.13
A5630	\$0.01
A5700	\$1,221.20
A5730	\$4.74
A5900	\$9,985.62
A5950	\$971.91
A5990	\$1,523.68
A6355	\$3.63
A6356	\$3.63
A7086	\$1,271.85
A9320	\$1,115.00
A10061	\$1,179.24
A12001	\$24.63
A12239	\$10.26
A12291	\$5,405.65
A12297	\$295.31
A12298	\$366.95
A12308	\$43.31
A12355	\$3.65
A12650	\$1,115.00
A12680	\$185.85
A12695	\$3.63

<b>Assess #</b>	<b>Balance Outstanding at 01/08/2023</b>
A13090	\$1,169.84
A15020	\$875.35
A15022	\$1,169.84
A15027	\$15.22
A15101	\$2,656.10
A15108	\$687.50
A15116	\$2.56
A15123	\$298.84
A15131	\$1,248.61
A15135	\$22.70
A15141	\$8,673.89
A15145	\$500.96
A15161	\$1.72
A15169	\$11.28
A15178	\$12.23
A15189	\$5.76
A15190	\$1.82
A15197	\$102.37
A15205	\$24.63
A15206	\$24.63
A15209	\$1,115.00
A15228	\$476.50
A15246	\$4,085.26
A15250	\$1,169.84
A15251	\$595.09
A15283	\$4.27
A15285	\$1,615.50
A15291	\$1,338.40
A40026	\$1,169.96
A40027	\$1,359.74
A40047	\$2.81
A40086	\$4.10
A40102	\$5,291.08
A40121	\$2,069.84
A40160	\$4,102.28
A40163	\$34.51
A40190	\$17.36
A40192	\$1,659.60
A40214	\$23.55
A40215	\$13.23
A40237	\$3.65
A40248	\$1,319.08
A40267	\$754.20
A40268	\$1,169.84
A919	\$830.00
A5106	\$1,169.84
A7010	\$4.74

Assess #	Balance Outstanding at 01/08/2023
A7050	\$1,263.17
A7060	\$2,493.90
A7063	\$2,235.17
A7070	\$26.26
A7075	\$895.99
A7350	\$1.31
A7620	\$2.69
A7840	\$7,185.22
A7890	\$2.35
A7980	\$55.55
A8030	\$2.41
A8130	\$0.49
A8530	\$67.45
A9180	\$545.06
A9190	\$1.07
A9220	\$2.76
A9290	\$21.64
A9450	\$3.43
A9571	\$2.28
A9600	\$28.37
A9715	\$2.50
A9740	\$15.39
A9840	\$513.56
A12250	\$123.18
A12274	\$2.07
A13595	\$3.63
A15147	\$1,221.20
A15148	\$1,169.84
A15185	\$1.14
A15199	\$1,154.01
A15236	\$4,122.69
A15306	\$17.93
A15326	\$0.40
A40129	\$181.70
A40130	\$2,221.87
A40166	\$5.35
A40206	\$1,170.25
A40207	\$2,990.42
A40219	\$1,242.18
A40222	\$4.50
A40231	\$148.45
A40254	\$5.52
A40301	\$1,717.70
A40302	\$21.40
A40330	\$1.11
<b>Total</b>	<b>\$359,446.32</b>

RECEIVED

17 JUL 2023

To whom it may concern

The Tonebridge Progress Association would like to replace the existing toilet at the Tonebridge Rest Area with a new toilet that would allow wheelchair access. DBCA has kindly allowed us to use their plans they use in the National Parks, are fully drawn and engineered .

The existing toilet was placed there in 1988 by the TBPA and has served the travelling public well, The area is maintained by the members and has been featured in one of the tourist magazines.

The materials and construction will be funded by the TBPA. We ask the Boyup Brook Shire to waver any costs associated with the planning approval.

*R Tuckett*

Ronald Tuckett

10-7-23

President TBPA

*r.tuckett@activ8.net.au*

*0427 691 010*

*9769 1036*



## AGM Association Standing Orders

### 1. INTERPRETATIONS

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

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

### 2. CONDUCT OF MEETINGS

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

### 3. NOTICE OF MEETING

#### 3.1 Annual General Meeting

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

#### 3.2 Special General Meeting

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

than that for which the Special General Meeting was called.

- 3.3 Notice shall be given at the destinations appearing in the records of the Association.

Notice will be deemed to have been delivered immediately if transmitted electronically or on the second working day after posting.

### 4. QUORUM

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

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

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

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

- (a) by the President or if the President is not present at the meeting, by the Deputy President;
- (b) if neither the President nor Deputy President is present at the meeting, by a majority of delegates present;
- (c) if only one delegate is present, by that delegate; or
- (d) if no delegate is present, by the Chief Executive Officer or a person authorised by the Chief Executive Officer.

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

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

### 5. MEETINGS OPEN TO THE PUBLIC

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

### 6. ORDER OF BUSINESS

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

- (a) Record of attendance and apologies;



- (b) Announcements;
  - (c) Confirmation of minutes of previous meetings;
  - (d) President's report;
  - (e) Financial report for the financial year; and
  - (f) Consideration of Executive and Member Motions.
- 7. VOTING ENTITLEMENTS**
- 7.1** Each Member Local Government shall be entitled to be represented at any meeting of the Association.
- 7.2** Only eligible and registered delegates may vote.
- 7.3** A delegate shall be entitled to exercise one vote on each matter to be decided. Votes are to be exercised in person.
- 7.4** A delegate unable to attend any meeting of the Association shall be entitled to cast a vote by proxy.
- 7.5** A proxy shall be in writing and shall nominate the person in whose favour the proxy is given, which person need not be a delegate. Proxy authorisations shall be delivered to the Chief Executive Officer of the Association before the commencement of the meeting at which the proxy is to be exercised and shall be signed by the delegate or by the Chief Executive Officer of the Member Local Government that nominated the delegate.
- 8. SPECIAL URGENT BUSINESS**
- At any time during a meeting a delegate may, with the approval of an absolute majority, introduce a motion relating to special urgent business that calls for an expression of opinion from the meeting.
- In presenting an item of special urgent business, a delegate shall have sufficient copies of the motion in writing for distribution to all delegates present at the meeting and, where practicable, give prior notice to the President of such intention.
- 9. PRESIDENT**
- In the construction of these Standing Orders unless the context requires otherwise, the word "*President*" shall in the absence of the President include the Deputy President or the delegate chosen by resolution to preside at any meeting of the Association.
- 10. DELEGATE AND DEPUTY DELEGATE**
- 10.1** In the construction of these Standing Orders unless the context requires otherwise, the word "delegate" shall in the absence of the delegate include the deputy delegate.
- 10.2** A deputy delegate acting in the capacity of a delegate unable to attend a meeting of the Association shall exercise all rights of that delegate.
- 11. PRESIDENT TO PRESIDE**
- 11.1** The President shall preside at all meetings of the Association, but in absence of the President, the Deputy President shall preside.
- 11.2** In the absence of the President and the Deputy President, the delegates shall choose by resolution, a delegate present to preside at the meeting.
- 12. SPEAKING PROTOCOL**
- 12.1** Only registered delegates and members of the Association's State Council shall be entitled to speak at meetings of the Association.
- 12.2** The first person that is entitled to speak at a meeting who attracts the attention of the person presiding shall have precedence in speaking.
- 12.3** Speakers are to use the microphones supplied.
- 12.4** When addressing a meeting, speakers are to:
- (a) rise and remain standing unless unable to do so by reason of sickness or disability;
  - (b) address the meeting through the person presiding;
  - (c) state their name and Local Government before otherwise speaking;
  - (d) refrain from reading comment printed in the agenda paper in support of a motion, but may identify key points or make additional comment; and
  - (e) refrain from using provoking or discourteous expressions that are calculated to disturb the peaceful current of debate.
- 12.5** Mobile phones shall not be switched on while the meeting is in session.
- 13. DEBATE PROCEDURES**
- 13.1** A delegate moving a substantive motion may speak for –
- (a) 5 minutes in his or her opening address; and
  - (b) 3 minutes in exercising the right of reply.
- 13.2** Other speeches for or against motions are to be limited to 3 minutes unless consent of the meeting is obtained which shall be signified without debate.
- 13.3** No delegate, except the mover of a motion in reply, is to speak more than once on the same motion except by way of personal explanation.



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

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

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

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

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

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

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

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

#### **14. QUESTIONS**

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

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

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

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

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

#### **17. PRIORITY OF SPEAKERS**

If two or more delegates wish to speak at the same time, the President shall decide who is entitled to priority.

#### **18. PRESIDENT TO BE HEARD**

Whenever the President signifies a desire to speak during a debate, any delegate speaking or offering to speak is to be silent, so that the President may be heard without interruption.

#### **19. WITHDRAWAL OF MOTION**

A motion or amendment may be withdrawn by the mover with the consent of the meeting, which shall be signified without debate, and it shall not be competent for any delegate to speak upon it after the mover has asked permission for its withdrawal, unless such permission has been refused.

#### **20. PRESIDENT MAY CALL TO ORDER**

The President shall preserve order, and may call any delegate to order when holding an opinion that there shall be cause for so doing.

#### **21. RULING BY PRESIDENT**

The President shall decide all questions of order or practice. The decision shall be final and be accepted by the meeting without argument or comment unless in any particular case the meeting resolves that a different ruling shall be substituted for the ruling given by the President. Discussions shall be permitted on any such motion.

#### **22. RESOLUTIONS**

**22.1** Except as otherwise provided in the Association Constitution and these Standing Orders, all motions concerning the affairs of the Association shall be passed by a simple majority.

**22.2** Any matter considered by the Association at a Special Meeting shall not be passed unless having received an absolute majority.

#### **23. NO DISCUSSION**

Where there is no discussion on a motion, the President may deem the motion to be passed unless the meeting resolves otherwise.

## 24. PERMISSIBLE MOTIONS DURING DEBATE

- 24.1** When a motion is under debate, no further motion shall be moved except the following:
- (a) that the motion be amended;
  - (b) that the meeting be adjourned;
  - (c) that the debate be adjourned;
  - (d) that the question be now put;
  - (e) that the meeting proceed with the next item of business; or
  - (f) that the meeting sits behind closed doors.
- 24.2** Any delegate who has not already spoken on the subject of a motion at the close of the speech of any other delegate, may move without notice any one of the motions listed in clause 24.1 (b)-(f) and, if the motion is seconded, it shall be put forthwith.
- 24.3** When a debate is adjourned, the delegate who moves the adjournment shall be the first to speak on the motion when the debate is resumed unless the delegate advises of no desire to speak on the motion. Where this occurs, the President shall then call for further speakers, with the exception of those delegates who have previously spoken (unless the meeting otherwise agrees).

## 25. RESCISSION OF RESOLUTION

- 25.1 At the same meeting**  
Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Association may, by simple majority at the same meeting at which it is passed, rescind or alter a resolution if all delegates who were present at the time when the original resolution was passed are present.
- 25.2 At a Future Meeting**  
Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Association may rescind or alter a resolution made at an earlier meeting:
- (a) by simple majority, where the delegate intending to move the motion has, through the Chief Executive Officer, given written notice of the intended motion to each delegate at least seven (7) days prior to the meeting; or
  - (b) by absolute majority, in any other case.

## 26. METHOD OF TAKING VOTES

The President shall, in taking a vote on any motion or amendment, put the question first in the affirmative, and then in the negative and may do so as often as is necessary to enable formation and declaration of an opinion as to whether the affirmative or the negative has the majority on the voices or by a show of hands or by an electronic key pad voting system.

## 27. DIVISION

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

## 28. ALL DELEGATES TO VOTE

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

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

## 29. PRESIDENT'S RIGHT TO VOTE

The President shall have a casting vote only.

## 30. SUSPENSION OF STANDING ORDERS

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

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

## 31. NO ADVERSE REFLECTION ON ASSOCIATION

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

## 32. NO ADVERSE REFLECTION ON DELEGATE

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

## 33. MINUTES

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

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

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

# **Annual General Meeting Minutes**

**Monday, 3 October 2022**

**Crown Perth, Grand Ballroom**



## 1. Apologies, Announcements, Standing Orders and Previous Minutes

*The Chair declared the meeting open at 11:45am.*

### 1.1 Record of Apologies

- Shire of Carnamah
- Shire of Jerramungup
- Shire of Kellerberrin
- Shire of Sandstone
- Shire of Three Springs

### 1.2 Announcements

Nil

### 1.3 Adoption of AGM Association Standing Orders

The AGM Association Standing Orders were contained within the Agenda.

#### RESOLUTION

**Moved:** President Cr Phillip Blight, Shire of Wagin  
**Seconded:** Cr Karen Wheatland, City of Melville

**That the AGM Association Standing Orders be adopted.**

**CARRIED**

### 1.4 Confirmation of Previous Minutes

The [Minutes of the 2021 WALGA Annual General Meeting](#) were contained within the Agenda.

#### RESOLUTION

**Moved:** Cr Bronwyn Ife, Town of Victoria Park  
**Seconded:** Cr Helen Sadler, Town of Cottesloe

**That the Minutes of the 2021 WALGA Annual General Meeting be confirmed as a true and correct record of proceedings.**

**CARRIED**

## 2. Adoption of Annual Report

The [2021-2022 Annual Report](#), including the 2021/22 Audited Financial Statements, was distributed to members separately.

### RESOLUTION

**Moved:** Cr Frank Cvitan JP, City of Wanneroo  
**Seconded:** President Cr Phillip Blight, Shire of Wagin

**That the 2022 Annual Report, including the 2021/22 Audited Financial Statements, be received.**

**CARRIED**

## 3. Consideration of Executive and Member Motions

### 3.1 Road Traffic Issues

*Shire of Dardanup*

### RESOLUTION

**Moved:** President Cr Michael Bennett, Shire of Dardanup  
**Seconded:** Cr Tyrrell Gardiner, Shire of Dardanup

**That WALGA Advocate on behalf of the local government sector to the State Government and in particular, Main Roads, to increase importance and weight given to local knowledge and input regarding road traffic issues including requests for speed reduction, intersection treatments and overall preventative and traffic safety measures.**

**CARRIED**

### MEMBER COMMENT

The Shire of Dardanup and its community have experienced a number of instances where preventative action was only taken after fatalities occurred on roads and intersections, despite pleas and requests from the local government, community and stakeholders.

Recent examples include the following intersections:

- Hynes Road on Forrest highway, fatalities occurred before safety concerns were addressed and speed limit reduced;
- Hynes Road on South Western Highway, fatalities occurred before safety concerns were addressed and speed limit reduced;
- South Western Highway section from Hynes Road westbound to Picton, high number of fatalities occurred before safety concerns were addressed and speed limit reduced;
- Eaton Drive numerous intersection designs, almost 10 years of traffic studies paid for by the local government as requested by Main Roads which eventually culminated in a treatment plan for all intersection that was agreed to by Main Roads South West, but rejected by Main Roads Perth

request further traffic studies delaying action and deferring addressing community and safety concerns.

### SECRETARIAT COMMENT

The Commissioner for Main Roads has the authority to erect, alter or take down any road sign or traffic control signal under the provisions of Regulation 297 of the *Road Traffic Code 2000*. This authority has not been delegated to Local Governments, except under very limited conditions. To effectively manage the local road network Local Governments need to work with Main Roads WA Traffic Management Services. The issues identified in the motion are consistent with the experience of other Local Governments.

In response to advocacy from WALGA and Local Governments, Main Roads WA undertook a review of the Speed Zoning Policy and Application Guidelines in 2020. Following adoption of the new policy, 52 Local Governments that had applied one or more times to amend a speed zone completed a survey undertaken by WALGA in 2021 which found that a higher proportion of applications to reduce speed limits on local roads were rejected under the new policy than was previously the case. Local Governments highlighted that the process was slow, somewhat unpredictable and lacked feedback indicating changes are required.

The proposed motion is broadly consistent with the WALGA State Council advocacy position in relation to travel speed management;

1. That the Road Safety Council initiate the development of a comprehensive speed reform plan. That the speed reform plan be designed, to meet the various needs of metropolitan, rural and remote Western Australian communities, with the aim of improving liveability, amenity and safety.
2. That a speed reform plan incorporates:
  - a. measures to ensure that Local Governments are consulted in the process of changing speed limits on the local road network, and
  - b. processes to reduce the barriers and red tape for Local Governments seeking lower speed limits in targeted locations on local urban roads.

[September 2019 – 99.6/2019]

Main Roads WA has evolved its policy position in relation to intersection treatments in the past three years such that “roundabouts or other treatments will be preferred over traffic signalisation, unless evaluation clearly demonstrates those other solutions are unsuitable”<sup>2</sup>. There have also been significant technical changes in the modelling required, including the type of software to be used to demonstrate the effectiveness of the proposed intersection treatment<sup>3</sup>. These new policies and operational requirements were introduced without adequate consideration of the long planning timeframes associated with road network development.

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<sup>2</sup> Main Roads WA 2021 p13 [Traffic Signals Approval Policy](#)

<sup>3</sup> Main Roads WA 2021 [Operational Modelling Guidelines](#)



## 3.2 Car Parking and Traffic Congestion Around Schools

*City of Wanneroo*

### RESOLUTION

**Moved:** Cr Frank Cvitan JP, City of Wanneroo

**Seconded:** Cr Glynis Parker, City of Wanneroo

That WALGA engages with the State Government on behalf of Local Government to review issues associated with car parking and traffic congestion around school sites including but not limited to:

1. Reviewing car parking standards for schools;
2. Ensuring sufficient land is set aside for the provision of parking on school sites;
3. Reviewing the co-location of schools to avoid issues being exacerbated;
4. Restricting school access from major roads;
5. Developing plans to enable schools to manage school traffic;
6. Develop programs to educate drivers; and
7. Develop options and implement initiatives to encourage alternative modes of transport to school.

**CARRIED**

### MEMBER COMMENT

#### Background

The City of Wanneroo has for some time been concerned about traffic congestion and car parking in and around school sites. In particular, the City is concerned about the car parking and congestion issues that occur over the morning drop-off and afternoon pick-up times due to the high demand and intensity of activity over relatively short periods of time. Causes seem to range from a lack of parking availability, lack of adequate drop-off and pick-up areas and driver behaviour. The results observed by the City include illegal parking and traffic movements leading to conflict and potentially dangerous situations.

As an outer metropolitan growth council, the City of Wanneroo will continue to face the issue of car parking and traffic congestion unless measures are taken to address the increasing challenges and issues associated with schools throughout the City.

It is apparent that the issue of car parking and traffic congestion around schools is not exclusive to the City of Wanneroo. It follows that a comprehensive and coordinated approach to the problem is called for. This motion is submitted to request that WALGA take a lead role in helping bring about such a solution on behalf of all member councils.

#### Comment

There is a need to approach the State Government to identify and implement new approaches that can contribute to a comprehensive solution. These include:

- Reviewing parking standards for educational establishments;
- Ensuring sufficient land is set aside for the provision of parking on school sites;
- Reviewing the co-location of schools to avoid issues being exacerbated;
- Restricting school access from major arterial roads;
- Developing plans to enable schools to manage school traffic;
- Develop programs to educate drivers; and

- Develop options and implement initiatives to encourage alternative modes of transport for travel to and from school.

The City's Councillors are very concerned about the issues and are supportive of the City pursuing options to reduce the problems at existing schools and prevent them from occurring where new schools are developed. An example of the problem faced in relation to traffic and congestion has been highlighted by a Councillor. Mercy College in Koondoola is located at the intersection of two major roads (Beach Road and Mirrabooka Avenue) where it has been observed that:

- At school pick-up times, cars stop along Mirrabooka Avenue, approximately 200m before the intersection of Beach Road / Mirrabooka Avenue.
- The gate at Mercy College doesn't open until about 2:45pm. Cars are banked up from 2:30, causing significant congestion issues.
- A drop off / pick up entrance along Beach Road appears to be well managed, unlike the one on Mirrabooka Avenue.

The City has operated a school parking program to provide education, manage parking and where necessary take compliance/enforcement action. The City has also worked with the Department of Transport (DOT) *Your Move* team to help in the development of safe routes to school. Despite these efforts, issues of congestion and parking problems persist.

The City acknowledges the Department of Transport (DOT) report *"The declining rate of walking and cycling to school in Perth"* issued in November 2021. The City generally supports the conclusions and recommendations of the report and looks forward to the implementation of the actions proposed.

The City is also aware of the Department of Planning, Lands and Heritage Development Control Policy 2.4: School Sites and the draft operational Policy 2.4: Planning for School Sites. The former policy has been in place since 1998 and the issues of parking and traffic congestion have continued throughout its duration. While the draft policy discusses sufficient parking and embayments and facilities for drop-off and pick-up it does not appear to have measures in place to deal with the high demand and intensity of activity over short periods of time that deal with the resultant congestion and potentially dangerous situations. There is no requirement for schools to manage the traffic they generate.

The City of Wanneroo's observations are that the issue of car parking and traffic congestion occurs at schools in the entire Local Government area regardless of the type (public or private), age and location. That is to say that the issue has been occurring for many years and according to the DOT report has become more of an issue as the rate of walking and cycling to school has declined over the past 40 years.

There is a need for WALGA, as representative of Local Government, to lead discussions with the State Government to find a solution to the issue of parking and traffic congestion around schools.

Addressing car parking provision, driver behaviour and mode of transport can help reduce the issues occurring at schools.

The City's view is that addressing school location, improving safe pedestrian and cycle access routes, provision of safe bicycle storage facilities, ensuring sufficient car parking provision and drop-off/pick-up areas are provided, improving driver behaviour through education and mode of transport can help reduce the issues occurring in and around schools. Improved and safe pedestrian and cycle routes can lead to healthier outcomes for users and can contribute to stronger connected communities.

## **SECRETARIAT COMMENT**

This motion outlines three key requests:



### **1. A wide-ranging review of standards and school location**

There are two main types of schools: Public schools and private schools.

Land for public schools is required to be identified and set aside as part of the structure planning and subdivision process. Public schools are considered as public works, are not controlled by local planning schemes and are exempt from the requirement to obtain development approval. Consequently, Local Governments have limited direct control over the concerns raised in the motion for new public schools. Private schools, the demand for which usually materialises after neighbourhoods are well established, are controlled by local planning schemes and the parking standards and other requirements set out in these schemes.

*Draft Operational Policy 2.4* (Western Australian Planning Commission 2020) is the primary planning policy that sets standards for new schools. This draft policy “is intended to assist in addressing issues that may arise in residential areas between schools and their surroundings particularly in respect of traffic and noise generating activities, and mitigation of impacts on existing transport network and services.” The policy sets standards related to minimum number of road frontages and road types, access to active and public transport connections, and requirements to provide traffic impact assessments. The policy was drafted in 2020 and will be finalised following the review of Liveable Neighbourhoods.

Liveable Neighbourhoods is the Western Australian Planning Commission’s primary policy for the design and assessment of structure plans (regional, district and local) and subdivision for new urban (predominantly residential) areas. This policy includes a component on education facilities, including particular design requirements for schools.

The finalisation of Draft Operational Policy 2.4 and current revision of Liveable Neighbourhoods provide opportunities for Local Governments and WALGA to seek amendments to these documents in accordance with member concerns.

### **2. Better management of traffic by schools and development of driver education programs**

Driver behaviour, as well as transport mode choice, contributes to reducing the impact of traffic congestion and safety around schools.

### **3. Development of options and programs to alternative modes of travel to and from school**

In May 2022 WALGA State Council endorsed the Draft Active Travel to School Roadmap, subject to amending Urban Environment Initiative No 1 to “Consult local governments to identify sub-regional school transport challenges and amend existing planning guidelines and develop new guidelines where gaps exist (RESOLUTION 337.4/2022).

State Council also resolved that WALGA:

- Works with the Department of Transport to finalise the Roadmap and encourage Local Government participation in the initiatives identified where these offer solutions to the local issues encountered in each area; and
- Uses the Draft Active Travel to School Roadmap to strengthen advocacy for increased funding for walking and cycling infrastructure in Western Australia by the State and Federal Government.

WALGA has some involvement with the Active Transport to School Working Group, which is led by the Department of Transport and includes representation from the Department of Education. The Department of Transport has developed a new category within the next round of WA Bicycle Network

Grants to co-fund Active Transport Officers with Local Governments. This is an evolution of the former Travel Smart Officers with the new officers having a greater role in working with schools.

### 3.3 Proposal for Regional Road Maintenance Contracts with Main Roads WA

*Shire of Dundas*

#### RESOLUTION

**Moved:** President Cr Laurene Bonza, Shire of Dundas  
**Seconded:** Cr Sharon Warner, Shire of Dundas

**That WALGA assist Local Governments and work with the Hon Minister Rita Saffioti to introduce a similar program that is currently in play in Queensland and introduce a sole invitee Program for Local Governments to engage in a Road Maintenance Performance Contract with Main Roads WA.**

**CARRIED**

#### MEMBER COMMENT

On 1 April 2022, the McGowan Labour Government [announced](#) it was returning up to 660 maintenance road workers back in-house to Main Roads.

An interactive Q-Trip Funding Tool ([here](#)) provided by the Queensland Government, details the next four years of State Government and Local Government Partnership providing safer roads and sustainability to regional and remote Shires.

To enable the Shire of Dundas to be involved in the direction of WALGA to assist with issues impacting us directly, and other regional resource communities impacted by the related Acts and Regulations.

Given the recent State Government announcement, there is an opportunity for all Local Governments to look at this proposal from WA State Government on how this proposal to keep jobs in house within Main Roads WA and the possibility to work with local governments when contracting the required road maintenance to Local Governments (see [here](#)).

It is suggested that the Queensland Government model, which can be viewed [here](#), works well and allows Councils to recover costs for usage of plant and equipment and recoup plant costs as hire charges against activities to cover all maintenance, depreciation and operating costs for Local Governments as agreed when undertaking joint routine maintenance on State controlled roads.

It is important that when developing this type of model and contract terms to get the document standards and the WHS and the Main Roads Preferred Suppliers correct. In Queensland, Main Roads assisted with these requirements in a partnership arrangement.

If Local Governments across WA are allowed into this space and work for the State Government on a contractual basis, it could be an opportunity to increase revenue significantly, especially in remote rural areas across WA. This would help Council cover cost relating to new imposed WHS Reforms, Local Government Reforms, Auditing Requirements, and associated costs.



### SECRETARIAT COMMENT

The decision by the State Government to move to in-sourcing road maintenance delivery and management provides new opportunities for Local Governments to participate in delivering maintenance and minor capital work on the State road network. Local Governments and Regional Organisations of Council have previously contracted to Main Roads WA to deliver road maintenance services. There were several reasons that Councils and Main Roads WA decided not to continue with these arrangements. The Association will need to understand the interest and capacity of Local Governments to undertake road maintenance work on the State road network, to inform engagement with the State Government.

The extent and type of road works that Main Roads WA will deliver using staff and those operations that will be delivered by contract are likely to vary in different parts of the State.

## 3.4 Northern Australia Beef Roads Program

### *Shire of Dundas*

#### RESOLUTION

**Moved:** President Cr Laurene Bonza, Shire of Dundas  
**Seconded:** Cr Sharon Warner, Shire of Dundas

**That WALGA work with the Hon Madeleine King MP Minister for Resources and Minister for Northern Australia to make Beef Road Funding available to all Australian Local Governments north and south, or establish a Southern Australia Beef Road Funding Program to allow for equitable support across Australia's beef and agriculture industries.**

**CARRIED**

#### MEMBER COMMENT

The extension to the south of the country of Roads and Beef Road Funding will be vital to get cattle to the saleyards and be competitive with their counterparts from the North who receive [Federal Funding](#) to assist them in their efforts to transport cattle.

Reliable access has always been the most significant issue facing the community and businesses operating in the remote Northern Nullarbor region and is a serious concern for those emergency service personnel who are called upon in times of crisis. The 2019-2020 bushfires which closed the Eyre Highway (effectively the gateway into WA) is an example of inaccessibility. The Trans Access Road is the only road servicing this area and has in the past been impassable for months due to flooding. This project would deliver transport efficiencies, stimulate and support economic activity, and provide a safer access road for regular users, tourists, and emergency service personnel. The Eyre highway is the number one strategic link into Western Australia. The Trans-Access Road is the only road East linking the Aboriginal Communities, remote roadhouses, and pastoral stations. Linking the two roads increases accessibility, safety, and improves the social service access between the communities on both roads. Cattle and sheep movements can be hampered when the Trans Access Road is closed, and WA freight movements (in and out) are hampered when the Eyre highway is closed, as per the bushfire season of 2020.

This road improvement will shorten the distance from 1,041 to 91.7km (within our Shire), making traffic movements more efficient, as well as safer with a better-quality formed road. The Commodities can get to market with increased certainty, safety, and more efficiently.

This is only the situation with one road and their numerous pastoral leaseholders having the same issues in Western Australia and all the southern pastoral leaseholders across Southern Australia.

See [here](#) a map showing Northern Australia Local Government Roads receiving Funding.

### **SECRETARIAT COMMENT**

The Northern Australia Beef Roads Program was a \$100 million Federal Government investment within the \$980 million Northern Australia Roads Program, which is delivering upgrades to high priority roads in northern Australia essential to the movement of people and freight to support the North's economic development. The Northern Australia Beef Roads Program is making targeted upgrades to key roads necessary for transporting cattle to improve the reliability, productivity and resilience of cattle supply chains in northern Australia, thereby reducing freight costs and strengthening links to markets. The Federal Government announced projects to be funded in October 2016, and the program is now nearing completion.

A key feature of the Northern Australia Beef Roads Program was the active engagement with the beef industry and transport sector to identify potential projects and modelling of different scenarios by the CSIRO using the Transport Network Strategic Investment Tool (TraNSIT) to determine the benefits and assist in prioritising projects. Success in establishing a new Beef Roads Program in Southern Australia would likely require similar support and evidence. Northern Australia provides 90% of Australia's live cattle exports<sup>4</sup>.

The Northern Australia Program is framed around the [Our North, Our Future: White Paper](#) on Developing Northern Australia, with annual statements to Parliament on progress. It is outside of the Minister for Northern Australia responsibilities to establish funding programs in other parts of Australia.

Depending on the scale of investment required, a business case detailing the costs and benefits of the proposed upgrades will be required to underpin advocacy to State and Federal Ministers. The Hon Catherine King, Minister for Infrastructure, Transport and Regional Development of Australia is a primary decision-maker when seeking funding to respond to the identified needs.

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<sup>4</sup> Office of Northern Australia 2022 ([Office of Northern Australia | Department of Infrastructure, Transport, Regional Development, Communications and the Arts](#)).



### 3.5 3D House Printing Building Compliance

*Shire of Dundas*

#### RESOLUTION

**Moved:** President Cr Laurene Bonza, Shire of Dundas

**Seconded:** Cr Sharon Warner, Shire of Dundas

**That WALGA requests:**

- 1. Assistance from Minister for Industry and Science The Hon Ed Husic MP, Minister for Housing and Homelessness, Small Business The Hon Julie Collins MP, Minister for Infrastructure, Transport, Regional Development and Local Government The Hon Catherine King MP to work with Ministers from all State and Territory Governments who have Building and Construction in their portfolios, to collaborate and to consider removing impediments within the National Construction Code Series and associated Australian Standards, that dissuade industry from adopting 3D printing as a building method.**
- 2. That the Government provide instruments to incentivise private industry to develop 3D printing and include this as an acceptable building practice.**

**CARRIED**

#### MEMBER COMMENT

Australia's construction industry may be in for a shake-up, with the arrival of commercial 3D house-printing technology capable of slashing build times and costs.

On the heels of the country's first 3D-printed house – erected in three days Melbourne in January - COBOD, an international leader in the disruptive field, has partnered with Australian company Fortex to distribute its equipment.

COBOD has spearheaded the development of 3D house-printing, having sold about 50 systems featuring multifunctional construction robots across the globe since 2019. They were used to help build the first single-, two- and three-storey 3D-printed dwellings in Europe, the first 3D-printed house and school in Africa, and first wind turbine tower base.

Unfortunately, laws, codes and regulations rarely keep pace with technology. This is the case for using 3D printing to construct houses.

The Shire of Dundas Elected Members supported this motion at the [Ordinary Council Meeting on 28 July 2022](#) (item 10.1.2 WALGA AGM item – 3D Building Compliance).

Australia is currently experiencing an unprecedented housing crisis. Staff and material shortages are now affecting all industries and especially impacting critical industries like housing construction. The construction of buildings in Australia is controlled through a legislative framework that includes reference to the need to comply with the National Construction Code (NCC) and the Building Code Australia (BCA). The NCC is a uniform set of technical provisions for the design and construction of buildings and other structures, including building systems throughout Australia. In WA the NCC/BCA is called up in the *Building Act 2011* and the Building Regulations 2012. It is a statutory requirement that a building or system must be demonstrated to achieve NCC/BCA compliance. The NCC is a performance-based code, containing all performance requirements for the construction of buildings. It's built around a hierarchy of guidance and code compliance levels, with the performance requirements being the minimum level that

buildings, building elements, and systems must meet. A building will comply with the NCC if it satisfies the performance requirements, which are the mandatory requirements of the NCC. The performance requirements are also supported by general requirements. These cover other aspects of applying the NCC including its' interpretation, reference documents, the acceptance of design and construction, including related evidence of suitability/documentation, and the classification of buildings within the NCC. The key to the performance-based NCC is that there is no obligation to adopt any particular material, component, design factor or construction method. This provides for a choice of compliance pathways.

At the [National General Assembly on 19-22 June 2022](#), Motion number 100 was presented by Murray River Council NSW.

#### **Motion number 100 Murray River Council NSW**

This National General Assembly calls on the Australian Government to collaborate with local government to remove impediments within the National Construction Code Series (BCA) and associated Australian Standards, that dissuade industry from adopting 3D printing, and the Government provide instruments to incentivise private industry to develop 3D printing.

#### **OBJECTIVE**

There is mounting financial pressure on governments, with limited fiscal levers available, to slow the price trajectory of housing. Major change across any industry is difficult for profit-driven entities, especially smaller players, to orchestrate, as simply the risk is high, the financial capacity is limited, and the reward will soon be diluted across their competitors. There are investigations into housing affordability occurring in NSW already, which is commendable. Further opportunities can be harvested if the state partners with local government to review the building codes (which by default do not currently reflect the new technology).

#### **KEY ARGUMENTS**

Often the scale of the research and development required is beyond even the most affluent or well-resourced. The longer an industry has been in existence, the harder it is to change, amplified by the educational institutions and financial commitments that both have long lead times and future commitments. Furthermore, regulations (in this instance building codes and standards) are always slow to change and are often an even bigger impediment. In August 2021, the first 3D printed houses were sold in the USA. The investment in research and development in 3D printed structures over the next few years in many counties, largely driven by price pressures, government policies, international treaty obligations, but also because of the frailty of global supply chains, is profound.

Housing affordability is now becoming critical, yet the policy levers appear to be slow moving. Although it will take some time to achieve, the initial indicators are that 3D Printed houses will lower prices. Therefore, it would be prudent to adapt our rules to facilitate.

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## Statutory Environment

- [National Construction Code \(NCC\)](#)

### SECRETARIAT COMMENT

Changes to the National Construction Code - All components used for building work in Australia must meet certain performance and legal requirements. These requirements help ensure that buildings are safe, healthy for occupants and maintain performance over the expected life of a building. Following a building fire in Melbourne Docklands in 2014, and the cladding fire at Grenfell Tower in London in 2017 which killed 72 people, all State and Territory Building Ministers agreed to an assessment of the effectiveness of building compliance systems across Australia. The resulting Building Confidence Report, released in 2018, identified that problems exist with building product safety in Australia. Subsequently, all Building Ministers agreed to the development of a National Product Assurance Framework to strengthen building product performance requirements. A discussion paper outlining the proposed framework was released by the Australian Building Codes Board in 2021 and can be found [here](#). Any change allowing new forms of construction would require substantial evidence to be presented by industry to the Australian Building Codes Board.

Alternative construction methods such as modular buildings, buildings with pre-engineered components and Structural Insulated Panels (SIPS panels) have risen in popularity in Western Australia in recent years, partly in response to supply chain issues and labour shortages. For example, a display home was built in Mandurah from SIPS panels that was supplied and installed in 16 weeks. Strategies that seek to promote diverse housing options, supply and sustainability should consider the suite of alternative construction methods.

## 3.6 South West Native Title Settlement

### *Shire of Gingin*

#### RESOLUTION

**Moved:** President Cr Wayne Fewster, Shire of Gingin  
**Seconded:** Cr Andrea Vis, Shire of Gingin

**That WALGA advocate to the State Government that Local Governments be provided with the full list of potential land to be requested for transfer as part of the South West Native Title Settlement and that a minimum of three months be provided for Council to provide feedback.**

**CARRIED**

### MEMBER COMMENT

The Shire of Gingin and many other Local Governments are being requested to consider parcels of land to be allocated for transfer as part of the South West Native Title Settlement.

The Shire of Gingin has received its third request, totalling approximately 45 parcels of land, for consultation as part of this process and in each instance is provided only 40 days to provide feedback to the Department.

For each land parcel in question, which can be numerous, Council is requested to consider the following:

1. Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?
2. Does the Shire have any interest in the land?
3. Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.
4. Is the land parcel subject to any mandatory connection to services?
5. Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?
6. Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?
7. Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local Government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?
8. Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).
9. Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

The 40-day consultation does not provide any ability for Local Government to consult with the community regarding Council's support for the land transfer and as such is ignorant as to the changes in land management.

Local Governments, as part of this process, are not advised as to any intent for the future purpose of the land and/or how it is proposed to be managed into the future and this is creating angst as part of the consultation with Council. For example, it is difficult for any Local Government to approve the transfer of the land without understanding as to what purpose the land is being requested for and who will manage the area, and will it be freehold transfer? This advice may be as simple as the site is requested for cultural significance or for commercial purposes and will be administered by SWLCC as a reserve vested.

The Shire of Gingin, through consultation with the Department, have been advised that within the Shire there are an additional some 230 more locations identified for potential transfer. The Shire, and all Local Governments, should be provided this full list to be able to undertake early due diligence on the land identified.

Without knowing what other Councils are being requested to consider, the Shire requested the Department to ensure that the Shire of Gingin and other Local Governments are not being targeted due to the commercial potential for land. There should be more clarity surrounding the lands that have been requested and identified across all Local Government and this be publicly accessible.



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## SECRETARIAT COMMENT

### **Background on the South West Native Title Settlement (Settlement):**

The Settlement, in the form of six Indigenous Land Use Agreements (ILUAs), is a landmark native title agreement negotiated between the Noongar people and the State Government of Western Australia (State). The Settlement officially commenced on 25 February 2021, followed by the establishment of the Noongar Boodja Trust and the appointment of Perpetual as the initial Noongar Boodja Trustee on 29 March 2021. Following commencement, as prescribed by the ILUAs, native title rights and interests were surrendered on 13 April 2021, in exchange for a negotiated package of benefits that the State is delivering.

