



Attachment 9.2.1A

Chq/EFT	Date	Name	Description	Amount
20646	05/03/2024	Property Owner	Refund Building Fees Overpaid	-143.15
20647	18/03/2024	Pivotel	GPS Tracking Service - Grader and Transfer Station Mar2024	-68.90
TOTAL MUNI CHEQUES to 31 March 2024				-212.05



Chq/EFT	Date	Name	Description	Amount
EFT15363	05/03/2024	A1 Sign Shop	Swimming Pool Diving Rules Sign	-150.84
EFT15364	05/03/2024	Adam Jenkins Tree Services	Music Park - Tree Pruning and Removal	-8250.00
EFT15365	05/03/2024	Ampol Petroleum Distributors Pty Ltd	Fuel Feb2024	-13753.41
EFT15366	05/03/2024	Australian Services Union	Payroll Deductions	-26.50
EFT15367	05/03/2024	B&B Street Sweeping Pty Ltd	CMF Townsite Street Sweeping	-4182.75
EFT15368	05/03/2024	BP Medical	Medical Supplies	-858.13
EFT15369	05/03/2024	Blackwoods	Workshop Consumables	-353.12
EFT15370	05/03/2024	Boyup Brook Medical Services	Pre-Employment Medical	-170.00
EFT15371	05/03/2024	BL Cailles	P533 Isuzu Rural Fire Truck Chowerup - Repairs	-132.00
EFT15372	05/03/2024	Bridgetown Carpets & Floorcoverings	Depot Blinds	-1080.00
EFT15373	05/03/2024	Bridgetown Timber & Hardware	Saleyards - Dog Enclosure Materials	-211.30
EFT15374	05/03/2024	Bunbury Auto One	Rylington Park - Toyota Hilux Service Kit	-89.34
EFT15375	05/03/2024	C & D Cutri	RB015 Bridge 0744 Boyup Brook-Arthur Rd - Install Emergency Propping per Main Roads	-2090.00
EFT15376	05/03/2024	Computer West	Ranger Laptop Charger	-60.00
EFT15377	05/03/2024	Cornerstone Legal WA Pty Ltd	Firebreak Inspections Legal Compliance and Enforcement	-880.00
EFT15378	05/03/2024	Department of Fire & Emergency Services	2023/24 Emergency Services Levy 3rd Quarter Contribution	-39477.19
EFT15379	05/03/2024	Earth 2 Ocean Communications	Rural Fire Trucks - Mobile Repeater and Camera Charger Installations	-9855.00
EFT15380	05/03/2024	EcoPrint Supplies	Medical Centre Printer Toner	-413.60
EFT15381	05/03/2024	Ergolink	Medical Centre Office Chair	-586.75
EFT15382	05/03/2024	MJ&E Deas	Reimburse Rylington Park Ladies Day Gifts	-1024.75
EFT15383	05/03/2024	Employee	Reimburse Work Clothing	-95.90
EFT15384	05/03/2024	Garage Doors South West	West Boyup BFB - Roller Door Remotes	-510.00
EFT15385	05/03/2024	Hales Electrical	Swimming Pool - Certify Handrail Earthing	-198.00
EFT15385	05/03/2024	Hales Electrical	Swimming Pool - Service Toddler Pool Pump	-495.00
EFT15386	05/03/2024	Komatsu Australia Pty Ltd	P212 Komatsu GD555 Grader 2017 - Service Kit	-703.21
EFT15387	05/03/2024	Employee	Reimburse Catering for RDA Data Presentation	-66.96
EFT15388	05/03/2024	Employee	Reimburse Training Costs	-82.34
EFT15389	05/03/2024	Manjimup Liquid Waste	Various Shire Buildings - Septic Pump-Outs	-1600.00
EFT15389	05/03/2024	Manjimup Liquid Waste	Flax Mill Caravan Park Overflow - Portable Toilet Pump-outs	-700.00
EFT15390	05/03/2024	Prime Supplies	Road Signage Materials	-3708.02
EFT15390	05/03/2024	Prime Supplies	P224 John Deere 622GP Motor Grader - Fire Extinguisher	-108.27
EFT15391	05/03/2024	RMD Australia	RB015 Bridge 0744 Boyup Brook-Arthur Rd - Emergency Props per Main Roads	-3411.61
EFT15392	05/03/2024	Rear's Electrical & Mechanical Services Pty Ltd	Football Oval - Light Control Repairs	-239.25
EFT15392	05/03/2024	Rear's Electrical & Mechanical Services Pty Ltd	Flax Mill Caravan Park - Ablutions HWS Repairs	-352.00
EFT15393	05/03/2024	Ross's Gardens (Parker Family Trust t/as)	Town Hall - Cleaning	-350.00
EFT15394	05/03/2024	Rusty's Plumbing and Gas	7 Knapp Street - Repair Water Leak	-300.00
EFT15394	05/03/2024	Rusty's Plumbing and Gas	Flax Mill Caravan Park - Repair Ablutions Shower Leaks	-275.00
EFT15394	05/03/2024	Rusty's Plumbing and Gas	Flax Mill Caravan Park - Replace Ablutions HWS and Connect Transportable Shower Block	-3382.50
EFT15395	05/03/2024	SOS Office Equipment	Admin Copier Repairs - Travel	-105.60
EFT15396	05/03/2024	Scavenger Fire & Safety	ESL VBFB PPE	-5321.25
EFT15397	05/03/2024	Sprint Express	Freight Jan2024	-198.00
EFT15398	05/03/2024	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 16/02/2024	-1516.94
EFT15399	05/03/2024	Team Global Express	Freight Feb2024	-101.65
EFT15400	05/03/2024	Telstra Limited	Telephone Across Shire Facilities to 19/02/2024	-854.55
EFT15401	05/03/2024	The Quacking Frog Teapot Shed	Catering Dec2023	-540.00
EFT15402	05/03/2024	The Right Stuff for Landholders	Football Oval - Retic Parts	-158.67
EFT15403	05/03/2024	Traffic Force (TMSW Unit Trust t/as)	RRG148 Boyup Brook-Cranbrook Rd - TMP	-1690.70
EFT15404	05/03/2024	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Collection Jan2024	-10768.08
EFT15405	05/03/2024	Winc Australia Pty Limited	Gym Cleaning Supplies	-232.61
EFT15406	05/03/2024	Winnijup Grazing Trust (The Trustee for)	RRG210 Boyup Brook-Arthur Rd - Gravel	-653.40
EFT15407	11/03/2024	Aquatic Services WA Pty Ltd	Swimming Pool - Plant Room Pre-Season Service	-3630.00
EFT15408	11/03/2024	Australia Post	Postage Feb2024	-889.63
EFT15408	11/03/2024	Australia Post	Annual PO Box Rental	-174.00
EFT15409	11/03/2024	Australian Taxation Office	PAYG Feb2024	-120386.00
EFT15410	11/03/2024	Biomax Pty Ltd	Tourist Centre - Quarterly ATU Service Feb2024	-500.00
EFT15411	11/03/2024	Boyup Brook Districts Pioneer Museum Inc	Annual Support for Running Costs 2023-24 per MoU	-6006.00
EFT15412	11/03/2024	Boyup Brook Pharmacy	Medical Supplies	-9.95
EFT15413	11/03/2024	Boyup Brook Tourism Association Inc.	Tourist Centre - Shire Contribution to Electricity Costs 14/12/2023-16/02/2024	-333.68
EFT15414	11/03/2024	Breeze Connect Pty Ltd	Medical Centre - VOIP Feb2024	-5.03
EFT15415	11/03/2024	Building and Construction Industry Training Fund BCITF	BCITF Collected Feb2024	-1203.44
EFT15416	11/03/2024	CSBP Limited	Rylington Park - Soil Testing	-789.25
EFT15417	11/03/2024	Co-operative Bulk Handling Limited	Rylington Park - Destination Freight Fees Dec2023	-1058.10
EFT15418	11/03/2024	Cutting Edges	Grader Blades	-97.80
EFT15419	11/03/2024	Darren Long Consulting	Assistance with Infrastructure Fair Value, Financial Reporting and Budget Review Jan2024	-6462.50
EFT15420	11/03/2024	Department of Mines, Industry Regulation and Safety BSL	BSL Collected Feb2024	-882.31
EFT15421	11/03/2024	MJ&E Deas	Reimburse Rylington Park Ladies Day Purchases	-362.28
EFT15421	11/03/2024	MJ&E Deas	Reimburse Rylington Park Printer Ink	-98.56
EFT15421	11/03/2024	MJ&E Deas	Reimburse Rylington Park Accommodation Linen	-270.00
EFT15422	11/03/2024	Focus Networks	Server Updates	-484.00
EFT15423	11/03/2024	Great Southern Shearing Pty Ltd	Rylington Park - Wool Handling Training	-4647.50
EFT15424	11/03/2024	HFM Asset Management Pty Ltd	Building Assets Data Collection and Condition Assessment	-19126.25
EFT15425	11/03/2024	Hales Electrical	Swimming Pool - Certify Chair Lift Earthing	-682.00
EFT15426	11/03/2024	Harding Contracting	Rylington Park - Shearer Training	-4598.00
EFT15427	11/03/2024	Hastie Waste	Rylington Park - Bulk Waste Collection Feb2024	-115.00
EFT15428	11/03/2024	Haycom Technology Pty Ltd	Medical Centre IT Support Fees Feb2024	-1257.30
EFT15429	11/03/2024	JB Hi-Fi Business	Councillor Laptop and Accessories	-3002.84
EFT15430	11/03/2024	Johnson's Food Services	Various Shire Buildings - Cleaning Supplies	-1849.74
EFT15431	11/03/2024	Kinnect Training Pty Ltd	Medical Centre - Drug Testing Training	-595.00
EFT15432	11/03/2024	Lamat Cleaning (The Bogar Unit Trust t/as)	Various Shire Buildings - Cleaning Feb2024	-2960.00
EFT15433	11/03/2024	Officeworks Ltd	Medical Centre Stationery	-83.73
EFT15434	11/03/2024	Pickstar	Rylington Park Ladies Day - Guest Speaker	-1100.00
EFT15435	11/03/2024	SOS Office Equipment	Photocopier Billing Feb2024	-963.47
EFT15436	11/03/2024	Shire of Boyup Brook	BSL and BCITF Commission Feb2024	-31.50
EFT15437	11/03/2024	Smartsheet Australia Pty Ltd	Smartsheet Annual Subscription 26/02/2024 to 25/02/2025	-3168.00
EFT15438	11/03/2024	Synergy (Electricity Generation and Retail	Electricity Across Shire Facilities to 08/02/2024	-1247.79



Chq/EFT	Date	Name	Description	Amount
EFT15439	11/03/2024	Telstra Limited	Telephone Across Shire Facilities to 22/02/2024	-1366.24
EFT15440	11/03/2024	Think Effective Consultancy	Rylington Park Ladies Day - Guest Speaker	-500.00
EFT15441	11/03/2024	TC Wegner	Rylington Park - Shearer Training	-4739.50
EFT15442	11/03/2024	WALGA	Contribution to Industrial Relations Transition Fund	-1100.00
EFT15443	11/03/2024	activ8me (Australian Private Networks Pty Ltd)	Various Shire Properties - Internet and Phone Mar2024	-340.80
EFT15444	15/03/2024	Australian Services Union	Payroll Deductions	-26.50
EFT15445	15/03/2024	Talis Consultants Pty Ltd ATF Talis Unit Trust	Roads and Infrastructure Evaluation - Field Survey and Data Processing	-93500.00
EFT15446	18/03/2024	AFGRI Equipment Australia Pty Ltd	P199 Komatsu Automatic Diesel Back Hoe 2007 - Repairs	-168.44
EFT15446	18/03/2024	AFGRI Equipment Australia Pty Ltd	Workshop Consumables - Hydraulic Oil 205L	-1956.49
EFT15446	18/03/2024	AFGRI Equipment Australia Pty Ltd	Expendable Tools	-93.17
EFT15446	18/03/2024	AFGRI Equipment Australia Pty Ltd	P229 Mitsubishi Triton MR GLX 2.4L DSL Club Cab Utility - Parts	-4.84
EFT15446	18/03/2024	AFGRI Equipment Australia Pty Ltd	P213 Komatsu WA150-5 Loader 2017 - Parts	-52.28
EFT15447	18/03/2024	Amity Signs	Traffic Signs	-5480.20
EFT15447	18/03/2024	Amity Signs	RRG210 Boyup Brook-Arthur Rd - Project Signage	-1157.20
EFT15448	18/03/2024	Ampol Petroleum Distributors Pty Ltd	Fuel Feb-Mar2024	-8890.45
EFT15449	18/03/2024	BOC Limited	Gas Cylinder Rental Feb2024	-60.62
EFT15450	18/03/2024	Black Box Control Pty Ltd	Monthly Grader Tracking Service Mar2024	-101.85
EFT15451	18/03/2024	Blackwood Plant Hire	Transfer Station - Empty Rubbish Trailer	-660.00
EFT15452	18/03/2024	Boyup Brook Co-operative Company Limited	Purchases Jan2024	-5621.52
EFT15453	18/03/2024	Boyup Brook Community Resource Centre	Boyup Brook Gazette Advertising Mar2024	-415.00
EFT15454	18/03/2024	Boyup Brook Tyre Service	P230 Toro Ground Master 7210 - Parts	-60.00
EFT15455	18/03/2024	Bunbury Auto One	P231 Mitsubishi Triton MR GLX 2.4L DSL Club Cab Utility - Parts	-94.52
EFT15456	18/03/2024	Focus Networks	Wireless Site Survey	-2816.00
EFT15457	18/03/2024	Grace Records Management (Australia) Pty Ltd	Archive Records Destruction	-924.00
EFT15458	18/03/2024	H+H Architects	Independent Living Units - Site Investigation and Concept Designs	-12782.00
EFT15459	18/03/2024	HFM Asset Management Pty Ltd	Building Assets Data Collection and Condition Assessment	-19126.25
EFT15460	18/03/2024	Living Springs	Councillor and Staff Drinking Water and Cooler Rental	-1037.00
EFT15461	18/03/2024	MJ Hallett	P225 Isuzu GIGA CXY 2012 Prime Mover - Repairs	-660.00
EFT15462	18/03/2024	Mowers Plus	P169 Toro Greens Mower - Repairs	-977.50
EFT15463	18/03/2024	Officeworks Ltd	Admin Stationery	-874.05
EFT15464	18/03/2024	Onsite Rental Group Operations Pty Ltd	Flax Mill Caravan Park - CMF Ablution Hire	-12385.27
EFT15465	18/03/2024	Pool Robotics Perth	Swimming Pool - Cleaner Parts	-314.30
EFT15466	18/03/2024	Prime Supplies	Saleyards - Dog Enclosure Materials	-545.49
EFT15467	18/03/2024	Rear's Electrical & Mechanical Services Pty Ltd	Various Shire Buildings - Electrical Repairs	-280.50
EFT15468	18/03/2024	Rosemary Wright, Architect	Medical Centre - Access Ramp Design Drawings	-400.00
EFT15469	18/03/2024	Royal Life Saving Society WA Inc	Swimming Pool - PPE	-143.00
EFT15469	18/03/2024	Royal Life Saving Society WA Inc	Swimming Pool - Swim School Certificates	-204.38
EFT15470	18/03/2024	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 27/02/2024	-1952.63
EFT15471	18/03/2024	Traffic Force (TMSW Unit Trust t/as)	RRG004 Winnejuap Road - TMP	-1563.10
EFT15472	18/03/2024	Wiseman Signs	Community Heritage Grant - Flax Mill Interpretive Signage	-6204.00
EFT15473	25/03/2024	Australian Securities & Investments Commission (ASIC)	BBELC - Business Name Renewal 3 years	-98.00
EFT15474	25/03/2024	BKS Refrigeration & Airconditioning Pty Ltd	7 Knapp Street - Repair Air Conditioner	-508.00
EFT15475	25/03/2024	Boyup Brook Club Inc	Chambers Drinks	-373.00
EFT15475	25/03/2024	Boyup Brook Club Inc	Depot BBQ with CEO and Shire President - Drinks	-65.00
EFT15476	25/03/2024	Boyup Brook IGA	Purchases Feb2024	-372.85
EFT15477	25/03/2024	Boyup Brook Medical Services	Pre-employment Medical	-170.00
EFT15478	25/03/2024	Boyup Brook Tyre Service	P211 Isuzu D-Max Dual Cab Tray Back Utility - Parts	-255.00
EFT15479	25/03/2024	Bridgetown Timber & Hardware	BBCRC - Building Repairs	-162.27
EFT15480	25/03/2024	Bunbury Auto One	P211 Isuzu D-Max Dual Cab Tray Back Utility - Parts	-109.21
EFT15480	25/03/2024	Bunbury Auto One	P192 Mazda BT-50 3.2i 4x2 SC CC Manual Titanium Grey - Service Kit	-114.80
EFT15480	25/03/2024	Bunbury Auto One	P200 Ford Ranger Dual Cab (MWS) - Parts	-109.21
EFT15480	25/03/2024	Bunbury Auto One	P238 Mitsubishi Triton GLX 4x4 MR Dual Cab - Service Kit	-68.44
EFT15481	25/03/2024	Country Landscaping & Irrigation	Reticulation Parts	-259.25
EFT15482	25/03/2024	Focus Networks	Monthly Device Management Fees Feb2024	-3193.30
EFT15482	25/03/2024	Focus Networks	Monthly Managed IT Services and Microsoft Office Subscriptions Mar2024	-3601.35
EFT15482	25/03/2024	Focus Networks	Shire President Laptop - Desktop Build	-308.00
EFT15482	25/03/2024	Focus Networks	Website Wildcard SSL Certificate Annual Renewal 2024-25	-1413.50
EFT15483	25/03/2024	Interfire Agencies	ESL VBFB PPE	-11904.72
EFT15484	25/03/2024	Internode Pty Ltd	Depot, Admin and BBELC Internet Apr2024	-244.97
EFT15485	25/03/2024	Employee	Reimburse Mobile Phone	-399.20
EFT15486	25/03/2024	Employee	Reimburse Community Easter Activity Purchases	-177.71
EFT15487	25/03/2024	Node1 Pty Ltd	Admin NBN Apr2024	-227.00
EFT15488	25/03/2024	Old Dog Dirt & Diesel	P500 Mayanup Fast Fill Trailer Rego 1TMR323 - Annual Service	-529.05
EFT15489	25/03/2024	Rear's Electrical & Mechanical Services Pty Ltd	Lions Park Toilets - Replace Fan	-517.00
EFT15490	25/03/2024	SAFE Bunbury	Cat and Kittens Desex, Microchip and Rehome	-150.00
EFT15491	25/03/2024	Sprint Express	Freight Mar2023	-280.50
EFT15492	25/03/2024	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 19/02/2024	-804.79
EFT15493	25/03/2024	Team Global Express	Freight Feb-Mar2024	-460.53
EFT15494	25/03/2024	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Collection Feb2024	-9021.15
EFT15495	25/03/2024	Veolia Recycling and Recovery Pty Ltd (NSW)	Paper and Cardboard Recycling Collection Feb2024	-812.33
EFT15496	25/03/2024	WALGA	Active Bystander Training	-550.00
TOTAL EFT PAYMENTS to 31 March 2024				-538,274.06



Chq/EFT	Date	Name	Description	Amount
DD8718.1	13/03/2024	Employee Super Fund	Payroll Deductions	-957.30
DD8718.2	13/03/2024	Australian Retirement Trust	Superannuation Contributions	-519.47
DD8718.3	13/03/2024	Mercer Super Trust (TTF) - Mercer SmartSuper Plan	Superannuation Contributions	-415.30
DD8718.4	13/03/2024	Panorama Super (Asgard Independence Plan Division Two)	Superannuation Contributions	-309.57
DD8718.5	13/03/2024	CBUS (Construction & Building Industry Super)	Superannuation Contributions	-256.46
DD8718.6	13/03/2024	MLC Super Fund Plum Super	Superannuation Contributions	-39.07
DD8718.7	13/03/2024	HESTA	Superannuation Contributions	-73.92
DD8718.8	13/03/2024	Aware Super	Payroll Deductions	-8123.40
DD8718.9	13/03/2024	Rest Superannuation	Superannuation Contributions	-1744.94
DD8720.1	14/03/2024	Salary & Wages	Payroll 13Mar2024	-109964.55
DD8735.1	15/03/2024	Shire of Boyup Brook Credit Card	Starlink - CEO House Internet 11/02/2024-10/03/2024	-139.00
DD8735.1	15/03/2024	Shire of Boyup Brook Credit Card	Pool Controls - Swimming Pool Pump Repairs	-734.64
DD8735.1	15/03/2024	Shire of Boyup Brook Credit Card	Adobe Acrobat Pro DC Monthly Subscription 20/02/2024-19/03/2024	-209.95
DD8735.1	15/03/2024	Shire of Boyup Brook Credit Card	Nowland Hydraulics - P223 Action 2010 Side Tipper Semi Trailer Repairs	-836.55
DD8735.1	15/03/2024	Shire of Boyup Brook Credit Card	Pivotel - Refund Overcharge Transfer Station GPS Tracker Feb2024	32.05
DD8735.1	15/03/2024	Shire of Boyup Brook Credit Card	JB Hi-Fi - Employee Mobile Phone Accessories	-73.84
DD8736.1	01/03/2024	Westnet	Medical Centre, Admin and Swimming Pool Internet Mar2024	-289.85
DD8736.2	21/03/2024	Property Owner	3 Reid PI (Ranger) - Rent 23/03/2024-05/04/2024	-800.00
DD8736.3	21/03/2024	BP Australia Pty Ltd	CEO Fuel Feb2024	-429.65
DD8736.4	22/03/2024	AGDATA Holdings Pty Ltd	Rylington Park - Phoenix Accounting Software	-54.00
DD8736.5	02/03/2024	Commonwealth Bank	Bank Fees Mar2024	-499.70
DD8736.6	07/03/2024	The Bunbury Diocesan Trustees and Anglican Parish of Boyup Brook	18 Barron St GP House - Rent 15/03/2024-28/03/2024	-660.00
DD8736.7	07/03/2024	Property Owner	3 Reid PI (Ranger) - Rent 09/03/2024-22/03/2024	-800.00
DD8736.8	11/03/2024	De Lage Landen Pty Ltd	Rental Agreement for Photocopier DCVII-C5573 Mar2024	-184.80
DD8736.9	13/03/2024	Western Australian Treasury Corporation	Loan 115 - 3 Rogers Ave	-4712.81
DD8739.1	27/03/2024	Employee Super Fund	Payroll Deductions	-942.07
DD8739.2	27/03/2024	Mercer Super Trust (TTF) - Mercer SmartSuper Plan	Superannuation Contributions	-378.84
DD8739.3	27/03/2024	Panorama Super (Asgard Independence Plan	Superannuation Contributions	-309.57
DD8739.4	27/03/2024	CBUS (Construction & Building Industry Super)	Superannuation Contributions	-256.46
DD8739.5	27/03/2024	MLC Super Fund Plum Super	Superannuation Contributions	-7.81
DD8739.6	27/03/2024	HESTA	Superannuation Contributions	-73.92
DD8739.7	27/03/2024	Aware Super	Payroll Deductions	-8657.11
DD8739.8	27/03/2024	Rest Superannuation	Superannuation Contributions	-1811.08
DD8739.9	27/03/2024	Australian Super	Superannuation Contributions	-2136.60
DD8741.1	28/03/2024	Salary & Wages	Payroll 27Mar2024	-119109.73
DD8718.10	13/03/2024	Australian Super	Superannuation Contributions	-1428.68
DD8718.11	13/03/2024	Commonwealth Essential Super	Superannuation Contributions	-499.30
DD8718.12	13/03/2024	AMP Super Fund - SignatureSuper	Superannuation Contributions	-844.30
DD8718.13	13/03/2024	Colonial First State Superannuation	Superannuation Contributions	-1047.23
DD8718.14	13/03/2024	UniSuper	Superannuation Contributions	-2233.31
DD8718.15	13/03/2024	HOSTPLUS Superannuation Fund	Superannuation Contributions	-55.28
DD8736.10	15/03/2024	Commonwealth Bank	Bank Fees Mar2024	-132.60
DD8736.11	21/03/2024	The Bunbury Diocesan Trustees and Anglican Parish of Boyup Brook	18 Barron St GP House - Rent 29/03/2024-11/04/2024	-660.00
DD8739.10	27/03/2024	Commonwealth Essential Super	Superannuation Contributions	-690.05
DD8739.11	27/03/2024	AMP Super Fund - SignatureSuper	Superannuation Contributions	-919.19
DD8739.12	27/03/2024	Colonial First State Superannuation	Superannuation Contributions	-998.04
DD8739.13	27/03/2024	UniSuper	Superannuation Contributions	-2865.42
DD8739.14	27/03/2024	Australian Retirement Trust	Superannuation Contributions	-519.47
TOTAL DD MUNI ACCOUNT TO 31 March 2024				-279,372.78
DD310324	28/03/2024	Police Licensing	Police Licencing Mar24	-52816.40
TOTAL DD POLICE LICENSING ACCOUNT TO 31 March 2024				-52,816.40
TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 31 March 2024				0.00
SUMMARY				
CHQ (Muni Account)				-212.05
EFT				-538,274.06
DD				-279,372.78
MUNI TOTAL				-817,858.89
ALL MUNI TRANS TO 31 March 2024				-817,858.89
DD (Police Licensing Account) TO 31 March 2024				-52,816.40
DD (Boyup Brook Early Learning Centre) TO 31 March 2024				0.00
GRAND TOTAL 1 - 31 March 2024				-870,675.29





# MONTHLY FINANCIAL REPORT

**31 MARCH 2024**

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**SHIRE OF BOYUP BROOK**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE PERIOD ENDING 31 MARCH 2024**

	NOTES	2023-24 ANNUAL BUDGET	2023-24 YTD BUDGET	2023-24 YTD ACTUAL	VARIANCE
<b>EXPENDITURE (Excluding Finance Costs)</b>		\$		\$	
General Purpose Funding		(158,533)	(108,327)	(94,965)	-12%
Governance		(524,085)	(410,801)	(315,419)	-23%
Law, Order, Public Safety		(463,236)	(363,288)	(322,398)	-11%
Health		(1,567,566)	(1,066,898)	(1,035,234)	-3%
Education and Welfare		(454,620)	(357,605)	-282,786	-21%
Housing		(306,843)	(247,387)	(92,807)	-62%
Community Amenities		(527,452)	(396,591)	(309,300)	-22%
Recreation and Culture		(1,415,292)	(1,098,443)	(728,044)	-34%
Transport		(4,491,015)	(3,323,848)	(1,198,699)	-64%
Economic Services		(684,442)	(459,252)	(407,477)	-11%
Other Property and Services		(831,171)	(641,567)	(322,038)	-50%
<b>Total Operating Expenditure</b>		(11,424,255)	(8,474,007)	(5,109,166)	
<b>REVENUE</b>					
General Purpose Funding		3,628,819	3,611,223	3,963,339	10%
Governance		0	0	8,606	0%
Law, Order, Public Safety		125,900	94,722	104,184	10%
Health		1,180,900	815,918	921,114	13%
Education and Welfare		210,000	175,035	200,130	14%
Housing		216,940	55,229	48,841	-12%
Community Amenities		231,300	227,072	246,268	8%
Recreation and Culture		62,900	62,869	78,273	25%
Transport		230,577	222,138	232,758	5%
Economic Services		122,555	101,688	121,025	19%
Other Property & Services		765,209	574,828	622,416	8%
<b>Total Operating Revenue</b>		6,775,100	5,940,721	6,546,953	
<b>Sub-Total</b>		(4,649,155)	(2,533,285)	1,437,788	
<b>FINANCE COSTS</b>					
Housing		(1,388)	(1,388)	(1,388)	0%
Recreation & Culture		(3,305)	(3,111)	(3,167)	2%
<b>Total Finance Costs</b>		(4,693)	(4,499)	(4,555)	
<b>NON-OPERATING REVENUE</b>					
General Purpose Funding	No.3	0		0	
Law, Order & Public Safety	No.5	0	0	420,700	0%
Education & Welfare	No.8	0		1,251	0%
Recreation & Culture	No.11	95,714	0	5,715	0%
Transport	No.12	1,688,825	753,605	742,450	-1%
Economic Services	No.13	0	0	0	0%
<b>Total Non-Operating Revenue</b>		1,784,539	753,605	1,170,116	
<b>PROFIT/(LOSS) ON SALE OF ASSETS</b>					
Housing Profit		0	0	0	
Transport Profit		0	0	0	
Transport Loss		0	0	0	
<b>Total Profit/(Loss)</b>		0	0	0	
<b>NET RESULT</b>		(2,869,309)	(1,784,179)	2,603,349	
<b>Other Comprehensive Income</b>					
Changes on revaluation of non-current assets		0	0	0	
<b>TOTAL COMPREHENSIVE INCOME</b>		(2,869,309)	(1,784,179)	2,603,349	

