

## COUNCIL ATTACHMENTS

25 February 2021

# INDEX

<b>Attachment</b>	<b>Heading</b>	<b>Pages</b>
7.1	Ordinary Council Minutes – 17 December 2020	<i>(Separate attachment)</i>
7.2	Special Council Minutes – 14 January 2021	<i>(Separate attachment)</i>
10.2.1	List of accounts paid in December 2020	<i>(Separate attachment)</i>
10.2.2	List of accounts paid in January 2021	<i>(Separate attachment)</i>
10.2.3	31 December 2020 Statement of Financial Activity	1 - 48
10.2.4	31 January 2021 Statement of Financial Activity	49 - 97
10.3.2	Development Application (Bed & Breakfast) – Lot 3 Hands Close, Boyup Brook	98 - 157
10.4.1	Library Relocation	158 - 163
10.4.2	Funding Agreement request from the Country Music Club of Boyup Brook	164
10.4.3	Invited to Partner in the Warren Blackwood Alliance of Councils	165 - 166
10.4.4	Code of Conduct for Council Members, Committee Members and Candidates	167 - 220
11.1	Annual Awards Committee	221- 224





Attachment 10.2.1  
Ordinary Council Agenda  
25 February 2021

Shire of Boyup Brook  
Payments 01/12/2020 - 31/12/2020  
(GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
20468	03/12/2020	Building and Construction Training Fund BCITF	BCITF Collected 01/11/2020 to 30/11/2020	-229.20
20469	03/12/2020	Department of Mines, Industry Regulation and Safety BSL	BSL Collected 01/11/2020 to 30/11/2020	-817.72
20470	03/12/2020	Music Park Parkianos (BF & MG Drysdale t/as)	Aust Day COVID Safe Grant - PA System	-2796.00
20471	03/12/2020	Pivotel	Trak Spot Tracking Charges Nov2020	-62.00
20472	03/12/2020	Shire of Boyup Brook	BSL and BCITF Commission 01/11/2020 to 30/11/2020	-46.50
20473	03/12/2020	Telstra Corporation Limited	Telephone Across Shire Facilities to 22/10/2020	-1517.08
20474	17/12/2020	Telstra Corporation Limited	Telephone Across Shire Facilities to 22/11/2020	-2331.53
20475	17/12/2020	Water Corporation	Water Across Shire Facilities to 30/11/2020	-18960.09
TOTAL MUNI CHEQUES to 31 Dec 2020				-26,760.12



Shire of Boyup Brook  
Payments 01/12/2020 - 31/12/2020  
(GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
EFT10177	01/12/2020	AMA Services (WA) Pty Ltd	Medical Supplies	-269.50
EFT10178	01/12/2020	Allwood Stump Grinding	22 Proctor St - Grinding Stumps on Vacant Land	-455.00
EFT10179	01/12/2020	Amity Signs	Rural Number and Roadworks Signs	-255.75
EFT10180	01/12/2020	Ampol Petroleum Distributors Pty Ltd (previously Caltex Energy WA)	Fuel Oct-Nov2020	-13822.76
EFT10181	01/12/2020	Ausrecord	Admin Stationery	-298.10
EFT10182	01/12/2020	BizLinQ Technology Pty Ltd	Microsoft Office 365 ProPlus Monthly Subscription Nov2020	-559.94
EFT10183	01/12/2020	Blackwood Plant Hire	RTR008 Jayes Road Project - Push up Fowler Gravel Pit	-18837.50
EFT10184	01/12/2020	Boyup Brook Accommodation (formerly Boyup Brook Bed and Breakfast)	DCEO Accommodation Nov2020	-480.00
EFT10185	01/12/2020	Boyup Brook Sports And Recreation Association Inc	Rylington Park Donation/Contribution - Contract Baling	-13020.00
EFT10186	01/12/2020	Bunbury Volkswagen (Also refer Leschenault Pty Ltd)	P187 Volkswagen Amarok - Parts	-260.37
EFT10187	01/12/2020	Phillip De Ronchi	Reimburse Laser Equipment Monthly Instalments Nov2020	-1999.05
EFT10187	01/12/2020	Phillip De Ronchi	Reimburse Principal Practitioner's Mobile Phone Oct2020	-135.52
EFT10188	03/12/2020	ABCO Products Pty Ltd	Various Shire Buildings - Cleaning Supplies	-85.05
EFT10189	03/12/2020	Aflex Technology (NZ) Ltd	Australia Day COVID Safe Grant - Inflatable Volleyball	-2697.20
EFT10190	03/12/2020	Ampol Petroleum Distributors Pty Ltd (previously Caltex Energy WA)	Fuel Nov2020	-3490.31
EFT10191	03/12/2020	Aqua Cooler Pty Ltd	Australia Day COVID Safe Grant - Water Coolers	-440.00
EFT10192	03/12/2020	Australian Services Union	Payroll Deductions	-51.80
EFT10193	03/12/2020	Beesley Holdings Pty Ltd t/as Capital Plumbing and Gas	Tourist Centre Toilets - Repair Automatic Tap	-110.00
EFT10194	03/12/2020	BizLinQ Technology Pty Ltd	Admin Pre-Paid Support Topup - 20hrs Nov2020	-2640.00
EFT10195	03/12/2020	Blackwood Plant Hire	RRG210 BB Arthur Project - Blend Gravel and Rehab Pit	-13068.00
EFT10196	03/12/2020	Boyup Brook Co - Operative	Purchases Oct2020	-5942.20
EFT10197	03/12/2020	Boyup Brook District High School	Shire President Annual Scholarship - Graduation Donation	-200.00
EFT10198	03/12/2020	Boyup Brook IGA	Rylington Park - Shearing School Catering Oct2020	-2576.84
EFT10199	03/12/2020	Boyup Brook Tyre Service	Replace Windscreens on Private Vehicle	-330.00
EFT10199	03/12/2020	Boyup Brook Tyre Service	P199 Komatsu Back Hoe - Repairs	-66.00
EFT10199	03/12/2020	Boyup Brook Tyre Service	P206 Triton Tip Tray Ute - Battery	-240.00
EFT10200	03/12/2020	Bunbury Machinery	P204 Kubota ZD Mower - Parts	-176.22
EFT10201	03/12/2020	Bunnings Group Ltd	International Day of Disability Grant - Trestle Tables	-220.00
EFT10202	03/12/2020	Busselton Air Service	Aerial Fire Break Inspections	-3025.00
EFT10203	03/12/2020	Calvin James Patrick Brown	Reimburse Flax Mill Key Cutting	-14.97
EFT10204	03/12/2020	City Of Busselton	SW Regional Waste Group Contribution 2020-21	-1038.95
EFT10205	03/12/2020	Commander	Commander System Monthly Rental Dec2020	-225.96
EFT10206	03/12/2020	Congelung Park Grazing Co	RTR008 Jayes Rd Project - Supply Gravel	-6047.25
EFT10207	03/12/2020	Culburra Clay (Irvin Graham Muir t/as)	Recreation Ground Cricket Pitch - Wicket Clay	-319.00
EFT10208	03/12/2020	Dale Putland	Reimburse WALGA Meeting Catering Nov2020	-39.60
EFT10209	03/12/2020	Department of Health - Public and Aboriginal Health Division	Medical Centre Health Services Permit	-357.00
EFT10210	03/12/2020	Donnybrook Panel Beaters	P207 Mitsubishi Triton Dual Cab (Ranger) - Insurance Excess	-2000.00
EFT10211	03/12/2020	Fuel Brothers WA.Com Pty Ltd	Fuel Sep2020	-255.48
EFT10212	03/12/2020	G&M Detergents	Swimming Pool Hygiene Service Agreement 2020-21	-222.00
EFT10213	03/12/2020	Grace Records Management (australia) Pty Ltd	Archive Records Destruction	-297.00
EFT10214	03/12/2020	Great Southern Shearing Pty Ltd	Rylington Park - Wool Handling Training	-4052.40
EFT10215	03/12/2020	Greenbushes Community Resource Centre	Medical Centre - Newsletter Advertisement	-70.00
EFT10216	03/12/2020	Hastie Waste	Rylington Pk - Bulk Waste Collection Oct2020	-95.00
EFT10217	03/12/2020	Haycom Technology	Medical Centre - Kyocera Printer	-613.80
EFT10218	03/12/2020	Holcim (Australia) Pty Ltd	Culvert Pipe Repairs	-478.50
EFT10219	03/12/2020	Jim Mather	Reimburse Fuel for Spray Unit	-26.00
EFT10220	03/12/2020	Jimina Shaw-Sloan	Reimburse BBELC Pest Control and Learning Toys	-20.45
EFT10221	03/12/2020	Joanna Kaye	Value a Vellie Grant - Reimburse Volley Balls	-39.98
EFT10222	03/12/2020	KA & LJ Chambers	Sandakan Service - 3 x Large Wreaths	-265.00
EFT10222	03/12/2020	KA & LJ Chambers	Wreath for Remembrance Day	-65.00
EFT10223	03/12/2020	LO-GO Appointments	Placement of DCEO 19/10/2020 to 20/11/2020 incl Travel Allowance	-14780.70
EFT10224	03/12/2020	Landgate	Extraction Report - Shire Owned Properties	-212.85
EFT10225	03/12/2020	MJB Industries Pty Ltd	Old Mail and Elliott Roads - Supplies For Storm Damage Repairs	-2508.00
EFT10226	03/12/2020	Mark Stanton	Rylington Park - Shearer Training	-3795.00
EFT10227	03/12/2020	Nelsons Of Bridgetown	Consultant Accommodation Nov2020 - Marg Hemsley	-95.00
EFT10228	03/12/2020	Nicola Jones	Reimburse Decorations and Activities for Community Christmas Celebration 2020	-139.00
EFT10229	03/12/2020	Officeworks Superstores Pty Ltd	International Day Of Disability Grant - Community Christmas Activities	-54.37
EFT10230	03/12/2020	Paul Clancy	Reimburse Safety Boots	-149.60
EFT10231	03/12/2020	Paul Hick	Rylington Park - Shearer Training	-4126.65
EFT10232	03/12/2020	Peter and Carolyn Reid	Refund Overpayment for Swimming Pool Season Pass	-31.00
EFT10233	03/12/2020	Priority 1 Fire and Safety Pty Ltd	Breathing Apparatus Training - Pool Staff	-660.00
EFT10234	03/12/2020	QBE Insurance Ltd Workers Comp Active States	Refund of Workers Compensation Payment Made in Error	-136.40
EFT10235	03/12/2020	RICOH Business Centre (Dodima Pty Ltd)	Police Licensing Printer Cartridges	-454.00
EFT10236	03/12/2020	Rob Griffiths	Medical Centre - Appointment Cards	-437.00
EFT10237	03/12/2020	SAI Global Pty Ltd	AS1742.3 - 2019 - Manual of Uniform Traffic Control Devices	-182.71
EFT10238	03/12/2020	Seton Australia	Australia Day COVID Safe Grant - Automatic Sanitiser Stations	-657.80
EFT10239	03/12/2020	Shadewest Sails	Tennis Club - Shade Sail Repair	-165.00
EFT10239	03/12/2020	Shadewest Sails	Sandakan Park - Shade Sail Repair	-660.00
EFT10240	03/12/2020	Sprint Express	Freight Oct2020	-261.36
EFT10241	03/12/2020	St John Ambulance Western Australia Ltd (South West)	2020-21 Contribution - Emergency Ambulance Service Shire Residents (Payment 1 of 2)	-13281.79
EFT10242	03/12/2020	Surgical House Pty Ltd	Medical Supplies	-372.35
EFT10243	03/12/2020	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 17/11/2020	-4821.20
EFT10244	03/12/2020	The Right Stuff for Landholders	Recreation Ground - Reticulation Parts	-36.96
EFT10245	03/12/2020	The Trustee for the Harley Trust (Harley Transport Pty Ltd)	Rylington Park - Freight Nov2020	-1298.88
EFT10246	03/12/2020	The Trustee for the Sanderson Family Trust (Peter Sanderson)	Repair and Maintenance of Various Shire Buildings Nov2020	-1078.04
EFT10247	03/12/2020	Toll Transport Pty Ltd	Freight Oct-Nov2020	-225.01
EFT10248	03/12/2020	WA Country Health Service	Medical Centre - Refund Overpayment	-337.55
EFT10249	03/12/2020	West Arthur Community Resource Centre Inc	Medical Centre - Advertising	-66.00
EFT10250	03/12/2020	Wheatfield Pastoral Co	Rylington Park - Lupin Spraying	-656.26





EFT10251	03/12/2020	activ8me (Australian Private Networks Pty Ltd)	GP House and Rylington Park Internet and Phone Nov-Dec2020	
EFT10252	10/12/2020	Mining Buildings Pty Ltd	Transfer Station - Transportable Office Building	-221.66
EFT10253	17/12/2020	A & L Printers	Printed DL Envelopes	-11000.00
EFT10254	17/12/2020	AFGRI Equipment Australia Pty Ltd	P146 Small Plant - Parts	-548.00
EFT10254	17/12/2020	AFGRI Equipment Australia Pty Ltd	P201 Isuzu 3 tonne NH NPR 65-190 Truck - Parts	-162.04
EFT10254	17/12/2020	AFGRI Equipment Australia Pty Ltd	P225 Isuzu Giga Prime Mover - Parts	-117.96
EFT10255	17/12/2020	AMA Services (WA) Pty Ltd	Medical Supplies	-105.60
EFT10256	17/12/2020	ARRB Group Pty Ltd	Sealed Guide E-Workshop for 2 Participants	-345.40
EFT10257	17/12/2020	Amity Signs	Traffic and Road Signs	-198.00
EFT10258	17/12/2020	Ampol Petroleum Distributors Pty Ltd (previously Caltex Energy WA)	Fuel Dec2020	-2606.45
EFT10259	17/12/2020	Australia Post		-3224.45
EFT10260	17/12/2020	Australian Services Union	Postage and Stationery Nov2020	
EFT10261	17/12/2020	BOC Limited	Payroll Deductions	-604.30
EFT10262	17/12/2020	Black Box Control Pty Ltd	Gas Cylinder Rental 29/10/2020-27/11/2020	-51.80
EFT10263	17/12/2020	Blackwood Basin Group Inc	Monthly Grader Tracking Service Dec2020	-59.35
EFT10264	17/12/2020	Blackwood Plant Hire	Biosecurity Services - NRM Grant Application	-115.50
EFT10264	17/12/2020	Blackwood Plant Hire	Gravel Pit Rehabilitation	-8599.80
EFT10264	17/12/2020	Blackwood Plant Hire	Saleyards - Cleanup Washdown Bay Ponds	-2200.00
EFT10265	17/12/2020	Blackwoods (Also Refer Protector Alsafte)	RTR008 Jayes Road Project - Push Up Gravel Pit	-1276.00
EFT10265	17/12/2020	Blackwoods (Also Refer Protector Alsafte)	First Aid Supplies	-15972.00
EFT10266	17/12/2020	Boyp Brook Accommodation (formerly Boyp Brook Bed and Breakfast)	Depot PPE	-222.40
EFT10267	17/12/2020	Boyp Brook Co - Operative	DCEO Accommodation Nov-Dec2020	-119.32
EFT10268	17/12/2020	Boyp Brook Community Resource Centre		-360.00
EFT10269	17/12/2020	Boyp Brook Family Playgroup Inc	Rylington Park - Purchases Nov2020	-466.15
EFT10270	17/12/2020	Boyp Brook Farm Supplies (Lakewood Downs Pty Ltd)	Boyp Brook Gazette Advertising Dec2020	-355.00
EFT10270	17/12/2020	Boyp Brook Farm Supplies (Lakewood Downs Pty Ltd)	Rylington Park Donation 2020/21	-1000.00
EFT10271	17/12/2020	Boyp Brook IGA	Purchases Sep2020	-51.48
EFT10272	17/12/2020	Boyp Brook Tourism Association Inc.	Rylington Park - Purchases Nov2020	-1523.25
EFT10273	17/12/2020	Boyp Brook Tyre Service	Purchases Oct-Nov2020	
EFT10273	17/12/2020	Boyp Brook Tyre Service	Tourist Centre - Shire Contribution to Electricity 13/09/2020-14/10/2020	-1046.72
EFT10274	17/12/2020	Bridgetown Muffler & Towbar Centre	P170 Loader Komatsu WA 200-5 - Repairs	-429.08
EFT10274	17/12/2020	Bridgetown Muffler & Towbar Centre	P146 Small Plant - Battery	-180.50
EFT10274	17/12/2020	Bridgetown Muffler & Towbar Centre	P211 Isuzu Dmax Tray Back Utility - Service Kit	-120.00
EFT10274	17/12/2020	Bridgetown Muffler & Towbar Centre	P193 Mitsubishi MN Triton Utility - Service kit	-99.00
EFT10275	17/12/2020	Bunbury Telecom Service Pty Ltd	P214 Isuzu Giga CX7 455 Prime Mover - Parts	-137.00
EFT10276	17/12/2020	Bunbury Volkswagen (Also refer Leschenault Pty Ltd)	Rylington Park Hilux - Service Kit	-72.00
EFT10277	17/12/2020	Bunnings Group Ltd	Forrest St Parking Project - Locate Utilities	-110.00
EFT10278	17/12/2020	D & L Bleachmore Haulage	P187 Volkswagen Amarok - Electrical Fault Repairs	-550.00
EFT10279	17/12/2020	Darren Long Consulting		-2491.95
EFT10279	17/12/2020	Darren Long Consulting	Value a VOLLIE Grant - Tables and BBQ Tools	
EFT10280	17/12/2020	Department of Fire & Emergency Services	Rylington Park Freight Dec2020	-371.55
EFT10281	17/12/2020	EcoPrint Supplies	Budget and Audit Preparation Oct2020	-586.30
EFT10282	17/12/2020	Fuel Brothers WA.Com Pty Ltd	Financial Report Preparation Nov2020	-4881.25
EFT10283	17/12/2020	Galderma Australia Pty Ltd	2020/21 Emergency Services Levy 2nd Quarter Contribution	-594.00
EFT10284	17/12/2020	Genie Solutions Pty Ltd	Medical Centre - Printer Cartridge	-33644.10
EFT10285	17/12/2020	Great Southern Shearing Pty Ltd	Fuel Nov2020	-178.20
EFT10286	17/12/2020	Hales Contracting Group P/L	Medical Supplies	-161.43
EFT10287	17/12/2020	Hales Contracting Group P/L	Medical Centre - SMS Messages	-1298.00
EFT10288	17/12/2020	Hastie Waste	Rylington Park Wool Handling Training	-450.00
EFT10289	17/12/2020	Haycom Technology	Environmental Health Officer Role Oct2020	-4052.40
EFT10290	17/12/2020	IXOM Operations Pty Ltd	Occupational Health and Safety Role Oct2020	-3795.00
EFT10291	17/12/2020	Ibes Australia	Music Park - Install Smoke Alarm	-1650.00
EFT10292	17/12/2020	Internode Pty Ltd	Rylington Park - Bulk Waste Collection Nov2020	-253.00
EFT10293	17/12/2020	Janette Kuypers	Medical Centre IT Consulting Fees Nov2020	-95.00
EFT10294	17/12/2020	Kleenheat Gas - Wesfarmers Kleenheat Gas Pty Ltd	Chlorine Gas Cylinder Supply and Service Nov2020	-773.85
EFT10295	17/12/2020	LG People and Culture	Medical Equipment Testing	-1634.29
EFT10295	17/12/2020	LG People and Culture	Depot, Admin and BBELC Internet Jan2021	-1018.88
EFT10296	17/12/2020	LO-GO Appointments	Reimburse Medical Centre Chair Mat	-329.97
EFT10297	17/12/2020	Lamat Cleaning Services	Various Shire Buildings - Annual Gas Cylinder Service Charge	-772.20
EFT10297	17/12/2020	Lamat Cleaning Services	Workforce Planning - Progress Payment	-8250.00
EFT10298	17/12/2020	Lotta Pty Ltd	Community Strategic Plan - Progress Payment	-5280.00
EFT10299	17/12/2020	Mark Stanton	DCEO Placement 25/11/2020 to 04/12/2020	-7147.33
EFT10300	17/12/2020	Neverfail Springwater Limited	Cleaning of the Caravan Park and Flax Mill Grounds Nov2020	-900.00
EFT10301	17/12/2020	Officeworks Superstores Pty Ltd	Cleaning of Various Shire Buildings Dec2020	-3664.90
EFT10302	17/12/2020	Outdoor World Bunbury	Community Christmas Catering Dec2020	-100.00
EFT10303	17/12/2020	Paul Hick	Rylington Park - Shearer Training	-3795.00
EFT10304	17/12/2020	Pipeco WA	Medical Centre - Water	-29.65
EFT10305	17/12/2020	Pool Controls Pty Ltd	Admin Stationery	-165.94
EFT10306	17/12/2020	Rear's Electrical & Mechanical Services Pty Ltd	Refund CTF Levy Paid in Error	-132.60
EFT10306	17/12/2020	Rear's Electrical & Mechanical Services Pty Ltd	Rylington Park - Shearer Training	-4126.65
EFT10307	17/12/2020	SOS Office Equipment	Eulin Siding Capital Drainage Works - Stormwater Pipe	-1678.05
EFT10308	17/12/2020	SUEZ Recycling and Recovery Pty Ltd (NSW)	Swimming Pool - Chemical Controller Parts	-461.43
EFT10309	17/12/2020	Seton Australia	Museum - Repairs to Main Power Board	-275.41
EFT10310	17/12/2020	Slee Anderson & Pidgeon Lawyers	Abel St Shops - Check RCD	-60.50
EFT10311	17/12/2020	Sprint Express	Photocopier DocuCentre VII C5573 Billing Job Nov2020 Including Community Newsletters	-1017.59
EFT10312	17/12/2020	St John Ambulance Australia WA Ambulance	Paper and Cardboard Recycling Collection Nov2020	-1092.12
EFT10313	17/12/2020	Statewide Bearings	International Day of Disability Grant - Cable Covers	-304.92
EFT10314	17/12/2020	Suez Recycling & Recovery (Perth) Pty Ltd	Advice re Employee Deed of Settlement	-385.00
EFT10315	17/12/2020	Surgical House Pty Ltd	Freight Nov2020	-85.80
EFT10316	17/12/2020	Synergy (Electricity Generation and Retail Corporation t/as)	Refund Hall Hire Bond	-530.50
EFT10317	17/12/2020	T-Quip	P211 Isuzu Dmax Tray Back Utility - Parts	-29.21
EFT10318	17/12/2020	Tara Reid	Waste Collection Nov2020	-7377.42
EFT10319	17/12/2020	Terrys Engineering Services	Medical Supplies	-529.95
EFT10320	17/12/2020	The Trustee for the Sanderson Family Trust (Peter Sanderson)	Electricity Across Shire Facilities to 07/12/2020	-5581.81
			Purchase P227 - Used Greens Mower 3420 Triflex	-12000.00
			Reimburse Teacher of Infant and Preschool Aquatic Course	-280.00
			Townsite Gardens - Maintenance Supplies	-85.00
			Repair and Maintenance of Various Shire Buildings Nov2020	-412.32



**Shire of Boyup Brook**  
**Payments 01/12/2020 - 31/12/2020**  
 (GST Inclusive Accordingly)

EFT10321	17/12/2020	Toll Transport Pty Ltd	Freight Nov2020	-10.73
EFT10322	17/12/2020	Top Gun Shearing Supplies (The Lawrence Family Trust t/as)	Rylington Park - Annual Field Day Promotional Singlets	-1822.00
EFT10323	17/12/2020	Top Marks IT Solutions	Medical Centre - Printer Repairs	-500.50
EFT10324	17/12/2020	Total Tools Bunbury (Bunbury TT Pty Ltd t/as)	Grader Maintenance - Tools	-930.87
EFT10325	17/12/2020	Traffic Force	RRG004 Winneup Rd - Traffic Management Plan	-567.60
EFT10326	17/12/2020	Truckline (Bunbury)	P214 Isuzu Giga CX7 455 Prime Mover - Service Kit	-152.89
EFT10327	17/12/2020	WALGA	Employee Relations Subscription Pro-Rata to 30/06/2021	-2618.00
EFT10328	17/12/2020	Warner & Webster Pty Ltd	Medical Supplies	-95.14
EFT10329	17/12/2020	Winc Australia Pty Limited	Depot Stationery	-46.25
EFT10330	22/12/2020	Arrow Bronze	Double Plaque and Vase	-770.44
EFT10331	22/12/2020	Australian Taxation Office	PAYG Nov2020	-58966.00
EFT10332	22/12/2020	BizLinQ Technology Pty Ltd	WiFi Access Point Cloud Key	-396.00
EFT10333	22/12/2020	Janette Kuypers	Reimburse Medical Centre Stationery and Staff Gifts	-134.95
EFT10334	22/12/2020	Marketforce Pty Ltd	Position Vacant Advertisement in The West Australian 14/11/2020	-1309.00
EFT10334	22/12/2020	Marketforce Pty Ltd	Local Law Review Notice in The West Australian 06/11/2020	-495.40
EFT10334	22/12/2020	Marketforce Pty Ltd	Loan 118 Notice in MBT 11/11/2020	-241.74
EFT10334	22/12/2020	Marketforce Pty Ltd	Death Notices in The West Australian on 14/11/2020	-163.72
EFT10334	22/12/2020	Marketforce Pty Ltd	Early Settlement Discount	15.29
EFT10335	22/12/2020	The Trustee for the Sanderson Family Trust (Peter Sanderson)	Repair and Maintenance of Various Shire Buildings Dec2020	-321.84
EFT10336	22/12/2020	Trophies West	Honour Board Engraving	-81.00
EFT10337	22/12/2020	Winc Australia Pty Limited	Admin Stationery	-87.34
<b>TOTAL EFT PAYMENTS to 31 Dec 2020</b>				<b>-402,834.78</b>



Chq/EFT	Date	Name	Description	Amount
DD6154.1	03/12/2020	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-998.76
DD6154.2	03/12/2020	Aware Super	Superannuation Contributions	-208.99
DD6156.1	03/12/2020	Salary & Wages	Payroll 03Dec2020	-6739.15
DD6163.1	09/12/2020	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-458.39
DD6163.2	09/12/2020	Colonial First State Superannuation	Superannuation Contributions	-461.23
DD6163.3	09/12/2020	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-867.58
DD6163.4	09/12/2020	MLC Super Fund	Superannuation Contributions	-218.76
DD6163.5	09/12/2020	AMP Flexible Super - Super Account	Payroll Deductions	-386.44
DD6163.6	09/12/2020	Aware Super	Payroll Deductions	-6981.93
DD6163.7	09/12/2020	Rest Superannuation	Superannuation Contributions	-1894.77
DD6163.8	09/12/2020	Wealth Personal Superannuation and Pension Fund (MyNorth Super)	Superannuation Contributions	-734.42
DD6163.9	09/12/2020	Australian Super	Superannuation Contributions	-1153.00
DD6165.1	10/12/2020	Salary & Wages	Payroll 09Dec2020	-82525.01
DD6182.1	17/12/2020	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-488.82
DD6182.2	17/12/2020	Aware Super	Superannuation Contributions	-17.42
DD6184.1	17/12/2020	Salary & Wages	Payroll 17Dec2020	-2824.92
DD6193.1	23/12/2020	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-453.37
DD6193.2	23/12/2020	Colonial First State Superannuation	Superannuation Contributions	-394.73
DD6193.3	23/12/2020	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-867.58
DD6193.4	23/12/2020	MLC Super Fund	Superannuation Contributions	-219.60
DD6193.5	23/12/2020	AMP Flexible Super - Super Account	Payroll Deductions	-386.44
DD6193.6	23/12/2020	Aware Super	Payroll Deductions	-6996.97
DD6193.7	23/12/2020	Rest Superannuation	Superannuation Contributions	-1894.77
DD6193.8	23/12/2020	Wealth Personal Superannuation and Pension Fund (MyNorth Super)	Superannuation Contributions	-734.42
DD6193.9	23/12/2020	Australian Super	Superannuation Contributions	-1198.03
DD6195.1	24/12/2020	Salary & Wages	Payroll 23Dec2020	-82583.17
DD6204.1	15/12/2020	Shire of Boyup Brook	Telstra - COWPA Mobile Phone Recharge	-50.00
DD6204.1	15/12/2020	Shire of Boyup Brook	ARRB - Level 1 Bridge Inspection e-Workshop Training	-297.00
DD6205.1	01/12/2020	Westnet	Medical Centre, Admin and Swimming Pool Internet Dec2020	-400.30
DD6205.2	09/12/2020	De Lage Landen Pty Ltd	Rental Agreement for the DocuCentre-VII C5573	-184.80
DD6205.3	09/12/2020	AGDATA Holdings Pty Ltd	Rylington Pk - Phoenix Accounting Software Dec2020	-59.00
DD6224.1	02/12/2020	Commonwealth Bank	Merchant Fee - Muni 02/12/2020	-1485.12
DD6224.2	15/12/2020	Commonwealth Bank	BPay Transaction Fee - Muni 15/12/2020	-422.51
13490	02/12/2020	FEE MED - BANK FEES MEDICAL SERVICES	Bank Fees Medical Services	-103.04
DD6163.10	09/12/2020	AMP RSA Superannuation	Superannuation Contributions	-249.08
DD6163.11	09/12/2020	Commonwealth Essential Super	Superannuation Contributions	-369.92
DD6163.12	09/12/2020	AMP SuperLeader	Superannuation Contributions	-189.30
DD6163.13	09/12/2020	Prime Super	Superannuation Contributions	-124.71
DD6193.10	23/12/2020	AMP RSA Superannuation	Superannuation Contributions	-249.08
DD6193.11	23/12/2020	Commonwealth Essential Super	Superannuation Contributions	-443.13
DD6193.12	23/12/2020	AMP SuperLeader	Superannuation Contributions	-169.69
DD6193.13	23/12/2020	Prime Super	Superannuation Contributions	-118.18
TOTAL DD MUNI ACCOUNT TO 31 Dec 2020				-207,603.53
DD311220	31/12/2020	Police Licensing	POLICE CLAIMED DEC2020	-39,300.65
TOTAL DD POLICE LICENSING ACCOUNT TO 31 Dec 2020				-39,300.65
DD6205.4	10/12/2020	QK Technologies Pty Ltd	QikKids Gateway Usage Oct2020	-8.91
TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 31 Dec 2020				-8.91
SUMMARY				
CHQ (Muni Account)				-26,760.12
DD				-207,603.53
EFT				-402,834.78
TOTAL				<u>-637,198.43</u>
ALL MUNI TRANS TO 31 Dec 2020				-637,198.43
DD (Police Licensing Account) TO 31 Dec 2020				-39,300.65
DD (Boyup Brook Early Learning Centre) 31 Dec 2020				-8.91





Attachment 10.2.2  
Ordinary Council Agenda  
25 February 2021

Shire of Boyup Brook  
Payments 01/01/2021 - 31/01/2021  
(GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
20476	15/01/2021	Building and Construction Training Fund BCITF	BCITF Collected 01/12/2020 to 31/12/2020	-259.50
20477	15/01/2021	Department of Mines, Industry Regulation and Safety BSL	BSL Collected 01/12/2020 to 31/12/2020	-1144.26
20478	15/01/2021	Pivotel	Trak Spot Tracking Charges Dec2020	-62.00
20479	15/01/2021	Shire of Boyup Brook	BSL and BCITF Commission 01/12/2020 to 31/12/2020	-46.50
20480	15/01/2021	Telstra Corporation Limited	Telephone Across Shire Facilities to 01/01/2021	-1907.31
TOTAL MUNI CHEQUES to 31 Jan 2021				-3,419.57





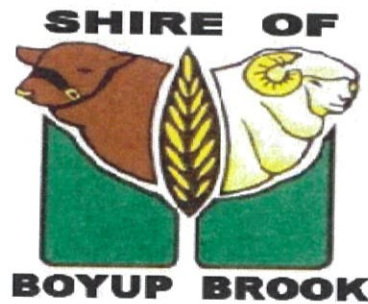
Chq/EFT	Date	Name	Description	Amount
EFT10338	07/01/2021	Apple Pty Limited (Perth)	Australia Day COVID Safe Grant - 2 x iPads	-1314.10
EFT10339	15/01/2021	AFGR1 Equipment Australia Pty Ltd	P177 Tractor John Deere 5083E - Parts	-238.98
EFT10340	15/01/2021	AMA Services (WA) Pty Ltd	Medical Supplies	-236.50
EFT10341	15/01/2021	Aird, Graham	Refund Bond for Hall Hire	-530.50
EFT10342	15/01/2021	Amity Signs	Road Signage	-354.20
EFT10343	15/01/2021	Ampol Petroleum Distributors Pty Ltd (previously Caltex Energy WA)	Fuel Dec2020	-8079.05
EFT10344	15/01/2021	Argos Fire Safety Pty Ltd	Shire Plant - Fire Blankets	-1897.50
EFT10345	15/01/2021	Australia Post	Postage Dec2020	-501.27
EFT10346	15/01/2021	Australian Services Union	Payroll Deductions	-103.60
EFT10347	15/01/2021	BOC Limited	Gas Cylinder Rental 28/11/2020-28/12/2020	-61.32
EFT10348	15/01/2021	BP Medical	Medical Supplies	-2110.62
EFT10349	15/01/2021	BizLinQ Technology Pty Ltd	MS Office 365 ProPlus Monthly Subscription Dec2020	-559.94
EFT10350	15/01/2021	Black Box Control Pty Ltd	Monthly Grader Tracking Service Jan2021	-115.50
EFT10351	15/01/2021	Blackwood Plant Hire	Grave Preparation	-2970.00
EFT10351	15/01/2021	Blackwood Plant Hire	RRG148 BB Cranbrook Rd Project - Push Up Gravel Pit	-12606.00
EFT10351	15/01/2021	Blackwood Plant Hire	Oversby Pit - Push Up Gravel	-12705.00
EFT10351	15/01/2021	Blackwood Plant Hire	Fire Support - Loader and Dozer Hire	-1628.00
EFT10352	15/01/2021	Boyup Brook Accommodation (formerly Boyup Brook Bed and Breakfast)	DCEO Accommodation Dec2020	-360.00
EFT10352	15/01/2021	Boyup Brook Accommodation (formerly Boyup Brook Bed and Breakfast)	Consultant Accommodation Dec2020	-90.00
EFT10353	15/01/2021	Boyup Brook Co - Operative	Purchases Nov-Dec2020	-6028.90
EFT10354	15/01/2021	Boyup Brook Farm Supplies (Lakewood Downs Pty Ltd)	Shire Plant - Fire Fighting Hoses	-387.79
EFT10355	15/01/2021	Boyup Brook IGA	Rylington Park Shearing School Purchases Nov2020	-1199.99
EFT10356	15/01/2021	Boyup Brook Pharmacy (Westphal Family Trust)	Medical Supplies	-52.70
EFT10357	15/01/2021	Boyup Brook Tourism Association Inc.	Gift for Cr Oversby	-70.00
EFT10357	15/01/2021	Boyup Brook Tourism Association Inc.	Tourist Centre - Shire Contribution to Electricity 14/10/2020-10/12/2020	-178.88
EFT10358	15/01/2021	Boyup Brook Tyre Service	Rylington Park - Tractor Tyre Repair	-320.00
EFT10358	15/01/2021	Boyup Brook Tyre Service	Dinninup Fire Truck - Tyre Repair	-49.50
EFT10359	15/01/2021	Bridgetown Muffler & Towbar Centre	P199 Komatsu Back Hoe - Parts	-68.00
EFT10360	15/01/2021	Commander	Commander System Monthly Rental Jan2021	-225.96
EFT10361	15/01/2021	G&M Detergents	Swimming Pool - Cleaning Products	-84.10
EFT10361	15/01/2021	G&M Detergents	Town Hall - Soap Dispensers	-88.00
EFT10362	15/01/2021	Genie Solutions Pty Ltd	Medical Centre Quarterly Licence and Support Fee Jan-Mar2021	-1055.00
EFT10363	15/01/2021	Hales Contracting Group P/L	Environmental Health Officer Role Dec2020	-3399.00
EFT10363	15/01/2021	Hales Contracting Group P/L	Occupational Health and Safety Role Dec2020	-1353.00
EFT10364	15/01/2021	Hales Electrical	Caravan Park - Replace Ensuite 3 HWS	-1353.00
EFT10365	15/01/2021	Hastie Waste	Rylington PK - Bulk Waste Collection Jun2020	-95.00
EFT10366	15/01/2021	Haycom Technology	Medical Centre - Server ShadowProtect Maintenance Renewal 1 Year	-308.00
EFT10366	15/01/2021	Haycom Technology	Medical Centre IT Consulting Fees Dec2020	-610.50
EFT10367	15/01/2021	Helen Coole	Swimming Instructor (Seahorse Lessons)	-150.00
EFT10368	15/01/2021	JR & A Hersey Pty Ltd	Depot PPE	-104.50
EFT10369	15/01/2021	Janette Kuypers	Reimburse Catering For Medical Centre Christmas Lunch	-105.40
EFT10370	15/01/2021	KA & LJ Chambers	Large Wreath for Funeral Service	-70.00
EFT10371	15/01/2021	Kleenheat Gas - Wesfarmers Kleenheat Gas Pty Ltd	1 Rogers Ave - Gas Cylinder Service Fee	-69.48
EFT10372	15/01/2021	Kojonup Community Newspaper Inc	Medical Centre Advertising	-125.00
EFT10373	15/01/2021	L & JR Beadle	Swimming Pool - Repair Heat Exchange System	-291.50
EFT10374	15/01/2021	LGIS Risk Management	Regional Risk Co-Ordinator Program 2020-2021 First Instalment	-3368.78
EFT10375	15/01/2021	LO-GO Appointments	DCEO Placement fn/ending 20/12/2020	-6778.36
EFT10376	15/01/2021	Lamat Cleaning Services	Cleaning of Various Shire Buildings Jan2021	-3590.00
EFT10376	15/01/2021	Lamat Cleaning Services	Cleaning of the Caravan Park and Flax Mill Grounds Dec2020	-970.00
EFT10377	15/01/2021	Lotta Pty Ltd	Catering Nov2020	-25.00
EFT10378	15/01/2021	Malatesta Road Paving	Road Maintenance Supplies	-2640.00
EFT10379	15/01/2021	Mallett, Carolyn	Reimburse Purchase of Mobile Phone for Pool Manager	-499.00
EFT10380	15/01/2021	Marketforce Pty Ltd	Death Notice in The Western Australian 11/12/2020	-69.12
EFT10380	15/01/2021	Marketforce Pty Ltd	Review of Ward Boundaries Notice in MBT 09/12/2020	-336.95
EFT10380	15/01/2021	Marketforce Pty Ltd	Early Settlement Discount	87.45
EFT10381	15/01/2021	MetroCount	Traffic Counters - Consumables	-781.00
EFT10382	15/01/2021	Officeworks Superstores Pty Ltd	Depot Stationary	-100.29
EFT10382	15/01/2021	Officeworks Superstores Pty Ltd	Councillors - Heavy Duty Locker	-818.95
EFT10383	15/01/2021	Peter William & Catherine Joyce Bradford	Fire Fighting Standpipes	-1760.00
EFT10384	15/01/2021	Phillip De Ronchi	Reimburse Laser Equipment Monthly Instalments Dec2020	-1999.05
EFT10384	15/01/2021	Phillip De Ronchi	Reimburse Principal Practitioner's Mobile PhoneNov-Dec2020	-271.04
EFT10385	15/01/2021	Phoenix Petroleum	Rylington Park - Fuel Dec2020	-2326.25
EFT10386	15/01/2021	ProFem (Sayco Pty Ltd T/A)	Medical Supplies	-194.55
EFT10387	15/01/2021	Professional Cabling Services	Depot - Installation Of Phone and Network Cables	-2464.00
EFT10388	15/01/2021	QUA Promotions Pty Ltd	Australia Day COVID Safe Grant - Picnic Blankets, Table Cloths and Banners	-2776.40
EFT10389	15/01/2021	Raymond Sciano	Reimburse Fuel for P214 Isuzu Giga Prime Mover	-198.67
EFT10390	15/01/2021	Rear's Electrical & Mechanical Services Pty Ltd	Transfer Station - Connect Power to New Office	-959.20
EFT10390	15/01/2021	Rear's Electrical & Mechanical Services Pty Ltd	BBELC - Repair Septic Pump Switch	-181.50
EFT10391	15/01/2021	SOS Office Equipment	Medical Centre Toner	-145.20
EFT10391	15/01/2021	SOS Office Equipment	Photocopier Billing Dec2020 including Community Newsletters	-718.33
EFT10392	15/01/2021	Suez Recycling & Recovery (Perth) Pty Ltd	Waste Collection Oct2020	-7372.69
EFT10392	15/01/2021	Suez Recycling & Recovery (Perth) Pty Ltd	Rubbish Bins and Parts	-1404.19
EFT10393	15/01/2021	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 27/12/2020	-10836.13
EFT10394	15/01/2021	The Right Stuff for Landholders	P222 Mitsubishi Fuso 18000L Water Cart - Parts	-368.28
EFT10394	15/01/2021	The Right Stuff for Landholders	P146 Small Plant - Parts for Fire Fighting	-41.80
EFT10395	15/01/2021	Toll Transport Pty Ltd	Freight Oct-Nov2020	-133.76
EFT10396	15/01/2021	Treehouse Coffee Lounge (Webb & Troeger)	Catering Nov-Dec2020	-1175.40
EFT10397	15/01/2021	Ward Packaging	Australia Day COVID Safe Grant - Dinnerware	-308.78
EFT10398	15/01/2021	Warner & Webster Pty Ltd	Medical Supplies	-83.38
EFT10399	15/01/2021	Wilga Progress Association Inc.	Community Grant Funding 2020/21	-700.00
EFT10400	15/01/2021	Winc Australia Pty Limited	Admin and Medical Centre Stationery	-317.46
EFT10401	15/01/2021	Wren Oil	Waste Oil Disposal	-99.00
EFT10402	15/01/2021	activ8me (Australian Private Networks Pty Ltd)	GP House and Rylington Park Internet and Phone Dec2020-Jan2020	-210.73
TOTAL EFT PAYMENTS to 31 Jan 2021				-121,241.07





Chq/EFT	Date	Name	Description	Amount
DD6200.1	05/01/2021	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-380.67
DD6200.2	05/01/2021	Aware Super	Superannuation Contributions	-197.52
DD6202.1	06/01/2021	Salary & Wages	Payroll 05Jan2021	-3510.14
DD6207.1	06/01/2021	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-366.98
DD6207.2	06/01/2021	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-867.58
DD6207.3	06/01/2021	MLC Super Fund	Superannuation Contributions	-218.76
DD6207.4	06/01/2021	AMP Flexible Super - Super Account	Payroll Deductions	-103.51
DD6207.5	06/01/2021	Aware Super	Payroll Deductions	-6742.83
DD6207.6	06/01/2021	Rest Superannuation	Superannuation Contributions	-1894.77
DD6207.7	06/01/2021	Wealth Personal Superannuation and Pension Fund (MyNorth Super)	Superannuation Contributions	-734.43
DD6207.8	06/01/2021	Australian Super	Superannuation Contributions	-1142.35
DD6207.9	06/01/2021	AMP RSA Superannuation	Superannuation Contributions	-249.08
DD6209.1	07/01/2021	Salary & Wages		-79814.13
DD6228.1	04/01/2021	Westnet	Admin, Swimming Pool and Medical Centre Internet Jan2021	-289.85
DD6228.2	08/01/2021	De Lage Landen Pty Ltd	Rental Agreement for Photocopier DocuCentre-VII C5573 Jan2021	-184.80
DD6228.3	08/01/2021	AGDATA Holdings Pty Ltd	Rylington Pk - Phoenix Accounting Software Jan2021	-59.00
DD6231.1	20/01/2021	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-455.38
DD6231.2	20/01/2021	Colonial First State Superannuation	Superannuation Contributions	-459.56
DD6231.3	20/01/2021	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-867.58
DD6231.4	20/01/2021	MLC Super Fund	Superannuation Contributions	-218.76
DD6231.5	20/01/2021	AMP Flexible Super - Super Account	Payroll Deductions	-602.48
DD6231.6	20/01/2021	Aware Super	Payroll Deductions	-7183.54
DD6231.7	20/01/2021	Rest Superannuation	Superannuation Contributions	-1894.77
DD6231.8	20/01/2021	Wealth Personal Superannuation and Pension Fund (MyNorth Super)	Superannuation Contributions	-734.42
DD6231.9	20/01/2021	Australian Super	Superannuation Contributions	-1142.34
DD6233.1	21/01/2021	Salary & Wages	Payroll 20Jan2021	-84040.96
DD6239.1	29/01/2021	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-635.76
DD6239.2	29/01/2021	Aware Super	Superannuation Contributions	-156.34
DD6241.1	29/01/2021	Salary & Wages	Payroll 29Jan2021	-4322.51
DD6244.1	20/01/2021	Wealth Personal Superannuation and Pension Fund (MyNorth Super)	Superannuation Contributions	-1713.66
DD6207.10	06/01/2021	Commonwealth Essential Super	Superannuation Contributions	-366.27
DD6207.11	06/01/2021	AMP SuperLeader	Superannuation Contributions	-169.69
DD6207.12	06/01/2021	Colonial First State Superannuation	Superannuation Contributions	-351.50
DD6231.10	20/01/2021	AMP RSA Superannuation	Superannuation Contributions	-240.70
DD6231.11	20/01/2021	Commonwealth Essential Super	Superannuation Contributions	-484.95
DD6231.12	20/01/2021	AMP SuperLeader	Superannuation Contributions	-169.69
DD6231.13	20/01/2021	Prime Super	Superannuation Contributions	-71.91
DD6263.1	02/01/2021	Commonwealth Bank	Merchant Fee - Muni 02/01/2021	-305.31
DD6263.2	15/01/2021	Commonwealth Bank	Account Service Transaction Fee - Muni 15/01/2021	-183.98
DD6265.1	25/01/2021	Western Australian Treasury Corporation	Government Loan Guarantee Fees to 31/12/2020	-1494.34
DD6266.1	15/01/2021	Shire of Boyup Brook	Slimline Warehouse - Australia Day COVID Safe Grant - 2 x iPad Stands	-351.24
DD6266.1	15/01/2021	Shire of Boyup Brook	Telstra - CWPA Mobile Phone Recharge	-50.00
DD6266.1	15/01/2021	Shire of Boyup Brook	Main Roads - Heavy Vehicle Permit	-50.00
DD6266.1	15/01/2021	Shire of Boyup Brook	Slimline Warehouse - Australia Day Branding Grant - Lectern	-369.89
TOTAL DD MUNI ACCOUNT TO 31 Jan 2021				-205,843.93
DD310121	31/01/2021	Police Licensing	POLICE CLAIMED JAN2021	-64,387.05
TOTAL DD POLICE LICENSING ACCOUNT TO 31 Jan 2021				-64,387.05
DD6228.4	14/01/2021	QK Technologies Pty Ltd	Qikkids Gateway Usage Nov2020	-8.91
TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 31 Jan 2021				-8.91
SUMMARY				
CHQ (Muni Account)				
DD				-3,419.57
EFT				-205,843.93
TOTAL				-121,241.07
ALL MUNI TRANS TO 31 Jan 2021				-330,504.57
DD (Police Licensing Account) TO 31 Jan 2021				-64,387.05
DD (Boyup Brook Early Learning Centre) 31 Jan 2021				-8.91





# SHIRE OF BOYUP BROOK

## MONTHLY FINANCIAL REPORT

31 DECEMBER 2020

### TABLE OF CONTENTS

STATEMENT OF COMPREHENSIVE INCOME - BY PROGRAM
STATEMENT OF COMPREHENSIVE INCOME - BY NATURE/TYPE
STATEMENT OF FINANCIAL ACTIVITY
STATEMENT OF NET CURRENT POSITION
STATEMENT OF MATERIAL VARIANCES
STATEMENT OF FINANCIAL POSITION
STATEMENT OF CASH FLOWS
DETAILED OPERATING AND NON-OPERATING STATEMENT
SUPPLEMENTARY INFORMATION
- RESERVE ACCOUNTS
- LOAN SCHEDULE
- TRUST FUND

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

	NOTES	2020-21 ANNUAL BUDGET	2020-21 YTD ACTUAL
<b>EXPENDITURE (Excluding Finance Costs)</b>		\$	\$
General Purpose Funding		(139,443)	(595)
Governance		(379,473)	(82,578)
Law, Order, Public Safety		(508,331)	(101,966)
Health		(1,249,020)	(627,531)
Education and Welfare		(226,309)	(88,730)
Housing		(140,757)	(59,740)
Community Amenities		(348,711)	(166,792)
Recreation and Culture		(1,162,098)	(268,327)
Transport		(4,312,005)	(419,869)
Economic Services		(657,873)	(107,874)
Other Property and Services		(533,005)	(606,606)
		(9,657,024)	(2,530,608)
<b>REVENUE</b>			
General Purpose Funding		3,742,447	3,403,990
Governance		0	25,100
Law, Order, Public Safety		271,834	121,421
Health		907,844	610,456
Education and Welfare		125,000	79,345
Housing		89,601	33,397
Community Amenities		207,766	205,007
Recreation and Culture		41,441	36,259
Transport		191,890	177,776
Economic Services		110,530	52,373
Other Property & Services		511,009	280,358
		6,199,362	5,025,480
	<i>Increase(Decrease)</i>	(3,457,662)	2,494,872
<b>FINANCE COSTS</b>			
Education & Welfare		(14,218)	(7,211)
Housing		(2,670)	(1,384)
Recreation & Culture		(4,866)	(2,522)
Total Finance Costs		(21,754)	(11,117)
<b>NON-OPERATING REVENUE</b>			
Law, Order & Public Safety		31,700	0
Transport		2,630,121	914,074
Total Non-Operating Revenue		2,661,821	914,074
<b>PROFIT/(LOSS) ON SALE OF ASSETS</b>			
Transport Profit		0	0
Transport Loss		0	0
Other Property & Services Profit		0	0
Other Property & Services Loss		0	0
Total Profit/(Loss)		0	0
<b>NET RESULT</b>		(817,595)	3,397,828
<b>Other Comprehensive Income</b>			
Changes on revaluation of non-current assets		0	0
Total Abnormal Items		0	0
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>(817,595)</b>	<b>3,397,828</b>

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

	2020-21 BUDGET	2020-21 ACTUAL
<b>Expenses</b>		
Employee Costs	(2,875,038)	(1,750,246)
Materials and Contracts	(2,544,200)	(453,901)
Utility Charges	(228,519)	(79,105)
Depreciation on Non-Current Assets	(3,592,229)	0
Interest Expenses	(21,754)	(11,117)
Insurance Expenses	(165,432)	(162,014)
Other Expenditure	(251,606)	(85,343)
	(9,678,778)	(2,541,725)
<b>Revenue</b>		
Rates	3,007,292	3,004,945
Operating Grants, Subsidies and Contributions	1,125,550	696,496
Fees and Charges	1,518,125	1,029,734
Interest Earnings	45,205	13,317
Other Revenue	503,190	280,989
	6,199,362	5,025,480
	(3,479,416)	2,483,755
Non-Operating Grants, Subsidies & Contributions	2,661,821	914,074
	2,661,821	914,074
<b>Net Result</b>	<b>(817,595)</b>	<b>3,397,828</b>
<b>Other Comprehensive Income</b>		
Changes on revaluation of non-current assets	0	0
<b>Total Other Comprehensive Income</b>	<b>0</b>	<b>0</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(817,595)</b>	<b>3,397,828</b>

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

	2020-21 ANNUAL BUDGET	2020-21 YTD BUDGET (a)	2020-21 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
<b>OPERATING REVENUE</b>	\$	\$	\$			
General Purpose Funding	736,160	366,433	399,045	32,613	Within Threshold	▲
Governance	0	0	25,100	25,100	(100.00%)	
Law, Order Public Safety	271,834	145,515	121,421	(24,095)	19.84%	
Health	907,844	430,914	610,456	179,542	(29.41%)	
Education and Welfare	125,000	76,650	79,345	Within Threshold	Within Threshold	▲
Housing	89,601	44,769	33,397	(11,372)	34.05%	
Community Amenities	207,766	200,138	205,007	Within Threshold	Within Threshold	▲
Recreation and Culture	41,441	29,073	36,259	Within Threshold	(19.82%)	
Transport	191,890	175,404	177,776	Within Threshold	Within Threshold	▲
Economic Services	110,530	44,187	52,373	Within Threshold	(15.63%)	
Other Property and Services	511,009	197,685	280,358	82,673	(29.49%)	
	<b>3,193,075</b>	<b>1,710,767</b>	<b>2,020,536</b>	<b>284,461</b>		
<b>LESS OPERATING EXPENDITURE</b>						
General Purpose Funding	(139,443)	(63,200)	(595)	62,604	(10516.98%)	
Governance	(379,473)	(240,909)	(82,578)	158,331	(191.74%)	
Law, Order, Public Safety	(508,331)	(201,549)	(101,966)	99,584	97.66%	▲
Health	(1,249,020)	(545,215)	(627,531)	(82,316)	(13.12%)	▼
Education and Welfare	(240,527)	(123,691)	(95,941)	27,751	28.93%	▲
Housing	(143,427)	(85,945)	(61,124)	24,821	(40.61%)	
Community Amenities	(348,711)	(173,904)	(166,792)	Within Threshold	Within Threshold	▲
Recreation and Culture	(1,166,964)	(598,217)	(270,849)	327,368	(120.87%)	
Transport	(4,312,005)	(1,915,026)	(419,869)	1,495,157	(356.10%)	
Economic Services	(657,873)	(303,518)	(107,874)	195,644	(181.36%)	
Other Property & Services	(533,005)	(264,559)	(606,606)	(342,047)	56.39%	
	<b>(9,678,778)</b>	<b>(4,515,734)</b>	<b>(2,541,725)</b>	<b>1,966,897</b>		
<i>Increase/(Decrease)</i>	<b>(6,485,703)</b>	<b>(2,804,967)</b>	<b>(521,190)</b>	<b>2,251,357</b>		
<b>NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>						
Movement in Employee Provisions (Non-current)	43,030	0	0	Within Threshold	0.00%	
(Profit)/ Loss on the disposal of assets	0	0	0	Within Threshold	0.00%	
Depreciation Written Back	3,592,229	1,796,043	0	(1,796,043)	0.00%	
	<b>3,635,259</b>	<b>1,796,043</b>	<b>(134,084)</b>	<b>(1,930,127)</b>		
<i>Sub Total</i>	<b>(2,850,444)</b>	<b>(1,008,925)</b>	<b>(665,274)</b>	<b>321,230</b>		
<b>INVESTING ACTIVITIES</b>						
Purchase of Land	0	0	0			
Purchase Buildings	(104,539)	(35,000)	(87,973)	(52,973)	60.22%	
Purchase Plant and Equipment	(402,500)	(93,500)	(17,515)	75,985	(433.83%)	
Purchase Furniture and Equipment	(30,000)	0	(16,750)	(16,750)	100.00%	
Infrastructure Assets - Roads	(3,262,655)	(674,850)	(595,362)	79,488	(13.35%)	
Infrastructure Assets - Footpaths	(72,000)	(72,000)	0	72,000	0.00%	
Infrastructure Assets - Drainage	0	0	(70,824)	(70,824)	100.00%	
Infrastructure Assets - Parks & Ovals (Recreation)	(80,000)	0	0	Within Threshold	0.00%	
Infrastructure Assets - Other	(73,729)	(48,979)	(409)	48,570	(11875.31%)	
Proceeds from Sale of Assets	127,714	18,667	0	(18,667)	0.00%	
Contributions for the Development of Assets	2,661,821	937,864	914,074	(23,790)	Within Threshold	
<b>Amount Attributable to Investing Activities</b>	<b>(1,235,888)</b>	<b>32,201</b>	<b>125,241</b>	<b>93,039</b>		
<b>FINANCING ACTIVITIES</b>						
Repayment of Debt - Loan Principal	(36,156)	(17,840)	(17,839)	Within Threshold	Within Threshold	▲
Transfer to Reserves	(19,000)	0	0	Within Threshold	0.00%	
<b>Amount Attributable to Financing Activities</b>	<b>(55,156)</b>	<b>(17,840)</b>	<b>(17,839)</b>	<b>0</b>		
<i>Sub Total</i>	<b>(4,141,488)</b>	<b>(994,563)</b>	<b>(547,873)</b>	<b>414,269</b>		
<b>FUNDING FROM</b>						
Transfer from Reserves	0	0	0	Within Threshold	0%	▲
Loans Raised	0	0	0	Within Threshold	0%	▲
Estimated Opening Surplus at 1 July	1,135,201	1,135,201	1,014,513	(120,688)	11.90%	
Amount Raised from General Rates	3,006,287	3,006,287	3,004,945	Within Threshold	Within Threshold	▲
Closing Funds	0	0	0	Within Threshold	0%	▲
	<b>4,141,488</b>	<b>4,141,488</b>	<b>4,019,458</b>	<b>(120,688)</b>		
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>3,146,925</b>	<b>3,471,585</b>	<b>293,581</b>		

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

	<b>ACTUAL</b>
	<b>31 DECEMBER 2020</b>
<u>Current Assets</u>	
Cash at bank and on Hand	3,261,170
Restricted Cash	4,801
Restricted Cash Reserves	1,925,133
Trade Receivables	1,442,034
Stock on Hand	30,260
<b>Total Current Assets</b>	<b>6,663,398</b>
<u>Current Liabilities</u>	
Trade Creditors	(\$215,956)
Bonds and Deposits	(\$39,004)
Accrued Wages	\$0
Accrued Interest on Loans	(\$5,396)
Accrued Expense	(\$16,999)
ATO Liabilities	(\$10,167)
Contract Liability	(\$812,090)
Loan Liability	(\$18,318)
Provisions	(\$413,829)
<b>Total Current Liabilities</b>	<b>(\$1,531,758)</b>
 Sub-Total	 5,131,639
<b>Adjustments</b>	
LESS Cash Backed Reserves	(\$1,925,133)
LESS Inventory	(\$30,260)
LESS Prepaid Expenses	\$0
ADD: Employee Leave Provisions	\$254,626
ADD: Accrued Interest	\$5,396
ADD: Accrued Salaries & Wages	\$0
ADD: Accrued Expenses	\$16,999
ADD: Current Loan Liability	\$18,318
Rounding	0
<b>Net Current Position</b>	<b>3,471,585</b>



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

**EXPLANATION OF MATERIAL VARIANCES**

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
<b>OPERATING REVENUE</b>			
<b>General Purpose Funding</b>			
General purpose grant allocation higher than budget estimate. Local road grant allocation lower than budget estimate	PERMANENT/ TIMING	32,613	Within Threshold
<b>Governance</b>			
Grant for Australia Day and Volunteer Event not anticipated	PERMANENT	25,100	(100.00%)
<b>Law Order &amp; Public Safety -</b>			
ESL grant funding lower than anticipated for reporting period	TIMING	(24,095)	19.84%
<b>Health</b>			
Medical surgery fees \$179,000 higher than anticipated for reporting period. Offset by increase in Medical Centre employee expenses.	PERMANENT	179,542	(29.41%)
<b>Education &amp; Welfare</b>			
Variance within \$10,000 Materiality Threshold		Within Threshold	Within Threshold
<b>Housing</b>			
Rental income for Rogers St and Nix St houses currently at \$0 for reporting period.		(11,372)	34.05%
<b>Community Amenities</b>			
Variance within \$10,000 Materiality Threshold		Within Threshold	Within Threshold
<b>Recreation &amp; Culture</b>			
Variance within \$10,000 Materiality Threshold		Within Threshold	(19.82%)
<b>Transport</b>			
Variance within \$10,000 Materiality Threshold		Within Threshold	Within Threshold
<b>Economic Services</b>			
Variance within \$10,000 Materiality Threshold		Within Threshold	(15.63%)
<b>Other Property and Services</b>			
Admin reimbursements lower than anticipated for reporting period. Rylington Park income higher than anticipated for reporting period.	TIMING	82,673	(29.49%)



