



# Shire of Mukinbudin

## Ordinary Meeting of Council

### **CONFIRMED MINUTES**

Meeting held in Council Chambers at  
15 Maddock Street, Mukinbudin  
Commencing at 1.04 pm Tuesday 18 December 2018

Dirk Sellenger  
**CHIEF EXECUTIVE OFFICER**





**\*\*\*\* DISCLAIMER \*\*\*\***

No responsibility whatsoever is implied or accepted by the Shire of Mukinbudin for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Mukinbudin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Mukinbudin during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Mukinbudin. The Shire of Mukinbudin warns that anyone who has any application lodged with the Shire of Mukinbudin must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Mukinbudin in respect of the application.

**ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST**

Council is committed to a code of conduct and all decisions are based on an honest assessment of the issue, ethical decision-making and personal integrity. Councillors and staff adhere to the statutory requirements to declare financial, proximity and impartiality interests and once declared follow the legislation as required.

Dirk Sellenger  
**CHIEF EXECUTIVE OFFICER**



**SUMMARY OF MEETINGS**  
**Shire of Mukinbudin 2018**

	Briefing / Workshop	Council Meeting
January		
February		
March		
April		
May		
June		
July		
August		
September		
October	WALGA GOVERNANCE TRAINING	
November	HARVEST	
December		

Briefing / Workshops will ordinarily commence at 10.00am unless agreed to change this time.

Council Meetings will ordinarily commence at 1.00pm unless Council agrees to change this time.

Changes to Council Meetings must be advertised in accordance with Sect 5.4 of the Local Government Act 1995.



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**8. Elected members Motions of which previous notice has been given**

8.1 Nil

**9. Urgent Business without notice (with the approval of the President or meeting)**

9.1 Nil

**10. Dates to Remember**

10.1 See attached list

**11. Closure of Meeting**

11.1 Closure of Meeting



## **MINUTES**

Minutes of the Ordinary Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on 18<sup>th</sup> December 2018.

### **1. Declaration of Opening**

- 1.1 The Shire President declared the Meeting open at 1.04pm

### **2. Public Question Time (min 15 minutes)**

- 2.1 Response to previous questions taken on notice.  
Nil

- 2.2 Declaration of public question time opened (minimum 15 mins)

The Shire President declared public question time open

- 2.3 Declaration of public question time closed

The Shire President declared public question time closed.

### **3. Record of attendance, apologies and approved leave of absence**

- 3.1 Present:

3.1.1

Cr Gary Shadbolt – President

Cr Sandie Ventris – Deputy President

Cr Rod Comerford

Cr Romina Nicoletti

Cr Ruth Poultney

Cr Jeff Seaby

- 3.2 Apologies:

3.2.1

Cr Steve Paterson

- 3.3 On leave of absence:

3.3.1

Cr Murray Junk

- 3.4 Staff:

3.4.1

Mr Dirk Sellenger – Chief Executive Officer

Mrs Nola Comerford-Smith – Administration Manager

Mr Ed Nind – Finance Manager



3.5 Visitors:  
Mr Jeremy Devenish – CRISP Wireless

3.6 Applications for leave of absence:  
3.6.1 Request for leave of absence

#### 4. Petitions, deputations and presentations

4.1 Petitions

4.2 Deputations

4.3 Presentations

**Jeremy Devenish** – CRISP Wireless – to discuss the NEWROC telecommunication project.

*Cr Ventris left the meeting at 1.27pm and returned at 1.29pm*

*Mr Jeremy Devenish left the meeting at 1.30pm*

#### 5. Announcements by the Presiding person without discussion

5.1

#### 6. Confirmation of the Minutes of previous meetings

6.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 21<sup>st</sup> November 2018.

#### Voting Requirement

Simple Majority

#### OFFICER RECOMMENDATION / COUNCIL DECISION

**Council Decision Number – 03 12 18**

**Moved: Cr Seaby**

**Seconded: Cr Nicoletti**

**That the Minutes of the Ordinary Meeting of Council held on the 21<sup>st</sup> November 2018 be accepted as a true and correct record of proceedings.**

**Carried 6 / 0**



## 7.1 MONTHLY INFORMATION REPORT

7.1.1 November Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Nola Comerford-Smith, Administration Manager
Date:	11 <sup>th</sup> December 2018
Disclosure of Interest:	Nil
Responsible Officer	Nola Comerford-Smith, Administration Manager
Author:	Nola Comerford-Smith, Administration Manager
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

### **Summary**

To allow Council to receive the Monthly Information Report including reports from Manager of Works, Community Development, Swimming Pool Manager, Caravan Park Manager and Environmental Health Officer.

### **Background Information**

Reports are presented to Council on operational matters within the Shire of Mukinbudin.

### **Officer Comment**

Refer to Information Report.

### **Strategic & Social Implications**

Nil

### **Consultation**

Pace Vernon – Manager of Works  
 Peter Toboss – Principal Environmental Health Officer  
 Simon Comerford – Swimming Pool Manager  
 Caroline Ferns – Acting Caravan Park Manager  
 Dylan Copeland – NRM Consultant

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

Nil

*Cr Seaby left the meeting at 4.44pm and returned at 4.46pm*

## **COUNCIL DECISION**

CONFIRMED MINUTES: ORDINARY MEETING OF COUNCIL HELD 18 DECEMBER 2018



**Council Decision Number – 04 12 18****Moved: Cr Ventris****Seconded: Cr Poultney**

**That Agenda Item 7.1.1 (November Information Report) lay on the table until the end of the meeting.**

**Carried 6 / 0****OFFICER RECOMMENDATION / COUNCIL DECISION****Council Decision Number – 28 12 18****Moved: Cr Ventris****Seconded: Cr Nicoletti**

**That Council receive the November 2018 Information Report.**

**Carried 6 / 0**



## 7.2 FINANCE REPORT

<b>7.2.1 List of Payments – November 2018</b>	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Edward Nind – Finance Manager
Date:	7 <sup>th</sup> December 2018
Disclosure of Interest:	Nil
Responsible Officer:	Edward Nind – Finance Manager
Author:	Jenny Heaney – Senior Finance Officer
Voting Requirements	Simple Majority
Documents Attached	List of Payments – November 2018 (9 pages)
Documents Tabled	Nil

***If a Councillor has any questions regarding the enclosed finance report, please discuss these queries with the Finance Manager so that a researched answer may be provided for you.***

### **Summary**

List of payments made in November 2018 for endorsement by Council.

### **Background Information**

A list of payments submitted to Council on 19<sup>th</sup> December 2018, for confirmation in respect of accounts for November 2018 already being paid or for the authority to those unpaid. (Please refer to Payment listing submitted as a separate attachment).

### **Officer Comment**

Standard process of obtaining Council endorsement of payments.

### **Strategic & Social Implications**

N/A

### **Consultation**

N/A

### **Statutory Environment**

A list of payments is required to be presented to Council as per section 13 of the Local Government (Financial Management) Regulations 1996.

### **Policy Implications**

Council Policy No. 1.6.5 (e) states that a list of payments is required to be presented to Council each month in accordance with Financial Management Regulations 13(1) for recording in the minutes.

### **Financial Implications**

All payments have been made in accordance with the 2018/2019 Budget.



**OFFICER RECOMMENDATION / COUNCIL DECISION****Council Decision Number – 05 12 18****Moved: Cr Nicoletti****Seconded: Cr Ventris****That the list of payments brought to today's meeting for;****Municipal Fund:**

Muni EFTs	EFT 3684	to	EFT 3760	\$236,884.61
Muni Cheques	Chq 31664	to	Chq 31670	\$38,890.48
Muni Direct Debits	DD 5258.1	to	DD 5309.1	\$17,210.39
(Superannuation, loans, leases)				
Pays on	14/11/2018 and 28/11/2018			\$74,795.82
(Not included on payment listing)				

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<b>Total Municipal Funds</b>				<b>\$367,781.30</b>
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**Trust Fund:**

Trust EFTs				\$0.00
Trust Cheques	Chq 335	to	Chq 335	\$20.00
Trust Direct Debits	DD 5163.1	to	DD 5227.1	\$25,480.70

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<b>Total Trust Funds</b>				<b>\$25,500.70</b>
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**made in November 2018, be endorsed for payment.****Carried 6 / 0**



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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT3684	07/11/2018	AMPAC DEBT RECOVERY	AMPAC Debt Recovery - commissions for October 2018	1		8.25
EFT3685	07/11/2018	AUSTRALIA POST	Total Letters Sent this supply, period ending 31/10/2018	1		273.56
EFT3686	07/11/2018	BUNNINGS TRADE	Tuff Turf 4L Synthetic Turf Adhesive	1		150.90
EFT3687	07/11/2018	D I TOMAS CONTRACTING	Footpath Construction - White St to Calder St to Maddock St - Progress payment	1		22,000.00
EFT3688	07/11/2018	FAST FINISHING SERVICES	Missed from August - Council minutes binding	1		198.00
EFT3689	07/11/2018	GREAT SOUTHERN FUELS	Monthly Fuel Account October 2018	1		13,176.53
EFT3690	07/11/2018	JASON SIGNMAKERS	2400 x 1200 RV Overnight Parking Sign As per quote 116850	1		1,150.60
EFT3691	07/11/2018	LANDGATE	3 x Land Enquiry, title/company searches	1		51.40
EFT3692	07/11/2018	MUKINBUDIN TRADING POST	20 reams of white printing paper	1		144.15
EFT3693	07/11/2018	Mukinbudin Community Resource Centre	CRC and Tourist Hut - fortnightly cleaning 15th to 26th October 2018	1		203.00
EFT3694	07/11/2018	PIANO MAGIC	Annual tuning for Memorial Hall piano	1		275.00
EFT3695	07/11/2018	RODNEY BOYCE	2018/19 Rates Incentives Prize - A263	1		250.00
EFT3696	07/11/2018	RURAL WATER COUNCIL OF WA	Membership Subscription 2018	1		100.00
EFT3697	07/11/2018	SIGMA CHEMICALS	CH26100200 - Pro-Vac rubber blue skirt for swimming pool	1		47.19
EFT3698	07/11/2018	SIPPES MUKINBUDIN	weed n feed and soil wetter for swimming pool	1		91.75
EFT3699	07/11/2018	SUE VOLOCZI	Accounting assistance with, and preparation of, the Shire of Mukinbudin 2017-2018 financial Statements and liaison with auditors as required.	1		1,856.25



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT3700	07/11/2018	Shire of Cunderdin	VELPIC Software for the purpose of online training for works contractors	1		455.91
EFT3701	07/11/2018	TR HOMES	Supply and Delivery of a new 4x2 dwelling in accordance with RFT 1.2018 - Progress Payment 5	1		65,089.39
EFT3702	07/11/2018	TRAYNING TYRES AND MECHANICS	Caravan Park Caretakers - from 26 Oct to 1 Nov 2018	1		1,100.00
EFT3703	07/11/2018	TigerTurf	Premier turf for Cricket Practice Nets at the complex	1		1,357.50
EFT3704	07/11/2018	WALLIS COMPUTER SOLUTION	Monthly Billing for November 2018 - equipment rental, computer desktops etc	1		1,466.30
EFT3705	16/11/2018	ABSOLUTELY ALL ELECTRICAL	Test and tag at the swimming pool	1		630.06
EFT3706	16/11/2018	ADEPT PHOTO BOOTHS	Photo Booth for Seniors Dinner 2018 (\$300 deposit already paid of total cost \$1450) Remaining \$1150 - 50% to be paid before event and 50% after (\$575)	1		575.00
EFT3707	16/11/2018	ALL WAYS FOODS	Cleaning Supplies for the caravan park and railway station toilets	1		206.49
EFT3708	16/11/2018	APRA LTD	Memorial Hall fees for general function centre licensing	1		110.55
EFT3709	16/11/2018	AVON WASTE	Monthly Rubbish Collection for October 2018	1		5,048.21
EFT3710	16/11/2018	BOC LIMITED	BOC Container Service/Rental charges - indust oxygen, dissolved acetylene, argoshield and oxy mask	1		53.64
EFT3711	16/11/2018	COURIER AUSTRALIA/TOLL IPEC	Courier for Admin and Depot	1		155.06
EFT3712	16/11/2018	D&D TRANSPORT	Freight - Asphalt in a Bag	1		222.75
EFT3713	16/11/2018	EASTERN HILLS SAWS & MOWERS	service toro rider Job#47804	1		1,354.65
EFT3714	16/11/2018	Fortus	Blades for 12H and 12M graders	1		3,074.83
EFT3715	16/11/2018	GERAGHTYS ENGINEERING & AUTO ELECTRICS	70,000km service on isuzu dmax MBL2	1		475.36



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT3716	16/11/2018	IGA Mukinbudin	Refreshments for Admin Office - October 2018	1		419.97
EFT3717	16/11/2018	KTY ELECTRICAL SERVICES	Supply and installation of Fujitsu split system air conditioner in Library Supply and installation of Coolbreeze D230 QA control to centre section of Admin building As per Quote No. 00016004	1		7,770.00
EFT3718	16/11/2018	LANDMARK	herbicide, grosorb and sulphate of ammonia for parks and gardens and town oval	1		2,708.20
EFT3719	16/11/2018	MICK SIPPE CARPENTRY	repairs to water damaged flooring in aged unit 8	1		1,320.00
EFT3720	16/11/2018	MUKA TYRE MART	Tyres, repairs and fittings to MBL180, MBL250, Sundry Plant Gopher, 1TJP062 and MBL250	1		1,230.00
EFT3721	16/11/2018	MUKINBUDIN BUILDING	Hire of mobile scaffolding at aged units	1		220.00
EFT3722	16/11/2018	MUKINBUDIN BUTCHERS	Purchase of Sausages for Bonnie Rock Fire Brigade Training Session	1		24.54
EFT3723	16/11/2018	MUKINBUDIN TRANSPORT	carting of Sea Container for Mukinbudin Aquatic Centre	1		3,410.00
EFT3724	16/11/2018	Mukinbudin Community Resource Centre	Laminating of posters for Pool Kiosk	1		6.70
EFT3725	16/11/2018	SHIRE OF MERREDIN	The Eastern Wheatbelt WA Visitors Guide - Caravan Park advertising	1		320.00
EFT3726	16/11/2018	SHIRE OF MT MARSHALL	NEWHealth Recoup to 31/08/2018	1		3,782.59
EFT3727	16/11/2018	SHIRE OF TRAYNING	Kuno Hospital/Medical Centre and Dr House Rent expenses	1		6,210.00
EFT3728	16/11/2018	SILINGER CONTRACTORS	side tipper hire for carting gravel on mcgregor road	1		16,115.00
EFT3729	16/11/2018	SIPPES MUKINBUDIN	PARKS AND GARDENS over the counter purchases October 2018	1		1,116.30
EFT3730	16/11/2018	T-QUIP	Verti blade tungsten tipped for peruzzo panther	1		945.40
EFT3731	16/11/2018	TRAYNING TYRES AND MECHANICS	Caravan Park Caretakers from 02/11 to 08/11 2018	1		1,100.00



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT3732	16/11/2018	WALLIS CREDIT SERVICES	SOMBL Server Rental Payment fopr November 2018	1		695.00
EFT3733	21/11/2018	CHILD SUPPORT AGENCY	Payroll deductions	1		304.04
EFT3734	26/11/2018	ABSOLUTELY ALL ELECTRICAL	remove old lights from pole and install no 5 box with GPO inside shed for watering system and sunset switched light pointing at footpath at the complex	1		1,333.30
EFT3735	26/11/2018	ALL WAYS FOODS	20L push/pedal bin white for the railway station	1		27.35
EFT3736	26/11/2018	BF & JD ATKINS	side tipper/loader/water truck hire for mcgregor road	1		12,713.80
EFT3737	26/11/2018	BURGESS RAWSON	GST to be recouped by Burgess Rawson from missed invoices	1		33.63
EFT3738	26/11/2018	CHILD SUPPORT AGENCY	Payroll deductions	1		152.02
EFT3739	26/11/2018	COPIER SUPPORT	Admin printing from 22/10/2018 to 23/11/2018	1		1,132.38
EFT3740	26/11/2018	D I TOMAS CONTRACTING	Final payment for White St to Maddock and Calder Foothpaths	1		21,500.00
EFT3741	26/11/2018	EASTERN HILLS SAWS & MOWERS	Tungsten Tipped Blade 90mm and Pilot Bit Planting Auger 150mm	1		243.40
EFT3742	26/11/2018	J.R & A. HERSEY PTY LTD	guide posts for Mukinbudin-Wialki Road	1		7,682.18
EFT3743	26/11/2018	LGIS Property	LGIS Wages Adjustment - Admin Workers Comp Insurance	1		4,265.45
EFT3744	26/11/2018	MUKINBUDIN HOTEL	Road sweeping for July and August, stump grinding at tadmin building	1		1,340.00
EFT3745	26/11/2018	MUKINBUDIN STEEL FABRICATORS	Various steel, flashing, patio tubes, sheets and brackets for Pool, CP and Aged Units	1		841.50
EFT3746	26/11/2018	NEWROC	Food Package and Beverage for LG Week	1		671.88
EFT3747	26/11/2018	NEWTONS HOME FURNISHINGS	Mattresses for Caravana Park	1		927.00
EFT3748	26/11/2018	NEWTRAVEL INC	18/19 NEWTRAVEL Membership, and regional marketing contribution	1		3,500.00



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT3749	26/11/2018	PACE PATRICK VERNON	Water and Synergy reimbursements	1		1,042.09
EFT3750	26/11/2018	PLANWEST (WA) PTY LTD	General advice and planning services - nano-brewery, childcare and bottleshop	1		3,111.20
EFT3751	26/11/2018	Prickle's Contracting Services	supply AV network cables and fitting for projector in chambers	1		148.10
EFT3752	26/11/2018	RAYMOND HOOPER	Travelling to Muka from Perth, and back, for November 2018 Council Meeting	1		384.56
EFT3753	26/11/2018	ROYAL LIFE SAVING	Registration for Watch Around Water program and signs for the car park	1		180.80
EFT3754	26/11/2018	SHIRE OF MERREDIN	Regional Library Activity Plan 18/19	1		323.50
EFT3755	26/11/2018	SIPPES MUKINBUDIN	Sprinkler controllers for parks/gardens and aged unit 9	1		789.45
EFT3756	26/11/2018	TRAYNING TYRES AND MECHANICS	Caravan Park Caretakers for the period 09/11 to 15/11 2018	1		1,100.00
EFT3757	26/11/2018	The Farmhouse Kitchen Catering	Catering - WA Seniors Week Dinner	1		3,610.00
EFT3758	26/11/2018	WA CONTRACT RANGER SERVICES PTY LTD	WA Contract Ranger Services 18/19 - 02/11, 06/11 and 13/11 2018	1		561.00
EFT3759	26/11/2018	YouthCARE	Refund M.Moxham Mukinbudin Caravan Park	1		120.00
EFT3760	30/11/2018	SHIRE OF MUKINBUDIN - from Muni	Transfer of Unknown Funds to Trust which were deposited in bank on 26/11/2018	1		100.00
31664	01/11/2018	CASH	Float for 18/19 Swimming Pool Season - \$200 total	1		200.00
31665	07/11/2018	SYNERGY	Synergy Electricity Usage from 28 September to 26 October 2018	1		10,249.93
31666	16/11/2018	WATER CORPORATION	Cancellation of inactive standpipe due to no pipes - 21239 Lake Rd Merredin North	1		1,929.85
31667	21/11/2018	AUSTRALIAN TAXATION OFFICE	BAS OCTOBER 2018	1		12,381.00
31668	26/11/2018	CASH	Petty Cash recoup November 2018	1		191.00

CONFIRMED MINUTES: ORDINARY MEETING OF COUNCIL HELD 18 DECEMBER 2018



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
31669	26/11/2018	Telstra	Monthly Phone Account for October 2018	1		820.57
31670	29/11/2018	WATER CORPORATION	Swimming Pool Water Usage for the period 21/09/2018 to 20/11/2018	1		13,118.13
DD5258.1	14/11/2018	IOOF Pursuit Select Personal Superannuation	Superannuation contributions	1		196.84
DD5258.2	14/11/2018	WA Super	Payroll deductions	1		5,466.93
DD5258.3	14/11/2018	DL SELLENGER SUPERFUND	Superannuation contributions	1		1,800.00
DD5258.4	14/11/2018	Australian Super Pension	Superannuation contributions	1		186.28
DD5258.5	14/11/2018	REST INDUSTRY SUPER	Superannuation contributions	1		228.00
DD5258.6	14/11/2018	AMP flexible lifetime super	Superannuation contributions	1		228.00
DD5294.1	28/11/2018	IOOF Pursuit Select Personal Superannuation	Superannuation contributions	1		196.84
DD5294.2	28/11/2018	WA Super	Payroll deductions	1		5,117.11
DD5294.3	28/11/2018	DL SELLENGER SUPERFUND	Superannuation contributions	1		1,000.00
DD5294.4	28/11/2018	The Nick & Tryphena Super Fund	Superannuation contributions	1		76.20
DD5294.5	28/11/2018	Australian Super Pension	Superannuation contributions	1		130.39
DD5294.6	28/11/2018	REST INDUSTRY SUPER	Superannuation contributions	1		156.65
DD5294.7	28/11/2018	AMP flexible lifetime super	Superannuation contributions	1		228.00
DD5309.1	30/11/2018	BENDIGO BANK MASTERCARD	Credit Card Transactions for November 2018	1		2,199.15



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	Muni Bank - 633-000 116456799	292,985.48
TOTAL		292,985.48



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
335	29/11/2018	MEGAN DAVIS	REFUND OF GYM BOND 256 28/11/2018	2		20.00
DD5234.1	01/11/2018	Department of Transport	REFUND OF LICENSING	2		1,334.00
DD5236.1	02/11/2018	Department of Transport	REFUND OF LICENSING	2		2,728.15
DD5238.1	05/11/2018	Department of Transport	REFUND OF LICENSING	2		1,887.40
DD5240.1	06/11/2018	Department of Transport	REFUND OF LICENSING	2		212.65
DD5244.1	07/11/2018	Department of Transport	REFUND OF LICENSING	2		1,084.90
DD5246.1	08/11/2018	Department of Transport	REFUND OF LICENSING	2		35.40
DD5249.1	09/11/2018	Department of Transport	REFUND OF LICENSING	2		2,961.55
DD5251.1	12/11/2018	Department of Transport	REFUND OF LICENSING	2		1,695.15
DD5253.1	13/11/2018	Department of Transport	REFUND OF LICENSING	2		1,232.15
DD5262.1	12/11/2018	BOND ADMINISTRATOR	PAYMENT OF HOUSING BOND FOR 25 CRUICKSHANK ROAD TO BOND ADMIN	2		340.00
DD5264.1	14/11/2018	Department of Transport	REFUND OF LICENSING TRANSACTIONS	2		3,175.45
DD5270.1	15/11/2018	Department of Transport	REFUND OF LICENSING	2		767.00
DD5272.1	16/11/2018	Department of Transport	REFUND OF LICENSING	2		279.25
DD5274.1	19/11/2018	Department of Transport	REFUND OF LICENSING	2		1,612.45
DD5276.1	20/11/2018	Department of Transport	REFUND OF LICENSING	2		158.50
DD5282.1	21/11/2018	Department of Transport	REFUND OF LICENSING TRANSACTIONS	2		382.00
DD5284.1	22/11/2018	Department of Transport	REFUND OF LICENSING	2		612.95



Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD5286.1	23/11/2018	Department of Transport	REFUND OF LICENSING	2		467.05
DD5288.1	26/11/2018	Department of Transport	REFUND OF LICENSING TRANSACTIONS	2		345.35
DD5290.1	26/11/2018	SANDRA VENTRIS	REFUND OF EFTPOS TAKEN ACCIDENTALLY, WHEN LICENCE HAD ALREADY PREVIOUSLY BEEN PAID	2		88.60
DD5298.1	28/11/2018	Department of Transport	REFUND OF LICENSING TRANSACTIONS	2		340.35
DD5300.1	29/11/2018	Department of Transport	REFUND OF LICENSING TRANSACTIONS	2		3,233.95
DD5307.1	30/11/2018	Department of Transport	REFUND OF LICENSING TRANSACTIONS	2		506.45

REPORT TOTALS

Bank Code	Bank Name	TOTAL
2	Trust Bank - 633-000 116457771	25,500.70
TOTAL		25,500.70



009669



SHIRE OF MUKINBUDIN  
PO BOX 67  
MUKINBUDIN WA 6479

### Your details at a glance

<b>BSB number</b>	633-000
<b>Account number</b>	693723967
Customer number	11762408/M201
Account title	SHIRE OF MUKINBUDIN SHIRE OF MUKINBUDIN

### Account summary

Statement period	1 Nov 2018 - 30 Nov 2018
Statement number	117
Opening balance on 1 Nov 2018	\$1,919.48
Payments & credits	\$1,919.48
Withdrawals & debits	\$2,195.15
Interest charges & fees	\$4.00
<b>Closing Balance on 30 Nov 2018</b>	<b>\$2,199.15</b>

### Account details

Credit limit	\$5,000.00
Available credit	\$2,800.85
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

### Payment details

Minimum payment required	\$65.97
<b>Payment due</b>	<b>14 Dec 2018</b>

### Any questions?

Contact Tara Chambers at 29 Shadbolt St,  
Mukinbudin 6479 on **08 9047 1377**, or call  
**1300 BENDIGO** (1300 236 344).

**Thank you**  
for banking with Australia's  
5th biggest retail bank.



### Bendigo Business Credit Card

**Minimum Payment Warning.** If you make only the minimum payment each month, you will pay more interest and it will take you longer to pay off your balance.

If you make no additional charges using this card and each month you pay the minimum payment

You will pay off the Closing Balance shown on this statement in about  
**12 years and 1 month**

And you will pay an estimated total of interest charges of  
**\$1,277.43**

If you make no additional charges using this card and each month you pay **\$105.57**

You will pay off the Closing Balance shown on this statement in about  
**2 years**

And you will pay an estimated total of interest charges of  
**\$334.53, a saving of \$942.90**

### Having trouble making payments?

If you are having trouble making credit card repayments, please contact our Mortgage Help Centre on 1300 652 146.

CONFIRMED MINUTES: ORDINARY MEETING OF COUNCIL HELD 18 DECEMBER 2018



### Bendigo Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
<b>Opening balance</b>				<b>\$1,919.48</b>
8 Nov 18	VISTAPR*VistaPrin1,8 66-8936743 AUS RETAIL PURCHASE-INTERNATIONAL 07/11 CARD NUMBER 552638XXXXXXX149 1	123.98		2,043.46
9 Nov 18	OFWKS ONLINE BENTLEIGH, E 03 AUS RETAIL PURCHASE 08/11 CARD NUMBER 552638XXXXXXX149 1	20.83		2,064.29
14 Nov 18	PERIODIC TFR 00117624081201 00000000000		1,919.48	144.81
15 Nov 18	BWS 4758 MERREDIN, M ERREDIN AUS RETAIL PURCHASE 14/11 CARD NUMBER 552638XXXXXXX149 1	278.00		422.81
15 Nov 18	AUSSIE BROADBAND, MORWELL AUS RETAIL PURCHASE 14/11 CARD NUMBER 552638XXXXXXX149 1	99.00		521.81
18 Nov 18	MICROSOFT *STORE3, M SBILL.INFO AUS RETAIL PURCHASE 15/11 CARD NUMBER 552638XXXXXXX149 1	7.95		529.76
21 Nov 18	WHEATBELT TECH & APP, MERREDIN AUS RETAIL PURCHASE 17/11 CARD NUMBER 552638XXXXXXX149 1	39.90		569.66
23 Nov 18	LUNA EVENTS, FOOTSCRAY AUS RETAIL PURCHASE 20/11 CARD NUMBER 552638XXXXXXX149 1	41.51		611.17
28 Nov 18	SPOTLIGHT, SOUTH MELBOURNE AUS RETAIL PURCHASE 27/11 CARD NUMBER 552638XXXXXXX149 1	1,582.49		2,193.66

...continued overleaf >

[www.bendigobank.com.au](http://www.bendigobank.com.au)

Date Paid \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Amount \$ \_\_\_\_\_

### Bendigo Business Credit Card - Payment options



**Pay in person:** Visit any **Bendigo Bank** branch to make your payment.



**Internet banking:** Pay your credit card using ebanking 24 hours a day, 7 days a week.  
[www.bendigobank.com.au](http://www.bendigobank.com.au)



Register for Internet or Phone Banking call **1300 BENDIGO** (1300 236 344). This service enables you to make payments conveniently between your Bendigo Bank accounts 24/7.



**Pay by post:** Mail this slip with your cheque to -  
**PO Box 480  
Bendigo VIC 3552.**  
If paying by cheque please complete the details below.



**Bill code: 342949**  
**Ref: 693723967**

**Bank@Post™** Pay at any Post Office by Agency Banking **Bank@Post™** using your credit card.



**Bendigo Bank**

### Bendigo Business Credit Card

<b>BSB number</b>	633-000
<b>Account number</b>	693723967
<b>Customer name</b>	SHIRE OF MUKINBUDIN
<b>Minimum payment required</b>	\$65.97
<b>Closing Balance on 30 Nov 2018</b>	\$2,199.15
<b>Payment due</b>	14 Dec 2018

<b>Date</b>	<b>Payment amount</b>
<input type="text"/>	<input type="text"/>

Drawer	Chq No	BSB	Account No	\$	¢
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



**Bendigo Business Credit Card** *(continued).*

Date	Transaction	Withdrawals	Payments	Balance
29 Nov 18	APPLE ITUNES STORE, SYDNEY AUS RETAIL PURCHASE 27/11 CARD NUMBER 552638XXXXXX149 1	1.49		2,195.15
29 Nov 18	CARD FEE 1 @ \$4.00	4.00		2,199.15
<b>Transaction totals / Closing balance</b>		<b>\$2,199.15</b>	<b>\$1,919.48</b>	<b>\$2,199.15</b>

AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED  
FOR YOUR ACCOUNT.

Bendigo Bank suggests you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions are to be promptly reported to your branch. It is important that you notify Bendigo Bank of any disputed transactions as soon as possible as Bendigo Bank's ability to investigate disputed transactions and to subsequently process a chargeback in your favour is restricted by the time limits imposed under the operating rules of the applicable credit card scheme. If you wish to obtain further information about this product (including your chargeback rights) or you have a question or concern about your account or its operation please contact your local Bendigo Bank Branch (details supplied on the front of the statement).

### Important notice about Comprehensive Credit Reporting

Comprehensive Credit Reporting (CCR) is being introduced across financial institutions in Australia. This change means that your credit report will provide credit providers more information that they can use to make better decisions. Credit providers may have access to details of your other credit accounts, the type of account opened, credit limits and up to 24 months of repayments history. The aim of CCR is to help credit providers lend more fairly and responsibly.

In March 2014 we updated our Privacy and Credit Reporting Policies to comply with the Privacy Act changes. An important update made to the Credit Reporting Policy was that we can disclose the following credit related information to your credit report:

- Information about your current credit accounts with us including the type of credit, the credit limit, open and close date of the account(s);
- Information about whether your monthly repayments have been paid on time (allowing a 14 day grace period).

Contact details and further information about what information we can collect, hold, use and disclose are available at [www.bendigobank.com.au/public/privacy-policy/credit-reporting-policy](http://www.bendigobank.com.au/public/privacy-policy/credit-reporting-policy)

### Tips for a healthy credit report

Making repayments on time has never been more important. Ensure you review your current repayment method and amount. You may wish to consider setting up a direct debit for the minimum amount due. This can assist you to continue to meet your repayments.

Your credit related information can be disclosed by us to the following Credit Reporting Bodies (CRB); Illion, Experian and Equifax. You can also access this information directly from each CRB.

For more information including how to order a credit report and maintaining a healthy credit report visit [www.creditsmart.org.au](http://www.creditsmart.org.au).

If you have any queries, please contact your nearest branch or call **1300 BENDIGO** (1300 236 344).

**Our 1.6 million  
customers  
have spoken.**





009669



SHIRE OF MUKINBUDIN  
PO BOX 67  
MUKINBUDIN WA 6479

### Card summary

**Account number** 693723967  
**Card number** **552638XXXXXX149**  
**Customer number** 11762408/M201  
 Statement period 01/11/2018 to 30/11/2018  
 Statement number 117 (page 4 of 4)

### Any questions?

Contact Tara Chambers at 29 Shadbolt St,  
Mukinbudin 6479 on **08 9047 1377**, or call  
**1300 BENDIGO** (1300 236 344).

### Bendigo Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments
8 Nov 18	VISTAPR*VistaPrin1,8 66-8936743 AUS	123.98	
9 Nov 18	OFWKS ONLINE BENTLEI GH, E 03 AUS	20.83	
15 Nov 18	BWS 4758 MERREDIN, M ERREDIN AUS	278.00	
15 Nov 18	AUSSIE BROADBAND, MO RWELL AUS	99.00	
18 Nov 18	MICROSOFT *STORE3, M SBILL.INFO AUS	7.95	
21 Nov 18	WHEATBELT TECH & APP , MERREDIN AUS	39.90	
23 Nov 18	LUNA EVENTS, FOOTSCR AY AUS	41.51	
28 Nov 18	SPOTLIGHT, SOUTH MEL BOUR AUS	1,582.49	
29 Nov 18	APPLE ITUNES STORE, SYDNEY AUS	1.49	
<b>TOTALS</b>		<b>\$2,195.15</b>	<b>\$0.00</b>

Bendigo Bank suggests you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions are to be promptly reported to your branch. It is important that you notify Bendigo Bank of any disputed transactions as soon as possible as Bendigo Bank's ability to investigate disputed transactions and to subsequently process a chargeback in your favour is restricted by the time limits imposed under the operating rules of the applicable credit card scheme. If you wish to obtain further information about this product (including your chargeback rights) or you have a question or concern about your account or its operation please contact your local Bendigo Bank Branch (details supplied on the front of the statement).



**Mastercard Summary**  
**November 2018**

<b>Date</b>	<b>Transaction</b>	<b>Amount</b>	<b>Details</b>
08/11/2018	Vista Print	\$123.98	Shire Christmas Cards
09/11/2018	OfficeWorks	\$20.83	New iPod lead for Gym stereo
15/11/2018	BWS Merredin	\$278.00	Council Refreshments
15/11/2018	Aussie Broadband	\$99.00	Monthly Wifi Charge for Caravan Park & Swimming Pool
18/11/2018	Microsoft	\$7.95	Subscription to WikiCamps
21/11/2018	Wheatbelt Tech 'n' Appliance	\$39.90	Thermometer and Signage for Swimming Pool
23/11/2018	Luna Events	\$41.51	Replacement of Damaged Tablecloth
28/11/2018	Spotlight	\$1582.49	New Bedding and Linen for Park Units and Railway Barracks at Caravan Park
29/11/2018	iTunes	\$1.49	Monthly Storage Fee for CEO iPhone
29/11/2018	Bendigo Bank	\$4.00	Monthly Card Fee



<b>7.2.2 Monthly Statement of Financial Activity Report – 30 November 2018</b>	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Edward Nind – Finance Manager
Date:	12 December 2018
Disclosure of Interest:	Nil
Responsible Officer	Edward Nind – Finance Manager
Author:	Edward Nind – Finance Manager
Voting Requirements	Simple Majority
Documents Attached	Statement of Financial Activity – For The Period Ended 30 November 2018 (22 Pages) Schedules 2 to 14 for the period 1 July 2018 to 30 November 2018 (79 Pages)
Documents Tabled	Nil

***If a Councillor has any questions regarding the enclosed finance report, please discuss these queries with the Finance Manager so that a researched answer may be provided for you.***

### **Summary**

This information is provided to Council on a monthly basis in accordance with provisions of the *Local Government Act 1995 and Local Government (Financial Management Regulations 1996)*.

Monthly Statement of Financial Activity for the period ending 30 November 2018 are attached for Councillor Information, and consisting of;

Statement of Financial Activity

1. Acquisition of Assets
  2. Disposal of Assets
  3. Information on Borrowings
  4. Reserves
  5. Net Current Assets
  6. Rating Information
  7. Trust Funds
  8. Operating Statement
  9. Statement of Financial Position
  10. Financial Ratios
  11. Grants Report
  12. Bank Balances & Investment Information
- Schedules 2 - 14 attached

### **Background Information**

Nil

### **Officer Comment**

The “Actual” brought forward surplus from 2017/2018 of \$784,505 is now confirmed by audit. This is \$38,364 is less than that included with the budget amendments to date due a change in treatment in the Leave Reserve and Provision for Leave liability balances.



The inclusion of this reduced brought forward surplus in the amended budget without any other budget amendments will change the predicted budget carried forward balance at 30 June 2018 from a surplus of \$11,569 to a deficit of \$26,795. It is recommended that this deficit is addressed in the mid year review by identifying additional income or savings in expenditure.

Depreciation been run as asset values at 30 June 2018 have been finalised and depreciation rates reviewed.

## Strategic & Social Implications

N/A

## Consultation

N/A

## Statutory Environment

General Financial Management of Council, Council 2017/18 Budget, *Local Government (Financial Management) Regulations 1996*, r34, *Local Government Act 1995*, section 6.4.

## Policy Implications

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council.

Council adopted a policy on 27 August 2018 that the material variation be set at \$10,000 and 10%.

## Financial Implications

There is no direct financial implication in relation to this matter.

### OFFICER RECOMMENDATION / COUNCIL DECISION

**Council Decision Number – 06 12 18**

**Moved: Cr Seaby**

### Seconded: Cr Nicoletti

**That Council adopt the Monthly Financial Report for the period ending 30 November 2018 and note any material variances greater than \$10,000 and 10%.**

**Carried 6 / 0**

### OFFICER RECOMMENDATION / COUNCIL DECISION

**Council Decision Number – 07 12 18**

**Moved: Cr Seaby**

## Seconded: Cr Ventris

That the predicted budget carried forward balance at 30 June 2018 deficit of \$26,795 be addressed in the mid-year review by identifying additional income or savings in expenditure to change the predicted budget carried forward balance at 30 June 2018 to \$0 or a small surplus.

**Carried**      **6 / 0**





# SHIRE OF MUKINBUDIN

## MONTHLY STATEMENT OF FINANCIAL ACTIVITY

### FOR THE PERIOD ENDED 30 NOVEMBER 2018

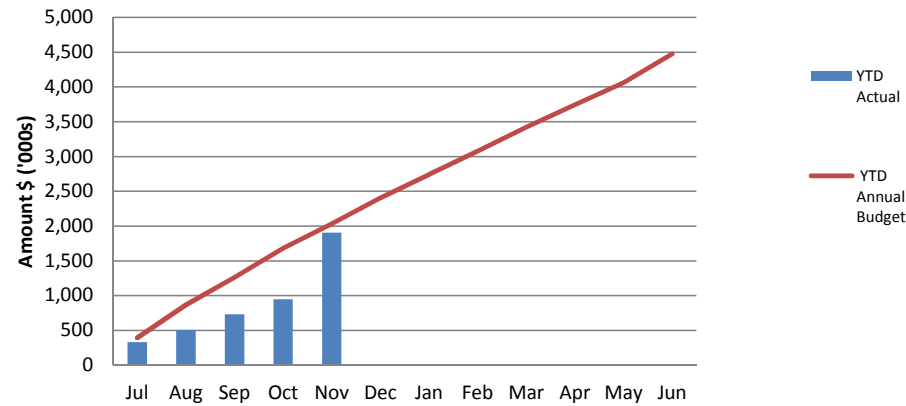
#### TABLE OF CONTENTS

	<b>Page</b>
Graphical Analysis	1 to 2
Statement of Financial Activity	3
Report on Significant Variances	4 to 5
Notes to and Forming Part of the Statement	
1 Acquisition of Assets	6 to 7
2 Disposal of Assets	8 to 9
3 Information on Borrowings	10
4 Reserves	11 to 13
5 Net Current Assets	14
6 Rating Information	15
7 Trust Funds	16
8 Operating Statement	17
9 Statement of Financial Position	18
10 Financial Ratios	19
11 Grants Report	20
12 Bank Balances & Investment Information	21
Schedules are attached showing:	
Comparatives and Comments	

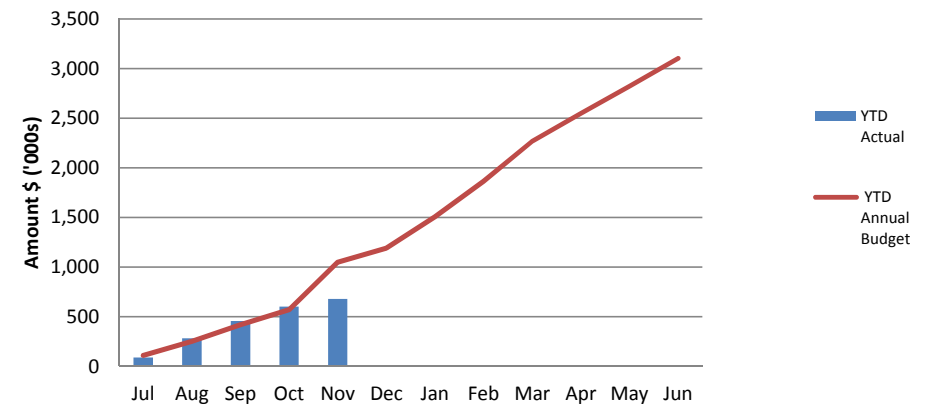


## Income and Expenditure Graphs to 30 November 2018

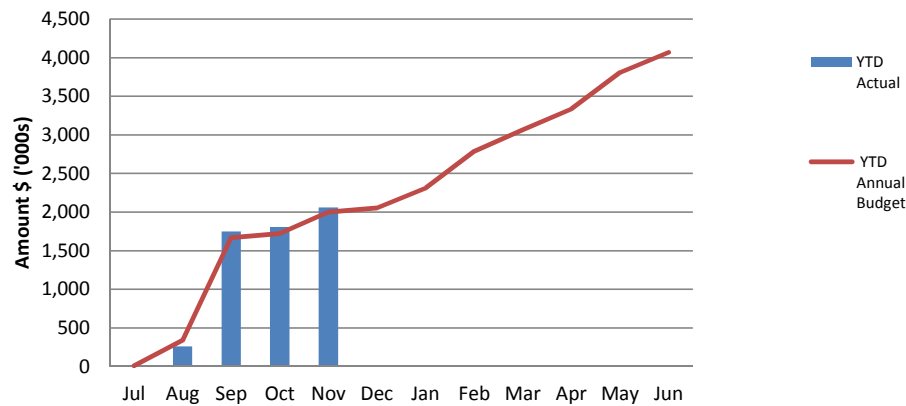
### Operating Expenditure



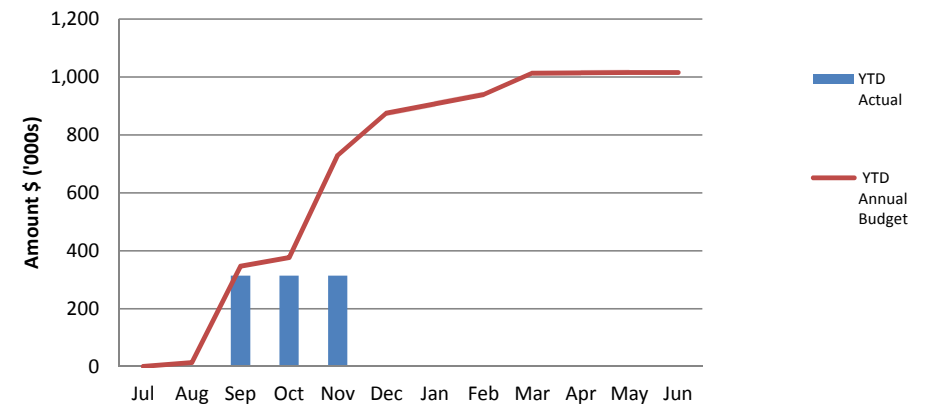
### Capital Expenditure



### Operating Income



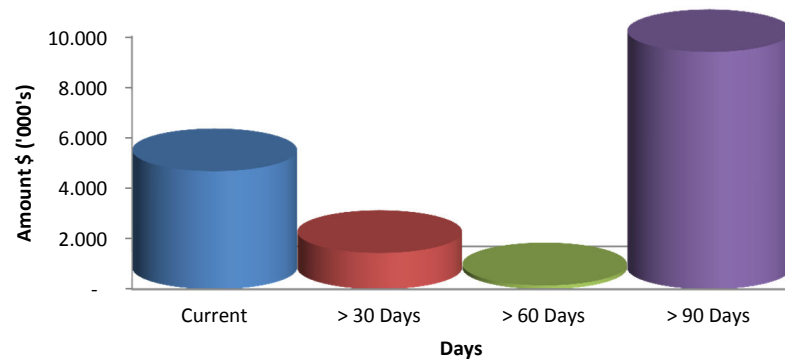
### Capital Income



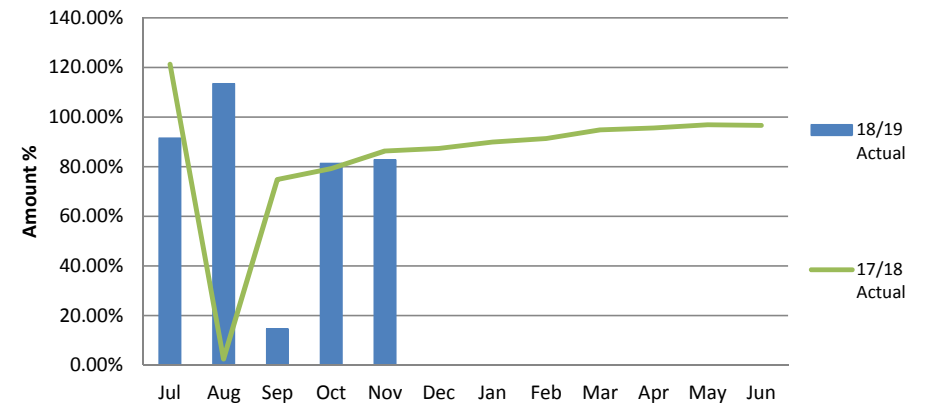


## Other Graphs to 30 November 2018

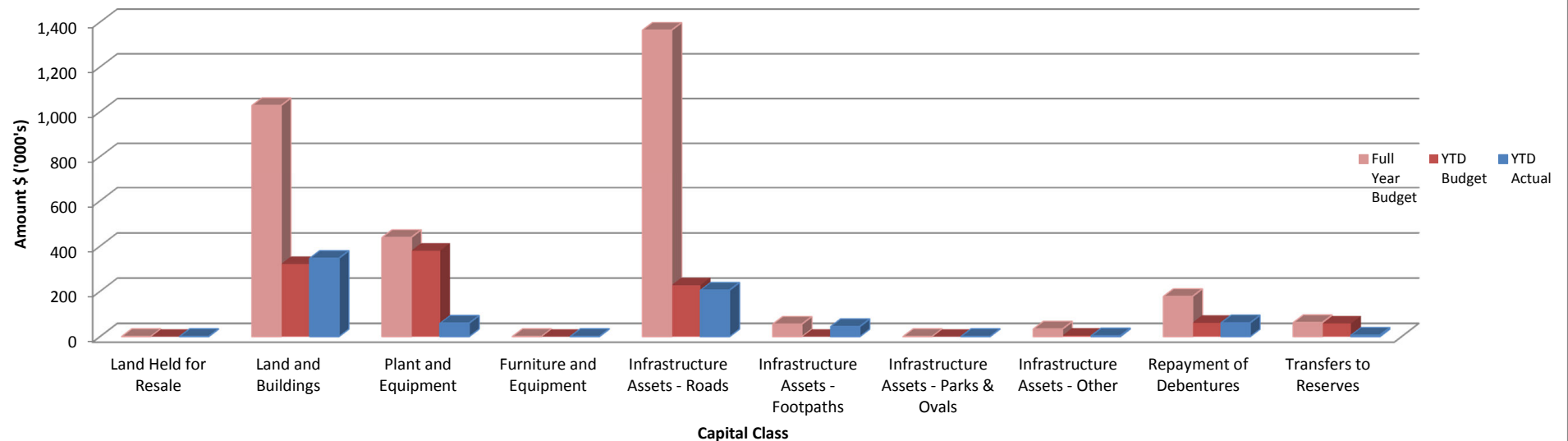
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure





## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018

	NOTE	2018/19 Adopted Budget \$	2018/19 Amended Budget \$	November 2018 YTD Budget \$	November 2018 Actual \$	Variances Actuals to YTD Budget \$	Variances Actual Budget to YTD %	
<b><u>Operating</u></b>								
<b>Revenues/Sources</b>								
Governance		1,200	1,200	500	825	325	65.00%	
General Purpose Funding		803,818	843,001	422,407	406,168	(16,239)	(3.84%)	
Law, Order, Public Safety		31,100	31,180	11,365	5,390	(5,975)	(52.57%)	
Health		6,000	6,180	2,575	2,813	238	9.24%	
Education and Welfare		636,881	636,881	12,645	5,938	(6,707)	(53.04%)	
Housing		131,342	190,762	72,175	74,705	2,530	3.51%	
Community Amenities		76,290	76,290	73,950	72,714	(1,236)	(1.67%)	
Recreation and Culture		41,202	47,142	22,453	17,991	(4,462)	(19.87%)	
Transport		878,517	878,517	157,455	206,518	49,063	31.16%	▲
Economic Services		156,726	152,026	66,335	80,895	14,560	21.95%	▲
Other Property and Services		55,530	57,870	23,890	37,306	13,416	56.16%	▲
		<u>2,818,606</u>	<u>2,921,049</u>	<u>865,750</u>	<u>911,263</u>	<u>45,513</u>	<u>5.26%</u>	
<b>(Expenses)/(Applications)</b>								
Governance		(401,364)	(401,364)	(163,629)	(169,571)	(5,942)	(3.63%)	
General Purpose Funding		(96,040)	(96,040)	(39,985)	(32,400)	7,585	18.97%	
Law, Order, Public Safety		(134,644)	(135,144)	(63,707)	(43,349)	20,358	31.96%	▼
Health		(98,132)	(98,832)	(38,164)	(44,005)	(5,841)	(15.30%)	
Education and Welfare		(104,945)	(109,635)	(57,415)	(65,299)	(7,884)	(13.73%)	
Housing		(324,946)	(333,046)	(152,586)	(141,552)	11,034	7.23%	
Community Amenities		(236,004)	(236,304)	(106,859)	(99,024)	7,835	7.33%	
Recreation & Culture		(827,897)	(838,989)	(377,990)	(384,215)	(6,225)	(1.65%)	
Transport		(1,886,504)	(1,886,504)	(801,556)	(753,585)	47,971	5.98%	
Economic Services		(286,394)	(303,102)	(134,155)	(161,344)	(27,189)	(20.27%)	▲
Other Property and Services		(57,684)	(37,492)	(96,448)	(10,281)	86,167	89.34%	▼
		<u>(4,454,554)</u>	<u>(4,476,452)</u>	<u>(2,032,494)</u>	<u>(1,904,625)</u>	<u>127,869</u>	<u>(6.29%)</u>	
<b>Net Operating Result Excluding Rates</b>		<b>(1,635,948)</b>	<b>(1,555,403)</b>	<b>(1,166,744)</b>	<b>(993,362)</b>	<b>173,382</b>	<b>(14.86%)</b>	
<b><u>Adjustments for Non-Cash</u></b>								
<b><u>(Revenue) and Expenditure</u></b>								
(Profit)/Loss on Asset Disposals	2	(23,000)	(23,000)	(23,000)	(1,909)	21,091	91.70%	▼
Rounding		0	0	0	(1)	0	0.00%	
Depreciation on Assets		1,760,134	1,760,134	733,350	684,203	(49,147)	6.70%	
<b><u>Capital Revenue and (Expenditure)</u></b>								
Purchase of Land and Buildings	1	(1,014,352)	(1,027,277)	(320,281)	(345,829)	(25,548)	(7.98%)	
Purchase of Plant & Equipment	1	(379,041)	(438,082)	(379,041)	(59,079)	319,962	84.41%	▼
Works In Progress Property Plant & Equipment	1	0	710	672	270	(402)	59.80%	
Purchase of Infrastructure Assets - Roads	1	(1,364,000)	(1,364,000)	(227,498)	(205,313)	22,185	9.75%	
Purchase of Infrastructure Assets - Footpaths	1	(55,000)	(55,000)	0	(44,188)	(44,188)	0.00%	
Purchase of Infrastructure Assets - Other	1	(12,000)	(33,000)	(4,440)	(3,100)	1,340	30.18%	
Proceeds from Disposal of Assets	2	90,909	149,091	104,545	30,909	(73,636)	(70.43%)	▼
Repayment of Debentures	3	(177,362)	(177,362)	(61,403)	(60,774)	629	1.02%	
Proceeds from New Debentures	3	260,000	260,000	260,000	260,000	0	0.00%	
Transfers to Restricted Assets (Reserves)	4	(61,500)	(64,000)	(57,545)	(6,465)	51,080	88.77%	▼
Transfers from Restricted Asset (Reserves)	4	606,745	606,745	364,054	23,132	(340,922)	(93.65%)	▼
Transfers to Restricted Assets (Other)		0	0	0	(25,006)	(25,006)	(100.00%)	▲
ADD Net Current Assets July 1 B/Fwd	5	855,271	822,869	822,869	784,505	(38,364)	4.66%	
LESS Net Current Assets Year to Date	5	0	11,569	1,179,717	1,188,640	8,923	(0.76%)	
		<u>(1,149,144)</u>	<u>(1,149,144)</u>	<u>(1,134,179)</u>	<u>(1,150,647)</u>	<u>(16,468)</u>	<u>1.45%</u>	
<b>Amount Raised from Rates</b>								
<b>(Excluding Ex Gratia Rates)</b>								
This statement is to be read in conjunction with the accompanying notes.								
<b>Material Variances Symbol</b>								
Above Budget Expectations		Greater than 10% and \$10,000			▲			
Below Budget Expectations		Less than 10% and \$10,000			▼			



**SHIRE OF MUKINBUDIN**  
**FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018**  
**Report on Significant variances Greater than 10% and \$10,000**

**Purpose**

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. a grants were budgeted for but was not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the variance.

**The Materiality variances adopted by Council are:**

Actual Variance to YTD Budget up to 10%:

Actual Variance exceeding 10% of YTD Budget

Actual Variance exceeding 10% of YTD Budget and a value greater than \$10,000:

Where a variance is identified as caused being "Timing" it means that the rate of expenditure, or income, is different that what was estimated in the budget but the variation is expected to minimal by the end of the financial year. Should this "Timing" be a cause for concern this will be identified.

**\$**  
**Variances**  
**Actuals to**  
**YTD Budget**

**REPORTABLE OPERATING REVENUE VARIATIONS**

**Transport - Variance above budget expectations.**

The first instalment of the Regional Road Group Grant for the Mukinbudin-Wialki Rd (North Section 17/18) project was received earlier than expected.

\$49,063 ▲

**Economic Services - Variance above budget expectations.**

Takings at the Caravan Park have been higher than expected for this time of the year.

\$14,560 ▲

**Other Property and Services - Variance above budget expectations.**

Increases in revenue from private works \$1K, plant operating cost reimbursements \$5K and other income relating to Administration \$5K.

\$13,416 ▲

**REPORTABLE OPERATING EXPENSE VARIATIONS**

**Law Order and Public Safety - below budget expectations.**

Significant components include: a \$8.5K saving in Fire Prevention depreciation budget was based on a projection that included the of the Mukinbudin Fire Truck which was subsequently disposed of, a \$4.7K saving in ESL Other Goods and Services and a \$5K saving in Animal Control minor Asset Expenses.

\$20,358 ▼

**Housing - Variance below budget expectations.**

Significant factors in the reduction are: Staff and rental housing building operating expenses are \$4,994 below the YTD Budget and building maintenance expenses are \$8,892 below the YTD Budget. Also recovered cost income is \$5,868 above the YTD Budget. See the subprogram for further detail.

\$11,034

**Transport - Variance below budget expectations.**

There is \$30K reduction in expected depreciation expenditure as the result of the road revaluation. There is also a reduction of \$20.5K on Rural Road Maintenance and several other smaller reductions in expenditure in several areas.

\$47,971

**Economic Services - Variance above budget expectations.**

An increase due to a caravan park employee termination payment and changed employment arrangements. A budget amendment has been made, however a timing variation remains.

-\$27,189 ▲

**Other Property and Services - Variance below budget expectations.**

Plant cost allocation credits and income are higher than expected whilst other expenditure is lower than expected. See the subprogram for further detail. In Administration Overheads the Budget YTD expenses are not synchronised with the recoveries, a timing variation. Net expenses and income are always fully allocated. See individual subprograms for additional detail.

\$86,167 ▼



**SHIRE OF MUKINBUDIN**  
**FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018**  
**Report on Significant variances Greater than 10% and \$10,000**

\$  
**Variances**  
**Actuals to**  
**YTD Budget**

**REPORTABLE NON-CASH VARIATIONS**

**(Profit)/Loss on Asset Disposals - Variance Below budget expectations.**

Profit on the sale of P344 has not been realised because Loader New Plant Number P34418 (Replacing P344) has not been purchased. A timing variation.

\$21,091 ▼

**Depreciation on Assets - Variance below budget expectations.**

Infrastructure revaluations have been applied and depreciation rates reviewed accordingly.

\$49,147

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

**Purchase of Land & Buildings - Variance below budget expectations.**

The main component is: Expenditure on the house at 8 Gimlet Way is faster than expected, a timing variation.

-\$25,548

**Purchase of Plant & Equipment - Variance below budget expectations.**

Loader New Plant Number P34418 (Replacing P344) has not been purchased. A timing variation.

\$319,962 ▼

**Transfers to Restricted Assets (Reserves) - Variance below budget expectations.**

Annual transfers Reserve, including the Swimming Pool Reserve have not been made. A timing variation.

-\$51,080 ▼

**Transfers to Restricted Assets (Other) - Variance above budget expectations.**

A report entry to reflect the value of the unspent Regional Road Group Grant of \$25K. Unspent funds will be recognised in the Unspent Grant Reserve if they remain at end of the financial year.

\$25,006 ▲

**REPORTABLE CAPITAL INCOME VARIATIONS**

**Proceeds from Disposal of Assets - Variance below budget expectations.**

The budget amendment for Trade in of CEO's vehicle - Toyota Prado Asset # 433, Plant # P433. A budget amendment has been made to replace the CEO's vehicle. A swap of CEOs vehicle for a newer one for the overall cost of \$859. This has not yet happened, a timing variation. Proceeds from the sale of P344 has not been realised because Loader New Plant Number P34418 (Replacing P344) has not been purchased. A timing variation.

-\$73,636 ▼

**Transfers from Restricted Asset (Reserves) - Variance below expectations.**

Several transfers are less than the YTD budget due to timing. These include: \$14,336 relating to The transfer from the Unspent Grants Reserve funds for fencing and revegetation (Inc 131007030, Exp 121007130) which was received in late May 2018 has not taken place yet. Funds will be transferred when expenditure equals or exceeds funds held in reserve or when expenditure is completed, a timing variation. \$59,788 relating to Unspent RRG Grant funds to be expended on Job RRG04 \$4,618. Unspent RTR Grant funds to be expended on Job RR012 \$51,562. Unspent RTR Grant funds to be expended on Job RR022 \$60,000. Unspent RTR Grant funds to be expended on Job RR050 \$65,000. The transfers from reserve have not commenced. A timing variation.

-\$340,922 ▼

**REPORTABLE NET CURRENT ASSETS VARIATIONS**

**Net Current Assets July 1 B/Fwd**

End of year audit adjustments. The budget amendment has addressed accrued expenditure for plant repairs and road building supplies. The remaining variation mostly relates to employee entitlement adjustments. This is the final audited figure.

-\$38,364



**SHIRE OF MUKINBUDIN**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018**

	2018/19 Adopted Budget \$	2018/19 Amended Budget \$	November 2018 Actual \$
<b>1. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Law, Order &amp; Public Safety</b>			
<u>Animal Control</u>			
Building (Capital) - Animal Control	0	6,210	7,246.44
Building Works In Progress - Animal	0	-495	(495.13)
<b>Education &amp; Welfare</b>			
<u>Care of Families and Children</u>			
Building (Capital) - Care Of Families &	617,852	617,852	1,590.00
Building Works In Progress - Childcare	0	0	440.00
<b>Housing</b>			
<u>Housing - Shire (Staff and Rentals)</u>			
15 Cruickshank Rd Ceo Building Capital	9,000	9,000	0.00
4 Salmon Gum Alley Building Capital	6,000	6,000	0.00
8 Gimlett Way (Lot 203) Building Capital	366,000	366,215	322,508.87
Buildings Works In Progress - Staff Housing	0	-215	(215.00)
<u>Housing - Aged (Including Senior Citizens)</u>			
Aged Unit 8 - Capital	0	0	5,335.00
<b>Community Amenities</b>			
<u>Other Community Amenities</u>			
Cemetery Capital	3,000	3,000	0.00
<b>Recreation and Culture</b>			
<u>Public Halls &amp; Civic Centre</u>			
Railway Station Building Capital	0	6,500	0.00
Mukinbudin Community (Men's) Shed	0	0	2,499.21
<u>Swimming Pools</u>			
Swimming Pool Infrastructure Capital	5,000	26,000	3,100.00
<b>Transport</b>			
<u>Roads, Streets, Bridges &amp; Depots</u>			
Kununoppin-Mukinbudin Road Renewal -	0	0	693.00
Carlton Road Renewal - Cap Exp	130,000	130,000	3,451.39
Walton Road Renewal - Cap Exp	73,000	73,000	25,740.80
Morrison Rd Renewal - Cap Exp	85,000	85,000	36,471.21
Scotsman Road Renewal - Cap Exp	39,000	39,000	0.00
Mcgregor Road North Section Renewal -	87,000	87,000	84,426.47
Koorda-Bullfinch Road (Rural West) - (Barb	100,000	100,000	684.00
Mukinbudin Wialki Rd (South Section	140,000	140,000	0.00
Mukinbudin-Wialki Rd (North Section 17/18)	710,000	710,000	53,845.98
White Street - Western Footpath	55,000	55,000	44,187.92
<u>Road Plant Purchases</u>			
Plant & Equipment (Capital) - Road Plant	320,000	320,000	0.00
<b>Economic Services</b>			
<u>Tourism &amp; Area Promotion</u>			
Park Units (Self Contained) Capital	6,000	6,000	0.00
Caravan Park Infrastructure Capital Exp	4,000	4,000	0.00
<b>Other Property &amp; Services</b>			
<u>Administration Overheads</u>			
Admin Building Capital	9,500	9,500	6,650.00
Plant & Equipment (Capital) -	59,041	118,082	59,079.31
	<u>2,824,393.00</u>	<u>2,916,649.00</u>	<u>657,239.47</u>



## SHIRE OF MUKINBUDIN

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018**

<b>1. ACQUISITION OF ASSETS (Continued)</b>	<b>2018/19 Adopted Budget \$</b>	<b>2018/19 Amended Budget \$</b>	<b>November 2018 Actual \$</b>
The following assets have been acquired during the period under review:			
<b><u>By Class</u></b>			
Buildings	1,014,352	1,026,567	345,559.39
Plant & Equipment	379,041	438,082	59,079.31
Infrastructure - Roads	1,364,000	1,364,000	205,312.85
Infrastructure - Footpaths	55,000	55,000	44,187.92
Infrastructure - Other	12,000	33,000	3,100.00
	<u>2,824,393</u>	<u>2,916,649</u>	<u>657,239.47</u>



## SHIRE OF MUKINBUDIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018

## 2. DISPOSALS OF ASSETS

No Assets have been budgeted to be disposed of at this point in time.

The following assets have been disposed of during the period under review:

<u>By Program</u>		Written Down Value		Sale Proceeds		Profit(Loss)	
		2018/19 Adopted Budget \$	November 2018 Actual \$	2018/19 Adopted Budget \$	November 2018 Actual \$	2018/19 Adopted Budget \$	November 2018 Actual \$
	Asset						
<b>Transport</b>							
CAT 938G Front End Loader MBL1424	344	37,000 0		60,000		23,000	0.00
<b>Other Property and Services</b>							
2014 - Toyota Prado GXL CEO	433	30,909	29,000.00	30,909	30,909.09	0	1,909.09
		67,909	29,000.00	90,909	30,909.09	23,000	1,909.09



## SHIRE OF MUKINBUDIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018

## DISPOSALS OF ASSETS Continued

By Class of Asset

	Asset	Written Down Value		Sale Proceeds		Profit(Loss)	
		2018/19 Adopted Budget \$	November 2018 Actual \$	2018/19 Adopted Budget \$	November 2018 Actual \$	2018/19 Adopted Budget \$	November 2018 Actual \$
<b>Plant &amp; Equipment</b>		0		0			
CAT 938G Front End Loader MBL1424	344	37,000		60,000		23,000.00	0.00
2014 - Toyota Prado GXL CEO	433	30,909	29,000.00	30,909	30,909.09	0.00	1,909.09
<u>Subtotal Plant &amp; Equipment</u>		<u>67,909</u>	<u>29,000</u>	<u>90,909</u>	<u>30,909</u>	<u>23,000</u>	<u>1,909</u>
		67,909	29,000	90,909	30,909	23,000	1,909

Summary

Profit on Asset Disposals

Loss on Asset Disposals

2018/19 Adopted Budget \$	November 2018 Actual \$
23,000	1,909.09
0	0.00
<u>23,000</u>	<u>1,909.09</u>

## Notes:

1. Amended budget figures are not included above.

2. Transactions relating to the sale of the subdivided part of asset 373, Lot 204 at the corner Bent and Shadbolt Streets initiated in 2017-2018 are still pending and are subject to the subdivision and the transfer of the title.



**SHIRE OF MUKINBUDIN**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018**

**3. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Lender	Particulars	Loan Finishes	Principal 1-Jul-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
				2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$
	<b>Education &amp; Welfare</b>										
WATC	Loan 109 - CRC	1/02/2021	20,550	0	0	6,459	3,183	14,091	17,367	1,250	686
	<b>Housing</b>										
WATC	Loan 124 - 8 Gimlett Way	30/09/2028	0	260,000	260,000	15,470	0	244,530	260,000	8,160	0
	<b>Recreation &amp; Culture</b>										
WATC	Loan 108 - Bowling Club	1/02/2021	50,142	0	0	15,761	7,767	34,381	42,375	3,053	1,673
	<b>Economic Services</b>										
WATC	Loan 116 - Land Purchase	17/06/2019	10,996	0	0	10,996	0	0	10,996	604	71
WATC	Loan 119 - Mukinbudin Cafe	13/04/2027	89,547	0	0	8,035	3,966	81,512	85,581	5,136	2,634
	<b>Other Property &amp; Services</b>										
WATC	Loan 114 - Trailer 1TJP 062	17/06/2019	23,222	0	0	23,222	0	0	23,222	1,275	151
WATC	Loan 115 - Truck DAF MBL 250	22/01/2019	17,226	0	0	17,226	8,509	0	8,717	710	513
WATC	Loan 118 - Vibe Roller MBL 1677	13/09/2021	56,227	0	0	15,069	7,440	41,158	48,787	3,039	1,645
WATC	Loan 120 - Skid Steer MBL 1724	15/01/2024	43,764	0	0	6,495	3,211	37,269	40,553	2,199	1,150
WATC	Loan 121 - Grader MBL 95	27/02/2023	184,125	0	0	34,820	17,290	149,305	166,835	6,014	3,200
WATC	Loan 122 - Roller MBL 811	27/02/2023	100,187	0	0	18,947	9,408	81,240	90,779	3,273	1,741
WATC	Loan 123 - Tractor MBL 244	2/12/2022	23,194	0	0	4,862	0	18,332	23,194	881	86
			619,180	260,000	260,000	177,362	60,774	701,818	818,406	35,594	13,550

All other loan repayments were financed by general purpose revenue.

Note: The interest reported exceeds the budget as end of year accruals are not complete and the Western Australian Treasury Corporation Loan Guarantee Fee has been included in Interest as recommended in the Local Government Accounting Manual.

(b) New Debentures - 2018/19

As per the adopted budget.

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$	Actual \$						Budget \$	Actual \$	
Loan 124 8 Gimlett Way Building of a new 4 x 2 residence in Mukinbudin - Housing Shire	260,000	260,000	WATC	Fixed Interest	10	\$53,184 Estimated including the WATC Loan Guarantee Fee	3.72% Including 0.7% WATC Loan Guranantee Fee	260,000	260,000	-



## SHIRE OF MUKINBUDIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018

	2018/19 Adopted Budget \$	November 2018 Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>Leave Reserve</b>		
Opening Balance	136,441	136,441
Amount Set Aside / Transfer to Reserve	2,790	1,123
Amount Used / Transfer from Reserve	0	0
	<u>139,231</u>	<u>137,564</u>
<b>Plant Reserve</b>		
Opening Balance	454,855	454,855
Amount Set Aside / Transfer to Reserve	7,760	3,045
Amount Used / Transfer from Reserve	(288,132)	(23,132)
	<u>174,483</u>	<u>434,768</u>
<b>Building &amp; Residential Land Reserve</b>		
Opening Balance	170,197	170,197
Amount Set Aside / Transfer to Reserve	28,300	1,265
Amount Used / Transfer from Reserve	(115,000)	0
	<u>83,497</u>	<u>171,462</u>
<b>Senior Housing Reserve</b>		
Opening Balance	20,079	20,079
Amount Set Aside / Transfer to Reserve	500	166
Amount Used / Transfer from Reserve	0	0
	<u>20,579</u>	<u>20,245</u>
<b>Roadworks Reserve</b>		
Opening Balance	30,599	30,599
Amount Set Aside / Transfer to Reserve	660	252
Amount Used / Transfer from Reserve	0	0
	<u>31,259</u>	<u>30,851</u>
<b>Swimming Pool Reserve</b>		
Opening Balance	74,619	74,619
Amount Set Aside / Transfer to Reserve	21,490	614
Amount Used / Transfer from Reserve	0	0
	<u>96,109</u>	<u>75,233</u>
<b>Unspent Grant Reserve</b>		
Opening Balance	203,613	203,613
Amount Set Aside / Transfer to Reserve		0
Amount Used / Transfer from Reserve	(203,613)	0
	<u>0</u>	<u>203,613</u>
<b>Total Cash Backed Reserves</b>	<u><u>545,158</u></u>	<u><u>1,073,736</u></u>

All of the above reserve accounts are to be supported by money held in financial institutions.



## SHIRE OF MUKINBUDIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018

	2018/19 Adopted Budget \$	November 2018 Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Leave Reserve	2,790	1,123
Plant Reserve	7,760	3,045
Building & Residential Land Reserve	28,300	1,265
Seniors Housing Reserve	500	166
Residential Land Reserve	0	0
Roadworks Reserve	660	252
Swimming Pool Reserve	21,490	614
Unspent Grant Reserve	0	0
	<u><b>61,500</b></u>	<u><b>6,465</b></u>
<b>Transfers from Reserves</b>		
Leave Reserve	0	0
Plant Reserve	(288,132)	(23,132)
Building & Residential Land Reserve	(115,000)	0
Seniors Housing Reserve	0	0
Residential Land Reserve	0	0
Roadworks Reserve	0	0
Swimming Pool Reserve	0	0
Unspent Grant Reserve	(203,613)	0
	<u><b>(606,745)</b></u>	<u><b>(23,132)</b></u>
<b>Total Transfer to/(from) Reserves</b>	<u><b>(545,245)</b></u>	<u><b>(16,667)</b></u>



## SHIRE OF MUKINBUDIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018

## 4. RESERVES (Continued)

**Cash Backed Reserves (Continued)**

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

**Leave Reserve**

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

**Plant Reserve**

- To be used for the renewal, upgrade or purchase of new or used mobile plant and vehicles.

**Building & Residential Land Reserve**

- To be used for the renewal, upgrade, replacement and new construction of new buildings and associated infrastructure, to assist finance of building loans, future expansion and land development, and proceeds from the sale of subdivision blocks.

**Seniors Aged Housing Reserve**

- To be used for the renewal, upgrade, replacement and new construction of additional Aged Units and their maintenance. The surplus/deficit after rent and maintenance has been carried out for the financial year is to be transferred into/from (if required) the reserve.

**White St & Lansdell St JV Reserve**

- To cover anticipated costs of periodic repairs and maintenance to the land and units.

**Cruickshank Rd JV Reserve**

- To be used for the renewal, upgrade, replacement and new construction of additional similar units and their maintenance. The surplus/deficit after rent and maintenance has been carried out for the financial year is to be transferred into/from (if required) the reserve.

**Communications Reserve**

- To be used for the renewal, upgrade or purchase of new community communication facilities including, but not limited to TV, radio, mobile phone and internet services.

**Residential Land Reserve**

- Was "To be used for the proceeds from the sale of subdivision blocks and associated expenditure." To be closed and funds transferred to the Building & Residential Land Reserve.

**Self Insurance Reserve**

- Now closed. Was; "To be used for Insurance Excess."

**Roadworks Reserve**

- To be used for the renewal, upgrade, replacement and new construction of streets, roads, bridges, footpaths and storm water drainage.

**Swimming Pool Reserve**

- To be used for the renewal, upgrade, replacement and new construction for the Swimming Pool and associated infrastructure. All Volunteer Pool Levy income is to be transferred to this reserve.

**Royalties for Regions**

- To be used for any unspent Royalties for Regions monies.

**Unspent Grant Reserve**

- To be used for any grant funding that may not be expended in the current financial year.

**Community Bus Reserve**

- Now closed. Was; "To be used for funds to replacement of the Community Bus" Funds for this purpose are to be put into the "Plant Reserve".



