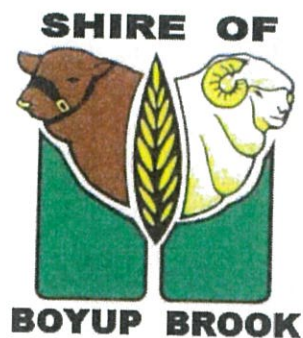


COUNCIL ATTACHMENTS

27 August 2020

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Request for Tender

Request for Tender:	SUPPLY OF RURAL ROAD VERGE CLEARING AND PRUNING SERVICES –
Deadline:	Friday, 25 th September 2020 at 2pm AWST
Address for Delivery:	PO Box 2 Boyup Brook WA 6244 tenders@boyupbrook.wa.gov.au
RFT Number:	020-001

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1 Conditions of Tendering

1.1 Definitions

Below is a summary of some of the important defined terms used in this Request:

Attachments:	The documents you attach as part of your Tender.
Contractor:	Means the person or persons, corporation or corporations whose Tender is accepted by the Principal, including the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
Deadline:	The deadline for lodgement of your Tender as detailed on the front cover of this Request.
General Conditions of Contract:	Means the General Conditions of Contract for the Provision of Services provided or nominated in Part 3.
Offer:	Your offer to supply the Requirements.
Principal:	Shire of Boyup Brook
Request OR RTF OR Request for Tender	This document.
Requirement:	The Goods and/or Services requested by the Principal.
Selection Criteria:	The Criteria used by the Principal in evaluating your Tender.
Special Conditions:	The additional contractual terms.
Specification:	The Statement of Requirements that the Principal requests you to provide if selected.
Tender:	Completed Offer form, Response to the Selection Criteria and Attachments.
Tenderer:	Someone who has or intends to submit an Offer to the Principal.
Tender Open Period:	The time between advertising the Request and the Deadline.

1.2 Tender Documents

This Request for Tender is comprised of the following parts:

- Part 1 – Conditions of Tendering (*read and keep this part*).
- Part 2 – Specification and/or plans/drawings (*read and keep this part*).
- Part 3 – General Conditions of Contract (*read and keep this part*).

Part 1 READ AND KEEP THIS PART

Part 4 – Special Conditions of Contract (*read and Keep this part*).

Part 5 – Tenderer's Offer (*complete and return this part*).

Part 6 – Contractor's Occupational Safety and Health Management System Questionnaire (*complete and return this part.*)

Part 7 – Tenderer's Safety Record (*complete and return this part*).

Part 8 – Project Reference Sheet (*complete and return this part*).

Part 9 – Tenderer's Resources Schedule (*complete and return this part*).

Separate Documents

- a) Addenda and any other special correspondence issued to Tenderers by the Principal.
- b) Any other policy or document referred to but not attached to the Request.

1.3 How to Prepare Your Tender

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements;
- c) Complete and return the Offer (Part 4) in all respects and include all Attachments;
- d) Make sure you have signed the Offer form and responded to all of the Selection Criteria; and
- e) Lodge your Tender before the Deadline.

1.4 Contact Persons

Tenderers should not rely on any information provided by any person other than the person listed below:

Name:	<i>Vanessa Crispe</i>
Telephone:	<i>08 9765 1220</i>
Email:	<i>mws@boyupbrook.wa.gov.au</i>

1.5 Custom Duty

The Tenderer shall allow for any customs duty and primage applicable to all imported materials, plant and equipment required in connection with the works in its Tender.

1.6 Lodgement of Tenders and Delivery Method

The tender must be lodged by the Deadline. The Deadline for this request is 2.00pm Friday, 25th September 2020 WST.

The Tender is to be:

- a) Placed in a sealed envelope clearly endorsed with the tender number and title as shown on the front cover of this Request; and
- b) Delivered by hand and placed in the Tender Box at 55 Abel Street, Boyup Brook WA (by the Tenderer or the Tenderer's private agent) or sent through the mail to the Chief Executive Officer PO Box 2 Boyup Brook WA 6244.

Electronic mail Tenders and Tenders submitted by Facsimile will not be accepted.

Tenderers must ensure that they have provided two (2) signed copies of their Tender; one to be marked "ORIGINAL" and unbound and clopped (not stapled) and the other(s) to be marked "COPY" and bound. All pages must be numbered consecutively, and the Tender must include an index. Any brochures or pamphlets must be attached to both the original and the copies.

1.7 Rejection of Tenders

A Tender will be rejected without consideration of its merits in the event that:

- a) It is not submitted before the Deadline; or
- b) It is not submitted at the place specified in the Request; or
- c) It may be rejected if it fails to comply with any other requirements of the Request.

1.8 Late Tenders

Tenders received:

- a) After the Deadline; or
- b) In a place other than that stipulated in this Request;

will not be accepted for evaluation.

1.9 Acceptance of Tenders

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

1.10 Disclosure of Contract Information

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.

All Tenderers will be given particulars of the successful Tenderer or be advised that no Tender was accepted.

1.11 Tender Validity Period

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Principal's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

1.12 Precedence of Documents

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request will have precedence.

1.13 Alternative Tenders

All Alternative Tenders may be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract must in all cases be clearly marked "**Alternative Tender**".

The Principal may in its absolute discretion reject any Alternative Tender as invalid.

Any printed "General Conditions of Contract" shown on the reverse of a Tenderer's letter or quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an Alternative Tender.

1.14 Tenderers to Inform Themselves

Tenderers will be deemed to have:

- a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering;
- b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;
- c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer and that negotiations are to be carried out in good faith; and
- e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

1.15 Alterations

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

The Principal will issue an addendum to all registered Tenderers where matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

1.16 Risk Assessment

The Principal may have access to and give consideration to:

- a) any risk assessment undertaken by any credit rating agency;
- b) any financial analytical assessment undertaken by any agency; and
- c) any information produced by the Bank, financial institution, or accountant of a Tenderer;

so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

Tenderers may be required to undertake to provide to the Principal (or its nominated agent) upon request all such information as the Principal reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are submitting and meet their obligations under any proposed Contract. The Principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.

The financial assessment is specifically for use by the Principal for the purpose of assessing Tenderers and will be treated as strictly confidential.

1.17 Evaluation Process

This is a Request for Tender.

Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

- a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer form and Attachments) may be excluded from evaluation.
- b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated (e.g. tendered prices) and other relevant whole of life costs are considered.

- c) The most suitable Tenderers may be short listed and may also be required to clarify their Tender, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A Contract may then be awarded to the Tenderer whose Tender is considered the most advantageous Tender to the Principal.

1.18 Selection Criteria

The Contract may be awarded to a Tenderer who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

1.19 Compliance Criteria

These criteria are detailed within Part 5 of this document and will not be point scored. Each Tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Tender from consideration.

1.20 Qualitative Criteria

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed within Part 5 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

It is essential that Tenderers address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel. Failure to provide the specified information may result in elimination from the tender evaluation process or a low score.

1.21 Value Considerations

The non-weighted cost method is used where functional considerations such as capacity, quality and adaptability are seen to be crucial to the outcome of the contract. The evaluation panel will make a series of value judgements based on the capability of the Tenderers to complete the Requirements and a number of factors will be considered including:

- a) the qualitative ranking of each Tenderer;
- b) the pricing submitted by each Tenderer;
- c) the Shire of Boyup Brook Regional Price Preference Policy (F.13) available upon request from the Principal,
- d) insert any other criteria that may affect the value of money.

Once the tenders have been ranked, the evaluation panel will make a value judgement as to the cost affordability, qualitative ranking and risk of each Tender, in order to determine the Tender which is most advantageous to the Principal.

The tendered price will be considered along with related factors affecting the total cost to the Principal (e.g. the lifetime operating costs of goods or the Principal's contract management costs may also be considered in assessing the best value for money outcome).

1.22 Price Basis

All prices for services offered under this Request are to be fixed for the term of the Contract. Provision is made, however for variation of the price in the case of a significant fuel price increase. Prices will vary according to the variation mechanism outlined below:

- a) In the case that the fuel price increases from the July 2020 Gate Price of \$1.0449 by more than 20% or to price of \$1.2538, the Contractor shall submit a revised rate to the Superintendent for approval. The Tenderer shall provide the percentage allocation of their rate to fuel in the price schedule for this clause to be valid.
- b) Unless otherwise indicated prices tendered must include mobilisation, demobilisation and all applicable levies, duties, taxes and charges. Any charge not stated in the Tender as being additional will not be allowed as a charge for any transaction under any resultant Contract.
- c) Tendered prices must include Goods and Services Tax (GST).

1.23 Ownership of Tenders

All documents, materials, articles and information submitted by the Tenderer as part of or in support of the Tender will become upon submission the absolute property of the Principal

and will not be returned to the Tenderer at the conclusion of the Tender process PROVIDED that the Tenderer be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.24 Canvassing of Officials

If the Tenderer, whether personally or by an agent, canvasses any of the Principal's Commissioners or Councillors Officers (as the case may be) with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

1.25 Identity of the Tenderer

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in Part 4 and whose execution appears on the Offer Form in Part 4 of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

1.26 Costs of Tendering

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

1.27 Tender Opening

Tenders will be opened in the Principal's offices, following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the persons who submitted the Tender by the due Deadline will be read out at the Tender Opening. No discussions will be entered into between Tenderers and the Principal's officers present or otherwise, concerning the Tenders submitted.

The Tender Opening will be held on or as soon as practicable after the Deadline at the Shire of Boyup Brook administration office, 55 Abel St Boyup Brook, WA 6244.

1.28 In House Tenders

The Principal does not intend to submit an In-House Tender.

2 Specification

Part 2 READ AND KEEP THIS PART

2.1 Contract Requirements in Brief

This tender is for provision of verge clearing, tree lopping and pruning within the Shire of Boyup Brook for a period of three (3) years.

The successful tenderer will be required to work in isolated locations clearing verges, tree lopping and pruning.

A full statement of the goods/services required under the proposed contract appears in the specification Part 2.5

2.2 Introduction

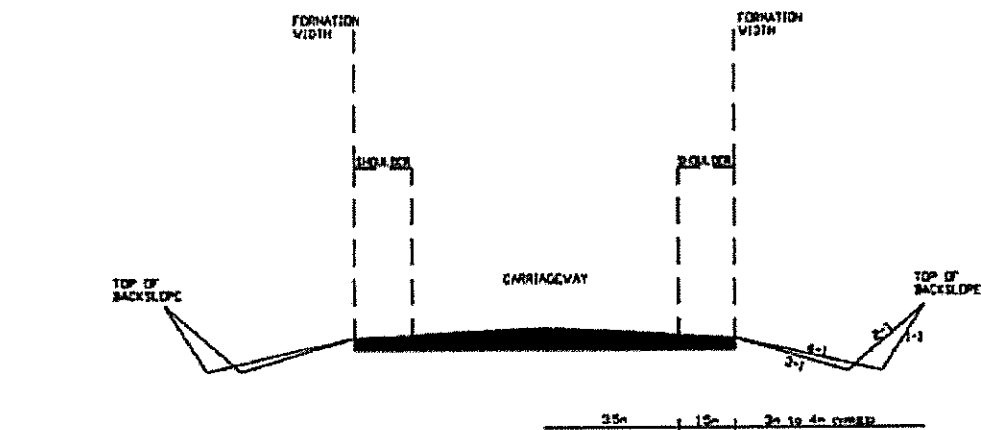
The Shire of Boyup Brook is located on the raised inland Darling Plateau. The main population and administrative centre is the town of Boyup Brook, which has a population of around 500, and is situated on the upper reaches of the Blackwood River, approximately 270 kilometres (by road) south/south east of Perth.

The Shire of Boyup Brook occupies an area of 283,800 hectares and manages a vast road network. With approximately 216.12km of sealed road assets and 850.83km of unsealed roads assets and prides itself on maintaining these assets to the highest standards.

The shire has undertaken to engage a verge clearing Contractor to assist with the maintenance of verges and tree lopping to ensure the safety of our road users.

The diagram below are the typical profiles and specifications of our road network,

Profile and Specifications for 'A' and 'B' class roads



Specifications

Formation Width	10.00m
Carriageway Width	7.00m
Shoulders	2 x 1.5m
Traffic Lanes	3.50m
Cross Fall	4% min
	5% max
Butters	1-3 min
	1-4 max
Note: Extent of clearing to be top of backslope	

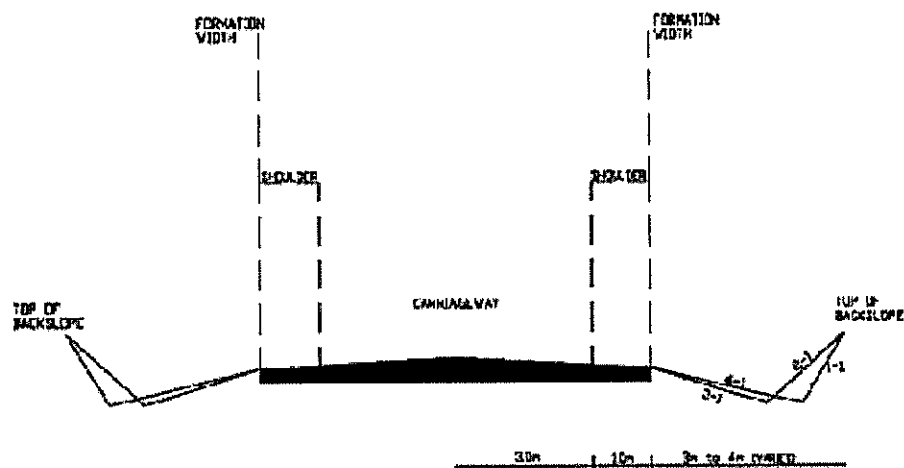
Measurement of the back slope to be decided by the Manager of Works and Services taking into account the locality

Road Reserve is to kept clear of all regrowth by means of clearing and or by chemical spraying.

Tree canopy to be cut back to vertical at top of backslope.

Shoulders on all bitumen roads to be graded and chemical sprayed annually.

Profile and Specifications for 'C' class roads



Specifications

Formation Width	8.00m
Carriageway Width	6.00m
Shoulders	2 x 1.0m
Traffic Lanes	3.00m
Cross Fall	4% min
	5% max
Butters	1-3 min
	1-4 max
Note: Extent of clearing to be top of backslope	

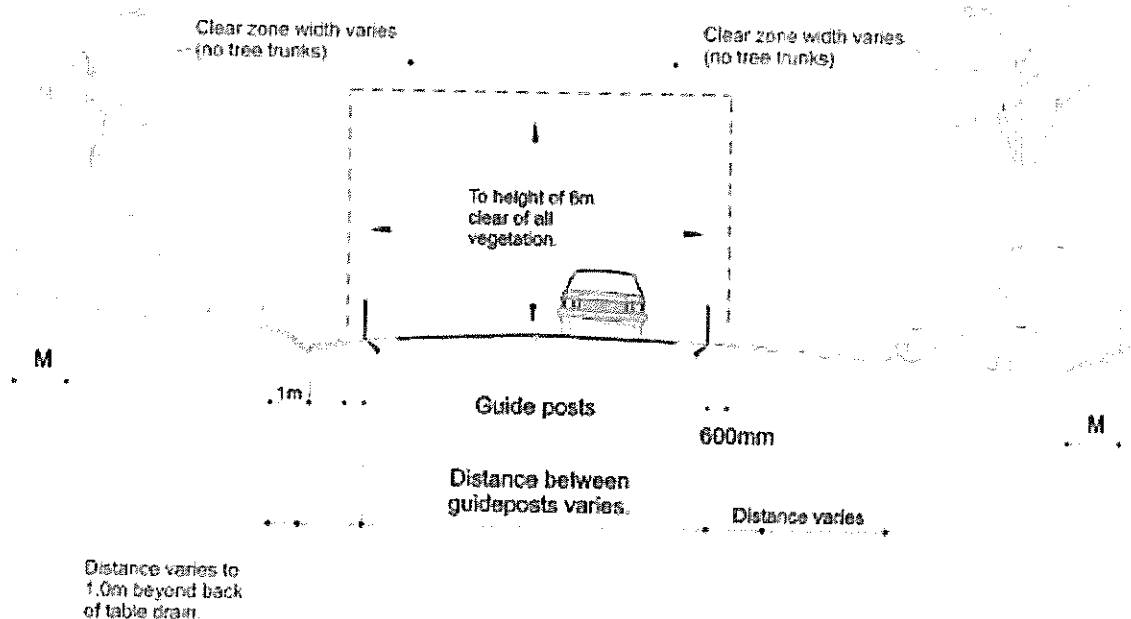
Measurement of the back slope to be decided by the Manager of Works and Services taking into account the locality

Road Reserve is to kept clear of all regrowth by means of clearing and or by chemical spraying.

Tree canopy to be cut back to vertical at top of backslope.

Shoulders on all bitumen roads to be graded and chemical sprayed annually.

The below diagram depicts Vegetation control for typical roads in forest areas.

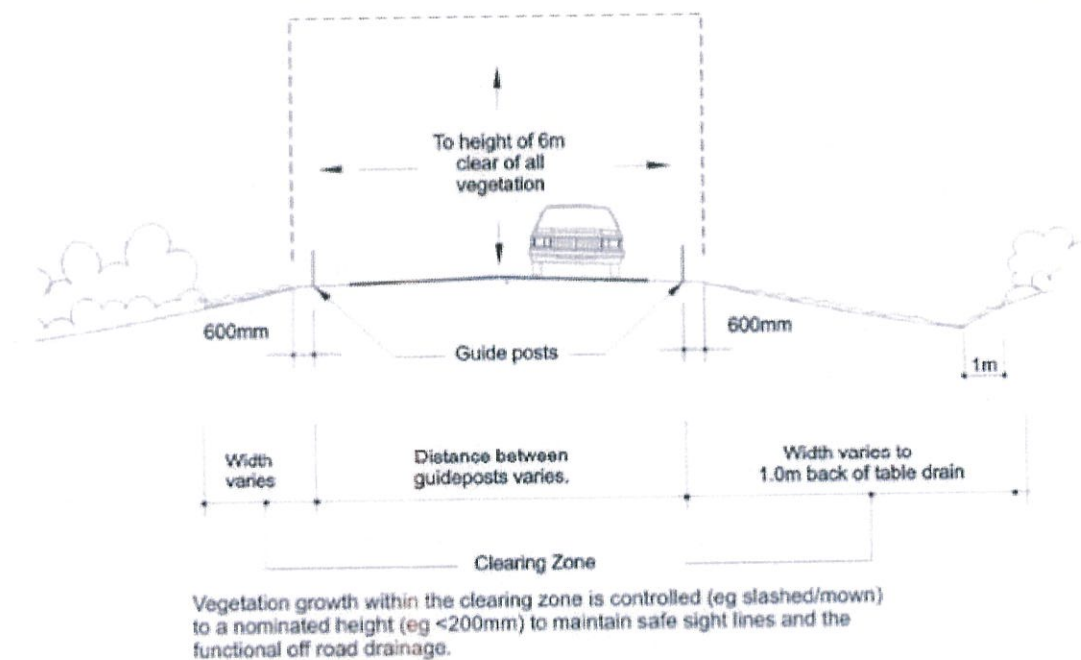


Clearing Zone

Vegetation growth within the clearing zone is controlled (eg slashed/mown) to a nominated height (eg <200mm) to maintain safe sight lines and the functional off road drainage.

M = Boundary maintenance strips may also be maintained in some locations.

The diagram below depicts Vegetation control for typical roads in shrub and grassland



2.3 Background Information

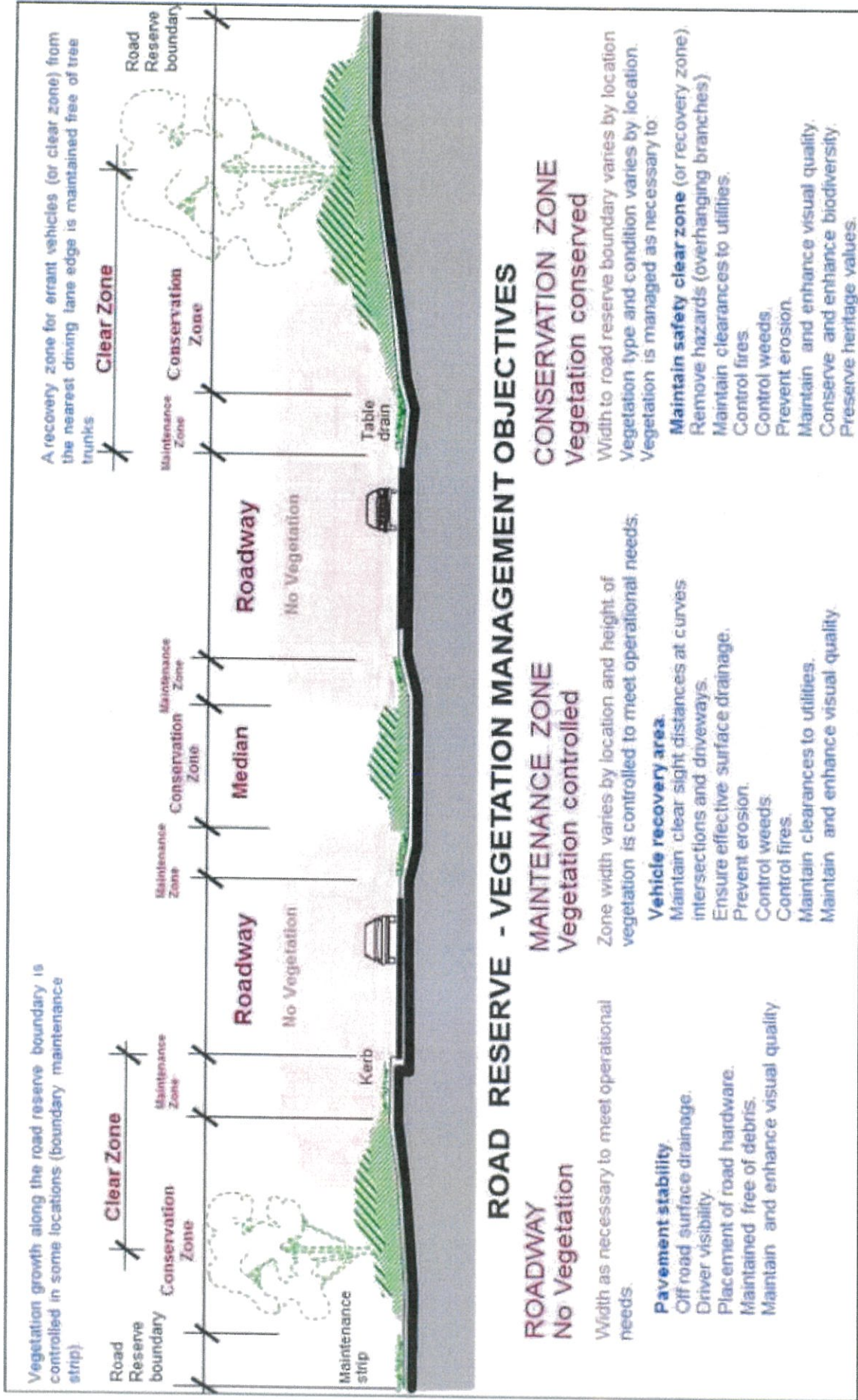
The Shire has the responsibility to manage vegetation within the road reserve. The growth of existing vegetation within the road reserve is controlled to assist in road safety, protect the integrity of the road assets, and achieve a suitable roadside.

Vegetation control means in practice, those activities to:

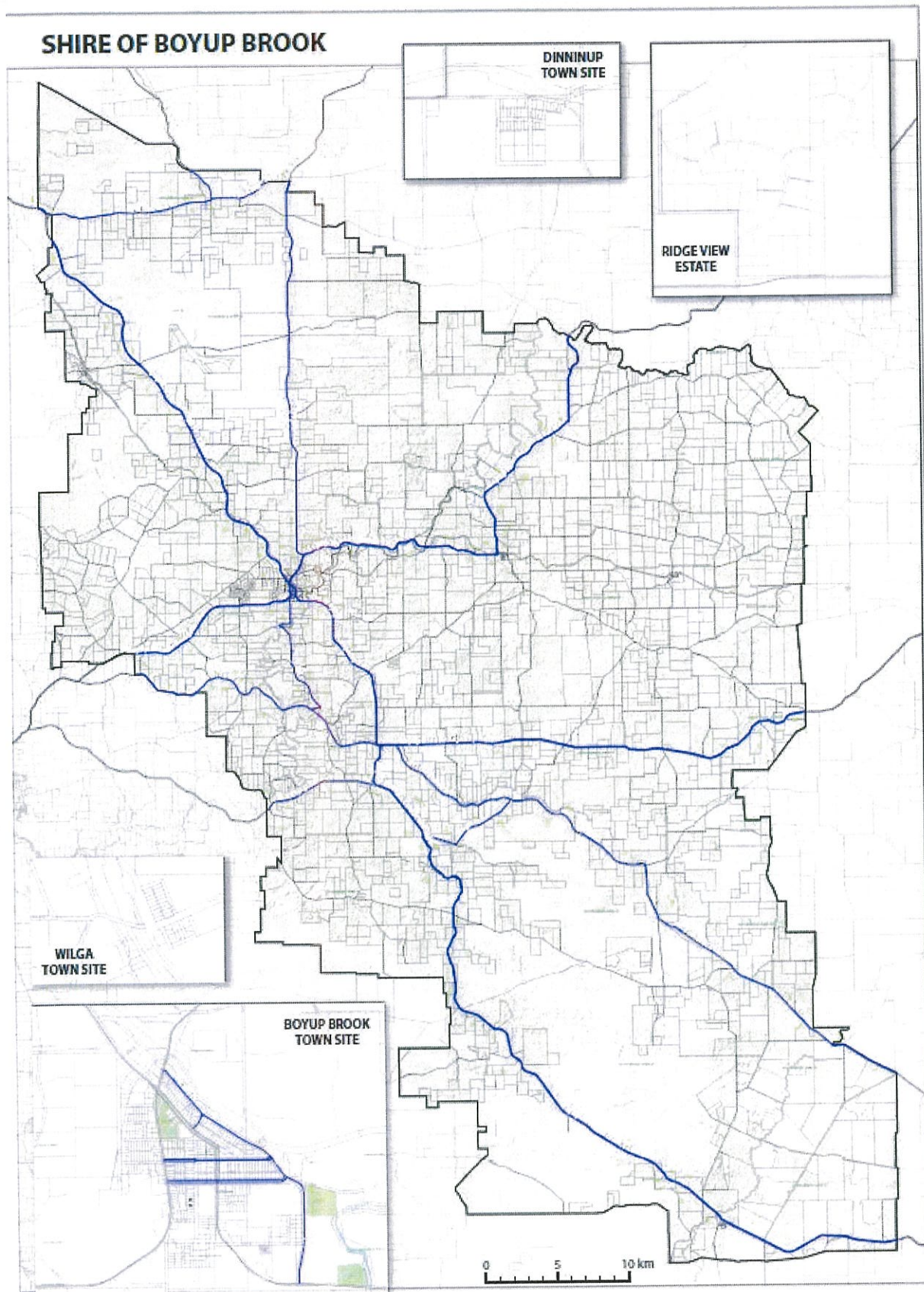
- Limit undesirable vegetation growth
- Remove physical hazards
- Reduce fire risk
- Manage weeds

A safety 'clear zone' or 'recovery zone' adjacent to both sides of the roadway is maintained clear of non-frangible objects to help reduce the severity of accidents if vehicles run off the road. This area incorporates both the 'conservation zone' and 'maintenance zone', the latter of which is the focus of this Request for Tender.

In addition to the objectives above, the maintenance zone (of variable width as detailed below) is to retain clear sightlines and lateral clearances from the roadway and for functional off road drainage. Vegetation within the maintenance zone is limited to a height of <200mm to limit the potential for screening of hidden objects that may reduce the capacity of drains and cause damage to the underside of vehicles leaving the roadway. All plants with a trunk diameter of >100mm (or encroaching limbs >100mm) are to be removed or pruned.



A Typical cross section of a road reserve



2.4 Definitions

Below is a summary of some of the important defined terms used in this part:

Contractor's Representative:	Means any Officer or person duly authorised by the Contractor, in writing, to act on their behalf for the purpose of the Contract;
Principal's Representative:	Means any Officer or person duly authorised by the Principal, in writing, to act on their behalf for the purpose of the Contract;
Works or Services:	Means the Services, which the Contractor is required to provide to the Principal and the Contractor under the Contract;
Superintendent:	Peter Dittrich, Acting Chief Executive Officer
Superintendent's Representative:	Vanessa Crispe – Coordinator Works, Projects and Assets

2.5 Scope of Work

- The trees are typically Jarrah, Red Gum and White Gum, but may include other types.
- The trees are to be cleared to a minimum height of 6 metres to allow for the clear passage of vehicles on the road.
- Pruned vegetation must be disposed of by mulching on site and respreads back into the road reserve if suitable as a soil surface protection measure and to suppress weeds (not suitable near waterways).
- Traffic management will be necessary for the work site. The specific requirements are to be considered by the applicant at the time of Quotation to ensure compliance with the Shire of Boyup Brook Generic Traffic Management Plan.
- Undertake sweeping of work areas as when required.
- Make provision of suitable plant and materials to repair areas of roadway that is damaged during overhead and lateral pruning works.
- Ensure finished shoulder or verge areas allow for water flow in existing drainage features and that drainage features are not compromised.
- Provide daily site worksheets to the Superintendent at the conclusion of each week.
- Reinstatement and tidy up of all sites to MRWA specifications or as otherwise directed by the Superintendent.
- Demobilisation.
- Where the roadway drainage structure consists of a v-drain or table drain the maintenance clearing zone width is to be 1m beyond the back of the drain (i.e. 1m up the back slope).
- In all cases the maintenance clearing zone height is to be no less than 6m clear of all vegetation.
- Vegetation within the maintenance clearing zone is limited to a height of <200mm.

- Vegetation within the maintenance clearing zone with a trunk diameter of >100mm (or encroaching limbs >100mm) are to be removed or pruned.

The Superintendent will detail works required on a work order issued for each package of work.

2.6 Specific Requirements of the Contract

The Superintendent will issue a work order detailing the works to be completed. Work will be paid on claims for hours taken to do the works. This is a plant hire agreement and payment is on an hourly basis for productive work. Claims for payment are to be submitted fortnightly with the respective work order attached and the Superintendent will check the works to ensure that they have been completed correctly prior to approving the claim – or will order re-work.

The works will be paid on a daily rate, providing the minimum performance target specified and agreed on the work order has been achieved. In the event that the Contractor does not achieve the target and cannot provide a satisfactory reason for the production rate achieved, the Superintendent may certify the works at the scheduled rate x 9 hours per day x agreed performance target.

It will be a requirement of the contract for Daily work dockets to be submitted in the prescribed form.

2.7 Key Personnel

The Shire is seeking a Contractor who shall supply experienced operators whom have previous experience in verge clearing, tree lopping and pruning. A working knowledge of typical vegetation occurring in the South West area is an advantage. The Shire expects that the operators will have previous experience working in remote locations. The operations is unlikely to be supported by ancillary plant the operator must be capable of and comfortable with working unaided.

The operators shall be familiar not only with the control of the various plant and equipment but also basic maintenance and refuelling procedures.

All person operating equipment and vehicles shall hold the appropriate licenses and tickets. All persons working on the site shall hold a white card qualification.

2.8 Plant & Equipment

This tender is for daily hire of equipment required for the contract. Tenderers are to specify machine make and model and available attachments in the Plant Schedule of rates.

All vehicles to be fitted with the following operational safety devices;
Rotating amber beacons which are to be turned on at all times whilst on the worksite.

- Roll Over Protection System
- Reverse Beepers.
- Safe Access and Egress Points.
- Spare Tyres (1 minimum).
- Air-conditioning.
- Sealed Cab.
- Driving lights (on at all times)
- UHF Radio

Vehicles to be properly maintained in good working order and service schedules to be available for inspection by the Superintendent on demand.

Servicing is permitted on site however a spill kit must be available, and measures must be taken to avoid spillage of hydrocarbon materials. All hydrocarbon waste including hydrocarbon contaminated materials (used spill pads, filters rags etc.) is to be stored in suitable receptacles until disposed of to a licensed facility.

Prestarts to be conducted daily and recorded on a daily prestart sheet which is to be made available for inspection by the Superintendent.

Fuels to be stored in bunded tanks on site. Fuel is included in the scheduled rate. There is provision in the contract for adjustment of rates in the event of a fuel increase of greater than 20% during the period of the contract.

The Contractor shall provide a suitable alternative vehicle/plant of similar capacity to replace any vehicle/plant which is unavailable to perform the Works within a reasonable time as determined by the Principal and the Contractor. In this regard the Principal is not liable for any additional costs incurred by the Contractor.

A first aid kit shall be on site at all times. It would be desirable for the operator to hold a Senior First Aid certificate.

Traffic Management is the responsibility of the Contractor and shall be in place at all times whilst working within the road alignment. All persons working on the road shall hold a current Basic Worksite Traffic Management qualification endorsed by Main Roads WA as a minimum. The Shire of Boyup Brook has two traffic lights that can be utilised to ease the cost of having stop go personal but would be the responsibility of the Contractor to set up and set down each day of works. This would need to be arranged and signed for prior to any works with the Superintendent.

The working hours are determined by the sunrise and sunset each day. No works to take place 30 minutes prior to sunset and prior to sunrise each day. When working on the road where drivers will be affected by glare at sunrise or sunset the works shall be suspended until such a time that the visibility of the oncoming traffic is not affected by glare. Working days are Monday to Saturday and Sundays are subject to approval by the Superintendent.

The Contractor shall contact the Superintendent on a daily basis. A UHF radio is to be fitted to each vehicle.

All incidents and accidents including near misses are to be reported to the Superintendent as soon as practicable and within 24 hours at a minimum.

This contract shall commence in October/November and be for a fixed three (3) year term.

3 General Conditions of Contract

The General Conditions of Contract applicable to this tender are based on the standard WALGA template General Conditions of Contract for provision of Minor Works and are included with the Request to Tender Documents.

3.1 Insurances

Public Liability – All companies are required to have this insurance to protect them against claims arising from personal injury or property damage caused by the actions and operations of the insured.

Workers' Compensation or Personal Accident Insurance Cover – All employees in Australia must be insured by their employer for Workers' Compensation. Or in the case of a sole business owner or operator then Personal Accident Insurance Cover is required. The company or person appointed will be required to have the appropriate insurance in effect.

Compulsory Third Party Insurance Cover (required) – Required to be taken out by the Contractor under any legal requirement.

Vehicle and Equipment Insurance Cover (required) – For all of the Contractor's vehicles plant and equipment used in connection with this Contract whether owned, hired or leased.

3.2 Period of Contract and Termination

The contract will be in force for the period of three (3) years with a one (1) year option. However, in the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith determine the Contract by written notice to the Contractor.

4 Special Conditions of Contract

4.1 Administrative Requirements

The Contractor is required to provide the following during the course of their contractual obligations in terms of this tender:

Activity	Frequency
Any variations to the contract or additional works to be undertaken	Prior to commencement
Observations of dangerous circumstances that require attention to obviate potential public harm or public liability claims	Immediately
Accidents or related claims of a public liability nature	Immediately
Damage to property or persons as a result of the performance or non-performance of the contract service requirements	Immediately
All instances of misbehaviour or illegal activity that contravenes Commonwealth, State or Local Laws or that impedes the performance of the contract service or that may result in damage to any Council or community property or misconduct towards that public.	Immediately as incident occurs

4.2 Dress Code

All Contractors are to wear appropriate clothing, footwear and any safety equipment as required by the nature of the services provided. **All Contractors and their employees are to wear reflective jackets or upper garments at all times** while working outside of plant and vehicles within road reserves.

All appropriate clothing and equipment is to be provided by the Contractor.

4.3 Plant, Vehicles and Equipment

The Contractor is to provide, operate and maintain the plant, vehicles and equipment necessary for the proper performance of the required services.

All plant, vehicles and equipment used in the Contract services shall be maintained in good working order and clean condition to the satisfaction of the Principal.

The Contractor shall ensure that all vehicles and plant operated within the Shire of Boyup Brook are maintained in roadworthy condition and carry the required licensing and registration as required under the Road Traffic Act at all times.

All plant items and vehicles are to conform to AS1742.3 – 1996 (manual of uniform Traffic Control Devices) in terms of vehicle mounted warning devices.

The operation of all vehicles, plant and equipment shall be such that it does not cause undue noise, and that minimises atmospheric pollution.

All plant and equipment must be operated with all guards and safety devices in place at all times and with no exception.

The Contractor must ensure that no vehicle is overloaded by carrying or towing loads beyond legal capacity.

Any vehicle, plant or item of equipment, which, in opinion of the Principal, is substandard in regard to the above, shall be required to be promptly removed from the maintenance areas.

In all regards, the requirements of the Department of Environment and Water Catchment Protection shall be met.

The Contractor shall ensure that all vehicles, plant and equipment shall not be driven at speeds in excess of those displayed.

All drivers and operators of plant and equipment must have appropriate, current Western Australian or National Vehicle Drivers Licenses.

The Contractor shall ensure that hazard identification, risk assessment and risk control processes have been carried out and documented in relation to all plant and equipment.

4.4 Quality Control

The Principal shall conduct regular inspections to audit works carried out. The Contractor shall be responsible for ensuring the following outcomes:

- That activities scheduled in the maintenance programme will conform to the specification.
- Resources allocated to the service delivery will enable the specified outcomes.
- That work is carried out with the specified time constraints.

4.5 Description of the Works

The works comprise verge clearing, tree lopping and pruning in accordance with current standards.

Roads will remain open to traffic during the currency of the contract. Ensure minimal inconvenience and disturbance to the road users.

4.6 Copies of Documents

Where the Contractor requires copies of the documents in addition to its entitlements to one (1) such additional copies of the documents will be available to the Contractor at the charge current at the time of request.

4.7 Environmental Protection

4.7.1 Site Control

The Contractor shall, at all times:

- a) Comply with the regulations and restrictions imposed by the Superintendent relating to the storage of materials, the routing of construction traffic, the interruption of existing services and facilities and any other regulations in force on the Site;
- b) Comply with all statutes, regulations and bylaws relating to the protection of the environment;

- c) Obtain written approval from the Superintendent for the formation of any temporary roads, the erection of temporary structures or any Site clearing not specifically documented;
- d) Ensure that no trees or shrubs shall be removed or destroyed without the written approval of the Superintendent;
- e) Ensure that no fire shall be lit without the written approval of the Superintendent; and
- f) Store flammable or explosive products in accordance with the relevant statutes and to the approval of the Superintendent.

4.7.2 Soil Erosion

The Contractor shall take all proper precautions to prevent soil erosion from any land used or occupied by the Contractor in the execution of the work under the Contract.

4.7.3 Dust, Dirt, Water and Fumes

The Contractor shall prevent any nuisance occurring through the discharge of dust, dirt, water fumes and the like onto persons or property.

4.7.4 Vehicles

All debris, spoil, rubbish or materials shall be suitably contained and covered in vehicles during transportation to or from the Site to prevent spillage or contamination of adjoining and other areas or property.

The Contractor shall maintain vehicles, wheels and tracks in a suitable clean condition to prevent transfer of mud onto adjacent streets or other areas.

4.7.5 Refuse Disposal

All Site refuse (including foodstuffs) shall be handled and disposed of in accordance with the requirements of relevant statutes and to the approval of the Superintendent.

4.7.6 Smoking on Construction Sites

The Contractor shall at all times ensure that all workmen and visitors on the construction Site comply with the following Smoking Policy;

In respect of construction sites, smoking is prohibited:

- In Site Offices, lunchrooms or enclosed toilet facilities; and
- Inside existing premises that are designated as a "no smoking: areas.

4.8 Contractor's Representative

The Contractors Representative shall have sufficient command of the English language and of Australian construction and technical terminology, to be able to read, converse and receive instructions in English.

4.9 Existing Improvements

Where, within the Site there are a range of existing improvements, roads, drainage and other services, The Contractor shall protect and maintain the same throughout the Contract.

The Contractor shall allow for all traffic control measures to maintain the roads in a safe trafficable condition.

4.10 Materials, Labour and Construction Plan

The Contractor shall provide all statutory and necessary amenities and sanitary facilities for workmen and other persons lawfully upon the Site and remove them on practical completion of the works.

Occupation of any part of the works and site for the provision of Workmen's Amenities shall not be permitted without the prior written approval of the Superintendent.

4.11 Materials and Work

The Contractor shall comply with the Occupational Safety and Health Act 1984 (the "Act") and the Occupational Safety and Health Regulations 1996 (the "Regulations") and with any amendments that may be made to the Act and Regulations from time to time.

The Contractor shall be solely responsible for ensuring that wherever practicable, its employees and those of the Sub-Contractors and employees of Separate Contractors, the Principal, Superintendents, and visitors to the site, are not exposed to hazards.

Attention is drawn to the requirement to supply manufacturers/suppliers "Material Safety Data Sheets". These sheets should be consistent with the "Work Safe" information and format.

A copy of all "Material Safety Data Sheets" shall be supplied to the Superintendent with another copy kept on Site by the Contractor.

4.11.1 Chemical Information

The use of chemicals specified or required during the currency of this contract shall comply with the requirements of the Act and associated Regulations concerning information on chemical substances.

The Contractor shall ensure manufacturers, importers and suppliers of chemicals substances for use on the works, are responsible for providing information on these substances to be used, refer to Section 23(3) of the Act.

Copies of all information supplied shall be kept on the site.

The Contractor is responsible for passing on information supplied by manufacturers; importers and suppliers of chemical substances to workers on site refer to Section 19(1)(B) of the Act.

