

COUNCIL  
ATTACHMENTS

26 NOVEMBER 2020



Chq/EFT	Date	Name	Description	Amount
20448			CANCELLED	
20449	13/10/2020	Department of Mines, Industry Regulation and Safety BSL	BSL Collected 01/09/2020 to 30/09/2020	-56.65
20450	13/10/2020	Shire of Boyup Brook	BSL Commission 01/09/2020 to 30/09/2020	-5.00
20451	20/10/2020	Pivotel	Trak Spot Tracking Charges Oct2020	-88.50
20452	20/10/2020	Telstra Corporation Limited	Telephone Across Shire Facilities to 29/09/2020	-2211.46
20453	20/10/2020	Water Corporation	Water Across Shire Facilities to 30/09/2020	-6031.59
20454	27/10/2020	Backyard Donuts	Refund Food Notification Fee	-38.00
20455	27/10/2020	Country Womens Association Boyup Brook Branch	Refund Bond for Hall Hire	-210.00
20456	27/10/2020	Neil Stuart Derrick	Refund Nomination Fee for Council Election 2020	-80.00
20457	27/10/2020	Petty Cash	Petty Cash Float for Swimming Pool	-100.00
20458	27/10/2020	Robert James Reekie	Refund Nomination Fee for Council Election 2020	-80.00
20459	27/10/2020	Shire of Dardanup	BWGC (Bunbury Wellington Group of Councils) Annual Contribution 2020-21	-550.00
20460	27/10/2020	Water Corporation	Water Across Shire Facilities to 29/09/2020	-5456.48
20461	30/10/2020	Darren King	Refund Nomination Fee Council Election 2020	-80.00
20461	30/10/2020	Darren King	Cr Sitting Fees and Allowances Oct2020	-96.41
TOTAL MUNI CHEQUES to 31 Oct 2020				-15,064.09



Shire of Boyup Brook  
Payments 01/10/2020 - 31/10/2020  
(GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
EFT9871	01/10/2020	ABCO Products Pty Ltd	Various Shire Buildings - Cleaning Supplies	-653.16
EFT9872	01/10/2020	Australia Post	Postage Aug2020	-692.15
EFT9873	01/10/2020	BizLinQ Technology Pty Ltd	MS Office 365 ProPlus Monthly Subscription Sep2020	-559.94
EFT9874	01/10/2020	Black Box Control Pty Ltd	Monthly Grader Tracking Service Sep2020	-115.50
EFT9875	01/10/2020	Blackwood Plant Hire	RRG210 BB Arthur Project - Side Tipper Hire	-4928.00
EFT9876	01/10/2020	Ampol Petroleum Distributors Pty Ltd (previously Caltex Energy WA)	Fuel Sep2020	-8772.21
EFT9877	01/10/2020	Clipex	Rylington Park - Fencing Supplies	-2420.55
EFT9878	01/10/2020	Collin Wayne & Janet Rose Roney	Rylington Park - Sand Pad for Tank	-1177.00
EFT9879	01/10/2020	Crendon Machinery (The Fry Family Trust t/as)	Street Tree Pruning - Elevating Platform Hire	-1105.17
EFT9880	01/10/2020	Hales Contracting Group P/L	Occupational Health and Safety Role Aug2020	-1815.00
EFT9880	01/10/2020	Hales Contracting Group P/L	Environmental Health Officer Role Aug2020	-3168.00
EFT9881	01/10/2020	Hampton Partners (Starheights Pty Ltd t/as)	Rylington Park - BAS Jun2020 Preparation	-440.00
EFT9882	01/10/2020	Harvey Norman AV/IT Superstore Bunbury (BUNBAVIT P/L t/as)	Expendable Tools	-225.00
EFT9883	01/10/2020	Internode Pty Ltd	Depot, Admin and ELC Internet Oct2020	-329.97
EFT9884	01/10/2020	Kingspan Water & Energy Pty Limited	Rylington Park - Water Tank (Balance)	-11396.00
EFT9885	01/10/2020	Komatsu Australia Pty Ltd	P212 Komatsu 555 Grader - Service Kit	-826.10
EFT9886	01/10/2020	Landgate	Rural UV Valuations Jul2020	-256.38
EFT9887	01/10/2020	Lonsdale Party Hire	Sandakan Service - Marquee Hire	-2297.90
EFT9888	01/10/2020	MJB Industries Pty Ltd	Eulin Siding Capital Drainage - Headwalls	-825.00
EFT9889	01/10/2020	Nelsons Of Bridgetown	ACEO Accommodation 07/09/2020 - 10/09/2020	-580.00
EFT9890	01/10/2020	Phillip De Ronchi	Reimburse Laser Equipment Monthly Instalments Jun-Sep2020	-8093.85
EFT9891	01/10/2020	SUEZ Recycling and Recovery Pty Ltd (NSW)	Paper and Cardboard Recycling Collection Aug2020	-546.06
EFT9892	01/10/2020	Statewide Bearings	P212 Komatsu 555 Grader - Maintenance	-66.88
EFT9893	01/10/2020	Suez Recycling & Recovery (Perth) Pty Ltd	Waste Collection Aug2020	-7440.90
EFT9894	01/10/2020	Surgical House Pty Ltd	Medical Supplies	-318.43
EFT9895	01/10/2020	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 14/09/2020	-554.03
EFT9896	01/10/2020	The Trustee for the Sanderson Family Trust (Peter Sanderson)	Repair and Maintenance of Various Shire Buildings Sep2020	-779.64
EFT9897	01/10/2020	Toll Transport Pty Ltd	Freight May-Aug2020	-273.25
EFT9898	01/10/2020	Treehouse Coffee Lounge (Webb & Troeger)	Catering Aug2020	-221.20
EFT9899	01/10/2020	Truckline (Bunbury)	P225 Isuzu Giga Prime Mover - Parts	-588.50
EFT9900	01/10/2020	Warner & Webster Pty Ltd	Medical Supplies	-29.58
EFT9901	01/10/2020	Winc Australia Pty Limited	BBELC Stationery	-195.25
EFT9902	05/10/2020	Ampol Petroleum Distributors Pty Ltd (previously Caltex Energy WA)	Fuel and Oils Sep2020	-17502.11
EFT9903	13/10/2020	Boyup Brook Co - Operative	Purchases Aug2020	-2169.75
EFT9904	13/10/2020	Boyup Brook Community Resource Centre	Rylington Park - Gazette Advertising Jun2020	-10.00
EFT9905	13/10/2020	Boyup Brook IGA	Purchases Aug2020	-457.48
EFT9906	13/10/2020	Cleanaway Daniels Services Pty Ltd	Medical Centre - Sharps Disposal Aug2020	-137.06
EFT9907	13/10/2020	Cutting Edges	Grading Supplies - Scarifier Teeth	-535.92
EFT9908	13/10/2020	Fuel Brothers WA.Com Pty Ltd	Fuel Jul2020	-86.44
EFT9909	13/10/2020	Hannaford Seedmaster Services Boyup Brook & Districts	Rylington Park - Seed Cleaning	-2337.38
EFT9910	13/10/2020	IXOM Operations Pty Ltd	Chlorine Gas Cylinder Service Fee Aug2020	-126.85
EFT9911	13/10/2020	JR & A Hersey Pty Ltd	Plant Repairs and Maintenance	-1383.96
EFT9912	13/10/2020	LO-GO Appointments	ACEO Placement 14/09/2020 to 17/09/2020	-6702.98
EFT9913	13/10/2020	Lukin Springs Grazing Co (DH&JE Goerling t/as)	RRG210 BB Arthur Project - Gravel	-7180.25
EFT9913	13/10/2020	Lukin Springs Grazing Co (DH&JE Goerling t/as)	W Tree Gully Capital Drainage - Gravel	-363.00
EFT9914	20/10/2020	A & L Printers	Strategic Community Plan Postcards	-281.00
EFT9915	20/10/2020	AFQRI Equipment Australia Pty Ltd	Expendable Tools	-105.95
EFT9916	20/10/2020	AT Plumbing & Gas	Admin Toilets - Fix Blockage	-166.25
EFT9917	20/10/2020	Amity Signs	Public Building Signage	-171.60
EFT9918	20/10/2020	Australia Post	Postage and Stationery Sep2020	-635.55
EFT9919	20/10/2020	Australian Services Union	Payroll Deductions	-103.60
EFT9920	20/10/2020	BKS Refrigeration & Airconditioning Pty Ltd	1 Rogers Ave - Airconditioner Service	-360.00
EFT9921	20/10/2020	BOC Limited	Gas Cylinder Rental 29/08/2020-27/09/2020	-59.35
EFT9922	20/10/2020	BT Equipment Pty Ltd T/a Tutt Bryant Equipment	P217 Sumitomo SH210LC-5 Excavator - Parts	-598.00
EFT9922	20/10/2020	BT Equipment Pty Ltd T/a Tutt Bryant Equipment	P155 Bomag Multi Tyre Roller - Parts	-1995.68
EFT9923	20/10/2020	Black Box Control Pty Ltd	Monthly Grader Tracking Service	-115.50
EFT9924	20/10/2020	Blackwood Plant Hire	Barron St Median Tree Planting	-484.00
EFT9924	20/10/2020	Blackwood Plant Hire	Landfill Site Works	-13024.00
EFT9924	20/10/2020	Blackwood Plant Hire	RTR029 Terry Road Project - Tree and Spoil Removal	-9944.00
EFT9925	20/10/2020	Blackwood Valley Wine Industry Association	Extraordinary Donation 2020/21	-750.00
EFT9926	20/10/2020	Boyup Brook Accommodation (formerly Boyup Brook Bed and Breakfast)	CEO Accommodation 29/09/2020-09/10/2020	-900.00
EFT9926	20/10/2020	Boyup Brook Accommodation (formerly Boyup Brook Bed and Breakfast)	Medical Centre Practice Manager Handover - Accommodation 16/09/2020-17/09/2020	-180.00
EFT9927	20/10/2020	Boyup Brook Community Resource Centre	Community Grant Funding 2020/21	-947.33
EFT9927	20/10/2020	Boyup Brook Community Resource Centre	Boyup Brook Gazette Advertising Sep2020	-320.00
EFT9928	20/10/2020	Boyup Brook Districts Pioneers Museum Inc	Community Grant Funding 2020/21	-5000.00
EFT9929	20/10/2020	Boyup Brook Farm Supplies (Lakewood Downs Pty Ltd)	Rylington Park - Purchases Aug2020	-1125.43
EFT9930	20/10/2020	Boyup Brook IGA	Purchases Sep2020	-738.87
EFT9931	20/10/2020	Boyup Brook Pharmacy (Westphal Family Trust)	Medical Supplies	-111.00
EFT9932	20/10/2020	Boyup Brook Tourism Association Inc.	Community Grant Funding 2020/21	-1639.50
EFT9932	20/10/2020	Boyup Brook Tourism Association Inc.	Gift for Citizenship Ceremony	-50.00
EFT9932	20/10/2020	Boyup Brook Tourism Association Inc.	Rylington Park - Membership 2020-21	-65.00
EFT9933	20/10/2020	Boyup Brook Tyre Service	P155 Bomag Multi Tyre Roller - Repairs	-154.00
EFT9933	20/10/2020	Boyup Brook Tyre Service	P214 Isuzu Giga CX7 455 Prime Mover - Tyres	-2279.50
EFT9933	20/10/2020	Boyup Brook Tyre Service	P219 Mitsubishi MR4W20 Triton - Repairs	-40.00
EFT9933	20/10/2020	Boyup Brook Tyre Service	P212 Komatsu 555 Grader - Repairs	-1964.00
EFT9933	20/10/2020	Boyup Brook Tyre Service	P196 Komatsu 555 Grader - Repairs	-480.00
EFT9933	20/10/2020	Boyup Brook Tyre Service	P219 Mitsubishi MR4W20 Triton - Windscreens	-350.00
EFT9934	20/10/2020	Bridgetown Boarding Kennels & Cattery	Animal Impound Costs Oct2020	-140.00
EFT9935	20/10/2020	Bridgetown Carpets & Floorcoverings	Council Chamber Foyer - Replace Flooring	-2280.00
EFT9936	20/10/2020	Bridgetown Computers	Medical Centre - Wireless Mice and Keyboard	-180.00
EFT9937	20/10/2020	Bridgetown Muffler & Towbar Centre	P198 Toyota Prado DSL WGN - Parts	-220.00
EFT9938	20/10/2020	Bruce Willson (t/as Bruce Willson Roof Plumbing)	Abel St Shops - Roof Repair	-370.00





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EFT9939	20/10/2020	Bunnings Group Ltd	Depot Safety Equipment and Expendable Tools	-174.68
EFT9940	20/10/2020	Ampol Petroleum Distributors Pty Ltd (previously Caltex Energy WA)	Fuel Sep2020	-2935.13
EFT9941	20/10/2020	Cleanaway Daniels Services Pty Ltd	Medical Centre Sharps Disposal Sep2020	-92.06
EFT9942	20/10/2020	Commander	Commander System Monthly Rental Oct2020	-247.96
EFT9943	20/10/2020	Community Mental Health Action Team	Community Grant Funding 2020/21	-4800.00
EFT9944	20/10/2020	D & J Communications	P198 Toyota Prado DSL WGN - Shire Radio & UHF	-1986.60
EFT9944	20/10/2020	D & J Communications	P224 John Deere 622G Grader - Shire Radio & UHF	-1199.00
EFT9945	20/10/2020	Darren Long Consulting	Budget 2020-21 Preparation	-2543.75
EFT9946	20/10/2020	Department of Fire & Emergency Services	2020/21 Emergency Services Levy 1st Quarter Contribution	-33644.10
EFT9947	20/10/2020	Donnybrook Glass	1 Rogers Ave - Window Repairs	-352.00
EFT9948	20/10/2020	Elders Rural Services Australia Pty Ltd	Rylington Park - Rams	-5500.00
EFT9949	20/10/2020	Erlanda Deas	Reimburse Rylington Park Spraywise Subscription	-132.10
EFT9949	20/10/2020	Erlanda Deas	Reimburse Rylington Park Electricity Account to 25/08/2020	-415.78
EFT9950	20/10/2020	G&M Detergents	Various Shire Buildings - Cleaning Supplies	-58.00
EFT9951	20/10/2020	Genie Solutions Pty Ltd	Medical Centre - Practice Management Training	-495.00
EFT9952	20/10/2020	Great Southern Shearing Pty Ltd	Rylington Park - Shearing Training	-4052.40
EFT9953	20/10/2020	Hales Electrical	1 Rogers Ave - Lighting Repairs	-517.00
EFT9954	20/10/2020	Hastie Waste	Rylington Park - Bulk Waste Collection Sep2020	-95.00
EFT9955	20/10/2020	Haycom Technology	Medical Centre IT Consulting Fees Sep2020	-2517.35
EFT9956	20/10/2020	Jack King	Rylington Park - Shearing	-541.80
EFT9957	20/10/2020	Jim Mather	Reimburse National Police Clearance	-55.80
EFT9958	20/10/2020	Komatsu Australia Pty Ltd	P213 Komatsu WA150-5 Loader - Service Kit	-844.49
EFT9959	20/10/2020	LGIS WA	LGISWA Property Insurance Adjusted	-29459.93
EFT9960	20/10/2020	LO-GO Appointments	Placement of ACEO w/ending 28/09/2020 incl Travel	-7380.42
EFT9961	20/10/2020	Lamat Cleaning Services	Cleaning of Various Shire Buildings Oct2020	-3635.00
EFT9961	20/10/2020	Lamat Cleaning Services	Cleaning of the Caravan Park and Flax Mill Grounds Sep2020	-850.00
EFT9962	20/10/2020	Landgate	Mining Tenements Chargeable Sep2020	-40.60
EFT9963	20/10/2020	Lotta Pty Ltd	Catering Sep2020	-27.50
EFT9964	20/10/2020	MIMS Australia Pty Ltd	MIMS Integrated Data for Genie Solutions 2020-21	-440.00
EFT9965	20/10/2020	Marketforce Pty Ltd	LG Election Notices Sep2020	-852.85
EFT9965	20/10/2020	Marketforce Pty Ltd	Practice Manager Position Vacant on SEEK 23/07/2020	-247.50
EFT9965	20/10/2020	Marketforce Pty Ltd	Early Settlement Discount	171.39
EFT9966	20/10/2020	Metal Artwork Creations	CEO Desk Name Plate	-56.10
EFT9967	20/10/2020	MetroCount	Traffic Counter Battery Packs	-88.00
EFT9968	20/10/2020	Miotti Transport	Freight Sep2020	-280.50
EFT9969	20/10/2020	Neverfail Springwater Limited	Medical Centre - Water	-101.90
EFT9970	20/10/2020	Old Dog Dirt & Diesel	P331 West Boyup Light Tanker - Annual B Service	-1263.74
EFT9970	20/10/2020	Old Dog Dirt & Diesel	P508 Dinninup Brigade Fire Truck - Annual Service	-1918.23
EFT9970	20/10/2020	Old Dog Dirt & Diesel	P553 Chowrup Brigade Fire Truck - Annual Service	-1892.19
EFT9970	20/10/2020	Old Dog Dirt & Diesel	P522 McAlinden Brigade Fire Truck - Annual Service	-2033.89
EFT9971	20/10/2020	Pool & Spa Mart Bunbury (Horrobin Family Trust t/as)	Swimming Pool - Cleaner Repairs	-964.40
EFT9972	20/10/2020	Prime Media Group Ltd	GWN7 Tourism Campaign Sep-Nov2020	-1079.10
EFT9973	20/10/2020	Rear's Electrical & Mechanical Services Pty Ltd	Depot Workshop - Change Lights to LED	-896.41
EFT9974	20/10/2020	SUEZ Recycling and Recovery Pty Ltd (NSW)	Paper and Cardboard Recycling Collection Sep2020	-546.06
EFT9975	20/10/2020	Seton Australia	Automatic Hand Sanitiser Dispensers	-1435.06
EFT9976	20/10/2020	Shadewest Sails	Sandakan Park - Repair and Install Shade Sails	-770.00
EFT9977	20/10/2020	SirsiDynix Pty Ltd	Annual Sirsi-Dynix Library Services Subscription 2020-21	-1289.39
EFT9978	20/10/2020	Southside Media Pty Ltd	GWN7 Tourism Commercial Production	-256.00
EFT9979	20/10/2020	Sprint Express	Freight Aug-Sep2020	-342.87
EFT9980	20/10/2020	St Mary's Parents and Friends Association	Catering for Sandakan Civic Reception	-750.00
EFT9981	20/10/2020	Statewide Bearings	Plant Maintenance - Oils and Parts	-3167.41
EFT9982	20/10/2020	Stephen Murphy (Elite Carpet Dry Cleaning Service)	1 Rogers Ave - Carpet Cleaning	-390.00
EFT9983	20/10/2020	Surgical House Pty Ltd	Medical Supplies	-135.96
EFT9984	20/10/2020	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 27/09/2020	-2671.42
EFT9985	20/10/2020	Tan & Vic's Lawn & Garden Care	Community Grant Funding 2020/21 - Croquet Club	-1505.00
EFT9986	20/10/2020	Terrys Engineering Services	Small Plant Maintenance - Oils	-62.70
EFT9987	20/10/2020	The Hilder Family Trust t/as PC & JE Hilder	1 Rogers Ave - Cleaning	-1364.00
EFT9988	20/10/2020	The Trustee for the Sanderson Family Trust (Peter Sanderson)	Repair and Maintenance of Various Shire Buildings Sep2020	-507.72
EFT9989	20/10/2020	Toll Transport Pty Ltd	Freight Aug-Sep2020	-122.05
EFT9990	20/10/2020	Tonebridge Country Club Inc.	Community Grant Funding 2020/21	-1000.00
EFT9991	20/10/2020	Top Marks IT Solutions	Medical Centre - IT Support	-225.00
EFT9992	20/10/2020	Treehouse Coffee Lounge (Webb & Troeger)	Catering Sep2020	-480.00
EFT9993	20/10/2020	Truckline (Bunbury)	P225 Isuzu Giga Prime Mover - Service Kit	-310.73
EFT9994	20/10/2020	WALGA	Council Connect Website Module - Gift Register	-825.00
EFT9995	20/10/2020	Winc Australia Pty Limited	Depot Stationery	-776.56
EFT9996	20/10/2020	Woodlands Distributors Pty Ltd	Animal Control - Brake Dispensers	-491.70
EFT9997	20/10/2020	activ8me (Australian Private Networks Pty Ltd)	GP House and Rylington Park Internet and Phone Aug-Sep2020	-407.84
EFT9998	27/10/2020	AFGR1 Equipment Australia Pty Ltd	P177 Tractor John Deere 5083E - Parts	-554.07
EFT9998	27/10/2020	AFGR1 Equipment Australia Pty Ltd	P224 John Deere 622G Grader - Service Kit	-955.54
EFT9998	27/10/2020	AFGR1 Equipment Australia Pty Ltd	P203 John Deere x380 Mower - Parts	-326.54
EFT9998	27/10/2020	AFGR1 Equipment Australia Pty Ltd	P155 Bomag Multi Tyre Roller - Repairs	-21.76
EFT9999	27/10/2020	BR Freind & RJ Freind	Rylington Park - Crutching	-667.92
EFT10000	27/10/2020	Boyup Brook Accommodation (formerly Boyup Brook Bed and Breakfast)	DCEO Accommodation Aug-Oct2020	-1260.00
EFT10001	27/10/2020	Boyup Brook Co - Operative	Rylington Park - Pump Fittings	-29.20
EFT10002	27/10/2020	Boyup Brook Community Resource Centre	Strategic Community Planning Venue Hire 16/09/2020	-22.50
EFT10002	27/10/2020	Boyup Brook Community Resource Centre	Computer Hire for Excel Training 01/09/2020	-125.00
EFT10002	27/10/2020	Boyup Brook Community Resource Centre	Boyup Brook Gazette Advertising Oct2020	-300.00
EFT10003	27/10/2020	Boyup Brook Farm Supplies (Lakewood Downs Pty Ltd)	Rylington Park Purchases Sep2020	-4422.32
EFT10004	27/10/2020	Boyup Brook IGA	Rylington Park Purchases Sep2020	-1035.98
EFT10005	27/10/2020	Boyup Brook Medical Services	Pre-employment Medical - 4 x Employees	-680.00
EFT10006	27/10/2020	Bridgetown Timber Sales	1 Rogers Ave - Doors	-75.30
EFT10006	27/10/2020	Bridgetown Timber Sales	Swimming Pool - Counter Top	-97.40
EFT10007	27/10/2020	Dwayne Black	Rylington Park - Shearer Training	-3751.50
EFT10008	27/10/2020	Erlanda Deas	Reimburse Rylington Park Projector Pointer	-71.40
EFT10009	27/10/2020	Fencing Unlimited	Sandakan Park - Fence Supplies	-132.40
EFT10010	27/10/2020	IXOM Operations Pty Ltd	Chlorine Gas Cylinder Service Fee Sep2020	-122.76
EFT10011	27/10/2020	Jim Mather	Reimburse Work Boots	-165.00



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 (GST Inclusive Accordingly)

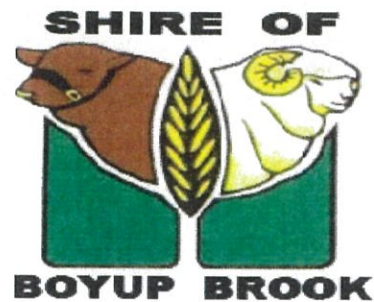
EFT10012	27/10/2020	Jody Lee Chambers	Rylington Park - Crutching	-760.65
EFT10013	27/10/2020	LO-GO Appointments	Placement of DCEO w/ending 11/10/2020	-5005.01
EFT10014	27/10/2020	Local Government Professionals Australia WA	Asset Management Workshop	-207.00
EFT10015	27/10/2020	Local Government Supervisors Association of WA Inc	LGSA Annual Works and Parks Conference	-929.50
EFT10016	27/10/2020	NAPA (formerly Cows)	P198 Toyota Prado DSL WGN - Parts	-518.71
EFT10017	27/10/2020	Nev's Steel	Swimming Pool Diving Board Repairs	-224.64
EFT10018	27/10/2020	Paul Hick	Rylington Park - Shearer Training	-4126.65
EFT10019	27/10/2020	Phillip De Ronchi	Reimburse Principal Practitioner's Mobile Phone 03/07/2020-02/08/2020	-130.52
EFT10019	27/10/2020	Phillip De Ronchi	Reimburse Therapeutic Guidelines Online Renewal	-283.00
EFT10019	27/10/2020	Phillip De Ronchi	Reimburse AHPRA Medical Practitioner Registration	-811.00
EFT10019	27/10/2020	Phillip De Ronchi	Reimburse Laser Equipment Instalments Oct2020	-1999.05
EFT10020	27/10/2020	Priority 1 Fire and Safety Pty Ltd	Swimming Pool Breathing Apparatus Annual Service	-660.00
EFT10021	27/10/2020	ProFem (Sayco Pty Ltd T/A)	Medical Supplies	-384.80
EFT10022	27/10/2020	Rear's Electrical & Mechanical Services Pty Ltd	Rec Grounds Tower Lights - Make Safe	-139.35
EFT10023	27/10/2020	Rosalyn Edwards	Reimburse Ranger Equipment and Fuel	-102.03
EFT10024	27/10/2020	Royal Life Saving Society WA Inc	Swimming Pool Uniforms	-520.40
EFT10025	27/10/2020	SOS Office Equipment	Photocopier Billing Sep2020 including Community Newsletters	-1053.01
EFT10026	27/10/2020	Sigma Chemicals (Sigma Companies Group Pty Ltd)	Swimming Pool Chemicals	-2288.11
EFT10027	27/10/2020	Southern's Water Technology	Recreation Grounds - Reticulation Repairs	-1409.76
EFT10028	27/10/2020	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 12/10/2020	-3372.23
EFT10029	27/10/2020	The Hilder Family Trust t/as PC & JE Hilder	1 Rogers Ave - Floor Cleaning	-132.00
EFT10030	27/10/2020	The Right Stuff for Landholders	Bridge St Median Reticulation Parts	-111.32
EFT10031	27/10/2020	The Trustee for the Harley Trust (Harley Transport Pty Ltd)	Rylington Park - Freight Oct2020	-70.40
EFT10032	27/10/2020	The Trustee for the Sanderson Family Trust (Peter Sanderson)	Repair and Maintenance of Various Shire Buildings Oct2020	-932.76
EFT10033	27/10/2020	The University of Sydney	Medical Centre - Classifications and Technologies	-220.00
EFT10034	27/10/2020	Toll Transport Pty Ltd	Freight Jul-Sep2020	-454.53
EFT10035	27/10/2020	Top Marks IT Solutions	Rylington Park - Internet Security Renewal to 24/10/2021	-41.97
EFT10036	27/10/2020	Traffic Force	RTR007 Kulikup South Project - Traffic Management Plan	-567.60
EFT10037	27/10/2020	Warner & Webster Pty Ltd	Medical Supplies	-319.71
EFT10038	27/10/2020	Western Australian Electoral Commission	Voting Screens and Ballot Boxes	-65.00
EFT10039	27/10/2020	Xtend Events (Diane Rayner t/as)	Rylington Park - Annual Field Day PA Hire	-230.00
EFT10040	28/10/2020	Extreme Marquees Pty Ltd	NADC Australia Day Grant - Marquee Deposit	-2011.00
EFT10041	29/10/2020	Shire of Boyup Brook	Shire Property Rates 2020-21	-43907.90
EFT10042	30/10/2020	Adrian Price	Cr Sitting Fees and Allowances Jul-Oct2020	-2964.99
EFT10043	30/10/2020	Elizabeth Leonie Rear	Cr Sitting Fees and Allowances Jul2020	-192.84
EFT10044	30/10/2020	Helen Christine O'Connell	Cr Sitting Fees and Allowances Jul-Oct2020	-3821.65
EFT10045	30/10/2020	Kevin Moir	Cr Sitting Fees and Allowances Jul-Oct2020	-3049.23
EFT10046	30/10/2020	Philippe Kaltenrieder	Cr Sitting Fees and Allowances Jul-Oct2020	-3077.31
EFT10047	30/10/2020	Richard Firth Walker	Cr Sitting Fees and Allowances Jul-Oct2020	-8733.32
EFT10048	30/10/2020	Sarah Elizabeth Grace Alexander	Cr Sitting Fees and Allowances Jul-Oct2020	-2964.99
EFT10049	30/10/2020	Steele Alexander	Refund Nomination Fee Council Election 2020	-80.00
EFT10049	30/10/2020	Steele Alexander	Cr Sitting Fees and Allowances Oct2020	-96.41
EFT10050	30/10/2020	Thomas James Oversby	Cr Sitting Fees and Allowances Jul-Oct2020	-2964.99
<b>TOTAL EFT PAYMENTS to 31 Oct 2020</b>				<b>-402,134.16</b>



**Shire of Boyup Brook**  
Payments 01/10/2020 - 31/10/2020  
(GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
DD6018.1	01/10/2020	Salary & Wages	Payroll 30Sep2020	-77391.05
DD6034.1	14/10/2020	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-510.16
DD6034.2	14/10/2020	WALGSP	Superannuation Contributions	-350.71
DD6036.1	14/10/2020	Salary & Wages	Payroll 14Oct2020	-4801.83
DD6038.1	14/10/2020	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-373.01
DD6038.2	14/10/2020	Colonial First State Superannuation	Superannuation Contributions	-516.09
DD6038.3	14/10/2020	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-867.58
DD6038.4	14/10/2020	MLC Super Fund	Superannuation Contributions	-218.76
DD6038.5	14/10/2020	AMP Flexible Super - Super Account	Superannuation Contributions	-67.24
DD6038.6	14/10/2020	WALGSP	Payroll Deductions	-6846.85
DD6038.7	14/10/2020	Rest Superannuation	Superannuation Contributions	-1916.77
DD6038.8	14/10/2020	Australian Super	Superannuation Contributions	-1142.34
DD6038.9	14/10/2020	AMP RSA Superannuation	Superannuation Contributions	-249.08
DD6041.1	15/10/2020	Salary & Wages	Payroll 14Oct2020	-79110.83
DD6045.1	19/10/2020	AMP Superannuation Savings Trust - SignatureSuper	Superannuation contributions	-657.11
DD6045.2	19/10/2020	WALGSP	Superannuation Contributions	-82.38
DD6045.3	19/10/2020	Commonwealth Essential Super	Superannuation Contributions	-29.92
DD6047.1	19/10/2020	Salary & Wages	Payroll 19Oct2020	-4338.28
DD6075.1	16/10/2020	Shire of Boyup Brook	BBIGA - Depot Refreshments	-26.93
DD6075.1	16/10/2020	Shire of Boyup Brook	Telstra - CWPA Mobile Phone Recharge	-50.00
DD6076.1	01/10/2020	Westnet	Medical Centre, Admin and Swimming Pool Internet Oct2020	-289.85
DD6076.2	09/10/2020	De Lage Landen Pty Ltd	Rental Agreement for Photocopier DocuCentre-VII C5573 Oct2020	-184.80
DD6076.3	09/10/2020	AGDATA Holdings Pty Ltd	Rylington Pk - Phoenix Accounting Software Oct2020	-59.00
DD6076.4	26/10/2020	Western Australian Treasury Corporation	Loan 118 - Aged Care Initiative	-15667.31
DD6079.1	28/10/2020	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-463.41
DD6079.2	28/10/2020	Colonial First State Superannuation	Superannuation Contributions	-469.54
DD6079.3	28/10/2020	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-867.58
DD6079.4	28/10/2020	MLC Super Fund	Superannuation Contributions	-218.76
DD6079.5	28/10/2020	AMP Flexible Super - Super Account	Superannuation Contributions	-178.18
DD6079.6	28/10/2020	WALGSP	Payroll Deductions	-6704.34
DD6079.7	28/10/2020	Rest Superannuation	Superannuation Contributions	-1894.95
DD6079.8	28/10/2020	Australian Super	Superannuation Contributions	-1197.93
DD6079.9	28/10/2020	AMP RSA Superannuation	Superannuation Contributions	-249.26
DD6081.1	29/10/2020	Salary & Wages	Payroll 28Oct2020	-81299.68
DD6103.1	02/10/2020	Commonwealth Bank	Merchant Fee - Muni 02/10/2020	-130.65
DD6103.2	15/10/2020	Commonwealth Bank	Account Service Fee - Muni 15/10/2020	-125.64
DD6038.10	14/10/2020	Commonwealth Essential Super	Superannuation Contributions	-382.44
DD6038.11	14/10/2020	AMP SuperLeader	Superannuation Contributions	-169.69
DD6038.12	14/10/2020	Prime Super	Superannuation Contributions	-139.14
DD6038.13	14/10/2020	Wealth Personal Superannuation and Pension Fund (MyNorth Super)	Superannuation Contributions	-465.14
DD6079.10	28/10/2020	Commonwealth Essential Super	Superannuation Contributions	-442.16
DD6079.11	28/10/2020	AMP SuperLeader	Superannuation Contributions	-169.69
DD6079.12	28/10/2020	Prime Super	Superannuation Contributions	-122.28
DD6079.13	28/10/2020	Wealth Personal Superannuation and Pension Fund (MyNorth Super)	Superannuation Contributions	-465.14
TOTAL DD MUNI ACCOUNT TO 31 Oct 2020				-291,883.48
DD311020	31/10/2020	Police Licensing	POLICE CLAIMED OCT2020	44,259.15
TOTAL DD POLICE LICENSING ACCOUNT TO 31 Oct 2020				44,259.15
DD6076.5	16/10/2020	QK Technologies Pty Ltd	QikKids Gateway Usage Aug2020	-6.60
TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 31 Oct 2020				-6.60
SUMMARY				
CHQ (Muni Account)				-15,064.09
DD				-291,883.48
EFT				-402,134.16
TOTAL				<u>-709,081.73</u>
ALL MUNI TRANS TO 31 Oct 2020				-709,081.73
DD (Police Licensing Account) TO 31 Oct 2020				44,259.15
DD (Boyup Brook Early Learning Centre) 31 Oct 2020				-6.60





# **SHIRE OF BOYUP BROOK**

## **MONTHLY FINANCIAL REPORT**

**31 OCTOBER 2020**

### **TABLE OF CONTENTS**

STATEMENT OF COMPREHENSIVE INCOME - BY PROGRAM

STATEMENT OF COMPREHENSIVE INCOME - BY NATURE/TYPE

STATEMENT OF FINANCIAL ACTIVITY

STATEMENT OF NET CURRENT POSITION

STATEMENT OF MATERIAL VARIANCES

STATEMENT OF FINANCIAL POSITION

STATEMENT OF CASH FLOWS

DETAILED OPERATING AND NON-OPERATING STATEMENT

SUPPLEMENTARY INFORMATION

- RESERVE ACCOUNTS
- LOAN SCHEDULE
- TRUST FUND

**SHIRE OF BOYUP BROOK**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE PERIOD ENDING 31 OCTOBER 2020**

	NOTES	2020-21 ANNUAL BUDGET	2020-21 YTD ACTUAL
<b>EXPENDITURE (Excluding Finance Costs)</b>		\$	\$
General Purpose Funding		(139,443)	(515)
Governance		(379,473)	(58,597)
Law, Order, Public Safety		(508,331)	(89,152)
Health		(1,249,020)	(439,050)
Education and Welfare		(226,309)	(63,056)
Housing		(140,757)	(39,848)
Community Amenities		(348,711)	(116,588)
Recreation and Culture		(1,162,098)	(157,880)
Transport		(4,312,005)	(251,452)
Economic Services		(657,873)	(72,330)
Other Property and Services		(533,005)	(482,725)
		(9,657,024)	(1,771,193)
<b>REVENUE</b>			
General Purpose Funding		3,742,447	3,310,816
Governance		0	22,500
Law, Order, Public Safety		271,834	119,036
Health		907,844	414,872
Education and Welfare		125,000	52,425
Housing		89,601	21,582
Community Amenities		207,766	201,296
Recreation and Culture		41,441	26,078
Transport		191,890	173,374
Economic Services		110,530	33,773
Other Property & Services		511,009	14,108
		6,199,362	4,389,860
<i>Increase(Decrease)</i>		(3,457,662)	2,618,667
<b>FINANCE COSTS</b>			
Education & Welfare		(14,218)	(7,211)
Housing		(2,670)	(1,384)
Recreation & Culture		(4,866)	(2,522)
Total Finance Costs		(21,754)	(11,117)
<b>NON-OPERATING REVENUE</b>			
Law, Order & Public Safety		31,700	0
Transport		2,630,121	621,809
Total Non-Operating Revenue		2,661,821	621,809
<b>PROFIT/(LOSS) ON SALE OF ASSETS</b>			
Transport Profit		0	0
Transport Loss		0	0
Other Property & Services Profit		0	0
Other Property & Services Loss		0	0
Total Profit/(Loss)		0	0
<b>NET RESULT</b>		(817,595)	3,229,359
<b>Other Comprehensive Income</b>			
Changes on revaluation of non-current assets		0	0
Total Abnormal Items		0	0
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>(817,595)</b>	<b>3,229,359</b>

**SHIRE OF BOYUP BROOK**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE/TYPE**  
**FOR THE PERIOD ENDING 31 OCTOBER 2020**

	<b>2020-21 BUDGET</b>	<b>2020-21 ACTUAL</b>
<b>Expenses</b>		
Employee Costs	(2,875,038)	(1,325,156)
Materials and Contracts	(2,544,200)	(198,337)
Utility Charges	(228,519)	(39,277)
Depreciation on Non-Current Assets	(3,592,229)	0
Interest Expenses	(21,754)	(11,117)
Insurance Expenses	(165,432)	(135,325)
Other Expenditure	(251,606)	(73,099)
	<b>(9,678,778)</b>	<b>(1,782,310)</b>
<b>Revenue</b>		
Rates	3,007,292	3,111,553
Operating Grants, Subsidies and Contributions	1,125,550	497,794
Fees and Charges	1,518,125	757,789
Interest Earnings	45,205	4,442
Other Revenue	503,190	18,281
	<b>6,199,362</b>	<b>4,389,860</b>
	<b>(3,479,416)</b>	<b>2,607,550</b>
Non-Operating Grants, Subsidies & Contributions	2,661,821	621,809
	<b>2,661,821</b>	<b>621,809</b>
<b>Net Result</b>	<b>(817,595)</b>	<b>3,229,359</b>
<b>Other Comprehensive Income</b>		
Changes on revaluation of non-current assets	0	0
<b>Total Other Comprehensive Income</b>	<b>0</b>	<b>0</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(817,595)</b>	<b>3,229,359</b>

**SHIRE OF BOYUP BROOK  
FINANCIAL ACTIVITY STATEMENT  
FOR THE PERIOD ENDING 31 OCTOBER 2020**

	2020-21 ANNUAL BUDGET	2020-21 YTD BUDGET (a)	2020-21 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
<b>OPERATING REVENUE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>			
General Purpose Funding	736,160	191,784	199,263	Within Threshold	Within Threshold	▲
Governance	0	0	22,500	22,500	(100.00%)	
Law, Order Public Safety	271,834	82,117	119,036	36,919	(31.02%)	
Health	907,844	276,170	414,872	138,702	(33.43%)	
Education and Welfare	125,000	50,538	52,425	Within Threshold	Within Threshold	▲
Housing	89,601	29,853	21,582	Within Threshold	38.32%	▲
Community Amenities	207,766	199,426	201,296	Within Threshold	Within Threshold	▲
Recreation and Culture	41,441	15,799	26,078	10,278	(39.41%)	
Transport	191,890	169,461	173,374	Within Threshold	Within Threshold	▲
Economic Services	110,530	26,890	33,773	Within Threshold	(20.38%)	
Other Property and Services	511,009	39,875	14,108	(25,766)	182.63%	
	<b>3,193,075</b>	<b>1,081,911</b>	<b>1,278,307</b>	<b>182,632</b>		
<b>LESS OPERATING EXPENDITURE</b>						
General Purpose Funding	(139,443)	(42,507)	(515)	41,992	(8151.00%)	
Governance	(379,473)	(176,662)	(58,597)	118,066	(201.49%)	
Law, Order, Public Safety	(508,331)	(124,173)	(89,152)	35,021	39.28%	▲
Health	(1,249,020)	(378,813)	(439,050)	(60,237)	(13.72%)	▼
Education and Welfare	(240,527)	(89,347)	(70,266)	19,081	(27.15%)	
Housing	(143,427)	(64,780)	(41,232)	23,548	(57.11%)	
Community Amenities	(348,711)	(121,078)	(116,588)	Within Threshold	Within Threshold	▲
Recreation and Culture	(1,166,964)	(410,182)	(160,403)	249,779	(155.72%)	
Transport	(4,312,005)	(1,265,796)	(251,452)	1,014,344	(403.39%)	
Economic Services	(657,873)	(199,456)	(72,330)	127,126	(175.76%)	
Other Property & Services	(533,005)	(196,379)	(482,725)	(286,346)	59.32%	
	<b>(9,678,778)</b>	<b>(3,069,172)</b>	<b>(1,782,310)</b>	<b>1,282,372</b>		
<i>Increase(Decrease)</i>	<b>(6,485,703)</b>	<b>(1,987,261)</b>	<b>(504,003)</b>	<b>1,465,004</b>		
<b>NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>						
Movement in Employee Provisions (Non-current)	43,030	0	0	Within Threshold	0.00%	
(Profit)/ Loss on the disposal of assets	0	0	0	Within Threshold	0.00%	
Depreciation Written Back	3,592,229	1,197,362	0	(1,197,362)	0.00%	
	<b>3,635,259</b>	<b>1,197,362</b>	<b>0</b>	<b>(1,197,362)</b>		
<i>Sub Total</i>	<b>(2,850,444)</b>	<b>(789,899)</b>	<b>(504,003)</b>	<b>267,642</b>		
<b>INVESTING ACTIVITIES</b>						
Purchase of Land	0	0	0			
Purchase Buildings	(104,539)	0	(74,904)	(74,904)	100.00%	
Purchase Plant and Equipment	(402,500)	0	0	Within Threshold	0.00%	
Purchase Furniture and Equipment	(30,000)	0	(16,750)	(16,750)	100.00%	
Infrastructure Assets - Roads	(3,262,655)	(541,001)	(423,960)	117,042	(27.61%)	
Infrastructure Assets - Footpaths	(72,000)	0	0	Within Threshold	0.00%	
Infrastructure Assets - Drainage	0	0	(68,260)	(68,260)	100.00%	
Infrastructure Assets - Parks & Ovals (Recreation)	(80,000)	0	0	Within Threshold	0.00%	
Infrastructure Assets - Other	(73,729)	(32,490)	(64)	32,426	(50664.84%)	
Proceeds from Sale of Assets	127,714	0	0	Within Threshold	0.00%	
Contributions for the Development of Assets	2,661,821	561,536	621,809	60,273	Within Threshold	▲
<b>Amount Attributable to Investing Activities</b>	<b>(1,235,888)</b>	<b>(11,955)</b>	<b>37,871</b>	<b>49,826</b>		
<b>FINANCING ACTIVITIES</b>						
Repayment of Debt - Loan Principal	(36,156)	(17,840)	(17,839)	Within Threshold	Within Threshold	▲
Transfer to Reserves	(19,000)	0	0	Within Threshold	0.00%	
<b>Amount Attributable to Financing Activities</b>	<b>(55,156)</b>	<b>(17,840)</b>	<b>(17,839)</b>	<b>0</b>		
<i>Sub Total</i>	<b>(4,141,488)</b>	<b>(819,695)</b>	<b>(483,971)</b>	<b>317,468</b>		
<b>FUNDING FROM</b>						
Transfer from Reserves	0	0	0	Within Threshold	0%	▲
Loans Raised	0	0	0	Within Threshold	0%	▲
Estimated Opening Surplus at 1 July	1,135,201	1,135,201	1,014,513	(120,688)	11.90%	
Amount Raised from General Rates	3,006,287	3,006,287	3,111,553	105,266	Within Threshold	▲
Closing Funds	0	0	0	Within Threshold	0%	▲
	<b>4,141,488</b>	<b>4,141,488</b>	<b>4,126,066</b>	<b>(15,422)</b>		
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>3,321,793</b>	<b>3,642,095</b>	<b>302,046</b>		



**SHIRE OF BOYUP BROOK**  
**SUMMARY OF CURRENT ASSETS AND LIABILITIES**  
**FOR THE PERIOD ENDING 31 OCTOBER 2020**

	<b>ACTUAL</b>
	<b>31 OCTOBER 2020</b>
<u>Current Assets</u>	
Cash at bank and on Hand	1,826,541
Restricted Cash	43,898
Restricted Cash Reserves	1,925,133
Trade Receivables	3,121,757
Stock on Hand	30,260
<b>Total Current Assets</b>	<b>6,947,590</b>
<u>Current Liabilities</u>	
Trade Creditors	(\$330,708)
Bonds and Deposits	(\$37,935)
Accrued Wages	(\$134,085)
Accrued Interest on Loans	(\$5,396)
Accrued Expense	(\$16,999)
ATO Liabilities	(\$10,167)
Contract Liability	(\$812,090)
Loan Liability	(\$18,318)
Provisions	(\$413,829)
<b>Total Current Liabilities</b>	<b>(\$1,779,526)</b>
Sub-Total	<b>5,168,064</b>
<b>Adjustments</b>	
LESS Cash Backed Reserves	(\$1,925,133)
LESS Inventory	(\$30,260)
LESS Prepaid Expenses	\$0
ADD: Employee Leave Provisions	\$254,626
ADD: Accrued Interest	\$5,396
ADD: Accrued Salaries & Wages	\$134,085
ADD: Accrued Expenses	\$16,999
ADD: Current Loan Liability	\$18,318
Rounding	0
<b>Net Current Position</b>	<b>3,642,095</b>

**SHIRE OF BOYUP BROOK**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 OCTOBER 2020**

**EXPLANATION OF MATERIAL VARIANCES**

<b>REPORTING PROGRAM &amp; EXPLANATION</b>	<b>TIMING / PERMANENT</b>	<b>\$ VARIANCE</b>	<b>% VARIANCE</b>
<b>OPERATING REVENUE</b>			
<b>General Purpose Funding</b>			
Variance within \$10,000 Materiality Threshold	TIMING	Within Threshold	Within Threshold
<b>Governance</b>			
Grant for Australia Day and Volunteer Event not anticipated	PERMANENT	22,500	(100.00%)
<b>Law Order &amp; Public Safety -</b>			
ESL grant funding higher than anticipated for reporting period	TIMING	36,919	(31.02%)
<b>Health</b>			
Medical surgery fees higher than anticipated for reporting period	PERMANENT	138,702	(33.43%)
<b>Education &amp; Welfare</b>			
Variance within \$10,000 Materiality Threshold		Within Threshold	Within Threshold
<b>Housing</b>			
Variance within \$10,000 Materiality Threshold		Within Threshold	38.32%
<b>Community Amenities</b>			
Variance within \$10,000 Materiality Threshold		Within Threshold	Within Threshold
<b>Recreation &amp; Culture</b>			
Swimming season ticket sales higher than anticipated for reporting period	TIMING	10,278	(39.41%)
<b>Transport</b>			
Variance within \$10,000 Materiality Threshold		Within Threshold	Within Threshold
<b>Economic Services</b>			
Variance within \$10,000 Materiality Threshold		Within Threshold	(20.38%)
<b>Other Property and Services</b>			
Private works charges, diesel fuel rebate and administration reimbursements lower than anticipated for reporting period	TIMING	(25,766)	182.63%