The Noongar Land Estate is a key benefit under the Settlement and will be comprised of up to 300,000 hectares of land handed over as reserve, and up to 20,000 hectares of land transferred in freehold. The first transfers of land to create the NLE were executed by all parties on 14 July 2021. The Department of Planning, Lands and Heritage (DPLH) is the agency responsible for the delivery of the NLE, on behalf of the Minister for Lands. The NLE is intended to provide significant opportunities for the Noongar people to achieve sustainable economic, social and cultural outcomes. The land to be transferred to the NLE is primarily drawn from unallocated Crown land (UCL), unmanaged reserves (UMR) and Aboriginal Lands Trust (ALT) properties within the Settlement area and will be determined through the ILUA-prescribed land identification, assessment and eventual transfer processes managed by DPLH over the five year ILUA implementation period. This work is undertaken consultatively with the Trustee, SWALSC and a broad range of key stakeholders.

A key component of this process is the Assessment Phase, at which point DPLH consults with stakeholders, including Local Government. Consultation with Local Government in this manner is consistent with general Crown land administration requirements, where tenure matters are referred for comment under section 14 of the *Land Administration Act 1997* (LAA). Referrals to Local Governments under the Settlement request detail (if available) on the following:

- whether there are existing interests in the land parcels under consideration for inclusion in the NLE that cannot be met elsewhere;
- whether there are future proposals for the same land or land within the same general location;
- whether there are planning scheme amendments that could affect future use of the land;
- whether there are other relevant land use, land management or land development issues; and
- any other advice they may wish to provide in relation to the subject land.

### **WALGA asked DPLH if it would it be possible to advise each Local Government of all of the land under consideration within their area at the same time, and DPLH responded as follows:**

DPLH regularly provides Local Government Authorities (LGAs) with a list of unallocated Crown land (UCL) and unmanaged reserves (UMR) that may be eligible for inclusion in the Noongar Land Estate within the boundaries of the LGA. This information is provided upon the request of the LGA, in the spirit of proactive and transparent engagement with key stakeholders.

Importantly, DPLH advise that the list provided is reflective of land under consideration at a specific point in time and may be subject to change. Further, all LGAs are advised that DPLH are progressing land through the Phases of the Noongar Land Base Strategy (Strategy) at Annexure J to ILUAs for the Settlement. The Strategy provides an agreed process to be followed and includes a five-year timeframe for the staged delivery of the full 320,000 hectare Noongar Land Estate. As a result, DPLH will likely engage with a number of the involved LGAs numerous times during the five-year period.

**WALGA asked DPLH if a 3 month consultation period would be considered, and DPLH responded as follows:**

Consultation with LGAs is consistent with general Crown land administration requirements, where tenure matters are referred for comment under section 14 of the LAA. The 40 day timeframe for consultation is prescribed by the Noongar Land Base Strategy (Strategy) at Annexure J to the ILUAs. The sections of the ILUA (including the Settlement Terms) can only be varied by agreement in writing that is executed by or on behalf of the State, each of the Government parties, each Regional Corporation or the relevant Native Title Agreement Group and the Central Services Corporation.

The timeframe for consultation with LGAs is outlined under the Strategy and is intended to ensure the structured delivery of State Government and Trustee for the Noongar Boodja Trust (Trustee) obligations relating to the handover of land. DPLH would also like to emphasise that the LGAs are asked to consider the change of tenure only, not a proposal for the use / development of the land.

The Strategy and therefore the activities of DPLH are consistent with best practice Crown land administration activities, though with prescribed timeframes to ensure adherence to tight project timeframes. The referral questions posed by DPLH during consultation with LGAs are intended to collect detail on what is known to apply to the land at the time of the referral, noting that detailed due diligence and site-specific investigations would need to be undertaken by the Trustee at the point of land use / land development. In the event that an LGA is unable to provide the detailed information within the 40 day timeframe, DPLH is able to discuss and possibly grant timeframe extensions on a case-by-case basis.

**WALGA asked DPLH if it was possible to advise Local Governments, at the time of request, as to the intended use of each parcel of land eg cultural or economic development, and DPLH responded as follows:**

This information is not provided to DPLH by the representatives of the Noongar people. Instead, the flexible reserve purpose of Noongar Social, Cultural and / or Economic Benefit and the flexibility provided by delivering freehold tenure allows for land to be used by the Trustee in line with the aspirations of the Noongar people – in accordance with the applicable statutory and policy framework. LGAs will retain standard decision-making powers relevant to the use and management of land, under the Local Planning Scheme / Town Planning Scheme and any applicable statute.

The Noongar Land Estate will be a diverse landholding across the six ILUA Areas and approximately 101 involved LGAs. The consultation process undertaken by DPLH is intended to ensure that LGAs can disclose relevant information to inform the decision-making of the Trustee as to whether or not the land should be included in the Noongar Land Estate. Decisions around whether or not land is Cultural Land, Development Land or a combination of both is for the Trustee to make in consultation with the relevant Noongar Regional Corporation after land is accepted for transfer, and may have relevance to the future management of the land. However, LGAs can safely assume that land included into the Noongar Land Estate will be used and managed in accordance with the applicable zoning.

**WALGA advised DPLH that generally, a Local Government would consult with their local community about changes to the use of Local Government managed land, and that the 40 day consultation timeframe did not allow for this. DPLH responded as follows:**



LGAs may elect to undertake consultation with community regarding tenure change proposals, but it is not a requirement of the Strategy nor of the State Government more broadly. DPLH recommends that the standard approach taken by LGAs for any other Crown land administration matters referred by DPLH is the example to follow.

Community consultation may be more appropriate at the point of a development proposal being submitted to the LGA by the Trustee, as all detail requested above would be known and consultation can be well-informed. It is understood that consultation with community on development proposals is commonly undertaken by LGAs before consideration of a proposal by Council.

Please be advised that UCL and UMR (and Crown land more broadly) are the jurisdiction of the Minister for Lands, and while LGAs may have a role in regulating or to an extent managing UCL and UMR, this role does not form an interest in the land or a veto power for tenure proposals over the land.

**DPLH made the additional further comment:**

DPLH undertakes comprehensive consultation on land under consideration for possible inclusion in the Noongar Land Estate to obtain any and all information that may be relevant to the future use and management of the land by the Trustee. This includes all relevant LGAs and key State Agencies including the Department of Mines, Industry Regulation and Safety, the Department of Biodiversity, Conservation and Attractions and the Department of Water and Environmental Regulation. Service providers are also consulted on each land parcel.

All are provided with a 40 day timeframe for providing a response. At present, DPLH is actively progressing approximately 100,000 hectares of land across the six ILUA Areas through the Phases of the Strategy towards formal offer to the Trustee. The scope of this process is substantial, so the timeframes within the Strategy are critical for ensuring information collection can occur in a timely manner.

### 3.7 Land Offset Compensation to Local Governments

#### *Shire of Gingin*

##### **RESOLUTION**

**Moved:** President Cr Wayne Fewster, Shire of Gingin  
**Seconded:** Cr Andrea Vis, Shire of Gingin

**That WALGA advocate to the State Government that the Developer requiring land offsets should be required to provide the offsets within the Local Government where the clearing occurs and where this is not possible, the Developer requiring land offsets within another Local Government be required to pay a fee to the Local Government for the loss of rates and ongoing maintenance of infrastructure to the Land.**

**CARRIED**

##### **MEMBER COMMENT**

It is proposed that Councils similar to the Shire of Gingin who are having large sections of rateable land locked away due to Developer Land Offsets need to be compensated for the loss of revenue.

The Shire of Gingin recently met with the Department of Biodiversity, Conservation and Attractions (DBCA) representatives regarding this matter, and they agreed that the Shire of Gingin is being targeted due to the type of Banksia bush that is within the Shire. The Shire of Gingin is not and will not be the only Local Government targeted through this type of scheme into the future.

The issues for the Shire of Gingin, other Local Governments and future Local Governments are as follows:

1. The requirement of land offsets is currently 1/7. Being that for every acre of land required by a developer, seven acres needs to be provided as offset.
2. What is currently rateable land for the Shire is being purchased and then handed to DPIRD for management.
3. The Shire of Gingin's loss of rates on a once off may seem minimal (last year the reduction was approximately \$10,000) but accumulating every year and then compounding becomes a significant amount of future income.
4. Council still needs to maintain the assets surrounding the site, providing access and egress from the blocks for DBCA and other adjoining ratepayers.
5. The land within the Shire of Gingin is in high demand due to its proximity to the metropolitan area and intensive agriculture and horticulture is dominant.
6. DBCA receives a 7-year management payment from the Developer to manage the newly offset land which is not enough for DBCA to manage the property, yet Council receives nothing other than a negative rates bill and continuous maintenance cost.
7. Whilst the metropolitan based Developer is making large amounts of money from the development and the metropolitan Council is receiving an increased rate book, the loser in the equation is the Local Government where the land is being offset and DBCA.
8. The current amount of non-Rateable land within the Shire is in excess of 30% and growing each year.
9. The additional land that is added to DBCA requires this Department to be appropriately funded, however advice received is that DBCA is underfunded and this in turn affects Local Government in regard to land management and increased fire risk.

The Shire of Gingin is not unique with this matter, however we are being significantly affected at this current time and will be well into the future and as such, request that WALGA advocate to the State to ensure that Local Governments losing rateable land through offset purchases are properly compensated for the loss of rates and continued maintenance.

## SECRETARIAT COMMENT

In Western Australia, there are many reasons for land being transferred for public purposes to the Crown. In parts of the State, these lands represent significant portions of the total Local Government area, for example Local Governments with extensive areas of National Parks and State Forest.

The State Government Offsets Register shows offset land acquisitions or land transfers to conservation within these Local Government areas: Shires of Dandaragan, Gingin, Chittering, Waroona, Harvey, Augusta-Margaret River, Cities of Bunbury, Busselton, Mandurah and in the Perth metropolitan region.

Over 50 per cent of new housing construction in the Perth and Peel region is expected to be provided through greenfield development, indicating that the issue identified by the Shire of Gingin is likely to persist.



The requirement to provide environmental offsets is legislated through the Environmental Protection Act 1986 (WA) and under Part 9 of the *Environmental Protection and Biodiversity Conservation Act 1999* (Commonwealth). In Western Australia, offsets are implemented through the WA Environmental Offsets [Framework](#). A [review](#) of this framework was conducted in 2019.

WALGA's comments on the review advocated for adequate resourcing to manage offset lands to address any biosecurity and bush fire risk implications and to require that Local Governments be consulted regarding any proposed offsets in their areas. These points were also raised in WALGA Submissions on the Strategic Assessment for Perth and Peel and the [WA offset metrics guidelines](#).

Under the WA [Environmental Offsets Guidelines](#), it is the responsibility of the proponent to consult all relevant stakeholders regarding offsets, particularly those directly affected, including Local Government. The Guidelines identify the Department of Biodiversity, Conservation and Attractions (DBCA) as the key stakeholder in relation to offset planning due to their role as specialist scientific advisor and manager of the State's conservation lands.

In May 2022, the State Government released the Native Vegetation Policy for Western Australia, with a five year Implementation Roadmap which includes improvements to the environmental offsets framework. This will provide WALGA with the opportunity for continued advocacy on this issue.

### 3.8 Review of the Rating Methodology used by the Valuer-General

#### *Shire of Serpentine Jarrahdale*

##### **RESOLUTION**

**Moved:** President Cr Michelle Rich, Shire of Serpentine Jarrahdale  
**Seconded:** President Cr Wayne Fewster, Shire of Gingin

**Advocate for a full review of the rating methodology used by the Valuer-General to value all land in the State of Western Australia.**

**CARRIED**

##### **MEMBER COMMENT**

The Valuer-General is an entity created under the *Valuation of Land Act 1978*. The Valuer-General forms part of Landgate's functions.

Landgate valuers conduct independent valuations of property based on the Gross Rental Values (GRVs) or and Unimproved Values (UVs) of a property.

These valuations are used by local governments, government agencies and emergency services as a basis to determine property rates, service charges and levies as well as land tax.

In Victoria, valuations are conducted using the capital improved value of a property. Capital improved value is based on the value of the land plus the buildings on it and any other capital improvements. This method may provide a more fair and equitable assessment of the value of land across various land uses in Western Australia including agriculture, residential, commercial and mining. This in turn would provide a more fair and equitable basis for local government rating.

A review of rating methodologies set in the *Valuation of Land Act 1978* would ensure that valuation methods relied upon by local government represent the most appropriate method.

### SECRETARIAT COMMENT

WALGA currently does not have an advocacy position on which is the most appropriate valuation methodology.

## 3.9 WA Local Government Rating Model

### *Shire of Gingin*

#### MEMBER MOTION

**That WALGA advocate to the State Government and the Valuer Generals' Office that a different rating model be trialled across several Councils whereby the Unimproved Value rate is abolished, and all properties are rated for Gross Rental Value or Capital Value.**

### **THE SHIRE OF GINGIN WITHDREW THE MOTION**

#### MEMBER COMMENT

The Shire of Gingin and many other Local Governments struggle to have appropriate rates raised that are adequate for the correct use of the land within the Shire that addresses the impacts that these ratepayers have on the Shire's Assets.

For example, within the Shire of Gingin, there are large numbers of Unimproved Value (UV) rated properties that have large scale infrastructure servicing significant commercial operations but are captured within the definition as a Rural Pursuit. Some of these properties have tens of millions of dollars of infrastructure but only contribute a UV valuation and an additional differential rate.

If all properties were rated Gross Rental Value (GRV) or the rates based on Capital Value (value that the land would likely sell for on the open market), all rural land would still hold an appropriate GRV/Capital Value that would not be too dissimilar to their current rates, however those that intensify their land would achieve a naturally higher GRV/Capital Value making the rating across a Shire far more equitable, easier to manage and would simplify and reduce the cost of the valuation process.

Whilst not every Council may wish to take this step, it is proposed that the Local Government has the ability to review and decide if it wishes to remove the UV rate. With the Valuer Generals' Office conducting routine valuations for both UV and GRV it would not be out of the question for the valuation to be changed to meet this process.

It is noted that within South Australia and Victoria 89% of the Local Governments use Capital Value, Tasmania is progressing to Capital Value whilst New South Wales is based on Land Value only, Northern Territory is based only on Unimproved Capital Value, Queensland is Site Value and Unimproved Value and the ACT is Unimproved Value only. It is clear that whilst there is a range of valuations across Australia there is a bias growing towards utilising Capital Value of Land.



For example, we have a location within the Shire that has a water license and two bore holes. Whilst this is the extent of the infrastructure, they pump water out 24/7 for bottling in Perth, a GRV/Capital Value would be much higher in value to Council than the minimum rates currently being received. This company has significant heavy vehicles utilising Council roads every day of the week to keep up with the demand and creates significant road maintenance issues for Council.

The impacts of water licenses within the Shire have been dramatic as they are now a strong trading commodity and have doubled the value of land with a water license, yet it is not being considered by the Valuer Generals' Office as part of the overall valuation assessment of the land. Water licenses are incredibly valuable to producers as it increases their productivity and profits from smaller properties and as water licenses are very difficult to access, as allocations are full in most areas, many are trading or selling off portions of licenses clearly showing that water licenses have an inherent value that is increasing rapidly.

Again, the Shire calls on WALGA to advocate to the Minister and Valuer Generals' Office to undertake a review of the rating system to either abolish the UV valuation or provide the ability for the Local Government to choose its rating structure.

### SECRETARIAT COMMENT

WALGA currently does not have an advocacy position on which is the most appropriate valuation methodology.

## 3.10 Reform of the *Cat Act 2011*

### *Shire of Capel*

#### RESOLUTION

**Moved:** Cr Rosina Mogg, Shire of Capel  
**Seconded:** Cr Christine Terrantroy, Shire of Capel

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

**CARRIED**

### MEMBER COMMENT

#### Background

The Western Australian State Government through the (then) Department of Local Government released a Discussion Paper (January 2011) titled *Proposal for Domestic Cat Control Legislation*.

This consultation and proposed reform process ultimately led to the *Cat Act 2011* (Cat Act) receiving Royal Assent on 1 November 2012. The Cat Act fully commenced in 2013 and was introduced to:

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

The Department of Local Government, Sport and Cultural Industries (DLGSC) commenced a statutory review of the *Cat Act 2011* and the *Dog Amendment Act 2013* in May 2019. The review undertaken by DLGSC was tabled in the WA Parliament by the Minister for Local Government on 27 November 2019.

Findings of the Review in relation to Cat Act included:

2. Registration of cats is strongly supported. The current three options for periods of registration should remain.
3. Registration periods for cats and dogs should be the same.
4. A central registration database for cats should be explored.
5. Feedback indicated that the wearing of collars and tags achieves the purpose of enabling a cat to be identified by rangers — including making it obvious that it is a domestic cat that has an owner. There is strong support for this to continue with no change.
6. Strong support from the public, local governments and industry exists for the practice of microchipping cats to continue.
7. Improvements could be made to the way microchip details are stored — this could be in either a national or State-based database.
8. Feedback indicated that education on the current requirements of microchipping, focusing on obligations of owners/breeders/rescues when a cat is transferred to a new owner and the need to keep information up-to-date, is necessary to achieve the desired outcomes of reuniting pets with their owners and the obligations of being a responsible cat owner.
9. There is strong support for cat numbers and confinement/curfews of cats to be implemented State-wide (in legislation) rather than through individual local laws — to provide consistency among local governments.
10. As a means of controlling cat numbers, there were multiple requests in the feedback received for the Cat Act to be brought into alignment with the Dog Act by placing greater restrictions on cat owners in relation to the number of cats that people can own.
11. The provisions in the Cat Act for cats to be sterilised should remain.
12. Feedback indicated that the age of cat sterilisation should be lowered, although further expert consultation on this will be needed.

Outcomes from the Statutory Review were:

- The *Dog Amendment (Stop Puppy Farming) Act 2021* received Royal Assent on 22 December 2021 with the aim to:
  - to amend the Dog Act 1976 to provide for matters relating to the sterilisation and breeding of dogs and the supply of dogs to and by relevant pet shop businesses;
  - to amend the Dog Act 1976 and the Cat Act 2011 to provide for a centralised registration system; and
  - to make other amendments to the Dog Act 1976

No further amendments, nor reforms of the *Cat Act 2011* have occurred since.

## Comment

Any proposed changes to cat control measures should include public consultation.

The Shire of Capel hopes the State Government prioritises reforms of the Cat Act, similar to recent reforms with the Dog Act and Animal Welfare regulations.

The Shire of Capel supports a review of current cat control measures and to look at initiatives to better protect native wildlife, along with an accompanying education campaign.

Many Local Governments throughout the State have looked at similar reforms recently, however the current Act inhibits the control of cats and their impacts on native wildlife.



Shire understands that many people in the community love cats, with reforms looking to find a balance between valued family pets and protecting our unique and in some cases, endangered native animals.

### **SECRETARIAT COMMENT**

This is a developing issue in the sector. A number of Local Governments have already attempted to make Cat Local Laws that seek to prohibit cats from roaming, require cats to be securely kept on premises of the owner, and prohibited from being in any public place. Parliament's Delegated Legislation Committee has disallowed a number of such attempts on the grounds that the local law-making head of power in the Cat Act does not contemplate local laws to be made for these purposes.

The Committees views are summarised in this excerpt from the Annual Report 2016 (Report 89 at 5.32):

*In each of these cases, the Committee considered that the relevant provisions of the local law were inconsistent with or repugnant to the provisions of the Cat Act 2011 which:*

- *allow for cats to be in public places unless they do not comply with the provisions of the Act requiring registration, microchipping and sterilisation*
- *empower the making of local laws prohibiting cats in certain specified areas.*

WALGA's current advocacy position supports a review of the Cat Act that will introduce broader powers of cat control.

### 3.11 WALGA Best Practice Governance Review – Principles

*Executive Member motion*

#### RESOLUTION

**Moved:** Cr Paul Kelly, Town of Claremont  
**Seconded:** President Cr Phillip Blight, Shire of Wagin

**That:**

1. The update on the Best Practice Governance Review project be noted, and
2. The principles to inform WALGA's future governance model, as follows and as per the attached *Principles* document, be endorsed:
  - a. **Representative** – WALGA unites and represents the entire Local Government sector in WA and understands the diverse nature and needs of members, regional communities and economies.
  - b. **Responsive** – WALGA is an agile association which acts quickly to respond to the needs of members and stakeholders.
  - c. **Results Oriented** – WALGA dedicates resources and efforts to secure the best outcomes for Local Government and supports the delivery of high-quality projects, programs and services.

**CARRIED**

#### Attachment

- *WALGA Best Practice Governance Review: Principles*

#### Background

State Council commissioned the WALGA Best Practice Governance Review in March 2022 to ensure that WALGA's governance model is contemporary and agile and maximises engagement with members.

Governance Reviews allow organisations to re-examine their membership structure, constitution, board role, board composition, governance approach and policies.

For WALGA, the Best Practice Governance Review represents an opportunity to review and reshape the governance model to ensure WALGA is well-placed to:

- Deliver strong, clear, focused, and consistent policy positions on strategic matters of the most importance to Local Governments in WA,
- Drive advocacy outcomes and impact on behalf of Local Government in WA, and the communities they serve, and
- Embed agility and responsiveness, ensuring member concerns are heard, respected, and represented in a timely, efficient, and effective manner.

There are several drivers for the review.

WALGA's [Corporate Strategy 2020-2025](#) identifies the governance model as a key enabler of performance, with the following description: *We have contemporary governance and engagement models.*

Member and stakeholder feedback from a range of sources over several years has highlighted dissatisfaction with the governance model. Specifically, feedback relates to:

- **Structure** – WALGA’s governance structure is seen by members and stakeholders as creating roadblocks, hindering decision-making, and holding WALGA back.
- **Responsiveness** – there is a perception among members and stakeholders that WALGA’s governance model is slow and bureaucratic in an environment that requires agility.
- **Prioritisation and focus** – members and stakeholders acknowledge the challenges of developing unified Local Government policy positions and advocacy priorities given the diversity of Local Government sector interests.
- **Transparency and accountability** – feedback from members and stakeholders suggests that WALGA should be more transparent about its decision-making processes.
- **Zones** – Feedback from members and stakeholders in relation to Zones and Zone meetings is mixed. A proportion of WALGA’s membership believes that Zones are not as representative, strategic nor effective as they potentially could be.

Legislative reforms could also impact WALGA’s governance arrangements. The Minister for Local Government’s reforms to the *Local Government Act 1995* propose to remove WALGA from being constituted under the Local Government Act. Secondly, the Review of WA’s *Industrial Relations Act 1979* provides an opportunity for WALGA to be constituted as a registered employer organisation, which would enable WALGA to make applications in its own right on behalf of the sector.

Following several reviews and amendments, the Best Practice Governance Review also represents an opportunity to ensure alignment between WALGA’s governance documentation. In addition, State Council resolved in September 2021 for amendments to the Constitution to be developed to deal with matters related to State Councillors’ candidature for State or Federal elections.

To undertake the Best Practice Governance Review, State Council appointed a Steering Committee comprising the following members:

President Cr Karen Chappel JP	WALGA President (Chair)
Cr Paul Kelly	WALGA Deputy President
President Cr Phil Blight	Country State Councillor
Mayor Carol Adams OAM	Metropolitan State Councillor
President Cr David Menzel, Shire of Wyndham East Kimberley	Country Elected Member
Mayor Albert Jacob, City of Joondalup	Metropolitan Elected Member
Andrew Sharpe, City of Albany	Country Chief Executive Officer
David MacLennan, City of Vincent	Metropolitan Chief Executive Officer
Nick Sloan	WALGA Chief Executive Officer

The Steering Committee is supported by consultants PwC and WALGA officers, Tony Brown, Executive Director Member Services, Tim Lane, Manager Corporate and Association Governance, and Kathy Robertson, Executive Officer Governance.

The Steering Committee has met five times to late August and has:

- Endorsed terms of reference and an overarching project plan
- Considered the 2019 review including previous deliberations and outcomes
- Commissioned and considered work on comparator membership-based advocacy organisations:



- Australian Hotels Association (AHA)
- Australian Medical Association (AMA)
- Chamber of Minerals and Energy (CME)
- Chamber of Commerce and Industry (CCI)
- Pharmacy Guild of WA
- Reviewed governance models of Local Government Associations in other States and New Zealand:
  - Local Government New South Wales (LGNSW)
  - Municipal Association of Victoria (MAV)
  - Local Government Association of Tasmania (LGAT)
  - Local Government Association of South Australia (LGASA)
  - Local Government Association of Queensland (LGAQ)
  - Local Government Association of the Northern Territory (LGAT)
  - Local Government New Zealand (LGNZ)
- Adopted a timeline for the way forward including member consultation and engagement, and
- Endorsed principles to be presented to the membership at the 2022 Annual General Meeting as per this agenda item.

### **SECRETARIAT COMMENT**

Supported by State Council, the Steering Committee is putting forward principles to this Annual General Meeting to gauge member support for progressing the Best Practice Governance Review to the development of potential options for member consultation and engagement.

The principles put forward by the Steering Committee and endorsed by State Council at their 22 August 2022 Special Meeting, will guide the development of potential models for member consultation.

As per the attached Principles document, the three principles – Representative, Responsive and Results Oriented – comprise three or four components, component descriptions and governance implications.

Embedded in the governance implications are considerations for potential changes as well as principles that will be adhered to in the development of model options.

For instance, the principles propose that WALGA's governing body will:

- Maintain equal metropolitan and country representation,
- Continue the practice of electing the President from and by the governing body, and
- Facilitate responsive decision making with clear processes for members to influence policy and advocacy.

Potential models may be considered by the Steering Committee, and subsequently State Council and WALGA members, that could:

- Potentially lead to a reduction in the size of the governing body,
- Consider alternative election arrangements to the governing body, and
- Consider alternative arrangements to the existing Zones.

Following consideration of the principles at the 2022 Annual General Meeting, as per this item, an extensive consultation and engagement process will be undertaken with members on potential governance model options.

The consultation and engagement process will be undertaken during October, November, and December 2022. Feedback from member submissions, workshops, and discussions will inform a final report to be considered at February 2023 Zone meetings and subsequently, the March 2023 State Council meeting.

Constitutional amendments will then be prepared for consideration by State Council followed by the broader membership at the 2023 Annual General Meeting. As per WALGA's Constitution, amendments to the Constitution require endorsement by a 75 percent majority at both State Council and a general meeting of members.

The principles are put forward for member consideration.

### Item 3.11 – Attachment: WALGA Best Practice Governance Review Principles

Principle	Principle component	Component description	Governance implications
<b>Representative</b>	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils	The governing body will maintain equal country and metropolitan local government representation
	Size	An appropriate number of representatives oversees WALGA's governance	Potential reduction in the size of the overarching governing body
	Diversity	WALGA's governance reflects the diversity and experience of its Local Government members	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience
	Election Process	Considers the processes by which WALGA's governance positions are elected and appointed	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body
<b>Responsive</b>	Timely Decision Making	WALGA's governance supports timely decision making	WALGA's governance model facilitates responsive decision making
	Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure
	Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances	WALGA's governance model is agile and future proofed for external changes
<b>Results Oriented</b>	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues
	Value Added Decision Making	Facilitates opportunities for value to be added to decision making	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions
	Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members



### 3.12 Special Urgent Business

*Two items of Special Urgent Business were submitted to the meeting for consideration.*

#### 3.12.1 Abandoned Shopping Trolleys

*City of Cockburn*

##### RESOLUTION

**Moved:** Mayor Logan Howlett JP, City of Cockburn  
**Seconded:** Cr Tarun Dewan, City of Cockburn

**That the members agree that the following item of Special Urgent Business relating to Abandoned Shopping Trolleys be considered.**

**ABSOLUTE MAJORITY DECISION REQUIRED**

**CARRIED BY ABSOLUTE MAJORITY**

##### MEMBER COMMENT

Many Local Governments (particularly metropolitan and regional areas) in Western Australia and other parts of Australia continue to experience abandoned shopping trolleys in suburbs adjacent to shopping centres.

While some local governments have introduced various policies, it remains as an issue for communities where shopping trolleys are left abandoned in their neighbourhoods.

The owners of supermarkets respond in different ways to the collection of these shopping trolleys or not all, even those that are known as national retailers.

Local Governments increasingly are collecting these trolleys, impounding them, charging a fee to the retailer to collect them, and in some cases are left to dispose of the shopping trolleys to scrap merchants when they remain uncollected.

##### RESOLUTION

**Moved:** Mayor Logan Howlett  
**Seconded:** Cr Tarun Dewan

**That this meeting supports the recent petition to be tabled in the Legislative Council, Parliament of Western Australia, "Removal and Abandonment of Shopping Trolleys 22-0017" calling on the State Government to implement stringent and uniform shopping trolley containment laws for the whole state of Western Australia.**

**CARRIED**

### 3.12.2 Mandatory Superannuation for Elected Members in Band 1 and 2 Councils

*City of Gosnells*

#### RESOLUTION

Moved: Cr Sarah Patterson, City of Gosnells  
Seconded: Cr David Goode JP, City of Gosnells

That the members agree that the following item of Special Urgent Business relating to Mandatory Superannuation for Elected Members in Band 1 and 2 Councils be considered.

**ABSOLUTE MAJORITY DECISION REQUIRED**  
**CARRIED BY ABSOLUTE MAJORITY**

#### MEMBER COMMENT

The exclusion of superannuation for Elected Members has significant financial implications for young Elected Members and disproportionately for women.

Minister Carey this morning expressed his support for mandatory superannuation for Local Government Elected Members in Band 1 and Band 2 Councils. Minister Carey acknowledged financial implications are cost prohibitive for Band 3 and Band 4 Local Governments. Which is why, we ask for the support of mandatory superannuation for Bands 1 and 2 and voluntary for Bands 3 and 4.

#### RESOLUTION

Moved: Cr Sarah Patterson, City of Gosnells  
Seconded: Cr David Goode JP, City of Gosnells

That this meeting supports requesting WALGA to advocate for the Local Government reforms to include mandatory superannuation for elected members of Band 1 and Band 2 Councils and supports the optional payment of superannuation for Band 3 and 4 Councils.

**CARRIED**

## 4 Closure

*The Chair declared the meeting closed at 12:43pm.*



### Attachment 3: Action Taken on Resolutions of the 2022 AGM

Resolution	Comment / Update
<b>3.1 Road Traffic Issues</b> That WALGA advocate on behalf of the local government sector to the State Government and in particular, Main Roads, to increase importance and weight given to local knowledge and input regarding road traffic issues including requests for speed reduction, intersection treatments and overall preventative and traffic safety measures.	<p>This resolution was referred to the Infrastructure Policy Team for further advocacy work by State Council at its December 2022 meeting.</p> <p>The Infrastructure Policy Team resolved:</p> <p><i>That efforts to increase the importance given to Local Government knowledge regarding traffic issues be deferred for consideration in mid-2023 after a clear Local Government advocacy position on speed management is developed and endorsed.</i></p> <p>This matter is central to the new Speed Management Policy adopted by State Council in May 2023. Implementation strategy being considered.</p>
<b>3.2 Car Parking and Traffic Congestion Around Schools</b> That WALGA engages with the State Government on behalf of Local Government to review issues associated with car parking and traffic congestion around school sites including but not limited to: <ol style="list-style-type: none"> <li>1. Reviewing car parking standards for schools;</li> <li>2. Ensuring sufficient land is set aside for the provision of parking on school sites;</li> <li>3. Reviewing the co-location of schools to avoid issues being exacerbated;</li> <li>4. Restricting school access from major roads;</li> <li>5. Developing plans to enable schools to manage school traffic;</li> <li>6. Develop programs to educate drivers; and</li> <li>7. Develop options and implement initiatives to encourage alternative modes of transport to school.</li> </ol>	<p>This resolution was referred to the Infrastructure Policy Team for further advocacy work by State Council at its December 2022 meeting.</p> <p>The Infrastructure Policy Team resolved:</p> <p><i>That WALGA uses its role at the Safe Active Travel to School Working Group to advocate for these outcomes and provide advice back to the Local Government sector.</i></p> <p>The Working Group has representation from the Departments of Transport, Education and Health, the Road Safety Commission, IPWEA, Main Roads, PTA and WALGA. The Group has met three times and is grappling with the issue raised at the 2022 AGM. WALGA will continue to advocate and engage on these issues and provide advice back to the sector.</p>

<p><b>3.3 Proposal for Regional Road Maintenance Contracts with Main Roads WA</b></p> <p>That WALGA assist Local Governments and work with the Hon Minister Rita Saffioti to introduce a similar program that is currently in play in Queensland and introduce a sole invitee Program for Local Governments to engage in a Road Maintenance Performance Contract with Main Roads WA.</p>	<p>This resolution was referred to the Infrastructure Policy Team for further advocacy work by State Council at its December 2022 meeting.</p> <p>The Infrastructure Policy Team resolved:</p> <p><i>That the opportunities and interest in contracting Local Governments to undertake maintenance and minor works on the State road network be explored in discussion with Main Roads WA.</i></p> <p>The proposal has been referred for discussion to the State Road Funds for Local Government Advisory Committee.</p>
<p><b>3.4 Northern Australia Beef Roads Program</b></p> <p>That WALGA work with the Hon Madeleine King MP Minister for Resources and Minister for Northern Australia to make Beef Road Funding available to all Australian Local Governments north and south, or establish a Southern Australia Beef Road Funding Program to allow for equitable support across Australia's beef and agriculture industries.</p>	<p>This resolution was referred to the Infrastructure Policy Team for further advocacy work by State Council at its December 2022 meeting.</p> <p>The Infrastructure Policy Team resolved:</p> <p><i>That the Association write to the Goldfields Esperance Regional Road Group identifying the issue raised and invite them to consider whether they may partner with other organizations such as Meat and Livestock Australia, the Pastoral and Graziers Association and the Regional Development Commission and RDA to develop a business case to fund roads critical to the southern pastoral beef industry.</i></p>
<p><b>3.5 3D House Printing Building Compliance</b></p> <p>That WALGA requests:</p> <ol style="list-style-type: none"> <li>1. Assistance from Minister for Industry and Science The Hon Ed Husic MP, Minister for Housing and Homelessness, Small Business The Hon Julie Collins MP, Minister for Infrastructure, Transport, Regional Development and Local Government The Hon Catherine King MP to work with Ministers from all State and Territory Governments who have Building and Construction in their portfolios, to collaborate and to</li> </ol>	<p>This resolution was referred to the People and Place Policy Team for further advocacy work by State Council at its December 2022 meeting.</p> <p>The People and Place Policy Team considered the motion at a meeting held on 3 May 2023, and resolved to:</p> <ul style="list-style-type: none"> <li>• Note the recommendations of the Goldfields Esperance Country Zone;</li> <li>• Note that housing affordability is now becoming critical and that legislative reforms are required to support compliance pathways for new building technologies;</li> </ul>



<p>consider removing impediments within the National Construction Code Series and associated Australian Standards, that dissuade industry from adopting 3D printing as a building method.</p> <p>2. That the Government provide instruments to incentivise private industry to develop 3D printing and include this as an acceptable building practice.</p>	<ul style="list-style-type: none"> <li>• <i>Note that 3D printing as a building method can currently be approved through the performance pathway in the National Construction Code; and</i></li> <li>• <i>Request that WALGA continue to engage with Department of Mines, Industry Regulation and Safety - Building and Energy on the issue of building reform in Western Australia that includes efficient and effective regulation to support quality, safe and environmentally friendly buildings that are cost efficient.</i></li> </ul>
<p><b>3.6 South West Native Title Settlement</b></p> <p>That WALGA advocate to the State Government that Local Governments be provided with the full list of potential land to be requested for transfer as part of the South West Native Title Settlement and that a minimum of three months be provided for Council to provide feedback.</p>	<p>This resolution was referred to the People and Place Policy Team for further advocacy work by State Council at its December 2022 meeting.</p> <p>WALGA wrote to Anthony Kannis, Director General of Department of Planning, Lands and Heritage (DPLH) requesting:</p> <ul style="list-style-type: none"> <li>• A full list of potential land parcels that will be eligible for transfer as part of the Southwest Native Title Settlement to enable Local Governments to undertake early due diligence on the identified land,</li> <li>• The consultation timeframe is increased for consideration of parcels of land for transfer from 40 days to 90 days (3 months)</li> </ul> <p>A response was received from DPLH on 28 April 2023 advising that:</p> <ul style="list-style-type: none"> <li>• DPLH regularly provides Local Governments with a list of UCL and UMR under consideration for inclusion in the Noongar Land Estate and the lists are reflective of land under consideration at a specific point in time and may be subject to change, so Local Governments are encouraged to contact DPLH to obtain this information as needed.</li> <li>• The timeframe cannot be extended to 90 days due to yearly obligations of the State and Trustee (Noongar Boodja Trust) and the deadline for the delivery of the Noongar Land Estate.</li> <li>• DPLH does not require a decision from council for land under consideration in the Noongar</li> </ul>

	<p>Land Estate and any public consultation undertaken is at the discretion of the Local Government.</p> <ul style="list-style-type: none"> <li>Local Governments retain their decision-making powers for the use, management and development of all land included in the Noongar Land Estate, under the statutory and policy framework applicable to all land in WA.</li> </ul>
<p><b>3.7 Land Offset Compensation to Local Governments</b></p> <p>That WALGA advocate to the State Government that the Developer requiring land offsets should be required to provide the offsets within the Local Government where the clearing occurs and where this is not possible, the Developer requiring land offsets within another Local Government be required to pay a fee to the Local Government for the loss of rates and ongoing maintenance of infrastructure to the Land.</p>	<p>This resolution was referred to the Environment and Waste Policy Team for further advocacy work by State Council at its December 2022 meeting.</p> <p>WALGA continues to advocate on this issue, including through engagement in the implementation of the Native Vegetation Policy for Western Australia, in particular the Government's commitment to undertake a broad, strategic and economic evaluation of environmental offsets and to improve the environmental offsets framework in line with recommendations of the WA environmental offsets framework review and consultation on a National Environmental Offsets Standard later in 2023.</p>
<p><b>3.8 Review of the Rating Methodology used by the Valuer-General</b></p> <p>Advocate for a full review of the rating methodology used by the Valuer-General to value all land in the State of Western Australia.</p>	<p>This resolution was endorsed for action by State Council at its December 2022 meeting.</p> <p>A letter was sent to the Minister for Lands (with a copy also sent to the Minister for Local Government).</p> <p>WALGA recently received a response from the Minister for Local Government. In the response, the Minister noted that a review of the rating and taxing valuation methodology was recently undertaken by the Western Australian Treasury Corporation, on the instructions of the Department of Local Government, Sport and Cultural Industries (DLGSC) and the Western Australian Land Information Authority (Landgate). The review found that the existing system of Unimproved Value (UV) and Gross Rental Value (GRV) rating produce an appropriate outcome in terms of financial equity for ratepayers. Consequently, the State Government does not intend to make any changes to the rating system at this time.</p> <p>Nevertheless, the Minister recognised that there are cases of rating inequity related to the uneven application of UV and GRV as the basis of rates in some districts, particularly where there has been ongoing urban development or where multiple uses of land occur on individual properties. In those cases,</p>



	Local Governments should regularly review the appropriate basis of rates and submit applications to change the basis of rating where appropriate.
<b>3.10 Reform of the Cat Act 2011</b> That the WA Local Government sector requests the WA State Government prioritise reforms to the <i>Cat Act 2011</i> , in accordance with the Statutory Review undertaken and tabled in the State Parliament on 27 November 2019.	This resolution was endorsed for action by State Council at its December 2022 meeting.  A letter has been sent to the Minister for Local Government on this issue.
<b>3.11 WALGA Best Practice Governance Review – Principles</b> That: 1. The update on the Best Practice Governance Review project be noted, and 2. The principles to inform WALGA's future governance model, as follows and as per the attached <i>Principles</i> document, be endorsed: a. <b>Representative</b> – WALGA unites and represents the entire Local Government sector in WA and understands the diverse nature and needs of members, regional communities and economies. b. <b>Responsive</b> – WALGA is an agile association which acts quickly to respond to the needs of members and stakeholders. c. <b>Results Oriented</b> – WALGA dedicates resources and efforts to secure the best outcomes for Local Government and supports the delivery of high-quality projects, programs and services.	This resolution was noted by State Council at its December 2022 meeting.  Following the endorsement of the Principles by Members, the Best Practice Governance Review Steering Committee put forward five model options (including the current model) for WALGA's governance structure. These options were circulated to Members in the form of a Consultation Paper. Members engaged with the Paper and 99 provided a submission, representing 71% of WALGA's membership. Model 1 (being the introduction of a new Board above the existing State Council and Zone structure) and the current model were the two most strongly supported models.  The Steering Committee considered the submissions, along with supplementary research undertaken by Ipsos, and agreed on a recommendation to State Council to endorse changes to WALGA's governance structure in line with a revised version of Model 1. In March, State Council resolved to further engage Members on the details of the proposed model. When State Council met again in May, they considered the additional Member feedback on the proposed model and resolved that two sets of constitutional changes be developed for consideration by State Council in July to be put to Members at the 2023 Annual General Meeting.  State Council resolved by special majority at the July meeting to put two versions of the Constitution to Members:

	<ol style="list-style-type: none"> <li>1. The first being a new Constitution, giving effect to an alternate governance model, and</li> <li>2. The second being a marked-up version of the current Constitution, retaining the existing governance model of WALGA, with necessary changes.</li> </ol> <p>Amendments to the Constitution require endorsement by a special (75 percent) majority at State Council, as well as a 75 percent majority of Members at a General Meeting.</p>
<b>3.12.1 Abandoned Shopping Trolleys</b> <b>That this meeting supports the recent petition to be tabled in the Legislative Council, Parliament of Western Australia, “Removal and Abandonment of Shopping Trolleys 22-0017” calling on the State Government to implement stringent and uniform shopping trolley containment laws for the whole state of Western Australia.</b>	<p>This resolution was referred to the Governance and Organisational Services Policy Team for further advocacy work by State Council at its December 2022 meeting.</p> <p>At the May 2023 meeting, State Council endorsed the following advocacy position:</p> <p><i>The Local Government Sector advocates for State Government to consult with the Sector and prioritise legislative reforms that require retailers to contain shopping trolleys within shopping centre property boundaries, inclusive of enforcement and modified penalty mechanisms that are a realistic economic imperative for retailers to comply with containment requirements.</i></p> <p>The <u>Advocacy Positions Manual</u> was updated accordingly.</p> <p>Correspondence was sent to the Minister for Local Government advocating for legislative reforms to require retailers to contain shopping trolleys within their property boundary.</p>
<b>3.12.2 Mandatory Superannuation for Elected Members in Band 1 and 2 Councils</b> <b>That this meeting supports requesting WALGA to advocate for the Local Government reforms to include mandatory superannuation for elected members of Band 1 and Band 2 Councils and supports the optional</b>	<p>This resolution was noted by State Council at its December 2022 meeting. At the same meeting, State Council resolved as follows:</p> <p>That WALGA:</p> <ol style="list-style-type: none"> <li>1. advocates for superannuation to be required to be paid to Elected Members of Local</li> </ol>

**payment of superannuation for Band 3 and 4 Councils.**

- Governments in Salaries and Allowances Tribunal (SAT) Band 1 and Band 2; and
2. supports the position that superannuation payments to Elected Members of Local Governments in SAT Band 3 and Band 4 should be optional and determined by Council.