4.11.2 Safety Management Plan

The Contractor shall, throughout the Works, implement and maintain a "Safety Management Plan".

The Contractor shall prepare the Safety Management Plan in conjunction with a person suitably experienced and qualified in safety matters.

Prior to the commencement of the Works, the Contractor shall supply to the Superintendent in writing, its Safety Management Plan.

4.11.3 Induction Training

Employees of the Contractor and its Subcontractors and Employees of Separate Contractors shall not commence work on the Site until they have been inducted.

Upon commencement of work on the Site, the Contractor shall further induct each employee with regard to all significant hazards associated with their particular activity and area of employment on the Site and where relevant shall include the use of powered plant, tools and equipment.

4.11.4 Pre-job Planning

Where legislation or codes of practice identify particularly hazardous activities including but not limited to work in confined spaces, asbestos removal, demolition work, excavation work, working near power lines and live conductors and working at heights, the Contractor shall supply to the Superintendent a Safe Work Procedure prior to the commencing such activity or type of work on the site.

The Contractor shall induct its employees and its Subcontractors and Separate Contractors with regard to Safe Work Procedures and shall prepare "Training Session Attendance" sheets signed by each attendee verifying that such induction has occurred.

4.11.5 Site and Public Security

Notwithstanding the Contractors' obligations to Site and public security as stated elsewhere in this Contract the Contractor shall monitor and control wherever practical, the access of all persons to the Site.

The Contractor shall ensure that no persons, including without limitation friends and relatives (particularly children) of employees and the representative of organisations unrelated to the Contractor, enter the Site without the express permission of the Contractor.

4.11.6 Occupied Sites

In the event of the Site being a partially occupied Site, the Contractor is to liaise with the occupier regarding Safety and Health requirements.

The Superintendent will arrange a safety co-ordination meeting between the occupiers and the Contractor. The occupiers will provide the Contractor their occupation requirements on and/or adjacent to the Site to assist the Contractor in the development of Site specific Safety Management Plan addressing the Contractors and occupiers operational interface requirements.

The Safety Management Plan shall incorporate the Contractor's own operations and the interface with the occupier's operations.

The Contractor shall be responsible for the implementation of the Safety and Health standards on the occupied Site for the duration of the Contract and shall co-ordinate and integrate the Works.

4.11.7 Materials to be Supplied by the Principal

The materials stated in the specification to be supplied by the Principal will be supplied free of charge to the Contractor for use only in the execution of the work under the Contract. The Contractor shall take delivery of the materials under the Conditions set out in the Contract.

4.11.8 Working Hours

The Work to be performed under the contract shall be subject to execution within certain restricted working hours and the Contractor shall observe the following requirements.

The working hours are determined by the sunrise and sunset each day. No works are to take place 30 minutes prior to sunset and prior to sunrise each day. When working on the road where drivers will be affected by glare at sunrise or sunset the works shall be suspended until such a time that the visibility of the oncoming traffic is not affected by glare. Working days are Monday to Saturday and Sundays are subject to approval by the Superintendent.

The Contractor shall be liable for any additional costs the Principal may incur as a result of work outside the normal hours programming of the works.

4.11.9 Goods and Service Tax (GST)

For the proposes of this clause:

- a) "GST" means goods and services tax applicable to any taxable supplies as determined under the GST Act.
- b) "GST ACT" means a New Tax System (Goods and Services Tax) Act 1999 and (where the context permits) includes the Regulations and the Commissioner of Taxation's Goods and Services Tax Ruling and Determinations made thereunder and any other written law dealing with GST applying for the time being in the State of Western Australia.
- c) "Supply" and "Taxable supply" have the same meaning as the GST Act.

Where the Requirement's, the subject of this Request, or any part thereof is a taxable supply under the GST Act, the price, fee or rates tendered by the Tenderer shall be inclusive of all applicable GST at the rate in force for the time being.

In evaluation the Tenders, the Principal shall be entitled (through not obligated) to take into account the effect of the GST upon each Tender.

5 Tenderer's Offer

5.1.1 Form of Tender

The Acting Chief Executive Officer
Shire of Boyup Brook
PO Box 2 Boyup Brook WA 6244

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to Request for Tender RFT 020-001 SUPPLY OF ROAD VERGE CLEARING & PRUNING SERVICES

I/We agree that I am/We are bound by and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this _____ day of _____ 20

Signature of authorised signatory of Tenderer: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

5.2 Selection Criteria

5.2.1 Compliance Criteria

Please select with a "Yes" or "No" whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
<p>Tender Profile</p> <p>Tenderers must address the following information in an attachment and label it "Tenderer Profile"</p> <ul style="list-style-type: none"> i) Provide the Tenderers Australian Business Number (ABN) and Registered Entity Name. ii) Provide details of the Tenderers person authorised to prepare your response to this Request including; full name, position title, postal address, phone number and email address. iii) Provide a minimum of two project referees, including the name, position, telephone, email address and type of service provided. Describe the nature of the relationship and relevance to this Request. 	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
<p>Tenderer's Acknowledgement</p> <p>Tenderers are to provide acknowledgement that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.</p>	<p>Yes / No</p>
<p>Financial Position</p> <p>Tenderers must address the following information in an attachment and label it "Financial Position"</p> <ul style="list-style-type: none"> i) Does your organisation have the ability to pay all debts in full as and when they fall due? (If no, please provide details). ii) Does your organisation have any current litigation, claim or judgement as a result of which you may be liable for \$50,000 or more? (if yes please provide details). 	<p>Yes / No</p> <p>Yes / No</p>

<p>Specifications</p> <p>Compliance with the Specification contained in the Request</p>	<p>Yes / No</p>
<p>Alternative Tenders</p> <p>Tenderers must address the following information in an attachment and label it “Alternative Tenders”</p> <ul style="list-style-type: none"> i) Tenderers are to provide their proposed alternative solution if applicable. ii) Tenderers are to provide their departures/exclusions from the proposed Conditions of Contract if any. (a separate attachment has been provided for this Criterion). 	<p>Yes / No</p> <p>Yes / No</p>
<p>Addendums / Acknowledgement</p> <p>Tenderers must address the following information in an attachment and label it “Addendums / Acknowledgement”</p> <ul style="list-style-type: none"> i) Tenderers are to acknowledge receipt of any addendums issued and whether you have allowed for any price adjustments resulting in any issued addendum. 	<p>Yes / No</p>
<p>Critical Assumptions</p> <p>Tenderers must address the following information in an attachment and label it “Critical Assumptions”</p> <ul style="list-style-type: none"> i) Tenderers are to specify and assumptions they have made that are critical to the Tender, including assumptions relating to pricing and ability to provide the Requirements in the manner specified in this Request. 	<p>Yes / No</p>
<p>Code Compliance</p> <p>Tenderers must address the following information in an attachment and label it “Code Compliance”</p> <ul style="list-style-type: none"> i) Is the Tenderer or any related entity of the Tenderer subject to a current finding of material Code non-compliance (as defined in paragraph 30 of the Western Australian Building and Construction Industry Code of Conduct 2016)? 	<p>Yes / No</p>

<p>A Copy of the Code can be downloaded from:</p> <p>http://www.commerce.wa.gov.au/publications/wa-building-and-construction-industry-code-conduct-2016</p>	
<p>Pricing</p> <p>Tenderers must address the pricing information in an attachment and label its “Pricing”</p>	<p>Yes / No</p>
<p>a) Risk Assessment</p> <p>Tenderers must address the following information in an attachment and label it “Risk Assessment”:</p> <ul style="list-style-type: none"> i) <i>An outline of your organisational structure inclusive of any branches and number of personnel.</i> ii) <i>If companies are involved, attach their current ASC company extracts search including latest annual return.</i> iii) <i>Provide the organisations directors/company owners and any other positions held with other organisations.</i> iv) <i>Provide a summary of the number of years your organisation has been in business.</i> v) <i>Attach details of your referees. You should give examples of work provided for your referees where possible.</i> vi) <i>Are you acting as an agent for another party? If Yes, attach details (including name and address) of your Principal.</i> vii) <i>Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.</i> viii) <i>Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted.</i> ix) <i>Will any actual or potential conflict of interest in the performance of</i> 	<p>Yes / No</p>

<p><i>your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.</i></p> <p>x) <i>Are you presently able to pay all your debts in full as and when they fall due?</i></p> <p>xi) <i>Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes, please provide details.</i></p> <p>xii) <i>In order to demonstrate your financial ability to undertake this contract, include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.</i></p> <p>The insurance requirements for this Request are stipulated in Part 3 of this Request. Tenderers are to supply evidence of their insurance coverage including, insurer, expiry date, value and type of insurance. If the Tenderer holds “umbrella Insurance” please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within seven (7) days of acceptance.</p>	
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5.2.2 Qualitative Criteria

Before responding to the following qualitative criteria, Tenderers must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Tender;
- b) Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Tenderers are to address each issue outlined within a qualitative criterion.

<p>A. Demonstrated Capacity and Experience</p> <p>Tenderers must address the following information in an attachment and label it “Relevant Experience”:</p>	<p>Weighting</p> <p>25%</p>
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Part 5 COMPLETE AND RETURN THIS PART

<p>a) <i>Provide details of similar work undertaken.</i></p> <p>b) <i>Provide scope of the Tenderer's involvement including details of outcomes.</i></p> <p>c) <i>Provide details of issues that arose during the project and how these were managed.</i></p> <p>d) <i>Demonstrate competency and proven track record of achieving outcomes.</i></p> <p>e) <i>Project reference sheet.</i></p>	<p>“Demonstrated Capacity and Experience”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
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<p>B. Key Personnel Skills and Experience</p> <p>Tenderers must address the following information in an attachment and label it “Key Personnel Skills and Experience”:</p>		<p>Weighting</p> <p>25%</p>
<p>i) <i>Provide a resume of the Contractor's nominated supervisor highlighting their:</i></p> <ul style="list-style-type: none"> • <i>Project experience in a supervisory role</i> • <i>Summary of previous work history</i> • <i>Certifications / licences,</i> • <i>Length of involvement with your organisation</i> <p>ii) <i>Provide a listing on your team members and any subcontractors that will be directly involved in this contract including a brief summary on their:</i></p> <ul style="list-style-type: none"> • <i>Experience and certifications/licences</i> • <i>Suitability of the role</i> • <i>Length of involvement with your organisation</i> 	<p>“Key Personnel Skills and Experience”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>

<p>C. Tenderer's Resources – Plant & Equipment</p> <p>Tenderers must address the following information in an attachment and label it “Tenderer's Resources”:</p>		<p>Weighting</p> <p>25%</p>
<p>a) <i>Plant, equipment and materials.</i></p> <p>b) <i>Any contingency measures or backup of resources including personnel (where applicable).</i></p>	<p>“Tenderer's Resources – Plant &</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>

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<p>c) <i>Safety Record</i></p> <p>d) <i>Resources Schedule</i></p>	<p>Equipment"</p>	
<p>As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "Tenderer's Resources – Plant & Equipment".</p>		
<p>D. Performance</p> <p>Tenderers must address the following information in an attachment and label its "Performance".</p>	<p>Weighting</p> <p>25%</p>	
<p>a) <i>A project schedule/timeline. (where applicable.)</i></p> <p>b) <i>The process for the delivery of the Services.</i></p> <p>c) <i>Training processes (if required); and</i></p> <p>d) <i>Demonstrated understanding of the Scope of Work.</i></p>	<p>"Demonstrated Understanding"</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>Supply details and provide an outline of your proposed methodology in an attachment labelled "Performance".</p>		

5.3 Price Information

Tenderers must complete the following "Price Schedule". Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

5.3.1 Price Schedule

Tables are supplied in items 5.3.4 Goods and Services Tax (GST) inclusive prices are to be supplied, as per the table.

5.3.2 Discounts

<p>Are you prepared to allow discount for prompt settlement of accounts</p>	<p>Yes / No</p>	
<p>If you are offering discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled "Discounts"</p>	<p>"key Personnel"</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>

Part 5 COMPLETE AND RETURN THIS PART**5.3.3 Price Basis**

Are you prepared to offer a fixed price?

Yes / No

5.3.4 Scheduled or Rates for Plant Hire

Tenderers shall list the hourly rate for the hire of all types of equipment used on the site for clearing, pruning and tree lopping.

The rates shall include allowance for an experienced operator, fuel consumable stores, maintenance, overheads, GST and profit and are for the plant specified or equivalent, based on the Contractors standard working week.

Item	Daily Rate (ex GST)	GST	Daily Rate (inc GST)
A & B Class Roads	\$	\$	\$
C Class Roads	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

Working week for these rates is Monday to Saturday for nine (9) hours per day.

Fuel rate in the price schedule \$_____, as per Clause 1.23

Item	Rate per Hour (ex GST)	GST	Rate per Hour (inc GST)
Mobilisation	\$	\$	\$
Demobilisation	\$	\$	\$

6 Contractor's Occupational Safety and Health Management System Questionnaire

This questionnaire forms part of the Principal's Tender evaluation process and is to be completed by tenderers and submitted with their Tenders and labelled as "**Contractor's Safety & Health Questionnaire**". The objective of the questionnaire is to provide an overview of the status of Contractor's safety management system. Contractors may be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

OSH Policy and Management	Yes	No
Is there a written company Health and Safety Policy?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, provide a copy of the policy		
Does the company have an OSH Management System?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, provide details:		
Is the OSH Management System audited or reviewed on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, provide details of last audit and outcomes.		
Is there a company OSH Organisation Chart?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, provide a copy		
Are Line Managers held accountable for Health and Safety performances?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, provide details		
Safe Workplace Practices and Procedures	Yes	No
Has the company prepared Safe Operating Procedures or Specific safety instructions relevant to its operations?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, provide a summary listing of procedures or instructions.		

Part 5 COMPLETE AND RETURN THIS PART

<hr/> <hr/> <hr/>		
<p>Are safe operating procedures or specific safety instructions issued to employees?</p> <p>If yes, explain how this is done.</p> <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does the company have any Permit to Work systems?</p> <p>If Yes, provide a copy of a standard Incident Report from.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Which company personnel are responsible for investigating incidents?</p> <hr/> <hr/> <hr/>		
<p>Do Incident Reports contain prevention recommendations?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Who is responsible for implementing remedial measures recommended?</p> <hr/> <hr/> <hr/>		
<p>Are there procedures for storing and handling hazardous substances?</p> <p>If Yes, provide details.</p> <hr/> <hr/> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Occupational Safety and Health</p>		
<p>Describe how Safety and Health Training is conducted in your company?</p> <hr/> <hr/> <hr/>		

Part 5 COMPLETE AND RETURN THIS PART

Provide an example of Safety and Health Training courses provided for or undertaken by employees during the past 12 months.

Is a record maintained of all training and inductions programmes undertaken for employees in your company?

If Yes, provide examples of Safety Training records

Provide details of any company safety induction programmes for company employees and or Sub-Contractors.

Safety and Health Workplace Inspection	Yes	No
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Are regular Health and Safety Inspections at work Sites undertaken?	<input type="checkbox"/>	<input type="checkbox"/>
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If Yes, provide details or examples.

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Are standard workplace inspection checklists used to conduct Health and Safety Inspections?	<input type="checkbox"/>	<input type="checkbox"/>
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If Yes, provide details or examples.

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Who normally completes workplace Safety and Health Inspections?

How are workplace Safety and Health Inspection reports dealt with?

Part 5 COMPLETE AND RETURN THIS PART

<p>Is there a procedure by which employees can report hazards at workplaces?</p> <p>If Yes, provide details</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and Health Consultation	Yes	No
<p>Is there a workplace Safety Committee?</p> <p>If Yes, provide details</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are there guidelines on procedures governing the Safety Committee operation?</p> <p>Are there employee elected Health and Safety Representatives?</p> <p>If Yes, provide details.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and Health Performance Monitoring	Yes	No
<p>Is there a system for recording and analysing Safety Performance Statistics?</p> <p>If yes, provide details.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Is Safety Performance on the agenda a management meetings?</p> <p>If Yes, provide details.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Is senior management involved in analysis of Safety Performance Statistics?</p>	<input type="checkbox"/>	<input type="checkbox"/>

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Has the company ever been convicted of an Occupation Health and Safety offence?

☐☐

If Yes, provide details

7 Tenderer's Safety Record

Complete the following details and submit with your Tender labelled as "Tenderer's Safety Record".

Project	Date of Accident/Notice	Accident or Infringement Notice	Reason	Time Lost

8 Project Reference Sheet

Complete the following details and submit with your Tender labelled as "Project Reference Sheet".

Name of Project	Value (approx.)	Date Started	Date Completed	Client	Referees Name	Telephone Number

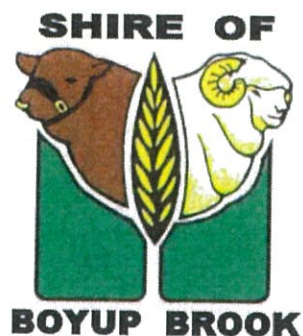
9 Tenderer's Resource Schedule

9.1 Tenderer's Current Commitment Schedule

Project	Description	Value as Let	Date Started	Referees Name Telephone Number

9.2 Tenderer's Human Resources Schedule

Staff Name	Month	Month	Month



Request for Tender

Request for Tender:	PROVISION OF WASTE MANAGEMENT AND BULK WASTE TRANSFER
Deadline:	Friday, 25 th September 2020 at 2pm AWST
Address for Delivery:	PO Box 2 Boyup Brook WA 6244 tenders@boyupbrook.wa.gov.au
RFT Number:	020-002

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1. INTRODUCTION

This Invitation to Tender is for the **Provision of Waste Management and Bulk Waste Transfer**.

2. INVITATION TO TENDER DETAILS

2.1 Definitions

Below is a summary of some of the important defined terms used in this Request:

Attachments means the documents you attach as part of your Tender;

Australian Standard (AS) refers to the latest revision, including any applicable amendments, of the quoted standard document;

Contract means the document which constitutes or evidences or, as the case may be, all the documents which constitute or evidence the final and concluded agreement between the Principal and the Consultant.

Contractor means the person or persons, corporation or corporations whose Tender is accepted by the Principal, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations;

Deadline means the deadline for lodgement of your Tender; as shown on the front page of this Request;

General Conditions of Contract means the General Conditions of Contract for the Supply of Goods and Services;

ITT (Invitation to Tender) means this document;

Offer means your offer to be selected to supply the Requirements; **Principal** means the Local Government known as the Shire of Boyup Brook; **Requirements** means the goods and/or services requested by the Principal;

Selection Criteria means the criteria used by the Principal in evaluating your Tender;

Specification means the statement of Requirements that the Principal requests you to provide if selected.

Tender means the Completed Offer form, response to the Selection Criteria and Attachments;

Tenderer means someone who has or intends to submit an Offer to the Principal;

Tender Period means the time between advertising the Request and the Deadline;

Works or Services both mean the Requirements, services, or the whole of the work to be carried out and completed under the Contract including variations.

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2.2 How to Prepare your Tender

Carefully read all parts of this document; Ensure you understand the requirements; Make sure you have signed the Offer form and responded to all of the selection criteria; and

Lodge your tender before the deadline.

2.3 Contact Persons

Name:	Vanessa Crispe
Telephone:	08 9765 1220
Email:	mws@boyupbrook.wa.gov.au

2.4 Site Inspection

Site inspection details:

When: Thursday, 10 September 2020 Time: 10.00am
Where: Shire of Boyup Brook Waste Transfer Station Bode Street,
Boyup Brook

Attendance of the designated site inspection is mandatory.

3. EVALUATION PROCESS AND SELECTION CRITERIA

- (a) It is the Principal's policy to award contracts to organisations whose Tenders are assessed as offering the best value for money outcome for the Shire of Boyup Brook.
- (b) The Principal is not bound to accept the lowest or any Tender or any part of a Tender. The Principal may also accept more than one Tenders.
- (c) Tenders will be assessed for compliance with the requirements of the Conditions of Tender and any Contract requirements, including requirements detailed in the Specification or in the Tender Schedule.
- (d) Tenders will be assessed using a point scoring system with scores being awarded for each selection criteria and sub-criteria. Each criteria is weighted to reflect its relative importance. Weighted scores are then summed to yield the total score.

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- (e) The criteria on which tenders will be assessed, the maximum weighted score for each criteria and the scoring methodology is as follows:

Evaluation Criteria	Weight %	Scoring Methodology
Non-Financial Criteria Total	20%	Community Education Waste Minimisation
	20%	Experience, Capability and Past Performance
	15%	Plan for proposed Services
	15%	Occupational Health and Safety Plan
	10%	Quality Assurance
	5%	Risk Management
	15%	Environmental Management
Total	100%	

Assessment will be substantially based on information supplied by the Tenderers. To enable a proper assessment to be made, it is essential that Tenderers submit all relevant information in an accurate and concise format. Poorly presented, or inadequate information, may result in the tender being unsuccessful. Tenderers must ensure that Tenders are able to be assessed on a stand-alone basis and should not rely on information supplied to the Principal in previous tenders.

3.1 Tendered Rates and Prices

- (a) The Principal requires the tender price to be submitted as per the Price Schedule. All price schedules are to be completed and submitted to constitute a conforming tender.
- (b) Any 'line item' in the Price Schedule not completed in a conforming manner will be deemed not tendered for.
- (c) It is the intention in this Tender to accept the Offer that represents the best value for money. The lowest or any tender will not necessarily be accepted.
- (d) For the purposes of completing the Price Schedule, the Tenderer is required to insert the GST exclusive amount for each Item. In addition, the Tenderer is required to insert the amount of GST estimated to be payable by the Tenderer. In this clause, "GST" has the same meaning as set out in the contract.

4. CONDITIONS OF TENDERING

4.1 Lodgement of Tenders

The tender must be lodged by the Deadline. The Deadline for this request is 2.00pm Friday, 25th September 2020 WST.

The Tender is to be:

- a) Placed in a sealed envelope clearly endorsed with the tender number and title as shown on the front cover of this Request; and
- b) Delivered by hand and placed in the Tender Box at 55 Abel Street, Boyup Brook WA (by the Tenderer or the Tenderer's private agent) or sent through the mail to the Chief Executive Officer PO Box 2 Boyup Brook WA 6244.

Electronic mail Tenders and Tenders submitted by Facsimile will not be accepted.

Tenderers must ensure that they have provided two (2) signed copies of their Tender; one to be marked "ORIGINAL" and unbound and clipped (not stapled) and the other(s) to be marked "COPY" and bound. All pages must be numbered consecutively, and the Tender must include an index. Any brochures or pamphlets must be attached to both the original and the copies.

4.2 Rejection of Tenders

A Tender shall be rejected without consideration of its merits in the event that:

- (a) The Tender is not submitted at the time and at the place specified in the Request; or
- (b) The Tenderer does not submit an Offer form which has been completed and signed together with the required Attachments; or
- (c) The Tender fails to comply with any other requirements of the Request.

4.3 Late Tenders

Tenders received after the Deadline will not be accepted for evaluation.

4.4 Acceptance of Tenders

- (d) Unless otherwise stated in this Invitation, Tenders may be for all or part of the Requirements and may be accepted by the Shire either wholly or in part. The Shire is not bound to accept the lowest Tender and may reject any or all Tenders submitted. The Principal will accept a Tender judged by the Principal as best suited to the interests of the Principal.

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- (e) All Tenders will be given notification of the name of the successful Tenderer(s), the price accepted and the reason/s for being unsuccessful or advising that no Tender was accepted.

4.5 Alternative Tenders

- (a) All Alternative Tenders shall be accompanied by a conforming Tender.
- (b) Alternative Tenders are only evaluated after all conforming Tenders have been evaluated.
- (c) Tenders submitted as Alternative Tenders including those made subject to conditions other than the General and Special Conditions of Contract must in all cases be clearly marked "ALTERNATIVE TENDER".
- (d) Any printed "General Conditions or Special Conditions of Contract" shown on the reverse of a Tenderer's letter or quotation form will not be binding on the Principal in the event of a Contract being awarded.
- (e) The Principal may in its absolute discretion reject any Alternative Tender as invalid.
- (f) If the Tender is marked as an Alternative Tender, any printed "General Conditions of Contract" shown on the reverse of a Tenderer's letter or quotation form will not be binding on the Shire in the event of a Contract being awarded.

4.6 Tender Validity Period

A tender is binding on the Tenderer and open for acceptance by the Principal for a period of six (6) calendar months after the tenders closing date, or such other period as may be mutually agreed in writing between the Tenderer and the Principal.

4.7 General Conditions of Contract

Tenders shall be deemed to have been made on the basis of and to incorporate the General Conditions outlined in Section 5 of this document.

4.8 Respondents to Inform Themselves

Tenderers shall be deemed to have:

- (a) Examined the Request and any other information available in writing to Tenderers for the purpose of Tendering;
- (b) Examined all further information relevant to the risks; contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquiries;

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- (c) Satisfied themselves as to the correctness and sufficiency of their Tenders including Tendered prices which shall be deemed to cover the cost of complying with all the conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of work described therein;
- (d) Acknowledged that the Principal may enter into negotiations with a chosen Tenderer(s) and that negotiations are to be carried out in good faith; and
- (e) Satisfied themselves they have a full set of the Request documents and all relevant attachments.

4.9 Alterations

- (a) The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.
- (b) The Principal will issue an addendum to all registered Tenderers where the Principal considers matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

4.10 Ownership of Tenders

All documents, material, articles and information submitted by the Tenderer as part of or in support of a Tender will become upon submission the absolute property of the Principal and will not be returned to the Tenderer at the conclusion of the Tender process.

4.11 Canvassing of Councillors

If a Tenderer, whether personally or by an agent, canvasses any Shire Councillor (as the case may be) with a view to influencing the acceptance of any Tender made, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its discretion omit the Tender from consideration.

4.12 Costs of Tendering

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their offer.

4.13 Tender Opening

- (a) All Tenderers and members of the public may attend or be represented at the opening of Tenders.
- (b) All Tenders will be opened at the Shire of Boyup Brook's Administration Office, following the advertised Deadline. No discussions will be

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entered into between Tenderers and the Principal's Officers concerning Tenders submitted.

(c) The Tender opening will be held at:

Where: Shire of Boyup Brook Administration Centre 55 Abel
Street Boyup Brook
Date: Friday, 25th September 2020
Time: 2.30pm WST

Note: This is a viewing of the opening of the Tenders only and Tender documents and prices will not be made available.

4.14 In House Tenders

The Shire of Boyup Brook does not intend to submit an in-house Tender.

5. GENERAL CONDITIONS OF CONTRACT

5.1 Period of Contract

- (a) The Contract will be in force for the period of three (3) years with an option for a further two (2) years, if mutually agreed upon.
- (b) In the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith terminate the Contract by written notice to the Contractor as per clause 5.7.
- (c) This Contract may be terminated, amended or extended at any time by the mutual consent of both parties.

5.2 Insurances

- (a) The Contractor shall be solely responsible for the services and shall bear the sole risk for any loss or damage whether to any person or property caused by or resulting from, directly or indirectly, any act or omission of the Contractor or any default or negligence by the Contractor.
- (b) The Contractor shall indemnify and keep indemnified the Council from and against any loss or damage and against all claims, demands, proceedings, costs, charges and expenses whatsoever arising out of any act or omission of the Contractor or any default by the Contractor.
- (c) The Contractor shall, at the Contractor's own expense, procure and maintain and shall ensure that all sub-contractors procure and maintain the following insurance, such insurance shall be specifically endorsed so that it is deemed primary to any insurance effected by on behalf of the Council and shall contain a cross liability clause which shall treat each of the insured parties as if a separate policy had been issued to them:
 - (i) public liability insurance for an amount of not less than 10 (Ten) Million dollars for any one accident or occurrence in the name of the Shire and the Contractor.
 - (ii) third party property damage insurance of not less than 10 (Ten) Million dollars in respect of any motor vehicles, plant or equipment used in the performance of the contracted services.
 - (iii) if the Contractor or any sub-contractor employs any person/s to perform the services or any part thereof, documentation certifying current workers compensation insurance, public liability insurance and third party property damage by the Contractor must be provided to the Shire before commencement of services.
 - (iv) If the Contractor or any sub-contractor employs any person/s to perform the services or any part thereof, awareness and

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compliance of Shire Occupational Safety and Health guidelines and policies must be empowered and acknowledged.

- (v) The contractor shall ensure all plant, equipment and vehicles provided by the contractor used under this contract are appropriately insured.
- (vi) Any other insurance which is required by the laws of the Commonwealth of Australia and State of Western Australia and as amended by these guidelines following its review.

5.3 Quality of Service

- (a) All Services rendered shall conform to the Specifications and the standards specified in the Contract.
- (b) Where no standards are specified in the Contract, the Services shall comply with the appropriate and current standard of the Standard Association of Australia.
- (c) If no Standards are applicable, the Services shall be of the highest standard and carried out promptly with all due skill care and diligence.

5.4 Settlement of Disputes

- (a) The Parties agree to attempt in good faith to resolve through negotiation any dispute regarding the Contract.
- (b) Either Party may refer to an appropriate independent expert, agreed to by the Parties, any Services for the examination and report as to their compliance with the Contract.
- (c) The decision of the expert shall be final and binding upon both Parties, and the expense of such reference shall be paid by the unsuccessful Party.
- (d) Any dispute or unresolved claim arising out of or relating to the Contract of the Breach, termination or invalidity thereof shall first be the subject of conciliation before a conciliator who is either agreed to by both Parties or, failing agreement, who is appointed by the President of the Institute of Arbitrators and Mediators (WA Branch).
- (e) If the dispute has not been resolved within twenty-eight days (or such other period agreed in writing between Parties) after the appointment of the conciliator, the dispute shall be referred to arbitration to be affected:
 - (i) by an arbitrator mutually agreed upon between Parties; or
 - (ii) in default of such mutual agreement, by an arbitrator appointed by the President of the Institute of Arbitrators and Mediators; and
 - (iii) in accordance with the Commercial Arbitration Act 1985.

5.5 Price Variation

- (a) Contract prices shall be firm unless otherwise stated in the Contract.
- (b) Where Contract prices are variable, and the Contractor wishes to claim for a variation in price during the term of the Contract, then the Contractor shall give the Shire full details of the make-up of the claim, including all applicable information as to the cost of materials, direct labour, overheads, profit and such other cost components as the Shire may require to verify any claim of variation. All applications for variation must be shown in a statement form detailing the existing approved Contract prices, the proposed price increase and proposed new Contract price on an item by item basis and shall be accompanied by all relevant determinations and documents in support of the claim.
- (c) Where the Contract price is the price ruling at date of performance of the services the Contractor shall produce to the Shire evidence to verify each claim for payment.
- (d) Reductions affecting the Contract rates shall be notified by the Contractor to the Shire immediately they occur, and the Contractor shall repay to the Shire the full amount of any overpayment made by the Shire within fourteen (14) days of the reduction being authorised by the Shire.
- (e) Applications for variation of variable Contract prices or rates by the Contractor shall be submitted in writing to the Shire as far in advance as practicable of the date from which the variation is sought to commence.
- (f) All variations approved by the Shire shall operate from a date determined by the Shire, which shall not be earlier than the date of the formal application for variation.
- (g) The onus shall be upon the Contractor to prove to the satisfaction of the Shire all details of any variation claimed.
- (h) In all matters of price variations (up or down) the Contractor shall make available to the Shire within the time specified by Shire such information, records, facts and figures as the Shire shall require.
- (i) Failure to supply the required information, records, facts and/or figures shall entitle the Shire to refuse variation.
- (j) Where the variation is to be determined on the basis of decisions by the Australian Competition and Consumer Commission such variations will be effective on the date nominated by the Australian Competition and Consumer Commission and will be binding on all parties.
- (k) Should the Australian Competition and Consumer Commission cease to operate during the period of the Contract, a new variations arrangement

will be negotiated by mutual agreement. If agreement cannot be reached, the Contract may forthwith be determined by either party by written notice to the other.

5.6 Assigning or Subletting

- (a) The Contractor shall not without the previous consent of the Shire in writing, assign transfer, mortgage, charge, encumber, sublet or sub contract the Contract, or any part thereof or any of the moneys payable or to become payable or any other interest or benefit under the Contract without the consent in writing of the Shire being first obtained.
- (b) Any consent shall not discharge the Contractor from any liability in respect of the Contract, and shall extend only to the assignment or other transaction actually consented to and shall not be deemed a consent to any other assignment of transaction nor to prevent any proceedings for any subsequent breach of this condition any may be granted, withheld or made subject to conditions on the absolute discretion of the Shire.

5.7 Termination of Contract

- (a) Where the Contractor:
 - (i) fails to supply and provide the services on the due date/s or at the location/s specified in the Contract or in any order or to duly and punctually observe and perform all or any of the terms or conditions set out in the Contract; or
 - (ii) assigns, subcontracts or sublets the Contract, or any part thereof, or assigns, mortgage, charge or encumber, all or any of the monies payable or to become payable under the Contract, of one other interest of benefit whatsoever arising, or which may arise, under the Contract without the consent in writing of the Shire being first obtained; or
 - (iii) (if an individual) becomes bankrupt; or
 - (iv) if a corporation) goes into voluntary or compulsory liquidation or goes into receivership or enters into voluntary administration; or
 - (v) makes an assignment of its estate for the benefit of its creditors, or makes an arrangement or composition with its creditors; or
 - (vi) includes any statement, fact, information, representation or material in its Tender which is false, untrue or incorrect; or
 - (vii) fails in any matter to perform the Contract to the complete satisfaction of the Shire.

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- (b) Then, as in every such case, the Shire may give notice in writing to the Contractor terminating the Contract, whether there are any orders remaining to be filled or not and engage or contract with any person or corporation other than the Contractor to perform and complete the same.
- (c) All damages and expenses incurred by the Shire because of non-compliance to the Contract by the Contractor, ascertained and certified to by the Officer, shall be deducted from any money that may be then due, or may thereafter become due to the Contractor. If the money then due, or thereafter becoming due to the Contractor, or deposited by itself as aforesaid, shall not be sufficient for that purpose, the balance remaining unpaid shall be a debt due **by the Contractor to the Shire** and may be recovered for the Contractor in any Court of competent jurisdiction.
- (d) If the Contract is terminated the monies which have been previously paid to the Contractor on the account of the orders filled shall be taken by the Contractor as full payment and satisfaction for all orders executed under the Contract. All sums of money that may be due to the Contractor and unpaid, all sums of money (if any) held as security, shall be forfeited and may be retained by the Shire.
- (e) Upon termination of the Contract all monies previously paid to the Contractor shall be deemed to be in full satisfaction of all claims of the Contractor of any kind or description whatsoever under or in respect of the Contract.

5.8 Failure to Supply

Where the Contractor is unable or fails (for whatever reason) to supply and provide the Services at any time, the Shire may without being liable in any way to the Contractor, obtain or acquire such Services as it requires from any other source, supplier or provider thereof. The existence shall be determined by the Shire in its sole discretion.

5.9 Variation of Contract Terms

None of the terms of the Contract shall be varied, waived, discharged or released either at law or in equity, unless by the express agreement of the Shire in writing.

5.10 Suspension of Payments

Should the Contractor refuse or neglect to carry out instructions of the Shire in regard to any matter connected with the Contract, the Shire may suspend all payments to the Contractor until such instructions have been complied with.

5.11 Payment

- (a) The Contractor shall submit to the Shire at the end of each month a detailed tax invoice which shows the tonnage of general waste and number of recycling bins transferred from the Boyup Brook Waste Transfer Station. A copy of the delivery dockets should also be provided which shows the material/tonnage carted.
- (b) The Contractor's invoice shall be calculated by applying the aforementioned information to the contract price. The Shire shall pay to the Contractor the amount of the invoice within twenty-eight days of receipt of these reports.

5.12 Goods and Services Tax (GST)

- (a) The Contract Price shall be inclusive of all applicable GST at the rate in force.
- (b) The Contractor shall at all times observe, perform and comply with all applicable provisions of the GST Act relative to the supply of the Services under this Contract.

5.13 Complying With the Statutory Requirements

- (a) The Contractor shall comply with the requirements of all Acts of the Parliament of the Commonwealth and with the requirements of all ordinances, rules, regulations, by-laws, orders, codes of practice and proclamations made or issued under such Act and with the lawful requirements of public and other authorities in any way affecting or applicable to the Services or the performance of the Contract.
- (b) Without limiting in any way the generality of the foregoing, the Contractor shall duly and punctually observe, perform and comply with the provisions of the Occupational Health, Safety and Welfare Act 1984 and all improvement notices, probation notices and codes of practice (if any) issued there under and having application to this Contract.
- (c) If, in the opinion of the Contractor, the provisions of any document forming part of the Contract are at variance with any such requirements, the Contractor shall give written notice to the Shire specifying the departure from such provisions that he considers necessary to comply with such requirements.

5.14 Stamp Duty

- (a) The Contractor shall pay all stamp duties in connection with the Contract.
- (b) Failure by the Contractor to comply with the above clause shall entitle the

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Shire by notice in writing to the Contractor to forthwith terminate the Contract, but without prejudice to any other rights or remedies of the Shire.

5.15 Deduction of Charges or Debts

- (a) Without limiting the Shire rights under any of the foregoing clauses any debt due from the Contractor to the Shire may be deducted by the Shire from any monies which may or may become payable to the Contractor by the Shire and if such monies are insufficient for this purpose, then from the Contractor's security under the Contract. Nothing in this clause shall affect the right of the Shire to recover from the Contractor the whole of the debt or any balance that remains owing after deduction.
- (b) The Contractor hereby acknowledges and agrees that all monies becoming payable by the Contractor in respect of the Contract and all costs, expenses, losses and damages herein mentioned, and for which the Contractor shall become liable at any time under the Contract, may be deducted and paid by the Shire from any sum or sums due, or which may become due to the Contractor under or in respect of any other contract or contracts, which may be existing between the Contractor and the Shire for the time being.

5.16 Service of Notices

Any notice, order, instruction or communication required to be, or that may be served on or given to the Contractor by the Shire shall be deemed to have been sufficiently issued or given to or served upon the Contractor if it is handed to the Contractor or is sent by prepaid cost to or is left at the address of the Contractor stated in its Tender or at such other address as is notified in writing by the Contractor to the Shire.

5.17 Contractor's Responsibility to be informed

- (a) It is the contractor's responsibility to:
 - (i) examine carefully and be aware of the contents of the Drawings, Specification, Schedules, Bills of Quantities (if any), Conditions of Tendering, the General Conditions of this Contract and any special conditions of Contract and any other information made available in writing by the Shire to the Contractor for the purpose of tendering; and
 - (ii) examine the site and its surroundings; and
 - (iii) satisfy itself as to the correctness and sufficiency of its tender and that its price covers the cost of complying with all its obligations under the Contract and of all matters and things necessary for the due and proper performance and completion of the contract.

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- (b) Failure by the Contractor to do all or any of the things it is deemed to have done under this clause will not relieve the Contractor of its liability to perform and complete the Contract in accordance with the terms and conditions thereof.

5.18 Occupational Safety and Health

- (a) The Contractor shall abide to the Shire's Occupational Safety and Health Policy and Procedures at all times when working on Shire projects.
- (b) The Contractor and all its employees and subcontractors are to be aware of their responsibilities under the Occupational Safety and Health Act and Regulations.

5.19 Property Damage and Public Risk

- (a) Subject to the next succeeding paragraph of this clause, the Contractor shall indemnify and keep indemnified the Shire against all loss of or damage to the property of the Shire and from and against any claim, demand, action, suit or proceeding that may be made or brought by any person against the Shire, or the employees, professional consultants or agents of the Shire or any of them in respect to personal injury to or the death of any person whomsoever or loss of or damage to any property whatsoever arising out of or as a consequence of the supply or provision of the Services by the Contractor or its employees, agents or sub-contractors and also from any cost and expenses that may be incurred in connection with any such claim, demand, action, suit or proceeding.
- (b) The Contractor shall not, under the last preceding paragraph of this clause, be rendered liable for or in respect of personal injury to or from the death of any person or loss of or damage to property resulting from any breach by the Shire of any provision of the Contract or any negligent act or omission of the Shire of the employees, professional consultants or agents of the Shire or for or in respect of any claims, demands, actions, suits or proceedings, costs and expenses whatsoever in respect thereof or in relation thereto.

5.20 Accident or Injury to Employees

The Contractor shall indemnify and keep indemnified the Shire against liability for all loss or damage resulting from personal injury to or the death or (other such injury or death resulting from any breach by the Shire of any of the provisions of the Contract or any negligent act or omission of the Shire or the employees, professional consultants or agents for the Shire the Contractor or of any sub-contractor occurring during the currency of the Contract and arising out or in connection with the supply or provision of the services under the Contract or the performance of the Contract and against all claims, demands, actions, suits or proceedings, cost and expenses whatsoever in respect thereof or in relation thereto, whether at Common Law or under any statute.

5.21 Safety

- (a) The Contractor shall notify Worksafe Western Australia of all Notifiable Works and make payment of all inspection and other fees in connection with such Works.
- (b) On notification from the Shire in respect to any operation, machine or structure being, in the opinion of the Shire, unsafe, the Contractor shall cease use immediately of such operation, machine or structure and shall conduct remedial work to the satisfaction of the Shire before continuing to use the operation, machine or structure in the Works. Where no remedial action can ensure continued safe use of an operation, machine or structure, the Contractor shall, in the case of an operation, cease such operation, and, in the case of a machine or structure, shall dismantle and remove such machine or structure from the Site.
- (c) Where the general safety of the Public is concerned and time of notification of the Contractor further jeopardises this safety, the Shire may order immediate remedial works to be conducted at the Contractor's expense.