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

**EXPLANATION OF MATERIAL VARIANCES**

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
<b>OPERATING EXPENDITURE</b>			
<b>General Purpose Funding</b>			
Administration allocations not yet raised for reporting period. Rates debt collection expenses lower than anticipated for reporting period.	TIMING	62,604	(10516.98%)
<b>Governance</b>			
Administration allocations not yet raised for reporting period. Sitting fees expenses, member training expenses, member conference expenses, subscription expenses and community donation expenses lower than anticipated for reporting period.	TIMING	158,331	(191.74%)
<b>Law Order &amp; Public Safety -</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Fire mitigation activity expenses lower than anticipated for reporting period	TIMING	99,584	97.66%
<b>Health</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Medical services employee costs \$179,000 higher than anticipated for reporting period; offset by increase in medical fees received. Medical services insurance expenses, computer expenses and sundry expenses lower than anticipated for reporting period.	PERMANENT/ TIMING	(82,316)	(13.12%)
<b>Education &amp; Welfare</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Early learning centre employee costs higher than anticipated for reporting period.	PERMANENT/ TIMING	27,751	28.93%
<b>Housing</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Service contract expenses for 1 Rogers Avenue \$14k over budget.	PERMANENT/ TIMING	24,821	(40.61%)
<b>Community Amenities</b>			
Landfill disposal site service contract expenses \$10k over budget	PERMANENT/ TIMING	Within Threshold	Within Threshold
<b>Recreation &amp; Culture</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Hall operation expenses lower than anticipated for reporting period. Recreation complex expenses and Reserves and Parks operation expenses lower than anticipated for reporting period. Swimming pool building maintenance expenses over budget by \$7k.	TIMING	327,368	(120.87%)
<b>Transport</b>			
Administration allocations and depreciation expense not yet raised for reporting period.	PERMANENT/ TIMING	1,495,157	(356.10%)
<b>Economic Service</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Flaxmill general operations and building operation expenses lower than anticipated for reporting period. Building control expenses lower than anticipated for reporting period. Saleyard expenses lower than anticipated for reporting period.	TIMING	195,644	(181.36%)
<b>Other Property &amp; Services</b>			
Overheads of \$36,402 charged on Supervision salaries in error, postings to be corrected. Supervision salaries \$50,000 higher than anticipated for reporting period. Superannuation expenses, leave expenses, training expenses and Occupational health and Safety expenses higher than anticipated for reporting period. Parts & repairs expenses higher than anticipated for reporting period. Gross salaries paid \$275,000 higher than anticipated - primarily relates to medical services and PWOH salaries increased costs. IT systems operation expenses lower than anticipated for reporting period.	PERMANENT/ TIMING	(342,047)	56.39%

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

**EXPLANATION OF MATERIAL VARIANCES**

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
<b>CAPITAL REVENUES</b>			
<b><u>Non-Operating Grants, Subsidies &amp; Contributions</u></b>			
<b><u>Law, Order &amp; Public Safety</u></b>			
CCTV Grant -		0	
<b><u>Transport</u></b>			
Regional Road Group Grants - RRG funding higher than anticipated for reporting period.	TIMING	69,705	
Roads to Recovery Grants - Grant funding lower than anticipated for reporting period.	TIMING	(324,724)	
Special Bridge funding MRDWA - Bridge funding higher than anticipated for reporting period.	TIMING	2,464	
		<u>(252,555)</u>	Within Threshold
<b><u>Proceeds from Sale of Assets</u></b>			
Proceeds from Sale of Vehicle Assets -		0	
		0	
		<u>0</u>	0.00%
<b><u>Transfers from Reserve</u></b>			
Transfers from Reserve -		0	0%

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

**EXPLANATION OF MATERIAL VARIANCES**

<b>REPORTING PROGRAM &amp; EXPLANATION</b>	<b>TIMING / PERMANENT</b>	<b>\$ VARIANCE</b>	<b>% VARIANCE</b>
<b><u>CAPITAL EXPENDITURE</u></b>			
<b><u>Transfers to Reserve</u></b>			
Transfers to Reserve -		0	0.00%
<b><u>Furniture &amp; Equipment</u></b>			
<b><u>Health</u></b>			
Surgery Equipment - Capital - (F&E) - New server expense not included in budget	PERMANENT/ **NB**	(16,750)	
<b><u>Other Property &amp; Services</u></b>			
Administration Building F&E -		0	
<b>Total (Over)/Under Budget</b>		<b>(16,750)</b>	<b>100.00%</b>
<b><u>Buildings</u></b>			
<b><u>Community Amenities</u></b>			
Transfer Station Buildings - Project expenses lower than anticipated for reporting period	TIMING	6,932	
<b><u>Other Property &amp; Services</u></b>			
Administration Building - Building Renewals & Upgrades - Project expenses higher than budget allocation	PERMANENT	(74,904)	
Rylington Park House Capital		0	
Rylington Park Chemical Shed - Project not yet commenced	TIMING	15,000	
		<b>(52,973)</b>	<b>60.22%</b>
<b><u>Plant &amp; Equipment</u></b>			
<b><u>Law, Order &amp; Public Safety</u></b>			
Law & Order - Plant & Equipment		0	
<b><u>Recreation &amp; Culture</u></b>			
Plant & Equipment - Parks & Gardens - Plant acquisitions not yet made	TIMING	57,091	
<b><u>Transport</u></b>			
DWS - Fleet Vehicles		0	
Light Plant (eg Portable Traffic Lights) - Acquisitions not yet occurred	TIMING	25,500	
Heavy Plant (Graders etc) Purchases		0	
Miscellaneous Small Plant - Plant purchases occurred earlier than anticipated	TIMING	(6,606)	
<b><u>Other Property &amp; Services</u></b>			
Rylington Park Dorm Rooms Air Conditioners		0	
<b>Total (Over)/Under Budget</b>		<b>75,985</b>	<b>(433.83%)</b>
<b><u>Road Construction</u></b>			
Roads to Recovery Road Projects - Project expenses lower than anticipated for the reporting period	TIMING	140,526	
Regional Road Group - Project expenses higher than anticipated for the reporting period	TIMING	(86,786)	
Municipal Funded Road Projects -		0	
Municipal Funded Gravel Sheet Road Projects - Project expenses higher than anticipated for reporting period.	TIMING	(64,183)	
Municipal Funded - Winter Grading - Project expenses lower than anticipated for the reporting period	TIMING	89,931	
Bridges -		0	
<b>Total (Over)/Under Budget</b>		<b>79,488</b>	<b>(13.35%)</b>

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

**EXPLANATION OF MATERIAL VARIANCES**

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
<b><u>Footpath Construction</u></b>			
Footpaths/Bike paths Construction - Project not yet commenced	TIMING	(72,000)	
Total (Over)/Under Budget		<u>(72,000)</u>	0.00%
<b><u>Drainage Infrastructure</u></b>			
Drainage Projects - No budget allocation for drainage projects	PERMANENT/ **NB**	(70,824)	
Total (Over)/Under Budget		<u>(70,824)</u>	100.00%
<b><u>Parks &amp; Ovals</u></b>			
Recreation Infrastructure - Capital Renewals		0	
Total (Over)/Under Budget		<u>0</u>	0.00%
<b><u>Other Infrastructure</u></b>			
<b><u>Health</u></b>			
Medical Centre Car Park - Other Infrastructure		0	
<b><u>Transport</u></b>			
Depot Gates		0	
Oil Automation System - Project expenses lower than anticipated for reporting period.	TIMING	(32,570)	
<b><u>Other Property &amp; Services</u></b>			
Rylington Park Rain Water Tank - Project not yet commenced	TIMING	(16,000)	
Total (Over)/Under Budget		<u>(48,570)</u>	(11875.31%)
<b>Note: (NB) = No Budget Provision Made</b>			

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

	Note	2019-20 ACTUAL \$	2020-21 ACTUAL \$	Variance \$
<b>Current assets</b>				
Unrestricted Cash & Cash Equivalents		1,877,305	3,265,970	1,388,666
Restricted Reserves		1,925,133	1,925,133	0
Trade and other receivables		521,806	1,442,034	920,228
Inventories		30,260	30,260	0
Other assets		0	0	0
<b>Total current assets</b>		<b>4,354,504</b>	<b>6,663,398</b>	<b>2,308,894</b>
<b>Non-current assets</b>				
Trade and other receivables		15,358	15,358	0
LG House Unit Trust		71,221	71,221	0
Land		2,347,691	2,347,691	0
Buildings		10,191,434	10,279,407	87,973
Furniture & Equipment		72,069	95,425	23,356
Plant & Equipment		2,860,704	2,871,613	10,909
Infrastructure Assets - Roads		75,315,735	75,911,097	595,362
Infrastructure Assets - Bridges		17,621,241	17,621,241	0
Infrastructure Assets - Footpaths		1,166,971	1,166,971	0
Infrastructure Assets - Recreation		1,675,284	1,675,284	0
Infrastructure Assets - Drainage		10,580,929	10,651,753	70,824
Infrastructure Assets - Parks/Ovals		469,270	469,270	0
Infrastructure Assets - Other		3,345,451	3,345,860	409
<b>Total non-current assets</b>		<b>125,733,357</b>	<b>126,522,189</b>	<b>788,833</b>
<b>Total assets</b>		<b>130,087,861</b>	<b>133,185,587</b>	<b>3,097,726</b>
<b>Current liabilities</b>				
Trade and other payables		528,255	248,518	279,737
Bonds and deposits		41,531	39,004	2,527
Contract Liabilities		812,090	812,090	0
Interest-bearing loans and borrowings		36,157	18,318	17,839
Provisions		413,829	413,829	0
<b>Total current liabilities</b>		<b>1,831,861</b>	<b>1,531,758</b>	<b>300,102</b>
<b>Non-current liabilities</b>				
Interest-bearing loans and borrowings		397,010	397,010	0
Provisions		15,012	15,012	0
<b>Total non-current liabilities</b>		<b>412,022</b>	<b>412,022</b>	<b>0</b>
<b>Total liabilities</b>		<b>2,243,883</b>	<b>1,943,781</b>	<b>300,102</b>
<b>Net assets</b>		<b>127,843,978</b>	<b>131,241,807</b>	<b>3,397,829</b>
<b>Equity</b>				
Retained surplus		57,643,191	57,643,191	0
Net Result		0	3,397,828	3,397,828
Reserve - asset revaluation		68,275,654	68,275,654	0
Reserve - Cash backed		1,925,133	1,925,133	0
<b>Total equity</b>		<b>127,843,978</b>	<b>131,241,807</b>	<b>3,397,829</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 DECEMBER 2020**

	Note	2019-20 ACTUAL \$	2020-21 BUDGET \$	2020-21 ACTUAL \$
<b>Cash Flows from operating activities</b>				
<b>Payments</b>				
Employee Costs		(3,438,685)	(2,832,008)	(1,884,818)
Materials & Contracts		(1,030,373)	(2,544,200)	(617,900)
Utilities (gas, electricity, water, etc)		(213,746)	(228,519)	(79,105)
Insurance		(192,945)	(21,754)	(162,014)
Interest Expense		(23,984)	(165,432)	(11,117)
Goods and Services Tax Paid		(175,797)	0	(180,830)
Other Expenses		(236,903)	(251,606)	(85,343)
		<b>(5,312,433)</b>	<b>(6,043,519)</b>	<b>(3,021,126)</b>
<b>Receipts</b>				
Rates		2,917,692	3,007,292	2,000,657
Operating Grants & Subsidies		1,805,433	450,956	683,974
Fees and Charges		1,393,045	1,518,125	1,029,734
Interest Earnings		60,926	45,205	13,317
Goods and Services Tax		149,136	0	296,926
Other		219,007	503,190	277,781
		<b>6,545,239</b>	<b>5,524,768</b>	<b>4,302,390</b>
<b>Net Cash flows from Operating Activities</b>		<b>1,232,806</b>	<b>(518,751)</b>	<b>1,281,263</b>
<b>Cash flows from investing activities</b>				
<b>Payments</b>				
Purchase of Land		(127,273)	0	0
Purchase of Buildings		(10,247)	(104,539)	(87,973)
Purchase Plant and Equipment		(757,120)	(402,500)	(17,515)
Purchase Furniture and Equipment		(67,984)	(30,000)	(16,750)
Purchase Road Infrastructure Assets		(1,209,814)	(2,313,365)	(595,362)
Purchase of Bridges Assets		(61,381)	(949,290)	0
Purchase of Footpath Assets		(63,597)	(72,000)	0
Purchase Aerodrome Assets		0	0	0
Purchase Drainage Assets		(177,860)	0	(70,824)
Purchase Sewerage Assets		0	0	0
Purchase Parks & Ovals Assets		0	(80,000)	0
Purchase Recreation Assets		(7,980)	0	0
Purchase Solid Waste Assets		0	(73,729)	0
Purchase Infrastructure Other Assets		(5,443)		(409)
<b>Receipts</b>				
Proceeds from Sale of Assets		309,596	127,714	0
Non-Operating grants used for Development of Assets		1,426,149	2,661,821	914,074
		<b>(752,954)</b>	<b>(1,235,888)</b>	<b>125,241</b>
<b>Cash flows from financing activities</b>				
Repayment of Debentures		(39,432)	(36,157)	(17,839)
Advances to Community Groups		0	0	0
Revenue from Self Supporting Loans		0	0	0
Proceeds from New Debentures		0	0	0
<b>Net cash flows from financing activities</b>		<b>(39,432)</b>	<b>(36,157)</b>	<b>(17,839)</b>
<b>Net increase/(decrease) in cash held</b>		<b>440,420</b>	<b>(1,790,796)</b>	<b>1,388,666</b>
<b>Cash at the Beginning of Reporting Period</b>		<b>3,362,018</b>	<b>3,852,438</b>	<b>3,802,438</b>
<b>Cash at the End of Reporting Period</b>		<b>3,802,438</b>	<b>2,061,642</b>	<b>5,191,104</b>



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

Notes

	2019-20 ACTUAL \$	2020-21 BUDGET \$	2020-21 ACTUAL \$
<b>RECONCILIATION OF CASH</b>			
Cash at Bank	124,793	1,015,385	3,242,379
Restricted Cash	3,671,695		1,942,674
Cash on Hand	5,950	580	6,050
<b>TOTAL CASH</b>	<b>3,802,438</b>	<b>1,015,965</b>	<b>5,191,104</b>
<b>RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT</b>			
Net Result (As per Comprehensive Income Statement)	(1,093,697)	(817,595)	3,397,828
Add back Depreciation	3,018,256	3,592,229	0
(Gain)/Loss on Disposal of Assets	156,782	-	0
AASB15 Adjustment	(9,674)		
LG House Unit trust	(1,153)		
Self Supporting Loan Principal Reimbursements	0	-	0
Contributions for the Development of Assets	(659,311)	(2,661,821)	(914,074)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	(1,743)	0	0
(Increase)/Decrease in Receivables	(89,783)	-	(920,228)
Increase/(Decrease) in Accounts Payable	121,781	-	(282,263)
Increase/(Decrease) in Contract Liability		(674,594)	0
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	(208,652)	43,030	0
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	-	0	0
<b>NET CASH FROM/(USED) IN OPERATING ACTIVITIES</b>	<b>1,232,806</b>	<b>(518,751)</b>	<b>1,281,263</b>

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

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

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



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

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

Shire of Boyup Brook							
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
RATES							
OPERATING EXPENDITURE							
031103	Rates Administration Activity Costs	\$49,885	\$0	\$0	\$0	\$0	\$99,810
031101	Collection Costs	\$7,812	\$90	\$0	\$90	\$0	\$15,630
031100	Valuation Charges	\$2,165	\$425	\$0	\$425	\$0	\$17,200
031102	Search Costs	\$30	\$80	\$0	\$80	\$0	\$185
Sub Total - GENERAL RATES OP EXP		\$59,892	\$595	\$0	\$595	\$0	\$132,825
OPERATING INCOME							
031001	Rates - GRV	(\$460,579)	\$0	\$0	\$0	(\$460,579)	\$0
031002	Rates - UV	(\$2,170,963)	\$0	\$0	\$0	(\$2,170,963)	\$0
031003	Rates - GRV - Minimum	(\$50,745)	\$0	\$0	\$0	(\$50,745)	\$0
031004	Rates - UV - Minimum	(\$324,000)	\$0	\$0	\$0	(\$324,000)	\$0
031006	Rates - Ex-Gratia Rates	(\$1,255)	\$0	\$0	\$0	(\$1,255)	\$0
031013	Rates Administration Fee	\$0	\$0	\$0	\$0	\$0	\$0
031005	Rates - Instalment Interest	(\$2,800)	(\$3,794)	(\$3,794)	\$0	(\$2,800)	\$0
031007	Rates - Non Payment Penalty - LG	(\$12,207)	(\$9,095)	(\$9,095)	\$0	(\$21,415)	\$0
01023	Pensioner Deferred Rate Interest	\$0	\$0	\$0	\$0	\$0	\$0
031008	Rates - Rate Enquiries	(\$2,152)	(\$4,072)	(\$4,072)	\$0	(\$6,330)	\$0
J09	Rates - ESL Administration Fee	(\$4,000)	(\$4,000)	(\$4,000)	\$0	(\$4,000)	\$0
031010	Rates - Reimbursements	\$0	\$0	\$0	\$0	(\$6,000)	\$0
031011	Rates - Penalty Interest - DFES	(\$690)	(\$429)	(\$429)	\$0	(\$690)	\$0
031012	Rates - Rates Interims	\$0	(\$3,004,945)	(\$3,004,945)	\$0	\$0	\$0
031104	Rates Written Off	\$125	\$0	\$0	\$0	\$250	\$0
Sub Total - GENERAL RATES OP INC		(\$3,029,266)	(\$3,026,334)	(\$3,026,334)	\$0	(\$3,048,527)	\$0
Total - GENERAL RATES		(\$2,969,374)	(\$3,025,738)	(\$3,026,334)	\$595	(\$3,048,527)	\$132,825
OTHER GENERAL PURPOSE FUNDING							
OPERATING EXPENDITURE							
032100	General Purpose Funding - Administration Allocated	\$3,308	\$0	\$0	\$0	\$0	\$6,618
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP		\$3,308	\$0	\$0	\$0	\$0	\$6,618
OPERATING INCOME							
032001	General Purpose Grants Federal Commission (OP)	(\$171,655)	(\$226,549)	(\$226,549)	\$0	(\$343,310)	\$0
032002	General Purpose Grants Federal - Roads (OP)	(\$165,155)	(\$151,108)	(\$151,108)	\$0	(\$330,310)	\$0
032003	General Purpose Funding - Interest On Investments - Municipal Ac	(\$580)	\$0	\$0	\$0	(\$1,000)	\$0
032004	Interest on Investments - Reserves Account	(\$5,890)	\$0	\$0	\$0	(\$19,000)	\$0
032006	General Purpose Funding - Interest on Investments - Medical Fund	\$0	\$0	\$0	\$0	\$0	\$0
032007	General Purpose Funding - Interest on Investments - Business Onl	\$0	\$0	\$0	\$0	\$0	\$0
032008	General Purpose Funding - Interest on Investments - Short Term D	(\$174)	\$0	\$0	\$0	(\$300)	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC		(\$343,454)	(\$377,657)	(\$377,657)	\$0	(\$693,920)	\$0
Total - OTHER GENERAL PURPOSE FUNDING		(\$340,146)	(\$377,657)	(\$377,657)	\$0	(\$693,920)	\$6,618
Total - GENERAL PURPOSE FUNDING		(\$3,309,520)	(\$3,403,395)	(\$3,403,990)	\$595	(\$3,742,447)	\$139,443

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

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

Shire of Boyup Brook							
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
MEMBERS OF COUNCIL							
OPERATING EXPENDITURE							
041100	Members - Sitting Fees.	\$37,765	\$20,440	\$0	\$20,440	\$0	\$75,560
041119	Website Expenses	\$2,499	\$0	\$0	\$0	\$0	\$5,000
041101	Members - Training Costs	\$7,452	(\$195)	\$0	(\$195)	\$0	\$10,800
041102	Members - Travelling Costs	\$4,692	\$197	\$0	\$197	\$0	\$6,800
041103	Members - Telecommunications Reimbursements	\$7,949	\$3,042	\$0	\$3,042	\$0	\$11,520
041104	Members - Other Expenses	\$3,625	\$561	\$0	\$561	\$0	\$3,625
041105	Members - Conferences/Seminars Costs	\$10,937	\$45	\$0	\$45	\$0	\$15,850
041106	Members - President's Allowance	\$4,934	\$3,427	\$0	\$3,427	\$0	\$10,280
041107	Members - Deputy President's Allowance	\$1,259	\$857	\$0	\$857	\$0	\$2,570
041108	Members - Council Chamber Expenses	\$670	\$251	\$0	\$251	\$0	\$905
041109	Members - Refreshments & Receptions	\$8,904	\$15,252	\$0	\$15,252	\$0	\$17,815
041110	Members - Bunbury Wellington GOC Projects	\$1,500	\$1,445	\$0	\$1,445	\$0	\$1,500
041111	Members - Insurance Costs For Members	\$8,040	\$7,254	\$0	\$7,254	\$0	\$8,040
041112	Members - Subscriptions	\$8,835	\$0	\$0	\$0	\$0	\$8,835
041113	Members - Election Expenses	\$0	\$3,276	\$0	\$3,276	\$0	\$0
041114	Members - Donations	\$64,698	\$24,556	\$0	\$24,556	\$0	\$64,698
041118	ICT - Councillors	\$660	\$2,171	\$0	\$2,171	\$0	\$2,640
041150	Members - Admin Allocation	\$26,596	\$0	\$0	\$0	\$0	\$53,214
041190	Depreciation - Membership	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$201,015	\$82,578	\$0	\$82,578	\$0	\$299,652
OPERATING INCOME							
041001	Members - Reimbursements Income	\$0	\$0	\$0	\$0	\$0	\$0
041002	Other Governance - Sundry Reimbursements Income	\$0	\$0	\$0	\$0	\$0	\$0
041003	Other Governance - Other Minor Income	\$0	\$0	\$0	\$0	\$0	\$0
041004	Members - Operating Grants and Contributions	\$0	(\$25,100)	(\$25,100)	\$0	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC		\$0	(\$25,100)	(\$25,100)	\$0	\$0	\$0
Total - MEMBERS OF COUNCIL		\$201,015	\$57,478	(\$25,100)	\$82,578	\$0	\$299,652
GOVERNANCE							
OPERATING EXPENDITURE							
042100	Other Governance - Admin Allocated	\$39,895	\$0	\$0	\$0	\$0	\$79,821
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$39,895	\$0	\$0	\$0	\$0	\$79,821
OPERATING INCOME							
New	Other Minor Income	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - GOVERNANCE - GENERAL OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - GOVERNANCE - GENERAL		\$39,895	\$0	\$0	\$0	\$0	\$79,821
Total - GOVERNANCE		\$240,909	\$57,478	(\$25,100)	\$82,578	\$0	\$379,473



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

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

G/L	JOB	YTD COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		Period 6		ACTUALS		2020-21	
		31 DECEMBER 2020		31 DECEMBER 2020		2020-21	
		Budget	Actual	Income	Expenditure	Income	Expenditure
<b>LAW, ORDER AND PUBLIC SAFETY</b>							
<b>FIRE PREVENTION</b>							
<b>OPERATING EXPENDITURE</b>							
051109	ESL - Insurances Fire Appliances and Personnel	\$37,781	\$32,964	\$0	\$32,964	\$0	\$37,781
051112	Fire Prevention And Support	\$22,300	\$11,692	\$0	\$11,692	\$0	\$22,300
051101	Fire Break Inspection Expenses	\$2,655	\$2,750	\$0	\$2,750	\$0	\$3,540
051102	Fire Hazard Reductions Expenses	\$4,960	\$14,420	\$0	\$14,420	\$0	\$35,428
051104	Minor Fire Plant & Equipment Purchases non ESL	\$200	\$47	\$0	\$47	\$0	\$400
051105	Fire Plant & Equipment Maintenance - Non ESL	\$250	\$0	\$0	\$0	\$0	\$500
051106	ESL - Fire Vehicle Maintenance Costs	\$1,600	\$6,746	\$0	\$6,746	\$0	\$10,000
051107	ESL - Brigade Utilities, rates and taxes	\$62	\$218	\$0	\$218	\$0	\$390
051108	ESL - Other Goods & Services relating to Fires	\$0	\$371	\$0	\$371	\$0	\$2,000
051111	ESL - Minor Fire Plant/Equip Under \$1200	\$350	\$0	\$0	\$0	\$0	\$1,000
051114	ESL - Land & Building Maintenance	\$114	\$0	\$0	\$0	\$0	\$710
051115	ESL - Clothing and Accessories	\$320	\$0	\$0	\$0	\$0	\$2,000
051116	ESL - Plant and Equipment Maintenance	\$240	\$172	\$0	\$172	\$0	\$1,500
051117	BFRC - Bushfire Risk Planning	\$163	\$0	\$0	\$0	\$0	\$1,351
051118	DFES Fire Defence Grant Expenses	\$3,786	\$0	\$0	\$0	\$0	\$13,520
051120	Bush Fire - Mitigation Activity Funded	\$31,389	\$13,367	\$0	\$13,367	\$0	\$196,180
051150	Admin Allocation - Fire Control	\$26,596	\$0	\$0	\$0	\$0	\$53,214
190	Depreciation - Fire Control	\$670	\$0	\$0	\$0	\$0	\$670
<b>Sub Total - FIRE PREVENTION OP/EXP</b>		<b>\$133,435</b>	<b>\$82,746</b>	<b>\$0</b>	<b>\$82,746</b>	<b>\$0</b>	<b>\$382,484</b>
<b>OPERATING INCOME</b>							
051001	Fire Infringements/Fines Income	(\$500)	(\$500)	(\$500)	\$0	(\$500)	\$0
051002	Sale Of Fire Maps Income	\$0	(\$55)	(\$55)	\$0	(\$150)	\$0
051004	ESL - Funding Operating Grant Income	(\$141,654)	(\$115,744)	(\$115,744)	\$0	(\$265,654)	\$0
<b>Sub Total - FIRE PREVENTION OP/INC</b>		<b>(\$142,154)</b>	<b>(\$116,298)</b>	<b>(\$116,298)</b>	<b>\$0</b>	<b>(\$266,304)</b>	<b>\$0</b>
<b>Total - FIRE PREVENTION</b>		<b>(\$8,719)</b>	<b>(\$33,553)</b>	<b>(\$116,298)</b>	<b>\$82,746</b>	<b>(\$266,304)</b>	<b>\$382,484</b>

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

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

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
ANIMAL CONTROL							
OPERATING EXPENDITURE							
052100	Ranger Services Operation Costs	\$745	\$742	\$0	\$742	\$0	\$1,650
052005	Trap Hire Refunds	\$50	\$0	\$0	\$0	\$0	\$50
052101	Ranger Vehicle Operating Expenses	\$1,725	\$0	\$0	\$0	\$0	\$3,450
052102	Dog License Discs Costs	\$250	\$0	\$0	\$0	\$0	\$250
052103	Other Control Expenses	\$4,051	\$7,261	\$0	\$7,261	\$0	\$7,945
052104	Animal Impounding Costs	\$4,000	\$127	\$0	\$127	\$0	\$5,000
052109	Cat License Tags Expense	\$100	\$0	\$0	\$0	\$0	\$100
052110	Ranger Services Salary Super and Employee Costs	\$23,042	\$11,089	\$0	\$11,089	\$0	\$39,379
052111	Ranger Services Provision for Leave Accruals	\$0	\$0	\$0	\$0	\$0	\$0
052150	Admin Allocation - Animal Control	\$9,994	\$0	\$0	\$0	\$0	\$19,989
052190	Depreciation	\$200	\$0	\$0	\$0	\$0	\$400
Sub Total - ANIMAL CONTROL OP/EXP		\$44,157	\$19,220	\$0	\$19,220	\$0	\$78,213
OPERATING INCOME							
052001	Animal Fines & Penalties Income	(\$159)	\$0	\$0	\$0	(\$265)	\$0
052002	Animal Impounding Fees Income	(\$105)	(\$358)	(\$358)	\$0	(\$105)	\$0
052003	Dog Registrations Charges	(\$3,047)	(\$4,758)	(\$4,758)	\$0	(\$5,060)	\$0
052004	Cat Registration Charges	\$0	(\$6)	(\$6)	\$0	\$0	\$0
052006	Animal Control Income - Grant	\$0	\$0	\$0	\$0	(\$50)	\$0
052105	Trap Hire Income	(\$50)	\$0	\$0	\$0	(\$50)	\$0
Sub Total - ANIMAL CONTROL OP/INC		(\$3,361)	(\$5,122)	(\$5,122)	\$0	(\$5,530)	\$0
Total - ANIMAL CONTROL		\$40,795	\$14,098	(\$5,122)	\$19,220	(\$5,530)	\$78,213

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

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

Shire of Boyup Brook		YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme							
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER LAW ORDER & PUBLIC SAFETY							
OPERATING EXPENDITURE							
053100	Local Emergency Management Committee Expenses	\$300	\$0	\$0	\$0	\$0	\$300
053150	Administration Allocated - Emergency Mgt	\$9,991	\$0	\$0	\$0	\$0	\$19,989
053190	Depreciation	\$13,667	\$0	\$0	\$0	\$0	\$27,345
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP		\$23,958	\$0	\$0	\$0	\$0	\$47,634
OPERATING INCOME							
053002	Non-Operating Grants CCTV	\$0	\$0	\$0	\$0	(\$31,700)	\$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC		\$0	\$0	\$0	\$0	(\$31,700)	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY		\$23,958	\$0	\$0	\$0	(\$31,700)	\$47,634
Total - LAW ORDER & PUBLIC SAFETY		\$56,034	(\$19,455)	(\$121,421)	\$101,966	(\$303,534)	\$508,331



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

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

Shire of Boyup Brook MONTHLY FINANCIAL REPORT			YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB							
HEALTH FAMILY STOP CENTRE								
OPERATING EXPENDITURE								
071100	B0101	Family Stop Centre - Operation	\$6,215	\$2,375	\$0	\$2,375	\$0	\$11,083
071150		Admin Allocated - Family Stop Centre	\$6,683	\$0	\$0	\$0	\$0	\$13,371
071190		Depreciation - Family Stop Centre	\$1,849	\$0	\$0	\$0	\$0	\$3,700
Sub Total - HEALTH FAMILY STOP OP/EXP			\$14,748	\$2,375	\$0	\$2,375	\$0	\$28,154
OPERATING INCOME								
Sub Total - HEALTH FAMILY STOP OP/INC			\$0	\$0	\$0	\$0	\$0	\$0
Total - HEALTH FAMILY STOP			\$14,748	\$2,375	\$0	\$2,375	\$0	\$28,154
HEALTH ADMINISTRATION & INSPECTION								
OPERATING EXPENDITURE								
072100		Health Administration Services Expenses	\$21,325	\$12,495	\$0	\$12,495	\$0	\$45,690
072101		Other Health Administration Expenses	\$94	\$0	\$0	\$0	\$0	\$150
072102		Provision for Leave Accruals	\$0	\$0	\$0	\$0	\$0	\$0
072103		Health Administration Superannuation	\$120	\$0	\$0	\$0	\$0	\$300
072150		Admin Allocation - Other Health	\$6,685	\$0	\$0	\$0	\$0	\$13,371
Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP			\$28,225	\$12,495	\$0	\$12,495	\$0	\$59,511
OPERATING INCOME								
072001		Food Stall Permit Charges	(\$130)	\$0	\$0	\$0	(\$130)	\$0
072002		Temporary Camping Site Permit Charges	(\$100)	\$0	\$0	\$0	(\$900)	\$0
072003		Food Business Registration Fee	(\$548)	(\$655)	(\$655)	\$0	(\$1,255)	\$0
072004		Annual Inspections	\$0	\$0	\$0	\$0	(\$105)	\$0
Sub Total - HEALTH ADMIN AND INSPECTION OP/INC			(\$778)	(\$655)	(\$655)	\$0	(\$2,390)	\$0
Total - HEALTH ADMIN AND INSPECTION			\$27,447	\$11,839	(\$655)	\$12,495	(\$2,390)	\$59,511

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

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

YTD COMPARATIVES  
Period 6  
31 DECEMBER 2020  
Budget Actual

CURRENT YEAR  
ACTUALS  
31 DECEMBER 2020  
Income Expenditure

ADOPTED BUDGET  
2020-21  
Income Expenditure

G/L JOB

**OTHER HEALTH - MEDICAL SERVICES**

**OPERATING EXPENDITURE**

074100	B0105	Housing General Practitioner - Medical Service	\$8,424	\$7,079	\$0	\$7,079	\$0	\$16,509
074102		Boyup Brook Medical Services Building Costs	\$9,878	\$13,046	\$0	\$13,046	\$0	\$23,365
074104		Medical Services - General Practitioners Vehicle	\$728	\$0	\$0	\$0	\$0	\$970
074101		Medical Services General Operations	\$611	\$0	\$0	\$0	\$0	\$2,620
074103		Medical Service Employee Costs	\$298,120	\$478,114	\$0	\$478,114	\$0	\$657,214
074105		Postage, Printing & Stationery	\$1,366	\$1,674	\$0	\$1,674	\$0	\$3,000
074106		Medical Ctr - Telephones	\$3,191	\$3,187	\$0	\$3,187	\$0	\$6,385
074107		Medical Ctr - Subscriptions	\$3,254	\$757	\$0	\$757	\$0	\$5,580
074108		Medical Ctr - Insurances	\$14,757	\$6,353	\$0	\$6,353	\$0	\$14,757
074109		Medical Bank Fees	\$390	\$549	\$0	\$549	\$0	\$780
074110		Medical Ctr - Computer Expenses	\$26,267	\$16,687	\$0	\$16,687	\$0	\$47,399
074111		Medical Ctr - Medical Supplies & Equipmt	\$5,900	\$12,167	\$0	\$12,167	\$0	\$11,805
074112		Medical Ctr - Locum Doctor	\$0	\$0	\$0	\$0	\$0	\$48,600
074113		Medical Ctr - Superannuation	\$26,913	\$43,045	\$0	\$43,045	\$0	\$59,914
074114		Medical Ctr - Training	\$1,500	\$450	\$0	\$450	\$0	\$1,500
074115		Medical Ctr - Sundry Expenses	\$51,877	\$14,300	\$0	\$14,300	\$0	\$104,500
074116		Medical Service Provision for Leave Accruals	\$0	\$0	\$0	\$0	\$0	\$33,990
074117		Medical - Fringe Benefit Tax	\$1,260	\$2,494	\$0	\$2,494	\$0	\$2,520
074118		Medical Employee (Packaging) Costs	\$0	\$0	\$0	\$0	\$0	\$1,200
150		Admin Allocated - Boyup Brook Medical Services	\$29,904	\$0	\$0	\$0	\$0	\$59,832
074191		Depreciation - Medical Centre	\$4,248	\$0	\$0	\$0	\$0	\$8,500
074190		Depreciation - Housing GP - 5 Rogers Ave	\$3,399	\$0	\$0	\$0	\$0	\$6,800
074192		Depreciation - Ultrasound Machine	\$2,586	\$0	\$0	\$0	\$0	\$5,175
074193		Depreciation - GP Vehicle	\$57	\$0	\$0	\$0	\$0	\$115

Sub Total - PREVENTIVE SRVS - OP/EXP

**OPERATING INCOME**

074001		Surgery Turnover	(\$427,410)	(\$606,528)	(\$606,528)	\$0	(\$900,000)	\$0
074002		Surgery Rental Income	(\$2,726)	(\$3,273)	(\$3,273)	\$0	(\$5,454)	\$0
074004		Grants, Reimbursements and Contributions	\$0	\$0	\$0	\$0	\$0	\$0

Sub Total - PREVENTIVE SRVS - OP/INC

Total - PREVENTIVE SERVICES

**PREVENTIVE SERVICE - OTHER**

**OPERATING EXPENDITURE**

073100		Analytical Expenses	\$475	\$232	\$0	\$232	\$0	\$475
--------	--	---------------------	-------	-------	-----	-------	-----	-------

Sub Total - PREVENTIVE SRVS - OTHER OP/EXP

Total - PREVENTIVE SERVICES - OTHER

**OTHER HEALTH**

**OPERATING EXPENDITURE**

075100		Ambulance Centre Operation	\$454	\$12,528	\$0	\$12,528	\$0	\$24,479
075150		Admin Allocated - Other Health	\$6,683	\$0	\$0	\$0	\$0	\$13,371

Sub Total - OTHER HEALTH OP/EXP

**OPERATING INCOME**

Sub Total - OTHER HEALTH OP/INC

Total - OTHER HEALTH

Total - HEALTH



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

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

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER EDUCATION							
OPERATING EXPENDITURE							
081100	Community Resource Centre	\$2,034	\$2,004	\$0	\$2,004	\$0	\$2,734
081101	Rylington Park Farm Complex	\$0	\$8,988	\$0	\$8,988	\$0	\$0
081102	Donations - Other Education	\$250	\$200	\$0	\$200	\$0	\$250
081103	Early Learning Centre - Employee Costs	\$63,068	\$73,418	\$0	\$73,418	\$0	\$118,770
081104	Early Learning Centre - Operating Costs	\$6,795	\$4,096	\$0	\$4,096	\$0	\$13,990
081150	Admin Allocation - Other Education	\$6,685	\$0	\$0	\$0	\$0	\$13,371
081190	Depreciation - Community Resource Centre	\$2,510	\$0	\$0	\$0	\$0	\$5,020
081191	Depreciation - Rylington Park Farm Complex	\$8,442	\$0	\$0	\$0	\$0	\$16,885
Sub Total - OTHER EDUCATION OP/EXP		\$89,784	\$88,706	\$0	\$88,706	\$0	\$171,020
OPERATING INCOME							
081001	Rylington Park Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
081003	Early Learning Centre - Fees & Charges	(\$76,650)	(\$79,345)	(\$79,345)	\$0	(\$125,000)	\$0
081004	Early Learning Centre -Operating Income	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER EDUCATION OP/INC		(\$76,650)	(\$79,345)	(\$79,345)	\$0	(\$125,000)	\$0
Total - OTHER EDUCATION		\$13,134	\$9,361	(\$79,345)	\$88,706	(\$125,000)	\$171,020
AGED & DISABLED							
OPERATING EXPENDITURE							
082100	Support for Seniors Christmas Lunch	\$0	\$0	\$0	\$0	\$0	\$1,390
082104	Aged Needs Initiative Loan Interest	\$7,211	\$7,211	\$0	\$7,211	\$0	\$14,218
082150	Admin Allocated - Aged & Disabled	\$6,683	\$0	\$0	\$0	\$0	\$13,371
Sub Total - AGED & DISABLED OP/EXP		\$13,894	\$7,211	\$0	\$7,211	\$0	\$28,979
OPERATING INCOME							
Sub Total - AGED & DISABLED OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - AGED & DISABLED		\$13,894	\$7,211	\$0	\$7,211	\$0	\$28,979
OTHER WELFARE							
OPERATING EXPENDITURE							
083100	Other Welfare Expenses	\$0	\$0	\$0	\$0	\$0	\$500
083104	Depreciation	\$25	\$0	\$0	\$0	\$0	\$50
083105	Donations Expended	\$0	\$24	\$0	\$24	\$0	\$0
083150	Admin Allocated - Other Welfare	\$19,988	\$0	\$0	\$0	\$0	\$39,978
Sub Total - OTHER WELFARE OP/EXP		\$20,013	\$24	\$0	\$24	\$0	\$40,528
OPERATING INCOME							
Sub Total - OTHER WELFARE OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER WELFARE		\$20,013	\$24	\$0	\$24	\$0	\$40,528
Total - EDUCATION & WELFARE		\$47,041	\$16,595	(\$79,345)	\$95,941	(\$125,000)	\$240,527



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

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

Shire of Boyup Brook							
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
STAFF HOUSING							
OPERATING EXPENDITURE							
091100	Staff Housing	\$6,254	\$2,554	\$0	\$2,554	\$0	\$7,389
091130	Interest Paid Loan 115 - Staff House	\$1,384	\$1,384	\$0	\$1,384	\$0	\$2,670
091190	Depreciation - Staff Housing	\$2,866	\$0	\$0	\$0	\$0	\$5,735
091150	Staff Housing - Less Amt Allocated to Admin.	\$6,683	\$0	\$0	\$0	\$0	\$13,371
Sub Total - STAFF HOUSING OP/EXP		\$17,188	\$3,938	\$0	\$3,938	\$0	\$29,165
OPERATING INCOME							
Sub Total - STAFF HOUSING OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - STAFF HOUSING		\$17,188	\$3,938	\$0	\$3,938	\$0	\$29,165
HOUSING OTHER							
OPERATING EXPENDITURE							
09101	Boyup Brook Citizens Lodge	\$7,359	\$10,364	\$0	\$10,364	\$0	\$7,959
09102	Community Housing - Units	\$14,115	\$9,668	\$0	\$9,668	\$0	\$18,408
092103	Other	\$2,911	\$6,188	\$0	\$6,188	\$0	\$4,732
092104	6 Nix - Operating & Mtce Expense	\$3,706	\$2,375	\$0	\$2,375	\$0	\$5,636
092105	House - 1 Rogers Ave	\$6,539	\$22,157	\$0	\$22,157	\$0	\$10,961
092107	7 Knapp Street - Operating & Mtce Expense	\$6,226	\$6,434	\$0	\$6,434	\$0	\$10,741
092150	Admin Allocation - Other Housing	\$6,750	\$0	\$0	\$0	\$0	\$13,506
092191	Depreciation - Other Housing	\$2,784	\$0	\$0	\$0	\$0	\$5,570
092192	Depreciation - House - 1 Rogers Ave	\$2,182	\$0	\$0	\$0	\$0	\$4,365
092190	Depreciation - Boyup Brook Citizens Lodge	\$16,186	\$0	\$0	\$0	\$0	\$32,385
Sub Total - HOUSING OTHER OP/EXP		\$68,758	\$57,186	\$0	\$57,186	\$0	\$114,262
OPERATING INCOME							
092001	Rent 24A Proctor St	(\$4,466)	(\$4,415)	(\$4,415)	\$0	(\$8,932)	\$0
092002	Rent 24B Proctor St	(\$4,151)	(\$3,558)	(\$3,558)	\$0	(\$8,302)	\$0
092003	Rent 16A Forrest St	(\$5,416)	(\$4,655)	(\$4,655)	\$0	(\$10,832)	\$0
092004	Rent 16B Forrest St	(\$5,453)	(\$4,662)	(\$4,662)	\$0	(\$10,907)	\$0
092005	Rent 1 Rogers St	(\$4,510)	\$0	\$0	\$0	(\$9,020)	\$0
092006	Rent 6 Nix St	(\$5,001)	\$0	\$0	\$0	(\$10,003)	\$0
092007	Housing Reimbursements	(\$87)	(\$335)	(\$335)	\$0	(\$235)	\$0
092009	Other Housing: 7 Knapp St	(\$15,684)	(\$15,771)	(\$15,771)	\$0	(\$31,370)	\$0
Sub Total - HOUSING OTHER OP/INC		(\$44,769)	(\$33,397)	(\$33,397)	\$0	(\$89,601)	\$0
Total - HOUSING OTHER		\$23,989	\$23,790	(\$33,397)	\$57,186	(\$89,601)	\$114,262
Total - HOUSING		\$41,177	\$27,728	(\$33,397)	\$61,124	(\$89,601)	\$143,427

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

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

Shire of Boyup Brook		YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme							
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
SANITATION - HOUSEHOLD REFUSE							
OPERATING EXPENDITURE							
101100	Refuse Collection Boyup Brook Townsite Expense	\$22,924	\$16,648	\$0	\$16,648	\$0	\$45,850
101101	Recycling Collection Boyup Brook Town Site	\$14,269	\$10,642	\$0	\$10,642	\$0	\$28,540
101106	Transfer Station Employee Costs	\$15,479	\$51,803	\$0	\$51,803	\$0	\$29,991
101102	B2400 Boyup Brook Transfer Station Costs	\$24,934	\$24,961	\$0	\$24,961	\$0	\$46,735
101103	Land Fill Disposal Site	\$8,631	\$26,455	\$0	\$26,455	\$0	\$17,490
101104	Townsite Street Bins Collection	\$5,539	\$3,664	\$0	\$3,664	\$0	\$10,910
101107	Drum Muster Expenses	\$1,600	\$1,521	\$0	\$1,521	\$0	\$1,600
101108	BB Transfer Station Superannuation	\$1,173	\$747	\$0	\$747	\$0	\$2,210
101119	Waste Bin Maintenance and Delivery	\$0	\$152	\$0	\$152	\$0	\$1,000
101150	Admin Allocated - Waste Management	\$13,298	\$0	\$0	\$0	\$0	\$26,607
101190	Depreciation - Waste Management	\$11,031	\$0	\$0	\$0	\$0	\$22,070
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP		\$118,878	\$136,592	\$0	\$136,592	\$0	\$233,003
OPERATING INCOME							
101001	Refuse Collection Charges - Rates	(\$188,700)	(\$188,674)	(\$188,674)	\$0	(\$188,700)	\$0
101002	Waste Disposal Charges	(\$4,371)	(\$2,481)	(\$2,481)	\$0	(\$4,371)	\$0
101003	Recycling Scheme Income	(\$681)	\$0	\$0	\$0	(\$1,362)	\$0
101004	Scrap Metal Income	(\$792)	(\$2,428)	(\$2,428)	\$0	(\$2,400)	\$0
101005	Waste Collection Rates	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC		(\$194,544)	(\$193,582)	(\$193,582)	\$0	(\$196,833)	\$0
Total - SANITATION HOUSEHOLD REFUSE		(\$75,666)	(\$56,990)	(\$193,582)	\$136,592	(\$196,833)	\$233,003
SANITATION OTHER							
OPERATING EXPENDITURE							
Sub Total - SANITATION OTHER OP/EXP		\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME							
Sub Total - SANITATION OTHER OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - SANITATION OTHER		\$0	\$0	\$0	\$0	\$0	\$0
EFFLUENT DRAINAGE SYSTEM							
OPERATING EXPENDITURE							
103100	Septic Tank Inspection Expenses	\$200	\$0	\$0	\$0	\$0	\$200
103101	Liquid Waste Disposal Site (Stanton Road)	\$1,915	\$1,855	\$0	\$1,855	\$0	\$1,915
Sub Total - SEWERAGE OP/EXP		\$2,115	\$1,855	\$0	\$1,855	\$0	\$2,115
OPERATING INCOME							
103002	Septic Licence Fees	(\$1,397)	(\$1,652)	(\$1,652)	\$0	(\$1,888)	\$0
Sub Total - SEWERAGE OP/INC		(\$1,397)	(\$1,652)	(\$1,652)	\$0	(\$1,888)	\$0
Total - SEWERAGE		\$718	\$203	(\$1,652)	\$1,855	(\$1,888)	\$2,115
TOWN PLANNING & REGIONAL DEVELOPMENT							
OPERATING EXPENDITURE							
105100	Town Planning Admin & Control	\$11,242	\$11,031	\$0	\$11,031	\$0	\$27,711
105101	Admin Allocation - Town Planning	\$13,303	\$0	\$0	\$0	\$0	\$26,607
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$24,545	\$11,031	\$0	\$11,031	\$0	\$54,318
OPERATING INCOME							
105001	Planning Application Fees	(\$3,067)	(\$582)	(\$582)	\$0	(\$5,440)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$3,067)	(\$582)	(\$582)	\$0	(\$5,440)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$21,478	\$10,449	(\$582)	\$11,031	(\$5,440)	\$54,318



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

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

Shire of Boyup Brook							
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER COMMUNITY AMENITIES							
OPERATING EXPENDITURE							
106101	Cemetery - Operation						
106101	B0420 Cemetery - Operation	\$8,778	\$9,724	\$0	\$9,724	\$0	\$19,071
106101	B0421 Niche Wall Plaques Operations		\$0	\$0	\$0	\$0	\$0
106101	G314 Cemetery Grounds	\$0	\$0	\$0	\$0	\$0	\$50
106102	Public Toilets - Operation	\$2,488	\$0	\$0	\$0	\$0	\$6,485
106102	B0450 Toilets - Lions Park Costs		\$7,590	\$0	\$7,590	\$0	\$3,800
106102	B0451 Toilets - Tourist Centre Costs	\$1,900	\$0	\$0	\$0	\$0	\$0
106102	B0452 Toilets - Town Hall (External) Costs	\$2,050	\$0	\$0	\$0	\$0	\$3,067
106103	Street Furniture	\$3,700	\$0	\$0	\$0	\$0	\$7,470
106150	Admin Allocation - Other Community Amenities	\$0	\$0	\$0	\$0	\$0	\$430
106151	Admin Allocation - Cemetery	\$6,685	\$0	\$0	\$0	\$0	\$13,371
106191	Depreciation - Public Toilets	\$743	\$0	\$0	\$0	\$0	\$1,486
106192	Depreciation - Other Community Services	\$505	\$0	\$0	\$0	\$0	\$1,010
		\$1,517	\$0	\$0	\$0	\$0	\$3,035
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP		\$28,366	\$17,314	\$0	\$17,314	\$0	\$59,275
OPERATING INCOME							
106001	Cemetery Burial Fees						
106002	License/Other Fees BB Cemetery	(\$900)	(\$8,874)	(\$8,874)	\$0	(\$900)	\$0
004	Niche Wall Fees	(\$230)	(\$317)	(\$317)	\$0	(\$1,000)	\$0
		\$0	\$0	\$0	\$0	(\$1,705)	\$0
Sub Total - OTHER COMMUNITY AMENITIES OP/INC		(\$1,130)	(\$9,190)	(\$9,190)	\$0	(\$3,605)	\$0
Total - OTHER COMMUNITY AMENITIES		\$27,236	\$8,124	(\$9,190)	\$17,314	(\$3,605)	\$59,275
Total - COMMUNITY AMENITIES		(\$26,234)	(\$38,214)	(\$205,007)	\$166,792	(\$207,766)	\$348,711

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

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

Shire of Boyup Brook							
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
PUBLIC HALL & CIVIC CENTRES							
OPERATING EXPENDITURE							
111100	Boyup Brook Hall - Operation	\$17,367	\$12,467	\$0	\$12,467	\$0	\$34,494
111102	Halls - Other Public Halls	\$5,050	\$4,171	\$0	\$4,171	\$0	\$8,639
111150	Admin Allocation - Public Halls	\$13,303	\$0	\$0	\$0	\$0	\$26,607
111190	Depreciation - Public Halls	\$25,691	\$0	\$0	\$0	\$0	\$51,384
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$61,411	\$16,638	\$0	\$16,638	\$0	\$121,124
OPERATING INCOME							
111001	Hall Hire Fees	(\$1,660)	(\$2,127)	(\$2,127)	\$0	(\$2,400)	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		(\$1,660)	(\$2,127)	(\$2,127)	\$0	(\$2,400)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$59,751	\$14,512	(\$2,127)	\$16,638	(\$2,400)	\$121,124
OTHER RECREATION & SPORT							
OPERATING EXPENDITURE							
113100	Recreation Complex	\$69,189	\$44,555	\$0	\$44,555	\$0	\$116,766
113109	Walk Trails	\$2,228	\$2,112	\$0	\$2,112	\$0	\$4,457
113110	Townsite Gardens	\$41,611	\$41,101	\$0	\$41,101	\$0	\$70,466
113112	Reserves and Parks Operations	\$27,148	\$20,331	\$0	\$20,331	\$0	\$58,362
113119	Other Recreation Facilities	\$10,332	\$5,554	\$0	\$5,554	\$0	\$21,385
113120	War Memorial	\$3,908	\$2,610	\$0	\$2,610	\$0	\$8,580
113121	Kidsport Program by Sports/Rec	\$6,618	\$0	\$0	\$0	\$0	\$13,236
113150	Admin Allocation - Other Recreation	\$15,936	\$0	\$0	\$0	\$0	\$31,874
113124	Support for UBAS	\$3,780	\$0	\$0	\$0	\$0	\$30,780
113122	Support for ANZAC Day	\$0	\$0	\$0	\$0	\$0	\$6,115
113125	Support for Others	\$8,183	\$8,301	\$0	\$8,301	\$0	\$17,125
113140	Sundry Plant Items	\$0	\$0	\$0	\$0	\$0	\$0
113190	Depreciation - Other Recreation	\$110,206	\$0	\$0	\$0	\$0	\$220,420
113191	Depreciation - Parks & Gardens	\$25,014	\$0	\$0	\$0	\$0	\$50,030
113192	Depreciation: Plant & Equipment	\$8,245	\$0	\$0	\$0	\$0	\$16,490
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$332,397	\$124,565	\$0	\$124,565	\$0	\$666,085
OPERATING INCOME							
113003	Rec Ground Use Hire Fees	(\$3,586)	(\$3,469)	(\$3,469)	\$0	(\$3,586)	\$0
113002	Reimbursements - Other Rec	(\$125)	(\$136)	(\$136)	\$0	(\$500)	\$0
113022	Capital Grants & Contributions	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC		(\$3,711)	(\$3,605)	(\$3,605)	\$0	(\$4,086)	\$0
Total - OTHER RECREATION & SPORT		\$328,686	\$120,959	(\$3,605)	\$124,565	(\$4,086)	\$666,085



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

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

G/L	JOB	31 DECEMBER 2020		31 DECEMBER 2020		2020-21	
		Budget	Actual	Income	Expenditure	Income	Expenditure
SWIMMING POOL							
OPERATING EXPENDITURE							
112100	Swimming Pool General Operations	\$47,481	\$41,145	\$0	\$41,145	\$0	\$78,950
112101	Swimming Pool Building Costs	\$21,896	\$32,338	\$0	\$32,338	\$0	\$41,428
112102	Swimming Pool Employee Costs	\$33,032	\$38,948	\$0	\$38,948	\$0	\$70,168
112103	Interest on Loan 114 - upgrade pool bowl	\$2,522	\$2,522	\$0	\$2,522	\$0	\$4,866
112104	Swimming Pool Employee Superannuation	\$2,170	\$3,003	\$0	\$3,003	\$0	\$4,755
112106	Pool Staff - Fringe Benefits Tax	\$4,853	\$1,559	\$0	\$1,559	\$0	\$9,705
112150	Admin Allocation - Swimming Pool	\$14,716	\$0	\$0	\$0	\$0	\$29,443
112190	Depreciation - Swimming Pool	\$8,866	\$0	\$0	\$0	\$0	\$17,740
Sub Total - SWIMMING POOL OP/EXP		\$135,536	\$119,516	\$0	\$119,516	\$0	\$257,055
OPERATING INCOME							
112001	Swimming Lesson Fees	\$0	\$28	\$28	\$0	\$0	\$0
112003	Pool Daily Admission Fees	(\$4,426)	(\$4,336)	(\$4,336)	\$0	(\$11,180)	\$0
112004	Season Tickets Fees	(\$9,772)	(\$16,775)	(\$16,775)	\$0	(\$13,960)	\$0
112005	Pool Hire Fees	(\$99)	(\$55)	(\$55)	\$0	(\$250)	\$0
112006	Gym Equipment Hire Fees	(\$35)	\$0	\$0	\$0	(\$35)	\$0
112008	Vacation Swimming Passes	(\$320)	(\$908)	(\$908)	\$0	(\$480)	\$0
009	Grants and Contributions	\$0	\$1,500	\$1,500	\$0		
Sub Total - SWIMMING POOL OP/INC		(\$14,652)	(\$21,249)	(\$21,249)	\$0	(\$25,905)	\$0
Total - SWIMMING POOL		\$120,884	\$98,267	(\$21,249)	\$119,516	(\$25,905)	\$257,055
TELEVISION & RADIO REBROADCASTING							
OPERATING EXPENDITURE							
114005	Banks Rd Telecommunications Tower	\$2,809	\$1,007	\$0	\$1,007	\$0	\$4,649
Sub Total - TV & RADIO REBROADCASTING OP/EXP		\$2,809	\$1,007	\$0	\$1,007	\$0	\$4,649
OPERATING INCOME							
114010	Radio & Mobile Tower Site Fees or Charges	(\$9,050)	(\$9,278)	(\$9,278)	\$0	(\$9,050)	\$0
Sub Total - TV & RADIO REBROADCASTING OP/INC		(\$9,050)	(\$9,278)	(\$9,278)	\$0	(\$9,050)	\$0
Total - TV & RADIO REBROADCASTING		(\$6,241)	(\$8,271)	(\$9,278)	\$1,007	(\$9,050)	\$4,649
LIBRARIES							
OPERATING EXPENDITURE							
5100	Library Operations	\$2,303	\$2,392	\$0	\$2,392	\$0	\$3,040
3150	Admin Allocation - Libraries	\$36,600	\$0	\$0	\$0	\$0	\$73,203
Sub Total - LIBRARIES OP/EXP		\$38,903	\$2,392	\$0	\$2,392	\$0	\$76,243
OPERATING INCOME							
Sub Total - LIBRARIES OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - LIBRARIES		\$38,903	\$2,392	\$0	\$2,392	\$0	\$76,243

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

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

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER CULTURE							
OPERATING EXPENDITURE							
116100	Museum	\$3,765	\$2,323	\$0	\$2,323	\$0	\$5,478
116101	Craft Hut	\$1,504	\$781	\$0	\$781	\$0	\$1,804
116102	Support for Sandakan (Ceremony)	\$9,260	\$3,628	\$0	\$3,628	\$0	\$9,260
116150	Admin Allocated - Other Culture	\$6,685	\$0	\$0	\$0	\$0	\$13,371
116190	Depreciation - Other Culture	\$5,947	\$0	\$0	\$0	\$0	\$11,895
Sub Total - OTHER CULTURE OP/EXP		\$27,161	\$6,732	\$0	\$6,732	\$0	\$41,808
OPERATING INCOME							
116001	Reimbursements - Other Culture	\$0	\$0	\$0	\$0	\$0	\$0
116005	Non-Operating Grants & Contributions	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER CULTURE OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER CULTURE		\$27,161	\$6,732	\$0	\$6,732	\$0	\$41,808
Total - RECREATION AND CULTURE		\$569,144	\$234,591	(\$36,259)	\$270,849	(\$41,441)	\$1,166,964