Correspondence was subsequently sent to the Minister for Local Government on this issue and the [Advocacy Positions Manual](#) was updated.



# Association Constitution

**Adopted:** 7 August 2001  
**Amended:** 8 August 2004  
6 August 2006  
5 August 2007  
6 August 2011  
7 August 2013  
3 August 2016  
1 August 2018  
20 September 2021  
18 September 2023



# Constitution

## Preamble

This Constitution serves as the instrument for establishment of the Western Australian Local Government Association (WALGA).

WALGA marks the progression from a structure in which the Western Australian Municipal Association (WAMA) serves as a federation of three separate constituent Associations to a single association tasked with directly representing the needs and interests of all Western Australia.

The Constituent Associations of WAMA were: the Country Shire Councils' Association (dissolved in August 2003), the Country Urban Councils' Association (dissolved in August 2002) and the Local Government Association (dissolved in August 2003).

The establishment of WALGA in 2001 represents an evolution in the process by Local Government to promote more effective representation on behalf of its elected membership and the broader community.

Central to this process is the recognition of the sense of history and significant contribution of WAMA's constituent Associations, both in terms of the creation of WALGA and in the pursuit of aims and objectives on behalf of all Western Australian Local Governments as represented within this Constitution.

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## 1. NAME

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The name of the Association is ***“Western Australian Local Government Association”***.

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## 2. INTERPRETATION

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(1) Throughout this Constitution, if not inconsistent with the context:

***“Absolute Majority”*** means, in relation to the Board, State Council or any General Meeting of the Association, a majority comprising enough of the Board Members, State Council Representatives or Delegates for the time being for their number to be more than 50% of the number of voting positions of Board Members, State Council Representatives or Delegates (whether Present and voting or not);

***“Annual General Meeting”*** means the meeting convened under clause 22 of this Constitution;

***“Association”*** means Western Australian Local Government Association (WALGA);

***“Associate Member”*** means:

- in relation to the Association, those Members of the Association referred to in sub-clause 5(7) and those persons admitted as Associate Members of the Association in accordance with sub-clause 5(11); or
- in relation to a Zone, those Ordinary Members of the Association admitted as Associate Members of a Zone in accordance with sub-clause 14(10);

***“Board”*** means the governing board of the Association established under clause 9;

***“Board Member”*** means a member appointed or elected to the Board;

***“Board Member Representative”*** means a State Council Representative elected to the Board under clause 18A or clause 19;

***“Chief Executive Officer”*** means the Chief Executive Officer of the Association;

***“Code of Conduct”*** means the written guidelines which define the minimum standards of professional conduct and integrity that are expected of all Board Members and State Council Representatives.

***“Commissioner”*** means a commissioner appointed to a Local Government under sections 2.6(4) or 2.36A(3) of the Local Government Act;

***“Constituency”*** means either or both of the Country Constituency and the Metropolitan Constituency (as the case may require);

***“Corporate Governance Charter”*** means the instrument approved by the Board and used to implement good governance policies, procedures and practices;

***“Councillor”*** has the same meaning as under the Local Government Act except that it includes a mayor or president elected by electors and includes a Commissioner;

***“Country Constituency”*** means the Ordinary Members as are grouped within the geographical area of the State of Western Australia as determined by the Board (in consultation with State Council), the details of which are contained in the Corporate Governance Charter;

**“Delegate”** means a Councillor or officer nominated or appointed to represent an Ordinary Member and exercise voting entitlements at General Meetings of the Association pursuant to clauses 22 and 23 of this Constitution, or at a Zone meeting pursuant to clause 14 of this Constitution;

**“Deputy President”** means the Deputy President for the time being of the Association;

**“Ex-officio”** means a person or organisation who has an entitlement to membership of the State Council or another committee, by virtue of their office, but is not entitled to exercise a deliberative vote on any matter before the State Council or another committee;

**“General Meeting”** means an Annual General Meeting or a Special General Meeting (as the case requires).

**“Independent Board Member”** means a person appointed to the Board under clause 9(4);

**“In Writing”** means notice provided by posting or transmission in electronic form;

**“Life Members”** means those persons admitted as Life Members of the Association in accordance with sub-clause 5(9) of this Constitution;

**“Local Government”** means an entity constituted under Part 2 of the Western Australian Local Government Act;

**“Local Government Act”** means the Western Australian *Local Government Act 1995*;

**“Local Government Professionals Australia WA”** means the Western Australian Division of Local Government Professionals Australia;

**“Member” means:**

- in relation to the Association, a Local Government, organisation or person admitted to Ordinary, Life or Associate membership of the Association in accordance with the provisions of this Constitution; or
- in relation to a Zone, those Ordinary Members of the Association that are determined to be members of a Zone with sub-clauses 5(5), 5(6) and 14(2).

**“Metropolitan Constituency”** means the Ordinary Members as are grouped within the geographical area of the State of Western Australia as determined by the Board (in consultation with State Council), the details of which are contained in the Corporate Governance Charter;

**“Ordinary Meeting of the Board”** means one of the six scheduled meetings of the Board referred to under clause 10(1);

**“Ordinary Meeting of the State Council”** means one of the three scheduled meetings of the State Council referred to under clause 12(1);

**“Ordinary Member”** means a Local Government admitted to membership of the Association in accordance with the provisions of this Constitution and includes a new Local Government created pursuant to a merger or amalgamation of existing Local Governments that were Ordinary Members of the Association prior to the merger or amalgamation;

**“President”** means the President for the time being of the Association;

**“Present”** means attendance in person or by electronic means deemed suitable by the Chief Executive Officer;



**“Secretariat”** means the staff of the Association appointed from time to time by the Chief Executive Officer or, in the case of the Chief Executive Officer, by the Board;

**“Special General Meeting”** means the meeting convened under clause 23 of this Constitution.

**“Special Majority”** means, in relation to the Board or of any General Meeting of the Association, a majority comprising enough of the Board Members or the Delegates for the time being for their number to be at least 75% of the total number of Board Members or Delegates (whether Present and voting or not);

**“Special Meeting of the Board”** means any Board meeting that is not an Ordinary Meeting of the Board;

**“Special Meeting of the State Council”** means any State Council meeting that is not an Ordinary Meeting of the State Council;

**“Simple Majority”** means, in relation to the State Council or any General Meeting of the Association, a majority comprising enough of the the State Council Representatives or Delegates for the time being for their number to be more than 50% of the number of State Council Representatives or Delegates that are Present;

**“State Council”** means the advisory policy council established pursuant to clause 11;

**“State Council Representative”** means a member on the State Council elected or appointed by the Constituencies in accordance with the provisions of sub-clauses 11(1) and 11(2) (or 17(4) as applicable) as the primary representative (and not as the deputy representative);

**“Transitional Provisions”** means those provisions of this Constitution appearing in Schedule Three;

**“WALGA”** means the Western Australian Local Government Association constituted under section 9.58 of the Local Government Act; and

**“Zone”** means a geographically based subdivision containing Ordinary Members and incorporated within a Constituency as determined under clause 14(3) and reflected in the Register of Zone Membership referred to in sub-clause 14(9).

- (2) In this Constitution:
- (a) a reference to any written law, whether specific or general, includes a reference to all amendments, modifications, re-enactments or replacements and includes all orders, ordinances, regulations, rules and by-laws made under or pursuant to that written law;
  - (b) words meaning persons include natural persons, corporations and associations; and
  - (c) the headings shall not affect the interpretation or construction of this Constitution.

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### 3. OBJECTS

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The objects of the Association shall be:

- (a) to provide a united voice for Local Government in Western Australia;
- (b) to promote the credibility and profile of Local Government;
- (c) to speak on behalf of Local Government in Western Australia;
- (d) to represent the views of the Association to the State and Federal Governments on financial, legislative, administration and policy matters;
- (e) to provide services to Local Government in Western Australia;
- (f) to promote Local Government issues of importance by involvement with national bodies;

- (g) to do all and any such other things as in the opinion of the Board may conveniently be carried on by the Association or which promote or assist or are incidental or conducive to the attainment of these objects or any of them, or anything considered beneficial to the members of the Association; and
- (h) to use the property and income of the Association solely for the promotion of the objects or purposes of the Association. No part of the property or income of the Association may be paid or otherwise distributed, directly or indirectly, to Members of the Association, except in good faith in the promotion of those objects or purposes.

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#### **4. POWERS**

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- (1) The Association shall have such specific powers as may be vested in it from time to time by the Ordinary Members or as amended under this Constitution. The initial powers of the Association are set out in the Register of Powers (Schedule One).
- (2) The powers of the Association may be added to, amended, withdrawn, modified or substituted in accordance with the provisions of sub-clauses 10(6) and 12(5).
- (3) The Chief Executive Officer shall keep an up-to-date copy of the Register of Powers which records all changes and the dates thereof. The Register of Powers shall be open for inspection to the representatives of Ordinary Members during office hours and on reasonable notice.
- (4) Subject to obtaining the requisite majority support, the Association shall have general power to act in connection with all other matters in its discretion.
- (5) The Association may do all acts and things as are necessary, incidental or conducive to the attainment or execution of its objects and shall have all the powers conferred on an association constituted under section 9.58 of the Local Government Act including, but without limitation, power to:
  - (a) acquire hold and dispose of real and personal property;
  - (b) accept any gift of any real or personal property or any interest or estate in that property or disclaim the benefit of any such gift;
  - (c) sue and be sued; and
  - (d) do all things that bodies corporate may do.

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#### **5. MEMBERSHIP OF THE ASSOCIATION**

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- (1) Three classes of membership to the Association shall be available:
  - (a) Ordinary Membership;
  - (b) Associate Membership; and
  - (c) Life Membership.
- (2) Ordinary Membership of the Association shall be open to all Local Governments.
- (3) Ordinary Membership shall be immediately conferred upon any new Local Government created by the merger of existing Local Governments that were Ordinary Members of the Association prior to the merger, provided that all membership fees and subscriptions owed to the Association up to the date of merger by the predecessor Local Government of that new Local Government have been paid.
- (4) An Ordinary Member shall belong to either the Metropolitan Constituency or the Country Constituency, but not both.
- (5) Subject to clause 5(6), the membership of Ordinary Members to Zones shall be determined from time to time by the Board in consultation with State Council.



- (6) The Board, on application from an Ordinary Member and in consultation with State Council, may resolve to permit an Ordinary Member to be a member of an alternate Constituency. In considering any application made pursuant to this subclause, the Board shall give regard to the reasons provided in support of the application and any views expressed by Ordinary Members within the two Constituencies. The Board may (in consultation with State Council) approve or refuse any application, advising accordingly and including any reason therefore.
- (7) Associate Members shall be:
  - (a) the Local Government Professionals Australia WA; and
  - (b) any other Associate Member admitted to membership pursuant to sub-clause 5(11).
- (8) Associate Members are ineligible to vote at all meetings of the Association.
- (9) The Board from time to time will determine nominations for Life Membership of the Association.
- (10) Additional Ordinary Members may be admitted from time to time through a decision of the Board.
- (11) Any person or organisation seeking admission as an Associate Member shall make written application to the Chief Executive Officer. The Board or its delegate shall consider the application and may admit or refuse the applicant, advising accordingly including any reason therefore.
- (12) If an application for membership is granted, the membership shall commence upon payment of the appropriate subscription.
- (13) The Chief Executive Officer shall keep and maintain in an up-to-date condition a Register of the Members of the Association. The Register shall be open for inspection to the representatives of Ordinary Members during office hours and on reasonable notice.

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## **6. TERMINATION OF MEMBERSHIP OF THE ASSOCIATION**

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- (1) Membership of the Association may be terminated upon:
  - (a) receipt by the Chief Executive Officer of not less than 3 months notice in writing from a Member requesting to withdraw from membership of the Association; or
  - (b) non-payment by a Member of the required subscription within three months of the date fixed by the Board for subscriptions to be paid, unless the Board decides otherwise; or
  - (c) expulsion of a Member in accordance with clause 30.
- (2) Pursuant to subclause 6(1), where the membership of an Ordinary Member is terminated, the Chief Executive Officer shall remove the name of the Ordinary Member from the Register of the Members of the Association and that Ordinary Member shall cease to be a Member of the Association.
- (3) A Member who withdraws from membership to the Association shall not be entitled to a refund of any portion of such subscription as the Member will have paid in advance for the period up to and including 30 June of that year.

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## **7. BUDGET**

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- (1) The Association's Budget shall be prepared annually by the Chief Executive Officer in consultation with the Board, including such other Committees as the Board may deem expedient pursuant to clause 21.
- (2) The Budget shall be submitted to the Board for approval not later than 31 July prior to the financial year to which it relates.

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## **8. SUBSCRIPTION**

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- (1) The annual subscriptions of all Members of the Association shall be as determined by the Board.
- (2) Subscription levels shall be submitted for approval by the Board together with the relevant Budget each year.
- (3) Subscriptions shall be due and payable on such date or dates as the Board may decide having regard to all relevant circumstances.

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## **9. THE BOARD**

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- (1) The Board is the governing board of the Association, responsible for the management and affairs of the Association.
- (2) The Board may exercise all of the powers of the Association except those which must, under this Constitution, be exercised by the State Council or the Members at a General Meeting.
- (3) The Board must consist of a minimum of 8 and a maximum of 11 members, comprising the following:
  - (a) The President;
  - (b) The Deputy President;
  - (c) 3 Board Member Representatives elected by State Council from amongst State Council Representatives from the Metropolitan Constituency;
  - (d) 3 Board Member Representatives elected by State Council from amongst State Council Representatives from the Country Constituency; and
  - (e) up to 3 eligible Independent Board Members appointed by the Board from time to time on the basis of their skills, experience or background.
- (4) In respect of the appointment of an Independent Board Member, the Board may determine its own procedures and:
  - (a) a State Council Representative is not eligible to be appointed;
  - (b) a Councillor or, subject to clause 9(4)(a), any other person is eligible to be appointed, subject to meeting any additional eligibility criteria, qualification or experience requirements determined by the Board (if any); and
  - (c) the person appointed, holds office for a term of two years from the date of their appointment, and subject to this clause and clause 9(5), is eligible for re-appointment.
- (5) An Independent Board Member may not serve as an Independent Board Member for more than four consecutive terms.
- (6) A Board Member Representative, the President and Deputy President is elected by State Council for a term as determined under clauses 16 – 19.
- (7) A deputy representative of a Zone as elected to State Council is not eligible to be elected as a Board Member Representative.
- (8) Subject to clauses 9(9) and 9(10), a Board Member Representative may not serve as a Board Member Representative for more than four consecutive terms.
- (9) A person serving as the President or Deputy President may not serve in that role for more than two consecutive terms, but for the avoidance of doubt, may serve two consecutive terms as President and two consecutive terms as Deputy President.



- (10) The Board tenure limit for a Board Member Representative is separate and in addition to the tenure limit for the role of the President or Deputy President.

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## 10. BOARD PROCEEDINGS

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- (1) The Board must meet together for the dispatch of business not less than six times in each calendar year.
- (2) Ordinary Meetings of the Board shall be called by the Chief Executive Officer in accordance with the Corporate Governance Charter.
- (3) Special Meetings of the Board shall be called by the Chief Executive Officer by providing notice to Board Members of the date, time, place and purpose of the meeting upon the written request of the President or at least three Board Members.
- (4) Each Board Member Present shall be entitled to exercise one (1) deliberative vote on any matter considered by the Board (including the person presiding at the meeting).
- (5) Subject to clauses 10(6), 10(7) and 29(1), any resolution put forward at a Board meeting must be passed by a majority of Board Members Present.
- (6) The following resolutions shall not be passed by the Board unless they receive an Absolute Majority of the Board and of State Council:
- (a) any addition, amendment, withdrawal, modification or substitution to, of or in the powers of the Association; or
  - (b) any allocation or change in allocation of any representation or voting rights on the State Council; or
  - (c) any change to the number of Zones.
- (7) In the event of there being an equality of votes in respect of a matter considered by the Board, the person presiding at the meeting does not have a casting vote.
- (9) At any meeting of the Board, at least 50% of Board Members in office (rounded up to the nearly whole number), Present and entitled to vote shall form a quorum.
- (10) The President shall preside at all meetings of the Board.
- (11) In the absence of the President, or if the President is unwilling or unable to preside, the Deputy President shall preside at a meeting of the Board.
- (12) In the absence of both of the President and Deputy President, or if they are unwilling or unable to preside, the Board shall choose a Board Member to preside at the Board meeting.
- (13) The Board must establish a Corporate Governance Charter.
- (14) The Board must establish a Code of Conduct to which all Board Members and State Council Representatives must comply.
- (15) Subject to this Constitution, the Board Members Present at a Board meeting may determine the procedure and order of business to be followed at the Board meeting.
- (16) The Board is responsible for establishment and review of the processes which are to be applied by the Zones to determine the election of their representatives and deputy representatives to the State Council.

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## 11. STATE COUNCIL

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- (1) The State Council is to be a policy advisory council. Members of the State Council are:
  - (a) 12 Councillors elected as primary representatives from amongst the Delegates to the Zones of the Metropolitan Constituency;
  - (b) 12 Councillors elected as primary representatives from amongst the Delegates to the Zones of the Country Constituency;
  - (c) The President (Ex-officio); and
  - (d) The President of Local Government Professionals Australia WA (Ex-officio).
- (2) The primary State Council Representatives and deputy representatives to the State Council shall be elected by Zones of the Constituencies from amongst the Delegates to the Zones (in accordance with the procedures set out in the Corporate Governance Charter) for a term commencing on the day of the first Ordinary Meeting of State Council immediately following the biennial Local Government elections and concluding on the day before the first Ordinary Meeting of State Council of the following biennial Local Government elections.
- (3) The Secretariat shall be the body responsible for coordinating the nominations and election processes by which the Zones of the Constituencies elect their primary representatives and deputy representatives to the State Council.
- (4) A deputy representative elected from amongst the Delegates to that Zone to act in the capacity of a primary representative unable to attend a meeting of the State Council shall exercise all rights of that representative at a State Council meeting, except that a deputy representative is not eligible to be elected as a Board Member Representative.
- (5) If for any reason, a primary representative or deputy representative is unable to hold office for the full period for which the primary representative or deputy representative was appointed to State Council, the affected Zone shall be entitled to fill that vacancy by appointing some other Councillor from within that Zone as a primary representative or deputy representative. The primary representative or deputy representative so appointed shall hold office on State Council for the balance of the term of the primary representative or deputy representative originally elected.
- (6) The State Council must conduct the elections for President, Deputy President and the Board Member Representatives, from amongst State Council Representatives in accordance with the provisions in this Constitution and ensure an equal representation from the Constituencies, at the first Ordinary Meeting of State Council following the biennial Local Government elections.

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## 12. PROCEEDINGS OF STATE COUNCIL

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- (1) The State Council must meet together for the dispatch of business not less than three times in each calendar year.
- (2) Ordinary Meetings of the State Council shall be called by the Chief Executive Officer in accordance with the Corporate Governance Charter.
- (3) Special Meetings of the State Council shall be called by the Chief Executive Officer by providing notice to State Council Representatives of the date, time, place and purpose of the meeting upon the written request of the President or at least one quarter of State Council Representatives.
- (4) Each State Council Representative shall be entitled to exercise one (1) deliberative vote on any matter considered by the State Council provided that this clause shall not apply to any Ex-officio members of the State Council. The President shall exercise a casting vote only, in the event of there being an equality of votes in respect of a matter considered by the State Council but



excluding an election held in accordance with Clause 16 in which the President is entitled to a deliberative vote only.

- (5) Except as provided in this clause, all motions at a State Council meeting shall be passed by a Simple Majority of the State Council Representatives, or by their deputy representatives, Present and entitled to vote. The following resolutions shall not be passed by the State Council unless they receive an Absolute Majority of State Council:
  - (a) any addition, amendment, withdrawal, modification or substitution to, of or in the powers of the Association; or
  - (b) any allocation or change in allocation of any representation or voting rights on the State Council; or
  - (c) any change to the number of Zones.
- (6) At any meeting of the State Council, thirteen (13) State Council Representatives Present and entitled to vote shall form a quorum.
- (7) The President shall preside at all meetings of the State Council.
- (8) In the absence of the President, or if the President is unwilling or unable to preside, the Deputy President shall preside at a meeting of the State Council. In presiding, the Deputy President shall be entitled to exercise one (1) deliberative vote in respect of a matter considered by the State Council, and in the event of there being an equality of votes in respect of a matter considered, shall exercise a casting vote.
- (9) In the absence of the President and Deputy President, or if they are unwilling or unable to preside, the State Council shall choose a State Council Representative to preside at the meeting of the State Council. The representative chosen to preside shall exercise a deliberative vote in respect of a matter considered by the State Council, and in the event of there being an equality of votes in respect of a matter being considered, shall exercise a casting vote.
- (10) State Council shall adopt Standing Orders that will apply to all meetings.

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### **13. CHIEF EXECUTIVE OFFICER AND SECRETARIAT**

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- (1) The Board may appoint a Chief Executive Officer at such remuneration and on such terms and conditions and with such powers, authorities, discretions and duties as it deems appropriate and may terminate the appointment of the Chief Executive Officer.
- (2) The Board may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Constitution from time to time in such manner as the Board determines and as set out in the Corporate Governance Charter or in Schedule Two. The Chief Executive Officer shall be responsible for the establishment and maintenance of a Register of Powers, Authorities, Discretions and Duties delegated by the Board.
- (3) Subject to the control of the Board, the Chief Executive Officer shall be solely responsible for the appointment of the staff of the Secretariat and the administration of the Association.
- (4) The Chief Executive Officer shall be the custodian of records, books, documents and securities of the Association.

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### **14. ZONES**

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- (1) Ordinary Members of the Association shall be grouped into Zones of the Metropolitan and Country Constituencies.

- (2) Subject to clause 5(6), the membership of Ordinary Members to Zones shall be determined from time to time by the Board in consultation with State Council.
- (3) The number of Zones shall be determined from time to time by the Board and State Council under clauses 10(6)(c) and 12(5)(c) accordingly.
- (4) Each Ordinary Member of a Zone shall be entitled to be represented by a Delegate or Delegates elected or appointed by the Member to represent its interests. Zones shall determine the number of Delegates to which each Member is entitled to be represented by on the Zone.
- (5) The term of a person who is a Delegate of an Ordinary Member of a Zone expires when the person:
  - (a) dies;
  - (b) ceases to be a Councillor of the Ordinary Member;
  - (c) resigns the position by notice in writing given to the Ordinary Member who elected or appointed the person as its delegate and the resignation is accepted;
  - (d) becomes a member of State or Federal Parliament;
  - (e) is convicted of an offence under the *Local Government Act 1995*;
  - (f) is permanently incapacitated by mental or physical ill-health; or
  - (g) is the subject of a resolution passed by the Ordinary Member who appointed the person as its delegate terminating their appointment as the delegate of that Ordinary Member.
  - (h) is a Councillor that has been suspended by the Minister for Local Government under part 8 of the Local Government Act.
- (6) The management and affairs of the Zone shall be vested in the Delegates that are elected or appointed to the Zone by each Member of the Zone.
- (7) The functions of each Zone shall be:
  - (a) electing a representative or representatives and deputy representative or deputy representatives to the State Council;
  - (b) considering the State Council agenda;
  - (c) providing direction and/or feedback to their representative or representatives on the State Council; and
  - (d) any other functions deemed appropriate by the members of the Zone.
- (8) An application for change in membership between Zones may only be made by the Member seeking to change its membership and with the approval of the receiving Zone.
- (9) Applications for changes in membership between Zones shall be determined by the Board (in consultation with State Council). In considering such applications, the Board shall give regard to the reasons provided in support of the application and any views expressed by the Zones directly affected by the application and the views of State Council. The Board (in consultation with State Council) may approve or refuse any application, advising accordingly and including any reason therefore.
- (10) The Chief Executive Officer is to keep and maintain in an up-to-date condition a Register of Zone Membership, which may be varied from time to time by the Board. Upon request of an Ordinary Member, the Chief Executive Officer shall make the Register available for inspection by the representatives of an Ordinary Member during office hours and on reasonable notice.
- (11) A Zone may, from time to time, resolve to admit an Ordinary Member or Associate Member of the Association from outside their existing membership as an Associate Member of their Zone. In considering whether to admit an Ordinary Member or an Associate Member of the Association as an Associate Member of a Zone, the Zone shall give regard to the significance of communities of interest between the existing membership of the Zone and the Ordinary Member or Associate Member of the Association that is seeking to become an Associate Member of the Zone.



- (12) Subject to subclause (12), Zones shall determine the participation of any Associate Member admitted to the Zone, including the extent to which the representatives of an Associate Member may speak to and vote on matters considered by the Zone.
- (13) An Associate Member of a Zone may not:
  - (a) nominate a delegate for election to any office of the Zone;
  - (b) participate in an election held for any office bearer of the Zone; or
  - (c) vote on any matter considered by the Zone requiring a 75% majority.

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## 15. ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS

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Prior to the Annual General Meeting, the President and Chief Executive Officer shall prepare the President's annual report and audited financial statements of the Association for presentation to Members at the Annual General Meeting.

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## 16. ELECTION PROCEDURE

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Any election, other than to elect the President or Deputy President, held by the Association shall be conducted as follows:

- (a) the Chief Executive Officer or his/her delegate shall act as returning officer;
- (b) representatives are to vote on the matter by secret ballot;
- (c) votes are to be counted on the basis of "first-past-the post";
- (d) if the election is to fill one vacancy, the candidate who receives the greater or greatest number of votes is elected;
- (e) if the election is to fill two or more vacancies, the candidates elected are –
  - i. the candidate who receives the greatest number of votes; and
  - ii. the candidate who receives the next highest number of votes; and
  - iii. the candidate who receives the next highest number of votes,and so on up to the number of vacancies to be filled; and
- (f) if two or more candidates receive the same number of votes so that sub-section (d) or (e) cannot be applied, the Chief Executive Officer is to draw lots in the presence of any scrutineers who may be Present to determine which candidate is elected.

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## 17. ELECTION PROCEDURE – PRESIDENT AND DEPUTY PRESIDENT

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An election to elect the President or Deputy President shall be conducted as follows:

- (a) the Chief Executive Officer or his/her delegate shall act as returning officer;
- (b) representatives are to vote on the matter by secret ballot;
- (c) votes are to be counted on the basis of "first-past-the-post";
- (d) the candidate who receives the greatest number of votes is elected;
- (e) if there is an equality of votes between two or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued, and the meeting adjourned for not more than 30 minutes;
- (f) any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes;
- (g) when the meeting resumes, an election will be held in accordance with sub-sections (a), (b), (c) and (d);
- (h) if two or more candidates receive the same number of votes so that sub-section (d) cannot be applied, the Chief Executive Officer is to draw lots in the presence of any scrutineers who may be Present to determine which candidate is elected.



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## **18. PRESIDENT**

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- (1) Subject to subclause 17(3) of this Constitution, the State Council shall elect the President from amongst the primary State Council Representatives.
- (2) The President shall be elected by the State Council at the first Ordinary Meeting of State Council following the biennial Local Government elections for a term commencing from the date of the election for President and concluding on the day of the first Ordinary Meeting of State Council held after the next following biennial Local Government elections.
- (3) A person, other than the incumbent President of the Association, shall not be eligible for election as President unless they have first been elected as a State Council Representative.
- (4) The Constituency from which the President is elected has the right to nominate a further representative to the State Council, with that representative being drawn from the same Zone and entitled to serve for the same term as their originally nominated representative.
- (5) Where the incumbent President seeks and is re-elected for a consecutive term, subject to clause 19(6), that person shall not hold office as President beyond two (2) full consecutive terms.

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## **19. ROTATION OF PRESIDENCY**

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- (1) At an election for the position of President conducted under sub-clause 17(2), only the incumbent President, subject to complying with sub-clause 17(5), or State Councillors from the alternate Constituency to the incumbent President will be eligible to be elected.
- (2) At an election for the position of President conducted under Clause 19, only State Councillors from the alternate Constituency to the incumbent President will be eligible to be elected.

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## **20. DEPUTY PRESIDENT**

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- (1) Following determination of the election of the President pursuant to clause 17 of this Constitution, the State Council shall elect a Deputy President from amongst its State Council Representatives, provided the Deputy President represents the alternate Constituency to the President elected pursuant to clause 17.
- (2) The Deputy President shall be elected by the State Council at the first Ordinary Meeting of State Council following the biennial Local Government elections for a term commencing from the date of the election for Deputy President and concluding on the day of the first Ordinary Meeting of State Council held after the next following biennial Local Government elections.
- (3) Prior to expiration of a term of office, a Deputy President may seek re-election for a consecutive term.
- (4) Where a Deputy President seeks and is re-elected for a consecutive term, subject to clause 19(6), that person shall not hold office as Deputy President beyond two (2) full consecutive terms.

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## **21. BOARD MEMBER REPRESENTATIVES**

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- (1) Following determination of the election of the President pursuant to clause 17 of this Constitution, and the election of the Deputy President pursuant to clause 18 of this Constitution, the State Council shall elect 6 Board Member Representatives from amongst its State Council

Representatives, provided that 3 are from the Metropolitan Constituency and 3 are from the Country Constituency.

- (2) The Board Member Representatives shall be elected by the State Council at the first Ordinary Meeting of State Council following the biennial Local Government elections for a term commencing from the date of the election for the Board Member Representatives and concluding on the day of the first Ordinary Meeting of State Council held after the next following biennial Local Government elections.
- (3) Prior to expiration of a term of office, a Board Member Representative may seek re-election for a consecutive term.
- (4) Where a Board Member Representative seeks and is re-elected for a consecutive term, subject to clause 19(9), that person shall not hold office as Board Member Representative beyond four (4) full consecutive terms.

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## **22. VACANCY – PRESIDENT, DEPUTY PRESIDENT AND BOARD MEMBER REPRESENTATIVES**

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- (1) If the office of the President becomes vacant or if for any other reason the President is unable to take or hold office at a period which exceeds six months from the date of the next scheduled election for that office, then the State Council shall meet to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced.
- (2) Where a vacancy occurs in the office of President at a period which is six months or less from the date of the next scheduled election for that office, the State Council may convene a meeting to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced, or the State Council may in its discretion, determine that the vacancy be filled by the Deputy President until the date of the next scheduled election.
- (3) An election pursuant to sub-clause 19(1) or sub-clause 19(2) shall cause the office of Deputy President to be declared vacant immediately prior to the conduct of the election.
- (4) Following an election pursuant to sub-clause 19(1) or sub-clause 19(2) an election pursuant to Clause 19(5) will be conducted for the office of Deputy President from amongst representatives of the alternative Constituency to that of the President just elected.
- (5) If the office of Deputy President becomes vacant or if for any other reason the Deputy President is unable to take or hold office, then the State Council shall meet to elect from among their number a Deputy President who shall hold the office for the balance of the term of the Deputy President replaced, provided the Deputy President represents the alternate Constituency to that of the President.
- (6) A State Council Representative elected to fill a vacancy of President or Deputy President pursuant to this clause 19 shall still be eligible for election for a subsequent two (2) full consecutive terms.
- (7) If a Board Member Representative is elected to fill a vacancy of President or Deputy President pursuant to this clause 19, their position as a Board Member Representative is declared vacant.
- (8) If the office of a Board Member Representative becomes vacant or if for any other reason the Board Member Representative is unable to take or hold office, then the State Council shall meet to elect from among their number a Board Member Representative who shall hold the office for the balance of the term of the Board Member Representative replaced, provided the new Board Member



Representative represents the same Constituency as the Board Member Representative who is being replaced.

- (9) A State Council Representative elected to fill a vacancy of Board Member Representative pursuant to this clause 19 shall still be eligible for election for a subsequent four (4) full consecutive terms.

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## **23. VACATION OF OFFICE**

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A person shall cease or be disqualified from being a Board Member, a representative or deputy representative on the State Council or from being President or Deputy President of the Association, if that person:

- (a) dies;
- (b) except in respect of an Independent Board Member, ceases to be a Councillor of the Ordinary Member;
- (c) resigns the position by notice in writing delivered or sent by post to the Chief Executive Officer, and such resignation is accepted;
- (d) is a member of State or Federal Parliament;
- (e) is convicted of an offence under the Local Government Act;
- (f) is permanently incapacitated by mental or physical ill-health;
- (g) is absent from more than 3 consecutive Ordinary Board or Ordinary State Council meetings (as applicable);
- (h) except in respect of an Independent Board Member, is a member of a Local Government that ceases to be a member of the Association;
- (i) except in respect of an Independent Board Member, is the subject of a resolution passed by the Zone from which that person was originally elected terminating his or her appointment as a representative or deputy representative of that Zone, except where that person is the subject of any resolution consequent upon his or her being elected President of the Association and in pursuance of sub-clause 17(4);
- (j) is a Councillor that has been suspended by the Minister for Local Government under Part 8 of the Local Government Act; or
- (k) is a candidate for election to State or Federal Parliament on or after the date the election writ is issued.

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## **24. COMMITTEES AND SUB-COMMITTEES**

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- (1) The Board may from time to time as it may deem necessary or expedient appoint, delegate or refer to any person or committee any of its powers, duties and functions as it thinks fit except the powers to:
- (a) acquire, hold and dispose of real property;
  - (b) borrow money;
  - (c) set subscription levels; and
  - (d) progress any matter requiring a decision of the Board pursuant to sub-clause 10(6) of this Constitution.
- (2) The person or the members of any committee so appointed shall not be required to be representatives on the Board.
- (3) Any person or committee in the exercise of the powers, duties or functions so delegated or referred to it shall observe and perform any rules, regulations and directions that may be made by the Board.
- (4) Subject to the Corporate Governance Charter, each Committee shall elect a Chair from the members of the Committee.