**"Traffic Lights" Colour Coding:**

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

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

**Revenue:**

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

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

**Expenditure:**

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

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



**SHIRE OF BOYUP BROOK**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE/TYPE**  
**FOR THE PERIOD ENDING 31 MARCH 2024**

	2023-24 ORIGINAL BUDGET	2023-24 YTD BUDGET	2023-24 YTD ACTUAL	VARIANCE
<b>Expenses</b>				
Employee Costs	(3,912,622)	(2,745,778)	(3,308,744)	21%
Materials and Contracts	(3,050,034)	(2,309,901)	(1,079,016)	-53%
Utility Charges	(213,715)	(157,683)	(156,557)	-1%
Depreciation on Non-Current Assets	(3,586,909)	(2,605,200)	0	-100%
Interest Expenses	(4,693)	(4,499)	(4,555)	1%
Insurance Expenses	(328,313)	(314,590)	(282,769)	-10%
Other Expenditure	(332,662)	(340,855)	(282,080)	-17%
<b>Total Operating Expenses</b>	<b>(11,428,948)</b>	<b>(8,478,505)</b>	<b>(5,113,720)</b>	
<b>Revenue</b>				
Rates	3,579,069	3,578,619	3,583,951	0%
Operating Grants, Subsidies and Contributions	495,917	297,577	385,768	30%
Fees and Charges	1,879,735	1,451,778	1,617,254	11%
Interest Earnings	27,750	22,004	295,749	1244%
Other Revenue	792,629	590,743	664,231	12%
<b>Total Operating Revenue</b>	<b>6,775,100</b>	<b>5,940,721</b>	<b>6,546,953</b>	
<b>Sub-Total</b>	<b>(4,653,848)</b>	<b>(2,537,784)</b>	<b>1,433,233</b>	
Non-Operating Grants, Subsidies & Contributions	1,784,539	753,605	1,170,116	55%
Profit on Asset Disposals	0	0	0	0%
Loss on Asset Disposals	0	0	0	0%
	1,784,539	753,605	1,170,116	
<b>Net Result</b>	<b>(2,869,309)</b>	<b>(1,784,179)</b>	<b>2,603,349</b>	
<b>Other Comprehensive Income</b>				
Changes on revaluation of non-current assets	0	0	0	
<b>Total Other Comprehensive Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(2,869,309)</b>	<b>(1,784,179)</b>	<b>2,603,349</b>	

**SHIRE OF BOYUP BROOK**  
**FINANCIAL ACTIVITY STATEMENT BY NATURE/TYPE**  
**FOR THE PERIOD ENDING 31 MARCH 2024**

	2023-24 ORIGINAL BUDGET	2023-24 YTD BUDGET (a)	2023-24 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
<b>OPERATING REVENUE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>			
Ex-Gratia Rates & Write-offs	2,140	1,690	1390	Within Threshold	(17.75%)	
Operating Grants, Subsidies and Contributions	495,917	297,577	385,768	88,191	29.64%	▲
Fees and Charges	1,879,735	1,451,778	1,617,254	165,476	11.40%	▲
Interest Earnings	27,750	22,004	295,749	273,745	1244.04%	▲
Other Revenue	792,629	590,743	664,231	73,488	12.44%	▲
Profit on Disposal of Asset	0	0	0	Within Threshold	0%	
<b>Total Operating Revenue</b>	<b>3,198,171</b>	<b>2,363,792</b>	<b>2,964,392</b>	<b>600,900</b>		
<b>LESS OPERATING EXPENDITURE</b>						
Employee Costs	(3,912,622)	(2,745,778)	(3,005,349)	(259,571)	Within Threshold	
Materials and Contracts	(3,050,034)	(2,309,901)	(1,382,410)	927,491	40.15%	
Utility Charges	(213,715)	(157,683)	(156,557)	Within Threshold	Within Threshold	
Depreciation on Non-Current Assets	(3,586,909)	(2,605,200)	0	2,605,200	100.00%	
Interest Expenses	(4,693)	(4,499)	(4,555)	Within Threshold	Within Threshold	
Insurance Expenses	(328,313)	(314,590)	(282,769)	31,821	10.12%	
Other Expenditure	(332,662)	(340,855)	(282,080)	58,775	(17.24%)	
Loss on Disposal of Asset	0	0	0	Within Threshold	0%	
<b>Total Operating Expenses</b>	<b>(11,428,948)</b>	<b>(8,478,505)</b>	<b>(5,113,720)</b>	<b>3,363,716</b>		
<b>Sub-Total</b>	<b>(8,230,777)</b>	<b>(6,114,713)</b>	<b>(2,149,328)</b>	<b>3,964,615</b>		
<b>NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>						
Movement in Employee Provisions (Non-current)	44,635	0	0	Within Threshold	0%	
Movement in Accrued Expenses		0	0	Within Threshold	0%	
Depreciation Written Back	3,586,909	2,605,200	0	(2,605,200)	(100.00%)	▼
<b>Operating Activities Excluded from Budget</b>	<b>3,631,544</b>	<b>2,605,200</b>	<b>0</b>	<b>(2,605,200)</b>		
<b>Sub Total</b>	<b>(4,599,233)</b>	<b>(3,509,513)</b>	<b>(2,149,328)</b>	<b>1,359,415</b>		
<b>INVESTING ACTIVITIES</b>						
Purchase of Land	0	0	0	Within Threshold	0%	
Purchase Buildings	(889,155)	(527,190)	(544,059)	(16,869)	Within Threshold	
Purchase Plant and Equipment	(891,660)	(851,660)	(107,212)	744,448	87.41%	
Purchase Furniture and Equipment	(25,000)	(25,000)	0	25,000	100.00%	
Infrastructure Assets - Roads	(1,950,962)	(1,767,883)	(1,082,730)	685,153	38.76%	
Infrastructure Assets - Footpaths	(75,075)	(30,000)	(243)	29,757	(99.19%)	
Infrastructure Assets - Aerodromes	(53,056)	0	0	Within Threshold	0%	
Infrastructure Assets - Drainage	(58,866)	(58,866)	(70,798)	(11,932)	(20.27%)	
Infrastructure Assets - Parks & Ovals	(200,000)	(200,000)	0	200,000	(100.00%)	
Infrastructure Assets - Recreation	(150,000)	(150,000)	(133,137)	16,863	11.24%	
Infrastructure Assets - Other	(344,313)	(309,313)	(39,826)	269,487	87.12%	
Proceeds from Sale of Assets	310,000	305,000	51,819	(253,181)	(83.01%)	▼
Contributions for the Development of Assets	1,784,539	753,605	1,170,116	416,511	55.27%	▲
<b>Amount Attributable to Investing Activities</b>	<b>(2,543,548)</b>	<b>(2,861,308)</b>	<b>(756,070)</b>	<b>2,105,238</b>		
<b>FINANCING ACTIVITIES</b>						
Repayment of Debt - Loan Principal	(22,660)	(22,660)	(22,660)	Within Threshold	Within Threshold	
Repayment of Debt - Lease Principal	(19,800)	(14,850)	(14,794)	Within Threshold	Within Threshold	
Transfer to Reserves	(270,000)	(3,750)	(79,462)	(75,712)	(2019.07%)	
<b>Amount Attributable to Financing Activities</b>	<b>(312,460)</b>	<b>(41,260)</b>	<b>(116,916)</b>	<b>(75,712)</b>		
<b>Sub Total</b>	<b>(7,455,241)</b>	<b>(6,412,080)</b>	<b>(3,022,314)</b>	<b>3,388,941</b>		
<b>FUNDING FROM</b>						
Transfer from Reserves	138,000	0	0	Within Threshold	0%	
Loans Raised	250,000	250,000	0	(250,000)	(100.00%)	▼
Estimated Opening Surplus at 1 July	3,490,312	3,490,312	3,815,098	324,786	Within Threshold	
Amount Raised from General Rates	3,576,929	3,576,929	3,582,561	Within Threshold	Within Threshold	
Closing Funds	0	0	0	Within Threshold	0%	
	<b>7,455,241</b>	<b>7,317,241</b>	<b>7,397,659</b>	<b>74,786</b>		
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>905,161</b>	<b>4,375,345</b>			

**SHIRE OF BOYUP BROOK**  
**BUDGET REVIEW FINANCIAL ACTIVITY STATEMENT BY FUNCTION/PROGRAM**  
**FOR THE PERIOD ENDING 31 MARCH 2024**

	2023-24 ORIGINAL BUDGET	2023-24 YTD BUDGET (a)	2023-24 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
<b>OPERATING REVENUE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>			
General Purpose Funding	51,890	34,294	380,778	346,484	1010.32%	▲
Governance	0	0	8,606	Within Threshold	0%	
Law, Order Public Safety	125,900	94,722	104,184	Within Threshold	Within Threshold	
Health	1,180,900	815,918	921,114	105,196	12.89%	▲
Education and Welfare	210,000	175,035	200,130	25,095	14.34%	▲
Housing	216,940	55,229	48,841	Within Threshold	(11.57%)	
Community Amenities	231,300	227,072	246,268	19,196	Within Threshold	
Recreation and Culture	62,900	62,869	78,273	15,404	24.50%	▲
Transport	230,577	222,138	232,758	10,620	Within Threshold	
Economic Services	122,555	101,688	121,025	19,337	19.02%	▲
Other Property and Services	765,209	574,828	622,416	47,588	Within Threshold	
<b>Total Operating Revenue</b>	<b>3,198,171</b>	<b>2,363,792</b>	<b>2,964,392</b>	<b>588,920</b>		
<b>LESS OPERATING EXPENDITURE</b>						
General Purpose Funding	(158,533)	(108,327)	(94,965)	13,362	(12.34%)	
Governance	(524,085)	(410,801)	(315,419)	95,382	23.22%	
Law, Order, Public Safety	(463,236)	(363,288)	(322,398)	40,890	(11.26%)	
Health	(1,567,566)	(1,066,898)	(1,035,234)	31,664	Within Threshold	
Education and Welfare	(454,620)	(357,605)	(282,786)	74,819	20.92%	
Housing	(308,231)	(248,775)	(94,195)	154,581	62.14%	
Community Amenities	(527,452)	(396,591)	(309,300)	87,291	22.01%	
Recreation and Culture	(1,418,597)	(1,101,554)	(731,211)	370,343	33.62%	
Transport	(4,491,015)	(3,323,848)	(1,198,699)	2,125,149	63.94%	
Economic Services	(684,442)	(459,252)	(407,477)	51,775	(11.27%)	
Other Property & Services	(831,171)	(641,567)	(322,038)	319,529	49.80%	
<b>Total operating Expenses</b>	<b>(11,428,948)</b>	<b>(8,478,505)</b>	<b>(5,113,720)</b>	<b>3,364,785</b>		
Sub-Total	<b>(8,230,777)</b>	<b>(6,114,713)</b>	<b>(2,149,328)</b>	<b>3,953,705</b>		
<b>NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>						
Movement in Employee Provisions (Non-current)	44,635	0	0	Within Threshold	0%	
Movement in Accrued Expenses	0	0	0	Within Threshold	0%	
Depreciation Written Back	3,586,909	2,605,200	0	(2,605,200)	(100.00%)	
<b>Operating Activities Excluded from Budget</b>	<b>3,631,544</b>	<b>2,605,200</b>	<b>0</b>	<b>(2,605,200)</b>		
Sub Total	<b>(4,599,233)</b>	<b>(3,509,513)</b>	<b>(2,149,328)</b>	<b>1,348,505</b>		
<b>INVESTING ACTIVITIES</b>						
Purchase of Land	0	0	0	Within Threshold	0%	
Purchase Buildings	(889,155)	(527,190)	(544,059)	(16,869)	Within Threshold	
Purchase Plant and Equipment	(891,660)	(851,660)	(107,212)	744,448	87.41%	
Purchase Furniture and Equipment	(25,000)	(25,000)	0	25,000	100.00%	
Infrastructure Assets - Roads	(1,950,962)	(1,767,883)	(1,082,730)	685,153	38.76%	
Infrastructure Assets - Footpaths	(75,075)	(30,000)	(243)	29,757	(99.19%)	
Infrastructure Assets - Aerodromes	(53,056)	0	0	Within Threshold	0%	
Infrastructure Assets - Drainage	(58,866)	(58,866)	(70,798)	(11,932)	(20.27%)	
Infrastructure Assets - Parks & Ovals	(200,000)	(200,000)	0	200,000	(100.00%)	
Infrastructure Assets - Recreation	(150,000)	(150,000)	(133,137)	16,863	11.24%	
Infrastructure Assets - Other	(344,313)	(309,313)	(39,826)	269,487	87.12%	
Proceeds from Sale of Assets	310,000	305,000	51,819	(253,181)	(83.01%)	▼
Contributions for the Development of Assets	1,784,539	753,605	1,170,116	416,511	55.27%	
<b>Amount Attributable to Investing Activities</b>	<b>(2,543,548)</b>	<b>(2,861,308)</b>	<b>(756,070)</b>	<b>2,105,238</b>		
<b>FINANCING ACTIVITIES</b>						
Repayment of Debt - Loan Principal	(22,660)	(22,660)	(22,660)	Within Threshold	Within Threshold	
Repayment of Debt - Lease Principal	(19,800)	(14,850)	(14,794)	Within Threshold	Within Threshold	
Transfer to Reserves	(270,000)	(3,750)	(79,462)	(75,712)	(2019.07%)	
<b>Amount Attributable to Financing Activities</b>	<b>(312,460)</b>	<b>(41,260)</b>	<b>(116,916)</b>	<b>(75,712)</b>		
Sub Total	<b>(7,455,241)</b>	<b>(6,412,080)</b>	<b>(3,022,314)</b>	<b>3,378,031</b>		
<b>FUNDING FROM</b>						
Transfer from Reserves	138,000	0	0	Within Threshold	0%	
Loans Raised	250,000	250,000	0	(250,000)	(100.00%)	▼
Estimated Opening Surplus at 1 July	3,490,312	3,490,312	3,815,098	324,786	Within Threshold	
Amount Raised from General Rates	3,576,929	3,576,929	3,582,561	Within Threshold	Within Threshold	
Closing Funds	0	0	0	Within Threshold	0%	
Sub Total	<b>7,455,241</b>	<b>7,317,241</b>	<b>7,397,659</b>	<b>74,786</b>		
<b>NET SURPLUS/(DEFICIT)</b>	<b>(0)</b>	<b>905,161</b>	<b>4,375,345</b>			



**SHIRE OF BOYUP BROOK**  
**SUMMARY OF CURRENT ASSETS AND LIABILITIES**  
**FOR THE PERIOD ENDING 31 MARCH 2024**

	<b>ACTUAL</b> <b>31 MARCH 2024</b>	<b>ACTUAL</b> <b>30/06/2023</b>
<u>Current Assets</u>		
Cash at bank and on Hand	5,691,092	4,557,417
Restricted Cash	22,574	16,044
Restricted Cash Reserves	2,828,951	2,749,490
Trade Receivables	1,149,333	992,734
Stock on Hand/Inventory/Biological Assets	308,640	308,640
Other Assets	59,885	59,885
<b>Total Current Assets</b>	<b>10,060,473</b>	<b>8,684,210</b>
<u>Current Liabilities</u>		
Trade Creditors	(\$329,822)	(\$1,036,436)
Bonds and Deposits	(\$43,530)	(\$51,709)
Accrued Wages	(\$116,377)	(\$116,377)
Accrued Interest on Loans	(\$1,517)	(\$1,517)
Accrued Expense	(\$39,700)	(\$39,700)
ATO Liabilities	(\$1,300)	(\$1,300)
Contract Liability	(\$1,771,356)	(\$320,008)
Loan Liability	(\$0)	(\$22,660)
Finance Lease Liability	(\$5,006)	(\$19,800)
Provisions	(\$401,529)	(\$401,529)
<b>Total Current Liabilities</b>	<b>(\$2,710,138)</b>	<b>(\$2,011,037)</b>
 Sub-Total	 <b>7,350,335</b>	 <b>6,673,173</b>
<b>Adjustments</b>		
LESS Cash Backed Reserves	(\$2,828,951)	(\$2,749,490)
LESS Restricted Cash	\$0	\$0
LESS Inventory	(\$308,640)	(\$308,640)
LESS Prepaid Expenses	\$0	\$0
ADD: Employee Leave Provisions	\$0	\$0
ADD: Accrued Interest	\$1,517	\$1,517
ADD: Accrued Salaries & Wages	\$116,377	\$116,377
ADD: Accrued Expenses	\$39,700	\$39,700
ADD: Current Loan Liability	\$0	\$22,660
ADD: Current Finance Lease Liability	\$5,006	\$19,800
Rounding	0	0
<b>Net Current Position</b>	<b>4,375,346</b>	<b>3,815,098</b>

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 31 MARCH 2024**

**EXPLANATION OF MATERIAL VARIANCES**

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the adopted Budget) for each months financial statements. The information contained within the 'Statement of Financial Activity' on page 3 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on this page will be reported below.

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AASS, to be used in statements of financial activity for reporting material variances.

For the Shire of Boyup Brook, material variances are to be reported when exceeding 10%, and a minimum of \$10,000.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<b>Operating Revenue</b>						
Operating Grants & Contributions	297,577	385,768	88,191	30%	TIMING/ PERMANENT	Increase in General Purpose grant of \$31k, Increase in Local Road grant of \$31k, Increase in Australia Day grant \$8k, Increase in MAF grant of \$5k, Increase in Other Culture income of \$5k, Increase in MRWA Road Maintenance grant of \$5k.
Fees & Charges	1,451,778	1,617,254	165,476	11%	TIMING	Increase in Rates Reimbursement Fees \$8k, Increase in medical surgery fees of \$105k, Increase in Early Learning Centre fees \$25k, Increase in Cemetery Fees \$7k, Increase in Pool Fees \$5k, Increase in Caravan Park Fees \$13k, Increase in Standpipe Fees \$10k, Decrease in Private Works Fees \$8k.
Interest Earnings	22,004	295,749	273,745	1244%	TIMING /PERMANENT	Increase in Rates Instalment Interest \$5k, Increase in Rates late penalty interest \$13k, Increase in Municipal Fund interest of \$175k, increase in Reserve account interest of \$76k.
Other Revenue	590,743	664,231	73,488	12%	TIMING	Increase in Sale of Recyclables \$9k, Increase in workers compensation reimbursements of \$24k, Increase in diesel fuel rebate of \$12k, Increase in Admin Reimbursements of \$16k, Increase in Rylington Park income of \$15k.

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 31 MARCH 2024**

**EXPLANATION OF MATERIAL VARIANCES**

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The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances.

For the Shire of Boyup Brook, material variances are to be reported when exceeding 10%, and a minimum of \$10,000.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<b>Operating Expenses</b>						
Employee Costs	(2,745,778)	(3,005,349)	(259,571)	Within Threshold	TIMING	Increase in Fire Prevention wages \$49k, Decrease in Ranger Salaries \$32k, Decrease in Health Administration salaries \$12k, Increase in Medical Centre wages \$81k, Decrease in Townsite Garden Wages \$6, Decrease in Reserves and Parks wages \$4k, Decrease in Rural Road wages of \$76k, Increase in Maintenance Grading Wages \$46k, Increase in Supervision wages of \$157k.
Materials & Contracts	(2,309,901)	(1,382,410)	927,491	40%	TIMING	Increase in Members Refreshment expenses \$10k, Increase in Fire Vehicle maintenance \$15k, Decrease in Medical Centre Computer expenses \$23k, Decrease in Ambulance Contribution expenses \$13k, Decrease in Early Learning Centre expenses \$28k, Decrease in Aged Needs Strategy \$50k, Decrease in Community Housing maintenance \$86k, Decrease in Town Planning expenses \$23k, Decrease in Swimming Pool operating expenses \$44k, Decrease in Support for Sandakan expenses \$7k, Decrease in Bridge Repairs & Maintenance expenses \$57k, Decrease in Maintenance Grading expenses \$10k, Decrease in Verge Pruning expenses \$33k, Decrease in Romans Data Collection \$119k, Decrease in Consulting Engineer expenses \$20k, Decrease in Minor Asset purchases \$11k, Decrease in Promotion Activities \$13k, Decrease in Flaxmill Operations expense \$8k, Decrease in Building Control expenses \$31k, Decrease in Economic Development project expenses \$16k, Decrease in Country Music Festival expenses \$15k, Decrease in Audit expenses \$50k, Decrease in Administration Building expenses \$9k, Decrease in Admin Consultant expenses \$106k, Decrease in Admin Legal expenses \$10k, Decrease in IT expenses \$58k, Decrease in Rylington Park Operational expenses \$85k.
Depreciation on Assets	(2,605,200)	0	2,605,200	100%	TIMING	Depreciation not able to be raised until after audit.
Insurance Expenses	(314,590)	(282,769)	31,821	10%	TIMING	Decrease in Medical Centre Insurances \$29k.

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 31 MARCH 2024**

**EXPLANATION OF MATERIAL VARIANCES**

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the adopted Budget) for each months financial statements. The information contained within the 'Statement of Financial Activity' on page 3 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on this page will be reported below.

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances.

For the Shire of Boyup Brook, material variances are to be reported when exceeding 10%, and a minimum of \$10,000.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<b>Investing Activities</b>						
Purchase Buildings	(527,190)	(544,059)	(16,869)	Within Threshold	TIMING	Decrease in Medical Centre Building project expenses \$55k, Decrease in Early Learning Centre Building expenses \$5k, Decrease in CRC Building expenses \$30k, Decrease in CEO Residence project expenses \$13k, Decrease in Tonebridge Hall project expenses \$4k, Decrease in Dinninup Hall project expenses \$6k, Decrease in Kulikup Hall project expenses \$9k, Increase in Boyup Brook Hall refurbishment \$136k, Increase in Tourist Centre building project \$18k, Decrease in Rylington Park House project expenses \$12k.
Purchase Plant and Equipment	(851,660)	(107,212)	744,448	87%	TIMING	Decrease in ESL Plant & Equipment \$22k, Decrease in Portable traffic lights \$10k, Decrease in Heavy Plant purchases \$711k, Increase in Minor Equipment purchases \$9k, Decrease in Pool vehicle expense \$12k.
Infrastructure Assets - Roads	(1,767,883)	(1,082,730)	685,153	39%	TIMING	Decrease in RTR Craigie Rd project \$349k, Decrease in RTR Lodge Rd project \$210k, INcrease in Winnejup Rd RRG project \$117k, Decrease in Boyup Brook-Arthur River RRG project \$169k, Decrease in Boyup Brook-Cranbrook Rd RRG project \$2044k, Increase in Winter grading expenses \$117k.
Infrastructure Assets - Footpaths	(30,000)	(243)	29,757	-99%	TIMING	Decrease in footpath project expenses \$30k.
Infrastructure Assets - Drainage	(58,866)	(70,798)	(11,932)	-20%	TIMING	Increase in Boyup Brook hall drainage works \$12k.
Infrastructure Assets - Parks & Ovals	(200,000)	0	200,000	-100%	TIMING	Decrease in Sandakan playground project expenses \$200k.
Infrastructure Assets - Recreation	(150,000)	(133,137)	16,863	11%	TIMING	Decrease in Oval reticulation project expenses \$17k.
Infrastructure Assets - Other	(309,313)	(39,826)	269,487	87%	TIMING	Increase in Landfill fencing works \$30k, Increase in Cemetery project works \$5k, Decrease in Town Hall Car Park project expenses \$214k, Decrease in Standpipe Cardswipe project expenses \$40k, Decrease in Blackwood River Access Path project expenses \$45k, Decrease in Flaxmill fence project \$5k.
Non-Operating Grants, Subsidies for the Development of Assets	753,605	1,170,116	416,511	55%	TIMING	Increase in DFES AWARE funding \$14k, Decrease in Regional Road Group grant spent \$434k, Decrease in Roads to Recovery grant spent \$99k, Increase in LRC13 grant funding received \$103k.
<b>Financing Activities</b>						
Transfer to Reserves	(3,750)	(79,462)	(75,712)	-2019%		Increase in interest earned transferred to Reserves \$64k.

