



*Mukinbudin - Classic, Dry, Red*

**Shire of Mukinbudin**

**Ordinary Council Meeting**

**AGENDA**

**TO BE HELD IN THE COUNCIL CHAMBERS AT  
15 MADDOCK STREET, MUKINBUDIN  
COMMENCING AT 1.00pm WEDNESDAY 17<sup>th</sup> May 2017**

**Dirk Sellenger  
CHIEF EXECUTIVE OFFICER**

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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**

## Table of Contents

- 1. Declaration of Opening**
  - 1.1 Declaration of Opening
  
- 2. Public Question Time**
  - 2.1 Response to previous questions taken on notice
  - 2.2 Declaration of Public Question time open
  - 2.3 Declaration of public time closed
  
- 3. Record of Attendance, apologies, approved leave of absence**
  - 3.1 Present
  - 3.2 Apologies
  - 3.3 On Leave of Absence
  - 3.4 Staff
  - 3.5 Visitors
  - 3.6 Gallery
  - 3.7 Applications for leave of absence
  
- 4. Petitions, Deputations, Presentations**
  - 4.1 Petitions
  - 4.2 Deputations
  - 4.3 Presentations
  
- 5. Announcements by the presiding member without discussion**
  
- 6. Confirmation of minutes of previous meetings**
  - 6.1 Confirmation of Minutes of Meeting held on 19<sup>th</sup> April 2017**
    - 6.1.1 Business Arising from Minutes
  
- 7. Reports of Committees and Officers**
  - 7.1 Work Supervisor's Report**
    - 7.1.1 Works Report – April 2017
  
  - 7.2 Community Development Officer's Report**
    - 7.2.1 Community Development Officer's Report – April 2017
    - 7.2.2 Mukinbudin Spring Festival
    - 7.2.3 Community Garden

- 7.3 Environmental Health/Building Surveyor Officer's Reports**
  - 7.3.1 Environmental Health Officer's Report - April 2017
- 7.4 Caravan Park Manager's Report**
  - 7.4.1 Caravan Park Manager's Report – April 2017
- 7.5 Swimming Pool Manager's Report**
  - 7.5.1 Swimming Pool Manager's Report – April 2017
- 7.6 Manager of Finance Reports**
  - 7.6.1 List of Payments – April 2017
  - 7.6.2 Monthly Statement of Financial Activity Report – 30<sup>th</sup> April 2017
- 7.7 Chief Executive Officer's Reports**
  - 7.7.1 NEWROC Committee Meeting 24<sup>th</sup> April 2017
  - 7.7.2 WA Local Government State Council Meeting 5<sup>th</sup> May 2017
  - 7.7.3 Policy Manual Annual Review 2017
  - 7.7.4 Delegated Authority Register Annual Review
  - 7.7.5 Interim Audit Report - 2017
  - 7.7.6 Old District Club – Lot 102 Calder Street Mukinbudin
  - 7.7.7 Councillors Meeting Fees and Allowances 2017/2018
  - 7.7.8 Mukinbudin Football Club – Write off of Hire Fee
  - 7.7.9 Mukinbudin Medical Centre – Increased Service Delivery
  - 7.7.10 CEACA Development Application
  - 7.7.11 CEACA Development Application Fees Approval
- 8. Correspondence and Information Report**
  - 8.1 Nil
- 9. Elected members Motions of which previous notice has been given**
  - 9.1 Nil
- 10. Urgent Business without notice (with the approval of the president or meeting)**
  - 10.1 Nil
- 11. Confidential Items – Meeting to be closed to the Public in accordance with the provisions of the Local Government Act 1995.**
  - 11.1 Nil
- 12. Dates to Remember**
  - 12.1 See attached list
- 13. Closure of Meeting**
  - 13.1 Closure of Meeting

Agenda of the Ordinary Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on 17<sup>th</sup> May 2017.

**1. Declaration of Opening**

1.1 The Shire President to declare the Meeting open at 1.\_\_pm

**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 will declare public question time open.

2.3 Declaration of public question time closed

The Shire President will declare public question time closed.

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

3.1 Present:

3.1.1

3.2 Apologies:

3.2.1

3.3 On leave of absence:

3.3.1

3.4 Staff:

3.4.1

3.5 Visitors:

3.6 Applications for leave of absence:

3.6.1 Request for leave of absence

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council approve leave of absence be grated for Cr \_\_\_\_\_, for the \_\_\_\_\_ meeting.**

**Carried /**

**4. Petitions, deputations and presentations**

4.1 Petitions

4.2 Deputations

4.3 Presentations

**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 19<sup>th</sup> April 2017.

**Voting Requirement**

Simple Majority

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That the Minutes of the Ordinary Meeting of Council held on the 19<sup>th</sup> April 2017 be accepted as a true and correct record of proceedings.**

**Carried /**

**6.1.1 Business Arising from Minutes**

## 7.1 Works Supervisor's Report

7.1.1 Works Supervisor's Report April 2017	
Location:	Whole of Shire
File Ref:	ADM
Applicant:	Nil
Date:	10 <sup>th</sup> May 2017
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

In the absence of a Works Supervisor the following report has been prepared by the Chief Executive Officer.

The crew have completed the "construction" portion of this year's program, which includes Beringbooding, Borlase, Doig, Harry and Comerford Roads in areas previously agreed to by Council.

Maintenance works have recently included Shoulder Mtce on the Koorda Bullfinch Road west of the Townsite. Maintenance work recently commenced on the Koorda Bullfinch Road to the east of town and this will continue to the Shire Boundary. Maintenance grading of the Airstrip was recently completed whilst the machinery was in the area.

In the absence of Dave Smith from work, Works Staff have taken on the task of town lawn (including town Oval) and Hockey Field preparation etc. The Town oval currently has some dry sections which are as a result of the retic system in the pump shed being switched off and this unfortunately wasn't noticed by staff for five days. This has now being rectified and the recreation facilities will be maintained to an appropriate level.

Several members of the crew spent a day around town on Thursday 11<sup>th</sup> May when an emphasis was put on improving the appearance of town entries from various locations as well as signage work and removal of blue metal from various intersections.

Recent problems with the Multi Tyre roller have required the Shire to hire in a Multi Tyre roller from a local contractor. The Shire Multi Roller is now operational again and the CEO will provide a more detailed explanation of recent failures at the meeting.





Loose blue metal at intersections to be removed by Works Staff



Recently completed shoulder mtce on Koorda Bullfinch Road



Recently cleaned up town entrance (Western)

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council receive the Works Report for April 2017.**

**Carried /**



Plant No	Plant Item	Rego No	Opening Hrs / Kms	Closing Hrs / Kms /	Total Hrs or Kms for month
P433	2014 Toyota Prado	1 MBL	96,300	99,046	2,746
P312	2016 Mitsubishi Outlander	MBL 1	5,803	5,872	69
P463	2015 Ford Ranger	MBL 2		90,300	
P291	2015 Ford Ranger-Parks Super	MBL 1000	20,644	22,137	1,493
P311	2016 Isuzu D-Max Leading Hand	MBL 1071	10,963	11,871	908
P279	2002 Mitsubishi 6 wheeler	MBL 696	335,449	335,485	36
P281	2002 Coaster Community Bus	0 MBL	112,018	114,185	2,167
P369	2008 Kenworth DAF Prime Mover MBL250	MBL 250			
P289	2015 Isuzu Light Truck Mitce Grader Driver	MBL 405			
P317	2002 Komatsu Backhoe	MBL 1091			
P403	2010 New Holland Tractor	MBL 1463			
P216	2014 John Deere Tractor	MBL 244			
P469	2015 Toyota Hiace Van -Mitce Officer	MBL 180			
P301	2004 CAT 12H Grader	MBL 100	101,829	102,003	174
P461	2014 CAT 12M Grader	1ESU 054	2,252.6	2,276.4	23.8
P411	2011 Hino 614	MBL 1070	40,330	40,440	110
P410	2011 Hino 816	MBL 150	100,873	101,131	258
P344	2006 CAT 928 Ft End Loader	MBL 1424			
P420	2008 CAT Vibe roller	MBL 1677	5,149.2	5,159.9	10.7
P462	2014 Dynapack Multi Tyre Roller	MBL 811			
P449	2011 CAT Skid Steer	MBL 1724			

## 7.2 Community Development Officer

7.2.1 Community Development Officer's Report	
Location:	Shire of Mukinbudin
File Ref:	CS.GR.1
Applicant:	Nola Comerford-Smith, Community Development Officer
Date:	10 <sup>th</sup> May 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Nola Comerford-Smith, Community Development Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

### GRANT FUNDING PROJECTS:

#### Current Successful Projects:

- Community Pool Revitalisation Program - \$64,000 to have pool bowl repainted and ventilation installed to pump room. Wetdeck Pools are working to finish this project prior to July 2017.

#### Applications in Progress:

- Purpose built Childcare Centre
- Softfall and play equipment for Lion's Park

Also looking into potential funding for:

- Additional shed for Men's Shed for storing and displaying renovated machinery.

Direction is sought from Council on priorities for projects in 2017.

### COMMUNITY PORTFOLIOS – OTHER PROJECTS

- **Reflective House Signs** – Denis will commence installation of the signs in the next financial year once budget has been allocated for the work.
- **MDHS** – School Councillors and Faction Captains will be visiting the May Council Meeting to get an understanding of leadership beyond their school environment. They will arrive prior to the 1pm start, sitting in on the meeting with some questions for Council, and then taking a tour of the offices. School Principal Jamie Mawer and his wife Dianne will join Council after the Council Meeting at 5pm.
- **Seniors Outings** – A road trip to Wyalkatchem and Goomalling is planned for Monday 22<sup>nd</sup> May. Itinerary includes visits to the Wyalkatchem CBH and School Museums, plus a tour and lunch at Slaters Historic Homestead in Goomalling. Currently there are 15 seniors booked for the trip.
- **Community Garden** – 14 people attended a Community Garden/Conservation Group meeting to discuss planning and events for the garden. The School have been approached to conduct a competition amongst the students to design a logo.

- **Mukinbudin Community Resource Centre** – the CDO is working with the CRC Manager for a series of workshops/events for community development through CBH Grass Roots Grants. There is funding for up to \$5,000 to contribute to the vitality, development, wellbeing and safety of grain growing regions.
- **Mukinbudin Golf Club** – the CDO is assisting the Golf Club to access funding to pave their new outdoor area and around the club house. This is through the Holden Home Advantage grant scheme. The Golf Club have already made improvements to the clubhouse with a pergola being erected by members.



Above: A 3D plan of the proposed Golf Club extension.

- **Mukinbudin Planning & Development Group – Spring Festival** – a meeting was held on Tuesday 2<sup>nd</sup> May at which Dale Cronje presented ideas to continue the Spring Festival in 2017. This will not be completely the same format as previous years, but will include the Art Exhibition to be held over nine days instead of the usual three day exhibition. The reason for this is the considerable effort undertaken to erect and dismantle the artwork, also giving extra exposure for potential artwork sales.

Other events during the festival would be the usual Granite Rock and Wildflower bus tours and Farm Bike Tour. Tentative plans have been made for other events during the festival including workshops and music – further details will be given in future reports. An Agenda item is following.

#### **Meetings Attended/Events Organised**

- Tuesday 2 May – Planning & Development Meeting
- Tuesday 9 May – CRC Meeting
- Thursday 11 May – Community Garden Meeting

#### **Financial Implications**

Nil

**Strategic & Social Implications**

Nil

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**That Council receives the Community Development Officers report for April 2017.**

**Moved:**

**Seconded:**

**Carried: /**

<b>7.2.3 Mukinbudin Community Garden</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Nola Comerford-Smith, Community Development Officer
Date:	10 <sup>th</sup> May 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Nola Comerford-Smith, Community Development Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

### **EXECUTIVE SUMMARY**

To present Council with updated information on the proposed location of a community garden.

### **BACKGROUND INFORMATION**

Funding has been secured through WA Waste Authority (\$9,260) and Australia Post (\$7,441) to establish a community garden in Mukinbudin. The potential of various sites in the townsite have been considered and after consultation with the Mukinbudin Conservation Group (MCG), the Sunshine Park adjacent to the Memorial Hall was considered the most suitable. Sunshine Park is currently being used by the MCG for the purpose of growing and displaying flora native to our region and the group recognise the potential for increasing exposure to native gardening with the addition of a community garden.

The following email was recently received:

*Hi Nola,*

*Thank you for attending the recent (13th April) MCG (Inc) meeting and outlining for us your plans for a Community Garden.*

*After much discussion that it be incorporated with the existing Herbarium Garden adjacent to the Memorial Hall and looking at the proposed site with you we think this is very achievable.*

*We would ask that none of the existing plants be removed and that we (MCG Inc) continue with the planting of Native Plants as you suggested.*

*Since that meeting we have met again and will be buying plants and more everlasting seeds to spread around as soon as possible.*

*Could the Shire continue with managing the weeds and the reticulation please.*

*Whispie Bayly*

*Chairperson*

*Mukinbudin Conservation Group (Inc)*

**Strategic & Social Implications**

The purpose of the community garden is to create a space for social interaction, physical exercise and a healthy lifestyle.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Statutory Environment**

Nil

**Site Inspection**

CEO, CDO and Conservation Group have all inspected the site for suitability.



Above: Sunshine Park to East of Memorial Hall

**Officer Comment**

Nil

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council approve the establishment of a community garden in the Sunshine Park, in collaboration with the Mukinbudin Conservation Group.**

**Carried /**



<b>7.2.2 Mukinbudin Spring Festival</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Nola Comerford-Smith, Community Development Officer
Date:	10 <sup>th</sup> May 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Nola Comerford-Smith, Community Development Officer
Voting Requirements:	Absolute Majority
Documents Attached:	Nil
Documents Tabled:	Nil

### **Summary**

To present Council with a request for sponsorship for the 2017 Mukinbudin Spring Festival for a maximum of \$10,000 by the Mukinbudin Planning & Development Group (MPDG).

### **Background**

A community interest in continuing the event has resulted in a return of the Spring Festival in September 2017. MPDG will assist in the community-managed and supported event.

Council were presented with a letter from Mukinbudin Planning & Development Group at the December 2016 Ordinary Council Meeting stating their lack of success in securing a Coordinator for the 2017 Spring Festival, resulting in cancellation of the event. The matter was discussed by Council and resolved as follows:

### **Officer Recommendation**

*Council Decision Number – 28 12 16*

*Moved: Cr Ventris*

*Seconded: Cr Seaby*

*That Council receive the correspondence from Mukinbudin Planning & Development Group and consider the need for a community event of the scale of the Spring Festival in the 2017/18 budget at a maximum cost of \$20,000.*

*Carried 9/0*

### **Strategic Implications**

Nil

### **Policy Implications**

Nil

**Consultation:**

Nil

**Financial Implications**

The Spring Festival brings a great number of visitors to town, giving economic benefits to our accommodation and retail businesses, plus community organisations.

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**That Council approve the contribution of \$10,000 to the Mukinbudin Planning & Development Group for the purposes of the 2017 Mukinbudin Spring Festival.**

**Moved:**

**Seconded:**

**Carried: /**

### 7.3 Principal Environmental Health Officer

<b>7.3.1 Principal Environmental Health Officer April 2017 Report</b>	
Location:	Mukinbudin
File Ref:	Health - General
Applicant:	Peter Toboss – Principal Environmental Health Officer
Date:	10 <sup>th</sup> May 2017
Disclosure of Interest:	NIL
Responsible Officer	Peter Toboss – Principal Environmental Health Officer
Author:	Peter Toboss – Principal Environmental Health Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

#### **Background**

My name is Peter Toboss. The new Principal Environmental Health Officer for NEWHealth Scheme (Koorda, Mt Marshall, Trayning, Mukinbudin, Nungarin and Wyalkatchem Shires) administered by the Shire of Koorda.

I hold a Bachelor of Science (Environmental Health) from Curtin University and a graduate Certificate in Population Health from the University of Western Australia.

I have over eight years of experience as an Environmental Health Officer working within local government councils. Prior to this position I have worked with City of Vincent, Town of Victoria Park, City of Kwinana, Shire of Serpentine Jarrahdale, City of Wanneroo, City of Swan and Shire of Toodyay. There are a number of statutory legislations that I will be with. These legislations include but not limited to the following;

- Health Act 1911
- Building Code of Australia
- Local Government Act
- Food Act 2008
- Food Regulations 2009
- Food Standards Code
- Health (Aquatic Facilities) Regulations 2007
- Health (Public Buildings) Regulations 1992
- Environmental Protection Act 1986
- Environmental Protection (Noise) Regulations 1997
- Environmental Protection (Unauthorised Discharge) Regulations 2004
- Health (Treatment Sewerage & Disposal of Effluent & Liquid Waste) Regulations
- Health (Skin Penetration Procedure) Regulations 1998
- Health (Asbestos) Regulations 1992
- Caravan Parks and Camping Grounds Act 1995
- Caravan Parks and Camping Grounds Regulations 1997

➤ **Local Laws.**

I will be working here (Shire of Mukinbudin) every Wednesday and I am also contactable by phone or email on my business card at front counter of each Shire.

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council receive the Principal Environmental Health Officer's Report for April 2017.**

**Carried /**

## 7.4 Mukinbudin Caravan Park Manager's Report

7.4.1 Mukinbudin Caravan Park Report – April 2017	
Location:	Mukinbudin
File Ref:	ADM 225
Applicant:	Carolynn Chapman, Caravan Park Manager
Date:	10 <sup>th</sup> May 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Carolynn Chapman, Caravan Park Manager
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

### Highlights

- Cabins are busy with seasonal workers booking them.
- 18<sup>th</sup> May we will have 15 caravans checking in.
- Visitors are recommending our caravan park to all their friends, very happy with the facilities.

Enquiries have been made whether Council would be interested in purchasing pushbikes available for rental.

The pink and grey galahs are causing tree branches to break and requiring regular raking to maintain a clean environment.



Above: Caravan Park visitors enjoying the facilities



Above: Ablution block



Above: Raked Caravan Park grounds

#### **OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council receives the Caravan Park Managers Report for April 2017.**

**Carried /**



## 7.5 Swimming Pool Manager's Report

7.5.1 Mukinbudin Swimming Pool Report March 2017	
Location:	Mukinbudin
File Ref:	ADM 052
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	12th April 2017
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

In the absence of a Swimming Pool Manager the following report has been prepared by the Chief Executive Officer.

### April Monthly Report

Wetdeck Pools continue to carry out the scope of works as agreed by Council. The water from the Pool has been pumped out during the past five days and once empty the Pool Bowl will be thoroughly cleaned and painted. This is a fixed price project and works are to be completed prior to 30th June 2017.

The Pool Manager's position was recently advertised with an emphasis put on encouraging a local person to apply and obtain the necessary qualifications. The CEO met with a potential applicant recently and Expressions of Interest close on 26<sup>th</sup> May 2017.



Above: Current works underway at the Pool



**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council receive the Pool Managers Report for April 2017.**

**Carried /**

## 7.6 Finance

<b>7.6.1 List of Payments – April 2017</b>	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Edward Nind – Acting Manager Finance
Date:	12 <sup>th</sup> May 2017
Disclosure of Interest:	NIL
Responsible Officer	Edward Nind – Acting Manager Finance
Author:	Edward Nind – Acting Manager Finance
Voting Requirements	Simple Majority
Documents Attached	List of Payments – April 2017 (4 Pages)
Documents Tabled	Nil

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

### **EXECUTIVE SUMMARY**

List of payments for approval

### **BACKGROUND INFORMATION**

A list of payments submitted to Council on 17<sup>th</sup> May 2017, for confirmation in respect of accounts already being paid or for the authority to those unpaid. (Please refer to Payment listing submitted as a separate attachment)

### **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 adopted 2016/2017 Budget.

### **STRATEGIC IMPLICATIONS**

N/A

### **SOCIAL IMPLICATIONS**

N/A

### **OFFICER COMMENT**

Standard process of obtaining Council endorsement of payments.

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That the list of payments to today's meeting for;**

**Municipal Fund:**

<b>Muni EFT's</b>	<b>(\$50,622.43)</b>
<b>Muni Cheques 31494 – 31499</b>	<b>(\$33,162.20)</b>
<b>Direct Debits (Pays and leases)</b>	<b>(\$11,926.40)</b>
<b>Total Municipal Fund</b>	<b>(\$95,711.03)</b>

**Trust Fund:**

<b>Trust EFT's</b>	<b>(\$0.00)</b>
<b>Trust Cheque 314</b>	<b>(\$100.00)</b>
<b>Trust Direct Debits (Licensing)</b>	<b>(\$33,886.70)</b>
<b>Total Trust Fund</b>	<b>(\$33,986.70)</b>

**made in April 2017, be passed for payment.**

**Carried /**

## LIST OF PAYMENTS APRIL 2017

MUNI - EFTPOS					
EFT	Date	Name	Description	Amount	Total
181	08/04/2017	INT - INTEREST RECEIVED	INTEREST RECEIVED	451.09	
181	30/04/2017	INT - INTEREST RECEIVED	INTEREST RECEIVED	203.42	
181	01/04/2017	INT - INTEREST RECEIVED	INTEREST RECEIVED	755.21	
<b>EFT2379</b>	<b>13/04/2017</b>	<b>ALL WAYS FOODS</b>	<b>Cleaning supplies</b>		<b>86.24</b>
30059	30/03/2017	ALL WAYS FOODS	Dish washing detergent powder	86.24	
<b>EFT2380</b>	<b>13/04/2017</b>	<b>AMPAC DEBT RECOVERY</b>	<b>Rates Legal Costs</b>		<b>66.00</b>
38684	31/03/2017	AMPAC DEBT RECOVERY	Default judgement cost A365	66.00	
<b>EFT2381</b>	<b>13/04/2017</b>	<b>AVON WASTE</b>	<b>Monthly Rubbish Collection</b>		<b>4,539.14</b>
INV	05/04/2017	AVON WASTE	Monthly Rubbish Collection	4,539.14	
<b>EFT2382</b>	<b>13/04/2017</b>	<b>COURIER AUSTRALIA/TOLL IPEC</b>	<b>Various Freight</b>		<b>491.02</b>
0247	17/03/2017	COURIER AUSTRALIA/TOLL IPEC	Freight for Asphalt in a bag	371.50	
0248	24/03/2017	COURIER AUSTRALIA/TOLL IPEC	Freight - state library	30.28	
0249	31/03/2017	COURIER AUSTRALIA/TOLL IPEC	Signage	89.24	
<b>EFT2383</b>	<b>13/04/2017</b>	<b>GREAT SOUTHERN FUELS</b>	<b>Monthly Fuel Account March 2017</b>		<b>9,134.14</b>
FUEL	31/03/2017	GREAT SOUTHERN FUELS	Monthly Fuel Account March 2017	9,134.14	
<b>EFT2384</b>	<b>13/04/2017</b>	<b>J.R &amp; A. HERSEY PTY LTD</b>	<b>Various PPE Depot</b>		<b>290.18</b>
00039561	31/03/2017	J.R & A. HERSEY PTY LTD	Various PPE Depot	290.18	
<b>EFT2385</b>	<b>13/04/2017</b>	<b>KTY ELECTRICAL SERVICES</b>	<b>Disconnect HWS bar sink</b>		<b>99.00</b>
00013929	24/03/2017	KTY ELECTRICAL SERVICES	Disconnect HWS bar sink	99.00	
<b>EFT2386</b>	<b>13/04/2017</b>	<b>MUKINBUDIN FOOTBALL CLUB</b>	<b>Kidsport</b>		<b>20.00</b>
KS007915	24/03/2017	MUKINBUDIN FOOTBALL CLUB	Kidsport Football	20.00	
<b>EFT2387</b>	<b>13/04/2017</b>	<b>MUKINBUDIN NETBALL CLUB</b>	<b>Kidsport</b>		<b>190.00</b>
KS008255	31/03/2017	MUKINBUDIN NETBALL CLUB	Kidsport Netball	95.00	
KS007910	24/03/2017	MUKINBUDIN NETBALL CLUB	Kidsport Netball	95.00	
<b>EFT2388</b>	<b>13/04/2017</b>	<b>ROAD SIGNS AUSTRALIA</b>	<b>Various road signs</b>		<b>2,536.27</b>
00035581	29/03/2017	ROAD SIGNS AUSTRALIA	Various road signs	2,536.27	
<b>EFT2389</b>	<b>13/04/2017</b>	<b>SHIRE OF MERREDIN</b>	<b>Eastern Wheatbelt Visitors Guide</b>		<b>335.00</b>
M8146	16/03/2017	SHIRE OF MERREDIN	Eastern Wheatbelt Visitors Guide	335.00	
<b>EFT2390</b>	<b>13/04/2017</b>	<b>WA CONTRACT RANGER SERVICES PTY LTD</b>	<b>Ranger Services</b>		<b>467.50</b>
00911	02/04/2017	WA CONTRACT RANGER SERVICES PTY LTD	Ranger Services 20/3/17, 27/3/17	467.50	
<b>EFT2391</b>	<b>13/04/2017</b>	<b>WOODLANDS DISTRIBUTORS &amp; AGENCIES</b>	<b>Dog waste bags</b>		<b>75.90</b>
MUK1-004	31/03/2017	WOODLANDS DISTRIBUTORS & AGENCIES	Dog waste bags	75.90	
<b>EFT2392</b>	<b>18/04/2017</b>	<b>WA TREASURY CORPORATION</b>	<b>Principal &amp; Interest on Loan 119</b>		<b>6,290.03</b>
LOAN 119	18/04/2017	WA TREASURY CORPORATION	Principal & Interest on Loan 119	6,290.03	
<b>EFT2393</b>	<b>27/04/2017</b>	<b>BF &amp; JD ATKINS</b>	<b>B Atkins - Contract</b>		<b>12,853.50</b>
93	01/04/2017	BF & JD ATKINS	McGregor Road - 25 hours	3,850.00	
94	10/04/2017	BF & JD ATKINS	B Atkins - works 21/3 - 11/4	9,003.50	
<b>EFT2394</b>	<b>27/04/2017</b>	<b>CHILD SUPPORT AGENCY</b>	<b>Payroll deductions</b>		<b>633.02</b>
DEDUCTION	05/04/2017	CHILD SUPPORT AGENCY	Payroll deductions	316.51	
DEDUCTION	19/04/2017	CHILD SUPPORT AGENCY	Payroll deductions	316.51	
<b>EFT2395</b>	<b>27/04/2017</b>	<b>COURIER AUSTRALIA/TOLL IPEC</b>	<b>Freight</b>		<b>21.00</b>
0251	21/04/2017	COURIER AUSTRALIA/TOLL IPEC	Freight - oven parts	21.00	
<b>EFT2396</b>	<b>27/04/2017</b>	<b>GERAGHTYS ENGINEERING &amp; AUTO ELECTRICS</b>	<b>Plant Service</b>		<b>482.16</b>
30734L & 30735L	21/03/2017	GERAGHTYS ENGINEERING & AUTO ELECTRICS	90,000km Service CEO Prado	482.16	
<b>EFT2397</b>	<b>27/04/2017</b>	<b>GN &amp; AL WHYTE</b>	<b>Reimbursement of Over payment of Rates Installment</b>		<b>2,241.18</b>
9751	17/03/2017	GN & AL WHYTE	Reimbursement of Over payment of Rates Installment	2,241.18	
<b>EFT2398</b>	<b>27/04/2017</b>	<b>KTY ELECTRICAL SERVICES</b>	<b>Various housing electrical works</b>		<b>5,428.50</b>
00013987	10/04/2017	KTY ELECTRICAL SERVICES	Disconnect/reconnect HWS Aged unit 1/2	148.50	
13949	05/04/2017	KTY ELECTRICAL SERVICES	New oven/cooktop supplied and fitted	2,640.00	
13921	05/04/2017	KTY ELECTRICAL SERVICES	Replacement of aircon 6 Lansdell St	2,640.00	
<b>EFT2399</b>	<b>27/04/2017</b>	<b>MUKINBUDIN COMMUNITY RESOURCE CENTRE</b>	<b>Laminating</b>		<b>5.00</b>
899	05/04/2017	MUKINBUDIN COMMUNITY RESOURCE CENTRE	Laminating	5.00	
<b>EFT2400</b>	<b>27/04/2017</b>	<b>SUNNY SIGNS</b>	<b>Rural address plates</b>		<b>3,836.25</b>
344758	04/10/2016	SUNNY SIGNS	Rural address plates 240 x 150 black with white reflective numbering	3,836.25	
<b>EFT2401</b>	<b>27/04/2017</b>	<b>TUDOR HOUSE</b>	<b>PVC Banner</b>		<b>411.40</b>
814	15/04/2017	TUDOR HOUSE	PVC Banner	411.40	
<b>EFT2402</b>	<b>27/04/2017</b>	<b>WALGA</b>	<b>Replacement banners in the terrace travel case</b>		<b>90.00</b>
I3064862	26/04/2017	WALGA	Replacement banners in the terrace travel case	90.00	

50,622.43

LIST OF PAYMENTS APRIL 2017

MUNI - CHEQUE					
Chq	Date	Name	Description	Amount	Total
<b>31494</b>	<b>13/04/2017</b>	<b>IGA MUKINBUDIN</b>	<b>Refreshments for Council</b>		<b>344.11</b>
88A	31/03/2017	IGA MUKINBUDIN	Refreshments for Council February 2017	118.73	
88B	31/03/2017	IGA MUKINBUDIN	Refreshments for Council Meeting March 2017	63.50	
88C	31/03/2017	IGA MUKINBUDIN	Farewell Function Refreshments	73.05	
88D	31/03/2017	IGA MUKINBUDIN	Various refreshments for council March 2017	88.83	
<b>31495</b>	<b>13/04/2017</b>	<b>LO-GO APPOINTMENTS</b>	<b>Contract Staff</b>		<b>1,926.98</b>
00415441	18/03/2017	LO-GO APPOINTMENTS	Contract Staff payments	1,926.98	
<b>31496</b>	<b>13/04/2017</b>	<b>MUKINBUDIN HOTEL</b>	<b>Accommodation and Refreshments</b>		<b>115.70</b>
MU00097	24/03/2017	MUKINBUDIN HOTEL	One night accommodation at Hotel 24/3/17	75.00	
MU00102	30/03/2017	MUKINBUDIN HOTEL	1 bottle Southern Comfort	40.70	
<b>31497</b>	<b>13/04/2017</b>	<b>SYNERGY</b>	<b>Electricity Accounts</b>		<b>8,677.90</b>
2120318665	04/04/2017	SYNERGY	25 Cruickshank Road - 2/2/17 - 4/4/17	173.55	
2216358156	28/03/2017	SYNERGY	Town Oval - 25/1/17 - 28/3/17	735.45	
2020306174	04/04/2017	SYNERGY	Radio Hut - 2/2/17 - 4/4/17	207.00	
2016308163	04/04/2017	SYNERGY	Railway Station - 2/2/17 - 4/4/17	25.85	
2164361874	04/04/2017	SYNERGY	Singles Units Common - 2/2/17 - 4/4/17	60.30	
2088327064	04/04/2017	SYNERGY	Gym - 2/2/17 - 4/4/17	183.65	
2100329241	04/04/2017	SYNERGY	Boodie Rats - 2/2/17 - 4/4/17	101.75	
2196365317	04/04/2017	SYNERGY	Railway Station Toilet - 2/2/17 - 4/4/17	58.90	
2184363332	04/04/2017	SYNERGY	Admin Building - 2/2/17 - 4/4/17	1,035.95	
2164359828	29/03/2017	SYNERGY	Aged Unit 5 - 25/1/17 - 29/3/17	29.05	
2004303234	04/04/2017	SYNERGY	Drive In - 2/2/17 - 4/4/17	27.20	
2060311965	04/04/2017	SYNERGY	Aged Unit 5 - 2/2/17 - 4/4/17	29.50	
2120338320	04/04/2017	SYNERGY	Mukinbudin Fire Shed - 2/2/17 - 4/4/17	61.60	
2084321457	03/04/2017	SYNERGY	Street Lights - 7/3/17 - 3/4/17	1,379.95	
2184363247	04/04/2017	SYNERGY	Memorial Hall/Community Centre - 2/2/17 - 4/4/17	171.55	
118046110	12/04/2017	SYNERGY	Swimming Pool - 8/3/17 - 12/4/17	2,395.85	
2124336476	04/04/2017	SYNERGY	Aged Units Common - 2/2/17 - 4/4/17	90.15	
2160354914	04/04/2017	SYNERGY	Depot - 2/2/17 - 4/4/17	480.40	
2160355038	04/04/2017	SYNERGY	Aged Unit 12 - 2/2/17 - 4/4/17	180.70	
2120338001	04/04/2017	SYNERGY	4 Salmon Gum Alley - 2/2/17 - 4/4/17	145.45	
2044308780	04/04/2017	SYNERGY	Community Resource Centre - 2/2/17 - 4/4/17	1,056.30	
2232343341	30/03/2017	SYNERGY	Town Oval - 27/1/17 - 30/3/17	21.05	
2060312229	04/04/2017	SYNERGY	Town Oval - 2/2/17 - 4/4/17	26.75	
<b>31498</b>	<b>13/04/2017</b>	<b>WATER CORPORATION</b>	<b>Water Accounts Payments</b>		<b>6,970.51</b>
0008	24/03/2017	WATER CORPORATION	Service charge - Aged Unit 12	213.44	
0083	24/03/2017	WATER CORPORATION	Service charge - Unit 3/42 Cruickshank St	220.22	
0084	24/03/2017	WATER CORPORATION	Service charge - Unit 2/42 Cruickshank St	288.83	
0111	24/03/2017	WATER CORPORATION	Service charge - 4 Salmon Gum Ally	245.58	
0080	24/03/2017	WATER CORPORATION	Service charge - 1 Salmon Gum Ally	384.67	
0115	24/03/2017	WATER CORPORATION	Service charge - 4 Cruickshank St	376.39	
0105	24/03/2017	WATER CORPORATION	Service charge - 11 Cruickshank St	213.44	
0115	24/03/2017	WATER CORPORATION	Service charge - 15 Cruickshank St	405.83	
0122	24/03/2017	WATER CORPORATION	Service charge - 8 Lansdell St	489.56	
0125	24/03/2017	WATER CORPORATION	Service charge - 6 Lansdell St	385.62	
0122	24/03/2017	WATER CORPORATION	Service Charges - Lot 64 White St	215.45	
0008	24/03/2017	WATER CORPORATION	Service charge - Aged Unit 11	213.44	
0120	24/03/2017	WATER CORPORATION	Service Charges - Lot 25 Cruickshank St	219.26	
0124	24/03/2017	WATER CORPORATION	Service Charges - 25B Calder St	214.21	
0122	24/03/2017	WATER CORPORATION	Service Charges - 25A Calder St	158.70	
0186	24/03/2017	WATER CORPORATION	Service Charges - 12 Calder St	149.34	
0112	20/03/2017	WATER CORPORATION	Service Charges - Fire Standpipe 21239 Lake Rd Merredin North	39.48	
0096	20/03/2017	WATER CORPORATION	Service Charges - Cemetery at Koorda-Southern Cross Rd Merredin North	40.61	
0119	21/03/2017	WATER CORPORATION	Service Charges - Standpipe at Lot 949 Ogilvie Rd Merredin	353.06	
0122	21/03/2017	WATER CORPORATION	Service Charges - Standpipe at Lot 15961 Bonnie Rock-Lake Brown Rd Mukinbudin	490.68	
0117	20/03/2017	WATER CORPORATION	Service Charges - Standpipe at Lot 14148 Bonnie Rock-Mukinbudin Merredin North	39.48	
0122	20/03/2017	WATER CORPORATION	Service Charges - Standpipe at Koorda-Southern Cross Rd Merredin North	181.61	
0013	24/03/2017	WATER CORPORATION	Service charge - 12 Salmon Gum Ally	371.99	
0040	24/03/2017	WATER CORPORATION	Service charge - Aged Unit Common	256.93	
0034	24/03/2017	WATER CORPORATION	Service charge - Unit10/24 Maddock St	181.52	
0034	24/03/2017	WATER CORPORATION	Service charge - Unit 9/24 Maddock St	181.52	
0084	24/03/2017	WATER CORPORATION	Service charge - Singles Unit Common	39.48	
0082	24/03/2017	WATER CORPORATION	Service charge - Unit 1/42 Cruickshank St	195.81	
0086	24/03/2017	WATER CORPORATION	Service charge - Unit 4/42 Cruickshank St	204.36	
<b>31499</b>	<b>21/04/2017</b>	<b>AUSTRALIAN TAXATION OFFICE</b>	<b>BAS Payment</b>		<b>15,127.00</b>
BASMARCH17	21/04/2017	AUSTRALIAN TAXATION OFFICE	Payment of March 17	15,127.00	

33,162.20

LIST OF PAYMENTS APRIL 2017

MUNI - DIRECT DEBITS					
Direct Debit	Date	Name	Description	Amount	Total
DD3377.1	03/04/2017	WESTNET	Internet Expenses April 2017		49.95
1	03/04/2017	WESTNET	Internet Expenses April 2017	49.95	
DD3385.1	05/04/2017	WA SUPER	Payroll deductions		3,848.00
SUPER	05/04/2017	WA SUPER	Superannuation contributions	3,181.18	
DEDUCTION	05/04/2017	WA SUPER	Payroll deductions	136.85	
DEDUCTION	05/04/2017	WA SUPER	Payroll deductions	174.76	
DEDUCTION	05/04/2017	WA SUPER	Payroll deductions	355.21	
DD3385.2	05/04/2017	STAFF SUPERFUND	Payroll deductions		1,391.29
DEDUCTION	05/04/2017	STAFF SUPERFUND	Payroll deductions	336.54	
SUPER	05/04/2017	STAFF SUPERFUND	Superannuation contributions	971.35	
DEDUCTION	05/04/2017	STAFF SUPERFUND	Payroll deductions	83.40	
DD3385.3	05/04/2017	AUSTRALIAN SUPER PENSION	Superannuation contributions		160.66
SUPER	05/04/2017	AUSTRALIAN SUPER PENSION	Superannuation contributions	160.66	
DD3385.4	05/04/2017	REST INDUSTRY SUPER	Superannuation contributions		182.75
SUPER	05/04/2017	REST INDUSTRY SUPER	Superannuation contributions	182.75	
DD3387.1	11/04/2017	BENDIGO BANK MASTERCARD	March 2017 Credit Card Transactions		28.00
98	11/04/2017	BENDIGO BANK MASTERCARD	March 2017 Credit Card Transactions	28.00	
DD3399.1	19/04/2017	WA SUPER	Payroll deductions		3,418.83
SUPER	19/04/2017	WA SUPER	Superannuation contributions	2,888.86	
DEDUCTION	19/04/2017	WA SUPER	Payroll deductions	355.21	
DEDUCTION	19/04/2017	WA SUPER	Payroll deductions	174.76	
DD3399.2	19/04/2017	STAFF SUPERFUND	Superannuation contributions		1,201.92
DEDUCTION	19/04/2017	STAFF SUPERFUND	Payroll deductions	480.77	
SUPER	19/04/2017	STAFF SUPERFUND	Superannuation contributions	721.15	
DD3399.3	19/04/2017	AUSTRALIAN SUPER PENSION	Superannuation contributions		160.66
SUPER	19/04/2017	AUSTRALIAN SUPER PENSION	Superannuation contributions	160.66	
DD3399.4	19/04/2017	BT SUPER FOR LIFE	Superannuation contributions		55.81
SUPER	19/04/2017	BT SUPER FOR LIFE	Superannuation contributions	55.81	
DD3399.5	19/04/2017	PRIME SUPER	Superannuation contributions		111.17
SUPER	19/04/2017	PRIME SUPER	Superannuation contributions	111.17	
DD3399.6	19/04/2017	REST INDUSTRY SUPER	Superannuation contributions		182.75
SUPER	19/04/2017	REST INDUSTRY SUPER	Superannuation contributions	182.75	
DD3399.7	19/04/2017	BENDIGO SMARTSTART SUPER	Superannuation contributions		79.80
SUPER	19/04/2017	BENDIGO SMARTSTART SUPER	Superannuation contributions	79.80	
DD3399.8	19/04/2017	STAFF SUPERFUND	Superannuation contributions		46.76
SUPER	19/04/2017	STAFF SUPERFUND	Superannuation contributions	46.76	
DD3405.1	10/04/2017	CANON FINANCE AUSTRALIA PTY LTD	Photocopier Lease		313.05
PHOTOCOPIE	10/04/2017	CANON FINANCE AUSTRALIA PTY LTD	Photocopier Lease	313.05	
DD3408.1	25/04/2017	WALLIS COMPUTER SOLUTION	Server Lease - SOMBL2013SVR		695.00
SOMBL2013S	25/04/2017	WALLIS COMPUTER SOLUTION	Server Lease - SOMBL2013SVR	695.00	

11,926.40

MUNI ACCOUNT

EFT	\$50,622.43
Chq	\$33,162.20
Direct Debit	\$11,926.40
<b>TOTAL</b>	<b>\$95,711.03</b>

LIST OF PAYMENTS APRIL 2017

TRUST - CHEQUE					
Chq	Date	Name	Description	Amount	Total
314	11/04/2017	ALLAN TILBROOK	REFUND OF PET BOND		100.00
T48	11/04/2017	ALLAN TILBROOK	REFUND OF PET BOND	100.00	
					100.00

TRUST - DIRECT DEBIT					
Direct Debit	Date	Name	Description	Amount	Total
DD3379.1	03/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		888.35
T61	03/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING	888.35	
DD3381.1	04/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		1,480.50
T61	04/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING	1,480.50	
DD3383.1	05/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		559.40
T61	05/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING	559.40	
DD3410.1	06/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		2,068.40
T61	06/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING	2,068.40	
DD3412.1	07/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		2,048.45
T61	07/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING	2,048.45	
DD3414.1	10/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		315.90
T61	10/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING	315.90	
DD3416.1	11/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		654.20
T61	11/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING	654.20	
DD3418.1	12/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		2,607.75
T61	12/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING	2,607.75	
DD3420.1	13/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		3,196.70
T61	13/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING	3,196.70	
DD3422.1	18/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		5,087.10
T61	18/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING	5,087.10	
DD3424.1	19/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		1,568.80
T61	19/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING	1,568.80	
DD3426.1	20/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		3,125.55
T61	20/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING	3,125.55	
DD3428.1	21/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		324.65
T61	21/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING	324.65	
DD3430.1	24/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		1,787.60
T61	24/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING	1,787.60	
DD3432.1	26/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		760.55
T61	26/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING	760.55	
DD3434.1	27/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		3,244.30
T61	27/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF POLICE LICENSING	3,244.30	
DD3436.1	28/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING		4,168.50
T61	28/04/2017	DEPARTMENT OF TRANSPORT	REFUND OF LICENSING	4,168.50	
					33,886.70

TRUST ACCOUNT

EFT	\$0.00
Chq	\$100.00
Direct Debit	\$33,886.70
<b>TOTAL</b>	<b>\$33,986.70</b>



<b>7.6.2 Monthly Statement of Financial Activity Report – 30<sup>th</sup> April 2017</b>	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Edward Nind – Acting Manager Finance
Date:	12 <sup>th</sup> May 2017
Disclosure of Interest:	NIL
Responsible Officer	Edward Nind – Acting Manager Finance
Author:	Edward Nind – Acting Manager Finance
Voting Requirements	Simple Majority
Documents Attached	Statement of Financial Activity – April 2017 (21 Pages) Schedules 2 to 14 for the period 1 July 2016 to 30 April 2017 (73 Pages)
Documents Tabled	NIL

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

### **EXECUTIVE 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<sup>th</sup> April 2017** 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

### **STATUTORY ENVIRONMENT**

General Financial Management of Council, Council 2016/17 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 policy is that the material variation be set at \$10,000 and 10%.

**FINANCIAL IMPLICATIONS**

There is no direct financial Implication in relation to this matter

**STRATEGIC & SOCIAL IMPLICATIONS**            N/A

**OFFICER COMMENT**                                N/A

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr    Seconded: Cr**

**That Council adopt the Monthly Financial Report for the period ending 30<sup>th</sup> April 2017 and note any material variances greater than \$10,000 and 10%.**

**Carried            /**



## SHIRE OF MUKINBUDIN

### SCHEDULES 2 TO 14 (By Program)

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

#### TABLE OF CONTENTS

	Page
Schedule 2 - General Fund Summary	1
Schedule 3 - General Purpose Funding	2 to 7
Schedule 4 - Governance	8 to 10
Schedule 5 - Law, Order, Public Safety	11 to 15
Schedule 7 - Health	16 to 20
Schedule 8 - Education & Welfare	21 to 26
Schedule 9 - Housing	27 to 31
Schedule 10 - Community Amenities	32 to 40
Schedule 11 - Recreation & Culture	41 to 49
Schedule 12 - Transport	50 to 55
Schedule 13 - Economic Services	56 to 61
Schedule 14 - Other Property & Services	62 to 72

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 02 - GENERAL FUND SUMMARY**  
**Financial Statement for Period Ended**  
**30 April 2017**

MUNICIPAL FUND		Adopted Budget		Forecast Actual		Revised Budget		YTD Budget		YTD Actual	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>OPERATING</b>											
General Purpose Funding	03	2,708,592.00	55,336.00	2,671,984.16	68,248.00	2,709,445.00	55,336.00	2,293,847.00	46,100.00	2,261,236.09	51,373.10
Governance	04	3,970.00	338,561.00	3,888.00	356,431.00	3,970.00	338,561.00	3,290.00	284,003.00	3,892.16	239,407.43
Law, Order, Public Safety	05	24,610.00	124,988.00	26,422.00	128,008.00	24,610.00	124,988.00	23,898.00	106,591.00	28,245.15	105,980.67
Health	07	3,929.00	118,564.00	3,929.00	147,360.00	3,929.00	118,564.00	3,270.00	98,770.00	3,309.64	103,063.11
Education & Welfare	08	4,380.00	145,066.00	11,768.00	159,740.00	4,380.00	145,066.00	3,640.00	121,250.00	6,021.07	87,538.10
Housing	09	144,898.00	201,327.00	136,568.00	260,968.00	144,898.00	201,327.00	120,680.00	169,188.00	119,484.83	201,350.53
Community Amenities	10	70,340.00	171,915.00	79,592.00	185,356.00	70,340.00	171,915.00	70,030.00	143,197.00	80,984.85	111,718.02
Recreation & Culture	11	78,857.00	1,106,375.00	101,751.00	1,020,588.00	78,857.00	1,106,375.00	65,650.00	928,025.00	103,307.11	790,023.56
Transport	12	1,041,525.00	1,453,293.00	1,024,670.14	1,795,348.86	1,041,525.00	1,453,293.00	887,925.00	1,211,107.00	1,023,345.80	1,343,808.95
Economic Services	13	160,572.00	511,276.00	165,964.06	528,852.72	160,572.00	511,276.00	133,750.00	426,603.00	150,243.40	387,058.99
Other Property & Services	14	44,610.00	10,975.00	75,343.65	40,975.00	44,610.00	10,975.00	37,160.00	19,343.00	35,800.93	81,971.70
<b>TOTAL - OPERATING</b>		<b>4,286,283.00</b>	<b>4,237,676.00</b>	<b>4,301,880.01</b>	<b>4,691,875.58</b>	<b>4,287,136.00</b>	<b>4,237,676.00</b>	<b>3,643,140.00</b>	<b>3,554,177.00</b>	<b>3,815,871.03</b>	<b>3,503,294.16</b>
<b>CAPITAL</b>											
General Purpose Funding	03	0.00	9,611.00	0.00	9,611.00	0.00	9,611.00	0.00	8,000.00	0.00	7,248.72
Governance	04	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Health	07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Education & Welfare	08	0.00	5,756.00	0.00	5,756.00	0.00	5,756.00	0.00	4,790.00	0.00	5,755.58
Housing	09	0.00	40,136.00	18,465.00	51,206.00	0.00	40,136.00	0.00	33,450.00	18,464.60	23,761.38
Community Amenities	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Recreation & Culture	11	32,000.00	114,324.00	32,000.00	158,060.00	32,000.00	114,324.00	26,660.00	95,250.00	0.00	39,899.86
Transport	12	0.00	1,612,004.00	0.00	1,554,833.00	0.00	1,612,004.00	0.00	1,343,220.00	0.00	1,182,815.37
Economic Services	13	0.00	16,995.00	0.00	16,995.00	0.00	16,995.00	0.00	14,150.00	0.00	12,049.86
Other Property & Services	14	58,790.00	211,430.00	0.00	113,206.00	58,790.00	211,430.00	48,980.00	176,150.00	0.00	98,470.27
<b>TOTAL - CAPITAL</b>		<b>90,790.00</b>	<b>2,010,256.00</b>	<b>50,465.00</b>	<b>1,909,667.00</b>	<b>90,790.00</b>	<b>2,010,256.00</b>	<b>75,640.00</b>	<b>1,675,010.00</b>	<b>18,464.60</b>	<b>1,370,001.04</b>
		<b>4,377,073.00</b>	<b>6,247,932.00</b>	<b>4,352,345.01</b>	<b>6,601,542.58</b>	<b>4,377,926.00</b>	<b>6,247,932.00</b>	<b>3,718,780.00</b>	<b>5,229,187.00</b>	<b>3,834,335.63</b>	<b>4,873,295.20</b>
Less Depreciation Written Back			(1,726,100.00)		(2,115,192.00)		(1,726,100.00)		(1,438,370.00)		(1,711,362.86)
Less Profit/Loss Written Back		(20,500.00)	0.00	(2,371.14)	(5,979.93)	(20,500.00)	0.00	(17,080.00)	0.00	(2,371.14)	(5,979.93)
Movement in Annual Leave Reserve Cash			0.00		(707.34)		0.00		0.00		(1,001.93)
Movement in Deferred Pensioner Rates	9200900		0.00		3,074.31		0.00		0.00		3,074.31
Movement in Deferred Pensioner ESL	9200901		0.00		0.00		0.00		0.00		0.00
Movement in Non Current LSL Provision	9421900		0.00		0.00		0.00		0.00		0.00
Adjustment in Fixed Assets			0.00		0.00		0.00		0.00		0.00
Rounding Adjustment			0.00		(2.00)		0.00		0.00		0.00
Plus Proceeds from Sale of Assets		45,000.00		19,545.46		45,000.00		37,500.00		19,545.46	
<b>TOTAL REVENUE &amp; EXPENDITURE</b>		<b>4,401,573.00</b>	<b>4,521,832.00</b>	<b>4,369,519.33</b>	<b>4,482,735.62</b>	<b>4,402,426.00</b>	<b>4,521,832.00</b>	<b>3,739,200.00</b>	<b>3,790,817.00</b>	<b>3,851,509.95</b>	<b>3,158,024.79</b>
Surplus/Deficit July 1st B/Fwd		120,259.00		114,840.85		114,841.00		114,841.00		114,840.85	
		<b>4,521,832.00</b>	<b>4,521,832.00</b>	<b>4,484,360.18</b>	<b>4,482,735.62</b>	<b>4,517,267.00</b>	<b>4,521,832.00</b>	<b>3,854,041.00</b>	<b>3,790,817.00</b>	<b>3,966,350.80</b>	<b>3,158,024.79</b>
Surplus/(Deficit) C/Fwd			0.00		1,624.56		(4,565.00)		63,224.00		808,326.01
		<b>4,521,832.00</b>	<b>4,521,832.00</b>	<b>4,484,360.18</b>	<b>4,484,360.18</b>	<b>4,517,267.00</b>	<b>4,517,267.00</b>	<b>3,854,041.00</b>	<b>3,854,041.00</b>	<b>3,966,350.80</b>	<b>3,966,350.80</b>

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 03 - GENERAL PURPOSE FUNDING**  
 Financial Statement for Period Ended  
 30 April 2017

<b>PROGRAMME SUMMARY</b>	<b>Adopted Budget</b>		<b>Forecast Actual</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>									
Rate Revenue and Administration		48,346.00		57,659.00		40,280.00		45,444.32	
General Purpose Funding		0.00		0.00		0.00		0.00	
Investment Activity		6,990.00		10,590.00		5,820.00		5,925.29	
Other General Purpose Funding		0.00		(1.00)		0.00		3.49	
<b>OPERATING REVENUE</b>									
Rate Revenue and Administration	1,054,531.00		1,021,541.16		1,051,186.00		1,023,438.91		
General Purpose Funding	1,628,430.00		1,624,812.00		1,221,321.00		1,218,609.00		
Investment Activity	24,811.00		24,811.00		20,660.00		18,167.61		
Other General Purpose Funding	820.00		820.00		680.00		1,020.57		
<b>SUB-TOTAL</b>	<b>2,708,592.00</b>	<b>55,336.00</b>	<b>2,671,984.16</b>	<b>68,248.00</b>	<b>2,293,847.00</b>	<b>46,100.00</b>	<b>2,261,236.09</b>	<b>51,373.10</b>	
<b>CAPITAL EXPENDITURE</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		9,611.00		9,611.00		8,000.00		7,248.72	
Other General Purpose Funding		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</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>9,611.00</b>	<b>0.00</b>	<b>9,611.00</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.00</b>	<b>7,248.72</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>2,708,592.00</b>	<b>64,947.00</b>	<b>2,671,984.16</b>	<b>77,859.00</b>	<b>2,293,847.00</b>	<b>54,100.00</b>	<b>2,261,236.09</b>	<b>58,621.82</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 03 - GENERAL PURPOSE FUNDING**  
**Financial Statement for Period Ended**  
**30 April 2017**

**RATE REVENUE AND ADMINISTRATION**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2030100 Rates Incentive Scheme		0.00		0.00		0.00		0.00	
2030101 Valuation Expenses		5,500.00		5,500.00		4,580.00		1,063.60	
2030102 Legal Expenses		0.00		500.00		0.00		2,165.52	
2030103 Title/Company Searches		0.00		0.00		0.00		0.00	
2030104 Postage/Freight		550.00		0.00		460.00		0.00	Postage for rates went under schedule 4
2030105 Printing and Stationery		300.00		300.00		250.00		172.00	
2030106 Rates Debtor Doubtful Debts Expense		0.00		0.00		0.00		0.00	
2030107 Rates Debtors Written Off		0.00		10,000.00		0.00		9,037.16	Warren etc. rates written off
2030108 Expensed Minor Asset Purchases - Rates		0.00		0.00		0.00		0.00	
2030109 Other Expenses Relating To Rates		750.00		750.00		620.00		0.00	
2030192 Depreciation - Rates		0.00		0.00		0.00		0.00	
2030199 Administration Allocated		41,246.00		40,609.00		34,370.00		33,006.04	
<b>OPERATING REVENUE</b>									
3030100 Rates Levied - GRV/UV	0.00		0.00		0.00		0.00		
3030101 GRV Residential	189,194.00		199,194.16		189,194.00		199,194.16		Actuals include GRV minimums
3030102 GRV Industrial	0.00		0.00		0.00		0.00		
3030103 GRV Commercial	0.00		0.00		0.00		0.00		
3030110 UV Rural	834,062.00		848,994.44		834,062.00		848,994.44		Actuals include UV minimums
3030112 UV Mining Tenement	0.00		0.00		0.00		2,000.00		
3030120 GRV Minimum Residential	10,000.00		0.00		10,000.00		0.00		Amount included in 3030101
3030121 GRV Minimum Industrial	0.00		0.00		0.00		0.00		
3030122 GRV Minimum Commercial	0.00		0.00		0.00		0.00		
3030130 UV Minimum Rural	15,000.00		0.00		15,000.00		0.00		▼ Amount included in 3030110
3030132 UV Minimum Mining Tenement	2,000.00		2,000.00		2,000.00		0.00		
3030135 Interim Rates Levied - GRV/UV	0.00		850.00		0.00		1,010.27		
3030136 Back Rates Levied - GRV/UV	0.00		853.00		710.00		852.35		
3030137 Ex-Gratia Rates (CBH, etc.)	15,768.00		17,453.00		13,140.00		17,453.12		
3030138 Discount on Rates Levied	(20,000.00)		(23,880.00)		(20,000.00)		(23,880.35)		
3030139 Concession on Rates Levied	0.00		0.00		0.00		0.00		
3030140 Movement in Excess Rates	0.00		(31,066.44)		0.00		(31,066.44)		
3030150 Penalty Interest Raised on Rates	2,400.00		2,400.00		2,000.00		2,285.48		
3030151 Instalment Interest Received	2,300.00		1,653.00		1,910.00		1,653.45		Wont get anymore as the interest added when first on instalments
3030152 Rates Instalment Admin Fee Received	2,475.00		1,740.00		2,060.00		1,740.00		Wont get anymore as the interest added when first on instalments
3030153 Pens Deferred Rates Interest Received	0.00		0.00		0.00		0.00		
3030154 Rate Account Enquiry Charges	1,332.00		800.00		1,110.00		886.35		This is from Landgate when properties are sold - not much movement in the market
3030155 Reimbursement of Debt Collection Costs (Inc	0.00		0.00		0.00		0.00		
3030156 Reimbursement of Debt Collection Costs (Ex	0.00		0.00		0.00		0.00		
3030157 Unclaimed & Surrendered Rates	0.00		0.00		0.00		0.00		
3030158 Legal Fees - Outstanding Rates	0.00		550.00		0.00		2,316.08		
3030160 Other Income Relating To Rates	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL TO PROGRAMME SUMMARY</b>	<b>1,054,531.00</b>	<b>48,346.00</b>	<b>1,021,541.16</b>	<b>57,659.00</b>	<b>1,051,186.00</b>	<b>40,280.00</b>	<b>1,023,438.91</b>	<b>45,444.32</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 03 - GENERAL PURPOSE FUNDING**  
**Financial Statement for Period Ended**  
**30 April 2017**

RATE REVENUE AND ADMINISTRATION	Adopted Budget				YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$			Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>CAPITAL EXPENDITURE</u>									
<u>CAPITAL REVENUE</u>									
SUB-TOTAL TO PROGRAMME SUMMARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - RATE REVENUE AND ADMINISTRATION	1,054,531.00	48,346.00	1,021,541.16	57,659.00	1,051,186.00	40,280.00	1,023,438.91	45,444.32	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 03 - GENERAL PURPOSE FUNDING**  
**Financial Statement for Period Ended**  
**30 April 2017**

GENERAL PURPOSE FUNDING	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2030200 Grants Consultant		0.00		0.00		0.00		0.00	
2030299 Administration Allocated		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
3030200 Financial Assistance Grant - General	1,124,345.00		1,120,171.00		843,258.00		840,128.25		Revised amounts from FAGS
3030201 Federal Assistance Grant - Roads Component	504,085.00		504,641.00		378,063.00		378,480.75		Revised amounts FAGS
3030202 Royalties for Regions - CLGF (Individual)	0.00		0.00		0.00		0.00		
3030203 Royalties for Regions - CLGF (Regional)	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL TO PROGRAMME SUMMARY</b>	<b>1,628,430.00</b>	<b>0.00</b>	<b>1,624,812.00</b>	<b>0.00</b>	<b>1,221,321.00</b>	<b>0.00</b>	<b>1,218,609.00</b>	<b>0.00</b>	
<b>CAPITAL EXPENDITURE</b>									
<b>CAPITAL REVENUE</b>									
<b>SUB-TOTAL TO PROGRAMME SUMMARY</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 - GENERAL PURPOSE FUNDING</b>	<b>1,628,430.00</b>	<b>0.00</b>	<b>1,624,812.00</b>	<b>0.00</b>	<b>1,221,321.00</b>	<b>0.00</b>	<b>1,218,609.00</b>	<b>0.00</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 03 - GENERAL PURPOSE FUNDING**  
**Financial Statement for Period Ended**  
**30 April 2017**

INVESTMENT ACTIVITY	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2030300 Bank Fees and Charges (Inc GST)		0.00		0.00		0.00		0.00	Included extra \$3,600 for annual Govt Guarantee missed in original budget.
2030301 Bank Fees and Charges (Exc GST)		6,990.00		10,590.00		5,820.00		5,925.29	
2030302 Interest on Overdraft		0.00		0.00		0.00		0.00	
2030399 Administration Allocated		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
3030300 Interest Earned - Reserve Funds	9,611.00		9,611.00		8,000.00		7,248.72		
3030301 Interest Earned - Municipal Funds	15,200.00		15,200.00		12,660.00		10,918.89		
<b>SUB-TOTAL TO PROGRAMME SUMMARY</b>	<b>24,811.00</b>	<b>6,990.00</b>	<b>24,811.00</b>	<b>10,590.00</b>	<b>20,660.00</b>	<b>5,820.00</b>	<b>18,167.61</b>	<b>5,925.29</b>	
<b>CAPITAL EXPENDITURE</b>									
4030350 Transfer Interest To Reserves		9,611.00		9,611.00		8,000.00		7,248.72	
<b>CAPITAL REVENUE</b>									
5030350 Transfer from Reserve	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL TO PROGRAMME SUMMARY</b>	<b>0.00</b>	<b>9,611.00</b>	<b>0.00</b>	<b>9,611.00</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.00</b>	<b>7,248.72</b>	
<b>TOTAL - INVESTMENT ACTIVITY</b>	<b>24,811.00</b>	<b>16,601.00</b>	<b>24,811.00</b>	<b>20,201.00</b>	<b>20,660.00</b>	<b>13,820.00</b>	<b>18,167.61</b>	<b>13,174.01</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 03 - GENERAL PURPOSE FUNDING**  
**Financial Statement for Period Ended**  
**30 April 2017**

OTHER GENERAL PURPOSE FUNDING	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b><u>OPERATING EXPENDITURE</u></b>									
2030400 Rounding		0.00		(1.00)		0.00		3.49	
2030401 Reimbursements Expense		0.00		0.00		0.00		0.00	
2030499 Administration Allocated		0.00		0.00		0.00		0.00	
<b><u>OPERATING REVENUE</u></b>									
3030400 Commissions	0.00		0.00		0.00		0.00		
3030401 Contributions & Donations	0.00		0.00		0.00		0.00		
3030402 EFTPOS Fees Income	820.00		820.00		680.00		1,020.57		
3030403 Grant Funding - General Purpose Funding	0.00		0.00		0.00		0.00		
3030404 Other General Purpose Funding Income	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL TO PROGRAMME SUMMARY</b>	<b>820.00</b>	<b>0.00</b>	<b>820.00</b>	<b>(1.00)</b>	<b>680.00</b>	<b>0.00</b>	<b>1,020.57</b>	<b>3.49</b>	
<b><u>CAPITAL EXPENDITURE</u></b>									
<b><u>CAPITAL REVENUE</u></b>									
<b>SUB-TOTAL TO PROGRAMME SUMMARY</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 GENERAL PURPOSE FUNDING</b>	<b>820.00</b>	<b>0.00</b>	<b>820.00</b>	<b>(1.00)</b>	<b>680.00</b>	<b>0.00</b>	<b>1,020.57</b>	<b>3.49</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 04 - GOVERNANCE**  
 Financial Statement for Period Ended  
 30 April 2017

<b>PROGRAMME SUMMARY</b>	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b><u>OPERATING EXPENDITURE</u></b>									
Members of Council		266,451.00		267,571.00		223,933.00		186,877.26	▼ Councillors sitting fees and allowances have not been paid.
Other Governance		72,110.00		88,860.00		60,070.00		52,530.17	
<b><u>OPERATING REVENUE</u></b>									
Members of Council	500.00		500.00		410.00		361.86		
Other Governance	3,470.00		3,388.00		2,880.00		3,530.30		
<b>SUB-TOTAL</b>	<b>3,970.00</b>	<b>338,561.00</b>	<b>3,888.00</b>	<b>356,431.00</b>	<b>3,290.00</b>	<b>284,003.00</b>	<b>3,892.16</b>	<b>239,407.43</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>3,970.00</b>	<b>338,561.00</b>	<b>3,888.00</b>	<b>356,431.00</b>	<b>3,290.00</b>	<b>284,003.00</b>	<b>3,892.16</b>	<b>239,407.43</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 04 - GOVERNANCE**  
**Financial Statement for Period Ended**  
**30 April 2017**

MEMBERS OF COUNCIL	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2040100 Members Travelling		5,800.00		5,800.00		4,830.00		0.00	
2040101 Members Conference Expenses		7,046.00		7,046.00		5,870.00		6,419.68	
2040102 Presidents Allowance		3,500.00		3,500.00		2,910.00		0.00	These have not been paid
2040103 Deputy Presidents Allowance		875.00		875.00		720.00		0.00	These have not been paid
2040104 Members Sitting Fees		31,977.00		31,977.00		26,640.00		0.00	These have not been paid
2040105 Communications Allowance		4,500.00		4,500.00		3,750.00		0.00	These have not been paid
2040106 Members Training		1,000.00		1,000.00		830.00		0.00	No expenditure has been incurred.
2040107 Election Expenses		0.00		0.00		0.00		0.00	
2040108 Subscriptions & Publications		20,561.00		20,561.00		17,130.00		19,003.35	
2040109 Members - Insurance		11,723.00		11,723.00		11,723.00		11,722.66	
2040110 Printing & Stationery		1,000.00		1,000.00		830.00		286.20	
2040111 Advertising		0.00		440.00		0.00		439.58	
2040112 Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00	
2040113 Chambers Operating Expenses		0.00		0.00		0.00		0.00	
2040114 Chambers Building Maintenance		0.00		0.00		0.00		0.00	
2040115 Donations to Community Groups		950.00		950.00		790.00		413.64	
2040116 Software Licences		0.00		0.00		0.00		0.00	
2040117 Acts, Texts & Diaries		533.00		533.00		440.00		0.00	
2040118 NEWROC Admin Fees		9,000.00		12,728.00		7,500.00		14,568.19	Original budget incorrect for Annual Subscription
2040119 NEWROC - Business Cases		2,000.00		2,000.00		1,660.00		2,000.00	
2040120 Other Expenses - Members of Council		1,000.00		500.00		830.00		0.00	Potentially less spending
2040121 Expenditure to be Reimbursed		0.00		0.00		0.00		0.00	
2040191 Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2040192 Depreciation - Members		0.00		0.00		0.00		0.00	
2040199 Administration Allocated		164,986.00		162,438.00		137,480.00		132,023.96	
<b>OPERATING REVENUE</b>									
3040100 Contributions & Donations - Members	0.00		0.00		0.00		0.00		
3040101 Reimbursements - Members	500.00		500.00		410.00		361.86		
3040102 Grant Funding - Members	0.00		0.00		0.00		0.00		
3040190 Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>500.00</b>	<b>266,451.00</b>	<b>500.00</b>	<b>267,571.00</b>	<b>410.00</b>	<b>223,933.00</b>	<b>361.86</b>	<b>186,877.26</b>	
<b>CAPITAL EXPENDITURE</b>									
4040150 Furniture & Equipment (Capital) - Members		0.00		0.00		0.00		0.00	
4040155 Plant & Equipment (Capital) - Members		0.00		0.00		0.00		0.00	
4040160 Building (Capital) - Members		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
5040150 Proceeds on Disposal of Assets	0.00		0.00		0.00		0.00		
5040151 Realisation on Disposal of Assets	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 - MEMBERS OF COUNCIL</b>	<b>500.00</b>	<b>266,451.00</b>	<b>500.00</b>	<b>267,571.00</b>	<b>410.00</b>	<b>223,933.00</b>	<b>361.86</b>	<b>186,877.26</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 04 - GOVERNANCE**  
**Financial Statement for Period Ended**  
**30 April 2017**

**OTHER GOVERNANCE**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2040200 Civic Functions, Refreshments & Receptions		11,500.00		11,500.00		9,580.00		10,422.17	
2040201 Public Relations Expense		0.00		0.00		0.00		0.00	
2040202 Audit Fees		27,000.00		25,000.00		22,500.00		12,070.00	▼ RTR audit cheaper
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		5,000.00		7,500.00		4,160.00		0.00	Extra budget for Ron Back attending Council Meeting
2040207 Asset Management Consultancy		5,280.00		5,280.00		4,400.00		0.00	
2040208 Structural Reform (Merger)		0.00		0.00		0.00		0.00	
2040210 Other Consultancy - Strategic		13,330.00		10,080.00		11,100.00		2,348.00	\$500 K Bolton not budgeted for from prior year. Taken off record polices & procedures amount.
2040211 Other Consultancy - Statutory		10,000.00		29,500.00		8,330.00		27,690.00	▲ \$12,000 new budget document. Plus extra support to implement and mentor the budget & Financials
2040212 Legal Expenses		0.00		0.00		0.00		0.00	
2040299 Administration Allocated		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
3040200 Contributions & Donations - Other Governan	0.00		546.00		0.00		545.49		Bar Profits retained from Shire Christmas Event unbudgeted
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		
3040204 Charges - Photocopying / Faxing	1,270.00		600.00		1,050.00		572.81		Reduced budget amount due to 15/16 large amount received from P & D as a one off
3040205 Charges - Sale Of Electoral Rolls, Minutes, L	0.00		0.00		0.00		0.00		
3040206 Charges - Secretarial Services	2,200.00		2,242.00		1,830.00		2,112.00		Includes District Club payment
3040210 Sundry Income - Other Governance	0.00		0.00		0.00		300.00		
<b>SUB-TOTAL</b>	<b>3,470.00</b>	<b>72,110.00</b>	<b>3,388.00</b>	<b>88,860.00</b>	<b>2,880.00</b>	<b>60,070.00</b>	<b>3,530.30</b>	<b>52,530.17</b>	
<b>CAPITAL EXPENDITURE</b>									
<b>CAPITAL REVENUE</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 GOVERNANCE</b>	<b>3,470.00</b>	<b>72,110.00</b>	<b>3,388.00</b>	<b>88,860.00</b>	<b>2,880.00</b>	<b>60,070.00</b>	<b>3,530.30</b>	<b>52,530.17</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY**  
 Financial Statement for Period Ended  
 30 April 2017

<b>PROGRAMME SUMMARY</b>	<b>Adopted Budget</b>		<b>Forecast Actual</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><u>OPERATING EXPENDITURE</u></b>									
Fire Prevention		70,000.00		70,092.00		58,330.00		57,813.26	
Emergency Services Levy		16,590.00		18,850.00		16,281.00		18,800.45	
Animal Control		10,200.00		10,200.00		8,490.00		6,035.00	
Other Law, Order & Public Safety		28,198.00		28,866.00		23,490.00		23,331.96	
<b><u>OPERATING REVENUE</u></b>									
Fire Prevention	0.00		0.00		0.00		0.00		
Emergency Services Levy	20,660.00		24,242.00		19,968.00		25,976.95		
Animal Control	3,950.00		2,180.00		3,930.00		2,268.20		
Other Law, Order & Public Safety	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>24,610.00</b>	<b>124,988.00</b>	<b>26,422.00</b>	<b>128,008.00</b>	<b>23,898.00</b>	<b>106,591.00</b>	<b>28,245.15</b>	<b>105,980.67</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		0.00		0.00		0.00	
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>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>24,610.00</b>	<b>124,988.00</b>	<b>26,422.00</b>	<b>128,008.00</b>	<b>23,898.00</b>	<b>106,591.00</b>	<b>28,245.15</b>	<b>105,980.67</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY**  
**Financial Statement for Period Ended**  
**30 April 2017**

**FIRE PREVENTION**

**OPERATING EXPENDITURE**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
2050100 Fire Prevention/Burning/Control		0.00		0.00		0.00		0.00	
2050101 Cost of Fire Units Disposed		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		0.00		0.00		0.00		0.00	
2050192 Depreciation - Fire Prevention		70,000.00		70,092.00		58,330.00		57,813.26	
2050199 Administration Allocated		0.00		0.00		0.00		0.00	

Jobs

**OPERATING REVENUE**

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 Preventio	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		

**SUB-TOTAL**

	0.00	70,000.00	0.00	70,092.00	0.00	58,330.00	0.00	57,813.26	
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**CAPITAL EXPENDITURE**

4050150 Furniture & Equipment (Capital) - Fire Prever		0.00		0.00		0.00		0.00	
4050155 Plant & Equipment (Capital) - Fire Preventior		0.00		0.00		0.00		0.00	
4050160 Building (Capital) - Fire Prevention		0.00		0.00		0.00		0.00	

Jobs

**CAPITAL REVENUE**

5050150 Proceeds on Disposal of Assets	0.00		0.00		0.00		0.00		
5050151 Realisation on Disposal of Assets	0.00		0.00		0.00		0.00		
5050152 Transfers From Building Reserve	0.00		0.00		0.00		0.00		

**SUB-TOTAL**

	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
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**TOTAL - FIRE PREVENTION**

	0.00	70,000.00	0.00	70,092.00	0.00	58,330.00	0.00	57,813.26	
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**SHIRE OF MUKINBUDIN**  
**SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY**  
**Financial Statement for Period Ended**  
**30 April 2017**

**EMERGENCY SERVICES LEVY**

**OPERATING EXPENDITURE**

2050200 ESL Purchase of Small Equipment <1,200	
2050201 ESL Maintenance of Plant and Equipment	
2050202 ESL Maintenance of Vehicles/Trailers	
2050203 ESL Building Maintenance	<b>Jobs</b>
2050204 ESL Protective Clothing and Accessories	
2050205 ESL Building Operations (Excludes Insuranc	<b>Jobs</b>
2050206 ESL Other Goods and Services	
2050207 ESL Insurances	

Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
\$	\$	\$	\$	\$	\$	\$	\$	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	9,841.00		9,841.00		9,710.00		10,318.59	
	0.00		60.00		0.00		60.00	Fire service unbudgeted for Fire Shed - will be taken over by DFES in 17/18
	0.00		2,200.00		0.00		2,106.08	
	988.00		988.00		810.00		338.18	
	0.00		0.00		0.00		270.82	
	5,761.00		5,761.00		5,761.00		5,706.78	
<b>OPERATING REVENUE</b>								
3050200 ESL Admin Fee/Commission	4,000.00	4,000.00		3,330.00		4,000.00		
3050201 ESL Operating Grant	16,590.00	20,172.00		16,588.00		21,907.00		Received extra \$3582 over budget, however \$1735 income received in advance
3050202 ESL Capital Grant	0.00	0.00		0.00		0.00		
3050203 ESL Non-Payment Penalty Interest	70.00	70.00		50.00		69.95		
<b>SUB-TOTAL</b>	<b>20,660.00</b>	<b>16,590.00</b>	<b>24,242.00</b>	<b>19,968.00</b>	<b>16,281.00</b>	<b>25,976.95</b>	<b>18,800.45</b>	
<b>CAPITAL EXPENDITURE</b>								
4050250 PLANT & EQUIPMENT (CAPITAL) - ESL		0.00		0.00		0.00		0.00
<b>CAPITAL REVENUE</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>TOTAL - EMERGENCY SERVICES LEVY</b>	<b>20,660.00</b>	<b>16,590.00</b>	<b>24,242.00</b>	<b>19,968.00</b>	<b>16,281.00</b>	<b>25,976.95</b>	<b>18,800.45</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY**  
**Financial Statement for Period Ended**  
**30 April 2017**