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## **25. ANNUAL GENERAL MEETING**

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- (1) The Annual General Meeting of the Association shall be held at a date to be determined by the Board, provided that such date occurs prior to 31 October each year.
- (2) The Chief Executive Officer shall give at least ninety (90) days' notice of the date of the Annual General Meeting and the closing date on which notice of proposed business for the Annual General Meeting will be received by posting notice thereof to each Ordinary Member at the address appearing in the records of the Association for the time being. Such notice shall be deemed to have been delivered to the Ordinary Member immediately if transmitted electronically or on the second date after posting.
- (3) At an Annual General Meeting, greater than one half of the Delegates of Ordinary Members who are eligible to vote and are Present constitute a quorum.
- (4) At each such Annual General Meeting the order of business shall be as follows:
  - (a) attendance, apologies and announcements;
  - (b) confirmation of minutes from last Annual General Meeting;
  - (c) adoption of President's annual report;
  - (d) consideration of annual financial statements; and
  - (e) consideration of Executive and Member motions.
- (5) In respect of the Annual General Meeting:
  - (a) a notice of motion may only be submitted by the Board or an Ordinary Member; and
  - (b) a motion may only be moved seconded or voted upon by a delegate of an Ordinary Member.
- (6) An agenda paper shall be forwarded by the Chief Executive Officer to each Ordinary Member, at the address appearing in the records of the Association for the time being, at least thirty (30) days before the date of the Annual General Meeting. The agenda paper shall be deemed to have been delivered to the Ordinary Member immediately if transmitted electronically or on the second date after posting.
- (7) Where the Board considers that a direction or decision from an Annual General Meeting has been made without information of a material nature or in circumstances which have materially altered and such direction or decision is not in the best interests of the Association, the Board may decline to follow that direction or decision and, in that event, the Chief Executive Officer by notice shall advise the Ordinary Members of the decision of the Board and the reasons for that decision.
- (8) Notwithstanding the provisions of sub-clause (7), the Board is required to give consideration to any direction or decision made at an Annual General Meeting in its discharge of responsibilities and functions.

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## **26. SPECIAL GENERAL MEETING**

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- (1) A Special General Meeting shall be called by the Chief Executive Officer upon the instructions of the Board or the written demand of not less than any twenty (20) Ordinary Members.
- (2) The Chief Executive Officer shall give at least thirty (30) days notice of any Special General Meeting by posting notice thereof to each Ordinary Member at the address appearing in the records of the Association for the time being. Such notice shall specify the nature of the business to be transacted at the Special General Meeting and shall be deemed to have been delivered immediately if transmitted electronically or on the second date after posting.



- (3) At a Special General Meeting, greater than one half of the Delegates of Ordinary Members who are eligible to vote and are Present constitute a quorum.
- (4) Where the Board considers that a direction or decision from a Special General Meeting has been made without information of a material nature or in circumstances which have materially altered and such direction or decision is not in the best interests of the Association, the Board may decline to follow that direction or decision and, in that event, the Chief Executive Officer by notice shall advise the Ordinary Members of the decision of the Board and the reasons for that decision.
- (5) Notwithstanding the provisions of sub-clause (4), the Board is required to give consideration to any direction or decision made at a Special General Meeting in its discharge of responsibilities and functions.

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## **27. REPRESENTATION AND VOTING AT GENERAL MEETINGS**

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- (1) Subject to this Constitution, each Ordinary Member shall be entitled to be represented at any Annual General Meeting or Special General Meeting of the Association by two (2) Delegates.
- (2) A Delegate shall be entitled to one (1) deliberative vote at the Annual General Meeting or Special General Meeting of the Association.
- (3) A Delegate unable to attend any Annual General Meeting or Special General Meeting shall be entitled to cast a vote by proxy. A proxy shall be in writing and shall nominate the person in whose favour the proxy is given which person need not be a Delegate. Proxy authorisations shall be delivered to the Chief Executive Officer before the commencement of the General Meeting at which the proxy is to be exercised and shall be signed by the Delegate or by the Chief Executive Officer of the Ordinary Member that nominated the Delegate.
- (4) Except as provided in this Constitution, all matters considered at an Annual General Meeting or Special General Meeting of the Association shall be passed by a Simple Majority of the Ordinary Members' Delegates or by a duly authorised proxy vote exercised on their behalf.

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## **28. MINUTES OF MEETINGS OF ASSOCIATION**

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- (1) The Chief Executive Officer must cause proper minutes of all proceedings of all General Meetings, Board meetings and State Council meetings to be taken and then to be entered within 30 days after the holding of each General Meeting, Board meeting or State Council meeting, as the case requires, in a minute book kept for that purpose.
- (2) The President must ensure that the minutes taken of a General Meeting, Board meeting or State Council meeting under sub-clause (1) are checked and signed as correct by the person who presided at the General Meeting, Board meeting or State Council meeting to which those minutes relate or by the person who presides at the next succeeding general meeting, Board meeting or State Council meeting, as the case requires.
- (3) When minutes have been entered as correct under this clause, they are, until the contrary is proved, evidence that:
  - (a) the General Meeting, Board meeting or State Council meeting to which they relate (in this sub-clause called "the meeting") was duly convened and held;
  - (b) all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
  - (c) all appointments or elections purporting to have been made at the meeting have been validly made.

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## **29. AUDIT**

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- (1) At least once a year the Board shall cause the Association's accounts to be audited by a person or persons appointed by the Board or its delegated body.
- (2) The accounting records of the Association shall be open for inspection by the representatives of Ordinary Members during office hours and on reasonable notice.

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## **30. BANKING**

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- (1) All moneys received by the Association shall be banked into an operating account established by the Board, in the name of the Association.
- (2) Payments drawn on the account and other documents relating to such account shall be authorised by the Chief Executive Officer and such other authorised persons as the Board may deem appropriate.
- (3)
  - (a) The operating account to be so established, may be utilised for the purposes of paying salaries and operating expenses and for other purposes authorised by a decision of the Board.
  - (b) The Board on the advice of the Chief Executive Officer, may appoint any member of the Secretariat to manage the operating account.

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## **31. COMMON SEAL**

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- (1) The Association shall have a common seal on which its corporate name appears in legible characters.
- (2) The common seal of the Association must not be used without the approval of the Board and every use of that common seal must be recorded in the minutes of the Board meeting.
- (3) The affixing of the common seal of the Association must be witnessed by any two of the Chief Executive Officer and any Board Member.
- (4) The common seal of the Association must be kept in the custody of the Chief Executive Officer or of such other persons as the Board from time to time decides.

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## **32. AMENDMENT TO THE CONSTITUTION**

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The Constitution of the Association may be altered, added to or repealed by:

- (1) A Special Majority resolution at any meeting of the Board; and
- (2) A resolution at an Annual General Meeting or Special General Meeting passed by a Special Majority of Delegates or duly authorise a proxy vote to be exercised on their behalf, provided that:
  - (a) 75% of Ordinary Members who are eligible to vote are present or represented; and
  - (b) the Chief Executive Officer has given not less than sixty (60) days notice of any proposal to alter, add or repeal the Constitution to all Ordinary Members.



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### 33. EXPULSION OF MEMBERS

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- (1) An Ordinary Member may be expelled from the Association by resolution at a meeting of the Board on the consent in writing to the proposition for expulsion being first received from not less than 75% of the Ordinary Members.
- (2) The Ordinary Member whom it is proposed to expel must receive at least sixty (60) days notice of the Board meeting referred to in sub-clause (1) and shall be given the opportunity of attending the meeting and being heard with respect to the motion for expulsion.
- (3) An Associate Member may be expelled by decision of the Board.

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### 34. DISPUTES, MEDIATION AND ARBITRATION

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- (1) The grievance procedure set out in this clause applies to disputes arising in connection with this Constitution between:
  - (a) a Member and another Member; or
  - (b) a Member and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the dispute must, within ten (10) days, be referred initially to a panel to settle the dispute by mediation and if the dispute cannot be resolved, to arbitrate the dispute.
- (4) The panel shall be established by the Board having regard to the nature and circumstances of the dispute and shall comprise such number of persons as the Board may decide, being not less than three (3), who shall be drawn from amongst the following:
  - (a) Life Members of the Association;
  - (b) the President or Past Presidents of Local Government Professionals Australia WA;
  - (c) the Director General, Department of Local Government; or
  - (d) such other persons as the Board considers appropriately qualified having regard to the nature and circumstances of the dispute.
- (5) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (6) The panel, in conducting the mediation, must:
  - (a) give the parties to the mediation process every opportunity to be heard;
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (7) Any arbitration shall be conducted in accordance with the provisions of the *Commercial Arbitration Act 1985* (WA) and, notwithstanding section 21 (1) of that Act, each disputant may be represented by a duly qualified legal practitioner or other representative.
- (8) If a matter proceeds to arbitration, then the decision of the panel shall be final and binding on the disputants.
- (9) Any mediation or arbitration conducted under this clause must be confidential and without prejudice.

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**35. DISTRIBUTION OF SURPLUS PROPERTY ON WINDING UP OF ASSOCIATION**

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The Board shall if instructed in writing by all of the Ordinary Members dissolve the Association and, after paying and discharging out of the Association's funds and assets all debts and liabilities, transfer the funds or realise the same and transfer the proceeds to any organisation or organisations constituted with similar objects to those of the Association and which organisation or organisations prohibit the distribution of property among the Ordinary Members thereof or in the absence of such an organisation as determined by a Judge of the Supreme Court.

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**36. TRANSITIONAL PROVISIONS**

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- (1) The Transitional Provisions shall apply in accordance with their terms as if set out in this Constitution in full.
- (2) In the case of any inconsistency between the Transitional Provisions and any other provision of this Constitution, the Transitional Provisions will prevail.
- (3) The Transitional Provisions shall have continuing force and effect in accordance with their terms.





## SCHEDULE ONE

### REGISTER OF POWERS

The powers of the Association on incorporation are the:

- (a) advocacy of Federal and State matters;
- (b) progression of Legislative Review;
- (c) management and pursuit of Local Government Act matters;
- (d) management and pursuit of Industrial (Labour) Relations matters;
- (e) direction of the Secretariat and management of the Association's offices; and
- (f) instigation of all things necessary to pursue and achieve the objectives of the Association.

In construing the above powers the following terms shall have the meanings set out opposite them:

- "Federal Affairs" means all matters from time to time under consideration by the Australian Local Government Association and all matters concerned with aspects of Federal legislation including all inter-governmental finance questions between Federal and State Governments but shall not extend to the intra-state distribution of grants;
- "Industrial (Labour) Relations" includes all issues concerned with conditions of employment within Local Government whether award or otherwise, personnel practices and training;
- "Legislative Review" means any review or proposed review of existing or proposed legislation whether State or Federal unless the Board resolves that it is of relevance only to one of either the metropolitan or country constituencies;
- "Local Government Act matters" means all questions pertaining to the provisions of the Local Government Act.

The above powers and definitions may be added to, amended, modified or substituted from time to time in accordance with clause 4 of the Constitution.

## SCHEDULE TWO

### REGISTER OF DELEGATED POWERS, AUTHORITIES, DISCRETIONS AND DUTIES

Date	Committee/Person	Detail on Delegations
2 December 2015	Chief Executive Officer	<p>Chief Executive Officer delegated the authority to admit or refuse organisations seeking Associate Membership to WALGA on the basis that such organisations are:</p> <ul style="list-style-type: none"> <li>• organisations constituted by Local Governments such as Regional Councils, Voluntary Regional Councils and Alliances;</li> <li>• not-for-profit organisations that can demonstrate a link or relationship with the Local Government sector, or</li> <li>• Government agencies, including Government Trading Entities.</li> </ul>
4 December 2002	President Deputy President Chief Executive Officer	<p><b>Affixation of the Common Seal</b></p> <ul style="list-style-type: none"> <li>• Affixation of the Association's common seal be undertaken upon the resolution of State Council except where it is impractical to obtain prior approval;</li> <li>• In instances where obtaining prior approval is impractical, authority to affix the common seal be delegated to the Chief Executive Officer and one of either the President or Deputy President;</li> <li>• A regular report be submitted to State Council "for noting" outlining all instances where the common seal has been used without prior resolution; and</li> <li>• WALGA give priority to preparing an appropriate instrument of delegation.</li> </ul>
6 February 2002  6 June 2007 (Updated)	Honours Panel	<p><b>Honours Panel</b></p> <ul style="list-style-type: none"> <li>• Overseeing the Association's annual Honours Program with delegated power from the State Council during the entire process.</li> <li>• Adjudicating in the selection of recipients for Association Honours and the Local Government Medal, annually.</li> <li>• Recommending, where appropriate, the conferral of alternative Association Honours where it is concluded that a nominated candidate is better suited to a different award category than the one they were originally nominated for.</li> <li>• Overseeing the annual budget set for the Association's Honours Program.</li> <li>• Encouraging, educating, promoting and raising the profile of all honours available to people in Local Government and all Western Australians.</li> <li>• Reviewing the Honours Policies and supporting documentation as deemed necessary.</li> </ul>

## SCHEDULE THREE TRANSITIONAL PROVISIONS

1. For the purposes of these Transitional Provisions:

**“Effective Date”** means 18 September 2023 OR the date of the Annual General Meeting at which the Members approved the amendments to this Constitution.

**“Transition Date”** means 6 December 2023 OR the date that the first Ordinary Meeting of State Council is held in December 2023 following the biennial Local Government elections.
2. These Transitional Provisions come into effect on and from the Effective Date.
3. With respect to those holding constitutionally recognised offices as at the Effective Date, the following provisions shall apply:
  - (a) Subject to clause 3(b) of this Schedule, the members of State Council remain in office until the day immediately before the Transition Date.
  - (b) The President and Deputy President remain in office until the newly formed State Council (as referred to in clause 4 of this Schedule) conducts its election on the Transition Date.
4. The election by the Zones for the primary State Council Representatives and deputy representatives to the State Council from amongst the Delegates to the Zones under clause 11(2) of the Constitution, shall be conducted in November 2023 to form the new State Council to take office on the Transition Date.
5. The Board is constituted at the conclusion of the elections conducted at the first Ordinary Meeting of State Council held on the Transition Date.
6. On and from the Effective Date until the close of the first Ordinary Meeting of State Council held on the Transition Date, all references to the Board, and its role, powers and functions as specified in the Constitution, are to be read as references to the State Council and may be exercised by State Council, and State Council remains the governing body of the Association during this period.
7. The Corporate Governance Charter and State Council Standing Orders in effect as at the Effective Date, remain in effect until the Transition Date. Upon the Transition Date:
  - (a) the Board is deemed to have approved the Corporate Governance Charter; and
  - (b) the State Council approves State Council Standing Orders,to apply on and from the Transition Date, as tabled at the meeting, which have been amended to be consistent with the amendments made to the Constitution and to the governance structure of the Association.



# Association Constitution

**Adopted:** 7 August 2001  
**Amended:** 8 August 2004  
6 August 2006  
5 August 2007  
6 August 2011  
7 August 2013  
3 August 2016  
1 August 2018  
20 September 2021  
[18 September 2023]



empower State Council to decide the number of Zones, rather than the Members at a General Meeting.

- A new reason for disqualification has been included in clause 22(k) that refers to a State Councillor, Deputy State Councillor, President or Deputy President vacating their office once they become a candidate for election to a State or Federal Parliament “on or after the date the election writ is issued”. This addition was prompted by State Council discussions in [September 2021](#) which resulted in similar changes to the Corporate Governance Charter.
- The deletion of clause 33(1)(c) as it deals with a non-Constitutional topic.
- In Schedule One, the meaning of subclause (f) was unclear and so has been deleted.
- The Register of Delegate Powers, Authorities, Discretions and Duties in Schedule Two has been amended to only include those powers as referred to in the Constitution, with those other powers to be captured in the Corporate Governance Charter.
- Finally, there has been a general tidy up of defined terms throughout the Constitution (that is, terms that are defined in clause 2 and require capitalisation).

# Constitution

## Preamble

This Constitution serves as the instrument for establishment of the Western Australian Local Government Association (WALGA).

WALGA marks the progression from a structure in which the Western Australian Municipal Association (WAMA) serves as a federation of three separate constituent Associations to a single association tasked with directly representing the needs and interests of all Western Australia.

The Constituent Associations of WAMA were: the Country Shire Councils' Association ([dissolved in August 2003](#)), the Country Urban Councils' Association ([dissolved in August 2002](#)) and the Local Government Association ([dissolved in August 2003](#)).

The establishment of WALGA in 2001 represents an evolution in the process by Local Government to promote more effective representation on behalf of its elected membership and the broader community.

Central to this process is the recognition of the sense of history and significant contribution of WAMA's constituent Associations, both in terms of the creation of WALGA and in the pursuit of aims and objectives on behalf of all Western Australian Local Governments as represented within this Constitution.

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## 1. NAME

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The name of the Association is ***“Western Australian Local Government Association”***.

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## 2. INTERPRETATION

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(1) Throughout this Constitution, if not inconsistent with the context:

***“Absolute Majority”*** means, in relation to the State Council or any General Meeting of the Association, a majority comprising enough of the representatives of the State Council or delegates of Ordinary Members for the time being for their number to be more than 50% of the number of voting positions of representatives or delegates (whether present and voting or not);

***“Annual General Meeting”*** means the meeting convened under clause 22 of this Constitution;

***“Association”*** means Western Australian Local Government Association (WALGA);

***“Associate Member”*** means:

- in relation to the Association, those Members of the Association referred to in sub-clause 5(7) and those persons admitted as Associate Members of the Association in accordance with sub-clause 5(11); or
- in relation to a Zone, those Ordinary Members of the Association admitted as Associate Members of a Zone in accordance with sub-clause 14(9);

***“Chief Executive Officer”*** means the Chief Executive Officer of the Association;

***“Code of Conduct”*** means the written guidelines which define the minimum standards of professional conduct and integrity that are expected of all State Council members.

***“Commissioner”*** means a commissioner appointed to a Local Government under sections 2.6(4) or 2.36A(3) of the Local Government Act;

***“Constituency”*** means the Country Constituency and the Metropolitan Constituency (as the case may require);

***“Corporate Governance Charter”*** means the instrument approved by State Council and used to implement good governance policies, procedures and practices;

***“Councillor”*** has the same meaning as under the Local Government Act except that it includes a mayor or president elected by electors and includes a Commissioner;

***“Country Constituency”*** means the Ordinary Members as are grouped within the geographical area of the State of Western Australia, as determined by State Council, the details of which are contained in the Corporate Governance Charter;

***“Delegate”*** means a Councillor or officer nominated or appointed to represent an Ordinary Member and exercise voting entitlements at General Meetings of the Association pursuant to clauses 22 and 23 of this Constitution, or at a Zone meeting pursuant to clause 14 of this Constitution;

***“Deputy President”*** means the Deputy President for the time being of the Association;

***“Ex-officio”*** means a person or organisation who has an entitlement to membership of the State Council or another committee, by virtue of their office, but is not entitled to exercise a deliberative vote on any matter before the State Council or another committee;

***“General Meeting”*** means an Annual General Meeting or a Special General Meeting (as the case requires);

***“In Writing”*** means notice provided by posting or transmission in electronic form;

***“Life Members”*** means those persons admitted as Life Members of the Association in accordance with sub-clause 5(9) of this Constitution;

***“Local Government”*** means an entity constituted under Part 2 of the Western Australian Local Government Act;

***“Local Government Act”*** means the Western Australian *Local Government Act 1995*;

***“Local Government Professionals Australia WA”*** means the Western Australian Division of Local Government Professionals Australia;

***“Member”*** means:

- in relation to the Association, a Local Government, organisation or person admitted to Ordinary, Life or Associate membership of the Association in accordance with the provisions of this Constitution; or
- in relation to a Zone, those Ordinary Members of the Association that are determined to be members of a Zone by State Council in accordance with sub-clause 14 (2).

***“Metropolitan Constituency”*** means the Ordinary Members as are grouped within the geographical area of the State of Western Australia, as determined by State Council, the details of which are contained in the Corporate Governance Charter;

***“Ordinary Meeting”*** means one of the four scheduled meetings of the State Council referred to under clause 10(1);

***“Ordinary Member”*** means a Local Government admitted to membership of the Association in accordance with the provisions of this Constitution and includes a new Local Government created pursuant to a merger or amalgamation of existing Local Governments that were Ordinary Members of the Association prior to the merger or amalgamation;

***“President”*** means the President for the time being of the Association;

***“Present”*** means attendance in person or by electronic means deemed suitable by the Chief Executive Officer

***“Representative”*** means a member on the State Council elected or appointed by the country and metropolitan constituencies in accordance with the provisions of sub-clause 9(1) and 9(3);



**“Secretariat”** means the staff of the Association appointed from time to time by the Chief Executive Officer or, in the case of the Chief Executive Officer, by State Council;

**“Special General Meeting”** means the meeting convened under clause 25 of this Constitution.

**“Special Majority”** means, in relation to the State Council or any General Meeting of the Association, a majority comprising enough of the representatives of the State Council or delegates of Ordinary Members for the time being for their number to be at least 75% of the number of representatives or delegates (whether present and voting or not);

**“Special Meeting”** means any State Council meeting that is not an Ordinary Meeting of the State Council;

**“Simple Majority”** means, in relation to the State Council or any General Meeting of the Association, a majority comprising enough of the representatives of the State Council or delegates of Ordinary Members for the time being for their number to be more than 50% of the number of representatives or delegates that are present;

**“State Council”** means the governing board of the Association established pursuant to clause 9;

**“WALGA”** means the Western Australian Local Government Association constituted under section 9.58 of the *Local Government Act 1995*; and

**“Zone”** means a geographically based subdivision containing Ordinary Members and incorporated within a country and metropolitan constituency. The country and metropolitan zones are set out in the Register of Zone Membership referred to in sub-clause 14(8).

(2) In this Constitution:

- (a) a reference to any written law, whether specific or general, includes a reference to all amendments, modifications, re-enactments or replacements and includes all orders, ordinances, regulations, rules and by-laws made under or pursuant to that written law;
- (b) words meaning persons include natural persons, corporations and associations; and
- (d) the headings shall not affect the interpretation or construction of this Constitution.

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### 3. OBJECTS

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The objects of the Association shall be:

- (a) to provide a united voice for Local Government in Western Australia;
- (b) to promote the credibility and profile of Local Government;
- (e) to speak on behalf of Local Government in Western Australia;
- (f) to represent the views of the Association to the State and Federal Governments on financial, legislative, administration and policy matters;
- (i) to provide services to Local Government in Western Australia;
- (j) to promote Local Government issues of importance by involvement with national bodies;

- (k) to do all and any such other things as in the opinion of the State Council may conveniently be carried on by the Association or which promote or assist or are incidental or conducive to the attainment of these objects or any of them, or anything considered beneficial to the members of the Association; and
- (l) to use the property and income of the Association solely for the promotion of the objects or purposes of the Association. No part of the property or income of the Association may be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of those objects or purposes.

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#### **4. POWERS**

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- (1) The Association shall have such specific powers as may be vested in it from time to time by the Ordinary Members or as amended under this Constitution. The initial powers of the Association are set out in the Register of Powers (Schedule One).
- (2) The powers of the Association may be added to, amended, withdrawn, modified or substituted in accordance with the provisions of sub-clause 12(3).
- (3) The Chief Executive Officer shall keep an up-to-date copy of the Register of Powers which records all changes and the dates thereof. The Register of Powers shall be open for inspection to the representatives of Ordinary Members during office hours and on reasonable notice.
- (4) Subject to obtaining the requisite majority support, the Association shall have general power to act in connection with all other matters in its discretion.
- (5) The Association may do all acts and things as are necessary, incidental or conducive to the attainment or execution of its objects and shall have all the powers conferred on an association constituted under section 9.58 of the *Local Government Act 1995* including, but without limitation, power to:
  - (a) acquire hold and dispose of real and personal property;
  - (b) accept any gift of any real or personal property or any interest or estate in that property or disclaim the benefit of any such gift;
  - (c) sue and be sued; and
  - (d) do all things that bodies corporate may do.

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#### **5. MEMBERSHIP OF THE ASSOCIATION**

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- (1) Three classes of membership to the Association shall be available:
  - (a) Ordinary Membership;
  - (b) Associate Membership; and
  - (c) Life Membership.
- (2) Ordinary Membership of the Association shall be open to all Local Governments.
- (3) Ordinary Membership shall be immediately conferred upon any new Local Government created by the merger of existing Local Governments that were Ordinary Members of the Association prior to the merger, provided that all membership fees and subscriptions owed to the Association up to the date of merger by the predecessor Local Government of that new Local Government have been paid.
- (4) An Ordinary Member shall belong to either the Metropolitan Constituency or the Country Constituency, but not both.



- (5) Subject to subclause (4), if an Ordinary Member has land both within and outside the Metropolitan Region Planning Scheme (MRPS), if the greater land area is in the MRPS, it will be deemed to be in the metropolitan constituency, otherwise it will be deemed to belong to the country constituency; or
- (6) State Council, on application from an Ordinary Member, may resolve to set aside the general rule prescribed in subclause (5) and permit an Ordinary Member to be a member of an alternate constituency. In considering any application made pursuant to this subclause, State Council shall give regard to the reasons provided in support of the application and any views expressed by Ordinary Members within the two constituencies. State Council may approve or refuse any application, advising accordingly and including any reason therefore.
- (7) Associate Members shall be:
  - (a) the Local Government Professionals Australia WA; and
  - (b) any other Associate Member admitted to membership pursuant to sub-clause 5(11).
- (8) Associate Members are ineligible to vote at all meetings of the Association.
- (9) The State Council from time to time will determine nominations for Life Membership of the Association.
- (10) Additional Ordinary Members may be admitted from time to time on a simple majority resolution of the State Council.
- (11) Any person or organisation seeking admission as an Associate Member shall make written application to the Chief Executive Officer. The State Council or its delegate shall consider the application and may admit or refuse the applicant, advising accordingly including any reason therefore.
- (12) If an application for membership is granted, the membership shall commence upon payment of the appropriate subscription.
- (13) The Chief Executive Officer shall keep and maintain in an up-to-date condition a Register of the Members of the Association. The Register shall be open for inspection to the representatives of Ordinary Members during office hours and on reasonable notice.

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## **6. TERMINATION OF MEMBERSHIP OF THE ASSOCIATION**

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- (1) Membership of the Association may be terminated upon:
  - (a) receipt by the Chief Executive Officer of not less than 3 months notice in writing from a Member requesting to withdraw from membership of the Association; or
  - (b) non-payment by a Member of the required subscription within three months of the date fixed by the State Council for subscriptions to be paid, unless the State Council decides otherwise; or
  - (c) expulsion of a Member in accordance with clause 30.
- (2) Pursuant to subclause 6(1), where the membership of an Ordinary Member is terminated, the Chief Executive Officer shall remove the name of the Ordinary Member from the Register of the Members of the Association and that Ordinary Member shall cease to be a Member of the Association.

- (3) A Member who withdraws from membership to the Association shall not be entitled to a refund of any portion of such subscription as the Member will have paid in advance for the period up to and including 30 June of that year.

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## **7. BUDGET**

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- (1) The Association's Budget shall be prepared annually by the Chief Executive Officer in consultation with the State Council, including such other Committees as the State Council may deem expedient pursuant to clause 21.
- (2) The Budget shall be submitted to the State Council for approval not later than 31 July prior to the financial year to which it relates.

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## **8. SUBSCRIPTION**

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- (1) The annual subscriptions of all Members of the Association shall be as determined by the State Council.
- (2) Subscription levels shall be submitted for approval by the State Council together with the relevant Budget each year.
- (3) Subscriptions shall be due and payable on such date or dates as the State Council may decide having regard to all relevant circumstances.

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## **9. STATE COUNCIL**

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- (1) The State Council is to be the governing board of the Association, responsible for the management and affairs of the Association. Members of the State Council shall include:
- (a) 12 Councillors elected as representatives from amongst the Delegates to the Zones of the Metropolitan Constituency;
  - (b) 12 Councillors elected as representatives from amongst the Delegates to the Zones of the Country Constituency;
  - (c) The President (ex-officio); and
  - (d) The President of Local Government Professionals Australia WA (ex-officio).
- (2) Representatives and deputy representatives to the State Council shall be elected by Zones of the Constituencies from amongst the Delegates to the Zones for a term commencing on the day of the first Ordinary Meeting of State Council immediately following the biennial Local Government elections and concluding on the day before the first Ordinary Meeting of State Council of the following biennial Local Government elections.
- (3) The State Council shall be the body responsible for establishment and review of the processes which are to be applied by the Zones of the metropolitan and country constituencies to determine the election of their representatives and deputy representatives to the State Council.



- (4) The Secretariat shall be the body responsible for coordinating the nominations and election processes by which the Zones of the Constituencies elect their representatives and deputy representatives to the State Council.
- (5) A deputy representative elected from amongst the delegates to that Zone to act in the capacity of a representative unable to attend a meeting of the State Council shall exercise all rights of that representative.
- (6) If for any reason, a representative or deputy representative is unable to hold office for the full period for which the representative or deputy representative was appointed, the affected Zone shall be entitled to fill that vacancy by appointing some other Councillor from within that Zone as a representative or deputy representative. The representative or deputy representative so appointed shall hold office for the balance of the term of the representative or deputy representative originally elected.

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## **10. PROCEEDINGS OF STATE COUNCIL**

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- (1) The State Council must meet together for the dispatch of business not less than four times in each year.
- (2) Each representative on the State Council shall be entitled to exercise one (1) deliberative vote on any matter considered by the State Council provided that this clause shall not apply to any ex-officio members of the State Council. The President shall exercise a casting vote only, in the event of there being an equality of votes in respect of a matter considered by the State Council but excluding an election held in accordance with Clause 16 in which the President is entitled to a deliberative vote only.
- (3) At any meeting of the State Council, thirteen (13) representatives present and entitled to vote shall form a quorum.
- (4) The President shall preside at all meetings of the State Council.
- (5) In the absence of the President, or if the President is unwilling or unable to preside, the Deputy President shall preside at a meeting of the State Council. In presiding, the Deputy President shall be entitled to exercise one (1) deliberative vote in respect of a matter considered by the State Council, and in the event of there being an equality of votes in respect of a matter considered, shall exercise a casting vote.
- (6) In the absence of the President and Deputy President, or if they are unwilling or unable to preside, the State Council shall choose a representative of the State Council to preside at the meeting of the State Council. The representative chosen to preside shall exercise a deliberative vote in respect of a matter considered by the State Council, and in the event of there being an equality of votes in respect of a matter being considered, shall exercise a casting vote.
- (7) The State Council shall establish a Corporate Governance Charter as the instrument to be used by State Council in implementing good governance policies, procedures and practices.
- (8) The State Council shall establish a Code of Conduct to which all State Council members must comply.
- (9) State Council shall adopt Standing Orders that will apply to all meetings.

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## **11. NOTICE OF STATE COUNCIL MEETINGS**

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- (1) Ordinary Meetings of the State Council shall be called by the Chief Executive Officer in accordance with the Corporate Governance Charter.
- (2) Special Meetings of the State Council shall be called by the Chief Executive Officer by providing notice to State Councillors of the date, time, place and purpose of the meeting upon the written request of the President or at least one quarter of the representatives to the State Council.

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## **12. RESOLUTIONS OF STATE COUNCIL**

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- (1) Except as provided in this clause, all motions concerning the affairs of the Association shall be passed by a simple majority of the representatives of the State Council or by their deputy representatives.
- (2) The following resolutions shall not be passed unless they receive a Special Majority of the State Council or by their deputy representatives:
  - (a) any addition, amendment, withdrawal, modification or substitution to, of or in the powers of the Association; or
  - (b) any allocation or change in allocation of any representation or voting rights on the State Council; or
  - (c) any change to the membership of Ordinary Members to Zones.
- (3) The annual budget, including annual subscriptions, shall not be adopted unless passed by an absolute majority of representatives of the State Council or by their deputy representatives.

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## **13. CHIEF EXECUTIVE OFFICER AND SECRETARIAT**

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- (1) The State Council may appoint a Chief Executive Officer at such remuneration and on such terms and conditions and with such powers, authorities, discretions and duties as it deems appropriate and may terminate the appointment of the Chief Executive Officer.
- (2) The State Council may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Constitution from time to time in such manner as the State Council determines and the scope of which are set out in Schedule Two. The Chief Executive Officer shall be responsible for the establishment and maintenance of a Register of Powers, Authorities, Discretions and Duties delegated by the State Council.
- (3) Subject to the control of the State Council, the Chief Executive Officer shall be solely responsible for the appointment of the staff of the Secretariat and the administration of the Association.
- (4) The Chief Executive Officer shall be the custodian of records, books, documents and securities of the Association.

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## **14. ZONES**

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- (1) Ordinary Members of the Association shall be grouped into Zones of the Metropolitan and Country Constituencies.



- (2) The membership of Ordinary Members to Zones shall be determined from time to time by State Council.
- (3) The number of Zones shall be determined from time to time by State Council.
- (4) Each Ordinary Member of a Zone shall be entitled to be represented by a Delegate or Delegates elected or appointed by the Member to represent its interests. Zones shall determine the number of Delegates to which each Member is entitled to be represented by on the Zone.
- (4a) The term of a person who is a Delegate of a Member of a Zone expires when the person:
  - (a) dies;
  - (b) ceases to be a Councillor of the Ordinary Member;
  - (c) resigns the position by notice in writing given to the Ordinary Member who elected or appointed the person as its delegate and the resignation is accepted;
  - (d) becomes a member of State or Federal Parliament;
  - (e) is convicted of an offence under the *Local Government Act 1995*;
  - (f) is permanently incapacitated by mental or physical ill-health; or
  - (g) is the subject of a resolution passed by the Ordinary Member who appointed the person as its delegate terminating their appointment as the delegate of that Ordinary Member.
  - (h) is a Councillor that has been suspended by the Minister for Local Government under part 8 of the *Local Government Act 1995*.
- (5) The management and affairs of the Zone shall be vested in the Delegates that are elected or appointed to the Zone by each Member of the Zone.
- (6) The functions of each Zone shall be:
  - (a) electing a representative or representatives and deputy representative or deputy representatives to the State Council;
  - (b) considering the State Council agenda;
  - (c) providing direction and/or feedback to their representative or representatives on the State Council; and
  - (d) any other functions deemed appropriate by the members of the Zone.
- (7) An application for change in membership between Zones may only be made by the Member seeking to change its membership and with the approval of the receiving Zone.
- (8) Applications for changes in membership between Zones shall be determined by the State Council. In considering such applications, State Council shall give regard to the reasons provided in support of the application and any views expressed by the Zones directly affected by the application. State Council may approve or refuse any application, advising accordingly and including any reason therefore.
- (9) The Chief Executive Officer is to keep and maintain in an up-to-date condition a Register of Zone Membership, which may be varied from time to time by State Council. Upon request of an Ordinary Member, the Chief Executive Officer shall make the Register available for inspection by the representatives of an Ordinary Member during office hours and on reasonable notice.
- (10) A Zone may, from time to time, resolve to admit an Ordinary Member or Associate Member of the Association from outside their existing membership as an Associate Member of their Zone. In considering whether to admit an Ordinary Member or an Associate Member of the Association as an Associate Member of a Zone, the Zone

shall give regard to the significance of communities of interest between the existing membership of the Zone and the Ordinary Member or Associate Member of the Association that is seeking to become an Associate Member of the Zone.

- (11) Subject to subclause (12), Zones shall determine the participation of any Associate Member admitted to the Zone, including the extent to which the representatives of an Associate Member may speak to and vote on matters considered by the Zone.
- (12) An Associate Member of a Zone may not:
  - (a) nominate a delegate for election to any office of the Zone;
  - (b) participate in an election held for any office bearer of the Zone; or
  - (c) vote on any matter considered by the Zone requiring a 75% majority.

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## **15. ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS**

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Prior to the Annual General Meeting, the President and Chief Executive Officer shall prepare the President's annual report and audited financial statements of the Association for presentation to Members at the Annual General Meeting.

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## **16. ELECTION PROCEDURE**

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Any election other than to elect the President or Deputy President held by the Association shall be conducted as follows:

- (a) the Chief Executive Officer or his/her delegate shall act as returning officer;
- (b) representatives are to vote on the matter by secret ballot;
- (c) votes are to be counted on the basis of "first-past-the post";
- (d) if the election is to fill one vacancy, the candidate who receives the greater or greatest number of votes is elected;
- (e) if the election is to fill two or more vacancies, the candidates elected are –
  - (i) the candidate who receives the greatest number of votes; and
  - (ii) the candidate who receives the next highest number of votes; and
  - (iii) the candidate who receives the next highest number of votes, and so on up to the number of vacancies to be filled; and
- (f) if two or more candidates receive the same number of votes so that sub-section (d) or (e) cannot be applied, the Chief Executive Officer is to draw lots in the presence of any scrutineers who may be present to determine which candidate is elected.

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## **17. ELECTION PROCEDURE – PRESIDENT AND DEPUTY PRESIDENT**

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An election to elect the President or Deputy President shall be conducted as follows:

- (a) the Chief Executive Officer or his/her delegate shall act as returning officer;
- (b) representatives are to vote on the matter by secret ballot;
- (c) votes are to be counted on the basis of "first-past-the-post";
- (d) the candidate who receives the greatest number of votes is elected;
- (e) if there is an equality of votes between two or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued, and the meeting adjourned for not more than 30 minutes;
- (f) any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes;
- (g) when the meeting resumes, an election will be held in accordance with sub-sections (a), (b), (c) and (d);
- (h) if two or more candidates receive the same number of votes so that sub-section (d) cannot be applied, the Chief Executive Officer is to draw lots in the presence of any scrutineers who may be present to determine which candidate is elected.



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## **18. PRESIDENT**

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- (1) Subject to subclause 17(3) of this Constitution, the State Council shall elect a President from amongst those of its members that are representatives from the Zones of the metropolitan and country constituencies or were originally elected to State Council in that capacity.
- (2) The President shall be elected by the State Council at the first Ordinary Meeting of State Council of an even numbered year. The President's term shall commence from the date of election and shall conclude on the day of the first Ordinary Meeting of State Council of the following even numbered year.
- (3) A person, other than the incumbent President of the Association, shall not be eligible for election as President unless they have first been elected by the metropolitan or country constituencies as a representative on the State Council.
- (4) The metropolitan or country constituency from which the President is elected has the right to nominate a further representative to the State Council, with that representative being drawn from the same Zone and entitled to serve for the same term as their originally nominated representative.
- (5) Where the incumbent President seeks and is re-elected for a consecutive term, that person shall not hold office beyond two (2) full consecutive terms.

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## **19. ROTATION OF PRESIDENCY**

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- (1) At an election for the position of President conducted under sub-clause 17(2), only the incumbent President, subject to complying with sub-clause 17(5), or State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.
- (2) At an election for the position of President conducted under Clause 19, only State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.