**SHIRE OF BOYUP BROOK**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 OCTOBER 2020**

**EXPLANATION OF MATERIAL VARIANCES**

<b>REPORTING PROGRAM &amp; EXPLANATION</b>	<b>TIMING / PERMANENT</b>	<b>\$ VARIANCE</b>	<b>% VARIANCE</b>
<b>OPERATING EXPENDITURE</b>			
<b>General Purpose Funding</b>			
Administration allocations not yet raised for reporting period.	TIMING	41,992	(8151.00%)
<b>Governance</b>			
Administration allocations not yet raised for reporting period. Sitting fees expenses, member training expenses, subscription expenses and community donation expenses lower than anticipated for reporting period.	TIMING	118,066	(201.49%)
<b>Law Order &amp; Public Safety -</b>			
Administration allocations and depreciation expense not yet raised for reporting period.	TIMING	35,021	39.28%
<b>Health</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Medical services employee costs \$136,000 higher than anticipated for reporting period; offset by increase in medical fees received. Medical services insurance expenses, computer expenses and sundry expenses lower than anticipated for reporting period.	PERMANENT/ TIMING	(60,237)	(13.72%)
<b>Education &amp; Welfare</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Early learning centre employee costs higher than anticipated for reporting period.	PERMANENT/ TIMING	19,081	(27.15%)
<b>Housing</b>			
Administration allocations and depreciation expense not yet raised for reporting period.	TIMING	23,548	(57.11%)
<b>Community Amenities</b>			
Variance within \$10,000 Materiality Threshold	TIMING	Within Threshold	Within Threshold
<b>Recreation &amp; Culture</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Hall operation expenses lower than anticipated for reporting period. Recreation complex expenses and Reserves and Parks operation expenses lower than anticipated for reporting period. Swimming pool operational and building maintenance expenses lower than anticipated for reporting period.	TIMING	249,779	(155.72%)
<b>Transport</b>			
Administration allocations and depreciation expense not yet raised for reporting period.	PERMANENT/ TIMING	1,014,344	(403.39%)
<b>Economic Service</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Flaxmill building operation expenses lower than anticipated for reporting period. Building control expenses lower than anticipated for reporting period. Saleyard expenses lower than anticipated for reporting period.	TIMING	127,126	(175.76%)
<b>Other Property &amp; Services</b>			
Overheads of \$36,402 charged on Supervision salaries in error, postings to be corrected. Supervision salaries \$80,000 higher than anticipated for reporting period. Superannuation expenses and leave expenses higher than anticipated for reporting period. Pats & repairs expenses higher than anticipated for reporting period. Gross salaries paid \$276,000 higher than anticipated - relates to medical services and PWOH salaries increased costs. Administration salaries, IT systems operation expenses and Indemnity insurance expenses lower than anticipated for reporting period. Rylington park expenses lower than anticipated for reporting period.	PERMANENT/ TIMING	(286,346)	59.32%

**SHIRE OF BOYUP BROOK**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 OCTOBER 2020**

**EXPLANATION OF MATERIAL VARIANCES**

<b>REPORTING PROGRAM &amp; EXPLANATION</b>	<b>TIMING / PERMANENT</b>	<b>\$ VARIANCE</b>	<b>% VARIANCE</b>
<b>CAPITAL REVENUES</b>			
<b><u>Non-Operating Grants, Subsidies &amp; Contributions</u></b>			
<b><u>Law, Order &amp; Public Safety</u></b>			
CCTV Grant -		0	
<b><u>Transport</u></b>			
Regional Road Group Grants - RRG funding higher than anticipated for reporting period.	TIMING	69,705	
Roads to Recovery Grants - Grant funding lower than anticipated for reporting period.	TIMING	(11,896)	
Special Bridge funding MRDWA - Bridge funding higher than anticipated for reporting period.	TIMING	2,464	
		<u>60,273</u>	Threshold
<b><u>Proceeds from Sale of Assets</u></b>			
Proceeds from Sale of Vehicle Assets -		0	
		<u>0</u>	0.00%
<b><u>Transfers from Reserve</u></b>			
Transfers from Reserve -		0	0%

**SHIRE OF BOYUP BROOK**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 OCTOBER 2020**

**EXPLANATION OF MATERIAL VARIANCES**

<b>REPORTING PROGRAM &amp; EXPLANATION</b>	<b>TIMING / PERMANENT</b>	<b>\$ VARIANCE</b>	<b>% VARIANCE</b>
<b>CAPITAL EXPENDITURE</b>			
<b>Transfers to Reserve</b>			
Transfers to Reserve -		0	0.00%
<b>Furniture &amp; Equipment</b>			
<b>Health</b>			
Surgery Equipment - Capital - (F&E) - New server expense not included in budget	NB* PERMANENT	16,750	
<b>Other Property &amp; Services</b>			
Administration Building F&E -		0	
<b>Total (Over)/Under Budget</b>		<b>16,750</b>	<b>100.00%</b>
<b>Buildings</b>			
<b>Community Amenities</b>			
Transfer Station Buildings		0	
<b>Other Property &amp; Services</b>			
Administration Building - Building Renewals & Upgrades - Project expenses higher due to works commencing earlier than anticipated		74,904	
Rylington Park House Capital		0	
Rylington Park Chemical Shed		0	
		<b>74,904</b>	<b>100.00%</b>
<b>Plant &amp; Equipment</b>			
<b>Law, Order &amp; Public Safety</b>			
Law & Order - Plant & Equipment		0	
<b>Recreation &amp; Culture</b>			
Plant & Equipment - Parks & Gardens		0	
<b>Transport</b>			
DWS - Fleet Vehicles		0	
Light Plant (eg Portable Traffic Lights) - Plant & Equip		0	
Heavy Plant (Graders etc) Purchases		0	
<b>Other Property &amp; Services</b>			
Rylington Park Dorm Rooms Air Conditioners		0	
<b>Total (Over)/Under Budget</b>		<b>0</b>	<b>0.00%</b>
<b>Road Construction</b>			
Roads to Recovery Road Projects - Project expenses lower than anticipated for the reporting period	TIMING	(95,739)	
Regional Road Group - Project expenses higher than anticipated for the reporting period	TIMING	79,182	
Municipal Funded Road Projects -		0	
Municipal Funded Gravel Sheeting Road Projects - Project expenses lower than anticipated for reporting period.		(10,553)	
Municipal Funded - Winter Grading - Project expenses lower than anticipated for the reporting period	TIMING	(89,931)	
Bridges -		0	
<b>Total (Over)/Under Budget</b>		<b>(117,042)</b>	<b>(27.61%)</b>

**SHIRE OF BOYUP BROOK**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 OCTOBER 2020**

**EXPLANATION OF MATERIAL VARIANCES**

<b>REPORTING PROGRAM &amp; EXPLANATION</b>	<b>TIMING / PERMANENT</b>	<b>\$ VARIANCE</b>	<b>% VARIANCE</b>
<b><u>Footpath Construction</u></b>			
Footpaths/Bike paths Construction -	TIMING	0	
Total (Over)/Under Budget		<u>0</u>	0.00%
<b><u>Drainage Infrastructure</u></b>			
Drainage Projects - No budget allocation for drainage projects	NB* PERMANENT	(68,260)	
Total (Over)/Under Budget		<u>(68,260)</u>	100.00%
<b><u>Parks &amp; Ovals</u></b>			
Recreation Infrastructure - Capital Renewals		0	
Total (Over)/Under Budget		<u>0</u>	0.00%
<b><u>Other Infrastructure</u></b>			
<b><u>Health</u></b>			
Medical Centre Car Park - Other Infrastructure		0	
<b><u>Transport</u></b>			
Depot Gates		0	
Oil Automation System - Project expenses lower than anticipated for reporting period.	TIMING	(16,426)	
<b><u>Other Property &amp; Services</u></b>			
Rylington Park Rain Water Tank - Project not yet commenced	TIMING	(16,000)	
Total (Over)/Under Budget		<u>(32,426)</u>	(50664.84%)
<b>Note: (NB) = No Budget Provision Made</b>			

**SHIRE OF BOYUP BROOK**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDING 31 OCTOBER 2020**

	Note	2019-20 ACTUAL \$	2020-21 ACTUAL \$	Variance \$
<b>Current assets</b>				
Unrestricted Cash & Cash Equivalents		1,877,305	1,870,439	(6,865)
Restricted Reserves		1,925,133	1,925,133	0
Restricted Cash		0	0	0
Trade and other receivables		521,806	3,121,757	2,599,951
Inventories		30,260	30,260	0
Other assets		0	0	0
<b>Total current assets</b>		<b>4,354,504</b>	<b>6,947,590</b>	<b>2,593,086</b>
<b>Non-current assets</b>				
Trade and other receivables		15,358	15,358	0
LG House Unit Trust		71,221	71,221	0
Land		2,347,691	2,347,691	0
Buildings		10,191,434	10,266,338	74,904
Furniture & Equipment		72,069	88,819	16,750
Plant & Equipment		2,860,704	2,860,704	0
Infrastructure Assets		110,174,881	110,667,164	492,283
<b>Total non-current assets</b>		<b>125,733,357</b>	<b>126,317,294</b>	<b>583,938</b>
<b>Total assets</b>		<b>130,087,861</b>	<b>133,264,884</b>	<b>3,177,023</b>
<b>Current liabilities</b>				
Trade and other payables		528,255	497,354	30,901
Bonds and deposits		41,531	37,935	3,596
Contract Liabilities		812,090	812,090	0
Interest-bearing loans and borrowings		36,157	18,318	17,839
Provisions		413,829	413,829	0
<b>Total current liabilities</b>		<b>1,831,861</b>	<b>1,779,526</b>	<b>52,335</b>
<b>Non-current liabilities</b>				
Interest-bearing loans and borrowings		397,010	397,010	0
Provisions		15,012	15,012	0
<b>Total non-current liabilities</b>		<b>412,022</b>	<b>412,022</b>	<b>0</b>
<b>Total liabilities</b>		<b>2,243,883</b>	<b>2,191,548</b>	<b>52,335</b>
<b>Net assets</b>		<b>127,843,978</b>	<b>131,073,337</b>	<b>3,229,359</b>
<b>Equity</b>				
Retained surplus		57,643,191	57,643,191	0
Net Result		0	3,229,359	3,229,359
Reserve - asset revaluation		68,275,654	68,275,654	0
Reserve - Cash backed		1,925,133	1,925,133	0
<b>Total equity</b>		<b>127,843,978</b>	<b>131,073,337</b>	<b>3,229,359</b>

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

**SHIRE OF BOYUP BROOK  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING 31 OCTOBER 2020**

	Note	2019-20 ACTUAL \$	2020-21 BUDGET \$	2020-21 ACTUAL \$
<b>Cash Flows from operating activities</b>				
<b>Payments</b>				
Employee Costs		(3,438,685)	(2,832,008)	(1,233,427)
Materials & Contracts		(1,030,373)	(2,544,200)	(328,272)
Utilities (gas, electricity, water, etc)		(213,746)	(228,519)	(39,277)
Insurance		(192,945)	(21,754)	(135,325)
Interest Expense		(23,984)	(165,432)	(11,117)
Goods and Services Tax Paid		(175,797)	0	(169,520)
Other Expenses		(236,903)	(251,606)	(73,099)
		<b>(5,312,433)</b>	<b>(6,043,519)</b>	<b>(1,990,036)</b>
<b>Receipts</b>				
Rates		2,917,692	3,007,292	471,681
Operating Grants & Subsidies		1,805,433	450,956	433,088
Fees and Charges		1,393,045	1,518,125	757,789
Interest Earnings		60,926	45,205	4,442
Goods and Services Tax		149,136	0	282,133
Other		219,007	503,190	14,005
		<b>6,545,239</b>	<b>5,524,768</b>	<b>1,963,139</b>
<b>Net Cash flows from Operating Activities</b>		<b>1,232,806</b>	<b>(518,751)</b>	<b>(26,898)</b>
<b>Cash flows from investing activities</b>				
<b>Payments</b>				
Purchase of Land		(127,273)	0	0
Purchase of Buildings		(10,247)	(104,539)	(74,904)
Purchase Plant and Equipment		(757,120)	(402,500)	0
Purchase Furniture and Equipment		(67,984)	(30,000)	(16,750)
Purchase Road Infrastructure Assets		(1,209,814)	(2,313,365)	(423,960)
Purchase of Bridges Assets		(61,381)	(949,290)	0
Purchase of Footpath Assets		(63,597)	(72,000)	0
Purchase Aerodrome Assets		0	0	0
Purchase Drainage Assets		(177,860)	0	(68,260)
Purchase Sewerage Assets		0	0	0
Purchase Parks & Ovals Assets		0	(80,000)	0
Purchase Recreation Assets		(7,980)	0	0
Purchase Solid Waste Assets		0	(73,729)	0
Purchase Infrastructure Other Assets		(5,443)		(64)
<b>Receipts</b>				
Proceeds from Sale of Assets		309,596	127,714	0
Non-Operating grants used for Development of Assets		1,426,149	2,661,821	621,809
		<b>(752,954)</b>	<b>(1,235,888)</b>	<b>37,871</b>
<b>Cash flows from financing activities</b>				
Repayment of Debentures		(39,432)	(36,157)	(17,839)
Advances to Community Groups		0	0	0
Revenue from Self Supporting Loans		0	0	0
Proceeds from New Debentures		0	0	0
<b>Net cash flows from financing activities</b>		<b>(39,432)</b>	<b>(36,157)</b>	<b>(17,839)</b>
<b>Net increase/(decrease) in cash held</b>		<b>440,420</b>	<b>(1,790,796)</b>	<b>(6,865)</b>
<b>Cash at the Beginning of Reporting Period</b>		<b>3,362,018</b>	<b>3,852,438</b>	<b>3,802,438</b>
<b>Cash at the End of Reporting Period</b>		<b>3,802,438</b>	<b>2,061,642</b>	<b>3,795,573</b>



SHIRE OF BOYUP BROOK  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING 31 OCTOBER 2020

Notes

	2019-20 ACTUAL \$	2020-21 BUDGET \$	2020-21 ACTUAL \$
<b>RECONCILIATION OF CASH</b>			
Cash at Bank	124,793	1,015,385	1,556,748
Restricted Cash	3,671,695		2,232,775
Cash on Hand	5,950	580	6,050
<b>TOTAL CASH</b>	<b>3,802,438</b>	<b>1,015,965</b>	<b>3,795,573</b>
<b>RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT</b>			
Net Result (As per Comprehensive Income Statement)	(1,093,697)	(817,595)	3,229,359
Add back Depreciation	3,018,256	3,592,229	0
(Gain)/Loss on Disposal of Assets	156,782	-	0
AASB15 Adjustment	(9,674)		
LG House Unit trust	(1,153)		
Self Supporting Loan Principal Reimbursements	0	-	0
Contributions for the Development of Assets	(659,311)	(2,661,821)	(621,809)
<b>Changes in Assets and Liabilities</b>			
(Increase)/Decrease in Inventory	(1,743)	0	0
(Increase)/Decrease in Receivables	(89,783)	-	(2,599,951)
Increase/(Decrease) in Accounts Payable	121,781	-	(34,496)
Increase/(Decrease) in Contract Liability		(674,594)	0
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	(208,652)	43,030	0
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	-	0	0
<b>NET CASH FROM/(USED) IN OPERATING ACTIVITIES</b>	<b>1,232,806</b>	<b>(518,751)</b>	<b>(26,898)</b>

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

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

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
Proceeds Sale of Assets							
123001	Proceeds Sale of Assets	\$0	\$0	\$0	\$0	(\$127,714)	\$0
PROCEEDS FROM SALE OF ASSETS		\$0	\$0	\$0	\$0	(\$127,714)	\$0
Written Down Value							
	Written Down Value - Works Plant	\$0	\$0	\$0	\$0	\$0	\$127,714
Sub Total - WDV ON DISPOSAL OF ASSET		\$0	\$0	\$0	\$0	\$0	\$127,714
Total - GAIN/LOSS ON DISPOSAL OF ASSET		\$0	\$0	\$0	\$0	(\$127,714)	\$127,714
Total - OPERATING STATEMENT		\$0	\$0	\$0	\$0	(\$127,714)	\$127,714

Shire of Boyup Brook  
MONTHLY FINANCIAL REPORT

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

Shire of Boyup Brook MONTHLY FINANCIAL REPORT		YTD COMPARATIVES Period 4 31 OCTOBER 2020		CURRENT YEAR ACTUALS 31 OCTOBER 2020		ADOPTED BUDGET 2020-21	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB						
RATES							
OPERATING EXPENDITURE							
031103	Rates Administration Activity Costs	\$33,257	\$0	\$0	\$0	\$0	\$99,810
031101	Collection Costs	\$5,208	\$90	\$0	\$90	\$0	\$15,630
031100	Valuation Charges	\$1,825	\$425	\$0	\$425	\$0	\$17,200
031102	Search Costs	\$12	\$0	\$0	\$0	\$0	\$185
Sub Total - GENERAL RATES OP EXP		\$40,302	\$515	\$0	\$515	\$0	\$132,825
OPERATING INCOME							
031001	Rates - GRV	(\$460,579)	\$0	\$0	\$0	(\$460,579)	\$0
031002	Rates - UV	(\$2,170,963)	\$0	\$0	\$0	(\$2,170,963)	\$0
031003	Rates - GRV - Minimum	(\$50,745)	\$0	\$0	\$0	(\$50,745)	\$0
031004	Rates - UV - Minimum	(\$324,000)	\$0	\$0	\$0	(\$324,000)	\$0
031006	Rates - Ex-Gratia Rates	(\$1,255)	\$0	\$0	\$0	(\$1,255)	\$0
031013	Rates Administration Fee	\$0	\$0	\$0	\$0	\$0	\$0
031005	Rates - Instalment Interest	(\$2,632)	(\$319)	(\$319)	\$0	(\$2,800)	\$0
031007	Rates - Non Payment Penalty - LG	(\$7,405)	(\$3,946)	(\$3,946)	\$0	(\$21,415)	\$0
01023	Pensioner Deferred Rate Interest	\$0	\$0	\$0	\$0	\$0	\$0
031008	Rates - Rate Enquiries	(\$1,266)	(\$1,992)	(\$1,992)	\$0	(\$6,330)	\$0
031009	Rates - ESL Administration Fee	(\$4,000)	(\$4,000)	(\$4,000)	\$0	(\$4,000)	\$0
031010	Rates - Reimbursements	\$0	\$0	\$0	\$0	(\$6,000)	\$0
031011	Rates - Penalty Interest - DFES	(\$690)	(\$178)	(\$178)	\$0	(\$690)	\$0
031012	Rates - Rates Interims	\$0	(\$3,111,553)	(\$3,111,553)	\$0	\$0	\$0
031104	Rates Written Off	\$83	\$0	\$0	\$0	\$250	\$0
Sub Total - GENERAL RATES OP INC		(\$3,025,542)	(\$3,121,988)	(\$3,121,988)	\$0	(\$3,048,527)	\$0
Total - GENERAL RATES		(\$2,985,240)	(\$3,121,473)	(\$3,121,988)	\$515	(\$3,048,527)	\$132,825
OTHER GENERAL PURPOSE FUNDING							
OPERATING EXPENDITURE							
032100	General Purpose Funding - Administration Allocated	\$2,205	\$0	\$0	\$0	\$0	\$6,618
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP		\$2,205	\$0	\$0	\$0	\$0	\$6,618
OPERATING INCOME							
032001	General Purpose Grants Federal Commission (OP)	(\$85,828)	(\$113,274)	(\$113,274)	\$0	(\$343,310)	\$0
032002	General Purpose Grants Federal - Roads (OP)	(\$82,578)	(\$75,554)	(\$75,554)	\$0	(\$330,310)	\$0
032003	General Purpose Funding - Interest On Investments - Municipal Ac	(\$180)	\$0	\$0	\$0	(\$1,000)	\$0
032004	Interest on Investments - Reserves Account	(\$5,890)	\$0	\$0	\$0	(\$19,000)	\$0
032006	General Purpose Funding - Interest on Investments - Medical Fund	\$0	\$0	\$0	\$0	\$0	\$0
032007	General Purpose Funding - Interest on Investments - Business Onl	\$0	\$0	\$0	\$0	\$0	\$0
032008	General Purpose Funding - Interest on Investments - Short Term D	(\$54)	\$0	\$0	\$0	(\$300)	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC		(\$174,529)	(\$188,828)	(\$188,828)	\$0	(\$693,920)	\$0
Total - OTHER GENERAL PURPOSE FUNDING		(\$172,324)	(\$188,828)	(\$188,828)	\$0	(\$693,920)	\$6,618
Total - GENERAL PURPOSE FUNDING		(\$3,157,564)	(\$3,310,301)	(\$3,310,816)	\$515	(\$3,742,447)	\$139,443



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

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

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
MEMBERS OF COUNCIL							
OPERATING EXPENDITURE							
041100	Members - Sitting Fees.	\$25,177	\$20,440	\$0	\$20,440	\$0	\$75,560
041119	Website Expenses	\$1,666	\$0	\$0	\$0	\$0	\$5,000
041101	Members - Training Costs	\$3,348	(\$195)	\$0	(\$195)	\$0	\$10,800
041102	Members - Travelling Costs	\$2,108	\$197	\$0	\$197	\$0	\$6,800
041103	Members - Telecommunications Reimbursements	\$3,571	\$3,042	\$0	\$3,042	\$0	\$11,520
041104	Members - Other Expenses	\$3,625	\$316	\$0	\$316	\$0	\$3,625
041105	Members - Conferences/Seminars Costs	\$1,902	\$0	\$0	\$0	\$0	\$15,850
041106	Members - President's Allowance	\$925	\$3,427	\$0	\$3,427	\$0	\$10,280
041107	Members - Deputy President's Allowance	\$154	\$857	\$0	\$857	\$0	\$2,570
041108	Members - Council Chamber Expenses	\$190	\$168	\$0	\$168	\$0	\$905
041109	Members - Refreshments & Receptions	\$5,936	\$4,609	\$0	\$4,609	\$0	\$17,815
041110	Members - Bunbury Wellington GOC Projects	\$1,500	\$500	\$0	\$500	\$0	\$1,500
041111	Members - Insurance Costs For Members	\$8,040	\$4,335	\$0	\$4,335	\$0	\$8,040
041112	Members - Subscriptions	\$8,835	\$0	\$0	\$0	\$0	\$8,835
041113	Members - Election Expenses	\$0	\$2,993	\$0	\$2,993	\$0	\$0
041114	Members - Donations	\$64,698	\$15,738	\$0	\$15,738	\$0	\$64,698
041118	ICT - Councillors	\$660	\$2,171	\$0	\$2,171	\$0	\$2,640
041150	Members - Admin Allocation	\$17,731	\$0	\$0	\$0	\$0	\$53,214
041190	Depreciation - Membership	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$150,066	\$58,597	\$0	\$58,597	\$0	\$299,652
OPERATING INCOME							
041001	Members - Reimbursements Income	\$0	\$0	\$0	\$0	\$0	\$0
041002	Other Governance - Sundry Reimbursements Income	\$0	\$0	\$0	\$0	\$0	\$0
041003	Other Governance - Other Minor Income	\$0	\$0	\$0	\$0	\$0	\$0
041004	Members - Operating Grants and Contributions	\$0	(\$22,500)	(\$22,500)	\$0	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC		\$0	(\$22,500)	(\$22,500)	\$0	\$0	\$0
Total - MEMBERS OF COUNCIL		\$150,066	\$36,097	(\$22,500)	\$58,597	\$0	\$299,652
GOVERNANCE							
OPERATING EXPENDITURE							
042100	Other Governance - Admin Allocated	\$26,596	\$0	\$0	\$0	\$0	\$79,821
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$26,596	\$0	\$0	\$0	\$0	\$79,821
OPERATING INCOME							
New	Other Minor Income	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - GOVERNANCE - GENERAL OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - GOVERNANCE - GENERAL		\$26,596	\$0	\$0	\$0	\$0	\$79,821
Total - GOVERNANCE		\$176,662	\$36,097	(\$22,500)	\$58,597	\$0	\$379,473

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

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

G/L JOB

		YTD COMPARATIVES Period 4 31 OCTOBER 2020		CURRENT YEAR ACTUALS 31 OCTOBER 2020		ADOPTED BUDGET 2020-21	
		Budget	Actual	Income	Expenditure	Income	Expenditure
<b>LAW, ORDER AND PUBLIC SAFETY</b>							
<b>FIRE PREVENTION</b>							
<b>OPERATING EXPENDITURE</b>							
051109	ESL - Insurances Fire Appliances and Personnel	\$37,781	\$32,964	\$0	\$32,964	\$0	\$37,781
051112	Fire Prevention And Support	\$17,172	\$7,716	\$0	\$7,716	\$0	\$22,300
051101	Fire Break Inspection Expenses	\$0	\$0	\$0	\$0	\$0	\$3,540
051102	Fire Hazard Reductions Expenses	\$4,251	\$9,914	\$0	\$9,914	\$0	\$35,428
051104	Minor Fire Plant & Equipment Purchases non ESL	\$133	\$47	\$0	\$47	\$0	\$400
051105	Fire Plant & Equipment Maintenance - Non ESL	\$167	\$0	\$0	\$0	\$0	\$500
051106	ESL - Fire Vehicle Maintenance Costs	\$0	\$6,462	\$0	\$6,462	\$0	\$10,000
051107	ESL - Brigade Utilities, rates and taxes	\$0	\$145	\$0	\$145	\$0	\$390
051108	ESL - Other Goods & Services relating to Fires	\$0	\$355	\$0	\$355	\$0	\$2,000
051111	ESL - Minor Fire Plant/Equip Under \$1200	\$0	\$0	\$0	\$0	\$0	\$1,000
051114	ESL - Land & Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$710
051115	ESL - Clothing and Accessories	\$0	\$0	\$0	\$0	\$0	\$2,000
051116	ESL - Plant and Equipment Maintenance	\$0	\$172	\$0	\$172	\$0	\$1,500
051117	BFRC - Bushfire Risk Planning	\$0	\$0	\$0	\$0	\$0	\$1,351
051118	DFES Fire Defence Grant Expenses	\$0	\$0	\$0	\$0	\$0	\$13,520
051120	Bush Fire - Mitigation Activity Funded	\$0	\$13,367	\$0	\$13,367	\$0	\$196,180
051150	Admin Allocation - Fire Control	\$17,731	\$0	\$0	\$0	\$0	\$53,214
051190	Depreciation - Fire Control	\$0	\$0	\$0	\$0	\$0	\$670
<b>Sub Total - FIRE PREVENTION OP/EXP</b>		<b>\$77,235</b>	<b>\$71,142</b>	<b>\$0</b>	<b>\$71,142</b>	<b>\$0</b>	<b>\$382,484</b>
<b>OPERATING INCOME</b>							
051001	Fire Infringements/Fines Income	(\$165)	\$0	\$0	\$0	(\$500)	\$0
051002	Sale Of Fire Maps Income	\$0	(\$55)	(\$55)	\$0	(\$150)	\$0
051004	ESL - Funding Operating Grant Income	(\$79,654)	(\$115,744)	(\$115,744)	\$0	(\$265,654)	\$0
<b>Sub Total - FIRE PREVENTION OP/INC</b>		<b>(\$79,819)</b>	<b>(\$115,798)</b>	<b>(\$115,798)</b>	<b>\$0</b>	<b>(\$266,304)</b>	<b>\$0</b>
<b>Total - FIRE PREVENTION</b>		<b>(\$2,584)</b>	<b>(\$44,656)</b>	<b>(\$115,798)</b>	<b>\$71,142</b>	<b>(\$266,304)</b>	<b>\$382,484</b>



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

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

G/L JOB

**ANIMAL CONTROL**

**OPERATING EXPENDITURE**

		YTD COMPARATIVES Period 4 31 OCTOBER 2020		CURRENT YEAR ACTUALS 31 OCTOBER 2020		ADOPTED BUDGET 2020-21	
		Budget	Actual	Income	Expenditure	Income	Expenditure
052100	Ranger Services Operation Costs	\$413	\$555	\$0	\$555	\$0	\$1,650
052005	Trap Hire Refunds	\$50	\$0	\$0	\$0	\$0	\$50
052101	Ranger Vehicle Operating Expenses	\$1,150	\$0	\$0	\$0	\$0	\$3,450
052102	Dog License Discs Costs	\$250	\$0	\$0	\$0	\$0	\$250
052103	Other Control Expenses	\$3,151	\$5,223	\$0	\$5,223	\$0	\$7,945
052104	Animal Impounding Costs	\$4,000	\$127	\$0	\$127	\$0	\$5,000
052109	Cat License Tags Expense	\$100	\$0	\$0	\$0	\$0	\$100
052110	Ranger Services Salary Super and Employee Costs	\$15,066	\$12,105	\$0	\$12,105	\$0	\$39,379
052111	Ranger Services Provision for Leave Accruals	\$0	\$0	\$0	\$0	\$0	\$0
052150	Admin Allocation - Animal Control	\$6,663	\$0	\$0	\$0	\$0	\$19,989
052190	Depreciation	\$133	\$0	\$0	\$0	\$0	\$400
<b>Sub Total - ANIMAL CONTROL OP/EXP</b>		<b>\$30,977</b>	<b>\$18,011</b>	<b>\$0</b>	<b>\$18,011</b>	<b>\$0</b>	<b>\$78,213</b>

**OPERATING INCOME**

052001	Animal Fines & Penalties Income	(\$159)	\$0	\$0	\$0	(\$265)	\$0
052002	Animal Impounding Fees Income	(\$105)	(\$358)	(\$358)	\$0	(\$105)	\$0
052003	Dog Registrations Charges	(\$1,984)	(\$2,873)	(\$2,873)	\$0	(\$5,060)	\$0
052004	Cat Registration Charges	\$0	(\$6)	(\$6)	\$0	\$0	\$0
052006	Animal Control Income - Grant	\$0	\$0	\$0	\$0	(\$50)	\$0
052105	Trap Hire Income	(\$50)	\$0	\$0	\$0	(\$50)	\$0
<b>Sub Total - ANIMAL CONTROL OP/INC</b>		<b>(\$2,298)</b>	<b>(\$3,237)</b>	<b>(\$3,237)</b>	<b>\$0</b>	<b>(\$5,530)</b>	<b>\$0</b>
<b>Total - ANIMAL CONTROL</b>		<b>\$28,680</b>	<b>\$14,773</b>	<b>(\$3,237)</b>	<b>\$18,011</b>	<b>(\$5,530)</b>	<b>\$78,213</b>

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

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

G/L	JOB	2019-2020		2020-2021		2019-2020	
		Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER LAW ORDER & PUBLIC SAFETY							
OPERATING EXPENDITURE							
053100	Local Emergency Management Committee Expenses	\$189	\$0	\$0	\$0	\$0	\$300
053150	Administration Allocated - Emergency Mgt	\$6,660	\$0	\$0	\$0	\$0	\$19,989
053190	Depreciation	\$9,111	\$0	\$0	\$0	\$0	\$27,345
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP		\$15,961	\$0	\$0	\$0	\$0	\$47,634
OPERATING INCOME							
053002	Non-Operating Grants CCTV	\$0	\$0	\$0	\$0	(\$31,700)	\$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC		\$0	\$0	\$0	\$0	(\$31,700)	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY		\$15,961	\$0	\$0	\$0	(\$31,700)	\$47,634
Total - LAW ORDER & PUBLIC SAFETY		\$42,056	(\$29,853)	(\$119,036)	\$89,152	(\$303,534)	\$508,331

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

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

G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
HEALTH FAMILY STOP CENTRE								
OPERATING EXPENDITURE								
071100	B0101	Family Stop Centre - Operation	\$3,607	\$1,624	\$0	\$1,624	\$0	\$11,083
071150		Admin Allocated - Family Stop Centre	\$4,455	\$0	\$0	\$0	\$0	\$13,371
071190		Depreciation - Family Stop Centre	\$1,233	\$0	\$0	\$0	\$0	\$3,700
Sub Total - HEALTH FAMILY STOP OP/EXP			\$9,295	\$1,624	\$0	\$1,624	\$0	\$28,154
OPERATING INCOME								
Sub Total - HEALTH FAMILY STOP OP/INC			\$0	\$0	\$0	\$0	\$0	\$0
Total - HEALTH FAMILY STOP			\$9,295	\$1,624	\$0	\$1,624	\$0	\$28,154
HEALTH ADMINISTRATION & INSPECTION								
OPERATING EXPENDITURE								
072100		Health Administration Services Expenses	\$14,909	\$6,285	\$0	\$6,285	\$0	\$45,690
072101		Other Health Administration Expenses	\$69	\$0	\$0	\$0	\$0	\$150
072102		Provision for Leave Accruals	\$0	\$0	\$0	\$0	\$0	\$0
072103		Health Administration Superannuation	\$120	\$0	\$0	\$0	\$0	\$300
072150		Admin Allocation - Other Health	\$4,457	\$0	\$0	\$0	\$0	\$13,371
Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP			\$19,555	\$6,285	\$0	\$6,285	\$0	\$59,511
OPERATING INCOME								
072001		Food Stall Permit Charges	\$0	\$0	\$0	\$0	(\$130)	\$0
072002		Temporary Camping Site Permit Charges	(\$100)	\$0	\$0	\$0	(\$900)	\$0
072003		Food Business Registration Fee	(\$473)	(\$462)	(\$462)	\$0	(\$1,255)	\$0
072004		Annual Inspections	\$0	\$0	\$0	\$0	(\$105)	\$0
Sub Total - HEALTH ADMIN AND INSPECTION OP/INC			(\$573)	(\$462)	(\$462)	\$0	(\$2,390)	\$0
Total - HEALTH ADMIN AND INSPECTION			\$18,982	\$5,822	(\$462)	\$6,285	(\$2,390)	\$59,511



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

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

G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER HEALTH - MEDICAL SERVICES								
OPERATING EXPENDITURE								
074100	B0105	Housing General Practitioner - Medical Service	\$5,181	\$5,849	\$0	\$5,849	\$0	\$16,509
074102		Boyup Brook Medical Services Building Costs	\$7,571	\$10,535	\$0	\$10,535	\$0	\$23,365
074104		Medical Services - General Practioners Vehicle	\$485	\$0	\$0	\$0	\$0	\$970
074101		Medical Services General Operations	\$58	\$0	\$0	\$0	\$0	\$2,620
074103		Medical Service Employee Costs	\$207,820	\$343,318	\$0	\$343,318	\$0	\$657,214
074105		Postage, Printing & Stationery	\$818	\$739	\$0	\$739	\$0	\$3,000
074106		Medical Ctr - Telephones	\$2,127	\$1,934	\$0	\$1,934	\$0	\$6,385
074107		Medical Ctr - Subscriptions	\$1,378	\$400	\$0	\$400	\$0	\$5,580
074108		Medical Ctr - Insurances	\$14,757	\$6,353	\$0	\$6,353	\$0	\$14,757
074109		Medical Bank Fees	\$260	\$357	\$0	\$357	\$0	\$780
074110		Medical Ctr - Computer Expenses	\$19,039	\$11,401	\$0	\$11,401	\$0	\$47,399
074111		Medical Ctr - Medical Supplies & Equipmt	\$3,933	\$5,077	\$0	\$5,077	\$0	\$11,805
074112		Medical Ctr - Locum Doctor	\$0	\$0	\$0	\$0	\$0	\$48,600
074113		Medical Ctr - Superanuation	\$18,418	\$30,389	\$0	\$30,389	\$0	\$59,914
074114		Medical Ctr - Training	\$750	\$450	\$0	\$450	\$0	\$1,500
074115		Medical Ctr - Sundry Expenses	\$34,558	\$11,160	\$0	\$11,160	\$0	\$104,500
074116		Medical Service Provision for Leave Accruals	\$0	\$0	\$0	\$0	\$0	\$33,990
074117		Medical - Fringe Benefit Tax	\$630	\$2,494	\$0	\$2,494	\$0	\$2,520
074118		Medical Employee (Packaging) Costs	\$0	\$0	\$0	\$0	\$0	\$1,200
074150		Admin Allocated - Boyup Brook Medical Services	\$19,936	\$0	\$0	\$0	\$0	\$59,832
074191		Depreciation - Medical Centre	\$2,832	\$0	\$0	\$0	\$0	\$8,500
074190		Depreciation - Housing GP - 5 Rogers Ave	\$2,266	\$0	\$0	\$0	\$0	\$6,800
074192		Depreciation - Ultrasound Machine	\$1,724	\$0	\$0	\$0	\$0	\$5,175
074193		Depreciation - GP Vehicle	\$38	\$0	\$0	\$0	\$0	\$115
Sub Total - PREVENTIVE SRVS - OP/EXP			\$344,579	\$430,456	\$0	\$430,456	\$0	\$1,123,030
OPERATING INCOME								
074001		Surgery Turnover	(\$273,780)	(\$412,228)	(\$412,228)	\$0	(\$900,000)	\$0
074002		Surgery Rental Income	(\$1,817)	(\$2,182)	(\$2,182)	\$0	(\$5,454)	\$0
074004		Grants, Reimbursements and Contributions	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - PREVENTIVE SRVS - OP/INC			(\$275,597)	(\$414,410)	(\$414,410)	\$0	(\$905,454)	\$0
Total - PREVENTIVE SERVICES			\$68,982	\$16,046	(\$414,410)	\$430,456	(\$905,454)	\$1,123,030
PREVENTIVE SERVICE - OTHER								
OPERATING EXPENDITURE								
073100		Analytical Expenses	\$475	\$232	\$0	\$232	\$0	\$475
Sub Total - PREVENTIVE SRVS - OTHER OP/EXP			\$475	\$232	\$0	\$232	\$0	\$475
Total - PREVENTIVE SERVICES - OTHER			\$475	\$232	\$0	\$232	\$0	\$475
OTHER HEALTH								
OPERATING EXPENDITURE								
075100		Ambulance Centre Operation	\$454	\$454	\$0	\$454	\$0	\$24,479
075150		Admin Allocated - Other Health	\$4,455	\$0	\$0	\$0	\$0	\$13,371
Sub Total - OTHER HEALTH OP/EXP			\$4,909	\$454	\$0	\$454	\$0	\$37,850
OPERATING INCOME								
Sub Total - OTHER HEALTH OP/INC			\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER HEALTH			\$4,909	\$454	\$0	\$454	\$0	\$37,850
Total - HEALTH			\$102,643	\$24,178	(\$414,872)	\$439,050	(\$907,844)	\$1,249,020



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

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

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER EDUCATION							
OPERATING EXPENDITURE							
081100	Community Resource Centre	\$1,684	\$1,469	\$0	\$1,469	\$0	\$2,734
081101	Rylington Park Farm Complex	\$0	\$8,253	\$0	\$8,253	\$0	\$0
081102	Donations - Other Education	\$250	\$0	\$0	\$0	\$0	\$250
081103	Early Learning Centre - Employee Costs	\$46,345	\$50,544	\$0	\$50,544	\$0	\$118,770
081104	Early Learning Centre - Operating Costs	\$4,301	\$2,765	\$0	\$2,765	\$0	\$13,990
081150	Admin Allocation - Other Education	\$4,457	\$0	\$0	\$0	\$0	\$13,371
081190	Depreciation - Community Resource Centre	\$1,673	\$0	\$0	\$0	\$0	\$5,020
081191	Depreciation - Rylington Park Farm Complex	\$5,628	\$0	\$0	\$0	\$0	\$16,885
Sub Total - OTHER EDUCATION OP/EXP		\$64,339	\$63,032	\$0	\$63,032	\$0	\$171,020
OPERATING INCOME							
081001	Rylington Park Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
081003	Early Learning Centre - Fees & Charges	(\$50,538)	(\$52,425)	(\$52,425)	\$0	(\$125,000)	\$0
081004	Early Learning Centre -Operating Income	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER EDUCATION OP/INC		(\$50,538)	(\$52,425)	(\$52,425)	\$0	(\$125,000)	\$0
Total - OTHER EDUCATION		\$13,801	\$10,607	(\$52,425)	\$63,032	(\$125,000)	\$171,020
AGED & DISABLED							
OPERATING EXPENDITURE							
082100	Support for Seniors Christmas Lunch	\$0	\$0	\$0	\$0	\$0	\$1,390
082104	Aged Needs Initiative Loan Interest	\$7,211	\$7,211	\$0	\$7,211	\$0	\$14,218
082150	Admin Allocated - Aged & Disabled	\$4,455	\$0	\$0	\$0	\$0	\$13,371
Sub Total - AGED & DISABLED OP/EXP		\$11,666	\$7,211	\$0	\$7,211	\$0	\$28,979
OPERATING INCOME							
Sub Total - AGED & DISABLED OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - AGED & DISABLED		\$11,666	\$7,211	\$0	\$7,211	\$0	\$28,979
OTHER WELFARE							
OPERATING EXPENDITURE							
083100	Other Welfare Expenses	\$0	\$0	\$0	\$0	\$0	\$500
083104	Depreciation	\$17	\$0	\$0	\$0	\$0	\$50
083105	Donations Expended	\$0	\$24	\$0	\$24	\$0	\$0
083150	Admin Allocated - Other Welfare	\$13,325	\$0	\$0	\$0	\$0	\$39,978
Sub Total - OTHER WELFARE OP/EXP		\$13,342	\$24	\$0	\$24	\$0	\$40,528
OPERATING INCOME							
Sub Total - OTHER WELFARE OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER WELFARE		\$13,342	\$24	\$0	\$24	\$0	\$40,528
Total - EDUCATION & WELFARE		\$38,810	\$17,841	(\$52,425)	\$70,266	(\$125,000)	\$240,527

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

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

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
STAFF HOUSING							
OPERATING EXPENDITURE							
091100	Staff Housing	\$5,142	\$1,443	\$0	\$1,443	\$0	\$7,389
091130	Interest Paid Loan 115 - Staff House	\$1,384	\$1,384	\$0	\$1,384	\$0	\$2,670
091190	Depreciation - Staff Housing	\$1,911	\$0	\$0	\$0	\$0	\$5,735
091150	Staff Housing - Less Amt Allocated to Admin.	\$4,455	\$0	\$0	\$0	\$0	\$13,371
Sub Total - STAFF HOUSING OP/EXP		\$12,892	\$2,827	\$0	\$2,827	\$0	\$29,165
OPERATING INCOME							
Sub Total - STAFF HOUSING OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - STAFF HOUSING		\$12,892	\$2,827	\$0	\$2,827	\$0	\$29,165
HOUSING OTHER							
OPERATING EXPENDITURE							
092101	Boyup Brook Citizens Lodge	\$6,198	\$7,545	\$0	\$7,545	\$0	\$7,959
092102	Community Housing - Units	\$12,176	\$8,513	\$0	\$8,513	\$0	\$18,408
092103	Other	\$2,431	\$5,559	\$0	\$5,559	\$0	\$4,732
092104	6 Nix - Operating & Mlce Expense	\$3,241	\$2,320	\$0	\$2,320	\$0	\$5,636
092105	House - 1 Rogers Ave	\$4,759	\$8,962	\$0	\$8,962	\$0	\$10,961
092107	7 Knapp Street - Operating & Mlce Expense	\$4,481	\$5,506	\$0	\$5,506	\$0	\$10,741
092150	Admin Allocation - Other Housing	\$4,500	\$0	\$0	\$0	\$0	\$13,506
092191	Depreciation - Other Housing	\$1,856	\$0	\$0	\$0	\$0	\$5,570
092192	Depreciation - House - 1 Rogers Ave	\$1,454	\$0	\$0	\$0	\$0	\$4,365
092190	Depreciation - Boyup Brook Citizens Lodge	\$10,791	\$0	\$0	\$0	\$0	\$32,385
Sub Total - HOUSING OTHER OP/EXP		\$51,887	\$38,405	\$0	\$38,405	\$0	\$114,262
OPERATING INCOME							
092001	Rent 24A Proctor St	(\$2,977)	(\$2,861)	(\$2,861)	\$0	(\$8,932)	\$0
092002	Rent 24B Proctor St	(\$2,767)	(\$2,055)	(\$2,055)	\$0	(\$8,302)	\$0
092003	Rent 16A Forrest St	(\$3,611)	(\$3,101)	(\$3,101)	\$0	(\$10,832)	\$0
092004	Rent 16B Forrest St	(\$3,636)	(\$3,108)	(\$3,108)	\$0	(\$10,907)	\$0
092005	Rent 1 Rogers St	(\$3,007)	\$0	\$0	\$0	(\$9,020)	\$0
092006	Rent 6 Nix St	(\$3,334)	\$0	\$0	\$0	(\$10,003)	\$0
092007	Housing Reimbursements	(\$65)	\$0	\$0	\$0	(\$235)	\$0
092009	Other Housing: 7 Knapp St	(\$10,456)	(\$10,457)	(\$10,457)	\$0	(\$31,370)	\$0
Sub Total - HOUSING OTHER OP/INC		(\$29,553)	(\$21,582)	(\$21,582)	\$0	(\$89,601)	\$0
Total - HOUSING OTHER		\$22,035	\$16,823	(\$21,582)	\$38,405	(\$89,601)	\$114,262
Total - HOUSING		\$34,927	\$19,650	(\$21,582)	\$41,232	(\$89,601)	\$143,427