5.22 Fire Prevention

- (a) The Contractor shall maintain adequate, approved firefighting equipment on site. The Contractor shall observe the provisions of the *WA Bushfires Act 1995*, Local Authority regulations, WA Fire Brigades Board regulations and any other regulation in respect to fire prevention.
- (b) Burning shall not take place without the prior approval of the Shire.
- (c) The Contractor shall ensure that all flammable materials are used and stored in accordance with the *Dangerous Goods Safety Act 2004* and any other statute or regulation governing storage and use of such materials and shall obtain such permits and licenses and pay all relevant fees and charges.

5.23 Warranties

- (a) The Contractor shall obtain warranties as specified in the Contract and shall ensure that the Shire will have the benefit of the warranties.
- (b) The contractor shall ensure that the Shire will have the benefit of any warranties specified in the Contract that are obtained by the sub-contractors of the Contractor.

5.24 Industrial Awards

- (c) With respect to all work done in Western Australia under the Contract, the Contractor shall observe, perform and comply in all material respects with all relevant Industrial Awards, Industrial Agreements and orders of

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Competent Courts or Industrial Tribunals applicable to the services and the works to be done under the Contract.

- (d) Failure by the Contractor to comply with the above clause shall entitle the Shire by notice in writing to the Contractor to forthwith terminate the Contract, but without prejudice to any other rights or remedies of the Shire.

6. SPECIFICATION AND SPECIAL CONDITIONS OF CONTRACT

6.1 Description of Services

The Shire of Boyup Brook is seeking tenders for the **Management of the Bode Street Waste Transfer Station and Bulk Waste Transfer**.

6.2 Scope of Work – Bulk Waste Transfer

- (a) The Boyup Brook Waste Transfer Station accepts waste and recyclable material from residents and ratepayers of the Shire of Boyup Brook. This portion of the tender is for:
- (i) The removal and transfer of general bulk waste in the current trailer from this site to the Shire Land Fill Waste Facility, located at Boyup Brook North Road approximately 22 kilometres to the north west of Boyup Brook;
 - (ii) The removal and transportation of recyclable materials such as E-Waste, Plastic, Cardboard, Steel, white goods, green waste and Glass, as directed by the Shire of Boyup Brook to relevant recycling plants in Perth/Bunbury; and
 - (iii) The Contractor to supply all Drum Muster Transfer for the provision of the total service and ensure that there are always sufficient space provided at the Transfer Station to permit the acceptance of Drum Muster containers.
- (b) The Contractor will be expected to be available and able to carry out waste transfer from the Boyup Brook Waste Transfer Station within twenty- four hours of notification by the Shire of Boyup Brook.
- (c) The Contractor shall provide all their own labour, approved plant and operating materials hereunder at their own expense.
- (d) All Waste Bulk Waste Transfer are required to be transferred as required and/or as directed by the Shire of Boyup Brook. The existing bulk Bulk Waste Transfer utilised for this service are as follows:
- Semi Tipper Trailer general waste
 - Three x 6m³ bins carboards

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- Yellow topped wheelie bins for various recycling; and
 - One x 3m³ bin batteries.
 - One x 3m³ bag for small deposits of asbestos.
- (e) Additional smaller units may be necessary at a further date.
- (f) Commercial and industrial waste is not accepted at the premises.
- (g) For information purposes, it is advised that the Shire of Boyup Brook has a separate contract in place for the provision of kerbside waste collection services. Properties within the town site of Boyup Brook are provided with a compulsory kerbside waste collection service. The remainder of the Shire of Boyup Brook, service is provided upon request from a resident/ratepayer. Waste not disposed of via the kerbside collection service is generally deposited by residents into the bulk bins located at the Transfer Station.

For the financial year 2019/2020, approximately 551 tonnes of waste was transferred to the Boyup Brook – North Boyup Brook Landfill.

7. SPECIFIC REQUIREMENTS – BULK WASTE TRANSFER

7.1 Provision of Bins

Bulk Waste Transfer supplied must comply with the following criteria:

- (a) be of sufficient capacity (not less than 6 cubic metres) and/or design suitable for the design constraints of the Boyup Brook Waste Transfer Station, in addition to adequately holding quantities of waste deposited, whilst restricting windblown litter;
- (b) of a construction quality to Australian Standards; and
- (c) in good condition.

7.2 Collection Vehicles

- (a) The Contractor shall provide and use suitable waste collection vehicles to suit the collection of refuse from Bulk Waste Transfer. All vehicles used by the Contractor shall:
 - (i) be in reliable mechanical condition;

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- (ii) Be licensed and compliant with applicable Acts, Regulations and Local Laws;
 - (iii) Be driven by competent, qualified and licensed operators;
 - (iv) Be regularly maintained, serviced and cleaned;
 - (v) Be sufficiently sealed to prevent the escape or leakage of solid and liquid waste;
 - (vi) Not emit noise in excess of the allowable noise emission prescribed under the Environmental Protection (Noise) Regulations 1997; and
 - (vii) To display professionally the Contractors name, phone number and logo.
- (b) The Contractor shall have at least one suitable back up vehicle.

7.3 Waste Transfer

- (a) Frequency of Transfer
- (i) The Contractor shall, at the Contractor's expense, transfer general waste in the semi tipper trailer to the Shire of Boyup Brook Land Fill site on Boyup Brook North Road weekly on a Wednesday.
 - (ii) Any breakdowns or delays of service must be reported immediately to the Shire.
 - (iii) The cost of alternate arrangements to transfer bulk waste is to be borne by the Contractor.

(b) Transport of Waste Refuse

Bulk waste is to be transported in such a manner as to prevent the escape of litter (e.g.: a fitted, secure cover over the top of bulk bins).

(c) Collection times

The Contractor shall ensure that bulk waste is transferred during non-opening hours of the Boyup Brook Waste Transfer Station. The current opening times for the station are four (4) days a week from 12:pm to 4:00pm Tuesdays & Thursdays, 10:00am to 4:00pm Saturdays and Sundays excluding Christmas Day, Boxing Day, News Years Day, Good Friday and Anzac Day.

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(d) Removal of Spillage

In the event of refuse and litter falling from or out of insecurely covered bins or semi tipper trailer, the contractor shall collect and clean up such refuse at the contractor's expense.

(e) Excusable Delay

The Contractor shall not be liable for delay in the provision of this Contract which is caused directly or indirectly by Acts of God, strikes, fire, flood, riot, civil commotion, outbreak of war, acts of hostility, acts of Government in its sovereign capacity, unusually severe weather which prohibits service on Occupational Health and Safety grounds or any other cause beyond the reasonable control of the Contractor.

(f) Disposal of Collected Refuse

Collected general bulk waste is to be transferred and deposited at the Shire of Boyup Brook Land Fill Waste Facility. The Contractor is to cooperate with the Shire of Boyup Brook when depositing collected refuse.

(g) Contractors Administration

The Contractor shall keep and maintain accurate records of all works, matters and things undertaken by the Contractor for or in relation to the fulfilment of the Contractors obligations under this contract and provide such information to the Shire weekly.

(h) Reporting to the Shire of Boyup Brook

On a quarterly basis, the Contractor shall provide the Shire of Boyup Brook with a written report containing the following information:

- (i) The number of bulk bins and quantities of waste transferred each week by the Contractor;
- (ii) All problems encountered by the Contractor during the course of the contract;

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- (iii) Suggestions for improvement to this contract and an explanation of suggestions;
- (iv) A summary of all complaints received or made by the Contractor and all action taken in respect of such complaints.

(i) Contact Numbers

The Contractor shall at all times during the term of this contract provide a telephone answering service to enable the Shire of Boyup Brook to contact the Contractor at all times during normal working hours.

(j) Contractor's Staff

The Contractor shall at all times during the term of this contract provide and use only competent, qualified and licensed staff to use and operate all plant and equipment provided by the Contractor and to carry out and effect all of the obligations to be performed and observed by the Contractor. The Contractor is to use reasonable endeavour to ensure that staff is sober and not under the influence of drugs while performing the requirements of the contract. Staff shall conduct themselves towards the public in a civil and inoffensive manner.

8. SPECIFIC REQUIREMENTS FOR MANAGEMENT OF THE WASTE TRANSFER STATION

8.1 Managing the Site

- (a) Provide at all times sufficient competent staff to perform the obligations of the Contractor pursuant to this Agreement. The facility shall be manned at all times during the nominated operating hours by a minimum of one (1) staff member.
- (b) Supervise the disposal of refuse at the facility and ensure that refuse is deposited only in such parts of the Waste Transfer Station as outlined in the Operations Manual or as directed by the Shire.
- (c) The Contractor is to liaise with the bulk waste transfer operators to coordinate disposal of collected waste, and all handling and loading of waste is to be the responsibility of the Waste Transfer Station management staff.
- (d) The Contractor shall ensure that general bulk waste in the semi tipper trailer is transferred during non-opening hours of the Boyup Brook Waste Transfer Station. The current opening times for the station are four (4) days a week from 12:00pm to 4:00pm Tuesday & Thursday and 10:00am to 4:00pm Saturday & Sunday, excluding Christmas Day, Boxing Day, New Year's Day, Good Friday and Anzac Day.

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- (e) Ensure that no person, other than employees of the Shire or any other party authorised by the Shire in writing, removes any refuse or other material/s from the Facility.
- (f) Immediately notify the Shire in writing of any damage to or loss of any property, plant or equipment.
- (g) Maintain and keep the site and any fixtures at the Facility in good order and in a clean, sanitary and tidy state as per the roles and responsibilities set out in the Operations Manual (Appendix 1);
- (h) The Contractor shall ensure that the green waste is separately stockpiled. Prior to entry to the site, all green waste is to be checked for rubbish contamination. Any rubbish found is to be removed from the green waste prior to disposal.
- (i) The Contractor shall contact the Shire to arrange for green waste collected at the facility to be mulched, a minimum of once per annum or more frequently as required to control the stockpile. The cost of mulching the green waste shall be the responsibility of the Shire.
- (j) The Contractor shall receive and sort from the Waste Transfer Station, all recyclables including glass, aluminium cans, paper, plastics and other recyclable items. Purchase and sale of these items is entirely the Contractor's responsibility and benefit.
- (k) The Contractor agrees to accept the exclusive licence and right during the term of this Agreement to salvage and remove all material required by the Contractor on the Boyup Brook Waste Transfer Station.
- (l) The Contractor shall not salvage or remove any material that is not recyclable or saleable or is of a toxic or hazardous nature.
- (m) The rights of the Contractor to remove material as provided for in this agreement is subject to the overriding right of the Shire to remove any material from the site for its own use on the prior written authority from the Shire.
- (n) The Contractor may employ or engage persons ("the workers") to assist him/her in the performance of his/her rights and obligations under this Agreement, PROVIDED THAT:
 - (i) the workers shall work at the direction of the Contractor;

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- (ii) the workers shall at all times be the employees or contractors of the Contractor;
 - (iii) the Contractor shall be responsible for the remuneration of the workers;
 - (iv) the Contractor shall not employ or engage the assistance of a person who is not insured in accordance with Clause 4.2 hereof; and
 - (v) the Contractor shall not employ or engage the assistance of a person who in the reasonable opinion of the Shire is not a fit and proper person for the Contractor to employ or engage, or who fails to assist the Contractor in the performance of his rights and obligations in a proper and workmanlike manner.
- (o) The Contractor shall not assign any portion of the Contract unless approval is given by the Shire in writing.
- (p) The Contractor shall be issued with a written Authority to Salvage and remove material as provided herein and shall at all times carry the Authority issued to him by the Shire to conduct salvaging at the site and is expressly empowered by the Shire to direct any person found salvaging or removing or attempting to salvage or remove material to cease.

8.2 Opening the Facility

To open the facility for use between the hours outlined in the Operations Manual or as directed by the Shire.

8.3 Fee Collection and Recording

- (a) Ensure that every person using the facility are holders of the Shire of Boyup Brook Tip Pass, or otherwise, pays to the Contractor the fee applicable as stipulated in the Schedule of Fees and Charges adopted annually by the Shire.
- (b) Deliver all fees and charges collected to the Shire on a monthly basis.
- (c) At the Contractor's risk, retain and keep in safe custody on behalf of the Shire all monies collected from persons admitted to the facility.
- (d) At the expense of the Contractor insure and keep insured all monies collected by the Contractor for the Shire against loss by theft or otherwise.
- (e) Keep proper books of account and record therein all monies collected on behalf of the Shire and make this book available to the Shire upon request.

- (f) Collect proceeds from the sale of items from the Tip Shop and issue receipts for all sales.

8.4 Reporting and Recording Data

The Contractor shall record on the summary sheets provided the following details on each load of waste disposed of at the facility:

- (a) the number and type of vehicles using the facility; and
- (b) the type of waste disposed:
 - (i) from this information the weekly summary sheets shall be completed by the Contractor; and
 - (ii) examples of the daily and weekly summary sheets are included in the Operations Manual.
- (c) the Contractor shall present with each monthly invoice the daily and weekly summary sheets as well as any additional information requested by the Shire. No invoices shall be paid unless all the requested information accompanies the invoice; and
- (d) the Contractor shall prepare and present on the first day of January and June of each year of the contract period a report on all matters of note concerning the management and operation of the facility. The report is to include the following:
 - (i) an evaluation of the operating hours of the facility;
 - (ii) any problems associated with the management of the site;
 - (iii) any suggestions for the improvement of the facility; and
 - (iv) any other matters relating to the operation or management of the facility.

8.5 Presentation of Site

The site shall be presented in a clean and tidy condition at all times throughout the duration of this contract. If waste has been disposed of at the front gate outside of normal operating hours, the Contractor shall collect the waste and place it in the relevant bin/area. If this occurs the Contractor shall contact Shire of Boyup Brook Rangers who will attempt to identify the perpetrator.

8.6 Excess Refuse

The Contractor shall be obliged to pick up or collect or remove rubbish which is:

- (a) refuse or waste of any sort stacked around bulk bins; or
- (b) overloaded bulk bins.

8.7 Access to Site

- (a) The Contractor shall be given access to the site by way of a key. The Contractor shall monitor, wherever possible the illegal access to the site and report any access to the Shire.
- (b) The Contractor, the Shire and representatives of the Shire shall be the only bodies authorised to have a key to the facility.
- (c) Upon acceptance of this Contract and on the day of orientation, the Contractor shall be issued with a key/s and all other relevant information regarding the site.
- (d) The Contractor shall sign for the key/s and from that time on, shall be responsible for the safe keeping of it.
- (e) If the Contractor should lose the key, he/she shall notify the Shire immediately who will arrange for a replacement.
- (f) The key shall not be duplicated without the prior approval of the Shire.
- (g) Any staff member wishing a key to access the site shall first gain permission from the Shire and shall sign for the key.

8.8 Hours of Operation and Extra Work

- (a) The hours of operation of the Boyup Brook Waste Transfer Station shall be in accordance with the scope of hours indicated in the Operations Manual or as directed by the Shire.
- (b) No additional hours shall be recognised without the prior approval of the Shire.
- (c) The Contractor is to monitor the hours of operation so as to ensure the scope of hours is effectively catering for the users of the facility.
- (d) The Contractor shall make any recommendations to the Shire regarding the hours of operation whenever necessary.
- (e) The hours of operation, however, shall not change unless previously agreed to, in writing by the Shire.

- (f) No claim for additional hours worked shall be recognised unless prior agreement by the Shire has been granted.

8.9 Operations Manual

- (a) The Operations Manual (Appendix 1) will provide the Contractor with information relating to the management of the facility and shall be read in conjunction with this contract document.
- (b) The Operations Manual may be changed from time to time at the discretion of the Shire to reflect the requirements of the Shire.
- (c) Any changes shall be discussed with the Contractor prior to implementation.
- (d) Where these changes involve a change to the operational hours as determined by the shire worked by the Contractor, these hours shall be charged at a mutually agreed upon hourly rate prior to the change being implemented.
- (e) All other changes of a minor nature will be negotiated and shall be mutually agreeable to the Contractor and the Shire before implementation.
- (f) The Shire may, without prejudice, discharge the Contract and retender if agreement cannot be reached.

8.10 Machinery

- (a) The Contractor shall provide a loader, and prime mover (capable of operating on unsealed and uneven ground) that can suitably undertake the following type of work or any other type which may reasonably be expected to be undertaken in the management of the facility:
 - (i) clean and tidy around bulk bins and transfer station;
 - (ii) empty semi tipper trailer of general waste;
 - (iii) push up and keep neat and tidy the green waste stockpile;
 - (iv) load steel and white goods into bulk bins if required; and
 - (v) any other use which may be required during the operation and management of the facility.
- (b) The Contractor shall maintain all machinery and equipment and provide a detailed list of such machinery to the Shire.

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- (c) Any additional machinery charge will not be recognised without the prior written approval of the Shire.
- (d) The Shire may, from time to time, request the contractor to undertake additional machine work around the site. This work is to be charged at the hourly rate submitted in the Pricing Schedule.

8.11 Shire to Supply

The following materials shall be supplied by the Shire free of charge to the Contractor. The Contractor shall collect these materials from the Shire of Boyup Brook upon request.

- (a) spreadsheets for the recording and reporting of disposal data;
- (b) money box – lockable;
- (c) duplicate receipt book; and
- (d) lockable box to store Hazardous Waste Manifest and Site Map.

8.12 Contractor to Supply

The Contractor shall provide all other materials, plant and equipment which may be necessary for the satisfactory completion of the service. These shall include but shall not be limited to the following:

- (a) vehicle and fuel;
- (b) suitable machinery to be used in accordance with Clause 6.4.10;
- (c) all fuel, oil and maintenance;
- (d) Crib hut/site office
- (e) telephone and/or mobile; and
- (f) computer with email and/or fax machine.
- (g) additional storage facilities
- (h) Test & tag equipment

8.13 Performance

The Contractor's performance under this section of the Contract shall be assessed by the Shire based on the following criteria:

- (a) Contractor and staff conduct themselves in professional manner;

- (b) Contractor and staff are polite and helpful to the users of the facility;
- (c) Contractor and staff performs duties in accordance with the Operations Manual, this Contract and as directed by the Shire;
- (d) the site is maintained in a clean and tidy condition at all times;
- (e) Contractor provides records, reports and recommendations in a timely and efficient manner;
- (f) complaints are kept to a minimum; and
- (g) Contractor and staff adhere to all OH&S guidelines and operate with safe work practices.

8.14 Excusable Delay

The Contractor shall not be liable for delay in the provision of this Contract which is caused directly or indirectly by Acts of God, strikes, fire, flood, riot, civil commotion, outbreak of war, acts of hostility, acts of Government in its sovereign capacity, unusually severe weather which prohibits service on Occupational Health and Safety grounds or any other cause beyond the reasonable control of the Contractor.

8.15 Contractor's Administration

The Contractor shall keep and maintain accurate records of all works, matters and things undertaken by the Contractor for or in relation to the fulfilment of the Contractor's obligations under this contract and provide such information to the Shire as requested.

8.16 Contact Numbers

The Contractor shall at all times during the term of this contract and any extension thereof provide a telephone answering service to enable the Shire of to contact the Contractor at all times during normal working hours.

8.17 Contractor's Staff

- (a) The Contractor shall at all times during the term of this contract provide and use only competent, qualified and (where necessary) licensed staff to use and/or operate all plant and equipment provided by the Contractor and to carry out and effect all of the obligations to be performed and observed by the Contractor.
- (b) The Contractor is to use reasonable endeavour to ensure that staff is sober and not under the influence of drugs while performing the requirements of the contract.
- (c) Staff shall conduct themselves towards the public in a civil and inoffensive manner.

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9. TENDER OFFER

9.1 General and Corporate Information

The Tenderer shall complete and submit all sections of Part 7. Where an Item is not applicable, it should be marked N/A and an explanation provided, where appropriate, of why it is not applicable.

9.2 Organisation Profile and Referees

Attach your organisation profile.	Attachment 1 <input type="checkbox"/> Tick <input type="checkbox"/> if attached
If companies are involved, attach their current ASC company extracts search including latest annual return.	Attachment 2 <input type="checkbox"/> Tick <input type="checkbox"/> if attached
Attach details of your referees. You should give examples of work provided for your referees where possible.	Attachment 3 <input type="checkbox"/> Tick <input type="checkbox"/> if attached

9.3 Agents

Are you acting as an agent for another party?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, attach details (including name and address) of your principal.	Attachment 4 <input type="checkbox"/> Tick <input type="checkbox"/> if attached

9.4 Trusts

Are you acting as a trustee of a trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, in an attachment; (a) give the name of the trust and include a copy of the trust deed (and any related documents); and (b) if there is no trust deed, provide the names and addresses of beneficiaries.	Attachment 5 <input type="checkbox"/> Tick <input type="checkbox"/> if attached

9.5 Sub-Contractors

Do you intend to subcontract any of the Requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, attach details of the subcontractor(s) including the name, address, location of premise and the number of people employed.	Attachment 6 <input type="checkbox"/> Tick <input type="checkbox"/> if attached

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9.6 Conflicts of interest

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or is any such conflict of interest likely to arise during the Contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.	Attachment 7 <input type="checkbox"/> Tick <input type="checkbox"/> if attached

9.7 Financial Position

Are you presently able to pay all your debts in full as and when they fall due?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attach a financial profile for you and each of the other proposed contracting entities together with a list of financial referees.	Attachment 8 <input type="checkbox"/> Tick <input type="checkbox"/> if attached

9.8 Quality Assurance

Does your organisation have this or any quality assurance or quality assurance systems?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you propose to subcontract, does your subcontractor have a "third party" quality management system in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Supply evidence or details of your quality assurance position and where relevant of your supplier's or subcontractor's position.	Attachment 9 <input type="checkbox"/> Tick <input type="checkbox"/> if attached

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9.9 Insurance Coverage

The insurance requirements for this Request are stipulated at Clause 5.2. Tenderers are to supply evidence of their insurance coverage in a format as outlined below. A copy of the Certificate of Currency is to be provided to the Principal within ten days of acceptance.	Attachment 10 <input type="checkbox"/> Tick <input type="checkbox"/> if attached
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Type	Insurer Broker	Policy Number	Value (\$)	Expiry Date
Public Liability				
Professional Indemnity Insurance				
Workers Compensation Insurance				

Failure to provide details of insurance coverage in accordance with the specified insurance levels may eliminate the Tender from consideration at the Principal's discretion.

10. RESPONSE TO SELECTION CRITERIA

10.1 Compliance Criteria

Have you complied with the Specifications contained in this Request?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you complied with the Conditions of Tendering contained in this Request?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you complied with and completed the price schedule?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you complied with and completed the alternate treatment schedule?	Yes <input type="checkbox"/> No <input type="checkbox"/>

10.2 Qualitative Criteria

Before answering the qualitative criteria, Tenderers shall note the following:

- (i) all information relevant to your answers should be contained within your Tender to each criterion;
- (ii) tenderers shall assume that the Evaluation Panel has **no** previous knowledge of your organisation, its activities or experience;
- (iii) tenderers shall provide full details for any claims, statements or examples used to address the qualitative criteria; and
- (iv) tenderers shall address each issue outlined within a qualitative criterion.

PART 2 – COMPLETE AND RETURN THIS PART

10.3 Cost of Service

Financial Criteria Provide details of cost associated to the management of the facility.	Attachment 11 <input type="checkbox"/> Tick <input type="checkbox"/> if attached
---	---

10.4 Experience, Capability and Past performance.

Provide evidence of experience, capability and any past performance in managing bulk waste and rural shire transfer stations.	Attachment 12 <input type="checkbox"/> Tick <input type="checkbox"/> if attached
---	---

10.5 Plan for proposed Services

Provide a proposed plan for services in managing bulk waste and operating a transfer station.	Attachment 13 <input type="checkbox"/> Tick <input type="checkbox"/> if attached
---	---

10.6 Occupational Safety & Health

Provide details of the Occupational Safety & Health systems in place and to be provided for works of this nature. This may include: Occupational Safety & Health Policy Site Safety Management Plan Safe Work Method Statements	Attachment 14 <input type="checkbox"/> Tick <input type="checkbox"/> if attached
---	---

10.7 Quality Assurance

Provide details of the local/regional content to be used to deliver this contract. Focus on quality assurance	Attachment 15 <input type="checkbox"/> Tick <input type="checkbox"/> if attached
--	---

PART 2 – COMPLETE AND RETURN THIS PART

10.8 Risk Management

Provide details of the Risk Management systems in place and to be provided for works of this nature. This may include: Risk Management Plan	Attachment 16 <input type="checkbox"/> Tick <input type="checkbox"/> if attached
---	---

10.9 Environmental Management

Provide details of the Environmental Management systems in place and to be provided for works of this nature. This may include: Environmental Management Plan	Attachment 17 <input type="checkbox"/> Tick <input type="checkbox"/> if attached
---	---

10.10 Price Information and Schedules

- (i) Tenderers must complete and submit a pricing schedule as set out in the tender documentation. **A lump sum pricing total to be submitted.**
- (ii) A conforming tender must be submitted. Alternative tenders may also be submitted if fully inclusive of all associated costs including design fees.
- (iii) Before completing the Price Schedule, Tenderers should read the entire Request.
- (iv) Tenderers are also encouraged to complete the Alternate Treatment Schedule indicating the cost saving (inclusive of associated margins) for the removal or substitution of some requirements of the design/specification (specified in the schedule).

10.11 Discounts

Are you prepared to allow a discount for prompt settlement of accounts?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment.	Attachment 18 <input type="checkbox"/> Tick <input type="checkbox"/> if attached

PART 2 – COMPLETE AND RETURN THIS PART

10.12 Pricing Schedules

(a) Waste Transfer Station Management

Tenderers must complete the following "Price Schedule". Before completing the Price Schedule, Tenderers should ensure they have read the entire request.

Three Year Period

Description of Work	Fortnightly Rate (GST Exc)	GST	Fortnightly Rate (GST Inc)
Management of Transfer Station			

Machine hire (includes plant & operator)

Description of Work	Hourly Rate (GST Exc)	GST	Hourly Rate (GST Inc)
Loader and/or /backhoe			
Prime Mover			

Lump Sum	Lump Sum (GST Exc)	GST	Lump Sum (GST Inc)
Management of Transfer Station including Plant and Equipment and bulk waste transfers			

Tenderer

Signed

Dated

Schedule of Equipment

Description of machinery and equipment to be used

.....

.....

.....

PART 2 – COMPLETE AND RETURN THIS PART

(b) Bulk General Waste Transfer

Item Description	Price tendered, per tonne of general waste transferred (Ex GST)	GST	Price tendered, per tonne of general waste transferred (Inc GST)
Supply of Bulk Waste Transfer and Transportation of General Waste to Boyup Brook Land fill (per Tonne)			

Item Description	Price tendered, per skip bin transported (Ex GST)	GST	Price tendered, per skip bin transported (Inc GST)
Supply of Bulk Waste Transfer and Transportation of E-Waste, Plastic, Cardboard and Glass to Perth/Bunbury (per Trip)			

Tenderer

Signed

Dated

PART 2 – COMPLETE AND RETURN THIS PART

11. OFFER FORM

To: The Chief Executive Officer, Shire of Boyup Brook

Name: _____

Address: _____

ABN: _____

ACN: _____

Tel: _____

Fax: _____

E-Mail: _____

Web: _____

I/We agree that I am/We are bound by, and will comply with:

- (a) I/We agree that I am/We are bound by and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.
- (b) The Tendered price is valid up to ninety calendar days from the date of the Tender closing unless extended on mutual agreement between the Principal and the Tenderer in writing.
- (c) I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.
- (d) The Tendered consideration is as provided under the Price Schedule in the prescribed format and submitted with this Tender.

Dated this _____ day of _____ 2020

Signature of Authorised Signatory of
Tenderer

Witness Signature

Name of Authorised Signatory
(PLEASE PRINT)

Name of Witness (PLEASE PRINT)

Position

Position

Address

Address

12. SAFETY AND WORK PRACTISE REQUIREMENTS

CONTRACTOR TO SIGN THIS FORM AND RETURN WITH TENDER SUBMISSION / DOCUMENT(S)

- (a) All Contractors shall ensure that they, their plant, equipment and personnel comply with the Occupational Safety and Health Act 1984 and the Occupational Health Safety and Welfare Regulations of 1988.
- (b) In addition, all personnel shall comply with the safety standards of the Shire, especially with regard to safety footwear, high visibility vests and minimum standard of clothing for sun protection (long sleeve high viz shirt with collar and long pants). All necessary safety equipment shall be provided by the Contractor.
- (c) The Shire is committed to providing a safe and healthy workplace for staff, contractors and visitors. Accordingly, Council recognises its general duty of care obligations as an employer, under the relevant schedules of Occupational Safety and Health Act 1984, and as such requires that any person engaged by Council to perform work shall comply with any prescribed standards, rules and requirements to ensure that the risk of personal injury, plant or property damage or any other accidental loss or environment damage are so far as is practicable, diminished.
- (d) The Contractor is required to comply with local site rules and regulations. This includes but is not limited to:
 - (i) observing smoking regulations (smoke Free Zone);
 - (ii) the ban of use of illegal drugs, alcohol consumption or carrying of live ammunition or firearms on site;
 - (iii) the ban of having accompanying children on site;
 - (iv) observe housekeeping rules;
 - (v) use and/or wear personal protective equipment as specified; and
 - (vi) appropriate clothing for sun protection (long sleeve shirt with collar)
- (a) As the Contractor engaged by Council, you will be informed about your obligations and you may be required to attend or receive induction training prior to commencement on site. (This may include information about first aid kit locations, Danger and Out of Service tag procedures or emergency evacuation information or location of fire-fighting equipment).

Tenderer: _____

Signed: _____

Dated: _____

13. COUNCIL POLICY COMPLIANCE

**CONTRACTOR TO SIGN THIS FORM AND
RETURN WITH TENDER SUBMISSION /
DOCUMENT(S)**

- (a) To comply with Council Policies, Contractors should be aware and receive a copy of Council's Safety Handbook.
- (b) Contractors will be required to provide proof of relevant insurance coverage or certificates of competency and contractors are required to report any injury, damage or loss to plant and property to the relevant council officer arranging the service.

The Contractor shall at all times conform strictly to the provisions of all site regulations as issued. Breaches may jeopardize future work with council. You are urged to consider these issues and to ask questions if unsure.

Tenderer: _____

Signed: _____

Dated: _____

Tender for: Waste Management and Bulk Waste Transfer



Memorandum of Understanding

Between the

[Insert Timber Company]

and the

Shire of Boyup Brook

for RAV Heavy Haulage

This MEMORANDUM OF UNDERSTANDING is made on the
day of 2020

BETWEEN

[insert Timber Company] of [address, State].

AND

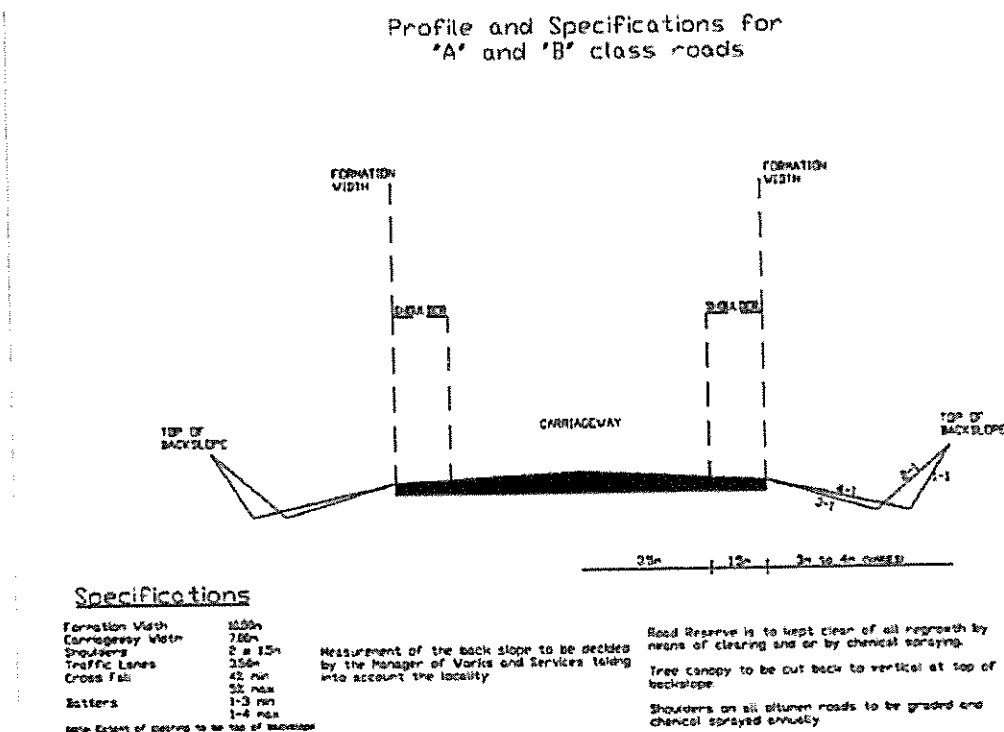
SHIRE OF BOYUP BROOK of Abel Street, Boyup Brook.

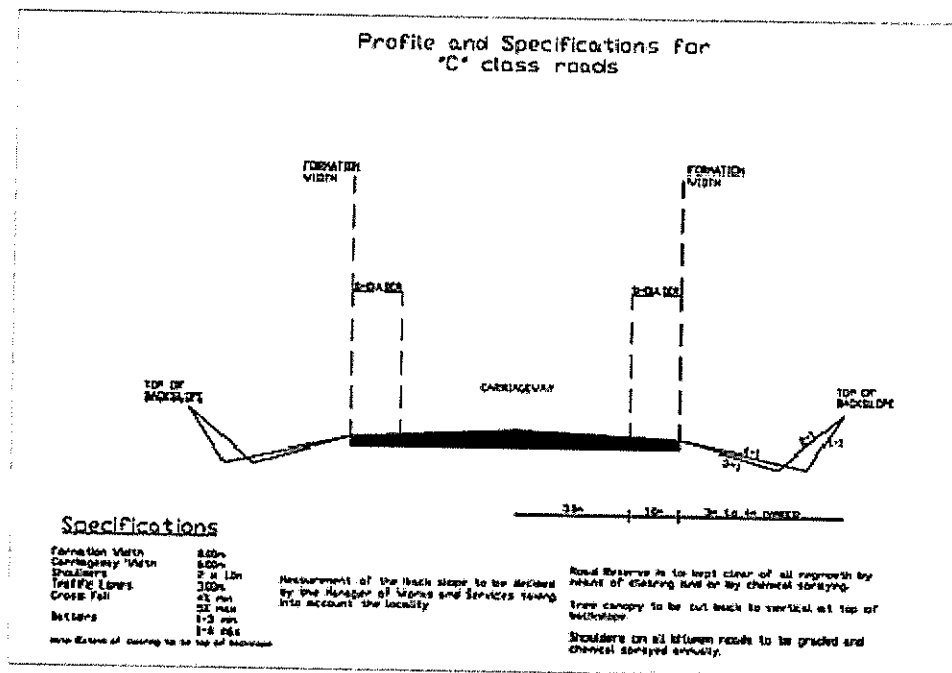
The parties wish to enter into a Memorandum of Understanding (MoU) for RAV Heavy Haulage on [insert roads] in the Shire of Boyup Brook.

This agreement sets out the operational requirements on the following terms:

1. This arrangement will commence on [insert date] and ending on the [insert date] for a period of six months. Either party is able to withdraw from this agreement with 3 (three) weeks written notice by either party.
2. All heavy vehicle permits be obtained from Main Road WA;
3. Nominate a contact person in relation to the maintenance of the roads;
4. Undertake per haulage inspections of roads to the satisfaction of the Works Manager or equivalent.
5. The permit holder is to letter drop to immediate neighbours advising of haulage operations, likely impacts, duration of projects and other relevant details to the haulage operations at least 1 week prior to haulage commencing;
6. Speed limits being limited to 60km/hr on unsealed roads, 80km/hr on sealed roads without pavement markings, 90km/hr on sealed roads with paving markings and 50km/hr within townsites (unless a lower speed signage is displayed);
7. Suitable sign posting for traffic as per Australian Standards AS1742.3-2002, with signs identifying truck movements to be placed at the entrance and exit of the property. Compliance with additional conditions as specified in the Haulage Traffic Management Plan.

8. All owners / operators adhering to any road closures as specified in Section 3.50 of the Local Government Act 1995 and refraining from driving heavy vehicles on roads affected by wet weather conditions.
9. School bus operators and/or the local school being notified, by the permit holder, of the commencement date and the anticipated duration, at least 1 week prior to the commencement of harvest. No haulage is to take place on school bus routes during school bus times except on roads included in the Main Road Permitted Network System.
10. Harvest manager / haulage operator to contact school bus companies for schedules and route details.
11. All gravel roads covered under the MOU be graded and maintained by the timber company at the timber company's expense during the period stipulated in the MOU.
12. The Council be advised of any seal failures on bitumen roads within 24 hours so appropriate actions can be arranged.
13. All roads are reinstated to pre haulage condition, by the responsible timber company at the completion of harvest according the drawings below; Post and pre haulage works are to be signed off by both the Harvest Manager and the Manager for Works, or equivalent.





14. Appropriate dust suppression measures be undertaken by the timber company when carting on gravel roads adjacent to houses in close proximity.
15. Supply fortnightly copies of delivery dockets, of all loads delivered to the various ports.
16. On the signing of this agreement the [insert timber company] and the Shire of Boyup Brook make a binding commitment in accordance with the terms held within this agreement.

[Insert Name]: _____
[Insert Timber Company]

Date: _____

Chief Executive Officer: _____
Shire of Boyup Brook

Date: _____

Policy W.08 Crossovers

Objective

To provide design criteria that is uniform and practical;
To provide safe access for vehicle and pedestrian traffic with minimal impact to road infrastructure assets and streetscape aesthetics;
To ensure best practice for storm water management;
To outline compliance requirements for subsidy eligibility.

Scope

This policy applies to the construction of all new crossovers, and the modification to an existing crossover for the purpose of accessing a property within the Shire of Boyup Brook.

Statement

The following is the Council's policy in relation to crossovers.

Introduction

Approval must be sought and obtained from the Shire of Boyup Brook for crossovers prior to the commencement of any construction. The design and construction requirements outlined in this Policy have been developed in reference to the "WALGA" Guidelines and Specifications for "Residential, Industrial and Rural Crossovers", with minor variations made to suit local conditions.

Crossover Subsidy

Owner/Builder shall arrange for the construction of the crossovers by a nominated private contractor. The Shire will subsidise half the cost 50% of a standard **3.0m** wide crossover (measured at boundary /6.0m at road edge) per Urban property *(to a maximum value of \$800 for a new crossover without culvert or to a maximum of \$1500 for a new crossover with new culvert & headwalls)* subject to the crossover conforming to the Shire of Boyup Brook specifications.

- The crossover has been constructed in accordance with the Shire of Boyup Brook requirements and has received approval prior to construction.
- Where vehicle crossover prevents stormwater flow within the table drains, a culvert including headwalls must be provided.

This payment is subject to the construction of the crossover being completed within six (6) months of the approved application, also following inspection and confirmation of compliance.

Crossover subsidy will not be available for gravel crossovers without a culvert.

Owner/Builder shall arrange for the construction of the crossovers by a nominated private contractor. The Shire will subsidise half the cost 50% of a standard **4.0m** wide crossover (measured at boundary /6.0m at road edge) per Industrial/Commercial property *(to a maximum value of \$1000 for a new crossover without culvert or to a maximum of \$1700 for a new crossover with new culvert & headwalls)* subject to the crossover conforming to the Shire of Boyup Brook specifications.

- The crossover has been constructed in accordance with the Shire of Boyup Brook requirements and has received approval prior to construction.
- Where vehicle crossover prevents stormwater flow within the table drains, a culvert including headwalls must be provided.

This payment is subject to the construction of the crossover being completed within six (6) months of the approved application, also following inspection and confirmation of compliance. Crossover subsidy will not be available for gravel crossovers without a culvert.

Owner/Builder shall arrange for the construction of the crossovers by a nominated private contractor. The Shire will contribute a maximum of **8.0** metres of stormwater pipes (if required) as its half contribution towards the first crossover off a gravel road (measured at the boundary /10.0m at the road edge) per Rural property (*to a maximum of 8.0 metres stormwater pipes for a new crossover with new culverts & headwalls*) subject to the crossover conforming to the Shire of Boyup Brook specifications.

Where a crossover is proposed off a sealed road, the crossover shall also be sealed and drained and the subsidy will be as per gravel crossovers. All special rural developments require a sealed crossover where a sealed road frontage exists.

- The crossover has been constructed in accordance with the Shire of Boyup Brook requirements and has received approval prior to construction.
- Where vehicle crossover prevents stormwater flow within the table drains, a culvert including headwalls must be provided.

This payment is subject to the construction of the crossover being completed within six (6) months of the approved application, also following inspection and confirmation of compliance. Crossover subsidy will not be available for gravel crossovers without a culvert.

No subsidy will be paid for the construction of crossovers on non-rateable properties.

Number of Crossovers

One crossover per single title property is permitted with the following exceptions subject to the Works Managers approval;

- Properties located on street corners;
- Group dwellings and non-residential areas where additional crossovers have been approved as part of a planning application.
- Rural Properties, such as farms
- Properties which require a second access for off street parking on private property.

In these cases, assessment of a second crossover request will give consideration to the following:

- A second crossover does not obstruct sight distance of the primary crossover.
- A second crossover does not have obstructed sight distance by verge vegetation, structures or road geometry;
- Footpath pedestrian users are not at any additional safety risk;
- The property is not group rated where single titles apply.

In the case where a second crossover is approved, no crossover subsidy will be provided.

Vehicle crossovers that are no longer required, or no longer connect with an internal driveway or parking area may be required to be removed at the discretion of the Manager Works Services and at the cost of the property owner.