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

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

G/L	JOB	YTD COMPARATIVES		CURRENT YEAR		ADOPTED BUDGET	
		Period 6		ACTUALS		2020-21	
		31 DECEMBER 2020		31 DECEMBER 2020		2020-21	
		Budget	Actual	Income	Expenditure	Income	Expenditure
<b>STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION</b>							
<b>OPERATING EXPENDITURE</b>							
Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP		\$0	\$0	\$0	\$0	\$0	\$0
<b>OPERATING INCOME</b>							
121001	RRG Project Grants	(\$411,010)	(\$480,715)	(\$480,715)	\$0	(\$685,016)	\$0
121002	Grants Direct - State - MRD - (OP)	(\$160,040)	(\$164,030)	(\$164,030)	\$0	(\$160,040)	\$0
121003	Grants - Federal - Roads to Recovery Grant (Cap)	(\$342,564)	(\$17,840)	(\$17,840)	\$0	(\$502,284)	\$0
121004	Capital Grants Other & Road Contributions	\$0	(\$228,765)	(\$228,765)	\$0	(\$493,531)	\$0
121007	Special Bridge Funding	(\$184,290)	(\$186,754)	(\$186,754)	\$0	(\$949,290)	\$0
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC		(\$1,097,904)	(\$1,078,104)	(\$1,078,104)	\$0	(\$2,790,161)	\$0
Total - ST,RDS,BRIDGES,DEPOT - CONST		(\$1,097,904)	(\$1,078,104)	(\$1,078,104)	\$0	(\$2,790,161)	\$0
<b>STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE</b>							
<b>OPERATING EXPENDITURE</b>							
122100	Depot Building Building Costs	\$25,480	\$11,469	\$0	\$11,469	\$0	\$58,560
122101	Depot General Operations	\$10,015	\$10,714	\$0	\$10,714	\$0	\$30,452
122103	Road Maintenance & Repairs	\$91,301	\$35,757	\$0	\$35,757	\$0	\$150,385
122107	Maintenance Grading	\$53,933	\$101,647	\$0	\$101,647	\$0	\$266,733
122105	Repairs & Maint - Bridges	\$24,965	\$63,724	\$0	\$63,724	\$0	\$229,244
122106	Shire Radio Network Costs	\$0	\$0	\$0	\$0	\$0	\$800
122108	Drains & Culverts	\$19,986	\$11,993	\$0	\$11,993	\$0	\$120,179
122109	Verge Pruning	\$39,424	\$257	\$0	\$257	\$0	\$109,785
122110	Verge Spraying	\$6,958	\$4,765	\$0	\$4,765	\$0	\$43,680
122111	Crossovers Maintenance	\$0	\$183	\$0	\$183	\$0	\$750
122112	Town Services Drainage	\$4,428	\$1,410	\$0	\$1,410	\$0	\$13,515
122113	Town Services - Footpaths	\$3,615	\$285	\$0	\$285	\$0	\$16,494
122114	Town Services Road Repairs	\$11,531	\$4,118	\$0	\$4,118	\$0	\$18,867
122115	Town Services - Tree Pruning	\$6,491	\$16,461	\$0	\$16,461	\$0	\$14,858
122116	Street Lighting	\$11,853	\$11,904	\$0	\$11,904	\$0	\$28,350
122117	Traffic Signs	\$294	\$13,252	\$0	\$13,252	\$0	\$5,425
122119	Road Building and Other Stock	\$245	\$2,250	\$0	\$2,250	\$0	\$245
122120	Roman Road Data Pickup	\$21,529	\$7,780	\$0	\$7,780	\$0	\$24,800
122121	Town Services - Verge Spraying	\$9,748	\$13,577	\$0	\$13,577	\$0	\$21,059
122122	Road Sweeping	\$2,281	\$0	\$0	\$0	\$0	\$9,125
122123	Emergency Services	\$20,047	\$22,260	\$0	\$22,260	\$0	\$44,827
122131	Rural Street Addressing	\$2,571	\$1,120	\$0	\$1,120	\$0	\$5,561
122150	Admin Allocated - Road Maintenance	\$166,389	\$0	\$0	\$0	\$0	\$332,792
122190	Depreciation - Transport Other	\$10,687	\$0	\$0	\$0	\$0	\$21,375
122191	Depreciation - Infrastructure	\$12,972	\$0	\$0	\$0	\$0	\$25,945
122192	Depreciation Roads	\$823,725	\$0	\$0	\$0	\$0	\$1,647,515
122193	Depreciation - Bridges	\$322,762	\$0	\$0	\$0	\$0	\$645,550
122194	Depreciation - Footpaths	\$8,627	\$0	\$0	\$0	\$0	\$17,255
123119	Depreciation - Drainage	\$135,885	\$0	\$0	\$0	\$0	\$271,780
123119	Minor Assets and Sundry Items	\$5,000	\$2,308	\$0	\$2,308	\$0	\$10,000
123140	Loss on Sale of Asset	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP		\$1,852,742	\$415,538	\$0	\$415,538	\$0	\$4,185,906
<b>OPERATING INCOME</b>							
122002	Profit on Disposal of Assets	\$0	\$0	\$0	\$0	\$0	\$0
122003	Sale of Old Materials and Minor Items	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - MTCE STREETS ROADS DEPOTS		\$1,852,742	\$415,538	\$0	\$415,538	\$0	\$4,185,906

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

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

Shire of Boyup Brook							
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
TRAFFIC CONTROL							
OPERATING EXPENDITURE							
125150	Administration Allocated - Traffic Control	\$49,903	\$0	\$0	\$0	\$0	\$99,810
Sub Total - TRAFFIC CONTROL OP/EXP		\$49,903	\$0	\$0	\$0	\$0	\$99,810
OPERATING INCOME							
125001	Licensing Service	(\$13,435)	(\$13,335)	(\$13,335)	\$0	(\$28,800)	\$0
125002	Motor Vehicle Plates	(\$288)	(\$410)	(\$410)	\$0	(\$750)	\$0
125005	Sundry Receipts - Heavy Haulage Permits etc	(\$1,640)	\$0	\$0	\$0	(\$2,300)	\$0
Sub Total - TRAFFIC CONTROL OP/INC		(\$15,364)	(\$13,746)	(\$13,746)	\$0	(\$31,850)	\$0
Total - TRAFFIC CONTROL		\$34,539	(\$13,746)	(\$13,746)	\$0	(\$31,850)	\$99,810
AERODROMES							
OPERATING EXPENDITURE							
126100	Airstrip	\$1,016	\$4,331	\$0	\$4,331	\$0	\$3,559
126190	Depreciation - Airport	\$11,365	\$0	\$0	\$0	\$0	\$22,730
Sub Total - AERODROMES OP/EXP		\$12,381	\$4,331	\$0	\$4,331	\$0	\$26,289
OPERATING INCOME							
Sub Total - AERODROMES OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - AERODROMES		\$12,381	\$4,331	\$0	\$4,331	\$0	\$26,289
Total - TRANSPORT		\$801,759	(\$671,980)	(\$1,091,849)	\$419,869	(\$2,822,011)	\$4,312,005



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

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

Shire of Boyup Brook							
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
RURAL SERVICES							
OPERATING EXPENDITURE							
131001	Rural Services Expenses	\$0	\$0	\$0	\$0	\$0	\$29,085
131005	Employee Wages, Superannuation & Employee Costs	\$2,075	\$0	\$0	\$0	\$0	\$13,270
131009	Admin Allocation - Biosecurity	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - RURAL SERVICES OP/EXP		\$2,075	\$0	\$0	\$0	\$0	\$42,355
OPERATING INCOME							
				\$0	\$0	\$0	\$0
Sub Total - RURAL SERVICES OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - RURAL SERVICES		\$2,075	\$0	\$0	\$0	\$0	\$42,355
TOURISM AND AREA PROMOTION							
OPERATING EXPENDITURE							
132110	Tourist Bay	\$699	\$177	\$0	\$177	\$0	\$2,330
132103	Community Development Officer	\$16,679	\$12,057	\$0	\$12,057	\$0	\$41,500
132104	Tourist Centre	\$11,350	\$8,244	\$0	\$8,244	\$0	\$22,431
132106	Promotion Activities	\$9,066	\$6,214	\$0	\$6,214	\$0	\$17,450
132107	OPSFML Flax Mill Complex General Operations	\$19,671	\$16,399	\$0	\$16,399	\$0	\$39,695
132108	B0665 Caravan Park/Flax Mill Complex Building Operation	\$30,207	\$23,998	\$0	\$23,998	\$0	\$80,452
132111	Carnaby Beetle Collection	\$48	\$89	\$0	\$89	\$0	\$48
132113	Community Development Officer - Superannuation	\$932	\$872	\$0	\$872	\$0	\$2,320
132114	Community Development Expenses	\$150	\$0	\$0	\$0	\$0	\$150
132115	Community Development - Fringe Benefit Tax	\$5,715	\$980	\$0	\$980	\$0	\$11,430
132116	CDO Vehicle Op Costs GEN	\$2,623	\$0	\$0	\$0	\$0	\$3,650
132150	Admin Allocated Tourism	\$23,297	\$0	\$0	\$0	\$0	\$46,596
132151	Admin Allocated Caravan Pk	\$6,685	\$0	\$0	\$0	\$0	\$13,371
132190	Depreciation - Tourism/Area Promotion	\$2,145	\$0	\$0	\$0	\$0	\$4,290
132191	Depreciation - Caravan Pk/Flax	\$22,562	\$0	\$0	\$0	\$0	\$45,125
Sub Total - TOURISM & AREA PROMOTION OP/EXP		\$151,830	\$69,031	\$0	\$69,031	\$0	\$330,838
OPERATING INCOME							
132002	Caravan Park & Complex Fees & Charges	(\$13,632)	(\$15,606)	(\$15,606)	\$0	(\$43,400)	\$0
132003	Flax Mill Sheds Storage Charges	(\$4,485)	(\$9,791)	(\$9,791)	\$0	(\$10,040)	\$0
132004	SWDC Grant - promotions	\$0	\$0	\$0	\$0	\$0	\$0
132007	Other Income	(\$2,547)	(\$3,146)	(\$3,146)	\$0	(\$6,910)	\$0
Sub Total - TOURISM & AREA PROMOTION OP/INC		(\$20,664)	(\$28,543)	(\$28,543)	\$0	(\$60,350)	\$0
Total - TOURISM & AREA PROMOTION		\$131,166	\$40,488	(\$28,543)	\$69,031	(\$60,350)	\$330,838
BUILDING CONTROL							
OPERATING EXPENDITURE							
133100	Building Control	\$20,492	\$7,600	\$0	\$7,600	\$0	\$40,985
133101	Building Control - Other Costs	\$0	\$0	\$0	\$0	\$0	\$250
133102	Building Control Superannuation	\$1,124	\$525	\$0	\$525	\$0	\$2,248
133103	Building Control - BMO	\$3,976	\$2,637	\$0	\$2,637	\$0	\$7,280
133150	Admin Allocated - Building Control Expenses	\$6,685	\$0	\$0	\$0	\$0	\$13,371
Sub Total - BUILDING CONTROL OP/EXP		\$32,276	\$10,762	\$0	\$10,762	\$0	\$64,134
BUILDING CONTROL OP/INC							
133001	Building Licences (UFEE)	(\$5,129)	(\$8,338)	(\$8,338)	\$0	(\$8,500)	\$0
133002	BCITF Levy - Commission	(\$72)	(\$66)	(\$66)	\$0	(\$120)	\$0
133003	Builders Services Levy - Commission	(\$118)	(\$120)	(\$120)	\$0	(\$195)	\$0
Sub Total - BUILDING CONTROL OP/INC		(\$5,319)	(\$8,524)	(\$8,524)	\$0	(\$8,815)	\$0
Total - BUILDING CONTROL		\$26,958	\$2,238	(\$8,524)	\$10,762	(\$8,815)	\$64,134

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

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

G/L JOB		YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
		Budget	Actual	Income	Expenditure	Income	Expenditure
<b>SALEYARDS &amp; MARKETS</b>							
<b>OPERATING EXPENDITURE</b>							
134100	Saleyards	\$23,790	\$8,182	\$0	\$8,182	\$0	\$35,520
134190	Depreciation - Saleyards & Markets	\$56,670	\$0	\$0	\$0	\$0	\$113,345
<b>Sub Total - SALEYARDS &amp; MARKETS OP/EXP</b>		\$80,460	\$8,182	\$0	\$8,182	\$0	\$148,865
<b>OPERATING INCOME</b>							
134001	Reimbursements - Saleyards	(\$4,995)	(\$5,114)	(\$5,114)	\$0	(\$8,325)	\$0
<b>Sub Total - SALEYARDS &amp; MARKETING OP/INC</b>		(\$4,995)	(\$5,114)	(\$5,114)	\$0	(\$8,325)	\$0
<b>Total - SALEYARDS &amp; MARKETS</b>		\$75,465	\$3,069	(\$5,114)	\$8,182	(\$8,325)	\$148,865
<b>OTHER ECONOMIC SERVICES</b>							
<b>OPERATING EXPENDITURE</b>							
135100	Standpipes	\$17,968	\$14,323	\$0	\$14,323	\$0	\$36,975
135102	Economic Development Projects	\$3,000	\$0	\$0	\$0	\$0	\$7,500
135105	Abel Street Shop	\$7,289	\$5,575	\$0	\$5,575	\$0	\$9,970
135150	Admin Allocated - Other Economic Development	\$6,685	\$0	\$0	\$0	\$0	\$13,371
135190	Depreciation - Develop/Facilities	\$1,932	\$0	\$0	\$0	\$0	\$3,865
<b>Sub Total - OTHER ECONOMIC SERVICES OP/EXP</b>		\$36,875	\$19,898	\$0	\$19,898	\$0	\$71,681
<b>OPERATING INCOME</b>							
135001	Standpipe Water	(\$7,439)	(\$1,938)	(\$1,938)	\$0	(\$21,500)	\$0
135005	Abel Street Shop Rental	(\$5,770)	(\$8,255)	(\$8,255)	\$0	(\$11,540)	\$0
<b>Sub Total - OTHER ECONOMIC SERVICES OP/INC</b>		(\$13,209)	(\$10,192)	(\$10,192)	\$0	(\$33,040)	\$0
<b>Total - OTHER ECONOMIC SERVICES</b>		\$23,667	\$9,706	(\$10,192)	\$19,898	(\$33,040)	\$71,681
<b>Total - ECONOMIC SERVICES</b>		\$259,331	\$55,501	(\$52,373)	\$107,874	(\$110,530)	\$657,873



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

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

G/L	JOB	31 DECEMBER 2020		31 DECEMBER 2020		2020-21	
		Budget	Actual	Income	Expenditure	Income	Expenditure
PRIVATE WORKS							
OPERATING EXPENDITURE							
141100	Private Works - Costs	\$17,295	\$6,825	\$0	\$6,825	\$0	\$23,305
Sub Total - PRIVATE WORKS OP/EXP		\$17,295	\$6,825	\$0	\$6,825	\$0	\$23,305
OPERATING INCOME							
141001	Private Works - Recoup Charges	(\$13,021)	(\$8,261)	(\$8,261)	\$0	(\$23,305)	\$0
Sub Total - PRIVATE WORKS OP/INC		(\$13,021)	(\$8,261)	(\$8,261)	\$0	(\$23,305)	\$0
Total - PRIVATE WORKS		\$4,274	(\$1,436)	(\$8,261)	\$6,825	(\$23,305)	\$23,305
PUBLIC WORKS OVERHEADS							
OPERATING EXPENDITURE							
143100	Supervision	\$71,605	\$206,694	\$0	\$206,694	\$0	\$224,325
143101	Consultant Engineer	\$2,500	\$0	\$0	\$0	\$0	\$5,000
143102	Works Manager Vehicle Op Costs	\$1,771	\$0	\$0	\$0	\$0	\$6,800
143103	FBT Works Staff	\$1,800	(\$6,914)	\$0	(\$6,914)	\$0	\$3,600
143104	Insurance on Works	\$16,128	\$17,332	\$0	\$17,332	\$0	\$16,128
143105	Superannuation of Workmen	\$46,898	\$57,485	\$0	\$57,485	\$0	\$103,437
143106	PWOH Leave - Depot	\$48,431	\$90,233	\$0	\$90,233	\$0	\$136,194
143107	Protective Clothing	\$0	\$0	\$0	\$0	\$0	\$5,280
143108	Uniforms	\$1,211	\$740	\$0	\$740	\$0	\$1,615
143109	Training & Meeting Expenses	\$9,205	\$18,307	\$0	\$18,307	\$0	\$21,021
143110	Occupational Health & Safety	\$8,615	\$18,459	\$0	\$18,459	\$0	\$29,125
143111	Other Expenses	\$97	\$101	\$0	\$101	\$0	\$7,459
143113	Waste Oil Disposal Costs	\$0	\$0	\$0	\$0	\$0	\$0
143115	Provision for Leave Accruals	\$0	\$0	\$0	\$0	\$0	\$5,190
143116	Conferences and Training Courses (MOW)	\$1,250	\$1,033	\$0	\$1,033	\$0	\$5,000
143150	Admin Allocated - Works Overhead	\$13,303	\$0	\$0	\$0	\$0	\$26,607
143180	LESS PWOH ALLOCATED - PROJECTS	(\$222,814)	(\$365,540)	\$0	(\$365,540)	\$0	(\$596,781)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP		\$0	\$37,931	\$0	\$37,931	\$0	\$0
OPERATING INCOME							
143001	Workers Compensation Reimbursements	\$0	(\$2,477)	(\$2,477)	\$0	(\$560)	\$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC		\$0	(\$2,477)	(\$2,477)	\$0	(\$560)	\$0
Total - PUBLIC WORKS OVERHEADS		\$0	\$35,454	(\$2,477)	\$37,931	(\$560)	\$0
PLANT OPERATIONS COSTS							
OPERATING EXPENDITURE							
144100	Repair Wages	\$55,639	\$29,180	\$0	\$29,180	\$0	\$88,400
144101	Fuel & Oil	\$90,484	\$80,890	\$0	\$80,890	\$0	\$178,610
144102	Tyres & Tubes	\$2,577	\$3,409	\$0	\$3,409	\$0	\$16,215
144103	Parts and Repairs	\$25,893	\$47,529	\$0	\$47,529	\$0	\$137,510
144104	Licenses	\$425	(\$470)	\$0	(\$470)	\$0	\$8,500
144105	Insurance	\$25,734	\$22,947	\$0	\$22,947	\$0	\$25,734
144106	Blades & Points	\$4,900	\$2,029	\$0	\$2,029	\$0	\$14,000
144107	Expendable Tools	\$2,500	\$5,116	\$0	\$5,116	\$0	\$5,000
144108	Freight Costs	\$1,050	\$0	\$0	\$0	\$0	\$2,100
144110	Superannuation - Mechanic	\$5,286	\$2,741	\$0	\$2,741	\$0	\$8,398
144150	Admin Allocated POC	\$3,984	\$0	\$0	\$0	\$0	\$7,969
144190	Depreciation - Plant	\$115,533	\$0	\$0	\$0	\$0	\$231,075
144180	LESS PCO ALLOCATED - PROJECTS	(\$334,004)	(\$473,864)	\$0	(\$473,864)	\$0	(\$723,511)
Sub Total - PLANT OPERATIONS COSTS OP/EXP		\$0	(\$280,494)	\$0	(\$280,494)	\$0	\$0
OPERATING INCOME							
144001	Diesel Rebate	(\$16,986)	(\$17,570)	(\$17,570)	\$0	(\$33,305)	\$0
144002	Reimbursements - Operating	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - PLANT OPERATIONS COSTS OP/INC		(\$16,986)	(\$17,570)	(\$17,570)	\$0	(\$33,305)	\$0
Total - PLANT OPERATIONS COSTS		(\$16,986)	(\$298,064)	(\$17,570)	(\$280,494)	(\$33,305)	\$0



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

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

G/L	JOB	Budget		Actual		Income		Expenditure		Income		Expenditure	
MATERIALS AND STOCK													
OPERATING EXPENDITURE													
Sub Total - MATERIALS AND STOCK		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total - MATERIALS AND STOCK		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SALARIES AND WAGES													
OPERATING EXPENDITURE													
145100	Gross Total Salaries and Wages	\$1,436,335	\$1,712,261	\$0	\$1,712,261	\$0	\$1,712,261	\$0	\$2,872,784				
145130	LESS SALS/WAGES ALLOCATED	(\$1,436,335)	(\$1,711,253)	\$0	(\$1,711,253)	\$0	(\$1,711,253)	\$0	(\$2,872,784)				
145101	Workers Compensation Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800				
Sub Total - SALARIES AND WAGES OP/EXP		\$0	\$1,008	\$0	\$1,008	\$0	\$1,008	\$0	\$800				
OPERATING INCOME													
145001	Reimbursements - Administration	\$0	\$0	\$0	\$0	\$0	\$0	(\$800)	\$0				
Sub Total - SALARIES AND WAGES OP/INC		\$0	\$0	\$0	\$0	\$0	\$0	(\$800)	\$0				
Total - SALARIES AND WAGES		\$0	\$1,008	\$0	\$1,008	\$0	\$1,008	(\$800)	\$800				
ADMINISTRATION													
OPERATING EXPENDITURE													
Administration activity units													
146100	Advertising	\$3,113	\$5,642	\$0	\$5,642	\$0	\$5,642	\$0	\$7,395				
146101	Audit Fees	\$24,100	\$60	\$0	\$60	\$0	\$60	\$0	\$24,100				
146102	Bank Fees	\$5,735	\$5,441	\$0	\$5,441	\$0	\$5,441	\$0	\$9,950				
146103	Administration Bldg Costs	\$27,251	\$26,531	\$0	\$26,531	\$0	\$26,531	\$0	\$62,051				
146105	Administration Staff Employee Costs	\$314,243	\$307,571	\$0	\$307,571	\$0	\$307,571	\$0	\$753,165				
146106	Consultants	\$75,102	\$115,144	\$0	\$115,144	\$0	\$115,144	\$0	\$176,989				
146108	Insurance	\$9,743	(\$7,887)	\$0	(\$7,887)	\$0	(\$7,887)	\$0	\$9,743				
146109	Legal Expenses	\$6,832	\$1,022	\$0	\$1,022	\$0	\$1,022	\$0	\$14,000				
146110	IT System Operation & maintenance	\$60,551	\$50,165	\$0	\$50,165	\$0	\$50,165	\$0	\$78,050				
146111	Office Equipment Maintenance	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000				
146112	Administration - Postage & Freight	\$2,262	\$3,190	\$0	\$3,190	\$0	\$3,190	\$0	\$5,300				
146113	Printing and Stationery	\$8,398	\$5,351	\$0	\$5,351	\$0	\$5,351	\$0	\$12,500				
146114	Administration Vehicle Costs	\$2,845	\$29	\$0	\$29	\$0	\$29	\$0	\$2,965				
146115	Administration - Fringe Benefits Tax	\$1,750	(\$8,540)	\$0	(\$8,540)	\$0	(\$8,540)	\$0	\$3,500				
146117	Employers Indemnity Insurance	\$31,033	\$31,032	\$0	\$31,032	\$0	\$31,032	\$0	\$31,033				
146118	Subscriptions	\$23,440	\$25,722	\$0	\$25,722	\$0	\$25,722	\$0	\$23,440				
146120	Uniform Allowance	\$990	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000				
146121	Telephones	\$7,825	\$6,944	\$0	\$6,944	\$0	\$6,944	\$0	\$15,650				
146122	Minor Furn & Equip Under \$2000	\$1,500	\$1,750	\$0	\$1,750	\$0	\$1,750	\$0	\$2,500				
146123	Conferences/Training/Professional Development	\$6,687	\$500	\$0	\$500	\$0	\$500	\$0	\$13,385				
146124	Superannuation	\$38,343	\$28,438	\$0	\$28,438	\$0	\$28,438	\$0	\$73,708				
146125	Admin Provision for Leave Accruals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
146126	Employee (Packaging) Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$725				
146128	Administration - OSH	\$226	\$31	\$0	\$31	\$0	\$31	\$0	\$452				
146190	Depreciation - Administration	\$11,005	\$0	\$0	\$0	\$0	\$0	\$0	\$22,010				
146015	Loss on Sale of Asset	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
146150	Less Administration Costs Alloc	(\$665,472)	\$0	\$0	\$0	\$0	\$0	\$0	(\$1,350,611)				
Sub Total - ADMINISTRATION OP/EXP		\$0	\$598,134	\$0	\$598,134	\$0	\$598,134	\$0	\$0				
OPERATING INCOME - ADMINISTRATION													
146001	Reimbursements - Administration	(\$26,879)	(\$4,398)	(\$4,398)	\$0	(\$27,789)	\$0	(\$27,789)	\$0				
Sub Total - ADMINISTRATION OP/INC		(\$26,879)	(\$4,626)	(\$4,626)	\$0	(\$27,789)	\$0	(\$27,789)	\$0				
Total - ADMINISTRATION		(\$26,879)	\$593,508	(\$4,626)	\$598,134	(\$27,789)	\$0	(\$27,789)	\$0				

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

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

Shire of Boyup Brook							
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
UNCLASSIFIED							
OPERATING EXPENDITURE							
147010	Local (District) Planning Strategy	\$0	\$0	\$0	\$0	\$0	\$5,000
147011	Purchase of Land - Consultants	\$0	\$0	\$0	\$0	\$0	\$7,500
149001	Rylington Park Operational Expenses	\$247,264	\$243,203	\$0	\$243,203	\$0	\$496,400
Sub Total - UNCLASSIFIED OP/EXP		\$247,264	\$243,203	\$0	\$243,203	\$0	\$508,900
OPERATING INCOME							
149101	Rylinton Park Income	(\$140,800)	(\$247,423)	(\$247,423)	\$0	(\$425,250)	\$0
Sub Total - UNCLASSIFIED OP/INC		(\$140,800)	(\$247,423)	(\$247,423)	\$0	(\$425,250)	\$0
Total - UNCLASSIFIED		\$106,464	(\$4,220)	(\$247,423)	\$243,203	(\$425,250)	\$508,900
Total - OTHER PROPERTY AND SERVICES		\$66,874	\$326,249	(\$280,358)	\$606,606	(\$511,009)	\$533,005



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

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

G/L JOB	YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
	Budget	Actual	Income	Expenditure	Income	Expenditure
<b>TRANSFERS TO/FROM RESERVES</b>						
<b>EXPENDITURE</b>						
300101 Transfer to Reserves	\$0	\$0	\$0	\$0	\$0	\$19,000
<b>Sub Total - TRANSFER TO OTHER COUNCIL FUNDS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,000</b>
<b>INCOME</b>						
300102 Transfer from Reserves	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - TRANSFER FROM OTHER COUNCIL FUNDS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - FUND TRANSFER</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,000</b>
000000 (Surplus) / Deficit - Carried Forward	(\$1,135,201)	(\$1,014,513)	(\$1,014,513)	\$0	(\$1,135,201)	\$0
<b>Sub Total - SURPLUS C/FWD</b>	<b>(\$1,135,201)</b>	<b>(\$1,014,513)</b>	<b>(\$1,014,513)</b>	<b>\$0</b>	<b>(\$1,135,201)</b>	<b>\$0</b>
<b>Total - SURPLUS</b>	<b>(\$1,135,201)</b>	<b>(\$1,014,513)</b>	<b>(\$1,014,513)</b>	<b>\$0</b>	<b>(\$1,135,201)</b>	<b>\$0</b>
<b>LONG TERM LOANS</b>						
<b>INCOME</b>						
<b>Sub Total - LONG TERM LOANS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - DEFERRED ASSETS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>LIABILITY LOANS - PRINCIPAL REPAYMENTS</b>						
<b>CAPITAL EXPENDITURE</b>						
146800 Principal Repayment on Loans	\$17,840	\$17,839	\$0	\$17,839	\$0	\$36,156
<b>Sub Total - LOAN REPAYMENTS</b>	<b>\$17,840</b>	<b>\$17,839</b>	<b>\$0</b>	<b>\$17,839</b>	<b>\$0</b>	<b>\$36,156</b>
<b>CAPITAL INCOME</b>						
<b>Sub Total - LOANS RAISED</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - NON CURRENT LIABILITIES</b>	<b>\$17,840</b>	<b>\$17,839</b>	<b>\$0</b>	<b>\$17,839</b>	<b>\$0</b>	<b>\$36,156</b>
<b>OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>						
000000 Depreciation Written Back	(\$1,796,043)	\$0	\$0	\$0	\$0	(\$3,592,229)
000000 Book Value of Assets Sold Written Back	(\$18,667)	\$0	\$0	\$0	\$0	(\$127,714)
000000 Profit/Loss on Sale of Asset Written Back	\$0	\$0	\$0	\$0	\$0	\$0
Movement in Accrued Interest on Loans	\$0	\$0	\$0	\$0	\$0	\$0
Movement in Accrued Interest on investments	\$0	\$0	\$0	\$0	\$0	\$0
Movement in Stock On Hand	\$0	\$0	\$0	\$0	\$0	\$0
Movement in Accrued Wages	\$0	\$134,085	\$0	\$134,085	\$0	\$0
Movement in Employee Benefits (Current)	\$0	(\$0)	\$0	(\$0)	\$0	\$0
000000 Long Service Leave - Non Cash	\$0	\$0	\$0	\$0	\$0	(\$43,030)
<b>Sub Total - OPERATING ACTIVITIES EXCLUDED</b>	<b>(\$1,814,710)</b>	<b>\$134,084</b>	<b>\$0</b>	<b>\$134,084</b>	<b>\$0</b>	<b>(\$3,762,973)</b>
<b>Total - OPERATING ACTIVITIES EXCLUDED</b>	<b>(\$1,814,710)</b>	<b>\$134,084</b>	<b>\$0</b>	<b>\$134,084</b>	<b>\$0</b>	<b>(\$3,762,973)</b>



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

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

Shire of Boyup Brook		YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme							
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
FURNITURE & EQUIPMENT							
HEALTH							
CAPITAL EXPENDITURE							
074603	Surgery F&E - Upgrade server to Dell PowerEdge	\$0	\$16,750	\$0	\$16,750	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$16,750	\$0	\$16,750	\$0	\$0
Total - HEALTH		\$0	\$16,750	\$0	\$16,750	\$0	\$0
OTHER PROPERTY & SERVICES - ADMINISTRATION							
CAPITAL EXPENDITURE							
146600	Administration Building - Furniture & Equipment Renewals	\$0	\$0	\$0	\$0	\$0	\$30,000
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0	\$0	\$30,000
Total - OTHER PROPERTY		\$0	\$0	\$0	\$0	\$0	\$30,000
Total - FURNITURE AND EQUIPMENT		\$0	\$16,750	\$0	\$16,750	\$0	\$30,000

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

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

Shire of Boyup Brook							
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
LAND AND BUILDINGS							
COMMUNITY AMENITIES							
CAPITAL EXPENDITURE							
101410	Transfer Station Buildings	\$20,000	\$13,068	\$0	\$13,068	\$0	\$20,000
Sub Total - CAPITAL WORKS		\$20,000	\$13,068	\$0	\$13,068	\$0	\$20,000
Total - COMMUNITY AMENITIES		\$20,000	\$13,068	\$0	\$13,068	\$0	\$20,000
LAND AND BUILDINGS							
OTHER PROPERTY AND SERVICES							
CAPITAL EXPENDITURE							
146605	Administration Building - Building Renewals & Upgrades	\$0	\$74,904	\$0	\$74,904	\$0	\$19,539
147410	Rylington Park House Capital	\$0	\$0	\$0	\$0	\$0	\$50,000
147411	Rylington Park Chemical Shed	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Sub Total - CAPITAL WORKS		\$15,000	\$74,904	\$0	\$74,904	\$0	\$84,539
Total - OTHER PROPERTY AND SERVICES		\$15,000	\$74,904	\$0	\$74,904	\$0	\$84,539
Total - LAND AND BUILDINGS		\$35,000	\$87,973	\$0	\$87,973	\$0	\$104,539

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

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

Shire of Boyup Brook							
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
PLANT AND EQUIPMENT							
LAW ORDER & PUBLIC SAFETY							
CAPITAL EXPENDITURE							
053405	Plant & Equipment	\$0	\$0	\$0	\$0	\$0	\$51,700
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0	\$0	\$51,700
Total - LAW ORDER & PUBLIC SAFETY		\$0	\$0	\$0	\$0	\$0	\$51,700
PLANT AND EQUIPMENT							
RECREATION AND CULTURE							
CAPITAL EXPENDITURE							
113907	Plant & Equipment - Parks & Gardens	\$68,000	\$10,909	\$0	\$10,909	\$0	\$68,000
Sub Total - CAPITAL WORKS		\$68,000	\$10,909	\$0	\$10,909	\$0	\$68,000
Total - RECREATION AND CULTURE		\$68,000	\$10,909	\$0	\$10,909	\$0	\$68,000
PLANT AND EQUIPMENT							
TRANSPORT							
CAPITAL EXPENDITURE							
123603	DWS - Fleet Vehicles	\$0	\$0	\$0	\$0	\$0	\$69,000
123609	Light Plant (eg Portable Traffic Lights) - Plant & Equip	\$25,500	\$0	\$0	\$0	\$0	\$43,000
123610	Heavy Plant (Graders etc) Purchases	\$0	\$0	\$0	\$0	\$0	\$160,000
123619	Miscellaneous Small Plant	\$0	\$6,606	\$0	\$6,606	\$0	\$0
Sub Total - CAPITAL WORKS		\$25,500	\$6,606	\$0	\$6,606	\$0	\$272,000
Total - TRANSPORT		\$25,500	\$6,606	\$0	\$6,606	\$0	\$272,000
PLANT AND EQUIPMENT							
OTHER PROPERTY & SERVICES							
CAPITAL EXPENDITURE							
147451	Rylington Park Dorm Rooms Air Conditioners	\$0	\$0	\$0	\$0	\$0	\$10,800
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0	\$0	\$10,800
Total - OTHER PROPERTY & SERVICES		\$0	\$0	\$0	\$0	\$0	\$10,800
Total - PLANT AND EQUIPMENT		\$93,500	\$17,515	\$0	\$17,515	\$0	\$402,500



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

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

G/L	JOB		Budget	Actual	Income	Expenditure	Income	Expenditure
ROAD INFRASTRUCTURE CAPITAL								
ROAD CONSTRUCTION								
121403	x	ROADS TO RECOVERY PROJECTS			\$0	\$0	\$0	\$0
121403	RTR007	Kulikup Rd South	\$200,086	\$69,062	\$0	\$69,062	\$0	\$200,086
121403	RTR008	Jayes Road	\$112,742	\$82,631	\$0	\$82,631	\$0	\$112,742
121403	RTR029	Terry Road	\$0	\$20,610	\$0	\$20,610	\$0	\$0
121403	RTR115	Beatty Street	\$0	\$0	\$0	\$0	\$0	\$189,457
121404	xx	REGIONAL ROAD GROUP			\$0	\$0	\$0	\$0
121404	RRG148	RRG Boyup Brook-Cranbrook Rd	\$0		\$0	\$0	\$0	\$337,407
121404	RRG210	RRG Boyup Brook-Arthur River Rd	\$0	\$86,786	\$0	\$86,786	\$0	\$495,302
121404	RRG211	RRG Winnejup Road	\$0		\$0	\$0	\$0	\$150,000
121400		MUNICIPAL PROJECTS			\$0		\$0	\$0
121400	MU148	Muni - Boyup Brook-Cranbrook Shoulders	\$0	\$88,563	\$0	\$88,563	\$0	\$201,593
121400	MU500	Muni - Back Slopes and Shoulders	\$0	\$0	\$0	\$0	\$0	\$201,426
121400	MU501	Muni - Gravel Pit Rehabilitation	\$31,660	\$7,280	\$0	\$7,280	\$0	\$94,990
121410		Municipal Funded - Winter Grading	\$330,362	\$240,431	\$0	\$240,431	\$0	\$330,362
121450		BRIDGES	\$0	\$0	\$0	\$0	\$0	\$57,290
121450	MR0741	BRIDGES - Bridge 0741	\$0	\$0	\$0	\$0	\$0	\$170,000
121450	MR3310	BRIDGES - Bridge 3310	\$0	\$0	\$0	\$0	\$0	\$134,000
121450		BRIDGES - Bridge 3306	\$0	\$0	\$0	\$0	\$0	\$394,000
121450		BRIDGES - Bridge 0742	\$0	\$0	\$0	\$0	\$0	\$110,000
121450		BRIDGES - Aegers Bridge	\$0	\$0	\$0	\$0	\$0	\$84,000
Sub Total - CAPITAL WORKS			\$674,850	\$595,362	\$0	\$595,362	\$0	\$3,262,655
Total - ROADS			\$674,850	\$595,362	\$0	\$595,362	\$0	\$3,262,655
Total - INFRASTRUCTURE ASSETS ROADS			\$674,850	\$595,362	\$0	\$595,362	\$0	\$3,262,655

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

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

Shire of Boyup Brook							
MONTHLY FINANCIAL REPORT							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		YTD COMPARATIVES Period 6 31 DECEMBER 2020		CURRENT YEAR ACTUALS 31 DECEMBER 2020		ADOPTED BUDGET 2020-21	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
FOOTPATHS							
121701	Bike Paths - Construction	\$72,000	\$0	\$0	\$0	\$0	\$72,000
Sub Total - CAPITAL WORKS		\$72,000	\$0	\$0	\$0	\$0	\$72,000
Total - TRANSPORT - FOOTPATHS		\$72,000	\$0	\$0	\$0	\$0	\$72,000
Total - FOOTPATH ASSETS		\$72,000	\$0	\$0	\$0	\$0	\$72,000
DRAINAGE							
121411	Drainage Projects - Municipal Funded					\$0	\$0
121411	DC035 Howards Rd Drainage	\$0	\$12,216	\$0	\$12,216		
121411	DC039 Asplins Rd Drainage	\$0	\$1,705	\$0	\$1,705		
121411	DC048 W Tree Gull Rd Drainage	\$0	\$38,005	\$0	\$38,005		
121411	DC059 Eulin Siding Rd Drainage	\$0	\$12,854	\$0	\$12,854		
121411	DC092 Maltrup Rd Drainage	\$0	\$6,044	\$0	\$6,044		
121408	Roads to Recovery - Drainage Projects	\$0	\$0	\$0	\$0	\$0	\$0
121412	RRG - Drainage Projects	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$70,824	\$0	\$70,824	\$0	\$0
Total - TRANSPORT - DRAINAGE		\$0	\$70,824	\$0	\$70,824	\$0	\$0
Total - DRAINAGE ASSETS		\$0	\$70,824	\$0	\$70,824	\$0	\$0
PARKS & OVALS							
113906	Recreation Infrastructure - Capital Renewals	\$0	\$0	\$0	\$0	\$0	\$80,000
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0	\$0	\$80,000
Total - PARKS & OVALS		\$0	\$0	\$0	\$0	\$0	\$80,000
Total - INFRASTRUCTURE ASSETS - PARKS & OVALS		\$0	\$0	\$0	\$0	\$0	\$80,000
INFRASTRUCTURE ASSETS - OTHER							
HEALTH							
074605	Medical Centre Car Park - Other Infrastructure	\$0	\$0	\$0	\$0	\$0	\$9,750
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0	\$0	\$9,750
Total - HEALTH		\$0	\$0	\$0	\$0	\$0	\$9,750
INFRASTRUCTURE OTHER							
TRANSPORT							
122902	Depot Gates	\$0	\$0	\$0	\$0	\$0	\$15,000
122903	Oil Automation System	\$32,979	\$409	\$0	\$409	\$0	\$32,979
Sub Total - CAPITAL WORKS		\$32,979	\$409	\$0	\$409	\$0	\$47,979
Total - TRANSPORT		\$32,979	\$409	\$0	\$409	\$0	\$47,979
INFRASTRUCTURE OTHER							
OTHER PROPERTY & SERVICES							
147480	Rylinton Park Rain Water Tank	\$16,000	\$0	\$0	\$0	\$0	\$16,000
Sub Total - CAPITAL WORKS		\$16,000	\$0	\$0	\$0	\$0	\$16,000
Total - OTHER PROPERTY & SERVICES		\$16,000	\$0	\$0	\$0	\$0	\$16,000
Total - INFRASTRUCTURE ASSETS - OTHER		\$48,979	\$409	\$0	\$409	\$0	\$73,729
GRAND TOTALS		(\$3,146,925)	(\$3,471,586)	(\$6,954,067)	\$3,482,481	(\$10,124,098)	\$10,124,098

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

**LEAVE RESERVE**

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

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

**UNSPENT GRANTS RESERVE**

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

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

**PLANT RESERVE**

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

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

**BUILDING RESERVE**

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

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



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

**COMMUNITY HOUSING RESERVE**

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

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

**EMERGENCY RESERVE**

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

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

**INSURANCE CLAIM RESERVE**

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

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

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

**OTHER RECREATION RESERVE**

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

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

**COMMERCIAL RESERVE**

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

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

**BRIDGES RESERVE**

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

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

**AGED ACCOMMODATION RESERVE**

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

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

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

**31 DECEMBER 2020**

**ROAD CONTRIBUTIONS RESERVE**

Purpose - to set aside contributions from developers.

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

**IT/OFFICE EQUIPMENT RESERVE**

Purpose - to be used to fund future IT requirements.

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

**CIVIC RECEPTIONS RESERVE**

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

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



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

**31 DECEMBER 2020**

**UNSPENT COMMUNITY GRANTS RESERVE**

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

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

**RYLINGTON PARK RESERVE**

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

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

**TOTAL RESERVES**

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

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

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

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

PARTICULARS	OPENING BALANCE 01.07.2020	ESTIMATED RECEIPTS 2020-21	ACTUAL RECEIPTS 2020-21	ESTIMATED PAYMENTS 2020-21	ACTUAL PAYMENTS 2020-21	ESTIMATED CLOSING 2020-21	ACTUAL CLOSING
	\$	\$		\$		\$	\$
<b>DEPOSITS</b>							
Police Licensing	245,880	0	245,284	0	(245,284) 0	245,880 0	245,880 0
<b>TOTAL</b>	<b>245,880</b>	<b>0</b>	<b>245,284</b>	<b>0</b>	<b>(245,284)</b>	<b>245,880</b>	<b>245,880</b>
Trust Fund Bank Balance							245,880
Amount of Transfer Required from Muni Fund to Trust Fund to bring Trust Fund into balance							<u>0</u>



Account Type	No. of Patients	Percent	No of Sales	Sales Value
Unassigned	0	0	0	0
Organisations	0	0	143	23579.12
AMA	0	0	0	0
Bulk Bill	236	56.32	692	21616.85
Custom 2	0	0	0	0
Custom 3	0	0	0	0
Custom 4	0	0	0	0
Custom 5	0	0	0	0
DVA Inpatient	0	0	0	0
DVA Outpatient	0	0	0	0
HCC	0	0	0	0
PMS	0	0	0	0
Private	173	41.29	227	16961.9
Rebate	0	0	0	0
Schedule	0	0	0	0
Veterans Affairs	10	2.39	32	1096.4
WAGMSS	0	0	0	0
Cover	0	0	0	0
Total	419	100	1094	63254.27







# **SHIRE OF BOYUP BROOK**

## **MONTHLY FINANCIAL REPORT**

**31 JANUARY 2021**

### **TABLE OF CONTENTS**

STATEMENT OF COMPREHENSIVE INCOME - BY PROGRAM
STATEMENT OF COMPREHENSIVE INCOME - BY NATURE/TYPE
STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM
STATEMENT OF FINANCIAL ACTIVITY BY NATURE/TYPE
STATEMENT OF NET CURRENT POSITION
STATEMENT OF MATERIAL VARIANCES
STATEMENT OF FINANCIAL POSITION
STATEMENT OF CASH FLOWS
DETAILED OPERATING AND NON-OPERATING STATEMENT
SUPPLEMENTARY INFORMATION
- RESERVE ACCOUNTS
- LOAN SCHEDULE
- TRUST FUND



**SHIRE OF BOYUP BROOK**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE PERIOD ENDING 31 JANUARY 2021**

	NOTES	2020-21 ANNUAL BUDGET	2020-21 YTD ACTUAL
<b>EXPENDITURE (Excluding Finance Costs)</b>		\$	\$
General Purpose Funding		(139,443)	(595)
Governance		(379,473)	(90,184)
Law, Order, Public Safety		(508,331)	(112,620)
Health		(1,249,020)	(713,017)
Education and Welfare		(226,309)	(98,031)
Housing		(140,757)	(60,143)
Community Amenities		(348,711)	(195,288)
Recreation and Culture		(1,162,098)	(316,730)
Transport		(4,312,005)	(457,079)
Economic Services		(657,873)	(118,228)
Other Property and Services		(533,005)	(768,504)
		(9,657,024)	(2,930,420)
<b>REVENUE</b>			
General Purpose Funding		3,742,447	3,409,657
Governance		0	25,100
Law, Order, Public Safety		271,834	139,434
Health		907,844	706,536
Education and Welfare		125,000	84,969
Housing		89,601	39,267
Community Amenities		207,766	209,691
Recreation and Culture		41,441	39,339
Transport		191,890	177,952
Economic Services		110,530	61,456
Other Property & Services		511,009	419,965
		6,199,362	5,313,366
	<i>Increase(Decrease)</i>	(3,457,662)	2,382,946
<b>FINANCE COSTS</b>			
Education & Welfare		(14,218)	(7,211)
Housing		(2,670)	(1,384)
Recreation & Culture		(4,866)	(2,522)
Total Finance Costs		(21,754)	(11,117)
<b>NON-OPERATING REVENUE</b>			
Law, Order & Public Safety		31,700	0
Transport		2,630,121	914,074
Total Non-Operating Revenue		2,661,821	914,074
<b>PROFIT/(LOSS) ON SALE OF ASSETS</b>			
Transport Profit		0	0
Transport Loss		0	0
Other Property & Services Profit		0	0
Other Property & Services Loss		0	0
Total Profit/(Loss)		0	0
<b>NET RESULT</b>		(817,595)	3,285,903
<b>Other Comprehensive Income</b>			
Changes on revaluation of non-current assets		0	0
Total Abnormal Items		0	0
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>(817,595)</b>	<b>3,285,903</b>

**SHIRE OF BOYUP BROOK**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE/TYPE**  
**FOR THE PERIOD ENDING 31 JANUARY 2021**

	<b>2020-21 BUDGET</b>	<b>2020-21 ACTUAL</b>
<b>Expenses</b>		
Employee Costs	(2,875,038)	(2,020,160)
Materials and Contracts	(2,544,200)	(570,660)
Utility Charges	(228,519)	(89,073)
Depreciation on Non-Current Assets	(3,592,229)	0
Interest Expenses	(21,754)	(11,117)
Insurance Expenses	(165,432)	(162,014)
Other Expenditure	(251,606)	(88,513)
	<b>(9,678,778)</b>	<b>(2,941,537)</b>
<b>Revenue</b>		
Rates	3,007,292	3,006,214
Operating Grants, Subsidies and Contributions	1,125,550	714,356
Fees and Charges	1,518,125	1,156,190
Interest Earnings	45,205	15,964
Other Revenue	503,190	420,642
	<b>6,199,362</b>	<b>5,313,366</b>
	<b>(3,479,416)</b>	<b>2,371,829</b>
Non-Operating Grants, Subsidies & Contributions	2,661,821	914,074
	<b>2,661,821</b>	<b>914,074</b>
<b>Net Result</b>	<b>(817,595)</b>	<b>3,285,903</b>
<b>Other Comprehensive Income</b>		
Changes on revaluation of non-current assets	0	0
<b>Total Other Comprehensive Income</b>	<b>0</b>	<b>0</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(817,595)</b>	<b>3,285,903</b>

**SHIRE OF BOYUP BROOK**  
**FINANCIAL ACTIVITY STATEMENT BY FUNCTION/PROGRAM**  
**FOR THE PERIOD ENDING 31 JANUARY 2021**

	2020-21 ANNUAL BUDGET	2020-21 YTD BUDGET (a)	2020-21 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
<b>OPERATING REVENUE</b>	\$	\$	\$			
General Purpose Funding	736,160	374,281	403,444	29,163	Within Threshold	▲
Governance	0	0	25,100	25,100	(100.00%)	
Law, Order Public Safety	271,834	145,784	139,434	Within Threshold	Within Threshold	▲
Health	907,844	479,548	706,536	226,988	(32.13%)	
Education and Welfare	125,000	84,300	84,969	Within Threshold	Within Threshold	▲
Housing	89,601	52,215	39,267	(12,948)	32.97%	
Community Amenities	207,766	202,862	209,691	Within Threshold	Within Threshold	▲
Recreation and Culture	41,441	36,023	39,339	Within Threshold	Within Threshold	▲
Transport	191,890	176,962	177,952	Within Threshold	Within Threshold	▲
Economic Services	110,530	53,287	61,456	Within Threshold	(13.29%)	
Other Property and Services	511,009	261,239	419,965	158,726	(37.80%)	
	<b>3,193,075</b>	<b>1,866,500</b>	<b>2,307,152</b>	<b>427,029</b>		
<b>LESS OPERATING EXPENDITURE</b>						
General Purpose Funding	(139,443)	(74,456)	(595)	73,861	(12407.91%)	
Governance	(379,473)	(262,644)	(90,184)	172,460	(191.23%)	
Law, Order, Public Safety	(508,331)	(234,501)	(112,620)	121,881	108.22%	▲
Health	(1,249,020)	(648,347)	(713,017)	(64,670)	Within Threshold	
Education and Welfare	(240,527)	(141,659)	(105,241)	36,417	34.60%	▲
Housing	(143,427)	(92,416)	(61,527)	30,889	(50.20%)	
Community Amenities	(348,711)	(202,179)	(195,288)	Within Threshold	Within Threshold	▲
Recreation and Culture	(1,166,964)	(686,861)	(319,253)	367,609	(115.15%)	
Transport	(4,312,005)	(2,294,555)	(457,079)	1,837,476	(402.00%)	
Economic Services	(657,873)	(300,994)	(118,228)	182,766	(154.59%)	
Other Property & Services	(533,005)	(291,732)	(768,504)	(476,772)	62.04%	
	<b>(9,678,778)</b>	<b>(5,230,344)</b>	<b>(2,941,537)</b>	<b>2,281,916</b>		
<i>Increase(Decrease)</i>	<b>(6,485,703)</b>	<b>(3,363,844)</b>	<b>(634,384)</b>	<b>2,708,945</b>		
<b>NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>						
Movement in Employee Provisions (Non-current)	43,030	0	0	Within Threshold	0.00%	
(Profit)/ Loss on the disposal of assets	0	0	0	Within Threshold	0.00%	
Depreciation Written Back	3,592,229	2,029,518	0	(2,029,518)	0.00%	
	<b>3,635,259</b>	<b>2,029,518</b>	<b>(134,084)</b>	<b>(2,163,602)</b>		
<i>Sub Total</i>	<b>(2,850,444)</b>	<b>(1,334,326)</b>	<b>(768,469)</b>	<b>545,342</b>		
<b>INVESTING ACTIVITIES</b>						
Purchase of Land	0		0			
Purchase Buildings	(104,539)	(35,000)	(89,892)	(54,892)	61.06%	
Purchase Plant and Equipment	(402,500)	(97,000)	(17,515)	79,485	(453.81%)	
Purchase Furniture and Equipment	(30,000)	0	(16,750)	(16,750)	100.00%	
Infrastructure Assets - Roads	(3,262,655)	(854,404)	(620,995)	233,409	(37.59%)	
Infrastructure Assets - Footpaths	(72,000)	(72,000)	0	72,000	0.00%	
Infrastructure Assets - Drainage	0	0	(70,824)	(70,824)	100.00%	
Infrastructure Assets - Parks & Ovals (Recreation)	(80,000)	0	(186)	Within Threshold	100.00%	▲
Infrastructure Assets - Other	(73,729)	(48,979)	(518)	48,461	(9355.41%)	
Proceeds from Sale of Assets	127,714	18,667	0	(18,667)	0.00%	
Contributions for the Development of Assets	2,661,821	1,211,870	914,074	(297,796)	32.58%	
<b>Amount Attributable to Investing Activities</b>	<b>(1,235,888)</b>	<b>123,154</b>	<b>97,394</b>	<b>(25,575)</b>		
<b>FINANCING ACTIVITIES</b>						
Repayment of Debt - Loan Principal	(36,156)	(17,840)	(17,839)	Within Threshold	Within Threshold	▲
Transfer to Reserves	(19,000)	0	0	Within Threshold	0.00%	
<b>Amount Attributable to Financing Activities</b>	<b>(55,156)</b>	<b>(17,840)</b>	<b>(17,839)</b>	<b>0</b>		
<i>Sub Total</i>	<b>(4,141,488)</b>	<b>(1,229,011)</b>	<b>(688,914)</b>	<b>519,768</b>		
<b>FUNDING FROM</b>						
Transfer from Reserves	0	0	0	Within Threshold	0%	▲
Loans Raised	0	0	0	Within Threshold	0%	▲
Estimated Opening Surplus at 1 July	1,135,201	1,135,201	1,014,513	(120,688)	11.90%	▲
Amount Raised from General Rates	3,006,287	3,006,287	3,006,214	Within Threshold	Within Threshold	▲
Closing Funds	0	0	0	Within Threshold	0%	▲
	<b>4,141,488</b>	<b>4,141,488</b>	<b>4,020,727</b>	<b>(120,688)</b>		
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>2,912,477</b>	<b>3,331,813</b>	<b>399,080</b>		



**SHIRE OF BOYUP BROOK**  
**FINANCIAL ACTIVITY STATEMENT BY NATURE/TYPE**  
**FOR THE PERIOD ENDING 31 JANUARY 2021**

	2020-21 ANNUAL BUDGET	2020-21 YTD AMEND BUDGET (a)	2020-21 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
<b>OPERATING REVENUE</b>						
Ex-Gratia Rates & Write-offs	\$ 1,005	\$ 1,109	\$ 0	Within Threshold	0%	▲
Operating Grants, Subsidies and Contributions	1,125,550	658,730	714,356	55,627	Within Threshold	▲
Fees and Charges	1,518,125	931,897	1,156,190	224,293	(19.40%)	
Interest Earnings	45,205	29,513	15,964	(13,549)	84.87%	
Other Revenue	503,190	245,251	420,642	175,391	(41.70%)	
Profit on Disposal of Asset	0	0	0	Within Threshold	0%	▲
	<b>3,193,075</b>	<b>1,866,500</b>	<b>2,307,152</b>	<b>441,761</b>		
<b>LESS OPERATING EXPENDITURE</b>						
Employee Costs	(2,875,038)	(1,480,798)	(1,877,357)	(396,559)	21.12%	
Materials and Contracts	(2,544,200)	(1,198,404)	(713,463)	484,941	(67.97%)	
Utility Charges	(228,519)	(127,872)	(89,073)	38,799	43.56%	▲
Depreciation on Non-Current Assets	(3,592,229)	(2,029,518)	0	2,029,518	0%	▲
Interest Expenses	(21,754)	(11,117)	(11,117)	Within Threshold	Within Threshold	▲
Insurance Expenses	(165,432)	(193,532)	(162,014)	31,518	(19.45%)	
Other Expenditure	(251,606)	(189,103)	(88,513)	100,590	113.64%	▲
Loss on Disposal of Asset	0	0	0	Within Threshold	0.00%	
	<b>(9,678,778)</b>	<b>(5,230,344)</b>	<b>(2,941,537)</b>	<b>2,288,807</b>		
<i>Increase(Decrease)</i>	<b>(6,485,703)</b>	<b>(3,363,843)</b>	<b>(634,384)</b>	<b>2,730,568</b>		
<b>NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>						
Movement in Employee Provisions (Non-current)	43,030	0	0	Within Threshold	0.00%	
(Profit)/ Loss on the disposal of assets	0	0	0	Within Threshold	0.00%	
Depreciation Written Back	3,592,229	2,029,518	0	(2,029,518)	0.00%	
	<b>3,635,259</b>	<b>2,029,518</b>	<b>(134,084)</b>	<b>(2,163,602)</b>		
<i>Sub Total</i>	<b>(2,850,444)</b>	<b>(1,334,326)</b>	<b>(768,469)</b>	<b>566,966</b>		
<b>INVESTING ACTIVITIES</b>						
Purchase of Land	0	0	0			
Purchase Buildings	(104,539)	(35,000)	(89,892)	(54,892)	61.06%	
Purchase Plant and Equipment	(402,500)	(97,000)	(17,515)	79,485	(453.81%)	
Purchase Furniture and Equipment	(30,000)	0	(16,750)	(16,750)	100.00%	
Infrastructure Assets - Roads	(3,262,655)	(854,404)	(620,995)	233,409	(37.59%)	
Infrastructure Assets - Footpaths	(72,000)	(72,000)	0	72,000	0.00%	
Infrastructure Assets - Drainage	0	0	(70,824)	(70,824)	100.00%	
Infrastructure Assets - Parks & Ovals (Recreation)	(80,000)	0	(186)	Within Threshold	100.00%	▲
Infrastructure Assets - Other	(73,729)	(48,979)	(518)	48,461	(9355.41%)	
Proceeds from Sale of Assets	127,714	18,667	0	(18,667)	0.00%	
Contributions for the Development of Assets	2,661,821	1,211,870	914,074	(297,796)	32.58%	
<b>Amount Attributable to Investing Activities</b>	<b>(1,235,888)</b>	<b>123,154</b>	<b>97,394</b>	<b>(25,575)</b>		
<b>FINANCING ACTIVITIES</b>						
Repayment of Debt - Loan Principal	(36,156)	(17,840)	(17,839)	Within Threshold	Within Threshold	▲
Transfer to Reserves	(19,000)	0	0	Within Threshold	0.00%	
<b>Amount Attributable to Financing Activities</b>	<b>(55,156)</b>	<b>(17,840)</b>	<b>(17,839)</b>	<b>0</b>		
<i>Sub Total</i>	<b>(4,141,488)</b>	<b>(1,229,011)</b>	<b>(688,914)</b>	<b>541,391</b>		
<b>FUNDING FROM</b>						
Transfer from Reserves	0	0	0	Within Threshold	0%	▲
Loans Raised	0	0	0	Within Threshold	0%	▲
Estimated Opening Surplus at 1 July	1,135,201	1,135,201	1,014,513	(120,688)	11.90%	
Amount Raised from General Rates	3,006,287	3,006,287	3,006,214	Within Threshold	Within Threshold	▲
Closing Funds	0	0	0	Within Threshold	0%	▲
	<b>4,141,488</b>	<b>4,141,488</b>	<b>4,020,727</b>	<b>(120,688)</b>		
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>2,912,477</b>	<b>3,331,813</b>	<b>420,703</b>		

**SHIRE OF BOYUP BROOK**  
**SUMMARY OF CURRENT ASSETS AND LIABILITIES**  
**FOR THE PERIOD ENDING 31 JANUARY 2021**

	<b>ACTUAL</b> <b>31 JANUARY 2021</b>
<u>Current Assets</u>	
Cash at bank and on Hand	3,485,995
Restricted Cash	10,415
Restricted Cash Reserves	1,925,404
Trade Receivables	1,205,863
Stock on Hand	30,260
<b>Total Current Assets</b>	<b>6,657,937</b>
<u>Current Liabilities</u>	
Trade Creditors	(\$350,322)
Bonds and Deposits	(\$38,950)
Accrued Wages	\$0
Accrued Interest on Loans	(\$5,396)
Accrued Expense	(\$16,999)
ATO Liabilities	(\$10,167)
Contract Liability	(\$812,090)
Loan Liability	(\$18,318)
Provisions	(\$413,829)
<b>Total Current Liabilities</b>	<b>(\$1,666,070)</b>
 Sub-Total	 <b>4,991,867</b>
<b>Adjustments</b>	
LESS Cash Backed Reserves	(\$1,925,133)
LESS Inventory	(\$30,260)
LESS Prepaid Expenses	\$0
ADD: Employee Leave Provisions	\$254,626
ADD: Accrued Interest	\$5,396
ADD: Accrued Salaries & Wages	\$0
ADD: Accrued Expenses	\$16,999
ADD: Current Loan Liability	\$18,318
Rounding	0
<b>Net Current Position</b>	<b>3,331,813</b>

**SHIRE OF BOYUP BROOK**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 JANUARY 2021**

**EXPLANATION OF MATERIAL VARIANCES**

<b>REPORTING PROGRAM &amp; EXPLANATION</b>	<b>TIMING / PERMANENT</b>	<b>\$ VARIANCE</b>	<b>% VARIANCE</b>
<b>OPERATING REVENUE</b>			
<b>General Purpose Funding</b>			
General purpose grant allocation higher than budget estimate. Local road grant allocation lower than budget estimate	PERMANENT/ TIMING	26,310	Within Threshold
<b>Governance</b>			
Grant for Australia Day and Volunteer Event not anticipated	PERMANENT	25,100	(100.00%)
<b>Law Order &amp; Public Safety -</b>			
Variance within \$10,000 Materiality Threshold	TIMING	Within Threshold	Within Threshold
<b>Health</b>			
Medical surgery fees \$131,000 higher than anticipated for reporting period. Offset by increase in Medical Centre employee expenses.	PERMANENT	131,759	(21.55%)
<b>Education &amp; Welfare</b>			
Variance within \$10,000 Materiality Threshold		Within Threshold	Within Threshold
<b>Housing</b>			
Rental income for Rogers St and Nix St houses currently at \$0 for reporting period.		(12,948)	32.97%
<b>Community Amenities</b>			
Variance within \$10,000 Materiality Threshold		Within Threshold	Within Threshold
<b>Recreation &amp; Culture</b>			
Variance within \$10,000 Materiality Threshold		Within Threshold	Within Threshold
<b>Transport</b>			
Variance within \$10,000 Materiality Threshold		Within Threshold	Within Threshold
<b>Economic Services</b>			
Variance within \$10,000 Materiality Threshold		Within Threshold	(13.29%)
<b>Other Property and Services</b>			
Private works charges lower than anticipated for reporting period. Admin reimbursements lower than anticipated for reporting period. Rylington Park income higher than anticipated for reporting period.	TIMING	38,439	(12.83%)