**ANIMAL CONTROL**

**OPERATING EXPENDITURE**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
2050300 Animal Control - Salaries		0.00		0.00		0.00		0.00
2050301 Animal Control - Superannuation		0.00		0.00		0.00		0.00
2050302 Animal Control - Training & Conferences		0.00		0.00		0.00		0.00
2050303 Animal Control - Other Employee Expenses		0.00		0.00		0.00		0.00
2050304 Animal Control Expenses - Other		200.00		200.00		160.00		0.00
2050305 Expensed Minor Asset Purchases - Animal C		0.00		0.00		0.00		0.00
2050306 Dog Pound Maintenance		0.00		0.00		0.00		0.00
2050307 Ranger Services (Contracted)		10,000.00		10,000.00		8,330.00		6,035.00
2050308 Dog Pound Operations		0.00		0.00		0.00		0.00
2050392 Depreciation - Animal Control		0.00		0.00		0.00		0.00
2050399 Administration Allocated		0.00		0.00		0.00		0.00

Jobs

Jobs

**OPERATING REVENUE**

3050300 Pound Fees	70.00		70.00		50.00		0.00	
3050301 Dog Registration Fees	2,800.00		1,410.00		2,800.00		1,565.91	
3050302 Fines and Penalties - Animal Control	0.00		0.00		0.00		0.00	
3050303 Animal Destruction Fees	0.00		0.00		0.00		0.00	
3050304 Cat Registration Fees	1,080.00		700.00		1,080.00		702.29	
3050305 Animal Trap Hire Fees	0.00		0.00		0.00		0.00	

Not as many dog registrations - check for next budget

Not as many cat registrations due and paid

**SUB-TOTAL**

	<b>3,950.00</b>	<b>10,200.00</b>	<b>2,180.00</b>	<b>10,200.00</b>	<b>3,930.00</b>	<b>8,490.00</b>	<b>2,268.20</b>	<b>6,035.00</b>
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**CAPITAL EXPENDITURE**

4050350 Building (Capital) - Animal Control		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 - ANIMAL CONTROL**

	<b>3,950.00</b>	<b>10,200.00</b>	<b>2,180.00</b>	<b>10,200.00</b>	<b>3,930.00</b>	<b>8,490.00</b>	<b>2,268.20</b>	<b>6,035.00</b>
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Comments

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY**  
**Financial Statement for Period Ended**  
**30 April 2017**

OTHER LAW, ORDER, PUBLIC SAFETY	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2050400 Abandoned Vehicles Impounding Expenses		0.00		0.00		0.00		0.00	Reflective house signs \$4500 increased price. Denis's time already throughout the budget
2050401 Community Safety Audit		3,450.00		4,500.00		2,870.00		3,528.37	
2050402 Crime Prevention Strategies		0.00		0.00		0.00		0.00	
2050403 Expensed Minor Asset Purchases - OLOPS		0.00		0.00		0.00		0.00	
2050499 Administration Allocated		24,748.00		24,366.00		20,620.00		19,803.59	
<b>OPERATING REVENUE</b>									
3050400 Impounded Vehicles Fees	0.00		0.00		0.00		0.00		
3050401 Community and Crime Prevention Grants	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>28,198.00</b>	<b>0.00</b>	<b>28,866.00</b>	<b>0.00</b>	<b>23,490.00</b>	<b>0.00</b>	<b>23,331.96</b>	
<b>CAPITAL EXPENDITURE</b>									
405045(Furniture & Equipment (Capital) - OLOPS		0.00		0.00		0.00		0.00	
405045:Plant & Equipment (Capital) - OLOPS		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</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 LAW, ORDER, PUBLIC SAFETY</b>	<b>0.00</b>	<b>28,198.00</b>	<b>0.00</b>	<b>28,866.00</b>	<b>0.00</b>	<b>23,490.00</b>	<b>0.00</b>	<b>23,331.96</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 07 - HEALTH**  
**Financial Statement for Period Ended**  
**30 April 2017**

<b>PROGRAMME SUMMARY</b>	<b>Adopted Budget</b>		<b>Forecast Actual</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>									
Health Inspection and Administration		53,603.00		63,094.00		44,660.00		40,851.25	
Preventative Services - Pest Control		3,020.00		3,730.00		2,510.00		1,612.69	
Preventative Services - Other		350.00		350.00		290.00		350.00	
Other Health		61,591.00		80,186.00		51,310.00		60,249.17	Medical Practice Costs - \$2175.43 in 15/16 not budgeted for plus \$14,396 June payments in July not budgeted for
<b>OPERATING REVENUE</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	3,929.00		3,929.00		3,270.00		3,309.64		
<b>SUB-TOTAL</b>	<b>3,929.00</b>	<b>118,564.00</b>	<b>3,929.00</b>	<b>147,360.00</b>	<b>3,270.00</b>	<b>98,770.00</b>	<b>3,309.64</b>	<b>103,063.11</b>	
<b>CAPITAL EXPENDITURE</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>CAPITAL REVENUE</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>3,929.00</b>	<b>118,564.00</b>	<b>3,929.00</b>	<b>147,360.00</b>	<b>3,270.00</b>	<b>98,770.00</b>	<b>3,309.64</b>	<b>103,063.11</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 07 - HEALTH**  
**Financial Statement for Period Ended**  
**30 April 2017**

**HEALTH INSPECTION & ADMIN**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
<b>OPERATING EXPENDITURE</b>										
2070304 Legal Expenses - Health Inspection/Admin		0.00		0.00		0.00		0.00	Have an acting EHO increased by \$10k not confirmed by Koorda.	
2070305 Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00		
2070307 Contract EHO		20,606.00		30,606.00		17,170.00		14,446.48		
2070308 Food Inspection Expenses		0.00		0.00		0.00		0.00		
2070310 Other Health Admin Expenses		0.00		0.00		0.00		0.00		
2070392 Depreciation- Heath Inspection Admin		0.00		0.00		0.00		0.00		
2070398 Staff Housing Costs Allocated		0.00		0.00		0.00		0.00		
2070399 Administration Allocated		32,997.00		32,488.00		27,490.00		26,404.77		
<b>OPERATING REVENUE</b>										
3070300 Health Regulatory Licenses	0.00		0.00		0.00		0.00			
3070301 Health Regulatory Fees and Charges	0.00		0.00		0.00		0.00			
3070302 Health Regulatory Fines and Penalties	0.00		0.00		0.00		0.00			
3070304 Contributions & Donations - Inspection/Admin	0.00		0.00		0.00		0.00			
3070305 Reimbursements - Inspection/Admin	0.00		0.00		0.00		0.00			
3070306 Grants - Inspection/Admin	0.00		0.00		0.00		0.00			
3070307 Other Income - Inspection/Admin	0.00		0.00		0.00		0.00			
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>53,603.00</b>	<b>0.00</b>	<b>63,094.00</b>	<b>0.00</b>	<b>44,660.00</b>	<b>0.00</b>	<b>40,851.25</b>		
<b>CAPITAL EXPENDITURE</b>										
4070350 Furniture & Equipment (Capital) - Health Adn		0.00		0.00		0.00		0.00		
4070355 Plant & Equipment (Capital) - Health Admin		0.00		0.00		0.00		0.00		
<b>CAPITAL REVENUE</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 - HEALTH INSPECTION &amp; ADMIN</b>	<b>0.00</b>	<b>53,603.00</b>	<b>0.00</b>	<b>63,094.00</b>	<b>0.00</b>	<b>44,660.00</b>	<b>0.00</b>	<b>40,851.25</b>		

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 07 - HEALTH**  
**Financial Statement for Period Ended**  
**30 April 2017**

<b>PREVENTIVE SERVICES - PEST CONTROL</b>	<b>Adopted Budget</b>		<b>Forecast Actual</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><u>OPERATING EXPENDITURE</u></b>									
2070400 Mosquito Control		3,020.00		3,730.00		2,510.00		1,612.69	Only \$300 budgeted for Mozzie briquettes needed to purchase more
2070499 Administration Allocated		0.00		0.00		0.00		0.00	
<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>3,020.00</b>	<b>0.00</b>	<b>3,730.00</b>	<b>0.00</b>	<b>2,510.00</b>	<b>0.00</b>	<b>1,612.69</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>3,020.00</b>	<b>0.00</b>	<b>3,730.00</b>	<b>0.00</b>	<b>2,510.00</b>	<b>0.00</b>	<b>1,612.69</b>	

Jobs

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 07 - HEALTH**  
**Financial Statement for Period Ended**  
**30 April 2017**

<b>PREVENTIVE SERVICES - OTHER</b>	<b>Adopted Budget</b>		<b>Forecast Actual</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><u>OPERATING EXPENDITURE</u></b>									
2070500 Analytical Expenses		350.00		350.00		290.00		350.00	
2070599 Administration Allocated		0.00		0.00		0.00		0.00	
<b><u>OPERATING REVENUE</u></b>									
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>350.00</b>	<b>0.00</b>	<b>350.00</b>	<b>0.00</b>	<b>290.00</b>	<b>0.00</b>	<b>350.00</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 - OTHER</b>	<b>0.00</b>	<b>350.00</b>	<b>0.00</b>	<b>350.00</b>	<b>0.00</b>	<b>290.00</b>	<b>0.00</b>	<b>350.00</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 07 - HEALTH**  
**Financial Statement for Period Ended**  
**30 April 2017**

**OTHER HEALTH**

**OPERATING EXPENDITURE**

2070602 Medical Practice Costs  
2070603 Bonded Medical Scholarship  
2070607 Nursing Post Cleaner  
2070609 12 Calder Street Building Operations Expens  
2070691 Loss on Disposal of Assets  
2070692 Depreciation - Other Health  
2070698 Housing Costs Allocated  
2070699 Administration Allocated

**OPERATING REVENUE**

3070600 Rent Income - Medical Services Housing  
3070601 Contributions & Donations - Medical Services  
3070602 Reimbursements - Medical Services  
3070603 Grants - Medical Services  
3070604 Other Income - Medical Services

**SUB-TOTAL**

**CAPITAL EXPENDITURE**

4070650 Building (Capital) - Other Health  
4070651 Land Capital - Other Health  
4070655 Transfers To Reserve

Jobs

**CAPITAL REVENUE**

5070650 Transfers From Building Reserve

**SUB-TOTAL**

**TOTAL - OTHER HEALTH**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
		48,072.00		64,643.00		40,060.00		48,437.65	\$2175.43 in 15/16 not budgeted for plus \$14,396 and June payments in July not budgeted for.  Water on 12 Calder street unbudgeted (land for health centre)
		6,250.00		6,250.00		5,200.00		5,681.82	
		7,269.00		7,269.00		6,050.00		4,156.97	
		0.00		1,690.00		0.00		1,638.86	
		0.00		334.00		0.00		333.87	
		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	
<b>SUB-TOTAL</b>	<b>3,929.00</b>	<b>61,591.00</b>	<b>3,929.00</b>	<b>80,186.00</b>	<b>3,270.00</b>	<b>51,310.00</b>	<b>3,309.64</b>	<b>60,249.17</b>	
<b><u>CAPITAL EXPENDITURE</u></b>									
4070650 Building (Capital) - Other Health		0.00		0.00		0.00		0.00	
4070651 Land Capital - Other Health		0.00		0.00		0.00		0.00	
4070655 Transfers To Reserve		0.00		0.00		0.00		0.00	
<b><u>CAPITAL REVENUE</u></b>									
5070650 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 - OTHER HEALTH</b>	<b>3,929.00</b>	<b>61,591.00</b>	<b>3,929.00</b>	<b>80,186.00</b>	<b>3,270.00</b>	<b>51,310.00</b>	<b>3,309.64</b>	<b>60,249.17</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 08 - EDUCATION & WELFARE**  
 Financial Statement for Period Ended  
 30 April 2017

PROGRAMME SUMMARY	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
Community Resource Centre		30,916.00		34,153.00		26,093.00		25,615.04	
Other Education		100.00		100.00		80.00		0.00	
Care Of Families And Children		6,953.00		7,553.00		5,837.00		5,534.19	
Aged & Disabled - Senior Citz Centre		107,097.00		116,934.00		89,240.00		55,388.87	▼
Other Welfare		0.00		1,000.00		0.00		1,000.00	
<b>OPERATING REVENUE</b>									
Community Resource Centre	2,660.00		5,902.00		2,210.00		299.03		
Other Education	0.00		0.00		0.00		0.00		
Care Of Families And Children	720.00		720.00		600.00		576.59		
Aged & Disabled - Senior Citz Centre	1,000.00		4,146.00		830.00		4,145.45		
Other Welfare	0.00		1,000.00		0.00		1,000.00		
<b>SUB-TOTAL</b>	<b>4,380.00</b>	<b>145,066.00</b>	<b>11,768.00</b>	<b>159,740.00</b>	<b>3,640.00</b>	<b>121,250.00</b>	<b>6,021.07</b>	<b>87,538.10</b>	
<b>CAPITAL EXPENDITURE</b>									
Community Resource Centre		5,756.00		5,756.00		4,790.00		5,755.58	
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		0.00		0.00		0.00		0.00	
Other Welfare		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</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	0.00		0.00		0.00		0.00		
Other Welfare	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>5,756.00</b>	<b>0.00</b>	<b>5,756.00</b>	<b>0.00</b>	<b>4,790.00</b>	<b>0.00</b>	<b>5,755.58</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>4,380.00</b>	<b>150,822.00</b>	<b>11,768.00</b>	<b>165,496.00</b>	<b>3,640.00</b>	<b>126,040.00</b>	<b>6,021.07</b>	<b>93,293.68</b>	

Actual Operating expenditure for the Central East Aged Care Alliance is significantly less than the YTD Budget as the project is behind schedule in the land acquisition process. It is likely that funding provisions will need to be carried over into 2017-2018. This delay has not been accommodated in the forecast budget.



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 08 - EDUCATION & WELFARE**  
**Financial Statement for Period Ended**  
**30 April 2017**

COMMUNITY RESOURCE CENTRE	Adopted Budget		Forecast Actual		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		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		18,198.00		18,198.00		15,513.00		13,371.54	
2080205 CRC Building Maintenance		2,905.00		3,242.00		2,410.00		1,362.16	\$337 termite & Pest inspection not budgeted for
2080206 Printing and Stationery		0.00		0.00		0.00		0.00	
2080207 Signage and Advertising		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		0.00		0.00		0.00		0.00	
2080211 Computer Software		0.00		0.00		0.00		0.00	
2080212 Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00	
2080213 Receptions and Refreshments		0.00		0.00		0.00		0.00	
2080214 Production of Saleable Items		0.00		0.00		0.00		0.00	
2080215 Community Group Promotion		0.00		0.00		0.00		0.00	
2080220 Other CRC Expenses		0.00		0.00		0.00		0.00	
2080221 Interest on Loan 109 CRC		1,813.00		1,813.00		1,510.00		1,812.60	
2080291 Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2080292 Depreciation - CRC		8,000.00		10,900.00		6,660.00		9,068.74	
2080299 Administration Allocated		0.00		0.00		0.00		0.00	
<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	2,660.00		5,902.00		2,210.00		299.03		Budget increased by \$1425 1/4 Utilities, \$982 1/4 wages & \$835 1/4 overheads to be reimbursed not budgeted for.
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 Other Income - CRC	0.00		0.00		0.00		0.00		
3080290 Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>2,660.00</b>	<b>30,916.00</b>	<b>5,902.00</b>	<b>34,153.00</b>	<b>2,210.00</b>	<b>26,093.00</b>	<b>299.03</b>	<b>25,615.04</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		0.00		0.00		0.00		0.00	
4080270 Principal on Loan 109 - CRC		5,756.00		5,756.00		4,790.00		5,755.58	
<b>CAPITAL REVENUE</b>									
5080250 Proceeds on Disposal of Assets	0.00		0.00		0.00		0.00		
5080251 Realisation on Disposal of Assets	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>5,756.00</b>	<b>0.00</b>	<b>5,756.00</b>	<b>0.00</b>	<b>4,790.00</b>	<b>0.00</b>	<b>5,755.58</b>	
<b>TOTAL - COMMUNITY RESOURCE CENTRE</b>	<b>2,660.00</b>	<b>36,672.00</b>	<b>5,902.00</b>	<b>39,909.00</b>	<b>2,210.00</b>	<b>30,883.00</b>	<b>299.03</b>	<b>31,370.62</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 08 - EDUCATION & WELFARE**  
**Financial Statement for Period Ended**  
**30 April 2017**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OTHER EDUCATION</b>									
<b><u>OPERATING EXPENDITURE</u></b>									
2080300 P & C Association		0.00		0.00		0.00		0.00	
2080301 Christian School Donation		0.00		0.00		0.00		0.00	
2080302 School Prizes, Scholarship		100.00		100.00		80.00		0.00	
2080303 School Ground improvements		0.00		0.00		0.00		0.00	
2080304 Insurances - Other Education		0.00		0.00		0.00		0.00	
2080305 Community Development Expenditure		0.00		0.00		0.00		0.00	
<b><u>OPERATING REVENUE</u></b>									
3080300 Contributions & Donations - Other Education	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>80.00</b>	<b>0.00</b>	<b>0.00</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 EDUCATION</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>80.00</b>	<b>0.00</b>	<b>0.00</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 08 - EDUCATION & WELFARE**  
**Financial Statement for Period Ended**  
**30 April 2017**

CARE OF FAMILIES & CHILDREN	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2080400 Playgroup Building Operations <b>Jobs</b>		2,638.00		2,638.00		2,247.00		2,040.70	
2080401 Playgroup Building Maintenance <b>Jobs</b>		2,815.00		2,815.00		2,340.00		1,758.03	
2080492 Depreciation - Care of Families		1,500.00		2,100.00		1,250.00		1,735.46	
2080499 Administration Allocated		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
3080400 Income - Playgroup & Boodie Rats Child Car	720.00		720.00		600.00		576.59		
<b>SUB-TOTAL</b>	<b>720.00</b>	<b>6,953.00</b>	<b>720.00</b>	<b>7,553.00</b>	<b>600.00</b>	<b>5,837.00</b>	<b>576.59</b>	<b>5,534.19</b>	
<b>CAPITAL EXPENDITURE</b>									
4080450 Building (Capital) - Care of Families & Childr <b>Jobs</b>		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
5080450 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 - CARE OF FAMILIES &amp; CHILDREN</b>	<b>720.00</b>	<b>6,953.00</b>	<b>720.00</b>	<b>7,553.00</b>	<b>600.00</b>	<b>5,837.00</b>	<b>576.59</b>	<b>5,534.19</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 08 - EDUCATION & WELFARE**  
**Financial Statement for Period Ended**  
**30 April 2017**

**AGED & DISABLED - SENIOR CITIZ CENTRE**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2080505 Seniors Catering Assistance		0.00		0.00		0.00		0.00	
2080506 Central East Aged Care Alliance		69,600.00		76,800.00		58,000.00		22,333.33	▼ The project is behind schedule in the land acquisition process. It is likely that funding provisions will need to be carried over into 2017-2018. New GL, not budgeted for - Grant expenditure
2080508 Program Expense - Stay on your Feet		0.00		3,146.00		0.00		3,145.45	
2080509 Seniors Week Expenditure		4,500.00		4,500.00		3,750.00		3,505.32	
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		32,997.00		32,488.00		27,490.00		26,404.77	
<b>OPERATING REVENUE</b>									
3080500 Contributions & Donations - Senior Citizens	0.00		0.00		0.00		0.00		
3080501 Reimbursements - Senior Citizens	0.00		0.00		0.00		0.00		
3080502 Grant Income - Senior Citizens	1,000.00		1,000.00		830.00		1,000.00		
3080503 Program Income - Senior Citizens	0.00		3,146.00		0.00		3,145.45		New GL not budgeted for - Grant received
3080504 Grant Income - Aged Housing	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>1,000.00</b>	<b>107,097.00</b>	<b>4,146.00</b>	<b>116,934.00</b>	<b>830.00</b>	<b>89,240.00</b>	<b>4,145.45</b>	<b>55,388.87</b>	
<b>CAPITAL EXPENDITURE</b>									
4080550 Building (Capital) - Senior Citizens		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</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 - AGED &amp; DISABLED - SENIOR CITIZ CENTRE</b>	<b>1,000.00</b>	<b>107,097.00</b>	<b>4,146.00</b>	<b>116,934.00</b>	<b>830.00</b>	<b>89,240.00</b>	<b>4,145.45</b>	<b>55,388.87</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 08 - EDUCATION & WELFARE**  
**Financial Statement for Period Ended**  
**30 April 2017**

OTHER WELFARE	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</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 - Other Welfar Exp (Thank a Volunteer)		0.00		1,000.00		0.00		1,000.00	Volunteers Grant not budgeted for.
2080692 Depreciation - Other Welfare		0.00		0.00		0.00		0.00	
2080699 Administration Allocated		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
3080600 Dry Seasons Assistance Grant	0.00		0.00		0.00		0.00		
3080601 Contributions & Donations - Other Welfare	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		1,000.00		0.00		1,000.00		Volunteers Grant not budgeted for.
3080604 Other Income - Other Welfare	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	
<b>CAPITAL EXPENDITURE</b>									
<b>CAPITAL REVENUE</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>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 09 - HOUSING**  
 Financial Statement for Period Ended  
 30 April 2017

<b>PROGRAMME SUMMARY</b>	<b>Adopted Budget</b>		<b>Forecast Actual</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>									
Housing - Shire (Staff and Rentals)		113,595.00		134,525.00		95,374.00		97,029.13	
Housing - Aged (Including Senior Citizens)		54,303.00		88,027.00		45,688.00		77,806.77 ▲	Additional Aged Housing Building Maintenance including 7 air cons \$18464 which will be reimbursed from reserve-budget amendment. Smoke alarms and satellite digital recorder unbudgeted. Shelving in Aged 11 & 12 \$400, \$1320 termite & Pest not budgeted
Housing - Other (Including Joint Venture)		33,429.00		38,416.00		28,126.00		26,514.63	
<b>OPERATING REVENUE</b>									
Housing - Shire (Staff and Rentals)	78,728.00		80,288.00		65,570.00		69,460.27		
Housing - Aged (Including Senior Citizens)	34,320.00		28,080.00		28,600.00		22,458.64		
Housing - Other (Including Joint Venture)	31,850.00		28,200.00		26,510.00		27,565.92		
<b>SUB-TOTAL</b>	<b>144,898.00</b>	<b>201,327.00</b>	<b>136,568.00</b>	<b>260,968.00</b>	<b>120,680.00</b>	<b>169,188.00</b>	<b>119,484.83</b>	<b>201,350.53</b>	
<b>CAPITAL EXPENDITURE</b>									
Housing - Shire (Staff and Rentals)		34,650.00		40,740.00		28,870.00		13,296.10 ▼	
Housing - Aged (Including Senior Citizens)		5,486.00		10,466.00		4,580.00		10,465.28	
Housing - Other (Including Joint Venture)		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
Housing - Shire (Staff and Rentals)	0.00		0.00		0.00		0.00		
Housing - Aged (Including Senior Citizens)	0.00		18,465.00		0.00		18,464.60		
Housing - Other (Including Joint Venture)	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>40,136.00</b>	<b>18,465.00</b>	<b>51,206.00</b>	<b>0.00</b>	<b>33,450.00</b>	<b>18,464.60</b>	<b>23,761.38</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>144,898.00</b>	<b>241,463.00</b>	<b>155,033.00</b>	<b>312,174.00</b>	<b>120,680.00</b>	<b>202,638.00</b>	<b>137,949.43</b>	<b>225,111.91</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 09 - HOUSING**  
**Financial Statement for Period Ended**  
**30 April 2017**

HOUSING - SHIRE (STAFF AND RENTALS)	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2090100 Staff Housing Building Operations <b>Jobs</b>		44,007.00		46,022.00		37,544.00		31,379.85	Increased water rates 208 Salmon Gum Alley \$1500 plus increased exp 25 B Calder Street \$515
2090101 Staff Housing Building Maintenance <b>Jobs</b>		44,588.00		48,503.00		37,000.00		32,740.11	Shutter for 208 Salmon Gum Alley (1515.00) Air con 25 Cruickshank - ins claim \$2400
2090102 Interest on Loan 106 (Staff Housing)		0.00		0.00		0.00		0.00	
2090103 Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00	
2090191 Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2090192 Depreciation - Staff Housing		25,000.00		40,000.00		20,830.00		32,909.17	▲ Depreciation re calculated
2090198 Staff Housing Costs Recovered		0.00		0.00		0.00		0.00	
2090199 Administration Allocated		0.00		0.00		0.00		0.00	
<b>Recovered amounts</b>									
2090198 Staff Housing Costs Recovered		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
3090101 Contributions & Donations - Staff Housing	0.00		0.00		0.00		0.00		
3090102 Other Reimbursements - Staff Housing	0.00		1,400.00		0.00		1,400.00		Insurance claim for air con 25 Cruickshank (\$1,000 excess)
3090103 Energy Efficiency Grants - Staff Housing	0.00		0.00		0.00		0.00		
3090104 R4R Grant - Regional Component	0.00		0.00		0.00		0.00		
3090105 RDA Round 5 Grants - Staff Housing	0.00		0.00		0.00		0.00		
3090106 Other Grant Income - Staff Housing	0.00		0.00		0.00		0.00		
3090107 Loan Interest Received - Staff	0.00		0.00		0.00		0.00		
3090108 Income - 5 Cruickshank Road	8,770.00		8,770.00		7,300.00		7,894.20		
3090109 Income - 11 Cruickshank Road	19,500.00		17,290.00		16,250.00		16,084.29		Rent reduced from \$375 to \$290 by Housing on 10 Jan 2017. 26 weeks at \$375 26 weeks at \$290
3090110 Income - 15 Cruickshank Road	0.00		2,600.00		0.00		1,800.00		26 weeks @ \$100 new CEO contract
3090111 Income - 25 Cruickshank Road	0.00		0.00		0.00		0.00		Income goes under tourism and area promotion
3090112 Income - 1 Salmon Gum Alley	16,220.00		16,220.00		13,510.00		15,108.20		
3090113 Income - 4 Salmon Gum Alley	0.00		0.00		0.00		0.00		
3090114 Income - 25A Calder Street	4,840.00		3,910.00		4,030.00		3,317.00		Approx 10 weeks without rent
3090115 Income - 25B Calder Street	4,340.00		4,340.00		3,610.00		3,900.00		
3090116 Income - 8 Lansdell Street	5,558.00		5,558.00		4,620.00		3,559.08		
3090117 Income - Lot 208 Salmon Gum Alley	19,500.00		20,200.00		16,250.00		16,397.50		Water recoup \$700 unbudgeted
3090118 Income - 9 Calder Street	0.00		0.00		0.00		0.00		
3090190 Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>78,728.00</b>	<b>113,595.00</b>	<b>80,288.00</b>	<b>134,525.00</b>	<b>65,570.00</b>	<b>95,374.00</b>	<b>69,460.27</b>	<b>97,029.13</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 09 - HOUSING**  
**Financial Statement for Period Ended**  
**30 April 2017**

**HOUSING - SHIRE (STAFF AND RENTALS)**  
**(Continued)**

**CAPITAL EXPENDITURE**

4090150 Buildings (Capital) - Staff Housing  
4090160 Principal on Loan 106 - Staff Housing  
4090154 Transfer to Building Reserve

Jobs

**CAPITAL REVENUE**

5090150 Proceeds on Disposal of Assets  
5090151 Realisation on Disposal of Assets  
5090152 Transfers From Building Reserve  
5090153 Loan Principal Received - D O'Donnell

**SUB-TOTAL**

**TOTAL - HOUSING - SHIRE (STAFF AND RENTALS)**

Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
\$	\$	\$	\$	\$	\$	\$	\$	
	6,650.00		12,740.00		5,540.00		13,296.10	Have kept this at the moment !!
	0.00		0.00		0.00		0.00	
	28,000.00		28,000.00		23,330.00		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	
<b>0.00</b>	<b>34,650.00</b>	<b>0.00</b>	<b>40,740.00</b>	<b>0.00</b>	<b>28,870.00</b>	<b>0.00</b>	<b>13,296.10</b>	
<b>78,728.00</b>	<b>148,245.00</b>	<b>80,288.00</b>	<b>175,265.00</b>	<b>65,570.00</b>	<b>124,244.00</b>	<b>69,460.27</b>	<b>110,325.23</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 09 - HOUSING**  
**Financial Statement for Period Ended**  
**30 April 2017**

HOUSING - AGED (INCLUDING SENIOR CITIZENS)	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2090200 Aged Housing Building Operations <b>Jobs</b>		15,777.00		18,777.00		13,748.00		17,325.34	Electricity and Water Aged Unit 3 and Aged 11 (Acting CEO) approximately \$3k extra. Includes 7 air cons \$18464 which will be reimbursed from reserve-budget amendment. Smoke alarms and satellite digital recorder unbudgeted. Shelving in Aged 11 & 12 \$400, \$1320 termite & Pest not budgeted
2090201 Aged Housing Building Maintenance <b>Jobs</b>		30,526.00		51,250.00		25,280.00		45,613.03 ▲	
2090291 Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2090292 Depreciation - Aged Housing		8,000.00		18,000.00		6,660.00		14,868.40	
2090299 Administration Allocated		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
3090201 Income - Aged Unit 1 & 2	3,120.00		3,120.00		2,600.00		2,690.77		Vacant for 18 weeks
3090203 Income - Aged Unit 3	3,120.00		2,040.00		2,600.00		1,920.00		
3090204 Income - Aged Unit 4	3,120.00		3,120.00		2,600.00		2,600.00		Vacant for 32 weeks
3090205 Income - Aged Unit 5	3,120.00		0.00		2,600.00		0.00		
3090206 Income - Aged Unit 6	3,120.00		3,120.00		2,600.00		2,673.00		Vacant for 10 weeks
3090207 Income - Aged Unit 7	3,120.00		3,120.00		2,600.00		2,732.31		
3090208 Income - Aged Unit 8	3,120.00		3,120.00		2,600.00		2,793.33		No rent for 38 weeks A/CEO rent free and empty \$100 per week 18 weeks empty - S Fawcett in mid November \$100 per week
3090209 Income - Aged Unit 9	3,120.00		2,520.00		2,600.00		1,940.00		
3090210 Income - Aged Unit 10	3,120.00		3,120.00		2,600.00		2,709.23		
3090211 Income - Aged Unit 11- Ferguson St	3,120.00		1,400.00		2,600.00		2,400.00		
3090212 Income - Aged Unit 12 - Ferguson St	3,120.00		3,400.00		2,600.00		0.00		
3090213 Contributions & Donations - Aged Housing	0.00		0.00		0.00		0.00		
3090214 Other Reimbursements - Aged Housing	0.00		0.00		0.00		0.00		
3090215 Grants - Aged Housing	0.00		0.00		0.00		0.00		
3090216 Other Income - Aged Housing	0.00		0.00		0.00		0.00		
3090290 Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>34,320.00</b>	<b>54,303.00</b>	<b>28,080.00</b>	<b>88,027.00</b>	<b>28,600.00</b>	<b>45,688.00</b>	<b>22,458.64</b>	<b>77,806.77</b>	
<b>CAPITAL EXPENDITURE</b>									
4090250 Building (Capital) - Aged Housing <b>Jobs</b>		5,486.00		10,466.00		4,580.00		10,465.28	Additional expenditure on new aged care units 11 and 12.
4090254 Transfers To Aged Reserve		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
5090250 Proceeds on Disposal of Assets	0.00		0.00		0.00		0.00		Not budgeted for - covers the 7 airconditioners put in units as per budget amendment
5090251 Realisation on Disposal of Assets	0.00		0.00		0.00		0.00		
5090253 Transfers From Seniors Housing Reserve	0.00		18,465.00		0.00		18,464.60		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>5,486.00</b>	<b>18,465.00</b>	<b>10,466.00</b>	<b>0.00</b>	<b>4,580.00</b>	<b>18,464.60</b>	<b>10,465.28</b>	
<b>TOTAL - HOUSING - AGED (INCLUDING SENIOR CITIZENS)</b>	<b>34,320.00</b>	<b>59,789.00</b>	<b>46,545.00</b>	<b>98,493.00</b>	<b>28,600.00</b>	<b>50,268.00</b>	<b>40,923.24</b>	<b>88,272.05</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 09 - HOUSING**  
**Financial Statement for Period Ended**  
**30 April 2017**

HOUSING - OTHER (INCLUDING JOINT VENTURE)	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2090300 Community Housing - Singles JV - Building Oper: <b>Jobs</b>		9,404.00		9,404.00		8,038.00		8,127.07	
2090301 Community Housing - Singles JV - Building Maint <b>Jobs</b>		11,668.00		11,668.00		9,650.00		6,771.53	
2090302 Community Housing - Family JV Building Operati <b>Jobs</b>		3,180.00		5,889.00		2,828.00		4,711.34	
2090303 Community Housing - Family JV - Building Maint <b>Jobs</b>		6,677.00		8,255.00		5,530.00		4,327.76	No Water budgeted - D Francis \$2709 water some will be reimbursed. \$1578 no water expense budgeted for 6 Lansdell Street.
2090391 Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2090392 Depreciation - Other Housing		2,500.00		3,200.00		2,080.00		2,576.93	
2090399 Administration Allocated		0.00		0.00		0.00		0.00	
<b>Recovered amounts</b>									
2090398 Other Housing Costs Recovered		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
3090300 Income - JV Singles Unit 1 Cruickshank Road	4,730.00		4,550.00		3,940.00		5,183.86		
3090301 Income - JV Singles Unit 2 Cruickshank Road	4,730.00		4,730.00		3,940.00		4,231.24		
3090302 Income - JV Singles Unit 3 Cruickshank Road	6,960.00		4,900.00		5,790.00		6,875.73		
3090303 Income - JV Singles Unit 4 Cruickshank Road	6,810.00		4,160.00		5,670.00		3,360.00		
3090304 Income - JV Family Housing - 6 Lansdell Street	4,160.00		4,660.00		3,460.00		3,360.00		
3090305 Income - JV Family Housing - 12 White Street	4,460.00		4,460.00		3,710.00		3,815.09		
3090311 Contributions & Donations - Other Housing	0.00		0.00		0.00		0.00		
3090312 Other Reimbursements - Other Housing	0.00		740.00		0.00		740.00		
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>31,850.00</b>	<b>33,429.00</b>	<b>28,200.00</b>	<b>38,416.00</b>	<b>26,510.00</b>	<b>28,126.00</b>	<b>27,565.92</b>	<b>26,514.63</b>	
<b>CAPITAL EXPENDITURE</b>									
4090350 Building (Capital) - Housing Other <b>Jobs</b>		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
5090350 Proceeds on Disposal of Assets	0.00		0.00		0.00		0.00		
5090351 Realisation on Disposal of Assets	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>31,850.00</b>	<b>33,429.00</b>	<b>28,200.00</b>	<b>38,416.00</b>	<b>26,510.00</b>	<b>28,126.00</b>	<b>27,565.92</b>	<b>26,514.63</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 10 - COMMUNITY AMENITIES**  
 Financial Statement for Period Ended  
 30 April 2017

PROGRAMME SUMMARY	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
<b>OPERATING EXPENDITURE</b>										
Sanitation - Household Refuse		54,530.00		55,823.00		45,410.00		38,166.30	Commercial Refuse Collection, the actual operating expenditure is below YTD Budget credit received from Avon waste - overcharge of rubbish removal (permanent difference). This has not been accommodated in the forecast budget.  The Eastern Wheatbelt Declared Species Expenses are not paid yet. The budgeted grant has not yet been forwarded.	
Sanitation - Other		22,464.00		20,664.00		18,700.00		6,249.86		
Sewerage		0.00		0.00		0.00		0.00		
Urban Stormwater Drainage		0.00		0.00		0.00		519.12		
Protection of the Environment		8,282.00		8,282.00		6,890.00		100.00		
Town Planning & Regional Development		500.00		2,200.00		410.00		0.00		
Community Development		4,450.00		2,450.00		3,700.00		279.18		
Other Community Amenities		81,689.00		95,937.00		68,087.00		66,403.56		
<b>OPERATING REVENUE</b>										
Sanitation - Household Refuse	46,660.00		48,380.00		46,660.00		48,380.00			More funerals than budgeted for and a refund from a cancelled satellite contract.
Sanitation - Other	21,860.00		24,485.00		21,860.00		24,685.00			
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		320.00		0.00		318.18			
Town Planning & Regional Development	0.00		1,425.00		0.00		1,424.44			
Community Development	0.00		0.00		0.00		0.00			
Other Community Amenities	1,820.00		4,982.00		1,510.00		6,177.23			
<b>SUB-TOTAL</b>	<b>70,340.00</b>	<b>171,915.00</b>	<b>79,592.00</b>	<b>185,356.00</b>	<b>70,030.00</b>	<b>143,197.00</b>	<b>80,984.85</b>	<b>111,718.02</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		0.00		0.00		0.00		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	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	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>70,340.00</b>	<b>171,915.00</b>	<b>79,592.00</b>	<b>185,356.00</b>	<b>70,030.00</b>	<b>143,197.00</b>	<b>80,984.85</b>	<b>111,718.02</b>		

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 10 - COMMUNITY AMENITIES**  
**Financial Statement for Period Ended**  
**30 April 2017**

**SANITATION - HOUSEHOLD REFUSE**

**OPERATING EXPENDITURE**

2100100 Domestic Refuse Collection **Jobs**  
 2100102 Refuse Site Maintenance **Jobs**  
 2100103 Domestic Recycling Collection **Jobs**

2100192 Depreciation - Sanitation Household  
 2100199 Administration Allocated

**OPERATING REVENUE**

3100100 Domestic Refuse Collection Charges  
 3100101 Domestic Services (Additional)  
 3100102 Domestic Recycling Collection Charges

**SUB-TOTAL**

**CAPITAL EXPENDITURE**

**CAPITAL REVENUE**

**SUB-TOTAL**

**TOTAL - SANITATION - HOUSEHOLD REFUSE**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
		19,241.00		19,241.00		16,030.00		17,706.73	Total 248 @ \$2.27 per week (budgeted 163 @ \$2.27 - 87 charged under commercial) Lower maintenance expenses than expected. Total 248 @ \$4.19 per fortnight (budgeted 163 @ \$4.16 - 87 charged under commercial)
		17,407.00		18,700.00		14,480.00		5,976.76	
		17,882.00		17,882.00		14,900.00		14,482.81	
		0.00		0.00		0.00		0.00	
		0.00		0.00		0.00		0.00	
	25,600.00		26,240.00		25,600.00		26,240.00		
	0.00		0.00		0.00		0.00		
	21,060.00		22,140.00		21,060.00		22,140.00		
<b>SUB-TOTAL</b>	<b>46,660.00</b>	<b>54,530.00</b>	<b>48,380.00</b>	<b>55,823.00</b>	<b>46,660.00</b>	<b>45,410.00</b>	<b>48,380.00</b>	<b>38,166.30</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>46,660.00</b>	<b>54,530.00</b>	<b>48,380.00</b>	<b>55,823.00</b>	<b>46,660.00</b>	<b>45,410.00</b>	<b>48,380.00</b>	<b>38,166.30</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 10 - COMMUNITY AMENITIES**  
**Financial Statement for Period Ended**  
**30 April 2017**

SANITATION - OTHER	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2100200 Commercial Refuse Collection		10,269.00		10,269.00		8,550.00		3,087.20	Commercial Refuse Collection, the actual operating expenditure is below YTD Budget credit received from Avon waste - overcharge of rubbish removal (permanent difference). This has not been accommodated in the forecast budget.
2100201 Refuse Collection - Street Bins		1,416.00		1,416.00		1,180.00		1,706.63	
2100202 Trade/Industrial Recycling Collection		9,478.00		7,678.00		7,890.00		546.03	Recycling Refuse Collection, the actual operating expenditure is below YTD. There is a \$1800 credit for over charge not budgeted
2100203 Recycling Refuse Collection		1,301.00		1,301.00		1,080.00		910.00	
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		0.00	
2100292 Depreciation - Sanitation Other		0.00		0.00		0.00		0.00	
2100299 Administration Allocated		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
3100200 Commercial Collection Charge	13,760.00		13,280.00		13,760.00		13,280.00		
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	8,100.00		11,205.00		8,100.00		11,205.00		
3100205 Sale of Sulo Bins	0.00		0.00		0.00		0.00		
3100206 Disposal of Asbestos	0.00		0.00		0.00		200.00		
<b>SUB-TOTAL</b>	<b>21,860.00</b>	<b>22,464.00</b>	<b>24,485.00</b>	<b>20,664.00</b>	<b>21,860.00</b>	<b>18,700.00</b>	<b>24,685.00</b>	<b>6,249.86</b>	
<b>CAPITAL EXPENDITURE</b>									
<b>CAPITAL REVENUE</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>21,860.00</b>	<b>22,464.00</b>	<b>24,485.00</b>	<b>20,664.00</b>	<b>21,860.00</b>	<b>18,700.00</b>	<b>24,685.00</b>	<b>6,249.86</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 10 - COMMUNITY AMENITIES**  
**Financial Statement for Period Ended**  
**30 April 2017**

<b>SEWERAGE</b>	<b>Adopted Budget</b>		<b>Forecast Actual</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>									
2100599 Administration Allocated		0.00		0.00		0.00		0.00	
<b><u>OPERATING REVENUE</u></b>									
3100300 Septic Inspection and Apparatus Lic fees	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><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 - SEWERAGE</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>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 10 - COMMUNITY AMENITIES**  
**Financial Statement for Period Ended**  
**30 April 2017**

**URBAN STORMWATER DRAINAGE**

**OPERATING EXPENDITURE**

2100601 Stormwater Drainage Maintenance  
 2100692 Depreciation - Stormwater Drainage  
 2100699 Administration Allocated

Jobs

**OPERATING REVENUE**

**SUB-TOTAL**

**CAPITAL EXPENDITURE**

**CAPITAL REVENUE**

**SUB-TOTAL**

**TOTAL - URBAN STORMWATER DRAINAGE**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
		0.00		0.00		0.00		519.12	
		0.00		0.00		0.00		0.00	
		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>519.12</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 - URBAN STORMWATER DRAINAGE</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>519.12</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 10 - COMMUNITY AMENITIES**  
**Financial Statement for Period Ended**  
**30 April 2017**

**PROTECTION OF THE ENVIRONMENT**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
<b>OPERATING EXPENDITURE</b>										
2100700 NRM Officer Wages		0.00		0.00		0.00		0.00	The budgeted grant has not yet been forwarded.	
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		6,500.00		6,500.00		5,410.00		100.00		
2100705 POE Project Expenses		1,020.00		1,020.00		850.00		0.00		
2100706 Abandoned Vehicles/Environment		0.00		0.00		0.00		0.00		
2100707 Water Supply Sampling		0.00		0.00		0.00		0.00		
2100709 Herbarium Expenses		762.00		762.00		630.00		0.00		
2100792 Depreciation - Protection of the Environment		0.00		0.00		0.00		0.00		
2100799 Administration Allocated		0.00		0.00		0.00		0.00		
<b>OPERATING REVENUE</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 - Environment	0.00		0.00		0.00		0.00			
3100707 Tree Planter Charges	0.00		320.00		0.00		318.18			
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>8,282.00</b>	<b>320.00</b>	<b>8,282.00</b>	<b>0.00</b>	<b>6,890.00</b>	<b>318.18</b>	<b>100.00</b>		
<b>CAPITAL EXPENDITURE</b>										
<b>CAPITAL REVENUE</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 - PROTECTION OF THE ENVIRONMENT</b>	<b>0.00</b>	<b>8,282.00</b>	<b>320.00</b>	<b>8,282.00</b>	<b>0.00</b>	<b>6,890.00</b>	<b>318.18</b>	<b>100.00</b>		



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 10 - COMMUNITY AMENITIES**  
**Financial Statement for Period Ended**  
**30 April 2017**

**TOWN PLANNING & REG. DEVELOP.**

**OPERATING EXPENDITURE**

2100800 Town Planning Scheme Expenses  
2100899 Administration Allocated

**OPERATING REVENUE**

3100800 Planning Application Fees

**SUB-TOTAL**

**CAPITAL EXPENDITURE**

**CAPITAL REVENUE**

**SUB-TOTAL**

**TOTAL - TOWN PLANNING & REG. DEVELOP.**

Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
	500.00		2,200.00		410.00		0.00	\$1700 for advertising of scheme in Government Gazette not budgeted.
	0.00		0.00		0.00		0.00	
0.00		1,425.00		0.00		1,424.44		
<b>0.00</b>	<b>500.00</b>	<b>1,425.00</b>	<b>2,200.00</b>	<b>0.00</b>	<b>410.00</b>	<b>1,424.44</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>0.00</b>	<b>500.00</b>	<b>1,425.00</b>	<b>2,200.00</b>	<b>0.00</b>	<b>410.00</b>	<b>1,424.44</b>	<b>0.00</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 10 - COMMUNITY AMENITIES**  
**Financial Statement for Period Ended**  
**30 April 2017**

COMMUNITY DEVELOPMENT	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2100910 Community Development/Events		450.00		450.00		370.00		279.18	\$2000 deleted no matching funds for Community Development "proposed projects"
2100911 Community Groups Funding Programme (Dc		4,000.00		2,000.00		3,330.00		0.00	
2100999 Administration Allocated		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
3100900 Contributions & Donations - Community Dev	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>4,450.00</b>	<b>0.00</b>	<b>2,450.00</b>	<b>0.00</b>	<b>3,700.00</b>	<b>0.00</b>	<b>279.18</b>	
<b>CAPITAL EXPENDITURE</b>									
<b>CAPITAL REVENUE</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>4,450.00</b>	<b>0.00</b>	<b>2,450.00</b>	<b>0.00</b>	<b>3,700.00</b>	<b>0.00</b>	<b>279.18</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 10 - COMMUNITY AMENITIES**  
**Financial Statement for Period Ended**  
**30 April 2017**

OTHER COMMUNITY AMENITIES	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2101000 Cemetery Maintenance/Operations <b>Jobs</b>		1,000.00		15,000.00		830.00		18,742.05	▲ More funerals than budgeted for.
2101002 Public Conveniences Operations <b>Jobs</b>		29,877.00		30,763.00		24,927.00		11,580.38	▼ Includes overheads of \$12,332, \$106 Termite & Pest not budgeted, \$780 septic tank pump out not budgeted
2101003 Public Conveniences Maintenance <b>Jobs</b>		4,865.00		4,865.00		4,050.00		853.38	
2101004 Other Community Amenity Maintenance		1,700.00		1,700.00		1,410.00		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		3,000.00		3,000.00		2,500.00		2,221.71	
2101099 Administration Allocated		41,247.00		40,609.00		34,370.00		33,006.04	
<b>OPERATING REVENUE</b>									
3101000 Cemetery Charges (Inc GST)	1,820.00		4,000.00		1,510.00		5,195.41		More funerals than budgeted for.
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 Communit	0.00		0.00		0.00		0.00		
3101004 Reimbursements - Other Community	0.00		982.00		0.00		981.82		One off refund of 30 year contract Satellite connection TV station unbudgeted
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>1,820.00</b>	<b>81,689.00</b>	<b>4,982.00</b>	<b>95,937.00</b>	<b>1,510.00</b>	<b>68,087.00</b>	<b>6,177.23</b>	<b>66,403.56</b>	
<b>CAPITAL EXPENDITURE</b>									
4101050 Building (Capital) - Other Community Amenit <b>Jobs</b>		0.00		0.00		0.00		0.00	
4101060 Infrastructure Other (Capital) - Other Commu <b>Jobs</b>		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
5101050 Proceeds on Disposal of Assets	0.00		0.00		0.00		0.00		
5101051 Realisation on Disposal of Assets	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>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 COMMUNITY AMENITIES</b>	<b>1,820.00</b>	<b>81,689.00</b>	<b>4,982.00</b>	<b>95,937.00</b>	<b>1,510.00</b>	<b>68,087.00</b>	<b>6,177.23</b>	<b>66,403.56</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 11 - RECREATION & CULTURE**  
**Financial Statement for Period Ended**  
**30 April 2017**

PROGRAMME SUMMARY	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
Public Halls and Civic Centres		100,572.00		102,819.00		86,488.00		58,531.78	▼ Town Halls and Public Buildings Operations and maintenance is \$30.9K less than the YTD budget. The original budget remains unchanged. This is partially offset by a \$4.7K increase in Town Halls and Public Buildings depreciation. This been accommodated in the forecast budget.
Swimming Areas & Beaches		449,400.00		385,022.00		375,599.00		301,972.78	▼ Depreciation for the Mukinbudin Swimming Pool is \$51K less than expected. This been accommodated in the forecast budget.
Other Recreation & Sport		516,862.00		503,136.00		433,039.00		401,763.36	Depreciation for the Other Recreation and Sport facilities is \$27.2K less than expected. This been accommodated in the forecast budget
Television and Radio Rebroadcasting		3,094.00		3,494.00		2,562.00		1,893.21	
Libraries		3,527.00		2,977.00		2,927.00		2,357.92	
Heritage		0.00		1,195.00		0.00		1,376.96	
Other Culture		32,920.00		21,945.00		27,410.00		22,127.55	
<b>OPERATING REVENUE</b>									
Public Halls and Civic Centres	2,708.00		2,708.00		2,240.00		1,653.76		
Swimming Areas & Beaches	58,820.00		64,000.00		49,000.00		66,494.50		▲ Additional \$2K pool entrance fees, \$4.5K volunteer swimming pool subsidy and the swimming pool grant is fully received whilst the YTD Budget is prorata for the year..
Other Recreation & Sport	17,319.00		35,033.00		14,410.00		35,158.85		▲ An unbudgeted Insurance claim reimbursement income totalling \$3.4K for air-conditioning system failures has been received and additional grants and contributions towards an events kit have been received totalling \$13.8K. These been accommodated in the forecast budget.
Television and Radio Rebroadcasting	0.00		0.00		0.00		0.00		
Libraries	10.00		10.00		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>78,857.00</b>	<b>1,106,375.00</b>	<b>101,751.00</b>	<b>1,020,588.00</b>	<b>65,650.00</b>	<b>928,025.00</b>	<b>103,307.11</b>	<b>790,023.56</b>	
<b>CAPITAL EXPENDITURE</b>									
Public Halls and Civic Centres		0.00		0.00		0.00		0.00	
Swimming Areas & Beaches		79,520.00		103,300.00		66,260.00		0.00	▼ Painting pool bowl plus extra for pool subsidence \$14,200 and tiles \$5,100. Works are about to start.
Other Recreation & Sport		34,804.00		54,760.00		28,990.00		39,899.86	▲ Unbudgeted Events Kit purchased
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>CAPITAL REVENUE</b>									
Public Halls and Civic Centres	0.00		0.00		0.00		0.00		
Swimming Areas & Beaches	32,000.00		32,000.00		26,660.00		0.00		▼ Transfer from reserve for pool works has not been done.
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>32,000.00</b>	<b>114,324.00</b>	<b>32,000.00</b>	<b>158,060.00</b>	<b>26,660.00</b>	<b>95,250.00</b>	<b>0.00</b>	<b>39,899.86</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>110,857.00</b>	<b>1,220,699.00</b>	<b>133,751.00</b>	<b>1,178,648.00</b>	<b>92,310.00</b>	<b>1,023,275.00</b>	<b>103,307.11</b>	<b>829,923.42</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 11 - RECREATION & CULTURE**  
**Financial Statement for Period Ended**  
**30 April 2017**

PUBLIC HALLS AND CIVIC CENTRES	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2110100 Town Halls and Public Bldg Operations <b>Jobs</b>		33,576.00		33,576.00		30,718.00		13,891.17	▼ The operational costs for several halls are less than budgeted. Excludes \$7740 (Gym/Shed to repairs to alarm and replacement sensors extra \$596 un budgeted expenditure \$334 un budgeted Bonnie Rock Hall), \$616 termite and pest not budgeted.
2110101 Town Halls and Public Bldg Maintenance <b>Jobs</b>		31,996.00		27,243.00		26,610.00		10,329.20	
2110192 Depreciation - Public Halls and Civic Centres		35,000.00		42,000.00		29,160.00		34,311.41	
2110199 Administration Allocated		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
3110100 Town Hall Hire Income	750.00		750.00		620.00		359.76		
3110102 Community Centre Hire Income	0.00		0.00		0.00		0.00		
3110103 Sandalwood Arts Hall Income	1,458.00		1,458.00		1,210.00		845.09		
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 Centr	0.00		0.00		0.00		0.00		
3110107 Income - Mukinbudin Community (Men's) Sh	500.00		500.00		410.00		448.91		
<b>SUB-TOTAL</b>	<b>2,708.00</b>	<b>100,572.00</b>	<b>2,708.00</b>	<b>102,819.00</b>	<b>2,240.00</b>	<b>86,488.00</b>	<b>1,653.76</b>	<b>58,531.78</b>	
<b>CAPITAL EXPENDITURE</b>									
4110150 Building (Capital) - Public Halls & Civic Centr <b>Jobs</b>		0.00		0.00		0.00		0.00	
4110155 Furniture & Equipment (Capital) - Public Hall:		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - PUBLIC HALLS AND CIVIC CENTRES</b>	<b>2,708.00</b>	<b>100,572.00</b>	<b>2,708.00</b>	<b>102,819.00</b>	<b>2,240.00</b>	<b>86,488.00</b>	<b>1,653.76</b>	<b>58,531.78</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 11 - RECREATION & CULTURE**  
**Financial Statement for Period Ended**  
**30 April 2017**

**SWIMMING AREAS & BEACHES**

**OPERATING EXPENDITURE**

2110200 Swimming Pool - Salaries	
2110201 Swimming Pool - Superannuation	
2110202 Swimming Pool - Training & Conferences	
2110203 Swimming Pool - Other Employee Costs	
2110204 Swimming Pool Bldg Operations	<b>Jobs</b>
2110205 Swimming Pool Bldg/Grounds Maintenance	<b>Jobs</b>
2110206 Swimming Pool Expensed Minor Asset Purc	
2110207 Swimming Pool Other Expenses	
2110291 Loss on Disposal of Assets	
2110292 Depreciation - Mukinbudin Swimming Pool	
2110299 Administration Allocated	

Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
\$	\$	\$	\$	\$	\$	\$	\$	
	69,421.00		67,772.00		57,850.00		52,428.26	Adjusted to Ann's projected work sheet but added \$2k to cover more relief. Left the same, only about \$200 difference depending if relief is utilised.
	6,595.00		6,595.00		5,490.00		4,951.37	
	2,980.00		2,980.00		2,480.00		1,942.70	
	2,717.00		2,717.00		2,260.00		1,780.19	
	33,237.00		33,237.00		28,839.00		31,159.18	
	37,450.00		39,721.00		31,190.00		21,688.54	
	0.00		0.00		0.00		0.00	
	7,000.00		7,000.00		5,830.00		4,206.38	
	0.00		0.00		0.00		0.00	
	290,000.00		225,000.00		241,660.00		183,816.16	
	0.00		0.00		0.00		0.00	
								▼ Depreciation was over budgeted.
	0.00		0.00		0.00		0.00	
	11,300.00		12,000.00		9,410.00		14,302.72	
	32,000.00		32,000.00		26,660.00		32,000.00	
	0.00		0.00		0.00		0.00	
	15,520.00		20,000.00		12,930.00		20,191.78	Extra received in pool subsidies, under budgeted.
	0.00		0.00		0.00		0.00	
<b>SUB-TOTAL</b>	<b>58,820.00</b>	<b>449,400.00</b>	<b>64,000.00</b>	<b>385,022.00</b>	<b>49,000.00</b>	<b>375,599.00</b>	<b>66,494.50</b>	<b>301,972.78</b>
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	64,000.00		83,300.00		53,330.00		0.00	▼ Painting pool bowl plus extra for pool subsidence \$14,200 and tiles \$5,100. Extra received in Pool subsidies.
	15,520.00		20,000.00		12,930.00		0.00	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	32,000.00		32,000.00		26,660.00		0.00	▼ Transfer from reserve for pool works has not been done.
<b>SUB-TOTAL</b>	<b>32,000.00</b>	<b>79,520.00</b>	<b>32,000.00</b>	<b>103,300.00</b>	<b>26,660.00</b>	<b>66,260.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL - SWIMMING AREAS &amp; BEACHES</b>	<b>90,820.00</b>	<b>528,920.00</b>	<b>96,000.00</b>	<b>488,322.00</b>	<b>75,660.00</b>	<b>441,859.00</b>	<b>66,494.50</b>	<b>301,972.78</b>

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 11 - RECREATION & CULTURE**  
**Financial Statement for Period Ended**  
**30 April 2017**

OTHER RECREATION & SPORT	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	
<b>OPERATING EXPENDITURE</b>									
2110300 Sporting Complex Bldg Ops		63,192.00		63,192.00		54,600.00		41,372.45	▼
2110301 Sporting Complex Bldg Mtce		32,062.00		33,907.00		26,710.00		24,709.36	Air con complex - ins claim \$2700 Termite & Pest not budgeted for \$645, take off water cooler for \$1500
2110302 Parks & Gardens Maintenance/Operations		90,323.00		90,323.00		75,283.00		80,868.48	
2110304 Town Oval Maintenance/Operations		62,262.00		62,262.00		51,870.00		51,867.08	
2110306 Drive In Theatre Building Operations		3,655.00		3,655.00		3,134.00		2,580.68	
2110307 Drive In Theatre Building Maintenance		55.00		1,700.00		40.00		1,702.27	Labour & plant to keep weed free
2110308 Mukinbudin Dam Catchment Expenses		6,449.00		7,814.00		5,384.00		5,698.95	Budget increased by \$1,365 for the installation of emergency shower not budgeted.
2110309 Other Recreation Facilities Operations		5,641.00		9,641.00		4,995.00		9,082.46	Added \$1,000 phone line to gym & ongoing costs plus \$3000 replace computer for gym.
2110310 Other Recreation Facilities Maintenance		4,955.00		7,042.00		4,143.00		3,397.30	Includes \$1,114.00 Overheads Gym cleaning \$568.33 Old District Club, \$319 Gym termite & pest not budgeted for also \$1200 for extra 100 gym cards
2110311 Expenses - District Club		3,000.00		3,000.00		2,500.00		609.40	
2110313 Expensed Minor Asset Purchases - Parks an		0.00		4,500.00		0.00		4,500.00	Plant trailer for mower budget amendment as approved by Council.
2110317 Sponsorship/Reimbursements - Kid Sport		0.00		739.00		0.00		1,025.00	Kids Sport no income as received \$2000 in 15/16. Amount should have been carried over
2110329 Gym Equipment Maintenance		600.00		835.00		500.00		835.00	Repairs needed not budgeted for.
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		2,080.00		2,500.00	
2110341 Stay on Your Feet Grant Exp		0.00		0.00		0.00		0.00	
2110342 Interest on Loan 108 - Bowling Club		4,423.00		4,423.00		3,680.00		4,422.77	
2110391 Loss on Disposal of Assets		0.00		750.00		0.00		750.00	
2110392 Depreciation - Other Recreation		180,000.00		150,000.00		150,000.00		119,633.78	▼ Depreciation less than budgeted.
2110399 Administration Allocated		57,745.00		56,853.00		48,120.00		46,208.38	
<b>OPERATING REVENUE</b>									
3110300 Recreation/Sporting Complex Hire Fees	1,300.00		1,500.00		1,080.00		1,438.64		Extra revenue forecast to budget
3110301 Sport Leases and Rentals	0.00		0.00		0.00		0.00		
3110302 Contributions & Donations - Other Recreation	0.00		0.00		0.00		0.00		
3110303 Reimbursements - Other Recreation	750.00		5,359.00		620.00		7,177.27		\$1,818 District Club raised but may not pay even though in actuals towards event kit. CRC contribution to Events Kit \$909 Ins Claim air con complex kids room \$2750 and Function room \$1700 (\$1,000 excess) take off contribution for water cooler as not installing 750.00.
3110304 Grants - Other Recreation	2,000.00		14,905.00		1,660.00		14,790.00		▲ Didn't receive new funds Kids Sport \$2k (carried over amount \$1,261) only Events Kit Funding of \$14k.
3110305 Annual Sporting Club Levy	6,369.00		6,369.00		5,300.00		6,369.09		
3110306 Drive-In Gate Takings	0.00		0.00		0.00		0.00		
3110307 Reimbursements - District Club	3,000.00		3,000.00		2,500.00		488.43		
3110308 Youth Group Income	0.00		0.00		0.00		0.00		
3110309 Marquee Hire	0.00		0.00		0.00		1,363.64		No budget provision.
3110310 Sporting Body Reimbursements	0.00		0.00		0.00		0.00		
3110319 NEWROC Club Development Income	0.00		0.00		0.00		0.00		
3110320 NEWROC Clubs-State Contrb.	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	3,900.00		3,900.00		3,250.00		3,531.78		
3110390 Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>17,319.00</b>	<b>516,862.00</b>	<b>35,033.00</b>	<b>503,136.00</b>	<b>14,410.00</b>	<b>433,039.00</b>	<b>35,158.85</b>	<b>401,763.36</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 11 - RECREATION & CULTURE**  
**Financial Statement for Period Ended**  
**30 April 2017**

**OTHER RECREATION & SPORT**  
**(Continued)**

**CAPITAL EXPENDITURE**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
4110350 Plant & Equipment (Capital) - Other Recreation/Sport		0.00				0.00		0.00
4110352 Furniture & Equipment (Capital) - Other Recreation/Spor		0.00		19,956.00		0.00		19,956.29
4110355 Building (Capital) - Other Recreation/Sport		0.00		0.00		0.00		0.00
4110360 Infrastructure Parks & Ovals (Capital)		8,500.00		8,500.00		7,080.00		5,900.00
4110365 Infrastructure Other (Capital)		12,260.00		12,260.00		10,210.00		0.00
4110370 Principal on Loan 108 - Bowling Club		14,044.00		14,044.00		11,700.00		14,043.57
<b><u>CAPITAL REVENUE</u></b>								
5110350 Proceeds on Disposal of Assets	0.00		0.00		0.00		0.00	
5110351 Realisation on Disposal of Assets	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>34,804.00</b>	<b>0.00</b>	<b>54,760.00</b>	<b>0.00</b>	<b>28,990.00</b>	<b>0.00</b>	<b>39,899.86</b>
<b>TOTAL - OTHER RECREATION &amp; SPORT</b>	<b>17,319.00</b>	<b>551,666.00</b>	<b>35,033.00</b>	<b>557,896.00</b>	<b>14,410.00</b>	<b>462,029.00</b>	<b>35,158.85</b>	<b>441,663.22</b>

Jobs  
Jobs  
Jobs

Comments
Events Kit.
Tennis Lights, new swing in park??
Shelter main street?? No orders have been placed.



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 11 - RECREATION & CULTURE**  
**Financial Statement for Period Ended**  
**30 April 2017**

**TELEVISION & RADIO REBROADCASTING**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2110400 TV/Radio Re-Broadcasting Operations		829.00		829.00		682.00		185.66	
2110401 TV/Radio Re-Broadcasting Maintenance		1,600.00		1,600.00		1,330.00		882.09	
2110402 Contributions to CDMA/JJJ		65.00		65.00		50.00		0.00	
2110491 Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2110492 Depreciation - TV/Radio Rebroadcasting		600.00		1,000.00		500.00		825.46	
2110499 Administration Allocated		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</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>3,094.00</b>	<b>0.00</b>	<b>3,494.00</b>	<b>0.00</b>	<b>2,562.00</b>	<b>0.00</b>	<b>1,893.21</b>	
<b>CAPITAL EXPENDITURE</b>									
4110450 Plant & Equipment (Capital) - TV & Radio Re		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
5110450 Proceeds on Disposal of Assets	0.00		0.00		0.00		0.00		
5110451 Realisation on Disposal of Assets	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>3,094.00</b>	<b>0.00</b>	<b>3,494.00</b>	<b>0.00</b>	<b>2,562.00</b>	<b>0.00</b>	<b>1,893.21</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 11 - RECREATION & CULTURE**  
**Financial Statement for Period Ended**  
**30 April 2017**

LIBRARIES	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2110505 Library Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00	Taken off \$600 for old laptop for library - not doing this .
2110506 Library - Lost Books/Book Purchases		150.00		200.00		120.00		200.00	
2110510 Library - Other Expenses		3,377.00		2,777.00		2,807.00		2,157.92	
2110592 Depreciation - Library		0.00		0.00		0.00		0.00	
2110599 Administration Allocated		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
3110500 Library Penalties & Fees	10.00		10.00		0.00		0.00		
3110501 Library Reimbursements Lost Books	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>10.00</b>	<b>3,527.00</b>	<b>10.00</b>	<b>2,977.00</b>	<b>0.00</b>	<b>2,927.00</b>	<b>0.00</b>	<b>2,357.92</b>	
<b>CAPITAL EXPENDITURE</b>									
<b>CAPITAL REVENUE</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>10.00</b>	<b>3,527.00</b>	<b>10.00</b>	<b>2,977.00</b>	<b>0.00</b>	<b>2,927.00</b>	<b>0.00</b>	<b>2,357.92</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 11 - RECREATION & CULTURE**  
**Financial Statement for Period Ended**  
**30 April 2017**

HERITAGE	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2110600 Museum Building Operations		0.00		0.00		0.00		0.00	
2110601 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 History Book Expenditure		0.00		0.00		0.00		0.00	
2110604 Pope Hills Grant Operating Expenditure		0.00		1,195.00		0.00		1,376.96	Popes Hill - no budgeted expenditure
2110692 Depreciation - Heritage		0.00		0.00		0.00		0.00	
2110699 Administration Allocated		0.00		0.00		0.00		0.00	
<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>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,195.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,376.96</b>	
<b>CAPITAL EXPENDITURE</b>									
4110650 Building (Capital) - Heritage		0.00		0.00		0.00		0.00	
4110660 Infrastructure Other (Capital) - Heritage		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</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 - HERITAGE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,195.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,376.96</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 11 - RECREATION & CULTURE**  
**Financial Statement for Period Ended**  
**30 April 2017**

**OTHER CULTURE**

**OPERATING EXPENDITURE**

2110711 Spring Festival - Coordinator Expense		10,000.00		10,000.00		8,330.00		10,000.00		
2110712 Spring Festival - Shire Outside Workers	Jobs	11,220.00		11,345.00		9,340.00		11,527.55		
2110713 Spring Festival - Shire Underwriting		10,000.00		0.00		8,330.00		0.00		No underwriting fee needed
2110716 Spring Festival - Shire Prize Money		1,700.00		600.00		1,410.00		600.00		Reduced prize money for Spring Festival due to entries.
2110799 Administration Allocated		0.00		0.00		0.00		0.00		

**OPERATING REVENUE**

3110700 Contributions & Donations - Other Culture	0.00		0.00		0.00		0.00			
3110701 Reimbursements - Other Culture	0.00		0.00		0.00		0.00			
3110702 Grants - Other Culture	0.00		0.00		0.00		0.00			

**SUB-TOTAL**

<b>0.00</b>	<b>32,920.00</b>	<b>0.00</b>	<b>21,945.00</b>	<b>0.00</b>	<b>27,410.00</b>	<b>0.00</b>	<b>22,127.55</b>
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**CAPITAL EXPENDITURE**

**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 - OTHER CULTURE**

<b>0.00</b>	<b>32,920.00</b>	<b>0.00</b>	<b>21,945.00</b>	<b>0.00</b>	<b>27,410.00</b>	<b>0.00</b>	<b>22,127.55</b>
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Comments

No underwriting fee needed  
Reduced prize money for Spring Festival due to entries.