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

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

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
SANITATION - HOUSEHOLD REFUSE							
OPERATING EXPENDITURE							
101100	Refuse Collection Boyup Brook Townsite Expense	\$15,283	\$8,338	\$0	\$8,338	\$0	\$45,850
101101	Recycling Collection Boyup Brook Town Site	\$9,513	\$4,756	\$0	\$4,756	\$0	\$28,540
101106	Transfer Station Employee Costs	\$11,208	\$42,863	\$0	\$42,863	\$0	\$29,991
101102	B2400 Boyup Brook Transfer Station Costs	\$17,810	\$16,632	\$0	\$16,632	\$0	\$46,735
101103	Land Fill Disposal Site	\$7,628	\$24,053	\$0	\$24,053	\$0	\$17,490
101104	Townsite Street Bins Collection	\$3,787	\$1,878	\$0	\$1,878	\$0	\$10,910
101107	Drum Muster Expenses	\$1,600	\$1,521	\$0	\$1,521	\$0	\$1,600
101108	BB Transfer Station Superannuation	\$851	\$764	\$0	\$764	\$0	\$2,210
101119	Waste Bin Maintenance and Delivery	\$0	\$95	\$0	\$95	\$0	\$1,000
101150	Admin Allocated - Waste Management	\$8,865	\$0	\$0	\$0	\$0	\$26,607
101190	Depreciation - Waste Management	\$7,354	\$0	\$0	\$0	\$0	\$22,070
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP		\$83,898	\$100,899	\$0	\$100,899	\$0	\$233,003
OPERATING INCOME							
101001	Refuse Collection Charges - Rates	(\$188,700)	(\$188,716)	(\$188,716)	\$0	(\$188,700)	\$0
101002	Waste Disposal Charges	(\$4,371)	(\$1,381)	(\$1,381)	\$0	(\$4,371)	\$0
101003	Recycling Scheme Income	(\$681)	\$0	\$0	\$0	(\$1,362)	\$0
101004	Scrap Metal Income	(\$792)	(\$2,246)	(\$2,246)	\$0	(\$2,400)	\$0
101005	Waste Collection Rates	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC		(\$194,544)	(\$192,343)	(\$192,343)	\$0	(\$196,833)	\$0
Total - SANITATION HOUSEHOLD REFUSE		(\$110,646)	(\$91,444)	(\$192,343)	\$100,899	(\$196,833)	\$233,003
SANITATION OTHER							
OPERATING EXPENDITURE							
Sub Total - SANITATION OTHER OP/EXP		\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME							
Sub Total - SANITATION OTHER OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - SANITATION OTHER		\$0	\$0	\$0	\$0	\$0	\$0
EFFLUENT DRAINAGE SYSTEM							
OPERATING EXPENDITURE							
103100	Septic Tank Inspection Expenses	\$0	\$0	\$0	\$0	\$0	\$200
103101	Liquid Waste Disposal Site (Stanton Road)	\$1,915	\$0	\$0	\$0	\$0	\$1,915
Sub Total - SEWERAGE OP/EXP		\$1,915	\$0	\$0	\$0	\$0	\$2,115
OPERATING INCOME							
103002	Septic Licence Fees	(\$1,397)	(\$1,180)	(\$1,180)	\$0	(\$1,888)	\$0
Sub Total - SEWERAGE OP/INC		(\$1,397)	(\$1,180)	(\$1,180)	\$0	(\$1,888)	\$0
Total - SEWERAGE		\$518	(\$1,180)	(\$1,180)	\$0	(\$1,888)	\$2,115
TOWN PLANNING & REGIONAL DEVELOPMENT							
OPERATING EXPENDITURE							
105100	Town Planning Admin & Control	\$6,323	\$7,883	\$0	\$7,883	\$0	\$27,711
105101	Admin Allocation - Town Planning	\$8,869	\$0	\$0	\$0	\$0	\$26,607
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$15,191	\$7,883	\$0	\$7,883	\$0	\$54,318
OPERATING INCOME							
105001	Planning Application Fees	(\$2,354)	(\$582)	(\$582)	\$0	(\$5,440)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$2,354)	(\$582)	(\$582)	\$0	(\$5,440)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$12,837	\$7,301	(\$582)	\$7,883	(\$5,440)	\$54,318

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

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

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER COMMUNITY AMENITIES							
OPERATING EXPENDITURE							
106101	Cemetery - Operation	\$6,280	\$3,545	\$0	\$3,545	\$0	\$19,071
106101	B0420 Cemetery - Operation		\$0	\$0	\$0	\$0	\$0
106101	B0421 Niche Wall Plaques Operations	\$0	\$0	\$0	\$0	\$0	\$50
106101	G314 Cemetery Grounds	\$2,019	\$0	\$0	\$0	\$0	\$6,485
106102	Public Toilets - Operation		\$4,260	\$0	\$4,260	\$0	\$3,800
106102	B0450 Toilets - Lions Park Costs	\$1,267	\$0	\$0	\$0	\$0	\$0
106102	B0451 Toilets - Tourist Centre Costs	\$1,741	\$0	\$0	\$0	\$0	\$3,067
106102	B0452 Toilets - Town Hall (External) Costs	\$2,467	\$0	\$0	\$0	\$0	\$7,470
106103	Street Furniture	\$0	\$0	\$0	\$0	\$0	\$430
106150	Admin Allocation - Other Community Amenities	\$4,457	\$0	\$0	\$0	\$0	\$13,371
106151	Admin Allocation - Cemetery	\$495	\$0	\$0	\$0	\$0	\$1,486
106191	Depreciation - Public Toilets	\$337	\$0	\$0	\$0	\$0	\$1,010
106192	Depreciation - Other Community Services	\$1,012	\$0	\$0	\$0	\$0	\$3,035
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP		\$20,074	\$7,806	\$0	\$7,806	\$0	\$59,275
OPERATING INCOME							
106001	Cemetery Burial Fees	(\$900)	(\$6,975)	(\$6,975)	\$0	(\$900)	\$0
106002	License/Other Fees BB Cemetery	(\$230)	(\$216)	(\$216)	\$0	(\$1,000)	\$0
106004	Niche Wall Fees	\$0	\$0	\$0	\$0	(\$1,705)	\$0
Sub Total - OTHER COMMUNITY AMENITIES OP/INC		(\$1,130)	(\$7,191)	(\$7,191)	\$0	(\$3,605)	\$0
Total - OTHER COMMUNITY AMENITIES		\$18,944	\$615	(\$7,191)	\$7,806	(\$3,605)	\$59,275
Total - COMMUNITY AMENITIES		(\$78,347)	(\$54,708)	(\$201,296)	\$116,588	(\$207,766)	\$348,711



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

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

Shire of Boyup Brook							
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES Period 4 31 OCTOBER 2020		CURRENT YEAR ACTUALS 31 OCTOBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
PUBLIC HALL & CIVIC CENTRES							
OPERATING EXPENDITURE							
111100	Boyup Brook Hall - Operation	\$13,527	\$8,115	\$0	\$8,115	\$0	\$34,494
111102	Halls - Other Public Halls	\$4,498	\$2,820	\$0	\$2,820	\$0	\$8,639
111150	Admin Allocation - Public Halls	\$8,869	\$0	\$0	\$0	\$0	\$26,607
111190	Depreciation - Public Halls	\$17,127	\$0	\$0	\$0	\$0	\$51,384
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$44,020	\$10,935	\$0	\$10,935	\$0	\$121,124
OPERATING INCOME							
111001	Hall Hire Fees	(\$1,006)	(\$1,311)	(\$1,311)	\$0	(\$2,400)	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		(\$1,006)	(\$1,311)	(\$1,311)	\$0	(\$2,400)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$43,015	\$9,625	(\$1,311)	\$10,935	(\$2,400)	\$121,124
OTHER RECREATION & SPORT							
OPERATING EXPENDITURE							
113100	Recreation Complex	\$52,459	\$30,238	\$0	\$30,238	\$0	\$116,766
113109	Walk Trails	\$1,114	\$1,689	\$0	\$1,689	\$0	\$4,457
113110	Townsite Gardens	\$24,238	\$24,517	\$0	\$24,517	\$0	\$70,466
113112	Reserves and Parks Operations	\$20,416	\$12,555	\$0	\$12,555	\$0	\$58,362
113119	Other Recreation Facilities	\$6,866	\$2,816	\$0	\$2,816	\$0	\$21,385
113120	War Memorial	\$2,901	\$1,392	\$0	\$1,392	\$0	\$8,580
113121	Kidsport Program by Sports/Rec	\$4,412	\$0	\$0	\$0	\$0	\$13,236
113150	Admin Allocation - Other Recreation	\$10,624	\$0	\$0	\$0	\$0	\$31,874
113124	Support for UBAS	\$2,079	\$0	\$0	\$0	\$0	\$30,780
113122	Support for ANZAC Day	\$0	\$0	\$0	\$0	\$0	\$6,115
113125	Support for Others	\$5,950	\$6,455	\$0	\$6,455	\$0	\$17,125
113140	Sundry Plant Items	\$0	\$0	\$0	\$0	\$0	\$0
113190	Depreciation - Other Recreation	\$73,470	\$0	\$0	\$0	\$0	\$220,420
113191	Depreciation - Parks & Gardens	\$16,676	\$0	\$0	\$0	\$0	\$50,030
113192	Depreciation: Plant & Equipment	\$5,496	\$0	\$0	\$0	\$0	\$16,490
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$226,702	\$79,662	\$0	\$79,662	\$0	\$666,085
OPERATING INCOME							
113003	Rec Ground Use Hire Fees	(\$3,586)	(\$3,469)	(\$3,469)	\$0	(\$3,586)	\$0
113002	Reimbursements - Other Rec	(\$125)	(\$136)	(\$136)	\$0	(\$500)	\$0
113022	Capital Grants & Contributions	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC		(\$3,711)	(\$3,605)	(\$3,605)	\$0	(\$4,086)	\$0
Total - OTHER RECREATION & SPORT		\$222,991	\$76,056	(\$3,605)	\$79,662	(\$4,086)	\$666,085

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

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

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
SWIMMING POOL							
OPERATING EXPENDITURE							
112100	Swimming Pool General Operations	\$33,304	\$28,650	\$0	\$28,650	\$0	\$78,950
112101	Swimming Pool Building Costs	\$15,417	\$11,490	\$0	\$11,490	\$0	\$41,428
112102	Swimming Pool Employee Costs	\$19,482	\$15,619	\$0	\$15,619	\$0	\$70,168
112103	Interest on Loan 114 - upgrade pool bowl	\$2,522	\$2,522	\$0	\$2,522	\$0	\$4,866
112104	Swimming Pool Employee Superannuation	\$1,118	\$1,210	\$0	\$1,210	\$0	\$4,755
112106	Pool Staff - Fringe Benefits Tax	\$2,426	\$1,559	\$0	\$1,559	\$0	\$9,705
112150	Admin Allocation - Swimming Pool	\$9,810	\$0	\$0	\$0	\$0	\$29,443
112190	Depreciation - Swimming Pool	\$5,911	\$0	\$0	\$0	\$0	\$17,740
Sub Total - SWIMMING POOL OP/EXP		\$89,990	\$61,050	\$0	\$61,050	\$0	\$257,055
OPERATING INCOME							
112003	Pool Daily Admission Fees	(\$623)	(\$563)	(\$563)	\$0	(\$11,180)	\$0
112004	Season Tickets Fees	(\$1,396)	(\$11,301)	(\$11,301)	\$0	(\$13,960)	\$0
112005	Pool Hire Fees	(\$14)	(\$20)	(\$20)	\$0	(\$250)	\$0
112006	Gym Equipment Hire Fees	\$0	\$0	\$0	\$0	(\$35)	\$0
112008	Vacation Swimming Passes	\$0	\$0	\$0	\$0	(\$480)	\$0
Sub Total - SWIMMING POOL OP/INC		(\$2,033)	(\$11,884)	(\$11,884)	\$0	(\$25,905)	\$0
Total - SWIMMING POOL		\$87,957	\$49,166	(\$11,884)	\$61,050	(\$25,905)	\$257,055
TELEVISION & RADIO REBROADCASTING							
OPERATING EXPENDITURE							
114005	Banks Rd Telecommunications Tower	\$2,212	\$1,007	\$0	\$1,007	\$0	\$4,649
Sub Total - TV & RADIO REBROADCASTING OP/EXP		\$2,212	\$1,007	\$0	\$1,007	\$0	\$4,649
OPERATING INCOME							
114010	Radio & Mobile Tower Site Fees or Charges	(\$9,050)	(\$9,278)	(\$9,278)	\$0	(\$9,050)	\$0
Sub Total - TV & RADIO REBROADCASTING OP/INC		(\$9,050)	(\$9,278)	(\$9,278)	\$0	(\$9,050)	\$0
Total - TV & RADIO REBROADCASTING		(\$6,836)	(\$8,271)	(\$9,278)	\$1,007	(\$9,050)	\$4,649
LIBRARIES							
OPERATING EXPENDITURE							
115100	Library Operations	\$975	\$2,048	\$0	\$2,048	\$0	\$3,040
115150	Admin Allocation - Libraries	\$24,400	\$0	\$0	\$0	\$0	\$73,203
Sub Total - LIBRARIES OP/EXP		\$25,375	\$2,048	\$0	\$2,048	\$0	\$76,243
OPERATING INCOME							
Sub Total - LIBRARIES OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - LIBRARIES		\$25,375	\$2,048	\$0	\$2,048	\$0	\$76,243



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

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

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER CULTURE							
OPERATING EXPENDITURE							
116100	Museum	\$3,515	\$1,644	\$0	\$1,644	\$0	\$5,478
116101	Craft Hut	\$686	\$693	\$0	\$693	\$0	\$1,804
116102	Support for Sandakan (Ceremony)	\$9,260	\$3,363	\$0	\$3,363	\$0	\$9,260
116150	Admin Allocated - Other Culture	\$4,457	\$0	\$0	\$0	\$0	\$13,371
116190	Depreciation - Other Culture	\$3,965	\$0	\$0	\$0	\$0	\$11,895
Sub Total - OTHER CULTURE OP/EXP		\$21,882	\$5,701	\$0	\$5,701	\$0	\$41,808
OPERATING INCOME							
116001	Reimbursements - Other Culture	\$0	\$0	\$0	\$0	\$0	\$0
116005	Non-Operating Grants & Contributions	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER CULTURE OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER CULTURE		\$21,882	\$5,701	\$0	\$5,701	\$0	\$41,808
Total - RECREATION AND CULTURE		\$394,382	\$134,325	(\$26,078)	\$160,403	(\$41,441)	\$1,166,964



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

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

G/L	JOB	YTD COMPARATIVES Period 4 31 OCTOBER 2020		CURRENT YEAR ACTUALS 31 OCTOBER 2020		ADOPTED BUDGET 2020-21	
		Budget	Actual	Income	Expenditure	Income	Expenditure
STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION							
OPERATING EXPENDITURE							
Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP		\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME							
121001	RRG Project Grants	(\$411,010)	(\$480,715)	(\$480,715)	\$0	(\$685,016)	\$0
121002	Grants Direct - State - MRD - (OP)	(\$160,040)	(\$164,030)	(\$164,030)	\$0	(\$160,040)	\$0
121003	Grants - Federal - Roads to Recovery Grant (Cap)	(\$29,736)	(\$17,840)	(\$17,840)	\$0	(\$502,284)	\$0
121004	Capital Grants Other & Road Contributions	\$0	\$0	\$0	\$0	(\$493,531)	\$0
121007	Special Bridge Funding	(\$120,790)	(\$123,254)	(\$123,254)	\$0	(\$949,290)	\$0
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC		(\$721,576)	(\$785,839)	(\$785,839)	\$0	(\$2,790,161)	\$0
Total - ST,RDS,BRIDGES,DEPOT - CONST		(\$721,576)	(\$785,839)	(\$785,839)	\$0	(\$2,790,161)	\$0
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE							
OPERATING EXPENDITURE							
122100	Depot Building Building Costs	\$17,409	\$7,805	\$0	\$7,805	\$0	\$58,560
122101	Depot General Operations	\$6,358	\$7,680	\$0	\$7,680	\$0	\$30,452
122103	Road Maintenance & Repairs	\$65,740	\$24,725	\$0	\$24,725	\$0	\$150,385
122107	Maintenance Grading	\$25,340	\$54,945	\$0	\$54,945	\$0	\$266,733
122105	Repairs & Maint - Bridges	\$21,136	\$63,689	\$0	\$63,689	\$0	\$229,244
122106	Shire Radio Network Costs	\$0	\$0	\$0	\$0	\$0	\$800
122108	Drains & Culverts	\$13,520	\$9,306	\$0	\$9,306	\$0	\$120,179
122109	Verge Pruning	\$6,357	\$257	\$0	\$257	\$0	\$109,785
122110	Verge Spraying	\$6,058	\$3,962	\$0	\$3,962	\$0	\$43,680
122111	Crossovers Maintenance	\$0	\$0	\$0	\$0	\$0	\$750
122112	Town Services Drainage	\$4,428	\$1,410	\$0	\$1,410	\$0	\$13,515
122113	Town Services - Footpaths	\$0	\$0	\$0	\$0	\$0	\$16,494
122114	Town Services Road Repairs	\$4,843	\$3,623	\$0	\$3,623	\$0	\$18,867
122115	Town Services - Tree Pruning	\$6,080	\$16,348	\$0	\$16,348	\$0	\$14,858
122116	Street Lighting	\$7,127	\$7,154	\$0	\$7,154	\$0	\$28,350
122117	Traffic Signs	\$0	\$9,606	\$0	\$9,606	\$0	\$5,425
122119	Road Building and Other Stock	\$245	\$0	\$0	\$0	\$0	\$245
122120	Roman Road Data Pickup	\$21,529	\$7,780	\$0	\$7,780	\$0	\$24,800
122121	Town Services - Verge Spraying	\$8,664	\$8,259	\$0	\$8,259	\$0	\$21,059
122122	Road Sweeping	\$2,281	\$0	\$0	\$0	\$0	\$9,125
122123	Emergency Services	\$15,690	\$17,718	\$0	\$17,718	\$0	\$44,827
122131	Rural Street Addressing	\$1,286	\$786	\$0	\$786	\$0	\$5,561
122150	Admin Allocated - Road Maintenance	\$110,926	\$0	\$0	\$0	\$0	\$332,792
122190	Depreciation - Transport Other	\$7,125	\$0	\$0	\$0	\$0	\$21,375
122191	Depreciation - Infrastructure	\$8,648	\$0	\$0	\$0	\$0	\$25,945
122192	Depreciation Roads	\$549,150	\$0	\$0	\$0	\$0	\$1,647,515
122193	Depreciation - Bridges	\$215,175	\$0	\$0	\$0	\$0	\$645,550
122194	Depreciation - Footpaths	\$5,751	\$0	\$0	\$0	\$0	\$17,255
122195	Depreciation - Drainage	\$90,590	\$0	\$0	\$0	\$0	\$271,780
123119	Minor Assets and Sundry Items	\$2,500	\$5,034	\$0	\$5,034	\$0	\$10,000
123140	Loss on Sale of Asset	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP		\$1,223,954	\$250,085	\$0	\$250,085	\$0	\$4,185,906
OPERATING INCOME							
122002	Profit on Disposal of Assets	\$0	\$0	\$0	\$0	\$0	\$0
122003	Sale of Old Materials and Minor Items	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - MTCE STREETS ROADS DEPOTS		\$1,223,954	\$250,085	\$0	\$250,085	\$0	\$4,185,906

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

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

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
TRAFFIC CONTROL							
OPERATING EXPENDITURE							
125150	Administration Allocated - Traffic Control	\$33,269	\$0	\$0	\$0	\$0	\$99,810
Sub Total - TRAFFIC CONTROL OP/EXP		\$33,269	\$0	\$0	\$0	\$0	\$99,810
OPERATING INCOME							
125001	Licensing Service	(\$8,433)	(\$9,168)	(\$9,168)	\$0	(\$28,800)	\$0
125002	Motor Vehicle Plates	(\$173)	(\$176)	(\$176)	\$0	(\$750)	\$0
125005	Sundry Receipts - Heavy Haulage Permits etc	(\$815)	\$0	\$0	\$0	(\$2,300)	\$0
Sub Total - TRAFFIC CONTROL OP/INC		(\$9,421)	(\$9,344)	(\$9,344)	\$0	(\$31,850)	\$0
Total - TRAFFIC CONTROL		\$23,848	(\$9,344)	(\$9,344)	\$0	(\$31,850)	\$99,810
AERODROMES							
OPERATING EXPENDITURE							
126100	Airstrip	\$997	\$1,368	\$0	\$1,368	\$0	\$3,559
126190	Depreciation - Airport	\$7,576	\$0	\$0	\$0	\$0	\$22,730
Sub Total - AERODROMES OP/EXP		\$8,574	\$1,368	\$0	\$1,368	\$0	\$26,289
OPERATING INCOME							
Sub Total - AERODROMES OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - AERODROMES		\$8,574	\$1,368	\$0	\$1,368	\$0	\$26,289
Total - TRANSPORT		\$534,800	(\$543,730)	(\$795,182)	\$251,452	(\$2,822,011)	\$4,312,005



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

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

Shire of Boyup Brook							
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES Period 4 31 OCTOBER 2020		CURRENT YEAR ACTUALS 31 OCTOBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
RURAL SERVICES							
OPERATING EXPENDITURE							
131001	Rural Services Expenses	\$0	\$0	\$0	\$0	\$0	\$29,085
131005	Employee Wages, Superannuation & Employee Costs	\$0	\$277	\$0	\$277	\$0	\$13,270
131009	Admin Allocation - Biosecurity	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - RURAL SERVICES OP/EXP		\$0	\$277	\$0	\$277	\$0	\$42,355
OPERATING INCOME							
				\$0	\$0	\$0	\$0
Sub Total - RURAL SERVICES OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - RURAL SERVICES		\$0	\$277	\$0	\$277	\$0	\$42,355
TOURISM AND AREA PROMOTION							
OPERATING EXPENDITURE							
132110	Tourist Bay	\$233	\$177	\$0	\$177	\$0	\$2,330
132103	Community Development Officer	\$8,146	\$10,421	\$0	\$10,421	\$0	\$41,500
132104	Tourist Centre	\$7,381	\$5,001	\$0	\$5,001	\$0	\$22,431
132106	Promotion Activities	\$493	\$1,214	\$0	\$1,214	\$0	\$17,450
132107	OPSPF MIL Flax Mill Complex General Operations	\$13,036	\$8,964	\$0	\$8,964	\$0	\$39,695
132108	B0665 Caravan Park/Flax Mill Complex Building Operation	\$24,688	\$19,520	\$0	\$19,520	\$0	\$80,452
132111	Carnaby Beetle Collection	\$48	\$65	\$0	\$65	\$0	\$48
132113	Community Development Officer - Superannuation	\$455	\$623	\$0	\$623	\$0	\$2,320
132114	Community Development Expenses	\$0	\$0	\$0	\$0	\$0	\$150
132115	Community Development - Fringe Benefit Tax	\$2,858	\$980	\$0	\$980	\$0	\$11,430
132116	CDO Vehicle Op Costs GEN	\$1,205	\$0	\$0	\$0	\$0	\$3,650
132150	Admin Allocated Tourism	\$15,531	\$0	\$0	\$0	\$0	\$46,596
132151	Admin Allocated Caravan Pk	\$4,457	\$0	\$0	\$0	\$0	\$13,371
132190	Depreciation - Tourism/Area Promotion	\$1,430	\$0	\$0	\$0	\$0	\$4,290
132191	Depreciation - Caravan Pk/Flax	\$15,041	\$0	\$0	\$0	\$0	\$45,125
Sub Total - TOURISM & AREA PROMOTION OP/EXP		\$95,002	\$46,965	\$0	\$46,965	\$0	\$330,838
OPERATING INCOME							
132002	Caravan Park & Complex Fees & Charges	(\$9,700)	(\$9,892)	(\$9,892)	\$0	(\$43,400)	\$0
132003	Flax Mill Sheds Storage Charges	(\$2,949)	(\$7,888)	(\$7,888)	\$0	(\$10,040)	\$0
132004	SWDC Grant - promotions	\$0	\$0	\$0	\$0	\$0	\$0
132007	Other Income	(\$185)	(\$2,863)	(\$2,863)	\$0	(\$6,910)	\$0
Sub Total - TOURISM & AREA PROMOTION OP/INC		(\$12,834)	(\$20,643)	(\$20,643)	\$0	(\$60,350)	\$0
Total - TOURISM & AREA PROMOTION		\$82,168	\$26,322	(\$20,643)	\$46,965	(\$60,350)	\$330,838
BUILDING CONTROL							
OPERATING EXPENDITURE							
133100	Building Control	\$13,661	\$4,151	\$0	\$4,151	\$0	\$40,985
133101	Building Control - Other Costs	\$0	\$0	\$0	\$0	\$0	\$250
133102	Building Control Superannuation	\$749	\$272	\$0	\$272	\$0	\$2,248
133103	Building Control - BMO	\$2,874	\$1,879	\$0	\$1,879	\$0	\$7,280
133150	Admin Allocated - Building Control Expenses	\$4,457	\$0	\$0	\$0	\$0	\$13,371
Sub Total - BUILDING CONTROL OP/EXP		\$21,741	\$6,301	\$0	\$6,301	\$0	\$64,134
BUILDING CONTROL OP/INC							
133001	Building Licences (UFEE)	(\$3,573)	(\$3,486)	(\$3,486)	\$0	(\$8,500)	\$0
133002	BCITF Levy - Commission	(\$50)	(\$33)	(\$33)	\$0	(\$120)	\$0
133003	Builders Services Levy - Commission	(\$82)	(\$60)	(\$60)	\$0	(\$195)	\$0
Sub Total - BUILDING CONTROL OP/INC		(\$3,705)	(\$3,579)	(\$3,579)	\$0	(\$8,815)	\$0
Total - BUILDING CONTROL		\$18,036	\$2,722	(\$3,579)	\$6,301	(\$8,815)	\$64,134

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

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

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
SALEYARDS & MARKETS							
OPERATING EXPENDITURE							
134100	Saleyards	\$20,945	\$3,325	\$0	\$3,325	\$0	\$35,520
134190	Depreciation - Saleyards & Markets	\$37,780	\$0	\$0	\$0	\$0	\$113,345
Sub Total - SALEYARDS & MARKETS OP/EXP		\$58,726	\$3,325	\$0	\$3,325	\$0	\$148,865
OPERATING INCOME							
134001	Reimbursements - Saleyards	(\$4,995)	(\$3,622)	(\$3,622)	\$0	(\$8,325)	\$0
Sub Total - SALEYARDS & MARKETING OP/INC		(\$4,995)	(\$3,622)	(\$3,622)	\$0	(\$8,325)	\$0
Total - SALEYARDS & MARKETS		\$53,731	(\$297)	(\$3,622)	\$3,325	(\$8,325)	\$148,865
OTHER ECONOMIC SERVICES							
OPERATING EXPENDITURE							
135100	Standpipes	\$11,637	\$10,127	\$0	\$10,127	\$0	\$36,975
135102	Economic Development Projects	\$0	\$0	\$0	\$0	\$0	\$7,500
135105	Abel Street Shop	\$6,605	\$5,334	\$0	\$5,334	\$0	\$9,970
135150	Admin Allocated - Other Economic Development	\$4,457	\$0	\$0	\$0	\$0	\$13,371
135190	Depreciation - Develop/Facilities	\$1,288	\$0	\$0	\$0	\$0	\$3,865
Sub Total - OTHER ECONOMIC SERVICES OP/EXP		\$23,987	\$15,461	\$0	\$15,461	\$0	\$71,681
OPERATING INCOME							
135001	Standpipe Water	(\$1,509)	(\$347)	(\$347)	\$0	(\$21,500)	\$0
135005	Abel Street Shop Rental	(\$3,847)	(\$5,582)	(\$5,582)	\$0	(\$11,540)	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC		(\$5,356)	(\$5,929)	(\$5,929)	\$0	(\$33,040)	\$0
Total - OTHER ECONOMIC SERVICES		\$18,631	\$9,532	(\$5,929)	\$15,461	(\$33,040)	\$71,681
Total - ECONOMIC SERVICES		\$172,566	\$38,557	(\$33,773)	\$72,330	(\$110,530)	\$657,873



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

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

Shire of Boyup Brook							
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES Period 4 31 OCTOBER 2020		CURRENT YEAR ACTUALS 31 OCTOBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
PRIVATE WORKS							
OPERATING EXPENDITURE							
141100	Private Works - Costs	\$10,548	\$5,477	\$0	\$5,477	\$0	\$23,305
Sub Total - PRIVATE WORKS OP/EXP		\$10,548	\$5,477	\$0	\$5,477	\$0	\$23,305
OPERATING INCOME							
141001	Private Works - Recoup Charges	(\$11,830)	(\$7,034)	(\$7,034)	\$0	(\$23,305)	\$0
Sub Total - PRIVATE WORKS OP/INC		(\$11,830)	(\$7,034)	(\$7,034)	\$0	(\$23,305)	\$0
Total - PRIVATE WORKS		(\$1,282)	(\$1,557)	(\$7,034)	\$5,477	(\$23,305)	\$23,305
PUBLIC WORKS OVERHEADS							
OPERATING EXPENDITURE							
143100	Supervision	\$49,710	\$160,893	\$0	\$160,893	\$0	\$224,325
143101	Consultant Engineer	\$0	\$0	\$0	\$0	\$0	\$5,000
143102	Works Manager Vehicle Op Costs	\$1,199	\$0	\$0	\$0	\$0	\$6,800
143103	FBT Works Staff	\$900	(\$6,914)	\$0	(\$6,914)	\$0	\$3,600
143104	Insurance on Works	\$16,128	\$9,268	\$0	\$9,268	\$0	\$16,128
143105	Superannuation of Workmen	\$32,469	\$42,240	\$0	\$42,240	\$0	\$103,437
143106	PWOH Leave - Depot	\$24,529	\$70,248	\$0	\$70,248	\$0	\$136,194
143107	Protective Clothing	\$0	\$0	\$0	\$0	\$0	\$5,280
143108	Uniforms	\$808	\$740	\$0	\$740	\$0	\$1,615
143109	Training & Meeting Expenses	\$4,358	\$14,702	\$0	\$14,702	\$0	\$21,021
143110	Occupational Health & Safety	\$6,658	\$11,508	\$0	\$11,508	\$0	\$29,125
143111	Other Expenses	\$97	\$51	\$0	\$51	\$0	\$7,459
143113	Waste Oil Disposal Costs	\$0	\$0	\$0	\$0	\$0	\$0
143115	Provision for Leave Accruals	\$0	\$0	\$0	\$0	\$0	\$5,190
143116	Conferences and Training Courses (MOW)	\$0	\$1,033	\$0	\$1,033	\$0	\$5,000
143150	Admin Allocated - Works Overhead	\$8,869	\$0	\$0	\$0	\$0	\$26,607
143180	LESS PWOH ALLOCATED - PROJECTS	(\$145,723)	(\$267,614)	\$0	(\$267,614)	\$0	(\$596,781)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP		\$0	\$36,155	\$0	\$36,155	\$0	\$0
OPERATING INCOME							
143001	Workers Compensation Reimbursements	\$0	\$0	\$0	\$0	(\$560)	\$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC		\$0	\$0	\$0	\$0	(\$560)	\$0
Total - PUBLIC WORKS OVERHEADS		\$0	\$36,155	\$0	\$36,155	(\$560)	\$0
PLANT OPERATIONS COSTS							
OPERATING EXPENDITURE							
144100	Repair Wages	\$52,978	\$21,249	\$0	\$21,249	\$0	\$88,400
144101	Fuel & Oil	\$59,388	\$51,993	\$0	\$51,993	\$0	\$178,610
144102	Tyres & Tubes	\$1,816	\$3,409	\$0	\$3,409	\$0	\$16,215
144103	Parts and Repairs	\$12,527	\$33,604	\$0	\$33,604	\$0	\$137,510
144104	Licenses	\$425	(\$470)	\$0	(\$470)	\$0	\$8,500
144105	Insurance	\$25,734	\$21,128	\$0	\$21,128	\$0	\$25,734
144106	Blades & Points	\$2,100	\$1,898	\$0	\$1,898	\$0	\$14,000
144107	Expendable Tools	\$1,667	\$4,523	\$0	\$4,523	\$0	\$5,000
144108	Freight Costs	\$700	\$0	\$0	\$0	\$0	\$2,100
144110	Superannuation - Mechanic	\$5,033	\$1,596	\$0	\$1,596	\$0	\$8,398
144150	Admin Allocated POC	\$2,656	\$0	\$0	\$0	\$0	\$7,969
144190	Depreciation - Plant	\$77,022	\$0	\$0	\$0	\$0	\$231,075
144180	LESS PCO ALLOCATED - PROJECTS	(\$242,046)	(\$335,317)	\$0	(\$335,317)	\$0	(\$723,511)
Sub Total - PLANT OPERATIONS COSTS OP/EXP		\$0	(\$196,386)	\$0	(\$196,386)	\$0	\$0
OPERATING INCOME							
144001	Diesel Rebate	(\$16,986)	(\$6,542)	(\$6,542)	\$0	(\$33,305)	\$0
144002	Reimbursements - Operating	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - PLANT OPERATIONS COSTS OP/INC		(\$16,986)	(\$6,542)	(\$6,542)	\$0	(\$33,305)	\$0
Total - PLANT OPERATIONS COSTS		(\$16,986)	(\$202,928)	(\$6,542)	(\$196,386)	(\$33,305)	\$0



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

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

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
MATERIALS AND STOCK							
OPERATING EXPENDITURE							
Sub Total - MATERIALS AND STOCK		\$0	\$0	\$0	\$0	\$0	\$0
Total - MATERIALS AND STOCK		\$0	\$0	\$0	\$0	\$0	\$0
SALARIES AND WAGES							
OPERATING EXPENDITURE							
145100	Gross Total Salaries and Wages	\$957,556	\$1,233,297	\$0	\$1,233,297	\$0	\$2,872,784
145130	LESS SALS/WAGES ALLOCATED	(\$957,556)	(\$1,221,987)	\$0	(\$1,221,967)	\$0	(\$2,872,784)
145101	Workers Compensation Expenses	\$0	\$0	\$0	\$0	\$0	\$800
Sub Total - SALARIES AND WAGES OP/EXP		\$0	\$11,330	\$0	\$11,330	\$0	\$800
OPERATING INCOME							
145001	Reimbursements - Administration	\$0	\$0	\$0	\$0	(\$800)	\$0
Sub Total - SALARIES AND WAGES OP/INC		\$0	\$0	\$0	\$0	(\$800)	\$0
Total - SALARIES AND WAGES		\$0	\$11,330	\$0	\$11,330	(\$800)	\$800
ADMINISTRATION							
OPERATING EXPENDITURE							
Administration activity units							
146100	Advertising	\$779	\$3,029	\$0	\$3,029	\$0	\$7,395
146101	Audit Fees	\$0	\$60	\$0	\$60	\$0	\$24,100
146102	Bank Fees	\$4,351	\$2,756	\$0	\$2,756	\$0	\$9,950
146103	Administration Bldg Costs	\$18,387	\$17,225	\$0	\$17,225	\$0	\$62,051
146105	Administration Staff Employee Costs	\$361,025	\$314,081	\$0	\$314,081	\$0	\$753,165
146106	Consultants	\$44,055	\$51,486	\$0	\$51,486	\$0	\$176,989
146108	Insurance	\$9,743	\$1,083	\$0	\$1,083	\$0	\$9,743
146109	Legal Expenses	\$4,418	\$672	\$0	\$672	\$0	\$14,000
146110	IT System Operation & maintenance	\$54,342	\$41,109	\$0	\$41,109	\$0	\$78,050
146111	Office Equipment Maintenance	\$1,250	\$0	\$0	\$0	\$0	\$5,000
146112	Administration - Postage & Freight	\$1,426	\$1,038	\$0	\$1,038	\$0	\$5,300
146113	Printing and Stationery	\$6,269	\$3,009	\$0	\$3,009	\$0	\$12,500
146114	Administration Vehicle Costs	\$1,786	\$29	\$0	\$29	\$0	\$2,965
146115	Administration - Fringe Benefits Tax	\$875	(\$8,540)	\$0	(\$8,540)	\$0	\$3,500
146117	Employers Indemnity Insurance	\$31,033	\$15,786	\$0	\$15,786	\$0	\$31,033
146118	Subscriptions	\$23,440	\$23,342	\$0	\$23,342	\$0	\$23,440
146120	Uniform Allowance	\$990	\$0	\$0	\$0	\$0	\$3,000
146121	Telephones	\$5,216	\$4,403	\$0	\$4,403	\$0	\$15,650
146122	Minor Furn & Equip Under \$2000	\$0	\$1,130	\$0	\$1,130	\$0	\$2,500
146123	Conferences/Training/Professional Development	\$6,687	\$0	\$0	\$0	\$0	\$13,385
146124	Superannuation	\$22,849	\$21,918	\$0	\$21,918	\$0	\$73,708
146125	Admin Provision for Leave Accruals	\$0	\$0	\$0	\$0	\$0	\$0
146126	Employee (Packaging) Costs	\$0	\$0	\$0	\$0	\$0	\$725
146128	Administration - OSH	\$0	\$18	\$0	\$18	\$0	\$452
146190	Depreciation - Administration	\$7,336	\$0	\$0	\$0	\$0	\$22,010
146015	Loss on Sale of Asset	\$0	\$0	\$0	\$0	\$0	\$0
146150	Less Administration Costs Alloc	(\$806,259)	\$0	\$0	\$0	\$0	(\$1,350,611)
Sub Total - ADMINISTRATION OP/EXP		\$0	\$493,634	\$0	\$493,634	\$0	\$0
OPERATING INCOME - ADMINISTRATION							
146001	Reimbursements - Administration	(\$10,060)	(\$211)	(\$211)	\$0	(\$27,789)	\$0
Sub Total - ADMINISTRATION OP/INC		(\$10,060)	(\$212)	(\$212)	\$0	(\$27,789)	\$0
Total - ADMINISTRATION		(\$10,060)	\$493,422	(\$212)	\$493,634	(\$27,789)	\$0

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

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

Shire of Boyup Brook		YTD COMPARATIVES Period 4 31 OCTOBER 2020		CURRENT YEAR		ADOPTED BUDGET	
MONTHLY FINANCIAL REPORT				ACTUALS		2020-21	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme				31 OCTOBER 2020		Income Expenditure	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
UNCLASSIFIED							
OPERATING EXPENDITURE							
147010	Local (District) Planning Strategy	\$0	\$0	\$0	\$0	\$0	\$5,000
147011	Purchase of Land - Consultants	\$0	\$0	\$0	\$0	\$0	\$7,500
149001	Rylington Park Operational Expenses	\$185,831	\$132,515	\$0	\$132,515	\$0	\$496,400
Sub Total - UNCLASSIFIED OP/EXP		\$185,831	\$132,515	\$0	\$132,515	\$0	\$508,900
OPERATING INCOME							
149101	Rylinton Park Income	(\$1,000)	(\$320)	(\$320)	\$0	(\$425,250)	\$0
Sub Total - UNCLASSIFIED OP/INC		(\$1,000)	(\$320)	(\$320)	\$0	(\$425,250)	\$0
Total - UNCLASSIFIED		\$184,831	\$132,195	(\$320)	\$132,515	(\$425,250)	\$508,900
Total - OTHER PROPERTY AND SERVICES		\$156,504	\$468,617	(\$14,108)	\$482,725	(\$511,009)	\$533,005



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

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

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
TRANSFERS TO/FROM RESERVES							
EXPENDITURE							
300101	Transfer to Reserves	\$0	\$0	\$0	\$0	\$0	\$19,000
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS		\$0	\$0	\$0	\$0	\$0	\$19,000
INCOME							
300102	Transfer from Reserves	\$0	\$0	\$0	\$0	\$0	\$0
Total - TRANSFER FROM OTHER COUNCIL FUNDS		\$0	\$0	\$0	\$0	\$0	\$0
Total - FUND TRANSFER		\$0	\$0	\$0	\$0	\$0	\$19,000
000000 (Surplus) / Deficit - Carried Forward		(\$1,135,201)	(\$1,014,513)	(\$1,014,513)	\$0	(\$1,135,201)	\$0
Sub Total - SURPLUS C/FWD		(\$1,135,201)	(\$1,014,513)	(\$1,014,513)	\$0	(\$1,135,201)	\$0
Total - SURPLUS		(\$1,135,201)	(\$1,014,513)	(\$1,014,513)	\$0	(\$1,135,201)	\$0
LONG TERM LOANS							
INCOME							
Sub Total - LONG TERM LOANS		\$0	\$0	\$0	\$0	\$0	\$0
Total - DEFERRED ASSETS		\$0	\$0	\$0	\$0	\$0	\$0
LIABILITY LOANS - PRINCIPAL REPAYMENTS							
CAPITAL EXPENDITURE							
146800	Principal Repayment on Loans	\$17,840	\$17,839	\$0	\$17,839	\$0	\$36,156
Sub Total - LOAN REPAYMENTS		\$17,840	\$17,839	\$0	\$17,839	\$0	\$36,156
CAPITAL INCOME							
Sub Total - LOANS RAISED		\$0	\$0	\$0	\$0	\$0	\$0
Total - NON CURRENT LIABILITIES		\$17,840	\$17,839	\$0	\$17,839	\$0	\$36,156
OPERATING ACTIVITIES EXCLUDED FROM BUDGET							
000000 Depreciation Written Back		(\$1,197,362)	\$0	\$0	\$0	\$0	(\$3,592,229)
000000 Book Value of Assets Sold Written Back		\$0	\$0	\$0	\$0	\$0	(\$127,714)
000000 Profit/Loss on Sale of Asset Written Back		\$0	\$0	\$0	\$0	\$0	\$0
Movement in Accrued Interest on Loans		\$0	\$0	\$0	\$0	\$0	\$0
Movement in Accrued Interest on investments		\$0	\$0	\$0	\$0	\$0	\$0
Movement in Stock On Hand		\$0	\$0	\$0	\$0	\$0	\$0
Movement in Accrued Wages		\$0	\$0	\$0	\$0	\$0	\$0
Movement in Employee Benefits (Current)		\$0	(\$0)	\$0	(\$0)	\$0	\$0
000000 Long Service Leave - Non Cash		\$0	\$0	\$0	\$0	\$0	(\$43,030)
Sub Total - OPERATING ACTIVITIES EXCLUDED		(\$1,197,362)	(\$0)	\$0	(\$0)	\$0	(\$3,762,973)
Total - OPERATING ACTIVITIES EXCLUDED		(\$1,197,362)	(\$0)	\$0	(\$0)	\$0	(\$3,762,973)



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

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

Shire of Boyup Brook		YTD COMPARATIVES Period 4 31 OCTOBER 2020		CURRENT YEAR		ADOPTED BUDGET	
MONTHLY FINANCIAL REPORT				ACTUALS		2020-21	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme				31 OCTOBER 2020		Income Expenditure	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
FURNITURE & EQUIPMENT							
HEALTH							
CAPITAL EXPENDITURE							
074603	Surgery F&E - Upgrade server to Dell PowerEdge	\$0	\$16,750	\$0	\$16,750	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$16,750	\$0	\$16,750	\$0	\$0
Total - HEALTH		\$0	\$16,750	\$0	\$16,750	\$0	\$0
OTHER PROPERTY & SERVICES - ADMINISTRATION							
CAPITAL EXPENDITURE							
146600	Administration Building - Furniture & Equipment Renewals	\$0	\$0	\$0	\$0	\$0	\$30,000
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0	\$0	\$30,000
Total - OTHER PROPERTY		\$0	\$0	\$0	\$0	\$0	\$30,000
Total - FURNITURE AND EQUIPMENT		\$0	\$16,750	\$0	\$16,750	\$0	\$30,000

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

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

G/L	JOB	Budget		Actual		Income		Expenditure		Income		Expenditure	
LAND AND BUILDINGS													
COMMUNITY AMENITIES													
CAPITAL EXPENDITURE													
101410	Transfer Station Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000
Total - COMMUNITY AMENITIES		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000
LAND AND BUILDINGS													
OTHER PROPERTY AND SERVICES													
CAPITAL EXPENDITURE													
146605	Administration Building - Building Renewals & Upgrades	\$0	\$74,904	\$0	\$74,904	\$0	\$74,904	\$0	\$74,904	\$0	\$0	\$19,539	\$19,539
147410	Rylington Park House Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
147411	Rylington Park Chemical Shed	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000
Sub Total - CAPITAL WORKS		\$0	\$74,904	\$0	\$74,904	\$0	\$74,904	\$0	\$74,904	\$0	\$0	\$84,539	\$84,539
Total - OTHER PROPERTY AND SERVICES		\$0	\$74,904	\$0	\$74,904	\$0	\$74,904	\$0	\$74,904	\$0	\$0	\$84,539	\$84,539
Total - LAND AND BUILDINGS		\$0	\$74,904	\$0	\$74,904	\$0	\$74,904	\$0	\$74,904	\$0	\$0	\$104,539	\$104,539

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

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

Shire of Boyup Brook							
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES Period 4 31 OCTOBER 2020		CURRENT YEAR ACTUALS 31 OCTOBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
PLANT AND EQUIPMENT							
LAW ORDER & PUBLIC SAFETY							
CAPITAL EXPENDITURE							
053405	Plant & Equipment	\$0	\$0	\$0	\$0	\$0	\$51,700
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0	\$0	\$51,700
Total - LAW ORDER & PUBLIC SAFETY		\$0	\$0	\$0	\$0	\$0	\$51,700
PLANT AND EQUIPMENT							
RECREATION AND CULTURE							
CAPITAL EXPENDITURE							
113907	Plant & Equipment - Parks & Gardens	\$0	\$0	\$0	\$0	\$0	\$68,000
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0	\$0	\$68,000
Total - RECREATION AND CULTURE		\$0	\$0	\$0	\$0	\$0	\$68,000
PLANT AND EQUIPMENT							
TRANSPORT							
CAPITAL EXPENDITURE							
123603	DWS - Fleet Vehicles	\$0	\$0	\$0	\$0	\$0	\$69,000
123609	Light Plant (eg Portable Traffic Lights) - Plant & Equip	\$0	\$0	\$0	\$0	\$0	\$43,000
123610	Heavy Plant (Graders etc) Purchases	\$0	\$0	\$0	\$0	\$0	\$160,000
123619	Miscellaneous Small Plant	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0	\$0	\$272,000
Total - TRANSPORT		\$0	\$0	\$0	\$0	\$0	\$272,000
PLANT AND EQUIPMENT							
OTHER PROPERTY & SERVICES							
CAPITAL EXPENDITURE							
147451	Rylington Park Dorm Rooms Air Conditioners	\$0	\$0	\$0	\$0	\$0	\$10,800
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0	\$0	\$10,800
Total - OTHER PROPERTY & SERVICES		\$0	\$0	\$0	\$0	\$0	\$10,800
Total - PLANT AND EQUIPMENT		\$0	\$0	\$0	\$0	\$0	\$402,500



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

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

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
ROAD INFRASTRUCTURE CAPITAL							
ROAD CONSTRUCTION							
121403	x	ROADS TO RECOVERY PROJECTS					
			\$104,347	\$0	\$104,347	\$0	\$0
121403	RTR007	\$200,086		\$0	\$0	\$0	\$200,086
121403	RTR008	\$0		\$0	\$0	\$0	\$112,742
121403	RTR115	\$0		\$0	\$0	\$0	\$189,457
121404	xx	REGIONAL ROAD GROUP					
			\$79,182	\$0	\$0	\$0	\$0
121404	RRG148	\$0		\$0	\$79,182	\$0	\$337,407
121404	RRG210	\$0		\$0	\$0	\$0	\$495,302
121404	RRG211	\$0		\$0	\$0	\$0	\$150,000
121400		MUNICIPAL PROJECTS					
			\$0	\$0	\$0	\$0	\$0
121400	MU148	\$0		\$0	\$0	\$0	\$201,593
121400	MU500	\$0		\$0	\$0	\$0	\$201,426
121400	MU501	\$10,553		\$0	\$0	\$0	\$94,990
121410		\$330,362	\$240,431	\$0	\$240,431	\$0	\$330,362
121450		\$0	\$0	\$0	\$0	\$0	\$57,290
121450	MR0741	\$0	\$0	\$0	\$0	\$0	\$170,000
121450	MR3310	\$0	\$0	\$0	\$0	\$0	\$134,000
121450		\$0	\$0	\$0	\$0	\$0	\$394,000
121450		\$0	\$0	\$0	\$0	\$0	\$110,000
121450		\$0	\$0	\$0	\$0	\$0	\$84,000
Sub Total - CAPITAL WORKS		\$541,001	\$423,960	\$0	\$423,960	\$0	\$3,262,655
Total - ROADS		\$541,001	\$423,960	\$0	\$423,960	\$0	\$3,262,655
Total - INFRASTRUCTURE ASSETS ROADS		\$541,001	\$423,960	\$0	\$423,960	\$0	\$3,262,655

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

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

Shire of Boyup Brook							
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES Period 4 31 OCTOBER 2020		CURRENT YEAR ACTUALS 31 OCTOBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
FOOTPATHS							
121701	Bike Paths - Construction	\$0	\$0	\$0	\$0	\$0	\$72,000
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0	\$0	\$72,000
Total - TRANSPORT - FOOTPATHS		\$0	\$0	\$0	\$0	\$0	\$72,000
Total - FOOTPATH ASSETS		\$0	\$0	\$0	\$0	\$0	\$72,000
DRAINAGE							
121411	Drainage Projects - Municipal Funded	\$0	\$68,260	\$0	\$68,260	\$0	\$0
121408	Roads to Recovery - Drainage Projects	\$0	\$0	\$0	\$0	\$0	\$0
121412	RRG - Drainage Projects	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$68,260	\$0	\$68,260	\$0	\$0
Total - TRANSPORT - DRAINAGE		\$0	\$68,260	\$0	\$68,260	\$0	\$0
Total - DRAINAGE ASSETS		\$0	\$68,260	\$0	\$68,260	\$0	\$0
PARKS & OVALS							
113906	Recreation Infrastructure - Capital Renewals	\$0	\$0	\$0	\$0	\$0	\$80,000
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0	\$0	\$80,000
Total - PARKS & OVALS		\$0	\$0	\$0	\$0	\$0	\$80,000
Total - INFRASTRUCTURE ASSETS - PARKS & OVALS		\$0	\$0	\$0	\$0	\$0	\$80,000
INFRASTRUCTURE ASSETS - OTHER							
HEALTH							
074605	Medical Centre Car Park - Other Infrastructure	\$0	\$0	\$0	\$0	\$0	\$9,750
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0	\$0	\$9,750
Total - HEALTH		\$0	\$0	\$0	\$0	\$0	\$9,750
INFRASTRUCTURE OTHER							
TRANSPORT							
122902	Depot Gates	\$0	\$0	\$0	\$0	\$0	\$15,000
122903	Oil Automation System	\$16,490	\$64	\$0	\$64	\$0	\$32,979
Sub Total - CAPITAL WORKS		\$16,490	\$64	\$0	\$64	\$0	\$47,979
Total - TRANSPORT		\$16,490	\$64	\$0	\$64	\$0	\$47,979
INFRASTRUCTURE OTHER							
OTHER PROPERTY & SERVICES							
147480	Rylinton Park Rain Water Tank	\$16,000	\$0	\$0	\$0	\$0	\$16,000
Sub Total - CAPITAL WORKS		\$16,000	\$0	\$0	\$0	\$0	\$16,000
Total - OTHER PROPERTY & SERVICES		\$16,000	\$0	\$0	\$0	\$0	\$16,000
Total - INFRASTRUCTURE ASSETS - OTHER		\$32,490	\$64	\$0	\$64	\$0	\$73,729
GRAND TOTALS		(\$3,321,793)	(\$3,642,095)	(\$6,026,182)	\$2,384,087	(\$10,124,098)	\$10,124,098

**SHIRE OF BOYUP BROOK  
RESERVE ACCOUNTS  
FOR THE PERIOD ENDING 31 OCTOBER 2020**

**LEAVE RESERVE**

Purpose - To be used to fund annual and long service leave and redundancy requirements.