**SHIRE OF BOYUP BROOK**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 JANUARY 2021**

**EXPLANATION OF MATERIAL VARIANCES**

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
<b>OPERATING EXPENDITURE</b>			
<b>General Purpose Funding</b>			
Administration allocations not yet raised for reporting period. Rates debt collection expenses lower than anticipated for reporting period.	TIMING	73,861	(12407.91%)
<b>Governance</b>			
Administration allocations not yet raised for reporting period. Sitting fees expenses, member training expenses, member conference expenses, subscription expenses and community donation expenses lower than anticipated for reporting period. Members refreshment expenses higher than anticipated for reporting period.	PERMANENT/ TIMING	173,171	(193.55%)
<b>Law Order &amp; Public Safety -</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Fire mitigation activity expenses lower than anticipated for reporting period	TIMING	121,881	108.22%
<b>Health</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Medical services employee costs \$201,000 higher than anticipated for reporting period; partly offset by increase in medical fees received. Medical services insurance expenses, computer expenses, and sundry expenses lower than anticipated for reporting period.	PERMANENT/ TIMING	(64,600)	Within Threshold
<b>Education &amp; Welfare</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Early learning centre employee costs higher than anticipated for reporting period.	PERMANENT/ TIMING	36,417	34.60%
<b>Housing</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Service contract expenses for 1 Rogers Avenue \$14k over budget.	PERMANENT/ TIMING	31,089	(50.69%)
<b>Community Amenities</b>			
Landfill disposal site service contract expenses \$10k over budget	PERMANENT/ TIMING	Within Threshold	Within Threshold
<b>Recreation &amp; Culture</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Recreation complex expenses and Reserves and Parks operation expenses lower than anticipated for reporting period. Swimming pool building maintenance expenses over budget by \$7k and swimming pool employee costs over budget by \$9k.	TIMING	368,586	(115.81%)
<b>Transport</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Road maintenance and repairs expenses and verge pruning expenses lower than anticipated for reporting period.	PERMANENT/ TIMING	1,837,545	(402.08%)
<b>Economic Service</b>			
Administration allocations and depreciation expense not yet raised for reporting period. Flaxmill general operations and building operation expenses lower than anticipated for reporting period. Building control expenses lower than anticipated for reporting period. Saleyard expenses lower than anticipated for reporting period.	TIMING	248,981	(210.77%)
<b>Other Property &amp; Services</b>			
Private works expenses lower than anticipated for reporting period. Overheads of \$36,402 charged on Supervision salaries in error, postings to be corrected. Supervision salaries \$50,000 higher than anticipated for reporting period. Superannuation expenses, leave expenses, training expenses and Occupational health and Safety expenses higher than anticipated for reporting period. Parts & repairs expenses higher than anticipated for reporting period. Gross salaries paid \$275,000 higher than anticipated - primarily relates to medical services and PWOH salaries increased costs. IT systems operation expenses lower than anticipated for reporting period.	PERMANENT/ TIMING	(458,986)	61.14%

SHIRE OF BOYUP BROOK  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 JANUARY 2021

EXPLANATION OF MATERIAL VARIANCES

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
<b>CAPITAL REVENUES</b>			
<u>Non-Operating Grants, Subsidies &amp; Contributions</u>			
<i>Law, Order &amp; Public Safety</i>			
CCTV Grant -		0	
<i>Transport</i>			
Regional Road Group Grants - RRG funding lower than anticipated for reporting period.	TIMING	(204,301)	
Roads to Recovery Grants - Grant funding lower than anticipated for reporting period.	TIMING	(324,724)	
Special Bridge funding MRDWA - Bridge funding higher than anticipated for reporting period.	TIMING	2,464	
		<u>(526,561)</u>	32.58%
<u>Proceeds from Sale of Assets</u>			
Proceeds from Sale of Vehicle Assets -		0	
		0	
		<u>0</u>	0.00%
<u>Transfers from Reserve</u>			
Transfers from Reserve -		0	0%

**SHIRE OF BOYUP BROOK**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 JANUARY 2021**

**EXPLANATION OF MATERIAL VARIANCES**

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
<b>CAPITAL EXPENDITURE</b>			
<b>Transfers to Reserve</b>			
Transfers to Reserve -		0	0.00%
<b>Furniture &amp; Equipment</b>			
<b>Health</b>			
	PERMANENT/ **NB**	(16,750)	
Surgery Equipment - Capital - (F&E) - New server expense not included in budget			
<b>Other Property &amp; Services</b>			
Administration Building F&E -		0	
<b>Total (Over)/Under Budget</b>		<b>(16,750)</b>	<b>100.00%</b>
<b>Buildings</b>			
<b>Community Amenities</b>			
Transfer Station Buildings - Project expenses lower than anticipated for reporting period	TIMING	5,012	
<b>Other Property &amp; Services</b>			
Administration Building - Building Renewals & Upgrades - Project expenses higher than budget allocation	PERMANENT	(74,904)	
Rylington Park House Capital		0	
Rylington Park Chemical Shed - Project not yet commenced	TIMING	15,000	
		<b>(54,892)</b>	<b>61.06%</b>
<b>Plant &amp; Equipment</b>			
<b>Law, Order &amp; Public Safety</b>			
Law & Order - Plant & Equipment		0	
<b>Recreation &amp; Culture</b>			
Plant & Equipment - Parks & Gardens - Plant acquisitions not yet made	TIMING	57,091	
<b>Transport</b>			
DWS - Fleet Vehicles		0	
Light Plant (eg Portable Traffic Lights) - Acquisitions not yet made	TIMING	29,000	
Heavy Plant (Graders etc) Purchases		0	
Miscellaneous Small Plant - Plant purchases occurred earlier than anticipated	TIMING	(6,606)	
<b>Other Property &amp; Services</b>			
Rylington Park Dorm Rooms Air Conditioners		0	
<b>Total (Over)/Under Budget</b>		<b>79,485</b>	<b>(453.81%)</b>
<b>Road Construction</b>			
Roads to Recovery Road Projects - Project expenses lower than anticipated for the reporting period	TIMING	139,732	
Regional Road Group - Project expenses higher than anticipated for the reporting period	TIMING	(99,638)	
Municipal Funded Road Projects -		0	
Municipal Funded Gravel Sheeting Road Projects - Project expenses higher than anticipated for reporting period.	TIMING	(65,617)	
Municipal Funded - Winter Grading - Project expenses lower than anticipated for the reporting period	TIMING	89,931	
Bridges - Projects not yet commenced	TIMING	169,000	
<b>Total (Over)/Under Budget</b>		<b>233,409</b>	<b>(37.59%)</b>

SHIRE OF BOYUP BROOK  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 JANUARY 2021

**EXPLANATION OF MATERIAL VARIANCES**

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
<b>Footpath Construction</b>			
Footpaths/Bike paths Construction - Project not yet commenced	TIMING	72,000	
Total (Over)/Under Budget		<u>72,000</u>	0.00%
<b>Drainage Infrastructure</b>			
Drainage Projects - No budget allocation for drainage projects	PERMANENT/ **NB**	(70,824)	
Total (Over)/Under Budget		<u>(70,824)</u>	100.00%
<b>Parks &amp; Ovals</b>			
Recreation Infrastructure - Capital Renewals - Project commenced earlier than anticipated	TIMING	(186)	
Total (Over)/Under Budget		<u>(186)</u>	100.00%
<b>Other Infrastructure</b>			
<b>Health</b>			
Medical Centre Car Park - Other Infrastructure		0	
<b>Transport</b>			
Depot Gates		0	
Oil Automation System - Project expenses lower than anticipated for reporting period.	TIMING	(32,461)	
<b>Other Property &amp; Services</b>			
Rylington Park Rain Water Tank - Project not yet commenced	TIMING	(16,000)	
Total (Over)/Under Budget		<u>(48,461)</u>	(9355.41%)
<b>Note: (NB) = No Budget Provision Made</b>			



**SHIRE OF BOYUP BROOK**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDING 31 JANUARY 2021**

	Note	2019-20 ACTUAL \$	2020-21 ACTUAL \$	Variance \$
<b>Current assets</b>				
Unrestricted Cash & Cash Equivalents		1,877,305	3,496,410	1,619,105
Restricted Reserves		1,925,133	1,925,404	271
Trade and other receivables		521,806	1,205,863	684,057
Inventories		30,260	30,260	0
Other assets		0	0	0
<b>Total current assets</b>		<b>4,354,504</b>	<b>6,657,937</b>	<b>2,303,433</b>
<b>Non-current assets</b>				
Trade and other receivables		15,358	15,358	0
LG House Unit Trust		71,221	71,221	0
Land		2,347,691	2,347,691	0
Buildings		10,191,434	10,281,326	89,892
Furniture & Equipment		72,069	95,425	23,356
Plant & Equipment		2,860,704	2,871,613	10,909
Infrastructure Assets - Roads		75,315,735	75,936,730	620,995
Infrastructure Assets - Bridges		17,621,241	17,621,241	0
Infrastructure Assets - Footpaths		1,166,971	1,166,971	0
Infrastructure Assets - Recreation		1,675,284	1,675,469	186
Infrastructure Assets - Drainage		10,580,929	10,651,753	70,824
Infrastructure Assets - Parks/Ovals		469,270	469,270	0
Infrastructure Assets - Other		3,345,451	3,345,970	518
<b>Total non-current assets</b>		<b>125,733,357</b>	<b>126,550,036</b>	<b>816,680</b>
<b>Total assets</b>		<b>130,087,861</b>	<b>133,207,974</b>	<b>3,120,113</b>
<b>Current liabilities</b>				
Trade and other payables		528,255	382,884	145,371
Bonds and deposits		41,531	38,950	2,581
Contract Liabilities		812,090	812,090	0
Interest-bearing loans and borrowings		36,157	18,318	17,839
Provisions		413,829	413,829	0
<b>Total current liabilities</b>		<b>1,831,861</b>	<b>1,666,070</b>	<b>165,791</b>
<b>Non-current liabilities</b>				
Interest-bearing loans and borrowings		397,010	397,010	0
Provisions		15,012	15,012	0
<b>Total non-current liabilities</b>		<b>412,022</b>	<b>412,022</b>	<b>0</b>
<b>Total liabilities</b>		<b>2,243,883</b>	<b>2,078,092</b>	<b>165,791</b>
<b>Net assets</b>		<b>127,843,978</b>	<b>131,129,881</b>	<b>3,285,903</b>
<b>Equity</b>				
Retained surplus		57,643,191	57,643,191	0
Net Result		0	3,285,903	3,285,903
Reserve - asset revaluation		68,275,654	68,275,654	0
Reserve - Cash backed		1,925,133	1,925,133	0
<b>Total equity</b>		<b>127,843,978</b>	<b>131,129,881</b>	<b>3,285,904</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 JANUARY 2021**

	Note	2019-20 ACTUAL \$	2020-21 BUDGET \$	2020-21 ACTUAL \$
<b>Cash Flows from operating activities</b>				
<b>Payments</b>				
Employee Costs		(3,438,685)	(2,832,008)	(2,094,538)
Materials & Contracts		(1,030,373)	(2,544,200)	(684,433)
Utilities (gas, electricity, water, etc)		(213,746)	(228,519)	(89,073)
Insurance		(192,945)	(21,754)	(162,014)
Interest Expense		(23,984)	(165,432)	(11,117)
Goods and Services Tax Paid		(175,797)	0	(161,787)
Other Expenses		(236,903)	(251,606)	(88,513)
		<b>(5,312,433)</b>	<b>(6,043,519)</b>	<b>(3,291,475)</b>
<b>Receipts</b>				
Rates		2,917,692	3,007,292	2,306,186
Operating Grants & Subsidies		1,805,433	450,956	653,021
Fees and Charges		1,393,045	1,518,125	1,156,190
Interest Earnings		60,926	45,205	15,964
Goods and Services Tax		149,136	0	282,554
Other		219,007	503,190	417,380
		<b>6,545,239</b>	<b>5,524,768</b>	<b>4,831,296</b>
<b>Net Cash flows from Operating Activities</b>		<b>1,232,806</b>	<b>(518,751)</b>	<b>1,539,821</b>
<b>Cash flows from investing activities</b>				
<b>Payments</b>				
Purchase of Land		(127,273)	0	0
Purchase of Buildings		(10,247)	(104,539)	(89,892)
Purchase Plant and Equipment		(757,120)	(402,500)	(17,515)
Purchase Furniture and Equipment		(67,984)	(30,000)	(16,750)
Purchase Road Infrastructure Assets		(1,209,814)	(2,313,365)	(620,995)
Purchase of Bridges Assets		(61,381)	(949,290)	0
Purchase of Footpath Assets		(63,597)	(72,000)	0
Purchase Aerodrome Assets		0	0	0
Purchase Drainage Assets		(177,860)	0	(70,824)
Purchase Sewerage Assets		0	0	0
Purchase Parks & Ovals Assets		0	(80,000)	0
Purchase Recreation Assets		(7,980)	0	(186)
Purchase Solid Waste Assets		0	(73,729)	0
Purchase Infrastructure Other Assets		(5,443)		(518)
<b>Receipts</b>				
Proceeds from Sale of Assets		309,596	127,714	0
Non-Operating grants used for Development of Assets		1,426,149	2,661,821	914,074
		<b>(752,954)</b>	<b>(1,235,888)</b>	<b>97,394</b>
<b>Cash flows from financing activities</b>				
Repayment of Debentures		(39,432)	(36,157)	(17,839)
Advances to Community Groups		0	0	0
Revenue from Self Supporting Loans		0	0	0
Proceeds from New Debentures		0	0	0
<b>Net cash flows from financing activities</b>		<b>(39,432)</b>	<b>(36,157)</b>	<b>(17,839)</b>
<b>Net increase/(decrease) in cash held</b>		<b>440,420</b>	<b>(1,790,796)</b>	<b>1,619,376</b>
<b>Cash at the Beginning of Reporting Period</b>		<b>3,362,018</b>	<b>3,852,438</b>	<b>3,802,438</b>
<b>Cash at the End of Reporting Period</b>		<b>3,802,438</b>	<b>2,061,642</b>	<b>5,421,814</b>

**SHIRE OF BOYUP BROOK  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING 31 JANUARY 2021**

**Notes**

	2019-20 ACTUAL \$	2020-21 BUDGET \$	2020-21 ACTUAL \$
<b>RECONCILIATION OF CASH</b>			
Cash at Bank	124,793	1,015,385	3,401,652
Restricted Cash	3,671,695		2,014,112
Cash on Hand	5,950	580	6,050
<b>TOTAL CASH</b>	<b>3,802,438</b>	<b>1,015,965</b>	<b>5,421,814</b>
<b>RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT</b>			
Net Result (As per Comprehensive Income Statement)	(1,093,697)	(817,595)	3,285,903
Add back Depreciation	3,018,256	3,592,229	0
(Gain)/Loss on Disposal of Assets	156,782	-	0
AASB15 Adjustment	(9,674)		
LG House Unit trust	(1,153)		
Self Supporting Loan Principal Reimbursements	0	-	0
Contributions for the Development of Assets	(659,311)	(2,661,821)	(914,074)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	(1,743)	0	0
(Increase)/Decrease in Receivables	(89,783)	-	(684,057)
Increase/(Decrease) in Accounts Payable	121,781	-	(147,952)
Increase/(Decrease) in Contract Liability		(674,594)	0
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	(208,652)	43,030	0
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	-	0	0
<b>NET CASH FROM/(USED) IN OPERATING ACTIVITIES</b>	<b>1,232,806</b>	<b>(518,751)</b>	<b>1,539,821</b>

*Shire of Boyup Brook*  
*MONTHLY FINANCIAL REPORT*

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

G/L	JOB	Desc IE Descr	Spare	YTD COMPARATIVES Period 7 31 JANUARY 2021		CURRENT YEAR ACTUALS 31 JANUARY 2021		ADOPTED BUDGET 2020-21	
				Budget	Actual	Income	Expenditure	Income	Expenditure
Proceeds Sale of Assets									
123001		Proceeds Sale of Assets		\$0	\$0	\$0	\$0	(\$127,714)	\$0
PROCEEDS FROM SALE OF ASSETS				\$0	\$0	\$0	\$0	(\$127,714)	\$0
Written Down Value									
		Written Down Value - Works Plant		\$0	\$0	\$0	\$0	\$0	\$127,714
Sub Total - WDV ON DISPOSAL OF ASSET				\$0	\$0	\$0	\$0	\$0	\$127,714
Total - GAIN/LOSS ON DISPOSAL OF ASSET				\$0	\$0	\$0	\$0	(\$127,714)	\$127,714
Total - OPERATING STATEMENT				\$0	\$0	\$0	\$0	(\$127,714)	\$127,714



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

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

Shire of Boyup Brook MONTHLY FINANCIAL REPORT									
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme				YTD COMPARATIVES Period 7 31 JANUARY 2021		CURRENT YEAR ACTUALS 31 JANUARY 2021		ADOPTED BUDGET 2020-21	
G/L	JOB	Desc IE	Descr Spare	Budget	Actual	Income	Expenditure	Income	Expenditure
RATES									
OPERATING EXPENDITURE									
031103		Rates Administration Activity Costs		\$58,199	\$0	\$0	\$0	\$0	\$99,810
031101		Collection Costs		\$9,114	\$90	\$0	\$90	\$0	\$15,630
031100		Valuation Charges		\$3,254	\$425	\$0	\$425	\$0	\$17,200
031102		Search Costs		\$30	\$80	\$0	\$80	\$0	\$185
Sub Total - GENERAL RATES OP EXP				\$70,597	\$595	\$0	\$595	\$0	\$132,825
OPERATING INCOME									
031001		Rates - GRV		(\$460,579)	\$0	\$0	\$0	(\$460,579)	\$0
031002		Rates - UV		(\$2,170,963)	\$0	\$0	\$0	(\$2,170,963)	\$0
031003		Rates - GRV - Minimum		(\$50,745)	\$0	\$0	\$0	(\$50,745)	\$0
031004		Rates - UV - Minimum		(\$324,000)	\$0	\$0	\$0	(\$324,000)	\$0
031006		Rates - Ex-Gratia Rates		(\$1,255)	\$0	\$0	\$0	(\$1,255)	\$0
031013		Rates Administration Fee		\$0	\$0	\$0	\$0	\$0	\$0
031005		Rates - Instalment Interest		(\$2,800)	(\$3,794)	(\$3,794)	\$0	(\$2,800)	\$0
031007		Rates - Non Payment Penalty - LG		(\$14,348)	(\$11,612)	(\$11,612)	\$0	(\$21,415)	\$0
01023		Pensioner Deferred Rate Interest		\$0	\$0	\$0	\$0	\$0	\$0
031008		Rates - Rate Enquiries		(\$2,849)	(\$5,823)	(\$5,823)	\$0	(\$6,330)	\$0
031009		Rates - ESL Administration Fee		(\$4,000)	(\$4,000)	(\$4,000)	\$0	(\$4,000)	\$0
031010		Rates - Reimbursements		\$0	\$0	\$0	\$0	(\$6,000)	\$0
031011		Rates - Penalty Interest - DFES		(\$690)	(\$558)	(\$558)	\$0	(\$690)	\$0
031012		Rates - Rates Interims		\$0	(\$3,006,214)	(\$3,006,214)	\$0	\$0	\$0
031104		Rates Written Off		\$146	\$0	\$0	\$0	\$250	\$0
Sub Total - GENERAL RATES OP INC				(\$3,032,083)	(\$3,032,001)	(\$3,032,001)	\$0	(\$3,048,527)	\$0
Total - GENERAL RATES				(\$2,961,486)	(\$3,031,405)	(\$3,032,001)	\$595	(\$3,048,527)	\$132,825
OTHER GENERAL PURPOSE FUNDING									
OPERATING EXPENDITURE									
032100		General Purpose Funding - Administration Allocated		\$3,859	\$0	\$0	\$0	\$0	\$6,618
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP				\$3,859	\$0	\$0	\$0	\$0	\$6,618
OPERATING INCOME									
032001		General Purpose Grants Federal Commission (OP)		(\$171,655)	(\$226,549)	(\$226,549)	\$0	(\$343,310)	\$0
032002		General Purpose Grants Federal - Roads (OP)		(\$165,155)	(\$151,108)	(\$151,108)	\$0	(\$330,310)	\$0
032003		General Purpose Funding - Interest On Investments - Municipal Ac		(\$650)	\$0	\$0	\$0	(\$1,000)	\$0
032004		Interest on Investments - Reserves Account		(\$10,830)	\$0	\$0	\$0	(\$19,000)	\$0
032006		General Purpose Funding - Interest on Investments - Medical Fun		\$0	\$0	\$0	\$0	\$0	\$0
032007		General Purpose Funding - Interest on Investments - Business On		\$0	\$0	\$0	\$0	\$0	\$0
032008		General Purpose Funding - Interest on Investments - Short Term I		(\$195)	\$0	\$0	\$0	(\$300)	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC				(\$348,485)	(\$377,657)	(\$377,657)	\$0	(\$693,920)	\$0
Total - OTHER GENERAL PURPOSE FUNDING				(\$344,626)	(\$377,657)	(\$377,657)	\$0	(\$693,920)	\$6,618
Total - GENERAL PURPOSE FUNDING				(\$3,306,112)	(\$3,409,062)	(\$3,409,657)	\$595	(\$3,742,447)	\$139,443

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

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

G/L	JOB	Desc IE Descr	Spare	Budget	Actual	Income	Expenditure	Income	Expenditure
MEMBERS OF COUNCIL									
OPERATING EXPENDITURE									
041100		Members - Sitting Fees.		\$44,059	\$20,440	\$0	\$20,440	\$0	\$75,560
041119		Website Expenses		\$2,916	\$0	\$0	\$0	\$0	\$5,000
041101		Members - Training Costs		\$7,452	(\$195)	\$0	(\$195)	\$0	\$10,800
041102		Members - Travelling Costs		\$4,692	\$197	\$0	\$197	\$0	\$6,800
041103		Members - Telecommunications Reimbursements		\$7,949	\$3,042	\$0	\$3,042	\$0	\$11,520
041104		Members - Other Expenses		\$3,625	\$1,492	\$0	\$1,492	\$0	\$3,625
041105		Members - Conferences/Seminars Costs		\$12,680	\$45	\$0	\$45	\$0	\$15,850
041106		Members - President's Allowance		\$4,934	\$3,427	\$0	\$3,427	\$0	\$10,280
041107		Members - Deputy President's Allowance		\$1,259	\$857	\$0	\$857	\$0	\$2,570
041108		Members - Council Chamber Expenses		\$724	\$293	\$0	\$293	\$0	\$905
041109		Members - Refreshments & Receptions		\$10,388	\$21,175	\$0	\$21,175	\$0	\$17,815
041110		Members - Bunbury Wellington GOC Projects		\$1,500	\$1,445	\$0	\$1,445	\$0	\$1,500
041111		Members - Insurance Costs For Members		\$8,040	\$7,254	\$0	\$7,254	\$0	\$8,040
041112		Members - Subscriptions		\$8,835	\$0	\$0	\$0	\$0	\$8,835
041113		Members - Election Expenses		\$0	\$3,286	\$0	\$3,286	\$0	\$0
041114		Members - Donations		\$64,698	\$25,256	\$0	\$25,256	\$0	\$64,698
041118		ICT - Councillors		\$1,320	\$2,171	\$0	\$2,171	\$0	\$2,640
041150		Members - Admin Allocation		\$31,029	\$0	\$0	\$0	\$0	\$53,214
041190		Depreciation - Membership		\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/EXP				\$216,100	\$90,184	\$0	\$90,184	\$0	\$299,652
OPERATING INCOME									
041001		Members - Reimbursements Income		\$0	\$0	\$0	\$0	\$0	\$0
041002		Other Governance - Sundry Reimbursements Income		\$0	\$0	\$0	\$0	\$0	\$0
041003		Other Governance - Other Minor Income		\$0	\$0	\$0	\$0	\$0	\$0
041004		Members - Operating Grants and Contributions		\$0	(\$25,100)	(\$25,100)	\$0	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC				\$0	(\$25,100)	(\$25,100)	\$0	\$0	\$0
Total - MEMBERS OF COUNCIL				\$216,100	\$65,084	(\$25,100)	\$90,184	\$0	\$299,652
GOVERNANCE									
OPERATING EXPENDITURE									
042100		Other Governance - Admin Allocated		\$46,544	\$0	\$0	\$0	\$0	\$79,821
Sub Total - GOVERNANCE - GENERAL OP/EXP				\$46,544	\$0	\$0	\$0	\$0	\$79,821
OPERATING INCOME									
New		Other Minor Income		\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - GOVERNANCE - GENERAL OP/INC				\$0	\$0	\$0	\$0	\$0	\$0
Total - GOVERNANCE - GENERAL				\$46,544	\$0	\$0	\$0	\$0	\$79,821
Total - GOVERNANCE				\$262,644	\$65,084	(\$25,100)	\$90,184	\$0	\$379,473



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

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

G/L	JOB	Desc IE Descr	Spare	Budget	Actual	Income	Expenditure	Income	Expenditure
LAW, ORDER AND PUBLIC SAFETY									
FIRE PREVENTION									
OPERATING EXPENDITURE									
051109		ESL - Insurances Fire Appliances and Personnel		\$37,781	\$32,964	\$0	\$32,964	\$0	\$37,781
051112		Fire Prevention And Support		\$22,300	\$19,602	\$0	\$19,602	\$0	\$22,300
051101		Fire Break Inspection Expenses		\$2,655	\$2,750	\$0	\$2,750	\$0	\$3,540
051102		Fire Hazard Reductions Expenses		\$24,091	\$15,899	\$0	\$15,899	\$0	\$35,428
051104		Minor Fire Plant & Equipment Purchases non ESL		\$233	\$47	\$0	\$47	\$0	\$400
051105		Fire Plant & Equipment Maintenance - Non ESL		\$292	\$0	\$0	\$0	\$0	\$500
051106		ESL - Fire Vehicle Maintenance Costs		\$1,600	\$6,791	\$0	\$6,791	\$0	\$10,000
051107		ESL - Brigade Utilities, rates and taxes		\$62	\$255	\$0	\$255	\$0	\$390
051108		ESL - Other Goods & Services relating to Fires		\$0	\$371	\$0	\$371	\$0	\$2,000
051111		ESL - Minor Fire Plant/Equip Under \$1200		\$350	\$0	\$0	\$0	\$0	\$1,000
051114		ESL - Land & Building Maintenance		\$114	\$0	\$0	\$0	\$0	\$710
051115		ESL - Clothing and Accessories		\$320	\$0	\$0	\$0	\$0	\$2,000
051116		ESL - Plant and Equipment Maintenance		\$240	\$172	\$0	\$172	\$0	\$1,500
051117		BFRC - Bushfire Risk Planning		\$284	\$0	\$0	\$0	\$0	\$1,351
051118		DFES Fire Defence Grant Expenses		\$3,786	\$0	\$0	\$0	\$0	\$13,520
051120		Bush Fire - Mitigation Activity Funded		\$31,389	\$13,367	\$0	\$13,367	\$0	\$196,180
051150		Admin Allocation - Fire Control		\$31,029	\$0	\$0	\$0	\$0	\$53,214
051190		Depreciation - Fire Control		\$670	\$0	\$0	\$0	\$0	\$670
Sub Total - FIRE PREVENTION OP/EXP				\$157,196	\$92,217	\$0	\$92,217	\$0	\$382,484
OPERATING INCOME									
051001		Fire Infringements/Fines Income		(\$500)	(\$750)	(\$750)	\$0	(\$500)	\$0
051002		Sale Of Fire Maps Income		\$0	(\$55)	(\$55)	\$0	(\$150)	\$0
051004		ESL - Funding Operating Grant Income		(\$141,654)	(\$133,398)	(\$133,398)	\$0	(\$265,654)	\$0
Sub Total - FIRE PREVENTION OP/INC				(\$142,154)	(\$134,202)	(\$134,202)	\$0	(\$266,304)	\$0
Total - FIRE PREVENTION				\$15,042	(\$41,986)	(\$134,202)	\$92,217	(\$266,304)	\$382,484

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	Desc IE Descr	Spare	31 JANUARY 2021		31 JANUARY 2021		2020-21	
				Budget	Actual	Income	Expenditure	Income	Expenditure
ANIMAL CONTROL									
OPERATING EXPENDITURE									
052100		Ranger Services Operation Costs		\$953	\$811	\$0	\$811	\$0	\$1,650
052005		Trap Hire Refunds		\$50	\$0	\$0	\$0	\$0	\$50
052101		Ranger Vehicle Operating Expenses		\$2,012	\$0	\$0	\$0	\$0	\$3,450
052102		Dog License Discs Costs		\$250	\$0	\$0	\$0	\$0	\$250
052103		Other Control Expenses		\$4,653	\$8,093	\$0	\$8,093	\$0	\$7,945
052104		Animal Impounding Costs		\$4,000	\$127	\$0	\$127	\$0	\$5,000
052109		Cat License Tags Expense		\$100	\$0	\$0	\$0	\$0	\$100
052110		Ranger Services Salary Super and Employee Costs		\$25,493	\$11,372	\$0	\$11,372	\$0	\$39,379
052111		Ranger Services Provision for Leave Accruals		\$0	\$0	\$0	\$0	\$0	\$0
052150		Admin Allocation - Animal Control		\$11,660	\$0	\$0	\$0	\$0	\$19,989
052190		Depreciation		\$233	\$0	\$0	\$0	\$0	\$400
Sub Total - ANIMAL CONTROL OP/EXP				\$49,405	\$20,404	\$0	\$20,404	\$0	\$78,213
OPERATING INCOME									
052001		Animal Fines & Penalties Income		(\$159)	\$0	\$0	\$0	(\$265)	\$0
052002		Animal Impounding Fees Income		(\$105)	(\$358)	(\$358)	\$0	(\$105)	\$0
052003		Dog Registrations Charges		(\$3,316)	(\$4,868)	(\$4,868)	\$0	(\$5,060)	\$0
052004		Cat Registration Charges		\$0	(\$6)	(\$6)	\$0	\$0	\$0
052006		Animal Control Income - Grant		\$0	\$0	\$0	\$0	(\$50)	\$0
052105		Trap Hire Income		(\$50)	\$0	\$0	\$0	(\$50)	\$0
Sub Total - ANIMAL CONTROL OP/INC				(\$3,630)	(\$5,232)	(\$5,232)	\$0	(\$5,530)	\$0
Total - ANIMAL CONTROL				\$45,775	\$15,172	(\$5,232)	\$20,404	(\$5,530)	\$78,213



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

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

Shire of Boyup Brook MONTHLY FINANCIAL REPORT				YTD COMPARATIVES Period 7 31 JANUARY 2021		CURRENT YEAR ACTUALS 31 JANUARY 2021		ADOPTED BUDGET 2020-21	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme				Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB	Desc IE Descr	Spare						
OTHER LAW ORDER & PUBLIC SAFETY									
OPERATING EXPENDITURE									
053100		Local Emergency Management Committee Expenses		\$300	\$0	\$0	\$0	\$0	\$300
053150		Administration Allocated - Emergency Mgt		\$11,656	\$0	\$0	\$0	\$0	\$19,989
053190		Depreciation		\$15,945	\$0	\$0	\$0	\$0	\$27,345
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP				\$27,900	\$0	\$0	\$0	\$0	\$47,634
OPERATING INCOME									
053002		Non-Operating Grants CCTV		\$0	\$0	\$0	\$0	(\$31,700)	\$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC				\$0	\$0	\$0	\$0	(\$31,700)	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY				\$27,900	\$0	\$0	\$0	(\$31,700)	\$47,634
Total - LAW ORDER & PUBLIC SAFETY				\$88,717	(\$26,814)	(\$139,434)	\$112,620	(\$303,534)	\$508,331

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

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

G/L	JOB	Desc IE Descr	Spare	Budget	Actual	Income	Expenditure	Income	Expenditure
HEALTH FAMILY STOP CENTRE									
OPERATING EXPENDITURE									
071100	B0101	Family Stop Centre - Operation		\$7,249	\$3,014	\$0	\$3,014	\$0	\$11,083
071150		Admin Allocated - Family Stop Centre		\$7,797	\$0	\$0	\$0	\$0	\$13,371
071190		Depreciation - Family Stop Centre		\$2,157	\$0	\$0	\$0	\$0	\$3,700
Sub Total - HEALTH FAMILY STOP OP/EXP				\$17,203	\$3,014	\$0	\$3,014	\$0	\$28,154
OPERATING INCOME									
Sub Total - HEALTH FAMILY STOP OP/INC				\$0	\$0	\$0	\$0	\$0	\$0
Total - HEALTH FAMILY STOP				\$17,203	\$3,014	\$0	\$3,014	\$0	\$28,154
HEALTH ADMINISTRATION & INSPECTION									
OPERATING EXPENDITURE									
072100		Health Administration Services Expenses		\$24,533	\$15,585	\$0	\$15,585	\$0	\$45,690
072101		Other Health Administration Expenses		\$106	\$0	\$0	\$0	\$0	\$150
072102		Provision for Leave Accruals		\$0	\$0	\$0	\$0	\$0	\$0
072103		Health Administration Superannuation		\$120	\$0	\$0	\$0	\$0	\$300
072150		Admin Allocation - Other Health		\$7,799	\$0	\$0	\$0	\$0	\$13,371
Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP				\$32,559	\$15,585	\$0	\$15,585	\$0	\$59,511
OPERATING INCOME									
072001		Food Stall Permit Charges		(\$130)	\$0	\$0	\$0	(\$130)	\$0
072002		Temporary Camping Site Permit Charges		(\$800)	\$0	\$0	\$0	(\$900)	\$0
072003		Food Business Registration Fee		(\$598)	(\$655)	(\$655)	\$0	(\$1,255)	\$0
072004		Annual Inspections		\$0	\$0	\$0	\$0	(\$105)	\$0
072005		Lodging House Registration Fees		\$0	(\$306)	(\$306)	\$0	\$0	\$0
Sub Total - HEALTH ADMIN AND INSPECTION OP/INC				(\$1,528)	(\$961)	(\$961)	\$0	(\$2,390)	\$0
Total - HEALTH ADMIN AND INSPECTION				\$31,031	\$14,623	(\$961)	\$15,585	(\$2,390)	\$59,511



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

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

G/L	JOB	Desc IE Descr	Spare	Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER HEALTH - MEDICAL SERVICES									
OPERATING EXPENDITURE									
074100	B0105	Housing General Practitioner - Medical Service		\$9,392	\$7,938	\$0	\$7,938	\$0	\$16,509
074102		Boyup Brook Medical Services Building Costs		\$10,489	\$14,110	\$0	\$14,110	\$0	\$23,365
074104		Medical Services - General Practioners Vehicle		\$728	\$0	\$0	\$0	\$0	\$970
074101		Medical Services General Operations		\$1,090	\$0	\$0	\$0	\$0	\$2,620
074103		Medical Service Employee Costs		\$342,316	\$543,715	\$0	\$543,715	\$0	\$657,214
074105		Postage, Printing & Stationery		\$1,424	\$2,279	\$0	\$2,279	\$0	\$3,000
074106		Medical Ctr - Telephones		\$3,723	\$3,684	\$0	\$3,684	\$0	\$6,385
074107		Medical Ctr - Subscriptions		\$3,254	\$757	\$0	\$757	\$0	\$5,580
074108		Medical Ctr - Insurances		\$14,757	\$6,353	\$0	\$6,353	\$0	\$14,757
074109		Medical Bank Fees		\$455	\$619	\$0	\$619	\$0	\$780
074110		Medical Ctr - Computer Expenses		\$30,128	\$18,581	\$0	\$18,581	\$0	\$47,399
074111		Medical Ctr - Medical Supplies & Equipt		\$6,883	\$14,802	\$0	\$14,802	\$0	\$11,805
074112		Medical Ctr - Locum Doctor		\$0	\$0	\$0	\$0	\$0	\$48,600
074113		Medical Ctr - Superanuation		\$31,071	\$49,369	\$0	\$49,369	\$0	\$59,914
074114		Medical Ctr - Training		\$1,500	\$450	\$0	\$450	\$0	\$1,500
074115		Medical Ctr - Sundry Expenses		\$60,470	\$16,509	\$0	\$16,509	\$0	\$104,500
074116		Medical Service Provision for Leave Accruals		\$0	\$0	\$0	\$0	\$0	\$33,990
074117		Medical - Fringe Benefit Tax		\$1,260	\$2,494	\$0	\$2,494	\$0	\$2,520
074118		Medical Employee (Packaging) Costs		\$0	\$0	\$0	\$0	\$0	\$1,200
074150		Admin Allocated - Boyup Brook Medical Services		\$34,888	\$0	\$0	\$0	\$0	\$59,832
074191		Depreciation - Medical Centre		\$4,956	\$0	\$0	\$0	\$0	\$8,500
074190		Depreciation - Housing GP - 5 Rogers Ave		\$3,965	\$0	\$0	\$0	\$0	\$6,800
074192		Depreciation - Ultrasound Machine		\$3,018	\$0	\$0	\$0	\$0	\$5,175
074193		Depreciation - GP Vehicle		\$67	\$0	\$0	\$0	\$0	\$115
Sub Total - PREVENTIVE SRVS - OP/EXP				\$565,835	\$681,659	\$0	\$681,659	\$0	\$1,123,030
OPERATING INCOME									
074001		Surgery Turnover		(\$474,840)	(\$701,756)	(\$701,756)	\$0	(\$900,000)	\$0
074002		Surgery Rental Income		(\$3,180)	(\$3,818)	(\$3,818)	\$0	(\$5,454)	\$0
074004		Grants, Reimbursements and Contributions		\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - PREVENTIVE SRVS - OP/INC				(\$478,020)	(\$705,574)	(\$705,574)	\$0	(\$905,454)	\$0
Total - PREVENTIVE SERVICES				\$87,815	(\$23,916)	(\$705,574)	\$681,659	(\$905,454)	\$1,123,030
PREVENTIVE SERVICE - OTHER									
OPERATING EXPENDITURE									
073100		Analytical Expenses		\$475	\$232	\$0	\$232	\$0	\$475
Sub Total - PREVENTIVE SRVS - OTHER OP/EXP				\$475	\$232	\$0	\$232	\$0	\$475
Total - PREVENTIVE SERVICES - OTHER				\$475	\$232	\$0	\$232	\$0	\$475
OTHER HEALTH									
OPERATING EXPENDITURE									
075100		Ambulance Centre Operation		\$24,479	\$12,528	\$0	\$12,528	\$0	\$24,479
075150		Admin Allocated - Other Health		\$7,797	\$0	\$0	\$0	\$0	\$13,371
Sub Total - OTHER HEALTH OP/EXP				\$32,276	\$12,528	\$0	\$12,528	\$0	\$37,850
OPERATING INCOME									
Sub Total - OTHER HEALTH OP/INC				\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER HEALTH				\$32,276	\$12,528	\$0	\$12,528	\$0	\$37,850
Total - HEALTH				\$168,799	\$6,481	(\$706,536)	\$713,017	(\$907,844)	\$1,249,020

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

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

G/L	JOB	Desc IE Descr	Spare	31 JANUARY 2021		31 JANUARY 2021		2020-21	
				Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER EDUCATION									
OPERATING EXPENDITURE									
081100		Community Resource Centre		\$2,034	\$2,004	\$0	\$2,004	\$0	\$2,734
081101		Rylington Park Farm Complex		\$0	\$8,988	\$0	\$8,988	\$0	\$0
081102		Donations - Other Education		\$250	\$200	\$0	\$200	\$0	\$250
081103		Early Learning Centre - Employee Costs		\$70,792	\$82,055	\$0	\$82,055	\$0	\$118,770
081104		Early Learning Centre - Operating Costs		\$8,259	\$4,760	\$0	\$4,760	\$0	\$13,990
081150		Admin Allocation - Other Education		\$7,799	\$0	\$0	\$0	\$0	\$13,371
081190		Depreciation - Community Resource Centre		\$2,928	\$0	\$0	\$0	\$0	\$5,020
081191		Depreciation - Rylington Park Farm Complex		\$9,849	\$0	\$0	\$0	\$0	\$16,885
Sub Total - OTHER EDUCATION OP/EXP				\$101,912	\$98,007	\$0	\$98,007	\$0	\$171,020
OPERATING INCOME									
081001		Rylington Park Reimbursements		\$0	\$0	\$0	\$0	\$0	\$0
081003		Early Learning Centre - Fees & Charges		(\$84,300)	(\$84,969)	(\$84,969)	\$0	(\$125,000)	\$0
081004		Early Learning Centre -Operating Income		\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER EDUCATION OP/INC				(\$84,300)	(\$84,969)	(\$84,969)	\$0	(\$125,000)	\$0
Total - OTHER EDUCATION				\$17,612	\$13,038	(\$84,969)	\$98,007	(\$125,000)	\$171,020
AGED & DISABLED									
OPERATING EXPENDITURE									
082100		Support for Seniors Christmas Lunch		\$1,390	\$0	\$0	\$0	\$0	\$1,390
082104		Aged Needs Initiative Loan Interest		\$7,211	\$7,211	\$0	\$7,211	\$0	\$14,218
082150		Admin Allocated - Aged & Disabled		\$7,797	\$0	\$0	\$0	\$0	\$13,371
Sub Total - AGED & DISABLED OP/EXP				\$16,398	\$7,211	\$0	\$7,211	\$0	\$28,979
OPERATING INCOME									
Sub Total - AGED & DISABLED OP/INC				\$0	\$0	\$0	\$0	\$0	\$0
Total - AGED & DISABLED				\$16,398	\$7,211	\$0	\$7,211	\$0	\$28,979
OTHER WELFARE									
OPERATING EXPENDITURE									
083100		Other Welfare Expenses		\$0	\$0	\$0	\$0	\$0	\$500
083104		Depreciation		\$29	\$0	\$0	\$0	\$0	\$50
083105		Donations Expended		\$0	\$24	\$0	\$24	\$0	\$0
083150		Admin Allocated - Other Welfare		\$23,320	\$0	\$0	\$0	\$0	\$39,978
Sub Total - OTHER WELFARE OP/EXP				\$23,349	\$24	\$0	\$24	\$0	\$40,528
OPERATING INCOME									
Sub Total - OTHER WELFARE OP/INC				\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER WELFARE				\$23,349	\$24	\$0	\$24	\$0	\$40,528
Total - EDUCATION & WELFARE				\$57,359	\$20,273	(\$84,969)	\$105,241	(\$125,000)	\$240,527



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

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

G/L	JOB	Desc IE Descr	Spare	Budget	Actual	Income	Expenditure	Income	Expenditure
STAFF HOUSING									
OPERATING EXPENDITURE									
091100		Staff Housing		\$6,268	\$2,554	\$0	\$2,554	\$0	\$7,389
091130		Interest Paid Loan 115 - Staff House		\$1,384	\$1,384	\$0	\$1,384	\$0	\$2,670
091190		Depreciation - Staff Housing		\$3,344	\$0	\$0	\$0	\$0	\$5,735
091150		Staff Housing - Less Amt Allocated to Admin.		\$7,797	\$0	\$0	\$0	\$0	\$13,371
Sub Total - STAFF HOUSING OP/EXP				\$18,792	\$3,938	\$0	\$3,938	\$0	\$29,165
OPERATING INCOME									
Sub Total - STAFF HOUSING OP/INC				\$0	\$0	\$0	\$0	\$0	\$0
Total - STAFF HOUSING				\$18,792	\$3,938	\$0	\$3,938	\$0	\$29,165
HOUSING OTHER									
OPERATING EXPENDITURE									
092101		Boyup Brook Citizens Lodge		\$7,359	\$10,364	\$0	\$10,364	\$0	\$7,959
092102		Community Housing - Units		\$14,177	\$9,868	\$0	\$9,868	\$0	\$18,408
092103		Other		\$2,911	\$6,188	\$0	\$6,188	\$0	\$4,732
092104		6 Nix - Operating & Mtce Expense		\$3,860	\$2,375	\$0	\$2,375	\$0	\$5,636
092105		House - 1 Rogers Ave		\$6,539	\$22,359	\$0	\$22,359	\$0	\$10,961
092107		7 Knapp Street - Operating & Mtce Expense		\$6,226	\$6,434	\$0	\$6,434	\$0	\$10,741
092150		Admin Allocation - Other Housing		\$7,875	\$0	\$0	\$0	\$0	\$13,506
092191		Depreciation - Other Housing		\$3,248	\$0	\$0	\$0	\$0	\$5,570
092192		Depreciation - House - 1 Rogers Ave		\$2,545	\$0	\$0	\$0	\$0	\$4,365
092190		Depreciation - Boyup Brook Citizens Lodge		\$18,884	\$0	\$0	\$0	\$0	\$32,385
Sub Total - HOUSING OTHER OP/EXP				\$73,623	\$57,589	\$0	\$57,589	\$0	\$114,262
OPERATING INCOME									
092001		Rent 24A Proctor St		(\$5,210)	(\$5,192)	(\$5,192)	\$0	(\$8,932)	\$0
092002		Rent 24B Proctor St		(\$4,843)	(\$4,309)	(\$4,309)	\$0	(\$8,302)	\$0
092003		Rent 16A Forrest St		(\$6,318)	(\$5,820)	(\$5,820)	\$0	(\$10,832)	\$0
092004		Rent 16B Forrest St		(\$6,362)	(\$5,439)	(\$5,439)	\$0	(\$10,907)	\$0
092005		Rent 1 Rogers St		(\$5,261)	\$0	\$0	\$0	(\$9,020)	\$0
092006		Rent 6 Nix St		(\$5,835)	\$0	\$0	\$0	(\$10,003)	\$0
092007		Housing Reimbursements		(\$87)	(\$335)	(\$335)	\$0	(\$235)	\$0
092009		Other Housing: 7 Knapp St		(\$18,298)	(\$18,171)	(\$18,171)	\$0	(\$31,370)	\$0
Sub Total - HOUSING OTHER OP/INC				(\$52,215)	(\$39,267)	(\$39,267)	\$0	(\$89,601)	\$0
Total - HOUSING OTHER				\$21,408	\$18,322	(\$39,267)	\$57,589	(\$89,601)	\$114,262
Total - HOUSING				\$40,200	\$22,260	(\$39,267)	\$61,527	(\$89,601)	\$143,427

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

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

G/L	JOB	Desc IE Descr	Spare	YTD COMPARATIVES Period 7 31 JANUARY 2021		CURRENT YEAR ACTUALS 31 JANUARY 2021		ADOPTED BUDGET 2020-21	
				Budget	Actual	Income	Expenditure	Income	Expenditure
SANITATION - HOUSEHOLD REFUSE									
OPERATING EXPENDITURE									
101100		Refuse Collection Boyup Brook Townsite Expense		\$26,745	\$24,985	\$0	\$24,985	\$0	\$45,850
101101		Recycling Collection Boyup Brook Town Site		\$16,648	\$15,325	\$0	\$15,325	\$0	\$28,540
101106		Transfer Station Employee Costs		\$19,416	\$53,493	\$0	\$53,493	\$0	\$29,991
101102	B0400	Boyup Brook Transfer Station Costs		\$27,949	\$28,233	\$0	\$28,233	\$0	\$46,735
101103		Land Fill Disposal Site		\$10,491	\$27,439	\$0	\$27,439	\$0	\$17,490
101104		Townsite Street Bins Collection		\$6,232	\$5,185	\$0	\$5,185	\$0	\$10,910
101107		Drum Muster Expenses		\$1,600	\$1,521	\$0	\$1,521	\$0	\$1,600
101108		BB Transfer Station Superannuation		\$1,313	\$908	\$0	\$908	\$0	\$2,210
101119		Waste Bin Maintenance and Delivery		\$0	\$1,428	\$0	\$1,428	\$0	\$1,000
101150		Admin Allocated - Waste Management		\$15,515	\$0	\$0	\$0	\$0	\$26,607
101190		Depreciation - Waste Management		\$12,869	\$0	\$0	\$0	\$0	\$22,070
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP				\$138,776	\$158,518	\$0	\$158,518	\$0	\$233,003
OPERATING INCOME									
101001		Refuse Collection Charges - Rates		(\$188,700)	(\$188,697)	(\$188,697)	\$0	(\$188,700)	\$0
101002		Waste Disposal Charges		(\$4,371)	(\$3,306)	(\$3,306)	\$0	(\$4,371)	\$0
101003		Recycling Scheme Income		(\$681)	(\$763)	(\$763)	\$0	(\$1,362)	\$0
101004		Scrap Metal Income		(\$1,584)	(\$2,428)	(\$2,428)	\$0	(\$2,400)	\$0
101005		Waste Collection Rates		\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC				(\$195,336)	(\$195,194)	(\$195,194)	\$0	(\$196,833)	\$0
Total - SANITATION HOUSEHOLD REFUSE				(\$56,560)	(\$36,676)	(\$195,194)	\$158,518	(\$196,833)	\$233,003
SANITATION OTHER									
OPERATING EXPENDITURE									
Sub Total - SANITATION OTHER OP/EXP				\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME									
Sub Total - SANITATION OTHER OP/INC				\$0	\$0	\$0	\$0	\$0	\$0
Total - SANITATION OTHER				\$0	\$0	\$0	\$0	\$0	\$0
EFFLUENT DRAINAGE SYSTEM									
OPERATING EXPENDITURE									
103100		Septic Tank Inspection Expenses		\$200	\$0	\$0	\$0	\$0	\$200
101		Liquid Waste Disposal Site (Stanton Road)		\$1,915	\$1,891	\$0	\$1,891	\$0	\$1,915
Sub Total - SEWERAGE OP/EXP				\$2,115	\$1,891	\$0	\$1,891	\$0	\$2,115
OPERATING INCOME									
103002		Septic Licence Fees		(\$1,624)	(\$2,124)	(\$2,124)	\$0	(\$1,888)	\$0
Sub Total - SEWERAGE OP/INC				(\$1,624)	(\$2,124)	(\$2,124)	\$0	(\$1,888)	\$0
Total - SEWERAGE				\$491	(\$233)	(\$2,124)	\$1,891	(\$1,888)	\$2,115
TOWN PLANNING & REGIONAL DEVELOPMENT									
OPERATING EXPENDITURE									
105100		Town Planning Admin & Control		\$13,355	\$12,753	\$0	\$12,753	\$0	\$27,711
105101		Admin Allocation - Town Planning		\$15,520	\$0	\$0	\$0	\$0	\$26,607
Sub Total - TOWN PLAN & REG DEV OP/EXP				\$28,875	\$12,753	\$0	\$12,753	\$0	\$54,318
OPERATING INCOME									
105001		Planning Application Fees		(\$3,067)	(\$3,094)	(\$3,094)	\$0	(\$5,440)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC				(\$3,067)	(\$3,094)	(\$3,094)	\$0	(\$5,440)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT				\$25,808	\$9,659	(\$3,094)	\$12,753	(\$5,440)	\$54,318



**Shire of Boyup Brook  
MONTHLY FINANCIAL REPORT**

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

G/L	JOB	Desc IE Descr	Spare	Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER COMMUNITY AMENITIES									
OPERATING EXPENDITURE									
106101		Cemetery - Operation		\$10,041	\$13,136	\$0	\$13,136	\$0	\$19,071
106101	B0420	Cemetery - Operation			\$0	\$0	\$0	\$0	\$0
106101	B0421	Niche Wall Plaques Operations		\$50	\$0	\$0	\$0	\$0	\$50
106101	G314	Cemetery Grounds		\$2,653	\$0	\$0	\$0	\$0	\$6,485
106102		Public Toilets - Operation			\$8,990	\$0	\$8,990	\$0	\$3,800
106102	B0450	Toilets - Lions Park Costs		\$2,217	\$0	\$0	\$0	\$0	\$0
106102	B0451	Toilets - Tourist Centre Costs		\$2,110	\$0	\$0	\$0	\$0	\$3,067
106102	B0452	Toilets - Town Hall (External) Costs		\$4,316	\$0	\$0	\$0	\$0	\$7,470
106103		Street Furniture		\$0	\$0	\$0	\$0	\$0	\$430
106150		Admin Allocation - Other Community Amenities		\$7,799	\$0	\$0	\$0	\$0	\$13,371
106151		Admin Allocation - Cemetery		\$867	\$0	\$0	\$0	\$0	\$1,486
106191		Depreciation - Public Toilets		\$589	\$0	\$0	\$0	\$0	\$1,010
106192		Depreciation - Other Community Services		\$1,770	\$0	\$0	\$0	\$0	\$3,035
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP				\$32,413	\$22,126	\$0	\$22,126	\$0	\$59,275
OPERATING INCOME									
106001		Cemetery Burial Fees		(\$900)	(\$8,874)	(\$8,874)	\$0	(\$900)	\$0
106002		License/Other Fees BB Cemetery		(\$230)	(\$405)	(\$405)	\$0	(\$1,000)	\$0
106004		Niche Wall Fees		(\$1,705)	\$0	\$0	\$0	(\$1,705)	\$0
Sub Total - OTHER COMMUNITY AMENITIES OP/INC				(\$2,835)	(\$9,278)	(\$9,278)	\$0	(\$3,605)	\$0
Total - OTHER COMMUNITY AMENITIES				\$29,578	\$12,848	(\$9,278)	\$22,126	(\$3,605)	\$59,275
Total - COMMUNITY AMENITIES				(\$683)	(\$14,403)	(\$209,691)	\$195,288	(\$207,766)	\$348,711



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

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

G/L	JOB	Desc IE Descr	Spare	Budget	Actual	Income	Expenditure	Income	Expenditure
				31 JANUARY 2021		31 JANUARY 2021		2020-21	
PUBLIC HALL & CIVIC CENTRES									
OPERATING EXPENDITURE									
111100		Boyup Brook Hall - Operation		\$18,991	\$14,586	\$0	\$14,586	\$0	\$34,494
111102		Halls - Other Public Halls		\$5,482	\$4,171	\$0	\$4,171	\$0	\$8,639
111150		Admin Allocation - Public Halls		\$15,520	\$0	\$0	\$0	\$0	\$26,607
111190		Depreciation - Public Halls		\$29,973	\$0	\$0	\$0	\$0	\$51,384
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP				\$69,966	\$18,757	\$0	\$18,757	\$0	\$121,124
OPERATING INCOME									
111001		Hall Hire Fees		(\$1,739)	(\$2,488)	(\$2,488)	\$0	(\$2,400)	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC				(\$1,739)	(\$2,488)	(\$2,488)	\$0	(\$2,400)	\$0
Total - PUBLIC HALL & CIVIC CENTRES				\$68,228	\$16,269	(\$2,488)	\$18,757	(\$2,400)	\$121,124
OTHER RECREATION & SPORT									
OPERATING EXPENDITURE									
113100		Recreation Complex		\$76,703	\$52,095	\$0	\$52,095	\$0	\$116,766
113109		Walk Trails		\$2,228	\$2,112	\$0	\$2,112	\$0	\$4,457
113110		Townsite Gardens		\$46,910	\$51,087	\$0	\$51,087	\$0	\$70,466
113112		Reserves and Parks Operations		\$33,298	\$29,081	\$0	\$29,081	\$0	\$58,362
113119		Other Recreation Facilities		\$11,976	\$5,554	\$0	\$5,554	\$0	\$21,385
113120		War Memorial		\$4,757	\$2,787	\$0	\$2,787	\$0	\$8,580
113121		Kidsport Program by Sports/Rec		\$7,721	\$0	\$0	\$0	\$0	\$13,236
113150		Admin Allocation - Other Recreation		\$18,592	\$0	\$0	\$0	\$0	\$31,874
113124		Support for UBAS		\$3,780	\$0	\$0	\$0	\$0	\$30,780
113122		Support for ANZAC Day		\$0	\$0	\$0	\$0	\$0	\$6,115
113125		Support for Others		\$9,991	\$8,955	\$0	\$8,955	\$0	\$17,125
113140		Sundry Plant Items		\$0	\$0	\$0	\$0	\$0	\$0
113190		Depreciation - Other Recreation		\$128,573	\$0	\$0	\$0	\$0	\$220,420
113191		Depreciation - Parks & Gardens		\$29,183	\$0	\$0	\$0	\$0	\$50,030
113192		Depreciation: Plant & Equipment		\$9,619	\$0	\$0	\$0	\$0	\$16,490
Sub Total - OTHER RECREATION & SPORT OP/EXP				\$383,331	\$151,672	\$0	\$151,672	\$0	\$666,085
OPERATING INCOME									
113003		Rec Ground Use Hire Fees		(\$3,586)	(\$3,469)	(\$3,469)	\$0	(\$3,586)	\$0
113002		Reimbursements - Other Rec		(\$125)	(\$136)	(\$136)	\$0	(\$500)	\$0
113022		Capital Grants & Contributions		\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC				(\$3,711)	(\$3,605)	(\$3,605)	\$0	(\$4,086)	\$0
Total - OTHER RECREATION & SPORT				\$379,620	\$148,067	(\$3,605)	\$151,672	(\$4,086)	\$666,085

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

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

G/L	JOB	Desc IE Descr	Spare	Budget	Actual	Income	Expenditure	Income	Expenditure
SWIMMING POOL									
OPERATING EXPENDITURE									
112100		Swimming Pool General Operations		\$49,856	\$43,619	\$0	\$43,619	\$0	\$78,950
112101		Swimming Pool Building Costs		\$28,239	\$37,207	\$0	\$37,207	\$0	\$41,428
112102		Swimming Pool Employee Costs		\$40,227	\$49,722	\$0	\$49,722	\$0	\$70,168
112103		Interest on Loan 114 - upgrade pool bowl		\$2,522	\$2,522	\$0	\$2,522	\$0	\$4,866
112104		Swimming Pool Employee Superannuation		\$2,729	\$3,865	\$0	\$3,865	\$0	\$4,755
112106		Pool Staff - Fringe Benefits Tax		\$4,853	\$1,559	\$0	\$1,559	\$0	\$9,705
112150		Admin Allocation - Swimming Pool		\$17,168	\$0	\$0	\$0	\$0	\$29,443
112190		Depreciation - Swimming Pool		\$10,344	\$0	\$0	\$0	\$0	\$17,740
Sub Total - SWIMMING POOL OP/EXP				\$155,938	\$138,493	\$0	\$138,493	\$0	\$257,055
OPERATING INCOME									
112001		Swimming Lesson Fees		\$0	\$28	\$28	\$0	\$0	\$0
112003		Pool Daily Admission Fees		(\$8,260)	(\$6,280)	(\$6,280)	\$0	(\$11,180)	\$0
112004		Season Tickets Fees		(\$12,564)	(\$16,910)	(\$16,910)	\$0	(\$13,960)	\$0
112005		Pool Hire Fees		(\$185)	(\$106)	(\$106)	\$0	(\$250)	\$0
112006		Gym Equipment Hire Fees		(\$35)	\$0	\$0	\$0	(\$35)	\$0
112008		Vacation Swimming Passes		(\$480)	(\$1,124)	(\$1,124)	\$0	(\$480)	\$0
112009		Grants and Contributions		\$0	\$1,500	\$1,500	\$0		
Sub Total - SWIMMING POOL OP/INC				(\$21,523)	(\$23,968)	(\$23,968)	\$0	(\$25,905)	\$0
Total - SWIMMING POOL				\$134,414	\$114,525	(\$23,968)	\$138,493	(\$25,905)	\$257,055
TELEVISION & RADIO REBROADCASTING									
OPERATING EXPENDITURE									
114005		Banks Rd Telecommunications Tower		\$3,107	\$1,007	\$0	\$1,007	\$0	\$4,649
Sub Total - TV & RADIO REBROADCASTING OP/EXP				\$3,107	\$1,007	\$0	\$1,007	\$0	\$4,649
OPERATING INCOME									
114010		Radio & Mobile Tower Site Fees or Charges		(\$9,050)	(\$9,278)	(\$9,278)	\$0	(\$9,050)	\$0
Sub Total - TV & RADIO REBROADCASTING OP/INC				(\$9,050)	(\$9,278)	(\$9,278)	\$0	(\$9,050)	\$0
Total - TV & RADIO REBROADCASTING				(\$5,943)	(\$8,271)	(\$9,278)	\$1,007	(\$9,050)	\$4,649
LIBRARIES									
OPERATING EXPENDITURE									
115100		Library Operations		\$2,303	\$2,410	\$0	\$2,410	\$0	\$3,040
115150		Admin Allocation - Libraries		\$42,700	\$0	\$0	\$0	\$0	\$73,203
Sub Total - LIBRARIES OP/EXP				\$45,003	\$2,410	\$0	\$2,410	\$0	\$76,243
OPERATING INCOME									
Sub Total - LIBRARIES OP/INC				\$0	\$0	\$0	\$0	\$0	\$0
Total - LIBRARIES				\$45,003	\$2,410	\$0	\$2,410	\$0	\$76,243