## SHIRE OF MUKINBUDIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018

		2017/18 B/Fwd Per 2018/19 Budget \$	2017/18 B/Fwd Actual \$	November 2018 Actual \$
	Note			
<b>5. NET CURRENT ASSETS</b>				
<b>Composition of Estimated Net Current Asset Position</b>				
<b>CURRENT ASSETS</b>				
Cash - Unrestricted		886,842	886,842	1,173,932
Cash - Restricted Reserves		1,090,403	1,090,403	1,073,736
Rates Outstanding		5,826	38,879	202,920
Sundry Debtors		27,404	27,405	15,380
Gst Receivable		25,972	25,972	16,684
Accrued Income		3,022	8,539	8,529
Payments In Advance		6,040	8,312	294
Inventories		657	657	0
		<u>2,046,166</u>	<u>2,087,009</u>	<u>2,491,475</u>
<b>LESS: CURRENT LIABILITIES</b>				
Sundry Creditors		(53,212)	(53,212)	(109,768)
Accrued Interest On Loans		(9,539)	(10,128)	(10,128)
Accrued Salaries & Wages		(10,143)	(10,143)	(10,143)
Income In Advance		(28,586)	(30,774)	(30,663)
Gst Payable		(3,351)	(3,350)	(2,645)
Accrued Expenses		(17,323)	(82,436)	(12,928)
PAYG Liability		(17,374)	(17,374)	(23,134)
FBT Payable		(4,684)	(4,684)	(4,684)
Current Employee Benefits Provision		(92,721)	(98,075)	(98,075)
Current Loan Liability		0	(161,891)	(101,117)
		<u>(236,933)</u>	<u>(472,067)</u>	<u>(403,285)</u>
<b>NET CURRENT ASSET POSITION</b>		1,809,233	1,614,942	2,088,190
Less: Cash - Reserves - Restricted		(1,090,403)	(1,090,403)	(1,073,736)
Less: Cash - Unspent Grants - Restricted	3	0		(25,006)
Add Back : Component of Leave Liability not Required to be Funded		136,441	98,075	98,075
Add Back : Current Loan Liability		0	161,891	101,117
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	1 & 2	<u>855,271.00</u>	<u>784,505</u>	<u>1,188,640</u>

Notes applicable to the Surplus/(Deficit) Carried Forward from June 2018.

1. The Surplus/(Deficit) includes \$872,554 from the advance payment of 2018/2019 Financial Assistance Grants.
2. The Surplus/(Deficit) carried forward will be subject to end of year adjustments.
3. Only unspent grants that are not held the Unspent Grant Reserve are reported above.



**SHIRE OF MUKINBUDIN**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018**

**6. RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>2018/19 Rate Revenue \$</b>	<b>2018/19 Interim Rates \$</b>	<b>2018/19 Back Rates \$</b>	<b>2018/19 Total Revenue \$</b>	<b>2018/19 Budget \$</b>
<b>General Rate</b>								
GRV - Residential	0.184236	150	1,104,644	203,515	0	0	203,515	203,515
GRV - Vacant	0.184236		0	0	1,503	0	1,503	0
UV - Rural	0.021831	212	41,834,500	913,289			913,289	913,289
UV - Mining	0.021831		0	0	0	0	0	0
Non Rateable						0	0	
<b>Sub-Totals</b>		362	42,939,144	1,116,804	1,503	0	1,118,307	1,116,804
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Residential	440	19	14,664	8,360	0	0	8,360	8,360
GRV - Vacant	440	7	2,132	3,080	0	0	3,080	3,080
UV - Rural	550	32	340,600	17,600	0	0	17,600	17,600
UV - Mining	550	6	40,409	3,300		0	3,300	3,300
<b>Sub-Totals</b>		64	397,805	32,340	0	0	32,340	32,340
		426	43,336,949	1,149,144	1,503	0	1,150,647	1,149,144
Discounts							0	0
Rates Adjustments							0	0
Movement in Excess Rates							(33,052)	(25,000)
<b>Total Amount of General Rates</b>							<b>1,117,595</b>	<b>1,124,144</b>
Specified Area Rates							0	0
Ex Gratia Rates							17,591	0
<b>Total Rates</b>							<b>1,135,186</b>	<b>1,124,144</b>

All land except exempt land in the Shire of Mukinbudin is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2018/19 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.



## SHIRE OF MUKINBUDIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018

## 7. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 01-Jul-18 \$	Amounts Received \$	Amounts Paid (\$)	30/11/2018 Balance \$
Department of Transport Licensing	0	183,313	(183,313)	0
Wilgoyne Tennis Club	0	0	0	0
Mukinbudin Indoor Cricket Club	11,345	0	0	11,345
BRB	0	57	0	57
Rates in Advance	0	0	0	0
LGMA Wheatbelt	0	0	0	0
Trust - Other	333	100	(50)	383
Sports Complex Key Bonds	940	0	0	940
Standpipe Key Bonds	450	0	(200)	250
Mukinbudin Football Club Rams Plates	0	0	0	0
Builders Levy (BCITF)	0	0	0	0
Karlonning Pipeline Scheme	0	0	0	0
Council Nomination Deposit	0	0	0	0
Drive in Donation	0	0	0	0
Housing Tenancy Bonds	4,748	960	(1,260)	4,448
Hall Hire Bonds & Deposits	0	0	0	0
Gym Bonds	1,701	160	(60)	1,801
Soil Conservation	13,166	0	0	13,166
	32,683	184,590	(184,883)	32,390



## SHIRE OF MUKINBUDIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018

## 8. OPERATING STATEMENT

	November 2018 Actual \$	2018/19 Adopted Budget \$	2017/18 Actual \$
<b>OPERATING REVENUES</b>			
Governance	825	1,200	1,248
General Purpose Funding	1,556,815	1,952,962	2,867,957
Law, Order, Public Safety	5,390	31,100	18,771
Health	2,813	6,000	19,561
Education and Welfare	5,938	636,881	19,597
Housing	74,705	131,342	161,017
Community Amenities	72,714	76,290	98,541
Recreation and Culture	17,991	41,202	124,207
Transport	206,518	878,517	878,104
Economic Services	80,895	156,726	147,839
Other Property and Services	37,306	55,530	113,910
<b>TOTAL OPERATING REVENUE</b>	<b>2,061,910</b>	<b>3,967,750</b>	<b>4,450,751</b>
<b>OPERATING EXPENSES</b>			
Governance	169,571	401,364	359,028
General Purpose Funding	32,400	96,040	84,960
Law, Order, Public Safety	43,349	134,644	493,967
Health	44,005	98,132	147,057
Education and Welfare	65,299	104,945	172,963
Housing	141,552	324,946	295,982
Community Amenities	99,024	236,004	226,126
Recreation & Culture	384,215	827,897	839,188
Transport	753,585	1,886,504	1,987,678
Economic Services	161,344	286,394	286,847
Other Property and Services	10,281	57,684	99,626
<b>TOTAL OPERATING EXPENSE</b>	<b>1,904,625</b>	<b>4,454,554</b>	<b>4,993,423</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>157,285</u></b>	<b><u>(486,804)</u></b>	<b><u>(542,672)</u></b>



## SHIRE OF MUKINBUDIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018

## 9. STATEMENT OF FINANCIAL POSITION

	November 2018 Actual \$	2017/18 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	2,247,668	1,977,245
Trade and Other Receivables	243,807	109,107
Inventories	0	657
<b>TOTAL CURRENT ASSETS</b>	<b>2,491,475</b>	<b>2,087,009</b>
<b>NON-CURRENT ASSETS</b>		
Inventories	624,614	624,614
Investments	52,551	52,551
Property, Plant and Equipment	12,281,525	12,032,352
Infrastructure	54,206,428	54,511,563
<b>TOTAL NON-CURRENT ASSETS</b>	<b>67,165,118</b>	<b>67,221,080</b>
<b>TOTAL ASSETS</b>	<b>69,656,593</b>	<b>69,308,089</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	204,093	212,100
Long Term Borrowings	101,117	161,891
Provisions	98,075	98,075
<b>TOTAL CURRENT LIABILITIES</b>	<b>403,285</b>	<b>472,066</b>
<b>NON-CURRENT LIABILITIES</b>		
Long Term Borrowings	717,289	457,289
Provisions	12,266	12,266
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>729,555</b>	<b>469,555</b>
<b>TOTAL LIABILITIES</b>	<b>1,132,840</b>	<b>941,621</b>
<b>NET ASSETS</b>	<b>68,523,753</b>	<b>68,366,468</b>
<b>EQUITY</b>		
Retained Surplus	43,629,644	43,455,692
Reserves - Cash Backed	1,073,736	1,090,403
Revaluation Surplus	23,820,373	23,820,373
<b>TOTAL EQUITY</b>	<b>68,523,753</b>	<b>68,366,468</b>



## SHIRE OF MUKINBUDIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018

## 10. FINANCIAL RATIOS

	2018/19 YTD	2017/18	2016/17	2015/16
Current Ratio	4.65	2.67	1.40	0.90
Operating Surplus Ratio	(0.00)	(0.77)	(0.57)	(0.43)

The above ratios are calculated as follows:

**Current Ratio**

$$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

**INTERPRETATION:**

This ratio is a measure of short term (unrestricted) liquidity.

That is, the ability of the Council to meet its liabilities (obligations) as and when they fall due.

**RISK INDICATORS:**

Low – 1 or greater

A ratio of greater than one (1) indicates Council has more current assets than current liabilities.

High – Less than 1

If less than one (1), current liabilities are greater than current assets and Council has a short term funding issue.

**COMMENT:**

Provided restricted assets are excluded correctly, it is a very useful indicator of the “true” financial position of Council, particularly in the short term.

As a general rule, when the current ratio of a Council is calculated at less than one (100%) it indicates a short term funding issue. However, it also needs to be considered in context of the overall financial position. If monitored correctly during the course of the year, it is a good indicator for when follow up action is necessary.

**Operating Surplus Ratio**

$$\frac{\text{Operating revenue minus operating expense}}{\text{Own source operating revenue}}$$

**INTERPRETATION:**

Effectively highlights the scale/extent of any operating surplus or deficit in relation to the overall size of the local government.

**RISK INDICATORS:**

Low – 0.15 or greater

The local government is providing a strong operating surplus which will give flexibility in the future in relation to operational service levels and asset base.

High – Lower than 0

The local government is experiencing an operating deficit.

**COMMENT:**

A sustained period of deficits will erode the local government’s ability to maintain both its operational service level and asset base.



## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018

## 11. GRANT REVENUE - RECORD OF RECEIPTS

GRANT REVENUE - RECORD OF RECEIPTS			Adopted/ Amended Budget	30/09/2018	31/12/2018	31/03/2019	30/06/2019	
			%	1/4	2/4	3/4	4/4	Total
				RECEIVED	RECEIVED	RECEIVED	RECEIVED	
GENERAL PURPOSE FUNDING			805,487					
UNTIED	FAGS - General Purpose	50.00%	559,726	139,932	139,932			279,863
UNTIED	FAGS - Road Component	50.00%	245,761	61,440	61,440			122,881
LAW, ORDER, PUBLIC SAFETY			23,800					
TIED	ESL Levy Funding - Operating Grant	0.00%	23,800	0				0
EDUCATION & WELFARE			425,952					
TIED	Seniors Week - Operating Grant	12.35%	8,100	0	1,000			1,000
TIED	New Child Care Building Grant (For Boodie Rats)	0.00%	417,852	0				0
TRANSPORT			835,417					
TIED	Main Roads WA Direct Grant	95.72%	126,080	120,680				120,680
TIED	Roads to Recovery Grant - Capital Grant	0.00%	241,337	0				0
TIED	Main Roads WA RRG Specific Project Grant	16.85%	468,000	78,852				78,852
			2,090,656	400,904	202,372	0	0	603,276

Notes:

FAGS - General Purpose. An amount of \$583,006 was prepaid in June 2018.

FAGS - Road Component. An amount of \$289,548 was prepaid in June 2018.

Seniors Week - Operating Grant. The budget in this account will be reduced as the majority of the funds will be transferred from Unspent Grant Reserve as the majority of the grant income was received in 2017-2018.



## SHIRE OF MUKINBUDIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018

## 12. BANK BALANCES &amp; INVESTMENT INFORMATION

## Council Funds

At Call Bank Accounts

30 November 2018

	Interest Rate	Amount
Municipal Transaction Account - Bendigo Bank	1.20%	\$388,454.26
Reserves Cash at Call Account - Bendigo Bank	1.00%	\$298,153.55
		<u>\$686,607.81</u>

Investment Register*Municipal Investments*

Term	Interest Rate	Amount	Maturity
3 Month	2.30%	\$800,000.00	11/01/2019

Total Municipal Investments

\$800,000.00Investment Register*Reserve Investment*

4 Month	2.35%	\$775,581.97	2/03/2019
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Total Reserve Investment

\$775,581.97

## Council Funds Summary

Municipal Funds	\$1,188,454.26
Reserve Funds	<u>\$1,073,735.52</u>
	<u>\$2,262,189.78</u>

## Trust Funds

Trust Transaction Account - Bendigo Bank	0.00%	\$35,723.88
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Note: The amounts shown here are the account balances at the Bendigo Bank. These balances may be different from the ledger balances due to timing.





# SHIRE OF MUKINBUDIN

## SCHEDULES 2 TO 14 (By Program)

**FOR THE PERIOD 1 JULY 2018 TO 30 NOVEMBER 2018**

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**SHIRE OF MUKINBUDIN**  
**SCHEDULE 02 - GENERAL FUND SUMMARY**  
**Financial Statement for Period Ended**  
**30 November 2018**

<b>MUNICIPAL FUND</b>			<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>	
			<b>Revenue</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Expenditure</b>
			<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b><u>OPERATING</u></b>										
General Purpose Funding	03		1,952,962.00	96,040.00	1,992,145.00	96,040.00	1,556,586.00	39,985.00	1,556,814.71	32,399.56
Governance	04		1,200.00	401,364.00	1,200.00	401,364.00	500.00	163,629.00	825.45	169,570.59
Law, Order, Public Safety	05		31,100.00	134,644.00	31,180.00	135,144.00	11,365.00	63,707.00	5,389.78	43,349.03
Health	07		6,000.00	98,132.00	6,180.00	98,832.00	2,575.00	38,164.00	2,813.46	44,005.35
Education & Welfare	08		636,881.00	104,945.00	636,881.00	109,635.00	12,645.00	57,415.00	5,938.15	65,299.19
Housing	09		131,342.00	324,946.00	190,762.00	333,046.00	72,175.00	152,586.00	74,705.32	141,551.96
Community Amenities	10		76,290.00	236,004.00	76,290.00	236,304.00	73,950.00	106,859.00	72,713.75	99,024.02
Recreation & Culture	11		41,202.00	827,897.00	47,142.00	838,989.00	22,453.00	377,990.00	17,991.14	384,214.81
Transport	12		878,517.00	1,886,504.00	878,517.00	1,886,504.00	157,455.00	801,556.00	206,517.85	753,585.33
Economic Services	13		156,726.00	286,394.00	152,026.00	303,102.00	66,335.00	134,155.00	80,894.75	161,343.52
Other Property & Services	14		55,530.00	57,684.00	57,870.00	37,492.00	23,890.00	96,448.00	37,305.67	10,281.26
<b>TOTAL - OPERATING</b>			<b>3,967,750.00</b>	<b>4,454,554.00</b>	<b>4,070,193.00</b>	<b>4,476,452.00</b>	<b>1,999,929.00</b>	<b>2,032,494.00</b>	<b>2,061,910.03</b>	<b>1,904,624.62</b>
<b><u>CAPITAL</u></b>										
General Purpose Funding	03		0.00	28,300.00	0.00	30,800.00	0.00	30,800.00	0.00	1,265.14
Governance	04		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Law, Order, Public Safety	05		0.00	0.00	0.00	5,715.00	0.00	5,712.00	0.00	6,751.31
Health	07		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Education & Welfare	08		8,097.00	624,311.00	8,097.00	624,311.00	1,798.00	3,229.00	0.00	5,213.00
Housing	09		375,000.00	396,970.00	375,000.00	396,970.00	260,000.00	309,635.00	260,000.00	327,794.37
Community Amenities	10		14,336.00	3,000.00	14,336.00	3,000.00	14,336.00	1,080.00	0.00	0.00
Recreation & Culture	11		0.00	42,251.00	0.00	69,751.00	0.00	29,370.00	0.00	13,979.85
Transport	12		501,180.00	1,747,420.00	501,180.00	1,747,420.00	379,788.00	551,388.00	0.00	252,797.76
Economic Services	13		0.00	29,031.00	0.00	29,031.00	0.00	8,709.00	0.00	3,966.26
Other Property & Services	14		59,041.00	191,972.00	117,223.00	251,013.00	72,677.00	109,613.00	54,041.09	112,710.18
<b>TOTAL - CAPITAL</b>			<b>957,654.00</b>	<b>3,063,255.00</b>	<b>1,015,836.00</b>	<b>3,158,011.00</b>	<b>728,599.00</b>	<b>1,049,536.00</b>	<b>314,041.09</b>	<b>724,477.87</b>
			<b>4,925,404.00</b>	<b>7,517,809.00</b>	<b>5,086,029.00</b>	<b>7,634,463.00</b>	<b>2,728,528.00</b>	<b>3,082,030.00</b>	<b>2,375,951.12</b>	<b>2,629,102.49</b>
Less Depreciation Written Back				(1,760,134.00)		(1,760,134.00)		(733,350.00)		(684,203.26)
Less Profit/Loss Written Back			(23,000.00)	0.00	(23,000.00)	0.00	(23,000.00)	0.00	(1,909.09)	0.00
Rounding Adjustment				0.00		0.00		0.00	(1.00)	
Plus Proceeds from Sale of Assets (Obsolete Proceeds Now in Capital Income - Hide)										
Plus Transfer from/(to) Restricted Cash (Other)					0.00		0.00		(25,006.00)	
<b>TOTAL REVENUE &amp; EXPENDITURE</b>			<b>4,902,404.00</b>	<b>5,757,675.00</b>	<b>5,063,029.00</b>	<b>5,874,329.00</b>	<b>2,705,528.00</b>	<b>2,348,680.00</b>	<b>2,349,035.03</b>	<b>1,944,899.23</b>
Surplus/Deficit July 1st B/Fwd			855,271.00		822,869.00		822,869.00		784,504.56	
			<b>5,757,675.00</b>	<b>5,757,675.00</b>	<b>5,885,898.00</b>	<b>5,874,329.00</b>	<b>3,528,397.00</b>	<b>2,348,680.00</b>	<b>3,133,539.59</b>	<b>1,944,899.23</b>
Surplus/(Deficit) C/Fwd				0.00		11,569.00		1,179,717.00		1,188,640.36
			<b>5,757,675.00</b>	<b>5,757,675.00</b>	<b>5,885,898.00</b>	<b>5,885,898.00</b>	<b>3,528,397.00</b>	<b>3,528,397.00</b>	<b>3,133,539.59</b>	<b>3,133,539.59</b>



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 03 - GENERAL PURPOSE FUNDING**  
**Financial Statement for Period Ended**  
**30 November 2018**

<b>PROGRAMME SUMMARY</b>	<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>OPERATING EXPENDITURE</u></b>									
Rate Revenue and Administration		71,594.00		71,594.00		29,810.00		21,855.89	
General Purpose Funding		2,367.00		2,367.00		985.00		1,057.46	
Investment Activity		12,601.00		12,601.00		5,245.00		5,264.12	
Other General Purpose Funding		9,478.00		9,478.00		3,945.00		4,222.09	
<b><u>OPERATING REVENUE</u></b>									
Rate Revenue and Administration	1,159,708.00		1,151,658.00		1,139,264.00		1,141,997.98		Advance payments for 17/18 were received in 16/17. \$583.4K for the General Financial Assistance Grant and \$280.6K for the Roads Financial Assistance Grant. This reduced the budget for 17/18. Advance Payments totalling \$872,554 were again received. An additional \$47,233 in grants is also expected. A budget amendment has been made. First and second quarter grants are received.
General Purpose Funding	758,254.00		805,487.00		402,742.00		402,743.50		
Investment Activity	35,000.00		35,000.00		14,580.00		12,073.23		
Other General Purpose Funding	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>1,952,962.00</b>	<b>96,040.00</b>	<b>1,992,145.00</b>	<b>96,040.00</b>	<b>1,556,586.00</b>	<b>39,985.00</b>	<b>1,556,814.71</b>	<b>32,399.56</b>	
<b><u>CAPITAL EXPENDITURE</u></b>									
Rate Revenue and Administration		0.00		0.00		0.00		0.00	
General Purpose Funding		0.00		0.00		0.00		0.00	
Investment Activity		28,300.00		30,800.00		30,800.00		1,265.14	
Other General Purpose Funding		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>									
Rate Revenue and Administration	0.00		0.00		0.00		0.00		
General Purpose Funding	0.00		0.00		0.00		0.00		
Investment Activity	0.00		0.00		0.00		0.00		
Other General Purpose Funding	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>28,300.00</b>	<b>0.00</b>	<b>30,800.00</b>	<b>0.00</b>	<b>30,800.00</b>	<b>0.00</b>	<b>1,265.14</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>1,952,962.00</b>	<b>124,340.00</b>	<b>1,992,145.00</b>	<b>126,840.00</b>	<b>1,556,586.00</b>	<b>70,785.00</b>	<b>1,556,814.71</b>	<b>33,664.70</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 03 - GENERAL PURPOSE FUNDING**  
**Financial Statement for Period Ended**  
**30 November 2018**

**RATE REVENUE AND ADMINISTRATION**

RATE REVENUE AND ADMINISTRATION		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure		
		\$	\$	\$	\$	\$	\$	\$	\$		
OPERATING EXPENDITURE											
2030100	Rates Incentive Scheme		0.00		0.00		0.00		250.00		Most expenses will be incurred in June
2030101	Valuation Expenses		7,000.00		7,000.00		2,915.00		200.44		
2030102	Legal Expenses		8,000.00		8,000.00		3,330.00		0.00		
2030103	Title/Company Searches		500.00		500.00		205.00		156.44		
2030104	Postage/Freight		550.00		550.00		225.00		0.00		
2030105	Rates Printing and Stationery - Op Exp - Rate		950.00		950.00		395.00		0.00		
2030106	Rates Debtor Doubtful Debts Expense		4,500.00		4,500.00		1,875.00		0.00		
2030107	Rates Debtors Written Off		1,000.00		1,000.00		415.00		0.00		
2030109	Other Expenses Relating To Rates		1,750.00		1,750.00		725.00		100.00		
2030199	Administration Allocated		47,344.00		47,344.00		19,725.00		21,149.01		
OPERATING REVENUE											
3030101	Rates Levied - GRV Residential	203,515.00		203,515.00		203,515.00		203,515.14			The 18/19 rates increase was 4% Rates The 18/19 rates increase was 4% Rates The 18/19 rates increase was 4% Rates
3030110	Rates Levied - UV Rural	913,289.00		913,289.00		913,289.00		913,289.07			
3030112	Rates Levied - UV Mining Tenement	0.00		0.00		0.00		3,300.00			
3030120	Rates Levied - GRV Minimum Residential	11,440.00		11,440.00		11,440.00		11,440.00			Additional excess rates recognised, a budget amendment has been made.
3030130	Rates Levied - UV Minimum Rural	17,600.00		17,600.00		17,600.00		17,600.00			
3030132	Rates Levied - UV Minimum Mining Tenemer	3,300.00		3,300.00		3,300.00		0.00			
3030135	Interim Rates Levied - GRV/UV	200.00		200.00		80.00		1,503.15			
3030136	Back Rates Levied - GRV/UV	1,000.00		1,000.00		415.00		0.00			
3030137	Ex-Gratia Rates (CBH, etc.)	17,590.00		17,590.00		17,590.00		17,590.98			
3030140	Movement in Excess Rates	(25,000.00)		(33,050.00)		(33,050.00)		(33,052.23)			
3030150	Penalty Interest Raised on Rates	2,500.00		2,500.00		554.00		2,038.63			
3030151	Instalment Interest Received	2,500.00		2,500.00		554.00		2,270.97			
3030152	Rates Instalment Admin Fee Received	2,600.00		2,600.00		1,716.00		2,160.00			
3030153	Pens Deferred Rates Interest Received	74.00		74.00		30.00		0.00			
3030154	Rate Account Enquiry Charges	1,100.00		1,100.00		455.00		242.27			
3030158	Legal Fees - Outstanding Rates	8,000.00		8,000.00		1,776.00		0.00			
3030160	Other Income Relating To Rates	0.00		0.00		0.00		100.00			
SUB-TOTAL TO PROGRAMME SUMMARY		1,159,708.00	71,594.00	1,151,658.00	71,594.00	1,139,264.00	29,810.00	1,141,997.98	21,855.89		
TOTAL - RATE REVENUE AND ADMINISTRATION		1,159,708.00	71,594.00	1,151,658.00	71,594.00	1,139,264.00	29,810.00	1,141,997.98	21,855.89		



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 03 - GENERAL PURPOSE FUNDING**  
**Financial Statement for Period Ended**  
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**GENERAL PURPOSE FUNDING**

**OPERATING EXPENDITURE**

2030200 Grants Consultant  
2030299 Administration Allocated

**OPERATING REVENUE**

3030200 Financial Assistance Grant - General  
  
3030201 Federal Assistance Grant - Roads Component  
3030202 Royalties for Regions - CLGF (Individual)  
3030203 Royalties for Regions - CLGF (Regional)

**SUB-TOTAL TO PROGRAMME SUMMARY**

**CAPITAL EXPENDITURE**

**CAPITAL REVENUE**

**SUB-TOTAL TO PROGRAMME SUMMARY**

**TOTAL - GENERAL PURPOSE FUNDING**

Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
								<p>An advance payment for 18/19 was received in 17/18 of \$583,006. This reduced the budget for 18/19. We have been advised that an additional \$31,188 will be received. A budget amendment has been made.</p> <p>An advance payment for 18/19 was received in 17/18 of \$289,548. This reduced the budget for 18/19. We have been advised that an additional \$16,045 will be received. A budget amendment has been made.</p>
	0.00		0.00		0.00		0.00	
	2,367.00		2,367.00		985.00		1,057.46	
528,538.00		559,726.00		279,862.00		279,863.00		
229,716.00		245,761.00		122,880.00		122,880.50		
0.00		0.00		0.00		0.00		
0.00		0.00		0.00		0.00		
758,254.00	2,367.00	805,487.00	2,367.00	402,742.00	985.00	402,743.50	1,057.46	
0.00	0.00	0.00	0.00	0.00	0.00		0.00	
758,254.00	2,367.00	805,487.00	2,367.00	402,742.00	985.00	402,743.50	1,057.46	



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**SHIRE OF MUKINBUDIN**  
**SCHEDULE 03 - GENERAL PURPOSE FUNDING**  
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**OTHER GENERAL PURPOSE FUNDING**

**OPERATING EXPENDITURE**

2030400	Rounding and Foreign & Other Invalid Currency Op Exp - Other GP Funding
2030401	Reimbursements Exp - Op Exp - Other Gen Purp Funding
2030499	Administration Allocated

**OPERATING REVENUE**

3030400	Commissions
3030401	Contributions & Donations
3030402	EFTPOS Fees Income
3030403	Grant Funding - General Purpose Funding
3030404	Other General Purpose Funding Income - OP Inc - O

**SUB-TOTAL TO PROGRAMME SUMMARY**

**CAPITAL EXPENDITURE**

**CAPITAL REVENUE**

**SUB-TOTAL TO PROGRAMME SUMMARY**

**TOTAL - OTHER GENERAL PURPOSE FUNDING**

Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
	10.00		10.00		0.00		(7.71)	Rounding and damaged and overseas currency.
	0.00		0.00		0.00		0.00	
	9,468.00		9,468.00		3,945.00		4,229.80	
0.00		0.00		0.00		0.00		
0.00		0.00		0.00		0.00		
0.00		0.00		0.00		0.00		
0.00		0.00		0.00		0.00		
0.00		0.00		0.00		0.00		
0.00		0.00		0.00		0.00		
0.00	9,478.00	0.00	9,478.00	0.00	3,945.00	0.00	4,222.09	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00	9,478.00	0.00	9,478.00	0.00	3,945.00	0.00	4,222.09	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 04 - GOVERNANCE**  
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PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b><u>OPERATING EXPENDITURE</u></b>									
Members of Council		284,897.00		284,897.00		130,984.00		140,799.58	
Other Governance		116,467.00		116,467.00		32,645.00		28,771.01	
<b><u>OPERATING REVENUE</u></b>									
Members of Council	1,200.00		1,200.00		500.00		825.45		
Other Governance	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>1,200.00</b>	<b>401,364.00</b>	<b>1,200.00</b>	<b>401,364.00</b>	<b>500.00</b>	<b>163,629.00</b>	<b>825.45</b>	<b>169,570.59</b>	
<b><u>CAPITAL EXPENDITURE</u></b>									
Members of Council		0.00		0.00		0.00		0.00	
Other Governance		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>									
Members of Council	0.00		0.00		0.00		0.00		
Other Governance	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>1,200.00</b>	<b>401,364.00</b>	<b>1,200.00</b>	<b>401,364.00</b>	<b>500.00</b>	<b>163,629.00</b>	<b>825.45</b>	<b>169,570.59</b>	



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## MEMBERS OF COUNCIL

### OPERATING EXPENDITURE

2040100	Members Travelling	
2040101	Members Conference Expenses	
2040102	Presidents Allowance	
2040103	Deputy Presidents Allowance	
2040104	Members Sitting Fees	
2040105	Communications Allowance	
2040106	Members Training	
2040107	Election Expenses	
2040108	Subscriptions & Publications	
2040109	Members - Insurance - Op Exp	
2040110	Members - Other Minor Exp	
2040112	Expensed Minor Asset Purchases	
2040113	Chambers Operating Expenses	Jobs
	BO001 Chambers Operating Expenses	
2040114	Chambers Building Maintenance	Jobs
	BM001 Chambers Building Maintenance	
2040115	Donations to Community Groups and Functionaries	
2040116	Software Licences	
2040117	Acts, Texts & Diaries	
2040118	NEWROC Admin Fees	
2040119	NEWROC - Project Contributions & Business	
2040120	Other Expenses - Members of Council	
2040121	Expenditure to be Reimbursed	
2040191	Loss on Disposal of Assets	
2040192	Depreciation - Members	
2040199	Administration Allocated	

Adopted Budget		Amended Budget		YTD Budget		YTD Actual		
Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Comments
	4,500.00		4,500.00		0.00		913.97	Minor maintenance and furniture repairs.
	7,754.00		7,754.00		7,754.00		6,968.92	
	10,000.00		10,000.00		0.00		5,000.00	
	2,500.00		2,500.00		0.00		1,250.00	
	31,977.00		31,977.00		0.00		1,480.42	
	4,500.00		4,500.00		0.00		208.33	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	21,730.00		21,730.00		21,730.00		20,765.56	
	12,800.00		12,800.00		12,800.00		12,800.16	
	500.00		500.00		205.00		250.00	
	0.00		0.00		0.00		0.00	
	750.00		750.00		310.00		128.90	
	600.00		600.00		240.00		502.89	
	3,000.00		3,000.00		1,250.00		0.00	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	17,000.00		17,000.00		17,000.00		13,500.00	
	2,000.00		2,000.00		830.00		2,000.00	
	500.00		500.00		205.00		1,413.26	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	164,786.00		164,786.00		68,660.00		73,617.17	
0.00		0.00		0.00		0.00		
1,200.00		1,200.00		500.00		825.45		
0.00		0.00		0.00		0.00		
0.00		0.00		0.00		0.00		
1,200.00	284,897.00	1,200.00	284,897.00	500.00	130,984.00	825.45	140,799.58	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
0.00		0.00		0.00		0.00		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1,200.00	284,897.00	1,200.00	284,897.00	500.00	130,984.00	825.45	140,799.58	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 04 - GOVERNANCE**  
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**OTHER GOVERNANCE**

**OPERATING EXPENDITURE**

2040200	Civic Functions, Refreshments & Receptions	10,000.00	10,000.00	4,165.00	2,775.15
2040201	Public Relations Expense	0.00	0.00	0.00	0.00
2040202	Audit Fees	31,095.00	31,095.00	0.00	27.27
2040203	Local Laws Development Consultancy	0.00	0.00	0.00	0.00
2040204	Strategic Community Planning Consultancy	0.00	0.00	0.00	0.00
2040205	Corporate Business Planning Consultancy	0.00	0.00	0.00	0.00
2040206	Long Term Financial Planning Consultancy	10,000.00	10,000.00	4,165.00	0.00
2040207	Asset Management & Valuations	20,000.00	20,000.00	8,330.00	8,421.00
	Consultants - Op Exp - Oth Gov				
2040208	Structural Reform (Merger)	0.00	0.00	0.00	0.00
2040210	Other Consultancy - Strategic	7,000.00	7,000.00	0.00	628.36
2040211	Other Consultancy - Statutory (Use 2140537)	0.00	0.00	0.00	0.00
2040212	Legal Expenses	0.00	0.00	0.00	0.00
2040222	Advertising - Other Gov Op Exp	500.00	500.00	205.00	0.00
2040299	Administration Allocated	37,872.00	37,872.00	15,780.00	16,919.23

Timing- Yet to be invoiced.

**OPERATING REVENUE**

3040200	Contributions & Donations - Other Governance	0.00	0.00	0.00	0.00
3040201	Reimbursements - Other Governance	0.00	0.00	0.00	0.00
3040202	Grant Funding - Other Governance	0.00	0.00	0.00	0.00
3040205	Charges - Sale Of Electoral Rolls, Minutes, Local Laws	0.00	0.00	0.00	0.00
3040210	Sundry Income - Other Governance	0.00	0.00	0.00	0.00

**SUB-TOTAL**

0.00 116,467.00 0.00 116,467.00 0.00 32,645.00 0.00 28,771.01

**CAPITAL EXPENDITURE**

**CAPITAL REVENUE**

**SUB-TOTAL**

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

**TOTAL - OTHER GOVERNANCE**

0.00 116,467.00 0.00 116,467.00 0.00 32,645.00 0.00 28,771.01



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY**  
**Financial Statement for Period Ended**  
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PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b><u>OPERATING EXPENDITURE</u></b>									
Fire Prevention		67,881.00		67,881.00		28,280.00		19,901.70	Fire Prevention depreciation budget was based on a projection that included the of the Mukinbudin Fire Truck which was subsequently disposed of
Emergency Services Levy		33,268.00		33,268.00		18,583.00		12,971.50	
Animal Control		30,628.00		30,628.00		15,654.00		8,216.05	
Other Law, Order & Public Safety		2,867.00		3,367.00		1,190.00		2,259.78	
<b><u>OPERATING REVENUE</u></b>									
Fire Prevention	0.00		0.00		0.00		0.00		
Emergency Services Levy	27,880.00		27,960.00		10,030.00		4,142.94		
Animal Control	3,220.00		3,220.00		1,335.00		1,246.84		
Other Law, Order & Public Safety	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>31,100.00</b>	<b>134,644.00</b>	<b>31,180.00</b>	<b>135,144.00</b>	<b>11,365.00</b>	<b>63,707.00</b>	<b>5,389.78</b>	<b>43,349.03</b>	
<b><u>CAPITAL EXPENDITURE</u></b>									
Fire Prevention		0.00		0.00		0.00		0.00	
Emergency Services Levy		0.00		0.00		0.00		0.00	
Animal Control		0.00		5,715.00		5,712.00		6,751.31	
Other Law, Order & Public Safety		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>									
Fire Prevention	0.00		0.00		0.00		0.00		
Emergency Services Levy	0.00		0.00		0.00		0.00		
Animal Control	0.00		0.00		0.00		0.00		
Other Law, Order & Public Safety	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,715.00</b>	<b>0.00</b>	<b>5,712.00</b>	<b>0.00</b>	<b>6,751.31</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>31,100.00</b>	<b>134,644.00</b>	<b>31,180.00</b>	<b>140,859.00</b>	<b>11,365.00</b>	<b>69,419.00</b>	<b>5,389.78</b>	<b>50,100.34</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY**  
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<b>FIRE PREVENTION</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>OPERATING EXPENDITURE</u></b>										
2050100	Fire Prevention/Burning/Control									
	W001 Fire Prevention/Burning/Control		0.00		0.00		0.00		0.00	
2050101	Cost of Fire Units Disposed - Op Exp - Fire Prevention		0.00		0.00		0.00		0.00	
2050102	Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00	
2050191	Loss on Disposal of Assets Op Exp - Fire Prevention		0.00		0.00		0.00		0.00	
2050192	Depreciation - Fire Prevention		63,147.00		63,147.00		26,310.00		17,786.79	Fire Prevention depreciation budget was based on a projection that included the of the Mukinbudin Fire Truck which was subsequently disposed of
2050199	Administration Allocated		4,734.00		4,734.00		1,970.00		2,114.91	
<b><u>OPERATING REVENUE</u></b>										
3050100	Fines and Penalties - Fire Prevention	0.00		0.00		0.00		0.00		
3050101	Charges - Fire Prevention	0.00		0.00		0.00		0.00		
3050102	Contributions and Donations - Fire Prevention	0.00		0.00		0.00		0.00		
3050103	Reimbursements - Fire Prevention	0.00		0.00		0.00		0.00		
3050104	Grant Funding - Fire Prevention	0.00		0.00		0.00		0.00		
3050190	Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>67,881.00</b>	<b>0.00</b>	<b>67,881.00</b>	<b>0.00</b>	<b>28,280.00</b>	<b>0.00</b>	<b>19,901.70</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
4050150	Furniture & Equipment (Capital) - Fire Prevention		0.00		0.00		0.00		0.00	
4050155	Plant & Equipment (Capital) - Fire Prevention		0.00		0.00		0.00		0.00	
4050160	Building (Capital) - Fire Prevention									
	BC005 Building (Capital) - Fire Prevention		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>										
5050150	Proceeds on Disposal of Assets - Cap Inc - F	0.00		0.00		0.00		0.00		
5050152	Transfers From Building Reserve	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - FIRE PREVENTION</b>		<b>0.00</b>	<b>67,881.00</b>	<b>0.00</b>	<b>67,881.00</b>	<b>0.00</b>	<b>28,280.00</b>	<b>0.00</b>	<b>19,901.70</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY**  
**Financial Statement for Period Ended**  
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**EMERGENCY SERVICES LEVY**

**OPERATING EXPENDITURE**

2050200	ESL Purchase of Small Equipment <1,200	0.00	0.00	0.00	0.00	0.00	0.00
2050201	ESL Maintenance of Plant and Equipment	0.00	0.00	0.00	0.00	0.00	0.00
2050202	ESL Maintenance of Vehicles	2,312.00	2,312.00	960.00	186.22		
2050203	ESL Building Maintenance						
	<b>BM005 Mukinbudin Fire Shed Maintenance</b>	<b>210.00</b>	<b>210.00</b>	<b>85.00</b>	<b>273.60</b>		
2050204	ESL Protective Clothing and Accessories	1,300.00	1,300.00	540.00	0.00		
2050205	ESL Building Operations (Excludes Insurance)						
	<b>BO005 Mukinbudin Fire Shed Operations</b>	<b>500.00</b>	<b>500.00</b>	<b>205.00</b>	<b>317.14</b>		
2050206	ESL Other Goods and Services	11,360.00	11,360.00	4,730.00	22.31		
2050207	ESL Insurances	8,118.00	8,118.00	8,118.00	7,942.43		
2050299	Administration Allocated - Op Exp ESL	9,468.00	9,468.00	3,945.00	4,229.80		

Jobs

Jobs

**OPERATING REVENUE**

3050200	ESL Admin Fee/Commission	4,000.00	4,000.00	4,000.00	4,000.00		
3050201	ESL Operating Grant	23,800.00	23,800.00	5,950.00	0.00		
3050202	ESL Capital Grant	0.00	0.00	0.00	0.00		
3050203	ESL Non-Payment Penalty Interest	80.00	80.00	0.00	66.58		
3050204	Fire Shed Operations Reimbursements - Op Inc	0.00	80.00	80.00	76.36		

**SUB-TOTAL**

<b>27,880.00</b>	<b>33,268.00</b>	<b>27,960.00</b>	<b>33,268.00</b>	<b>10,030.00</b>	<b>18,583.00</b>	<b>4,142.94</b>	<b>12,971.50</b>
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**CAPITAL EXPENDITURE**

4050250	PLANT & EQUIPMENT (CAPITAL) - ESL	0.00	0.00	0.00	0.00		
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**CAPITAL REVENUE**

**SUB-TOTAL**

<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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**TOTAL - EMERGENCY SERVICES LEVY**

<b>27,880.00</b>	<b>33,268.00</b>	<b>27,960.00</b>		<b>10,030.00</b>	<b>18,583.00</b>	<b>4,142.94</b>	<b>12,971.50</b>
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Comments



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY**  
**Financial Statement for Period Ended**  
**30 November 2018**

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**ANIMAL CONTROL**

**OPERATING EXPENDITURE**

2050300	Animal Control - Salaries		0.00		0.00		0.00		
2050301	Animal Control - Superannuation		0.00		0.00		0.00		
2050302	Animal Control - Training & Conferences		0.00		0.00		0.00		
2050303	Animal Control - Other Employee Expenses		0.00		0.00		0.00		
2050304	Animal Control Expenses - Other		260.00		260.00		105.00		140.00
2050305	Expensed Minor Asset Purchases - Animal C		5,000.00		5,000.00		4,994.00		0.00
2050306	Dog Pound Maintenance								
BM010	Dog Pound Maintenance		4,000.00		4,000.00		1,660.00		0.00
2050307	Ranger Services (Contracted)		11,500.00		11,500.00		4,790.00		3,846.25
2050308	Dog Pound Operations								
BO010	Dog Pound Operations		400.00		400.00		160.00		0.00
2050392	Depreciation - Animal Control		0.00		0.00		0.00		0.00
2050399	Administration Allocated		9,468.00		9,468.00		3,945.00		4,229.80

Jobs

**OPERATING REVENUE**

3050300	Pound Fees	420.00		420.00		175.00		48.18	
3050301	Dog Registration Fees	1,400.00		1,400.00		580.00		946.40	
3050302	Fines and Penalties - Animal Control	1,000.00		1,000.00		415.00		0.00	
3050303	Animal Destruction Fees	0.00		0.00		0.00		0.00	
3050304	Cat Registration Fees	400.00		400.00		165.00		252.26	
3050305	Animal Trap Hire Fees	0.00		0.00		0.00		0.00	

**SUB-TOTAL**

3,220.00	30,628.00	3,220.00	30,628.00	1,335.00	15,654.00	1,246.84	8,216.05
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**CAPITAL EXPENDITURE**

4050350	Building (Capital) - Animal Control		0.00		0.00				
BC010	Building (Capital) - Animal Control		0.00		6,210.00		6,206.00		7,246.44
4050352	Building Works in Progress - Animal Control		0.00		(495.00)		(494.00)		(495.13)

Completion of Dog Pound Construction works started in 17-18. A budget Amendment has been made.  
Recognition of works in progress at 30 June 2018.

**CAPITAL REVENUE**

**SUB-TOTAL**

0.00	0.00	0.00	5,715.00	0.00	5,712.00	0.00	6,751.31
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**TOTAL - ANIMAL CONTROL**

3,220.00	30,628.00	3,220.00	36,343.00	1,335.00	21,366.00	1,246.84	14,967.36
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**SHIRE OF MUKINBUDIN**  
**SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY**  
**Financial Statement for Period Ended**  
**30 November 2018**

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**OTHER LAW, ORDER, PUBLIC SAFETY**

**OPERATING EXPENDITURE**

2050400	Abandoned Vehicles Impounding Expenses	0.00	0.00
2050401	Community Safety Audit	500.00	500.00
2050402	Crime Prevention Strategies	0.00	0.00
2050403	Expensed Minor Asset Purchases - OLOPS	0.00	0.00
2050410	Other Public Safety Activities & Expenses - Op Exp - OLOPS	0.00	500.00
2050499	Administration Allocated	2,367.00	2,367.00

**OPERATING REVENUE**

3050400	Impounded Vehicles Fees	0.00	0.00
3050401	Community and Crime Prevention Grants	0.00	0.00

**SUB-TOTAL**

**CAPITAL EXPENDITURE**

4050450	Furniture & Equipment (Capital) - OLOPS	0.00	0.00
4050455	Plant & Equipment (Capital) - OLOPS	0.00	0.00

**CAPITAL REVENUE**

**SUB-TOTAL**

**TOTAL - OTHER LAW, ORDER, PUBLIC SAFETY**

Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
								LEMC hosting Expenses. A budget has been made.
	0.00		0.00		0.00		0.00	
	500.00		500.00		0.00		623.67	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		300.00	
	0.00		500.00		205.00		278.65	
	2,367.00		2,367.00		985.00		1,057.46	
<b>0.00</b>	<b>2,867.00</b>	<b>0.00</b>	<b>3,367.00</b>	<b>0.00</b>	<b>1,190.00</b>	<b>0.00</b>	<b>2,259.78</b>	
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>0.00</b>	<b>2,867.00</b>	<b>0.00</b>	<b>3,367.00</b>	<b>0.00</b>	<b>1,190.00</b>	<b>0.00</b>	<b>2,259.78</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 07 - HEALTH**  
**Financial Statement for Period Ended**  
**30 November 2018**

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b><u>OPERATING EXPENDITURE</u></b>									
Health Inspection and Administration		34,468.00		34,468.00		10,195.00		16,801.54	
Preventative Services - Pest Control		3,867.00		3,867.00		2,485.00		1,057.46	
Preventative Services - Other		2,727.00		2,727.00		1,135.00		1,414.46	
Other Health		57,070.00		57,770.00		24,349.00		24,731.89	
<b><u>OPERATING REVENUE</u></b>									
Health Inspection and Administration	0.00		0.00		0.00		0.00		
Preventative Services - Pest Control	0.00		0.00		0.00		0.00		
Preventative Services - Other	0.00		0.00		0.00		0.00		
Other Health	6,000.00		6,180.00		2,575.00		2,813.46		
<b>SUB-TOTAL</b>	<b>6,000.00</b>	<b>98,132.00</b>	<b>6,180.00</b>	<b>98,832.00</b>	<b>2,575.00</b>	<b>38,164.00</b>	<b>2,813.46</b>	<b>44,005.35</b>	
<b><u>CAPITAL EXPENDITURE</u></b>									
Health Inspection and Administration		0.00		0.00		0.00		0.00	
Preventative Services - Pest Control		0.00		0.00		0.00		0.00	
Preventative Services - Other		0.00		0.00		0.00		0.00	
Other Health		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>									
Health Inspection and Administration	0.00		0.00		0.00		0.00		
Preventative Services - Pest Control	0.00		0.00		0.00		0.00		
Preventative Services - Other	0.00		0.00		0.00		0.00		
Other Health	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>6,000.00</b>	<b>98,132.00</b>	<b>6,180.00</b>	<b>98,832.00</b>	<b>2,575.00</b>	<b>38,164.00</b>	<b>2,813.46</b>	<b>44,005.35</b>	



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CONFIRMED MINUTES: ORDINARY MEETING OF COUNCIL HELD 18 DECEMBER 2018



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 07 - HEALTH**  
**Financial Statement for Period Ended**  
**30 November 2018**

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<b>PREVENTIVE SERVICES - PEST CONTROL</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>OPERATING EXPENDITURE</u></b>										
2070400	Mosquito Control									Provision for fogging
	MQF Mosquito Fogging		1,500.00		1,500.00		1,500.00		0.00	
2070499	Administration Allocated		2,367.00		2,367.00		985.00		1,057.46	
<b><u>OPERATING REVENUE</u></b>										
3070400	Contributions & Donations - Pest Control	0.00		0.00		0.00		0.00		
3070401	Reimbursements - Pest Control	0.00		0.00		0.00		0.00		
3070402	Grants - Pest Control	0.00		0.00		0.00		0.00		
3070403	Other Income - Pest Control	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>3,867.00</b>	<b>0.00</b>	<b>3,867.00</b>	<b>0.00</b>	<b>2,485.00</b>	<b>0.00</b>	<b>1,057.46</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
<b><u>CAPITAL REVENUE</u></b>										
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - PREVENTIVE SERVICES - PEST CONTROL</b>		<b>0.00</b>	<b>3,867.00</b>	<b>0.00</b>	<b>3,867.00</b>	<b>0.00</b>	<b>2,485.00</b>	<b>0.00</b>	<b>1,057.46</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 07 - HEALTH**  
**Financial Statement for Period Ended**  
**30 November 2018**

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**PREVENTIVE SERVICES - OTHER**

**OPERATING EXPENDITURE**

2070500 Analytical Expenses  
2070599 Administration Allocated

**OPERATING REVENUE**

**SUB-TOTAL**

**CAPITAL EXPENDITURE**

**CAPITAL REVENUE**

**SUB-TOTAL**

**TOTAL - PREVENTIVE SERVICES - OTHER**

Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
	360.00		360.00		150.00		357.00	
	2,367.00		2,367.00		985.00		1,057.46	
<b>0.00</b>	<b>2,727.00</b>	<b>0.00</b>	<b>2,727.00</b>	<b>0.00</b>	<b>1,135.00</b>	<b>0.00</b>	<b>1,414.46</b>	
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>0.00</b>	<b>2,727.00</b>	<b>0.00</b>	<b>2,727.00</b>	<b>0.00</b>	<b>1,135.00</b>	<b>0.00</b>	<b>1,414.46</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 07 - HEALTH**  
**Financial Statement for Period Ended**  
**30 November 2018**

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**OTHER HEALTH**

**OPERATING EXPENDITURE**

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
2070602	Medical Practice Costs		32,134.00		13,385.00		13,001.46
2070603	Bonded Medical Scholarship		0.00		0.00		0.00
2070607	Nursing Post Cleaner		6,000.00		2,495.00		2,588.14
2070609	12 Calder St Building Operations (Land Swap - Health Dept) - Op Exp - Other Health		0.00		700.00		682.69
2070691	Loss on Disposal of Assets - Op Exp - Other Health		0.00		0.00		0.00
2070692	Depreciation - Other Health		0.00		0.00		0.00
2070698	Housing Costs Allocated		0.00		0.00		0.00
2070699	Administration Allocated		18,936.00		7,890.00		8,459.60

**OPERATING REVENUE**

3070600	Rent Income - Medical Services Housing	0.00	0.00	0.00	0.00		
3070601	Contributions & Donations - Medical Services	6,000.00	6,000.00	2,500.00	2,710.38		
3070602	Reimbursements - Op Inc - Other Health	0.00	180.00	75.00	103.08		
3070603	Grants - Medical Services	0.00	0.00	0.00	0.00		
3070604	Other Income Medical Services - Op Inc - Other Health	0.00	0.00	0.00	0.00		

**SUB-TOTAL**

<b>6,000.00</b>	<b>57,070.00</b>	<b>6,180.00</b>	<b>57,770.00</b>	<b>2,575.00</b>	<b>24,349.00</b>	<b>2,813.46</b>	<b>24,731.89</b>
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**CAPITAL EXPENDITURE**

4070650	Building (Capital) - Other Health						
	BC015 Building (Capital) - Other Health		0.00	0.00	0.00		0.00
4070651	Land Purchase Exps - Cap Exp - Other Health		0.00	0.00	0.00		0.00
4070655	Transfers To Reserve		0.00	0.00	0.00		0.00

**CAPITAL REVENUE**

5070650	Transfers From Building Reserve	0.00	0.00	0.00	0.00		
5070660	Proceeds on Sale of Assets - Cap Inc - Other Health	0.00	0.00	0.00	0.00		

**SUB-TOTAL**

<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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**TOTAL - OTHER HEALTH**

<b>6,000.00</b>	<b>57,070.00</b>	<b>6,180.00</b>	<b>57,770.00</b>	<b>2,575.00</b>	<b>24,349.00</b>	<b>2,813.46</b>	<b>24,731.89</b>
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**SHIRE OF MUKINBUDIN**  
**SCHEDULE 08 - EDUCATION & WELFARE**  
**Financial Statement for Period Ended**  
**30 November 2018**

<b>PROGRAMME SUMMARY</b>	<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>OPERATING EXPENDITURE</u></b>									The CEACA Inc. general subscription annual contribution 2018/19 of \$20,000 has already paid in full. An addition a CEACA contribution as per resolution 26th March 2018 was made. A Budget Amendment has been made.
Community Resource Centre		39,110.00		39,110.00		17,499.00		14,905.49	
Other Education		200.00		200.00		40.00		142.71	
Care Of Families And Children		10,135.00		10,135.00		4,473.00		4,977.61	
Aged & Disabled - Senior Citz Centre		53,033.00		57,723.00		34,378.00		44,215.92	
Other Welfare		2,467.00		2,467.00		1,025.00		1,057.46	
<b><u>OPERATING REVENUE</u></b>									
Community Resource Centre	10,109.00		10,109.00		4,205.00		2,709.65		
Other Education	0.00		0.00		0.00		0.00		
Care Of Families And Children	618,572.00		618,572.00		300.00		418.50		
Aged & Disabled - Senior Citz Centre	8,100.00		8,100.00		8,100.00		2,500.00		
Other Welfare	100.00		100.00		40.00		310.00		
<b>SUB-TOTAL</b>	<b>636,881.00</b>	<b>104,945.00</b>	<b>636,881.00</b>	<b>109,635.00</b>	<b>12,645.00</b>	<b>57,415.00</b>	<b>5,938.15</b>	<b>65,299.19</b>	
<b><u>CAPITAL EXPENDITURE</u></b>									
Community Resource Centre		6,459.00		6,459.00		3,229.00		3,183.00	
Other Education		0.00		0.00		0.00		0.00	
Care Of Families And Children		617,852.00		617,852.00		0.00		2,030.00	
Aged & Disabled - Senior Citz Centre		0.00		0.00		0.00		0.00	
Other Welfare		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>									
Community Resource Centre	0.00		0.00		0.00		0.00		
Other Education	0.00		0.00		0.00		0.00		
Care Of Families And Children	0.00		0.00		0.00		0.00		
Aged & Disabled - Senior Citz Centre	8,097.00		8,097.00		1,798.00		0.00		
Other Welfare	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>8,097.00</b>	<b>624,311.00</b>	<b>8,097.00</b>	<b>624,311.00</b>	<b>1,798.00</b>	<b>3,229.00</b>	<b>0.00</b>	<b>5,213.00</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>644,978.00</b>	<b>729,256.00</b>	<b>644,978.00</b>	<b>733,946.00</b>	<b>14,443.00</b>	<b>60,644.00</b>	<b>5,938.15</b>	<b>70,512.19</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 08 - EDUCATION & WELFARE**  
**Financial Statement for Period Ended**  
**30 November 2018**

COMMUNITY RESOURCE CENTRE		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>										
2080200	CRC Salaries		0.00		0.00		0.00		0.00	
2080201	CRC Superannuation		0.00		0.00		0.00		0.00	
2080202	Training and Conferences - Op Exp - CRC		0.00		0.00		0.00		0.00	
2080203	CRC - Other Employee Expenses		0.00		0.00		0.00		0.00	
2080204	CRC Building Operating Expenses									
	<b>BO020 Community Resource Centre Operations</b>		13,250.00		13,250.00		6,710.00		5,510.36	
2080205	CRC Building & Grounds Maintenance									
	<b>BM020 Community Resource Centre Maintenance</b>		2,000.00		2,000.00		825.00		1,863.12	
	<b>GM020 Community Resource Centre Grounds Maintenance</b>		10,000.00		10,000.00		4,160.00		1,433.98	
2080206	Printing and Stationery - Op Exp - CRC		0.00		0.00		0.00		0.00	
2080207	Signage and Advertising - Op Exp - CRC		0.00		0.00		0.00		0.00	
2080208	Postage and Freight		0.00		0.00		0.00		0.00	
2080209	Other Equipment Mtce & Toners		0.00		0.00		0.00		0.00	
2080210	Computer Hardware/IT Equipment - Op Exp - CRC		0.00		0.00		0.00		0.00	
2080211	Computer Software - Op Exp - CRC		0.00		0.00		0.00		0.00	
2080212	Expensed Minor Asset Purchases - Op Exp - CRC		0.00		0.00		0.00		0.00	
2080213	Receptions and Refreshments - Op Exp - CRC		0.00		0.00		0.00		0.00	
2080214	Production of Saleable Items - Op Exp - CRC		0.00		0.00		0.00		0.00	
2080215	Community Group Promotion - Op Exp - CRC		0.00		0.00		0.00		0.00	
2080220	Other CRC Expenses - Op Exp		0.00		0.00		0.00		0.00	
2080221	Interest on Loan 109 CRC		1,250.00		1,250.00		554.00		685.62	
2080291	Loss on Disposal of Assets - Op Exp - CRC		0.00		0.00		0.00		0.00	
2080292	Depreciation - CRC		7,876.00		7,876.00		3,280.00		3,297.50	
2080299	Administration Allocated - Op Exp - CRC		4,734.00		4,734.00		1,970.00		2,114.91	
<b>OPERATING REVENUE</b>										
3080200	Grant Funding - CRC General	0.00		0.00		0.00		0.00		
3080201	Grant Funding - CRC Operational Support	0.00		0.00		0.00		0.00		
3080202	Grant Funding - Other Sources	0.00		0.00		0.00		0.00		
3080203	Contributions & Donations - CRC	0.00		0.00		0.00		0.00		
3080204	Reimbursements - CRC	6,800.00		6,800.00		2,830.00		1,436.95		
3080205	Course Fees/Training In-House	0.00		0.00		0.00		0.00		
3080206	Advertising Charges	0.00		0.00		0.00		0.00		
3080220	CRC - Rental Income	3,309.00		3,309.00		1,375.00		1,272.70		
3080290	Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>10,109.00</b>	<b>39,110.00</b>	<b>10,109.00</b>	<b>39,110.00</b>	<b>4,205.00</b>	<b>17,499.00</b>	<b>2,709.65</b>	<b>14,905.49</b>	
<b>CAPITAL EXPENDITURE</b>										
4080250	Furniture & Equipment (Capital) - CRC		0.00		0.00		0.00		0.00	
4080255	Plant & Equipment (Capital) - CRC		0.00		0.00		0.00		0.00	
4080260	Buildings (Capital) - CRC									
	<b>BC020 Buildings (Capital) - CRC</b>		0.00		0.00		0.00		0.00	
4080270	Principal on Loan 109 - CRC		6,459.00		6,459.00		3,229.00		3,183.00	
<b>CAPITAL REVENUE</b>										
5080250	Proceeds on Disposal of Assets - Cap Inc - Cf	0.00		0.00		0.00		0.00		
5080253	Transfers From Building Reserve	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>6,459.00</b>	<b>0.00</b>	<b>6,459.00</b>	<b>0.00</b>	<b>3,229.00</b>	<b>0.00</b>	<b>3,183.00</b>	
<b>TOTAL - COMMUNITY RESOURCE CENTRE</b>		<b>10,109.00</b>	<b>45,569.00</b>	<b>10,109.00</b>	<b>45,569.00</b>	<b>4,205.00</b>	<b>20,728.00</b>	<b>2,709.65</b>	<b>18,088.49</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 08 - EDUCATION & WELFARE**  
**Financial Statement for Period Ended**  
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**OTHER EDUCATION**

**OPERATING EXPENDITURE**

2080300	P & C Association
2080301	Christian School Donation
2080302	School Prizes, Scholarship
2080303	School Ground improvements
2080304	Insurances - Other Education
2080305	Support for School Events - Op Exp - Other Educ

**OPERATING REVENUE**

3080300	Contributions & Donations - Other Education
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**SUB-TOTAL**

**CAPITAL EXPENDITURE**

**CAPITAL REVENUE**

**SUB-TOTAL**

**TOTAL - OTHER EDUCATION**

Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
	0.00		0.00		0.00		0.00	Support for school events.
	0.00		0.00		0.00		0.00	
	100.00		100.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	100.00		100.00		40.00		142.71	
0.00		0.00		0.00		0.00		
<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>40.00</b>	<b>0.00</b>	<b>142.71</b>	
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>40.00</b>	<b>0.00</b>	<b>142.71</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 08 - EDUCATION & WELFARE**  
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<b>CARE OF FAMILIES &amp; CHILDREN</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>OPERATING EXPENDITURE</u></b>										
2080400	Playgroup Building Operations <b>Jobs</b>									
	BO025 Boodie Rats Playgroup Building Operations		3,200.00		3,200.00		1,608.00		2,280.48	
2080401	Playgroup Building & Grounds Maintenance <b>Jobs</b>									
	BM025 Boodie Rats Playgroup Building Maintenance		1,000.00		1,000.00		405.00		330.72	
	GM025 Boodie Rats Playgroup Grounds Maintenance		600.00		600.00		240.00		0.00	
2080420	Other Childcare Related Expenses - Op Exp - Fam & Child		0.00		0.00		0.00		0.00	
2080492	Depreciation - Care of Families		601.00		601.00		250.00		251.50	
2080499	Administration Allocated		4,734.00		4,734.00		1,970.00		2,114.91	
<b><u>OPERATING REVENUE</u></b>										
3080400	Income - Playgroup & Boodie Rats Child Care Cntr	720.00		720.00		300.00		418.50		In Kind Contribution Income for New Childcare Building for Boodie Rats from the Mukinbudin Shire. Exp in Job BC025. The actual nature of this is to be determined.
3080410	Contributions, Reimb & Other Income - Op Inc - Fam & Child	200,000.00		200,000.00		0.00		0.00		
3080450	Grants for Capital Purposes - Op Inc - Care of Fam & Child	417,852.00		417,852.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>618,572.00</b>	<b>10,135.00</b>	<b>618,572.00</b>	<b>10,135.00</b>	<b>300.00</b>	<b>4,473.00</b>	<b>418.50</b>	<b>4,977.61</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
4080450	Building (Capital) - Care of Families & Children <b>Jobs</b>									New Childcare Building for Boodie Rats, Grant funding in acct 3080450 and inkind funding in acct 3080410. Externally contracted works \$400,000. In kind contributions received \$200,000. Contingency \$12,915.  A new account, as the building is not expected to be completed by 30 June 2019 all expenditure for the new Boodie Rats building will be directed to this account. A budget amendment will be required.
	BC025 Building (Capital) - Care of Families & Children		617,852.00		617,852.00		0.00		1,590.00	
4080451	Building Works in Progress - Childcare		0.00		0.00		0.00		440.00	
<b><u>CAPITAL REVENUE</u></b>										
5080450	Transfers From Building Reserve	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>617,852.00</b>	<b>0.00</b>	<b>617,852.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,030.00</b>	
<b>TOTAL - CARE OF FAMILIES &amp; CHILDREN</b>		<b>618,572.00</b>	<b>627,987.00</b>	<b>618,572.00</b>	<b>627,987.00</b>	<b>300.00</b>	<b>4,473.00</b>	<b>418.50</b>	<b>7,007.61</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 08 - EDUCATION & WELFARE**  
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**AGED & DISABLED - SENIOR CITZ CENTRE**

**OPERATING EXPENDITURE**

2080505	Seniors Catering Assistance		0.00		0.00		0.00		0.00
2080506	Central East Aged Care Alliance		20,000.00		24,690.00		24,689.32		
2080508	Seniors Grants Projects - Op Expenditure		8,097.00		8,097.00		1,798.00		6,015.17
2080509	Seniors Week Op Expenditure		6,000.00		6,000.00		0.00		5,051.83
2080510	Meals on Wheels Expenditure		0.00		0.00		0.00		0.00
2080592	Depreciation - Senior Citizens		0.00		0.00		0.00		0.00
2080599	Administration Allocated		18,936.00		18,936.00		7,890.00		8,459.60

**OPERATING REVENUE**

3080500	Contributions & Donations - Senior Citizens	0.00		0.00		0.00		0.00	
3080501	Reimbursements & Fees - Op Inc - Senior Ct	0.00		0.00		0.00		1,500.00	
3080502	Grant Income - Senior Citizens	8,100.00		8,100.00		8,100.00		1,000.00	
3080503	Program Income - Senior Citizens	0.00		0.00		0.00		0.00	
3080504	Grant Income - Aged Housing	0.00		0.00		0.00		0.00	

**SUB-TOTAL**

<b>8,100.00</b>	<b>53,033.00</b>	<b>8,100.00</b>	<b>57,723.00</b>	<b>8,100.00</b>	<b>34,378.00</b>	<b>2,500.00</b>	<b>44,215.92</b>
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**CAPITAL EXPENDITURE**

4080550	Building (Capital) - Senior Citizens								
BC030	Building (Capital) - Senior Citizens	0.00		0.00		0.00		0.00	
4080510	Transfers to Unspent Grants Reserve - Cap E	0.00		0.00		0.00		0.00	

**CAPITAL REVENUE**

5080510	Transfers from Unspent Grants Reserve - Ca	8,097.00		8,097.00		1,798.00		0.00	
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**SUB-TOTAL**

<b>8,097.00</b>	<b>0.00</b>	<b>8,097.00</b>	<b>0.00</b>	<b>1,798.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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**TOTAL - AGED & DISABLED - SENIOR CITZ CENTRE**

<b>16,197.00</b>	<b>53,033.00</b>	<b>16,197.00</b>	<b>57,723.00</b>	<b>9,898.00</b>	<b>34,378.00</b>	<b>2,500.00</b>	<b>44,215.92</b>
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The CEACA Inc. general subscription annual contribution 2018/19 of \$20,000 has already paid in full. An addition a CEACA contribution as per resolution 26th March 2018 was made. A Budget Amendment has been made.  
Expenditure of Seniors Week Grant and Age-Friendly Communities Grant for 18-19 Seniors Week Event \$1,500, Seniors Dinner \$4,500.

Fees for bus trip. A budget amendment will be required.  
This is a duplicate budget of the Age-Friendly Communities Grant received in 2017-2018. This income is recognised in account 5080510 in 2018-2019. A reducing budget amendment is required.

Unspent Age-Friendly Communities Grant for 18-19 transferred from reserve.

