



ORDINARY COUNCIL MEETING

BEING HELD ON

Thursday 25 August 2022

Commencing at 6.00pm

Shire of Boyup Brook Council Chambers, Boyup Brook

Dale Putland
Chief Executive Officer

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

We acknowledge and pay our respects to the traditional custodians of the land on which we meet and work.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

PRESENT:	Deputy Shire President	Helen O’Connell
	Councillor	Sarah Alexander
		Steele Alexander
		Philippe Kaltenrieder
		Darren E King
		Kevin J Moir
		Adrian Price
		Charles Caldwell
	Shire President	Richard Walker – via telephone
	Chief Executive Officer	Dale Putland
	Deputy Chief Executive Officer	Carolyn Mallett
	Executive Assistant	Maria Lane

LEAVE OF ABSENCE:

MEMBERS OF PUBLIC:

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS

6. DISCLOSURE OF INTEREST

7. CONFIRMATION OF MINUTES

7.1 Ordinary Council Minutes – 27 July 2022

OFFICER RECOMMENDATION – ITEM 7.1

That the minutes of the Ordinary Council Meeting held on Thursday 27 July 2022 be confirmed as an accurate record.

8. PRESIDENTIAL COMMUNICATIONS

9. COUNCILLOR QUESTIONS ON NOTICE

Nil

10. REPORTS OF OFFICERS

10.1 Manager Works and Services

Nil

10.2 FINANCE

10.2.1 List of Accounts Paid in July 2022

Location:	<i>Not applicable</i>
Applicant:	<i>Not applicable</i>
File:	<i>FM/1/002</i>
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>11/08/2022</i>
Author:	<i>Ben Robinson – Finance Manager</i>
Authorising Officer:	<i>Dale Putland – CEO</i>
Attachments:	<i>Yes – List of Accounts Paid in July</i>

SUMMARY

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in July 2022 are presented to Council.

BACKGROUND

This report presents accounts/invoices received for the supply of goods and services, salaries and wages, and the like which were paid during the period 01 to 31 July 2022.

COMMENT

The attached listing represents accounts/invoices the shire paid by cheque or electronic means during the period 01 to 31 July 2022.

CONSULTATION

Nil

STATUTORY OBLIGATIONS

Local Government (Financial Management) Regulations 1996, Regulations 12 and 13 apply and are as follows:

12. *Payments from municipal fund or trust fund*

- (1) *A payment may only be made from the municipal fund or the trust fund —***
 - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or***
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.***

- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

13. *Lists of accounts*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*

- (a) the payee's name;*
- (b) the amount of the payment;*
- (c) the date of the payment; and*
- (d) sufficient information to identify the transaction.*

- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*

- (a) for each account which requires council authorisation in that month —*

- (i) the payee's name;*
 - (ii) the amount of the payment; and*
 - (iii) sufficient information to identify the transaction;*
- and*

- (b) the date of the meeting of the council to which the list is to be presented.*

- (3) *A list prepared under sub regulation (1) or (2) is to be —*

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- (b) recorded in the minutes of that meeting.*

POLICY IMPLICATIONS

Council's *Authority to Make Payments Policy* has application.

BUDGET/FINANCIAL IMPLICATIONS

Account payments accorded with a detailed 2021-22 Annual Budget

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – Item 10.2.1

That at its August 2022 ordinary meeting Council receive as presented the list of accounts paid in July 2022, totalling \$913,071.27 from Municipal account, \$56,000.25 from Police Licensing account and \$0.00 from Boyup Brook Early Learning Centre account, as represented by:

Municipal Cheques	20574-20577	\$ 1,237.30
Municipal Electronic Payments	EFT12692– EFT12819	\$ 678,914.30
Municipal Direct Payments		\$ 232,919.67
Police Licensing Payments		\$ 56,000.25
BBELC Payments		\$ 0.00

10.3 PLANNING

10.3.1 Development Application (Single House and Chalet) – Lot 22 Wade Road, Benjinup.

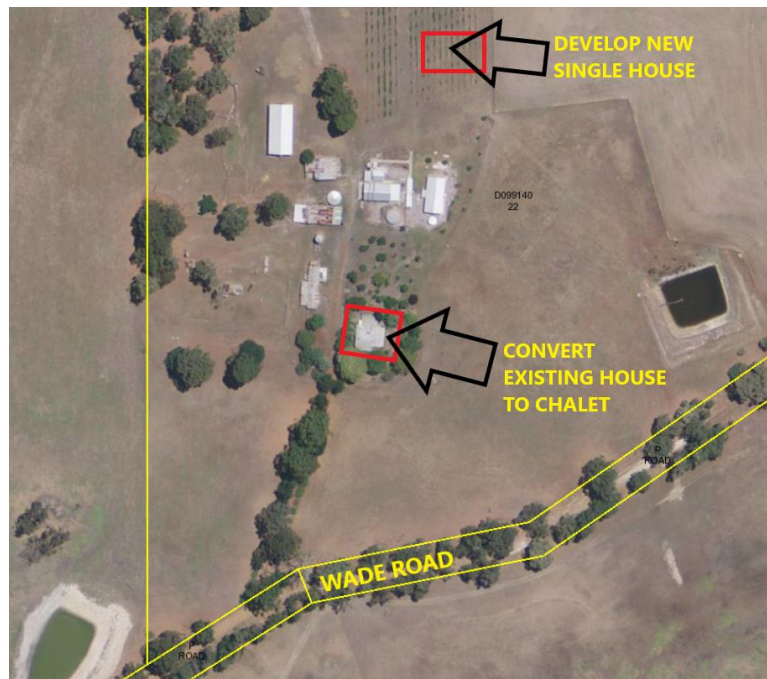
Location:	Lot 22 Wade Road, Benjinup
Applicant:	J Tweedie
File:	A4492
Disclosure of Officer Interest:	None
Date:	25 August 2022
Author:	Town Planner (Adrian Nicoll)
Authorizing Officer:	Chief Executive Officer (Dale Putland)
Attachments:	Neighbours Comment

SUMMARY

The Shire received an application seeking approval to convert an existing 'Single House' to a 'Chalet', and to develop a new 'Single House'.

The 'Chalet' is proposed to accommodate persons for short periods of time.

The following figure illustrates the location of the proposed developments.



As required by the Shire's 'Chalet Policy', the application includes:

- An evacuation plan, which is proposed to be displayed within the chalet for information to chalet occupants;
- A carparking bay/area; and
- A tank for drinking water and firefighting.

Council is requested to agree to approve the development application, which is proposed to be located on a 52ha, 'Rural' zone property, and which complies with the Shire's statutory and policy standards.

BACKGROUND

The Shire received an application to convert an existing 'Single House' to a 'Chalet', and to develop a new 'Single House', at Lot 22 Wade Road, Benjinup.

The following figure illustrates the existing house, which is proposed to be used for holiday accommodation purposes (chalet).



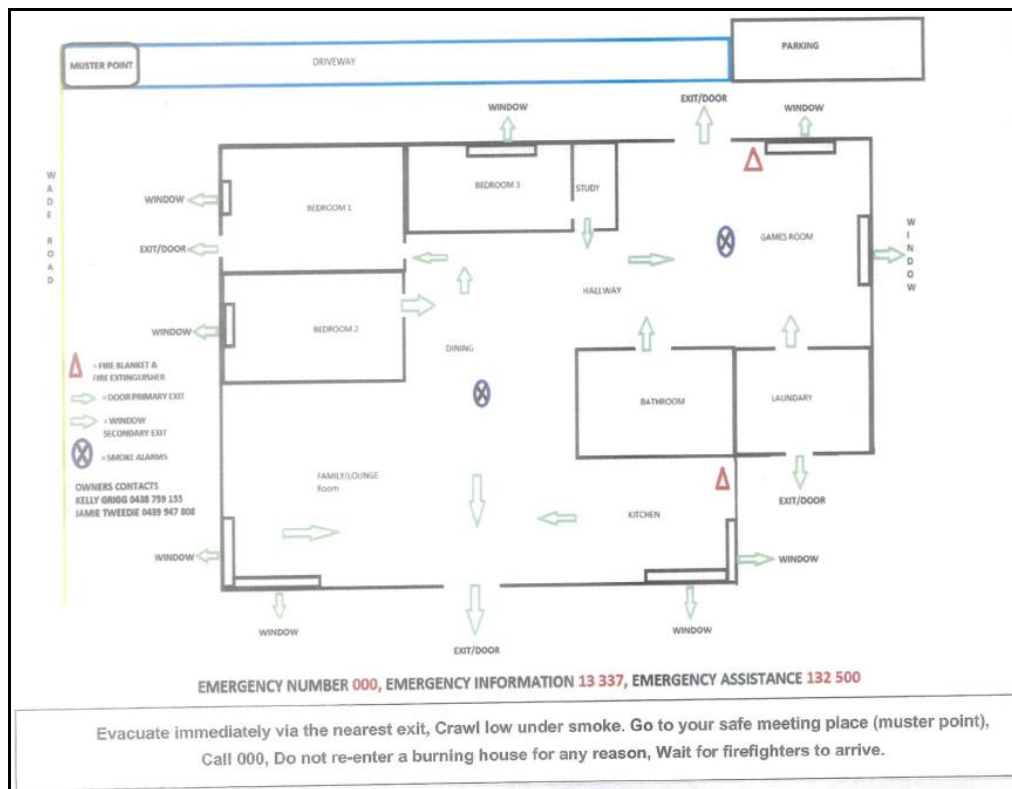
On receipt of the application, it was confirmed that:

- The subject property is zoned 'Rural' and is 52ha in area.
- In accordance with the Shire's Local Planning Scheme No.2, a 'Chalet' may be considered for approval at a property zoned 'Rural'.
- In accordance with the Shire's 'Farm Chalets' Policy (P.06), one chalet may be considered for every 2 hectares.

Shire officers requested that the applicant submit an emergency evacuation plan identifying procedures for evacuation in the event of an emergency. Subsequently, an evacuation plan was submitted to identify:

- Important emergency contacts;
- Necessary emergency equipment; and

- Evacuation procedure.



COMMENT

The subject property is located half-way between Boyup Brook and Bridgetown, approximately 1km north of the Bridgetown – Boyup Brook Road.

The subject property is approximately 52ha in land area and is currently developed with a single house and sheds.

The application for consideration involves converting an existing 'Single House' to a 'Chalet' and developing a new 'Single House'.

As required by the Shire's 'Chalet Policy', an evacuation plan, a carparking area and a water tank will accompany the chalet.

The Emergency Evacuation Plan has been submitted as a guide in the event of an emergency situation, primarily in that of a bushfire. In the event of an emergency situation, it is proposed that the owners of the property will contact the tenants of the unit either via phone or in person, alerting them of the emergency situation. Tenants of the unit are to evacuate the chalet upon receiving notification of an emergency situation.

The following equipment will be provided at the chalet to deal with emergency occurrences:

- Evacuation Layout and Important Contact Information clearly and prominently displayed within the chalet;
- Fire extinguisher;
- Fire blanket;
- 10,000l of water available in water tank behind the chalet.

Should Council decide to approve the Chalet, it is recommended that the following conditions are included in an approval notice:

- The owner/manager of the Chalet is to provide guests (on arrival) with an Emergency Evacuation Procedure plan, which indicates (as a minimum):
 - Emergency contacts (e.g. DFES, Police);
 - Location of safety equipment;
 - Location of muster point; and
 - Directions for safe (leave early) access/egress.
- The 'Chalet' shall be used for short stay accommodation only and shall not be occupied by the same person or persons for more than 3 months in any 12 month period.
- A sufficient amount of water for drinking, domestic and firefighting purposes, is to be made available at all times to the satisfaction of the Shire.
- The car parking area is to be developed and maintained to a gravel standard, to the satisfaction of the Shire.

CONSULTATION

In accordance with the Shire's scheme, a chalet (holiday accommodation), is a use which requires advertising. In this instance, the applicant consulted with the neighbours and has submitted signed comment forms (see attached). In summarising, the neighbours have no issues with the proposal to use the existing house as a chalet.

STATUTORY OBLIGATIONS

A 'Chalet' is identified in the Shire's *Local Planning Scheme No.2* as a use which Council, in exercising the discretionary powers available to it, may approve at a property zoned 'Rural'.

The Shire's *Local Planning Scheme No.2* defines 'Chalet' to mean:

chalet means a dwelling forming part of a tourist development or caravan park that is -

- (a) a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
- (b) designed to provide short-term accommodation for guests.*

POLICY IMPLICATIONS

At the Building Permit stage in the development process, a Bushfire Attack Level assessment may be required for the development of the new 'Single House'.

The application complies with the Shire's 'Farm Chalets' Policy, which requires the following:

- A minimum of two (2) ha per chalet;
- Two car parking spaces being provided for each chalet and constructed to a gravel pavement finish and properly drained;
- A minimum of eighty thousand (80 000) litres of potable water per chalet;
- Bushfire safety precautions.

BUDGET/FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION – ITEM 10.3.1

That Council

Grants Development Approval for a new 'Single House' and to convert an existing house into a 'Chalet' at Lot 22 Wade Road, Benjinup, subject to the following notice, which outlines development conditions and advice notes.

Planning and Development Act 2005

Shire of Boyup Brook

**NOTICE OF DETERMINATION ON APPLICATION FOR DEVELOPMENT
APPROVAL**

Location: Lot 22 Wade Road, Benjinup.

Description of proposed development:

Single House and Chalet (short term accommodation)

The application for development is approved subject to the following conditions.

Conditions:

1. Prior to occupancy of use, unless varied by a condition of approval or a minor amendment to the satisfaction of the Shire of Boyup Brook, all development shall occur in accordance with the approved plans.
2. The owner/manager of the Chalet is to provide guests (on arrival) with

an Emergency Evacuation Plan, which indicates (as a minimum):

- Emergency contacts (e.g. DFES, Police);
- Location of safety equipment;
- Location of muster point; and
- Directions for safe (leave early) access/egress.

3. The 'Chalet' shall be used for short stay accommodation only and shall not be occupied by the same person or persons for more than 3 months in any 12 month period.
4. A sufficient amount of water for drinking (80,000l) and firefighting purposes (min 10,000l), is to be made available at all times to the satisfaction of the Shire.
5. The car parking area is to be developed and maintained to the satisfaction of the Shire.
6. Stormwater being managed to the satisfaction of the Shire of Boyup Brook.

Date of determination: 25 August 2022

Note 1: Effluent disposal systems require a permit prior to development. The Local Government may determine that the systems' nutrient removal capacity needs upgrading depending on filtration capability.

Note 2: Sign(s) shall not be erected on the lot without the prior approval of the Shire of Boyup Brook.

Note 3: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

Note 4: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

Note 5: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

10.3.2 Scheme Amendment – Lot 7876 Terry Road, Boyup Brook.

Location:	Lot 7876 Terry Road.
Applicant:	Edge Planning & Property
File:	A9370
Disclosure of Officer Interest:	None
Date:	25 August 2022
Author:	A. Nicoll, Town Planner
Authorizing Officer:	Dale Putland, Chief Executive Officer
Attachments:	Scheme Amendment 23

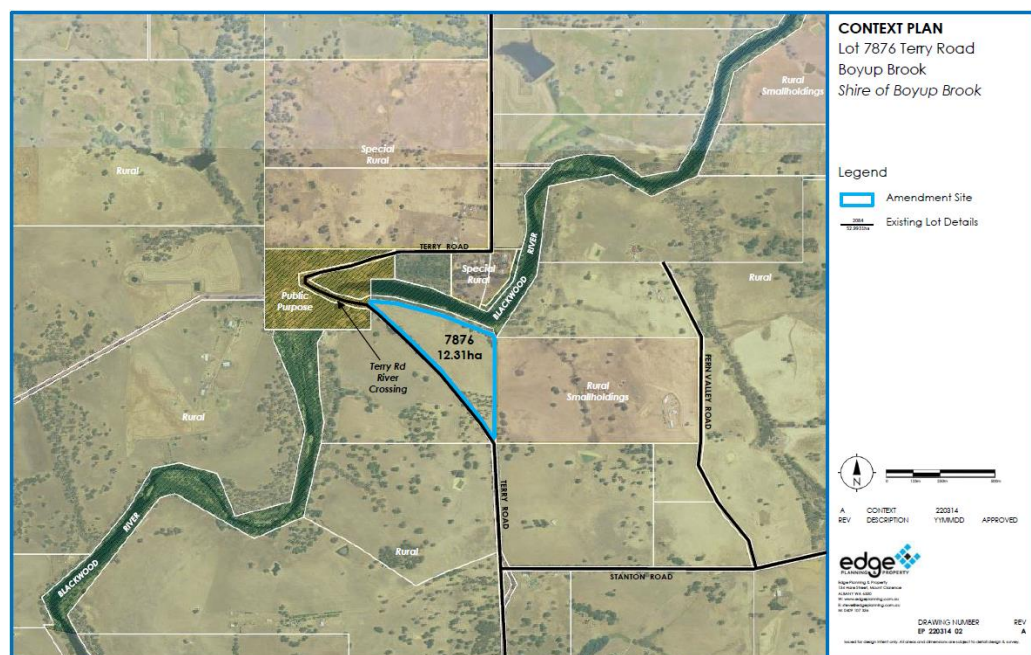
SUMMARY

The purpose of this report is to put before Council the request to adopt (for advertising), the local planning scheme Amendment No.23.

The scheme amendment is proposing to rezone Lot 7876 Terry Road, Boyup Brook from the 'Rural' zone to the 'Rural Small Holdings' zone.

Council discretion is required in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, which requires a local planning scheme amendment, to be adopted by a resolution of Council prior to being advertised.

The following map illustrates the Lot, subject to the scheme amendment proposal.



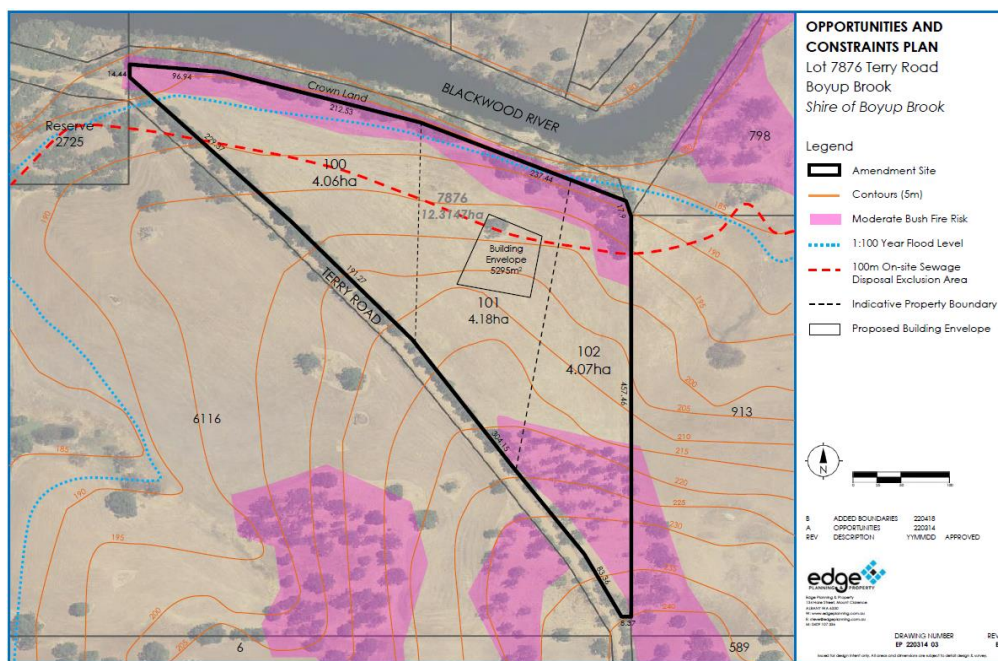
The site is located approximately 2 kilometres directly south of the Boyup Brook townsite, adjacent to the Blackwood River.