Footpaths

All crossovers proposed to be built on a verge which is identified to have a footpath constructed by Council must be constructed in a material that is approved by Shire of Boyup Brook. When the Shire constructs new footpaths that intersect existing crossovers the footpath will not be constructed through the crossover unless:

- The crossover is not built to the Shire's specification;
- The crossover will inhibit the footpath being constructed to relevant standards and guidelines;
- In the opinion of the Shire the Crossover is unsafe or does not provide a fit for purpose use.

Street Trees

Crossovers should not be constructed closer than 1.5 metres from the base of the tree when fully mature. Any damage caused to crossovers by street trees shall be rectified by the Shire of Boyup Brook at their own cost unless:

- The crossover has been built closer than 1.5 metres to the tree;
- The tree has been planted without permission from the Shire of Boyup Brook;
- The damage caused by the tree is not considered by the Shire of Boyup Brook to be a safety hazard or affect the structural integrity of the crossover (where applicable). In these cases, the cost to rectify will be borne by the property owner.

Crossover Maintenance

The property owner is responsible for the maintenance of crossovers. Any footpath that intersects the crossover will be maintained by the Shire of Boyup Brook.

Conflict with Asset Infrastructure

Any relocation or amendment cost to Shire owned assets and underground services resulting from the construction of the proposed crossover will be borne by the property owner.

Rural Access

Acceptable Material:

- Compacted Gravel - min150mm

Gravel material is expected to achieve a compaction to 98% of maximum dry density, making a total minimum consolidated thickness of not less than 150mm. Gravel must be free from stones retained on a 25mm sieve, clay lumps, building rubbish and other vegetative matter.

- Two coat bituminous seal – 14/7mm or 10/5mm

Width: 3.0 meters (minimum)
11 meters (maximum)

Drainage: A culvert including headwalls must be provided if the vehicle crossover prevents stormwater flow within the table drains. Reinforced concrete drainage pipes shall be Class "4" unless otherwise required by Council with a minimum diameter of 375mm. Minimum cover over the pipes must be 300mm.

Taper: 2m at 45 degrees both sides from road edge (optional)

Urban Access

Acceptable Material:

- Concrete - 150mm (Residential) 25Mpa Min Concrete Strength, Steel reinforcing may be used to reduce cracking or increase strength for crossovers that will have heavy vehicles on them.
- Concrete - 150mm reinforced (Industrial & Commercial) 25Mpa Min Concrete Strength.
- Brick Paved - Trafficable 50mm (Residential)
- Asphalt – 30mm
- Two coat bituminous seal – 14/7mm or 10/5mm

Width: 3 meters minimum, 6 meters maximum (residential)
3 meters minimum, 10 meters maximum – (Industrial & Commercial)

Drainage: 375dia (min) Concrete reinforced pipe with (if applicable) Precast concrete headwalls. Kerbing: Mountable kerb type (if applicable)

Taper: 2m at 45 degrees both sides from road edge (optional)

General Conditions

- All variations to be approved by Manager Works Services and paid in full by owner/applicant.
- Maximum dimensions of access apply.
- Crossovers are to be constructed perpendicular to the property boundary with a minimum clearance of 0.75 metres from a side boundary.
- Any alteration to the verge, path or crossover that encroaches onto the land of a neighbouring property will be carried out at the proponent's cost. The applicant must notify the neighbour of the proposed works prior to applying to Council for approval. Council must be provided with a copy of the written agreement from the neighbour with the application for the crossover;
- Approved multiple access to be separated by a minimum of 10 metres at the roadside.
- On corner locations, no crossover, or any portion of the crossover including splays is to be constructed closer than 6.0m from the line of the intersection of the road reserve boundary alignments.
- Crossovers shall be located at a minimum distance to obstructions as follows:

Side-entry pits: 1.0m

Street trees: 1.5m

Utility boxes: 1.0m

Street Lights: 1.0m (as required by Western Power's Guidelines for Placement of Power Poles within Road Reserves in Built-Up Areas, 2006)

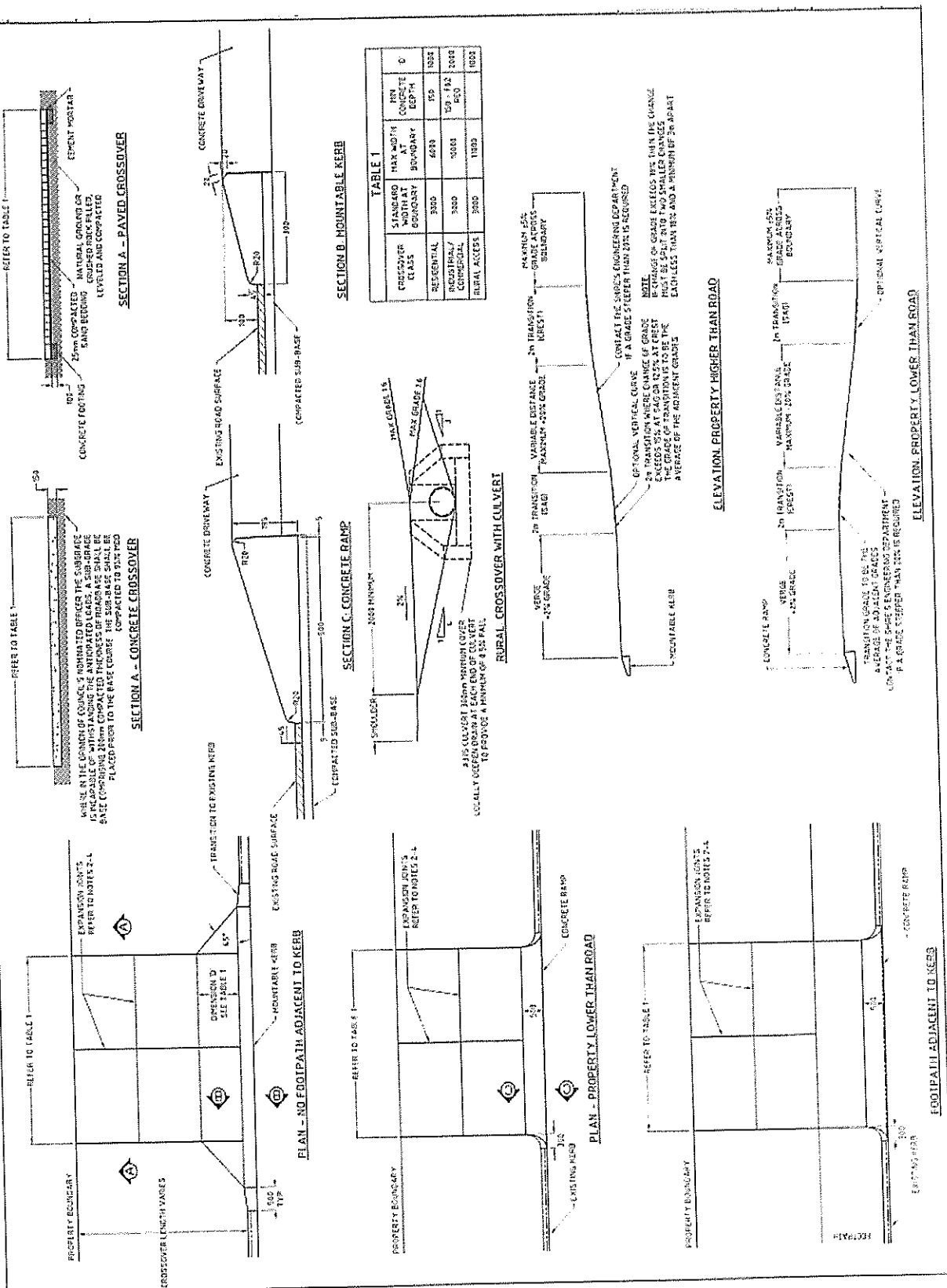
- If crossovers must be constructed within this distance, the obstruction shall be relocated wherever possible. Where an existing tree is within 1.5 metres of a proposed crossover, advice shall be obtained from Manager Works Services on the future size of the tree and the advisability of it being retained. The written approval of the Shire is required for all street tree removals;
- Sufficient storage length must be provided (crossover length) for a vehicle to stand clear of the carriageway. Where the entrance has a gate, the set back from the edge of the carriageway to the gate shall be a minimum of 6m to allow for this.

- Path construction guidelines dictate a maximum crossfall of 2.5% to cater for people who have a disability (Austroads Guide to Road Design 6A, Clause 7.6). To allow the path to shed water and to avoid ponding, a crossfall of 2.0-2.5% is recommended.
- To provide smooth transition from the road edge to the crossover and particularly to the pedestrian path in the most highly constrained situation, the kerb profile must provide 160mm vertical rise from the invert of the kerb, over a 500mm distance. Alternatively, a standard mountable kerb profile shall be used.
- Cross fall of the crossover to be such that any storm water falling onto surface will drain off sides into crossover margin which is to be directed to road table drains. No storm water is to flow from crossover directly onto the road surface.
- Where the combined width of residential crossover exceeds 6.0 metres, the two (2) crossovers shall be separated by a minimum 2.0 metres in width, unless specifically approved by the Manager Works Services.
- Applicant is responsible for the cost of any traffic management that may be required to ensure the safety of road users, contractors and pedestrians during the construction of the crossover. Only qualified traffic management personnel shall be used, and all traffic management shall be in accordance with Main Roads Western Australia's code of Practice "Traffic Management for Roadworks" and Australian Standard AS 1742.3 – 2002.

Specifications & Guidelines

For further information, the Shire of Boyup Brook has developed information packages and guidance criteria which outline allowable design and construction standards for crossovers, as well as information on how to apply for the crossover subsidy.

POLICY NO.	W.08
POLICY SUBJECT	Crossovers
ADOPTION DATE	17 June 2004, 16 June 2016
REVISED DATE	27 th August 2020



Shire of Boyup Brook Payments 01/07/2020 - 31/07/2020
(GST Inclusive Accordingly)

Attachment 9.2.1
Council Agenda
27 August 2020

Chq/EFT	Date	Name	Description	Amount
20420	03/07/2020	Harry Douglas Malet	Rates Refund for A7730	-2587.79
20421	03/07/2020	MDA National Insurance Pty Ltd	Principal GP - Professional Indemnity Insurance 2020/21	-14971.64
20422	03/07/2020	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 26/06/2020	-7441.09
20423	03/07/2020	Telstra Corporation Limited	Telephone Across Shire Facilities to 19/06/2020	-292.16
20424	20/07/2020	Building and Construction Training Fund BCITF	BCITF Collected 01/06/2020 to 30/06/2020	-488.78
20425	20/07/2020	Department of Mines, Industry Regulation and Safety BSL	BSL Collected 01/06/2020 to 30/06/2020	-392.77
20426	20/07/2020	Petty Cash	Admin and Medical Petty Cash Recoup 30/06/2020	-45.80
20427	20/07/2020	Pivotel	Trak Spot Tracking Charges Jul2020	-62.00
20428	20/07/2020	Shire of Boyup Brook	BSL and BCITF Commission 01/06/2020 to 30/06/2020	-31.50
20429	20/07/2020	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 27/06/2020	-2590.51
20430	20/07/2020	Telstra Corporation Limited	Telephone Across Shire Facilities to 22/06/2020	-1421.45
TOTAL MUNI CHEQUES to 31 July 2020				-30,325.49

**Shire of Boyup Brook Payments 01/07/2020 - 31/07/2020
(GST Inclusive Accordingly)**

Chq/EFT	Date	Name	Description	Amount
EFT9535	03/07/2020	A & L Printers	Mobile Fuel Tank Tracking Docket Books x 20	-478.00
EFT9535	03/07/2020	A & L Printers	Purchase Order Books x 26	-490.00
EFT9536	03/07/2020	Adam Jenkins Tree Services	GP House - Tree Lopping	-220.00
EFT9537	03/07/2020	AusQ Training	Basic Worksite Traffic Management and Traffic Control Training Course	-3380.00
EFT9538	03/07/2020	Australian College of Rural & Remote Medicine	Principal GP - ACR&RM Membership 2020/21	-430.00
EFT9539	03/07/2020	Australian Services Union	Payroll Deductions	-51.80
EFT9540	03/07/2020	Beesley Holdings Pty Ltd t/as Capital Plumbing and Gas	Tourist Centre Toilets - Repair Disabled Basin Tap	-339.87
EFT9540	03/07/2020	Beesley Holdings Pty Ltd t/as Capital Plumbing and Gas	24 Proctor St - Unblock Drain	-110.00
EFT9540	03/07/2020	Beesley Holdings Pty Ltd t/as Capital Plumbing and Gas	GP House - Plumbing Repairs	-336.84
EFT9540	03/07/2020	Beesley Holdings Pty Ltd t/as Capital Plumbing and Gas	Craft Hut - Install Tap	-317.66
EFT9541	03/07/2020	BizLinQ Technology Pty Ltd	Microsoft Office 365 ProPlus Monthly Subscription Jul2020	-559.94
EFT9541	03/07/2020	BizLinQ Technology Pty Ltd	Microsoft Office 365 ProPlus Monthly Subscription Adjustments for Jun2020	463.96
EFT9542	03/07/2020	Blackwoods (Also Refer Protector Alsaf)	Plant Repairs	-170.40
EFT9542	03/07/2020	Blackwoods (Also Refer Protector Alsaf)	Depot OHS Supplies	-200.48
EFT9543	03/07/2020	Boyup Brook Farm Supplies (Lakewood Downs Pty Ltd)	Purchases May2020	-629.99
EFT9544	03/07/2020	Boyup Brook Medical Services	Pre-employment Medical Admin Employee	-165.00
EFT9545	03/07/2020	Boyup Brook Tyre Service	P177 Tractor John Deere 5083E - Parts	-240.00
EFT9545	03/07/2020	Boyup Brook Tyre Service	P223 Action 2010 Side Tipper Semi Trailer - Repairs	-49.50
EFT9545	03/07/2020	Boyup Brook Tyre Service	P219 Mitsubishi MR4W20 Triton - Windscreen	-380.00
EFT9546	03/07/2020	Boyup Concrete	Road Maintenance - Yellow Sand	-330.00
EFT9547	03/07/2020	Brunswick Welding and Mechanical Solutions	P223 Action 2010 Side Tipper Semi Trailer - Inspection	-188.95
EFT9548	03/07/2020	Bunbury Machinery	P204 Kubota ZD Mower - Parts	-349.29
EFT9549	03/07/2020	Calvin James Patrick Brown	Reimburse Diesel	-20.15
EFT9550	03/07/2020	Daly Winter	Reimburse Catering for Annual BFAC Meeting	-243.50
EFT9550	03/07/2020	Daly Winter	Reimburse Catering for Volunteer Traffic Management Training	-41.45
EFT9551	03/07/2020	Department of Biodiversity, Conservation and Attractions	Southwest Emergency Services Directories x 8	-1040.00
EFT9552	03/07/2020	Dr Michael Griffies	Locum Doctor Hospital Billings May2020	-814.08
EFT9553	03/07/2020	Dwayne Black	Rylington Park - Shearing School Jun2020	-2297.34
EFT9554	03/07/2020	Elizabeth Leonie Rear	Reimburse Catering for Council Meeting Jun2020	-64.90
EFT9555	03/07/2020	Fuel Brothers WA.Com Pty Ltd	Fuel May2020	-207.23
EFT9556	03/07/2020	Greenacres Turf Group	Admin Building Garden - Turf	-490.00
EFT9557	03/07/2020	Hales Electrical	Admin Building - Electrical Repairs	-220.00
EFT9558	03/07/2020	Hales Electrical	Football Club - Electrical Repairs	-275.00
EFT9559	03/07/2020	Janelle Hauiti	Rylington Park - Shearing School Jun2020	-2531.34
EFT9560	03/07/2020	Jonor Construction Pty Ltd	Collie South East Road Bridge 4872 - Additional Repairs	-21433.39
EFT9561	03/07/2020	Komatsu Australia Pty Ltd	Plant Maintenance - Oils	-485.58
EFT9561	03/07/2020	Komatsu Australia Pty Ltd	P212 Komatsu 55S Grader - Parts	-401.72
EFT9562	03/07/2020	Manjimup Liquid Waste	Rylington Park - Septic Pump Out	-680.00
EFT9562	03/07/2020	Manjimup Liquid Waste	24 Proctor St - Septic Pump Out	-480.00
EFT9563	03/07/2020	Mark Stanton	Rylington Park - Shearing School Jun2020	-2342.34
EFT9564	03/07/2020	Natasha Marjorie Minson	Reimburse Depot Uniform and PPE Costs	-611.60
EFT9565	03/07/2020	Neverfail Springwater Limited	Medical Centre Water Supply Jun2020	-29.65
EFT9565	03/07/2020	Neverfail Springwater Limited	Chambers Water Supply Jun2020	-58.05
EFT9566	03/07/2020	Nuturf a division of AMGROW AUSTRALIA Pty Ltd	Hockey Grounds - Chemical	-588.50
EFT9567	03/07/2020	Paul Hick	Rylington Park - Shearing School Jun2020	-2527.07
EFT9568	03/07/2020	Peter House	Reimburse White Card Traffic Management Training for BFB	-59.00
EFT9569	03/07/2020	QK Technologies Pty Ltd	QikKids Annual Licence 2020/21	-1386.00
EFT9570	03/07/2020	Rear's Electrical & Mechanical Services Pty Ltd	Rylington Park - Testing and Tagging	-231.00
EFT9570	03/07/2020	Rear's Electrical & Mechanical Services Pty Ltd	1 Rogers Ave - Repair Lights and TV Aerial	-174.38
EFT9571	03/07/2020	Rear's Electrical & Mechanical Services Pty Ltd	GP House - Remove 2xGPOs	-115.50
EFT9572	03/07/2020	Surgical House Pty Ltd	Medical Supplies	-251.56
EFT9572	03/07/2020	Terry Cartwright	Rylington Park - Shearing School Jun2020	-2431.84
EFT9573	03/07/2020	The Trustee for the Sanderson Family Trust (Peter Sanderson)	Repair and Maintenance of Various Shire Buildings Jun2020	-571.06
EFT9574	03/07/2020	Toll Transport Pty Ltd	Freight Jun2020	-10.73
EFT9575	03/07/2020	Top Marks IT Solutions	Rylington Park - IT Support	-90.00
EFT9576	03/07/2020	Treehouse Coffee Lounge (Webb & Troeger)	Catering Jun2020	-240.00
EFT9577	03/07/2020	Vanessa Crispe	Reimburse Depot PPE	-311.00
EFT9578	03/07/2020	Wal's Welding, Fabrication and Repairs	P223 Action 2010 Side Tipper Semi Trailer - Repairs	-5598.12
EFT9579	03/07/2020	Whitney Consulting	Centennial Tower - Business Case Development	-5489.00
EFT9580	03/07/2020	Winc Australia Pty Limited	Medical Centre Stationery	-342.55
EFT9581	17/07/2020	WFI (Insurance Australia Ltd)	GP - Business Legal Liability Insurance 2020-21	-407.00
EFT9582	20/07/2020	Telstra Corporation Limited	Telephone Across Shire Facilities to 24/05/2020	-541.60
EFT9583	20/07/2020	AFGR Equipment Australia Pty Ltd	P213 Komatsu WA150-5 Loader - Parts	-251.50
EFT9583	20/07/2020	AFGR Equipment Australia Pty Ltd	Rylington Park - Boomspray Parts	-8.12
EFT9584	20/07/2020	AMA Insurance Brokers	Medical Centre - Medical Malpractice insurance 30/06/2020-30/06/2021	-6578.00
EFT9585	20/07/2020	AMPAC Debt Recovery (WA) Pty Ltd	Rates Collection and Commission Jun2020	-132.00
EFT9586	20/07/2020	Acumentis South West (WA) (formerly LMW Hegney)	Property Valuations	-3960.00
EFT9587	20/07/2020	Amity Signs	Road Name Signs	-324.50
EFT9588	20/07/2020	Ashley And Partners (DG & EA & RW & LA Ashley t/as)	Rylington Park - Barley	-9323.05
EFT9589	20/07/2020	Australia Post	Postage and Stationery Jun2020	-734.34
EFT9590	20/07/2020	Australian Services Union	Payroll Deductions	-51.80
EFT9591	20/07/2020	B&B Street Sweeping Pty Ltd	Town Street Sweeping	-1859.00
EFT9592	20/07/2020	BOC Limited	Gas Cylinder Rental 28/04/2020-28/06/2020	-158.66
EFT9593	20/07/2020	Beesley Holdings Pty Ltd t/as Capital Plumbing and Gas	16A Forrest St - Repair Toilet Cistern	-151.27
EFT9594	20/07/2020	Black Box Control Pty Ltd	Monthly Grader Tracking Service Jul2020	-115.50
EFT9595	20/07/2020	Blackwood Plant Hire	Cemetery - Grave Site Preparation	-2970.00
EFT9595	20/07/2020	Blackwood Plant Hire	MAF Treatments 2323 and 3255 Wilga	-1452.00
EFT9595	20/07/2020	Blackwood Plant Hire	Flax Mill Caravan Park - Tree Planting	-242.00
EFT9596	20/07/2020	Blackwoods (Also Refer Protector Alsaf)	Expendable Tools	-55.21
EFT9597	20/07/2020	Boyup Brook Co - Operative	Trading Rebate 01/09/2018-31/08/2019	2475.00
EFT9597	20/07/2020	Boyup Brook Co - Operative	Rylington Park Purchases Jun2020	-1514.95
EFT9597	20/07/2020	Boyup Brook Co - Operative	Purchases Jun2020	-2480.80
EFT9598	20/07/2020	Boyup Brook Community Resource Centre	Monthly Advertising Cost for the Boyup Brook Gazette Jul2020	-210.00
EFT9599	20/07/2020	Boyup Brook Farm Supplies (Lakewood Downs Pty Ltd)	Rylington Park - Purchases Jun2020	-6090.02
EFT9600	20/07/2020	Boyup Brook IGA	Rylington Park - Shearing School Catering	-1520.15
EFT9600	20/07/2020	Boyup Brook IGA	Purchases Jun2020	-918.71
EFT9601	20/07/2020	Boyup Brook Tourism Association Inc	Tourist Centre - Shire Contribution to Electricity 15/04/2020-15/06/2020	-173.41
EFT9602	20/07/2020	Boyup Concrete	Swimming Pool - River Pump Repairs	-473.00
EFT9603	20/07/2020	Bridgetown Muffler & Towbar Centre	P192 Mazda BT-50 - Parts	-254.00
EFT9604	20/07/2020	C & L Mechanical Service	P223 Action 2010 Side Tipper Semi Trailer - Repairs	-78.71
EFT9605	20/07/2020	Caltex Energy WA	Fuel Jun2020	-14790.46
EFT9606	20/07/2020	Calvin James Patrick Brown	Reimbursement for Workwear	-156.20

Shire of Boyup Brook Payments 01/07/2020 - 31/07/2020
(GST Inclusive Accordingly)

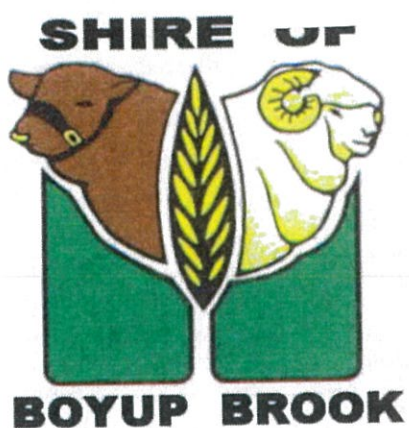
EFT9606	20/07/2020	Calvin James Patrick Brown	Reimburse Diesel for P202 Isuzu 4T Truck	-24.99
EFT9607	20/07/2020	Cleanaway Daniels Services Pty Ltd	Medical Centre - Sharps Disposal	-246.38
EFT9608	20/07/2020	Commander	Commander System Monthly Rental Jul2020	-225.96
EFT9609	20/07/2020	D & L Bleachmore Haulage	Rylington Park - Freight Jun2020	-543.95
EFT9610	20/07/2020	Fitz Gerald Strategies	Industrial Advice and Management Services Subscription 2020/21	-4226.28
EFT9611	20/07/2020	Fulton Hogan Industries Pty Ltd	Admin Carpark - Premix for Patching	-2508.00
EFT9612	20/07/2020	G&M Detergents	Various Shire Buildings - Cleaning Supplies	-29.00
EFT9613	20/07/2020	Hampton Partners (Starheights Pty Ltd t/as)	Rylington Park - Preparation of Financial Statements	-1716.00
EFT9614	20/07/2020	Haycom Technology	Medical Centre IT Consulting Fees Jun2020	-1130.25
EFT9615	20/07/2020	IT Vision	Rates Notices Amendment	-275.00
EFT9615	20/07/2020	IT Vision	SynergySoft Upgrade	-912.96
EFT9616	20/07/2020	JR & A Hersey Pty Ltd	Depot PPE and Expendable Tools	-441.65
EFT9617	20/07/2020	Komatsu Australia Pty Ltd	P199 Komatsu Back Hoe - Parts	-561.87
EFT9618	20/07/2020	Lamat Cleaning Services	Cleaning of Caravan Park and Flax Mill Jun2020	-850.00
EFT9619	20/07/2020	Landgate	Copy of Valuation Roll	-318.25
EFT9619	20/07/2020	Landgate	Rural UV Interim Valuations May2020	-83.76
EFT9620	20/07/2020	MJB Industries Pty Ltd	Abels Rd Drainage Project - Headwalls	-2508.00
EFT9621	20/07/2020	Market Creations Pty Ltd	Website Support Jun2020	-88.00
EFT9622	20/07/2020	Marketforce Pty Ltd	Death Notice in The West Australian 06/06/2020	-81.86
EFT9622	20/07/2020	Marketforce Pty Ltd	Advertisements for Positions Vacant	-983.15
EFT9622	20/07/2020	Marketforce Pty Ltd	Advertisements for EOJ - Dwellings at 1 Forrest St	-952.19
EFT9623	20/07/2020	Medical Indemnity Protection Society Ltd (MIPS)	GP - Medical Indemnity Insurance 01/07/2020-30/06/2021	-9247.00
EFT9624	20/07/2020	Miotti Transport	Freight Jun2020	-440.00
EFT9625	20/07/2020	Officeworks Superstores Pty Ltd	Depot Stationery	-27.46
EFT9626	20/07/2020	Old Dog Dirt & Diesel	P192 Mazda BT-50 - Parts	-29.95
EFT9627	20/07/2020	RAMM Software Pty Ltd	RAMM Software Annual Fee 2020/21	-8557.45
EFT9628	20/07/2020	SOS Office Equipment	Photocopier Billing Jun2020 (Including Community Newsletters)	-1198.58
EFT9629	20/07/2020	SUEZ Recycling and Recovery Pty Ltd (NSW)	Paper and Cardboard Recycling Collection Jun2020	-546.06
EFT9630	20/07/2020	Sprint Express	Freight Jun2020	-123.86
EFT9631	20/07/2020	Surgical House Pty Ltd	Medical Supplies	-205.30
EFT9632	20/07/2020	Swingertag (The CF Plesse Family Trust t/as)	Rylington Park - Eartags	-1307.35
EFT9633	20/07/2020	TM Atherton and Co (t/as Atherton Transport)	Rylington Park - Fertiliser Spreading	-827.75
EFT9634	20/07/2020	The Trustee for the Sanderson Family Trust (Peter Sanderson)	Repair and Maintenance of Various Shire Buildings Jun2020	-607.64
EFT9635	20/07/2020	Toll Transport Pty Ltd	Freight Jan-Jun2020	-36.19
EFT9636	20/07/2020	Total Tools Bunbury (Bunbury TT Pty Ltd t/as)	Expendable tools	-528.00
EFT9637	20/07/2020	Traffic Force	Traffic Management Plans	-236.50
EFT9638	20/07/2020	Warner & Webster Pty Ltd	Medical Supplies	-3302.65
EFT9639	20/07/2020	Winc Australia Pty Limited	Medical Centre - Toner	-124.00
EFT9640	20/07/2020	activ8me (Australian Private Networks Pty Ltd)	GP House and Rylington Park Internet and Telephone Jun-Jul2020	-217.64
EFT9641	31/07/2020	Telstra Corporation Limited	Telephone Across Shire Facilities to 01/08/2020	-270.82
EFT9642	31/07/2020	ABCO Products Pty Ltd	Depot Cleaning Supplies	-433.49
EFT9643	31/07/2020	AFGR Equipment Australia Pty Ltd	Grader Blades and Points	-623.21
EFT9644	31/07/2020	Adam Jenkins Tree Services	Proctor St Vacant Block - Remove Tree	-1540.00
EFT9645	31/07/2020	Amity Signs	Traffic and Road Signs	-909.70
EFT9645	31/07/2020	Amity Signs	Depot OHS Signs	-231.00
EFT9646	31/07/2020	Australian Services Union	Payroll Deductions	-51.80
EFT9647	31/07/2020	BOC Limited	Swimming Pool - Oxygen Cylinder	-19.91
EFT9648	31/07/2020	BRC - Building Solutions	Admin Toilet Upgrade	-74044.00
EFT9649	31/07/2020	BizLinQ Technology Pty Ltd	Ranger Laptop PC	-1749.00
EFT9649	31/07/2020	BizLinQ Technology Pty Ltd	Microsoft Office 365 ProPlus Monthly Subscription Aug2020	-559.94
EFT9650	31/07/2020	Blackwood Plant Hire	RRG210 BB Arthur Project - Gravel Cartage and Pit Rehab	-18194.00
EFT9651	31/07/2020	Boyup Brook Community Resource Centre	Extraordinary Donation to Photography Competition 2020	-200.00
EFT9652	31/07/2020	Boyup Brook Medical Services	Pre-Employment Medical for 2 x Depot Employees	-333.00
EFT9653	31/07/2020	Boyup Brook Tyre Service	P199 Komatsu Back Hoe - Battery	-300.00
EFT9653	31/07/2020	Boyup Brook Tyre Service	P225 Isuzu Giga Prime Mover - Windscreen	-480.00
EFT9653	31/07/2020	Boyup Brook Tyre Service	P219 Mitsubishi MR4W20 Triton - Repairs	-40.00
EFT9653	31/07/2020	Boyup Brook Tyre Service	P166 Semi Tipper Trailer - Tyre	-355.00
EFT9653	31/07/2020	Boyup Brook Tyre Service	P196 Komatsu 555 Grader - Tyre	-855.00
EFT9654	31/07/2020	Bueno Vida (The Trustee for Bueno Vida Trust t/as)	Rylington Park - Freight Jul2020	-407.88
EFT9655	31/07/2020	CLAW Environmental Pty Ltd	Drum Muster Collection Jul2020	-1673.01
EFT9656	31/07/2020	Complant Pty Ltd	P226 Ammann AP240 Multi Tyre Roller - Parts	-303.41
EFT9657	31/07/2020	Donnybrook Glass	GP House - Replace Fire Door Glass	-165.00
EFT9658	31/07/2020	Erlanda Deas	Reimburse Rylington Park Expenses - Parts	-352.88
EFT9659	31/07/2020	Fitz Gerald Strategies	Industrial Relations Consultant	-3744.77
EFT9660	31/07/2020	Fuel Brothers WA.Com Pty Ltd	Fuel Jun2020	-84.17
EFT9661	31/07/2020	Georgia Dalton	Rylington Park - Ag School Scholarship for 2020	-500.00
EFT9662	31/07/2020	Hales Contracting Group P/L	Environmental Health Officer Role Jun2020	-4554.00
EFT9662	31/07/2020	Hales Contracting Group P/L	Occupational Health and Safety Role Jun2020	-1551.00
EFT9663	31/07/2020	Hales Electrical	Medical Centre - Install New Power Outlets for Laser Machine	-781.00
EFT9663	31/07/2020	Hales Electrical	Admin - Electrical Repairs	-1034.00
EFT9663	31/07/2020	Hales Electrical	Swimming Pool - Electrical Repairs	-385.00
EFT9664	31/07/2020	Hastie Waste (The Glasgow Trust t/as)	Rylington Park - Bulk Waste Collection Jul2020	-95.00
EFT9665	31/07/2020	Haylee Fitzgerald	Rylington Park - Ag School Scholarship for 2020	-500.00
EFT9666	31/07/2020	IT Vision	SynergySoft Financial Management Software - 2020/21 Licence Fees	-35472.80
EFT9667	31/07/2020	IXOM Operations Pty Ltd	Chlorine Gas Cylinder Cylinder Service Fee Jun2020	-122.76
EFT9668	31/07/2020	Internode Pty Ltd	Depot, Admin and BBELC Broadband Jul2020	-329.97
EFT9669	31/07/2020	J&P Metals (J&P Group Pty Ltd)	P217 Sumitomo SH210LC-5 Excavator - Parts	-365.90
EFT9670	31/07/2020	Jimina Shaw-Sloan	Reimburse BBELC Resources	-55.00
EFT9671	31/07/2020	Jody Lee Chambers	Rylington Park - Crutching	-634.09
EFT9672	31/07/2020	Joshua Coole	Rylington Park - Ag School Scholarship for 2020	-500.00
EFT9673	31/07/2020	Keybrook Holdings Pty Ltd	Chambers Foyer - Asbestos Removal	-330.00
EFT9674	31/07/2020	Kristie Searle	Refund BBELC Account Credit	-59.84
EFT9675	31/07/2020	LGIS Insurance Broking	Shire Insurance Policy Renewals to 30/06/2021	-24681.76
EFT9676	31/07/2020	LGIS WA	Shire Insurance Policy Renewals to 30/06/2021	-86857.27
EFT9676	31/07/2020	LGIS WA	Motor Vehicle Insurance to 30/06/2021	-41815.87
EFT9676	31/07/2020	LGIS WA	LGISWA Insurance Contributions Credit Note 2020-21	10398.60
EFT9676	31/07/2020	LGIS WA	Shire Property Insurance to 30/06/2021	-16500.00
EFT9677	31/07/2020	Lamat Cleaning Services	Cleaning of Various Shire Buildings Jul2020	-3565.00
EFT9678	31/07/2020	Local Health Authorities Analytical Committee (LHAAC)	LHA Analytical Committee Services Fee 2020/21	-254.65
EFT9679	31/07/2020	Lochlan Murphy	Rylington Park - Ag School Scholarship for 2020	-500.00
EFT9680	31/07/2020	Lotta Pty Ltd	Catering Jul2020	-100.00
EFT9681	31/07/2020	Neverfail Springwater Limited	Medical Centre Water	-29.65
EFT9682	31/07/2020	Nicola Jones	Reimburse Medical Centre Supplies	-117.70
EFT9683	31/07/2020	Officeworks Superstores Pty Ltd	Depot Expendable Tools and Stationery	-320.02
EFT9684	31/07/2020	Phillip De Ronchi	Reimburse GP Mobile Phone 03/06/2020-02/07/2020	-127.59

Shire of Boyup Brook Payments 01/07/2020 - 31/07/2020
(GST Inclusive Accordingly)

EFT9685	31/07/2020 Pipeco WA	DC048 W Tree Gully Capital Drainage Works - Culvert Pipes	
EFT9686	31/07/2020 Raymond and Stephanie Hastie	Refund Rent Overpayment 6 Nix St	-12206.70
EFT9687	31/07/2020 Rear's Electrical & Mechanical Services Pty Ltd	Caravan Park - Ensuite 3 Repair HWS	-1060.94
EFT9688	31/07/2020 Roreigh Curran-Jones	Rylington Pk - Ag School Scholarship for 2020	-86.63
EFT9689	31/07/2020 Sandra Green	Refund Bond for Cat Trap Hire	-500.00
EFT9690	31/07/2020 Shire of Dalwallinu	Long Service Leave Liability	-50.00
EFT9691	31/07/2020 Statewide Bearings	P146 Sprinklers - Parts	-5721.95
EFT9692	31/07/2020 Suez Recycling & Recovery (Perth) Pty Ltd	Waste Collection Jun2020	-55.26
EFT9693	31/07/2020 Surgical House Pty Ltd	Medical Supplies	-7317.27
EFT9694	31/07/2020 Syd Matthews & Co Pty Ltd	Rylington Pk - Blue Metal	-103.60
EFT9695	31/07/2020 Tayla Forbes	Rylington Pk - Ag School Scholarship for 2020	-1652.64
EFT9696	31/07/2020 The Right Stuff for Landholders	Expendable Tools	-500.00
EFT9697	31/07/2020 The Trustee for the Sanderson Family Trust (Peter Sanderson)	Repair and Maintenance of Various Shire Buildings Jul2020	-124.72
EFT9698	31/07/2020 Top Marks IT Solutions		-1170.20
EFT9699	31/07/2020 Treehouse Coffee Lounge (Webb & Troeger)	Rylington Park - IT Support	
EFT9700	31/07/2020 Truckline (Bunbury)	Catering Jun2020	-450.14
EFT9701	31/07/2020 Vasse Weed & Pest Control (Warren Pest Control)	P196 Komatsu 555 Grader - Parts	-782.50
		Annual Termite Inspections and Treatments	-153.99
			-6570.00
		TOTAL EFT PAYMENTS TO 31 July 2020	
			-524,290.03

Shire of Boyup Brook Payments 01/07/2020 - 31/07/2020
(GST Inclusive Accordingly)

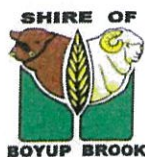
Chq/EFT	Date	Name	Description	Amount
DD5820.1	01/07/2020	Salary & Wages	Payroll 01Jul2020	-62292.32
DD5825.1	09/07/2020	Salary & Wages	Payroll 08Jul2020	-83803.43
DD5826.1	08/07/2020	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-596.01
DD5826.2	08/07/2020	Colonial First State Superannuation	Superannuation Contributions	-351.50
DD5826.3	08/07/2020	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-867.58
DD5826.4	08/07/2020	AMP RSA Superannuation	Payroll Deductions	-373.28
DD5826.5	08/07/2020	WALGSP	Superannuation Contributions	-6859.62
DD5826.6	08/07/2020	Rest Superannuation	Superannuation Contributions	-1940.76
DD5826.7	08/07/2020	Australian Super	Superannuation Contributions	-1590.60
DD5826.8	08/07/2020	Commonwealth Essential Super	Superannuation Contributions	-362.44
DD5826.9	08/07/2020	AMP SuperLeader	Superannuation Contributions	-169.69
DD5829.1	10/07/2020	Salary & Wages	Payroll 10Jul2020	-1974.44
DD5836.1	08/07/2020	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-815.00
DD5840.1	15/07/2020	Salary & Wages	Payroll 15Jul2020	-4546.91
DD5861.1	08/07/2020	WALGSP	Superannuation Contributions	-9237.72
DD5861.2	22/07/2020	WALGSP	Payroll Deductions	-243.08
DD5863.1	22/07/2020	Salary & Wages	Payroll 22Jul20	-45421.82
DD5865.1	22/07/2020	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-451.36
DD5865.2	22/07/2020	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-867.58
DD5865.3	22/07/2020	AMP RSA Superannuation	Payroll Deductions	-242.79
DD5865.4	22/07/2020	WALGSP	Superannuation Contributions	-5661.38
DD5865.5	22/07/2020	Rest Superannuation	Superannuation Contributions	-1916.77
DD5865.6	22/07/2020	Australian Super	Superannuation Contributions	-1409.13
DD5865.7	22/07/2020	Commonwealth Essential Super	Superannuation Contributions	-459.81
DD5865.8	22/07/2020	AMP SuperLeader	Superannuation Contributions	-169.69
DD5865.9	22/07/2020	Prime Super	Superannuation Contributions	-147.57
DD5867.1	23/07/2020	Salary & Wages	Payroll 22Jul2020	-72865.63
DD5871.1	24/07/2020	WALGSP	Payroll Deductions	-264.63
DD5871.2	24/07/2020	Australian Super	Superannuation Contributions	-79.51
DD5873.1	24/07/2020	Salary & Wages	Payroll 24Jul2020	-16629.94
DD5884.1	29/07/2020	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-230.22
DD5884.2	29/07/2020	WALGSP	Superannuation Contributions	-5.68
DD5886.1	29/07/2020	Salary & Wages	Payroll 29Jul2020	-1315.22
DD5889.1	09/07/2020	De Lage Landen Pty Ltd	Rental Agreement for Photocopier DocuCentre-VII C5573 Jul2020	-184.80
DD5889.2	01/07/2020	Westnet	Internet Charges Jul2020	-289.87
DD5889.3	23/07/2020	Western Australian Treasury Corporation	Government Loan Guarantee Fees to 30/06/2020	-1537.26
DD5889.4	09/07/2020	AGDATA Holdings Pty Ltd	Rylington Park- Phoenix Accounting Software Jul2020	-59.00
DD5892.1	17/07/2020	Shire of Boyup Brook	Dept of Transport - P223 Action 2010 Side Tipper Semi Trailer - Temporary Movement Permit	-27.30
DD5892.1	17/07/2020	Shire of Boyup Brook	Dept of Transport - CEO Number Plate Change - Return of OBU	-28.60
DD5892.1	17/07/2020	Shire of Boyup Brook	Treehouse Coffee Lounge - Refreshments for SWDC Meeting 09/07/2020	-17.30
DD5892.1	17/07/2020	Shire of Boyup Brook	Dept of Primary Industries and Regional Development - FOI Request Fee	-30.00
DD5892.1	17/07/2020	Shire of Boyup Brook	Dept of Transport - P223 Action 2010 Side Tipper Semi Trailer - Registration	-43.20
DD5892.1	17/07/2020	Shire of Boyup Brook	Express Online Training - White Card Training - 3 Employees	-223.26
DD5892.1	17/07/2020	Shire of Boyup Brook	OEM Group - P146 Pressure Cleaner - Parts	-164.09
DD5892.1	17/07/2020	Shire of Boyup Brook	Telstra -CWPA Mobile Phone Recharge	-50.00
DD5892.1	17/07/2020	Shire of Boyup Brook	G&A Lombardi Pty Ltd - P166 Semi Tipper Trailer - Parts	-577.53
DD5892.1	17/07/2020	Shire of Boyup Brook	Ashdown Ingram - P226 Ammann AP240 Roller - Parts	-309.00
DD5897.1	02/07/2020	Commonwealth Bank	Merchant Fee - Muni 02/07/2020	-234.08
DD5897.2	15/07/2020	Commonwealth Bank	Account Service Transaction Fee - Muni 15/07/2020	-151.01
DD5826.10	08/07/2020	Statewide Superannuation Pty Ltd	Superannuation Contributions	-92.68
DD5826.11	08/07/2020	Prime Super	Superannuation Contributions	-104.43
DD5826.12	08/07/2020	Wealth Personal Superannuation and Pension Fund (MyNorth Super)	Superannuation Contributions	-465.14
DD5865.10	22/07/2020	Wealth Personal Superannuation and Pension Fund	Superannuation Contributions	-465.14
DD5865.11	22/07/2020	Colonial First State Superannuation	Superannuation Contributions	-351.50
TOTAL DD MUNI ACCOUNT TO 31 July 2020				-329,568.30
31/07/2020 Police Licensing				
POLICE CLAIMED JUL2020				58,607.75
TOTAL DD POLICE LICENSING ACCOUNT TO 31 July 2020				58,607.75
QikKids Gateway Usage (No Transactions)				0.00
TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 31 July 2020				0.00
SUMMARY				
CHQ (Muni Account)				-30,325.49
DD				-329,568.30
EFT				-524,290.03
TOTAL				<u>-884,183.82</u>
ALL MUNI TRANS TO 31 July 2020				-884,183.82
DD (Police Licensing Account) TO 31 July 2020				58,607.75
DD (Boyup Brook Early Learning Centre) 31 July 2020				0.00