Jobs



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 08 - EDUCATION & WELFARE**  
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<b>OTHER WELFARE</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>OPERATING EXPENDITURE</u></b>										
2080600	Dry Seasons Assistance Expenditure		0.00		0.00		0.00		0.00	
2080603	Youth Development Programs		0.00		0.00		0.00		0.00	
2080604	Grants Funded Expenditure - Op Exp Other Welfare (Thank a Volun		0.00		0.00		0.00		0.00	
2080608	Other Expenses Mobility Scooters etc. - Op Exp - Other Welfare		100.00		100.00		40.00		0.00	
2080692	Depreciation - Other Welfare		0.00		0.00		0.00		0.00	
2080699	Administration Allocated		2,367.00		2,367.00		985.00		1,057.46	
<b><u>OPERATING REVENUE</u></b>										
3080600	Dry Seasons Assistance Grant	0.00		0.00		0.00		0.00		
3080601	Contributions & Donations - Op Inc - Other W	0.00		0.00		0.00		0.00		
3080602	Reimbursements - Other Welfare	0.00		0.00		0.00		0.00		
3080603	Grants - Other Welfare	0.00		0.00		0.00		0.00		
3080604	Other Income Mobility Scooters etc. - Op Inc	100.00		100.00		40.00		310.00		
<b>SUB-TOTAL</b>		<b>100.00</b>	<b>2,467.00</b>	<b>100.00</b>	<b>2,467.00</b>	<b>40.00</b>	<b>1,025.00</b>	<b>310.00</b>	<b>1,057.46</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
<b><u>CAPITAL REVENUE</u></b>										
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - OTHER WELFARE</b>		<b>100.00</b>	<b>2,467.00</b>	<b>100.00</b>	<b>2,467.00</b>	<b>40.00</b>	<b>1,025.00</b>	<b>310.00</b>	<b>1,057.46</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 09 - HOUSING**  
**Financial Statement for Period Ended**  
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PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b><u>OPERATING EXPENDITURE</u></b>									
Housing - Shire (Staff and Rentals)		150,172.00		158,272.00		71,294.00		49,124.88	▼ Staff and rental housing building operating expenses are \$4,994 below the YTD Budget and building maintenance expenses are \$8,892 below the YTD Budget. Also recovered cost income is \$5,868 above the YTD Budget. See the subprogram for further detail.
Housing - Aged (Including Senior Citizens)		99,394.00		99,394.00		46,501.00		56,903.27	▲ Building Maintenance is \$6.5K more than expected and the cost recovery credits are \$4.2K less than expected.
Housing - Other (Including Joint Venture)		75,380.00		75,380.00		34,791.00		35,523.81	
<b><u>OPERATING REVENUE</u></b>									
Housing - Shire (Staff and Rentals)	59,120.00		118,540.00		42,110.00		46,955.00		Income for 3 Houses was not included in the budget. A budget amendment has been made. See the subprogram for further detail. In addition with respect to Income - 8 Lansdell Street; The YTD Budget assumed an even spread of income. However it appears most income will be realised in the few months of the year with relatively little after that. A budget amendment as been made.
Housing - Aged (Including Senior Citizens)	47,736.00		47,736.00		19,875.00		15,503.90		
Housing - Other (Including Joint Venture)	24,486.00		24,486.00		10,190.00		12,246.42		
<b>SUB-TOTAL</b>	<b>131,342.00</b>	<b>324,946.00</b>	<b>190,762.00</b>	<b>333,046.00</b>	<b>72,175.00</b>	<b>152,586.00</b>	<b>74,705.32</b>	<b>141,551.96</b>	
<b><u>CAPITAL EXPENDITURE</u></b>									
Housing - Shire (Staff and Rentals)		396,470.00		396,470.00		309,430.00		322,293.87	Expenditure on the house at 8 Gimlet Way is faster than expected, a timing variation.
Housing - Aged (Including Senior Citizens)		500.00		500.00		205.00		5,500.50	
Housing - Other (Including Joint Venture)		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>									
Housing - Shire (Staff and Rentals)	375,000.00		375,000.00		260,000.00		260,000.00		
Housing - Aged (Including Senior Citizens)	0.00		0.00		0.00		0.00		
Housing - Other (Including Joint Venture)	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>375,000.00</b>	<b>396,970.00</b>	<b>375,000.00</b>	<b>396,970.00</b>	<b>260,000.00</b>	<b>309,635.00</b>	<b>260,000.00</b>	<b>327,794.37</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>506,342.00</b>	<b>721,916.00</b>	<b>565,762.00</b>	<b>730,016.00</b>	<b>332,175.00</b>	<b>462,221.00</b>	<b>334,705.32</b>	<b>469,346.33</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 09 - HOUSING**  
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<b>HOUSING - SHIRE (STAFF AND RENTALS)</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Expenditure</b>	
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>OPERATING EXPENDITURE</b>										
2090100	Staff Housing Building Operations									
	BO035 5 Cruickshank Rd - Building Operations		4,050.00		4,050.00		2,270.00		2,114.16	
	BO036 11 Cruickshank Rd Principal Building Operations		2,700.00		2,700.00		2,699.00		1,810.03	
	BO037 15 Cruickshank Rd CEO Building Operations		7,800.00		7,800.00		5,181.00		3,168.26	
	BO038 25 Cruickshank Rd CPM Building Operations		5,200.00		5,200.00		2,790.00		2,601.34	
	BO039 1 Salmon Gum Alley Building Operations		3,500.00		3,500.00		2,180.00		2,117.05	
	BO040 4 Salmon Gum Alley Building Operations		6,650.00		6,650.00		3,306.00		3,644.07	
	BO041 8 Lansdell St Building Operations		7,300.00		7,300.00		5,272.00		2,829.33	
	BO043 25A Calder St Building Operations		1,993.00		1,993.00		1,315.00		2,022.15	
	BO044 25B Calder St Building Operations		2,800.00		2,800.00		1,655.00		1,346.64	
	BO045 12 Salmon Gum Alley (Lot 208 ) Building Op Exp		3,600.00		3,600.00		2,254.00		2,177.97	
	BO046 51 Maddock Street Building Operations		82.00		82.00		82.00		82.00	
	BO047 8 Gimlett Way Building Operations		1,300.00		1,300.00		500.00		596.77	
	<b>Total Building Operations</b>		<b>46,975.00</b>		<b>46,975.00</b>		<b>29,504.00</b>		<b>24,509.77</b>	
2090101	Staff Housing Building & Grounds Maintenance									
	BM035 5 Cruickshank Rd Building Maintenance		1,900.00		4,900.00		2,030.00		3,375.44	
	BM036 11 Cruickshank Rd Principal Building Maintenance		2,700.00		2,700.00		1,120.00		263.57	
	BM037 15 Cruickshank Rd CEO Building Maintenance		3,750.00		3,750.00		1,550.00		489.73	
	BM038 25 Cruickshank Rd CPM Building Maintenance		2,200.00		6,300.00		2,610.00		5,464.98	
	BM039 1 Salmon Gum Alley Building Maintenance		9,700.00		9,700.00		4,030.00		537.39	Includes new Carpets throughout \$4,800. Overhead Kitchen cupboards \$1,500.
	BM040 4 Salmon Gum Alley Building Maintenance		8,200.00		8,200.00		3,410.00		63.50	Includes relaying paving \$1,695, Replacing damaged beam in carport \$1,700 & Repair/replacement of fixed furniture & fittings \$800.
	BM041 8 Lansdell St Building Maintenance		3,300.00		3,300.00		1,360.00		126.81	
	BM043 25A Calder St Building Maintenance		2,400.00		2,400.00		990.00		33.49	
	BM044 25B Calder St Building Maintenance		5,250.00		5,250.00		2,180.00		0.00	
	BM045 12 Salmon Gum Alley (Lot 208) Building Maint Exp		1,700.00		1,700.00		700.00		732.96	
	BM046 51 Maddock Street Building Maintenance		0.00		0.00		0.00		0.00	
	BM047 8 Gimlett Way Building Maintenance		1,600.00		1,600.00		0.00		0.00	
	<b>Subtotal Building Maintenance</b>		<b>42,700.00</b>		<b>49,800.00</b>		<b>19,980.00</b>		<b>11,087.87</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 09 - HOUSING**  
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<b>HOUSING - SHIRE (STAFF AND RENTALS)</b> <b>(Continued)</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Expenditure</b>	
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>OPERATING EXPENDITURE (Continued)</b>										
GM035	5 Cruickshank Road Grounds Maintenance		800.00		800.00		325.00		0.00	
GM036	11 Cruickshank Road Grounds Maintenance		4,200.00		4,200.00		1,735.00		0.00	
GM037	15 Cruickshank Road Grounds Maintenance		900.00		900.00		365.00		212.43	
GM038	25 Cruickshank Road Grounds Maintenance		900.00		1,900.00		785.00		864.08	
GM039	1 Salmon Gum Alley Grounds Maintenance		800.00		800.00		325.00		0.00	
GM040	4 Salmon Gum Alley Grounds Maintenance		4,350.00		4,350.00		1,800.00		0.00	
GM041	8 Lansdell Street Grounds Maintenance		3,700.00		3,700.00		1,530.00		1,836.05	
GM043	25A Calder Street Grounds Maintenance		800.00		800.00		325.00		0.00	
GM044	25B Calder St Grounds Maintenance		1,350.00		1,350.00		555.00		0.00	
GM045	12 Salmon Gum Alley Grounds Maintenance		800.00		800.00		320.00		1,096.68	
GM046	51 Maddock Street Grounds Maintenance		0.00		0.00		0.00		0.00	
GM047	8 Gimlett Way Grounds Maintenance		750.00		750.00		0.00		0.00	
	Subtotal Grounds Maintenance		19,350.00		20,350.00		8,065.00		4,009.24	
2090102	Interest on Loan 124 Paid - Op Exp - Housing Shi		8,160.00		8,160.00		0.00		0.00	
2090192	Depreciation - Staff Housing		15,387.00		15,387.00		6,410.00		6,627.15	
2090199	Administration Allocated		47,340.00		47,340.00		19,725.00		21,149.01	
<b>Recovered amounts</b>										
2090198	Staff Housing Costs Recovered		(29,740.00)		(29,740.00)		(12,390.00)		(18,258.16)	
<b>OPERATING REVENUE</b>										
3090108	Income - 5 Cruickshank Road	5,480.00		5,860.00		2,435.00		2,102.18		
3090109	Income - 11 Cruickshank Road	15,080.00		15,080.00		6,280.00		6,338.59		
3090111	Income - 25 Cruickshank Road	4,420.00		4,420.00		1,840.00		1,637.65		
3090112	Income - 1 Salmon Gum Alley	0.00		14,320.00		5,960.00		5,972.82		The income from this house was omitted from the budget. An annual income of \$14,320 is expected. A budget amendment has been made.
3090114	Income - 25A Calder Street	7,060.00		7,060.00		2,940.00		2,696.48		
3090115	Income - 25B Calder Street	7,060.00		7,060.00		2,940.00		2,880.68		
3090116	Income - 8 Lansdell Street	20,020.00		27,820.00		11,590.00		17,050.00		The YTD Budget assumed an even spread of income. However it appears most income will be realised in the few months of the year with relatively little after that. A budget amendment as been made.
3090117	Income - 12 Salmon Gum Alley (Lot 208)	0.00		19,500.00		8,125.00		8,276.60		The income from this house was omitted from the budget. An annual income of \$19,500.00 is expected. A budget amendment has been made to recognise potential rental income for the latter part of the year.
3090120	8 Gimlett Way - Shire Houing (Staff & Rental) - Op Inc	0.00		17,420.00		0.00		0.00		The income from this house was not considered in the budget. An annual income of \$17,420.00 is expected. A budget amendment has been made.
<b>SUB-TOTAL</b>		<b>59,120.00</b>	<b>150,172.00</b>	<b>118,540.00</b>	<b>158,272.00</b>	<b>42,110.00</b>	<b>71,294.00</b>	<b>46,955.00</b>	<b>49,124.88</b>	



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<b>HOUSING - SHIRE (STAFF AND RENTALS)</b> <b>(Continued)</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Expenditure</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
4090150	Buildings (Capital) - Staff Housing									
BC037	15 Cruickshank Rd CEO Building Capital		9,000.00		9,000.00		1,996.00		0.00	Refurbish Bathroom. Funding \$9K from the Building & Residential Land Reserve via acct 5090152.
BC040	4 Salmon Gum Alley Building Capital		6,000.00		6,000.00		0.00		0.00	Refurbish Bathroom tiling.
BC047	8 Gimlett Way (Lot 203) Building Capital Exp - Housing Shire		366,000.00		366,215.00		307,612.00		322,508.87	House construction contract \$360,000. Funding \$260K from loan income in acct 5090154 and \$106K from the Building and Residential Land Reserve via acct 5090152. Timing - Expenditure is proceeding faster than expected.
<b><u>CAPITAL EXPENDITURE (Continued)</u></b>										
4090152	Buildings Works in Progress - Staff Housing		0.00		(215.00)		(178.00)		(215.00)	Recognition of expensed in the prior year to recognised in 18-19.
4090160	Loan Principal Repayment Exp - Loan 124 - Cap		15,470.00		15,470.00		0.00		0.00	
4090154	Transfer to Building and Residential Land Reserve - Cap Exp-Housing S		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>										
5090150	Proceeds on Disposal of Assets - Cap Inc - Hous	0.00		0.00		0.00		0.00		
5090152	Transfers From Building & Residential Land Rese	115,000.00		115,000.00		0.00		0.00		Funds for House Construction at 8 (Lot 203) Gimlett Way. Exp in BC047 \$106,000. Funds for water damage repairs 15 Cruickshank Rd. Exp in BC037 \$9,000.
5090153	Self Supporting Loan Principal Rec'd - Cap Inc -I-	0.00		0.00		0.00		0.00		
5090154	Loan Principal Rec'd Loan 124 - Cap Inc -Housin	260,000.00		260,000.00		260,000.00		260,000.00		Loan 124 for House Construction at 8 (Lot 203) Gimlett Way Exp in BC047 \$260,000.
<b>SUB-TOTAL</b>		<b>375,000.00</b>	<b>396,470.00</b>	<b>375,000.00</b>	<b>396,470.00</b>	<b>260,000.00</b>	<b>309,430.00</b>	<b>260,000.00</b>	<b>322,293.87</b>	
<b>TOTAL - HOUSING - SHIRE (STAFF AND RENTALS)</b>		<b>434,120.00</b>	<b>546,642.00</b>	<b>493,540.00</b>	<b>554,742.00</b>	<b>302,110.00</b>	<b>380,724.00</b>	<b>306,955.00</b>	<b>371,418.75</b>	



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HOUSING - AGED (INCLUDING SENIOR CITIZENS)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>										
2090200	Aged Housing Building Operations									
	BO061 Aged Unit 1 & 2 - Operations		1,100.00		1,100.00		1,099.00		904.40	
	BO063 Aged Unit 3 - Operations		800.00		800.00		800.00		688.10	
	BO064 Aged Unit 4 - Operations		800.00		800.00		800.00		688.12	
	BO065 Aged Unit 5 - Operations		1,000.00		1,000.00		1,000.00		623.40	
	BO066 Aged Unit 6 - Operations		800.00		800.00		800.00		623.42	
	BO067 Aged Unit 7 - Operations		1,100.00		1,100.00		866.00		765.93	
	BO068 Aged Unit 8 - Operations		700.00		700.00		700.00		877.83	
	BO069 Aged Unit 9 - Operations		2,250.00		2,250.00		1,399.00		1,302.97	
	BO070 Aged Unit 10 - Operations		2,250.00		2,250.00		1,399.00		1,305.16	
	BO071 Aged Unit Common - Operations		5,800.00		5,800.00		2,400.00		1,957.77	
	BO72 Aged Unit 11 - Operations		2,300.00		2,300.00		1,450.00		1,690.92	
	BO73 Aged Unit 12 - Operations		3,900.00		3,900.00		2,133.00		1,962.51	
2090201	Aged Housing Building & Grounds Maintenance									
	BM061 Aged Unit 1 & 2 - Maintenance		2,000.00		2,000.00		820.00		414.24	
	BM063 Aged Unit 3 - Maintenance				2,600.00		1,075.00		261.44	
	BM064 Aged Unit 4 - Maintenance		1,500.00		1,500.00		615.00		1,801.78	
	BM065 Aged Unit 5 - Maintenance		1,500.00		1,500.00		615.00		1,159.79	
	BM066 Aged Unit 6 - Maintenance		1,600.00		1,600.00		650.00		2,132.49	
	BM067 Aged Unit 7 - Maintenance		4,100.00		4,100.00		1,700.00		963.26	
	BM068 Aged Unit 8 - Maintenance		600.00		600.00		240.00		3,333.28	
	BM069 Aged Unit 9 - Maintenance		2,000.00		2,000.00		825.00		504.21	
	BM070 Aged Unit 10 - Maintenance		1,500.00		1,500.00		620.00		12.60	
	BM071 Aged Unit Common - Maintenance		1,600.00		1,600.00		660.00		4,373.18	
	BM072 Aged Unit 11- Maintenance		1,000.00		1,000.00		405.00		134.00	
	BM073 Aged Unit 12 - Maintenance		1,000.00		1,000.00		405.00		63.50	
	<u>Subtotal Building Maintenance</u>		<u>21,000.00</u>		<u>21,000.00</u>		<u>8,630.00</u>		<u>15,153.77</u>	
	GM061 Aged Unit 1 & 2 Grounds Maintenance		750.00		750.00		305.00		0.00	
	GM063 Aged Unit 3 Grounds Maintenance		500.00		500.00		195.00		0.00	
	GM064 Aged Unit 4 Grounds Maintenance		500.00		500.00		195.00		0.00	
	GM065 Aged Unit 5 Grounds Maintenance		500.00		500.00		190.00		0.00	
	GM066 Aged Unit 6 Grounds Maintenance		500.00		500.00		195.00		0.00	
	GM067 Aged Unit 7 Grounds Maintenance		700.00		700.00		280.00		0.00	
	GM068 Aged Unit 8 Grounds Maintenance		600.00		600.00		235.00		302.44	
	GM069 Aged Unit 9 Grounds Maintenance		1,000.00		1,000.00		410.00		270.40	
	GM070 Aged Unit 10 Grounds Maintenance		1,250.00		1,250.00		515.00		300.08	
	GM071 Aged Units Common Grounds Maintenance		6,450.00		6,450.00		2,680.00		4,108.16	
	GM072 Universal Unit 11 Grounds Maintenance		500.00		500.00		195.00		0.00	
	GM073 Universal Unit 12 Grounds Maintenance		500.00		500.00		195.00		216.89	
	<u>Subtotal Building Maintenance</u>		<u>13,750.00</u>		<u>13,750.00</u>		<u>5,590.00</u>		<u>5,197.97</u>	
2090291	Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2090292	Depreciation - Aged Housing		4,904.00		4,904.00		2,040.00		2,092.33	
2090299	Administration Allocated		47,340.00		47,340.00		19,725.00		21,149.01	
<b>Recovered amounts</b>										
2090298	Aged Housing Costs Recovered		(10,400.00)		(10,400.00)		(4,330.00)		(80.34)	
<b>OPERATING REVENUE</b>										
3090201	Income - Aged Unit 1 & 2	4,290.00		4,290.00		1,785.00		1,480.00		
3090203	Income - Aged Unit 3	4,290.00		4,290.00		1,785.00		1,410.00		
3090204	Income - Aged Unit 4	4,290.00		4,290.00		1,785.00		1,397.50		
3090205	Income - Aged Unit 5	3,900.00		3,900.00		1,625.00		1,380.00		
3090206	Income - Aged Unit 6	3,900.00		3,900.00		1,625.00		1,350.00		
3090207	Income - Aged Unit 7	3,900.00		3,900.00		1,625.00		660.00		
3090208	Income - Aged Unit 8	3,900.00		3,900.00		1,625.00		180.00		
3090209	Income - Aged Unit 9	4,680.00		4,680.00		1,950.00		1,440.00		

CONFIRMED MINUTES: ORDINARY MEETING OF COUNCIL HELD 18 DECEMBER 2018



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**HOUSING - AGED (INCLUDING SENIOR CITIZENS)**  
**(Continued)**

**OPERATING REVENUE (Continued)**

3090210	Income - Aged Unit 10
3090211	Income - Aged Unit 11- Ferguson St
3090212	Income - Aged Unit 12 - Ferguson St
3090213	Contributions & Donations - Aged Housing
3090214	Other Reimbursements - Aged Housing
3090215	Grants - Aged Housing
3090216	Other Income - Aged Housing
3090290	Profit on Disposal of Assets

**SUB-TOTAL**

**CAPITAL EXPENDITURE**

4090250 Building (Capital) - Aged Housing

Jobs

BC061	Aged Unit 1 & 2 - Capital
BC063	Aged Unit 3 - Capital
BC064	Aged Unit 4 - Capital
BC065	Aged Unit 5 - Capital
BC066	Aged Unit 6 - Capital
BC067	Aged Unit 7 - Capital
BC068	Aged Unit 8 - Capital
BC069	Aged Unit 9 - Capital
BC070	Aged Unit 10 - Capital
BC071	Aged Unit Common - Capital
BC072	New Aged Unit 11 - Capital
BC073	New Aged Unit 12 - Capital

4090254 Transfers To Seniors Housing Reserve - Cap Exp

**CAPITAL REVENUE**

5090250	Proceeds on Disposal of Assets - Cap Inc - Hous
5090253	Transfers From Seniors Housing Reserve

**SUB-TOTAL**

**TOTAL - HOUSING - AGED (INCLUDING SENIOR CITIZENS)**

Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
\$	\$	\$	\$	\$	\$	\$	\$	
4,680.00		4,680.00		1,950.00		1,200.00		
5,876.00		5,876.00		2,445.00		2,226.00		
4,030.00		4,030.00		1,675.00		2,580.40		
0.00		0.00		0.00		0.00		
0.00		0.00		0.00		200.00		
0.00		0.00		0.00		0.00		
0.00		0.00		0.00		0.00		
0.00		0.00		0.00		0.00		
47,736.00	99,394.00	47,736.00	99,394.00	19,875.00	46,501.00	15,503.90	56,903.27	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		5,335.00	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	500.00		500.00		205.00		165.50	
0.00		0.00		0.00		0.00		
0.00		0.00		0.00		0.00		
0.00	500.00	0.00	500.00	0.00	205.00	0.00	5,500.50	
47,736.00	99,894.00	47,736.00	99,894.00	19,875.00	46,706.00	15,503.90	62,403.77	



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HOUSING - OTHER (INCLUDING JOINT VENTURE)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>OPERATING EXPENDITURE</b>										
2090300	Community Housing - Singles JV - Building Opera <b>Jobs</b>									
BO101	JV Singles Unit 1 - Operations		2,100.00		2,100.00		1,399.00		1,248.06	
BO102	JV Singles Unit 2 - Operations		2,900.00		2,900.00		1,729.00		1,968.59	
BO103	JV Singles Unit 3 - Operations		2,600.00		2,600.00		1,724.00		1,722.60	
BO104	JV Singles Unit 4 - Operations		2,300.00		2,300.00		1,515.00		2,074.36	
BO105	JV Singles Unit Common - Operations		700.00		700.00		290.00		278.55	
2090301	Community Housing - Singles JV - Building & Groi <b>Jobs</b>									
BM101	JV Singles Unit 1 - Maintenance		1,100.00		1,100.00		450.00		133.98	
BM102	JV Singles Unit 2 - Maintenance		1,200.00		1,200.00		490.00		234.18	
BM103	JV Singles Unit 3 - Maintenance		3,000.00		3,000.00		1,240.00		2,202.38	
BM104	JV Singles Unit 4 - Maintenance		1,800.00		1,800.00		740.00		677.66	
BM105	JV Singles Unit Common - Maintenance		800.00		800.00		320.00		38.85	
GM101	JV Singles Unit 1 Grounds Maintenance		500.00		500.00		195.00		0.00	
GM102	JV Singles Unit 2 Grounds Maintenance		500.00		500.00		195.00		0.00	
GM103	JV Singles Unit 3 Grounds Maintenance		500.00		500.00		195.00		0.00	
GM104	JV Singles Unit 4 Grounds Maintenance		400.00		400.00		155.00		0.00	
GM105	JV Singles Unit Common Grounds Maintenance		500.00		500.00		195.00		2,446.58	
2090302	Community Housing - Family JV Building Operatio <b>Jobs</b>									
BO120	JV Family - 6 Lansdell St - Operations		3,100.00		3,100.00		1,989.00		1,839.60	
BO121	JV Family - 12 White St - Operations		2,550.00		2,550.00		1,675.00		1,730.23	
2090303	Community Housing - Family JV - Building & Grou <b>Jobs</b>									
BM120	JV Family - 6 Lansdell St - Maintenance		4,800.00		4,800.00		1,985.00		0.00	Includes replacing floor coverings - Dining Entry & Kitchen \$3,000 & Flyscreens \$500.
BM121	JV Family - 12 White St - Maintenance		1,800.00		1,800.00		740.00		0.00	
GM120	6 Lansdell Street Grounds Maintenance		500.00		500.00		195.00		0.00	
GM121	12 White Street Grounds Maintenance		500.00		500.00		195.00		0.00	
2090391	Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2090392	Depreciation - Other Housing		1,710.00		1,710.00		710.00		715.78	
2090399	Administration Allocated		47,340.00		47,340.00		19,725.00		21,149.01	
<b>Recovered amounts</b>										
2090398	Other Housing Costs Recovered - Op Exp - Housi		(7,820.00)		(7,820.00)		(3,255.00)		(2,936.60)	
<b>OPERATING REVENUE</b>										
3090300	Income - JV Singles Unit 1 Cruickshank Road	7,330.00		7,330.00		3,050.00		2,006.13		
3090301	Income - JV Singles Unit 2 Cruickshank Road	50.00		50.00		20.00		2,666.24		
3090302	Income - JV Singles Unit 3 Cruickshank Road	3,640.00		3,640.00		1,515.00		1,860.00		
3090303	Income - JV Singles Unit 4 Cruickshank Road	3,640.00		3,640.00		1,515.00		1,860.00		
3090304	Income - JV Family Housing - 6 Lansdell Street	3,900.00		3,900.00		1,625.00		1,860.00		
3090305	Income - JV Family Housing - 12 White Street	5,926.00		5,926.00		2,465.00		1,994.05		
3090311	Contributions & Donations - Other Housing	0.00		0.00		0.00		0.00		
3090312	Other Reimbursements Rec'd - Op Inc - Other Housing	0.00		0.00		0.00		0.00		
3090313	Grants - Other Housing	0.00		0.00		0.00		0.00		
3090314	Other Income - Other Housing	0.00		0.00		0.00		0.00		
3090390	Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>24,486.00</b>	<b>75,380.00</b>	<b>24,486.00</b>	<b>75,380.00</b>	<b>10,190.00</b>	<b>34,791.00</b>	<b>12,246.42</b>	<b>35,523.81</b>	

CONFIRMED MINUTES: ORDINARY MEETING OF COUNCIL HELD 18 DECEMBER 2018



**SHIRE OF MUKINBUDIN**  
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<b>HOUSING - OTHER (INCLUDING JOINT VENTURE)</b> <b>(Continued)</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue</b> <b>\$</b>	<b>Expenditure</b> <b>\$</b>	<b>Revenue</b> <b>\$</b>	<b>Expenditure</b> <b>\$</b>	<b>Revenue</b> <b>\$</b>	<b>Expenditure</b> <b>\$</b>	<b>Revenue</b> <b>\$</b>	<b>Expenditure</b> <b>\$</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
4090350	Building (Capital) - Housing Other									
BC101	JV Singles Unit 1 - Capital		0.00		0.00		0.00		0.00	
BC102	JV Singles Unit 2 - Capital		0.00		0.00		0.00		0.00	
BC103	JV Singles Unit 3 - Capital		0.00		0.00		0.00		0.00	
BC104	JV Singles Unit 4 - Capital		0.00		0.00		0.00		0.00	
BC120	JV Family - 6 Lansdell St - Capital		0.00		0.00		0.00		0.00	
BC121	JV Family - 12 White St - Capital		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>										
5090350	Proceeds on Disposal of Assets - Cap Inc - Housir	0.00		0.00		0.00		0.00		
5090352	Transfers From Building Reserve	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - HOUSING - OTHER (INCLUDING JOINT VENTURE)</b>		<b>24,486.00</b>	<b>75,380.00</b>	<b>24,486.00</b>	<b>75,380.00</b>	<b>10,190.00</b>	<b>34,791.00</b>	<b>12,246.42</b>	<b>35,523.81</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 10 - COMMUNITY AMENITIES**  
**Financial Statement for Period Ended**  
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PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
Sanitation - Household Refuse		64,101.00		64,101.00		26,685.00		23,955.82	The most significant reduction in expenditure component is expenditure of funds allocated for fencing and revegetation from the 2017-2018 grant which are \$8,670 less than expected for this time of the year.
Sanitation - Other		28,334.00		28,334.00		11,785.00		16,613.98	
Sewerage		0.00		0.00		0.00		0.00	
Urban Stormwater Drainage		9,734.00		9,734.00		4,050.00		2,114.91	
Protection of the Environment		26,570.00		26,870.00		19,539.00		10,866.43	
Town Planning & Regional Development		5,867.00		5,867.00		2,440.00		1,057.46	
Community Development		50,517.00		50,517.00		21,040.00		20,173.57	
Other Community Amenities		50,881.00		50,881.00		21,320.00		24,241.85	
<b>OPERATING REVENUE</b>									
Sanitation - Household Refuse	50,940.00		50,940.00		50,940.00		50,935.00		Refuse and recycling collection service income was raised with rates in September.
Sanitation - Other	21,850.00		21,850.00		21,555.00		21,350.00		Refuse and recycling collection service income was raised with rates in September.
Sewerage	0.00		0.00		0.00		0.00		
Urban Stormwater Drainage	0.00		0.00		0.00		0.00		
Protection of the Environment	0.00		0.00		0.00		0.00		
Town Planning & Regional Development	500.00		500.00		205.00		179.40		
Community Development	0.00		0.00		0.00		0.00		
Other Community Amenities	3,000.00		3,000.00		1,250.00		249.35		
<b>SUB-TOTAL</b>	<b>76,290.00</b>	<b>236,004.00</b>	<b>76,290.00</b>	<b>236,304.00</b>	<b>73,950.00</b>	<b>106,859.00</b>	<b>72,713.75</b>	<b>99,024.02</b>	
<b>CAPITAL EXPENDITURE</b>									
Sanitation - Household Refuse		0.00		0.00		0.00		0.00	
Sanitation - Other		0.00		0.00		0.00		0.00	
Sewerage		0.00		0.00		0.00		0.00	
Urban Stormwater Drainage		0.00		0.00		0.00		0.00	
Protection of the Environment		0.00		0.00		0.00		0.00	
Town Planning & Regional Development		0.00		0.00		0.00		0.00	
Community Development		0.00		0.00		0.00		0.00	
Other Community Amenities		3,000.00		3,000.00		1,080.00		0.00	
<b>CAPITAL REVENUE</b>									
Sanitation - Household Refuse	0.00		0.00		0.00		0.00		
Sanitation - Other	0.00		0.00		0.00		0.00		
Sewerage	0.00		0.00		0.00		0.00		
Urban Stormwater Drainage	0.00		0.00		0.00		0.00		
Protection of the Environment	14,336.00		14,336.00		14,336.00		0.00		▲ The transfer from the Unspent Grants Reserve funds for fencing and revegetation (Inc 131007030, Exp 121007130) which was received in late May 2018 has not taken place yet. Funds will be transferred when expenditure equals or exceeds funds held in reserve or when expenditure is completed, a timing variation.
Town Planning & Regional Development	0.00		0.00		0.00		0.00		
Community Development	0.00		0.00		0.00		0.00		
Other Community Amenities	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>14,336.00</b>	<b>3,000.00</b>	<b>14,336.00</b>	<b>3,000.00</b>	<b>14,336.00</b>	<b>1,080.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>90,626.00</b>	<b>239,004.00</b>	<b>90,626.00</b>	<b>239,304.00</b>	<b>88,286.00</b>	<b>107,939.00</b>	<b>72,713.75</b>	<b>99,024.02</b>	

CONFIRMED MINUTES: ORDINARY MEETING OF COUNCIL HELD 18 DECEMBER 2018



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 10 - COMMUNITY AMENITIES**  
**Financial Statement for Period Ended**  
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<b>SANITATION - HOUSEHOLD REFUSE</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>OPERATING EXPENDITURE</u></b>										
2100100	Domestic Refuse Collection <b>Jobs</b>									
	<b>W010 Domestic Refuse Collection</b>		20,000.00		20,000.00		8,330.00		7,929.85	
2100102	Refuse Site Maintenance <b>Jobs</b>									
	<b>W011 Refuse Site Maintenance</b>		20,000.00		20,000.00		8,320.00		5,722.71	
2100103	Domestic Recycling Collection <b>Jobs</b>									
	<b>W012 Domestic Recycling Collection</b>		17,000.00		17,000.00		7,080.00		7,130.91	
2100192	Depreciation - Sanitation Household		0.00		0.00		0.00		0.00	
2100199	Administration Allocated		7,101.00		7,101.00		2,955.00		3,172.35	
<b><u>OPERATING REVENUE</u></b>										
3100100	Domestic Refuse Collection Charges	27,560.00		27,560.00		27,560.00		27,555.00		Refuse and recycling collection service income was raised with rates in September.
3100101	Domestic Services (Additional)	0.00		0.00		0.00		0.00		
3100102	Domestic Recycling Collection Charges	23,380.00		23,380.00		23,380.00		23,380.00		Refuse and recycling collection service income was raised with rates in September.
<b>SUB-TOTAL</b>		<b>50,940.00</b>	<b>64,101.00</b>	<b>50,940.00</b>	<b>64,101.00</b>	<b>50,940.00</b>	<b>26,685.00</b>	<b>50,935.00</b>	<b>23,955.82</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
4100112	Infrastructure Other New Cap Exp - Sanitation <b>Jobs</b>									
	<b>IO012 Refuse Site New Other Infra Cap Exp</b>		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>										
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - SANITATION - HOUSEHOLD REFUSE</b>		<b>50,940.00</b>	<b>64,101.00</b>	<b>50,940.00</b>	<b>64,101.00</b>	<b>50,940.00</b>	<b>26,685.00</b>	<b>50,935.00</b>	<b>23,955.82</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 10 - COMMUNITY AMENITIES**  
**Financial Statement for Period Ended**  
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<b>SANITATION - OTHER</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>OPERATING EXPENDITURE</u></b>										
2100200	Commercial Refuse Collection									
	W020 Commercial Refuse Collection		8,000.00		8,000.00		3,330.00		3,234.00	
2100201	Refuse Collection - Street Bins									
	W021 Refuse Collection - Street Bins		5,200.00		5,200.00		2,155.00		7,765.69	
2100202	Trade/Industrial Recycling Collection									
	W022 Trade/Industrial Recycling Collection		9,000.00		9,000.00		3,750.00		2,445.53	
2100203	Recycling Refuse Collection									
	W023 Recycling Refuse Collection		1,400.00		1,400.00		580.00		961.05	
2100205	Purchase of Street Bins		0.00		0.00		0.00		0.00	
2100206	Purchase of Bins (Sulo and Other)		0.00		0.00		0.00		92.80	
2100292	Depreciation - Sanitation Other		0.00		0.00		0.00		0.00	
2100299	Administration Allocated		4,734.00		4,734.00		1,970.00		2,114.91	
<b><u>OPERATING REVENUE</u></b>										
3100200	Commercial Collection Charge	11,550.00		11,550.00		11,550.00		11,550.00		Refuse and recycling collection service income was raised with rates in September.
3100201	Commercial Collection Charge (Additional)	0.00		0.00		0.00		0.00		
3100202	Non-Rateable Collection Charge	0.00		0.00		0.00		0.00		
3100203	Non Rateable Collection Charge (Additional)	0.00		0.00		0.00		0.00		
3100204	Commercial Recycling Collection Charges	9,800.00		9,800.00		9,800.00		9,800.00		Refuse and recycling collection service income was raised with rates in September.
3100205	Sale of Sulo Bins	0.00		0.00		0.00		0.00		
3100206	Disposal of Asbestos and Other Misc Fill at F	500.00		500.00		205.00		0.00		
<b>SUB-TOTAL</b>		<b>21,850.00</b>	<b>28,334.00</b>	<b>21,850.00</b>	<b>28,334.00</b>	<b>21,555.00</b>	<b>11,785.00</b>	<b>21,350.00</b>	<b>16,613.98</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
<b><u>CAPITAL REVENUE</u></b>										
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - SANITATION - OTHER</b>		<b>21,850.00</b>	<b>28,334.00</b>	<b>21,850.00</b>	<b>28,334.00</b>	<b>21,555.00</b>	<b>11,785.00</b>	<b>21,350.00</b>	<b>16,613.98</b>	



**SHIRE OF MUKINBUDIN**  
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<b>URBAN STORMWATER DRAINAGE</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>OPERATING EXPENDITURE</u></b>										
2100601	Stormwater Drainage Maintenance									
	W030 Stormwater Drainage Maintenance		5,000.00		5,000.00		2,080.00		0.00	
2100692	Depreciation - Stormwater Drainage		0.00		0.00		0.00		0.00	
2100699	Administration Allocated		4,734.00		4,734.00		1,970.00		2,114.91	
<b><u>OPERATING REVENUE</u></b>										
<b>SUB-TOTAL</b>		0.00	9,734.00	0.00	9,734.00	0.00	4,050.00	0.00	2,114.91	
<b><u>CAPITAL EXPENDITURE</u></b>										
<b><u>CAPITAL REVENUE</u></b>										
<b>SUB-TOTAL</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL - URBAN STORMWATER DRAINAGE</b>		0.00	9,734.00	0.00	9,734.00	0.00	4,050.00	0.00	2,114.91	



**SHIRE OF MUKINBUDIN**  
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<b>PROTECTION OF THE ENVIRONMENT</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>OPERATING EXPENDITURE</u></b>										
2100700	NRM Officer Wages		0.00		0.00		0.00		1,054.61	Incorrect posting, will be journalled to 2100705.
2100701	NRM Officer Superannuation		0.00		0.00		0.00		0.00	
2100702	NRM Other Employee Expenses		0.00		0.00		0.00		0.00	
2100703	NRM Officer Travel/Vehicle		0.00		0.00		0.00		0.00	
2100704	Eastern Wheatbelt Declared Species Group		0.00		0.00		0.00		0.00	
2100705	Project Contract & Other Expenses - Protect of Environ		7,500.00		7,500.00		3,120.00		1,563.70	Contract Part Time Officer
2100706	Abandoned Vehicles/Environment		0.00		0.00		0.00		0.00	
2100707	Barbalin Translocation Project									
	<b>BARB Barbalin Translocation Project</b>		<b>0.00</b>		<b>300.00</b>		<b>115.00</b>		<b>469.21</b>	
2100709	Herbarium Expenses		0.00		0.00		0.00		0.00	
2100713	Grant Funded Operational Expenses (Inc in Acct 3100703)-Protect o		14,336.00		14,336.00		14,334.00		5,664.00	Funds allocated for fencing and revegetation from the 17-18 grant. From Reserve via acct 5100703.
2100792	Depreciation - Protection of the Environment		0.00		0.00		0.00		0.00	
2100799	Administration Allocated		4,734.00		4,734.00		1,970.00		2,114.91	
<b><u>OPERATING REVENUE</u></b>										
3100701	Contributions & Donations - Environment	0.00		0.00		0.00		0.00		
3100702	Reimbursements - Environment	0.00		0.00		0.00		0.00		
3100703	Grants NRM and Other (Exp in Acct 2100713) - Op I	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>26,570.00</b>	<b>0.00</b>	<b>26,870.00</b>	<b>0.00</b>	<b>19,539.00</b>	<b>0.00</b>	<b>10,866.43</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
4100703	Transfer to Unspent Grant Reserve - Cap Exp - Prot of Environ		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>										
5100703	Transfers From Unspent Grant Reserve - Cap Inc - F	14,336.00		14,336.00		14,336.00		0.00		▲ The transfer from the Unspent Grants Reserve funds for fencing and revegetation (Inc 131007030, Exp 121007130) which was received in late May 2018 has not taken place yet. Funds will be transferred when expenditure equals or exceeds funds held in reserve or when expenditure is completed, a timing variation.
<b>SUB-TOTAL</b>		<b>14,336.00</b>	<b>0.00</b>	<b>14,336.00</b>	<b>0.00</b>	<b>14,336.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - PROTECTION OF THE ENVIRONMENT</b>		<b>14,336.00</b>	<b>26,570.00</b>	<b>14,336.00</b>	<b>26,870.00</b>	<b>14,336.00</b>	<b>19,539.00</b>	<b>0.00</b>	<b>10,866.43</b>	



**SHIRE OF MUKINBUDIN**  
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TOWN PLANNING & REG. DEVELOP.	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b><u>OPERATING EXPENDITURE</u></b>									
2100800 Town Planning Scheme Expenses		3,500.00		3,500.00		1,455.00		0.00	
2100899 Administration Allocated		2,367.00		2,367.00		985.00		1,057.46	
<b><u>OPERATING REVENUE</u></b>									
3100800 Planning Application Fees	500.00		500.00		205.00		179.40		
<b>SUB-TOTAL</b>	<b>500.00</b>	<b>5,867.00</b>	<b>500.00</b>	<b>5,867.00</b>	<b>205.00</b>	<b>2,440.00</b>	<b>179.40</b>	<b>1,057.46</b>	
<b><u>CAPITAL EXPENDITURE</u></b>									
<b><u>CAPITAL REVENUE</u></b>									
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - TOWN PLANNING &amp; REG. DEVELOP.</b>	<b>500.00</b>	<b>5,867.00</b>	<b>500.00</b>	<b>5,867.00</b>	<b>205.00</b>	<b>2,440.00</b>	<b>179.40</b>	<b>1,057.46</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 10 - COMMUNITY AMENITIES**  
**Financial Statement for Period Ended**  
**30 November 2018**

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<b>COMMUNITY DEVELOPMENT</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>OPERATING EXPENDITURE</u></b>										
2100900	Community Development Staff Salaries & Related Exp - Op Exp - Comm Dev		45,700.00		45,700.00		19,040.00		19,116.11	
2100910	Community Development/Events		450.00		450.00		185.00		0.00	
2100911	Community Groups Funding Programme (Donations)		2,000.00		2,000.00		830.00		0.00	
2100999	Administration Allocated		2,367.00		2,367.00		985.00		1,057.46	
<b><u>OPERATING REVENUE</u></b>										
3100900	Contributions & Donations - Community Development	0.00		0.00		0.00		0.00		
3100901	Reimbursements - Community Development	0.00		0.00		0.00		0.00		
3100902	Grants - Community Development	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>50,517.00</b>	<b>0.00</b>	<b>50,517.00</b>	<b>0.00</b>	<b>21,040.00</b>	<b>0.00</b>	<b>20,173.57</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
<b><u>CAPITAL REVENUE</u></b>										
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - COMMUNITY DEVELOPMENT</b>		<b>0.00</b>	<b>50,517.00</b>	<b>0.00</b>	<b>50,517.00</b>	<b>0.00</b>	<b>21,040.00</b>	<b>0.00</b>	<b>20,173.57</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 10 - COMMUNITY AMENITIES**  
**Financial Statement for Period Ended**  
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OTHER COMMUNITY AMENITIES			Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
			Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>											
2101000	Cemetery Maintenance/Operations	<b>Jobs</b>									
	W040 Cemetery Maintenance/Operations			8,500.00		8,500.00		3,525.00		6,200.74	
2101002	Public Conveniences Operations	<b>Jobs</b>									
	BO150 Railway Station Toilet - Operations			13,000.00		13,000.00		5,553.00		5,553.06	
	BO151 Town Park Toilet - Operations			3,000.00		3,000.00		1,263.00		1,658.53	
	BO152 Beringbooding Rock Toilet			241.00		241.00		124.00		45.20	
	BO153 Weira Reserve Toilet Operational Expenses			554.00		554.00		230.00		176.76	
	BO154 Do Not Use See W081- (Was Wattoning Historical Site)			0.00		0.00		0.00		0.00	
2101003	Public Conveniences Maintenance	<b>Jobs</b>									
	BM150 Railway Station Toilet - Maintenance			3,000.00		3,000.00		1,240.00		1,113.10	
	BM151 Town Park Toilet - Maintenance			650.00		650.00		260.00		339.50	
	BM152 Beringbooding Rock Toilet			150.00		150.00		60.00		0.00	
	BM153 Weira Reserve Toilet Maint Exp			550.00		550.00		220.00		0.00	
	BM154 Do Not Use See W081 - (Was Wattoning Historical Site)			0.00		0.00		0.00		0.00	
2101004	Other Community Amenity Maintenance			0.00		0.00		0.00		0.00	
2101015	Dry Season Funding Expenditure			0.00		0.00		0.00		0.00	
2101017	Grant Funding Expenditure			0.00		0.00		0.00		0.00	
2101091	Loss on Disposal of Assets			0.00		0.00		0.00		0.00	
2101092	Depreciation - Other Community Amenities			2,300.00		2,300.00		955.00		695.36	
2101099	Administration Allocated			18,936.00		18,936.00		7,890.00		8,459.60	
<b>OPERATING REVENUE</b>											
3101000	Cemetery Charges (Inc GST)		3,000.00		3,000.00		1,250.00		249.35		
3101001	Cemetery Charges (Exc GST)		0.00		0.00		0.00		0.00		
3101002	Industrial Units Rental		0.00		0.00		0.00		0.00		
3101003	Contributions & Donations - Other Community		0.00		0.00		0.00		0.00		
3101004	Reimbursements - Other Community		0.00		0.00		0.00		0.00		
3101005	Grants - Other Community		0.00		0.00		0.00		0.00		
3101006	Dry Season Funding Grant		0.00		0.00		0.00		0.00		
3101007	Grain Proceeds - Farming		0.00		0.00		0.00		0.00		
3101090	Profit on Disposal of Assets		0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>			<b>3,000.00</b>	<b>50,881.00</b>	<b>3,000.00</b>	<b>50,881.00</b>	<b>1,250.00</b>	<b>21,320.00</b>	<b>249.35</b>	<b>24,241.85</b>	
<b>CAPITAL EXPENDITURE</b>											
4101050	Building (Capital) - Other Community Amenit	<b>Jobs</b>									
	BC150 Railway Station Toilet - Capital			0.00		0.00		0.00		0.00	
	BC151 Town Park Toilet - Capital			0.00		0.00		0.00		0.00	
4101060	Infrastructure Other (Capital) - Other Commu	<b>Jobs</b>									
	IO040 Cemetery Capital			3,000.00		3,000.00		1,080.00		0.00	
<b>CAPITAL REVENUE</b>											
5101050	Proceeds on Disposal of Assets - Cap Inc - (		0.00		0.00		0.00		0.00		
5101052	Transfers From Building Reserve		0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>			<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>1,080.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - OTHER COMMUNITY AMENITIES</b>			<b>3,000.00</b>	<b>53,881.00</b>	<b>3,000.00</b>	<b>53,881.00</b>	<b>1,250.00</b>	<b>22,400.00</b>	<b>249.35</b>	<b>24,241.85</b>	

CONFIRMED MINUTES: ORDINARY MEETING OF COUNCIL HELD 18 DECEMBER 2018



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 11 - RECREATION & CULTURE**  
**Financial Statement for Period Ended**  
**30 November 2018**

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b><u>OPERATING EXPENDITURE</u></b>									
Public Halls and Civic Centres		87,577.00		93,177.00		44,710.00		43,880.05	
Swimming Areas & Beaches		270,663.00		267,785.00		119,366.00		115,018.43	
Other Recreation & Sport		421,950.00		426,150.00		185,578.00		202,689.95	Higher Grounds Maintenance expenses and general Parks & Gardens Maintenance expenses in Other Recreation and Sport.
Television and Radio Rebroadcasting		6,480.00		6,480.00		3,251.00		3,404.85	
Libraries		17,626.00		17,626.00		8,230.00		8,568.08	
Heritage		3,367.00		5,867.00		1,380.00		1,857.48	
Other Culture		20,234.00		21,904.00		15,475.00		8,795.97	
<b><u>OPERATING REVENUE</u></b>									
Public Halls and Civic Centres	5,363.00		5,363.00		2,139.00		454.59		
Swimming Areas & Beaches	19,700.00		19,700.00		6,990.00		9,480.78		
Other Recreation & Sport	15,914.00		21,854.00		13,234.00		7,999.41		
Television and Radio Rebroadcasting	0.00		0.00		0.00		0.00		
Libraries	225.00		225.00		90.00		56.36		
Heritage	0.00		0.00		0.00		0.00		
Other Culture	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>41,202.00</b>	<b>827,897.00</b>	<b>47,142.00</b>	<b>838,989.00</b>	<b>22,453.00</b>	<b>377,990.00</b>	<b>17,991.14</b>	<b>384,214.81</b>	
<b><u>CAPITAL EXPENDITURE</u></b>									
Public Halls and Civic Centres		0.00		6,500.00		0.00		2,499.21	
Swimming Areas & Beaches		26,490.00		47,490.00		21,490.00		3,714.14	▼ The annual transfer to reserve has not yet taken place. A timing variation.
Other Recreation & Sport		15,761.00		15,761.00		7,880.00		7,766.50	
Television and Radio Rebroadcasting		0.00		0.00		0.00		0.00	
Libraries		0.00		0.00		0.00		0.00	
Heritage		0.00		0.00		0.00		0.00	
Other Culture		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>									
Public Halls and Civic Centres	0.00		0.00		0.00		0.00		
Swimming Areas & Beaches	0.00		0.00		0.00		0.00		
Other Recreation & Sport	0.00		0.00		0.00		0.00		
Television and Radio Rebroadcasting	0.00		0.00		0.00		0.00		
Libraries	0.00		0.00		0.00		0.00		
Heritage	0.00		0.00		0.00		0.00		
Other Culture	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>42,251.00</b>	<b>0.00</b>	<b>69,751.00</b>	<b>0.00</b>	<b>29,370.00</b>	<b>0.00</b>	<b>13,979.85</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>41,202.00</b>	<b>870,148.00</b>	<b>47,142.00</b>	<b>908,740.00</b>	<b>22,453.00</b>	<b>407,360.00</b>	<b>17,991.14</b>	<b>398,194.66</b>	

CONFIRMED MINUTES: ORDINARY MEETING OF COUNCIL HELD 18 DECEMBER 2018



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 11 - RECREATION & CULTURE**  
**Financial Statement for Period Ended**  
**30 November 2018**

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<b>PUBLIC HALLS AND CIVIC CENTRES</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b>OPERATING EXPENDITURE</b>										
2110100	Town Halls and Public Bldg Operations <b>Jobs</b>									
BO200	Memorial/Community Centre Hall Building Operations		13,750.00		13,750.00		9,921.00		9,165.79	
BO201	Sandalwood Arts Hall Building Operations		2,100.00		2,100.00		1,515.00		1,433.30	
BO202	Bonnie Rock Hall Building Operations		1,200.00		1,200.00		990.00		1,383.36	
BO203	Community Centre Hall Building Operations (Use BO200)		0.00		0.00		0.00		0.00	
BO204	Railway Station Building Operations		1,000.00		1,000.00		825.00		867.07	
BO205	Mukinbudin Community (Men's) Shed Building Operations		1,200.00		1,200.00		708.00		1,102.46	
BO206	Anglican Church Building Operations - Op Exp		400.00		400.00		383.00		379.04	
2110101	Town Halls and Public Bldg & Grounds Maint. <b>Jobs</b>									
BM200	Memorial/Community Centre Hall Building Maintenance		10,000.00		10,000.00		3,983.00		636.53	
BM201	Sandalwood Arts Hall Building Maintenance		3,000.00		3,000.00		1,235.00		0.00	
BM202	Bonnie Rock Hall Building Maintenance		900.00		3,400.00		1,405.00		4,478.09	Additional maintenance and electrical repairs. A budget amendment has been made, a further amendment may be required.
BM203	Community Centre Hall Building Maintenance (Use BM200)		0.00		0.00		0.00		0.00	
BM204	Railway Station Building Maintenance		1,000.00		1,000.00		405.00		0.00	
BM205	Mukinbudin Community (Men's) Shed Building Maintenance		1,000.00		1,000.00		410.00		378.09	
BM206	ANGLICAN CHURCH BUILDING MAINTENANCE		0.00		0.00		0.00		0.00	
GM200	Memorial Hall/ Community Centre Grounds Maintenance		2,000.00		4,300.00		1,780.00		4,753.89	Additional Works Crew and related expenses. A budget amendment has been made, a further amendment may be required.
GM201	Sandalwood Arts Hall Grounds Maintenance		9,000.00		9,000.00		3,740.00		0.00	
GM202	Bonnie Rock Town Hall Grounds Maintenance		1,000.00		1,800.00		745.00		1,988.10	Shade sail repairs and associated costs. A budget amendment has been made, a further amendment may be required.
GM205	Mukinbudin Community Men's Shed Grounds Maintenance		300.00		300.00		115.00		71.18	
GM206	Anglican Church Grounds Maintenance		0.00		0.00		0.00		0.00	
2110192	Depreciation - Public Halls and Civic Centres		20,791.00		20,791.00		8,660.00		8,783.55	
2110199	Administration Allocated		18,936.00		18,936.00		7,890.00		8,459.60	
<b>OPERATING REVENUE</b>										
3110100	Town Hall Hire Income	350.00		350.00		145.00		159.11		
3110102	Community Centre Hire Income	0.00		0.00		0.00		0.00		
3110103	Sandalwood Arts Hall Income	5,013.00		5,013.00		1,994.00		295.48		
3110104	Railway Station Income	0.00		0.00		0.00		0.00		
3110105	Govt Grants - Public Halls & Civic Centres	0.00		0.00		0.00		0.00		
3110106	Reimbursements - Public Halls & Civic Centres	0.00		0.00		0.00		0.00		
3110107	Income - Mukinbudin Community (Men's) Shed	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>5,363.00</b>	<b>87,577.00</b>	<b>5,363.00</b>	<b>93,177.00</b>	<b>2,139.00</b>	<b>44,710.00</b>	<b>454.59</b>	<b>43,880.05</b>	

CONFIRMED MINUTES: ORDINARY MEETING OF COUNCIL HELD 18 DECEMBER 2018



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 11 - RECREATION & CULTURE**  
**Financial Statement for Period Ended**  
**30 November 2018**

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<b>PUBLIC HALLS AND CIVIC CENTRES (Continued)</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
4110150	Building (Capital) - Public Halls & Civic Centres									A budget amendment has been made to upgrade of the Railway Station electrical and plumbing services. Unexpected expenditure to facilitate the new Mens' Shed building. Budget amendments will be requires for this expense and to recognise the value of the new building.
BC200	Memorial Hall Building Capital		0.00		0.00		0.00		0.00	
BC201	Sandalwood Arts Hall Building Capital		0.00		0.00		0.00		0.00	
BC202	Bonnie Rock Hall Building Capital		0.00		0.00		0.00		0.00	
BC203	Community Centre Hall Building Capital		0.00		0.00		0.00		0.00	
BC204	Railway Station Building Capital		0.00		6,500.00		0.00		0.00	
BC205	Mukinbudin Community (Men's) Shed Building Capital		0.00		0.00		0.00		2,499.21	
BC206	Town Hall Butterfly Park Building Capital		0.00		0.00		0.00		0.00	
4110155	Furniture & Equipment (Capital) - Public Halls & Civic Centres		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>										
5110150	Transfers From Building Reserve	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,499.21</b>	
<b>TOTAL - PUBLIC HALLS AND CIVIC CENTRES</b>		<b>5,363.00</b>	<b>87,577.00</b>	<b>5,363.00</b>	<b>99,677.00</b>	<b>2,139.00</b>	<b>44,710.00</b>	<b>454.59</b>	<b>46,379.26</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 11 - RECREATION & CULTURE**  
**Financial Statement for Period Ended**  
**30 November 2018**

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SWIMMING AREAS & BEACHES		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>										
2110200	Swimming Pool - Salaries		61,726.00		61,726.00		25,715.00		24,930.64	
2110201	Swimming Pool - Superannuation		5,800.00		5,800.00		2,415.00		2,378.39	
2110202	Swimming Pool - Training & Conferences		2,650.00		2,650.00		1,748.00		824.55	
2110203	Swimming Pool - Other Employee Costs		3,698.00		3,698.00		2,368.00		2,245.59	
2110204	Swimming Pool Bldg Operations									
BO250	Swimming Pool Building Operations		38,000.00		38,000.00		18,377.00		16,597.05	
2110205	Swimming Pool Bldg/Grounds Maintenance									
BM250	Swimming Pool Building & Facility Maintenance		8,500.00		11,500.00		8,994.00		8,655.95	A budget amendment has been made to install two additional handrails at the Aquatic Centre
GM250	Swimming Pool Grounds Maintenance		9,000.00		9,000.00		3,740.00		6,646.99	
2110206	Swimming Pool Expensed Minor Asset Purchases		0.00		0.00		0.00		499.55	
2110207	Swimming Pool Other Expenses		9,000.00		9,000.00		3,750.00		6,988.39	
2110213	3A Cruickshank Road - Swimming Pool									
	Emp Housing & Grounds Maintenance									
BM253	Employee Housing Maintenance Exps - Swimming Pool		500.00		2,000.00		524.00		1,094.48	A budget amendment has been made to recognise additional building maintenance expenses instead of rental operational expenses.
GM253	3A Cruickshank Road - Grounds Maintenance		0.00		500.00		110.00		0.00	A budget amendment has been made to recognise additional grounds maintenance expenses instead of rental operational expenses.
BO253	Employee Housing Operating Exps - Swimming Pool		10,500.00		2,622.00		1,090.00		2,713.87	A budget amendment has been made to recognise reduced operational expenses as the employee accommodation is now a shire owned house.
2110291	Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2110292	Depreciation - Mukinbudin Swimming Pool		92,885.00		92,885.00		38,700.00		28,753.57	
2110299	Administration Allocated - Op Exp - Swimmin		28,404.00		28,404.00		11,835.00		12,689.41	
<b>OPERATING REVENUE</b>										
3110200	Swimming Pool Subsidy	0.00		0.00		0.00		0.00		
3110201	Swimming Pool Admissions	14,000.00		14,000.00		4,620.00		7,280.78		
3110202	Swimming Pool Grants	0.00		0.00		0.00		0.00		
3110203	Swimming Pool Equipment Hire, Reimb & Contributions - Op Inc - Swim Pool	0.00		0.00		0.00		0.00		
3110204	Volunteer Pool Levy - Op Inc.	0.00		0.00		0.00		0.00		
3110223	Employee Housing Income- Rent & Reimb -	5,700.00		5,700.00		2,370.00		2,200.00		
3110290	Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>19,700.00</b>	<b>270,663.00</b>	<b>19,700.00</b>	<b>267,785.00</b>	<b>6,990.00</b>	<b>119,366.00</b>	<b>9,480.78</b>	<b>115,018.43</b>	
<b>CAPITAL EXPENDITURE</b>										
4110250	Plant & Equipment (Capital) - Swimming Poc		0.00		0.00		0.00		0.00	
4110255	Building (Capital) - Swimming Pool									
BC250	Swimming Pool Building Capital		0.00		0.00		0.00		0.00	
4110260	Infrastructure Other (Capital) - Swimming Pool									
IO250	Swimming Pool Infrastructure Capital		5,000.00		26,000.00		0.00		3,100.00	A budget amendment has been made, \$16K to replace the whole Southern Fence at the Aquatic Centre rather than just posts; \$5K To install a Sea Container at the Aquatic Centre for increased storage.
4110175	Transfer to Swimming Pool Reserve		21,490.00		21,490.00		21,490.00		614.14	The annual transfer to reserve has not yet taken place. A timing variation.
<b>CAPITAL REVENUE</b>										
5110250	Proceeds on Disposal of Assets - Cap Inc -	0.00		0.00		0.00		0.00		
5110253	Transfers From Swimming Pool Reserve	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>26,490.00</b>	<b>0.00</b>	<b>47,490.00</b>	<b>0.00</b>	<b>21,490.00</b>	<b>0.00</b>	<b>3,714.14</b>	
<b>TOTAL - SWIMMING AREAS &amp; BEACHES</b>		<b>19,700.00</b>	<b>297,153.00</b>	<b>19,700.00</b>	<b>315,275.00</b>	<b>6,990.00</b>	<b>140,856.00</b>	<b>9,480.78</b>	<b>118,732.57</b>	

CONFIRMED MINUTES: ORDINARY MEETING OF COUNCIL HELD 18 DECEMBER 2018



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 11 - RECREATION & CULTURE**  
**Financial Statement for Period Ended**  
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OTHER RECREATION & SPORT			Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
			Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>											
2110300	Sporting Complex Bldg Ops	Jobs									
	BO260 Mukinbudin Sports Complex Building Operations			59,000.00		59,000.00		32,620.00		30,599.05	
2110301	Sporting Complex Building & Grounds Mtce	Jobs									
	BM260 Mukinbudin Sports Complex Building Maintenance			29,100.00		29,100.00		12,120.00		11,977.80	
	GM260 Mukinbudin Sports Complex Grounds Maintenance			20,400.00		20,400.00		8,490.00		19,138.65	▲ Higher plant and labour costs than expected. A budget amendment may be required.
2110302	Parks & Gardens Maintenance/Operations	Jobs									
	W045 Parks & Gardens Maintenance/Operations			60,000.00		60,000.00		24,985.00		34,284.74	
2110304	Town Oval Maintenance/Operations	Jobs									
	W050 Mukinbudin Town Oval Maintenance/Operations			47,198.00		47,198.00		19,655.00		27,790.48	
2110306	Drive In Theatre Building Operations	Jobs									
	BO265 Drive In Theatre Building Operations			1,000.00		1,000.00		452.00		962.96	
2110307	Drive In Theatre Building & Grounds Maintenance	Jobs									
	BM265 Drive In Theatre Building Maintenance			600.00		600.00		240.00		970.34	
	GM265 Drive In Theatre Grounds Maintenance			500.00		500.00		200.00		356.41	
2110308	Mukinbudin Dam Catchment Expenses	Jobs									
	W052 Mukinbudin Dam Catchment Expenses			12,500.00		12,500.00		5,257.00		5,799.47	
2110309	Other Recreation Facilities Operations	Jobs									
	BO270 Old District Club (Youth Centre) Building Operations			152.00		152.00		152.00		151.70	
	BO271 Mukinbudin Gym Building Operations			4,950.00		4,950.00		2,498.00		2,636.14	
	BO272 Wilgoyne Tennis Club Building Operations			500.00		500.00		334.00		350.26	
	BO273 PISTOL CLUB			239.00		239.00		199.00		174.72	
	BO274 Bonnie Rock Horse and Pony Club			700.00		700.00		516.00		829.16	
	BO275 Mukinbudin Polo Cross			114.00		114.00		114.00		113.56	
	BO276 Karlonning Hall			655.00		655.00		654.00		655.14	
	BO277 Heritage Grain Silo			66.00		66.00		57.00		52.42	
	BO278 Wheatbelt Way Tractor Display Shed			108.00		108.00		108.00		107.82	
	BO279 Lions Park Building Operations			200.00		200.00		184.00		173.50	



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OTHER RECREATION & SPORT (Continued)			Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
			Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)											
2110310	Other Recreation Facilities & Grounds Maintenance	Jobs									
BM270	Old District Club (Youth Centre) Building Maintenance		600.00	600.00	235.00	0.00					
BM271	Mukinbudin Gym Building Maintenance		2,100.00	2,100.00	725.00	629.70					
BM272	Wilgoyne Tennis Club Building Maintenance		0.00	0.00	0.00	0.00					
BM273	Pistol Club Building Maintenance Exp - Op Exp		0.00	0.00	0.00	0.00					
BM274	Bonnie Rock Pony Club Building Maintenance Exp - Op Exp		0.00	0.00	0.00	0.00					
BM275	Mukinbudin Polocross Building Maintenance Exp - Op Exp		0.00	0.00	0.00	175.28					
BM276	Karlonning Hall Building Maintenance Exp - Op Exp		0.00	0.00	0.00	0.00					
BM277	Heritage Grain Silo Building Maintenance Expense - Op Exp		0.00	0.00	0.00	0.00					
BM278	Wheatbelt Way Tractor Shed Display Building Maint Exp - Op Exp		0.00	0.00	0.00	0.00					
BM279	Lions Park Building Maintenance		2,500.00	2,500.00	1,035.00	208.23					
BM281	Goodchilds Gate Building Maintenance		500.00	500.00	195.00	0.00					
	Subtotal Building Maintenance		5,700.00	5,700.00	2,190.00	1,013.21					
GM270	Old District Club Grounds Maintenance		700.00	700.00	280.00	543.83					
GM271	Mukinbudin Gym Grounds Maintenance		1,600.00	1,600.00	580.00	179.26					
GM272	Wilgoyne Tennis Club Grounds Maintenance		0.00	0.00	0.00	0.00					
GM273	Pistol Club Grounds Maintenance		0.00	0.00	0.00	0.00					
GM274	Bonnie Rock Pony Club Grounds Maintenance		600.00	600.00	240.00	0.00					
GM275	Mukinbudin Polocross Grounds Maintenance		0.00	0.00	0.00	0.00					
GM276	Karlonning Hall Grounds Maintenance		0.00	0.00	0.00	0.00					
GM279	Lions Park Grounds Maintenance		4,000.00	7,200.00	2,990.00	6,775.27				Additional expenses to weed out clover. A budget amendment has been made.	
GM281	Goodchilds Gate Grounds Maintenance		620.00	620.00	245.00	304.62					
	Subtotal Grounds Maintenance		7,520.00	10,720.00	4,335.00	7,802.98					
W051	Hockey Field Maintenance/Operations		8,000.00	8,000.00	3,325.00	2,860.94					
W055	Bowling Club Green Maintenance/Operations		250.00	250.00	90.00	67.50					
W056	Walk Trail Maintenance/Operations		1,000.00	2,000.00	825.00	1,471.45				Additional Works Crew expenses. A budget amendment has been made.	
2110311	Expenses - District Club		0.00	0.00	0.00	0.00					
2110313	Expensed Minor Asset Purchases - Parks and Gardens		0.00	0.00	0.00	0.00					
2110315	Events Kit General Expenses		2,000.00	2,000.00	830.00	1,695.46					
2110316	Reimbursements, Minor Assets & Other Exp - Op Exp		0.00	0.00	0.00	0.00					
2110317	Sponsorship & Reimbursement Exps for Kid Sport		0.00	0.00	0.00	0.00					
2110319	Marquee & Trailer Expenses, Inc Hire Exps (Inc in 3110309) - Oth Rec	Jobs									
MARQU	Marquee & Trailer Expenses, Inc Hire Exps (Inc in 3110309) - Oth Rec		1,000.00	1,000.00	405.00	80.58					



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<b>OTHER RECREATION &amp; SPORT (Continued)</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b>OPERATING EXPENDITURE (Continued)</b>										
2110329	Gym Equipment Maintenance		800.00		800.00		0.00		0.00	
2110332	NEWROC Club Development - Expense		0.00		0.00		0.00		0.00	
2110333	NEWROC Club Development - Shire		0.00		0.00		0.00		0.00	
2110334	Healthways Project Officer Exp		0.00		0.00		0.00		0.00	
2110337	Central Wheatbelt Football League		2,500.00		2,500.00		0.00		0.00	
2110341	Stay on Your Feet Grant Exp		0.00		0.00		0.00		0.00	
2110342	Interest on Loan 108 - Bowling Club		3,053.00		3,053.00		1,353.00		1,672.94	
2110391	Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2110392	Depreciation - Other Recreation		104,805.00		104,805.00		43,665.00		27,751.56	▼ Reduced as the result of Parks and Gardens and Other Infrastructure revaluation.
2110399	Administration Allocated		47,340.00		47,340.00		19,725.00		21,149.01	
<b>OPERATING REVENUE</b>										
3110300	Recreation/Sporting Complex Hire Fees	1,300.00		1,300.00		540.00		436.36		Horse agistment income, additional income expected. A budget amendment has been made.
3110301	Sport Leases and Rentals	0.00		1,000.00		415.00		480.00		
3110302	Contributions & Donations Rec'd - Op Inc - Other Recreation	0.00		0.00		0.00		0.00		Refund of capital project funds and other expenses. A budget amendment has been made.
3110303	Reimbursement Income - Other Recreation & Sport	0.00		4,340.00		4,340.00		4,333.05		
3110304	Grants - Other Recreation	0.00		0.00		0.00		0.00		Tai Chi Income. A budget amendment has been made.
3110305	Annual Sporting Club Levy	6,614.00		6,614.00		4,364.00		0.00		
3110306	Drive-In Gate Takings	0.00		0.00		0.00		0.00		
3110307	Reimbursements - District Club	0.00		0.00		0.00		0.00		
3110308	Community Activites Income	0.00		600.00		250.00		390.91		
3110309	Marquee & Trailer Hire Income (Exp in MARQU) - Oth Rec	2,500.00		2,500.00		1,040.00		0.00		
3110310	Sporting Body Reimbursements	0.00		0.00		0.00		0.00		
3110315	Events Kit Hire Income	2,000.00		2,000.00		830.00		740.45		
3110319	NEWROC Club Development Income	0.00		0.00		0.00		0.00		
3110320	NEWROC Clubs-State Contrib.	0.00		0.00		0.00		0.00		
3110321	Healthway Project Officer	0.00		0.00		0.00		0.00		
3110330	Stay on Your Feet Grant Income	0.00		0.00		0.00		0.00		
3110331	Gymnasium Membership Fees	3,500.00		3,500.00		1,455.00		1,618.64		
3110390	Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>15,914.00</b>	<b>421,950.00</b>	<b>21,854.00</b>	<b>426,150.00</b>	<b>13,234.00</b>	<b>185,578.00</b>	<b>7,999.41</b>	<b>202,689.95</b>	



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<b>OTHER RECREATION &amp; SPORT (Continued)</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
4110350	Plant & Equipment (Capital) - Other Recreation/Sport		0.00		0.00		0.00		0.00	
4110352	Furniture & Equipment (Capital) - Other Recreation/Spor		0.00		0.00		0.00		0.00	
4110355	Building (Capital) - Other Recreation/Sport									<b>Jobs</b>
BC260	Mukinbudin Sports Complex Building Capital		0.00		0.00		0.00		0.00	
BC270	Old District Club (Youth Centre) Building Capital		0.00		0.00		0.00		0.00	
BC271	Mukinbudin Gym Building Capital		0.00		0.00		0.00		0.00	
BC272	Wilgoyne Tennis Club Building Capital		0.00		0.00		0.00		0.00	
BC273	Mukinbudin Lions Park Building Capital		0.00		0.00		0.00		0.00	
4110360	Infrastructure Parks & Ovals - Other Rec & Sport - Cap Exp									<b>Jobs</b>
BC275	Infrastructure Parks & Ovals - Other Rec & Sport -		0.00		0.00		0.00		0.00	
4110365	Infrastructure Other - Other Rec & Sport -Cap Exp									<b>Jobs</b>
BC280	Other Infrastructure - Other Rec & Sport - Cap Exp		0.00		0.00		0.00		0.00	
4110370	Principal on Loan 108 - Bowling Club		15,761.00		15,761.00		7,880.00		7,766.50	
<b><u>CAPITAL REVENUE</u></b>										
5110350	Proceeds on Disposal of Assets - Cap Inc - Other Re	0.00		0.00		0.00		0.00		
5110352	Transfers From Reserve	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>15,761.00</b>	<b>0.00</b>	<b>15,761.00</b>	<b>0.00</b>	<b>7,880.00</b>	<b>0.00</b>	<b>7,766.50</b>	
<b>TOTAL - OTHER RECREATION &amp; SPORT</b>		<b>15,914.00</b>	<b>437,711.00</b>	<b>21,854.00</b>	<b>441,911.00</b>	<b>13,234.00</b>	<b>193,458.00</b>	<b>7,999.41</b>	<b>210,456.45</b>	



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<b>TELEVISION &amp; RADIO REBROADCASTING</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>OPERATING EXPENDITURE</u></b>										
2110400	TV/Radio Re-Broadcasting Operations		1,114.00		1,114.00		531.00		428.96	
2110401	TV/Radio Re-Broadcasting Maintenance		2,000.00		2,000.00		1,320.00		1,500.00	
2110402	Contributions to CDMA/JJJ		0.00		0.00		0.00		0.00	
2110491	Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2110492	Depreciation - TV/Radio Rebroadcasting		999.00		999.00		415.00		418.43	
2110499	Administration Allocated		2,367.00		2,367.00		985.00		1,057.46	
<b><u>OPERATING REVENUE</u></b>										
3110400	Contributions & Donations - TV/Radio	0.00		0.00		0.00		0.00		
3110401	TV/Radio Service Charges Levied	0.00		0.00		0.00		0.00		
3110402	Reimbursements - TV/Radio	0.00		0.00		0.00		0.00		
3110490	Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>6,480.00</b>	<b>0.00</b>	<b>6,480.00</b>	<b>0.00</b>	<b>3,251.00</b>	<b>0.00</b>	<b>3,404.85</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
4110450	Plant & Equipment (Capital) - TV & Radio Rebroadcasting		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>										
5110450	Proceeds on Disposal of Assets - Cap Inc - TV & R	0.00		0.00		0.00		0.00		
5110452	Transfers from Reserve	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - TELEVISION &amp; RADIO REBROADCASTING</b>		<b>0.00</b>	<b>6,480.00</b>	<b>0.00</b>	<b>6,480.00</b>	<b>0.00</b>	<b>3,251.00</b>	<b>0.00</b>	<b>3,404.85</b>	



**SHIRE OF MUKINBUDIN**  
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LIBRARIES	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b><u>OPERATING EXPENDITURE</u></b>									
2110505 Library Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00	
2110506 Library - Lost Books/Book Purchases		500.00		500.00		205.00		200.00	
2110510 Library - Other Expenses		2,924.00		2,924.00		2,110.00		2,023.38	
2110592 Depreciation - Library		0.00		0.00		0.00		0.00	
2110599 Administration Allocated		14,202.00		14,202.00		5,915.00		6,344.70	
<b><u>OPERATING REVENUE</u></b>									
3110500 Library Penalties & Fees	0.00		0.00		0.00		0.00		
3110501 Library Reimbursements Lost Books/Book Purchase	225.00		225.00		90.00		56.36		
<b>SUB-TOTAL</b>	<b>225.00</b>	<b>17,626.00</b>	<b>225.00</b>	<b>17,626.00</b>	<b>90.00</b>	<b>8,230.00</b>	<b>56.36</b>	<b>8,568.08</b>	
<b><u>CAPITAL EXPENDITURE</u></b>									
<b><u>CAPITAL REVENUE</u></b>									
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - LIBRARIES</b>	<b>225.00</b>	<b>17,626.00</b>	<b>225.00</b>	<b>17,626.00</b>	<b>90.00</b>	<b>8,230.00</b>	<b>56.36</b>	<b>8,568.08</b>	



**SHIRE OF MUKINBUDIN**  
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HERITAGE		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>										
2110600	Museum Building Operations									
	BO300 Museum Building Operations		0.00		0.00		0.00		0.00	
2110601	Museum Building Maintenance									
	BM300 Museum Building Maintenance		0.00		0.00		0.00		0.00	
2110602	Museum General Operating Expenditure		0.00		0.00		0.00		0.00	
2110603	Historical Preservation & Information Related Expenses - Op Exp - H		0.00		2,500.00		0.00		0.00	A budget amendment has been made to provide for the installation of Historical Signs
2110604	Pope Hills Grant Operating Expenditure									
	BM255 Popes Hill Anzac Memorial Maintenance		300.00		300.00		115.00		0.00	
	GM255 Popes Hill Anzac Memorial Grounds Maintenance		700.00		700.00		280.00		800.02	
2110692	Depreciation - Heritage		0.00		0.00		0.00		0.00	
2110699	Administration Allocated		2,367.00		2,367.00		985.00		1,057.46	
<b>OPERATING REVENUE</b>										
3110600	Sale of History Books	0.00		0.00		0.00		0.00		
3110601	Museum Entry Income	0.00		0.00		0.00		0.00		
3110602	Contributions & Donations - Heritage	0.00		0.00		0.00		0.00		
3110603	Reimbursements - Heritage	0.00		0.00		0.00		0.00		
3110604	Grant Income - Heritage	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		0.00	3,367.00	0.00	5,867.00	0.00	1,380.00	0.00	1,857.48	
<b>CAPITAL EXPENDITURE</b>										
4110650	Building (Capital) - Heritage									
	BC300 Museum Building Capital		0.00		0.00		0.00		0.00	
4110660	Infrastructure Other (Capital) - Heritage									
	IO255 Popes Hill Anzac Memorial Capital		0.00		0.00		0.00		0.00	
	IO257 In Town Heritage Other Infrastructure - Cap Exp - Heritage		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>										
<b>SUB-TOTAL</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL - HERITAGE</b>		0.00	3,367.00	0.00	5,867.00	0.00	1,380.00	0.00	1,857.48	



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**SHIRE OF MUKINBUDIN**  
**SCHEDULE 12 - TRANSPORT**  
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PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b><u>OPERATING EXPENDITURE</u></b>									
Roads, Streets, Bridges and Depots		1,839,589.00		1,839,589.00		782,031.00		734,289.29	There is \$30K reduction in expected depreciation expenditure as the result of the road revaluation. There is also a reduction of \$20.5K on Rural Road Maintenance and several other smaller reductions in expenditure in several areas.
Road Plant Purchases		0.00		0.00		0.00		0.00	
Aerodromes		19,485.00		19,485.00		8,100.00		8,693.52	
Transport Licensing		27,430.00		27,430.00		11,425.00		10,602.52	
<b><u>OPERATING REVENUE</u></b>									
Roads, Streets, Bridges and Depots	835,417.00		835,417.00		126,080.00		199,486.55		▼ The first instalment of the Regional Road Group Grant for the Mukinbudin-Wialki Rd (North Section 17/18) project was received earlier than expected ▲ Profit on the sale of P344 has not been realised because Loader New Plant Number P34418 (Replacing P344) has not been purchased. A timing variation.
Road Plant Purchases	23,000.00		23,000.00		23,000.00		0.00		
Aerodromes	0.00		0.00		0.00		0.00		
Transport Licensing	20,100.00		20,100.00		8,375.00		7,031.30		
<b>SUB-TOTAL</b>	<b>878,517.00</b>	<b>1,886,504.00</b>	<b>878,517.00</b>	<b>1,886,504.00</b>	<b>157,455.00</b>	<b>801,556.00</b>	<b>206,517.85</b>	<b>753,585.33</b>	
<b><u>CAPITAL EXPENDITURE</u></b>									
Roads, Streets and Bridges		1,419,660.00		1,419,660.00		228,158.00		249,752.89	▼ Loader New Plant Number P34418 (Replacing P344) has not been purchased. A timing variation.
Road Plant Purchases		327,760.00		327,760.00		323,230.00		3,044.87	
Aerodromes		0.00		0.00		0.00		0.00	
Transport Licensing		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>									
Roads, Streets, Bridges and Depots	181,180.00		181,180.00		59,788.00		0.00		▲ The transfers from reserve have not commenced. A timing variation. ▲ Proceeds from the sale of P344 has not been realised because Loader New Plant Number P34418 (Replacing P344) has not been purchased. A timing variation.
Road Plant Purchases	320,000.00		320,000.00		320,000.00		0.00		
Aerodromes	0.00		0.00		0.00		0.00		
Transport Licensing	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>501,180.00</b>	<b>1,747,420.00</b>	<b>501,180.00</b>	<b>1,747,420.00</b>	<b>379,788.00</b>	<b>551,388.00</b>	<b>0.00</b>	<b>252,797.76</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>1,379,697.00</b>	<b>3,633,924.00</b>	<b>1,379,697.00</b>	<b>3,633,924.00</b>	<b>537,243.00</b>	<b>1,352,944.00</b>	<b>206,517.85</b>	<b>1,006,383.09</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 12 - TRANSPORT**  
**Financial Statement for Period Ended**  
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STREETS, ROADS & BRIDGES			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
OPERATING EXPENDITURE												
2120100	Rural Road Maintenance Op Exp	Jobs										
	RM001 Annual Road Maintenance Budget Only (No Actuals)			0.00		0.00		0.00		0.00		
	RM002 (Spare Rural Rd Maint)			0.00		0.00		0.00		0.00		
	RM003 (Spare Rural Rd Maint)			0.00		0.00		0.00		0.00		
	RM004 Wilgoyne Road (Rd Maintenance)			0.00		0.00		0.00		308.05		
	RM005 Mukinbudin North-East Road (Rd Maintenance)			0.00		0.00		0.00		8,880.58		
	RM006 Bonnie Rock-Lake Brown Road (Rd Maintenance)			0.00		0.00		0.00		126.08		
	RM007 Nungarin North Road (Rd Maintenance)			0.00		0.00		0.00		328.19		
	RM008 Beringbooding Road (Rd Maintenance)			0.00		0.00		0.00		2,375.93		
	RM009 Moondon Road (Rd Maintenance)			0.00		0.00		0.00		8,641.78		
	RM010 Quanta Cutting North Road (Rd Maintenance)			0.00		0.00		0.00		3,126.87		
	RM011 Graham Road (Rd Maintenance)			0.00		0.00		0.00		4,238.39		
	RM012 Carlton Road (Rd Maintenance)			0.00		0.00		0.00		4,880.60		
	RM013 Lake Brown South Road (Rd Maintenance)			0.00		0.00		0.00		2,189.07		
	RM014 Popes Hill South Road (Rd Maintenance)			0.00		0.00		0.00		1,843.73		
	RM015 Clamp Road (Rd Maintenance)			0.00		0.00		0.00		1,520.78		
	RM016 Copeland Road (Rd Maintenance)			0.00		0.00		0.00		1,094.73		
	RM017 Whyte Road (Rd Maintenance)			0.00		0.00		0.00		973.93		
	RM018 Walton Road (Rd Maintenance)			0.00		0.00		0.00		1,270.68		
	RM019 Ogilvie Road (Rd Maintenance)			0.00		0.00		0.00		0.00		
	RM020 Dandanning Road (Rd Maintenance)			0.00		0.00		0.00		2,119.32		
	RM021 Cookinbin Road (Rd Maintenance)			0.00		0.00		0.00		2,189.06		
	RM022 McGregor Road (Rd Maintenance)			0.00		0.00		0.00		9,268.94		
	RM023 Jones East Road (Rd Maintenance)			0.00		0.00		0.00		1,990.94		
	RM024 Albert Road (Rd Maintenance)			0.00		0.00		0.00		509.26		
	RM025 Kalyanbudding West Road (Rd Maintenance)			0.00		0.00		0.00		2,743.86		
	RM026 Barbalin North Road (Rd Maintenance)			0.00		0.00		0.00		4,320.20		
	RM027 Barbalin South Road (Rd Maintenance)			0.00		0.00		0.00		6,629.26		
	RM028 Fogarty Road (Rd Maintenance)			0.00		0.00		0.00		4,152.03		
	RM029 Davis Road (Rd Maintenance)			0.00		0.00		0.00		1,042.29		
	RM030 Forty Six Gate Road (Rd Maintenance)			0.00		0.00		0.00		0.00		
	RM031 Harry Road (Rd Maintenance)			0.00		0.00		0.00		207.77		
	RM032 Comerford Road (Rd Maintenance)			0.00		0.00		0.00		0.00		
	RM033 Karomin Road (Rd Maintenance)			0.00		0.00		0.00		1,021.36		
	RM034 Harold Road (Rd Maintenance)			0.00		0.00		0.00		507.31		
	RM035 Brierly Road (Rd Maintenance)			0.00		0.00		0.00		0.00		
	RM036 Squire Road (Rd Maintenance)			0.00		0.00		0.00		579.83		
	RM037 Lake Road (Rd Maintenance)			0.00		0.00		0.00		0.00		
	RM038 Popes Hill North Road (Rd Maintenance)			0.00		0.00		0.00		0.00		
	RM039 Wialki Soak Road (Rd Maintenance) Broomhall Road			0.00		0.00		0.00		392.13		
	RM040 Wyoming Trail (Rd Maintenance)			0.00		0.00		0.00		0.00		
	RM041 Brandis Road (Rd Maintenance)			0.00		0.00		0.00		294.50		
	RM042 Toole Road (Rd Maintenance)			0.00		0.00		0.00		5,215.83		
	RM043 Sprigg Road (Rd Maintenance)			0.00		0.00		0.00		4,195.30		
	RM044 Bonnie Rock Tank Road (Rd Maintenance)			0.00		0.00		0.00		2,049.34		
	RM045 Clune Road (Rd Maintenance)			0.00		0.00		0.00		2,495.21		
	RM046 Dootaning Road (Rd Maintenance)			0.00		0.00		0.00		413.58		