In accordance with the Shire's Local Planning Scheme No. 2, the site is currently zoned 'Rural' and is within the structure plan area number four (4), which recommends the use of the land for 'Rural Small Holdings'.

Land to the east of the site is zoned 'Rural Small Holdings', land to the south is zoned 'Rural' while land to the west and north is a mixture of 'Public Purposes' and 'Parks and Recreation'.

The purpose of the 'Rural Small Holdings' zone, is to accommodate rural living land parcels from 4 to 40 hectares in size.

The amendment proposes to facilitate future subdivision/development to create 3 lots which are a minimum lot size of 4 hectares, as indicated by the following figure:



From a spatial perspective, the rezoning of the site provides a logical location to provide rural living lots near Boyup Brook without causing adverse amenity impacts to the locality.

It is recommended that the Council agree to initiate the scheme amendment for advertising purposes. The proposal complies with the Shire's scheme, which recommends the area be used for rural smallholdings. Post advertising, the amendment is then brought back to Council for consideration of landholder and agency submissions.

STATUTORY OBLIGATIONS

Scheme amendments undergo a statutory process in accordance with the *Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015*.

Section 75 of the *Planning and Development Act 2005* authorises a local government authority to amend its local planning scheme with the approval of the Minister for Planning.

Section 35A of the *Planning and Development (Local Planning Schemes) Regulations 2015* makes the following requirement:

35A. Amendment to local planning scheme affecting area to which structure plan relates

If an amendment to a local planning scheme affects the area to which a structure plan approved under the scheme relates, the amendment must include a statement that, when the amendment takes effect —

- (a) the approval of the structure plan is to be revoked; or*
- (b) the structure plan is to be amended in accordance with the statement; or*
- (c) the approval of the structure plan is not affected.*

POLICY IMPLICATIONS

There are no policy implications directly relating to this item.

CONSULTATION

The *Planning and Development (Local Planning Schemes) Regulations 2015* require that a local planning scheme amendment be adopted by a resolution of Council prior to the proposal being advertised for public comment.

BUDGET/FINANCIAL IMPLICATIONS

There are no financial implications outside of the Shire's budget, relating to the proposal to amend the *Local Planning Scheme No.2*.

STRATEGIC IMPLICATIONS

There are no strategic implications directly relating to this item.

SUSTAINABILITY IMPLICATIONS

➤ Environmental

The proposal to amend the zoning is to be referred to the Environmental Protection Authority to determine if any environmental implications apply.

➤ Economic and social

The vision is the creation rural living lots on the fringe of the Boyup townsite.

VOTING REQUIREMENTS

Simple majority

SUMMARY CONCLUSION

It is recommended that the Council agree to adopt the Local Planning Scheme Amendment No. 23 for the following reasons:

- 1) The proposal is consistent with the current strategic direction set by the Shire's Local Planning Scheme No.2 (structure plan area recommending rural small holdings);
- 2) The site is physically suited to accommodating rural living and is located alongside land already zoned for 'Rural Small Holdings'.

OFFICER RECOMMENDATION – ITEM 10.3.2

THAT Council AGREE to:

1. **Adopt Amendment No. 23 to amend Shire of Boyup Brook *Local Planning Scheme No. 2* by:**
 - a) Rezoning Lot 7876 Terry Road, Boyup Brook from the 'Rural' zone to the 'Rural Small Holdings' zone.
 - b) Inserting 'and Lot 7876 Terry Road' into Schedule 3 - Rural Small Holdings Zones after 'Road' for Rural Small Holdings Zone 2 (RSH2).
 - c) Amending the Scheme Map accordingly.
2. **Determines Amendment No. 23 is a standard amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:**
 - a) The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.
 - b) The amendment is not a basic or complex amendment.
3. **Determines that, when the amendment takes effect, the approval of the structure plan, pertaining to the subject area, is not affected.**

10.4 Chief Executive Officer

10.4.1 Deputy Chief Executive Officer - Authority to Act Policy A.02

Location:	<i>N/a</i>
Applicant:	<i>N/a</i>
File:	<i>Policy</i>
Disclosure of Officer Interest:	<i>This matter deals with the appointment of a Council officer to act as the CEO.</i>
Date:	<i>2 August 2022</i>
Author:	<i>Dale Putland – Chief Executive Officer</i>
Authorizing Officer:	<i>Chief Executive Officer</i>
Attachments:	<i>Yes – Policy A.02</i>

SUMMARY

The purpose of this report is for Council to consider the amended version of the proposed Policy A.02 - Appointment of a Deputy Chief Executive Officer.

The Chief Executive Officer wishes to take annual leave in September and appoint the Deputy Chief Executive Officer to carry out this role.

BACKGROUND

The Shire is currently reviewing its policy manual to ensure that all Council policies are relevant, useful and up to date. Council policies are required to assist with the efficient running of the local government and to address and provide guidance on matters within the district.

COMMENT

It is for Council to be satisfied that the person who is employed in the position of CEO is suitably qualified for the position. Under the Act, it is for the CEO to determine that any other employee of the local government is suitably qualified for their position.

CONSULTATION

Deputy Chief Executive Officer

STATUTORY OBLIGATIONS

The Local Government Act applies;

Division 4 — Local government employees

5.36. Local government employees

- (1) *A local government is to employ —*
 - (a) *a person to be the CEO of the local government; and*
 - (b) *such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.*
- (2) *A person is not to be employed in the position of CEO unless the council —*
 - (a) *believes that the person is suitably qualified for the position; and*
 - (b) *is satisfied* with the provisions of the proposed employment contract.*

** Absolute majority required.*

- (3) *A person is not to be employed by a local government in any other position unless the CEO —*
 - (a) *believes that the person is suitably qualified for the position; and*
 - (b) *is satisfied with the proposed arrangements relating to the person's employment.*
- (4) *Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.*
- (5A) *Subsection (4) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.*
- (5) *For the avoidance of doubt, subsection (4) does not impose a requirement to advertise a position before the renewal of a contract referred to in section 5.39.*

[Section 5.36 amended by No. 49 of 2004 s. 44; No. 17 of 2009 s. 21.]

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) *employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) *no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) *employees are to be treated fairly and consistently; and*

- (d) *there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) *employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) *such other principles, not inconsistent with this Division, as may be prescribed.*

5.41. *Functions of CEO*

The CEO's functions are to —

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made; and*
- (c) *cause council decisions to be implemented; and*
- (d) *manage the day to day operations of the local government; and*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and*
- (f) *speak on behalf of the local government if the mayor or president agrees; and*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

The Local Government (Administration) Regulations apply as follows;

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 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.*

POLICY IMPLICATIONS

Please refer to attachment.

BUDGET/FINANCIAL IMPLICATIONS

Nil, current budget provisions are adequate, at this time, to cover relevant costs.

STRATEGIC IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

- **Environmental**
There are no known significant environmental issues.
- **Economic**
There are no known significant economic issues.
- **Social**
There are no known significant social issues.

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION – ITEM 10.4.1

That Council adopts the revised Policy A.02 - Appointment of a Deputy Chief Executive Officer as per the attachment 10.4.1 (a).

10.4.2 Review of Delegations of Authority

Location:	<i>Shire of Boyup Brook</i>
Applicant:	<i>Shire of Boyup Brook</i>
File:	<i>GO/15/004</i>
Disclosure of Interest:	<i>Nil</i>
Date:	<i>3 August 2022</i>
Author:	<i>Dale Putland – Chief Executive Officer</i>
Authorizing Officer:	<i>Dale Putland – Chief Executive Officer</i>
Attachments:	<i>Delegations Register</i>

SUMMARY

This item reviews the existing Delegations of Authority and recommends that the existing delegations be updated to include “*Waiving and Grants of Concessions and Write-Off of Debts other than Rates and Service Charges*” and the “*Disposal of Property*”.

BACKGROUND

Local Government Act 1995 section 5.42(1) states a local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

Local Government Act 1995 section 5.46(2) states At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

COMMENT

Local governments have responsibility for decision making under a number of legislative provisions. It is recognized as unreasonable and unrealistic for every legislative power or duty to be exercised by Council, and as such, delegations of authority exist to allow for the conferral of the ability to exercise that power or duty to, in most cases to the CEO, or an employee. The adoption of delegations for more routine decisions provides for more effective and efficient local government.

Delegations are made in relation to express powers and express duties given to the local government under legislation. A delegation does not restrict the delegator from exercising the power or duty once delegated and it also does not remove responsibility for the power. For a delegation to be considered valid, it must be in writing and in the form prescribed by legislation.

CONSULTATION

Deputy Chief Executive Officer

STATUTORY OBLIGATIONS

Local Government Act 1995, Section 5.42.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The adoption and implementation of this Delegations Authority will not require any additional expenditure.

STRATEGIC IMPLICATIONS

The Delegations of Authority will assist with the delivery of “Best Practice” within the industry.

VOTING REQUIREMENTS

Delegations under the Local Government Act requires absolute majority

OFFICER RECOMMENDATIONS – ITEM 10.4.2

1. That Council adopts the revised Delegation of Authority which incorporates the Waiving and Granting of Concessions and Write-Off of Debts other than Rates and Service Charges as per number 3.9 in the register.
2. That Council adopts the revised Delegation of Authority which incorporates the Disposing of Property as per number 3.10 in the register.

10.4.3 Disposal of Property Policy F.16

Location:	<i>Shire of Boyup Brook</i>
Applicant:	<i>Shire of Boyup Brook</i>
File:	<i>Policy</i>
Disclosure of Interest:	<i>Nil</i>
Date:	<i>3 August 2022</i>
Author:	<i>Dale Putland – Chief Executive Officer</i>
Authorizing Officer:	<i>Dale Putland – Chief Executive Officer</i>
Attachments:	<i>Policy F.16</i>

SUMMARY

This policy is intended to provide guidelines for the disposal of Shire of Boyup Brook owned property deemed surplus to the Shires requirements.

The Shires Disposal of Property Policy sets the direction for disposition of all property, including the conditions relating to plant and vehicles trade-ins, machinery furniture, equipment, miscellaneous items, abandoned vehicles, building/construction materials, animals and land or buildings.

BACKGROUND

The Shire of Boyup Brook currently does not have a policy in place. This policy is designed to be an efficient means of asset disposal.

COMMENT

The purpose of this policy is to clearly set out the manner in which Shire of Boyup Brook property will be disposed of when it is no longer required and sold or needing to be traded to obtain a new asset.

CONSULTATION

N/A

STATUTORY OBLIGATIONS

Section 3.58 of the *Local Government Act 1995* requires Council to dispose (sell, lease or otherwise dispose) of property assets by public auction, public tender or local public notice in accordance with the legislated requirements. Sections 3.589(d) allows for certain dispositions to be exempted from these requirements through regulation.

This disposition of which shall be an exempt disposition pursuant to Regulation 30(2) and (3) of the Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Plan and provide direction through policy and practices.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATIONS – ITEM 10.4.3

That Council adopt the proposed Policy F.16 - Disposal of Property in accordance with Attachment 10.4.3.

10.4.4 Review of Records Management Policy A.13

Applicant:	N/A
File:	CM/43/001
Disclosure of Officer Interest:	None
Date:	21 June 2022
Author:	Nicki Jones – Administration Officer
Authorizing Officer:	Dale Putland - CEO
Attachments:	Records Management Policy

SUMMARY

The purpose of this report is to review and change the name of the current Recordkeeping Policy to a Records Management Policy. A Records Management Policy ensures the Shire meets its statutory obligations consistent with the *State Records Act 2000*.

BACKGROUND

It is a requirement of the State Records Office (SRO) that every five years the Shire submits a Recordkeeping Plan to ensure they remain up to date with current practices and legislation. Prior to submitting the plan, the Shire must complete and submit a review of the existing plan to the SRO. The SRO will then determine if we are required to write a new plan or make amendments to the existing plan.

The Shire's last Recordkeeping Plan was approved by the SRO in 2016 with a review submitted as required in late 2021. Feedback from the SRO review has stated that the Shire does not need to submit a new plan only an amended plan. Amendments include that the Shire update the current Recordkeeping Policy to be in line with current requirements. The Shire is required to submit the amended Recordkeeping Plan in December 2022.

COMMENT

Best practice is having a policy that has clear objectives and statements that demonstrates Local Government's commitment to comply with legislation. The policy objectives must align with the legislative requirements to achieve the outcomes stated.

CONSULTATION

State Records Office

STATUTORY OBLIGATIONS

Legislation and standards applicable:

State Records Act 2000

Local Government Act 1995

Freedom of Information Act 1992

Electronic Transactions Act 2011

Evidence Act 1906

Corruption and Crime Commission Act 2003

Financial Management Act 2006

State Records Commission: Principles and Standards

Australian Standards on Records Management: AS ISO 15489

SRO Records Management Advice Working Remotely ('Work from Home')

POLICY IMPLICATIONS

Change of name from Recordkeeping Policy to Records Management Policy.

BUDGET/FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

The updated policy will ensure compliance and integrity are upheld with record keeping.

Shire of Boyup Brook Strategic Community Plan states:

GOVERNANCE AND ORGANISATION

1. Demonstrate effective leadership, advocacy and governance

1.2 Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community

1.3 Improve our business and asset management systems and processes to meet our audit compliance and the needs of the community.

SUSTAINABILITY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION – ITEM 10.4.4

That Council adopt the revised Records Management Policy A.13 in accordance with attachment 10.4.4.

11 COMMITTEE MINUTES

11.1 Rylington Park Committee Minutes

OFFICER RECOMMENDATION – ITEM 11.1

That the confirmed minutes of the Rylington Park Committee held on Thursday, 9 June 2022 be received.

12 MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13 URGENT BUSINESS BY APPROVAL OF THE PRESIDENT OR A MAJORITY OF COUNCILLORS PRESENT/CONFIDENTIAL MATTERS – BEHIND CLOSED DOORS

13.1 80 Abel Street Boyup Brook

(Confidential)

13.2 55 and 57 Cailes Street Boyup brook

(Confidential)

13.3 31 July 2022 Statement of Financial Activity

Location:	<i>Not applicable</i>
Applicant:	<i>Not applicable</i>
File:	<i>FM/10/003</i>
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>18 August 2022</i>
Authors:	<i>D Long – Finance Consultant</i>
Authorizing Officer:	<i>Dale Putland – Chief Executive Officer</i>
Attachments:	<i>Yes – originally 10.2.2</i>

SUMMARY

The Monthly Financial Report for 31 July 2022 is presented for Council's consideration.

BACKGROUND

The Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 require local governments to prepare monthly reports containing the information that is prescribed.

COMMENT

The Shire prepares the monthly financial statements in the statutory format along with other supplementary financial reports consisting of:

- (a) Statement of Comprehensive Income by Function/Program;
- (b) Statement of Comprehensive Income by Nature/Type;
- (c) Statement of Financial Activity;
- (d) Summary of Net Current Asset Position;
- (e) Statement of Explanation of Material Variances;
- (f) Statement of Financial Position;
- (g) Statement of Cash Flows;
- (h) Detailed Operating and Non-Operating Schedules;
- (i) Statement of Cash Back Reserves; and
- (j) Loan Borrowings Statement.

The Regulations require local governments to prepare annual budget estimates and month by month budget estimates so that comparatives can be made to Year to Date (YTD) Actual amounts of expenditure, revenue and income, and materials variances can be commented on.

As the 2022-23 budget has not yet been adopted, no comparatives are provided for this month's reporting.

The Statement of Financial Activity as at 31 July shows a closing surplus of \$2,254,357.

CONSULTATION – Nil

STATUTORY OBLIGATIONS

Local Government Act 1995

Section 6.4—Specifies that a local government is to prepare such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) budget estimates to the end of month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
 - (e) the net current assets at the end of the month to which the statement relates.

Sub regulations 2, 3, 4, 5, and 6 prescribe further details of information to be included in the monthly statement of financial activity.

POLICY IMPLICATIONS – Nil

BUDGET/FINANCIAL IMPLICATIONS

As presented in the attached reports.

STRATEGIC IMPLICATIONS - Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – Item 13.2

That Council receive the Monthly Financial Report for 31 July 2022, as presented.

14 CLOSURE OF MEETING

There being no further business the Shire President, Cr Walker thanked all for attending and declared the meeting closed at



Chq/EFT	Date	Name	Description	Amount
20574	04/07/2022	Bridgetown Mini Mart & Bloomin' Bridgetown	Flowers for Staff Farewell	-68.50
20575	04/07/2022	Water Corporation	2 Reid PI FM House Water Usage to 01/06/2022	-128.80
20576	12/07/2022	The Royal Australian College of General Practitioners Ltd (RACGP)	Dr Chiwara Membership 2022-23	-978.00
20577	25/07/2022	Pivotel	GPS Tracking Service - Grader and Transfer Station Jun2022	-62.00
TOTAL MUNI CHEQUES to 31 July 2022				-1,237.30