**SHIRE OF BOYUP BROOK**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDING 31 MARCH 2024**

	Note	2022-23 ACTUAL \$	2023-24 ACTUAL \$	Variance \$
<b>Current assets</b>				
Unrestricted Cash & Cash Equivalents		4,557,704	5,692,009	1,134,305
Restricted Cash - Reserves		2,749,490	2,828,951	79,462
Restricted Cash - Other		15,757	21,658	5,900
Trade and other receivables		1,000,602	1,157,201	156,599
Inventories		308,640	308,640	0
Other assets		52,017	52,017	0
<b>Total current assets</b>		<b>8,684,209</b>	<b>10,060,476</b>	<b>1,376,265</b>
<b>Non-current assets</b>				
Trade and other receivables		43,363	43,363	0
LG House Unit Trust		81,490	81,490	0
Land		4,630,000	4,578,181	-51,819
Buildings		18,077,533	18,621,592	544,059
Furniture & Equipment		21,570	21,570	0
Plant & Equipment		2,527,851	2,635,063	107,212
Right of use Assets - Plant		51,620	51,620	0
Infrastructure Assets - Roads		93,057,859	94,141,430	1,083,571
Infrastructure Assets - Bridges		22,352,500	22,352,500	0
Infrastructure Assets - Footpaths		634,869	635,112	243
Infrastructure Assets - Recreation		2,392,520	2,525,657	133,137
Infrastructure Assets - Drainage		8,981,907	9,052,705	70,798
Infrastructure Assets - Parks/Ovals		0	0	0
Infrastructure Assets - Other		5,683,556	5,722,541	38,985
<b>Total non-current assets</b>		<b>158,536,637</b>	<b>160,462,824</b>	<b>1,926,187</b>
<b>Total assets</b>		<b>167,220,846</b>	<b>170,523,299</b>	<b>3,302,452</b>
<b>Current liabilities</b>				
Trade and other payables		1,195,330	488,716	706,614
Bonds and deposits		51,709	43,531	8,178
Contract Liabilities		320,008	1,771,356	-1,451,348
Interest-bearing loans and borrowings		22,660	0	22,660
Finance Lease Liability - Current		19,800	5,006	14,794
Provisions		401,529	401,529	0
<b>Total current liabilities</b>		<b>2,011,037</b>	<b>2,710,138</b>	<b>-699,102</b>
<b>Non-current liabilities</b>				
Interest-bearing loans and borrowings		49,459	49,459	0
Finance Lease Liability - Non Current		15,241	15,241	0
Provisions		63,440	63,440	0
<b>Total non-current liabilities</b>		<b>128,141</b>	<b>128,141</b>	<b>0</b>
<b>Total liabilities</b>		<b>2,139,177</b>	<b>2,838,279</b>	<b>-699,102</b>
<b>Net assets</b>		<b>165,081,669</b>	<b>167,685,020</b>	<b>2,603,350</b>
<b>Equity</b>				
Retained surplus		58,926,505	58,847,045	-79,460
Net Result		0	2,603,350	2,603,350
Reserve - asset revaluation		103,405,674	103,405,674	0
Reserve - Cash backed		2,749,490	2,828,951	79,461
<b>Total equity</b>		<b>165,081,668</b>	<b>167,685,020</b>	<b>2,603,351</b>

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



**SHIRE OF BOYUP BROOK  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING 31 MARCH 2024**

	Note	2022-23 ACTUAL \$	2023-24 BUDGET \$	2023-24 ACTUAL \$
<b>Cash Flows from operating activities</b>				
<b>Payments</b>				
Employee Costs		(3,736,341)	(3,867,987)	(3,717,713)
Materials & Contracts		(2,044,971)	(3,050,034)	(1,292,305)
Utilities (gas, electricity, water, etc)		(201,834)	(213,715)	(156,557)
Insurance		(293,827)	(328,313)	(282,769)
Interest Expense		(6,096)	(4,693)	(4,555)
Goods and Services Tax Paid		0	0	(293,328)
Other Expenses		(467,138)	(332,662)	(282,080)
		<b>(6,750,207)</b>	<b>(7,797,404)</b>	<b>(6,029,307)</b>
<b>Receipts</b>				
Rates		3,244,858	3,579,069	3,459,213
Operating Grants & Subsidies		2,543,882	495,917	385,768
Fees and Charges		1,924,985	1,879,735	1,617,254
Interest Earnings		173,534	27,750	295,749
Goods and Services Tax		119,116	0	338,579
Other		1,024,432	792,629	656,053
		<b>9,030,807</b>	<b>6,775,100</b>	<b>6,752,615</b>
<b>Net Cash flows from Operating Activities</b>		<b>2,280,600</b>	<b>(1,022,304)</b>	<b>723,309</b>
<b>Cash flows from investing activities</b>				
<b>Payments</b>				
Purchase of Land		0	0	0
Purchase of Buildings		(254,783)	(899,155)	(544,059)
Purchase Plant and Equipment		(260,838)	(891,660)	(107,212)
Purchase Furniture and Equipment		(21,321)	(25,000)	0
Purchase Road Infrastructure Assets		(1,877,878)	(1,950,962)	(1,082,730)
Purchase of Bridges Assets		(170,000)	0	0
Purchase of Footpath Assets		0	(75,075)	(243)
Purchase Drainage Assets		(153,133)	(58,866)	(70,798)
Purchase Parks & Ovals Assets		0	(200,000)	0
Purchase Recreation Assets		(17,468)	(150,000)	(133,137)
Purchase Infrastructure Other Assets		(78,467)	(397,369)	(39,826)
<b>Receipts</b>				
Proceeds from Sale of Assets		95,455	310,000	51,819
Non-Operating grants used for Development of Assets		1,549,321	1,464,531	2,459,998
		<b>(1,189,112)</b>	<b>(2,873,556)</b>	<b>533,811</b>
<b>Cash flows from financing activities</b>				
Repayment of Debentures		(21,383)	(22,660)	(22,660)
Principal elements of lease payments		(19,224)	(19,800)	(14,794)
Proceeds from New Debentures		0	250,000	0
<b>Net cash flows from financing activities</b>		<b>(40,607)</b>	<b>207,540</b>	<b>(37,454)</b>
<b>Net increase/(decrease) in cash held</b>		<b>1,050,881</b>	<b>(3,688,320)</b>	<b>1,219,665</b>
<b>Cash at the Beginning of Reporting Period</b>		<b>6,272,070</b>	<b>7,192,814</b>	<b>7,322,951</b>
<b>Cash at the End of Reporting Period</b>		<b>7,322,951</b>	<b>3,504,494</b>	<b>8,542,616</b>

**SHIRE OF BOYUP BROOK  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING 31 MARCH 2024**

**Notes**

	2022-23 ACTUAL \$	2023-24 BUDGET \$	2023-24 ACTUAL \$
<b>RECONCILIATION OF CASH</b>			
Cash at Bank	4,541,090	57,821	5,680,361
Restricted Cash	2,765,961	2,532,180	2,861,505
Cash on Hand	15,900	5,950	750
<b>TOTAL CASH</b>	<b>7,322,951</b>	<b>2,595,951</b>	<b>8,542,616</b>
<b>RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT</b>			
Net Result (As per Comprehensive Income Statement)	317,687	(2,869,309)	2,603,349
Add back Depreciation	3,871,686	3,586,939	0
(Gain)/Loss on Disposal of Assets	26,985	-	0
LG House Unit trust	(3,686)	-	0
Self Supporting Loan Principal Reimbursements	0	-	0
Contributions for the Development of Assets	(1,549,321)	(2,895,601)	(1,170,116)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	(11,929)	0	0
(Increase)/Decrease in Receivables	(78,095)	(30)	(1,446,479)
Increase/(Decrease) in Accounts Payable	51,355	-	736,555
Increase/(Decrease) in Contract Liability	(362,993)	(683,001)	0
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	18,911	44,635	0
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	-	0	0
<b>NET CASH FROM/(USED) IN OPERATING ACTIVITIES</b>	<b>2,280,600</b>	<b>(2,816,367)</b>	<b>723,309</b>

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 31 MARCH 2024**

**CAPITAL EXPENDITURE PROGRAM**

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2023/24 Total Budget	2023/24 YTD Budget	2023/24 YTD Actuals	% of Annual Budget
<b>Law Order &amp; Public Safety</b>								
051600	ESL Plant & Equipment - Wash station and fastfill trailer	MWS	P&E	New	21,660	21,660	0	0.0%
					<b>21,660</b>	<b>21,660</b>	<b>0</b>	
<b>Health</b>								
074600	Medical Centre - Telehealth setup	DCEO	F&E	New	25,000	25,000	0	0.0%
074400	Medical Centre Building - Design for internal layout, internal painting, new flooring, blinds, external painting and structural work	BMC	L&B	Renewal	75,000	55,000	0	0.0%
					<b>100,000</b>	<b>80,000</b>	<b>0</b>	
<b>Education &amp; Welfare</b>								
081400	Community Resource Centre - External painting, balustrades, decking & restumping, internal paint	BMC	L&B	Renewal	40,000	30,000	0	0.0%
081401	Early Learning Centre - External painting, kitchen cabinetry & irrigation install	BMC	L&B	Renewal	23,000	5,000	0	0.0%
					<b>63,000</b>	<b>35,000</b>	<b>0</b>	
<b>Housing</b>								
091400	CEO Residence - Replace fencing	BMC	L&B	Renewal	30,000	30,000	17,447	58.2%
					<b>30,000</b>	<b>30,000</b>	<b>17,447</b>	
<b>Community Amenities</b>								
101400	Landfill/Transfer Station - Fencing	MWS	Other	Renewal	35,000	0	30,256	86.4%
107900	Cemetery Other Infrastructure	MWS	Other	Upgrade	0	0	5,050	0.0%
					<b>35,000</b>	<b>0</b>	<b>35,306</b>	
<b>Recreation &amp; Culture</b>								
LRC018	Mayanup Hall - Refurbishment	BMC	L&B	Renewal	9,741	5,001	3,839	39.4%
LRC019	Tonebridge Hall Refurbishment	BMC	L&B	Renewal	13,673	13,673	9,064	66.3%
LRC022	Dinninup Hall Refurbishment & Drainage Works	MWS	L&B	Renewal	35,126	10,126	4,780	13.6%
LRC021	Wilga Hall Refurbishment	BMC	L&B	Renewal	1,818	1,818	0	0.0%
LRC023	Kulikup Hall Refurbishment	BMC	L&B	Renewal	11,797	9,797	0	0.0%
LRC027	McAlinden Hall Refurbishment	BMC	L&B	Renewal	12,436	6,400	4,310	34.7%
LRC017	Boyup Brook Hall Refurbishment	BMC	L&B	Upgrade	217,377	217,377	353,244	162.5%
LRC006	Swimming Pool - Upgrade Entrance	MWS	L&B	Renewal	11,187	0	0	0.0%
LRC024	Boyup Brook Hall Drainage	MWS	DRAIN	Renewal	58,866	58,866	70,798	120.3%
LRC026	Sandakan Playground Upgrade	MWS	PARK	Upgrade	200,000	200,000	0	0.0%
113906	Recreation Oval - Reticulation	MWS	REC	Upgrade	150,000	150,000	133,137	88.8%
LRC025	Boyup Brook Town Hall Car Park & Landscaping	MWS	OTHER	Upgrade	214,313	214,313	0	0.0%
					<b>936,334</b>	<b>887,370</b>	<b>579,171</b>	
<b>Transport</b>								
123609	Light Plant Replacements	MWS	P&E	Renewal	22,000	22,000	12,322	56.0%
123610	Heavy Plant Replacements	MWS	P&E	Renewal	738,000	738,000	27,500	3.7%
123619	Minor Equipment - Pressure Cleaner	MWS	P&E	Renewal	0	0	9,015	0.0%
RTR037	Roads to Recovery - Craigie Road	MWS	ROAD	Renewal	357,116	357,116	7,700	2.2%
RTR038	Roads to Recovery - Lodge Road	MWS	ROAD	Renewal	216,445	216,443	6,260	2.9%
RRG004	Regional Road Group - Winnejup Road	MWS	ROAD	Upgrade	0	0	117,719	0.0%
RRG148	Regional Road Group - Boyup Brook Cranbrook Road	MWS	ROAD	Upgrade	377,283	377,733	173,848	46.1%
RRG210	Regional Road Group - Boyup Brook Arthur River Road	MWS	ROAD	Upgrade	589,118	589,116	432,685	73.4%
MU501	Gravel Pits Rehabilitation	MWS	ROAD	Renewal	20,000	0	382	1.9%
121401	Gravel Sheeting Road Projects	MWS	ROAD	Renewal	54,000	0	0	0.0%
121410	Winter Road Grading	MWS	ROAD	Renewal	337,000	227,475	344,136	102.1%
FP111	Inglis Street Footpath	MWS	FOOT	Upgrade	75,075	30,000	243	0.3%
126400	Aerodrome Infrastructure - Gravel resheet	MWS	OTHER	Renewal	53,056	0	0	0.0%
					<b>2,839,093</b>	<b>2,557,883</b>	<b>1,131,810</b>	
<b>Economic Services</b>								
132400	Tourist Centre - Upgrade Septic system	MWS	L&B	New	90,000	89,999	107,572	119.5%
132405	Flaxmill Caravan Park Ablution Block	MWS	L&B	New	250,000	0	1,860	0.7%
135401	80 Abel St - Pharmacy expansion to upgrade septic	MWS	L&B	Renewal	15,000	0	0	0.0%
135402	Standpipe - Card Swipe Facilities x 2	MWS	OTHER	Upgrade	40,000	40,000	0	0.0%
135403	Blackwood River Access Path	MWS	OTHER	Upgrade	50,000	50,000	4,520	9.0%
132901	Flaxmill Caravan Park Fence & Water Supply Upgrade	MWS	OTHER	Upgrade	5,000	5,000	0	0.0%
					<b>450,000</b>	<b>184,999</b>	<b>113,952</b>	

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
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**CAPITAL EXPENDITURE PROGRAM**

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2023/24 Total Budget	2023/24 YTD Budget	2023/24 YTD Actuals	% of Annual Budget
<b>Other Property &amp; Services</b>								
146500	Administration Vehicle replacements	MWS	P&E	Renewal	110,000	70,000	58,375	53.1%
149503	Rylington Park - Water filtration & replace house roof	MWS	L&B	Renewal	53,000	53,000	41,944	79.1%
					<b>163,000</b>	<b>123,000</b>	<b>100,319</b>	
<b>Total Capital Expenditure</b>					<b>4,638,087</b>	<b>3,919,913</b>	<b>1,978,006</b>	

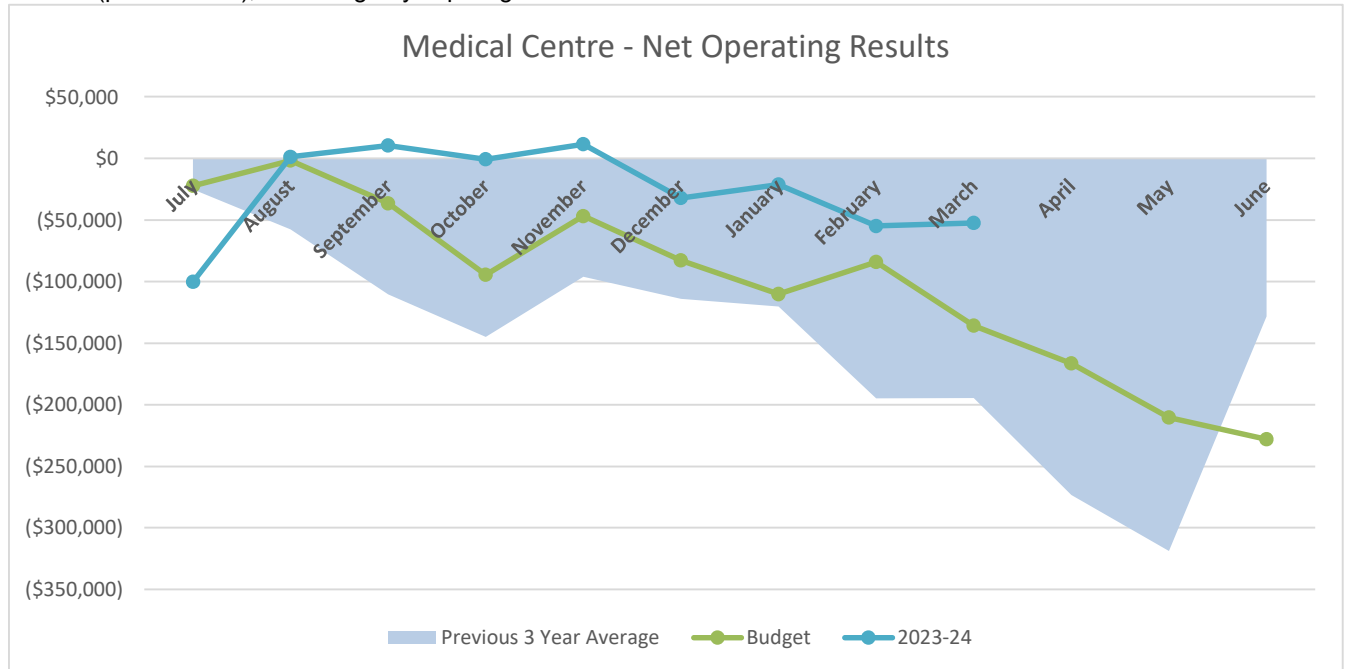
<b>SUMMARIES:</b>				
Land & Buildings	889,155	527,190	544,059	61.2%
Plant & Equipment	891,660	851,660	107,212	12.0%
Furniture & Equipment	25,000	25,000	0	0.0%
Road Infrastructure	1,950,962	1,767,883	1,082,730	55.5%
Footpath Infrastructure	75,075	30,000	243	0.3%
Bridge Infrastructure	0	0	0	0.0%
Drainage Infrastructure	58,866	58,866	70,798	120.3%
Parks & Reserves Infrastructure	200,000	200,000	0	0.0%
Recreation Infrastructure	150,000	150,000	133,137	88.8%
Other Infrastructure	397,369	309,313	39,826	10.0%
	<b>4,638,087</b>	<b>3,919,913</b>	<b>1,978,006</b>	<b>42.6%</b>
At No Cost	0	0	0	0.0%
Asset Renewal	2,333,261	1,909,715	648,128	27.8%
New Asset	386,660	136,659	109,432	28.3%
Upgrading Asset	1,918,166	1,873,539	1,220,446	63.6%
	<b>4,638,087</b>	<b>3,919,913</b>	<b>1,978,006</b>	<b>42.6%</b>
Chief Executive Officer	0	0	0	0.0%
Deputy CEO	25,000	25,000	0	0.0%
Manager Works & Services	4,178,245	3,520,847	1,590,102	38.1%
Building Maintenance Coordinator	434,842	374,065	387,904	89.2%
	<b>4,638,087</b>	<b>3,919,913</b>	<b>1,978,006</b>	<b>42.6%</b>

# SHIRE OF BOYUP BROOK MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2024

## MAJOR BUSINESS UNITS

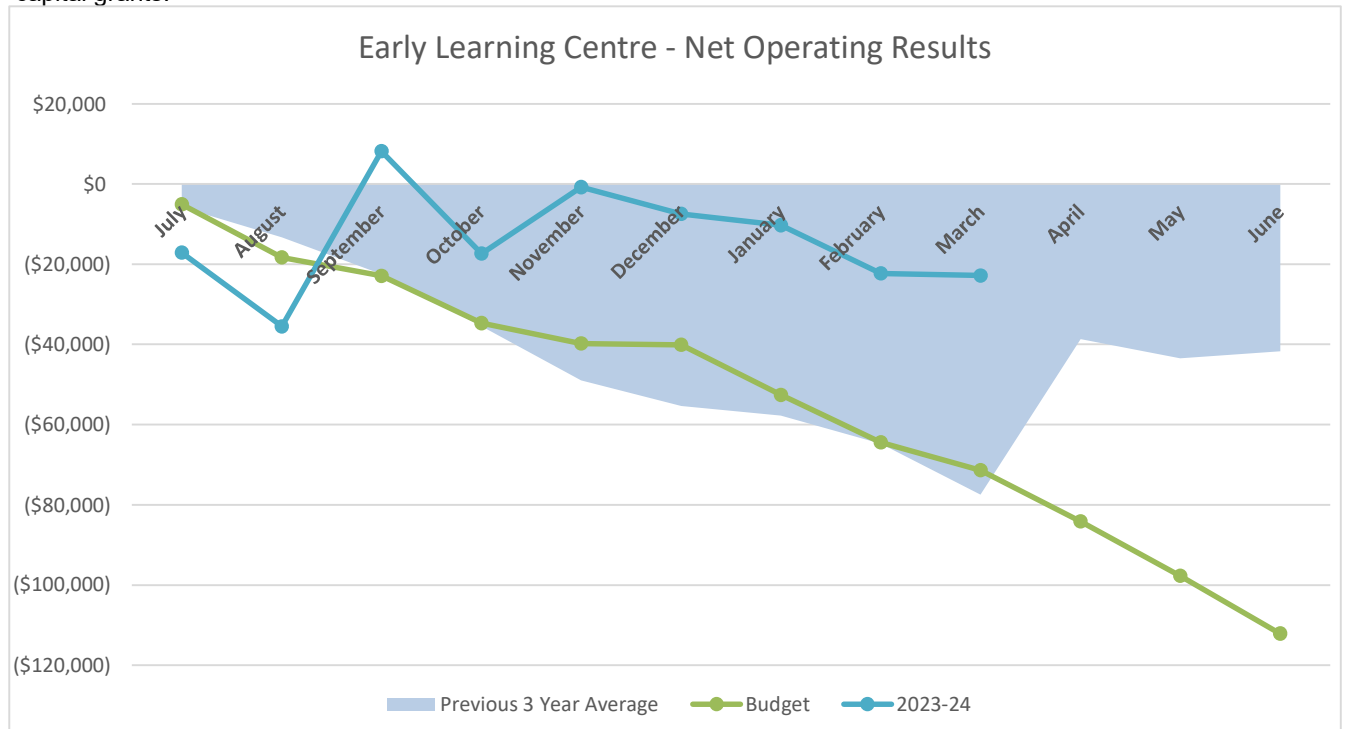
### Medical Centre

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



### Early Learning Centre

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



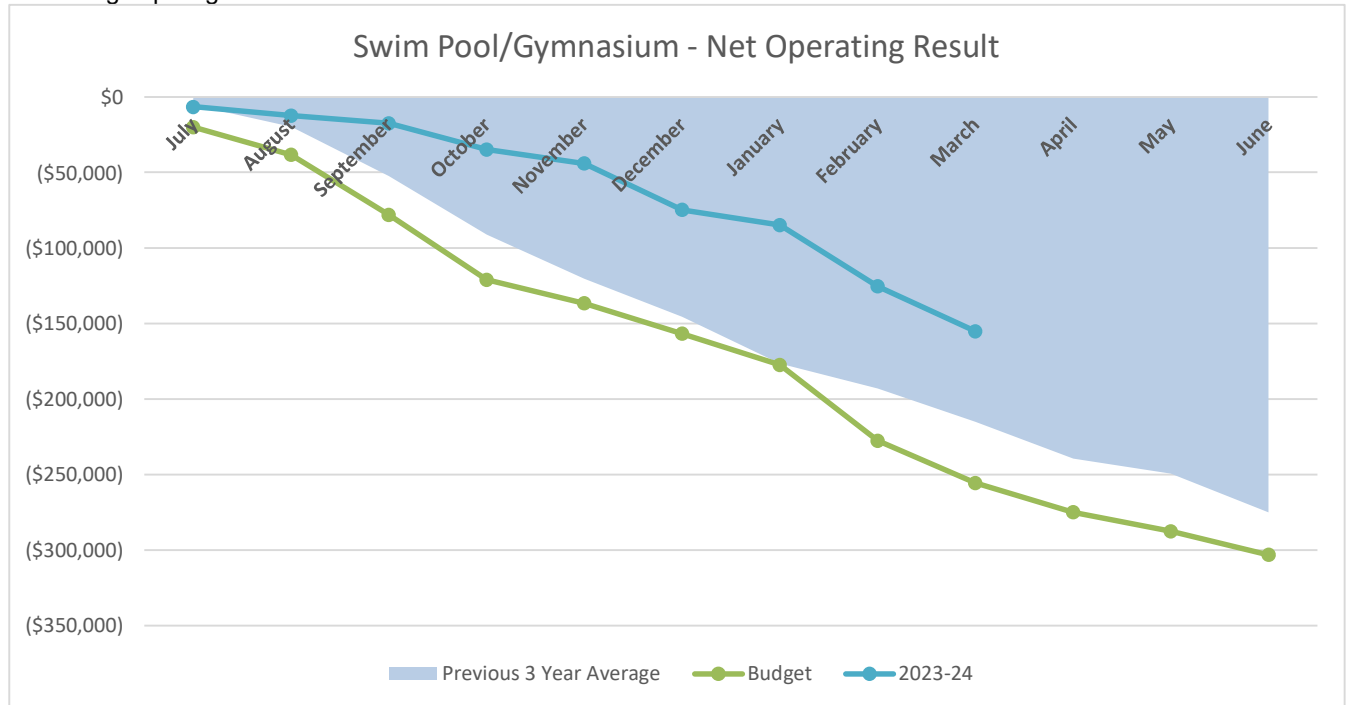


**SHIRE OF BOYUP BROOK  
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**MAJOR BUSINESS UNITS**

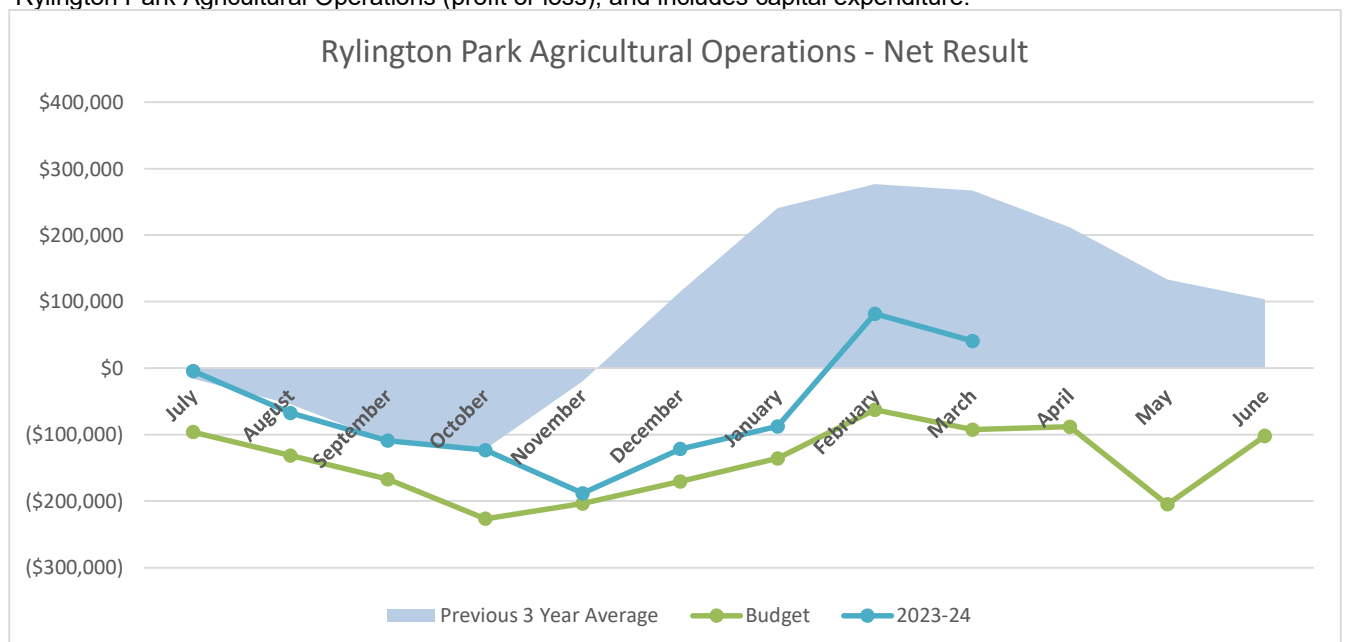
**Swimming Pool/Gymnasium**

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



**Rylington Park Agricultural Operations**

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



**SHIRE OF BOYUP BROOK  
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<b>RESERVES - CASH BACKED</b>	<b>2024 Actual Opening Balance</b>	<b>2024 Actual Transfer to</b>	<b>2024 Actual Transfer (from)</b>	<b>2024 Actual Closing Balance</b>	<b>2024 Budget Opening Balance</b>	<b>2024 Budget Transfer to</b>	<b>2024 Budget Transfer (from)</b>	<b>2024 Budget Closing Balance</b>
Leave Reserve	34,375	993	0	35,368	34,375	63	0	34,438
Plant Reserve	231,351	6,686	0	238,037	231,351	100,421	0	331,772
Building Reserve	759,976	21,964	0	781,940	759,976	11,383	0	771,359
Community Housing Reserve	220,560	6,374	0	226,934	220,560	401	0	220,961
Emergency Reserve	12,830	371	0	13,201	12,830	23	0	12,853
Insurance Claim Reserve	15,636	452	0	16,088	15,636	28	0	15,664
Other Recreation Reserve	51,981	1,502	0	53,483	51,982	15,095	0	67,077
Commercial Reserve	464,312	13,419	0	477,731	464,312	844	0	465,156
Bridges Reserve	160	5	0	165	160	30,000	0	30,160
Aged Accommodation Reserve	32,498	1,801	0	34,299	32,498	59	0	32,557
Road Contributions Reserve	29,415	850	0	30,265	29,415	53	0	29,468
IT/Office Equipment Reserve	41,041	1,186	0	42,227	41,041	75	0	41,116
Civic Receptions Reserve	17,249	499	0	17,748	17,249	31	0	17,280
Unspent Grants Reserve	82	2	0	84	82	0	0	82
Unspent Community Grants Reserve	126	4	0	130	126	0	0	126
Rylington Park Working Capital Reserve	363,752	10,513	0	374,265	363,752	661	(138,000)	226,413
Rylington Park Community Projects Reserve	474,145	12,841	0	486,986	474,145	863	0	475,008
Co-Contributions Reserve	0	0	0	0	0	100,000	0	100,000
Waste Reserve	0	0	0	0	0	10,000	0	10,000
	<b>2,749,489</b>	<b>79,461</b>	<b>0</b>	<b>2,828,950</b>	<b>2,749,490</b>	<b>270,000</b>	<b>(138,000)</b>	<b>2,881,490</b>

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LOAN REPAYMENTS	Loan Number	2024 Actual Principal	2024 New New Loans	2024 New Principal Repayments	2024 Actual Interest Repayments	2024 Actual Principal Outstanding	2024 Budget Principal	2024 Budget New Loans	2024 Budget Principal Repayments	2024 Budget Interest Repayments	2024 Budget Principal Outstanding
		1 July 2023					1 July 2023				
<b>Housing</b>											
Staff House	115	17,994	0	(3,961)	(1,388)	14,033	17,994	0	(8,038)	(1,388)	9,956
<b>Recreation and culture</b>											
Swimming Pool	114	32,742	0	(14,622)	(2,529)	18,120	32,742	0	(14,622)	(2,529)	18,120
<b>Economic services</b>											
Caravan Park Ablutions	119	0	0	0	0	0	0	250,000	0	0	250,000
		50,736	0	(18,583)	(3,917)	32,153	50,736	250,000	(22,660)	(3,917)	278,076