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 12 - TRANSPORT**  
**Financial Statement for Period Ended**  
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STREETS, ROADS & BRIDGES (Continued)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>OPERATING EXPENDITURE (Continued)</b>										
2120100	Rural Road Maintenance Op Exp (Continued)									
RM047	Cunderin Road (Rd Maintenance)		0.00		0.00		0.00		3,019.61	
RM048	Copeland North Road (Rd Maintenance)		0.00		0.00		0.00		449.55	
RM049	Manuel Road (Rd Maintenance)		0.00		0.00		0.00		752.44	
RM050	Morrison Road (Rd Maintenance)		0.00		0.00		0.00		3,153.31	
RM051	Sevier Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM052	Scotsman Road (Rd Maintenance)		0.00		0.00		0.00		1,024.79	
RM053	Adams Road (Rd Maintenance)		0.00		0.00		0.00		2,110.26	
RM054	Spencers Road (Rd Maintenance)		0.00		0.00		0.00		601.44	
RM055	(Spare Rural Rd Maint)		0.00		0.00		0.00		0.00	
RM056	Doig Road (Rd Maintenance)		0.00		0.00		0.00		2,692.51	
RM071	Henry Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM072	Sheardown Road (Rd Maintenance)		0.00		0.00		0.00		1,200.99	
RM073	Molyneux Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM074	McInnes Road (Rd Maintenance)		0.00		0.00		0.00		75.85	
RM075	Wattoning West Road (Rd Maintenance)		0.00		0.00		0.00		2,791.76	
RM076	Jones Road (Rd Maintenance)		0.00		0.00		0.00		1,061.00	
RM077	Wymond Road (Rd Maintenance)		0.00		0.00		0.00		1,104.64	
RM078	Milne Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM079	Miguel East Road (Rd Maintenance)		0.00		0.00		0.00		340.03	
RM080	Stockton Road (Rd Maintenance)		0.00		0.00		0.00		3,413.71	
RM081	Dease Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM082	Connell Road (Rd Maintenance)		0.00		0.00		0.00		1,173.62	
RM083	Mott Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM084	Mt Jackson Road (Rd Maintenance)		0.00		0.00		0.00		921.86	
RM085	Angle Road (Rd Maintenance)		0.00		0.00		0.00		1,024.67	
RM086	Lavery Road (Rd Maintenance)		0.00		0.00		0.00		380.88	
RM087	Aitken Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM088	Koonkoobing Road (Rd Maintenance)		0.00		0.00		0.00		167.94	
RM089	Andrews Road East (Rd Maintenance)		0.00		0.00		0.00		1,104.56	
RM090	(Spare Rural Rd Maint)		0.00		0.00		0.00		0.00	
RM091	Beckingham Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM092	Wundowlin Road (Rd Maintenance)		0.00		0.00		0.00		1,577.61	
RM093	Quanta Cutting-Weira Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM094	Elsewhere Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM095	Copeland South Road (Rd Maintenance)		0.00		0.00		0.00		439.83	
RM096	Forest Avenue (Rd Maintenance)		0.00		0.00		0.00		994.43	
RM097	Borlase Road (Rd Maintenance)		0.00		0.00		0.00		393.00	
RM098	Arnold Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM099	Nicol Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM100	Un-Named Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM101	Smith Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM102	Whitcher Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM103	Fagan Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM104	Jamieson Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM106	Dead Horse Hill Road (Rd Maintenance)		0.00		0.00		0.00		99.50	
RM107	Koorda-Bullfinch Rd (M40) (Rd Maintenance)		0.00		0.00		0.00		4,265.09	
RM108	Kununoppin-Mukinbudin Road (Rd Maintenance)		0.00		0.00		0.00		628.13	
RM109	Mukinbudin-Bonnie Rock Road (Rd Maintenance)		0.00		0.00		0.00		2,759.26	
RM110	Mukinbudin-Wialki Road (Rd Maintenance)		0.00		0.00		0.00		569.33	
RM111	Driscoll Road (Rd Maintenance)		0.00		0.00		0.00		1,793.94	
RM140	Williams Road (Rd Maintenance) - Op Exp		0.00		0.00		0.00		0.00	



**SHIRE OF MUKINBUDIN**  
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**Financial Statement for Period Ended**  
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<b>STREETS, ROADS &amp; BRIDGES</b> <b>(Continued)</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Expenditure</b>	
<b>OPERATING EXPENDITURE (Continued)</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
2120100	Rural Road Maintenance Op Exp (Continued)									
RM998	Road Maintenance - General Rural Exp (Non road specific costs only)		385,000.00		385,000.00		160,405.00		4,149.25	▼ The annual rural road budget is allocated to this job but only actual expenses that can not be easily allocated to specific roads are allocated to this job.
TCM001	Traffic Counter Management		5,000.00		5,000.00		2,075.00		1,586.40	
	<u>Subtotal Rural Road Maintenance</u>		<u>390,000.00</u>		<u>390,000.00</u>		<u>162,480.00</u>		<u>141,957.90</u>	▼ Spending on rural road maintenance has slowed down whilst an early start to the Mukinbudin-Wialki Rd (North Section 17/18) has been achieved.
<b>OPERATING EXPENDITURE</b>										
2120101	Townsite Road Maintenance Op Exp									
RM057	Maddock Street (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM058	Calder Street (Rd Maintenance)		0.00		0.00		0.00		56.07	
RM059	Cruikshank Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM060	Lansdell Street (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM061	Shadbolt St		0.00		0.00		0.00		905.70	
RM062	White Street (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM063	Ferguson Street (Rd Maintenance)		0.00		0.00		0.00		727.03	
RM064	Conway Street (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM065	Greenslade Street (Rd Maintenance)		0.00		0.00		0.00		322.79	
RM066	Lukin Street (Rd Maintenance)		0.00		0.00		0.00		533.98	
RM067	Memorial Avenue (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM068	Strugnell Street (Rd Maintenance)		0.00		0.00		0.00		2,704.99	
RM069	Clamp Street (Rd Maintenance)		0.00		0.00		0.00		103.89	
RM070	Potter Street (Rd Maintenance)		0.00		0.00		0.00		662.74	
RM105	Earl Drive (Rd Maintenance)		0.00		0.00		0.00		239.66	
RM112	Mallee Drive (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM113	Gimlett Way (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM114	Salmon Gum Alley (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM122	Bent Street (Rd Maintenance)		0.00		0.00		0.00		517.01	
RM999	Road Maintenance - General Townsite Exp (Non road specific costs only)		26,000.00		26,000.00		10,820.00		4,536.18	▼ The annual townsite road budget is allocated to this job but only actual expenses that can not be easily allocated to specific roads are allocated to this job.
	<u>Subtotal Townsite Road Maintenance</u>		<u>26,000.00</u>		<u>26,000.00</u>		<u>10,820.00</u>		<u>11,310.04</u>	
2120103	Roads/Street Cleaning									
SWEEP	Roads/Street Cleaning - Op Exp		15,000.00		15,000.00		6,240.00		3,433.70	



**SHIRE OF MUKINBUDIN**  
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STREETS, ROADS, BRIDGES & DEPOT (Continued)			Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
			Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE (Continued)</b>											
2120104	Street Trees & Watering	<b>Jobs</b>									
	<b>TREES</b> Street Trees & Watering - Op Exp			5,000.00	5,000.00	1,646.00	3,436.43				
2120105	Street Trees Pruning & Tree Lopping	<b>Jobs</b>									
	<b>PRUNE</b> Street Trees Pruning & Tree Lopping - Op Exp			15,000.00	15,000.00	1,930.00	11,331.90				
2120106	Traffic Signs/Equipment (Safety)	<b>Jobs</b>									
	<b>SIGNS</b> Traffic Signs/Equipment (Safety)			12,500.00	12,500.00	5,200.00	11,275.58				
2120107	Footpath Maintenance	<b>Jobs</b>									
	<b>FPM01</b> Footpath Maintenance			10,000.00	10,000.00	4,150.00	780.77				
2120108	Street Lighting - Operating			19,370.00	19,370.00	8,070.00	7,042.13				
2120110	Rural Road Numbering Program			0.00	0.00	0.00	0.00				
2120111	General Verge Maintenance & Cleaning - Op Exp - Sts Rds & Bridg	<b>Jobs</b>									
	<b>VERGE</b> General Verge Maintenance & Cleaning - Op Exp - Sts Rds & Bridg			50,000.00	50,000.00	41,990.00	37,996.78				
2120112	Townscape Maintenance - Op Exp - Sts Rds & Bridges	<b>Jobs</b>									
	<b>TSCAPE</b> Townscape Maintenance - Op Exp			1,000.00	1,000.00	405.00	0.00				
2120113	Grant Reimbursements and Adjustments - Op Exp - Sts			0.00	0.00	0.00	0.00				
2120114	Rail Alliance			0.00	0.00	0.00	0.00				
2120116	Purchase of Land for Roads - Op Exp			9,000.00	9,000.00	2,970.00	0.00				
2120191	Loss on Disposal of Assets			0.00	0.00	0.00	0.00				
2120192	Depreciation - Roads, Bridges & Depots			1,286,719.00	1,286,719.00	536,130.00	505,724.06				
<b>OPERATING REVENUE</b>											
3120100	Regional Road Group Grants (MRWA)		468,000.00		468,000.00	0.00	78,852.00				The first instalment of the Regional Road Group Grant for the Mukinbudin-Wialki Rd (North Section 17/18) project was received earlier than expected.
3120101	Direct Road Grant (MRWA)		126,080.00		126,080.00	126,080.00	120,680.00				
3120102	Roads to Recovery Grant		241,337.00		241,337.00	0.00	0.00				
3120103	Black Spot Grant		0.00	0.00	0.00	0.00	0.00				
3120105	Flood Damage Income		0.00	0.00	0.00	0.00	0.00				
3120106	Street Lighting Subsidy		0.00	0.00	0.00	0.00	0.00				
3120108	*Do Not Use - Sale of Scrap - Op Inc - Street, Roads an		0.00	0.00	0.00	0.00	(45.45)				Incorrect posting. To be Journalled.
3120110	Other Contrib. & Donations - Roads/Streets		0.00	0.00	0.00	0.00	0.00				
3120111	Other Reimbursements - Roads/Streets		0.00	0.00	0.00	0.00	0.00				
3120112	Other Grants - Roads/Streets		0.00	0.00	0.00	0.00	0.00				
3120115	Other Contrib. & Donations - Footpaths		0.00	0.00	0.00	0.00	0.00				
3120116	Other Reimbursements - Footpaths		0.00	0.00	0.00	0.00	0.00				
3120117	Other Grants - Footpaths		0.00	0.00	0.00	0.00	0.00				
3120120	Other Contrib. & Donations - Depots		0.00	0.00	0.00	0.00	0.00				
3120121	Other Reimbursements - Depots		0.00	0.00	0.00	0.00	0.00				
3120122	Other Grants - Depots		0.00	0.00	0.00	0.00	0.00				
3120123	Grants Commission Grant - Applied to Maintenance		0.00	0.00	0.00	0.00	0.00				
3120124	Grants Commission Grant - Applied to Construction		0.00	0.00	0.00	0.00	0.00				
3120190	Profit on Disposal of Assets		0.00	0.00	0.00	0.00	0.00				
<b>SUB-TOTAL</b>	<b>OPERATING</b>		<b>835,417.00</b>	<b>1,839,589.00</b>	<b>835,417.00</b>	<b>1,839,589.00</b>	<b>126,080.00</b>	<b>782,031.00</b>	<b>199,486.55</b>	<b>734,289.29</b>	



**SHIRE OF MUKINBUDIN**  
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STREETS, ROADS, BRIDGES & DEPOT (Continued)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>CAPITAL EXPENDITURE</b>										
4120150	Furniture & Equipment (Capital) - Footpaths/Roads		0.00		0.00		0.00		0.00	
4120155	Plant & Equipment (Capital) - Roads		0.00		0.00		0.00		0.00	
4120160	Building (Capital) - Depots (moved to 4140260)		0.00		0.00		0.00		0.00	
4120166	Roads Renewal Works - Capital Exp									
	<b>Jobs</b>									
RCC01	McGregor South Rd Capital - Council Funded		0.00		0.00		0.00		0.00	
RCC02	Mukinbudin Wialki Rd Capital - Council Funded		0.00		0.00		0.00		0.00	
RCC03	Graham Rd Capital - Council Funded		0.00		0.00		0.00		0.00	
RCC04	Strugnell Street Capital Exp		0.00		0.00		0.00		0.00	
RCC05	Barbarlin North Road - Cap Exp		0.00		0.00		0.00		0.00	
RR012	Carlton Road Renewal - Cap Exp		130,000.00		130,000.00		42,894.00		3,451.39	▼ Gravel sheet SLK 0.00 to SLK 7.28 (Moondoon intersection). Funding- \$41,562 Unspent RTR Grant from reserve via account 5120151, \$63,337 from 18-19 RTR Grant, the remainder from Council funds.
RR018	Walton Road Renewal - Cap Exp		73,000.00		73,000.00		40,145.00		25,740.80	▼ Gravel sheet from SLK 4.11 to SLK 9.55 (Rabbit Proof Fence). Funding- Council and general Road Grants.
RR022	McGregor Road North Section Renewal - Cap Exp		87,000.00		87,000.00		73,070.00		84,426.47	▲ Gravel sheet from SLK 2.56 to SLK 8.56 (6.00kms) Funding- \$60,000 Unspent RTR Grant from reserve via account 5120151, the remainder from Council funds.
RCC08	Calder Street Reseal - Renewal Cap Exp		0.00		0.00		0.00		0.00	
RR050	Morrison Rd Renewal - Cap Exp		85,000.00		85,000.00		71,389.00		36,471.21	▼ Gravel sheet from SLK 0.00 to SLK 5.00 (Quanta Cutting intersection) (5.00kms). Funding- \$65,000 Unspent RTR Grant from reserve via account 5120151, the remainder from Council funds
RR052	Scotsman Road Renewal - Cap Exp		39,000.00		39,000.00		0.00		0.00	Gravel sheet SLK 0.00 to SLK 2.53. Funding- Council and general Road Grants.
RR057	Maddock Street Renewal - Cap Exp		0.00		0.00		0.00		0.00	
RR067	Memorial Avenue Renewal - Cap Exp		0.00		0.00		0.00		0.00	
RR107	Koorda-Bullfinch Road (In Town Section) Renewal - Cap Exp		0.00		0.00		0.00		0.00	
RR108	Kununoppin-Mukinbudin Road Renewal - Cap Exp		0.00		0.00		0.00		693.00	
RR140	Williams Road Renewal - Cap Exp		0.00		0.00		0.00		0.00	
RR2107	Koorda-Bullfinch Road (Rural West) - (Barb Realign 18-19) Renewal - Cap Exp		100,000.00		100,000.00		0.00		684.00	Single coat reseal of 2.48kms. Funding- \$80,000 from 18-19 RTR Grant, the remainder from Council funds and general Road Grants.
4120167	Roads (Capital) - Roads to Recovery									
RTR04	Strugnell Street Rav Upgrade - Cap Exp		0.00		0.00		0.00		0.00	
RTR05	McGregor South Road Seal RTR		0.00		0.00		0.00		0.00	
RTR06	Forty Six Gate Road Resheeting RTR		0.00		0.00		0.00		0.00	
RTR07	North East Road 2015/16 - Cap Exp		0.00		0.00		0.00		0.00	
RTR08	Koorda Bullfinch road 15/16 Salt pan		0.00		0.00		0.00		0.00	
RTR09	Beringbooding Resheeting - Roads to Recovery		0.00		0.00		0.00		0.00	
RTR10	Barbalin North Road - Gravel Resheet 2017/2018		0.00		0.00		0.00		0.00	
RTR11	Bonnie Rock/Lake Brown Road - Gravel Resheet 2017/2018		0.00		0.00		0.00		0.00	
RTR12	North East Rd (2017/2018) - Cap Exp		0.00		0.00		0.00		0.00	
4120168	Roads (Capital) - Regional Road Group									
	<b>Jobs</b>									
RRG01	Mukinbudin Wialki Rd (South Section 17/18) - Cap Exp		140,000.00		140,000.00		0.00		0.00	Single coat reseal of 3.44kms on the (failed southern section). Funding- \$98,000 RTR 18-19 Grant via account 3120102, the remainder from Council and general Road Grants
RRG02	RRG Nungarin North Road		0.00		0.00		0.00		0.00	
RRG03	Mukinbudin-Wialki Rd Capital - RRG Funded 16-17		0.00		0.00		0.00		0.00	
RRG04	Mukinbudin-Wialki Rd (North Section 17/18) - Cap Exp		710,000.00		710,000.00		0.00		53,845.98	Reconstruction and two coat bitumen seal – total 7.58kms. Funding: \$468,000 - MRWA Regional Road Group (RRG) Grant via Account 3120100, \$4,618 - Unspent RRG Grant from Unspent Grants Reserve via Account 5120151. the remainder from Council and general Road Grants.
4120169	Roads (Capital) - Black Spot									
RBS01	Koorda Bullfinch Rd - Black Spot Funded		0.00		0.00		0.00		0.00	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 12 - TRANSPORT**  
**Financial Statement for Period Ended**  
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STREETS, ROADS, BRIDGES & DEPOT (Continued)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
		\$	\$	\$	\$	\$	\$	\$	\$	
<b><u>CAPITAL EXPENDITURE (Continued)</u></b>										
4120170	Footpaths (Capital) - Council Funded									From Calder St to Shadbolt St. Council funded.
FPC01	White Street - Western Footpath		55,000.00		55,000.00		0.00		44,187.92	
FPC02	Cruikshank St - Northern Footpath		0.00		0.00		0.00		0.00	
FPC057	Maddock Street Footpath Construction - Cap Exp - Sts		0.00		0.00		0.00		0.00	
	Rds & Bridges		0.00		0.00		0.00		0.00	
FPC063	Ferguson Street Footpath Construction - Cap Exp - Sts		0.00		0.00		0.00		0.00	
	Rds & Bridges		0.00		0.00		0.00		0.00	
4120171	Roads (Capital) - Flood Damage									Interest
FDC01	Flood Damage - Roads ( Capital)		0.00		0.00		0.00		0.00	
4120175	Transfers To Roadworks Reserve		660.00		660.00		660.00		252.12	
4120101	Transfer to Unspent Grant Reserve - Cap Exp - Sts Rds		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>										
5120150	Transfers From Building Reserve	0.00		0.00		0.00		0.00		▲ Unspent RRG Grant funds to be expended on Job RRG04 \$4,618. Unspent RTR Grant funds to be expended on Job RR012 \$51,562. Unspent RTR Grant funds to be expended on Job RR022 \$60,000. Unspent RTR Grant funds to be expended on Job RR050 \$65,000. The transfers from reserve have not commenced. A timing variation.
5120151	Transfers From Unspent Grant Reserve - Cap Inc - Sts	181,180.00		181,180.00		59,788.00		0.00		
<b>SUB-TOTAL</b>	<b>CAPITAL</b>	<b>181,180.00</b>	<b>1,419,660.00</b>	<b>181,180.00</b>	<b>1,419,660.00</b>	<b>59,788.00</b>	<b>228,158.00</b>	<b>0.00</b>	<b>249,752.89</b>	
<b>TOTAL - STREETS, ROADS &amp; BRIDGES</b>		<b>1,016,597.00</b>	<b>3,259,249.00</b>	<b>1,016,597.00</b>	<b>3,259,249.00</b>	<b>185,868.00</b>	<b>1,010,189.00</b>	<b>199,486.55</b>	<b>984,042.18</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 12 - TRANSPORT**  
**Financial Statement for Period Ended**  
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**ROAD PLANT PURCHASES**

**OPERATING EXPENDITURE**

2120291 Loss on Disposal of Assets

**OPERATING REVENUE**

3120290 Profit on Disposal of Assets

**SUB-TOTAL**

**CAPITAL EXPENDITURE**

4120250 Plant & Equipment (Capital) - Road Plant Purchases

4120275 Transfer to Plant Reserve

**CAPITAL REVENUE**

5120250 Proceeds on Disposal of Assets - Cap Inc - Road Pla

5120252 Transfers From Plant Replacement Reserve

**SUB-TOTAL**

**TOTAL - ROAD PLANT PURCHASES**

Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
	0.00		0.00		0.00		0.00		▲ Profit on the sale of P344 has not been realised because Loader New Plant Number P34418 (Replacing P344) has not been purchased. A timing variation.
23,000.00		23,000.00		23,000.00		0.00			
<b>23,000.00</b>	<b>0.00</b>	<b>23,000.00</b>	<b>0.00</b>	<b>23,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
	320,000.00		320,000.00		320,000.00		0.00		▼ Loader New Plant Number P34418 (Replacing P344) has not been purchased. A timing variation.
	7,760.00		7,760.00		3,230.00		3,044.87		
60,000.00		60,000.00		60,000.00		0.00			▲ Proceeds from the sale of P344 has not been realised because Loader New Plant Number P34418 (Replacing P344) has not been purchased. A timing variation.
260,000.00		260,000.00		260,000.00		0.00			▲ The transfer from reserve has not been made because Loader New Plant Number P34418 (Replacing P344) has not been purchased. A timing variation.
<b>320,000.00</b>	<b>327,760.00</b>	<b>320,000.00</b>	<b>327,760.00</b>	<b>320,000.00</b>	<b>323,230.00</b>	<b>0.00</b>	<b>3,044.87</b>		
<b>343,000.00</b>	<b>327,760.00</b>	<b>343,000.00</b>	<b>327,760.00</b>	<b>343,000.00</b>	<b>323,230.00</b>	<b>0.00</b>	<b>3,044.87</b>		



**SHIRE OF MUKINBUDIN**  
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Financial Statement for Period Ended  
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**AERODROMES**

**OPERATING EXPENDITURE**

2120300	Airstrip & Grounds Maintenance/Operations	Jobs							
	W060 Airstrip & Grounds Maintenance/Operations		2,300.00	2,300.00	945.00	1,699.55			
2120304	Expensed Minor Assets Purchased		0.00	0.00	0.00	0.00			
2120305	Other Expenses Relating To Aerodromes		0.00	0.00	0.00	0.00			
2120491	Loss on Disposal of Assets		0.00	0.00	0.00	0.00			
2120492	Depreciation - Aerodromes		14,818.00	14,818.00	6,170.00	5,936.51			
2120499	Administration Allocated		2,367.00	2,367.00	985.00	1,057.46			

**OPERATING REVENUE**

3120400	Airport Landing Charges and Fees		0.00	0.00	0.00	0.00			
3120402	Contributions & Donations - Aerodromes		0.00	0.00	0.00	0.00			
3120403	Reimbursements - Aerodromes		0.00	0.00	0.00	0.00			
3120404	Grants - Aerodromes		0.00	0.00	0.00	0.00			
3120405	Other Income Relating to Aerodromes		0.00	0.00	0.00	0.00			
3120490	Profit on Disposal of Assets		0.00	0.00	0.00	0.00			

**SUB-TOTAL**

0.00	19,485.00	0.00	19,485.00	0.00	8,100.00	0.00	8,693.52		
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**CAPITAL EXPENDITURE**

4120450	Furniture & Equipment (Capital) - Aerodromes		0.00	0.00	0.00	0.00			
4120455	Plant & Equipment (Capital) - Aerodromes		0.00	0.00	0.00	0.00			
4120460	Infrastructure Other (Capital) - Aerodromes	Jobs							
	IO260 Airstrip & Grounds Capital		0.00	0.00	0.00	0.00			

**CAPITAL REVENUE**

5120450	Proceeds on Disposal of Assets - Cap Inc - Ae		0.00	0.00	0.00	0.00			
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**SUB-TOTAL**

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
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**TOTAL - AERODROMES**

0.00	19,485.00	0.00	19,485.00	0.00	8,100.00	0.00	8,693.52		
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Comments







**SHIRE OF MUKINBUDIN**  
**SCHEDULE 13 - ECONOMIC SERVICES**  
Financial Statement for Period Ended  
30 November 2018

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b><u>OPERATING EXPENDITURE</u></b>									
Rural Services		11,867.00		11,867.00		8,351.00		2,252.99	An increase due to a caravan park employee termination payment and changed employment arrangements. A budget amendment has been made, however a timing variation remains.
Tourism and Area Promotion		185,630.00		202,338.00		87,993.00		113,045.84	
Building Control		6,734.00		6,734.00		2,800.00		2,942.18	
Economic Development		4,567.00		4,567.00		2,135.00		1,927.72	
Other Economic Services		77,596.00		77,596.00		32,876.00		41,174.79	
<b><u>OPERATING REVENUE</u></b>									▼ Takings at the Caravan Park have been higher than expected for this time of the year.
Rural Services	1,000.00		1,000.00		330.00		0.00		
Tourism and Area Promotion	122,936.00		118,036.00		52,150.00		64,937.38		
Building Control	150.00		350.00		260.00		267.92		
Economic Development	0.00		0.00		0.00		0.00		
Other Economic Services	32,640.00		32,640.00		13,595.00		15,689.45		
<b>SUB-TOTAL</b>	<b>156,726.00</b>	<b>286,394.00</b>	<b>152,026.00</b>	<b>303,102.00</b>	<b>66,335.00</b>	<b>134,155.00</b>	<b>80,894.75</b>	<b>161,343.52</b>	
<b><u>CAPITAL EXPENDITURE</u></b>									
Rural Services		0.00		0.00		0.00		0.00	
Tourism and Area Promotion		10,000.00		10,000.00		4,692.00		0.00	
Building Control		0.00		0.00		0.00		0.00	
Economic Development		0.00		0.00		0.00		0.00	
Other Economic Services		19,031.00		19,031.00		4,017.00		3,966.26	
<b><u>CAPITAL REVENUE</u></b>									
Rural Services	0.00		0.00		0.00		0.00		
Tourism and Area Promotion	0.00		0.00		0.00		0.00		
Building Control	0.00		0.00		0.00		0.00		
Economic Development	0.00		0.00		0.00		0.00		
Other Economic Services	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>29,031.00</b>	<b>0.00</b>	<b>29,031.00</b>	<b>0.00</b>	<b>8,709.00</b>	<b>0.00</b>	<b>3,966.26</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>156,726.00</b>	<b>315,425.00</b>	<b>152,026.00</b>	<b>332,133.00</b>	<b>66,335.00</b>	<b>142,864.00</b>	<b>80,894.75</b>	<b>165,309.78</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 13 - ECONOMIC SERVICES**  
**Financial Statement for Period Ended**  
**30 November 2018**

<b>RURAL SERVICES</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>OPERATING EXPENDITURE</u></b>										
2130100	Noxious Weed Control									
	<b>WEEDS Noxious Weed Control - Op Exp</b>		8,000.00		8,000.00		6,706.00		1,195.53	
2130101	Wild Dog Control		0.00		0.00		0.00		0.00	
2130102	Vermin Control		0.00		0.00		0.00		0.00	
2130103	Rural Counselling Service		500.00		500.00		330.00		0.00	
2130104	Drum Muster Expenses		1,000.00		1,000.00		330.00		0.00	
2130105	Oil Waste Disposal		0.00		0.00		0.00		0.00	
2130199	Administration Allocated		2,367.00		2,367.00		985.00		1,057.46	
<b><u>OPERATING REVENUE</u></b>										
3130100	Contributions & Donations - Rural Services	1,000.00		1,000.00		330.00		0.00		
3130101	Reimbursements - Rural Services	0.00		0.00		0.00		0.00		
3130102	Grants - Rural Services	0.00		0.00		0.00		0.00		
3130103	Other Income Relating to Rural Services	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>1,000.00</b>	<b>11,867.00</b>	<b>1,000.00</b>	<b>11,867.00</b>	<b>330.00</b>	<b>8,351.00</b>	<b>0.00</b>	<b>2,252.99</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
<b><u>CAPITAL REVENUE</u></b>										
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - RURAL SERVICES</b>		<b>1,000.00</b>	<b>11,867.00</b>	<b>1,000.00</b>	<b>11,867.00</b>	<b>330.00</b>	<b>8,351.00</b>	<b>0.00</b>	<b>2,252.99</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 13 - ECONOMIC SERVICES**  
**Financial Statement for Period Ended**  
**30 November 2018**

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TOURISM & AREA PROMOTION			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
OPERATING EXPENDITURE												
2130200	Caravan Park Staff Housing Costs Alloc - Op Exp - Tour & Area Prom		3,880.00		3,880.00		1,615.00		7,292.75			
2130202	Area Promotion		2,250.00		2,250.00		742.00		2,353.59			
2130203	Entry Statement Maintenance	Jobs										
	W065 Entry Statement Maintenance		0.00		0.00		0.00		0.00			
2130204	Caravan Park General Maintenance/Operations	Jobs										
	W070 Caravan Park General Maintenance/Operations		50,000.00		50,000.00		21,308.00		25,331.77			
2130206	Barrack Cabins Building Operations	Jobs										
	BO315 Barrack Cabins Building Operations		500.00		500.00		305.00		171.24			
2130207	Barrack Cabins Building Maintenance	Jobs										
	BM315 Barrack Cabins Building Maintenance		3,000.00		3,000.00		1,240.00		750.83			
2130209	Tourist Information Bay/Hut Expenditure	Jobs										
	W075 Tourist Information Bay/Hut Maintenance/Operations		3,000.00		3,000.00		1,245.00		1,964.34			
2130210	Park Units (Self Contained) Building Operations	Jobs										
	BO320 Park Units (Self Contained) Building Operations		500.00		500.00		401.00		336.70			
2130211	Park Units (Self Contained) Building Maintenance	Jobs										
	BM320 Park Units (Self Contained) Building Maintenance		5,600.00		5,600.00		1,954.00		4,644.91			
2130212	Interest on Loan 107 Caravan Park		0.00		0.00		0.00		0.00			
2130213	Interest on Loan 112 Caravan Park		0.00		0.00		0.00		0.00			
2130214	Caravan Park Salaries		56,992.00		75,300.00		34,368.00		42,252.00			An increase due to a caravan park employee termination payment and changed employment arrangements. A budget amendment has been made, however a timing variation remains.
2130215	Caravan Park Superannuation		5,600.00		5,600.00		2,330.00		771.25			
2130216	Caravan Park Manager Allowances		0.00		0.00		0.00		0.00			
2130217	New Travel Annual Contribution		2,500.00		2,500.00		1,650.00		3,181.82			
2130218	Caravan Park Transportable House											
	BM325 Caravan Park Transportable Maintenance		2,000.00		500.00		205.00		127.01			
	BO325 Caravan Park Transportable Operations		650.00		550.00		220.00		807.92			
2130219	Wheatbelt Way - Op Exp	Jobs										
	W079 Wheatbelt Way General - Op Exp		800.00		800.00		325.00		2,281.42			
	W080 WW - Weira Maintenance/Operations		740.00		740.00		295.00		254.33			
	W081 WW - Wattoning Maintenance/Operations		640.00		640.00		255.00		13.84			
	W082 WW - Beringbooding Maintenance/Operations		640.00		640.00		255.00		0.00			
	W083 WW - Shed Maintenance/Operations		640.00		640.00		255.00		0.00			
	W084 WW - Bonnie Rock Reserve Maintenance/Operations		640.00		640.00		255.00		0.00			
2130220	Caravan Park Workers Compensation		1,314.00		1,314.00		545.00		1,076.04			
2130225	Tourist Signage - Op Exp - Tourism & Area Promotic		0.00		0.00		0.00		820.00			
2130291	Loss on Disposal of Assets		0.00		0.00		0.00		0.00			
2130292	Depreciation - Tourism & Area Promotion		15,340.00		15,340.00		6,390.00		5,924.67			
2130299	Administration Allocated		28,404.00		28,404.00		11,835.00		12,689.41			
OPERATING REVENUE												
3130200	Caravan Park Fees		29,836.00		29,836.00		12,430.00		22,025.84			
3130201	Caravan Park Coin Op Wash Mach Income		1,600.00		1,600.00		665.00		657.27			
3130202	Barracks Cabins Fees		24,000.00		24,000.00		10,000.00		12,467.27			
3130203	Park Unit (Self Contained) Fees		57,500.00		57,500.00		23,955.00		24,687.06			
3130204	Rental Long Term Stay Transportable - Tenancy Income		0.00		0.00		0.00		0.00			
3130205	Contributions & Donations - Tourism & Area Promotion		0.00		0.00		0.00		0.00			
3130206	Reimbursements - Tourism & Area Promotion		0.00		0.00		0.00		0.00			
3130207	Grants - Tourism & Area Promotion		0.00		0.00		0.00		0.00			
3130208	Caravan Park House - Short Term Rental		10,000.00		5,100.00		5,100.00		5,099.94			
3130210	Other Income Relating to Tourism & Area Promotion		0.00		0.00		0.00		0.00			
3130290	Profit on Disposal of Assets		0.00		0.00		0.00		0.00			
SUB-TOTAL			122,936.00	185,630.00	118,036.00	202,338.00	52,150.00	87,993.00	64,937.38	113,045.84		

CONFIRMED MINUTES: ORDINARY MEETING OF COUNCIL HELD 18 DECEMBER 2018



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 13 - ECONOMIC SERVICES**  
**Financial Statement for Period Ended**  
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<b>TOURISM &amp; AREA PROMOTION (Continued)</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
4130250	Building (Capital) - Tourism & Area Promotion									Various Capital Improvements.
BC315	Barrack Cabins Capital		0.00		0.00		0.00		0.00	
BC320	Park Units (Self Contained) Capital		6,000.00		6,000.00		1,332.00		0.00	
BC325	Caravan Park Ablutions Capital		0.00		0.00		0.00		0.00	
BC330	Caravan Park Campers Kitchen Capital		0.00		0.00		0.00		0.00	
BC331	New Caravan Park House Capital		0.00		0.00		0.00		0.00	
4130260	Infrastructure Other (Capital) - Tourism & Area Promotion									
IO270	WW - Weira Capital		0.00		0.00		0.00		0.00	
IO271	WW - Wattonning Capital		0.00		0.00		0.00		0.00	
IO272	WW - Beringbooding Capital		0.00		0.00		0.00		0.00	
IO273	WW - Shed Capital		0.00		0.00		0.00		0.00	
IO274	WW - Bonnie Rock Reserve Capital		0.00		0.00		0.00		0.00	
IO280	Caravan Park Infrastructure Capital Exp		4,000.00		4,000.00		3,360.00		0.00	
4130270	Principal on Loan 107 - Caravan Park	0.00		0.00		0.00		0.00		
4130271	Principal on Loan 112 - Caravan Park	0.00		0.00		0.00		0.00		
<b><u>CAPITAL REVENUE</u></b>										
5130250	Proceeds on Disposal of Assets - Cap Inc - Tourisr	0.00		0.00		0.00		0.00		
5130252	Transfers From Reserve	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>4,692.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - TOURISM &amp; AREA PROMOTION</b>		<b>122,936.00</b>	<b>195,630.00</b>	<b>118,036.00</b>	<b>212,338.00</b>	<b>52,150.00</b>	<b>92,685.00</b>	<b>64,937.38</b>	<b>113,045.84</b>	



**SHIRE OF MUKINBUDIN**  
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**BUILDING CONTROL**

**OPERATING EXPENDITURE**

2130304 Contract Building Control Services  
2130399 Administration Allocated

**OPERATING REVENUE**

3130300 Building Permit Fees  
3130301 Commission - BRB & BCITF  
3130302 Private S/Pool Inspection Fees  
3130303 Demolition Licence

**SUB-TOTAL**

**CAPITAL EXPENDITURE**

**CAPITAL REVENUE**

**SUB-TOTAL**

**TOTAL - BUILDING CONTROL**

Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
	2,000.00		2,000.00		830.00		827.27	A budget amendment has been made to recognise the fees expected
	4,734.00		4,734.00		1,970.00		2,114.91	
0.00		200.00		200.00		263.37		
150.00		150.00		60.00		4.55		
0.00		0.00		0.00		0.00		
0.00		0.00		0.00		0.00		
<b>150.00</b>	<b>6,734.00</b>	<b>350.00</b>	<b>6,734.00</b>	<b>260.00</b>	<b>2,800.00</b>	<b>267.92</b>	<b>2,942.18</b>	
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>150.00</b>	<b>6,734.00</b>	<b>350.00</b>	<b>6,734.00</b>	<b>260.00</b>	<b>2,800.00</b>	<b>267.92</b>	<b>2,942.18</b>	



**SHIRE OF MUKINBUDIN**  
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**ECONOMIC DEVELOPMENT**

ECONOMIC DEVELOPMENT		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
<u>OPERATING EXPENDITURE</u>											
2130500	Economic Development		0.00		0.00		0.00		0.00		
2130501	Industrial Units Building Operations	Jobs									
BO335	Industrial Unit (Lot 164 Strugnelli) Building Operations		1,200.00		1,200.00		745.00		870.26		
2130502	Industrial Units Building & Grounds Maintenance	Jobs									
BM335	Industrial Unit (Lot 164 Strugnelli) Building Maintenance		1,000.00		1,000.00		405.00		0.00		
GM335	Industrial Unit (Lot 64 Strugnelli St) Grounds Maintenance		0.00		0.00		0.00		0.00		
2130599	Administration Allocated		2,367.00		2,367.00		985.00		1,057.46		
<u>OPERATING REVENUE</u>											
3130502	Leases		0.00		0.00		0.00		0.00		
3130503	Contributions & Donations - Economic Development		0.00		0.00		0.00		0.00		
3130504	Reimbursements - Economic Development		0.00		0.00		0.00		0.00		
3130505	Grants - Economic Development		0.00		0.00		0.00		0.00		
3130506	Other Income Relating to Economic Development		0.00		0.00		0.00		0.00		
3130507	Income - Industrial Units		0.00		0.00		0.00		0.00		
SUB-TOTAL			0.00	4,567.00	0.00	4,567.00	0.00	2,135.00	0.00	1,927.72	
<u>CAPITAL EXPENDITURE</u>											
4130550	Building (Capital) - Economic Development	Jobs									
BC335	Industrial Unit (Lot 164 Strugnelli) Building Capital		0.00		0.00		0.00		0.00		
<u>CAPITAL REVENUE</u>											
SUB-TOTAL			0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TOTAL - ECONOMIC DEVELOPMENT			0.00	4,567.00	0.00	4,567.00	0.00	2,135.00	0.00	1,927.72	



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OTHER ECONOMIC SERVICES		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>										
2130600	Tree Planter Maintenance		1,387.00		1,387.00		575.00		2,389.59	
2130601	Community Bus Expenses Allocated		4,347.00		4,347.00		1,810.00		2,832.18	
2130602	Public Transport Bus Expense		0.00		0.00		0.00		0.00	
2130603	Standpipe Maintenance/Operations									
W090	Standpipe Maintenance/Operations		30,000.00		30,000.00		12,490.00		13,337.22	
2130609	Map Purchases		0.00		0.00		0.00		0.00	
2130610	Other Expenditure - Other Economic Services		0.00		0.00		0.00		0.00	
2130612	Beringboodin Tank Roof Expenses		0.00		0.00		0.00		0.00	
2130615	Interest on Loan 116 Land Purchase		604.00		604.00		0.00		71.43	
2130616	Interest on Loan 119		5,136.00		5,136.00		2,272.00		2,634.06	
2130617	Muka Cafe - Operations									
BO340	Muka Cafe - Operations		4,000.00		4,000.00		2,374.00		3,066.30	
2130618	Muka Cafe - Building & Grounds Maintenance									
BM340	Muka Cafe - Maintenance		4,000.00		4,000.00		1,650.00		4,838.19	
GM340	Muka Cafe Grounds Maintenance		200.00		200.00		75.00		0.00	
2130691	Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2130692	Depreciation - Other Economic Services		8,986.00		8,986.00		3,740.00		3,546.22	
2130699	Administration Allocated		18,936.00		18,936.00		7,890.00		8,459.60	
<b>OPERATING REVENUE</b>										
3130600	Charges - Tree Planter Hire - Op Inc	1,500.00		1,500.00		625.00		1,477.28		
3130601	Community Bus Hire Income - Op Inc - Other	4,000.00		4,000.00		1,665.00		3,432.22		
3130602	Public Transport Bus Income	0.00		0.00		0.00		0.00		
3130603	Sale of Water	10,000.00		10,000.00		4,165.00		3,688.02		
3130605	Rent - Commercial Properties	15,340.00		15,340.00		6,390.00		5,899.98		
3130607	Contributions & Donations - Other Economic Services	0.00		0.00		0.00		0.00		
3130608	Reimbursements - Other Economic Services	1,800.00		1,800.00		750.00		646.49		
3130609	Grants - Other Economic Services	0.00		0.00		0.00		0.00		
3130610	Other Income Relating to Other Economic Services	0.00		0.00		0.00		545.46		
3130690	Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>32,640.00</b>	<b>77,596.00</b>	<b>32,640.00</b>	<b>77,596.00</b>	<b>13,595.00</b>	<b>32,876.00</b>	<b>15,689.45</b>	<b>41,174.79</b>	
<b>CAPITAL EXPENDITURE</b>										
4130650	Plant & Equipment (Capital) - Other Economic Services		0.00		0.00		0.00		0.00	
4130655	Infrastructure Other (Capital) - Other Economic Services									
IO290	Standpipe Capital Expenditure		0.00		0.00		0.00		0.00	
4130680	Building (Capital) - Other Economic Services									
BC340	Muka Cafe Building Capital Expenditure		0.00		0.00		0.00		0.00	
4130660	Transfers To Community Bus Reserve		0.00		0.00		0.00		0.00	
4130661	Transfers To Building & Residential Land Reserve-Cap Exp-Other Ec		0.00		0.00		0.00		0.00	
4130670	Principal on Loan 116 - Land Purchase		10,996.00		10,996.00		0.00		0.00	
4130671	Principal on Loan 119 - Mukinbudin Cafe		8,035.00		8,035.00		4,017.00		3,966.26	
<b>CAPITAL REVENUE</b>										
5130650	Proceeds on Disposal of Assets - Cap Inc - Other Ec	0.00		0.00		0.00		0.00		
5130652	Transfers From Plant Replacement Reserve	0.00		0.00		0.00		0.00		
5130653	Transfers From Community Bus Reserve	0.00		0.00		0.00		0.00		
5130654	Transfers From Reserve	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>19,031.00</b>	<b>0.00</b>	<b>19,031.00</b>	<b>0.00</b>	<b>4,017.00</b>	<b>0.00</b>	<b>3,966.26</b>	
<b>TOTAL - OTHER ECONOMIC SERVICES</b>		<b>32,640.00</b>	<b>96,627.00</b>	<b>32,640.00</b>	<b>96,627.00</b>	<b>13,595.00</b>	<b>36,893.00</b>	<b>15,689.45</b>	<b>45,141.05</b>	

CONFIRMED MINUTES: ORDINARY MEETING OF COUNCIL HELD 18 DECEMBER 2018



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 14 - OTHER PROPERTY & SERVICES**  
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PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
<b><u>OPERATING EXPENDITURE</u></b>										
Private Works		20,134.00		20,134.00		8,365.00		14,742.93		
Public Works Overheads		500.00		(19,622.00)		983.00		(8,427.21)		
Plant Operation Costs		27,000.00		26,930.00		22,474.00		(12,810.86)	▼	Plant cost allocation credits and income are higher than expected whilst other expenditure is lower than expected. See the subprogram for further detail.
Administration Overheads		9,050.00		9,050.00		64,211.00		12,122.35	▼	In Administration Overheads the Budget YTD expenses are not synchronised with the recoveries, a timing variation. Net expenses and income are always fully allocated.
Salaries and Wages		1,000.00		1,000.00		415.00		4,654.05		
Land/Subdivision Development		0.00		0.00		0.00		0.00		
<b><u>OPERATING REVENUE</u></b>										
Private Works	18,480.00		18,480.00		7,700.00		9,126.10			
Public Works Overheads	500.00		2,840.00		975.00		2,181.83			
Plant Operation Costs	27,000.00		27,000.00		11,245.00		13,875.39			
Administration Overheads	9,050.00		9,050.00		3,765.00		12,122.35			
Salaries and Wages	500.00		500.00		205.00		0.00			
<b>SUB-TOTAL</b>	<b>55,530.00</b>	<b>57,684.00</b>	<b>57,870.00</b>	<b>37,492.00</b>	<b>23,890.00</b>	<b>96,448.00</b>	<b>37,305.67</b>	<b>10,281.26</b>		
<b><u>CAPITAL EXPENDITURE</u></b>										
Plant Operation Costs		120,641.00		120,641.00		46,277.00		45,857.96		This is loan principle payments.
Administration Overheads		71,331.00		130,372.00		63,336.00		66,852.22		
<b><u>CAPITAL REVENUE</u></b>										
Administration Overheads	59,041.00		117,223.00		72,677.00		54,041.09		▲	
<b>SUB-TOTAL</b>	<b>59,041.00</b>	<b>191,972.00</b>	<b>117,223.00</b>	<b>251,013.00</b>	<b>72,677.00</b>	<b>109,613.00</b>	<b>54,041.09</b>	<b>112,710.18</b>		
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>114,571.00</b>	<b>249,656.00</b>	<b>175,093.00</b>	<b>288,505.00</b>	<b>96,567.00</b>	<b>206,061.00</b>	<b>91,346.76</b>	<b>122,991.44</b>		



**SHIRE OF MUKINBUDIN**  
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**PRIVATE WORKS****OPERATING EXPENDITURE**

2140100 Private Works Expenses  
     X998 MDHS - Private Works Gardening  
     X999 Private Works Budget Job  
 2140199 Administration Allocated

**Jobs****OPERATING REVENUE**

3140100 Private Works Income

**SUB-TOTAL****CAPITAL EXPENDITURE****CAPITAL REVENUE****SUB-TOTAL****TOTAL - PRIVATE WORKS**

Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
								Timing
	7,400.00	7,400.00		3,075.00		956.58		
	8,000.00	8,000.00		3,320.00		11,671.44		
	4,734.00	4,734.00		1,970.00		2,114.91		
18,480.00		18,480.00		7,700.00		9,126.10		
<b>18,480.00</b>	<b>20,134.00</b>	<b>18,480.00</b>	<b>20,134.00</b>	<b>7,700.00</b>	<b>8,365.00</b>	<b>9,126.10</b>	<b>14,742.93</b>	
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>18,480.00</b>	<b>20,134.00</b>	<b>18,480.00</b>	<b>20,134.00</b>	<b>7,700.00</b>	<b>8,365.00</b>	<b>9,126.10</b>	<b>14,742.93</b>	



**SHIRE OF MUKINBUDIN**  
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PUBLIC WORKS OVERHEADS		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>										
2140200	Works Supervisor - Salary		92,800.00		92,800.00		38,665.00		34,870.00	
2140201	Works Supervisor - Superannuation		8,800.00		8,800.00		3,665.00		3,729.88	
2140202	Works Supervisor - Training & Conferences		0.00		0.00		0.00		0.00	
2140203	Other Employee Expenses - Works		2,214.00		2,214.00		2,164.00		4,214.94	
2140204	Plant & Motor Vehicle Expenses Allocated - Op Exp Pub Works O'Heads		29,865.00		29,865.00		12,440.00		16,461.14	
2140205	Works Team - Superannuation		58,817.00		58,817.00		24,505.00		20,866.03	
2140206	Works Team - Sick Pay		14,787.00		14,787.00		6,160.00		7,388.26	
2140207	Works Team - Annual Leave - Op Exp - PWO'Heads		38,219.00		38,219.00		15,920.00		17,383.46	
2140208	Works Team - Public Holidays		17,742.00		17,742.00		7,390.00		2,141.82	
2140209	Works Team - Long Service Leave		0.00		0.00		0.00		0.00	
2140210	Works Team - RDO's		0.00		0.00		0.00		508.92	
2140211	Works Team - Protective Clothing		6,500.00		6,500.00		2,705.00		1,131.00	
2140212	Unallocated Time Card Wages & Allowances - Op Exp -Pub Wks O Heads		0.00		0.00		0.00		0.00	
2140213	Works Team - Bank Fee Reimbursement		0.00		0.00		0.00		0.00	
2140214	Works Team - Pre Employment Medicals and Police Clearances		500.00		500.00		205.00		0.00	
2140215	Works Team - Housing Incentive		0.00		0.00		0.00		0.00	
2140216	Works Team - MBL Location Allowance		0.00		0.00		0.00		0.00	
2140217	Works Team - Industry Allowance		0.00		0.00		0.00		0.00	
2140218	Works Team - Service Allowance		0.00		0.00		0.00		0.00	
2140219	Works Team - No Disadvantage Allowance		0.00		0.00		0.00		0.00	
2140220	Works Team - Insurances (Except Workers Comp)		0.00		0.00		0.00		0.00	
2140221	Works Team - Workers Compensation Insurance		12,744.00		12,744.00		12,744.00		11,272.80	
2140222	Works Team - Training & Conferences									
W095	Works Team - Training & Conferences		8,500.00		8,500.00		3,535.00		445.67	
2140223	OHS, Toolbox & Other Meetings & Down Time - Pub Wks O'Heads - Op Exp									
W100	OHS, Toolbox & Other Meetings & Down Time - Pub Wks O'Heads - Op Exp		1,500.00		1,500.00		615.00		979.46	
2140224	Works Team - Engineering & Technical Support		0.00		0.00		0.00		0.00	
2140225	Works Team - Office Expenses		100.00		100.00		40.00		0.00	
2140226	Works Team - Depot Freight		0.00		0.00		0.00		696.20	
2140227	Works Team - Expendable Tools/Equipment		1,500.00		1,500.00		625.00		0.00	
2140228	Works Team - Staff Housing Allocated		7,030.00		7,030.00		2,925.00		6,741.86	
2140229	Works Team - Other Costs		0.00		0.00		0.00		0.00	
2140230	Works Team - Noise Regulation Program		0.00		0.00		0.00		0.00	
2140231	Works Team - Telephone & Computer Services - Op Exp		1,925.00		1,925.00		800.00		473.69	
2140235	Consumables Depot & Works Team - Op Exp - Pub Wks O'Heads		3,000.00		3,000.00		1,250.00		1,985.91	
2140239	Works Team - Superannuation In-Lieu		0.00		0.00		0.00		0.00	
2140245	Office Administration Work by Works Team Staff Exps									
W105	Office Administration Work by Works Team Staff Exps		4,000.00		4,000.00		1,665.00		1,055.23	
2140250	Depot Building Operations (previously sub program 1201)									
BO310	Depot Building Operations		8,500.00		8,500.00		4,090.00		4,049.80	
OSH001	OSH Management		1,000.00		1,000.00		415.00		0.00	



**SHIRE OF MUKINBUDIN**  
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<b>PUBLIC WORKS OVERHEADS</b> <b>(Continued)</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue</b> <b>\$</b>	<b>Expenditure</b> <b>\$</b>	<b>Revenue</b> <b>\$</b>	<b>Expenditure</b> <b>\$</b>	<b>Revenue</b> <b>\$</b>	<b>Expenditure</b> <b>\$</b>	<b>Revenue</b> <b>\$</b>	<b>Expenditure</b> <b>\$</b>	
<b><u>OPERATING EXPENDITURE (Continued)</u></b>										
2140251	Depot Building & Grounds Maintenance (previously sub program 1201) <b>Jobs</b>									
	BM310 Depot Building Maintenance		23,000.00		23,000.00		9,575.00		5,023.84	
	GM310 Depot Grounds Maintenance		3,160.00		3,160.00		1,310.00		493.48	
2140252	Workshop/Depot Expensed Minor Asset Purchases (Previously Subprogram 1201)		9,710.00		9,710.00		4,045.00		694.39	
2140257	Depot OHS Equipment - LGIS (Previously Subprogram 1201)		0.00		0.00		0.00		0.00	
2140259	Consultancy/ RSA / Roman II (Previously Subprogram 1201)		11,958.00		11,958.00		4,980.00		6,993.36	
2140291	Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2140292	Depreciation - PWO's		0.00		0.00		0.00		547.29	Depot Building Depreciation
2140299	Administration Allocated		195,000.00		195,000.00		81,250.00		87,115.19	
<b><u>Recovered amounts</u></b>										
2140293	Less - Allocated to Works (PWO's)		(562,371.00)		(573,839.00)		(239,095.00)		(245,690.83)	A budget amendment has been made for the allocation of additional labour overheads costs for the year.
2140294	Budget Amendment Overall Labour Allocation Adjus		0.00		(8,654.00)		(3,605.00)		0.00	A budget amendment has been made for the allocation of additional labour costs without an increase in the total labour costs for the year. This is a cash balancing amendment, actual postings are expected to this account.
<b><u>OPERATING REVENUE</u></b>										
3140200	Reimbursements - Public Works Overheads	0.00		2,340.00		975.00		2,181.83		Private motor vehicle use reimbursements. A budget amendment has been made.
3140201	Long Service Leave Recoup (PWO's)	0.00		0.00		0.00		0.00		
3140202	Sale of Scrap & Other Surplus Items - Op Inc - Pub'	500.00		500.00		0.00		0.00		
3140290	Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>500.00</b>	<b>500.00</b>	<b>2,840.00</b>	<b>(19,622.00)</b>	<b>975.00</b>	<b>983.00</b>	<b>2,181.83</b>	<b>(8,427.21)</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
4140260	Building (Capital) - Depots (previously sub program 1201) <b>Jobs</b>									
	BC310 Depot Building Capital		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>										
5140250	Transfers From Long Service Leave Reserve	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - PUBLIC WORKS OVERHEADS</b>		<b>500.00</b>	<b>500.00</b>	<b>2,840.00</b>	<b>(19,622.00)</b>	<b>975.00</b>	<b>983.00</b>	<b>2,181.83</b>	<b>(8,427.21)</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 14 - OTHER PROPERTY & SERVICES**  
**Financial Statement for Period Ended**  
**30 November 2018**

**PLANT OPERATION COSTS**

**OPERATING EXPENDITURE**

		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
2140300	Internal Plant Repairs - Wages & O/Head		35,404.00		35,404.00		14,745.00		16,070.87	No major expenses breakdowns have occurred so far this year. Note: The previously reported \$12.4 K expense related to repairs in the 17-18 financial year and has now been recognised in that year.
2140301	External Parts & Repairs (Includes Consumables)		127,596.00		127,596.00		53,165.00		29,040.39	
2140302	Fuels and Oils Op Exp - Plant Op Costs		125,965.00		125,965.00		52,485.00		48,503.13	
2140303	Tyres and Tubes		20,106.00		20,106.00		8,375.00		1,508.18	
2140306	Licences - Plant Operation		6,037.00		6,037.00		6,037.00		5,742.41	
2140307	Insurance - Plant Operation		14,756.00		14,756.00		14,756.00		14,855.01	
2140308	Interest on Loan 114		1,275.00		1,275.00		0.00		150.85	
2140309	Interest on Loan 115		710.00		710.00		316.00		513.59	
2140310	Interest on Loan 118		3,039.00		3,039.00		1,336.00		1,645.26	
2140320	Interest on Loan 120		2,199.00		2,199.00		963.00		1,149.60	
2140311	Interest on Loan 121		6,014.00		6,014.00		2,439.00		3,199.86	
2140312	Interest on Loan 122		3,273.00		3,273.00		1,327.00		1,741.10	
2140313	Interest on Loan 123		881.00		881.00		0.00		85.74	
2140492	Depreciation - Plant Operation		104,847.00		104,847.00		43,685.00		58,976.33	

***Recovered amounts***

2140394	LESS Plant Operation Costs Allocated to Works		(425,102.00)		(425,172.00)		(177,155.00)		(195,993.18)	▼ A budget amendment has been made for the allocation of additional plant costs for the year. Any change in plant costs will be reflected in the plant related expense accounts above.
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**OPERATING REVENUE**

3140300	Fuel Tax Credits Grant Scheme	25,000.00		25,000.00		10,415.00		9,122.00		Mostly a refund adjustment to motor vehicle insurance premiums. A budget amendment is required.
3140301	Reimbursements - Plant Operation Costs	0.00		0.00		0.00		4,753.39		
3140302	Sale of Scrap & Surplus Items - Op Inc - Plant Operating	2,000.00		2,000.00		830.00		0.00		

**SUB-TOTAL**

<b>27,000.00</b>	<b>27,000.00</b>	<b>27,000.00</b>	<b>26,930.00</b>	<b>11,245.00</b>	<b>22,474.00</b>	<b>13,875.39</b>	<b>(12,810.86)</b>
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**CAPITAL EXPENDITURE**

4140370	Principal on Loan 114 - Trailer		23,222.00		23,222.00		0.00		0.00	
4140371	Principal on Loan 115 - Truck		17,226.00		17,226.00		8,613.00		8,509.45	
4140372	Principal on Loan 118 - Vibe Roller		15,069.00		15,069.00		7,534.00		7,439.68	
4140373	Principal on Loan 120 - Skid Steer		6,495.00		6,495.00		3,247.00		3,211.06	
4140374	Principal on Loan 121 - Motor Grader		34,820.00		34,820.00		17,410.00		17,289.99	
4140375	Principal on Loan 122 - Multi Tyre Roller		18,947.00		18,947.00		9,473.00		9,407.78	
4140376	Principal on Loan 123 - John Deere Tractor		4,862.00		4,862.00		0.00		0.00	

**CAPITAL REVENUE**

5140350	Proceeds from New Debentures	0.00		0.00		0.00		0.00		
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**SUB-TOTAL**

<b>0.00</b>	<b>120,641.00</b>	<b>0.00</b>	<b>120,641.00</b>	<b>0.00</b>	<b>46,277.00</b>	<b>0.00</b>	<b>45,857.96</b>
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**TOTAL - PLANT OPERATION COSTS**

<b>27,000.00</b>	<b>147,641.00</b>	<b>27,000.00</b>	<b>147,571.00</b>	<b>11,245.00</b>	<b>68,751.00</b>	<b>13,875.39</b>	<b>33,047.10</b>
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**SHIRE OF MUKINBUDIN**  
**SCHEDULE 14 - OTHER PROPERTY & SERVICES**  
**Financial Statement for Period Ended**  
**30 November 2018**

ADMINISTRATION OVERHEADS		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>										
2140500	Admin Salaries		451,013.00		451,013.00		187,920.00		200,746.89	
2140501	Admin Superannuation		74,510.00		74,510.00		31,045.00		29,175.81	
2140502	Admin Workers Compensation Insurance		11,786.00		11,786.00		11,786.00		14,125.68	
2140503	Admin Training & Training Related Accomodation &		15,000.00		15,000.00		6,250.00		1,432.61	
2140504	Admin Conferences		4,530.00		4,530.00		1,885.00		3,287.63	
2140505	Admin Fringe Benefits Tax		25,000.00		25,000.00		12,500.00		12,047.00	
2140506	Admin Staff Uniforms		2,800.00		2,800.00		1,165.00		1,988.54	
2140507	Admin Staff Utility Subsidy		0.00		0.00		0.00		0.00	
2140508	Admin Salary Packaging Expenses		1,020.00		1,020.00		425.00		482.73	
2140509	Admin Motor Vehicle Expenses Allocated		19,526.00		19,526.00		8,135.00		10,791.35	
2140510	Admin Staff Relocation Expenses		6,000.00		6,000.00		2,500.00		0.00	
2140511	Admin Occupational Health and Safety		6,000.00		6,000.00		2,500.00		95.45	
2140512	Admin - Other Employee Expenses		7,000.00		7,000.00		2,915.00		200.00	
2140513	Admin Building Operations									
	BO350 Admin Building Operations		38,850.00		38,850.00		16,222.00		17,446.21	
2140514	Admin Building & Grounds Maintenance									
	BM350 Admin Building Maintenance		12,000.00		12,000.00		4,990.00		2,551.12	
	GM350 Admin Building Grounds Maintenance		27,200.00		27,200.00		11,320.00		8,213.92	
2140515	Admin Other Insurances		15,637.00		15,637.00		15,636.00		12,035.34	
2140516	Admin Stationery & Printing		9,000.00		9,000.00		3,750.00		1,366.79	
2140517	Admin Postage and Freight		2,000.00		2,000.00		830.00		1,177.57	
2140518	Admin Advertising		5,000.00		5,000.00		2,080.00		490.04	
2140519	Admin Subscriptions and Publications		0.00		0.00		0.00		0.00	
2140520	Admin Travel and Accommodation (Non-Training)		0.00		0.00		0.00		806.53	
2140521	Admin Office Equip Mtce, Support, Licenses & Other		68,015.00		68,015.00		68,013.00		52,861.28	Wallis Computers IT Support Copier & use IT Vision & other Annual License Fees & other operating costs. Some are billed monthly. This was not anticipated.
2140522	Admin Expensed Minor Asset Purchases		500.00		500.00		205.00		0.00	
2140523	Admin Office Equipment Rental and Leases Op Exp		17,580.00		17,580.00		7,325.00		7,579.10	Lease of Lease of Server and Desktop PC's.
2140524	Admin Long Service Leave		0.00		0.00		0.00		0.00	
2140525	Admin Accrued Wages		0.00		0.00		0.00		0.00	
2140526	Admin Accrued Annual Leave		10,000.00		10,000.00		0.00		0.00	
2140527	Admin Accrued Long Service Leave		8,000.00		8,000.00		0.00		0.00	
2140528	Admin Title Searches		0.00		0.00		0.00		0.00	
2140529	Admin Legal Expenses		3,000.00		3,000.00		1,250.00		86.27	
2140530	Outsourced & Contract Employees - Admin - Op Exp		0.00		0.00		0.00		0.00	
2140531	Website Service & Development Fees - Op Exp		24,100.00		24,100.00		20,244.00		16,363.64	
2140532	Maternity Leave Salary		0.00		0.00		0.00		0.00	
2140533	Admin Staff MBL Allowance		4,500.00		4,500.00		1,875.00		3,848.02	
2140534	Admin Staff Service Allowance		4,000.00		4,000.00		1,665.00		1,061.00	
2140535	Admin Staff Self Accom. Subsidy		3,120.00		3,120.00		1,300.00		868.00	
2140536	Interest on Loan 92 Admin Centre		0.00		0.00		0.00		0.00	
2140537	Admin Consultancy Expenses - Op Exp - Adm O'Hea		25,000.00		25,000.00		10,415.00		19,364.61	Statutory accounting, assistance with Annual Financial Statements and Budget requirements and RTR Own Source funding target review
2140540	Refreshments & Other Expenses - Admin - Op Exp		3,100.00		3,100.00		1,290.00		994.34	
2140565	Bad Debts Expense		0.00		0.00		0.00		0.00	
2140566	Doubtful Debts Expense		0.00		0.00		0.00		0.00	
2140591	Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2140592	Depreciation - Administration		14,019.00		14,019.00		5,840.00		6,374.66	

CONFIRMED MINUTES: ORDINARY MEETING OF COUNCIL HELD 18 DECEMBER 2018



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 14 - OTHER PROPERTY & SERVICES**  
**Financial Statement for Period Ended**  
**30 November 2018**

<b>ADMINISTRATION OVERHEADS (Continued)</b>		<b>Adopted Budget</b>		<b>Amended Budget</b>		<b>YTD Budget</b>		<b>YTD Actual</b>		<b>Comments</b>
		<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	<b>Revenue \$</b>	<b>Expenditure \$</b>	
<b><u>OPERATING EXPENDITURE (Continued)</u></b>										
<b><u>Recovered amounts</u></b>										
2140599	Administration Overheads Recovered		(946,806.00)		(946,806.00)		(394,500.00)		(422,980.27)	
2140598	Admin Staff Housing Costs Allocated		37,050.00		37,050.00		15,435.00		7,240.49	
<b><u>OPERATING REVENUE</u></b>										
3140500	Fringe Benefits Tax Refunded	0.00		0.00		0.00		0.00		
3140501	WALGA Advertising Rebate	0.00		0.00		0.00		0.00		
3140502	Administration Recovery/Admin Office rental	0.00		0.00		0.00		0.00		
3140503	Contributions & Donations - Administration	0.00		0.00		0.00		728.26		
3140504	Reimbursements Received - OP Inc. Admin O'heads	0.00		0.00		0.00		337.68		
3140505	Grants - Administration - Op Inc	0.00		0.00		0.00		0.00		
3140506	Other Income Relating to Administration	7,000.00		7,000.00		2,915.00		7,965.23		
3140507	Insurance Claim Income(No GST)	0.00		0.00		0.00		437.10		
3140508	Sale of Scrap and Other Surplus Items - Op Inc - Admin O'heads	0.00		0.00		0.00		718.17		
3140514	Charges - Photocopying / Faxing - Op Inc - Admin O'heads	50.00		50.00		20.00		26.82		
3140516	Charges - Secretarial Services - Op Inc - Admin O'heads	2,000.00		2,000.00		830.00		0.00		
3140590	Profit on Disposal of Assets	0.00		0.00		0.00		1,909.09		
<b>SUB-TOTAL</b>		<b>9,050.00</b>	<b>9,050.00</b>	<b>9,050.00</b>	<b>9,050.00</b>	<b>3,765.00</b>	<b>64,211.00</b>	<b>12,122.35</b>	<b>12,122.35</b>	
<b><u>CAPITAL EXPENDITURE</u></b>										
4140550	Furniture & Equipment (Capital) - Administration		0.00		0.00		0.00		0.00	
4140555	Plant & Equipment (Capital) - Administration		59,041.00		118,082.00		59,041.00		59,079.31	
4140560	Building (Capital) - Administration									
BC350	Admin Building Capital		9,500.00		9,500.00		3,135.00		6,650.00	
4140570	Transfer to Leave Reserve		2,790.00		2,790.00		1,160.00		1,122.91	
<b><u>CAPITAL REVENUE</u></b>										
5140550	Proceeds on Disposal of Assets - Cap Inc - Admin C	30,909.00		89,091.00		44,545.00		30,909.09		
5140552	Transfers From Long Service Leave Reserve	0.00		0.00		0.00		0.00		
5140553	Transfers From Plant Replacement Reserve	28,132.00		28,132.00		28,132.00		23,132.00		
5140554	Transfers From Building Reserve	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>		<b>59,041.00</b>	<b>71,331.00</b>	<b>117,223.00</b>	<b>130,372.00</b>	<b>72,677.00</b>	<b>63,336.00</b>	<b>54,041.09</b>	<b>66,852.22</b>	
<b>TOTAL - ADMINISTRATION OVERHEADS</b>		<b>68,091.00</b>	<b>80,381.00</b>	<b>126,273.00</b>	<b>139,422.00</b>	<b>76,442.00</b>	<b>127,547.00</b>	<b>66,163.44</b>	<b>78,974.57</b>	

Replacement of CEO Vehicle - Toyota Prado New Plant Number P43318 . A budget amendment has been made to replace the CEO's vehicle. A swap of CEOs vehicle for a newer one for the overall cost of \$859.

Library - 1 x 7kw reverse cycle split airconditioning \$3,000. Main Office - Coolbreeze Evaporative Air Conditioner \$3,500. Back Office - 1 x 7kw reverse cycle split air-conditioning \$3,000.

▲ Trade in of CEO's vehicle - Toyota Prado Asset # 433, Plant # P433. A budget amendment has been made to replace the CEO's vehicle. A swap of CEOs vehicle for a newer one for the overall cost of \$859. This has not yet happened, a timing variation.



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 14 - OTHER PROPERTY & SERVICES**  
**Financial Statement for Period Ended**  
**30 November 2018**

**SALARIES & WAGES**

**OPERATING EXPENDITURE**

2140700 Gross Salary and Wages

2140701 Less Salaries & Wages Allocated

2140702 Workers Compensation Expense

2140703 Unallocated Salaries & Wages

**OPERATING REVENUE**

3140700 Reimbursement - Workers Compensation

**SUB-TOTAL**

**CAPITAL EXPENDITURE**

**CAPITAL REVENUE**

**SUB-TOTAL**

**TOTAL - SALARIES & WAGES**

Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
	1,250,273.00		1,250,273.00		520,945.00		538,113.87	
	(1,250,273.00)		(1,250,273.00)		(520,945.00)		(533,459.82)	
	1,000.00		1,000.00		415.00		0.00	
	0.00		0.00		0.00		0.00	
500.00		500.00		205.00		0.00		
<b>500.00</b>	<b>1,000.00</b>	<b>500.00</b>	<b>1,000.00</b>	<b>205.00</b>	<b>415.00</b>	<b>0.00</b>	<b>4,654.05</b>	
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>500.00</b>	<b>1,000.00</b>	<b>500.00</b>	<b>1,000.00</b>	<b>205.00</b>	<b>415.00</b>	<b>0.00</b>	<b>4,654.05</b>	



<b>7.2.3 Audit Committee Minutes &amp; Recommendations</b>	
Location:	Mukinbudin
File Ref:	ADM 001
Applicant:	Edward Nind – Finance Manager
Date:	12 <sup>th</sup> December 2018
Disclosure of Interest:	Nil
Responsible Officer	Edward Nind – Finance Manager
Author:	Edward Nind – Finance Manager
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Audit Committee Minutes

### **Summary**

To present to Council minutes of the 19 December 2018 Shire of Mukinbudin Audit Committee Minutes for consideration and action.

### **Background Information**

The Shire of Mukinbudin Audit Committee met on the 19 December 2018 to review the Final Audit Report. (Please refer to the Audit Committee Minutes and separate attachments for information)

#### **5.16. Delegation of some powers and duties to certain committees**

- (1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.

*\*Absolute majority required*

#### **5.17. Limits on delegation of powers and duties to certain committees**

- (1) A local government can delegate —
  - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
    - (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
    - (ii) any other power or duty that is prescribed;
 and
  - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
  - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
    - (i) the local government's property; or
    - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).



**Officer Comment**

The minutes and recommendations from the Audit Committee meeting dated 19 December 2018 are presented for Council consideration.

**Strategic & Social Implications**

N/A

**Consultation**

N/A

**Statutory Environment**

*Local Government Act 1995, Local Government (Administration) Regulations 1996 - Reg12), Local Government (Financial Management) Regulations 1996,*

**Policy Implications**

Nil

**Financial Implications**

Nil

**AUDIT COMMITTEE RECOMMENDATION / COUNCIL DECISION**

**Council Decision Number – 08 12 18**

**Moved: Cr Nicoletti**

**Seconded: Cr Seaby**

**That Council:**

- 1. endorses the Audit Findings from Moore Stephens for the year ending 30 June 2018 noting that no further reporting to Council is required in relation to the findings in the report**
- 2. receives the 2017/18 Annual report complete with the 2017/18 Annual Financial Statements for the period ending 30 June 2018**
- 3. submits the Annual Report for the year ending 30 June 2018 to the Executive Director of the Department of Local Government and Communities within 30 days of his receipt of the auditors report, as required by Local Government (Financial Management) Regulation 51(2)**

**and**

- 6. advertises and holds its Annual Electors Meeting in the Council Chambers on Wednesday 6<sup>th</sup> February 2018 commencing at 5.30pm.**

**Carried 6 / 0**



<b>7.2.4 Late Item - Request for Voluntary Swimming Pool Levy Write Off</b>	
Location:	Mukinbudin
File Ref:	ADM118
Applicant:	Edward Nind – Finance Manager
Date:	13 <sup>th</sup> December 2018
Disclosure of Interest:	Nil
Responsible Officer	Edward Nind – Finance Manager
Author:	Edward Nind – Finance Manager
Voting Requirements	Absolute Majority
Documents Attached	Outstanding Rates at 13 December 2018
Documents Tabled	Nil

### **Summary**

To request a fees and charges write off of outstanding amounts with respect to the Voluntary Swimming Pool Levy as the ratepayer is under no obligation to pay.

### **Background Information**

Since approximately 2008 a Voluntary Swimming Pool Levy has been raised along with the rates.

Ratepayers could choose to pay or not pay the Voluntary Swimming Pool Levy when they paid their rates.

Due to issues when dealing with outstanding rates for those ratepayers who did not pay their rates, nor opt out of the Voluntary Swimming Pool Levy, the practice was abandoned on 1 July 2018.

### **Officer Comment**

At this stage there is debt of \$1,000 outstanding with respect to the Voluntary Swimming Pool Levy. Recovery of this amount is not possible through normal legal processes as the ratepayer is under no obligation to pay the Voluntary Swimming Pool Levy and it may well never be paid.

The value of all Voluntary Swimming Pool Levies raised in the past has been transferred to the Swimming Pool Reserve.

It is therefore recommended that the debt of \$1,000 outstanding with respect to the Voluntary Swimming Pool Levy be written off as an expense in the current financial year.

It is important to note that the Voluntary Swimming Pool Levy is not rates or a service charge.

### **Strategic & Social Implications**

N/A

### **Consultation**

N/A

### **Statutory Environment**

Local Government Act 1995, section 6.12 which reads:

CONFIRMED MINUTES: ORDINARY MEETING OF COUNCIL HELD 18 DECEMBER 2018



*“6.12. Power to defer, grant discounts, waive or write off debts*

- (1) Subject to subsection (2) and any other written law, a local government may —*
- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or*
  - (b) waive or grant concessions in relation to any amount of money; or*
  - (c) write off any amount of money,*
- which is owed to the local government.*

**\* Absolute majority required.**

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.”*

**Policy Implications**

Nil

**Financial Implications**

An additional expense of \$1,000 will be incurred in the 18/19 financial year.

**OFFICER RECOMMENDATION / COUNCIL DECISION**

**Council Decision Number – 09 12 18**

**Moved: Cr Nicoletti**

**Seconded: Cr Ventris**

**That the debt of \$1,000 outstanding with respect to the Voluntary Swimming Pool Levy be written off as an expense in the current financial year in account 2140565 Bad Debts Expense - Op Exp - Admin Overheads and a budget amendment made accordingly.**

**Carried 6 / 0**



## CRITERIA

=====

Ratepayers: All Ratepayers

Balances prior to 13.12.18.