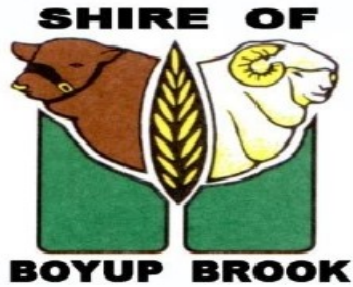
Chq/EFT	Date	Name	Description	Amount
EFT12692	01/07/2022	Genie Solutions Pty Ltd	Medical Centre Quarterly Licence and Support Fee Jul-Sep2022	-1,133.75
EFT12693	04/07/2022	A & L Printers	Depot Vehicle Prestart Books	-602.00
EFT12694	04/07/2022	Ampol Petroleum Distributors Pty Ltd	Fuel Jun2022	-7,029.13
EFT12695	04/07/2022	Ausmic Pest Control (Rol-Wa Pty Ltd)	Annual Termite Inspections	-10,362.00
EFT12696	04/07/2022	Avem Quirks	Medical Centre - Vaccine Fridge Repairs	-747.57
EFT12697	04/07/2022	Blackwoods (Also Refer Protector Alsaf)	Depot PPE	-63.91
EFT12698	04/07/2022	Boyup Brook IGA	Purchases Jun2022	-286.99
EFT12699	04/07/2022	Erlanda and Mark Deas	Rylington Park - Reimburse Wire Unroller	-286.00
EFT12700	04/07/2022	Hales Electrical	Abel Street Shop 1 - Replace Lights	-132.00
EFT12700	04/07/2022	Hales Electrical	Medical Centre - Repair Emergency Exit Lights	-462.00
EFT12701	04/07/2022	IPEC Pty Ltd (Toll)	Freight Jun2022	-165.86
EFT12702	04/07/2022	Interfire Agencies	ESL VBFB PPE	-134.64
EFT12703	04/07/2022	Internode Pty Ltd	Depot, Admin and BBELC Internet Jul2022	-329.97
EFT12704	04/07/2022	Kojonup Agricultural Supplies (tff KAS Unit Trust t/as)	Rylington Park - Fertiliser	-29,708.80
EFT12705	04/07/2022	LGIS Risk Management	Regional Risk Management Coordinator Fee 2021-22 2nd Instalment	-3,436.16
EFT12706	04/07/2022	Marbarrup Farms	Rylington Park - Seed Cleaning	-1,187.12
EFT12707	04/07/2022	Moore Australia (WA) Pty Ltd	Payroll Officer - Employee Obligations and Fuel Tax Credit Workshop	-770.00
EFT12708	04/07/2022	Rusty's Plumbing and Gas	Rylington Park - Shearing Shed HWS	-1,457.50
EFT12709	04/07/2022	SOS Office Equipment	Photocopier Billing Jun2022 including Community Newsletters	-866.82
EFT12710	04/07/2022	Star Track Express Pty Ltd	Freight May2022	-99.51
EFT12711	04/07/2022	Stephen & Yvonne Dent	3 Reid Pl MWS House - Water Usage 30/03/2022-01/06/2022	-104.03
EFT12712	04/07/2022	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 16/06/2022	-4,275.63
EFT12713	04/07/2022	TJ Depiazzi & Sons (Silverspring Trust t/as)	Abel St Median - Landscaping Mix	-164.13
EFT12714	04/07/2022	TM Construction WA Pty Ltd	UBAS - Dinninup Showgrounds Ablution Block Drainage Works	-1,485.00
EFT12715	04/07/2022	The Quacking Frog Teapot Shed	Catering Jun2022	-300.00
EFT12716	04/07/2022	Totally Workwear - Bunbury	Depot Protective Clothing	-349.50
EFT12717	04/07/2022	Warren Blackwood Alliance Of Councils	Marketing Contribution "Our State on a Plate"	-4,675.00
EFT12718	04/07/2022	Winc Australia Pty Limited	Depot Stationery	-171.80
EFT12719	06/07/2022	Kabindra Dhakal	Reimburse Medical Indemnity Insurance	-2,263.77
EFT12720	06/07/2022	Medical Indemnity Protection Society Ltd (MIPS)	Dr Chivara Medical Indemnity Insurance 2022-23	-12,025.20
EFT12721	12/07/2022	AMPAC Debt Recovery (WA) Pty Ltd	Rates Debt Collection Commissions and Costs Jun2022	-27,259.73
EFT12722	12/07/2022	Acumentis South West (WA)	Property Valuations	-3,190.00
EFT12723	12/07/2022	Adam Jenkins Tree Services	Swimming Pool - Remove Trees	-1,430.00
EFT12724	12/07/2022	Aflex Technology (NZ) Ltd	Swimming Pool - Inflatable Equipment	-11,819.50
EFT12725	12/07/2022	Amity Signs	Rural Number Signs	-80.85
EFT12726	12/07/2022	Ampol Petroleum Distributors Pty Ltd	Fuel Jun2022	-5,426.52
EFT12727	12/07/2022	Ausmic Pest Control (Rol-Wa Pty Ltd)	Termite Treatments	-3,575.00
EFT12728	12/07/2022	Australia Post	Postage Jun2022	-454.67
EFT12729	12/07/2022	Australian Services Union	Payroll Deductions	-51.80
EFT12730	12/07/2022	BP Medical	Medical Supplies	-239.17
EFT12731	12/07/2022	BRC - Building Solutions Pty Ltd	Football Clubrooms - Preliminary Design	-2,640.00
EFT12732	12/07/2022	Black Box Control Pty Ltd	Monthly Grader Tracking Service Jul2022	-101.85
EFT12733	12/07/2022	Bunnings Group Ltd	Depot - Boot Scraper Mats	-188.24
EFT12734	12/07/2022	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	Abel St Median - Native Shrubs	-1,381.92
EFT12735	12/07/2022	Hales Contracting Group P/L	Occupational Health and Safety Role May2022	-924.00
EFT12736	12/07/2022	IPEC Pty Ltd (Toll)	Freight Jun2022	-45.10
EFT12737	12/07/2022	Janette Kuypers	Reimburse CD-ROMs for Medical Records	-34.60
EFT12738	12/07/2022	Kim Richards	Refund BBELC Account Credit	-89.73
EFT12739	12/07/2022	Lamat Cleaning (The Bogar Unit Trust t/as)	Various Shire Buildings - Cleaning Jun2022	-2,320.00
EFT12740	12/07/2022	Landgate	Gross Rental Valuations Jan-Jun2022	-163.14
EFT12741	12/07/2022	Rusty's Plumbing and Gas	Rylington Park - Shearing Shed Gutters and Downpipes Third Payment	-6,792.50
EFT12742	12/07/2022	SOS Office Equipment	Admin Photocopier Repair - Travel Charge	-105.60
EFT12743	12/07/2022	Southern Lock & Security	Squash Courts - Key Cutting	-38.50
EFT12744	12/07/2022	Statewide Bearings	P213 Komatsu WA150-5 Loader - Parts	-1,106.93
EFT12745	12/07/2022	TJ Depiazzi & Sons (Silverspring Trust t/as)	Abel St Median - Woodchips	-553.41
EFT12746	12/07/2022	Telstra Corporation Limited	Telephone Across Shire Facilities to 24/06/2022	-415.57
EFT12747	12/07/2022	The Treehouse Coffee Lounge (JP Rice & NM Rice t/as)	Catering Jun2022	-277.50
EFT12748	12/07/2022	Winc Australia Pty Limited	Admin Stationery	-72.60
EFT12751	18/07/2022	Australian Taxation Office	BAS Apr-Jun2021 PAYG Jun2021	131,154.00
EFT12751	18/07/2022	Australian Taxation Office	BAS Oct-Dec2021 PAYG Dec2021	-53,217.00
EFT12751	18/07/2022	Australian Taxation Office	PAYG Jan2022	-64,742.00
EFT12751	18/07/2022	Australian Taxation Office	PAYG Feb2022	-65,523.00
EFT12751	18/07/2022	Australian Taxation Office	BAS Jan-Mar2022 PAYG Mar2022	-34,365.00
EFT12751	18/07/2022	Australian Taxation Office	PAYG Apr2022	-67,694.00
EFT12751	18/07/2022	Australian Taxation Office	PAYG May2022	-68,304.00
EFT12752	25/07/2022	AFGRI Equipment Australia Pty Ltd	Rylington Park - Purchases Jun2022	-374.78
EFT12753	25/07/2022	AMA Insurance Brokers	Medical Centre - Medical Malpractice Insurance 2022-23	-7,220.00
EFT12754	25/07/2022	Ampol Petroleum Distributors Pty Ltd	Fuel Jun2022	-12,005.82
EFT12755	25/07/2022	Australasian Performing Right Association Ltd	Music Performance Licence 2022-23	-350.00
EFT12756	25/07/2022	Australian Services Union	Payroll Deductions	-51.80
EFT12757	25/07/2022	BOC Limited	Gas Cylinder Rental Jun2022	-62.05
EFT12758	25/07/2022	BP Medical	Medical Supplies	-352.54
EFT12759	25/07/2022	Boyup Brook Community Resource Centre	Quarterly Library Service Payment Jul-Sep2022 per MoU	-5,500.00
EFT12759	25/07/2022	Boyup Brook Community Resource Centre	Boyup Brook Gazette Advertising Jul2022	-265.00
EFT12760	25/07/2022	Boyup Brook Pharmacy (Westphal Family Trust)	Medical Supplies	-77.10
EFT12761	25/07/2022	Boyup Brook Tourism Association Inc.	Tourist Centre - Shire Contribution to Electricity Costs 14/04/2022-15/06/2022	-226.49
EFT12761	25/07/2022	Boyup Brook Tourism Association Inc.	Annual Contribution 2022-23 per MoU	-26,125.00
EFT12762	25/07/2022	Boyup Brook Tyre Service	Rylington Park Stick Rake - Tyre	-450.00
EFT12762	25/07/2022	Boyup Brook Tyre Service	Rylington Park - Toyota Hilux Windscreen and Wheel Rotate	-559.50
EFT12763	25/07/2022	Bridgetown Boarding Kennels & Cattery	Animal Impound Fees Jun2022	-720.50
EFT12764	25/07/2022	Bridgetown Muffler & Towbar Centre	Rylington Park - Hilux Parts	-106.00
EFT12765	25/07/2022	Building and Construction Training Fund BCITF	BCITF Collected Jun2022	-570.14
EFT12766	25/07/2022	Bullivants Pty Ltd	Expendable Tools	-419.91
EFT12767	25/07/2022	CM Dalton Transport	Rylington Park - Fertiliser Freight and Spreading	-2,211.00
EFT12768	25/07/2022	Cleanaway Daniels Services Pty Ltd	Medical Centre - Sharps Disposal Jun2022	-118.91
EFT12769	25/07/2022	Cowaramup Rural Fencing Company Pty Ltd	Rec Grounds Gate Repairs	-2,838.00
EFT12770	25/07/2022	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	Street Scaping - Plants for Pool Verge	-496.80



Chq/EFT	Date	Name	Description	Amount
EFT12771	25/07/2022	Department Of Water And Environmental Regulation	Transfer Station Annual Licence 2022-23	-324.80
EFT12772	25/07/2022	Department of Mines, Industry Regulation and Safety BSL	BSL Collected Jun2022	-538.55
EFT12773	25/07/2022	EcoPrint Supplies	Medical Centre - Printer Cartridges	-433.40
EFT12774	25/07/2022	Erlanda and Mark Deas	Rylington Park - Lamb Marking	-300.00
EFT12774	25/07/2022	Erlanda and Mark Deas	Rylington Park - Reimburse Window Glass	-80.45
EFT12775	25/07/2022	Fleming's Nurseries Pty Ltd	Street Scaping - Trees	-5,448.30
EFT12776	25/07/2022	Focus Networks	MPS Monthly Visit - 0.4hrs Additional Time	-61.60
EFT12776	25/07/2022	Focus Networks	Monthly Device Management Fees Jul2022	-2,598.20
EFT12776	25/07/2022	Focus Networks	Monthly Managed Services Jul2022	-2,773.10
EFT12777	25/07/2022	G&M Detergents	Various Shire Buildings - Cleaning Supplies	-235.00
EFT12778	25/07/2022	HE Knapp & Co	RTR013 Westbourne Road Project - Gravel	-6,461.40
EFT12779	25/07/2022	Hales Contracting Group P/L	Environmental Health Officer Role May2022	-1,914.00
EFT12780	25/07/2022	Hastie Waste	Rylington Park - Bulk Waste Collection Jun2022	-95.00
EFT12781	25/07/2022	Haycom Technology	Medical Centre IT Consulting Fees Jun2022	-1,471.25
EFT12782	25/07/2022	IPEC Pty Ltd (Toll)	Freight Jun2022	-13.05
EFT12783	25/07/2022	IT Vision	SynergySoft Financial Management Software 2022-23 Licence Fees	-39,078.70
EFT12784	25/07/2022	IT Vision User Group Inc	IT Vision User Group Membership 2022-23	-770.00
EFT12785	25/07/2022	Internode Pty Ltd	Depot, Admin and BBELC Internet Aug2022	-329.97
EFT12786	25/07/2022	Joanna Hales-Pearce	Reimburse Clothing & Equipment Expenditure	-277.93
EFT12787	25/07/2022	Joseph Kaciuba	Refund Partial Building Fee	-260.00
EFT12788	25/07/2022	LGIS Insurance Broking (Jardine Lloyd Thompson Pty Ltd)	LGISWA Marine Cargo Insurance 2022-23	-433.13
EFT12789	25/07/2022	Landgate	Land Inquiries Jun2022	-27.20
EFT12790	25/07/2022	Local Government Professionals Australia WA	CEO Membership 2022-23	-531.00
EFT12790	25/07/2022	Local Government Professionals Australia WA	Local Government Bronze Subscription 2022-23	-550.00
EFT12791	25/07/2022	Nicola Jones	Reimburse Admin Stationery	-86.27
EFT12792	25/07/2022	Node1 Pty Ltd	Admin NBN Aug2022	-227.00
EFT12793	25/07/2022	OEM Group Pty Ltd	P146 Small Plant - Wash Down Bay Pump Replacement	-1,286.50
EFT12794	25/07/2022	Office Of The Auditor General	Roads To Recovery 2020-21 Certification Fee	-2,200.00
EFT12795	25/07/2022	Old Dog Dirt & Diesel	Workshop Consumables	-1,100.85
EFT12796	25/07/2022	Preston Power Equipment	Depot Light Plant - Generator	-2,400.00
EFT12797	25/07/2022	RAW Animal Health (RAW Pty Ltd t/as)	Rylington Park - Stock Medication	-1,940.40
EFT12798	25/07/2022	Rusty's Plumbing and Gas	Rylington Park - Refurbish Gutters and Downpipes Progress Payment	-5,841.00
EFT12799	25/07/2022	Veolia Recycling and Recovery Pty Ltd (formerly SUEZ NSW)	Paper and Cardboard Recycling Collection Jun2022	-1,120.89
EFT12800	25/07/2022	Sandy Chambers	Mural for Shire Chambers "Down on His Luck"	-1,250.00
EFT12801	25/07/2022	Shire of Boyup Brook	BSL and BCITF Commission Jun2022	-63.00
EFT12802	25/07/2022	South West Isuzu	P201 Isuzu 3 tonne NH NPR 65-190 Truck - Parts	-275.29
EFT12803	25/07/2022	Southern Lock & Security	Various Shire Buildings - Key Cutting	-25.50
EFT12804	25/07/2022	Sprint Express	Freight Jun2022	-138.33
EFT12805	25/07/2022	Statewide Bearings	Workshop Consumables	-503.36
EFT12806	25/07/2022	Veolia Recycling & Recovery (Perth) Pty Ltd (formerly Suez)	Waste Collection Jun2022	-8,537.50
EFT12807	25/07/2022	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 13/07/2022	-10,201.16
EFT12808	25/07/2022	T-Quip	P228 Toro Z Master 7000 52inch - Parts	-110.35
EFT12809	25/07/2022	Telstra Corporation Limited	Telephone Across Shire Facilities to 22/06/2022	-1,494.62
EFT12810	25/07/2022	The Treehouse Coffee Lounge (JP Rice & NM Rice t/as)	Catering Jul2022	-29.80
EFT12811	25/07/2022	Thinkproject Australia Pty Ltd	RAMM Annual Support and Software Fees 2022-23	-9,940.33
EFT12812	25/07/2022	Totally Workwear - Bunbury	Depot PPE	-717.25
EFT12813	25/07/2022	WALGA	Employee Relations - Assistance with EBA Negotiations	-1,732.50
EFT12814	25/07/2022	Winc Australia Pty Limited	Admin Stationery	-45.76
EFT12815	25/07/2022	Winnijup Grazing Trust (The Trustee for)	Road Maintenance Works - Gravel	-35.75
EFT12816	25/07/2022	activ8me (Australian Private Networks Pty Ltd)	GP Houses and Rylington Park Internet and Phone Jun-Jul2022	-268.32
EFT12817	29/07/2022	Blackwood Plant Hire	RTR013 Westbourne Road - Push up Gravel	-7,425.00
EFT12817	29/07/2022	Blackwood Plant Hire	RTR003 Scotts Brook Road - Push up Gravel	-11,226.88
EFT12817	29/07/2022	Blackwood Plant Hire	RTR003 Scotts Brook Road - Gravel Resheet	-92,857.61
EFT12817	29/07/2022	Blackwood Plant Hire	RRG004 Winnijup Road - Push up Gravel	-9,075.00
EFT12818	29/07/2022	Brooks Hire Service Pty Ltd	RTR003 Scotts Brook Road - Multi-tyre Roller Hire	-675.49
EFT12819	29/07/2022	CB Traffic Solutions	RTR003 Scotts Brook Rd - TMP	-715.00
EFT12819	29/07/2022	CB Traffic Solutions	RTR013 Westbourne Rd - TMP	-715.00
TOTAL EFT PAYMENTS to 31 July 2022				-678,914.30



Chq/EFT	Date	Name	Description	Amount
DD7408.1	06/07/2022	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-870.80
DD7408.2	06/07/2022	Public Sector Superannuation Accumulation Plan	Superannuation Contributions	-279.30
DD7408.3	06/07/2022	Future Super	Superannuation Contributions	-158.94
DD7408.4	06/07/2022	Australian Retirement Trust	Superannuation Contributions	-426.51
DD7408.5	06/07/2022	Aware Super	Payroll Deductions	-6,525.50
DD7408.6	06/07/2022	Rest Superannuation	Superannuation Contributions	-2,272.35
DD7408.7	06/07/2022	AMP Super Fund - SignatureSuper	Superannuation Contributions	-4,012.34
DD7408.8	06/07/2022	Australian Super	Superannuation Contributions	-1,959.11
DD7408.9	06/07/2022	Commonwealth Essential Super	Superannuation Contributions	-291.75
DD7410.1	07/07/2022	Salary & Wages	Payroll 06Jul2022	-95,517.33
DD7412.1	06/07/2022	Australian Retirement Trust	Superannuation Contributions	-357.11
DD7414.1	08/07/2022	Salary & Wages	Payroll 08Jul2022	-2,593.00
DD7416.1	06/07/2022	HESTA	Superannuation Contributions	-11.57
DD7418.1	11/07/2022	Salary & Wages	Payroll 11Jul2022	-54.20
DD7448.1	20/07/2022	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-870.80
DD7448.2	20/07/2022	Future Super	Superannuation Contributions	-183.75
DD7448.3	20/07/2022	Australian Retirement Trust	Superannuation Contributions	-470.40
DD7448.4	20/07/2022	Aware Super	Payroll Deductions	-6,630.56
DD7448.5	20/07/2022	Rest Superannuation	Superannuation Contributions	-2,226.39
DD7448.6	20/07/2022	AMP Super Fund - SignatureSuper	Superannuation Contributions	-2,834.34
DD7448.7	20/07/2022	Australian Super	Superannuation Contributions	-2,035.66
DD7448.8	20/07/2022	Commonwealth Essential Super	Superannuation Contributions	-301.67
DD7448.9	20/07/2022	Colonial First State Superannuation	Superannuation Contributions	-437.56
DD7450.1	21/07/2022	Salary & Wages	Payroll 20Jul2022	-86,154.03
DD7484.1	01/07/2022	Maia Financial Pty Ltd	Swimming Pool Gym Equipment Rental Agreement Jul-Sep2022	-5,658.33
DD7484.2	01/07/2022	Michelle Koster and Stephen Hughes	2 Reid PI FM House - Rent 18/07/2022-31/07/2022	-660.00
DD7484.3	15/07/2022	Michelle Koster and Stephen Hughes	2 Reid PI FM House - Rent 01/08/2022-14/08/2022	-660.00
DD7484.4	29/07/2022	Michelle Koster and Stephen Hughes	2 Reid PI FM House - Rent 15/08/2022-28/08/2022	-660.00
DD7484.15	01/07/2022	The Bunbury Doicesan Trustees and Anglican Parish of Boyup Brook	18 Barron St GP House - Rent 05/07/2022-18/07/2022	-600.00
DD7484.5	15/07/2022	The Bunbury Doicesan Trustees and Anglican Parish of Boyup Brook	18 Barron St GP House - Rent 19/07/2022-01/08/2022	-600.00
DD7484.6	29/07/2022	The Bunbury Doicesan Trustees and Anglican Parish of Boyup Brook	18 Barron St GP House - Rent 02/08/2022-15/08/2022	-600.00
DD7484.7	01/07/2022	Westnet	Admin, Medical Centre and Swimming Pool Internet Jul2022	-289.85
DD7484.8	08/07/2022	De Lage Landen Pty Ltd	Rental Agreement for Photocopier DCVII-C5573 Jul2022	-184.80
DD7484.9	22/07/2022	AGDATA Holdings Pty Ltd	Rylington Park - Phoenix Accounting Software	-44.00
DD7485.1	15/07/2022	Shire of Boyup Brook Credit Card	Adobe Pro DC Monthly Subscription 20/07/2022-19/07/2022	-114.95
DD7485.1	15/07/2022	Shire of Boyup Brook Credit Card	Gale St Motel - Accommodation for Swimming Pool Staff Training	-310.00
DD7485.1	15/07/2022	Shire of Boyup Brook Credit Card	LG Professionals - Practice Manager Finance Workshop	-400.00
DD7485.1	15/07/2022	Shire of Boyup Brook Credit Card	GoFax Pty Ltd - Medical Centre Prepaid Fax Credits Package	-400.00
DD7485.1	15/07/2022	Shire of Boyup Brook Credit Card	Seton Aust - Flax Mill Caravan Park Ablutions Non-Slip Treatment	-341.43
DD13509	02/07/2022	Commonwealth Bank	CBA Merchant Fee Medical	-56.02
DD7408.10	06/07/2022	Colonial First State Superannuation	Superannuation Contributions	-473.94
DD7408.11	06/07/2022	MLC Super Fund	Superannuation Contributions	-265.01
DD7408.12	06/07/2022	HESTA	Superannuation Contributions	-361.55
DD7448.10	20/07/2022	HESTA	Superannuation Contributions	-305.43
DD7448.11	20/07/2022	Public Sector Superannuation Accumulation Plan	Superannuation Contributions	-279.30
DD7484.10	25/07/2022	Western Australian Treasury Corporation	Government Loan Guarantee Fees to 30/06/2022	-380.09
DD7484.11	01/07/2022	Stephen & Yvonne Dent	3 Reid PI Staff House - Rent 15/07/2022-28/07/2022	-600.00
DD7484.12	15/07/2022	Stephen & Yvonne Dent	3 Reid PI Staff House - Rent 29/07/2022-11/08/2022	-600.00
DD7484.13	29/07/2022	Stephen & Yvonne Dent	3 Reid PI Staff House - Rent 12/08/2022-25/08/2022	-600.00
TOTAL DD MUNI ACCOUNT TO 31 July 2022				-232,919.67
DD310722	31/07/2022	Police Licensing	Police Claimed June 2022	-50,000.25
TOTAL DD POLICE LICENSING ACCOUNT TO 31 July 2022				-50,000.25
TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 31 July 2022				0.00
SUMMARY				
CHQ (Muni Account)				-1,237.30
DD				-232,919.67
EFT				-678,914.30
TOTAL				-913,071.27
ALL MUNI TRANS TO 31 July 2022				-913,071.27
DD (Police Licensing Account) TO 31 July 2022				-56,000.25
DD (Boyup Brook Early Learning Centre) TO 31 July 2022				0.00



SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

31 JULY 2022

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SHIRE OF BOYUP BROOK
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 31 JULY 2022

	2022-23 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)	\$
General Purpose Funding	(27)
Governance	(27,471)
Law, Order, Public Safety	(6,641)
Health	(105,982)
Education and Welfare	-15,596
Housing	(213)
Community Amenities	(9,181)
Recreation and Culture	(20,257)
Transport	(38,324)
Economic Services	(11,441)
Other Property and Services	(181,716)
	(416,850)
REVENUE	
General Purpose Funding	1,754
Governance	0
Law, Order, Public Safety	36,786
Health	75,702
Education and Welfare	13,541
Housing	5,265
Community Amenities	3,527
Recreation and Culture	9,071
Transport	3,109
Economic Services	9,206
Other Property & Services	184
	158,145
<i>Increase(Decrease)</i>	(258,705)
FINANCE COSTS	
Housing	0
Recreation & Culture	0
Other Property & Services	0
Total Finance Costs	0
NON-OPERATING REVENUE	
Recreation & Culture	0
Transport	56,934
Economic Services	0
Total Non-Operating Revenue	56,934
PROFIT/(LOSS) ON SALE OF ASSETS	
<i>Total Profit/(Loss)</i>	0
NET RESULT	(201,772)
Other Comprehensive Income	
Changes on revaluation of non-current assets	0
<i>Total Abnormal Items</i>	0
TOTAL COMPREHENSIVE INCOME	(201,772)

SHIRE OF BOYUP BROOK
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 31 JULY 2022

	2022-23 YTD ACTUAL
Expenses	
Employee Costs	(276,872)
Materials and Contracts	(90,627)
Utility Charges	(9,160)
Depreciation on Non-Current Assets	0
Interest Expenses	0
Insurance Expenses	(12,990)
Other Expenditure	(27,200)
	(416,850)
Revenue	
Rates	0
Operating Grants, Subsidies and Contributions	44,707
Fees and Charges	108,005
Interest Earnings	2,445
Other Revenue	2,988
	158,145
	(258,705)
Non-Operating Grants, Subsidies & Contributions	56,934
Profit on Asset Disposals	0
Loss on Asset Disposals	0
	56,934
Net Result	(201,772)
Other Comprehensive Income	
Changes on revaluation of non-current assets	0
Total Other Comprehensive Income	0
TOTAL COMPREHENSIVE INCOME	(201,772)

SHIRE OF BOYUP BROOK
FINANCIAL ACTIVITY STATEMENT BY FUNCTION/PROGRAM
FOR THE PERIOD ENDING 31 JULY 2022

	2022-23 YTD ACTUAL (b)
OPERATING REVENUE	\$
General Purpose Funding	1,754
Governance	0
Law, Order Public Safety	36,786
Health	75,702
Education and Welfare	13,541
Housing	5,265
Community Amenities	3,527
Recreation and Culture	9,071
Transport	3,109
Economic Services	9,206
Other Property and Services	184
	158,145
LESS OPERATING EXPENDITURE	
General Purpose Funding	(27)
Governance	(27,471)
Law, Order, Public Safety	(6,641)
Health	(105,982)
Education and Welfare	(15,596)
Housing	(213)
Community Amenities	(9,181)
Recreation and Culture	(20,257)
Transport	(38,324)
Economic Services	(11,441)
Other Property & Services	(181,716)
	(416,850)
<i>Increase(Decrease)</i>	(258,705)
NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET	
Movement in Cash backed Employee Provisions	0
(Profit)/ Loss on the disposal of assets	0
Depreciation Written Back	0
	0
<i>Sub Total</i>	(258,705)
INVESTING ACTIVITIES	
Purchase of Land	0
Purchase Buildings	(120)
Purchase Plant and Equipment	(10,000)
Purchase Furniture and Equipment	0
Infrastructure Assets - Roads	(64,181)
Infrastructure Assets - Footpaths	0
Infrastructure Assets - Aerodromes	0
Infrastructure Assets - Drainage	0
Infrastructure Assets - Parks & Ovals	0
Infrastructure Assets - Recreation	0
Infrastructure Assets - Other	(31,818)
Proceeds from Sale of Assets	0
Contributions for the Development of Assets	56,934
Amount Attributable to Investing Activities	(49,185)
FINANCING ACTIVITIES	
Repayment of Debt - Loan Principal	0
Transfer to Reserves	0
Amount Attributable to Financing Activities	0
<i>Sub Total</i>	(307,891)
FUNDING FROM	
Transfer from Reserves	0
Loans Raised	0
Estimated Opening Surplus at 1 July	2,562,248
Amount Raised from General Rates	0
Closing Funds	0
	2,562,248
NET SURPLUS/(DEFICIT)	2,254,357

SHIRE OF BOYUP BROOK
FINANCIAL ACTIVITY STATEMENT BY NATURE/TYPE
FOR THE PERIOD ENDING 31 JULY 2022

	2022-23 YTD ACTUAL (b)
OPERATING REVENUE	\$
Ex-Gratia Rates & Write-offs	0
Operating Grants, Subsidies and Contributions	44,707
Fees and Charges	108,005
Interest Earnings	2,445
Other Revenue	2,988
Profit on Disposal of Asset	0
	158,145
LESS OPERATING EXPENDITURE	
Employee Costs	(257,868)
Materials and Contracts	(109,632)
Utility Charges	(9,160)
Depreciation on Non-Current Assets	0
Interest Expenses	0
Insurance Expenses	(12,990)
Other Expenditure	(27,200)
Loss on Disposal of Asset	0
	(416,850)
<i>Increase(Decrease)</i>	(258,705)
NON-CASH ACTIVITIES EXCLUDED FROM OPERATIONS	
(Profit)/ Loss on the disposal of assets	0
Depreciation Written Back	0
	0
<i>Sub Total</i>	(258,705)
INVESTING ACTIVITIES	
Purchase of Land	0
Purchase Buildings	(120)
Purchase Plant and Equipment	(10,000)
Purchase Furniture and Equipment	0
Infrastructure Assets - Roads	(64,181)
Infrastructure Assets - Footpaths	0
Infrastructure Assets - Aerodromes	0
Infrastructure Assets - Drainage	0
Infrastructure Assets - Parks & Ovals	0
Infrastructure Assets - Recreation	0
Infrastructure Assets - Other	(31,818)
Proceeds from Sale of Assets	0
Contributions for the Development of Assets	56,934
Amount Attributable to Investing Activities	(49,185)
FINANCING ACTIVITIES	
Repayment of Debt - Loan Principal	0
Transfer to Reserves	0
Amount Attributable to Financing Activities	0
<i>Sub Total</i>	(307,891)
FUNDING FROM	
Transfer from Reserves	0
Loans Raised	0
Estimated Opening Surplus at 1 July	2,562,248
Amount Raised from General Rates	0
Closing Funds	0
	2,562,248
NET SURPLUS/(DEFICIT)	2,254,357

SHIRE OF BOYUP BROOK
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 31 JULY 2022

	ACTUAL 31 JULY 2022
<u>Current Assets</u>	
Cash at bank and on Hand	3,235,019
Restricted Cash	8,534
Restricted Cash Reserves	2,393,114
Trade Receivables	649,854
Stock on Hand	702,685
Total Current Assets	6,989,206
<u>Current Liabilities</u>	
Trade Creditors	(\$450,495)
Bonds and Deposits	(\$40,856)
Accrued Wages	(\$64,569)
Accrued Interest on Loans	(\$2,392)
Accrued Expense	(\$62,318)
ATO Liabilities	\$0
Contract Liability	(\$809,492)
Loan Liability	(\$21,383)
Provisions	(\$338,207)
Total Current Liabilities	(\$1,789,712)
Sub-Total	5,199,494
Adjustments	
LESS Cash Backed Reserves	(\$2,393,114)
LESS Restricted Cash	\$0
LESS Inventory	(\$702,685)
LESS Prepaid Expenses	\$0
ADD: Employee Leave Provisions	\$0
ADD: Accrued Interest	\$2,392
ADD: Accrued Salaries & Wages	\$64,569
ADD: Accrued Expenses	\$62,318
ADD: Current Loan Liability	\$21,383
Rounding	(\$1)
Net Current Position	2,254,357

SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 JULY 2022

	Note	2021-22 ACTUAL \$	2022-23 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		3,873,554	3,236,581	-636,973
Restricted Cash		2,393,114	2,393,114	0
Trade and other receivables		670,470	649,854	-20,617
Inventories		702,685	702,685	0
Other assets		0	0	0
Total current assets		7,645,247	6,989,206	-656,041
Non-current assets				
Trade and other receivables		23,574	23,574	0
LG House Unit Trust		77,804	77,804	0
Land		2,522,093	2,522,093	0
Buildings		10,417,394	10,417,541	147
Furniture & Equipment		54,435	54,435	0
Plant & Equipment		3,136,792	3,148,885	12,094
Infrastructure Assets - Roads		77,079,574	77,076,257	-3,317
Infrastructure Assets - Bridges		17,641,156	17,641,156	0
Infrastructure Assets - Footpaths		1,147,516	1,147,516	0
Infrastructure Assets - Recreation		1,881,869	1,881,869	0
Infrastructure Assets - Drainage		10,360,438	10,360,438	0
Infrastructure Assets - Parks/Ovals		417,565	423,939	6,374
Infrastructure Assets - Other		3,409,732	3,502,675	92,943
Total non-current assets		128,169,941	128,278,182	108,240
Total assets		135,815,189	135,267,388	-547,801
Current liabilities				
Trade and other payables		898,398	579,774	318,624
Bonds and deposits		40,329	40,856	-527
Contract Liabilities		809,492	809,492	0
Interest-bearing loans and borrowings		21,383	21,383	0
Provisions		338,207	338,207	0
Total current liabilities		2,107,809	1,789,712	318,097
Non-current liabilities				
Interest-bearing loans and borrowings		72,119	72,119	0
Provisions		16,850	16,850	0
Total non-current liabilities		88,969	88,969	0
Total liabilities		2,196,778	1,878,681	318,097
Net assets		133,618,410	133,388,706	-229,704
Equity				
Retained surplus		62,949,643	62,921,710	-27,933
Net Result		0	-201,772	-201,772
Reserve - asset revaluation		68,275,654	68,275,654	0
Reserve - Cash backed		2,393,114	2,393,114	0
Total equity		133,618,410	133,388,706	-229,704

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

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		CURRENT YEAR YTD ACTUALS 31 JULY 2022	
G/L	JOB	(	Income Expenditure
Proceeds Sale of Assets			
123001	Proceeds Sale of Assets		\$0 \$0
092010	Proceeds - Sale of Land/Buildings		\$0 \$0
PROCEEDS FROM SALE OF ASSETS			\$0 \$0
Written Down Value			
	Written Down Value - Works Plant		\$0 \$0
Sub Total - WDV ON DISPOSAL OF ASSET			\$0 \$0
Total - GAIN/LOSS ON DISPOSAL OF ASSET			\$0 \$0
Total - OPERATING STATEMENT			\$0 \$0

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
RATES				
OPERATING EXPENDITURE				
031103	Rates Administration Activity Costs		\$0	\$0
031101	Collection Costs		\$0	\$0
031100	Valuation Charges		\$0	\$0
031102	Search Costs		\$0	\$27
Sub Total - GENERAL RATES OP EXP			\$0	\$27
OPERATING INCOME				
031001	Rates · GRV		\$0	\$0
031002	Rates · UV		\$0	\$0
031003	Rates · GRV - Minimum		\$0	\$0
031004	Rates · UV - Minimum		\$0	\$0
031006	Rates · Ex-Gratia Rates		\$0	\$0
031013	Rates Administration Fee		\$0	\$0
031005	Rates · Instalment Interest		\$0	\$0
031007	Rates · Non Payment Penalty - LG		(\$166)	\$0
01023	Pensioner Deferred Rate Interest		\$0	\$0
031008	Rates · Rate Enquiries		(\$438)	\$0
031009	Rates - ESL Administration Fee		\$0	\$0
031010	Rates - Reimbursements		\$1,129	\$0
031011	Rates · Penalty Interest - DFES		(\$9)	\$0
031012	Rates · Rates Interims		\$0	\$0
031104	Rates Written Off		\$0	\$0
Sub Total - GENERAL RATES OP INC			\$516	\$0
Total - GENERAL RATES			\$516	\$27

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
OTHER GENERAL PURPOSE FUNDING				
OPERATING EXPENDITURE				
032100	General Purpose Funding - Administration Allocated		\$0	\$0
032101	General Purpose Funding - Doubtful Debts Expense		\$0	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP			\$0	\$0
OPERATING INCOME				
032001	General Purpose Grants Federal Commission (OP)		\$0	\$0
032002	General Purpose Grants Federal - Roads (OP)		\$0	\$0
032003	General Purpose Funding - Interest On Investments - Municipal A		(\$2,199)	\$0
032004	Interest on Investments - Reserves Account		\$0	\$0
032006	General Purpose Funding - Interest on Investments - Medical Fun		\$0	\$0
032007	General Purpose Funding - Interest on Investments - Business Or		\$0	\$0
032008	General Purpose Funding - Interest on Investments - Short Term I		(\$71)	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC			(\$2,270)	\$0
Total - OTHER GENERAL PURPOSE FUNDING			(\$2,270)	\$0
Total - GENERAL PURPOSE FUNDING			(\$1,754)	\$27

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
MEMBERS OF COUNCIL				
OPERATING EXPENDITURE				
041100	Members - Sitting Fees.		\$0	\$0
041119	Website Expenses		\$0	\$0
041101	Members - Training Costs		\$0	\$0
041102	Members - Travelling Costs		\$0	\$0
041103	Members - Telecommunications Reimbursements		\$0	\$0
041104	Members - Other Expenses		\$0	\$0
041105	Members - Conferences/Seminars Costs		\$0	\$0
041106	Members - President's Allowance		\$0	\$0
041107	Members - Deputy President's Allowance		\$0	\$0
041108	Members - Council Chamber Expenses		\$0	\$1,288
041109	Members - Refreshments & Receptions		\$0	\$58
041110	Members - Bunbury Wellington GOC Projects		\$0	\$0
041111	Members - Insurance Costs For Members		\$0	\$0
041112	Members - Subscriptions		\$0	\$0
041113	Members - Election Expenses		\$0	\$0
041114	Members - Donations		\$0	\$26,125
041118	ICT - Councillors		\$0	\$0
041120	Warren Blackwood Alliance Expenses		\$0	\$0
041150	Members - Admin Allocation		\$0	\$0
041190	Depreciation - Membership		\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/EXP			\$0	\$27,471
OPERATING INCOME				
041001	Members - Reimbursements Income		\$0	\$0
041002	Other Governance - Sundry Reimbursements Income		\$0	\$0
041003	Other Governance - Other Minor Income		\$0	\$0
041004	Members - Operating Grants and Contributions		\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC			\$0	\$0
Total - MEMBERS OF COUNCIL			\$0	\$27,471

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR
YTD ACTUALS
31 JULY 2022

G/L	JOB	(	Income	Expenditure
GOVERNANCE				
OPERATING EXPENDITURE				
042100	Other Governance - Admin Allocated		\$0	\$0
Sub Total - GOVERNANCE - GENERAL OP/EXP			\$0	\$0
OPERATING INCOME				
Sub Total - GOVERNANCE - GENERAL OP/INC			\$0	\$0
Total - GOVERNANCE - GENERAL			<u>\$0</u>	<u>\$0</u>
Total - GOVERNANCE			<u>\$0</u>	<u>\$27,471</u>

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
LAW, ORDER AND PUBLIC SAFETY				
FIRE PREVENTION				
OPERATING EXPENDITURE				
051109	ESL - Insurances Fire Appliances and Personnel		\$0	\$0
051112	Fire Prevention And Support		\$0	\$50
051101	Fire Break Inspection Expenses		\$0	\$0
051102	Fire Hazard Reductions Expenses		\$0	\$2
051104	Minor Fire Plant & Equipment Purchases non ESL		\$0	\$0
051105	Fire Plant & Equipment Maintenance - Non ESL		\$0	\$0
051106	ESL - Fire Vehicle Maintenance Costs		\$0	\$0
051107	ESL - Brigade Utilities, rates and taxes		\$0	\$0
051108	ESL - Other Goods & Services relating to Fires		\$0	\$50
051111	ESL - Minor Fire Plant/Equip Under \$1500		\$0	\$0
051114	ESL - Land & Building Maintenance		\$0	\$0
051115	ESL - Clothing and Accessories		\$0	\$0
051116	ESL - Plant and Equipment Maintenance		\$0	\$0
051117	BFRC - Bushfire Risk Planning		\$0	\$1,949
051118	DFES Fire Defence Grant Expenses		\$0	\$0
051120	Bush Fire - Mitigation Activity Funded		\$0	\$0
051150	Admin Allocation - Fire Control		\$0	\$0
051190	Depreciation - Fire Control		\$0	\$0
Sub Total - FIRE PREVENTION OP/EXP			\$0	\$2,051
OPERATING INCOME				
051001	Fire Infringements/Fines Income		\$0	\$0
051002	Sale Of Fire Maps Income		\$0	\$0
051004	ESL - Funding Operating Grant Income		(\$35,868)	\$0
Sub Total - FIRE PREVENTION OP/INC			(\$35,868)	\$0
Total - FIRE PREVENTION			<u>(\$35,868)</u>	<u>\$2,051</u>

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
ANIMAL CONTROL				
OPERATING EXPENDITURE				
052100	Ranger Services Operation Costs		\$0	\$41
052005	Trap Hire Refunds		\$0	\$0
052101	Ranger Vehicle Operating Expenses		\$0	\$0
052102	Dog License Discs Costs		\$0	\$0
052103	Other Control Expenses		\$0	\$0
052104	Animal Impounding Costs		\$0	\$655
052109	Cat License Tags Expense		\$0	\$0
052110	Ranger Services Salary Super and Employee Costs		\$0	\$3,894
052150	Admin Allocation - Animal Control		\$0	\$0
052190	Depreciation		\$0	\$0
Sub Total - ANIMAL CONTROL OP/EXP			\$0	\$4,590
OPERATING INCOME				
052001	Animal Fines & Penalties Income		(\$600)	\$0
052002	Animal Impounding Fees Income		\$0	\$0
052003	Dog Registrations Charges		(\$319)	\$0
052004	Cat Registration Charges		\$0	\$0
052006	Animal Control Income - Grant		\$0	\$0
052105	Trap Hire Income		\$0	\$0
Sub Total - ANIMAL CONTROL OP/INC			(\$919)	\$0
Total - ANIMAL CONTROL			(\$919)	\$4,590