***Shire of Boyup Brook***  
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G/L    JOB		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>Proceeds Sale of Assets</b>					
123001	Proceeds Sale of Plant Assets	(\$305,000)	\$0	(\$310,000)	\$0
092020	Proceeds - Sale of Land Assets	\$0	(\$51,819)	\$0	\$0
<b>PROCEEDS FROM SALE OF ASSETS</b>		(\$305,000)	(\$51,819)	(\$310,000)	\$0
<b>Written Down Value</b>					
092600	Written Down Value - Disposal of Assets	\$305,000	\$0	\$0	\$310,000
<b>Sub Total - WDV ON DISPOSAL OF ASSET</b>		\$305,000	\$0	\$0	\$310,000
<b>Total - GAIN/LOSS ON DISPOSAL OF ASSET</b>		\$0	(\$51,819)	(\$310,000)	\$310,000
<b>Total - OPERATING STATEMENT</b>		\$0	(\$51,819)	(\$310,000)	\$310,000

**Shire of Boyup Brook**  
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Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB	Budget	Actual	Income	Expenditure
<b>RATES</b>					
<b>OPERATING EXPENDITURE</b>					
031103	Rates Administration Activity Costs	\$94,939	\$80,526	\$0	\$126,636
031101	Collection Costs	\$3,749	\$8,692	\$0	\$5,000
031100	Valuation Charges	\$3,297	\$408	\$0	\$18,200
031102	Search Costs	\$48	\$0	\$0	\$300
<b>Sub Total - GENERAL RATES OP EXP</b>		\$102,032	\$89,626	\$0	\$150,136
<b>OPERATING INCOME</b>					
031001	Rates - GRV	(\$545,845)	\$997	(\$545,845)	\$0
031002	Rates - UV	(\$2,555,332)	\$0	(\$2,555,332)	\$0
031003	Rates - GRV - Minimum	(\$66,024)	\$0	(\$66,024)	\$0
031004	Rates - UV - Minimum	(\$409,728)	\$0	(\$409,728)	\$0
031006	Rates - Ex-Gratia Rates	(\$1,390)	(\$1,390)	(\$1,390)	\$0
031013	Rates Administration Fee	\$0	(\$40)	(\$3,000)	\$0
031005	Rates - Instalment Interest	(\$3,000)	(\$8,105)	(\$3,000)	\$0
031007	Rates - Non Payment Penalty - LG	(\$13,770)	(\$28,830)	(\$17,000)	\$0
031008	Rates - Rate Enquiries	(\$6,600)	(\$8,614)	(\$10,000)	\$0
031009	Rates - ESL Administration Fee	(\$4,000)	(\$4,000)	(\$4,000)	\$0
031010	Rates - Reimbursements	\$0	(\$8,390)	(\$5,000)	\$0
031011	Rates - Penalty Interest - DFES	(\$600)	(\$1,186)	(\$600)	\$0
031012	Rates - Rates Interims	(\$300)	(\$3,583,558)	(\$1,000)	\$0
031104	Rates Written Off	\$0	\$0	\$250	\$0
<b>Sub Total - GENERAL RATES OP INC</b>		(\$3,606,589)	(\$3,643,117)	(\$3,621,669)	\$0
<b>Total - GENERAL RATES</b>		(\$3,504,557)	(\$3,553,491)	(\$3,621,669)	\$150,136
<b>OTHER GENERAL PURPOSE FUNDING</b>					
<b>OPERATING EXPENDITURE</b>					
032100	General Purpose Funding - Administration Allocated	\$6,295	\$5,339	\$0	\$8,397
032101	General Purpose Funding - Doubtful Debts Expense	\$0	\$0	\$0	\$0
<b>Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP</b>		\$6,295	\$5,339	\$0	\$8,397
<b>OPERATING INCOME</b>					
032001	General Purpose Grants Federal Commission (OP)	\$0	(\$31,603)	\$0	\$0
032002	General Purpose Grants Federal - Roads (OP)	\$0	(\$31,144)	\$0	\$0
032003	General Purpose Funding - Interest On Investments - Municipal Account	(\$1,743)	(\$177,298)	(\$2,100)	\$0
032004	Interest on Investments - Reserves Account	(\$2,850)	(\$79,461)	(\$5,000)	\$0
032006	General Purpose Funding - Interest on Investments - Medical Funds	\$0	(\$717)	\$0	\$0
032007	General Purpose Funding - Interest on Investments - Business Online	\$0	\$0	\$0	\$0
032008	General Purpose Funding - Interest on Investments - Short Term Depos	(\$42)	\$0	(\$50)	\$0
<b>Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC</b>		(\$4,634)	(\$320,222)	(\$7,150)	\$0
<b>Total - OTHER GENERAL PURPOSE FUNDING</b>		\$1,661	(\$314,883)	(\$7,150)	\$8,397
<b>Total - GENERAL PURPOSE FUNDING</b>		(\$3,502,896)	(\$3,868,374)	(\$3,628,819)	\$158,533



**Shire of Boyup Brook**  
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Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB	Budget	Actual	Income	Expenditure
<b>MEMBERS OF COUNCIL</b>					
<b>OPERATING EXPENDITURE</b>					
041100	Members - Sitting Fees.	\$57,240	\$39,624	\$0	\$76,350
041119	Website Expenses	\$22,275	\$15,482	\$0	\$26,530
041101	Members - Training Costs	\$7,452	\$480	\$0	\$10,800
041102	Members - Travelling Costs	\$2,346	\$3,256	\$0	\$3,400
041103	Members - Telecommunications Reimbursements	\$8,270	\$6,126	\$0	\$11,985
041104	Members - Other Expenses	\$4,400	\$2,986	\$0	\$4,400
041105	Members - Conferences/Seminars Costs	\$22,181	\$5,208	\$0	\$23,850
041106	Members - President's Allowance	\$4,934	\$5,140	\$0	\$10,280
041107	Members - Deputy President's Allowance	\$1,259	\$1,285	\$0	\$2,570
041108	Members - Council Chamber Expenses	\$31,880	(\$418)	\$0	\$32,063
041109	Members - Refreshments & Receptions	\$17,948	\$25,726	\$0	\$23,940
041111	Members - Insurance Costs For Members	\$7,326	\$6,402	\$0	\$7,326
041112	Members - Subscriptions	\$8,510	\$9,110	\$0	\$8,510
041113	Members - Election Expenses	\$0	\$16,236	\$0	\$23,000
041114	Members - Donations	\$61,350	\$47,653	\$0	\$61,350
041118	ICT - Councillors	\$14,289	\$13,775	\$0	\$16,341
041120	Warren Blackwood Alliance Expenses	\$12,600	\$8,015	\$0	\$12,600
041150	Members - Admin Allocation	\$50,617	\$42,933	\$0	\$67,516
<b>Sub Total - MEMBERS OF COUNCIL OP/EXP</b>		\$334,876	\$251,020	\$0	\$422,811
<b>OPERATING INCOME</b>					
041001	Members - Reimbursements Income	\$0	(\$606)	\$0	\$0
041002	Other Governance - Sundry Reimbursements Income	\$0	\$0	\$0	\$0
<b>Sub Total - MEMBERS OF COUNCIL OP/INC</b>		\$0	(\$8,606)	\$0	\$0
<b>Total - MEMBERS OF COUNCIL</b>		\$334,876	\$242,413	\$0	\$422,811
<b>GOVERNANCE</b>					
<b>OPERATING EXPENDITURE</b>					
042100	Other Governance - Admin Allocated	\$75,925	\$64,399	\$0	\$101,274
<b>Sub Total - GOVERNANCE - GENERAL OP/EXP</b>		\$75,925	\$64,399	\$0	\$101,274
<b>OPERATING INCOME</b>					
<b>Sub Total - GOVERNANCE - GENERAL OP/INC</b>		\$0	\$0	\$0	\$0
<b>Total - GOVERNANCE - GENERAL</b>		\$75,925	\$64,399	\$0	\$101,274
<b>Total - GOVERNANCE</b>		\$410,801	\$306,812	\$0	\$524,085

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		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
G/L	JOB				
<b>LAW, ORDER AND PUBLIC SAFETY</b>					
<b>FIRE PREVENTION</b>					
<b>OPERATING EXPENDITURE</b>					
051109	ESL - Insurances Fire Appliances and Personnel	\$36,920	\$35,115	\$0	\$36,920
051112	Fire Prevention And Support	\$15,769	\$70,540	\$0	\$15,770
051101	Fire Break Inspection Expenses	\$3,540	\$3,017	\$0	\$3,540
051102	Fire Hazard Reductions Expenses	\$7,960	\$5,563	\$0	\$11,056
051104	Minor Fire Plant & Equipment Purchases non ESL	\$412	\$0	\$0	\$550
051105	Fire Plant & Equipment Maintenance - Non ESL	\$375	\$466	\$0	\$500
051106	ESL - Fire Vehicle Maintenance Costs	\$12,450	\$22,350	\$0	\$15,000
051107	ESL - Brigade Utilities, rates and taxes	\$996	\$0	\$0	\$1,200
051108	ESL - Other Goods & Services relating to Fires	\$0	\$3,918	\$0	\$7,000
051110	ESL - Fire Plant & Equip over \$1500	\$17,000	\$13,784	\$0	\$17,000
051111	ESL - Minor Fire Plant/Equip Under \$1500	\$5,250	\$7,338	\$0	\$15,000
051114	ESL - Land & Building Maintenance	\$2,973	\$694	\$0	\$3,582
051115	ESL - Clothing and Accessories	\$37,350	\$22,143	\$0	\$45,000
051116	ESL - Plant and Equipment Maintenance	\$10,289	\$429	\$0	\$12,760
051117	BFRC - Bushfire Risk Planning	\$20,946	\$13,894	\$0	\$23,214
051118	DFES Fire Defence Grant Expenses	\$9,329	\$0	\$0	\$13,520
051120	Bush Fire - Mitigation Activity Funded	\$0	\$5,988	\$0	\$0
051150	Admin Allocation - Fire Control	\$50,617	\$42,933	\$0	\$67,516
051190	Depreciation - Fire Control	\$670	\$0	\$0	\$670
<b>Sub Total - FIRE PREVENTION OP/EXP</b>		\$232,846	\$248,172	\$0	\$289,798
<b>OPERATING INCOME</b>					
050600	ESL & DFES Non Operating Grants	\$0	(\$14,200)	\$0	\$0
051001	Fire Infringements/Fines Income	\$0	\$0	\$0	\$0
051002	Sale Of Fire Maps Income	(\$100)	(\$104)	(\$100)	\$0
051003	LGIS Fire Reimbursement Income	\$0	(\$680)	\$0	\$0
051004	ESL - Funding Operating Grant Income	(\$90,000)	(\$95,420)	(\$120,000)	\$0
051005	Fire Hazard Reduction Income	\$0	(\$586)	\$0	\$0
<b>Sub Total - FIRE PREVENTION OP/INC</b>		(\$90,100)	(\$110,991)	(\$120,100)	\$0
<b>Total - FIRE PREVENTION</b>		\$142,746	\$137,181	(\$120,100)	\$289,798
<b>ANIMAL CONTROL</b>					
<b>OPERATING EXPENDITURE</b>					
052100	Ranger Services Operation Costs	\$1,391	\$1,805	\$0	\$2,431
052005	Trap Hire Refunds	\$50	\$0	\$0	\$50
052101	Ranger Vehicle Operating Expenses	\$375	\$1,330	\$0	\$500
052102	Dog License Discs Costs	\$300	\$190	\$0	\$300
052103	Other Control Expenses	\$1,670	\$103	\$0	\$2,028
052104	Animal Impounding Costs	\$5,000	\$2,005	\$0	\$5,000
052109	Cat License Tags Expense	\$100	\$190	\$0	\$100
052110	Ranger Services Salary Super and Employee Costs	\$62,422	\$22,622	\$0	\$84,262
052111	Ranger Services Provision for Leave Accruals	\$0	\$0	\$0	\$0
052150	Admin Allocation - Animal Control	\$19,020	\$16,127	\$0	\$25,361
052190	Depreciation	\$300	\$0	\$0	\$400
<b>Sub Total - ANIMAL CONTROL OP/EXP</b>		\$90,628	\$44,372	\$0	\$120,432
<b>OPERATING INCOME</b>					
052001	Animal Fines & Penalties Income	(\$400)	(\$169)	(\$500)	\$0
052002	Animal Impounding Fees Income	(\$300)	(\$595)	(\$300)	\$0
052003	Dog Registrations Charges	(\$3,922)	(\$6,539)	(\$5,000)	\$0
052008	Cat Sterilisation Program Grant Income	\$0	\$0	\$0	\$0
<b>Sub Total - ANIMAL CONTROL OP/INC</b>		(\$4,622)	(\$7,393)	(\$5,800)	\$0
<b>Total - ANIMAL CONTROL</b>		\$86,006	\$36,979	(\$5,800)	\$120,432

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Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB	Budget	Actual	Income	Expenditure
<b>OTHER LAW ORDER &amp; PUBLIC SAFETY</b>					
<b>OPERATING EXPENDITURE</b>					
053100	Local Emergency Management Committee Expenses	\$300	\$0	\$0	\$300
053150	Administration Allocated - Emergency Mgt	\$19,013	\$16,127	\$0	\$25,361
053152	Other Costs	\$0	\$0	\$0	\$0
053103	Emergency Management Coordination Expenses	\$0	\$13,493	\$0	\$0
053190	Depreciation	\$20,501	\$0	\$0	\$27,345
<b>Sub Total - OTHER LAW ORDER &amp; PUBLIC SAFETY OP/EXP</b>		\$39,814	\$29,855	\$0	\$53,006
<b>OPERATING INCOME</b>					
053002	Non-Operating Grants	\$0	(\$406,500)	\$0	\$0
<b>Sub Total - OTHER LAW ORDER &amp; PUBLIC SAFETY OP /INC</b>		\$0	(\$406,500)	\$0	\$0
<b>Total - OTHER LAW ORDER PUBLIC SAFETY</b>		\$39,814	(\$376,645)	\$0	\$53,006
<b>Total - LAW ORDER &amp; PUBLIC SAFETY</b>		\$268,566	(\$202,486)	(\$125,900)	\$463,236

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G/L	JOB		Budget	Actual	Income	Expenditure
<b>HEALTH FAMILY STOP CENTRE</b>						
<b>OPERATING EXPENDITURE</b>						
071100	B0101	Family Stop Centre - Operation	\$13,035	\$10,097	\$0	\$14,475
071150		Admin Allocated - Family Stop Centre	\$12,719	\$10,788	\$0	\$16,965
071190		Depreciation - Family Stop Centre	\$2,774	\$0	\$0	\$3,700
<b>Sub Total - HEALTH FAMILY STOP OP/EXP</b>			<b>\$28,528</b>	<b>\$20,885</b>	<b>\$0</b>	<b>\$35,140</b>
<b>OPERATING INCOME</b>						
<b>Sub Total - HEALTH FAMILY STOP OP/INC</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - HEALTH FAMILY STOP</b>			<b>\$28,528</b>	<b>\$20,885</b>	<b>\$0</b>	<b>\$35,140</b>
<b>HEALTH ADMINISTRATION &amp; INSPECTION</b>						
<b>OPERATING EXPENDITURE</b>						
072100		Health Administration Services Expenses	\$49,640	\$22,756	\$0	\$65,523
072101		Other Health Administration Expenses	\$109	\$73	\$0	\$150
072102		Provision for Leave Accruals	\$0	\$0	\$0	\$0
072103		Health Administration Superannuation	\$0	\$0	\$0	\$0
072150		Admin Allocation - Other Health	\$12,723	\$10,788	\$0	\$16,965
<b>Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP</b>			<b>\$62,472</b>	<b>\$33,617</b>	<b>\$0</b>	<b>\$82,638</b>
<b>OPERATING INCOME</b>						
072001		Food Stall Permit Charges	(\$600)	(\$1,573)	(\$600)	\$0
072002		Temporary Camping Site Permit Charges	(\$500)	(\$800)	(\$500)	\$0
072003		Food Business Registration Fee	(\$1,394)	(\$153)	(\$2,000)	\$0
072004		Annual Inspections	\$0	(\$110)	\$0	\$0
072005		Lodging House Registration Fees	\$0	\$0	\$0	\$0
<b>Sub Total - HEALTH ADMIN AND INSPECTION OP/INC</b>			<b>(\$2,494)</b>	<b>(\$2,635)</b>	<b>(\$3,100)</b>	<b>\$0</b>
<b>Total - HEALTH ADMIN AND INSPECTION</b>			<b>\$59,978</b>	<b>\$30,982</b>	<b>(\$3,100)</b>	<b>\$82,638</b>

**Shire of Boyup Brook**  
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Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB		Budget	Actual	Income	Expenditure
<b>OTHER HEALTH - MEDICAL SERVICES</b>						
<b>OPERATING EXPENDITURE</b>						
074100	B0105	Housing General Practitioner - Medical Service	\$10,779	\$11,489	\$0	\$14,478
074102		Boyup Brook Medical Services Building Costs	\$24,883	\$25,332	\$0	\$34,310
074101		Medical Services General Operations	\$1,199	\$40	\$0	\$2,050
074103		Medical Service Employee Costs	\$659,636	\$748,403	\$0	\$967,957
074105		Postage, Printing & Stationery	\$3,361	\$4,380	\$0	\$5,000
074106		Medical Ctr - Telephones	\$5,173	\$3,186	\$0	\$6,900
074107		Medical Ctr - Subscriptions	\$4,816	\$3,765	\$0	\$5,936
074108		Medical Ctr - Insurances	\$29,965	\$425	\$0	\$29,965
074109		Medical Bank Fees	\$506	\$0	\$0	\$675
074110		Medical Ctr - Computer Expenses	\$34,454	\$17,569	\$0	\$39,936
074111		Medical Ctr - Medical Supplies & Equipt	\$16,756	\$15,636	\$0	\$22,350
074112		Medical Ctr - Locum Doctor	\$16,038	\$0	\$0	\$48,600
074113		Medical Ctr - Superannuation	\$59,534	\$79,814	\$0	\$87,485
074114		Medical Ctr - Training	\$5,000	\$3,556	\$0	\$5,000
074115		Medical Ctr - Sundry Expenses	\$7,914	\$4,804	\$0	\$10,650
074116		Medical Service Provision for Leave Accruals	\$0	\$0	\$0	\$31,245
074117		Medical - Fringe Benefit Tax	\$750	\$1,927	\$0	\$1,000
074118		Medical Employee (Packaging) Costs	\$0	\$0	\$0	\$1,200
074120		Medical Ctr - Bank Merchant Fees	\$0	\$382	\$0	\$0
074150		Admin Allocated - Boyup Brook Medical Services	\$56,912	\$48,272	\$0	\$75,913
074191		Depreciation - Medical Centre	\$6,372	\$0	\$0	\$8,500
074190		Depreciation - Housing GP - 5 Rogers Ave	\$5,098	\$0	\$0	\$6,800
<b>Sub Total - PREVENTIVE SRVS - OP/EXP</b>			\$949,146	\$968,979	\$0	\$1,405,950
<b>OPERATING INCOME</b>						
074001		Surgery Turnover	(\$811,325)	(\$916,571)	(\$1,150,000)	\$0
074002		Surgery Rental Income	(\$2,099)	(\$364)	(\$2,800)	\$0
074004		Grants, Reimbursements and Contributions	\$0	\$0	(\$25,000)	\$0
<b>Sub Total - PREVENTIVE SRVS - OP/INC</b>			(\$813,424)	(\$918,479)	(\$1,177,800)	\$0
<b>Total - PREVENTIVE SERVICES</b>			\$135,722	\$50,500	(\$1,177,800)	\$1,405,950
<b>PREVENTIVE SERVICE - OTHER</b>						
<b>OPERATING EXPENDITURE</b>						
073100		Analytical Expenses	\$500	\$463	\$0	\$500
<b>Sub Total - PREVENTIVE SRVS - OTHER OP/EXP</b>			\$500	\$463	\$0	\$500
<b>Total - PREVENTIVE SERVICES - OTHER</b>			\$500	\$463	\$0	\$500
<b>OTHER HEALTH</b>						
<b>OPERATING EXPENDITURE</b>						
075100		Ambulance Centre Operation	\$13,533	\$502	\$0	\$26,373
075150		Admin Allocated - Other Health	\$12,719	\$10,788	\$0	\$16,965
<b>Sub Total - OTHER HEALTH OP/EXP</b>			\$26,252	\$11,290	\$0	\$43,338
<b>OPERATING INCOME</b>						
<b>Sub Total - OTHER HEALTH OP/INC</b>			\$0	\$0	\$0	\$0
<b>Total - OTHER HEALTH</b>			\$26,252	\$11,290	\$0	\$43,338
<b>Total - HEALTH</b>			\$250,980	\$114,119	(\$1,180,900)	\$1,567,566

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

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

G/L	JOB	YTD COMPARATIVES		ADOPTED BUDGET	
		31 MARCH 2024		2023-2024	
		Budget	Actual	Income	Expenditure
<b>OTHER EDUCATION</b>					
<b>OPERATING EXPENDITURE</b>					
081100	Community Resource Centre	\$5,389	\$10,777	\$0	\$7,039
081101	Rylington Park Farm Complex	\$0	\$0	\$0	\$0
081102	Donations - Other Education	\$250	\$250	\$0	\$250
081103	Early Learning Centre - Employee Costs	\$188,516	\$189,141	\$0	\$252,522
081104	Early Learning Centre - Operating Costs	\$45,165	\$12,059	\$0	\$54,086
081106	ECU Joint Research Support	\$0	\$0	\$0	\$0
081150	Admin Allocation - Other Education	\$12,723	\$10,788	\$0	\$16,965
081190	Depreciation - Community Resource Centre	\$3,765	\$0	\$0	\$5,020
081191	Depreciation - Rylington Park Farm Complex	\$0	\$0	\$0	\$0
<b>Sub Total - OTHER EDUCATION OP/EXP</b>		\$255,808	\$223,015	\$0	\$335,882
<b>OPERATING INCOME</b>					
081003	Early Learning Centre - Fees & Charges	(\$175,035)	(\$199,977)	(\$210,000)	\$0
081004	Early Learning Centre -Operating Income	\$0	(\$153)	\$0	\$0
<b>Sub Total - OTHER EDUCATION OP/INC</b>		(\$175,035)	(\$200,130)	(\$210,000)	\$0
<b>Total - OTHER EDUCATION</b>		\$80,773	\$22,885	(\$210,000)	\$335,882
<b>AGED &amp; DISABLED</b>					
<b>OPERATING EXPENDITURE</b>					
082100	Support for Seniors Christmas Lunch	\$1,000	\$909	\$0	\$1,000
082101	Aged Needs Strategy Project	\$50,000	\$15,820	\$0	\$50,000
082150	Admin Allocated - Aged & Disabled	\$12,719	\$10,788	\$0	\$16,965
<b>Sub Total - AGED &amp; DISABLED OP/EXP</b>		\$63,719	\$27,517	\$0	\$67,965
<b>OPERATING INCOME</b>					
<b>Sub Total - AGED &amp; DISABLED OP/INC</b>		\$0	\$0	\$0	\$0
<b>Total - AGED &amp; DISABLED</b>		\$63,719	\$27,517	\$0	\$67,965
<b>OTHER WELFARE</b>					
<b>OPERATING EXPENDITURE</b>					
083100	Other Welfare Expenses	\$0	\$0	\$0	\$0
083104	Depreciation	\$37	\$0	\$0	\$50
083150	Admin Allocated - Other Welfare	\$38,041	\$32,254	\$0	\$50,723
<b>Sub Total - OTHER WELFARE OP/EXP</b>		\$38,078	\$32,254	\$0	\$50,773
<b>OPERATING INCOME</b>					
<b>Sub Total - OTHER WELFARE OP/INC</b>		\$0	\$0	\$0	\$0
<b>Total - OTHER WELFARE</b>		\$38,078	\$32,254	\$0	\$50,773
<b>Total - EDUCATION &amp; WELFARE</b>		\$182,570	\$82,656	(\$210,000)	\$454,620

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

		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme					
G/L	JOB	Budget	Actual	Income	Expenditure
<b>STAFF HOUSING</b>					
<b>OPERATING EXPENDITURE</b>					
091100	Staff Housing	\$0	\$0	\$0	\$0
091130	Interest Paid Loan 115 - Staff House	\$1,388	\$1,388	\$0	\$1,388
091190	Depreciation - Staff Housing	\$4,300	\$0	\$0	\$5,735
091150	Staff Housing - Less Amt Allocated to Admin.	\$12,719	\$10,788	\$0	\$16,965
<b>Sub Total - STAFF HOUSING OP/EXP</b>		\$18,406	\$12,175	\$0	\$24,088
<b>Total - STAFF HOUSING</b>		\$18,406	\$12,175	\$0	\$24,088
<b>HOUSING OTHER</b>					
<b>OPERATING EXPENDITURE</b>					
092101	Boyup Brook Citizens Lodge	\$26,038	\$16,366	\$0	\$27,288
092102	Community Housing - Units	\$19,534	\$16,537	\$0	\$23,188
092103	Other	\$4,576	\$1,425	\$0	\$5,199
092105	House - 1 Rogers Ave	\$12,822	\$21,035	\$0	\$16,203
092107	7 Knapp Street - Operating & Mtce Expense	\$8,152	\$6,126	\$0	\$9,469
092108	Property Selling Expenses	\$0	\$9,634	\$0	\$0
092109	Community Housing Maintenance - Grant Funded	\$114,672	\$0	\$0	\$143,340
092150	Admin Allocation - Other Housing	\$12,847	\$10,897	\$0	\$17,136
092191	Depreciation - Other Housing	\$4,176	\$0	\$0	\$5,570
092192	Depreciation - House - 1 Rogers Ave	\$3,272	\$0	\$0	\$4,365
092190	Depreciation - Boyup Brook Citizens Lodge	\$24,279	\$0	\$0	\$32,385
<b>Sub Total - HOUSING OTHER OP/EXP</b>		\$230,369	\$82,019	\$0	\$284,143
<b>HOUSING OPERATING INCOME</b>					
092001	Rent 24A Proctor St	(\$8,175)	(\$8,159)	(\$10,900)	\$0
092002	Rent 24B Proctor St	(\$7,200)	(\$4,226)	(\$9,600)	\$0
092003	Rent 16A Forrest St	(\$6,900)	(\$9,044)	(\$9,200)	\$0
092004	Rent 16B Forrest St	(\$7,800)	(\$9,895)	(\$10,400)	\$0
092005	Rent 1 Rogers St	\$0	\$0	\$0	\$0
092007	Housing Reimbursements	(\$406)	(\$3,310)	(\$500)	\$0
092009	Other Housing: 7 Knapp St	(\$24,749)	(\$14,207)	(\$33,000)	\$0
092011	Community Housing Maintenance Grant	\$0	\$0	(\$143,340)	\$0
<b>Sub Total - HOUSING OTHER OP/INC</b>		(\$55,229)	(\$48,841)	(\$216,940)	\$0
<b>Total - HOUSING OTHER</b>		\$175,140	\$33,179	(\$216,940)	\$284,143
<b>Total - HOUSING</b>		\$193,546	\$45,354	(\$216,940)	\$308,231