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 12 - TRANSPORT**  
 Financial Statement for Period Ended  
 30 April 2017

PROGRAMME SUMMARY	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
Roads, Streets, Bridges and Depots		1,374,468.00		1,720,442.80		1,145,447.00		1,294,947.74	▲ See Program for details
Road Plant Purchases		0.00		4,896.06		0.00		4,896.06	
Aerodromes		78,065.00		68,055.00		65,030.00		42,194.36	▼ Depreciation recalculated
Transport Licensing		760.00		1,955.00		630.00		1,770.79	
<b>OPERATING REVENUE</b>									
Roads, Streets, Bridges and Depots	1,002,325.00		1,002,325.00		855,265.00		1,003,793.78		▲ Most grants received but the budget is prorata throughout the year.
Road Plant Purchases	20,500.00		2,371.14		17,080.00		2,371.14		▼ Profit an sale of assets reduced. See programme for details.
Aerodromes	0.00		0.00		0.00		0.00		
Transport Licensing	18,700.00		19,974.00		15,580.00		17,180.88		
<b>SUB-TOTAL</b>	<b>1,041,525.00</b>	<b>1,453,293.00</b>	<b>1,024,670.14</b>	<b>1,795,348.86</b>	<b>887,925.00</b>	<b>1,211,107.00</b>	<b>1,023,345.80</b>	<b>1,343,808.95</b>	
<b>CAPITAL EXPENDITURE</b>									
Roads, Streets, Bridges and Depots		1,329,104.00		1,338,299.00		1,107,480.00		1,080,811.02	
Road Plant Purchases		282,900.00		216,534.00		235,740.00		102,004.35	▼ This is reduced due to not replacing the backhoe as per Councils decision.
Aerodromes		0.00		0.00		0.00		0.00	
Transport Licensing		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
Roads, Streets, Bridges and Depots	0.00		0.00		0.00		0.00		
Road Plant Purchases	0.00		0.00		0.00		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>0.00</b>	<b>1,612,004.00</b>	<b>0.00</b>	<b>1,554,833.00</b>	<b>0.00</b>	<b>1,343,220.00</b>	<b>0.00</b>	<b>1,182,815.37</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>1,041,525.00</b>	<b>3,065,297.00</b>	<b>1,024,670.14</b>	<b>3,350,181.86</b>	<b>887,925.00</b>	<b>2,554,327.00</b>	<b>1,023,345.80</b>	<b>2,526,624.32</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 12 - TRANSPORT**  
**Financial Statement for Period Ended**  
**30 April 2017**

**STREETS, ROADS, BRIDGES & DEPOT**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2120100 Road Maintenance		440,281.00		334,900.00		366,890.00		160,641.07	▼ Raise Telstra pit Calder St. \$2186 Plant Dep'n, reduced by Workers Comp \$27,900, re costed road maintenance program to more correctly reflect expected costs.
2120102 Flood Damage Maintenance		0.00		0.00		0.00		0.00	
2120103 Roads/Street Cleaning		10,400.00		10,400.00		8,660.00		9,530.87	
2120104 Street Trees & Watering		2,000.00		2,198.00		1,660.00		637.94	\$198 termite & pest not budgeted
2120105 Street Trees Pruning & Tree Lopping		9,000.00		9,000.00		7,500.00		8,828.17	
2120106 Traffic Signs/Equipment (Safety)		20,000.00		20,000.00		16,660.00		14,236.08	Should be allocated through Schedule 14 in 17/18 budget
2120107 Footpath Maintenance		9,250.00		9,250.00		7,700.00		115.18	
2120108 Street Lighting - Operating		17,600.00		17,600.00		14,660.00		13,682.13	
2120109 Consultancy/ RSA / Roman II		7,441.00		7,441.00		6,200.00		7,187.14	Should be allocated through Schedule 14 in 17/18 budget
2120110 Rural Road Numbering Program		0.00		0.00		0.00		0.00	
2120111 Verge Mtce/Roadside Spraying		9,250.00		9,707.80		7,700.00		9,707.80	Slightly over budget
2120112 Townscape		11,392.00		11,392.00		9,490.00		5,969.91	
2120114 Rail Alliance		500.00		500.00		410.00		0.00	Should be allocated through Schedule 14 in 17/18 budget.. Auto recoveries for P133 being allocated here instead of Depot Maintenance - checking with IT Vision as it is set up to recover to Depot Maintenance.
2120120 Depot Building Operations		6,843.00		6,843.00		5,837.00		5,186.25	Should be allocated through Schedule 14 in 17/18 budget. Auto recoveries for P133 being allocated here instead of Depot Maintenance - checking with IT Vision as it is set up to recover to Depot Maintenance.
2120121 Depot Building Maintenance		10,511.00		11,511.00		8,750.00		11,877.08	Should be allocated through Schedule 14 in 17/18 budget added \$1k contribution to assess secondary freight routes to WALGA
2120122 Workshop/Depot Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00	
2120127 Depot OHS Equipment - LGIS		0.00		500.00		0.00		500.00	
2120191 Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2120192 Depreciation - Roads, Bridges & Depots		820,000.00		1,269,200.00		683,330.00		1,046,848.12	▲ Increased depreciation and forecast budget.
<b>OPERATING REVENUE</b>									
3120100 Regional Road Group Grants (MRWA)	319,992.00		319,992.00		266,660.00		319,992.00		▲ Timing - All the grant is now received.
3120101 Direct Road Grant (MRWA)	120,015.00		120,015.00		120,015.00		120,015.00		
3120102 Roads to Recovery Grant	562,318.00		562,318.00		468,590.00		562,318.00		▲ Timing - All the grant is now received.
3120103 Black Spot Grant	0.00		0.00		0.00		0.00		
3120105 Flood Damage Income	0.00		0.00		0.00		0.00		
3120106 Street Lighting Subsidy	0.00		0.00		0.00		0.00		
3120108 Sale of Scrap	0.00		0.00		0.00		368.78		
3120110 Other Contrib. & Donations - Roads/Streets	0.00		0.00		0.00		0.00		
3120111 Other Reimbursements - Roads/Streets	0.00		0.00		0.00		1,100.00		
3120112 Other Grants - Roads/Streets	0.00		0.00		0.00		0.00		
3120115 Other Contrib. & Donations - Footpaths	0.00		0.00		0.00		0.00		
3120116 Other Reimbursements - Footpaths	0.00		0.00		0.00		0.00		
3120117 Other Grants - Footpaths	0.00		0.00		0.00		0.00		
3120120 Other Contrib. & Donations - Depots	0.00		0.00		0.00		0.00		
3120121 Other Reimbursements - Depots	0.00		0.00		0.00		0.00		
3120122 Other Grants - Depots	0.00		0.00		0.00		0.00		
3120123 Grants Commission Grant - Applied to Maintenance	0.00		0.00		0.00		0.00		
3120124 Grants Commission Grant - Applied to Construction	0.00		0.00		0.00		0.00		
3120190 Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>1,002,325.00</b>	<b>1,374,468.00</b>	<b>1,002,325.00</b>	<b>1,720,442.80</b>	<b>855,265.00</b>	<b>1,145,447.00</b>	<b>1,003,793.78</b>	<b>1,294,947.74</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 12 - TRANSPORT**  
**Financial Statement for Period Ended**  
**30 April 2017**

**STREETS, ROADS, BRIDGES & DEPOT**  
**(Continued)**

**CAPITAL EXPENDITURE**

4120150 Furniture & Equipment (Capital) - Footpaths/Roads	
4120155 Plant & Equipment (Capital) - Roads	
4120160 Building (Capital) - Depots	<b>Jobs</b>
4120166 Roads (Capital) - Council Funded	<b>Jobs</b>
4120167 Roads (Capital) - Roads to Recovery	<b>Jobs</b>
4120168 Roads (Capital) - Regional Road Group	<b>Jobs</b>
4120169 Roads (Capital) - Black Spot	<b>Jobs</b>
4120170 Footpaths (Capital) - Council Funded	<b>Jobs</b>
4120171 Roads (Capital) - Flood Damage	<b>Jobs</b>
4120175 Transfers To Reserve	

Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
\$	\$	\$	\$	\$	\$	\$	\$	
	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	
	841,116.00		841,116.00		700,850.00		583,627.92	▼ All jobs are below the YTD Budget.
	479,988.00		486,503.00		399,970.00		486,503.01	▲ Mukinbudin-Wialki Rd works have exceeded the original budget.
	0.00		2,391.00		0.00		2,391.09	
	0.00		0.00		0.00		0.00	
	8,000.00		8,289.00		6,660.00		8,289.00	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
	0.00		0.00		0.00		0.00	
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>1,329,104.00</b>	<b>0.00</b>	<b>1,338,299.00</b>	<b>0.00</b>	<b>1,107,480.00</b>	<b>0.00</b>	<b>1,080,811.02</b>
<b>TOTAL - STREETS, ROADS, BRIDGES &amp; DEPOT</b>	<b>1,002,325.00</b>	<b>2,703,572.00</b>	<b>1,002,325.00</b>	<b>3,058,741.80</b>	<b>855,265.00</b>	<b>2,252,927.00</b>	<b>1,003,793.78</b>	<b>2,375,758.76</b>

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 12 - TRANSPORT**  
**Financial Statement for Period Ended**  
**30 April 2017**

ROAD PLANT PURCHASES	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2120291 Loss on Disposal of Assets		0.00		4,896.06		0.00		4,896.06	
<b>OPERATING REVENUE</b>									
3120290 Profit on Disposal of Assets	20,500.00		2,371.14		17,080.00		2,371.14		▼ The sale of A317 the Komatsu Backhoe has not proceeded resulting in a \$10.5K decrease in profit. The sale of MBL 1 the Ford Territory MF resulted in a \$4.9K loss rather than the \$5K profit budgeted.
<b>SUB-TOTAL</b>	<b>20,500.00</b>	<b>0.00</b>	<b>2,371.14</b>	<b>4,896.06</b>	<b>17,080.00</b>	<b>0.00</b>	<b>2,371.14</b>	<b>4,896.06</b>	
<b>CAPITAL EXPENDITURE</b>									
4120250 Plant & Equipment (Capital) - Road Plant Pu		168,370.00		102,004.00		140,300.00		102,004.35	▼ This is the purchase of Don's Ute, MF Car and grader repairs of \$44,036. Grader repairs here so it can be capitalised as they have enhanced the asset. Not replacing the backhoe as per Councils decision.
4120275 Transfer to Reserve		114,530.00		114,530.00		95,440.00		0.00	
<b>CAPITAL REVENUE</b>									
5120250 Proceeds on Disposal of Assets	45,000.00		19,545.46		37,500.00		19,545.46		▼ This is reduced due to not replacing the backhoe as per Councils decision
5120251 Realisation on Disposal of Assets	(45,000.00)		(19,545.46)		(37,500.00)		(19,545.46)		▼ This is reduced due to not replacing the backhoe as per Councils decision
5120252 Transfers From Plant Replacement Reserve	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>282,900.00</b>	<b>0.00</b>	<b>216,534.00</b>	<b>0.00</b>	<b>235,740.00</b>	<b>0.00</b>	<b>102,004.35</b>	
<b>TOTAL - ROAD PLANT PURCHASES</b>	<b>20,500.00</b>	<b>282,900.00</b>	<b>2,371.14</b>	<b>221,430.06</b>	<b>17,080.00</b>	<b>235,740.00</b>	<b>2,371.14</b>	<b>106,900.41</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 12 - TRANSPORT**  
**Financial Statement for Period Ended**  
**30 April 2017**

**AERODROMES**

**OPERATING EXPENDITURE**

2120300 Airstrip & Grounds Maintenance/Operations	20,067.00	20,067.00	16,710.00	3,364.44
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	25,000.00	15,500.00	20,830.00	12,425.15
2120499 Administration Allocated	32,998.00	32,488.00	27,490.00	26,404.77

Jobs

Depreciation recalculated

**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**

<b>0.00</b>	<b>78,065.00</b>	<b>0.00</b>	<b>68,055.00</b>	<b>0.00</b>	<b>65,030.00</b>	<b>0.00</b>	<b>42,194.36</b>
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**CAPITAL EXPENDITURE**

4120450 Furniture & Equipment (Capital) - Aerodrome	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	0.00	0.00	0.00	0.00

Jobs

**CAPITAL REVENUE**

5120450 Proceeds on Disposal of Assets	0.00	0.00	0.00	0.00
5120451 Realisation on Disposal of Assets	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 - AERODROMES**

<b>0.00</b>	<b>78,065.00</b>	<b>0.00</b>	<b>68,055.00</b>	<b>0.00</b>	<b>65,030.00</b>	<b>0.00</b>	<b>42,194.36</b>
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**SHIRE OF MUKINBUDIN**  
**SCHEDULE 12 - TRANSPORT**  
**Financial Statement for Period Ended**  
**30 April 2017**

**TRANSPORT LICENCING**

**OPERATING EXPENDITURE**

2120500 Training and Accommodation - Licensing  
 2120501 Telephone - Licensing  
 2120599 Administration Allocated

**OPERATING REVENUE**

3120500 Sale of Shire Plates  
 3120501 Commissions - Licensing  
 3120502 Reimbursements - Licensing

**SUB-TOTAL**

**CAPITAL EXPENDITURE**

**CAPITAL REVENUE**

**SUB-TOTAL**

**TOTAL - TRANSPORT LICENCING**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
		0.00		1,195.00		0.00		1,195.34	Emily Lange training.
		760.00		760.00		630.00		575.45	
		0.00		0.00		0.00		0.00	
	0.00		136.00		0.00		545.42		
	18,700.00		18,700.00		15,580.00		15,497.13		
	0.00		1,138.00		0.00		1,138.33		
<b>SUB-TOTAL</b>	<b>18,700.00</b>	<b>760.00</b>	<b>19,974.00</b>	<b>1,955.00</b>	<b>15,580.00</b>	<b>630.00</b>	<b>17,180.88</b>	<b>1,770.79</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 - TRANSPORT LICENCING</b>	<b>18,700.00</b>	<b>760.00</b>	<b>19,974.00</b>	<b>1,955.00</b>	<b>15,580.00</b>	<b>630.00</b>	<b>17,180.88</b>	<b>1,770.79</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 13 - ECONOMIC SERVICES**  
 Financial Statement for Period Ended  
 30 April 2017

PROGRAMME SUMMARY	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
Rural Services		11,750.00		13,250.00		9,770.00		785.08	
Tourism and Area Promotion		196,318.00		198,061.00		163,787.00		137,564.17	▼ Decreased Area Promotion, Tourist Information Bay/Hut Expenses, Salaries and Depreciation expenditure.
Building Control		80,851.00		79,959.00		67,370.00		47,308.39	▼ Decreased Contract Building Control Services expenses.
Economic Development		42,503.00		41,926.72		35,410.00		33,927.95	
Other Economic Services		179,854.00		195,656.00		150,266.00		167,473.40	▲ Increased Standpipe Maintenance/Operations and Depreciation expenses.
<b>OPERATING REVENUE</b>									
Rural Services	2,000.00		2,000.00		1,660.00		924.61		
Tourism and Area Promotion	124,960.00		123,920.00		104,120.00		120,748.66		▲ A higher rate of income for Caravan Park Rent, Barracks and Self Contained Units resulting in an additional \$18.2K above the YTD Budget. This not been accommodated in the forecast budget.
Building Control	10.00		522.00		0.00		721.62		
Economic Development	7,075.00		4,743.00		5,890.00		3,998.58		
Other Economic Services	26,527.00		34,779.06		22,080.00		23,849.93		
<b>SUB-TOTAL</b>	<b>160,572.00</b>	<b>511,276.00</b>	<b>165,964.06</b>	<b>528,852.72</b>	<b>133,750.00</b>	<b>426,603.00</b>	<b>150,243.40</b>	<b>387,058.99</b>	
<b>CAPITAL EXPENDITURE</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		16,995.00		16,995.00		14,150.00		12,049.86	
<b>CAPITAL REVENUE</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>16,995.00</b>	<b>0.00</b>	<b>16,995.00</b>	<b>0.00</b>	<b>14,150.00</b>	<b>0.00</b>	<b>12,049.86</b>	
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>160,572.00</b>	<b>528,271.00</b>	<b>165,964.06</b>	<b>545,847.72</b>	<b>133,750.00</b>	<b>440,753.00</b>	<b>150,243.40</b>	<b>399,108.85</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 13 - ECONOMIC SERVICES**  
**Financial Statement for Period Ended**  
**30 April 2017**

**RURAL SERVICES**

**OPERATING EXPENDITURE**

2130100 Noxious Weed Control  
 2130101 Wild Dog Control  
 2130102 Vermin Control  
 2130103 Rural Counselling Service  
 2130104 Drum Muster Expenses  
 2130105 Oil Waste Disposal  
 2130199 Administration Allocated

Jobs

**OPERATING REVENUE**

3130100 Contributions & Donations - Rural Services  
 3130101 Reimbursements - Rural Services  
 3130102 Grants - Rural Services  
 3130103 Other Income Relating to Rural Services

**SUB-TOTAL**

**CAPITAL EXPENDITURE**

**CAPITAL REVENUE**

**SUB-TOTAL**

**TOTAL - RURAL SERVICES**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
		10,750.00		10,750.00		8,950.00		0.00	
		0.00		0.00		0.00		0.00	
		0.00		0.00		0.00		0.00	
		500.00		500.00		410.00		0.00	
		500.00		2,000.00		410.00		785.08	Advertising & Wages for Drum Muster staff - under budgeted.
		0.00		0.00		0.00		0.00	
		0.00		0.00		0.00		0.00	
	2,000.00		2,000.00		1,660.00		924.61		Drum muster income - should match expenditure as we are reimbursed for everything.
	0.00		0.00		0.00		0.00		
	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>2,000.00</b>	<b>11,750.00</b>	<b>2,000.00</b>	<b>13,250.00</b>	<b>1,660.00</b>	<b>9,770.00</b>	<b>924.61</b>	<b>785.08</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 - RURAL SERVICES</b>	<b>2,000.00</b>	<b>11,750.00</b>	<b>2,000.00</b>	<b>13,250.00</b>	<b>1,660.00</b>	<b>9,770.00</b>	<b>924.61</b>	<b>785.08</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 13 - ECONOMIC SERVICES**  
**Financial Statement for Period Ended**  
**30 April 2017**

TOURISM & AREA PROMOTION	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2130200 Staff Housing Costs Allocated		0.00		0.00		0.00		0.00	
2130202 Area Promotion		11,867.00		11,867.00		9,880.00		2,376.82	
2130203 Entry Statement Maintenance <b>Jobs</b>		0.00		0.00		0.00		0.00	
2130204 Caravan Park General Maintenance/Operatio <b>Jobs</b>		46,659.00		47,819.00		39,040.00		46,518.89	\$1160 c/park invoice books added - unbudgeted
2130206 Barrack Cabins Building Operations <b>Jobs</b>		697.00		697.00		607.00		235.60	
2130207 Barrack Cabins Building Maintenance <b>Jobs</b>		3,320.00		3,320.00		2,760.00		536.44	
2130209 Tourist Information Bay/Hut Expenditure <b>Jobs</b>		13,719.00		13,719.00		11,420.00		5,007.96	
2130210 Park Units (Self Contained) Building Operatio <b>Jobs</b>		460.00		460.00		440.00		398.99	
2130211 Park Units (Self Contained) Building Maintena <b>Jobs</b>		2,720.00		2,720.00		2,260.00		857.72	
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		74,971.00		79,839.00		62,470.00		54,626.39	Wages adjusted from projected wages up \$4868, also overheads from original budget of \$11,132
2130215 Caravan Park Superannuation		6,065.00		6,565.00		5,050.00		4,045.94	Up by \$500 on projected wages.
2130216 Caravan Park Manager Allowances		3,840.00		2,840.00		3,200.00		2,002.59	No housing allowance for Jacinata and reduced service allowance.
2130217 New Travel Annual Contribution		4,500.00		4,500.00		3,750.00		4,090.91	
2130218 Caravan Park Transportable House		0.00		1,215.00		0.00		1,253.38	Wages for repairs.
2130219 Wheatbelt Way <b>Jobs</b>		2,500.00		2,500.00		2,080.00		50.79	
2130225 Tourist Signage		0.00		0.00		0.00		0.00	
2130291 Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2130292 Depreciation - Tourism & Area Promotion		25,000.00		20,000.00		20,830.00		15,561.75	
2130299 Administration Allocated		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
3130200 Caravan Park Fees	28,060.00		28,060.00		23,380.00		30,566.33		
3130201 Caravan Park Coin Op Wash Mach Income	1,600.00		1,600.00		1,330.00		1,213.64		
3130202 Barracks Cabins Fees	21,900.00		21,900.00		18,250.00		20,456.59		
3130203 Park Unit (Self Contained) Fees	52,000.00		52,000.00		43,330.00		52,779.23		
3130204 Rental Long Term Stay House	5,200.00		4,160.00		4,330.00		3,528.37		52 weeks @ \$80 incorrectly budgeted
3130205 Contributions & Donations - Tourism & Area F	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 Managers House Fees	16,200.00		16,200.00		13,500.00		12,204.50		
3130210 Other Income Relating to Tourism & Area Pro	0.00		0.00		0.00		0.00		
3130290 Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>124,960.00</b>	<b>196,318.00</b>	<b>123,920.00</b>	<b>198,061.00</b>	<b>104,120.00</b>	<b>163,787.00</b>	<b>120,748.66</b>	<b>137,564.17</b>	
<b>CAPITAL EXPENDITURE</b>									
4130250 Building (Capital) - Tourism & Area Promotion <b>Jobs</b>		0.00		0.00		0.00		0.00	
4130260 Infrastructure Other (Capital) - Tourism & Area <b>Jobs</b>		0.00		0.00		0.00		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>CAPITAL REVENUE</b>									
5130250 Proceeds on Disposal of Assets	0.00		0.00		0.00		0.00		
5130251 Realisation on Disposal of Assets	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>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 - TOURISM &amp; AREA PROMOTION</b>	<b>124,960.00</b>	<b>196,318.00</b>	<b>123,920.00</b>	<b>198,061.00</b>	<b>104,120.00</b>	<b>163,787.00</b>	<b>120,748.66</b>	<b>137,564.17</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 13 - ECONOMIC SERVICES**  
**Financial Statement for Period Ended**  
**30 April 2017**

<b>BUILDING CONTROL</b>	<b>Adopted Budget</b>		<b>Forecast Actual</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><u>OPERATING EXPENDITURE</u></b>									
2130304 Contract Building Control Services		23,106.00		23,106.00		19,250.00		1,100.00	▼
2130399 Administration Allocated		57,745.00		56,853.00		48,120.00		46,208.39	
<b><u>OPERATING REVENUE</u></b>									
3130300 Building Permit Fees	0.00		500.00		0.00		695.47		Unbudgeted amount
3130301 Commission - BRB & BCITF	10.00		22.00		0.00		26.15		
3130302 Private S/Pool Inspection Fees	0.00		0.00		0.00		0.00		
3130303 Demolition Licence	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>10.00</b>	<b>80,851.00</b>	<b>522.00</b>	<b>79,959.00</b>	<b>0.00</b>	<b>67,370.00</b>	<b>721.62</b>	<b>47,308.39</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 - BUILDING CONTROL</b>	<b>10.00</b>	<b>80,851.00</b>	<b>522.00</b>	<b>79,959.00</b>	<b>0.00</b>	<b>67,370.00</b>	<b>721.62</b>	<b>47,308.39</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 13 - ECONOMIC SERVICES**  
**Financial Statement for Period Ended**  
**30 April 2017**

ECONOMIC DEVELOPMENT	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2130500 Economic Development		0.00		0.00		0.00		0.00	
2130501 Industrial Units Building Operations <b>Jobs</b>		1,256.00		1,317.72		1,040.00		1,317.72	
2130502 Industrial Units Building Maintenance <b>Jobs</b>		0.00		0.00		0.00		13.64	
2130599 Administration Allocated		41,247.00		40,609.00		34,370.00		32,596.59	
<b>OPERATING REVENUE</b>									
3130502 Leases	0.00		0.00		0.00		0.00		
3130503 Contributions & Donations - Economic Devel	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 Develop	7,075.00		4,743.00		5,890.00		3,998.58		Lease money from Muka Electrical - lease terminated.
3130507 Income - Industrial Units	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>7,075.00</b>	<b>42,503.00</b>	<b>4,743.00</b>	<b>41,926.72</b>	<b>5,890.00</b>	<b>35,410.00</b>	<b>3,998.58</b>	<b>33,927.95</b>	
<b>CAPITAL EXPENDITURE</b>									
4130550 Building (Capital) - Economic Development <b>Jobs</b>		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</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 - ECONOMIC DEVELOPMENT</b>	<b>7,075.00</b>	<b>42,503.00</b>	<b>4,743.00</b>	<b>41,926.72</b>	<b>5,890.00</b>	<b>35,410.00</b>	<b>3,998.58</b>	<b>33,927.95</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 13 - ECONOMIC SERVICES**  
**Financial Statement for Period Ended**  
**30 April 2017**

OTHER ECONOMIC SERVICES	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2130600 Tree Planter Maintenance		0.00		0.00		0.00		0.00	
2130601 Community Bus Expenses Allocated		4,252.00		4,252.00		3,752.00		3,995.80	
2130602 Public Transport Bus Expense		0.00		0.00		0.00		4,705.75	
2130603 Standpipe Maintenance/Operations	Jobs	26,190.00		28,408.00		21,820.00		25,648.06	\$1,883 - unbudgeted repairs and water meter \$335
2130609 Map Purchases		0.00		0.00		0.00		0.00	
2130610 Other Expenditure - Other Economic Service		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		1,764.00		1,764.00		1,470.00		955.95	
2130616 Interest on Loan 119		5,327.00		5,327.00		4,430.00		5,327.28	
2130617 Muka Cafe - Operations	Jobs	5,710.00		5,710.00		4,954.00		3,239.86	
2130618 Muka Cafe - Maintenance	Jobs	3,120.00		9,789.00		2,600.00		8,986.89	\$750 hot water not budgeted, \$5919 floor & wall in kitchen
2130691 Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2130692 Depreciation - Other Economic Services		18,000.00		26,700.00		15,000.00		22,197.07	
2130699 Administration Allocated		115,491.00		113,706.00		96,240.00		92,416.74	
<b>OPERATING REVENUE</b>									
3130600 Charges - Tree Planter Hire		955.00		955.00		790.00		0.00	
3130601 Community Bus Hire		3,000.00		3,000.00		2,500.00		2,137.26	
3130602 Public Transport Bus Income		0.00		9,136.36		0.00		7,761.36	Actual Revenue plus \$4,000 Public Bus unbudgeted
3130603 Sale of Water		6,500.00		6,500.00		5,410.00		1,856.44	
3130605 Rent - Commercial Properties		14,072.00		14,072.00		11,720.00		10,979.17	
3130607 Contributions & Donations - Other Economic		0.00		0.00		0.00		0.00	
3130608 Reimbursements - Other Economic Services		2,000.00		1,115.70		1,660.00		1,115.70	Expenditure only \$1,000 this is an in and an out - recouped
3130609 Grants - Other Economic Services		0.00		0.00		0.00		0.00	
3130610 Other Income Relating to Other Economic Sr		0.00		0.00		0.00		0.00	
3130690 Profit on Disposal of Assets		0.00		0.00		0.00		0.00	
<b>SUB-TOTAL</b>	<b>26,527.00</b>	<b>179,854.00</b>	<b>34,779.06</b>	<b>195,656.00</b>	<b>22,080.00</b>	<b>150,266.00</b>	<b>23,849.93</b>	<b>167,473.40</b>	
<b>CAPITAL EXPENDITURE</b>									
4130650 Plant & Equipment (Capital) - Other Economi		0.00		0.00		0.00		0.00	
4130655 Infrastructure Other (Capital) - Other Econom	Jobs	0.00		0.00		0.00		0.00	
4130680 Building (Capital) - Other Economic Services		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 Reserve		0.00		0.00		0.00		0.00	
4130670 Principal on Loan 116 - Land Purchase		9,742.00		9,742.00		8,110.00		4,797.08	
4130671 Principal on Loan 119 - Mukinbudin Cafe		7,253.00		7,253.00		6,040.00		7,252.78	
<b>CAPITAL REVENUE</b>									
5130650 Proceeds on Disposal of Assets		0.00		0.00		0.00		0.00	
5130651 Realisation on Disposal of Assets		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>16,995.00</b>	<b>0.00</b>	<b>16,995.00</b>	<b>0.00</b>	<b>14,150.00</b>	<b>0.00</b>	<b>12,049.86</b>	
<b>TOTAL - OTHER ECONOMIC SERVICES</b>	<b>26,527.00</b>	<b>196,849.00</b>	<b>34,779.06</b>	<b>212,651.00</b>	<b>22,080.00</b>	<b>164,416.00</b>	<b>23,849.93</b>	<b>179,523.26</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 14 - OTHER PROPERTY & SERVICES**  
**Financial Statement for Period Ended**  
**30 April 2017**

PROGRAMME SUMMARY	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
<b>OPERATING EXPENDITURE</b>										
Private Works		9,975.00		9,975.00		8,290.00		5,562.75	<p>The most significant component of this is the \$44.5K under recovery of public works. This will be corrected at the end of the year.</p> <p>Another significant variation is due to a payment on termination of employment and the budget YTD being evenly spread.</p> <p>Plant Operation Costs are over recovered and will have to be adjusted at years end.</p> <p>Increased Workers Compensation Expense</p>	
Public Works Overheads		0.00		0.00		2,117.00		79,496.06		
Plant Operation Costs		0.00		0.00		3,379.00		(19,966.92)		
Administration Overheads		0.00		0.00		4,727.00		0.00		
Salaries and Wages		1,000.00		31,000.00		830.00		16,879.81		
Land/Subdivision Development		0.00		0.00		0.00		0.00		
Stock, Fuels & Oils		0.00		0.00		0.00		0.00		
Unclassified		0.00		0.00		0.00		0.00		
<b>OPERATING REVENUE</b>										<p>Increased Workers Compensation Expense reimbursement.</p>
Private Works	11,970.00		11,970.00		9,970.00		4,900.87			
Public Works Overheads	0.00		1,363.65		0.00		1,545.47			
Plant Operation Costs	23,500.00		23,500.00		19,580.00		21,307.50			
Administration Overheads	8,140.00		7,510.00		6,780.00		7,566.97			
Salaries and Wages	1,000.00		31,000.00		830.00		480.12			
Land/Subdivision Development	0.00		0.00		0.00		0.00			
Stock, Fuels & Oils	0.00		0.00		0.00		0.00			
Unclassified	0.00		0.00		0.00		0.00			
<b>SUB-TOTAL</b>	<b>44,610.00</b>	<b>10,975.00</b>	<b>75,343.65</b>	<b>40,975.00</b>	<b>37,160.00</b>	<b>19,343.00</b>	<b>35,800.93</b>	<b>81,971.70</b>		
<b>CAPITAL EXPENDITURE</b>									<p>No Administration Office capital expenditure has taken place and the transfer to Leave reserve is no longer budgeted.</p> <p>No transfer from the Leave reserve is budgeted.</p>	
Private Works		0.00		0.00		0.00		0.00		
Public Works Overheads		0.00		0.00		0.00		0.00		
Plant Operation Costs		111,206.00		111,206.00		92,640.00		98,470.27		
Administration Overheads		100,224.00		2,000.00		83,510.00		0.00		
Salaries and Wages		0.00		0.00		0.00		0.00		
Land/Subdivision Development		0.00		0.00		0.00		0.00		
Stock, Fuels & Oils		0.00		0.00		0.00		0.00		
Unclassified		0.00		0.00		0.00		0.00		
<b>CAPITAL REVENUE</b>										
Private Works	0.00		0.00		0.00		0.00			
Public Works Overheads	9,800.00		0.00		8,160.00		0.00			
Plant Operation Costs	0.00		0.00		0.00		0.00			
Administration Overheads	48,990.00		0.00		40,820.00		0.00			
Salaries and Wages	0.00		0.00		0.00		0.00			
Land/Subdivision Development	0.00		0.00		0.00		0.00			
Stock, Fuels & Oils	0.00		0.00		0.00		0.00			
Unclassified	0.00		0.00		0.00		0.00			
<b>SUB-TOTAL</b>	<b>58,790.00</b>	<b>211,430.00</b>	<b>0.00</b>	<b>113,206.00</b>	<b>48,980.00</b>	<b>176,150.00</b>	<b>0.00</b>	<b>98,470.27</b>		
<b>TOTAL - PROGRAMME SUMMARY</b>	<b>103,400.00</b>	<b>222,405.00</b>	<b>75,343.65</b>	<b>154,181.00</b>	<b>86,140.00</b>	<b>195,493.00</b>	<b>35,800.93</b>	<b>180,441.97</b>		

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 14 - OTHER PROPERTY & SERVICES**  
**Financial Statement for Period Ended**  
**30 April 2017**

**PRIVATE WORKS**

**OPERATING EXPENDITURE**

2140100 Private Works Expenses  
 2140199 Administration Allocated

Jobs

**OPERATING REVENUE**

3140100 Private Works Income

**SUB-TOTAL**

**CAPITAL EXPENDITURE**

**CAPITAL REVENUE**

**SUB-TOTAL**

**TOTAL - PRIVATE WORKS**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
2140100 Private Works Expenses		9,975.00		9,975.00		8,290.00		5,562.75	
2140199 Administration Allocated		0.00		0.00		0.00		0.00	
3140100 Private Works Income	11,970.00		11,970.00		9,970.00		4,900.87		
<b>SUB-TOTAL</b>	<b>11,970.00</b>	<b>9,975.00</b>	<b>11,970.00</b>	<b>9,975.00</b>	<b>9,970.00</b>	<b>8,290.00</b>	<b>4,900.87</b>	<b>5,562.75</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 - PRIVATE WORKS</b>	<b>11,970.00</b>	<b>9,975.00</b>	<b>11,970.00</b>	<b>9,975.00</b>	<b>9,970.00</b>	<b>8,290.00</b>	<b>4,900.87</b>	<b>5,562.75</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 14 - OTHER PROPERTY & SERVICES**  
**Financial Statement for Period Ended**  
**30 April 2017**

**PUBLIC WORKS OVERHEADS**

**OPERATING EXPENDITURE**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
2140200 Works Supervisor - Salary		92,147.00		90,063.00		76,780.00		90,885.44	▲ Corrected due to approved wage rise
2140201 Works Supervisor - Superannuation		13,822.00		13,510.00		11,510.00		10,424.44	Adjusted to projected wages sheet
2140202 Works Supervisor - Training & Conferences		3,000.00		3,000.00		2,500.00		0.00	
2140203 Works Supervisor - Other Employee Expenses		80.00		80.00		60.00		0.00	
2140204 Works Team - Motor Vehicle Expenses Allocated		10,000.00		6,000.00		8,330.00		16,133.54	Budgeted too high
2140205 Works Team - Superannuation		58,055.00		58,055.00		48,370.00		47,982.56	
2140206 Works Team - Sick Pay		20,000.00		20,000.00		16,660.00		5,358.17	▼
2140207 Works Team - Annual Leave		52,400.00		52,400.00		43,660.00		45,703.41	
2140208 Works Team - Public Holidays		22,000.00		22,000.00		18,330.00		15,206.13	
2140209 Works Team - Long Service Leave		9,800.00		20,000.00		8,160.00		21,227.90	▲ D Mori \$9800 as per budget, Noel Bond balance unbudgeted
2140210 Works Team - RDO's		0.00		0.00		0.00		140.10	
2140211 Works Team - Protective Clothing		5,000.00		5,590.00		4,160.00		5,589.96	
2140212 Works Team - Service Pay		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		500.00		500.00		410.00		485.00	
2140215 Works Team - Housing Incentive		5,200.00		5,200.00		4,330.00		3,186.05	
2140216 Works Team - MBL Location Allowance		13,500.00		13,500.00		11,250.00		9,841.95	
2140217 Works Team - Industry Allowance		1,000.00		1,000.00		830.00		1,000.00	Tool Allowance - Maintenance Man
2140218 Works Team - Service Allowance		9,620.00		9,620.00		8,010.00		6,458.29	
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		13,257.00		13,257.00		13,257.00		16,179.19	
2140222 Works Team - Training & Conferences	Jobs	7,548.00		7,548.00		6,290.00		7,330.57	
2140223 Works Team - OHS and Toolbox Meetings	Jobs	0.00		650.00		0.00		645.70	
2140224 Works Team - Engineering & Technical Support		0.00		8,500.00		0.00		3,514.08	Road Audit & 10 year road plan
2140225 Works Team - Office Expenses		0.00		614.00		0.00		6,975.59	3 Shire maps A0 size
2140226 Works Team - Depot Freight		0.00		0.00		0.00		0.00	
2140227 Works Team - Expendable Tools/Equipment		1,000.00		2,000.00		830.00		2,405.64	over expended
2140228 Works Team - Staff Housing Allocated		0.00		0.00		0.00		0.00	
2140229 Works Team - Other Costs		0.00		0.00		0.00		384.05	
2140230 Works Team - Noise Regulation Program		0.00		0.00		0.00		0.00	
2140231 Works Team - Telecommunications		0.00		2,120.00		0.00		1,785.90	New GL - not in original budget Depot, Parks Leading Hand & W/S phone - not budgeted for under overheads
2140239 Works Team - Superannuation In-Lieu		0.00		0.00		0.00		0.00	
2140291 Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2140292 Depreciation - PWO's		0.00		0.00		0.00		0.00	
2140299 Administration Allocated		181,484.00		178,682.00		151,230.00		145,635.69	
<b>Recovered amounts</b>									
2140293 Less - Allocated to Works (PWO's)		(519,413.00)		(533,889.00)		(432,840.00)		(384,983.29)	▼ The recovery rate is less than required. This will be corrected at the end of the year.
<b>OPERATING REVENUE</b>									
3140200 Reimbursements - Public Works Overheads	0.00		1,363.65		0.00		1,545.47		
3140201 Long Service Leave Recoup (PWO's)	0.00		0.00		0.00		0.00		+ve number means under allocated jobs too low
3140290 Profit on Disposal of Assets	0.00		0.00		0.00		0.00		-ve number means over allocated jobs too high
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>1,363.65</b>	<b>0.00</b>	<b>0.00</b>	<b>2,117.00</b>	<b>1,545.47</b>	<b>79,496.06</b>	should equal zero at EOY

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 14 - OTHER PROPERTY & SERVICES**  
**Financial Statement for Period Ended**  
**30 April 2017**

**PUBLIC WORKS OVERHEADS**  
**(Continued)**

**CAPITAL EXPENDITURE**

**CAPITAL REVENUE**

5140250 Transfers From Long Service Leave Reserve

SUB-TOTAL

TOTAL - PUBLIC WORKS OVERHEADS

Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
\$	\$	\$	\$	\$	\$	\$	\$	
9,800.00		0.00		8,160.00		0.00		Daniel not replaced so covered under wages amount not being transferred .
<b>9,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,160.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>9,800.00</b>	<b>0.00</b>	<b>1,363.65</b>	<b>0.00</b>	<b>8,160.00</b>	<b>2,117.00</b>	<b>1,545.47</b>	<b>79,496.06</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 14 - OTHER PROPERTY & SERVICES**  
**Financial Statement for Period Ended**  
**30 April 2017**

**PLANT OPERATION COSTS**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2140300 Internal Plant Repairs - Wages & O/Head		9,250.00		9,250.00		7,700.00		14,170.67	
2140301 External Parts & Repairs (Includes Consumables)		100,535.00		100,535.00		83,770.00		63,998.39	▼ Over budgeted
2140302 Fuels and Oils		120,000.00		120,000.00		100,000.00		77,601.04	▼ Over budgeted
2140303 Tyres and Tubes		11,000.00		11,000.00		9,160.00		12,489.09	
2140306 Licences - Plant Operation		8,000.00		7,000.00		6,660.00		6,707.67	Over budgeted
2140307 Insurance - Plant Operation		20,639.00		29,748.00		20,639.00		29,748.55	
2140308 Interest on Loan 114		3,726.00		3,726.00		3,100.00		2,018.75	
2140309 Interest on Loan 115		2,217.00		2,217.00		1,840.00		2,216.57	
2140310 Interest on Loan 118		4,114.00		4,114.00		3,420.00		4,113.75	
2140320 Interest on Loan 120		2,488.00		2,488.00		2,070.00		2,487.89	
2140311 Interest on Loan 121		6,749.00		6,749.00		5,620.00		6,748.92	
2140312 Interest on Loan 122		3,672.00		3,672.00		3,060.00		3,672.20	
2140313 Interest on Loan 123		1,040.00		1,040.00		860.00		538.64	
2140492 Depreciation - Plant Operation		196,500.00		196,500.00		163,750.00		136,655.68	
<b>Recovered amounts</b>									
2140394 LESS Plant Operation Costs Allocated to Works		(293,430.00)		(301,539.00)		(244,520.00)		(383,134.73)	▲ Over recovery due to lower than expected External Parts and Repairs and Fuels and Oils expenses.
2140495 LESS Plant Depreciation Costs Allocated to Works (DO NOT USE)		(196,500.00)		(196,500.00)		(163,750.00)		0.00	▼ This in an obsolete account. All costs are recovered via account 2140394.
<b>OPERATING REVENUE</b>									
3140300 Fuel Tax Credits Grant Scheme	23,500.00		23,500.00		19,580.00		20,201.00		
3140301 Reimbursements - Plant Operation Costs	0.00		0.00		0.00		506.50		
3140302 Sale of Scrap - Plant Operating Costs	0.00		0.00		0.00		600.00		
<b>SUB-TOTAL</b>	<b>23,500.00</b>	<b>0.00</b>	<b>23,500.00</b>	<b>0.00</b>	<b>19,580.00</b>	<b>3,379.00</b>	<b>21,307.50</b>	<b>(19,966.92)</b>	<b>SHOULD BE ZERO AT EOFY</b>
<b>CAPITAL EXPENDITURE</b>									
4140370 Principal on Loan 114 - Trailer		20,572.00		20,572.00		17,140.00		10,130.29	
4140371 Principal on Loan 115 - Truck		15,643.00		15,643.00		13,030.00		15,642.99	
4140372 Principal on Loan 118 - Vibe Roller		13,627.00		13,627.00		11,350.00		13,627.55	
4140373 Principal on Loan 120 - Skid Steer		5,934.00		5,934.00		4,940.00		5,934.23	
4140374 Principal on Loan 121 - Motor Grader		32,950.00		32,950.00		27,450.00		32,949.76	
4140375 Principal on Loan 122 - Multi Tyre Roller		17,929.00		17,929.00		14,940.00		17,928.52	
4140376 Principal on Loan 123 - John Deere Tractor		4,551.00		4,551.00		3,790.00		2,256.93	
<b>CAPITAL REVENUE</b>									
5140350 Proceeds from New Debentures	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>0.00</b>	<b>111,206.00</b>	<b>0.00</b>	<b>111,206.00</b>	<b>0.00</b>	<b>92,640.00</b>	<b>0.00</b>	<b>98,470.27</b>	+ve number means under allocated jobs too low -ve number means over allocated jobs too high
<b>TOTAL - PLANT OPERATION COSTS</b>	<b>23,500.00</b>	<b>111,206.00</b>	<b>23,500.00</b>	<b>111,206.00</b>	<b>19,580.00</b>	<b>96,019.00</b>	<b>21,307.50</b>	<b>78,503.35</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 14 - OTHER PROPERTY & SERVICES**  
**Financial Statement for Period Ended**  
**30 April 2017**

ADMINISTRATION OVERHEADS	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2140500 Admin Salaries		411,602.00		416,644.00		343,000.00		339,662.37	Figure updated from projected wages sheet - S Billingham pay out over normal hours \$27332, Acting CEO extra hourly rate \$8075 over 28 week period extra, PT Admin Officer only paid \$8501 less than budgeted, Admin Staff pay rise extra \$5256 unbudgeted , CDO over budget \$1870 Allowing for full time to cover Louise, full time CSO and part time for Katharine assuming when will come back part time) Does not include S Billingham's LSL payout of \$31k.
2140501 Admin Superannuation		52,088.00		58,717.00		43,400.00		41,980.04	Extra in super due to above.
2140502 Admin Workers Compensation Insurance		13,257.00		13,257.00		13,257.00		16,179.20	
2140503 Admin Training		14,000.00		14,000.00		11,660.00		6,872.80	Leaving, as still got Budget/Financials GST & FBT to do
2140504 Admin Conferences		11,633.00		6,000.00		9,690.00		4,037.24	Reduced as Staff have not attended some conferences
2140505 Admin Fringe Benefits Tax		14,000.00		14,000.00		11,660.00		14,292.00	
2140506 Admin Staff Uniforms		3,389.00		3,389.00		2,820.00		1,303.89	
2140507 Admin Staff Utility Subsidy		0.00		0.00		0.00		0.00	
2140508 Admin Salary Packaging Expenses		1,390.00		1,390.00		1,150.00		466.36	
2140509 Admin Motor Vehicle Expenses Allocated		29,000.00		21,000.00		24,160.00		13,432.82	Reduced as estimating over budgeted.
2140510 Admin Staff Relocation Expenses		0.00		3,500.00		0.00		0.00	Payment to CEO for relocation expenses unbudgeted.
2140511 Admin Occupational Health and Safety		5,658.00		5,882.00		4,710.00		2,974.18	Calibration of Breathalyzer 2 x 112 = \$224 unbudgeted.
2140512 Admin - Other Employee Expenses		200.00		2,000.00		160.00		1,890.00	Extra medicals due to changeover of staff
2140513 Admin Building Operations		35,902.00		35,902.00		29,900.00		23,855.11	
2140514 Admin Building Maintenance		10,346.00		10,816.00		8,620.00		7,645.36	\$470 termite & pest not budgeted for
2140515 Admin Other Insurances		15,770.00		15,770.00		15,770.00		15,769.40	
2140516 Admin Stationery		4,500.00		6,266.00		3,750.00		4,592.12	New letter heads ordered for change of phone number \$1766
2140517 Admin Postage and Freight		1,800.00		1,800.00		1,500.00		1,470.51	
2140518 Admin Advertising		10,000.00		10,000.00		8,330.00		8,339.22	
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		0.00	
2140521 Admin Office Equipment Mtce and Toners		64,193.00		64,193.00		53,490.00		50,848.91	
2140522 Admin Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00	
2140523 Admin Office Equipment Rental		23,530.00		23,530.00		19,600.00		12,331.83	
2140524 Admin Long Service Leave		48,990.00		31,250.00		40,820.00		47,461.09	Stuarts LSL. The budget was reduced as the MF not expected to paid out . However this did occur.
2140525 Admin Accrued Wages		0.00		0.00		0.00		0.00	
2140526 Admin Accrued Annual Leave		0.00		0.00		0.00		0.00	
2140527 Admin Accrued Long Service Leave		0.00		0.00		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		2,500.00		0.00	
2140530 Admin Other Expenses		11,700.00		11,700.00		9,750.00		14,070.48	
2140531 LCC Website Service Fee		1,100.00		700.00		910.00		0.00	Key 2 Create one annual fee usually in February
2140532 Maternity Leave Salary		0.00		0.00		0.00		0.00	Paid maternity leave in and an out will equal \$0 at the end
2140533 Admin MBL Allowance (Inside Workers)		11,608.00		7,208.00		9,670.00		5,692.30	Reduced by \$4,400 as SAT isolation allow of previous CEO not continuing to be paid.
2140534 Admin Service Allowance (Inside Workers)		4,734.00		4,734.00		3,940.00		3,860.58	
2140535 Admin Self Accom. Subsidy (Inside Workers)		3,541.00		3,541.00		2,950.00		3,197.31	
2140536 Interest on Loan 92 Admin Centre		0.00		0.00		0.00		0.00	
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		18,000.00		22,000.00		15,000.00		17,894.61	
2140598 Admin Staff Housing Costs Allocated		0.00		0.00		0.00		0.00	
<b>Recovered amounts</b>									
2140599 Administration Overheads Recovered		(824,931.00)		(812,189.00)		(687,440.00)		(660,119.73)	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 14 - OTHER PROPERTY & SERVICES**  
**Financial Statement for Period Ended**  
**30 April 2017**

ADMINISTRATION OVERHEADS (Continued)	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING REVENUE</b>									
3140500 Fringe Benefits Tax Refunded	0.00		0.00		0.00		0.00		
3140501 WALGA Advertising Rebate	1,000.00		1,000.00		830.00		0.00		
3140502 Administration Recovery/Admin Office rental	0.00		0.00		0.00		0.00		
3140503 Contributions & Donations - Administration	3,780.00		3,780.00		3,150.00		1,015.99		MF & W/S contribution to vehicle
3140504 Reimbursements - Administration	0.00		0.00		0.00		3,820.47		
3140505 Grants - Administration	0.00		0.00		0.00		0.00		
3140506 Other Income Relating to Administration	3,360.00		2,730.00		2,800.00		2,730.51		LGIS 40% rebate
3140507 Insurance Claim Income(No GST)	0.00		0.00		0.00		0.00		
3140590 Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>8,140.00</b>	<b>0.00</b>	<b>7,510.00</b>	<b>0.00</b>	<b>6,780.00</b>	<b>4,727.00</b>	<b>7,566.97</b>	<b>0.00</b>	needs to be zero
<b>CAPITAL EXPENDITURE</b>									
4140550 Furniture & Equipment (Capital) - Administration		0.00		0.00		0.00		0.00	
4140555 Plant & Equipment (Capital) - Administration		0.00		0.00		0.00		0.00	
4140560 Building (Capital) - Administration		20,224.00		2,000.00		16,850.00		0.00	▼ Only smoke detectors installed out of entire budgeted items
4140570 Transfer to Leave Reserve		80,000.00		0.00		66,660.00		0.00	▼ Not doing any LSL transfers
<b>CAPITAL REVENUE</b>									
5140550 Proceeds on Disposal of Assets	0.00		0.00		0.00		0.00		
5140551 Realisation on Disposal of Assets	0.00		0.00		0.00		0.00		
5140552 Transfers From Long Service Leave Reserve	48,990.00		0.00		40,820.00		0.00		▼ Not doing LSL transfers
5140553 Transfers From Plant Replacement Reserve	0.00		0.00		0.00		0.00		
5140554 Transfers From Building Reserve	0.00		0.00		0.00		0.00		
<b>SUB-TOTAL</b>	<b>48,990.00</b>	<b>100,224.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>40,820.00</b>	<b>83,510.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL - ADMINISTRATION OVERHEADS</b>	<b>57,130.00</b>	<b>100,224.00</b>	<b>7,510.00</b>	<b>2,000.00</b>	<b>47,600.00</b>	<b>88,237.00</b>	<b>7,566.97</b>	<b>0.00</b>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 14 - OTHER PROPERTY & SERVICES**  
**Financial Statement for Period Ended**  
**30 April 2017**

**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		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
		1,222,019.00		1,334,017.00		1,018,340.00		1,091,182.39	Amended to match projected wages budget
		(1,222,019.00)		(1,334,017.00)		(1,018,340.00)		(1,091,182.39)	Amended to match projected wages budget
		1,000.00		31,000.00		830.00		16,879.81	▲ Increased Workers Compensation expenses, these are reimbursed via account 3140700
		0.00		0.00		0.00		0.00	
	1,000.00		31,000.00		830.00		480.12		\$31000 incidentals plus wages recouped. Expenses in account 2140702.
<b>SUB-TOTAL</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>31,000.00</b>	<b>31,000.00</b>	<b>830.00</b>	<b>830.00</b>	<b>480.12</b>	<b>16,879.81</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 - SALARIES &amp; WAGES</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>31,000.00</b>	<b>31,000.00</b>	<b>830.00</b>	<b>830.00</b>	<b>480.12</b>	<b>16,879.81</b>	



**SHIRE OF MUKINBUDIN**  
**SCHEDULE 14 - OTHER PROPERTY & SERVICES**  
**Financial Statement for Period Ended**  
**30 April 2017**

LAND/SUBDIVISION DEVELOPMENT	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2140900 Land Settlement Expense		0.00		0.00		0.00		0.00	
2140991 Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2140999 Administration Allocated		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
3140900 Contributions & Donations - Subdivisions/De	0.00		0.00		0.00		0.00		
3140901 Reimbursements - Subdivisions/Developmer	0.00		0.00		0.00		0.00		
3140902 Grants - Subdivisions/Developments	0.00		0.00		0.00		0.00		
3140990 Profit on Disposal of Assets	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>CAPITAL EXPENDITURE</b>									
4140950 Land Purchase		0.00		0.00		0.00		0.00	
4140951 Subdivision Surveying & Plans		0.00		0.00		0.00		0.00	
4140952 Design & Plan Expenses		0.00		0.00		0.00		0.00	
4140953 Services Installation		0.00		0.00		0.00		0.00	
4140960 Transfers To Reserve		0.00		0.00		0.00		0.00	
<b>CAPITAL REVENUE</b>									
5140950 Proceeds on Disposal of Assets	0.00		0.00		0.00		0.00		
5140951 Realisation on Disposal of Assets	0.00		0.00		0.00		0.00		
5140952 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 - LAND/SUBDIVISION DEVELOPMENT</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>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 14 - OTHER PROPERTY & SERVICES**  
**Financial Statement for Period Ended**  
**30 April 2017**

	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>STOCK, FUELS &amp; OILS</b>									
<b><u>OPERATING EXPENDITURE</u></b>									
2141000 Stock Take Variance Expense Account		0.00		0.00		0.00		0.00	
<b><u>OPERATING 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><u>CAPITAL EXPENDITURE</u></b>									
4141050 Stock Received Control		0.00		0.00		0.00		0.00	
4141051 Purchase of Stock Materials		0.00		0.00		0.00		0.00	
4141052 Stock Allocated to Works and Plant		0.00		0.00		0.00		0.00	
4141053 Stock Take Variance Control		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 - STOCK, FUELS &amp; OILS</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>	

**SHIRE OF MUKINBUDIN**  
**SCHEDULE 14 - OTHER PROPERTY & SERVICES**  
**Financial Statement for Period Ended**  
**30 April 2017**

UNCLASSIFIED	Adopted Budget		Forecast Actual		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<b>OPERATING EXPENDITURE</b>									
2141100 Unclassified Expenditure		0.00		0.00		0.00		0.00	
<b>OPERATING REVENUE</b>									
3141100 Unclassified Income	0.00		0.00		0.00		0.00		
3141101 Suspense Account	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>CAPITAL EXPENDITURE</b>									
<b>CAPITAL REVENUE</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 - UNCLASSIFIED</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>	

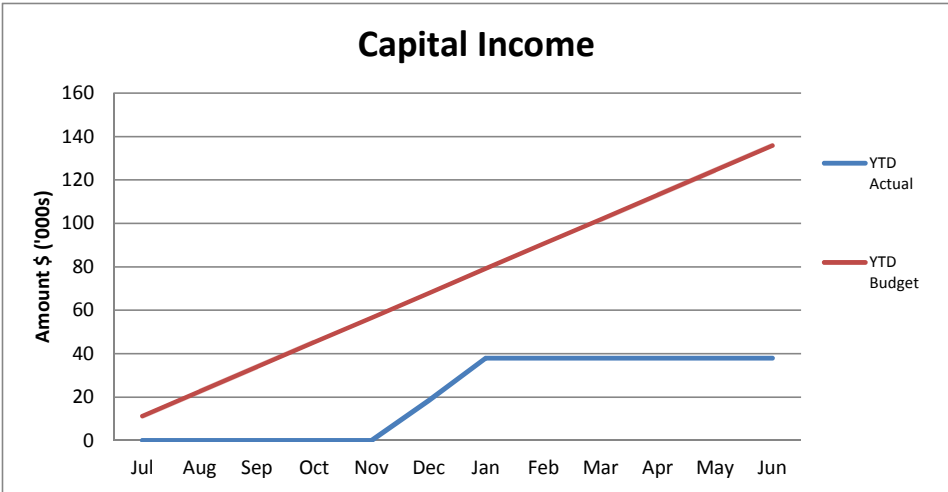
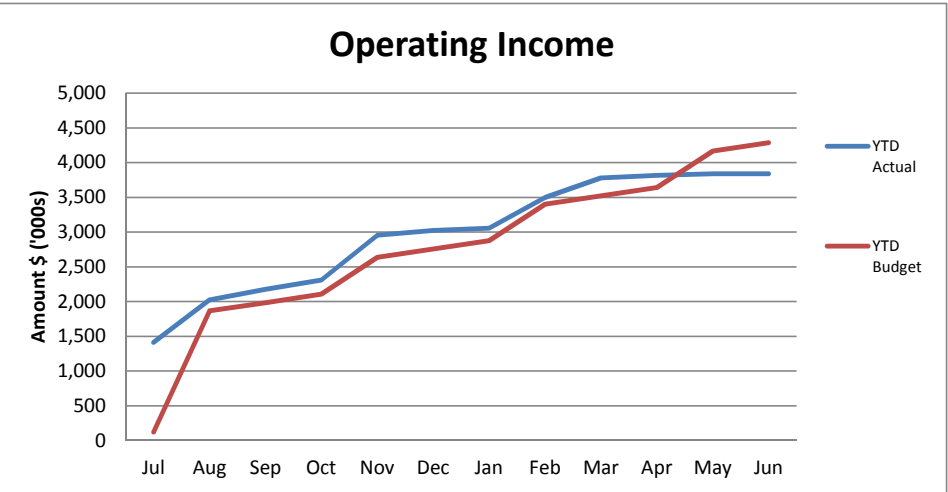
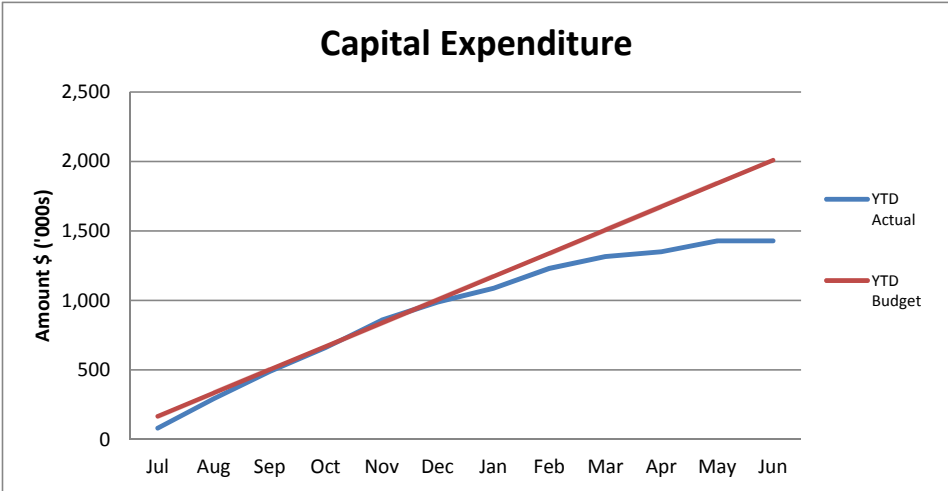
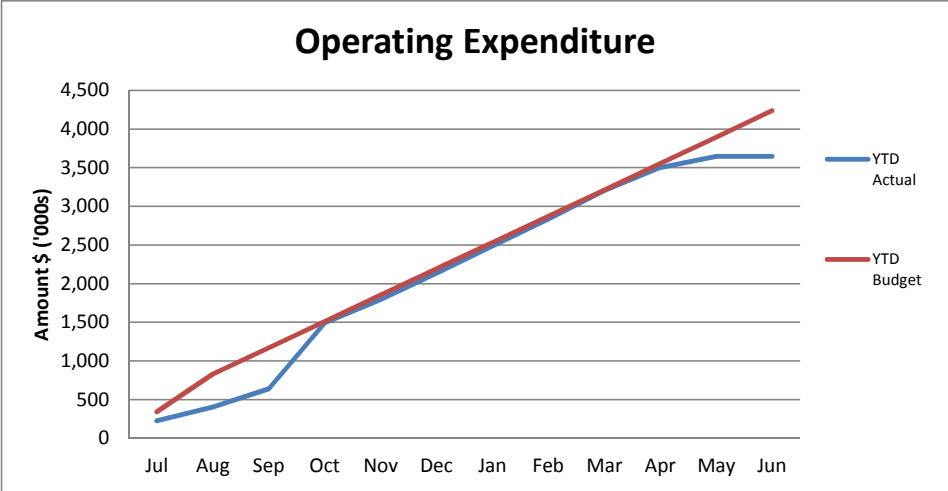


**SHIRE OF MUKINBUDIN**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 APRIL 2017**

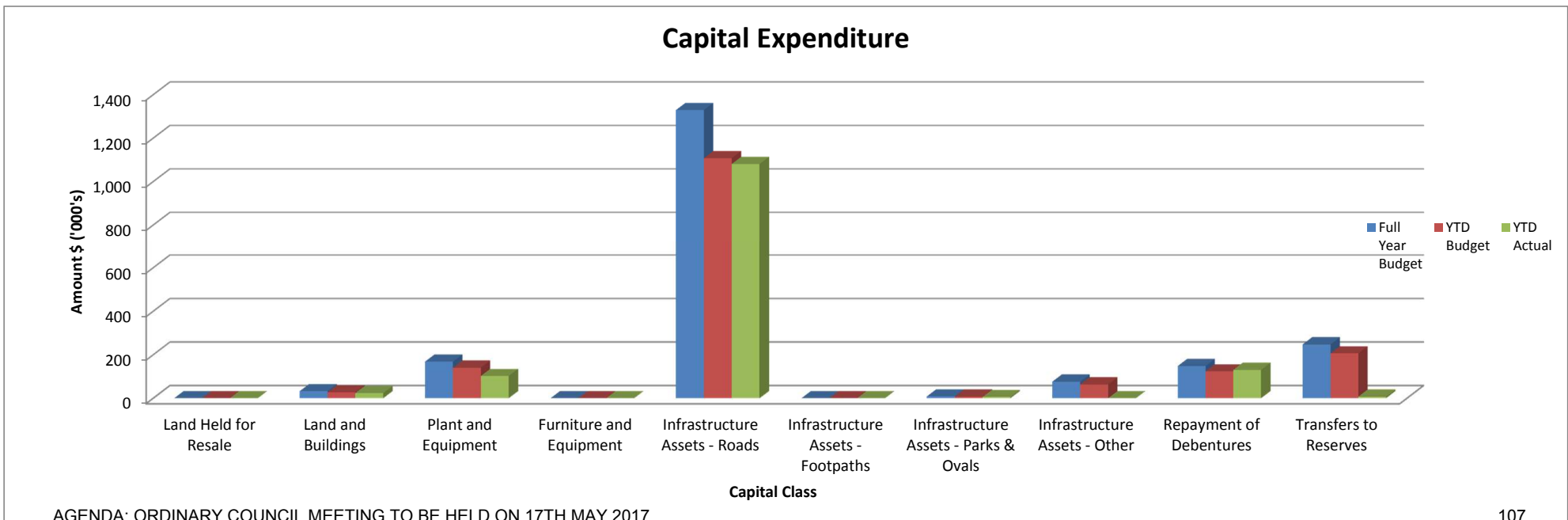
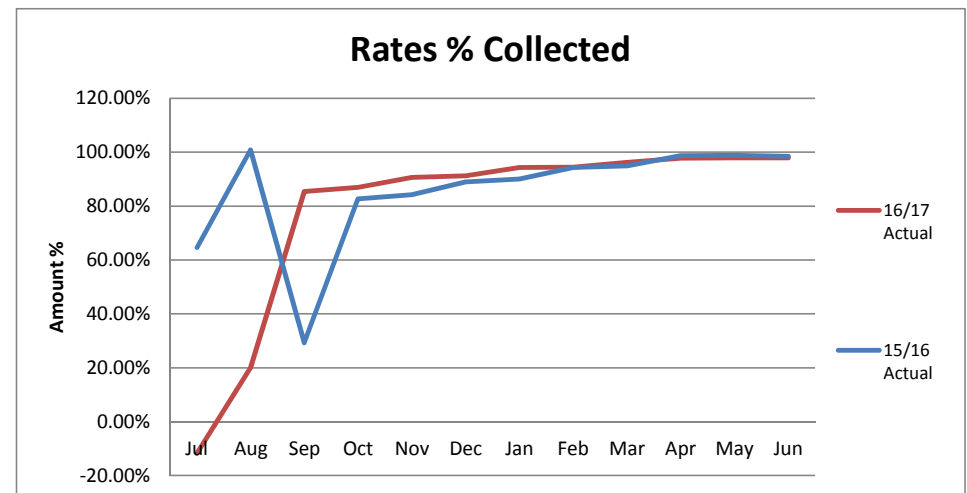
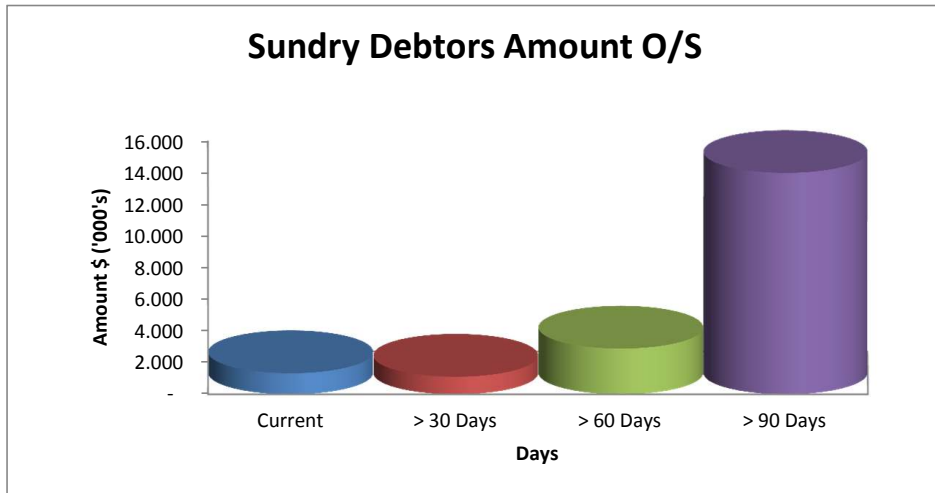
**TABLE OF CONTENTS**

	<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
3 Information on Borrowings	9
4 Reserves	10 to 12
5 Net Current Assets	13
6 Rating Information	14
7 Trust Funds	15
8 Operating Statement	16
9 Statement of Financial Position	17
10 Financial Ratios	18
11 Grants Report	19
12 Bank Balances & Investment Information	20
Schedules 2 - 14 attached	

# Income and Expenditure Graphs to 30 April 2017



## Other Graphs to 30 April 2017



## SHIRE OF MUKINBUDIN

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

	NOTE	2016/17 Adopted Budget \$	Forecast 2016/17 Actuals \$	April 2017 YTD Budget \$	April 2017 Actual \$	Variances Actuals to YTD Budget \$	Variances Actual Budget to YTD %
<b>Operating</b>							
<b>Revenues/Sources</b>							
Governance		3,970	3,888	3,290	3,892	602	18.30%
General Purpose Funding		1,678,336	1,657,586	1,249,741	1,264,131	14,390	1.15%
Law, Order, Public Safety		24,610	26,422	23,898	28,245	4,347	18.19%
Health		3,929	3,929	3,270	3,310	40	1.22%
Education and Welfare		4,380	11,768	3,640	6,021	2,381	65.41%
Housing		144,898	136,568	120,680	119,485	(1,195)	(0.99%)
Community Amenities		70,340	79,592	70,030	80,985	10,955	15.64%
Recreation and Culture		78,857	101,751	65,650	103,307	37,657	57.36%
Transport		1,041,525	1,024,670	887,925	1,023,346	135,421	15.25%
Economic Services		160,572	165,964	133,750	150,243	16,493	12.33%
Other Property and Services		44,610	75,344	37,160	35,801	(1,359)	(3.66%)
		<u>3,256,027</u>	<u>3,287,482</u>	<u>2,599,034</u>	<u>2,818,766</u>	<u>219,732</u>	<u>8.45%</u>
<b>(Expenses)/(Applications)</b>							
Governance		(338,561)	(356,431)	(284,003)	(239,407)	44,596	15.70%
General Purpose Funding		(55,336)	(68,248)	(46,100)	(51,373)	(5,273)	(11.44%)
Law, Order, Public Safety		(124,988)	(128,008)	(106,591)	(105,981)	610	0.57%
Health		(118,564)	(147,360)	(98,770)	(103,063)	(4,293)	(4.35%)
Education and Welfare		(145,066)	(159,740)	(121,250)	(87,538)	33,712	27.80%
Housing		(201,327)	(260,968)	(169,188)	(201,351)	(32,163)	(19.01%)
Community Amenities		(171,915)	(185,356)	(143,197)	(111,718)	31,479	21.98%
Recreation & Culture		(1,106,375)	(1,020,588)	(928,025)	(790,024)	138,001	14.87%
Transport		(1,453,293)	(1,795,349)	(1,211,107)	(1,343,809)	(132,702)	(10.96%)
Economic Services		(511,276)	(528,853)	(426,603)	(387,059)	39,544	9.27%
Other Property and Services		(10,975)	(40,975)	(19,343)	(81,972)	(62,629)	(323.78%)
		<u>(4,237,676)</u>	<u>(4,691,876)</u>	<u>(3,554,177)</u>	<u>(3,503,295)</u>	<u>50,882</u>	<u>(1.43%)</u>
<b>Net Operating Result Excluding Rates</b>		<b>(981,649)</b>	<b>(1,404,394)</b>	<b>(955,143)</b>	<b>(684,529)</b>	<b>270,614</b>	<b>(28.33%)</b>
<b>Adjustments for Non-Cash</b>							
<b>(Revenue) and Expenditure</b>							
(Profit)/Loss on Asset Disposals	2	(20,500)	3,609	(17,080)	3,609	20,689	121.13%
Movement in Current Employee Benefits cash backed		0	707	0	1,002	1,002	0.00%
Movement in Deferred Pensioner Rates/ESL		0	(3,074)	0	(3,074)	(3,074)	0.00%
Movement in Employee Benefit Provisions (Non-Current)		0	0	0	0	0	0.00%
Rounding		0	2	0	2	2	0.00%
Depreciation on Assets		1,726,100	2,115,192	1,438,370	1,711,363	272,993	(18.98%)
<b>Capital Revenue and (Expenditure)</b>							
Purchase Land Held for Resale	1	0	0	0	0	0	0.00%
Purchase of Land and Buildings	1	(32,360)	(25,206)	(26,970)	(23,761)	3,209	11.90%
Purchase of Furniture & Equipment	1	0	(19,956)	0	(19,956)	(19,956)	0.00%
Purchase of Plant & Equipment	1	(168,370)	(102,004)	(140,300)	(102,004)	38,296	27.30%
Purchase of Infrastructure Assets - Roads	1	(1,329,104)	(1,338,299)	(1,107,480)	(1,080,811)	26,669	2.41%
Purchase of Infrastructure Assets - Footpaths	1	0	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Parks & Ovals	1	(8,500)	(8,500)	(7,080)	(5,900)	1,180	16.67%
Purchase of Infrastructure Assets - Other	1	(76,260)	(95,560)	(63,540)	0	63,540	100.00%
Proceeds from Disposal of Assets	2	45,000	19,545	37,500	19,545	(17,955)	(47.88%)
Repayment of Debentures	3	(148,001)	(148,001)	(123,280)	(130,321)	(7,041)	(5.71%)
Proceeds from New Debentures	3	0	0	0	0	0	0.00%
Advances to Community Groups		0	0	0	0	0	0.00%
Self-Supporting Loan Principal Income		0	0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)	4	(247,661)	(172,141)	(206,360)	(7,250)	199,110	96.49%
Transfers from Restricted Asset (Reserves)	4	90,790	50,465	75,640	18,465	(57,175)	(75.59%)
ADD Net Current Assets July 1 B/Fwd	5	120,259	114,841	114,841	114,841	0	0.00%
LESS Net Current Assets Year to Date	5	<u>0</u>	<u>1,624</u>	<u>63,224</u>	<u>808,326</u>	<u>745,102</u>	<u>(1178.51%)</u>
<b>Amount Raised from Rates</b>		<u><b>(1,030,256)</b></u>	<u><b>(1,014,398)</b></u>	<u><b>(1,044,106)</b></u>	<u><b>(997,105)</b></u>	<u><b>47,001</b></u>	<u><b>(4.50%)</b></u>

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

**Material Variances Symbol**

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 2016 TO 30 APRIL 2017**  
**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:

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

**REPORTABLE OPERATING REVENUE VARIATIONS**

**Community Amenities - above budget expectations**

Mostly due to additional \$3.1K of revenue from recycling, \$1.4K from planning application fees and \$3.6K from cemetery fees. These been largely accommodated in the forecast budget.

\$10,955

**Recreation & Culture - Variance above budget expectations**

Additional \$2K pool entrance fees and \$4.5K volunteer swimming pool subsidy.. These been accommodated in the forecast budget. In addition the annual sports levies and the Pool Grant are fully received whilst the budget is spread over 12 months.

An unbudgeted Insurance claim reimbursement income totalling \$3.4K for air-conditioning system failures has been received and additional grants and contributions towards an events kit have been received totalling \$13.8K. These been accommodated in the forecast budget.

\$37,657

**Transport - Variance above budget expectations**

There is a timing difference, all the Regional Road Group Grant and the Roads to Recovery Grant have been received. The budget YTD only estimates a prorata year to date amount that would have been received.

\$135,421

**Economic Services - Variance above budget expectations**

Significant items contributing to this additional income are;

A higher rate of income for Caravan Park Rent, Barracks and Self Contained Units resulting in an additional \$16.5K above the prorata YTD Budget. This has partially been accommodated in the forecast budget.

\$16,493

Additional Public Transport Bus Income of \$7.7K. This has been accommodated in the forecast budget.

The overall increase had been reduced by slightly lower income from several other activities across the Economic Services program.

**REPORTABLE OPERATING EXPENSE VARIATIONS**

**Governance - Variance below budget expectations.**

Actual Operating expenditure is below the YTD Budget (Which is spread over 12 months) as no Presidents allowance, Deputy Presidents Allowance, Members Sitting Fees, Communications Allowance or Members Training expenses have been incurred this year.

\$44,596

**Education and Welfare - Variance below budget expectations**

Actual Operating expenditure for the Central East Aged Care Alliance is significantly less than the YTD Budget as the project is behind schedule in the land acquisition process. It is likely that funding provisions will need to be carried over into 2017-2018. This delay has not been accommodated in the forecast budget.

\$33,712

**Housing - Variance above budget expectations.**

Actual Operating expenditure is above the YTD Budget (Permanent Difference) for Reverse Cycle air-conditioners, carpet & lino Aged Unit 3. A reserve transfer for the air conditioners has been made and will cover the permanent difference. This been accommodated in the forecast budget.

-\$32,163

**Community Amenities - below budget expectations**

Commercial Refuse Collection, the actual operating expenditure is below YTD Budget credit received from Avon waste - overcharge of rubbish removal (permanent difference). This has not been accommodated in the forecast budget.

\$31,479

There are also savings in the cost of public convenience operation and maintenance.

Under Protection of the Environment the Eastern Wheatbelt Declared Species Expenses are not paid yet.

**Recreation and Culture - Variance below budget expectations.**

There are several variations contributing to the total variation, these include;

Town Halls and Public Buildings Operations and maintenance is over \$30K less than the YTD budget. The original budget remains unchanged. This is partially offset by a \$4.7K increase in Town Halls and Public Buildings depreciation. This been accommodated in the forecast budget.

\$138,001

Depreciation for the Mukinbudin Swimming Pool is \$58K less than expected. This been accommodated in the forecast budget.

Depreciation for the Other Recreation and Sport facilities is \$30K less than expected. This been accommodated in the forecast budget

**Transport - Variance above budget expectations**

Operating expenditure are above YTD Budget and depreciation is higher. This been accommodated in the forecast budget.

-\$132,702

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

Operating expenditure is below YTD Budget, mainly due to savings in salaries, depreciation and promotional costs.

\$39,544

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

The most significant component of this is the \$79K under recovery of public works. This will be corrected at the end of the year.

Another significant variation is due to a payment on termination of employment and the budget YTD being evenly spread.

-\$62,629



**SHIRE OF MUKINBUDIN**  
**FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017**  
**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.***

There are 2 major variations contributing to the total variation, these are;  
 The sale of A317 the Komatsu Backhoe has not proceeded resulting in a \$10.5K decrease in profit. \$20,689  
 The sale of MBL 1 the Ford Territory MF resulted in a \$4.9K loss rather than the \$5K profit budgeted.

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

This is largely due to increased depreciation on Roads, Bridges and Depots. This been accommodated in the forecast budget. \$272,993

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

***Purchase of Furniture & Equipment - Variance above budget expectations.***

Permanent Difference - Events Kit purchased - not allowed for in budget under capital. This been accommodated in the forecast budget. -\$19,956

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

Purchase of the CAT Backhoe for \$68K has been deferred. This been accommodated in the forecast budget. \$38,296

***Purchase of Infrastructure Assets Roads - Variance below budget expectations.***

Expenditure below on YTD Budget, Several Roads to recovery projects are below the YTD Budget. \$26,669

***Purchase of Infrastructure Assets Other - Variance below budget expectations.***

Contributing factors are; The painting of pool bowl, for which an order had been placed, is expected in May/June and there is no expenditure on, or orders placed for, Town Infrastructure. The YTD Budget is spread over 12 months. \$63,540

***Repayment of Debentures - Variance above budget expectations***

Timing Difference - budget amounts not allocated correctly, actuals correct -\$7,041

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

Reserve Funds to be transferred end of financial year (Timing Difference) \$199,110

**REPORTABLE CAPITAL INCOME VARIATIONS**

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

The following variations contribute this total;  
 The sale of A317 the Komatsu Backhoe has not proceeded resulting in a \$15K decrease in proceeds.  
 The sale of MBL 1 the Ford Territory MF resulted in a \$3.6K decrease in proceeds -\$17,955  
 The sale of A439 - MBL 1070 the Holden Colorado Utility LH Vehicle resulted in a \$6.8K decrease in proceeds.  
 The reported variance is currently less than the total variation due to timing.  
 These changes been accommodated in the forecast budget.