	ACTUAL 2020-21	BUDGET 2020-21
Opening Balance	121	121
Transfer from Accumulated Surplus		
- Interest Earned	0	1
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
<b>CLOSING BALANCE</b>	<b>121</b>	<b>122</b>

**UNSPENT GRANTS RESERVE**

Purpose - To quarantine forward grant payments, to fund expenses incurred in the intended year.

	ACTUAL 2020-21	BUDGET 2020-21
Opening Balance	78	78
Transfer from Accumulated Surplus		
- Interest Earned	0	1
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
<b>CLOSING BALANCE</b>	<b>78</b>	<b>79</b>

**PLANT RESERVE**

Purpose - To be used to fund the purchase of plant items, including graders, trucks, utes, sedans, rollers.

	ACTUAL 2020-21	BUDGET 2020-21
Opening Balance	148,325	148,325
Transfer from Accumulated Surplus		
- Interest Earned	0	1,464
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
<b>CLOSING BALANCE</b>	<b>148,325</b>	<b>149,789</b>

**BUILDING RESERVE**

Purpose - to be used to fund future maintenance of shire owned buildings, including heritage buildings.

	ACTUAL 2020-21	BUDGET 2020-21
Opening Balance	706,235	706,235
Transfer from Accumulated Surplus		
- Interest Earned	0	6,970
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
<b>CLOSING BALANCE</b>	<b>706,235</b>	<b>713,205</b>



**SHIRE OF BOYUP BROOK  
RESERVE ACCOUNTS  
FOR THE PERIOD ENDING**

**31 OCTOBER 2020**

**COMMUNITY HOUSING RESERVE**

Purpose - to be used to fund maintenance of the Homeswest Housing Units in Forrest & Proctor Streets.

	<b>ACTUAL 2020-21</b>	<b>BUDGET 2020-21</b>
<b>Opening Balance</b>	80,026	80,026
<b>Transfer from Accumulated Surplus</b>		
- Interest Earned	0	790
- Other Transfers	0	0
<b>Less Transfer to Accumulated Surplus</b>		
-Transfer to Municipal Fund	0	0
<b>CLOSING BALANCE</b>	<u>80,026</u>	<u>80,816</u>

**EMERGENCY RESERVE**

Purpose - to be used to fund emergency situations outside working hours for example trees on roads, ETC

	<b>ACTUAL 2020-21</b>	<b>BUDGET 2020-21</b>
<b>Opening Balance</b>	12,343	12,343
<b>Transfer from Accumulated Surplus</b>		
- Interest Earned	0	121
- Other Transfers	0	0
<b>Less Transfer to Accumulated Surplus</b>		
-Transfer to Municipal Fund	0	0
<b>CLOSING BALANCE</b>	<u>12,343</u>	<u>12,464</u>

**INSURANCE CLAIM RESERVE**

Purpose - to be used to fund the excess on certain insurance claims.

	<b>ACTUAL 2020-21</b>	<b>BUDGET 2020-21</b>
<b>Opening Balance</b>	15,042	15,042
<b>Transfer from Accumulated Surplus</b>		
- Interest Earned	0	148
- Other Transfers	0	0
<b>Less Transfer to Accumulated Surplus</b>		
-Transfer to Municipal Fund	0	0
<b>CLOSING BALANCE</b>	<u>15,042</u>	<u>15,190</u>

**SHIRE OF BOYUP BROOK  
RESERVE ACCOUNTS  
FOR THE PERIOD ENDING 31 OCTOBER 2020**

**OTHER RECREATION RESERVE**

Purpose - to be used to fund improvements to the recreation facilities and grounds.

	ACTUAL 2020-21	BUDGET 2020-21
Opening Balance	50,005	50,005
Transfer from Accumulated Surplus		
- Interest Earned	0	494
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
<b>CLOSING BALANCE</b>	<b>50,005</b>	<b>50,499</b>

**COMMERCIAL RESERVE**

Purpose - to be used to fund future economic development, enhancement & promotion of the district.

	ACTUAL 2020-21	BUDGET 2020-21
Opening Balance	446,665	446,665
Transfer from Accumulated Surplus		
- Interest Earned	0	4,408
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
<b>CLOSING BALANCE</b>	<b>446,665</b>	<b>451,073</b>

**BRIDGES RESERVE**

Purpose - to be used to fund future requirements of bridge works.

	ACTUAL 2020-21	BUDGET 2020-21
Opening Balance	154	154
Transfer from Accumulated Surplus		
- Interest Earned	0	2
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
<b>CLOSING BALANCE</b>	<b>154</b>	<b>156</b>

**AGED ACCOMMODATION RESERVE**

Purpose - to be used to fund future requirements of aged accommodation.

	ACTUAL 2020-21	BUDGET 2020-21
Opening Balance	381,646	381,646
Transfer from Accumulated Surplus		
- Interest Earned	0	3,767
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
<b>CLOSING BALANCE</b>	<b>381,646</b>	<b>385,413</b>

**SHIRE OF BOYUP BROOK  
RESERVE ACCOUNTS  
FOR THE PERIOD ENDING**

**31 OCTOBER 2020**

**ROAD CONTRIBUTIONS RESERVE**

Purpose - to set aside contributions from developers.

	<b>ACTUAL 2020-21</b>	<b>BUDGET 2020-21</b>
<b>Opening Balance</b>	28,298	28,298
<b>Transfer from Accumulated Surplus</b>		
- Interest Earned	0	279
- Other Transfers	0	0
<b>Less Transfer to Accumulated Surplus</b>		
-Transfer to Municipal Fund	0	0
<b>CLOSING BALANCE</b>	<u>28,298</u>	<u>28,577</u>

**IT/OFFICE EQUIPMENT RESERVE**

Purpose - to be used to fund future IT requirements.

	<b>ACTUAL 2020-21</b>	<b>BUDGET 2020-21</b>
<b>Opening Balance</b>	39,481	39,481
<b>Transfer from Accumulated Surplus</b>		
- Interest Earned	0	390
- Other Transfers	0	0
<b>Less Transfer to Accumulated Surplus</b>		
-Transfer to Municipal Fund	0	0
<b>CLOSING BALANCE</b>	<u>39,481</u>	<u>39,871</u>

**CIVIC RECEPTIONS RESERVE**

Purpose - to quarantine unspent 'Refreshments and Receptions' budgets to fund future receptions needs.

	<b>ACTUAL 2020-21</b>	<b>BUDGET 2020-21</b>
<b>Opening Balance</b>	16,593	16,593
<b>Transfer from Accumulated Surplus</b>		
- Interest Earned	0	164
- Other Transfers	0	0
<b>Less Transfer to Accumulated Surplus</b>		
-Transfer to Municipal Fund	0	0
<b>CLOSING BALANCE</b>	<u>16,593</u>	<u>16,757</u>

**SHIRE OF BOYUP BROOK  
RESERVE ACCOUNTS  
FOR THE PERIOD ENDING 31 OCTOBER 2020**

**UNSPENT COMMUNITY GRANTS RESERVE**

Purpose - for the purpose of holding unallocated/spent community donation/MOU budgets (2% of annual rates), to fund extraordinary community donations or MOU's.

	<b>ACTUAL 2020-21</b>	<b>BUDGET 2020-21</b>
<b>Opening Balance</b>	121	121
<b>Transfer from Accumulated Surplus</b>		
- Interest Earned	0	1
- Other Transfers	0	0
<b>Less Transfer to Accumulated Surplus</b>		
-Transfer to Municipal Fund	0	0
<b>CLOSING BALANCE</b>	<b>121</b>	<b>122</b>

**RYLINGTON PARK RESERVE**

Purpose - to be used for community contributions towards major community projects within the Boyup Brook community.

	<b>ACTUAL 2020-21</b>	<b>BUDGET 2020-21</b>
<b>Opening Balance</b>	0	50,000
<b>Transfer from Accumulated Surplus</b>		
- Interest Earned	0	0
- Other Transfers	0	0
<b>Less Transfer to Accumulated Surplus</b>		
-Transfer to Municipal Fund	0	0
<b>CLOSING BALANCE</b>	<b>0</b>	<b>50,000</b>

<b>TOTAL RESERVES</b>	<b>1,925,133</b>	<b>1,994,133</b>
-----------------------	------------------	------------------

**SHIRE OF BOYUP BROOK**  
**LOAN SCHEDULE**  
**FOR THE PERIOD ENDING 31 OCTOBER 2020**

LOAN DESCRIPTION	LOAN No.	PRINCIPAL 01.07.20	LOANS RAISED		INTEREST		PRINCIPAL		CLOSING BALANCE
			Budget 2020-21	Actual 2020-21	Budget 2020-21	Actual 2020-21	Budget 2020-21	Actual 2020-21	
EDUCATION & WELFARE									
Aged Accommodation	118	300,446	0	0	14,217	7,211	17,117	8,457	291,989
HOUSING									
Staff House	115	47,079	0	0	2,670	1,384	6,755	3,329	43,750
Recreation & Culture									
Swimming Pool	114	85,642	0	0	4,867	2,522	12,285	6,053	79,589
		<b>433,167</b>	<b>0</b>	<b>0</b>	<b>21,754</b>	<b>11,117</b>	<b>36,157</b>	<b>17,839</b>	<b>415,328</b>

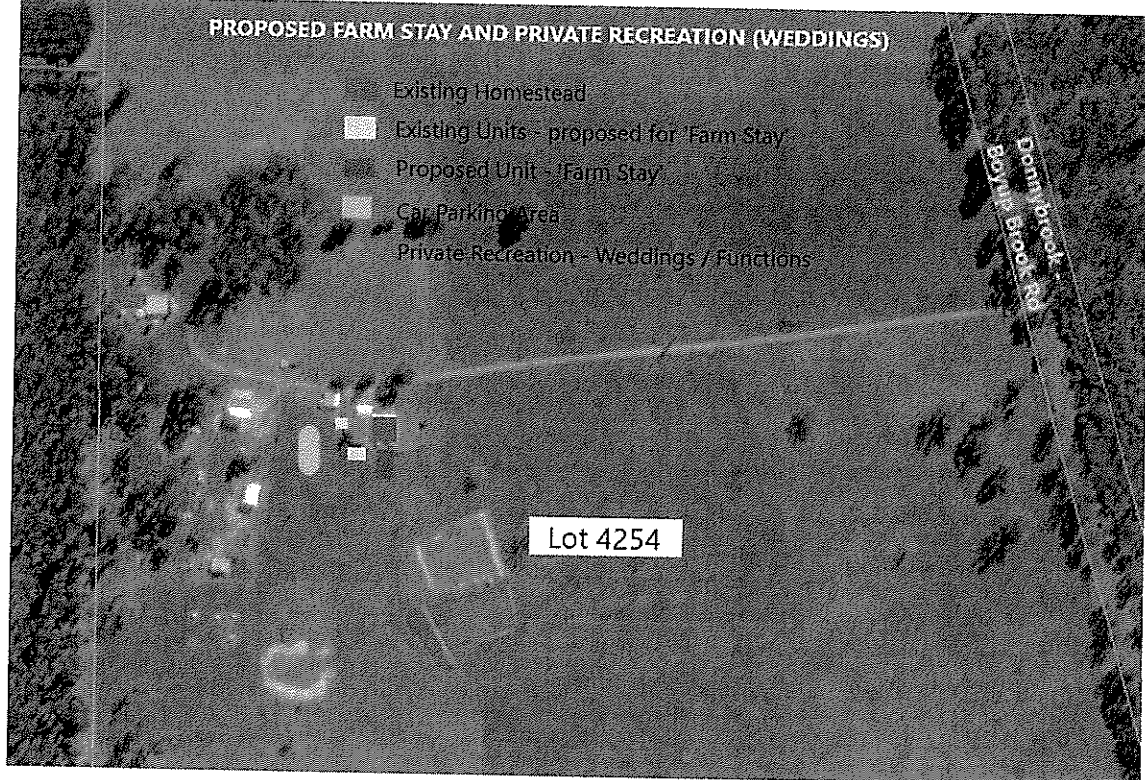
**SHIRE OF BOYUP BROOK  
TRUST SCHEDULE  
FOR THE PERIOD ENDING 31 OCTOBER 2020**

PARTICULARS	OPENING	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL
	BALANCE 01.07.2020	RECEIPTS 2020-21	RECEIPTS 2020-21	PAYMENTS 2020-21	PAYMENTS 2020-21	CLOSING 2020-21	CLOSING
	\$	\$		\$		\$	\$
<b>DEPOSITS</b>							
Police Licensing	245,880	0	172,828	0	(172,828)	245,880	245,880
					0	0	0
<b>TOTAL</b>	<b>245,880</b>	<b>0</b>	<b>172,828</b>	<b>0</b>	<b>(172,828)</b>	<b>245,880</b>	<b>245,880</b>
					Trust Fund Bank Balance	245,880	
Amount of Transfer Required from Muni Fund to Trust Fund to bring Trust Fund into balance						0	



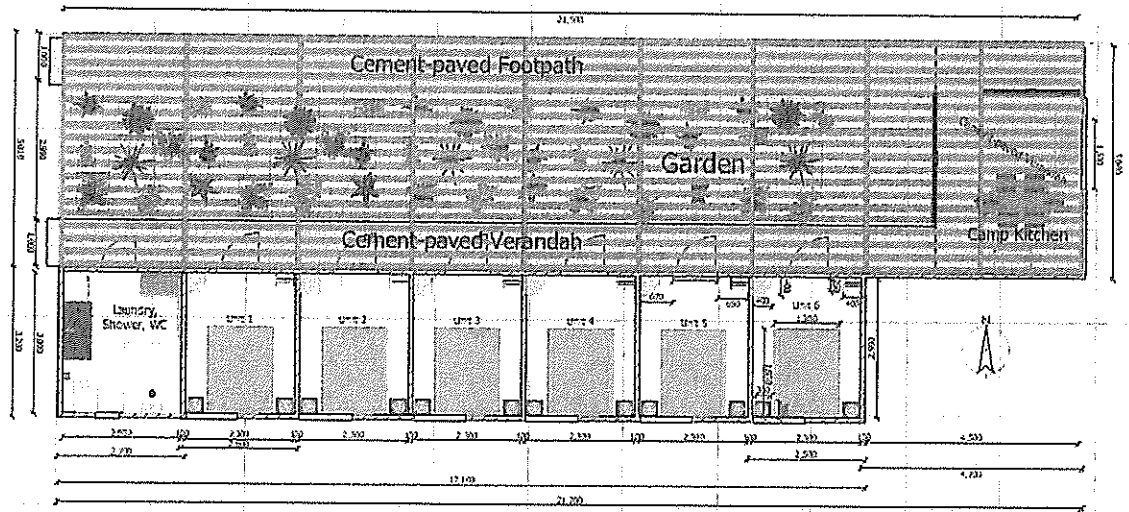
## APPROVED PLANS

### Site Plan

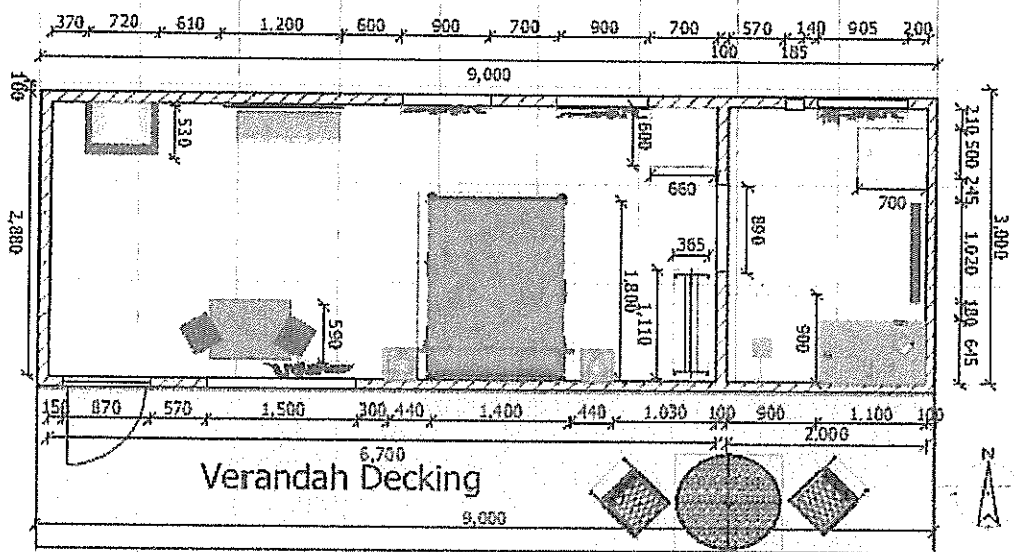


Existing developments (six bedroom Unit and chalet)

Donga 1 - Six Bedroom Unit



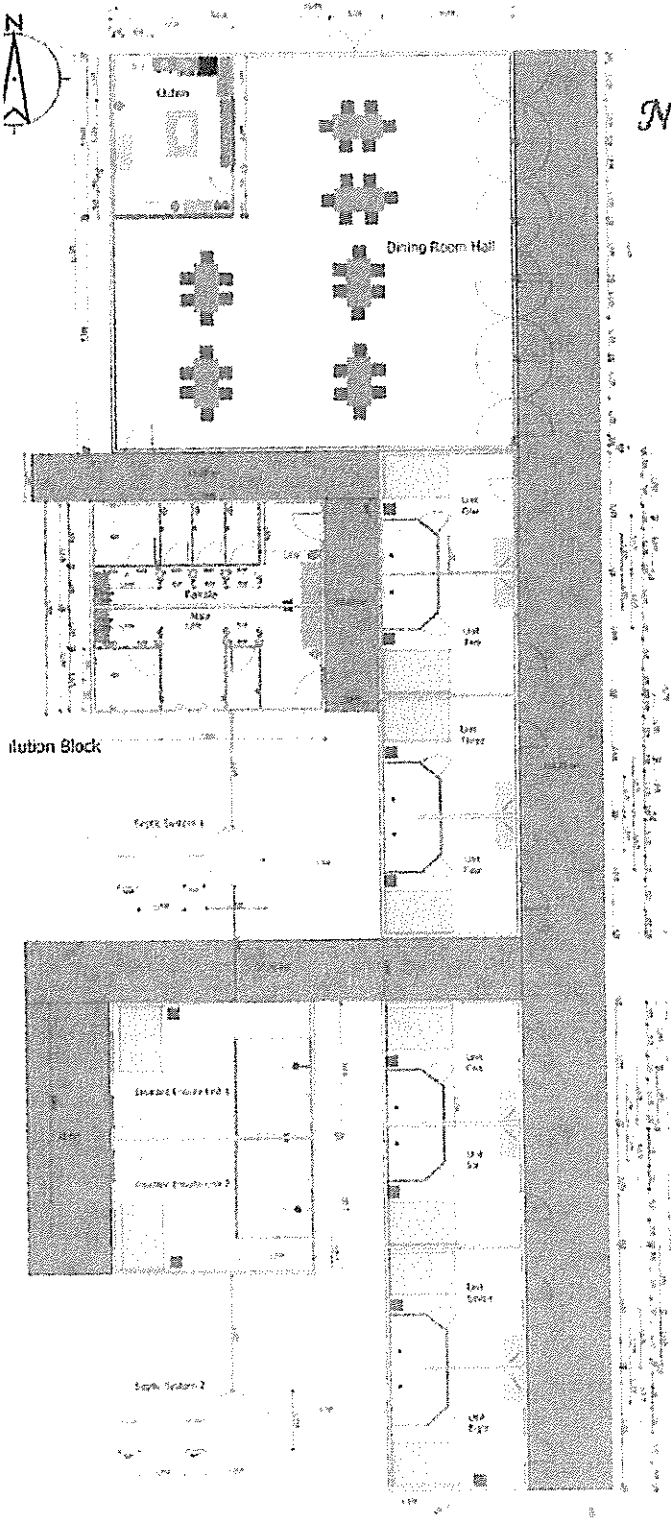
Donga 2 – 1 bedroom and ensuite



2 X Dongas



Proposed New Development (8 bedrooms, kitchen and dining, ablution and disabled toilets)



*Noggerup Farm Stay  
New Complex*



## Management Plans

### EMERGENCY PLAN

A copy of this information is to be displayed in a prominent location in the holiday house for guests to refer to in the event of an emergency.

Property Details	
Legal property address <i>This is the formal property street address and locality as shown on the Certificate of Title.</i>	4254 DOWNY BROOK - BOYUP BROOK RD. WINGA
Nearest road intersection	M'ANUSSEW - DOWNY BROOK - BOYUP BROOK RD.
Local Government Area	Shire of Boyup Brook
Land line telephone number <i>If a land/fixed telephone is connected to the premises.</i>	97322 389
Is there mobile phone / data coverage available. If so, which telcos?	✓ LIMITED COVERAGE

Emergency Contacts and Information	
National Emergency Service Number <i>Police, Ambulance, Fire</i>	000
State Emergency Service Assistance <i>Non-emergency</i>	132 500
Emergency Information <i>Phone and Website</i>	1300 657 209 www.dfes.wa.gov.au
Radio frequency of the official local emergency radio broadcaster <i>i.e. ABC Local Radio</i>	ABC LOCAL RADIO 824.254 684 AM
Nearest Emergency Muster Point / Evacuation Centre <i>Include route map if required.</i>	BOYUP BROOK 30km.

Nearest Hospital Information (24hr Emergencies)	
Name	BOYUP BROOK HOSPITAL
Address	HOSPITAL RD BOYUP BROOK
Distance from Holiday House	30km
Telephone Number	97650322

Bush Fire Brigade Information (if outside of a Townsite or settlement)	
Name of local brigade	BOYUP BROOK
Name of local fire control officer	TRISTAN MEAD
Phone number for local fire control officer	0497 671 340

# MANAGEMENT PLAN

Property and Permit Holder Details	
Holiday House Address	4354 DUNNTHROCK - BAY OF BRACKEN WILGA
Holiday House Permit Holder (i.e. Property Owner)	SEAN CHARLES + JANELE MCGILLIN
Permit Holder's Residential Address (i.e. Not a PO Box)	4354 DUNNTHROCK - BAY OF BRACKEN RD. WILGA
Permit Holder's Postal Address (if not same as residential address)	17 CONROW ST. ROSELANDS 6336
Permit Holder's Daytime Contact Number(s)	97 333 389
Permit Holders Email	bmcgillina@win.com.au

Local Managers Details	
Name of Manager	JANELE MCGILLIN
Residential Address (i.e. Not a PO Box)	4354 DUNNTHROCK - BAY OF BRACKEN RD. WILGA
Postal Address (if not same as residential address)	17 CONROW ST. ROSELANDS 6336
Day Time Contact Number	97333389
All-Hours Contact Number (To be made available to guests)	97333389 0849469010

Management Details	
Number of Guest Bedrooms (Attach scaled floor plan showing areas available to guests and any areas not accessible).	7 BEDROOMS FLOOR PLAN - ACCESS TO GUEST ATTACHMENT
Maximum number of guests able to be accommodated at the premises.	14
Will pets be accommodated? If so, please provide details of how these will be secured.	NO PETS
Location and number of car parking spaces available to guests inside the property.	10
How is water supplied to the premises? If an on-site water supply is provided, provide details of type and capacity.	RAIN + BOR WATER 350,000 LITERS OF BORER WATER

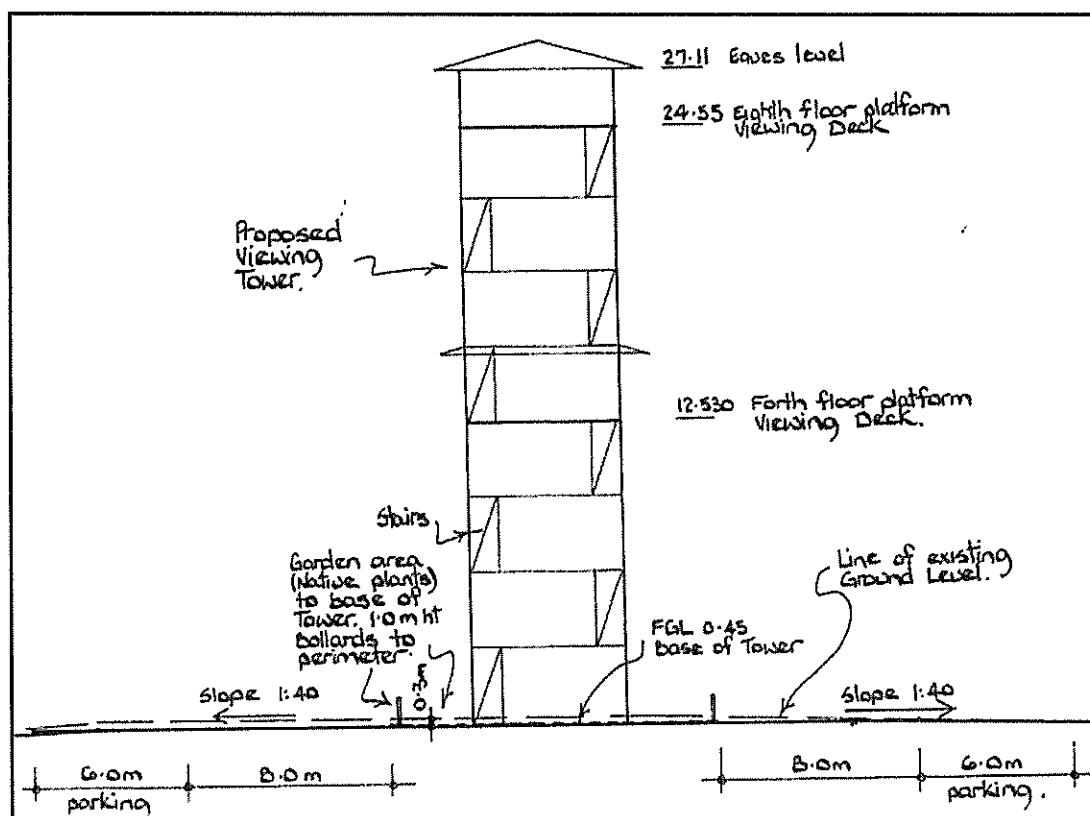
Detail the method of guest booking.	PHONE OR INTERNET
Detail the method of key collection / drop off.	OFFICE (RECEPTION) IN HOUSE
Detail the cleaning and servicing arrangements.	THIS WILL BE CARRIED OUT BY JANELE MCGILLIN
Detail rubbish disposal arrangements.	WASTE IS TAKEN TO LOCAL DISPOSAL SITE @ BAY OF BRACKEN
Will signage be displayed at the property? If so, provide details, including location, size and design.	YES. THIS WILL BE DISPLAYED AT THE FRONT OF THE PREMISES NEAR FRONT GATE VISIBLE FROM BOTH SIDES OF THE ROAD.

Development Application

# Centennial Viewing Tower

Shire of Boyup Brook

Reserve 24878



# Contents

1. INTRODUCTION .....	3
2. BACKGROUND .....	3
2.1 LOCATION .....	3
LOCATION PLAN .....	3
2.2 SITE DESCRIPTION / SURROUNDING LAND USES .....	3
SITE PLAN .....	4
3. PROPOSED DEVELOPMENT .....	4
OVERALL PLAN .....	5
3.1 CAR PARKING, ACCESS AND STORMWATER .....	6
CAR PARKING PLAN .....	6
3.2 LOOKOUT TOWER .....	6
TOWER PLAN .....	7
3.3 LANDSCAPING .....	7
3.4 SIGNAGE .....	7
3.5 ABLUTION BLOCK .....	7
3.6 ENVIRONMENTAL CONSIDERATIONS .....	7
DEVELOPMENT FOOTPRINT .....	8
3.7 BUSHFIRE .....	8
4. STATUTORY PLANNING .....	9
4.1 SHIRE OF BOYUP BROOK LOCAL PLANNING SCHEME NO. 2 .....	9
4.2 SCHEME PROVISIONS .....	9
4.3 SITE AND DEVELOPMENT REQUIREMENTS .....	9
5. CONCLUSION .....	12
APPENDIX A: DEVELOPMENT PLANS .....	13

## 1. INTRODUCTION

Development Approval is sought for the following at the Reserve site – 24878, Cailles Street:

- Bitumen driveway (two-way);
- 18 car parking bays and two bus and caravan parking areas;
- Composting toilet; and
- 27m high viewing tower.

This report provides a justification for development approval.

## 2. BACKGROUND

### 2.1 LOCATION

The subject site (Reserve 24878) is located off Cailles Street, approximately 500m from the Boyup town centre.

#### LOCATION PLAN



### 2.2 SITE DESCRIPTION / SURROUNDING LAND USES

The subject site:

- Is connected to Cailles Street by an existing gravel crossover.
- Is majority cleared of vegetation (Parkland cleared vegetation exists on the periphery).
- Is 8095m<sup>2</sup> in land area and is reasonably level/flat land.



Land to the west/north/south is reserved for 'public purposes (Water and Parkland)' and is parkland cleared. Land to the east is majority developed as the Boyup townsite.

Water Corporation underground water pipes exist between the subject site and Cailles Street.

The site is not listed as being a contaminated site.

#### SITE PLAN



### 3. PROPOSED DEVELOPMENT

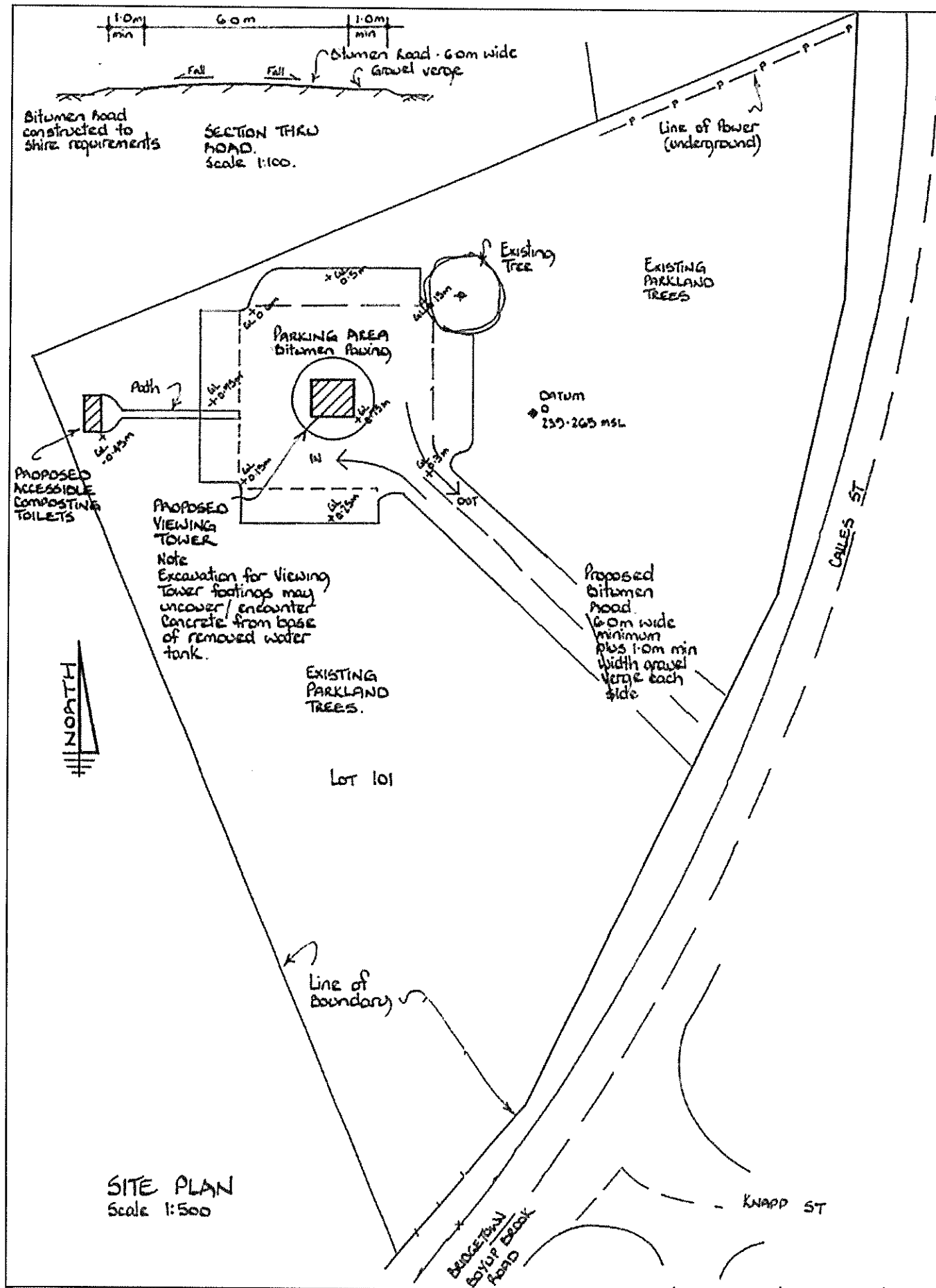
The project is to construct a Viewing Tower 28m high, with viewing decks at 13m and at 26m on the highest point in town, enabling views in excess of 20 kilometres in every direction.

Development (including access and car parking areas) is proposed to occur in existing cleared areas.

The project will include sufficient parking and turning space for larger vehicles, including caravans, new roadway to access the tower and an accessible ablutions block, with landscaping around the tower base.

The purpose of this project is to be a catalyst to attract visitors to Boyup Brook. The tower will work with the other tourism offerings in the town and the projects currently being delivered by the Shire to provide a compelling attraction for visitors.

# OVERALL PLAN





### 3.1 CAR PARKING, ACCESS AND STORMWATER

Access is proposed off Cailes Street, utilising an existing crossover and upgraded to a six metre wide bitumen road, leading to sixteen car parking bays and two bus/caravan parking areas.

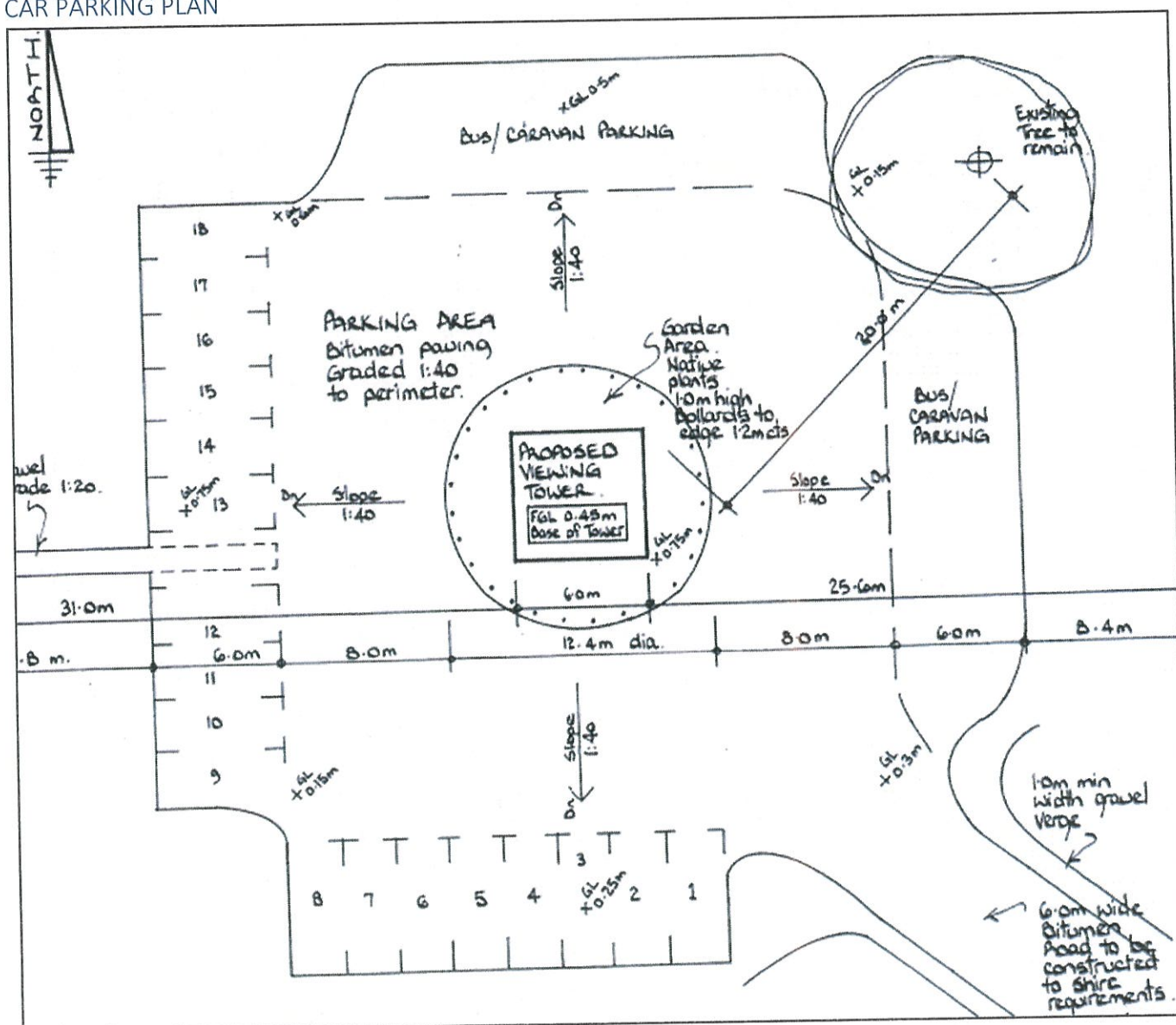
A small number of visitors (vehicles) are expected to and from the site, meaning minimal impact expected to vehicle movement on the Cailes Street, which has low volumes of traffic.

A suitably sized area is proposed for bus, caravan and vehicle turning and manoeuvring.

The parking areas are proposed to be graded 1:40 and bitumen sealed.

Swales with rock base are proposed to manage stormwater runoff and to ultimately limit erosion to neighbouring land.

#### CAR PARKING PLAN



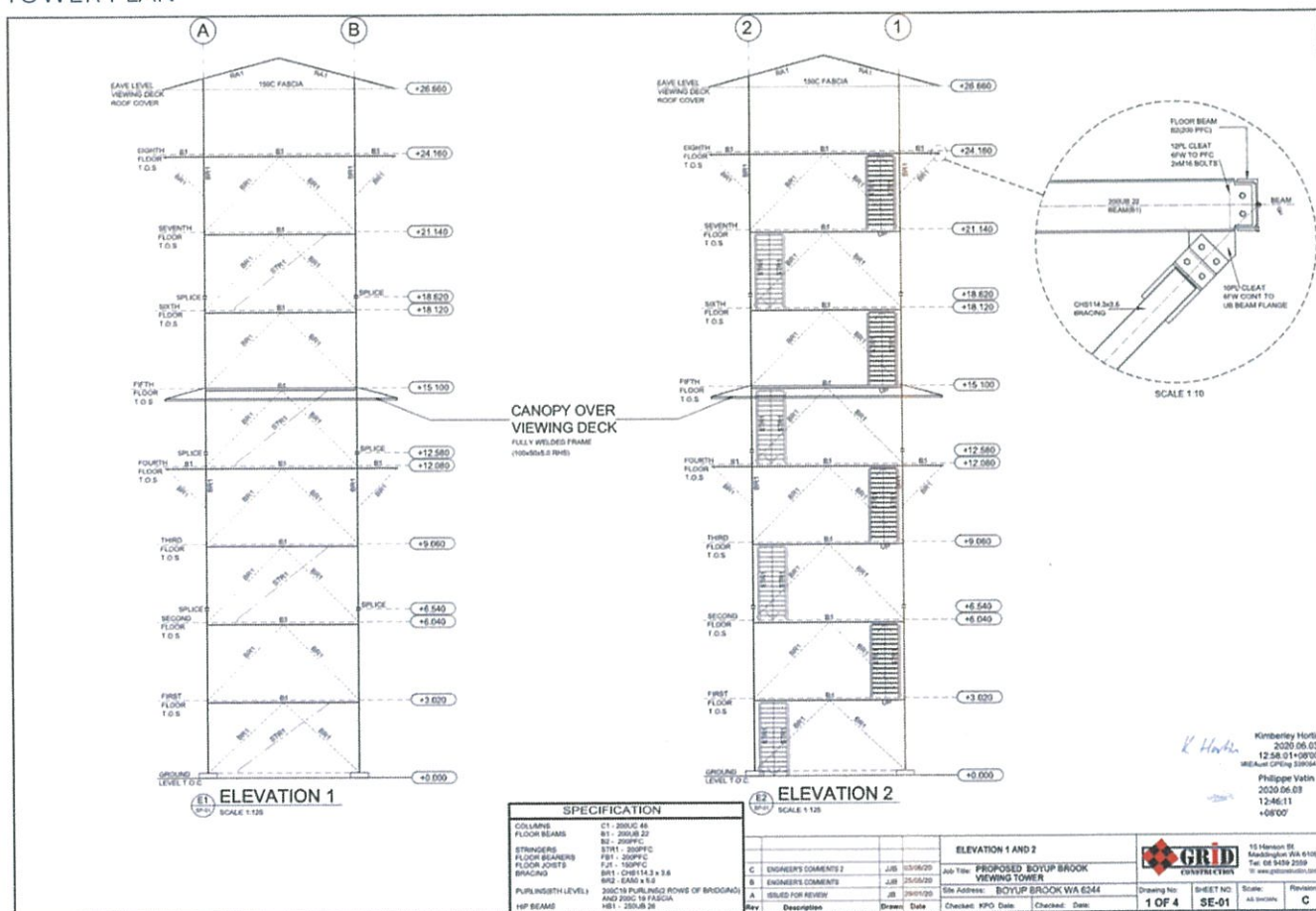
### 3.2 LOOKOUT TOWER

The tower itself (28m high, with viewing decks at 13m and at 26m) will be constructed from galvanised steel; the same as that used in high voltage transmission towers to ensure minimum maintenance requirements.

It will include two viewing decks and no-slip, high-visibility strips on the steps. The tower will also include lighting for both safety and aesthetic purposes.

Structurally certified design drawings are to be produced for a future Building Permit application.

## TOWER PLAN



### 3.3 LANDSCAPING

An area surrounding the base of the lookout tower is proposed to be garden landscaped.

### 3.4 SIGNAGE

The project will include the erection of directional signage to the tower and signage on site containing tourism information and a directional link to a Bicentennial trail.

### 3.5 ABLUTION BLOCK

A composting toilet is to be developed on site for the convenience of visitors. The toilet is to be developed in accordance with Department of Health standard and is to obtain environmental health approval.

### 3.6 ENVIRONMENTAL CONSIDERATIONS

Development is proposed to occur in existing cleared areas meaning minimal impact to the environment.

The reserves of the area lie within the Southern Jarrah Forest Subregion (JF2) of the Southwest Bioregion of Western Australia characterised by Jarrah-Marri Forests on laterite gravels with more Wandoo dominated vegetation on clays in the eastern parts (Hearn et al. 2002).

Vegetation in the area ranges from 'good' to 'excellent' condition (Government Western Australia 2000).

Naturemap Database results (APP) indicate that two Threatened species, *Commersonia erythrogyna* (T) Cossack Orchid (*Caladenia dorrienii*) (T) and two Priority orchids *Calochilus* sp. Boyup Brook (P1) and *Caladenia* sp. Kenenup (P2) are known to exist within the locality.

There are also a number of weeds present, mostly in areas previously disturbed.



## DEVELOPMENT FOOTPRINT



### 3.7 BUSHFIRE

The likely intensity of a bushfire and the likely level of bushfire attack on the site can be categorising as 'moderate'. This is due to the nature of the vegetation being 'open woodland'.