Assessment Range from: to:

Balance Range from : to:

Bals: O/S Y, Credit N, Zero N

Back Rated ONLY N, Interim Rated ONLY N

Instalment Payer ONLY N, Non-instalment Payer ONLY N

Ward Code , Rate Code

Service Code , Other Code

Owner Code

Totals ONLY N, Phone N, All Owners N

Lots N, Order by Ward

## GRAND TOTALS

=====

Charges	Cur/Arr	Levied	Receipted	Balance
Rates	C	171196.20	115485.41	55710.79
Rates	A	21067.97	1829.64	19238.33
Interest	C	6859.41	630.61	6228.80
Legal Charges	C	5658.87	750.00	4908.87
Excess	C	0.00	0.00	0.00
COMMERCIAL RECYCLING CHARGE	C	1744.20	980.00	764.20
COMMERCIAL RUBBISH CHARGE	C	2310.00	1471.30	838.70
DOMESTIC RECYCLING CHARGE	C	3780.00	2724.63	1055.37
DOMESTIC RECYCLING CHARGE	A	970.00	140.00	830.00
DOMESTIC RUBBISH SERVICE	C	4455.00	3300.00	1155.00
DOMESTIC RUBBISH SERVICE	A	1070.00	90.00	980.00
ESL PENALTY	C	44.87	3.00	41.87
ESL PENALTY	A	125.67	9.12	116.55
INSTALMENT ADMIN FEE	C	1530.00	1530.00	0.00
INSTALMENT INTEREST	C	1679.52	1679.52	0.00
VOLUNTARY SWIMMING POOL LEVY	A	1050.00	50.00	1000.00
EMERGENCY SERVICES LEVY	C	5617.00	3526.05	2090.95
EMERGENCY SERVICES LEVY	A	809.00	18.75	790.25
99 properties		229967.71	134218.03	95749.68



<b>7.2.5 Late Item - Change to Depreciation Significant Accounting Policy</b>	
Location:	Mukinbudin
File Ref:	ADM 204
Applicant:	Edward Nind – Finance Manager
Date:	14 <sup>th</sup> December 2018
Disclosure of Interest:	Nil
Responsible Officer	Edward Nind – Finance Manager
Author:	Edward Nind – Finance Manager
Voting Requirements	Simple Majority
Documents Attached	Depreciation of Non-Current Assets Policy Amendments (1 Page)
Documents Tabled	Nil

***If a Councillor has any questions regarding the Financial Statements, please see the Finance Manager prior to the meeting so that a researched answer may be provided.***

### **Summary**

Council is requested to consider changing content of Significant Accounting Policy with respect to the depreciation to provide for the setting of realistic depreciation rates for each individual asset.

### **Background Information**

Previous Annual Budgets and Annual Financial Statements.

Council Policy Manual Section 3.2 “Significant Accounting Policies”

### **Officer Comment**

#### **Introduction**

Significant Accounting Policies are an integral part of Annual Budgets and Annual Financial Statements adopted by council. These policies define accounting procedures that are used to support and prepare budgets and financial reports.

Input into these statements comes from State Legislation, such as Local Government Act 1995 and subsidiary regulations, Australian Accounting Standards and local council requirements.

Changes frequently arise during the course of the year from external factors, mostly due to changes in Australian Accounting Standards. This often results in differences in the Significant Accounting Policies between what was adopted with the budget and what is reported in the annual financial statements for the same year. The Significant Accounting Policies reported in the annual financial statements are always those on which the annual financial statements are prepared and audited.

Local council requirements vary from council to council but should always reflect the need of the council. Council can amend its own requirements at any time; however it is best done with the adoption of the annual budget so a consistent approach can be used throughout the financial year.

All adopted policies are considered legally binding on council and compliance with those policies may be audited at any time by the Local Government Auditor. Therefore all policies should reflect council requirements without specifying onerous requirements.



The policies being changed as the result of this agenda item are those that are specific to the Shire of Mukinbudin.

### Depreciation Rates

Depreciation is a measure of decrease in the monetary value of an asset over time due to use, wear and tear or obsolescence.

The actual rate of depreciation can depend on many factors including the maintenance of the asset and market value of or demand for an asset.

Although a non-cash item depreciation has a significant impact on the following ratios:

- Own Source Revenue Coverage Ratio
- Operating Surplus Ratio
- Asset Consumption Ratio
- Asset Sustainability Ratio

These ratios are a measure of councils' and performance appear in the Annual Financial Statements. It is therefore important that depreciation is as accurate as possible.

During the recent review of depreciation rates it became evident that the setting of depreciation rates strictly in accordance the Significant Accounting Policy with respect to "Depreciation of Non-Current Assets" was on occasions difficult and in some occasions totally inaccurate as it did not reflect the actual depreciation.

The difficulty arises because the "system depreciation rate" calculates the depreciation on the difference between the book value and the residual value. The effective depreciation rate based on the assets value alone will be less. Both rates have to comply with policy.

For some assets, like the Prado which is under a buy back/trade-in agreement and there is very little depreciation and our Synergy Soft Software, that is frequently updated through our maintenance agreement, and which is actually appreciating in value, the existing set depreciation rate is inappropriate.

A change to the "Depreciation of Non-Current Assets" policy to allow depreciation rates to be set to reflect actual decrease in the monetary value of an asset over time due to use, wear and tear or obsolescence is recommended.

The attached "Depreciation Of Non-Current Assets Policy Amendments" document for consideration is based on the 18-19 Adopted Budget depreciation policy and amended to provide flexibility in depreciation rates and some wording from AASB 116. The proposed changes are identified in ***italics bold*** for additions and ~~***crossed out bold italics***~~ for deletions.



### **Strategic & Social Implications**

Affordable services and initiatives to meet community including providing more effective asset management and long term planning

More accurate financial ratio reporting

### **Consultation**

Dirk Sellenger – Chief Executive Officer

### **Statutory Environment**

General Financial Management of Council, Council 2018/198 Budget, *Local Government (Financial Management) Regulations 1996*, *Local Government Act 1995* and the Australian Accounting Standards.

### **Policy Implications**

Significant Accounting Policies

### **Financial Implications**

More accurate financial reporting.

*Cr Seaby left the meeting at 1.59pm*

### **OFFICER RECOMMENDATION / COUNCIL DECISION**

**Council Decision Number – 10 12 18**

**Moved: Cr Comerford**

**Seconded: Cr Nicoletti**

**That the significant Accounting Policy Section entitled “Depreciation of Non-Current Assets” be amended to reflect the attached “Depreciation of Non-Current Assets Policy Amendments” document subject to approval by Council’s auditors.**

**Carried 5 / 0**



## DEPRECIATION OF NON-CURRENT ASSETS POLICY AMENDMENTS

### “Depreciation of Non-Current Assets

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset’s useful life from the time the asset is **completed commissioned** and held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, **at least at every financial year-end. at the end of each reporting period.**

An asset’s carrying amount is written down immediately to its recoverable amount if the asset’s carrying amount is **materially** greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

Depreciation is recognised ~~on a straight-line basis,~~ using rates which are reviewed **at least at every financial year-end each reporting period.**

**Individual depreciation rates are to be set so the actual depreciation expense is an accurate measure of the decrease in the monetary value of an asset over time due to use, wear and tear or obsolescence over time.**

**Where an asset has been recently been revalued the estimated reduction in value per year in the revaluation report (if provided) should be used unless there are factors that may have not been considered in the revaluation report.**

**As a guide only the** major depreciation periods **that may be** used for each class of depreciable asset are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
Formation	not depreciated
Pavement	100 years
Seal	
- Bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
Formation	not depreciated
Pavement	60 to 80 years
Gravel sheet	12 years
Formed roads	
Formation	not depreciated
Pavement	60 to 80 years
Kerbing	60 years
Footpaths - slab	40 to 70 years
Sewerage piping	100 years
Water supply piping & drainage systems	80 years “



### 7.3 Chief Executive Officer's Reports

<b>7.3.1 NEWROC Executive Meeting Minutes 27<sup>th</sup> November 2018</b>	
Location:	Shire of Trayning Council Chambers
File Ref:	ADM 236
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	10 <sup>th</sup> December 2018
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Minutes of NEWROC Executive Meeting 27 November 2018
Documents Tabled	Nil

#### **Background**

An Executive Meeting of NEWROC was held on Tuesday 27 November 2018 in Shire of Trayning Council Chambers.

#### **Officer Comment:**

The following items form part of the Minutes:

- 4. Presentations**
  - 4.1 Eloise Fewster - Holyoake
  - 4.2 Gerry Murphy – Being There
- 8. Matters for Consideration**
  - 8.1 Telecommunications Project
  - 8.2 Future Projects
  - 8.3 NEWTRAVEL
  - 8.4 NEWROC Health Strategy
- 9. Emerging NEWROC Issues**
  - 9.1 Container Deposit Scheme
- 10. Other Business**
  - 10.1 WA Country Ambulance Service Review 2018
  - 10.2 Records Management
- 10. 2018 Meeting Dates**
  - 11 December Council Shire of Trayning

*Cr Seaby returned to the meeting at 2.03pm*

*Cr Ventris left the meeting at 2.08pm and returned at 2.14pm*

#### **OFFICER RECOMMENDATION / COUNCIL DECISION**

**Council Decision Number – 11 12 18**

**Moved: Cr Ventris**

**Seconded: Cr Poultney**

**That Council receive the NEWROC Executive Meeting Minutes for 27<sup>th</sup> November 2018.**

**Carried 6 / 0**



# Executive Meeting

27 November 2018

Shire of Trayning, Council Chambers  
Railway Street, TRAYNING

## MINUTES

### ***NEWROC Vision Statement***

*NEWROC is a strong, cohesive regional leadership group that fosters economic prosperity of member Councils.*

[www.newroc.com.au](http://www.newroc.com.au)



## ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> <li>Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year)</li> <li>Council reviews NEWROC project priorities</li> </ul>	Council
March	<ul style="list-style-type: none"> <li>WDC attendance to respond to NEWROC project priorities</li> <li>Submit priority projects to WDC, Regional Development and WA Planning</li> <li>Discussion regarding portfolios vs projects, current governance structure</li> <li>Group insurance discussion</li> </ul>	Executive
April	<ul style="list-style-type: none"> <li>NEWROC Budget Preparation</li> <li>Review NEWTRAVEL Tourism Officer Contract - expires June 2017</li> </ul>	Council
May	<ul style="list-style-type: none"> <li>NEWROC Draft Budget Presented</li> <li>NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2019)</li> <li>Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend</li> </ul>	Executive
June	<ul style="list-style-type: none"> <li>NEWROC Budget Adopted</li> </ul>	Council
July		Executive
August	<ul style="list-style-type: none"> <li>Information for Councillors pre-election</li> </ul>	Council
September		Executive
October	<ul style="list-style-type: none"> <li>NEWROC CEO and President Handover</li> </ul>	Council
November	<ul style="list-style-type: none"> <li>NEWROC Induction of new Council representatives (every other year)</li> <li>Review NEWROC MoU (every other year)</li> </ul>	Executive
December	<ul style="list-style-type: none"> <li>NEWROC Drinks</li> </ul>	Council

### ONGOING ACTIVITIES

Compliance

Media Releases

### **NEWROC Rotation**

Shire of Mt Marshall

Shire of Nungarin

**Shire of Wyalkatchem**

*(November 2017 – November 2019)*

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning



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## NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Executive Meeting held at the Shire of Trayning, Council Chambers, Railway Street, Trayning on Tuesday 27 November 2018 commencing at 1.56pm.

### AGENDA

#### 1. OPENING AND ANNOUNCEMENTS

The NEWROC CEO, Taryn Dayman declared the meeting open at 1.56pm

#### 2. RECORD OF ATTENDANCE AND APOLOGIES

##### 2.1. Attendance

Taryn Dayman	NEWROC CEO, Shire of Wyalkatchem
David Burton	CEO, Shire of Koorda
John Nuttall	CEO, Shire of Mt Marshall
Dirk Sellenger	CEO, Shire of Mukinbudin
Paul Sheedy	Acting CEO, Shire of Trayning

NEWROC Officer

Caroline Robinson	Executive Officer, NEWROC
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##### 2.2. Apologies

Adam Majid	CEO, Shire of Nungarin
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##### 2.3. Guests

Eloise Fewster	Alcohol and Other Drug Prevention Officer, Wheatbelt Community Alcohol and Drug Service, Holyoake
Gerry Murphy	BeingThere

##### 2.4. Leave of Absence Approvals / Approved

Nil

#### 3. Declarations of Interest and Delegations Register

Nil

##### 3.1. Delegation Register – October 2018

Please find below a delegations register as per the new policy adopted in March 2017:

Description of Delegations	Delegatee	Delegated to	Approval
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Wyalkatchem)	Council	CEO	Council Dec 2017
Management of NEWTravel EO	CEO	NEWROC EO	Council
NEWROC Website	CEO	NEWROC EO	Council June 2017



Note – Delegation regarding the management of the NEWTravel EO will need to be amended in light of NEWTravel now taking ownership for this position

#### 4. Presentations

##### 4.1. Eloise Fewster - Holyoake

The purpose of the short presentation by Eloise was to find out whether members would like any support in coordinated drug and alcohol campaign or activities for the community. This supports activities identified in the NEWROC Health Plan but also supports activities members may have identified in their local health plans.

- 🐦 Drug and Alcohol service – being proactive and setting foundations with individuals to create positive change
- 🐦 Prevention plays an important role in health outcomes, as well as social and economic impact
- 🐦 Harm minimization approach – preventing demand and reduction, supply regulation and harm reduction
- 🐦 Eloise can look at liquor licensing applications and localize public education campaigns in each of the member communities
- 🐦 Eloise is happy to help members utilize Mental Health Commission campaigns, localizing the campaigns, training and value adding to community events, communication and training plans for community health priorities, alcohol and drug management plans so too community wellbeing plans

##### 4.2. Gerry Murphy - BeingThere

The purpose of this presentation was to share some possible ideas for meetings and collaborations using the BeingThere video conferencing technology on the Crisp Wireless network

- 🐦 BeingThere takes away the risk of holding meetings with technology (testing, organising etc)
- 🐦 Some local governments use the technology for meetings with their support experts e.g. auditors, human resource staff or it is used for client meetings or with government departments
- 🐦 Gerry provided an example from one local government holding a teleconference with their architects – there was a high level of accountability provided because the meeting was recorded
- 🐦 Proposal of a monthly fee - \$250 plus gst for each Shire in the NEWROC – BeingThere will set up meetings both for individual members but also provide services for the members of NEWROC, training etc
- 🐦 Recordings of video conferences are hosted in Melbourne and can be downloaded onto individual Shire servers at their leisure



**5. Strategic Projects – Status Report**
**NEWROC STRATEGIC PROJECTS – Status Report**

	<b>NEWROC PRIORITY PROJECT as developed at February 2018 Strategy Day</b>	<b>PROGRESS</b>	<b>NEWROC EO NEXT STEP CEO SUPPORT</b>	<b>FUTURE FUNDING</b>
<b>Projects 2018</b>	1. Renewable Energy Investigation Business Case	<ul style="list-style-type: none"> <li>Summary of current energy market completed by RRE (August 2018)</li> <li>Submission to Energy Review (completed)</li> </ul>	David Burton	BBRF - \$20,000 under Business Case (Announced Sept 2018)
	2. IT Services Investigation into IT support for members as well as businesses in the district	<ul style="list-style-type: none"> <li>Presentation to Executive at May Executive meeting by IWS Corporate</li> <li>Discussion regarding records management at Executive September meeting</li> </ul>	<ul style="list-style-type: none"> <li>Taryn Dayman received updated quote from IT Vision</li> </ul>	
	3. Regional Subsidiary Investigation and preparation	<ul style="list-style-type: none"> <li>Executive working on charter and business plan (DRAFT)</li> <li>Requested a meeting with the Department of LG regarding our intentions (in light of LG Act Review) – emailed and phoned Kelly Howat, appointments secretary for the Minister with no response as yet</li> </ul>	<ul style="list-style-type: none"> <li>Meeting requested with the Minister</li> </ul>	
	4. Telecommunications – contemporary and future focused Advocacy	<ul style="list-style-type: none"> <li>Crisp Wireless to develop a strategic infrastructure investment list to help the NEWROC identify where additional investment in the district is needed</li> </ul>	<ul style="list-style-type: none"> <li>Continue to promote CW for sign ups</li> <li>Referrals to Education and Health</li> </ul> John Nuttall	
<b>2019</b>	5. Roads Contracting to MRWA Investigation	<ul style="list-style-type: none"> <li>EO had a brief discussion with WALGA regarding procurement approaches with this. Needs further follow up</li> </ul>		REDS
	6. Advocacy of Education	<ul style="list-style-type: none"> <li>David has indicated he will meet with the Mukinbudin DHS prior to the end of the year</li> </ul>	David Burton	

**Other Projects**

<b>Other NEWROC Project</b>	<b>DETAILS</b>	<b>PROGRESS</b>	<b>FUTURE FUNDING</b>
NEWTRAVEL multiplier effect study	Investigation	<ul style="list-style-type: none"> <li>NEWTravel has discussed the multiplier effect study with the Wheatbelt Business Network</li> </ul>	
Youth Officer / Youth Projects			
NEWROC Health Strategy	Progress strategies	<ul style="list-style-type: none"> <li>Engagement with WAPHA and WACHS</li> <li>Presented to Kununoppin LHAG</li> <li>Presentation by Amity Health at September Executive</li> <li>NEWROC EO to follow up Kununoppin Bonded Medical Scholarship recipients future role in the district</li> </ul>	



Discussion:

- 👉 NEWROC Executive Officer met with former Director General of the Department of Regional Development Paul Rosair, now the director of NAJA consulting to discuss some of the NEWROC strategic projects in particular the regional subsidiary and regional works crew
- 👉 David Burton will be having a meeting with the Koorda PS Principal shortly regarding using video conferencing for specific subjects.
- 👉 Telecommunications – John Nuttall spoke to the Beacon and Bencubbin Primary Schools regarding an IT connection with Crisp Wireless. At this point in time, both schools don't have enough in their annual budget to commit to the plans

**6. MINUTES OF MEETINGS**

Minutes of the Executive Meeting held 25 September 2018 have previously been circulated.

**RESOLUTION:**

**That the Minutes of the Executive Meeting held on 25 September 2018 be received as a true and correct record**

**Moved D Burton**

**Seconded D Sellenger**

**Carried 5/0**

**6.1. Business Arising**

Nil



## 7. FINANCIAL MATTERS

### 7.1. Income, Expenditure and P and L

<b>FILE REFERENCE:</b>	42-2 Finance Audit and Compliance
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	22 November 2018
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Dannelle Foley
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENTS

The below list outlines the income and expenditure from 1 October 2018 to 31 October 2018

<b>Profit &amp; Loss</b> <b>NEWROC</b> <b>For the month ended 31 October 2018</b> <b>Cash Basis</b>		
	<b>Oct-18</b>	<b>YTD</b>
<b>Income</b>		
Interest Received	\$15.82	\$66.96
NEWROC Subscriptions Received	\$44,000.00	\$44,000.00
Tourism Officer Subscriptions Rec.	\$10,000.00	\$10,000.00
Wheatbelt Way Marketing Subscription	\$2,000.00	\$2,000.00
<b>Total Income</b>	<b>\$56,015.82</b>	<b>\$56,066.96</b>
<b>Gross Profit</b>	<b>\$56,015.82</b>	<b>\$56,066.96</b>
<b>Less Operating Expenses</b>		
Accounting/Audit fees	\$1,317.27	\$1,753.62
Bank charges	\$1.22	\$7.22
Consultancy Fees	\$0.00	\$471.60
Event / Ceremony Expenses	\$0.00	\$68.18
Executive Officer Business Case/Project Work	-\$8,000.00	-\$3,000.00
Executive Officer Contract Services	\$2,604.70	\$8,917.50
Executive Officer Office Expenses	\$1.82	\$1,632.27
Executive Officer Seminars/Conferences	\$0.00	\$768.18
Executive Officer Travel	\$377.89	\$866.25
Executive Officer Travelling Expenses (Accom)	\$0.00	\$68.18
Expenses for Reimbursement	\$0.00	\$678.14
Literary Luncheon	\$0.00	\$600.00
Telecommunications Contractor/Services	\$421.16	\$505.64
Tourism Officer Contract Services	\$1,000.00	\$2,000.00
Tourism Officer Travel	\$369.09	\$369.09
<b>Total Operating Expenses</b>	<b>-\$1,906.85</b>	<b>\$15,705.87</b>
<b>Net Profit</b>	<b>\$57,922.67</b>	<b>\$40,361.09</b>



## Profit &amp; Loss – Actual V Budget as at 31 October 2018

**Profit & Loss**  
 North Eastern Wheatbelt Regional Organisation of Councils  
 For the month ended 31 October 2018  
 Cash Basis

[Add Summary](#)

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget
<b>Income</b>						
Interest Received	15.82	12.00	3.82 ▲	31.8% ▲	66.96	2,036.00
NEWROC Business Case / Project Work Sub	0.00	0.00	0.00	0.0%	0.00	12,000.00
NEWROC Subscriptions Received	22,000.00	0.00	22,000.00 ▲	0.0%	22,100.85	66,000.00
Tourism Officer Subscriptions Rec.	5,000.00	0.00	5,000.00 ▲	0.0%	5,000.00	20,000.00
Wheatbelt Way Marketing Subscription	1,000.00	0.00	1,000.00 ▲	0.0%	1,000.00	4,000.00
<b>Total Income</b>	<b>28,015.82</b>	<b>12.00</b>	<b>28,003.82</b>	<b>233365.2%</b>	<b>28,167.81</b>	<b>104,036.00</b>
<b>Gross Profit</b>	<b>28,015.82</b>	<b>12.00</b>	<b>28,003.82</b>	<b>233365.0%</b>	<b>28,167.81</b>	<b>104,036.00</b>
<b>Less Operating Expenses</b>						
Accounting/Audit fees	1,317.27	3,045.00	(1,727.73) ▼	-56.7% ▼	1,753.62	3,180.00
Advertising	0.00	17.00	(17.00) ▼	-100.0% ▼	0.00	68.00
Bank charges	1.22	6.00	(4.78) ▼	-79.7% ▼	7.22	24.00
Consultancy Fees	0.00	0.00	0.00	0.0%	471.60	0.00
Event / Ceremony Expenses	0.00	0.00	0.00	0.0%	68.18	0.00
Executive Officer Business Case/Project Work	(4,000.00)	0.00	(4,000.00) ▼	0.0%	1,000.00	0.00
Executive Officer Contract Services	2,604.70	4,200.00	(1,595.30) ▼	-38.0% ▼	8,917.50	16,800.00
Executive Officer Office Expenses	1.82	136.00	(134.18) ▼	-98.7% ▼	1,632.27	1,908.00
Executive Officer Seminars/Conferences	0.00	0.00	0.00	0.0%	768.18	0.00
Executive Officer Travel	377.89	833.00	(455.11) ▼	-54.6% ▼	866.25	3,332.00
Executive Officer Travelling Expenses (Accom)	0.00	0.00	0.00	0.0%	68.18	100.00
Expenses for Reimbursement	0.00	0.00	0.00	0.0%	778.99	0.00
Literary Luncheon	0.00	0.00	0.00	0.0%	600.00	600.00
Printing and Stationery	0.00	8.00	(8.00) ▼	-100.0% ▼	0.00	32.00
Records Storage	0.00	0.00	0.00	0.0%	0.00	50.00
Telecommunications Contractor/Services	421.16	0.00	421.16 ▲	0.0%	505.64	0.00
Tourism Officer Contract Services	1,000.00	1,417.00	(417.00) ▼	-29.4% ▼	2,000.00	5,668.00
Tourism Officer Travel	369.09	250.00	119.09 ▲	47.6% ▲	369.09	1,000.00
WBW Marketing	0.00	333.00	(333.00) ▼	-100.0% ▼	0.00	1,332.00
<b>Total Operating Expenses</b>	<b>2,093.15</b>	<b>10,245.00</b>	<b>(8,151.85)</b>	<b>-79.6%</b>	<b>19,806.72</b>	<b>34,094.00</b>
<b>Net Profit</b>	<b>25,922.67</b>	<b>(10,233.00)</b>	<b>36,155.67</b>	<b>353.0%</b>	<b>8,361.09</b>	<b>69,942.00</b>



## Balance Sheet NEWROC

31 Oct  
2018

<b>Assets</b>	
<b>Bank</b>	
NEWROC Funds #5557	\$156,427.17
<b>Total Bank</b>	<b>\$156,427.17</b>
<b>Current Assets</b>	
Sundry Debtors Control	\$228,784.38
Telecommunications (Schedule 6)	\$1,458.00
<b>Total Current Assets</b>	<b>\$230,242.38</b>
<b>Total Assets</b>	<b>\$386,669.55</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Gst Payable	\$18,508.29
Rounding	\$0.00
<b>Total Current Liabilities</b>	<b>\$18,508.29</b>
<b>Total Liabilities</b>	<b>\$18,508.29</b>
<b>Net Assets</b>	<b>\$368,161.26</b>
<b>Equity</b>	
Current Year Earnings	\$73,271.89
Retained Earnings	\$294,889.37
<b>Total Equity</b>	<b>\$368,161.26</b>

## NEWROC Funds #5557 Transactions

North Eastern Wheatbelt Regional Organisation of Councils

For the period 1 October 2018 to 31 October 2018

Date	Description	Reference	Credit	Debit	Running Balance	Gross
<b>NEWROC Funds #5557</b>						
<b>Opening Balance</b>			<b>127,573.30</b>	<b>0.00</b>	<b>127,573.30</b>	<b>0.00</b>
01 Oct 2018	Bendigo Bank	Interest Received	15.82	0.00	127,589.12	15.82
01 Oct 2018	Bendigo Bank	Transaction Fees	0.00	1.20	127,587.92	(1.20)
01 Oct 2018	Payment: Digit Books Pty Ltd	D1G1T Subscription	0.00	50.00	127,537.92	(50.00)
12 Oct 2018	Payment: Shire of Koorda	Shire of Koorda Subscriptions	17,600.00	0.00	145,137.92	17,600.00
16 Oct 2018	Payment: Shire of Mt Marshall	Shire of Mt Marshall Subscription	17,600.00	0.00	162,737.92	17,600.00
16 Oct 2018	Payment: Middleton Accountants & Business Advisers	Middleton - Audit	0.00	979.00	161,758.92	(979.00)
16 Oct 2018	Payment: Solum Wheatbelt Business Solutions	Solum Inv 0027 - EO Services	0.00	3,403.75	158,355.17	(3,403.75)
16 Oct 2018	Payment: ATO	ATO Lodgement Fee	0.00	420.00	157,935.17	(420.00)
16 Oct 2018	Payment: Bencubbin CRC	Bencubbin CRC - Scanning	0.00	2.00	157,933.17	(2.00)
16 Oct 2018	Payment: Vernon Contracting	Vernon Contracting - TO Services	0.00	1,506.00	156,427.17	(1,506.00)
31 Oct 2018	Payment: Shire of Wyalkatchem	Shire of Wyalkatchem Subs	17,600.00	0.00	174,027.17	17,600.00
31 Oct 2018	Payment: Shire of Trayning	Shire of Trayning Subs	17,600.00	0.00	191,627.17	17,600.00
<b>Total NEWROC Funds #5557</b>			<b>70,415.82</b>	<b>6,361.95</b>	<b>191,627.17</b>	<b>64,053.87</b>
<b>Closing Balance</b>			<b>191,627.17</b>	<b>0.00</b>	<b>191,627.17</b>	<b>0.00</b>
<b>Total</b>			<b>70,415.82</b>	<b>6,361.95</b>	<b>64,053.87</b>	<b>64,053.87</b>



## Additional notes on the financials:

Business Case line item is negative

- 🐦 This account is actually in credit due to subscriptions received being allocated to this account as per the budget. Not all subs have been received as yet (Shire of Mukinbudin and Shire of Nungarin outstanding)
- 🐦 \$5000 spent – creditor was Rural and Regional Economic Solutions (energy project)

## OFFICER RECOMMENDATION

That the list of income and expenditure and profit and loss from 1 October to 31 October 2018 be received.

## MOTION:

**That the list of income and expenditure from 1 October to 31 October 2018 be received.**

**Moved P Sheedy**

**Seconded D Burton**

**Carried 5/0**

## Discussion:

- 🐦 Discussion regarding variances in the reports (P and L and Actual and Budget)
- 🐦 NEWROC Executive Officer brought up most current Xero reports and all subscriptions paid
- 🐦 Negative balances are because of project balances and their allocations
- 🐦 General discussion regarding Auditor General requirements for each of the member Shires



## 8. MATTERS FOR CONSIDERATION

### 8.1. Telecommunications Project

<b>FILE REFERENCE:</b>	035-1 Grants General
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	22 November 2018
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Leigh Ballard
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT

Update regarding the telecommunications project:

- 🐦 Mukinbudin tower – John Dease is connected off the Aitkins tower. A list of names (10 names, some with two houses), all located near Wialki, was provided to Crisp Wireless to follow up with, who were near John and possibly interested in a Crisp Wireless plan. Maree and Leigh contacted the names on the list and no one was interested in signing up. Crisp Wireless has a list of 5-6 businesses / residents in Mukinbudin interested in signing up however.
- 🐦 A mini pop is in Beacon. Every house in Beacon now has access to the service, if they want it. The Beacon CRC will be connected the week of the 26 November 2018
- 🐦 Rachael Kirby is the furthest connection north – from Merredin this is 218 kilometres. This is a remarkable achievement and should be promoted. The speeds at her property were equivalent to speeds in Merredin (46mps down and 14mps up)
- 🐦 Tony Sachse is also now connected. The NEWROC Executive Officer will conduct two case studies to be promoted – Rachel Kirby and Tony Sachse
- 🐦 Discussion regarding power outages and emergency situations. When power goes out in Bencubbin, generally the power goes out too, a few hours later. A small UPS can be put on the Crisp Wireless router and may resolve this situation – then phone calls can be made over the Crisp Wireless network. Tony Sachse is going to be a case study of this
- 🐦 Shire of Koorda held a small event to promote the service
- 🐦 Foxtel and NETFLIX issues are now resolved
- 🐦 NEWROC Executive Officer has contacted WACHS (Sean Conlan) to determine whether the hospitals can be connected to Crisp Wireless. Just waiting for feedback from their IT
- 🐦 NEWROC Executive Officer contacted Wyalkatchem High School to seek out their interest in the Crisp Wireless service. They deferred it to the Department. NEWROC Executive Officer has contacted Alison Ram, District Director and again waiting for feedback from their IT
- 🐦 Subscriptions are now up to \$6000 plus a month (50 customers, 8 of which are complementary due to the towers on their property. Plus there are 10 coming on board the week of the 26 November 2018)
- 🐦 Crisp Wireless will provide a map of the next roll out of towers in time for the Executive Meeting



**RESOLUTION:**

**Members to encourage their Community Resource Centres' to take up plans, so too any larger businesses and government agencies. Members to continue to promote the service as much as possible.**

**Moved J Nuttall**

**Seconded D Burton**

**Carried 5/0**

**Discussion:**

- 👉 Shire of Mukinbudin supportive of the Crisp Wireless service and members discussed the tower in Mukinbudin – suggestion to wait and see what alternative solutions Crisp Wireless can come forward with
- 👉 VOIP is a major attraction for the service – should be communicated and marketed
- 👉 Encourage Shire of Merredin to market Crisp Wireless as members have received queries and request for connections from Merredin residents
- 👉 Discussion regarding marketing communications – NEWROC Executive Officer to work with Crisp Wireless on this (youtube clips, social media posts, case studies)
- 👉 Project Steering committee is due to meet again – John Nuttall has requested a meeting



## NEWROC Strategic Planning – Project Updates

<b>FILE REFERENCE:</b>	041-5 Strategic and Future Planning
<b>REPORTING OFFICER:</b>	Caroline Robinson, Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	22 November 2018
<b>ATTACHMENT NUMBER:</b>	Submission to the Economic and Industry Standing Committee
<b>CONSULTATION:</b>	David Burton Juliet Grist
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT

#### Renewable Energy

The following resolution was made at the October Council meeting regarding the renewable energy project:

#### RESOLUTION:

NEWROC engage Rural and Regional Economic Solutions to make a submission to the Economic and Industry Standing Committee enquiry into micro grids (Option A in Rural and Regional Economics Quote)

Moved Cr Storer

Seconded Cr O'Connell

Carried 4/0

A submission has been made to the Economic and Industry Standing Committee (please see attached).

#### Regional Subsidiary

Additionally, at the last October Council meeting the following resolution was made:

#### RESOLUTION

A meeting be requested with the Department of Local Government regarding the desire to progress with a regional subsidiary model. Purpose is to raise our profile in the regional subsidiary discussions, push for amendments to the legislation and indicate to the Department that the NEWROC are keen to participate in a regional subsidiary to help achieve our strategic priorities. Cr Davies, CEO of Wyalkatchem, Tony and Anne WALGA, NEWROC EO – if unavailable then another CEO, Deputy Chair next in line

Moved Cr O'Connell

Seconded Cr Hudson

Carried 4/0

An email to Kelly Howat, the Appointments Secretary to the Minister for Local Government requesting a meeting with the NEWROC was sent on 15<sup>th</sup> October 2018, followed by phone calls on the 13<sup>th</sup> November and 22<sup>nd</sup> November – no response yet from the Minister's Office.

#### RESOLUTION:

**That the information is received**

**Moved D Burton**

**Seconded P Sheedy**

**Carried 4/0**



## 8.2. FUTURE PROJECTS

<b>FILE REFERENCE:</b>	041-5 Strategic and Future Planning
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	22 November 2018
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Dale Chapman – WALGA (telephone)
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT

At the October Council meeting there was a brief discussion about waste procurement and also a regional road construction crew.

The NEWROC Executive Officer has contacted Dale Chapman, from WALGA who has been working with the Avon Regional Organisation of Councils on their waste procurement. It is hoped Dale can attend the Executive Meeting either in person or via phone to discuss this piece of work.

Additionally the Executive Officer is seeking direction from the members as to progressing the concept of a Regional Road Construction crew.

### RESOLUTION:

**Information received**

**Moved P Sheedy**

**Seconded D Burton**

**Carried 4/0**

### Discussion:

- 👉 Dale Chapman is working with the AROC on aggregated waste contracts. Purpose of this, is to encourage more contractors into the process
- 👉 AROC had different expiry dates for each of their current waste contracts. Dale Chapman worked to execute short contracts and run a longer procurement process alongside trying to align the group contract
- 👉 Discussion regarding size required for economies of scale – both waste tonnage but also as six organisations
- 👉 Dale Chapman also 'sounded' out the market for AROC prior to doing any work
- 👉 Discussion regarding working with neighbours e.g. WEROC on a regional waste approach
- 👉 Members could submit their waste contracts to Dale Chapman for review
- 👉 Dale Chapman can also assist with current waste contracts that are due for renewal for future alignment in the group
- 👉 Regional Price Preference Policy – if Shires are making changes to this policy does it require public advertisement? Dale Chapman will follow up for Taryn Dayman



### 8.3. NEWTRAVEL

<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	22 November 2018
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Nil
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT

Update on financial contributions from the Shire of Dowerin and Shire of Westonia to NEWTRAVEL;

- 👉 Due to a change in CEO at the Shire of Dowerin, the discussions regarding their financial contribution for \$2500 towards the NEWTravel Executive Officer were delayed. However, this has now been resolved and the Shire of Dowerin has confirmed a financial contribution of \$2500 to NEWTravel for the role of the NEWTravel Executive Officer
- 👉 Correspondence via letter, email and in person to the Shire of Westonia – will need to follow up again. Not intentional that they have not confirmed, just I think busy with Shire activities

In light of NEWROC handing over the management of the NEWTRAVEL Executive Officer to NEWTRAVEL and aspiring to see increased business participation in the group, the NEWROC Executive Officer has verbally indicated to NEWTRAVEL that:

- 👉 A contract will need to be in place between the NEWTRAVEL Executive Officer and NEWTRAVEL as an organisation and also;
- 👉 An agreement between NEWROC and NEWTRAVEL regarding the management of the NEWROC funds for the position.

A proposed outline for the agreement or MoU is below, for members to consider, between the NEWROC and NEWTRAVEL.

#### **NEWTravel AND NEWROC MEMORANDUM OF UNDERSTANDING**

#### **Between**

NEWTRAVEL (North Eastern Wheatbelt Travel Association) INC and

NEWROC (North Eastern Wheatbelt Regional Organisation of Councils)

#### **1. Background**

The role of the NEWTravel Executive Officer is as follows (direct extract from the NEWTravel job description and contract):

The position is required to;

- 👉 Implement the Wheatbelt Way Marketing Plan and support NEWTravel to undertake tourism marketing activities across NEWROC to the benefit of the member Councils; and
- 👉 Assist in the development of Tourism across NEWROC



## Special conditions

- 👉 The person holding the position will be expected to work a range of hours covering meeting attendance, preparation and follow up. Preparation of correspondence and other research as required to be undertaken in a timely manner
- 👉 Use of own motor vehicle and a current driver's license is required
- 👉 There is a requirement for attendance at night meetings and some shows/expos
- 👉 The applicant needs to supply an equipped office to perform the role including their own laptop computer and mobile phone.

## External

Liaise with the public and community groups in a largely unsupervised fashion, pursuing opportunities for the promotion of the Wheatbelt Way and tourist opportunities across NEWROC and the Shires of Dowerin & Westonia

## Within Organisation

- 👉 Liaise with the NEWROC Director of Economic Services on matters associated with the provision of Tourism Services.
- 👉 Produce reports for NEWROC/ NEWTravel as requested.
- 👉 Liaise with NEWTravel representatives in their role as an advisory tourist body to NEWROC and report their recommendations back to NEWROC.

The NEWROC has funded and managed the NEWTravel Executive Officer for a number of years and now intends to hand the engagement and management of the position over to NEWTravel, in an effort to build their capacity and reach, so too engagement with businesses and community members to continue to improve tourism in the district.

## 2. Commitments by both parties

In acting upon this agreement, both parties agree to:

- 👉 To act in good faith
- 👉 To be professional in all communication and interaction
- 👉 Exercise due skill, care and diligence in working together and achieving common objectives
- 👉 Commit to innovation and continuous improvement

## 3. Deliverables

NEWROC will:

- 👉 Financially contribute to the position of NEWTravel Executive Officer on an annual basis, subject to the NEWROC and individual member Council budgets. In 2018/19 that will be \$15,000
- 👉 Work together collaboratively for the best interests of tourism in the member Councils

NEWTravel will:

- 👉 Continue to keep the NEWROC informed of NEWTravel activities (e-newsletter and communication with the NEWROC Executive Officer)
- 👉 NEWTravel Executive Officer will make themselves available for any NEWROC meetings when requested



- 👉 NEWTravel will directly employ / sub contract and manage the NEWTravel Executive Officer and report to the NEWTravel members regularly regarding performance – as per the position description included in this understanding
- 👉 NEWTravel will implement and manage policies and procedures around the employment of the NEWTravel Executive Officer
- 👉 Notify the NEWROC of any significant changes to the job description of the NEWTravel Executive Officer and any significant changes to the number of hours worked by the NEWTravel Executive Officer
- 👉 Work together collaboratively for the best interests of tourism in the member Councils

#### 4. Key Contacts

Cr Quentin Davies

Chair - NEWROC

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Kim Storer

NEWTravel President

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### RESOLUTION:

**That the NEWROC and NEWTravel Memorandum of Understanding is recommended to the NEWROC Council and NEWTravel Committee for endorsement.**

**Moved D Sellenger**

**Seconded J Nuttall**

**Carried 5/0**

#### Discussion:

- 👉 Each of the members of NEWROC are members of NEWTravel and felt confident they can provide oversight for this, however NEWROC would like to provide direction for the funding in an MoU



#### 8.4. NEWROC Health Strategy

<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	22 November 2018
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Nil
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT

In the NEWROC Health Strategy, the following goal and strategy was identified:

**GOAL: Facilitate and help promote a healthy lifestyle and disease prevention within the NEWROC communities**

*19. Undertake training for member employees to increase mental health literacy*

At the September Executive meeting the NEWROC Executive Officer presented some options for mental health training, for member employees, in a central location in 2019.

This option was the most relevant to members and was presented by Jo Drayton, Suicide Prevention Coordinator, Wheatbelt Community Alcohol and Drug Service.

#### WORKSHOP 1

#### **Overview of common Mental Health issues and Introduction to Suicide Prevention - currently provided FREE through funding by WA Mental Health Commission**

This half day presentation can be tailored to meet the specific needs of an Organisation or community group, but primarily covers:

- What is Stress and it's symptoms
- What is Anxiety and it's symptoms
- What is Depression and it's symptoms
- What is Situational Distress?
- Introduction to Suicide Prevention – WA Stat's and the extend of the problem
- Knowing the signs that somebody may be at risk
- Pathways to Support
- De-briefing and self care for staff/community members

Additionally, LGIS was contacted regarding training they could provide. The following was submitted by LGIS and member credits can be used for training.

The LGIS HR Risk team can provide a range of services around mental health, building resilience, stress management. All workshops / services will be tailored to the members specific requirements and desired outcomes, and can be targeted at general staff or / and managers.

#### **1. Working Well Workshop (2 hours - \$480 + GST)**

*This workshop educates staff on self- management techniques including the identification and management of a range of stressors. The workshop covers:*

- Identifying signs and symptoms of stress



- Thriving at Work – Building resilience & stress management
- Sharpening the saw - Coping strategies and tools to enhance self-care
- Emotional Intelligence (EQ)
- Handling hassles - Utilising our Mental Skill

## 2. **Mental Health for Managers** (3 hours - \$720 + GST per workshop)

*This workshop looks to provide managers with an awareness of mental health issues in the workplace including prevalence, symptoms, treatment and available resources. The workshop covers:*

- The prevalence of mental health issues in Australia and the workplace
- Signs and symptoms of common mental health conditions (key focus on anxiety and depression)
- The importance of creating a supportive and open culture to minimise the stigma of mental health in the workplace
- Avenues to support staff members who:
  - Have disclosed their own mental health issues to the organisation
  - Have not disclosed any diagnosis but are showing signs and symptoms
  - Self-care for individuals in supervisory positions

### **RESOLUTION:**

**Information is received**

**Moved J Nuttall**

**Seconded P Sheedy**

**Carried 5/0**

### **Discussion:**

- 🐦 NEWROC Executive Officer will revisit this in 2019 as a training opportunity

Taryn Dayman left at 4.27pm and returned at 4.29pm

Dirk Sellenger left at 4.29pm



## 9. EMERGING NEWROC ISSUES as notified, introduced by decision of the Meeting

### 9.1. Container Deposit Scheme

- 👉 The Shire of Mt Marshall moved a motion at its November Council meeting to offer Bencubbin as a central receipt point for containers and to provide feedback on the container scheme discussion paper
- 👉 The Shire of Mt Marshall have also indicated 100km is a large distance to drive containers to for drop off and the containers should be returned to at the point of purchase (ideally)

## 10. Other Business

### 10.1. WA Country Ambulance Service Review 2018

The NEWROC Executive Officer sought some feedback regarding the above strategy and will make a submission, it is due the 10 December 2018

<https://wacountryambulance.com.au/>

#### Discussion:

- 👉 Previously Ambulance Services came under Department of Health and the proposal is to put it under WACHS
- 👉 Discussion regarding the proposal to put KPI's on volunteers (WACHS and St John's arrangement) – St John's could be managing their workforce and achieving KPI's, rather than volunteers
- 👉 Patient Transfer Service is being reviewed and may require improved response rates

### 10.2. Records Management

Taryn Dayman requested a quote from IT Vision on records management. This was shared with members. The Shire of Mt Marshall and Shire of Koorda have expressed an interest, however timing is important.

Taryn Dayman will give a further update at the meeting.

#### Discussion:

- 👉 Shire of Wyalkatchem will be progressing towards implementing a records management system, so too Shire of Mt Marshall (they have allocated funding for it in their budget)
- 👉 Delivery of training gets cheaper with more members on board
- 👉 Taryn Dayman will coordinate a meeting between members and IT Vision using videoconferencing (request to BeingThere)
- 👉 Proposal to IT Vision to implement it over a period of time, rather than once off

## 11. 2018 MEETING DATES

11 December	Council	Shire of Trayning (Trayning Hotel)
		(2pm start, Drinks afterwards)

## 12. CLOSURE

The NEWROC CEO declared the meeting closed at 4.55pm



<b>7.3.2 CEACA Committee Meeting Minutes – 14<sup>th</sup> November 2018</b>	
Location:	Merredin Regional Community & Leisure Centre
File Ref:	ADM 237
Applicant:	Dirk Sellenger – Chief Executive Officer
Date:	10 <sup>th</sup> December 2018
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger – Chief Executive Officer
Author:	Dirk Sellenger – Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	CEACA Committee Meeting Minutes, CEACA & Shire of Merredin Agreement, CEACA AGM Minutes
Documents Tabled:	Nil

### **Summary**

A CEACA Committee Meeting was held on 14<sup>th</sup> November in Merredin.

### **Officer Comment**

The following items were included in the Minutes:

### **8. Business of the Meeting**

- 8.1 Project Update (Financial) – Shire of Merredin
- 8.2 Project Manager's Update – Access Housing
- 8.3 "Soft Launch" for the CEACA Seniors Housing Project
- 8.4 Rewriting the CEACA Constitution
- 8.5 CEACA Application Eligibility and Rent Assessment Form
- 8.6 Appointment of a Chair to CEACA
- 8.7 CEACA Committee Meeting Dates in 2019
- 8.8 Transfer of Crown Land to CEACA – Approval for Use of CEACA's Common Seal
- 8.9 Transfer of Beacon Progress Association Land to CEACA – Approval for Use of CEACA's Common Seal.
- 8.10 Development Policies Relating to the Rental of CEACA Housing Once Constructed
- 8.11 Development of a Head Lease Agreement between CEACA and Access Housing Australia
- 8.12 Implications of GST for the CEACA Seniors Housing Project
- 8.13 Insurance for CEACA

### **5. Future Meetings of CEACA Executive Committee**

Wednesday 12 December Kellerberrin

*Mr Ed Nind left the meeting at 2.21pm*

### **OFFICER RECOMMENDATION / COUNCIL DECISION**

**Council Decision Number – 12 12 18**

**Moved: Cr Comerford**

**Seconded: Cr Seaby**

**That Council receive the CEACA Committee Meeting Minutes for 14<sup>th</sup> November 2018.**

**Carried 6 / 0**



**CENTRAL EAST AGED CARE ALLIANCE  
INC (CEACA) COMMITTEE MEETING**

**HELD WEDNESDAY 14 NOVEMBER  
2018**

**MERREDIN REGIONAL COMMUNITY  
AND LEISURE CENTRE**

**MINUTES**



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# Minutes

## Central East Aged Care Alliance Inc (CEACA)

### Committee Meeting

#### 1. OPENING

The Executive Officer opened the meeting at 9.46am welcoming all in attendance.

#### 2. ELECTION OF CHAIR

With CEACA's Acting Chair, Gary Shadbolt, unable to attend the Annual General Meeting it is necessary for the Committee to elect a Chair for the purpose of this meeting.

This is in accordance with clause 8.3 of CEACA's current Constitution, which states:

8.3 *The Chair may not be an elected member or an employee of any Member Organisation, except where the position of Chair is vacant, in which case an elected member or employee of any Member Organisation may be elected until such time as the position of Chair has been elected.*

**RESOLUTION:**                      **Moved: Freda Tarr**                      **Seconded: Jamie Criddle**

**That Onida Truran be elected to Chair the meeting.**

**CARRIED**

The Executive Officer handed the meeting over to Onida Truran.

#### 3. RECORD OF ATTENDANCE AND APOLOGIES

##### 3.1 Attendance - Members

Ms Onida Truran, Chair  
Mr Ken Hooper, Secretary  
Ms Rachel Kirby, Treasurer

Mr Quentin Davies, Member  
Mr Rod Forsyth, Member  
Ms Freda Tarr, Member

Mr Jamie Criddle, Deputy Member (voting member for the meeting)  
Ms Taryn Dayman, Deputy Member  
Mr Raymond Griffiths, Deputy Member  
Mr Darren Mollenoyux, Deputy Member (voting member for the meeting)  
Mr Greg Powell, Deputy Member  
Mr Tony Sachse, Deputy Member  
Mr George Storer, Deputy Member (voting member for the meeting)



Ms Helen Westcott, Executive Officer

### **3.2 Attendance - Observers**

Mr David Burton, CEO Shire of Koorda  
Mr Pater Clarke, CEO Shire of Yilgarn  
Mr Adam Majid, CEO Shire of Nungarin (voting member for the meeting)  
Mr John Nuttall, CEO Shire of Mt Marshall  
Mr Dirk Sellenger, CEO Shire of Mukinbudin (voting member for the meeting)  
Mr Paul Sheedy, CEO Shire of Trayning

### **3.3 Apologies**

Mr Louis Geier, Member  
Ms Eileen O'Connell, Member  
Mr Gary Shadbolt, Member  
Mr Ricky Storer, Member  
Mr Stephen Strange, Member

Ms Melanie Brown, Deputy Member  
Ms Kerry Dayman, Deputy Member  
Ms Sandie Ventris, Deputy Member

### **3.4 Attendance - Guests**

Mr Ralton Benn, Access Housing Australia (AHA) – AHA is CEACA's project manager for its aged housing project



## 4. DECLARATION OF INTEREST

Pursuant to Clause 21 of the Central East Aged Care Alliance Inc Constitution, Members must declare to the Chairman any potential conflict of interest they may have in a matter before the meeting as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Central East Aged Care Alliance Inc. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

This is in accordance with Clause 21.4 of the Constitution which states:

**21.4** *When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter nor be present when the matter is being discussed or voted upon*

Nil

## 5. MINUTES OF MEETINGS

### **5.1 Minutes from a Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 5 September 2018 (Attachment)**

Minutes from a Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 5 September 2018 have previously been circulated.

#### **RECOMMENDATION:**

That the Minutes of the Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 5 September 2018 be confirmed as a true and accurate record of the proceedings.

**RESOLUTION:**                      **Moved: Ken Hooper**                      **Seconded: Freda Tarr**

**That the Minutes of the Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 5 September 2018 be confirmed as a true and accurate record of the proceedings.**  
**CARRIED**

### **5.2 Minutes from a Special Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 10 October 2018 (Attachment)**

Minutes from a Special Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 10 October 2018 have previously been circulated.

#### **RECOMMENDATION:**

That the Minutes from a Special Meeting of the Executive Committee Central East Aged Care Alliance Inc held Wednesday 10 October 2018 be confirmed as a true and accurate record of the proceedings.



**RESOLUTION:**                      **Moved: Rod Forsyth**                      **Seconded: Rachel Kirby**

**That the Minutes from a Special Meeting of the Executive Committee Central East Aged Care Alliance Inc held Wednesday 10 October 2018 be confirmed as a true and accurate record of the proceedings.**

**CARRIED**

### **5.3 Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Monday 15 October 2018 (Attachment)**

Presenting the Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Monday 15 October 2018 have previously been circulated.

**RECOMMENDATION:**

That the Minutes from a Meeting of the Executive Committee of the Central East Aged Care Alliance Inc held Monday 15 October 2018 be received.

**RESOLUTION:**                      **Moved: Jamie Criddle**                      **Seconded: Dirk Sellenger**

**That the Minutes from a Meeting of the Executive Committee of the Central East Aged Care Alliance Inc held Monday 15 October 2018 be received.**

**CARRIED**

### **5.4 Action Sheet for November 2018 (Attachment)**

Presenting the Action Sheet for November 2018.

**RECOMMENDATION:**

That the Action Sheet for November 2018 be received.

**RESOLUTION:**                      **Moved: Darren Mollenoyux**                      **Seconded: Quentin Davies**

**That the Action Sheet for November 2018 be received.**

**CARRIED**

### **5.5 Executive Officer Report for August 2018 (as at 7 November 2018)**

The Executive Officer provides the following report based upon key performance indicators (KPIs) developed as part of the current Executive Officer Services Contract (Part 8 Key Performance Indicators).

**A. Governance**

- a) Committee Meeting Agendas to be issued to members 5 Business Days prior to the meeting date – the meeting agenda for a Special Meeting of the CEACA Committee held Wednesday 10 October 2018 were completed and distributed in accordance with the Executive Officer's KPIs as were the meeting papers for the CEACA Annual General Meeting scheduled for Wednesday 14 November 2018.
- b) Committee Meeting Minutes to be distributed in draft form no later than 7 Business Days after the meeting date – the minutes from the Special CEACA Meeting held Wednesday 10 October 2018 were completed and distributed within the 7 Business Days timeframe.



- c) Executive Committee Meeting Minutes to be issued to Executive for comment within 5 Business Days of meeting and then re-distributed to the Committee Members no later than 7 Business Days after the meeting date – with the Chair's approval the Executive Officer distributed the agenda and meeting papers for the CEACA Executive Committee held Monday 15 October outside the KPI framework. This extension in time resulted from the need to finalise the minutes and actions from the Special CEACA Committee held Wednesday 10 October 2018. The minutes were also late in being distributed to members of the Executive Committee, again with the approval of the CEACA Acting Chair. The minutes from this meeting have been distributed to Members.

**B. Performance – (Facilitate and Communicate to Committee)**

- a) Constitution Development and Sign off from Department – refer also to Agenda Item 7.4.
- b) Rent Setting Policy, Sales/Lease for Life Policy formation and Adoption – the Executive Officer has been working with Access Housing to develop a registration form to be used by all applicants for CEACA's aged housing - refer also to Agenda Item 7.5.
- c) Strategic Plan for CEACA – Incorporating an updated priority list of the VERSO report platform - work on this has yet to commence.
- d) CEACA Code of Conduct be developed and adopted by the Committee - work on this has commenced. The Executive Officer was hoping to have a draft ready for consideration at the November Committee Meeting but other work required by the Committee has meant this task is yet to be completed.
- e) The Intellectual Property of CEACA to be backed up monthly via External Hard Drive which is provided to a nominated Council for backing up onto their server – the Shire of Mukinbudin has agreed to assist the Executive Officer in meeting the KPI around backing up of CEACA documentation.  
The Shire of Mukinbudin was provided with the October 2018 backup copy of the CEACA files on Friday 26 October 2018. The Executive Officer has also commenced investigations into CEACA storing its file records using "the cloud".

The Executive Officer has also assisted in a number of other areas since the CEACA Committee last met.

Commentary on these activities are provided below:

- **Assist CEACA in fulfilling its Commitments as defined in the Financial Assistance Agreements (FAAs) for the CEACA Seniors Housing Project**

The work associated with meeting this objective has a number of tasks which must be undertaken if CEACA is to fulfil its responsibilities under the project's FAAs. This work during August included:

- a) With the Department of Planning, Heritage and Lands agreeing to the transfer of Crown land CEACA work has commenced on finalising the transfer of title for the affected sites in Merredin, Mt Marshall, Trayning and Westonia – refer also to Agenda Item 7.8.
- b) Working with the Shire of Mt Marshall to progress the sale of land from the Beacon Progress Association Inc to CEACA, with this land to be used for the construction of aged housing in Beacon – refer also to Agenda Item 7.9.
- c) Work associated with a further drawdown of funds for Stage 2 of the CEACA seniors Housing Project – the Shire of Merredin is looking to drawdown of a further \$1.4M of project funding. For the funding to be released CEACA has had to provide information relating to the management of the housing once constructed. This information has been compiled and sent to Grant Arthur from the Wheatbelt Development Commission's Northam office.



- d) With CEACA's Acting Chair, CEACA's Project Manager and the CEO Shire of Merredin, the Executive Officer met with officers from the Department of Primary Industries and Regional Development (DPIRD) on Friday 5 October 2018 to discuss the potential for additional funding to be made available for the CEACA Seniors Housing Project. Since that meeting the Shire of Merredin and the Executive Officer have been approached by DPIRD for further information.
  - e) Provide assistance to the Shire of Merredin where required.
- **Assist CEACA with Advocacy around CEACA and its Related Activities**

Work undertaken included the following:

- a) CEACA's Acting Chair, Gary Shadbolt, and the Executive Officer met with the Member for Durack, Hon Melissa Price MP on Friday 22 June 2018. An outcome from this meeting was agreement from Ms Price that she would endeavour to arrange a meeting for CEACA with the Minister for Aged Care; Indigenous Health, Hon Ken Wyatt AM MP. Gary Shadbolt and the Executive Officer met with Ministers Wyatt and Price on Wednesday 8 August 2018. Greg Powell, CEO Shire of Merredin, was to have attended the meeting but was unable to attend. The meeting was a productive one with Minister Wyatt encouraging CEACA to write to him with a funding proposal. The proposal has yet to be finalised.
  - b) Following the meeting with officers from the DPIRD the Executive Officer has contacted Hon Darren West's office to arrange a meeting for the Acting Chair to discuss CEACA's request to the State Government for potential additional funding to be made available for the CEACA Seniors Housing Project. It has been difficult to arrange a meeting but at the time of preparing this report the Executive Officer was hopeful that a meeting would be held in Northam on Monday 12 November. Should the meeting take place, a report on the outcome of the meeting will be provided at the CEACA Committee Meeting on Wednesday 14 November 2018.
- **Other Activities related to CEACA's Operations**
- a) The Executive Officer has completed training on managing the CEACA website. She has also undertaken some training on managing CEACA's Facebook page. A date for further training has yet to be finalised.
  - b) The Executive Officer met with CEACA's insurance broker, Russell Bresland of the Bresland Insurance Group on Wednesday 17 October 2018 to work through CEACA's insurance requirements for the coming year – refer also to Agenda Item 7.13.
  - c) The Executive Officer has continued to work on the development of a Privacy Policy for CEACA (with an update on this work is provided in the meeting Action Sheet)
  - d) The Executive Officer has been involved in work associated with the development of a management agreement between Access Housing Australia and CEACA – refer also to Agenda Item 7.11.
  - e) The Executive Officer has been working with CEACA's Executive Committee to develop a Confidentiality Statement for use by CEACA (with an update on this work is provided in the meeting Action Sheet).
  - f) The Executive Officer has been involved in work associated with the engagement of Deloitte's to resolve potential GST issue facing CEACA – refer also to Agenda Item 7.13.

**Additional Executive Officer Comment:**



The meeting enquired about the meeting with Hon Darren West MLC held Monday 12 November 2018. In the absence of the Acting Chair, the Executive Officer and Greg Powell, CEO Shire of Merredin provided a brief report on the meeting. Points to highlight from the meeting:

- The State Government still sees the project as valuable and this is the reason the project was not axed by Treasury.
- Hon Darren West MLC is willing to assist where possible. That said it will be difficult to secure additional funding at this point in the project. It is possible more funds could be made available in the next year's budget but this will be too late for the project as CEACA needs the funding now.
- In addition to its current funding difficulties CEACA has just been made aware of another problem. Since the October meeting CEACA has been advised that new rules have been put in place re the payment of interest on project funds held by Treasury Corp. Neither Greg Powell nor the Executive Officer know when this new requirement came in to effect. Even when CEACA met with officers from DPIRD, one of whom was Lorraine Fernandez, on 5 October CEACA was not made aware of this change.
- Hon Darren West has agreed to assist CEACA in efforts to gain additional funding and retain the interest accrued on remaining project funds.

#### **RECOMMENDATION:**

That the Executive Officer's report as presented be received.

**RESOLUTION:**                      **Moved: Darren Mollenoyux    Seconded: Rod Forsyth**

---

**That the Executive Officer's report as presented be received.**

**CARRIED**



## **6. MATTERS FOR NOTING**

### **6.1 Complying with the Associations Incorporation Act 2015 – Self-Check (Attachment)**

The Department of Mines, Industry Regulation and Safety publishes a self-check for incorporated bodies such as the Central East Aged Care Alliance Inc (CEACA). The purpose of the self-check is to assist in determining whether a group such as CEACA is complying with each section of the *Associations Incorporation Act 2015*.

A copy of the self-check forms an attachment to the meeting agenda.

In relation to record keeping, the Executive Officer will have available for inspection the following records:

- A copy of the certificate of incorporation;
- A copy of the CEACA constitution;
- The Members Register; and
- The Record of Office Bearers.

These records are made available for inspection at all in-person meetings.

No action is required – the matter is presented for Members' information only.

**Noted**

### **6.2 Other Matters for Noting**

Nil

## **7. ACTING CHAIR'S REPORT**

Nil Report



## 8. BUSINESS OF THE MEETING

### 8.1 Project Update (Financial) – Shire of Merredin (Attachment)

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 31 October 2018

**Attachments:** CEACA Statement of Income and Expenditure as at 31 October 2018

**Background:**

On behalf of CEACA the Shire of Merredin has signed two Financial Assistance Agreements (FAAs) with the Department of Primary Industries and Regional Development in respect to the CEACA Seniors Housing Project.

**Executive Officer Comment:**

The CEO Shire of Merredin, Greg Powell will respond to any questions Committee Members have with respect to the report tabled.

**Additional Meeting Comment:**

Greg Powell provided the additional information to the income and expenditure report provided:

- The report provided is largely historical.
- The issue of cost variations seems to have been resolved and at this point do not represent a threat to the project.
- The Shire of Merredin with the Project Manager is keeping a tight control on spend.
- Cashflow is critical being \$1.2-1.8M per month.
- CEACA needs to ensure that it has the cash to meet its payments as the Shire of Merredin will not be in a position to bankroll the project should CEACA run out of funds.

**RECOMMENDATION:**

That the Project Update (Financial) as at 31 October 2018 provided by the Shire of Merredin be received.

**RESOLUTION:**                      **Moved: Quentin Davies**                      **Seconded: Freda Tarr**

**That the Project Update (Financial) as at 31 October 2018 provided by the Shire of Merredin be received.**

**CARRIED**



## **8.2 Project Manager's Update – Access Housing**

<b>Author:</b>	Ralton Benn, Project Manager Property Assets Access Housing Australia Helen Westcott, Executive Officer
<b>Disclosure of Interest:</b>	No interest to disclose
<b>Date:</b>	5 November 2018
<b>Attachments:</b>	Nil Note: The Project Manager's report will be provided under separate cover

### **Background:**

As part of its role in providing project management services to CEACA, Access Housing Australia has undertaken to provide written monthly activity reports to CEACA.

### **Executive Officer Comment:**

With the Project Manager attending the CEACA Committee Meeting a verbal update on work around the CEACA Seniors Housing Project will be provided.

### **Additional Meeting Comment:**

In providing a report to the Committee, Ralton Benn highlighted the following points:

- Pindan are 6-7 weeks behind the project's scheduled;
- Eight (8) houses in Kellerberrin are almost at "lockup" stage. Full "lockup" is expected soon. Completion of the housing in Kellerberrin should occur in January of next year;
- Construction is also underway in Merredin;
- Siteworks underway at all other sites;
- Believes construction will be completed by March/April 2019;
- Currently the contingency account sits at \$399-350,000. It is believed that this situation will improve;
- Transfer of land ownership is progressing;
- Work will stop over the Christmas/New Year period for around two (2) weeks; and
- Work done by AHA on rental calculations for CEACA housing has been based on REIWA data. AHA has not used Shire rentals in its calculations.

A number of questions were also asked. The questions and the answers provided by CEACA's project manager are summarised below;

- Peter Clarke from the Shire of Yilgarn raised the issue of the stormwater management issues only recently identified on the Southern Cross sites. In explaining what had occurred at the Southern Cross site, Ralton Benn noted that resolution of any stormwater issues was critical. It was agreed that he would continue discussions with the Shire of Yilgarn "out of session".
- The issue of eligibility for the CEACA housing was raised by a number of people at the meeting. Ralton Benn advised that whilst AHA had to use its waitlist for its housing, applying a matrix to determine an applicant's priority for housing, this list will not apply to CEACA.

### **RECOMMENDATION:**



That the Project Manager's Report be received.

**RESOLUTION:**                      **Moved: Rachel Kirby**                      **Seconded: Jamie Criddle**

---

**That the Project Manager's Report be received.**

**CARRIED**



### 8.3 **“Soft Launch” for the CEACA Seniors Housing Project**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 5 November 2018

**Attachments:** Nil

**Background:**

At a meeting held Wednesday 25 July 2018 CEACA’s Executive Committee proposed that a “soft launch” for the CEACA Seniors Housing Project be held on Friday 12 October 2018, with the Executive Committee resolving as shown below:

**RESOLUTION:** *Moved: Rachel Kirby* *Seconded: Ken Hooper*

*That:*

1. *CEACA look to hold its “soft launch” for the CEACA Seniors Housing Project on Friday 12 October 2018, with the launch to be held in Kellerberrin;*
2. *The CEACA Executive Officer liaise with the Wheatbelt Development Commission on arrangements related to the Minister for Regional Development’s attendance at the launch; and*
3. *The Executive Committee work with the CEACA Executive Committee to develop a guest list and program for the launch.*

**CARRIED**

It had been envisaged that CEACA would have appointed a new independent Chair by this time. As the CEACA Committee is aware, a number of recent events have delayed the appointment of a new Chair. It was agreed that the launch be delayed until the appointment of the Chair was finalised.

**Executive Officer Comment:**

With the appointment of the independent Chair to CEACA still to be finalised the Executive Officer believes that the matter of a public launch be delayed until after an appointment is made.

**RECOMMENDATION:**

That the public launch for the CEACA Seniors Housing Project be delayed until after the appointment of an independent Chair to CEACA.

**RESOLUTION:** *Moved: Quentin Davies* *Seconded: Rachel Kirby*

**That the public launch for the CEACA Seniors Housing Project be delayed until after the appointment of an independent Chair to CEACA.**

**CARRIED**



## 8.4 Rewriting the CEACA Constitution

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 5 November 2018

**Attachments:** Nil

### **Background:**

At the CEACA Committee Meeting held Wednesday 7 June 2017 it was resolved as shown below:

**RESOLUTION:**                      *Moved: Rod Forsyth*                      *Seconded: Freda Tarr*

---

*That:*

1. *A working group be established to oversee the rewriting of the CEACA Constitution, with the working group would be chaired by Graham Lovelock, the CEACA Chair and having the following membership:*
  - *Mr Ray Hooper, former Acting CEO at the Shire of Mukinbudin;*
  - *Mr Darren Mollenoyux, CEO Shire of Bruce Rock; and*
  - *Mr John Nuttall, CEO Shire of Mt Marshall;*
  - *The CEACA Executive Officer to provide research and administrative support.*
2. *Legal assistance be obtained to assist the working group where necessary; and*
3. *The working party have a draft of the new CEACA constitution ready for consideration by the CEACA Committee as a whole at the meeting scheduled for Wednesday 6 September 2017.*

**CARRIED**

With assistance from Kott Gunning the working group finalised a draft constitution for consideration at the CEACA Committee Meeting held Wednesday 6 September 2017. Following consideration of the draft constitution the meeting resolved as follows:

**RESOLUTION:**                      *Moved: Eileen O'Connell*                      *Seconded: Brian Jones*

---

*That CEACA:*

1. *Acknowledges the work undertaken by the working party in reviewing the CEACA Constitution;*
2. *Note the draft CEACA Constitution as presented: and*
3. *Requests Member Councils to provide comment to the Executive Officer on the draft constitution no later than Friday 20 October 2017 so that a final draft of the CEACA Constitution can be considered at the CEACA AGM on Wednesday 1 November 2017.*

**CARRIED**

The draft Constitution was considered at a Special General Meeting held 26 March 2018 at which time the motion to adopt the new constitution was lost, as shown below:



*MOTION: Moved: Ken Hooper Seconded: Wayne Della Bosca*

*That Central East Aged Care Alliance Inc adopt the constitution of the Association (new Constitution) as detailed in Attachment 1 for the Special General Meeting in substitution for the existing constitution which is repealed provided that:*

- a. clauses 1.3 and 29 of the constitution will only take effect upon compliance with section 33 of the Associations Incorporation Act 2015 and*
- b. the balance of the clauses will take effect upon compliance with section 30 of the Associations Incorporation Act 2015.*

*MOTION LOST 4/7*

As has been previously reported the working group charged with the overseeing the preparation of new constitution for CEACA was reconvened, with the working group meeting on Thursday 2 August 2018.

A report on the outcomes of this meeting were presented to the CEACA Committee at a meeting held Wednesday 5 September 2018. At the meeting it was resolved as shown below:

*RESOLUTION: Moved: Kerry Dayman Seconded: Ken Hooper*

*That comment on the CEACA Constitution (Final Draft as at 8 August 2018) be provided to the Executive Officer by close of business on Friday 28 September 2018 to enable final drafting of the new constitution.*

*CARRIED*

#### **Executive Officer Comment:**

At the time of preparing this agenda item, the Executive Officer had only received comments from the Shires of Bruce Rock, Trayning and Yilgarn. All had expressed support for the draft constitution as presented to the Special General Meeting of the CEACA Committee in March of this year.

Given that only a limited number of comments have been received and recognising that the issue of the CEACA Constitution has been ongoing for some time it is possible there are no further comments from Members. On that assumption it would be proposed to move forward with the development of a process for the finalisation by lawyers Kott Gunning to enable the formal document to be submitted to a Special Committee Meeting in early 2019 for adoption.

#### **Additional Meeting Comment:**

Greg Powell, the Shire of Merredin's CEO, commented that in light of the GST advice received from Deloitte's CEACA should look to inserting a clause into its new constitution that would allow it to operate as a charitable organisation. In obtaining charitable organisation status CEACA would potentially be able to access the GST-free provisions in the GST Act with respect to the supply of accommodation.

The Shire of Mt Marshall's CEO, John Nuttall advised the meeting that his Council remained concerned that the draft constitution still did not provide sufficient protection for CEACA's foundation members. Darren Mollenoyux, CEO Shire of Bruce Rock, commented that his Council had similar concerns.

The Executive Officer explained that as there had been no specific direction from the Committee the changes as originally proposed by the Shire of Mt Marshall had not been made.



**RECOMMENDATION:**

That:

1. The Executive Officer be authorised to finalise, with assistance from lawyers Kott Gunning, the new CEACA Constitution; and
2. Arrangements be made for a Special General Meeting of CEACA be to be held ahead of the first CEACA Committee Meeting for 2019, at which time adoption of the new CEACA Constitution will be considered.

**RESOLUTION:**

**Moved: Freda Tarr**

**Seconded: Ken Hooper**

- 
1. That a working group be established to finalise the rewriting of the CEACA Constitution, with the working group to be chaired by Gary Shadbolt, the Acting CEACA Chair, and having the following membership:
    - Mr Darren Mollenoyux, CEO Shire of Bruce Rock;
    - Mr John Nuttall, CEO Shire of Mt Marshall; and
    - The CEACA Executive Officer to provide research and administrative support.
  2. That the Working Group be authorised to finalise, with assistance from lawyers Kott Gunning, the new CEACA Constitution.
  3. That in finalising a new CEACA Constitution the working group include the following:
    - Insertion of a clause that will allow CEACA to operate as a registered charity; and
    - Insertion of a clause that will protect CEACA's "foundation members".
  4. Arrangements be made for a Special General Meeting of CEACA be to be held ahead of the first CEACA Committee Meeting for 2019, at which time adoption of the new CEACA Constitution will be considered.

**CARRIED**



## **8.5 CEACA Application Eligibility and Rent Assessment Form (Attachment)**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 5 November 2018

**Attachments:** Application Eligibility and Rent Assessment Form for CEACA  
Note: The application form will be provided under separate cover

### **Background:**

A draft application and eligibility form was considered by the CEACA Committee when it met in Wednesday 5 September 2018, with the Committee resolving as shown below:

*RESOLUTION: Moved: Ken Hooper Seconded: Louis Geier*  
*That the draft Application Eligibility and Rent Assessment Form for CEACA be noted, with the Executive Officer to prepare a final draft for consideration at the CEACA Committee scheduled for Wednesday 14 November 2018.*

**CARRIED**

### **Executive Officer Comment:**

A final draft of the application eligibility and rent assessment form has been prepared taking into account the comments provided at the Committee Meeting on 5 September.

The final draft forms an attachment to the meeting agenda.

### **RECOMMENDATION:**

That the Application Eligibility and Rent Assessment Form for CEACA be adopted as presented.

*RESOLUTION: Moved: Rachel Kirby Seconded: Quentin Davies*  
*That the matter lay on the table.*

**CARRIED**



## 8.6 Appointment of a Chair to the Central East Aged Care Alliance Inc (CEACA)

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 5 November 2018

**Attachments:** Nil

### **Background:**

With the resignation of Graham Lovelock as the CEACA Chair on 27 February 2018 the appointment of a new Chair was considered by the CEACA Committee when it met on 26 March 2018, with the meeting resolving as shown below:

*RESOLUTION: Moved: Eileen O'Connell Seconded: Freda Tarr*

*That Gary Shadbolt be elected Chair until the commencement of the first meeting following the meeting at which the 2018/2019 CEACA Budget is adopted.*

**CARRIED**

The matter was further considered at the CEACA Committee Meeting held Wednesday 6 June 2018, with the matter being resolved as shown below:

*RESOLUTION: Moved: Quentin Davies Seconded: Louis Geier*

*That Gary Shadbolt be appointed Acting Chair until the appointment of an Independent Chair or the CEACA 2018 Annual General Meeting whichever is the sooner.*

**CARRIED**

*RESOLUTION: Moved: Rod Forsyth Seconded: Eileen O'Connell*

*That:*

- 1. A Working Group be established with the terms of reference being to call for applications, conduct interviews and make a recommendation to the CEACA Committee for the appointment of an Independent Chair of CEACA;*
- 2. The Working Group's membership comprise Gary Shadbolt, as CEACA's Acting Chair, Quentin Davies and Stephen Strange.*

**CARRIED**

The Working Group met on two occasions during the year but due to a number of issues arising the appointment of a new independent Chair prior the CEACA Annual General Meeting has not been finalised.

### **Executive Officer Comment:**

Whilst an Acting Chair has been appointed, there is still a need for CEACA to appoint a new independent Chair.

It is recommended that the Working Group be reconvened to oversee the appointment of an independent Chair as soon as is practical.



Working groups such as the one established to oversee the appointment of a new CEACA Chair must in accordance with CEACA's current Constitution be established (if required) following each annual general meeting.

Membership of the working group could be as previously, that is the Acting Chair and two Committee Members.

#### **Additional Meeting Comment:**

In discussing the appointment of a new independent Chair the need for a speedy resolution to this issue was highlighted, particularly given the heavy workload currently being undertaken by CEACA's Acting Chair, Gary Shadbolt.

The Executive Officer advised the meeting that every endeavour was being taken to finalise the appointment but a number of factors had worked against this from happening, including the need to finalise a management agreement with Access Housing Australia, the work associated with resolving the payment of GST by the Shire of Merredin on CEACA's behalf and work associated with CEACA's application to obtain charitable status, thereby potentially further reducing its GST liabilities.