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

The transfer from leave Reserve of 58.8K has been deferred. Timing differences have reduced the reported variance. -\$57,175

## SHIRE OF MUKINBUDIN

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

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

	2016/17 Adopted Budget \$	Forecast 2016/17 Actual \$	2016/17 YTD Budget \$	April 2017 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>Governance</b>				
<i>Members of Council</i>	0	0.00	0	0.00
	0	0.00	0	0.00
<b>Law, Order &amp; Public Safety</b>				
<i>Emergency Services Levy</i>				
Plant & Equipment (Capital) - Esl	0	0.00	0	0.00
<b>Health</b>				
<i>Other Health</i>				
Land Capital - Other Health	0	0.00	0	0.00
Building (Capital) - Other Health	0	0.00		0.00
<b>Housing</b>				
<i>Housing - Shire (Staff and Rentals)</i>				
15 Cruickshank Rd Ceo Building Capital	0	0.00	0	0.00
25 Cruickshank Rd Cpm Building Capital	0	0.00	0	0.00
1 Salmon Gum Alley Dceo Building Capital	0	0.00	0	0.00
4 Salmon Gum Alley Building Capital	0	0.00	0	0.00
8 Lansdell St Building Capital	0	0.00	0	0.00
9 Calder St Lh Building Capital	0	0.00	0	0.00
25A Calder St Building Capital	0	0.00	0	0.00
25B Calder St Building Capital	0	0.00	0	0.00
New Exec House 208 Salmon Gum Alley	6,650	12,740.00	5,540	13,296.10
<i>Housing - Aged (Including Senior Citizens)</i>				
Aged Unit Common - Capital	0	0.00	0	0.00
Aged Unit 5 - Capital	0	0.00	0	0.00
Aged Unit 10 - Capital	0	0.00	0	0.00
New Aged Unit 11 - Capital	2,743	6,572.00	2,290	6,571.66
New Aged Unit 12 - Capital	2,743	3,894.00	2,290	3,893.62
<b>Community Amenities</b>				
<i>Other Community Amenities</i>				
Cemetery Capital	0	0.00	0	0.00
<b>Recreation and Culture</b>				
<i>Public Halls &amp; Civic Centre</i>				
Furniture & Equipment (Capital) - Public Halls & Buildings Capital Halls	0	0.00	0	0.00
	0	0.00	0	0.00
<i>Swimming Pools</i>				
Plant & Equipment (Capital) - Swimming Pool	0	0.00	0	0.00
Swimming Pool Building Capital	0	0.00	0	0.00
Swimming Pool Infrastructure Capital	64,000	83,300.00	53,330	0.00
<i>Other Recreation &amp; Sport</i>				
Plant & Equipment (Capital) - Other	0	0.00	0	0.00
Town Other Infrastructure Capital	12,260	12,260.00	10,210	0.00
Infrastructure Parks & Ovals (Capital)	8,500	8,500.00	7,080	5,900.00
Furniture & Equipment (Capital) - Other	0	19,956.00	0	19,956.29
Mukinbudin Sports Complex Building Capital	0	0.00	0	0.00
Mukinbudin Gym Building Capital	0	0.00	0	0.00
Mukinbudin Lions Park Building Capital	0	0.00	0	0.00
<i>Television And Rebroadcasting</i>				
Plant & Equipment (Capital) - Tv & Radio	0	0.00	0	0.00
<i>Heritage</i>				
Popes Hill Anzac Memorial Capital	0	0.00	0	0.00
Building Capital tampu Bin	0	0.00	0	0.00

## SHIRE OF MUKINBUDIN

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

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

	2016/17 Adopted Budget \$	Forecast 2016/17 Actual \$	2016/17 YTD Budget \$	April 2017 Actual \$
<b>1. ACQUISITION OF ASSETS (Continued)</b>				
<b>Transport</b>				
<u>Roads, Streets, Bridges &amp; Depots</u>				
Plant & Equipment (Capital) - Roads	0	0.00	0	0.00
Depot Building Capital	0	0.00	0	0.00
Barbarlin North Road-Council Funded	0	0.00	0	0.00
Mcgregor South Rd Capital - Council Funded	0	0.00	0	0.00
Mukinbudin Wialki Rd Capital - Council Funded	0	0.00	0	0.00
Graham Rd Capital - Council Funded	0	0.00	0	0.00
Strugnell Street Rav-Council Funded	0	0.00	0	0.00
Kunno Muka Rd Nungarin Nth Rd Intersection -	0	0.00	0	0.00
Mcgregor South Road Seal Rtr	238,407	238,407.00	198,640	154,654.56
Beringbooding Resheating - Roads To	0	0.00	0	25,696.39
Strugnell Street Rav Upgrade	55,309	55,309.00	46,060	16,580.75
Forty Six Gate Road Resheeting Rtr	547,400	547,400.00	456,150	386,696.22
Koorda Bullfinch Road 15/16 Salt Pan	0	0.00	0	0.00
Mukinbudin Wialki Rd Capital - Rrg Funded	0	0.00	0	0.00
Rrg Nungarin North Road	0	0.00	0	0.00
Mukinbudin-Wialki Rd Capital - Rrg Funded 16-	479,988	486,503.00	399,970	486,503.01
Koorda Bullfinch Rd - Black Spot Funded	0	2,391.00	0	2,391.09
Roads (Capital) - Flood Damage	8,000	8,289.00	6,660	8,289.00
<u>Road Plant Purchases</u>				
Plant & Equipment (Capital) - Road Plant	168,370	102,004.00	140,300	102,004.35
<b>Economic Services</b>				
<u>Tourism &amp; Area Promotion</u>				
Caravan Park Ablutions Capital	0	0.00	0	0.00
Caravan Park Campers Kitchen Capital	0	0.00	0	0.00
New Caravan Park House Capital	0	0.00	0	0.00
Ww - Wattonning Capital	0	0.00	0	0.00
Caravan Park Infrastructure Capital	0	0.00	0	0.00
<u>Other Economic Services</u>				
Infrastructure Other (Capital) - Other Economic	0	0.00	0	0.00
Building (Capital) - Other Economic Services	0	0.00	0	0.00
<b>Other Property &amp; Services</b>				
<u>Administration Overheads</u>				
Furniture & Equipment (Capital) -	0	0.00	0	0.00
Admin Building Capital	20,224	2,000.00	16,850	0.00
<u>Land Subdivision n Development</u>				
Subdivision Surveying & Plans	0	0.00	0	0.00
	<u>1,614,594.00</u>	<u>1,589,525.00</u>	<u>1,345,370.00</u>	<u>1,232,433.04</u>
The following assets have been acquired during the period under review:				
<b>By Class</b>				
Land Held for Resale - Current	0	0.00	0	0.00
Land Held for Resale - Non Current	0	0.00	0	0.00
Land	0	0.00	0	0.00
Buildings	32,360	25,206.00	26,970	23,761.38
Furniture & Equipment	0	19,956.00	0	19,956.29
Plant & Equipment	168,370	102,004.00	140,300	102,004.35
Infrastructure - Roads	1,329,104	1,338,299.00	1,107,480	1,080,811.02
Infrastructure - Footpaths	0	0.00	0	0.00
Infrastructure - Parks & Ovals	8,500	8,500.00	7,080	5,900.00
Infrastructure - Other	76,260	95,560.00	63,540	0.00
	<u>1,614,594</u>	<u>1,589,525.00</u>	<u>1,345,370</u>	<u>1,232,433.04</u>

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

2. DISPOSALS OF ASSETS

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

By Program	Asset	Written Down Value			Sale Proceeds			Profit(Loss)		
		2016/17 Budget \$	Forecast 2016/17 Actual \$	April 2017 Actual \$	2016/17 Budget \$	Forecast 2016/17 Actual \$	April 2017 Actual \$	2016/17 Budget \$	Forecast 2016/17 Actual \$	April 2017 Actual \$
<b>Health</b>										
A324 Share of NEWHealth Vehicle 1999	324	0	333.87	333.87	0	0.00	0.00	0	(333.87)	(333.87)
<b>Recreation &amp; Culture</b>										
A238 Vermeer Woodchipper 1/6th Share NEWROC	238	0	750.00	750.00	0	0.00	0.00	0	(750.00)	(750.00)
<b>Transport</b>										
A317 - Komatsu Backhoe	317	4,500	0.00	0.00	15,000	0.00	0.00	10,500	0.00	0.00
A439 - MBL 1070 - Holden Colorado Utility LH Vehicle	439	10,000	8,992.50	8,992.50	15,000	11,363.64	11,363.64	5,000	2,371.14	2,371.14
MBL 1 - Ford Territory MF	435	10,000	13,077.88	13,077.88	15,000	8,181.82	8,181.82	5,000	(4,896.06)	(4,896.06)
		24,500	23,154.25	23,154.25	45,000	19,545.46	19,545.46	20,500	(3,608.79)	(3,608.79)

By Class of Asset	Asset	Written Down Value			Sale Proceeds			Profit(Loss)		
		2016/17 Budget \$	Forecast 2016/17 Actual \$	April 2017 Actual \$	2016/17 Budget \$	Forecast 2016/17 Actual \$	April 2017 Actual \$	2016/17 Budget \$	Forecast 2016/17 Actual \$	April 2017 Actual \$
<b>Plant &amp; Equipment</b>										
A324 Share of NEWHealth Vehicle 1999	324	0	333.87	333.87	0	0.00	0.00	0	(333.87)	(333.87)
A238 Vermeer Woodchipper 1/6th Share NEWROC	238	0	750.00	750.00	0	0.00	0.00	0	(750.00)	(750.00)
A317 - Komatsu Backhoe	317	4,500	0.00	0.00	15,000	0.00	0.00	10,500	0.00	0.00
A439 - MBL 1070 - Holden Colorado Utility LH Vehicle	439	10,000	8,992.50	8,992.50	15,000	11,363.64	11,363.64	5,000	2,371.14	2,371.14
MBL 1 - Ford Territory MF	435	10,000	13,077.88	13,077.88	15,000	8,181.82	8,181.82	5,000	(4,896.06)	(4,896.06)
		24,500	23,154.25	23,154.25	45,000	19,545.46	19,545.46	20,500	(3,608.79)	(3,608.79)

**Summary**

Profit on Asset Disposals  
Loss on Asset Disposals

2016/17 Adopted Budget \$	Forecast 2016/17 Actual \$	April 2017 Actual \$
20,500	2,371.14	2,371.14
0	(5,979.93)	(5,979.93)
20,500	(3,608.79)	(3,608.79)

## SHIRE OF MUKINBUDIN

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

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

## 3. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

Lender	Particulars	Loan Finishes	Principal 1-Jul-16	New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
				2016/17 Budget	2016/17 Forecast	2016/17 Actual	2016/17 Budget	2016/17 Forecast	2016/17 Actual	2016/17 Budget	2016/17 Forecast	2016/17 Actual	2016/17 Budget	2016/17 Forecast	2016/17 Actual
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
	<b>Education &amp; Welfare</b>														
WATC	Loan 109 - CRC	1/02/2021	32,403	0	0	0	5,756	5,756	5,756	26,647	26,647	26,647	1,813	1,813	1,813
	<b>Recreation &amp; Culture</b>														
WATC	Loan 108 - Bowling Club	1/02/2021	79,063	0	0	0	14,044	14,044	14,044	65,019	65,019	65,019	4,423	4,423	4,423
	<b>Economic Services</b>														
WATC	Loan 116 - Land Purchase	17/06/2019	31,088	0	0	0	9,742	9,742	4,797	21,346	21,346	26,291	1,764	1,764	956
WATC	Loan 119 - Mukinbudin Cafe	13/04/2027	104,435	0	0	0	7,253	7,253	7,253	97,182	97,182	97,182	5,327	5,327	5,327
	<b>Other Property &amp; Services</b>														
WATC	Loan 114 - Trailer 1TJP 062	17/06/2019	65,650	0	0	0	20,572	20,572	10,130	45,078	45,078	55,520	3,726	3,726	2,019
WATC	Loan 115 - Truck DAF MBL 250	22/01/2019	49,285	0	0	0	15,643	15,643	15,643	33,642	33,642	33,642	2,217	2,217	2,217
WATC	Loan 118 - Vibe Roller MBL 1677	13/09/2021	84,184	0	0	0	13,627	13,627	13,628	70,557	70,557	70,556	4,114	4,114	4,114
WATC	Loan 120 - Skid Steer MBL 1724	15/01/2024	55,906	0	0	0	5,934	5,934	5,934	49,972	49,972	49,972	2,488	2,488	2,488
WATC	Loan 121 - Grader MBL 95	27/02/2023	250,947	0	0	0	32,950	32,950	32,950	217,997	217,997	217,997	6,749	6,749	6,749
WATC	Loan 122 - Roller MBL 811	27/02/2023	136,545	0	0	0	17,929	17,929	17,929	118,616	118,616	118,616	3,672	3,672	3,672
WATC	Loan 123 - Tractor MBL 244	2/12/2022	32,448	0	0	0	4,551	4,551	2,257	27,897	27,897	30,191	1,040	1,040	539
			921,954	0	0	0	148,001	148,001	130,321	773,953	773,953	791,633	37,333	37,333	34,317

All other loan repayments were financed by general purpose revenue.

## SHIRE OF MUKINBUDIN

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

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

	2016/17 Adopted Budget \$	Forecast 2016/17 Actual \$	April 2017 Actual \$
<b>4. RESERVES</b>			
<b>Cash Backed Reserves</b>			
<b>(a) Leave Reserve</b>			
Opening Balance	52,396	52,396	52,396
Amount Set Aside / Transfer to Reserve	81,310	1,310	1,002
Amount Used / Transfer from Reserve	(58,790)	0	0
	<u>74,916</u>	<u>53,706</u>	<u>53,398</u>
<b>(b) Plant Reserve</b>			
Opening Balance	195,256	195,256	195,256
Amount Set Aside / Transfer to Reserve	119,411	119,411	3,734
Amount Used / Transfer from Reserve		0	0
	<u>314,667</u>	<u>314,667</u>	<u>198,990</u>
<b>(c) Building Reserve</b>			
Opening Balance	24,676	24,676	24,676
Amount Set Aside / Transfer to Reserve	28,617	28,617	472
Amount Used / Transfer from Reserve		0	0
	<u>53,293</u>	<u>53,293</u>	<u>25,148</u>
<b>(d) Senior Housing Reserve</b>			
Opening Balance	37,439	37,439	37,439
Amount Set Aside / Transfer to Reserve	936	936	614
Amount Used / Transfer from Reserve	0	(18,465)	(18,465)
	<u>38,375</u>	<u>19,910</u>	<u>19,588</u>
<b>(e) Residential Land Reserve</b>			
Opening Balance	10,118	10,118	10,118
Amount Set Aside / Transfer to Reserve	253	253	193
Amount Used / Transfer from Reserve	0	0	0
	<u>10,371</u>	<u>10,371</u>	<u>10,311</u>
<b>(f) Swimming Pool Reserve</b>			
Opening Balance	32,348	32,348	32,348
Amount Set Aside / Transfer to Reserve	16,329	20,809	619
Amount Used / Transfer from Reserve	0	0	0
	<u>48,677</u>	<u>53,157</u>	<u>32,967</u>
<b>(g) Unspent Grant Reserve</b>			
Opening Balance	32,190	32,190	32,190
Amount Set Aside / Transfer to Reserve	805	805	616
Amount Used / Transfer from Reserve	(32,000)	(32,000)	0
	<u>995</u>	<u>995</u>	<u>32,806</u>
<b>Total Cash Backed Reserves</b>	<u><b>541,294</b></u>	<u><b>506,099</b></u>	<u><b>373,208</b></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 2016 TO 30 APRIL 2017

	2016/17 Adopted Budget \$	Forecast 2016/17 Actual \$	April 2017 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	81,310	1,310	1,002
Plant Reserve	119,411	119,411	3,734
Building Reserve	28,617	28,617	472
Seniors Housing Reserve	936	936	614
Lot 64 White St & Lot 69 Lansdell JV st Reserve	0	0	0
Lot 8 Cruickshank St JV Reserve	0	0	0
Communications Reserve	0	0	0
Residential Land Reserve	253	253	193
Self Insurance Reserve	0	0	0
Roadworks Reserve	0	0	0
Swimming Pool Reserve	16,329	20,809	619
Royalties for Regions Reserve	0	0	0
Unspent Grant Reserve	805	805	616
Community Bus Replacement Reserve	0	0	0
	<u>247,661</u>	<u>172,141</u>	<u>7,250</u>
<b>Transfers from Reserves</b>			
Leave Reserve	(58,790)	0	0
Plant Reserve	0	0	0
Building Reserve	0	0	0
Seniors Housing Reserve	0	(18,465)	(18,465)
Lot 64 White St & Lot 69 Lansdell JV st Reserve	0	0	0
Lot 8 Cruickshank St JV Reserve	0	0	0
Communications Reserve	0	0	0
Residential Land Reserve	0	0	0
Self Insurance Reserve	0	0	0
Roadworks Reserve	0	0	0
Swimming Pool Reserve	0	0	0
Royalties for Regions Reserve	0	0	0
Unspent Grant Reserve	(32,000)	(32,000)	0
Community Bus Replacement Reserve	0	0	0
	<u>(90,790)</u>	<u>(50,465)</u>	<u>(18,465)</u>
<b>Total Transfer to/(from) Reserves</b>	<u>156,871</u>	<u>121,676</u>	<u>(11,215)</u>

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

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 purchase of major plant.

**Building Reserve**

- to be used for the construction of new buildings or to assist finance of housing loans

**Seniors Aged Housing Reserve**

- net result after rent and maintenance has been carried out for the financial year. This fund is to be used for additional units and maintenance upkeep.

**Residential Land Reserve**

- to be used for the profit from the sale of subdivision blocks.

**Swimming Pool Reserve**

- to be used for the upgrade of the Swimming Pool in future years.

**Unspent Grant Reserve**

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



## SHIRE OF MUKINBUDIN

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

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

	2015/16 B/Fwd Per 2016/17 Budget \$	2015/16 B/Fwd Per Financial Report \$	April 2017 Actual \$	Forecast 2016/17 Actual \$
<b>5. NET CURRENT ASSETS</b>				
<b>Composition of Estimated Net Current Asset Position</b>				
<b>CURRENT ASSETS</b>				
Cash - Unrestricted	275,516	277,685	932,517	(213,829)
Cash - Restricted Unspent Grants	0	0	0	10,000
Cash - Restricted Unspent Loans	0	0	0	0
Cash - Restricted Reserves	384,424	384,424	373,208	506,099
Accounts Receivable (Budget Purposes Only)	0	0	0	0
Rates Outstanding	16,222	16,137	19,208	90,000
Sundry Debtors	25,885	25,425	24,271	150,000
Provision for Doubtful Debts	(12,988)	(12,988)	(12,988)	(5,000)
Gst Receivable	13,852	13,852	2,550	25,000
Accrued Income	2,429	2,429	0	1,500
Payments In Advance	0	0	0	1,500
Inventories	0	0	0	40,000
	<u>705,340</u>	<u>706,964</u>	<u>1,338,766</u>	<u>605,270</u>
<b>LESS: CURRENT LIABILITIES</b>				
Sundry Creditors	(34,448)	(31,215)	142	(120,000)
Accrued Interest On Loans	(11,382)	(11,382)	(11,382)	(150)
Accrued Salaries & Wages	(1,871)	(3,914)	0	0
Income In Advance	(7,629)	(7,629)	0	(2,000)
Gst Payable	(2,222)	(2,222)	(2,066)	(10,000)
Payroll Creditors	0	0	0	0
Accrued Expenses	(4,764)	0	0	(3,500)
PAYG Liability	(22,875)	(22,875)	(24,698)	0
FBT Payable	4,764	(4,764)	0	0
Other Payables	0	0	0	0
Current Employee Benefits Provision	(172,626)	(172,626)	(172,626)	(15,000)
Current Loan Liability	(148,000)	(148,000)	(17,681)	0
	<u>(401,053)</u>	<u>(404,627)</u>	<u>(228,311)</u>	<u>(150,650)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>304,287</b>	<b>302,337</b>	<b>1,110,455</b>	<b>454,620</b>
Less: Cash - Reserves - Restricted	(384,424)	(384,424)	(373,208)	(506,099)
Less: Cash - Unspent Grants - Restricted	0	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	52,396	52,396	53,398	53,103
Add Back : Current Loan Liability	148,000	148,000	17,681	0
Adjustment for Trust Transactions Within Muni	0	(3,468)	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>120,259</u></b>	<b><u>114,841</u></b>	<b><u>808,326</u></b>	<b><u>1,624</u></b>

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2016/17 Rate Revenue \$	2016/17 Interim Rates \$	2016/17 Back Rates \$	2016/17 Total Revenue \$	2016/17 Budget \$
<b>General Rate</b>								
GRV - Residential	0.170983	152	1,100,060	188,092	(90)	0	188,002	189,194
GRV - Vacant	0.170983	1	6,448	1,103	(289)	0	814	0
UV - Rural	0.022357	215	37,303,500	833,994	928	923	835,846	834,062
UV - Mining	0.022357	2	0	-	460	(71)	389	0
Non Rateable		63	59,628			0	0	
<b>Sub-Totals</b>		433	38,469,636	1,023,189	1,009	852	1,025,051	1,023,256
<b>Minimum Rates</b>								
	<b>Minimum \$</b>							
GRV - Residential	400	18	11,390	7,200	0	0	7,200	8,000
GRV - Vacant	400	7	1,448	2,800	0	0	2,800	2,000
UV - Rural	500	30	313,800	15,000	0	0	15,000	15,000
UV - Mining	500	4	22,424	2,000	0	0	2,000	2,000
<b>Sub-Totals</b>		59	349,062	27,000	0	0	27,000	27,000
		492		1,050,189	1,009	852	1,052,051	1,050,256
Discounts							(23,880)	(20,000)
Rates Adjustments							0	0
Movement in Excess Rates							(31,066)	0
<b>Total Amount of General Rates</b>							<b>997,105</b>	<b>1,030,256</b>
Specified Area Rates							0	0
Ex Gratia Rates							17,453	15,768
<b>Total Rates</b>							<b>1,014,558</b>	<b>1,046,024</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 2016/17 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 2016 TO 30 APRIL 2017**

**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:

<b>Detail</b>	<b>Balance 01-Jul-16 \$</b>	<b>Amounts Received \$</b>	<b>Amounts Paid (\$)</b>	<b>30/04/2017 Balance \$</b>
Police Licensing	0	471,890	(471,890)	0
Wilgoyne Tennis Club	0	0	0	0
Mukinbudin Indoor Cricket Club	11,345	0	0	11,345
BRB	0	425	(425)	0
Rates in Advance	0	0	0	0
LGMA Wheatbelt	0	0	0	0
Trust - Other	7	1,674	(1,354)	327
Sports Complex Key Bonds	860	50	(50)	860
Standpipe Key Bonds	200	200	(50)	350
Mukinbudin Football Club Rams Plates	650	100	(750)	0
Builders Levy (BCITF)	0	222	(222)	0
Karlonning Pipeline Scheme	0	0	0	0
Council Nomination Deposit	0	0	0	0
Drive in Donation	500	0	0	500
Housing Tenancy Bonds	8,024	2,840	(5,816)	5,048
Hall Hire Bonds & Deposits	0	500	(500)	0
Gym Bonds	1,121	540	(240)	1,421
Soil Conservation	13,166	0	0	13,166
	<b>35,873</b>	<b>478,441</b>	<b>(481,297)</b>	<b>33,017</b>

**SHIRE OF MUKINBUDIN**

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

**FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017**

**8. OPERATING STATEMENT**

	<b>April 2017 Actual \$</b>	<b>2016/17 Adopted Budget \$</b>	<b>2015/16 Actual \$</b>
<b>OPERATING REVENUES</b>			
Governance	3,892	3,970	5,733
General Purpose Funding	2,261,236	2,708,592	1,620,883
Law, Order, Public Safety	28,245	24,610	32,065
Health	3,310	3,929	2,382
Education and Welfare	6,021	4,380	2,959
Housing	119,485	144,898	570,277
Community Amenities	80,985	70,340	71,903
Recreation and Culture	103,307	78,857	93,569
Transport	1,023,346	1,041,525	1,488,355
Economic Services	150,243	160,572	165,301
Other Property and Services	35,801	44,610	125,059
<b>TOTAL OPERATING REVENUE</b>	<b>3,815,871</b>	<b>4,286,283</b>	<b>4,178,485</b>
<b>OPERATING EXPENSES</b>			
Governance	239,407	338,561	302,673
General Purpose Funding	51,373	55,336	52,047
Law, Order, Public Safety	105,981	124,988	149,480
Health	103,063	118,564	114,820
Education and Welfare	87,538	145,066	82,139
Housing	201,351	201,327	192,299
Community Amenities	111,718	171,915	182,981
Recreation & Culture	790,024	1,106,375	862,405
Transport	1,343,809	1,453,293	1,772,146
Economic Services	387,059	511,276	428,839
Other Property and Services	81,972	10,975	12,460
<b>TOTAL OPERATING EXPENSE</b>	<b>3,503,295</b>	<b>4,237,676</b>	<b>4,152,289</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>312,576</u></b>	<b><u>48,607</u></b>	<b><u>26,197</u></b>

**SHIRE OF MUKINBUDIN**

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

**FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017**

**9. STATEMENT OF FINANCIAL POSITION**

	<b>April 2017 Actual \$</b>	<b>2015/16 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	1,305,725	662,109
Trade and Other Receivables	33,041	44,855
Inventories	<u>0</u>	<u>0</u>
<b>TOTAL CURRENT ASSETS</b>	<b>1,338,766</b>	<b>706,964</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	3,074	0
Inventories	624,614	624,614
Property, Plant and Equipment	12,287,502	12,573,259
Infrastructure	<u>55,863,641</u>	<u>56,079,967</u>
<b>TOTAL NON-CURRENT ASSETS</b>	<b>68,778,831</b>	<b>69,277,840</b>
<b>TOTAL ASSETS</b>	<b><u>70,117,597</u></b>	<b><u>69,984,804</u></b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	38,003	84,000
Long Term Borrowings	17,681	148,000
Provisions	<u>172,626</u>	<u>172,626</u>
<b>TOTAL CURRENT LIABILITIES</b>	<b>228,310</b>	<b>404,626</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	773,955	773,955
Provisions	<u>21,436</u>	<u>21,436</u>
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>795,391</b>	<b>795,391</b>
<b>TOTAL LIABILITIES</b>	<b><u>1,023,701</u></b>	<b><u>1,200,017</u></b>
<b>NET ASSETS</b>	<b><u>69,093,896</u></b>	<b><u>68,784,787</u></b>
<b>EQUITY</b>		
Trust Imbalance	0	3,468
Retained Surplus	44,403,171	44,079,378
Reserves - Cash Backed	373,208	384,424
Revaluation Surplus	<u>24,317,517</u>	<u>24,317,517</u>
<b>TOTAL EQUITY</b>	<b><u>69,093,896</u></b>	<b><u>68,784,787</u></b>

**SHIRE OF MUKINBUDIN**

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

**FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017**

**10. FINANCIAL RATIOS**

	2016/17 YTD	2015/16	2014/15	2013/14
Current Ratio	5.52	0.92	2.08	0.23
Operating Surplus Ratio	(0.24)	(1.03)	0.29	(1.20)

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.

**SHIRE OF MUKINBUDIN**

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

**FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017**

**11. GRANT REVENUE - RECORD OF RECEIPTS**

		Amended Budget	30/09/2016 1/4 RECEIVED	31/12/2016 2/4 RECEIVED	31/03/2017 3/4 RECEIVED	30/06/2017 4/4 RECEIVED	Total	
<b>GENERAL PURPOSE FUNDING</b>		1,124,345						
UNTIED	FAGS - GENERAL PURPOSE	74.72%	1,124,345	280,043	280,043	280,043	840,129	
UNTIED	FAGS -- ROAD COMPONENT	75.08%	504,085	126,160	126,160	126,160	378,480	
<b>LAW, ORDER, PUBLIC SAFETY</b>		16,590						
TIED	ESL LEVY	132.05%	16,590	10,847	5,530	5,530	21,907	
<b>EDUCATION &amp; WELFARE</b>		1,000						
TIED	SENIORS WEEK	100.00%	1,000	0	1,000		1,000	
<b>RECREATION &amp; CULTURE</b>		38,031						
TIED	POOL DSR CLGF Grant	100.00%	32,000	0	32,000		32,000	
<b>TRANSPORT</b>		1,002,325						
TIED	DIRECT GRANTS	100.00%	120,015	120,015			120,015	
TIED	R2R GRANT	100.00%	562,318	159,996	153,606	248,716	562,318	
TIED	MRD SPECIFIC PROJECT GRANT RRG	100.00%	319,992	244,358	75,634		319,992	
			<b>2,187,291</b>	<b>941,419</b>	<b>673,973</b>	<b>660,449</b>	<b>0</b>	<b>2,275,841</b>

**SHIRE OF MUKINBUDIN**

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

**FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017**

**12. BANK BALANCES & INVESTMENT INFORMATION**

**Council Funds**

**At Call Bank Accounts**

**30 April 2017**

	<b>Interest Rate</b>	<b>Amount</b>
Municipal Transaction Account - Bendigo Bank	0.00%	\$279,464.51
		\$279,464.51

**Investment Register**

***Municipal Investments***

	<b>Term</b>	<b>Interest Rate</b>	<b>Amount</b>	<b>Maturity</b>
TD - 2519 Bendigo Bank	1 month	1.50%	\$354,535.32	8/05/2017
TD - 2520 Bendigo Bank	1 month	1.65%	\$150,203.42	30/05/2017
TD - 2521 Bendigo Bank	2 months	2.00%	\$150,000.00	31/05/2017
			\$654,738.74	

**Investment Register**

***Reserve Investment***

TD 2506 - Bendigo Bank	2 months	2.00%	\$373,208.31	30/05/2017
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**Council Funds Summary**

Municipal Funds	\$934,203.25
Reserve Funds	\$373,208.31
	\$1,307,411.56

**Trust Funds**

Trust Transaction Account - Bendigo Bank	\$38,484.76
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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.



## 7.7 Chief Executive Officer's Reports

<b>7.7.1 NEWROC Council Meeting Minutes 24<sup>th</sup> April 2017</b>	
Location:	NEWROC,
File Ref:	ADM 236
Applicant:	Dirk Sellenger, CEO
Date:	8 <sup>th</sup> May 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, CEO
Author:	Dirk Sellenger, CEO
Voting Requirements	Simple Majority
Documents Attached	Minutes of NEWROC Council Meeting 24 <sup>th</sup> April 2017
Documents Tabled	Nil

### **BACKGROUND**

A Council Meeting of NEWROC was held on Monday 24<sup>th</sup> April 2017 at the Shire of Wyalkatchem Council Chambers.

### **COMMENT:**

The following items were discussed at the Council Meeting:

#### **5. FINANCIAL MATTERS**

- 5.1 INCOME AND EXPENDITURE
- 5.2 BALANCE SHEET
- 5.3 BUDGET 2017-18

#### **6. MATTERS FOR CONSIDERATION**

- 6.1 NEWROC STRATEGIC PROJECTS
- 6.2 WHEATBELT EXCELLENCE AWARDS
- 6.3 COMMONWEALTH GAMES
- 6.4 NEWROC ARCHIVES
- 6.5 NEWTRAVEL TOURISM OFFICER CONTRACT

#### **9. OTHER MATTERS**

- 9.1 WALGA – LOCAL GOVERNMENT WEEK
- 9.2 BBRF APPLICATION – NEWROC TELECOMMUNICATIONS SOLUTION
- 9.3 CEACA UPDATE
- 9.4 WHEATBELT DIGITAL ACTION PLAN SURVEY
- 9.5 NEWROC HEALTH STRATEGY – UPDATE
- 9.6 NEWROC WEBSITE UPDATE
- 8.3. RECORDS MANAGEMENT
- 8.4. ECONOMIC DEVELOPMENT

Next NEWROC Meeting dates:

The following dates have been adopted for NEWROC meetings during 2017.

24 April	Council	Shire of Wyalkatchem
23 May	Executive	Shire of Wyalkatchem
27 June	Council	Shire of Koorda
25 July	Executive	Shire of Koorda

22 August	Council	Shire of Mt Marshall
26 September	Executive	Shire of Mt Marshall
24 October	Council	Shire of Nungarin
28 November	Executive	Shire of Nungarin
12 December	Council	Shire of Mukinbudin (Christmas Function)

#### **OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council receive the NEWROC Council meeting minutes from 24<sup>th</sup> April 2017.**

**Carried /**

# Council Meeting

Monday 24 April 2017

Meeting held at the Shire of Wyalkatchem, Council Chambers  
Honour Avenue, WYALKATCHEM

## MINUTES

1:30pm Afternoon tea and Networking  
2:00pm NEWROC Council Meeting

### **NEWROC Vision Statement**

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

## CONTENTS

<b>CONTENTS</b>	<b>2</b>
<b>1. OPENING AND ANNOUNCEMENTS</b>	<b>5</b>
<b>2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE</b>	<b>5</b>
2.1. ATTENDANCE	5
2.2. APOLOGIES	5
<b>3. PRESENTATIONS</b>	<b>5</b>
<b>4. MINUTES OF MEETINGS</b>	<b>6</b>
4.1. MINUTES OF ORDINARY MEETINGS	6
4.1.1. MINUTES OF ORDINARY MEETING OF NEWROC COUNCIL – 9 MARCH 2017	6
4.1.2. BUSINESS ARISING FROM NEWROC COUNCIL MEETING	6
4.2. MINUTES OF EXECUTIVE COMMITTEE MEETINGS	6
4.2.1. NEWROC EXECUTIVE COMMITTEE MEETING – 28 MARCH 2017	6
4.2.2. BUSINESS ARISING FROM THE NEWROC EXECUTIVE MEETING	6
4.2.2.1. RECORDS MANAGEMENT	6
<b>5. FINANCIAL MATTERS</b>	<b>7</b>
5.1. LIST OF INCOME AND EXPENDITURE	7
5.2. BALANCE SHEET	9
5.3. BUDGET 2017 - 18	11
<b>6. MATTERS FOR CONSIDERATION</b>	<b>13</b>
6.1. NEWROC STRATEGIC PROJECTS	13
6.2. WHEATBELT BUSINESS EXCELLENCE AWARDS	17
6.3. COMMONWEALTH GAMES	19
6.4. NEWROC ARCHIVES	21
6.5. NEWTRAVEL TOURISM OFFICER CONTRACT	22
<b>7. EMERGING NEWROC ISSUES AS NOTIFIED, INTRODUCED BY DECISION OF THE MEETING</b>	<b>23</b>
<b>8. WALGA ZONE ISSUES</b>	<b>23</b>
8.1. AMENDMENT OF LOCAL GOVERNMENT LEGISLATION	23
<b>9. OTHER MATTERS</b>	<b>23</b>
9.1. WALGA – LOCAL GOVERNMENT WEEK	23
9.2. BBRF APPLICATION – NEWROC TELECOMMUNICATIONS SOLUTION	23
9.3. CEACA UPDATE	24
9.4. WHEATBELT DIGITAL ACTION PLAN SURVEY	24
9.5. NEWROC HEALTH STRATEGY – UPDATE	25
9.6. NEWROC WEBSITE UPDATE	25
<b>10. MEETING SCHEDULE</b>	<b>26</b>
10.1. 2017 MEETING DATES	26
<b>11. CLOSURE OF MEETING</b>	<b>26</b>

## 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> </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> </ul>	Executive
June	🔥 NEWROC Budget Adopted	Council
July		Executive
August	🔥 Information for Councillors pre-election	Council
September		Executive
October		Council
November	<ul style="list-style-type: none"> <li>🔥 NEWROC Induction of new Council representatives (every other year)</li> <li>🔥 NEWROC CEO and President Handover</li> <li>🔥 Review NEWROC MoU (every other year)</li> </ul>	Executive
December	🔥 NEWROC Annual Dinner	Council

### **ONGOING ACTIVITIES**

Compliance

Media Releases

### **NEWROC CEO Rotation**

Shire of Mt Marshall

**Shire of Nungarin** (2015-2017)

Shire of Wyalkatchem

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning

## NEWROC PROJECTS Activity Running Sheet

<b>ACTIVITY</b>	<b>Progress as at April 2017</b>
1. NEWROC Incubator Business Project	Business Case developed
2. Land development mapping exercise	
3. Regional Road Construction Group	Ongoing discussions
4. Align waste contracts amongst members Regional Waste Site	Avon Waste presentations
5. Gap analysis of local government services amongst	
6. Youth Officer / Youth programs	
7. LG Skills Audit	
8. Universally designed accommodation Additional need for quality accommodation	NEWROC Accommodation Study completed CEACA Project underway Koorda looking into this issue at a local level
9. Art in the Wheatbelt (art on silo's and adding value to Wheatbelt Way)	Concept supported in Aug 2015, needs further progression with Wheatbelt Way
10. NRM	NRM Strategy reviewed in 2015 and aligned to Wheatbelt Blueprint
11. Childcare Services – mobile and permanent	Investigation 2016, childcare survey and Better Beginnings presentation Shire of Wyalkatchem and Koorda possibly working together (March 2017)
12. Telecommunications	Telecommunications Business Case completed 2016 SWW Project, BBRF Application Feb 2017
13. Health	NEWROC Health Strategy due for completion May 2017
14. LEMC Regional Activities / Risk Management	
15. Compliance IPR, Reg 17 Subsidiary / Governance	Compliance officer discussed 2016 Members took up the LGIS Reg 17 service Dept LG presentation Feb 2017
16. Records Management and Disposal	Avon Paper Shred contacted and information to be presented at April 2017 Council meeting
17. Plant equipment	CEO's providing feedback to Ian McCabe (March 2017)
18. Joint procurement	Responses still to be received (March 2017)
19. IT equipment	Responses still to be received
20. NEWROC Economic Development Officer Proposal	JDF drafted and will be presented at the May 2017 Executive Meeting
21. NEWROC Aged Friendly Community Plan review	Aged Friendly Community Plan will be reviewed at the May 2017 Executive Meeting
22. Kununoppin Bonded Medical Scholarship	Needs review at the May 2017 Executive meeting
23. NEWROC Building Services	
24. Group insurance	To be discussed in 2018
25. NEWTravel	Contract and JDF reviewed 2015, 2016 Multiplier effect of tourism to be instigated
26. NEWROC Website	Underway, due for completion June 2017

# NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes of the Ordinary Meeting of Council held at the Shire of Wyalkatchem, Honour Avenue, Wyalkatchem, on Monday 24 April 2017 commencing at 2:00pm.

## MINUTES

### 1. OPENING AND ANNOUNCEMENTS

The Chair, Cr O'Connell declared the meeting open at 2pm.

### 2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

#### 2.1. Attendance

##### Elected Members

Cr Eileen O'Connell	Delegate	NEWROC Chair, Shire of Nungarin
Cr Ricky Storer	Delegate	President, Shire of Koorda
Cr Gary Shadbolt	Delegate	President, Shire of Mukinbudin
Cr Rachel Kirby	Delegate	President, Shire of Mt Marshall
Cr Freda Tarr	Delegate	President, Shire of Trayning
Cr Quentin Davies	Delegate	President, Shire of Wyalkatchem

##### Chief Executive Officers

David Burton	Director Community Development and Regulatory Services, Shire of Koorda
Dirk Sellenger	Director, Transport and Infrastructure, Shire of Mukinbudin
Bill Fensome	Director Corporate Services, Shire of Nungarin
Graham Merrick	Director Environment, Shire of Trayning
Ian McCabe	Director Emergency Management and Health, Shire of Wyalkatchem
John Nuttall	Director Economic Development and Tourism, Shire of Mt Marshall

##### Officers

Caroline Robinson	NEWROC Executive Officer
Tony Brown	WALGA

#### 2.2. Apologies

Nil

### 3. Presentations

Nil

#### **4. Minutes of Meetings**

##### **4.1. Minutes of Ordinary Meetings**

###### **4.1.1. Minutes of Ordinary Meeting of NEWROC Council – 9 March 2017**

Minutes of the meeting held 9 March 2017 have previously been circulated.

###### **RESOLUTION:**

**That the Minutes of the NEWROC Meeting of Council held on 9 March 2017 be confirmed as a true and correct record of proceedings.**

**Moved Cr Tarr**

**Seconded Cr Kirby**

**Carried 6/0**

###### **4.1.2. Business Arising from NEWROC Council meeting**

##### **4.2. Minutes of Executive Committee Meetings**

###### **4.2.1. NEWROC Executive Committee Meeting – 28 March 2017**

Minutes of the NEWROC Executive Committee Meeting held on 28 March 2017 have been circulated.

###### **RESOLUTION:**

**That the Minutes of the NEWROC Executive Committee Meeting held on 28 March 2017, be received.**




**Moved Cr Shadbolt**

**Seconded Cr Kirby**

**Carried 6/0**

###### **4.2.2. Business Arising from the NEWROC Executive Meeting**

###### **4.2.2.1. Records Management**

-  Possible investigation into records management support from a larger or metropolitan Local Government
-  Invite Compu-Store to be on the phone at the next Executive Meeting
-  Discuss various records management options with Tony



## 5. FINANCIAL MATTERS

### 5.1. List of Income and Expenditure

**PORTFOLIO:** Corporate Capacity  
**FILE REFERENCE:** 42-2 Finance Audit and Compliance  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 12 April 2017  
**ATTACHMENT NUMBER:** Nil  
**CONSULTATION:** Nil  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

#### COMMENTS

The below list outlines the income and expenditure from 1 March to 31 March 2017

#### Account Transactions North Eastern Wheatbelt Regional Organisation of Councils For the period 1 March 2017 to 31 March 2017

Date	Description	Reference	Credit	Debit	Gross
<b>NEWROC Funds #5557</b>					
<b>Opening Balance</b>			<b>93,915.67</b>	<b>0.00</b>	<b>0.00</b>
01 Mar 2017	Bendigo Bank	Interest Received	13.40	0.00	13.40
01 Mar 2017	Bendigo Bank	Transaction Fees	0.00	2.80	(2.80)
28 Mar 2017	Payment: Grants Empire	Grants Empire	0.00	2,310.00	(2,310.00)
31 Mar 2017	Payment: Shire of Mukinbudin	INV-0025	2,225.00	0.00	2,225.00
<b>Total NEWROC Funds #5557</b>			<b>2,238.40</b>	<b>2,312.80</b>	<b>(74.40)</b>
<b>Closing Balance</b>			<b>93,841.27</b>	<b>0.00</b>	<b>0.00</b>
<b>NEWROC Investment Account#6026</b>					
<b>Opening Balance</b>			<b>314,127.01</b>	<b>0.00</b>	<b>0.00</b>
10 Mar 2017	Bendigo Bank	Interest Received	3,809.92	0.00	3,809.92
<b>Total NEWROC Investment Account#6026</b>			<b>3,809.92</b>	<b>0.00</b>	<b>3,809.92</b>
<b>Closing Balance</b>			<b>317,936.93</b>	<b>0.00</b>	<b>0.00</b>
<b>Total</b>			<b>6,048.32</b>	<b>2,312.80</b>	<b>3,735.52</b>

Profit and Loss Report to the 31 March 2017.

<b>Profit &amp; Loss</b>		
<b>NEWROC</b>		
<b>Cash Basis</b>		
	<b>Mar-17</b>	<b>YTD</b>
<b>Income</b>		
Interest Received	\$3,823.32	\$7,980.63
Subscriptions Received	\$2,022.72	\$96,727.28
<b>Total Income</b>	<b>\$5,846.04</b>	<b>\$104,707.91</b>
<b>Gross Profit</b>	<b>\$5,846.04</b>	<b>\$104,707.91</b>
<b>Less Operating Expenses</b>		
Accounting/Audit fees	\$0.00	\$918.15
Bank charges	\$2.80	\$65.10
Catering	\$0.00	\$1,882.36
Consultancy Fees	\$0.00	\$2,100.00
Contractor/Services	\$2,100.00	\$2,100.00
Event / Ceremony Expenses	\$0.00	\$289.46
Executive Officer Contract Services	\$0.00	\$21,074.70
Office Expenses	\$0.00	\$1,272.73
Seminars/Conferences	\$0.00	\$500.00
Subscriptions Distributed	\$0.00	\$1,030.00
Tourism Officer Contract Services	\$0.00	\$8,764.73
Travel Executive Officer	\$0.00	\$2,369.11
Travel Tourism Officer	\$0.00	\$1,236.20
WBW Signage	\$0.00	\$14,668.80
Website and Database	\$0.00	\$1,233.41
<b>Total Operating Expenses</b>	<b>\$2,102.80</b>	<b>\$59,504.75</b>
<b>Net Profit</b>	<b>\$3,743.24</b>	<b>\$45,203.16</b>

**RESOLUTION:**

**That the income and expenditure and the profit and loss report from 1 March 2017 to 31 March 2017, as listed, be endorsed.**

**Moved Cr Tarr**

**Seconded Cr Storer**

**Carried 6/0**

## 5.2. Balance Sheet

**PORTFOLIO:** Corporate Capacity  
**FILE REFERENCE:** 42-2 Finance Audit and Compliance  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 12 April 2017  
**ATTACHMENT NUMBER:** Nil  
**CONSULTATION:** Nil  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

### COMMENT:

Balance Sheet as at 31 March 2017.

### Balance Sheet NEWROC As at 31 March 2017

<b>Assets</b>	
<b>Bank</b>	
NEWROC Funds #5557	\$93,841.27
NEWROC Investment Account#6026	\$317,936.93
<b>Total Bank</b>	<b>\$411,778.20</b>
<hr/>	
<b>Current Assets</b>	
Community Safety & Crime Prevention	-\$801.00
Executive Officer	-\$59,080.25
General Purpose	-\$168,769.76
Governance / General Administration	-\$1,784.80
Grant Funding	-\$19,240.00
Joint Planning Project	-\$7,629.86
Medical Enhancement Fund	-\$38,317.36
Monies allocated to projects	\$61,977.29
Natural Resource Management	-\$8,982.76
NEWROC Promotion (853)	-\$4,779.09
NEWTRAVEL Tourism Officer	-\$3,998.74
Sundry Debtors Control	\$45,939.00
Wheatbelt Way	-\$24,447.51
<b>Total Current Assets</b>	<b>-\$229,914.84</b>
<b>Total Assets</b>	<b>\$181,863.36</b>
<hr/>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Gst Payable	\$10,570.56
Rounding	-\$0.02
Sundry Creditors Control	\$12,719.25
<b>Total Current Liabilities</b>	<b>\$23,289.79</b>
<b>Total Liabilities</b>	<b>\$23,289.79</b>
<hr/>	
<b>Net Assets</b>	<b>\$158,573.57</b>
<hr/>	
<b>Equity</b>	
Current Year Earnings	\$74,661.61
Retained Earnings	\$83,911.96
<b>Total Equity</b>	<b>\$158,573.57</b>
<hr/>	

**Notes:**

Monies allocated to projects line item. - This is the contra account to the projects - allows the splitting of money to projects without the need for each to have a bank account. To simplify the reading of the balance sheet report the 'Monies allocated to projects' line has been hidden. This does not affect the calculations within the balance sheet.

**Project Comments**

*Medical Enhancement Fund – Current Scholar Tony Hu.*

It was agreed member Shires will make a contribution to the 16/17 budget for the scholarship of Tony Hu. Funds contributed by KTY, MM, MBL and NA for the purpose of funding the Kununoppin Medical Scholarship. Notre Dame has been advised that the Scholarship will not be offered at this stage.

*Community Safety and Crime Prevention*

Balance of fund remaining. No project allocated for this funding.

*Joint Planning* - No project has been identified.

*NEWROC Promotion* – Website and Database Interface design has commenced.

*Tourism Officer* - Employment of Linda Vernon. Contract expires 30 June 2017.

*Wheatbelt Way*

Wheatbelt Way Shire's are able to apply to NEWTRAVEL to upgrade or replace signage for the Wheatbelt Way sites only, these request must go to a NEWTRAVEL.

**NOTES ON TERM DEPOSIT**

The Executive Officer reinvested the Term Deposit on the 20/03/2017 for 2.3% for 6 months (a slightly better rate was offered for 12 months however in light of the BBRF application, we may need to access these funds)

**RESOLUTION:**

**That the Balance Sheet for the period ending 31 March 2017 be endorsed.**

**Moved Cr Shadbolt**

**Seconded Cr Tarr**

**Carried 6/0**

### 5.3. Budget 2017 - 18

**PORTFOLIO:** Corporate Capacity  
**FILE REFERENCE:** 42-2 Finance Audit and Compliance  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 12 April 2017  
**ATTACHMENT NUMBER:** Nil  
**CONSULTATION:** Dannelle Foley  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

#### COMMENT:

The Executive Officer is currently working on the 2017 – 18 budget. Members are asked to consider whether any items need to be amended from this year's budget.

Some considerations:

- NEWROC Audit to be completed separate from the member Shire who holds the position of NEWROC Chair and CEO. Suggestion to do this so that costs can be brought down, direct liaison between the NEWROC EO and Auditor rather than having to get everything signed by the NEWROC CEO, all financial records are kept with the NEWROC EO as well. The NEWROC Chair and CEO will still be involved in the audit process
- Individual members consider allocating an annual amount in their budgets to NEWROC infrastructure projects that are opportunistic – as an example the telecommunications project and Federal Funding was an opportunity that the group wanted to act upon however members had to consider and pass at a Council meeting a separate contribution to the project which impacted upon the project timelines and grant application
- NEWTRAVEL Tourism Officer budget allocation to be increased in line with the new hourly rate as endorsed in late 2016

#### OFFICER RECOMMENDATION:

**Submitted for discussion.**

#### RESOLUTION:

**That the item 5.3 as presented be discussed.**

**Moved Cr Davies**

**Seconded Cr Kirby**

**Carried 6/0**

#### RESOLUTION:

**NewTravel budget allocation to be increased in line with new hourly rate for Linda Vernon as endorsed in 2016**

**Moved Cr Kirby**

**Seconded Cr Storer**

**Carried 6/0**

#### Discussion:

- Transparency of the audit is important but NEWROC is not separate from the Shires, so it was recommended that the NEWROC audit remain with the Shire who holds the position of Chair and CEO.

- 👉 Discussion regarding governance of the NEWROC and decision making processes e.g. adoption of the budget, meeting amendments.
- 👉 Discussion regarding the process of changing meeting dates and approval of payments
- 👉 Medical Enhancement Fund is currently included in subscriptions. Kylie Mayo who is completing the NEWROC Health Strategy did not encourage a GP or Nurse scholarship fund.
- 👉 Discussion regarding allocating a NEWROC medical reserve or do it individually
- 👉 SiHi funding has not been confirmed after June 30, this may impact upon the medical practitioners in the NEWROC

**ACTION:**

**Executive Officer to draft an Agenda item on the Medical Enhancement Fund for each Shire – collectively or individual**

- 👉 Discussion regarding the regional subsidiary legislation. There is a new Minister for Local Government and WALGA have been meeting with the State Government on some amendments to the legislation to be more reflective of what local government needs
- 👉 Delegated authority of the Councillors and the ability to make decisions
- 👉 Question regarding whether the NEWROC has considered becoming a formal Regional Organisation of Councils, however feedback was that it covers all the same legislation as current local governments and sits over the individual councils
- 👉 Suggestion for the NEWROC to consider what community consultation is required for the instigation of a regional subsidiary
- 👉 Tony will discuss some governance items with the WALGA Governance Officer and a process / steps going forward on the regional subsidiary legislation
- 👉 All NEWROC Agenda's should be presented and discussed at individual Council meetings prior to NEWROC meetings

**ACTION:**

**Executive Officer to present some Governance suggestions to the Executive.**

**ACTION:**

**Draft scope of audit to be presented to the Executive.**

- 👉 Discussion regarding an infrastructure reserve amount in individual member Shire budgets – this was declined
- 👉 Individual member Community Strategic Plans can be aligned at a NEWROC level (and will be relevant for regional subsidiaries)
- 👉 Discussion regarding a possible Building Manager across all member Shires
- 👉 Discussion regarding a request to investigate a Solar Farm (renewable energy) in Koorda

## 6. MATTERS FOR CONSIDERATION

### 6.1. NEWROC Strategic Projects

<b>PORTFOLIO:</b>	Corporate Capacity
<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>	12 April 2017
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Nil
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT:

Following is a suggested list of priorities, in no particular order for the NEWROC members to consider, with progress notes next to each – please note that whilst there are progress notes, it does not mean the priority has been achieved or original project suggestions from 2016 actioned.

The group agreed in 2016 the core drivers for the NEWROC in projects it under took would be measured against population retention and growth, so too government relations and funding opportunities.

The purpose of listing the priorities is to:

- 👉 Provide direction to the NEWROC EO regarding activities to pursue / prepare, areas to advocate and funding to apply for
- 👉 Provide priorities to RDA Wheatbelt (as requested by the Chair), Wheatbelt Development Commission and other such agencies and stakeholders
- 👉 Drive collaboration amongst members to achieve the NEWROC vision and mission
- 👉 Demonstrate relevance to members and the members of the NEWROC community

Priority	Actions to Date	Suggested activity for 2017 – members to consider
Telecommunications	Building Better Regions Fund application submitted Land Survey to be conducted by SWW Wireless to ensure 'project ready'	State Telecommunications Funding application (await BBRF outcome)
Health	NEWROC Health Plan under development	Implement actions Review Kununoppin Bonded Medical Scholarship and provide clear direction to Tony Hu
Aged Care	Participation in CEACA Age Friendly Communities Plan for the NEWROC completed, needs actioning and progressing	CEACA project and NEWROC Health Plan to be looked at jointly (by both NEWROC and CEACA) Select some Aged Friendly Plan recommendations and act upon them – that benefits majority of members

Youth		Youth strategy (seek funding) – with focus on education, social and employment opportunities
NEWROC Governance – collaboration	<p>Website under development with proposed member only area to share administration information</p> <p>Website will also aim to promote the member Shires</p> <p>Presentation by Innovation Central Midlands and the Department regarding formal structures for collaboration</p> <p>Proposal by Ray Davy (on the table)</p> <p>Some resource sharing formally and informally occurring</p> <p>Suggestions for IT and record keeping – but not progressed</p> <p>Emergency services / risk management</p>	<p>Investigate one structure in greater detail (Ray Davy suggestion or regional subsidiary – post election)</p> <p>Role of EO – can the JDF be looked at to progress some of the priorities on behalf of the group? Or improve progress</p> <p>Put forward a business case on a collaborative service</p> <p>Investigate arrangement for records management on a temporary basis / contract basis to get members up to speed</p> <p>Joint district wide emergency service practice activities</p> <p>Integrated planning collaboration</p> <p>Seek quotes for NEWROC Audit, separate from member Shires as accounts are now separate (potentially reduce costs on the NEWROC)</p>
Improving business sophistication	<p>Telecommunications funding application</p> <p>Tourism – events and activities by NEWTravel, increase in remuneration for NEWTravel EO in recognition of role</p> <p>Discussion about procurement across members</p>	<p>Infrastructure activities listed from all member Shires and distributed to businesses</p> <p>Members to each be Small Business Friendly and promote this</p> <p>Review the incubator business project the NEWROC initiated (a few years back)</p>
Natural Resources	<p>Solar energy presentations by various providers for individual members to consider and pursue</p> <p>At one point members looked towards aligning waste contracts, however not pursue</p> <p>Scrap metal collections</p> <p>Shared NRM Officer</p> <p>Participation in EWBG</p>	<p>Suggestion by the Shire of Mukinbudin to consider the idea of a solar farm – investigation work needs to occur</p> <p>Did we consider improving our waste sites last year but couldn't find funding?</p>
Development of our people / human capital	<p>Childcare investigation</p> <p>Joint Councillor training opportunities</p>	



## Discussion the Executive Meeting:

- 👉 Members discussed the role of advocacy and whether the NEWROC profile should be raised. All present agreed it should be. EO to consider ideas for doing so.
- 👉 David encouraged the promotion of apprenticeships and traineeships amongst the members
- 👉 David also discussed the NEWROC Aged Friendly Communities Plan and the need for complementary services for the Independent Living Units coming under CEACA. NEWROC should revisit the Age Friendly Communities Plan and consider what needs to be initiated. EO to follow up.
- 👉 Discussion regarding housing and accommodation across all members including the previous program, Joint Venture Housing
- 👉 Discussion about childcare – Shire of Wyalkatchem to share their day care details (Coordinator) with Shire of Koorda
- 👉 Discussion about the rural school bus service and routes, its effect on school numbers. EO to have a look into this.
- 👉 Discussion regarding how the Executive Officer should present these priorities to members
- 👉 Executive Officer discussed the need for members to provide feedback and input into projects put forward.

## Activities since the meeting:

- 👉 Wyalkatchem Childcare details shared with the Shire of Koorda
- 👉 Investigation into records management and disposal with an update to be presented at the Council meeting

## Suggested actions for the NEWROC Executive at the May 2017 meeting:

- 👉 Review of the NEWROC Aged Friendly Communities Plan (as suggested by David Burton)
- 👉 Review of the Kununoppin Bonded Medical Scholarship (Tony Hu) and delivery implications
- 👉 Follow up agenda item on Small Business Friendly initiative with local governments and promotion of this
- 👉 Media comments received regarding the future of Royalties for Regions and the future focus on job and business creation – may be well aligned to a few NEWROC projects we have that are almost 'grant ready' e.g. Business Incubator Project

## OFFICER RECOMMENDATION:

That:

- 1) The NEWROC priorities, in no particular order include Housing, Aged Care, Telecommunications, Youth, Health and retention of the health workforce and \_\_\_\_\_ and;
- 2) The NEWROC Executive review the NEWROC Aged Friendly Communities Plan, Kununoppin Bonded Medical Scholarship, Small Business Friendly Initiative and Business Incubator project and report back to the NEWROC Council meeting in June

**RESOLUTION:**

- 1) **The NEWROC EO investigate what is involved in a Solar Farm**
- 2) **The NEWROC priorities, in no particular order include renewable energy, Housing, Aged Care, Telecommunications, Youth, Health, and retention of the health workforce**
- 3) **The NEWROC Executive review the NEWROC Aged Friendly Communities Plan, Kununoppin Bonded Medical Scholarship, Small Business Friendly Initiative and Business Incubator project and report back to the NEWROC Council meeting in June**

**Moved Cr Tarr****Seconded Cr Davis****Carried 6/0****Discussion:**

- 👉 Tourism is an important focus for the NEWROC
- 👉 Discussion regarding NEWTravel activities. Linda Vernon is available to present to NEWROC members
- 👉 NEWTravel delegates need to report back to individual Councils
- 👉 Executive Officer to include a NEWTravel agenda item at NEWROC

## 6.2. Wheatbelt Business Excellence Awards

<b>PORTFOLIO:</b>	Corporate Capacity
<b>FILE REFERENCE:</b>	042-6 NEWROC Promotion
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	20 March 2017
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Nil
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT

Following the success of the first Wheatbelt Business Excellence Awards in 2016, the Wheatbelt Business Network are proud to announce that nominations for the 2017 awards are now open.

What can the 2017 Wheatbelt Business Excellence Awards do for your local businesses?

- ✿ As a Finalist businesses gain the prestige and satisfaction through significant public recognition of your achievements.
- ✿ Winners (of eligible categories) are eligible for the Western Australian Regional Small Business Awards.
- ✿ Staff and associates will share in the success and will be motivated to continue to strive for excellence for local business.
- ✿ Like past Award Winners, businesses will enjoy a distinct business advantage through the enhancement of organisation's image and standing.
- ✿ Winners are entitled to use the 2017 Wheatbelt Business Excellence Awards logos on their stationery, labels, packaging and marketing communications.
- ✿ All finalists receive a certificate and recognition.

Businesses can nominate or can be nominated by an external person.

Key Dates:

- ✿ February 2017 – Awards Open
- ✿ 9 June 2017 – Awards Close
- ✿ Award Dinners on 7 July (Quairading) and 14nd Julv (Bindoon)

For more information [click here...](#)



### Discussion at the Executive Meeting:

- ✿ CEO's nominated the Nungarin Woolshed Hotel, Wegners Rural, KTY Electrical, Petchell Mechanical Services and Wylie Tyres. Information will be passed onto the Wheatbelt Business Network.

### DECLARATION OF INTEREST:

Cr Tarr declared in interest in item 6.2 as an owner of KTY Electrical.

**RESOLUTION:**

**That the information be received and promoted within member local governments print and online media to encourage NEWROC businesses to nominate.**

**Moved Cr Storer**

**Seconded Cr Davis**

**Carried 6/0**

### 6.3. Commonwealth Games

<b>PORTFOLIO:</b>	Corporate Capacity
<b>FILE REFERENCE:</b>	042-6 NEWROC Promotion
<b>REPORTING OFFICER:</b>	Dannelle Foley
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	20 March 2017
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Nil
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT

Western Australia is looking for local legends to carry the Queen's Baton in Western Australia as part of the Queen's Baton Relay (QBR) in the lead up to the Gold Coast 2018 Commonwealth Games (GC2018). The Baton will arrive in Western Australia on Thursday 22 February 2018 and will spend six days travelling through 19 communities, highlighting the State's great diversity. Thousands of people are expected to turn out to cheer the baton bearers on.

Local legends will carry the Queen's Baton from Albany, the departure point for WWI soldiers, north through areas including Manjimup, Bridgetown and Bunbury. After spending time in the metro area, showcasing our iconic coastline and meeting the odd quokka, the Baton will head north to Karratha for its last day on Tuesday 27 February 2018.

The Queen's Baton Relay is looking for people of all ages and abilities to run the Baton around WA. Organisers are wanting people who represent all that's great about our communities: someone who has made a significant contribution to sport, education, the arts, culture, community or a charity. It is believed that the Baton's journey will inspire community pride and build excitement for the largest event to be staged in Australia in a decade.

Anyone can nominate a person who inspires them to be great. Nominations can be made at [gc2018.com/qbr](http://gc2018.com/qbr) and close on 15 May 2017. GC2018 are looking for Australian citizens or people lawfully entitled to reside in Australia during the Relay period (25 December 2017 – 4 April 2018) and one of the following:

- 👉 Have achieved something extraordinary or inspired others to achieve something extraordinary;
- 👉 Have made a significant contribution to sport, education, the arts, culture, charity or within their community;
- 👉 Have excelled or aspire to excel athletically or personally;
- 👉 Contribute to a fun, friendly, vibrant and inclusive community; and
- 👉 Are at least 10 years old as at 25 December 2017.

Across Australia approximately 3,800 baton bearers are needed to share the dream of the friendly Games. The Queen's message is held in the Baton and will be read aloud at the Opening Ceremony on 4 April 2018.

#### OFFICER RECOMMENDATION:

That the information be received and member local governments consider working with community groups and community resource centre staff to nominate a local legend from their Shire.

**RESOLUTION:**

**That:**

- i) the information be received and member local governments consider working with community groups and community resource centre staff to nominate a local legend from their Shire; and**
- ii) Mr Peter Geraghty of Mukinbudin be nominated by the NEWROC.**

**Moved Cr Kirby**

**Seconded Cr Shadbolt**

**Carried 6/0**

#### 6.4. NEWROC Archives

<b>PORTFOLIO:</b>	Corporate Governance
<b>FILE REFERENCE:</b>	042-3 Records Management
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	12 April 2017
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	David Burton, John Nuttall, Dirk Sellenger
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENTS:

A number of member Shires have NEWROC minutes in their archives and storage areas.

The NEWROC Executive Officer has a cloud drive of most NEWROC documents (agenda's, minutes, contracts, finances, correspondence etc) since 2004.

Members could consider bringing their NEWROC archives to the NEWROC Executive Officer and items which could be scanned and uploaded to the cloud, should do so and items that should be preserved in hard copy such as MoU's, photos, media articles should be correctly archived.

#### OFFICER RECOMMENDATION:

- 1) All NEWROC archives held by member Shires be provided to the NEWROC EO who will collate them and scan them, upload to the current EO Cloud Drive and relevant archives to the NEWROC website (member only section).
- 2) All hard copies that should be kept are to be filed appropriately and provided to the member Shire who is "hosting the NEWROC Chair and CEO role"

#### RESOLUTION:

- 1) **All NEWROC archives held by member Shires be provided to the NEWROC EO who will collate them and scan them, upload to the current EO Cloud Drive and relevant archives to the NEWROC website (member only section).**
- 2) **All hard copies that should be kept are to be filed appropriately and go to the Bencubbin CRC Archive at a cost of \$20 establishment and \$10 annually.**

Moved Cr Tarr

Seconded Cr Storer

Carried 6/0

## 6.5. NEWTRAVEL Tourism Officer Contract

<b>PORTFOLIO:</b>	Economic Development and Tourism
<b>FILE REFERENCE:</b>	132-1 NEWTRAVEL
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	12 April 2017
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Linda Vernon – Tourism Officer
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENTS:

Extract from the NEWROC Council meeting held on 25 October 2016;

*David complimented the outstanding work that Linda achieves and asked that her hours and remuneration be reviewed.*

The NEWTRAVEL Tourism Officer contract expires on 30 June 2017. The position has been included in the draft 2017/18 Budget.

The NEWTRAVEL Tourism Officer position had a small increase to the hourly rate in 2016, which was resolved at the December 2016 Council meeting:

### RESOLUTION

That the NEWTravel Tourism Officer annual remuneration be increased from \$12,000 +gst per annum to \$13,200 + gst per annum, commencing on January 1<sup>st</sup> 2017 (\$33 per hour). Future remuneration reviews to be in line with planning of the NEWROC Annual Budget

Moved Cr Storer

Seconded Cr Davies

CARRIED 6/0

### RESOLUTION:

**The current NEWTRAVEL Tourism Officer contract held by Linda Vernon be renewed until 30 June 2018.**

Moved Cr Davis

Seconded Cr Shadbolt

Carried 6/0



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

## **8. WALGA ZONE ISSUES**

### **8.1. Amendment of Local Government Legislation**

- 👉 WALGA has recommended consultation to be as follows: 12 weeks for legislation, 8 weeks for regulations, 4 weeks everything else

Minister for Local Government

- 👉 Full ACT review in a very timely manner
- 👉 WALGA will consult of key issues
- 👉 4 priority areas that WALGA are seeking feedback on: regional subsidiary, gift provisions, investments (12month limit but could go to 3yr) and the Audit Act

Wanderer - waiting for State Government to sign off

## **9. OTHER MATTERS**

### **9.1. WALGA – Local Government Week**

#### **RESOLUTION:**

**That the NEWROC Dinner be held during Local Government Week on Thursday 3 August 2017 at La Brazilian.**

**Moved Cr Tarr**

**Seconded Cr Kirby**

**Carried 6/0**

### **9.2. BBRF Application – NEWROC Telecommunications Solution**

- 👉 Phone meeting held last week between David Burton, John Nuttall, Juliet Grist and Dannelle Foley
- 👉 State Government (Department of Commerce) has provided feedback on the Federal grant application
- 👉 Department of Commerce employed Jim Wyatt to review the application, Juliet spoke to Jim and the Wheatbelt Development Commission are supportive of the project
- 👉 NEWROC needs to lobby Federal politicians – John is trying to arrange meetings with Melissa Price, Mathieus Corman and Christian Porter. Additional meetings perhaps with Glenn Style and Dean Smith
- 👉 State Government only just developing the State Telecommunications Plan

#### **ACTION:**

**An Infographic to be developed to help with lobbying on behalf of the NEWROC Telecommunications Solution.**

### 9.3. CEACA Update

- 👉 Project required regional cooperation
- 👉 CEACA to be included on the NEWROC Agenda
- 👉 Discussion regarding transportable vs built in situ. Council contributions will be make up shortfall in in situ as these may be more expensive
- 👉 Design types being provided rather than individual selection by member Councils – it is too late to comment on the designs?
- 👉 Proportion of the funding for CEACA comes from R4R and we must meet our deadlines to try to ensure our funding is not paired back (change of State Government)
- 👉 The last CEACA Minutes need to be amended. Item 7.4 needs the word ‘ultimately’ removed

#### **ACTION:**

**NEWROC Chair, Cr O’Connell to request that the NEWROC EO be included in CEACA emails regarding Agenda’s and Minutes.**

Cr Ricky Storer left at 4.13pm

### 9.4. Wheatbelt Digital Action Plan Survey

RDA Wheatbelt are seeking feedback to update the Wheatbelt Digital Action Plan. Information from this plan and the previous survey was used and referenced in the development of the NEWROC Telecommunications Business Case.

This survey is being undertaken by RDA Wheatbelt as part of a comprehensive revision of the Digital Action Plan for the Wheatbelt conducted in 2013. The rollout of the NBN and increasing availability of other alternatives as well as changes in mobile phone technology and coverage is changing the digital landscape in the Wheatbelt.

The survey aims to compare and identify changes that may have occurred since 2013 in addition to examining responses to changes in the technology and the delivery of digital services.

From an ethical standpoint, RDA Wheatbelt guarantees survey participants that their identities and personal details will be treated with absolute confidentiality. No reference in any future reporting will be made regarding the details of any participant or details that could be used to identify a participant.

Survey participants will have an opportunity to enter a draw for the chance to win a Visa card to the value of \$100.00. The draw will be conducted at the conclusion of the survey and the winner notified via their nominated form of contact. Please take 10 minutes have your say by 31 May 2017.

A high participation rate for the NEWROC region would be beneficial for future data to support project planning.

Survey Link - <https://www.surveymonkey.com/r/DWRBP3G-DigitalActionPlan>

**RESOLUTION:**

**That NEWROC member shires promote the survey through local networks including local papers, newsletters and social media.**

**Moved Cr Kirby**

**Seconded Cr Davis**

**Carried 6/0**

**9.5. NEWROC Health Strategy – Update**

- 👉 Kylie Mayo spoke to the CEO's via phone at the March NEWROC Executive Meeting
- 👉 Kylie Mayo attended the Kununoppin Health Group meeting on Thursday 6 April
- 👉 Sam Dowling who is working with Kylie on the NEWROC Health Strategy visited the area the week of the 17<sup>th</sup> April
- 👉 NEWROC Health Strategy Project Steering Group meeting to be held in coming weeks

**ACTION:**

**Peter Geraghty to be nominated for an Australia Day Award (Local Hero).**

**9.6. NEWROC Website Update**

Members are asked to review the draft NEWROC website.

Please check your Shire information on the;

- 1) About Us (Local Government)
- 2) Contact Us
- 3) Places to See

The member section can be accessed by using the username: test and password: test

Development website link: <http://newroc.techcloudent.com.au/>

Please forward feedback to Caroline as soon as possible. There are still some outstanding information requests, please send this information through as soon as possible to enable the site being launched.

**RESOLUTION:**

**The information contained within items 9.5 and 9.6 be received.**

**Moved Cr Tarr**

**Seconded Cr Shadbolt**

**Carried**

**Discussion:**

- 👉 Feedback on small font size and logo size
- 👉 The website is built on a responsive platform, it will be able to be used on any device including smartphones and tablets.

## **10. MEETING SCHEDULE**

### **10.1. 2017 Meeting Dates**

23 May	Executive	Shire of Wyalkatchem
27 June	Council	Shire of Koorda
25 July	Executive	Shire of Koorda
22 August	Council	Shire of Mt Marshall
26 September	Executive	Shire of Mt Marshall
24 October	Council	Shire of Nungarin
28 November	Executive	Shire of Nungarin
12 December	Council	Shire of Mukinbudin (Christmas Function)

## **11. CLOSURE OF MEETING**

The Chair thanked everyone for their open discussions and closed the meeting at 4.19pm.

<b>7.7.2 Western Australia Local Government State Council Meeting Minutes</b>	
Location:	Meekatharra
File Ref:	ADM
Applicant:	Dirk Sellenger, CEO
Date:	5 <sup>th</sup> May 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, CEO
Author:	Dirk Sellenger, CEO
Voting Requirements	Simple Majority
Documents Attached	Minutes of WA Local Government State Council
Documents Tabled	Nil

### **BACKGROUND**

A Council Meeting of the Western Australia Local Government Association State Council was held on Friday 5<sup>th</sup> May 2017 at the Meekatharra Shire Hall.

### **COMMENT:**

The following items were discussed at the Council Meeting:

#### **4. EMERGING ISSUE**

4.1 CCC COMMISSIONER COMMENTS ON THE LOCAL GOVERNMENT SECTOR

#### **5. MATTERS FOR DECISION**

5.1 REVIEW OF THE EMERGENCY SERVICES LEVY

5.2 INTERIM SUBMISSION TO THE DEPARTMENT OF PLANNING ON THE GOVERNMENT SEWERAGE POLICY

5.3 PRODUCTIVITY COMMISSION STUDY INTO TRANSITIONING REGIONAL ECONOMIES

5.4 STATE COUNCIL REGIONAL MEETINGS

5.5 EXECUTIVE COMMITTEE MINUTES

5.6 SELECTION COMMITTEE MINUTES

5.7 ASSOCIATION HONOURS 2017 – MINUTES OF THE WALGA HONOURS PANEL

#### **6. MATTERS FOR NOTING / INFORMATION**

6.1 NATIONAL DISABILITY INSURANCE SCHEME ROLL OUT

6.2 DISCUSSION PAPER – THIRD PARTY APPEAL RIGHTS IN PLANNING

6.3 CONTROL OF OFF-ROAD VEHICLES

6.4 2016-17 ENERGY EFFICIENT STREET LIGHTING

6.5 LOCAL GOVERNMENT STRATEGIC PURPOSE PERMIT

6.6 ONLINE VOTING IN LOCAL GOVERNMENT ELECTIONS

6.7 REPORT MUNICIPAL WASTE ADVISORY COUNCIL

#### **DATE OF NEXT MEETING**

The next Special meeting of the Western Australia Local Government Association State Council will be held on Wednesday 7<sup>th</sup> June 2017.

The next Ordinary meeting of the Western Australia Local Government Association State Council will be held on Wednesday 5<sup>th</sup> July 2017.

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council receive the Western Australia Local Government Association State Council meeting minutes from 5<sup>th</sup> May 2017.**

**Carried /**



# **SUMMARY MINUTES**

## **STATE COUNCIL MEETING**

**May 2017**

## **NOTICE OF MEETING**

Meeting No. 2 of 2017 of the Western Australian Local Government Association State Council held at the Meekatharra Shire Hall, Main Street, Meekatharra on Friday, 5 May 2017 commenced at 11.12am.

### **1. ATTENDANCE, APOLOGIES & ANNOUNCEMENTS**

#### **1.1 Attendance**

Chair	President of WALGA	President Cr Lynne Craigie
	Deputy President of WALGA	Mayor Tracey Roberts JP
Members	North Metropolitan Zone	
	Avon-Midland Country Zone	Cr Darren Slyns
	East Metropolitan Zone	Cr Sue Bilich
		Cr Darryl Trease JP
	Goldfields Esperance Country Zone	President Cr Malcolm Cullen
	Great Eastern Country Zone	President Cr Stephen Strange
	Great Southern Country Zone	President Cr Ken Clements
	Murchison Country Zone	Cr Les Price
	North Metropolitan Zone	Cr Russ Fishwick JP
	Northern Country Zone	President Cr Karen Chappel
	Peel Country Zone	Cr Wally Barrett
	South East Metropolitan Zone	Mayor Henry Zelones OAM JP
	South Metropolitan Zone	Cr Fiona Reid
Secretariat	South West Country Zone	Mayor Carol Adams
	Chief Executive Officer	Cr Michael McPhail (Deputy)
	Deputy Chief Executive Officer	Mayor Logan Howlett
	EM Environment & Waste	President Cr Wayne Sanford
	EM Governance & Organisational Services	Ms Ricky Burges
	EM Finance & Marketing	Mr Wayne Scheggia
	EM Planning & Community Development	Mr Mark Batty
	EM Infrastructure	Mr Tony Brown
	EM Business Solutions	Mr Zac Donovan
	Manager Strategy & Association Governance	Ms Jo Burges
	EO Governance	Mr Ian Duncan
	Mr John Filippone	
	Mr Tim Lane	
	Ms Ana Fernandez	

#### **1.2 Apologies**

Members	Kimberley Country Zone	President Cr Elsia Archer
		Cr Chris Mitchell (Deputy)
	Central Metropolitan Zone	Cr Janet Davidson OAM JP
		Mayor Heather Henderson
	Central Country Zone	Cr Pauline O'Connor JP (Deputy)
	Gascoyne Country Zone	Cr Andres Timmermanis (Deputy)
	North Metropolitan Zone	President Cr Philip Blight
	Pilbara Country Zone	President Cr Cheryl Cowell
Ex-Officio	South Metropolitan Zone	Cr Lachlan McTaggart (Deputy)
	Local Government Professionals (WA)	Mayor Giovanni Italiano JP
		Cr David Boothman (Deputy)
		Mayor Peter Long
		Cr Doug Thompson
		Mr Jonathan Throssell
		Mr Ian Cowie (Deputy)

#### **OBSERVERS**

- Members of the Murchison Country Zone



## **MEETING ASSESSMENT**

Cr Wally Barrett was invited to undertake a meeting assessment at the conclusion of the meeting.

## **ANNOUNCEMENTS**

The President, Cr Lynne Craigie, thanked the Murchison Country Zone on behalf of WALGA, for hosting State Council.

## **2. MINUTES OF THE PREVIOUS MEETINGS**

### **2.1 Minutes of March 2017 State Council Meeting**

**Moved: Mayor Logan Howlett**

**Seconded: Cr Wally Barrett**

**That the Minutes of the Western Australian Local Government Association (WALGA) State Council Meeting held on 1 March 2017 be confirmed as a true and correct record of proceedings.**

**RESOLUTION 28.2/2017**

**CARRIED**

### **2.1.1 Business Arising from the Minutes of March 2017**

Nil

## **3. DECLARATION OF INTEREST**

Pursuant to our Code of Conduct, Mayor Logan Howlett and Cr Darren Slyns declared an interest in Item 5.6 Selection Committee Minutes.

## **PAPERS**

State Councillors were distributed the following papers under separate cover:

- President's Report
- Item 5.4 - State Council Regional Meetings (01-004-02-0001 TB)
- Item 5.5 - Executive Committee Minutes (01-006-03-0006 TB)
- Item 5.6 - Selection Committee Minutes (01-006-03-0011 MD)
- Item 5.7 – Honours Panel Minutes (01-006-04-0001 AF)
- CEO' s report to State Council

## **4. EMERGING ISSUE**

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### **4.1 CCC Commissioner Comments on the Local Government Sector**

#### **Background**

In releasing the CCC report into the Shire of Exmouth, The CCC Commissioner made comments that were specific to the report into the Shire of Exmouth and previously the Shire of Dowerin, however the comments implied that the issues were systemic throughout Local Government in WA.

WALGA would contend that the issues that the CCC Commissioner refers to following the inquiry into to Dowerin and Exmouth are not systemic throughout Local Government in WA. In saying this, WALGA does not condone any misconduct or criminal activity taking place within the sector.

**Moved: President Cr Stephen Strange**  
**Seconded: President Cr Malcolm Cullen**

**That WALGA:**

- 1. Write to the CCC Commissioner as a matter of urgency seeking an apology on behalf of the Local Government sector in relation to unsubstantiated comments and generalisations made about the sector; and,**
- 2. Invite the CCC Commissioner to the June special meeting of State Council in relation to point 1 above.**

**RESOLUTION 29.2/2017**

**CARRIED UNANIMOUSLY**

## 5. MATTERS FOR DECISION

### 5.1 Review of the Emergency Services Levy (05-24-02-0001 MP)

#### WALGA RECOMMENDATION

That the interim submission to the Economic Regulatory Authority (ERA) on the Review of the Emergency Services Levy (ESL) be endorsed.