HAZARD LEVEL	CHARACTERISTICS
<b>Extreme</b>	<ul style="list-style-type: none"> <li>• Class A: Forest</li> <li>• Class B: Woodland [05]</li> <li>• Class D: Scrub</li> <li>• Any classified vegetation with a greater than 10 degree slope</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>• Class B: Open woodland (06), Low woodland [07], Low open woodland (08), Open shrubland [09]*</li> <li>• Class C: Shrubland</li> <li>• Class E: Mallee/Mulga</li> <li>• Class G: Grassland, including sown pasture and crops</li> <li>• Vegetation that has a low hazard level but is within 100 metres of vegetation classified as a moderate or extreme hazard, is to adopt a moderate hazard level.</li> </ul>
<b>Low</b>	<ul style="list-style-type: none"> <li>• Low threat vegetation may include areas of maintained lawns, golf courses, public recreation reserves and parklands, vineyards, orchards, cultivated gardens, commercial nurseries, nature strips and windbreaks.</li> <li>• Managed grassland in a minimal fuel condition (insufficient fuel is available to significantly increase the severity of the bushfire attack). For example, short-cropped grass to a nominal height of 100 millimetres.</li> <li>• Non-vegetated areas including waterways, roads, footpaths, buildings and rock outcrops.</li> </ul>



A bushfire risk management strategy is not considered necessary to guide development and use of the proposed lookout tower. The following reasons apply:

- Fuel loads within the reserve areas adjacent to the Boyup townsite are regularly monitored and controlled burns frequently undertaken (last burn undertaken 2020) to reduce risk to property and life;
- In the instance of a bushfire, persons are able to respond (Visitors have easy access to a main road for evacuation and the lookout tower is expected to receive a very low number of visitors for short periods of time (1-2hrs/visit – no overnight stay).

Due to the ongoing management of fuel loads and the low frequency of use of the proposed lookout tower, the chance of a bushfire igniting, spreading and causing damage to people, property and infrastructure is not considered serious.

The construction material (galvanised steel) proposed for the lookout tower is expected to withstand a medium heat intensity from a bushfire.

## 4. STATUTORY PLANNING

### 4.1 SHIRE OF BOYUP BROOK LOCAL PLANNING SCHEME NO. 2

In accordance with the Shire's *Local Planning Scheme No.2*, the subject Lot 500, R24878 is reserved for the purpose of 'Public Purposes - Tourism and Recreation'.

The subject reserve is vested, for management purposes, with the Shire of Boyup Brook.

### 4.2 SCHEME PROVISIONS

#### Part 2 – Reserved Land

The application for the lookout tower (tourism related), complies with 'Part 2' of the scheme (Reserved Land) as follows:

*2.1.2 Land set aside under this Scheme for the purpose of a reservation is deemed to be reserved for the purpose indicated on the Scheme Map.*

*2.1.3 Except as otherwise provided in this Part, a person shall not carry out any development on land reserved under this Scheme other than the erection of a boundary fence, without first applying for, and obtaining, the written approval of the Council.*

*2.1.4 In considering any application, the Council shall have regard to Clause 3.4.3, the ultimate purpose intended for the Reserve and shall, in the case of land reserved for the purpose of a public authority, confer with that authority before giving its approval.*

#### Schedule 1 - Interpretations

The proposed use matches the Shire's land use definition of:

*"public amusement"* means land and buildings used for the amusement or entertainment of the public, with or without charge.

### 4.3 SITE AND DEVELOPMENT REQUIREMENTS

The proposed development complies with the following scheme standard 5.8, which seeks to ensure appropriate access to a development occur.

#### **5.8 TRAFFIC ENTRANCES**

*The Council, where it considers it desirable, and in the interests of traffic safety, may direct the owner of any lot to provide such additional access as it requires.*

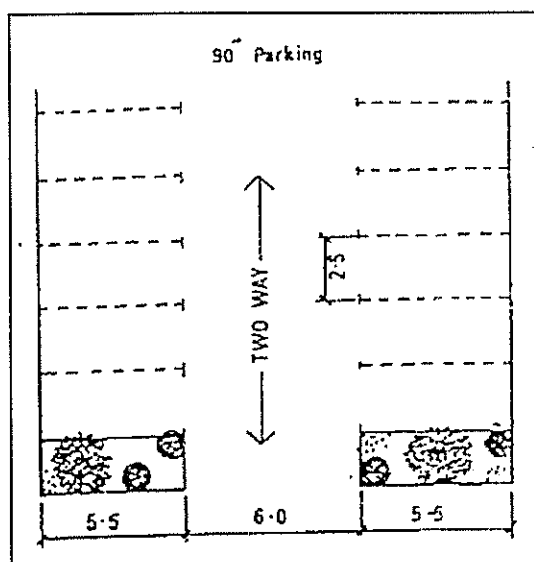
The proposed development complies with the scheme standard 5.10, which makes the following requirements for car parking:

#### 5.10 CAR PARKING

5.10.1 The number of car parking spaces to be provided for specific development shall be in accordance with Table 3. Where development is not specified in Table 3 the Council shall determine the parking standard.

The subject development is not specified in Table 3.

5.10.2 Except for car parking spaces required for residential purposes, car parking must be provided pursuant to the provisions of this Scheme and shall be laid out and constructed generally in accordance with the parking layouts depicted in Schedule 6. Where the angles of proposed car parking vary from Schedule 6, Council may determine the width of the manoeuvring aisle which in no case shall be less than four metres.



5.10.3 Car parking bays shall be capable of use independently of each other.

5.10.4 All driveways and parking areas shall be constructed to Council's satisfaction with appropriate measures for drainage and disposal of surface water.

The proposed development complies with the following scheme standard 5.11, which seeks to ensure that development does not detract from the visual amenity of the area. The lookout tower is proposed to be developed in an area, which is screened from view by vegetation.

#### 5.11 PROTECTION OF AMENITY

No building shall be so constructed, finished or left unfinished that its external appearance would, in the opinion of the Council, detract from the visual amenity of the locality or have the potential to depreciate the value of adjoining property. All land and buildings shall be used and maintained as to preserve the local amenity to the satisfaction of the Council.

The proposed development complies with the following scheme standard 5.12, which seeks to ensure nuisance is not caused to inhabitants in the area or to traffic. The use is proposed to be located in an area well setback from residential areas. Access off Cailles Street is not expected to impact vehicle movement.

#### 5.12 NUISANCE

No land, building or appliance shall be used in such a manner as to permit the escape therefrom of smoke, dust, fumes, odour, noise, vibration or waste products in such quantity or extent, or in such a manner as, in the opinion of the Council, will create, or be a nuisance to, any inhabitant or to traffic or persons using roads in the vicinity.

The proposed development complies with the following scheme standard 5.13, which seeks to ensure development is suitably landscaped. Landscaping is proposed around the base of the lookout tower.

### 5.13 LANDSCAPING

*Landscaping shall be undertaken and maintained to Council's satisfaction for all development unless, in the opinion of the Council, such landscaping is considered unnecessary. Such landscaping shall generally be located in such positions on a site or sites so as to enhance the appearance of any development or screen from view any parking area, open storage area, drying areas and any other space which, by virtue of its use, is likely to detract from the visual amenity of the surrounding area.*

The proposed development does not comply with the following scheme standard 5.15, which seeks to ensure that a site is not developed to exceed 10 metres in height. In accordance with the scheme, it is requested that a variation is granted as the development:

- a) Is sympathetic to scale of surrounding trees; and*
- b) Is not expected to impact on the amenity enjoyed by developed areas.*

### 5.15 Maximum building height

*No site shall be developed or building constructed to contain more than two storeys or exceed 10 metres in height measured to the highest proportion of the building from mean natural ground level, or such other ground level, as may be determined by Council.*

*Council may vary this requirement if it can be satisfied the development can comply with the development standards and:*

- a) Will not restrict light, sunshine and natural ventilation enjoyed by surrounding properties.*
- b) Will not intrude upon the privacy enjoyed by surrounding properties by virtue of overview.*
- c) Will not diminish views or outlook available from surrounding properties.*
- d) Is sympathetic with the scale and character of the surrounding built environment.*

The proposed development complies with the following scheme standard 5.16, which seeks to ensure the privacy of neighbouring development is not impacted. The lookout tower is designed such that viewing platforms look out to landscape features close to the horizon and not down to privacy areas associated with the Boyup townsite.

### 5.16 PRIVACY

*In considering a development proposal, Council shall have regard to its likely impact on privacy enjoyed by neighbouring developments and may impose conditions regarding the size, location and design of balconies, windows overlooking adjoining back yards or private spaces.*

The proposed development seeks to comply with the following scheme standard 5.22, which seeks to ensure tourism developments take into consideration a range of matters.

### 5.22 Tourist Facilities

*5.22.2 That in considering an application for a tourist use the Council will have regard to:*

- (a) the objectives of the zone;*
- (b) the likely impact upon surrounding development;*
- (c) the scale and intensity of the development*
- (d) appropriate setbacks to existing or proposed agricultural uses;*
- (e) the effect that existing or proposed agricultural uses could have on the proposal;*
- (f) provision of services for the development including water supply, on site effluent disposal, solid waste disposal and electricity;*
- (g) access to and from the site;*
- (h) impact of the development upon landscape values;*
- (i) protection of remnant vegetation*
- (j) the impact on any rare and threatened flora and fauna; and*
- (k) fire management.*



## 5. CONCLUSION

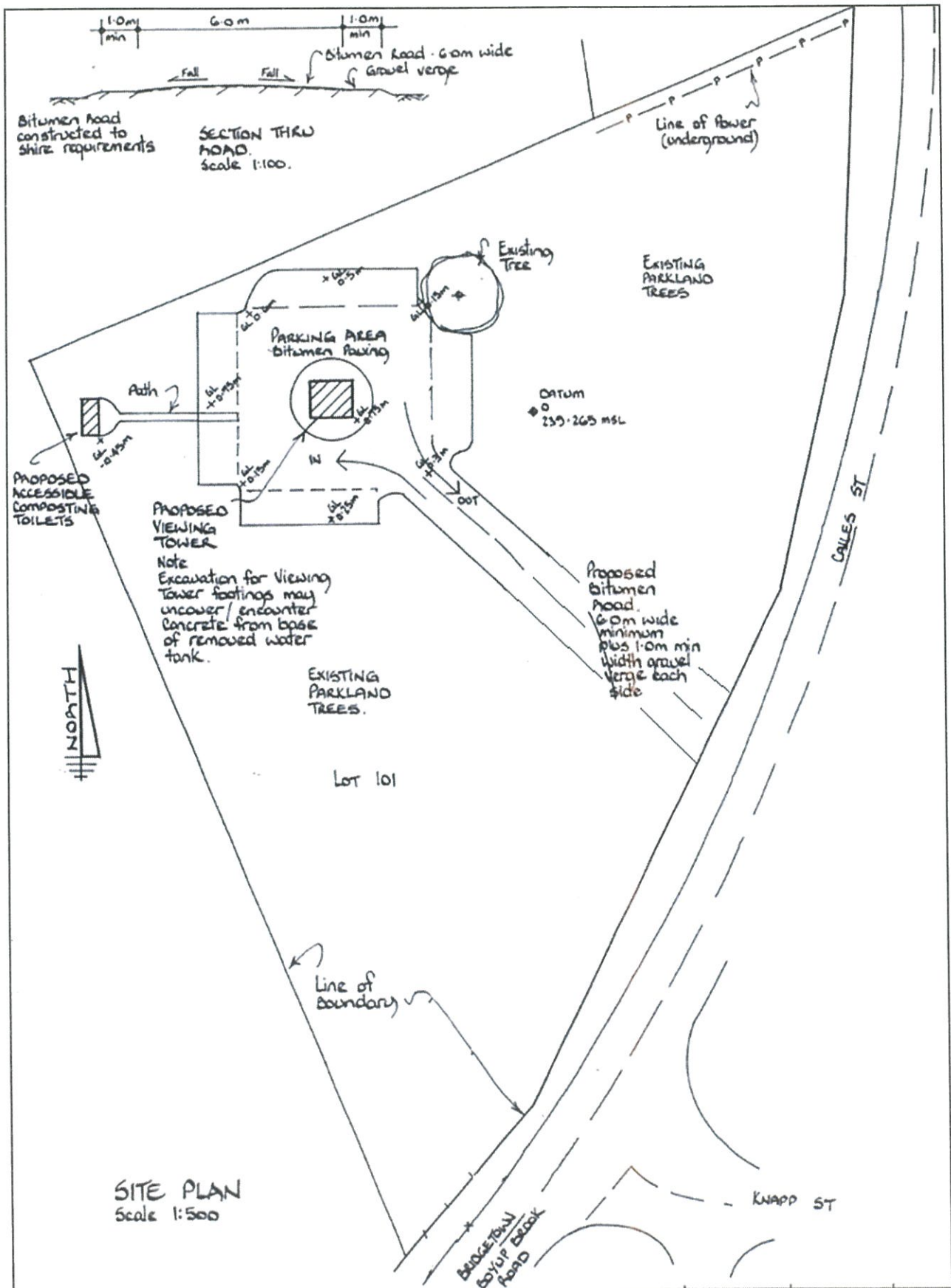
The purpose of this project is to be a catalyst to attract visitors to Boyup Brook. The tower will work with the other tourism offerings in the town and the projects currently being delivered by the Shire to provide a compelling attraction for visitors.

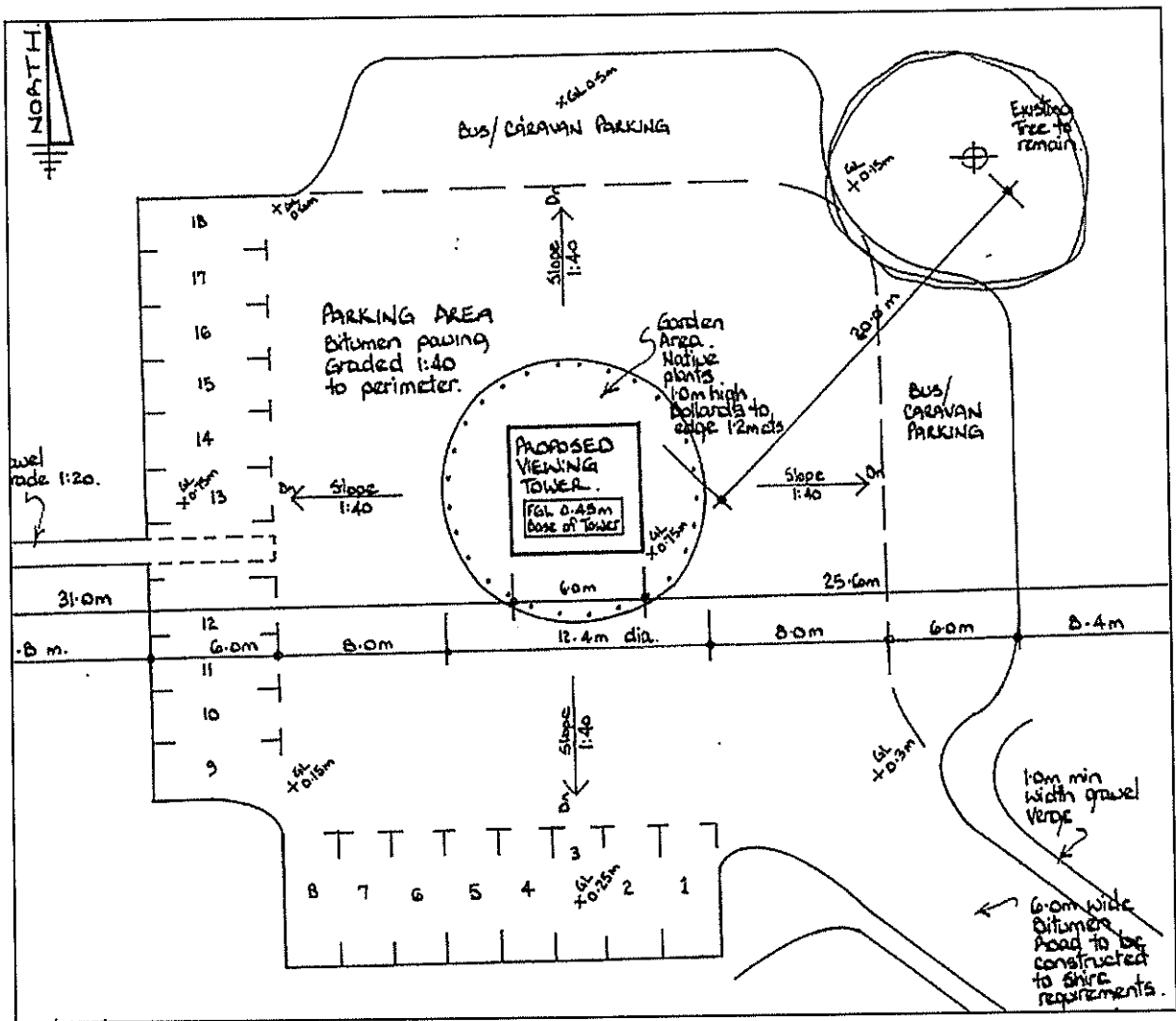
The project is to construct a Viewing Tower 28m high, with viewing decks at 13m and at 26m on the highest point in town, enabling views in excess of 20 kilometres in every direction.

There are no issues expected from the proposed development:

- The application complies with the reserve purpose 'Tourism and Recreation';
- Development is proposed in existing cleared areas – no clearing necessary;
- Threat to property and life is not considered serious due to ongoing management of fuel loads and the low frequency use of the lookout tower;
- The application complies with the Shire's scheme standards. The project will include sufficient access, parking, landscaping, stormwater management and is not expected to impact on the amenity of the area.

# APPENDIX A: DEVELOPMENT PLANS











## Schedule of Submissions and Recommendations

Proposed Viewing Tower – Lot 500 (R24878), Cailles St

### SHIRE OF BOYUP BROOK

No.	Address/Contact	Summary of Submissions	Shire of Boyup Brook – Comment and Recommendations
		<p><b>Note: This is a broad summary of the submissions only. A copy of the submissions in full has been provided to the Council as a separate document.</b></p>	
Public			
1.	Sowry	<p>I would like to state at the outset that I am in favour of the tower at the old water tank site, although I think the design leaves a lot to be desired.</p> <p>However I am very concerned at the area of bushland that is to be cleared. This area of bush in the reserve has the least amount of weeds some wonderful flora and not only a priority 1 Orchid, <i>Caladenia perangusta</i>, but a declared rare orchid <i>Caladenia dorrienii</i>.</p> <p>Boyup Brook gets many tourists coming to look at and photograph these orchids every year and I would suggest that the majority of them are Grey Nomads of an older age who will probably not be going to climb the tower but who will be horrified at the amount of clearing in the area of the orchids. Looking at the area that is to be cleared I can see that it will encroach into where the orchids have been found.</p> <p>At a committee meeting at the Visitors Centre when this tower was first proposed it was stated that there would be minimal clearing to be done as parking would not be on the site. Why has this changed?</p> <p>The organisers are to be commended for planning to landscape with native plants around the site, however I would like to point out that when revegetating a bushland site seed needs to be collected from the local natives and grown in pots to replace what has been cleared and you need someone with a commercial seed collecting licence issued by DBCA to collect the seed. The alternative is to purchase local native plants from a registered nursery and please be aware that the hybrid natives that most nurseries sell should not be an option nor should exotic deciduous varieties of trees and shrubs from overseas or indeed Eastern States.</p> <p>I wish the organisers every success with their project but not at the expense of some lovely bushland close to town that locals and tourists really appreciate and utilise.</p>	<p>Note comment relating to the environmental attributes and planning for revegetation.</p> <p><u>Environment</u> All development is proposed to occur within existing cleared areas. There is no expected impact to environmental attributes.</p> <p>The proposed development was referred to the Department of Water and Environmental Regulation (DWER). DWER responded to the Shire with the following comments:</p> <p><i>Plants of the Threatened species Caladenia dorrienii and the Priority 2 listed Caladenia perangusta have been previously recorded within Reserve 24878.</i></p> <p><i>The Threatened species is specifically protected under the Biodiversity Conservation Act (BC Act). Any proposal that may impact that species, be above ground or dormant below ground parts, will require a Section 40 Authorisation.</i></p> <p><i>Removal of trees in this area may impact on Black Cockatoo species. Black cockatoos are listed as threatened fauna under the BC Act and the Commonwealth of Australia's Environment Protection and Biodiversity Conservation Act 1999.</i></p> <p><i>A section 40 ministerial authorisation to take or disturb threatened fauna under the Biodiversity Conservation Act 2016 may be required.</i></p> <p>To dismiss any doubt relating to the protection of the environment, should Council agree to approve the proposed development, it is recommended that the following condition and advice is included in an approval notice:</p> <p><b>Condition</b></p> <ul style="list-style-type: none"> <li>All development is to occur within existing cleared areas.</li> </ul> <p><b>Advice</b></p> <ul style="list-style-type: none"> <li>A section 40 ministerial authorisation is required prior to taking or disturbing a threatened species under the Biodiversity Conservation Act 2016.</li> </ul> <p><u>Revegetation</u> it was commented that native plants should be used for any revegetation.</p>

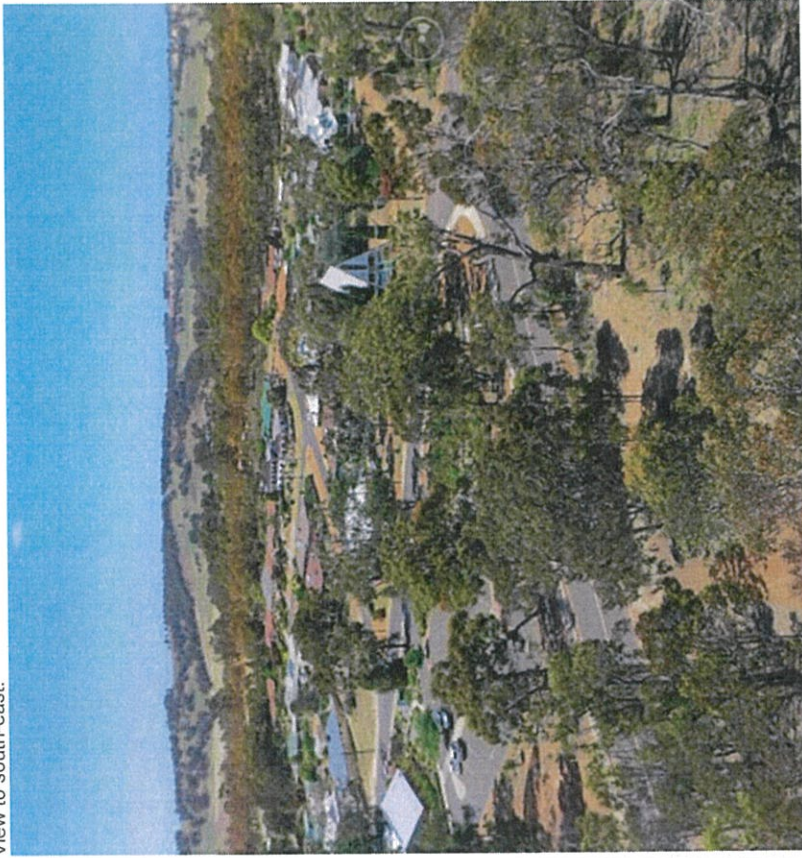
		Should Council agree to approve the proposed development, it is recommended that the following condition is included in an approval notice:	
		<p><b>Condition</b></p> <ul style="list-style-type: none"> <li>All landscaped areas shall be developed and maintained to the satisfaction of the Shire of Boyup Brook. Plants endemic to the area should be planted in landscaped areas.</li> </ul>	
2.	Carlin	<p>A 28m tower isn't going to make people want to stay in town.</p> <p>In my opinion the tower needs to be part of a full package and one that can't exist without the others; accommodation and dining options + other experiences. This project needs to look at all of these things inclusively and this also needs to be communicated out to ratepayers.</p> <p>A tower is a one-time only kind of an attraction. No one is going to keep returning to climb a viewing tower without other things to draw them back to Boyup Brook and make them want to stay.</p> <p>I truly believe that the money could be far better spent and other projects should become a priority prior to building a viewing tower. We need to reinvigorate our town and I don't feel a viewing tower will do this.</p>	<p>Note comments relating to visitor attraction. A Public Viewing Tower is expected to attract visitors to the town.</p> <p>To entice visitors to stay in the town, should Council agree to approve the proposed development, it is recommended that the following advice is included in an approval notice:</p> <p><b>Advice</b></p> <ul style="list-style-type: none"> <li>It is recommended that a notice board is developed to accompany the viewing tower. The notice board should include information on other opportunities for visitors (e.g. museum, environmental attributes and public amenities).</li> </ul>
3.	Broadhurst	<p>The Climbing Tower would be a distinct asset to the Tourism viability of the Shire. Living within a line-of-sight to the area I am aware of frequent visitations by persons interested in the observing/photographing of our unique wildflowers and the Visitor Information Centre regularly sends interested persons to the site.</p> <p>The footprint should not extend significantly beyond the area previously occupied by the water tower. The proposed area within the boundaries indicated, encroaches on surrounding bush land to a significant degree. It is a much larger footprint than that which was taken up by the water tank. If my maths is correct it extends 700 metres in from the road and 1250meters along the road! Action such as this would create precedence and a gateway to greater encroachment into a significant ecotourism asset, our history and heritage. The surrounding land has a Rare orchid (ORCHADACEAE Caladenia dorrienii Domin Cossack Spider Orchid) and a Priority 1 orchid (ORCHIDACEAE Caladenia perangusta Slender Sepaled Spider Orchid) seen and recorded in 2020.</p> <p>Will the immediate area be fenced to discourage people from the trampling of plants with indiscriminate encroachment from all sides and the desecration of the surrounding area with their rubbish? Access paths to the Bi-centennial Walk Trail already exist and these could have openings provided in the fence and signage to request that persons stay on the paths.</p> <p>Will there be bins and a weekly rubbish removal service in place?</p> <p>Parking for 18 cars, 2 buses and 2 caravans is absolute optimistic overkill, endangers rare flora and compromises the safety of persons, especially children, at the foot of the Tower. To consider it a necessity for on-site parking is quite unfounded and to expect caravans and buses to be</p>	<p><u>Tourism</u> Comment associated with tourism is noted. A viewing tower is expected to improve tourism within the Shire.</p> <p><b>No modification recommended.</b></p> <p><u>Environment and development footprint</u> Comment associated with protecting the environment and limiting the development footprint is noted.</p> <p>All development is proposed to occur within existing cleared areas.</p> <p>As recommended in submission No.1 (see above), an approval notice should be conditioned to ensure development occur in existing cleared areas.</p> <p><u>Fencing</u> Comment associated with fencing, signage and the protection of the environment is supported.</p> <p>Should Council agree to approve the proposed development, it is recommended that the following conditions are included to ensure rural type fencing (post and wire) and signage, is constructed to facilitate the protection of the environment.</p> <p><b>Conditions</b></p> <ul style="list-style-type: none"> <li>Fencing is to be developed on the site, to ensure protection of native vegetation from pedestrians, to the satisfaction of the Shire. The minimum standard of fencing shall be 1.4 metre post and 4 strand wire or such similar materials.</li> <li>Signage is to be developed on-site, advising visitors of the environmental attributes of the area.</li> </ul> <p><u>Rubbish disposal</u> Comment associated with rubbish disposal is supported.</p>

	<p>accommodated and be negotiating the steep rise up to the area is inappropriate and even dangerous. Vehicles parking that close to the foot of the tower have to create a danger to pedestrians. My understanding is that parking was originally considered around the corner in Calles Street on the road to Bridgetown with a connecting board walk with hand rail alongside the firebreak to the climbing tower. Why was this idea discarded? There is a wide, cleared verge on both sides of the road already available and well used to develop controlled parking areas without removing any of the natural vegetation. Safe entry/exiting on the northern side of the road where a bend reduces easy line-of-site could be easily managed by installing kerbing to create directed entry/exit points. The intrusion into the bush area would be minimal. A set-down/pick-up Bay could be provided on the road side at the foot of the existing driveway for mobility challenged spectators. The existing drive will need up-grading in any circumstance so a winding pathway with handrails and low gradients could be developed on the said existing pavement area with minimal impact on the vegetation on either side.</p> <p>Will there be seating available at the tower?</p> <p>An onsite composting toilet is unwarranted, an intrusion and unsustainable. I do not accept the need for a toilet to be on site. There is a suitable toilet facility behind the Town Hall which is a very short drive from the tower precinct and indeed a realistic walk for mobile persons. Suitable signage could advise visitors of where to find the nearest toilet. Boyup Brook town already has numerous public toilet facilities which past Works Managers have considered a demanding maintenance/cleaning commitment as it is. I can't imagine that, that thought has changed much. Why create another headache which has to be serviced and cleaned regularly/daily?</p> <p>NATIVE PLANTS: Considering the proposed 'Native' garden around the base of the tower. Who will choose the plants and where will they be sourced? Will they be plants which are naturally found in the surrounding bush or will they be hybrid, nursery generated varieties OR feral, invasive species which do not belong in the Shire of Boyup Brook?</p>	<p>Should Council agree to approve the proposed development, it is recommended that the following advice is included in an approval notice:</p> <p><b>Advice</b></p> <ul style="list-style-type: none"> <li>• <i>A rubbish disposal bin should be provided on site and managed appropriately.</i></li> </ul> <p><b>Parking</b> Comment associated with car-parking is partly supported and partly dismissed.</p> <p>Parking is proposed to be located on-site, to provide safe and convenient access to the viewing tower.</p> <p>It was commented that car parking should be provided adjacent to the road. This comment is not supported. MAIN Roads WA are not in-favour of the idea of developing parking adjacent to the road. In accordance with the Shire's Local Planning Scheme, sufficient car parking should be provided on-site. Car-parking adjacent to the road may be subject to the following issues:</p> <ul style="list-style-type: none"> <li>o Consideration is to be given to the land vesting and purpose (e.g. land between the R24878 and the road is vested with the Water Corporation);</li> <li>o Separate development approval is necessary;</li> <li>o Vegetation may need to be cleared to improve the line of vision caused by a bend in the road. Clearing permit required.</li> </ul> <p>It was commented that too much car parking is proposed on-site. This comment is supported. It may be appropriate to consider developing parking, via a staged approach (e.g. develop five (5) bays and a bus and a caravan bay for Stage 1. Should demand for car parking exceed the developed supply, consider developing additional parking as required). Also, bitumen sealing of the car-parking areas may not be necessary. Sealing of the access road is necessary due to a steep gradient.</p> <p>Should Council agree to approve the proposed development, it is recommended that the following advice is included in an approval notice:</p> <p><b>Advice</b></p> <ul style="list-style-type: none"> <li>• <i>Regarding the proposal to develop on-site car parking, it may be appropriate to develop car parking in stages and to leave the carparking areas as a gravel standard (not bitumen sealed). Consider developing five (5) bays and a bus and a caravan bay for Stage 1. Should demand for car parking exceed the current supply, consider developing additional parking as required (Stage 2).</i></li> </ul> <p><b>Seating</b> Comment associated with seating is supported.</p> <p>Should Council agree to approve the proposed development, it is recommended that the following advice is included in an approval notice:</p> <p><b>Advice</b></p> <ul style="list-style-type: none"> <li>• <i>Seating should be provided on site.</i></li> </ul> <p><b>Toilets</b> Comment associated with the proposed toilet is supported.</p> <p>There are suitable toilet facilities within close distance to the site and a toilet developed on-site would require unnecessary maintenance and cleaning. It has been recommended that a notice board is</p>
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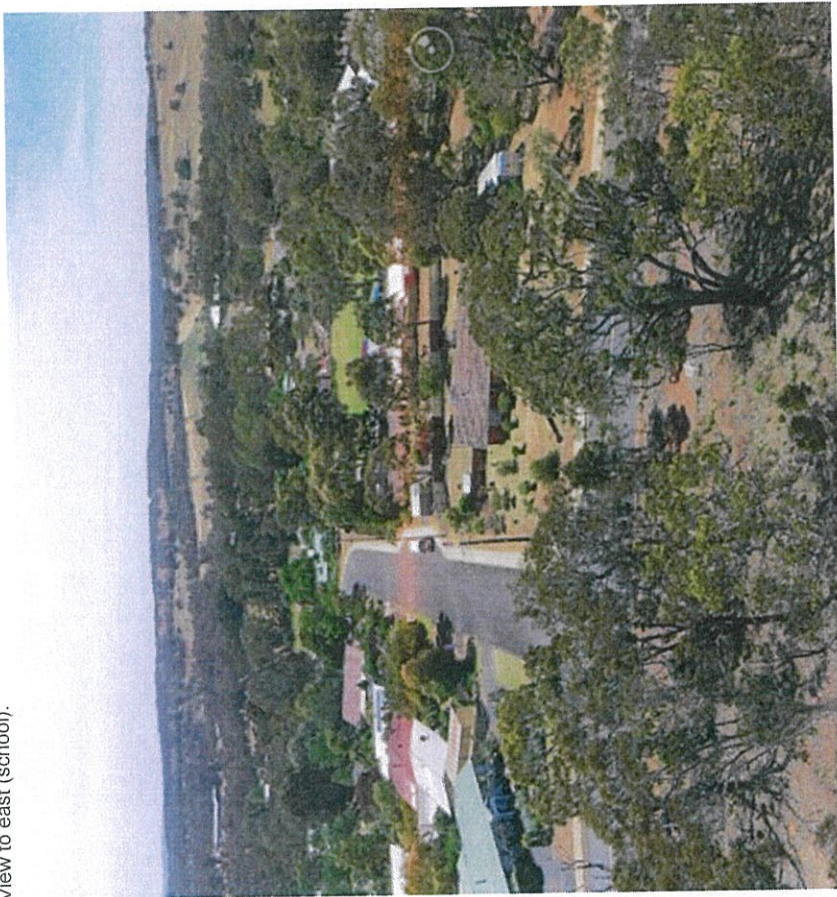


		<p>developed on-site. Information could be included to identify the location of toilets.</p> <p>Should Council agree to approve the proposed development, it is recommended that the following Condition is included in an approval notice:</p> <p><b>Condition</b></p> <ul style="list-style-type: none"> <li><i>The proposal is to comply with any details and/or amendments marked in red on the stamped, approved plans. In this regard, the proposed toilet facility is deleted.</i></li> </ul> <p><b>Landscaping</b></p> <p>It was commented that native species should be used for any proposed landscaping/revegetation.</p> <p>In relation to the comment on landscaping, it has been recommended (submission 1) that the following condition is included in an approval notice:</p> <p><b>Condition</b></p> <ul style="list-style-type: none"> <li><i>All landscaped areas shall be developed and maintained to the satisfaction of the Shire of Boyup Brook. Plants endemic to the area should be planted in landscaped areas.</i></li> </ul> <p>Comment of support noted.</p> <p><b>No modification recommended.</b></p>	<p>Note comment relating to TV reception. The proposed viewing tower site is well setback from residential properties (&gt;150m setback to nearest dwelling). The viewing tower is not expected to impact on TV reception being received from within residential housing.</p> <p><b>No modification recommended.</b></p> <p>Dismiss comment relating to visual amenity impact. It is proposed that the majority of the viewing structure is buffered from view by large stands of remnant vegetation (woodland).</p> <p><b>No modification recommended.</b></p> <p>Note comment relating to concern about privacy impact. Based on the below photo images, taken from the subject site, 30m high, privacy impact is not expected. The subject site is located far enough away from residences, not to be an impact.</p> <p><b>No modification recommended.</b></p>
4.	Baldwin	<p>I think it's a marvellous idea and can only enhance the attractions already in place in our town. So forward thinking.</p> <p>I also think it's a pretty generous financial contribution the Board are making towards the project. All I hope is that once it is erected, I won't be too old to climb to the top.</p>	
5.	Brown	<p>There are two concerns we have with this structure.</p> <ol style="list-style-type: none"> <li>1. With the direction our (and the residents around us) TV antenna is pointed it is possible we will have interference with our reception. If this occurs would we be reimbursed to have a satellite dish installed?</li> <li>2. Looking at the plans, the tower appears to be similar to scaffolding, and at 8 stories high above that hill, every time we walk out of our house that is what we will see and it is not a very nice skyline when we have always had trees. A big concern also is (and I'm sure most other residents) the lack of privacy we will have to contend with in our own back yards. We are not against having a tower in the district, only where it is positioned. Other very high tourist attractions we can think of are out of town, (tree top walk, Glouster tree) or in the middle of a big city, not in a residential area. We feel a position somewhere strategically place close to but out of town would be a lot more satisfactory and give us the privacy we all have a right to expect.</li> </ol>	

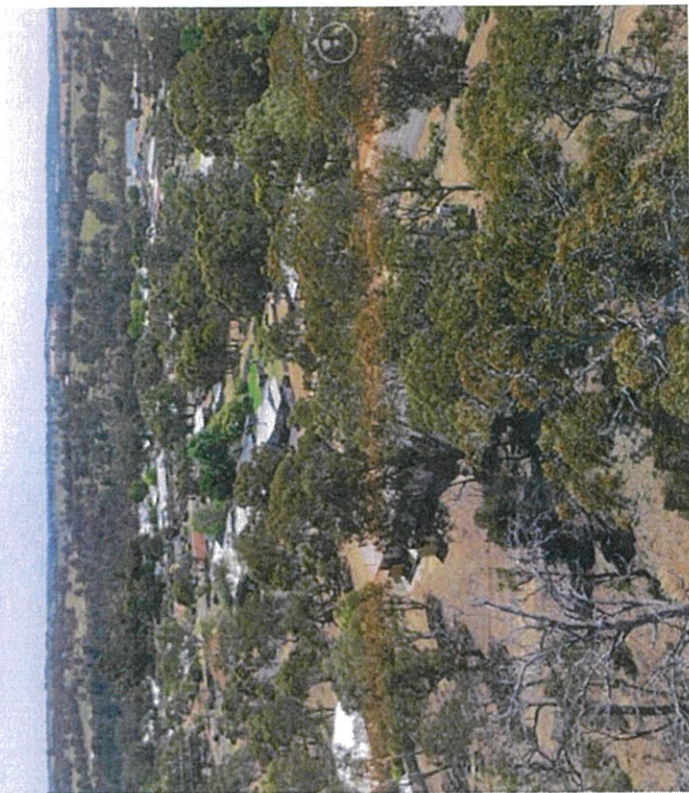
View to south-east.



View to east (school).





		View to north east.		<b>No modification recommended.</b>
6.	Nix	<p>I don't think that the Viewing Tower is worth it at all to bring more people into town.</p> <p>If Boyup wants to be put on the map to bring more people into Boyup why don't the Shire look at what Kulin Shire did at there swimming pool by putting a big water slide in.</p>	<p>Note comment relating to visitor attraction and consideration for alternative development (e.g. water slide).</p> <p><b>No modification recommended.</b></p>	
7.	Nield	<p>1. Privacy It is mentioned in section 4.3 that 'the lookout tower is designed such that viewing platforms look out to landscape features close to the horizon and not down to privacy areas associated with the Boyup townsite', however there is no evidence in the plans that shows how this construction will be possible.</p> <p>There is no guarantee that people will not look 'down' instead of 'out' which is a risk to the privacy of the church, residential properties and school zones which are all in the immediate proximity of the tower as</p>	<p><u>Privacy</u> Partially support and partially dismiss comment relating to privacy.</p> <p>The report has incorrectly stated that:</p> <p><i>'The lookout tower is designed such that viewing platforms look out to landscape features close to the horizon and not down to privacy areas associated with the Boyup townsite.'</i></p>	



	<p>indicated on the site plan (2.2). There is also the potential that properties in the close vicinity to the tower will be devalued due to the increased visitor traffic and privacy concerns.</p> <p>2. Environmental The proposal states that there will be minimal environmental impact, however the construction of an 18 bay car park (more than are currently at IGA), plus bus/caravan bays, as well as the tower, is likely to have some impact to the surrounding vegetation. With two threatened species and two priority orchids known to exist in this locality (3.6) it is hoped that a full environmental survey of the area will be undertaken prior to any possible construction occurring. The report states that 'A small number of visitors (vehicles) are expected to and from the site....' (3.1) which raises the question as to how many car parking bays will realistically be utilised at any one time?</p> <p>3. Accessibility The only mention of accessibility in the proposal is on the overall plan (3.2) for the 'proposed accessible composting toilets'. A 28 metre structure, with the viewing platforms at 10m and 26m, accessible only by stairs is not necessarily conducive to a number of people with a disability, physical limitations, joint or health concerns.  With Boyup Brook's ageing population, it will not be a drawcard for the majority of locals, or possibly even the 'grey nomads' who travel through the town. People with a disability preventing them from climbing stairs, are automatically excluded from the proposed attraction.  Has there been any consideration given to the installation of protective barriers to ensure prevention against accidental, or non-accidental falls?</p> <p>4. Tourism potential It is stated that 'The purpose of this project is to be a catalyst to attract visitors to Boyup Brook.' (3) However, it is also mentioned numerous times in the proposal that the tower is not to expect many visitors. 'A small number of visitors (vehicles) are expected to and from the site....' (3.1) '... the lookout tower is expected to receive a very low number of visitors for short periods of time (1-2hrs/visit – no overnight stay)' (3.7) '... low frequency of use of the proposed lookout tower....' (3.7), (5)  These statements are contradictory when the main purpose of the tower is to attract visitors.  With the above-mentioned concerns taken into consideration, it is unclear to us what benefit to the Boyup Brook community the viewing tower will have. With the indicative cost being almost \$630,000, what will be the return on investment for the community? Will this be returned in tourism dollars being spent in the town? Has there been any research done into the potential economic benefits to local businesses? With the admission in the proposal that '...the lookout tower is expected to receive a very low number of visitors for short</p>	<p>There is the potential for viewing downwards to residential living areas and public areas (e.g. school and church).</p> <p>However, based on photo images (refer to comment No.5 above) taken from the subject site (30m high), privacy impact is not expected. The subject site / viewing area, is located far enough away from residences, not to be an impact.</p> <p><b>No modification recommended.</b></p> <p><u>Property Valuation</u> Note comment relating to property valuation.</p> <p>Property valuation is based on land zoning, current land use and potential land use and not land use occurring at other properties.</p> <p><b>No modification recommended.</b></p> <p><u>Environment</u> Dismiss comment, which recommends the need for an environmental survey.</p> <p>Development is proposed in cleared areas and is therefore not expected to impact on the environment.</p> <p><b>No modification recommended.</b></p> <p><u>Car Parking</u> Support comment relating to car parking.</p> <p>It has been recommended that the amount of car parking is reduced... see comment 3 above</p> <p><u>Accessibility</u> Note comment relating to disabled access.</p> <p>Disabled persons may not be able to climb the lookout tower. It is proposed that the lookout tower is developed to comply with Australian Standards, which may require safety measures.</p> <p><b>No modification recommended.</b></p> <p><u>Tourism</u> Note comment relating to tourism.</p> <p>The intention of the project is to deliver a tourism asset in Boyup Brook that attracts visitors, provides additional activities and amenities for the local community and is a stepping stone to increase the economic contribution of tourism to the town and the wider region.</p> <p><b>No modification recommended.</b></p>
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		periods of time (1-2hrs/visit – no overnight stay)' (3.7) it seems very unlikely that major economic or community benefits will be realised by the construction of this tower.	
8.	Confidential	<p><b>Purpose</b> The application states that the purpose is for "tourism and recreation" and "development of Lookout Tower, toilets, access and car parking" with the use for "public amusement" which means "land and buildings used for the amusement or entertainment of the public with or without charge".</p> <p>However, the preamble on the Council's website states that "the tower may also have the capacity to deliver communication outcomes by installing an aerial".</p> <p>In approving the development application, I am concerned that this will automatically approve the Tower in the future for something other than tourism and recreation" and "public amusement".</p> <p>The residents within 500 metres of the tower may be justifiably concerned if the Tower is used as a mobile phone tower for 5G in the future.</p> <p><b>Privacy</b> 5.16 requires in considering a development proposal, Council shall have regard to its likely impact on privacy enjoyed by neighbouring developments.</p> <p>The proposal says that "the lookout tower is designed such that viewing platforms look out to landscape features close to the horizon and not down to privacy areas associated with the Boyup Townsite".</p> <p>How will this be assured, from both the viewing platforms and stairs, so that the privacy of nearby houses and the St Mary's Primary School are not impacted?</p> <p><b>Health</b> As the Tower is expected to also be used by locals and others for exercise, perhaps consideration can be given to placing a Defibrillator at the Tower, such as is already provided at the IGA in town.</p> <p>In addition, as the highest structure in the area and constructed of steel, the tower should have lightning conductors in case people are on the tower during a storm.</p> <p><b>Safety</b> As the top viewing platform of the tower is at 26 metres (equivalent to a 7 storey building), consideration should be given to ensuring that no-one can fall off the structure, by accident or otherwise.</p> <p>As it is located centrally within the carpark below, also ensure that items cannot be dropped or thrown off the Tower.</p>	<p><b>Purpose</b> Note comment relating telecommunications.</p> <p>The Shire's scheme states: <i>2.1.3 Except as otherwise provided in this Part, a person shall not carry out any development on land reserved under this Scheme other than the erection of a boundary fence, without first applying for, and obtaining, the written approval of the Council.</i></p> <p><b>No modification recommended.</b></p> <p><b>Privacy</b> Note concerns relating to privacy.</p> <p>Based on photo images (refer to comment No.5 above) taken from the subject site (30m high), privacy impact is not expected. The subject site / viewing area, is located far enough away from residences, not to be an impact.</p> <p><b>No modification recommended.</b></p> <p><b>Health</b> Note comment relating to placement of a Defibrillator.</p> <p>Defibrillators are normally located in high use areas such as workplaces and public spaces like airports, shopping centres, community centres, and train stations.</p> <p><b>No modification recommended.</b></p> <p><b>Safety</b> Note comment relating to safety and public liability.</p> <p>It is proposed that the lookout tower is developed to comply with Australian Standards, which may require safety measures.</p> <p><b>No modification recommended.</b></p> <p><b>Noise</b> Note comment relating to noise.</p> <p>Activities are required to comply with assigned noise levels defined by the 'Environmental Protection (Noise) Regulations 1997.</p> <p><b>No modification recommended.</b></p> <p><b>Lighting</b> Support comment relating to lighting.</p>

	<p>It may be worth the Council investigating whether insurance premiums will increase for public liability once the Tower is completed and to factor the ongoing costs into the proposal.</p> <p><b>Noise</b> 5.12 states that "no building shall be used in such a manner as to permit the escape therefrom of ... noise vibration ... or be a nuisance to, an inhabitant ... in the vicinity".</p> <p>The preamble on the Council's website states "the tower will provide unique exercise and health benefits to locals with the option to use it in a similar way to "Jacobs Ladder".</p> <p>Issues have been recorded at Jacob's Ladder in Perth from bootcamps and early morning exercisers. If the Tower is used for group training or as a "boot camp" then consideration should be given to how any noise, vibration and yelling will impact nearby residents.</p> <p>As noise travels easily in the quiet of Boyup, this should be considered in the construction and provision of sound deadening material and usage times.</p> <p><b>Lighting</b> The proposal states that lighting will be included for safety and aesthetic purposes. This implies that it will be expected that people will use the Tower in the dark and this should also be considered for safety and noise issues.</p> <p>Lighting should be in such a way that it doesn't impact nearby residents or provide more light to the surrounding area so the visual amenity of town residents being able to view the "Milky Way" is removed.</p> <p><b>Design</b> Finally, in the final design of the tower, consideration should be given to visual amenity and what it looks like, as it will clearly be seen from many areas of town as it stands on the highest point and will be significantly higher than surrounding vegetation.</p>	<p>Should Council agree to approve the proposed development, it is recommended that the following Condition is included in an approval notice:</p> <p><b>Condition</b></p> <ul style="list-style-type: none"> <li>Any lighting device shall be positioned and shielded so as not to cause any direct or reflected light beyond the property boundaries.</li> </ul> <p><b>Design</b> Support comment relating to design.</p> <p>Should Council agree to approve the proposed development, it is recommended that the following Advice is included in an approval notice:</p> <p><b>Advice</b></p> <ul style="list-style-type: none"> <li>The design, materials and colour of the lookout tower shall match or harmonise with the surrounds.</li> </ul>
<b>Government Agency</b>		
9.	MAIN Roads WA	<p>Support comment from MRWA.</p> <p>Should Council agree to approve the proposed development, it is recommended that the following Condition is included in an approval notice:</p> <ul style="list-style-type: none"> <li>The existing crossover/access way is to be upgraded to Main Roads specifications, including, but not limited to, provision of a sealed crossover, kerbing and management of drainage/stormwater discharge from the development. A detailed design is to be prepared and submitted to Main Roads for approval, prior to commencement of any works. The works is to be undertaken at the full cost of the applicant.</li> </ul>

		<p>Road / Jayes Street.</p> <p>Vehicle sight lines at the proposed access location is also impacted by road-side vegetation and will require further work/clearing to meet relevant vehicle sight line requirements. Any regulatory approvals in this regard will need to be obtained by the applicant.</p> <p>Reserve 24878 was previously bordered by a Reserve, vested with Water Corporation, along the Bridgetown-Boyup Brook Road / Jayes Street road frontage. This Reserve has now been de-vested and has been amalgamated into the Bridgetown-Boyup Brook Road / Jayes Street road reserve. It is understood that this former Reserve contains WaterCorp servicing infrastructure and it is recommended that the applicant liaise with WaterCorp in this regard, prior to finalising civil designs.</p> <p>It is recommended that the following condition be imposed for the development.</p> <p>1. The existing crossover/access way is to be upgraded to Main Roads specifications, including, but not limited to, provision of a sealed crossover, kerbing and management of drainage/stormwater discharge from the development. A detailed design is to be prepared and submitted to Main Roads for approval, prior to commencement of any works. The works is to be undertaken at the full cost of the applicant.</p>	
10.	Department of Water and Environmental Regulation	<p>I can confirm that plants of the Threatened species <i>Caladenia dorrinii</i> and the Priority 2 listed <i>Caladenia perangusta</i> have been previously recorded within Reserve 24878. The Threatened species is specifically protected under the Biodiversity Conservation Act (BC Act) and any proposal that may impact that species, be above ground or dormant below ground parts, will require a Section 40 Authorisation.</p> <p>The plans indicate that vegetation clearing is proposed, the removal of trees in this area may impact on Black Cockatoo species. Black cockatoos are listed as threatened fauna under the BC Act and the Commonwealth of Australia's <i>Environment Protection and Biodiversity Conservation Act 1999</i>. A section 40 ministerial authorisation to take or disturb threatened fauna under the <i>Biodiversity Conservation Act 2016</i> may be required.</p> <p>Further information on the Section 40 authorization process can be found on the DBCA website at, <a href="https://www.dpaw.wa.gov.au/plants-and-animals/threatened-species-and-communities/threatened-plants/200-authorisation-to-take-threatened-plants">https://www.dpaw.wa.gov.au/plants-and-animals/threatened-species-and-communities/threatened-plants/200-authorisation-to-take-threatened-plants</a></p> <p>DBCA is not aware of any vegetation clearing exemptions that may allow the Shire to clear for this proposal, and therefore you should seek advice from the Department of Water and Environmental Regulation (DWER) in relation to native vegetation clearing permit requirements.</p> <p>DWER in the assessment of any clearing application will assess among other things, the impact of the proposal on both the Threatened and Priority listed <i>Caladenia</i>'s. It is possible that flora surveys for the <i>Caladenia</i></p>	<p>Note comment from the Department of Water and Environmental Regulation.</p> <p>The proposed development is contained within existing cleared areas and is therefore not expected to impact on Priority or Threatened species.</p> <p>It has been recommended (submission 1) that the following condition and advice is included in an approval notice:</p> <p><i>Condition</i> All development is to occur within existing cleared areas.</p> <p><i>Advice</i> A section 40 ministerial authorisation is required prior to taking or disturbing a threatened species under the Biodiversity Conservation Act 2016.</p>



		<p>species and fauna surveys for the presence of Black Cockatoo breeding hollows may be requested as part of their assessment.</p> <p>If flora surveys are required these would need to be undertaken in the spring of 2021, primarily because Res.24878 was burnt in April 2020 and <i>Caladenia</i>'s do not flower reliably during the first season post fire and as such an accurate distribution extent will be difficult to obtain this year. Both these species have slightly different flowering periods so any surveys would need to ensure they are undertaken in each species peak flowering period.</p> <p>It is recommended that the Shire contact DWER well ahead of Spring 2021 to find out more about native vegetation clearing permits and flora survey requirements</p>	
11.	Department of Planning, Lands and Heritage	<p>As this proposal is consistent to the reserve's purpose, the Shire of Boyup Brook has the authority to endorse the development as the Management Body of Reserve 24878 without need of referral to the Department.</p>	<p>Note comment from the Department of Planning, Lands and Heritage.</p> <p><b>No modification recommended.</b></p>

To Whom It May Concern.