SHIRE OF BOYUP BROOK
STATEMENTS OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020

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Supplementary Information - Account Detail by Program	6-26



SHIRE OF BOYUP BROOK
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDED 30 JUNE 2020

	2019-20 ANNUAL BUDGET	JUNE 2020 YTD BUDGET	JUNE 2020 YTD ACTUAL	JUNE 2020 VARIANCE	Comment on Variances
OPERATING REVENUE					
03 General Purpose	(3,761,820)	(3,761,820)	(4,477,685)	-19.0%	Variance > \$54,580 or 6.75%, refer explanations
04 Governance	(150)	(150)	0	>100%	Variance < \$3,600
05 Law, Order, etc	(169,950)	(169,950)	(160,057)	5.8%	Variance < \$33,675 or 10%
07 Health	(800,570)	(800,570)	(788,756)	1.5%	Variance < \$54,580 or 6.75%
08 Ed & Welfare	(150,830)	(150,830)	(138,303)	8.3%	Variance < \$33,675 or 10%
09 Housing	(89,200)	(89,200)	(89,601)	-0.4%	Variance < \$10,000 or 12%
10 Community Amenities	(217,685)	(217,685)	(216,470)	0.6%	Variance < \$33,675 or 10%
11 Rec & Culture	(52,750)	(52,750)	(41,580)	21.2%	Variance > \$10,000 or 12%, refer explanations
12 Transport	(195,655)	(195,655)	(189,903)	2.9%	Variance < \$33,675 or 10%
13 Economic Development	(119,820)	(119,820)	(119,282)	0.4%	Variance < \$33,675 or 10%
14 Other Property	(60,960)	(60,960)	(223,309)	-266.3%	Variance > \$10,000 or 12%, refer explanations
TOTAL REVENUE	(5,619,390)	(5,619,390)	(6,444,946)	-14.7%	
OPERATING EXPENDITURE					
03 General Purpose	127,325	127,325	111,702	12.3%	Variance > \$33,675 or 10%, refer explanations
04 Governance	366,205	366,205	306,298	16.4%	Variance > \$33,675 or 10%, refer explanations
05 Law, Order, etc	433,290	433,290	385,090	11.1%	Variance > \$33,675 or 10%, refer explanations
07 Health	1,258,370	1,258,370	1,193,833	5.1%	Variance > \$54,580 or 6.75%, refer explanations
08 Ed & Welfare	240,575	240,575	231,024	4.0%	Variance < \$33,675 or 10%
09 Housing	126,490	126,490	114,466	9.5%	Variance < \$33,675 or 10%
10 Community Amenities	347,080	347,080	348,348	-0.4%	Variance < \$33,675 or 10%
11 Rec & Culture	1,190,705	1,190,705	1,091,627	8.3%	Variance > \$54,580 or 6.75%, refer explanations
12 Transport	3,513,185	3,513,185	3,669,051	-4.4%	Variance > \$54,580 or 6.75%, refer explanations
13 Economic Development	585,995	585,995	418,933	28.5%	Variance > \$54,580 or 6.75%, refer explanations
14 Other Property	294,310	294,310	316,940	-7.7%	Variance < \$33,675 or 10%
TOTAL EXPENDITURE	8,483,530	8,483,530	8,187,313	3.5%	
(Increase)/Decrease	2,864,140	2,864,140	1,742,367	39.2%	
FINANCE COSTS (INTEREST PAID)					
08 Ed & Welfare	14,890	14,890	12,270	17.6%	Variance < \$3,600
09 Housing	2,965	2,965	2,111	28.8%	Variance < \$3,600
10 Community Amenities	350	350	183	47.6%	Variance < \$3,600
11 Rec & Culture	5,375	5,375	3,328	38.1%	Variance < \$3,600
	23,580	23,580	17,892	24.1%	
NON-OPERATING GRANTS ETC					
05 Law, Order, etc	0	0	0	0.0%	
11 Rec & Culture	0	0	(14,750)	0.0%	
12 Transport	(1,606,715)	(1,606,715)	(1,404,399)	12.6%	Variance > \$54,580 or 6.75%, refer explanations
	(1,606,715)	(1,606,715)	(1,419,149)	0.0%	
(PROFIT)/LOSS ON DISPOSAL					
(Profit) on Disposal - Admin	0	0	0	0.0%	
Loss on Disposal - Law, Order & Safety	0	0	0	0.0%	
Loss on Disposal - Health	0	0	0	0.0%	
Loss on Disposal - Rec & Culture	0	0	0	0.0%	
Loss on Disposal - Transport	0	0	5,469	0.0%	
Loss on Disposal - Economic Dev	0	0	0	0.0%	
Loss on Disposal - Admin	0	0	0	0.0%	
	0	0	5,469		
NET RESULT	1,281,005	1,281,005	346,580	73%	
			(346,580)		



**SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

	2019-20 Adopted Budget	JUNE 2020 YTD BUDGET	JUNE 2020 YTD ACTUAL	JUNE 2020 VARIANCE	Comment on Variances
OPERATING REVENUE					
03 General Purpose	(3,761,820)	(3,761,820)	(4,477,685)	-19.0%	Variance > \$54,580 or 6.75%, refer explanations
04 Governance	(150)	(150)	0	>100%	Variance < \$3,600
05 Law, Order, etc	(169,950)	(169,950)	(160,057)	5.8%	Variance < \$33,675 or 10%
07 Health	(800,570)	(800,570)	(788,756)	1.5%	Variance < \$54,580 or 6.75%
08 Ed & Welfare	(150,830)	(150,830)	(138,303)	8.3%	Variance < \$33,675 or 10%
09 Housing	(89,200)	(89,200)	(89,601)	-0.4%	Variance < \$10,000 or 12%
10 Community Amenities	(217,685)	(217,685)	(216,470)	0.6%	Variance < \$33,675 or 10%
11 Rec & Culture	(52,750)	(52,750)	(41,580)	21.2%	Variance > \$10,000 or 12%, refer explanations
12 Transport	(195,655)	(195,655)	(189,903)	2.9%	Variance < \$33,675 or 10%
13 Economic Development	(119,820)	(119,820)	(119,282)	0.4%	Variance < \$33,675 or 10%
14 Other Property	(60,960)	(60,960)	(223,309)	-266.3%	Variance > \$10,000 or 12%, refer explanations
	(5,619,390)	(5,619,390)	(6,444,946)	-14.7%	
OPERATING EXPENDITURE					
03 General Purpose	127,325	127,325	111,702	12.3%	Variance > \$33,675 or 10%, refer explanations
04 Governance	366,205	366,205	306,298	16.4%	Variance > \$33,675 or 10%, refer explanations
05 Law, Order, etc	433,290	433,290	385,090	11.1%	Variance > \$33,675 or 10%, refer explanations
07 Health	1,258,370	1,258,370	1,193,833	5.1%	Variance > \$54,580 or 6.75%, refer explanations
08 Ed & Welfare	255,465	255,715	243,294	4.9%	Variance < \$33,675 or 10%
09 Housing	129,455	129,455	116,578	9.9%	Variance < \$33,675 or 10%
10 Community Amenities	347,430	347,430	348,532	-0.3%	Variance < \$33,675 or 10%
11 Rec & Culture	1,196,080	1,196,080	1,094,956	8.5%	Variance > \$54,580 or 6.75%, refer explanations
12 Transport	3,513,185	3,513,185	3,674,520	-4.6%	Variance > \$54,580 or 6.75%, refer explanations
13 Economic Development	585,995	585,995	418,933	28.5%	Variance > \$54,580 or 6.75%, refer explanations
14 Other Property	294,310	294,310	316,940	-7.7%	Variance < \$33,675 or 10%
	8,507,110	8,507,360	8,210,675	3%	
(Increase)/Decrease	2,887,720	2,887,970	1,765,729	39%	
(MOVEMENTS) ADD					
Movements Employee Provisions	(15,225)	(1,269)	0	>100%	
Movements Interest & Expenses	0	0	207,873	0%	
Movements in Trust Bonds	0	0	0	0%	
(Loss) on Disposal	0	0	(5,469)	0%	
Depreciation on Assets	(3,382,600)	(3,018,122)	(3,018,122)	0.0%	
Non-Operating Grants	(1,606,715)	(1,606,715)	(1,419,149)	11.7%	
	(5,004,540)	(4,626,106)	(4,234,868)	8%	
LESS CAPITAL PROGRAMME					
Investment Properties	126,000	0	0	0%	Variance < \$3,600
Buildings	317,960	9,827	9,827	0%	Variance < \$3,600
Plant and Equipment	827,500	748,045	748,045	0%	Variance < \$54,580 or 6.75%
Furniture and Equipment	216,080	68,404	68,404	0%	Variance < \$10,000 or 12%
Roads	2,364,853	1,371,956	1,371,956	0%	Variance < \$54,580 or 6.75%
Footpaths & Drainage	60,000	198,958	198,958	0%	Variance < \$33,675 or 10%
Other Infrastructure	75,830	13,423	13,423	0%	Variance < \$3,600
Proceeds from Disposals	(71,750)	0	(309,596)	0%	
Loan Repayments	37,658	39,432	39,432	0%	Variance < \$10,000 or 12%
New Loans	0	0	0	0%	Variance < \$3,600
Transfers to Reserve	597,310	19,684	19,684	0%	Variance < \$3,600
Transfer from Reserve	(1,415,620)	(1,012,330)	(1,012,330)	0%	Variance < \$54,580 or 6.75%
	3,135,821	1,457,399	1,147,803	21%	
ADD FUNDING FROM					
30 June 2016 Brought Fwd	(439,626)	(439,626)	(439,628)		
NET (SURPLUS)/DEFICIT	579,375	(720,363)	(1,760,964)	-144%	



**SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

Explanations of Material Variance - By Program

Program	Variance \$	Explanation
Final End of year Adjustments are still being processed and therefore these figure are subject to change.		
<u>OPERATING INCOME</u>		
3 General Purpose	(715,865)	FAG's 20/21 Advance received
11 Recreation & Culture	11,170	Reimbursements less than budgeted. Budgeted pool income not achieved.
14 Other Property	(162,349)	LSL reimbursement from other Shires not budgeted and unbudgeted Ryllington Park Income
<u>OPERATING EXPENDITURE</u>		
3 General Purpose	(15,623)	Final EOY adjustments still to be processed
4 Governance	(59,907)	Represents reduced conference exp., unspent web site fees and budgeted subscriptions
5 Law, Order	(48,200)	Represents bush fire mitigation grant worknot undertaken.
7 Health	(64,537)	Savings on Locum costs and provisions to be processed.
11 Recreation & Culture	(101,124)	Represents underspend on Townsite Gardens,an dpn yet to be charged.
12 Transport	161,335	Represents increased cost of road and verge maint and loss on sale of assets.
13 Economic Development	(167,062)	Represents underspend in Rural Services and dpn incorrectly budgeted.



SHIRE OF BOYUP BROOK
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDED 30 JUNE 2020

	Actual 30-Jun-20	Actual 30-Jun-19	Actual 30-Jun-18
CURRENT ASSETS			
Cash at Bank			
- Unrestricted	1,817,978	444,239	153,889
- Committed		0	
Cash at Bank - Reserves	2,265,449	2,917,779	2,958,129
Receivables			
- Rates	164,671	165,124	126,308
- Sundry Debtors & Other	153,476	156,984	95,846
- GST	167,053	116,190	77,181
- Pre-Paid Expense		531	24,449
Inventories	28,517	28,517	6,109
	<u>4,597,144</u>	<u>3,829,364</u>	<u>3,441,911</u>
LESS CURRENT LIABILITIES			
Payables			
- Creditors & Other	(542,214)	(222,601)	(192,510)
- Loan Liability	0	(39,432)	(53,078)
- Accrued Expenses	(16,999)	(17,000)	(38,504)
- Accrued Interest	0	(6,091)	(7,244)
- Accrued Wages	0	(202,312)	(24,621)
- Provisions	(566,493)	(566,493)	(692,679)
	<u>(1,125,706)</u>	<u>(1,053,929)</u>	<u>(1,008,636)</u>
NET CURRENT ASSET POSITION	<u>3,471,438</u>	<u>2,775,435</u>	<u>2,433,275</u>
Less - Reserves	(2,265,449)	(2,917,779)	(2,958,129)
Less - Pre-paid Expenses	0	(531)	(24,449)
Less - Inventories	(28,517)	(28,517)	(6,109)
Add Back - Loan Liability	0	39,432	53,078
Add Back - Accrued Expenses	16,999	17,000	38,504
Add Back - Accrued Interest	0	6,091	7,244
Add Back - Accrued Wages	0	202,312	24,621
Add Back - Provisions	566,493	346,185	692,679
SURPLUS/ (DEFICIENCY) CARRIED FWD	1,760,964	439,628	260,714
	(0)	Variance = roundings	

Prog		Sub-Programme		COA	Description	Current Budget			YTD Budget		YTD Actual	
03	General Purpose Funding	SP	Description									
		031	Rate Revenue	031100	Rates - Valuation Expenses	17,200			17,200		17,759	
				031101	Rates - Collection Costs	15,630			15,630		11,677	
				031102	Rates - Search Costs	185			185		131	
				031103	Rates - Admin Allocation	88,445			88,445		77,028	
						121,460			121,460		106,594	
				031001	Rates - General GRV	(459,590)			(459,590)		(459,447)	
				031002	Rates - General Rural UV	(2,207,590)			(2,207,590)		(2,209,535)	
				031003	Rates - GRV - Minimum	(51,065)			(51,065)		(50,745)	
				031004	Rates - UV - Minimum	(286,865)			(286,865)		(285,300)	
				031005	Rates - Instalment Interest	(5,955)			(5,955)		(8,183)	
				031006	Rates - Ex-Gratia Rates	(1,175)			(1,175)		(1,255)	
				031007	Rates - Non Payment Penalty - LG	(21,415)			(21,415)		(30,091)	
				031008	Rates - Rate Enquiries	(6,330)			(6,330)		(6,419)	
				031009	Rates - ESL Administration Fee	(4,000)			(4,000)		(4,000)	
				031010	Rates - Reimbursements	(6,840)			(6,840)		(5,706)	
				031011	Rates - Penalty Interest - DFES	(690)			(690)		(939)	
				031012	Rates - Rates Interims	0			0		2,323	
				031013	Rates Administration Fee	(7,510)			(7,510)		(8,632)	
				031014	Rates - Mining General Unimproved Value	0			0		0	
				031015	Rates - Mining Minimum Unimproved Value	0			0		0	
				031016	Rates - Concessions	0			0		0	
				031017	Deferred Rates - Interest Grant	0			0		0	
				031104	Rates Write Offs	250			250		1,256	
						(3,058,775)			(3,058,775)		(3,066,675)	

Account Detail as at 30/06/2020

*** Shire of Boyup Brook ***

Prog	Programme Description	SP	Sub-Programme Description	COA	Description	Current Budget	YTD Budget	YTD Actual
03	General Purpose Funding	032	Other General Purpose Funding	032100	Administration Allocated	5,865	5,865	5,107
						5,865	5,865	5,107
				032001	Income - Grants Federal Commission (OP)	(337,930)	(337,930)	(692,013)
				032002	Income - Grants Federal - Roads (OP)	(313,360)	(313,360)	(697,817)
				032003	Interest on Investments - Municipal Account	(9,335)	(9,335)	(1,159)
				032004	Interest on Investments - Reserves Account	(28,720)	(28,720)	(19,684)
				032005	Interest on Investments - Police Licensing	0	0	0
				032006	Interest on Investments - Medical Funds	(100)	(100)	(3)
				032007	Interest on Investments - Business On-line	(435)	(435)	0
				032008	Interest on Investments - Fixed Term Deposits	(13,165)	(13,165)	(335)
						(703,045)	(703,045)	(1,411,010)
General Purpose Funding Total - Expenditure						127,325	127,325	111,702
General Purpose Funding Total - Revenue						(3,761,820)	(3,761,820)	(4,477,685)

Prog	Programme Description	SP	Sub-Programme		COA	Description	Current Budget	YTD Budget	YTD Actual
			Description						
04	Governance	041	Members Of Council		041100	Members - Sitting Fees.	75,560	75,560	74,984
					041101	Members - Training Costs	10,800	10,800	5,053
					041102	Members - Travelling Costs	6,415	6,415	7,344
					041103	Members - Telecommunications Reimbursements	11,520	11,520	11,436
					041104	Members - Other Expenses	3,625	3,625	783
					041105	Members - Conferences/Seminars Costs	15,850	15,850	5,430
					041106	Members - President's Allowance	10,280	10,280	8,202
					041107	Members - Deputy President's Allowance	2,570	2,570	4,536
					041108	Members - Council Chamber Expenses	905	905	769
					041109	Members - Refreshments & Receptions	17,815	17,815	16,115
					041110	Members - Bunbury Wellington GOC Projects	1,500	1,500	1,074
					041111	Members - Insurance Costs For Members	6,430	6,430	6,707
					041112	Members - Subscriptions	8,835	8,835	600
					041113	Members - Election Expenses	5,000	5,000	699
					041114	Members - Donations	59,985	59,985	57,183
					041115	Reimbursement Expenses	0	0	0
					041117	Members - Publications & Legislation	0	0	0
					041118	ICT - Councillors	0	0	2,635
					041119	Website Expenses	5,000	5,000	80
					041150	Members - Admin Allocation	47,155	47,155	41,068
					041190	Depreciation - Membership	6,225	6,225	0
					041300	Forward Planning Consultant Costs	0	0	0
					042100	Other Governance - Admin Allocated	70,735	70,735	61,601
					042140	Loss on Sale of Asset	0	0	0
							366,205	366,205	306,298
					041001	Members - Reimbursements Income	0	0	0
					041002	Other Governance - Sundry Reimbursements Income	(50)	(50)	0
					041003	Other Governance - Other Minor Income	(100)	(100)	0
							(150)	(150)	0
						Governance Total - Expenditure	366,205	366,205	306,298
						Governance Total - Revenue	(150)	(150)	0

Account Detail as at 30/06/2020

*** Shire of Boyup Brook ***

Prog	Programme Description	SP	Sub-Programme Description	COA	Description	Current Budget	YTD Budget	YTD Actual
05	Law, Order & Public Safety	051	Fire Prevention					
				051101	Fire Break Inspection Expenses	3,450	3,450	3,495
				051102	Fire Hazard Reductions Expenses	27,860	27,860	37,094
				051104	Minor Fire Plant & Equipment Purchases non ESL	400	400	17
				051105	Fire Plant & Equipment Maintenance - Non ESL	500	500	0
				051106	ESL - Fire Vehicle Maintenance Costs	4,000	4,000	22,613
				051107	ESL - Brigade Utilities, rates and taxes	12,925	12,925	388
				051108	ESL - Other Goods & Services relating to Fires	2,000	2,000	3,293
				051109	ESL - Insurances Fire Appliances and Personnel	43,210	43,210	36,881
				051111	ESL - Minor Fire Plant/Equip Under \$1200	1,000	1,000	343
				051112	Fire Prevention And Support	19,930	19,930	23,170
				051114	ESL - Land & Building Maintenance	550	550	547
				051115	ESL - Clothing and Accessories	2,000	2,000	0
				051116	ESL - Plant and Equipment Maintenance	1,500	1,500	0
				051117	BFRC - Bushfire Risk Planning	1,195	1,195	1,181
				051118	DFES Fire Defence Grant Expenses	13,520	13,520	0
				051119	Loss on Sale of Assets	0	0	0
				051120	Bush Fire - Mitigation Activity Funded	109,430	109,430	89,893
				051150	Admin Allocation - Fire Control	47,155	47,155	41,068
				051190	Depreciation - Fire Control	1,285	1,285	668
						291,910	291,910	260,650
				050600	ESL and DFES - Non-Operating Grants (inc Appliance Replacement)	0	0	0
				051001	Fire Infringements/Fines Income	(500)	(500)	(500)
				051002	Sale Of Fire Maps Income	(200)	(200)	(143)
				051003	Fire Reimbursement Income	(50)	(50)	0
				051004	ESL and DFES - Funding Operating Grant Income	(162,610)	(162,610)	(151,609)
				051005	Fire Hazard Reduction Income	(500)	(500)	0
				051007	BFRC - MV Lease Income	0	0	0
						(163,860)	(163,860)	(152,251)

Programme Description		Sub-Programme		COA	Description	Current Budget	YTD Budget	YTD Actual
05	Law, Order & Public Safety	SP	Description					
05	Law, Order & Public Safety	052	Animal Control	052005	Trap Hire Refunds	0	0	50
				052100	Ranger Services Operation Costs	1,450	1,450	1,235
				052101	Ranger Vehicle Operating Expenses	3,450	3,450	0
				052102	Dog License Discs Costs	250	250	77
				052103	Animal Control Employee Expenses	8,860	8,860	15,613
				052104	Animal Impounding Costs	5,000	5,000	864
				052106	Cat Control Misc Equipment Grant Expense	0	0	0
				052108	Cat Sterilisation Program Expenses	0	0	0
				052109	Cat License Tags Expense	150	150	73
				052110	Ranger Services Salary Super and Employee Costs	42,750	42,750	50,550
				052150	Admin Allocation - Animal Control	17,715	17,715	15,426
				052190	Animal Control - Depreciation	400	400	0
						80,025	80,025	83,889
				052001	Animal Fines & Penalties Income	(265)	(265)	(1,000)
				052002	Animal Impounding Fees Income	(105)	(105)	(1,131)
				052003	Dog Registrations Charges	(5,060)	(5,060)	(5,497)
				052006	Animal Control Income	(50)	(50)	(118)
				052009	Rangers Vehicle Reimbursement Income	(560)	(560)	0
				052105	Trap Hire Income	(50)	(50)	(59)
						(6,090)	(6,090)	(7,805)
05	Law, Order & Public Safety	053	Other Law, Order & Public Safety	053100	Local Emergency Management Committee Expenses	300	300	95
				053101	Emergency Equipment Maintenance	0	0	0
				053150	Administration Allocated - Emergency Mgt	17,715	17,715	15,426
				053152	Other Costs	0	0	0
				053190	Depreciation - Emergency Services	43,340	43,340	25,029
						61,355	61,355	40,551
					Law, Order & Public Safety Total - Expenditure	433,290	433,290	385,090
						(169,950)	(169,950)	(160,057)
					Law, Order & Public Safety Total - Revenue			

Account Detail as at 30/06/2020

*** Shire of Boyup Brook ***

Prog	Programme Description	SP	Sub-Programme Description	COA	Description	Current Budget	YTD Budget	YTD Actual
07	Health	071	Maternal And Infant Health	071100	Family Stop Centre - Operation	13,235	13,235	9,285
				071150	Admin Allocated - Family Stop Centre	11,850	11,850	10,319
				071190	Depreciation - Family Stop Centre	3,880	3,880	3,391
						28,965	28,965	22,995
07	Health	072	Health - Administration And Inspections	071001	Family Stop Hire, & Other Fees & Charges	0	0	0
						0	0	0
				072100	Health Administration Services Expenses	41,900	41,900	47,803
				072101	Other Health Administration Expenses	150	150	126
				072102	Provision for Leave Accruals	0	0	0
				072103	Health Administration Superannuation	300	300	0
				072150	Admin Allocation - Other Health	11,850	11,850	10,319
				073100	Analytical Expenses	475	475	476
						54,675	54,675	58,724
								072001
072002	Temporary Camping Site Permit Charges	(900)	(900)					(800)
072003	Food Business Registration Fee	(1,255)	(1,255)					(1,910)
072004	Annual Inspections	(105)	(105)					0
		(2,390)	(2,390)					(2,710)

Prog	Programme Description	SP	Sub-Programme Description	COA	Description	Current Budget	YTD Budget	YTD Actual
07	Health	074	Boyup Brook Medical Service					
				074100	House General Practitioner - Medical Service	8,390	8,390	28,685
				074101	Medical Services General Operations	2,620	2,620	1,713
				074102	Boyup Brook Medical Services Building Costs	23,540	23,540	19,285
				074103	Medical Service Employee Costs	811,185	811,185	800,388
				074104	Medical Services - General Practitioners Vehicles	0	0	964
				074105	Medical Ctr - Postage, Printing, Stationary	2,740	2,740	3,067
				074106	Medical Ctr - Telephones	6,385	6,385	5,997
				074107	Medical Ctr - Subscriptions	2,390	2,390	5,578
				074108	Medical Ctr - Insurances	5,020	5,020	5,370
				074109	Medical Ctr - Bank Fees	780	780	664
				074110	Medical Ctr - Computer Expenses	15,455	15,455	22,219
				074111	Medical Ctr - Medical Supplies & Equip	11,805	11,805	11,523
				074112	Medical Ctr - Locum Doctor	61,860	61,860	38,321
				074113	Medical Ctr - Superannuation	65,500	65,500	67,240
				074114	Medical Ctr - Training	4,135	4,135	382
				074115	Medical Ctr - Sundry Expenses	5,110	5,110	2,390
				074116	Medical Service Provision for Leave Accruals	33,990	33,990	0
				074117	Medical - Fringe Benefit Tax	0	0	2,508
				074118	Medical Employee (Packaging) Costs	0	0	1,200
				074139	Interest Paid Loan 102 - GP House	0	0	0
				074140	Loss on Sale of Assets	0	0	0
				074150	Admin Allocated - Boyup Brook Medical Services	53,370	53,370	46,175
				074190	Depreciation - Housing GP - S Rogers Ave	5,985	5,985	6,233
				074191	Depreciation - Medical Centre	12,855	12,855	7,789
				074192	Depreciation - Furniture & Equip (Inc Ultrasound)	5,175	5,175	0
				074193	Depreciation - GP Vehicle	115	115	0
						1,138,405	1,138,405	1,077,690
				074001	Surgery Turnover	(791,635)	(791,635)	(780,592)
				074002	Surgery Rental Income	(6,545)	(6,545)	(5,454)
				074004	Grants, Reimbursements and Contributions	0	0	0
						(798,180)	(798,180)	(786,046)
07	Health	075	Health Other					
				075100	Ambulance Centre Operation	24,475	24,475	24,106
				075150	Admin Allocated - Other Health	11,850	11,850	10,319
						36,325	36,325	34,425
					Health Total - Expenditure	1,258,370	1,258,370	1,193,833
					Health Total - Revenue	(800,570)	(800,570)	(788,756)

Account Detail as at 30/06/2020

*** Shire of Boyup Brook ***

Prog	Programme Description	SP	Sub-Programme Description	COA	Description	Current Budget	YTD Budget	YTD Actual
08	Education & Welfare	081	Other Education	081100	Community Resource Centre	3,165	3,165	2,397
				081101	Rylington Park Farm Complex	9,430	9,430	9,714
				081102	Donations - Other Education	250	250	250
				081103	Early Learning Centre - Employee Costs	132,850	132,850	132,525
				081104	Early Learning Centre - Operating Costs	12,050	12,050	11,740
				081150	Admin Allocation - Other Education	11,850	11,850	10,319
				081190	Depreciation - Community Resource Centre	5,020	5,020	4,602
				081191	Depreciation - Rylington Park Farm Complex	16,885	16,885	15,477
						191,500	191,500	187,025
				081001	Rylington Park Reimbursements	(8,260)	(8,260)	(8,868)
				081003	Early Learning Centre - Fees & Charges	(142,570)	(142,570)	(129,433)
				081004	Early Learning Centre - Operating Income	0	0	(1)
				081005	Non-Operating Grants & Contributions	0	0	0
						(150,830)	(150,830)	(138,303)
08	Education & Welfare	082	Aged And Disabled	082100	Support for Seniors Christmas Lunch	1,250	1,250	1,389
				082104	Interest Paid Loan 118 Aged Needs Initiative	14,890	14,890	12,270
				082150	Admin Allocated - Aged & Disabled	11,850	11,850	10,319
						27,990	27,990	23,978
				082110	Aged & Disability - Operating Grants and Contributions	0	0	0
						0	0	0
08	Education & Welfare	083	Other Welfare	083100	Other Welfare Expenses	500	500	23
				083104	Depreciation	50	50	0
				083105	Donations Expended	0	0	1,416
				083150	Admin Allocated - Other Welfare	35,425	35,425	30,853
						35,975	35,975	32,291
					Education & Welfare Total - Expenditure	255,465	255,465	243,294
					Education & Welfare Total - Revenue	(150,830)	(150,830)	(138,303)

Programme Description		Sub-Programme		COA	Description	Current Budget	YTD Budget	YTD Actual
Prog	Programme Description	SP	Description					
09	Housing	091	Staff Housing			9,130	9,130	1,879
		091100	Staff Housing Operation			0	0	0
		091102	Staff Housing - Less Amt Allocated to Admin.			2,965	2,965	2,111
		091130	Interest Paid Loan 115 - Staff House			11,850	11,850	10,319
		091150	Admin Allocated - Staff Housing			5,730	5,730	5,255
		091190	Depreciation - Staff Housing			29,675	29,675	19,564
09	Housing	092	Other Housing			9,550	9,550	9,414
		092101	Boyup Brook Citizens Lodge			20,370	20,370	17,724
		092102	Community Housing - Units			2,710	2,710	1,701
		092103	Other			2,000	2,000	4,502
		092104	6 Nix - Operating & Mtce Expense			10,860	10,860	10,310
		092105	House - 1 Rogers Ave			0	0	3,596
		092107	7 Knapp Street - Operating & Mtce Expense			11,970	11,970	10,423
		092150	Admin Allocation - Other Housing			32,385	32,385	29,969
		092190	Depreciation - Boyup Brook Citizens Lodge			5,570	5,570	5,373
		092191	Depreciation - Other Housing			4,365	4,365	4,002
		092192	Depreciation - Other Rental Houses (e.g. 1 Rogers Ave)			99,780	99,780	97,014
		092001	Rent 24A Proctor St			(7,240)	(7,240)	(8,932)
		092002	Rent 24B Proctor St			(7,240)	(7,240)	(8,302)
		092003	Rent 16A Forrest St			(7,240)	(7,240)	(10,832)
		092004	Rent 16B Forrest St			(7,240)	(7,240)	(10,907)
		092005	Rent 1 Rogers Ave			(16,490)	(16,490)	(9,020)
		092006	Rent 6 Nix St			(11,475)	(11,475)	(10,003)
		092007	Housing Reimbursements			(1,190)	(1,190)	(234)
		092008	7 Knapp Street			0	0	0
		092009	Other Housing: 7 Knapp St			(31,085)	(31,085)	(31,371)
						(89,200)	(89,200)	(89,601)
Housing Total - Expenditure						129,455	129,455	116,578
Housing Total - Revenue						(89,200)	(89,200)	(89,601)

Account Detail as at 30/06/2020

*** Shire of Boyup Brook ***

Prog	Programme Description	SP	Sub-Programme Description	COA	Description	Current Budget	YTD Budget	YTD Actual
10	Community Amenities	101	Waste Management	101016	Interest Paid Loan 112 - Rubbish Tip	350	350	183
				101100	Refuse Collection Boyup Brook Townsite Expense	45,850	45,850	46,836
				101101	Recycling Collection Boyup Brook Town Site	28,200	28,200	30,398
				101102	Boyup Brook Transfer Station Costs	45,110	45,110	52,361
				101103	Land Fill Disposal Site	11,360	11,360	22,015
				101104	Townsite Street Bins Collection	10,910	10,910	11,131
				101105	Waste Management Satellite Towns	0	0	0
				101106	Transfer Station Employee Costs	42,610	42,610	41,760
				101107	Drum Muster Expenses	1,600	1,600	0
				101108	BB Transfer Station Superannuation	3,040	3,040	2,743
				101119	Waste Bin Maintenance and Delivery	0	0	920
				101150	Admin Allocated - Waste Management	23,580	23,580	20,534
				101190	Depreciation - Waste Management	20,895	20,895	20,231
						233,505	233,505	249,111
						(110,660)	(110,660)	(188,792)
				101001	Refuse Collection Charges - Rates	(6,035)	(6,035)	(4,371)
				101002	Transfer Station Income	(50,405)	(50,405)	(1,362)
				101003	Recycling Collection Charges	(7,825)	(7,825)	(10,967)
				101004	Scrap Metal Income	(27,880)	(27,880)	0
				101005	Waste Collection Rates	(202,805)	(202,805)	(205,492)
10	Community Amenities	103	Sewerage	103100	Septic Tank Inspection Expenses	200	200	0
				103101	Liquid Waste Disposal Site (Stanton Road)	1,915	1,915	1,653
						2,115	2,115	1,653
						0	0	0
				103001	Septic Tank - Inspection Fees	(2,235)	(2,235)	(1,888)
				103002	Septic Licence Fees	(2,235)	(2,235)	(1,888)
10	Community Amenities	105	Town Planning	105100	Town Planning Admin & Control	20,000	20,000	26,016
				105101	Admin Allocation - Town Planning	23,580	23,580	20,534
						43,580	43,580	46,550
				105001	Planning Application Fees	(5,440)	(5,440)	(6,701)
				105002	Subdivision Clearance Charges	0	0	0
						(5,440)	(5,440)	(6,701)

Programme Description		Sub-Programme		COA	Description	Current Budget			YTD Budget		YTD Actual	
Prog	Programme Description	SP	Sub-Programme Description									
10	Community Amenities	106	Other Community Amenities									
				106101	Cemetery - Operation	28,305		28,305	28,305		22,283	
				106102	Public Toilets - Operation	22,285		22,285	22,285		13,759	
				106103	Street Furniture	430		430	430		0	
				106150	Admin Allocation - Other Community Amenities	11,850		11,850	11,850		10,319	
				106151	Admin Allocation - Cemetery	1,315		1,315	1,315		1,147	
				106191	Depreciation - Public Toilets	1,010		1,010	1,010		928	
				106192	Depreciation - Other Community Services	3,035		3,035	3,035		2,783	
						68,230		68,230	68,230		51,218	
				106001	Cemetery Burial Fees	(3,795)		(3,795)	(3,795)		(922)	
				106002	License/Other Fees BB Cemetery	(1,705)		(1,705)	(1,705)		(684)	
				106003	Cemetery - Reservation Fees (Not Niche Wall)	0		0	0		0	
				106004	Cemetery Niche Wall Fees & Charges	(1,705)		(1,705)	(1,705)		(783)	
						(7,205)		(7,205)	(7,205)		(2,389)	
10	Community Amenities	107	Protection Of Environment									
				104100	Blackwood Catchment Zone	0		0	0		0	
				107101	Fruit Fly Program Expenses	0		0	0		0	
				107001	Fruit Fly Baiting Income	0		0	0		0	
						0		0	0		0	
						0		0	0		0	
						347,430		347,430	347,430		348,532	
					Community Amenities Total - Expenditure							
					Community Amenities Total - Revenue	(217,685)		(217,685)	(217,685)		(216,470)	

Account Detail as at 30/06/2020

*** Shire of Boyup Brook ***

Prog	Programme Description	SP	Sub-Programme Description	COA	Description	Current Budget	YTD Budget	YTD Actual
11	Recreation & Culture	111	Public Halls & Civic Centres	111100	Boyup Brook Hall - Operation	34,340	34,340	29,521
				111102	Halls - Other Public Halls	9,890	9,890	8,273
				111150	Admin Allocation - Public Halls	23,580	23,580	20,534
				111190	Depreciation - Public Halls	50,730	50,730	46,057
						118,540	118,540	104,384
11	Recreation & Culture	112	Swimming Areas And Beaches	111001	Hall Hire Fees	(3,085)	(3,085)	(2,418)
				111003	Non-Operating Grants (State) and Contributions	0	0	0
				111402	Capital Improvements - Public Buildings - Grants	0	0	0
						(3,085)	(3,085)	(2,418)
				112100	Swimming Pool General Operations	62,455	62,455	67,063
				112101	Swimming Pool Building Costs	42,040	42,040	46,856
				112102	Swimming Pool Employee Costs	150,420	150,420	143,779
				112103	Interest Paid Loan 114 - upgrade pool bowl	5,375	5,375	3,328
				112104	Swimming Pool Employee Superannuation	8,215	8,215	9,076
				112106	Pool Staff - Fringe Benefits Tax	12,175	12,175	9,704
11	Recreation & Culture	112	Swimming Areas And Beaches	112107	River Environs	0	0	0
				112150	Admin Allocation - Swimming Pool	26,090	26,090	22,723
				112190	Depreciation - Swimming Pool	17,740	17,740	8,572
						324,510	324,510	311,100
				112003	Pool Daily Admission Fees	(13,065)	(13,065)	(11,189)
				112004	Season Tickets Fees	(14,285)	(14,285)	(13,965)
				112005	Pool Hire Fees	(505)	(505)	(251)
				112006	Gym Equipment Hire Fees	(35)	(35)	(80)
				112007	Pool Teaching Programme Fees	(1,225)	(1,225)	0
				112008	Vacation Swimming Passes	(1,260)	(1,260)	(482)
11	Recreation & Culture	112	Swimming Areas And Beaches	112009	Grants and Contributions	0	0	0
						(30,375)	(30,375)	(25,967)

Prog	Programme Description	SP	Sub-Programme Description	COA	Description	Current Budget	YTD Budget	YTD Actual
11	Recreation & Culture	113	Other Recreation & Sport					
				113100	Recreation Complex	137,100	137,100	132,578
				113109	Walk Trails	1,480	1,480	2,366
				113110	Townsite Gardens	82,030	82,030	60,121
				113112	Reserves and Parks Operations	48,280	48,280	57,081
				113119	Other Recreation Facilities	12,995	12,995	9,564
				113121	Kidsport Program by Sports/Rec	11,730	11,730	10,213
				113122	Support for ANZAC Day	6,115	6,115	64
				113124	Support for UBAS	3,090	3,090	2,588
				113125	Support for Others	15,955	15,955	16,898
				113126	Dinninup Rec Reserve - Consultant	0	0	0
				113140	Minor Assets and Sundry Plant Items	0	0	3,729
				113150	Admin Allocation - Other Recreation	28,245	28,245	24,599
				113160	Loss on Sale of Assets	0	0	0
				113190	Depreciation: Buildings, Recreation, & Other Infra	220,420	220,420	208,635
				113191	Depreciation - Parks & Gardens	50,030	50,030	45,861
				113192	Depreciation: Plant & Equipment	16,490	16,490	2,827
						633,960	633,960	577,123
				113001	Squash Courts Hire Charges	0	0	0
				113002	Reimbursements - Other Rec	(7,160)	(7,160)	(559)
				113003	Recreation Ground Hire Fees	(3,030)	(3,030)	(3,586)
				113004	Profit on Sale of Assets	0	0	0
				113005	Operating Grants: State Government	0	0	0
				113021	KidSport Program Income	0	0	0
				113022	Capital Grants & Contributions	0	0	(14,750)
						(10,190)	(10,190)	(18,895)