<b>Avon Midland Country Zone</b>	WALGA Recommendation Supported
<b>Central Country Zone</b>	WALGA Recommendation Supported
<b>Central Metropolitan Zone</b>	WALGA Recommendation Supported
<b>East Metropolitan Zone</b>	WALGA Recommendation Supported
<b>Gascoyne Zone</b>	WALGA Recommendation Supported
<b>Goldfields Esperance Country Zone</b>	WALGA Recommendation Supported
<b>Great Eastern Country Zone</b>	WALGA Recommendation Supported
<b>Great Southern Country Zone</b>	WALGA Recommendation Supported
<b>Kimberley Zone</b>	WALGA Recommendation Supported
<b>Murchison Country Zone</b>	Meeting to be Held 4 May 2017
<b>North Metropolitan Zone</b>	WALGA Recommendation Supported
<b>Northern Country Zone</b>	WALGA Recommendation Supported
<b>Peel Zone</b>	WALGA Recommendation Supported
<b>Pilbara Zone</b>	No Meeting held
<b>South Metropolitan Zone</b>	No Quorum
<b>South West Country Zone</b>	WALGA Recommendation Supported

#### SOUTH EAST METROPOLITAN ZONE

That the interim submission to the Economic Regulatory Authority (ERA) on the Review of the Emergency Services Levy (ESL) be amended to explicitly request the introduction of an alternative option to collect the Emergency Services Levy (ESL) and oppose its collection through Local Government rates

#### Reason:

SEM Zone members considered that WALGA should strongly advocate for State Government to directly collect levies (including ESL, Waste and any future levies) via State Government entities which already issue land owner rating accounts based upon GRV values i.e. Water Corporation. This position being based upon:

- The State Government administration fee reimbursed to Local Governments is insufficient to cover actual costs incurred; and
- The ongoing community perception that the ESL levy is a Local Government charge, for which Local Governments continue to be subject to community complaints.

SEM Zone members requested WALGA to consider:

1. Investigating a sector wide approach to Local Government billing of the ESL, which facilitates improved community recognition of this charge being a State Government levy and not a Local Government rate.
2. Obtaining legal opinion, as to whether Local Governments may include the ESL levy as a separate account under State Government branding for distribution with the Local Government Rates Notice, as an alternative to including the levy within the Rates Notice.
3. Developing a Policy position on Local Government collection of State Government levies to guide WALGA's advocacy in regard to State Government levies currently mandated for Local Government collection and any future proposals.

**SECRETARIAT COMMENT**

At the time of the introduction of the ESL, WALGA was opposed to the ESL being collected through the Local Governments rate notice, however it was the only option the State was prepared to entertain at the time.

**Moved: Mayor Henry Zelones  
Seconded: Mayor Logan Howlett**

**That the interim submission to the Economic Regulatory Authority (ERA) on the Review of the Emergency Services Levy (ESL) be amended to explicitly request the introduction of an alternative option to collect the Emergency Services Levy (ESL) and oppose its collection through Local Government rates as from the 2018/19 financial year.**

**RESOLUTION 30.2/2017**

**CARRIED UNANIMOUSLY**

**5.2 Interim submission to the Department of Planning on the Government Sewerage Policy (05-026-03-0041 CG)**

**WALGA RECOMMENDATION**

That the interim submission to the Department of Planning regarding the draft Government Sewerage Policy be endorsed.

<b>Avon Midland Country Zone</b>	WALGA Recommendation Supported
<b>Central Country Zone</b>	WALGA Recommendation Supported
<b>Central Metropolitan Zone</b>	WALGA Recommendation Supported
<b>East Metropolitan Zone</b>	WALGA Recommendation Supported
<b>Gascoyne Zone</b>	WALGA Recommendation Supported
<b>Goldfields Esperance Country Zone</b>	WALGA Recommendation Supported
<b>Great Eastern Country Zone</b>	WALGA Recommendation Supported
<b>Great Southern Country Zone</b>	WALGA Recommendation Supported
<b>Kimberley Zone</b>	WALGA Recommendation Supported
<b>Murchison Country Zone</b>	Meeting to be Held 4 May 2017
<b>North Metropolitan Zone</b>	WALGA Recommendation Supported
<b>Northern Country Zone</b>	WALGA Recommendation Supported
<b>Peel Zone</b>	WALGA Recommendation Supported
<b>Pilbara Zone</b>	No Meeting Held
<b>South East Metropolitan Zone</b>	WALGA Recommendation Supported
<b>South Metropolitan Zone</b>	No Quorum
<b>South West Country Zone</b>	WALGA Recommendation Supported

**Moved: President Cr Karen Chappel  
Seconded: Cr Darryl Trease**

That the interim submission to the Department of Planning regarding the draft Government Sewerage Policy be endorsed.

**RESOLUTION 31.2/2017**

**CARRIED UNANIMOUSLY**

**5.3 Productivity Commission Study into Transitioning Regional Economies (05-001-03-0006 DM)**

**WALGA RECOMMENDATION**

That the interim submission to the Productivity Commission study into Transitioning Regional Economies be endorsed.

<b>Avon Midland Country Zone</b>	WALGA Recommendation Supported
<b>Central Country Zone</b>	WALGA Recommendation Supported
<b>Central Metropolitan Zone</b>	WALGA Recommendation Supported
<b>East Metropolitan Zone</b>	WALGA Recommendation Supported
<b>Gascoyne Zone</b>	WALGA Recommendation Supported
<b>Goldfields Esperance Country Zone</b>	WALGA Recommendation Supported
<b>Great Eastern Country Zone</b>	WALGA Recommendation Supported
<b>Great Southern Country Zone</b>	WALGA Recommendation Supported
<b>Kimberley Zone</b>	WALGA Recommendation Supported
<b>Murchison Country Zone</b>	Meeting to be Held 4 May 2017
<b>North Metropolitan Zone</b>	WALGA Recommendation Supported
<b>Northern Country Zone</b>	WALGA Recommendation Supported
<b>Peel Zone</b>	WALGA Recommendation Supported
<b>Pilbara Zone</b>	No Meeting Held
<b>South East Metropolitan Zone</b>	WALGA Recommendation Supported
<b>South Metropolitan Zone</b>	No Quorum
<b>South West Country Zone</b>	WALGA Recommendation Supported

**Moved: Cr Fiona Reid  
Seconded: Mayor Carol Adams**

That the interim submission to the Productivity Commission study into Transitioning Regional Economies be endorsed.

**RESOLUTION 32.2/2017**

**CARRIED**

## **MATTERS FOR CONSIDERATION BY STATE COUNCILLORS (UNDER SEPARATE COVER)**

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### **5.4 State Council Regional Meetings (01-004-02-0001 TB)**

*By Tony Brown, Executive Manager Governance & Organisational Services*

**Moved: Cr Russ Fishwick  
Seconded: Cr Michael McPhail**

**That:**

- 1. State Council endorse holding one regional meeting in the Metropolitan area and one regional meeting in the Country per annum.**
- 2. WALGA staff liaise with the North Metropolitan Zone in respect to holding the September 2017 meeting.**
- 3. From 2018 onwards the May Regional State Council Meeting be held in the Metropolitan area and the September Regional Meeting be held in the Country.**

**RESOLUTION 33.2/2017**

**CARRIED**

#### **In Brief**

- Two Regional Meetings are proposed to be held in May and September of each year.
- This item canvasses holding one metropolitan and one country regional meeting per annum.
- Three Metropolitan Zones have supported the proposal, one Zone opposed and one Zone were unable to hold a meeting to consider the matter.

#### **Relevance to Strategic / Business Plan**

##### **Key Strategies**

##### Engagement with Members

- Deliver a broad range of benefits and services that enhance the capacity of member Local Governments;
- Improve communication and build relationships at all levels of member Local Governments;
- Provide ongoing professional development and interactive opportunities for Elected Members to contribute to debate on sector issues; and
- Build a strong sense of WALGA ownership and alignment.

##### Sustainable Local Government

- Continue to build capacity to deliver sustainable Local Government;
- Provide support to all members, according to need;
- Represent the diversity of members' aspirations in the further development of Local Government in Western Australia; and
- Foster economic and regional development in Local Government.

##### Enhanced Reputation and Relationships

- Communicate and market the profile and reputation of Local Government and WALGA;
- Promote WALGA's advocacy successes with the sector and the wider community;
- Strengthen effective relationships with external peak bodies and key decision makers in State and Federal Government;
- Develop simple and consistent messages that are effectively articulated; and
- Promote WALGA's supplier agreements to assist Local Governments.

## **Policy Implications**

Nil

## **Budgetary Implications**

In respect to budget implications the Association's 17/18 draft Budget includes an allocation of \$40,000 for two regional meetings of State Council in 2017.

## **Background**

### **WALGA State Council Regional Meetings**

The WALGA State Council has held a regional State Council meeting since 2002. Up until 2015, it was one meeting per annum. Over the last 2 years this has been increased to two. The regional meeting consists of a two day visit that includes a Zone forum, hosted by the zone on regional issues, together with a dinner and on the second day the State Council meeting is held. During the course of the visit a tour of parts of the region is conducted.

The Zone Forum provides an excellent opportunity for Elected Members and officers to engage with WALGA and for WALGA's State Councillors to hear directly from Members about the issues that affect them. The invitation to attend is extended to all Elected Members, CEOs, Deputy CEOs, and Directors of Local Governments within a region.

The regional meetings have been successful over the years. Recently country State Councillors raised the question of the possibility of holding one of the two regional meetings in the metropolitan area, to allow country State Councillors to see more of the metropolitan Local Governments issues. State Council has asked officers to carry out preliminary enquiries on this proposal. It is envisaged that the country regional meeting would continue to be held in May each year and the metropolitan meeting would be held in September.

WALGA sought the view of metropolitan zones at the April round of Zone meetings to see whether they saw merit in this proposal and as to whether there Zone is interested in hosting a regional meeting.

A normal calendar of events for a regional meeting would be as follows;

- Thursday morning – WALGA representatives travel to the regional meeting
- Thursday 12.00pm to 12:45pm – Zone/State Council lunch
- Thursday 12:45pm to 4.00pm – Zone forum tour of highlighted area
- Thursday 4.00pm to 5:30pm – tour/visit of designated attraction/area
- Thursday evening – Zone/State Council Dinner
- Friday 9.00am to 10.00am – WALGA Strategic Forum
- Friday 10:15am to 12:15pm – State Council Meeting
- 12:15pm to 1.00pm - Lunch
- Friday afternoon – WALGA representatives travel back from the regional meeting

In respect to cost implications the following is the normal cost allocation;

- Thursday lunch – Zone/WALGA split the cost
- Thursday dinner – Split between WALGA and the Zone based on numbers
- Friday morning tea and lunch – WALGA

## **Comment**

The following is the feedback from metropolitan zones;



- North Metropolitan – Supported
- South East Metropolitan - Supported for 2018 subject to a cost benefit analysis being prepared and indicative costs being approved by the Zone.
- East Metropolitan - Supported – looking to 2018
- South Metropolitan Zone - No Quorum to consider the item
- Central Metropolitan Zone – Not supported

As there is only one Zone not supportive of the proposal, it is recommended that State Council proceed with holding a metropolitan regional meeting and staff hold discussions with the North Metropolitan Zone in respect to holding the September 2017 regional meeting in their zone.

**5.5 Executive Committee Minutes (01-006-03-0006 TB)**

**Moved: Mayor Carol Adams  
Seconded: President Cr Malcolm Cullen**

**That the Minutes of the Executive Committee meeting held 19 April 2017 be endorsed.**

**RESOLUTION 34.2/2017**

**CARRIED UNANIMOUSLY**

**5.6 Selection Committee Minutes (01-006-03-0011 MD)**

Mayor Howlett and Cr Slys declared an interest and left the meeting at 12.27pm.

**Moved: Mayor Henry Zelones  
Seconded: Cr Fiona Reid**

**That:**

- 1. The recommendations from the Selection Committee Minutes of 28 April 2017 be endorsed by State Council.**
- 2. The resolutions from the Selection Committee Minutes of 18 April 2017 be noted by State Council.**

**RESOLUTION 35.2/2017**

**CARRIED**

Mayor Howlett and Cr Slys returned to the meeting at 12.29pm.

**5.7 Association Honours 2017 – Minutes of the WALGA Honours Panel (01-006-04-0001 AF)**

**Moved: President Cr Ken Clements  
Seconded: President Cr Karen Chappel**

**That the minutes of the Honours Panel meeting held on 1 March 2017 be received.**

**RESOLUTION 36.2/2017**

**CARRIED**

## **6. MATTERS FOR NOTING / INFORMATION**

### **6.1 National Disability Insurance Scheme roll out (05-021-01-0002/1 NH)**

#### **WALGA RECOMMENDATION**

That the potential impact of the National Disability Insurance Scheme on Local Governments be noted.

<b>Avon Midland Country Zone</b>	WALGA Recommendation Noted
<b>Central Country Zone</b>	WALGA Recommendation Noted
<b>Central Metropolitan Zone</b>	WALGA Recommendation Noted
<b>East Metropolitan Zone</b>	WALGA Recommendation Noted
<b>Gascoyne Zone</b>	WALGA Recommendation Noted
<b>Goldfields Esperance Country Zone</b>	WALGA Recommendation Noted
<b>Great Eastern Country Zone</b>	WALGA Recommendation Noted
<b>Great Southern Country Zone</b>	WALGA Recommendation Noted
<b>Kimberley Zone</b>	WALGA Recommendation Noted
<b>Murchison Country Zone</b>	Meeting to be Held 4 May 2017
<b>North Metropolitan Zone</b>	WALGA Recommendation Noted
<b>Northern Country Zone</b>	WALGA Recommendation Noted
<b>Peel Zone</b>	WALGA Recommendation Noted
<b>Pilbara Zone</b>	No Meeting Held
<b>South East Metropolitan Zone</b>	WALGA Recommendation Noted
<b>South Metropolitan Zone</b>	No Quorum
<b>South West Country Zone</b>	WALGA Recommendation Noted

**Moved: Cr Wally Barrett**  
**Seconded: Mayor Carol Adams**

That the potential impact of the National Disability Insurance Scheme on Local Governments be noted.

**RESOLUTION 37.2/2017**

**CARRIED**

**6.2 Discussion Paper - Third Party Appeal Rights in Planning (06-03-01-0001 GC)****WALGA RECOMMENDATION**

That the discussion paper on Third Party Appeal Rights in Planning be noted.

<b>Avon Midland Country Zone</b>	WALGA Recommendation Noted
<b>Central Country Zone</b>	WALGA Recommendation Noted
<b>Central Metropolitan Zone</b>	WALGA Recommendation Noted
<b>East Metropolitan Zone</b>	WALGA Recommendation Noted
<b>Gascoyne Zone</b>	WALGA Recommendation Noted
<b>Goldfields Esperance Country Zone</b>	WALGA Recommendation Noted
<b>Great Eastern Country Zone</b>	WALGA Recommendation Noted
<b>Great Southern Country Zone</b>	WALGA Recommendation Noted
<b>Kimberley Zone</b>	WALGA Recommendation Noted
<b>Murchison Country Zone</b>	Meeting to be Held 4 May 2017
<b>North Metropolitan Zone</b>	WALGA Recommendation Noted
<b>Northern Country Zone</b>	WALGA Recommendation Noted
<b>Peel Zone</b>	WALGA Recommendation Noted
<b>Pilbara Zone</b>	No Meeting Held
<b>South East Metropolitan Zone</b>	WALGA Recommendation Noted
<b>South Metropolitan Zone</b>	No Quorum
<b>South West Country Zone</b>	WALGA Recommendation Noted

Moved: Cr Fiona Reid

Seconded: Cr Darryl Trease

That the discussion paper on Third Party Appeal Rights in Planning be noted.

**RESOLUTION 38.2/2017**

**CARRIED**

**6.3 Control of Off-Road Vehicles (05-053-03-008 NH)****WALGA RECOMMENDATION**

That initiatives to address Local Government issues regarding the control of off-road vehicles be noted.

<b>Avon Midland Country Zone</b>	WALGA Recommendation Noted
<b>Central Country Zone</b>	WALGA Recommendation Noted
<b>Central Metropolitan Zone</b>	WALGA Recommendation Noted
<b>East Metropolitan Zone</b>	WALGA Recommendation Noted
<b>Gascoyne Zone</b>	WALGA Recommendation Noted
<b>Goldfields Esperance Country Zone</b>	WALGA Recommendation Noted
<b>Great Eastern Country Zone</b>	WALGA Recommendation Noted
<b>Great Southern Country Zone</b>	WALGA Recommendation Noted
<b>Kimberley Zone</b>	WALGA Recommendation Noted
<b>Murchison Country Zone</b>	Meeting to be Held 4 May 2017
<b>North Metropolitan Zone</b>	WALGA Recommendation Noted
<b>Northern Country Zone</b>	WALGA Recommendation Noted
<b>Peel Zone</b>	WALGA Recommendation Noted
<b>Pilbara Zone</b>	No Meeting Held
<b>South East Metropolitan Zone</b>	WALGA Recommendation Noted
<b>South Metropolitan Zone</b>	No Quorum
<b>South West Country Zone</b>	WALGA Recommendation Noted

**Moved: Mayor Henry Zelones**  
**Seconded: President Cr Ken Clements**

That initiatives to address Local Government issues regarding the control of off-road vehicles be noted.

**RESOLUTION 39.2/2017**

**CARRIED**

**6.4 2016-17 Energy Efficient Street Lighting (05-028-04-0001 DM)****WALGA RECOMMENDATION**

That recent developments in relation to energy efficient street lighting be noted.

<b>Avon Midland Country Zone</b>	WALGA Recommendation Noted
<b>Central Country Zone</b>	WALGA Recommendation Noted
<b>Central Metropolitan Zone</b>	WALGA Recommendation Noted
<b>East Metropolitan Zone</b>	WALGA Recommendation Noted
<b>Gascoyne Zone</b>	WALGA Recommendation Noted
<b>Goldfields Esperance Country Zone</b>	WALGA Recommendation Noted
<b>Great Eastern Country Zone</b>	WALGA Recommendation Noted
<b>Great Southern Country Zone</b>	WALGA Recommendation Noted
<b>Kimberley Zone</b>	WALGA Recommendation Noted
<b>Murchison Country Zone</b>	Meeting to be Held 4 May 2017
<b>North Metropolitan Zone</b>	WALGA Recommendation Noted
<b>Northern Country Zone</b>	WALGA Recommendation Noted
<b>Peel Zone</b>	WALGA Recommendation Noted
<b>Pilbara Zone</b>	No Meeting Held
<b>South East Metropolitan Zone</b>	WALGA Recommendation Noted
<b>South Metropolitan Zone</b>	No Quorum
<b>South West Country Zone</b>	WALGA Recommendation Noted

**Moved: Cr Fiona Reid**

**Seconded: President Cr Stephen Strange**

That recent developments in relation to energy efficient street lighting be noted.

**RESOLUTION 40.2/2017**

**CARRIED UNANIMOUSLY**

## 6.5 Local Government Strategic Purpose Permit (05 095 03-0001 RZ)

### WALGA RECOMMENDATION

That moves to introduce the new Local Government Strategic Purpose Permit for the clearing of native vegetation be noted.

Avon Midland Country Zone	WALGA Recommendation Noted
Central Country Zone	WALGA Recommendation Noted
Central Metropolitan Zone	WALGA Recommendation Noted
East Metropolitan Zone	WALGA Recommendation Noted
Gascoyne Zone	WALGA Recommendation Noted
Goldfields Esperance Country Zone	WALGA Recommendation Noted
Great Eastern Country Zone	WALGA Recommendation Noted
Great Southern Country Zone	WALGA Recommendation Noted
Kimberley Zone	WALGA Recommendation Noted
Murchison Country Zone	Meeting to be Held 4 May 2017
North Metropolitan Zone	WALGA Recommendation Noted
Northern Country Zone	WALGA Recommendation Noted
Peel Zone	WALGA Recommendation Noted
Pilbara Zone	No Meeting Held
South East Metropolitan Zone	WALGA Recommendation Noted
South Metropolitan Zone	No Quorum
South West Country Zone	WALGA Recommendation Noted

Moved: President Cr Malcolm Cullen  
Seconded: Cr Wally Barrett

That moves to introduce the new Local Government Strategic Purpose Permit for the clearing of native vegetation be noted.

**RESOLUTION 41.2/2017**

**CARRIED**

**6.6 Online Voting in Local Government Elections (05-034-01-0013 TL)**

**WALGA RECOMMENDATION**

That the report on online voting be noted.

<b>Avon Midland Country Zone</b>	WALGA Recommendation Noted
<b>Central Country Zone</b>	WALGA Recommendation Noted
<b>Central Metropolitan Zone</b>	WALGA Recommendation Noted
<b>East Metropolitan Zone</b>	WALGA Recommendation Noted
<b>Gascoyne Zone</b>	WALGA Recommendation Supported
<b>Goldfields Esperance Country Zone</b>	WALGA Recommendation Noted
<b>Great Eastern Country Zone</b>	WALGA Recommendation Noted
<b>Great Southern Country Zone</b>	WALGA Recommendation Noted
<b>Kimberley Zone</b>	WALGA Recommendation Noted
<b>Murchison Country Zone</b>	Meeting to be Held 4 May 2017
<b>North Metropolitan Zone</b>	WALGA Recommendation Noted
<b>Northern Country Zone</b>	WALGA Recommendation Noted
<b>Peel Zone</b>	WALGA Recommendation Noted
<b>Pilbara Zone</b>	No Meeting Held
<b>South East Metropolitan Zone</b>	WALGA Recommendation Noted
<b>South Metropolitan Zone</b>	No Quorum
<b>South West Country Zone</b>	WALGA Recommendation Noted

**Moved: Cr Michael McPhail**  
**Seconded: Cr Fiona Reid**

That the report on online voting be noted.

**RESOLUTION 42.2/2017**

**CARRIED**



**6.7 Report Municipal Waste Advisory Council (MWAC) (01-006-03-0008 RNB)****WALGA RECOMMENDATION**

That State Council note the Minutes of the Municipal Waste Advisory Council at its 22 February 2017 meeting.

<b>Avon Midland Country Zone</b>	WALGA Recommendation Noted
<b>Central Country Zone</b>	WALGA Recommendation Noted
<b>Central Metropolitan Zone</b>	WALGA Recommendation Noted
<b>East Metropolitan Zone</b>	WALGA Recommendation Noted
<b>Gascoyne Zone</b>	WALGA Recommendation Noted
<b>Goldfields Esperance Country Zone</b>	WALGA Recommendation Noted
<b>Great Eastern Country Zone</b>	WALGA Recommendation Noted
<b>Great Southern Country Zone</b>	WALGA Recommendation Noted
<b>Kimberley Zone</b>	WALGA Recommendation Noted
<b>Murchison Country Zone</b>	Meeting to be Held 4 May 2017
<b>North Metropolitan Zone</b>	WALGA Recommendation Noted
<b>Northern Country Zone</b>	WALGA Recommendation Noted
<b>Peel Zone</b>	WALGA Recommendation Noted
<b>Pilbara Zone</b>	No Meeting Held
<b>South East Metropolitan Zone</b>	WALGA Recommendation Noted
<b>South Metropolitan Zone</b>	No Quorum
<b>South West Country Zone</b>	WALGA Recommendation Noted

**Moved: Cr Darren Slys**  
**Seconded: Mayor Henry Zelones**

That State Council note the Minutes of the Municipal Waste Advisory Council at its 22 February 2017 meeting.

**RESOLUTION 43.2/2017**

**CARRIED**

## **7. ORGANISATIONAL REPORTS**

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### **7.1 Key Activity Reports**

#### **7.1.1 Report on Key Activities, Environment and Waste (01-006-03-0017 MJB)**

**Moved: Mayor Logan Howlett  
Seconded: Mayor Tracey Roberts**

**That the Key Activities Report from the Environment and Waste Unit to the May 2017 State Council meeting be noted.**

**RESOLUTION 44.2/2017**

**CARRIED**

#### **7.1.2 Report on Key Activities, Governance and Organisational Services (01-006-03-0007 TB)**

**Moved: Mayor Logan Howlett  
Seconded: Mayor Tracey Roberts**

**That the Key Activities Report from the Governance and Organisational Services Unit to the May 2017 State Council meeting be noted.**

**RESOLUTION 45.2/2017**

**CARRIED**

#### **7.1.3. Report on Key Activities, Infrastructure (05-001-02-0003 ID)**

**Moved: Mayor Logan Howlett  
Seconded: Mayor Tracey Roberts**

**That the Key Activities Report from the Infrastructure Unit to the May 2017 State Council meeting be noted.**

**RESOLUTION 46.2/2017**

**CARRIED**

#### **7.1.4 Report on Key Activities, Planning and Community Development (01-006-03-0014 JB)**

**Moved: Mayor Logan Howlett  
Seconded: Mayor Tracey Roberts**

**That the Key Activities Report from the Planning and Community Development Unit to May 2017 State Council meeting be noted.**

**RESOLUTION 47.2/2017**

**CARRIED**

#### **7.2 Policy Forum Report (01-006-03-0007 TB)**

**Moved: Mayor Logan Howlett  
Seconded: Mayor Tracey Roberts**

**That the report on the key activities of the Association's Policy Forums to the May 2017 State Council meeting be noted.**

**RESOLUTION 48.2/2017**

**CARRIED**

**7.3 President's Report**

**Moved: Mayor Logan Howlett  
Seconded: Mayor Tracey Roberts**

**That the President's Report for May 2017 be received.**

**RESOLUTION 49.2/2017**

**CARRIED**

**7.4 CEO's Report**

**Moved: Mayor Logan Howlett  
Seconded: Mayor Tracey Roberts**

**That the CEO's Report for May 2017 be received.**

**RESOLUTION 50.2/2017**

**CARRIED**

**7.5 Local Government Professionals (WA) Report**

Local Government Professionals (WA) were an apology for the meeting.

## **8. ADDITIONAL ZONE RESOLUTIONS**

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Moved: President Cr Wayne Sanford  
Seconded: Cr Russ Fishwick

That the additional Zone Resolutions from the May 2017 round of Zones meetings as follows be referred to the appropriate policy area for consideration.

### **RESOLUTION 51.2/2017**

**CARRIED UNANIMOUSLY**

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#### **GREAT EASTERN COUNTRY ZONE**

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##### ***Mobile Phone Tower Battery Back-up across the Great Eastern Country Zone (Planning & Community Development)***

That the response from the Office of Emergency Management be noted and the WA Local Government Association be asked to pursue this issue further with both Telstra and the Office of Emergency Management.

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#### **NORTH METROPOLITAN ZONE**

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##### ***Item 7.1.4 Report on Key Activities, Planning and Community Development***

That WALGA find a solution for all participating Local Governments in the Changing Places Grants Program whereby the successful grant applicant is not required to fund its own costs to become accredited as a Changing Places facility.

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#### **MURCHISON COUNTRY ZONE**

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##### ***Early Childhood Learning Centres (Planning & Community Development)***

That the Murchison Zone request WALGA State Council to investigate and report on the implementation of Early Childhood Learning Centres throughout the Midwest Region and the program outcomes.

##### ***Student Progression /Learning (Planning & Community Development)***

That the Murchison Country Zone request the WALGA State Council to lobby the Education Department of Western Australia to review and amend policies so that school student progression to the next grade/level not be implemented until the student meets the required standard.

##### ***Rural Nursing Posts (Planning & Community Development)***

That the Murchison Country Zone raise with WALGA State Council and other relevant bodies the critical issue with regard to the Staffing of Health Centres in the Murchison region. This region recommends that Government policy should dictate that at least two nurses, as a minimum, should be stationed at Health Centres where there is no hospital.

## **9. MEETING ASSESSMENT**

Cr Wally Barrett provided feedback as to the effectiveness of the meeting.

**Acknowledgment of the Election of David Michael to State Parliament**

**Moved: President Cr Wayne Sanford**

**Seconded: Mayor Tracey Roberts**

**That State Council acknowledge and congratulate David Michael on his election to State Parliament.**

**RESOLUTION 51.2/2017**

**CARRIED**

**10. DATE OF NEXT MEETING**

1. That the next Special meeting of the Western Australia Local Government Association State Council be held in the Boardroom at WALGA, ONE70 Railway Parade, West Leederville, on Wednesday, 7 June 2017 commencing 4pm for adoption of the 2017/18 budget.
2. That the next Ordinary meeting of the Western Australia Local Government Association State Council be held in the Boardroom at WALGA, ONE70 Railway Parade, West Leederville, on Wednesday, 5 July 2017 commencing 4pm.

**11. CLOSURE**

There being no further business the Chair declared the meeting closed at 12.54pm.

<b>7.7.3 Shire of Mukinbudin – Policy Manual Annual Review 2017</b>	
Location:	Shire
File Ref:	ADM
Applicant:	Dirk Sellenger, CEO
Date:	10 <sup>th</sup> May 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, CEO
Author:	Dirk Sellenger, CEO
Voting Requirements	Absolute Majority
Documents Attached	Shire of Mukinbudin Policy Manual
Documents Tabled	Nil

### **Summary**

To present Council with a request to adopt the reviewed Shire of Mukinbudin Policy Manual for the 2017/2018 year. All changes have been highlighted by utilising “track changes” and identified from last year’s review.

NB: To ensure the Shire meets its statutory compliance obligations this item must be adopted no later than the June 2017 Council Meeting. (Please refer to reviewed and amended Policy Manual submitted as a separate attachment.)

### **Background**

The Shire of Mukinbudin Policy Manual was last reviewed by Council on 17 May 2016. Council Policy currently states the following regarding the Policy Manual

#### ***Policy Number: 1.1.8 Policy Change and Review***

#### ***Policy Statement***

- (1) That policies of Council be fully reviewed within 6 months of each Ordinary Local Government Election.*
- (2) New policies or changes to existing policy be made only by notice of motion or as a specific agenda item.*
- (3) All changes of policy be issued to Policy Manual holders for Manual update.*

#### ***Purpose***

*To provide for the periodic review of policies and provide a process under which new policies and amendments will not be made ‘on the run’.*

### **Comment:**

1. A new version (either hardcopy or Electronic) of the updated and reviewed Policy manual will be distributed to all Councillors once completed.

### **Strategic & Social Implications**

Possible amendments to Shire Community Strategic Plan.

### **Legislation**

*Local Government Act 1995*

### **Policy Implications**

Updated Policy Manual

**Consultation:**

Nil

**Financial Implications**

Nil

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council adopts the reviewed Shire of Mukinbudin Policy Manual as at May 2017 as presented.**

**Carried /**



*Mukinbudin - Classic, Dry, Red*

# **Shire of Mukinbudin**

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## **Policy Manual**

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## Locations of the Original Policy Manual

Copies	Locations
1	CEO Office
2	<del>Manager of Finance</del> Finance & Administration Manager Office
3	Mukinbudin Library
4	Admin Front Office
5	Council Chambers

Date	Review / Changes
18 June 2014	Version 1, Reviewed 18 June 2014.
17 June 2015	Version 2, Reviewed 17 June 2015.
18 May 2016	Version 3, Reviewed 18 May 2016
17 May 2017	Version 4, Reviewed 17 May 2017

## FOREWORD

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The *Local Government Act 1995* envisaged the separation of the roles of the Council and the Chief Executive Officer.

In summary the *Local Government Act 1995* envisaged that the roles would be as follows:

### **COUNCIL**

Responsible for decision making and policy

### **CHIEF EXECUTIVE OFFICER**

Responsible for day to day management under those policies

The roles of the Council and the Chief Executive Officer are complimentary and focused at achieving the strategic objectives of the Local Government.

Effective role separation provides a number of benefits to the organisation and promotes effective local government. In particular it achieves:

- A focus by the Council on the strategic issues;
- A real need for Council to identify policy issues and address decision making on key issues.

## INTRODUCTION

This Policy Manual is intended as a guide to elected members, staff and the public on the normal practices and activities of the Shire of Mukinbudin. The policies do not require absolute adherence, but may be changed as circumstances dictate, in accordance with Council's directions and amended by Council from time to time.

Staff are expected to comply closely with the spirit and intention of the policies and to use care and discretion in implementing the policies to ensure the best possible outcome, whether or not a particular event complies totally with the stated policy. Implementation must be fair, consistent and effective, with the emphasis on guidance and assistance rather than compulsion and inspection.

Council, in its absolute discretion, reserves the right to amend, add, delete or apply wholly or in part or not at all, any or all of the policies without notice.

This document does not stand alone, but is part of a "hierarchy", which comprises (in order of priority) –

- **Legislation** – Acts of Parliament, Regulations etc.
- **Common Law** – legal precedent, interpretation and decisions made by courts
- **Delegated legislation** – local laws, town planning policy
- **General policy** – administrative policy

To aid in understanding the complexity of the administrative process, the following information is provided to address the subjects of policy, procedures and delegations.

### **Definitions**

The *Local Government Act 1995* has not defined the term "delegation" or "delegated power", however:

- s5.16 refers to "... the exercise of any of its powers and duties..."
- s5.42 refers to "... the exercise of any of its powers or the discharge of any of its duties..."

The term "policy" is not defined anywhere in the *Local Government Act 1995*.

Accordingly, throughout this document, the following terms apply, insofar as they are consistent with enabling legislation.

*“Authority”* means the permission or requirement for a committee or the CEO to act in accordance with:

- the *Local Government Act 1995* or other legislation or regulation;
- a delegation made by Council;
- a policy made by Council; or
- a specific decision of Council.

*“Delegation”* means the authority for a committee or the CEO to act on behalf of Council, where the power is either specifically or by implication, intended to be exercised by the elected members, rather than an organizational review.

*“Policy”*, as the context requires, means either:

- a procedural direction to officers to implement Council’s wishes or instructions in a particular way; or
- the authority for officers to act, where that authority is not considered to be a delegation, but more procedural in nature.

*“Instruction”*, means the requirement for a staff member to act in accordance with a direction given by a senior officer of Council.

### **Head of Power**

Unless stated otherwise, the *Local Government Act 1995* constitutes the head power for Council to make policies.

The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to assign responsibilities and authority to various officers. In order to maintain consistency with the concepts of the *Local Government Act 1995*, all directions are made by the CEO, who is then responsible for the implementation of the function, either personally or through management of officers and staff.

It is Council’s expectation that the CEO will assign responsibilities relevant to a specialist or specific position to the appropriate person.

### **Process**

It is a requirement of the *Local Government Act 1995*, s5.18 and s5.46 (1) that all delegations be reviewed at least once in each financial year.

In order to ensure that there is clear authority, and to ensure consistency and relevancy, Council and the appropriate officers will also formally review all policies at the same time, and their application confirmed.

In this way, the Policy Manual will be reviewed and a formal motion of application passed, prior to the commencement of the new financial year.

**New Policies**

Council may make new Policies at any time.

However, unless specifically stated that the authority is to be included in the Policy Manual, it will be assumed that the authority to act is for a specific matter and is not a general or on-going Policy.

As new policy is made, they will be appended to this Policy Manual for update at the next review.

**Amended and Revoked Policies**

Revoked and amended policies are to be retained as a Council record.

The full text of a policy will be retained as a Council record for future reference, to ensure that actions when reviewed in later years can be substantiated, and so that should queries be raised the application of policy and any amendments can be traced. New text pages will be replaced, amended and revoked text will be filed accordingly.

The history of the policy will be amended to show date and resolution number of the motion of the amendment.

**Certification**

Council formally reviewed this Policy Manual on 17 May 2017 Ordinary Council meeting and Resolution N° [redacted] confirming its application.

\_\_\_\_\_  
President  
Gary Shadbolt

17 05 2017

\_\_\_\_\_  
Chief Executive Officer  
Dirk Sellenger

17 05 2017

## POLICY

### **DEFINITION**

Policy development for the Shire of Mukinbudin is proposed within the following guidelines.

- Intent  
Policy is a high level statement of how the Council will act.
- Outcome  
Policy should be enabling and focus on outcome.
- Certainty  
Policy should be non-negotiable.
- Conceptual  
Policy does not detail procedures for implementation.

### **PROCEDURES – What are they?**

*(see Council's separate Procedures Manual)*

These are the detailed tasks to be performed by staff in the completion of certain specified activities.

In the past, many procedures have had the consideration of the Council and act as a guide to staff as to how the Council wishes certain matters to be approached or resolved.

Procedures allow the staff to expedite action without the need to refer the matter to Council. Given the separation of roles under the Act, with Council relinquishing involvement with day-to-day management, procedures are now the responsibility of the CEO.

## **DELEGATION – What is it?**

*(see also Council's Delegation Register)*

Section 5.42 of the Act provides for the delegation, by absolute majority, of some powers and duties to the CEO. Section 5.43 places limits on the extent of delegation where a local government **cannot delegate** to the CEO any of the following powers or duties:

- Any power or duty that requires a decision of an absolute majority or a 75% special majority of the local government;
- Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph of section 5.43;
- Appointment of an auditor;
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government i.e. \$1,000.00; being one thousand dollars.
- Any of the local government's powers under sections 5.98, 5.99 and 5.100 (relating to the payment of sitting fees for elected members);
- Borrowing money on behalf of the local government;
- Hearing or determining an objection of a kind referred to in section 9.5 of the Act;
- Any power or duty that requires the approval of the Minister or the Governor; or
- Such other powers or duties as may be prescribed.



For the purpose of further clarity, the following matters are identified as powers that cannot be delegated:

- Any matter relating to the payment of compensation in any form to either staff or members of the public;
- Any matters which substantially change the direction of Council's Strategic Plan;
- Any decision that is likely to involve unbudgeted expenditure;
- The changing or altering of any budget;
- The making or passing of Local Laws;
- Any decision which directly is intended to involve the Council in any litigation;
- The preparation of or adoption of a Town Planning Scheme amendment;
- The adoption of policy;

Under the accepted interpretation of the *Local Government Act 1995*, the *Health Act 1911* and the *Local Government (Miscellaneous Provisions) Act 1960*, **the CEO is given a clear duty to carry out:**

- All of those administrative procedures that are not clearly specified under the Acts as a power of the elected Council;
- All administrative and management functions related to human resources (subject to s5.37 of the Act relating to Senior Employees);
- All functions that have been defined by the elected Council in Policy, Local Laws or are supported by previous accepted practices of the Council that comply with statutory and best practice standards;
- All those procedures that are contained within the Procedures Manual as endorsed by the elected Council.

This manual has been prepared to assist Council and staff members to administer the Shire of Mukinbudin by providing a copy of policies adopted by Council on a variety of matters.

The Manual should reduce the need to refer matters of a repetitive nature and/or of minor importance to Council for a decision as well as assisting Councillors and staff to readily answer queries raised by electors.

## CONTENTS PAGE

<b>GOVERNANCE .....</b>	<b>- 3 -</b>
1.1 POLICY MANUAL AMENDMENTS .....	- 3 -
1.2 MEETING DATES .....	- 4 -
1.3 PRESIDENT'S ALLOWANCE .....	- 5 -
1.4 COUNCILLOR ATTENDANCE FEES .....	- 6 -
1.5 CITIZENSHIP CEREMONIES .....	- 7 -
1.6 OFFICE OPENING HOURS .....	- 8 -
1.7 STAFF INDUCTION MANUAL .....	- 9 -
1.8 MEMBERS TRAVEL EXPENSES .....	- 10 -
1.9 MEMBERS CONFERENCE/COURSE ATTENDANCE AND PARTNERS EXPENSES .....	- 13 -
1.10 MEMBERS ACCOMMODATION/MEAL EXPENSES .....	- 14 -
1.11 CODE OF CONDUCT FOR ELECTED MEMBERS AND STAFF .....	- 15 -
1.12 LEGAL REPRESENTATION COST INDEMNIFICATION .....	- 35 -
1.13 HONORARY FREEMAN OF THE MUNICIPALITY .....	- 38 -
1.14 USE OF COMMON SEAL .....	- 44 -
1.15 SOCIAL MEDIA POLICY .....	- 45 -
1.16 INTERNET AND EMAIL USAGE .....	- 46 -
<b>COMMUNITY SUPPORT .....</b>	<b>- 47 -</b>
2.1 CHARITABLE WORKS .....	- 47 -
2.2 CONCESSIONS – HALL HIRE CHARGES – NOT FOR PROFIT GROUPS .....	- 48 -
2.3 COMMUNITY GRANTS SCHEME .....	- 49 -
2.4 COLLOCATION OF SPORTING CLUBS .....	- 50 -
2.5 BUSINESS INVESTMENT POLICY .....	- 51 -
2.6 HARVEST BANS .....	- 53 -
2.7 PIONEER'S AND PAST RESIDENT'S WALL – CONTENT OF PLAQUES .....	- 56 -
<b>FINANCE / ACCOUNTING .....</b>	<b>- 57 -</b>
3.1 SELF SUPPORTING LOANS .....	- 57 -
3.2 SIGNIFICANT ACCOUNTING POLICIES .....	- 58 -
3.3 REGIONAL PRICE PREFERENCE .....	- 71 -
3.4 INVESTMENT POLICY – SURPLUS FUNDS .....	- 73 -
3.5 PURCHASING POLICY .....	- 81 -
3.6 PAYMENT OF FEES – MUKINBUDIN CARAVAN PARK .....	- 93 -
3.7 DIRECT ELECTRONIC PAYMENTS AND ELECTRONIC INVESTMENTS .....	- 94 -
3.8 CREDIT CARD POLICY .....	- 95 -
<b>STAFF .....</b>	<b>- 97 -</b>
4.1 ARMY RESERVE AND LOCAL EMERGENCY SERVICE ORGANISATION MEMBERS .....	- 97 -
4.2 HOUSING INCENTIVE - OWNER OCCUPIED HOUSING .....	- 98 -
4.3 STAFF HOUSING – RENTAL SUBSIDY .....	- 99 -
4.4 STAFF – MBL ALLOWANCE .....	- 100 -
4.5 STAFF – SERVICE ALLOWANCE .....	- 101 -
4.6 SENIOR EMPLOYEES .....	- 102 -
4.7 WATER CONSUMPTION FOR COUNCIL HOUSES .....	- 103 -
4.8 GRATUITOUS PAYMENTS TO EMPLOYEES - SEVERANCE PAY (\$5.50) .....	- 104 -
4.9 ANNUAL CONFERENCES .....	- 108 -
4.10 DRUG AND ALCOHOL TESTING .....	- 109 -

4.11	OCCUPATIONAL HEALTH AND SAFETY .....	- 118 -
4.12	SMOKING IN COUNCIL BUILDINGS/VEHICLES .....	- 120 -
4.13	PERSONAL PROTECTIVE EQUIPMENT/CLOTHING (PPE/C) .....	- 123 -
4.14	LONG SERVICE LEAVE (LSL).....	- 134 -
4.15	ROSTERED DAYS OFF (INSIDE STAFF) .....	- 137 -
4.16	ROSTERED DAYS OFF (OUTSIDE STAFF) .....	- 138 -
<b>WORKS.....</b>		<b>- 139 -</b>
5.1	PRIVATE WORKS.....	- 139 -
5.2	PLANT REPORT .....	- 142 -
5.3	SHIRE EQUIPMENT – PRIVATE USE .....	- 143 -
5.4	HIRE OF SHIRE PLANT .....	- 145 -
5.5	GARDEN & GENERAL REFUSE – PICK UP .....	- 146 -
5.6	ROAD MAKING MATERIALS.....	- 147 -
5.7	STREET TREES.....	- 150 -
5.8	PROPERTY ACCESS AND CROSSOVERS.....	- 151 -
5.9	ROAD CLASSIFICATION .....	- 162 -
5.10	GRAVEL PAVEMENT/CURVE DESIGN .....	- 172 -
5.11	UNSEALED ROADS – STANDARDS .....	- 173 -
5.12	STORM WATER DRAINAGE.....	- 176 -
5.13	DEEP DRAINAGE POLICY .....	- 177 -
5.14	WATER PIPELINE POLICY.....	- 181 -
5.15	TEMPORARY CLOSURE OF UNSEALED ROAD DURING/AFTER RAINFALL EVENTS .....	- 182 -
5.16	SEALING OF UNSEALED ROADS AT SEALED ROAD INTERSECTIONS .....	- 184 -
5.17	FLEET SAFETY POLICY .....	- 186 -
5.18	CHEMICAL USE POLICY .....	- 190 -
<b>PLANNING.....</b>		<b>- 191 -</b>
6.1	OUTBUILDING IN RESIDENTIAL ZONED AREAS .....	- 191 -
6.2	SHEDS ON RESIDENTIAL LAND – BUILDING PERMITS.....	- 194 -
6.3	PARKING OF CHEMICAL SPRAY UNITS IN TOWNSITES.....	- 195 -
6.4	DEVELOPMENT OF MOVABLE BUILDINGS – INCLUDING RELOCATED BUILDINGS.....	- 196 -
6.5	USE OF SEA CONTAINERS & OTHER SIMILAR TRANSPORTABLE STRUCTURES WITHIN THE SCHEME AREA.....	- 197 -
6.6	TOWN PLANNING SCHEME POLICIES.....	- 198 -
6.7	POLICY ON REDUCED SETBACKS FOR RESIDENTIAL LOTS.....	- 199 -
<b>ADMINISTRATION .....</b>		<b>- 202 -</b>
7.1	HARVEST.....	- 202 -
7.2	BUILDING FACILITIES.....	- 204 -
7.3	CARAVAN PARKS - POLICY .....	- 205 -
7.4	LIQUOR ON COUNCIL PROPERTY .....	- 206 -
7.5	FREEDOM OF INFORMATION OFFICERS .....	- 207 -
7.6	PENSIONER RATES REVIEW OFFICERS.....	- 208 -
7.7	RECORD KEEPING PLAN.....	- 209 -
7.8	MUKINBUDIN CARAVAN PARK OVERFLOW.....	- 212 -
7.9	TEMPORARY CAMPING SITE .....	- 213 -
7.10	IT SECURITY .....	- 214 -

## GOVERNANCE

### 1.1 Policy Manual Amendments

<b>POLICY</b>	Addition, deletions or alterations to Council Policy shall only be effected by specific Council resolution stating – <ul style="list-style-type: none"><li>- the proposed policy, and</li><li>- that the Policy Manual be updated.</li></ul>
<b>OBJECTIVES</b>	To ensure that the Policy Manual is up to date, relevant and reflects only Council's specific instructions.
<b>GUIDELINES</b>	If it is not in the Policy Manual, it may be usual practice, but it is not policy. Unless it is specifically stated that the authority is to be included in the Policy Manual, it will be assumed that the authority to act is for a specific matter and is not a general or ongoing Policy.
<b>HISTORY</b>	Former Policy 1.1.8 Policy Change and Review
<b>REVIEW</b>	Chief Executive Officer

## **1.2 Meeting Dates**

<b>POLICY</b>	Council is to meet on the third (3 <sup>rd</sup> ) Wednesday of each month, February to December at <del>9am</del> <u>1pm</u> <del>.(there is no meeting in January) (there is usually no Ordinary Meeting of Council in January of any year).</del> <u>Council is free to amend the meeting date as deemed necessary.</u>
<b>OBJECTIVES</b>	To regulate and set Ordinary Council meeting dates
<b>GUIDELINES</b>	Dates to be published at least once per year <i>Local Government Act 1995 - s5.3</i> <i>Local Government (Administration) Regulations 1996 – reg 12</i>
<b>HISTORY</b>	Former policy 1.1.1
<b>REVIEW</b>	Chief Executive Officer

### 1.3 President's Allowance

#### POLICY

The Presidential Allowance, as set in Council's annual budget, is to be paid ~~upon request by the President or at the end of each financial year.~~ quarterly throughout the financial year.

#### OBJECTIVES

To ensure that the President's annual allowance is ~~made available upon request.~~ paid regularly.

#### GUIDELINES

Payment Arranged by the Manager of Finance  
Salaries and Allowance Tribunal  
*Local government Act 1995 - s5.98(5)*  
*Local Government (Administration) Regulations*  
1996 – reg 33

#### HISTORY

#### REVIEW

~~Manager of Finance~~ Finance & Administration  
Manager

## 1.4 Councillor Attendance Fees

**POLICY** The Shire President and Councillors meeting attendance fees to be set ~~during~~ prior to annual budget deliberations.

~~The attendance fee for a council member attending a meeting of a committee of which he or she is a member is to be set during budget deliberations.~~

**OBJECTIVES** To establish the fees payable for attendance at meetings.

**GUIDELINES** Payment Arranged by the Manager of Finance  
Salaries and Allowances Tribunal  
*Local government Act 1995 - s5.98(1)*  
*Local Government (Administration) Regulations 1996*  
– reg 30

**HISTORY**

**REVIEW** ~~Manager of Finance~~ Finance & Administration  
Manager

## **1.5 Citizenship Ceremonies**

### **POLICY**

- (1) The Shire President will conduct Citizenship Ceremonies on behalf of Council.
- (2) In the absence of the President from the Shire, the Deputy Shire President or CEO may conduct the ceremony.

### **OBJECTIVES**

To state the process for the conduct of citizenship ceremonies in accordance with the Australian Citizenship Ceremonies Code which provides guidance for organisers and sets out the legal and other requirements which all ceremonies must follow

### **GUIDELINES**

### **HISTORY**

Former policy 1.1.2

### **REVIEW**

Chief Executive Officer



## **1.6 Office Opening Hours**

**POLICY** The Administration Office hours shall be open to the general public from ~~8.00am~~8.30am to 4.30pm, five days per week, excluding weekends and public holidays

**OBJECTIVES** To ensure electors and clients have maximum opportunity to undertake council business

**GUIDELINES** The Chief Executive Officer may, when considered appropriate, vary the hours of access for a period not exceeding 4 consecutive weeks.

**HISTORY** Former policy 1.1.1

**REVIEW** Chief Executive Officer

## **1.7 Staff Induction Manual**

<b>POLICY</b>	<p>Council will maintain a separate policy document called “Staff Induction Manual” dealing with policy matters directly relating to the employment of staff. Addition, deletions or alterations to Council Policy shall only be effected by specific Council resolution stating –</p> <ul style="list-style-type: none"><li>- the proposed policy, and</li><li>- that the Staff Induction Manual be updated.</li></ul>
<b>OBJECTIVES</b>	<p>To ensure that the “Staff Induction Manual” Policy Manual is up to date, relevant and reflects only Council’s specific instructions.</p>
<b>GUIDELINES</b>	<ul style="list-style-type: none"><li>• If it is not in the Policy Manual, it may be usual practice, but it is not policy. Unless it is specifically stated that the authority is to be included in the Policy Manual, it will be assumed that the authority to act is for a specific matter and is not a general or ongoing Policy.</li><li>• Senior Officer Contract</li></ul>
<b>HISTORY</b>	
<b>REVIEW</b>	<p>Chief Executive Officer</p>

## 1.8 ~~Members~~ Travel Expenses

### POLICY

The Shire shall reimburse Council Members and staff for travel to Council and Committee meetings and other ~~Council–Shire~~ business approved by ~~Council or the President~~the CEO.

Reimbursement of travel expenses, if claimed by the Councillor or staff member, is to be made in accordance with the Public Service Award 1992 schedule F.

The rates in Schedule F – Motor Vehicle Allowance are to be as per the South West Land Division.

Claims will ideally be reimbursed on ~~an annual basis or a quarterly basis in the months of July, October, January and April~~a quarterly basis. It is the responsibility of Elected Members to claim any travel reimbursement.

### OBJECTIVES

To set ~~Councillor's~~Councillor's expense parameters when travelling on official business

### GUIDELINES

Claims for expenses are to be forwarded to the ~~MANAGER OF FINANCE~~Finance & Administration Manager

*Local Government Act 1995 – Div 8 – s5.98 Fees, expenses & allowances & s 5.99A*

*Local Government (Administration) Regulations – reg31, 32, 34AB*

Salaries and Allowances Tribunal

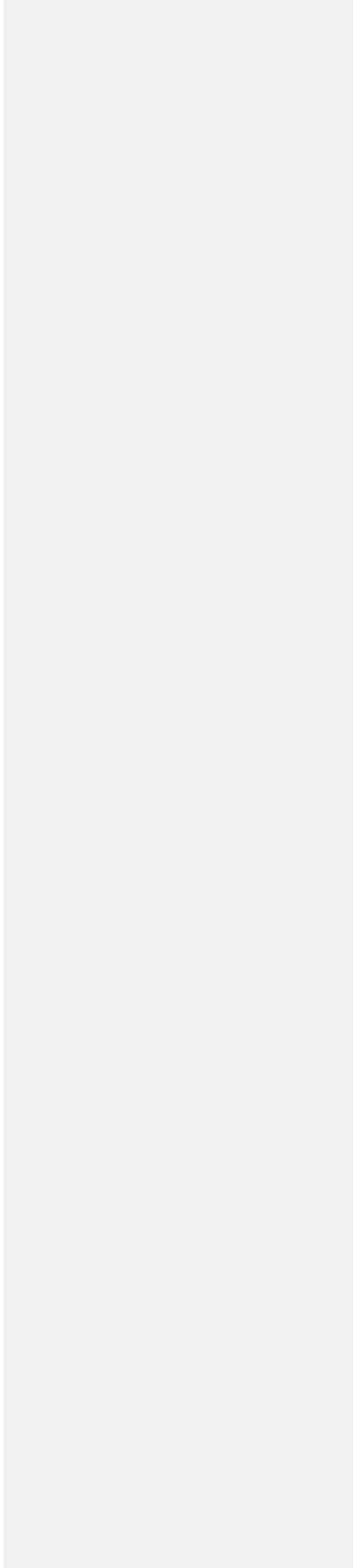
### HISTORY

### REVIEW

~~Manager of Finance~~Finance & Administration

|

Manager



Reference: Public Service Award 1992

**SCHEDULE F - MOTOR VEHICLE ALLOWANCE**

As from the first pay period commencing on or after 15 July 2008 (still current at ~~1 July 2013~~ 17 May 2017)

Engine Displacement (in cubic centimetres)			
Area Details	Rate (cents) per kilometre		
	Over 2600cc	Over 1600cc to 2600cc	1600cc and under 2600cc
Metropolitan Area	89.5	64.5	53.2
South West Land Division	91.0	65.4	54.0
North of 23.5° South Latitude	98.6	70.6	58.3
Rest of the State	94.3	67.5	55.6

## **1.9 Members Conference/Course Attendance and Partners Expenses**

### **POLICY**

Council shall pay registration fees for members attending approved conferences

Council shall not pay conference registration fees for partners.

Members wishing to attend a course/conference will obtain Council resolution at a convened meeting of Council prior to committing to attend. In circumstances requiring a decision before the next monthly Council meeting will seek authority from the Shire President and CEO before committing approval of registration

### **OBJECTIVES**

To clarify what costs can be incurred/ recouped by Members.

### **GUIDELINES**

Members wishing to attend a ~~course~~/conference shall obtain Council approval by resolution at a meeting of Council prior to committing to attendance, and in circumstances requiring a decision before the next ordinary meeting, shall seek authority from the President and Chief Executive Officer.

### **HISTORY**

### **REVIEW**

Chief Executive Officer

## **1.10 Members Accommodation/Meal Expenses**

### **POLICY**

Council shall pay accommodation and in-house meal expenses for Members and partners up to \$350 per day

On those days where no accommodation is required, meal expenses, as evidenced by receipts, shall be reimbursed

Council shall pay WALGA conference dinner expenses for Members and partners ~~subject to prior approval by Council~~ in accordance with Policy 1.09

### **OBJECTIVES**

To clarify what costs can be incurred/recouped by Members.

### **GUIDELINES**

Members wishing to attend a ~~course~~/conference shall obtain Council approval by resolution at a meeting of Council prior to committing to attendance, and in circumstances requiring a decision before the next ordinary meeting, shall seek authority from the President and Chief Executive Officer.

### **HISTORY**

### **REVIEW**

Chief Executive Officer

## **1.11 Code of Conduct for Elected Members and Staff**

**POLICY** The Code of Conduct for Elected Members and staff on the following pages be adopted as policy inclusive of the following:

Value of a Token Gift - \$100.00  
Value for purpose of Hospitality - \$100.00

**OBJECTIVES** Council is required under the provisions of the *Local Government Act 1995* to adopt such a policy

**GUIDELINES** *Local Government Act 1995-s Code of Conduct*

*Local Government Act 1995-s5.103*  
Gifts

*Local Government (Admin) Regulations – reg. 34B*

Token gift - \$100.00

*Local Government (Admin) Regulations – reg. 34B(5)*

Hospitality - \$100.00

*Local Government (Official Conduct) Amendment Act 2007*

*Local Government (Rules of Conduct) Regulations 2007*

**HISTORY** Former policy 1.1.6

**REVIEW** Chief Executive Officer



## **ATTACHMENT 1.11 CODE OF CONDUCT-ELECTED MEMBERS AND STAFF**

### **PREAMBLE**

The Code of Conduct provides elected members and staff of the Shire of Mukinbudin with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issues of ethical responsibility and encourages greater transparency and accountability.

The Code is complimentary to the principles adopted in the *Local Government Act 1995* and regulations which incorporates four fundamental aims to result in: -

- a) Better decision making;
- b) Greater community participation in the decisions and affairs of the Council;
- c) Greater accountability of the Council to its community; and
- d) More efficient and effective local government

The Code provides a guide and a basis of expectations for elected members and staff. It encourages commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

### **STATUTORY ENVIRONMENT**

The Code of Conduct observes statutory requirements of the *Local Government Act 1995* (s5.103 – Codes of Conduct) and *Local Government (Administration) Regulations 1996* (Regs 34B and 34C)

### **RULES OF CONDUCT**

Council members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinized in accordance with prescribed rules of conduct as described in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007*

### **ROLE OF ELECTED MEMBERS**

The President shall have a role in maintaining harmonious relations and adherence to this Code of Conduct by Councillors in consultation with the CEO.

A Councillor's primary role is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Shire of Mukinbudin will be the focus of the Councillor's public life.

A Councillor is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, elected members' activities will focus on:

- Achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- Achieving sound financial management and accountability in relation to the Council's finances;
- Ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents concerns;
- Working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- Having an awareness of the statutory obligations imposed on Councillors and on the Shire of Mukinbudin.

## **1 CONFLICT AND DISCLOSURE OF INTEREST**

### **1.1 Conflict of Interest**

- a) Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfillment of their professional duties.
- b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- c) Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the Shire of Mukinbudin or which may otherwise conflict with the Council's functions (other than purchasing the principal place of residence);
- d) Members and Staff who exercise recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

## **1.2 Financial Interest**

Members and staff will adopt the principles of disclosure of financial interests as contained within the Local Government Act 1995.

## **1.3 Disclosure of Interest**

- a) In addition to disclosure of financial interests, members and staff including persons under a contract for services:
  - attending a Council or Committee meeting; or
  - giving advice to a Council or Committee meeting;are required to disclose any interest they have in a matter to be discussed at the meeting that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected.
- b) where an interest must be disclosed under (a) above, the disclosure is to be made at the meeting immediately before the matter is discussed or at a time the advice is given, and is to be recorded in the minutes of the meeting.

## **2 PERSONAL BENEFIT**

### **2.1 Use of Confidential Information**

Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

### **2.2 Intellectual Property**

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Mukinbudin upon its creation unless otherwise agreed by separate contract.

### **2.3 Improper or Undue Influence**

Members and staff will not take advantage of their position to improperly influence other members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

### **2.4 Gifts and Bribery**

- (a) Members are not to accept a gift other than a gift of or below \$100 from a person who is undertaking, or is likely to undertake, business –

- That requires the person obtain any authorisation from the Shire of Mukinbudin;
  - By way of contract between the person and the Shire of Mukinbudin; or
  - By way of providing any service to the Shire of Mukinbudin.
- (b) Members who accept a gift of or below \$100 from a person referred to in (a) above are to record in a register of token gifts-
- The names of the persons who gave and received the gift
  - The date of receipt of the gift; and
  - A description and the estimated value of, the gift.

Gifts given by way of hospitality; or classes of gift such as key rings, caps, T-shirts and drinks to the value of \$100.00 given by way of hospitality, need not be recorded.

- (c) This clause does not apply to gifts received from a relative (as defined in s5.74(1) of the *Local Government Act 1995*) or an electoral gift (to which other disclosure provisions apply)

### **3 CONDUCT OF MEMBERS**

#### **3.1 Personal Behaviour**

- (a) Members and staff will:
- i. Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
  - ii. refrain from any act which may be construed as sexual harassment, and report acts of sexual harassment to the President (if the allegation concerns a council member or the CEO) and in accordance with instructions in the Procedures Manual distributed by the CEO (where the allegation concerns an employee other than the CEO);  
Sexual harassment is any conduct of a sexual and/or sexist nature (whether physical, verbal or non verbal) which is unwelcome and unsolicited and rejection of which may disadvantage a person in their employment or their life in general. The following examples may constitute sexual harassment when they are considered offensive to an employee, elected member or member of the general public:-
    - Deliberate and unnecessary physical contact such as patting, pinching, fondling, kissing, brushing against, touching.
    - Subtle or explicit demands for sexual activities or molestation.
    - Intrusive enquiries into a person's private life.
    - Uninvited and unwelcome jokes that have a sexual and/or sexist undertone.
    - Unsolicited leers and gestures of a sexual nature and the display within the workplace of sexually offensive material.
  - iii. Perform their duties impartially and in the best interests of the Shire of Mukinbudin and the community, uninfluenced by fear or favour;
  - iv. Act in good faith (i.e. honestly, for the proper purpose and without exceeding their powers) in the interests of the Shire of Mukinbudin and the community;

- v. Make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any conduct, in the performance of their official duties, which may cause any reasonable person unwarranted offence or embarrassment; and,
  - vi. Always act in accordance with their obligation of fidelity to the Shire of Mukinbudin.
- (b) Members will represent and promote the interests of the Shire of Mukinbudin, while recognizing their special duty to their own constituents.

### **3.2 Honesty and Integrity**

Members and staff will:

- a) observe the highest standards of honesty and integrity and avoid conduct which might suggest any departure from these standards
- b) bring to notice of the President any dishonesty or possible dishonesty on the part of any other member and, in the case of an employee, to the Chief Executive Officer.
- c) be frank and honest in their official dealing with each other.

### **3.3 Performance of Duties**

- (a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Members will be as informed as possible about functions of the Council, and treat all members of the community honestly and fairly.
- (c) Staff wishing to undertake employment additional to duties performed for the Shire of Mukinbudin should first obtain the approval of the CEO. No other employment should compromise the duties performed for the Shire of Mukinbudin.

### **3.4 Compliance with Lawful Orders**

- a) Members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- b) Members and staff will give effect to the lawful policies of the Shire of Mukinbudin, whether or not they agree with or approve of them.

### **3.5 Administrative and Management Practices**

The CEO will keep the Council fully informed of the capacity of its administrative structure to comply with the purposes and legislative requirements of *the Local Government Act 1995*.

Members and staff will ensure compliance with proper and reasonable administrative practices and conduct and professional and responsible management practices.

### 3.6 Corporate Obligations

#### (a) Standard of Dress

Staff are expected to comply with neat and responsible dress standards at all times. Management reserves the right to raise the issue of dress with individual staff.

#### (b) Communication and Public Relations

(i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.

(ii) As a representative of the community Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Members should acknowledge that:

- as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
- information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- Information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
- Information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

### 3.7 Relationships between Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Members and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position Members need to:

- Accept that their role is a leadership, not a management or administrative one;
- Acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- Refrain from publicly criticising staff in any way that casts aspersions on their professional competence and credibility.

### **3.8 Appointments to Committees**

As part of their respective role Members are often asked to represent Council on external organisations.

It is important that Members:

- Clearly understand the basis of their appointment; and
- Provide regular reports on the activities of the organisation.

## **4 DEALING WITH COUNCIL PROPERTY**

### **4.1 Use of Local Government Resources**

Members and staff will:

- a) be scrupulously honest in their use of the Shire of Mukinbudin's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- b) Use the Shire of Mukinbudin resources entrusted to them effectively and economically in the course of their duties; and
- c) Not use the Shire of Mukinbudin's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

### **4.2 Traveling and Sustenance Expenses**

Members and staff will only claim or accept traveling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Shire of Mukinbudin in accordance Council policy and the provisions of the Local Government Act 1995.

### **4.3 Access to Information**

- i) Staff will ensure that Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as members;
- ii) Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

**ATTACHMENT 1.11A – RULES OF CONDUCT**

Western Australia

**Local Government (Rules of Conduct)  
Regulations 2007**

As at 21 Oct 2007

Version 00-b0-02

Extract from [www.slp.wa.gov.au](http://www.slp.wa.gov.au), see that website for further information



Western Australia

## **Local Government (Rules of Conduct) Regulations 2007**

### CONTENTS

<b>Part 1 — General</b>		
1.	Citation	1
2.	Commencement	1
3.	General principles to guide the behaviour of council members	1
4.	Contravention of certain local laws	2
<b>Part 2 — Rules of conduct</b>		
5.	Rules of conduct	3
6.	Use of information	3
7.	Securing personal advantage or disadvantaging others	4
8.	Misuse of local government resources	4
9.	Prohibition against involvement in administration	4
10.	Relations with local government employees	5
11.	Disclosure of interest	5
12.	Gifts	7
<b>Notes</b>		
	Compilation table	10

As at 21 Oct 2007

Version 00-b0-02

page i

Extract from [www.slp.wa.gov.au](http://www.slp.wa.gov.au), see that website for further information

Local Government Act 1995

## **Local Government (Rules of Conduct) Regulations 2007**

### **Part 1 — General**

#### **1. Citation**

These regulations are the *Local Government (Rules of Conduct) Regulations 2007* <sup>1</sup>.

#### **2. Commencement**

These regulations come into operation as follows:

- (a) regulations 1 and 2 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government (Official Conduct) Amendment Act 2007* section 11 comes into operation.

#### **3. General principles to guide the behaviour of council members**

- (1) General principles to guide the behaviour of council members include that a person in his or her capacity as a council member should —
  - (a) act with reasonable care and diligence; and
  - (b) act with honesty and integrity; and
  - (c) act lawfully; and
  - (d) avoid damage to the reputation of the local government; and
  - (e) be open and accountable to the public; and
  - (f) base decisions on relevant and factually correct information; and

As at 21 Oct 2007

Version 00-b0-02

page 1

Extract from [www.slp.wa.gov.au](http://www.slp.wa.gov.au), see that website for further information

**Local Government (Rules of Conduct) Regulations 2007**

**Part 1**            General

**r. 4**

- (g) treat others with respect and fairness; and
  - (h) not be impaired by mind affecting substances.
- (2) The general principles referred to in subregulation (1) are for guidance of council members but it is not a rule of conduct that the principles be observed.

**4.      Contravention of certain local laws**

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

## Part 2 — Rules of conduct

### 5. Rules of conduct

- (1) This Part contains the rules of conduct referred to in section 5.104(1) of the Act.
- (2) The rules of conduct apply to a council member whether or not acting as a committee member.

### 6. Use of information

- (1) In this regulation —  
*closed meeting* means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;  
*confidential document* means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;  
*non-confidential document* means a document that is not a confidential document.
- (2) A person who is a council member must not disclose —
  - (a) information that the council member derived from a confidential document; or
  - (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subregulation (2) does not prevent a person who is a council member from disclosing information —
  - (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or

**Local Government (Rules of Conduct) Regulations 2007**

**Part 2** Rules of conduct

**r. 7**

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

**7. Securing personal advantage or disadvantaging others**

- (1) A person who is a council member must not make improper use of the person's office as a council member —
  - (a) to gain directly or indirectly an advantage for the person or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subregulation (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

**8. Misuse of local government resources**

A person who is a council member must not either directly or indirectly use the resources of a local government —

- (a) for the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*; or
- (b) for any other purpose,

unless authorised under the Act, or authorised by the council or the CEO, to use the resources for that purpose.

**9. Prohibition against involvement in administration**

- (1) A person who is a council member must not undertake a task that contributes to the administration of the local government unless authorised by the council or by the CEO to undertake that task.

**Local Government (Rules of Conduct) Regulations 2007**  
Rules of conduct **Part 2**

r. 10

- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

**10. Relations with local government employees**

- (1) A person who is a council member must not —
- (a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (3) If a person, in his or her capacity as a council member, is attending a council meeting, committee meeting or other organised event and members of the public are present, the person must not, either orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use offensive or objectionable expressions in reference to a local government employee.
- (4) Subregulation (3)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

**11. Disclosure of interest**

- (1) In this regulation —
- interest* means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person

**Local Government (Rules of Conduct) Regulations 2007**  
**Part 2** Rules of conduct

**r. 11**

having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (2) A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest —
  - (a) in a written notice given to the CEO before the meeting;  
or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subregulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subregulation (2) does not apply if —
  - (a) a person who is a council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or
  - (b) a person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5) If, under subregulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then —
  - (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure relates is discussed.
- (6) If —

**Local Government (Rules of Conduct) Regulations 2007**  
Rules of conduct **Part 2**

r. 12

- (a) under subregulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
- (b) under subregulation (5)(b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting,

the nature of the interest is to be recorded in the minutes of the meeting.

**12. Gifts**

(1) In this regulation —

***activity involving a local government discretion*** means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

***gift*** has the meaning given to that term in section 5.82(4) of the Act except that it does not include —

- (a) a gift from a relative as defined in section 5.74(1) of the Act; or
- (b) a gift that must be disclosed under regulation 30B of the *Local Government (Elections) Regulations 1997*; or
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;

***notifiable gift***, in relation to a person who is a council member, means —

- (a) a gift worth between \$50 and \$300; or
- (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth between \$50 and \$300;

***prohibited gift***, in relation to a person who is a council member, means —

As at 21 Oct 2007

Version 00-b0-02

page 7

Extract from [www.slp.wa.gov.au](http://www.slp.wa.gov.au), see that website for further information



**Local Government (Rules of Conduct) Regulations 2007**  
**Part 2** Rules of conduct

**r. 12**

- (a) a gift worth \$300 or more; or
  - (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth \$300 or more.
- (2) A person who is a council member must not accept a prohibited gift from a person —
- (a) who is undertaking or seeking to undertake; or
  - (b) who it is reasonable to believe is intending to undertake,
- an activity involving a local government discretion.
- (3) A person who is a council member and who accepts a notifiable gift from a person —
- (a) who is undertaking or seeking to undertake; or
  - (b) who it is reasonable to believe is intending to undertake,
- an activity involving a local government discretion must, within 10 days of accepting the gift, notify the CEO of the acceptance in accordance with subregulation (4).
- (4) Notification of the acceptance of a notifiable gift is to be in writing and is to include —
- (a) the name of the person who gave the gift; and
  - (b) the date on which the gift was accepted; and
  - (c) a description, and the estimated value, of the gift; and
  - (d) the nature of the relationship between the person who is a council member and the person who gave the gift; and
  - (e) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) —
    - (i) a description; and
    - (ii) the estimated value; and
    - (iii) the date of acceptance,of each other gift accepted within the 6 month period.

**Local Government (Rules of Conduct) Regulations 2007**  
Rules of conduct **Part 2**

**r. 12**

- (5) The CEO must maintain a register of gifts in which details of notices received under subregulation (4) are recorded.

As at 21 Oct 2007

Version 00-b0-02

page 9

Extract from [www.slp.wa.gov.au](http://www.slp.wa.gov.au), see that website for further information

## Local Government (Rules of Conduct) Regulations 2007

### Notes

- 1 This is a compilation of the *Local Government (Rules of Conduct) Regulations 2007*. The following table contains information about those regulations.

### Compilation table

Citation	Gazettal	Commencement
<i>Local Government (Rules of Conduct) Regulations 2007</i>	21 Aug 2007 p.4203-16	r. 1 and 2: 21 Aug 2007 (see r. 2(a)) Regulations other than r. 1 and 2: 21 Oct 2007 (see r. 2(b) and <i>Gazette</i> 21 Aug 2007 p. 4173)

## **1.12 Legal Representation Cost Indemnification**

**POLICY** That Council adopt the Department of Local Government and Communities “Legal Representation Cost Indemnification” as amended from time to time

**OBJECTIVES** To establish firm parameters for cost indemnification

**GUIDELINES** Adopted Department of Local Government and Communities Model Policy to be applied as and when required

**HISTORY**

**REVIEW** Chief Executive Officer

## ATTACHMENT 1.12

### POLICY ON LEGAL REPRESENTATION COST INDEMNIFICATION

#### 1.0 Introduction

- This policy is designed to protect the interests of council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.
- In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

#### 2.0 General Principles

- a) The Shire of Mukinbudin may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Shire of Mukinbudin or otherwise in bad faith.
- b) The Shire of Mukinbudin may provide such assistance in the following types of legal proceedings:
  - i) Proceedings brought by members and employees to enable them to carry out their local government functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour.
  - ii) Proceedings brought against members or employees (this could be in relation to a decision of Council or an employee which aggrieves another person (eg refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg defending defamation actions); and
  - iii) Statutory or other inquiries where representation of members or employees is justified.
- c) The Shire of Mukinbudin will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms leveled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Furthermore, the Shire of Mukinbudin may seek its own advice on any aspect relating to such comments and criticisms or relevance to it.
- d) The legal services the subject of assistance under this policy will usually be provided by the Shire of Mukinbudin's solicitors or, where this is not appropriate for

practical reasons or because of a conflict of interest, then the service may be provided by other solicitors approved by the Shire of Mukinbudin.

### **3.0 Applications for Financial Assistance**

- a) Subject to item (e), decisions as to assistance under this policy are to be made by Council
- b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
- c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation prepared by, or on behalf of, the Chief Executive Officer (CEO).
- d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
- e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorization to the value of \$5,000 provided that the power to make such an authorization has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*.
- f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

### **4.0 Repayment of Assistance**

Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be offset against any monies paid or payable by the Shire of Mukinbudin.

Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Shire of Mukinbudin or otherwise in bad faith; or where information from the person is shown to have been false or misleading.

Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire of Mukinbudin may take action to recover any such moneys in a court of competent jurisdiction.

### 1.13 Honorary Freeman of the Municipality

#### POLICY

That Council confer the title of “Honorary Freeman of the Municipality” upon a person exceptional service and contribution

No more than one such Title shall be awarded in any one year.

The Mukinbudin Shire Council has agreed to set up a system of awarding Freeman of the Shire of Mukinbudin based on people’s contribution to the life of the community and works done outside of those provided for Australia Day and the Federal Award System.

The system would provide the awardees with a certificate and would automatically involve them in invitations to formal Council functions and recognition at all those functions.

Freeman on the Shire of Mukinbudin are decided by Council on the nomination of individual ~~Councillors~~ Councillors and is done so by Absolute Majority

#### OBJECTIVES

To ~~recognize~~ recognise the commitment and service of recipients to Council.

To recognise outstanding and meritorious service to the Shire of Mukinbudin ~~district~~

## GUIDELINES

*Local Government Act 1995 – s3.1(1)*

General function powers

Local Government Act 1995 Section 2.7 – The Role of Council

Subject to the eligibility and selection criteria of this policy being met, Council may, by, a Absolute Majority decision of Council, confer the title of 'Honorary Freeman of the Municipality' to a former President or 'Freeman of the Municipality' on any person. The title shall be reserved for persons who have rendered exceptional service to the community.

The process for nomination and selection for the title are as follows:

1. Eligibility Criteria for 'Freeman of the Municipality'

Nominees for the conferring of the title 'Freeman of the Municipality' should have lived within the Shire of Mukinbudin for a significant number of years (significant is taken to mean at least 10 years) and who have given extensive and distinguished service to the community (e.g. service to other organisations, voluntary and community groups) in a largely voluntary capacity.