5th November 2020.

Re:- Notice of Public Advertisement of proposed Local Planning Policy for a Climbing Tower facility on the previous Water Tower site in Cailers Street.

I would like to state at the outset that I am in favour of the tower at the old water tank site, although I think the design leaves a lot to be desired.

However I am very concerned at the area of bushland that is to be cleared. This area of bush in the reserve has the least amount of weeds some wonderful flora and not only a priority 1 Orchid, *Caladenia perangusta*, but a declared rare orchid *Caladenia dorrienii*. Boyup Brook gets many tourists coming to look at and photograph these orchids every year and I would suggest that the majority of them are Grey Nomads of an older age who will probably not be going to climb the tower but who will be horrified at the amount of clearing in the area of the orchids. Looking at the area that is to be cleared I can see that it will encroach into where the orchids have been found.

At a committee meeting at the Visitors Centre when this tower was first proposed it was stated that there would be minimal clearing to be done as parking would not be on the site. Why has this changed?

The organisers are to be commended for planning to landscape with native plants around the site, however I would like to point out that when revegetating a bushland site seed needs to be collected from the local natives and grown in pots to replace what has been cleared and you need someone with a commercial seed collecting licence issued by DBCA to collect the seed. The alternative is to purchase local native plants from a registered nursery and please be aware that the hybrid natives that most nurseries sell should not be an option nor should exotic deciduous varieties of trees and shrubs from overseas or indeed Eastern States. Take a look at the Lee Steere Drive end of the reserve to see what happens when you have Eastern State Wattles and *Tagasaste* take over the bushland, it is not a pretty sight.

I wish the organisers every success with their project but not at the expense of some lovely bushland close to town that locals and tourists really appreciate and utilise.

Yours sincerely,

Mavis Sowry

Dear Dale,

Can you please explain to me the thought process behind the Tower and how you think it will become a tourist drawcard? What other plans and initiatives are you working on to align with this project? What community input was sought when coming up with said idea?

My thoughts as a rate payer and local business owner are great let's build a tower to attract visitors to Boyup Brook to climb a tower for all of 10mins and then what? They drive through the centre of town to check out what else our beautiful town has to offer on a Saturday afternoon, only to see that our town centre is completely dead. You may see some interesting locals hanging outside the pub but let's be honest that's enough to turn anyone off, locals and visitors alike. The IGA, Deli and BP maybe be open but that's it. There isn't a bustling town centre like Bridgetown so they will keep driving and won't stay ensuring that no money is spent locally. We will continue to be the town that everyone just drives through on their way to/ from Albany. From what I've read it's aimed at attracting the caravan set whom the majority of them are elderly. Are they realistically going to be able to climb a 28m tower?

In my opinion the tower needs to be part of a full package and one that can't exist without the others; accommodation and dining options + other experiences. This project needs to look at all of these things inclusively and this also needs to be communicated out to ratepayers. What is the Boyup Brook future vision plan?

Why are we not capitalising on the Blackwood River with accommodation options at the Flax Mill? Our "caravan park" isn't exactly a drawcard with the facilities needing a major overhaul. Or the fact that we are the only swimming pool in the Southwest with Diving boards. A 28m tower isn't going to make people want to stay in town. A tower is a one-time only kind of an attraction. No one is going to keep returning to climb a viewing tower without other things to draw them back to Boyup Brook and make them want to stay. We will continue to watch them drive straight out of town to neighbouring towns as we don't have accommodation options or somewhere nice to dine for an evening meal.

On the subject of evening meals, why aren't you as the Shire, forcing the hand of the Pub Owner to renovate it and make it a safe/ family friendly environment for all to use and enjoy? It really needs to be maintained and cleaned up as it's becoming an eyesore, and would it pass a health and hygiene audit? It boasts so much potential to become a part of a massive drawcard for our town if it was more family friendly. From my experience people will travel near and far for a decent meal. I recently travelled nearly a 150km round trip from my property in Dinninup to Greenbushes to enjoy an evening meal at The Shamrock Hotel. We dined amongst others that had travelled for a meal as they have a fantastic reputation. We need to strive to have something like that in our town as part of a broader picture.

I hope you take the time to read the feedback from all local residents before finalising your decision regarding the viewing tower. If there is a future plan that includes other things then a tower, that it is communicated to ratepayers. I truly believe that the money could be far better spent and other projects should become a priority prior to building a viewing tower. We need to reinvigorate our town and I don't feel a viewing tower will do this.

Thanks

Lauren Carlin  
0429638040



2 November 2020

Re: Notice of Public Advertisement of proposed Local Planning Policy for a Climbing Tower facility on the previous water tower site in Cailles Street, lot 500, Reserve 24878.

Please be advised that

1. I am in favour of pursuing the construction of a stand-alone Climbing Tower on the site of the old water tank, within a perimeter fence and light landscaping including seating.
2. I cannot support in any way, shape or form the intrusion of any type of vehicular parking or the inclusion of a toilet.
3. I consider the area identified compromises the integrity of the surrounding natural bush and the protection of rare and priority 1 orchids.

When studying the Overall Plan I note that

- **SIZE OF THE FOOTPRINT:**

The proposed area within the boundaries indicated, encroaches on surrounding bush land to a significant degree. It is a much larger footprint than that which was taken up by the water tank. If my maths is correct it extends 700 metres in from the road and 1250meters along the road! Action such as this would create precedence and a gateway to greater encroachment into a significant ecotourism asset, our history and heritage. Living within a line-of-sight to the area I am aware of frequent visitations by persons interested in the observing/photographing of our unique wildflowers and the Visitor Information Centre regularly sends interested persons to the site.

**Questions**

1. Is it understood that the surrounding land has a Rare orchid (ORCHADACEAE *Caladenia dorrienii* Domin **Cossack Spider Orchid**) and a Priority 1 orchid (ORCHIDACEAE *Caladenia perangusta* **Slender Sepaled Spider Orchid**) seen and recorded in 2020?
2. Will the immediate area be fenced to discourage people from the trampling of plants with indiscriminate encroachment from all sides and the desecration of the surrounding area with their rubbish? Access paths to the Bi-centennial Walk Trail already exist and these could have openings provided in the fence and signage to request that persons stay on the paths.
3. Will there be bins and a weekly rubbish removal service in place?

- **ON-SITE PARKING:** To consider it a necessity for on-site parking is quite unfounded and to expect caravans and buses to be accommodated and be negotiating the steep rise up to the area is inappropriate and even dangerous. Vehicles parking that close to the foot of the tower have to create a danger to pedestrians.

**Questions and Comments**

1. My understanding is that parking was originally considered around the corner in Cailles Street on the road to Bridgetown with a connecting board walk with hand rail alongside the firebreak to the climbing tower. Why was this idea discarded? There is a wide, cleared verge on both sides of the road already available and well used to develop controlled parking areas without removing any of the natural vegetation. Safe entry/exiting on the northern side of the road where a bend reduces easy line-of-site could be easily managed by



installing kerbing to create directed entry/exit points. The intrusion into the bush area would be minimal.

2. Any person considering climbing the tower would be sufficiently physically active to negotiate the short distance comfortably and be able to appreciate the natural bush along the way. This Tower is after all an exercise opportunity as well as an observation platform of the surrounding landscape, which only fit persons will be able to negotiate.
3. A set-down/pick-up Bay could be provided on the road side at the foot of the existing driveway for mobility challenged spectators. The existing drive will need up-grading in any circumstance so a winding pathway with handrails and low gradients could be developed on the said existing pavement area with minimal impact on the vegetation on either side.
4. Will there be seating available at the tower?

- **COMPOSTING TOILET:** I do not accept the need for a toilet to be on site.

#### Comments

1. There is a suitable toilet facility behind the Town Hall which is a very short drive from the tower precinct and indeed a realistic walk for mobile persons. Suitable signage could advise visitors of where to find the nearest toilet.
2. Boyup Brook town already has numerous public toilet facilities which past Works Managers have considered a demanding maintenance/cleaning commitment as it is. I can't imagine that, that thought has changed much. Why create another headache which has to be serviced and cleaned regularly/daily?

- **NATIVE PLANTS:** Considering the proposed 'Native' garden around the base of the tower.

#### Questions

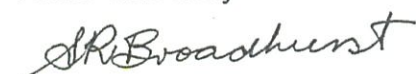
1. Who will choose the plants and where will they be sourced?
2. Will they be plants which are naturally found in the surrounding bush or will they be hybrid, nursery generated varieties OR feral, invasive species which do not belong in the Shire of Boyup Brook?

### CONCLUSION

1. The Climbing Tower would be a distinct asset to the Tourism viability of the Shire.
2. The footprint should not extend significantly beyond the area previously occupied by the water tower.
3. Parking for 18 cars, 2 buses and 2 caravans is absolute optimistic overkill, endangers rare flora and compromises the safety of persons, especially children, at the foot of the Tower.
4. An onsite composting toilet is unwarranted, an intrusion and unsustainable.

I respectfully submit these responses to the proposal as written on the 28<sup>th</sup> October 2020.

Yours sincerely



Shirley R Broadhurst

PO Box 29

Boyup Brook 6244

P: 9765 1616

E: bros@iinet.net.au

I would like to comment on the proposed plan of the Viewing Tower as presented by the Boyup Brook Co-op board.

I think it's a marvellous idea and can only enhance the attractions already in place in our town. So forward thinking.

I also think it's a pretty generous financial contribution the Board are making towards the project. All I hope is that once it is erected, I wont be too old to climb to the top.

Yours truly  
Lyn Baldwin  
0428344003

There are two concerns we have with this structure.

1. With the direction our ( and the residents around us )TV antenna is pointed it is possible we will have interference with our reception. If this occurs would we be reimbursed to have a satalite dish installed?
2. Looking at the plans, the tower appears to be similar to scaffolding, and at 8 stories high above that hill, every time we walk out of our house that is what we will see and it is not a very nice skyline when we have always had trees. A big concern also is (and I'm sure most other residents) the lack of privacy we will have to contend with in our own back yards.

We am not against having a tower in the district, only where it is positioned. Other very high tourist attractions we can think of are out of town, (tree top walk, Glouster tree) or in the middle of a big city, not in a residential area. We feel a position somewhere strategically place close to but out of town would be a lot more satisfactory and give us the privacy we all have a right to expect.

Thank you for the opportunity to comment on this project.

Concerned residents,  
John and Ann Brown.  
Terry Road



To The Boyup Brook Shire

Shire asked for comments on the Viewing Tower from on the website.

I don't think that the Viewing Tower is worth it at all to bring more people into town.

If the Shire or the community want more people to come into Boyup utilize what Boyup has.

If Boyup wants to be put on the map to bring more people into Boyup why don't the Shire look at what Kulin Shire did at there swimming pool by putting a big water slide in.

Just for an idea the water slide frame work could maybe go on the north side of the diving boards and the ends could fiinsh somewhere in front of the small diving board in the deep part of the pool.

I wouldn't have a clue what it cost but there is lots of different designs that could be used.

Here is some website that I found- [Swimplex.com.au](http://Swimplex.com.au)  
-Australian waterslides and leisure.

So that is my comment.

Thankyou

Scott Nix

C & J Nield  
3 Inglis St  
Boyup Brook WA 6244

November 15 2020

Shire of Boyup Brook  
PO Box 2  
Boyup Brook WA 6244  
via: [shire@boyupbrook.wa.gov.au](mailto:shire@boyupbrook.wa.gov.au)

Dear CEO and Councillors,

**RE: Submission – Viewing Tower**

We write in regard to the viewing tower proposed to be constructed on Cailes Street, Boyup Brook. The proposal has raised a number of concerns for us:

**1. Privacy**

It is mentioned in section 4.3 that *'the lookout tower is designed such that viewing platforms look out to landscape features close to the horizon and not down to privacy areas associated with the Boyup townsite'*, however there is no evidence in the plans that shows how this construction will be possible.

There is no guarantee that people will not look 'down' instead of 'out' which is a risk to the privacy of the church, residential properties and school zones which are all in the immediate proximity of the tower as indicated on the site plan (2.2).

There is also the potential that properties in the close vicinity to the tower will be devalued due to the increased visitor traffic and privacy concerns.

**2. Environmental**

The proposal states that there will be minimal environmental impact, however the construction of an 18 bay car park (more than are currently at IGA), plus bus/caravan bays, as well as the tower, is likely to have some impact to the surrounding vegetation. With two threatened species and two priority orchids known to exist in this locality (3.6) it is hoped that a full environmental survey of the area will be undertaken prior to any possible construction occurring.

The report states that *'A small number of visitors (vehicles) are expected to and from the site....'* (3.1) which raises the question as to how many car parking bays will realistically be utilised at any one time?

**3. Accessibility**

The only mention of accessibility in the proposal is on the overall plan (3.2) for the 'proposed accessible composting toilets'. A 28 metre structure, with the viewing platforms at 10m and 26m, accessible only by stairs is not necessarily conducive to a number of people with a disability, physical limitations, joint or health concerns.

With Boyup Brook's ageing population, it will not be a drawcard for the majority of locals, or possibly even the 'grey nomads' who travel through the town. People with a disability preventing them from climbing stairs, are automatically excluded from the proposed attraction.

Has there been any consideration given to the installation of protective barriers to ensure prevention against accidental, or non-accidental falls?

#### **4. Tourism potential**

It is stated that *'The purpose of this project is to be a catalyst to attract visitors to Boyup Brook.'* (3)

However, it is also mentioned numerous times in the proposal that the tower is not to expect many visitors.

*'A small number of visitors (vehicles) are expected to and from the site....'* (3.1)

*'...the lookout tower is expected to receive a very low number of visitors for short periods of time (1-2hrs/visit – no overnight stay).'* (3.7)

*'...low frequency of use of the proposed lookout tower...'* (3.7), (5)

These statements are contradictory when the main purpose of the tower is to attract visitors.

With the above-mentioned concerns taken into consideration, it is unclear to us what benefit to the Boyup Brook community the viewing tower will have. With the indicative cost being almost \$630,000, what will be the return on investment for the community? Will this be returned in tourism dollars being spent in the town? Has there been any research done into the potential economic benefits to local businesses? With the admission in the proposal that *'...the lookout tower is expected to receive a very low number of visitors for short periods of time (1-2hrs/visit – no overnight stay).'* (3.7) it seems very unlikely that major economic or community benefits will be realised by the construction of this tower.

If you would like to speak to us to discuss any of these points, please feel free to contact us on the numbers below.

Yours sincerely,

Craig and Jodi Nield

Craig: 0427 522 826

Jodi: 0427 095 533

## Confidential – comments on Proposed Centennial Viewing Tower

Dear Sir,

Thank you for the opportunity to comment on the proposed Centennial Viewing Tower at Reserve 24878 Cailes Street, Boyup Brook.

While the Tower has been classified as a viewing tower, it is important that consideration is given to what it may actually be used for and therefore ensure that all eventualities and concerns have been considered both in the development application and building approval.

I therefore provide these comments to assist the Council to fully consider the proposal and protect the amenity of nearby residents, while having a good outcome for the community.

### **Purpose**

The application states that the purpose is for “tourism and recreation” and “development of Lookout Tower, toilets, access and car parking” with the use for “public amusement” which means “land and buildings used for the amusement or entertainment of the public with or without charge”.

However, the preamble on the Council’s website states that “the tower may also have the capacity to deliver communication outcomes by installing an aerial”.

In approving the development application, I am concerned that this will automatically approve the Tower in the future for something other than tourism and recreation” and “public amusement”.

The residents within 500 metres of the tower may be justifiably concerned if the Tower is used as a mobile phone tower for 5G in the future.

### **Privacy**

5.16 requires in considering a development proposal, Council shall have regard to its likely impact on privacy enjoyed by neighbouring developments.

The proposal says that “the lookout tower is designed such that viewing platforms look out to landscape features close to the horizon and not down to privacy areas associated with the Boyup Townsite”.

How will this be assured, from both the viewing platforms and stairs, so that the privacy of nearby houses and the St Mary’s Primary School are not impacted?



### **Health**

As the Tower is expected to also be used by locals and others for exercise, perhaps consideration can be given to placing a Defibrillator at the Tower, such as is already provided at the IGA in town.

In addition, as the highest structure in the area and constructed of steel, the tower should have lightning conductors in case people are on the tower during a storm.

### **Safety**

As the top viewing platform of the tower is at 26 metres (equivalent to a 7 storey building), consideration should be given to ensuring that no-one can fall off the structure, by accident or otherwise.

As it is located centrally within the carpark below, also ensure that items cannot be dropped or thrown off the Tower.

It may be worth the Council investigating whether insurance premiums will increase for public liability once the Tower is completed and to factor the ongoing costs into the proposal.

### **Noise**

5.12 states that “no building shall be used in such a manner as to permit the escape therefrom of ... noise vibration ... or be a nuisance to, an inhabitant ... in the vicinity”.

The preamble on the Council’s website states “the tower will provide unique exercise and health benefits to locals with the option to use it in a similar way to “Jacobs Ladder”.

Issues have been recorded at Jacob’s Ladder in Perth from bootcamps and early morning exercisers. If the Tower is used for group training or as a “boot camp” then consideration should be given to how any noise, vibration and yelling will impact nearby residents.

As noise travels easily in the quiet of Boyup, this should be considered in the construction and provision of sound deadening material and usage times.

### **Lighting**

The proposal states that lighting will be included for safety and aesthetic purposes. This implies that it will be expected that people will use the Tower in the dark and this should also be considered for safety and noise issues.

Lighting should be in such a way that it doesn't impact nearby residents or provide more light to the surrounding area so the visual amenity of town residents being able to view the "Milky Way" is removed.

### **Design**

Finally, in the final design of the tower, consideration should be given to visual amenity and what it looks like, as it will clearly be seen from many areas of town as it stands on the highest point and will be significantly higher than surrounding vegetation.

Dear Adrian,

I refer to the Shire's Development Application referral for the above and apologise for the delay in response.

Please be advised that Main Roads has no objection to the proposed development in principle, subject to the following comments and condition.

The existing access/crossover does not meet current driveway specifications and is not considered suitable for use to access the proposed public facility. No contour or site level(s) information has been provided, however, it is evident that the terrain, over which the proposed access way is proposed, has a steep topography and as such it will be important to manage drainage run-off from the access way through appropriate design or selection of an alternative access way location with a less constrained grade. Main Roads does not support the direct discharge of stormwater via the accessway/crossover into Bridgetown-Boyup Brook Road / Jayes Street.

Vehicle sight lines at the proposed access location is also impacted by road-side vegetation and will require further work/clearing to meet relevant vehicle sight line requirements. Any regulatory approvals in this regard will need to be obtained by the applicant.

Reserve 24878 was previously bordered by a Reserve, vested with Water Corporation, along the Bridgetown-Boyup Brook Road / Jayes Street road frontage. This Reserve has now been de-vested and has been amalgamated into the Bridgetown-Boyup Brook Road / Jayes Street road reserve. It is understood that this former Reserve contains WaterCorp servicing infrastructure and it is recommended that the applicant liaise with WaterCorp in this regard, prior to finalising civil designs.

It is recommended that the following condition be imposed for the development.

1. The existing crossover/access way is to be upgraded to Main Roads specifications, including, but not limited to, provision of a sealed crossover, kerbing and management of drainage/stormwater discharge from the development. A detailed design is to be prepared and submitted to Main Roads for approval, prior to commencement of any works. The works is to be undertaken at the full cost of the applicant.

Please do not hesitate to contact me should you require any further assistance.

**Daniel Naude**  
ROAD CORRIDOR PLANNING MANAGER  
Metropolitan and Southern Regions / South West  
p: +61 9724 5724 | m: +61 4189 31078  
w: [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au)



**mainroads**  
WESTERN AUSTRALIA

*We're working for  
Western Australia.*



Hi Adrian,

Thank you for seeking preliminary comments on this proposed lookout tower development.

I can confirm that plants of the Threatened species *Caladenia dorrienii* and the Priority 2 listed *Caladenia perangusta* have been previously recorded within Reserve 24878. The Threatened species is specifically protected under the Biodiversity Conservation Act (BC Act) and any proposal that may impact that species, be above ground or dormant below ground parts, will require a Section 40 Authorisation.

The plans indicate that vegetation clearing is proposed, the removal of trees in this area may impact on Black Cockatoo species. Black cockatoos are listed as threatened fauna under the BC Act and the Commonwealth of Australia's *Environment Protection and Biodiversity Conservation Act 1999*. A section 40 ministerial authorisation to take or disturb threatened fauna under the *Biodiversity Conservation Act 2016* may be required.

Further information on the Section 40 authorization process can be found on the DBCA website at, <https://www.dpaw.wa.gov.au/plants-and-animals/threatened-species-and-communities/threatened-plants/200-authorisation-to-take-threatened-plants>

DBCA is not aware of any vegetation clearing exemptions that may allow the Shire to clear for this proposal, and therefore you should seek advice from the Department of Water and Environmental Regulation (DWER) in relation to native vegetation clearing permit requirements.

DWER in the assessment of any clearing application will assess among other things, the impact of the proposal on both the Threatened and Priority listed *Caladenia*'s. It is possible that flora surveys for the *Caladenia* species and fauna surveys for the presence of Black Cockatoo breeding hollows may be requested as part of their assessment.

If flora surveys are required these would need to be undertaken in the spring of 2021, primarily because Res.24878 was burnt in April 2020 and *Caladenia*'s do not flower reliably during the first season post fire and as such an accurate distribution extent will be difficult to obtain this year. Both these species have slightly different flowering periods so any surveys would need to ensure they are undertaken in each species peak flowering period.

It is recommended that the Shire contact DWER well ahead of Spring 2021 to find out more about native vegetation clearing permits and flora survey requirements

If you have any questions please ask

Regards  
Andrew Webb

South West Region | Parks & Wildlife Service | Department of Biodiversity, Conservation & Attractions | Ph: (08) 9725 4300



Department of Biodiversity,  
Conservation and Attractions



*We're working for  
Western Australia.*





John Rich Real Estate

65A Abel Street, Boyup Brook

Ph: 0429101264 Fax:

Email: info@johnrichrealestate.com.au Website: http://www.johnrichrealestate.com.au

Ordered by Listed date (Newest - Oldest)

Printed Friday, 13 November 2020

## BOYUP BROOK 50 Cailles Road

**\$290,000**

Exclusive

ID: 134844026



House 2 | 1 | 1 | 5

### Beautifully Presented 2 Bedroom 1 Bathroom Home

This home is perfect for the first home buyer, home base for the traveller or investor looking for a low maintenance rental property. This spacious 2-bedroom home with 1 bathroom with a shower, handbasin, toilet and laundry. The renovated kitchen with walk-in pantry and dishwasher will be home to ma...

Contact: Lisa Freer Mob: 0429111848

Email: admin@johnrichrealestate.com.au

## BOYUP BROOK 4 Forrest Street

**\$312,000**

Exclusive

ID: 134830286



House 3 | 2 | 2 | 7

### Beautifully Refurbished 4x2 Home

This character home has been fully refurbished, all asbestos has been removed, new timber & colourbond cladding and a new roof. Total area under the main roof is approx. 330m2 with nice high ceilings and wide verandas at the front and back and a carport on each side. This home has 2 large bedrooms a...

Contact: John Rich Mob: 0429101264 Email: info@johnrichrealestate.com.au

## BOYUP BROOK 11 Cowley Street

**\$129,500**

Open

ID: 134668270



House 3 | 1 | 1 | 4

### Don't Miss Out on Your Dream

This first starter home gives you the opportunity to get into your first home if you are looking for a project to renovate or perhaps you have been thinking of taking on the role as a landlord then this is the one for you. Watch the world go by under the front verandah of your lovely 3 bedroom 1 bat...

Contact: Lisa Freer Mob: 0429111848

Email: admin@johnrichrealestate.com.au

## BOYUP BROOK 3 Blechynden Street

**\$149,000**

Open

ID: 134173242



House 3 | 1 | 1

### Perfect Location for Your Family Home

Located on a no through road, this house is perfect for families. A 3x1 on a huge 910 m2 leveled block, with an amazing grassed backyard, entertaining area and large two door shed with mezzanine storage. There is endless space for the kids to play. A double gated side entrance through the driveway ...

Contact: Lisa Freer Mob: 0429111848

Email: admin@johnrichrealestate.com.au

## BOYUP BROOK 64 Cailles Road

**\$215,000**

Open

ID: 133728038



House 3 | 1 | 1 | 3

### Cosy 3 Bedroom 1 Bathroom Home

This 3 Bedroom home 1 bathroom home is constructed of concrete blocks with a tile roof, bull nose veranda and has polished floor boards throughout. You enter the home into the well-lit sitting room which can also used as an office space, this leads to the large lounge room a place the whole family c...

Contact: Lisa Freer Mob: 0429111848

Email: admin@johnrichrealestate.com.au

## NANNUP 45 Redtail Ramble

**\$425,000**

Open

ID: 132899822



House 1 | 1 | 1 | 5

### Your Home among the Gum Trees in Nannup

Very attractive 2.5 acre property only 4 Kms from town with potential to extend the living area. A new 26m x 8m Steel building with approval for permanent living, large modern electric Kitchen. Open plan dining room with timber vinyl floors which flows through to an enclosed veranda which is perfec...

Contact: John Rich Mob: 0429101264 Email: info@johnrichrealestate.com.au

COLLIE 41 Krakouer Street

FROM \$295,000

Open

ID: 132067702



Acreage/Semi-Rural 3 1 3

**Unique 5 Acre Riverfront Property**

Only 4 kms from the Town Centre Welcome to this unique property with 285 Metres of the Collie River on 2 boundaries, in popular North Collie. Great opportunity to create your own self sustained life-style Excellent sandy loam soils suitable to grow any Fruit/Vegetables/ Flowers. Would be a good pr...

Contact: John Rich Mob: 0429101264 Email: info@johnrichrealestate.com.au

BOYUP BROOK 2 Forrest Street

\$315,000

Exclusive

ID: 130199010



House 4 1 4

**Large 4x1 Family Home in Town**

A beautifully refurbished 4 bedroom, 1 bathroom family home, on a large 1574 sqm block in town The kitchen is central to the two separate living areas and is beautifully appointed with double cooker, range hood, dishwasher and a large pantry. 2 spacious and bright living areas open onto the large e...

Contact: Lisa Freer Mob: 0429111848

Email: admin@johnrichrealestate.com.au

BOYUP BROOK 43 Inglis Street

\$315,000

Exclusive

ID: 127566202



House 3 1 5

**Ultimate Family Home**

Located in the Heart of Boyup Brook on one of the best streets in town with just a short walk to schools and shops. With lovely views to the North across town to the rolling farmland typical of the Blackwood Valley. With nothing to spend here, this one is well worth a look. Good Investment returning...

Contact: John Rich Mob: 0429101264 Email: info@johnrichrealestate.com.au

BRIDGETOWN 1 Coronation Street

\$270,000

Exclusive

ID: 127105502



House 2 1 2

**Fantastic Location with Great Views**

Located close to the Blackwood River, cafe's and shops in town this beautiful 2x1 cottage is perfect for the artist or retiree. Very roomy open planned kitchen, dining and lounge room heated by slow combustion wood heater. This home boasts 2 bedrooms one small office or study, laundry and a nice bat...

Contact: John Rich Mob: 0429101264 Email: info@johnrichrealestate.com.au

BOYUP BROOK 63 Abel Street

\$150,000

Exclusive

ID: 126394566



Other 1 2 4

**Quality Built, well maintained**

This building was a bank and is a very secure and well maintained property. Suitable for many uses from a retail store to professional offices. Comprises of a large front showroom, private office, kitchen, male & female toilets and 2 store rooms total area is 179m2 Also a private parking area at the...

Contact: John Rich Mob: 0429101264 Email: info@johnrichrealestate.com.au

BOYUP BROOK 15 Proctor

\$210,000

Exclusive

ID: 125904898



House 3 1 3

**Great Family Home with Plenty of Outdoor Space**

Recently Reduced to \$210,000. This home is built of a jarrah frame and weatherboard cladding within walking distance of all town amenities. Bedroom 1 is a Queen Size with a sitting room or office, Bedroom 2 is Queen Size and bedroom 3 is a Double. Nice large country kitchen with plenty of room for a...

Contact: Lisa Freer Mob: 0429111848

Email: admin@johnrichrealestate.com.au

KANGAROO GULLY 294 Campbells Road

REDUCED TO \$515,000

Exclusive

ID: 125784562



House 3 2 7

**3 x 2 Double Brick Home on a Beautiful 5 Acres 5KM from Bridgetown**

This lovely 5 acre, lifestyle / hobby farm ticks all the boxes for comfortable living with plenty of space for all the family. Set amidst a lovely tree-lined frontage sits the double brick family home offering:- 3 large bedrooms, ensuite to main Fully ducted reverse cycle refrigerated air con Insul...

Contact: John Rich Mob: 0429101264 Email: info@johnrichrealestate.com.au

**BOYUP BROOK 14 Lee-Steere Drive**

**From \$740,000**

Exclusive

ID: 123028734



House 5 [2] [2] [9]

**Country Lifestyle at its Best!**

This 8.5 Acre property has all the ingredients to be self-sufficient and provides a fantastic opportunity to enjoy a country lifestyle located close to town. The beautiful organic gardens are home to several raised garden beds for vegetables with and an established orchard which will provide you wi...

Contact: John Rich Mob: 0429101264 Email: info@johnrichrealestate.com.au

**BOYUP BROOK 65 Abel Street**

**\$460,000**

Exclusive

ID: 121722658



House 4 [1] [1] [3]

**Beautiful Double Brick Home and Office**

Given the size and potential of this property, it would be a shame to miss this residential/commercial property for Sale for \$460,000. This Art Deco home has all the embellishments of the era with detailed wood work, high ceilings, 5 beautiful fire places, and wide, jarrah floorboards with plenty...

Contact: John Rich Mob: 0429101264 Email: info@johnrichrealestate.com.au







WILGA PROGRESS ASSOCIATION

Helen Shields (Secretary)

PO Box 17, Wilga, WA 6243

Joanna Kaye  
Research and Development Coordinator

Shire of Boyup Brook

Abel Street, Boyup Brook, 6244.

Hi Joanna,

Due to Covid restrictions and the age of the participants, the proposed Old Time Dance has been postponed until 2021. As it is unlikely to go ahead before the end of the 2020-2021 financial year, the Wilga Progress Assoc inc. requests that the donation agreed to for this event, be redirected to the Wilga Endurance Ride to be held 20<sup>th</sup> March, 2020.

It is unlikely that the Endurance Ride will be cancelled, as it is an individual event with competitor's able to maintain social distancing throughout the course. It is not an event that draws spectators or crowds together.

Funding raising from this event provides for the maintenance and upkeep of the Wilga Hall and its surrounds. Wilga Community Hall is the hub of the Community providing a place for residents and the wider community to come together for the purpose of recreation and socialization.

The Wilga Progress Association members provide extensive volunteer hours, before, after and during the event, as well as other associated monetary costs incurred such as; insurance, WAERA affiliation, drafting of management plans, provision of two veterinarians, and payments to the Shire of Boyup Brook for the Camping permit and approvals of the Risk Management and Traffic Management plans.

Therefore, we request that the approved grant be directed towards the funding of the Wilga Endurance Ride.

Kind regards,

Helen Shields

Secretary

Wilga progress Association Inc.



<p><b>Shire of Boyup Brook Council Submission</b></p> <p>Local Government (Administration) Amendment Regulations (No.2) 2020</p> <p>This submission by the Shire of Boyup Brook was endorsed by Council on the 26th November 2020 and sets out the Shire of Boyup Brook position in respect of the draft Local Government (Administration) Regulations 2020.</p>		
Relevant Section in Amendment Act, LG Act and /		Council Submission
1 Regulation 18A - Vacancy in position of CEO or Senior Employee to be advertised		SUPPORT
2 Regulation 18C - Selection and appointment for CEO's		SUPPORT
3 Regulation 18D - Performance review of CEO, Local government duties as to		SUPPORT
4 Regulation 18FA - Prescribed model standards for CEO recruitment, performance and termination		SUPPORT
5 Regulation 18FB - certification of compliance with adopted standard for CEO recruitment		SUPPORT
6 Regulation 18FC - certification of compliance with adopted standards for CEO termination		SUPPORT
7 Division 2 - Standards for recruitment of CEO's		REJECT
Regulation 4 - Application of Division		
8 Regulation 5 - Determination of selection criteria and approval of Job Description form		SUPPORT
9 Regulation 6 - Advertising Requirements		SUPPORT - vacant position
		REJECT - after 10 years
10 Regulation 7 - Job description form to be made available by local Government		SUPPORT



11 Regulation 8 - Establishment of selection panel for appointment of CEO	SUPPORT
12 Regulation 9 - Recommendation by selection panel	SUPPORT
13 Regulation 10 - New process to be commenced if no suitable applicants	SUPPORT
14 Regulation 11 - Offer to appointment to position of CEO	SUPPORT
15 Regulation 12 - Appointment to position of CEO	SUPPORT
16 Regulation 13 - Recruitment to be undertaken on expiry of certain CEO contracts	REJECT
17 Regulation 14 - Confidentiality of information	SUPPORT
18 Division 3 0 Standards for review of performance of the CEO's Regulation 15 - sets out the standards	SUPPORT
19 Regulation 16 - Performance review process to be agreed between local government and CEO	SUPPORT
20 Regulation 17- Carrying out a performance review	SUPPORT
21 Regulation 18 -Endorsement of performance review by local government	SUPPORT
22 Regulation 19 - CEO to be notified of results of performance review	SUPPORT
23 Division 4 - Standard for termination of employment of CEO's Regulation 20 - sets out the standards to be observed	SUPPORT
24 Regulation 21 - General principals applying to any termination	SUPPORT
25 Regulation 22 - Additional principles applying to termination for performance related reasons	SUPPORT
26 Regulation 23 - Decision to terminate	SUPPORT
27 Regulation 24 - Notice of termination of Employment	SUPPORT

Western Australia

## Local Government (Administration) Amendment Regulations (No. 2) 2020

### Contents

1.	Citation	1
2.	Commencement	1
3.	Regulations amended	1
<b>Part 1 — Preliminary</b>		
<b>Part 2 — Council and committee meetings</b>		
<b>Part 3 — Electors' meetings</b>		
<b>Part 4 — Local government employees</b>		
18A.	Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))	2
18B.	Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))	3
18E.	False information in application for CEO position, offence	4
18F.	Remuneration and benefits of CEO to be as advertised	4
18FA.	Prescribed model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))	4
18FB.	Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))	5
18FC.	Certification of compliance with adopted standards for CEO termination (Act s. 5.39B(7))	5
18G.	Delegations to CEOs, limits on (Act s. 5.43)	6
19.	Delegates to keep certain records (Act s. 5.46(3))	6

**Contents**

---

19A.	Payments in addition to contract or award, limits of (Act s. 5.50(3))	6
	<b>Part 5 — Annual reports and planning</b>	
	<b>Part 6 — Disclosure of financial interests and gifts</b>	
	<b>Part 7 — Access to information</b>	
	<b>Part 8 — Local government payments and gifts to members</b>	
	<b>Part 9 — Codes of conduct for employees</b>	
	<b>Part 10 — Training</b>	
	<b>Schedule 1 — Forms</b>	
	<b>Schedule 2 — Model standards for CEO recruitment, performance and termination</b>	
	<b>Division 1 — Preliminary provisions</b>	
1.	Citation	9
2.	Terms used	9
	<b>Division 2 — Standards for recruitment of CEOs</b>	
3.	Overview of Division	10
4.	Application of Division	10
5.	Determination of selection criteria and approval of job description form	10
6.	Advertising requirements	11
7.	Job description form to be made available by local government	11
8.	Establishment of selection panel for appointment of CEO	11
9.	Recommendation by selection panel	11

---

10.	New process to be commenced if no suitable applicants	12
11.	Offer of appointment to position of CEO	13
12.	Appointment to position of CEO	13
13.	Recruitment to be undertaken on expiry of certain CEO contracts	14
14.	Confidentiality of information	15
	<b>Division 3 — Standards for review of performance of CEOs</b>	
15.	Overview of Division	15
16.	Performance review process to be agreed between local government and CEO	15
17.	Carrying out a performance review	15
18.	Endorsement of performance review by local government	16
19.	CEO to be notified of results of performance review	16
	<b>Division 4 — Standards for termination of employment of CEOs</b>	
20.	Overview of Division	16
21.	General principles applying to any termination	16
22.	Additional principles applying to termination for performance-related reasons	17
23.	Decision to terminate	17
24.	Notice of termination of employment	17



## **Local Government (Administration) Amendment Regulations (No. 2) 2020**

Made by the Governor in Executive Council.

### **1. Citation**

These regulations are the *Local Government (Administration) Amendment Regulations (No. 2) 2020*.

### **2. Commencement**

These regulations come into operation as follows —

- (a) regulations 1 and 2 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government Legislation Amendment Act 2019* section 22 comes into operation.

### **3. Regulations amended**

These regulations amend the *Local Government (Administration) Regulations 1996*.

*[The following text is the Local Government (Administration) Regulations 1996 showing proposed amendments in track changes. A formal amending instrument will be drafted at a later stage.]*

## **Part 1 — Preliminary**

*[There are no amendments to this Part.]*

## **Part 2 — Council and committee meetings**

*[There are no amendments to this Part.]*

### Part 3 — Electors' meetings

*[There are no amendments to this Part.]*

### Part 4 — Local government employees

*[Heading inserted: Gazette 26 Aug 2011 p. 3482.]*

**18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))**

- (1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government is to give Statewide public notice of the position ~~advertise the position in a newspaper circulating generally throughout the State unless it is proposed that the position be filled by —~~
  - (a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or
  - (b) a person who will be acting in the position for a term not exceeding one year.
- (2) The Statewide public notice ~~An advertisement referred to in subregulation (1)~~ is to contain —
  - (a) the details of the remuneration and benefits offered; and
  - (b) details of the place where applications for the position are to be submitted; and
  - (c) the date and time for the closing of applications for the position; and
  - (d) the duration of the proposed contract; and
  - (da) a website address where the job description form for the position can be accessed; and
  - (e) contact details for a person who can provide further information about the position; and

- (f) any other information that the local government considers is relevant.

*[Regulation 18A inserted: Gazette 31 Mar 2005 p. 1037-8; amended: Gazette 19 Aug 2005 p. 3872; 3 May 2011 p. 1594.]*

**18B. Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))**

For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

- (a) the value of one year's remuneration under the contract; or
- (b) the value of the remuneration that the person would have been entitled to had the contract not been terminated.

*[Regulation 18B inserted: Gazette 13 May 2005 p. 2086.]*

**~~18C. Selection and appointment process for CEOs~~**

~~The local government is to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.~~

~~*[Regulation 18C inserted: Gazette 31 Mar 2005 p. 1038.]*~~

**~~18D. Performance review of CEO, local government's duties as to~~**

~~A local government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.~~

~~*[Regulation 18D inserted: Gazette 31 Mar 2005 p. 1038.]*~~

r. 18E

---

**18E. False information in application for CEO position, offence**

A person must not, in connection with an application for the position of CEO of a local government —

- (a) make a statement, or give any information, as to academic, or other tertiary level, qualifications held by the applicant that the person knows is false in a material particular; or
- (b) make a statement, or give any information, as to academic, or other tertiary level, qualifications held by the applicant which is false or misleading in a material particular, with reckless disregard as to whether or not the statement or information is false or misleading in a material particular.

Penalty: a fine of \$5 000.

*[Regulation 18E inserted: Gazette 31 Mar 2005 p. 1038-9;  
amended: Gazette 19 Aug 2005 p. 3872; 4 Mar 2016 p. 650.]*

**18F. Remuneration and benefits of CEO to be as advertised**

The remuneration and other benefits paid to a CEO on the appointment of the CEO are not to differ from the remuneration and benefits advertised for the position under section 5.36(4).

*[Regulation 18F inserted: Gazette 31 Mar 2005 p. 1039.]*

**18FA. Prescribed model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))**

Schedule 2 sets out model standards for local governments in relation to the following —

- (a) the recruitment of CEOs;
- (b) the review of the performance of CEOs;
- (c) the termination of the employment of CEOs.



**18FB. Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))**

(1) In this regulation —

*adopted standards* means the standards adopted by a local government under section 5.39B or, if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards.

(2) This regulation applies if —

(a) a local government appoints a person to the position of CEO of the local government; and

(b) the local government's adopted standards in relation to the recruitment of CEOs apply to the appointment.

(3) At the time of appointing the person to the position of CEO, the local government must, by resolution\*, certify that the person was appointed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.

\* Absolute majority required.

(4) A copy of the resolution must be given to the Departmental CEO within 14 days after the resolution is passed by the local government.

**18FC. Certification of compliance with adopted standards for CEO termination (Act s. 5.39B(7))**

(1) In this regulation —

*adopted standards* has the meaning given in regulation 18FB(1).

(2) This regulation applies if a local government terminates the employment of the CEO of the local government.

(3) At the time of terminating the CEO's employment, the local government must, by resolution\*, certify that the CEO was terminated in accordance with the local government's adopted

**r. 18G**

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standards in relation to the termination of the employment of CEOs.

\* Absolute majority required.