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

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

G/L	JOB	Desc IE Descr	Spare	31 JANUARY 2021		31 JANUARY 2021		2020-21	
				Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER CULTURE									
OPERATING EXPENDITURE									
116100		Museum		\$4,015	\$2,504	\$0	\$2,504	\$0	\$5,478
116101		Craft Hut		\$1,504	\$781	\$0	\$781	\$0	\$1,804
116102		Support for Sandakan (Ceremony)		\$9,260	\$3,628	\$0	\$3,628	\$0	\$9,260
116150		Admin Allocated - Other Culture		\$7,799	\$0	\$0	\$0	\$0	\$13,371
116190		Depreciation - Other Culture		\$6,938	\$0	\$0	\$0	\$0	\$11,895
Sub Total - OTHER CULTURE OP/EXP				\$29,517	\$6,913	\$0	\$6,913	\$0	\$41,808
OPERATING INCOME									
116001		Reimbursements - Other Culture		\$0	\$0	\$0	\$0	\$0	\$0
116005		Non-Operating Grants & Contributions		\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER CULTURE OP/INC				\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER CULTURE				\$29,517	\$6,913	\$0	\$6,913	\$0	\$41,808
Total - RECREATION AND CULTURE				\$650,838	\$279,913	(\$39,339)	\$319,253	(\$41,441)	\$1,166,964



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

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

G/L	JOB	Desc IE Descr	Spare	Budget	Actual	Income	Expenditure	Income	Expenditure
STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION									
OPERATING EXPENDITURE									
Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP				\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME									
121001		RRG Project Grants		(\$685,016)	(\$480,715)	(\$480,715)	\$0	(\$685,016)	\$0
121002		Grants Direct - State - MRD - (OP)		(\$160,040)	(\$164,030)	(\$164,030)	\$0	(\$160,040)	\$0
121003		Grants - Federal - Roads to Recovery Grant (Cap)		(\$342,564)	(\$17,840)	(\$17,840)	\$0	(\$502,284)	\$0
121004		Capital Grants Other & Road Contributions		\$0	(\$228,765)	(\$228,765)	\$0	(\$493,531)	\$0
121007		Special Bridge Funding		(\$184,290)	(\$186,754)	(\$186,754)	\$0	(\$949,290)	\$0
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC				(\$1,371,910)	(\$1,078,104)	(\$1,078,104)	\$0	(\$2,790,161)	\$0
Total - ST,RDS,BRIDGES,DEPOT - CONST				(\$1,371,910)	(\$1,078,104)	(\$1,078,104)	\$0	(\$2,790,161)	\$0
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE									
OPERATING EXPENDITURE									
122100		Depot Building Building Costs		\$30,664	\$15,868	\$0	\$15,868	\$0	\$58,560
122101		Depot General Operations		\$16,065	\$18,012	\$0	\$18,012	\$0	\$30,452
122103		Road Maintenance & Repairs		\$108,208	\$38,877	\$0	\$38,877	\$0	\$150,385
122107		Maintenance Grading		\$65,083	\$115,766	\$0	\$115,766	\$0	\$266,733
122105		Repairs & Maint - Bridges		\$24,965	\$63,724	\$0	\$63,724	\$0	\$229,244
122106		Shire Radio Network Costs		\$0	\$0	\$0	\$0	\$0	\$800
122108		Drains & Culverts		\$25,814	\$12,047	\$0	\$12,047	\$0	\$120,179
122109		Verge Pruning		\$103,890	\$257	\$0	\$257	\$0	\$109,785
122110		Verge Spraying		\$6,958	\$4,931	\$0	\$4,931	\$0	\$43,680
122111		Crossovers Maintenance		\$0	\$183	\$0	\$183	\$0	\$750
122112		Town Services Drainage		\$4,428	\$1,410	\$0	\$1,410	\$0	\$13,515
122113		Town Services - Footpaths		\$3,615	\$285	\$0	\$285	\$0	\$16,494
122114		Town Services Road Repairs		\$12,122	\$4,118	\$0	\$4,118	\$0	\$18,867
122115		Town Services - Tree Pruning		\$11,454	\$16,461	\$0	\$16,461	\$0	\$14,858
122116		Street Lighting		\$14,178	\$14,240	\$0	\$14,240	\$0	\$28,350
122117		Traffic Signs		\$306	\$13,708	\$0	\$13,708	\$0	\$5,425
122119		Road Building and Other Stock		\$245	\$2,265	\$0	\$2,265	\$0	\$245
122120		Roman Road Data Pickup		\$21,529	\$7,780	\$0	\$7,780	\$0	\$24,800
122121		Town Services - Verge Spraying		\$9,748	\$13,684	\$0	\$13,684	\$0	\$21,059
122122		Road Sweeping		\$4,563	\$1,560	\$0	\$1,560	\$0	\$9,125
122123		Emergency Services		\$22,768	\$25,531	\$0	\$25,531	\$0	\$44,827
122131		Rural Street Addressing		\$2,571	\$1,429	\$0	\$1,429	\$0	\$5,561
122150		Admin Allocated - Road Maintenance		\$194,121	\$0	\$0	\$0	\$0	\$332,792
122190		Depreciation - Transport Other		\$12,468	\$0	\$0	\$0	\$0	\$21,375
122191		Depreciation - Infrastructure		\$15,134	\$0	\$0	\$0	\$0	\$25,945
122192		Depreciation Roads		\$961,012	\$0	\$0	\$0	\$0	\$1,647,515
122193		Depreciation - Bridges		\$376,556	\$0	\$0	\$0	\$0	\$645,550
122194		Depreciation - Footpaths		\$10,065	\$0	\$0	\$0	\$0	\$17,255
122195		Depreciation - Drainage		\$158,532	\$0	\$0	\$0	\$0	\$271,780
123119		Minor Assets and Sundry Items		\$5,000	\$2,308	\$0	\$2,308	\$0	\$10,000
123140		Loss on Sale of Asset		\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP				\$2,222,060	\$452,748	\$0	\$452,748	\$0	\$4,185,906
OPERATING INCOME									
122002		Profit on Disposal of Assets		\$0	\$0	\$0	\$0	\$0	\$0
122003		Sale of Old Materials and Minor Items		\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC				\$0	\$0	\$0	\$0	\$0	\$0
Total - MTCE STREETS ROADS DEPOTS				\$2,222,060	\$452,748	\$0	\$452,748	\$0	\$4,185,906

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

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

Shire of Boyup Brook MONTHLY FINANCIAL REPORT				YTD COMPARATIVES Period 7 31 JANUARY 2021		CURRENT YEAR ACTUALS 31 JANUARY 2021		ADOPTED BUDGET 2020-21	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme				Budget	Actual	Income	Expenditure	Income	Expenditure
G/L	JOB	Desc IE Descr	Spare						
TRAFFIC CONTROL									
OPERATING EXPENDITURE									
125150		Administration Allocated - Traffic Control		\$58,220	\$0	\$0	\$0	\$0	\$99,810
Sub Total - TRAFFIC CONTROL OP/EXP				\$58,220	\$0	\$0	\$0	\$0	\$99,810
OPERATING INCOME									
125001		Licensing Service		(\$14,936)	(\$13,335)	(\$13,335)	\$0	(\$28,800)	\$0
125002		Motor Vehicle Plates		(\$346)	(\$586)	(\$586)	\$0	(\$750)	\$0
125005		Sundry Receipts - Heavy Haulage Permits etc		(\$1,640)	\$0	\$0	\$0	(\$2,300)	\$0
Sub Total - TRAFFIC CONTROL OP/INC				(\$16,922)	(\$13,922)	(\$13,922)	\$0	(\$31,850)	\$0
Total - TRAFFIC CONTROL				\$41,298	(\$13,922)	(\$13,922)	\$0	(\$31,850)	\$99,810
AERODROMES									
OPERATING EXPENDITURE									
100		Airstrip		\$1,016	\$4,331	\$0	\$4,331	\$0	\$3,559
13190		Depreciation - Airport		\$13,259	\$0	\$0	\$0	\$0	\$22,730
Sub Total - AERODROMES OP/EXP				\$14,275	\$4,331	\$0	\$4,331	\$0	\$26,289
OPERATING INCOME									
Sub Total - AERODROMES OP/INC				\$0	\$0	\$0	\$0	\$0	\$0
Total - AERODROMES				\$14,275	\$4,331	\$0	\$4,331	\$0	\$26,289
Total - TRANSPORT				\$905,724	(\$634,946)	(\$1,092,025)	\$457,079	(\$2,822,011)	\$4,312,005



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

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

Shire of Boyup Brook									
MONTHLY FINANCIAL REPORT									
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme				YTD COMPARATIVES Period 7 31 JANUARY 2021		CURRENT YEAR ACTUALS 31 JANUARY 2021		ADOPTED BUDGET 2020-21	
G/L	JOB	Desc IE Descr	Spare	Budget	Actual	Income	Expenditure	Income	Expenditure
RURAL SERVICES									
OPERATING EXPENDITURE									
131001		Rural Services Expenses		\$23,268	\$0	\$0	\$0	\$0	\$29,085
131005		Employee Wages, Superannuation & Employee Costs		\$3,972	\$0	\$0	\$0	\$0	\$13,270
131009		Admin Allocation - Biosecurity		\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - RURAL SERVICES OP/EXP				\$27,240	\$0	\$0	\$0	\$0	\$42,355
OPERATING INCOME									
						\$0	\$0	\$0	\$0
Sub Total - RURAL SERVICES OP/INC				\$0	\$0	\$0	\$0	\$0	\$0
Total - RURAL SERVICES				\$27,240	\$0	\$0	\$0	\$0	\$42,355
TOURISM AND AREA PROMOTION									
OPERATING EXPENDITURE									
132110		Tourist Bay		\$932	\$177	\$0	\$177	\$0	\$2,330
132103		Community Development Officer		\$21,028	\$17,137	\$0	\$17,137	\$0	\$41,500
132104		Tourist Centre		\$12,809	\$9,059	\$0	\$9,059	\$0	\$22,431
132106		Promotion Activities		\$9,066	\$6,464	\$0	\$6,464	\$0	\$17,450
132107	OPSFML	Flax Mill Complex General Operations		\$22,858	\$17,419	\$0	\$17,419	\$0	\$39,695
132108	B0665	Caravan Park/Flax Mill Complex Building Operation		\$31,913	\$26,062	\$0	\$26,062	\$0	\$80,452
132111		Carnaby Beetle Collection		\$48	\$89	\$0	\$89	\$0	\$48
132113		Community Development Officer - Superannuation		\$1,176	\$1,011	\$0	\$1,011	\$0	\$2,320
132114		Community Development Expenses		\$150	\$0	\$0	\$0	\$0	\$150
132115		Community Development - Fringe Benefit Tax		\$5,715	\$980	\$0	\$980	\$0	\$11,430
132116		CDO Vehicle Op Costs GEN		\$2,623	\$0	\$0	\$0	\$0	\$3,650
132150		Admin Allocated Tourism		\$27,180	\$0	\$0	\$0	\$0	\$46,596
132151		Admin Allocated Caravan Pk		\$7,799	\$0	\$0	\$0	\$0	\$13,371
132190		Depreciation - Tourism/Area Promotion		\$2,502	\$0	\$0	\$0	\$0	\$4,290
132191		Depreciation - Caravan Pk/Flax		\$26,322	\$0	\$0	\$0	\$0	\$45,125
Sub Total - TOURISM & AREA PROMOTION OP/EXP				\$172,122	\$78,398	\$0	\$78,398	\$0	\$330,838
OPERATING INCOME									
132002		Caravan Park & Complex Fees & Charges		(\$16,418)	(\$19,501)	(\$19,501)	\$0	(\$43,400)	\$0
132003		Flax Mill Sheds Storage Charges		(\$5,253)	(\$10,744)	(\$10,744)	\$0	(\$10,040)	\$0
132004		SWDC Grant - promotions		\$0	\$0	\$0	\$0	\$0	\$0
132007		Other Income		(\$2,588)	(\$3,353)	(\$3,353)	\$0	(\$6,910)	\$0
Sub Total - TOURISM & AREA PROMOTION OP/INC				(\$24,260)	(\$33,599)	(\$33,599)	\$0	(\$60,350)	\$0
Total - TOURISM & AREA PROMOTION				\$147,863	\$44,799	(\$33,599)	\$78,398	(\$60,350)	\$330,838
BUILDING CONTROL									
OPERATING EXPENDITURE									
133100		Building Control		\$23,907	\$8,337	\$0	\$8,337	\$0	\$40,985
133101		Building Control - Other Costs		\$0	\$0	\$0	\$0	\$0	\$250
133102		Building Control Superannuation		\$1,311	\$586	\$0	\$586	\$0	\$2,248
133103		Building Control - BMO		\$4,173	\$2,712	\$0	\$2,712	\$0	\$7,280
133150		Admin Allocated - Building Control Expenses		\$7,799	\$0	\$0	\$0	\$0	\$13,371
Sub Total - BUILDING CONTROL OP/EXP				\$37,191	\$11,635	\$0	\$11,635	\$0	\$64,134
BUILDING CONTROL OP/INC									
133001		Building Licences (UFEE)		(\$5,444)	(\$9,585)	(\$9,585)	\$0	(\$8,500)	\$0
133002		BCITF Levy - Commission		(\$77)	(\$83)	(\$83)	\$0	(\$120)	\$0
133003		Builders Services Levy - Commission		(\$125)	(\$150)	(\$150)	\$0	(\$195)	\$0
Sub Total - BUILDING CONTROL OP/INC				(\$5,646)	(\$9,818)	(\$9,818)	\$0	(\$8,815)	\$0
Total - BUILDING CONTROL				\$31,545	\$1,818	(\$9,818)	\$11,635	(\$8,815)	\$64,134



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

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

G/L	JOB	Desc IE Descr	Spare	31 JANUARY 2021		31 JANUARY 2021		2020-21	
				Budget	Actual	Income	Expenditure	Income	Expenditure
SALEYARDS & MARKETS									
OPERATING EXPENDITURE									
134100		Saleyards		\$23,913	\$8,297	\$0	\$8,297	\$0	\$35,520
134190		Depreciation - Saleyards & Markets		\$0	\$0	\$0	\$0	\$0	\$113,345
Sub Total - SALEYARDS & MARKETS OP/EXP				\$23,913	\$8,297	\$0	\$8,297	\$0	\$148,865
OPERATING INCOME									
134001		Reimbursements - Saleyards		(\$4,995)	(\$5,114)	(\$5,114)	\$0	(\$8,325)	\$0
Sub Total - SALEYARDS & MARKETING OP/INC				(\$4,995)	(\$5,114)	(\$5,114)	\$0	(\$8,325)	\$0
Total - SALEYARDS & MARKETS				\$18,918	\$3,183	(\$5,114)	\$8,297	(\$8,325)	\$148,865
OTHER ECONOMIC SERVICES									
OPERATING EXPENDITURE									
135100		Standpipes		\$18,218	\$14,323	\$0	\$14,323	\$0	\$36,975
102		Economic Development Projects		\$4,500	\$0	\$0	\$0	\$0	\$7,500
105		Abel Street Shop		\$7,756	\$5,575	\$0	\$5,575	\$0	\$9,970
135150		Admin Allocated - Other Economic Development		\$7,799	\$0	\$0	\$0	\$0	\$13,371
135190		Depreciation - Develop/Facilities		\$2,254	\$0	\$0	\$0	\$0	\$3,865
Sub Total - OTHER ECONOMIC SERVICES OP/EXP				\$40,528	\$19,898	\$0	\$19,898	\$0	\$71,681
OPERATING INCOME									
135001		Standpipe Water		(\$11,655)	(\$2,508)	(\$2,508)	\$0	(\$21,500)	\$0
135005		Abel Street Shop Rental		(\$6,731)	(\$10,418)	(\$10,418)	\$0	(\$11,540)	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC				(\$18,387)	(\$12,926)	(\$12,926)	\$0	(\$33,040)	\$0
Total - OTHER ECONOMIC SERVICES				\$22,142	\$6,972	(\$12,926)	\$19,898	(\$33,040)	\$71,681
Total - ECONOMIC SERVICES				\$247,707	\$56,772	(\$61,456)	\$118,228	(\$110,530)	\$657,873

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

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

G/L	JOB	Desc IE Descr	Spare	Budget	Actual	Income	Expenditure	Income	Expenditure
PRIVATE WORKS									
OPERATING EXPENDITURE									
141100		Private Works - Costs		\$17,295	\$7,446	\$0	\$7,446	\$0	\$23,305
Sub Total - PRIVATE WORKS OP/EXP				\$17,295	\$7,446	\$0	\$7,446	\$0	\$23,305
OPERATING INCOME									
141001		Private Works - Recoup Charges		(\$16,672)	(\$8,979)	(\$8,979)	\$0	(\$23,305)	\$0
Sub Total - PRIVATE WORKS OP/INC				(\$16,672)	(\$8,979)	(\$8,979)	\$0	(\$23,305)	\$0
Total - PRIVATE WORKS				\$622	(\$1,533)	(\$8,979)	\$7,446	(\$23,305)	\$23,305
PUBLIC WORKS OVERHEADS									
OPERATING EXPENDITURE									
143100		Supervision		\$89,461	\$221,877	\$0	\$221,877	\$0	\$224,325
143101		Consultant Engineer		\$2,500	\$0	\$0	\$0	\$0	\$5,000
143102		Works Manager Vehicle Op Costs		\$1,771	\$0	\$0	\$0	\$0	\$6,800
143103		FBT Works Staff		\$1,800	(\$6,914)	\$0	(\$6,914)	\$0	\$3,600
143104		Insurance on Works		\$16,128	\$17,332	\$0	\$17,332	\$0	\$16,128
143105		Superannuation of Workmen		\$55,349	\$66,234	\$0	\$66,234	\$0	\$103,437
143106		PWOH Leave - Depot		\$67,525	\$142,508	\$0	\$142,508	\$0	\$136,194
143107		Protective Clothing		\$528	\$115	\$0	\$115	\$0	\$5,280
143108		Uniforms		\$1,211	\$740	\$0	\$740	\$0	\$1,615
143109		Training & Meeting Expenses		\$10,431	\$18,307	\$0	\$18,307	\$0	\$21,021
143110		Occupational Health & Safety		\$11,073	\$23,129	\$0	\$23,129	\$0	\$29,125
143111		Other Expenses		\$574	\$152	\$0	\$152	\$0	\$7,459
143113		Waste Oil Disposal Costs		\$0	\$90	\$0	\$90	\$0	\$0
143115		Provision for Leave Accruals		\$0	\$0	\$0	\$0	\$0	\$5,190
143116		Conferences and Training Courses (MOW)		\$2,500	\$1,033	\$0	\$1,033	\$0	\$5,000
143150		Admin Allocated - Works Overhead		\$15,520	\$0	\$0	\$0	\$0	\$26,607
143180		LESS PWOH ALLOCATED - PROJECTS		(\$276,371)	(\$388,154)	\$0	(\$388,154)	\$0	(\$596,781)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP				\$0	\$96,450	\$0	\$96,450	\$0	\$0
OPERATING INCOME									
143001		Workers Compensation Reimbursements		\$0	(\$2,477)	(\$2,477)	\$0	(\$560)	\$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC				\$0	(\$2,477)	(\$2,477)	\$0	(\$560)	\$0
Total - PUBLIC WORKS OVERHEADS				\$0	\$93,973	(\$2,477)	\$96,450	(\$560)	\$0
PLANT OPERATIONS COSTS									
OPERATING EXPENDITURE									
144100		Repair Wages		\$56,081	\$29,881	\$0	\$29,881	\$0	\$88,400
144101		Fuel & Oil		\$100,147	\$90,202	\$0	\$90,202	\$0	\$178,610
144102		Tyres & Tubes		\$4,479	\$4,232	\$0	\$4,232	\$0	\$16,215
144103		Parts and Repairs		\$29,963	\$61,872	\$0	\$61,872	\$0	\$137,510
144104		Licenses		\$425	(\$420)	\$0	(\$420)	\$0	\$8,500
144105		Insurance		\$25,734	\$22,947	\$0	\$22,947	\$0	\$25,734
144106		Blades & Points		\$7,000	\$2,029	\$0	\$2,029	\$0	\$14,000
144107		Expendable Tools		\$2,917	\$5,152	\$0	\$5,152	\$0	\$5,000
144108		Freight Costs		\$1,225	\$0	\$0	\$0	\$0	\$2,100
144110		Superannuation - Mechanic		\$5,328	\$3,380	\$0	\$3,380	\$0	\$8,398
144150		Admin Allocated POC		\$4,648	\$0	\$0	\$0	\$0	\$7,969
144190		Depreciation - Plant		\$134,788	\$0	\$0	\$0	\$0	\$231,075
144180		LESS PCO ALLOCATED - PROJECTS		(\$372,735)	(\$490,691)	\$0	(\$490,691)	\$0	(\$723,511)
Sub Total - PLANT OPERATIONS COSTS OP/EXP				\$0	(\$271,417)	\$0	(\$271,417)	\$0	\$0
OPERATING INCOME									
144001		Diesel Rebate		(\$16,986)	(\$17,570)	(\$17,570)	\$0	(\$33,305)	\$0
144002		Reimbursements - Operating		\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - PLANT OPERATIONS COSTS OP/INC				(\$16,986)	(\$17,570)	(\$17,570)	\$0	(\$33,305)	\$0
Total - PLANT OPERATIONS COSTS				(\$16,986)	(\$288,987)	(\$17,570)	(\$271,417)	(\$33,305)	\$0



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

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

G/L	JOB	Desc IE Descr	Spare	Budget	Actual	Income	Expenditure	Income	Expenditure
				31 JANUARY 2021		31 JANUARY 2021		2020-21	
MATERIALS AND STOCK									
OPERATING EXPENDITURE									
Sub Total - MATERIALS AND STOCK				\$0	\$0	\$0	\$0	\$0	\$0
Total - MATERIALS AND STOCK				\$0	\$0	\$0	\$0	\$0	\$0
SALARIES AND WAGES									
OPERATING EXPENDITURE									
145100		Gross Total Salaries and Wages		\$1,675,724	\$1,951,154	\$0	\$1,951,154	\$0	\$2,872,784
145130		LESS SALS/WAGES ALLOCATED		(\$1,675,724)	(\$1,950,146)	\$0	(\$1,950,146)	\$0	(\$2,872,784)
145101		Workers Compensation Expenses		\$0	\$2,562	\$0	\$2,562	\$0	\$800
Sub Total - SALARIES AND WAGES OP/EXP				\$0	\$3,570	\$0	\$3,570	\$0	\$800
OPERATING INCOME									
145001		Reimbursements - Administration		\$0	\$0	\$0	\$0	(\$800)	\$0
Sub Total - SALARIES AND WAGES OP/INC				\$0	\$0	\$0	\$0	(\$800)	\$0
Total - SALARIES AND WAGES				\$0	\$3,570	\$0	\$3,570	(\$800)	\$800
ADMINISTRATION									
OPERATING EXPENDITURE									
Administration activity units									
146100		Advertising		\$3,188	\$6,127	\$0	\$6,127	\$0	\$7,395
146101		Audit Fees		\$24,100	\$60	\$0	\$60	\$0	\$24,100
146102		Bank Fees		\$7,779	\$7,425	\$0	\$7,425	\$0	\$9,950
146103		Administration Bldg Costs		\$31,518	\$29,778	\$0	\$29,778	\$0	\$62,051
146105		Administration Staff Employee Costs		\$364,794	\$347,756	\$0	\$347,756	\$0	\$753,165
146106		Consultants		\$87,601	\$121,936	\$0	\$121,936	\$0	\$176,989
146108		Insurance		\$9,743	(\$7,887)	\$0	(\$7,887)	\$0	\$9,743
146109		Legal Expenses		\$6,832	\$1,022	\$0	\$1,022	\$0	\$14,000
146110		IT System Operation & maintenance		\$63,356	\$52,332	\$0	\$52,332	\$0	\$78,050
146111		Office Equipment Maintenance		\$2,500	\$0	\$0	\$0	\$0	\$5,000
146112		Administration - Postage & Freight		\$2,702	\$3,504	\$0	\$3,504	\$0	\$5,300
146113		Printing and Stationery		\$8,698	\$5,779	\$0	\$5,779	\$0	\$12,500
146114		Administration Vehicle Costs		\$2,845	\$29	\$0	\$29	\$0	\$2,965
146115		Administration - Fringe Benefits Tax		\$1,750	(\$8,540)	\$0	(\$8,540)	\$0	\$3,500
146117		Employers Indemnity Insurance		\$31,033	\$31,032	\$0	\$31,032	\$0	\$31,033
146118		Subscriptions		\$23,440	\$25,722	\$0	\$25,722	\$0	\$23,440
146120		Uniform Allowance		\$990	\$0	\$0	\$0	\$0	\$3,000
146121		Telephones		\$9,129	\$8,092	\$0	\$8,092	\$0	\$15,650
146122		Minor Furn & Equip Under \$2000		\$1,500	\$1,760	\$0	\$1,760	\$0	\$2,500
146123		Conferences/Training/Professional Development		\$6,687	\$500	\$0	\$500	\$0	\$13,385
146124		Superannuation		\$44,475	\$32,484	\$0	\$32,484	\$0	\$73,708
146125		Admin Provision for Leave Accruals		\$0	\$0	\$0	\$0	\$0	\$0
146126		Employee (Packaging) Costs		\$0	\$0	\$0	\$0	\$0	\$725
146128		Administration - OSH		\$226	\$37	\$0	\$37	\$0	\$452
146190		Depreciation - Administration		\$12,839	\$0	\$0	\$0	\$0	\$22,010
146015		Loss on Sale of Asset		\$0	\$0	\$0	\$0	\$0	\$0
146150		Less Administration Costs Alloc		(\$747,725)	\$0	\$0	\$0	\$0	(\$1,350,611)
Sub Total - ADMINISTRATION OP/EXP				\$0	\$658,946	\$0	\$658,946	\$0	\$0
OPERATING INCOME - ADMINISTRATION									
146001		Reimbursements - Administration		(\$27,031)	(\$4,398)	(\$4,398)	\$0	(\$27,789)	\$0
Sub Total - ADMINISTRATION OP/INC				(\$27,031)	(\$4,399)	(\$4,399)	\$0	(\$27,789)	\$0
Total - ADMINISTRATION				(\$27,031)	\$654,548	(\$4,399)	\$658,946	(\$27,789)	\$0



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

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

G/L	JOB	Desc IE Descr	Spare	Budget	Actual	Income	Expenditure	Income	Expenditure
UNCLASSIFIED									
OPERATING EXPENDITURE									
147010		Local (District) Planning Strategy		\$0	\$0	\$0	\$0	\$0	\$5,000
147011		Purchase of Land - Consultants		\$0	\$0	\$0	\$0	\$0	\$7,500
149001		Rylington Park Operational Expenses		\$274,438	\$273,509	\$0	\$273,509	\$0	\$496,400
Sub Total - UNCLASSIFIED OP/EXP				\$274,438	\$273,509	\$0	\$273,509	\$0	\$508,900
OPERATING INCOME									
149101		Rylinton Park Income		(\$200,550)	(\$386,540)	(\$386,540)	\$0	(\$425,250)	\$0
Sub Total - UNCLASSIFIED OP/INC				(\$200,550)	(\$386,540)	(\$386,540)	\$0	(\$425,250)	\$0
Total - UNCLASSIFIED				\$73,888	(\$113,031)	(\$386,540)	\$273,509	(\$425,250)	\$508,900
Total - OTHER PROPERTY AND SERVICES				\$30,494	\$348,540	(\$419,965)	\$768,504	(\$511,009)	\$533,005

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

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

G/L	JOB	Desc IE Descr	Spare	YTD JANUARY 2021		YTD JANUARY 2021		2020-21	
				Budget	Actual	Income	Expenditure	Income	Expenditure
TRANSFERS TO/FROM RESERVES									
EXPENDITURE									
300101		Transfer to Reserves		\$0	\$0	\$0	\$0	\$0	\$19,000
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS				\$0	\$0	\$0	\$0	\$0	\$19,000
INCOME									
300102		Transfer from Reserves		\$0	\$0	\$0	\$0	\$0	\$0
Total - TRANSFER FROM OTHER COUNCIL FUNDS				\$0	\$0	\$0	\$0	\$0	\$0
Total - FUND TRANSFER				\$0	\$0	\$0	\$0	\$0	\$19,000
000000 (Surplus) / Deficit - Carried Forward				(\$1,135,201)	(\$1,014,513)	(\$1,014,513)	\$0	(\$1,135,201)	\$0
Sub Total - SURPLUS C/FWD				(\$1,135,201)	(\$1,014,513)	(\$1,014,513)	\$0	(\$1,135,201)	\$0
Total - SURPLUS				(\$1,135,201)	(\$1,014,513)	(\$1,014,513)	\$0	(\$1,135,201)	\$0
LONG TERM LOANS									
INCOME									
Sub Total - LONG TERM LOANS				\$0	\$0	\$0	\$0	\$0	\$0
Total - DEFERRED ASSETS				\$0	\$0	\$0	\$0	\$0	\$0
LIABILITY LOANS - PRINCIPAL REPAYMENTS									
CAPITAL EXPENDITURE									
146800		Principal Repayment on Loans		\$17,840	\$17,839	\$0	\$17,839	\$0	\$36,156
Sub Total - LOAN REPAYMENTS				\$17,840	\$17,839	\$0	\$17,839	\$0	\$36,156
CAPITAL INCOME									
Sub Total - LOANS RAISED				\$0	\$0	\$0	\$0	\$0	\$0
Total - NON CURRENT LIABILITIES				\$17,840	\$17,839	\$0	\$17,839	\$0	\$36,156
OPERATING ACTIVITIES EXCLUDED FROM BUDGET									
000000		Depreciation Written Back		(\$2,029,518)	\$0	\$0	\$0	\$0	(\$3,592,229)
000000		Book Value of Assets Sold Written Back		(\$18,667)	\$0	\$0	\$0	\$0	(\$127,714)
000000		Profit/Loss on Sale of Asset Written Back		\$0	\$0	\$0	\$0	\$0	\$0
		Movement in Accrued Interest on Loans		\$0	\$0	\$0	\$0	\$0	\$0
		Movement in Accrued Interest on investments		\$0	\$0	\$0	\$0	\$0	\$0
		Movement in Stock On Hand		\$0	\$0	\$0	\$0	\$0	\$0
		Movement in Accrued Wages		\$0	\$134,085	\$0	\$134,085	\$0	\$0
		Movement in Employee Benefits (Current)		\$0	(\$0)	\$0	(\$0)	\$0	\$0
000000		Long Service Leave - Non Cash		\$0	\$0	\$0	\$0	\$0	(\$43,030)
Sub Total - OPERATING ACTIVITIES EXCLUDED				(\$2,048,185)	\$134,084	\$0	\$134,084	\$0	(\$3,762,973)
Total - OPERATING ACTIVITIES EXCLUDED				(\$2,048,185)	\$134,084	\$0	\$134,084	\$0	(\$3,762,973)

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

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

G/L	JOB	Desc IE Descr	Spare	Budget	Actual	Income	Expenditure	Income	Expenditure
FURNITURE & EQUIPMENT									
HEALTH									
CAPITAL EXPENDITURE									
074603		Surgery F&E - Upgrade server to Dell PowerEdge		\$0	\$16,750	\$0	\$16,750	\$0	\$0
Sub Total - CAPITAL WORKS				\$0	\$16,750	\$0	\$16,750	\$0	\$0
Total - HEALTH				\$0	\$16,750	\$0	\$16,750	\$0	\$0
OTHER PROPERTY & SERVICES - ADMINISTRATION									
CAPITAL EXPENDITURE									
146600		Administration Building - Furniture & Equipment Renewals		\$0	\$0	\$0	\$0	\$0	\$30,000
Sub Total - CAPITAL WORKS				\$0	\$0	\$0	\$0	\$0	\$30,000
Total - OTHER PROPERTY				\$0	\$0	\$0	\$0	\$0	\$30,000
Total - FURNITURE AND EQUIPMENT				\$0	\$16,750	\$0	\$16,750	\$0	\$30,000



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

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

G/L	JOB	Desc IE Descr	Spare	31 JANUARY 2021		31 JANUARY 2021		2020-21	
				Budget	Actual	Income	Expenditure	Income	Expenditure
LAND AND BUILDINGS									
COMMUNITY AMENITIES									
CAPITAL EXPENDITURE									
101410		Transfer Station Buildings		\$20,000	\$14,988	\$0	\$14,988	\$0	\$20,000
Sub Total - CAPITAL WORKS				\$20,000	\$14,988	\$0	\$14,988	\$0	\$20,000
Total - COMMUNITY AMENITIES				\$20,000	\$14,988	\$0	\$14,988	\$0	\$20,000
LAND AND BUILDINGS									
OTHER PROPERTY AND SERVICES									
CAPITAL EXPENDITURE									
146605		Administration Building - Building Renewals & Upgrades		\$0	\$74,904	\$0	\$74,904	\$0	\$19,539
147410		Rylington Park House Capital		\$0	\$0	\$0	\$0	\$0	\$50,000
147411		Rylington Park Chemical Shed		\$15,000	\$0	\$0	\$0	\$0	\$15,000
Sub Total - CAPITAL WORKS				\$15,000	\$74,904	\$0	\$74,904	\$0	\$84,539
Total - OTHER PROPERTY AND SERVICES				\$15,000	\$74,904	\$0	\$74,904	\$0	\$84,539
Total - LAND AND BUILDINGS				\$35,000	\$89,892	\$0	\$89,892	\$0	\$104,539

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

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

Shire of Boyup Brook MONTHLY FINANCIAL REPORT				YTD COMPARATIVES Period 7 31 JANUARY 2021		CURRENT YEAR ACTUALS 31 JANUARY 2021		ADOPTED BUDGET 2020-21	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme									
G/L	JOB	Desc IE Descr	Spare	Budget	Actual	Income	Expenditure	Income	Expenditure
PLANT AND EQUIPMENT									
LAW ORDER & PUBLIC SAFETY									
CAPITAL EXPENDITURE									
053405		Plant & Equipment		\$0	\$0	\$0	\$0	\$0	\$51,700
Sub Total - CAPITAL WORKS				\$0	\$0	\$0	\$0	\$0	\$51,700
Total - LAW ORDER & PUBLIC SAFETY				\$0	\$0	\$0	\$0	\$0	\$51,700
PLANT AND EQUIPMENT									
RECREATION AND CULTURE									
CAPITAL EXPENDITURE									
113907		Plant & Equipment - Parks & Gardens		\$68,000	\$10,909	\$0	\$10,909	\$0	\$68,000
Sub Total - CAPITAL WORKS				\$68,000	\$10,909	\$0	\$10,909	\$0	\$68,000
Total - RECREATION AND CULTURE				\$68,000	\$10,909	\$0	\$10,909	\$0	\$68,000
PLANT AND EQUIPMENT									
TRANSPORT									
CAPITAL EXPENDITURE									
123603		DWS - Fleet Vehicles		\$0	\$0	\$0	\$0	\$0	\$69,000
123609		Light Plant (eg Portable Traffic Lights) - Plant & Equip		\$29,000	\$0	\$0	\$0	\$0	\$43,000
123610		Heavy Plant (Graders etc) Purchases		\$0	\$0	\$0	\$0	\$0	\$160,000
123619		Miscellaneous Small Plant		\$0	\$6,606	\$0	\$6,606	\$0	\$0
Sub Total - CAPITAL WORKS				\$29,000	\$6,606	\$0	\$6,606	\$0	\$272,000
Total - TRANSPORT				\$29,000	\$6,606	\$0	\$6,606	\$0	\$272,000
PLANT AND EQUIPMENT									
OTHER PROPERTY & SERVICES									
CAPITAL EXPENDITURE									
147451		Rylington Park Dorm Rooms Air Conditioners		\$0	\$0	\$0	\$0	\$0	\$10,800
Sub Total - CAPITAL WORKS				\$0	\$0	\$0	\$0	\$0	\$10,800
Total - OTHER PROPERTY & SERVICES				\$0	\$0	\$0	\$0	\$0	\$10,800
Total - PLANT AND EQUIPMENT				\$97,000	\$17,515	\$0	\$17,515	\$0	\$402,500

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

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

G/L	JOB	Desc IE Descr	Spare	31 JANUARY 2021		31 JANUARY 2021		2020-21	
				Budget	Actual	Income	Expenditure	Income	Expenditure
ROAD INFRASTRUCTURE CAPITAL									
ROAD CONSTRUCTION									
121403	x	ROADS TO RECOVERY PROJECTS							
121403	RTR007	Kulikap Rd South		\$200,086	\$69,365	\$0	\$0	\$0	\$0
121403	RTR008	Jayes Road		\$112,742	\$82,603	\$0	\$69,365	\$0	\$200,086
121403	RTR029	Terry Road		\$0	\$20,638	\$0	\$82,603	\$0	\$112,742
121403	RTR115	Beatty Street		\$0	\$491	\$0	\$20,638	\$0	\$0
121404	xx	REGIONAL ROAD GROUP				\$0	\$491	\$0	\$189,457
121404	RRG148	RRG Boyup Brook-Cranbrook Rd		\$0	\$11,693	\$0	\$0	\$0	\$0
121404	RRG210	RRG Boyup Brook-Arthur River Rd		\$0	\$86,270	\$0	\$11,693	\$0	\$337,407
121404	RRG004	RRG Winnejup Road		\$0	\$1,675	\$0	\$86,270	\$0	\$495,302
121400		MUNICIPAL PROJECTS				\$0	\$1,675	\$0	\$150,000
121400	MU148	Muni - Boyup Brook-Cranbrook Shoulders		\$0	\$88,767	\$0	\$0	\$0	\$0
121400	MU500	Muni - Back Slopes and Shoulders		\$0	\$0	\$0	\$88,767	\$0	\$201,593
121400	MU501	Muni - Gravel Pit Rehabilitation		\$42,214	\$19,063	\$0	\$0	\$0	\$201,426
121410		Municipal Funded - Winter Grading		\$330,362	\$240,431	\$0	\$19,063	\$0	\$94,990
121450		BRIDGES		\$0	\$0	\$0	\$240,431	\$0	\$330,362
121450	MR0741	BRIDGES - Bridge 0741		\$85,000	\$0	\$0	\$0	\$0	\$57,290
121450	MR3310	BRIDGES - Bridge 3310		\$0	\$0	\$0	\$0	\$0	\$170,000
121450		BRIDGES - Bridge 3306		\$0	\$0	\$0	\$0	\$0	\$134,000
450		BRIDGES - Bridge 0742		\$0	\$0	\$0	\$0	\$0	\$394,000
121450		BRIDGES - Aegers Bridge		\$84,000	\$0	\$0	\$0	\$0	\$110,000
Sub Total - CAPITAL WORKS				\$854,404	\$620,995	\$0	\$620,995	\$0	\$3,262,655
Total - ROADS				\$854,404	\$620,995	\$0	\$620,995	\$0	\$3,262,655
Total - INFRASTRUCTURE ASSETS ROADS				\$854,404	\$620,995	\$0	\$620,995	\$0	\$3,262,655



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

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

G/L	JOB	Desc IE Descr	Spare	Budget		Actual		Income		Expenditure		Income		Expenditure	
FOOTPATHS															
121701		Bike Paths - Construction		\$72,000		\$0		\$0		\$0		\$0		\$72,000	
Sub Total - CAPITAL WORKS				\$72,000		\$0		\$0		\$0		\$0		\$72,000	
Total - TRANSPORT - FOOTPATHS				\$72,000		\$0		\$0		\$0		\$0		\$72,000	
Total - FOOTPATH ASSETS				\$72,000		\$0		\$0		\$0		\$0		\$72,000	
DRAINAGE															
121411		Drainage Projects - Municipal Funded										\$0		\$0	
121411	DC035	Howards Rd Drainage		\$0		\$12,216		\$0		\$12,216					
121411	DC039	Asplins Rd Drainage		\$0		\$1,705		\$0		\$1,705					
121411	DC048	W Tree Gull Rd Drainage		\$0		\$38,005		\$0		\$38,005					
121411	DC059	Eulin Siding Rd Drainage		\$0		\$12,854		\$0		\$12,854					
121411	DC092	Maltrup Rd Drainage		\$0		\$6,044		\$0		\$6,044					
121408		Roads to Recovery - Drainage Projects		\$0		\$0		\$0		\$0		\$0		\$0	
121412		RRG - Drainage Projects		\$0		\$0		\$0		\$0		\$0		\$0	
Sub Total - CAPITAL WORKS				\$0		\$70,824		\$0		\$70,824		\$0		\$0	
Total - TRANSPORT - DRAINAGE				\$0		\$70,824		\$0		\$70,824		\$0		\$0	
Total - DRAINAGE ASSETS				\$0		\$70,824		\$0		\$70,824		\$0		\$0	
PARKS & OVALS															
113906		Recreation Infrastructure - Capital Renewals		\$0		\$186		\$0		\$186		\$0		\$80,000	
Sub Total - CAPITAL WORKS				\$0		\$186		\$0		\$186		\$0		\$80,000	
Total - PARKS & OVALS				\$0		\$186		\$0		\$186		\$0		\$80,000	
Total - INFRASTRUCTURE ASSETS - PARKS & OVALS				\$0		\$186		\$0		\$186		\$0		\$80,000	
INFRASTRUCTURE ASSETS - OTHER															
HEALTH															
074605		Medical Centre Car Park - Other Infrastructure		\$0		\$0		\$0		\$0		\$0		\$9,750	
Sub Total - CAPITAL WORKS				\$0		\$0		\$0		\$0		\$0		\$9,750	
Total - HEALTH				\$0		\$0		\$0		\$0		\$0		\$9,750	
INFRASTRUCTURE OTHER															
TRANSPORT															
122902		Depot Gates		\$0		\$0		\$0		\$0		\$0		\$15,000	
122903		Oil Automation System		\$32,979		\$518		\$0		\$518		\$0		\$32,979	
Sub Total - CAPITAL WORKS				\$32,979		\$518		\$0		\$518		\$0		\$47,979	
Total - TRANSPORT				\$32,979		\$518		\$0		\$518		\$0		\$47,979	
INFRASTRUCTURE OTHER															
OTHER PROPERTY & SERVICES															
147480		Rylinton Park Rain Water Tank		\$16,000		\$0		\$0		\$0		\$0		\$16,000	
Sub Total - CAPITAL WORKS				\$16,000		\$0		\$0		\$0		\$0		\$16,000	
Total - OTHER PROPERTY & SERVICES				\$16,000		\$0		\$0		\$0		\$0		\$16,000	
Total - INFRASTRUCTURE ASSETS - OTHER				\$48,979		\$518		\$0		\$518		\$0		\$73,729	
GRAND TOTALS				(\$2,912,477)		(\$3,331,813)		(\$7,241,953)		\$3,910,140		(\$10,124,098)		\$10,124,098	

**SHIRE OF BOYUP BROOK  
RESERVE ACCOUNTS  
FOR THE PERIOD ENDING 31 JANUARY 2021**

**LEAVE RESERVE**

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

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

**UNSPENT GRANTS RESERVE**

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

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

**PLANT RESERVE**

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

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

**BUILDING RESERVE**

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

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

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

**31 JANUARY 2021**

**COMMUNITY HOUSING RESERVE**

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

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

**EMERGENCY RESERVE**

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

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

**INSURANCE CLAIM RESERVE**

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

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



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

**31 JANUARY 2021**

**OTHER RECREATION RESERVE**

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

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

**COMMERCIAL RESERVE**

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

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

**BRIDGES RESERVE**

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

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

**AGED ACCOMMODATION RESERVE**

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

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

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

**31 JANUARY 2021**

**ROAD CONTRIBUTIONS RESERVE**

Purpose - to set aside contributions from developers.

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

**IT/OFFICE EQUIPMENT RESERVE**

Purpose - to be used to fund future IT requirements.

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

**CIVIC RECEPTIONS RESERVE**

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

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

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

**31 JANUARY 2021**

**UNSPENT COMMUNITY GRANTS RESERVE**

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

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

**RYLINGTON PARK RESERVE**

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

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

**TOTAL RESERVES**

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



**SHIRE OF BOYUP BROOK**  
**LOAN SCHEDULE**  
**FOR THE PERIOD ENDING 31 JANUARY 2021**

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

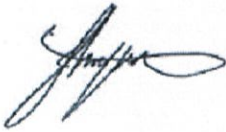
**SHIRE OF BOYUP BROOK  
TRUST SCHEDULE  
FOR THE PERIOD ENDING 31 JANUARY 2021**

PARTICULARS	OPENING BALANCE 01.07.2020	ESTIMATED RECEIPTS 2020-21	ACTUAL RECEIPTS 2020-21	ESTIMATED PAYMENTS 2020-21	ACTUAL PAYMENTS 2020-21	ESTIMATED CLOSING 2020-21	ACTUAL CLOSING
	\$	\$		\$		\$	\$
<b>DEPOSITS</b>							
Police Licensing	245,880	0	310,612	0	(310,612) 0	245,880 0	245,880 0
<b>TOTAL</b>	<b>245,880</b>	<b>0</b>	<b>310,612</b>	<b>0</b>	<b>(310,612)</b>	<b>245,880</b>	<b>245,880</b>
Trust Fund Bank Balance							245,880
Amount of Transfer Required from Muni Fund to Trust Fund to bring Trust Fund into balance							<u>0</u>





Account Type	No. of Patients	Percent	No of Sales	Sales Value
Unassigned	0	0	0	0
Organisations	0	0	159	28693.06
AMA	0	0	0	0
Bulk Bill	269	56.39	878	29263.25
Custom 2	0	0	0	0
Custom 3	0	0	0	0
Custom 4	0	0	0	0
Custom 5	0	0	0	0
DVA Inpatient	0	0	0	0
DVA Outpatient	0	0	0	0
HCC	0	0	0	0
PMS	0	0	0	0
Private	200	41.93	275	20549.35
Rebate	0	0	0	0
Schedule	0	0	0	0
Veterans Affairs	8	1.68	40	1670.25
WAGMSS	0	0	0	0
Y kcover	0	0	0	0
Total	477	100	1352	80175.91



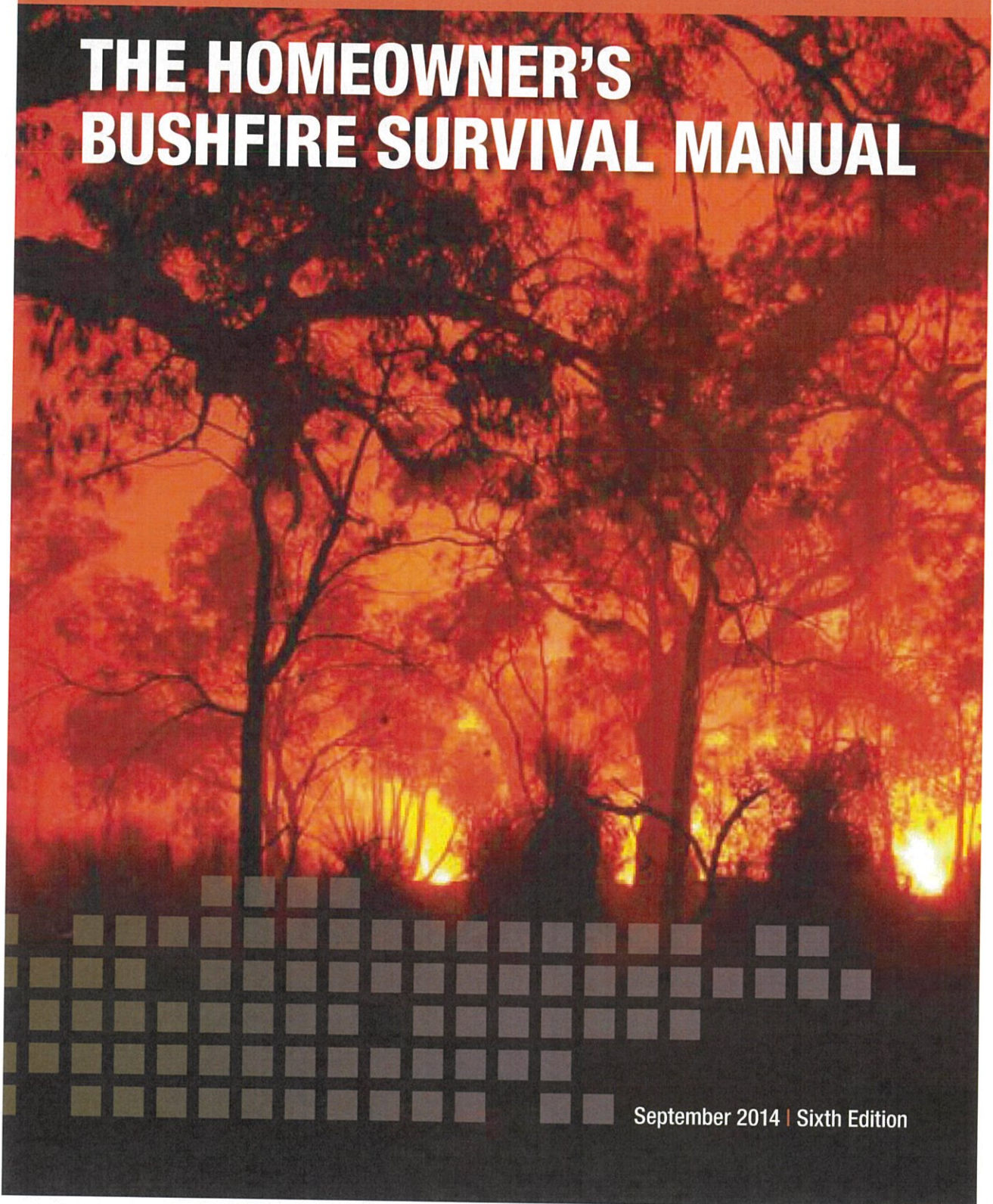




Government of Western Australia  
Department of Fire & Emergency Services



# THE HOMEOWNER'S BUSHFIRE SURVIVAL MANUAL



September 2014 | Sixth Edition



Don't let this happen to you ...



## THE HOMEOWNER'S BUSHFIRE SURVIVAL MANUAL

September 2014 | Sixth Edition

ISBN 978-0-9872070-5-0

Published by:

Department of Fire and Emergency Services

Environmental Protection Branch

Postal Address: GPO Box P1174 PERTH WA 6844

Telephone: (08) 9395 9300

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

Web: [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)

The information contained in this publication is provided voluntarily as a public service by the Department of Fire and Emergency Services (DFES). This publication has been prepared in good faith and is derived from sources believed to be reliable and accurate at the time for publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and DFES expressly disclaims liability for any act or omission done or not done in the reliance on the information and for any consequences whether direct or indirect, arising from such act or omission. This publication is intended to be a guide only and readers should obtain their own independent advice and make their own necessary inquiries.

# Contents

<b>Introduction</b> . . . . .	1
You are in control . . . . .	1
Bushfire behaviour and fuels . . . . .	2
Bushfire history — what we have learnt . . . . .	4
<b>Prepare your home</b> . . . . .	6
Building Protection Zone . . . . .	6
Understanding your risk . . . . .	8
Routine maintenance—small jobs can save lives . . . . .	9
House protection —upgrading of existing buildings . . . . .	12
Building in bushfire threat areas . . . . .	16
<b>Prepare your property</b> . . . . .	21
Hazard Separation Zone . . . . .	21
General garden design . . . . .	21
Remove fuels . . . . .	22
Landscape for safety . . . . .	23
Selection and placement of plants . . . . .	24
Use your trees . . . . .	26
Windbreaks . . . . .	27
Tree and powerline safety . . . . .	30
Water supply—vital for home protection . . . . .	33
<b>Prepare your rural property</b> . . . . .	35
Reducing fuel loads around your assets . . . . .	36
Firebreaks . . . . .	36
Property access . . . . .	37
Farm fire safety . . . . .	37
Livestock . . . . .	38
<b>Prescribed burning</b> . . . . .	39
Restricted or prohibited periods . . . . .	39
Total Fire Bans . . . . .	40
Controlled burning on your property . . . . .	40
<b>Leave early or stay and defend?</b> . . . . .	42
Know your triggers . . . . .	43
Bushfire Warning Systems . . . . .	44
Leaving for a safer place . . . . .	45
Actively defending your home . . . . .	46
Where to go as a last resort . . . . .	50
<b>Prepare your Home and Property Checklist</b> . . . . .	52
<b>Bushfire Management in WA</b> . . . . .	53
<b>Emergency Contact Numbers</b> . . . . .	54







# Introduction

This manual has been prepared to help you be better informed about bushfires. It draws together the best advice available on preventing fires and preparing for them. Many of the lessons have been learnt at the devastating cost of loss of possessions and even life itself.

It is hoped that you will consider how best to apply this information to your own property and help reduce fire damage and the associated human trauma during Western Australia's hot, fire-prone summers or dry seasons.

## You are in control

Whether you live in the city, town or rural property, the impact from bushfires is in your hands. How you prepare yourself, your family and your property (including your home) rests with you and will, in many instances, determine the outcome. This booklet sets out some useful hints on what to do on your property and how to better prepare it for bushfires.

You should prepare your home to survive a bushfire, even if you plan to leave early.<sup>1</sup> A well prepared and constructed house is more likely to survive a bushfire and ember attack than an unprepared one.

- A well prepared home can be easier for you and firefighters to defend.
- A well prepared home is less likely to put your neighbours' homes at risk.
- A well prepared home will give you more protection if a fire threatens suddenly and you cannot leave and have to take shelter within the home.

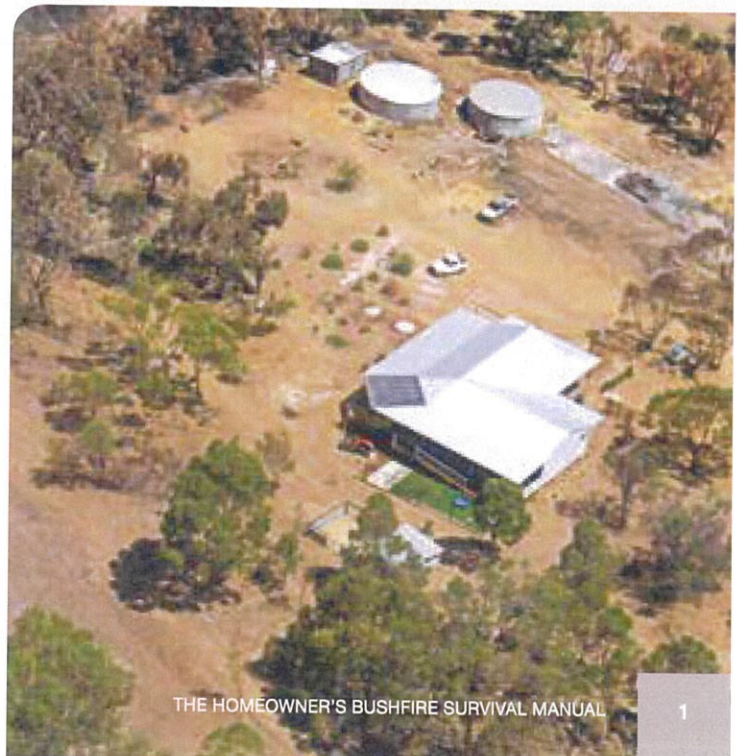
Fire prevention is a family business. There's a job for even the youngest child—such as raking up dead leaves or watering the lawn near the house to keep it green and safe. For older children, there's a lot to learn about fire safety—the role of trees and scrub in a fire; safety features like building protection zones and hazard separation zones and the likely pattern of fires in the area.

---

Where the term summer is used it should be interpreted to include the dry season in the north of the State. Summer is used as a generic term to describe the bushfire season.

---

You must prepare your property to give yourself and your home the best chance of survival.



THE HOMEOWNER'S BUSHFIRE SURVIVAL MANUAL



## Bushfire behaviour and fuels

Any fire requires three elements to be present for it to ignite and continue to burn: oxygen, heat and fuel. These three elements are described as the 'fire triangle'. Remove one of these elements and the fire will stop.

### OXYGEN

When a frying pan catches fire, the flames will go out if you put the lid on the pan. In the same way, a bushfire needs oxygen to keep going—the more there is, the faster the fire burns. Strong winds not only force the fire along, but also increase air circulation and provide more oxygen. Therefore, any measure that reduces wind speed will reduce the intensity of the fire. In many instances trees can effectively shelter your house from wind.

Fires usually move faster in grassland than in forests because winds are stronger and the fuels are less dense allowing easy movement of oxygen through the grass. Grass fires are generally less intense than bushfires.

The prevailing afternoon breeze in summer presents the **most common threat** as it fans bushfires when fire fuel is at its driest during the day. Unstable atmospheric conditions that create less common north-west winds in summer can lead to the **most destructive bushfires**.

### HEAT

Bushfires generate unbelievable heat. Much of the heat goes up in the air, but a significant amount also radiates out at ground level. This 'radiant' heat spreads the fire by drying out vegetation so it will burn. Radiant heat can kill people, plants and animals. That's why during a fire you need to cover all bare skin with natural-fibre clothing—a shirt with long sleeves, long trousers and gloves. Keep a woollen blanket in the car so you can get under it, if trapped in a fire.

Although radiant heat can be fierce, it can easily be deflected by a non-combustible solid barrier, such as a wall or building. If you're caught in a bushfire, the safest place is inside a building, away from the radiant heat, particularly if the building is well prepared and has a minimum 20-metre Building Protection Zone.

Windbreaks and other barriers can slow the effects of radiant heat, which dries out unburnt vegetation, therefore helping to slow the blaze.



Oxygen, heat and fuel are described as the 'fire triangle'. If one of these components is removed the fire will stop.

Radiant heat can be deflected by a non-combustible solid barrier, such as a wall or building.



## FUEL

In summer and during the northern dry season, Australia is covered with vegetation that is fuel for fires—long dry grass, parched native shrubs, leaves and twigs. Without fuel and an ignition source, there would be no bushfires.

Fire prevention measures are largely based on reducing these fuels—by creating firebreaks, low intensity burning of forests and woodlands and the low intensity burning, mowing and slashing of long grasses before the fire season. When a bushfire is raging, firefighters often create breaks around it or burn back towards it, to starve the fire of fuel. Likewise, it is essential to remove fuel from around the house in order to reduce fire intensity and flame length.



Most of the fire safety measures in this book are based on reducing fuel, oxygen and/or heat in and around the house and guiding you as to how to enhance the survivability of the home through modifications to the building.





## Bushfire history — what we have learnt

### WHAT HAVE WE LEARNT FROM BUSHFIRES THAT HAVE OCCURRED IN THE PAST?

- Dwellingup 1961
- Ash Wednesday 1983
- Sydney 1994
- Wooroloo WA 1997
- Brookton WA 1997
- Sydney 2001
- NSW 2002
- Canberra 2002–03
- Alpine Fires 2002–03
- Eyre Peninsula 2005–06
- Toodyay 2009
- Black Saturday 2009
- Roleystone/Kelmscott 2011
- Margaret River 2011
- Parkerville, Mt Helena 2014



#### We know that...

some houses are ill-prepared or built too close to a potential bushfire hazard and may not survive a bushfire. The construction standards, building protection zone and hazard separation zones need to match the potential bushfire threat for the predominant vegetation type and slope.