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
OTHER LAW ORDER & PUBLIC SAFETY				
OPERATING EXPENDITURE				
053100	Local Emergency Management Committee Expenses		\$0	\$0
053150	Administration Allocated - Emergency Mgt		\$0	\$0
053190	Depreciation		\$0	\$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP			\$0	\$0
OPERATING INCOME				
053002	Non-Operating Grants CCTV		\$0	\$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC			\$0	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY			<u>\$0</u>	<u>\$0</u>
Total - LAW ORDER & PUBLIC SAFETY			<u>(\$36,786)</u>	<u>\$6,641</u>

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR
YTD ACTUALS
31 JULY 2022

G/L	JOB		(	Income	Expenditure
HEALTH FAMILY STOP CENTRE					
OPERATING EXPENDITURE					
071100	B0101	Family Stop Centre - Operation		\$0	\$504
071150		Admin Allocated - Family Stop Centre		\$0	\$0
071190		Depreciation - Family Stop Centre		\$0	\$0
Sub Total - HEALTH FAMILY STOP OP/EXP				\$0	\$504
OPERATING INCOME					
Sub Total - HEALTH FAMILY STOP OP/INC				\$0	\$0
Total - HEALTH FAMILY STOP				<u>\$0</u>	<u>\$504</u>
HEALTH ADMINISTRATION & INSPECTION					
OPERATING EXPENDITURE					
072100		Health Administration Services Expenses		\$0	\$1,740
072101		Other Health Administration Expenses		\$0	\$0
072102		Provision for Leave Accruals		\$0	\$0
072103		Health Administration Superannuation		\$0	\$0
072150		Admin Allocation - Other Health		\$0	\$0
Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP				\$0	\$1,740
OPERATING INCOME					
072001		Food Stall Permit Charges		\$0	\$0
072002		Temporary Camping Site Permit Charges		\$0	\$0
072003		Food Business Registration Fee		\$0	\$0
072004		Annual Inspections		\$0	\$0
072005		Lodging House Registration Fees		\$0	\$0
Sub Total - HEALTH ADMIN AND INSPECTION OP/INC				\$0	\$0
Total - HEALTH ADMIN AND INSPECTION				<u>\$0</u>	<u>\$1,740</u>

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB		(	Income	Expenditure
OTHER HEALTH - MEDICAL SERVICES					
OPERATING EXPENDITURE					
074100	B0105	Housing General Practitioner - Medical Service		\$0	\$387
074102		Boyup Brook Medical Services Building Costs		\$0	\$2,327
074101		Medical Services General Operations		\$0	\$249
074103		Medical Service Employee Costs		\$0	\$90,657
074105		Postage, Printing & Stationery		\$0	\$0
074106		Medical Ctr - Telephones		\$0	\$513
074107		Medical Ctr - Subscriptions		\$0	\$889
074108		Medical Ctr - Insurances		\$0	\$0
074109		Medical Bank Fees		\$0	\$56
074110		Medical Ctr - Computer Expenses		\$0	\$151
074111		Medical Ctr - Medical Supplies & Equipmt		\$0	\$13
074112		Medical Ctr - Locum Doctor		\$0	\$0
074113		Medical Ctr - Superannuation		\$0	\$8,074
074114		Medical Ctr - Training		\$0	\$364
074115		Medical Ctr - Sundry Expenses		\$0	\$58
074116		Medical Service Provision for Leave Accruals		\$0	\$0
074117		Medical - Fringe Benefit Tax		\$0	\$0
074118		Medical Employee (Packaging) Costs		\$0	\$0
074119		Medical Doubtful Debts Expense		\$0	\$0
074150		Admin Allocated - Boyup Brook Medical Services		\$0	\$0
074191		Depreciation - Medical Centre		\$0	\$0
074190		Depreciation - Housing GP - 5 Rogers Ave		\$0	\$0
Sub Total - PREVENTIVE SRVS - OP/EXP				\$0	\$103,738
OPERATING INCOME					
074001		Surgery Turnover		(\$75,702)	\$0
074002		Surgery Rental Income		\$0	\$0
074003		Medical - Reimbursement		\$0	\$0
074004		Grants, Reimbursements and Contributions		\$0	\$0
Sub Total - PREVENTIVE SRVS - OP/INC				(\$75,702)	\$0
Total - PREVENTIVE SERVICES				(\$75,702)	\$103,738

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

CURRENT YEAR
YTD ACTUALS
31 JULY 2022

G/L	JOB	(	Income	Expenditure
PREVENTIVE SERVICE - OTHER				
OPERATING EXPENDITURE				
073100	Analytical Expenses		\$0	\$0
Sub Total - PREVENTIVE SRVS - OTHER OP/EXP			\$0	\$0
Total - PREVENTIVE SERVICES - OTHER			<u>\$0</u>	<u>\$0</u>
OTHER HEALTH				
OPERATING EXPENDITURE				
075100	Ambulance Centre Operation		\$0	\$0
075150	Admin Allocated - Other Health		\$0	\$0
Sub Total - OTHER HEALTH OP/EXP			\$0	\$0
OPERATING INCOME				
Sub Total - OTHER HEALTH OP/INC			\$0	\$0
Total - OTHER HEALTH			<u>\$0</u>	<u>\$0</u>
Total - HEALTH			<u>(\$75,702)</u>	<u>\$105,982</u>

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
OTHER EDUCATION				
OPERATING EXPENDITURE				
081100	Community Resource Centre		\$0	\$776
081101	Rylington Park Farm Complex		\$0	\$708
081102	Donations - Other Education		\$0	\$0
081103	Early Learning Centre - Employee Costs		\$0	\$13,097
081104	Early Learning Centre - Operating Costs		\$0	\$1,016
081150	Admin Allocation - Other Education		\$0	\$0
081190	Depreciation - Community Resource Centre		\$0	\$0
081191	Depreciation - Rylington Park Farm Complex		\$0	\$0
Sub Total - OTHER EDUCATION OP/EXP			\$0	\$15,596
OPERATING INCOME				
081001	Rylington Park Reimbursements		\$0	\$0
081003	Early Learning Centre - Fees & Charges		(\$13,541)	\$0
081004	Early Learning Centre -Operating Income		\$0	\$0
Sub Total - OTHER EDUCATION OP/INC			(\$13,541)	\$0
Total - OTHER EDUCATION			(\$13,541)	\$15,596

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR
YTD ACTUALS
31 JULY 2022

G/L	JOB	(	Income	Expenditure
AGED & DISABLED				
OPERATING EXPENDITURE				
082100	Support for Seniors Christmas Lunch		\$0	\$0
082104	Aged Needs Initiative Loan Interest		\$0	\$0
082150	Admin Allocated - Aged & Disabled		\$0	\$0
Sub Total - AGED & DISABLED OP/EXP			\$0	\$0
OPERATING INCOME				
Sub Total - AGED & DISABLED OP/INC			\$0	\$0
Total - AGED & DISABLED			<u>\$0</u>	<u>\$0</u>
OTHER WELFARE				
OPERATING EXPENDITURE				
083100	Other Welfare Expenses		\$0	\$0
083104	Depreciation		\$0	\$0
083105	Donations Expended		\$0	\$0
083150	Admin Allocated - Other Welfare		\$0	\$0
Sub Total - OTHER WELFARE OP/EXP			\$0	\$0
OPERATING INCOME				
Sub Total - OTHER WELFARE OP/INC			\$0	\$0
Total - OTHER WELFARE			<u>\$0</u>	<u>\$0</u>
Total - EDUCATION & WELFARE			<u>(\$13,541)</u>	<u>\$15,596</u>

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR
YTD ACTUALS
31 JULY 2022

G/L	JOB	(	Income	Expenditure
STAFF HOUSING				
OPERATING EXPENDITURE				
091100	Staff Housing		\$0	\$0
091130	Interest Paid Loan 115 - Staff House		\$0	\$0
091190	Depreciation - Staff Housing		\$0	\$0
091150	Staff Housing - Less Amt Allocated to Admin.		\$0	\$0
Sub Total - STAFF HOUSING OP/EXP			\$0	\$0
OPERATING INCOME				
Sub Total - STAFF HOUSING OP/INC			\$0	\$0
Total - STAFF HOUSING			<u>\$0</u>	<u>\$0</u>

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
HOUSING OTHER				
OPERATING EXPENDITURE				
092101	Boyup Brook Citizens Lodge		\$0	\$0
092102	Community Housing - Units		\$0	\$213
092103	Other		\$0	\$0
092104	6 Nix - Operating & Mtce Expense		\$0	\$0
092105	House - 1 Rogers Ave		\$0	\$1
092107	7 Knapp Street - Operating & Mtce Expense		\$0	\$0
092108	Property Selling Expenses		\$0	\$0
092109	Community Housing Maintenance - Grant Funded		\$0	\$0
092150	Admin Allocation - Other Housing		\$0	\$0
092191	Depreciation - Other Housing		\$0	\$0
092192	Depreciation - House - 1 Rogers Ave		\$0	\$0
092190	Depreciation - Boyup Brook Citizens Lodge		\$0	\$0
Sub Total - HOUSING OTHER OP/EXP			\$0	\$213
HOUSING OPERATING INCOME				
092001	Rent 24A Proctor St		(\$777)	\$0
092002	Rent 24B Proctor St		\$0	\$0
092003	Rent 16A Forrest St		(\$777)	\$0
092004	Rent 16B Forrest St		(\$833)	\$0
092005	Rent 1 Rogers St		\$0	\$0
092006	Rent 6 Nix St		\$0	\$0
092007	Housing Reimbursements		\$0	\$0
092009	Other Housing: 7 Knapp St		(\$2,879)	\$0
092012	Profit on Sale of Asset		\$0	\$0
092011	Community Housing Maintenance Grant		\$0	\$0
Sub Total - HOUSING OTHER OP/INC			(\$5,265)	\$0
Total - HOUSING OTHER			(\$5,265)	\$213
Total - HOUSING			(\$5,265)	\$213

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
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CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
SANITATION - HOUSEHOLD REFUSE				
OPERATING EXPENDITURE				
101100		Refuse Collection Boyup Brook Townsite Expense	\$0	\$0
101101		Recycling Collection Boyup Brook Town Site	\$0	\$0
101106		Transfer Station Employee Costs	\$0	\$1,913
101102	B0400	Boyup Brook Transfer Station Costs	\$0	\$2,821
101103		Land Fill Disposal Site	\$0	\$1,143
101104		Townsite Street Bins Collection	\$0	\$761
101107		Drum Muster Expenses	\$0	\$0
101108		BB Transfer Station Superannuation	\$0	\$102
101119		Waste Bin Maintenance and Delivery	\$0	\$0
101150		Admin Allocated - Waste Management	\$0	\$0
101190		Depreciation - Waste Management	\$0	\$0
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP			\$0	\$6,739
SANITATION OPERATING INCOME				
101001		Refuse Collection Charges - Rates	\$0	\$0
101002		Waste Disposal Charges	(\$387)	\$0
101003		Recycling Scheme Income	\$0	\$0
101004		Scrap Metal Income	\$0	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC			(\$387)	\$0
Total - SANITATION HOUSEHOLD REFUSE			(\$387)	\$6,739

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

CURRENT YEAR
YTD ACTUALS
31 JULY 2022

G/L	JOB	(	Income	Expenditure
EFFLUENT DRAINAGE SYSTEM				
OPERATING EXPENDITURE				
103100	Septic Tank Inspection Expenses		\$0	\$0
103101	Liquid Waste Disposal Site (Stanton Road)		\$0	\$52
Sub Total - SEWERAGE OP/EXP			\$0	\$52
OPERATING INCOME				
103002	Septic Licence Fees		(\$236)	\$0
Sub Total - SEWERAGE OP/INC			(\$236)	\$0
Total - SEWERAGE			<u>(\$236)</u>	<u>\$52</u>
TOWN PLANNING & REGIONAL DEVELOPMENT				
OPERATING EXPENDITURE				
105100	Town Planning Admin & Control		\$0	\$1,917
105101	Admin Allocation - Town Planning		\$0	\$0
Sub Total - TOWN PLAN & REG DEV OP/EXP			\$0	\$1,917
OPERATING INCOME				
105001	Planning Application Fees		(\$2,242)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC			(\$2,242)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT			<u>(\$2,242)</u>	<u>\$1,917</u>

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
OTHER COMMUNITY AMENITIES				
OPERATING EXPENDITURE				
106101		Cemetery - Operation	\$0	\$3
106101	B0420	Cemetery - Operation	\$0	\$0
106101	B0421	Niche Wall Plaques Operations	\$0	\$0
106101	G314	Cemetery Grounds	\$0	\$0
106102		Public Toilets - Operation	\$0	\$470
106102	B0450	Toilets - Lions Park Costs	\$0	\$0
106102	B0451	Toilets - Tourist Centre Costs	\$0	\$0
106102	B0452	Toilets - Town Hall (External) Costs	\$0	\$0
106103		Street Furniture	\$0	\$0
106150		Admin Allocation - Other Community Amenities	\$0	\$0
106151		Admin Allocation - Cemetery	\$0	\$0
106191		Depreciation - Public Toilets	\$0	\$0
106192		Depreciation - Other Community Service's	\$0	\$0
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP			\$0	\$473
OPERATING INCOME				
106001		Cemetery Burial Fees	\$0	\$0
106002		License/Other Fees BB Cemetery	\$0	\$0
106004		Niche Wall Fees	(\$662)	\$0
Sub Total - OTHER COMMUNITY AMENITIES OP/INC			(\$662)	\$0
Total - OTHER COMMUNITY AMENITIES			(\$662)	\$473
Total - COMMUNITY AMENITIES			(\$3,527)	\$9,181

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR
YTD ACTUALS
31 JULY 2022

G/L	JOB	(	Income	Expenditure
PUBLIC HALL & CIVIC CENTRES				
OPERATING EXPENDITURE				
111100	Boyup Brook Hall - Operation		\$0	\$1,236
111102	Halls - Other Public Halls		\$0	\$126
111150	Admin Allocation - Public Halls		\$0	\$0
111190	Depreciation - Public Halls		\$0	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP			\$0	\$1,362
OPERATING INCOME				
111001	Hall Hire Fees		\$0	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC			\$0	\$0
Total - PUBLIC HALL & CIVIC CENTRES			\$0	\$1,362

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
OTHER RECREATION & SPORT				
OPERATING EXPENDITURE				
113100	Recreation Complex		\$0	\$5,850
113109	Walk Trails		\$0	\$448
113110	Townsite Gardens		\$0	\$1,582
113112	Reserves and Parks Operations		\$0	\$2,267
113119	Other Recreation Facilities		\$0	\$286
113120	War Memorial		\$0	\$0
113150	Admin Allocation - Other Recreation		\$0	\$0
113124	Support for UBAS		\$0	\$0
113122	Support for ANZAC Day		\$0	\$0
113125	Support for Others		\$0	\$1,373
113190	Depreciation - Other Recreation		\$0	\$0
113191	Depreciation - Parks & Gardens		\$0	\$0
113192	Depreciation: Plant & Equipment		\$0	\$0
Sub Total - OTHER RECREATION & SPORT OP/EXP			\$0	\$11,806
OPERATING INCOME				
113003	Rec Ground Use Hire Fees		\$0	\$0
113002	Reimbursements - Other Rec		\$0	\$0
113022	Recreation - Capital Grants & Contributions		\$0	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC			\$0	\$0
Total - OTHER RECREATION & SPORT			\$0	\$11,806

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
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CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
SWIMMING POOL				
OPERATING EXPENDITURE				
112100	Swimming Pool General Operations		\$0	\$5,282
112101	Swimming Pool Building Costs		\$0	\$888
112102	Swimming Pool Employee Costs		\$0	\$562
112103	Interest on Loan 114 - upgrade pool bowl		\$0	\$0
112104	Swimming Pool Employee Superannuation		\$0	\$0
112106	Pool Staff - Fringe Benefits Tax		\$0	\$0
112108	Gym Employee Costs		\$0	\$0
112150	Admin Allocation - Swimming Pool		\$0	\$0
112190	Depreciation - Swimming Pool		\$0	\$0
Sub Total - SWIMMING POOL OP/EXP			\$0	\$6,732
OPERATING INCOME				
112001	Swimming Lesson Fees		\$0	\$0
112003	Pool Daily Admission Fees		\$0	\$0
112004	Season Tickets Fees		\$0	\$0
112005	Pool Hire Fees		\$0	\$0
112006	Gym Equipment Hire Fees		(\$1,263)	\$0
112007	Pool Teaching Programme Fees		\$0	\$0
112008	Vacation Swimming Passes		\$0	\$0
112009	Capital Grants and Contributions		\$0	\$0
Sub Total - SWIMMING POOL OP/INC			(\$1,263)	\$0
Total - SWIMMING POOL			(\$1,263)	\$6,732

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MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
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CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
TELEVISION & RADIO REBROADCASTING				
OPERATING EXPENDITURE				
114005	Banks Rd Telecommunications Tower		\$0	\$0
Sub Total - TV & RADIO REBROADCASTING OP/EXP			\$0	\$0
OPERATING INCOME				
114010	Radio & Mobile Tower Site (Including NBN) Fees or Charges		\$0	\$0
Sub Total - TV & RADIO REBROADCASTING OP/INC			\$0	\$0
Total - TV & RADIO REBROADCASTING			<u>\$0</u>	<u>\$0</u>
LIBRARIES				
OPERATING EXPENDITURE				
115100	Library Operations		\$0	\$0
115101	State Library Grant Expenditure		\$0	\$0
115150	Admin Allocation - Libraries		\$0	\$0
Sub Total - LIBRARIES OP/EXP			\$0	\$0
OPERATING INCOME				
115001	State Library Grant Income		(\$7,808)	\$0
Sub Total - LIBRARIES OP/INC			(\$7,808)	\$0
Total - LIBRARIES			<u>(\$7,808)</u>	<u>\$0</u>

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
OTHER CULTURE				
OPERATING EXPENDITURE				
116100	Museum		\$0	\$357
116101	Craft Hut		\$0	\$0
116102	Support for Sandakan (Ceremony)		\$0	\$0
116150	Admin Allocated - Other Culture		\$0	\$0
116190	Depreciation - Other Culture		\$0	\$0
Sub Total - OTHER CULTURE OP/EXP			\$0	\$357
OPERATING INCOME				
116001	Reimbursements - Other Culture		\$0	\$0
116005	Non-Operating Grants & Contributions		\$0	\$0
Sub Total - OTHER CULTURE OP/INC			\$0	\$0
Total - OTHER CULTURE			<u>\$0</u>	<u>\$357</u>
Total - RECREATION AND CULTURE			<u>(\$9,071)</u>	<u>\$20,257</u>

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
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CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION				
OPERATING EXPENDITURE				
Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP			\$0	\$0
OPERATING INCOME				
121001	RRG Project Grants		\$0	\$0
121002	Grants Direct - State - MRD - (OP)		\$0	\$0
121003	Grants - Federal - Roads to Recovery Grant (Cap)		\$0	\$0
121004	Capital Grants Other & Road Contributions		(\$56,934)	\$0
121007	Special Bridge Funding		\$0	\$0
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC			(\$56,934)	\$0
Total - ST,RDS,BRIDGES,DEPOT - CONST			(\$56,934)	\$0