- (4) A copy of the resolution must be given to the Departmental CEO within 14 days after the resolution is passed by the local government.

**18G. Delegations to CEOs, limits on (Act s. 5.43)**

Powers and duties of a local government exercised under the following provisions are prescribed under section 5.43(i) as powers and duties that a local government cannot delegate to a CEO —

- (a) section 7.12A(2), (3)(a) or (4); and
- (b) regulations 18C and 18D.

*[Regulation 18G inserted: Gazette 31 Mar 2005 p. 1039.]*

**19. Delegates to keep certain records (Act s. 5.46(3))**

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

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

**19A. Payments in addition to contract or award, limits of (Act s. 5.50(3))**

- (1) The value of a payment or payments made under section 5.50(1) and (2) to an employee whose employment with a local

government finishes after 1 January 2010 is not to exceed in total —

- (a) the value of the person's final annual remuneration, if the person —
  - (i) accepts voluntary severance by resigning as an employee; and
  - (ii) is not a CEO or a senior employee whose employment is governed by a written contract in accordance with section 5.39;
- or
- (b) in all other cases, \$5 000.

(2) In this regulation —

**final annual remuneration** in respect of a person, means the value of the annual remuneration paid, or payable, to the person by the local government which employed that person immediately before the person's employment with the local government finished.

*[Regulation 19A inserted: Gazette 31 Mar 2005 p. 1032;  
amended: Gazette 13 Jul 2012 p. 3218.]*

## **Part 5 — Annual reports and planning**

*[There are no amendments to this Part.]*

## **Part 6 — Disclosure of financial interests and gifts**

*[There are no amendments to this Part.]*

## **Part 7 — Access to information**

*[There are no amendments to this Part.]*

## **Part 8 — Local government payments and gifts to members**

*[There are no amendments to this Part.]*

**Part 9 — Codes of conduct for employees**

*[There are no amendments to this Part.]*

**Part 10 — Training**

*[There are no amendments to this Part.]*



## Schedule 1 — Forms

*[There are no amendments to this Schedule.]*

## **Schedule 2 — Model standards for CEO recruitment, performance and termination**

[r. 18FA]

### **Division 1 — Preliminary provisions**

#### **1. Citation**

These are the *[insert name of local government] Standards for CEO Recruitment, Performance and Termination*.

#### **2. Terms used**

##### **(1) In these standards —**

*Act* means the *Local Government Act 1995*;

*additional performance criteria* means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

*applicant* means a person who submits an application to the local government for the position of CEO;

*contract of employment* means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

*contractual performance criteria* means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

*job description form* means the job description form for the position of CEO approved by the local government under clause [5(2)];

*local government* means the *[insert name of local government]*;

*selection criteria* means the selection criteria for the position of CEO determined by the local government under clause [5(1)] and set out in the job description form;

*selection panel* means the selection panel established by the local government under clause [8] for the appointment of a person to the position of CEO.

- (2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

**Division 2 — Standards for recruitment of CEOs**

**3. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

**4. Application of Division**

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the appointment of a person to the position of CEO.
- (2) This Division does not apply —
- (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
  - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause [13(2)].

**5. Determination of selection criteria and approval of job description form**

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of that particular local government.
- (2) The local government must, by a resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
- (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

**6. Advertising requirements**

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause [13] applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

**7. Job description form to be made available by local government**

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
  - (i) email a copy of the job description form to an email address provided by the person; or
  - (ii) mail a copy of the job description form to a postal address provided by the person.

**8. Establishment of selection panel for appointment of CEO**

- (1) The local government must establish a selection panel to conduct the recruitment and selection process for the appointment of a person to the position of CEO.
- (2) The selection panel must comprise —
  - (a) council members (the number of which is to be determined by the local government); and
  - (b) at least 1 person who is neither a council member nor an employee of the local government.

**9. Recommendation by selection panel**

- (1) The selection panel must assess each applicant's knowledge, experience, qualifications and skills against the selection criteria.

- (2) Following the assessment referred to in subclause (1), the selection panel must —
- (a) recommend to the local government one or more applicants who the selection panel considers are suitable for appointment to the position of CEO; or
- (b) if the selection panel considers that none of the applicants are suitable for appointment to the position of CEO — advise the local government of that fact.
- (3) If the selection panel considers that none of the applicants are suitable for appointment to the position of CEO, the selection panel may recommend to the local government the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
- (a) in an impartial and transparent manner; and
- (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(a) unless the selection panel has —
- (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
- (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
- (c) whether by contacting referees provided by the applicant or making any other enquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

**10. New process to be commenced if no suitable applicants**

- (1) If the selection panel advises the local government under clause [9(2)(b)] that the selection panel considers that none of the applicants are suitable for appointment to the position of CEO, the local government must carry out a new recruitment and selection process for the position in accordance with these standards.

(2) However, unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause [5] does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause [5] is the job description form for the purposes of the new recruitment and selection process.

**11. Offer of appointment to position of CEO**

(1) Any decision by the local government to make an offer of appointment to the position of CEO to an applicant must be made by a resolution of an absolute majority of the council.

(2) The resolution must approve —

(a) the making of the offer of appointment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

**12. Appointment to position of CEO**

(1) In this clause —

*negotiated contract* means the contract of employment referred to in paragraph (b) of the definition of *successful applicant*;

*successful applicant* means an applicant who —

(a) has been made an offer of appointment to the position of CEO under clause [11]; and

(b) has negotiated with the local government the terms of the contract of employment to be entered into by the local government and the applicant; and

(c) following that negotiation, has accepted the offer of appointment.

(2) Any appointment of a successful applicant to the position of CEO by the local government must be made by a resolution of an absolute majority of the council.



(3) The resolution must —

(a) endorse the appointment of the successful applicant to the position of CEO; and

(b) approve the terms of the negotiated contract.

**13. Recruitment to be undertaken on expiry of certain CEO contracts**

(1) In this clause —

*commencement day* means the day on which the *Local Government (Administration) Amendment Regulations (No. 2) 2020* regulation [regulation inserting new r. 18FA] comes into operation.

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the *incumbent CEO*) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be appointed to the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be appointed to the position of CEO.

**14. Confidentiality of information**

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

**Division 3 — Standards for review of performance of CEOs**

**15. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

**16. Performance review process to be agreed between local government and CEO**

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses [17], [18] and [19].

(3) The matters referred to in subclause (1) must be set out in a written document.

**17. Carrying out a performance review**

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

<b>Local Government (Administration) Amendment Regulations (No. 2) 2020</b>	
<b>Schedule 2</b>	Model standards for CEO recruitment, performance and termination
<b>Division 4</b>	Standards for termination of employment of CEOs
<b>cl. 18</b>	

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- (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

**18. Endorsement of performance review by local government**

Following a review of the performance of the CEO, the local government must, by a resolution of an absolute majority of the council, endorse the review.

**19. CEO to be notified of results of performance review**

After the local government has endorsed a review of the performance of the CEO under clause [18], the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

**Division 4 — Standards for termination of employment of CEOs**

**20. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

**21. General principles applying to any termination**

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
  - (b) notifying the CEO of any allegations against the CEO; and
  - (c) giving the CEO a reasonable opportunity to respond to the allegations; and

- (d) genuinely considering any response given by the CEO in response to the allegations.

**22. Additional principles applying to termination for performance-related reasons**

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

- (2) The local government must not terminate the CEO's employment unless the local government has —

- (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the *performance issues*) related to the performance of the CEO; and

- (b) informed the CEO of the performance issues; and

- (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

- (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

**23. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by a resolution of an absolute majority of the council.

**24. Notice of termination of employment**

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

***Local Government (Administration) Amendment Regulations (No. 2) 2020***

**Schedule 2**      Model standards for CEO recruitment, performance and termination

**Division 4**      Standards for termination of employment of CEOs

**cl. 24**

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Clerk of the Executive Council







Government of Western Australia  
Department of Local Government and Communities

# Local Government Operational Guidelines

Number 05 – January 2004

## Council Forums

## 1. Introduction

Over recent years many local governments have introduced procedures that allow elected members and officers to meet and discuss matters relating to the operation and affairs of their local government outside of the formal council meeting framework. This has been done through an informal meeting process that has been given a range of titles including briefing or information sessions, workshops and corporate discussions. For the purposes of this guideline the term “forum” will be used to encompass such meetings.

The forum approach has allowed the ordinary meeting of council to focus on the decision-making needs of the local government. Many local governments that have adopted the forum process in preference to standing committees claim that it has led to better informed elected members and a more efficient and effective decision-making regime. This guideline is designed to assist those local governments that do conduct forums by listing appropriate procedural and behavioural controls. The adoption of such controls should reassure the community that the council decision-making mechanisms are accountable, open and transparent.

Local government forums range from one-off events discussing a particular issue through to regular, structured meetings, albeit not convened under the auspices of the *Local Government Act 1995* (the Act). This guideline is intended to address those forums that are held on a regular basis.

While acknowledging that regular forums are invaluable and legitimate, the Department advises that the conduct of such has generated complaints regarding the potential for a reduced level of transparency in the decision-making process and hence a reduction in accountability to and involvement by the community. Local governments need to make a clear distinction between forums and the formal debate and decision-making process.

It is recognised that local governments may conduct other sessions or workshops which would include items such as team building exercises, strategic planning workshops and community input forums. It is not intended that these guidelines would necessarily be applied to such sessions, but some of the suggested procedural controls may have relevance.

Issues relating to council forums that are addressed in these guidelines include:

- accountability;
- openness and transparency;
- probity and integrity;
- authority for the presiding person;
- participation by elected members and staff;
- proposals under Town Planning Schemes;
- formulating management documents; and
- forums immediately prior to an ordinary meeting of council.

## 2. Principles of the Act

Part 5 of the Act sets out the framework whereby elected members meet as the governing body for the purpose of decision-making on behalf of the local government.

It is an intention of the Act that councils conduct business and make decisions –

- openly and transparently;
- with a high level of accountability to their community;
- efficiently and effectively;
- with due probity and integrity;
- acknowledging relevant community input;
- with all available information and professional advice; and
- with the fullest possible participation of elected members.

The Act establishes ordinary, special and committee meetings. Each council must decide the meeting structure it will adopt within the legal framework for it to achieve the most efficient and effective decision-making process. It is a legal requirement that all decisions made on behalf of the local government are to be made at meetings called and convened under the provisions of the Act.

In addition to ordinary and special meetings, elected members can meet as a committee, membership of which may vary in number from three to all members of council. Committees can discuss matters and make recommendations to the council or, if given delegated authority by the council, can make decisions on its behalf. A council does not need to have committees and can have all matters presented to it directly for decision. A recent trend has been

for councils to abolish the system of standing committees or limit the number and/or range of committees and adopt a forum approach.

## 3. Council Forums

Local government forums range from a once-only event to discuss and explore a particular issue, a number of sessions to address matters such as a specific project or the compilation of a report for internal or external use, through to forums held at regular intervals with a consistent structure and objectives.

Regular forums run in local governments exhibit two broad categories which we have titled agenda and concept. They are differentiated by the stage of development of issues which are discussed by elected members and staff. The two types are described below along with the variations in procedural controls and processes suggested for each.

### Concept Forums

Concept forums involve elected members and staff meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the local government and the district. Such forums often involve projects that are in the early planning stage and are some time away from being presented to council for decision. In discussing such issues, staff are looking for guidance from the elected members as they research the matter and draft the report. Elected members and staff are also looking to present ideas and concepts for future consideration. If the response is favourable staff can proceed with their research and eventual report on the matter.

Examples of the type of issues concept forums may cover include –

- current matters of a local or regional significance;
- matters relating to the future development of the local government;
- significant revenue-raising requirements or expenditure needs;
- the development of internal strategic, planning, management and financial documents; and
- development of the selection criteria and performance objectives for the Chief Executive Officer (CEO).

Behind closed doors and in a relatively informal manner are the two notable characteristics of concept forums. Holding such meetings behind closed doors is justified in that many of the ideas and concepts are preliminary and while looking for that creative gem some may be extreme, expensive or impractical and never adopted.

Discussion on such proposals in a public forum would be counter-productive. Privacy and informality allows elected members to propose ideas, ask questions and discuss issues for the better understanding of those in attendance. Such forums assist individuals to become better informed and to clarify their views.

The privacy and informality of concept forums also has pitfalls including the risk of neglecting proper standards of probity and public accountability. Over time, participants can become too familiar, and therefore more lax, with the procedure and purpose of the meeting. Unless procedures are adopted and rigorously applied to these forums, there is a danger that collective or collaborative decisions may be made, implied and otherwise.

## **Agenda Forums**

For proper decision-making, elected members must have the opportunity to gain maximum knowledge and understanding of any issue presented to the council on which they must vote. It is reasonable for elected members to expect that they will be provided with all the relevant information they need to understand issues listed on the agenda for the next or following ordinary council meetings. The complexity of many items means that elected members may need to be given information additional to that in a staff report and/or they may need an opportunity to ask questions of relevant staff members. Many local governments have determined that this can be achieved by the elected members convening as a body to become better informed on issues listed for council decision. Such assemblies have been termed agenda forums. It is considered they are much more efficient and effective than elected members meeting staff on an individual basis for such a purpose with the added benefit that all elected members hear the same questions and answers.

To protect the integrity of the decision-making process it is essential that agenda forums are run with strict procedures.

## **4. Principles Governing Procedural and Behavioural Controls for Forums**

Local governments that conduct forums or are considering doing so have the right to implement a forum system that best suits their needs. The principles and associated procedures set out below, if adopted by local governments when conducting



forums, will ensure that all requirements of accountability, openness and transparency are satisfied.

The identified principles and associated procedures are accountability, openness and transparency, probity and integrity, authority for the chair and meeting notification. Each of these is explained below.

### **Accountability**

The Act requires that ordinary and special council meetings and committee meetings that have delegated authority must be open to the public. Most local governments also open committee meetings even where there is no delegated authority. This openness allows the community to view the decision-making process from the time an issue is first presented to elected members through to the final decision.

There must be no opportunity for a collective council decision or implied decision that binds the local government to be made during a forum.

Agenda forums should be for staff presenting information and elected members asking questions, not opportunities to debate the issues. A council should have clearly stated rules that prohibit debate or vigorous discussion between elected members that could be interpreted as debate. Rules such as questions through the chair and no free-flowing discussion between elected members should be applied.

If there is minimum debate in the ordinary meeting because the elected member attitudes have been established through the item being thoroughly canvassed in the agenda forum then the community

is denied the opportunity to witness any debate and understand how the council reached its decision. Other concerns relate to elected members agreeing on movers, seconders and/or amendments. Such an approach must not be allowed by the council whether the agenda forum is open or closed to the public but a closed forum will almost certainly generate a perception by the community of secret meetings where the decisions are made beyond public scrutiny.

Councils, when considering conducting closed forums, need to consider their reasons for justification against the likely damage to their public standing from the perception of secrecy. A policy that the forums will generally be open to the public will make a significant contribution to the community perception of council accountability. A clearly delineated distinction between agenda and concept forums is important for these reasons.

### **Openness and Transparency**

A significant strength of local government is the openness and accessibility of its processes to the community. In conducting forums each local government should make a conscious decision to promote the community perception that it embraces the concept of openness and transparency. Therefore, whenever appropriate, forums should be open to the public.

### **Probity and Integrity**

The legislation provides that in ordinary meetings and committee meetings elected members must disclose conflicts of interest and exclude themselves from proceedings where they have a financial interest.

Disclosure in forums is a matter of ethics. The disclosure requirements only apply to meetings that are convened under the provisions of the Act. Elected members can legally participate at forums without being in breach of the legislation even where they have a clear financial interest or conflict of interest. Such participation is ethically unacceptable and is clearly at odds with the probity and accountability principles of the Act and codes of conduct. It is essential that councils adopt standards for forums that stipulate that disclosure rules applying to meetings constituted under the Act also apply at all forums. Disclosure should lead to an individual departing the forum.

### **Authority for the Chair**

Many councils have established a forum process without specifying how the forums should be chaired and what authority the chair is given to control proceedings. In some local governments, the CEO chairs the forums in certain circumstances. This latter approach is not supported because it confuses the roles and relationships established in the Act.

It is recommended that the mayor or president or, if appropriate, another elected member, chairs all forums that involve elected members. Properly managed forums rely on strength and leadership from the chair. Therefore, a forum's chair should be supported by established rules similar to the standing orders that apply to formal meetings.

### **Meeting Notification**

The provisions of the Act are designed to ensure that members are given timely notice of, and information for, council and committee meetings. Formal provisions

do not apply to forums but the principles remain the same. Adequate notice needs to be given of the time, location and content of the forum.

The forum process is most successful in those local governments where forums are held on a regular basis such as on the alternative weeks to the ordinary council meeting (where they are held fortnightly) or a week before the ordinary council meeting. By setting the dates for forums well in advance, elected members, staff and the community can plan for their attendance.

Forums that are organised without adequate notice or a proper agenda are often poorly attended and inefficiently run. This will be detrimental to the purpose of the forum.

## **5. Particular Issues of Concern in the Forum Process**

There are a number of concerns relating to the content and conduct of forums. These are set out below. Councils need to be aware of these and take action to overcome the concerns if such apply to them.

### **Dealing With Proposals Under the Town Planning Scheme**

The discretion available to council when making decisions under the Act is not always available when making decisions under town planning legislation. When a council is dealing with town planning matters, it does so under the powers conferred by the State planning legislation. Council assumes the role of a planning authority (ie Western Australian Planning Commission) and an elected member the

role of a planning commissioner. Council is not only constrained by the conditions of its Town Planning Scheme but also by the relevant State Acts.

Decision-making in town planning matters requires the decision-maker to maintain a high degree of independence from the process leading up to the decision being made. The elected member needs to be in a position of being able to make his or her decision after taking into account the relevant and material facts and circumstances as presented to all fellow elected members. These same comments apply whether councils do or do not work with specialist planning committees. Elected members need to be wary of involvement in the lead-up process to a certain decision, especially as a sole agent or member of a small group and being subjected to information from the developer or parties associated with the developer. This may be interpreted as reducing the independence of the decision-maker.

Councils will often have briefings relating to development issues and these are important in terms of the elected members becoming fully informed on the matter on which they have to vote. The nature of the decision means that briefing sessions involving planning matters should be conducted with the strictest of rules. There should be no implication of debate between elected members; the session should primarily involve information being given by the relevant officer and other parties with questions from the floor directed through the chair. In cases where an elected member has relevant information on a development matter to be conveyed to the meeting, it must be done through the chair so that all decision-makers are privy to that information.

### **Formulating Management Documents**

Many local governments prepare their management documents, such as budgets, plans for the future and policy manuals, through a forum process. In many cases this involves a number of forums to which all elected members are invited and the public are excluded. Such forums are not set up under the auspices of the Act. There are no formal decisions made as in due course the documents are adopted at a formal meeting of council. Nevertheless, as the forums proceed and the document is developed, some issues are included, some are discarded and others may need further research by staff. If records of the matters discussed at the forums are not kept, development stages of the documents will be uncertain and hence any orderly progress inhibited. Additionally, the process may lack accountability and the probity of elected members and staff could be challenged. Change of membership of the group by either staff or elected members would again place doubt on the validity of the process.

A more suitable procedural process for the development of management documents would be the formal establishment of a committee under the Act with that assigned purpose. Although the committee meetings, if no power or duty has been delegated to the committee, are not required by legislation to be open to the public, the integrity of the process is protected by the legislative requirement for the agenda and minutes to be available for public inspection. Such committees, upon completion of their assigned task(s), could be wound up or reconvened the following year when the task was again required. Examples would be a committee reviewing standing orders and a "Budget

Committee". The former would be wound up upon submission of its report to council. The "Budget Committee" would be an ongoing but occasional committee which would meet each year from (say) March to early July.

Some committees could have a select and limited membership whereas others (such as the budget committee) could include all elected members.

### **Forums Immediately Prior to an Ordinary Meeting of Council**

Some local governments hold forums immediately prior to ordinary council meetings. Anecdotal evidence suggests that in discussing the agenda of the forthcoming meeting at such forums implied decisions may be made. This familiarity with the issues and known attitudes can lead to debate at the ordinary council meeting being stifled or non-existent much to the chagrin of the public who are not privy to the earlier discussions. Forums held immediately prior to ordinary council meetings cause more complaints of secret meetings and predetermined decisions than any other type of forums.

Pre-meeting forums may be beneficial where an elected member has additional or alternative information to that contained in a staff report which may be controversial or cause problems within the ordinary meeting at the time the item is discussed. Certainly, it is an advantage for the CEO, council and particularly the presiding member to be aware of potential problems in the forthcoming ordinary meeting. While a pre-meeting forum provides the opportunity to inform others of the potential problem it would be preferable to raise the matter with likely concerned

parties such as the presiding member, CEO and reporting officer much earlier than immediately before the meeting. Early advice will give those concerned the opportunity to undertake action to address the identified problems.

It is recognised that with many local governments, especially those that are in rural locations, the timing of the pre-meeting forum is understandable in that the elected members can only get together once a month because of travel time and they need an opportunity to discuss issues with the freedom of a forum.

After consideration of these issues, it is recommended that if a council determines that the only time available for a forum is prior to an ordinary council meeting and it is to be closed to the public, then it be established as a concept forum and reference to the forthcoming agenda should be prohibited unless a special circumstance is conveyed to the presiding member. An example of a special circumstance would be information additional to, or contradicting the staff report which is likely to lead to non-adoption or significant variation of the recommendation and it has not been possible to convey such information at an earlier time. Adoption of the concept forum approach means elected members needing additional information or explanations from staff on forthcoming agenda items will have to make alternative arrangements to meet their requirements.

The adoption of such rules on pre-meeting forums should be conveyed to the public. Advice of the conducting of such a forum and its general content at the ensuing ordinary meeting will reinforce the openness and accountability of council.

## 6. Forums that Incorporate Both Concept and Agenda Items

Many local governments will run only one forum and it will cover both agenda items to be addressed at the next council meeting and wide-ranging concept issues. It is suggested that the different requirements of the two types are recognised and they be categorised as such in the forum agenda. The most important aspect is that the presiding person apply appropriate procedures regarding debate and discussion between elected members when agenda items are being covered.

Such forums should also be open to the public.

## 7. Model Procedures for Forums

Before introducing, or continuing with forums, councils have a responsibility to weigh carefully the risks as well as the benefits associated with such a process and consider if there are better, alternative ways of achieving the desired outcomes.

Councils that hold forums should adopt meeting rules and processes to ensure that proper standards of probity and public accountability are adhered to. Particular emphasis must be placed on ensuring that there is no decision-making during these forums and that this is rigidly enforced.

### Procedures Applying to Both Concept and Agenda Forums

The Department recommends that councils adopt a set of procedures for both types of forums which include the following –

- Dates and times for forums should be set well in advance where practical;
- The CEO will ensure timely written notice and the agenda for each forum is provided to all members;
- Forum papers should be distributed to members at least three days prior to the meeting;
- The mayor/president or other designated elected member is to be the presiding member at all forums;
- Elected members, employees, consultants and other participants shall disclose their financial and conflicts of interest in matters to be discussed;
- Interests are to be disclosed in accordance with the provisions of the Act as they apply to ordinary council meetings. Persons disclosing a financial interest will not participate in that part of a forum relating to their interest and leave the meeting room;
- There is to be no opportunity for a person with an interest to request that they continue in the forum; and
- A record should be kept of all forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.

### Procedures Specific to Concept Forums

The Department recommends that councils adopt specific procedures for concept forums which include the following –

- Concept forums may be open to the public when an issue is being discussed that council believes would benefit from public awareness and debate;



- Discussion between members is to be limited to those issues which are in the preliminary development stages. Items already listed on a council meeting agenda are not to be discussed; and
- As discussion items are not completely predictable there is to be some flexibility as to disclosures of interest. A person may disclose an interest at the time discussion commences on an issue not specifically included on the agenda.

### **Procedures Specific to Agenda Forums**

The Department recommends that councils adopt specific procedures for agenda forums which include the following –

- Agenda forums should be open to the public unless the forum is being briefed on a matter for which a formal council meeting may be closed;
- Items to be addressed will be limited to matters listed on the forthcoming agenda or completed and scheduled to be listed within the next two meetings (or period deemed appropriate);
- Briefings will only be given by staff or consultants for the purpose of ensuring that elected members and the public are more fully informed; and
- All questions and discussions will be directed through the chair. There will be no debate style discussion as this needs to take place in the ordinary meeting of council when the issue is set for decision.

## **8. General Discussions in Councils Without Forums**

Travel and time constraints mean that many councils can convene for a limited time; for many, only one day per month. As a result, some local governments have continued with the traditional ordinary meeting format where the decision-making is combined with wide-ranging discussion on other matters. A major problem with this approach is that the wide-ranging discussions result in meetings continuing for long periods of time.

There are benefits to elected members, the public and the staff if the issues requiring decision are dealt with during one continuous stage early in the meeting.

Elected members can have more effective broad ranging discussion during the same time frame as the traditional council meeting with a revised structure. It is suggested a better format would be for the ordinary meeting to be closed as soon as the required decisions have been made. The general discussions would then be pursued in a concept format environment. The advantages of this approach are the opportunity for councillors to discuss issues of concern in an informal environment.

## 9. Summary

With most local governments, elected members need opportunities to discuss issues outside of the formal ordinary meeting process. The Department acknowledges this approach because those elected members that have the maximum opportunities for input will obtain the greatest satisfaction emanating from their time in local government.

The opportunity for input can be best gained through forums or committees of the full council.

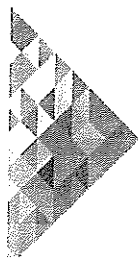
Councils that wish to hold forums of either the concept or agenda type are encouraged to adopt rules and processes that are in line with these guidelines.

This will assist with openness and accountability, minimise public criticism and lead to a more effective and efficient local government.

These guidelines are also available on the Department's website at [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)



Government of Western Australia  
Department of Local Government and Communities



Local Government Advisory Hotline  
**1300 762 511**

Email: [lghotline@dlgc.wa.gov.au](mailto:lghotline@dlgc.wa.gov.au)  
8.30am–5.00pm, Monday to Friday

### About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.



For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

**Department of Local Government and Communities**

Gordon Stephenson House, 140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Telephone: (08) 6551 8700 Fax: (08) 6552 1555

Freecall (Country only): 1800 620 511

Email: [info@dlgc.wa.gov.au](mailto:info@dlgc.wa.gov.au) Website: [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)

Translating and Interpreting Service (TIS) – Tel: 13 14 50

## **Policy M.15**

### **Council Agenda Briefing and Strategic/Concept forums Policy**

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#### **Objective**

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

#### **Scope**

This policy applies to all Councillors, staff and members of the public that attend Council briefings and forums convened by the Shire.

#### **Policy**

##### General Provisions

- The Shire President or Deputy Shire President in his or her absence will preside at agenda briefing and strategic/concept forums. If neither President nor Deputy is present, a Councillor will be chosen by those Councillors present.
- No formal minutes are required to be taken. Records will only be kept of attendance, conflict of interest disclosures and items / topics discussed.
- No decisions are to be made and will only be done so at the Council meeting.

##### Agenda Briefing

- The start time of agenda briefing is to be advertised on the shire website, facebook and other mediums where necessary
- Agenda briefings are open to members of the public, except where items are confidential in nature under section 5.23 of the Local Government Act 1995. Confidential items will be discussed once open briefing has closed and members of the public have left.
- The presiding member will manage receiving of questions from the public. Public questions are to be confined to five minutes per person and a maximum of 15 minutes and are limited to questions regarding items in the agenda briefing. Public questions that members of the public wish to be recorded in the minutes of the ordinary meeting of Council will be required to ask that question at the ordinary meeting of council.
- All questions must be through the chair and are related to the upcoming ordinary council meeting agenda.
- There is to be no free-flowing discussion between Councillors and debate is strictly prohibited.
- The legislation does not require disclosure of conflicts of interest at agenda briefings however in the interest of transparency and accountability and the provisions of the rules of conduct, it is considered not acceptable to participate in a matter if there is a conflict of interest.

- Councillors and officers will therefore be required to declare any intertest in accordance with the provision of the Local Government Act 1995 as they apply to ordinary council meetings

#### Strategic / Concept forums

- Strategic / Concept forums are a mechanism by which Shire employees can confidentially update councillors on developments related to significant projects. Strategic, conceptual or sensitive matter.
- In these circumstances it is important for Councillors to be involved and to be able to speak freely without members of the public in attendance.
- The forums allow a free flowing discussion between Councillors and staff, however there is to be no debate on any matter.
- Council may decide to at a future date open the discussion on major projects and or to invite members of the public to participate in workshops.

#### **Definitions**

Agenda Briefing - a monthly briefing to discuss the agenda for the following council meeting.

Strategic / Concept forums – a briefing to update Councillors on strategic significant issues or projects that are in a concept stage.

#### **Relevant Policies / Administration Practice**

Nil

#### **Legislative / Local Law requirement**

Section 5.23 Local Government Act 1995

Rules of Conduct regulations 2007

<b>POLICY NO.</b>	<b>M.11</b>
<b>POLICY SUBJECT</b>	Council Agenda Briefing and Strategic/Concept forums Policy
<b>ADOPTION DATE</b>	26 November 2020





# **Review of Ward Boundaries and Representation Discussion Paper**

December 2020

All submissions must be received by 4pm Thursday January 28, 2021







### Background

The review will be as per Schedule 2.2. of the *Local Government Act 1995*, which requires local governments with Wards to carry out a review of the Ward Boundaries and the number of Elected Members of each Ward from time to time so that no more than eight years elapse between successive reviews.

The last review of the Ward boundaries and Elected Member representation was undertaken in 2017.

There are two basic options available to the community when considering the structure of the Council: either no Wards or more than one Ward. There are both advantages and disadvantages in applying either of the two options and these are addressed in the notes.

According to the Local Government Advisory Board:

#### **Ward System**

Many local governments have a Ward system and find that it works well for them.

The **advantages** of a Ward system may include:

- Different sectors of the community can be represented ensuring a good spread of representation and interest amongst Elected Members;
- There is more opportunity for Elected Members to have a greater knowledge and interest in the issue of the Ward; and
- It may be easier for a candidate to be elected if they only need to canvass one Ward.

The **disadvantages** of a Ward system may include:

- Elected Members can become too focused on their Wards and less focused on the affairs of other Wards and the whole local government;
- An unhealthy competition for resources can develop when electors in each Ward come to expect the service and facilities provided in other Wards, whether they are appropriate or not;
- The community and Elected Members can tend to regard the local government in terms of Wards rather than as a whole community;
- Ward boundaries may appear to be placed arbitrarily and may not reflect the social interaction and communities of interest of the community; and
- Balanced representation across the local government may be difficult to achieve, particularly if a local government has highly populated urban areas and sparsely populated rural areas.

#### **No Ward System**

The **advantages** of a No Ward system may include:

- Elected Members are elected by the whole community not just a section of it. Knowledge and interest in all areas of the Council's affairs would result in broadening the views beyond the immediate concerns of those in a Ward;



## Review of Ward Boundaries and Representation Discussion Paper

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- The smaller town sites and rural areas have the whole Council working for them;
- Members of the community who want to approach an Elected Member can speak to any Elected Member;
- Social networks and community of interest are often spread across a local government and Elected Members can have an overview of these;
- Elected Members can use their specialty skills and knowledge for the benefits of the whole local government;
- There is balanced representation with each Elected Member representing the whole community; and
- The election process is much simpler for the community to understand and for the Council to administer.

The **disadvantages** of a No Ward System may include:

- Electors may feel that they are not adequately represented if they do not have an affinity with any of the Elected Members;
- Elected Members living in a certain area may have a greater affinity and understanding of the issues specific to that area;
- There is potential for an interest group to dominate the Council;
- Elected members may feel overwhelmed by having to represent all electors and may not have the time or opportunity to understand and represent all the issues; and
- It may be more difficult and costly for candidates to be elected if they need to canvass the whole local government area.

### **Number of Elected Members**

The **advantages** of a reduction in the number of Elected Members may include the following:

- The decision making process may be more effective and efficient if the number of Elected Members is reduced. It is more timely to ascertain the views of a fewer number of people and decision making may be easier;
- There is also more scope for team spirit and cooperation amongst a smaller number of people;
- The cost of maintaining Elected Members is likely to be reduced;
- The increase in the ratio of Elected Members to electors is unlikely to be significant;
- Consultation with the community can be achieved through a variety of means in addition to individuals and groups contacting their local Elected Member;
- A reduction in the number of Elected Members may result in an increased commitment from those elected reflecting in greater interest and participation in Council's affairs;
- Fewer Elected Members are more readily identifiable in the community;
- Few positions on Council may lead to a greater interest in elections with contested elections and those elected obtaining a greater level of support from the community; and





## Review of Ward Boundaries and Representation Discussion Paper

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- There is a state-wide trend for reduction in the number of Elected Members and many local governments have found that fewer Elected Members works well.

The **disadvantages** of a reduction in the number of Elected Members may include the following:

- A smaller number of Elected Members may result in an increased workload and may lessen effectiveness. A demanding role may discourage others from nominating for Council;
- There is the potential for dominance in the Council by a particular interest group;
- A reduction in the number of Elected Members may limit diversity around the Council table;
- Opportunities for community participation in Council's affairs may be reduced if there are fewer Elected Members for the community to contact; and
- An increase in the ratio of Elected Member to electors may place too many demands on Elected Members.

This discussion paper has been developed to assist the community in considering options and ideas as well as clarifying factors that will form part of the review. The options presented are a few of the possible options and scenarios that are open to the Shire to consider.

This discussion paper will outline five options, and provide an overview of each scenario assessed against the following criteria:

- Community of interests
- Physical and topographical features
- Demographic
- Economic factors
- Ratio of Elected members to electors in the various Wards.

The Shire will determine a preferred option relating to Ward boundaries and Elected Member representation following consideration of all submissions.

## Public Submissions

All residents and / or business operators within the Shire of Boyup Brook are encouraged to review this discussion paper and provide your feedback on the options presented.

Members of the community are invited to make a submission about any aspect of Ward boundaries and representation. This can be made to the Executive Assistant by:

In Person: Attend the Administration Office

Email: [EA@boyupbrook.wa.gov.au](mailto:EA@boyupbrook.wa.gov.au)

Mail: Shire of Boyup Brook  
PO Box 2  
Boyup Brook WA 6244

All submissions are to be received by **4pm Thursday January 28, 2021.**



## Current Situation

The Shire of Boyup Brook comprises of Nine Elected Members, and is divided into four Wards; Boyup Brook, Benjinup, Dinninup, and Scotts Brook Ward.

The Boyup Brook Ward has three elected members and the other wards each have two elected members.



Wards	Number of Electors	Number of Elected Members	Elected Member / Elected Ratio	Ratio Deviation %
Boyup Brook	504	3	168	-25.48%
Benjinup	248	2	124	7.39%
Dinninup	236	2	118	11.87%
Scotts Brook	217	2	108	18.96%
<b>Shire</b>	<b>1205</b>	<b>9</b>	<b>134</b>	

Table 1: Shire of Boyup Brook elector to Elected Member ratios – situation as at 30 September 2020.





## Review of Ward Boundaries and Representation Discussion Paper

The % ratio deviation gives a clear indication of the % difference between the average Elected Member / elector ratio for the whole local government and for each Ward.

It is evident that there are significant imbalances in representation across the Shire with the Scotts Brook and Dinninup Wards overrepresented and the Boyup Brook Ward underrepresented. A balanced representation would be reflected in the % ratio deviation being within plus or minus 10%.

At present, the Shire of Boyup Brook comprises of 1205 electors with nine Elected Members. The ratio of Elected Member to electors is 1:134. The number of electors per locality are as follows:

Benjinup	90
Boyup Brook	629
Chowerup	22
Dinninup	94
Kulikup	85
Mayanup	131
McAlinden	46
Scotts Brook	52
Tone Bridge	11
Wilga	45
<b>Total</b>	<b>1,205</b>

## Cost Per Elected Member

Under the *Local Government Act 1995*, Elected Members are entitled to fees, reimbursement of expenses and allowances. The total cost to the Shire of Boyup Brook of these fees and allowances would vary depending on the number of Elected Members. Costs regarding support services and overheads would not change greatly if there was to be a change in the number of Elected Members or Wards. The fees and allowances paid to an Elected Member is outlined below:

### Elected Member Allowance

- Elected Member Annual Meeting Fees \$7,615
- Information Technology \$1,280

Elected Members are also reimbursed for Elected Member related expenses for travel and childcare costs if claimed.



## Elected Member Representation at Other Band 4 Local Governments

Below is a comparison of the Elected Member representation level at other Band 4 local governments, the number of Wards and corresponding ratio of Elected Member to electors:

Local Government	Number of Electors	Number of Elected Members	Number of Electors to Elected Member	Number of Wards
Shire of Beverly	1330	9	148	0
Shire of Boddington	1146	6	191	0
Shire of Brookton	671	7	96	0
Shire of Broomehill - Tambellup	698	7	100	0
Shire of Bruce Rock	650	9	72	0
Shire of Carnamah	382	7	55	0
Shire of Chapman Valley	979	8	122	0
Shire of Coorow	743	8	93	0
Shire of Corrigin	815	7	116	0
Shire of Cranbrook	730	9	81	0
Shire of Cuballing	629	6	105	0
Shire of Cue	123	7	18	0
Shire of Cunderdin	792	8	99	0
Shire of Dowerin	478	8	60	0
Shire of Dumbleyung	46	8	6	4
Shire of Dundas	339	6	57	0
Shire of Gnowangerup	744	9	83	0
Shire of Goomalling	670	7	96	0
Shire of Jerramungup	758	7	108	0
Shire of Kellerberrin	804	7	115	0
Shire of Kent	334	8	42	0
Shire of Kondinin	534	8	67	0
Shire of Koorda	264	7	38	0
Shire of Kulin	337	9	37	4
Shire of Lake Grace	898	9	100	0
Shire of Menzies	196	6	33	2
Shire of Mingenew	294	7	42	2
Shire of Morawa	394	7	56	0
Shire of Mount Magnet	215	7	31	0
Shire of Mount Marshall	330	7	47	0
Shire of Mukinbudin	374	9	42	0
Shire of Murchison	70	6	12	0
Shire of Nannup	1030	8	129	3
Shire of Narenbeen	523	8	65	0
Shire of Ngaanyatjaraku	692	8	87	0
Shire of Nungarin	162	7	23	0
Shire of Perenjori	294	7	42	0





## Review of Ward Boundaries and Representation Discussion Paper

Shire of Pingelly	773	7	110	0
Shire of Quairading	742	8	93	0
Shire of Sandstone	57	6	10	0
Shire of Sharkbay	497	7	71	2
Shire of Tammin	243	6	41	0
Shire of Three Springs	320	7	46	0
Shire of Trayning	239	7	34	0
Shire of Upper Gascoyne	115	7	16	0
Shire of Victoria Plains	555	7	79	4
Shire of Wagin	1287	10	129	0
Shire of Wandering	319	7	46	0
Shire of West Arthur	582	7	83	0
Shire of Westonia	186	6	31	0
Shire of Wickepin	500	8	63	0
Shire of Williams	671	8	84	0
Shire of Wiluna	172	7	25	0
Shire of Wongan-Ballidu	923	6	154	0
Shire of Woodanilling	301	6	50	0
Shire of Wyalkatchem	337	6	56	0
Shire of Yalgoo	107	6	18	0

A review of the Elected Member Representation at other Band 4 Local Governments show that:

- 88% have no Wards (50 of 57)
- 63% have seven or less Elected Members (36 of 57)
- 2% have more Elected Members than the Shire of Boyup Brook (1 of 57)
- 86% have less Elected Members than the Shire of Boyup Brook (49 of 57)
- No local government has five Elected Members.

## Names of Wards

The names of Wards will also need to be considered.

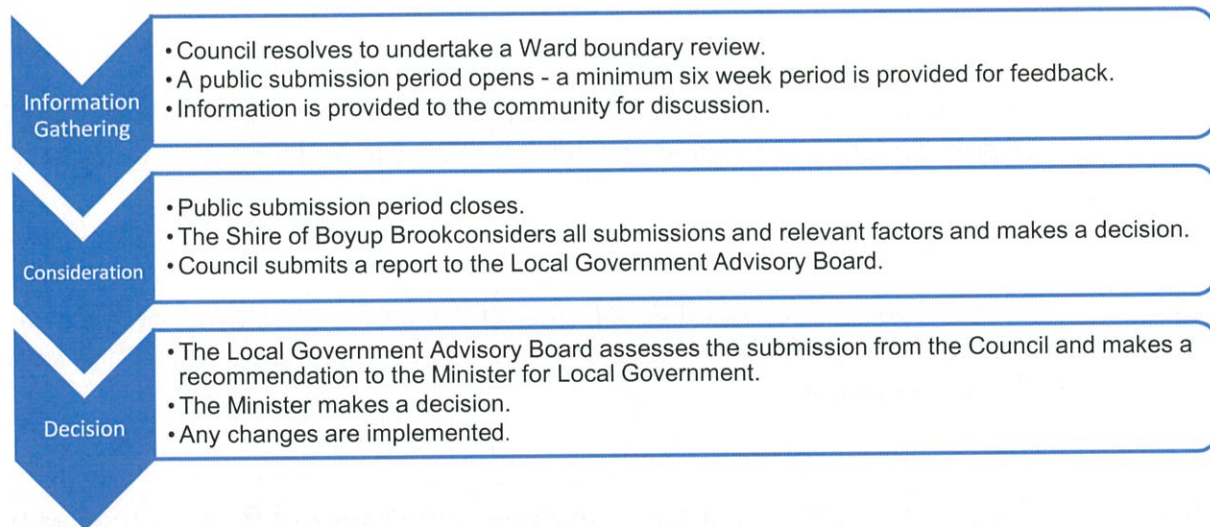
For example, it may be preferable to use names of localities, the names of landmarks within the district, or simply North, South, East, West, etc.

Generic names have been used in the following options to allow for suggestions from the community.



### Ward Boundary Review Process

The Ward boundary review process must be carried out in accordance with the provisions of the *Local Government Act 1995*. This involves a number of steps:



The next Council election will be held on the 16<sup>th</sup> October 2021. To ensure any required changes are made to the Shire of Boyup Brook Ward Structure, the Shire will need to make a submission to the Local Government Advisory board by the 12<sup>th</sup> February 2021.

More details about the Local Government Advisory Board, and its roles and process are available at:

<https://www.dlgsc.wa.gov.au/local-government/local-governments/boards-and-commissions#advisory>

### Timeline

The following timeline is proposed in respect to the Ward and Representation review:

November 26, 2020	Council Meeting – Council decision to undertake a Ward Review.
December 10, 2020	Public notice period commences inviting submission – six week minimum statutory advertising.
January 28, 2021	Public notice period finishes – Officers finalise accessing public submissions and prepare report and recommendation.
February 11, 2021	Council meeting – Council to resolve preferred Ward representation option for forwarding to the Local Government Advisory Board.





### Options to Consider

The Council will consider the following options and take into account any public submissions:

- Option 1:** No Ward boundaries with between five to nine Elected Members.
- Option 2:** No changes to current Ward boundaries, with one Elected Member for Scotts Brook, Dinninup and Benjinup Ward and two Elected Members for Boyup Brook Ward.
- Option 3A:** Create two Wards; Ward A comprising the locality of Boyup Brook, with three Elected Members and Ward B comprising the remainder of the Shire with three Elected Members.
- Option 3B:** Create four Wards; Ward A comprising the locality of Boyup Brook with three Elected Members, Ward B comprising the localities of Benjinup, McAlinden and Wilga, with one Elected Member, Ward C comprising the localities of Dinninup and Kulikup, with one Elected Member, and Ward D comprising the localities of Chowerup, Mayanup, Scotts Brook and Tone Bridge with one Elected Member.
- Option 4A:** Create four Wards; Ward A comprising the localities of Benjinup, McAlinden and Wilga, with one elected member, Ward B comprising the localities of Dinninup and Kulikup, with one elected member, Ward C comprising the localities of Chowerup, Scotts Brook, Tone Bridge and 2/3 Mayanup with one elected member, and Ward D comprising the locality of Boyup Brook and 1/3 Mayanup with four Elected Members.
- Option 4B:** Create five Wards; Ward A comprising the localities of Benjinup, McAlinden and Wilga, with one Elected Member, Ward B comprising the localities of Dinninup and Kulikup, with one Elected Member, Ward C comprising the localities of Chowerup, Scotts Brook, Tone Bridge and 2/3 Mayanup with one Elected Member, Ward D comprising the northern part of the locality of Boyup Brook with two Elected Members, and Ward E comprising the southern part of the locality of Boyup Brook and 1/3 of Mayanup with two Elected Members.
- Option 5:** Keep the current Wards and Elected Member representation, with an additional 20 electors in the locality of Boyup Brook transferred to the Benjinup Ward, an additional 32 electors in the locality of Boyup Brook transferred to the Dinninup Ward and 51 electors in the locality of Boyup Brook transferred to the Scotts Brook Ward.





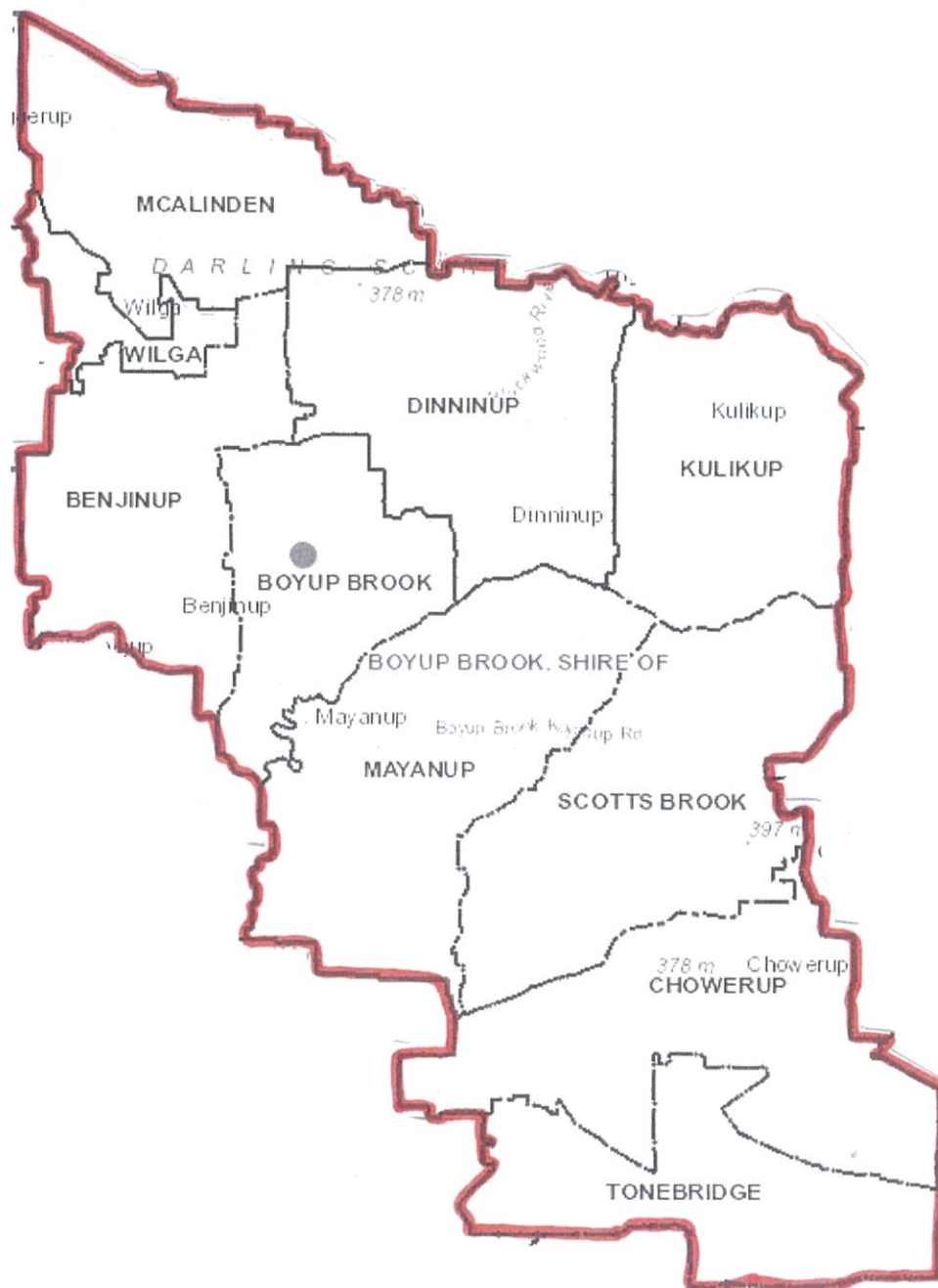
### Review Options

The options suggested in this discussion paper are to assist with community input and discussion and is not meant to be exhaustive. Further options for consideration by Council are welcome.