2. Selection Criteria

Nominees will be judged on their record of service to the community. The selection criteria are to include:

- a) length of service in a field (or fields) of activity
- b) level of commitment to the field (or fields) of activity
- c) personal leadership qualities
- d) benefits to the community of the Shire of Mukinbudin resulting from the nominee's work



e) specific achievements of the nominee

### 3. Nomination Procedure

a) Nominations for the Award may be made by Councillors, individuals or organisations and are to be sponsored by a Councillor of the Shire of Mukinbudin. They are to be submitted to the Shire President or CEO on the Official Nomination Form (as appended).

b) Nominations are to be made in the strictest confidence without the knowledge of the nominee.

c) On receipt of a nomination the Shire President or CEO shall have the nomination listed as a “confidential agenda item” at the next Ordinary Council Meeting.

d) The Full Council will consider the nomination and make a decision whether or not to confer the title ‘Freeman of the Municipality’ on the nominee.

e) Council shall consider the item behind closed doors, with any decision to be made by a Absolute Majority decision of Council.

f) Once a nomination has been accepted by Council, the nominee and any person(s) or organisation(s) involved in the nomination are to be informed of the decision and a suitable press statement is to be released.

### 4. Title of ‘Honorary Freeman of the Municipality’

A person who has acted as Shire President at the Shire of Mukinbudin for a period of twenty consecutive years will be made an Honorary Freeman automatically in recognition of their service and leadership given to the Shire.

The appointment will be made at the conclusion of their term of office.

### 5. Awarding the Titles

The formal conferring of these titles is to be

carried out at a reception held by Council. This may be a special reception for this purpose, or the ceremony may form a focal point of any other suitable reception hosted by Council. The decision on the occasion and format of the ceremony shall rest with the Shire President, in consultation with the Chief Executive Officer. The successful nominee shall receive a certificate (framed in a quality frame) and an official name badge (of a similar design to Councillor badges) which confirms his or her status and shall be invited to attend all civic functions.

**6. Number of Freemen within the City**

There is no limit on the number of persons upon which the title of Freeman of the Shire of Mukinbudin may be conveyed.

**HISTORY**

Previously awarded under the Local Government Act 1960 – s691A Former policy 1.1.16

**REVIEW**

Chief Executive Officer

Nomination Form for the conferring of the title  
'Freeman of the Municipality'

The information contained in this document is strictly confidential

To: The Shire President  
Shire of Mukinbudin  
PO Box 67  
MUKINBUDIN WA 6479

Dear Sir/Madam

I hereby nominate.....  
(Full Name)

of .....  
(Address)

for the conferring of the title 'Freeman of the Municipality'.  
In support of this recommendation I supply the information set out on pages 2 and 3 of this document.

Yours faithfully

..... Date.....

**DETAILS OF PERSON SUBMITTING NOMINATION**

The following information about the person submitting this recommendation is needed to enable officers of the Shire of Mukinbudin to see further details, if required. In addition to completing the full details below, please indicate, in the box provided, your preferred address for further contact.

NAME (IN FULL): .....

HOME ADDRESS: .....

HOME PH NO: .....

BUSINESS ADDRESS: .....

TELEPHONE NO: .....

**DETAILS OF PERSON BEING NOMINATED FOR THE TITLE**

Please provide a biographical profile of the person you are nominating by completing the section below and by providing the details requested on the next page. If insufficient space is available on page 3 of the form, please attach a separate statement.

SURNAME: .....

GIVEN NAMES: .....

HOME ADDRESS: .....

TELEPHONE NO: .....

OCCUPATION: .....

BUSINESS ADDRESS: .....

TELEPHONE NO: .....

AWARDS ETC: .....

DATE AND PLACE OF BIRTH: .....

Please set out below details of the activities undertaken by the person you are nominating, and the reasons why you consider he or she should receive special recognition from the Council of the Shire of Mukinbudin by the conferring of the title 'Freeman of the Municipality'.

The names and addresses of individuals and/or organisations able to support your recommendation should also be provided.

## **1.14 Use of Common Seal**

<b>POLICY</b>	A document is validly executed by the Shire of Mukinbudin when the seal of the Shire is affixed to it by the Shire President and the Chief Executive Officer, and the President and Chief Executive Officer attest the affixing of the seal.
<b>OBJECTIVES</b>	To validate the procedure for the execution of legal documents
<b>GUIDELINES</b>	<p>When affixing the common seal the following clause is to be notated on the document:</p> <p>“The common seal of the Shire of Mukinbudin was hereunto affixed by authority of its Council in the presence of...”</p> <p>“Use of the Common Seal Register”</p>
<b>HISTORY</b>	Previous Policy
<b>REVIEW</b>	Council

## **1.15 Social Media Policy**

**POLICY** To promote effective and productive community engagement through social media. The Social Media Policy and Procedures promote understanding about the spread, nature and impact of social media and suggest guidelines, limitations and parameters regarding its use.

**OBJECTIVES** To outline the Shire's position in relation to the use of social media by its employees in an official capacity and to clarify what is acceptable and unacceptable regarding the use of social media by employees.

**GUIDELINES** The Shire of Mukinbudin ("the Shire") embraces the use of social media for the promotion, development and delivery of its services, and to facilitate communication with residents, ratepayers and visitors. However, the Shire recognises that there are risks and challenges associated with the use of these platforms.

It is unacceptable for any social media channels to be used for personal commentary which may be used for personal commentary which may be interpreted as the views of the Shire of Mukinbudin.

Social media is the term used for internet-based tools for sharing and discussing information among people. It refers to user-generated information, opinion and other content shared over open digital networks. It includes all existing and emerging electronic/digital communication applications.

**HISTORY  
REVIEW**

~~New Policy~~ May 2016  
~~CEO~~ Chief Executive Officer

## 1.16 Internet and Email Usage

<b>POLICY</b>	Internet and Email Usage policy is in place.
<b>OBJECTIVES</b>	To provide a framework for appropriate access to and use of internet and email systems.
<b>GUIDELINES</b>	<p>The Shire of Mukinbudin is committed to providing its staff with appropriate corporate applications and business tools, including access to internet and email systems, provided that:</p> <ul style="list-style-type: none"><li>• Usage of internet and email facilities is primarily limited to job-related activities. However some personal use within reason is permitted at the discretion of the Chief Executive Officer, Employees are to ensure they use the internet responsibly and productively.</li><li>• All internet data that is composed, transmitted and / or received by Shire systems is considered to be the property of the Shire.</li></ul>

The Internet and Email Usage Policy applies to the accessing of internet and email systems by all employees in the performance of their work. Specifically this includes:

- Internal and external email traffic.
- Internet access.
- Network access.

### HISTORY REVIEW

~~New Policy~~ May 2016  
~~CEO~~ Chief Executive Officer

## COMMUNITY SUPPORT

### 2.1 Charitable Works

<b>POLICY</b>	All donations of “in kind” work exceeding \$1,000 in value, by way of use of Council staff and/or equipment, to not for profit/charitable organisations are to be a <del>decision</del> <u>resolution</u> of Council.
<b>OBJECTIVES</b>	For Council to determine level of support and use of its equipment for not for profit/charitable purposes
<b>GUIDELINES</b>	This excludes private works for which Council is to be reimbursed
<b>HISTORY</b>	Former policy
<b>REVIEW</b>	Chief Executive Officer



## **2.2 Concessions – Hall Hire Charges – Not for profit groups**

### **POLICY**

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 ~~authorize~~ authorise a donation to offset hall hire charges.

### **OBJECTIVES**

To maintain the integrity of the Fees and Charges set in Council's annual budget deliberations

### **GUIDELINES**

*Local Government Act 1995 – s6.16*  
Fees and Charges

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

### **HISTORY**

### **REVIEW**

~~Manager of Finance~~ Finance & Administration  
Manager

## **2.3 Community Grants Scheme**

### **POLICY**

The Shire will make available a provision in its annual budget to provide for a community grants scheme for local projects costing up to \$10,000.

Provision of grants will be solely at the discretion of Council

### **OBJECTIVES**

To encourage local community groups to provide services to electors of the Shire

### **GUIDELINES**

- Applications, in writing, to be received and approved prior to commencement of project;
- Applicants to provide financial documentation, together with full details and the actual or estimated cost;
- Voluntary labour content will be considered at the discretion of Council;
- Expenditure to be on Capital improvements only;
- Expenditure approved for future projects/ purchases only;
- Grants will be up to 50% of total costs net of other grants, subsidies or donations;
- Payment of approved grants to be on receipt of paid invoices

### **HISTORY**

### **REVIEW**

~~Manager of Finance~~ Finance & Administration Manager

## **2.4 Collocation of Sporting Clubs**

**POLICY** The Shire will not support or approve any construction or extension to sporting facilities that will result in duplication of existing facilities or where co-location within existing facilities will provide a better outcome.

**OBJECTIVES** To encourage collocation where the net benefits are significant to the Shire and the clubs involved

**GUIDELINES** When applications for grants, support or permission to build facilities on Shire controlled land are received, an assessment will be undertaken to ascertain whether a more beneficial outcome will be achieved through co-location within existing facilities.

In cases where collocation provides a net benefit, the Council will generally not support stand alone applications for facilities.

**HISTORY** No former policy exists

**REVIEW** ~~Manager of Finance~~ Chief Executive Officer

## **2.5 Business Investment Policy**

### **POLICY**

The Shire will support new business ventures to start within the Shire boundaries provided it meets the below criteria. The business must;

- Not be able to use participation in program to influence competition in market place, and
- Offer services that are in high demand.

### **OBJECTIVES**

To encourage business investment in the Shire and ensure that all new businesses (in line with the above criteria) are supported during their startup phase.

### **GUIDELINES**

- When businesses show interest in setting up within the Shire boundaries they approach the Shire administration staff to be part of the program.
- The business owner is assisted with their application which is put to the next Full Council meeting once complete.
- Council to decide whether the business will be accepted onto the program and which of the following areas they are willing to assist.
  - Rates Concession
  - Marketing and Promotional Pack
  - "Open Day" for the new business
  - Assistance with Site Works
  - Discounted Application Fee

### **TERMS & CONDITIONS**

1. All applications will be assessed on a case by case basis in which Council has the authority to refuse entry onto the Business Investment Program at any time.
2. There is no guarantee that businesses will be granted the assistance requested on page three (3) of the application as it is at the discretion on Council at all times. See the

below conditions for each requested area of assistance;

- a. Rates holidays; are typically available for 36 months where the businesses pay no rates within this period. 50% of rates are paid by the business for following 12 months and full rates are paid to Council thereafter.
  - b. Marketing & Promotional Pack; assistance and advice given by the Economic Development and Marketing Officer on marketing in the local area. Cost of all marketing & promotional materials to be at the businesses cost unless otherwise informed by Council.
  - c. Open Day; Held by the Business at the new businesses premises. The Shire of Mukinbudin will contribute to the value determined on a Case by Case basis, limited to a maximum of \$300.
  - d. Site Works; if required Council will assist depending on the capacity of works needed and the availability of staff at that time. An exact cost and detailed drawings of the site plan must be included in this application.
  - e. Discounted Application Fees; a discount of up to 50% of application fees will be offered to the business at Councils discretion.
3. If the applicant is not granted approval onto the Business Investment Program they will be advised in writing.
  4. Application must also be coupled by a cover letter outlining the businesses details and including their corporate logo.

## HISTORY

## REVIEW

~~Manager of Finance~~ Finance & Administration  
Manager

## **2.6 Harvest Bans**

### **POLICY**

The Shire will set conditions that will apply when ***Bush Fires Regulation 38A (for Restricted and Prohibited Burning Times) and Bush Fires Regulation 24C (for Total Fire Ban Days) - (Use of engines, vehicles, plant or machinery likely to cause bush fire)*** of the ***Bush Fires Regulations 1954*** (commonly called a Harvest and Movement of Vehicles in Paddocks Ban) is used. When a fire breaks out in the Shire of Mukinbudin an immediate harvest and vehicle movement ban be imposed.

The Chief Executive Officer, CBFCO, DCBFCO and any Fire Weather Officer is authorised to impose a ban on harvesting and the movement of machinery in paddocks (except for stock watering purposes) when a reading of 32 has been reached on the McArthur Grassland Meter. Community to be advised by SMS and Bush fire Radio updates.

### **OBJECTIVES**

To provide clarity on what activities are/are not allowed when a Harvest and Movement of Vehicles in Paddocks Ban has been called

### **GUIDELINES**

When a Harvest and Movement of Vehicles in Paddocks Ban has been called the following conditions will apply:

- Harvesting and associated operations are not permitted,
- Movement of any vehicles through, or on, vegetated land are not permitted,
- Any “hot works” (e.g. welding, grinding, cutting, heating, etc) in the “open air” are not permitted.

**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.

**38C. Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times**

- (1) A local government may declare that the use by a person of any harvesting machinery on any land under crop during the whole or part of any —
  - (a) Sunday; or
  - (b) public holiday,in the whole or a specified part of the district of that local government during the prohibited burning

times or the restricted burning times is prohibited unless the person has obtained the written consent of a bush fire control officer of that local government.

- (2) A declaration under subregulation (1) —
  - (a) shall be made by notice in a newspaper circulating in the area affected by the prohibition; and
  - (b) may be revoked or varied in the manner in which it was made,

and the local government shall forward a copy of a declaration or of a revocation or variation of a declaration to the FES Commissioner.

- (3) A person who contravenes a declaration made under subregulation (1) commits an offence.  
Penalty: \$5 000.

## HISTORY

Former policy 1.3.2

## REVIEW

~~Manager of Finance~~ Chief Executive Officer



## **2.7 Pioneer's and Past Resident's Wall – Content of Plaques**

**POLICY** Families can arrange through the Shire to have plaques placed on the Pioneer and Past Residents Wall that contain historical information on their family and/or a significant relative.

**OBJECTIVE** To provide a guide to the public on the purpose of the wall as well as what kind of information should be displayed on it.

**GUIDELINES** When applications for plaques for the pioneer wall are received, they will be considered by the Chief Executive Officer, and in cases where they are deemed to fit the policy as stated and are not considered in any way offensive or defamatory, an appropriate plaque will be arranged and placed on the wall.

In cases where an application is made that does not, strictly speaking, fit the policy a report will be forwarded to Council for consideration.

**HISTORY** No former policy exists

**REVIEW** Manager of Finance

## FINANCE / ACCOUNTING

### 3.1 Self Supporting Loans

<b>POLICY</b>	Council will consider making available loan funds on a “self-supporting” basis to organisations within the district subject to appropriate terms and conditions determined by Council from time to time.
<b>OBJECTIVES</b>	To identify Council's willingness to provide support
<b>GUIDELINES</b>	Self-supporting loans are subject to the same administrative requirements as are other loans raised by Council
<b>HISTORY</b>	
<b>REVIEW</b>	<del>Manager of Finance</del> <u>Finance &amp; Administration Manager</u>

## 3.2 Significant Accounting Policies

<b>POLICY</b>	The Statement of Significant Accounting Policies as per the following pages is adopted as Council policy
<b>OBJECTIVES</b>	To clearly identify the basis upon which Council's financial statements are prepared
<b>GUIDELINES</b>	Department Local Government Accounting Manual
<b>HISTORY</b>	
<b>REVIEW</b>	<del>Manager of Finance</del> <u>Finance &amp; Administration Manager</u>

## ATTACHMENT 3.2 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

It is Council's position that it will capitalise infrastructure assets exceeding \$5,000 with a depreciation rate applying in terms of recommended accounting practices.

Property, plant and equipment is to be brought to account at cost and carried at nett written down value. Items of property, plant and equipment including buildings, but excluding freehold land, are to be depreciated over their estimated useful lives on a straight line basis.

### 1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise.

#### (a) Basis of Preparation

The financial report is a general purpose financial statement which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the local Government Act 1995 and accompanying regulations

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of the selected non-current assets, financial assets and liabilities.

#### Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

#### (b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears at Note 19 to these financial statements.

**(c) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to the ATO, is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the ATO, are presented as operating cash flows.

**(d) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in the statement of financial position.

**(e) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectibility of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(f) Inventories**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Land Held for Resale**

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in the statement of comprehensive income at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control

over the land, are passed on to the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on Council's intention to release for sale.

**(g) Fixed Assets**

Each class of fixed assets is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation or impairment losses.

***Mandatory Requirement to Revalue Non-Current Assets***

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at fair value became mandatory.

The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:

(a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and

(b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government

-

(i) that are plant and equipment; and

(ii) that are -

(I) land and buildings; or

(II) infrastructure;

and

(c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.

Thereafter, in accordance with the regulations, each asset class must be revalued at least every 3 years.

Council has commenced the process of adopting Fair Value in accordance with the Regulations.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

***Land Under Control***

In accordance with local Government (Financial Management) Regulation 16 (a), the Council is required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with other policies detailed in this Note.

Whilst they were initially recorded at cost, fair value at the date of acquisition was deemed cost as per AASB 116.

Consequently, these assets were initially recognised at cost but revalued along with other items of Land and Buildings at 30 June 2013.

**(g) Fixed Assets (Continued)**

***Initial Recognition***

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the statement of comprehensive income in the period in which they are incurred.

***Revaluation***

Revalued assets are carried at their fair value being the price that would be received to sell the asset, in an orderly transaction between market participants at the measurement date.

Revalued assets are carried at their fair value being the price that would be received to sell the asset, in an orderly transaction between market participants at the measurement date.

For land and buildings, fair value will be determined based on the nature of the asset class. For land and non-specialised buildings, fair value is determined on the basis of observable open market values of similar assets, adjusted for conditions and comparability at their highest and best use (Level 2 inputs in the fair value hierarchy).

With regards to specialised buildings, fair value is determined having regard for current replacement cost and both observable and unobservable costs. These include construction costs based on recent contract prices, current condition (observable Level 2 inputs in the fair value hierarchy), residual values and remaining useful life assessments (unobservable Level 3 inputs in the fair value hierarchy).

For infrastructure and other asset classes, fair value is determined to be the current replacement cost of an asset (Level 2 inputs in the fair value hierarchy) less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset (Level 3 inputs in the fair value hierarchy).

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases in the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised as profit or loss.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

In addition, the amendments to the Financial Management Regulations mandating the use of Fair Value, imposes a further minimum of 3 years revaluation requirement. As a minimum, all assets carried at a revalued amount, will be revalued at least every 3 years.

**(g) Fixed Assets (Continued)**

***Transitional Arrangement***

During the time it takes to transition the carrying value of non-current assets from the cost approach to the fair value approach, the Council may still be utilising both methods across differing asset classes.

Those assets carried at cost will be carried in accordance with the policy detailed in the ***Initial Recognition*** section as detailed above.

Those assets carried at fair value will be carried in accordance with the ***Revaluation*** methodology section as detailed above.

***Early Adoption of AASB 13 - Fair Value Measurement***

Whilst the new accounting standard in relation to fair value, *AASB 13 - Fair Value Measurement* does not become applicable until the end of the year ended 30 June 2014 (in relation to Council), given the legislative need to commence using Fair Value methodology for this reporting period, the Council chose to early adopt AASB 13 (as allowed for in the standard).

As a consequence, the principles embodied in *AASB 13 - Fair Value Measurement* have been applied to this reporting period (year ended 30 June 2013).

Due to the nature and timing of the adoption (driven by legislation), the adoption of this standard has had no effect on previous reporting periods.

***Land under Roads***

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB1051 - Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.



**(g) Fixed Assets (Continued)**

***Depreciation of Non-Current Assets***

All non-current depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits assets having a limited useful life (excluding freehold land) are separately and systematically embodied in those assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Land	not depreciated
Buildings	0 to 50 years
Furniture and Equipment	0 to 10 years
Plant and Equipment	0 to 15 years
Sealed roads and streets	
Clearing and earthworks	not depreciated
Construction/road base	50 years
Original surfacing and Major resurfacing	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
Clearing and earthworks	not depreciated
Construction/road base	50 years
Gravel sheet	12 years
Formed roads(unsealed)	
Clearing and earthworks	not depreciated
Construction/road base	50 years
Footpaths	40 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, 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 greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

***Capitalisation Threshold***

Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

## (h) Intangible Assets

### **Easements**

Due to legislative changes, Easements are required to be recognised as assets.

If significant, they are initially recognised at cost and have an indefinite useful life.

## (i) Financial Instruments

### ***Initial Recognition and Measurement***

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

### ***Classification and Subsequent Measurement***

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or at cost.

Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments;
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method; and
- (d) less any reduction for impairment.

The effective interest rate method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

- (i) *Financial assets at fair value through profit and loss*

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current. They are subsequently measured at fair value with changes to carrying amount being included in profit or loss.

**(i) Financial Instruments (Continued)**

***Classification and Subsequent Measurement (Continued)***

***(ii) Loans and receivables***

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

***(iii) Held-to-maturity investments***

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

***(iv) Available-for-sale financial assets***

Available-for-sale financial assets, are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable.

They are subsequently measured at fair value with changes in such fair value (ie gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to the asset previously recognised in other comprehensive income, is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

***(v) Financial liabilities***

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

***Impairment***

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired.

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial instruments, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified into profit or loss at this point.

**(i) Financial Instruments (Continued)**

***Derecognition***

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Council no longer has any significant continued involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expire. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

**(j) Impairment**

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (eg AASB 116). Any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**(l) Employee Benefits**

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to the employee wage increases and the probability the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity matching the expected timing of cash flows.

**(m) Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**(n) Provisions**

Provisions are recognised when:

- a) the Council has a present legal or constructive obligation as a result of past events;
- b) for which it is probable that an outflow of economic benefits will result; and
- c) that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**(o) Leases**

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Council, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

**(p) Investments in Associates**

Associates are entities in which the Council has significant influence through holding, directly or indirectly, 20% or more of the voting power of the Council. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Council's share of net assets of the associate entity. In addition, Council's share of the profit or loss of the associate entity is included in the Council's profit or loss.

The carrying amount of the investment includes goodwill relating to the associate. Any discount on acquisition, whereby the Council's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the Council and the associate are eliminated to the extent of the Council's interest in the associate.

**(q) Joint Venture**

The Council's interest in a joint venture has been recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the appropriate line items of the financial statement. Information about the joint venture is set out in Note 16.

The Council's interest in joint venture entities are recorded using the equity method of accounting (refer to Note 1(p) for details) in the financial report.

When the Council contributes assets to the joint venture or if the Council purchases assets from the joint venture, only the portion of gain or loss not attributable to the Council's share of the joint venture shall be recognised. The Council recognises the full amount of any loss when the contribution results in a reduction in the net realisable value of current assets or an impairment loss.

**(r) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

**(s) Superannuation**

The Council contributes to a number of superannuation funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

**(t) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

**(u) Rounding Off Figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

**(v) Comparative Figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Council applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, a statement of financial position as at the beginning of the earliest period will be disclosed.

**(w) Budget Comparative Figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

### 3.3 Regional Price Preference

#### POLICY

Council's Regional Price Preference for locally produced goods and services will apply to all goods and services for which tenders are let, unless the Shire of Mukinbudin determines otherwise, and is to be:

- (1) Subject to statement (2) below a regional price preference of 10% is to apply to -
  - (a) a tenderer for the supply of goods and services who has been operating continuously ~~out of premises in~~within the Shire of Mukinbudin for at least 6 months;
  - (b) a tenderer for the supply of goods and services not established within the Shire of Mukinbudin on that component of the price relating to goods and services supplied from sources within the Shire of Mukinbudin;
- (2) A regional price preference of 5% is to apply to -
  - (a) a tenderer for the supply of construction (building) services who has been operating a business out of premises in the Shire of Mukinbudin for at least 6 months;
  - (b) a tenderer for the supply of construction (building) services not established within the Shire of Mukinbudin on that component of the price relating to construction (building) services provided by local suppliers; and
  - ~~(c) a tenderer for the supply of gravel located outside the Shire of Mukinbudin, but within the NEWROC (state the shire areas).~~



- (3) Notwithstanding statements (1) and (2) above price is only one of the factors to be assessed when the local government decides which tender to accept, and the cheapest or any tender will not necessarily be accepted. Other factors to be considered include due diligence, quality of the product, terms of supply including after sales service, freight costs, urgency factors, and budget provision.
- (4) A regional price preference applies whenever tenders are called unless the local government resolves otherwise in reference to a particular tender.
- (5) That tenders or quotes be called for the annual supply of goods and services where there are benefits to be gained from bulk buying.

**OBJECTIVES**

To establish a price preference policy within the constraints of regulations to establish Council's support for local business

**GUIDELINES**

*Local Government Act 1995 – s3.57 Tenders  
Local Government (Functions & General) Regulations 2000 - Part 4A  
Local Government (Administration) Amendment Regulations 2000 – s29*

**HISTORY**

*Former policy 1.6.2  
Originally Adopted 17 July 1996*

**REVIEW**

~~Manager of Finance~~ Finance & Administration Manager

### 3.4 Investment Policy – Surplus Funds

**POLICY** Surplus Council funds to be deposited with any savings bank operating under the *Banking Act 1959* (Commonwealth) section 5 in accordance with *Trustees Act 1962* Part III as amended from time to time.

**OBJECTIVES** To ensure funds of Council are diligently invested in the securest possible manner to ensure the maximum safe return of investment earnings whilst still complying with current legislative requirements.

**GUIDELINES** *Local Government Act 1995* , *Local Government (Financial Management) Regulations 1996 R19*, Department of Local Government Operational Guideline number 19 Investment Policy.

#### **“Management of investments**

##### **19. Investments, control procedures for**

- (1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.
- (2) The control procedures are to enable the identification of —
  - (a) the nature and location of all investments; and
  - (b) the transactions related to each investment.

##### **19C. Investment of money, restrictions on (Act s. 6.14(2)(a))**

- (1) In this regulation —

**authorised institution** means —

  - (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
  - (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

*foreign currency* means a currency except the currency of Australia.

- (2) When investing money under section 6.14(1), a local government may not do any of the following —
- (a) deposit with an institution except an authorised institution;
  - (b) deposit for a fixed term of more than 12 months;
  - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
  - (d) invest in bonds with a term to maturity of more than 3 years;
  - (e) invest in a foreign currency.

The Manager of Finance is to maintain control over investments and to record the details of principal, interest, bank rates and maturity date in a register for same and report to Council monthly as to the status of investments and details of each lodgment in terms of the Financial Management Regulations.

## HISTORY

*Former policy 1.6.1* See Appendix A below

## REVIEW

~~Manager of Finance~~ Finance & Administration Manager

# Investment Policy

## Objectives

To invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

## Legislative Requirements

All investments are to comply with the following:

- *Local Government Act 1995* – Section 6.14;
- *The Trustees Act 1962* – Part III Investments;
- *Local Government (Financial Management) Regulations 1996* – Regulation 19, Regulation 28, and Regulation 49
- Australian Accounting Standards

## Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the *Local Government Act 1995*. The CEO may in turn delegate the day-to-day management of Council's Investment to senior staff or Chief Financial Officer subject to regular reviews.

### **Prudent Person Standard**

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

### **Ethics and Conflicts of Interest**

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

### **Approved Investments**

Without approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds;
- Interest bearing deposits;
- Bank accepted/endorsed bank bills;
- Commercial paper;
- Bank negotiable Certificate of Deposits; and
- Managed Funds with a minimum long term Standard & Poor (S&P) rating of "A" and short term rating of "A2".

### **Prohibited Investments**

This investment policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;

- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

### **Risk Management Guidelines**

Investments obtained are to comply with three key criteria relating to:

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions
- c) Term to Maturity Framework: limits based upon maturity of securities.

#### **a) Overall Portfolio Limits**

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

<b>S&amp;P Long Term Rating</b>	<b>S&amp;P Short Term Rating</b>	<b>Direct Investment Maximum %</b>	<b>Managed Funds Maximum %</b>
AAA	A-1+	100%	100%
AA	A-1	100%	100%
A	A-2	60%	80%

#### **b) Counterparty Credit Framework**

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

<b>S&amp;P Long Term Rating</b>	<b>S&amp;P Short Term Rating</b>	<b>Direct Investment Maximum %</b>	<b>Managed Funds Maximum %</b>
---------------------------------	----------------------------------	------------------------------------	--------------------------------

AAA	A-1+	45%	50%
AA	A-1	35%	45%
A	A-2	20%	40%

If any of the local government investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable.

Investments fixed for greater than 12 months are to be approved by Council and reviewed on a regular term and invested for no longer than 5 years.

### c) Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

<b>Overall Portfolio Term to Maturity Limits</b>	
Portfolio % <1 year	100 Max; 40% Min
Portfolio % >1 year	60%
Portfolio % > 3 year	35%
Portfolio % > 5 year	25%
<b>Individual Investment Maturity Limits</b>	
ADI	5 years
Non ADI	3 years

### Investment Advisor

The local government's investment advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended; and is free to choose the most appropriate product within the terms and conditions of the investment policy.

### Measurement

The investment return for the portfolio is to be regularly reviewed by an independent financial advisor by assessing the market value of the portfolio. The market value is to be assessed at least once a month to coincide with monthly reporting.

### **Benchmarking**

Performance benchmarks need to be established.

<b>Investment</b>	<b>Performance Benchmark</b>
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill
Diversified Funds	CPI + appropriate margin over rolling 3 year periods (depending upon composition of fund)

### **Reporting and Review**

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

An Investment Strategy will run in conjunction with the investment policy. The investment strategy will be reviewed with an independent investment adviser every six months with a more formal review once a year. The Strategy will outline:

- Council’s cash flow expectations;
- Optimal target allocation of investment types, credit rating exposure, and term to maturity exposure and;
- Appropriateness of overall investment types for Council’s portfolio.

This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes.

Documentary evidence must be held for each investment and details thereof maintained in an investment Register.



Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

### **3.5 Purchasing Policy**

#### **POLICY**

The Shire of Mukinbudin (the “**Shire**”) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the “**Act**”) and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the “**Regulations**”) Procurement processes and practices to be complied with are defined within this Policy and the Shire’s prescribed procurement procedures.

#### **OBJECTIVES**

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

**GUIDELINES**

*Local Government Act 1995 – s5.37 Tender for goods and services  
Local Government (Functions and General) Regulations 1996 – Reg 11A – Purchasing policies*

**HISTORY**

*Former policy 1.6.10 New Reviewed Policy See Appendix A below*

**REVIEW**

~~Manager of Finance~~ Finance & Administration Manager

**APPENDIX A  
SHIRE OF MUKINBUDIN PURCHASING AND TENDER GUIDE PURCHASING  
PROCEDURES**

**1.1 OBJECTIVES**

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

**1.2 WHY DO WE NEED A PURCHASING POLICY?**

The Shire of Mukinbudin is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire of Mukinbudin with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Mukinbudin receives value for money in its purchasing.
- Ensures that the Shire of Mukinbudin considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Mukinbudin is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire of Mukinbudin's purchasing practices that withstands probity.

**1.3 ETHICS & INTEGRITY**

**1.3.1 Code of Conduct**

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act

in an honest and professional manner at all times which supports the standing of the Shire.

### **1.3.2 Purchasing Principles**

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire's by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

## **1.4 VALUE FOR MONEY**

### **1.4.1 Policy**

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

### **1.4.2 Application**

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered,

- warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
  - a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
  - the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
  - purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
  - providing opportunities for businesses within the Shire's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

## **1.5 PURCHASING REQUIREMENTS**

### **1.5.1 Legislative / Regulatory Requirements**

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

### **1.5.2 Policy**

Purchasing that is **\$150,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 0 of this Purchasing Policy.

Purchasing that **exceeds \$150,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under 0 of this Policy is not deemed to be suitable.

### **1.5.3 Purchasing Value Definition**

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category

of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.

3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

#### 1.5.4 Purchasing from Existing Contracts

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

#### 1.5.5 Purchasing Thresholds

The table below prescribes the purchasing process that the Shire must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
Up to <del>\$5,000</del> <u>\$10,000</u>	Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the Shire, <del>or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</del> <ul style="list-style-type: none"> <li>• <del>an existing panel of pre-qualified suppliers administered by the Shire; or</del></li> <li>• <del>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or</del></li> <li>• <del>from the open market.</del></li> </ul>
Over <del>\$5,000</del> <u>\$10,000</u> and up to \$50,000	Obtain at least <del>three (3)</del> <u>two (2)</u> written quotations from suppliers following a brief outlining the specified requirement, either from: <ul style="list-style-type: none"> <li>• an existing panel of pre-qualified suppliers administered by the Shire; or</li> <li>• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</li> <li>• from the open market.</li> </ul>
Over \$50,000 and up to \$150,000	Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be

	<p>based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> <li>• an existing panel of pre-qualified suppliers administered by the Shire; or</li> <li>• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</li> <li>• from the open market.</li> </ul> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>
Over \$150,000	<p>Where the purchasing requirement is not suitable to be met through a panel of <b>WALGA</b> pre-qualified suppliers, or any other tender-exempt arrangement as listed under section 0 of this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>

### 1.5.6 Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;



- the purchase is from a pre-qualified supplier under a Panel established by the Shire; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

### **1.5.7 Inviting Tenders Under the Tender Threshold**

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Shire's tendering procedures must be followed in full.

### **1.5.8 Sole Source of Supply**

Where the purchasing requirement is over the value of ~~\$5,000~~ \$10,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the Chief Executive Officer, prior to a contract being entered into.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

### **1.5.9 Anti-Avoidance**

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

### **1.5.10 Emergency Purchases**

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

## **1.6 SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY**

The Shire is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the Shire shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

## **1.7 BUY LOCAL POLICY**

As much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire's Regional Price Preference Policy.

## **1.8 PURCHASING FROM DISABILITY ENTERPRISES**

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on [www.ade.org.au](http://www.ade.org.au). This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

## **1.9 PURCHASING FROM ABORIGINAL BUSINESSES**

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on [www.abdwa.com.au](http://www.abdwa.com.au), where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

## **1.10 PANELS OF PRE-QUALIFIED SUPPLIERS**

### **1.10.1 Policy Objectives**

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

### **1.10.2 Establishing a Panel**

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

### **10.1.3 Distributing Work Amongst Panel Members**

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire/Town/City intends to:

- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 0; or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 10.1.3(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire/Town/City is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in

section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

#### **10.1.4 Purchasing from the Panel**

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes, or any other electronic quotation facility.

#### **10.1.5 Recordkeeping**

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- Request for Applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

### **3.6 Payment of Fees – Mukinbudin Caravan Park**

#### **POLICY**

All fees payable for accommodation or otherwise at the Mukinbudin Caravan Park are to be paid in advance. Any person who is more than 48 hours in arrears of payment will be refused further accommodation until all outstanding fees are paid in full.

#### **OBJECTIVE**

To provide guidance of the payment requirements for accommodation at the Mukinbudin Caravan Park.

#### **GUIDELINES**

When guests arrive at the Mukinbudin Caravan Park and check in they will be required to pay for their accommodation in advance.

If a person or company is unable to pay at the time of arrival (due to the office not being attended or other suitable reason) they are required to pay no later than 48 hours after arriving.

While people are still entitled to pay day by day, or week by week, all payments are to be received in advance.

No more than 48 hours credit is to be extended in any circumstance without the written approval of the CEO, before the debt is incurred.

#### **HISTORY**

#### **REVIEW**

~~Manager of Finance~~ Chief Executive Officer

### 3.7 Direct Electronic Payments and Electronic Investments

**POLICY** ~~Any and all payments~~ Payments made by electronic transfer or cheque from through the Shire bank accounts which include, Payroll, monthly leases, contracts, loan repayments and purchases made through suppliers that will only accept the payment by electronic transfer, shall be made jointly by any two of the following:

- a) Chief Executive Officer
- b) ~~Manager of Finance~~ Finance & Administration Manager
- c) Senior Finance Officer
- d) Shire President
- e) Deputy Shire President
- f) ~~(in the absence of the Shire President or Deputy Shire President), any other Councillor that may be designated.~~

Any surplus funds in the Municipal Account are invested ~~by transferring electronically~~ to a higher Interest Investment Account to maximise interest earnings.-

**OBJECTIVE** To ensure payment of accounts are made in an efficient and timely manner. To maximise the return on invested surplus funds.

**GUIDELINES** *Local Government Act 1995 –  
Local Government (Financial Management) Regulations 1996*

The Manager of Finance is to maintain control over payments and investments and to record the details.

**HISTORY**

**REVIEW** ~~Manager of Finance~~ Finance & Administration Manager

### **3.8 Credit Card Policy**

<b>POLICY</b>	That the use of Shire credit cards is to be in accordance with <u>Credit Card</u> guidelines <del>established by the CEO and</del> endorsed by Council.
<b>OBJECTIVE</b>	To control the use of credit card use and limit potential misuse.
<b>GUIDELINES</b>	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> Use of Corporate Credit Cards - Local Government Operational Guidelines - Number 11 September 2005
<b>HISTORY</b>	No former policy exists See Appendix A below
<b>REVIEW</b>	Chief Executive Officer



## APPENDIX A SHIRE OF MUKINBUDIN CREDIT CARD USE

### General

- An agreement to be signed by Managers and CEO (CEO & President for CEO) setting out the responsibilities and legal obligations when using the card (as per the following).
- All new and existing cardholders should be provided with a copy of the policies relating to the use of credit cards.
- ~~A register of all current cardholders should be kept which includes, card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase. The Shire of Mukinbudin is to have only the one Credit Card and this is the responsibility of the CEO at all times.~~
- Cards are not transferrable.
- The following officers are approved credit card holders with the amounts listed
  - CEO approved credit limit \$5,000

### Use of card

- Purchase on behalf of SoM strictly no private use. Use is permitted for the purchase of goods & services from suppliers not holding SoM accounts including:
  - Costs associated with meetings, conferences, seminars and the like including but not limited to transport, accommodation, meals and refreshments.
  - Fuel purchase for SoM vehicles.
  - Meals & refreshments expenses incurred directly relating to SoM business up to a maximum of \$200 for any one occasion unless otherwise authorised by the CEO or Shire President in the case of the CEO.
- No cash withdrawals permitted
- ~~No purchase of \$30 or less. Petty cash to be used instead~~
- Tax receipts to be provided to ~~accounts payable officer~~ the Senior Finance Officer or similar position to include details of expenditure and account to be costed against
- ~~Cardholders cannot approve expenditure incurred on their own credit card~~
- Any reward schemes to become the property of SoM
- If the card is misplaced, lost or stolen the card holder to immediately inform the bank and CEO
- Cards to be surrendered to CEO (or President in the case of CEO) when card holder cease employment or card expires (card to be cut up once surrendered)
- ~~Cards not to be used during times of leave~~
- The monthly Credit Card statement (copy of Actual Statement) is to be incorporated into the Monthly Financial Statement.

### Non-compliance with policy

- For minor breach the card to be surrendered
- For major breach the matter to become a disciplinary consideration.

Non-compliance with this policy may result in disciplinary action or legal action.

## STAFF

### **4.1 Army Reserve and Local Emergency Service Organisation Members**

<b>POLICY</b>	Council will maintain the salaries or wages of any of its' employees who are engaged on armed services reserve duties or who are members of local emergency service organisations and are called upon to perform duties during working hours.
<b>OBJECTIVES</b>	To identify Council's support for the Reserve's services and members of the local emergency services.
<b>GUIDELINES</b>	Staff members involved with Reserve Units or local emergency services must make written application to the CEO, through their supervisor, for recognition of involvement.
<b>HISTORY</b>	
<b>REVIEW</b>	Chief Executive Officer

## 4.2 Housing Incentive - Owner Occupied Housing

### POLICY

All permanent full time staff who ~~purchase their first home within the Shire and who live in that home~~ reside in a non-Council owned property shall receive a Housing Allowance ~~as set in the Annual Budget each Year.~~

~~The allowance is payable once the eligible staff member meets the required owner and occupier status.~~

### OBJECTIVES

To encourage staff to stay reside in the Shire of Mukinbudin ~~Shire~~ and to assist employees to purchase a land asset.

### GUIDELINES

This policy applies to all employees, irrespective of commencement date, however no backpayments will be forthcoming. ~~who commence employment with the Shire after 1 January 2015~~

### HISTORY

### REVIEW

~~Manager of Finance~~ Finance & Administration Manager

### 4.3 Staff Housing – Rental Subsidy

#### POLICY

Council staff housing, when available, will be provided to permanent full time staff members at approximately 50% of the current market rental value.

Where there is a shortage of suitable staff housing, a rental subsidy may be paid on private rental accommodation subject to the approval of the Chief Executive Officer.

#### OBJECTIVES

To provide an incentive for staff to remain within the employ of the Shire.

#### GUIDELINES

Rental housing is provided in accordance with the requirements of the *Residential Tenancy Act 1987*.

#### HISTORY

#### REVIEW

~~Manager of Finance~~ Finance & Administration Manager

#### **4.4 Staff – MBL Allowance**

**POLICY** Council staff housing, when available, will be provided to permanent full time staff members at 50% of the current market rental value.

Where there is a shortage of suitable staff housing, a rental subsidy may be paid on private rental accommodation subject to the approval of the Chief Executive Officer.

**OBJECTIVES** To provide a location allowance incentive for staff to remain within the employ of the Shire.

**GUIDELINES** *Salaries and Allowances Tribunal.*

**HISTORY**

**REVIEW** Manager of Finance

#### **4.54 Staff – Service Allowance**

**POLICY** Council staff length of service allowance will be.

Years of Service	Amount
0-1	<del>\$10-20</del> per <del>week</del> fortnight
1-2	<del>\$15-30</del> per <del>week</del> fortnight
2-3	<del>\$20-40</del> per <del>week</del> fortnight
3-4	<del>\$25-50</del> per <del>week</del> fortnight
4 or more years	<del>\$30-60</del> per <del>week</del> fortnight

**OBJECTIVES** To provide an incentive for staff to remain within the employ of the Shire.

**GUIDELINES** The Service Allowance is provided for continual years of Service to the Shire, including periods of Long Service Leave. Periods of Maternity Leave to be deducted from the Service Period.

**HISTORY**

**REVIEW** ~~Manager of Finance~~Finance & Administration Manager

## 4.65 Senior Employees

<b>POLICY</b>	<p>Council designates the following employees , when employed, as senior employees for the purposes of s5.39:</p> <ul style="list-style-type: none"><li>• <del>Manager of Finance</del> <u>Finance &amp; Administration Manager</u></li><li>• Works Supervisor</li></ul>
<b>OBJECTIVES</b>	<p>To identify who is a senior employee at the Shire</p>
<b>GUIDELINES</b>	<p><i>Local Government Act 1995 – s5.39</i> <i>The Chief Executive Officer is a senior employee under the provisions of s5.36.</i></p>
<b>HISTORY</b>	<p>Nil</p>
<b>REVIEW</b>	<p>Chief Executive Officer</p>

#### **4.76 Water Consumption for Council Houses**

<b>POLICY</b>	Council will meet the full cost of water rates and first 300kL's water usage for Council owned staff housing. <u>unless individual Contract negotiateds of Senior Staff stipulate otherwise.</u>
<b>OBJECTIVES</b>	To ensure that Council housing gardens are maintained to an acceptable standard.
<b>GUIDELINES</b>	Senior Officer Employment Contracts Water Corporation Waterwise
<b>HISTORY</b>	Nil
<b>REVIEW</b>	Chief Executive Officer



#### **4.87 Gratuitous Payments to Employees - Severance Pay (s5.50)**

##### **POLICY**

##### Voluntary Terminations

Employees leaving the organization of their own volition for the purposes of retirement or career change will not be paid an ex-gratia or severance payment except as provided for in this policy.

(1) That for the purpose of section 5.50 (1) of the Act, the following approximate amounts be spent on a presentation gift to employees who retire or resign after a period of satisfactory service -

5 – 10 years	\$100
15 – 20 years	\$300
10 – 15 years	\$200
20 years plus	\$400

(2) The CEO may at his / her discretion make a presentation gift where an employee leaves prior to 5 years service, at a value not exceeding \$25 for each year of service.

(3) The Council reserves the right to pay an additional amount to that set out in this policy, where it considers circumstances warrant, in which event local public notice will be given.

##### Entitlement

A terminating employee is entitled to severance pay and benefits in accordance with:

1. Any federal or state award, industrial agreement or contract applicable to that employee;
2. Any applicable provisions within the employees contract of employment;
3. Any applicable award or order made by a federal or state industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal;

4. Where Council so agrees, any recommendation made by a federal or state industrial commissioner arising from the circumstances of that employee being specifically brought before that commissioner.

#### Dismissal

Where a dismissed employee has taken or is proposing to take litigation for alleged unfair dismissal, Council may decide to settle to avoid expensive litigation (see Guidelines below).

#### Redundancy

Where an employee's position is made redundant then he/she shall receive a redundancy payment as per the award, industrial agreement or employee contract

#### Unforeseen Circumstances

Nothing in this policy prevents Council from determining that in unforeseen circumstances, terminating employees may be paid additional monies or provided additional benefits where justified and where it is demonstrably in the best interests of the Shire of Mukinbudin. If Council so determines to provide a payment, details of the severance pay and benefits shall be published in accordance with section 5.50(2) of the Act.

#### Payments in addition to a contract or award

Where an employee has displayed exemplary service over a period of not less than seven (7) years service to the Shire, a payment, not exceeding 25% of the employees average final year's salary, may be made.

Each case to be determined, by Council, on its merits

The value of a payment or payments made under this policy, for an employee whose employment with a local government finishes after 1 January 2010, is not to exceed in total –

- a) If the person accepts voluntary severance by

resigning as an employee, the value of the person's final annual remuneration, as defined by Regulation; or

- b) In all other cases, \$5,000  
(see amend to Admin Regs, 31 March 05)

**OBJECTIVES** The purpose of this policy is to set down the severance payable to terminating employees for the purpose of section 5.50(1) of the *Local Government Act 1995* (the Act) and *Local Government (Administration) Regulations – 19A*

To show appreciation to valued employees, who are leaving council's employ and to comply with section 5.50 (1) of the *Local Government Act 1995*.

**GUIDELINES** Local Government Act S. 5.50 (Extract from Practice Notes) –  
**"Payments To Employees In Addition To Contract Or Award**

A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out –

- the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and
- the manner of assessment of the additional amount, and cause local public notice to be given in relation to the policy.

Adoption of such a policy is a prerequisite to making any such payment.

A local government may make a payment –

- to an employee whose employment with the local government is finishing; and
- that is more than the additional amount set out in the policy adopted, but local public notice is to be

given in relation to the payment.  
(see proforma Notices/Advertisements – P5.36-5.51  
A & B)

The value of a payment is not to exceed such amount as prescribed or provided for by regulations. A ‘payment’ includes the disposition of property in favour of, or the conferral of any other financial benefit on, the person.”

Matters to be taken into consideration by Council as to whether it will seek a settlement and if so, the extent of any financial offers, may include:

- The strength of the respective cases in any litigation
- The cost of legal advocacy and support
- The cost of witnesses
- The cost of travel and accommodation in running the case
- The cost of having staff involved in the preparation and hearing of the case
- The disruption to operations.

**HISTORY** Former policy 1.2.6

**REVIEW** Chief Executive Officer

## 4.98 Annual Conferences

### POLICY

1. That, in accordance with their employment contracts, the CEO be authorised to attend Local Government Convention Week.
2. The CEO and ~~Deputy CEO~~ Finance & Administration Manager be authorised to attend the Local Government Managers Association Conferences and other professional development with Council meeting associated costs within financial limitations of the employment contract.
3. That LGMA members and associates (at the discretion of the CEO) be authorised to attend Regional and Local Branch Local Government Managers Association Seminars and workshops with Council meeting associated costs.
4. That the Works Supervisor ~~and Assistant Works Supervisor~~ be authorised to attend WA Local Government Supervisors conferences with Council meeting associated costs.

### OBJECTIVES

For the personal development and training of the officers concerned.

### GUIDELINES

### HISTORY

Former policy 1.2.2

### REVIEW

CEO

## **4.109 Drug and Alcohol Testing**

### **POLICY**

The following policy and procedures will be implemented throughout the administration and operations areas of the Shire and shall apply to and be binding upon all employees and Councillors, of the Shire.

#### **1. Purpose**

The objective of this policy is to implement a fair, pro-active Alcohol & Other Drugs Testing Program that will contribute to safety and health of all employees of the Shire.

The Shire is committed to safety as the number one priority for all of its operations. The goal is to carry out work in such a manner that the potential for injury is reduced.

It is the intention to create an environment where employees recognise the health and safety risks of misusing alcohol and other drugs and thus provide an opportunity for employees to obtain assistance to avoid such misuse.

#### **2. Scope**

This procedure details the conditions and methods for testing of Shire employees for alcohol and other drugs. It details the circumstances under which employees may be tested. It describes the processes that are adopted following any positive test. It outlines the normal course of events for the employee who has tested positive to alcohol or another drug.

Employees are prohibited from using, possessing, distributing, dispensing, manufacturing, being under the influence of, and misusing alcohol or other drugs, chemicals or controlled substances while actively working for the Shire.

Such use, involvement or misuse is prohibited at any time to the extent it violates the law and negatively affects the Shire's business and reputation by undermining public and customer confidence in the Shire's ability to provide a safe workplace for all its employees. Such use also breaches the Shire's Occupational Health & Safety Policy.

### **3. Training**

This Alcohol and Other Drug Awareness Policy has been formulated so the Shire's employees will recognise the potential impact of alcohol and drug misuse for both themselves personally and at work for the safety of all.

The program is an intrinsic component of the Shire's commitment to safety. Part of the overall program will include a fair and controlled system of breathalyser testing for alcohol and urine sampling for illegal drugs.

It is intended that this program will function smoothly and compliment the Shire's safety program. Fairness and dignity will be an absolute priority in the implementation of this program.

This program shall form part of each employee's induction into the Shire's work force and shall be reinforced by Management through regular renewal and familiarisation presentations to employees from Managers and invited consultants on the subject of the abuse of alcohol and other drugs.

## 4. Alcohol and Other Drug Testing

### 4.1 Authorised Testers

Consistent with the Shire of Mukinbudin's obligation to provide a safe workplace for all its employees, this procedure will be used with respect to the prevention of impairment as a result of the use of alcohol or other drugs.

- Breathalyser testing may be conducted or authorised by :

Chief Executive Officer; or ~~Manager of Finance~~Finance & Administration Manager and Works Supervisor – only where the CEO is unavailable to authorise the test immediately after which he or she is to be notified at the earliest possible time.

The tester shall be trained in the use of the equipment.

- Blood testing may be authorised by:

Chief Executive Officer; or ~~Manager of Finance~~Finance & Administration Manager and Works Supervisor – only where the CEO is unavailable to authorise the test immediately after which he or she is to be notified at the earliest possible time.

A doctor, nurse or any member of any hospital or nursing post staff shall perform the test.

### 4.2 Testing

Testing will take place under the following



circumstances:

- Suspicion of being under the influence of alcohol or other drugs.
- If any employee suspects that another employee is under the influence of alcohol or other drugs, the employee should contact their immediate supervisor.
- The employee should be advised that he is thought to be under the influence of alcohol or other drugs.
- All results of such tests will be recorded however all documentation resulting from negative testing shall be destroyed.
- The employee participating in the test may ask for an independent witness, who must be immediately available. If their witness is not immediately available the tester will organise a witness.

### **4.3 Random Testing**

Any staff member may be tested at any time, without reason, or without warning.

Alcohol and drug testing will only be carried out during working hours.

At the time of collecting a Shire vehicle, a Councillor may be tested, without reason, or without warning. A Councillor may be tested outside normal working hours.

### **4.4 Testing Following an Accident**

Following any accident the driver, or any individual associated with the accident, ~~will~~may be alcohol and drug tested.

### **4.5 Voluntary Testing**

An employee may volunteer to undertake alcohol or drug testing prior to commencing work- at the discretion of the CEO.

#### **4.6 Positive Tests**

An acceptable level of alcohol indicated by the Breathalyser is less than 0.02% Blood Alcohol Concentration ("BAC").

#### **4.7 Illegal drugs - use, or under the influence:**

- An employee will be considered to be using, or under the influence of illegal drugs, if he receives a confirmed positive test for the substances identified in the procedure at the designated cut-off level.
- Designated Substances and Cut-off Levels for Drug Screening

Drugs to be Tested	Initial Cut-off Level (ng/ml)
Cannabinoids: (TCH Marijuana)	50
Benzococgonine ( Cocaine)	300
Amphetamines	1000
Opiates	300
Phencyclidine ( PCPO)	25

These substances and cut-off levels are identical to those established by the Department of Health and Human Services ("HHS") Mandatory Guidelines for Federal Workplace Drug Testing Programs, which are subject to change by the Department of Health and Human Services. Any modification in the HHS National Institute on Drug Abuse ("NIDA") panel of drugs or cut-off levels, or subsequent "Standards of Australia for Drugs of Abuse in Urine" will

automatically result in an identical change to this procedure.

#### **4.8 First Positive Test**

- Should a breathalyser test indicate 0.02% BAC or more, or should the employee test positive to drugs (i.e. above the Initial Cut-off Level), the employee shall be provided with transport home, and be paid for work done until the time that the breathalyser or other drug test was carried out.
- On returning to work, after recording a positive reading, the employee will be re-tested and must record a reading below the nominated threshold value before being allowed to start work. They will be advised of the impact of the situation and that counselling is available. This employee will also be cautioned about the consequences in the case of any repeat episode. The results and the advice should be provided in writing to the employee and recorded in the employee's file. He will be informed that he will be individually tested on a random date in the near future. The immediate supervisor will be present at these discussions together with any witness of the employee's choosing.

#### **4.9 Second Positive Test**

- An employee who registers over 0.02% BAC or tests positive to other illegal drugs, a second time within a 12 month period shall be required to undertake professional counselling. If the requirement of counselling is refused then the employee's circumstances will be dealt with accordingly

through the disputes procedure of this Award. The normal expectation will be that a suspension will be enforced until the matter is resolved.

#### **4.10 Third Positive Test**

- If an employee registers 0.02% BAC or tests positive to illegal drugs, a third time within a 12 month period, ~~he shall be encouraged to receive further professional counselling.~~ In the interests of the employee's own safety and of the safety of other employees of the Shire their employment will be terminated.

### **5. General Conditions**

#### **5.1 Testers and Equipment**

- All testers must be properly trained in its application.
- The breathalyser must be maintained and calibrated in accordance with approved standards.

#### **5.2 Failure of Test**

- All alcohol and drug testing will be carried out in normal working hours.
- Should an employee refuse the test, the employee should be counselled that refusal supports the suspicion of the employee being under the influence of alcohol or other drugs and should refusal persist that employee will be sent home without pay and be required to undergo testing before resuming work. Where applicable the employee's union will be advised of the

circumstances.

- People should be advised that, ~~if they disagree with the results of the breathalyser or other drug test, they should consult a doctor and have a blood analysis undertaken.~~ If a blood test is warranted certified as occurring within two (2) hours of the disputed test and it indicates that the employee did not have a blood alcohol level of 0.02% BAC or greater or above the prescribed limits of another drug in their systems, when originally tested, the employee will be paid wages for the day and no positive test will be recorded.
- An employee who volunteers to undertake a test prior to commencing work and who would normally have commenced work without undertaking such a test, who registers 0.02% BAC or greater or tests positive to drugs, will be stood down without pay for the duration of the shift, ~~and provided with transport home.~~ Re-testing must occur before resuming work.

### 5.3 Other Results

In the case of alcohol, where an employee tests positive to alcohol in their system but tests under 0.02% BAC, the following processes will take place:

- Under these circumstances the employee's BAC may be decreasing or it may be increasing if the employee has been drinking during the previous hour.
- In the interests of safety he will be directed not to commence any physical work or drive a vehicle or operate any item of plant or machinery.
- The employee will be re-tested 30

minutes after the original test.

- If the test is negative the employee may return to work, there will be no counselling and there will be no recording of the event.
- If the later test indicates a BAC of 0.02% BAC, or greater, the normal procedure for Positive Testing will follow.

#### 5.4 Costs

- Where an employee tests positive to alcohol or other drugs and requires professional counselling, the **employer** employee will be accountable for initial referral and counselling costs.

#### 5.5 Other

The Shire of Mukinbudin OH&S Committee will act as facilitators to assist all employees and ensure the most beneficial services are provided to the employee concerned.

### OBJECTIVES

The objective of this policy is to implement a fair, pro-active Alcohol & Other Drugs Testing Program that will contribute to safety and health of all employees of the Shire.

### GUIDELINES

#### HISTORY

Former policy 1.2.7  
Originally adopted - 20 September 2006 minute 8.2.9

#### REVIEW

Chief Executive Officer

#### **4.1110 Occupational Health and Safety**

##### **POLICY**

The Shire of Mukinbudin regards the promotion of sound and effective Occupational Safety and Health practices as a common objective for the CEO, Managers, Supervisors, Employees and Contractors.

The Policy of the Shire of Mukinbudin is to ensure that every employee works in an environment where direct efforts are made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

To promote and maintain the highest degree of health, safety and well-being of all staff by aiming for:

- An annual reduction of workplace injury and disease.
- provision and maintenance of a safe workplace, plant and systems of work
- The identification, elimination and control of workplace hazards.
- The provision of information, supervision and training to employees to ensure work is performed safely and to a high standard.

##### **OBJECTIVES**

To establish and maintaining work practices which are safe and minimise risk to health.

To make all levels of management and supervisory staff to be responsible and accountable for minimising the potential for occupational injury to and illness of staff within their area of responsibility.

To provide training, placing and supervising all staff to enable the safe performance of duties.

To developing and implementing preventative strategies which include workplace and job design, the identification of hazards in the workplace and taking of appropriate remedial action to control the hazards.

The Shire of Mukinbudin acknowledges a duty to achieve their objectives by:

- Providing and maintaining a safe working environment.
- Providing adequate training and instruction to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to eliminate the cause, and reduce the level of risk.
- Compliance with AS/NZS 4801 Occupational Health and Safety Management Systems audit tool.
- Compliance with Occupational Safety and Health (OSH) Act 1984, 2005 amendments, and Regulations 1996, relevant OSH Australian Standards, Codes of Practice and Guidance Notes.

GUIDELINES	Local Government Insurance Services Occupational Safety and Health Management Systems Manual
HISTORY	Former policy formed part of the Staff Induction Manual last reviewed Sept 2005. Previous Policy 1.2.4
REVIEW	Chief Executive Officer



#### **4.1211 Smoking in Council Buildings/Vehicles**

**POLICY** To ensure that employees, Councillors and contractors are provided a smoke free workplace.

**OBJECTIVES** To prevent any employee, Councillor or contractor smoking in Council buildings and in Council vehicles. It is designed to ensure that those who work for the Council do so in a clean and safe environment.

As an employer, the Council has a duty under the Occupational Safety and Health Act 1984 to provide a safe working environment and to protect the health of all employees from hazards in the work place.

On the basis of a current medical opinion and following a landmark judgement in the Federal Court of Australia, it has been shown that passive smoking may affect a person's health. Accordingly, Council prohibits any employee, Councillor or contractor from smoking in any enclosed workplace, building or vehicle of Council.

All employees and Councillors shall have an individual responsibility for drawing the prohibition on smoking to the attention of any visitor, caller or employee, who it appears, may be in contravention of the policy.

Council's commitment to the Policy will be demonstrated publicly by the display of appropriate signs throughout Council's buildings and facilities.

Persons who are identified as having a drug related problem shall be recommended to seek

drug awareness counselling from a recognised drug counselling agency.

## GUIDELINES

**Prevention Strategies** – the main focus of prevention strategies will be to disseminate information and increase the “awareness” of providing a smoke free work environment. Staff awareness of Smoking in Council Buildings/Vehicles Policy shall be raised in the Staff Induction Manual.

### Consequences of Policy Breach

#### First Offence:

Staff member to meet with Manager and a record of the meeting is to be placed on the employee's personal file.

If any subsequent incidents occur where the same employee repeats a smoking in Council Buildings/Vehicles the same process should be followed with more formal, written warnings being given to the employee.

#### Second Offence:

~~Staff member to meet with Manager to discuss the incident. The staff member is to receive an official warning and the Shire may commence disciplinary action against the employee. Written details of the incident and any subsequent action are to be placed on the employee's personal file.~~

#### Third-Second Offence:

Staff member to meet with the CEO who will outline the disciplinary action to be taken as a result of the incident and provide a written outline

of this action. ~~A record of the incident and any subsequent action are to be placed on the employee's personal file. Drug counselling is mandatory and evidence of attendance is required. Written details of the incident and any subsequent action are to be placed on the employee's personal file.~~

~~Further incidents:~~ Any further incidents will result in ~~further formal disciplinary action including~~ possible dismissal.

**HISTORY**

No Former policy exists

**REVIEW**

Chief Executive Officer

## **4.1312 Personal Protective Equipment/Clothing (PPE/C)**

### **POLICY**

To establish a dress code which will:-

- protect the worker from ultra-violet light
- protect the worker from physical injury, such as heat stress, cuts, abrasions, dust, noise etc.
- as far as it is practicable, ensure that the clothing makes the person easy to see when working on or near roads, access-ways and mobile equipment
- comply with relevant Statutes and Australian, Standards (in particular Section 19 of the OSHWA Act)
- prescribe clothing which will be comfortable and acceptable to the majority of workers
- promote a team spirit and personal pride in the workers with respect to their appearance.

### **OBJECTIVES**

To provide Shire Staff with Protective Equipment and Clothing requirements

### **Clothing Policy**

#### **Regular Outdoor Employees**

A regular outdoor employee for the purpose of this document, is defined as a person whose regular daily duties require them to be in the direct sunlight on a daily and continuous basis which exceeds periods of more than one (1) hour.

The following outdoor employees because of the nature of their activities will be subject to the dress requirements detailed as follows in clauses (i) to (v).

- \* Engineering Works Outdoor Staff
- \* Parks and Reserves Outdoor Staff
- \* Maintenance Staff
- \* Field Supervisory Staff

- \* Occasional Outdoor Employees when required to undertake a special task where long term exposure to sunlight is experienced.
- \* Maintenance Staff.

NOTE: All regular outdoor employees should be covered by the existing policy. In cases where uncertainty still existing in relation to managing this policy the request would be determined by the Chief Executive Officer

(i) Standard of Dress

The minimum clothing requirements for outside employees will be a long sleeve shirt, long trousers or long shorts. Long shorts may be worn all year round, unless there is safety related work procedures that requires the wearing of long trousers. Unless there are safety or work procedure reasons, shirt sleeves must not be rolled up.

All shirts supplied by the Shire of Mukinbudin to have a Council approved logo.

The basic dress code will apply all year round. (Exemptions may apply based upon written medical advice).

It is recommended that an approved Council supplied hat be worn by all staff working outdoors.

The approved type of hat shall be either a broad brimmed type (greater than 7cm ) or a peaked type cap with non-detachable neck flap protection.

Hats, long sleeve shirts, long shorts and trousers appropriate for the nature of the work will be supplied by Shire of Mukinbudin on a fair wear and tear basis.

The Ultra-Violet Protection Factor (UPF) of all Council supplied clothing shall be assessed by the Central Safety Committee for approval.

(A minimum guide shall be a rating of 30 U.P.F.)

Staff with a fair complexion to be aware, that permanent press type clothing has a reduced protection rating when wet. Cotton type clothing would be more appropriate for staff performing heavy manual type labour where continually exposed to the sun.

(ii) Long Shorts Provisions

The wearing of long shorts by staff is subject to:-

(a) signing of the Shire of Mukinbudin request form detailing staff knowledge of the dangers of UV radiation from sunlight and agreement to protect exposed skin areas with an approved supplied sunscreen. (Refer Appendix 'A').

(b) where specified work procedures detailed below or specific by the Supervisor do require long trousers to be worn for safety reasons.

Work Procedures where long trousers must be worn-

- \* mechanics, fitters and welders
- \* operators of brush cutters, concrete/bitumen saws and chainsaws (Alternatively approved safety "chaps" leggings may be worn with long shorts)
- \* people handling bitumen
- \* Any welding work
- \* handle chemicals ie. pesticides and herbicides
- \* working in trenches. (refer below for clarification)
- \* other tasks where supervisors deem long trousers for safety reasons must be worn

Where staff are working in shallow trenches, long shorts may be worn where excavation and drainage are in excess of one (1) metre depth, it is required that staff working within the trench area wear long trousers or overalls or other PPE as instructed by their supervisor.

### (iii) Use of Sunscreen Cream

Staff working outdoors ~~shall~~should regularly apply approved supplied sunscreen to the unprotected areas of their body.

All outside workers will be supplied with sunscreen cream which shall be applied to their uncovered skin in accordance with the manufacturer's directions. In particular, this refers to their face, ears, necks and backs of hands, and legs if relevant. The cream provided will be registered under Australian Standards and be of the SPF 30+ Broad Spectrum type. It is recommended that sun screen be used on the face, neck and ears all year round.

(iv) High Visibility Clothing

Because of the requirement for Shire of Mukinbudin workers to be easily seen by vehicle users, high visibility clothing of some description must be worn by workers while within the road reserve or near vehicle access ways working with or near mobile machinery or equipment.

While the use of an overlay garment in the form of a vest or singlet is preferred, red long sleeve shirts will be allowed and supplied. Should over garments (e.g. jumpers and parkers) be needed then the overlay garment must be worn over jumpers etc.

When wearing high visibility vests that velcro up at the front, staff are to ensure that they keep the velcro fastened at the front at all times.

(v) Supply and Use of Safety Sun Glasses

All staff working outside shall, when applicable, wear general purpose safety sun protection glasses which comply with AS1337 (1992) and AS1067 (1990) as appropriate. These will be made available to relevant staff as part of the standard personnel protective equipment issue.

Where staff are required to wear prescription glasses then "clip on" sun glasses shall be supplied by the Shire of Mukinbudin.

Where existing safety sunglasses do not provide adequate protection, the provision of suitable protective glasses/sunglasses may be issued at the discretion of the supervisor.

(vi) Safety Footwear

Safety Footwear issued to staff where required shall comply with Australian Standards for steel cap protective footwear and meets the needs and tasks being undertaken. Council will supply such approved footwear on a fair wear and tear basis up to a value of Council standard issue.

Staff who may prefer alternative approved footwear which is greater than this value, shall meet the additional cost. The exception shall be where staff, because of a medical condition that has been confirmed by a Medical

practitioner shall be eligible for specialised approved footwear to be supplied by Council.

### **Occasional Outdoor Employees**

An "Occasional Outdoor Employee", for the purpose of this document, is defined as a person whose regular daily duties require them to be in direct sunlight on an occasional basis which does not exceed a continuous period of more than one (1) hour.

The following outside employees because of the nature of their activities will be subject to their particular dress requirements as nominated and in accordance with work procedures.

- \* Rangers
- \* Pool Attendants
- \* Administration/Inspectorial Staff (Building Surveyors  
Environmental Health Officers, Planning/Engineering Officers,  
Supervisors/Managers
- \* Other Staff on Special Outdoor Tasks

### **Supply of Protective Clothing/Equipment**

#### **General**

That an internal requisition form be completed by staff and the Supervisors be responsible for authorising the issue of PPE/C in accordance with this policy. No PPE/C is to be issued without written authorisation from the appropriate supervisor;

Once employees are issued their PPE/C and instructed in its use, they are bound under Section 20 2(b) of the Occupational Health, Safety and Welfare Act, to correctly and properly use this equipment as instructed. Failure to comply with this directive would invoke normal disciplinary action.

Supervisors shall ensure that no employee commences work without the appropriate PPE/C. Any time lost in retrieval of issued PPE/C as a result of employee negligence will not be paid for. That all Shire of Mukinbudin staff entering or visiting a work site be advised they must comply with this policy.



Personal protection clothing/equipment issued by the Shire of Mukinbudin will be replaced on a fair wear and tear basis at the discretion of the immediate supervisor/manager. Staff being responsible for replacement of equipment which has been neglected or misplaced. Any staff that alters issued personal protective clothing/equipment without prior authorisation of the supervisor/manager will be responsible for the replacement of that clothing/equipment to the standards set within this policy.

Reissuing of Protective Clothing or equipment will be made when staff return the worn/non useable item to the Shire of Mukinbudin store together with their Supervisors authorisation.

### **Regular Outdoor Employees**

#### **(a) Clothing**

All regular outside employees shall be issued with the following Personal Protection/Clothing by the Shire of Mukinbudin. The initial issue of clothing to permanent staff shall be:-

1 x Safety Boots

3 x Shirts long sleeve

1 x Wide brimmed hat

1 x Vest high visibility

3 x Trousers long ~~-where long shorts not requested.~~

or

2 x Trousers long plus 2 x long Shorts - where long shorts are requested.

1 x safety sunglasses

#### **(b) Equipment**

That all staff shall be issued with the following protective equipment by the Shire of Mukinbudin on a needs basis as determined by the immediate Supervisor and that this equipment be classed as a personal issue and is to be kept in good order, and maintained by staff.

1 x ear muffs

~~1 x drink container,~~  
~~1 x respirator~~  
~~1 x chapps~~  
~~1 x gloves~~  
1 x sun cream (SPF 30+)  
~~1 x hard hat (where applicable)~~

Any other safety equipment as deemed appropriate by the Supervisor.

### **Occasional Outdoor Employees**

#### **(a) Workshop Staff**

That Shire of Mukinbudin' workshop staff be subject to this policy as for Regular Outdoor Staff, other than their initial issue of clothing which can be either:-

3 x shirts (long sleeve);  
3 x trousers (long);  
OR alternatively they may request an issue of:-  
3 x overalls (long sleeve).

#### **(b) Administrative Inspectorial Staff required to Undertake Site Inspections**

Shire of Mukinbudin inspectorial staff shall be subject to this policy. Issue of clothing will be in accordance with current practises or where a special requirement can be demonstrated on a needs basis where procedures require protective clothing:-

3 x shirts long sleeve  
3 x long trousers or 2 x long trousers plus 2 x long shorts  
1 x hard hat  
1 x safety goggles/glasses  
1 x safety/sunglasses  
1 x pair safety boots or shoes  
1 x wide brimmed hat  
1 x sun screen (minimum SPF 30+)  
1 x Vest - High Visibility.

Such issue to be obtained initially through the Depot Stores by authorisation from the relevant Manager.

Other PPE which may be required to perform tasks can be obtained from Council's stores after signing for such equipment. The wearing of long sleeve shirts by Occasional Outdoor staff to be encouraged by Council.

(c) Rangers

Currently outsourced.

~~Shire of Mukinbudin's Rangers shall be subject to this policy, other than their clothing issue.~~

~~The initial issue to Ranger Staff shall be:-~~

~~1 x boots~~

~~3 x Shirts long sleeve~~

~~3 x Trousers long~~

~~OR~~

~~2 x Trousers long plus 2 x long shorts where requested~~

~~1 x Wide brimmed hat~~

~~1 x Belt~~

~~1 x Tie~~

~~1 x wax cotton utility jacket~~

~~1 x Jumper~~

~~10 x Sleeve badges~~

~~1 x Hat badge (initial only)~~

~~1 x waterproof pants~~

~~1 x Overall~~

~~1 x Gloves~~

~~1 x M/c Helmet~~

~~1 x Safety sunglasses~~

~~1 x Vest high visibility~~

~~1 x Sun Screen (SPF30+)~~

~~Short sleeve shirts may be worn when performing night shift duties. This clothing issue shall be worn in accordance with the respective work procedure for this work duty. Whilst riding a motor bike, long trousers to be worn at all times.~~

(d) Aquatic Centre Staff

Shire of Mukinbudin's Aquatic Centre Staff shall be subject to this policy, other than their clothing issue.

The initial issue to Aquatic Centre Staff shall be:-

- 3 x Polo shirts, ~~long sleeve~~
- 3 x Light weight long shorts
- 1 x Wide brimmed hat
- 1 x pair of sunglasses (of appropriate type)
- ~~1 x overalls for plant room (where applicable)~~
- 1 x Gloves
- ~~1 x Ear muffs~~
- 1 x Sun Screen (minimum SPF30+)
- ~~Safety Footwear as required~~

This clothing issue shall be worn in accordance with the respective work procedure for this work duty.

(e) Other Staff Who Work Outdoors

Other staff who work in the direct sunlight on an occasional basis are also required to wear an appropriate broad brimmed hat (or equivalent), sunglasses and sunscreen, which the Shire of Mukinbudin will supply. Such workers may be Family Day Care Staff, Library staff, and QPT staff.

(f) Non Permanent Staff

Casual, temporary, part time, community, work experience, Department of Corrections workers shall comply in full with this policy. These workers are encouraged to supply their own appropriate clothing and footwear, while Shire of Mukinbudin would supply PPE/C deemed appropriate for their individual tasks.

## **Replacement and Return of Protective Equipment/Clothing**

All the above Shire of Mukinbudin Staff shall have their issues of protective equipment and clothing replaced on a fair wear and tear basis at the discretion of their respective Manager/Supervisor.

All equipment/clothing issued shall be maintained and kept in good order by the staff member.

Staff shall be responsible for the replacement of all issued clothing and protective equipment which has at the discretion of the supervisor, been neglected or misplaced.

All staff leaving the Shire of Mukinbudin's employment shall be required to return all current PPE/C to the supervisor.

## **Consultation**

The Shire of Mukinbudin realises that the type of clothing worn in the field is of considerable importance to "outside" employees and hence these staff or their representatives will be consulted with respect to changes in style, type and fabric of clothing as issued.

Wherever practicable, the Shire of Mukinbudin having adopted a clothing policy, will ensure that the style and fabric of garments is acceptable and appropriate to the relevant work force which complies with the Shire of Mukinbudin Duty of Care with respect to Work Safe WA Safety Standards, and is cost/effective and meets with the Shire of Mukinbudin professional image.

## **Education**

The Shire of Mukinbudin will conduct Educational Awareness programs for Staff on the needs for protection against the dangers of UV Rays from Sunlight and other work practices requiring specialised safety equipment and work procedures.

## **Protective Clothing Work Procedures**

## **Aquatic Staff**

Aquatic staff shall undertake the following work procedure to protect themselves from the dangers of prolonged exposure to sunlight.

- \* Approximately 15 to 20 minutes before leaving the office, sunscreen (SPF 30+) shall be applied liberally to the face, neck, forearms and legs. (Sunscreen shall be replaced on a regular basis).
- \* Upon leaving the office, a wide brimmed (7cm edge) hat and suitable UV and glare resistant sunglasses shall be worn.
- \* Whilst on observation duty, the lifeguard shall endeavour to stand in the shade at all times, (or as much as is practical). If the lifeguard chooses to be seated in the raised observation chair, the overhead umbrella shall be positioned to provide optimum shade.

## **Administrative/Inspectorial Staff - Ranger and Other Occasional**

### **Outdoor Staff**

Administrative and Inspectorial Staff prior to undertaking outdoor duties shall protect themselves from the dangers of prolonged exposure to sunlight through the following procedure.

- \* Before leaving the office liberally apply (SPF 30+) sunscreen to all exposed body areas. (i.e. Face, Neck, Arms, Hands, Legs etc).
- \* On leaving the office staff shall wear Council supplied/approved broad brim hat and UV approved sun glasses.
- \* During outdoor activities staff shall as practically possible maximise the use of shade areas to undertake their inspections.
- \* Staff shall also where practical program inspectorial duties during the early and late cooler periods of the day.
- \* Staff who have a skin complexion which is highly susceptible to the effects of UV radiation from sunlight are recommended to wear long sleeve cotton shirts and long trousers when engaged in outdoor inspectorial duties as well as other protective measures of approved hats, sunscreen and safety sun glasses.