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

		Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB			Budget	Actual	Income	Expenditure
<b>SANITATION - HOUSEHOLD REFUSE</b>							
<b>OPERATING EXPENDITURE</b>							
101100		Refuse Collection Boyup Brook Townsite Expense		\$42,073	\$37,169	\$0	\$56,100
101101		Recycling Collection Boyup Brook Town Site		\$25,409	\$22,340	\$0	\$33,880
101106		Transfer Station Employee Costs		\$22,928	\$23,769	\$0	\$29,391
101102	B0400	Boyup Brook Transfer Station Costs		\$54,735	\$57,747	\$0	\$68,233
101103		Land Fill Disposal Site		\$35,106	\$31,470	\$0	\$48,040
101104		Townsite Street Bins Collection		\$10,692	\$8,260	\$0	\$14,521
101107		Drum Muster Expenses		\$2,660	\$0	\$0	\$2,660
101108		BB Transfer Station Superannuation		\$1,748	\$2,007	\$0	\$2,453
101119		Waste Bin Maintenance and Delivery		\$4,406	\$5,476	\$0	\$6,304
101150		Admin Allocated - Waste Management		\$25,308	\$21,466	\$0	\$33,758
101190		Depreciation - Waste Management		\$16,546	\$0	\$0	\$22,070
<b>Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP</b>				\$241,612	\$209,703	\$0	\$317,410
<b>SANITATION OPERATING INCOME</b>							
101001		Refuse Collection Charges		(\$208,500)	(\$210,264)	(\$208,500)	\$0
101002		Waste Disposal Charges		(\$4,500)	(\$7,844)	(\$4,500)	\$0
101003		Recycling Scheme Income		(\$350)	(\$8,687)	(\$700)	\$0
101004		Scrap Metal Income		(\$3,300)	\$0	(\$5,000)	\$0
<b>Sub Total - SANITATION H/HOLD REFUSE OP/INC</b>				(\$216,650)	(\$226,795)	(\$218,700)	\$0
<b>Total - SANITATION HOUSEHOLD REFUSE</b>				\$24,962	(\$17,092)	(\$218,700)	\$317,410
<b>EFFLUENT DRAINAGE SYSTEM</b>							
<b>OPERATING EXPENDITURE</b>							
103100		Septic Tank Inspection Expenses		\$200	\$0	\$0	\$200
103101		Liquid Waste Disposal Site (Stanton Road)		\$3,460	\$1,055	\$0	\$3,460
<b>Sub Total - SEWERAGE OP/EXP</b>				\$3,660	\$1,055	\$0	\$3,660
<b>OPERATING INCOME</b>							
103002		Septic Licence Fees		(\$2,408)	(\$1,888)	(\$2,800)	\$0
<b>Sub Total - SEWERAGE OP/INC</b>				(\$2,408)	(\$1,888)	(\$2,800)	\$0
<b>Total - SEWERAGE</b>				\$1,252	(\$833)	(\$2,800)	\$3,660
<b>PROTECTION OF THE ENVIRONMENT</b>							
<b>OPERATING EXPENDITURE</b>							
107100		Landcare Expenses		\$0	\$0	\$0	\$0
<b>Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP</b>				\$0	\$0	\$0	\$0
<b>OPERATING INCOME</b>							
<b>Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC</b>				\$0	\$0	\$0	\$0
<b>Total - PROTECTION OF THE ENVIRONMENT</b>				\$0	\$0	\$0	\$0



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

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB	Budget	Actual	Income	Expenditure
<b>TOWN PLANNING &amp; REGIONAL DEVELOPMENT</b>					
<b>OPERATING EXPENDITURE</b>					
105100	Town Planning Admin & Control	\$54,995	\$22,996	\$0	\$78,954
105101	Admin Allocation - Town Planning	\$25,317	\$21,466	\$0	\$33,758
<b>Sub Total - TOWN PLAN &amp; REG DEV OP/EXP</b>		\$80,313	\$44,462	\$0	\$112,712
<b>OPERATING INCOME</b>					
105001	Planning Application Fees	(\$4,214)	(\$5,717)	(\$6,000)	\$0
<b>Sub Total - TOWN PLAN &amp; REG DEV OP/INC</b>		(\$4,214)	(\$5,717)	(\$6,000)	\$0
<b>Total - TOWN PLANNING &amp; REGIONAL DEVELOPMENT</b>		\$76,099	\$38,745	(\$6,000)	\$112,712
<b>OTHER COMMUNITY AMENITIES</b>					
<b>OPERATING EXPENDITURE</b>					
106101	<b>Cemetery - Operation</b>	\$27,388	\$25,466	\$0	\$0
106101	B0420 Cemetery - Operation		\$0	\$0	\$36,492
106101	B0421 Niche Wall Plaques Operations	\$2,318	\$0	\$0	\$2,318
106101	G314 Cemetery Grounds	\$8,472	\$0	\$0	\$11,160
106102	<b>Public Toilets - Operation</b>		\$16,628	\$0	\$0
106102	B0450 Toilets - Lions Park Costs	\$2,741	\$0	\$0	\$3,676
106102	B0451 Toilets - Tourist Centre Costs	\$4,903	\$0	\$0	\$6,349
106102	B0452 Toilets - Town Hall (External) Costs	\$7,584	\$0	\$0	\$10,350
106103	Street Furniture	\$430	\$0	\$0	\$430
106150	Admin Allocation - Other Community Amenities	\$12,723	\$10,788	\$0	\$16,965
106151	Admin Allocation - Cemetery	\$1,414	\$1,199	\$0	\$1,885
106191	Depreciation - Public Toilets	\$757	\$0	\$0	\$1,010
106192	Depreciation - Other Community Service's	\$2,276	\$0	\$0	\$3,035
<b>Sub Total - OTHER COMMUNITY AMENITIES OP/EXP</b>		\$71,006	\$54,080	\$0	\$93,670
<b>OPERATING INCOME</b>					
106001	Cemetery Burial Fees	(\$1,200)	(\$8,699)	(\$1,200)	\$0
106002	License/Other Fees BB Cemetery	(\$2,000)	(\$2,251)	(\$2,000)	\$0
106003	Cemetery - Reservation Fees	\$0	\$0	\$0	\$0
106004	Niche Wall Fees	(\$600)	(\$918)	(\$600)	\$0
<b>Sub Total - OTHER COMMUNITY AMENITIES OP/INC</b>		(\$3,800)	(\$11,868)	(\$3,800)	\$0
<b>Total - OTHER COMMUNITY AMENITIES</b>		\$67,206	\$42,212	(\$3,800)	\$93,670
<b>Total - COMMUNITY AMENITIES</b>		\$169,519	\$63,032	(\$231,300)	\$527,452

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

		Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB			Budget	Actual	Income	Expenditure
<b>PUBLIC HALL &amp; CIVIC CENTRES</b>							
<b>OPERATING EXPENDITURE</b>							
111100	Boyup Brook Hall - Operation			\$33,087	\$32,543	\$0	\$41,971
111102	Halls - Other Public Halls			\$13,137	\$11,244	\$0	\$17,809
111150	Admin Allocation - Public Halls			\$25,317	\$21,466	\$0	\$33,758
111190	Depreciation - Public Halls			\$38,536	\$0	\$0	\$51,384
<b>Sub Total - PUBLIC HALLS &amp; CIVIC CENTRES OP/EXP</b>				\$110,078	\$65,253	\$0	\$144,922
<b>OPERATING INCOME</b>							
111001	Hall Hire Fees			\$0	(\$200)	\$0	\$0
<b>Sub Total - PUBLIC HALLS &amp; CIVIC CENTRES OP/INC</b>				\$0	(\$200)	\$0	\$0
<b>Total - PUBLIC HALL &amp; CIVIC CENTRES</b>				\$110,078	\$65,053	\$0	\$144,922
<b>OTHER RECREATION &amp; SPORT</b>							
<b>OPERATING EXPENDITURE</b>							
113100	Recreation Complex			\$87,376	\$90,851	\$0	\$104,512
113109	Walk Trails			\$4,704	\$3,129	\$0	\$6,272
113110	Townsite Gardens			\$76,418	\$67,669	\$0	\$94,825
113112	Reserves and Parks Operations			\$63,946	\$51,497	\$0	\$85,669
113119	Other Recreation Facilities			\$22,452	\$16,117	\$0	\$30,254
113120	War Memorial			\$4,505	\$5,566	\$0	\$5,872
113150	Admin Allocation - Other Recreation			\$42,925	\$36,395	\$0	\$57,235
113124	Support for UBAS			\$4,466	\$5,275	\$0	\$4,466
113122	Support for ANZAC Day			\$6,730	\$0	\$0	\$13,460
113125	Support for Others			\$29,401	\$58,289	\$0	\$40,212
113140	Sundry Plant Items			\$0	\$660	\$0	\$11,000
113190	Depreciation - Other Recreation			\$165,308	\$0	\$0	\$220,420
113191	Depreciation - Parks & Gardens			\$37,521	\$0	\$0	\$50,030
113192	Depreciation: Plant & Equipment			\$12,367	\$0	\$0	\$16,490
<b>Sub Total - OTHER RECREATION &amp; SPORT OP/EXP</b>				\$558,118	\$335,447	\$0	\$740,717
<b>OPERATING INCOME</b>							
113003	Rec Ground Use Hire Fees			(\$3,500)	(\$3,754)	(\$3,500)	\$0
113002	Reimbursements - Other Rec			\$0	\$0	\$0	\$0
113022	Recreation - Capital Grants & Contributions			\$0	(\$5,715)	(\$95,714)	\$0
<b>Sub Total - OTHER RECREATION &amp; SPORT OP/INC</b>				(\$3,500)	(\$12,992)	(\$99,214)	\$0
<b>Total - OTHER RECREATION &amp; SPORT</b>				\$554,618	\$322,455	(\$99,214)	\$740,717

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

		Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB			Budget	Actual	Income	Expenditure
<b>SWIMMING POOL</b>							
<b>OPERATING EXPENDITURE</b>							
112100	Swimming Pool & Gymnasium General Operations			\$93,739	\$43,233	\$0	\$103,866
112101	Swimming Pool Building Costs			\$55,855	\$45,840	\$0	\$66,255
112102	Swimming Pool Employee Costs			\$93,758	\$83,108	\$0	\$105,802
112103	Interest on Loan 114 - upgrade pool bowl			\$2,529	\$2,529	\$0	\$2,529
112104	Swimming Pool Employee Superannuation			\$8,677	\$5,434	\$0	\$9,515
112106	Pool Staff - Fringe Benefits Tax			\$0	\$0	\$0	\$0
112108	Gym Employee Costs			\$2,736	\$1,399	\$0	\$3,000
112109	Interest Paid Gym Lease			\$582	\$638	\$0	\$776
112150	Admin Allocation - Swimming Pool			\$28,007	\$23,755	\$0	\$37,357
112190	Depreciation - Swimming Pool			\$13,300	\$0	\$0	\$17,740
<b>Sub Total - SWIMMING POOL OP/EXP</b>				\$299,181	\$205,936	\$0	\$346,840
<b>OPERATING INCOME</b>							
112003	Pool Daily Admission Fees			(\$10,470)	(\$10,666)	(\$10,500)	\$0
112004	Season Tickets Fees			(\$19,300)	(\$18,313)	(\$19,300)	\$0
112005	Pool Hire Fees			(\$199)	(\$3)	(\$200)	\$0
112006	Gym Equipment Hire Fees			(\$10,000)	(\$13,327)	(\$10,000)	\$0
112007	Pool Teaching Programme Fees			(\$3,000)	(\$7,818)	(\$3,000)	\$0
112008	Vacation Swimming Passes			(\$700)	(\$709)	(\$700)	\$0
112009	Capital Grants and Contributions			\$0	\$0	\$0	\$0
<b>Sub Total - SWIMMING POOL OP/INC</b>				(\$43,669)	(\$50,836)	(\$43,700)	\$0
<b>Total - SWIMMING POOL</b>				\$255,512	\$155,100	(\$43,700)	\$346,840
<b>TELEVISION &amp; RADIO REBROADCASTING</b>							
<b>OPERATING EXPENDITURE</b>							
114005	Telecommunications Tower			\$4,408	\$1,190	\$0	\$5,303
<b>Sub Total - TV &amp; RADIO REBROADCASTING OP/EXP</b>				\$4,408	\$1,190	\$0	\$5,303
<b>OPERATING INCOME</b>							
114010	Radio & Mobile Tower Site (Including NBN) Fees or Charges			(\$9,700)	(\$9,991)	(\$9,700)	\$0
<b>Sub Total - TV &amp; RADIO REBROADCASTING OP/INC</b>				(\$9,700)	(\$9,991)	(\$9,700)	\$0
<b>Total - TV &amp; RADIO REBROADCASTING</b>				(\$5,292)	(\$8,801)	(\$9,700)	\$5,303
<b>LIBRARIES</b>							
<b>OPERATING EXPENDITURE</b>							
115100	Library Operations			\$14,868	\$17,357	\$0	\$27,743
115101	State Library Grant Expenditure			\$0	\$5,860	\$0	\$6,000
115150	Admin Allocation - Libraries			\$69,656	\$59,060	\$0	\$92,878
<b>Sub Total - LIBRARIES OP/EXP</b>				\$84,524	\$82,277	\$0	\$126,621
<b>OPERATING INCOME</b>							
115001	State Library Grant Income			(\$6,000)	(\$5,423)	(\$6,000)	\$0
<b>Sub Total - LIBRARIES OP/INC</b>				(\$6,000)	(\$5,423)	(\$6,000)	\$0
<b>Total - LIBRARIES</b>				\$78,524	\$76,854	(\$6,000)	\$126,621

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

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB	Budget	Actual	Income	Expenditure
<b>OTHER CULTURE</b>					
<b>OPERATING EXPENDITURE</b>					
116100	Museum	\$7,494	\$11,657	\$0	\$8,775
116101	Craft Hut	\$2,935	\$1,555	\$0	\$3,388
116102	Support for Sandakan (Ceremony)	\$13,171	\$6,799	\$0	\$13,171
116103	Other Culture - Community Expenses	\$0	\$10,309	\$0	\$0
116150	Admin Allocated - Other Culture	\$12,723	\$10,788	\$0	\$16,965
116190	Depreciation - Other Culture	\$8,921	\$0	\$0	\$11,895
<b>Sub Total - OTHER CULTURE OP/EXP</b>		\$45,245	\$41,108	\$0	\$54,194
<b>OPERATING INCOME</b>					
116001	Reimbursements - Other Culture	\$0	\$0	\$0	\$0
116002	Other Culture - Operating Grants, Subsidies & Contributions	\$0	(\$4,545)	\$0	\$0
<b>Sub Total - OTHER CULTURE OP/INC</b>		\$0	(\$4,545)	\$0	\$0
<b>Total - OTHER CULTURE</b>		\$45,245	\$36,562	\$0	\$54,194
<b>Total - RECREATION AND CULTURE</b>		\$1,038,685	\$647,223	(\$158,614)	\$1,418,597

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		Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB			Budget	Actual	Income	Expenditure
<b>STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION</b>							
<b>OPERATING EXPENDITURE</b>							
<b>Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP</b>				\$0	\$0	\$0	\$0
<b>OPERATING INCOME</b>							
121001		RRG Project Grants		(\$543,248)	(\$191,678)	(\$631,700)	\$0
121002		Grants Direct - State - MRD - (OP)		(\$201,577)	(\$206,109)	(\$201,577)	\$0
121003		Grants - Federal - Roads to Recovery Grant (Cap)		(\$210,357)	(\$14,100)	(\$420,714)	\$0
121004		Capital Grants Other & Road Contributions		\$0	(\$536,672)	(\$636,411)	\$0
121007		Special Bridge Funding		\$0	\$0	\$0	\$0
<b>Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC</b>				(\$955,182)	(\$948,559)	(\$1,890,402)	\$0
<b>Total - ST,RDS,BRIDGES,DEPOT - CONST</b>				(\$955,182)	(\$948,559)	(\$1,890,402)	\$0
<b>STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE</b>							
<b>OPERATING EXPENDITURE</b>							
122100	B0695	Depot Building - Building Costs		\$33,155	\$29,934	\$0	\$58,755
122101	OPSDPT	Depot General Operations		\$18,986	\$8,186	\$0	\$23,414
122103		Road Maintenance & Repairs		\$260,320	\$185,611	\$0	\$304,514
122104		Roads Vegetation Clearing Offset Costs		\$1,000	\$0	\$0	\$1,000
122107		Maintenance Grading		\$43,825	\$154,619	\$0	\$117,055
122105		Repairs & Maint - Bridges		\$116,741	\$72,364	\$0	\$181,412
122106		Shire Radio Network Costs		\$3,799	\$128	\$0	\$4,374
122108		Drains & Culverts		\$16,182	\$28,002	\$0	\$55,380
122109		Verge Pruning		\$123,555	\$129,946	\$0	\$130,140
122110		Verge Spraying		\$3,633	\$9,971	\$0	\$19,240
122111		Crossovers Maintenance		\$1,100	\$2,252	\$0	\$1,100
122112		Town Services Drainage		\$2,559	\$5,726	\$0	\$3,440
122113		Town Services - Footpaths		\$6,191	\$1,852	\$0	\$6,880
122114		Town Services Road Repairs		\$18,857	\$13,760	\$0	\$23,350
122115		Town Services - Tree Pruning		\$23,442	\$20,603	\$0	\$23,660
122116		Street Lighting		\$21,484	\$22,665	\$0	\$32,090
122117		Traffic Signs		\$4,123	\$4,945	\$0	\$6,329
122120		Roman Road Data Pickup		\$130,477	\$109,924	\$0	\$130,477
122121		Town Services - Verge Spraying		\$15,111	\$12,201	\$0	\$32,644
122122		Road Sweeping		\$7,063	\$5,088	\$0	\$14,125
122123		Emergency Services		\$15,389	\$21,030	\$0	\$26,900
122125		Bridge Contribution Expenditure		\$0	\$0	\$0	\$0
122126		Streetscaping Expenses		\$11,174	\$179	\$0	\$19,400
122127		Consulting Engineer Expenses		\$23,331	\$0	\$0	\$40,000
122131		Rural Street Addressing		\$338	\$3,395	\$0	\$732
122150		Admin Allocated - Road Maintenance		\$316,663	\$268,492	\$0	\$422,234
122190		Depreciation - Transport Other		\$16,031	\$0	\$0	\$21,375
122191		Depreciation - Infrastructure		\$19,458	\$0	\$0	\$25,945
122192		Depreciation Roads		\$1,235,587	\$0	\$0	\$1,647,515
122193		Depreciation - Bridges		\$484,143	\$0	\$0	\$645,550
122194		Depreciation - Footpaths		\$12,941	\$0	\$0	\$17,255
122195		Depreciation - Drainage		\$203,827	\$0	\$0	\$271,780
123119		Minor Assets and Sundry Items		\$18,750	\$1,243	\$0	\$25,000
<b>Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP</b>				\$3,209,234	\$1,112,114	\$0	\$4,333,065
<b>OPERATING INCOME</b>							
122001		Reimbursements - Roads Mtce		\$0	(\$45)	\$0	\$0
122002		Profit on Disposal of Assets		\$0	\$0	\$0	\$0
122003		Sale of Old Materials and Minor Items		\$0	(\$45)	\$0	\$0
<b>Sub Total - MTCE STREETS ROADS DEPOTS OP/INC</b>				\$0	(\$89)	\$0	\$0
<b>Total - MTCE STREETS ROADS DEPOTS</b>				\$3,209,234	\$1,112,025	\$0	\$4,333,065

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

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB	Budget	Actual	Income	Expenditure
<b>TRAFFIC CONTROL</b>					
<b>OPERATING EXPENDITURE</b>					
125150	Administration Allocated - Traffic Control	\$94,973	\$80,526	\$0	\$126,636
<b>Sub Total - TRAFFIC CONTROL OP/EXP</b>		\$94,973	\$80,526	\$0	\$126,636
<b>OPERATING INCOME</b>					
125001	Licensing Service	(\$19,869)	(\$23,766)	(\$28,000)	\$0
125002	Motor Vehicle Plates	(\$692)	(\$549)	(\$1,000)	\$0
125005	Sundry Receipts - Heavy Haulage Permits etc	\$0	(\$2,245)	\$0	\$0
<b>Sub Total - TRAFFIC CONTROL OP/INC</b>		(\$20,561)	(\$26,560)	(\$29,000)	\$0
<b>Total - TRAFFIC CONTROL</b>		\$74,412	\$53,966	(\$29,000)	\$126,636
<b>AERODROMES</b>					
<b>OPERATING EXPENDITURE</b>					
126100	Airstrip	\$2,593	\$6,059	\$0	\$8,584
126190	Depreciation - Airport	\$17,047	\$0	\$0	\$22,730
<b>Sub Total - AERODROMES OP/EXP</b>		\$19,640	\$6,059	\$0	\$31,314
<b>OPERATING INCOME</b>					
126003	Non-Operating Grants & Subsidies	\$0	\$0	\$0	\$0
<b>Sub Total - AERODROMES OP/INC</b>		\$0	\$0	\$0	\$0
<b>Total - AERODROMES</b>		\$19,640	\$6,059	\$0	\$31,314
<b>Total - TRANSPORT</b>		\$2,348,105	\$223,491	(\$1,919,402)	\$4,491,015

**Shire of Boyup Brook**  
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		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
G/L	JOB				
<b>RURAL SERVICES</b>					
<b>OPERATING EXPENDITURE</b>					
131001	Rural Services Expenses	\$0	\$0	\$0	\$0
<b>Sub Total - RURAL SERVICES OP/EXP</b>		\$0	\$0	\$0	\$0
<b>OPERATING INCOME</b>					
				\$0	\$0
<b>Sub Total - RURAL SERVICES OP/INC</b>		\$0	\$0	\$0	\$0
<b>Total - RURAL SERVICES</b>		\$0	\$0	\$0	\$0
<b>TOURISM AND AREA PROMOTION</b>					
<b>OPERATING EXPENDITURE</b>					
132110	Tourist Bay	\$1,247	\$626	\$0	\$2,078
132103	Community Development Officer	\$14,650	\$71,490	\$0	\$22,756
132104	Tourist Centre	\$61,277	\$61,254	\$0	\$74,291
132106	Promotion Activities	\$22,847	\$20,030	\$0	\$24,120
132107	OPFMIL Flax Mill Complex General Operations	\$38,554	\$32,092	\$0	\$50,057
132108	B0665 Caravan Park/Flax Mill Complex Building Operation	\$76,796	\$92,544	\$0	\$90,873
132111	Carnaby Beetle Collection	\$100	\$89	\$0	\$100
132114	Community Development Expenses	\$150	\$0	\$0	\$150
132116	CDO Vehicle Op Costs GEN	\$3,594	\$4,471	\$0	\$5,000
132150	Admin Allocated Tourism	\$44,338	\$37,593	\$0	\$59,120
132151	Admin Allocated Caravan Pk	\$12,723	\$10,788	\$0	\$16,965
132190	Depreciation - Tourism/Area Promotion	\$3,217	\$0	\$0	\$4,290
132191	Depreciation - Caravan Pk/Flax	\$33,842	\$0	\$0	\$45,125
<b>Sub Total - TOURISM &amp; AREA PROMOTION OP/EXP</b>		\$313,336	\$330,977	\$0	\$394,925
<b>OPERATING INCOME</b>					
132002	Caravan Park & Complex Fees & Charges	(\$55,698)	(\$68,064)	(\$60,000)	\$0
132003	Flax Mill Sheds Storage Charges	(\$8,114)	(\$10,584)	(\$12,000)	\$0
132006	Event - Reimbursements	\$0	\$0	\$0	\$0
132007	Other Income	(\$1,516)	(\$2,497)	(\$4,000)	\$0
132010	Non-Operating Grants, Subsidies & Contributions	\$0	\$0	\$0	\$0
<b>Sub Total - TOURISM &amp; AREA PROMOTION OP/INC</b>		(\$65,329)	(\$81,145)	(\$76,000)	\$0
<b>Total - TOURISM &amp; AREA PROMOTION</b>		\$248,007	\$249,832	(\$76,000)	\$394,925
<b>BUILDING CONTROL</b>					
<b>OPERATING EXPENDITURE</b>					
133100	Building Control	\$16,760	\$7,989	\$0	\$22,347
133101	Building Control - Other Costs	\$33,850	\$2,157	\$0	\$33,850
133102	Building Control Superannuation	\$1,558	\$184	\$0	\$2,078
133103	Building Control - BMO	\$6,697	\$793	\$0	\$7,000
133150	Admin Allocated - Building Control Expenses	\$12,723	\$10,788	\$0	\$16,965
<b>Sub Total - BUILDING CONTROL OP/EXP</b>		\$71,589	\$21,910	\$0	\$82,240
<b>BUILDING CONTROL OP/INC</b>					
133001	Building Licences (UFEE)	(\$9,730)	(\$5,304)	(\$12,000)	\$0
133002	BCITF Levy - Commission	(\$97)	(\$88)	(\$120)	\$0
133003	Builders Services Levy - Commission	(\$158)	(\$117)	(\$195)	\$0
<b>Sub Total - BUILDING CONTROL OP/INC</b>		(\$9,985)	(\$5,509)	(\$12,315)	\$0
<b>Total - BUILDING CONTROL</b>		\$61,604	\$16,402	(\$12,315)	\$82,240

**Shire of Boyup Brook**  
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Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB	Budget	Actual	Income	Expenditure
<b>SALEYARDS &amp; MARKETS</b>					
<b>OPERATING EXPENDITURE</b>					
134100	Saleyards	\$9,404	\$7,974	\$0	\$11,680
134190	Depreciation - Saleyards & Markets	\$0	\$0	\$0	\$113,345
<b>Sub Total - SALEYARDS &amp; MARKETS OP/EXP</b>		\$9,404	\$7,974	\$0	\$125,025
<b>OPERATING INCOME</b>					
134001	Reimbursements - Saleyards	\$0	(\$1,244)	\$0	\$0
<b>Sub Total - SALEYARDS &amp; MARKETING OP/INC</b>		\$0	(\$1,244)	\$0	\$0
<b>Total - SALEYARDS &amp; MARKETS</b>		\$9,404	\$6,730	\$0	\$125,025
<b>OTHER ECONOMIC SERVICES</b>					
<b>OPERATING EXPENDITURE</b>					
135100	Standpipes Expenses	\$17,245	\$19,887	\$0	\$26,214
135102	Economic Development Projects	\$7,500	\$0	\$0	\$7,500
135103	Country Music Festival Expenses	\$15,000	\$8,788	\$0	\$15,000
135105	Abel Street Shop	\$9,557	\$7,153	\$0	\$12,708
135150	Admin Allocated - Other Economic Development	\$12,723	\$10,788	\$0	\$16,965
135190	Depreciation - Develop/Facilities	\$2,899	\$0	\$0	\$3,865
<b>Sub Total - OTHER ECONOMIC SERVICES OP/EXP</b>		\$64,924	\$46,616	\$0	\$82,252
<b>OPERATING INCOME</b>					
135001	Standpipe Water	(\$11,945)	(\$21,336)	(\$15,000)	\$0
135005	Abel Street Shop Rental	(\$14,429)	(\$11,791)	(\$19,240)	\$0
<b>Sub Total - OTHER ECONOMIC SERVICES OP/INC</b>		(\$26,374)	(\$33,127)	(\$34,240)	\$0
<b>Total - OTHER ECONOMIC SERVICES</b>		\$38,550	\$13,488	(\$34,240)	\$82,252
<b>Total - ECONOMIC SERVICES</b>		\$357,564	\$286,452	(\$122,555)	\$684,442



**Shire of Boyup Brook**  
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		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme					
G/L	JOB	Budget	Actual	Income	Expenditure
<b>PRIVATE WORKS</b>					
<b>OPERATING EXPENDITURE</b>					
141100	Private Works - Costs	\$7,996	\$621	\$0	\$10,080
<b>Sub Total - PRIVATE WORKS OP/EXP</b>		\$7,996	\$621	\$0	\$10,080
<b>OPERATING INCOME</b>					
141001	Private Works - Recoup Charges	(\$9,177)	(\$564)	(\$10,080)	\$0
<b>Sub Total - PRIVATE WORKS OP/INC</b>		(\$9,177)	(\$564)	(\$10,080)	\$0
<b>Total - PRIVATE WORKS</b>		(\$1,180)	\$57	(\$10,080)	\$10,080
<b>PUBLIC WORKS OVERHEADS</b>					
<b>OPERATING EXPENDITURE</b>					
143100	Supervision	\$111,098	\$283,844	\$0	\$181,355
143101	Consultant Engineer	\$0	\$0	\$0	\$0
143102	Works Manager Vehicle Op Costs	\$1,884	\$0	\$0	\$2,380
143103	FBT Works Staff	\$2,700	\$3,212	\$0	\$3,600
143104	Insurance on Works	\$21,953	\$32,906	\$0	\$21,953
143105	Superannuation of Workmen	\$98,817	\$123,160	\$0	\$140,525
143106	PWOH Leave - Depot	\$127,169	\$168,512	\$0	\$197,467
143107	Protective Clothing	\$8,000	\$4,830	\$0	\$8,000
143108	Uniforms	\$1,211	\$598	\$0	\$1,615
143109	Training & Meeting Expenses	\$44,626	\$17,185	\$0	\$61,190
143110	Occupational Health & Safety	\$36,789	\$33,218	\$0	\$66,744
143111	Other Expenses	\$78	\$342	\$0	\$1,015
143113	Waste Oil Disposal Costs	\$0	\$15	\$0	\$20
143115	Provision for Leave Accruals	\$0	\$0	\$0	\$9,780
143116	Conferences and Training Courses (MOW)	\$2,500	\$301	\$0	\$2,500
143117	Works Manager Housing	\$0	\$0	\$0	\$0
143150	Admin Allocated - Works Overhead	\$25,317	\$21,466	\$0	\$33,758
143180	LESS PWOH ALLOCATED - PROJECTS	(\$482,143)	(\$625,479)	\$0	(\$731,902)
<b>Sub Total - PUBLIC WORKS O/HEADS OP/EXP</b>		\$0	\$64,110	\$0	\$0
<b>OPERATING INCOME</b>					
143001	Workers Compensation Reimbursements	(\$600)	(\$23,712)	(\$600)	\$0
<b>Sub Total - PUBLIC WORKS O/HEADS OP/INC</b>		(\$600)	(\$23,712)	(\$600)	\$0
<b>Total - PUBLIC WORKS OVERHEADS</b>		(\$600)	\$40,398	(\$600)	\$0