Account Detail as at 30/06/2020

*** Shire of Boyup Brook ***

Prog	Programme Description	SP	Sub-Programme Description	COA	Description	Current Budget	YTD Budget	YTD Actual
11	Recreation & Culture	114	Television And Rebroadcasting	114005	Communications Tower	4,650	4,650	4,290
						4,650	4,650	4,290
				114010	Radio & Mobile Tower Site Fees or Charges	(9,050)	(9,050)	(9,051)
						(9,050)	(9,050)	(9,051)
11	Recreation & Culture	115	Libraries	115100	Library Operations	3,100	3,100	2,702
				115150	Admin Allocation - Libraries	64,870	64,870	56,494
						67,970	67,970	59,196
				115001	Library Income	0	0	0
						0	0	0
11	Recreation & Culture	116	Other Culture	116120	War Memorial	6,875	6,875	8,407
				116100	Museum	5,115	5,115	3,562
				116101	Craft Hut	1,825	1,825	1,383
				116102	Support for Sandakan (Ceremony)	8,890	8,890	3,974
				116150	Admin Allocated - Other Culture	11,850	11,850	10,319
				116190	Depreciation - Other Culture	11,895	11,895	11,217
						46,450	46,450	38,862
				116001	Reimbursements - Other Culture	(50)	(50)	0
				116005	Non-Operating Grants (State) and Contributions	0	0	0
						(50)	(50)	0
					Recreation & Culture Total - Expenditure	1,196,080	1,196,080	1,094,956
					Recreation & Culture Total - Income	(52,750)	(52,750)	(56,330)
12	Transport	121	Streets, Roads, Bridges & Depot Construction	121001	Grants State - Regional Road Group - (Cap)	(518,000)	(518,000)	(315,685)
				121003	Grants - Federal - Roads to Recovery Grant (Cap)	(420,715)	(420,715)	(420,714)
				121004	Capital Grants Other & Road Contributions	(30,000)	(30,000)	(30,000)
				121007	Special Bridge Funding	(638,000)	(638,000)	(638,000)
				121006	Grant - Black Spot Projects Funds	0	0	0
						(1,606,715)	(1,606,715)	(1,404,399)

Prog	Programme Description	SP	Sub-Programme Description	COA	Description	Current Budget	YTD Budget	YTD Actual
12	Transport	122	Streets, Roads, Bridges & Depot Maintenance					
				122100	Depot Building Building Costs	30,405	30,405	32,845
				122101	Depot General Operations	13,795	13,795	17,596
				122103	Rural Road Maintenance	93,950	93,950	118,826
				122104	Roads Vegetation Clearing Offset Costs	0	0	0
				122105	Repairs & Maint - Bridges	43,585	43,585	56,209
				122106	Shire Radio Network Costs	800	800	112
				122107	Maintenance Grading	213,840	213,840	292,627
				122108	Drains & Culverts	39,875	39,875	42,674
				122109	Verge Pruning (Rural)	96,815	96,815	96,369
				122110	Verge Spraying (Rural)	20,655	20,655	34,284
				122111	Crossover Contributions	750	750	0
				122112	Town Services Drainage	3,925	3,925	4,890
				122113	Town Services Footpaths	7,685	7,685	2,368
				122114	Town Road Repairs	14,230	14,230	8,077
				122115	Town Services - Tree Pruning	12,465	12,465	21,831
				122116	Street Lighting	27,545	27,545	27,659
				122117	Traffic Signs	5,425	5,425	5,162
				122119	Road Building and Other Stock	245	245	274
				122120	Roman Road Data Pick Up	26,940	26,940	9,217
				122121	Town Services - Verge Spraying	21,620	21,620	16,160
				122122	Road Sweeping	7,025	7,025	6,453
				122123	Emergency Services	70,690	70,690	62,053
				122124	Storm Damage	0	0	0
				122130	Road & Path/ Cycle Ways - Studies	130	130	0
				122131	Rural Numbering Scheme	585	585	3,171
				122140	Loss on Sale of Assets	0	0	0
				122150	Admin Allocated - Road Maintenance	276,825	276,825	256,828
				122190	Depreciation - Transport Other (P&E, F&E and Buildings)	21,375	21,375	17,364
				122191	Depreciation - Other Infrastructure	25,945	25,945	24,089
				122192	Depreciation Roads	1,386,720	1,386,720	1,396,653
				122193	Depreciation - Bridges	645,550	645,550	594,689
				122194	Depreciation - Footpaths	17,255	17,255	15,819
				122195	Depreciation - Drainage	271,780	271,780	252,184
						3,398,430	3,398,430	3,416,480
				121002	Grants Direct - State - MRD - (OP)	(160,040)	(160,040)	(160,104)
				122003	Income from Sale of Sundry Items	(1,840)	(1,840)	(68)
				122004	Contributions and Reimbursement eg. Storm Damage Costs	0	0	0
						(161,880)	(161,880)	(160,172)

Account Detail as at 30/06/2020

*** Shire of Boyup Brook ***

Prog	Programme Description	SP	SUB-Programme Description	COA	Description	Current Budget	YTD Budget	YTD Actual
12	Transport	123	Road Plant Purchases	123119	Minor Assets and Sundry Items	0	0	5,469
				123140	Loss on Sale of Asset	27,500	27,500	151,032
						0	0	156,501
12	Transport	125	Traffic Control	125100	Bank Fees - Police Licensing	0	0	0
				125150	Administration Allocated - Traffic Control	88,445	88,445	77,028
						88,445	88,445	77,028
				125001	Licensing Service	(28,800)	(28,800)	(26,598)
				125002	Motor Vehicle Plates	(880)	(880)	(762)
				125005	Sundry Receipts - Heavy Haulage Permits etc	(4,095)	(4,095)	(2,370)
						(33,775)	(33,775)	(29,730)
12	Transport	126	Aerodromes	126100	Air Strip	3,580	3,580	3,678
				126190	Depreciation - Airport	22,730	22,730	20,833
						26,310	26,310	24,511
				126001	Hire Charges - Hangar	0	0	0
				126002	Airstrip - Reimbursements	0	0	0
						0	0	0
Transport Total - Expenditure						3,513,185	3,513,185	3,674,520
Transport Total - Income						(195,655)	(195,655)	(189,903)

Programme Description		Sub-Programme		COA	Description	Current Budget	YTD Budget	YTD Actual
Prog	Programme Description	SP	Description					
13	Economic Services	131	Rural Services					
				131001	Rural Services Expenses	48,785	48,785	5,444
				131005	Employee Wages, Superannuation & Employee Costs	13,500	13,500	3,135
				131009	Admin Allocation - Biosecurity	17,715	17,715	0
						80,000	80,000	8,579
13	Economic Services	132	Tourism & Area			0	0	0
				132102	Support for Country Music Festival			
				132103	Community Development Officer	11,130	11,130	41,316
				132104	Tourist Centre	22,295	22,295	23,173
				132106	Promotion Activities	2,850	2,850	5,594
				132107	Flax Mill Complex General Operations	39,785	39,785	33,378
				132108	Caravan Park/Flax Mill Complex Building Operation	88,170	88,170	56,526
				132110	Tourist Information Bay	810	810	3,789
				132111	Carnaby Beetle Collection	80	80	81
				132113	Community Development Officer - Superannuation	2,320	2,320	1,789
				132114	Community Development Expenses	150	150	0
				132115	Community Development - Fringe Benefit Tax	1,550	1,550	11,429
				132116	CDO Vehicle Op Costs GEN	3,050	3,050	3,638
				132140	Loss on Sale of Assets	0	0	0
				132148	Interest Paid Loan 106 - Flax Mill Complex Upgrade	0	0	0
				132149	Interests Paid Loan 109 - Flax Mill Water Upgrade Loan	0	0	0
				132150	Admin Allocated Tourism	41,290	41,290	35,960
				132151	Admin Allocated Caravan Pk	11,850	11,850	10,319
				132190	Depreciation - Tourism, Community Development & Area Promotion	4,290	4,290	3,635
				132191	Depreciation - Caravan Pk/Flax	45,125	45,125	41,685
						274,745	274,745	272,311
13	Economic Services	133	Building Control			(61,215)	(61,215)	(43,460)
				132002	Caravan Park & Complex Fees & Charges	(11,570)	(11,570)	(10,046)
				132003	Flax Mill Sheds Storage Charges	0	0	(10,000)
				132004	SWDC Grant	0	0	0
				132006	Event - Reimbursements	0	0	0
				132007	Other Income	(6,910)	(6,910)	(8,435)
				132009	Contributions - Music Park	0	0	0
						(79,695)	(79,695)	(71,941)
13	Economic Services	133	Building Control			40,985	40,985	32,839
				133100	Building Control	250	250	0
				133101	Building Control - Other Costs	1,945	1,945	799
				133102	Building Control Superannuation	5,930	5,930	8,095
				133103	Building Control - BMO	11,850	11,850	10,319
				133150	Admin Allocated - Building Control Expenses	60,960	60,960	52,052
						(11,420)	(11,420)	(8,493)
				133001	Building Licences (UFEE)	(245)	(245)	(116)
				133002	BCIF Levy - Commission	(345)	(345)	(195)
				133003	Builders Services Levy - Commission	(12,010)	(12,010)	(8,804)

Prog	Programme Description	SP	Sub-Programme Description	COA	Description	Current Budget	YTD Budget	YTD Actual
13	Economic Services	134	Saleyards & Markets	134100	Saleyards	15,635	15,635	28,203
				134190	Depreciation - Saleyards & Markets	113,345	113,345	0
						128,980	128,980	28,203
						(8,325)	(8,325)	(5,478)
						(8,325)	(8,325)	(5,478)
13	Economic Services	135	Other Economic Services	135100	Standpipes	8,275	8,275	35,872
				135102	Economic Development Projects	7,500	7,500	0
				135105	80 Abel Street Shops Expenses	9,820	9,820	8,052
				135150	Admin Allocated - Other Economic Development	11,850	11,850	10,319
				135190	Depreciation - Economic Development Facilities	3,865	3,865	3,544
						41,310	41,310	57,787
						(4,450)	(4,450)	(21,519)
						(15,340)	(15,340)	(11,540)
						(19,790)	(19,790)	(33,059)
						585,995	585,995	418,933
						(119,820)	(119,820)	(119,282)
14	Other Property & Services	141	Private Works	141100	Private Works - Costs	23,305	23,305	6,902
						23,305	23,305	6,902
						(19,135)	(19,135)	(8,624)
						(19,135)	(19,135)	(8,624)
14	Other Property & Services	143	Public Works Overheads	143100	Supervision	284,730	284,730	356,899
				143101	Consultant Engineer	55,000	55,000	15,155
				143102	Works Manager Vehicle Op Costs	1,755	1,755	6,742
				143103	Works Staff - Fringe Benefit Tax	0	0	3,576
				143104	Works Employee Insurance Costs	25,565	25,565	19,417
				143105	Superannuation of Workmen	108,930	108,930	111,382
				143106	PWOH Leave - Depot	213,700	213,700	201,380
				143107	Protective Clothing	5,280	5,280	4,597
				143108	Uniforms	1,615	1,615	619
				143109	Training & Meeting Expenses	24,310	24,310	17,777
				143110	Occupational Health & Safety	23,915	23,915	69,986
				143111	Other Expenses	2,380	2,380	7,831
				143112	Unallocated Wages (Depot)	0	0	0
				143113	Waste Oil Disposal Costs	0	0	15
				143115	Provision for Leave Accruals	5,190	5,190	0
				143116	Conferences & Training Courses (MOW)	5,000	5,000	0
				143150	Admin Allocated - Works Overhead	23,580	23,580	20,534
				143180	LESS PWOH ALLOCATED - PROJECTS	(733,200)	(733,200)	(686,509)
				143190	Works Manager Vehicle Depreciation	0	0	0
						47,750	47,750	149,401

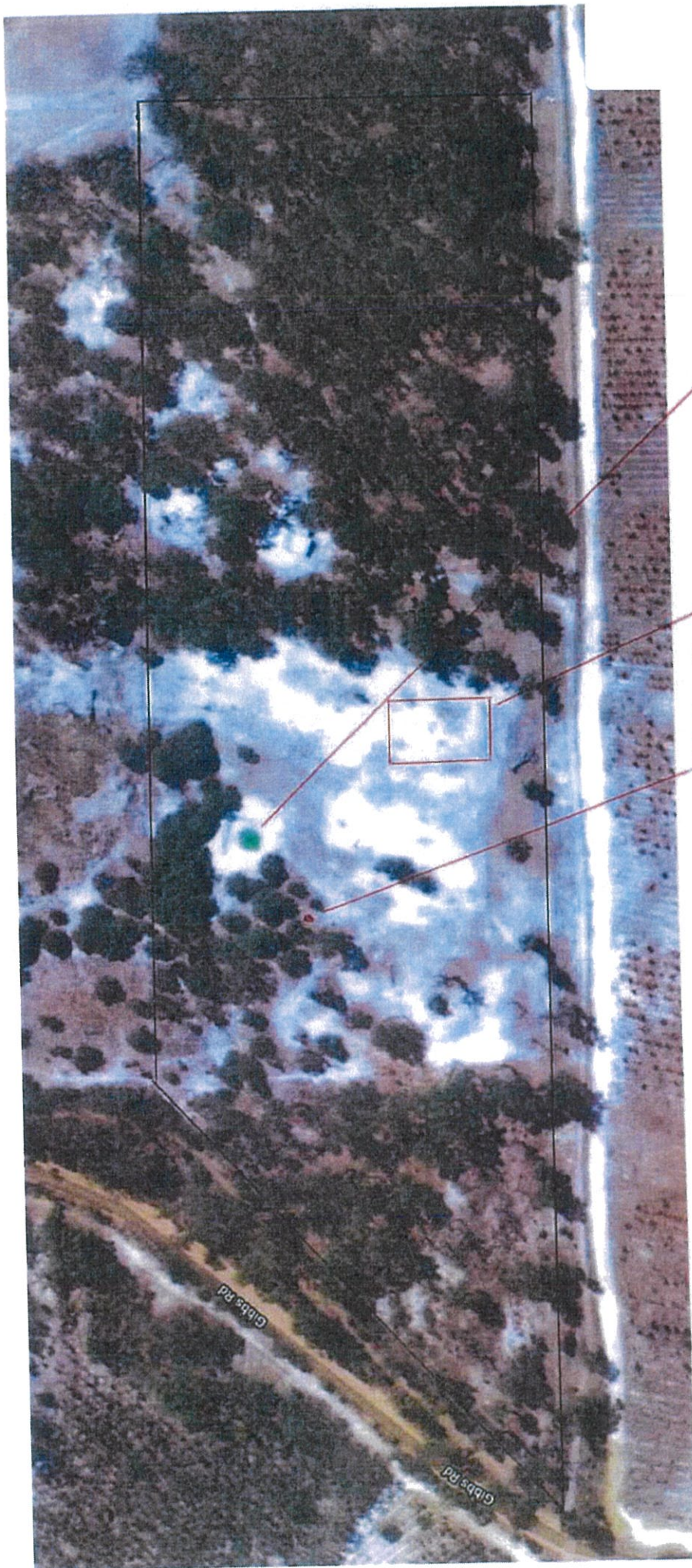
Prog	Programme Description	SP	Sub-Programme		COA	Description	Current Budget	YTD Budget	YTD Actual
			SP	Description					
14	Other Property & Services	144	Plant Operation						
				Costs					
			144100	Repair Wages		55,500	55,500	25,410	
			144101	Fuel & Oil		178,610	178,610	154,587	
			144102	Tyres & Tubes		16,215	16,215	24,335	
			144103	Parts and Repairs		60,380	60,380	138,128	
			144104	Licenses		15,450	15,450	7,870	
			144105	Insurance		48,380	48,380	43,758	
			144106	Blades & Points		10,970	10,970	13,867	
			144107	Expendable Tools		4,500	4,500	11,894	
			144108	Freight Costs		2,100	2,100	0	
			144110	Superannuation - Mechanic		8,985	8,985	2,543	
			144111	Mechanic - Workers Comp Insurance		1,465	1,465	0	
			144112	Mechanic's Leave, Public Holidays, Training etc		0	0	0	
			144113	Supervision		7,685	7,685	0	
			144150	Admin Allocated		7,060	7,060	6,150	
			144180	LESS PCO ALLOCATED - PROJECTS		(638,375)	(638,375)	(806,383)	
			144190	Depreciation - Plant		231,075	231,075	173,243	
						10,000	10,000	(204,600)	
			144001	Diesel Fuel Rebate		(33,305)	(33,305)	(35,668)	
			144002	Reimbursements - Operating		0	0	(4,750)	
						(33,305)	(33,305)	(40,418)	
14	Other Property & Services	145	Salaries & Wages						
			145100	Gross Total Salaries and Wages		3,233,900	3,233,900	3,300,819	
			145101	Workers Compensation Expenses		800	800	628	
			145130	LESS SALS/WAGES ALLOCATED		(3,233,900)	(3,233,900)	(3,312,148)	
						800	800	(10,702)	
			Workers Compensation Reimbursements						
			143001	Workers Compensation Reimbursements		(560)	(560)	(1,153)	
						(560)	(560)	(1,153)	

Account Detail as at 30/06/2020

*** Shire of Boyup Brook ***

Prog	Programme Description	SP	Sub-Programme Description	COA	Description	Current Budget	YTD Budget	YTD Actual
14	Other Property & Services	146	Administration	146015	Loss on Sale of Asset	0	0	5,750
				146100	Administration - Advertising	6,750	6,750	9,333
				146101	Administration - Audit Fees	22,500	22,500	24,060
				146102	Administration - Bank Fees	9,950	9,950	9,901
				146103	Administration Bldg Costs	39,710	39,710	76,360
				146104	Administration General Operations	0	0	0
				146105	Administration Staff Employee Costs	938,895	938,895	738,502
				146106	Consultants	65,780	65,780	60,948
				146107	Asset Management	0	0	0
				146108	Administration - Insurance	21,720	21,720	(1,848)
				146109	Administration - Legal Expenses	13,400	13,400	16,290
				146110	Administration - IT System Operation & Maintenance	61,400	61,400	77,091
				146111	Administration - Office Equipment Maintenance	150	150	0
				146112	Administration - Postage & Freight	5,300	5,300	5,387
				146113	Administration - Printing & Stationery	12,550	12,550	10,407
				146114	Administration Vehicle Costs	1,350	1,350	2,965
				146115	Administration - Fringe Benefits Tax	0	0	3,357
				146117	Employers Indemnity Insurance	30,885	30,885	32,719
				146118	Administration - Subscriptions	12,450	12,450	24,630
				146119	Administration Staff Housing	0	0	0
				146120	Administration - Uniform Allowance	3,000	3,000	603
				146121	Administration - Telephones	15,650	15,650	13,574
				146122	Minor Furn & Equip Under \$2000	2,500	2,500	5,115
				146123	Administration - Conference/ Training/Professional Development	19,635	19,635	10,072
				146124	Administration - Superannuation	87,250	87,250	69,919
				146125	Admin Provision for Leave Accruals	(24,260)	(24,260)	0
				146126	Employee (Packaging) Costs	725	725	0
				146127	Interest Paid Loan 110 - Admin Building Loan	0	0	0
				146128	Administration - OSH	1,060	1,060	452
				146150	Less Administration Costs Alloc	(1,196,850)	(1,196,850)	(1,042,322)
				146190	Depreciation - Administration	48,455	48,455	16,205
				146300	Rounding Account (Exp & Inc)	0	0	0
				146701	Town Site Strategy Planning	0	0	0
						199,955	199,955	169,470
						(7,960)	(7,960)	(42,078)
				146001	Reimbursements - Administration	0	0	404
				146003	Reimbursements - Staff (Packaging)	0	0	0
				146014	Profit on Sale of Asset	0	0	0
				146900	Suspense Account	0	0	0
						(7,960)	(7,960)	(41,674)
						5,000	5,000	0
						7,500	7,500	0
						12,500	12,500	0
14	Other Property & Services	147	Unclassified	147010	Local (District) Planning Strategy	144,347	144,347	206,469
				147011	Purchase of Land - Consultants	0	0	0
14	Other Property & Services	149	Unclassified	149001	Rylington Park Operational Expenses	144,347	144,347	206,469
14	Other Property & Services	149	Unclassified	149101	Rylington Park Income	(99,100)	(99,100)	(131,440)
						0	0	0
						(99,100)	(99,100)	(131,440)

Prog	Programme Description	Sub-Programme		COA	Description	Current Budget	YTD Budget	YTD Actual
		SP	Description					
						294,310	294,310	316,940
	Other Property & Services Total - Expenditure							
						(60,960)	(60,960)	(223,309)
	Other Property & Services Total - Income							



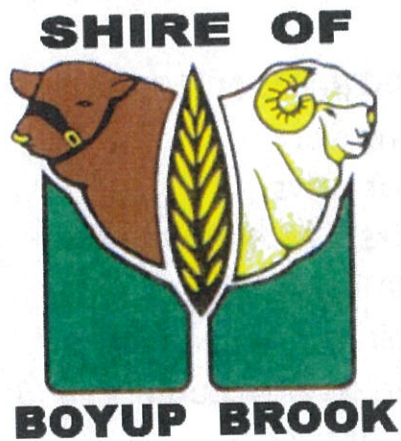
SPRING FED
DAM

ORCHARD

PROPOSED
HIVE

1400 GIBBS RD (LOT 11845) DINNINUP

LOT SIZE - 24 ACRES.



Delegations Register

April 2019

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RECORD OF REVIEW OF DELEGATION REGISTER

[illegible]

1000 ADMINISTRATION

1001	Delegation Subject	Liquor Licensing Act
	Function to be performed:	<p>The Council as the Local Planning Authority and the Local Government delegates power to the CEO to:</p> <ul style="list-style-type: none"> • Issue Certificates of Local Government under Section 39 of the Liquor Licensing Act advising compliance with Food, Health and Local Government laws. • Respond to applications for Extended Trading Permits under Sections 61(1)(d) and 61(2); • Make submissions on health grounds regarding the grant or renewal of a license under Section 69(8); • Request copies of reports produced by the Liquor Licensing Authority under Section 153(2); • Report to the Liquor Licensing Authority any offence committed by a licensee and ensures appropriate assistance is given to the Authority if requested under Section 156. • Issue Certificates of the Local Planning Authority under Section 40 of the Act.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer

1000 ADMINISTRATION

1002	Delegation Subject	Enforcement of Laws
	Function to be performed:	The Chief Executive Officer is delegated authority to appoint persons or classes of persons for the purposes of performing particular functions as specified by the Chief Executive Officer in accordance with Part 9-Div. 2 of the Local Government Act 1995. This also includes the 'Appointment of authorised persons 'as per section 9.10 (1) and issuing of certificates of appointment as per section 9.10(2) of the Local Government Act 1995. All such appointments must be within budgetary constraints unless specific funding is otherwise authorised by Council.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Local Government Act 1995 Part 9 Division 2

1000 ADMINISTRATION

1003	Delegation Subject	Inviting Tenders – Selection Criteria
	Function to be performed:	The Chief Executive Officer is delegated authority to discharge the duties of the Local Government under regulation 14 of the Local Government (Functions & General) Regulations 1996 to publicly invite tenders by determining the written criteria for deciding which tender should be accepted.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Local Government (Function & General) Regulations 1996 – Regulation 14

1000 ADMINISTRATION

1004	Delegation Subject	Local Laws Administration
	Function to be performed:	<p>The CEO is delegated the power to administer all the local laws of the local government and do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under the Local Government Act 1995 and the Local laws adopted and in particular:</p> <p><i>Local Government Property and Dogs Local Law 2007:</i></p> <p>The CEO is delegated authority to impose such conditions as are considered necessary from time to time in granting a permit to hire or use any property belonging to Council per clauses 3.4 or 3.5 and to extend, renew, transfer or cancel permits per clauses 3.8, 3.9, 3.10 and 3.12.</p> <p><i>Health Local Laws 2007:</i></p> <p>The CEO is delegated authority to perform the functions and powers of 'the local government' under the Health Local Laws 2007.</p>
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Section 3.18(1) (2) and (3) Local Government Act 1995

1000 ADMINISTRATION

1005	Delegation Subject	Functions Outside Own District
	Function to be performed:	<p>Council delegates to the CEO the power to perform its executive functions on land outside its own district that is not local property of the Shire of Boyup Brook provided that the consent is obtained of:</p> <p>(a) The owner of the land; (b) if the land is occupied, the occupier of the land; and (c) if the land is under the control or management of any other person, that other person.</p>
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Section 3.20 Local Government Act 1995

1000 ADMINISTRATION

1006	Delegation Subject	Notices to Owners and Occupiers of Land and Powers of Entry
	Function to be performed:	Council delegates to the CEO its power to authorise a person to issue and enforce owners or occupiers to do anything prescribed in Schedule 3.1 - Powers under Notices to Owners and Occupiers of Land and the Powers of Entry as per Part 3 Division 3 Sub Division 3 of the Local Government Act 1995
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Sections 3.25, 3.26, 3.27 & 3.31 Local Government Act 1995

1000 ADMINISTRATION

1007	Delegation Subject	Emergency Entry to Land
	Function to be performed:	The CEO is delegated the local governments power in an emergency to lawfully enter any land, premises or thing immediately and without notice and perform any of its functions as it considers appropriate to deal with the emergency as determined by the CEO.
	Power or Duty Assigned:	Local Government or Chief Executive Officer
	Delegation to:	Chief Executive Officer
	Reference:	Section 3.34(1) Local Government Act 1995

1000 ADMINISTRATION

1008	Delegation Subject	Remove and Impound Goods
	Function to be performed:	Council delegates to the CEO the power to remove and impound goods from a public place if the goods present a hazard to public safety or they obstruct the lawful use of any place.
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Section 3.39 Local Government Act 1995

1000 ADMINISTRATION

1009	Delegation Subject	Sale of Impounded Goods
	Function to be performed:	<p>If any goods have been confiscated, the CEO is delegated power to sell or otherwise dispose of them in accordance with section 3.47 (1) , subject to compliance with the following conditions:-</p> <p>(1) Any goods confiscated must be sold only by the process of calling public tenders as per Part 4 of the Local Government (Functions & General) Regulations 1995.</p> <p>(2) The CEO is authorized to accept a tender received up to the value of \$1,000.00 for any goods confiscated. Any tenders for goods confiscated that include offers above \$1,000.00 must be referred to the Council for consideration and a decision.</p>
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Section 3.47(1) Local Government Act 1995

1000 ADMINISTRATION

1010	Delegation Subject	Impounding Periods
	Function to be performed:	<p>The CEO is delegated power to sell any impounded goods that have not been collected in accordance with a notice given under Section 3.41(2b) within a period of:</p> <ul style="list-style-type: none"> • 3 days for perishable goods • 7 days for animals • 2 months for non-perishable goods (including vehicles) after the notice is given the local government may sell or otherwise dispose of them.
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Section 3.47(2a) (2b) Local Government Act 1995

1000 ADMINISTRATION

1011	Delegation Subject	Impounded Goods – Cost Recovery
	Function to be performed:	If goods are removed and impounded under Section 3.39 and the alleged offender is convicted, the CEO is delegated power to take in a court of competent jurisdiction, to recover from the alleged offender the expenses incurred by the local government in removing and impounding them and in disposing of them.
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Section 3.48 Local Government Act 1995

1000 ADMINISTRATION

1012	Delegation Subject	Variation of Requirements Before Entry into Contract
	Function to be performed:	<p>If, after a local government has invited tenders for the supply of goods or services and chosen a successful tender but before it has entered into a contract, the local government may make a *minor variation in the goods or services required without again inviting tenders.</p> <p>Where the CEO is satisfied that the variation is minor having regard to the total goods or services that tenders were invited to supply, the CEO is delegated power to make a minor variation</p>
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	<p>Section 20 Local Government (Functions & General) Regulations 1996*</p> <p>Minor variation means a variation that the local government is satisfied is minor having regard to the total goods or services that tenders were invited to supply.</p>

1013	Delegation Subject	Vehicles, Use of
	Function to be performed:	The CEO is delegated the authority to make all appropriate private use arrangements with all staff having use of a Council vehicle, bearing in mind Legislative requirement of Fringe Benefits and any Council Policies
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Section 5.42 Local Government Act 1995

1000 ADMINISTRATION

1014	Delegation Subject	Disposition of property excluded from Local Government Act 1995 Section 3.58
	Function to be performed:	<ul style="list-style-type: none"> • Council Housing is primarily for the purposes of housing Council staff members (or specific Council supported programs such as Doctor provision) with the Chief Executive Officer given the power to approve all housing allocations. Should Council Staff not require housing assistance, then the vacant residence/s is to be offered for lease by advertisement at the current market rental value. • All residential rentals/leases entered into following the adoption of this delegation are to be covered by a written agreement in accordance with the Residential Tenancies Act (Form 1AA) and will include a bond equivalent to 4 weeks rent to be held by the independent Bond Administrator. • Rental amounts for housing are set by Council in the normal adoption of the Annual Schedule of Fees and Charges. • Community Housing properties (24A and B Proctor Street and 16A and B Forrest Street) are for the purpose of providing affordable housing and a pathway to Keystart housing for eligible prospective tenants. The Chief Executive Officer is given the power to approve all Community Housing allocations, with rental amounts to be set by Council in accordance with the Community Housing Income and Assets Limits Policy 2013. • Council employee tenants are to be given the option of paying the bond amount by instalment deductions from their pay. • Boyup Brook Medical Centre Rooms are for the purpose of Medical Practitioners servicing the

		<p>community, with the Chief Executive Officer given the power to approve all Room allocations. When vacant, Rooms are to be offered for lease by advertisement at the current market rental value.</p> <ul style="list-style-type: none"> Abel Street Commercial Premises (three shops adjacent to the Medical Centre) are for the purpose of providing services (e.g. personal grooming) or goods to the community, with the Chief Executive Officer given the power to approve all shop allocations. When vacant, the shops are to be offered for lease by advertisement at the current market rental value.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Local Government (Functions and General) Regulation 30

2000 WORKS

2001	Delegation Subject	Regulatory Signs, i.e. Stop, Give-Way, Speed, etc.
	Function to be performed:	The CEO is delegated authority to make applications to the Main Roads WA for the installation of regulatory signs and markings at such places as the Chief Executive Officer considers warranted.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Section 5.42 Local Government Act 1995

2000 WORKS

2002	Delegation Subject	Temporary Road Closures
	Function to be performed:	<p>The CEO is delegated authority to temporarily close a thoroughfare or a portion of a street for a period not exceeding 28 days (without providing local public notice) if of the opinion that by reason of heavy rain a street is likely to be damaged by the passage of traffic generally or traffic of any particular class, in accordance with Section 3.50 of the Local Government Act 1995.</p> <p>The CEO is delegated authority to temporarily close a road or portion of a road for repairs and maintenance in accordance with section 3.50A of the Act.</p> <p>The Chief Executive Officer is delegated authority to close a thoroughfare for a period in excess of 28 days by providing local public notice in accordance with Section 3.50 of the Local Government Act 1995.</p>
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	<p>Section 3.50 & 3.50A Local Government Act 1995</p> <p>Road Traffic Act 1974 Section 92 and 81D</p>

2003	Delegation Subject	Disposal of Surplus Equipment, Materials, Tools
	Function to be performed:	The CEO is delegated authority to sell, by calling for expressions of interest, holding of a surplus goods sale at Council's Depot, or any other fair means, items of surplus equipment, materials, tools, etc. which are no longer required, or are outmoded, or are no longer serviceable and have a value of less than \$20,000.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Local Government Act 1995 section 3.58(5) (d). Local Government (Functions and General) Reg 30(3)(a)

2000 WORKS

2004	Delegation Subject	Events on Roads
	Function to be performed:	The CEO is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991 Section 4 (1) & (2). The Chief Executive Officer shall have regard to Section 3.50 of the Local Government Act 1995.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Road Traffic Regs 1991 Section 4 (1) & (2) and the Local Government Act 1995 Sections (3.50) & (5.42)

2005	Delegation Subject	Permits, Heavy Haulage Vehicles
	Function to be performed:	The CEO is delegated authority to determine any application referral from Main Roads WA to use heavy haulage vehicles on any local road within the district, recommending approval or refusal. The CEO should have regard to any policy established by Council from time to time.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Section 5.42 Local Government Act 1995 Road Traffic (Vehicle Standards) Regulations 2002

2000 WORKS

2006	Delegation Subject	Gates and Pipes Across Thoroughfares
	Function to be performed:	The CEO is delegated authority to approve the installation of gates across, or pipes under, Council controlled thoroughfares with Council Policy, with a register of gates and pipes being kept in accordance with the requirements of the Local Government 1995 sched. 9.1 (5) and associated regulations.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Local Govt. Act schedule 9.1(5) & Reg 9. Local Government (Uniform Local Provisions) Regulations

2007	Delegation Subject	Dangerous Excavation
	Function to be performed:	If there is, in a public thoroughfare or land adjoining a public thoroughfare, an excavation that the local government considers to be dangerous it may fill in or fence the excavation or request the owner or occupier to fill or securely fence the excavation.
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Section 11(1) Local Government (Uniform Local Provisions) Regulations 1996

2008	Delegation Subject	Crossing from Public Thoroughfare to Private Land or Private Thoroughfare
	Function to be performed:	The CEO is delegated authority under schedule 9.1 (7) of the Act and Reg 12(1) to approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land in accordance with policy W.08.
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Section 12(1) Local Government (Uniform Local Provisions) Regulations 1996 & Local Govt. Act sched 9.1 (7)

2009	Delegation Subject	Requirement to Construct and Repair Crossing
	Function to be performed:	The Chief Executive Officer is delegated the power to give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing from a public thoroughfare. [Sched.9.1(7) (3) Act]
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Section 13(1) Local Government (Uniform Local Provisions) Regulations 1996 & Loc. Govt. Act sched 9.1 (7) (3)

2010	Delegation Subject	Private Works On, Over or Under Public Places
	Function to be performed:	The CEO is delegated authority to grant permission to construct anything on, over or under a public thoroughfare or other public place that is local government property. [Sched 9.1 (8) Loc. Govt. Act]
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Section 17(2) Local Government (Uniform Local Provisions) Regulations 1996 & Loc. Govt Act sched 9.1(8)

3000 FINANCE

3001	Delegation Subject	Payment of Accounts.
	Function to be performed:	The CEO is delegated authority to pay accounts as per Shire of Boyup Brook Policy F.04 and Local Government Financial Management Regulations Section 11, from the Municipal Fund or Trust Fund
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Section 6.10 Local Government Act 1995 & Local Government (Financial Management) Reg 11

3000 FINANCE

3002	Delegation Subject	Rate Book
	Function to be performed:	<p>The CEO is hereby delegated the performance of the following functions of the Council.</p> <ol style="list-style-type: none"> 1. The discharge of the obligations specified in Section 6.39(2) (b) of the Local Government Act 1995. [amend rate records for the past five years preceding the current year] 2. The powers conferred in Section 6.40 (3) of the Local Government Act 1995.[may refund of rates overpaid following an adjustment to the rate record if requested] 3. Implement the recovery of rates by complaint or action pursuant to the provisions of 6.56 (1) of the Local Government Act 1995. 4. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with 6.60(2) of the Local Government Act 1995. 5. Write of penalty interest raised on any assessment up to the value of \$15.00 in any financial year.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Sections as listed above Local Government Act 1995

3000 FINANCE

3003	Delegation Subject	Investment of Surplus Funds
	Function to be performed:	The CEO is authorised to invest moneys held in any Council Fund in accordance with Regulation 19C of the Financial Management regulations.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Local Government Financial & Management Regulations Section 19C

3000 FINANCE

3004	Delegation Subject	Rates payments by Agreement
	Function to be performed:	The CEO is delegated power to accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Section 6.49 Local Government Act 1995

3000 FINANCE

3005	Delegation Subject	Outstanding Rates Recovery
	Function to be performed:	The CEO is delegated power if a rate or service charge remains unpaid after it becomes due and payable, to recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction. As part of the legal recovery of rates and charges in court, documents such as summonses and warrants are required to be duly authorised.
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Section 6.56 (1) Local Government Act 1995

3000 FINANCE

3006	Delegation Subject	Rate Record Objection – Time Extension
	Function to be performed:	The CEO is delegated power to extend the time for making the objection for such period as the CEO thinks fit, on application by a person proposing to make an objection to the rate record.
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Section 6.76(4) Local Government Act 1995

3000 FINANCE

3007	Delegation Subject	Consideration of Rate Objection
	Function to be performed:	The CEO is delegated power to promptly consider any objection to the rate record and may either disallow it or allow it, wholly or in part.
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Section 6.76(5) Local Government Act 1995

3000 FINANCE

3008	Delegation Subject	Payments - (Financial Management) Regs
	Function to be performed:	The CEO is delegated authority to make payment from the municipal or trust fund in accordance with Local Government (Financial Management) Regulation 12(1)(a) and <i>Policy F.04</i> [also refer delegation 3001]
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Local Government (Financial Management) Regulation 1976 Section 12

4000 BUSH FIRE CONTROL

4001	Delegation Subject	Firebreak Order, Variation to and Enforcement
	Function to be performed:	<p>Pursuant to the provisions of Council's Firebreak Order, the CEO is delegated authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to take alternative action to abate fire hazards. Applications to the CEO must be supported by the Fire Control Officer for the area in which the land is located.</p> <p>Further, where firebreaks have not been provided in accordance with the firebreak order, the CEO is delegated authority to have the firebreak installed at the cost of the owners of the property.</p>
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Bush Fires Act, 1954 Section 33 (1) and (5)

4000 BUSH FIRE CONTROL

4002	Delegation Subject	Burning of Roadsides
	Function to be performed:	That the CEO be delegated authority to approve applications submitted by the relevant Fire Control Officer to burn a road verge vested in the care, control and management of the Shire of Boyup Brook All burning must be in accordance with Council's Local Laws and the Environmental Protection (Clearing of Native Vegetation) Act & Regulation 2003
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Bush Fires Act, 1954 Environmental Protection (Clearing of Native Vegetation) Act & Regulation 2003

4000 BUSH FIRE CONTROL

4003	Delegation Subject	Burning, Prohibited Times (Variations)
	Function to be performed:	<p>That pursuant to Section 17 (10) of the Bush Fires Act, the Chief Executive Officer is delegated the Council's powers and duties under Section 17 (7) and 17 (8) and 18 (5) of the Bush Fires Act 1954 in respect to varying the prohibited and restricted burning times, subject to the following conditions:-</p> <ol style="list-style-type: none"> 1. The Chief Fire Control Officer for the Shire of Boyup Brook has requested and or approved of the proposed variation. 2. The Department of Parks & Wildlife have been consulted on the proposed variation.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Bush Fires Act, 1954

4000 BUSH FIRE CONTROL

4004	Delegation Subject	Offences for Non-Compliance with Bush Fires Act , Bush Fire Regulations and Firebreak Order/Requirements
	Function to be performed:	The Chief Executive Officer is delegated authority to consider allegations of breaches of the Bushfires Act 1954, Bush Fire Regulations and annual Shire of Boyup Brook Firebreak Order/requirements and initiate action against any offender, including issuing of infringement notices and legal proceedings.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Bush Fires Act, 1954

4000 BUSH FIRE CONTROL

4005	Delegation Subject	Use of Shire Resource for Wildfire Control
	Function to be performed:	<p>The Chief Executive Officer is delegated authority to allocate Shire resources for the control of Wildfires provided that:</p> <ol style="list-style-type: none"> 1. The resources requested are the result of a direct request from either the Chief Bush Fire Control Officer, or in his absence the Deputy Chief Bush Fire Control Officer. 2. The machinery is driven by a staff member competent in the use of the machine. 3. The machine operator being given total discretion to withdraw the machinery from use at any time, if he/she considers the situation to be dangerous enough to put personal safety at risk or inflict serious damage to the machine.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Local Government Act 1995 & Bush Fires Act, 1954

5000 PLANNING

5001	Delegation Subject	Responding to Appeals and Requests for Reconsideration.
	Function to be performed:	The CEO is delegated authority to respond to any appeal against a discretionary decision of council, on Council's behalf and in accordance with Council's decision on the matter to which the appeal or request for reconsideration relates.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Planning & Development Act, 2005

5000 PLANNING

5002	Delegation Subject	Land Subdivisions/Amalgamations
	Function to be performed:	<p>The CEO is delegated power to:</p> <p>(1) In respect to an application received from the <i>Western Australian Planning Commission (WAPC)</i> to subdivide, re-subdivide or amalgamate land contained within the municipality, authority to recommend to the WAPC:</p> <p>(i) No objection to the granting of approval of an application to amalgamate two (2) or more lots (including lots forming part of any strata-title scheme) into a single allotment;</p> <p>(ii) No objection to the granting of approval of an application to rationalise or reconfigure existing allotments where there is no net increase in lots created, and the new lot sizes will conform with the relevant requirements of prevailing town planning schemes and their policies, and policies adopted pursuant to section 5AA of the TPDA; and</p> <p>(iii) With reference to (ii) above, the imposition of relevant conditions on any approval proposed to be granted by the WAPC, that are considered necessary to secure the objectives of any prevailing regional or Shire town planning scheme/s, and any land use plan or strategy adopted by Council;</p> <p>(2) Certify to the WAPC that conditions imposed on an approval granted to subdivide, re-subdivide or amalgamate land contained within the municipality, that pertain to the Shire's jurisdiction, role and function, have been completed and fulfilled to the satisfaction of the Shire;</p>
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Planning & Development Act, 2005

5000 PLANNING

5003	Delegation Subject	Town Planning Scheme Development Approvals
	Function to be performed:	The CEO is delegated authority to consider and approve all applications for development as per the Shire of Boyup Brook Town Planning Scheme No 2, including the placement of signs and hoardings, except where the exercise of Council's discretion is required, all of which are to be referred to Council for consideration.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Shire of Boyup Brook Town Planning Scheme No 2

5000 PLANNING

5004	Delegation Subject	Land Administration Act 1997 and the Native Title Act 1993
	Function to be performed:	The CEO is delegated authority where the Shire has no registered interest in the land, to advise the Department for Planning and Infrastructure—Land Asset Management Services that the Shire has no interest in the proposed taking of land under either of the above statutes.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Land Administration Act 1997 and the Native Title Act 1993

5000 PLANNING

5005	Delegation Subject	Strata Titles Act 1985
	Function to be performed:	<p>Pursuant to the provisions of Section 23 of the Strata Titles Act 1985, the Chief Executive Officer is authorised to issue the appropriate certificates in respect to buildings as may be shown on a strata plan to be lodged for registration under the Act, provided that the buildings shown on the strata plan are first inspected to ensure compliance with Town Planning, Building, Health and other Council requirements and that the Chief Executive Officer is of the opinion that the buildings are of sufficient standard and suitable to be divided into lots pursuant to the Strata Titles Act.</p> <p>(Note: This delegation is to be supported by an instrument in writing under the Common Seal of the Shire.</p>
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Strata Titles Act 1985 Section 23

6000 HEALTH & BUILDING

6501	Delegation Subject	Powers of the Local Government pursuant to the Building Act 2011
	Function to be performed:	To undertake the powers of a Local Government under the Building Act 2011 subject to any Council Policies that apply
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Building Act 2011 Section 127

6000 HEALTH & BUILDING

6502	Delegation Subject	Powers of the Local Government pursuant to the Health Act 1911
	Function to be performed:	<p>To undertake the powers of a Local Government under the Health Act 1911 subject to any Council Policies that apply in the following sections of the Act and Regulations:-</p> <ol style="list-style-type: none"> 1. Act Sections 72 (1) & (2) – Connection of premises to drains and sewers 2. Act Section 73 – Notice to owners and occupiers to carry out installation of drains and fittings to buildings 3. Act Sections 108 (1) & (3) - Entry to land to examine drains 4. Act Section 135 (1) – Declare to dwellings unit for habitation. 5. Act Section 137 – Requiring a condemned building to be amended or removed. 6. Act Section 139 – Requiring an owner of premises to clean or repair a building declared unfit for human habitation. 7. Act Section 184 – Dealing with the abatement of any nuisances 8. Act Section 260 – Power to require cleansing and disinfecting a building 9. Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 – regulations 4 & 10 (2) – Approval of apparatus for the treatment of sewage and disposal of liquid waste.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Health Act 1911 and Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974

6000 HEALTH & BUILDING

6503	Delegation Subject	Powers of the Local Government pursuant to the Caravan Parks & Camping Grounds Act 1995
	Function to be performed:	<p>To undertake the powers of a Local Government under the Caravan Parks & Camping Grounds Act 1995 and Caravan Parks & Camping Grounds Regulations 1997, subject to any Council Policies that apply in the following sections of the Act and regulations:-</p> <ol style="list-style-type: none"> 1. Act Sections 17 (1) (a) – appointment of authorised persons to undertake the provisions of the Act 2. Caravan Parks & Camping Grounds Regulation 11 (2) (a) – Use of property for caravan camping for a maximum of three months in any period of twelve months. 3. Caravan Parks & Camping Grounds Regulation 12 (2) (a) – Use of property for more than one caravan camping for a maximum of three months in any period of twelve months. 4. Caravan Parks & Camping Grounds Regulation 20 – Approval of overflow areas for Caravan Parks and Camping 5. Caravan Parks & Camping Grounds Regulation 30 (1) (c) – Approval to allow park homes on Caravan Parks 6. Caravan Parks & Camping Grounds Regulation 34 (1) (b) (ii) – Approval to allow Annexes to be attached homes on Caravan Parks 7. Caravan Parks & Camping Grounds Regulation 38 (b) – Approval to allow the use of a Park Home or rigid Annexe to be changed 8. Caravan Parks & Camping Grounds Regulation 48 – Approval to allow an area to be used for an overflow facility 9. Caravan Parks & Camping Grounds Regulation 50 – License to specify numbers and types of site and other conditions
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Caravan Parks & Camping Grounds Act 1995 and Caravan Parks & Camping Grounds Regulations 1997

7000 ANIMAL CONTROL

7001	Delegation Subject	Enforcement of Dog Act and Local Laws
	Function to be performed:	<p>Enforcement of the provisions of the Dog Act and Local-Laws is delegated to the CEO</p> <p>Court proceedings will be instituted administratively, with the provision that legal advice be obtained if necessary.</p> <p>The CEO is authorised to instruct the Shire's solicitors to commence proceedings against a person who is reported to have –</p> <ul style="list-style-type: none"> (a) Unlawfully rescued or released, or attempted to rescue or release, cattle or dogs lawfully impounded or seized for the purpose of being impounded; (b) Damaged a Municipal Pound, or (c) Committed Pound breach by reason of which cattle or dogs may escape from a Municipal Pound. <p>In all cases that CEO instructs Shire's solicitors to commence proceedings, he shall report particulars to the next succeeding Council meeting</p> <p>The CEO is to make such arrangements as is considered necessary for staff, temporary, part-time or otherwise, to effectively administer the Dog Act, within the limitations of the Budget.</p>
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Local Government Act (1995) & Dog Act (1976)

7000 ANIMAL CONTROL

7002	Delegation Subject	Enforcement of Cat Act
	Function to be performed:	Enforcement of the provisions of the Cat Act 2011 is delegated to the CEO

		<p>Court proceedings will be instituted administratively, with the provision that legal advice be obtained if necessary.</p> <p>The CEO is to make such arrangements as is considered necessary for staff, temporary, part-time or otherwise, to effectively administer the Cat Act, within the limitations of the Budget.</p>
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Cat Act 2011

Policy A.22 Recruitment and Selection

OBJECTIVES:

Ensure the process for recruitment and selection is based upon the principles of merit, equal employment opportunity and confidentiality. Council is committed to ensuring recruitment and selection of prospective employees is in accordance with relevant employment legislation.