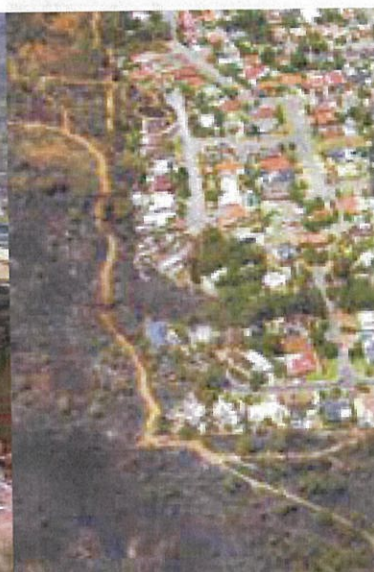
#### We know that...

too many people do not take even the most simple precautions to protect their homes, allowing grass, twigs and dead leaves and shrubs to build up around buildings and in gutters.

#### And we know that...

with sound planning and reasonable effort, houses in bushfire risk areas can be made safer from bushfires.

Roleystone/Kelmscott 2011.







Left: Margaret River 2011.

## HOW HOUSES CATCH ALIGHT

There are three ways bushfire attacks property:

- **Direct flame contact** commonly occurs when houses are situated close to a fire hazard.
- **Radiant heat** is the energy emitted from the fire and attacks buildings by heating and igniting flammable objects. Windows are particularly vulnerable to radiant heat.
- **Ember attack** occurs before, during and after a fire front passes. Embers such as burning bark are carried by the wind and dropped away from the main fire front, creating spot fires. Nearly all structural damage caused by a bushfire is due to ember attack. Embers can land in areas of vegetation or in the garden, next to leaf litter, under or in the gutters of the house and on wooden decks which, if not extinguished, can completely engulf the house.



Bushfire Protection Zones are designed to reduce the threat of all three of these bushfire risks to property. A suitable **hazard separation zone** will support the reduction of ember attack.



# Prepare your home

There are a number of measures that can be undertaken to increase the protection of your home in bushfire threat areas. Regardless of how old your home is, or to what standard your home is constructed, a Building Protection Zone is essential in increasing its chance of survival under bushfire attack.

Routine maintenance; constructing or retrofitting your home to meet the *Australian Standard 3959—Construction of buildings in bushfire-prone areas*; and addressing bushfire risks in accordance with the *Planning for Bushfire Risk Management Guidelines*<sup>2</sup> will ensure your house has the best bushfire protection.

## Building Protection Zone

A Building Protection Zone (BPZ) is a buffer zone between a bushfire hazard and a building. In this zone fuel loads are minimised to reduce potential radiant heat levels, flame, ember and smoke attack.

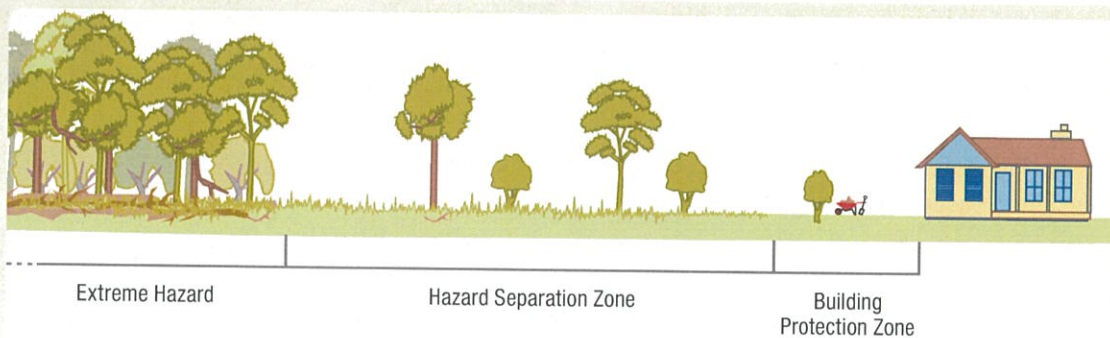
An adequate BPZ will provide sufficient space and safety for firefighters and other emergency services to perform bushfire suppression activities. Managing and reducing fuel loads for a minimum of 20 metres around a building will increase its chances of survival from a bushfire. Create a BPZ, which has less than two tonne per hectare (t/ha) of fine fuel (<6 mm diameter for dead material and <3 mm diameter for live material) around your buildings and keep it maintained to this level.

Managing and reducing fuel loads for a minimum of 20 metres around a building will increase its chances of survival from a bushfire.

Within the BPZ, ensure:

- ✓ Tree crowns are a minimum of 10 metres apart.
- ✓ Trees are skirted or pruned up to a height of 2 metres.
- ✓ No tree is located within 2 metres of a building.
- ✓ Tree branches do not overhang the building.
- ✓ Ensure that there is a gap of at least 3 times the height (at maturity) of the shrub away from the building.
- ✓ Ensure shrubs aren't planted in clumps.
- ✓ Trees and shrubs do not have elevated dead material within the crowns.
- ✓ Lawns are kept short and green, where possible.
- ✓ Fences and sheds are constructed using non-combustible materials, but preferably not located in the BPZ.





An example of a good Building Protection Zone in bushfire area.

## CONSIDER SLOPE

The steeper the slope, the more fuel you'll need to clear. To create a BPZ around houses on steep sloping country, greater areas need to be cleared of fuel. If you reduce the amount of ground fuel in forest areas, the fire intensity and the likelihood of crowning 'treetop' fires will be reduced.

When considering slope, a BPZ should be provided around all buildings in bush fire hazard areas in accordance with the following standards:

Slope	Building Protection Zone radius
0° – 5°	20 m
5° – 10°	20 m
10° – 15°	25 m
15° – 20°	30 m
Over 20°	40 m

See more about improving your Building Protection Zone (BPZ) and Hazard Separation Zone (HSZ) by preparing your garden and property on page 21.

## Understanding your risk

Understand the fire risk in your area by considering the following factors. The more high risk factors that apply to you, the more fire protection measures you're likely to need.

### FIRE SEASON—HOW LONG?

High risk areas have a long fire season with heavy available fuel loads. Low risk areas have a shorter fire season with little available fuel.

### SLOPE—HOW STEEP?

If you live on or near very steep slopes, it's a high risk area. The steeper the slope, the faster a fire will burn up it. A low risk area will have gentle slopes or be quite flat.

### VEGETATION—HOW MUCH?

Fires need fuel to burn. If you have a heavy coverage of long grass, forest and woodland-floor litter and flammable scrub nearby, you're in a high risk area. A low risk area would have little or no such fuel.

### VEGETATION—HOW DRY?

The drier the vegetation, the greater the fire hazard. The vegetation will naturally dry out through the summer, but it will also gain and lose moisture during the day. This is as a consequence of humidity and temperature changes—early mornings have the highest moisture content and mid-afternoon the lowest.

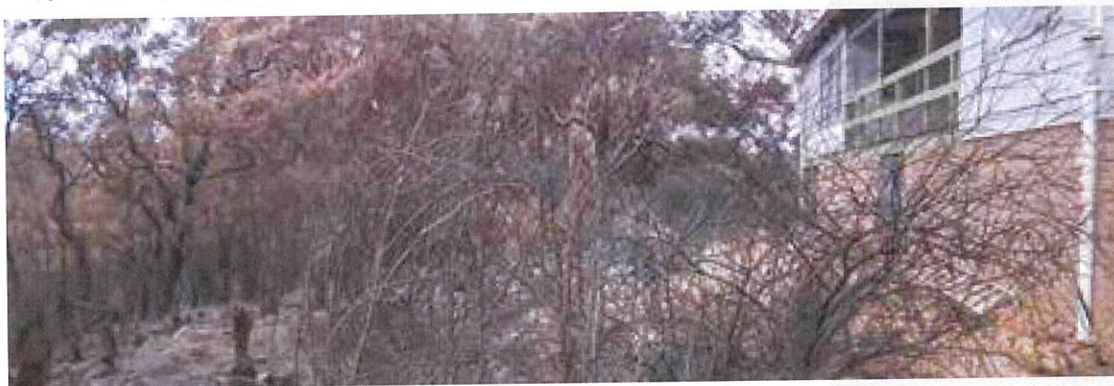
### BUSHFIRES—HOW OFTEN?

Some places have a history of bushfires. The more often fires have occurred in the past, the higher the potential risk.

### ROADS—HOW GOOD?

Low risk districts have many good roads providing easy movement through the area. High risk areas have a single, long dead end road, or roads that are easily blocked by falling trees.

Understand the fire risk in your area. If you live on or near very steep vegetated slopes, it's a high risk area.





## Routine maintenance — small jobs can save lives

Simple measures such as clearing the leaves out of your gutter and keeping your lawns mown short can make all the difference in protecting your home in the event of a bushfire. Here are some simple pointers that are just as useful for older houses as they are for newly built homes. These tasks need to be undertaken before and during the bushfire season to ensure your home is well prepared.



This section focuses on simple routine maintenance of your house.

- For additional protection measures see page 12.
- For detailed garden landscape and property maintenance see page 21.

### ROOFS AND GUTTERS

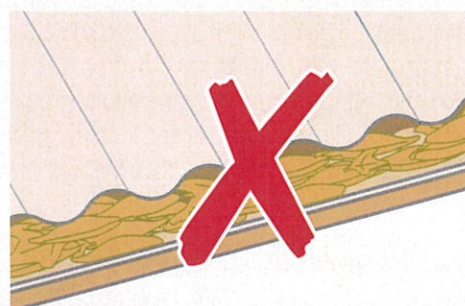
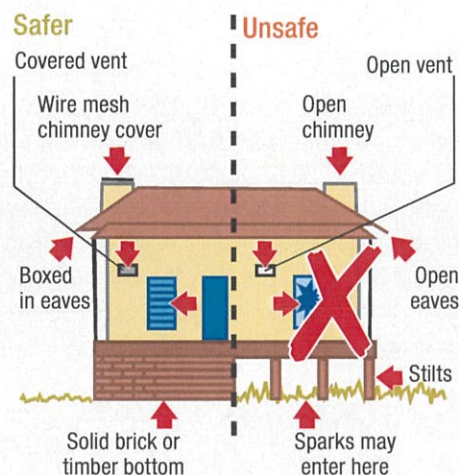
You should keep leaves clear of all gutters, roofing and downpipes both before and during the bushfire season to prevent fire entering through your roof. Consider installing metal leaf gutter guards to prevent litter build up. Check the roof for any broken tiles or dislodged roofing materials and ensure repairs are completed before the bushfire season. Don't have gaps that would allow embers into the roof space; if there are gaps seal them.

### EXTERNAL WALLS AND WINDOWS

Do a full inspection of your external walls to check they are in good condition. Check for gaps in the walls and block them. If there are any broken bricks, decaying timber or damaged cement sheeting, repair the wall so that embers cannot lodge in the gaps.<sup>3</sup>

### STEPS

Ensure that under steps, verandahs, patios and balconies there are no combustible materials. Clear out leaf litter and grass and don't store wood, rubbish, building materials or anything that might catch alight in a bushfire close to the building. Replace combustible welcome mats with non-combustible versions and move them back from the steps a short distance.



Keep gutters free of leaf litter.



## WATER

Check taps, hoses and hose reels are in good condition and fittings are tight and in good working order. Check pumps are fuelled and oiled and will start easily—you don't want to wait until you need to use the pump to find out it is broken. If you have a bushfire water spray system, ensure that is constructed to *AS 5414 – Bushfire water spray system standards (external sprinkler system)*, and test regularly before the start and during the fire season. Ensure there is adequate water supply to meet the needs of the job.

For more information on water supply for bushfire protection, see page 33.

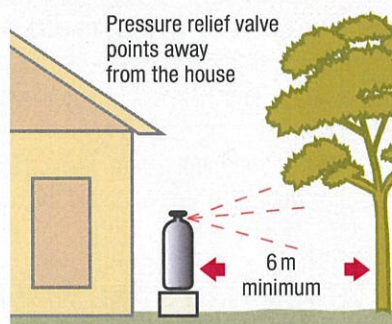
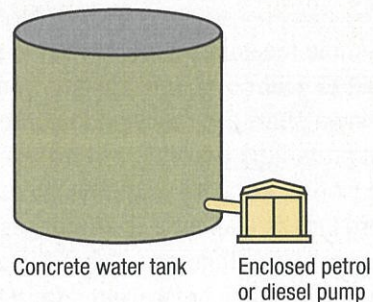
## ACCESS

Check driveways and access tracks are clear of trees and are in good condition for use by fire appliances. Ideally fire service access needs to be 6 metres wide (trafficable surface) with a 4 metre vertical clearance. If you have gates ensure they are in good working order and check that locks can be easily locked or unlocked with a key. Consider leaving your gates unlocked if a bushfire is in the area so that emergency services can gain easy access to protect your property.

## LP GAS CYLINDERS

Place LP gas cylinders on the side of the house furthest away from the likely direction of a bushfire. Do not place them under the verandah. Make sure the pressure relief valve is directed away from the house and that there is no flammable material in front of the valve for at least 6 metres. Set the cylinders on a concrete or brick base and fix them to a strong support. Turn the valve off as a fire approaches and if the cylinders are exposed to heat and it is safe to do so, hose them down with water to reduce the pressure.

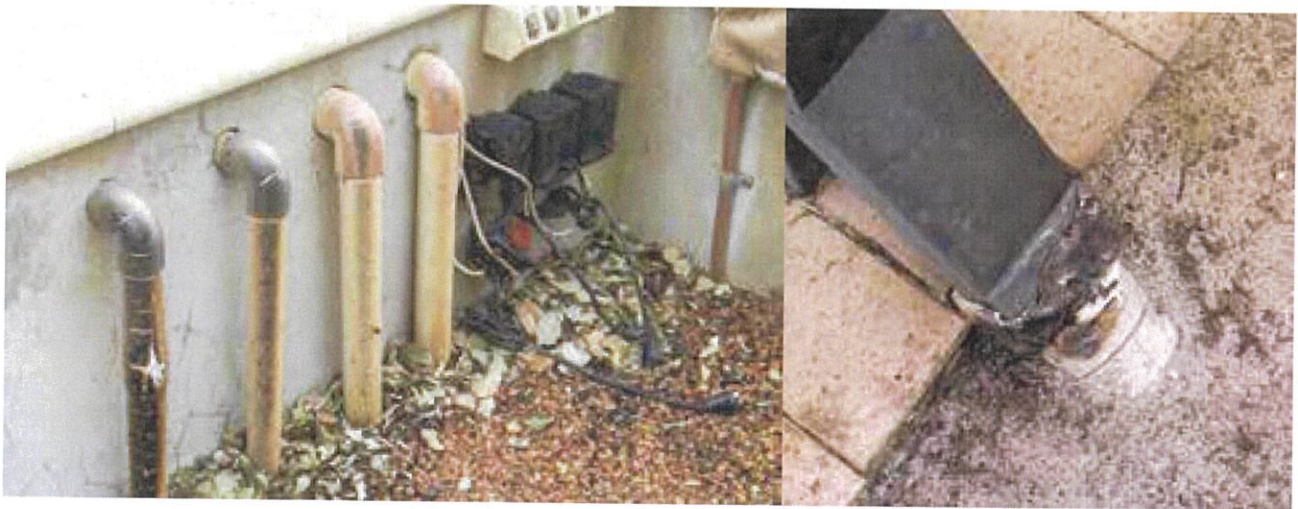
### Water supply



Below: LP gas cylinders stored under a house—Roleystone 2011.







## PLASTIC PIPES HAVE MELTING MOMENTS

Exposed plastic water pipes and hoses may melt in the heat of a fire—just when you need them most. To avoid this:

- Bury plastic water pipes (PVC and poly pipes) at least 30 centimetres underground.
- Use metal hose fittings rather than plastic fittings.

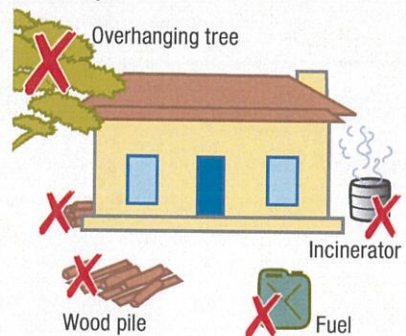
## FIX THE FIRE TRAPS

Walk around your property imagining a bushfire is approaching in the middle of summer. Are there any fire traps you've overlooked?

Typical fire traps are:

- The woodheap—don't pile it against or near the house. Keep it a minimum of 20 metres from the house.
- All fuel containers need to be in a shed away from the house. Unless the shed is constructed to the appropriate bushfire attack level, it should not be within the BPZ.
- Have a firebreak around the shed.
- Rubbish—remove any timber and old junk lying around.
- Overhanging trees—prune branches that overhang the roof or touch the walls. Create a two metre wide gap between the tree and the wall or roof.
- Prune out dead material such as leaves and limbs in the shrubs.

### Fire traps





## House protection —upgrading of existing buildings

In a bushfire, most houses that are damaged or destroyed are from ember attack. Burning embers can travel long distances from the fire front—for example, in the Roleystone fire, a house 420 metres from the fire was destroyed.

Any gaps, cracks or areas where embers can lodge in or next to your home significantly reduce the building's ability to withstand bushfire attack.

Routine home and property maintenance is critical in preparing your home for the bushfire season each year however, even minimal building upgrades will significantly contribute to making more permanent improvements for bushfire protection.



DFES recommends that homes should be constructed to the appropriate potential bushfire attack level as described in the *Australian Standard 3959—Construction of buildings in bushfire-prone areas (AS 3959)*. In many instances it is not possible to align the already constructed home to that required under the current *AS 3959* unless there is retrofitting to achieve the appropriate level of protection.

### GAPS AND VENTS

**Minimal measures:** Seal all gaps around the house that are more than 3 mm wide with joining strips or flexible silicon-based sealant; install mesh flywire on vents made from corrosion resistant steel, bronze or aluminium.

**Additional measures:** Engage a relevant industry expert to install a sprinkler system to the outside of your house to the *AS 5414 – Bushfire water spray system standards (external sprinkler system)*.<sup>4</sup>

### WALLS

**Minimal measures:** Install sarking with a flammability index of not more than 5 behind weatherboards or other external cladding when they are being replaced for maintenance or other reasons.

**Additional measures:** Replace wall materials with non-combustible materials; install sarking with a flammability index of not more than 5 behind weatherboards or other external cladding for the entire house.<sup>4</sup>

### SUBFLOOR

**Minimal measures:** Removal of combustible materials under floors and keeping areas clear and accessible.

**Additional measures:** Enclose subfloor with non-combustible materials.<sup>4</sup>

### DOORS

**Minimal measures:** Install weather strips, draught excluders or draught seals at the base of side-hung doors.

**Additional measures:** Replace external doors with non-combustible or solid timber doors with minimum thickness of 35 mm and compliant with the requirements of *AS3959 Construction of buildings in bushfire-prone areas*; replace or over-clad parts of door frames less than 400 mm above the ground, decks and similar elements or fittings with non-combustible materials; install weather strips, draught excluders or draught seals at the base of side-hung doors.<sup>4</sup>





An example of a home damaged by embers entering through gaps in the roof.

## ROOFS

**Minimal measures:** Close in spaces between eaves that lead to the roof space; seal around roofing and roof penetration with non-combustible materials; install sarking with flammability index of not more than 5 beneath existing roofing when it is being replaced for maintenance or other reasons; install gutter and valley leaf guards that are non-combustible; use wire mesh capping on chimneys.

**Additional measures:** Replace fascia and roof materials with non-combustible materials; install sarking with flammability index of not more than 5 beneath existing roofing.<sup>4</sup>

## EVAPORATIVE AIR CONDITIONERS

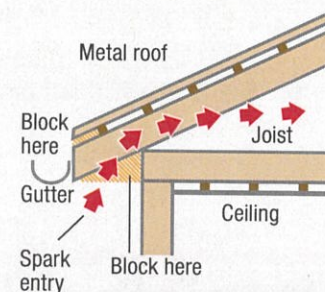
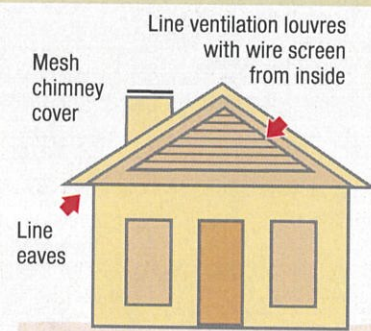
If you live near bushland (within 500 metres) and have a roof mounted evaporative air conditioning unit, your home may have an increased risk of ember attack.

The filter pads in evaporative air conditioners are made from cellulose material and are therefore a potential source of fuel for travelling embers. If air conditioners draw in embers and the filter pads ignite, the unit may collapse into the roof and the fire may spread throughout the house.

Install a non-combustible ember protection screen to your evaporative air conditioning unit using a unit cover, an external screen or an internal screen. DFES consider that external screens are the most effective option.

For more information, see the *DFES Info Note on Ember Protection Screens* available on the DFES website.

## Protect house





## SOLAR PANELS

Ensure that rooftop solar panels are fitted so that there is sufficient gap between the roof surface and solar panel such that burning embers cannot be caught underneath the panel.<sup>5</sup>

If you have a grid-connected solar system on your roof and you live in a bushfire threat area, there are some extra precautionary measures you can take. If you decide to leave early before the onset of bushfire (more than a day's notice) the following can be undertaken. In this situation you can follow the 'shutdown procedure' when leaving your house, which should be marked on your inverter or meter box:

1. Turn off the solar supply mains switch.
2. Turn off the normal supply mains switch.
3. Turn off the PV array isolator.

If you have a stand-alone solar system on your roof, you may have a battery storage that can also be disconnected prior to a bushfire threat. In this situation, you can take the following steps to shut down your stand-alone solar system and battery storage:

1. Turn off solar array.
2. Turn off inverter.
3. Follow battery shutdown procedures to isolate the battery bank.
4. Disable the generator from starting if it has auto start.

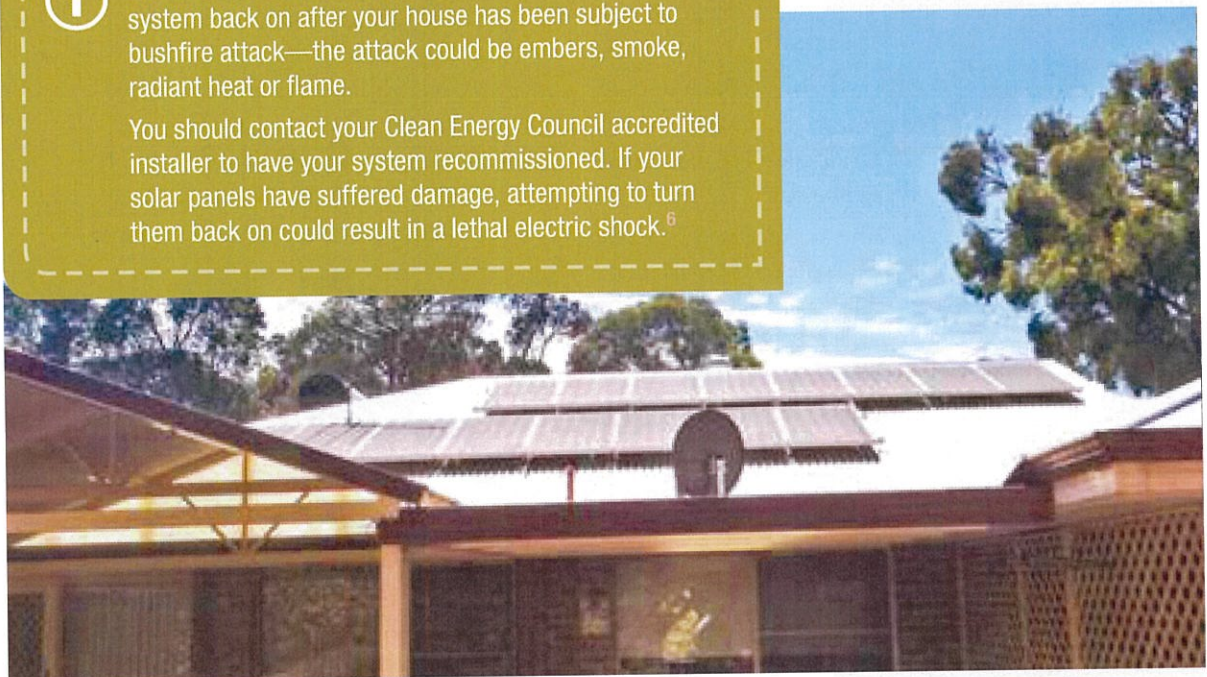
These above steps are only to be followed if you have a day or more advance warning that you will need to leave your house.

These steps are only to be followed if you have a day or more advance warning that you will need to leave your house.



**Remember:** Do not attempt to turn your solar power system back on after your house has been subject to bushfire attack—the attack could be embers, smoke, radiant heat or flame.

You should contact your Clean Energy Council accredited installer to have your system recommissioned. If your solar panels have suffered damage, attempting to turn them back on could result in a lethal electric shock.<sup>6</sup>





## WINDOWS

Ordinary wire flyscreens, fitted on external windows reduce radiant heat (which can shatter glass and melt the seals) and keep out burning embers.

**Minimal measures:** Install mesh with a maximum aperture of 2 mm, made from corrosion resistant steel, bronze or aluminium to all external doors and windows.

**Additional measures:** Install appropriately tested shutters to external doors and windows; replace glass with toughened or laminated safety glass; replace overhead glazing with 'Grade A' safety glass as described in AS3959 for your bushfire attack level (BAL).<sup>4</sup>

## EXTERNAL STRUCTURES

External structures such as sheds should be located outside the BPZ unless it is constructed to withstand the BAL and be more than 10 metres from the main dwelling.<sup>4</sup>

## DECKING

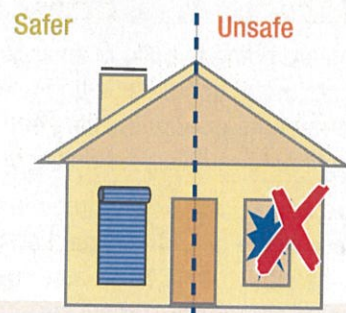
Decking should be compliant with AS3959 construction materials and standards for the potential BAL.<sup>4</sup>

---

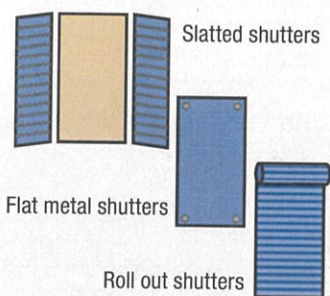
For more information on protection measures and appropriate materials, refer the *Australian Standard 3959—Construction of buildings in bushfire-prone areas*.

---

### Protect windows



Protect windows with shutters



Below: Deck damage as a consequence of being constructed from inappropriate materials for the potential BAL.





## Building in bushfire threat areas

If you are going to build in an area that is a bushfire threat, then you are in the optimal position to assess your bushfire protection requirements prior to building and applying the appropriate measures to reduce your risk of bushfire attack on your home.

There may be existing features in the landscape that you can use to reduce the potential impact on your house in a bushfire, or there may be sites that have greater risks that will need to be carefully considered prior to purchasing.



From choosing your house site right through to house design and landscaping, DFES strongly recommends that the house be built to standards described in *Australian Standard 3959—Construction of buildings in bushfire-prone areas*, and bushfire risks are addressed in accordance with *Planning for Bushfire Risk Management Guidelines*.<sup>2</sup> The five key bushfire hazard management issues for new development are outlined below.

### FIVE KEY BUSHFIRE HAZARD ISSUES TO CONSIDER

The *Planning for Bushfire Risk Management Guidelines*<sup>2</sup> outline five key bushfire management issues that need to be considered when you are planning to build in a bushfire threat area:

1. Location
2. Vehicular access
3. Water
4. Siting of development
5. Design of development.<sup>2</sup>

#### 1. LOCATION

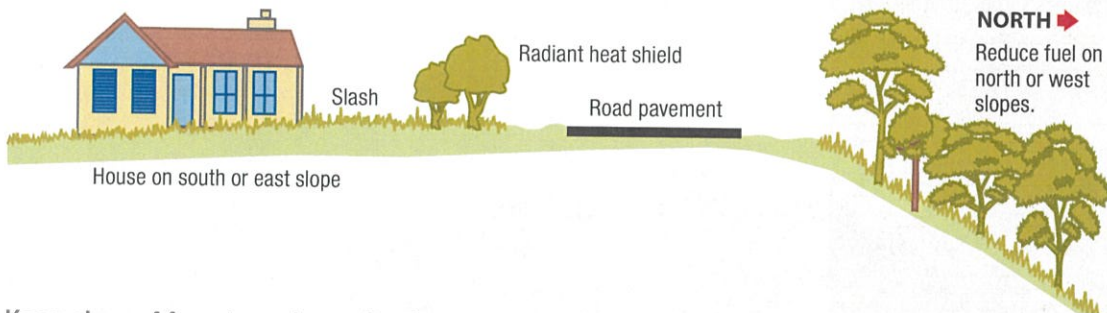
The location of a new development should be in areas where the bushfire hazard does not present an unreasonable level of risk to life and property. That is, the development is not located on land that is subject to extreme bushfire hazard by which appropriate bushfire attack level construction standards are hard to achieve or are excessively costly.

The lower the bushfire hazard, the less modifications are required to keep your home safe.

There may be existing features in the landscape that you can use to reduce the potential impact on your house in a bushfire, or there may be sites that have greater risks.

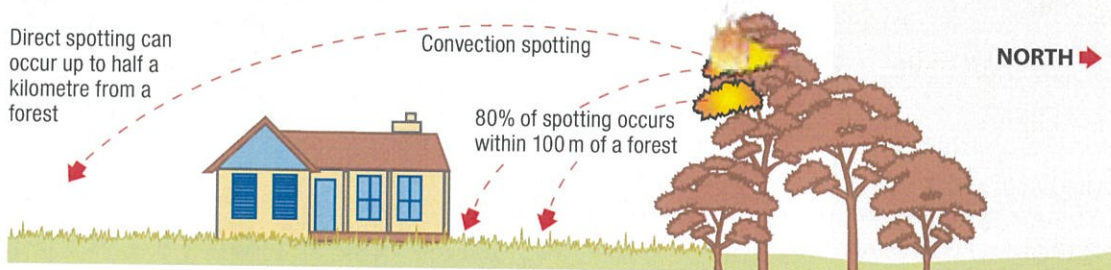
## Beware of hilltops

The steeper the slope, the faster a fire will travel up it, so it is risky to build on the top of hills or ridges. The lower down the hill, the safer you are. Flat country is the safest.



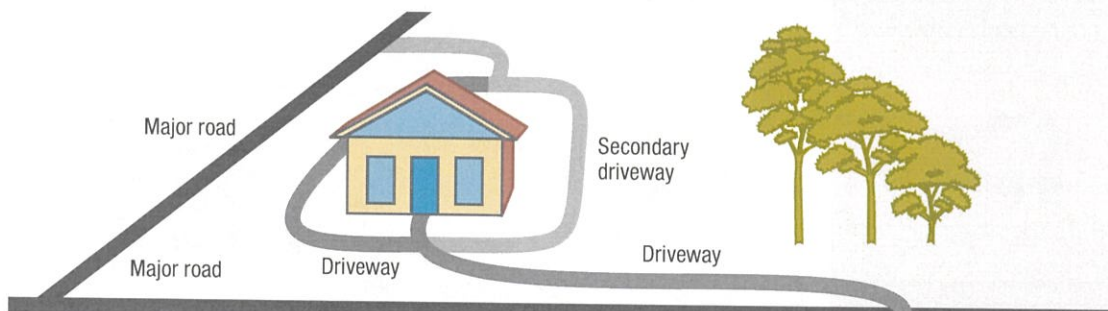
## Keep clear of forests and woodlands

Forest and woodland fires can cause 'ember attack' or 'spotting' (spot fires from burning embers—for example, bark and leaves) for an extended distance down wind, possibly up to half a kilometre. The greatest risk of spotting is closest to forests and woodlands which have a high fuel load. Grassland does have short distance spotting characteristics.



## 2. VEHICULAR ACCESS

Roads can easily be blocked by fire, smoke and falling trees. It is important to ensure that vehicular access into and out of your new house site is safe and easy to navigate in the event of a bushfire. The first way to address this is to make sure there are at least two ways in and out of your property that connect to a public road. Fire trails and access tracks may be established to separate the bushfire hazard from the house site and provide access within and around the edge of the site. Consider installing a fire gate between your property and any neighbouring properties so that you and the fire services have alternative access routes.





### 3. WATER

Access to adequate water supplies will enable life and property to be defended in the event of a bushfire. Where mains water supply is not available, or for extra water security, a water tank should be installed, preferably with a fuel powered pump attached. As well as being an alternative permanent supply of water, swimming pools and dams located close to the house can act as buffers between the house and bushfire hazard.

More information about water supply can be found on page 33.



As well as being an alternative permanent supply of water, swimming pools and dams located close to the house can act as buffers between the house and bushfire hazard.

### 4. SITING OF DEVELOPMENT

The siting of your new house, including paths and landscaping, should be positioned such that it minimises the bushfire risk to life and property. Before you choose a site, weigh up its good and bad points. Is there a windbreak you can use to protect your house? Is there a nearby stream or dam? It may be preferable to build beside a body of permanent water so that the water is placed between the house and the likely direction of a bushfire. Be aware that if the water source dries out in summer it can provide extra fuel for the fire and increase the risk.

In steep, scrubby, fire-prone bushland you'll need extra fire protection. Remember, good siting is the key to protecting your new home from bushfires. Houses on ridges in bushland should be located on the opposite side to the likely direction of bushfires (see below). For this reason also reduce fuel regularly on the side of the ridge which faces the likely direction of bushfires.

The prevailing afternoon breeze in summer presents the **most common threat** as it fans bushfires when fuel is at its driest. Unstable atmospheric conditions that create less common north-west winds in summer can lead to the **most destructive bushfires**.

In a bushfire, most houses that are lost are from ember attack.



House is sited to take advantage of protection from the existing windbreak.



## 5. DESIGN OF DEVELOPMENT

Once you have chosen your house site, DFES strongly recommends that the house be built to standards described in *Australian Standard 3959—Construction of buildings in bushfire-prone areas*, and in accordance with *Planning for Bushfire Risk Management Guidelines*.<sup>2</sup>

In a bushfire, most houses are lost from ember attack. Apart from the direct flame and radiant heat of bushfires, buildings can be ignited by embers which catch on windowsills, in gaps and cracks, sheltered recesses and doorways or under loose roofing or verandahs. These embers start small fires that can go unnoticed and burn down a home from the inside out.

### Simple shape, single storey

The safest houses have smooth outside walls with no gaps or spaces and a low-pitched roof with no level changes. Single-level houses are generally safer than split level.

### Roofing materials

Metal sheeting is the best—it can withstand falling trees better than other roofing materials and it's easier to close off from embers. If you use tiles, they need to be well fitted (in accordance with *AS2050: Installation of roof tiles*), to minimise gaps and with fire-resistant sarking beneath them. Avoid roofing materials that catch fire easily like timber shingles, shakes and asphalt shingles. A low-profile roof reduces wind turbulence, so avoid or minimise level changes and valleys where leaves and debris can gather.

If your house is in dense bushland, it's worth taking extra measures to protect the rafters from burning. Ensure that you only use materials described in *AS 3959* for the potential BAL on your home.

### Skylights and air conditioners

Plastic skylights may melt and glass skylights may break, letting the fire in. If you must have a skylight, use the materials described in *AS 3959* for your BAL and circumstances.

Evaporative air conditioners should be turned off after the pads have been made wet when a bushfire approaches so smoke and sparks are not drawn into the unit. Air conditioners containing flammable materials should be covered with a suitable ember protection screen to prevent entry of burning embers.

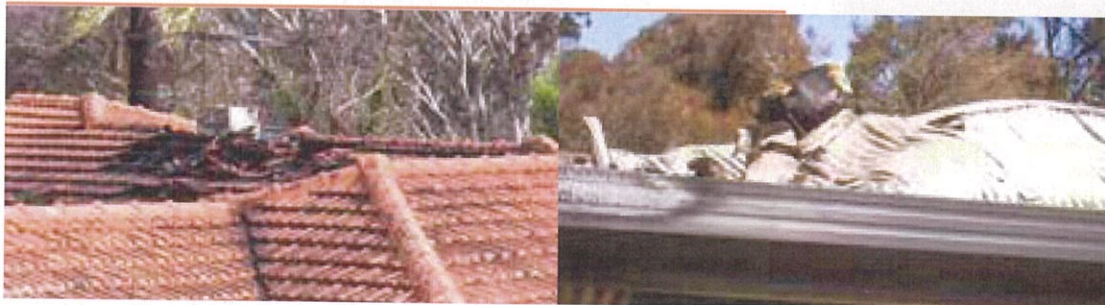


Single level houses are generally safer than split level.



A low-profile roof reduces wind turbulence

See the *DFES Info Note on Ember Protection Screens*.





### Under floor spaces

Houses on stilts can enable embers, radiant heat and flames into the spaces beneath the floor. These areas can be fire traps unless the area beneath the house is appropriately enclosed. Air turbulence and flammable material under the house can provide a fire with access to your flooring. The safest option is to build on a concrete slab. If stilts are a necessary part of your house design, keep the floor as close to the ground as possible. Enclose the under floor space and make sure no flammable materials build up under or in the subfloor.

### Use fire safe building materials

Houses made of brick, mud brick, fibro and weatherboard are all acceptable (paint on the weatherboard has to be kept in good condition) in some situations. Vinyl weatherboards, rough timber and some other claddings however, may cause problems in a fire by warping or catching sparks. Only use the materials described in AS 3959 for the BAL assessed for your site and ensure the materials are used appropriately.

If possible, use bricks or other fire-resistant material at ground level around the walls. If you use cladding that may cause problems in a fire—increase the building protection zone by two or three times if possible, paying particular attention close to the house.

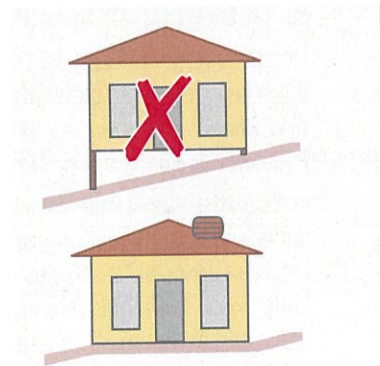
### Timber—rough is risky

If possible, steer clear of elevated timber decking, stairs or raised timber verandahs. If you do use them, remember that rough sawn timber catches dust, which is highly flammable.

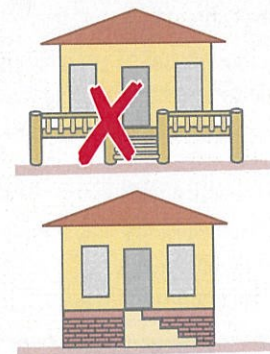
Timber can be used safely if you:

- ✓ Use a dense hardwood timber like jarrah for exposed rafters and external timberwork.
- ✓ Give it a smooth or painted finish.
- ✓ Don't use flammable coatings or sealants like tar or resinous compounds, which may catch fire easily.
- ✓ Comply with the requirements of AS 3959 for the BAL for your home.

For more information see the *Planning for Bushfire Risk Management Guidelines*<sup>2</sup> or contact your local government.



Houses on stilts can be fire-traps.



Rough timber is risky.





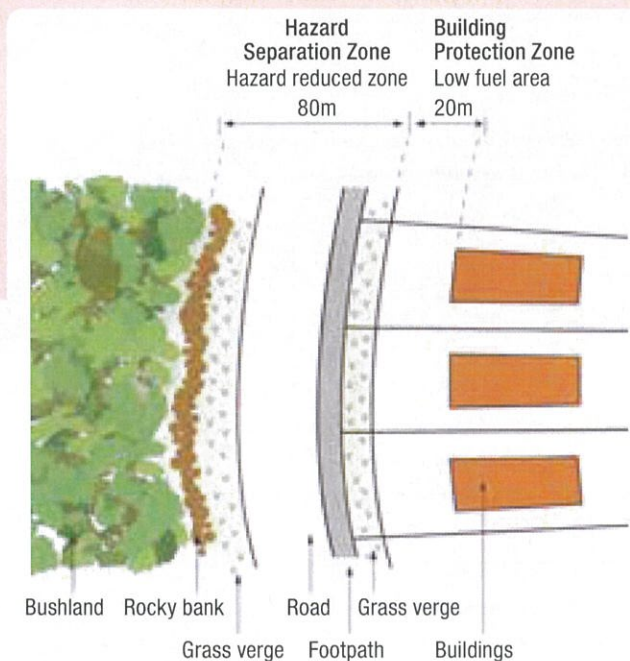
# Prepare your property

Along with choosing the right site for your new home and building or retrofitting to the appropriate construction standards for your bushfire attack level (BAL); you need to consider the landscaping design of your garden and property. The best bushfire planning can be undone by poor design and maintenance of the gardening landscape.

## Hazard Separation Zone

A Hazard Separation Zone (HSZ) is an area of reduced fuel adjacent to the Building Protection Zone (BPZ) of a house. Hazard Separation Zones assist in decreasing fire intensity and rate of spread and reducing the potential for crown or spot fires to develop close to the building.

The HSZ should be 80 m wide from the BPZ (particularly adjacent to forest or woodland) and kept to between 5 and 8 tonnes per hectare (t/ha) for jarrah/marri dominated forest and woodland, below 12–15 t/ha in mallee heath and below 15 t/ha in karri forest.



## General garden design

Highly flammable vegetation located too close to the house may expose a house to higher levels of radiant heat and flame contact during a bushfire. A well designed garden can increase your home's survivability, even if you plan to leave early.

It is necessary to plan the layout of your garden so that it does not contribute to the spread of bushfires.

There are four main ways to design or modify your garden to create a safer zone for your property during the bushfire season:

- Remove fuels.
- Landscape for safety.
- Selection and placement of plants.
- Use your trees.





## Remove fuels

The most important part of preparing your garden for the summer fire season is to remove fuels close to the house.



Fuel reduction activities include:

- Cutting all long grass and removing dead material from beneath and within shrubs and trees.
- Remove dead leaves and twigs from the gutters, under eaves and under the house.
- Move wood stacks, timber and rubbish away from the house.
- Do not store liquid fuels near the house (such as mower fuel).
- Mulched garden beds need to be kept damp so that the mulch itself does not become a fuel. It should be located away from vulnerable parts of the building (such as doors, windows and decks). Better alternatives to mulch include gravel, scoria, pebbles, shells or recycled crushed bricks.
- Use non-combustible pots and containers for plants that can be moved away from the house during the fire season.
- Other sources of fuel in a bushfire include objects such as caravans, sheds, barbeques and flammable outdoor furniture, which should be located away from the house.
- Shrubs should be placed 3 times their height at maturity away from the building.
- Shrubs should have the dead material pruned out of their crowns.



Heavy scrub fuels the fire.



Prune branches up to two metres off the ground to stop a ground fire spreading into tree tops.



## Landscape for safety

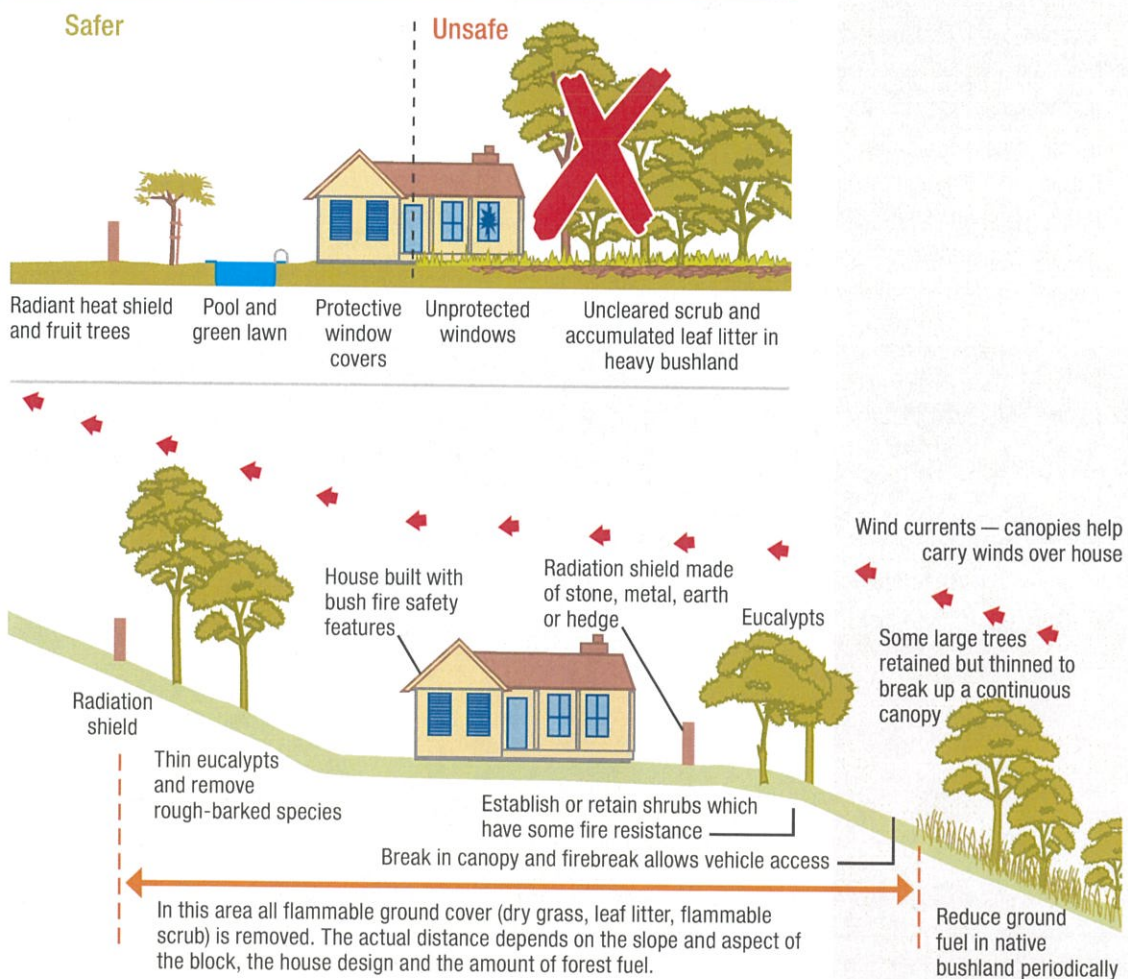
Plants and other flammable objects are potential fuels for bushfires and will compromise the protection of your house if placed inappropriately within the building protection zone.

You can build 'heat shields' and other features into the design of your garden to reduce fuel loads around your home.

- Use non-combustible materials such as stone, earth, concrete or galvanised iron for fences and retaining walls that can block radiant heat and embers.
- Use driveways or pathways made from materials such as concrete, gravel, clay or pebbles to provide separation between vegetation and your house.
- Green lawns can work as a low-risk ground cover close to the house, however it must be kept short and green as possible during the fire season.
- Design your garden so vegetable gardens, pools and patios are on the side of the house most at risk to bushfire.

Build 'heat shields' and other features into the design of your garden to reduce bushfire fuel loads around your home.

See page 36 for more information about Firebreaks.



## Selection and placement of plants

Although all plants will burn under the right conditions, low flammability plants may actually help to protect your home by:

- Shielding your house from strong winds.
- Catching burning embers before they reach your house.
- Reducing radiant heat levels.
- Reducing the likelihood of direct flame contact.

### PLANT SPACING

Fires spread easily when plants are placed close together because the radiant heat dries the surrounding vegetation enough for it to catch alight. A garden with continuous vegetation leading up to and surrounding the house will allow fire to spread from the garden to the house, placing the house at risk of catching alight.

Increasing separation between vegetation may include:

- Placing shrubs and other vegetation away from trees to reduce the likelihood of a 'fuel ladder' carrying fire from the ground into the canopy.
- Separating plantings so they do not form a continuous canopy and ensuring that these are separated by areas of low fuels (such as short, green lawns).
- Using paths, coarse mulch alternatives or short green lawns to separate garden beds and the house.
- Pruning branches, or 'skirting' trees to a minimum of 2 metres from the ground to increase vertical separation.
- Space at a distance three times the plant's height at maturity.

A garden with continuous vegetation leading up to and surrounding the house will allow fire to spread from the garden to the house.





## PLANT SPECIES

Some plants will burn easily and quickly while others may provide better protection for your home. Plants that provide the best protection in a fire contain plenty of water or salt in their leaves. Avoid plants containing volatile oils and those that have too many dead leaves and twigs.

DFES strongly encourages homeowners to contact their local nursery for advice, and recommends plants that have the following characteristics:

- grow in a predicted structure, shape and height for your particular area;
- are open and loose branching with leaves that are thinly spread;
- have a coarse texture and low surface-area-to-volume ratio;
- are sparsely arranged;
- will not drop large amounts of leaves or limbs;
- have wide, flat and thick or succulent leaves;
- trees that have bark attached tightly to their trunk or have smooth bark;
- have low amounts of oils, waxes and resins (which will often have a strong scent when crushed);
- do not produce or hold large amounts of fine dead material in their crowns; and
- will not become a weed in the area.

## CHOOSE APPROPRIATE PLANTS

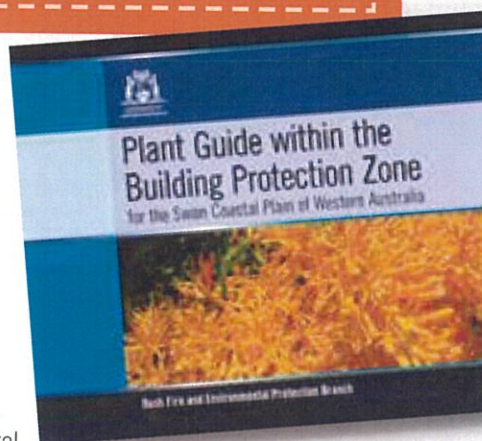
The DFES *Plant Guide within the Building Protection Zone for the Swan Coastal Plain of Western Australia* is a booklet designed as a planting guide for community members, gardeners, landscape designers and landscape managers throughout the Swan Coastal Plain, to protect houses from potential bushfires.

With this guide you will be able to choose and position plants at the appropriate distances from buildings to reduce the risk of bushfire damage. While specifically designed as a guide relevant to the Swan Coastal Plain, it may provide indicative species and separation planting options for the forest/urban interface zone to the east of the Swan Coastal Plain.

Plants in the garden may grow more vigorously than plants in their natural state due to increased moisture and nutrients.

## FRUIT AND VEGETABLES ARE FINE

A vegetable patch makes a good green firebreak, so locate it, if you can, on the side of the house most at risk from bushfires (consider fuel levels as well as threats caused by wind direction). Fruit trees give excellent fire protection—plant them around the house but keep the crowns at a minimum 2 metre distance from the building. If you're starting an orchard, locate it on the side of the house that receives the prevailing afternoon summer wind so it can act as a windbreak.



Fruit trees make a good firebreak.





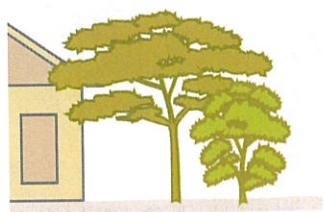
## Use your trees

Trees can be useful in a bushfire provided they are; carefully selected, properly maintained, and located at a safe distance from the house. Using appropriately placed trees as a wind break can reduce wind speed, absorb radiant heat, and filter burning embers. The trees should carry the hot fire laden winds up and over your house, but not catch fire. If they catch alight, you do not want them to spread fire to other trees or the house.

### TREE PLANTING AND MAINTENANCE GUIDELINES

- Maintain a minimum 2 metre gap between your house, other buildings, water supplies and trees.
- Do not allow branches to overhang the roof.
- Separate tree canopies by at least 10 metres.
- Avoid trees with loose, stringy or ribbon bark.
- Prune lower branches or 'skirt' trees to minimum of 2 metres above the ground to increase vertical fuel separation.
- Plant new trees at a safe distance from powerlines—the distance in metres should be 1.5 times the tree's mature height.
- Do not plant shrubs underneath trees.
- Periodically clean up in and under trees by removing dead leaves and litter—rake up leaves, remove hanging bark and dead branches.
- If your house is close to forest, make sure there's a good fuel reduced zone (up to 100 metres depending on the construction standard of your home) between the forest and your own trees.

Unsafe



Safer



For more information on using trees as windbreaks, see page 27.

Using appropriately placed trees as a windbreak can reduce wind speed, absorb radiant heat and filter burning embers.

# Windbreaks

## TREES AS WINDBREAKS

Windbreaks can be beautiful to look at and also useful for protecting houses, livestock and crops. Trees that are planted for windbreaks are most effective in a fire of low to moderate intensity and may:

- reduce wind speed;
- trap burning embers and flying debris; and
- absorb radiant heat.

Here's how they do it, and what you need to know to get the most from your windbreaks...

### WIND SPEED

When the wind hits a row of trees, it is slowed down and the trees are able to trap anything the wind is carrying. The amount of protection a windbreak can offer depends on the density of the trees.

A dense windbreak will slow the wind speed initially but will leave a smaller area behind the break, causing turbulence and the movement of embers over the trees rather than trapping them. Greater wind speeds will move over a sparser wind break; however, it will divert the wind over a longer distance behind the break. If you're planting a windbreak around your home, 30–60% of the wind should be allowed to penetrate to achieve maximum effect of reducing speed whilst catching burning embers. You will need to manage the leaf litter from these trees, so they do not become a fire fuel.

### BURNING EMBERS

In a bushfire, the greatest risk to your home could be burning embers carried by the strong winds. Trees can catch many of these sparks and burning twigs before they reach the house, so long as the plantings are not too dense.

In general, plants with green leaves contain a greater quantity of water, and therefore are usually safe from catching fire from flying embers, unless there is too much dead material (twigs, leaves and loose bark) on the tree.

Trees that are planted for windbreaks are most effective in a fire of low to moderate intensity.





## RADIANT HEAT

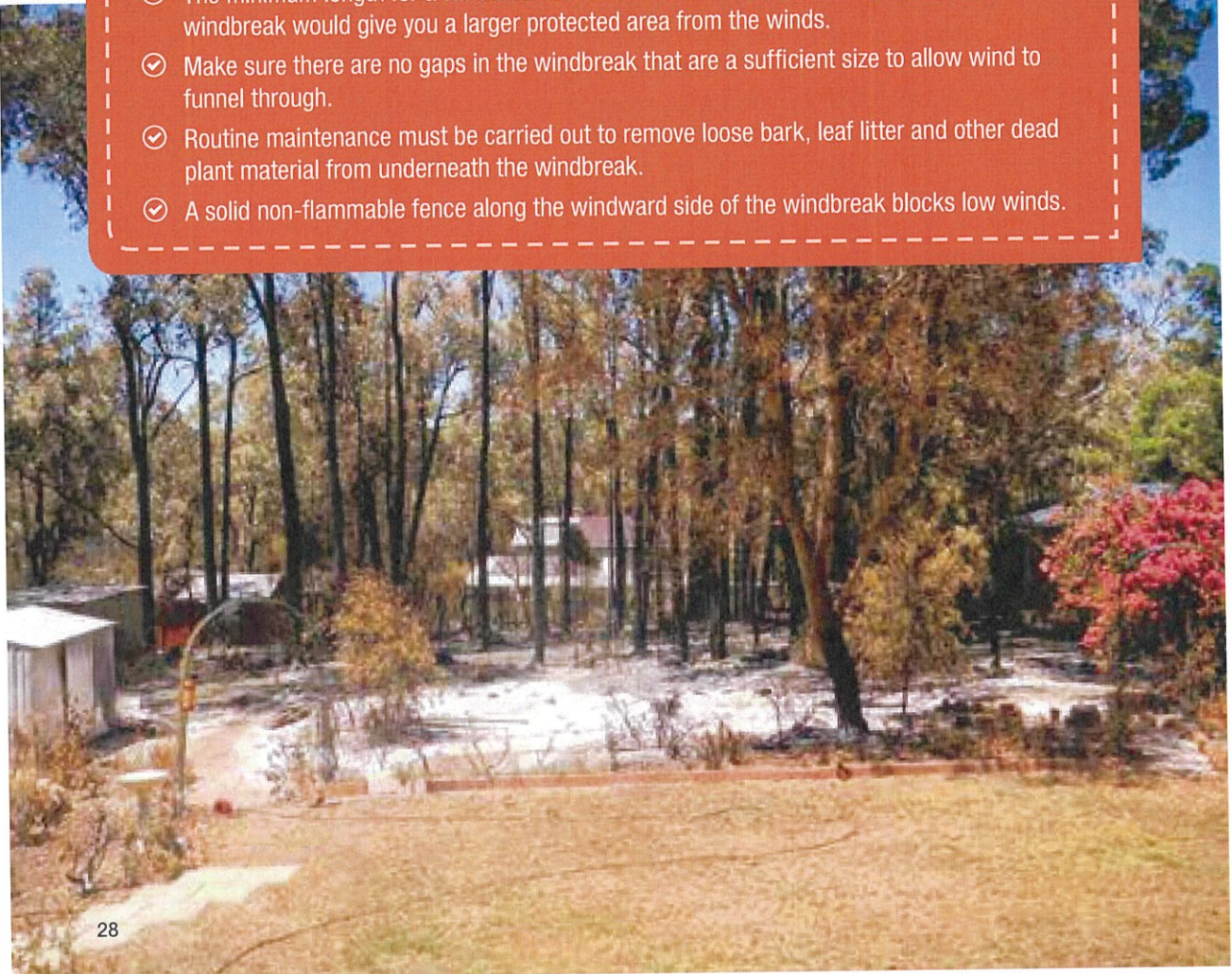
A row of trees provides dense foliage that acts as a shield from radiant heat. Under trees where roots have suppressed the grass, there is usually a bare area that acts as a natural firebreak, helping to slow down the flames. Therefore it is important to keep trees free of loose bark and other dead material. The area beneath the trees also must be kept free of fine, dead and aerated vegetation. The trees must be sufficiently far away from the house so they will not affect the building with radiant heat.



Remove dead leaves, loose bark and other litter.

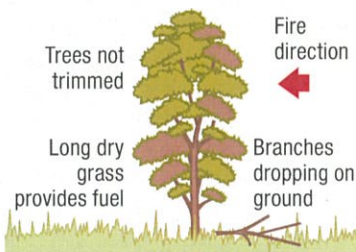
### GETTING THE MOST FROM TREES AS WINDBREAKS

- ✓ Ensure adequate separation between a building and the windbreak—do not place a wind break in the Building Protection Zone.
- ✓ Tree species should be carefully selected (highly flammable trees will become a fire hazard).
- ✓ Trees should be pruned or skirted to at least 2 metres from the ground.
- ✓ Wind breaks should be planted at right angles (90°) to the prevailing winds.
- ✓ Solid windbreaks can cause turbulence—a windbreak that allows approximately 30–60% of the wind to pass through is recommended.
- ✓ The minimum length for a windbreak should be 100 metres, but ideally a 200 metre windbreak would give you a larger protected area from the winds.
- ✓ Make sure there are no gaps in the windbreak that are a sufficient size to allow wind to funnel through.
- ✓ Routine maintenance must be carried out to remove loose bark, leaf litter and other dead plant material from underneath the windbreak.
- ✓ A solid non-flammable fence along the windward side of the windbreak blocks low winds.

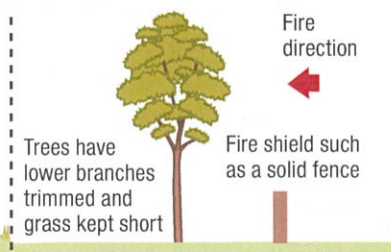




### This windbreak is likely to burn



### This windbreak is less likely to burn



## FENCES AS WINDBREAKS OR CLOSE TO THE HOME

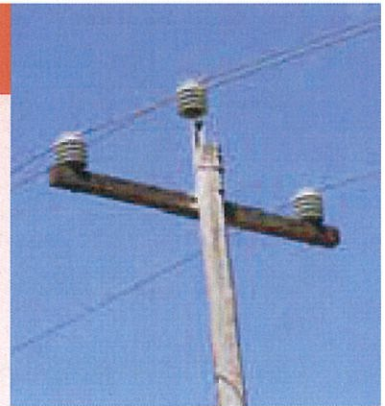
A solid non-flammable fence along the windward side of the wind break blocks low winds and helps to protect the trees from burning.<sup>7</sup> CSIRO research into the performance of residential boundary fencing provided the following outputs:

- From a performance ranking, the Colorbond® steel fencing had an insignificant heat release, followed by new hardwood, old hardwood, old pine and new pine.
- Colorbond® steel fencing was the best performer due to non-combustible material; it maintained structural integrity as a heat barrier; and did not spread flames laterally or contribute to fire intensity.
- Closed-paling hardwood fencing maintained a radiant heat barrier during radiation-only exposures. Where flame contact of the fence occurred, flame emission from the fencing provided additional radiant heat on the structure.
- Open-paling hardwood fencing were effective in reducing radiation exposure, however they provided little barrier during direct flame contact.
- Treated pine has the lowest performance. The integrity of the fence was compromised under leaf litter attack with a potential increase in risk to the adjacent structure.<sup>7</sup>

## Tree and powerline safety

Trees and powerlines are a dangerous combination. Fires can start in a number of ways from trees and powerlines coming together:

- Branches shorting out between wires.
- Branches causing the lines to clash together.
- Power leaking down a tree.
- Small branches bridging across insulators in high winds.
- Lines brought down by falling trees.