#### **4.1413 Long Service Leave (LSL)**

##### **POLICY**

All Staff Long Service Leave is governed by the *Local Government (Long Service Leave) Regulations* made under the *Local Government Act 1960*

Reg 7 states:

##### **7. Taking leave**

- (1) Where a worker is entitled to long service leave —
  - (a) at least 2 months' notice of the date from which the leave is to be taken shall be given by one party to the other unless otherwise agreed in writing between the parties;
  - (b) the employer shall not require the worker to commence the leave within 6 months of the date on which the worker became entitled to it;
  - (c) the leave taken shall be inclusive of any public holidays allowable under the worker's conditions of employment but shall not be inclusive of any annual leave;
  - (d) the leave may be granted and taken in one consecutive period or, if the worker and the employer so agree, in not more than 3 separate periods.
- (2) Subject to subregulation (1) long service leave shall be taken at the earliest practicable date.

##### **Request for Deferral by the employee**

The Local Government (Long Service Leave) Regulations prescribe that an employee is entitled to 13 weeks of Long Service Leave after 10 years of continuous service at a rate of pay based on the average number of ordinary hours for the previous twelve months.

The practice of the Shire of Mukinbudin is for an employee who has accrued the Long Service Leave entitlement to take the full 13 weeks entitlement between the date the entitlement falls due and six months later unless otherwise requested formally in writing by the CEO.

If the employee chooses to delay taking part or all of their entitlement beyond the 10 year six month mark than the rate of pay will be the lesser of;

1. the rate of pay at the 10 year six month mark,

**OR**

- 2 the rate of pay the employee was paid at the time of taking the postponed Long Service Leave.

The employee's weekly wage whilst taking the postponed Long Service Leave or part Long Service Leave entitlement shall be based on the lesser of:

1. The average number of ordinary hours the employee has worked in the previous twelve months to the commencement or deemed commencement of the postponed Long Service Leave,

**OR**

2. the average number of ordinary hours worked at the 10 year 6 month mark for the previous 12 months.

**Request for Deferral by the employer (Shire of Mukinbudin)**

Where the Shire of Mukinbudin requests a staff member to defer their Long Service Leave as it is not convenient to the organisation and the employee agrees then the employee agrees with the employers request to delay taking part or all of their entitlement beyond the 10 year six month mark then the rate of pay will be the rate of pay the employee is paid at the time of taking the postponed Long Service Leave.

**NB: All requests by the employee or the employer must be reported to Council in a formal agenda item approving the proposed LSL arrangement.**

Reg 6A covers request for LSL on Half Pay (26 weeks)

**6A. Leave on half pay**

Where a worker commences a period of long service leave, the worker may, if the worker and his employer so agree in writing, be paid for each week of that period at half the rate at which he would otherwise be entitled under regulation 8 to be paid, but only half of any period of leave in respect of which the worker is so paid shall be taken into account for the purpose of ascertaining the amount of leave, if any, to which he is thereafter entitled and for the purpose of applying the formula in regulation 9(3).

Reg 6B covers Requests for LSL on Double pay (6 1/2 weeks)

**6B. Leave on double pay**

Where a worker commences a period of long service leave the worker may, if the worker and his or her employer so agree in writing, be paid for each week of that period at double the rate at which he or she would otherwise be entitled under regulation 8 to be paid, but double any period of leave in respect of which the worker is so paid shall be taken into account for the purpose of ascertaining the amount of leave, if any, to which the worker is thereafter entitled and for the purposes of applying the formula in regulation 9(3).

**OBJECTIVES** To manage Long Service Leave for staff.



**GUIDELINES**

Guidelines: To Provide Guidance on the application and use of Long Service Leave in accordance with this policy, unless previously authorised by the Chief Executive Officer.

| **HISTORY**

~~New Policy~~ May 2016

| **REVIEW**

~~CEO~~ Chief Executive Officer

#### **4.1514 Rostered Days Off (~~Inside Staff Administration~~)**

##### **POLICY**

The inside staff hours ~~are to operate~~will typically work from 8.00 am to 5.00 pm with a 60 minute lunch break, 5 days per week however, staff members may work flexible hours, subject to the agreement of their supervisor/manager. This allows the employee to accrue one RDO each 20 working days and enables the employee one working day off, to be taken by mutual agreement with the employee and supervisor/manager, subject to workload.

All inside staff members, including Senior Officers on individual contracts are permitted to participate in the RDO scheme.

##### **OBJECTIVES**

To allow a Rostered Day Off (RDO) to accrue for (inside) office staff every twenty (20) working days but to ensure that this system is managed to minimise the accrual of days.

##### **GUIDELINES**

Guidelines: No more than ~~three-six~~ (36) Rostered Days Off may be accrued by an individual in accordance with this policy, unless previously authorised by the Chief Executive Officer.

##### **HISTORY**

New Policy May 2016

##### **REVIEW**

CEO Chief Executive Officer

#### **4.1615 Rostered Days Off (Outside Staff)**

##### **POLICY**

The outside staff hours are to operate as follows on a 80hr fortnightly basis:-  
8 days @ 9.0 hours  
1 day @ 8.0 hours  
1 day RDO  
Hours are generally from 7.00 am to 4.30 pm with a 30 minute lunch break, 5 days per week however, staff members may work flexible hours, subject to the agreement of their supervisor /manager.(NB Pay week Friday finish at 3.30pm)  
This allows the employee to accrue one RDO each 10 working days and enables the employee one working day off, to be taken by mutual agreement with the employee and supervisor/manager, subject to workload.

##### **OBJECTIVES**

To allow a Rostered Day Off (RDO) to accrue for outside staff every ten (10) working days but to ensure that this system is managed to minimise the accrual of days

##### **GUIDELINES**

Guidelines: No more than ~~three-six~~ (36) Rostered Days Off may be accrued by an individual in accordance with this policy, unless previously authorised by the Chief Executive Officer.

##### **HISTORY**

New Policy May 2016

##### **REVIEW**

CEO Chief Executive Officer

## WORKS

### 5.1 Private Works

#### POLICY

All private works are to be subject to a written signed agreement between the private party and the Shire.

At the discretion of the CEO or Works Supervisor, where works are to be carried out on behalf of a ratepayer or other private person, the estimated cost of the works where deemed necessary shall be pre-paid before the commencement of the works.

Any additional cost is to be met by the private party and any balance remaining on completion of the works shall be refunded.

That private works only be carried out where –

- (a) the Works and maintenance program will not be adversely affected unless Council believe the advantages of carrying out the private works justifies some reassessment of the works programme;
- (b) full costs including supervision, travel time to and from the project, and administration costs are recovered through private works charge rates to be set annually in the Schedule of Rates and Charges;

#### OBJECTIVES

To ensure a proper record of private works undertaken and to substantiate the shire's obligation/parameters.

#### GUIDELINES

A request in the prescribed form is to be completed by the applicant and lodged with the Works Supervisor. (see attached Form)

#### HISTORY

Former policy 1.5.5

#### REVIEW

Manager of Finance

**ATTACHMENT 5.1(A)  
PRIVATE WORKS – REQUEST FORM**

**SHIRE OF MUKINBUDIN  
PRIVATE WORKS – REQUEST FORM**

The Works Supervisor  
Shire of Mukinbudin  
PO Box 67  
MUKINBUDIN WA 6479

Job Number:

I hereby apply for the following private works to be carried out

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Name of Applicant: \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone Number \_\_\_\_\_  
I \_\_\_\_\_, the Works Supervisor quote an amount of \$ \_\_\_\_\_.

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

I accept that the final cost of the job may vary from that given by the Manager of Works above and by signing below I accept responsibility for the payment of any invoices relating to the above works.

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**OFFICE USE ONLY**

Debtor Number: \_\_\_\_\_  
Total Cost: \_\_\_\_\_  
Invoice Number: \_\_\_\_\_  
Invoice Date: \_\_\_\_\_  
Invoice Amount: \_\_\_\_\_

**SHIRE OF MUKINBUDIN  
PRIVATE WORKS QUOTE CALCULATION**

<b>LABOUR</b>			
Operator	Rate P/Hour	Total Hours	Total \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		<b>Total:</b>	_____ (A)
<b>PLANT</b>			
Machine	Rate P/Hour	Total Hours	Total \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		<b>Total:</b>	_____ (B)
<b>MATERIALS/OTHER</b>			Total \$
_____			_____
_____			_____
_____			_____
_____			_____
		<b>Total Quote</b>	_____ (C)
			\$ _____

## **5.2 Plant Report**

### **POLICY**

The Works Supervisor ~~with the MANAGER OF FINANCE~~ shall prepare a monthly report detailing kilometre/hours for each machine and cost of repairs undertaken year to date.

### **OBJECTIVES**

To provide Council with overview of plant costs

### **GUIDELINES**

In addition to the monthly bulletin reports, the Works Supervisor and Manager of Finance will prepare a report detailing required information and review outcomes against budget

### **HISTORY**

### **REVIEW**

~~Manager of Finance~~ Chief Executive Officer

### 5.3 Shire Equipment – Private Use

#### POLICY

Shire equipment is not available for use by non Shire employees- unless authorised by the CEO.

Shire plant items such as loaders, graders and trucks are not available for private use by employees.

Shire employees may, with the written approval of the Chief Executive Officer, use Shire's small items of equipment such as lawnmowers, chainsaws and light vehicles subject to:

- the employee being trained in the use of the equipment (where necessary)
- the use being limited to work associated with the employee's/Shire property
- the employee meeting cost of consumables e.g. fuel, ~~discs~~ etc.

That Council permits the use of Council's small plant and equipment by community service groups on community projects provided that:

1. Volunteers are named for approval by the CEO.
2. Projects are approved by the CEO.
3. Small trucks, tractors and other small plant will be available on request if the plant is not required by Council.

#### OBJECTIVES

A local government has the right to allow private use of its resources but the use must be open and accountable to the public.

#### GUIDELINES

The equipment is not available for employees to undertake work for profit or for non-employees other than recognised charitable and Community groups.



The employee is to be responsible for the care, maintenance, damage and repair of the equipment.

The employee accepts liability for any injury incurred by themselves or other person or body whilst using the equipment.

**HISTORY**

Former policy 1.5.3

**REVIEW**

Chief Executive Officer

## **5.4 Hire of Shire Plant**

**POLICY** Shire plant or equipment that has a driver/operator compartment shall not be hired out without ~~its~~a driver/operator.

No minor items of plant such as chainsaws, whipper snippers, lawn mowers, turf equipment or tools are available for hire.

**OBJECTIVES** To ensure the safe and careful use of Shire property.

**GUIDELINES** All requests to be in writing and directed to the Works Supervisor

**HISTORY** Former policy 1.5.3

**REVIEW** Chief Executive Officer

## **5.5 Garden & General Refuse – Pick Up**

**POLICY** A 6 monthly Garden Refuse pick up will be carried out for the Mukinbudin Townsite.

**OBJECTIVES** To provide the community with an opportunity to clear excess household/garden waste.

**GUIDELINES** At least twice per year the CEO is to advertise by local public notice the garden refuse collection dates and conditions.

**HISTORY**

**REVIEW** Chief Executive Officer

## 5.6 Road Making Materials

### POLICY

Should it be necessary to obtain road making materials from private property, then any compensation is to be at a flat rate per cubic metre, as prescribed in Council's annual budget and is to be evidenced by a written agreement [see Attachment 5.6(a)] endorsed by the Works Supervisor and countersigned by the Chief Executive Officer.

- ~~• Council shall call on an annual basis call for expressions of interest to supply gravel to Council for an amount set in the fees and charges;~~
- ~~• From the expressions of interest received where materials are required for road building the Shire will approach the adjoining landowners, preferably at least one month in advance of the works, with a request for material;~~
- Permission to collect material shall be in writing with any conditions detailed on the form provided; and
- All care shall be taken to ensure that the least amount of inconvenience is caused to the landowner as possible.

### OBJECTIVES

To ensure that all landowners receive fair and equitable payment for gravel and proper written evidence of Council's obligations

### GUIDELINES

- To document agreements with landholders for the supply of road making materials e.g. gravel.
- To outline any conditions relating to the taking of road making materials

- Property owner not required to obtain Extractive Industries license as it is the Shire that is operating the pit
- To specify compensation payable
- To prescribe rehabilitation requirements to ensure gravel pits are rehabbed to the landowners satisfaction.
- To prevent disputes arising from removal of road making materials
- That Council set the initial price for gravel at ~~50cents~~<sup>55cents</sup> per m<sup>3</sup> plus gst to apply from ~~17 June 2015~~<sup>1<sup>st</sup> July 2017</sup> with the amount to be revised annually having regard to CPI movements and comparisons with neighbouring Councils.

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## HISTORY

Former policy 1.5.6

## REVIEW

Chief Executive Officer

**ATTACHMENT 5.6 (A)  
ROAD MAKING MATERIALS - AGREEMENT**



Shire of Mukinbudin

**AGREEMENT FOR THE EXTRACTION OF ROAD MAKING MATERIALS**

Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact details: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Materials required: \_\_\_\_\_  
Estimated volume: \_\_\_\_\_  
From locations: \_\_\_\_\_ Anticipated life of pit: \_\_\_\_\_

**COMPENSATION**

Required: YES  NO

Agreed Price: \_\_\_\_\_

Form of Payment \_\_\_\_\_

**CONDITIONS AND REHABILITATION**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**CONSENT OF LANDOWNER/S**

I hereby give consent for the Shire of Mukinbudin to remove road making materials, as detailed above, in accordance with the conditions outlined.

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

**ACCEPTANCE BY SHIRE**

On behalf of the Shire of Mukinbudin, I hereby undertake to ensure that the requirements as noted on this form are adhered to:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

## **5.7 Street Trees**

**POLICY** Trees to be planted max two trees per twenty (20) metres of frontage.

Council will not consider applications for tree planting in 10 metre road reserves

**OBJECTIVES** To ensure uniform planting.

**GUIDELINES** Trees to be issued and installed free of charge ~~to~~in consultation with householders with the species determined by Council staff and in accordance with Council's townscape plan.

**HISTORY**

**REVIEW** Chief Executive Officer

## **5.8 Property Access and Crossovers**

### **POLICY**

Access and Crossovers to property shall be constructed to the following specifications.

That Council policy in the provision and maintenance of crossovers be as follows -

(1) That Council contribute 50% of the cost of a standard crossing, which is a first crossing, to a rateable property.

(2) That a standard crossing shall be –

(a) In Town Areas,

a crossing having the same pavement surface as the public road which it joins and having a pipe width of –

- 3m for residential premises;
- 4.0m for commercial and light industrial;
- 6.0m for heavy industrial; and
- 7.5m for service stations;

(b) In Rural Areas

Council will contribute stormwater pipes (if required) to a pipe width of 10 metres or deliver 5m<sup>3</sup> of gravel, as its half cost contribution towards the cost of a first crossover.

(3) Where a crossing is built to standards greater than a standard crossing, the landholder shall be liable for the additional cost involved.



- (4) Council will not be responsible for maintenance of crossovers.
- (5) That in construction of roads listed on the programme of works, all entrances are to be provided with crossovers where gateways are already in existence.

**OBJECTIVES**

To provide uniform specifications and to set down the level of contribution to be paid by council to the cost of crossings.

**GUIDELINES**

The Works Supervisor is to ensure that a completed works request form or other written documentation is obtained prior to commencement of works.

Complementary Legislation / Agencies

Local Government (Uniform Local Provisions)  
Regulations –

“Contribution to cost of crossing  
15. (1) where –

- (a) a local government
  - (i) under regulation 12 constructs or approves the construction of; or
  - (ii) under regulation 13(1) requires the construction of,

a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land;

- (b) the crossing is the first crossing in

respect of the land; and

- (c) the crossing is a standard crossing or is of a type that is superior to a standard crossing,

the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.”

“first crossing” and “standard crossing” are defined in sub regulation (2) of this regulation.

Main Roads Department if a State Government road is involved. See ULP Reg 14.

## HISTORY

Former policy 1.5.1

## REVIEW

~~Works Supervisor~~Chief Executive Officer

## ATTACHMENT 5.8 (A) PROPERTY ACCESS AND CROSSOVER

### SPECIFICATIONS

Subject to variation at the discretion of Council, the policy of Council in regarding access and crossovers shall be:

#### 1) BASIC ACCESS

Construction of 150mm (depth) compacted gravel carriageway from the property boundary to the roadside, including the installation of culverts where necessary as deemed by the Shire.

Council will pay a portion for the cost of the following standard dimensions, as outlined below:

##### a) Residential

Standard width over full length = 3.0m

Standard widening at roadside junction = 45 degrees for 1 metre on both sides with Maximum allowable width at roadside = 9.0m

##### b) Industrial & Commercial

Standard width over full length = 4.0m

Standard widening at roadside junction = 45 degrees for 1 metre on both sides with Maximum allowable width at roadside = 13.0m

##### c) Rural

Standard width over full length = 10.0m

Standard widening at roadside junction = 45 degrees for 2 metres on both sides or from culvert to roadside.

### General Conditions

- 1) Multiple access to be separated by a minimum of 3.0 metres at the roadside
- 2) No access to be located within 6.0 metres of an intersection boundary or 3.0 metres of a R.O.W. within a town site
- 3) No access to be located within 50 metres of an intersection for rural cross overs
- 4) Council subsidy of rural access is limited to one (1) per farm
- 5) All variations to be paid in full by owner/applicant

\*\* See attached diagrams

## Property Access and Crossovers cont.

### 2. CROSSOVERS (Specifications)

#### a. Residential

- i. Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required
- ii. Water binding and a two coat seal with the first coat being applied with a **minimum** 10mm size aggregate and the second coat being applied with a **maximum** 7mm size aggregate; where footpath is not paved or otherwise sealed.
- iii. 100mm depth of reinforced (mesh) concrete on 100mm compacted sand where footpath is paved.

#### b. Industrial

- i. If the proponent would like a concrete cross over then the **minimum** standard is 125mm depth of reinforced (mesh) concrete on 100mm of compacted sand.
- ii. Water binding and a two coat seal with the first coat being applied with a **minimum** 10mm size aggregate and the second coat being applied with a **maximum** 7mm size aggregate; where footpath is not paved or otherwise sealed.
- iii. Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required to the size specified by the Shire

#### c. Commercial

- i. As above

d. Rural

- i. Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required
- ii. To bitumen road: Water binding and a two coat seal with the first coat being applied with a **minimum** 10mm size aggregate and the second coat being applied with a **maximum** 7mm size aggregate to standard measurements (at the point of meeting the sealed road) of 10 metre width and 10 metre length.
- iii. To gravel road: Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required to the size specified by the Shire

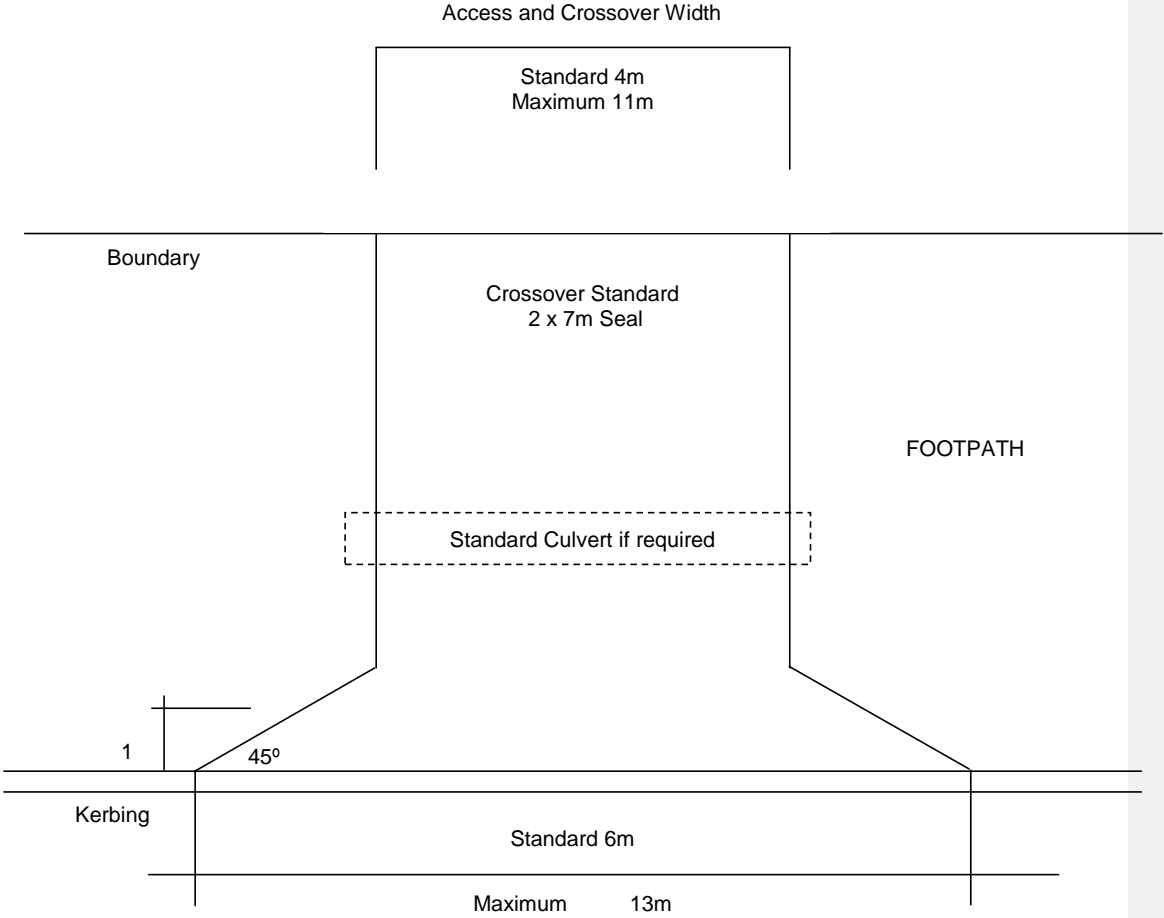
3) General Conditions (Access and Crossovers)

- a) **PRIOR TO** commencing any works pertaining to the installation to a cross over or access point an application shall be filled out and approval to commence the works sought from the Works supervisor.
- b) **BEFORE** any access or cross over works commence, the Shire's Works supervisor shall be informed to determine the location of the crossover, drainage necessary (if required) and discuss the type of access or crossover to be constructed.
- c) **BEFORE** any concrete or bitumen is laid the Works supervisor shall be contacted to inspect the preparation works for approval **BEFORE** the concrete and bitumen are laid.
- d) Once the concrete or bitumen has been laid the Manager of Works shall be contacted to inspect the crossover for a final approval and confirmation of Council Contribution as per this Policy.
- e) If any drainage works have been deemed by the Shire to be required then the Works supervisor shall inform the proponent the size of the drainage pipes (and headwalls) required. The Shire shall also provide levels for the pipes to be installed at.
- f) **BEFORE** any drainage works are covered the Works supervisor shall be contacted to inspect (and approve) the alignment, levels and installation of the drainage products.
- g) All variations from the specifications to be paid in full by owner/applicant
- h) Maximum dimensions of access apply

4) Council Contributions

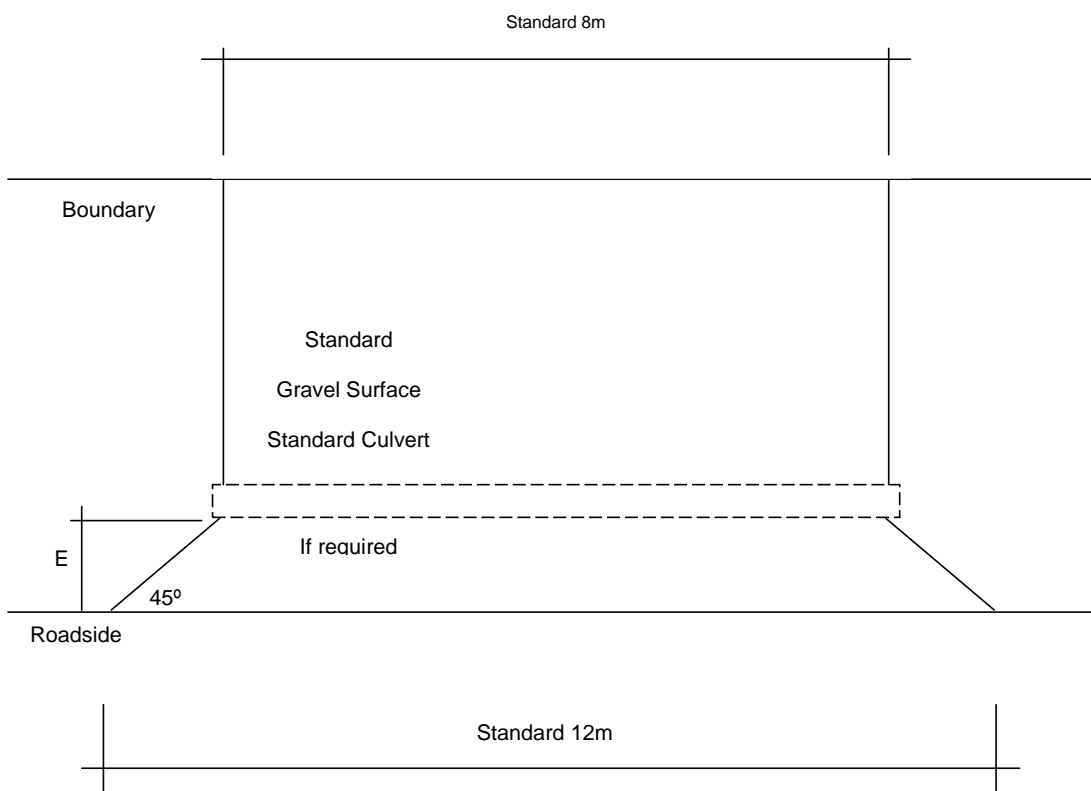
- a) Council shall pay a 50% contribution for the installation of a crossover or access point providing that the following has been undertaken and submitted:
  - i) An application for a cross over or access point has been submitted and relevant approvals have been completed, including the final approval being completed.
  - ii) Itemised invoice/s to show the expenditure of funds.
- b) Council shall only contribute up to a maximum of \$1,000 (including GST) per crossover.
- c) The contribution shall be based on the standard dimensions as per the attachments (5.8A, 5.8B and 5.8C).
- d) Council shall only contribute to ONE (1) crossover per property.
- e) In the instance of a 2m concrete dual use concrete path being installed across the crossover, this will be deemed to be the Council contribution for the installation of a crossover.
- f) Council will not contribute to the maintenance of crossovers, maintenance to crossovers (no matter what standard) is the responsibility of the landowner.

**ATTACHMENT 5.8A  
DIAGRAM INDUSTRIAL AND COMMERCIAL CROSSOVER**



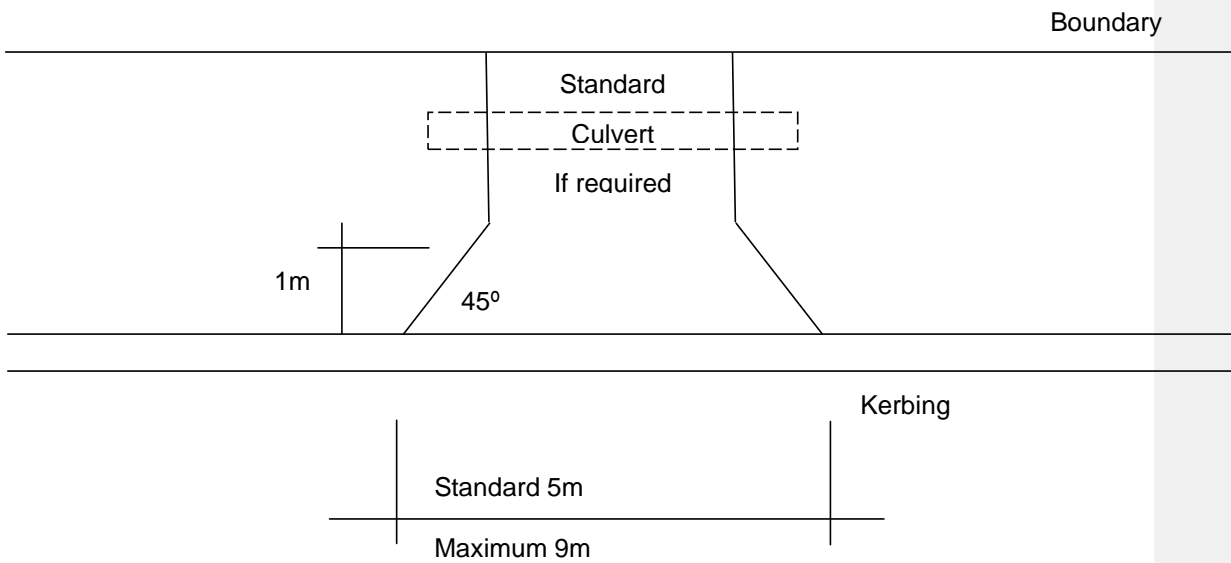
**ATTACHMENT 5.8B  
DIAGRAM RURAL CROSSOVER**

**ACCESS AND CROSSOVER**





**ATTACHMENT 5.8C  
DIAGRAM RESIDENTIAL CROSSOVER**



**APPLICATION FOR A CROSSOVER**

Application to be completed in consultation with Council Policy 5.8 Property Access & Crossovers

**Name of Applicant (Land owner):** \_\_\_\_\_

**Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed construction of crossover (gravel, bitumen, paving, asphalt, etc):**

\_\_\_\_\_  
\_\_\_\_\_

**Location map (show distances from boundaries and intersections, show nearest intersections with road names, show crossover width and length from edge of road to lot boundary, show location of services (water, Telstra, etc) and show house/building; include north point):**

[Empty rectangular box for location map]

**OFFICE USE ONLY**

Application received: \_\_\_\_\_

Location sited before approval by: \_\_\_\_\_

Application APPROVED / DENIED

By: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

COPY OF APPLICATION TO BE SUPPLIED TO APPLICANT AND ORIGINAL PLACED ON FILING SYSTEM

## 5.9 Road Classification

**POLICY** Shire roads, as depicted on the Road Classification Listings (refer Attachment 5.9(a) and Road Classification Plan (refer to Attachment 5.9(b) – map) are categorised into “**A1**”, “**B2**”, “**C3**”, “**D4**” & “**E5**” class roads and will be afforded the following work criteria:

- **Class **A-1** – Regional Distributor**
  - Links communities
  - Major arterial route
  - Designated as a Roads 2025 road
  - Minimum Standard – 6m wide sealed carriageway, 1.5m wide shoulders each side, 3% cross-fall & back slopes to be clear of suckers annually.
  - Long Term Development – seal to 7m wide bitumen carriageway (11m wide formation)
  
- **Class **B-2** – Local Distributor**
  - Arterial route that links Regional Distributors or other high volume heavy haulage routes (unofficial lime routes, a road that is the culmination of Roads of Local Significance, etc)
  - Minimum Standard – 3.7m wide sealed surface, 3m wide shoulders each side of seal, 3% cross-fall & back slopes to be clear of suckers annually.
  - Long Term Development – 3.7m wide seal and 3m wide shoulders each side (10m wide formation)
  
- **Class **C-3** – Road of Local Significance**
  - A road that gives access to local points of significance (rural tourist route, a local through route, etc)
  - Minimum Standard – gravel all-weather road to a sealed standard, 4% cross-fall (minimum) and back slopes to be clear of suckers annually. 8m wide formation.
  - Long Term Development - gravel all-weather road to a sealed standard, 10m wide formation

- **Class ~~D-4~~ – Local Road**
  - A road that provides access for residents
  - Minimum Standard – Gravel road or firm natural surface, 7m wide formation and 4% cross-fall (minimum).
  - Long Term Development – Gravel road or firm natural surface, 8m wide formation and 4% cross-fall (minimum).
  
- **Class ~~E-5~~ – Unformed Road/Track**
  - Provides minimal access, generally a dead end road
  - Minimum Standard – Retain existing standard or unformed road reserve
  - Long Term Development – Nil

**OBJECTIVES** To identify priority roads

**GUIDELINES** Roads 2025 and 2030

**HISTORY**

**REVIEW** GEO Chief Executive Officer  
**OFFICER RECOMMENDATION/COUNCIL DECISION**

**Council Decision Number – 13 04 17**

**Moved: Cr Junk**

**Seconded: Cr O’Neil**

**That Council adopt the 5 (Five) Tier Road Hierarchy Service Delivery Document as follows:**

**Shire of Mukinbudin – 5 Tier Road Hierarchy Explanation Notes**

**Tier 1 – District Distributor Road**

**Road Description:** Sealed Roads – Mainly the Shire’s Roads of Regional Significance (2030 roads) and the sealed section of the Mukinbudin North East Rd, that generally link townsites and offrail CBH facilities to the Mukinbudin townsite. These are the highest priority roads within the Shire.

**Expected Level of Service:** Upgrade and maintain to Standard Type 5 sealed road (minimum 10m carriageway width and minimum 7m seal width). The sealed surface is to be kept free of potholes and severe surface deformations. The unsealed shoulders to be trafficable and kept free of debris. The verge vegetation is to be kept trimmed back to behind the top of table drain back cut on each side.

**Expected Road Capital Expenditure:** Will receive regular consideration for Capital improvements and preservation works.

Please note that:

- 12.07km of the sealed section on the Wialki North East Rd from SLK 0.0 to 17.3,
- the sealed 3.75km section on the Bonnie Rock / Lake Brown Rd from SLK 0.0 to 3.75, and
- the entire 20.83km of Wilgoyne Rd (at 6.4m sealed width)

are currently the only Tier 1 roads not meeting the type 5 standard, and should be considered upgrading to type 5 standard (Council may adopt to leave these sections at their current seal width). Apart from these upgrade works, the remaining sealed roads are to be preserved via reconstructing and sealing works. On sections where surface deformations are currently severe enough or are expected to deteriorate to "severe" status in the next 20 years, these are to be reconstructed and 2 coat primer sealed. Otherwise, and funding permitting, all other sections should be sealed within a 20 year period.

**Expected Road Maintenance Expenditure** : All unsealed road shoulders, table drains and side drains on these roads, will be graded once during the summer or autumn period each year, to ensure unsealed shoulders meet bitumen shoulder edge levels, and are free of vegetative growth and trafficable, and table drains and side drains are cleaned out and devoid of vegetative growth.

#### Tier 2 – Local Distributor Road - Level 1

**Road Description:** Paved (unsealed roads) that interconnect between Tier 1 roads. These are the second highest priority roads within the Shire.

**Expected Level of Service** : Upgrade to, and maintain a paved unsealed road to minimum 9m carriageway width and minimum 200mm gravel pavement thickness. The unsealed surface is to be trafficable and kept as corrugation free as is practically possible, and kept free of debris. The verge vegetation is to be kept trimmed back to behind the top of table drain backcut on each side.

**Expected Road Capital Expenditure** : Whilst the Roads to Recovery funding program is available, these roads will receive regular consideration for Capital Improvements and preservation (gravel resheeting and possible widening).

**Expected Road Maintenance Expenditure:** These roads will generally receive one (1) "winter" maintenance grade during the wetter part of the winter period each year, and one (1) "summer" maintenance grade during the harvest period each year (to remove grain traffic corrugations – cut off and spread material down shoulder on one side to pick up material next "winter" grade - and table drains and side drains are cleaned out and devoid of vegetative growth).

---

#### Tier 3 – Local Distributor Road - Level 2

**Road Description:** Paved (unsealed roads) that interconnect between Tier 1 and Tier 2 roads. These are the third highest priority roads within the Shire.

**Expected Level of Service** : Upgrade to, and maintain a paved unsealed road to minimum 8m carriageway width and minimum 150mm gravel pavement thickness. The unsealed surface is to be trafficable and kept as corrugation free as is practically possible, and kept free of debris. The verge vegetation is to be kept trimmed back to behind the top of table drain backcut on each side.

**Expected Road Capital Expenditure** : Whilst the Roads to Recovery funding program is available, these roads will receive some consideration for Capital Improvements and preservation (gravel resheeting and possible widening).

**Expected Road Maintenance Expenditure** : These roads will generally receive one (1) "winter" maintenance grade during the wetter part of the winter period each year, including cleaning out the table drains and side drains to remove vegetative growth.

#### Tier 4 – Local Access Road - Level 1

**Road Description:** Formed or Paved (unsealed) roads that interconnect between Tier 1, 2, and 3 roads. These are the fourth highest priority roads within the Shire.

**Expected Level of Service** : Upgrade and maintain the existing formed or paved (unsealed) road to minimum 6.1m carriageway width (this is the minimum carriageway width requirement for potential future Low Volume Type A Network 7 RAV access – with maximum speed limit of 40 km/hr and site distance less

than 250m). The unsealed surface is to be trafficable and kept free of debris. The verge vegetation is to be kept trimmed back to behind the top of table drain backcut on each side.

**Expected Road Capital Expenditure** : These roads will receive some consideration for Capital Improvements and preservation (only to widen the carriageway – or formation – to meet the minimum carriageway width of 6.1m for potential future Low Volume Type A Network 7 RAV access – with maximum speed limit of 40 km/hr and site distance less than 250m). Please note that this potential widening work could possibly be completed with Road Maintenance Expenditure over time by gradually widening the road formation when cleaning out the table drains.

**Expected Road Maintenance Expenditure** : These roads will generally receive one (1) “winter” maintenance grade during the drier parts of the winter period each year, including cleaning out the table drains and side drains to remove vegetative growth.

#### Tier 5 – Local Access Road - Level 2

**Road Description:** Very narrow Formed or Paved (unsealed) roads that interconnect between Tier 1, 2, 3 and 4 roads and are generally less than 8km in length, or are “No Through” roads. These are the lowest priority roads within the Shire.

**Expected Level of Service** : Maintain the existing formed or paved (unsealed) road to current carriageway width. The unsealed surface is to be trafficable and kept free of debris. Please note that where carriageway widths are less than 6.1m and the road length is greater than 5km, there will be no Low Volume RAV access (or any RAV access) available on these roads.

**Expected Road Capital Expenditure** : These roads will receive no consideration for Capital Improvements and preservation.

**Expected Road Maintenance Expenditure** : These roads will generally receive one (1) “winter” maintenance grade during the drier parts of the winter period every second winter, including cleaning out the side drains to remove vegetative growth.

**Carried**      6 / 0

**ATTACHMENT 5.9 (A)  
ROAD CLASSIFICATION LISTINGS**

**Class "A" Roads-Regional Distributor**

Council recognises the following 'A' Class Roads:

Road Name	Section
Koorda-Bullfinch Road (4160107)	All (Also Known as Wyalkatchem Bullfinch Rd (east) Wyalkatchem-Southern Cross Rd to Shire Boundary Mt Marshall and Nungarin

**Class "B" Roads-Local Distributor**

Council recognises the following 'B' Class Roads:

Road Name	Section
Bonnie Rock-Lake Brown Rd (4160006)	All
Nungarin North Rd (4160007)	Koorda-Bullfinch Rd to Shire Boundary Nungarin
Quanta-Cutting North Rd (4160010)	Wilgoyne to Shire Boundary
Lake Brown South Rd (4160013)	Lake Brown to Shire Boundary Nungarin
Kununoppin-Mukinbudin Rd (4160108)	Mukinbudin to Shire Boundary Trayning
Mukinbudin-Bonnie Rock Rd (4160109)	All
Mukinbudin-Wialki Rd (4160110)	Mukinbudin to Shire Boundary Mt Marshall

**Class "C" Roads-Road of Local Significance (Local Access)**

Council recognises the following 'C' Class Roads:

Road Name	Section
Wilgoyne Rd (4160004)	All
Beringbooding Rd (4160008)	To Shire Boundary

### Class "D" Roads-Local Road

Council recognises the following 'D' Class Roads:

Road Name	Section
Mukinbudin North-East Rd (4160005)	All
Moendon Rd (4160009)	All
Graham Rd (4160011)	All
Carton Rd (4160012)	All
Popes Hill South Rd (4160014)	All
Glamp Rd (4160015)	All
Copeland Rd (4160016)	All
Whyte Rd (4160017)	All
Walton Rd (4160018)	All
Ogilvie Rd (4160019)	All
Dandanning Rd (4160020)	All
Cookinbin Rd (4160021)	All
McGregor Rd (4160022)	All
Jones East Rd (4160023)	To Shire Boundary Mt Marshall Jones Rd
Albert Rd (4160024)	All
Kalyanbudding West Rd (4160025)	All
Barbalin North Rd (4160026)	All
Barbalin South Rd (4160027)	All
Fogarty Rd (4160028)	All
Davis Rd (4160029)	All
Forty Six Gate Rd (4160030)	All
Harry Rd (4160031)	All
Comerford Rd (4160032)	All
Karomin Rd (4160033)	To Shire Boundary Nungarin
Harold Rd (4160034)	All
Brierty Rd (4160035)	All
Squire Rd (4160036)	All
Lake Rd (4160037)	All
Popes Hill North Rd (4160038)	All
Wialki South Rd (4160039)	All (Broomhill Rd)
Wyoming Trail (4160040)	All
Brandis Rd (4160041)	All
Toole Rd (4160042)	All
Sprigg Rd (4160043)	All
Bonnie Rock Tank Rd (4160044)	All
Clune Rd (4160045)	All
Deotanning Rd (4160046)	All
Cunderin Rd (4160047)	All
Copeland North Rd (4160048)	All
Manuel Rd (4160049)	All



Morrison Rd (4160050)	To Shire Boundary Westonia
Sevier Rd (4160051)	All
Scotsman Rd (4160052)	To Shire Boundary Mt Marshall
Adams Rd (4160053)	All
Spencers Rd (4160054)	All
Kuser Rd (4160055)	All
Doig Rd (4160056)	All
Maddock St (4160057)	Mukinbudin Townsite All
Calder Rd (4160058)	Mukinbudin Townsite All
Cruickshank Rd (4160059)	Mukinbudin Townsite All
Lansdell Rd (4160060)	Mukinbudin Townsite All
(4160061)	
White St (4160062)	Mukinbudin Townsite All
Ferguson Rd (4160063)	Mukinbudin Townsite All
Conway St (4160064)	Mukinbudin Townsite All
Greenslade Rd (4160065)	Mukinbudin Townsite All
Lukin St (4160066)	Mukinbudin Townsite All
Memorial Ave (4160067)	Mukinbudin Townsite All
Strugnell Rd (4160068)	Mukinbudin Townsite All
Clamp St (4160069)	Mukinbudin Townsite All
Potter Rd (4160070)	
Henry Rd (4160071)	All
Sheardown Rd (4160072)	All
Molynoux Rd (4160073)	All
Melnes Rd (4160074)	All
Wattoning West Rd (4160075)	All
Jones Rd (4160076)	All
Wymond Rd (4160077)	All
Milne Rd (4160078)	All
Miguel (East) Rd (4160079)	To Shire boundary Mt Marshall Miguel Rd
Stockton Rd (4160080)	All
Dease Rd (4160081)	To Shire Boundary Mt Marshall
Gonnell Rd (4160082)	All
Motts Alley Rd (4160083)	All
Mt Jackson Rd (4160084)	All
Angle Rd (4160085)	All
Lavery Rd (4160086)	All
Aitken Rd (4160087)	To Shire Boundary Mt Marshall
Koonkoobing Rd (4160088)	To Shire Boundary Mt Marshall-Barbalin Koonkoobing Rd
Andrews East Rd (4160089)	All
Adams St (4160090)	
Beekingham Rd (4160091)	All
Wundowlin Rd (4160092)	All
Quanta Cutting Weira Rd (4160093)	To Shire Boundary Nungarin
Elsewhere Rd (4160094)	To Shire Boundary Westonia
Copeland South Rd (4160095)	All
Forest Ave (4160096)	All

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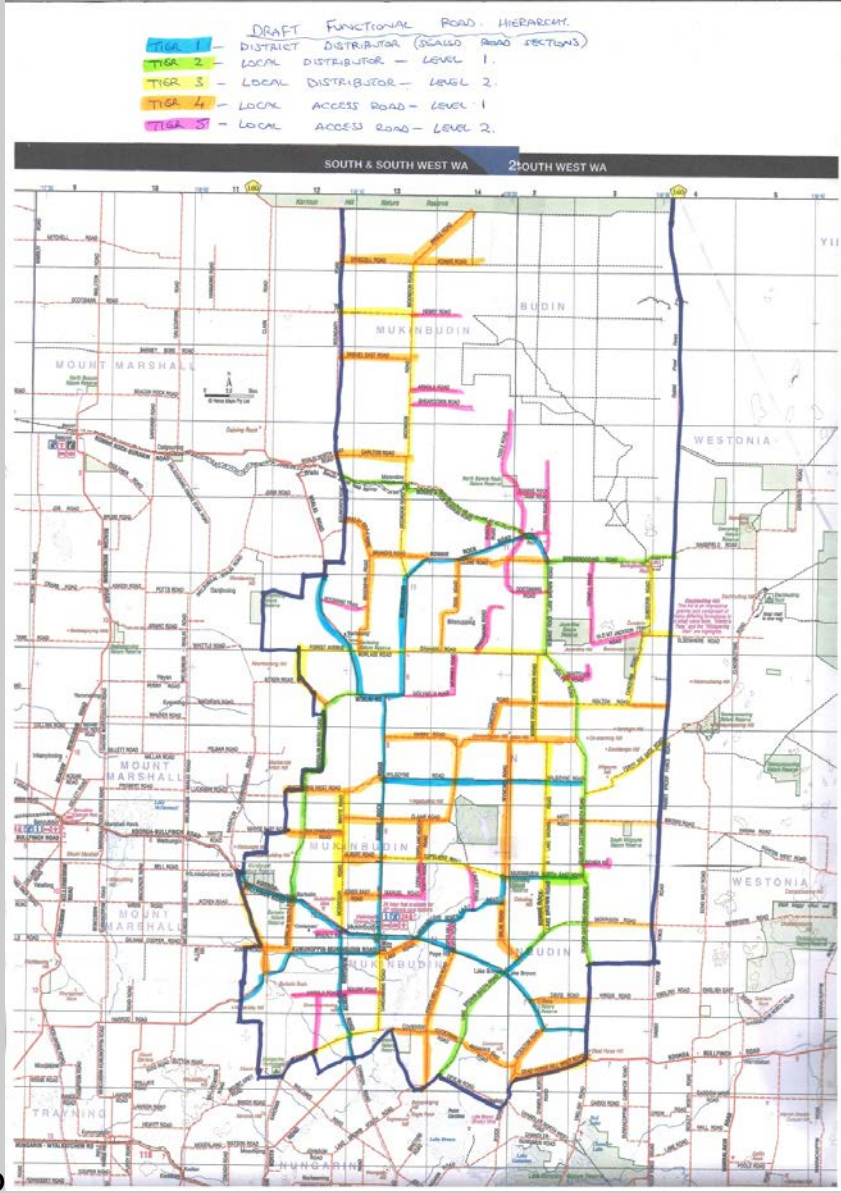
Borlase Rd (4160097)	All
Arnold Rd (4160098)	All
Nicol Rd (4160099)	All
Un-named Rd (4160100)	
Smith Rd (4160101)	
Whitcher Rd (4160102)	All
Fagan Rd (4160103)	
Jamieson Rd (4160104)	
Earl Dr (4160105)	Mukinbudin Townsite All
Dead Horse Hill West Rd (4160106)	All
Driscoll Rd (4160111)	All
Perey Rd (4160112)	All
Mallee Dr (4160113)	Mukinbudin Townsite All
Salmon Gum Alley (4160114)	Mukinbudin Townsite All
Gimlett Wy (4160115)	
Wyalkatchem-Bullfinch Service Rd (4160116)	
Laneway (B) Lane (4160117)	
Laneway (A) Lane (4160118)	
Mulqueeny St (4160119)	
Bent St (4162222)	Mukinbudin Townsite All (AKA Mukinbudin Kununoppin Rd)
Shadbolt St (4162222)	Mukinbudin Townsite All (AKA Koorda-Bullfinch Rd)

### Class "E" Roads-Unformed Road/Track

Council recognises the following 'E' Class Roads:

Road Name	Section
Watkins St (4162222)	Mukinbudin Townsite All North of Railway
Merino St (4162222)	Mukinbudin Townsite All North of Railway
Burton St (4162222)	Mukinbudin Townsite All
Masters St (4162222)	Mukinbudin Townsite All North of Railway
Richardson St (4162222)	Mukinbudin Townsite All North of Railway

**ATTACHMENT 5.9 (B)**





## **5.10 Gravel Pavement/Curve Design**

**POLICY** When reconstructing road curvatures, the gravel pavement curve design radius will be up to 500 metres with a minimum of 300 metres, wherever possible

**OBJECTIVES** To ensure minimum standards of safety

**GUIDELINES**

**HISTORY**

**REVIEW** ~~CEO~~ Chief Executive Officer

## **5.11 Unsealed Roads – Standards**

**POLICY** Shire roads are to be constructed and maintained in accordance with the guidelines set out in the **Unsealed Roads Manual** produced by the *Australian Road Research Board*.

**OBJECTIVES** To construct and maintain safe roads.

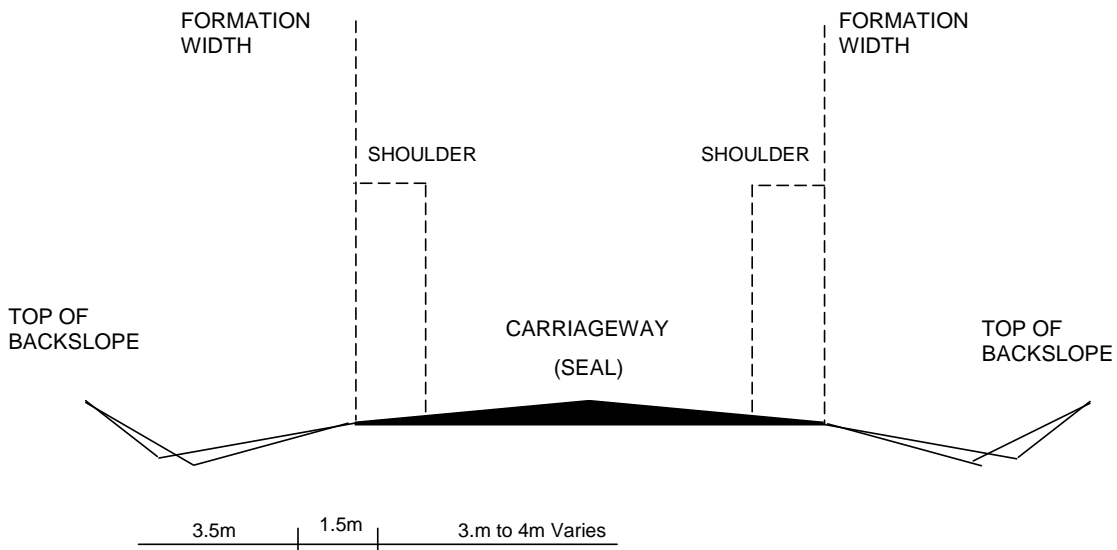
**GUIDELINES** See Attachment 5.11(a): Road Profile and Specifications for “A” & “B” Class Roads.

See Attachment 5.11(b): Road Profile and Specifications for “C” Class Roads.

**HISTORY**

**REVIEW** ~~CEO~~ Chief Executive Officer

**ATTACHMENT 5.11(A1,2,3) SEALED/UNSEALED ROADS  
ROAD PROFILE AND SPECIFICATIONS ~~“A” & “B” CLASS ROADS~~**



**Specifications**

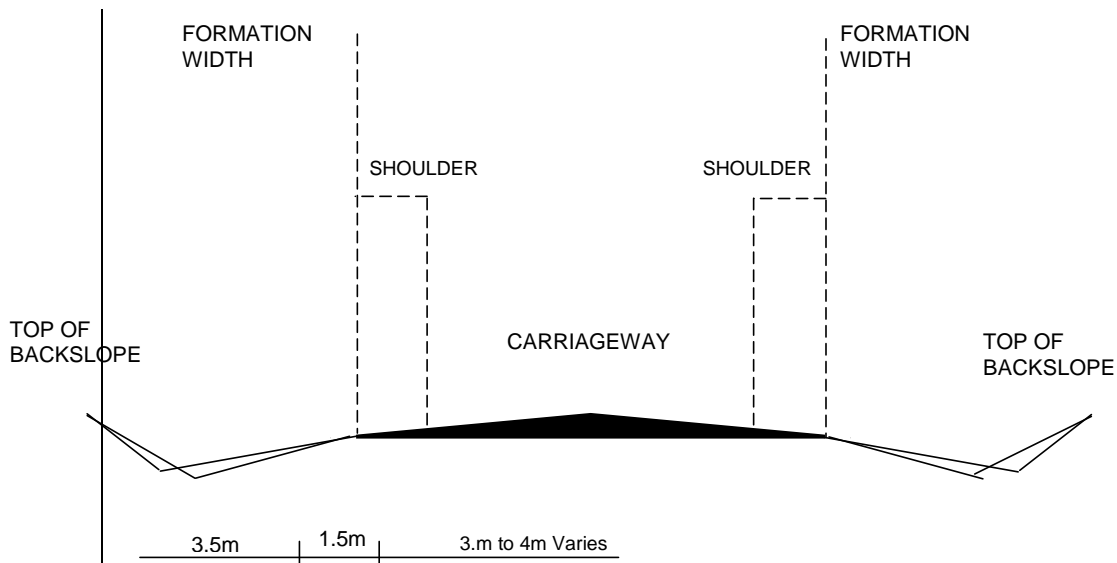
Formation Width	15-18m
Pavement Width	10.00m
Carriageway Width	7.00m
Shoulders	2 x 1.5m
Traffic Lanes	3.50m
Cross Fall	4% minimum 5% maximum
Batters	1-3 minimum 1-4 maximum

Measurement of the backslope to be decided by the Works Supervisor taking into account the locality.

Road Reserve is to be kept clear of all regrowth by means of clearing and or by chemical spraying. Tree canopy to be cut back to vertical at top of backslope. Shoulders on all bitumen roads need to be graded and chemical sprayed annually.

Note: Extent of clearing to be top of backslope

**ATTACHMENT 5.11(B) UNSEALED ROADS  
ROAD PROFILE AND SPECIFICATIONS "C" CLASS ROADS**



**Specifications**

Formation Width	15-18m	
Pavement Width	8.00m	Measurement of the backslope to be decided
Carriageway Width	6.00m	by the Works Supervisor taking
Shoulders	2 x 1.0m	into account the locality.
Traffic Lanes	3.00m	
Cross Fall	4% minimum	Road Reserve is to be kept clear of all regrowth by
	5% maximum	means of clearing and or by chemical spraying.
Batters	1-3 minimum	Tree canopy to be cut back to vertical at top of backslope.
	1-4 maximum	Shoulders on all bitumen roads need to be graded and
		chemical sprayed annually.

Note: Extent of clearing to be top of backslope.



## **5.12 Storm Water Drainage**

<b>POLICY</b>	Townsite property owners shall be permitted to drain storm water from their properties into the main roadside drainage system. <del>subject to a written request being presented to the Shire.</del>
<b>OBJECTIVES</b>	To provide for control of water given the high clay content of soils.
<b>GUIDELINES</b>	Requires prior approval of Council's CEO or Works Supervisor  It is the property owners responsibility to maintain in good repair pipes across and under road verges.
<b>HISTORY</b>	
<b>REVIEW</b>	Chief Executive Officer

### **5.13 Deep Drainage Policy**

#### **POLICY**

That installation of culverts across road reserves is to be the responsibility of the landowner- with work to be undertaken by Shire staff as private works.

#### **OBJECTIVES**

This policy is designed to guide Council in relation to applications for deep drainage that directly affects Shire controlled lands and infrastructure (i.e. Shire roads, reserves and townsites).

This policy is designed to allow input to drainage proposals that affect Shire infrastructure and private land and inform the community about proposals.

#### **GUIDELINES**

Prior to commencement of drainage works within the Shire of Mukinbudin a landholder or authorised agent must submit a Notice of Intent to Drain to the Department of Agriculture pursuant to Soil and Land Conservation Regulations 1992.

Unless otherwise approved by Council, all drains and associated embankments must not encroach onto Shire managed land.

At Councils discretion the landowner may be required to submit a certified report carried out by an appropriately qualified Environmental Consultant identifying what impacts the drainage proposal will have on the environment within the catchment. Catchment being all that area in which surface water would/may affect the proposal from commencement point to terminal point.

If the installation does not proceed within 24 months of approval by Council, the approval lapses, and the application must be resubmitted.

### Structure of culvert

The width of the culvert crossing is to be a minimum of 12 metres each side from the centre of the constructed road. Headwalls and silt traps to be installed and located within the boundary of the proponents property.

Any deep drainage system that proposes a development in excess of ten (10) kilometers in length, the Council may require the above mentioned certified report.

### Insurance

Any proposal to carry waters through Council infrastructure must include the preparedness of the proponent, at the proponents cost, to indemnify the Council of any liability incurred from any action of law resulting from the development.

### Maintenance

The developer shall enter into an agreement with the Shire of Mukinbudin that future maintenance costs of the drainage conveyance shall be at the developer's cost and recorded as an absolute caveat of the affected land. Such remedial works shall be carried out within 14 days of advice from the Shire of Mukinbudin.

At Council's discretion, proposals to conduct water through Shire infrastructure must be accompanied by an Engineering design, as per Attachment 5.13 (A), taking into account the impact on Shire's land and/or infrastructure of extra-ordinary events that may cause damage to the integrity of the drainage conveyance.

### Procedure

All construction and remedial costs, including traffic management, of the drainage conveyance structure, shall be at the proponents/landowners cost.

Traffic management means in accordance with the

relevant Australian Standards for Traffic Management.

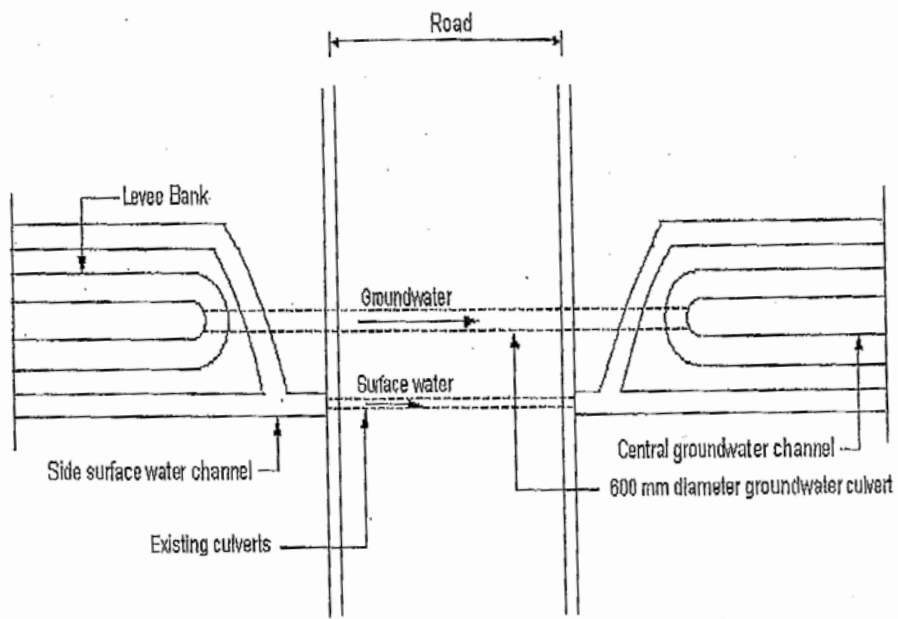
- Location and care of utilities i.e. telephone, water, power or others is the Landowners responsibility
- Provide the Shire's Works Supervisor a minimum of seven (7) days notice regarding Traffic Management.
- Only one half of the road to be closed at any time to allow traffic still to pass
- Bitumen to be cut prior to excavation to ensure neat edge
- Trench to be backfilled with suitable gravel material mixed to optimum moisture
- Install a minimum of 600mm Diameter Class 4 Concrete Pipes on all road crossings. (Alternative drainage/pipe suggestions must be submitted and approved by Council 90 days prior to installation.)
- Trench to be compacted in no more than 100mm lifts using a standard plate compactor
- Allow to top up material if subsidence is incurred
- Liaise with Shire to reseal trench

Landholders must provide a copy of the letter of no objection provided by the Department of Agriculture to Council, prior to the contractor commencing works.

## **REVIEW**

Chief Executive Officer

**ATTACHMENT 5.13(A)  
ENGINEERING DESIGN**



Plan view: showing separation of groundwater and surface water flow

## **5.14 Water Pipeline Policy**

**POLICY** Council will consider application of installing water pipes under local roads.

**OBJECTIVES** To establish guidelines for installation of water pipelines.

- GUIDELINES**
- The pipe is to be buried at least 600mm beneath the roadway;
  - The pipe be placed inside a larger diameter pipe;
  - White post marked “Water Pipe” be placed at either end of the line where is crossed the road reserve;
  - The landowner is responsible for any damage that may occur.

**HISTORY**

**REVIEW** Chief Executive Officer

## **5.15 Temporary Closure of Unsealed Road During/After Rainfall Events**

**POLICY** Unless otherwise stated, Council shall practice its rights and obligations to partially or wholly close, and subsequently re-open, any road under its responsibility in accordance with provisions of the *Local Government Act 1995, and the Local Government (Functions and General) Regulations 1996*.

**OBJECTIVE** To restrict the winter use of unsealed roads by certain vehicles to preserve the Shire's assets during and/or after adverse weather conditions.

**GUIDELINES** Specifically, Council may close roads to all vehicles greater than 4.5 tonnes gross when conditions arise where damage to the structure and/or surface of the road is likely to occur. This would usually occur in winter after grading and when 10mm or more of rain is forecast.

Rain events greater than 10mm may require unsealed roads to be closed until road conditions are suitable, as determined by the Chief Executive Officer under Delegated Authority.

Shire Officers will minimise the disruption to the affected proponents (farmers and contractors) while still maintaining a functional unsealed road network by ensuring the least amount of the Shire is affected for the shortest possible period of time.

Notifications of weather related road closures will be made to adjoining shires, and notices will be posted at the Shire Administration Office and published in the next edition of the Muka Matters.

Restricted Access Vehicle permit holders with current Letters of Approval from the Shire, local carriers and any other interested parties will be notified of weather related road closures by facsimile or SMS text message. A media release will be sent to media outlets.

Where Council is required to issue local public notice, the issue of local public notice shall be in accordance with Section 1.7 of the Local Government Act 1995. Where a road closure inadvertently exceeds a period of twenty eight (28) days, the Council shall meet its obligations under s1.7 & s3.50(4) of the *Local Government Act 1995* and S4, Part 2 of the Local Government (Function and General) Regulations 1996.

## **HISTORY**

## **REVIEW**

Chief Executive Officer



## **5.16 Sealing of Unsealed Roads at Sealed Road Intersections**

**POLICY** The Shire is to consider sealing a minimum of 50 metres of unsealed road at sealed road intersections. Any sealing works is only to occur at the time of resealing the sealed road or when re-sheeting the unsealed road up to a sealed road intersection.

**OBJECTIVES** To reduce maintenance costs of unsealed roads at sealed road intersections.

**GUIDELINES** Any sealing works is only to occur at the time of resealing the sealed road or when the unsealed road is re-sheeting up to a sealed road intersection.

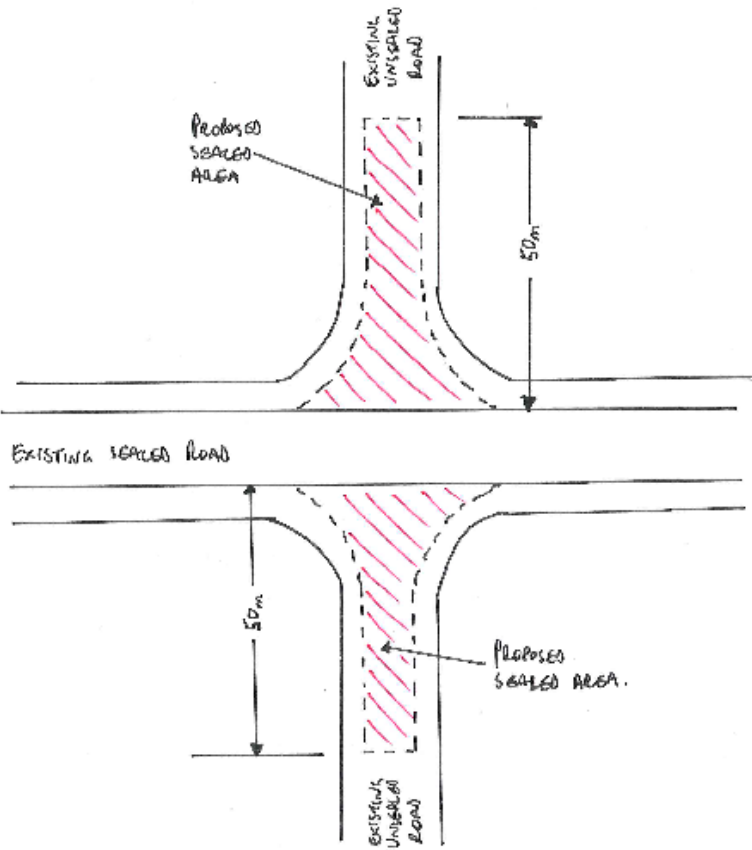
The new seal on the unsealed intersecting road (under this policy) shall not be wider than the seal width of the existing sealed road.

Each occurrence should be considered on its merits based on traffic volumes and maintenance history.

**HISTORY**

**REVIEW** Chief Executive Officer ~~Works Supervisor~~

ATTACHMENT 5.16 (A)  
DIAGRAM



## **5.17 Fleet Safety Policy**

<b>POLICY</b>	The Shire Staff and Councilors Fleet Safety Policy as recommended by Roadwise
<b>OBJECTIVES</b>	To improve shire staff and Councilor safety when travelling in Shire Vehicles.
<b>GUIDELINES</b>	ANCAP rating.

### **Element One**

#### **Integrating Fleet Safety Policies into an Occupational Health and Safety Framework**

##### **1.1 Fleet Safety Policy**

- 1.1.1 The organisation has a fleet safety policy that is signed and dated, contains clear fleet safety objectives and a commitment to improving fleet safety performance.
- 1.1.2 The organisation's fleet safety policy has the authorisation of the Chief Executive Officer.
- 1.1.3 The fleet safety policy is communicated to employees (contract and casual) and employees sign a copy of the fleet safety policy, confirming understanding and acceptance of the policy.
- 1.1.4 A process exists for scheduled reviews of fleet safety policy objectives to assess their effectiveness and make changes in accordance with organisational and legislative changes where appropriate.

##### **1.2 Fleet Safety Responsibilities**

- 1.2.1 The organisation has defined and documented the responsibilities, authority to act and reporting requirements of fleet safety, and has communicated these to all employees.
- 1.2.2 The organisation's annual report documents fleet safety performance.
- 1.2.3 Implementing the fleet safety management system is the responsibility of the Corporate Services team.
- 1.2.4 Senior management (KIM) regularly reviews the effectiveness of the fleet safety management system in satisfying the organisation's stated fleet objectives.

##### **1.3 Review and Evaluation of Fleet Safety Policy**

- 1.3.1 Crucial fleet safety documents are identified as policy. The date the documents were issued, date of modifications, and authorisation appear on the documents.
- 1.3.2 A procedure exists for altering and approving the changes to fleet safety documents.
- 1.3.3 The effectiveness of communicating the policy objectives is evaluated.

##### **1.4 Employee Involvement and Consultation**

- 1.4.1 The organisation has avenues for discussing fleet safety issues in the workplace.
- 1.4.2 Managers discuss fleet safety in meetings with staff.

### **1.5 Auditing of Systems**

- 1.6.1 Fleet safety management systems are regularly audited according to a set schedule to assess the match between organisational fleet safety objectives and activities.
- 1.6.2 Fleet safety management systems are independently audited by appropriately qualified persons.

## **Element Two**

### **Taking Road Safety into Account when Recruiting and Selecting New Staff**

#### **2.1 Recruitment**

- 2.1.1 Safe driving is mentioned in position descriptions for jobs involving significant driving tasks
- 2.1.2 An applicant is asked to provide evidence of a current driver's licence.
- 2.1.3 Applicants for positions involving significant driving tasks are asked to provide details of crash records and traffic infringements for the past three years.

#### **2.2 Selection**

- 2.2.1 A potential employee's driving record is assessed for jobs involving significant driving tasks
- 2.2.2 An applicant's driving record is a factor in the hiring of new employees for jobs involving significant driving tasks.
- 2.2.3 An applicant's attitude to safety is addressed in the interview.

## **Element Three**

### **Developing a Road Safety Induction for Staff**

#### **3.1 New Employees**

- 3.1.1 The organisation ensures that all employees undergo an induction program containing a fleet safety component covering the organisation's fleet safety policy and procedures.
- 3.1.2 Vehicles are assigned to new employees based on the needs of their job.

#### **3.2 Supervisors**

- 3.2.1 The organisation has an induction program for managers which includes fleet safety issues.

## **Element Four**

### **Informed Choice Based on Safety when Purchasing and Maintaining Vehicles**

#### **4.1 Fleet Selection**

- 4.1.1 The organisation obtains advice from qualified fleet safety professionals (in-house or external).
- 4.1.2 Purchasing decisions are made in consultation with employees to determine the fleet safety requirements and environmental specifications where decisions may affect those employees.
- 4.1.3 Relevant safety features are considered when selecting vehicles.
- 4.1.4 All light fleet vehicles to be fitted with frontal protection bars and spotlights

#### **4.2 Fleet Maintenance**

- 4.2.1 Fleet vehicles are registered annually (including compulsory third party (CTP) insurance).
- 4.2.2 Reporting of fleet vehicle inspections, maintenance, repairs and modifications is maintained as a running record by the organisation.
- 4.2.3 The organisation has a vehicle maintenance program.
- 4.2.4 Drivers regularly inspect their vehicles.
- 4.2.5 There is a procedure to follow if there is a problem with a vehicle.
- 4.2.6 Tyre wear is monitored.
- 4.2.7 Fuel consumption is monitored.

### **Element Five**

#### **Data Collection on Fleet, Drivers and Incidences/Accidents**

##### **5.1 Crash Reporting**

- 5.1.1 The organisation has a documented reporting system for all fleet safety incidents (including minor panel damage, crashes, injuries and fatalities).
- 5.1.2 A procedure is in place for informing all employees of the process for reporting fleet safety incidents.

##### **5.2 Crash Investigations**

- 5.2.1 Reported incidents are investigated in accordance with an organisational investigation procedure.
- 5.2.2 Investigation reports contain recommendations and a timetable for implementing corrective actions.
- 5.2.3 A procedure exists for evaluating and monitoring remedial/corrective measures.

##### **5.3 Crash Monitoring**

- 5.3.1 Pertinent fleet safety data are collected and analysed.
- 5.3.2 Regular reports on fleet safety performance are produced and distributed within the organisation.
- 5.3.3 Benchmarking data are collected.

## Element Six

### Reinforcement of Fleet Safety through Incentives and Disincentives

#### 6.1 Driver Monitoring

- 6.1.1 Organisations keep a record of traffic infringements incurred by employees.
- 6.1.2 Employees receive feedback about their driving performance.
- 6.1.3 The organisation conducts driver's licence checks.

#### 6.2 Incentives

- 6.2.1 The organisation has an incentive scheme for safe driving.

#### 6.3 Disincentives

- 6.3.1 The organisation has a system for recognising poor driving behaviour.

## Element Seven

### Training, Education and Development Programs

#### 7.1 Assessing Training Needs

- 7.1.1 Before assigning a vehicle to an employee, organisations check whether the employee has driven that type and size of vehicle before.

#### 7.2 Driver Education

- 7.2.1 A system is in place to provide fleet safety information to all employees.

#### 7.3 Training

- 7.3.1 Legal obligations and fleet safety management principles and practices are articulated to the organisation's executive and senior management through formal training.

## HISTORY

## REVIEW

Chief Executive Officer/~~Works Supervisor~~

## **5.18 Chemical Use Policy**

### **POLICY**

The Shire of Mukinbudin is committed to reducing risks associated with the transportation, storage handling, use and disposal of chemicals. The Shire will minimise risks associated with chemicals in its buildings, infrastructure, parks, road reserves and natural areas.

This risk reduction will provide for appropriate maintenance and management to minimise the harm or potential harm of injury or disease. The Shire will conduct its operations in accordance with the practices outlined in the associated Chemical Use Management Practice in order to achieve this aim. In this Policy the term “chemicals” includes pesticides, herbicides, fungicides, fertilisers, cleaning products, building materials, solvents, glues and other agents or any other similar substances.

### **OBJECTIVES**

This Policy will allow the Shire to effectively manage its infrastructure, technological and information assets, and the natural environment, whilst minimising the harm or potential harm of injury or disease

### **GUIDELINES**

Department of Health ‘A Guide to the management of pesticides in local government in Western Australia’

### **SCOPE**

**1.1 When using pesticides as part of a pest control program, the Shire of Mukinbudin will adhere to the following principles:**

- Minimise pesticide use, consistent with achieving acceptable pest control outcomes;
- Use pesticides on the basis of risk management, good contract management and auditing of results;
- Consult the community and provide timely notification of pesticide application events;
- Consult other government agencies and local stakeholders when pest control activities have the potential to impact on environmentally significant land, water catchment areas, farming property or other sensitive area or activity;
- Comply with all applicable legislation, codes and policies with respect to pesticide application by the Local Government Authority or its contractors.

## PLANNING

(see also Town Planning Scheme N<sup>o</sup>.4)

### 6.1 Outbuilding in Residential Zoned Areas

#### POLICY

Outbuildings that satisfy the following development criteria may be approved by the Building Surveyor without referral to the Council of the Shire of Mukinbudin.

Outbuildings that:

- i. Comply with the Building Code of Australia 2012 (as amended);
- ii. Are constructed of new materials. Where second hand materials are proposed, the Building Surveyor may require a certification from a practising structural Engineer as to the structural adequacy of the design and/or materials. The Building Surveyor may also require the cladding of the proposed second hand outbuilding to be painted in an approved colour or renewed;
- iii. Are not attached to a dwelling;
- iv. Are not habitable;
- v. Are not within the primary street setback area;
- vi. Do not reduce the amount of open space required by the Residential Design Codes to less than the prescribed amount;



- vii. Are setback in accordance with the requirements of the Residential Design Codes;
- viii. Are of size, or comprise an aggregate size of outbuildings on one lot, that does not exceed the specifications contained in Table 1 below. Should the lot area exceed the table below then the proposed outbuilding will need to be referred to Council as per 'Guidelines' above –

**Table 1**

LOT AREA (m <sup>2</sup> )	MAXIMUM SINGLE OUTBUILDING (m <sup>2</sup> )	TOTAL OUTBUILDINGS (m <sup>2</sup> )	MAXIMUM WALL HEIGHT (meters)	MAXIMUM RIDGE HEIGHT (meters)
500 – 749	46	62	2.4	3.6
750 – 999	73	97	3.0	3.6
1000 – 1249	94	125	3.0	3.6
1250 – 1699	117	156	3.0	3.9
1700 – 2049	130	202	3.0	3.9
2050 – 2999	143	262	3.3	4.2
3000 – 5000	157	375	3.6	4.5

## OBJECTIVES

To control the size and height of outbuildings in residential areas and to ensure that the construction of an outbuilding does not detract from the general aesthetics of the residential area.