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CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE				
OPERATING EXPENDITURE				
122100	Depot Building Building Costs		\$0	\$2,362
122101	Depot General Operations		\$0	\$626
122103	Road Maintenance & Repairs		\$0	\$2,941
122107	Maintenance Grading		\$0	\$6,188
122105	Repairs & Maint - Bridges		\$0	\$139
122106	Shire Radio Network Costs		\$0	\$0
122108	Drains & Culverts		\$0	\$0
122109	Verge Pruning		\$0	\$0
122110	Verge Spraying		\$0	\$195
122111	Crossovers Maintenance		\$0	\$0
122112	Town Services Drainage		\$0	\$0
122113	Town Services - Footpaths		\$0	\$1,215
122114	Town Services Road Repairs		\$0	\$320
122115	Town Services - Tree Pruning		\$0	\$0
122116	Street Lighting		\$0	\$2,482
122117	Traffic Signs		\$0	\$0
122119	Road Building and Other Stock		\$0	\$0
122120	Roman Road Data Pickup		\$0	\$9,037
122121	Town Services - Verge Spraying		\$0	\$3,518
122122	Road Sweeping		\$0	\$0
122123	Emergency Services		\$0	\$147
122126	Streetscaping Expenses		\$0	\$7,932
122131	Rural Street Addressing		\$0	\$121
122140	Loss on Sale of Asset		\$0	\$0
122150	Admin Allocated - Road Maintenance		\$0	\$0
122190	Depreciation - Transport Other		\$0	\$0
122191	Depreciation - Infrastructure		\$0	\$0
122192	Depreciation Roads		\$0	\$0
122193	Depreciation - Bridges		\$0	\$0
122194	Depreciation - Footpaths		\$0	\$0
122195	Depreciation - Drainage		\$0	\$0
123119	Minor Assets and Sundry Items		\$0	\$40
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP			\$0	\$37,262

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			CURRENT YEAR YTD ACTUALS 31 JULY 2022	
G/L	JOB	(	Income	Expenditure
OPERATING INCOME				
122002	Profit on Disposal of Assets		\$0	\$0
122003	Sale of Old Materials and Minor Items		\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC			\$0	\$0
Total - MTCE STREETS ROADS DEPOTS			<u>\$0</u>	<u>\$37,262</u>
TRAFFIC CONTROL				
OPERATING EXPENDITURE				
125100	Bank Fees - Police Licensing		\$0	\$0
125150	Administration Allocated - Traffic Control		\$0	\$0
Sub Total - TRAFFIC CONTROL OP/EXP			\$0	\$0
OPERATING INCOME				
125001	Licensing Service		(\$2,988)	\$0
125002	Motor Vehicle Plates		(\$121)	\$0
125005	Sundry Receipts - Heavy Haulage Permits etc		\$0	\$0
Sub Total - TRAFFIC CONTROL OP/INC			(\$3,109)	\$0
Total - TRAFFIC CONTROL			<u>(\$3,109)</u>	<u>\$0</u>

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

CURRENT YEAR
YTD ACTUALS
31 JULY 2022

G/L	JOB	(	Income	Expenditure
AERODROMES				
OPERATING EXPENDITURE				
126100	Airstrip		\$0	\$1,062
126190	Depreciation - Airport		\$0	\$0
Sub Total - AERODROMES OP/EXP			\$0	\$1,062
OPERATING INCOME				
126003	Non-Operating Grants & Subsidies		\$0	\$0
Sub Total - AERODROMES OP/INC			\$0	\$0
Total - AERODROMES			\$0	\$1,062
Total - TRANSPORT			(\$60,043)	\$38,324

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

G/L JOB		Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR	
			YTD ACTUALS	
			31 JULY 2022	
			Income	Expenditure
RURAL SERVICES				
OPERATING EXPENDITURE				
131001	Rural Services Expenses		\$0	\$0
131005	Employee Wages, Superannuation & Employee Costs		\$0	\$0
131009	Admin Allocation - Biosecurity		\$0	\$0
Sub Total - RURAL SERVICES OP/EXP			\$0	\$0
OPERATING INCOME				
			\$0	\$0
Sub Total - RURAL SERVICES OP/INC			\$0	\$0
Total - RURAL SERVICES			\$0	\$0

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
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CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
TOURISM AND AREA PROMOTION				
OPERATING EXPENDITURE				
132110	Tourist Bay		\$0	\$0
132103	Community Development Officer		\$0	\$467
132104	Tourist Centre		\$0	\$385
132106	Promotion Activities		\$0	\$0
132107	OPSFMIL Flax Mill Complex General Operations		\$0	\$830
132108	B0665 Caravan Park/Flax Mill Complex Building Operation		\$0	\$8,279
132111	Carnaby Beetle Collection		\$0	\$0
132113	Community Development Officer - Superannuation		\$0	\$0
132114	Community Development Expenses		\$0	\$0
132115	Community Development - Fringe Benefit Tax		\$0	\$0
132116	CDO Vehicle Op Costs GEN		\$0	\$0
132150	Admin Allocated Tourism		\$0	\$0
132151	Admin Allocated Caravan Pk		\$0	\$0
132190	Depreciation - Tourism/Area Promotion		\$0	\$0
132191	Depreciation - Caravan Pk/Flax		\$0	\$0
Sub Total - TOURISM & AREA PROMOTION OP/EXP			\$0	\$9,961
OPERATING INCOME				
132002	Caravan Park & Complex Fees & Charges		(\$2,318)	\$0
132003	Flax Mill Sheds Storage Charges		(\$968)	\$0
132007	Other Income		(\$848)	\$0
132010	Non-Operating Grants, Subsidies & Contributions		\$0	\$0
Sub Total - TOURISM & AREA PROMOTION OP/INC			(\$4,134)	\$0
Total - TOURISM & AREA PROMOTION			(\$4,134)	\$9,961

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR
YTD ACTUALS
31 JULY 2022

G/L	JOB	(	Income	Expenditure
BUILDING CONTROL				
OPERATING EXPENDITURE				
133100	Building Control		\$0	\$1,183
133101	Building Control - Other Costs		\$0	\$0
133102	Building Control Superannuation		\$0	\$103
133103	Building Control - BMO		\$0	\$194
133150	Admin Allocated - Building Control Expenses		\$0	\$0
Sub Total - BUILDING CONTROL OP/EXP			\$0	\$1,480
BUILDING CONTROL OP/INC				
133001	Building Licences (UFEE)		\$150	\$0
133002	BCITF Levy - Commission		(\$33)	\$0
133003	Builders Services Levy - Commission		(\$30)	\$0
Sub Total - BUILDING CONTROL OP/INC			\$87	\$0
Total - BUILDING CONTROL			<u>\$87</u>	<u>\$1,480</u>
SALEYARDS & MARKETS				
OPERATING EXPENDITURE				
134100	Saleyards		\$0	\$0
134190	Depreciation - Saleyards & Markets		\$0	\$0
Sub Total - SALEYARDS & MARKETS OP/EXP			\$0	\$0
OPERATING INCOME				
134001	Reimbursements - Saleyards		\$0	\$0
Sub Total - SALEYARDS & MARKETING OP/INC			\$0	\$0
Total - SALEYARDS & MARKETS			<u>\$0</u>	<u>\$0</u>

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR
YTD ACTUALS
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G/L	JOB	(	Income	Expenditure
OTHER ECONOMIC SERVICES				
OPERATING EXPENDITURE				
135100	Standpipes Expenses		\$0	\$0
135102	Economic Development Projects		\$0	\$0
135103	Country Music Festival Expenses		\$0	\$0
135105	Abel Street Shop		\$0	\$0
135150	Admin Allocated - Other Economic Development		\$0	\$0
135190	Depreciation - Develop/Facilities		\$0	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/EXP			\$0	\$0
OPERATING INCOME				
135001	Standpipe Water		(\$3,941)	\$0
135005	Abel Street Shop Rental		(\$1,218)	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC			(\$5,159)	\$0
Total - OTHER ECONOMIC SERVICES			<u>(\$5,159)</u>	<u>\$0</u>
Total - ECONOMIC SERVICES			<u>(\$9,206)</u>	<u>\$11,441</u>

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

CURRENT YEAR
YTD ACTUALS
31 JULY 2022

G/L	JOB	(	Income	Expenditure
PRIVATE WORKS				
OPERATING EXPENDITURE				
141100	Private Works - Costs		\$0	\$144
Sub Total - PRIVATE WORKS OP/EXP			\$0	\$144
OPERATING INCOME				
141001	Private Works - Recoup Charges		\$0	\$0
Sub Total - PRIVATE WORKS OP/INC			\$0	\$0
Total - PRIVATE WORKS			<u>\$0</u>	<u>\$144</u>

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
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CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
PUBLIC WORKS OVERHEADS				
OPERATING EXPENDITURE				
143100	Supervision		\$0	\$23,251
143101	Consultant Engineer		\$0	\$0
143102	Works Manager Vehicle Op Costs		\$0	\$0
143103	FBT Works Staff		\$0	\$0
143104	Insurance on Works		\$0	\$0
143105	Superannuation of Workmen		\$0	\$8,992
143106	PWOH Leave - Depot		\$0	\$8,748
143107	Protective Clothing		\$0	\$484
143108	Uniforms		\$0	\$0
143109	Training & Meeting Expenses		\$0	\$764
143110	Occupational Health & Safety		\$0	\$904
143111	Other Expenses		\$0	\$0
143115	Provision for Leave Accruals		\$0	\$0
143116	Conferences and Training Courses (MOW)		\$0	\$0
143117	Works Manager Housing		\$0	\$0
143150	Admin Allocated - Works Overhead		\$0	\$0
143180	LESS PWOH ALLOCATED - PROJECTS		\$0	(\$32,978)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP			\$0	\$10,164
OPERATING INCOME				
143001	Workers Compensation Reimbursements		\$0	\$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC			\$0	\$0
Total - PUBLIC WORKS OVERHEADS			<u>\$0</u>	<u>\$10,164</u>

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
PLANT OPERATIONS COSTS				
OPERATING EXPENDITURE				
144100	Repair Wages		\$0	\$4,390
144101	Fuel & Oil		\$0	\$13,411
144102	Tyres & Tubes		\$0	\$284
144103	Parts and Repairs		\$0	\$2,007
144104	Licenses		\$0	\$0
144105	Insurance		\$0	\$0
144106	Blades & Points		\$0	\$2,106
144107	Expendable Tools		\$0	\$328
144110	Superannuation - Mechanic		\$0	\$723
144150	Admin Allocated POC		\$0	\$0
144190	Depreciation - Plant		\$0	\$0
144180	LESS POC ALLOCATED - PROJECTS		\$0	(\$38,894)
Sub Total - PLANT OPERATIONS COSTS OP/EXP			\$0	(\$15,646)
OPERATING INCOME				
144001	Diesel Rebate		\$0	\$0
144002	Reimbursements - Operating		\$0	\$0
Sub Total - PLANT OPERATIONS COSTS OP/INC			\$0	\$0
Total - PLANT OPERATIONS COSTS			\$0	(\$15,646)

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR
YTD ACTUALS
31 JULY 2022

G/L	JOB	(	Income	Expenditure
SALARIES AND WAGES				
OPERATING EXPENDITURE				
145100	Gross Total Salaries and Wages		\$0	\$261,337
145130	LESS SALS/WAGES ALLOCATED		\$0	(\$243,610)
145101	Workers Compensation Expenses		\$0	\$3,978
Sub Total - SALARIES AND WAGES OP/EXP			\$0	\$21,705
OPERATING INCOME				
145001	Reimbursements - Administration		\$0	\$0
Sub Total - SALARIES AND WAGES OP/INC			\$0	\$0
Total - SALARIES AND WAGES			\$0	\$21,705

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
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CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
ADMINISTRATION				
OPERATING EXPENDITURE				
146100	Advertising		\$0	\$0
146101	Audit Fees		\$0	\$0
146102	Bank Fees		\$0	\$930
146103	Administration Bldg Costs		\$0	\$2,689
146105	Administration Staff Employee Costs		\$0	\$54,543
146106	Consultants		\$0	\$0
146108	Insurance		\$0	\$0
146109	Legal Expenses		\$0	\$0
146110	IT System Operation & maintenance		\$0	\$41,239
146111	Office Equipment Maintenance		\$0	\$0
146112	Administration - Postage & Freight		\$0	\$0
146113	Printing and Stationery		\$0	\$140
146114	Administration Vehicle Costs		\$0	\$0
146115	Administration - Fringe Benefits Tax		\$0	\$0
146117	Employers Indemnity Insurance		\$0	\$0
146118	Subscriptions		\$0	\$700
146120	Uniform Allowance		\$0	\$217
146121	Telephones		\$0	\$551
146122	Minor Furn & Equip Under \$2000		\$0	\$0
146123	Conferences/Training/Professional Development		\$0	\$1,282
146124	Superannuation		\$0	\$6,701
146126	Employee (Packaging) Costs		\$0	\$0
146128	Administration - OSH		\$0	\$6
146190	Depreciation - Administration		\$0	\$0
146150	Less Administration Costs Alloc		\$0	\$0
Sub Total - ADMINISTRATION OP/EXP			\$0	\$112,778
OPERATING INCOME - ADMINISTRATION				
146001	Reimbursements - Administration		(\$184)	\$0
Sub Total - ADMINISTRATION OP/INC			(\$184)	\$0
Total - ADMINISTRATION			(\$184)	\$112,778

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR
YTD ACTUALS
31 JULY 2022

G/L	JOB	(	Income	Expenditure
UNCLASSIFIED				
OPERATING EXPENDITURE				
147010	Local (District) Planning Strategy		\$0	\$0
147011	Purchase of Land - Consultants		\$0	\$0
147013	Loan 119 Interest Expense		\$0	\$0
149001	Rylington Park Operational Expenses		\$0	\$52,570
149002	Rylington Park Asset Depreciation		\$0	\$0
Sub Total - UNCLASSIFIED OP/EXP			\$0	\$52,570
OPERATING INCOME				
147100	Revaluation Profit on Local Govt House Unit Trust		\$0	\$0
149101	Rylington Park Income		\$0	\$0
Sub Total - UNCLASSIFIED OP/INC			\$0	\$0
Total - UNCLASSIFIED			\$0	\$52,570
Total - OTHER PROPERTY AND SERVICES			(\$184)	\$181,716

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
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CURRENT YEAR

YTD ACTUALS

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G/L	JOB	(	Income	Expenditure
TRANSFERS TO/FROM RESERVES				
EXPENDITURE				
300101	Transfer to Reserves		\$0	\$0
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS			\$0	\$0
INCOME				
300102	Transfer from Reserves		\$0	\$0
Total - TRANSFER FROM OTHER COUNCIL FUNDS			\$0	\$0
Total - FUND TRANSFER			<u>\$0</u>	<u>\$0</u>
000000	(Surplus) / Deficit - Carried Forward		\$0	\$0
Sub Total - SURPLUS C/FWD			\$0	\$0
Total - SURPLUS			<u>\$0</u>	<u>\$0</u>
NEW LONG TERM LOANS				
INCOME				
147500	New Loan Land Acquisition		\$0	\$0
Sub Total - LONG TERM LOANS			\$0	\$0
Total - DEFERRED ASSETS			<u>\$0</u>	<u>\$0</u>

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
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CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
LIABILITY LOANS - PRINCIPAL REPAYMENTS				
CAPITAL EXPENDITURE				
146800	Principal Repayment on Loans		\$0	(\$0)
Sub Total - LOAN REPAYMENTS			\$0	(\$0)
CAPITAL INCOME				
Sub Total - LOANS RAISED			\$0	\$0
Total - NON CURRENT LIABILITIES			<u>\$0</u>	<u>(\$0)</u>
OPERATING ACTIVITIES EXCLUDED FROM BUDGET				
000000	Depreciation Written Back		\$0	\$0
000000	Book Value of Assets Sold Written Back		\$0	\$0
000000	Profit/Loss on Sale of Asset Written Back		\$0	\$0
	Movement in Accrued Interest on Loans		\$0	\$0
	Movement in Stock On Hand		\$0	\$0
	Movement in Accrued Expenses		\$0	\$0
	Movement in Accrued Wages		\$0	\$0
	Movement in Employee Benefits (Current)		\$0	\$0
000000	Long Service Leave - Non Cash		\$0	\$0
000000	Deferred Pensioner Rates		\$0	\$0
Sub Total - OPERATING ACTIVITIES EXCLUDED			\$0	\$0
Total - OPERATING ACTIVITIES EXCLUDED			<u>\$0</u>	<u>\$0</u>

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
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CURRENT YEAR
YTD ACTUALS
31 JULY 2022

G/L	JOB	(	Income	Expenditure
FURNITURE AND EQUIPMENT				
TRANSPORT				
CAPITAL EXPENDITURE				
122405	Depot Furniture & Equipment Renewal		\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$0
Total - TRANSPORT			<u>\$0</u>	<u>\$0</u>
Total - FURNITURE AND EQUIPMENT			<u>\$0</u>	<u>\$0</u>

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
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CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
HOUSING				
CAPITAL EXPENDITURE				
092406	Land Acquisition		\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$0
Total - HOUSING			<u>\$0</u>	<u>\$0</u>
LAND AND BUILDINGS				
RECREATION AND CULTURE				
CAPITAL EXPENDITURE				
111403	LRCI 2 - Lesser Hall Flooring Replacement		\$0	\$0
112400	Swimming Pool Buildings - Lands & Buildings		\$0	\$0
112504 LRC006	LRCI 2 - Swimming Pool Buildings - Gym Access Upgrade		\$0	\$60
112504 LRC007	LRCI 2 - Swimming Pool Buildings - Floor Covering Replacement		\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$60
Total - RECREATION AND CULTURE			<u>\$0</u>	<u>\$60</u>
LAND AND BUILDINGS				
ECONOMIC SERVICES				
EXPENDITURE				
132400	Tourist Centre - Land & Building CAPITAL EXPENDITURE		\$0	\$0
132411 LRC004	Local Roads & Community Building Projects - FlaxMill		\$0	\$60
Sub Total - CAPITAL WORKS			\$0	\$60
Total - ECONOMIC SERVICES			<u>\$0</u>	<u>\$60</u>

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR
YTD ACTUALS
31 JULY 2022

G/L	JOB	(	Income	Expenditure
LAND AND BUILDINGS				
OTHER PROPERTY AND SERVICES				
CAPITAL EXPENDITURE				
146605	Administration Building - Building Renewals & Upgrades		\$0	\$0
147400	Land Purchase		\$0	\$0
149503	Rylington Park House Capital		\$0	\$0
149501	Rylington Park Chemical Shed		\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$0
Total - OTHER PROPERTY AND SERVICES			\$0	\$0
Total - LAND AND BUILDINGS			\$0	\$120

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
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CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
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PLANT AND EQUIPMENT

RECREATION AND CULTURE

CAPITAL EXPENDITURE

112500	Swimming Pool - Plant & Equipment		\$0	\$0
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Sub Total - CAPITAL WORKS			\$0	\$0
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Total - RECREATION AND CULTURE			\$0	\$0
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PLANT AND EQUIPMENT

TRANSPORT

CAPITAL EXPENDITURE

123603	DWS - Fleet Vehicles		\$0	\$0
123605	Heavy Plant (Prime Movers etc) - Plant & Equipment		\$0	\$0
123609	Light Plant (eg Portable Traffic Lights) - Plant & Equip		\$0	\$0
123610	Heavy Plant (Graders etc) Purchases		\$0	\$0

Sub Total - CAPITAL WORKS			\$0	\$0
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Total - TRANSPORT			\$0	\$0
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Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
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CURRENT YEAR
YTD ACTUALS
31 JULY 2022