**Shire of Boyup Brook**  
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		Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB			Budget	Actual	Income	Expenditure
<b>PLANT OPERATIONS COSTS</b>							
<b>OPERATING EXPENDITURE</b>							
144100	Repair Wages			\$41,286	\$50,672	\$0	\$54,546
144101	Fuel & Oil			\$187,541	\$177,349	\$0	\$265,000
144102	Tyres & Tubes			\$8,263	\$17,020	\$0	\$16,500
144103	Parts and Repairs			\$79,861	\$70,897	\$0	\$147,890
144104	Licenses			\$850	\$542	\$0	\$8,500
144105	Insurance			\$50,589	\$41,450	\$0	\$50,589
144106	Blades & Points			\$10,400	\$4,036	\$0	\$13,000
144107	Expendable Tools			\$9,075	\$8,351	\$0	\$12,100
144108	Freight Costs			\$0	\$0	\$0	\$0
144110	Superannuation - Mechanic			\$0	\$7,646	\$0	\$0
144150	Admin Allocated POC			\$7,582	\$6,429	\$0	\$10,110
144190	Depreciation - Plant			\$173,299	\$0	\$0	\$231,075
144180	LESS POC ALLOCATED - PROJECTS			(\$568,745)	(\$691,257)	\$0	(\$809,310)
<b>Sub Total - PLANT OPERATIONS COSTS OP/EXP</b>				\$0	(\$306,865)	\$0	\$0
<b>OPERATING INCOME</b>							
144001	Diesel Rebate			(\$23,471)	(\$36,336)	(\$35,000)	\$0
144002	Reimbursements - Operating			\$0	\$0	\$0	\$0
<b>Sub Total - PLANT OPERATIONS COSTS OP/INC</b>				(\$23,471)	(\$36,336)	(\$35,000)	\$0
<b>Total - PLANT OPERATIONS COSTS</b>				(\$23,471)	(\$343,201)	(\$35,000)	\$0
<b>SALARIES AND WAGES</b>							
<b>OPERATING EXPENDITURE</b>							
145100	Gross Total Salaries and Wages			\$3,012,250	\$3,141,011	\$0	\$4,016,494
145130	LESS SALS/WAGES ALLOCATED			(\$3,012,250)	(\$3,114,501)	\$0	(\$4,016,494)
145101	Workers Compensation Expenses			\$0	\$13,352	\$0	\$0
<b>Sub Total - SALARIES AND WAGES OP/EXP</b>				\$0	\$39,862	\$0	\$0
<b>OPERATING INCOME</b>							
145001	Reimbursements - Administration			\$0	\$0	\$0	\$0
<b>Sub Total - SALARIES AND WAGES OP/INC</b>				\$0	\$0	\$0	\$0
<b>Total - SALARIES AND WAGES</b>				\$0	\$39,862	\$0	\$0

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

G/L JOB		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>ADMINISTRATION</b>					
<b>OPERATING EXPENDITURE</b>					
146100	Advertising	\$7,192	\$5,259	\$0	\$11,900
146101	Audit Fees	\$50,000	\$313	\$0	\$50,000
146102	Bank Fees	\$11,721	\$25,513	\$0	\$13,500
146103	Administration Building Costs	\$43,303	\$39,924	\$0	\$69,464
146105	Administration Staff Employee Costs	\$573,105	\$569,286	\$0	\$867,667
146106	Consultants	\$120,739	\$102,857	\$0	\$182,000
146108	Insurance	\$16,598	\$16,209	\$0	\$16,598
146109	Legal Expenses	\$17,190	\$6,416	\$0	\$30,000
146110	IT System Operation & maintenance	\$125,334	\$162,504	\$0	\$154,680
146111	Office Equipment Maintenance	\$5,000	\$0	\$0	\$5,000
146112	Administration - Postage & Freight	\$3,606	\$3,992	\$0	\$5,500
146113	Printing and Stationery	\$11,123	\$8,959	\$0	\$12,700
146114	Administration Vehicle Costs	\$800	\$0	\$0	\$800
146115	Administration - Fringe Benefits Tax	\$7,200	\$10,921	\$0	\$9,600
146117	Employers Indemnity Insurance	\$39,065	\$40,403	\$0	\$39,065
146118	Subscriptions	\$10,319	\$11,458	\$0	\$10,319
146119	Administration Staff Housing	\$15,269	\$14,189	\$0	\$19,964
146120	Uniform Allowance	\$1,980	\$1,582	\$0	\$3,000
146121	Telephones	\$6,000	\$3,858	\$0	\$8,000
146122	Minor Furniture & Equip Under \$2000	\$15,000	\$5,749	\$0	\$15,000
146123	Conferences/Training/Professional Development	\$11,258	\$10,439	\$0	\$17,500
146124	Superannuation	\$66,019	\$65,094	\$0	\$89,590
146125	Admin Provision for Leave Accruals	\$0	\$0	\$0	\$0
146126	Employee (Packaging) Costs	\$0	\$0	\$0	\$725
146128	Administration - OSH	\$46,270	\$1,044	\$0	\$59,030
146130	Administration - Bank Merchant Fees	\$0	\$3,507	\$0	\$0
146190	Depreciation - Administration	\$16,507	\$0	\$0	\$22,010
146300	Rounding Account		(\$0)	\$0	\$0
146150	Less Administration Costs Alloc	(\$1,220,596)	(\$1,089,659)	\$0	(\$1,713,612)
<b>Sub Total - ADMINISTRATION OP/EXP</b>		\$0	\$19,818	\$0	\$0
<b>OPERATING INCOME - ADMINISTRATION</b>					
146001	Reimbursements - Administration	(\$300)	(\$16,312)	(\$300)	\$0
<b>Sub Total - ADMINISTRATION OP/INC</b>		(\$300)	(\$16,312)	(\$300)	\$0
<b>Total - ADMINISTRATION</b>		(\$300)	\$3,507	(\$300)	\$0
<b>UNCLASSIFIED</b>					
<b>OPERATING EXPENDITURE</b>					
149001	Rylington Park Operational Expenses	\$620,930	\$504,492	\$0	\$804,236
149002	Rylington Park Asset Depreciation	\$12,641	\$0	\$0	\$16,855
<b>Sub Total - UNCLASSIFIED OP/EXP</b>		\$633,571	\$504,492	\$0	\$821,091
<b>OPERATING INCOME</b>					
147100	Revaluation Profit on Local Govt House Unit Trust	\$0	\$0		
149101	Rylington Park Income	(\$541,280)	(\$545,492)	(\$719,229)	\$0
149104	Rylington Park Operating Grant Income	\$0	\$0	\$0	\$0
<b>Sub Total - UNCLASSIFIED OP/INC</b>		(\$541,280)	(\$545,492)	(\$719,229)	\$0
<b>Total - UNCLASSIFIED</b>		\$92,291	(\$41,000)	(\$719,229)	\$821,091
<b>Total - OTHER PROPERTY AND SERVICES</b>		\$66,740	(\$300,378)	(\$765,209)	\$831,171

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

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

<i>Shire of Boyup Brook</i>					
<i>MONTHLY FINANCIAL REPORT</i>					
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB	Budget	Actual	Income	Expenditure
TRANSFERS TO/FROM RESERVES					
EXPENDITURE					
300101	Transfer to Reserves	\$3,750	\$79,461	\$0	\$270,000
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS		\$3,750	\$79,461	\$0	\$270,000
INCOME					
300102	Transfer from Reserves	\$0	\$0	(\$138,000)	\$0
Total - TRANSFER FROM OTHER COUNCIL FUNDS		\$0	\$0	(\$138,000)	\$0
Total - FUND TRANSFER		\$3,750	\$79,461	(\$138,000)	\$270,000
000000 (Surplus) / Deficit - Carried Forward		(\$3,490,312)	(\$3,815,098)	(\$3,490,312)	\$0
Sub Total - SURPLUS C/FWD		(\$3,490,312)	(\$3,815,098)	(\$3,490,312)	\$0
Total - SURPLUS		(\$3,490,312)	(\$3,815,098)	(\$3,490,312)	\$0
NEW LONG TERM LOANS					
INCOME					
132300	New Loan - Caravan Park Ablutions	(\$250,000)	\$0	(\$250,000)	\$0
Sub Total - LONG TERM LOANS		(\$250,000)	\$0	(\$250,000)	\$0
Total - DEFERRED ASSETS		(\$250,000)	\$0	(\$250,000)	\$0
LOANS & FINANCE LEASES - PRINCIPAL REPAYMENTS					
CAPITAL EXPENDITURE					
146800	Principal Repayment on Loans	\$22,660	\$22,660	\$0	\$22,660
146801	Principal Repayments - Finance Leases	\$14,850	\$14,794	\$0	\$19,800
Sub Total - LOAN REPAYMENTS		\$37,510	\$37,454	\$0	\$42,460
CAPITAL INCOME					
Sub Total - LOANS RAISED		\$0	\$0	\$0	\$0
Total - NON CURRENT LIABILITIES		\$37,510	\$37,454	\$0	\$42,460
OPERATING ACTIVITIES EXCLUDED FROM BUDGET					
000000 Depreciation Written Back		(\$2,605,200)	\$0	\$0	(\$3,586,909)
000000 Realisation Value of Assets Sold Written Back		(\$305,000)	\$0	\$0	(\$310,000)
000000 Profit/Loss on Sale of Asset Written Back		\$0	\$0	\$0	\$0
Movement in Accrued Interest on Loans		\$0	\$0	\$0	\$0
Movement in Accrued Interest on investments		\$0	\$0	\$0	\$0
Movement in Stock On Hand		\$0	\$0	\$0	\$0
Movement in Accrued Expenses		\$0	\$0	\$0	\$0
Movement in Accrued Wages		\$0	\$0	\$0	\$0
Movement in Employee Benefits (Current)		\$0	\$0	\$0	\$0
000000 Long Service Leave - Non Cash		\$0	\$0	\$0	(\$44,635)
000000 Deferred Pensioner Rates			\$0	\$0	\$0
Sub Total - OPERATING ACTIVITIES EXCLUDED		(\$2,910,200)	\$0	\$0	(\$3,941,544)
Total - OPERATING ACTIVITIES EXCLUDED		(\$2,910,200)	\$0	\$0	(\$3,941,544)

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

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

<i>Shire of Boyup Brook</i>					
<i>MONTHLY FINANCIAL REPORT</i>					
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB	Budget	Actual	Income	Expenditure
FURNITURE & EQUIPMENT					
HEALTH					
CAPITAL EXPENDITURE					
074600	Surgery Equipment - Capital - (F&E)	\$25,000	\$0	\$0	\$25,000
Sub Total - CAPITAL WORKS		\$25,000	\$0	\$0	\$25,000
Total - HEALTH		\$25,000	\$0	\$0	\$25,000
FURNITURE AND EQUIPMENT					
OTHER PROPERTY & SERVICES					
CAPITAL EXPENDITURE					
146600	Administration Building - Furniture & Equipment Renewals	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0
Total - OTHER PROPERTY		\$0	\$0	\$0	\$0
Total - FURNITURE AND EQUIPMENT		\$25,000	\$0	\$0	\$25,000

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

		Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB			Budget	Actual	Income	Expenditure
<b>LAND AND BUILDINGS</b>							
<b>HEALTH</b>							
<b>CAPITAL EXPENDITURE</b>							
074400		Medical Centre Building Capital		\$55,000	\$0	\$0	\$75,000
<b>Sub Total - CAPITAL WORKS</b>				\$55,000	\$0	\$0	\$75,000
<b>TOTAL - HEALTH</b>				\$55,000	\$0	\$0	\$75,000
<b>LAND AND BUILDINGS</b>							
<b>EDUCATION &amp; WELFARE</b>							
<b>EXPENDITURE</b>							
081400		Land & Buildings - CRC Capital Renewal		\$30,000	\$0	\$0	\$40,000
081401		Buildings - Early Learning Centre Capital		\$5,000	\$0	\$0	\$23,000
083400	BC300	Other Welfare Building Capital - COMHAT		\$0	\$0	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>				\$35,000	\$0	\$0	\$63,000
<b>TOTAL - EDUCATION &amp; WELFARE</b>				\$35,000	\$0	\$0	\$63,000
<b>LAND AND BUILDINGS</b>							
<b>HOUSING</b>							
<b>CAPITAL EXPENDITURE</b>							
091400		CEO Residence Building Capital Expenditure		\$30,000	\$17,447	\$0	\$30,000
<b>Sub Total - CAPITAL WORKS</b>				\$30,000	\$17,447	\$0	\$30,000
<b>Total - HOUSING</b>				\$30,000	\$17,447	\$0	\$30,000
<b>LAND AND BUILDINGS</b>							
<b>RECREATION AND CULTURE</b>							
<b>CAPITAL EXPENDITURE</b>							
111400		<b>Other Halls - Land &amp; Buildings (L&amp;B)</b>					
111400	LRC018	Mayanup Hall Building Refurbishment		\$5,001	\$3,839	\$0	\$9,741
111400	LRC019	Tonebridge Hall Refurbishment		\$13,673	\$9,064	\$0	\$13,673
111400	LRC022	Dinninup Hall Refurbishment		\$10,126	\$4,780	\$0	\$35,126
111400	LRC021	Wilga Hall Refurbishment		\$1,818	\$0	\$0	\$1,818
111400	LRC023	Kulikup Hall Refurbishment		\$9,797	\$0	\$0	\$11,797
111400	LRC027	McAlinden Hall Refurbishment		\$6,400	\$4,310	\$0	\$12,436
111403		<b>Town Hall - Building Upgrades &amp; Refurbishments</b>					
111403	LRC017	Town Hall Building Refurbishment		\$217,377	\$353,244	\$0	\$217,377
112504		<b>LRCI - Swimming Pool Building</b>					
112504	LRC006	LRCI 2/3 - Swimming Pool Building - Upgrade Entrance		\$0	\$0	\$0	\$11,187
<b>Sub Total - CAPITAL WORKS</b>				\$264,191	\$375,236	\$0	\$313,155
<b>Total - RECREATION AND CULTURE</b>				\$264,191	\$375,236	\$0	\$313,155

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

G/L    JOB		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>LAND AND BUILDINGS</b>					
<b>ECONOMIC SERVICES</b>					
<b>CAPITAL EXPENDITURE</b>					
132400	Tourist Centre - Building Capital Expenditure	\$89,999	\$107,572	\$0	\$90,000
132405	Flaxmill Caravan Park Ablution Block	\$0	\$1,860	\$0	\$250,000
132408	Flax Mill Cottage & Camp Kitchen	\$0	\$0	\$0	\$0
132411 LRC004	Local Roads & Community Building Projects - FlaxMill	\$0	\$0	\$0	\$0
135401	Capital - 80 Abel Street Shops	\$0	\$0	\$0	\$15,000
<b>Sub Total - CAPITAL WORKS</b>		\$89,999	\$109,432	\$0	\$355,000
<b>Total - ECONOMIC SERVICES</b>		\$89,999	\$109,432	\$0	\$355,000
<b>LAND AND BUILDINGS</b>					
<b>OTHER PROPERTY AND SERVICES</b>					
<b>CAPITAL EXPENDITURE</b>					
149503	Rylington Park House Capital	\$53,000	\$41,944	\$0	\$53,000
<b>Sub Total - CAPITAL WORKS</b>		\$53,000	\$41,944	\$0	\$53,000
<b>Total - OTHER PROPERTY AND SERVICES</b>		\$53,000	\$41,944	\$0	\$53,000
<b>Total - LAND AND BUILDINGS</b>		\$527,190	\$544,059	\$0	\$889,155

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

Shire of Boyup Brook					
MONTHLY FINANCIAL REPORT					
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB	Budget	Actual	Income	Expenditure
PLANT AND EQUIPMENT					
LAW ORDER & PUBLIC SAFETY					
CAPITAL EXPENDITURE					
051600	ESL Plant & Equipment	\$21,660	\$0	\$0	\$21,660
Sub Total - CAPITAL WORKS		\$21,660	\$0	\$0	\$21,660
Total - LAW ORDER & PUBLIC SAFETY		\$21,660	\$0	\$0	\$21,660
Total - RECREATION AND CULTURE		\$0	\$0	\$0	\$0
PLANT AND EQUIPMENT					
TRANSPORT					
CAPITAL EXPENDITURE					
123603	DWS - Fleet Vehicles	\$0	\$0	\$0	\$0
123609	Light Plant (eg Portable Traffic Lights) - Plant & Equip	\$22,000	\$12,322	\$0	\$22,000
123610	Heavy Plant (Graders etc) Purchases	\$738,000	\$27,500	\$0	\$738,000
123619	Miscellaneous Small Plant	\$0	\$9,015	\$0	\$0
Sub Total - CAPITAL WORKS		\$760,000	\$48,837	\$0	\$760,000
Total - TRANSPORT		\$760,000	\$48,837	\$0	\$760,000
PLANT AND EQUIPMENT					
OTHER PROPERTY & SERVICES					
CAPITAL EXPENDITURE					
146500	Pool Vehicle	\$70,000	\$58,375	\$0	\$110,000
Sub Total - CAPITAL WORKS		\$70,000	\$58,375	\$0	\$110,000
Total - OTHER PROPERTY & SERVICES		\$70,000	\$58,375	\$0	\$110,000
Total - PLANT AND EQUIPMENT		\$851,660	\$107,212	\$0	\$891,660



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

		Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB			Budget	Actual	Income	Expenditure
<b>ROAD INFRASTRUCTURE CAPITAL</b>							
<b>ROAD CONSTRUCTION</b>							
121403	x	<b>ROADS TO RECOVERY PROJECTS</b>					
121403	RTR007	Kulikup Rd South		\$0	\$0	\$0	\$0
121403	RTR008	Jayes Road		\$0	\$0	\$0	\$0
121403	RTR037	RTR - Craigie Road		\$357,116	\$7,700	\$0	\$357,116
121403	RTR038	Lodge Road		\$216,443	\$6,260	\$0	\$216,445
121404	xx	<b>REGIONAL ROAD GROUP</b>				\$0	\$0
121404	RRG148	RRG Boyup Brook-Cranbrook Rd		\$377,733	\$173,848	\$0	\$377,283
121404	RGA148	RRG Boyup Brook-Cranbrook Rd 21-22 C/Fwd		\$0	\$0	\$0	\$0
121404	RRG210	RRG Boyup Brook-Arthur River Rd		\$589,116	\$432,685	\$0	\$589,118
121404	RRG004	RRG Winnejup Road		\$0	\$117,719	\$0	\$0
121404	RGA004	RRG Winnejup Road 21-22 C/Fwd		\$0	\$0	\$0	\$0
121400		<b>MUNICIPAL ROAD PROJECTS</b>				\$0	\$0
121400	MU501	Muni - Gravel Pit Rehabilitation		\$0	\$382	\$0	\$20,000
121401		Municipal Funded Gravel Sheeting Road Projects		\$0	\$0	\$0	\$54,000
121410		Municipal Funded - Winter Grading		\$227,475	\$344,136	\$0	\$337,000
121450	MR0741	BRIDGES - Bridge 0741 - Boree Gully Rd		\$0	\$0	\$0	\$0
121451		CROSSOVER CONSTRUCTION		\$0	\$0	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>				\$1,767,883	\$1,082,730	\$0	\$1,950,962
<b>Total - ROADS</b>				\$1,767,883	\$1,082,730	\$0	\$1,950,962
<b>Total - INFRASTRUCTURE ASSETS ROADS</b>				\$1,767,883	\$1,082,730	\$0	\$1,950,962

**Shire of Boyup Brook**  
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And Type Of Activities Within The Programme

Shire of Boyup Brook						
MONTHLY FINANCIAL REPORT						
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB		Budget	Actual	Income	Expenditure
FOOTPATHS						
121700	FP111	Footpath Construction	\$30,000	\$243	\$0	\$75,075
Sub Total - CAPITAL WORKS			\$30,000	\$243	\$0	\$75,075
Total - TRANSPORT - FOOTPATHS			\$30,000	\$243	\$0	\$75,075
Total - FOOTPATH ASSETS			\$30,000	\$243	\$0	\$75,075
AIRPORT						
126400		Aerodrome Infrastructure	\$0	\$0	\$0	\$53,056
Sub Total - CAPITAL WORKS			\$0	\$0	\$0	\$53,056
Total - TRANSPORT - AERODROMES			\$0	\$0	\$0	\$53,056
Total - AERODROME ASSETS			\$0	\$0	\$0	\$53,056
DRAINAGE						
111800		Drainage - Town Hall				
111800	LRC024	Drainage Works - Town Hall Surrounds	\$58,866	\$70,798	\$0	\$58,866
121411		Drainage Projects - Municipal Funded				
121411	DC163	Spencer Road Culvert	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS			\$58,866	\$70,798	\$0	\$58,866
Total - TRANSPORT - DRAINAGE			\$58,866	\$70,798	\$0	\$58,866
Total - DRAINAGE ASSETS			\$58,866	\$70,798	\$0	\$58,866
PARKS & GARDENS INFRASTRUCTURE						
113909		Parks & Gardens Infrastructure				
113909	LRC026	Sandakan Playground Upgrade	\$200,000	\$0	\$0	\$200,000
Sub Total - CAPITAL WORKS			\$200,000	\$0	\$0	\$200,000
Total - OTHER SPORT & RECREATION - PARKS & OVALS			\$200,000	\$0	\$0	\$200,000
Total - PARKS & OVALS ASSETS			\$200,000	\$0	\$0	\$200,000

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

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES 31 MARCH 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB		Budget	Actual	Income	Expenditure
<b>RECREATION INFRASTRUCTURE</b>						
112503	LRC010	LRCI 2 Swimming Pool Capital Upgrades	\$0	\$0	\$0	\$0
113906		Recreation Infrastructure - Capital Renewals - Oval Reticulation	\$150,000	\$133,137	\$0	\$150,000
<b>Sub Total - CAPITAL WORKS</b>			\$150,000	\$133,137	\$0	\$150,000
<b>Total - RECREATION INFRASTRUCTURE</b>			\$150,000	\$133,137	\$0	\$150,000
<b>Total - INFRASTRUCTURE ASSETS - RECREATION</b>			<b>\$150,000</b>	<b>\$133,137</b>	<b>\$0</b>	<b>\$150,000</b>
<b>INFRASTRUCTURE OTHER</b>						
<b>COMMUNITY AMENITIES</b>						
101400		Landfill/Transfer Station Development (Other Infra)	\$0	\$30,256	\$0	\$35,000
107900		Cemetery Other Infrastructure	\$0	\$5,050	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>			\$0	\$35,306	\$0	\$35,000
<b>Total - COMMUNITY AMENITIES</b>			\$0	\$35,306	\$0	\$35,000
<b>INFRASTRUCTURE OTHER</b>						
<b>RECREATION &amp; CULTURE</b>						
111900		Other Infrastructure - Town Hall				
111900	LRC025	Town Hall Car Park & Landscaping	\$214,313	\$0	\$0	\$214,313
<b>Sub Total - CAPITAL WORKS</b>			\$214,313	\$0	\$0	\$214,313
<b>Total - RECREATION &amp; CULTURE</b>			\$214,313	\$0	\$0	\$214,313
<b>INFRASTRUCTURE OTHER</b>						
<b>ECONOMIC SERVICES</b>						
132403		Caravan Park Lighting Upgrade (Other Inf)	\$0	\$0	\$0	\$0
132412		Caravan Park Additional Bays Development	\$0	\$0	\$0	\$0
132901		Flaxmill Fence & Water Supply Upgrade	\$5,000	\$0	\$0	\$5,000
135402		Standpipe Capital Expenditure	\$40,000	\$0	\$0	\$40,000
135403		Access Path to Blackwood River	\$50,000	\$4,520	\$0	\$50,000
<b>Sub Total - CAPITAL WORKS</b>			\$95,000	\$4,520	\$0	\$95,000
<b>Total - ECONOMIC SERVICES</b>			\$95,000	\$4,520	\$0	\$95,000
<b>Total - INFRASTRUCTURE ASSETS - OTHER</b>			<b>\$309,313</b>	<b>\$39,826</b>	<b>\$0</b>	<b>\$344,313</b>
<b>GRAND TOTALS</b>			<b>(\$905,161)</b>	<b>(\$4,374,094)</b>	<b>(\$12,747,951)</b>	<b>\$12,747,951</b>



A place for people, with a sense of community; one that is active, vibrant, engaged and connected.



### Proactive

We embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.



### Leadership & Teamwork

We lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.



### Accountability & Integrity

We are respectful, open, transparent, honest and inclusive in our dealings with the Community.



### Commitment

We build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.



### Engaging Community

Showing respect, understanding and compassion for others and working collaboratively with community for better outcomes





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# Local Government Reform

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## Consultation Paper

### Standardised Meeting Procedures

February 2024



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## Privacy statement

Submissions will be treated as public documents unless explicitly requested otherwise.

If you do not consent to your submission being treated as a public document, you should mark it as confidential or specifically identify the confidential information, and include an explanation.

Even if your submission is treated as confidential, it may still be required to be disclosed in accordance with the requirements of the [Freedom of Information Act 1992](#) (WA) or any other applicable written law.

The Department of Local Government, Sport and Cultural Industries reserves the right to redact any content that could be regarded as racially vilifying, derogatory or defamatory to an individual or an organisation.

## Introduction

The State Government is implementing a number of reforms to the [Local Government Act 1995](#) (the Act) to improve transparency and accountability in local government in Western Australia and deliver benefits to ratepayers and residents.

Standardising council and committee procedures is part of these reforms. Establishing a consistent approach to all local government council and committee meetings will make it easier and simpler for people to participate in and observe council meetings, wherever they are held.

Establishing one standard is expected to simplify and improve training for council members and local government staff. It can also strengthen the enforcement of breaches of meeting procedures (for instance, if a person repeatedly and unreasonably disrupts a meeting).

Currently, it is usual practice for local governments to have local laws and policies in place to govern the conduct of council meetings. However, this approach means that there can be variation in how members of the public can engage with council meetings.

The [Local Government Amendment Act 2023](#) inserts section 5.33A, to allow standardised meeting procedures for all local governments to be made in the form of Regulations or model provisions.

The State Government intends under section 5.33A to make Regulations that apply to all local governments and an order of the Governor under section 3.17 of the Act to repeal all existing local government meetings procedures, standing orders or council meeting local laws.

It is intended that the new standard meeting procedures (also known as “standing orders”) apply to all council and committee meetings held by local governments. It is also intended that Regulations will contain consistent rules for how meetings are held.

It is envisaged that relevant elements of Parts 2 and 3 of the [Local Government \(Administration\) Regulations 1996](#) (the Regulations) would be incorporated into the new standardised meeting procedures.

The Department of Local Government, Sport and Cultural Industries (DLGSC) will also develop reference materials for council members, local government staff and communities to assist in ensuring consistency throughout the sector.

Note: Unless otherwise specified in this paper, the word **meeting** refers to both a council or a committee meeting and the word **member** refers to both a council and a committee member.

## Consultation process

You may choose to answer all or some of the questions in the consultation paper, and/or provide a submission that raises related matters not included in this consultation paper.

The DLGSC invites local governments, council members, Chief Executive Officers (CEOs), local government employees, groups and associations, and members of the community to consider the proposals and provide feedback.

Our preferred method for providing a submission is our [online feedback form](#).

Specific questions have been targeted to certain meeting procedure topics to better understand the variety of existing approaches currently used by the sector. The DLGSC is interested in learning more about how existing approaches work well in practice; and how reforms can be structured to improve transparency and public involvement, simplify the way meetings are conducted, and promote uniformity throughout the sector.