The Executive Officer also advised that whilst appointing someone to the position of independent Chair prior to the Christmas/New Year break was the most desirable outcome, from a practical perspective it was unlikely this would occur given the commitments Committee members had leading up to this time. An appointment early in the New Year was a more likely outcome.

#### **RECOMMENDATION:**

That:

1. The Working Group to oversee the appointment of an Independent Chair for CEACA be reconvened, with its terms of reference being to call for applications, conduct interviews and make a recommendation to the CEACA Committee for the appointment of an independent Chair of CEACA; and
2. The Working Group's membership, being the Acting Chair and two Committee Members, comprise \_\_\_\_\_.

#### **RESOLUTION:**

**Moved: Rod Forsyth**

**Seconded: Rachel Kirby**

**That:**

1. **The Working Group to oversee the appointment of an Independent Chair for CEACA be reconvened, with its terms of reference being to call for applications, conduct interviews and make a recommendation to the CEACA Committee for the appointment of an independent Chair of CEACA; and**
2. **The Working Group's membership, being Gary Shadbolt as CEACA's Acting Chair, Quentin Davies, Stephen Strange and the CEACA Executive Officer to provide research and administrative support.**

**CARRIED**

At 10.33am Ralton Benn CEACA's project manager entered the meeting.

At this point the meeting considered Agenda Item 7.2 but for ease of reading the matter is presented in chronological order.



## 8.7 CEACA Committee Meeting Dates in 2019

**Reporting Officer:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 5 November 2018

**Attachments:** Nil

### **Background:**

Clause 19.1 of the current CEACA Constitution states that:

**19.1 The Committee shall meet together for the dispatch of business not less than one meeting per quarter year. The Secretary will issue a notice of these Committee meetings not less than 10 days before the date of the meeting.**

A meeting schedule for 2019 must therefore be adopted.

The meeting schedule should also take into account the need to hold an Annual General Meeting with Clause 19.12 stating that:

**19.12 The AGM shall be held in every calendar year within 4 months of the end of the Association's financial year. The Secretary shall ensure written notice of the meeting is sent to all members, not less than 30 days before the meeting.**

CEACA's Executive Committee considered a meeting program prepared by the Executive Officer when it met on Monday 15 October 2018, resolving as shown below:

**RESOLUTION:** Moved: Ken Hooper Seconded: Rachel Kirby

*That the Central East Aged Care Alliance Inc (CEACA) Executive Committee recommend to the CEACA Committee that the following meeting schedule be adopted for 2019:*

Wednesday 6 March 2019	Ordinary Committee Meeting;
Wednesday 5 June 2019	Ordinary Committee Meeting;
Wednesday 4 September 2019	Ordinary Committee Meeting; and
Wednesday 6 November 2019	AGM and an Ordinary Committee Meeting.

**CARRIED**

### **Executive Officer Comment:**

In recommending the schedule as presented the CEACA Executive Committee recognises that it will not suit all Members but believes that meets the needs of the majority of CEACA's membership. It also takes into account a number of events/meetings that Committee Members may be required to attend, including:

- The Great Eastern Country Zone's Meetings;
- NEWROC Meetings;
- WE-ROC Meetings;
- The Ordinary Council Meetings of CEACA's Member Councils;
- WALGA elected member training sessions;



- The Dowerin Field Day;
- The WALGA Local Government Convention; and
- School Holidays in WA.

Dates for the LG Pro conferences were not factored into the planning of the 2019 meeting program as they were not known at the time of preparing the schedule. Should there be a clash of dates consideration can be given to amending the meeting date to accommodate any potential clashes.

The suggested meeting program proposed fulfils CEACA's statutory obligations.

It is proposed that the venue for in-person meetings continue to be either Merredin or Nungarin.

A 2019 meeting schedule for the CEACA Executive Committee will be presented for discussion when it meets on Wednesday 12 December 2018.

#### **RECOMMENDATION:**

That the Central East Aged Care Alliance Inc (CEACA) Committee adopt the following meeting schedule for 2019:

Wednesday 6 March 2019	Ordinary Committee Meeting;
Wednesday 5 June 2019	Ordinary Committee Meeting;
Wednesday 4 September 2019	Ordinary Committee Meeting; and
Wednesday 6 November 2019	AGM and an Ordinary Committee Meeting.

**RESOLUTION:**                      **Moved: Quentin Davies**                      **Seconded: Freda Tarr**

**That the Central East Aged Care Alliance Inc (CEACA) Committee adopt the following meeting schedule for 2019:**

<b>Tuesday 26 February 2019</b>	<b>Ordinary Committee Meeting;</b>
<b>Wednesday 5 June 2019</b>	<b>Ordinary Committee Meeting;</b>
<b>Wednesday 4 September 2019</b>	<b>Ordinary Committee Meeting; and</b>
<b>Wednesday 6 November 2019</b>	<b>AGM and an Ordinary Committee Meeting.</b>

**CARRIED**



## **8.8 Transfer of Crown Land to CEACA – Approval for Use of CEACA’s Common Seal**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 7 November 2018

**Attachments:** Nil

### **Background:**

As Committee Members are aware, the Department of Planning, Heritage and Lands (DPHL) has agreed to transfer ownership of Crown Land to CEACA for use in the CEACA Seniors Housing Project. These transfers relate to land within the Shires of Merredin, Mt Marshall, Trayning and Westonia.

At the CEACA Committee Meeting held Wednesday 5 September 2018 the Executive Officer sought approval for use of CEACA ‘s common seal, with the Committee resolving as shown:

*RESOLUTION: Moved: Onida Truran Seconded: Rachel Kirby*

*That the CEACA Committee authorises the use of the Central East Aged Care Alliance Inc common seal for the purpose of executing, in accordance with the Central East Aged Care Alliance Inc Constitution, the transfer of Crown Land to the ownership of the Central East Aged Care Alliance Inc.*

**CARRIED**

### **Executive Officer Comment:**

DPHL has provided the Executive Officer with instructions on how to effect the transfer of ownership from the Crown to CEACA.

The Executive Officer has commenced work on the process that will see the transfer of ownership. Notwithstanding the above resolution, the Executive Officer believes more specific approval should be granted for the use of CEACA ‘s common seal, identifying the land for which the transfers are to be effected, together with the details of the office bearers authorised to sign.

The Crown Land the subject of the transfer is described as follows:

Shire of Mt Marshall – Reserve 23238, Lot 40 on Deposited Plan 154962;  
 Shire of Mt Marshall – Reserve 22783. Lot 152 on Deposited Plan 162922;  
 Shire of Trayning – Portion of Reserve 47088, Lots 164 and 165 on Deposited Plan 88163, redescribed as compiled Lot 300 on Deposited Plan 410913; and  
 Shire of Merredin – Portion of Reserve 13876, Part Lot 165 on Deposited Plan 229842 now depicted as Lot 500 on Deposited Plan 412953.

Use of the common seal is governed by clause 25 of the CEACA Constitution which reads as follows:



## **25. COMMON SEAL OF ASSOCIATION**

- 25.1 *The Association shall have a common seal on which its corporate name shall appear in legible characters.*
- 25.2 *The common seal of the Association shall not be used without the express authority of the Committee and every use of that common seal shall be recorded in the minute books of the Association.*
- 25.3 *The affixing of the common seal of the Association shall be witnessed by any two Office Bearers of the Association.*
- 25.4 *The common seal of the Association shall be kept in the custody of the Secretary or such other person as the Committee from time to time decides.*

The Executive Officer seeks the authority of the CEACA Committee for the Secretary and Treasurer to affix the common seal to the Crown Land Transfers.

The Executive Officer also seeks confirmation from the Committee that CEACA's common seal be held at the Executive Officer's office for safe keeping.

Given that these land transfers are part of the process of providing land for the construction of houses the cost involved in the transfers should be paid by the affected local government. This would mean that each local government in which land transfers are being undertaken should be responsible for the purchase price of \$1.10 (including GST), document preparation fee of \$536.00 and Landgate document lodgement fee of \$171.20 a total fee of \$708.30.

In addition each transfer may be subject to stamp duty under the *Duties Act 2008*, unless CEACA is successful in obtaining an exemption.

No costs have been included for conveyancing or any work involved by the Executive Officer in arranging the transfers. If it is necessary to engage someone to undertake the conveyancing process that cost would be borne by CEACA.

## **RECOMMENDATION:**

1. That the Central East Aged Care Association Inc (CEACA) Committee:
  - a) Authorise the CEACA Secretary and Treasurer to use the Central East Aged Care Alliance Inc common seal for the purpose of executing the transfer of the following Crown Land to the ownership of the Central East Aged Care Alliance Inc:
    - Shire of Mt Marshall – Reserve 23238, Lot 40 on Deposited Plan 154962 for the purchase price of \$1.10 (including GST);
    - Shire of Mt Marshall – Reserve 22783. Lot 152 on Deposited Plan 162922 for the purchase price of \$1.10 (including GST);
    - Shire of Trayning – Portion of Reserve 47088, Lots 164 and 165 on Deposited Plan 88163, redescribed as compiled Lot 300 on Deposited Plan 410913 for the purchase price of \$1.10 (including GST); and
    - Shire of Merredin – Portion of Reserve 13876, Part Lot 165 on Deposited Plan 229842 now depicted as Lot 500 on Deposited Plan 412953 for the purchase price of \$1.10 (including GST).
  - b) Authorise the Secretary and Treasurer to seek an exemption under the *Duties Act 2008* from the stamp duty on the transfer of the above properties.
2. That the Shires of Mt Marshall, Trayning and Merredin be requested to meet the purchase price of \$1.10 (including GST), document preparation fee of \$536.00 and Landgate document lodgement



fee of \$171.20 a total fee of \$708.30, together with any stamp duty that may be incurred in the transfers.

3. That the CEACA Committee authorise the Executive Officer to be responsible for the safekeeping of its common seal.

**RESOLUTION:**                      **Moved: Rod Forsyth**                      **Seconded: Ken Hooper**

---

1. That the Central East Aged Care Association Inc (CEACA) Committee:
  - a) Authorise the CEACA Secretary and Treasurer to use the Central East Aged Care Alliance Inc common seal for the purpose of executing the transfer of the following Crown Land to the ownership of the Central East Aged Care Alliance Inc:
    - Shire of Mt Marshall – Reserve 23238, Lot 40 on Deposited Plan 154962 for the purchase price of \$1.10 (including GST);
    - Shire of Mt Marshall – Reserve 22783. Lot 152 on Deposited Plan 162922 for the purchase price of \$1.10 (including GST);
    - Shire of Trayning – Portion of Reserve 47088, Lots 164 and 165 on Deposited Plan 88163, redescribed as compiled Lot 300 on Deposited Plan 410913 for the purchase price of \$1.10 (including GST); and
    - Shire of Merredin – Portion of Reserve 13876, Part Lot 165 on Deposited Plan 229842 now depicted as Lot 500 on Deposited Plan 412953 for the purchase price of \$1.10 (including GST).
  - c) Authorise the Secretary and Treasurer to seek an exemption under the *Duties Act 2008* from the stamp duty on the transfer of the above properties.
2. That the Shires of Mt Marshall, Trayning and Merredin be requested to meet the purchase price of \$1.10 (including GST), document preparation fee of \$536.00 and Landgate document lodgement fee of \$171.20 a total fee of \$708.30, together with any stamp duty that may be incurred in the transfers.
3. That the CEACA Committee authorise the Executive Officer to be responsible for the safekeeping of its common seal.

**CARRIED 10/1**

**Freda Tarr voted against the motion.**



## **8.9 Transfer of Beacon Progress Association Land to CEACA – Approval for Use of CEACA's Common Seal**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 7 November 2018

**Attachments:** Nil

### **Background:**

As Committee Members are aware, the land in Beacon currently, owned by the Beacon Progress Association Inc is being purchased by the Shire of Mt Marshall to enable it to be transferred to CEACA for the construction of a dwelling.

### **Executive Officer Comment:**

The Executive Officer has not commenced work on the process to transfer ownership of the land but has been working through the requirements and has been in email discussion with CEO Shire of Mt Marshall.

The land the subject of the transfer is described as follows:

Lot 31 Rowlands Street, Beacon, Plan 154962, Volume 1258, Folio 306.

The transfer will require use of CEACA's common seal.

Use of the common seal is governed by clause 25 of the CEACA Constitution.

The Executive Officer seeks the authority of the CEACA Committee for the Secretary and Treasurer to affix the common seal to the land transfer.

Given that this land transfer is part of the process of providing land for the construction of houses, the Shire of Mt Marshall has already resolved that the purchase price and cost involved in the transfers will be paid by the Shire. In addition, should CEACA not be successful in obtaining an exemption from stamp duty payment of stamp duty may also be required.

No costs have been included for conveyancing or any work involved by the Executive Officer in arranging the transfers. If it is necessary to engage someone to undertake the conveyancing process that cost would be borne by CEACA.

### **RECOMMENDATION:**

1. That the CEACA Committee:
  - a) Authorise the CEACA Secretary and Treasurer to use of the Central East Aged Care Alliance Inc common seal for the purpose of executing, the transfer of Lot 31 Rowlands Street, Beacon, Plan 154962, Volume 1258, Folio 306 and to the ownership of the Central East Aged Care Alliance Inc; and
  - b) Authorise the Secretary and Treasurer to seek an exemption under the *Duties Act 2008* from the stamp duty on the transfer of the above property.



2. That the Shire of Mt Marshall be requested to meet the purchase price and Landgate document lodgement fee, together with any stamp duty that may be incurred in the transfers.

**RESOLUTION:**                      **Moved: Rachel Kirby**                      **Seconded: Darren Mollenoyux**

---

1. That the CEACA Committee:
  - a) Authorise the CEACA Secretary and Treasurer to use of the Central East Aged Care Alliance Inc common seal for the purpose of executing, the transfer of Lot 31 Rowlands Street, Beacon, Plan 154962, Volume 1258, Folio 306 and to the ownership of the Central East Aged Care Alliance Inc; and
  - b) Authorise the Secretary and Treasurer to seek an exemption under the *Duties Act 2008* from the stamp duty on the transfer of the above property.
2. That the Shire of Mt Marshall be requested to meet the purchase price and Landgate document lodgement fee, together with any stamp duty that may be incurred in the transfers.

**CARRIED**



## **8.10 Development Policies Relating to the Rental of CEACA Housing Once Constructed**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 6 November 2018

**Attachments:** Nil

### **Background:**

At a meeting held Wednesday 25 July 2018 the CEACA Executive Committee considered what policies should be in place for residents once construction of CEACA's housing was completed and the houses occupied, resolving as shown below:

**RESOLUTION:** *Moved: Raymond Griffiths      Seconded: Rachel Kirby*

*That the Executive Officer:*

1. *Prepare a draft policy for the approval of pets and management of a CEACA rental property where this is a pet, with the policy to be based on the current Access Housing Australia pet policy;*
2. *Contact Access Housing Authority to obtain other policies that impact upon its rental policy and might be applicable for CEACA as it finalises its rental policy; and*
3. *Prepare a list of other areas where policies may be required.*

**CARRIED**

### **Executive Officer Comment:**

Part 1 of the resolution is now covered within the application form for prospective tenants.

Work on Parts 2 and 3 of the resolution has yet to commence in part due to CEACA's negotiations with Access Housing Australia (AHA) with respect to the development of a management agreement for the houses once completed and occupied.

Depending on the final terms of the agreement between AHA and CEACA it is difficult to determine what additional, if any policies will be required by CEACA. The Executive Officer believes the matter should be left until such time as a management agreement between the organisations has been agreed to.

### **RECOMMENDATION:**

That the development of policies to cover houses within the CEACA Seniors Housing Project be deferred until an agreement between Access Housing Australia and CEACA to cover the management of CEACA's aged housing is finalised.

**RESOLUTION:** *Moved: Rachel Kirby      Seconded: Jamie Criddle*

**That the development of policies to cover houses within the CEACA Seniors Housing Project be deferred until an agreement between Access Housing Australia and CEACA to cover the management of CEACA's aged housing is finalised.**

**CARRIED**







## 8.11 Development of a Head Lease Agreement between CEACA and Access Housing Australia (AHA)

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 7 November 2018

**Attachments:** Nil

### **Background:**

At the CEACA Committee Meeting held Wednesday 5 September 2018 the Executive Committee was given delegated authority to finalise arrangements for a Heads of Agreement with AHA, with the resolution reading as shown below:

*RESOLUTION: Moved: Stephen Strange Seconded: Onida Truran*

*That the CEACA Executive Committee be given delegated authority to enter into discussions with Access Housing Australia to finalise arrangements for a Heads of Agreement with respect to housing being constructed through the CEACA Seniors Housing Project.*

**CARRIED**

In reviewing the draft Heads of Agreement, resolving by flying email as shown below on Friday 7 September 2018:

*RESOLUTION: Moved: Rachel Kirby Seconded: Ken Hooper*

1. *That the Central East Care Aged Alliance Inc (CEACA) agree in principle to enter into a Head of Agreement with Access Housing Australia (AHA) for the purposes of securing the Services of Access Housing Authority as the Property and Tenancy Management Company for the properties owned by CEACA. Formal agreement will be subject to:*
  - a) *CEACA meeting with AHA representatives to seek clarification on aspects of the Draft Heads of Agreement provided for its consideration;*
  - b) *CEACA reviewing the financial modelling data once provided by AHA; and*
  - c) *CEACA seeking independent advice on the Draft Heads of Agreement.*
2. *That CEACA work with AHA to secure a signed Heads of Agreement, allowing for a Head Lease to be developed and signed as soon as possible.*

**CARRIED**

Since that time the following progress has been made:

- AHA provided a response to CEACA's comments and request for additional information.
- AHA has provided a proposed budget and sensitivity analysis with explanatory notes from AHA. In sending through the spreadsheets Ralton Benn noted that AHA's approach is based on the original goals of establishing a regional capacity able to take on the portfolio should CEACA wish to do so. He also advised that some estimates of cyclical maintenance were being prepared to further assist CEACA in its assessment of the data provided.
- Independent advice on the draft Agreement has also been sought. Advice on the draft agreement was provided pro bono by both LGIS and CEACA's lawyers Kott Gunning.



The above information formed the basis for the CEACA Executive Committee's discussions with AHA on Monday 15 October 2018. Following this meeting the Executive Committee resolved as show below:

**RESOLUTION:**                      *Moved: Raymond Griffiths*                      *Seconded: Rachel Kirby*

1. *That the CEACA Executive Committee note the discussions with Access Housing Australia (AHA) on the draft Heads of Agreement.*
2. *That CEACA request AHA provide a detailed breakdown of maintenance costs in the financial modelling that accompanies the draft Heads of Agreement.*
3. *That CEACA discuss the 40% net rental income figures shown in the financial modelling provided by AHA as CEACA believes this figure should 40% net profit.*

**CARRIED**

#### **Executive Officer Comment:**

AHA provided a revised agreement to the CEACA Executive Committee on 31 October 2018, along with a copy of Access Housing's Maintenance Policy and Maintenance Sheet provided to tenants.

The Executive Committee also reviewed the confidentiality agreement that would have to be signed if CEACA were to enter into a management agreement with AHA. AHA has indicated that CEACA's Acting Chair and Executive Officer would be the only CEACA representatives expected to sign the confidentiality agreement.

The Acting Chair has requested that the Executive Officer seek legal advice on both the management agreement and the confidentiality agreement to ensure CEACA's interests are safeguarded.

In addition to the above, the Executive Officer sought clarification on why other Executive Committee members would not also be required to sign the confidentiality agreement. AHA advised that it is CEACA, not individual members that is "contracting" with AHA and therefore bound by the agreement.

Currently the Executive Officer is collating the feedback received from the Executive Committee. Once completed this information and any further request for change will be forwarded to AHA for comment and review.

#### **RECOMMENDATION:**

That the Executive Officer's report be noted.

**RESOLUTION:**                      **Moved: Rachel Kirby**                      **Seconded: Rod Forsyth**

**That:**

1. **The Executive Officer's report be noted; and**
2. **Ms Natalie Sangalli from Access Housing Australia be invited to the CEACA Committee Meeting to be held Tuesday 26 February 2018.**

**CARRIED**



## 8.12 Implications of GST for the CEACA Seniors Housing Project

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 8 November 2018

**Attachments:** Nil

### **Background:**

As Committee Members are aware, CEACA was recently made aware of a potential GST problem in terms of GST treatment of houses being constructed through the CEACA Seniors Housing Project.

Following discussions with representatives from Deloitte Australia, CEACA was provided with advice and action plan to address the GST issues. A costing to assist CEACA was also provided by Deloitte.

The costing was discussed at a Special Meeting of the CEACA Committee held Wednesday 10 October, with the meeting resolving as shown below:

**RESOLUTION:** *Moved: Ken Hooper* *Seconded: Rod Forsyth*

*That:*

1. *The Executive Officer seek a further costing from Moore Stephens, who provide the WALGA Taxation Support and Advisory Service, to assist in addressing its GST issues;*
2. *The CEACA Executive Committee be given delegated authority to review the costings from both Moore Stephens and Deloitte and finalise the appointment of one of the consultancies to assist CEACA in addressing its GST issues; and*
3. *Funds for the above work be funded from Business Case Consultancy (Account Number 1841).*

**CARRIED**

A further costing was sought from Moore Stephens as per the above resolution.

Both costings were considered by the CEACA Executive Committee when it met on Monday 15 October 2018, with the Executive Committee resolving as shown below:

**RESOLUTION:** *Moved: Raymond Griffiths* *Seconded: Ken Hooper*

*That CEACA appoint Deloitte Tax Services Pty Ltd to assist CEACA in addressing its GST relate issues at a fee of \$10,500 (excl GST) and as outlined in Phase 1 of their proposal to CEACA.*

**CARRIED**

### **Executive Officer Comment:**

At the time of writing the agenda Deloitte's report had not be received and as such this matter will be tabled as a late item.



**Additional Meeting Comment:**

The Executive Officer advised the meeting that she had received the Deloitte's report and proposal yesterday afternoon. At this point neither CEACA's Executive Committee nor the Shire of Merredin had had an opportunity to review the report.

Whilst an opportunity to review the report prepared by Deloitte's there was agreement that the matter of resolving CEACA's GST issues was urgent and that work should progress as quickly as possible.

**RESOLUTION:**                      **Moved: Rod Forsyth**                      **Seconded: Ken Hooper**

- 
1. That the Central East Aged Care Alliance Inc (CEACA) engage Deloitte Tax services Pty Ltd to:
    - a) Prepare a '153-B' agreement between the Shire of Merredin and CEACA, thereby enabling the Shire of Merredin to act as an agent for CEACA for GST purposes and validate its historical claim of input tax credits for third party costs; and
    - b) Prepare an application on CEACA's behalf to obtain charitable status.
  2. That, prior to the implementation of Parts 1a and 1b of the resolution, Deloitte Tax Services Pty Ltd be requested to provide CEACA with a costing for undertaking the work detailed in Parts 1a and 1b.

**CARRIED**



### 8.13 Insurance for CEACA

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 7 November 2018

**Attachments:** Nil

**Background:**

CEACA took out insurance cover for the first time in November last year with the CEACA Committee resolving on 1 November 2017 as follows:

*RESOLUTION: Moved: Graham Merrick Seconded: Louis Geier*

*That:*

1. *CEACA accept the quotation provided by the Bresland Insurance Group for the amount of \$4,930.00 excluding GST; and*
2. *CEACA appoint the Bresland Insurance Group as its insurer for a period of three (3) years with a review of CEACA's insurance requirements in the third year.*

**CARRIED**

**Executive Officer Comment:**

As noted in the Executive Officer's Report, the Executive Officer met with Russell Bresland of the Bresland Insurance Group on Wednesday 17 October 2018 to discuss CEACA's insurance requirements for the coming 12 months.

Renewal advice was received on 7 November 2018 for CEACA's insurance program for 2018/2019. A premium summary on the three policies requiring renewal is provided below.

PREMIUM SUMMARY		
Insurer	Description	Premium
Renewal 18/19		
QBE	Office Pack Insurance	\$ 510.00
Chubb	NFP Management Liability Insurance	\$ 3,840.00
Chubb	Voluntary Workers Insurance	\$ 470.00
<b>TOTAL PREMIUM</b>		<b>\$ 4,820.00</b>

The following commentary is provided for each of the renewals:

- **Office Pack Insurance**  
Premium had dropped slightly this year by 1% with no changes to the cover.
- **Voluntary Workers Insurance**  
Premium had increased by \$40 this year due to an overall increase in the portfolio's rate provided by the insurer. In spite of the increase, Bresland Insurance still recommends renewing with Chubb as the premium is still very reasonable in this market given the coverage provided to CEACA.



▪ **Management Liability Insurance**

Premium had increased by 2% this year with the following changes to the cover. The Social Engineering Fraud Enhancement to Crime Coverage Section replaces the Identity Fraud Coverage endorsement and it offers you broader coverage as shown in the table below.

Cover	17/18	18/19
Crime Coverage Section	Identity Fraud Coverage	Replaced with Social Engineering Fraud Coverage

Whilst there have been some increases in the individual premiums, overall the cost for these policies has fallen slightly. In 2017/2018 comparable insurance cover cost CEACA \$4,930.00 excluding GST.

**RECOMMENDATION:**

That CEACA accept the quotation provided by the Bresland Insurance Group for the amount of \$4,820.00 excluding GST.

**RESOLUTION:**                      **Moved: Rod Forsyth**                      **Seconded: Jamie Criddle**

**That CEACA:**

1. **Accept the quotation provided by the Bresland Insurance Group for the amount of \$4,820.00 excluding GST; and**
2. **Seek a quotation from the Bresland Insurance Group for CEACA's houses once construction is completed.**

**CARRIED**



## 9. OTHER BUSINESS

Nil

## 10. FUTURE MEETINGS

### 10.1 Meetings of the CEACA Committee

Tuesday 26 February 2019	Ordinary Committee Meeting
Wednesday 5 June 2019	Ordinary Committee Meeting
Wednesday 4 September 2019	Ordinary Committee Meeting
Wednesday 6 November 2019	AGM and an Ordinary Committee Meeting

### 10.2 Meetings of CEACA Executive Committee

Wednesday 12 December 2018	An in-person meeting held in Kellerberrin
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## 11. CLOSE OF MEETING

There being no further business the meeting was declared closed at 11.44am. in closing the meeting the Chair thanked everyone for their attendance at such a busy time in the year and wished everyone a merry Christmas. She also thanked the Shire of Merredin for its ongoing management of the CEACA Seniors Housing Project.

### DECLARATION

These minutes were confirmed by the Central East Aged Care Alliance Inc Committee at the meeting held Tuesday 26 February 2019

Signed \_\_\_\_\_  
 Person presiding at the meeting at which these minutes were confirmed





**CENTRAL EAST AGED CARE ALLIANCE**  
**INC (CEACA) ANNUAL GENERAL**  
**MEETING**

**HELD WEDNESDAY 14 NOVEMBER**  
**2018**

**MERREDIN REGIONAL COMMUNITY**  
**AND LEISURE CENTRE**

**MINUTES**



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# Minutes

## Central East Aged Care Alliance Inc (CEACA)

### Annual General Meeting

#### 1. OPENING

The Executive Officer opened the meeting at 9.30am welcoming all in attendance.

#### 2. ELECTION OF CHAIR

With CEACA's Acting Chair, Gary Shadbolt, unable to attend the Annual General Meeting it is necessary for the Committee to elect a Chair for the purpose of this meeting.

This is in accordance with clause 8.3 of CEACA's current Constitution, which states:

8.3 *The Chair may not be an elected member or an employee of any Member Organisation, except where the position of Chair is vacant, in which case an elected member or employee of any Member Organisation may be elected until such time as the position of Chair has been elected.*

**RESOLUTION:**                      **Moved: Ken Hooper**                      **Seconded: Freda Tarr**  
**That Onida Truran be elected to Chair the meeting.**

**CARRIED**

The Executive Officer handed the meeting over to Onida Truran.

#### 3. RECORD OF ATTENDANCE AND APOLOGIES

##### 3.1 Attendance - Members

Ms Onida Truran, Chair  
 Mr Ken Hooper, Secretary  
 Ms Rachel Kirby, Treasurer

Mr Quentin Davies, Member  
 Mr Rod Forsyth, Member  
 Ms Freda Tarr, Member

Mr David Burton, Deputy Member (voting member for the meeting)  
 Mr Jamie Criddle, Deputy Member (voting member for the meeting)  
 Ms Taryn Dayman, Deputy Member  
 Mr Raymond Griffiths, Deputy Member  
 Mr Darren Mollenoyux, Deputy Member (voting member for the meeting)  
 Mr Greg Powell, Deputy Member  
 Mr Tony Sachse, Deputy Member



Ms Helen Westcott, Executive Officer

### 3.2 Attendance - Observers

Mr Pater Clarke, CEO Shire of Yilgarn  
 Mr Adam Majid, CEO Shire of Nungarin (voting member for the meeting)  
 Mr John Nuttall, CEO Shire of Mt Marshall  
 Mr Dirk Sellenger, CEO Shire of Mukinbudin (voting member for the meeting)  
 Mr Paul Sheedy, CEO Shire of Trayning  
 Mr George Storer

### 3.3 Apologies

Mr Louis Geier, Member  
 Ms Eileen O'Connell, Member  
 Mr Gary Shadbolt, Member  
 Mr Ricky Storer, Member  
 Mr Stephen Strange, Member

Ms Melanie Brown, Deputy Member  
 Ms Kerry Dayman, Deputy Member  
 Ms Sandie Ventris, Deputy Member

## 4. DECLARATION OF INTEREST

Pursuant to Clause 21 of the Central East Aged Care Alliance Inc Constitution, Members must declare to the Chairman any potential conflict of interest they may have in a matter before the meeting as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Central East Aged Care Alliance Inc. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

This is in accordance with Clause 21.4 of the Constitution which states:

**21.4 When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter nor be present when the matter is being discussed or voted upon.**

Nil



## 5. MINUTES OF THE LAST ANNUAL GENERAL MEETING

### 4.1 Minutes from the Annual General Meeting of the Central East Aged Care Alliance Inc held Wednesday 1 November 2017 (Attachment)

Presenting the Minutes from the Annual General Meeting of the Central East Aged Care Alliance Inc held Wednesday 1 November 2017

**RECOMMENDATION:**

That the Minutes from the Annual General Meeting of the Central East Aged Care Alliance Inc held Wednesday 1 November 2017 be confirmed as a true and accurate record of the proceedings.

**RESOLUTION:**                      **Moved:** Rod Forsyth                      **Seconded:** Jamie Criddle

That the Minutes from the Annual General Meeting of the Central East Aged Care Alliance Inc held Wednesday 1 November 2017 be confirmed as a true and accurate record of the proceedings.

**CARRIED**

### 4.2 Business Arising from the Minutes Annual General Meeting of the Central East Aged Care Alliance Inc held Wednesday 1 November 2017

Nil

## 6. CHAIR'S REPORT (ATTACHMENT)

Presenting the Chair's Report

**RECOMMENDATION:**

That the Chair's Report be received.

**RESOLUTION:**                      **Moved:** Freda Tarr

**Seconded:** Rachel Kirby

That the Chair's Report be received.

**CARRIED**

## 7. TREASURER'S REPORT (ATTACHMENT)

Presenting the Treasurer's Report

**RECOMMENDATION:**

That the Treasurer's Report be received.



**RESOLUTION:**                      **Moved: Ken Hooper**                      **Seconded: Freda Tarr**  
**That the Treasurer's Report be received.**

---

**CARRIED**

FINAL DRAFT



## 8. AUDIT REPORT (ATTACHMENTS)

**Reporting Officer:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 23 October 2018

**Attachments:** Audited Financial Statement and Management Letter for 2017/2018

**Background:**

Presenting the Audited Financial Statement and Management Letter for the period 1 July 2017 to 30 June 2018

**Executive Officer Comment:**

CEACA's Auditor, AMD Chartered Accountants, provided the Executive Officer with a Draft Financial Report and Draft Management Letter which were considered by the CEACA Executive Committee on Monday 15 October 2018, with the matter resolved as follows:

*RESOLUTION: Moved: Raymond Griffiths Seconded: Rachel Kirby*

*That CEACA Executive Committee:*

- a) Approve the Draft Financial Report and Representation Letter and authorise the CEACA Acting Chair, Treasurer and Executive Officer, as appropriate, to sign the documents;*
- b) Note the Management Letter; and*
- c) Present the final Audit Report and Financial Statements to the CEACA Annual General Meeting on Wednesday 14 November 2018.*

**CARRIED**

Following the review by the Executive Committee the Draft Financial Report, Draft Management Letter and Representative Letter were signed and returned to CEACA's Auditor.

In presenting the Management Letter it is noted that the Auditor has not identified any matters that require consideration by the CEACA Committee.

During discussion of the Audit Report at the 2017 Annual General Meeting an enquiry was made as to whether the CEACA Committee should meet with the Auditor. Whilst no formal decision was taken, it was agreed that the matter should be considered by the CEACA Executive Committee.

The Executive Committee discussed the suggestion when it met on 29 January 2018, resolving as shown below:

*RESOLUTION: Moved: Gary Shadbolt Seconded: Rachel Kirby*

*That the CEACA Executive Committee recommend to the CEACA Committee that any decision on meeting with its auditor be made at the time CEACA receives its management report and audit statement.*

**CARRIED**

Given that the Management Letter has not identified any matters that require consideration by the CEACA Committee there would not seem to be a need for the Committee to meet with the Auditor.



**RECOMMENDATION:**

That CEACA Committee approve the 2017/2018 Audited Financial Report and note the 2017/2018 Management Letter.

**RESOLUTION:****Moved: Ken Hooper****Seconded: Darren Mollenoyux**

**That CEACA Committee approve the 2017/2018 Audited Financial Report and note the 2017/2018 Management Letter.**

**CARRIED**



## 9. APPOINTMENT OF AN AUDITOR

**Reporting Officer:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 2 November 2018

**Attachments:** Nil

### Background

Clause 17.2 of the CEACA Constitution requires that the meeting appoint an external auditor for the next financial.

### Executive Officer Comment:

With respect to the appointment of an auditor for the last financial year it was resolved as follows at the CEACA Annual General Meeting held Wednesday 1 November 2017:

*RESOLUTION:*                      *Moved: Rod Forsyth*                      *Seconded: Ricky Storer*

1. *That the CEACA Annual General Meeting appoint AMD Chartered Accountants as the auditor for 2017/2018 financial year.*
2. *That the CEACA Executive Committee be granted delegated authority to finalise the terms and conditions of appointment of the auditor for 2017/2018.*

*CARRIED*

The Executive Officer believes that AMD Chartered Accountants have again undertaken the role of auditor in a satisfactory manner for the 2017/2018 financial year. As such, the Executive Officer considers AMD Chartered Accountants should be appointed for the 2018/2019 financial year.

With construction of the CEACA aged housing expected to be completed early in 2019 it is likely the requirements of the audit role will change. As a consequence, the CEACA Executive Officer is of the opinion it would be appropriate for CEACA to invite quotations for the work on the basis of a three-year contract.

The Executive Officer also suggests that the CEACA Executive Committee should again be given delegated authority to finalise the terms and conditions of appointment of the auditor for the 2018/2019 financial year.

### RECOMMENDATION:

That:

1. The CEACA Annual General Meeting appoint AMD Chartered Accountants as the auditor for 2018/2019 financial year;
2. The CEACA Executive Committee be granted delegated authority to finalise the terms and conditions of appointment of the auditor for 2018/2019; and
3. CEACA Executive Committee consider the development of three-year audit contract and seek quotations for a three-year contract for recommendation of the appointment of an auditor to the 2019 Annual General Meeting.



**RESOLUTION:**                      **Moved: Rod Forsyth**                      **Seconded: Ken Hooper**

---

**That:**

1. The CEACA Annual General Meeting appoint AMD Chartered Accountants as the auditor for 2018/2019 financial year;
2. The CEACA Executive Committee be granted delegated authority to finalise the terms and conditions of appointment of the auditor for 2018/2019; and
3. CEACA Executive Committee consider the development of three-year audit contract and seek quotations for a three-year contract for recommendation of the appointment of an auditor to the 2019 Annual General Meeting.

**CARRIED**



## 10. ELECTION OF OFFICE BEARERS

From Executive Officer

### Background:

Clause 14.1 of the Central East Aged Care Alliance Inc (CEACA) Constitution provides that the Office Bearers of CEACA are the Chair, Secretary and Treasurer.

Clause 14.2 provides for the method of election.

Nominations were invited via email on Tuesday 23 October 2018 for the election of the following Office Bearers for CEACA for the period until the 2019 Annual General Meeting:

- Chair;
- Secretary; and
- Treasurer.

Nominations closed at 5.00pm on Tuesday 30 October 2018.

At the close of nominations, the following nominations had been received:

### Chair

No nominations were received by 5.00pm on Tuesday 30 October 2018 however a nomination was received at 7.08pm via fax from Gary Shadbolt for appointment as Acting Chair.

Clause 8.2 of the CEACA Constitution provides "Members are to elect annually a person to be Chair of the Association".

Clause 8.3 of the CEACA Constitution reads:

*The Chair may not be an elected member or an employee of any Member Organisation, except where the position of Chair is vacant, in which case an elected member or employee of any Member Organisation may be elected until such time as the position of Chair has been elected.*

Currently CEACA does not have a Chair appointed in accordance with clause 8.2 and as such any appointment can only be in an Acting capacity until such time as the position of appointing a permanent Chair has been finalised.

Given that no nominations were received by the specified time nominations are to be invited from the floor for the election of an Acting Chair to CEACA.

**The Executive Officer advised the meeting that Gary Shadbolt had indicated his willingness to continue on in the position of Acting Chair until the appointment of an independent Chair is finalised.**



**RESOLUTION:**                      **Moved: Rod Forsyth**                      **Seconded: Freda Tarr**

**That Gary Shadbolt be appointed Acting Chair until the appointment of an Independent Chair or the CEACA 2019 Annual General Meeting whichever is the sooner.**

**CARRIED**

### **Secretary**

Mr Ken Hooper

As a consequence of there being only one nomination for the position of Secretary there will not be a ballot at the meeting and Mr Ken Hooper will be elected unopposed as the Secretary until the CEACA 2019 Annual General Meeting.

### **Treasurer**

Ms Rachel Kirby

As a consequence of there being only one nomination for the position of Treasurer there will not be a ballot at the meeting and Ms Rachel Kirby will be elected unopposed as the Secretary until the CEACA 2019 Annual General Meeting.

**RESOLUTION:**                      **Moved: Freda Tarr**                      **Seconded: Dirk Sellenger**

**That Mr Ken Hooper be elected Secretary and Ms Rachel Kirby be elected Treasurer until the CEACA 2019 Annual General Meeting.**

**CARRIED**



## 11. APPOINTMENT OF THE COMMITTEE

**Disclosure of Interest:** Nil

From Executive Officer

**Background:**

Clause 8.1 of the Constitution provides that at each Annual General Meeting a Committee is appointed to hold office until the next Annual General Meeting.

**Executive Officer Comment:**

The appointment of the Committee is a formality and will require the appointment of a representative from each of the 11 Members except where a representative Member has been elected as an Office Bearer. Membership details provided to date are as follows:

Shire of Bruce Rock	Stephen Strange (Member)
	Darren Mollenoyux (Deputy Member)
Shire of Kellerberrin	Rod Forsyth (Member)
	Raymond Griffiths (Deputy Member)
Shire of Koorda	Ricky Storer (Member)
	George Storer (Deputy Member)
Shire of Merredin	Ken Hooper (Member)
	Greg Powell (Deputy Member)
Shire of Mt Marshall	Rachel Kirby (Member)
	Tony Sachse (Deputy Member)
Shire of Mukinbudin	Gary Shadbolt (Member)
	Sandie Ventris (Deputy Member)
Shire of Nungarin	Eileen O'Connell (Member)
	Kerry Dayman (Deputy Member)
Shire of Trayning	Freda Tarr (Member)
	Melanie Brown (Deputy Member)
Shire of Westonia	Louis Geier (Member)
	Jamie Criddle (Deputy Member)
Shire of Wyalkatchem	Quentin Davies (Member)
	Taryn Dayman (Deputy Member)
Shire of Yilgarn	Onida Truran (Member)
	Wayne Della Bosca (Deputy Member)



**RECOMMENDATION:**

That the following representative Members be appointed to the CEACA Committee until the next Annual General Meeting:

Shire of Bruce Rock	Stephen Strange (Member)
	Darren Mollenoyux (Deputy Member)
Shire of Kellerberrin	Rod Forsyth (Member)
	Raymond Griffiths (Deputy Member)
Shire of Koorda	Ricky Storer (Member)
	George Storer (Deputy Member)
Shire of Merredin	Ken Hooper (Member)
	Greg Powell (Deputy Member)
Shire of Mt Marshall	Rachel Kirby (Member)
	Tony Sachse (Deputy Member)
Shire of Mukinbudin	Gary Shadbolt (Member)
	Sandie Ventris (Deputy Member)
Shire of Nungarin	Eileen O'Connell (Member)
	Kerry Dayman (Deputy Member)
Shire of Trayning	Freda Tarr (Member)
	Melanie Brown (Deputy Member)
Shire of Westonia	Louis Geier (Member)
	Jamie Criddle (Deputy Member)
Shire of Wyalkatchem	Quentin Davies (Member)
	Taryn Dayman (Deputy Member)
Shire of Yilgarn	Onida Truran (Member)
	Wayne Della Bosca (Deputy Member)



**RESOLUTION:****Moved: Quentin Davies****Seconded: Jamie Criddle**

**That the following representative Members be appointed to the CEACA Committee until the next Annual General Meeting:**

<b>Shire of Bruce Rock</b>	<b>Stephen Strange (Member)</b>
	<b>Darren Mollenoyux (Deputy Member)</b>
<b>Shire of Kellerberrin</b>	<b>Rod Forsyth (Member)</b>
	<b>Raymond Griffiths (Deputy Member)</b>
<b>Shire of Koorda</b>	<b>Ricky Storer (Member)</b>
	<b>George Storer (Deputy Member)</b>
<b>Shire of Merredin</b>	<b>Ken Hooper (Member)</b>
	<b>Greg Powell (Deputy Member)</b>
<b>Shire of Mt Marshall</b>	<b>Rachel Kirby (Member)</b>
	<b>Tony Sachse (Deputy Member)</b>
<b>Shire of Mukinbudin</b>	<b>Gary Shadbolt (Member)</b>
	<b>Sandie Ventris (Deputy Member)</b>
<b>Shire of Nungarin</b>	<b>Eileen O'Connell (Member)</b>
	<b>Kerry Dayman (Deputy Member)</b>
<b>Shire of Trayning</b>	<b>Freda Tarr (Member)</b>
	<b>Melanie Brown (Deputy Member)</b>
<b>Shire of Westonia</b>	<b>Louis Geier (Member)</b>
	<b>Jamie Criddle (Deputy Member)</b>
<b>Shire of Wyalkatchem</b>	<b>Quentin Davies (Member)</b>
	<b>Taryn Dayman (Deputy Member)</b>
<b>Shire of Yilgarn</b>	<b>Onida Truran (Member)</b>
	<b>Wayne Della Bosca (Deputy Member)</b>

**CARRIED**



## 12. APPOINTMENT OF SUB COMMITTEE (EXECUTIVE COMMITTEE)

**Disclosure of Interest:** Nil

From Executive Officer

**Background:**

CEACA has adopted a practice of establishing a sub-committee called the Executive Committee and in so doing allowed it to be delegated the power to exercise certain functions.

**Executive Officer Comment:**

In relation to the election of the Executive Committee it was resolved at the 2017 Annual General Meeting as follows:

*RESOLUTION: Moved: Rod Storer Seconded: Eileen O'Connell*  
*That the CEACA Annual General Meeting appoint an Executive Committee comprising of all Office Bearers plus two others, one of whom shall be a CEO from a CEACA Member, elected at this Annual General Meeting.*

**CARRIED**

It is proposed that the Executive Committee again be appointed to include all Office Bearers, together with two additional members.

As CEACA does not currently have a permanent Chair it is suggested that one of the two additional members be the Acting Chair to enable continuity when a permanent Chair is appointed.

It will be noted from the 2017 Annual General Meeting resolution that one of the additional members was a CEO from a CEACA Member.

**RECOMMENDATION:**

That the CEACA Annual General Meeting appoint a sub-committee known as the Executive Committee comprising of the Chair (when appointed), Secretary, Treasurer and two others, one of whom shall be the Acting Chair and the other additional member a CEO from a CEACA Member to be elected at this Annual General Meeting.

**RESOLUTION: Moved: Freda Tarr Seconded: Ken Hooper**  
**That the CEACA Annual General Meeting appoint a sub-committee known as the Executive Committee comprising of the Chair (when appointed), Secretary, Treasurer and two others, one of whom shall be the Acting Chair and the other additional member a CEO from a CEACA Member to be elected at this Annual General Meeting.**

**CARRIED**



**RESOLUTION:**                      **Moved: Quentin Davies**                      **Seconded: Rod Forsyth**  
**That Raymond Griffiths be appointed to the CEACA Executive Committee.**

---

**CARRIED**

FINAL DRAFT



### 13. SPECIAL BUSINESS

Nil

### 14. GENERAL BUSINESS

#### 14.1 Vote of Thanks to Gary Shadbolt

RESOLUTION:                      Moved: Ken Hooper                      Seconded: Darren Mollenoyux

That the Central East Aged Care Alliance Inc (CEACA):

1. Acknowledges and greatly appreciates the commitment given by Gary Shadbolt in accepting the position of Acting Chair following the resignation of its inaugural Chair, Graham Lovelock in January 2018; and
2. Agree to make an exgratia payment of \$1,000 to Gary Shadbolt to recognise the time and effort he gave as CEACA's Acting Chair and that this additional expenditure be included within the additional expenditure required for the 2018/2019 financial year.

**CARRIED**

### 15. CLOSE OF MEETING

There being no further business Onida Truran acknowledged the huge amount of work undertaken on the Yilgarn community's behalf, declaring the meeting closed at 9.45am.

#### DECLARATION

These minutes were confirmed by the Central East Aged Care Alliance Inc at the Annual General Meeting held \_\_\_\_\_

Signed \_\_\_\_\_

Person presiding at the meeting at which these minutes were confirmed





### Agreement

Made and entered into by and between

**Central East Aged Care Alliance Inc** (the "Principal")

ABN 40 792 001 012

and

**Shire of Merredin** (the "Intermediary")

ABN 87 065 676 484

Solely for the purpose of Sub-Division 153-B of *A New Tax System (Goods and Services Tax) Act 1999* ("GST Act"):

#### 1. Terms

- a) The kinds of supplies to which this agreement applies are supplies made in relation to the Royalties for Regions Funding for the CEACA Seniors Housing Project ("the Supplies"), and the kind of acquisitions to which this agreement applies are various third party services acquired in relation to the CEACA Seniors Housing Project ("the Acquisitions").

#### *Supplies*

- b) The Principal hereby agrees and acknowledges that:
- i. The Intermediary is making or facilitating the Supplies to third parties as intermediary and on behalf of the Principal;
  - ii. For the purpose of the GST Act only, the Intermediary will be treated as a principal in making the Supplies to third parties, and the Principal will be treated as making corresponding Supplies to the Intermediary;



- iii. For the avoidance of doubt; the Supplies made by the Principal as referred to in 1 a) above and the subject of b) i. and ii. above includes those Supplies in respect of the CEACA Seniors Housing Project for which Royalties for Regions Funding is received as consideration;
- iv. The Principal will not issue to third parties any tax invoices and adjustment notes relating to the Supplies;
- v. The Principal is registered for GST purposes and shall notify the Intermediary immediately if it ceases to be registered.

c) The Intermediary hereby agrees and acknowledges that:

- i. It is making the Supplies to third parties as intermediary for and on behalf of the Principal;
- ii. For the purpose of the GST Act only, the Intermediary will be treated as a principal in making the Supplies;
- iii. The Intermediary will issue to third parties in the Intermediary's own name all the tax invoices and adjustment notes relating to the Supplies;
- iv. The Intermediary is registered for GST purposes and shall notify the Principal immediately if it ceases to be registered.

#### *Acquisitions*

d) The Principal hereby agrees and acknowledges that:

- i. The Intermediary is making Acquisitions from third parties as intermediary and on behalf of the Principal;
- ii. For the purpose of the GST Act only, the Intermediary will be treated as a principal in making the Acquisitions from third parties, and the Principal will be treated as making corresponding Acquisitions from the Intermediary;
- iii. For the avoidance of doubt the Acquisitions made by the Principal as referred to in 1 a) above and the subject of d) i. and ii. above includes those Acquisitions made from third parties in respect of the design, construction and other services related to the CEACA Seniors Housing Project
- iv. The Principal is registered for GST purposes and shall notify the Intermediary immediately if the Principal ceases to be registered.

e) The Intermediary hereby agrees and acknowledges that:

- i. It is making the Acquisitions from third parties as intermediary for and on behalf of the Principal;
- ii. For the purpose of the GST Act only, the Intermediary will be treated as a principal in making the Acquisitions;



- iii. The Intermediary is registered for GST purposes and shall notify the Principal immediately if it ceases to be registered.

## 2. Duration

This agreement formally reflects and recognises the arrangements currently in place, and which have been in place since 22 March 2017, between the Principal and the Intermediary.

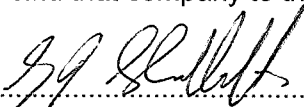
This agreement is current and effective until terminated by either party by written notice addressed and delivered to the other party or when one or other party (or both) ceases to be registered pursuant to the GST Act.

## 3. Limitation

This Agreement is made solely for the purposes of the GST Act. The parties agree that this Agreement does not impact upon existing rights or obligations pursuant to any other contractual agreement, taxation law, agency law or any other law.

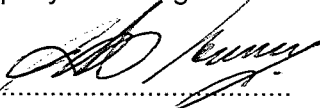
This agreement made on this the 27<sup>TH</sup> November <sup>30<sup>th</sup></sup> day of 20 18

Signed for and on behalf of the **Central East Aged Care Alliance Inc** by  
(Authorised Representative) who by his/her execution of this document warrants his/her authority to bind that company to this Agreement.

Signature.....

Date.....27/11/2018

Signed for and on behalf of the **Shire of Merredin** by..... (Authorised Representative) who by his/her execution of this document warrants his/her authority to bind that company to this Agreement.

Signature.....

Date.....28/11/2018



<b>7.3.3 WALGA Great Eastern Country Zone Minutes 29<sup>th</sup> November 2018</b>	
Location:	Teleconference
File Ref:	ADM 269
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	10 <sup>th</sup> December 2018
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Minutes of WALGA Great Eastern Country Zone Minutes 29 <sup>th</sup> November 2018, Local Government Agricultural Freight Group Minutes 12 <sup>th</sup> October 2018
Documents Tabled	Nil

### **BACKGROUND**

A Council Meeting of WALGA Great Eastern Country Zone was held on 29<sup>th</sup> November 2018 by Teleconference

### **COMMENT:**

The following items were discussed at the Council Meeting:

## **7. ZONE BUSINESS**

- 7.1 Draft Waste Strategy 2030
- 7.2 Draft Country Ambulance Strategy
- 7.3 Container Deposit Scheme Locations
- 7.4 Water Corporation – New management and billing structure for standpipes

## **12. EMERGING ISSUES**

- 12.1 Community Bus Hire
- 12.2 Power Outage Due to Storm

WALGA GECZ Meeting dates:

21 March	Shire of Merredin
24 April	Shire of Kellerberrin
27 June	Shire of Merredin
29 August	Shire of Kellerberrin
28 November	Shire of Merredin

WALGA GECZ Executive Committee Meeting dates:

7 March	Teleconference
11 April	Teleconference
13 June	Teleconference
8 August	Perth Exhibition & Convention Centre
14 November	Teleconference



**OFFICER RECOMMENDATION / COUNCIL DECISION****Council Decision Number – 13 12 18****Moved: Cr Comerford****Seconded: Cr Nicoletti****That Council receive the WALGA Great Eastern Country Zone Council meeting minutes from 29<sup>th</sup> November 2018.****Carried 6 / 0**





# **Great Eastern Country Zone Minutes**

**Thursday 29 November 2018  
Teleconference**



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<b>14.</b>	<b>DATE, TIME AND PLACE OF NEXT MEETINGS .....</b>	<b>23</b>
<b>15.</b>	<b>CLOSURE .....</b>	<b>24</b>



# Great Eastern Country Zone

Meeting held via Teleconference

Commenced at 8.01 am, Thursday 29 November 2018

## Minutes

### 1. OPENING AND WELCOME

The Zone President, Cr Rhonda Cole opened the meeting at 8.01am welcoming all in attendance..

### 2. ATTENDANCE AND APOLOGIES

#### Attendance

<b>Shire of Bruce Rock</b>	President Stephen Strange Mr Darren Mollenoyux, Chief Executive Officer non-voting delegate
<b>Shire of Cunderdin</b>	Cr Alison Harris Mr Neville Hale, Chief Executive Officer non-voting delegate
<b>Shire of Kellerberrin</b>	Cr Rodney Forsyth Mr Raymond Griffiths, Chief Executive Officer non-voting delegate
<b>Shire of Kondinin</b>	Ms Mia Dohnt, Chief Executive Officer non-voting delegate
<b>Shire of Koorda</b>	Mr David Burton, Chief Executive Officer non-voting delegate
<b>Shire of Merredin</b>	President Ken Hooper Cr Mal Willis Mr Greg Powell, Chief Executive Officer non-voting delegate
<b>Shire of Mt Marshall</b>	President Tony Sachse Mr John Nuttall, Chief Executive Officer non-voting delegate
<b>Shire of Mukinbudin</b>	Cr Sandie Ventris Mr Dirk Sellenger
<b>Shire of Narembeen</b>	President Rhonda Cole <b>Chair</b> Cr Kellie Mortimore Mr Chris Jackson, Chief Executive Officer non-voting delegate
<b>Shire of Nungarin</b>	President Eileen O'Connell Cr Gary Coumbe - Deputy



<b>Shire of Tammin</b>	Mr Neville Hale, Chief Executive Officer non-voting delegate
<b>Shire of Trayning</b>	Cr Melanie Brown Mr Paul Sheedy, Acting Chief Executive Officer non-voting delegate
<b>Shire of Westonia</b>	President Karin Day Mr Jamie Criddle, Chief Executive Officer non-voting delegate
<b>Shire of Wyalkatchem</b>	Ms Taryn Dayman, Chief Executive Officer non-voting delegate
<b>Shire of Yilgarn</b>	President Onida Truran Mr Peter Clarke, Acting Chief Executive Officer non-voting delegate

### **WALGA Representatives**

Mr Tony Brown, Executive Manager Governance & Organisational Development

Chantelle O'Brien – Governance Support Officer

Ian Duncan – Executive Manager, Infrastructure

### **Guests**

Nil

### **Apologies**

Shire of Bruce Rock,	Cr Ramesh Rajagopalan
Shire of Cunderdin,	Cr Dennis Whisson
Shire of Dowerin,	Cr Darrel Hudson
	Cr Brenton Walsh
	Ms Rebecca McCall, Chief Executive Officer non-voting delegate
Shire of Kellerberrin	Cr Scott O'Neill
Shire of Kondinin	President Sue Meeking
	Cr Kent Mouritz
Shire of Koorda	President Ricky Storer
	Cr Pamela McWha
Shire of Mt Marshall	Cr Nick Gillett
Shire of Mukinbudin	President Gary Shadbolt
Shire of Narambeen	Cr Alan Wright
Shire of Nungarin	Cr James Taylor
	Mr Adam Majid, Chief Executive Officer non-voting delegate
Shire of Tammin	Cr Glenice Batchelor
	Cr Tania Daniels
Shire of Trayning	Cr Geoff Waters
Shire of Westonia	Cr Bill Huxtable
Shire of Wyalkatchem	Cr Quentin Davies
	Cr Owen Garner
Shire of Yilgarn	Cr Wayne Della Bosca

Ms Mandy Walker, Director Regional Development RDA Wheatbelt

Hon Martin Aldridge, MLC Member for Agricultural Region

Hon Rick Mazza, MLC Member for Agricultural Region

Mr Craig Manton, Regional Manager Wheatbelt, Main Roads Department

Ms Wendy Newman, CEO Wheatbelt Development Commission



## Attachments

The following were provided as attachments to the agenda:

1. Great Eastern Country Zone Minutes 23 August 2018.
2. Great Eastern Country Zone Executive Committee Minutes 8 November 2018.
3. Draft Country Ambulance Strategy
4. State Councillor Report
5. State Council Agenda – via link: <https://walga.asn.au/getattachment/About-WALGA/Structure/State-Council/Agendas-and-Minutes/Agenda-State-Council-5-December-2018.pdf.aspx>
6. WALGA President's Report
7. Zone Report – Local Government Act Review Forum.
8. Wheatbelt RDA report

### 3. **DECLARATIONS OF INTEREST**

President Eileen O'Connell declared an interest in Item 7.4.

### 4. **ANNOUNCEMENTS**

Nil

### 5. **GUEST SPEAKERS / DEPUTATIONS**

Nil

### 6. **MINUTES**

<b>6.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Thursday 23 August 2018 (Attachment)</b>
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The Minutes of the Great Eastern Country Zone meeting held on Thursday 23 August 2018 have previously been circulated to Member Councils.

## RESOLUTION

**Moved:** President Stephen Strange  
**Seconded:** President Onida Truran

**That the minutes of the Great Eastern Country Zone meeting held Thursday 23 August 2018 are confirmed as a true and accurate record of the proceedings.**

**CARRIED**

<b>6.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Thursday 23 August 2018</b>
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Nil



**6.3 Minutes from the Great Eastern Country Zone Executive Committee Meeting held Thursday 8 November 2018**

The Minutes of the Executive Committee meeting are attached

**RESOLUTION**

**Moved:** President Eileen O'Connell

**Seconded:** Cr Kellie Mortimore

**That the Minutes of the Meeting of the Great Eastern Country Zone Committee Meeting held Thursday 8 November 2018 be endorsed.**

**CARRIED**

**7. ZONE BUSINESS**

**7.1 Draft Waste Strategy 2030**

**Proponent:** Shire of Merredin

**BACKGROUND**

In October 2017 the State Government released a Consultation Paper on the Waste Strategy for comment, with feedback due February 2018. Following consideration of the feedback on the Consultation Paper a draft Waste Strategy 2030 was released in October 2018 for the required 28 day consultation period (as per the Waste Avoidance and Resource Recovery Act).

The draft Waste Strategy included waste avoidance, recovery and environmental protection objectives and targets. These objectives and targets are to be implemented through a number of specific strategies and approaches. The intention of the State Government is that an Action Plan be developed which includes the detail on how the targets will be achieved.

Specifically of relevance to the Zone are the:

- Waste Avoidance Targets which include:
  - A 5% reduction in MSW generation by 2024 and a 10% reduction by 2030 – measured against the 2014/15 baseline.
  - By 2030 all waste is managed and/or disposed using better practice approaches.
- Waste Recovery Targets which include:
  - C&D sector – increase material recovery to 75% by 2020, 77% by 2025 and 80% by 2030 – this may impact on the Local Governments operations, as this appears to be a statewide target
  - By 2030 all waste facilities adopt resource recovery better practice.
- Environmental Protection Targets which include:
  - By 2030 move towards zero illegal dumping
  - By 2030 move towards zero littering
  - By 2030 all waste facilities adopt environmental protection better practice.

It was not clear from the information provided in the draft Waste Strategy how these targets had been set. The better practices approaches have yet to be developed, and WALGA has requested this occurs taking a consultative partnership approach with the sector. In the [WALGA Submission](#) on the Draft Waste Strategy it was recommended that the Action Plan for implementation of the Strategy includes funding programs that:



- Provide adequate funding and support for Regional Councils, non-metropolitan and metropolitan Local Governments
- Reflect the targets and priorities within the State Waste Strategy
- Fully funds and acknowledges the life-cycle costs of infrastructure and services
- Facilitates the development and implementation of Product Stewardship Schemes.

The specific strategies in the draft Waste Strategy which will be important for the Zone include the requirement for Local Government Waste Plans and the review of the Waste Avoidance and Resource Recovery Levy (WARR Levy). Regarding Local Government Waste Plans, WALGA understands these plans are intended to be relatively simple documents which identify how the Local Government will progress towards the targets in the Strategy. In relation to the WARR Levy review, it should be noted that WALGA has recently reviewed its Waste Levy Policy Statement, which re-affirmed that the Levy should not be applied to the non-metropolitan area. This item is going to the December State Council meeting.

## RESOLUTION

**Moved:** Cr Mal Willis  
**Seconded:** President Stephen Strange

**The Great Eastern Country Zone request that WALGA continue to advocate:**

1. **For a consultative partnership approach to the development of any better practice or other guidance for Local Government.**
2. **That the Waste Avoidance and Resource Recovery Levy should not be applied to the non-metropolitan area.**

**CARRIED**

## 7.2 Draft Country Ambulance Strategy

**Proponent – Executive Committee**

### BACKGROUND

A Draft Country Ambulance Strategy (the Draft Strategy) was developed by the WA Country Health Service (WACHS) in 2018, in order to address the future strategic direction of country ambulance service delivery in WA. The Draft Strategy was released for general consultation on September 28, and comments close on December 10.

The Draft Strategy (attached) was developed as a result of State-wide consultation conducted by Ernst and Young and WACHS with key stakeholders, research on best practice, and past reviews. This background work uncovered considerable inequity between the metropolitan and country ambulance services provisions, in regards to financial, contractual and performance measures.

While the Perth metropolitan area has an ambulance service delivered by paid, qualified ambulance officers adhering to strict performance indicators, country areas rely on a large number of volunteer ambulance officers and blended Sub Centres. WA has the greatest reliance on volunteer ambulance officers of any Australian State, and is the only State where the service is not State-operated, being run by St John Ambulance as the primary provider. The Draft Strategy notes that although the current volunteer model is strong, lack of investment in support for the volunteers places the future sustainability of the service at risk.

Consultation to develop the Draft Strategy included widespread regional engagement over six weeks with representatives from WACHS, the Kimberley Ambulance Service, St John Ambulance, Royal Flying Doctor Service, Local Government, the Department of Health and other relevant parties across seven country regions and the Perth metropolitan area.



Initial findings from consultation found that the WA ambulance operates with the lowest funding per capita and also spends the least per capita. Stakeholder consultation revealed that greater support for volunteers was required, including:

- Administrative support for Sub-centres
- Access to training, provision of nationally recognised formal training
- Investment in improved technology, particularly communication systems
- Greater sub centre financial support
- Increased clinical support.

Strategic themes were identified through further consultation, and these formed the pillars of the strategy: Policy and system; Timely Access; Patient Safety; System Coordination; Sustainable and Skilled Workforce and Value for Money.

A range of targets were developed for the pillars, leading to 19 recommendations. These are listed on page 11 and 12 of the Draft Strategy, and on pages 36-61 of the full version. A number of these recommendations include the development of measurable performance indicators for various aspects of service, although it is not made clear whether this expectation is placed only on the paid workforce, or also on volunteers.

Local Government representatives of the Great Eastern Country Zone have expressed concerns at some of the recommendations of the Draft Strategy, particularly those recommending the inclusion of measurable performance indicators in contracts.

As consultation on the Draft Strategy closes on December 10, it is unlikely that there is sufficient time for the Zone to prepare a detailed submission. An alternative approach involves individual Local Governments within the Zone contacting agencies within their area that should have input into the draft, and encouraging them to respond. Local Governments can also publish the advertised link for public comment in their weekly notes to their residents. It is a public document so individual members of the public are encouraged to have input.

Further information attached (Attachment 1).

## **RESOLUTION**

**Moved: Cr Tony Sachse**  
**Seconded: Cr Kellie Mortimore**

**That the Great Eastern Country Zone Councils contact agencies within their area that should have input into the draft, and encourage them to respond. Additionally, Local Governments publish the advertised link for public comment in communications with their residents, and encourage residents to submit their own comments.**

**CARRIED**

### **7.3 Container Deposit Scheme Locations**

**Proponent – Shire of Narembeen and Shire of Kondinin**

#### **BACKGROUND**

The Department of Water and Environmental Regulation (DWER) have released a draft Customer Service Standard for the Container Deposit Scheme for comment. This document includes the draft number and approximate location of the refund points, both permanent and flexible, for the Scheme in Western Australia. WALGA is making a comprehensive Submission on the draft Standard highlighting a range of issues relating to customer interaction with the Scheme and ensuring equitable access for all Western Australian's.



### Implications for the Zone

The draft Customer Service Standard only includes flexible refund points for 4 locations within the Zone (Shires of Bruce Rock, Cunderdin, Kellerberrin and Merredin), the other 12 Local Governments do not have a refund point allocated. No permanent refund points are located in the zone. The “flexible” refund points are currently defined as:

*Flexible refund points are intended to meet the requirements of smaller or fluctuating populations and could be provided on a part time, seasonal, mobile, or event based (pop-up) basis.*

The draft Standard DWER does not include any reference to minimum opening hours / days for the permanent or flexible points.

For the Zone to ensure equitable access for all residents to the Scheme it is suggested that all Local Governments be guaranteed, as a minimum, one flexible refund point which is open 16 hours each two week period, including at least 8 hours at weekends (this is the same as the NSW Container Deposit Scheme). There would be nothing to prevent the refund points being open additional hours to improve community access and convenience.

These refund points provide potential opportunities for Local Government to co-locate refund points at landfills or transfer stations, communities groups or charities and for local businesses.

## **RESOLUTION**

**Moved: Cr Kellie Mortimore**  
**Seconded: President Eileen O’Connell**

**That the Great Eastern Country Zone requests that:**

- 1. All Local Governments be guaranteed, as a minimum, one flexible refund point in their area.**
- 2. A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two week period, including at least 8 hours at weekends**
- 3. The State Government provide appropriate funding for the refund points.**

**CARRIED**

<h3><b>7.4 Water Corporation - New management and billing structure for standpipes</b></h3>
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**Proponent – WEROC/Shire of Westonia**

*President Eileen O’Connell has declared an interest in this item.*

## **BACKGROUND**

WE-ROC has resolved to seek the Zones assistance in resolving issues around the implementation by the Water Corporation of a new management and billing structure for standpipes across rural WA.

Water Corporation plan to implement a new management and billing structure from the 1st July 2019.

Local Government Authorities (LGAs) are entitled to access concessional pricing for water used for their own purposes. This will not change; however high flow rate LGA owned fixed standpipes that are publicly accessible will no longer be charged concessional rates and commercial rates will instead apply.



This change will affect users of high flow LGA owned fixed standpipes in country areas. Although the price is charged to the LGA directly, the costs may be passed on to businesses, farmers and properties not connected to the scheme.

The major change is the way standpipes are billed. They will now be based on four categories shown below.

- LA Standpipe – No Annual Service Charge/\$2.534 per kilolitre Water Use Charge
- Community Standpipe - \$265.41 Annual Service Charge/\$2.534 per kilolitre Water Use Charge
- Commercial Standpipe - \$1,658.93 Annual Service Charge/up to \$8.353 per kilolitre Water Use Charge
- Fire-fighting Standpipe –No Annual Fee 100% discount/No Water Use Charge

#### **How will rates and charges be applied to fixed standpipes?**

The new pricing structure is linked to the size of the standpipe meter, as this determines the flow rate. Small standpipes (20mm and 25mm) generally deliver between 20 – 40 litres per minute. Large standpipes (any pipe larger than 25mm) generally deliver from 80 litres per minute and above.

All LGA standpipes with a meter size of 20mm or 25mm will receive concessional rates and are to be used by the LGA or for community purposes only (such as drought assistance for farmers or households not connected to scheme water when a drought condition is announced by the Government). All standpipes with a meter size above 25mm will be charged at a commercial rate, but an exemption to consumption charges will apply for water used for fire-fighting purposes.

Standpipes with a meter above 25mm that are located in a shire depot or locked for Shire use only will be able to access the concessional rate by providing evidence of the ability to control user access. There will be no change to Fire Standpipes or fixed standpipes installed on privately owned property.

Council and the Community will need to take into consideration, the Annual Service Charge applicable to the Standpipes according to the size of the meter size and purpose assigned to the Standpipe. For example, a 50mm Commercial Standpipe will attract an annual fee of \$1,658.93 as opposed to the existing \$250.39 annual fee.

The other, more significant change as listed above is the extensive increase in the tariff charged per kilolitre.

Current rates across the Shire are \$2.39 per kL. The proposal is to increase that to between \$2.534 and \$8.353 per kL.

Local Governments can simply not allow any water to be used from fixed standpipes without charging.

<b>Water - Meter Based Size Charges</b>			
<b>Meter Size (mm)</b>			
		<b>2017/18</b>	<b>2018/19</b>
20mm	Community	\$250.39	\$265.41
25mm	Community	\$391.26	\$265.41
30mm	Commercial	\$563.38	\$597.18
40mm	Commercial	\$1,001.63	\$1,061.73
50mm	Commercial	\$1,565.03	\$1,658.93
80mm	Commercial	\$4,006.46	\$4,246.85
100mm	Commercial	\$6,260.10	\$6,635.71



The problem with the Water Corporations proposed new fee structure is that it caters to a "One size fits all" policy.

The Minister and the Water Corp are assuming that all land holders have direct or at least close connect with scheme reticulated water. This is not the case in the north of the Westonia Shire and is probably the case in outlying Councils such as Dalwallinu, Mt Marshall, Mukinbudin, Yilgarn, Kondinin and Lake Grace.

One half of the Westonia Shire's land mass does not have access to scheme water, requiring landholders to travel upward of 70km to Warralakin to cart water for domestic purposes. Management does not argue with the fact that landholders with the ability to draw from their own on farm water storage, should be charge a commercial rate should they wish to extract from a Council controlled Standpipe, but with no access to scheme water there should be an exemption to allow certain landholder to access domestic and stock water at a reduced rate.

*Mr Jamie Criddle, CEO Shire of Westonia entered the meeting at 8.20am*

## **RESOLUTION**

**Moved: Cr Karin Day**

**Seconded: President Stephen Strange**

**That the Great Eastern Country Zone request WALGA to advocate opposing the WA Water Corporation proposed fee structure in remote parts of the eastern Wheatbelt and;**

- 1. Request the Water Corporation look to possible subsidised billing to remote user standpipes for users without any other possible means of potable water;**
- 2. Write to the Department of Water suggesting that as a result of the increased Standpipe water costs that they re-introduce the Farm Water Grants to allow effected landholders the ability to create on-farm water storage and water connections;**

**CARRIED**

## **8. ZONE REPORTS**

### **8.1 Zone President Report**

**Cr Rhonda Cole**

## **RECOMMENDATION**

**Resolved**



## 8.2 Local Government Agricultural Freight Group

**Cr Rod Forsyth**

Minutes of the Local Government Freight Group meeting of 12 October 2018 are attached.

### RECOMMENDATION

**Moved: President Stephen Strange**

**Seconded: President Ken Hooper**

**That the Report be received**

**CARRIED**

*Ms Mia Dohnt, CEO Kondinin entered the meeting at 8.31am*

## 8.3 Wheatbelt District Emergency Management Committee (Wheatbelt DEMC)

**Cr Tony Sache**

The Wheatbelt DEMC met in Northam on 1<sup>st</sup> November, 2018. Information from the meeting included:

- The Shire of Bruce Rock LEMA was considered compliant.
- Review of the EM status across the district including LEMA currency, LEMC functionality and Exercise Schedules. This information is available in Appendix 2 of the draft minutes. The Shire of Mukinbudin's LEMA is overdue. The Shire of Nungarin has been progressing with their LEMA which is due December 2018 Note: their LEMC is not currently meeting. The Shire of Trayning has their LEMA due in December 2018 and this is progressing well. All other GECZ Councils in the district are endorsed and meeting regularly.
- Appendix 3 of the draft minutes has information relating to the Local Risk Status for member Councils and Appendix 4 covers recent exercise reports.
- In the Agenda items it was noted that there is a need to evaluate the top 20 risks. This will be done at the first meeting in 2019.
- Some of the agency reports that could affect the GECZ included; high fuel loads due to late rains (DFES), BOM outlook shows hotter, drier season ahead (DFES), 28 Schools in the bushfire prone area with all plans up to date (Dept of Education), Harvest period coming up with busier roads etc (LG GECZ), Operation Vulcan starts on December 1<sup>st</sup> and visits will be made to known arson offenders in the area (WA Police Service).
- The WA contingency plan for rail crash in the Avon Valley (Feb 2012) is now overdue for review, and exercising.

Following the meeting the Wheatbelt DEMC undertook a multi-agency pre-season workshop. This included:

- Seasonal Outlook and Overview of Services  
Bureau of Meteorology Note: Message was to be prepared as even with a lower risk of Tropical Cyclones/Floods etc as "it only takes one".
- Network Transmission and Distribution Information Western Power
- Bushfire Fuel Loads and Mitigation Works DFES BFRMO, Parks and Wildlife (DBCA)
- Restricted Access Permits



➤ Agency Preparedness, updates and issues

The Committee also undertook an exercise in Electricity Supply Disruption.

➤ Other Information:

Severe weather events last Friday, 16<sup>th</sup> November and Saturday 17<sup>th</sup> November 2018 saw many fires occur simultaneously across the district, mostly due to lightning strikes. Reports coming in indicate that there were quite quick responses to these fires and damage was able to be minimized to some degree. However power outages also occurred with the associated mobile and landline phone communication problems occurring again in some areas. There have been a couple of emails complaining about the loss of communications late Friday and early Saturday, especially with regard to firefighting operations and the public.

## RESOLUTION

**Moved:** Cr Tony Sachse

**Seconded:** President Eileen O'Connell

**That the Report be received**

**CARRIED**

## 9. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS

### 9.1 State Councillor Report

*Cr Stephen Strange*

Report on the September State Council meeting held in Dongara was attached to the Agenda.

## RESOLUTION

**Moved:** Cr Ken Hooper

**Seconded:** Cr Kellie Mortimore

**That the Report be received**

**CARRIED**

### 9.2 WALGA Status Report

*Mr Tony Brown, Executive Officer*

## BACKGROUND

Presented the Status Report for August 2018 which contains WALGA's responses to the resolutions of previous Zone Meetings.