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## **20. DEPUTY PRESIDENT**

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- (1) Following determination of the election of the President pursuant to clause 17 of this Constitution, the State Council shall elect a Deputy President from amongst its Metropolitan and Country representatives, provided the Deputy President represents the alternate Constituency to the President elected pursuant to clause 17.
- (2) The Deputy President shall be elected by the State Council at the first Ordinary Meeting of State Council of an even numbered year. The Deputy President's term shall commence from the date of election and shall conclude on the day of the first Ordinary Meeting of State Council of the following even numbered year.
- (3) Prior to expiration of a term of office, a Deputy President may seek re-election for a consecutive term.
- (4) Where a Deputy President seeks and is re-elected for a consecutive term, that person shall not hold office beyond two (2) full consecutive terms.

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## 21. VACANCY – PRESIDENT AND DEPUTY PRESIDENT

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- (1) If the office of the President becomes vacant or if for any other reason the President is unable to take or hold office at a period which exceeds six months from the date of the next scheduled election for that office, then the State Council shall meet to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced.
- (2) Where a vacancy occurs in the office of President at a period which is six months or less from the date of the next scheduled election for that office, the State Council may convene a meeting to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced, or the State Council may in its discretion, determine that the vacancy be filled by the Deputy President until the date of the next scheduled election.
- (3) An election pursuant to sub-clause 19(1) or sub-clause 19(2) shall cause the office of Deputy President to be declared vacant immediately prior to the conduct of the election.
- (4) Following an election pursuant to sub-clause 19(1) or sub-clause 19(2) an election pursuant to Clause 19 (5) will be conducted for the office of Deputy President from amongst representatives of the alternative Constituency to that of the President just elected.
- (5) If the office of Deputy President becomes vacant or if for any other reason the Deputy President is unable to take or hold office, then the State Council shall meet to elect from among their number a Deputy President who shall hold the office for the balance of the term of the Deputy President replaced, provided the Deputy President represents the alternate Constituency to that of the President.
- (6) A State Council representative elected to fill a vacancy of President or Deputy President pursuant to clause 19 shall still be eligible for election for a subsequent two (2) full consecutive terms.

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## 22. VACATION OF OFFICE

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A person shall cease or be disqualified from being a representative or deputy representative on the State Council or from being President or Deputy President of the Association, if that person:

- (a) dies;
- (b) ceases to be a Councillor of the Ordinary Member;
- (c) resigns the position by notice in writing delivered or sent by post to the Chief Executive Officer, and such resignation is accepted;
- (d) is a member of State or Federal Parliament;
- (e) is convicted of an offence under the *Local Government Act 1995*;
- (f) is permanently incapacitated by mental or physical ill-health;
- (g) is absent from more than 3 consecutive ordinary State Council meetings;
- (h) is a member of a Local Government that ceases to be a member of the Association;
- (i) is the subject of a resolution passed by the Zone from which that person was originally elected terminating his or her appointment as a representative or deputy representative of that Zone, except where that person is the subject of any resolution consequent upon his or her being elected President of the Association and in pursuance of sub-clause 17(4);



- (j) is a Councillor that has been suspended by the Minister for Local Government under Part 8 of the *Local Government Act 1995*; or
- (k) is a candidate for election to State or Federal Parliament on or after the date the election writ is issued.

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## **23. COMMITTEES AND SUB-COMMITTEES**

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- (1) The State Council may from time to time as it may deem necessary or expedient appoint, delegate or refer to any person or committee any of its powers, duties and functions as it thinks fit except the powers to:
  - (a) acquire, hold and dispose of real property;
  - (b) borrow money;
  - (c) set subscription levels; and
  - (d) progress any matter requiring a resolution of the State Council pursuant to sub-clauses 12(2) or 12(3) of this Constitution.
- (2) The person or the members of any committee so appointed shall not be required to be representatives on the State Council.
- (3) Any person or committee in the exercise of the powers, duties or functions so delegated or referred to it shall observe and perform any rules, regulations and directions that may be made by the State Council.
- (4) Subject to the Corporate Governance Charter, each Committee shall elect a Chair from the members of the Committee.

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## **24. ANNUAL GENERAL MEETING**

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- (1) The Annual General Meeting of the Association shall be held at a date to be determined by the State Council, provided that such date occurs prior to 31 October each year.
- (2) The Chief Executive Officer shall give at least ninety (90) days' notice of the date of the Annual General Meeting and the closing date on which notice of proposed business for the Annual General Meeting will be received by posting notice thereof to each Ordinary Member at the address appearing in the records of the Association for the time being. Such notice shall be deemed to have been delivered to the Ordinary Member immediately if transmitted electronically or on the second date after posting.
- (3) At an Annual General Meeting, greater than one half of the delegates of Ordinary Members who are eligible to vote and are present constitute a quorum.
- (4) At each such Annual General Meeting the order of business shall be as follows:
  - (a) attendance, apologies and announcements;
  - (b) confirmation of minutes from last Annual General Meeting;
  - (c) adoption of President's annual report;
  - (d) consideration of annual financial statements; and
  - (e) consideration of Executive and Member motions.
- (5) In respect of the Annual General Meeting:
  - (a) a notice of motion may only be submitted by the State Council or an Ordinary Member; and
  - (b) a motion may only be moved seconded or voted upon by a delegate of an Ordinary Member.

- (6) An agenda paper shall be forwarded by the Chief Executive Officer to each Ordinary Member, at the address appearing in the records of the Association for the time being, at least thirty (30) days before the date of the Annual General Meeting. The agenda paper shall be deemed to have been delivered to the Ordinary Member immediately if transmitted electronically or on the second date after posting.
- (7) Where the State Council considers that a direction or decision from an Annual General Meeting has been made without information of a material nature or in circumstances which have materially altered and such direction or decision is not in the best interests of the Association, the State Council may decline to follow that direction or decision and, in that event, the Chief Executive Officer by notice shall advise the Ordinary Members of the decision of the State Council and the reasons for that decision.
- (8) Notwithstanding the provisions of sub-clause (7), the State Council is required to give consideration to any direction or decision made at an Annual General Meeting in its discharge of responsibilities and functions.

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## **25. SPECIAL GENERAL MEETING**

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- (1) A Special General Meeting shall be called by the Chief Executive Officer upon the instructions of the State Council or the written demand of not less than any twenty (20) Ordinary Members.
- (2) The Chief Executive Officer shall give at least thirty (30) days notice of any Special General Meeting by posting notice thereof to each Ordinary Member at the address appearing in the records of the Association for the time being. Such notice shall specify the nature of the business to be transacted at the Special General Meeting and shall be deemed to have been delivered immediately if transmitted electronically or on the second date after posting.
- (3) At a Special General Meeting, greater than one half of the delegates of Ordinary Members who are eligible to vote and are present constitute a quorum.
- (4) Where the State Council considers that a direction or decision from a Special General Meeting has been made without information of a material nature or in circumstances which have materially altered and such direction or decision is not in the best interests of the Association, the State Council may decline to follow that direction or decision and, in that event, the Chief Executive Officer by notice shall advise the Ordinary Members of the decision of the State Council and the reasons for that decision.
- (5) Notwithstanding the provisions of sub-clause (4), the State Council is required to give consideration to any direction or decision made at a Special General Meeting in its discharge of responsibilities and functions.

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## **26. REPRESENTATION AND VOTING AT GENERAL MEETINGS**

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- (1) Subject to this Constitution, each Ordinary Member shall be entitled to be represented at any Annual General Meeting or Special General Meeting of the Association by two (2) Delegates.
- (2) A Delegate shall be entitled to one (1) deliberative vote at the Annual General Meeting or Special General Meeting of the Association.



- (3) A Delegate unable to attend any Annual General Meeting or Special General Meeting shall be entitled to cast a vote by proxy. A proxy shall be in writing and shall nominate the person in whose favour the proxy is given which person need not be a delegate. Proxy authorisations shall be delivered to the Chief Executive Officer before the commencement of the general meeting at which the proxy is to be exercised and shall be signed by the Delegate or by the Chief Executive Officer of the Ordinary Member that nominated the Delegate.
- (4) Except as provided in this Constitution, all matters considered at an Annual General Meeting or Special General Meeting of the Association shall be passed by a Simple Majority of the Ordinary Members' Delegates or by a duly authorised proxy vote exercised on their behalf.
- (5) At any Annual General Meeting or Special General Meeting of the Association, greater than one half of the Delegates who are eligible to vote must be present to form a quorum.

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## **27. MINUTES OF MEETINGS OF ASSOCIATION**

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- (1) The Chief Executive Officer must cause proper minutes of all proceedings of all General Meetings and State Council meetings to be taken and then to be entered within 30 days after the holding of each General Meeting or State Council meeting, as the case requires, in a minute book kept for that purpose.
- (2) When minutes have been entered as correct under this clause, they are, until the contrary is proved, evidence that-
  - (a) the General Meeting or State Council meeting to which they relate (in this sub-clause called "the meeting") was duly convened and held;
  - (b) all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
  - (c) all appointments or elections purporting to have been made at the meeting have been validly made.

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## **28. AUDIT**

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- (1) At least once a year the State Council shall cause the Association's accounts to be audited by a person or persons appointed by the State Council or its delegated body.
- (2) The accounting records of the Association shall be open for inspection by the representatives of Ordinary Members during office hours and on reasonable notice.

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## **29. BANKING**

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- (1) All moneys received by the Association shall be banked into an operating account established by the State Council, in the name of the Association.
- (2) Payments drawn on the account and other documents relating to such account shall be authorised by the Chief Executive Officer and such other authorised persons as the State Council may deem appropriate.

- (3) (a) The operating account to be so established, may be utilised for the purposes of paying salaries and operating expenses and for other purposes authorised by a resolution of the State Council.
- (b) The State Council on the advice of the Chief Executive Officer, may appoint any member of the Secretariat to manage the operating account.

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### **30. COMMON SEAL**

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- (1) The Association shall have a common seal on which its corporate name appears in legible characters.
- (2) The common seal of the Association must not be used without the approval of the State Council and every use of that common seal must be recorded in the minutes of the State Council meeting.
- (3) The affixing of the common seal of the Association must be witnessed by any two of the Chief Executive Officer, the President and the Deputy President.
- (4) The common seal of the Association must be kept in the custody of the Chief Executive Officer or of such other persons as the State Council from time to time decides.

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### **31. AMENDMENT TO THE CONSTITUTION**

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The Constitution of the Association may be altered, added to or repealed by:

- (1) A resolution at any meeting of the State Council on the receipt of a Special Majority of representatives or by their deputy representatives; and
- (2) A resolution at an Annual General Meeting or Special General Meeting passed by a Special Majority of Delegates or duly authorise a proxy vote to be exercised on their behalf, provided that:
  - (a) 75% of Ordinary Members who are eligible to vote are present or represented; and
  - (b) the Chief Executive Officer has given not less than sixty (60) days notice of any proposal to alter, add or repeal the Constitution to all Ordinary Members.

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### **32. EXPULSION OF MEMBERS**

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- (1) An Ordinary Member may be expelled from the Association by resolution at a meeting of the State Council on the consent in writing to the proposition for expulsion being first received from not less than 75% of the Ordinary Members.
- (2) The Ordinary Member whom it is proposed to expel must receive at least sixty (60) days notice of the State Council meeting referred to in sub-clause (1) and shall be given the opportunity of attending the meeting and being heard with respect to the motion for expulsion.
- (3) An Associate Member may be expelled by resolution of State Council.

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### **33. DISPUTES, MEDIATION AND ARBITRATION**

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- (1) The grievance procedure set out in this clause applies to disputes arising in connection with this Constitution between:
  - (a) a member and another member; or



- (b) a member and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the dispute must, within ten (10) days, be referred initially to a panel to settle the dispute by mediation and if the dispute cannot be resolved, to arbitrate the dispute.
- (4) The panel shall be established by the State Council having regard to the nature and circumstances of the dispute and shall comprise such number of persons as the State Council may decide, being not less than three (3), who shall be drawn from amongst the following:
  - (a) Life Members of the Association;
  - (b) the President or Past Presidents of Local Government Professionals Australia WA;
  - (c) the Director General, Department of Local Government; or
  - (d) such other persons as the State Council considers appropriately qualified having regard to the nature and circumstances of the dispute.
- (5) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (6) The panel, in conducting the mediation, must:
  - (a) give the parties to the mediation process every opportunity to be heard;
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (7) Any arbitration shall be conducted in accordance with the provisions of the *Commercial Arbitration Act 1985 (WA)* and, notwithstanding section 21 (1) of that Act, each disputant may be represented by a duly qualified legal practitioner or other representative.
- (8) If a matter proceeds to arbitration, then the decision of the panel shall be final and binding on the disputants.
- (9) Any mediation or arbitration conducted under this clause must be confidential and without prejudice.

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#### **34. DISTRIBUTION OF SURPLUS PROPERTY ON WINDING UP OF ASSOCIATION**

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The State Council shall if instructed in writing by all of the Ordinary Members dissolve the Association and, after paying and discharging out of the Association's funds and assets all debts and liabilities, transfer the funds or realise the same and transfer the proceeds to any organisation or organisations constituted with similar objects to those of the Association and which organisation or organisations prohibit the distribution of property among the Ordinary Members thereof or in the absence of such an organisation as determined by a Judge of the Supreme Court.





## **SCHEDULE ONE**

### **REGISTER OF POWERS**

The powers of the Association on incorporation are the:

- (a) advocacy of Federal and State matters;
- (b) progression of Legislative Review;
- (c) management and pursuit of Local Government Act matters;
- (d) management and pursuit of Industrial (Labour) Relations matters;
- (e) direction of the Secretariat and management of the Association's offices; and
- (f) instigation of all things necessary to pursue and achieve the objectives of the Association.

In construing the above powers the following terms shall have the meanings set out opposite them:

- “Federal Affairs” means all matters from time to time under consideration by the Australian Local Government Association and all matters concerned with aspects of Federal legislation including all inter-governmental finance questions between Federal and State Governments but shall not extend to the intra-state distribution of grants;
- “Industrial (Labour) Relations” includes all issues concerned with conditions of employment within Local Government whether award or otherwise, personnel practices and training;
- “Legislative Review” means any review or proposed review of existing or proposed legislation whether State or Federal unless the State Council resolves that it is of relevance only to one of either the metropolitan or country constituencies;
- “Local Government Act matters” means all questions pertaining to the provisions of the Local Government Act.

The above powers and definitions may be added to, amended, modified or substituted from time to time in accordance with clause 4 of the Constitution.

## SCHEDULE TWO

### REGISTER OF DELEGATED POWERS, AUTHORITIES, DISCRETIONS AND DUTIES

Date	Committee/Person	Detail on Delegations
2 December 2015	Chief Executive Officer	<p>Chief Executive Officer delegated the authority to admit or refuse organisations seeking Associate Membership to WALGA on the basis that such organisations are:</p> <ul style="list-style-type: none"> <li>• organisations constituted by Local Governments such as Regional Councils, Voluntary Regional Councils and Alliances;</li> <li>• not-for-profit organisations that can demonstrate a link or relationship with the Local Government sector, or</li> <li>• Government agencies, including Government Trading Entities.</li> </ul>
4 December 2002	President Deputy President Chief Executive Officer	<p><b>Affixation of the Common Seal</b></p> <ul style="list-style-type: none"> <li>• Affixation of the Association's common seal be undertaken upon the resolution of State Council except where it is impractical to obtain prior approval;</li> <li>• In instances where obtaining prior approval is impractical, authority to affix the common seal be delegated to the Chief Executive Officer and one of either the President or Deputy President;</li> <li>• A regular report be submitted to State Council "for noting" outlining all instances where the common seal has been used without prior resolution; and</li> <li>• WALGA give priority to preparing an appropriate instrument of delegation.</li> </ul>
6 February 2002  6 June 2007 (Updated)	Honours Panel	<p><b>Honours Panel</b></p> <ul style="list-style-type: none"> <li>• Overseeing the Association's annual Honours Program with delegated power from the State Council during the entire process.</li> <li>• Adjudicating in the selection of recipients for Association Honours and the Local Government Medal, annually.</li> <li>• Recommending, where appropriate, the conferral of alternative Association Honours where it is concluded that a nominated candidate is better suited to a different award category than the one they were originally nominated for.</li> <li>• Overseeing the annual budget set for the Association's Honours Program.</li> <li>• Encouraging, educating, promoting and raising the profile of all honours available to people in Local Government and all Western Australians.</li> <li>• Reviewing the Honours Policies and supporting documentation as deemed necessary.</li> <li>•</li> </ul>

## 6. Closure

Upon the completion of business, the Chair will declare the meeting closed.

Shire of Boyup Brook LEMC Meeting Minutes – 1st Quarter 2023/24

Meeting Date	19 July 2023
Location	55 Abel St, Boyup Brook – Shire Chambers
Time	11:00
Videoconference Link	MS Teams

**1. Administration** ask that **RECORDING** Permission be allowed by all attendees.

**1.1. Open Meeting @11:09AM**

**1.2. Acknowledgement of Traditional Custodians**

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

**1.3. Attendance and Apologies**

Invite sent to:

Name	Organisation	Attended	Apologies
Cr Richard Walker	Shire President	✓	
Leonard Long	Chief Executive Officer	✓	
Jason Forsyth	Manager Works & Services		✓
Carolyn Mallett	Deputy Chief Executive Officer	✓	
Angela Hales	St John Ambulance		✓
Cr Darren King	Councillor	✓	
Donna Forsyth	LEMC - XO	✓	
Acting Sgt/Snr Constable Sarah Cole	WA POL	✓	
Snr Constable Daniel Drummond	WA POL	✓	
Ben Thompson	CBFCO		
Tristan Mead	X-Ray 1		
Brad Skraha	X-Ray 2		
David Fortune	X-Ray 3		
Brad Fairbrass	X-Ray 4		
Clinton (Arky) Wawilow (Capt)	DFES (Boyup Brook)	✓	
Roma Boucher	Department of Communities	✓	
Lynne Schreurs	SJAA (Boyup Brook)		
Paige Weaver	Health Service Blackwood Region	MS Teams	
Erin Kenny	Dept. of Communities - Collie		✓
Julie Webber	Dept. of Primary Industries and Regional Development – Agriculture and Food Div.		✓
Mel Robertson	Water Corporation		✓
Nathan Hall (District Officer – Emergency Management)	DFES		
Chris Sousa (Area Officer)	DFES		✓
Jodi Nield	Boyup Brook CRC	✓	
Erin Hutchins (District Emergency Mgmt. Advisor)	DFES	✓	
Chris Doherty	Bushfire Mitigation Coordinator	✓	



#### 1.4. Confirmation of the minutes from the previous meeting – 3 May 2023

Moved: [Cr. D. King](#) Seconded: [Mr C. Doherty](#)

#### 1.5. Correspondence In / Out

- 1.5.1. 230523 – DFES - CONSULTATION REQUEST: State Hazard Plan - Severe Weather – Forwarded to members
- 1.5.2. 230530 – DFES - CONSULTATION REQUEST Emergency Risk Management Planning – forwarded to members
- 1.5.3. 230530 – DFES - Amendments to suite of State Emergency Management Documents – forwarded to members – Document printed - State EM Policy Communique May 2023
- 1.5.4. 230601 – DFES - CONSULTATION REQUEST Restricted Access Permit System – Forwarded to members
- 1.5.5. 230612 – MATT COLE – Resignation from LEMC as VFRS representative
- 1.5.6. 230620 – SoBB – Submitted LEMC Annual Report Survey 2023 - DFES
- 1.5.7. 230627 – DFES – AWARE 23/24 Key Round Documentation
- 1.5.8. 230630 – Dept. Communities – LEWP – SouthWest (Boyup Brook-Collie) Forwarded to members – to be tabled at item 3.1.1 (LEWP – South West – Collie Office – Boyup Brook, Collie Local Governments – May 2023)
- 1.5.9. 230710 – DFES - Draft LEMC Annual Business Plan
- 1.5.10. 230711 – SESVA - July Newsletter
- 1.5.11. 230712 – DFES - Memorandum of Understanding (MOU) for the provision of mutual aid during emergencies and post incident recovery
- 1.5.12. 230717 – DFES – DEMA report 1<sup>st</sup> quarter – tabled at item 3.1.3
- 1.5.13. 230718 – Dept Communities – SoBB – LEMC Agency Report July to Sept 2023 – tabled item 3.1.1.

No business arising from correspondence in or out.

#### 1.6. Review of Action List and Business arising

Item:	Owner:	Status
REMOVE MATT COLE FROM VFRS CONTACTS	Donna Forsyth -XO	Action Completed
Add Snr Constable Daniel Drummond to LEMC contact list - WAPOL	Donna Forsyth -XO	Completed
Provide EM maps x2	Chris Sousa	Completed
Discuss meeting dates for LEMC	Chairperson	At the last meeting it was put forward to reduce the LEMC meetings to 3 per year. XO highlighted that the 4 meetings per year mirrored the meetings held by the DEMC and SEMC and that made it easier for reporting purposes. It also meant that this meant there would need to be more achieved at less meetings in regards to meeting our objectives under the State EM Preparedness Guide. Erin (DEMA) has also

		<p>stated that reduction of meetings/year also aligned with some LGs not meeting their objectives. Vote was taken and it was decided to continue with quarterly meetings – Action Completed</p>
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## 1.7. Review of Emergency Contact List

- 1.7.1. Welcome new CEO – Leonard Long – Details added to Contact List
- 1.7.2. Snr Constable Sarah Cole is current acting Sargeant @ Boyup Brook Police station. Sargeant Phil Huggins has left and replacement to be announced in the near future
- 1.7.3. Welcome new Chief Bushfire Control Officer – Ben Thompson who will be supported by the previous Chief Tristan Mead as his Deputy
- 1.7.4. Are there any other updates for the Emergency Contact List?

Updates suggested for the contacts list and noted in Action Items below.

## 1.8. Guest Presentations

- 1.8.1. Michael Nix to discuss his software development – Emergency Mapping/Location Tool

<http://wanm.ddns.net/Spotter/FireMap.htm?c=GF85-63&z=10>

Michael presented a brief overview and demonstration of his Fire Mapping tool that he has created in his own time. The tool allows for current information such as LG area boundaries, BFB boundaries, DPAW/DFES prescribed burns locations, hotspots, fire map references, GPS locations, distance measuring tool, flight Radar, road closures, weather, radio channels, dwellings and residents name (accurate as of 2016 fire map), vehicle tracking and much more. One of the benefits is that a fire could be located via the uploading of a photo of the fire/smoke from a couple of reference points and it's accuracy was within approximately 100m.

He has developed this for his own use using publicly accessible services and apps and has combined them into a on access tool. After development he realised that it might be a useful tool for the Shire of Boyup Brook Emergency management teams.

The information is predominantly lower SW region as this is the data he has most need for although could be expanded if required. It is currently available online via the link above and is run from Michael's own server.

Questions asked included:

Q. How current was the data? A. Most of the data was from platforms which update every ten minutes or so.

Q. Is it legal to use this data? A. Currently most data is from publicly accessible platforms and Michael's own local knowledge. He is not sure if it is a breach of access terms to use it this

way and has suggested that legal advice on the database would probably be beneficial before the database was distributed to EM members.

Q. Is the database easily moved to another server if required? A. If extra data was required on the database it may need to be moved to a larger server. This would come with a cost.

Q. Do all photos hold GPS coordinates? Photos can be uploaded from a drone which always have pretty accurate GPS coordinates embedded in the picture. Mobile phones pictures do have GPS coordinates embedded in the pictures, although they are not always accurate.

Q. If you did not have access to the database to upload the photo, could you send the photo via text to someone who does? A. No, when you send a photo this way or by messenger, WhatsApp etc, to someone else the GPS information is stripped from the image. If you emailed the image, it should retain this information.

Meeting consensus was that we should investigate the legalities and licensing agreements involved with the information used on the database and that the tool, as it is, would be a great source of information during an incident or emergency. DFES do have a similar tool which is not accessible to the BFB and other EM agencies unless it is deemed a significant emergency. Use of this tool would assist in the location of fires after a lightning storm and decrease time it takes to respond. It would also assist in decision making by the IC as it was able to estimate the arrival of resources such as water bombers or fire units if they were trackable via the database.

## 2. Standard Reporting

**2.1. Post Incident Reports – NIL**

**2.2. Post Exercise Reports – Carolyn and Donna have recently attended a WALGA training session – Emergency Management for Local Government Leaders. Donna has a post exercise report. Copy in Appendix – item 1.**

**2.3. Exercise – Deputy CBFCO – Tristan Mead to present:**

**2.4. Local Emergency Management Arrangements LEMA update**

2.4.1. Shire currently in discussion with Chris Widmer (Angelika – Grants)  
Seeking project timeline, scope and cost. – On-going.

Erin (DEMA) has stated that she can help with a second contact if this falls in the procurement category of requiring two quotes. Offer accepted by XO to source a second quote.

XO stated that an hourly quote has been received by Chris Widmer and that he has suggested a total of 48 hours. XO feels that incorporating a few more workshops to be held at other locations and/or with community groups may be beneficial to sourcing good data and that would mean an increase on the predicted 48 hours. The AWARE grant submissions open mid – August and we are sourcing information for the submission with the shire grants officer.

## 2.5. Emergency Risk Management update

Nil

## 3. Agenda Items

### 3.1. Agency/Member Reports

- 3.1.1. **Dept of Communities** – Roma Boucher: *Tabling of the Local Emergency Welfare Plan Feb 2023* – Report Attached – item 2.

Roma advised that the LEWP will need to be endorsed by Council.

- 3.1.2. **WAPOL** - Sarah Cole

Sarah is currently acting OIC. Martin Baraiolo is due to start in Boyup Brook in the next week. There has been an increase of MVA over the last few months. No significant incidents to report.

- 3.1.3. **DFES** – Chris Sousa/Erin Hutchins – Report Attached – item 3

- 3.1.4. **VBFB** – Ben Thompson – not present

- 3.1.5. **SJA** – Angela Hales

Apologies received from Angela. She did ask that it was noted that SJA currently does not have enough volunteers to fill shifts and has had to pass over jobs due to inability to find volunteers to respond.

- 3.1.6. **Dept. Health** – Paige Weaver

Paige had lost Teams connection. Text was sent to see if she would like to reconnect. No reply received.

- 3.1.7. **Boyup Brook VFRS** – Arky Wawilow

AGM has been held by VFRS and there have been no changes to position holders – Arky is the continuing Captain, Gyula is the lieutenant. VFRS have attended a few incidents within town and out. One incident was a vehicle fire with WAPOL and SJA in attendance. Incident control coordination worked well.

- 3.1.8. **DPIRD** – Report Attached – item 4

- 3.1.9. **Boyup Brook CRC** – Jodi Nield

CRC have just released the new Community Directory. They have updated as per received information and kept information that was previously within the directory. This means that some information may not be current within the directory and if found, they would appreciate the information so that they can update their live version on the CRC website. This will make this a very useful tool during an emergency. They have been a part of Drought Preparedness workshops. This is to do with a joint application the SW NRM and Blackwood Basin Group. CRC were the facilitators for the project.

## 3.2. General Business

Carolyn noted that there were Red Cross Workshops happening that she had heard on the ABC radio – she wondered whether something like this would be suitable to be held in Boyup Brook.

On 10 July, Resilience and Recovery Project Officer, Rebekah Martin, and ES volunteers, Raelene Palmer and Marie Gardiner, packed up the team's new Mobile Hub Toyota van and headed off to the Great Southern region for a two-week roadshow to build resilience capabilities through delivery of Red Cross resilience programs and workshops to community organisations, groups and individuals. The team also provided pre-recovery training to the



local governments and local emergency services to build their own individual and community resilience to emergencies.

Committee decided that this could be investigated further. – Action Item.

#### 4. Quarterly Reporting

Quarter 1: (Jul-Aug-Sep)	1. LEMC Business Plan Tabled 2. Develop annual meeting schedule 3. Exercise date for financial year
Quarter 2: (Oct-Nov-Dec)	Seasonal review State Preparedness Report Review
Quarter 3: (Jan-Feb-Mar)	LEMC Business Plan Developed
Quarter 4: (Apr-May-Jun)	Complete annual Preparedness Survey and Annual Report Exercise Schedule developed

##### 1. LEMC Business Plan Tabled

- a. Hard copy supplied to attending members, electronic copy to be emailed to all LEMC members. Committee to keep as a working document and to reference at each meeting to ensure development of strategies and preparedness projects.

##### 2. Develop annual meeting schedule

- a. 1<sup>st</sup> – 19 July 2023
- b. 2<sup>nd</sup> – 4 Oct 2023
- c. 3<sup>rd</sup> – 7 Feb 2024
- d. 4<sup>th</sup> – 3 Apr 2024

##### 3. Exercise date for financial year

- a. Planning of a field exercise later in the year, 4 Oct 2023 – BFB facilitated.
- b. Desktop exercise – 7 Feb 2024. STORM - DFES facilitated.

**All the above dates are tentative and may change.**

#### 5. Next Meeting

Date:	TIME:	Venue:	Comment:
4 OCT 2023	11.00am	Shire Chambers	2 <sup>nd</sup> Qtr

#### 6. Meeting Closed

Time: 12.54pm

\_\_\_\_\_  
Presiding Member

\_\_\_\_\_  
Date

**Action Items:**

Item:	Owner:	Status
1.7 Updates to LEMC contact List: Remove Lynne Schruers CEO Phone Number update. Add new Sargeant. Change DFES to VFRS for Arky. Change Chris Sousa – Area to District Officer	XO	Completed
1.8 Follow up – Legalities involved with use of Michael Nix's database by BFB and other local EM agencies	XO	Active:
2.3 Make appointment with Chris Sousa and Erin Hutchins re: Desktop exercise	XO	Active:
2.4 Obtain second LEMA update consultant contact from Erin (DEMA)	XO	Completed.
3.1.1 Send LEWP (May 2023) to Shire Exec Officer for inclusion in council meeting agenda	XO	ACTIVE
3.2 Enquiries regarding Red Cross Workshops – general Business	XO	Spoke to Louise Stokes Red Cross Coordinator Nannup and obtained best contact details for program - Katrina Skipworth – Red Cross Coordinator SW 0437 989 602 – Ongoing.



# Local Emergency Welfare Plan

## COLLIE REGION

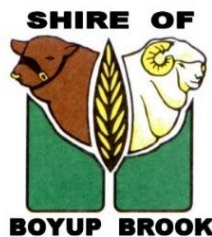
(SUPPORTING SHIRES OF BOYUP BROOK and COLLIE)

(2022)

Prepared by

Department of Communities - Emergency Relief and Support

Tabled/Received and accepted at the  
**LOCAL EMERGENCY MANAGEMENT COMMITTEE** on  
Shire of Boyup Brook xxxx and Shire of Collie on xxxx (date)



**This Plan can be activated for hazards defined under the WA State Emergency Management Arrangements eg State Hazard Plan - Heatwave, State Hazard Plan – Fire, State Hazard Plan – Crash Emergency, State Hazard Plan - HAZMAT.**

**To activate this Plan, call the Department of Communities, Emergency Services On Call Coordinator on 0418 943 835, 24 hours/7 days.**

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

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### Contact details

To make comment on this plan please contact:

Roma Boucher  
District Emergency Services Officer  
South West District  
Department of Communities  
E: roma.boucher@communities.wa.gov.au  
P: 6277 3666  
M: 0427 476 658

### Amendment List

AMENDMENT		DETAILS	AMENDED BY
NO.	DATE		NAME
	2022	Complete Review and Reissue.	Michele Duxbury
1	October 2022	Reviewed and Update contact details and appendices	Renee Flaxman, Troy Semmens, Sharon Austin
2	February 2023	Update contact details and appendices	Roma Boucher
3			
4			
5			
6			
7			



# Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

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### 1. Introduction

#### 1.1 Outline

The Local Emergency Welfare Plan is to be read in conjunction with the State Emergency Welfare Plan, both prepared by the Department of Communities (Communities).

The State and Local Emergency Welfare Plans are support plans which document the strategic management and coordination of welfare services in emergencies, as part of the Western Australian State Emergency Management (EM) Arrangements.

The scope of this local plan includes:

- Communities responsibilities for the planning, response and recovery stages for the management and coordination of welfare services, including resources, within the identified geographical boundaries;
- agreed responsibilities of emergency management partnering agencies, coordinated by Communities to provide welfare services during emergencies.

#### 1.2 Exercise and review period

This plan is to be exercised at least annually, and will be reviewed every two years, with Appendices and contact details reviewed quarterly and after each activation.

#### 1.3 Welfare services definition

The provision of immediate and ongoing supportive services to alleviate, as far as practicable, the effects on people affected by an emergency. To assist in coordinating the provision of welfare services, six (6) functional areas have been identified:

- **emergency accommodation including welfare centres** – see Appendix 5
- **emergency catering** – see Appendix 7
- **emergency clothing and personal requisites** – see Appendix 8
- **personal support services** – see Appendix 9
- **registration and reunification** – see Appendix 6
- **financial assistance** - in Western Australia there are a number of financial assistance programs that may be put in place following a major emergency.

Communities has the provision of some financial assistance being available for assessed immediate needs. This is determined at the time of the emergency using the principle of needs on a case-by-case basis for affected persons, as approved by Communities State Welfare Coordinator/ Communities Emergency Services Coordinator.

## **2. Preparedness and Operation of this Plan**

### **2.1 Organisational responsibilities**

The development and maintenance of this plan is allocated to the Communities District Emergency Services Officer, in consultation with members of the Emergency Welfare Coordination Group (EWCG), if there is one, and the Local Emergency Management Committee (LEMC). A contact list of the organisations that constitute the EWCG is provided in Appendix 3 and their agreed organisational responsibilities are provided in Appendix 4.

### **2.2 Special considerations**

Local Governments (LGs) plan for special considerations as per the State EM Policy 4.6.1 –

EM planning must consider where special arrangements will be required. For example any groups within the community whose circumstances may create barriers to obtaining information, understanding instructions, or reacting to an emergency. This includes but is not limited to:

- children and youth;
- older people;
- people with disability;
- those who are medically reliant;
- Aboriginal and Torres Strait Islanders;
- individuals from culturally and linguistically diverse (CaLD) backgrounds;
- isolated individuals and communities; and
- transient individuals and communities.

In addition, EM planning must consider special arrangements for animals as per the State Emergency Welfare Plan 2.3.6 -

#### **Animals in welfare centres**

For health and safety reasons no animals, including pets, are permitted in welfare centres with the exception only of Assistance animals e.g. Guide Dogs, “Hearing” Dogs and Disability Aid Dogs. Some local governments may have an Animal Welfare Plan for them to coordinate the management of animals and pets in emergencies.

Services specifically for children and families, including child and family friendly spaces at Welfare Centres, are to be considered at the local level and included in Local Emergency Management Arrangements. Also see Appendix 5 Emergency Accommodation, point 5.4 Children, organisations, educational and care facilities.



Communities prioritises its response in line with its operational capacity, and relies on those agencies or organisations which provide support to these groups having suitable plans and response capabilities in place, prior to an emergency to cater for these groups' needs.