### LEGAL RESPONSIBILITIES

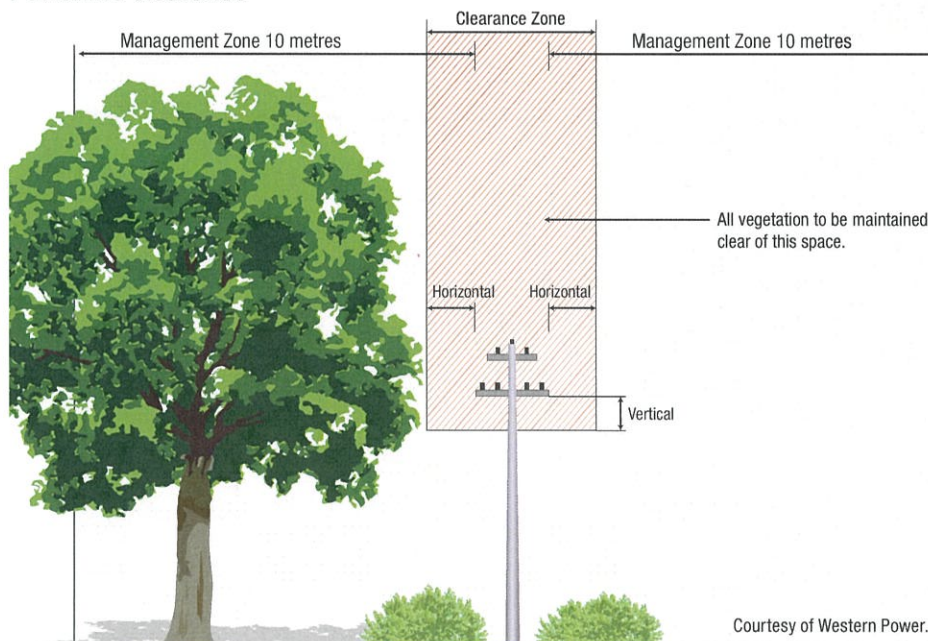
The owner/occupiers of land are responsible for keeping tree branches of any trees of their property at a safe distance from powerlines. If you are renting your home, you should contact your landlord to see if tree maintenance is covered in your rental agreement or if it is their responsibility. Local government and Western Power are responsible for the control of vegetation beyond the boundaries of private property, including street verges.

### SAFE DISTANCES IN RESIDENTIAL AREAS

The minimum recommended safe distance between trees and powerlines is 5 metres, although this distance may vary according to your area and distance between power poles. The minimum distance has been chosen to prevent tree branches coming into contact with powerlines under strong winds.

Please refer to [www.westernpower.com.au](http://www.westernpower.com.au) for specific clearances for your area.

#### Powerline clearance

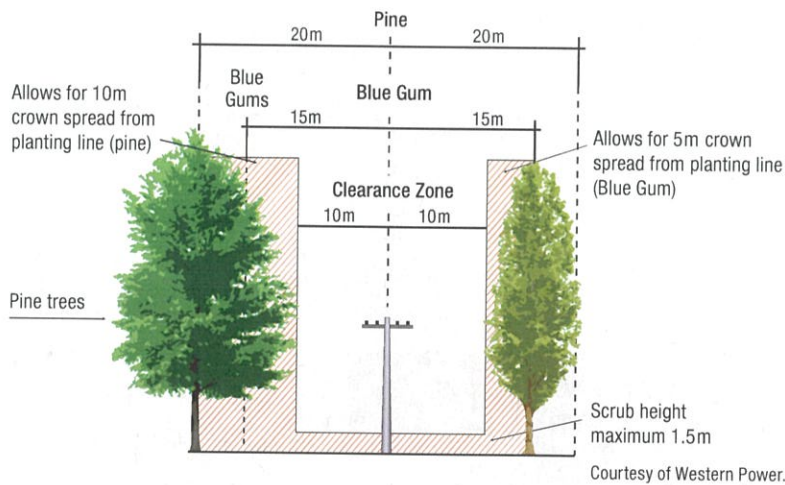




## SAFE DISTANCES IN RURAL AREAS

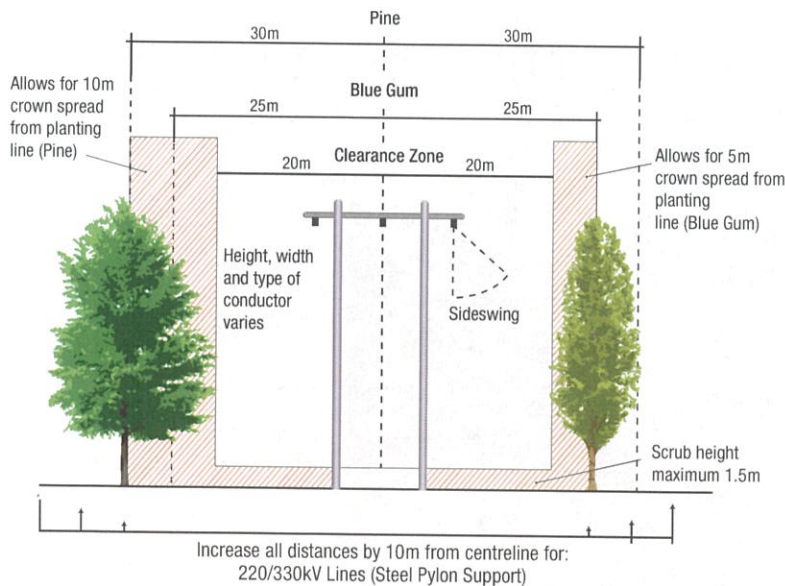
In rural areas, distribution lines with a single pole support require greater distances between vegetation and powerlines. The clearance is recommended to be 10 metres to the side of the single pole line. This distance from single pole distribution lines for plantations of Blue Gums and Pine trees increases (see diagram).

### Rural area distribution lines (single pole support)



For distribution lines that have double pole support (66/132 kV), the clearance zones are increased further with general clearance set at least 20 metres from the centre line and scrub height either side of the poles to be no higher than 1.5 metres. The clearances increase again for Blue Gums and Pine plantations. For high voltage Steel Pylon Support lines (220/330 kV) all distances need to be increased by 10 metres from the centreline (see diagram).

### 66/132 kV lines (double pole support)



Increase all distances by 10m from centreline for:  
220/330kV Lines (Steel Pylon Support)

## TREE PLANTING NEAR POWERLINES

If you consider the species you choose to plant on your property carefully, and locate them well away from powerlines, you will reduce the need for pruning to keep them clear of powerlines. If you can't avoid growing trees near powerlines, they should be species that grow to a maximum of 3 metres tall.

Visit [www.westernpower.com.au](http://www.westernpower.com.au) for more information on appropriate species to plant near powerlines.

## VEGETATION INSPECTIONS

Western Power regularly inspects vegetation close to powerlines across its entire network. If they consider that trees on your property are growing too close to their powerlines, Western Power will issue you with a notice to have these trees pruned. It is highly recommended that you use a professional tree arborist to prune branches that are on large trees or within the clearance zone of a powerline.



### IF YOU SEE A FALLEN POWERLINE

Contact Western Power immediately on 13 13 51 and notify nearby residents and passers-by of the danger.

It is highly recommended that you use a professional tree arborist to prune branches that are on large trees or within the clearance zone of a powerline.

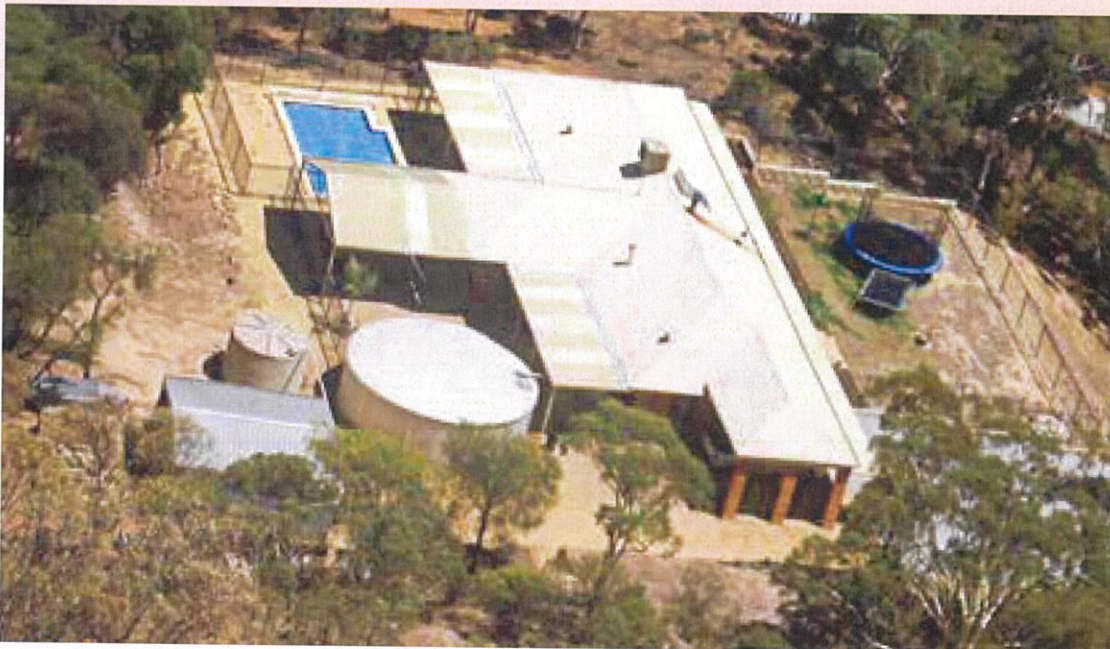




## Water supply — vital for home protection

If you've made the right preparations, the garden hose can save your house in a bushfire. But you may need an emergency water supply because in most bushfires the mains water supply (if you have it) can fail and electric power supplies can be cut off. If you are planning to actively defend your home, you will need to have an adequate independent water supply.

Additionally it is strongly encouraged that farmers and landholders have water supplies available and accessible to emergency services.



### INDEPENDENT WATER SUPPLY

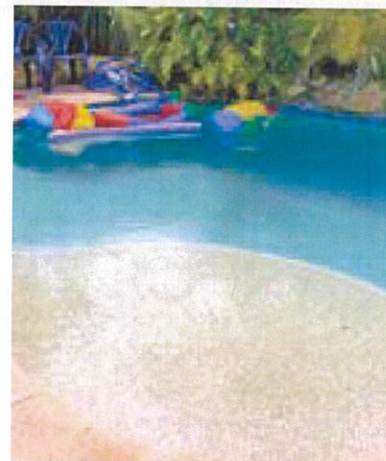
If your house is on reticulated mains water, you can run it through a storage tank, so that the tank is always full. If you use tanks for your domestic supply, make sure that a water supply for personal and home protection is always kept in reserve. A swimming pool or dam is fine if a diesel or petrol pump is available to use.

### WATER STORAGE TANKS

Water storage tanks should be made of concrete or steel and supply pipes should be flame and heat resistant. Exposed PVC pipes and fittings will melt in the heat of a bushfire to the water line. According to research conducted by the Bushfire Cooperative Research Centre, steel construction tanks perform best when exposed to bushfire conditions.<sup>8</sup>

Where possible, fittings, couplings and adaptors for the tank should match specifications for fitting onto fire trucks.

More information can be found on the DFES website or by contacting your local government, Bushfire Brigade or Fire and Rescue for more information.





## WATER PUMPS

If you lose mains power, you will need a generator or a petrol/diesel pump to power your water supply for actively defending your home. A generator will need to have more than a 1.5 kVA capacity to effectively power an electric pump, or you can use a small petrol or diesel pump to utilise your water supply and hoses effectively. Both pumps and generators will need to be shielded from the high radiant temperatures caused by bushfire. This can be done by enclosing them in a shed or inside another appropriate cover.

Remember to keep your pump and generator maintained throughout the year, particularly before and during bushfire season. Ensure everyone who is likely to stay and defend your property knows how to start and operate the pump and generator.

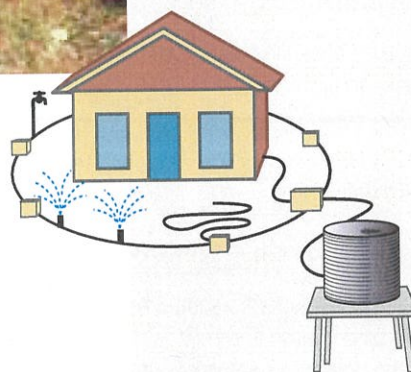
Remember to keep your pump and generator maintained throughout the year.



## GARDEN SPRINKLERS AND HOSES

Hoses from pumps should be long enough to reach all corners of the home and should be fitted with a nozzle able to deliver 30 to 100 litres per minute. Fire hoses should be durable, flexible and able to withstand high temperatures and UV exposure. Make sure you have enough hoses to cover the entire house. If they are plastic, you'll need to take them inside while the fire front passes, to prevent them melting.

Run the reticulation system in a loop right around the house. Place gate valves and hose couplings at each corner, so you can deliver the full force of water wherever you need it. If you have a garden sprinkler system, direct the sprays on those parts of the house most at risk—the windows, eaves, LP gas cylinder and verandah. Remember that plastic water pipes are likely to melt—use metal pipes or bury plastic pipes at least 30 cm underground.



Use metal pipes or bury plastic pipes at least 30 cm underground.

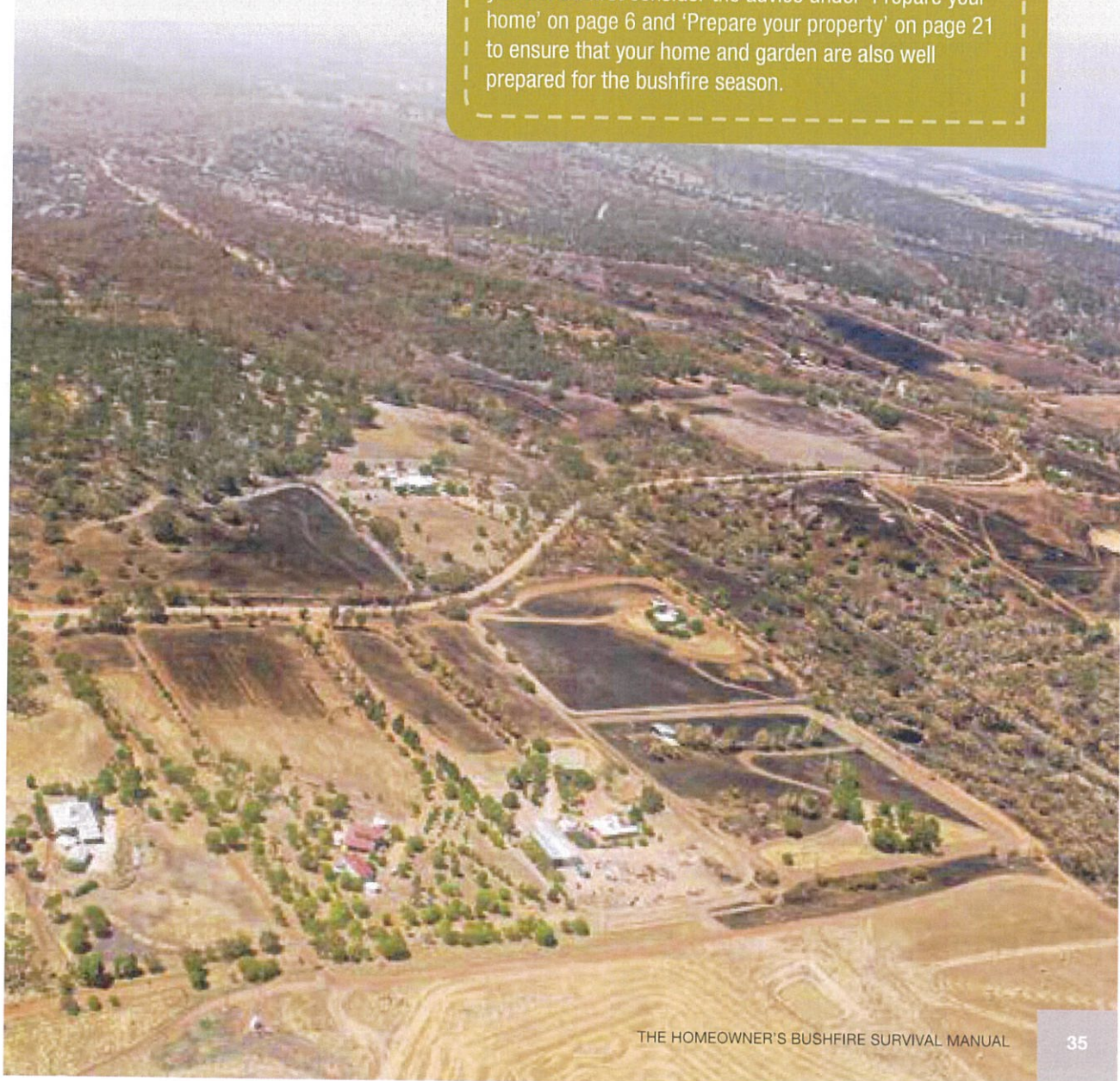


# Prepare your rural property

The layout of your rural property can be used to protect the homestead and other nearby buildings. The following advice for rural landholders focuses on specific bushfire considerations for rural properties such as maintaining machinery and equipment, and protecting livestock and crops.

It also provides advice on taking measures to protect your rural property from the threat of bushfire attack and ensuring additional care is taken to prevent a bush or grassfire from starting on your land.

When considering the protection for your rural property, you should first consider the advice under 'Prepare your home' on page 6 and 'Prepare your property' on page 21 to ensure that your home and garden are also well prepared for the bushfire season.





## Reducing fuel loads around your assets

Ensure you have an adequate Building Protection Zone around your home (page 6) and equally consider the fuel loads around your farming assets such as sheds, fences, stables or pens. Increase the protection of these assets by removing vegetation in the immediate surrounds, raking up leaf litter and twigs and keeping grass cut or grazed short.

Options for reducing fuel loads may also include strategic grazing, slashing or herbicide use.

### STRATEGIC GRAZING

Grazing may be the cheapest or easiest way of reducing dry paddock grass, which may become a fire hazard. Consider heavily grazing house paddocks in spring and summer.

### MOWING OR SLASHING

Slashed grass must be removed to prevent it becoming a fire hazard. Slash any long grass near the house, along fence lines and access tracks or driveways.

### HERBICIDES

Chemical firebreaks may be an option in areas that may be prone to soil erosion. Applying herbicide after the plants have grown to a short height and when the roots have developed can assist in producing a firebreak and hold the soil together. Choose a chemical that is non-residual and will not cause environmental harm.

Prescribed burning can also be useful in reducing fuels on your property, see page 39 for more information.



Create a low fuel zone by mowing or slashing

## Firebreaks

Firebreaks usually have more than one purpose which may include:

- A mineral earth or reduced fuel break that helps prevent landscape fire entering your property.
- A mineral earth or reduced fuel break that helps prevent a fire starting on and leaving your property.
- Defined boundaries for prescribed burning.
- Access to critical areas so that fire suppression activities can be undertaken.

Firebreaks will not stop a major fire from spreading, but they can prevent small fires from escaping your property and landscape fires from entering. Most importantly, firebreaks provide safer access for yourself and firefighters to conduct fire suppression activities across your land.

Remember to allow for or manage the growth of trees, shrubs and grass when planning firebreaks.

Green summer crops can also provide a natural firebreak between the house and the most likely direction of bushfire.

Contact your local government for your specific firebreak requirements.



## Property access

**A number of measures need to be in place so that emergency services can locate and access your house and property in the event of a bushfire.**

Make sure your property is identifiable at the entrance by having clear signs at the front gate.

The width of access tracks (which may also be firebreaks) and gateways should consider the dimensions of fire trucks and tankers.

Also make sure you have more than one access road into and out of your property in case one of them becomes obstructed.

Consider the dimensions of fire trucks and tankers when making access tracks, gateways and firebreaks.

## Farm fire safety

### HARVESTERS

The most common cause of harvester fire is crop material collecting on hot engine components such as the manifold, exhaust or turbocharger. Many of these fires can be prevented by conducting regular maintenance and cleaning checks and having fire suppression equipment readily available on the machines. You should also have a two-way radio and/or mobile phones (where there is a service) on all harvesting machinery and back at the homestead, along with emergency contact numbers.

Under the *WA Bush Fires Act Regulations 1954* harvesting machinery cannot be operated during prohibited or restricted burning times unless an approved fire extinguisher is carried on the machine. Check with your local government for specific fire suppression equipment requirements during harvesting.

On Total Fire Ban days, you can continue your farming activities provided that your local government has not imposed a Harvest and Vehicle Movement Ban. It is up to you to be aware of any bans that are in place in your local government area when you are harvesting or operating a vehicle.

For more information on fire-safe harvesting, see the *Stay Ahead of Crop Fires* brochure and the 'Safe Harvesting' checklist on the DFES website.

It is up to you to be aware of any bans that are in place in your local government area when you are harvesting or operating a vehicle.





## ELECTRIC FENCING

If dry fuels are close to electric fences, a spark jumping from one wire to another can start a fire. Check that electric fences are clear of grass and other vegetation, and operate them according to the manufacturer's advice. Remember it's good fire safety practice to switch off electric fences during times of extreme fire danger.

Also refer to 'Tree and powerline safety' on page 30.

It is good fire safety practice to switch off electric fences during times of extreme fire danger.

## FUEL SUPPLIES

Keep fuel (e.g. petrol and diesel) away from haystacks and buildings. For large amounts of flammable fuels, use elevated storages or underground tanks supported by a bund to prevent spills leaking into the environment. Drums of fuel should be stored in a fully enclosed shed well away from the house.

## Livestock

**Where will you put your stock in a bushfire? Cattle, sheep and other agricultural stock need protection and refuge from bushfires.**

Before the fire season, plan a refuge for your stock:

- ✓ Maintain a heavily grazed refuge area where stock can be moved to during a bushfire—this could be the centre of a ploughed paddock, a grazed or green paddock or laneway.
- ✓ Consider a central laneway that will assist in stock relocation.
- ✓ If appropriate, leave internal gates open so that stock may move about freely to safety from the effects of the fire.
- ✓ Ensure they have access to drinking water and if possible a dam or creek where they can seek relief from radiant heat.
- ✓ Identify a stock relocation area (if different from the refuge area) where they can be fed after the fire has passed.

Maintain a heavily grazed refuge area where stock can be moved to during a bushfire—this could be the centre of a ploughed paddock, a grazed or green paddock or laneway.



# Prescribed burning

Because Western Australia is so fire-prone, each summer there are restrictions or prohibitions on the lighting of fires in the open air. Prohibited burning times for a given area of the State are declared by the Minister and commonly operate within the bushfire season in the South of the State but vary in the North West, corresponding with the dry season during the Northern Winter. Restricted burning times for a given area of the State may be declared by the FES Commissioner whereby an appropriate permit will be required for burning to occur.

Check with your local government to ascertain the fire prohibition and restriction periods that apply to your district.

## Restricted or prohibited periods



### **DURING THESE PERIODS WHERE RESTRICTIONS ARE IN FORCE, YOU MUST NOT:**

- ⊘ Dispose of any burning tobacco, cigarette, cigar or match in circumstances that are likely to set fire to bush. Do not throw it from a vehicle under any circumstances.
- ⊘ Operate a tractor or self-propelled harvester unless its exhaust system is well maintained, fitted with a spark arrester and discharges exhaust emissions vertically upwards.
- ⊘ Light a campfire or cooking fire within three metres of a log or stump or unless there is a cleared area of at least three metres around the fire. Such fires are automatically prohibited on days when the fire danger forecast for the particular area is 'very high' or 'extreme'. Some local governments prohibit camp or cooking fires for part of the year.
- ⊘ Leave the fire unattended. Always extinguish the fire with water or earth before leaving.
- ⊘ Light a fire to burn bush, grass, stubble or undergrowth without a written permit.
- ⊘ Use welding apparatus of any kind, or power operated cutting discs of any kind unless there is at least one fire extinguisher situated at the site and all instructions issued by a local government fire control officer are complied with.



Your local governments may restrict or prohibit the above activity further.



## Total Fire Bans

On days when the Minister has declared a total fire ban for a defined area of the State, a person shall not light, maintain or use a fire in the open or carry out an activity that causes or is likely to cause a fire. This ban includes fires for which a permit has already been issued, campfires, cooking fires (including pizza ovens), barbecue fires, incinerators and rubbish fires.

## Controlled burning on your property

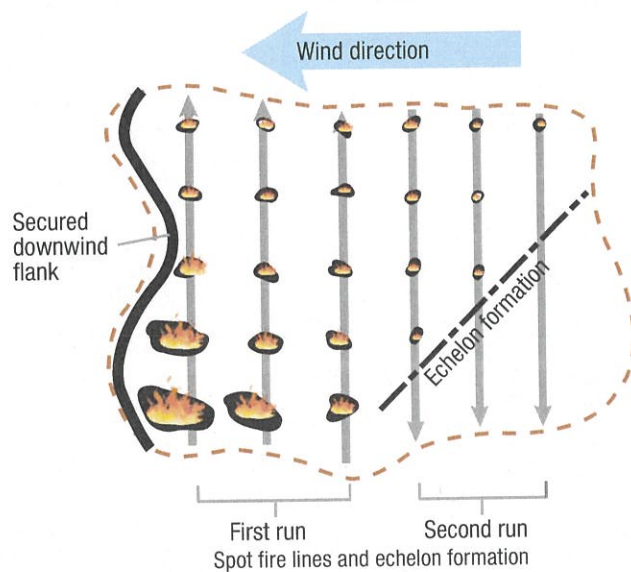
You will need a permit during the 'Restricted Burning Period,' so check who your local government representative is for your area. It's important to comply with the conditions of the permit.

Whether or not you have a permit, it's illegal to burn off on days of Very High, Severe, Extreme or Catastrophic fire danger.

Whether or not you have a permit, it's illegal to burn off on days of Very High, Severe, Extreme or Catastrophic fire danger.

Where you have the authority and expertise to burn on your own property, strip burning with spot ignition is best—but take great care by keeping the burn area small and always under control.

- Comply with permit conditions and seek advice from your local government.
- Plough or have a firebreak around the area to be burnt, have sufficient and appropriate firefighting equipment at hand (knapsack spray and hand tools and/or a firefighting unit), and burn back into the wind.
- Have a clear written plan of where you intend to burn and the results you are aiming to achieve. This will help you to determine the equipment you will need, the time of day to undertake the lighting and the ignition method (strip and spot distances) to carry out the burn safely.
- Advise your neighbours of any possible smoke hazards. Ensure that smoke from the burn does not produce a smoke nuisance for your neighbours and others.
- You'll need enough people with you to keep the fire under constant control.
- Mop-up standards must be adhered to—that is, ensuring that the fire is not left unattended until it is completely out.
- Consult with your local fire brigade—they may be able to help.



Example of best practice burning plan to follow for your property.

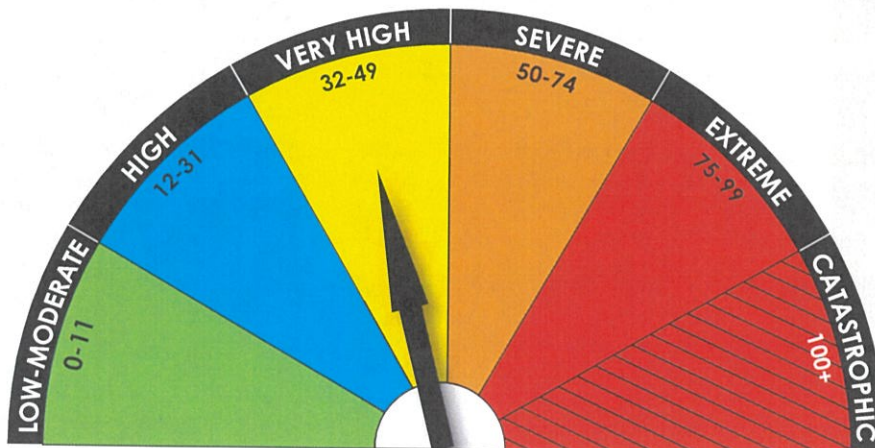
## BURNING GARDEN REFUSE OR RUBBISH

Below are some general garden refuse burning guidelines.

Your local government area may further restrict or entirely prohibit the burning of garden refuse so you must check with your local council before proceeding.

You may not burn garden refuse during the limited burning times unless it is burned in an approved incinerator or on the ground according to the restrictions below.

- The incinerator must be designed and constructed so as to prevent the escape of sparks and burning material and is not situated closer than 2 metres from a fence or building unless your local government has given you written permission. There must be no other flammable material within 2 metres.
- If burning garden refuse on the ground, there must be no other flammable material within 5 metres of the fire. The fire must be lit between 6.00 pm and 11.00 pm and be completely extinguished before midnight on the same day.
- Whether you are burning in an incinerator or on the ground, at least one person must be present until the fire is completely extinguished.
- No fires may be lit on days when the fire danger forecast for the area is Very High, Severe, Extreme or Catastrophic or a Total Fire Ban has been declared.



No fires may be lit on days when the fire danger forecast for the area is Very High, Severe, Extreme or Catastrophic or a Total Fire Ban has been declared.



# Leave early or stay and defend?



One of the key decisions you need to make when developing your Bushfire Survival Plan is the decision to stay and actively defend a well prepared home or leave early for a safer place.

Homeowners need appropriate information about their property, preparation and surrounding vegetation to prepare a Bushfire Survival Plan and make an informed decision about whether they will leave early or stay and defend.

Key factors to be taken into account include:

- How well the home is constructed, maintained, prepared and equipped to withstand a bushfire;
- Contingency plans in case the fire is more intense than expected or things don't go to plan; and
- The physical, mental and emotional fitness required by people to cope with the impact of a bushfire.

A home and surrounds that looks well prepared under normal conditions may suddenly look ill-prepared when a bushfire is approaching on a hot, windy summer's day. This must be considered when determining whether to stay and defend your property or whether to leave early.



In any case, it is important that you **know the triggers** that cause you to act even before a fire starts.

Finding out tomorrow's Fire Danger Rating (FDR) is the best trigger. It should be the first step in activating your Bushfire Survival Plan and choosing to leave early or stay and actively defend.





## Know your triggers

It is important that you use triggers that cause you to act even before a fire starts.

It is likely that your actions will change depending on the Fire Danger Rating (FDR) so you should consider what FDR will trigger a change in action.

Your trigger may be different to your neighbour as it needs to work for you and your family's situation.

### FIRE DANGER RATING

Fire Danger Ratings are used to advise people about the Bureau of Meteorology forecast weather conditions, providing advice on the level of bushfire threat for a particular area or day. Understanding the FDR categories and what they mean to you will help you to make decisions about what to do if a bushfire starts. When the rating is high, the threat of a bushfire increases.

When the FDR is Extreme or Catastrophic for your area it means any fires that start are likely to be so fierce that even a well prepared, well constructed and actively defended home may not survive a fire.

### TOTAL FIRE BAN

The declaration of a **Total Fire Ban** (TFB) is another prevention measure that occurs when extreme fire weather conditions are expected or when widespread fires are seriously stretching firefighting resources. A TFB is declared by the Minister following consultation with DFES and local governments.

When a TFB is declared it prohibits the lighting of any fires in the open air and any other activities that may start a fire. The ban includes all open air fires for the purpose of cooking or camping. It also includes incinerators, welding, grinding, soldering or gas cutting and in some local government areas will restrict harvesting and vehicle movements.

When a Total Fire Ban is declared it prohibits the lighting of any fires in the open air and any other activities that may start a fire.

# Bushfire Warning Systems

Once a fire has started, the Department of Fire and Emergency Services (DFES) may issue a range of warnings to inform the community during significant incidents threatening lives and property.

Warning information can be provided in the form of **community alerts**. Community alerts may use:

- **Bushfire Warning Levels** which are community alerts that reflect the increasing risk to life and property and the decreasing amount of time that you have to act before the fire arrives.
  - **Advice:** means that a fire has started but there is no immediate danger, this is general information to keep you informed and up to date with developments.
  - **Watch and Act:** means that a fire is approaching and conditions are changing, you need to leave or prepare to actively defend to protect you and your family.
  - **Emergency Warning:** means that you are in danger and you need to take immediate action to survive as you will be impacted by fire. An emergency warning may be supported with the SEWS siren.
  - **All Clear:** means that the danger has passed and the fire is under control, but you need to remain vigilant in case the situation changes. It may still not be safe to return home.
- **Standard Emergency Warning Signal (SEWS)** during emerging situations of extreme danger. It is an alert siren signal that can be played on public media such as radio, television, public address systems and mobile sirens which is followed by an urgent safety message.
- **Emergency Alert** when lives may be in danger in your neighbourhood, an alert may be sent as a voice message on your landline, based on your address, or via a text message to your mobile phone, based on the service address.

ALERT LEVEL
<b>ADVICE</b> Be aware and keep up to date Issued at 11am and 4pm unless the situation changes
<b>WATCH AND ACT</b> Put your preparations into action – do not wait and see Issued every two hours unless the situation changes
<b>EMERGENCY WARNING</b> Take immediate action to survive – you will be impacted by fire Issued every hour unless the situation changes
<b>ALL CLEAR</b> Take care to avoid any dangers and keep up to date Issued when the threat has passed

BUSHFIRE WARNINGS: WHAT SHOULD YOU DO?		
ALERT LEVEL	WHEN WILL IT BE ISSUED?	WHAT SHOULD YOU DO?
<b>ADVICE</b> Be aware and keep up to date Issued at 11am and 4pm unless the situation changes	<ul style="list-style-type: none"> <li>• When a fire has started but there is no immediate danger</li> <li>• There is no threat to lives and homes</li> <li>• The fire is likely to be small and may be causing smoke near homes</li> <li>• Firefighters will be able to control the fire</li> </ul>	<b>You need to be aware</b> <ul style="list-style-type: none"> <li>• Stay alert and monitor your surroundings by watching for signs of a bushfire, especially smoke and flames</li> <li>• Check the Fire Danger Rating for your area</li> <li>• Close all doors and windows</li> </ul>
<b>WATCH AND ACT</b> Put your preparations into action – do not wait and see Issued every two hours unless the situation changes	<ul style="list-style-type: none"> <li>• When a fire is approaching and conditions are changing</li> <li>• There is a possible threat to lives and homes</li> <li>• The fire will be out of control. There may be smoke and embers around your home and roads</li> <li>• Firefighters will be working with machines to put in containment lines to stop the fire spreading</li> </ul>	<b>You need to leave or get ready to defend</b> <ul style="list-style-type: none"> <li>• Put your bushfire survival plan into action</li> <li>• If you have decided to leave for a safer place, leave now and take your survival kit with you</li> <li>• Leave well before roads are closed and full of smoke</li> </ul>
<b>EMERGENCY WARNING</b> Take immediate action to survive – you will be impacted by fire Issued every hour unless the situation changes	<ul style="list-style-type: none"> <li>• When there is immediate danger and the fire will impact your home</li> <li>• There is a threat to lives and homes</li> <li>• The fire will be out of control and moving very fast. This is the highest level of warning</li> <li>• Firefighters will find it difficult to control the fire and it will take significant firefighting resources and a change in conditions to bring it under control</li> <li>• A siren sound called the Standard Emergency Warning Signal (SEWS) may be used to get your attention on radio and television</li> </ul>	<b>You need to act immediately to survive</b> <ul style="list-style-type: none"> <li>• If you have not left yet and the way is clear leave immediately for your safer place and take your survival kit with you</li> <li>• If you have not prepared your home, it is too late to do it now. Your safest option is to leave for a safer place. If the way is clear</li> <li>• Do not relocate at the last minute in a vehicle or on foot as this is deadly. Leave immediately if the way is clear</li> </ul>
<b>ALL CLEAR</b> Take care to avoid any dangers and keep up to date Issued when the threat has passed	<ul style="list-style-type: none"> <li>• When the danger has passed and the fire is under control</li> <li>• Firefighters will be working to put the last bits of the fire out and make the area safe</li> <li>• It may still not be safe to return home. Emergency services will advise when you can go home</li> </ul>	<b>You need to be careful</b> <ul style="list-style-type: none"> <li>• Remain vigilant in case the situation changes</li> <li>• When driving in the fire area you should take extreme caution and drive slowly</li> <li>• Dangers like smoke, fallen trees and downed power lines may be on roads and emergency services will still be working in the area</li> </ul>



## Leaving for a safer place

Many people plan to leave for a safer place but leave it too late. You need to identify and agree on a trigger with your family that will prompt you to leave early, and have a backup plan in case you cannot leave in time.

### YOU MAY PREFER TO LEAVE FOR A SAFER PLACE IF:

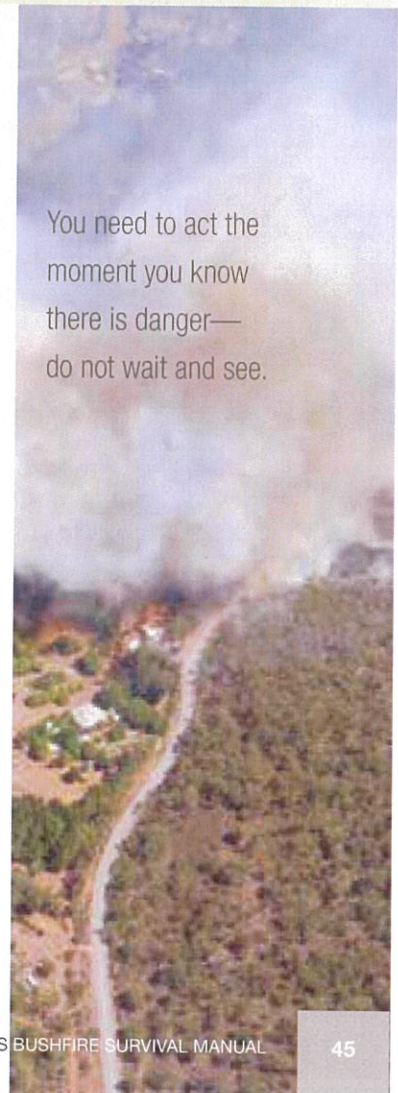
- ✓ you are not confident about the fire safety of your house;
- ✓ you are worried about young children, elderly people or someone who is sick;
- ✓ you suspect you could not cope with the stress of fighting the fire;
- ✓ you know it is safe to leave and you have a firm destination; and
- ✓ you act the moment you know there is danger and know which access roads are open or affected by fire—do not wait and see.

### If you have decided to leave for a safer place, you must do so early.

- Know the local bushfire warning system (such as your local ABC and 6PR radio station) and tune in when travelling.
- It is extremely dangerous to leave when roads are closed and full of smoke.
- Bushfires move quickly—make sure you and your family know where your safer place is, how you will get there and when you will go.
- Families with children or occupants who are sick, elderly or with a disability need to leave especially early.
- You need to act the moment you know there is danger—do not wait and see.
- Driving is very dangerous and stressful during a bushfire with smoke making it hard to see, fallen trees over the road and powerlines down.
- In the fire area, keep all the windows wound up, and don't get out of the car.
- The speed of the fire could also trap you and burn your vehicle. Cars do not protect you well from radiant heat.
- Put woollen blankets (wet if possible) and drinking water in the car and take pets and emergency kit with you.

If you are not able to leave early, staying and sheltering may be your safest option. You will need to actively defend your property regardless of what you planned to do. Preparing your property will give you and your home the best chance of survival.

You need to act the moment you know there is danger—do not wait and see.



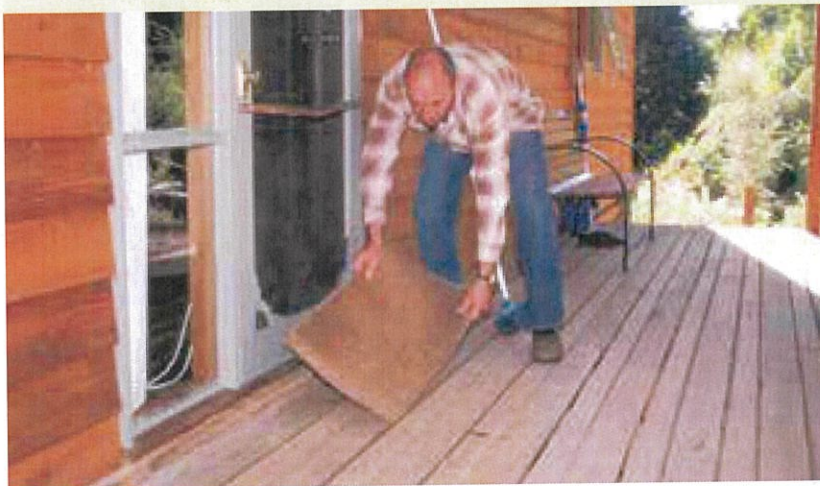


## Actively defending your home

Do not underestimate what is required to maintain your house as a place of safety during a bushfire. Your house is your best protection in a bushfire **only** if it is well constructed, maintained and prepared. Actively defending your property will take huge physical and mental effort for many hours before, during and after the fire and conditions will be unbearably hot.

### YOU MAY PREFER TO ACTIVELY DEFEND IF:

- ✓ you are confident your home is well prepared and maintained;
- ✓ you have sufficient emergency water supplies and equipment;
- ✓ you think you and your family could deal with the stress and tension of the fire; and
- ✓ you and your family are in good health.



Research suggests that you will have a good chance of saving your home if you are fit and healthy, and if you stay to actively defend, and the home has been well prepared for the approaching bushfire.

Research by the Bushfire CRC suggests that you will have a good chance of saving your home if you are fit and healthy, stay and actively defend and make sure the home is well prepared for the approaching bushfire.<sup>9</sup>

Most homes lost in bushfires ignite from burning embers that occur immediately before, during or up to several hours after the main fire front has passed. By extinguishing any spot fires caused by these embers, appropriately prepared people can save a building that would otherwise be lost in a fire.

Staying with a well prepared house could also be safer than trying to get away on roads blocked by smoke and fire. If you decide to **leave for a safer place you must go early**—you should never ‘wait and see what happens’. Evacuation at the last minute ahead of a bushfire is dangerous due to smoke, noise, heat, flames, emergency vehicles and panic on the road. It is much safer for people to stay in their homes than flee as the fire approaches.

Staying with a well prepared house could be safer than trying to get away on roads blocked by smoke and fire. If you decide to leave for a safer place you must go early.





### IF YOU DECIDE TO STAY AND ACTIVELY DEFEND:

- ✓ You need the right equipment, protective clothing for all household members and a property prepared to the highest level (see below).
- ✓ A defensible space around your home (BPZ) can provide protection from radiant heat but will not keep you safe from ember attack or spot fires.
- ✓ You will need to put out any spot fires that start long after the fire has passed, remain vigilant and keep checking for them.
- ✓ There may be many spot fires at once and you will need to prioritise these. Anyone who cannot help you to defend your home should relocate to a safer place well before the bushfire threatens.
- ✓ When the Fire Danger Rating (FDR) is catastrophic, extreme or severe it may not be possible to actively defend your home. On these days fires can be so bad that even homes prepared to the highest level and constructed to bushfire protection levels, that are actively defended, will not survive.
- ✓ Being involved in a bushfire can have a serious and long lasting psychological and emotional impact. Think about your long-term wellbeing.

## PROTECTIVE CLOTHING

### ✓ WEAR

- Natural fibres.
- Long-sleeved shirts.
- Long trousers, jeans or overalls, sturdy leather shoes or boots (not elastic sides), wool or cotton socks.
- Hats and gloves.
- Eye protection.

### ✗ DO NOT WEAR

- Singlets.
- T-shirts.
- Short-sleeved shirts.
- Shorts.
- Dresses or skirts.
- Sandals or thongs.
- Stockings or synthetic socks.





## ✓ MATERIALS

Clothes should be made of:

- Pure wool.
- Heavy cotton drill or denim—not synthetics.

## ✓ OUTSIDE THE HOUSE

While outside the house, or fighting the fire, wear:

- A wide-brimmed or hard hat.
- Goggles or glasses.
- Gloves.
- A moistened mask to filter ash and other particles—and protect your face by wetting it with water.

## THE RIGHT EQUIPMENT

Some of the equipment you'll need to protect your home will probably be on hand already. Other items may need to be bought but are not generally expensive, except for the water pump.

Here's what you need:

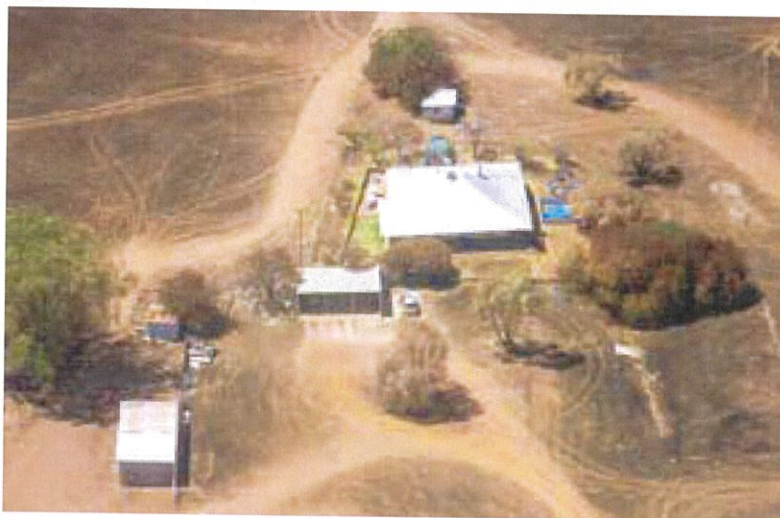
- **Torch**—make sure it works and that you have spare batteries.
- **Hoses**—one hose for each water outlet. You'll need enough hose to reach all corners of the house and out to the edge of the building protection zone.
- **Knapsack spray or mop**—used for small spot fires.
- **Buckets**—have plenty around the house. Don't use water on the roof if the power is on.
- **Ladder**—ideally, you'll need two (one for inside and one for outside) that are long enough to reach the roof.
- **Fuel-powered water pump** (preferably diesel fuel)—keep it in working order and in a safe place so it is not at risk from the fire. This is only required if you have your own water source.
- **Gloves**—sturdy, leather, garden variety, not rubber or synthetic.
- **Shovels, hoes and rakes**—at least one of each.
- **Blankets and towels**—woollen blankets and cotton towels, for blocking sparks under doors, and for heat protection. Keep them wet.
- **Drinking water**—make sure that you have plenty of clean drinking water available in a suitable container.





## PROTECTING THE HOUSE: WHEN THE FIRE ARRIVES

- Close all doors, windows and shutters and bring outdoor furniture inside.
- Remove the highly flammable door mats and other flammable material near doors or crevices outside the building.
- Keep sprinklers on within the Building Protection Zone on high risk parts of the house e.g. windows, eaves, gas bottles.
- Fill outside gutters. If time permits, block up the mouth of downpipes and fill gutters with water.
- Soak towels and rugs in water and lay along the doorways to keep sparks and smoke out.
- Soak blankets and keep them ready for protection against radiant heat. Keep buckets of water and mops handy.
- As the fire approaches, turn off the mains electricity and gas supply to the house, and move people into the fire refuge area inside the house, if you have one.
- Keep checking for spot fires around the house, and put them out.
- Keep checking each room of the house as the fire passes outside.
- If possible, check for any embers that may have entered the roof space. Be mindful that the roof cavity may have live powerlines running through it.
- If a fire takes hold in the house, move people into another safe area, if you have one.



## AFTER THE FIRE

- Once the fire front has passed, remain dressed in protective clothing and check the house thoroughly for spot fires both inside (check the roof space) and outside for several hours.
- Check for embers or signs of smoke inside the ceiling and from furniture, bedding and crevices in windows and walls.
- Check under the floor if possible.
- Hose trees and shrubs near the house.
- Check garage and sheds for small fires.

Most homes lost in bushfires ignite from burning embers that occur immediately before, during or up to several hours after the main fire front has passed.

Once the fire front has passed, remain dressed in protective clothing and check the house thoroughly for spot fires both inside (check the roof space) and outside for several hours.



## Where to go as a last resort

During a bushfire the safest place to be is well away from the fire. However, your home may be a safer place, but only if you have prepared prior to the fire season and followed the advice in this book.

To remain with your well prepared home is safer than being out in the open and it's better than trying to make a dash by car through the fire front on roads blocked by emergency traffic, falling trees or covered in dense smoke.

### SAFER PLACE

As a last resort, a safer place is a local open space or building where people may go to seek shelter from a bushfire. This may include an area already burnt, where the fire has passed through such as a paddock.

Use of a safer place may be your back-up plan when:

- Your bushfire survival plan has failed.
- You are unable to continue driving away from the fire.
- Your plan was to stay and actively defend but the scale of the fire means your home cannot withstand the fire.
- Your home is no longer a safe place to shelter.

Once you have arrived at your safer place you need to:

- Look and listen for fire information by whatever means of communication you have—on radio, your mobile phone and internet etc.
- Continually monitor the surrounding conditions.
- If you are sheltering in a building as the fire approaches make sure all doors and windows are sealed. When the fire has passed and if safe, check for spot fires and embers outside. Put these out if possible.
- If you are sheltering in an open space, as the fire approaches, seek protection from radiant heat and embers. Attempt to cover any exposed skin with blankets or clothing. You should lie flat on the ground as the fire front approaches.

### A REFUGE IN THE HOUSE

Review your home's potential to be a 'fire safer' place. Have you filled in all the gaps (between the eaves, under the house and in any nooks and crannies) to keep out sparks? How good is the water supply? Have you put shutters or metal flywire on the windows? Do you have a suitable building protection zone?

If you feel confident your house would be safe in a fire, you are fit and have considered the health and wellbeing of all family members, make plans to use it as your fire refuge. If you remain, after the fire front has passed—and this may only take 5–10 minutes—you'll be on hand to put out any little fires that have started around the house, before they have time to take hold. Spot fires have been found to be the primary way by which bushfires destroy homes.

If you are sheltering in an open space, as the fire approaches, seek protection from radiant heat and embers as best you can.

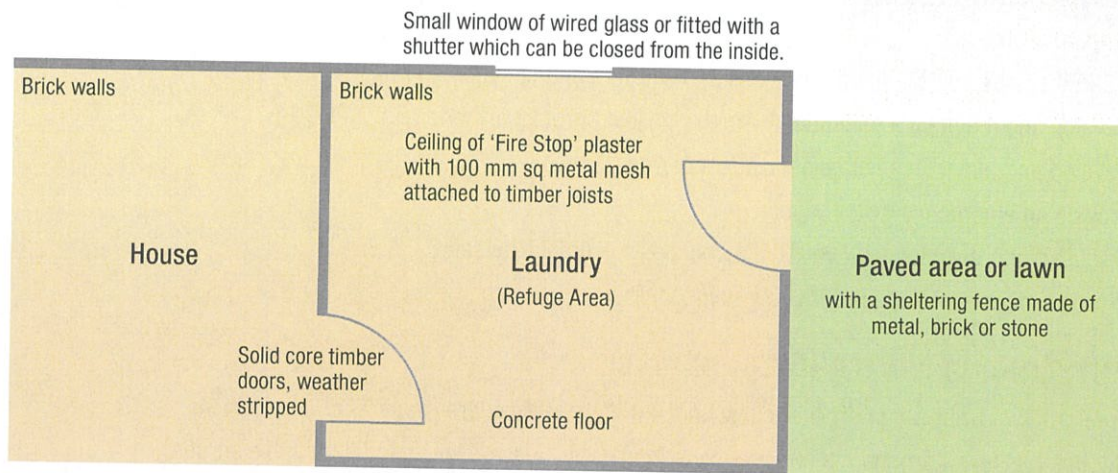


During the approach of a bushfire, you should patrol the interior of your house to put out any spot fires caused by embers entering broken windows or ceiling cavities. Attending immediately to any small fires inside the house can save your home and those within it.

If a fire becomes uncontrollable inside your house, sheltering inside it is courting disaster. Preparation, patrolling and quick action may prevent the house from burning uncontrollably, at least until the fire front has passed.

Embers have been found to be the primary way by which bushfires destroy many homes.

### An example of a laundry used as a fire refuge.





# Prepare your Home and Property Checklist

Don't leave it until summer to try to make your property safe from fire.  
Many jobs can be done at cooler times of the year.

Here's a checklist of things to do. Details about most of them are given elsewhere in this book.

## LONG-TERM PRECAUTIONS

- Prepare firebreaks. .... ☐
- Make the house safe—fit wire screens and shutters and fill gaps. .... ☐
- Develop and maintain a minimum 20-metre building protection zone. .... ☐
- Develop and maintain a suitable hazard separation zone. .... ☐
- Provide an emergency water supply. .... ☐
- Discuss fire prevention with your neighbours—is your locality safe? .... ☐
- Discuss your preparedness with your neighbours. .... ☐

## AUTUMN AND WINTER (MAY–AUGUST)

- Tree pruning—remove lower branches, check that powerlines are clear. .... ☐
- Reduce fuel levels around the house—clear long grass, leaves, twigs and flammable shrubs. .... ☐
- Petrol and other fuels—store in a suitable shed away from the home. .... ☐
- Make sure your personal and home protection equipment is in good order. .... ☐
- Overhaul the emergency water pump. .... ☐
- Make sure everyone in the family knows what to do in a fire. .... ☐

## SPRING (SEPTEMBER–NOVEMBER)

- Move woodpile and stacked timber away from the house. .... ☐
- Keep the grass short—on farms, keep grazing pressure high on areas near the house. .... ☐
- Prune the dead material from the shrubs in the building protection zone. .... ☐
- Clean out gutters, remove debris from roof. .... ☐
- Create firebreaks. .... ☐
- Prepare an emergency kit, including a plan. .... ☐
- Decide whether to stay and actively defend your property in the event of a fire or leave for a safer place. .... ☐

## EARLY SUMMER (DECEMBER ONWARDS)

- Water lawns, trees and shrubs near the house to keep them green. .... ☐
- Re-check personal and home protection gear, screens, water supplies and gutters. .... ☐



# Bushfire Management in WA

There are several government agencies with some responsibility for the prevention, preparedness, response and recovery of bushfires in Western Australia. The main agencies are Department of Fire and Emergency Services, Department of Parks and Wildlife and Local Governments, other emergency service agencies and also some private fire brigades and landholders.

Table 1. Bushfire Management arrangements as outlined in State Emergency Management Plan for Fire, WESTPLAN – FIRE, DFES (August 2013)<sup>10</sup>

	Department of Fire and Emergency Services (DFES)	Department of Parks and Wildlife (DPaW)	Local Government (LG)
Prevention	<ul style="list-style-type: none"> <li>Declaration of restricted and prohibited burning times, including Total Fire Bans.</li> <li>Development and implementation of community engagement and education programs.</li> <li>Contribute to the development of bushfire risk management planning.</li> </ul>	<ul style="list-style-type: none"> <li>Bushfire planning and mitigation on all DPaW managed land.</li> <li>Contribute to the development of bushfire risk management planning.</li> </ul>	<ul style="list-style-type: none"> <li>Bushfire planning and mitigation on all LG managed land.</li> <li>Prescription and enforcement of bushfire prevention measures on all private land within their LG.</li> <li>Imposition of harvest and movement of vehicle bans.</li> <li>Day to day administration, enforcement and firebreak notices under the <i>Bush Fires Act 1954</i>.</li> </ul>
Preparedness	<ul style="list-style-type: none"> <li>Provide and maintain firefighting infrastructure, equipment, plans and programs, including training for firefighters and volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>Provide and maintain DPaW firefighting equipment and procedures, including training for DPaW staff.</li> </ul>	<ul style="list-style-type: none"> <li>Training of bushfire brigades.</li> <li>Ensure there are relocation centres available.</li> <li>Participate in joint exercises with other emergency service authorities.</li> </ul>
Response	<ul style="list-style-type: none"> <li>Response to all bushfires on lands within prescribed Fire Districts or where volunteer units are established.</li> <li>Authorise bushfire liaison officers to coordinate DFES operational fire response.</li> <li>Control of all level 3 fires—those which are complex and threatening life and property.</li> <li>Manage standards and disseminations of public warnings and bushfire public information.</li> </ul>	<ul style="list-style-type: none"> <li>Respond to bushfires on all DPaW managed land.</li> <li>Provide assistance to DFES and/or LG where capable.</li> </ul>	<ul style="list-style-type: none"> <li>Respond to bushfires on lands including unmanaged reserves and unmanaged crown land outside Gazetted Fire Districts and DPaW managed land.</li> <li>Provide assistance to DFES and/or DPaW where capable.</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Responsible responding agencies are expected to initiate recovery during response, however full recovery ultimately rests with the landowner.</li> </ul>		

# Emergency Contact Numbers

<b>POLICE, FIRE, AMBULANCE (life threatening emergencies):</b>	<b>000 (TTY 106)</b>
Insurance Company:	
Policy Number:	
Local Council:	
Bank:	
Local GP/Doctor:	
School:	
Work:	
Vet:	
Water Supplier:	
Electricity Supplier:	
Gas Supplier:	
Neighbours/Family/Friends:	
Neighbours/Family/Friends:	
Neighbours/Family/Friends:	
Department of Fire and Emergency Services Info Line:	<b>13 DFES (13 3337)</b>
The frequency of our local ABC Radio:	
Our Fire Ban District:	
Local Fire Brigade:	
Local Police Station:	
Local Ambulance:	



## REFERENCES

- <sup>1</sup> New South Wales Rural Fire Service (2013) 'Bush Survival Plan.' (Government of New South Wales: Sydney).
- <sup>2</sup> Department of Planning ('in press') 'Planning for Bushfire Risk Management Guidelines.' (Government of Western Australia: Perth).
- <sup>3</sup> Bowditch PA, Sargeant AJ, Leonard JE, Macindoe L (2006) 'Report on Window and Glazing Exposures to Laboratory-Simulated Bush Fires.' (Bushfire Cooperative Research Centre: Melbourne, Victoria).
- <sup>4</sup> New South Wales Rural Fire Service (2011) 'Best Practice Guide to Bush Fire Protection – Upgrading of existing Buildings.' (Government of New South Wales: Sydney).
- <sup>5</sup> Backstorm R (2012) 'Determination of the Efficacy of Screens to prevent Ignition of Debris Accumulation Under Rack Mounter PV Modules Installed on Roofs and Impact on Module Operating Temperatures.' (UL: Northbrook, Illinois).
- <sup>6</sup> Clean Energy Council (2014) Fire and flood emergency situations.  
Available at <https://www.solaraccreditation.com.au/consumers/fires-and-floods.html>
- <sup>7</sup> Leonard JE, Bianchi R, White N, Bicknell A, Sargeant A, Reisin F, Cheng M (2006) 'Research and investigation into the performance of residential boundary fencing systems in bush fires.' (Bushfire Cooperative Research Centre: Melbourne, Victoria).
- <sup>8</sup> Leonard, JE (2010) 'Tanks on trial: performance of rainwater tanks in bushfire conditions.' (Bushfire Cooperative Research Centre: Melbourne, Victoria).
- <sup>9</sup> Bushfire Cooperative Research Centre (2006) 'Fire Note: The Stay and Defend your Property or Go Early Policy.' (Melbourne, Victoria).
- <sup>10</sup> Department of Fire and Emergency Services (2013) 'State Emergency Management Plan for Fire (WESTPLAN – FIRE).' (Government of Western Australia: Perth).