Council is committed to an effective and professional method of selecting employees that is consistent with its organisational values.

POLICY STATEMENT/S:

Council's aim is to attract, select, employ, and retain quality employees who will contribute to Council's culture and values.

All recruitment and selection will be made using merit, confidentiality, and equal employment principles. A fair, equitable, consistent, and transparent recruitment process will be undertaken to appoint all employees of the Shire.

Definitions

Recruitment refers to the process commencing with the decision to recruit an individual already employed by the Shire who may have the appropriate skillset and knowledge through to attracting and seeking a pool of applications e.g. by a way of advertisement.

Selection process involves choosing from the pool or available applicants resulting in the selection of an individual who is most likely to perform successfully in the job.

1. POLICY

1.1 Recruitment and Selection Principles

The following are the Shire's recruitment and selection principles:

- **Merit**

The Shire ensures the best applicant is appointed to a vacant position based on merit. The recruitment panel use several selection techniques to determine the best suited applicant for the role, comparing each applicant's skills, experience, and organisational fit. The selection panel will assess each applicant's suitability against Council's business requirements and the requirements of the vacant position.

- **Equal Employment Opportunity**

The Shire is an equal employment opportunity employer and is committed to ensuring all applicants are not discriminated against and are treated in a manner consistent with Council's Equal Employment Opportunity Policy.

- **Confidentiality**

Selection panel members must ensure all information gathered throughout the recruitment and selection process remains private and confidential. Selection panels are not to share details regarding applicants, their assessments/scoring or any interview notes taken during the interview process. The panel may disclose applicant details to the manager of the vacant position to aid in the decision making and approval process. The manager is also required to keep applicant and recruitment details confidential. The appointment of employees must be made based on the individual capacity of the person having regard to the knowledge, skills, qualifications, experience and potential for future development of that person in their employment.

1.2 Advertising Practices

Council is committed to fostering a process of developing and promoting within the organisation, where possible to give employees every opportunity to advance and develop to their full potential. However, where it is assessed that the skill level or suitable candidate may not be available in the Shire's workforce, the position shall be advertised both internally and externally simultaneously.

1.3 Conflict of Interest

A conflict of interest may arise where a selection panel member has either a social or personal connection with an applicant and/or a perception may exist that the conflict of interest may impact the recruitment decision making process.

If a selection panel member believes a conflict of interest exists or may exist, the panel member must notify the other members of the selection panel immediately including informing them of their potential/perceived conflict. If a panel member is unsure if a potential/perceived conflict of interest exists, the panel member must discuss the individual situation with their supervisor and the Chief Executive Officer prior to commencing the recruitment process. If a potential/perceived conflict of interest has been raised, the panel member must not progress with the recruitment process until a decision has been made and they have been notified by the Chief Executive Officer.

1.4 Approval to Appoint

In accordance with the Local Government Act 2009, The Chief Executive Officer is the only person who can appoint local government employees.

2. RELATED DOCUMENTS AND LEGISLATION

- Anti-Discrimination Act 1991
- Age Discrimination Act 2004 (Commonwealth)
- Australian Human Rights Commission Act 1986 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Information Privacy Act 2009
- Local Government Act 2009
- Local Government Regulation 2012
- Racial Discrimination Act 1975 (Commonwealth)
- Right to Information Act 2009
- Sex Discrimination Act 1984 (Commonwealth)
- Workplace Gender Equality Act 2012 (Commonwealth)
- Code of Conduct
- Equal Employment Opportunity
- Industrial Instruments
- Recruitment and Selection Procedure

POLICY NO	A.22
POLICY SUBJECT	Recruitment and Selection
ADOPTION DATE	27 August 2020
REVIEW DATE	

Policy O.14

Community Consultation

Purpose

This policy sets out the governing principles for community engagement and consultation that underpin the Integrated Planning and Reporting framework to ensure the strategic direction of the organisation is with in keeping with community values and aspirations.

Objectives

The objective of this policy is to provide guidance to Councillors and Officers in planning, implementing and reviewing community engagement and consultation for key projects, strategic planning and policy development. This will ensure informed decision-making, transparency, timely and effective communication with key stakeholders and the general community.

Adopted Policy

- Council is committed to providing leadership and a strong commitment to information sharing, consultation and active participation of the community in contributing to the decision-making process.
- Council acknowledges the right of the community to access information, provide feedback, be consulted and actively participate in strategic planning or in key projects of service development. Council's obligations to respond to the community when exercising these rights will be clearly stated in specific consultation processes.
- Objectives for, and limits to, information, consultation and active participation during planning, project and key service development will be defined from the outset. The respective roles and responsibilities of the community (including individuals and groups) and Council (including Councillors and officers) will be made clear as well as to who makes final decisions once the information is analysed.
- The approach for specific consultations will be tailored to the target audiences and consider all other factors outlined in this policy.
- Consultation will be undertaken as early in the planning process as possible to allow to widen the scope of consultation and to improve the outcomes. Adequate time will be made available for consultation to be effective.
- Information provided by Council during planning, project and key service development will be objective, complete and accessible. All those involved in a consultation process will have equal treatment when exercising their rights of access to information and participation.
- Council will ensure adequate financial, human and technical resources are available to make a consultation initiative effective. The allocation of resources will be considered in relation to broader budgetary restraints and the implications to existing priorities. Council will support its officers in consultation initiatives.

- Consultation on specific planning, project and key service development will be coordinated across Council to enhance knowledge management, ensure policy coherence, avoid duplication and reduce the risk of "consultation fatigue" within the community.
- Council will be accountable for the use made of input from a consultation process. Council will ensure consultation processes are open, transparent and amenable to external scrutiny and review.
- Council will actively and openly evaluate its consultation processes and practices in planning, project and key service development. The results of evaluation will directly impact upon future consultation initiatives.

Outcomes

Measures of success of consultation will include assessments of whether:

- The interests of all parties have been served;
- Expectations concerning the process have been met;
- Consensus, consent and commitment have emerged;
- The process has encouraged generation of the best options;
- Objective criteria have been used to assess the different options under consideration;
- Understanding has been enhanced;
- Relationships between Council and the community and within the community have been enhanced.
- The decision resulting from the consultation has been stable and enduring.

Legislative Environment

Local Government Act (1995) – Regulation S5.56(2)

Associated Policies or Frameworks

DLGSCI WA Integrated Planning and Reporting Framework 2011

Responsibility

Responsibility for the implementation of this policy rests with the Council, CEO and staff of the Shire

Signed _____

Date ____/____/____

Name: (Shire President)

This policy is to remain in place unless otherwise resolved by Council

POLICY NO.	O.14
POLICY SUBJECT	Community Consultation
ADOPTION DATE	27 August 2020
REVIEW DATE	

emailed to Planning Officer
21/7/20.

RECEIVED 21 JUL 2020



WESTERN PLANTATION GRINDING

PO Box 145

Boyup Brook, WA, 6244

(08) 9766 1089

ABN: 59837443312

wpg82@hotmail.com

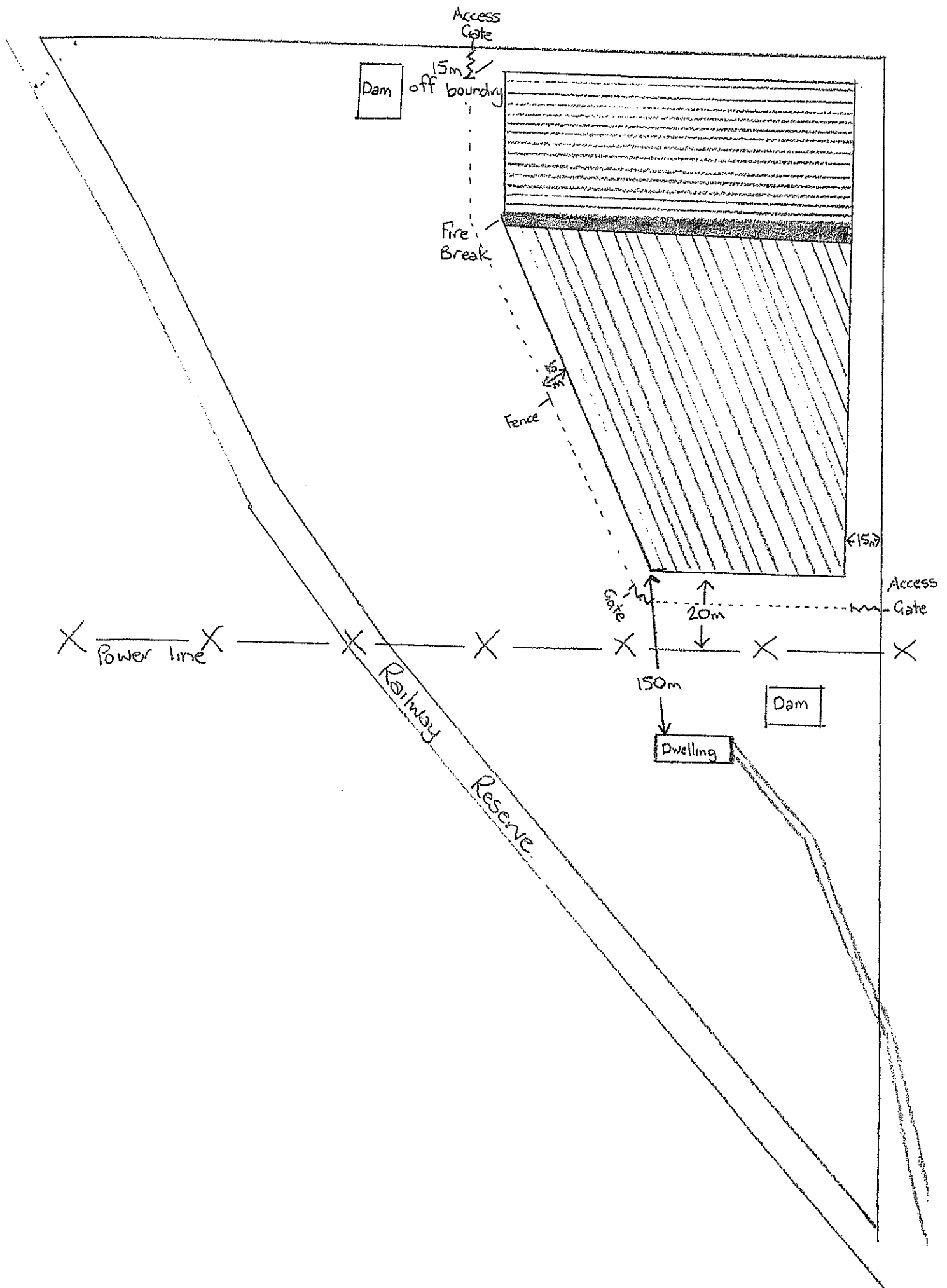
To whom it may concern,

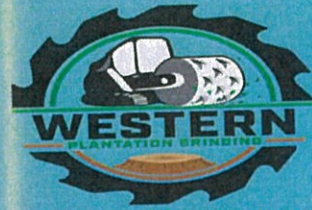
We would like to apply for development approval to establish a small blue-gum plantation on our 70.61 Ha property in Wilga, 6243. We would be following all guidelines as per WAPRES instructions. All necessary fire breaks and access points will be adhered to as well as access to 2 reliable water sources. We would undertake all necessary maintenance, planting and safety issues as we already have experience and the required equipment needed in this area of tree farming. We have recently employed the services of Steve North to carry out the necessary spraying.

Thank you

Micheal and Elizabeth Roney
0458172231

Western Plantation Grinding





WESTERN PLANTATION GRINDING

PO Box 145

Boyup Brook, WA, 6244

(08) 9766 1089

ABN: 59837443312

wpg82@hotmail.com

To Adrian,

Re: Elder Rd Access

As per our phone conversation about Elder Rd suitability for trucks, our neighboring property has a 20H plantation that has been harvested once before and is due for harvest again in the next six months, all with access via Elder Rd. Elder Rd is 2km long. We frequently have fuel trucks with two trailers and our own oversized trucks with heavy machinery using the road.

We didn't realise that our application had to go to a shire meeting on August 20th, which is going to be outside our planting window according to WAPRES, if there is anyway of proceeding before the meeting, that would be appreciated.

Thank you

Micheal and Elizabeth Roney
0458172231

Western Plantation Grinding

BOYUP BROOK COMMUNITY WELLBEING PLAN

COMMUNITY MENTAL HEALTH ACTION TEAM (COMHAT)

OCTOBER 2019 – DECEMBER 2022

Long-term Outcome: To build a resilient and connected community and improve wellbeing within the Shire of Boyup Brook

ENDORSED BY _____



_____ 07/02/2020

1 | Page

PURPOSE

The Community Mental Health Action Team's (CoMHAT) Boyup Brook Community Wellbeing Plan (CWP) aims to build resilience, improve wellbeing and seeks to reduce the harms associated with alcohol and other drug (AOD) use, build resilience and improve wellbeing within the community by:

- Actively supporting partnerships between community and service providers to identify and address local issues.
- Provide a means to coordinate, implement and evaluate an evidence-based, whole of community approach in a timely and appropriate manner.

BACKGROUND

The Boyup Brook CWP was developed using best practice principles (see appendix 1).

The analysis of several consultation documents and reports dating from 2001 - 2019 and four regional planning workshops involving the Mental Health Commission, St John of God Community Alcohol and Drug Service and key Boyup Brook stakeholders (25 March 2019, 20 May 2019, 11 June 2019, 24 June 2019 and 5 September 2019) have provided the context for the Boyup Brook Community Wellbeing Plan (BBCWP). These documents reflect the collective knowledge and experience of the Boyup Brook planning workshops and should be consulted if further development of the BBCWP is required. These documents can be acquired by contacting the chair of the CoMHAT or the Mental Health Commission (MHC), Prevention Branch - Community Support and Development Programs.

Documents which inform the BBCWP:

- Community Concerns – Community mapping Tool Results (20 May 2019 and 11 June 2019).
- Community Perception survey – (February/March 2019)
- South West Police District Data – (2017/18 and YTD for 2018/19)
- Mental Health Referrals to GP Down South – (2018 and 2019)
- ED Presentations and Inpatient Data at Bunbury Hospital – (2018 and 2019)
- Australian Bureau of Statistics population data of Boyup Brook – (2016 Census)
- CoMHAT Community Mental Health Survey – (September 2016)
- LifeSpan evidence based suicide prevention model

LINKS TO EXISTING STRATEGIES

The BBCWP acknowledges the existing strategic framework of:

National Strategies:

- National Drug Strategy 2017-2026
- National Alcohol Strategy 2018-2026 (Consultation Draft)
- The 5th National Mental Health and Suicide Prevention Plan

State Strategies:

- The Western Australian Alcohol and Drug Interagency Strategy 2018-2022
- Mental Health, Alcohol and Other Drug Services Plan 2015 – 2025 (the Plan)
- Mental Health Promotion, Mental Illness and Alcohol and Other Drug Prevention Plan 2018-2025
- WA Suicide Prevention Strategy 2020: Together we can save Lives

Local Strategies:

- Boyup Brook Shire Strategic Community Plan 2017-2027

WORKING DOCUMENT

The Boyup Brook Community Wellbeing Plan is a **three year** plan. However, there may be cases where strategy and key priority areas will adopt some variation according to emerging trends in the community. The plan will be reviewed in **18 months' time** (April 2021) to ensure progression of the assigned strategies.

LIST OF ACRONYMS USED IN THIS DOCUMENT

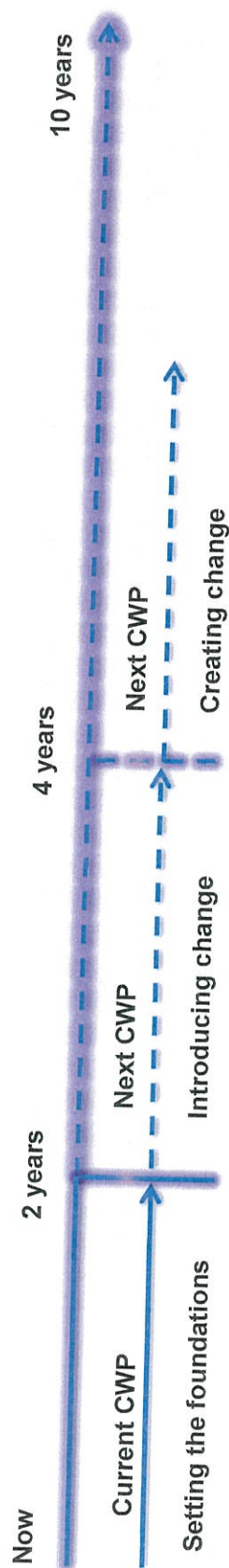
AOD	Alcohol and other drugs
ATA	Alcohol Think Again
BBSRA	Boyup Brook Sport and Recreation Association
BBYO	Boyup Brook Youth Officer
CADS	Community Alcohol and Drug Service
CoMHAT	Community Mental Health Action Team
CoMHAT Chair	Community Mental Health Action Team Chair
CoMHAT PO	Community Mental Health Action Team Project Officer
CSCP	Community Safety and Crime Prevention
DoE	Department of Education
GS	Good Sports
MHC	Mental Health Commission
RSA	Responsible Service of Alcohol
SDERA	School Drug Education and Road Aware
Shire	Shire of Boyup Brook
SW	South West
SWCADS	St John of God Bunbury South West Community Alcohol and Drug Service
SWCADS PO	St John of God Bunbury South West Community Alcohol and Drug Service Prevention Officer

CWP – Development and Planning Checklist

Steps	Task	Date	Done
1. Create management group	<ul style="list-style-type: none"> Identify management group members. 	March 2019 CoMHAT already in existence.	✓
	<ul style="list-style-type: none"> Call first meeting to establish purpose and structure, including terms of reference, meeting structures, meeting schedules, reporting pathways, etc. 	September 2019	✓
2. Identify local needs	<ul style="list-style-type: none"> Review existing information and research in relation to MH/AOD related issues in the area. Conduct community/key stakeholder consultation around issues (if no existing information or research found). 	February and March 2019	✓
	<ul style="list-style-type: none"> Confirm research/consultation findings with key stakeholders and the management group. 	25 March 2019	✓
	<ul style="list-style-type: none"> With management group, prioritise the top two or three issues for action. 	20 May 2019	✓
3. Prioritise issues for action	<ul style="list-style-type: none"> Work through each priority using the DAO 'mapping tool' refine priorities by identifying target groups, community impact, contributing factors, etc. 	20 May 2019 11 June 2019	✓
	<ul style="list-style-type: none"> With management group agree on a broad range of actions to address each priority. 	24 June 2019	✓
4. Develop actions and implement plan	<ul style="list-style-type: none"> Complete a CWP template for each priority issue which includes – actions, timeline, resources and evaluation. 	September 2019	✓
	<ul style="list-style-type: none"> Implement strategies and regularly report on progress to the CoMHAT. 	Ongoing	

Priority Areas

1. Improving community connection and engagement
2. Build awareness through education regarding mental health (MH), suicide prevention (SP) and alcohol and other drugs (AOD)
3. Improving access to appropriate mental health services



Priority 1: Improving community connection and engagement (next 24 months)

- Increased support for diversity in community activities
- Improved engagement between sporting and social groups
- Members of the Boyup Brook community feel welcomed and included

Priority 2: Build awareness through education regarding mental health, suicide prevention and alcohol and other drugs (next 24 months)

- Community has increased awareness and education of the signs, symptoms and supports relating to mental health
- Community has increased awareness and education of alcohol and other drug related harm

Priority 3: Improving access to appropriate mental health services (next 24 months)

- Improved pathways for those needing support
- Improved community-led advocacy around mental health services in Boyup Brook and beyond

PRIORITY 1: IMPROVING COMMUNITY CONNECTION AND ENGAGEMENT

The workshop process identified that due to varying factors such as lack of transport, isolation, poor communication and lack of suitable facilities, members of the Boyup Brook community are not engaging and connecting with each other or participating in activities that are on offer. The CoMHAT seek to increase this engagement and connection. Being part of a community can have a positive effect on mental health and emotional wellbeing. Community involvement provides a sense of belonging and social connectedness. It can also offer extra meaning and purpose to everyday life.

TARGET GROUP

Primary: Whole of Community.

SHORT-TERM OUTCOME/S (next 24 months)

1.1 Increased support for diversity in community activities

1.2 Improved engagement between sporting and social groups

1.3 Members of the Boyup Brook community feel welcomed and included

KEY PERFORMANCE INDICATOR

Increase in the number events

Increase in attendance at events

Number of people attending events

Number of events being held for sporting and social groups

Whether BB members feel welcomed and included

COLLECTION TOOL

Events Registers

Attendance Registers

Attendance Registers

Develop a Community Questionnaire

- To be sent 3 months since arrival into town.
- If not, what could have been done to make you feel more included

COLLECTED BY

CoMHAT

Event Organiser

Event Organiser

CoMHAT/Shire

ACTIONS

Short-term Outcome: 1.1 Increased support for diversity in community activities

1.1.1 Committee to advocate for and support the development of a Youth Officer position for the Boyup Brook community. Engage and collaborate with appropriate agencies to seek support for the re-

Funding for development of

CoMHAT Shire Student Council

January 2020 – November 2020

introduction of a youth officer. Committee to investigate funding opportunities to financially support the Youth Officer position.		Business Case to Council Utilise previous Shire presentation	Schools	
1.1.2 Investigate the creation of a Boyup Brook Youth Reference working group/meeting (12-25yrs) and continue to support this group. This group to develop a plan for youth activities: <ul style="list-style-type: none"> Identify activities (age appropriate) such as ongoing weekly activities, self-development activities and workshops Identify issues / needs / strengths Create opportunity for youth involvement / leadership School Holiday Programme 	BB Project Officer until Youth Officer established	Not yet known.	CoMHAT	February 2020 – June 2021
1.1.3 Committee to advocate for a 'Youth Specific Space' to be supported by the Shire (i.e. Skate Park).	CoMHAT Chair	Nil.	BBSRA Shire CoMHAT Students	2022
1.1.4 Investigate the introduction of a youth volunteering programme in Boyup Brook.	BB YO	Not yet know.	CoMHAT	July 2021
1.1.5 Develop a plan to identify Intergenerational activities that include: <ul style="list-style-type: none"> Connecting grandparents, adults and children Mapping the current services / activity and where there are gaps for older adults 	CoMHAT PO	Nil.	Schools Mens Shed Lodge Community Groups SWCHS	Feb 2020
1.1.6 Organise and hold social events each calendar year that focus on bringing the farming and town community together. One of these events should include something during Mental Health week.	CoMHAT PO	Funding (Healthway / WAAMH /Lotterywest) etc.	Relevant Community Organisations SWCADS SPC CoMHAT	Begin Feb 2020 June and October every year

1.1.7	Organise a community wide social event during Harmony Week to celebrate Australia's cultural diversity which focusses on inclusiveness, respect and a sense of belonging for everyone.	Renee Knapp Barb Marsh Cheree/Bernard	Investigate paid/free resources	CoMHAT School Staff School Admins	Harmony Week 15-21 March every year
1.1.8	Explore the potential to implement the 5000 Days Project (video journaling projects based on the importance of storytelling/creating own narrative) into Boyup Brook.	Renee Knapp	Building/Room Funding Cost of resource	CoMHAT Schools Lodge	July 2021 onwards

ACTIONS	LEAD	RESOURCES	WHO WILL CONTRIBUTE	COMMENCE
Short-term Outcome: 1.2 Improved engagement between sporting and social groups				
1.2.1 Committee to advocate for the proposed Community Hub to be built within the Shire.	CoMHAT Chair	Nil	CoMHAT Shire	Ongoing
1.2.2 Participation and promotion of Community Days being run by BBSRA	BBSRA	Nil	CoMHAT	Ongoing
Short-term Outcome: 1.3 Members of the Boyup Brook community feel welcomed and supported				
1.3.1 Develop and maintain a Community Directory of community groups and health and wellbeing services. Include information/contact numbers of local services providers and crisis support lines (24 hours). Provide a link to the Think Mental Health Website and the Check Up Tool and distribute this to whole of Community.	CRC (groups) CoMHAT (Services)	Production and distribution costs	CRC CoMHAT PO	June 2020 and review yearly
1.3.2 Investigate whether a Boyup Brook welcome pack is in existence, if not, develop a welcome pack that can be provided to new members of the community through the relevant real-estate agents in the region.	CoMHAT Chair	Funding to print medium Current welcome pack?	Visitors Centre CRC Shire Lions Club Local Real Estate	June 2020 and review yearly
1.3.3 Promote and utilise the Shire community events calendar/facebook page as a communication tool for events and information to the Boyup Brook Community and investigate the development of an App.	CoMHAT PO	Funding for App Development	Shire CRC CoMHAT	June 2022 - December 2022
1.3.4 Plan and hold a launch of the Boyup Brook Community Wellbeing Plan that introduces members of the CoMHAT, provides an overview of the CoMHAT and provides information about the plan and what it sets out to achieve.	CoMHAT Chair	Funding from external sources	CoMHAT Shire	February - April 2020
1.3.5 Ensure membership is representative of the whole of community through inclusion of groups in an advisory role. Advisory Group to include Shire, Sporting Representation, Rylington Shearing School, Hospital / GP, CRC, Goodsports, Lions, WIFE, Men In Sheds. Additional members to be sought for CoMHAT committee	CoMHAT Chair	Nil.	N/A	October 2019 – Apr 2020

PRIORITY 2: BUILD AWARENESS THROUGH EDUCATION REGARDING MENTAL HEALTH, SUICIDE PREVENTION AND ALCOHOL AND OTHER DRUGS						
There is a perceived lack of knowledge and understanding within the general community regarding the harms that alcohol and other drugs can have on an individual's health. Further to this, whilst it is generally agreed that the majority of people may be aware of what poor mental health is, there is a requirement to continue to reduce the stigma associated with getting help and for people to be more aware of the signs and symptoms that may indicate someone is unwell. Knowing the signs for suicide and how to assist someone in a time of crisis can save lives.						
TARGET GROUP						
Primary: Whole of Community.						
SHORT-TERM OUTCOME/S (next 24 months)		KEY PERFORMANCE INDICATOR	COLLECTION TOOL	COLLECTED BY		
Community has increased awareness of the signs, symptoms and supports relating to mental health		Demonstrated increase in knowledge of signs and symptoms	Training feedback/evaluation forms	Organisations facilitating training		
		Provision of training for professionals and community	Number of training/sessions delivered within the community	Organisation facilitating the training		
		Increased awareness of mental health supports	Community Perception Survey (pre-post)	Whole of Committee		
Community has increased awareness of alcohol and other drug related harms		Increased awareness of alcohol related harms	Evaluation of Communications Plan; Community Perception Survey	Whole of Committee		
ACTIONS		LEAD	RESOURCES	WHO WILL CONTRIBUTE	COMMENCE	
Short-term Outcome: 2.1 Community has increased awareness and education of the signs, symptoms and supports relating to mental health.						
2.1.1	Implement an ongoing social skills and wellbeing school program that is evidence based (K-Yr10) (Aussie Optimism/Senseability/Reach Out/Friendly Kids Friendly Classrooms)	Renee Knapp Barb Marsh	Free Education Or resource cost/PPD	School Staff	Ongoing	
2.1.2	Implement the Be You National Framework/Keeping Safe/Student Wellbeing Framework	Renee Knapp Barb Marsh	Free Education	School Staff	Ongoing	

2.1.3	Encourage participation in Youth Development Programs i.e. Zero to Hero	BBYO	Nil	CoMHAT	2021 and 2022
2.1.4	Collaborate with Blackwood Youth Action Inc. in regards to how they can support Youth in Boyup Brook	BBYO CoMHAT Chair CoMHAT PO	Nil	CoMHAT	2020 and 2022
2.1.5	Investigate the introduction of an evidence based peer support/counselling programme (Helping Minds, YACWA, and Youth Focus).	BBYO Cheree/Renee (Deputies)	Nil	CoMHAT	August 2020
2.1.6	Consider holding suicide TALK session (90 minutes) for the broader community	SWCADS SPC	Training Costs	CoMHAT Rylington Shire CRC	May 2020
2.1.7	Consider undertaking safeTALK. This half day workshop prepares participants to identify people with thoughts of suicide and connect them with life-saving first aid resources.	SWCADS SPC	Training Costs	CoMHAT Rylington Shire CRC	August 2020
2.1.8	Consider the 2 day ASIST training teaching people to intervene and help prevent the immediate risk of suicide. Selected Community and Professionals to be targeted.	SWCADS SPC	Training Costs	CoMHAT Rylington Shire CRC	February 2021
2.1.9	Consider Youth Mental Health First Aid Training Course for teachers and parents.	SWCADS SPC	Training Costs	CoMHAT School Principals School Staff	February 2021
2.1.10	Engage the Regional Men's Health to deliver their interactive wellbeing and health awareness tool – Fast Track Pit Stop. https://regionalmenshealth.org.au/about/what_we_do/pit-stops/ Or the Warrior Education Sessions https://regionalmenshealth.org.au/about/what_we_do/warrior-education-2/ Consider incorporating this activity with a BBQ and/or sporting event. Or Tomorrow Man	SWCADS SPC CoMHAT PO	Nil	CoMHAT PO Tomorrow Man Schools Rylington Men in Sheds/Lions Club	September each year

2.1.11	Develop a targeted awareness raising Mental Health communication plan. This plan should include: <ul style="list-style-type: none"> Utilisation of appropriate national and state campaign resources to promote positive mental health and de-stigmatise mental health issues – Think Mental Health, Act-Belong-Commit, RU OK? Etc. Encouraging stories of people with a lived experience of mental health and suicide. 	MHC	Nil	CoMHAT	July 2020
2.1.12	Ensure engagement and collaboration with the South West Postvention Coordinator once they are appointed.	CoMHAT PO	Nil	SWCADS SPC	January 2020

ACTIONS		LEAD	RESOURCES	WHO WILL CONTRIBUTE	COMMENCE
Short-term Outcome: 2.2 Community has increased awareness and education of alcohol and other drug related harm.					
2.2.1	Develop a localised media and community awareness campaign on Alcohol incorporating the Alcohol think Again messages. The campaign will include media schedule, print, social media etc. The campaign will focus on the following target groups: <ul style="list-style-type: none"> parents schools and; The WHOLE of community. 	MHC		CoMHAT Committee	July 2020
2.2.2	Investigate the possibility of engaging with Evidence Based Drug and Alcohol programs within the school settings (tied into Social Skills program) <ul style="list-style-type: none"> Keys4Life SDERA Drug Talk 	Local Schools SWCADS PO		Schools CoMHAT	July 2020
2.2.3	Engage and liaise with the South West Good Sports (GS) representative and invite to a meeting to hear about their program.	MHC		MHC Goodsports	May 2020
2.2.4	Committee to support and promote the Good Sports programs where appropriate.	CoMHAT Chair BBRSA		CoMHAT BBRSA	May 2020 and ongoing

2.2.5	The committee to connect with GS to engage with local sporting clubs and organise/co-ordinate education/training sessions re; evidence based strategies to reduce alcohol related harm in sporting clubs (RSA, licencing requirements, standard drinks ,posters, etc.)	Goodsports		CoMHAT BBSRA	May 2020 and ongoing
2.2.6	Support the creation of low risk drinking environments and encourage responsible service of alcohol at sporting clubs and other licenced venues in Boyup Brook.	Goodsports		CoMHAT	July 2021
2.2.7	Review current RSA training provided to staff in Sporting Clubs.	Goodsports BBSRA		CoMHAT	July 2021
2.2.8	Engage with Goodsports to advocate safe alternative transport from events and sporting clubs	Goodsports		CoMHAT	July 2021

PRIORITY 3: IMPROVING ACCESS TO APPROPRIATE MENTAL HEALTH SERVICES

There are major and multiple barriers to accessing mental health services and these are playing a major role in lower rates of access to mental health services. Lack of available services, lack of out of hours services, confidentiality challenges, lack of choice in services and inability to transport to services are common barriers to accessing mental health services. Community attitudes and understanding about mental health needs and how to access support, and variable experiences of services, create additional barriers to service access.

TARGET GROUP

Primary: Whole of Community.

SHORT-TERM OUTCOME/S (next 24 months)

KEY PERFORMANCE INDICATOR	COLLECTION TOOL	COLLECTED BY
Increase in the number of appropriate local services/agencies identified as a support service	Community Perception Survey (pre-post comparison)	MHC/Whole of Committee
Increase in the number of referrals to place based or phone/online support services	Referral numbers (place based)	Support Services
Increase in the number of local support services available	Localised directory of Health and Wellbeing	CoMHAT Committee
Improved pathways for those needing support		
Improved community-led advocacy around mental health services in Boyup Brook and beyond		
ACTIONS		
Short-term Outcome: 3.1 Improved pathways for those needing support		
3.1.1 Development of My Community Directory for the Shire of Boyup Brook (each agency is responsible for inclusion of information on their service, ensuring information is correct and up to date). - include information/correct numbers for local services providers and crisis support lines - also provide a link to Think Mental Health website and Check up Tool	WAPHA CoMHAT PO	Nil
	CoMHAT BBDHS Local Doctors WAPHA MHC AOD GP Down South	Jan 2020

3.1.2	Ensure that the Boyup Brook Community is aware of how to access the CoMHAT Project Officer, that the Project Officer is easily accessible and that the role of the CoMHAT Officer is clear and known to all (i.e. Provide information and advice on referral pathways).	CoMHAT Chair	Building Flyer My Directory Welcome Pack	CoMHAT PO	Jan 2020
3.1.3	Maintain and improve existing relationships with Schools, GP's and other relevant services in the Shire.	Renee Knapp/ Cheree Shields (Deputies)		GP's CoMHAT Blackwood Youth Action GP Down South Sarah Youngson	Feb 2020
3.1.4	Explore transport options for community members to access support.	CoMHAT Chair	Transport costs	HACC GP's PATs GP Down South Lions St Johns	Oct 2020
ACTIONS		LEAD	RESOURCES	WHO WILL CONTRIBUTE	COMMENCE
Short-term Outcome: 3.2 Improved community-led advocacy around mental health services in Boyup Brook and beyond					
3.2.1	Mapping exercise to ascertain current services available and where the gaps are.	CoMHAT Committee		CoMHAT WAPHA GP's WACHS	Feb 2020
3.2.2	Increase the number of support services and promote locally.	CoMHAT Project Officer		CoMHAT	March 2020 and ongoing
3.2.3	Explore mental health networking opportunities.	CoMHAT Chair		CoMHAT PO	March 2020 and ongoing

PRIORITY TIMELINE

Action	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.1.1												
1.1.2												
1.1.5												
1.1.6												
1.1.7												
1.2.1												
1.2.2												
1.3.1												
1.3.2												
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2.2.5												
3.1.1												
3.1.2												
3.1.3												
3.1.4												
3.2.1												
3.2.2												

2020

2021

2022												
Action	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.1.3												
1.1.6												
1.1.7												
1.2.1												
1.2.2												
1.3.1												
1.3.2												
1.3.3												
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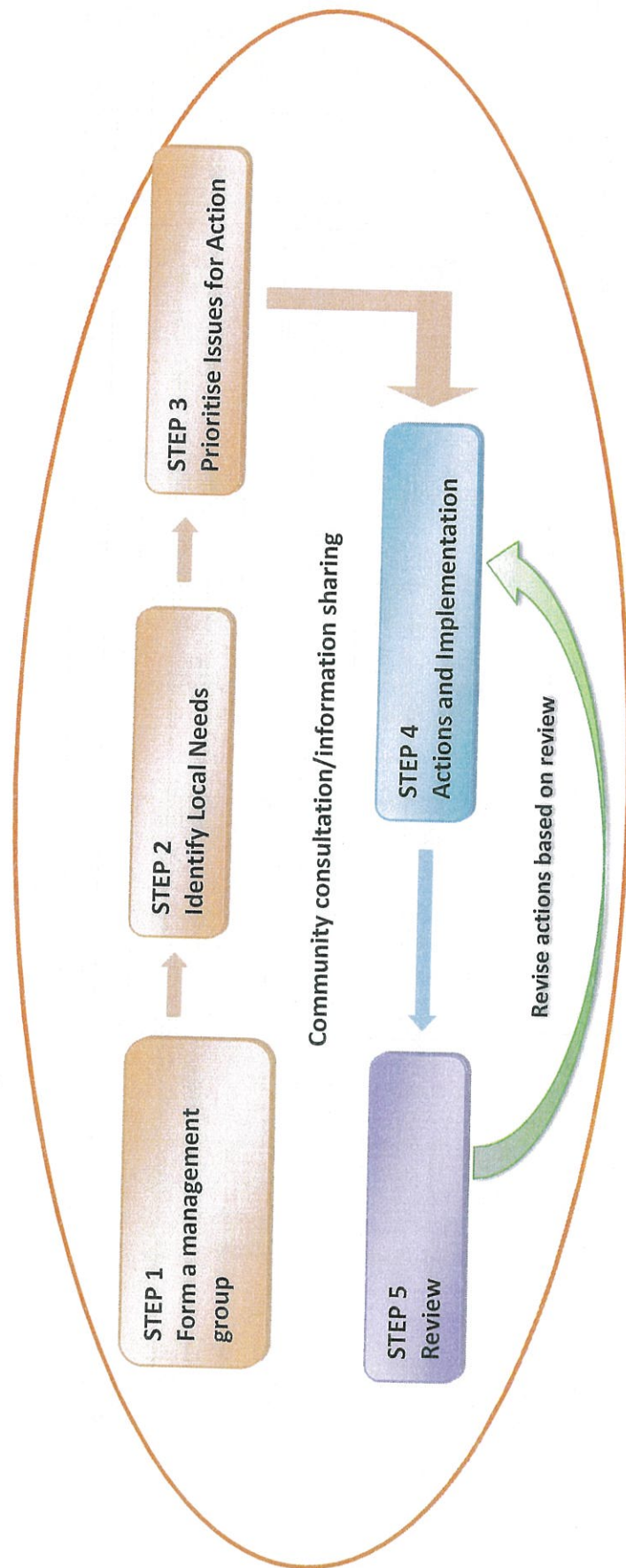
APPENDIX 1

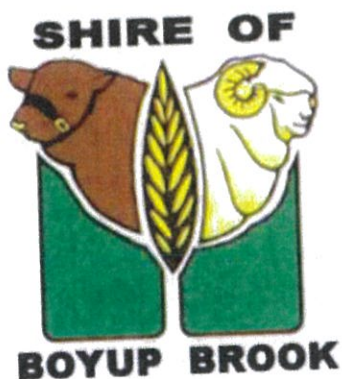
PLANNING FOR AN EFFECTIVE PLAN

Creating a sustainable reduction in alcohol and other drug related harm is a complex and long-term process. Issues can be overwhelming and seen as too difficult to address at a local level. Suicide is the leading cause of death for Australian aged between 15 and 44 and on average, 65,000 people attempt suicide in Australia each year. However, we can make a difference! With some effective planning, it's at the local level where partnerships between communities and services can have the greatest impact.