G/L	JOB	(	Income	Expenditure
PLANT AND EQUIPMENT				
OTHER PROPERTY & SERVICES				
CAPITAL EXPENDITURE				
146500	Pool Vehicle		\$0	\$0
147450	Rylington Park Plant & Equipment		\$0	\$0
149502	Rylington Park Dorm Rooms Air Conditioners		\$0	\$10,000
Sub Total - CAPITAL WORKS			\$0	\$10,000
Total - OTHER PROPERTY & SERVICES			<u>\$0</u>	<u>\$10,000</u>
Total - PLANT AND EQUIPMENT			<u>\$0</u>	<u>\$10,000</u>

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
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CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB		(	Income	Expenditure
ROAD INFRASTRUCTURE CAPITAL					
ROAD CONSTRUCTION					
121403	x	ROADS TO RECOVERY PROJECTS			
121403	RTR003	RTR Scotts Brook Road		\$0	\$0
121403	RTR004	Winnejup Road		\$0	\$0
121403	RTR007	Kulikup Rd South		\$0	\$0
121403	RTR008	Jayes Road		\$0	\$0
121403	RTR013	RTR - Westbourne Road		\$0	\$0
121403	RTR029	Terry Road		\$0	\$0
121403	RTR115	Beatty Street		\$0	\$0
121404	xx	REGIONAL ROAD GROUP		\$0	\$0
121404	RRG148	RRG Boyup Brook-Cranbrook Rd		\$0	\$0
121404	RRG210	RRG Boyup Brook-Arthur River Rd 2020/21 C/Fwd		\$0	\$160
121404	RGA210	RRG Boyup Brook-Arthur River Rd		\$0	\$0
121404	RRG004	RRG Winnejup Road		\$0	\$255
121400		MUNICIPAL ROAD PROJECTS		\$0	
121400	MU148	Muni - Boyup Brook-Cranbrook Shoulders		\$0	\$0
121400	MU500	Muni - Back Slopes and Shoulders		\$0	\$0
121400	MU501	Muni - Gravel Pit Rehabilitation		\$0	\$0
121401		Municipal Funded Gravel Sheeting Road Projects		\$0	\$0
121402	LRC109	LRCI 1 - Forrest Street Car Parking		\$0	\$0
121402	LRC148	LRCI 1 - Boyup Brook-Cranbrook Road		\$0	\$0
121410		Municipal Funded - Winter Grading		\$0	\$63,767
121450	MR0000	BRIDGES		\$0	\$0
121450	MR0741	BRIDGES - Bridge 0741 - Boree Gully Rd		\$0	\$0
121450	MR3310	BRIDGES - Bridge 3310		\$0	\$0
121450	MR3306	BRIDGES - Bridge 3306		\$0	\$0
121450	MR0742	BRIDGES - Bridge 0742		\$0	\$0
121450	MR3313	BRIDGES - Aegers Bridge		\$0	\$0
Sub Total - CAPITAL WORKS				\$0	\$64,181
Total - ROADS				<u>\$0</u>	<u>\$64,181</u>
Total - INFRASTRUCTURE ASSETS ROADS				<u>\$0</u>	<u>\$64,181</u>

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
FOOTPATHS				
121700	Footpaths - Construction			
121700 FP111	Inglis St Footpath Construction			
121700 FP107	Bridge Street Footpath Construction			
121701	Bike Paths - Construction		\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$0
Total - TRANSPORT - FOOTPATHS			<u>\$0</u>	<u>\$0</u>
Total - FOOTPATH ASSETS			<u>\$0</u>	<u>\$0</u>
AIRPORT				
126400	Aerodrome Infrastructue		\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$0
Total - TRANSPORT - AERODROMES			<u>\$0</u>	<u>\$0</u>
Total - AERODROME ASSETS			<u>\$0</u>	<u>\$0</u>
DRAINAGE				
121411	Drainage Projects - Municipal Funded			
121411 DC007	Kulikup South Rd Drainage		\$0	\$0
121411 DC027	Eulin Crossing RD Culvert		\$0	\$0
121411 DC163	Spencer Road Culvert		\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$0
Total - TRANSPORT - DRAINAGE			<u>\$0</u>	<u>\$0</u>
Total - DRAINAGE ASSETS			<u>\$0</u>	<u>\$0</u>

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
PARKS & OVALS INFRASTRUCTURE				
113903	Sandakan Memorial Capital Improvements		\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$0
Total - OTHER SPORT & RECREATION - PARKS & OVALS			<u>\$0</u>	<u>\$0</u>
Total - PARKS & OVALS ASSETS			<u>\$0</u>	<u>\$0</u>
RECREATION INFRASTRUCTURE				
112503	LRCI 2 Projects - Swimming Pool			
112503	LRC010 LRCI 2 Swimming Pool Capital Upgrades		\$0	\$0
112503	LRC016 LRCI 2 - Swimming Pool Chlorine System Replacement		\$0	\$0
113906	Recreation Infrastructure - Capital Renewals		\$0	\$0
113911	Football Oval Lighting Upgrade - CSRRF		\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$0
Total - RECREATION INFRASTRUCTURE			<u>\$0</u>	<u>\$0</u>
Total - INFRASTRUCTURE ASSETS - RECREATION			<u>\$0</u>	<u>\$0</u>

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

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

CURRENT YEAR

YTD ACTUALS

31 JULY 2022

G/L	JOB	(	Income	Expenditure
INFRASTRUCTURE OTHER				
ECONOMIC SERVICES				
132410	LRC002	LRCI 1 - Flax Mill / Caravan Park Upgrades	\$0	\$0
132410	LRC003	LRCI 1 - Tourism Centre Upgrades	\$0	\$0
132901		Flaxmill Fence & Water Supply Upgrade (Other Inf)	\$0	\$31,818
132902		Boyup Brook Viewing Tower Construction	\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$31,818
Total - ECONOMIC SERVICES			\$0	\$31,818
INFRASTRUCTURE OTHER				
OTHER PROPERTY & SERVICES				
149500		Rylington Park Rain Water Tank	\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$0
Total - OTHER PROPERTY & SERVICES			\$0	\$0
Total - INFRASTRUCTURE ASSETS - OTHER			\$0	\$31,818
GRAND TOTALS			(\$215,079)	\$522,970

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

31 JULY 2022

LEAVE RESERVE

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

	ACTUAL 2022-23
Opening Balance	123
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	123

UNSPENT GRANTS RESERVE

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

	ACTUAL 2022-23
Opening Balance	79
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	79

PLANT RESERVE

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

	ACTUAL 2022-23
Opening Balance	150,198
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	150,198

BUILDING RESERVE

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

	ACTUAL 2022-23
Opening Balance	715,156
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	715,156

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

31 JULY 2022

COMMUNITY HOUSING RESERVE

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

	ACTUAL 2022-23
Opening Balance	214,857
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	214,857

EMERGENCY RESERVE

Purpose - to be used to fund emergency situations outside working hours for example trees on roads, E1

	ACTUAL 2022-23
Opening Balance	12,498
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	12,498

INSURANCE CLAIM RESERVE

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

	ACTUAL 2022-23
Opening Balance	15,231
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	15,231

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

31 JULY 2022

OTHER RECREATION RESERVE

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

	ACTUAL 2022-23
Opening Balance	50,637
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	50,637

COMMERCIAL RESERVE

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

	ACTUAL 2022-23
Opening Balance	452,307
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	452,307

BRIDGES RESERVE

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

	ACTUAL 2022-23
Opening Balance	156
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	156

AGED ACCOMMODATION RESERVE

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

	ACTUAL 2022-23
Opening Balance	31,658
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	31,658

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

31 JULY 2022

ROAD CONTRIBUTIONS RESERVE

Purpose - to set aside contributions from developers.

	ACTUAL 2022-23
Opening Balance	28,655
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	28,655

IT/OFFICE EQUIPMENT RESERVE

Purpose - to be used to fund future IT requirements.

	ACTUAL 2022-23
Opening Balance	39,980
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	39,980

CIVIC RECEPTIONS RESERVE

Purpose - to quarantine unspent 'Refreshments and Receptions' budgets to fund future receptions need:

	ACTUAL 2022-23
Opening Balance	16,803
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	16,803

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

31 JULY 2022

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.

	ACTUAL 2022-23
Opening Balance	122
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	<u><u>122</u></u>

RYLINGTON PARK WORKING CAPITAL RESERVE

Purpose - to be used as working capital for the running and maintenance of Rylington Park Farm.

	ACTUAL
Opening Balance	251,171
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	<u><u>251,171</u></u>

RYLINGTON PARK COMMUNITY PROJECTS RESERVE

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

	ACTUAL 2022-23
Opening Balance	413,483
Transfer from Accumulated Surplus	
- Interest Earned	0
- Other Transfers	0
Less Transfer to Accumulated Surplus	
-Transfer to Municipal Fund	0
CLOSING BALANCE	<u><u>413,483</u></u>

TOTAL RESERVES	<u><u>2,393,114</u></u>
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CURRENT VERSION

Policy A.02

Acting Chief Executive Officer – Authority to Act

Objective

To determine which officer will act as CEO when the Chief Executive Officer is absent.

Statement

It is Council policy that the Director of Works and Services act in the capacity of Chief Executive Officer at all times when the Chief Executive Officer is absent for a period in excess of 5 days.

In the event the Director of Works and Services is unable or unwilling to act as the Chief Executive Officer, the Director of Corporate Services act in the capacity of Chief Executive Officer when the Chief Executive Officer is absent for a period in excess of 5 days.

POLICY NO.	A.02
POLICY SUBJECT	Acting Chief Executive Officer – Authority to Act
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007, 25 August 2016
LAST REVIEW DATE	18 June 2020

AMENDED VERSION

Policy A.02 **Deputy Chief Executive Officer – Authority to Act**

Objective

To determine which officer will act as CEO when the Chief Executive Officer is absent.

Statement

It is Council policy that the Deputy Chief Executive Officer act in the capacity of Chief Executive Officer at all times when the Chief Executive Officer is absent for a period in excess of 5 days.

In the event the Deputy Chief Executive Officer is unable to act as the Chief Executive Officer, the Manager of Works and Services act in the capacity of Chief Executive Officer when the Chief Executive Officer is absent for a period in excess of 5 days.

POLICY NO.	A.02
POLICY SUBJECT	Deputy Chief Executive Officer – Authority to Act
ADOPTION DATE	17 June 2004, 25 August 2022
VARIATION DATE	21 December 2007, 25 August 2016
LAST REVIEW DATE	18 June 2020



**REGISTER OF DELEGATIONS TO THE CEO, AND
OTHERS, AND FROM THE CEO, AUTHORISATIONS AND APPOINTMENTS**

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1.1	Delegation Subject	Liquor Licensing Act
	Function to be performed:	The Council as the Local Planning Authority and the Local Government delegates power to the CEO to: • Issue Certificates of Local Government under Section 39 of the Liquor Licensing Act advising compliance with Food, Health and Local Government laws. • Respond to applications for Extended Trading Permits under Sections 61(1)(d) and 61(2); • Make submissions on health grounds regarding the grant or renewal of a license under Section 69(8); • Request copies of reports produced by the Liquor Licensing Authority under Section 153(2); • Report to the Liquor Licensing Authority any offence committed by a licensee and ensures appropriate assistance is given to the Authority if requested under Section 156. • Issue Certificates of the Local Planning Authority under Section 40 of the Act.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer

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

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

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

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

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

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

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

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

1.10	Delegation Subject	Impounding Periods
	Function to be performed:	The CEO is delegated power to sell any impounded goods that have not been collected in accordance with a notice given under Section 3.41(2b) within a period of: • 3 days for perishable goods • 7 days for animals • 2 months for non-perishable goods (including vehicles) after the notice is given the local government may sell or otherwise dispose of them.
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Section 3.47(2a) (2b) Local Government Act 1995

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

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

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

1.14	Delegation Subject	Disposition of property excluded from Local Government Act 1995 Section 3.58
	Function to be performed:	• Council Housing is primarily for the purposes of housing Council staff members (or specific Council supported programs such as Doctor provision) with the Chief Executive Officer given the power to approve all housing allocations. Should Council Staff not require housing assistance, then the vacant residence/s is to be offered for lease by advertisement at the current market rental value. • All residential rentals/leases entered into following the adoption of this delegation are to be covered by a written agreement in accordance with the Residential Tenancies Act (Form 1AA) and will include a bond equivalent to 4 weeks rent to be held by the independent Bond Administrator. • Community Housing properties (24A and B Proctor Street and 16A and B Forrest Street) are for the purpose of providing affordable housing and a pathway to Keystart housing for eligible prospective tenants. The Chief Executive Officer is given the power to approve all Community Housing allocations, with rental amounts to be set by Council in accordance with the Community Housing Income and Assets Limits Policy 2013. • Council employee tenants are to be given the option of paying the bond amount by instalment deductions from their pay. • Boyup Brook Medical Centre Rooms are for the purpose of Medical Practitioners servicing the community, with the Chief Executive Officer given the power to approve all Room allocations. When vacant, Rooms are to be offered for lease by advertisement at the current market rental value. • Abel Street Commercial Premises (three shops

		adjacent to the Medical Centre) are for the purpose of providing services or goods to the community, with the Chief Executive Officer given the power to approve all shop allocations.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Local Government (Functions and General) Regulation 30

2 WORKS

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

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

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

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

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

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

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

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

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

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

3 FINANCE

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

3.2	Delegation Subject	Rate Book
	Function to be performed:	The CEO is hereby delegated the performance of the following functions of the Council. 1. The discharge of the obligations specified in Section 6.39(2) (b) of the Local Government Act 1995. [amend rate records for the past five years preceding the current year] 2. The powers conferred in Section 6.40 (3) of the Local Government Act 1995.[may refund of rates overpaid following an adjustment to the rate record if requested] 3. Implement the recovery of rates by complaint or action pursuant to the provisions of 6.56 (1) of the Local Government Act 1995. 4. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with 6.60(2) of the Local Government Act 1995. 5. Write off penalty interest raised on any assessment up to the value of \$15.00 in any financial year.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Sections as listed above Local Government Act 1995

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

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

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

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

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

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

3.9	Delegation Subject	Waiving and Granting of Concessions and Write-Off of Debts other than Rates & Services Charges
	Function to be performed:	This delegation will allow the CEO to consider and grant a waiver or concession for a debt other than rates and service charges, subject to a maximum value. This delegation will allow the CEO to deal with requests for waiver of fees and charges under a set value immediately, rather than having to prepare a report for Council to consider the matter. The exercising of the delegated authority will be recorded in a register and reported to Council, as per the requirements of the Act.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Local Government Act 1995, Section 6.12

3.10	Delegation Subject	Disposing of Property
	Function to be performed:	1. Authority to dispose of property to: (a) to the highest bidder at public auction [s.58(2)(a)]. (b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)] Council Conditions on this Delegation a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$100,000 or less. c. When determining the method of disposal: • Where a public auction is determined as the method of disposal: - Reserve price has been set by independent valuation. - Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a – 10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and

		use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: - Negotiate the sale of the property up to a – 10% variance on the valuation; and - Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decisions are recorded. d. Where the market value of the property is determined as being less than \$20,000 (F&G r.30 (3) excluded disposal) may be undertaken: • Without reference to Council for resolution; and • In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal. e. Than any proposal to dispose of surplus plant, equipment and material with a market value aboe \$500 be advertised in the local community newspaper and Shire’s web site, sold by public auction, traded as part of the purchase of new plant and equipment, or offered for sale by public tender.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer Local Government Act 1995, s.5.44 may delegate some powers and duties to other employees
	Reference:	Local Government Act 1995 – s.3.58 Disposal of Property Local Government (functions & General) Regs 1995- r.30 Dispositions of property excluded from Act s.3.58

4 BUSH FIRE CONTROL

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

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

4.3	Delegation Subject	Burning, Prohibited Times (Variations)
	Function to be performed:	That pursuant to Section 17 (10) of the Bush Fires Act, the Chief Executive Officer is delegated the Council's powers and duties under Section 17 (7) and 17 (8) and 18 (5) of the Bush Fires Act 1954 in respect to varying the prohibited and restricted burning times, subject to the following conditions:- 1. The Chief Fire Control Officer for the Shire of Boyup Brook has requested and or approved of the proposed variation. 2. The Department of Parks & Wildlife have been consulted on the proposed variation.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Bush Fires Act, 1954

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

4.5	Delegation Subject	Use of Shire Resource for Wildfire Control
	Function to be performed:	The Chief Executive Officer is delegated authority to allocate Shire resources for the control of Wildfires provided that: 1. The resources requested are the result of a direct request from either the Chief Bush Fire Control Officer, or in his absence the Deputy Chief Bush Fire Control Officer. 2. The machinery is driven by a staff member competent in the use of the machine. 3. The machine operator being given total discretion to withdraw the machinery from use at any time if he/she considers the situation to be dangerous enough to put personal safety at risk or inflict serious damage to the machine.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Local Government Act 1995 & Bush Fires Act, 1954

5 PLANNING

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

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

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

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

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

6 Health and Building

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

6.2	Delegation Subject	Powers of the Local Government pursuant to the Health Act 1911
	Function to be performed:	To undertake the powers of a Local Government under the Health Act 1911 subject to any Council Policies that apply in the following sections of the Act and Regulations:- 1. Act Sections 72 (1) & (2) – Connection of premises to drains and sewers 2. Act Section 73 – Notice to owners and occupiers to carry out installation of drains and fittings to buildings 3. Act Sections 108 (1) & (3) - Entry to land to examine drains 4. Act Section 135 (1) – Declare dwellings unfit for habitation. 5. Act Section 137 – Requiring a condemned building to be amended or removed. 6. Act Section 139 – Requiring an owner of premises to clean or repair a building declared unfit for human habitation. 7. Act Section 184 – Dealing with the abatement of any nuisances 8. Act Section 260 – Power to require cleansing and disinfecting a building 9. Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 – regulations 4 & 10 (2) – Approval of apparatus for the treatment of sewage and disposal of liquid waste.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Health Act 1911 and Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974

6.3	Delegation Subject	Powers of the Local Government pursuant to the Caravan Parks & Camping Grounds Act 1995
	Function to be performed:	To undertake the powers of a Local Government under the Caravan Parks & Camping Grounds Act 1995 and Caravan Parks & Camping Grounds Regulations 1997, subject to any Council Policies that apply in the following sections of the Act and regulations:- 1. Act Sections 17 (1) (a) – appointment of authorised persons to undertake the provisions of the Act 2. Caravan Parks & Camping Grounds Regulation 11 (2) (a) – Use of property for caravan camping for a maximum of three months in any period of twelve months. 3. Caravan Parks & Camping Grounds Regulation 12 (2) (a) – Use of property for more than one caravan camping for a maximum of three months in any period of twelve months. 4. Caravan Parks & Camping Grounds Regulation 20 – Approval of overflow areas for Caravan Parks and Camping 5. Caravan Parks & Camping Grounds Regulation 30 (1) (c) – Approval to allow park homes on Caravan Parks 6. Caravan Parks & Camping Grounds Regulation 34 (1) (b) (ii) – Approval to allow Annexes to be attached homes on Caravan Parks 7. Caravan Parks & Camping Grounds Regulation 38 (b) – Approval to allow the use of a Park Home or rigid Annexe to be changed 8. Caravan Parks & Camping Grounds Regulation 48 – Approval to allow an area to be used for an overflow facility 9. Caravan Parks & Camping Grounds Regulation 50 – License to specify numbers and types of site and other conditions
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Caravan Parks & Camping Grounds Act 1995 and Caravan Parks & Camping Grounds Regulations 1997

7.1	Delegation Subject	Enforcement of Dog Act and Local Laws
	Function to be performed:	Enforcement of the provisions of the Dog Act and Local-Laws is delegated to the CEO Court proceedings will be instituted administratively, with the provision that legal advice be obtained if necessary. The CEO is authorised to instruct the Shire's solicitors to commence proceedings against a person who is reported to have – (a) Unlawfully rescued or released, or attempted to rescue or release, cattle or dogs lawfully impounded or seized for the purpose of being impounded; (b) Damaged a Municipal Pound, or (c) Committed Pound breach by reason of which cattle or dogs may escape from a Municipal Pound. In all cases that CEO instructs Shire's solicitors to commence proceedings, he shall report particulars to the next succeeding Council meeting The CEO is to make such arrangements as is considered necessary for staff, temporary, part-time or otherwise, to effectively administer the Dog Act, within the limitations of the Budget.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Local Government Act (1995) & Dog Act (1976)

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

Policy F.16

Disposal of Property

Objective

This policy is intended to provide guidelines for the disposal of Shire of Boyup Brook owned property deemed surplus to the Shire requirements.