<b>Zone</b>	<b>Agenda Item</b>	<b>Zone Resolution</b>	<b>WALGA Response</b>	<b>Up-date</b>	<b>WALGA Contact</b>
<b>Grt Eastern C</b>	<b>2017 November 30 Zone Agenda Item 9.2</b> WALGA Status Report	That the Great Eastern Country Zone notes the: 1. State Councillor Report; and 2. WALGA Status Report and requests that WALGA express its disappointment to the Office of Emergency Management that there has been no progress on this important emergency management issue and in the event that the matter cannot be progressed WALGA be requested to take the issue up with the Minister for Emergency Management.	WALGA has reopened discussions with the Office of Emergency Management on this matter and will advise the zone of feedback directly.  The Emergency Management Policy Unit are coordinating further briefings and are collecting information from the relevant zones to ensure the sectors concerns can be raised with the relevant parties. Great Southern and Great Eastern Country are both experiencing issues in this area.  WALGA have raised this as an urgent matter with the Emergency Services Network Operators Reference Group to provide recommendations to the sector. This group includes all the lifeline agencies along with the Department of Primary Industries and Regional Development to include the regional black spots funding and communications providers. WALGA will provide further updates as information is received.	Nov 2018	<b>Joanne Burges</b> <b>Executive Manager,</b> <b>People &amp; Place</b> <a href="mailto:jburges@walga.asn.au">jburges@walga.asn.au</a> <b>9213 2018</b>
<b>Grt Eastern C</b>	<b>2018 April 26 Zone Agenda Item 7.6</b>	That the Great Eastern Country Zone in conjunction with WALGA and the State Emergency Management Committee seek meetings with relevant Commonwealth agencies to develop resolutions to the ongoing Telecommunication failures being	WALGA will meet with the Great Eastern Country Zone to investigate the options available to assist with this matter. Further information from CEOs in the zone would be beneficial as the Association notes that	Nov 2018	<b>Joanne Burges</b> <b>Executive Manager</b> <b>People and Place</b> <a href="mailto:jburges@walga.asn.au">jburges@walga.asn.au</a> <b>9213 2080</b>



	Power/Telecommunication Outages Across the Great Eastern Country Zone During the 2018 Easter Weekend	experienced in parts of the central and eastern Wheatbelt.	<p>two have responded since the Executive emailed on 18 April 2018.</p> <p>The Emergency Management Policy Unit are coordinating further briefings and collecting information from the relevant zones to ensure the sectors concerns can be raised with the relevant parties. Great Southern and Great Eastern Country Zones are experiencing issues in this area.</p> <p>WALGA have raised this as an urgent matter with the Emergency Services Network Operators Reference Group to provide recommendations to the sector. This group includes all the lifeline agencies along with the Department of Primary Industries and Regional Development to include the regional black spots funding and communications providers. WALGA will provide further updates as information is received.</p>		
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## ZONE COMMENT

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Zone Meeting.

## RESOLUTION

**Moved:** Cr Alison Harris  
**Seconded:** President Onida Truran

**That the Great Eastern Country Zone notes the WALGA Status Report.**

**CARRIED**



### 9.3 Review of WALGA State Council Agenda – Matters for Decision

*Mr Tony Brown, Executive Officer*

#### BACKGROUND

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found via link:

<https://walga.asn.au/getattachment/About-WALGA/Structure/State-Council/Agendas-and-Minutes/Agenda-State-Council-5-December-2018.pdf.aspx>

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

#### 5.1 Proposed Removal by Main Roads WA of the “Letter of Approval” Restricted Access Vehicle Operating Condition

##### WALGA Recommendation

That WALGA:

1. Opposes withdrawal of the “Letter of Approval” Restricted Access Vehicle Operating Condition until an acceptable alternative is developed;
2. Supports the position that Local Governments not use provision of the Letter of Authority to charge transport operators to access the Restricted Access Vehicle network;
3. Supports the development of standard administrative procedures including fees and letter formats; and
4. Supports the practice of Local Governments negotiating maintenance agreements with freight owners/ generators in cases where the operations are predicted to cause extraordinary road damage.

##### ZONE COMMENT:

There has been widespread concern from country Local Governments on Main Roads proposal to withdraw the “Letter of Approval” Restricted Access Vehicle Operating Condition (CA07 condition).

The recommendation is in line with feedback received for country Local Governments.

Zone supports the WALGA Recommendation.



## **5.2 Bus Stop Infrastructure Partnership Agreement 2018/19-2022/23**

### **WALGA Recommendation**

That the Bus Stop Infrastructure Partnership Agreement be endorsed.

## **5.3 2019-20 State Budget Submission**

### **WALGA Recommendation**

That WALGA's submission to the State Government in advance of the 2019-20 Budget be endorsed.

## **5.4 Interim Submission: Cost Recovery for Clearing Permits and Water Licences and Permits – DWER Discussion Paper**

### **WALGA Recommendation**

That the WALGA interim submission which opposes increased cost recovery for clearing permits and water licences and permits by the Department of Water and Environmental Regulation be endorsed.

## **5.5 Waste Levy Policy Statement**

### **WALGA Recommendation**

That the Waste Levy Policy Statement 2018 be endorsed.

## **5.6 Standard Development Conditions Guidelines**

### **WALGA Recommendation**

That the *Standard Development Conditions Guideline*, be endorsed and that WALGA recommends use of the resource by Local Governments when reviewing and/or preparing standard development conditions.

## **5.7 WALGA Paper – Off Road Vehicles and Local Government**

### **WALGA Recommendation**

That WALGA advocates for the State Government to:

1. Conduct a review of current legislation to align registration and licensing of Off Road Vehicles (ORVs) with other vehicle types and users.
2. Allocate funding for feasibility studies to identify suitable sites for new ORV Permitted Areas throughout the State, which considers environmental values, future land use planning impacts, public safety, amenity and environmental issues and Local Government risk and liability issues.
3. Develop and implement, in collaboration with WALGA and ORV stakeholders, educational resources and training suitable to the specific needs of ORV users, stakeholders and Local



Governments. Resources should include; guidance on compliance and enforcement arrangements aligned with the *Control of Vehicles (Off-road Areas) Act 1978* and other relevant legislation, user and permitted area operational safety, signage standards, insurance and liability mitigation strategies.

4. Develop and implement, in collaboration with ORV vendors, resources and practices that ensure ORV buyers are informed at the point of sale about ORV registration, regulation and restrictions applicable to ORV vehicle use and consequences of non-compliance.
5. Consider and consult on the regulation of the vendor's role in providing information to buyers regarding ORV registration, regulation and restrictions.
6. Develop and implement, in collaboration with stakeholders and industry representatives, resources to educate and raise community awareness about the proper use of ORVs, ORV permitted and prohibited areas, and the consequences of non-compliance.
7. Ensure that the WA Police Force allocates resources to address unlawful ORV use in consultation with Local Government law enforcement.

## **5.8 Submissions – *Public Health Act 2016* Regulation Review Program**

### **WALGA Recommendation**

That the interim submissions provided to the Department of Health *Public Health Act 2016* Discussion Papers on Regulations for Construction Sites Facilities, Temporary Toilets and Cloth Materials be endorsed.

## **5.9 Aboriginal Advocacy and Accountability Office Interim Submission**

### **WALGA Recommendation**

That the interim submission to An Office for Advocacy and Accountability in Aboriginal Affairs in Western Australia: Discussion paper be endorsed.

## **5.10 Royal Commission into Institutional Responses to Child Sexual Abuse**

### **WALGA Recommendation**

That the interim submission: Royal Commission into Institutional Responses to Child Sexual Abuse: A Local Government Response to the Western Australian State Government Child Safety Implementation Plan be endorsed.

## **5.11 Partnering with Local Government for Youth**

### **WALGA Recommendation**

That the following amended policy statement be endorsed:



The Local Government sector supports the development and well-being of children and young people through strategic partnerships and a combination of services and facility provision. The Association advocates that the State and Commonwealth should continue to invest in the wellbeing of young West Australians.

## 5.12 Managing Alcohol in our Communities Guide

### WALGA Recommendation

That the Managing Alcohol in our Communities (MAIOC) Guide be endorsed.

### RESOLUTION

**Moved:** President Stephen Strange

**Seconded:** President Karin Day

**That the Great Eastern Country Zone endorses all recommendations being matters contained in the WALGA State Council Agenda.**

**CARRIED**

## 9.4 Review of WALGA State Council Agenda – Matters for Noting / Information

*Mr Tony Brown, Executive Officer*

### 6.1 Local Government Act Review

#### ZONE COMMENT:

**Please refer to the report detailed the feedback gathered from the Zone forum held in Merredin on 24 October 2018 attached to this Agenda for your information.**

The WALGA process from here is as follows;

- 16 November 2018 – WALGA distributed an InfoPage requesting Local Governments (Council decision required) to provide a submission on the Act review process. A submission to WALGA is requested by 1 February 2019. This will enable Councils to consider an item at their December meetings.
- November Zone Meetings/December 2018 State Council Meeting – Item for noting will be prepared that will cover information on the LG Act review process and a summary of the forums held in October/November and general themes coming through.
- 30 January 2019 – State-wide Forum on the future of Local Government – The forum will include a review of the information coming through from the Local Government Act forums and submissions, in addition there will be guest speakers presenting on the future of Local Government.
- March Zone Meetings/March 2019 State Council Meeting – Item for Decision on sector positions following feedback from Local Government submissions.
- 22 February 2019 – Local Government Act submission to WALGA close
- 15 March to 22 March 2019 – Zone Meetings
- Tuesday 26 March 2019 at 4pm – WALGA State Council Meeting



## **6.2 Economic Development Project**

## **6.3 Report: Review of Local Government Car Parking Requirements in Western Australia**

## **6.4 Event for Elected Members – Health Services in Regional Areas**

### **ZONE COMMENT:**

The zone will be interested in the Regional Health forum proposed to be held on 26 March 2019

## **6.5 Government Regional Officer Housing**

## **6.6 National Redress Scheme**

## **6.7 Family and Domestic Violence**

## **6.8 Report Municipal Waste Advisory Council**

## **6.9 Draft National Biosecurity Statement**

## **6.10 Release of the Better Urban Forest Planning Guide**

## **6.11 WALGA Reconciliation Action Plan**

## **9.5 Review of WALGA State Council Agenda – Organisational Reports**

### **7.1 Key Activity Reports**

#### **7.1.1 Report on Key Activities, Environment and Waste Unit**

#### **7.1.2 Report on Key Activities, Governance and Organisational Services**

#### **7.1.3 Report on Key Activities, Infrastructure**

#### **7.1.4 Report on Key Activities, People and Place**

## **9.6 Review of WALGA State Council Agenda – Policy Forum Reports**

### **7.2 Policy Forum Reports**

#### **7.2.1 Mayors/Presidents Policy Forum**

#### **7.2.2 Mining Community Policy Forum**

#### **7.2.3 Container Deposit Legislation Policy Forum**

#### **7.2.4 Economic Development Policy Forum**

## **9.7 WALGA President's Report**

The WALGA Presidents Report is attached.



## RESOLUTION

Moved: President Eileen O'Connell  
 Seconded: Cr Kellie Mortimore

That the Great Eastern Country Zone notes the following reports contained in the WALGA State Council Agenda.

- Matters for Noting/Information
- Organisational Reports
- Policy Forum Reports; and
- WALGA President's Report

**CARRIED**

## 10. AGENCY REPORTS

### 10.1 Wheatbelt RDA

Mandy Walker, Wheatbelt RDA is an apology for this meeting, however has provided a Zone report as attached.

**Noted**

### 10.2 Department of Local Government, Sport and Cultural Industries

Nil

## 11. MEMBERS OF PARLIAMENT

Nil

## 12. EMERGING ISSUES

### 12.1 Community Bus Hire

The issue of Community Bus hire was raised and the concern about not being able to charge for the service. Donations can be accepted.

**Noted**

### 12.2 Power Outage Due to Storm

Extended power outages occurred within the area due to storm damage. These outages if occur during a high fire risk rating can be highly dangerous. Zone to take this matter up with Western Power.

**Noted**



### 13. URGENT BUSINESS

#### 13.1 Farewell Mr David Burton

With this meeting being the last one for Mr David Burton, CEO, Shire of Koorda, the Zone would like to say thank you. Mr Burton's contribution to the Zone was appreciated and wish all the very best with the Shire of Carnarvon.

**Noted**

### 14. DATE, TIME AND PLACE OF NEXT MEETINGS

The Great Eastern Country Zone meetings have been endorsed by the Executive Committee and are listed below:

NOTICE OF MEETINGS  
**GREAT EASTERN COUNTRY ZONE MEETING  
2019**

<b>Zone Meeting Dates Thursday</b>	<b>Time</b>	<b>HOST COUNCIL</b>
<b>21 March</b>	Thursday 9.30am	Shire of Merredin
<b>24 April</b>	Wednesday 9.30am	Shire of Kellerberrin
<b>27 June</b>	Thursday 9.30am	Shire of Merredin
<b>29 August</b>	Thursday 9.30am	Shire of Kellerberrin
<b>28 November</b>	Thursday 9.30am	Shire of Merredin

NOTICE OF MEETINGS  
**GREAT EASTERN COUNTRY ZONE EXECUTIVE COMMITTEE 2019**

<b>Exec Comm Meeting Dates Thursday</b>	<b>Time</b>	<b>HOST COUNCIL</b>
<b>7 March</b>	Thursday 7.30 am	Teleconference
<b>11 April</b>	Thursday 7.30 am	Teleconference
<b>13 June</b>	Thursday 7.30 am	Teleconference
<b>8 August</b>	Thursday 7.00 am	In-Person Perth Exhibition & Convention Centre
<b>14 November</b>	Thursday 7.30 am	Teleconference

**Noted**



## 15. **CLOSURE**

There being no further business the Chair declared the meeting closed at 9.12am.



## Item 7.2 – Attachment 1

**VA — Prohibited activities in the open air during total fire ban***[Heading inserted in Gazette 1 Dec 2009 p. 4832.]***24A. Prohibited activities prescribed (Act s. 22B(3)(c))**

- (1) In this regulation —  
**engine, vehicle, plant, equipment or machinery** means any engine, motor vehicle, plant, equipment or machinery that is, or that is activated by, an internal combustion engine;  
**road** has the meaning given in the *Road Traffic (Administration) Act 2008* section 4.
- (2) The use or operation of any engine, vehicle, plant, equipment or machinery on land on which there is bush or which is under crop or pasture or stubble is prescribed for the purposes of section 22B(3)(c) of the Act.
- (3) Subregulation (2) does not apply to the use or operation of any engine, vehicle, plant, equipment or machinery —
  - (a) on a road; or
  - (b) on a lane, driveway, yard or other area that provides access to, or a parking facility at, any residential, farming or business premises, if the area has been sufficiently cleared of inflammable material to prevent the escape of fire.
- (4) Subregulation (2) does not apply to the use or operation of any engine, vehicle, plant, equipment or machinery if —
  - (a) the purpose of that use or operation is the prevention of an immediate and serious risk to the health or safety of a person or livestock; and
  - (b) all reasonable precautions have been taken to prevent the use or operation from causing a bush fire; and
  - (c) without limiting paragraph (b), the condition applicable under subregulation (5) is complied with.
- (5A) Subregulation (2) does not apply to the use or operation of any engine, vehicle, plant, equipment or machinery if —
  - (a) the use or operation is or is part of an agricultural activity; and
  - (ba) the use or operation is not, and is not part of, a process or operation specified for the purposes of section 27A(1)(a)(ii) of the Act as being a process or operation likely to create a bush fire danger; and
  - (b) all reasonable precautions have been taken to prevent the use or operation from causing a bush fire; and
  - (c) without limiting paragraph (b), the condition applicable under subregulation (5) is complied with,
 unless —
  - (d) the use or operation is inconsistent with a declaration under regulation 38C; or
  - (e) a ban under regulation 24C is in force in the area in which the use or operation is taking place or was to take place.
- (5) The condition is that the internal combustion engine that is, or that activates, the engine, vehicle, plant, equipment or machinery being used or operated is mechanically sound and has an exhaust system that —
  - (a) is clean and free from gas leaks; and



- (b) except in the case of a motor vehicle, is fitted with a suitable spark arrester that is maintained in a clean, sound and efficient condition.

*[Regulation 24A inserted in Gazette 1 Dec 2009 p. 4832-4; amended in Gazette 5 Nov 2010 p. 5564-5; 2 Dec 2011 p. 5059-60; 8 Jan 2015 p. 109.]*

**24B. Activities excepted from Act s. 22B(2) prescribed (Act s. 22B(4))**

- (1) For the purposes of section 22B(4) of the Act, an activity that is carried out for the purpose of preventing an immediate and serious risk to the health or safety of a person or livestock is prescribed.
- (2) Subregulation (1) applies to an activity only if all reasonable precautions have been taken to prevent the activity from creating a bush fire danger.

*[Regulation 24B inserted in Gazette 1 Dec 2009 p. 4834.]*

**24C. Bans for r. 24A(5A), imposing and duration of etc.**

- (1) A bush fire control officer may impose a ban, for the purposes of regulation 24A(5A), in an area if satisfied that the use or operation of any engine, vehicle, plant, equipment or machinery in the area during the period to be specified for the ban would be likely to cause a bush fire or contribute to the spread of a bush fire.
- (2) A bush fire control officer must impose a ban, for the purposes of regulation 24A(5A), in an area if satisfied that the bush fire danger index for the area is or exceeds 35.
- (3) For the purposes of subregulation (2), the bush fire danger index must be worked out using the “Grassland Fire Danger Index CSIRO-modified McArthur Mk 4 meter”.
- (4) A ban —
  - (a) has effect for the period specified for the ban; and
  - (b) must be published by wireless broadcast and, if practicable, in writing; and
  - (c) may be varied or cancelled by a bush fire control officer by wireless broadcast and, if practicable, in writing.
- (5) The period specified for the ban must be included in the wireless broadcasts of the ban and in any written publication of the ban.

*[Regulation 24C inserted in Gazette 5 Nov 2010 p. 5565-6; amended in Gazette 2 Dec 2011 p. 5060.]*



## MINUTES OF MEETING

held in Wattle Room, WA Local Government Association, 170 Railway Parade, West Leederville  
Friday 12 October 2018 commencing at 1:02 pm

## 1 OPENING & WELCOME

The Chairman welcomed delegates and observers.

## 2 ATTENDANCE & APOLOGIES

### 2.1 Attendance

Chairman –

Cr Ken Seymour	Avon-Midland Country Zone
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Delegates –

Cr Brian Rayner	Avon-Midland Country Zone
Cr Katrina Crute	Central Country Zone
Cr Rod Forsyth	Great Eastern Country Zone (via telephone)
Cr Tim Barling	South Metropolitan Zone

Observers -

Mr Trevor Whittington	WA Farmers Federation (from 1:16 pm)
Mr Grady Powell	WA Farmers Federation (from 1:16 pm)
Mr Ian Duncan	WA Local Government Association
Robert Dew	Avon-Midland Country Zone

### 2.2 Apologies

Mr Bruce Wittber	Central Country Zone
Cr Keith House	Great Southern Country Zone
Cr Ronnie Fleay	Great Southern Country Zone
Mr Ian Randles	Pastoralists & Graziers Association of WA
Mr Doug Hall	Pastoralists & Graziers Association of WA

## 3 DECLARATIONS OF INTEREST

There were no declarations of interest.

## 4 ANNOUNCEMENTS

There were no announcements.



## 5 MINUTES

### 5.1 Confirmation of Minutes

Minutes of the Meeting held 13 August 2018 at the WA Local Government Association. Copies of these Minutes have been circulated to all member Zones & delegates.

#### RECOMMENDATION

That the Minutes of the Group's Meeting held 13 August 2018, as printed and circulated, be confirmed.

#### RESOLUTION

**Cr K Crute moved and Cr B Rayner seconded –**

**That the Minutes of the Group's Meeting held 13 August 2018, as printed and circulated, be confirmed. CARRIED**

### 5.2 Matters Arising from the Minutes

#### (a) Group's Terms of Reference (Item 6.1)

At its last meeting the Group resolved to amend the membership provisions of its Terms of Reference by deleting paragraph 2 (referencing the WALGA President as a member) and inserting a new paragraph 2 providing for the PGA of WA and WA Farmers to be non-voting participants of the Group. The amended Terms of Reference were sent to the Group's constituent Zones for endorsement.

The Avon-Midland, Central and Great Eastern Country Zones have all advised that they have endorsed the changes to the Group's Terms of Reference.

#### RECOMMENDATION

For noting

**NOTED**

#### (b) Managing Heavy Vehicle Access to Local Roads (Item 6.2)

Last meeting noted that the WA Local Government Association had been advised by Main Roads WA that the policy regarding conditions applied to Notices and Permits that allow Restricted Access and Concessional Mass trucks to use certain roads will change from October 2018 and that WALGA was consulting with all affected Local Governments to determine how and why CA07 conditions are applied, to determine the consequences of abolishing the condition and what alternative mechanisms may be appropriate.

WALGA is currently collection information from those local governments which have roads to which the CA07 condition is applied. Mr I Duncan may care to give an update.

#### RECOMMENDATION

For discussion

Mr I Duncan commented –

- )} 115 local governments have condition CA07 on at least one of their roads.
- )} WALGA asked these local governments what the condition was used for, what would be the effect if the condition was removed and what would need to replace the condition –
  - o 40 local governments in mining and timber industry areas were contacted by phone
  - o Other local governments contacted by means of a survey.
- )} WALGA has reported to the Minister's Office and Main Roads WA.
- )} Findings:
  - o Where mining agreements are in place the local governments believe CA07 to be important to hold the agreements together and to monitor new companies coming in.
  - o Local governments in areas with a timber industry were enthusiastic for retention of CA07 condition as it assisted with local governments inspecting roads and companies making good.
  - o Agricultural based local governments. A couple of local governments use the requirements of CA07 to manage CBH bin to bin transfers, others use for other goods. Main use around extractive industries.



- ) WALGA has recommended to Main Roads that the condition not be removed. Acknowledge that CA07 is a 'clunky' tool and administratively difficult but should be retained until a better way is found to replace it.
- ) Main Roads has gone silent on the issue. Awaiting their response. Believe a meeting is coming up.
- ) CBH applied to the Shire of Merredin for a major upgrade of their receival site in Merredin. Believe the Shire put forward a condition for financial contribution on some RAV and AMMS rated roads.

Cr R Forsyth commented that CBH has upgraded the Kellerberrin receival site and concerns have been expressed about damage to roads. He also queried whether all farmers using a non RAV rated road need to all apply to have that road included on the HMMS road list. Mr I Duncan replied that if a road is not on the RAV network and if multiple farmers are using the same road then it should be looked at for inclusion on the RAV network.

Mr Trevor Whittington and Mr Grady Powell entered the meeting at 1:16 pm.

Cr T Barling suggested that a template letter be developed for use by all local governments using the CA07 condition.

(c) Revitalising Agricultural Region Freight Strategy (Item 6.3)

Last meeting noted the announcement by the State Government of the Revitalising Agricultural Region Freight Strategy by the State Government. The meeting noted the establishment of a Stakeholder Reference Group and that WALGA was included in that Group.

The Department of Transport's website indicates that a strategy and supporting project list will be delivered in the second half of 2018, however as yet this is not available. WALGA understands that a draft Strategy is to be produced for comment and that the draft will go to all local governments.

Last meeting indicated that when the draft Strategy is released the Group review the Strategy to identify issues for discussion by Zones.

**RECOMMENDATION**

For noting

Mr I Duncan commented –

- ) Work has continued around the Wheatbelt Secondary Freight Routes.
- ) There is not a lot of difference between the Wheatbelt Secondary Freight Routes and the routes in the Revitalising Agricultural Region Freight Strategy.
- ) Believe the draft Strategy is with the Ministers' Office. Waiting for it to be released for public comment.

**The meeting requested that members be advised if the draft Revitalising Agricultural Region Freight Strategy is released before the next scheduled meeting of the Group.**

(d) Other

There were no other matters brought forward.

<b>6 BUSINESS</b>
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**6.1 Westport: Port and Environs Strategy**

Last meeting noted the establishment by the State Government of the Westport Taskforce to prepare the Westport: Port and Environs Strategy. The aim of the Strategy is to provide guidance to the Government on the planning, development and growth of the Port of Fremantle at the Inner and Outer Harbours, the required rail and road networks, and the potential for the Port of Bunbury to contribute to the handling of the growing trade task. This will be an integrated plan to meet the freight and logistics needs for Perth and the South West for the next 50 to 100 years.



At a recent meeting of local governments attended by Mr Ian Duncan the suggestion was made that the LG Agricultural Freight Group should consider taking a position or considering the Westport Taskforce. As noted at the last meeting Mr Duncan attends the Westport Taskforce Reference Group but the WA Local Government Association's perspective is wider than the agricultural area.

A selection of fact sheets published by the Westport Taskforce is attached to the Agenda. Other publications and updates are available on the Department of Transport's website:

<https://www.transport.wa.gov.au/projects/westport-port-and-environs-strategy.asp>

**RECOMMENDATION**  
For Discussion

**RESOLUTION**

**Cr B Rayner moved and Cr K Crute seconded –**

**That Group request an invitation to the next meeting of the Westport Local Government Reference Group.** **CARRIED**

**The meeting requested that, if the Group is invited to attend a Local Government Reference Group meeting, all delegates be contacted seeking advice as to who could attend.**

**6.2 CBH Receival Site Upgrades**

Cr K Seymour advised that he had recently met with Mr Wally Newman (CBH Chairman) and Mr Jimmy Wilson (CBH CEO). During their discussions he noted comments that under CBH policy expenditure of up to \$3m did not require Board approval. He believed that under the new CEO this policy will change.

Cr R Forsyth commented that the Kellerberrin Receival Site had been upgraded at a cost of \$8-\$8½m. The Shire was having difficulties with contractors meeting conditions on road access when carting gravel to the site.

The Executive Officer commented that the Konnongorring Receival Site had been upgraded. Road access to the site had not been well thought out and has created an unsafe situation (limited sight distances and no turning pockets) at the Northam-Pithara Road, narrow rail crossing on the Konnongorring West Road and the rail crossing being very close to the site's new entry point.

**The meeting encouraged local governments to talk with each other about CBH upgrades and any concerns they have.**

**6.3 Harvest Mass Management Scheme**

Mr I Duncan commented that feedback on the 2018/2019 Harvest Mass Management Scheme had been positive and that approvals for the HMMS road list were being issued promptly.

Mr G Powell commented that 1,829 applications for approvals for the HMMS road list had so far been received by Main Roads. Main Roads had put on extra staff to process the applications and at present the turnaround time was one day.

**6.4 Heavy Vehicle Agricultural Pilots**

Cr B Rayner asked if there was any progress on proposals for Heavy Vehicle Agricultural Pilots. Mr G Powell replied that he believed that Main Roads was putting another proposal to the next meeting of Agricultural Vehicle Advisory Committee. Road safety concerns had been expressed by WA Police and as such it is unlikely that an on-line training course for agricultural pilots will progress. His best guess for changes to the width requirements for towed agricultural machinery will be from 6m to 7½m; it is very unlikely that 8m will be agreed to,

**6.5 Movement of Agricultural Vehicles in Convey**

Mr G Powell commented that the industry needs to lift its game with regards to agricultural piloting and movement of agricultural vehicles. Better communication is needed.



Mr I Duncan commented that the difficulty with movement of agricultural vehicles in convoy was with other vehicles travelling in the same direction as the convoy not with vehicles travelling in the opposite direction.

Cr R Forsyth commented that fatigue management for the transport industry was not done on-line.

Mr I Duncan commented that registered training organisations accrediting competencies can only do so at the work place.

#### **6.6 Midlands Road**

Cr K Seymour advised that the Midlands Road (Walebing to Dongara) was now RAV 7 rated. A 20km section of the road North of Moora was in poor condition. Farmers were now seeking to access this road by using smaller local government roads.

### **7 DATE, TIME AND PLACE OF NEXT MEETING**

Future Meetings of the Group are scheduled for –

Friday 8 February 2019  
Friday 12 April 2019  
Friday 12 July 2019  
Friday 11 October 2019

The Group has previously met on a Monday, however the last meeting resolved that future meetings of the Group be held on Fridays.

#### **RECOMMENDATION**

That the next meeting of the Group be held Friday 8 February 2019 at the WA Local Government Association, commencing at 1:00 pm.

#### **RESOLUTION**

**Cr B Rayner moved and Cr T Barling seconded –**

**That the next meeting of the Group be held Friday 8 February 2019 at the WA Local Government Association, commencing at 1:00 pm. CARRIED**

### **8 CLOSURE**

There being no further business the Chairman thanked all for their attendance and declared the meeting closed at 2:15 pm.

#### **CERTIFICATION**

These Minutes were confirmed by the meeting held on .....

Signed: .....  
(Chairman of meeting at which the Minutes were confirmed)



<b>7.3.4 Mukinbudin District High School P&amp;C – Request for Lease of Land</b>	
Location:	Avon Loc 14104
File Ref:	AS 681
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	10 <sup>th</sup> December 2018
Disclosure of Interest:	Cr Nicoletti – P&C President (proximity) Cr Seaby – father-in-law of Football Club President (proximity)
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

### **COUNCIL DECISION**

**Council Decision Number- 14 12 18**

**Moved: Cr Ventris**

**Seconded: Cr Comerford**

**That Councillor Nicoletti and Councillor Seaby be permitted to partake in discussion and voting for Agenda Item 7.3.4**

**Carried 4 / 0**

### **Summary**

To present Council with a request from Mukinbudin District High School P&C to lease Shire of Mukinbudin land east of townsite – Lot 204 (Avon 14104) in 2019 for the purposes of cropping as a fundraiser for the School.

### **Background Information**

Prior to the Mukinbudin Football Club leasing the land in 2018 for cropping purposes, MDHS P&C leased the land for a period of four years, although a lease agreement only came into place in the 2017 season.







The following letter was received by the Mukinbudin District High School:

### Mukinbudin DHS P&C



President - Ramina Nicoletti  
Secretary - Kerry Walker  
Treasurer - Louise Sellenger

10<sup>th</sup> December 2018,

Dear Dirk & Shire Councillors,

The Mukinbudin District high School P&C would like to express our interest in leasing lot 204, (paddocks behind AIM & Muka Tyre Mart) for 2019.

As you are all probably aware, Mukinbudin has a very strong, proactive, P&C group and we are always trying to find ways to fundraise for our school and for the students of Mukinbudin.

We currently have 98 students at our school, from Kindy to Year 12. We want to enable these students to have opportunities to learn and have the best education a small, country school can offer. Every time we fundraise, these funds are used for the sole purpose of our local students.

Currently we annually subsidise workshops such as Dance/Circus (whole school), Upper Primary Camp, High School Country Week, Year 6 Graduation and Travel Costs for local swimming teachers. We also donate large items to our school, as and when they are needed.

If the P&C are successful in leasing this land, this crop generated income will enable us to continue with our student subsidies for 2019, and beyond.

Thank you for your consideration for the lease of this land and I look forward to hearing an outcome very soon.

Kind regards,

Kerry Walker

P&C Secretary



At the November 2018 Ordinary Meeting of Council, Council resolved as follows:

**OFFICER RECOMMENDATION / COUNCIL DECISION**

*Council Decision Number – 14 11 18*

*Moved: Cr O’Neil*

*Seconded: Cr Ventris*

*That Council:*

- a) Give public notice of the intent to lease Lot 2014 (Avon Loc 14104) to the Mukinbudin Football Club for 2018 for a lease fee equivalent to the 2018/2019 minimum rate (currently \$550) for the purpose of cropping for fundraising.*
- b) Receive submissions on the proposed lease at the Shire Office - 15 Maddock Street, Mukinbudin up to 4:00pm December 10<sup>th</sup> 2018.*

*Carried: 8 / 0*

**Officer Comment**

In 2018 this land was leased at a minimum rate equivalent of \$550, which would remain the case in 2019 being in the same financial year regardless of which entity was leasing the land.

The Mukinbudin P&C are a pivotal fundraising group for Mukinbudin District High School, with funds raised being used for various projects to the benefit of the School and the Mukinbudin community.

The P&C has limited capacity to fundraise and doesn’t have the benefit of Bar proceeds from the District Club unlike the Football Club.

**Strategic & Social Implications**

2018-2028 Strategic Community Plan – Social – 1.1.3 Advocate for the improvement of the existing range of education facilities and training programs.

**Consultation**

Nil

**Statutory Environment**

**3.58 . Disposing of property**

- (1) In this section —  
**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;  
**property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
  - (a) the highest bidder at public auction; or
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
  - (a) it gives local public notice of the proposed disposition —



- (i) describing the property concerned; and
  - (ii) giving details of the proposed disposition; and
  - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
- and
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

### **Policy Implications**

Nil

### **Financial Implications**

Potential income of \$550 for the 2019 lease of the land.

## **OFFICER RECOMMENDATION / COUNCIL DECISION**

### **Council Decision Number – 15 12 18**

**Moved: Cr Nicoletti**

**Seconded: Cr Comerford**

1. That Council in accordance with the provisions and powers of Section 3.58 disposing of property – Local Government Act 1995 authorises the Lease of land, being freehold title Lot 204 (Avon 14104) Mukinbudin to the Mukinbudin District High School P&C for the consideration of \$550 (five hundred and fifty dollars), being an amount equivalent to minimum rates provided that the land is used for the intended purpose of cropping for community fundraising.
2. That Leasing of Lot 204 (Avon 14104) be limited to a maximum period of one year per local club, committee or group unless the local club, committee or group is the only one requesting to use the land for fundraising purposes.

**Carried: 4 / 2**



<b>7.3.5 Childcare Centre Development Committee</b>	
Location:	Mukinbudin
File Ref:	ADM 031
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	9 <sup>th</sup> December 2018
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

### **Summary**

To allow Council to form a new Committee consisting of Councillors, Staff, Boodie Rats Committee Members and Education Department Employees.

### **Background Information**

The matter has been discussed during the past few Council meetings, with the majority of the discussions concerning the location of the new facility. At the November 2018 Ordinary Meeting of Council the following motion was carried by Council to allow for the Tender process to commence.

### **OFFICER RECOMMENDATION / COUNCIL DECISION**

*Council Decision Number – 03 11 18*

*Moved: Cr Paterson*

*Seconded: Cr O'Neil*

*That Council:*

- (1) Determine that Lot 28073 on Plan 167928 zoned for public purposes be the designated site for the childcare facility.*
- (2) Enter into negotiations with the Education Department of WA to acquire the relevant land parcel within the reserve by means of:*
  - (a) Lease agreement; or*
  - (b) Excision of the land to create a reserve vested in the Shire of Mukinbudin with the power to lease; or*
  - (c) Excision of the land to create a freehold title to be transferred to the Shire of Mukinbudin as the owner.*
- (3) Call tenders based on the current floor plan prepared by Wayne's Drafting Service as a template for the design and construction of the facility.*
- (4) Confirm that the budget allocations for the project (2018/2019) remain as the limits of the Shire of Mukinbudin financial contribution to and involvement with the project.*
- (5) Critically analyse parking proposals for the project and only commit to minimum requirements until a detailed project budget is prepared and adopted.*



(6) *Rescind Council Decision No. 080818 as this site is not part of the current deliberations for a designated site.*

Carried: 8 / 0

### **Officer Comment**

Council will be seeking to call Tenders for the Design and Construction of a new purpose Built Childcare centre in early 2019. The establishment of a Committee will allow for the project to be coordinated by the Committee in consultation with the Chief Executive Officer.

It should be noted that no Delegated Authority be granted to be Committee requiring items requiring Council decisions to be considered by Council as normal with a recommendation from the Committee where appropriate.

### **Strategic & Social Implications**

2018-2018 Community Strategic Plan – Outcome 1.1 – 1.1.3 *Advocate for the improvement of the existing range of education facilities and training programs.*

### **Consultation**

Cr Gary Shadbolt – Shire President

Mrs Lara Ballantyne – President – Boodie Rats

Mr Gavin Stevens – Mukinbudin District High School Principal

### **Statutory Environment**

#### **5.8. Establishment of committees**

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* *Absolute majority required.*

#### **5.9. Committees, types of**

(1) In this section —

***other person*** means a person who is not a council member or an employee.

(2) A committee is to comprise —

- (a) council members only; or
- (b) council members and employees; or
- (c) council members, employees and other persons; or
- (d) council members and other persons; or
- (e) employees and other persons; or
- (f) other persons only.



### 5.10. Committee members, appointment of

- (1) A committee is to have as its members —
  - (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

\* *Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
  - (a) to be a member of the committee; or
  - (b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

### **Policy Implications**

Nil

### **Financial Implications**

Nil

*Cr Comerford left the meeting at 2.45pm and returned at 2.47pm*

### **OFFICER RECOMMENDATION / COUNCIL DECISION**

**Council Decision Number – 16 12 18**

**Moved: Cr Nicoletti**

**Seconded: Cr Seaby**

**That Council create a Childcare Centre Development Committee in accordance with section 5.9 (2) (C) consisting of council members, employees and other persons; as follows:**

**Cr Gary Shadbolt – Shire President – Voting Member**



**Cr Nicoletti - Councillor – Voting Member**

**Mrs Lara Ballantyne – President Boodie Rats Committee – Voting Member**

**Mrs Abi Farina – Secretary Boodie Rats Committee – Voting Member**

**Mr Gavin Stevens – Mukinbudin District High School – Voting Member**

**Mr Dirk Sellenger – Chief Executive Officer – Non Voting Member**

**Mrs Nola Comerford-Smith – Administration Manager – Non Voting Member**

**That the Committee be established as an Advisory Committee to the Council and or CEO where appropriate with no Delegated Authority over and above those already delegated to the CEO.**

**Carried 6 / 0**



<b>7.3.6 Council Meeting Dates 2019</b>	
Location:	Mukinbudin
File Ref:	ADM 031
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	9 <sup>th</sup> December 2018
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

### **Summary**

To present to Council the list of proposed Council Meeting dates for 2019.

### **Background Information**

Council is required to set the meeting dates for the next twelve months and advertise locally. Traditionally Council meets on the third Wednesday of each month. This day is in common with the majority of NEWROC Councils. Council does not meet in January.

The *Local Government (Administration) Regulations 1996* Reg 12 states:

12. *Meetings, public notice of (Act s. 5.25(1)(g))*

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
  - (a) the ordinary council meetings; and
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,
 are to be held in the next 12 months.

Copy of draft advert below:

The Shire of Mukinbudin hereby gives notice that the following dates, times and places of its Ordinary Meetings of Council for the 2019 calendar year.

**Ordinary Council Meetings:**

6 February 2019 – 1.00pm  
 20 March 2019 – 1.00pm  
 17 April 2019 – 1.00pm  
 15 May 2019 – 1.00pm  
 19 June 2019 – 1.00pm  
 17 July 2019 – 1.00pm  
 21 August 2019 – 1.00pm  
 18 September 2019 – 1.00pm  
 16 October 2019 – 1.00pm  
 20 November 2019 – 1.00pm  
 18 December 2019 – 1.00pm

With all meetings held in Council Chambers, 15 Maddock Street Mukinbudin.

Meetings are open to the public and a 15 minute period is set aside at the commencement of each meeting for Public Question Time.



Enquiries should be directed to the Council Administration Office.

Dirk Sellenger  
**CHIEF EXECUTIVE OFFICER**

### **Officer Comment**

Meetings have historically been held at 1.00pm with an Officers' briefing session commencing at 10.00am. Council is free to change the meeting day or commencement time as it deems necessary during the year subject to the necessary advertising of this change.

### **Strategic & Social Implications**

Nil

### **Consultation**

Nil

### **Statutory Environment**

Local Government Act 1995,  
Local Government (Administration) Regulations 1996 Reg 12

### **Policy Implications**

Nil

### **Financial Implications**

Nil

## **OFFICER RECOMMENDATION / COUNCIL DECISION**

**Council Decision Number – 17 12 18**

**Moved: Cr Nicoletti**

**Seconded: Cr Comerford**

**That Council adopts the dates as listed for the next twelve months and the Shire advertises in accordance with the Local Government Act 1995.**

**6 February 2019 – 1.00pm  
20 March 2019 – 1.00pm  
17 April 2019 – 1.00pm  
15 May 2019 – 1.00pm  
19 June 2019 – 1.00pm  
17 July 2019 – 1.00pm  
21 August 2019 – 1.00pm  
18 September 2019 – 1.00pm  
16 October 2019 – 1.00pm  
20 November 2019 – 1.00pm  
18 December 2019 – 1.00pm**

**Carried 6 / 0**



<b>7.3.7 Local Emergency Management Arrangements - Mukinbudin</b>	
Location:	Mukinbudin
File Ref:	ADM 069
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	11 <sup>th</sup> November 2018
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Local Emergency Arrangements document
Documents Tabled:	Nil

### **Summary**

To present to Council information regarding a review of Local Emergency Management Arrangements.

### **Background Information**

The Shire of Mukinbudin is required to review its Local Emergency Management Arrangements documents every five (5) years.

The Local Emergency Management Committee (LEMC) has reviewed the current Local Emergency Management Arrangements document and has made a few minor amendments and is presented to Council for endorsement.

### **Officer Comment**

The purpose of the Local Emergency Management Arrangements is to set out by the Emergency Management Act 2005:

- a) The local government's policies for emergency management;
- b) The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) A description of emergencies that are likely to occur in the local government district;
- e) Strategies and priorities for emergency management in the local government district;
- f) Other matters about emergency management in the local government district prescribed by the regulations; and
- g) Other matters about emergency management in the local government district the local government considers appropriate. (S. 41 (2) of the Act).

LEMC has reviewed the Local Emergency Management Arrangements document and support the document for Council's endorsement.

### **Strategic & Social Implications**

Nil



**Consultation**

Local Emergency Management Committee  
Emergency Services Officer

**Statutory Environment**

Emergency Management Act 2005  
Section 41 – Emergency Management Arrangements in local Government district.

**Policy Implications**

Nil

**Financial Implications**

Nil

**OFFICER RECOMMENDATION / COUNCIL DECISION**

**Council Decision Number – 18 12 18**

**Moved: Cr Poultney**

**Seconded: Cr Seaby**

**That Council:**

- 1. Endorse the attached Local Emergency Management Arrangements document as attached.**
- 2. Authorise the Chief Executive Officer to sign the endorsed Local Emergency Management Arrangements document.**

**Carried: 6 / 0**



# Local Emergency Management Arrangements

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**SHIRE OF MUKINBUDIN**



- ☐ Public Copy  
☐ Restricted Copy

Last Updated 29/11/18

**SHIRE OF MUKINBUDIN  
 EMERGENCY MANAGEMENT ARRANGEMENTS**

These arrangements have been produced and issued under the authority of S. 41(1) of the EM Act 2005, endorsed by the Shire of Mukinbudin Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

29/11/18

.....

Chairperson  
 SHIRE OF MUKINBUDIN LEMC

.....

Date

19/12/18

.....

Endorsed by Council

.....

Date



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Manager VES – Trayning	1
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Department of Child Protection – DESO – Northam	1
District Manager – DFES Northam	1
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#### Amendment Record

No.	Date	Amendment Details	By
1	29/11/2018	Update to Contact List	Dirk Sellenger



2	29/11/2018	Update to Shire Staff	Dirk Sellenger
3	29/11/2018	Update to Shire Phone Numbers	Dirk Sellenger
4	29/11/2018	Update to Critical Infrastructure Page 37	Dirk Sellenger
5	29/11/2018	Update to Special Needs Groups Page 38	Dirk Sellenger
6	29/11/2018	Update to Shire Equipment Register Contacts	Dirk Sellenger
7	29/01/2016	Updated Town Map with Owners	Nola Comerford-Smith
8	29/01/2016	Update to Special Needs Groups Page 38	Nola Comerford-Smith
9	31/05/2016	Update to Town Map with Owners	Nola Comerford-Smith
10	29/11/2018	Update to Contact List	Dirk Sellenger
11	29/11/2018	Added Annex 6: Surround Areas Welfare Centre Information	Dirk Sellenger
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## GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the current Emergency Management Western Australia Glossary

**COMBAT AGENCY** – A public authority, or other person, may be prescribed by the regulations to be a Combat Agency who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency



management activity prescribed by the regulations in relation to that agency [s.6(2) of the EM Act].

A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.

**COMMUNITY EMERGENCY RISK MANAGEMENT** – See **RISK MANAGEMENT**.

**COMPREHENSIVE APPROACH** – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. *Syn.* ‘disaster cycle’, ‘disaster phases’ and ‘PPRR’

**CONTROLLING AGENCY** – an agency nominated to control the response activities to a specified type of emergency.

**COORDINATION** – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. *See also* **CONTROL and COMMAND**.

**DISTRICT** – means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

**EMERGENCY** – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

**EMERGENCY MANAGEMENT** – The management of the adverse effects of an emergency including:

- (a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- (b) Preparedness – preparation for response to an emergency
- (c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- (d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.



**EMERGENCY MANAGEMENT AGENCY** – A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of *the Emergency Management Act 2005*.

**EMERGENCY RISK MANAGEMENT** – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

**HAZARD**

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event
- (b) a fire
- (c) a road, rail or air crash
- (d) a plague or an epidemic
- (e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the *Criminal Code 1995* of the Commonwealth
- (f) any other event, situation or condition that is capable or causing or resulting in
  - (i) loss of life, prejudice to the safety or harm to the health of persons or animals or
  - (ii) destruction of or damage to property or any part of the environment and is prescribed by *Emergency Management Regulations 2006*

**HAZARD MANAGEMENT AGENCY (HMA)** – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

**INCIDENT** – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

**INCIDENT SUPPORT GROUP (ISG)** – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

**LIFELINES** – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

**LOCAL EMERGENCY COORDINATOR (LEC)** - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents and Operations*.



**LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)** – means a committee established under section 38 of the *Emergency Management Act 2005*

**MUNICIPALITY** – Means the district of the Shire of Mukinbudin.

**OPERATIONAL AREA (OA)** – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

**PREVENTION** – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. *See also* **COMPREHENSIVE APPROACH**.

**PREPAREDNESS** – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. *See also* **COMPREHENSIVE APPROACH**.

**RESPONSE** – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. *See also* **COMPREHENSIVE APPROACH**.

**RECOVERY** – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

**RISK** – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

**RISK MANAGEMENT** – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

**RISK REGISTER** – A register of the risks within the local government, identified through the Community Emergency Risk Management process.



**RISK STATEMENT** – A statement identifying the hazard, element at risk and source of risk.

**SUPPORT ORGANISATION** – A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

**TREATMENT OPTIONS** – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

**VULNERABILITY** –The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic and environmental factors that vary within a community and over time.

**WELFARE CENTRE** – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.



## GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

<b>BFS</b>	Bush Fire Service
<b>CEO</b>	Chief Executive Officer
<b>DC</b>	Department of Communities
<b>P&amp;W</b>	Parks and Wildlife ( Dept of Biodiversity Conservation and Attractions)
<b>DEMC</b>	District Emergency Management Committee
<b>DFES</b>	Department Fire & Emergency Services
<b>ECC</b>	Emergency Coordination Centre
<b>FRS</b>	Fire and Rescue Service
<b>HMA</b>	Hazard Management Agency
<b>ISG</b>	Incident Support Group
<b>LEC</b>	Local Emergency Coordinator
<b>LEMA</b>	Local Emergency Management Arrangements
<b>LEMC</b>	Local Emergency Management Committee
<b>LRC</b>	Local Recovery Coordinator
<b>LRCC</b>	Local Recovery Coordinating Committee
<b>SEC</b>	State Emergency Coordinator
<b>SEMC</b>	State Emergency Management Committee
<b>SES</b>	State Emergency Service
<b>SEWS</b>	Standard Emergency Warning Signal
<b>SOP</b>	Standard Operating Procedures



## **PART 1 – INTRODUCTION**

### **1.1 Authority**

These arrangements have been prepared in accordance with s. 41(1) of the *Emergency Management Act 2005* and endorsed by the Shire of Mukinbudin Local Emergency Management Committee and approved by the Shire of Mukinbudin.

### **1.2 Community Consultation**

Shire, Police, Fire Brigade and St John Ambulance were involved with the implementation of Local Emergency Managements Arrangements. The draft document was available for public comment before the arrangements were finalised.

### **1.3 Document Availability**

Copies of these arrangements are available to organisations and the public via the Shire of Mukinbudin Administration Centre, 15 Maddock Street, Mukinbudin WA 6479. The arrangements are available in electronic or printed form during business hours 8.00am to 4.30pm.

### **1.4 Area Covered (Context)**

The Shire of Mukinbudin covers approximately 3,414 square kilometers and includes the localities of Mukinbudin, Bonnie Rock, Dandanning, Karloning, Lake Brown and Wilgoyne.

Mukinbudin is 295kms North East of Perth.

The local government area is bordered by the Shires of Trayning, Mt Marshall, Nungarin, Westonia and Yilgarn.

According to the 2017 census the shire has a population of 555 people with a total of 305 dwellings.

The main industries in the Shire are broadacre agriculture and supporting industries.

### **1.5 Aim**

The aim of the Shire of Mukinbudin Local Emergency Management Arrangements is to detail emergency management arrangements and ensure understanding between agencies and stakeholders involved in managing emergencies with the shire.

### **1.6 Purpose**

The purpose of these emergency management arrangements is to set out:



- a) the local government's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate". (s. 41(2) of the Act).

### **1.7 Scope**

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan. Furthermore:

- a) This document applies to the local government district of the Shire of Mukinbudin.
- b) This document covers areas where the Shire of Mukinbudin (Local Government) provides support to HMA's in the event of an incident;
- c) This document details The Shire of Mukinbudin's (LG) capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d) The Shire of Mukinbudin's (LG) responsibility in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

### **1.8 Related Documents & Arrangements**

#### **1.8.1 Local Emergency Management Policies**

The Shire of Mukinbudin has no Local Emergency Management Policies which are unique to this local government area.

#### **1.8.2 Existing Plans & Arrangements**



## Local Plans

**Table 1.1**

Document	Owner	Location	Date
Road Transport Incident	WA Police	Mukinbudin	
Land Search & Rescue	WA Police	Mukinbudin	
Air Transport Emergency	WA Police	Mukinbudin	
Fire (Rural & Urban)	DFES	Mukinbudin	SOPs
Emergency and Critical Incident Management Plan	Dept of Education (Mukinbudin District High School)	Mukinbudin DHS	15/02/2018
Local Emergency Welfare Plan	Dept of Communities	Shire Office	2018

**Comment [A1]:** Ask the Police about these, they should have current plans in place.

## 1.9 Agreements, Understandings & Commitments

**Table 1.2**

Parties to the Agreement		Summary of the Agreement	Special Considerations
NEWROC	Shire of Mukinbudin	MOU – Sharing of NEWROC Shires Resources during Emergencies	
NEWROC	Shire of Mukinbudin	MOU – Control of Fires that Crosses Shire Boundaries	

## 1.10 Special Considerations

- Mukinbudin Spring Festival - held annually on the Main Street, Memorial Hall (Shadbolt Street) and Sporting Complex (Cruickshank Road)
- Restricted vehicle access in times of high rainfall
- Increase in heavy vehicle traffic during the harvest period
- Increased bushfire risk during summer months
- Increase in traffic around school during the hours of 08.30-08.50 & 15:00 and 15:20 weekdays – 5 buses, pedestrians and cars.
- The possibility of classes of whole school moving around town for carnivals or excursions.



### **1.11 Resources**

See Resources List at Annex 4.

### **1.12 Roles & Responsibilities**

#### **Local Emergency Coordinator**

The Local Emergency Coordinator is appointed by the State Emergency Coordinator. The **Local Emergency Coordinator for the Shire of Mukinbudin is the Officer-in-Charge of Mukinbudin Police Station.**

The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:

- a. to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
- b. to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- c. to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

#### **1.13 Local Government**

It is a function of a local government —

- (a) subject to this Act (Emergency Management Act), to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act (Emergency Management Act).

#### **Chairperson Local Emergency Management Committee**

The Chairman of the LEMC is appointed by the local government [s. 38 of the Act].

#### **1.14 The Chairman will be the President of the Shire of Mukinbudin**



### **1.15 LEMC Executive Officer:**

Provide executive support to the LEMC by:

**The LEMC Executive Officer will be the Chief Executive Officer.**

The executive officer will ensure executive support to the LEMC by;

- a) Ensuring the provision of secretariat support including:
  - Meeting agenda;
  - Minutes and action lists;
  - Correspondence;
  - Maintain committee membership contact register;
- b) Coordinating the development and submission of committee documents in accordance with legislative and policy requirements including;
  - Annual Report;
  - Annual Business Plan;
  - Maintenance of Local Emergency Management Arrangement;
- c) Facilitating the provision of relevant emergency management advice to the Chair and committee as required; and
- d) Participating as a member of sub committees and working groups as required;

### **1.16 Local Emergency Management Committee**

The Shire of Mukinbudin has established a Local Emergency Management Committee (LEMC) under section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The functions of LEMC are [s. 39 of the Act]:



- a. To advise and assist the local government in establishing local emergency managements for the district;
- b. to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- c. to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

#### **1.17 Local Recovery Coordinator**

**The Local Recovery Coordinator will be the CEO of the Shire of Mukinbudin**

The Local Recovery Coordinator is to ensure the development and maintenance of effective recovery management arrangements for the Shire. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.

#### **1.18 Local Government Welfare Liaison Officer**

During an evacuation where a Shire facility is utilised by CPFS the Local government welfare Liaison Officer provides advice, information and resources regarding the operation of the facility.

#### **Local Government Liaison Officer (to the ISG/IMT)**

During a major emergency the liaison officer attends ISG meetings to represent the Shire, provides local knowledge input and provides details contained in this LEMA.

#### **1.19 Local Government- Incident Management**

- (a) Ensure planning and preparation for emergencies is undertaken
- (b) Implement procedures that assist the community and emergency services deal with incidents
- (c) Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role
- (d) Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.
- (e) Liaise with the incident controller (provide liaison officer)
- (f) Participate in the ISG and provide local support
- (g) Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the DC.



(h)

#### **1.20 Hazard Management Agency**

A hazard management agency is *'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.'* [EM Act 2005 s4]

The HMA's are prescribed in the Emergency Management Regulations 2006.

#### **1.21 Combat Agencies**

A combat agency is *'the agency identified as being primarily responsible for responding to a particular emergency'* AEM Glossary

#### **1.22 Controlling Agency**

A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.

The function of a Controlling Agency is to;

(a) undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.

(b) control all aspects of the response to an incident.

During Recovery the Controlling Agency will ensure effective transition to recovery.

#### **1.23**

##### **Support Organisation**

A support organisation *'provides essential services, personal or material support'* (AEM Glossary) during an emergency. An example may be the Red Cross or CWA providing meals to welfare centre.

*For further information refer contacts page*



## PART 2 – PLANNING (LEMC ADMINISTRATION)

This section outlines the minimum administration and planning requirements of the LEMC under the EM Act 2005 and policies.

### **2.1 LEMC Membership**

- Chairperson – Shire President
- OIC – Mukinbudin Police Station – Local Emergency Coordinator and Deputy Chair
- CEO – Shire of Mukinbudin
- Chief Bush Fire Control Officer
- Deputy Bush Fire Control Officer
- DFES Representative
- P & W Representative
- Mukinbudin Nursing Post
- Mukinbudin St John Ambulance
- St John Ambulance – Kununoppin Sub Centre
- Mukinbudin District High School
- Dept of Communities (Northam)
- A comprehensive list of LEMC Membership and contact details can be found at Contacts Tab

### **2.2 Meeting Schedule**

*The State EM Preparedness procedure 7 states that“ LEMCs should meet quarterly or more frequently if required.” The Mukinbudin LEMC will be called quarterly.*

The LEMC will meet on the first Tuesday in the months of March, June, September & December starting at 4.00pm.

### **2.3 LEMC Role**

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning for a multi-agency perspective having local knowledge of hazards, demographic and geographic issues. They provide advice to Hazard Management Agencies to develop effective localized hazard plans.
- Provide a multi-agency forum to analyse and treat local risk
- Provide a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.



The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

#### **2.4 Annual Reporting**

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

#### **2.5 Emergency Risk Management**

Emergency Risk Management planning is yet to be completed for the Shire of Mukinbudin. Planning will take place when resources become available. This section of the plan will be updated when this process is complete.



## PART 3 – SUPPORT TO RESPONSE

### 3.1 Risks – Emergencies Likely to Occur

Table 3.1

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN/State Hazard Plans	Local Plan (Date)
Flood	DFES	DFES	Regional SES	Police, Local Fire Brigade, LGA Staff	Flood 2016	
Bush Fire	LG	DFES	DFES / BFB	LGA Staff, Police, SJAA	Fire 2018	
Road Transport Emergency	WAPOL	WA Police	WAPOL	LGA Staff, SJA	Crash Emergency 2018	
Fire (DEC Lands)	DEC	DFES	DEC, DFES, BFB, FRS	LGA Staff, Police, Local Contractors	Fire 2018	
Rail Transport	WAPOL	Brookfield Rail	Police FRS	LGA Staff BFB's Nursing Post SJAA	Brookfield Rail Emergencies 2010	
Severe Storm	DFES	DFES	Regional SES	WPC, LGA Staff, BFB's Nursing Post SJAA	Storm 2016	
Structural Fire	DFES	DFES	BFB's (Defensive Role only)	WPC Police LGA Staff	Fire 2018	
Air Crash	WAPOL	WA Police	FRS BFB's CASA	WPC, LGA Staff BFB's Nursing Post SJAA	Crash Emergency 2018	
Land Search & Rescue	WAPOL	WA Police	Regional SES Defense Force	BFB's SJAA Nursing Post LGA Staff	Search & Rescue 2016	



These arrangements are based on the premise that the CA responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's and Combat agencies may require Shire of Mukinbudin resources and assistance in emergency management. The Shire of Mukinbudin is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

### **3.2 Incident Support Group (ISG)**

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

#### **Role**

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

#### **Triggers for an ISG**

The triggers for an incident support group are defined in State Emergency Management Plan at section 5.1.7 "Incident Coordination". These are;

- a) where an incident is designated as "Level 2" or higher;
- b) multiple agencies need to be coordinated.

#### **Membership of an ISG**

The Incident Support Group is made up of agencies /representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

#### **Frequency of Meetings**

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.



### Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where they can meet within the District.

**Location One      Shire of Mukinbudin Administration Centre**  
**Address            15 Maddock Street Mukinbudin WA 6479**

	Name	Phone	Phone
1 <sup>st</sup> Contact	Dirk Sellenger	9047 2100 (Administration Office)	0428 471 102
2 <sup>nd</sup> Contact	Nola Comerford-Smith	9047 2100 (Administration Office)	0448 886 846

**Location Two      Mukinbudin Police Station**  
**Address            Maddock Street Mukinbudin WA 6479**

	Name	Phone	Phone
1 <sup>st</sup> Contact	Dayna Rigoir	9047 2200 (Station)	0429 089 538
2 <sup>nd</sup> Contact	Adam Rigoir	9047 2200 (Station)	0429 089 538

### 3.3 Media Management and Public Information.

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. **The provision of this information is the responsibility of the HMA.** This is achieved through the Incident Management Team position or 'Public Information Officer' as per the AIIMS Structure.

### Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

### Local Systems

- SMS Service – Shire of Mukinbudin



### 3.4 Critical Infrastructure

If you recently conducted the emergency risk assessment process, one of the outputs should have been a list of identified infrastructure within the local government area that if affected by a hazard would have a negative and prolonged impact on the community.

A List of Critical Infrastructure is shown at Annex 1.

### 3.5 Evacuation

*'A range of hazards regularly pose a risk to communities throughout Western Australia. Evacuation of people from an area affected by a hazard is one of the strategies that may be employed by emergency managers to mitigate the potential loss of, or harm to, life. Experience has also shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as to stay and protect and control, or restrict movement should also be considered where appropriate.'*

Local Emergency Management Arrangements are to include information which will assist the Controlling Agency in the operational planning process. This includes specific arrangements in place for special needs groups such as schools, nursing homes, hospitals, caravan and holiday parks, persons with disabilities and culturally and linguistically diverse communities.

Relevant emergency management agencies (i.e. controlling agencies, welfare agencies etc.) in conjunction with Local Emergency Management Committees are to identify and advise of refuge sites and welfare centres suitable to the hazard. These sites should be documented in the Local Emergency Management Arrangements.

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

**The Controlling Agency will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.**

#### 3.5.1 Evacuation Planning Principles

The decision to evacuate will only be made by a Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

**The State Emergency Management Guideline "Western Australia Community Evacuation in Emergencies" should be consulted when planning evacuation.**



### **Management**

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

In most cases the WA Police may be the 'combat agency' for carrying out the evacuation.

**Whenever evacuation is being considered the Department of Communities must be consulted during the planning stages.** This is because DC have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare.

### **3.6 Special Needs Groups**

A List of the Special Needs Groups is included in Annex 2.

### **3.7 Hazard Specific Refuge Sites**

A refuge site may be identified in advance for specific hazards (such as fire which are fast moving) in areas the community identifies as high risk. This may be due to single access etc. An excellent example is the situation in Prevally where community members evacuated to the beach. This is a known easily recognised refuge area which could be included in the LEMA

In many cases refuge sites will depend on time, place and circumstances of the emergency and will not be able to be documented in LEMA.

### **3.8 Routes & Maps**

Refer to tab 'Maps' This section provides a map of the locality and identifies any issues and local land marks.

### **3.9 Welfare**

The Department of Communities (DC) has the role of managing welfare. DC have developed a local Welfare Emergency Management Plan that covers the Shire of Mukinbudin.

### **3.10 Local Welfare Coordinator**

The Local Welfare Coordinator is appointed by the DC District Director to

- (a) Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- (b) Prepare, promulgate, test and maintain the Local Welfare Plans;
- (c) Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- (d) Establish and maintain the Local Welfare Emergency Coordination Centre;
- (e) Ensure personnel and organisations are trained and exercised in their welfare responsibilities;



- (f) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- (g) Represent the department on the Incident Support Group when required

See Contact List for Details

### **3.11 Local Welfare Liaison Officer**

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

Local Government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for DC to arrive.

Shire Employee Rebecca Dickenson was recently appointed as Local Welfare Liaison Officer.

### **3.12 State & National Registration & Enquiry**

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department of Communities (DC) has responsibility for is recording who has been displaced and placing the information onto a State or National Register. This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved DC have reciprocal arrangements with the Red Cross to assist with the registration process.

### **3.13 Animals (including assistance animals)**

Sheep yards – Mukinbudin Stud Breeders Association

Horse yards available on north side of town

Private mobile stock crates

Private mobile stock yards

### **3.14 Welfare Centres**

There are two Welfare Centres located in the Shire of Mukinbudin they are the Mukinbudin Sporting Complex and the Mukinbudin District High School. For further information please refer to Annex 6: Welfare Centre Information.



## PART 4 RECOVERY

### 4.1 The Recovery Process

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The purpose of this plan is to ensure recovery is managed and planned for in a structured manner. For the plan to be effective, members of the LEMC, the Local Recovery Coordinating Committee (LRCC), relevant Shire staff and the community require an understanding of the recovery process. Recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. It is a complex, dynamic and potentially protracted process rather than just a remedial process. The manner in which recovery processes are undertaken is critical to their success.

Recovery is best achieved when the affected community is able to exercise a high degree of self determination.

### 4.2 Aim of Recovery

The aim of providing recovery services is to assist the affected community towards management of its own recovery. It is recognised that where a community experiences a significant emergency there is a need to supplement the personal, family and community structures which have been disrupted.

### 4.3 National Principles for Disaster Recovery

The National Principles for Disaster Recovery can be used by communities, governments and recovery agencies to guide our efforts, our approach, our planning and our decision-making.

#### **Disaster recovery**

Recovery is part of emergency management, which includes the broader components of prevention, preparedness, and response. It includes built, environmental and economic elements, as well as social wellbeing. Recovery can provide an opportunity to improve these aspects beyond previous conditions, by enhancing social and natural environments, infrastructure and economies – contributing to a more resilient community.

#### **Community focused recovery**

Community focused recovery is essential. Disasters can deeply impact people's lives and livelihoods, and helping communities recover from disasters can be challenging and complex. Every community is unique and will have its own history, values and experiences. They will also have their own distinct challenges.



Our role in recovery is to support and build capacity; to remove barriers, to enable, and to use local knowledge and strengths. We can help a community recover from the sense of loss and uncertainty they experience, so they can live a life they value

**Successful recovery relies on:**

- understanding the context.
- recognising complexity.
- using community-led approaches.
- ensuring coordination of all activities.
- employing effective communication.
- acknowledging and building capacity.

**Understanding the context**

Successful recovery is based on an understanding of the community context. Recovery should:

- appreciate the risks faced by communities;
- acknowledge existing strengths and capacity, including past experiences;
- be culturally sensitive and free from discrimination;
- recognise and respect differences; and
- support those who may be more vulnerable; such as people with disabilities, the elderly, children and those directly affected

**Recognising complexity** – successful recovery acknowledges the complex and dynamic nature of emergencies and communities. Recovery should recognize that:

- Information on impacts is limited at first and changes over time
- Affected individuals and communities have diverse needs, wants and expectations, which are immediate and evolve rapidly;
- Quick action to address immediate needs is both crucial and expected;
- Disasters lead to a range of effects and impacts that require a variety of approaches, they can also leave long term legacies;
- Conflicting knowledge, values and priorities among individuals, communities and organisations may create tensions;
- Emergencies create stressful environments where grief or blame may also affect those involved;
- The achievement of recovery is often long and challenging; and
- Existing community knowledge and values may challenge the assumptions of those outside the community.



**Using community-led approaches** - successful recovery is responsive and flexible, engaging communities and empowering them to move forward. Recovery should:

- centre on the community, to enable those affected by a disaster to actively participate in their own recovery;
- seek to address the needs of all affected communities;
- allow individuals, families and communities to manage their own recovery;
- consider the values, culture and priorities of all affected communities;
- use and develop community knowledge, leadership and resilience;
- recognise that communities may choose different paths to recovery;
- ensure that the specific and changing needs of affected communities are met with flexible and adaptable policies, plans, and services; and build strong partnerships between communities and those involved in the recovery process.

**Ensuring co-ordination of all activities** - successful recovery requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs. Recovery should:

- Be guided by those with experience and expertise using skilled and trusted leadership;
- Reflect well-developed planning and information gathering;
- Demonstrate an understanding of the roles, responsibilities and authority of other organisations and co-ordinate across agencies to ensure minimal service disruption;
- Be part of an emergency management approach that integrates with response and contributes to future prevention and preparedness;
- Be inclusive, using relationships created before and after the emergency;
- Have clearly articulated and shared goals based on desired outcomes;
- Have clear decision-making and reporting structures
- Be flexible, take into account changes in community needs or stakeholder expectations
- Incorporate the planned introduction to and transition from recovery-specific actions and services; and
- Focus on all dimensions seeking to collaborate and reconcile different interest and timeframes.

**Employing effective communication** - successful recovery is built on effective communication with affected communities and other stakeholders. Recovery should:

- Ensure that all communication is relevant, timely, clear, accurate, targeted, credible and consistent
- Recognize that a communication with a community should be two-way and that input and feedback should be sought and considered over an extended time;
- Ensure that information is accessible to audiences in diverse situations, addresses a variety of communication needs, and is provided through a range of media and channels



- Establish mechanisms for coordinated and consistent communication with all organisations and individuals; and
- Repeat key recovery messages because information is more likely to reach community members when they are receptive.

**Acknowledging and building capacity** - successful recovery recognizes, supports and builds on community, individual and organizational capacity. Recovery should:

- Assess gaps between existing and required capability and capacity;
- Support the development of self-reliance
- Quickly identify and mobilise community skills and resources;
- Acknowledge that existing resources will be stretched, and that additional resources may be required;
- Recognize that resources can be provided by a range of stakeholders;
- Understand that additional resources may only be available for a limited period and that sustainability may need to be addressed;
- Provide opportunities to share, transfer and develop knowledge, skills and training
- Understand when and how to disengage; and
- Develop networks and partnerships to strengthen capacity.

#### **4.4 Commencement of Recovery**

Response and recovery activities will overlap and may complete for the same limited resources. Such instances should normally be resolved through negotiation between the Hazard Management Agency's Incident Manager (IM), Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC). However, where an agreement cannot be achieved, preference is to be given to the response requirements.

The decision to announce that emergency response is over is just as important as determining whether an issue or incident constitutes an emergency in the first place. The decision to formally announce that the emergency is over will send an important message to all stakeholders and will trigger the commencement of recovery operations by government, community and private sector business.

The effect of prematurely announcing that an emergency is over may create the perception among stakeholders that the Shire of Mukinbudin is being insensitive to, or is unaware of the broader issues, which may reflect poorly on the Shire. The LRC and the Shire of Mukinbudin CEO should jointly determine when the emergency response is over in consultation with Emergency Services and field response operations.

##### **Local Recovery Coordinator**

The immediate involvement of the Local Recovery Coordinator (LRC) in any Incident Support Group (ISG) will ensure that recovery starts while response activities are still in progress, and key decisions taken during the response phase are able to be influenced with a view to recovery.



The LRC may also attend the Incident Management Team (IMT) as an observer for further situational awareness.

The LRC shall:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks. Have input into the development of the Comprehensive Impact Assessment (CIA) form that will be used when the incident is transferred from response to recovery.
- Identify recovery requirements and priorities as early as possible.
- Establish Local Recovery Committee, and any sub committees as required.
- 

The Controlling Agency

The Controlling Agency with responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery it will;

- Liaise with the local recovery coordinator and include them in the incident management arrangements including the ISG or Operational Area Support Group.
- Undertake an initial impact assessment for the emergency and provide that assessment to the local recovery coordinator and the State recovery coordinator
- Coordinate completion of the CIA, prior to cessation of the response, in accordance with the approved procedure ( State EM Recovery Procedure 4)
- and in consultation with the ISG, the affected local government/s and the state recovery coordinator .
- Provide risk management advice to the affected community.

#### **4.5 Local Recovery Coordinator – Roles & Responsibilities**

Shire of Mukinbudin CEO will assume the role of Local Recovery Coordinator or appoint an appropriate person to the position on a case by case basis.

The responsibilities of the LRC(s) may include and or all of the following:

- Prepare, maintain and test the Local Recovery Plan;
- Assess the community recovery requirements for each event, in consultation with the HMA, EC and other responsible agencies, for;
- Advice to the Shire President/CEO on the requirement to activate the plan and convene the LRCC; and
- Initial advice to the LRCC, if convened
- Undertake the functions of the Executive Officer (XO) to the LRCC;
- Assess the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required from the recovery process in consultation with the HMA during the initial stages of recovery implantation.



- Coordinate local recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;
- Liaise with the Chair of the State Recovery Coordinating Committee (SRCC) or the State Recovery Coordinator, where appointed, on issues where State level support is required or where there are problems with services from government agencies locally;
- Ensure the regular reports are made to the SRCC on the progress of recovery; and
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down.

#### 4.6 Recovery Committee

The Local Recovery Coordinating Committee (LRCC) can expand or contract as the emergency management process requires. When formatting the LRCC, the LRC will organise the team based on the nature, location and severity of the event as well as considering the availability of designated members. The LRC will also ensure that the LRCC has the technical expertise and operational knowledge required to respond to the situation.

##### 4.6.1 Composition of the Recovery Committee

Position	Suggested Representative
Chairperson	Shire of Mukinbudin President, Deputy President, Councillor or CEO
Committee Members	Technical and operational expertise knowledge required to respond to the situation from Local Government and relevant State Government Departments
Local Recovery Coordinator	Dirk Sellenger - Shire of Mukinbudin
Secretary/Executive Officer	Nola Comerford-Smith - Shire of Mukinbudin

##### 4.6.2 Role and Responsibilities of the Recovery Committee

The LRCC has the role to coordinate and support the local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC Policies, local plans and arrangements.

The LRCC responsibilities may include any or all of the following:

- Appointment of key positions within the committee and, when established, the sub-committees;
- Establishing sub-committees;
- Assessing the requirements for recovery activities with the assistance of the responsible agencies, where appropriate;
- Develop strategic plans for the coordination of recovery processes;
- Activation and coordination of the ECC, if required;
- Negotiating the most effective use of available resources;



- Ensuring a coordinated multi-agency approach to community recovery; and
- Making appropriate recommendations, based on lessons learned, the LEMC to improve the community's recovery preparedness.

#### **4.7 Priorities for Recovery**

The priorities for the LRCC during the period of recovery management are:

- Health and safety of individuals and the community
- Social recovery
- Economic recovery
- Physical recovery

#### **4.8 Sub Committees.**

(Function – sub committees may be formed to assist the recovery process by considering specific priority areas )

Core priority areas that may require the formation of a subcommittee include;

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

#### **4.9 Financial Management in Recovery**

- The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.
- Through the Disaster Recovery Funding Arrangements (DFRA) the State Government provides a range of relief measures to assist communities recover from an eligible natural event. The Shire of XXXXX will make claims for recovery activities where they are deemed eligible under DRFA. More information regarding DRFA is available from the State Emergency Management Committee web page - link - <https://semc.wa.gov.au/>
- DFES, as the State Administrator, may activate DRFA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).
- Wherever possible, State Government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans.
- Any recommendations for the implementation of assistance measures outside existing policies must be submitted to the Premier for consideration.

#### Financial Preparation



The Shire of Mukinbudin will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of [section 6.8\(1\) \(b\) or \(c\)](#) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;
  - Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
  - Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
  - Ensuring an understanding of the types of assistance that may be available under the Disaster Recovery Funding Arrangements (DRFA), and what may be required of local government in order to gain access to this potential assistance



## Part 5: EXERCISING AND REVIEWING

### 5.1 The Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

### 5.2 Frequency of Exercises

The State EM Policy at section 4.8 directs that “at least annually all local governments and LEMCs must exercise local level arrangements”.

### 5.3 Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register



#### **5.4 Reporting of Exercises**

Each LEMC should report their exercise schedule to the relevant DEMC, utilizing the post exercise report found in State Preparedness Procedure 19.

#### **5.5 Review of Local Emergency Management Arrangements**

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with State EM Policy at section 2.5.3 and State preparedness Procedure 8.

The Local Government must endure the review of the LEMA on the following basis;

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery coordination.
- Every five years; and
- Whenever the local government considers appropriate.

#### **5.6 Review of Local Emergency Management Committee Positions**

The Shire of Mukinbudin in consultation with the parent organisation of members shall determine the term and composition of LEMC positions. (Refer State EM Preparedness Procedure 7.)

#### **5.7 Review of Resources Register**

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.