### 2.3 Resources – Preparedness and Operational

Communities has primary responsibility for managing and coordinating welfare services resources. This plan is based on the utilisation of resources existing within a community and to supplement those resources when required at the State level. In some emergencies interstate/national resources may be required. Requests for additional resource support should be made by the Local Welfare Coordinator to the State Welfare Coordinator/Emergency Services Coordinator. Communities is responsible for appointing Welfare Coordinators as follows:

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
<b>Communities State Welfare Coordinator (SWC)</b>	<p>The title “State Welfare Coordinator” used throughout this plan is the Communities representative appointed by the Communities Director General (DG). This role is delegated to the Director Emergency Services. Responsibilities include:</p> <ul style="list-style-type: none"><li>(a) Coordination of all emergency welfare support services at the State level;</li><li>(b) Represent the DG on the State Emergency Coordination Group (SECG) and State Recovery Coordination Group (SRCG) as required;</li><li>(c) Act as the DG’s representative on the following:<ul style="list-style-type: none"><li>• SEMC Response and Capability Subcommittee;</li><li>• SEMC Recovery Subcommittee;</li><li>• SEMC Community Engagement Subcommittee;</li><li>• Other State and national level committees as appropriate.</li></ul></li><li>(d) Chairing the State Welfare Emergency Committee (SWEC);</li><li>(e) Coordination of all partnering agencies within the State Welfare Coordination Centre.</li></ul>

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
<b>Communities Emergency Services Coordinator (ESC)</b>	<p>This role may be delegated by Communities Emergency Services (ES) Director to the rostered Communities ES On Call Officer during activation and operations to carry out Communities emergency management functions. The ESC is the link between the Local Welfare Coordinators and the State Welfare Coordinator and, where applicable, with the relevant HMA/Controlling Agency. The ESC is authorised to activate responses to emergencies and approve emergency expenditure and utilisation of resources to meet the emergency welfare requirements. Responsibilities include:</p> <ul style="list-style-type: none"> <li>(a) Establish the State Welfare Coordination Centre and manage centre functions during operation;</li> <li>(b) Activate responses to emergency situations, authorise emergency expenditure and utilise resources to meet those responses;</li> <li>(c) Assist the State Welfare Coordinator with their functions as required;</li> <li>(d) Manage emergency welfare services functions as required;</li> <li>(e) Provide support to country staff/offices involved in emergencies;</li> <li>(f) Represent Communities on the State Emergency Coordination Group (SECG) and State Recovery Coordination Group (SRCG) as required.</li> </ul>
<b>Communities District Welfare Representatives</b>	<ul style="list-style-type: none"> <li>(a) Represent Communities on District Emergency Management Committees (DEMCs) to address emergency welfare support matters (Communities District Director or proxy);</li> <li>(b) Ensure the arrangements of this plan are clearly understood at the district level;</li> </ul>

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	<ul style="list-style-type: none"> <li>(c) Clarify Communities policy on emergency welfare matters where required;</li> <li>(d) Refer matters of a contentious nature to Communities Emergency Services for resolution;</li> <li>(e) Ensure development, testing and maintenance of Local Emergency Welfare Plans for the district in which the Local Government (LG) areas fall;</li> <li>(f) Appointing Local Welfare Coordinators for each Local Emergency Management Committee (LEMC);</li> <li>(g) Represent Communities on Operational Area Support Groups (OASGs) as required.</li> </ul>
<b>District Emergency Services Officer (DESO)</b>	<ul style="list-style-type: none"> <li>a) As a local emergency management resource, develop local arrangements, procedures and resources eg EM Kits;</li> <li>b) Develop, test and maintain the Local Emergency Welfare Plans for the district in which the LG areas fall;</li> <li>c) Ensure staff and volunteers of Communities and partnering agencies are trained and exercised in their welfare responsibilities by conducting training sessions and exercises annually;</li> <li>d) Liaise and establish networks and partnerships with agencies;</li> <li>e) Assist with activations if available;</li> <li>f) Assist and support the District Welfare representatives and Local Welfare Coordinators to carry out their roles.</li> </ul>
<b>Communities Local Welfare Coordinators (LWC)</b>	<p>Local Welfare Coordinators (LWCs) shall be nominated officers of Communities within an LG area/s.</p> <p>A Communities LWC responsibilities include:</p> <ul style="list-style-type: none"> <li>(a) Establish and manage the activities of the local Emergency Welfare Coordination Groups (EWCG), where determined appropriate by the District Director;</li> </ul>

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	<ul style="list-style-type: none"> <li>(b) Represent Communities and the emergency welfare function on LEMCs and Local Recovery Committees;</li> <li>(c) During activation, manage and coordinate emergency welfare services, including establishing and managing welfare centres, and if further welfare assistance is required request for additional support services via the Communities Emergency Services;</li> <li>(d) Represent Communities on the Incident Support Group (ISG) when required.</li> </ul>
<b>Communities Welfare Centre Coordinator (WCC)</b>	<p>In some circumstances Welfare <b>Centre</b> Coordinators (WCCs) are appointed. They shall be nominated officers of Communities and the WCC responsibilities include:</p> <ul style="list-style-type: none"> <li>(a) Establish and manage the operations of the welfare centre/s, including coordinating staff and partnering agencies staff and volunteers, to provide appropriate welfare services to the evacuees in the welfare centre.</li> <li>(b) Communicate regularly with the LWC, and if further welfare assistance is required request for additional support services via the LWC;</li> <li>(c) Remaining at the centre to manage the centre operations.</li> </ul>
<b>Local Government Welfare Support</b>	<ul style="list-style-type: none"> <li>a) When an emergency event takes places within the boundaries of an LG, they may be activated by the HMA or by Communities to provide the initial welfare response to evacuating community members. This is primarily due to their close proximity to the emergency event and their ability to quickly identify and open a pre-determined welfare centre. If the activation request is from the HMA the LG should contact Communities to inform and consult with them of the activation to open a welfare centre. The role of the LG in these early stages would be to ensure</li> </ul>



Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	<p>that evacuees have a safe location to relocate to, and that they can be provided with basic needs and services until such time as Communities can arrive to take on the coordination role of the welfare centre. Basic needs and services may include refreshments, registration, basic information, and personal support. On arrival of Communities, the LG would then provide a handover to the designated Communities Welfare Coordinator, and take on the <b>LG Welfare Liaison Officer</b> role as a support to Communities.</p> <p>b) In some circumstances the emergency event may not escalate to a significant level, and the LG may determine that they are able to continue to operate the welfare centre without the need for deployment of Communities staff. If this situation arises the LG must seek approval from Communities to retain the coordination role and have this decision documented formally.</p> <p>c) In some circumstances it may not be possible for Communities to attend the welfare centre due to geographical distances, road conditions, conflicting events, or other unforeseen circumstances. In these cases the LG may be asked to continue to provide the coordination role for the welfare centre, with support and advice being available from Communities via telephone or other means. In these situations Communities would approve in advance any required expenditures in relation to operating the welfare centre, and would meet these costs if required.</p>

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	If LGs elect to undertake their own welfare arrangements without Communities consultation, <b>LGs are responsible for their own costs.</b>

### 2.4 Training

Training, both internally and inter-agency, will be determined by Communities and Emergency Welfare Coordination Groups. All training is to ensure staff and volunteers of Communities and partnering agencies have the necessary skills to provide appropriate welfare services under this plan, and in accordance with their roles and responsibilities.

### 2.5 Plan Activation Procedures

Communities will activate this plan from two sources:

- (1) As per State Emergency Management Policy 5.3.4 'A Support Organisation is responsible for specific activities in support of the Controlling Agency/HMA, and may also support Combat Agencies and other Support Organisations upon request'.
- (2) The State Welfare Coordinator/Emergency Services Coordinator based on information provided internally and/or externally, may identify the need to activate this support plan.

Regardless of who first identifies the need, the HMA/Controlling Agency and Communities State Welfare Coordinator (SWC), Emergency Services Coordinator (ESC) or Local Welfare Coordinator shall confer and agree that this plan should be activated; discuss the safe location of welfare centres and welfare services required. If activated at the local level the Local Welfare Coordinator will advise Communities SWC/ESC.

Once this decision is made the State or Local Welfare Coordinator shall assess the immediate welfare services required and activate Communities and partnering agencies if required and available. See Appendix 1 Communities Standard Operating Procedures for activation procedures.

Communities, representing partnering agencies, should be included as a member of the ISG and OASG, if formed, and will appoint an appropriate Communities representative accordingly.

### 2.6 Plan Activation Stages

The plan will normally be activated in stages. In an impact event for which there is no warning period, these stages may be condensed with stages being activated concurrently.

Activation Stage number	Activation Stage name and actions
Stage 1	<p><b>Alert:</b> By the HMA/Controlling Agency or by Communities SWC/ESC based on information provided from within Communities.</p> <ul style="list-style-type: none"><li>(a) Partnering agencies are alerted by the SWC/ESC or Local Welfare Coordinator;</li><li>(b) Partnering agencies alert their own personnel;</li><li>(c) Additional information allowing partnering agencies time to arrange preliminary preparations is provided;</li><li>(d) Key personnel are briefed on action to be taken;</li><li>(e) Establish liaison as appropriate with the HMA/Controlling Agency and/or Emergency Coordinator.</li></ul>
Stage 2	<p><b>Activation:</b> By the HMA/Controlling Agency or by Communities SWC/ESC based on information provided internally and/or externally.</p> <ul style="list-style-type: none"><li>(a) On behalf of the HMA/Controlling agency, and in consultation with the welfare centre owners, the Local Welfare Coordinator organises for the designated welfare centre to be opened if required. The safest and most appropriate centre needs to be agreed on by the HMA, LG and Communities;</li></ul>

Activation Stage number	Activation Stage name and actions
	<ul style="list-style-type: none"> <li>(b) Required partnering agencies are activated by the SWC/ESC or Local Welfare Coordinator and proceed to the welfare centre;</li> <li>(c) Welfare services are provided under the coordination of the Local Welfare Coordinator with partnering agencies assisting as required;</li> <li>(d) Communications are maintained with the HMA/Controlling Agency, Emergency Coordinator, Local Welfare Coordinator and partnering agencies;</li> <li>(e) Welfare services requirements are continuously monitored and reviewed by the Local Welfare Coordinator and adjusted accordingly.</li> <li>(f) If required, requests for additional resource support at the local level should be made by the Local Welfare Coordinator to the SWC/ESC.</li> </ul>
<b>Stage 3</b>	<p><b>Stand Down:</b> HMA/Controlling Agency to officially notify Communities to Stand Down; or SWC/ESC or Local Welfare Coordinator to request of HMA/Controller Agency to Stand Down if they assess welfare services no longer required.</p> <ul style="list-style-type: none"> <li>(a) Partnering agencies are informed of the Stand Down by the SWC/ESC or Local Welfare Coordinator;</li> <li>(b) Partnering agencies stand down in accordance with relevant procedures for their agency;</li> <li>(c) Partnering agencies are to advise the SWC/ESC or Local Welfare Coordinator when stand down has been completed;</li> <li>(d) Communities to officially hand back the welfare centre facility to the owner and coordinate cleaning and any repairs required whilst the facility operated as a welfare centre;</li> </ul>



Activation Stage number	Activation Stage name and actions
	(e) The SWC/ESC or Local Welfare Coordinator advises partnering agencies of debriefing arrangements which will be conducted as soon as practicably possible; (f) Post operation reports to be written by Communities – see 2.9.

### 2.7 Public Information Management

The HMA/Controlling Agency is responsible for the provision and management of media and public information during emergencies, and all non-welfare matters will be referred to them. Communities and partnering agencies to this plan should only provide information to the public and the media on issues that are directly their responsibility, and with approval from the Communities SWC/ESC.

If the **Register.Find.Reunite. system** is activated, Communities SWC/ESC will give approval for Australian Red Cross to provide R.F.R. information to the HMA/Controlling Agency, or the State Emergency Public Information Coordinator (SEPIC).

### 2.8 Exchange of Information

During a state of emergency or emergency situation, emergency management agencies can share personal information relating to persons affected by the emergency, State EM Plan 5.2.5. Communities Local Welfare Coordinator is to contact Communities SWC/ESC to seek approval before there is any exchange of information.

### 2.9 Debriefs and Post Operation Reports

The Local Welfare Coordinator conducts a debrief of participating staff and agencies as soon as practical after all agencies are stood down. This is to identify lessons learnt through the activation for continuous improvement of any future activations. Following this, the Local Welfare Coordinator, or appointed Communities officer, writes the Post Operation Report.

## 3 Recovery

### 3.1 Recovery Definition

The Emergency Management Act 2005 (s. 3) defines recovery as the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing.

As per the State Emergency Management Plan and the State Emergency Welfare Plan, it is the responsibility during recovery for the Department of Communities to coordinate the welfare components of recovery in line with the services outlined in this Plan for people affected by an emergency.

### 3.2 Emergency relief and assistance in recovery

Where possible, all offers of assistance and donations, including donated goods and services, should be coordinated through the Local Recovery Committee to avoid duplication of effort and confusion, State EM Policy 6.9.

**Communities, as a support organisation, is not responsible for the coordination or collection of monetary donations or donated goods or services; restocking perishables or transporting people to/from homes and communities.**

### 3.3 Financial Assistance in recovery

Sourced from State EM Plan 6.10 –

Through the **Disaster Recovery Funding Arrangements – Western Australia (DRFA-WA)**, the State Government provides a range of relief measures to assist communities recover from an eligible natural event

Department of Communities may provide some financial assistance in recovery for individuals and families if DRFA-WA is activated. This assistance is to alleviate the personal hardship or distress arising as a direct result of an eligible natural disaster and is assessed on a case by case basis by Communities SWC/ESC. Some categories are subject to income and/or assets testing.

Other financial assistance that may be available after an emergency are:-

- **Services Australia – Centrelink, Medicare and Child Support** – will ensure payments to its existing clients in the area affected by the emergency are not disrupted. It can often provide financial assistance to any person whose livelihood has been affected by the emergency. Where possible, Centrelink should be invited to join the Local Recovery Coordination Group.  
**If activated by the Australian Government, Centrelink can administer –**
  - **Australian Government Disaster Recovery Payment (AGDRP)** - a one-off payment to assist people who have been significantly affected by a disaster. It is not for minor damage or inconvenience.
  - **Australian Government Disaster Recovery Allowance (AGDRA)** - a short term payment to assist individuals who can demonstrate their income has been affected as a direct result of a declared disaster.
- **Public Appeals – Lord Mayor’s Distress Relief Fund** – City of Perth established and manage this fund to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia.

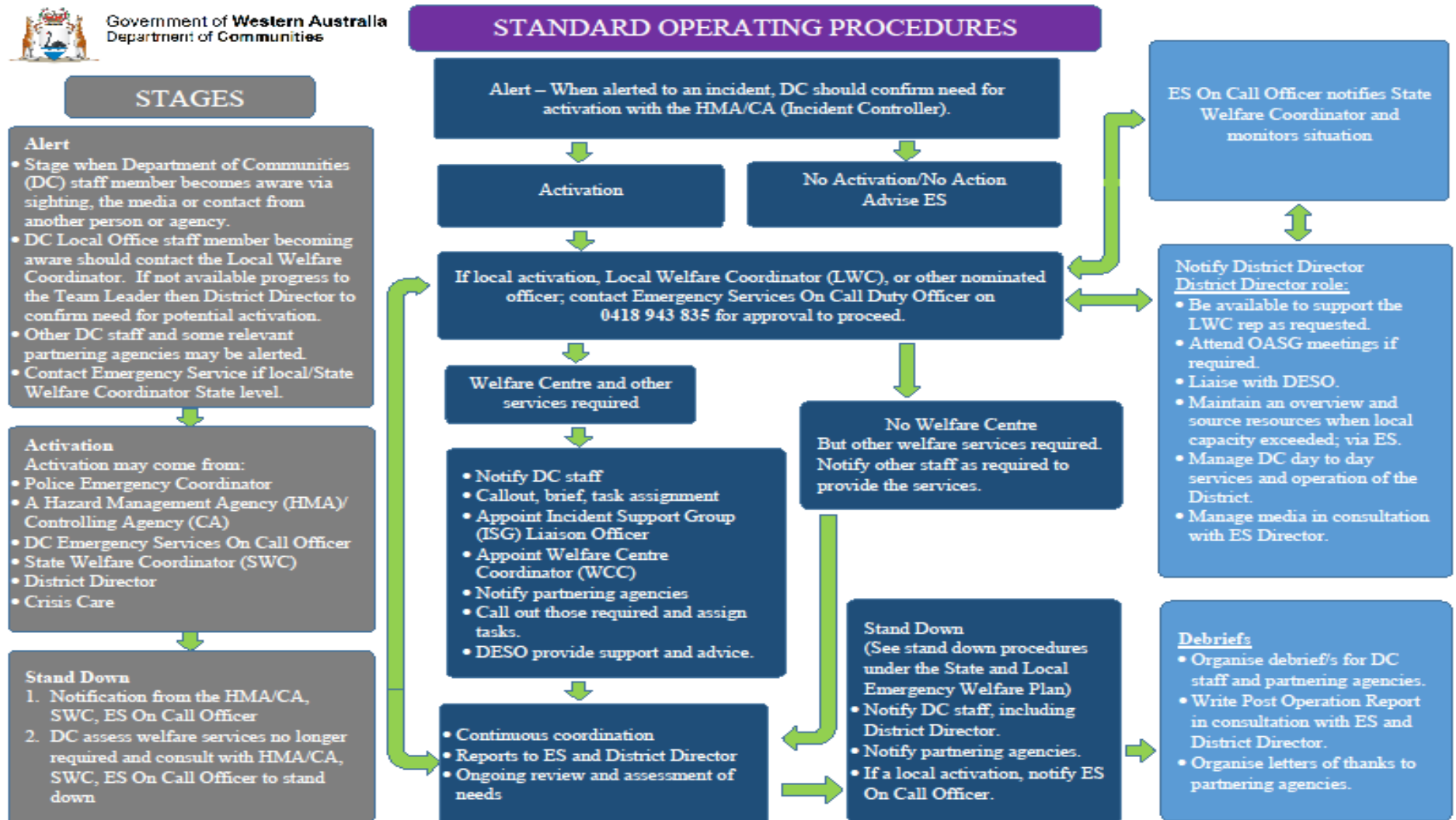
### **3.4 Cessation of recovery**

Communities cessation of welfare services in recovery will be dependent on community needs, access to existing community services, and individuals' and communities' resilience. Accordingly, Communities cessation may vary from other recovery services.

### **3.5 Review of recovery activities**

Communities will undertake an evaluation of the effectiveness of its own recovery activities including an assessment of preparedness for any future event.

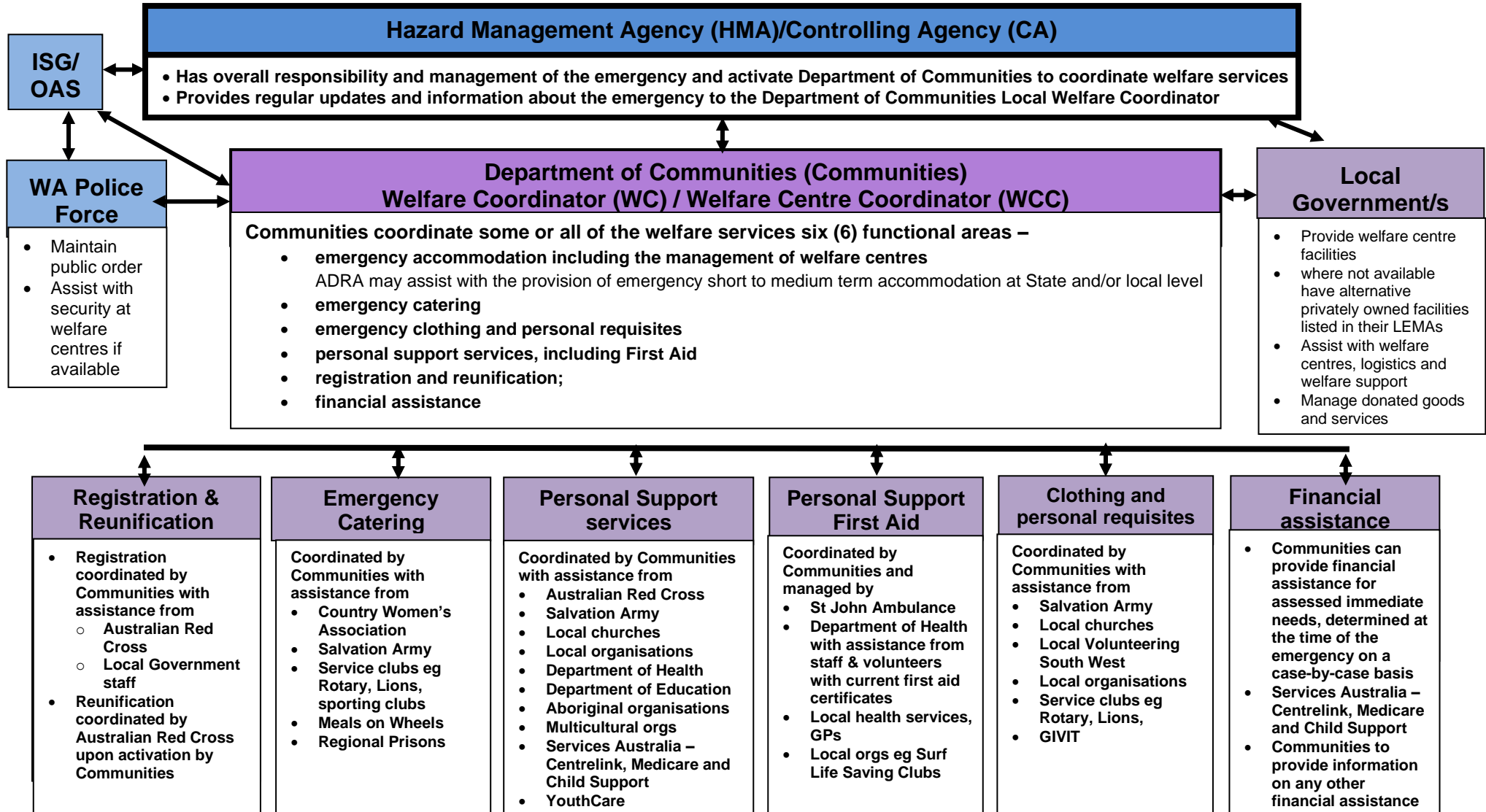
## Appendix 1 – Department of Communities Standard Operating Procedures





## Appendix 2 – Local Emergency Welfare Coordination

Please see Appendix 4 – Organisational Responsibilities for details of each partnering agency's responsibilities.



### Appendix 3 –Emergency Welfare Coordination Group/Partnering Agencies

- In some locations where there are enough local partnering agencies, Communities will establish an Emergency Welfare Coordination Group.
- This coordination group is an advisory, consultative and referral group to oversee and assist in the planning and operation of local level welfare services. Their agreed organisational responsibilities are provided in Appendix 4.
- All partnering agencies staff and volunteers assisting Communities in accordance with this plan are required to comply with Communities policies, including those relating to working with children, volunteers, Occupational Health and Safety and emergency management.
- In multi-agency responses Team Leaders for each functional area may be appointed, i.e. Registration Team Leader, Emergency Catering Team Leader.

<b>Department of Communities (DC)</b> Functions include: Overall Welfare Coordination * Accommodation * Financial Assistance * Personal Support * Personal Requisites * Registration * Catering			
<b>Name/Position</b>	<b>Email</b>	<b>Work Hours</b>	<b>After Hours Contact</b>
<b>First Contact</b> Roma Boucher, District Emergency Services Officer	<a href="mailto:roma.boucher@communities.wa.gov.au">roma.boucher@communities.wa.gov.au</a>	0427 476 658	On Call Duty Officer 0418 943 835
<b>Second contact</b> Andrea Speer District Director, SW	<a href="mailto:Andrea.Speer@communities.wa.gov.au">Andrea.Speer@communities.wa.gov.au</a>	0448 016 237	0448 016 237
<b>Third contact</b> Erin Kenny Local Welfare Coordinator	<a href="mailto:Erin.Kenny@communities.wa.gov.au">Erin.Kenny@communities.wa.gov.au</a>	6414 1699	0427 653 984

<b>Shire of Boyup Brook</b> Functions include: Coordination Assistance * Provision of facilities to use as Welfare Centres Financial Assistance/Appeals * Assistance with Pets			
<b>Name/Position</b>	<b>Email</b>	<b>Work Hours</b>	<b>After Hours Contact</b>

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

<b>First contact</b> Leonard Long CEO Boyup Brook	<a href="mailto:ceo@boyupbrook.wa.gov.au">ceo@boyupbrook.wa.gov.au</a>	9765 1200	0427 919 621
<b>Second Contact</b> Donna Forsyth WHS & Emergency Management Coordinator	<a href="mailto:donna.forsyth@boyupbrook.wa.gov.au">donna.forsyth@boyupbrook.wa.gov.au</a>	9765 1200	0439 371 910
<b>Third Contact</b> Carolyn Mallett Deputy CEO/Local Recovery Coordinator	<a href="mailto:dceo@boyupbrook.wa.gov.au">dceo@boyupbrook.wa.gov.au</a>	9765 1200	0438 983 200

<b>Shire of Collie</b> Functions include: Coordination Assistance * Provision of facilities to use as Welfare Centres Financial Assistance/Appeals * Assistance with Pets			
<b>Name/Position</b>	<b>Email</b>	<b>Work Hours</b>	<b>After Hours Contact</b>
<b>First Contact</b> Kohdy Flynn CESM	<a href="mailto:kohdy.flynn@collie.wa.gov.au">kohdy.flynn@collie.wa.gov.au</a>	0476 850 076	0476 850 076
<b>Second Contact</b> Leigh O'Connor Senior Ranger	<a href="mailto:leigh.o'connor@collie.wa.gov.au">leigh.o'connor@collie.wa.gov.au</a>	0408 931 274 0487 000 360	0408 931 274 0487 000 360
<b>Third Contact</b> Tamsin Emmett Local Recovery Coordinator	<a href="mailto:tamsin.emmett@collie.wa.gov.au">tamsin.emmett@collie.wa.gov.au</a>	0447 018 847	0447 018 847

<b>Police</b> Functions Include: Maintain public order at Evacuation Centres as required
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## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

<b>Boyup Brook</b> <b>1<sup>st</sup> Contact</b> Sgt Martin Baraioli OIC	<a href="mailto:martin.baraioli@police.wa.gov.au">martin.baraioli@police.wa.gov.au</a> <a href="mailto:boyup.brook.pol.station@police.wa.gov.au">boyup.brook.pol.station@police.wa.gov.au</a>	9762 1666	0436 843 381
<b>2<sup>nd</sup> Contact</b> Snr Con Sarah Cole	<a href="mailto:sarah.cole@police.wa.gov.au">sarah.cole@police.wa.gov.au</a>	9762 1666	
<b>3<sup>rd</sup> Contact</b> Con Danny Drummond	<a href="mailto:Daniel.drummond@police.wa.gov.au">Daniel.drummond@police.wa.gov.au</a>	9762 1666	0436 862 492

<b>DEPARTMENT OF FIRE AND EMERGENCY SERVICES (South West Region) – SHIRE of COLLIE</b> Functions Include: Logistics Support			
<b>Name/Position</b>	<b>Email</b>	<b>Work Hours</b>	<b>After Hours Contact</b>
<b>First Contact</b> Erin Hutchins – Acting District Advisor Vikram Cheema (leave to Jan2024)	<a href="mailto:Erin.hutchins@dfes.wa.gov.au">Erin.hutchins@dfes.wa.gov.au</a> <a href="mailto:Vikram.cheema@dfes.wa.gov.au">Vikram.cheema@dfes.wa.gov.au</a>	9780 1976	0429 688 130
<b>Second Contact</b> Andrew Wright Superintendent	<a href="mailto:andrew.wright@dfes.wa.gov.au">andrew.wright@dfes.wa.gov.au</a>	9780 1900	0418 780 382
<b>Third Contact</b> John Carter (LSL to 02Jul2023) District Officer Emergency Management	<a href="mailto:john.carter@dfes.wa.gov.au">john.carter@dfes.wa.gov.au</a>	9780 1900	0428 100 452
<b>Fourth Contact</b> Nick Elrick District Officer – Natural Hazards	<a href="mailto:Nick.elrick@dfes.wa.gov.au">Nick.elrick@dfes.wa.gov.au</a>	9780 1900	0428 100 491
<b>Fifth Contact</b> Haley Hibbitt Community Preparedness Advisor	<a href="mailto:haley.hibbitt@dfes.wa.gov.au">haley.hibbitt@dfes.wa.gov.au</a>	9780 1900	0455 139 304
<b>DEPARTMENT OF FIRE AND EMERGENCY SERVICES (Lower South West Region) – SHIRE of BOYUP BROOK</b> Functions Include: Logistics Support			



## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Name/Position	Email	Work Hours	After Hours Contact
<b>First Contact</b> Erin Hutchins – Acting District Emergency Management Advisor <del>Vikram Cheema (leave to Jan2024)</del>	<a href="mailto:erin.hutchins@dfes.wa.gov.au">erin.hutchins@dfes.wa.gov.au</a>	9780 1976	0429 688 130
<b>Second Contact</b> Phil Brandrett Superintendent	<a href="mailto:philip.brandrett@dfes.wa.gov.au">philip.brandrett@dfes.wa.gov.au</a>	9771 6800	0408 015 872
<b>Third Contact</b> Nathan Hall Area Officer Emergency Mngmnt	<a href="mailto:nathan.hall@dfes.wa.gov.au">nathan.hall@dfes.wa.gov.au</a>	9771 6800	0408 616 433
<b>Fourth Contact</b> Phil Bresser District Officer - SES	<a href="mailto:phil.bresser@dfes.wa.gov.au">phil.bresser@dfes.wa.gov.au</a>	9771 6800	0408 412 608
<b>Fifth Contact</b> Linda Ashton Community Preparedness Advisor	<a href="mailto:linda.ashton@dfes.wa.gov.au">linda.ashton@dfes.wa.gov.au</a>	9771 6800	0429 991 629

Red Cross Functions include: * Registration and Reunification * Manage Inquiry * Personal Support (1st, 2nd, and 3rd contact used for day to day business. For emergency responses refer to after hours contact numbers in 3rd column)			
Name/Position	Email	Work Hours	After Hours Contact
<b>First Contact</b> Jennifer Pidgeon State Manager	<a href="mailto:JPidgeon@redcross.org.au">JPidgeon@redcross.org.au</a>	0409 749 345	Emergency Control 0408 930 811
<b>Second Contact</b> Erin Pelly ES Recovery & Resilience Coord	<a href="mailto:erpelly@redcross.org.au">erpelly@redcross.org.au</a>	0450 980 654	
<b>Third Contact</b> Karina Skipworth ES Operations/Workforce Coord	<a href="mailto:kskipworth@redcross.org.au">kskipworth@redcross.org.au</a>	0437 989 602	
Country Women’s Association			

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

<b>Functions include:</b> * Catering Support * Personal Support * Emergency clothing/personal requisites		
<b>Name/Position</b>	<b>Email</b>	<b>Work Hours</b>
<b>Boyup Brook</b> Timaween or Dorothy Ricetti	<a href="mailto:timaween40@bigpond.com">timaween40@bigpond.com</a>	9765 1760 (Timaween)
<b>Collie</b> Maria Thoumine	<a href="mailto:cwacollie@gmail.com">cwacollie@gmail.com</a> <a href="mailto:methoumine@yahoo.com.au">methoumine@yahoo.com.au</a>	0483 228 557 (CWA) 0423 003 730

<b>Lions Club of WA</b> <b>Functions include:</b> * Catering * Personal Services * Management of Donated Goods			
<b>Name</b>	<b>Email</b>	<b>Work Hours</b>	<b>After Hours Contact</b>
<b>Collie - LEO</b> Brian	<a href="mailto:collie.wa.@lions.org.au">collie.wa.@lions.org.au</a>	0429 344 963	
<b>Collie</b>			

<b>Salvation Army</b> <b>Functions include:</b> * Catering * Emergency Clothing / Personal Requisites * Personal Support			
<b>Name</b>	<b>Email</b>	<b>Work Hours</b>	<b>After Hours Contact</b>
<b>First Contact</b> Captain Mark Schatz	<a href="mailto:corpsofficer.bunbury@salvationarmy.org.au">corpsofficer.bunbury@salvationarmy.org.au</a> <a href="mailto:mark.schatz@salvationarmy.org.au">mark.schatz@salvationarmy.org.au</a>	9791 5200 Option 1 or 2: if it rings out they are on another call	0415 659 721
<b>Second Contact</b> Captain Zoe Schatz	<a href="mailto:mark.schatz@salvationarmy.org.au">mark.schatz@salvationarmy.org.au</a>	9791 5200	0427 957 558

<b>St John Ambulance (Volunteers)</b> <b>Functions include:</b> * First Aid only			
<b>Name</b>	<b>Email</b>	<b>Work Contact</b>	<b>After Hours Contact</b>
<b>St John – Apart from medical</b>	<b>Emergencies – 000 / 112 / 106</b>	9334 1234	9334 1234

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

<b>Emergencies all activations must be approved by the ESU on call Emergency Services Coordinator o 0418 943 835</b>	<b>Event Health Services</b> – Can provide advice and consult on appropriateness of activation. Will also activate services and stand down general attendance when requested		
<b>Dianne Langford-Fisher</b> Regional Manager South West	<a href="mailto:Dianne.langford-fisher@stjohnambulance.com.au">Dianne.langford-fisher@stjohnambulance.com.au</a>	9334 6726	0417 985 296
<b>Sam Ehrlich</b> Assistant Regional Manager SW	<a href="mailto:Sam.Ehrlich@stjohnambulance.com.au">Sam.Ehrlich@stjohnambulance.com.au</a>	9334 6214	0408 904 040

<b>Department of Health</b> Function Include * Personal Support *Health and Mental Health Response			
<b>Name/Position</b>	<b>Email</b>	<b>Work Hours</b>	<b>After Hours Contact</b>
<b>1st Contact (24/7)</b> Health On Call Duty Officer Disaster Preparedness and Management Unit Department of Health Statewide Duty Officer – can organise a doctor at a welfare centre and/or write out prescriptions		9328 0553	Emergencies 000 112/ 106 9328 0553
<b>2<sup>nd</sup> Contact (24/7)</b> Collie Hospital		9735 1333	9735 1333
2 <sup>nd</sup> Contact Boyup Brook Soldiers Memorial Hospital	<a href="mailto:paige.weaver@health.wa.gov.au">paige.weaver@health.wa.gov.au</a> Health Service, Blackwood Region	9765 0222	0439 972 957

<b>Education Department</b> Functions include * Personal Support * Emergency Accommodation and Catering
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## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Name/Position	Email	Work Hours	After Hours Contact
Andrew Grono Coordinator Regional Services	<a href="mailto:andrew.grono@education.wa.edu.au">andrew.grono@education.wa.edu.au</a>	9791 0300	0434 002 780

<b>Services Australia (formerly Dept of Human Services)</b> Functions include: * Financial Assistance * Counselling			
Name/Position	Email	Work Hours	After Hours Contact
<b>First contact</b> Reba Royal State Community Engagement Director	<a href="mailto:Reba.Royal@servicesaustralia.gov.au">Reba.Royal@servicesaustralia.gov.au</a>	0418 339 658	0418 339 658
<b>Second contact</b> Dean Keilty Program Manager Community Engagement	<a href="mailto:Dean.Keilty@servicesaustralia.gov.au">Dean.Keilty@servicesaustralia.gov.au</a>	9234 5200	0457 568 782
<b>Local contact</b> Lisa Wilson Bunbury Service Centre Manager	<a href="mailto:lisa.wilson@servicesaustralia.gov.au">lisa.wilson@servicesaustralia.gov.au</a>	9792 8992	0429 637 001

<b>Volunteer South West</b> Functions include: * Management of Volunteers * Management of Donated Goods * Personal Support			
Name / Position	Email	Work Hours	After Hours Contact
Shamara Williams Manager	<a href="mailto:manager@volunteersw.org.au">manager@volunteersw.org.au</a>	9791 3214	0428 971 448

<b>Youth Care</b> Functions Include:			
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## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Personal Support and Pastoral Care			
Name/Position	Email	Work Hours	After Hours Contact
<b>First Contact</b> Darlene Herbert PCIR Coordinator/Head of Chaplaincy	<a href="mailto:pcir@youthcare.org.au">pcir@youthcare.org.au</a>	0477 008 346	0477 008 346
<b>Second Contact</b> Steve Jansz PCIR Coordinator	<a href="mailto:pcir@youthcare.org.au">pcir@youthcare.org.au</a>	0409 219 936	0409 219 936
PCIR Phone	<a href="mailto:pcir@youthcare.org.au">pcir@youthcare.org.au</a>	0407 413 855	0407 413 855

Adventist Development Relief Agency (ADRA) Functions Include: * Assist with short to medium Accommodation Needs			
<b>ADRA are activated by the ESU OnCall Emergency Services Coordinator on 0418 943 835</b>			
<b>First Contact</b> Luke Webster Director WA	<a href="mailto:luke.webster@adra.org.au">luke.webster@adra.org.au</a>	9398 7222	0403 704 064

### Appendix 4 – Organisational Responsibilities

- Partnering agencies that may be engaged by Department of Communities (Communities) to assist in fulfilling their welfare obligations as part of the Local Emergency Welfare Plan.
- Communities as an emergency management support organisation coordinates emergency welfare services when activated via this plan – the Local Emergency Welfare Plan.
- To coordinate emergency welfare services requires the support of a number of statutory, private and voluntary organisations, known as partnering agencies. These responsibilities are allocated on a state-wide basis and have been determined by agreement between the respective agencies at the State level via the State Welfare Emergency Committee and Communities.
- At the local level these responsibilities may be varied to suit the capabilities and availability of welfare organisations. The responsibilities are negotiated between Communities and the agency at the local level and are reflected in this Appendix.
- The allocated responsibilities do not restrict one agency from assisting another, regardless of its primary role.
- Should a partnering agency not be able to manage its primary responsibilities, support with those responsibilities may be requested from the Local Welfare Coordinator. Ultimately, Communities is responsible for these functions where no partnering agency assistance is available.

Other agencies may be invited to join the Emergency Welfare Coordination Group as required

Agency / Organisation Name	Normal role if engaged
<b>Department of Communities (Communities) – Lead Welfare Agency</b>	<ul style="list-style-type: none"> <li>(1) Coordinate all functional areas of an emergency welfare response during emergencies;</li> <li>(2) Appoint the Local Welfare Coordinators to support each Local Government (LG) area;</li> <li>(3) If applicable, establish and manage the activities of the local government Emergency Welfare Coordination Group including the provision of secretariat support;</li> <li>(4) Provide staff and operate the Welfare Centres if required;</li> <li>(5) Coordinate all welfare resources utilised under this plan;</li> <li>(6) Coordinate the welfare functional areas of: <ul style="list-style-type: none"> <li>(a) Emergency Accommodation;</li> <li>(b) Emergency Catering;</li> <li>(c) Emergency Clothing and Personal Requisites;</li> <li>(d) Personal Support Services;</li> <li>(e) Registration and Reunification;</li> <li>(f) Financial Assistance;</li> </ul> </li> </ul>

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Agency / Organisation Name	Normal role if engaged
	(7) Provide representatives to various emergency management committees and coordination groups as required.
<b>Department of Communities Disability Services</b>	(1) Provide a Support Agency Officer/s as required; (2) Provide access to staff to assist with Personal Support Services where agreed and available; (3) Provide strategic policy advice regarding the provision of welfare services to people with disabilities; (4) Assist with other welfare functional areas where agreed.
<b>Department of Communities Housing</b>	(1) Provide a Support Agency Officer/s as required; (2) Provide access to staff to assist with Personal Support Services where agreed and available; (3) Provide strategic policy advice regarding the provision of emergency accommodation; (4) Assist with other welfare functional areas where agreed.
<b>ADRA – Adventist Development and Relief Agency</b>	(1) Provide a Support Agency Liaison Officer/s as required; (2) Assist with the provision of emergency short to medium term accommodation; (3) Provide regular updates to Communities, including a list of all emergency accommodation organised for evacuees; (4) Assist with other welfare functional areas where agreed.
<b>Australian Red Cross</b>	(1) Provide a Support Agency Officer/s as required; (2) Assist with Registration at Welfare Centres; (3) Manage and operate the Register.Find.Reunite. system; (4) Assist with the provision of Personal Support Services; (5) Assist with other welfare functional areas where agreed.
<b>Country Women's Association</b>	(1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Emergency Catering at Welfare Centres; (3) Assist with the provision of Personal Support Services; (4) Assist with the provision of Emergency Clothing and Personal Requisites; (5) Assist with other welfare functional areas where agreed.
<b>Department of Education</b>	(1) Provide a Support Agency Officer/s as required ; (2) Provide access to facilities for Emergency Accommodation where available; (3) Provide access to facilities for Emergency Catering where available; (4) Provide access to staff to assist with Personal Support Services, including School Psychology Service where agreed and available;

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Agency / Organisation Name	Normal role if engaged
	(5) Assist with other welfare functional areas where agreed.
<b>Department of Fire and Emergency Services (DFES) Community Liaison Unit</b>	(1) Provide a Support Agency Officer/s as required; (2) Engage “face to face” two way communication and liaison with affected communities through a point of public interface e.g. at a welfare centre distributing relevant incident information such as traffic management information, and support the facilitation of public meetings and other community based communications.
<b>Department of Health</b>	(1) Provide a Support Agency Officer/s as required; (2) Provide a comprehensive response to mental health effects of an emergency, as outlined in the Mental Health Disaster Subplan; (3) Provide health response as outlined in the State Health Emergency Response Plan; (4) Assist with the provision of Personal Support Services at Welfare Centres; (5) Assist with other welfare functional areas where agreed.
<b>Services Australia – Centrelink, Medicare and Child Support</b>	(1) Provide a Support Agency Officer/s as required; (2) Provide Financial Assistance to people affected by the emergency in accordance with Services Australia guidelines, policies and the Social Security Act; (3) Provide support services or referral advice to appropriate agencies; (4) Assist with other welfare functional areas where agreed.
<b>Department of Local Govnment, Sport &amp; Cultural Industries, including Office of Multicultural Interests Divsn</b>	<i>Negotiate at the local level how the Department of Local Government, Sport and Cultural Industries could assist;</i> (1) Provide a Support Agency Officer/s as required; (2) Provide strategic policy advice regarding the provision of welfare services within a multicultural framework; (3) Assist with other welfare functional areas where agreed.
<b>GIVIT – online donation management system</b>	(1) Provide a Support Agency Officer as required to be a reference source regarding donated goods.



## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Agency / Organisation Name	Normal role if engaged
<b>Legal Aid Western Australia</b>	<ul style="list-style-type: none"> <li>(1) Provide a Support Agency Officer/s as required;</li> <li>(2) Provide relevant legal information for emergency impacted persons and/or communities;</li> <li>(3) Assist with other welfare functional areas where agreed.</li> </ul>
<b>Lions Club WA</b>	<ul style="list-style-type: none"> <li>(4) Assist with the welfare functional area of catering;</li> <li>(5) Assist with the welfare functional area of Personal Services; and</li> <li>(6) Assist with other welfare functional areas when agreed.</li> </ul>
<b>Local Churches/ Church Ministers Fellowship</b>	<ul style="list-style-type: none"> <li>(1) Provide a Support Agency Liaison Officer/s as required;</li> <li>(2) Assist with the provision of Personal Support Services;</li> <li>(3) Assist with other welfare functional areas where agreed.</li> </ul>
<b>Local Government Welfare Support</b>	<p><i>Negotiate at the local level with individual Local Governments any additional responsibilities eg Ranger Services.</i></p> <ul style="list-style-type: none"> <li>(1) Provide a Local Government (LG) Welfare Liaison Officer as required;</li> <li>(2) Assist with the welfare functional area of Emergency Accommodation by utilising LG facilities as Welfare Centres, and where not available have alternative privately owned facilities listed in their LEMAs;</li> <li>(3) Assist Communities to provide the initial welfare response to evacuating community members. See above 2.3 Local Government Welfare Support Response.</li> <li>(4) Assist with other welfare functional areas where agreed.</li> </ul>
<b>Salvation Army</b>	<ul style="list-style-type: none"> <li>(1) Provide a Support Agency Officer/s as required;</li> <li>(2) Provide Emergency Catering at Welfare Centres;</li> <li>(3) Provide Emergency Clothing and Personal Requisites such as toiletries and other incidentals to those affected as required;</li> <li>(4) Assist with the provision of Personal Support Services;</li> <li>(5) Assist with other welfare functional areas where agreed.</li> </ul>
<b>St John Ambulance</b>	<p><b>Please call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA. If an ambulance is required please call 000/112/106.</b></p> <ul style="list-style-type: none"> <li>(1) Provide a Support Agency Officer /s as required;</li> <li>(2) Provide qualified First Aiders at Welfare Centres, where required and available;</li> <li>(3) Assist with other welfare functional areas where agreed.</li> </ul>
<b>Volunteer South West</b>	<ul style="list-style-type: none"> <li>(1) Provide a Support Agency Officer/s as required;</li> <li>(2) Provide strategic policy and advice regarding the provision of volunteering services within the welfare emergency management environment;</li> </ul>

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Agency / Organisation Name	Normal role if engaged
	(3) Manage affiliated and spontaneous non-affiliated Volunteers; (4) Assist with other welfare functional areas where agreed.
<b>WA Police Force</b>	(1) Provide a Support Agency Officer/s as required; (2) Maintain public order where required; (3) Assist with other welfare functional areas where agreed.
<b>YouthCare</b>	(1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Personal Support Services at Welfare Centres where available including practical support, emotional support and pastoral care support. (3) Assist with other welfare functional areas where agreed

### Appendix 5 – Emergency Accommodation

The provision of temporary shelter for persons rendered homeless by an emergency, or due to evacuation from an emergency, ranging from short to medium term accommodation, is coordinated and assessed by Communities.

**Please note** - in the event of an evacuation, people may make their own accommodation arrangements eg stay with family or friends locally (if this is safe) or in another town.

#### Points of clarification:

##### 5.1 Establishment of welfare centres

As per State EM Policy -

- (a) 5.7.3 - The Controlling Agency is responsible for the management of evacuation during an incident, and this continues during an emergency response.
- (b) 5.7.4 - Local governments, HMAs, relevant EMAs (i.e. Support Organisations and Controlling Agencies), in consultation with relevant Local Emergency Management Committees (LEMCs), must identify and advise of refuge site and welfare centres including evacuation centres appropriate for the hazard. The welfare centres should be documented in the LEMA and are also recorded on the State Welfare Centre Database which HMAs and Controlling Agencies have access to.
- (c) 5.9.5.5 - LEMCs must ensure that LEMA identify appropriate facilities and existing infrastructure within their boundaries are available for use by EMAs or note where there are no facilities.

Therefore the establishment and management of welfare centres by Communities is on behalf of the HMA or Controlling Agency, in consultation with welfare centre owners. This could be LGs or private facility owners. Welfare centres are established as emergency facilities from which Communities coordinate accommodation, food, clothing, financial assistance, registration, personal support and other welfare services until alternative arrangements can be made.

##### 5.2 Welfare centres definition

In Western Australia welfare centres are a facility that may provide for evacuation, reception, accommodation and relief and recovery (commonly referred to as a 'one-stop-shop') for an impacted community. Welfare centres may continue the extended provision of services into the recovery phase where LGs take responsibility as the lead agency in recovery. For the purposes of this plan all such facilities are classified as Welfare Centres.

### 5.3 Safety considerations

To ensure the safety of evacuees and welfare centre staff and volunteers, Communities will not establish welfare centres –

- in Bushfire Emergency Warning areas, and will only establish welfare centres in Bushfire Watch and Act areas with the assurance of the HMA/Controlling Agency that it is deemed safe to do so;
- if there is not safe access routes to the welfare centres;
- if there are structural concerns about the facility, and/or health concerns e.g. no running water, no drinking water, non-functioning sewage system, gas or chemical leaks in the area.

### 5.4 Children, organisations, educational and care facilities

As per State EM Plan 5.3.2 Community Evacuation, Stage 4: Shelter –

Children and vulnerable people in Evacuation Centres

Unaccompanied children, without direct parental or responsible adult supervision, should be evacuated into the care of the Department of Communities at the evacuation centre.

The preferred option for agencies, organisations or educational and care facilities such as women's refuges, men's hostels, group homes, is for them to have arrangements in place to either evacuate to a similar facility or shelter in place if safe.

If it is necessary to evacuate to a welfare centre, supervisory staff or members with responsibility for the care, supervision or provision of services to children and their clients must remain at the centre and continue to supervise and provide services until such time as alternative arrangements are made. This may include children being returned to parents or other responsible adult approved by that agency, organisation or educational and care facility.

Agencies, organisations and educational and care facilities at evacuation centres should liaise with the welfare coordinator at these centres for further advice and assistance in relation to unaccompanied children.

Services specifically for children and families, including child and family friendly spaces at Welfare Centres, are to be considered at the local level and included in Local Emergency Management Arrangements, State EM Plan 4.6.1 Special Considerations.

### 5.5 Animals in welfare centres

For health and safety reasons no animals, including pets, are permitted in welfare centres with the exception only of Assistance animals e.g. Guide Dogs, "Hearing" Dogs and Disability Aid Dogs. Some LGs may have an Animal Welfare Plan for them to coordinate the management of animals and pets in emergencies.



### **5.6 Responsibility for the welfare centre premises**

Communities will take responsibility for the premises utilised as welfare centres from the time of their operations until their closure. Communities shall exercise reasonable care in the conduct of its activities and agree to replace or reimburse for supplies used in the operation of welfare centres.

As Communities operate welfare centres on behalf of the relevant HMA/Controlling Agency, in the event of any claim for unusual damage incurred as a result of the use of a facility as a welfare centre, Communities will facilitate processes with the HMA/Controlling Agency to respond to the claim. The owner/s of the facilities agrees to utilise their building insurance in the event of damage resulting from the actual disaster event to the structure of the building.

Communities will utilise contract cleaners or pay for the use of the facilities' cleaners to restore the facilities directly utilised as welfare centres back to serviceable condition, if requested.

### **5.7 School evacuations**

If a school needs to evacuate upon receiving advice/instructions from the Incident Controller or HMA, they should try to evacuate to another school as a first option, or self-manage in a Communities designated welfare centre. Schools can evacuate to the community welfare centre with the schools' students under the duty of care and responsibility of the evacuated school.

Schools should use resources within the school such as gym mats, blankets if they have them, any food in school canteens etc. However if these resources are not available and Communities have spare items, these items will be shared with the school. If schools and Communities do not have these resources available, Communities will share any information on sourcing items as listed in the Local Emergency Welfare Plan.

### **5.8 State Welfare Centres**

In some circumstances, particularly in larger State level sized emergencies, facilities in a local area in which an emergency or disaster has occurred may not be suitable/sufficient to ensure the safety of all evacuees, welfare staff and volunteers. In these circumstances LGs or private facility owners may be asked for use of their facility as a 'State Welfare Centre' to assist affected members of other LG areas. At these times it would be the expectation that the State Welfare Centre would operate in a similar manner with the same procedures as if operating as a Local Welfare Centre as outlined in this plan.

**See over for the list of Pre-determined Welfare Centres.**

## Appendix 5A - List of Pre-Determined Welfare Centres

Welfare Centres are pre-determined by Communities in partnership with the Local Government/s' LEMCs. The LEMCs are to ensure Local Emergency Management Arrangements (LEMA) identify such facilities and existing infrastructure that are available for use by Emergency Management Agencies (including Communities) within their respective boundaries. In the event of a lack of facilities the LEMC are to note this in the LEMA's and advise the HMA/Controlling Agency to make alternative arrangements.

### Population – 2021 Census

Shire of Boyup Brook 1,834; (Town of Boyup Brook 938; Benjinup 143; Dinninup 161; Kulikup 143; Mayanup 174)

Shire of Collie 8,812; (Town of Collie 7,599; Allanson 591; Cardiff 118; Harris River 98; Preston 125)

### Primary Centres:

SHIRE OF BOYUP BROOK												
Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Showers	Toi-lets	Kitchen Facilities	Bedd-ing	Disable Access	Park ing	Pets	Hazards
<b>Boyup Brook</b> <b>** SHIRE OWNED FACILITIES</b> <b>POPULATION – SHIRE OF BOYUP BROOK = 1701; TOWN of BOYUP BROOK= 532 (2016 census)</b>												
<b>**Boyup Brook Town Hall &amp; Lesser Hall</b> 55 Abel Street (cnr Cowley St) Ph: Fax: 1 <sup>st</sup> Preference	Shire Office – 9765 1200 Daly Winter – 0458 699 923 Steele Alexander 0457 484 881	No	<b>Yes - 3 phase generator purchased 2012 for emergency power supply</b>	Town Hall – max capacity 380pax <b>CoVid-19</b> 2m2 – 190 pax 4m2 – 95 pax sleeping Lesser Hall – Max capacity 160 pax <b>CoVid-19</b> 2m2 – 80 pax 4m2 – 40 pax	No	M F D Intl & External	Big kitchen Can cater for 160 sitting at tables	No	Yes	Yes	No	<b>No</b>

### Secondary Centres:

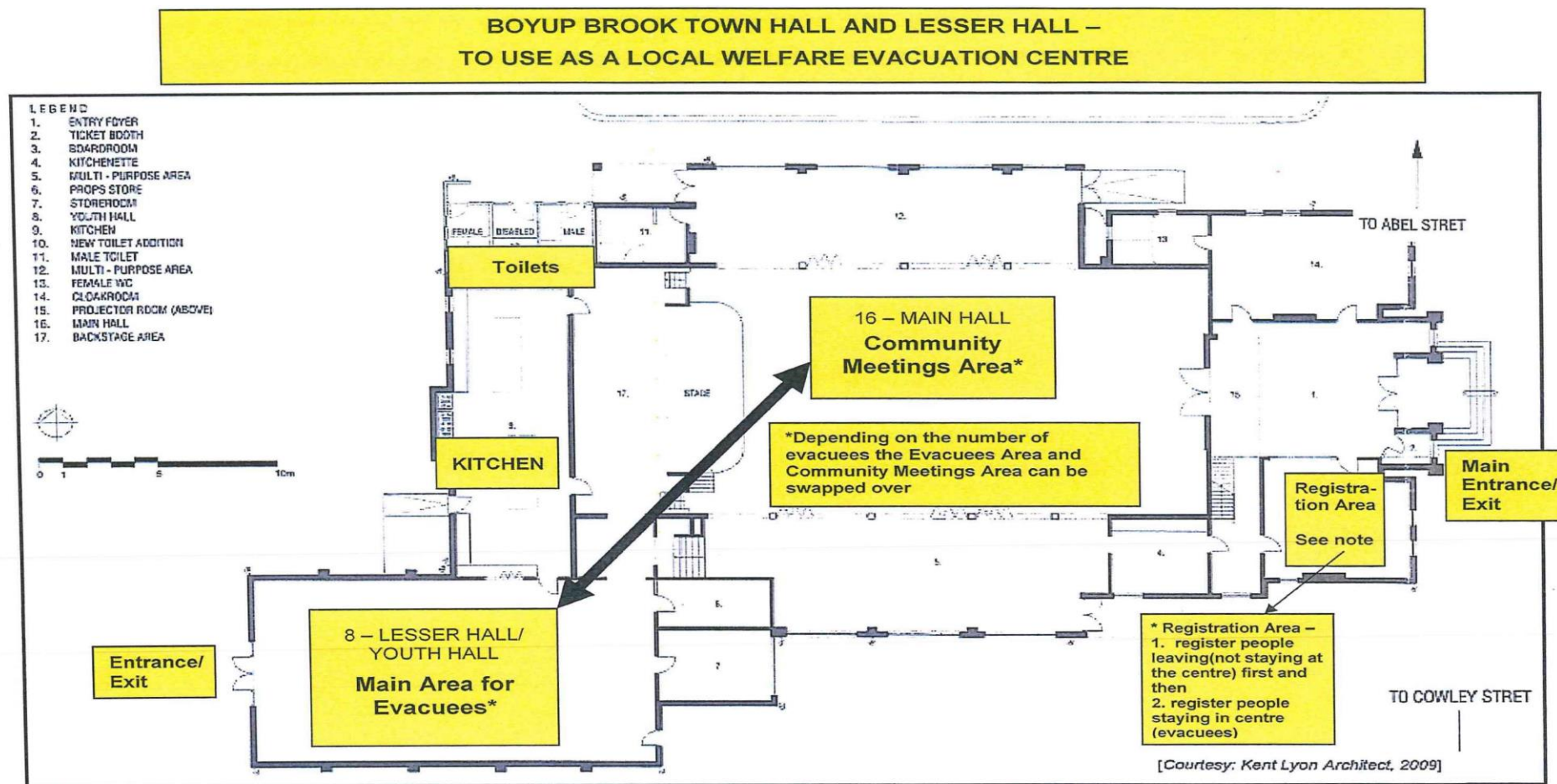
Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Shower s	Toi-lets	Kitchen Facilities	Bedd-ing	Dis-able Acce ss	Park ing	Pets	Hazards
<b>**Football Ground</b> Beatty Street	Shire Office – 9765 1200 Daly Winter –	No	No Own Gas	Hall and 2 squash courts	Yes	Yes	Kitchen facilities	No	Yes	Yes	No	<b>Oval is prone to flooding</b>

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

<b>Ph:</b>	0458 699 923											
<b>Fax:</b>	Steele Alexander 0457 484 881 Therese Lloyd, Secretary 0457 708 919											

Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Showers	Toilets	Kitchen Facilities	Bedding	Dis-able Access	Parking	Pets	Hazards
<b>OTHER FACILITIES WITHIN THE SHIRE OF BOYUP BROOK</b>												
<b>Dinninup Hall** 20 kms north east of Boyup Brook BB Arthur Road</b>	BB Shire Office – 9765 1200 A/H – see BB Town Hall above			Hall and sheds in showground		Yes	Kitchen					
<b>Rylington Park Inst of Agriculture 27 kms south of Boyup Brook Cranbrook Road Mayanup Ph: 9765 3012 Fax: 9765 3083</b>	Shire leases to Management Committee <a href="mailto:rylington@westnet.com.au">rylington@westnet.com.au</a>	No	No	Dongas/shearing shed type of accommodation – 16 beds	Yes	Yes	Kitchen facilities	Yes		Yes		<b>27 kms south of Boyup Brook</b>

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments



**Note:** Please consider wheelchair/disabled access when utilizing the facility as an Emergency Evacuation Centre. This facility is on 2 levels with steps to the Main Entrance; the Main Entrance and Main Hall are joined by stairs to the upper Lesser/Youth Hall and Kitchen areas. The Lesser Hall is also accessible from the rear carpark and the Main Hall is accessible via the entry near the Outside Toilets and carpark; consider having the Registration Area in the room 5 (refer Legend) Multi Purpose Area, which is accessible through the doorway to the left of the Main Entrance.



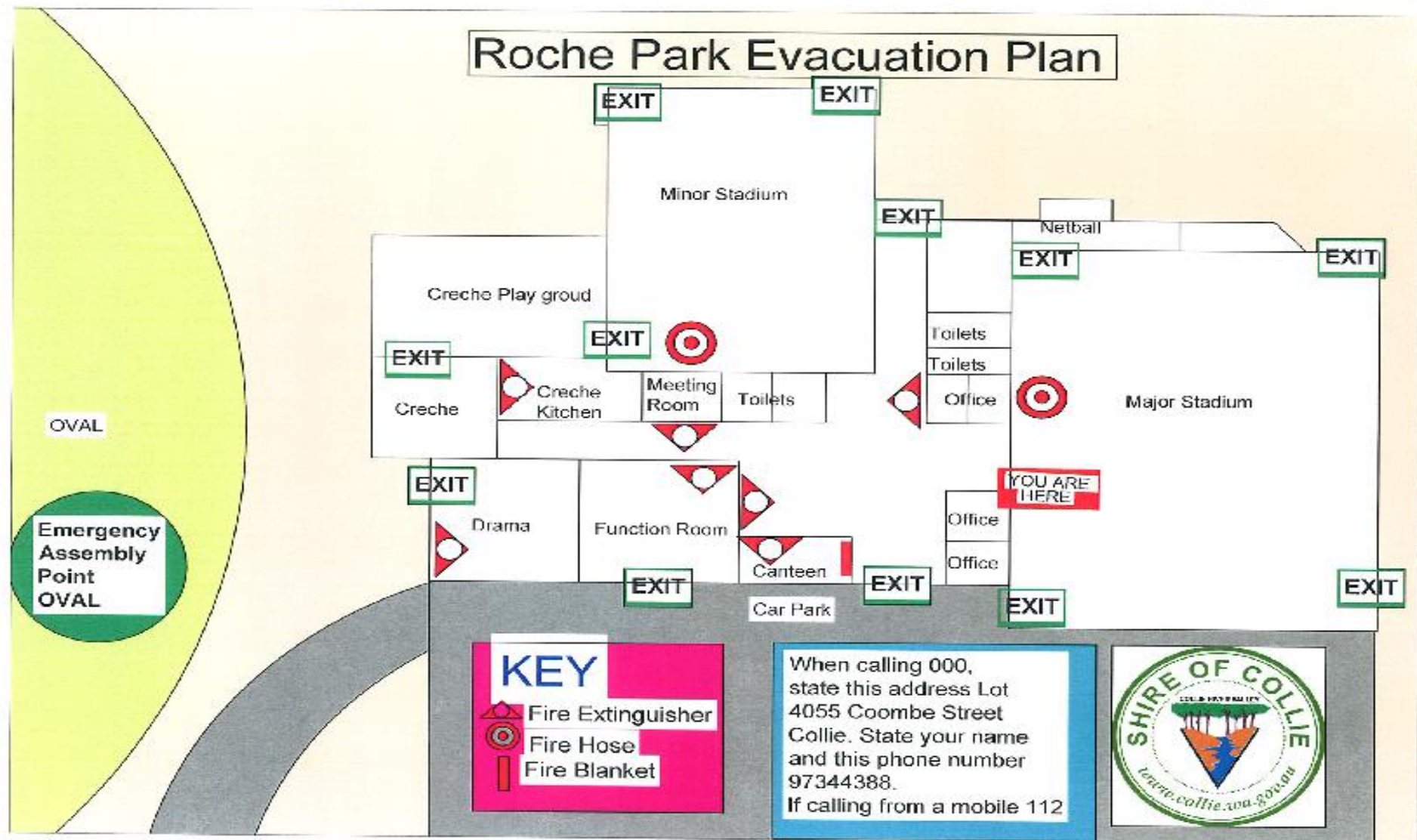
## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook, Collie & West Arthur Local Governments

### Primary Centres:

SHIRE OF COLLIE												
Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Facilities	Toilets	Kitchen Facilities	Bedding	Disabling Access	Parking	Pets	Hazards
<b>Collie ** SHIRE OWNED FACILITY POPULATION – Shire of Collie = 8,798; Town of Collie = 7,192 (2016 Census)</b>												
<b>**Roche Park Recreation Centre</b> <b>Coombes Street</b> <b>Ph: 9734 4388</b> <b>Fax: 9734 3933</b> 1 <sup>st</sup> preference – good facility See details at the end of this Appendix	Scott Geere, Manager Building Services – 0409 857 777  Kellie Geere – Manager Roche Park – 0417 704463  <b>Hospital may also use this facility as their evacuation centre</b>	<b>Yes – Dataline Visual Link – 9725 6528 – diverts to mobile</b>	Emergency Lighting, solar lighting in car park  <b>Recreation Centre Staff are trained in first aid</b>	Max capacity 600 pax Main & Minor Courts; Playroom and DanceTheatre  <b>CoVid-19</b> <b>Main Crt - 400</b> <b>2m2 – 200pax</b> <b>4m2 – 100pax</b> <b>Minor Crt - 150</b> <b>2m2 – 75 pax</b> <b>4m2 – 35 pax</b> <b>Playroom 50</b> <b>2m2 - 25 pax</b> <b>4m2 – 12 pax</b>	2 stadiums, 5 smaller areas -drama rm, crèche, function rm, crèche, kiosk - aircond/ heating in function rm, group fitness, crèche & offices	3 male 3 female No Disabled showers	4 M 4 F 1 x D  Washing machine, drier	Upgraded to a commercial kitchen Aug 2012 Electric stove, large cool room	None Some gym mats	Yes	Yes	Outside
<b>Collie Italian Club</b>	Joe Chiellini 0418 890 061 Steve Deangelis 0474 776 705											
<b>**Margaretta Wilson Centre (Senior Citizens Centre)</b> <b>99 Forrest Street</b> <b>Ph: 9734 5133</b> <b>Fax: 9734 5159</b>	Emmett Peels <b>Hospital may also use this facility as their evacuation centre</b>	<b>Yes - shared with PCYC</b>		50 – 100 people 100 seated	1 large hall This hall has reverse cycle heating/air conditioning	Yes	Yes - Share with PCYC	Well equipped kitchen, Meals-on-Wheels meals prepd here Gas stoves	None	Yes	Yes	Outside
<b>**PCYC – Police and Community Youth Club</b> <b>105 Forrest St</b>	Linda Gallagher 0448 286 854 <b>Have their own bus</b>	<b>Yes – shared with Marg Wilson Centre</b>	Inside and outside lights	400	Main stadium	3 Male 3 Female	1M 1D/M 1F 1D/F	Stove– gas fridges freezers microwave utensils etc	None Gym mats	Yes	Yes	Outside

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook, Collie & West Arthur Local Governments

Ph: 9734 5767 Fax: 9734 5767												
<b>Mine Workers' Institute</b> <b>75 Patterson St</b> <b>Ph: 9734 5600</b> <b>Fax: 9734 1898</b> Large facility - privately owned-agreed use 8.4.13 <b>Could be used for community meetings</b>	Cheryl Sanders  <a href="mailto:cfmeumwa@highway1.com.au">cfmeumwa@highway1.com.au</a>	<b>No</b>	NO  Has air-conditioning & heating	Seat 500 Bed 200 Lots of tables and chairs	Large hall, stage, bar – could be used as staff & vol area, change rooms	<b>No</b>	2 M & urinal 4 F No Disable	Large commercial kitchen - Cool room, electric stoves, crockery etc	None	Limited but access through ramp at front door & fire exit		
Note: The three facilities above are not suitable as evacuation centres, but details have been retained for information and possible use for Recovery or One Stop Shop etc following an emergency event. Refer email on 24May2023 from Kohdy Flynn, CESM.												





## WELFARE CENTRE SAFETY INSPECTION

### Facility Name & Address

Name:

Address:

In the event that this facility is required for use as welfare centre, this checklist (often completed in conjunction with the facility condition report) must be completed jointly between Department of Communities (DC or Communities) and the facility site representative directly prior to Communities taking control of the facility and again prior to handing the facility back. Identified hazards should be reported, removed/barricaded or handled/resolved as soon as possible.

#### Areas to check at a minimum

##### 1. Facility access

- How many entrances/exits to the centre are there?
- Are any entrances/exits a hazard for children/people with special needs?
- Do any entrances/exits need to be blocked off or better sign posted? Are any of them fire exits?
- Is the car park able to be accessed? Is suitable access for people with disabilities available e.g. ramps/rails etc.
- Stage/side halls – are these safe for children?

☐

##### 2. Slips, trips and fall from height hazards

- Floors, stairs and ramps - are these free from obstructions that may cause a person to trip or fall – do any need to be barricaded?
- Drains, plumbing and wet areas – are these leaking causing a slip hazard – check under sinks, dishwasher.
- Are floor surfaces free from uneven surfaces/potholes/other hazards?
- Are stair/steps barricaded from children?
- Are heavy/frequently used items stored away from top shelves and/or steps/safety ladders available if needing to reach heights (to be secured away at all other times)?

☐

##### 3. Drowning hazards - Is there a drowning hazard e.g. swimming pool/spa etc? If so have these been barricaded?

☐

##### 4. Electrical hazards

- Is the switchboard free of any obstructions and switchboard components are clearly marked?
- Are plugs, sockets, extension leads, power boards and/or electrical installations in good condition and protected (e.g. covered from damage and not overloaded)?
- Are flexible cords and extension cords being used in a safe manner (e.g. not lying across walkways and no use of multiple extension cords)
- Heaters – are these a hazard that needs to be barricaded?
- Kitchen – is this barricaded from children?
- Urns/Kettles – have these been barricaded from children?
- Other electrical equipment / hazards?

☐

##### 5. Hazardous substances

- Are all potentially dangerous hazardous substances e.g. and chemicals including cleaning products etc locked away?

☐

##### 6. Other

- Please include an outline of other areas checked for hazards/risks.

☐

Please include details of all identified hazards / risks on the following page.





Identified hazard / risk	Resolved/ Barricaded?
1.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Yes <input type="checkbox"/> No <input type="checkbox"/>

\*\* Please use a separate sheet if more hazards are required to be reported.

Safety Inspection completed by:

Date: \_\_\_\_\_

\_\_\_\_\_

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		



## WELFARE CENTRE CONDITION REPORT

### Facility Name & Address

Name:		Address:	
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In the event that this facility is required for use as welfare centre, this report (often in conjunction with the facility safety inspection) must be completed jointly between Department of Communities (DC or Communities) and the facility site representative directly prior to Communities taking control of the facility and again prior to handing the facility back.

Identified damage or excessive wear and tear to the facility or equipment must be recorded. It is highly recommended that photos and/or video of the full facility (or at a minimum the parts of the facility that may be used) are taken so that the facility condition is accurately recorded.

Photos/video often assists in confirming at a later date existing facility/equipment damage (that may have been missed in a visual inspection).

Identified damage or wear and tear	Photo/video taken?	Safety Issue?
1.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

\*\* Please use a separate sheet if more damage / wear and tear is required to be reported.

Condition report completed by:

Date:

\_\_\_\_\_

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		



# WELFARE CENTRE HANDOVER REPORT

Facility Name & Address

Report

Date/Time: \_\_\_\_\_

Name:		Address:	
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## Facility Coordinators

Local Government Welfare Coordinator:	
DC Local Welfare Coordinator:	

## Facility Handover Info

In the event that this facility is required for use as welfare centre, this handover / hand back report seeks to collate information useful to the party taking over/back 'control' of the facility. It should be completed jointly between Department of Communities and the facility site representative (or for local emergencies the Local Government representative). The information provided streamlines the process of handing over management of the centre, particularly in regards to knowing the current issues, staffing, agencies and evacuees utilising the centre

Areas to consider as a minimum	
1. Has a Safety Inspection and Condition Report been completed? Are there any concerns	<input type="checkbox"/>
<hr/> <hr/> <hr/>	
2. How many Evacuees have been registered? Where are the Registration Forms? Have they been faxed?	<input type="checkbox"/>
<hr/> <hr/> <hr/>	
3. Has hospitality been provided? Have any Meals been organised for the Evacuees? Have any meals or food has already been served?	<input type="checkbox"/>
<hr/> <hr/> <hr/>	
4. Have you assigned any Liaison Officers to work in the centre? How Long? Have you arranged any rosters for on-going support?	<input type="checkbox"/>
<hr/> <hr/> <hr/>	



5. Are other community members/groups going to be utilising the centre whilst it is open as a Welfare Evacuation Centre and will disturb its current purpose? Has the community been made aware of this centre being used as a Welfare Evacuation Centre? Have alternative plans been made for activities? ☐

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6. Are there any other concerns or issues that have arisen since the opening of the centre or any that you foresee being an issue whilst the centre is open as a Welfare Evacuation Centre? ☐

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7. Other Notes? ☐

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\*\* Please use another Form to hand the Facility back from the Department of Communities to the Local Government

**Handover report completed/acknowledged by:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		



## Appendix 5B – Alternative Temporary Accommodation Services

In the event of an evacuation, people may make their own accommodation arrangements eg stay with family or friends locally (if this is safe) or in another town.

If a small number of people were required to evacuate, or there is extenuating circumstances for some individuals and families, Communities Emergency Services would explore alternative arrangements, depending upon the situation at the time. This may include a range of options such as commercial facilities. **Note: accommodation providers requiring payment need to have ABNs** – providers cannot receive payment without one.

**Contact the Emergency Services On Call Duty Officer to seek approval for use of commercial accommodation – 0418 943 835.**

In a larger emergency Communities Emergency Services may need assistance in organising accommodation for evacuees and ADRA can assist with this in designated areas. If additional help is required please contact the **Emergency Services On Call Duty Officer – 0418 943 835** and the Officer will activate ADRA if appropriate.

SHIRE OF BOYUP BROOK			
Name	ADDRESS	Contact	After Hours Contact
Boyup Brook Bed & Bfast / Self Contained Units	30 Bridge St, Boyup Brook - <a href="http://www.boyupbrookaccommodation.com.au">www.boyupbrookaccommodation.com.au</a>	9765 1223	0407 448 940 Raema & Richard Chudziak
Boyup Brook Caravan Park & Flax Mill	Jackson Street, Boyup Brook	9765 1200 Boyup Brook Shire	CMCA 02 4978 8788

SHIRE OF COLLIE			
Name	ADDRESS	Contact	After Hours Contact
Banksia Motel	44 Wittenoom St, Collie	9734 5655	
Club Hotel	Cnr Atkinson & Forrest St, Collie	9734 1722	<a href="http://www.clubhotelcollie.com.au">www.clubhotelcollie.com.au</a>
Collie Caravan Park	1 Porter St, Collie	9734 5088	0412 095 234 Patrick & Lorna Honewill

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook & Collie Local Governments

Collie Forest Motel	67 Atkinson St, Collie	9734 1166	Nil (Kathleen/Tom) <a href="mailto:collie.motel1@bigpond.com">collie.motel1@bigpond.com</a>
Ridge Motel	Coalfields Highway, Collie	9734 6666	<a href="http://collieridgemotel.com.au">collieridgemotel.com.au</a>

## **Appendix 6 – Welfare function of Registration and Reunification**

- This functional area enables individuals within an emergency affected community to be traced, families reunited and inquiries about individuals coordinated, intrastate, interstate or internationally.
- To facilitate the accounting of persons affected by such incidents, Communities may use the registration and reunification Register.Find.Reunite. system or other options as appropriate. The Register.Find.Reunite. system has been developed at the State and national level. In Western Australia this system is activated by Communities and managed by the Australian Red Cross on behalf of Communities.
- The system provides for the registration and reunification of affected persons using standardised forms. Stocks of these forms are held by Communities offices, the Australian Red Cross State Inquiry Centre and its local teams and some LGs to be readily available for immediate use at welfare centres.
- In addition, impacted individuals may choose to register themselves online using the Register.Find.Reunite. system once it has been activated.

See over for Communities Standard Operating Procedures for the welfare function of Registration and Reunification.

## Communities Standard Operating Procedures for the welfare function of Registration and Reunification



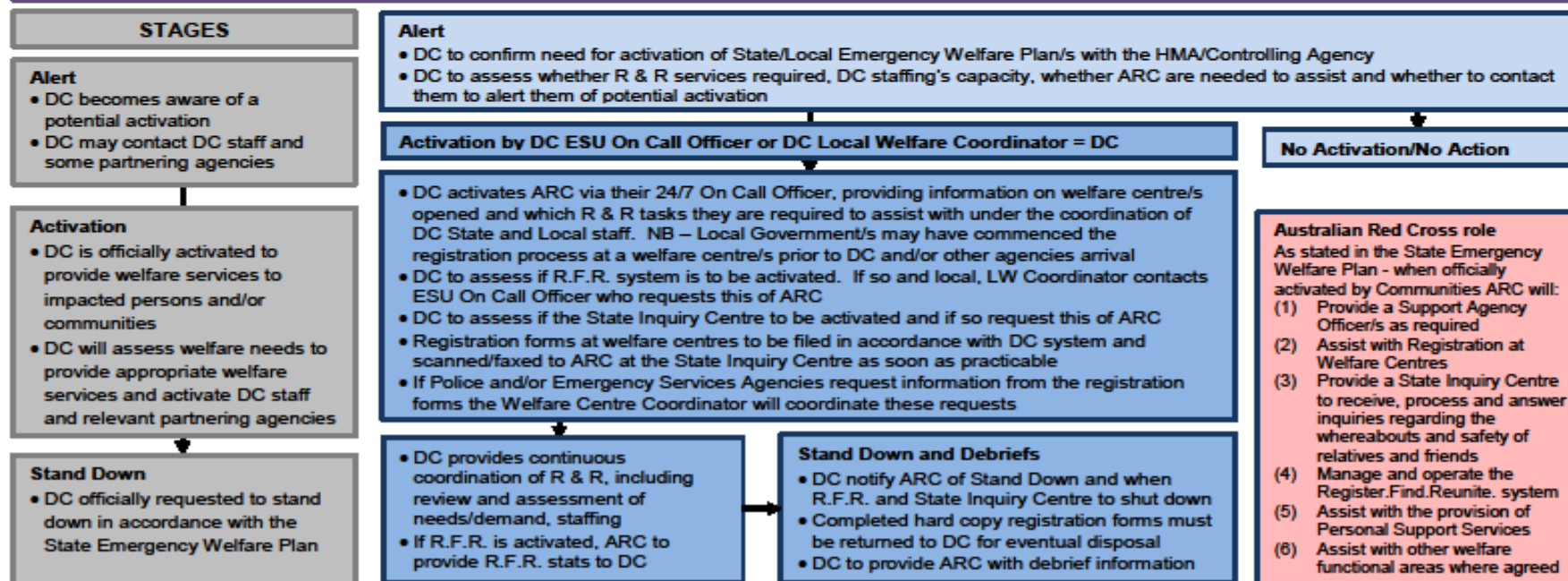
Government of Western Australia  
Department of Communities



### Department of Communities Emergency Services - Standard Operating Procedures for the welfare function of Registration and Reunification Dec 2017

**Registration and Reunification (R & R)** is one of the 6 welfare functional areas Department of Communities (DC) is responsible for under the WA Emergency Management Act 2005 and State Emergency Management Arrangements. Welfare arrangements are detailed in the State Emergency Welfare Plan and Local Emergency Welfare Plans. Registration and reunification enables individuals within an emergency affected community to be traced, families reunited and inquiries about individuals coordinated, intrastate, interstate or internationally. To facilitate the accounting of persons affected by such incidents, DC may use the registration and reunification Register.Find.Reunite. (R.F.R.) system or other options as appropriate. R.F.R. has been developed at the State and national level. In Western Australia this system is activated by DC as the commissioning agency and managed by the Australian Red Cross (ARC) as a partnering agency, on behalf of DC. ARC operates the State Inquiry Centre when authorised by the DC State Welfare Coordinator.

#### Registration and Reunification Standard Operating Procedures – State and Local Levels





## Appendix 7 – Emergency Catering Services

Communities will coordinate the establishment of an emergency catering service for those rendered homeless, evacuees and welfare workers engaged during an event. Dependent on the catering requirements, Communities may engage a variety of service providers to provide this service, such as voluntary groups, fast food outlets or hospital, hotel, motel or public catering services. Communities cannot accept other prepared food e.g. sandwiches, cakes, sausage rolls, unless the person/organisation has a Food Handling Certificate issued by the LG.

Responsibility for the provision of meals for non-welfare emergency workers is the responsibility of the HMA/Controlling Agency.

A resource list of catering agencies and other options is included below, with consideration of catering for large numbers of evacuees and/or protracted emergency events.