The Shires Disposal of Property Policy sets the direction for disposition of all property, including the conditions relating to plant and vehicles trade-ins, machinery, furniture, equipment, miscellaneous items abandoned vehicles, building/construction materials, animals and land or buildings.

Statement

To ensure full compliance with applicable legislative obligations and principles of transparency:

- Assets disposal decisions, including reasons for such action are to be recorded in the Shires assets registers and associated account records;
- Under no circumstances are items to be donated to staff.

To clarify, the terms "Property" and "Asset" are interchangeable to ensure alignment with the Local Government Act 1995. The following definitions, extracted from Section 3.58 of the Local Government Act 1995 are also relevant:

- Disposal: includes to sell, lease or otherwise dispose of, whether absolutely or not; and
- Property: includes the whole or any part of the interest of a local government in property but does not include money.

Where assets have been identified as being surplus to the Shires requirements, due for replacement or is deemed appropriate for disposal through the relevant act, the following procedures will apply to the disposal of that asset:

- Section 3.58 of the Local Government Act 1995 requires Council to dispose (sell, lease or otherwise dispose) of property assets by public auction, public tender or local public notice in accordance with the legislated requirements. Section 3.58(d) allows for certain dispositions to be exempted from these requirements through regulation.
- The disposition of which shall be an exempt disposition pursuant to Regulation 30(2) and (3) of the Local Government (Functions and General) Regulations 1996.

1. Disposal of Land and Buildings

1.1 includes the sale, lease or assignment of all or any part of the land.

Shire of Boyup Brook owned land and buildings is to be disposed of in accordance with the provisions of Section 3.58 of the *Local Government Act 1995* by either of the following:

- a) The highest bidder at a Public auction; or
- b) Public tender
- c) Before agreeing to dispose of the property it gives local public notice of intention to dispose-
 - i. Describing the property concerned; and
 - ii. The names of all other parties concerned; and
 - iii. The consideration to be received by the local government for the disposition; and
 - iv. The market value of the disposition
 - v. Inviting submission to be made to the shire before a date not less than 2 weeks after the notice is first given
 - vi. And it considers any submission made to it before the date specified in the notice and if its decision is made by the council, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

1.2 Under Regulation 30 of the Local Government (Functions and General) Regulations, an exemption applies where land is disposed of:

- a) To an owner or adjoining land (subject to value less than \$5,000);
- b) To a charitable or not for profit body;
- c) To the Crown;
- d) Is leased to an employee of the local government for use as the employees residence; or
- e) Is residential property leased to a person.

1.3 Notwithstanding the provisions of the Act or the Regulations, any disposal of the Shire of Boyup Brook land is to:

- Have regard to the commercial value of the land being disposed as determined by a qualified valuer and or the Valuer Generals Office; and
- Be brought before Council for consideration.

2. Disposal of confiscated or uncollected goods (including animals)

2.1 Confiscated or uncollected goods are to be disposed of in accordance with Section 3.47 of the *Local Government Act 1995*.

The property is to be disposed of as if it were the property of the Shire of Boyup Brooks and therefore subject to the provisions of Section 3.58 of the *Local Government Act 1995*.

3. Disposal of Plant, Machinery, Furniture, Equipment and Miscellaneous Items

3.1 The Shire of Boyup Brook plant, machinery, furniture, equipment, and miscellaneous items are to be disposed of in accordance with the provisions of Section 3.58 of the *Local Government Act 1995* by either of the following:

- a) The highest bidder at a Public auction; or
- b) Public tender
- c) Before agreeing to dispose of the property is gives local public notice of intention to dispose-
 - i. Describing the property concerned; and
 - ii. The names of all other parties concerned; and
 - iii. The consideration to be received by the local government for the disposition; and
 - iv. The market value of the disposition
 - v. Inviting submission to be made to the shire before a date not less than 2 weeks after the notice is first given
 - vi. And it considers any submission made to it before the date specified in the notice and if its decision is made by the council, the decision, and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

POLICY NO.	F.16
POLICY SUBJECT	Disposal of Property
ADOPTION DATE	25 August 2022
REVIEW DATE	



Policy A.13

Records Management Policy

OBJECTIVE

To ensure the Shire meets its statutory obligations consistent with the *State Records Act 2000* by ensuring all formats of records are captured and controlled in accordance with relevant legislation, standards, principles and procedures. The outcome is accurate and accessible records with continuing administration, legal and historical value.

STATEMENT

This policy establishes the Shire's position in relation to appropriate definitions, accessibility to records, destruction of records, management of ephemeral records, education and training.

Records are recognised as an important information resource within the Shire of Boyup Brook, and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

ROLES AND RESPONSIBILITIES

Elected Members

Elected Members are required to create and maintain records which relate to their role as a Council Member for Shire of Boyup Brook in line with Policy M.11 Shire of Boyup Brook Councillor Record Keeping Policy.

Chief Executive Officer

In accordance with section 5.41 of the *Local Government Act 1995*, the Chief Executive Officer is to 'Ensure that records and documents of the local government are properly kept for the purpose of this act and any other written law'.

Executive and Management

Executive and Managers are to ensure that all employees under their supervision comply with this Policy and associated records management procedures and the Shire's Recordkeeping Plan.

All Employees

All employees, including consultants, contractors and volunteers are to create, manage and retain records relating to the business activities they perform. They are required to:

- a. Make records to document and support business activities.
- b. Make records which would not otherwise be made, such as details of important meetings, telephone discussions, conferences and oral statements which document the reason, explanation or justification for their decisions.
- c. Ensure that records are secure at all times.
- d. Ensure that only authorised disposal of records occur in accordance with the General Disposal Authority (GDA) for Local Government as approved by the State Records Commission – Government of Western Australia.

Refer to Shire of Boyup Brook Recordkeeping Plan and Shire of Boyup Brook Recordkeeping Procedures for Staff.

DETAILS

Ownership

All records created or received during the course of business, whether on site, off site or working from home, belong to the Shire of Boyup Brook and not to the individuals who created them.

Creation, Capture and Control of Records

All records created and received in the course of the Shire of Boyup Brook's business are to be registered in the Shire's recordkeeping system.

Storage and Security

All Shire records are to be maintained in an appropriate safe and secure environment therefore ensuring their reliability, authenticity, usability, and preservation.

Unauthorised alteration, removal, distribution, duplication, or destruction of Shire records is prohibited. Records are not to be removed from any Shire site unless in accordance with the approved retention and disposal schedule or they are in the custody of an officer performing official business.

Access to Records

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications in accordance with the requirements of their role.

Access to the Shire's records by Elected Members will be via the Chief Executive Officer and in accordance with Section 5.92 of the *Local Government Act 1995*.

Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992*.

Disposal and Destruction

All records kept by the Shire of Boyup Brook will be disposed of in accordance with the General Disposal Authority for Local Government Records following authorisation by the Chief Executive Officer. Staff and Elected members must not personally undertake destruction of any records.

Legislation

Legislation and standards applicable:

State Records Act 2000

Local Government Act 1995

Freedom of Information Act 1992

Electronic Transactions Act 2011

Evidence Act 1906

Corruption and Crime Commission Act 2003

Financial Management Act 2006

State Records Commission: Principles and Standards

Australian Standards on Records Management: AS ISO 15489

SRO Records Management Advice Working Remotely ('Work from Home')

POLICY NO.	A.13
POLICY SUBJECT	Record Keeping Policy
ADOPTION DATE	17 June 2004
VARIATION DATE	22 December 2007, 18 April 2019
LAST REVIEW DATE	18 June 2020

Current Version

Policy A.13 **Record Keeping Policy**

Objective

To ensure all formats of records are captured and controlled in accordance with relevant legislation, standards, principles and procedures. The outcome is accurate and accessible records with continuing administration, legal and historical value.

Statement

Means of implementation:

The Records Management function will investigate, recommend and implement the most suitable and affordable technology to provide an efficient, modern and effective means of recording, accessing, storing, reporting and disposing of business information. Software should effectively manage all records of the Shire in all forms, provide for Electronic Document Management and Work flow and the seamless integration of information for enquiry purposes.

Its actions are intended to achieve the following:

- To improve the availability of, and access to, information across the Shire and provide reliable and efficient retrieval of records (both physical and electronic).
- To train staff in the creation, access and preservation of full and accurate business records.

To support these principles:

- An integrated paper and electronic system which is based on a reducing level of paper records and an increasing level of electronic records.
- A devolved level of responsibility to all staff to generate accurate and usable business records and to ensure they carry out necessary records management responsibilities in managing records they create.
- Document management being carried out at every personal computer.
- The concept of a single copy being enforced.
- The concept of the single entry of data being applied.
- Information being accessible to all staff, simultaneously and at all times (security considerations considered).
- Information being readily available which shows the current status of outstanding correspondence and identifies what action is being taken and by whom.
- The provision of automated and one off recording of electronic documents regardless of format.
- Comprehensive reporting facilities being available to Management.

Strategies

1. STAFF OBLIGATIONS

- 1.1 Staff must make and create records to support accountability and corporate memory. Records provide evidence of business activities, Staff are required to comply with the following to keep full and accurate records.
- a) To create records which reflect the Shire's business activities.
 - b) To make records which would not otherwise be made, such as details of important meetings, telephone discussions, conferences and oral statements which document the reason, explanation or justification for their decisions. These should be properly prepared, typed or neatly handwritten and clearly identify the author, or recorded electronically when suitable facilities are available.
 - c) To keep records on official files, not in private record keeping systems.
 - d) To learn how and where records are kept within Shire.
 - e) Not to destroy records without authorisation.
 - f) To register documents created by officers using the register to records macro of IT Vision's Synergy Soft Electronic Document Management Systems.

2. REGISTRATION OF CORRESPONDENCE

All formats of incoming correspondence to Shire of Boyup Brook, which requires an action or is relevant information, is to be registered using Synergy Soft's Registry. The Records Management System should be capable of this function and be based on the concepts of a single copy and the single entry of data.

Any request for a service or a complaint regarding a provision of a service (where Shire is to provide an action) is to be registered into Synergy Soft's Customer Service Request module.

Ephemeral type records do not require registration on either system.

3. ACCESS TO COUNCIL RECORDS

- 3.1 The access conditions set out below shall be adhered to:
- a) Use of original records will be limited
 - b) If copies are made it will be stamped with copy to identify the correspondence.
 - c) Information of a confidential nature will have security levels applied to them to limit the access of staff
 - d) The Public will not be permitted access to the Corporate Information Management storage areas and staff work areas.
 - e) Original material must be viewed in a suitably defined area, and is not to be removed by the Public for any purpose. If a record has been copied onto another format (e.g. microfilm/fiche, aperture card, photocopy, digital image etc.) the copy is to be issued in preference to the original record.
 - f) Some records may be restricted to protect the privacy of individuals or because they are fragile and require conservation.

- 3.2 In respect of staff personnel files, the following persons have access:
Chief Executive Officer, Manager of Finance, Manager of Works & Services and the Finance Officer (in the capacity of maintaining and retrieving the files),
- 3.3 No record of Boyup Brook Shire is to be removed or temporarily removed by any Staff Member without having first obtained the consent of the Records Officer or Chief Executive Officer (refer to procedures manual).

4. STORAGE AND SECURITY

All Boyup Brook Shire records are to be appropriately stored to ensure their future retrieval and use until they are archived. In doing so, the security, privacy and confidentiality of all records is to be protected.

- 4.1 All Shire records are to be maintained in appropriately secure storage. Paper-based records are to be housed in secure storage areas.
- 4.2 User access to shared electronic directories (folders) is to be controlled to prevent unauthorised creation, modification, or deletion of electronic files and/or directories (folders).
- 4.3 Unauthorised alteration, removal, distribution, duplication, or destruction of Shire records is prohibited.
- 4.4 Confidentiality of information must be adhered to at all times, and access to particularly sensitive material controlled and recorded.
- 4.5. Personnel files or commercial contracts are to be locked and not left in areas accessible to unauthorised personnel or persons.
- 4.7 All electronic records must be backed up systematically at appropriate intervals.
- 4.8 Measures are to be taken to prevent the loss of records in the event of a disaster including processes such as imaging, microfilming, off-site storage, fire proof containment and disaster planning.

5. ARCHIVE MANAGEMENT AND DISPOSAL

- 5.1 Shire will preserve records created or received by it in the course of its daily business and which are deemed to have permanent or semi-permanent value
- 5.2 Records no longer required for general use in the Shire, and regarded as having permanent value, will be transferred to secondary storage.
- 5.3 Records suitable for destruction should be destroyed rather than being retained indefinitely. Files no longer required should be deleted from indexing systems, however, an historical record of file index details is to be maintained permanently.
- 5.4 the Shire will endeavour to ensure that all records of permanent value are maintained in the best possible condition.

- 5.5 The Local Government Act, the State Records Act and the General Records Disposal Authority for Local Government Records are to be used for the retention and disposal of Shire records.
- 5.6 A disposal register is to be completed for each series of items to be destroyed.
- 5.7 Where records concerned are not covered by the approved disposal schedule or identified in the Act, the Records Officers shall exercise due caution, paying regard to the records disposal guidelines issued by the Department of Local Government.

6. PRESERVATION AND CONSERVATION

- 6.1 The Corporate Records and Archives Manager will ensure that Shire 's records are preserved for posterity as required.

POLICY NO.	A.13
POLICY SUBJECT	Record Keeping Policy
ADOPTION DATE	17 June 2004
VARIATION DATE	22 December 2007, 18 April 2019
LAST REVIEW DATE	18 June 2020

MINUTES



Rylington Park Committee Meeting
held in the Shire Chambers at
6.03 pm, Thursday 9 June 2022

Attendance

Cr R Walker – Shire President
Cr O'Connell – Deputy Shire President
Cr Kevin Moir
Cr Darren King
Mr James Johnston
Mrs Carolyn Mallett
Mr Ben Robinson
Mrs Maria Lane
Mr Marc Deas
Mrs Erlanda Deas

Cr Charles Caldwell attended via electronic media.

Pursuant to Regulation 14D(2)(a) of the Local Government (Administration) Regulations 1996 (Regulations), in light of the state of emergency continuing and the latest public health circumstances, and Councillor Caldwell's current requirement to isolate due to Covid 19 which would otherwise prevent him from attending tonight's Committee meeting, I have authorised Councillor Caldwell to participate in the Committee meeting via electronic media.

Observer

Cr Sarah Alexander
Cr Steele Alexander
Cr Adrian Price
Cr Philippe Kaltenrieder

Apology

Tristan Mead
Joshua Stretch
Dale Putland

Order of business:

1. Report from Rylington Park – also refer to attachments.

Sheep

- Feeding sheep – grain and hay.
- All mobs were counted by Matt Chambers for auditing compliance.
- Capsules in all ewes and hoggets.
- Sold 34 bales wool – see attached paperwork
- Sold 1443kg wool oddments
- Ewes mated to white suffolks started lambing at the end of May. Ewes mated to merinos will start next week.
- Check ewes.

Cropping

- Sprayed 2nd knockdowns
- Finished seeding crops and hay.
- Sprayed bare earth
- Checking for slugs and spreading baits
- Boyup Brook Ag Supplies have seeded their trials.
- Living Farms have seeded the Ag Department and Summit Fertiliser's trials.
- Pre-emergent trial ADAMA

Schools / Events

- Had launch on 1st of June.
- Planning a shearing school at the end of July/beginning of August
- AWI funding – had chats about how this coming financial year's schools and funding might look like – see attached report.

General

- New fences around camp.
- New water tank at camp installed.
- Did a lot of clearing at the camp – shire team helped.
- New floor coverings in dorms
- Gutters and downpipes replaced at camp – busy burying pipes to tank. Still need to put up pipes through yards to tank on western side.
- Started painting outside of buildings.
- Air conditioner installed in lecture room.
- See attached quote/estimate to fix farm truck
- Chemical shed materials arrived

What lies ahead

- Feeding sheep
- Lambing – check ewes
- Install sheep handler
- Fencing
- Organise shearing school
- Work on budget and getting quotes
- In-crop spraying
- Order and spread urea-mop
- Planning on taking leave from 7-22 July.

Marc and Erlanda Deas left the Chambers at 6.24pm.

Call for Expressions of Interest to join the Rylington Park Committee

At an Ordinary Council meeting held on the 28th of April 2022, Council resolved to expand membership of the Rylington Park Committee to include an additional committee member from the Community.

The Committee currently comprises of 5 Councillors and 3 Community members and is Chaired by the Shire President.

MOTION

MOVED: Cr Helen O'Connell

SECONDED: Cr Darren King

The Rylington Park Committee agreed to appoint Andy McElroy.

CARRIED 6/0

Res 22/6/65

Information from Andy McElroy

I have given it some considerable thought and given the importance of Rylington Park to Boyup Brook and the wider farming community. I would like to put my name forward for consideration to the extra position on the committee.

I have listed a brief summary of my experience below.

Current:

Family farm

- *Approx 5000 head shorn each year. Fine/Superfine merino.*
- *Small oats programme for stock feed*
- *Small hay programme for stock feed*
- *One paddock pasture reseed each year*
- *Managed from Perth with a farm worker for approximately 15 years before taking over 13 years ago.*

Prior experience:

- *National Sales Manager - Mining Haul Trucks and Excavators – international responsibilities.*
- *National Sales Manager - Large blasthole drills, waterwell drill and exploration drills – international responsibilities.*
- *Product specialist drilling equipment - Assembly, commissioning, training, troubleshooting of large drilling equipment Australia wide.*
- *Heavy mechanical Fitter & Turner – Apprentice, tradesman, various supervisory roles in both workshop and field.*

I believe my experience would be of benefit and might bring a slightly different view to the committee.

I hope the information provided is sufficient for your consideration.

Andy McElroy

2. Previous Minutes

Committee Recommendation

MOVED: Cr Helen O'Connell

SECONDED: Cr Darren King

That the minutes of the Rylington Park Committee held on 12 May 2022 be confirmed as an accurate record.

CARRIED 6/0

Res 22/6/66

3. General Business

4.1 Rocks to be picked up at Rylington Park before Marc and Erlanda go on annual leave. Need to hire at least 3 people to pick rocks.

4.2 Marc and Erlanda to provide a yard plan to the next Committee meeting. The Committee to look at the sheep yards at the next meeting.

4.3 It is important to present the sheep properly for Shearing Schools, sheep were not off food long enough which is not ideal.

4.4 Look at a Safe Work Area to ensure the staff and employees are working in a safe environment.

4.5 Job Description to be updated by administration for Marc and Erlanda Deas and Committee to view and make any necessary comments.

4.6 That canola needs checking for insect pressure prior to spraying grass selective spray so if required an insecticide can be added to the grass selective spray on canola.

Response to 4.6

Marc is communicating with the Agronomist with regard to timing of grass selective spraying.

The Agronomist has been checking all Rylington Parks crops and will continue to check as the season progresses, this is part of the service offered by Boyup Brook Ag Supplies.

Next meeting will be held on **Friday 1st July 2022 at 4.30pm** at the **Rylington Park Farm**.

There being no further business the Shire President, Cr Walker thanked all for attending and declared the meeting closed at 6.57pm.