Although it is preferred that the feedback form is used to guide responses, general submissions and suggestions on any relevant topic can be provided via email to [actreview@dlgsc.wa.gov.au](mailto:actreview@dlgsc.wa.gov.au)



# Part 1: General meeting process

## 1. Calling meetings

The calling of council meetings is outlined in sections 5.5 to 5.7 of the Act, and in existing regulations 12 to 14. Amendments are proposed to add new requirements for the oversight of special council meetings that are held at short notice and prevent any meeting from being held at an unreasonable time of day. It is important that special meetings are only convened in appropriate circumstances. Regulations are proposed to require:

- a minimum of 24 hours' notice to convene a special council meeting
- that notice to convene a special council meeting may be done with less than 24 hours' notice if an absolute majority of council members call the meeting
- that a meeting cannot commence any earlier than 8 am or later than 8 pm.

**1. Is it suitable to allow for a special council meeting to be convened with less than 24 hours' notice if an absolute majority of council members call the meeting? Yes / No**

(a) If no, please provide a suggested alternative.

**2. Are there any circumstances where meetings must start earlier than 8 am or later than 8 pm? Yes / No**

(a) If yes, please provide examples and the suggested alternative.

## 2. Agendas and order of business

It is proposed to broadly retain existing requirements for local governments to publish meeting agendas.

It is proposed that the general order of meetings be outlined in the Regulations for consistency across the local government sector. However, a council or committee may decide to consider business in a different order, provided that the other requirements of the Regulations (such as public question time being held before any decisions are made) are still met.

Regulations are proposed to outline the following order of business:

- opening (local governments will still be able to continue their own practices for opening meetings, such as making acknowledgements, prayers, opening statements, etc.)
- recording attendance
- public question time (see section 6)
- public presentations and petitions (see sections 7 and 8)
- members' question time (see section 12)
- confirmation of previous minutes (see section 15)
- reports from committees and the CEO
- motions from members
- urgent business
- matters for which the meeting may be closed
- closure.

**3. Is the proposed order of business suitable? Yes / No**

(a) If no, please provide a suggested alternative.

### 3. Urgent business

Currently, individual local governments' meeting local laws and policies may vary in how urgent business is raised at a meeting. Existing local laws and policies provide various procedures for urgent business to be considered at a council meeting. Broadly, these procedures seek to limit the use of urgent business to only the most exceptional circumstances.

Regulations are proposed to allow the CEO to introduce an item without notice in cases of urgency if:

- an absolute majority of the council resolve to hear the matter at the meeting, and
- the item is clearly marked as urgent business.

It is proposed that DLGSC must be notified each time this occurs, within 7 calendar days, to ensure this process is only used in exceptional circumstances.

Urgent business may only be heard after public question time (see section 6).

#### 4. Are the proposed requirements for urgent business suitable? Yes / No

(a) If no, please provide a suggested alternative.

### 4. Quorum

Existing regulation 8 addresses the process for when there isn't a quorum at a meeting.

Amendments are proposed to provide for the following where a quorum is lost or not present:

- if no quorum is present within 30 minutes of the time set for the meeting, the meeting lapses
- where quorum is lost during a meeting:
  - the meeting proceeds to the next item of business if it is due to members leaving because of a financial or proximity interest
  - the meeting is adjourned for 15 minutes for any other reason and if quorum cannot be reformed, the meeting is closed
- where quorum is lost, the names of the members then present are to be recorded in the minutes.

#### 5. Are the proposed requirements for when a quorum is not present or lost suitable? Yes / No

(a) If no, please explain why and the suggested alternative, if any.

### 5. Adjourning a meeting

Currently, individual local governments' meeting local laws or policies may contain processes for adjourning a meeting. It is intended to adopt similar rules, while also addressing concerns regarding meetings of council that run late. Regulations are proposed to provide that:

- council may decide to adjourn a meeting to another day, time and place to resume from the point it adjourned
- a presiding member may adjourn a meeting for 15 minutes to regain order of a meeting that has been disrupted
- if a meeting is adjourned for a second time due to disruption, a presiding member must adjourn the meeting to another day, time or place (not on the same day), with notice being published on the local government's website.

It is also proposed that if a meeting is continuing and it reaches 10:45 pm:

- the council or committee may decide to either extend the meeting for a further 15 minutes to allow for any remaining business to be concluded or determine to adjourn the meeting

- if any business remains at 11 pm, the meeting must adjourn to a day and time which is at least 10 hours later to deal with any outstanding agenda items and a notice must be published on the local government's website listing when the meeting will resume.

**6. Is 11 pm an appropriate time for when a meeting must be adjourned? Yes / No**

(a) If no, what is the suggested alternative?

## **Part 2: Public participation**

### **6. Public question time**

Currently, the Act and Regulations require that public question time is to be made available at every council meeting and certain committee meetings.

Regulation 6 requires that at least 15 minutes is to be made available for public questions at those meetings. However, question time may be extended if there are further questions; the time may also be used for other business if there are no further questions.

Regulation 7 also provides that question time must be held before substantive decisions are made at that meeting.

Currently, the practice at many local governments is that a person who wishes to ask a question attends the meeting (either physically in-person or by electronic means) to ask their question. However, it is proposed that regulations allow for a personal representative of a person to ask a question. This provides an alternative avenue for someone who may be unable to attend a meeting to have their question raised.

Currently, individual local governments meeting local laws and policies may contain processes for members of the public to raise questions. Some requirements, such as rules requiring a person to lodge a question in writing before a meeting, may prevent a person who is not familiar with those requirements from being able to ask a question.

New standardised requirements are proposed to expand the existing Regulations to require that:

- a member of the public only needs to provide their name and suburb/locality (and not any other information) before asking a question
- a person is not required to lodge a question in writing in advance of a meeting (although a person may choose to do so, for instance if they have a very specific or technical question)
- a local government may still require a person, or their personal representative, to attend a meeting to ask a question lodged in writing in advance of the meeting for it to be addressed at that meeting
- questions must not take more than 2 minutes to ask, including a relevant preamble, unless the presiding member grants an extension of time
- if other people are waiting to ask questions, the presiding member will seek to provide equal opportunity for people to ask questions (for instance, by moving to the next person waiting after someone has asked 3 questions, and returning to the first person if time allows)
- any questions are to be answered by the presiding member, or a relevant member (nominated by the presiding member), the CEO, or an employee nominated by the CEO
- if a question, or a question of a similar nature, was asked and answered in the previous 6 months, the presiding member may direct the member of the public to the minutes of the meeting that contains the question and answer
- no debate of a question or answer is to take place
- questions may be taken on notice by the person who is answering the question
- when a question is taken on notice, a response is to be given to the member of the public in writing and a copy of the answer is to be included in the agenda of the next ordinary meeting
- the presiding member may reject questions that contain offensive language or reflect adversely on others but must provide opportunities for the question to be rephrased.

- 7. Is the existing minimum allocation of 15 minutes for public question time sufficient? Yes / No**  
(a) If no, what minimum time limit do you suggest?
- 8. Is 2 minutes enough time for a member of the public to ask a question? Yes / No**  
(a) If no, what time limit or other method of allocating questions do you suggest?
- 9. Should any other standard requirements for public question time be established? Yes / No**  
(a) If yes, please provide details.
- 10. Should a personal representative be able to ask a question on behalf of another person? Yes / No**  
(a) If no, please provide your reasons.

## **7. Presentations at council**

Local governments commonly allow for presentations (also known as deputations) to be made to inform council decisions. Councils may set a policy for whether they hear presentations at council meetings and/or committee meetings, or at other meetings, and the circumstances in which a presentation may be heard.

It is proposed that local governments will continue to have discretion to choose whether and when to hear presentations.

To allow for a decision to be made in advance of the meeting, it is proposed that either the presiding member or CEO will make the decision on whether a presentation is heard at a meeting, based on any policy established by the council.

Accordingly, it is proposed that a council may establish a policy that determines:

- the types of meetings at which presentations may be heard
- whether the responsibility for making decisions on presentation requests sits with either the presiding member or CEO
- any other matters to guide the presiding member or CEO's decision making towards requests.

New Regulations are also proposed to:

- allow a person, or group of people, to lodge a request in accordance with the council's policy to provide a presentation at least 48 hours before the meeting
- require the presiding member or CEO to decide and provide a response to the person requesting the presentation by 12 noon the day of the meeting
- provide that if the presiding member or CEO refuses an application, they are to provide their reasons to the applicant and advise of the refusal at the meeting
- limit presentations to 5 minutes (not including questions) unless there is a resolution to extend the time limit
- allow council and committee members to ask questions of presenters.

- 11. Should the Regulations specify that a request to make a presentation must relate to an item on the agenda for the relevant meeting? Yes / No**  
(a) If no, please provide reasons.
- 12. Is 48 hours of notice sufficient to administer an application from a member of the public to present to a meeting? Yes / No**  
(a) If no, please provide reasons and suggest an alternative.

**13. Should a standard time limit be set for public presentations? Yes / No**

(a) If no, please provide reasons.

**14. Would 5 minutes be a suitable time limit for public presentations? Yes / No**

(a) If no, please provide reasons and suggest an alternative.

## **8. Petitions**

Many local governments have a tradition of accepting petitions, mirroring the practice of Parliament.

Regulations are proposed to:

- enable any person to petition a local government by lodging a petition to the council on any matter, including petitions which may be critical of actions or decisions of the local government
- require the lead petitioner to provide their contact details
- require any person signing a petition to state their suburb/town, and declare whether they are residents and/or electors of the district
- require the petitioner to tally the number of signatories
- limit rejection of a petition to only when it is not in the prescribed form
- require that the council is to consider each petition and must determine how it is to respond, such as by seeking a report from the CEO
- allow local governments to establish an electronic petitioning system if they wish
- require all petitions received and outcomes from petitions to be summarised in a report to the annual meeting of electors.

**15. Do the proposed regulations provide an effective system for managing petitions? Yes / No**

(a) If no, please provide reasons and suggested alternatives.

## **Part 3: Conduct of debate**

### **9. Orderly conduct of meetings**

New Regulations are proposed to create a duty for all people present at a meeting to:

- ensure that the business of the meeting is attended to efficiently and without delay
- conduct themselves courteously at all times
- allow opinions to be heard within the requirements of the meetings procedures.

It is also proposed that the Regulations:

- allow members to raise points of order to bring the presiding member's attention to a departure from procedure
- provide that it is a minor breach for a presiding member to preside in a manner which is unreasonable or contravenes the requirements of the Act or Regulations
- empower the presiding member to call a person to order and:
  - should a member not comply with a third call to order, the presiding member may direct them to speak no further (but they may continue to cast their vote) for the remainder of the meeting, with failure to adhere to the direction being a minor breach

- if any other person does not comply with one call to order, the presiding member may direct them to leave the meeting, with failure to do so being an offence
- provide that a council may vote to rescind a direction made by a presiding member for a member to not speak further during a meeting
- provide that a member who has had a direction made against them to not speak further cannot move or second a motion that attempts to rescind the decision.

**16. Do these measures provide a suitable framework to maintain order in meetings?  
Yes / No**

(a) If no, what are the suggested changes?

## **10. Motions and amendments**

Existing meeting procedures address many matters relating to the processes of decision making. This includes motions and amendments (including foreshadowed and alternate motions), notices of motion by members, reasons for changes to the CEO's recommended motion, passing motions "en bloc", and how voting occurs. The existing system of motions (including foreshadowed, amendment, alternate and revocation motions) are proposed to be broadly maintained.

Council members may raise motions that are not part of the agenda of a meeting to recommend a proposal for consideration. For instance, a motion might propose a new policy or decision.

Local governments commonly require notice of a motion to be provided in advance of a council meeting. This is to allow council members time to review the motion and for the CEO and administration to provide advice needed to assist council members with making a decision on a motion.

Providing notice to other council members, the CEO and administration can support a more fulsome consideration of the motion.

Regulations are proposed to require council members to provide written notice of motions at least 1 calendar week before the council meeting commences. This would generally allow those motions to be included in the meeting agenda, which must be published 72 hours before the commencement of the meeting.

It is proposed that council members will still be able to move amendments and alternative motions during debate on agenda items without providing written notice in advance of the meeting. This provides for members to be able to consider all options and suggestions for an item included in the agenda of a meeting.

It is proposed that reasons for notices of motion, amendments and other decisions that are changed at a meeting would still be required.

**17. Is a period of 1 calendar week an appropriate notice period for motions? Yes / No**

(a) If no, what is your suggested alternative?

**18. Are these proposals for motions suitable? Yes / No**

(a) If no, please provide reasons.

## **11. Debate on a motion**

The practice of motions being moved and seconded and debate alternating between speakers for and against the motion is used in meeting procedures statewide.

Some local governments have a further requirement where if a motion is not opposed, no debate occurs, and the motion is recorded as passing unanimously.

Regulations are proposed to provide for the following rules for formal debate on a motion or amendment:

- any motion must be seconded before it may be debated (or carried without debate)
- a motion is carried without debate if no member is opposed to the motion

- if a member is opposed, the mover and seconder may speak and are followed by alternating speakers against and for the motion, with a final right of reply for the mover
- speeches must be relevant to the motion under debate and no member must speak twice – except for the mover's right of reply, or if the council decides to allow further debate
- no member can speak for longer than 5 minutes without the approval of the meeting.

**19. Do you support these rules for formal debate on a motion or amendment? Yes / No**

(a) If no, what is your suggested alternative?

**20. Is 5 minutes a suitable maximum speaking time during debate? Yes / No**

(a) If no, what should be the default maximum speaking time?

**21. Is a general principle against speaking twice on the same motion suitable? Yes / No**

(a) If no, please provide reasons.

## 12. Questions by members

The current practices for members asking formal questions at meetings varies throughout the sector. Some local governments have a “questions from council members” period; other local governments allow members to place questions on notice for future meetings.

Regulations are proposed to provide that:

- council members can ask the CEO questions related to any item on an agenda by providing the question in writing by 12 noon the day before the meeting
- council member questions are to be answered during the “questions from council members” agenda item
- council members must seek permission from the presiding member to ask the CEO clarifying questions during debate.

**22. Should the new standardised provisions include a maximum time limit for the “questions from council members” agenda item? Yes / No**

(a) If no, please provide details.

**23. Is 1 day of notice for a question from a council member sufficient? Yes / No**

(a) If no, what is your suggested alternative and why?

**24. Is it appropriate for the presiding member to consider whether to allow a member to ask clarifying questions during debate? Yes / No**

(a) If no, what is your suggested alternative and why?

## 13. Procedural motions

Various procedural motions are provided for in each local governments' meeting procedures. They help with managing a meeting effectively and democratically.

Regulations are proposed to provide for the following procedural motions to be put without debate:

- a motion to vary the order of business (e.g. to move a report in the order of business so it is considered earlier)
- a motion to adjourn debate to another time
- a motion to adjourn the meeting
- a motion to put the question (close debate)



- a motion to extend a member's speaking time
- a motion to extend public question time
- a motion to extend the time for a public presentation
- a motion to refer a motion to a committee or for the CEO to provide a new or updated report to a future meeting
- a motion of dissent in the presiding member's ruling (for example, to overturn the presiding member's direction that a member does not speak further)
- a motion to close a meeting to the public in accordance with the Act.

**25. Should any of these procedural motions not be included? Yes / No**

(a) If yes, please identify which motions and why they should not be included.

**26. Are any additional procedural motions needed? Yes / No**

(a) If yes, please provide suggestions and explain why.

## 14. Adverse reflection

In addition to aspects of the model code of conduct, existing meeting procedures seek to prevent inappropriate language and adverse reflections from occurring at meetings.

Regulations are proposed to provide that:

- a person, including a member, cannot reflect adversely on the character of members, employees or other persons – if they do so they must withdraw their remark
- members cannot adversely reflect on the decisions of the council, except in making a motion to revoke or change a decision
- failure to withdraw adverse reflection is to be dealt with as disorderly conduct (including as a potential minor breach)
- a member who is concerned about a remark that may be an adverse reflection may raise a point of order with the presiding member.

**27. Are there any circumstances where a person should be able to adversely reflect on another council member, an employee or a decision of the local government? Yes / No**

(a) If yes, please provide more information to explain the circumstances.

## Part 4: Other matters

### 15. Meeting minutes and confirmation

Existing meeting procedures provide for the method of confirmation of the minutes. It is proposed to amend the Regulations to provide a clear process for correcting minutes by:

- allowing a member who identifies errors with unconfirmed minutes to provide a CEO with any proposed corrections by 12 noon the day before a meeting at which the minutes are to be confirmed
- requiring any proposed corrections to the minutes to be presented to council for a decision with a recommendation from the CEO
- Requiring DLGSC to be notified if a local government fails to adopt or defers confirmation of the minutes of a meeting.



**28. Is 1 day sufficient notice for a proposed correction to the minutes? Yes / No**

(a) If no, how much notice should be required and why?

## **16. Electronic meetings and attendance**

In 2020, Regulations were introduced in response to the COVID-19 pandemic to enable councils to hold meetings electronically and for council members to attend using electronic means. This allowed councils to continue making critical decisions during the pandemic. The use of videoconferencing and the adoption of livestreaming has also encouraged public access and participation in local government.

On 9 November 2022, the [Local Government \(Administration\) Amendment Regulations 2022](#) took effect, meaning local governments could conduct council and committee meetings electronically outside of emergency situations and that council and committee members could attend in-person meetings using electronic means, such as videoconferencing.

The State Government committed to a public consultation process to gain feedback on the effect of these changes following 12 months of operation.

**29. Has the change to enable electronic meetings to occur outside of emergency situations been helpful? Yes / No / Unsure or unable to comment**

(a) If no, please explain why.

**30. Has the ability for individual members to attend meetings electronically been beneficial? Yes / No / Unsure or unable to comment**

(a) If no, please explain why.

**31. Do you think any changes to electronic meetings or electronic attendance are required? Yes / No / Unsure or unable to comment**

(a) If yes, please provide details of the changes and explain why they are needed.

## **17. Council committees**

Sections 5.8 to 5.18 of the Act provide for the establishment of committees that may assist with decision-making. Section 7.1A provides for the establishment of an audit committee. The standardised meeting procedures will only apply to those committees established under sections 5.8 and 7.1A.

It is proposed that provisions for committees be similar to requirements for council meetings. Committees may need to provide a more flexible meeting environment, in terms of time limitations and procedure, to facilitate the consideration of issues in detail. This is reflected in meeting procedures across the State.

Regulations are proposed to provide that:

- a committee meeting is to be called when requested by the presiding member of the committee, the mayor or president, or a third of the committee's members
- certain meeting procedures such as the order of debate, speaking twice and time limits do not apply to a committee
- a committee is answerable to the council and must provide at least 1 report to council on its activities each year.

**32. Are any other modifications needed for committee meetings? Yes / No**

(a) If yes, please provide details of the modifications and explain why.

## 18. Meetings of electors

The Act establishes that the mayor or president is to preside at electors' meetings, and any resolutions passed by an electors' meeting are considered at a following council meeting.

As electors' meetings are quite different to council meetings, comment is sought about whether parts of the proposed standard should apply for electors' meetings.

### 33. Should parts of the proposed standard apply at electors' meetings? Yes / No

(a) If yes, please explain what may be required.

## 19. Any other matters

Feedback is welcome on any other element of local government meetings for consideration in the further development of the new Regulations.

### 34. Do you have any other comments or suggestions for the proposed new Regulations?

(a) If yes, please explain what may be required.

## Appendix: Example timeline for an ordinary council meeting

For this example, the local government holds its ordinary council meetings on the second Tuesday of every month. March 2024 has been used as an example.

Day/time	Task	Requirements
<b>Tue 5 March 6 pm</b>	Deadline for council members to provide written notice of motions.	<ul style="list-style-type: none"> <li>Council members must provide written notice of motions at least 1 calendar week before the day of an ordinary council meeting.</li> </ul>
<b>Sat 9 March 6 pm</b>	Deadline for publishing ordinary council meeting agenda. In practice, the local government publishes the agenda prior to close of business Friday.	<ul style="list-style-type: none"> <li>An ordinary council meeting agenda must be published at least 72 hours before the commencement of a meeting.</li> </ul>
<b>Sun 10 March 6 pm</b>	Deadline for member of the public to lodge a request to present on an agenda item.	<ul style="list-style-type: none"> <li>A person or group of people can lodge a request with the CEO to provide a presentation on an agenda item but must do so at least 48 hours before the meeting.</li> </ul>
<b>Mon 11 March 12 noon</b>	Deadline for council members to provide written notice of questions that will be asked about agenda items at the ordinary council meeting.	<ul style="list-style-type: none"> <li>Council members must submit questions about agenda items to the CEO in writing by 12 noon the day before the meeting.</li> </ul>
<b>Tue 12 March 12 noon</b>	Presiding member or CEO (in accordance with policy) to decide whether members of the public can present on agenda items and provide a response to people making requests.	<ul style="list-style-type: none"> <li>The presiding member or CEO must decide and provide a response to a person requesting to make a presentation on an agenda item by 12 noon the day of the meeting.</li> <li>If an application is refused, the presiding member or CEO must provide their reasons and advise of the refusal at the meeting.</li> </ul>
<b>Tue 12 March 6 pm</b>	Ordinary council meeting.	<ul style="list-style-type: none"> <li>Meeting must finish by 11 pm.</li> </ul>
<b>Wed 13 March 9 am</b>	Adjourned meeting can begin if scheduled meeting was adjourned due to reaching 11 pm.	<ul style="list-style-type: none"> <li>If a meeting needs to be adjourned because it reaches 11 pm, the meeting to deal with outstanding items must be at least 10 hours after the original meeting was adjourned.</li> </ul>
<b>Tue 19 March 6 pm</b>	Deadline for notifying DLGSC of any urgent business considered at the ordinary council meeting.	<ul style="list-style-type: none"> <li>The DLGSC must be notified within 7 calendar days each time urgent business is considered at an ordinary council meeting.</li> </ul>
<b>Sat 6 April 6 pm</b>	Responses to questions on notice included in agenda for next ordinary council meeting.	<ul style="list-style-type: none"> <li>When a question is taken on notice, a response is to be given to members of the public in writing and the answer is to be included in the agenda of the next ordinary council meeting.</li> <li>An ordinary council meeting agenda must be published at least 72 hours before the commencement of a meeting.</li> </ul>
<b>Mon 8 April 12 noon</b>	Deadline for council members dissatisfied with unconfirmed minutes to provide the CEO with corrected wording.	<ul style="list-style-type: none"> <li>A council member dissatisfied with unconfirmed minutes can provide a CEO with corrected wording by 12 noon the day before a meeting at which the minutes are to be confirmed.</li> </ul>
<b>Tue 9 April 6 pm</b>	Ordinary council meeting	<ul style="list-style-type: none"> <li>Meeting must finish by 11 pm.</li> </ul>



# **Standardised Meeting Procedures**

## **WALGA DISCUSSION PAPER**

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## PURPOSE OF WALGA DISCUSSION PAPER

WALGA is conscious that Local Government consultation leading to the development of the *Local Government Amendment Act 2023* evidenced broad sector support for standardisation of meeting procedures.

WALGA is equally aware that while many current Meeting Procedures / Standing Orders Local Laws include a solid core of common provisions, there is also some diversity across a range of Local Laws content.

We therefore recognise the challenge inherent in developing standardised meeting procedures and the potential they may differ significantly from, or even exclude, well-entrenched Local Law practices and procedures applied at Council and Committee meetings. Participating in the consultation process is therefore crucial to developing workable standardised meeting procedures.

The WALGA Discussion Paper is developed with a view to being read in conjunction with the Department of Local Government, Sport and Cultural Industries Standardised Meeting Procedures Consultation Paper, released in February 2024.

Our Discussion Paper melds the Consultation Paper content with WALGA Comment that is intended to provoke thought and lead to a considered response to the 34 questions posed by the Department. It is WALGA's recommendation that Local Government administrators and Council Members work collaboratively in determining a response to the Consultation Paper. This can be facilitated through informal workshops or a more formal approach at a Council meeting.

**WALGA would greatly appreciate receiving your formal response by close of business Monday 29 April 2024.** This is a different timeframe to the Department's Consultation Paper closing date of 29 May 2024, however it is necessary to facilitate development of a consolidated advocacy position that reflects the aggregated views of the sector on standardised meeting procedures.

### Contacts:

Tony Brown

Executive Director, Member Services

Contact: (08) 9213 2051 or [tbrown@walga.asn.au](mailto:tbrown@walga.asn.au)

James McGovern

Manager Governance and Procurement

Contact: (08) 9213 2093 or [jmcgovern@walga.asn.au](mailto:jmcgovern@walga.asn.au)

## PART 1 – GENERAL MEETING PROCESS

### DLGSCI Consultation Paper

#### 1. Calling meetings

The calling of council meetings is outlined in sections 5.5 to 5.7 of the Act, and in existing regulations 12 to 14. Amendments are proposed to add new requirements for the oversight of special council meetings that are held at short notice and prevent any meeting from being held at an unreasonable time of day. It is important that special meetings are only convened in appropriate circumstances. Regulations are proposed to require:

- a minimum of 24 hours' notice to convene a special council meeting
- that notice to convene a special council meeting may be done with less than 24 hours' notice if an absolute majority of council members call the meeting
- that a meeting cannot commence any earlier than 8 am or later than 8 pm.

#### WALGA Comment

Currently there is no time-based provision relating to calling a Special Council Meeting, with start times based on availability of attendees, identified urgency of a matter and adopting a common-sense approach. In recognition of exceptional circumstances, consider:

- Will an absolute majority of Council Members always be available/contactable if an emergency situation necessitates a special meeting?
- Should the Mayor or President be empowered to call a Special Council Meeting during an emergency, public health emergency or state of emergency, similar to emergency powers under section 6.8(1)(c) of the Act?

- |    |  |
|----|--|
| 1. | Is it suitable to allow for a special council meeting to be convened with less than 24 hours' notice if an absolute majority of council members call the meeting? Yes / No |
|    | (a) If no, please provide a suggested alternative.   |
| 2. | Are there any circumstances where meetings must start earlier than 8 am or later than 8 pm? Yes / No   |
|    | (a) If yes, please provide examples and the suggested alternative.   |



## DLGSCI Consultation Paper

### 2. Agendas and order of business

It is proposed to broadly retain existing requirements for local governments to publish meeting agendas.

It is proposed that the general order of meetings be outlined in the Regulations for consistency across the local government sector. However, a council or committee may decide to consider business in a different order, provided that the other requirements of the Regulations (such as public question time being held before any decisions are made) are still met.

Regulations are proposed to outline the following order of business:

- opening (local governments will still be able to continue their own practices for opening meetings, such as making acknowledgements, prayers, opening statements, etc.)
- recording attendance
- public question time (see section 6)
- public presentations and petitions (see sections 7 and 8)
- members' question time (see section 12)
- confirmation of previous minutes (see section 15)
- reports from committees and the CEO
- motions from members
- urgent business
- matters for which the meeting may be closed
- closure.

### WALGA Comment

**Some Meeting Procedures / Standing Orders Local Laws have dispensed with the Order of Business; is it necessary to regulate an Order of Business?**

**If the Order of Business is to be regulated, should the Regulations provide some flexibility for Local Governments to change their Order of Business; for example, bringing forward a matter of public interest is current common practice.**

**3. Is the proposed order of business suitable? Yes / No**

**(a) If no, please provide a suggested alternative**



## **DLGSCI Consultation Paper**

### **3. Urgent business**

Currently, individual local governments' meeting local laws and policies may vary in how urgent business is raised at a meeting. Existing local laws and policies provide various procedures for urgent business to be considered at a council meeting. Broadly, these procedures seek to limit the use of urgent business to only the most exceptional circumstances.

Regulations are proposed to allow the CEO to introduce an item without notice in cases of urgency if:

- an absolute majority of the council resolve to hear the matter at the meeting, and
- the item is clearly marked as urgent business.

It is proposed that DLGSC must be notified each time this occurs, within 7 calendar days, to ensure this process is only used in exceptional circumstances.

Urgent business may only be heard after public question time (see section 6).

### **WALGA Comment**

**If the CEO determines items of urgent business, is it appropriate to involve the Department in monitoring the CEO's performance given this is the role of Council?**

**Should a Council Member be permitted to introduce an urgent matter for consideration under a Notice of Motion?**

**Should a definition of 'urgent business' be included in standardised regulations, or should this be a matter of Policy?**

**4. Are the proposed requirements for urgent business suitable? Yes / No**

**(a) If no, please provide a suggested alternative.**

## DLGSCI Consultation Paper

### 4. Quorum

Existing regulation 8 addresses the process for when there isn't a quorum at a meeting.