Prior to establishing and implementing a community wellbeing plan (CWP), a number of steps need to happen to ensure the resulting plan has been developed in partnership to reflect the communities needs and has the best chance at creating sustainable change.

It is important that the community have a strong understanding of the issues and have ownership of the strategies developed to address them. To ensure this, processes should be put in place that allow community input into all stages of the development and implementation of the CWP, including progress made against addressing the issues.





Shire of Boyup Brook Weed and Pest Animal Action Plan



Cotton Bush (*Gomphocarpus fruticosus*)

Published: August 8, 2020

Principle Author/s: Ann Bentley

3360 Boyup Brook – Cranbrook Road
Tonebridge WA 6244
Perup: Nature's Guesthouse
Phone: 08 9769 1129



Blackwood Basin Group

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Action Plan Context

Community Consultation and Survey

Over the past eight months, the Blackwood Basin Group has undertaken consultation within the local community, to understand the relevant issues surrounding weed and pest animal management in the Shire of Boyup Brook. Along with this community consultation, a community survey was undertaken, to ground truth the findings and to prioritise the control and management of indicated weed and pest species.

Vision - Preserve and Sustain our Natural Environment

This Action Plan outlines recommended strategies to manage community nominated weed and pest species, within the Shire of Boyup Brook, utilising best practice techniques to obtain optimal economic and environmental outcomes, coinciding with a vision specifically relating to the Shire of Boyup Brook's 'Strategic Focus Area 2'.

"Preserving and enhancing our natural environment is a key aspect to the Shire of Boyup Brook's future to retain its 'river and forest' identity. The Shire will focus on valuing natural resources, managing use of water and energy."

West Australia's Biosecurity Strategy

West Australia's Biosecurity Strategy 2016 – 2025, sets the strategic direction for partnership arrangements to manage biosecurity issues affecting agriculture, fisheries, forestry and biodiversity in terrestrial and aquatic environments. The strategy covers pest animal and plant species, as well as diseases. It acknowledges that an effective biosecurity system is needed, to manage risks across the entire biosecurity continuum and emphasises the importance of prevention and early detection of weed, pest and disease incursions within Western Australia.

Biosecurity management in WA is underpinned by three principles:

- Biosecurity is a shared responsibility
- Effective risk management underpins decision making
- Policies and programs are transparent, consistent and evidence based

"Biosecurity is the management of risks to the economy, the environment and the community of pests and disease entering, emerging, establishing or spreading."
(*Intergovernmental Agreement on Biosecurity).

A Whole Landscape Approach

The objective of this Action Plan is to outline a targeted approach to the weed and pest species identified as the most problematic through the 2019-2020 community consultation and survey. A whole landscape approach to weed and pest management, can be achieved within the Shire of Boyup Brook, through implementing integrated pest management, community education and eliminating cross boundary issues.

Integrated Weed and Pest Management

Integrated Pest Management (IPM) is a long-term management strategy utilising a combination of social, economic and technical approaches that lead to the successful control of weed and pest species, an objective of the Biosecurity and Agriculture Management (BAM) Act 2007. The principles of IPM include:

- Identify weeds and pests, their spread and resources needed for control before taking action.
- Prioritise the areas and species for management.
- Establish management procedures for each weed and pest animal species and the land they inhabit.
- Schedule a range of management actions for the weed and animal pest that targets control a time when they are most vulnerable.
- Evaluate control tactics and adjust accordingly.
- Ongoing monitoring, evaluation and sharing of the results.

Prioritising Control

Nominated Weed and Pest Animal Species for control in the Shire of Boyup Brook

As a result of the 2019-2020 community consultation and survey, eight pest animal species and forty three weed species were nominated as being problematic within the Shire of Boyup Brook. Out of the eight pest animal species nominated, the following two species were said to be the most problematic, a high percentage of surveyed participants noted that both of these species were a priority and were named as a problem in all areas surveyed.

Priority	Animal Pest	Percentage
1	European Rabbit (<i>Oryctolagus cuniculus</i>)	78%
2	European Fox (<i>Vulpes vulpes</i>)	63%

Through the 2019-2020 community consultation and survey, forty three weed species were highlighted as problematic to the Shire of Boyup Brook. Out of those forty three nominated weed species, the five 'Declared Pest Species' are of the highest priority for control under the BAM Act. These species can have a legal requirement in management, the species status and control categories are listed.

Priority	Common name	Scientific name	Status
1	Cottonbush	<i>Gomphocarpus fruticosus</i>	Declared Pest - s22(2) C3 Management
2	Blackberry	<i>Rubus anglocandicans</i>	Declared Pest - s22(2) C3 Management
3	Bridal creeper	<i>Asparagus asparagoides</i>	Declared Pest - s22(2) Unassigned control
4	Cape Tulip	<i>Moraea flaccida</i>	Declared Pest - s22(2) Unassigned control
5	Paterson's Curse	<i>Echium plantagineum</i>	Declared Pest - s22(2) Unassigned control

Shire of Boyup Brook Shire Reserve Hierarchy for Control

The Shire of Boyup Brook has unique economic, natural and cultural values of national and international importance. These unique values are being adversely impacted by ongoing increase of weed and pest species. Prioritising control of such species, reflects these values and increases the potential for achievable control and ongoing management, within Shire managed reserves.

Table 1. Shire Reserve Hierarchy for weed and pest animal control.
The following Shire reserves are listed in order of management priority based on unique values and as nominated through community consultation and survey.

Priority	Survey percentage	Values
1	Town Reserve Combination of R33552 (saleyards reserve), R16199, R24878 (Water Tower Reserve) and adjacent crown reserve.	<ul style="list-style-type: none"> • Community Nominated Asset • Threatened Flora • Tourism asset
2	Road Reserves Road reserves with high conservation value include: Distributor Road, Falnash Road, Greenfields Road, Lower Blackwood Road, Nollajup Road, Terrace Road, Wingebellup Road, and Woodinbillup Road.	<ul style="list-style-type: none"> • Community Nominated Asset • Threatened Flora • Management Guidelines available • Mapping completed in 2013 • Tourism asset • Adjacent to farming land
3	Blackwood River Foreshore R1454	<ul style="list-style-type: none"> • Community Nominated Asset • Aboriginal Heritage • Tourism asset • Water Resource

4	Mayanup Reserve R32035, R32036, R35795, R28428	<ul style="list-style-type: none"> • Community Nominated Asset • Aboriginal Heritage • Tourism asset • Adjacent to farming land
5	Boyup Brook Billabong R11497, R23055 (Railway reserve), R27912	<ul style="list-style-type: none"> • Community Nominated Asset • Prior community work already achieved • Aboriginal Heritage • Tourism asset
6	Wilga Reserve R20229, R46750, Hall	<ul style="list-style-type: none"> • Community Nominated Asset • Water resource • Heritage
7	Asplin Bridge R26598, R26597	<ul style="list-style-type: none"> • Community Nominated Asset • Tourism asset • Adjacent to farming lands
8	Tonebridge R32919, R24951, R26331, R26333, R47879,	<ul style="list-style-type: none"> • Community Nominated Asset • Tourism asset • Adjacent to farming lands • Water Resource
9	Kulikup Reserve R14689,	<ul style="list-style-type: none"> • Community Nominated Asset • Tourism asset • Adjacent to farming lands
10	Water Reserve R47025	<ul style="list-style-type: none"> • Community Nominated Asset\ • Threatened Flora • Water Resource
11	Mickalarup Reserve R47879	<ul style="list-style-type: none"> • Community Nominated Asset • Tourism asset • Adjacent to farming lands • Wetland
12	Dinninup Brook R27821	<ul style="list-style-type: none"> • Community Nominated Asset • Tourism asset • Adjacent to farming lands • Wetland

Shire of Boyup Brook Weed and Pest Animal Action Plan

Action Plan Objective 1 – Facilitate Collaborative Weed and Pest Animal Management		
Goal 1.1 - Strengthen existing partnerships and create new networks		Timeframe
Strategies	1.1.1 - Facilitate a stakeholder working group meeting to share information on weed and pest animal control in the Shire.	August 2020
	1.1.2 - Hold Biosecurity Committee meeting to workshop weed and pest animal control implementation program.	September 2020
	1.1.3 - Collaborate with Department of Primary Industries and Regional Development (DPIRD) and the Department of Biodiversity, Conservation and Attractions (DBCA) on weed and pest animal management in the Shire of Boyup Brook.	June 2021
	1.1.4 - Communicate management activities to community via the Gazette, Community Newsletters, Website and Social Media.	Ongoing
	1.1.5 - Collaborate with adjoining Shires for a whole landscape approach to weed and pest animal management.	Ongoing
Goal 1.2 - Ensure management is adequately resourced		Timeframe
Strategies	1.2.1 - Actively seek funding opportunities and grants that target on ground weed and pest animal control on Shire reserves.	Ongoing
	1.2.2 - Identify partnership opportunities that add value to a community led project that controls weeds and pest animals on Shire reserves.	June 2021
	1.2.3 - Allow for resources in budget to implement adequate weed and animal pest management on the top 5 priority reserves.	Ongoing
Action Plan Objective 2 - Reduce Impacts from Weeds and Pests Animals.		
Goals 2.1 - Prevent new incursions		Timeframe
Strategies	2.1.1 - Create a response strategy to eradicate new populations of weeds and pest animals before they become established.	December 2020
	2.1.2 - Maintain a connection to local people who have local knowledge on weeds and pest animal identification and management.	Ongoing
	2.1.3 - Develop a reporting system for identifying new weed incursions.	Ongoing

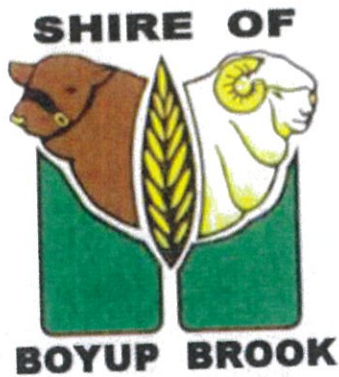
	2.1.4 - Identify how the priority weeds are being spread and how best to minimise the spread.	Ongoing
Goal 2.2 - Encourage monitoring of weeds and pest animal impacts.		
Strategies	2.2.1 - Investigate the use of citizen science programs that encourage community weed and pest animal data collection that will inform control implementation programs.	Timeframe Ongoing
	2.2.2 - Encourage the reporting of pest animals through use of DPIRD apps such as Feralscan.	Ongoing
	2.2.2 - Encourage the reporting of weeds through use of DPIRD apps such as MyPestGuide.	Ongoing
	2.2.3 - Monitor and map records of weed and pest impacts on Shire reserves.	Ongoing
	2.2.4 - Identify pest animal activity through camera trapping.	Ongoing
Goal 2.3 - Facilitate reporting that leads to Action		
Strategies	2.3.1 - Encourage reporting of new incursions to Stakeholder working group.	Ongoing
	2.3.2 - Report weed and pest animal alerts and updates in Community newsletter.	Ongoing
	2.3.3 - Weed and pest impacts and control methods are reported by Boyup Brook Shire to the community annually.	June 2021
	2.3.4 - Review Action Plan annually and set new goals.	June 2021
Goal 2.4 - Reduce population size and minimise spread of pest animals from Shire reserves		Timeframe
Strategies	2.4.1 - Facilitate Rabbit Virus (RHDV1 K5) release when the virus is most active.	September/October 2020
	2.4.2 - Implement Pindone baiting in problematic areas during late summer.	January/February 2021
	2.4.3 - Support the Red Card annual fox shoot event.	Ongoing
	2.4.4 - Trap for problematic foxes in Shire reserves in late winter and spring.	August/September 2020
	2.4.5 - Collaborate with South West Catchments Council and Blackwood Basin Group in fox control program at Rylington Park.	June 2021
	2.4.6 - Have traps available for community to loan for pest animals such as cats.	Ongoing
Goal 2.5 - Reduce the population size and minimise spread of weeds from Shire reserves		Timeframe
Strategies	2.5.1 - Develop a weed spray plan that outlines how to apply the correct techniques in the most optimal timing.	October 2020
	2.5.1 - Map Cotton Bush in all of the listed priority reserves.	June 2021
	2.5.2 - Implement a spray control program for Cotton Bush before it is flowering.	October 2020

	2.5.3 - Map Blackberry in all of the listed priority reserves.	September 2020
	2.5.4 - Implement a spray control program for Blackberry.	September 2020
	2.5.5 - Target and map priority weeds when undertaking road side spraying.	Ongoing
	2.5.6 - Implement weed control following fuel hazard reduction burn programs.	Ongoing 3 - 6 months after burn.
Action Plan Objective 3 - Use Best Practise Biosecurity Principles		
Goals 3.1 - Sustainable Land Management		
Strategies	3.1.1 - Train relevant Shire staff in Rabbit Virus (RHDV1 K5) spreading procedures to allow for wider coverage of affected rabbits.	Ongoing
	3.1.2 - Train relevant Shire staff in the DPIRD accreditation that allows the purchase and distribution of the Rabbit Virus (RHDV1 K5).	Ongoing
	3.1.3 - Seek Chemcert accreditation for relevant Shire staff involved with chemical handling and spraying.	Ongoing
	3.1.4 - Identify opportunities for training relevant Shire staff in trapping skills.	Ongoing
	3.1.5 - Engage relevant Shire staff in weed prevention and identification skills.	Ongoing
	3.1.6 - Greencard (Dieback) training for relevant Shire staff to learn skills such as vehicle and machinery wash down procedures.	Ongoing
	3.1.7 - Identify the most appropriate technique and chemical to use in targeted weed and pest animal control.	Ongoing
	3.1.8 - Investigate the use of alternative chemicals that are better for the environment and safer for the community and staff.	Ongoing
	3.1.9 - Identify ways of minimising disturbance to natural areas so new incursions of weeds are not introduced.	Ongoing
Goal 3.2 - Carry Out Best Practise Weed and Pest Animal Management Practises.		
Strategies	3.2.1 - Ensure that new Shire contracts are carried out in line with best practise techniques.	Timeframe Ongoing
	3.2.2 - Ensure weed and pest animal management conducted by Shire is undertaken to the highest animal welfare standards.	Ongoing

	3.2.3 - Ensure the Shire operations are in line with best practice for the prevention in weed and pest animal spread.	Ongoing
	3.2.4 - Review and update policies to ensure they match the Shire's legal obligations in weed and pest animal control.	Ongoing
	3.2.5 - Investigate introducing local laws for non-declared species.	January 2021
	3.2.6 - Consider an IPM approach when developing a weed or pest control program.	Ongoing

Action Plan Objective 4 - Facilitate Community Engagement		
Goal 4.1 - Building the capacity of community		
Strategies	4.1.1 - Investigate opportunities for community groups to build capacity in weed and pest animal identification and management.	Timeframe
	4.1.2 - Support reserve custodianship through a Friends of Group to assist in management.	Ongoing
	4.1.3 - Liaise with organisations that provide environmental volunteering opportunities.	Ongoing
	4.1.4 - Support educational initiatives in weed and pest animal management.	Ongoing
Goal 4.2 - Enhance public awareness and understanding		
Strategies	4.2.1 - Ensure a local weed identification resource is available on website.	Timeframe
	4.2.2 - Look for opportunities to share skills, knowledge and resources.	December 2020
	4.2.3 - Start and maintain a volunteer database to capture the whole contribution of the community.	Ongoing
	4.2.4 - Provide community updates	July 2020
Related documents		Ongoing

Background information to Shire of Boyup Brook Weed and Pest Animal Action Plan.
Shire of Boyup Brook Weed and Pest Management Community Survey Summary



Background Information to the Shire of Boyup Brook Weed and Pest Animal Action Plan



Cotton Bush (*Gomphocarpus fruticosus*)

Published: August 8, 2020

Principle Author/s: Ann Bentley

3360 Boyup Brook – Cranbrook Road
Tonebridge WA 6244
Perup: Nature's Guesthouse
Phone: 08 9769 1129



Blackwood Basin Group
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Action Plan Background Information

Community Consultation and Survey

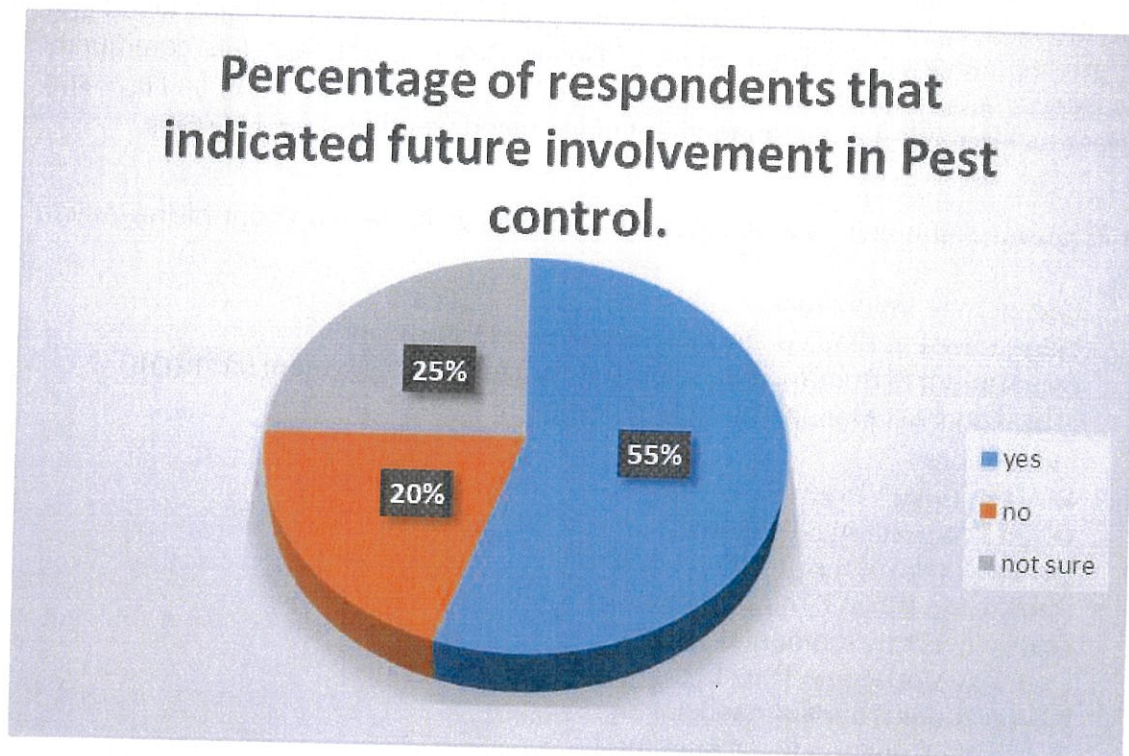
Over the past eight months, the Blackwood Basin Group has undertaken consultation within the local community, to understand the relevant issues surrounding weed and pest animal management in the Shire of Boyup Brook. Along with this community consultation, a community survey was undertaken, to ground truth the findings and to prioritise the control and management of indicated weed and pest species.

The following community stakeholders have assisted in development of the Action Plan;

- Community Volunteers
- Department of Biodiversity Conservation and Attractions
- Department of Primary Industries and Regional Development (DPIRD)
- Licensed Pest Management Technicians
- Landholders
- Shire of Boyup Brook
- Wilga Progress Association
- Upper Blackwood Agricultural Society
- Blackwood Basin Group (Landcare)
- Blackwood Environmental Society
- Donnelly Vertebrate Pest Management Group
- Boyup Brook Tourism Association
- Roadside Conservation Committee
- Warren Region Threatened Flora Team
- South West Dieback Working Group
- South West Catchments Council
- Industry and primary producers
- Conservation Scientists
- Conservation Volunteers Australia

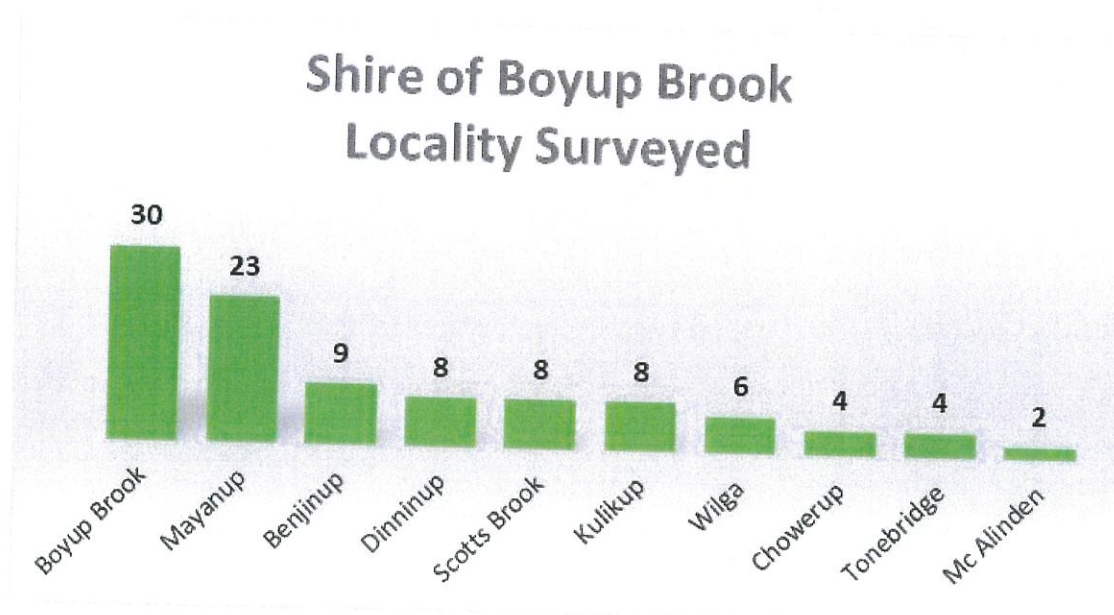
Future Community Involvement

Fifty five percent of the fifty three respondents to the community survey has expressed an interest in attending a meeting to discuss weed and pest animal management in the Shire of Boyup Brook.



Localities Surveyed

The following graph shows the localities that were surveyed. Each locality shows what percentage of the surveys were completed for that locality.



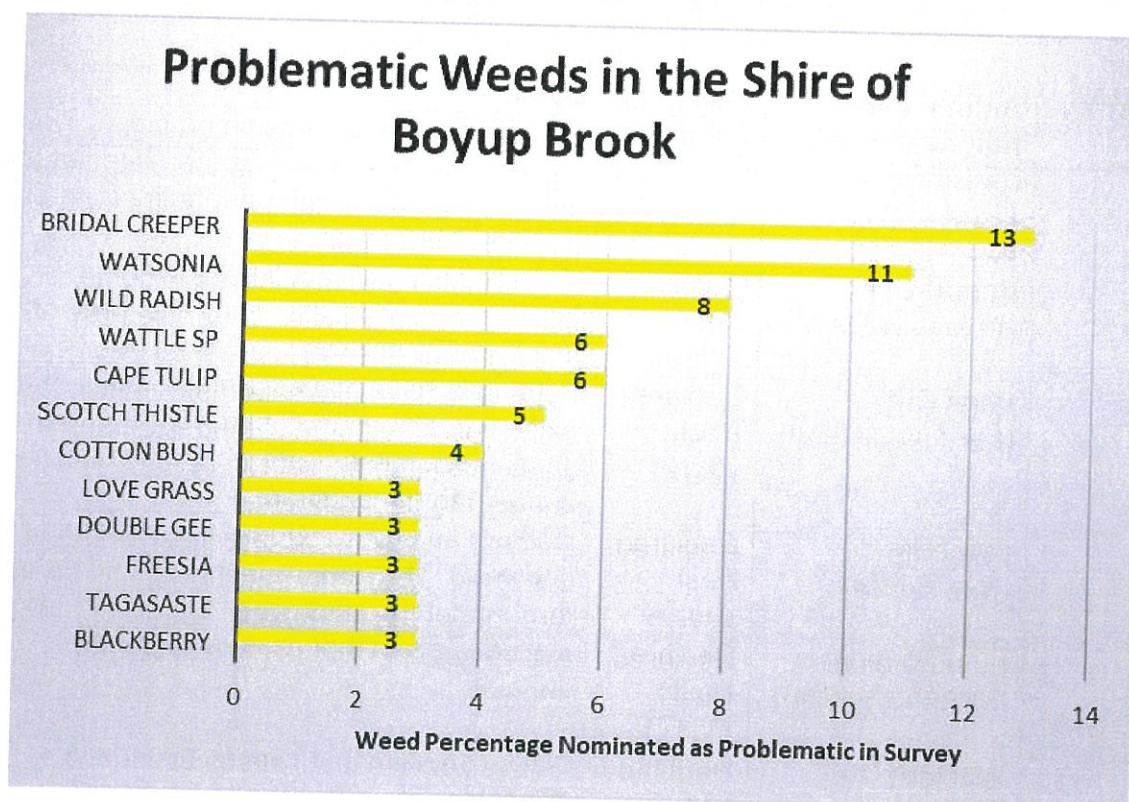
Priority Pest Species

Pest species impacting the Shire of Boyup Brook and their declared status (determined by the Department of Primary Industries and Regional Development under authority of the Biosecurity and Agriculture Management Act 2007). The species and their level of priority has been identified from the Community Survey.

Priority	Animal Pest	Category	Detail
1	European Rabbit (<i>Oryctolagus cuniculus</i>)	Declared Pest s22(2)	Can cause serious erosion problems, prevent native vegetation from regenerating, attack domestic gardens and undermine farm sheds and other buildings.
2	European fox (<i>Vulpes vulpes</i>)	Declared Pest s22(2)	Can cause significant losses to some agricultural producers. They also prey on many native animals.
3	Feral Cat (<i>Felis catus feral</i>)	Declared Pest s22(2)	Feral cats have played a major role in the extinction of mammal, bird, reptile and frog species. Domestic cats were also raised as a concern for landholders.
4	Feral Pig (<i>Sus scrofa</i>)	Declared Pest s22(2)	Defined as pigs which are free-living and unowned. They are widespread and abundant throughout the southwest.
5	Emu (<i>Dromaius novaehollandiae</i>)	Declared Pest s22(2)	Native species that causes economic impacts.
6	Western Grey Kangaroo (<i>Macropus fuliginosus</i>)	Permitted s11	Native species that causes economic impacts.
7	Australian Ringneck (<i>Barnardius zonarius</i>)	Permitted s11	Native species that causes economic and environmental impacts.
8	Domestic Dogs (<i>Canis lupus familiaris</i>)	Permitted s11	A nuisance for landholders. Have been known to attack animals on farms.

Problematic Weeds in the Shire of Boyup Brook

The following graph shows problematic weeds in the Shire of Boyup Brook. The percentage shows the number of survey respondents that nominated that weed.



List of Weed Species Nominated by Community as Problematic

Species declared under the BAM Act are given status describing the implications of that status. The species with a declared pest species status can have a legal requirement in management and should be checked with DPIRD on local requirements.

C3 Management

Organisms that should have some form of management applied that will alleviate the harmful impact of the organism, reduce the numbers or distribution of the organism or prevent or contain the spread of the organism (definition from the DPIRD website).

In the Shire of Boyup Brook, DPIRD are actively undertaking compliance of the Cotton Bush because this species has been declared by the Blackwood Biosecurity Incorporated.

Scientific name	Common Name	Declared status
<i>Acacia spp.</i>	Eastern States Wattles	Permitted - s11
<i>Amaryllis belladonna</i>	Easter Lillies	Permitted - s11
<i>Arctotheca calendula</i>	Cape Weed	Permitted - s11
<i>Asparagus asparagoides</i>	Bridal Creeper	Declared Pest - s22(2)
<i>Avena fatua</i>	Wild Oats	Permitted - s11

<i>Bromus diandrus</i>	Brome grass	Permitted - s11
<i>Bromus rigidus</i>	Brome grass	Permitted - s11
<i>Cirsium vulgare</i>	Spear Thistle	Permitted - s11
<i>Citrullus lanatus</i>	Pie Melon	Permitted - s11
<i>Conyza bonariensis</i>	Fleabane	Permitted - s11
<i>Cucumis myriocarpus</i>	Paddy Melon	Permitted - s11
<i>Chamaecytisus palmensis</i>	Tree Lucerne/Tagasaste	Permitted - s11
<i>Disa bracteata</i>	African orchids	Permitted - s11
<i>Dittrichia graveolens</i>	Stinkweed	Permitted - s11
<i>Echium plantagineum</i>	Patersons Curse	Declared Pest - s22(2)
<i>Ehrharta calycina</i>	Perennial Veldt Grass	Permitted - s11
<i>Eragrostis curvula</i>	Love Grass	Permitted - s11
<i>Erodium botrys</i>	Long Storksbill	Permitted - s11
<i>Festuca perennis</i>	Annual Rye Grass	Unlisted - s14
<i>Freesia ssp.</i>	Freesia	Permitted - s11
<i>Genista monspessulana</i>	Montpellier Broom	Permitted - s11
<i>Gladiolus undulatus</i>	Gladioli	Permitted - s11
<i>Gomphocarpus fruticosus</i>	Cotton Bush	Declared Pest - s22(2)
<i>Hordeum vulgare</i>	Barley Grass	Permitted - s11
<i>Hyparrhenia hirta</i>	Tambookie Grass	Permitted - s11
<i>Juncus acutus</i>	Sharp Rush	Permitted - s11
<i>Leptospermum laevigatum</i>	Victorian Tea Tree	Permitted - s11
<i>Malva parviflora</i>	Marshmallow	Permitted - s11
<i>Moraea flaccida</i>	Cape Tulip	Declared Pest - s22(2)
<i>Narcissus jonquilla</i>	Jonquil	Permitted - s11
<i>Oxalis pes-caprae</i>	Sour-sob	Permitted - s11
<i>Phleum pratense</i>	Timothy grass	Permitted - s11
<i>Psoralea pinnata</i>	Taylorina	Permitted - s11
<i>Raphanus raphanistrum</i>	Wild Radish	Permitted - s11
<i>Romulea rosea</i>	Guilford Grass	Permitted - s11
<i>Rubus anglocandicans</i>	Blackberry	Declared Pest - s22(2)
<i>Rumex brownii</i>	Swamp Dock	Permitted - s11
<i>Rumex hypogaeus</i>	Double Gee	Permitted - s11
<i>Silybum marianum</i>	Varigated Thistle	Declared Pest - s22(2)
<i>Solanum nigrum</i>	Blackberry Nightshade	Permitted - s11
<i>Tribulus terrestris</i>	Caltrop	Permitted - s11
<i>Vinca Major</i>	Vinca	Permitted - s11
<i>Watsonia ssp</i>	Watsonia	Permitted - s11
<i>Zantedeschia aethiopica</i>	Arum Lily	Declared Pest - s22(2)

Additional local issues in Weed and Pest Animal Management from the Community Survey

The Community raised the following local issues during the survey;

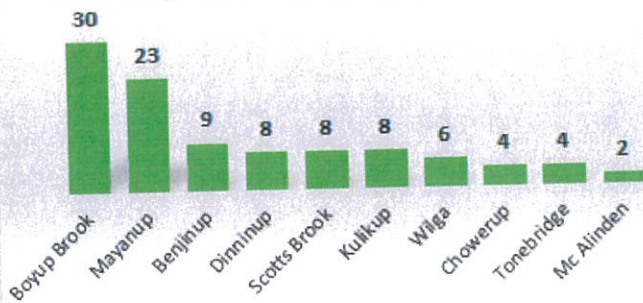
- Grasses on roadside being burnt at the wrong time of year spreads them rather than controls them.
- Groups would like more Busy Bee events to support weed and pest management for the community.
- Roadside rubbish
- Don't let glyphosate be banned. It is extremely valuable and safe tool.
- Canetoads are potentially going to be a problem.
- Garden escapees and dumped garden refuse.

Community Survey Summary

Weed and Pest Animal Management in the Shire of Boyup Brook



Shire of Boyup Brook
locality surveyed by percentage

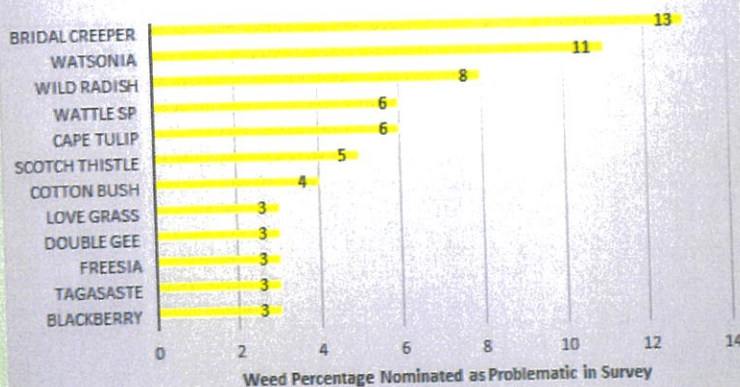


The **European Rabbit** and the **European Fox** were named as problematic animal pests in all localities surveyed. Other species include Feral Cats, Domestic Cats and Dogs, Kangaroos, Emus and Ringneck Parrots.

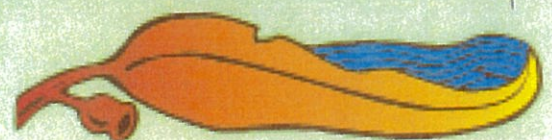


Out of forty three weed species listed by the community, Bridal Creeper was most problematic.

Problematic Weeds in the Shire of
Boyup Brook



The Community Weed and Pest Animal Management Survey was undertaken in partnership with the Blackwood Basin Group



MINUTES

Rylington Park Transitional Committee Shire Chambers at 4.00 pm, Thursday 30 July 2020

Present:

Mr Peter Dittrich (A/CEO)
Ms Heather Aldridge (A/Executive Assistant)
Cr R Walker – Shire President
Cr O'Connell
Mr M Chambers
Mr R Turner
Mr P Reid
Mr. Marc Deas
Mrs. Erlanda Deas

Marc and Erlanda Deas attended and presented the Rylington Park Report 30 July 2020 & 2020/2021 Financial Report to Committee.

Matthew Chambers arrived at 4.07pm.

Order of business:

1. Previous minutes attached – 25th June 2020.

Moved: Helen O'Connell

Seconded: Richard Turner

25 June 2020 Rylington Park Transitional Committee (RPTC) Meeting minutes were tabled.
That the Minutes of RPTC be accepted as a true and correct record.

Carried 4/1

Marc and Erlanda Deas discussed the Rylington Park Report and the Financial Report 2020/2021.

2. Farm Manager Report

- a. Current Status:

The dam was cleaned out prior to the rain and after good rains is now full.

Pastures are very good.

Advised that the 'non mulesing' needs to be from this drop on or they will not be accredited.

Advised that Ben Creek is the Agronomist.

Advised that the new rain water tank has still not been erected as they are still waiting for Colin Roney to get back to them regarding the start of the work.

Richard Turner commented that he was not happy about the situation as this should have been completed before the rains and as it was approved in March and requested to be ordered in June, it was unacceptable that no work had commenced.

Erlanda and Marc Deas will continue to contact Colin Roney to commence works.

6 Shearing schools will start again in October 2020.

Narrogin Education Department along with students visited in relation to the Shearing Schools.

Cropping is up to date.

Trials remain the same.

Acting CEO Mr. Peter Dittrich will investigate Hampton Partners doing the BAS vs via the Shire of Boyup Brook.

The Gazette notice for Scholarships was removed as per direction of the Acting CEO.

The Budget remains the same.

b. Management of Farm During Leave:

Erlanda and Marc Deas advised that Ben Brooks will be caretaking the farm whilst they are on leave.

c. Field Day:

Discussed moving the Field Day to 18 September 2020 instead of the 25 September 2020 as there is a WALGA AGM set for the 25 September 2020 and President Richard Walker would not be able to attend.

Acting CEO Mr. Peter Dittrich advised that the Shire of Boyup Brook cannot supply alcohol as it is against Policy, but the company supplying the food could provide alcohol and that the Shire can support/sponsor the food company.

Paul Omedei or his representative will be attending the Field Day.

Wamco will be holding a presentation.

Colin McQuery will be holding a presentation.

Alex Coole will be talking about feed quantities in relation to confinement feeding.

Bronwyn Fowler will be talking about animal health.

Erlanda and Marc Deas left the meeting at 4.42pm.

2. Rylington Park Management Committee Inc – Celebration

The Celebration will be organised for a time around Christmas rather than on the Field Day. It was suggested by Helen O'Connell that it be a RSVP event promoting the 'unchanged model' and 'money back into the community'.

3. General Business

The Committee will review the reports put on the table today and meet with the Acting CEO Mr. Peter Dittrich to discuss the reports in a couple of weeks.

Richard Turner advised that there is a lot of misinformation in the community regarding the Shire of Boyup Brook taking back control of Rylington Park.

Acting CEO Mr. Peter Dittrich agreed that the transition needs to be clarified with more communication with the community via the Shire of Boyup Brook Newsletter, the Shire of Boyup Brook Website and the Boyup Brook Gazette.

Richard Turner suggested that the position of the Shire of Boyup Brook taking back control of Rylington Park needs to be revisited since the resignation of the CEO, Mr Chris Smith and the former President Graham Aird, he suggested that Rylington Park should return to the Committee and that the Shire of Boyup Brook Lease/Rent to them.

Acting CEO, Mr. Peter Dittrich suggested changing the parameters of the committee in order to give more delegation to the committee so that they can become more involved in the management of Rylington Park.

The decisions that the Committee make may not need to go to Council. Council can delegate the committee to make the decisions.

Acting CEO, Mr. Peter Dittrich asked for input from the Committee as they are more knowledgeable with farming practices.

The Committee will make the decisions and the Acting CEO will voice these to suggestions to the Management.

The Management of Rylington Park will need to have weekly contact with the Acting CEO. Possibly on a Monday morning. The Management need to submit a budget that shows the finances in order that the profit and losses are visible. This will show any inefficiencies that need to be addressed and rectified. The report they submit will then be emailed to the Transitional Committee for review.

The Committee were invited to meet with the Acting CEO on the Monday afternoon. The Acting CEO is happy for the committee members to attend the morning meeting with the Management if they wish.

It was noted that there was no consultation with either the Management Committee or the Shire of Boyup Brook regarding the Field Day and the scholarship information was incorrect. The Acting CEO, Mr. Peter Dittrich advised that the item placed in the Boyup Brook Gazette by the Management regarding the Field Day was removed at his direction.

Mr. Richard Turner proposed a Motion:

That the Shire of Boyup Brook revisit the decision not to Lease Rylington Park to the Committee.

Moved: Richard Turner

Seconded: Peter Reid

Carried: 3/2

Mr. Peter Reid foreshadowed the Motion:

The Shire of Boyup Brook set out a detailed plan of how the new Committee will work, the role of the Committee with the Management and how the decisions regarding the management of Rylington Park are managed.

At the moment Marc and Erlanda Deas are accountable for the Farm Management Plan, this plan needs to be developed by the Committee.

Mr. Peter Reid's option is that the Management Committee make all the decisions regarding the management of Rylington Park and then the managers are directed by the Acting CEO.

Mr. Richard Turner advised that the community is under the impression that if Rylington Park 'goes downhill' the Shire will sell it.

Richard Turner would like profits from Rylington Park to be used for a much-needed Retirement Village.

It was noted by the Acting CEO that Erlanda has a 2nd set of books.

4. Next meeting date to be set for Thursday 13 August 2020 at 5.00pm.
5. Closure of meeting
There being no further business the Shire President, Cr Walker thanked all for attending and declared the meeting closed at 5.28pm.