## Appendices

### Annex 1: Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact Description
<b>Mobile Phone Tower</b>	Shadbolt Street Mukinbudin WA 6479	Mobile Phone Tower	Telstra		Loss of Communication
<b>Shire, SJA and Police Two Way Radio Repeaters</b>	663 Mukinbudin North East Road, Mukinbudin WA 6479	Radio Repeater Tower for St John Ambulance, WA Pol, CB			Loss of emergency services communication
<b>Telstra Exchange</b>	Shadbolt Street, Mukinbudin WA 6479	Telstra Exchange	Telstra		Loss of Communication for Town
<b>Water Supply / Pumping / Relay Stations</b>	Various	Water Supply	Water Corporation		No water for consumption, bathing or fighting of fire.
<b>All Power Poles / Power Infrastructure</b>	Various		Western Power		Loss of Power resulting in Communication, Lightning and Resources especially at Evacuation Centre.
<b>Geraghty's Engineering</b>	43-45 Shadbolt Street, Mukinbudin WA 6479	Fuel Station	Wilma & Peter Geraghty	9047 1031	Fuel Station for use in Emergency Vehicles and Chance of Explosion due to Fire.



Item	Location	Description	Owner	Contact Details	Community Impact Description
<b>Great Southern Fuels 24 Hour Fuel Station</b>	Lot 161 Strugnell Street, Mukinbudin WA 6479	Fuel Station	Clarisse Holdings		Fuel Station for use in Emergency Vehicles and Chance of Explosion due to Fire.



### Annex 2: Special Needs Groups

Name	Description	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Mukinbudin District High School	District High School	White Street Mukinbudin WA 6479	Gavin Stevens Principal 9047 1053 0457 541 812	Bruce Gibson Deputy Principal 0477 397 801  Gaye Jones Business Manager 0475 833 476	89 students	Copy of Emergency Management Plan & Evacuation Plan Received by LEMC 29/11/18
Aged Units	Aged Accommodation Units	Maddock Street Mukinbudin WA 6479			6 people (8 people capacity)	
Mukinbudin Occasional Care The Boogie Rats	Day Care Centre Open Monday, Tuesday & Thursday	14 Maddock Street Mukinbudin WA 6479	Mrs Lara Ballantyne (President) Contact 9047 1209 – Centre 9047 1805 – Home 0408 454 717 - Mobile	Mrs Abi Farina (Secretary) Contact 9047 1209 – Centre 0423 170 014 - Mobile	Depends on Daily Enrolments, maximum of 12 Children	

### Annex 3: Risk Register Schedule



**Annex 4: Resources**

EG: Shire, Other Agencies, Pastoralists etc

**Shire of Mukinbudin**

Plant and equipment resources

Location:	144 Bent Street Mukinbudin (approximately 100mtrs north of Railway line)	
Contact/s	Pace Vernon	Mob: 0427 707 207
	Shane Markham	Mob: 0418 633 965

Item description	Number of items
Cat 12M Grader	1
Cat 12H Grader	1
Cat 938 Loader	1
Komatsu Backhoe/FEL	1
End Tipper	1
Skid Steer Loader	1
Tractor/Loader/3PL	1
Side Tipping Truck & Trailer	1
8x6 Tandem Trailers	2
12000L in Body Tank	1
Car Trailer with Marquee	1
Light Truck 2 & 3 Tonne	2
Dual Cab utilities	2
Single Cab utilities	1
Vibe Roller	1
5 KVA Generator	2
25 KVA Generator (Located at Admin Office)	1
21 Seat Community Bus (Toyota Coaster)	1



**Annex 5: Welfare Centre Information**

	Details
Establishment/Facility:	<b>Mukinbudin Sporting Complex</b>
Physical Address	Cruickshank Road, Mukinbudin WA 6479
General Description of the Complex	Sporting Complex with Basketball Court, Squash Courts, Main Function Room with Bar Facilities, Kitchen and Male and Female Change rooms. Includes Grass Oval, Bowling Green, Tennis Courts and Hockey Field in vicinity
Site Limitations	Parking, Bush at Rear of Complex
Telephone No	No Phone Line Connected

**Contacts**

Name	Position	Work Contact	A/Hrs Contact
Dirk Sellenger	CEO	9047 2100	9047 1094 0428 471 102
Nola Comerford-Smith	Administration Manager	9047 2100	0458 471 541

**Access Details**

	Details
Keys	Dirk Sellenger, 15 Cruickshank Road, Mukinbudin – 0428 471 102
Alarm	Y



Security	N
Universal Access	N

**Accommodation Numbers** – as per Health Regulations

	Details
Sitting / Standing	
Sleeping	
Duration	No Limit

**Ablution Amenities**

Item	Yes/No	Notes
<b><u>Male Toilets:</u></b>		
Toilets	Y	
Urinal	Y	
Shower	Y	
Hand Basins	Y	
<b><u>Female Toilets:</u></b>		
Toilets	Y	
Shower	Y	
Hand Basin	Y	
Baby Change Table	Y	1 in ladies Change room, 1 in Chair Room Unisex
<b><u>Disabled Toilet:</u></b>		
Toilet	Y	Female Toilets
Hand Basin	Y	Female Toilets

**General Amenities**

Item	Yes/No	Notes
------	--------	-------



<b><u>Kitchen Facilities:</u></b>		
Stoves (types)	Y	Gas
Refrigeration	Y	Cool Room, Large Fridge
<b><u>Dining Facilities:</u></b>		
Tables	Y	
Chairs	Y	
Cutlery and Crockery	Y	
<b><u>General Facilities:</u></b>		
Rooms	N	
RCD Protected	Y	
Power Points	Y	
Generator Port	N	
Fire Equipment	Y	
Air Conditioning (type)	Y	Evaporative and Refrigerated
Heating	Y	Only in main function area
Ceiling Fans	N	
Lighting (internal)	Y	
Lighting (external)	Y	
Telephone Lines	N	
Internet Access	N	
Ice Machine	Y	8kg capacity
Water Cooler	Y	
Hot Water System (type)	Y	Gas
Bins	Y	12 x 240ltr
Septic Sewerage	Y	Deep Sewerage
<b><u>Amenities Areas:</u></b>		
Enclosed Covered Areas	Y	At Basketball / Natball Courts
Outside Children's Play Area	Y	
Recreation Rooms	N	
BBQs	Y	
Conference Rooms	N	
Meeting Rooms	N	
Swimming Pool	N	
Oval	Y	



Netball/Basketball Court	Y	
Tennis Court	Y	
<b><u>External Facilities:</u></b>		
Power Outlets	N	
Water	Y	
Parking	Y	
Area for Tents	Y	
Toilets	N	
Caravan/Articulated Vehicles	Y	
<b>Other:</b>		
Mobile Phone Coverage	Y	Limited
Storage	Y	Limited
Pet friendly	N	Only Limited space outdoors on Lawn
Main Electrical Board Location		
Water Stop Cock Location		
Surrounded by Bush	N	
Built on a Flood Plain	N	
Positioned on Coast	N	
Site Access		
Timeframe before pump out of septic	N	Deep Sewerage



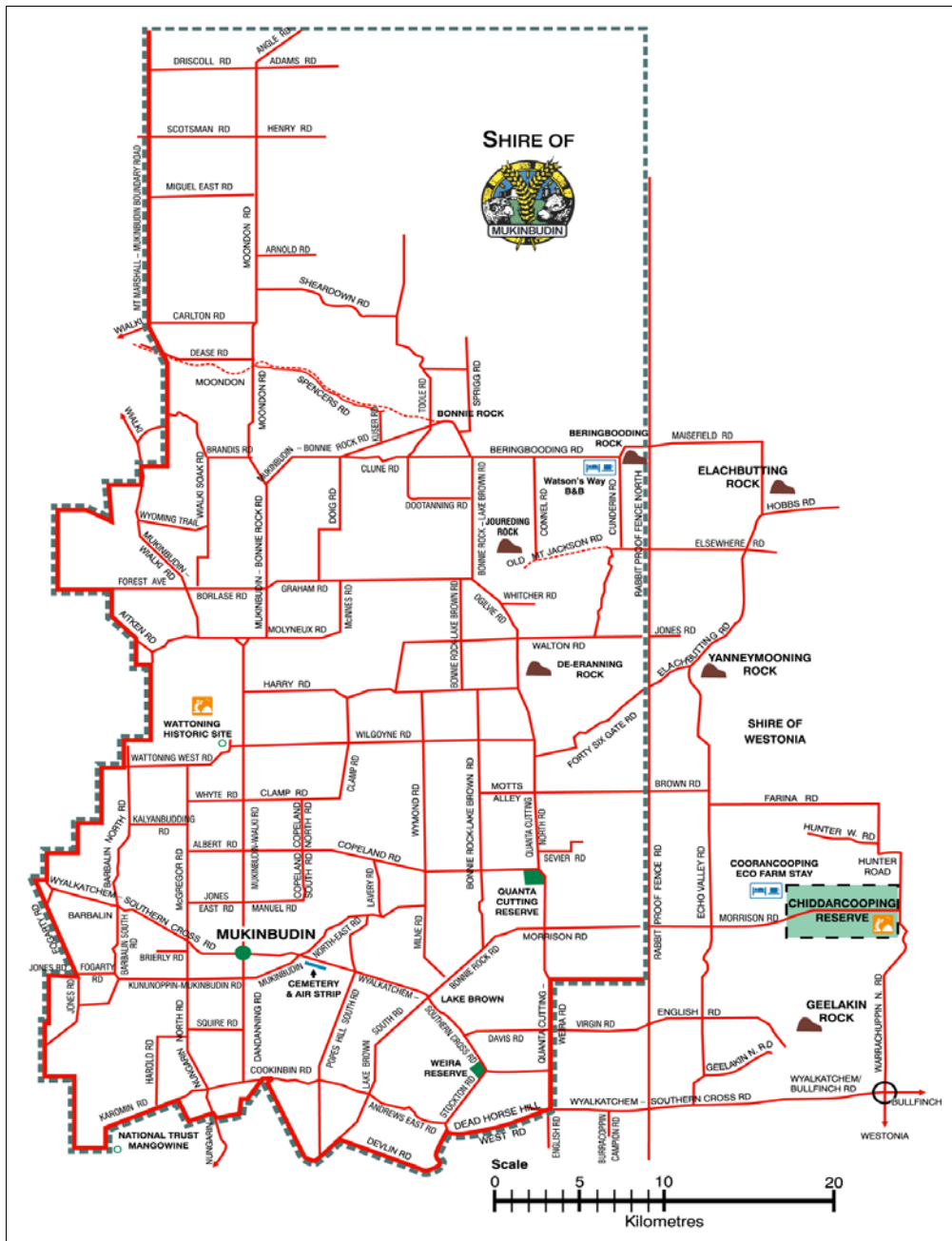
**Annex 6: Surrounding Areas Welfare Centre Information**

	<b>Shire of Mt Marshall Welfare Centre - Bencubbin</b>
Establishment/Facility:	<b>Bencubbin Recreation Complex</b>
Physical Address	Marsh St, Bencubbin WA 6477

	<b>Shire of Mt Marshall Welfare Centre - Beacon</b>
Establishment/Facility:	<b>Beacon Recreation Complex</b>
Physical Address	Lucas St, Beacon WA 6472



## Annex 7: Map of the District



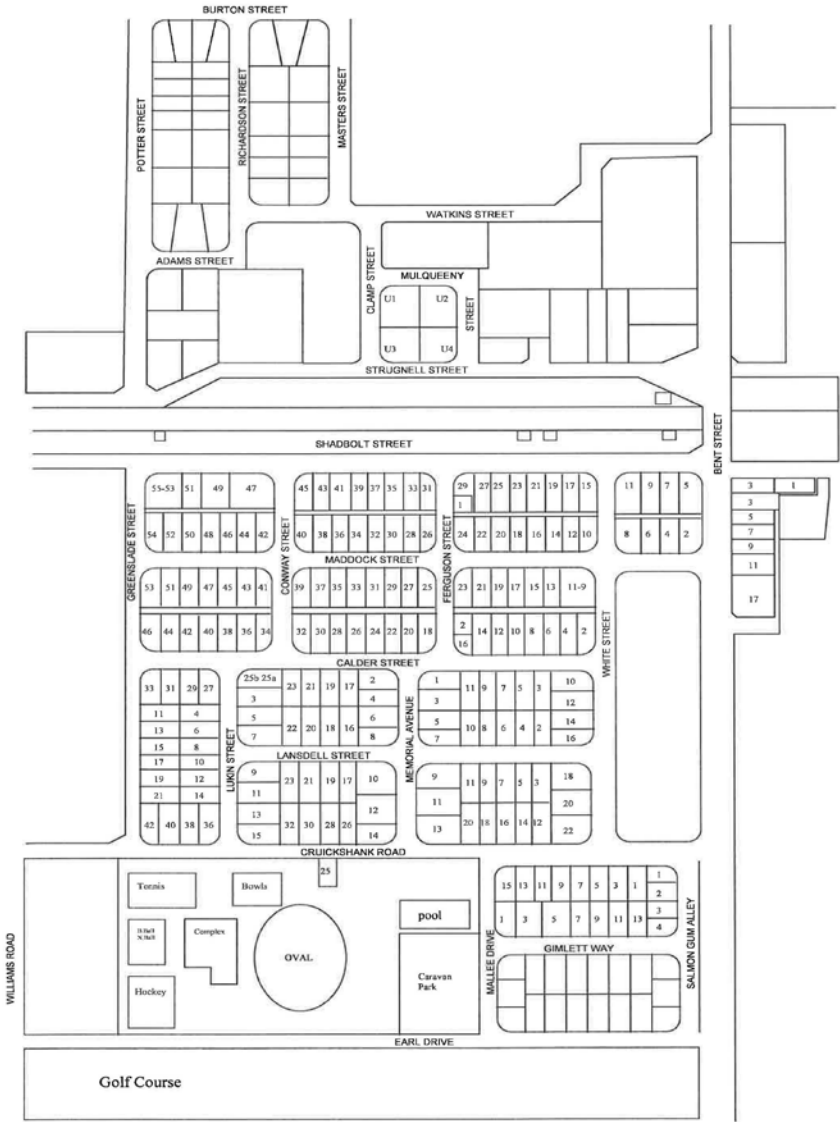


**Annex 8: Map of Town**



## Annex 9: Map of Town with Street Numbers

### Street Numbers





### Annex 10: Contacts

**Note:** When developing your contact lists also consider contacts outside the LEMC such as Pastoral Station owners who may need to be contacted during an emergency but may not sit on the LEMC.

Name	Organisation	Address	Phone	Phone (a/h) Mobile	Email
DFES – Communications			1800 198 140		
DFES – Northam			9690 2300		
WPC – Emergency			13 13 51		
Clinton Walker	Water Corporation	Strugnell Street (Depot)	0437 471 194		
Telstra - Faults			132 999		
To redirect Shire Office incoming phone calls in an emergency		During Business Hours – Hamish Butler on 9026 0326	9026 0326 B/H	A/H 132 999	
CRISIS CARE			1800 199 008		
DOCTOR ON CALL			1800 036 318		
Gary Shadbolt	Shire President	South Barbalin Road Mukinbudin WA 6479	9047 1036	9047 1036 0429 471 536	<a href="mailto:crshadbolt@mukinbudin.wa.gov.au">crshadbolt@mukinbudin.wa.gov.au</a>
Dirk Sellenger	CEO	15 Cruickshank Road Mukinbudin WA 6479	9047 2100	9047 1094 0428 471 102	<a href="mailto:ceo@mukinbudin.wa.gov.au">ceo@mukinbudin.wa.gov.au</a>
Dayna Rigoir	OIC Mukinbudin Police	50 Maddock Street Mukinbudin WA 6479	9047 2200	0429 089 538	<a href="mailto:dayna.rigoir@police.wa.gov.au">dayna.rigoir@police.wa.gov.au</a>



Adam Rigoir	Senior Constable Mukinbudin Police	7 Cruickshank Road Mukinbudin WA 6479	9047 2200	0408 857 552	<a href="mailto:adam.rigoir@police.wa.gov.au">adam.rigoir@police.wa.gov.au</a>
Nola Comerford-Smith	Executive Officer	5 Calder Street Mukinbudin WA 6479	9047 2100	0448 886 846	<a href="mailto:sfo@mukinbudin.wa.gov.au">sfo@mukinbudin.wa.gov.au</a>
Phil Smith	Chief BFCO	Shadbolt Street Mukinbudin WA 6479	N/A	0456 153 517	<a href="mailto:bonnierock@bigpond.com">bonnierock@bigpond.com</a>
Vernon Bent	Deputy Chief BFCO	353 Forest Avenue Mukinbudin WA 6479	9048 4048	0427 484 048	<a href="mailto:tigebent@bigpond.com">tigebent@bigpond.com</a>
Torben Bendtsen	Area Manager DFES	79 Newcastle Street Northam WA 6401	9690 2300	0427 002 703	<a href="mailto:torben.bendtsen@dfes.wa.gov.au">torben.bendtsen@dfes.wa.gov.au</a>
Peter Geraghty	SJA Coordinator	Shadbolt Street Mukinbudin WA 6479	9047 1031	0428 682 832	<a href="mailto:sjakunosubcentre@westnet.com.au">sjakunosubcentre@westnet.com.au</a>
Debbie Quirke	Mukinbudin Nursing Post	27B Calder Street Mukinbudin WA 6479	9047 1123	0428 471 123	<a href="mailto:mukinbudin.nursingpost@health.wa.gov.au">mukinbudin.nursingpost@health.wa.gov.au</a> <a href="mailto:deborah.quirke@health.wa.gov.au">deborah.quirke@health.wa.gov.au</a>
Joanne Randall	Health Service Manager Kununoppin Hospital	Leake Street Kununoppin WA 6489	9683 0222 90410 444	0429 832 044	<a href="mailto:Joanne.Randall@health.wa.gov.au">Joanne.Randall@health.wa.gov.au</a>
Matt Silinger	Captain Mukinbudin BFB	Motts Alley Mukinbudin WA 6479	N/A	0428 961 210	<a href="mailto:silingercontractors@bigpond.com">silingercontractors@bigpond.com</a>
Gavin Stevens	Principal Mukinbudin District High	White Street	9047 1053	0429 989 221	<a href="mailto:gavin.stevens@education.wa.edu.au">gavin.stevens@education.wa.edu.au</a>



	School	Mukinbudin WA 6479			
Pace Vernon	Works Supervisor	4 Salmon Gum Alley Mukinbudin WA 6479	9047 1802 (Depot Office)	0427 707 207	<a href="mailto:works@mukinbudin.wa.gov.au">works@mukinbudin.wa.gov.au</a>
Shane Markham	Leading Hand	9 Calder Street Mukinbudin WA 6479		0418 633 965	
Sandra Ventris	Deputy Shire President	1160 North East Road Mukinbudin WA 6479	9048 7057	0429 487 057	<a href="mailto:crventris@mukinbudin.wa.gov.au">crventris@mukinbudin.wa.gov.au</a>
Nola Comerford-Smith	Evacuation Centre Temporary Manager	6 Lukin Street, Mukinbudin WA 6479	90471 373	0448 886 846	<a href="mailto:am@mukinbudin.wa.gov.au">am@mukinbudin.wa.gov.au</a>
Lyndon Clark	Water Corporation	Great Eastern Highway Merredin WA 6415	9041 0200	0447 109 775	<a href="mailto:Lyndon.clark@watercorporation.com.au">Lyndon.clark@watercorporation.com.au</a>
Jo Spadaccini	Dept of Child Protection and Family Support – Emergency Services Unit	Northam		0429 102 614	<a href="mailto:joanne.spadaccini@cpfs.wa.gov.au">joanne.spadaccini@cpfs.wa.gov.au</a>



<b>7.3.8 Application for Development Approval of a Bed and Breakfast Business</b>	
Location:	14 Memorial Avenue, Mukinbudin
File Ref:	AS 257
Applicant:	Innaminika Holding Pty Ltd
Date:	12 <sup>th</sup> December 2018
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger – Chief Executive Officer
Author:	Peter Toboss, Principal Environmental Health Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

### **Summary**

Council is requested to consider application for development approval submitted by Innaminika Holding Pty Ltd for a Bed and Breakfast establishment at 14 Memorial Avenue, Mukinbudin.

### **Background Information**

On 13 September 2018 Council received an application from Innaminika Holding Pty Ltd seeking consent to establish a Bed and Breakfast business at 14 Memorial Avenue, Mukinbudin. The applicants seek approval to provide accommodation for up to six (6) people, in four bedroom and one bathroom/toilet.

In support of the proposed development, the applicant has advised of the following:

- Compliance with the *Health (Miscellaneous Provisions) Act 1911* and relevant legislation with respect to sanitary conveniences, laundry, kitchen, cooking facilities, dining room, lounge room, sleeping accommodation ventilation and fire prevention and control.
- Compliance with the requirements of the *Food Act 2008* and in doing so have submitted an application for preparation of food.

### **Officer Comment**

The property is located within land zoned 'Residential' under the Shire of Mukinbudin Town Planning Scheme No 4. The objective for 'Residential' zoned land in Town Planning Scheme No.4 is

#### **Residential Zone**

- To provide for the predominant form of residential development to be single houses whilst providing for lifestyle choice with dual residential densities, for grouped dwellings.
- To achieve a high standard of residential development.
- To allow for the establishment of non-residential uses which are compatible with the predominant residential use and which will not adversely affect local amenities.



For the purpose of assessment and determination a “Bed and Breakfast” will be considered as a use not listed in the Zoning Table of Town Planning Scheme No. 4. The definition of “Bed & Breakfast” under Schedule 1 of the Shire of Mukinbudin Town Planning;

*“Bed & Breakfast” means premises used by a resident of the dwelling, to provide accommodation for persons away from their normal place of residence on short term commercial basis and includes the provisions of breakfast.*

It has been determined that since the building is existing, with limited internal structural alterations, the provisions of the Building Code of Australia cannot be enforced, unless specific provisions are called upon in the Shire’s Local Laws.

### **Strategic & Social Implications**

This proposal does not contain any notable strategic implications.

### **Consultation**

Dirk Sellenger, Chief Executive Officer

### **Statutory Environment**

Shire of Mukinbudin Town Planning Scheme No. 4

Planning and Development Act 2005

Health (Miscellaneous provisions) Act 1911

Food Act 2008

Subsidiary Regulation relevant to the Acts

### **Policy Implications**

Nil

### **Financial Implications**

Nil

## **OFFICER RECOMMENDATION / COUNCIL DECISION**

**Council Decision Number – 19 12 18**

**Moved: Cr Nicoletti**

**Seconded: Cr Poultney**

**That Council:**

**1. Approve the application for a Bed and Breakfast establishment at 14 Memorial Avenue, subject to the following conditions:**

**a) Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan;**

**b) The Bed and Breakfast shall be operated and maintained in accordance with the Shire of Mukinbudin Health Local Laws 2014 and to the satisfaction of Council’s Principal Environmental Health Officer;**



- c) Guest rooms shall not be self-contained with separate cooking and laundry facilities;
- d) All rooms are to be clearly identified on a floor plan submitted with the application;
- e) Fire extinguishers shall be maintained annually in accordance with Australian Standard AS 1851 – Maintenance of Fire Protection Equipment;
- f) A Bed and Breakfast establishment shall have provision of onsite parking based on one bay per guest bedroom constructed to the Shire's provisional standards;
- g) Signage for Bed and Breakfast establishment shall conform to limit of two business directional signs and one business sign to be erected at the front of the property. For residential properties the business sign shall not exceed 0.2m<sup>2</sup> in area (i.e. 1.0m in length and 0.2m in height);
- h) The Bed and Breakfast licence to be valid for a period of 12 months and shall be due for renewal on 30 June of each financial year.

2. Nothing in the approval of these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.

Carried: 4 / 2

Cr Comerford against

*Mr Greg Godwin joined the meeting via teleconference at 3.04pm and left at 3.19pm*

*Cr Ventris left the meeting at 3.11pm and returned at 3.21pm*

*Mr Ed Nind left the meeting at 3.23pm*



<b>7.3.9 Proposed Dwelling Lake Brown</b>	
Location:	LOT 40 Koorda-Bullfinch Rd Lake Brown
File Ref:	AS 1025
Applicant:	Robyn Burrows
Date:	December 2018
Disclosure of Interest:	Unknown
Responsible Officer	CEO
Author:	John Gosper – Building Surveyor
Voting Requirements:	Simple Majority
Documents Attached:	Application plans and specifications for building
Documents Tabled:	Nil

### **Summary**

The applicant is proposing to build a single dwelling on a Rural Residential zoned lot at Lake Brown. The proposed dwelling is a transportable building, requiring approval from Council. A single dwelling is permitted use in this subdivision and consistent with the LPS and Council policies, and requires approval Council.

### **Background Information**

The owner of this recently purchased land would like to construct a property for residential purposes.

### **Officer Comment**

The proposed dwelling is located in a rural residential zone, which has been created to encourage a rural retreat in the natural landscape. The proposal is a small transportable dwelling set back 80m from the Koorda-Bullfinch Rd lot boundary. The proposal will have minimal impact on the natural vegetation; however an asset protection zone (APZ) of 12m will need to be created around the dwelling as standard bushfire risk reduction. The Bushfire Attack Level (AS3959 Building in Bushfire Prone Areas), or BAL, is BAL 19.

A standard on site sewer disposal system will be installed, and a 135 000 litre rainwater tank is proposed for potable water use.

### **Strategic & Social Implications**

Nil

### **Consultation**

Nil

### **Statutory Environment**

Shire of Mukinbudin TPS 4

State Planning Policy 3.7 Planning in Bushfire Prone Areas

Building Act 2011

Health Act 1911

### **Policy Implications**

Moveable Buildings

### **Financial Implications**

Changes to rates – vacant land to developed land with a dwelling



**OFFICER RECOMMENDATION / COUNCIL DECISION****Council Decision Number – 20 12 18****Moved: Cr Comerford****Seconded: Cr Nicoletti**

**That Council accept this report and grant approval for a single dwelling, subject to the following conditions of development and advice notes:**

- 1. This approval remains valid for two years and work must be substantially commenced within the two year period.**
- 2. The building is required to be built to comply with *AS3959 Building in Bushfire Prone Areas*.**

**ADVICE NOTE**

- 1. *WA Building Act* requires that a building permit be approved prior to commencing building works on site. Plans to show the proposed building will meet BCA and include all components of a dwelling (ie. Kitchen/place to cook, laundry, ws, bathroom, etc.).**
- 2. An approval must be granted to construct, and for the use of, an on-site sewer system by the Shire Environmental Health Officer, prior to occupation.**

**Carried: 6 / 0**



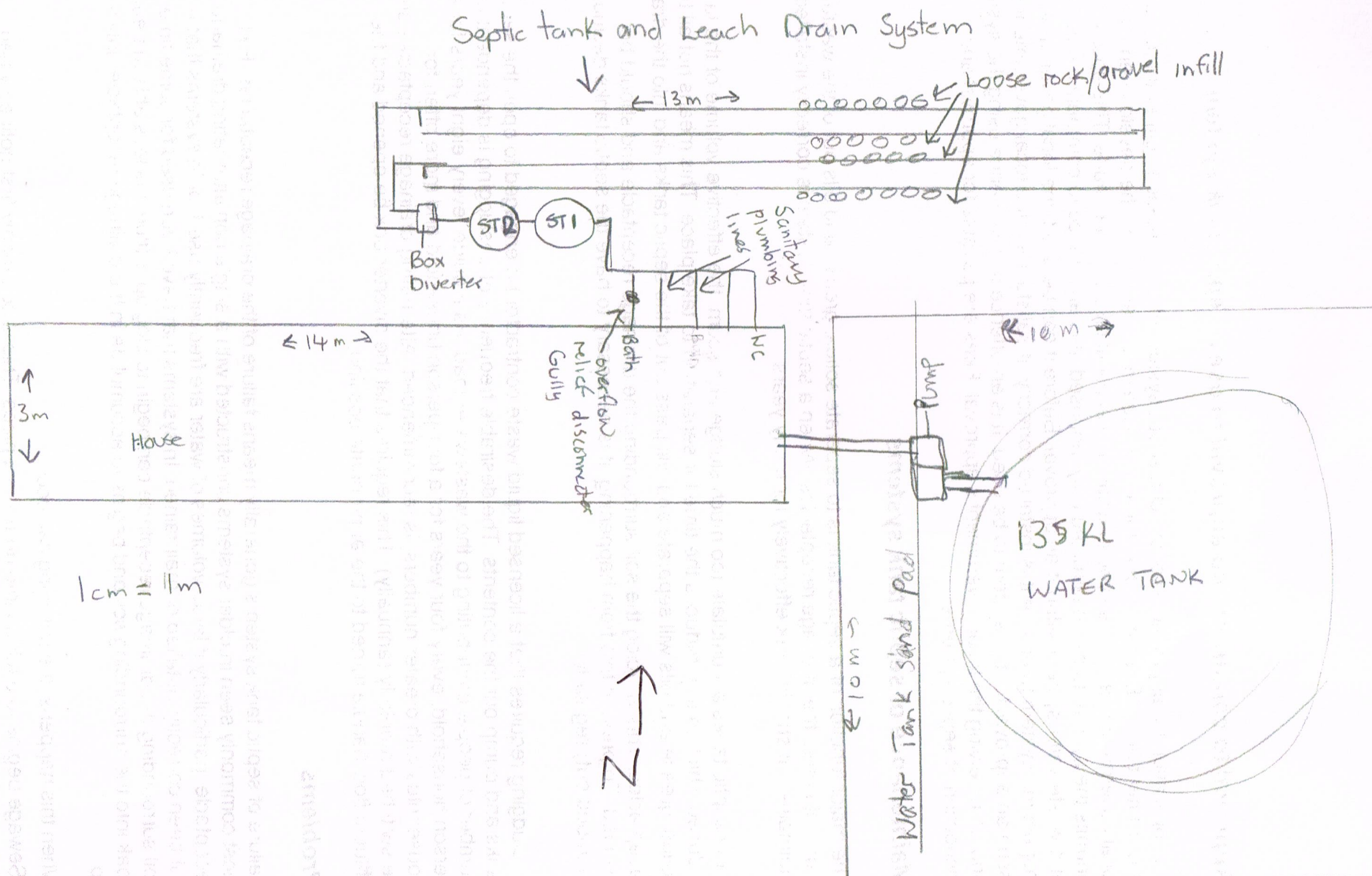
# **Appendix A – Soil Testhole Location Plan** Marked up Site Plan showing location of 2 x Soil Sample Testhole Locations.



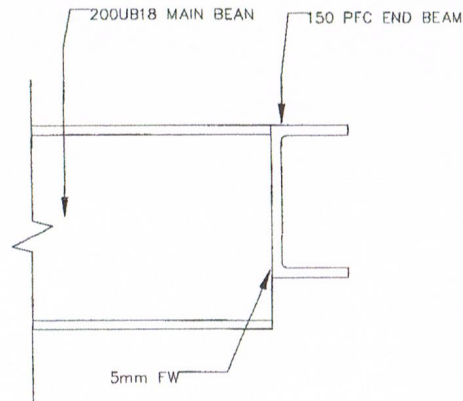
Lot 40 Lake Brown

0 15 30 60 Meters

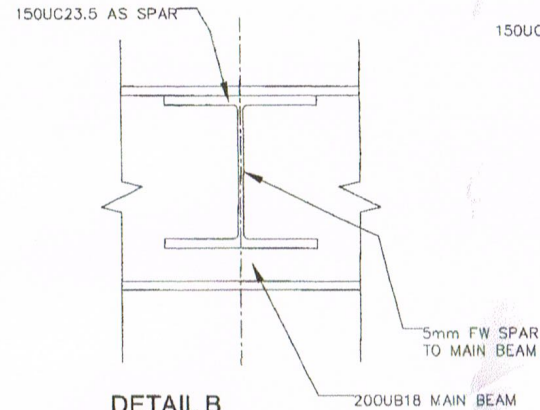




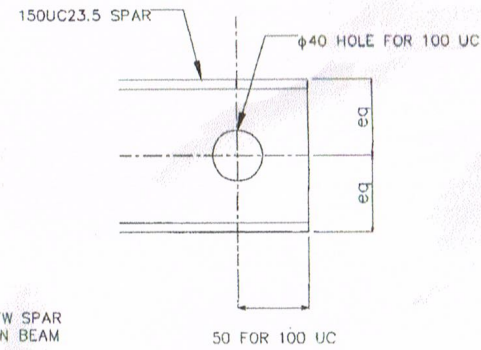




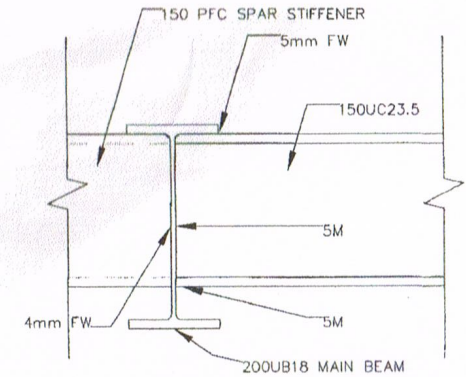
DETAIL A



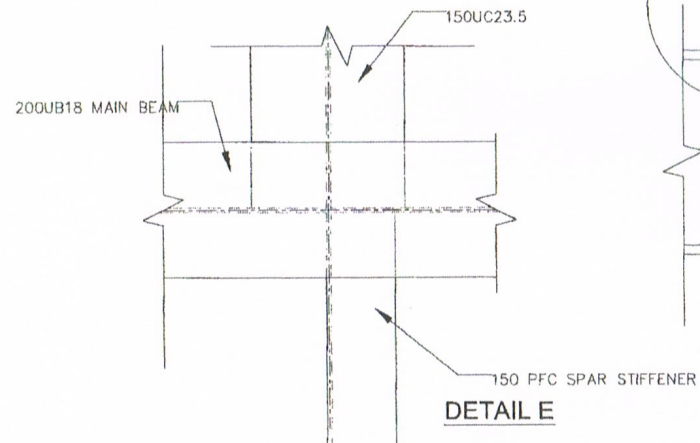
DETAIL B



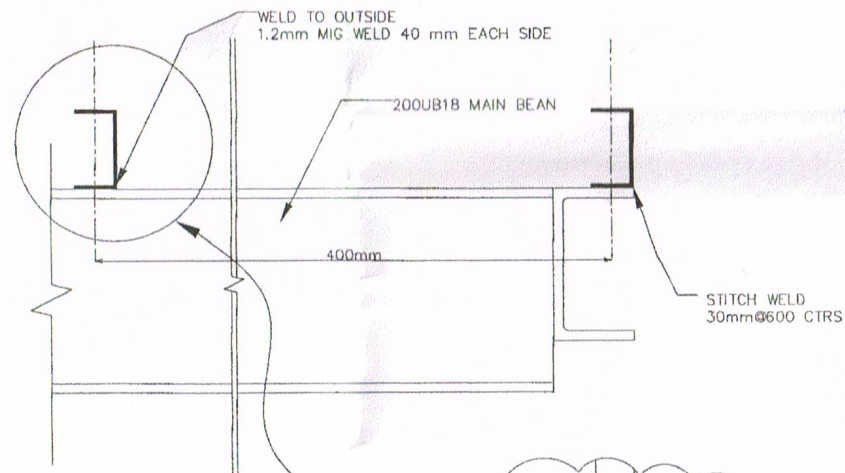
DETAIL C



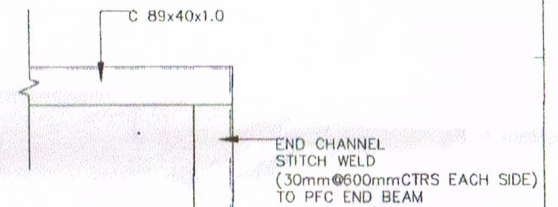
DETAIL D



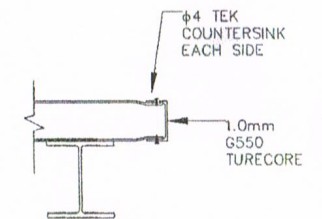
DETAIL E



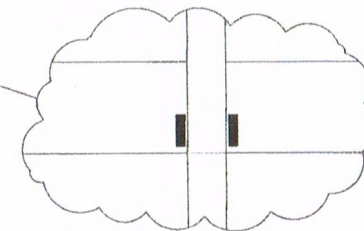
DETAIL F



DETAIL G

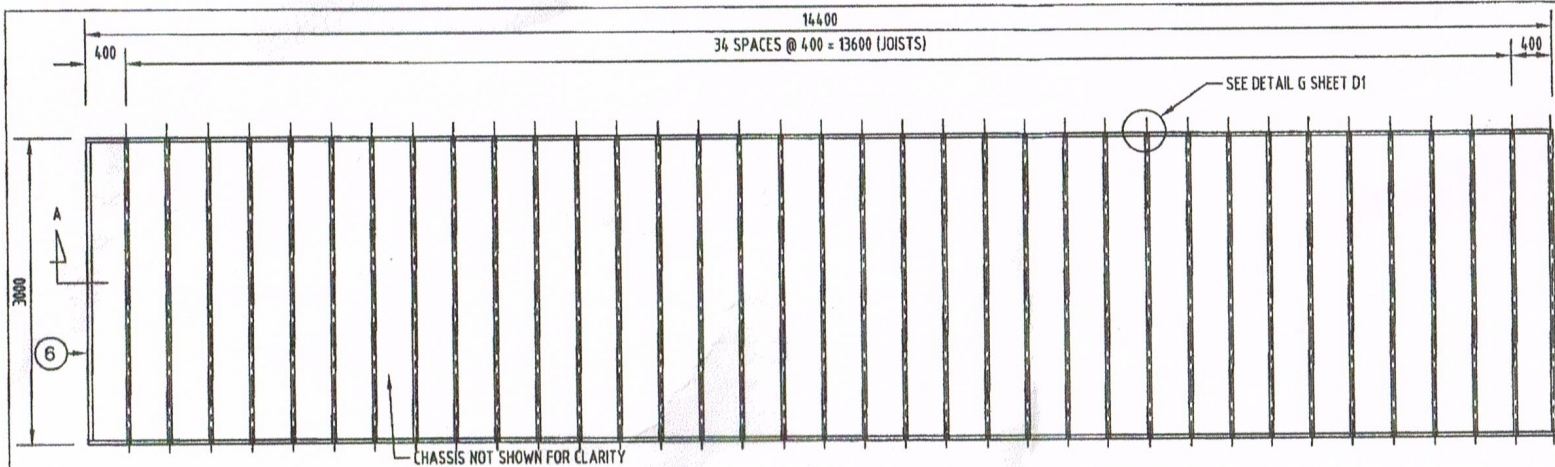


DETAIL



PLAN VIEW

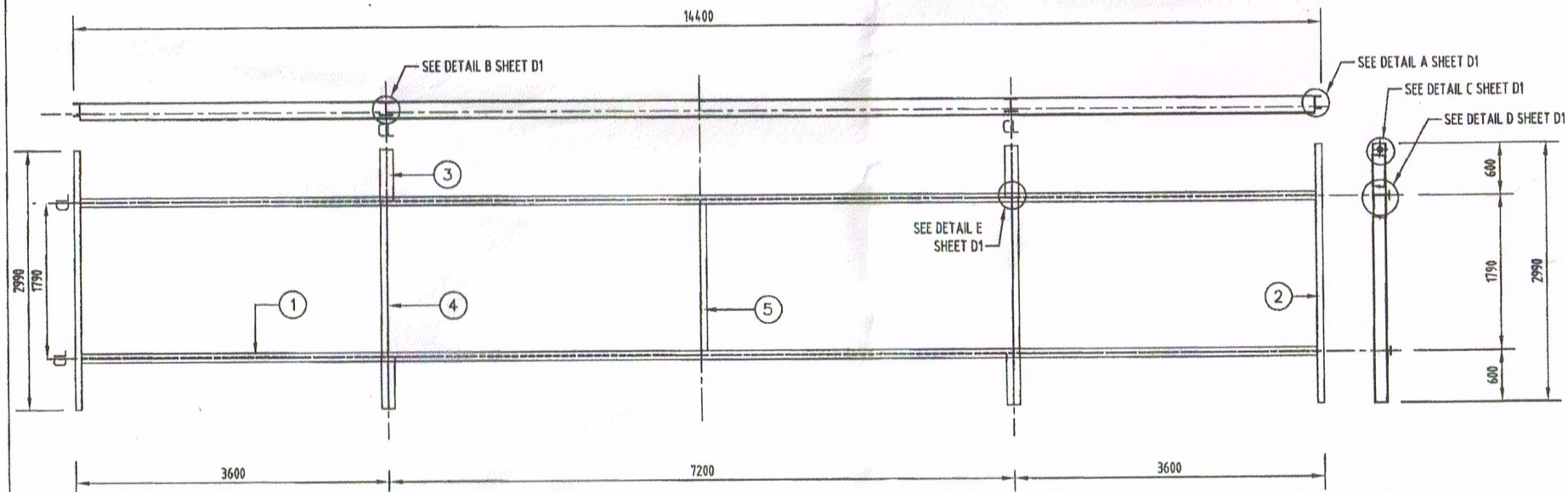




FLOOR JOIST LAYOUT  
SCALE 1: 50

SECTION A

SEE DETAIL F SHEET D1




CHASSIS PLAN  
SCALE 1: 50

# CUTTING LIST

324

ITEM	DESCRIPTION	LENGTH	QTY
1..	200UB18 MAIN BEAMS	14250	2
2..	150 PFC END BEAM	2990	2
3..	150UC23.5 SPAR	596	4
4..	150 PFC SPAR STIFFENER	1782	2
5..	100x75x6 M.S.A. CENTRAL STIFFENER	1782	1
6..	FLOOR JOIST PANELS 89x40x1.0, 3000x3600		4

REVISION No.		CONSULTANT	DATE	JOB No.	DRAWN BY	SCALE	PROJECT/CLIENT	
0								
			July 2008	1118-1	JENSON CHUNG	1:50 ON A3 SHEET	Airlec electrical & Airconditioning P/L	
ALL DIMENSIONS TO BE CHECKED ON SITE BY CONTRACTOR PRIOR TO COMMENCING WORK. WRITTEN DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALING DRWGS.				DESCRIPTION 14.4M x 3.0M CHASSIS			SITE ADDRESS 29 DRAKE STREET OSBORNE PARK WA 6017	

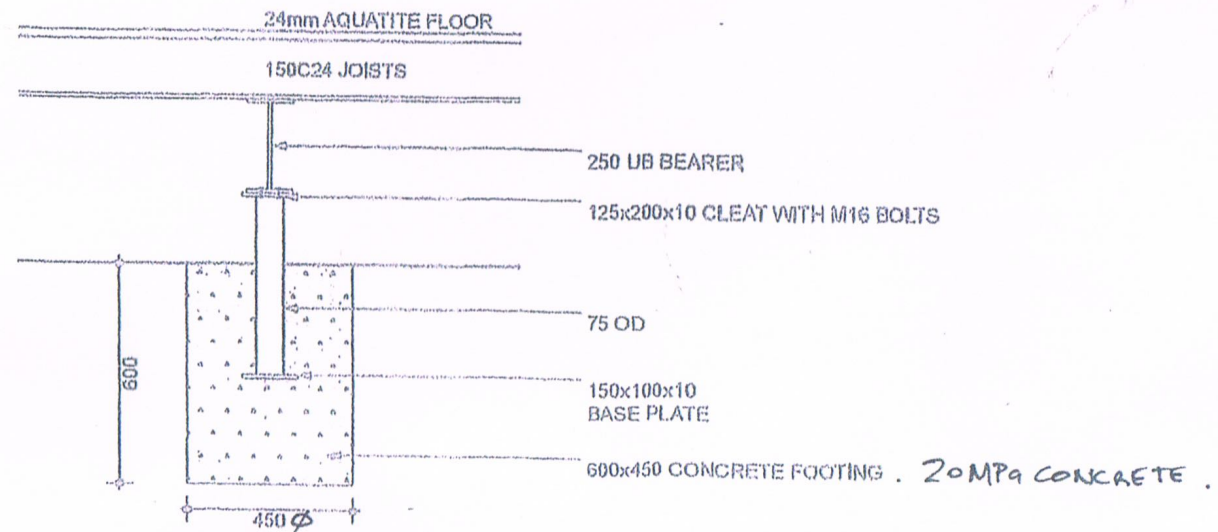


SteelTrussSolutionsWA  
108 Windsor Road, Wangara WA 6065  
Tel: +61-8-94087233  
Fax: +61-8-94080215  
www.steeltruss.com.au

CONFIRMED MINUTES: ORDINARY MEETING OF COUNCIL HELD 18 DECEMBER 2018  
14.4M x 3.0M CHASSIS



○ TYPICAL SECTION  
1:50



○ FOOTING DETAIL  
1:20

NOTE: FOOTING SUITABLE FOR CLASS A & S SITES TO AS 2870. MAX FOOTING CENTRES 3.3 METRES.



GENERAL FOOTING DETAIL FOR STANDARD TRANSPORTABLES :  
STEEL SUB FRAME .





Contact: Mr Rod Munns  
PO Box 19  
BEACON WA 6472

R Munns Engineering Consulting Services  
Email : rmecs@westnet.com.au  
Ph : (08) 9686 1181  
Mob : 0407 604 164

The Chief Executive Officer  
Shire of Mukinbudin  
PO Box 67  
MUKINBUDIN WA  
6479

Date 23<sup>rd</sup> June 2016

Dear Sir,

**Re : Soil Classification for Dwelling Site on Lot 40 Koorda / Bullfinch Rd, Lake Brown (for Robyne Burrows)**

I confirm that on the 20<sup>th</sup> November 2015, I carried out an investigation of the soil on the proposed dwelling site on Lot 40 Koorda / Bullfinch Rd in Lake Brown, for a steel framed site built dwelling to be constructed upon.

Two testholes were put down via a 3" hand auger to varying depths from 500 to 550 (refusal was reached at these depths). The locations of these testholes in relation to the proposed dwelling site, are shown on the attached marked up plan in Appendix A.

The soil profile consists generally of a layer of red colored clayey sand, over a hard layer of cemented red clay at which refusal occurred (for the hand auger and after utilizing water to soak the hard layer in the bottom of the testhole for 2 hrs – please note that mechanical drilling may have resulted in further penetration).

As per the soil sample test results as shown attached in Appendix C, the potential expansiveness of this material is slightly reactive and therefore the soil classification for this soil is an "S".

Yours Sincerely

Rod Munns – BE (Civil)  
R Munns Engineering Consulting Services



# AS 3959 Bushfire Attack Level (BAL) Assessment Report

Site Details			
Address:	Lot 40 Koorda – Bullfinch Rd		
Suburb:	Lake Brown	State:	WA
Local Government Area:	Shire of Mukinbudin		
Description of Building Works:	Relocated dwelling		

Report Details			
Report / Job Number:	2311	Report Version:	REV A
Assessment Date:	23 Nov 2018	Report Date:	23 Nov 2018



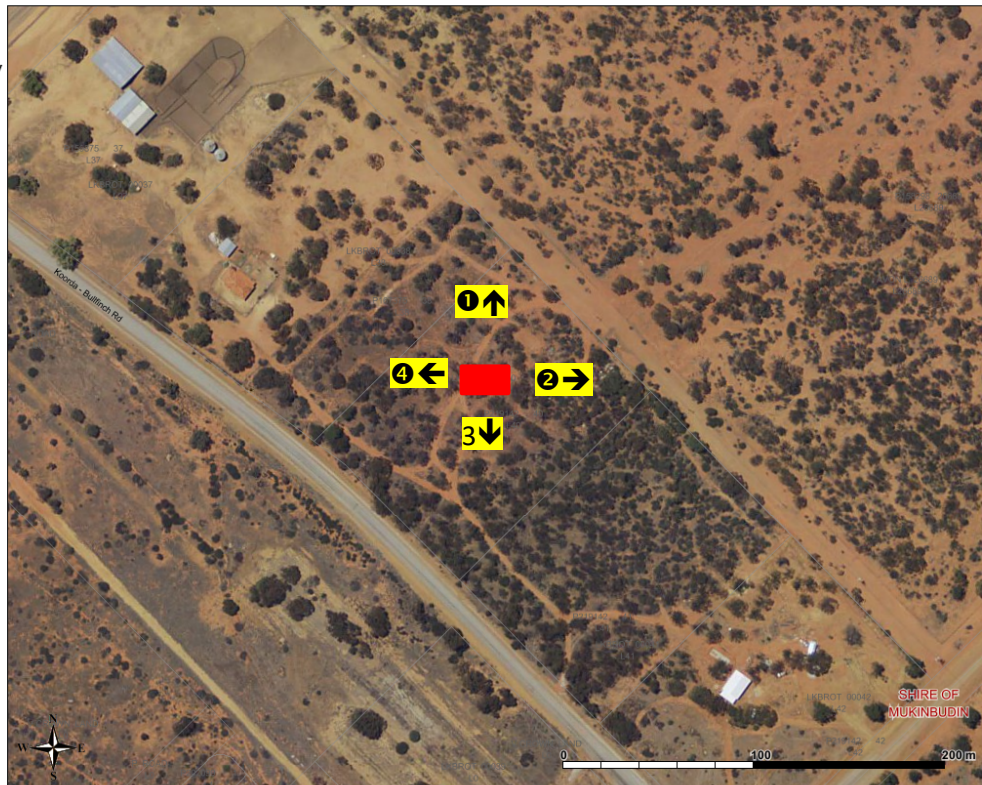
### Site Assessment & Site Plans

The assessment of this site / development was undertaken on **24 Nov 2018** by a BPAD Accredited Practitioner for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 - 2009 Simplified Procedure (Method 1).

#### Lake Brown

##### Legend

- Populated Places
- Local Government Authority
- Cadastral
- State Roads
- Other Roads



Map Printed from WALGA Environmental Planning Tool on Fri Nov 23 12:01:59 WST 2018

Figure 1: Aerial site plan - Lot 40 Koorda-Bullfinch Rd, Lake Brown, WA

**1↑** - Direction and number of photo

### Vegetation Classification

All vegetation within 100m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2009. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.



**8. Class E Mallee**

Multi-stemmed vegetation dominated by eucalypts. Typically less than 30 per cent canopy cover with an understorey of low shrubs or sparse grasses. Found in very limited areas of Western Australia between the Esperance Plains, Avon Wheatbelt and Coolgardie regions only.



Class E Mallee (photograph courtesy of Department of Fire and Emergency Services)

**E. Mallee/Mulga**

Vegetation dominated by shrubs (especially eucalypts and acacias) with a multi-stemmed habit; usually greater than 2m in height; <30% foliage cover. Understorey of widespread to dense low shrubs (acacias) or sparse grasses.

**Plot 1 - North**

**Class E Mallee/Mulga**



*1-1. View north to rear of lot and power line easement*



**Plot****2 - East****Class E Mallee/Mulga**

*2-1 Most of the near vegetation is parkland cleared.*

**Plot****3 - South****Class E Mallee/Mulga**

*3-1 View towards main road*



Plot 4 - West

Class E Mallee/Mulga



4-1 View west

### Relevant Fire Danger Index

The fire danger index for this site has been determined in accordance with Table 2.1 or otherwise determined in accordance with a jurisdictional variation applicable to the site.

#### Fire Danger Index

FDI 40 ☐  
Table 2.4.5

FDI 50 ☐  
Table 2.4.4

FDI 80 ☒  
Table 2.4.3

FDI 100 ☐  
Table 2.4.2

### Potential Bushfire Impacts

The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below.

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Class E Mallee / Mulga	0° downslope	12m	19
2	Class E Mallee / Mulga	0° downslope	12m	19
3	Class E Mallee / Mulga	0° downslope	12m	19
4	Class E Mallee / Mulga	0° downslope	12m	19

Table 1: BAL Analysis



**Determined Bushfire Attack Level (BAL)**

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2009 using the above analysis.

<b>Determined Bushfire Attack Level</b>	<b>BAL - 19</b>
---	-----------------

**Appendix 1: Application of Shielding Provisions**

Shielding is not applicable

**Appendix 2: – Additional Information / Advisory Notes / Justifications Related to Assessment**

The vegetation is mallee scrub not in its original state; there is evidence of parkland clearing, possibly by vehicle movement. A maintained Asset Protection Zone (APZ) of minimum 12m from the walls of the house, and any incidental structure such as attached decks, and carports, will enable the house to be built to BAL-19. The APZ may have intermittent trees and vegetation, but not continuous with the surrounding vegetation. Ground level grasses must be maintained at maximum 100mm, and all fuel on the ground removed.

**John Gosper**



28 November 2018



<b>7.3.10 Chief Executive Officer – Request for Annual Leave</b>	
Location:	Mukinbudin
File Ref:	Personnel
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	12 <sup>th</sup> December 2018
Disclosure of Interest:	Dirk Sellenger – The author and beneficiary of any Annual Leave approved by the Council.
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

### **Summary**

To allow Council to consider a request for Annual Leave from the Chief Executive Officer

### **Background Information**

The CEO is requesting Annual Leave during the Christmas/New Year period.

### **Officer Comment**

The CEO has arranged for several members of staff to work through the Christmas New Year period and these staff will take leave later in the year. The CEO will be within mobile range and contactable at all times during this period and this number has been advertised as the Shire Emergency contact number and for this reason the CEO doesn't consider that an Acting CEO is warranted during this period.

### **Strategic & Social Implications**

Nil

### **Consultation**

Nil

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

Council has made the necessary allowances for costs associated with the payment of Staff Annual Leave, including the CEO in the 2018/2019 Annual Budget.



**OFFICER RECOMMENDATION / COUNCIL DECISION****Council Decision Number – 21 12 18****Moved: Cr Poultney****Seconded: Cr Comerford**

**That Council grant the Chief Executive Officer Annual Leave for the period 21<sup>st</sup> December 2018 to 18<sup>th</sup> January 2019 (inclusive).**

**Carried: 6 / 0**



<b>7.3.11 Resignation from Council – Extraordinary Election</b>	
Location:	Whole of Shire
File Ref:	ADM 293
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	13 <sup>th</sup> December 2018
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements:	Absolute Majority
Documents Attached:	Nil
Documents Tabled:	Nil

### **Summary**

To allow Council to consider the current vacancy on Council caused by Mr John O'Neil's recent resignation from Council.

### **Background Information**

Former Councillor, Mr John O'Neil resigned from Council on 27<sup>th</sup> November 2018. This seat is due to expire in October 2019 and Council is required to consider how they wish to deal with this vacancy between now and the Ordinary October 2019 Local Government Elections.

### **Officer Comment**

Council may choose to commence an Extraordinary Election process in early 2019 however, given the short length of this remaining term and the costs of holding an extraordinary election (approximately \$10,000) of which Council has made no allowance for in the current year's Budget under section 4.17 of the Local Government Act 1995, the position may remain vacant provided Council maintains at least 80% representation. With a total of nine (9) Elected members, having eight (8) remaining provides Council with 88.88% representation, preventing the need for Council to call an Extraordinary Election accordingly.

### **Strategic & Social Implications**

Nil

### **Consultation**

Cr Gary Shadbolt – Shire President

Mr Phil Richards – WA Electoral Commission – Local Government

### **Statutory Environment**

#### **4.16. Postponement of elections to allow consolidation**

- (1) This section modifies the operation of sections 4.8, 4.9 and 4.10 in relation to the holding of extraordinary elections.
- (2) If a member's office becomes vacant under section 2.32 (otherwise than by resignation) on or after the third Saturday in July in an election year and long enough before the ordinary elections day in that year to allow the electoral requirements to be complied with, any poll



needed for the extraordinary election to fill the vacancy is to be held on that ordinary elections day.

- (3) In the case of a member's office becoming vacant under section 2.32 by resignation, if —
  - (a) the resignation takes effect, or is to take effect, on or after the third Saturday in July in an election year but not later than one month after the ordinary elections day in that year; and
  - (b) the CEO receives notice of the resignation long enough before that ordinary elections day to allow the electoral requirements to be complied with,

any poll needed for the extraordinary election to fill the vacancy is to be held on that ordinary elections day.

- (4) If a member's office becomes vacant under section 2.32 —
  - (a) after the third Saturday in January in an election year; but
  - (b) before the third Saturday in July in that election year,

the council may, with the approval of the Electoral Commissioner, fix the ordinary elections day in that election year as the day for holding any poll needed for the extraordinary election to fill that vacancy.

*[Section 4.16 amended by No. 66 of 2006 s. 7; No. 2 of 2012 s. 11.]*

#### 4.17. Cases in which vacant offices can remain unfilled

- (1) If a member's office becomes vacant under section 2.32 on or after the third Saturday in July in the election year in which the term of the office would have ended under the Table to section 2.28, the vacancy is to remain unfilled and the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
- (2) If a member's office becomes vacant under section 2.32 —
  - (a) after the third Saturday in January in the election year in which the term of the office would have ended under the Table to section 2.28; but
  - (b) before the third Saturday in July in that election year,

the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

- (3) If a councillor's office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow\* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

*\* Absolute majority required.*

- (4A) Subsection (3) applies —
  - (a) if —
    - (i) the office is for a district that has no wards; and
    - (ii) at least 80% of the number of offices of member of the council in the district are still filled;



or

(b) if —

- (i) the office is for a ward for which there are 5 or more offices of councillor; and
- (ii) at least 80% of the number of offices of councillor for the ward are still filled.

- (4) If an ordinary or an extraordinary election is to be held in a district then an election to fill any vacancy in the office of councillor in that district that was allowed to remain unfilled under subsection (3) is to be held on the same election day and Division 9 applies to those elections as if they were one election to fill all the offices of councillor for the district or ward that need to be filled.

*[Section 4.17 amended by No. 49 of 2004 s. 31; No. 66 of 2006 s. 8; No. 17 of 2009 s. 12.]*

### **Policy Implications**

Nil

### **Financial Implications**

The Cost of holding an Extraordinary Election are approximately \$10,000 (ten thousand dollars) and Council will also have the cost of holding an Ordinary Election in the 2019/2020 years Budget.

### **OFFICER RECOMMENDATION / COUNCIL DECISION**

**Council Decision Number – 22 12 18**

**Moved: Cr Ventris**

**Seconded: Cr Nicoletti**

**That in accordance with section 4.17 (4A) the Council request approval from the Electoral Commissioner for the vacant Council position caused by the recent resignation of John O’Neil to remain vacant until the ordinary October 2019 Local Government Elections.**

**Carried: 5 / 1**

**Cr Comerford voted against**



<b>7.3.12 RFT 3/2018 REPLACEMENT OF WHEEL LOADER</b>	
Location:	Whole of Shire
File Ref:	ADM 088
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	13 <sup>th</sup> December 2018
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

### **Summary**

To allow Council to consider quotes and tenders received for the changeover of the Council owned 2006 938G Caterpillar Wheel Loader.

### **Background Information**

The CEO recently requested quotes from WALGA preferred suppliers for the purchase of a new Wheel Loader in accordance with the 2018/2019 Budget.

Quotes were received from five dealerships throughout Western Australia and a summary of quotes is provided to assist Council with the decision making process.

Tenders were also called for the outright purchase of the existing machine and this outright tender summary is also provided for Council information.

### **Officer Comment**

The following Tenders were received for the outright purchase of the existing 2006 938G Loader offered for sale.

## **RFT 03/2018**

COMPANY	ITEMS	TYPE	PRICE	NOTES
Ag Implements/John Deere	Quote summary, 4 pages		\$22,000inc	
Western Truck Sales Pty Ltd	1 page, hand written offer and tender ad		\$33,550inc	
A & P Oetiker	1 page, hand written offer		\$56,100inc	
WesTrac Pty Ltd	1 page, hand written offer and tender ad		\$52,250inc	



The following summary is provided for the supply of the new replacement Loader which was requested with similar specifications to the machine we currently have.



## TENDER 03/2018 – SALE OF LOADER

Dealership	Make	Model	Price ex GST	Less Trade	Changeover	Warranty Details	Bucket Size	Comments
CJD	Volvo	L90F	\$ 259,000.00	\$ 60,000.00	\$ 199,000.00	Included extended L9055C warranty, total of 5 yrs or 5000 hrs	2.6m3, general purpose, hook on Volvo bucket	Trade in amount
CJD	Volvo	L90F	\$ 244,000.00	N/A	\$ 244,000.00	Included extended L9055C warranty, total of 5 yrs or 5000 hrs	2.6m3, general purpose, hook on Volvo bucket	No trade (discount)
CJD	Volvo	L110F	\$ 323,000.00	\$ 60,000.00	\$ 263,000.00	Included extended L11055C warranty, total of 5 yrs or 5000 hrs	3.1m3, general purpose, hook on Volvo bucket	With trade in
CJD	Volvo	L110F	\$ 308,000.00	N/A	\$ 308,000.00	Included extended L11055C warranty, total of 5 yrs or 5000 hrs	3.1m3, general purpose, hook on Volvo bucket	No trade (discount)
KOMATSU Australia	KOMATSU	WA320 8	\$ 261,950.00	N/A	N/A	Local Gov Premium Warranty extended warranty - 60 mths, 6000hrs	3.0m3 bucket, pin on bucket	No trade in offered. There is option to select size down WA250PZ-6 toolcarrier (below)
KOMATSU Australia	KOMATSU	WA320 8	\$ 281,500.00	N/A	N/A	Local Gov Premium Warranty, extended warranty - 60	2.7m3 bucket, integrated toolcarrier	
KOMATSU Australia	KOMATSU	WA250PZ-6	\$ 235,000.00	N/A	N/A	Local Gov Premium Warranty extended warranty - 60	2.2m3 bucket, integrated toolcarrier	Non compliant Tender - Bucket Capacity too small.
WesTrac	CAT	950GC	\$ 246,500.00	N/A	N/A	36 mths/unlimited hrs powertrain, hydraulics and p/tech, which ever occurs first.	3.3m3 pin-on GP bucket with BOCE	Outright sale of loader Tender submitted.
WesTrac	CAT	938K	\$ 283,000.00	N/A	N/A	36 mths/unlimited hrs powertrain, hydraulics and p/tech, which ever occurs first.	2.9m3 pin-on GP bucket with BOCE	Outright sale of loader Tender submitted.
HITACHI	HITACHI	ZW180-5	\$ 218,000.00	\$ 30,000.00	\$ 188,000.00	48 mths/8000 hrs full machine and power train. This covers all travel costs for any warrantable item.	3.0m3 bucket GP bucket with BOCE	With trade in
HITACHI	HITACHI	ZW180-5	\$ 208,000.00	N/A	\$ 208,000.00	48 mths/8000 hrs full machine and power train. This covers all travel costs for any warrantable item.	3.0m3 bucket GP bucket with BOCE	No trade (discount)
JBC	JBC	455ZX	\$ 218,000.00	N/A	N/A			Excluding trade in

### Strategic & Social Implications

Nil

### Consultation

Mr Pace Vernon – Manager of Works

### Statutory Environment

Local Government Act 1995 – Tender Regulations.

### Policy Implications

Nil

### Financial Implications

Council has made the following allowances in the 2018/2019 Budget for the costs and sale associated with the changeover of the loader in the current financial year.

Description	Budget	Tender amount	Variance	Comment
Proceeds from Sale of Existing Loader	\$ 60,000.00	\$ 51,000.00	\$ 9,000.00	Less than Budget amount, highest of the tenders received (excluding trade offer)
Purchase of new Loader	\$320,000.00	\$ 246,500.00	\$73,500.00	Less than Budget amount is Council choose to purchase the recommended machine.



**OFFICER RECOMMENDATION / COUNCIL DECISION****Council Decision Number – 23 12 18****Moved: Cr Seaby****Seconded: Cr Comerford**

- 1. That Council accept the Tender from A & P Oetiker for the outright purchase of the Shire's existing 2006 Caterpillar 938G Wheel Loader for \$56,100 (fifty six thousand one hundred dollars) inc GST.**
- 2. The Council accept the Quote from Westrac for the supply and delivery of 1 x new Caterpillar 950GC Wheel Loader for \$271,150 (two hundred and seventy one thousand, one hundred and fifty dollars) inc GST.**

**Carried: 6 / 0**



<b>7.3.13 WAIVING OF FEES AND CHARGES – MUKINBUDIN FOOTBALL CLUB</b>	
Location:	Mukinbudin
File Ref:	ADM 299
Applicant:	Mukinbudin Football Club
Date:	12 <sup>th</sup> December 2018 2018
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements:	Simple majority
Documents Attached:	Nil
Documents Tabled:	Nil

### **COUNCIL DECISION**

**Council Decision Number – 24 12 18**

**Moved: Cr Ventris**

**Seconded: Cr Nicoletti**

**That Cr Seaby be permitted to remain in the meeting for Agenda Item 7.3.13 for discussion and voting.**

**Carried 5 / 0**

### **Summary**

To allow Council to consider requests for waiving of fees for the use of tables and chairs for the Annual Business Drinks event held on Friday 14<sup>th</sup> December 2018.

### **Background Information**

The following letter was recently received with regards to the waiving of fees for the use of tables and chairs.





**Mukinbudin Football Club Inc.**  
**P0 Box 62, Mukinbudin WA 6479**

6<sup>th</sup> December 2018

Dirk Sellenger  
 CEO  
 Shire of Mukinbudin  
 15 Maddock Street  
 Mukinbudin WA 6479

Dear Dirk

**TOWN BUSINESS DRINKS: USE OF FACILITIES**

On behalf of the Mukinbudin Football Club, I would like to ask the Shire of Mukinbudin for permission for our Club to use the outdoor tables and chairs for the Town business drinks at the complex on Friday 14<sup>th</sup> December free of charge.

The Mukinbudin Football Club are assisting the businesses of Mukinbudin to run their annual event.

Thank you for your consideration of this request and I look forward to hearing from you.

Yours sincerely,

Cameron White  
**President**  
**MUKINBUDIN FOOTBALL CLUB**

Email: cam.white@outlook.com  
 Mobile: 0438 924 461

**Officer Comment**

Each year Council sets fees and charges for that financial year which staff are required to charge for various goods and services provided by the Shire.

Council is asked regularly to waive various fees and charges and I believe Council needs to make it known to both the Staff and the Community their stance on the waiving of fees and charges so both know when the Council is prepared to waive fees and when they are not.

For Council to set fees and charges and to then waive these fees leaves Staff with a large degree of doubt and it was for this reason which Council likely developed a policy in the past regarding the waiving of fees for the use of the Memorial Hall as follows:



## **2.2 Concessions – Hall Hire Charges – Not for profit groups**

<b>POLICY</b>	There will be no subsidising, reducing or waiving of Council charges, unless upon written application, the Chief Executive Officer is of the opinion that extenuating circumstances apply, in which case the application will be considered on its merits by Council. Council may at its discretion authorise a donation to offset hall hire charges.
<b>OBJECTIVES</b>	To maintain the integrity of the Fees and Charges set in Council's annual budget deliberations
<b>GUIDELINES</b>	<p><i>Local Government Act 1995 – s6.16</i> Fees and Charges</p> <p>Council currently heavily subsidises its fees and charges for the use of recreation facilities and is of the view that no additional subsidy is warranted</p>
<b>HISTORY</b>	
<b>REVIEW</b>	Finance & Administration Manager

### **Strategic & Social Implications**

2018-2028 Strategic Community Plan – Outcome 1.3 – *1.3.2 Effectively plan, develop and manage infrastructure and facilities.*

### **Consultation**

Nil

### **Statutory Environment**

A Budget amendment will be required if equipment expenditure is approved.

### **Policy Implications**

Nil

### **Financial Implications**

Council make very little overall each year from the hire of items associated with the Complex, however the CEO believes it is essential that charges remain in place to ensure and build a user pays understanding and mentality from various Sporting Clubs and Community Groups.



Council may if they wish amend the fees and charges at any given time however the continued setting of fees and charges and the request to waive these fees needs to be addressed.

#### **OFFICER RECOMMENDATION / COUNCIL DECISION**

**Council Decision Number – 25 12 18**

**Moved: Cr Nicoletti**

**Seconded: Cr Comerford**

**That Council:**

**Decline the request from the Mukinbudin Football Club for the waiving of Fees and Charges associated with the annual community event to be held on Friday 14<sup>th</sup> December 2018.**

**That the CEO develop a draft Policy concerning the Waiving of Fees and Charges for various groups and events to allow for these to be dealt with at Operational level without the need to refer these regular requests to Council for consideration and decision.**

**Carried: 5 / 1**



**\*Confidential Item\***

<b>7.3.14 Request for Subdivision</b>	
Location:	Mukinbudin
File Ref:	AS 708 / AS 706
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	12 <sup>th</sup> December 2018
Disclosure of Interest:	None known
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

**Statutory Environment****5.23. Meetings generally open to 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; and
  - (b) the personal affairs of any person; and
  - (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; and
  - (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; and
  - (e) a matter that if disclosed, would reveal —
    - (i) a trade secret; or
    - (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; and
  - (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; or
    - (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;
  - and
  - (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.

#### **OFFICER RECOMMENDATION / COUNCIL DECISION**

**Council Decision Number – 26 12 18**

**Moved: Cr Ventris**

**Seconded: Cr Nicoletti**

**That in accordance with section 5.23 (2) (a) of the Local Government Act 1995 that the meeting be closed to members of the Public as Agenda item 7.5.5 is deemed to be**

**(b) the personal affairs of any person;**

**Carried 6 / 0**



**\*Confidential Item\***

<b>7.3.15 Australia Day Citizen of the Year Nominations</b>	
Location:	Mukinbudin
File Ref:	ADM 278
Applicant:	Nola Comerford-Smith, Administration Manager
Date:	11 <sup>th</sup> December 2018
Disclosure of Interest:	Nil
Responsible Officer:	Nola Comerford-Smith, Administration Manager
Author:	Nola Comerford-Smith, Administration Manager
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

**Statutory Environment****5.23. Meetings generally open to 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; and
  - (b) the personal affairs of any person; and
  - (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; and
  - (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; and
  - (e) a matter that if disclosed, would reveal —
    - (i) a trade secret; or
    - (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; and
  - (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; or
    - (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;
  - and
  - (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.

#### **OFFICER RECOMMENDATION / COUNCIL DECISION**

**Council Decision Number – 29 12 18**

**Moved: Cr Ventriss**

**Seconded: Cr Comerford**

**That the December 2018 Ordinary Meeting of Council be reopened to the public.**

**Carried 6 / 0**



## 8. Elected Members Motions of which previous notice has been given

8.1 Nil

## 9. Urgent Business without notice (with the approval of the President or majority of Council)

9.1 Nil

## 10. Important Dates

10.1 Dates to Remember

ANNUALLY	
Date	Details
January	No Council Meeting in January
February	Chief Executive Officer and Works Supervisor to inspect all plant evaluate and/or amend its plant replacement programme for recommendation to Council. Audit Committee to review Statutory Compliance Return, meet with Auditor and report to next full Council meeting Local Government Compliance Return 1 January to 31 December each year. Community Strategic Plan, Long Term Financial Plan and Asset Management Plans – commence review process (Every two years)
March	Buildings Inspection Shire buildings with Property Manager and report to Council's March or April meeting Roads Inspection – Annual Road inspections to prioritise items of roadwork's for forthcoming year. Councillors to present road proposals to CEO for consideration prior to this inspection. Complete review of Annual Budget (FM Regulations (33A) Completion of Statutory Compliance Audit Return (LG Act 7.13, Audit Regulations 13-15) to be sent to Department of Local Government prior to 31 March. Arrange AGM Bush Fire Advisory Committee meeting with Chief Bush Fire Control Officer for April
April	Present any items Councillors or Community requests for Budget inclusion – Community & Recreation Grant Forms. (Advertise) Undertake Review of Delegation of Authority Register to Committee and CEO.(written confirmation to staff concerned) CEO to commence a full review of Delegations Register Policy / Procedures Manual Review – CEO to commence review process by including as last item on Council Agenda (if necessary)
May	Undertake Staff Annual Performance Reviews. National Volunteer Week Send out recoups of roads and other projects so grant funding can be received by 30 June Review Councils Fees and Charges for all Council services and facilities including rubbish service and charges MF to review and renew Council's insurance policies with LGIS
June	Sitting fees – Reminder to Councillors re: forthcoming years fees FOI Return (Note: not necessary if Nil return) FOI Statement – Review this month Works Supervisor to provide comments on RRG Submissions, which are due to go to Council in the August meeting. MF to conduct a Finance & Audit Committee meeting and meet with Auditor as per Committee Roles Council's Audit Committee to meet to discuss Interim Audit Every 4 years Financial Management Review due before 30 June WALGA Local Government Convention deadline for nominations 30 June each year – Public Interest Disclosure Return to be submitted for previous period 1/7 to 30/6. Chief Executive Officer's performance and remuneration review – commence this month
July	Draft Budget submitted by Chief Executive Officer and Manager of Finance Councillors and Senior Staff issued with Annual Interest Returns for completion CEO performance review
August	Councillors and Senior Staff – reminder of Annual Financial Interest Return to be completed to CEO prior to 31 August Completion/Adoption of budgets (absolute majority). Send copy to Department of Local Government within 30 days (LG Act 6.2, FM Regulations 33) Resolution regarding timing of Annual Electors Meeting
September	Completion of Annual Financial Report & submitted to Auditor. AFR sent Dept. of Local Government within 30 days (LG Act 6.5, FM Regulations 5.1)
October	Review of Council's Code of Conduct – Section 5.103 (if unable to complete full review at this meeting discuss with Council the need to convene a Special Meeting to finalise review at this meeting or simply complete review at



	<p>December Ordinary Meeting)</p> <p>Local Govt is to review its Code of Conduct within 12 months after each ordinary election day &amp; make such changes to the code as appropriate.</p> <p>Advise Council in the October Information Bulletin of the time, date and venue for the annual staff end of year function.</p> <p>Special Meeting (Election Years Only) advertise special meeting to swear in Councillors, Elect President, Deputy President, Committee etc. for Monday immediately after the Saturday elections.</p>
November	<p>Pensioner rates rebate claim to be lodged</p> <p>Call for nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)</p>
December	<p>Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report</p> <p>Newsletter &amp; Local Newspaper – advertise date, time and venue of all Council and Committee meetings for next calendar year (with delegated authority, if any) (S.5.251 (g) &amp; Reg 12).</p> <p>Council's Audit Committee to meet to discuss Final Audit Report and Management Letter.</p> <p>Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)</p>

## 11. Closure of Meeting

**11.1 The Chairperson thanked Elected Members and Staff for attending and declared the meeting closed at 4.47pm.**





## DECLARATION

I declare that these minutes of the Ordinary Meeting of Council held on the 18<sup>th</sup> December 2018 were confirmed at the Ordinary Meeting of Council held on 6<sup>th</sup> February 2019.

Signed: \_\_\_\_\_

Being the person presiding at the meeting at which these minutes were confirmed

Date: \_\_\_\_\_

17/4/19.