A feedback form can be found on page 25 of this discussion paper. Preferred options can be stated, changes to options can be described and / or new options can be presented.

Please note that all feedback must be received by the Shire by **4pm Thursday 28<sup>th</sup> January 2021** to be included in this review of Ward Boundaries and Representation.

#### Option 1 – No Wards





### Strengths

- Elected Members are elected by all electors of the district and not just one section of the district.
- Members of the community are able to approach all Elected Members without the perceived barrier of having to approach the Ward Elected Member.
- Each Elected Member represents the whole district and not a specific Ward.
- Social networks and communities of interest are often spread across the district.
- Due to the small population, having no Wards will mean there will be no need for further Ward Boundary changes and removes any concerns with over and unbalanced Elected Member representation.
- Only one election will be held every two years, instead of the current four elections that are held every two years.

### Weakness

- Some electors may feel that they are losing their local community representative.
- It may be more difficult to canvas for Local Government Elections.

### Community of Interest

- All councillors represent all the Shire of Boyup Brook constituents.

### Physical and Topographical Features

- This district boundary follows boundaries of localities.

### Demographic

- This is not a factor considered in this proposed representation of the districts.

### Economical Factors

- This district boundary does not reflect the areas of economic activity.

### Ratio of Elected Members to Electors

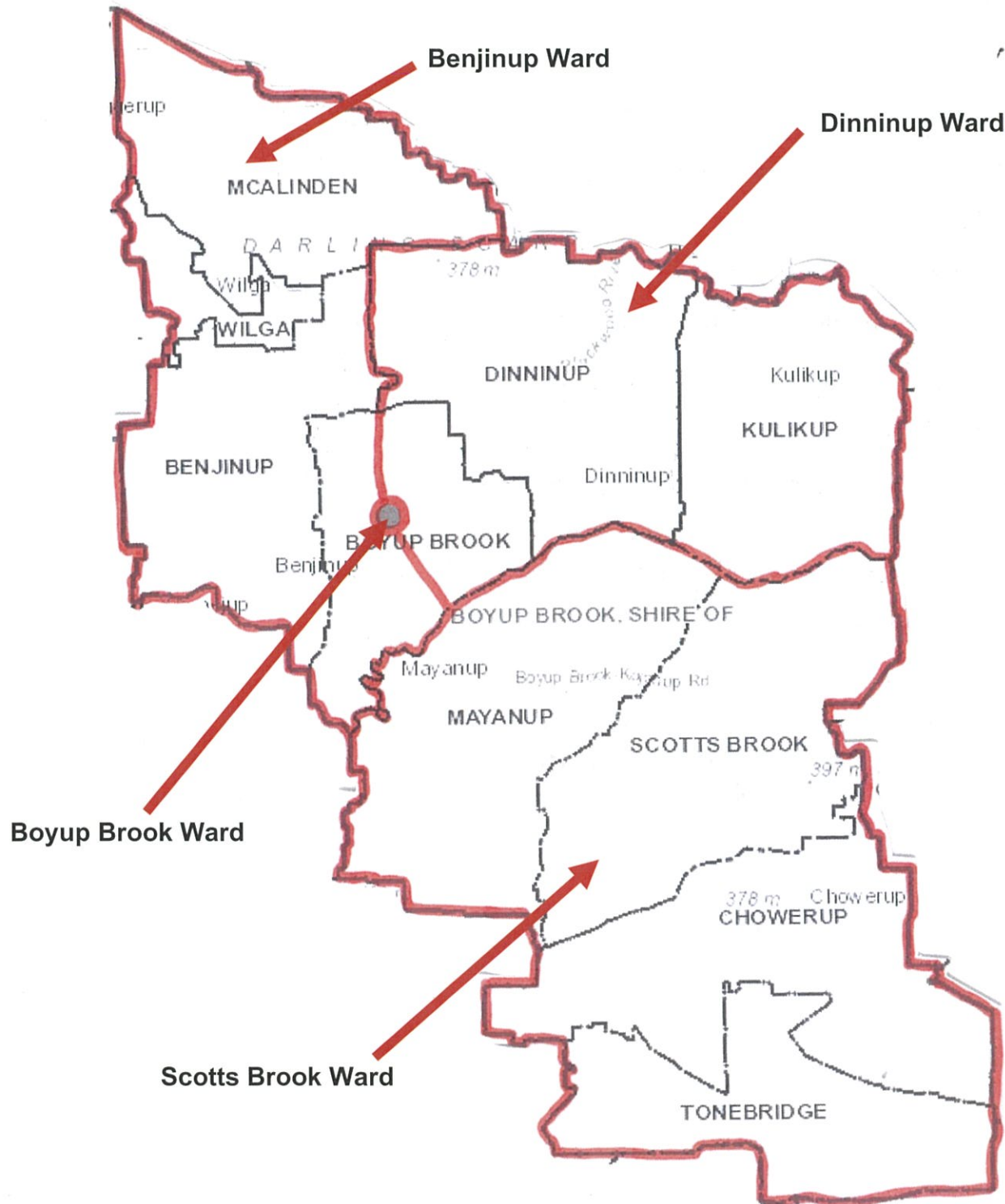
- This option results in a balanced representation across the Shire.

Wards	Number of Electors	Number of Elected Members	Elected Member / Elected Ratio	Ratio Deviation %
Nil	1205	5	241	N/A
Nil	1205	6	201	N/A
Nil	1205	7	172	N/A
Nil	1205	8	151	N/A
Nil	1205	9	134	N/A



## Review of Ward Boundaries and Representation Discussion Paper

**Option 2** - No changes to current Ward boundaries, with one Elected Member for Scotts Brook, Dinninup and Benjinup Ward and two Elected Members for Boyup Brook Ward.







## Review of Ward Boundaries and Representation Discussion Paper

### Strengths

- No changes to the current boundaries, which will result in less confusion.
- Significant ongoing savings due to the largest reduction in Elected Members from current numbers.

### Weakness

- There would need to be ongoing Ward reviews and boundary changes due to the Shire's small population.
- The Benjinup, Scotts Brook and Dinninup Ward will only have an election every four years.

### Community of Interest

- Remain the same as currently.

### Physical and Topographical feature

- Remain the same as currently.

### Demographic

- This is not a factor considered in this proposed representation of the district.

### Economic Factors

- This district boundary does not reflect the areas of economic activity.

### Ratio of Elected Members to Electors

- This option results in a balance representation across the Shire.

Wards	Number of Electors	Number of Elected Members	Elected Member / Elected Ratio	Ratio Deviation %
Boyup Brook	504	2	252	-4.56%
Benjinup	248	1	248	-2.90%
Dinninup	236	1	236	2.07%
Scotts Brook	217	1	217	9.96%
<b>Shire</b>	<b>1205</b>	<b>5</b>	<b>241</b>	



## Review of Ward Boundaries and Representation Discussion Paper

**Option 3A:** Create two Wards; Ward A comprising the locality of Boyup Brook, with three Elected Members and Ward B comprising the remainder of the Shire with three Elected Members.







## Review of Ward Boundaries and Representation Discussion Paper

### Strengths

- Limited need for ongoing Ward reviews and boundary changes.
- The ward boundaries would be based on locality boundaries.
- No locality is split over two or more wards.
- Large ongoing savings due to the second largest reduction in Elected members from current numbers.

### Weakness

- May lead to a them (town) and us (rural) mentality, with decisions not made in the best interest of the whole Shire of Boyup Brook.
- Significant land mass of the Shire in one Ward.

### Community of Interest

- Ward A represents the town area of the Shire of Boyup Brook.
- Ward B represents the rural area of the Shire of Boyup Brook.

### Physical and Topographical feature

- Ward A follows the boundary of the locality of Boyup Brook.
- Ward B follows the boundary of the remaining localities of the Shire of Boyup Brook.

### Demographic

- This is not a factor considered in this proposed representation of the district.

### Economical Factors

- This district boundary does not reflect the areas of economic activity.

### Ratio of Elected Members to Electors

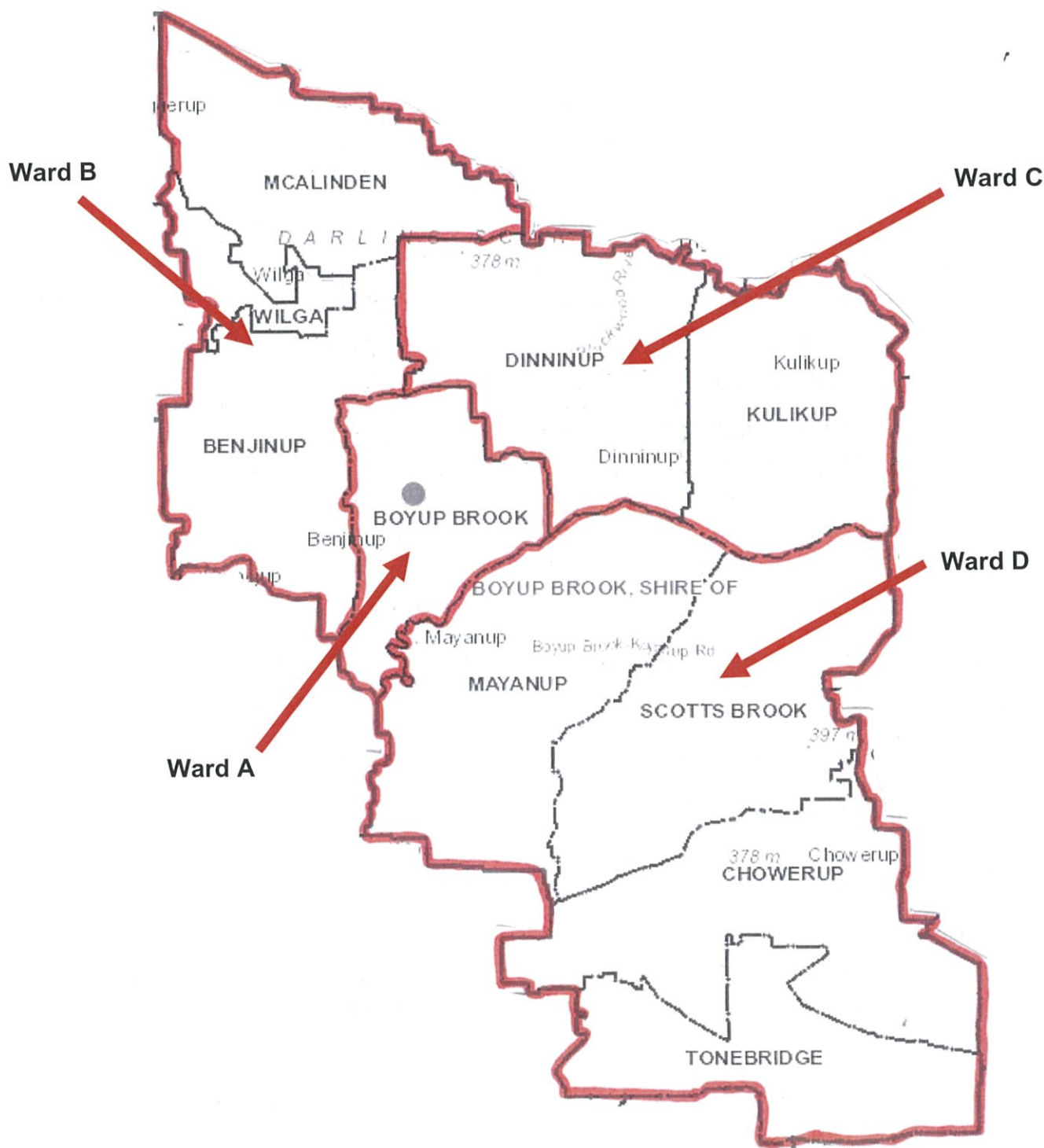
- This option results in a balanced representation across the Shire.

Wards	Number of Electors	Number of Elected Members	Elected Member / Elected Ratio	Ratio Deviation %
A	629	3	210	-4.48%
B	576	3	192	4.48%
Shire	1205	6	201	



## Review of Ward Boundaries and Representation Discussion Paper

**Option 3B:** Create four Wards; Ward A comprising the locality of Boyup Brook with three Elected Members, Ward B comprising the localities of Benjinup, McAlinden and Wilga, with one Elected Member, Ward C comprising the localities of Dinninup and Kulikup, with one Elected Member, and Ward D comprising the localities of Chowerup, Mayanup, Scotts Brook and Tone Bridge with one Elected Member.





## Review of Ward Boundaries and Representation Discussion Paper

### Strengths

- The Ward boundaries would be based on locality boundaries.
- No locality is split over two or more Wards.
- Large ongoing savings due to the second largest reduction in Elected Members from current numbers.

### Weakness

- May lead to a them (town) and us (rural) mentality, with decisions not made in the best interest of the whole Shire of Boyup Brook.
- Significant land mass of the Shire in one Ward.
- There would need to be ongoing Ward reviews and boundary changes due to the Shire's small population.

### Community of Interest

- Ward A represents the town area of the Shire of Boyup Brook.
- Ward B, C and D represents the rural area of the Shire of Boyup Brook.

### Physical and Topographical feature

- Ward A follows the boundary of the locality of Boyup Brook.
- Ward B follows the boundary of the localities of Benjinup, McAlinden and Wilga.
- Ward C follows the boundary of the localities of Dinninup and Kulikup.
- Ward D follows the boundary of the localities of Chowerup, Mayanup, Scotts Brook and Tone Bridge.

### Demographic

- This is not a factor considered in this proposed representation of the district.

### Economical Factors

- This district boundary does not reflect the areas of economic activity.

### Ratio of Elected Members to Electors

- This option nearly results in a balanced representation across the Shire.
- This could be addressed by relocating at least two electors from Ward D into Ward C.

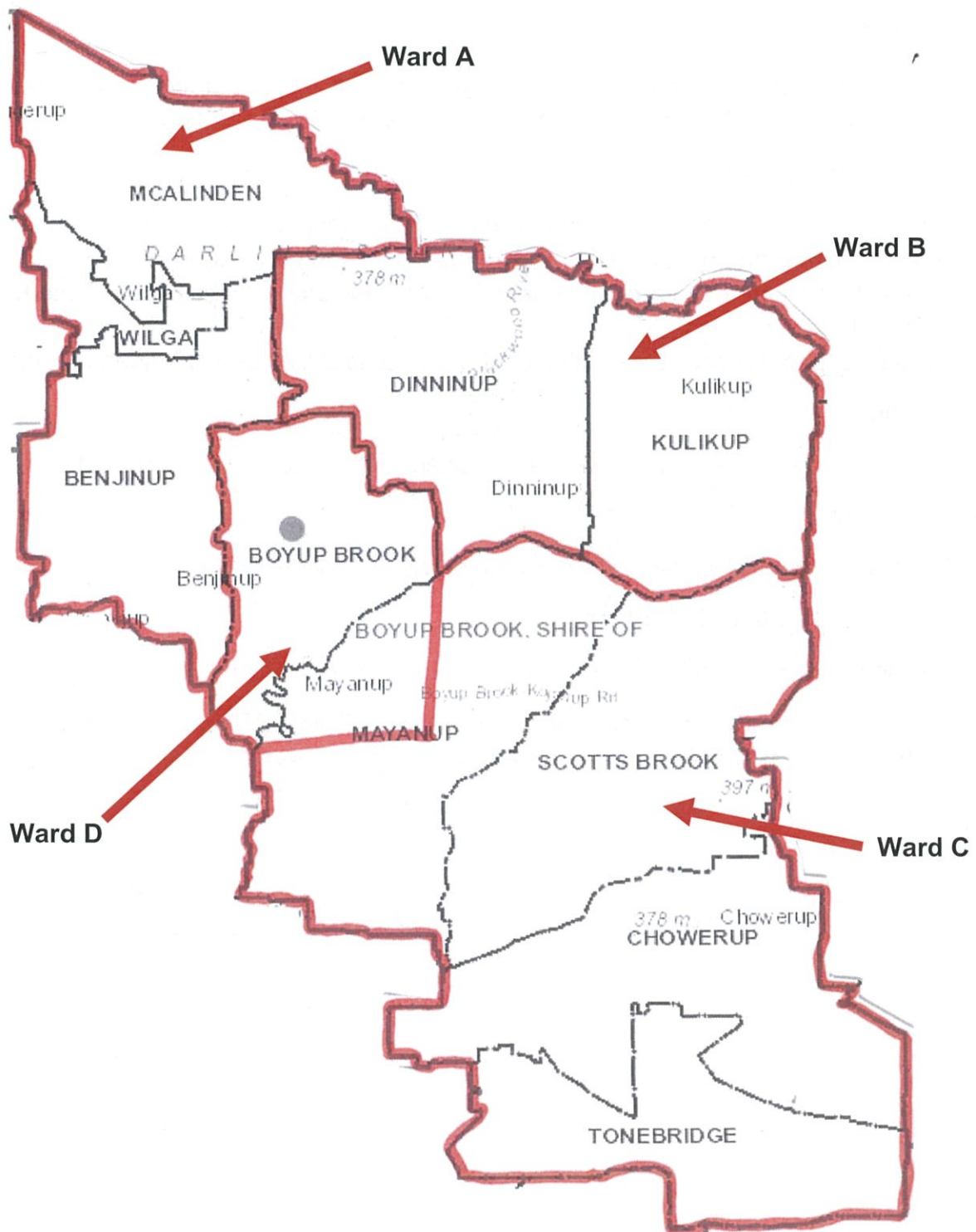
Wards	Number of Electors	Number of Elected Members	Elected Member / Elected Ratio	Ratio Deviation %
Ward A	629	3	210	-4.48%
Ward B	181	1	181	9.95%
Ward C	179	1	179	10.90%
Ward D	216	1	216	-7.46%
<b>Shire</b>	<b>1205</b>	<b>6</b>	<b>201</b>	





## Review of Ward Boundaries and Representation Discussion Paper

**Option 4A:** Create four Wards, Ward A comprising the localities of Benjinup, McAlinden and Wilga, with one Elected Member, Ward B comprising the localities of Dinninup and Kulikup, with one Elected Member, Ward C comprising the localities of Chowerup, Scotts Brook, Tone Bridge and 2/3 Mayanup with one Elected Member, and Ward D comprising the locality of Boyup Brook and 1/3 Mayanup with four Elected Members.





### Strengths

- Provides a compliant option for 7 elected members.

### Weakness

- Dissects the locality of Mayanup between wards.
- Will require regular and ongoing ward reviews.

### Community of Interest

- Ward A, B and C represents the vast majority of the rural area of the Shire of Boyup Brook.
- Ward D represents vast majority of the town area of the Shire of Boyup Brook.

### Physical and Topographical feature

- Ward A follows the boundary of the localities of Benjinup, McAlinden and Wilga.
- Ward B follows the boundary of the localities of Dinninup and Kulikup.
- Ward C follows the boundary of the localities of Chowerup, Scotts Brook, Tone Bridge and 2/3 Mayanup.
- Ward D follows the boundary of the locality of Boyup Brook and 1/3 of Mayanup.

### Demographic

- This is not a factor considered in this proposed representation of the district.

### Economical Factors

- This district boundary does not reflect the areas of economic activity.

### Ratio of Elected Members to Electors

- This option results in a balanced representation across the Shire.

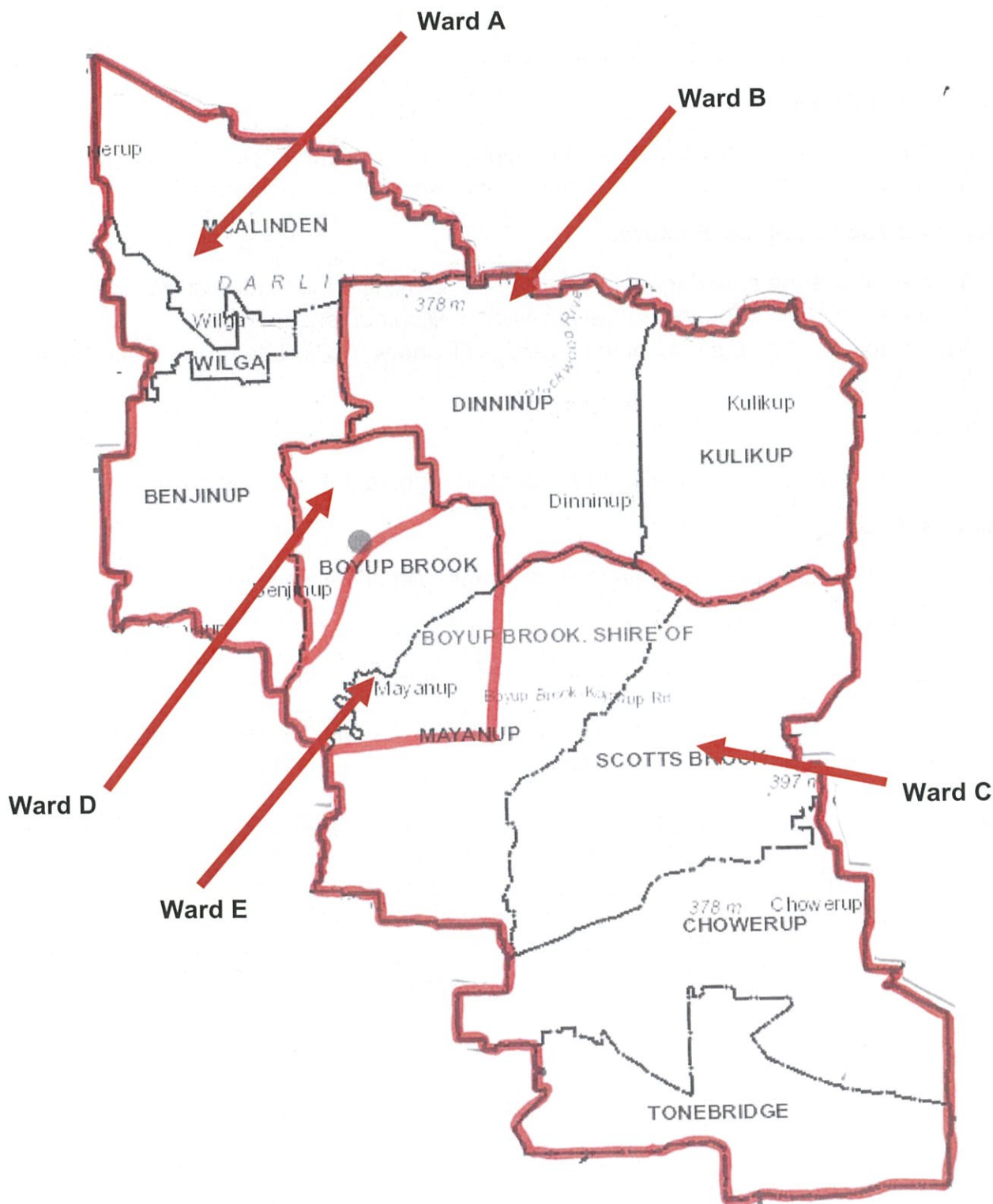
Wards	Number of Electors	Number of Elected Members	Elected Member / Elected Ratio	Ratio Deviation %
Ward A	181	1	181	-5.23%
Ward B	179	1	179	-4.07%
Ward C	172	1	172	0.00%
Ward D	673	4	168	2.18%
<b>Shire</b>	<b>1205</b>	<b>7</b>	<b>172</b>	





## Review of Ward Boundaries and Representation Discussion Paper

**Option 4B:** Create five Wards, Ward A comprising the localities of Benjinup, McAlinden and Wilga, with one Elected Member, Ward B comprising the localities of Dinninup and Kulikup, with one Elected Member, Ward C comprising the localities of Chowerup, Scotts Brook, Tone Bridge and 2/3 Mayanup with one Elected Member, Ward D comprising the northern part of the locality of Boyup Brook with two Elected Members, and Ward E comprising the southern part of the locality of Boyup Brook and 1/3 of Mayanup with two Elected Members.





## Review of Ward Boundaries and Representation Discussion Paper

### Strengths

- Provides a compliant option for 7 Elected Members.

### Weakness

- Dissects the locality of Boyup Brook and Mayanup between Wards.
- Will require regular and ongoing Ward reviews.
- Confusing.
- Splits the town into two Wards.
- Increase in Wards – goes against state trend.

### Community of Interest

- Ward A, B and C represents the vast majority of the rural area of the Shire of Boyup Brook.
- Ward D and E represents vast majority of the town area of the Shire of Boyup Brook.

### Physical and Topographical Features

- Ward A follows the boundary of the localities of Benjinup, McAlinden and Wilga.
- Ward B follows the boundary of the localities of Dinninup and Kulikup.
- Ward C follows the boundary of the localities of Chowerup, Scotts Brook, Tone Bridge and 2/3 Mayanup.

### Demographic

- This is not a factor considered in this proposed representation of the district.

### Economical Factors

- This district boundary does not reflect the areas of economic activity.

### Ratio of Elected Members to Electors

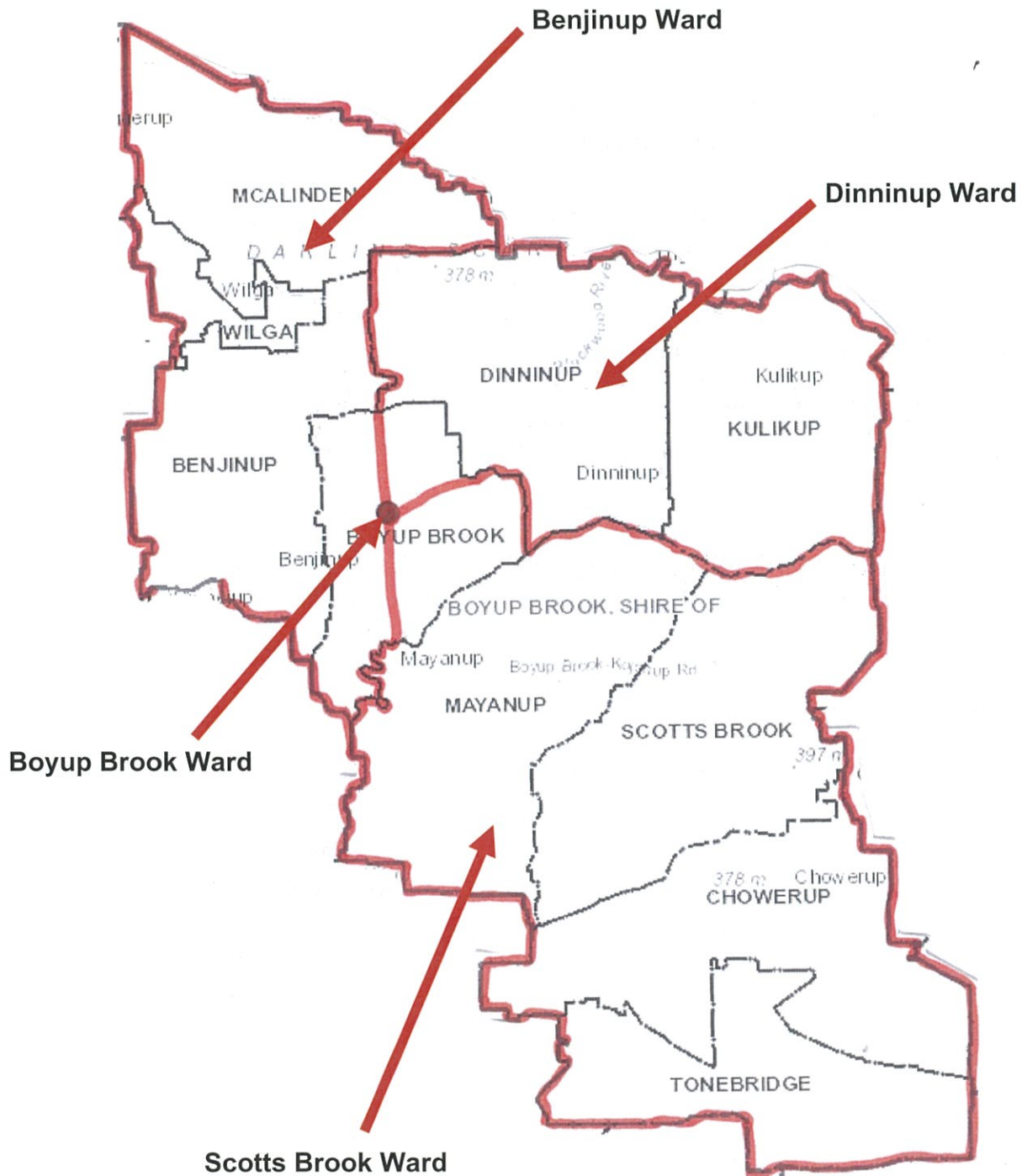
- This option results in a balanced representation across the Shire.

Wards	Number of Electors	Number of Elected Members	Elected Member / Elected Ratio	Ratio Deviation %
Ward A	181	1	181	-5.23%
Ward B	179	1	179	-4.07%
Ward C	172	1	172	0.00%
Ward D	337	2	168	2.03%
Ward E	336	2	168	2.32%
Shire	1205	7	172	



## Review of Ward Boundaries and Representation Discussion Paper

**Option 5:** Keep the current Wards and Elected Member representation, with an additional 20 electors in the locality of Boyup Brook transferred to the Benjinup Ward, an additional 32 electors in the locality of Boyup Brook transferred to the Dinninup Ward and 51 electors in the locality of Boyup Brook transferred to the Scotts Brook Ward.







## Review of Ward Boundaries and Representation Discussion Paper

### Strengths

- Keeps the current nine Elected Members.
- Keeps the current Wards with boundary adjustments only required.
- Will not require a complete spill of Elected Members.
- Will only require the locality of Boyup Brook to move between Wards to enable correct Elected Member ratio in future.

### Weakness

- The locality of Boyup Brook is split across four Wards.
- Keeps the current nine Elected Members.
- No cost savings.
- High number of Elected Members for size of population.
- Goes against state trend of no Wards.

### Community of Interest

- Remains similar to what is currently.

### Physical and Topographical feature

- Remains similar to what is currently.

### Demographic

- This is not a factor considered in this proposed representation of the district.

### Economical Factors

- This district boundary does not reflect the areas of economic activity.

### Ratio of Elected Members to Electors

- This option results in a balanced representation across the Shire.

Wards	Number of Electors	Number of Elected Members	Elected Member / Elected Ratio	Ratio Deviation %
Boyup Brook	401	3	134	0.00%
Benjinup	268	2	134	0.00%
Dinninup	268	2	134	0.00%
Scotts Brook	268	2	134	0.00%
<b>Shire</b>	<b>1205</b>	<b>9</b>	<b>134</b>	



## Feedback Form

You can provide this feedback to the Shire of Boyup Brook in a number of ways:

Attention: Executive Assistant  
In Person: Attend the Administration Office  
Email: [EA@boyupbrook.wa.gov.au](mailto:EA@boyupbrook.wa.gov.au)  
Mail: Shire of Boyup Brook  
Abel Street  
Boyup Brook WA 6244

All submissions must be received by **4pm Thursday January 28, 2021**

1. What do you think is the ideal number of Elected Members for the Shire of Boyup Brook?

- ☐ Nine
- ☐ Seven
- ☐ Less than seven

Comments:

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2. Do you have a preferred option out of those presented in the Discussion Paper?

- a) Option 1 ☐
- b) Option 2 ☐
- c) Option 3 ☐  
i) A  
ii) B
- d) Option 4 ☐  
i) A  
ii) B
- e) Option 5 ☐

Comments:

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## Review of Ward Boundaries and Representation Discussion Paper

3. If you have a preferred option, do you have a suggestion for the names of the Wards?

Comments:

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4. Do you have a suggestion for the number of Wards and Representation for the Shire of Boyup Brook?

Comments:

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5. Do you have any further comments regarding the Review of Ward Boundaries and Representation Discussion Paper?

Comments:

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Thank you for your interest and involvement in this review. The Shire welcomes your comments on any matter that may assist in making informed and responsible decisions for the benefit of the community of the Shire of Boyup Brook.



## MINUTES

Rylington Park Transitional Committee  
held at the Shire Chambers  
commenced at 4.00pm, Wednesday 4 November 2020

### Attendance

Cr R Walker – Shire President  
Cr O'Connell  
Mr M Chambers  
Mr R Turner  
Mr P Reid  
Mr D Putland – Chief Executive Officer  
Mr A Bowman – Deputy Chief Executive Officer  
Mrs M Lane – Executive Assistant

### Order of business:

1. Previous minutes attached – 30<sup>th</sup> September 2020

Moved: Mr R Turner

Seconded: Mr M Chambers

That the Minutes of the Rylington Park Transitional Committee held on 30 September 2020 be accepted as a true and correct record.

Carried 5/0

Helen O'Connell

- Late applicants for 2020 Rylington Park Scholarships.

### Committee Recommendation

Moved: Mr M Chambers

Seconded: Cr H O'Connell

That the committee accept the 2 late applications with a minimum amount of \$800 each.

Carried 4/1

Richard Turner against the motion.

- Scholarship (confidential)

#### Committee Recommendation

Moved: Cr H O'Connell

Seconded: Mr R Turner

That the committee recommends to Council to delegate to the Chief Executive Officer approval to authorise payments for successful scholarship based on advice from the interview panel, with the Shire President to present the Scholarship awards.

Carried 5/0

#### Committee Recommendation

Moved: Mr M Chambers

Seconded: Mr R Turner

That the women's field day be required to have a break even budget.

Carried 5/0

- RPMI Financials 1 March 2020 – 30 June 2020 for Shire audit requirements  
**Aaron Bowman has provided information to the Accountant.**
- New Rylington Park Management Inc Constitution  
**The Constitution is a working document and will evolve over a period of time (please refer to attachment).**

Richard Turner

- Financials for Rylington.  
**Aaron Bowman provided information on the financials (please refer to attachment)**
  - Update of the progress of the Long term future of Rylington (structure).  
**Renegotiate a lease for 5 or 10 years with an annual review every 2 years.**
2. Next meeting date for the Rylington Park Transitional Committee to be held on Wednesday, 2<sup>nd</sup> December 2020 at 4pm.
  3. Closure of meeting  
There being no further business the Shire President, Cr Walker thanked all for attending and declared the meeting closed at 5.18pm.

## Rylington Park Management Inc. New Constitution Notes

### **NAME OF THE ASSOCIATION**

The name of the Association is: **Rylington Park Management Committee Inc.**

### **OBJECTS OF THE ASSOCIATION**

The objects of the Association are:

- a) To control and manage the property known as Rylington Park Boyup Brook for the purposes of providing agricultural education and work experience to agricultural students and for ancillary or similar purposes and for agricultural research purposes.
- b) To promote, coordinate and conduct education and training in agriculture
- c) To promote, coordinate and conduct agricultural experiment and research
- d) To partner with other organisations and government agencies in carrying out the aforementioned objectives.

### **NOT-FOR-PROFIT BODY**

giving money to the Shire for community projects --- This payment to be a yearly lease payment?

- (1) The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- (2) A payment may be made to a member out of the funds of the Association only if it is authorised under subrule (3).
- (3) A payment to a member out of the funds of the Association is authorised if it is —
  - (a) the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
  - (b) the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
  - (c) the payment of reasonable rent to the member for premises leased by the member to the Association; or
  - (d) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.



Note for this rule-

Section 5(1) of the Act provides that an association is not eligible to be incorporated under the Act if it is formed or carried on for the purpose of securing pecuniary profit for its members from its transactions, and section 5(3) of the Act provides details about when an association is not ineligible under section 5(1) of the Act.

***Act Requirements – Powers of Incorporated Association - Under section 14 of the Act the Association may do all things necessary or convenient for carrying out its objects or purposes. Section 14(1)(a)-(g) provides particular examples.***

## MEMBERSHIP OF THE ASSOCIATION

### ELIGIBILITY FOR MEMBERSHIP most of this is part of the Act

- (a) Any individual who supports the objects or purposes of the Association is eligible to apply to become a member.
- (b) An individual who is under the age of 18 years is not eligible to apply for membership.
- (c) An individual is prohibited for membership to the Association if they:
  - Are an undischarged bankrupt of their affairs are under insolvency laws;
  - Have been convicted of an offence ...etc .....as per Act

Affairs of the Association to be governed by the RYLINGTON PARK BOARD OF MANAGEMENT

Voting rights to all RYLINGTON PARK MEMBERSHIP

- **Membership of Association:**

- open to all members of the community who support the objects of the Association

Membership application form to have this statement, which the applicant will sign

Do they need to be nominated by an existing member?

Membership fee – set at AGM - \$1.00 per year?

Should all memberships be considered by the Board of Management?

Membership/voting rights cannot be transferred

- **Board of Management**

The Board of Management are the persons who, as the Management committee of the Association, have the power to manage the affairs of the Association.

Five to seven members:

- The Chairperson
- The Deputy-Chairperson
- Secretary
- Treasurer
- One (1) to three (3) other Members

Term of management four years (alternate expiry years)

***Guidance note – Record of Office Holders - detailed information about what must be included in the record of office holders is included under rule 68.***

Any Eligible Member of the Association may nominate for a position on the Board of Management.

Notice of Vacancies on the Board of Management for the Association will be advertised in the Local Newspaper and on various media channels

Applications must be made in writing, outlining their skills and expertise in the development of the objects of the Association.

A list of Nominated Applicants will then be voted on by 'order of preference' at the Annual General Meeting by members of the Association to fill the expired terms on the Board of Management.

or Does a selection panel have the say? Comprising of who ?

On expiry of his/her term, a Board Member may be re-elected for a further four (4) year term.

Can members nominate for 'vacant' positions on the board any time of the year? (eg – if existing board member resigns or is suspended - does not comply with the Act)

How? - just apply and get approved by the Board? – or vote by the Members of the Association?

Financial Year

1<sup>st</sup> March to 28<sup>th</sup> or 29<sup>th</sup> February

Board of Management meeting frequency :

- at least eight times per year, but may meet as often as it is deemed necessary

Association Member meeting attendance:

Only the AGM?

Special meetings as required for Special Resolutions (eg changing of the constitution)

Quorum at meetings –

Board of Management: 50% of Board membership, plus one

AGM – 50% of membership, plus one

A special meeting may be convened by request of 50% of the Association membership in writing to the Chairperson.

Proxies allowed?

The appointment of a proxy must be in writing

Only one proxy permitted per Board member in attendance at meeting

Allow other Association member to attend on a Board members behalf as nominated proxy?

#### Payment of funds:

The circumstances (if any) in which payment may be made to a member of the committee out of funds of the association.

- (1) A committee member is entitled to be paid out of the funds of the Association for any out-of-pocket expenses for travel and accommodation properly incurred —
  - (a) in attending a committee meeting or
  - (b) in attending a general meeting; or
  - (c) otherwise in connection with the Association's business.

#### Conflicts of interests

Committee members must not put themselves in a position where there is a conflict between their duties and responsibilities to the association and their personal interests. The Act requires committee members to disclose any material personal interest they may have in any matter being considered by the committee.

A committee member has a material personal interest when that member has a personal interest in a matter which could be seen to influence their decision. The interest may be financial or non-financial. For example:

- the committee member owns a business that contracts with the association;
- a committee member's spouse applies for employment with the association; and
- the committee member serves on the committee for two associations that are competing for the same tender or grant.

It must be remembered that not all personal interests are 'material' in the context of the decision being made and common sense should apply.

If a committee member declares an interest in a matter being considered, the Act requires that:

1. the disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest;
2. the committee member with the conflict of interest must not discuss or vote on the contract and must leave the meeting while the matter is being considered

### **First Appointment of Board of Management:**

At the commencement of the first appointment process of the Board of Management to be held after the adoption of this Constitution, the appointment of the Board of Management shall be selected by a selection panel consisting of:

- a) the Rylington Park Management Inc. Committee appointed at the 2020 AGM
- b) The Boyup Brook Shire President
- c) The Boyup Brook Chief Executive Officer

The terms offered at the first appointment of the Board of Management members will be:

- a) 4 x 2 year terms – expiry 28.2.22
- b) 4 x 4 year terms – expiry 29.2.24  
(this is opposite year to Elected member terms)

In the event of eight (8) appointments not being made, the terms will be decided by the Board, with ½ the newly elected Board members being appointed for two (2) years and ½ being appointed for four (4) years.



## Trial Balance

Rylington Park

GST Exclusive  
Months : Mar 2020 to Oct 2020  
Accounts : Shire of Boyup Brook

<u>Category</u>	<u>Debit</u>	<u>Credit</u>
3 Chemicals	\$23,970.11	
5 Fertilizer	\$55,993.05	
6 Seed cleaning	\$3,732.02	
7 Seed Costs	\$9,923.00	
8 Crop Contracting	\$3,813.91	
12 Stock Contracting	\$20,384.67	
13 Stock Feedstuffs	\$22,936.12	
14 Stock Selling Costs	\$4,880.80	
15 Wool Selling Costs	\$2,044.89	
16 Fuel and Lubricants	\$4,712.83	
17 Workshop Expenses	\$1,118.95	
18 Plant R & M	\$5,519.75	
19 Buildings/Fencing/Water repair	\$23,029.53	
20 Wages Shearing School	\$9,653.52	
21 Wages contractors shearing	\$10,921.33	
23 Wages	\$60,279.02	
Returns to Wages		\$12,010.00
24 Wages Superannuation	\$4,217.51	
26 Travel Ex Shearing School	\$2,393.50	
27 Professional Fees	\$2,360.00	
28 Admin & Office Expenses	\$1,224.24	
29 Telephone	\$644.96	
30 Electricity	\$1,254.08	
32 Insurance	\$4,052.64	
Returns to Insurance		\$796.17
34 Purchase- Sheep	\$5,000.00	
35 Purchase- Plant & Equip	\$13,757.73	
36 Agronomy	\$1,375.00	
37 Licences	\$1,870.04	
Returns to Licences		\$164.00
38 Management Functions	\$1,216.79	
40 Shearing School expenses	\$1,762.88	
42 Stock expenses	\$20,504.70	
45 Working dog Expenses	\$227.73	
47 Reefinator work	\$10,400.00	
50 Advertising	\$9.09	
55 Waste	\$431.82	
60 Subscriptions	\$185.00	
61 Scholarship	\$3,000.00	
62 Staff Allowances	\$882.98	
66 Wool Freight	\$360.00	
67 Sheep freight	\$677.40	
68 Cropping Freight	\$2,482.80	
100 Sheep Sales		\$73,504.69
101 Wool sales		\$40,969.99
107 Refund		\$15,000.00
109 Fuel Rebate		\$1,075.00
113 Shearing School Contract		\$16,965.00
138 PAYG Tax	\$5,827.00	
161 Money transfer		\$737,129.30
196 GST Payments	\$17,544.00	
Returns to GST Payments		\$17,544.00

<u>Category</u>		<u>Debit</u>	<u>Credit</u>
GST Control		\$28,607.90	
Shire of Boyup Brook		\$518,560.61	
<u>Report Total</u>		<u>\$913,743.88</u>	<u>\$915,158.15</u>
<u>Account</u>	<u>Opening</u>	<u>Closing</u>	<u>Change</u>
GST Control	(\$57,811.75)	(\$29,203.86)	\$28,607.90
Shire of Boyup Brook	\$0.00	\$518,560.61	\$518,560.61
Total	(\$57,811.75)	\$489,356.75	\$547,168.51

\*\*\* End of report \*\*\*

# Trial Balance

Rylington Park

GST Exclusive  
Months : Mar 2020 to Nov 2020  
Accounts : Rylington Park Management Comm

<u>Category</u>	<u>Debit</u>	<u>Credit</u>	
5 Fertilizer	\$2,747.59		
13 Stock Feedstuffs	\$1,265.99		
14 Stock Selling Costs	\$5,137.90		
15 Wool Selling Costs	\$3,038.61		
16 Fuel and Lubricants	\$77.00		
17 Workshop Expenses	\$86.41		
18 Plant R & M	\$178.10		
19 Buildings/Fencing/Water repair	\$14,648.83		
23 Wages	\$9,055.67		
Returns to Wages		\$1,699.87	
24 Wages Superannuation	\$2,618.57		
25 Shearing Superannuation	\$1,185.60		
28 Admin & Office Expenses	\$182.73		
29 Telephone	\$1,246.26		
32 Insurance	\$1,200.00		
35 Purchase- Plant & Equip	\$330.86		
37 Licences	\$962.81		
38 Management Functions	\$90.91		
40 Shearing School expenses	\$1,560.73		
41 Shearing Shed Requisites	\$835.86		
42 Stock expenses	\$648.25		
44 Women's day Expenses	\$15,264.90		
45 Working dog Expenses	\$205.09		
49 Hire Purchase	\$44,174.45		
66 Wool Freight	\$377.00		
74 Funds transfer	\$122,574.68		
100 Sheep Sales		\$77,424.69	
101 Wool sales		\$53,457.64	
106 Interest received		\$10.46	
107 Refund		\$2,849.09	
108 Rebate		\$1,312.14	
110 Accomodation		\$809.09	
112 Women's day		\$5,913.64	
124 Dividend		\$622.23	
Rylington Park Management Comm		\$75,814.38	
<u>Report Total</u>	<u>\$229,694.80</u>	<u>\$219,913.22</u>	
<u>Account</u>	<u>Opening</u>	<u>Closing</u>	<u>Change</u>
Rylington Park Management Comm	\$85,415.72	\$9,601.34	(\$75,814.38)
Total	\$85,415.72	\$9,601.34	(\$75,814.38)

\*\*\* End of report \*\*\*