# THE HOMEOWNER'S BUSHFIRE SURVIVAL MANUAL

On your property, fire safety starts with you. You are in control. It's in your hands to reduce fire risks around the home and create an environment that will help protect you in a fire. This book sets out some useful hints on what to do for those living in rural, semi-rural or bushland areas.

The Homeowner's Bushfire Survival Manual has been prepared to help you become better informed about bushfires. It draws together the best advice available on preventing and preparing for bushfires.



## MORE INFORMATION

Alerts and Warnings, Fire Danger Ratings, Total Fire Bans  
Department of Fire and Emergency Services (DFES) [dfes.wa.gov.au](http://dfes.wa.gov.au)  
13 DFES (13 3337)  
[twitter.com/dfes\\_wa](https://twitter.com/dfes_wa)

Bushfires and prescribed burns in DPaW managed lands  
(e.g. National Parks and State Forest)  
Department of Parks and Wildlife (DPaW) [dpaw.wa.gov.au](http://dpaw.wa.gov.au)  
9219 8000

Fire Danger Ratings and Weather  
Bureau of Meteorology [bom.gov.au/weather/wa](http://bom.gov.au/weather/wa)

Road Conditions and Closures  
Main Roads [mainroads.wa.gov.au](http://mainroads.wa.gov.au)  
138 138

Suspicious or Criminal Activity  
Crimestoppers [wa.crimestoppers.gov.au](http://wa.crimestoppers.gov.au)  
1800 333 000





86 Abel Street, Boyup Brook WA 6244  
Telephone 08 9765 1169, Facsimile 08 9765 1340  
Email: boyupbrook@crc.net.au www.boyupbrook.crc.net.au

## Library Relocation Proposal

December 2020

The Boyup Brook Community Resource Centre would like to offer the Shire of Boyup Brook a comprehensive proposal to relocate the community's library to the BBCRC and undertake the delivery of Library Services to the Boyup Brook community.

### Background

The possibility of this initiative has been an item of discussion between the Boyup Brook Community Resource Centre (BBCRC) and Shire of Boyup Brook for a number of years, with momentum gaining in the last twelve months.

Boyup Brook's population statistics, according to the *Australian Bureau of Statistics 2016 Census data*<sup>1</sup>, sees the median age of residents as 49 years old with almost a 50:50 split of females to males. Children aged 0 - 14 years made up 18.6% of the population and people aged 65 years and over made up 23.9% of the population. These two demographics combined represent 42.5% of Boyup Brook's total population and are a significant target market for the library.

According to the '*Western Australian Public Libraries: Our Future*' Background Paper (Dec 2017), the following 'key drivers for change' were listed:

- **Integrated planning** - page 16 of this paper discusses the success of co-located facilities highlighting the 'clear synergies' between Community Resource Centres and public libraries, with 36 CRCs providing library services at the time of the report. The BBCRC has contacted a number of other CRCs to research their library spaces and service provision and will maintain this communication to keep abreast of new programs and trends in their libraries.
- **Good governance** – the recognition of the need to update the *Library Act 1951* and the development of Guidelines to outline the strategic and operational framework for public libraries of which the BBCRC will follow.
- **Best value service delivery** – this discusses the shift towards measuring outcomes of programs and activities and benefits to the community that result from the provision of a library service, from the traditional outputs of how many people, visits, loans etc. The BBCRC is keen to add value to the library through the development and delivery of various programs as described in the 'Opportunities' section of this proposal.
- **Public value** – states that Western Australian libraries are community centric; delivering services around the aspirations and interests of their local communities. This aligns directly with the BBCRC's objectives.
- **Community engagement and place-making** – The paper mentions that "Public libraries strengthen public participation, and increase access to the world of information. They are powerful spaces for exchange, creation and learning. Public libraries provide a range of opportunities for participation that cultivate a sense of belonging and offer services that improve community wellbeing." The library would complement the current services and activities of the BBCRC, with community members having suggested that the library would be a great addition to the BBCRC.

### **Capacity to Deliver**

The Boyup Brook Community Resource Centre has been delivering services to the Boyup Brook community since 1995. Over the past 25 years, the BBCRC has remained proactive in meeting community needs by building on existing programs and partnerships to increase the capacity and financial stability of the organisation, continually searching for alternative services and programs to provide to the community. The BBCRC is well placed to deliver library services to the community and strengthen its relationship with the Shire of Boyup Brook.

The BBCRC is located in the town centre at 86 Abel Street, with easy access parking, an accessible building and is open to the public weekdays between 9am and 4pm.

In 2019-20, almost 8,000 people accessed services and activities provided by the BBCRC. This indicates that the CRC is well utilised and by relocating the library, there is a likelihood that overall user numbers will increase for both the CRC and library.

The BBCRC has a positive reputation in the community for being a welcoming and inclusive space and providing a range of activities for diverse sectors of the community. The BBCRC has a good rapport with many individuals, community groups, businesses and service providers and understands the importance of partnerships to ensure effective service delivery.

The library would be set up in the BBCRC's existing 54 square metre 'Training Room' and would be fitted to include static and mobile shelving, public computers, WIFI access, comfortable spaces for reading, work spaces, access to puzzles and games and display areas. This will increase the library space and functionality compared to the setup of approximately 20sqm in the Shire Administration building.

The BBCRC has the capacity for existing staff to undertake the necessary training and professional development opportunities to conduct the library services. Utilising the experience of the Shire's existing library officers would be fundamental in the training and handover of the service.

According to the *Public Library Services in 2025: Research & Consultation Findings June 2015*<sup>4</sup>, there has been an "increased tendency for business and governments to push business online and public libraries are increasingly filling the gap to provide access and to develop digital literacy skills. Increasingly, public libraries will undertake the role of developing digital literacy and supporting community members to negotiate the online environment." With its modern technology and equipment, the BBCRC can develop a physical and virtual library network. Since its inception, the BBCRC has provided digital literacy support to community members who need assistance and facilitate access to the internet, helping to bridge the digital divide. Funding is currently being sought by the BBCRC for a technology upgrade to ensure more efficient connectivity and service delivery.

The BBCRC also currently offers a service for local authors in publishing and selling their books and has held a number of literary events such as a local author day and visits from guest authors.

### **Opportunities:**

The *Australian Public Library statistics 2018-19*<sup>5</sup> indicates that "Many patrons visit or use the services of the public library for purposes other than borrowing library materials, such as library programs and events for children and adults or using the internet and online services. The growing importance and popularity of library programs is demonstrated by a 7% increase in the number of attendances".

The library will provide the BBCRC with opportunities to expand its program of activities and value add to the existing role of the library in the community through:

- Children's literacy through Better Beginnings, a program offered by the State Library Service of WA aiming to develop literacy skills in young children through fostering a love of books and language. With the Early Learning Centre and Playgroup located next door to the BBCRC, there are opportunities to provide children and young families with early literacy activities.



- The facilitation of intergenerational activities and increased opportunities for volunteering also supports the Boyup Brook Community Mental Health Action Team's community wellbeing plan in creating opportunities for younger and older community members to interact and share knowledge, skills and experience.
- The BBCRC could arrange regular visits from guest authors, featuring a range of authors to suit different interests, including children.
- Developing a greater interest and documentation of community history by showcasing existing records, encouraging additions to collections, providing access to previous community history projects (for example the Voices of Boyup Brook cassettes), a local resident eulogy project and access to the Lost Boyup Brook Facebook page.
- Creating feature displays to coincide with various community events and days/weeks of recognition eg Upper Blackwood Agricultural Show, NAIDOC week, Children's Week etc.
- The existing community and government information sources provided by the CRC could be integrated into the library, providing a central hub of information.

One of the alternate program delivery options mentioned in the *Public Library Services in 2025 Research and Consultation Findings (2015)*<sup>4</sup> was to "Combine with Community Resource Centres with trained staff that can deliver or facilitate programs to the Community."

#### **Financial Details:**

To achieve the outcomes outlined in this proposal, the BBCRC requests a payment of \$15,000 (ex GST) per annum from the Shire of Boyup Brook to operate library services and programs.

This figure is based on staffing the library to conduct day-to-day duties, as well as the development, promotion and delivery of literacy and other programs for the community. This figure has been arrived at in consultation with current library officers and through researching and communicating with other CRCs where the community's library is co-located.

ITEM	DETAILS	ANNUAL COST TO SHIRE
Day to day library duties	Staffed for approx. 5 hr/wk	\$10,400
Program development and delivery	Allocation of staff time for 2 hr/wk	\$ 4,160
Also provided by the CRC to deliver library services	Electricity, internet, computer, printing, furniture, new shelving as required, cleaning, insurance, professional development Advertising programs and services	\$ 440
	<b>TOTAL</b>	<b>\$15,000</b>

In addition, the Shire of Boyup Brook will either compensate the BBCRC for library software upgrades, library transport fees, or pay these fees directly.

The BBCRC will seek opportunities that could assist with funding projects and programs associated with the library, which could in the future, reduce this component of the fee paid by the Shire.

## Summary

The Boyup Brook Community Resource Centre is excited about the prospect of partnering with the Shire of Boyup Brook to deliver library services to the community.

The benefits of the relocation will be far-reaching as the library will be able to offer much more than just books. The proposed programs to be run through the library will create increased community engagement, social development opportunities, reducing isolation, as well as promoting literacy for all demographics.

This library relocation proposal will contribute to the livability of Boyup Brook and support the *Shire of Boyup Brook's Strategic Community Plan 2017-2027*<sup>2</sup> vision of 'Growing our Community Together' and through the objectives and priorities listed below:

- Objective: 'Ensure a safe secure community with access to services and facilities as needed'
- Objective: 'Promote community participation, interactions and connections'
  - Priority: 'Continue to support Community groups and clubs'
  - Priority: 'Partner with key stakeholders on community needs driven projects'
- Objective: 'Attract permanent residents'
  - Priority: 'Continue to promote the family friendly lifestyle of Boyup Brook'
- Objective: 'Provide leadership on behalf of the community'
  - Priority: 'Develop partnerships with stakeholders to enhance community services and infrastructure'
- Objective: 'Foster community participation and collaboration'
  - Priority: 'Support volunteers and encourage community involvement in community groups and organisations'
  - Priority: 'Partner in specific projects including community contributions'
- Objective: 'Manage resources effectively'
  - Priority: 'Strive to deliver projects to the level needed/wanted by the community funding dependent'

And according to the 'Western Australian Public Libraries: Our Future' Background Paper (Dec 2017), "Public libraries are at the heart of community inclusion and access to services"<sup>3</sup> which complements the BBCRC's vision of 'creating a connected, supported and inclusive community'.

The Boyup Brook Community Resource Centre looks forward to the Shire's consideration of this proposal and an outcome that will be beneficial for the BBCRC, Shire and importantly, the community.

## References:

<sup>1</sup> [http://quickstats.censusdata.abs.gov.au/census\\_services/getproduct/census/2016/quickstat/LGA50770?opendocument](http://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/LGA50770?opendocument)

<sup>2</sup> Shire of Boyup Brook Strategic Community Plan 2017-2027

<sup>3</sup> Western Australian Public Libraries: Our Future | Background Paper December 2017

<sup>4</sup> Public Library Services in Western Australia in 2025 Research & Consultation Findings June 2015

<sup>5</sup> <https://www.nsla.org.au/sites/default/files/documents/nsla-public-library-stats-2018-19.pdf>



Kay Raisin

Boyup Brook

17/11/2020

Dear Kay

**Public Library Funding Allocation**  
**January – June 2021**

Public library funding allocations have been calculated for the period January to June 2021 using the funding model endorsed by WALGA State Council and the Library Board of Western Australia in March 2012. The allocated amount for new library materials in your local government for the period is:

**\$ 6600.00**

The introduction of the new Public Library Funding Allocation Model has been delayed by Government process and will now be implemented from 1 July 2021. The new model will give local governments in Tiers 2 and 3 the opportunity to apply for Technology and Digital Inclusion Grants and Encouraging Promising Practice Grants.

In preparation for the implementation of the new funding allocation model, State Library will trial the new grant processes to ensure the smooth implementation from 1 July 2021. Participation in the trial will be voluntary. Technology and Digital Inclusion Grants and Encouraging Promising Practice Grants to a total of \$50,000 will be available during the trial. Participation in the trial will not affect your funding allocation recorded in this letter. Further information will be provided regarding your opportunity to participate in this trial separately.

The increase in resource use during library closures as a result of COVID-19 prompted an agreement by the State Library and PLWA at the Operational Management Group meeting on 15

April 2020 to reallocate 10% of library materials funding from each individual local government allocation to State-wide shared eresources, which increased the eresources budget by 50%. These funds were allocated in the July to December 2020 period, so there is no further impact on the January to June 2021 allocations. Please refer to the table below for 2020/21 funding and the total allocation for the January to June 2021 period:

State Budget 2020/21	\$9,377,000	Total FY State Budget 2020/21 figure <b>\$8,347,000</b> + recurrent allocation for eresources <b>\$1,030,000</b>
Less LOTE	\$210,000	
Less eresources (inc. Jul-Dec)	\$1,656,604	Additional 50% deducted proportionally from Jul-Dec allocation
Less shelf ready costs	\$1,733,229	
Less VisAbility grant	\$185,000	
Full year estimate to be distributed	\$5,592,167	
Less Jul-Dec 2020 allocation	\$2,679,396	
<b>Total to be distributed to Local Government</b>	<b>\$2,912,771</b>	January to June 2021 allocation

If you have any questions relating to public library funding allocations for the January to June 2021 period, please contact Barbara Parnaby, Manager Collection Services via email [barbara.parnaby@slwa.wa.gov.au](mailto:barbara.parnaby@slwa.wa.gov.au) or telephone 9427 3183.

Yours sincerely

Susan McEwan



Director Collection Services





Shire of Boyup Brook  
Attn: CEO Mr Dale Putland  
PO Box 2  
BOYUP BROOK WA 6244

13<sup>th</sup> January 2021

Dear Mr Putland

Re: Shire of Boyup Brook Grant 2020/2021- Country Music Club of Boyup Brook WA Inc.

On behalf of the Country Music Club of Boyup Brook WA Inc (the Club) we would like to take this opportunity to bring the Shire up to date with where the Club is at in relation to our grant and the 2021 festival.

The 2021 Boyup Brook Country Music Festival has been postponed for February 2021 and rescheduled for November 2021. The Club had planned to still hold the Boyup Brook Ute and Truck Muster in February as a separate event this year, however, at a meeting last week the Club made the very difficult decision to postpone this event as well. Covid19 restrictions coupled with increased COVID spread in other states, lower than expected ticket sales and the need to hold a financially successful event dictated this action.

At the time of completing our original funding application to the Shire, the Club did indicate that these were unprecedented and difficult times and that this could lead to some changes to the format of the festival and the actual timing of the event and this is exactly what has happened.

Our application to the Shire indicated that funds would be used for administration and some hire costs towards the February 2021 festival. Although we will not have any hire costs at this time, the Club has completed extensive planning towards the next festival in November, requiring administrative support. The Club has expended more in administration wage costs to date than we will receive from the Shire in total and therefore we are in a position that we can acquit this grant when we receive payment.

We respectfully request that our invoice number 980 dated 4<sup>th</sup> September 2020 for the grant funding be paid in full.

On a separate matter, representatives of the Executive Committee of the Club would like to meet with you to discuss the opportunity for a 3-to-5-year financial agreement between the Shire of Boyup Brook and the Club in relation to the staging of the annual Boyup Brook Country Music Festival along with the Shires ongoing in-kind contribution. A funding agreement would provide the Club with some certainty going forward and would be better for the Club as we could show potential funding bodies an ongoing commitment from the Shire, which would support other funding requests.

Yours sincerely

Malcolm Armstrong

Treasurer

Country Music Club of Boyup Brook WA Inc.







PO Box 528  
Manjimup  
WA 6258

0409 112 529  
[info@wbac.net.au](mailto:info@wbac.net.au)

9<sup>th</sup> December 2020

Cr Richard Walker  
President  
Shire of Boyup Brook  
PO Box 2  
Boyup Brook  
WA 6244

Dear Cr Walker,

Thank you for attending the Warren Blackwood Alliance of Councils (WBAC) board meeting earlier this month along with Cr O'Connell and Dale, we are delighted you were able to join us at the Shire of Bridgetown – Greenbushes.

The WBAC aims to foster partnerships and facilitate opportunities for growth and development and to innovatively and sustainably lead the lower south west region into the future. The WBAC acts as an advocacy group by supporting and undertaking significant projects relating to promoting economic development and diversity and encouraging regional population growth.

On behalf of the WBAC, I would like to invite the Shire of Boyup Brook to become financial members of the WBAC from 1 July 2021. We would like to offer you a 50% discount on membership fees for the first two years of membership and welcome you to attend our board meeting for the current financial year. As detailed in the table on the next page, our membership rates are based on a base contribution from each council of \$7,000 then an additional percentage determined by your population, this would make your contribution for the first two years \$4,196.

If you have any questions or require further information, please contact our Executive Officer Katie McDonnell via [info@wbac.net.au](mailto:info@wbac.net.au) or 0409 112 529.

Yours sincerely,

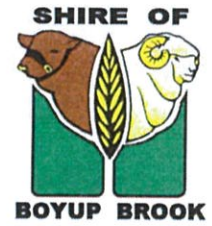
**Cr Brian Piesse**  
Chairman, Warren Blackwood Alliance of Councils



### 2021 / 2022 Funding Proposal

Council	Base Contribution	% Population of whole region	Additional Contribution Determined by Population (\$199.02 per %)	Annual membership fee with all 5 LG's	Total membership fee paid in 2019/2020 & 2020/2021 with 50% discount given to Shire of Donnybrook - Balingup	Proposed 2021/2022 & 2022/2023 membership fee with 50% discount to Shire of Boyup Brook (extra \$45.13 per % of population to other 4 Councils)
Bridgetown-Greenbushes	\$ 7000.00	21.00	\$ 4,179.00	\$ 11,179.00	\$ 15,271.00	\$ 12,127.00
Manjimup	\$ 7,000.00	41.00	\$ 8,160.00	\$ 15,160.00	\$ 23,151.00	\$ 17,010.00
Nannup	\$ 7,000.00	6.00	\$ 1,194.00	\$ 8,194.00	\$ 9,364.00	\$ 8,465.00
Donnybrook Balingup	\$ 7,000.00	25.00	\$ 4,976.00	\$ 11,976.00	\$ 7,116.00	\$ 13,104.00
Boyup Brook	\$ 7,000.00	7.00	\$ 1,393.00	\$ 8,393.00	\$ -	\$ 4,196.00
Totals	\$ 35,000.00	100%	\$ 19,902.00	\$ 54,902.00	\$ 54,902.00	\$ 54,902.00





**Complaint About Alleged Breach Form-**

**Code of conduct for council members, committee members and candidates**

Schedule 1, Division 3 of the Local Government (Model Code of Conduct) Regulations 2021

**NOTE:** A complaint about an alleged breach must be made –

- (a) In writing in the form approved by the local government
- (b) To an authorised person
- (c) Within one month after the occurrence of the alleged breach

**Name of person who is making the complaint:**

Name: \_\_\_\_\_  
Given Name(s) Family Name

**Contact details of person making the complaint:**

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

**Name of the local government ((city, town, shire) concerned:**

**Name of the council member, committee member, candidate alleged to have committed the breach:**

State the full details of the alleged breach. Attach any supporting evidence to your complaint form.

Date of alleged breach:

\_\_\_\_/\_\_\_\_/20

SIGNED:

Complainant's signature:.....

Date of signing:.....

Received by Authorised Officer

Authorised Officer's Name:.....

Authorised Officer's Signature:.....

Date received: \_\_\_\_/\_\_\_\_/20

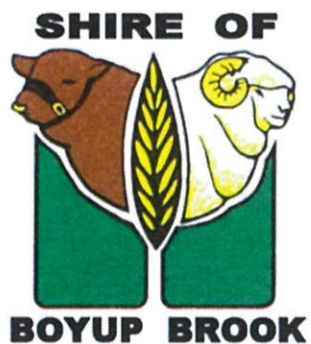
**NOTE TO PERSON MAKING THE COMPLAINT:**

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to: Chief Executive Officer, Shire of Boyup Brook, PO Box 2, Boyup Brook, 6244 or email to [ceo@boyupbrook.wa.gov.au](mailto:ceo@boyupbrook.wa.gov.au)





**Shire of Boyup Brook  
Code of Conduct  
for  
Council Members, Committee Members  
and Candidates 2021**

## Contents

	<b>Division 1 — Preliminary provisions</b>	
1.	Citation	1
2.	Terms used	1
	<b>Division 2 — General principles</b>	
3.	Overview of Division	1
4.	Personal integrity	1
5.	Relationship with others	2
6.	Accountability	2
	<b>Division 3 — Behaviour</b>	
7.	Overview of Division	3
8.	Personal integrity	3
9.	Relationship with others	3
10.	Council or committee meetings	4
11.	Complaint about alleged breach	4
12.	Dealing with complaint	5
13.	Dismissal of complaint	6
14.	Withdrawal of complaint	6
15.	Other provisions about complaints	6
	<b>Division 4 — Rules of conduct</b>	
16.	Overview of Division	7
17.	Misuse of local government resources	7
18.	Securing personal advantage or disadvantaging others	7
19.	Prohibition against involvement in administration	8
20.	Relationship with local government employees	8
21.	Disclosure of information	9
22.	Disclosure of interests	10
23.	Compliance with plan requirement	11
	Compilation table	12
	Defined Terms	13



## Schedule 1 — Model code of conduct

### Division 1 — Preliminary provisions

#### 1. Citation

This is the *Shire of Boyup Brook Code of Conduct for Council Members, Committee Members and Candidates*.

#### 2. Terms used

(1) In this code —

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

**candidate** means a candidate for election as a council member;

**complaint** means a complaint made under clause 11(1);

**publish** includes to publish on a social media platform.

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

### Division 2 — General principles

#### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

#### 4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
  - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
  - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
  - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

**5. Relationship with others**

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

**6. Accountability**

- A council member or committee member should —
- (a) base decisions on relevant and factually correct information; and
  - (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
  - (c) read all agenda papers given to them in relation to council or committee meetings; and
  - (d) be open and accountable to, and represent, the community in the district.



### **Division 3 — Behaviour**

#### **7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

#### **8. Personal integrity**

(1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

(2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

#### **9. Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and

- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

**10. Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

**11. Complaint about alleged breach**

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.



## **12. Dealing with complaint**

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

**13. Dismissal of complaint**

- (1) The local government must dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

**14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

**15. Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

## Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

### 16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

### 17. Misuse of local government resources

- (1) In this clause —  
*electoral purpose* means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;  
*resources of a local government* includes —
  - (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

### 18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or



- (b) to cause detriment to the local government or any other person.

- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

**19. Prohibition against involvement in administration**

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

**20. Relationship with local government employees**

- (1) In this clause —  
**local government employee** means a person —
  - (a) employed by a local government under section 5.36(1) of the Act; or
  - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
  - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the

council member or candidate must not orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

## 21. Disclosure of information

- (1) In this clause —

**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

**document** includes a part of a document;

**non-confidential document** means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or

- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

## 22. Disclosure of interests

- (1) In this clause —

***interest*** —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present



immediately before any matter to which the disclosure relates is discussed.

- (6) Subclause (7) applies in relation to an interest if —
  - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

**23. Compliance with plan requirement**

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

---

---

## Notes

This is a compilation of the *Local Government (Model Code of Conduct) Regulations 2021*. For provisions that have come into operation see the compilation table.

### Compilation table

Citation	Published	Commencement
<i>Local Government (Model Code of Conduct) Regulations 2021</i>	SL 2021/15 2 Feb 2021	Pt. 1: 2 Feb 2021 (see r. 2(a)); Regulations other than Pt. 1: 3 Feb 2021 (see r. 2(b) and SL 2021/13 cl. 2)

## Defined terms

*[This is a list of terms defined and the provisions where they are defined.*

*The list is not part of the law.]*

Defined term	Provision(s)
Act.....	Sch. 1 cl. 2(1)
candidate .....	Sch. 1 cl. 2(1)
closed meeting .....	Sch. 1 cl. 21(1)
complaint .....	Sch. 1 cl. 2(1)
confidential document .....	Sch. 1 cl. 21(1)
document .....	Sch. 1 cl. 21(1)
electoral purpose.....	Sch. 1 cl. 17(1)
interest .....	Sch. 1 cl. 22(1)
local government employee .....	Sch. 1 cl. 20(1)
non-confidential document.....	Sch. 1 cl. 21(1)
publish .....	Sch. 1 cl. 2(1)
resources of a local government .....	Sch. 1 cl. 17(1)







Western Australia

Local Government Act 1995

## **Local Government (Model Code of Conduct) Regulations 2021**

---

As at 03 Feb 2021

Version 00-a0-01  
Published on [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au)





## Local Government (Model Code of Conduct) Regulations 2021

### Contents

<b>Part 1 — Preliminary</b>		
1.	Citation	1
2.	Commencement	1
<b>Part 2 — Model code of conduct</b>		
3.	Model code of conduct (Act s. 5.103(1))	2
<b>Part 3 — Repeal and consequential amendments</b>		
<b>Division 1 — Repeal</b>		
4.	<i>Local Government (Rules of Conduct) Regulations 2007</i> repealed	3
<b>Division 2 — Other regulations amended</b>		
5.	<i>Local Government (Administration) Regulations 1996</i> amended	3
<b>Part 9A — Minor breaches by council members</b>		
34D.	Contravention of local law as to conduct (Act s. 5.105(1)(b))	3
6.	<i>Local Government (Audit) Regulations 1996</i> amended	4
7.	<i>Local Government (Constitution) Regulations 1998</i> amended	4
<b>Schedule 1 — Model code of conduct</b>		
<b>Division 1 — Preliminary provisions</b>		
1.	Citation	5

Contents

---

2.	Terms used	5
	<b>Division 2 — General principles</b>	
3.	Overview of Division	5
4.	Personal integrity	5
5.	Relationship with others	6
6.	Accountability	6
	<b>Division 3 — Behaviour</b>	
7.	Overview of Division	7
8.	Personal integrity	7
9.	Relationship with others	7
10.	Council or committee meetings	8
11.	Complaint about alleged breach	8
12.	Dealing with complaint	8
13.	Dismissal of complaint	10
14.	Withdrawal of complaint	10
15.	Other provisions about complaints	10
	<b>Division 4 — Rules of conduct</b>	
16.	Overview of Division	11
17.	Misuse of local government resources	11
18.	Securing personal advantage or disadvantaging others	11
19.	Prohibition against involvement in administration	12
20.	Relationship with local government employees	12
21.	Disclosure of information	13
22.	Disclosure of interests	14
23.	Compliance with plan requirement	15
	<b>Notes</b>	
	Compilation table	16
	<b>Defined terms</b>	

## **Local Government (Model Code of Conduct) Regulations 2021**

### **Part 1 — Preliminary**

#### **1. Citation**

These regulations are the *Local Government (Model Code of Conduct) Regulations 2021*.

#### **2. Commencement**

These regulations come into operation as follows —

- (a) Part 1 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government Legislation Amendment Act 2019* sections 48 to 51 come into operation.



## **Part 2 — Model code of conduct**

### **3.        Model code of conduct (Act s. 5.103(1))**

The model code of conduct for council members, committee members and candidates is set out in Schedule 1.

## **Part 3 — Repeal and consequential amendments**

### **Division 1 — Repeal**

4. ***Local Government (Rules of Conduct) Regulations 2007***  
**repealed**

The *Local Government (Rules of Conduct) Regulations 2007* are repealed.

### **Division 2 — Other regulations amended**

5. ***Local Government (Administration) Regulations 1996***  
**amended**

- (1) This regulation amends the *Local Government (Administration) Regulations 1996*.
- (2) After regulation 34C insert:

## **Part 9A — Minor breaches by council members**

- 34D. **Contravention of local law as to conduct**  
**(Act s. 5.105(1)(b))**

- (1) In this regulation —  
*local law as to conduct* means a local law relating to the conduct of people at council or committee meetings.
- (2) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

**Local Government (Model Code of Conduct) Regulations 2021**

**Part 3** Repeal and consequential amendments

**Division 2** Other regulations amended

**r. 6**

---

**6. Local Government (Audit) Regulations 1996 amended**

- (1) This regulation amends the *Local Government (Audit) Regulations 1996*.
- (2) In regulation 13 in the Table:
  - (a) under the heading “*Local Government Act 1995*” delete “s. 5.103” and insert:

s. 5.104

- (b) delete:

<i>Local Government (Rules of Conduct) Regulations 2007</i>		
r. 11		

**7. Local Government (Constitution) Regulations 1998 amended**

- (1) This regulation amends the *Local Government (Constitution) Regulations 1998*.
- (2) In Schedule 1 Form 7 delete “*Local Government (Rules of Conduct) Regulations 2007*.” and insert:

code of conduct adopted by the <sup>3</sup> ..... under section 5.104 of the *Local Government Act 1995*.



## Schedule 1 — Model code of conduct

[r. 3]

### Division 1 — Preliminary provisions

#### 1. Citation

This is the *[insert name of local government] Code of Conduct for Council Members, Committee Members and Candidates*.

#### 2. Terms used

(1) In this code —

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

*candidate* means a candidate for election as a council member;

*complaint* means a complaint made under clause 11(1);

*publish* includes to publish on a social media platform.

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

### Division 2 — General principles

#### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

#### 4. Personal integrity

(1) A council member, committee member or candidate should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government.

- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
  - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
  - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
  - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

**5. Relationship with others**

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

**6. Accountability**

- A council member or committee member should —
- (a) base decisions on relevant and factually correct information; and
  - (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
  - (c) read all agenda papers given to them in relation to council or committee meetings; and
  - (d) be open and accountable to, and represent, the community in the district.

### **Division 3 — Behaviour**

#### **7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

#### **8. Personal integrity**

(1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

(2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

#### **9. Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local



government employee in connection with the performance of their official duties.

**10. Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

**11. Complaint about alleged breach**

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

**12. Dealing with complaint**

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is

withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

**13. Dismissal of complaint**

- (1) The local government must dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

**14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

**15. Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

**Division 4 — Rules of conduct**

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This



extends to the contravention of a rule of conduct that occurred when the council member was a candidate.

2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

## 16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

## 17. Misuse of local government resources

- (1) In this clause —  
*electoral purpose* means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;  
*resources of a local government* includes —
  - (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

## 18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

**19. Prohibition against involvement in administration**

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

**20. Relationship with local government employees**

- (1) In this clause —  
*local government employee* means a person —
  - (a) employed by a local government under section 5.36(1) of the Act; or
  - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
  - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.

- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

**21. Disclosure of information**

- (1) In this clause —

**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

**document** includes a part of a document;

**non-confidential document** means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.



**22. Disclosure of interests**

- (1) In this clause —

*interest* —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

- (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

**23. Compliance with plan requirement**

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

---

---

## Notes

This is a compilation of the *Local Government (Model Code of Conduct) Regulations 2021*. For provisions that have come into operation see the compilation table.

### Compilation table

Citation	Published	Commencement
<i>Local Government (Model Code of Conduct) Regulations 2021</i>	SL 2021/15 2 Feb 2021	Pt. 1: 2 Feb 2021 (see r. 2(a)); Regulations other than Pt. 1: 3 Feb 2021 (see r. 2(b) and SL 2021/13 cl. 2)



## Defined terms

*[This is a list of terms defined and the provisions where they are defined.  
The list is not part of the law.]*

Defined term	Provision(s)
Act .....	Sch. 1 cl. 2(1)
candidate.....	Sch. 1 cl. 2(1)
closed meeting .....	Sch. 1 cl. 21(1)
complaint.....	Sch. 1 cl. 2(1)
confidential document .....	Sch. 1 cl. 21(1)
document .....	Sch. 1 cl. 21(1)
electoral purpose.....	Sch. 1 cl. 17(1)
interest .....	Sch. 1 cl. 22(1)
local government employee.....	Sch. 1 cl. 20(1)
non-confidential document.....	Sch. 1 cl. 21(1)
publish .....	Sch. 1 cl. 2(1)
resources of a local government .....	Sch. 1 cl. 17(1)



**LOCAL GOVERNMENT (MODEL CODE OF CONDUCT) REGULATIONS 2021 – EXPLANATORY NOTES**

These regulations bring into effect sections 48 to 51 of the *Local Government Legislation Amendment Act 2019*.

In particular, the following will take effect: sections 5.102A, 5.103, 5.104 and 5.105.

	Regulation	Explanation
3	Model Code of Conduct	These regulations provide for the model code of conduct for council members, committee members and candidates in Schedule 1.
4	<i>Local Government (Rules of Conduct) Regulations 2007</i> repealed	This regulation repeals the <i>Local Government (Rules of Conduct) Regulations 2007</i> (Rules of Conduct Regulations) as they now form part of the Model Code regulations (Schedule 1, Division 4).
5	<i>Local Government (Administration) Regulations 1996</i> amended	This regulation inserts new Part 9A – Minor breaches by council members – into the Model Code regulations. It replaces existing regulation 4 of the Rules of Conduct Regulations (Contravention of certain local laws) and instead inserts it into the Administration Regulations.  Part 9A provides that a contravention of a local law that relates to the conduct of people at council or committee meetings is a minor breach for the purposes of section 5.105(1)(b) of the Act. This is not a rule of conduct, which is why it is separate to the provisions in the Model Code.
6	<i>Local Government (Audit) Regulations 1996</i> amended	This regulation amends the statutory requirements for the compliance audit return to capture the adoption of the Model Code and deletes the reference to the Rules of Conduct Regulations.
7	<i>Local Government (Constitution) Regulations 1998</i> amended	This regulation amends Schedule 1 Form 7 (Declaration by elected member of council) of the Constitution Regulations to reference the code of conduct adopted by the relevant local government, rather than the Rules of Conduct Regulations.
	<b>Schedule 1 – Model code of conduct</b>	
1	Citation	New section 5.104 of the Local Government Act requires local governments to adopt the model code of conduct within three months of these Regulations coming into operation. Until the Model Code is adopted, in accordance with section 5.104(5), the model code is taken to be a local government's adopted code of conduct until the local government adopts a code of conduct.



	Regulation	Explanation
		<p>The Model Code, as drafted, provides a template for local governments to adopt the code as their own by inserting their local government name.</p> <p>In accordance with section 5.104(3), local governments can include additional behaviours under Division 3 that are not inconsistent with the Code, which may not currently be represented.</p> <p>To adopt the code, a resolution needs to be passed by an absolute majority. Once the code is adopted, it must be published on the local government's website.</p>
2	Terms Used	This clause defines "Act", "candidate", "complaint" and "publish". All other terms used have the same meaning as in the Act unless the contrary intention appears.
	<b>Division 2 – General principles</b>	
3	Overview of Division	As per new section 5.103(2)(a), the Model Code is to contain general principles to guide behaviour. These are set out in Division 2.
4	Personal Integrity	<p>This clause outlines specific personal integrity principles, including the need to:</p> <ul style="list-style-type: none"> <li>• act with reasonable care and diligence;</li> <li>• act with honesty and integrity;</li> <li>• act lawfully;</li> <li>• identify and appropriately manage any conflict of interest;</li> <li>• avoid damage to the reputation of the local government.</li> </ul>
5	Relationships with others	This clause outlines principles for relationships with others, including the need to treat others with respect, courtesy and fairness, and maintain and contribute to a harmonious, safe and productive work environment.
6	Accountability	This clause outlines principles for accountability, including that decisions should be based on relevant and factually correct information and that a council or committee member should be open and accountable to, and represent, the community in the district.
	<b>Division 3 - Behaviour</b>	
7	Overview of Division	<p>As per new section 5.103(2)(b), the Model Code is to contain requirements relating to behaviour.</p> <p>This division sets the standards of behaviour which enable and empower members to meet the principles outlined in Division 2. Division 3 behaviour breaches are managed by local</p>

	Regulation	Explanation
		governments, and so the division also includes a mechanism to deal with alleged breaches. The emphasis is on an educative role to establish sound working relationships and avoid repeated breaches.
8	Personal Integrity	<p>This clause provides for behaviours for council members, committee members and candidates, as well as behaviours specific to council and committee members.</p> <p>Behaviours include that a council member, committee member or candidate must ensure their use of social media and other forms of communication comply with the code. Members must also not be impaired by alcohol or drugs in the performance of their official duties.</p>
9	Relationships with others	<p>This clause provides for behaviours related to relationships with others, including the requirement to:</p> <ul style="list-style-type: none"> <li>• deal with the media in a positive and appropriate manner;</li> <li>• not use offensive or derogatory language when referring to another person;</li> <li>• not disparage the character of another council member, committee member, candidate or local government employee in connection with the performance of their official duties; and</li> <li>• not impute dishonest or unethical motives to another council member, committee member, candidate or local government employee in connection with the performance of their official duties.</li> </ul>
10	Council or committee meetings	<p>This clause provides for behaviours when attending a council or committee meeting. This includes that a council member, committee member or candidate must not:</p> <ul style="list-style-type: none"> <li>• act in an abusive or threatening manner towards another person;</li> <li>• repeatedly disrupt the meeting; or</li> <li>• make a statement that they know, or could reasonably be expected to know, is false or misleading.</li> </ul>
11	Complaints about alleged breach	<p>This clause provides that a person may make a complaint alleging a breach of Division 3 by submitting the complaint in writing (in a form approved by the local government) within one month of the alleged breach occurring.</p> <p>The local government is to authorise at least one person to receive complaints and withdrawals of complaints.</p>

	Regulation	Explanation
12	Dealing with complaint	<p>This clause provides a process for dealing with complaints. Subclause (1) requires local governments to make a finding as to whether the breach occurred, unless the complaint is dismissed (clause 13), or withdrawn (clause 14).</p> <p>Before making a finding, the person to whom the complaint relates must be given a reasonable opportunity to be heard. A finding about whether the breach has occurred should be based on whether it is more likely than not that the breach occurred. This is the same premise used by the Standards Panel in its decision making.</p> <p>If a finding of breach is made, the local government can choose to take no further action or develop a plan to address the person's behaviour. This may include training, mediation, counselling or any other action considered appropriate. Subclause (5) requires that the local government must consult with the person to whom the complaint relates in preparing the plan.</p> <p>After a finding has been made, written notice of the outcome needs to be given to the complainant and the person to whom the complaint relates.</p>
13	Dismissal of complaint	This clause provides that a complaint must be dismissed if the behaviour occurred at a council or committee meeting, and the local government is satisfied that the behaviour has already been dealt with, or the person responsible for the behaviour has taken remedial action in accordance with the meeting procedures local law.
14	Withdrawal of complaint	This clause provides that a complainant may withdraw a complaint at any time before a finding is made.
15	Other provisions about complaints	This clause provides that a complaint about a candidate cannot be dealt with unless the candidate is elected. It also allows local governments to determine the procedure for dealing with complaints to the extent it isn't already provided for.
	<b>Division 4 – Rules of conduct</b>	
16	Overview of Division	<p>As per section 5.103(2)(c) of the Amendment Act, the Model Code contains rules of conduct. The rules of conduct are specific rules for which alleged breaches (minor breaches) are referred to the Standards Panel. A reference to a council member in this division includes a council member acting as a committee member.</p> <p>The Rules of Conduct Regulations are being repealed (see regulation 4 above) and replaced by this Division.</p>



	Regulation	Explanation
17	Misuse of local government resources	This clause is based on regulation 8 of the Rules of Conduct Regulations. It provides that a council member must not misuse local government resources, which includes local government property or services.
18	Securing personal advantage or disadvantaging others	This is based on regulation 7 of the Rules of Conduct Regulations. It provides that a council member must not make improper use of their office to gain advantage or cause detriment to the local government or any other person.
19	Prohibition against involvement in administration	This is based on regulation 9 of the Rules of Conduct Regulations. It provides that a council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government (council) or CEO.
20	Relationship with local government employees	This is based on regulation 10 of the Rules of Conduct Regulations. It provides that a council member or candidate must not direct, influence, abuse or threaten a local government employee.
21	Disclosure of information	This is based on regulation 6 of the Rules of Conduct Regulations. It provides that a council member must not disclose information that is from a confidential document or was acquired at a closed meeting.
22	Disclosure of interests	This is based on regulation 11 of the Rules of Conduct Regulations. It provides that a council member must disclose impartiality interests, which includes interests arising from kinship, friendship or membership of an association.
23	Compliance with plan requirement	This is a new rule of conduct that provides for a minor breach if a council member does not comply with a plan requirement (see clause 12(4)(b)) imposed by the local government following a breach of a behaviour under Division 3.





LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

# **Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates**

February 2021



# Contents

<b>Model Code of Conduct</b> .....	3
Introduction .....	3
Purpose .....	4
Adoption .....	5
Division 2 – General Principles .....	5
Division 3 – Behaviour .....	6
Complaints .....	7
Division 4 – Rules of Conduct .....	10

# Model Code of Conduct

## Introduction

Local government is vital for the delivery of key services and infrastructure in the community. Individuals who are, or seek to be, members of local councils and council committees are entrusted by their community to represent local views, make sound decisions, and utilise public funds effectively to deliver services and amenities for their community. As such, a high standard of professional and ethical conduct is expected of council members and committee members in local governments, as well as candidates in local government elections.

A review of the *Local Government Act 1995* (Act), including consultation with community and sector stakeholders, led to the implementation of priority reforms under the *Local Government Amendment Act 2019* (Amendment Act).

The Amendment Act was developed in response to stakeholder feedback that there was a need for governance reforms, including a Code of Conduct for council members, committee members and candidates that clearly reflects community expectations of behaviour and supports consistency between local governments in relation to the overall process for managing alleged breaches of that Code.

As a result, key reforms under the Amendment Act include the introduction of a Model Code of Conduct (Model Code) that must be adopted by local governments and applied to council members, committee members and candidates; as well as a separate Code of Conduct for Employees.

The Model Code replaces the previous statutory requirement for local governments to develop and implement an individual code of conduct for their council members, committee members and employees.

The *Model Code of Conduct Regulations 2021* (Regulations) have been developed to give effect to the Amendment Act, and provide for:

- overarching principles to guide behaviour;
- behaviours and complaints which are managed by local governments; and
- rules of conduct, contraventions of which are considered by the independent Local Government Standards Panel (Standards Panel) where appropriate.

## Definitions

The Model Code defines key terms to aid understanding and compliance. Where a term is not defined in either the Regulations or the Act, then the generally accepted meaning of the term applies. Some additional guidance is provided as follows:

**Candidate:** an individual is considered a candidate when their nomination for election is accepted by a Returning Officer under section 4.49 of the Act. The Model Code applies to the individual from that point. Any alleged breach of the Model Code may only be addressed if and when the individual is elected as a council member.

**Council member:** references to 'council member' in the Regulations mean an individual who has been elected as a council member under the Act. The requirements of the Regulations also apply to a council member who is a committee member on a council committee.

**Committee member:** under the Regulations, a 'committee member' includes any council member, local government employee or unelected member of the community who has been engaged by the council to participate in a council committee.

**Evidence:** references to 'evidence' in the Regulations means the **available facts or information** indicating whether an allegation is true or valid. Local governments must **use evidence provided by the complainant and by the person to whom the complaint relates, as well as other relevant information, to decide whether an alleged breach of the Model Code has occurred.**

**Local government(s):** per the approach in the Act, references to 'local government' in the Regulations mean the body corporate that is the local governing body made up of the council, Chief Executive Officer (CEO) and administrative staff appointed and managed by the CEO.

Where a statutory function entails decision-making on governance matters, the council is responsible for making those decisions. This includes decisions on complaints regarding the conduct of council members, committee members and candidates, as set out in the Regulations.

Further guidance on certain terms in the Model Code is provided in these Guidelines.

## **Purpose**

The purpose of the Model Code is to guide the decisions, actions and behaviours of members, both in council and on council committees, and of candidates running for election as a council member.

Members must comply with the provisions in the Model Code in fulfilling their role and responsibilities in council and on council committees, as set out in the Act.

An individual who has nominated as a candidate for election as a council member is also required to demonstrate professional and ethical behaviour during their election campaign. If elected, the individual must continue to comply with the Model Code in council and on council committees.

It is the individual responsibility of council members, committee members and candidates to become familiar with the Model Code, these Guidelines and any relevant policies of their local government, and to follow the Code at all times.

Where the behaviour of a council member, committee member or candidate does not comply with the Code, it is intended that the local council address the behaviour through education and other remedial actions that the council considers appropriate, rather than formal sanctions.

Where an individual does not comply with any action required by the council, then the council may determine that the matter is to be referred to the Standards Panel as an



alleged contravention of a rule of conduct. The Standards Panel has the authority to make binding decisions regarding allegations of minor misconduct.

## **Adoption**

Section 5.104 of the Act requires that local governments adopt the Model Code as their Code of Conduct within three months of the Regulations coming into operation (by 3 May 2021). Note: The operational requirements of Division 3 require local governments to take certain initial actions within three weeks (by 24 February 2021).

In accordance with section 5.104(4), the Model Code applies until the local government adopts it as their Code. This means that the principles, behaviour requirements and rules of conduct of the Regulations apply to council members, committee members and candidates even if their local government has not yet adopted the Model Code.

While local governments may not amend Division 2 (Principles) or Division 4 (Rules of Conduct), additional behaviour requirements can be included in Division 3 (Behaviours) if deemed appropriate by the local government. Any additions must be consistent with the Model Code of Conduct (section 5.104(3) of the Act).

In preparing the Code for adoption, local governments are encouraged to review their existing Code and consider incorporating any additional behaviour requirements that are not represented in the Model Code. This may include specific dress standards or the appropriate use of technology.

To adopt the Code, a resolution passed by an absolute majority of the council is required. Once the Code is adopted, it must be published on the local government's official website (section 5.104(7)).

## **Division 2 – General Principles**

This section of the Regulations set out the fundamental rules that council members, committee members and candidates are expected to adhere to, promote and support. Adhering to these rules will assist individuals to comply with the behaviours outlined in Division 3 and 4.

The principles outline the overarching approach that members and candidates should demonstrate in their role as public representatives, or potential public representatives. Individuals should consider all behaviours in light of these principles, including any behaviour and conduct that is not covered specifically in Division 3 and 4.

The principles are grouped into three key areas: Personal Integrity; Relationships with others and Accountability. Additional guidance on these areas is provided as follows:

### **Integrity and conflicts of interest**

Members and candidates are generally active in their local area which may lead to a conflict between the public interests of the community and the personal interests of the individual, their family members and associates.

It is the individual responsibility of members and candidates to disclose any such conflicts and ensure that they are managed appropriately to comply with the Model Code and serve their community as expected by the local electors.

Individuals should also consider perceived and potential conflicts of interest. While an individual may be confident of the integrity of their actions, it is important to reflect on how their actions may appear to others, and/or how an action taken now could lead to a conflict of interest in future. If an interest is identified, the individual should disclose and manage this to avoid a conflict with the public interest.

### **Avoidance of reputational damage**

Elected members and candidates may hold strong concerns in relation to actions, or a lack of action, by their local government on certain matters.

It is the individual responsibility of members to ensure that they comply with the Model Code by raising concerns in a respectful and constructive manner and working effectively with their colleagues for their community, as expected by the local electors.

During an election campaign, it is the individual responsibility of candidates to ensure that any concerns they raise regarding the current local government is based on accurate information and expressed in a respectful and constructive manner that demonstrates to local electors their suitability as a potential public representative.

### **Decision-making and accountability**

Council and committee members regularly make decisions that impact on their local area. The community expects that members will make council and committee decisions based on information that is relevant and factually correct. This will vary according to the decision to be made and the information available to the council members and committee members at that time.

In general, individuals are responsible for ensuring their decisions are based on information that is accurate and pertinent to the matter at hand; and can be reasonably considered accurate and relevant by others.

As part of being accountable to their community, council members and committee members should accept responsibility for the decisions they make in the performance of their role.

## **Division 3 – Behaviour**

This section of the Regulations sets the standards of behaviour which reflect the general principles outlined in Division 2.

It is the individual responsibility of members and candidates to demonstrate, promote and support professional and ethical behaviour as provided in the Model Code.

Complaints regarding alleged breaches of the Model Code in Division 3 are managed by the local council as the decision-making body of the local governments. The division also provides a process for responding to alleged breaches. The emphasis is on



education and development, rather than punitive sanctions, with the aim of establishing or restoring positive working relationships and avoiding further breaches.

Failure to comply with this Division may give rise to a complaint regarding the conduct of a council member, committee member or candidate, which may lead to the council making a formal finding of a breach and requiring remedial action by the individual.

A local government may wish to develop further guidance on dealing with complaints through the introduction of a complementary policy and/or procedure on complaints management to the extent it is not provided for in the Regulations. There are resources on effective complaints management available on the Ombudsman WA's website at [www.ombudsman.wa.gov.au](http://www.ombudsman.wa.gov.au).

## Complaints

### Process for making a complaint

Clause 11 of the Regulations provides that a person can make a complaint alleging a breach of Division 2 within one month of the alleged breach occurring.

Local governments should ensure that making a complaint is a simple and accessible process so that any member of the local community can raise concerns about the conduct of council members, committee members and candidates.

Local governments should make it clear that it is important a complainant provides details in their complaint, with supporting information where feasible to do so, because the complaint will form part of the evidence considered by the council when deciding whether a breach of the Model Code has occurred.

#### Action required

Local governments must authorise at least one person to receive complaints regarding members and candidates. While the Regulations do not include specific requirements and a local government may decide that the complaints officer is appropriate, other options could include:

- President or Mayor,
- Deputy President or Mayor (especially for complaints about the President or Mayor),
- Chief Executive Officer, or
- External consultant

To account for any breaches occurring on the first day that the Regulations take effect, local governments must authorise at least one person within three weeks of the Regulations taking effect (by 24 February 2021).

The Regulations also provide that complaints are to be made in writing in a form approved by the local government.

#### Action required

Local governments must determine whether there will be a specific template for complaints and process for how they are to be lodged.



Local governments may choose to:

- establish a specific email address for conduct complaints
- provide a name/position to whom complaints should be addressed
- prepare a complaint form to allow the complainant.
- engaged an independent person to support the resolution of a complaint. Local governments may consider sharing the services of an independent person.

The Department has prepared a template form for complaints to assist local governments. The template is available on the department's website at [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au).

The authorised person(s) should acknowledge the receipt of every written complaint in a timely manner. As part of the acknowledgment process, the complainant should be provided information on how the complaint will be progressed and an expected timeframe for the matter to be finalised. This may include providing the complainant with a copy of the complaint policy where available.

### **Dealing with a complaint**

The Regulations do not specify a timeframe by when complaints should be dealt with, however, a timeframe could be included in a local government's policy.

In the interests of procedural fairness, all complaints should be dealt with in a timely manner and allow all parties the opportunity to provide information regarding the alleged conduct.

Clause 12 of the Regulations outlines the process for dealing with complaints regarding the conduct of elected members and candidates. The Model Code leaves it open to local governments to determine the most appropriate and effective process for how this is undertaken. Options could include:

- The President/Mayor or Deputy consider all complaints
- Delegation of complaints to the CEO to prepare a report for the council
- Appointment of an independent/external consultant to review complaints and provide a report to the council
- Establish a committee to review complaints and report to the council. The committee may include independent members.

Local governments should consider how they are going to respond to complaints, and whether complaints are going to be addressed based on seriousness or impact of the allegation or on the order in which complaints are received.

### **Action required**

Local governments must determine who will be considering complaints received and how complaints will be prioritised and managed.

Clause 12(2) of the Regulations require that the person to whom the complaint relates is given a reasonable opportunity to be heard. This should include providing a copy of the complaint to that person in a timely manner and allowing them an opportunity to respond to the allegations in writing. The information provided by that person will assist the local government in forming a view as to whether a breach has occurred.

### **Making a finding**

Clause 12(1) requires the local council to consider whether the alleged matter which is the subject of a complaint, did occur and make a finding on whether the matter constituted a breach of the Code of Conduct.

The local council should use the same approach as the Standards Panel in their deliberations and decision-making; that is, based on the complaint and other evidence received by the council, the council must be satisfied that, on the balance of probabilities, it is more likely than not that a breach occurred.

Information provided by the complainant and information provided by the person to who the complaint relates will assist the council to make a finding.

### **Action Plans**

Clause 12(4) provides that if the local council makes a finding that a breach of the Code of Conduct did occur, the council may determine that no further action is required; or that an action plan must be prepared and implemented.

An action plan should be designed to provide the member with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives.

The action plan does not need to be complex. The plan should outline:

- the behaviour(s) of concern;
- the actions to be taken to address the behaviour(s);
- who is responsible for the actions; and
- an agreed timeframe for the actions to be completed.

An action plan should not include measures that are intended to be a punishment, and instead should focus on mechanisms to encourage positive behaviour and prevent negative behaviour from occurring again in future.

The Code requires that in preparing the action plan, consultation must be undertaken with the elected member to whom the plan relates. This is designed to provide the member with the opportunity to be involved in matters such as the timing of meetings or training. Note: some members may not be willing to engage with the opportunity to participate in the process.

The council or a delegated person should monitor the actions and timeframes set out in the action plan. This is important because if the member does not comply with the

action/s within the agreed timeframe, then under the Regulations it is considered a contravention of a rule of conduct.

### **Dismissal of complaints**

While local governments are required to consider all complaints, they can be dismissed if:

- the behaviour occurred at a council or committee meeting and the behaviour was dealt with at that meeting (clause 13), or
- the complaint is withdrawn (clause 14).

Clause 13 allows a complaint to be dismissed if the behaviour occurred at a council or committee meeting, and that behaviour was addressed at the time. This could have been by the presiding member, or remedial action was taken in accordance with the local government's standing orders or local law.

### **Where agreement cannot be reached**

Circumstances may arise when a local council cannot agree on the resolution of a complaint or whether the complaint can be dismissed under clause 13.

In these situations, the local government may decide to engage an independent person to review the complaint and make recommendations on appropriate actions.

### **Withdrawal of a complaint**

Clause 14 provides the option for a complaint to be withdrawn before it is considered by the council.

Local governments may elect to include in their complaints policy the option for mediation between the complainant and the member. Mediation may resolve any specific issues before the council is required to make a finding and may lead to the complainant withdrawing the complaint. Clause 14 requires a withdrawal to be made in writing and provided to the person(s) authorised to receive complaints.

## **Division 4 – Rules of Conduct**

Contraventions of rules of conduct are matters that:

- negatively affect the honest or impartial performance of an elected member;
- involve a breach of trust placed in the elected member; or
- involve the misuse of information or material.

Division 4 sets out rules of conduct for elected members and candidates that relate to the principles in Division 2 and the behaviours in Division 3. This Division also introduces a new rule of conduct to address situations where an elected member does not undertake the actions required by the local council following a breach of the Model Code. A contravention of this rule of conduct is considered a minor breach, as defined in the Act.



The process for complaints under Division 4 is outlined in the Act. Complaints in the first instance are directed to the complaints officer at the local government. The Act provides that the complaints officer is the CEO or another officer with delegated responsibility.

A council may decide to refer an alleged contravention of Division 4 to the independent Standards Panel in accordance with the Act. As the Panel does not have investigative powers, decisions are made based on the information received by the Panel from the local government. The Standards Panel must be satisfied that, on the balance of probabilities, it is more likely than not that a breach has occurred for the Standards Panel to make a finding of breach.

Where the Standards Panel makes a finding against an elected member or candidate, sanctions will be imposed in accordance with the Part 5 Division 9 of the Act.

Nothing in this Division removes the obligations placed upon council members and employees (including the CEO) of the local government under the *Corruption, Crime and Misconduct Act 2003*.

Further information on the Standards Panel process is available on the Department's website.

#### **Further information**

The aim of the Model Code of Conduct is to foster a high standard of professional and ethical conduct by council members and candidates, and to support consistency across local governments in relation to their response to complaints regarding conduct.

Local governments are encouraged to seek guidance and advice on specific matters whenever necessary. For queries, please contact: [actreview@dlgsc.wa.gov.au](mailto:actreview@dlgsc.wa.gov.au)





Minutes of the Boyup Brook Shire Council Annual Awards Committee held in the Boyup Brook Council Chambers on Thursday, 10<sup>th</sup> December 2020 commenced at 1.00pm.

**1 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED**

**Committee**

Councillor H O'Connell  
Councillor S E G Alexander  
Councillor K J Moir  
Councillor A Price

**Staff**

Dale Putland – Chief Executive Officer  
Maria Lane - Executive Assistant

**1.1 Shire of Boyup Brook Annual Awards Committee Meeting – 3rd December 2019.**

**COMMITTEE RECOMMENDATION - Item 1.1**

**MOVED: Cr S E G Alexander**

**SECONDED: Cr A Price**

**That the minutes of the Annual Awards Committee Meeting held on 3rd December 2019 be confirmed as an accurate record.**

**CARRIED 3/0**

**2 REPORTS / GENERAL BUSINESS**

**2.1 Australia Day Awards – Meeting Process**

Council passed the following motion at its 28 October 2019 Council Meeting;

*That Cr O'Connell, Cr Moir and Cr Alexander be appointed to Council's Annual Awards Committee to determine the Citizen of the Year, Young Achiever of the Year and Sports Person of the Year and Promoting Boyup Brook.*

Council passed the following motion at its 21 November 2019 Council Meeting;

*That Cr Price be appointed to Council's Annual Awards Committee.*



Because this is Council committee and as it has been delegated the duty of determining award recipients the meeting is to be open to the public as provided for in the following section of the Local Government Act;

**5.23. Meetings generally open to the public**

- (1) *Subject to subsection (2), the following are to be open to members of the public —*
  - (a) *all council meetings; and*
  - (b) *all meetings of any committee to which a local government power or duty has been delegated.*
- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
  - (a) *a matter affecting an employee or employees;*
  - (b) *the personal affairs of any person;*
  - (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
  - (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
  - (e) *a matter that if disclosed, would reveal —*
    - (i) *a trade secret;*
    - (ii) *information that has a commercial value to a person; or*
    - (iii) *information about the business, professional, commercial or financial affairs of a person,**where the trade secret or information is held by, or is about, a person other than the local government;*
  - (f) *a matter that if disclosed, could be reasonably expected to —*
    - (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
    - (ii) *endanger the security of the local government's property; or*
    - (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
  - (g) *information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*
  - (h) *such other matters as may be prescribed.*

- (3) *A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

*Meeting closed to the public to deal with a confidential matter.*

**BEHIND CLOSED DOORS**

MOVED: Cr A Price

SECONDED: Cr S E G Alexander

That in accordance with Section 5.23 (2) (b) of the Local Government Act 1995 the next part of the meeting be closed to members of the public to allow the council to consider a confidential matter.

Carried 4/0

**2.2 Confidential item  
Australia Day Awards for 2021**

Award Nominations closed on the 13<sup>th</sup> November 2020.

Copies of nominations received will be tabled at the meeting and therefore do not form a part of the agenda and become public documents.

Cr Moir arrived at 1.08pm after part 2 had been voted on.

**COMMITTEE RECOMMENDATION - Item 2.2**

MOVED: Cr S E G Alexander

SECONDED: Cr A Price

- 1 That Lyn Willett be awarded Citizen of the Year for 2021.**

Carried 4/0

MOVED: Cr H C O'Connell

SECONDED: Cr S E G Alexander

- 2 That Angela Hales be awarded the Kevin Henderson Memorial Award for 2021.**

Carried 3/0

**MOVED OUT FROM BEHIND CLOSED DOORS**

MOVED: Cr S E G Alexander

SECONDED: Cr A Price

In accordance with Section 5.23 (2) of the Local Government Act 1995 the next part of the meeting is open to the members of the public and the Council come out of committee.

Carried 4/0

**COMMITTEE RECOMMENDATION – Item 2.3**

**MOVED: Cr A Price**

**SECONDED: Cr S E G Alexander**

**That the Committee encourages the nominators to consider nominating present and past nominees for the relevant Australian of the Year Awards.**

**Carried 4/0**

**3. CLOSURE OF MEETING**

There being no further business the Presiding Member, Cr H O'Connell thanked all for their attendance and declared the meeting closed at 1.38pm.