***Fast Food Outlets can provide quick food in an emergency but only for the short term.***

SHIRE OF BOYUP BROOK		
Name	Address	Contact
Brook Takeaway (Susan Aldershore)	Meals/Takeaway/Catering	9765 1084/ (A/H: 0427 545 440)
Tree House Coffee Lounge	Takeaway	9765 2888
Boyup Brook IGA (Mgr: Anne Thompson)	Supermarket lines/ Catering (anne@bbiga.com )	9765 1204 (Mon-Fri 8am-6pm; Sat 8am-4pm) 0427 030 167
Boyup Brook Club Inc	81-83 Railway Parade Boyup Brook	0491 968 743
** Note: Refer Bridgetown ~30km or Collie ~70km		

SHIRE OF COLLIE		
Name	Address	Contact
Coles – Collie	49 Johnston St Collie	9734 1633

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

		(Mon-Wed and Fri 8am-8pm; Thur 8am-9pm; Sat 8am-6pm; Sun 11am-5pm)
Woolworths - Collie	Lot 534 Johnston St Collie	9735 2600 (Mon-Wed and Fri 8am-8pm; Thur 8am-9pm; Sat 8am-6pm; Sun 11am-5pm)
Domino's Pizza	90 Forrest St Collie	9735 2020 (Mon-Wed 11am-10pm; Thurs & Sun 11am-10pm; Fri & Sat 11am-11pm)
McDonald's Collie	88 Throssell St, Collie	9734 2084 (Mon-Sun 5.30am-10.30pm)
Chicken Treat	Cnr Princep & Forrest St Collie	9734 3666 (Mon-Fri 11am-9pm; Sat-Sun 10am-9pm)
The Kebab & Pizza Collie	103 Throssell St Collie	9734 7174 (Tue-Thur and Sun 5pm-9pm; Fri & Sat 5pm-2am)
Golden Eagle	115 Throssell St Collie	9734 5055 (Tue-Sat 11.30-2pm and 4.30pm-9pm; Sun 4.30pm-9pm; Mon closed)
Golden Bowl	78 Forrest St Collie	9734 2538 (Mon-Fri 11am-2.30pm and 5-10pm; Sun 5pm-9pm)
Forrest French Hot Bread	66 Forrest St Collie	9734 2734 (Mon-Fri 5.30am-4pm; Sat-Sun 5am-4.30pm)
Collie Hills Village	Cnr of Williams & Hodd Road, 4kms from Collie Breakfast & Dinner Sit-down meals (no takeaway)	9780 2888
Amaroo Deli & Cafe	140 Atkinson St N, Collie	9734 1387 (Mon 5am-5pm; Sat & Sun 6am-2pm)
Steere St Deli	178 Steere St N, Collie	9734 5747 (Darcy Buckle) (Mon-Sun 4am-11pm)
View St Fish & Chips	2 View St, Collie	9734 5066 (John Colombero) (Mon-Fri 5am-8pm; Sat & Sun 11.30-2pm and 5pm-8pm)

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Wilson Pk Deli	39 Moore St Collie	9734 1692 (Mon-Fri 8am-5.30pm; Sat 9am-4pm; Sun 11am-2pm)
Club Hotel	138 Forrest St Collie	9734 1722
Collie Motel/Forest	127/133 Throssell St Collie	9734 1166
Federal Hotel	47/49 Throssell St Collie	9734 2010
Ridge Motel	185-195 Throssell St Collie	9734 6666
Victoria Hotel	119 Throssell St Collie	9734 1138

## WATER SUPPLIES

Name	Type of Supplies	Contact Details including After Hours
Water Corporation Manager Control Centre Operations (MCCO)	Can assist with water and waste water infrastructure, Water Corp assets, access to key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT, other support or info during operational situations	1300 483 514

## **Appendix 8 – Emergency Clothing and Personal Requisites**

Communities coordinates the provision of essential clothing and personal requisites, to persons affected by an emergency. This function includes the provision of basic necessities such as toiletry packs, blankets, towels, mattresses, pillows, bedding, disposable nappies, and sanitary needs, as required.

Where possible, new clothing, or financial assistance for the purchase of new clothing, should be provided to eligible persons as soon as practicable. The use of 'recycled' clothing is a last resort.

A resource list of emergency clothing and personal requisites suppliers and options is included below. This lists organisations and retail outlets who agree to participate in these arrangements, and ensures that acceptable procedural matters have been established.

<b>Shire of Boyup Brook</b>		
<b>Name</b>	<b>Address</b>	<b>Contact</b>
Boyup Brook Co-Op	10/12 Bridge St Boyup Brook	9765 1001 (Mon-Fri 8am-5.30pm; Sat 8am-12pm; Sun closed)
Boyup Brook Pharmacy	80 Abel St Boyup Brook	9765 1066 (Mon-Fri 9am-5pm; Sat 9am-12pm; Sun closed)
Boyup Brook IGA (Mgr: Anne Thompson)	Supermarket lines/ Catering (anne@bbiga.com )	9765 1204 / 0427 030 167 (Mon-Fri 8am-6pm; Sat 8am-4pm Sun 9am-12pm)

<b>Shire of Collie</b>		
<b>Name</b>	<b>Address</b>	<b>Contact</b>
Woolworths Collie	Lot 534 Johnston St Collie	9735 2600 (Mon-Wed and Fri 8am-8pm; Thur 8am-9pm; Sat 8am-6pm; Sun 11am-5pm)
Coles Collie	49 Johnston St Collie	9734 1633 (Mon-Wed and Fri 8am-8pm; Thur 8am-9pm; Sat 8am-6pm; Sun 11am-5pm)



## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Camping World Collie	64 Johnston St Collie	9734 2866 (Mon-Sat 8.30am-5pm; Sun 10am-1pm)
Terry White Chemmart	Sh 8&9 Central, Forrest St Collie	9734 3700 (Mon-Fri 8am-6pm; Sat 8am-5pm; Sun 11am-5pm)
Greg's Discount Chemist / healthSAVE Collie Pharmacy	121 Throssell St Collie	9734 4446 (Mon-Fri 8am - 6pm; Sat 8am-1pm; Sun closed)
Henderson's Hardware	137 Throssell St Collie	9734 1322 (Mon-Fri 7am-5pm; Sat 7.30am-12.30pm; Sun closed)
Collie Salvage & Hardware	Rowlands Rd Collie	9734 2785 (Mon-Fri 7.30am-5pm; Sat 8am-12pm; Sun 9am-12pm)
Taree Fashions	Jones Arcade 65 Steere Street, Collie – Clothing Store	9734 1707 / 0417 834 298 (Kylie)
Pete's	Jones Arcade, 71 Steere St, Collie – Clothing Store	9734 3434
Tosca's	52 Forrest St, Collie – Clothing, Coffee, Sandwiches etc.	0477 010 375 / 0437 415 399 (Owner Greta Moloney)
Good Times Party Hire	Crockery/Cutlery/Gazebo/Chairs	9734 5678 / 0428 880 089 (Tony Briggs)

Mattresses, Bedding, Clothing etc		
Name	Products/Goods/Service Supplies	Contact
DC Emergency Services Unit	Stock Available from stores in Perth. Allow minimum 4-5 hours	0418 943 835
DC DESO Vehicle	Vehicle holds: Tub 1 – Administrative Tub 2 – Equipment Tub 3 – Catering Tub 4 – Personal Requisites Tub 5 – Baby Tub 6 – PPE Bedding for 20 including: 4 x stretcher beds	DESO SW – 0427 476 658

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

	5 x double high air mattresses 11 x single mattresses 20 each pillows, blankets, sheets	
DC South West Trailer stored at Spencer St Bunbury carpark	Trailer contents : <ul style="list-style-type: none"> <li>• 15 Stretcher beds</li> <li>• 65 x air mattresses (20 dble/queen &amp; 45 sgle/king)</li> <li>• 80 x pillows (50 disposable &amp; 30 Inflatable)</li> <li>• 130 blankets (80 x cellular &amp; 50 disposable)</li> <li>• 80 x sheets (20 disposable &amp; 60 non disposable)</li> <li>• 80 x bath towels (40 x disposable &amp; 40 x cloth)</li> <li>• 1 x portable baby cot</li> <li>• 5 x pumps (3 electric/2 foot)</li> <li>• 1 x Catering Pack (all disposable):                             <ul style="list-style-type: none"> <li>○ 100 each of plates, bowls, spoons and teaspoons</li> </ul> </li> <li>• Water x 96 (x600ml)</li> <li>• 250 Dental Kits</li> <li>• 200 Shampoo/Conditioner x 15ml</li> <li>• 200 Shower Gel x 15ml</li> <li>• 5 x Duffle bags</li> <li>• 1 x Trailer – Coupling Lock</li> <li>• 2 x Wood chocks for trailer wheels</li> <li>• 1 x Sign – Emergency Evacuation ( metal, 2 sided)</li> </ul>	DESO SW - 0427 476658
SW Development Commission – 3 x Trailers held at Bridgetown, Nannup and Collie  (NB: Project by Billy Wellstead SWDC Coord (9777 1555/ <b>0448 016 480</b> )	Each trailer holds: 50 single sleeping bags 50 single air mattresses 50 dual pack pillows 25 air pumps (12V & 240) Bags to store items	Bridgetown- Lyndon Pearce (9761 0901/ 0428 611 125) Nannup- David Taylor (9756 1275/ 0424 841 889) Collie – Kohdy Flynn (0476 850 076)

## Appendix 9 – Personal Support Services

Communities will coordinate and provide personal support services, and where necessary, will work with other specialist agencies to ensure affected persons receive the necessary personal support to cope with the effects of loss, stress, confusion, trauma and family disruption. These include specialised counselling and psychological services and other appropriate services.

Personal Support Services can include practical assistance, emotional support, information, referral to other services, advocacy, advice, counselling and psychological services.

Information and advisory services may include other relief measures not necessarily provided by Communities, such as availability of grants and other forms of financial assistance, healthcare, provision of child care and financial counselling.

A list of relevant agencies and services is included below.

### Advocacy and Counselling Services

Name	Contact Person and Address	Contact Details	After Hours Contact
Communities Psychological Services	Contact Communities Emergency Services	On Call phone	0418 943 835
<b>Telephone Help Services</b>			
Rural Link Dept of Health Statewide Services	Availability 4.30pm – 8:30am Monday to Friday and 24 hours Saturday, Sunday and public holidays. During business hours connected to local community mental health clinic	1800 552 002 1800 720 101 -TTY	
HealthDirect	Find a health service. Find health information	1800 022 222	
WA Poisons Information Centre (WAPIC)	24hr advice on the management of poisonings or suspected poisonings, poisoning prevention, drug information and the identification of toxic agents.	13 1126 24-hour service	
Beyondblue Support Service	24-hour telephone service Chat online (3pm - 12am) - <a href="https://www.youthbeyondblue.com">https://www.youthbeyondblue.com</a>	1300 22 4636 24/7 advice and support	

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Lifeline Crisis support, suicide prevention	24-hour telephone service Crisis support chat 7.00pm – midnight (Sydney time) 7 days. Outside of these hours call Lifeline - <a href="https://www.lifeline.org.au/get-help/online-services/crisis-chat">https://www.lifeline.org.au/get-help/online-services/crisis-chat</a>	13 11 14 Available 24/7	
Samaritans Crisis Line Anonymous Crisis Support	24-hour telephone service	135 247 Samaritans Help Line	9381 5725 Samaritans Administration & Friends
Suicide Call Back Service Telephone, video and online professional counselling	Suicide Call Back Service is a free nationwide service providing 24/7 phone and online counselling to people affected by suicide.  Online chat and video counselling – <a href="https://www.suicidecallbackservice.org.au/need-to-talk/">https://www.suicidecallbackservice.org.au/need-to-talk/</a>	1300 659 467	
Crisis support for Aboriginal & Torres Strait Islanders	Provide crisis support 24/7 without judgement and provide a confidential, culturally safe place	13 92 76 (13YARN) 24 hours/7 days	
Darkan Primary School Chaplain	Every Wednesday	9736 1299	
Non-Government Psych Services – CEWA Regional Office, Bunbury	Ruth Gadd	9726 7200	0419 919 696
Dept of Human Services – Centrelink	Collie SW Service Centre Support Manager– Lisa Wilson	9792 8992	0429 637 001
MensLine Australia	Professional telephone and online support and information service for Australian men 24/7	1300 78 99 78	<a href="https://mensline.org.au/">https://mensline.org.au/</a>

### Special Needs Interest Groups

SWDATA\DESO-Emergency Services-South West\Local Emergency Welfare Plans

Sharepoint-Emergency Services-Welfare Plans-South West-LEWP–Collie Region (May2023)

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Disability Services Commission Freecall – 1800 998 214 (Freecall) TTY - 9426 9315	Multicultural Services Centre of WA – Perth - 93282699 Bunbury – 9791 5281 35 Milligan Street, College Grove
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### Translation, Interpretive and Hearing (AUSLAN) Services

<p>Translating and Interpreting Service (TIS National) 24/7 Some groups may be eligible for TIS' free interpreting services – ring TIS on 131 450 for more information. Costs are a guide only as they may change –</p> <ul style="list-style-type: none"> <li>• Immediate phone interpreting including ATIS phone interpreting: 131 450 - 15mins @ \$34.22 - 4.1.18</li> <li>• Pre booked Service – 1300 655 081 - 30mins @ \$82.89 – 4.1.18</li> </ul> <p><b>Text Emergency Calls TTY – Dial 106</b></p>
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### Medical Treatment

Local Hospitals: Please see Appendix 3.	Local Medical Practitioners Address:: Phone:
St John Ambulance Emergency Calls – Phone 000 Non-Emergency Calls – Phone 9334 1234	Royal Flying Doctor Service (RFDS) Medical Emergency Calls (24 hours) 1800 625 800, Satellite phone calls – 08 9417 6389 Admin - 9417 6300
<b>Local Medical Practices / GP's</b>	<b>Phone - Address</b>
<p><b>Boyup Brook</b> Boyup Brook Medical Centre</p> <p><b>Collie</b> Collie River Valley Medical Collie Medical Group South West Aboriginal Medical Service - Collie</p>	<p>9765 1026 – 78B Abel St Boyup Brook</p> <p>9734 4111 – 24 Harvey St Collie 9734 1233 – 17 Johnston St Collie 9786 3003 – 72 Steere St N, Collie</p>

### Churches and Religious Organisations



## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Church	Address	Phone Number	Email
<b>Boyup Brook</b> St Saviour's Anglican Church Boyup Brook Seventh Day Adventist Church Hope Community Fellowship	20 Barron St Boyup Brook  Jayes Rd & Knapp St Boyup Brook 27 Cowley St Boyup Brook		
<b>Collie</b> St Brigid's Catholic Church All Saints Anglican Church Collie Church of Christ Collie Foursquare Church Collie Seventh-Day Adventist Church Collie Baptist Church Kingdom Hall of Jehovah's Witnesses	13 Medic St Collie 46 Venn St W, Collie 165 Prinsep St N, Collie 46 Johnston St Collie  61 Wittenoom St Collie 224 Prinsept St N, Collie Lot 2809 Patstone Rd Collie	9734 2183 0439 375 598 9734 1361 9734 3796  9734 5031	

## Appendix 10 – Key Contact Lists

Key local personnel and contacts are listed in Appendix 3.

### Lifelines

LIFELINES – PUBLIC INFORMATION	PHONE/FAX
Life threatening emergency	Emergencies 000 / 112 / 106
DFES Public Information Line	13 DFES (13 3337) <a href="http://www.dfes.wa.gov.au/Pages/default.aspx">www.dfes.wa.gov.au/Pages/default.aspx</a>
Emergency WA website for emergency warnings	<a href="https://www.emergency.wa.gov.au/">https://www.emergency.wa.gov.au/</a>
Bureau of Meteorology website	<a href="http://www.bom.gov.au/index.php">http://www.bom.gov.au/index.php</a>
WA Tropical Cyclone Information	1300 659 210
WA Land Weather and Flood Warnings	1300 659 213
WA Coastal Marine Warnings	1300 659 223
Australian Tsunami Threat Information (1300 TSUNAMI)	1300 878 6264
Main Roads Western Australia (MRWA) - Primary public contact point for road closure information	Phone: 138 138 Fax: 9323 4400 <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a>
Alinta Gas	13 13 58
ATCO Gas Australia	Faults (public no) – 13 13 52 Head Office 6163 5000
National Broadband Network (NBN)	No phone number listed on the NBN website <a href="https://www.nbnco.com.au/">https://www.nbnco.com.au/</a> <a href="https://www.nbnco.com.au/learn-about-the-nbn/what-happens-in-a-power-blackout/emergencies-and-outages.html">https://www.nbnco.com.au/learn-about-the-nbn/what-happens-in-a-power-blackout/emergencies-and-outages.html</a>
DBP Dampier Bunbury Pipeline	Faults – 1800 019 919 Head Office – 942 3800
Horizon Power	Faults – 13 23 51 Residential – 1800 267 926
Optus	131 344
Public Transport Authority	Emergency (public no) – 9220 9999 Head Office – 136 213
SES – Public assistance	132 500

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Communities making requests to SES go through the DFES Communication Centre (COMCEN) – 9395 9210 or 9395 9209. NB – SES may have limited capacity to assist due to other DFES operational requirements	
Telstra	Faults – 13 20 00 Head Office – 13 22 03
Water Corporation Inter-agency Emergency Management Coordinator – Alf Fordham - 9420 3964 / 0472 869 491 <a href="mailto:Alf.Fordham@watercorporation.com.au">Alf.Fordham@watercorporation.com.au</a> 629 Newcastle St, LEEDERVILLE WA 6007 PO Box 100, LEEDERVILLE WA 6902 Out of hours operational issues - 1300 483 514 <a href="mailto:OC_Statewide_OPS_Mgr@watercorporation.com.au">OC_Statewide_OPS_Mgr@watercorporation.com.au</a> Can assist with water and waste water infrastructure, Water Corp assets, access to key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT, other support or info during operational situations	Public assistance – General – 9420 2420 Faults (public no) -13 13 75 if urgent Translation and Interpreter Service - <ul style="list-style-type: none"> <li>• 13 13 85 - account enquiries</li> <li>• 13 13 75 - faults, emergencies and security</li> <li>• 13 13 95 - building services</li> </ul> Hearing or speech impaired – 13 36 77

LOCAL CONTACTS			
Organisation	Name	Contact	Email
Shire of Boyup Brook Abel St Boyup Brook <b>9765 1592</b> <a href="mailto:shire@boyupbrook.wa.gov.au">shire@boyupbrook.wa.gov.au</a>	Richard Walker Shire President / LEMC Chair	0429 661 051	<a href="mailto:wambenger@westnet.com.au">wambenger@westnet.com.au</a>
Shire of Collie 87 Throssell St Collie I <b>9734 9000</b> <a href="mailto:colshire@collie.wa.gov.au">colshire@collie.wa.gov.au</a>	Cr Sarah Stanley Shire President / LEMC Chair Stuart Devenish Chief Executive Officer Nicole Wasmann Director of Corporate Services Matthew Young	0408 344 833	<a href="mailto:sarah.stanley@collie.wa.gov.au">sarah.stanley@collie.wa.gov.au</a>

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

	Director of Development Services		
Dept of Health – WA Country Health Services WA (WACHS)	Kerry Winsor, Regional Director	0407 988 161 9781 2309	<a href="mailto:Kerry.winsor@health.wa.gov.au">Kerry.winsor@health.wa.gov.au</a>
Dept of Health - Mental Health SW	Debbie Easter	0429 914 355 9781 2312	<a href="mailto:Debbie.easter@health.wa.gov.au">Debbie.easter@health.wa.gov.au</a>
Main Roads	Tom Engelke, Mgr Project Delivery Bruce Hancock, Maintenance Planning Mgr	0408 929 761 9724 5643 0419 966 692 9724 5609	<a href="mailto:Tom.engelke@mainroads.wa.gov.au">Tom.engelke@mainroads.wa.gov.au</a>  <a href="mailto:Bruce.hancock@mainroads.wa.gov.au">Bruce.hancock@mainroads.wa.gov.au</a>
Education Department	Andrew Grono, Coordinator Regional Servs	0434 002 780 9791 0300	<a href="mailto:andrew.grono@wa.edu.au">andrew.grono@wa.edu.au</a>
DFES – Regional Duty Coordinator 24/7 (Internal Use only)	South West Lower SW Great Southern Upper GS	1800 411 742 1800 512 111 1800 314 644 1800 865 103	
DBCA (Parks & Wildlife Service) – SW region	Bunbury Kirup Wellington Blackwood Nannup Harvey	9725 4300 9731 6232 9735 1988 9752 5555 9756 0211 9729 1505	Dodson & SW Hwy Bunbury SW Hwy Kirup 147 Wittenoom St Collie 14 Queen St Busselton Warren Rd Nannup 64 Weir Rd Harvey
Warren Region	Headquarters Manjimup Frankland Donnelly Northcliffe William Bay	9771 7988 9771 7988 9840 0400 9776 1207 9776 7095 9840 9624	Brain St Manjimup South Coast Hwy Pemberton South Coast Hwy Walpole Kennedy St Pemberton Wheatley Coast Rd Northcliffe William Bay Rd Denmark
Western Power	David McMillan	0408 441 034 9780 6343	
Water Corporation	Alf Read		
Department of Mines, Industry Regulation and Safety – Consumer Protection	Annetta Bellingeri, Regional Coordinator, SW region Consumer Protection	9722 2888 Call Centre – 1300 304 054	*Advice for tenants and landlords when a property is destroyed (incl partially) or not fit for human habitation.

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

National Emergency Management Agency (NEMA)	Sam Ramsay, Recovery Support Officer SW	0400 784 465	<a href="mailto:sam.ramsay@nema.gov.au">sam.ramsay@nema.gov.au</a>



## Appendix 11 – Sanitary, Waste Disposal, Hire Services:

Shire of Boyup Brook		
Name	Products/Goods/Service Supplies	Contact
Water Cartage - Peter Lloyd	Water Cartage	9765 3035 / 0428 653 020 – Peter Lloyd
Shire of Boyup Brook	Rubbish Removal, recycling	9765 1200
Keybrook Utility Services	Cleaning up, demolition, skip bins	9765 1466

Shire of Collie		
Name	Products/Goods/Service Supplies	Contact
Shire of Collie	Rubbish and waste collection	9734 9000 Kerbside Collection or 9734 5372 Waste Transfer Station
Collie Bin Hire & Recycling/A1 Bin Hire	Bin/Skip Hire	0427 102 054
Hastie Waste	Bin/Skip Hire	9731 0296
Coates Hire - Collie	Hire portable toilets, ablution blocks, generators	9734 0000

CLEANING SERVICES		
Name	Products/Goods/Service Supplies	Contact
Bowbright Cleaning	Cleaning Services	0416 120 056
Cape to Cape Carpet Cleaning	Carpet Cleaning	9755 3388
MargRitz Cleaning	Cleaning Services	9758 7222 / 0418 937 618

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

South West Pressure Cleaning & Water Cartage	Pressure Washing	0428 058 157
Samurai Cleaning Services	Cleaning Services	9757 9528
Advanced Cleaning South West	Cleaning Services - Bunbury	9754 2911 / 0419 542 911
Bay Cleaning	Cleaning Services	0417 430 146

BUNBURY/PERTH SERVICES		
Name	Products/Goods/Service Supplies	Contact
BPS (WA) Pty Ltd	Liquid waste management, also provide bulk water supplies	9791 4344
Bunbury Ezy Bins	Domestic/comm/industrial	9725 0725
Cleanaway – Southwest	Household/commercial/ industrial waste	9724 6400 / 13 13 39
Fill A Bins - Australind	Skip Bins	9796 0092
South West Hygiene	Sanitary bins	0427 980 939
Total Hygiene	Sanitary and nappy disposal	9791 9777
Coates Hire - Bunbury	Hire portable toilets, ablution blocks, generators	9722 8000
Coates Hire – Welshpool	Hire portable toilets, ablution blocks, potable showers, generators	9359 7000
Stanley Road Waste Management Facility – Australind (Bunbury Harvey Regional Council)	Waste Management Service	9797 2404

## Local Emergency Welfare Plan - Dept of Communities Collie Office – Boyup Brook and Collie Local Governments

Bunbury Machinery	Generators (1 x 30kva generator however 9 generators in total avail)	9792 3923
Sita-Medi Collect (8am – 4pm)	All clinical waste, Perth	13 13 35
Naturaliste Hygiene Services	Sanitary/Nappy Bins/Soap Dispensers/Hand Sanitizers/Air Fresheners/Baby Change Tables	0409 294 659
The Complete Group - COMPLETE Portables	Portable Toilets - <a href="#">Portables Toilet Hire, Shower Blocks, Site Offices in Perth, WA (completeportables.com)</a>	1300 COMPLETE
TFH Hire Services – Perth Metro only (no service delivery in Southwest)	Temporary fencing, barrier and equipment hire (www.tfh.com.au )	0418 666 605

## Appendix 12 – Security Companies:

If security assistance is needed at a welfare centre and the WA Police Force are not available a security company/guard and patrol services can be contacted.

*All Security Services are across the whole South West District*

SECURITY SERVICES		
Name	Products/Goods/Service Supplies	CONTACT
Cruise Control Security	Security - Margaret River	9747 6004
Safe & Sure Security	Security - Dunsborough	9756 7814 / 0419 903 783
Redback Security	<a href="http://www.redbacksecuritywa.com.au">www.redbacksecuritywa.com.au</a>	0428 913 112 - Jon
Nightguard Security Services	Security - Bunbury	0418 906 909
Procure Locksmiths	Locksmith Services - Busselton	9750 5300
Summit Protection Group	Security -Busselton	0401 011 275

## **Appendix 13 – Distribution List:**

This plan has been distributed electronically to:

### **Local Emergency Management Committee**

- *Shire of Boyup Brook and Shire of Collie* Local Emergency Management Committees (Edited version for any copies the public have access to – Appendices not to be included as contain personal names and phone numbers. This is for people's confidentiality and particularly Department of Communities staff)

### **Department of Communities**

- South West staff (Sharepoint)  
Plus 2 hard copies – located in the DC Collie office –
  - Local Emergency Welfare Plan – purple file
  - Local Welfare Centre Coordinator pack
- Emergency Relief and Support staff (Sharepoint)
- SW District Emergency Services Officer  
plus a hard copy stored in the DESO vehicle



Date: 17 August 2023

To: **Rylington Park Committee**  
Shire President  
Deputy Shire President  
Councillors  
Community



## MINUTES – RYLINGTON PARK COMMITTEE MEETING

MONDAY 7 AUGUST 2023

A handwritten signature in black ink, appearing to read "Long", is positioned above the printed name of the Chief Executive Officer.

Leonard Long  
Chief Executive Officer

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## **AGENDA**

### **1. DECLARATION OF OPENING**

The Presiding Member declared the meeting open at 5:16pm.

Acknowledgement of Traditional Custodians

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

### **2. RECORD OF ATTENDANCE**

#### **2.1 ATTENDANCE**

##### **Councillors**

Shire President	Cr Richard F Walker
Deputy Shire President	Cr Helen C O'Connell
Councillors	Cr Charles A D Caldwell
	Cr Darren E King
	Cr Kevin J Moir

Community Committee Member	Andy McElroy
ECU	Prof. Kerry Brown

##### **Invitees**

ECU	Kristy Gillian (via MS Teams)
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##### **Council Officers**

Chief Executive Officer	Leonard Long
Rylington Park Farm Manager	Marc Deas
Rylington Park Farm Coordinator	Erlanda Deas
Executive Officer	Maggie Le Grange

#### **2.2 APOLOGIES**

Deputy Chief Executive Officer	Carolyn Mallett
Community Committee Member	Joshua Stretch

##### **Not Attended**

Community Committee Member	James Johnston
Kojonup Agricultural Supplies	Alec Smith

#### **2.3 REQUEST FOR LEAVE OF ABSENCE**

Nil

### **3. PRESENTATIONS**

Nil

#### 4. DECLARATIONS OF INTEREST

##### 4.1 FINANCIAL AND PROXIMITY INTEREST

Nil

##### 4.2 DISCLOSURES OF IMPARTIALITY INTEREST THAT MAY CAUSE A CONFLICT

Nil

#### 5. PREVIOUS COMMITTEE MEETING MINUTES

##### 5.1 RYLINGTON PARK COMMITTEE MEETING – 12 JULY 2023

###### **COMMITTEE RESOLUTION RP 23/08/006**

That the Minutes of the Rylington Park Committee Meeting held on 12 July 2023 be confirmed as being a true and accurate record.

Moved: Cr O'Connell

Seconded: Mr McElroy

**CARRIED 7/0**

#### 6. BUSINESS ARISING FROM PREVIOUS MINUTES

##### **6.1 Rylington Park Future Trial Plans**

Please find attached results from 2022 for Boyup Brook Ag Supplies pasture and crop trials held at Rylington Park Mayanup.

*Attachment 6.1 – Boyup Brook 2022 Trial Report*

##### **6.2 Rylington Park Aeration Trials**

Feedback on the aeration of the soil done by Cr King and the progress made on the installation of the fence / cage suggested at the previous meeting.

*Mr Deas has installed fencing on one side. Nothing noticeable as it's still too cold.*

##### **6.3 Western Australian Agricultural Collaboration (WAAC) – Research Funding Opportunities**

*Prof. Brown will be providing further feedback on the issue at either the October or November meeting.*

#### **6.4 ECU Drone Usage Report**

Prof. K Brown to provide feedback on the current projects that the drone is being used for.

Nothing further to report, drone not used on RP since June 2023. Waiting on report on other aspects the drone measured. Full report to be provided at the RP field day.

*Prof. Brown indicated that it is still the same report since the sheep count.*

*The drone has not been utilised at Rylington Park since the end of June 2023.*

*Awaiting a report on some of the elements that was measured and mapped. The data is being analysed and the full report will be available at September Field Day.*

*Dr Dave Blake (drone pilot) will make a presentation at the Field Day on data collected.*

*A second report on the terrain and other data collected will be available for the Field Day.*

*Mr McElroy mentioned ground-breaking work being done over east with drones.*

*Prof. Brown indicated that using the drone is gaining momentum. Sheep counts have been conducted by hand for the past two (2) years (1 by Audit office and 2 by stock agents) and cost thereof high, opportunity to test with the drone count compared to the hand count was available to Rylington Park and that is an experiment which is ground-breaking and the mapping thereof is quite innovative.*

*Different terrain and different soil and moisture is about doing tests and getting software and building calibration of the drone as an aerial vehicle and test the drone in field conditions.*

*Starting on a greenfield site for drone work and a lot of work building the capabilities and it will roll out will be opportunity further down the track and Field Day opportunity to reveal the ability of the drone.*



## 7. REPORT OF OFFICERS

7.1 Rylington Park – July 2023	
<b>File Ref:</b>	Nil
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Erlanda Deas, Farm Coordinator Marc Deas, Farm Manager
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	Nil

### **COMMITTEE RESOLUTION RP 23/08/007**

**That the Rylington Park Committee Resolve to:**

- A. Receive the Farm Manager's Report in relation to the activities at Rylington Park for the month of July 2023.**

**Moved: Cr O'Connell**

**Seconded: Cr Caldwell**

**CARRIED 7/0**

### **SUMMARY**

This report is for the Rylington Park Committee to receive the update on the activities at Rylington Park.

### **BACKGROUND**

The July 2023 activity report of the Management for Rylington Park is below:

#### **Sheep**

- Lambing finished
- Checking ewes and shooting foxes and kangaroos
- XB lambs were marked and ewes mated to white Suffolk rams crutched

<b>Ewes mated to white Suffolk rams</b>	<b>Lambs marked</b>	<b>Lambing %</b>
1025	1169	114%

- Marking merino lambs and crutch ewes mated to merino rams on 10 & 11 August

**Cropping**

- Had crop inspection
- Spraying Flexi-N and in-crop according to agronomist's recommendations and cropping plan
  - *Mr Deas mentioned we need to discuss crop plan as he needs to order seed now to secure seed, whether canola or barley*

**Trials**

- GRDC oat NVT
- Boyup Brook Ag Supplies trials
- Summit fertiliser retained seed trial
- Phil Nichols (UWA) sub clover variety trial
- Decision Tree – grant application sent in
- DPIRD red legged earth mite trial
  - *Obtain official report on outcome of trial*

**Schools / Events**

- Nil

**General**

- Discussions re shearing schools with AWI and set dates until December – registrations will open next week
- Attended workshop re e-bales and Woolclip
- Field day organising
  - *Rylington Park Field Day Thursday 14 September 2023 coincides with RUOK Day*
  - *Ms Deas to:*
    - *sent the program to the Committee to set out questions/concerns*
    - *provide program to be sent out to community by 15 August*
    - *flyers (with logo's and in colour) to be ready by 20 August and sent out around 5 September*
    - *full program to be included in the August Gazette (might go over 2-pages – might have to pay more)*
- Setting up categories for Synergy program

**What lies ahead**

- Painting should start next week
- Checking ewes
- Spraying
- Checking crops and pastures
- Install water troughs
- Setting up Synergy program to suit Rylington's reporting
- Field day organising
- Lamb marking and crutching
- Shearing school discussions

**Calendar:**

- Annual Rylington Park Field Day Thursday 14 September 2023
- Shearing schools dates:
  - 2-6 October 2023
  - 23-27 October 2023
  - 13-17 November 2023
  - 18-20 December 2023 – improver school
- Ladies day – 15 March 2024

**REPORT DETAIL****Workforce**

Nil

---

end

**8. GENERAL BUSINESS**

- **Trial Agreements**

CEO is currently reviewing the agreements and will in due course put a 'letter of agreement' in place for all commercial and collaboration agreements and that it encapsulates that results of trials be communicated to the Committee and that researchers should showcase at Rylington Park Field Days.

- **Potential research project proposed by Greening Australia (rehabilitating creek line and establishing a native plant seed bank).**

*Professor Brown communicated that the collaboration with Greening Australia has been put back due to a delay at government level.*

**9. FURTHER BUSINESS****Bursaries from South-West WA Drought Resilience Adoption and Innovation Hub**

Ms Gillian has been dealing with KJ from Grower Group Alliance, there is opportunity for research projects to apply for bursary funding.

Several (12) bursaries available currently, approximately \$8,000 per bursary funding for students to get into the field to do extensions/show practical application of research and demonstrating results of research.

Prof. Brown is point of contact at ECU and will work with research students to identify appropriate projects and support them in putting together their applications with Grower Group Alliance.

Grower Group Alliance is looking at social research projects that has an impact on the community as well as agricultural based research projects.

Ms Gillian requested to put on the agenda: looking at an opportunity to participate in evokeAG WA, scheduled for 20 – 21 February 2024. Perth is the host city, 2023 event was held in Adelaide. evokeAG Conference information was distributed during the course of the meeting which included statistics from the 2023 event.

ECU in discussion with DPIRD on Rylington Park being a possible delegation visit opportunity to demonstrate what Rylington Park is doing as part of Perth evokeAG 2024.

Expression of Interest for delegation and event proposal opens in August 2023 and closes October 2023.

ECU to work together with Rylington Park Committee and representatives from the Shire of Boyup Brook to set up a proposal for a delegation tour.

Expression of Interest to be submitted in September 2023.

Ms Gillian has a tentative meeting on 25 August 2023 with DPIRD & internal representative, Tony Makaito, project manager from ECU, as long as they have Rylington Park Committee and the Shire of Boyup Brook's endorsement to move forward in looking at a possible delegation.

Question from CEO: When do you need set approval from Council for EOI?

Ms Gillian to obtain clarity on 25 August 2023 around deadline as to when EOI are to be submitted.

Ms Gillian aims to have worked up a draft plan around 14 September 2023.

Looking at regional South West delegations tours where educational hubs are on 23 and 24 February 2024, post evokeAG event.

Beneficial for partnership between ECU and Rylington Park and Shire of Boyup Brook. Benefit: cross pollination, exposure to other industries, new innovations etc.

**COMMITTEE RESOLUTION RP 23/08/008**

**That the Rylington Park Committee Resolve to:**

**Recommend the appointment of Mr McElroy, Cr Caldwell and Cr Walker as a Sub-Committee of the Rylington Park Committee with delegated authority to provide quick response to managers requests.**

**Moved: Cr O'Connell**

**Seconded: Cr King**

**CARRIED 7/0**

**Review Rylington Park Budget**

The Chief Executive Officer presented the 2023/2024 budget.

Capital Expenditure being carried over:

- Water Filtration system (health issue)
- Internal Ceiling needs to be replaced
- Internal Painting completed
- Roof of main homestead – replacement being done in Sept/Oct 2023.

Operating Expenditure (amended):

- Wages & Salaries Shire employees reduced to \$10k – annual leave cover/caretaker
- Chemicals \$40.5k
- Fertiliser reduced to \$110k
- Subscriptions reduced to \$1.3k
- Mechanical Parts and Repairs capped at \$11k
- Fuel purchases reduced from \$25k to \$20k
- Seed Purchases reduced to \$19.4k
- Annual Field Day remains unchanged
- Stock purchases reduced from \$30k to \$15k
- Women's Day remained unchanged
- Pencil Auger scrapped
- Wool bins scrapped
- Stainless steel handbasin remains
- Computer reduced from \$5k to \$3k
- Reefinator reduced from \$20k to \$6k
- Crop contracting reduced to \$35k
- Crutching scrapped (already captured)
- Building, fencing & water repairs reduced to \$12k.

**Future Agenda Items**

1. Bursaries from South-West WA Drought Resilience Adoption and Innovation Hub.
2. Opportunity to participate in evokeAG WA, scheduled for 20 – 21 February 2024, Perth being the host city.
3. Review production plan/Farm Structure for the coming years.  
Look at sheep numbers and farm structures including community cropping.
4. Potential agenda item for next com meeting regarding sheep numbers and farm structures including community cropping i.e production plan / farm structure for the coming years.



**10. NEXT MEETING AND CLOSURE OF MEETING**

Next meetings to be held on 26 September 2023 at 1.00pm and 8 November 2023 at 5:00pm in Council Chambers.

There being no further business the Shire President, Cr Walker thanked all for attending and declared the meeting closed at 7:00pm.

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Presiding Member

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Date

## Terms of Reference

Rylington Park Sub-committee



### 1. Context

The creation of Rylington Park Sub-committee (sub-committee) is important to ensure swift decision making can be made when required.

The need for the sub-committee has arisen due to the requirement to make swift timeous decisions to allow the Farm Manager to utilise funds at short notice due to favourable market conditions.

### 2. Scope

- (a) The sub-committee will consist of three Rylington Park Committee members voted in by Absolute Majority of the Rylington Park Committee, and then referred to Council to be endorsed by Absolute Majority.
- (b) The sub-committee is in place solely for the purpose of ensuring swift timely decisions be made on operational issues associated with the sale and purchase of the various crops and biological assets located at the Rylington Park Institute for Agricultural Training and Research (Rylington Park) only.
- (c) The sub-committee has no other authority other than that referred to in (b) above.

### 3. Governance

Rylington Park being a local government asset, the procurement of goods and services as well as the sale of goods and services is governed by Council Policy (to be developed).

Any other operational matters relating to Rylington Park is governed by the Rylington Park Committee and is required to be ratified by the Shire of Boyup Brook Council.

### 4. Process

When the sale of goods and services or the purchase of goods or services has been identified by the Farm Manager, the Farm Manager is to email the details of the sale / purchase of goods or services to the Chief Executive Officer. The Chief Executive Officer will then forward the email to the sub-committee members requesting either their approval or refusal to proceed with the sale / purchase of the goods or services requested by the Farm Manager.

### 5. Deliverables

Upon receipt of a request from the Farm Manager in writing (email) requesting the sale / purchase of goods and services, the Chief Executive Officer shall within one (1) hour (if possible) forward such request to the sub-committee who will within one (1) hour of receiving the request (if possible) respond back to the Chief Executive Officer.