Amendments are proposed to provide for the following where a quorum is lost or not present:

- if no quorum is present within 30 minutes of the time set for the meeting, the meeting lapses
- where quorum is lost during a meeting:
  - the meeting proceeds to the next item of business if it is due to members leaving because of a financial or proximity interest
  - the meeting is adjourned for 15 minutes for any other reason and if quorum cannot be reformed, the meeting is closed
- where quorum is lost, the names of the members then present are to be recorded in the minutes.

### WALGA Comment

**Is there potential for proposed standardised regulations to replicate existing regulation 8?**

**Should the presiding member be empowered to set the date and time to reconvene a meeting adjourned due to lack of quorum?**

- 5. Are the proposed requirements for when a quorum is not present or lost suitable? Yes / No**
- (a) If no, please explain why and the suggested alternative, if any.**

## DLGSCI Consultation Paper

### 5. Adjourning a meeting

Currently, individual local governments' meeting local laws or policies may contain processes for adjourning a meeting. It is intended to adopt similar rules, while also addressing concerns regarding meetings of council that run late. Regulations are proposed to provide that:

- council may decide to adjourn a meeting to another day, time and place to resume from the point it adjourned
- a presiding member may adjourn a meeting for 15 minutes to regain order of a meeting that has been disrupted

- if a meeting is adjourned for a second time due to disruption, a presiding member must adjourn the meeting to another day, time or place (not on the same day), with notice being published on the local government's website.

It is also proposed that if a meeting is continuing and it reaches 10:45 pm:

- the council or committee may decide to either extend the meeting for a further 15 minutes to allow for any remaining business to be concluded or determine to adjourn the meeting
- if any business remains at 11 pm, the meeting must adjourn to a day and time which is at least 10 hours later to deal with any outstanding agenda items and a notice must be published on the local government's website listing when the meeting will resume.

## **WALGA Comment**

**There are a variety of meeting starting times, therefore is the proposal to regulate that meetings must always adjourn at 11pm appropriate? Could the meeting closure time be based on a standard number of hours commencing from the opening of a meeting?**

**Is a procedural motion to extend time, by absolute majority, a valid option?**

**Is employee work, health and safety an equal consideration when determining the earliest a meeting can reconvene? If so, should the CEO have an active role in determining the time the meeting reconvenes?**

- |  |
|--|
| <p><b>6. Is 11 pm an appropriate time for when a meeting must be adjourned? Yes / No</b></p> <p><b>(a) If no, what is the suggested alternative?</b></p> |
|--|



## PART 2 – PUBLIC PARTICIPATION

### DLGSCI Consultation Paper

#### 6. Public question time

Currently, the Act and Regulations require that public question time is to be made available at every council meeting and certain committee meetings.

Regulation 6 requires that at least 15 minutes is to be made available for public questions at those meetings. However, question time may be extended if there are further questions; the time may also be used for other business if there are no further questions.

Regulation 7 also provides that question time must be held before substantive decisions are made at that meeting.

Currently, the practice at many local governments is that a person who wishes to ask a question attends the meeting (either physically in-person or by electronic means) to ask their question. However, it is proposed that regulations allow for a personal representative of a person to ask a question. This provides an alternative avenue for someone who may be unable to attend a meeting to have their question raised.

Currently, individual local governments meeting local laws and policies may contain processes for members of the public to raise questions. Some requirements, such as rules requiring a person to lodge a question in writing before a meeting, may prevent a person who is not familiar with those requirements from being able to ask a question.

New standardised requirements are proposed to expand the existing Regulations to require that:

- a member of the public only needs to provide their name and suburb/locality (and not any other information) before asking a question
- a person is not required to lodge a question in writing in advance of a meeting (although a person may choose to do so, for instance if they have a very specific or technical question)
- a local government may still require a person, or their personal representative, to attend a meeting to ask a question lodged in writing in advance of the meeting for it to be addressed at that meeting
- questions must not take more than 2 minutes to ask, including a relevant preamble, unless the presiding member grants an extension of time
- if other people are waiting to ask questions, the presiding member will seek to provide equal opportunity for people to ask questions (for instance, by moving to the next person waiting after someone has asked 3 questions, and returning to the first person if time allows)
- any questions are to be answered by the presiding member, or a relevant member (nominated by the presiding member), the CEO, or an employee nominated by the CEO

- if a question, or a question of a similar nature, was asked and answered in the previous 6 months, the presiding member may direct the member of the public to the minutes of the meeting that contains the question and answer
- no debate of a question or answer is to take place
- questions may be taken on notice by the person who is answering the question
- when a question is taken on notice, a response is to be given to the member of the public in writing and a copy of the answer is to be included in the agenda of the next ordinary meeting
- the presiding member may reject questions that contain offensive language or reflect adversely on others but must provide opportunities for the question to be rephrased

## WALGA Comment

**Do the proposals provide appropriate balance between the right of the public to ask questions and the community expectation that Councils efficiently transact meeting business and make decisions?**

The public question time provisions under section 5.24 of the Act and the Local Government (Administration) Regulations do not specify that a member of the public must identify themselves. Is it appropriate that a person will be required to identify themselves, or should this be discretionary to permit a right to privacy?

Should a Council Member be permitted to act as a personal representative and ask a question on behalf of an absent member of the public? Should members of the public always be present to ask their question?

- |     |   |
|-----|---|
| 7.  | <b>Is the existing minimum allocation of 15 minutes for public question time sufficient? Yes / No</b>   |
|     | (a) If no, what minimum time limit do you suggest?  |
| 8.  | <b>Is 2 minutes enough time for a member of the public to ask a question? Yes / No</b>                  |
|     | (a) If no, what time limit or other method of allocating questions do you suggest?                      |
| 9.  | <b>Should any other standard requirements for public question time be established? Yes / No</b>         |
|     | (a) If yes, please provide details.   |
| 10. | <b>Should a personal representative be able to ask a question on behalf of another person? Yes / No</b> |
|     | (a) If no, please provide your reasons.   |



## DLGSCI Consultation Paper

### 7. Presentations at council

Local governments commonly allow for presentations (also known as deputations) to be made to inform council decisions. Councils may set a policy for whether they hear presentations at council meetings and/or committee meetings, or at other meetings, and the circumstances in which a presentation may be heard.

It is proposed that local governments will continue to have discretion to choose whether and when to hear presentations.

To allow for a decision to be made in advance of the meeting, it is proposed that either the presiding member or CEO will make the decision on whether a presentation is heard at a meeting, based on any policy established by the council.

Accordingly, it is proposed that a council may establish a policy that determines:

- the types of meetings at which presentations may be heard
- whether the responsibility for making decisions on presentation requests sits with either the presiding member or CEO
- any other matters to guide the presiding member or CEO's decision making towards requests.

New Regulations are also proposed to:

- allow a person, or group of people, to lodge a request in accordance with the council's policy to provide a presentation at least 48 hours before the meeting
- require the presiding member or CEO to decide and provide a response to the person requesting the presentation by 12 noon the day of the meeting
- provide that if the presiding member or CEO refuses an application, they are to provide their reasons to the applicant and advise of the refusal at the meeting
- limit presentations to 5 minutes (not including questions) unless there is a resolution to extend the time limit
- allow council and committee members to ask questions of presenters.

### WALGA Comment

**Should an applicant provide details of their proposed topic and context when making a request to provide a presentation, to permit the CEO to advise Council on relevant legal, financial or other implications?**

**Should the decision to allow a presentation be made by the presiding member in consultation with the CEO, rather than being made by one or the other?**

- 11. Should the Regulations specify that a request to make a presentation must relate to an item on the agenda for the relevant meeting? Yes / No**  
(a) If no, please provide reasons.
- 12. Is 48 hours of notice sufficient to administer an application from a member of the public to present to a meeting? Yes / No**  
(a) If no, please provide reasons and suggest an alternative.
- 13. Should a standard time limit be set for public presentations? Yes / No**  
(a) If no, please provide reasons.
- 14. Would 5 minutes be a suitable time limit for public presentations? Yes / No**  
(a) If no, please provide reasons and suggest an alternative.

## **DLGSCI Consultation Paper**

### **8. Petitions**

Many local governments have a tradition of accepting petitions, mirroring the practice of Parliament.

Regulations are proposed to:

- enable any person to petition a local government by lodging a petition to the council on any matter, including petitions which may be critical of actions or decisions of the local government
- require the lead petitioner to provide their contact details
- require any person signing a petition to state their suburb/town, and declare whether they are residents and/or electors of the district
- require the petitioner to tally the number of signatories
- limit rejection of a petition to only when it is not in the prescribed form
- require that the council is to consider each petition and must determine how it is to respond, such as by seeking a report from the CEO
- allow local governments to establish an electronic petitioning system if they wish
- require all petitions received and outcomes from petitions to be summarised in a report to the annual meeting of electors.



## WALGA Comment

Should rejection of a petition extend to cases where the petitioned action will breach a written law and related imperatives, such as a public health emergency declaration?

15. Do the proposed regulations provide an effective system for managing petitions? Yes / No

(a) If no, please provide reasons and suggested alternatives.

## PART 3 – CONDUCT OF DEBATE

### DLGSCI Consultation Paper

#### 9. Orderly conduct of meetings

New Regulations are proposed to create a duty for all people present at a meeting to:

- ensure that the business of the meeting is attended to efficiently and without delay
- conduct themselves courteously at all times
- allow opinions to be heard within the requirements of the meetings procedures.

It is also proposed that the Regulations:

- allow members to raise points of order to bring the presiding member's attention to a departure from procedure
- provide that it is a minor breach for a presiding member to preside in a manner which is unreasonable or contravenes the requirements of the Act or Regulations
- empower the presiding member to call a person to order and:
  - should a member not comply with a third call to order, the presiding member may direct them to speak no further (but they may continue to cast their vote) for the remainder of the meeting, with failure to adhere to the direction being a minor breach
  - if any other person does not comply with one call to order, the presiding member may direct them to leave the meeting, with failure to do so being an offence
- provide that a council may vote to rescind a direction made by a presiding member for a member to not speak further during a meeting
- provide that a member who has had a direction made against them to not speak further cannot move or second a motion that attempts to rescind the decision.



## WALGA Comment

**Are the proposed presiding member powers sufficient to maintain order at meetings?  
Are additional powers required?**

**Clause 10 of the Model Code of Conduct includes matters that must be observed by Council and Committee Members attending Council meetings, enforceable through the behavioural complaints process. Are the proposed new duties of persons present at meetings similar to the expected behaviours expressed in the Model Code?**

**The proposed minor breach of the presiding member includes ‘unreasonable’ conduct; should the regulations be limited to actual contraventions of the Act, Regulations or Code of Conduct?**

**16. Do these measures provide a suitable framework to maintain order in meetings?  
Yes / No**

(a) If no, what are the suggested changes?

## DLGSCI Consultation Paper

### 10. Motions and amendments

Existing meeting procedures address many matters relating to the processes of decision making. This includes motions and amendments (including foreshadowed and alternate motions), notices of motion by members, reasons for changes to the CEO’s recommended motion, passing motions “en bloc”, and how voting occurs. The existing system of motions (including foreshadowed, amendment, alternate and revocation motions) are proposed to be broadly maintained.

Council members may raise motions that are not part of the agenda of a meeting to recommend a proposal for consideration. For instance, a motion might propose a new policy or decision.

Local governments commonly require notice of a motion to be provided in advance of a council meeting. This is to allow council members time to review the motion and for the CEO and administration to provide advice needed to assist council members with making a decision on a motion.

Providing notice to other council members, the CEO and administration can support a more fulsome consideration of the motion.

Regulations are proposed to require council members to provide written notice of motions at least 1 calendar week before the council meeting commences. This would generally allow those motions to be included in the meeting agenda, which must be published 72 hours before the commencement of the meeting.

It is proposed that council members will still be able to move amendments and alternative motions during debate on agenda items without providing written notice in advance of the

meeting. This provides for members to be able to consider all options and suggestions for an item included in the agenda of a meeting.

It is proposed that reasons for notices of motion, amendments and other decisions that are changed at a meeting would still be required.

## WALGA Comment

**It is relatively common for Agendas to be prepared well in advance of the Council meeting so that Agenda Briefing sessions can be held. Should a notice of motion be provided within the established Agenda preparation timeframe of each Local Government?**

**Should a notice of motion be received by Council resolution to indicate support prior to the Administration preparing a detailed report?**

**Should a CEO be empowered to reject any notice of censure motion from a Council member, given this equates to adverse reflection?**

**17. Is a period of 1 calendar week an appropriate notice period for motions? Yes / No**

(a) If no, what is your suggested alternative?

**18. Are these proposals for motions suitable? Yes / No**

(a) If no, please provide reasons

## DLGSCI Consultation Paper

### 11. Debate on a motion

The practice of motions being moved and seconded and debate alternating between speakers for and against the motion is used in meeting procedures statewide.

Some local governments have a further requirement where if a motion is not opposed, no debate occurs, and the motion is recorded as passing unanimously.

Regulations are proposed to provide for the following rules for formal debate on a motion or amendment:

- any motion must be seconded before it may be debated (or carried without debate)
- a motion is carried without debate if no member is opposed to the motion
- if a member is opposed, the mover and seconder may speak and are followed by alternating speakers against and for the motion, with a final right of reply for the mover
- speeches must be relevant to the motion under debate and no member must speak twice –



except for the mover's right of reply, or if the council decides to allow further debate

- no member can speak for longer than 5 minutes without the approval of the meeting.

## WALGA Comment

**Should regulations provide for Council to suspend formal debate rules to enable members to speak more than once on a specific item?**

- |     |  |
|-----|--|
| 19. | <b>Do you support these rules for formal debate on a motion or amendment? Yes / No</b><br>(a) If no, what is your suggested alternative?     |
| 20. | <b>Is 5 minutes a suitable maximum speaking time during debate? Yes / No</b><br>(a) If no, what should be the default maximum speaking time? |
| 21. | <b>Is a general principle against speaking twice on the same motion suitable? Yes / No</b><br>(a) If no, please provide reasons.             |

## DLGSCI Consultation Paper

### 12. Questions by members

The current practices for members asking formal questions at meetings varies throughout the sector. Some local governments have a "questions from council members" period; other local governments allow members to place questions on notice for future meetings.

Regulations are proposed to provide that:

- council members can ask the CEO questions related to any item on an agenda by providing the question in writing by 12 noon the day before the meeting
- council member questions are to be answered during the "questions from council members" agenda item
- council members must seek permission from the presiding member to ask the CEO 0.0.0. clarifying questions during debate.

## WALGA Comment

**Questions from Council Members are an important part of the meeting, especially if a Local Government does not conduct Agenda Briefings in advance of ordinary Council meetings.**

**Should questions from Council Members only be asked at one particular part of the meeting or be asked prior to debate on the agenda item to which the question relates?**

Could limiting questions to those provided the day before the meeting be counter productive to good decision making if the question relates to a matter on the Agenda?

With proposed new rules for public question time in mind, should questions by members also be limited by time and number in the interests of conducting efficient and effective meetings? Should the presiding member be empowered to rule on the relevance of a question?

**22. Should the new standardised provisions include a maximum time limit for the “questions from council members” agenda item? Yes / No**

(a) If no, please provide details.

**23. Is 1 day of notice for a question from a council member sufficient? Yes / No**

(a) If no, what is your suggested alternative and why?

**24. Is it appropriate for the presiding member to consider whether to allow a member to ask clarifying questions during debate? Yes / No**

(a) If no, what is your suggested alternative and why?

## DLGSCI Consultation Paper

### 13. Procedural motions

Various procedural motions are provided for in each local governments' meeting procedures. They help with managing a meeting effectively and democratically.

Regulations are proposed to provide for the following procedural motions to be put without debate:

- a motion to vary the order of business (e.g. to move a report in the order of business so it is considered earlier)
- a motion to adjourn debate to another time
- a motion to adjourn the meeting
- a motion to put the question (close debate)
- a motion to extend a member's speaking time
- a motion to extend public question time
- a motion to extend the time for a public presentation
- a motion to refer a motion to a committee or for the CEO to provide a new or updated report to a future meeting



- a motion of dissent in the presiding member's ruling (for example, to overturn the presiding member's direction that a member does not speak further)
- a motion to close a meeting to the public in accordance with the Act.

## WALGA Comment

**Procedural motions in current Local Laws are accompanied by qualifying provisions explaining their effect; for example, a person who has spoken on a motion cannot move to close a debate on the motion; and the mover of some procedural motions can speak to the motion but cannot speak to some others.**

**Are some qualifying provisions still necessary to ensure fair and equal participation in the meeting? Or should all procedural motions be put without debate?**

**25. Should any of these procedural motions not be included? Yes / No**

(a) If yes, please identify which motions and why they should not be included.

**26. Are any additional procedural motions needed? Yes / No**

(a) If yes, please provide suggestions and explain why.

## DLGSCI Consultation Paper

### 14. Adverse reflection

In addition to aspects of the model code of conduct, existing meeting procedures seek to prevent inappropriate language and adverse reflections from occurring at meetings.

Regulations are proposed to provide that:

- a person, including a member, cannot reflect adversely on the character of members, employees or other persons – if they do so they must withdraw their remark
- members cannot adversely reflect on the decisions of the council, except in making a motion to revoke or change a decision
- failure to withdraw adverse reflection is to be dealt with as disorderly conduct (including as a potential minor breach)
- a member who is concerned about a remark that may be an adverse reflection may raise a point of order with the presiding member.

## WALGA Comment

With compulsory public broadcasting and audio recording of ordinary Council meetings imminent, should adverse reflection be elevated from a behavioural or minor breach to a serious breach of the Act?

27. Are there any circumstances where a person should be able to adversely reflect on another council member, an employee or a decision of the local government?  
Yes / No

(a) If yes, please provide more information to explain the circumstances.

## PART 4 – OTHER MATTERS

### DLGSCI Consultation Paper

#### 15. Meeting minutes and confirmation

Existing meeting procedures provide for the method of confirmation of the minutes. It is proposed to amend the Regulations to provide a clear process for correcting minutes by:

- allowing a member who identifies errors with unconfirmed minutes to provide a CEO with any proposed corrections by 12 noon the day before a meeting at which the minutes are to be confirmed
- requiring any proposed corrections to the minutes to be presented to council for a decision with a recommendation from the CEO
- Requiring DLGSC to be notified if a local government fails to adopt or defers confirmation of the minutes of a meeting

## WALGA Comment

The confirmation of minutes ensures that a true and correct record of a meeting is kept. Currently, a simple majority of Council Members must agree to any proposed amendments. Are additional rules required?

28. Is 1 day sufficient notice for a proposed correction to the minutes? Yes / No

(a) If no, how much notice should be required and why?



## DLGSCI Consultation Paper

### 16. Electronic meetings and attendance

In 2020, Regulations were introduced in response to the COVID-19 pandemic to enable councils to hold meetings electronically and for council members to attend using electronic means. This allowed councils to continue making critical decisions during the pandemic. The use of videoconferencing and the adoption of livestreaming has also encouraged public access and participation in local government.

On 9 November 2022, the [Local Government \(Administration\) Amendment Regulations 2022](#) took effect, meaning local governments could conduct council and committee meetings electronically outside of emergency situations and that council and committee members could attend in-person meetings using electronic means, such as videoconferencing.

The State Government committed to a public consultation process to gain feedback on the effect of these changes following 12 months of operation.

### WALGA Comment

Is the '50% rule' (refer: regulations 14C(3) and 14D(2A) of the *Local Government (Administration) Regulations*) for electronic attendance at in-person meetings and holding electronic meetings clearly understood? Is it proving to be easily applied?

Should the definition of 'meeting' (refer: regulation 14C(1) of the *Local Government (Administration) Regulations*) be amended to permit electronic attendance at electors' meetings?

- |     |  |
|-----|--|
| 29. | <b>Has the change to enable electronic meetings to occur outside of emergency situations been helpful? Yes / No / Unsure or unable to comment</b><br><br>(a) If no, please explain why.  |
| 30. | <b>Has the ability for individual members to attend meetings electronically been beneficial? Yes / No / Unsure or unable to comment</b><br><br>(a) If no, please explain why.  |
| 31. | <b>Do you think any changes to electronic meetings or electronic attendance are required? Yes / No / Unsure or unable to comment</b><br><br>(a) If yes, please provide details of the changes and explain why they are needed. |

## DLGSCI Consultation Paper

### 17. Council committees

Sections 5.8 to 5.18 of the Act provide for the establishment of committees that may assist with decision making. Section 7.1A provides for the establishment of an audit committee. The standardised meeting procedures will only apply to those committees established under sections 5.8 and 7.1A.

It is proposed that provisions for committees be similar to requirements for council meetings. Committees may need to provide a more flexible meeting environment, in terms of time limitations and procedure, to facilitate the consideration of issues in detail. This is reflected in meeting procedures across the State.

Regulations are proposed to provide that:

- a committee meeting is to be called when requested by the presiding member of the committee, the mayor or president, or a third of the committee's members
- certain meeting procedures such as the order of debate, speaking twice and time limits do not apply to a committee
- a committee is answerable to the council and must provide at least 1 report to council on its activities each year.

### WALGA Comment

**Many current Local Laws include requirements additional to sections 5.8 to 5.18 of the Act for establishing committees, that include assigning terms of reference and requirements for reporting to Council. Are similar establishment provisions required in standardised regulations?**

**If a committee has delegated authority to make decisions, should it follow that the standardised regulations must apply as they do at the ordinary council meeting?**

**32. Are any other modifications needed for committee meetings? Yes / No**

(a) If yes, please provide details of the modifications and explain why



## DLGSCI Consultation Paper

### 18. Meetings of electors

The Act establishes that the mayor or president is to preside at electors' meetings, and any resolutions passed by an electors' meeting are considered at a following council meeting.

As electors' meetings are quite different to council meetings, comment is sought about whether parts of the proposed standard should apply for electors' meetings.

### WALGA Comment

**Should the presiding member powers for effective control of meetings always apply to electors' meetings?**

33. Should parts of the proposed standard apply at electors' meetings? Yes / No

(a) If yes, please explain what may be required.

## DLGSCI Consultation Paper

### 19. Any other matters

Feedback is welcome on any other element of local government meetings for consideration in the further development of the new Regulations.

### WALGA Comment

**There are additional matters common to current Standing Orders / Meeting Procedures Local Law that may feature in standardised regulations but not discussed in detail to date, including:**

- **Revoking or changing decisions / implementing decisions:** Many current Local Laws feature rules that clarify how revoking or changing decisions under Administration Regulation 10 is applied; does this content remain relevant for inclusion in standardised regulations?
- **Suspension of standardised regulations:** Many current Local Laws include a provision permitting Council by resolution, to suspend one or more Local Law provision; does this content remain relevant for inclusion in standardised regulations?
- **Matters not included in standardised regulations:** Many current Local Laws include a provision empowering the presiding member to decide matters not set out in the Local Law; does this power remain relevant for inclusion in standardised regulations?

- **Enforcement:** Many current Local Laws include a specific enforcement provision; does this content remain relevant for inclusion in standardised regulations?
- **Powers of presiding member:** Some powers have been referred to in the Consultation Paper under orderly conduct of meetings – Part 3, Item 9. Would additional details of the presiding member powers be helpful?
- **Review of Standardised Regulations:** The Model Local Law (Standing Orders) 1998 (No 73, 3/4/98) were developed by the Department of Local Government to assist Local Governments transition from Bylaws created under the *Local Government Act 1960* to appropriate meeting provisions compliant with the current Act. This Model formed the basis of early Local Laws but due to lack of review, arguably fell out of favour as a suitable template. Should standardised regulations be reviewed every 5 years, to ensure they remain current with contemporary meeting practices?

**34. Do you have any other comments or suggestions for the proposed new Regulations?**

(a) If yes, please explain what may be required

## SUBMITTING FEEDBACK TO WALGA

Please submit feedback on this Discussion Paper by close of business **Monday 29 April 2024** to:

James McGovern  
Manager Governance and Procurement  
[jmcgovern@walga.asn.au](mailto:jmcgovern@walga.asn.au)  
(08) 9213 2093

This **Donation Agreement** is made on the 18<sup>th</sup> day of April 2024.

Between:

Robert Jamieson  
14 Battery Street, Seabrook WA 6401 (Donor)

and

Shire of Boyup Brook  
55 Abel Street, Boyup Brook WA 6244 (ABN 95 583 688 034) (Receiver)

For the purpose of setting out the terms in the transfer of ownership of replica models.

## **1. Donation Information**

- a) Donor is pledging a donation in the form of replica models.
- b) The details of the Donation is as follows:
  - Boyup Brook Railway Station;
  - Boyup Brook Timber Mill;
  - Skeleton Bridge;
  - Old Roads Board Hut; and
  - Second replica of the Flax Mill.

## **2. Logistical Information**

- a) The Donation will be made on the Effective Date of this Agreement.
- b) The Donor hereby warrants that the Donation is free of any and all encumbrances and that the Donor has full legal rights to donate the Donation.

## **3. Purpose of Donation**

The Donation is being made for the transfer of ownership of the said replica models.

## **4. Acknowledgement and Agreement**

- a) The Receiver acknowledges and agrees that the Donor is providing the Donation "as-is".
- b) The Receiver acknowledges and agrees that the Donor is providing no warranties regarding the Donation, including but not limited to in relation to the suitability or fitness for any particular purpose of the Donation.

## **5. Indemnity**

- a) The Receiver acknowledges and agrees that the Donor will not be liable for any direct or consequential claims, losses, costs, damages, expenses or other liabilities or incurred by the Receiver, any staff, employees, officers, directors,

volunteers or other personnel of the Receiver, or any third party, as a result of the Receiver's use of the Donation.

- b) The Receiver indemnifies and keeps indemnified the Donor from and against any claims, losses, costs, damages, expenses or other liabilities, whether direct or indirect, including but not limited to claims by any third parties as well as any legal fees or costs incurred by the Donor, and including but not limited to claims, losses, costs, damages, expenses, or other liabilities which may arise from or relate to:
- i. the Donation;
  - ii. any negligence or wilful misconduct by the Donor;
  - iii. any errors or inaccuracies in any information that the Receiver has provided to the Donor;

except to the extent that such claims, losses, costs, damages, expenses or other liabilities are directly attributable to the negligence or wrongful act or omission of the Donor.

## **6. No Services**

The Donor and Receiver agree that no services, sale, promotion, or anything of a similar nature is indicated or entered into by the Donation. The Donor and Receiver agree that the Donation has been given without any further agreement of services or retribution to the Donor and is given freely and wilfully by the Donor and received by the Receiver.

## **7. Privacy**

The Donor takes its privacy obligations very seriously and complies with Australian privacy laws.

In connection with the Donation, the Receiver may provide the Donor with some personal information. By signing this Agreement, the Receiver authorises the Donor to use Receiver's information in Australia and any other country where the Donor operates.

## **8. General Provisions**

Governing Law:

This Agreement will be governed in all aspects by the laws of Western Australia and any applicable federal laws.

Both Parties consent to jurisdiction under the state and federal courts within Western Australia. The Parties agree that this choice of law, venue, and jurisdiction provision is not permissive, but rather mandatory in nature.

Assignment:

This Agreement, or the rights granted hereunder, may not be assigned, sold, leased or otherwise transferred in whole or part by either Party.

Public Announcement:

Neither Party will make any public announcement or disclosure about the existence of this Agreement or any of the terms herein without the prior written approval of the other Party.

Entire Agreement:

This Agreement constitutes the entire agreement between the Parties.

Headings:

Headings to this Agreement are for convenience only and shall not be construed to limit or otherwise affect the terms of this Agreement.

Counterparts:

This Agreement may be executed in counterparts, all of which shall constitute a single agreement.

## 9. Execution

This Agreement has been executed by the Parties on the date first above written.

Signed for and on behalf of the Donor

---

Name: Robert Jamieson

Date: 18 April 2024

Signed for and on behalf of the Receiver

---

Name: Leonard Long

Title: **Chief Executive Officer**,  
Shire of Boyup Brook

Date: 18 April 2024

Signed for and on behalf of the Receiver

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Name: Richard Walker

Title: **Shire President**,  
Shire of Boyup Brook

Date: 18 April 2024