See Town Planning Scheme No 4.

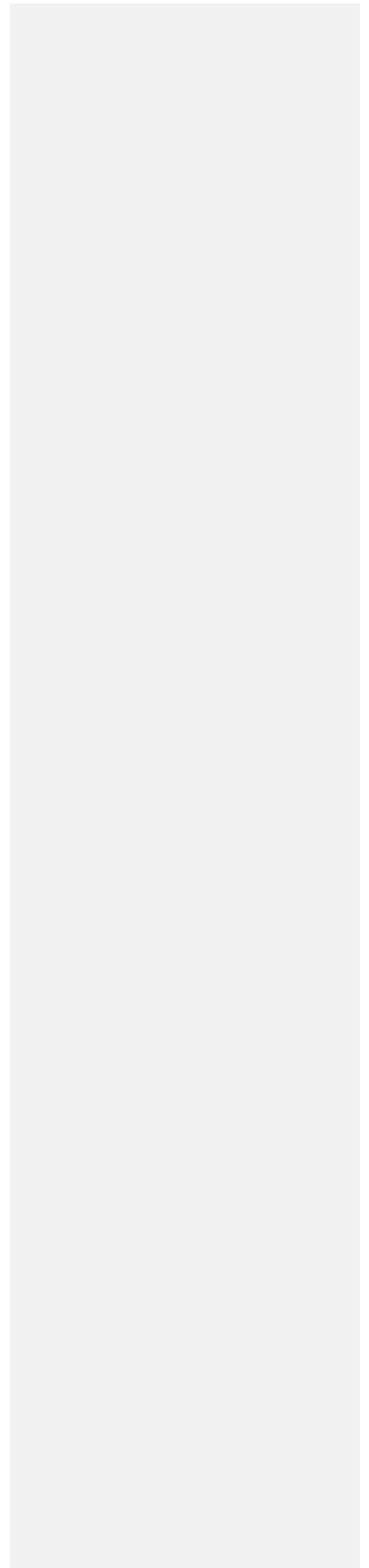
## GUIDELINES

Applications not meeting this policy development criteria and/or are of a contentious nature is to be referred to Council in the form of a written development application (available at the Shire office) for determination. Where an application is to be referred to Council for consideration, comments from adjoining and/or affected owners are to be obtained and confirmed in writing.

**HISTORY**

**REVIEW**

Chief Executive Officer



## **6.2 Sheds on Residential Land – Building Permits**

<b>POLICY</b>	Approval for the erection of outbuildings on residential land be granted only when:  a) A dwelling is in existence on the Lot; or, b) Plans for the overall development of the Lot, including a dwelling, are submitted to Council in conjunction with the plans for the outbuilding.
<b>OBJECTIVES</b>	See Town Planning Scheme No 4.
<b>GUIDELINES</b>	This policy enable staff to approve the erection of outbuildings in certain circumstances, without reference to Council. All other scenarios will be referred for Council determination.
<b>HISTORY</b>	Outbuilding Policy
<b>REVIEW</b>	Chief Executive Officer

### **6.3 Parking of Chemical Spray Units in Townsites**

<b>POLICY</b>	The parking of chemical spray units on land within a townsite boundary (as defined TPS No.4) is generally not permitted: <u>for extended periods exceeding 48 hours.</u>
<b>OBJECTIVES</b>	To provide for the appropriate storage of chemical spraying equipment and visual amenity of the town
<b>GUIDELINES</b>	Town Planning Scheme No 4
<b>HISTORY</b>	
<b>REVIEW</b>	Chief Executive Officer

## **6.4 Development of Movable Buildings – Including Relocated Buildings**

<b>POLICY</b>	That the development of movable buildings, including relocated buildings be controlled in accordance with the Development of Movable Buildings Guidelines detailed Town Planning Scheme No. 4
<b>OBJECTIVES</b>	To control and guide the overall finished appearance of all relocated dwellings.
<b>GUIDELINES</b>	Town Planning Scheme No 4
<b>HISTORY</b>	Bonds refund in stages
<b>REVIEW</b>	Chief Executive Officer

**6.5 Use of Sea Containers & Other Similar Transportable Structures within the Scheme Area**

**POLICY**                    That the use of sea containers and similar transportable structures be controlled in accordance with the policy as detailed in Town Planning Scheme No 4.

**OBJECTIVES**            To control the use of such structures.

**GUIDELINES**            Town Planning Scheme No. 4

**HISTORY**

**REVIEW**                    Chief Executive Officer

## **6.6 Town Planning Scheme Policies**

**POLICY** The Mukinbudin Shire under and by virtue of the provisions and powers conferred upon it in that behalf by clause 7.6 of its Town Planning Scheme No. 4 has adopted the following Scheme Policies:

- 1 Townscape Plans for Townsites
- 2 Future Development in Mukinbudin Townsite
- 3 Mukinbudin Industrial Areas
- 4 Offensive Uses
- 5 Mukinbudin Council's Community Plan Priorities
- 6 Outline Policy Plans for Policy Areas
- 7 Fences
- 8 Industrial Areas in Mukinbudin
- 9 Stables
- 10 Aged Accommodation
- 11 Moveable Buildings
- 12 Heavy Haulage Routes
- 13 Veranda's over footpaths

**OBJECTIVES** To enable Council to more accurately prescribe in finer details its requirements in areas where it feels the broader definitions of its scheme is lacking.

**GUIDELINES** Town Planning Scheme No. 4

**HISTORY**

**REVIEW** Chief Executive Officer

## **6.7 Policy on Reduced Setbacks for Residential Lots**

<b>POLICY</b>	To provide guidance for delegated officers when approving reduced setbacks on residential lots within the Shire of Mukinbudin.
<b>OBJECTIVES</b>	To establish a set of guidelines for the approval of Reduced setbacks on residential lots within the Shire of Mukinbudin.
<b>GUIDELINES</b>	<p>The following criterion need to be met in order for a Reduced setback to be approved under delegated Authority:</p> <ol style="list-style-type: none"><li>1. Setback is to be reduced to no less than 1m from the boundary.</li><li>2. The setback to be reduced relates to those other than Street setbacks.</li><li>3. Building footprint is to be a reasonable size with reduction required to enable a good fit.</li><li>4. Approval is for a reduced setback for a single storey dwelling only.</li><li>5. Application for the reduced setback is within a residential lot setting only.</li><li>6. In the case of Sheds, the shed height is not to exceed 3m at the top of the external wall and 6m at the top of the pitch of the roof.</li><li>7. Design is sensitive to the surrounding amenity and meets outdoor open space requirements of a minimum of 45% of the total development, including a minimum of 24sq metres outdoor living.</li></ol>



All applications approved under delegated authority will need to be assessed using the Reduced Setbacks Approval Assessment Form and reported to Council on a monthly basis. The assessment is to be signed off by both the CEO.

**| HISTORY**

~~A new policy~~ May 2016

**REVIEW**

Chief Executive Officer

**Reduced Setback Approvals Assessment Form Date.....**

<b>Property Address</b>	<b>Proposal Outline</b>
<b>Criteria</b>	<b>Comment</b>
<b>Setback Distance</b>	
<b>Which boundaries?</b>	
<b>Building footprint</b>	
<b>Single Storey Dwelling</b>	
<b>Residential Lot</b>	
<b>Shed height</b>	
<b>% open space Outdoor living in meters</b>	
<b>Additional Comments</b>	
<b>Approved/Declined</b>	

**Completed by .....**

**CEO Signature.....**

## ADMINISTRATION

### 7.1 Harvest

**POLICY** That harvesting, including the harvesting of clover, shall be prohibited on Christmas Day, Boxing Day and New Year's Day, within the Shire of Mukinbudin.  
Harvest to be permitted to be carried out on every day of the year except Christmas Day, Boxing day and New Year's Day, subject to no harvest ban being in place.

**OBJECTIVES** To minimise the likelihood of an emergency on Christmas Day, Boxing Day or New Year's Day Public Holiday, when firefighters may not be in a state of readiness.  
To reduce the risk of fire on Public Holidays when firefighters may not be in a state of readiness.

**GUIDELINES** Bush Fire Advisory Committee  
DFES (FESA)  
*Bush Fires Act 1954*  
*Bush Fire Regulations 1954 Reg 38A and 38C*

**38A. Vehicles etc., power to prohibit etc. use of in restricted or prohibited burning times**

- (1) Where a bush fire control officer is of the opinion that the use or operation of any engines, vehicles, plant or machinery during the prohibited burning times or restricted burning times, or both, is likely to cause a bush fire, or would be conducive to the spread of a bush fire, the bush fire control officer may by notice or direction prohibit or regulate the carrying out of any activity or operation in a specified area either absolutely or except in accordance with conditions specified in the notice or direction or without the

consent of the local government or bush fire control officer.

- (2) A notice or direction under subregulation (1) —
  - (a) may be given by wireless broadcast or in writing;
  - (b) shall have effect for such period during the prohibited burning times or restricted burning times, or both, as is specified in the notice or direction;
  - (c) may be varied or cancelled by a bush fire control officer by a subsequent notice or direction in the manner set out in that subregulation.
- (3) During any period for which a notice or direction under subregulation (1) has effect a person shall not, in any area specified in the notice or direction, operate or use any engines, vehicles, plant or machinery contrary to the notice or direction.  
Penalty: \$5 000.
- (4) A person shall, when required by a local government, provide a plough or other specified machine, appliance or firefighting equipment in or in the vicinity of any land or paddock where harvesting operations are being carried on.

**HISTORY** Former policy 1.3.1

**REVIEW** Chief Executive Officer

## **7.2 Building Facilities**

### **POLICY**

~~Council will provide a stove and refrigerator of up to 450 litre capacity in each of its halls / supper rooms.~~

~~(Community Groups may provide other facilities at their cost, with the prior approval of Council, in Halls or other Buildings).~~

### **OBJECTIVES**

~~To define the limit on facilities provided by Council~~

### **GUIDELINES**

### **HISTORY**

### **REVIEW**

Manager of Finance

### **7.3 Caravan Parks - Policy**

#### **POLICY**

In respect to the Caravan Parks owned and operated by the Shire of Mukinbudin, the following policies will apply:

- a) Dogs will be accepted ~~overnight only~~ and must be on a lead;
- b) Lighting of fires within the Park is not permitted without approval of the caretaker;
- c) Any tenant creating a disturbance may be asked to leave.

#### **OBJECTIVES**

To clarify the Shire's position in regard to these matters.

#### **GUIDELINES**

These policies are at the discretion of the Shire and compliment the requirements of the *Caravan Parks and Camping Grounds Regulations 1997*.

#### **HISTORY**

#### **REVIEW**

Chief Executive Officer

## **7.4 Liquor on Council Property**

### **POLICY**

No liquor of any type shall be permitted to be stored or consumed on Council controlled public property without the application for and granting of a permit by the CEO or other designated officer.

Clubs may apply for a seasonal permit for the consumption of liquor with all dates shown on the permit.

### **OBJECTIVES**

### **GUIDELINES**

The Police are to be advised each time a permit for the consumption of liquor is issued.

If liquor is to be sold, either by individual sale or as part of a ticket price, a separate permit from the Department of Liquor, Racing and Gaming is necessary.

### **HISTORY**

### **REVIEW**

Chief Executive Officer

## 7.5 Freedom of Information Officers

**POLICY** For the purpose of the *Freedom of Information Act 1982*:

a) The CEO is the Principal Officer and the Internal review Officer for the purposes of the Act; and,

b) The ~~MANAGER OF FINANCE~~ Finance & Administration Manager is the FOI Coordinator for the purposes of the Act.

**OBJECTIVES** To set out the responsible officers und the *Freedom of Information Act 1982*

**GUIDELINES** In accordance with the *Freedom of Information Act 1982*, s13.39 and Schedule 2

**HISTORY**

**REVIEW** Chief Executive Officer



## **7.6 Pensioner Rates Review Officers**

### **POLICY**

For the purposes of the *Rates and Charges (Rebates and Deferments) Act 1992*;

a) The CEO is the Pensioner Rates Review Officer as defined by the Act; and,

b) ~~MANAGER OF FINANCE~~ Finance & Administration Manager is the Pensioner Rates Determination Officer as defined by the Act.

### **OBJECTIVES**

### **GUIDELINES**

In accordance with the Rates and Charges (Rebates and Deferments) Act 1992, s12 and s13.

### **HISTORY**

### **REVIEW**

~~Manager of Finance~~ Finance & Administration Manager

## **7.7 Record Keeping Plan**

<b>POLICY</b>	For Shire to maintain a Record Keeping Plan in accordance with the requirements of the <i>State Records Act 2000</i> .
<b>OBJECTIVES</b>	<p>The purpose of the Record Keeping Plan is to define the principles that underpin the Shires record keeping function and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Shire.</p> <p>The Plan and its associated procedures establishes a framework for the reliable and systematic management of Shire records in accordance with legislative requirements and best practice standards.</p>
<b>GUIDELINES</b>	<p><i>State Records Act 2000</i></p> <p>See Attachment 7.6 Record Keeping Plan Guidelines</p>
<b>HISTORY</b>	Former Policy 1.1.15
<b>REVIEW</b>	Chief Executive Officer

## ATTACHMENT 7.6 RECORD KEEPING PLAN GUIDELINES

### Scope

This policy applies to all Shire Councillors records created or received by a Shire employee, contractor or Elected Member, or an organisation performing outsourced services on behalf of the Shire of Mukinbudin, regardless of their physical format, storage location or date of creation.

### Custodianship of Records

The Shire recognises its records as the local government owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) are vested in the Shire of Mukinbudin.

### Roles & Responsibilities

- Elected Members:. Records will be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council through the creation and retention of records of meetings of Council and Committees of Council. All significant Elected Member records that come through the Shire's administration will be captured into the Shire Record Keeping System.
- Elected Members are responsible for ensuring that any records they create, collect and retain relating to their role as an Elected Member are to be provided to the Shire's Information Services for keeping in a manner commensurate with legislation and the Shire's policies and procedures for record keeping. Party political and personal records of Elected Members are exempt.
- Chief Executive Officer: The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards.
- All Staff: Staff (including contractors) are responsible for creating, collecting and retaining records relating to the business activities they perform. They are to identify significant and ephemeral records (with no continuing value to the organisation), ensure significant records are captured into the Record keeping System and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for record keeping.

### **Creation of Records**

Staff and contractors are to ensure appropriate and accurate records are created in the relevant format, of the Shire's business decisions and transactions to ensure compliance with all legislative, business, administrative, financial, evidential and historical requirements.

### **Capture & Control of Records**

Records created and received in the course of Shire business are to be captured at the point of creation, regardless of format, with required metadata (data about the record), into the local government record keeping and business systems, that are managed in accordance with sound record keeping principles.

### **Security & Protection of Records (to be Maintained by Information Services)**

Records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

### **Access to Records**

Access to the Shire's records by

- 1) Staff and contractors - will be in accordance with designated access and security classifications.
- 2) The general public will be in accordance with the Freedom of Information Act 1992, the Local Government Act 1995.
- 3) Elected Members will be via the Chief Executive Officer in accordance with the Local Government Act 1995 and Shire Policy

### **Appraisal, Retention & Disposal of Records**

Records kept by the Shire will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

## **7.8 Mukinbudin Caravan Park Overflow**

**POLICY** Use of overflow facility to meet the requirements of Regulation 20 of the *Caravan Parks and Camping Grounds Regulations 1997*.

**OBJECTIVE** To establish a protocol for the implementation of the overflow facility for the Mukinbudin Caravan Park.

**GUIDELINES** The maximum capacity of the Mukinbudin Caravan Park is set at ~~20~~26 Caravans/Motorhomes. Once this number is reached the overflow facility at the Mukinbudin Sports Oval will be initiated.

Patrons who make use of the overflow facility will be ~~escorted~~directed from the caravan park to the sports oval by a council staff member who will assist with the safe positioning of the caravans/motorhomes.

Any one patron shall not be permitted to utilise the overflow facility for a time period of greater than 7 consecutive days at any one time.

A 10% discount shall apply to patrons who are required to use the overflow facility.

**HISTORY** No former policy exists

**REVIEW** Chief Executive Officer

## **7.9 Temporary Camping Site**

**POLICY** Use of the Recreational Sports Grounds as a temporary camping site for participants who attend approved community events from out of town.

**OBJECTIVE** To establish a protocol for the implementation of the use of the Recreational Sports Grounds as a temporary camping site during approved community events.

**GUIDELINES** Council may permit the use of the Recreational Sports Grounds for the purposes of a temporary camping site provided approval is sought and granted. Community Event Organisers may seek approval from Council on behalf of participants at their Events by means of the event application process. Such temporary stays shall be no longer than 7 consecutive days per event and will be approved on a case by case basis.

Event Organisers will be responsible for the Management of campers during the approved period In accordance with any conditions as stipulated within the approval.

**HISTORY**

**REVIEW** Chief Executive Officer

## **7.10 IT Security**

<b>POLICY</b>	IT Security measures are in place.
<b>OBJECTIVE</b>	To appropriately protect the Information and Communication Technology (“ICT”) technology facilities infrastructure against theft, fraud, malicious or accidental damage, breach of privacy and confidentiality.
<b>GUIDELINES</b>	<p>The IT Security Policy applies to all information systems and information system components of the Shire of Mukinbudin. Specifically it includes:</p> <ul style="list-style-type: none"><li>• All dedicated systems.</li><li>• All information storing platforms.</li><li>• All devices that provide or have access to centralised storage capabilities.</li></ul> <p>This will be achieved by ensuring:</p> <ul style="list-style-type: none"><li>• All information systems are protected by Antivirus Software. The protection will be performed at the network boundary, on all facilities, fixed and mobile.</li><li>• All information stored is held in confidence and only used for the sole purpose of Local Government requirements.</li><li>• At the same time this security will not impede on the operation of the systems, services and equipment of the Shire of Mukinbudin and associated infrastructure.</li></ul>
<b>HISTORY REVIEW</b>	<p><del>New Policy</del> <u>May 2016</u> Chief Executive Officer</p>

<b>7.7.4 Shire of Mukinbudin – Delegated Authority Register Annual Review</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Dirk Sellenger – Chief Executive Officer
Date:	12 May 2016
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger – Chief Executive Officer
Author:	Dirk Sellenger – Chief Executive Officer
Voting Requirements:	Absolute Majority
Documents Attached:	Shire of Mukinbudin Delegated Authority Register
Documents Tabled:	Nil

### **Summary**

To present Council a request to review and adopt the Shire of Mukinbudin Delegated Authority Register for 2015/16. **NB:** To ensure the Shire meets its statutory compliance obligations this item must be adopted no later than the June 2017 Council Meeting or it may potentially be identified by Councils auditors as a matter of Non-Compliance (Please refer to reviewed and amended Delegations Register submitted as a separate attachment).

### **Background**

Under the *Local Government Act 1995* there are basically two types of delegations Council may make:

- Delegations to a Committee of Council or
- Delegations to the CEO

Other Delegations made under the *Bush Fires Act 1954*, *Building Act 2011*, *Health Act 1911* and *Food Act 2008*.

- Delegations to Others such as Chief Bush Fire Control Officer

Section 5.8 of the *Local Government Act 1995* deals with Delegations to Committees of Council. Currently the Shire of Mukinbudin only has an Audit Committee that it may wish to delegate to.

The Shire of Mukinbudin Register of Delegations is attached as a separate attachment and was last reviewed on May 2016. Section 5.46 (1) & (2) requires the Register of Delegations to be reviewed annually.

The *Local Government Act 1995* states the following for delegations to Committees of Council:

*Subdivision 2 — Committees and their meetings*

#### *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.*

5.16. *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.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —

(a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and

(b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.

- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

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.

(1) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

The *Local Government Act 1995* states the following for delegations to the CEO:

5.42. *Delegation of some powers and duties to CEO*

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

(a) this Act other than those referred to in section 5.43; or

(b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

\* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

*[Section 5.42 amended by No. 1 of 1998 s. 13; No. 28 of 2010 s. 70.]*

5.43. *Limits on delegations to CEO*

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

*[Section 5.43 amended by No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23.]*

5.44. *CEO may delegate powers and duties to other employees*

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
  - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
  - (b) the exercise of that power or the discharge of that duty by the CEO's delegate,are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —  
**conditions** includes qualifications, limitations or exceptions.

*[Section 5.44 amended by No. 1 of 1998 s. 14(1).]*

5.45. *Other matters relevant to delegations under this Division*

- (1) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
  - (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
  - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.

5.46. *Register of, and records relevant to, delegations to CEO and employees*

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

## Audit Committee

7.1B. *Delegation of some powers and duties to audit committees*

- (1) Despite section 5.16, the only powers and duties that a local government may delegate\* to its audit committee are any of its powers and duties under this Part other than this power of delegation.

*\* Absolute majority required.*

- (2) A delegation to an audit committee is not subject to section 5.17.

*[Section 7.1B inserted by No. 49 of 2004 s. 5.]*

### **Comment:**

The Chief Executive Officer has reviewed the Delegated Authority Register and recommends no changes at this point in time. This matter is presented to Council to consider adopting the reviewed Delegated Authority register to ensure the Shire of Mukinbudin meets its Statutory Compliance responsibilities.

### **Financial Implications**

Nil

### **Statutory Environment:**

*Local Government Act 1995*

### **Strategic & Social Implications**

Nil

### **Policy Implications**

Nil

**Consultation:**

Nil

**Financial Implications**

Nil

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council adopts the reviewed Register of Delegations as presented May 2017.**

**Carried /**



*Mukinbudin - Classic, Dry, Red*

# **Shire of Mukinbudin**

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## **Register of Delegations**

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Originally Adopted: 23 August 2000  
Reviewed 17 May 2017

## **Local Government Act 1995 - Powers of delegation**

### **To Committees**

Delegation of some powers and duties to certain **committees**

- 5.16 (1) Absolute majority required to delegate: cannot delegate power of delegation.  
(2) To be in writing and may be general or conditional.  
(3) Can be for a period of time or indefinite.  
(4) Doesn't prevent Council acting through another.

5.17 Limits on delegations to committees.

5.18 Register of Delegations to be kept and reviewed annually.

### **To CEO**

Delegation of some powers and duties to **CEO**

- 5.42 (1) Absolute majority required to delegate.  
(2) To be in writing and may be general or conditional.

5.43 Limits on delegations to CEO

5.44 CEO may delegate to others, but not the power of delegation.

- 5.45 (1) (a) Can be for a period of time or indefinite.  
(b) Absolute majority required to amend or revoke.  
(2) Doesn't prevent Council or CEO acting through another.

### **Records to be kept**

- 5.46 (1) & (2) Register of Delegations to be kept and reviewed annually.  
(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

### **Admin Reg 19.**

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

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

## Table of Contents

<b>Local Government Act 1995 Delegations</b> .....	6
No. 1: IMPLEMENTATION OF THE BUDGET.....	6
No. 2: EXERCISE OF POWERS UNDER PART 9.....	9
No. 3: EXERCISE OF POWERS UNDER PART 3.....	10
No. 4: INVESTMENT OF SURPLUS FUNDS.....	11
No. 5: MAKE PAYMENTS FROM THE MUNICIPAL FUND AND TRUST FUND .....	12
No. 6: CONTRACT VARIATIONS .....	13
No. 7: RATE NOTICE – EXTENSION OF TIME TO OBJECT .....	14
No. 8: PAYMENT OF RATES AND SERVICE CHARGES.....	15
No. 9: TEMPORARY ROAD CLOSURES .....	16
No. 10: WRITE-OFF OF DEBTS .....	17
<b>Building Act 2011 Delegations</b> .....	18
No. 20: BUILDING ACT 2011 FUNCTIONS.....	18
No. 20A: GRANT OF BUILDING PERMIT .....	19
No. 20B: GRANT OF DEMOLITION PERMIT.....	20
No. 20C: NOT TO GRANT A PERMIT .....	21
No. 20D: GRANT OF OCCUPANCY PERMITS – STRATA, BUILDING APPROVAL CERTIFICATE - STRATA .....	22
No. 20E: GRANT OF OCCUPANCY PERMITS, BUILDING APPROVAL CERTIFICATE .....	23
No. 20F: AUTHORISED PERSONS.....	24
No. 20G: BUILDING ORDERS .....	25
No. 20H: PRESUMPTIONS ABOUT AUTHORITY TO DO CERTAIN THINGS .....	26
Bush Fires Act 1954 Delegations .....	27
No. 30: VARIATION OF PROHIBITED AND RESTRICTED BURNING TIMES.....	27
No. 31: PROSECUTION OF OFFENCES.....	29
<b>Health Act 1911 Delegations</b> .....	30
No. 40: EXERCISE OF HEALTH ACT FUNCTIONS-BY PEHO .....	30
No. 41: EXERCISE OF HEALTH ACT FUNCTIONS- BY CEO.....	31
<b>Food Act 2008 Delegations</b> .....	32
No. 42: FOOD ACT 2008 FUNCTION .....	32
No. 43: DOG ACT 1976.....	33
No. 44: CAT ACT 2011.....	34

## **PART 1 – DELEGATIONS BY THE COUNCIL**

### **Arrangement**

#### **LOCAL GOVERNMENT ACT 1995 DELEGATIONS**

1. Implementation of the Budget
2. Exercise of Powers - Under Part 9
3. Exercise of Powers - Under Part 3
4. Investment of Surplus Funds
5. Make Payments from the Municipal Fund and Trust Fund
6. Contract Variations
7. Rate Notice – Extension of Time to Object
8. Payment of Rates and Service Charges
9. Temporary Road Closures
10. Write-off of Debts

#### **BUILDING ACT 2011 DELEGATIONS**

20. Building Act 2011 Functions
- 20A. Grant of Building Permit
- 20B. Grant of Demolition Permit
- 20C. Not to Grant a Permit
- 20D. Grant of Occupancy Permits – Strata, Building Approval Certificate – Strata
- 20E. Grant of Occupancy Permits, Building Approval Certificate
- 20F. Authorised Persons
- 20G. Building Orders
- 20H. Presumptions about authority to do certain things



### **BUSH FIRES ACT 1954 DELEGATIONS**

- 30. Variation of prohibited and restricted burning times
- 31. Prosecution of Offences

### **HEALTH ACT 1911 DELEGATIONS**

- 40. Exercise of Health Act 1911 Functions – by PEHO
- 41. Exercise of Health Act 1911 Functions – by CEO

### **FOOD ACT 1911 DELEGATIONS**

- 42. Food Act 2008 Functions

### **DOG ACT 1976 DELEGATIONS**

- 43. Dog Act 1976 Functions

### **CAT ACT 2011 DELEGATIONS**

- 44. Cat Act 2011 Functions

# Local Government Act 1995 Delegations

## No. 1: IMPLEMENTATION OF THE BUDGET

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

### The Delegation

- (1) Following the adoption of the budget, the CEO is delegated authority to use management discretion in:
- (a) implementing expenditure programs contained in the budget the details of which has been finalised and endorsed by Council;
  - (b) the appointment of consultants and contractors to enable the proper administration of the Council's business within the budget allocations;
  - (c) prioritising work, unless otherwise directed by the Council;
  - (d) determining whether or not to call tenders or sell by tender or auction where an obligation does not exist to do so under the Act;
  - (e) initiating arrangements for loans subject to referral to Council for adoption;
  - (f) authorising overtime for staff within the budget parameters;
  - (g) engaging temporary staff within the budget parameters;
  - (h) pursuing the payment of all unpaid debtor accounts including unpaid infringement notices.

### PROVISOS

- 1.a That costs are contained within budget allocations.
- 1.b That budget variations are brought to the attention of council in an exceptions manner for the purpose of monitoring and amending the budget as necessary for proper financial management.
- 2. Subject to compliance with the Act Regulations and Council's policies.
- 3.a That Council authorise in advance any contract for the supply of goods or services having a purchase price (before trade in) in excess of \$10,000.
- 3.b All transactions involving a tender process, excluding those through the WALGA Purchasing and Procurement Service, be determined by Council.

4. That the Administration and Customer Service Officers to have a sub-delegated limit of \$5,000 for the issue of Purchase orders to assist with the efficient operations of the organisation.
5. That the sub-delegation limit for the Works Supervisor to be authorised to issue purchase orders to be the adopted budget allocation of individual cost items designated in the Annual Budget. Purchases outside of the designated budget items and allocations require the prior approval of Council before being incurred. Note: Provisos 3(a) and (b) apply to this sub-delegation.
6. That the Manager of Finance have sub-delegated authority to issue purchase orders up to the value of \$250,000 per order in relation to all goods and services designated in the annual budget. Note: the Provisos 3(a) and (b) apply to this sub-delegation.

## **Purpose**

To clarify the management role of the CEO in implementing and controlling the budget, to determine levels of accountability to Council and to set the limits for sub-delegations to nominated staff.

## **Complementary Legislation**

*Local Government Act 1995 Sections 5.42 to 5.45*

*Local Government (Functions and General) Regulations 1996, Regs 18 (4) and 18 (5).*

### **LOCAL GOVERNMENT ACT 1995 - SECT 5.43**

#### **5.43 . Limits on delegations to CEO**

*A local government cannot delegate to a CEO any of the following powers or duties —*

- (a) *any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*
- (b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) *appointing an auditor;*
- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) *any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) *borrowing money on behalf of the local government;*
- (g) *hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) *the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) *any power or duty that requires the approval of the Minister or the Governor;*
- (i) *such other powers or duties as may be prescribed.*

*[Section 5.43 amended by No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23.]*

#### **5.44 . CEO may delegate powers and duties to other employees**

- (1) *A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

(3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —

(a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and

(b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.

(4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.

(5) In subsections (3) and (4) —

**conditions** includes qualifications, limitations or exceptions.

[Section 5.44 amended by No. 1 of 1998 s. 14(1).]

# ***Local Government Act 1995 Delegations***

## **No. 2: EXERCISE OF POWERS UNDER PART 9**

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

### **The Delegation**

That the CEO be delegated power to appoint appropriate employees to be authorised for the purposes of performing particular functions contained in Division 2 of Part 9 of the *Local Government Act 1995*.

(See also Policy 1.1.13 CEO to enforce Act)

### **Purpose**

To enable the CEO to properly manage the affairs of the local government and assign responsibilities to employees.

### **Power or Duty Delegated**

*Local Government Act 1995* section 9.10 –

#### ***“9.10.Appointment of authorised persons***

- (1) The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.
- (2) The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.”

For the particular functions that an employee may be authorised to perform see Policy 1.1.13 CEO to enforce Act.

# **Local Government Act 1995 Delegations**

## **No. 3: EXERCISE OF POWERS UNDER PART 3**

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

### **The Delegation**

That the CEO be delegated power to appoint appropriate employees for the purpose of exercising particular functions under Part 3 of the *Local Government Act 1995*.

(See also Policy 1.1.14 Exercising Powers under Part 3)

### **Purpose**

To put in place appropriate authorisations to ensure that powers contained in Part 3 of the Act can be exercised promptly as occasion requires.

### **The Power of Duty Delegated**

The powers concerned are identified below –

S3.24 The powers given to a local government by this subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.

The powers concerned are:

S3.25 Giving notices to owners/occupiers requiring them to do certain things on their land if included in Schedule 3.1, e.g. make safe a tree which poses a danger.

S3.27 Doing the things prescribed in Schedule 3.2 on land that is not Local Government property e.g. take gravel for road works.

Part 3 – Div 3. Subdivision 3:- exercise powers of entry, where entry is required to perform a function under the Act, other than under a local law.

S3.39 (1) remove and impound any goods involved in a contravention that can lead to impounding.

# Local Government Act 1995 Delegations

## No. 4: INVESTMENT OF SURPLUS FUNDS

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

### The Delegation

The CEO is delegated authority to invest surplus funds with the following institutions -

- Westpac Bank
- BankWest Bank
- Bendigo Bank

(see also Policy No 1.6.1 Investment of Surplus funds)

### Purpose

To provide accountability when dealing with the investment of surplus funds.

### The Power or Duty Delegated

*Local Government Act 1995* section 6.14 -

#### **“Power to invest**

(1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the *Trustees Act 1962* Part III.

(2A) A local government is to comply with the regulations when investing money referred to in subsection (1).

(2) Regulations in relation to investments by local governments may —

(a) make provision in respect of the investment of money referred to in subsection (1); and

*[(b) deleted]*

(c) prescribe circumstances in which a local government is required to invest money held by it; and

(d) provide for the application of investment earnings; and

(e) generally provide for the management of those investments.

*[Section 6.14 amended by No. 49 of 2004 s. 58; No. 17 of 2009 s. 36; No. 2 of 2012 s. 19.]*

## ***Local Government Act 1995 Delegations***

### **No. 5: MAKE PAYMENTS FROM THE MUNICIPAL FUND AND TRUST FUND**

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

#### **The Delegation**

That the Council delegate to the CEO the power to make payments from the municipal fund or trust fund.

(see also policy No 1.6.5. Payment of Accounts)

#### **Purpose**

To facilitate payment of accounts due to creditors.

#### **Power or Duty Delegated**

*Local Government (Financial Management) Regulations - Reg 12 :*

##### **12. Payments from municipal fund or trust fund, restrictions on making**

(1) A payment may only be made from the municipal fund or the trust fund —

(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or

(b) otherwise, if the payment is authorised in advance by a resolution of the council.

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

*[Regulation 12 inserted in Gazette 20 Jun 1997 p. 2838.]*



# Local Government Act 1995 Delegations

## No. 6: CONTRACT VARIATIONS

File Reference:

Date Made:

Review Date: 17 May 2017

### The Delegation

That the Chief Executive Officer is delegated authority to approve minor variations to contracts entered into by Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by council and details of the variation approved being reported to council for information.

### Purpose

To enable the CEO to use management discretion in negotiating minor variations

### The Power or Duty Delegated

*Local Government (Functions and General) Regulations - reg 20:*

#### **20. Variation of requirements before entry into contract**

(1) If, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the local government wishes to make a minor variation in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.

(2) If —

(a) the chosen tenderer is unable or unwilling to enter into a contract to supply the varied requirement; or

(b) the local government and the chosen tenderer cannot agree on any other variation to be included in the contract as a result of the varied requirement,

that tenderer ceases to be the chosen tenderer and the local government may, instead of again inviting tenders, choose the tenderer, if any, whose tender the local government considered it would be the next most advantageous to it to accept.

(3) In subregulation (1) —

**minor variation** means a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply.

# ***Local Government Act 1995 Delegations***

## **No. 7: RATE NOTICE – EXTENSION OF TIME TO OBJECT**

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

### **The Delegation**

The CEO is delegated power to extend the time for making an objection under Section 6.76(4) of the *Local Government Act 1995*.

### **Purpose**

To enable a person proposing to make an objection to adequately establish the grounds

### **The Power or Duty Delegated**

*Local Government Act 1995* –

S.6.76 (4) The local government may, on application by a person proposing to make an objection, extend the time for making the objection for such period as it thinks fit.

### **Complementary Legislation**

S.6.76 (1) provides that a person can object on the ground of –

- (i) ownership or occupancy;
- (ii) unrateability;
- (iii) characteristics of the land as the basis of a differential rate.

(2) provides an objection is to be made within 42 days of service of the rate notice (unless extended).

S.6.81 The making of an objection or an appeal under this subdivision does not affect the liability to pay any rate or service charge imposed under this Act pending determination of the objection or appeal.

## ***Local Government Act 1995 Delegations***

### **No. 8: PAYMENT OF RATES AND SERVICE CHARGES**

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

#### **The Delegation**

- (1) That the CEO be authorised to make an agreement with a person as to payment of rates and service charges but subject to the imposition of appropriate additional and interest rate charges, having regard to policies adopted by Council in the annual budget.
- (2) That in extenuating circumstances, where the CEO believes there may be cause to make an agreement for the payment of rates and service charges without the imposition of additional or interest rate charges, the matter be referred to Council for consideration.

#### **Purpose**

To recognise the rate collection task as essentially a management function.

#### **Statutory Power or Duty / Agencies**

*Local Government Act 1995*- section 6.49 –

##### **“Agreement as to payment of rates and service charges**

6.49 A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person”.

For additional and interest rate charges, see –

Section 6.45 (3)  
FM Regs 67 - 71

# Local Government Act 1995 Delegations

## No. 9: TEMPORARY ROAD CLOSURES

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

### The Delegation

The Chief Executive Officer is authorised to approve the temporary closure of streets provided that an alternative route is available for traffic which might otherwise use the section of road to be temporarily closed, or the closure is of such short duration that no great inconvenience would be suffered.

### Purpose

To facilitate the closure of streets in the event of emergency, e.g. heavy rain, or to enable road works.

### The Power or Duty Delegated

*Local Government Act 1995 – S3.50(1)*

3.50(1) A local government may, by local public notice, order that a thoroughfare that it manages is wholly or partially closed to the passage of vehicles.

Local Government (Functions and General) Regulations - reg 4

ss (2)(3)(4)(5)(6)(7)(8)(9) and section 3.51 — contain procedures, etc.

3.50A Despite section 3.50, a local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure –

- (a) is for the purpose of carrying out repairs or maintenance; and
- (b) is unlikely to have a significant adverse effect on users of the thoroughfare.

## **Local Government Act 1995 Delegations**

### **No. 10: WRITE-OFF OF DEBTS**

**File Reference:**

**Date Made:** 21 February 2007

**Review Date:** 17 May 2017

#### **The Delegation**

The Council of the Shire of Mukinbudin hereby delegates authority to the Chief Executive Officer, to approve the writing off of debts in accordance with Section 6.12 (1) (c) of the *Local Government Act 1995*

Any Debt written off under this delegation must be:-

- (a) up to \$500 only, or
- (b) where the debt occurred due to an error or oversight by Officers.

In all cases where a debt is to be written off, a separate report is to be submitted to Council for consideration.

The Chief Executive Officer delegates this authority to the Deputy Chief Executive Officer.

The delegation shall remain in force indefinitely.

This delegation is pursuant to Section 5.42 & 5.44 of the *Local Government Act 1995*.

#### **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.

[Section 6.12 amended by No. 64 of 1998 s. 39.]

# Building Act 2011 Delegations

## No. 20: BUILDING ACT 2011 FUNCTIONS

File Reference:

Date Made:

Review Date: 17 May 2017

### Authorised Persons

- Chief Executive Officer Mr Dirk Sellenger and
- Principal Environments Health Officer/Building Surveyor Mr John Gosper

#### Council Decision Number –597

#### Voting Requirements – Absolute Majority

Moved: Cr Comerford                      Seconded: Cr Palm  
That Council

1. note the comments contained in this report relating to the *building Act 2011*;  
2. upon promulgation of the *Building Act 2011* rescind the following Building Delegations being delegations 21 – Demolition Licences, 22-Licence to deposit Materials on or Excavate Adjacent to a Street, 23 – Notice of Required Alterations to Building and 24 – Stop Works Orders from the Delegation Authority Register and adopt the following new delegation title for delegation number 20 being ‘Building Act Functions’ and name the delegated ‘authorised persons’ as Chief Executive Officer Mr Trevor Smith and Principal Environments Health Officer/Building Surveyor Mr Julian Goldacre and insert the following delegation statements

1. Note that the Schedule of Fees and Charges will be amended to incorporate the new statutory building fees set in the *Building Regulations 1989* as amended and gazetted;
2. That the Shire Schedule of Fees and Charges will be amended to incorporate the new statutory building fees set in the *Building Regulations 2012 Schedule 2* as (amended and gazetted) upon enactment of the *Building Act 2011*;
3. Approve the intention to introduce a building inspection service fee at \$45.00 + \$0.91 per kilometre + staff FTE time travelled;
4. Authorise the Shire to advertise the proposed building inspections service fee pursuant to Section 6.19 of the *Local Government Act 1995*.

Carried 9/0

## ***Building Act 2011 Delegations***

### **No. 20A: GRANT OF BUILDING PERMIT**

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

#### **The Delegation**

The Council of the Shire of Mukinbudin hereby delegates authority to the Chief Executive Officer, to grant or refuse to grant building permits under the *Building Act 2011* Section 20.

#### **Sub Delegation**

The CEO delegates to the Principal Building Surveyor to grant or refuse to grant building permits under the *Building Act 2011*.

## ***Building Act 2011 Delegations***

### **No. 20B: GRANT OF DEMOLITION PERMIT**

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

#### **The Delegation**

The Council of the Shire of Mukinbudin hereby delegates authority to the Chief Executive Officer, to grant or refuse to grant demolition permits under the *Building Act 2011* Section 21.

#### **Sub Delegation**

The CEO delegates to the Principal Building Surveyor to grant or refuse to grant demolition permits under the *Building Act 2011*.



## ***Building Act 2011 Delegations***

### **No. 20C: NOT TO GRANT A PERMIT**

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

#### **The Delegation**

The Council of the Shire of Mukinbudin hereby delegates authority to the Chief Executive Officer, to refuse to grant Building Permits or Demolition Permits if it appears:

1. There appears to be an error in the documents or information provided in the application; or
2. If an application is inconsistent with:
  - i) A function that the Permit Authority has underwritten law; or
  - ii) An agreement between the Permit Authority and the applicant.

under the *Building Act 2011* Section 22.

#### **Sub Delegation**

The CEO delegates to the Principal Building Surveyor to refuse to grant Building Permits or Demolition Permits if it appears:

1. There appears to be an error in the documents or information provided in the application; or
2. If an application is inconsistent with:
  - i) A function that the Permit Authority has underwritten law; or
  - ii) An agreement between the Permit Authority and the applicant.

## ***Building Act 2011 Delegations***

### **No. 20D: GRANT OF OCCUPANCY PERMITS – STRATA, BUILDING APPROVAL CERTIFICATE - STRATA**

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

#### **The Delegation**

The Council of the Shire of Mukinbudin hereby delegates authority to the Chief Executive Officer, to grant, modify or refuse to grant Occupancy Permits or Building Approval Certificates under the *Building Act 2011* Section 50.

#### **Sub Delegation**

The CEO delegates to the Principal Building Surveyor to grant modify or refuse to grant Occupancy Permits or Building Approval Certificates under the *Building Act 2011* Section 50.

## ***Building Act 2011 Delegations***

### **No. 20E: GRANT OF OCCUPANCY PERMITS, BUILDING APPROVAL CERTIFICATE**

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

#### **The Delegation**

The Council of the Shire of Mukinbudin hereby delegates authority to the Chief Executive Officer, to grant, modify or refuse to grant Occupancy Permits or Building Approval Certificates under the *Building Act 2011* Section 58.

#### **Sub Delegation**

The CEO delegates to the Principal Building Surveyor Authority to grant modify or refuse to grant Occupancy Permits or Building Approval Certificates under the *Building Act 2011* Section 58.

## ***Building Act 2011 Delegations***

### **No. 20F: AUTHORISED PERSONS**

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

#### **The Delegation**

The Council of the Shire of Mukinbudin hereby delegates authority to the Chief Executive Officer, to appoint authorised persons for the purpose of the *Building Act 2011 Section 96*

# ***Building Act 2011 Delegations***

## **No. 20G: BUILDING ORDERS**

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

### **The Delegation**

The Council of the Shire of Mukinbudin hereby delegates authority to the Chief Executive Officer, to issue Building Orders in relation to:

- Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the *Building Act 2011*;
- Take specific action to prevent contravention of the Act;
- Finish an outward facing side of a wall; Buildings which are considered as being unsafe or not fit for human habitation.

for the purpose of the *Building Act 2011 Section 110*

### **Sub Delegation**

The CEO delegates to the Principal Building Surveyor Authority to issue Building Orders in relation to:

- Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the *Building Act*;
- Take specific action to prevent contravention of the Act;
- Finish an outward facing side of a wall; Buildings which are considered as being unsafe or not fit for human habitation.

for the purpose of the *Building Act 2011 Section 110*

## ***Building Act 2011 Delegations***

### **No. 20H: PRESUMPTIONS ABOUT AUTHORITY TO DO CERTAIN THINGS**

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

#### **The Delegation**

The Council of the Shire of Mukinbudin hereby delegates authority to the Chief Executive Officer, to commence prosecution for the purpose of the *Building Act 2011 Section 139*

# Bush Fires Act 1954 Delegations

## No. 30: VARIATION OF PROHIBITED AND RESTRICTED BURNING TIMES

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

### The Delegation

- (1) That pursuant to Section 17(10) and 18(5)(c) of the *Bush Fires Act 1954*, the President and the Chief Bush Fire Control Officer are delegated jointly the Council's powers and duties under of the Bush Fires Act in respect to varying the prohibited and restricted burning times.
- (2) Such variation to be reported to the following Council meeting and communicated to all fire control officers as soon as practicable.

### Purpose

To enable the prohibited and restricted burning times to be varied on account of seasonal conditions.

### The Power or Duty Delegated

#### ***Bush Fires Act 1954 – S.17 Prohibited burning times may be declared by Minister***

- (10) A local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).
- (7) Subject to subsection (7B), in any year in which a local government considers that seasonal conditions warrant a variation of the prohibited burning times in its district the local government may, after consultation with an authorised CALM Act officer if forest land is situated in the district, vary the prohibited burning times in respect of that year in the district or a part of the district by —
  - (a) shortening, extending, suspending or reimposing a period of prohibited burning times; or
  - (b) imposing a further period of prohibited burning times.
- (7B) A variation of prohibited burning times shall not be made under subsection (7) if that variation would have the effect of shortening or suspending those prohibited burning times by, or for, more than 14 successive days.
- (8) Where, under subsection (7), a local government makes a variation to the prohibited burning times in respect of its district or a part of its district the following provisions shall apply —
  - (a) the local government —
    - (i) shall, by the quickest means available to it and not later than 2 days before the first day affected by the variation, give notice of the variation to any local government whose district adjoins that district;
    - (ii) shall, by the quickest means available to it, give particulars of the variation to the FES Commissioner and to any Government department or instrumentality which has land in that district under its care, control and management and which has requested the local government to notify it of all variations made from time to time by the local government under this section or section 18;

(iii) shall, as soon as is practicable publish particulars of the variation in that district;

(b) the Minister, on the recommendation of the FES Commissioner, may give notice in writing to the local government directing it —

(i) to rescind the variation; or

(ii) to modify the variation in such manner as is specified in the notice;

(c) on receipt of a notice given under paragraph (b) the local government shall forthwith —

(i) rescind or modify the variation as directed in the notice; and

(ii) publish in that district notice of the rescission or particulars of the modification, as the case may require.

***Bush Fires Act 1954 -S18. Restricted burning times may be declared by FES Commissioner***

(5) Subject to subsection (5B) in any year in which a local government considers that seasonal conditions so warrant the local government may, after consultation with an authorised CALM Act officer if forest land is situated in its district —

(a) vary the restricted burning times in respect of that year in the district or a part of the district by —

(i) shortening, extending, suspending or reimposing a period of restricted burning times; or

(ii) imposing a further period of restricted burning times;

or

(b) vary the prescribed conditions by modifying or suspending all or any of those conditions.

(5B) A variation shall not be made under subsection (5) if that variation would have the effect of —

(a) shortening the restricted burning times by; or

(b) suspending the restricted burning times, or any prescribed condition, for,

more than 14 successive days during a period that would, in the absence of the variation under subsection (5), be part of the restricted burning times for that zone in that year.



# Bush Fires Act 1954 Delegations

## No. 31: PROSECUTION OF OFFENCES

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

### The Delegation

- (1) The CEO, in consultation with the Chief Fire Control Officer, is delegated power to institute and carry on proceedings against a person for an offence alleged to be committed against the *Bush Fires Act 1954*.
- (2) The power conferred under statement (1) above includes the issue of an infringement notice under section 59A.

### Purpose

So that the CEO can co-operate with the CFCO and through him, the Brigades, and take such measures as deemed appropriate to deter people from acting contrary to the *Bush Fires Act 1954*.

### The Power or Duty Delegated:

#### ***Bush Fires Act 1954 - 59. Prosecution of offences***

- (1) A person authorised by the Minister, a person employed in the Department for the purposes of this Act, an authorised CALM Act officer, a member of the Police Force, or a local government, may institute and carry on proceedings against a person for an offence alleged to be committed against this Act.
- (2) The person instituting and carrying on the proceedings shall be reimbursed out of the funds of the local government within whose district the alleged offence is committed, all costs and expenses which he may incur or be put to in or about the proceedings.
- (3) A local government may, by written instrument of delegation, delegate authority generally, or in any class of case, or in any particular case, to its bush fire control officer, or other officer, to consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district, and may pay out of its funds any costs and expenses incurred in or about the proceedings.
- (4) A local government may by written instrument cancel, or from time to time vary, any instrument of delegation conferred under subsection (3).
- (5) Notwithstanding that a local government has under subsection (3) conferred authority on a delegate, the local government is not precluded from exercising but may itself exercise the authority.

*[Section 59 amended by No. 35 of 1957 s. 10; No. 11 of 1963 s. 25; No. 65 of 1977 s. 41; No. 14 of 1996 s. 4; No. 42 of 1998 s. 16; No. 38 of 2002 s. 36 and 40(1); No. 59 of 2004 s. 141; No. 19 of 2010 s. 52(4); No. 22 of 2012 s. 67.]*

# Health Act 1911 Delegations

## No. 40: EXERCISE OF HEALTH ACT FUNCTIONS-BY PEHO

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

### The Delegation

- (1) That pursuant to section 26 of the *Health Act 1911* Council appoints and authorises its PEHO to be its deputy, and in that capacity, subject to statement (2) below, to exercise and discharge all or any of the powers and functions of the local government to –
  - (a) serve notices and/or prosecute under S26 of the Health Act relating to breaches of the Health Act any Regulations or any Local Laws under the Health Act;
  - (b) approve and refuse applications for and renewals of Eating House, Offensive Trade or Lodging House licences and/or registrations as required;
  - (c) approve applications for and renewals of Stable Licences, and
  - (d) approve and refuse applications for the construction or installation of apparatus used for the treatment of sewage and disposal of liquid waste.
- (2) The Council's endorsement will be sought before proceeding with legal action.

### Conditions Attaching to Delegation

Compliance with the requirements of written law.

### Purpose

To enable the PEHO to act promptly to enforce compliance with public health standards and to expedite the approval of applications.

### The Power or Duty Delegated

*Health Act 1911* –

#### **“26. Powers of local government**

Every local government is hereby authorized and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder:

Provided that a local government may appoint and authorize any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or functions.”

# Health Act 1911 Delegations

## No. 41: EXERCISE OF HEALTH ACT FUNCTIONS- BY CEO

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

### The Delegation

That pursuant to section 26 of the *Health Act 1911* Council appoints and authorises its CEO to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government to –

- (a) serve notices and/or prosecute under S26 of the Health Act relating to breaches of the Health Act any Regulations or any Local Laws under the Health Act;
- (b) approve and refuse applications for and renewals of Eating House, Offensive Trade or Lodging House licences and/or registrations as required;
- (c) approve applications for and renewals of Stable Licences, and
- (d) approve and refuse applications for the construction or installation of apparatus used for the treatment of sewage and disposal of liquid waste.

### Conditions Attaching to Delegation

Compliance with the requirements of written law.

### Purpose

To enable the CEO to act promptly to enforce compliance with public health standards and to expedite the approval of applications.

### The Power or Duty Delegated

*Health Act 1911* –

#### **“26. Powers of local government**

Every local government is hereby authorized and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made there under:

Provided that a local government may appoint and authorize any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or functions.”

# Food Act 2008 Delegations

## No. 42: FOOD ACT 2008 FUNCTION

**File Reference:**

**Date Made:**

**Review Date:** 17 May 2017

### The Delegation

That pursuant to section 118 of Division 2 of The *Food Act 2008* and *Food Regulations 2009*, Council appoints and authorises the Chief Executive Officer to be delegated the administration of the functions of the Shire of Koorda as “enforcement agency”, pursuant to the *Food Act 2008* and the *Food Regulations 2009*. These functions include, but are not limited to, the authorising of Environmental Health Officers as authorised persons, the issuing of food business registrations and the annual reporting requirements described in the act.

The Chief Executive Officer, in exercising authority under Section 5.44 of the *Local Government Act, 1995*, has delegated this power/duty to the Principal Environmental Health Officer.

### Conditions Attaching to Delegation

#### Purpose

To enable the Principal Environmental Health Officer to act promptly to enforce compliance with the *Food Act 2008* and *Food Regulations 2009*.

#### The Power or Duty Delegated

*Food Act 2008* – Food Act Functions – Division 2 Section 118

#### Powers of Local Government

Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made there under:

Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or functions.

# Dog Act 1976

## No. 43: Dog Act 1976

**File Reference:**

**Date Made:** 19 October 2016

**Review Date:** 17 May 2017

### The Delegation

- (1) That pursuant to Section 10.a.a of the Dog Act 1976 Council appoints and authorises its Chief Executive Officer to be delegated any power or duty of the Shire of Mukinbudin under this Act including the power to sub delegate.

This delegation to the Chief Executive Officer allows for the authorisation of Registration Officers & Authorised Officers as defined under Section 3.1 – Interpretation “Authorised person means a person who is appointed by a local government, to exercise powers on behalf of the local government, under Section 29(1) – Power to seize Dogs”

“Registration Officer means a person authorised by the local government to effect the registration of dogs pursuant to this Act.

### Sub delegation

- (a) The Chief Executive Officer delegates to the administration staff the power to effect registrations of dogs pursuant to this Act.
- (b) The Chief Executive Officer delegates to the contractor Ranger Service and its officers the designation of Authorised Officers and the powers to seize dogs under the provisions of Section 29 of this Act.
- (c) The Chief Executive Officer delegates to the Works Supervisor, the Finance & Administration Manager and the Supervisor Parks & Gardens the designation of Authorised Officer and the powers to seize dogs under the provisions of Section 29 of this Act.

# Cat Act 2011

## No. 44: Cat Act 2011

**File Reference:**

**Date Made:** 19 October 2016

**Review Date:** 17 May 2017

### The Delegation

That pursuant to Division 2, Section 44 of the Cat Act 2011 Council appoints and authorises its Chief Executive Officer to be delegated the exercise of any of its power or the discharge of any of its duties under another provision of this Act including the power to sub delegate.

### Sub delegation

- (a) The Chief Executive Officer delegates to the administration staff to be registration officers under the provisions of this Act.
- (b) The Chief Executive Officer delegates the designation of "Authorised Officer" under Division 2 & 3 of the Act to the contracted Ranger service officers, the Finance & Administration Manager, the Works Supervisor and the Supervisor Parks & Gardens.

"Authorised person" means

- (a) A Police Officer
- (b) A person appointed under Section 48.1

<b>7.7.5 Interim Audit Report</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Dirk Sellenger – Chief Executive Officer
Date:	10 <sup>th</sup> May 2017
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

### **Background**

The Shire of Mukinbudin Auditor Mr Greg Godwin, from Moore Stephens has completed the Interim Audit in April 2017. A copy of the Interim Audit Report is submitted in the body of this Agenda Item.

The Interim Audit was conducted onsite at the Shire Administration Offices on the 20<sup>th</sup> and 21<sup>st</sup> of April 2017 by Audit Manager Stephanie Payton.

The CEO believes it is necessary to make clear the difference between the Interim Audit and the Ordinary Annual Audit as they are significantly different in nature. The Interim Audit is usually carried out in March to May of any year and is effectively the preliminary end of year Audit. The Interim Audit is therefore not for a period of time, e.g. 30<sup>th</sup> June 2017. Local Governments are under no obligation either formally or informally to have an Interim Audit carried out however they are considered a best Practice and the Author strongly recommends this process continue.

Given the informal nature of the Interim Audit Report combined by the fact that Audit Committee and the Council are one and the same at Mukinbudin the CEO has bypassed the Audit Committee meeting and referred this report direct to Council for consideration.

A copy of the Department of Local Government and Communities Operational Guideline Number 09 – ‘Audit in Local Government’ revised September 2013 is also attached for information. (See extract from Operational Guidelines No9 below on roles and responsibilities)

### ***“Role and Responsibilities***

*8 The role of the audit committee is to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability.*

*9 The audit committee should critically examine the audit and management reports provided by the external auditor. The committee would then determine if matters raised in the reports require action to be taken by the local government and ensure that appropriate action is implemented.*

*10 A further role for the audit committee would be to receive and authorise the report relating to the audit prepared by the CEO that is to be sent to the Minister.*

*This report would outline any actions the local government has taken or intends to take in relation to the matters identified by the auditor.*

*11 While a formal internal audit function could be considered to be an operational function and therefore the responsibility of the CEO, it is desirable for an internal auditor to have a direct line of communication to the Audit Committee.*

*The Audit Committee needs to form an opinion of the local government's internal audit requirements and recommend a course of action that ensures that any internal audit processes adopted are appropriate, accountable and transparent. The role of the external auditor in this regard can be established at the time of appointment.*

**Please note** that an audit committee (or any other committee) cannot be given a management task where the Act and Regulations make the CEO specifically responsible. Where the local government is assigned the function through the legislation, the audit committee may have a role unless the function has been delegated to the CEO by the Council.”

### **Meeting with the Auditor once per year**

*15 The legislation specifies that a local government is required to meet with its auditor at least once in every year. The term “local government” in this context means the Council. If Council so resolved via a formal delegation, a meeting between the audit committee and the auditor would satisfy this requirement.*

*16 It is acknowledged that the requirement to meet at least once per year may incur a significant financial burden for the more remote local governments. In such circumstances the meeting can be conducted by telephone or video conference. The Council or audit committee should resolve how the meeting with the auditor will be conducted and for the record of the meeting to show that the auditor was involved and the matters discussed. It would be inappropriate for Council representatives to meet with the auditor in their offices unless they were members of the Audit Committee or a significant majority of the members are present.*

*17 The committee may need to liaise regularly with the external auditor to discuss the audit plan, results of the audit and implementation of any recommendations for action emerging from the audit. How communication and liaison between auditor and committee is to occur should be addressed in the agreement of appointment.*

*18 Advice from the auditor may address issues such as –*

- (i) an assessment of accounting procedures;*
- (ii) an assessment of internal controls;*
- (iii) an assessment of risk;*
- (iv) compliance with the Act and associated regulations;*
- (v) compliance with Council policies;*
- (vi) performance assessments on the efficiency and effectiveness of operations;*
- (vii) processes of the internal audit;*
- (viii) outcomes of the external audit prior to issue of management and audit reports; and*
- (ix) changes to accounting standards and legislation and the impact on the local government.*



## INTERIM AUDIT REPORT MATTERS RAISED:



ICW = Internal Control Weakness  
SNC = Statutory Non Compliance



#	Matter Identified/Raised	Nature	Management Responses
1	Audit Trail review for creditors detail change is not conducted at every payment run.	ICW	This will be implemented for future pay period.
2	No robust control procedure surrounding the supplier information update	ICW	Procedure for changing supplier details will be implemented.
3	No credit card acknowledged form is signed by credit card holder prior the issue of the card.	ICW	Credit card acknowledged form will be prepared and signed by the Credit Card holder.
4	Purchase threshold in the purchase order form needs to be updated	ICW	Purchase order form will be updated.
5	One credit card purchase in December 2016, there was no tax invoice attached, Purchase form was not authorised by Card holder.	ICW	Credit card purchase will be authorised and reviewed, Shire will add "presenting credit card expenditure to Council" as part of the credit card policy.
6	Multiple blank boxes identified on 5 out of 19 employees and councillor financial interest returns.	SNC	To increase review on receipt.
7	No acknowledgement of receipt letter provided for Ray Hoopes (ACEO) primary return.	SNC	
8	Two employee's (Nola Comerford-Smith and Jennifer Heaney) primary returns were not lodged within 3 months of start date.	SNC	Incorrectly used Shire employment commencement date rather than start date of delegation responsible role. Noted.

## Statutory Environment

### Division 2 — Appointment of auditors

#### 7.2. *Audit*

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

#### 7.3. *Appointment of auditors*

- (1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint\* a person, on the recommendation of the audit committee, to be its auditor.

\* *Absolute majority required.*

- (2) The local government may appoint one or more persons as its auditor.
- (3) The local government's auditor is to be a person who is —
  - (a) a registered company auditor; or
  - (b) an approved auditor.

*[Section 7.3 amended by No. 49 of 2004 s. 6.]*

#### 7.4. *Disqualified person not to be auditor*

- (1) A person may not be appointed as a local government's auditor if that person is a disqualified person.
- (2) In this section —

***disqualified person*** means a person who —

- (a) is a councillor or an employee of the local government; or
  - (b) is a person who is in debt for more than the prescribed amount to the local government for a period of more than 35 days after —
    - (i) in the case of that part of the debt which is for a rate or service charge under Part 6, the date the rate notice was issued; or
    - (ii) in the case of that part of the debt which is not for a rate or service charge, the date an account was rendered to the person by the local government;
- or
- (c) is an employee of, or a member of the governing body of, an entity of a kind prescribed for the purposes of this paragraph; or
  - (d) is a member of a class of persons prescribed for the purposes of this subsection.

#### 7.5. *Approval of auditors*

The Minister may approve a person who, immediately before the commencement of this Act —

- (a) was a registered local government auditor within the meaning of that term in Part XXVII of the *Local Government Act 1960*<sup>4</sup> as in force before that commencement; and
- (b) was the auditor of a local government,

as an approved auditor for the purposes of this Act.

*7.6. Term of office of auditor*

- (1) The appointment of a local government's auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than 5 financial years, but an auditor is eligible for re-appointment.
- (2) The appointment of an auditor of a local government ceases to have effect if —
  - (a) his or her registration as a registered company auditor is cancelled; or
  - (b) his or her approval as an approved auditor is withdrawn; or
  - (c) he or she dies; or
  - (d) the auditor ceases to be qualified to hold office as auditor or becomes a disqualified person; or
  - (e) the auditor resigns by notice in writing addressed to the local government; or
  - (f) the appointment is terminated by the local government by notice in writing.
- (3) Where —
  - (a) the registration of a local government's auditor as a registered company auditor is suspended; or
  - (b) a local government's auditor becomes unable or unwilling to carry out all or part of his or her duties,

the local government is to appoint\* a person to conduct the audit or to complete that part of the audit which remains to be conducted, as the case requires.

*\* Absolute majority required.*

*7.7. Departmental CEO may appoint auditor*

If by 30 November in any year a local government has not appointed an auditor the Departmental CEO may appoint —

- (a) a qualified person; or
- (b) in default of an appointment under paragraph (a), the Auditor General,

to be the auditor of the local government's accounts and annual financial report for the relevant financial year.

*[Section 7.7 amended by No. 28 of 2006 s. 364.]*

*7.8. Terms of appointment of auditors*

- (1) Subject to this Part and to any regulations, the appointment of a person as auditor of a local government is to be made by agreement in writing on such terms and conditions, including the remuneration and expenses of the person to be appointed, as are agreed between that person and the local government.
- (2) The remuneration and expenses payable to the auditor of a local government (whether appointed by the local government or by the Departmental CEO under section 7.7) are payable by the local government.

*[Section 7.8 amended by No. 28 of 2006 s. 364.]*

### **Division 3 — Conduct of audit**

#### *7.9. Audit to be conducted*

- (1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —
  - (a) the mayor or president; and
  - (b) the CEO of the local government; and
  - (c) the Minister.
- (2) Without limiting the generality of subsection (1), where the auditor considers that —
  - (a) there is any error or deficiency in an account or financial report submitted for audit; or
  - (b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorised by law; or
  - (c) there is a matter arising from the examination of the accounts and annual financial report that needs to be addressed by the local government,details of that error, deficiency, misapplication or matter, are to be included in the report by the auditor.
- (3) The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —
  - (a) prepare a report thereon; and
  - (b) forward a copy of that report to the Minister,and that direction has effect according to its terms.
- (4) If the Minister considers it appropriate to do so, the Minister is to forward a copy of the report referred to in subsection (3), or part of that report, to the CEO of the local government to be dealt with under section 7.12A.

*[Section 7.9 amended by No. 49 of 2004 s. 7.]*

#### *7.10. Powers of auditor*

- (1) An auditor —
  - (a) has a right of access at all reasonable times to such books, accounts, documents and assets of the local government as are, in the opinion of the auditor, necessary to allow the audit to be conducted; and
  - (b) may require from a member or an employee of the local government —
    - (i) any book, account, document or asset of the local government; or
    - (ii) any information, assistance or explanation,necessary for the performance of the duty of the auditor in relation to the audit; and
  - (c) may, at the expense of the local government obtain and act upon a legal opinion on a question arising in the course of an audit.

- (2) In this section and in section 7.11 *employee* includes a person who has a contract for services with the local government.

*7.11. Power to demand production of books etc.*

For the purpose of an audit, inspection or inquiry, an auditor has authority at all reasonable times and without notice to demand from the local government and its employees, the production of books, accounts, vouchers, papers, documents, records, assets and cash in hand, belonging to the local government or being in the custody or control of it or any of its employees.

*7.12. Employees and financial institutions to furnish particulars of money received*

- (1) An employee of a local government is to furnish to an auditor, as and when required, a statement in writing of all money received in his or her official capacity by the employee whether on account of the local government or otherwise.
- (2) A bank or other financial institution at which a local government has an account is required to furnish to an auditor, as and when required, full particulars of the account.

#### **Division 4 — General**

*7.12A. Duties of local government with respect to audits*

- (1) A local government is to do everything in its power to —
  - (a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and
  - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
  - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
  - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to —
  - (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
  - (b) forward a copy of that report to the Minister,

by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

*[Section 7.12A inserted by No. 49 of 2004 s. 8.]*

*7.13. Regulations as to audits*

- (1) Regulations may make provision —
  - (aa) as to the functions of the CEO and the audit committee in relation to audits carried out under this Part and reports made on those audits;

- (ab) as to the functions of audit committees, including the selection and recommendation of an auditor;
  - (ac) as to the procedure to be followed in selecting an auditor;
  - (ad) as to the contents of the annual report to be prepared by an audit committee;
  - (ae) as to monitoring action taken in respect of any matters raised in a report by an auditor;
    - (a) with respect to matters to be included in agreements between local governments and auditors;
    - (b) for notifications and reports to be given in relation to agreements between local governments and auditors, including any variations to, or termination of such agreements;
  - (ba) as to the copies of agreements between local governments and auditors being provided to the Department;
  - (c) as to the manner in which an application may be made to the Minister for approval as an auditor;
  - (d) in relation to approved auditors, for —
    - (i) reviews of, and reports on, the quality of audits conducted;
    - (ii) the withdrawal by the Minister of approval as an auditor;
    - (iii) applications to the State Administrative Tribunal for the review of decisions to withdraw approval;
  - (e) for the exercise or performance by auditors of their powers and duties under this Part;
  - (f) as to the matters to be addressed by auditors in their reports;
  - (g) requiring auditors to provide the Minister with such information as to audits carried out by them under this Part as is prescribed;
  - (h) prescribing the circumstances in which an auditor is to be considered to have a conflict of interest and requiring auditors to disclose in their reports such information as to a possible conflict of interest as is prescribed;
  - (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
    - (i) of a financial nature or not; or
    - (ii) under this Act or another written law.
- (2) Regulations may also make any provision about audit committees that may be made under section 5.25 in relation to committees.

*[Section 7.13 amended by No. 64 of 1998 s. 40; No. 49 of 2004 s. 9; No. 55 of 2004 s. 700.]*

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That the Interim Report prepared by Council’s Auditors, Moore Stevens, be received.**

**Carried /**

<b>7.7.6 Old District Club – Lot 102 Calder Street Mukinbudin</b>	
Location:	Shire
File Ref:	ADM
Applicant:	Mr Wayne Carey
Date:	10 <sup>th</sup> May 2017
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 with a request to lease old District Club building to Mr Wayne Carey

### **Background**

The Shire has received a verbal request from Mr Wayne Carey of Mukinbudin seeking to lease the old district club to conduct a part time upholstery business.

The Council had previously agreed to lease Mr Carey the same property in April 2016 and resolved as follows:

#### Council Decision number – 1463

*Moved Cr Palm*

*Seconded Cr Paterson*

*That Council agrees to permit Mr Wayne Carey to operate a part time upholstery business out of the Old District Club for a 12 month lease, with a rental amount of \$50 per week incl. GST.*

*Carried 7/0*

The Author understands that Mr Carey needed to return to Tasmania in April 2016 and for an unknown reason was unable to return to Mukinbudin prior to the expiry of the previous lease agreement (April 2017).

The CEO invited Mr Carey to address Council with regards to this matter and his proposed Upholstery Business however Mr Carey is currently in Tasmania and unable to return to Mukinbudin prior to August 2017.

### **Comment**

Given the Old District Club is not being utilised for any purpose at the moment it is supported to lease the central part of the Old District Club building to Mr Carey for the offered amount of \$75 per week incl. GST.





**Financial Implications**

Rental income of \$75.00 per week as offered by Mr Carey would equate to \$1,950 for the six month lease period. Whilst this amount is negligible it will utilise an otherwise vacant building and importantly it will create another Business within Mukinbudin which may have direct and indirect benefits for the Town.

The Council would be liable for any utility charges (Electricity) and this was the arrangement from the previous agreement entered into in April 2016 by Council. Given the type of items required to operate the business the estimated costs would not be excessive.

**Statutory Environment**

*Local Government Act 1995,*  
*Local Government (Functions and General) Regulations 1996*

*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.
- (5) This section does not apply to —
- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
  - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
  - (d) any other disposition that is excluded by regulations from the application of this section.

*[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]*

*Local Government (Functions and General) Regulations 1996* states:

30. *Dispositions of property excluded from Act s. 3.58*

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —.....

- (e) it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or

**Strategic Implications**

Nil

**Consultation**

Ms Jenny Heaney – Senior Finance Officer

Cr Gary Shadbolt – Shire President

Ms Nola Comerford – Community Development Officer

**Policy Implications**

Nil

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That upon inspection of the Old District Club it is not deemed appropriate to allow Business to be conducted and that Mr Carey's offer to lease the property for \$75.00 per week for a period of 6 months be declined.**

**Carried /**

<b>7.7.7 Councillors Meeting Fees and Allowances 2017/2018</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Dirk Sellenger – Chief Executive Officer
Date:	11 <sup>th</sup> May 2017
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 review and set the Members sitting Fees and Allowances which are to be incorporated in the 2017/2018 Budget once endorsed.

The CEO doesn't consider it appropriate to make a recommendation to Council about what each Elected Member should receive in the form of Payment. Individual Councillors and the Shire President should determine this payment taking into account the various factors within the Community as well as the financial impact to the Annual Budget.

### **Background**

Councillor fees and allowances were last set in conjunction with the 2016/2017 Budget Document, the setting of these fees have not in the past been dealt with as a separate Agenda Item however, given the nature of these payments, the CEO believes that it is good practice to deal with this matter as a separate Agenda Item in this format.

The current amount for the Councillors Fees and Allowances are within the payment range as determined by SAT.

### **Comment:**

The Salary and Allowances Tribunal (SAT) set a Minimum and Maximum payment amount for four (4) Bands of Local Governments within Local Government which is determined by Annual Revenue and Population. The Shire of Mukinbudin is deemed a Band 4 Council and fees are to be set accordingly within the allowable range as follows:

Current (2016/2017) Shire of Mukinbudin - Elected Members Fees and Allowances

President Allowance	\$ 3,500.00
Deputy President Allowance	\$ 875.00
Annual Attendance Fee (all 9 Members)	\$ 3,553.00

\* Deputy President Allowances is linked to 25% of President Allowance and isn't able to be altered by the Council.

## 6.4 Annual Attendance Fees in Lieu of Council Meeting, Committee Meeting and Prescribed Meeting Attendance Fees

(1) The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay all council members who attend council, committee or prescribed meetings an annual fee.

**Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments**

<i>Band</i>	<b>For a council member other than the mayor or president</b>		<b>For a council member who holds the office of mayor or president</b>	
	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
1	\$24,360	\$31,364	\$24,360	\$47,046
2	\$14,718	\$23,000	\$14,718	\$30,841
3	\$7,612	\$16,205	\$7,612	\$25,091
4	<b>\$3,553</b>	<b>\$9,410</b>	<b>\$3,553</b>	<b>\$19,341</b>

### 7.1 General

(1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chairman of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined in section 7.2 of this Part.

(2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide by an absolute majority to pay the deputy mayor or deputy president of the local government, or the deputy chairman of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chairman of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chairman under section 5.98 of the LG Act.

(3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following –

- (a) the leadership role of the mayor, president or chairman;
- (b) the statutory functions for which the mayor, president or chairman is accountable;
- (c) the ceremonial and civic duties required of the mayor, president or chairman, including local government business related entertainment;
- (d) the responsibilities of the deputy mayor, deputy president or deputy chairman when deputising;

- (e) the relative "size" of the local government as reflected in the Tribunal's local government banding model;
- (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia's capital city.

## 7.2 Annual Allowance for a Mayor, President or Chairman

(1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.

(2) The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chairman is entitled under section 5.98(5) of the LG Act.

(3) Despite the provisions of subsection (1), the Perth City Council is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$60,900 to \$135,909.

**Table 10: Annual allowance for a mayor or president of a local government**

<b>Band</b>	<b>For a mayor or president</b>	
	<b>Minimum</b>	<b>Maximum</b>
1	\$50,750	\$88,864
2	\$15,225	\$62,727
3	\$1,015	\$36,591
<b>4</b>	<b>\$508</b>	<b>\$19,864</b>

## 9.2 Annual Allowances Determined Instead of Reimbursement for Particular Types of Expenses

(1) In this section –

**ICT expenses** means –

(a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or

(b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;

**travel and accommodation expenses** means –

(a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or

(b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.

(2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.

(3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$50.

**Financial Implications**

Council is to set the Fees and Allowances of Elected Members and these payment amounts are to be incorporated into the 2017/2018 Budget accordingly.

**Statutory Environment:**

*Local Government Act 1995*

**Strategic & Social Implications**

Nil

**Policy Implications**

Nil

**Consultation:**

Nil

**Financial Implications**

To allow Council to review and set the Members sitting Fees and Allowances which are to be incorporated in the 2017/2018 Budget once endorsed.

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council set the 2017/2018 Elected Members Fees and Allowances Payments within the allowable prescribed amounts.**

**Presidents Allowance \$ \_\_\_\_\_**

**Deputy President Allowance \$ \_\_\_\_\_ \*(set at 25% of President Allowance)**

**Members Annual Fee \$ \_\_\_\_\_**

**Travel, as per the \_\_\_\_\_ and as determined by Council Policy No. \_\_\_\_\_ reviewed in May 2017.**

**Carried /**



<b>7.7.8 Mukinbudin Football Club – Discounted Hire Fee</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Dirk Sellenger – Chief Executive Officer
Date:	11 <sup>th</sup> May 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger - Chief Executive Officer
Author:	Dirk Sellenger - Chief Executive Officer
Voting Requirement:	Absolute Majority
Documents Attached:	Nil
Documents Tabled:	Nil

### **Summary**

To request of Council to consider allowing the Mukinbudin Football Club to use up to two large Shire owned marquees with a discounted fee of \$50 each.

### **Background**

*Hello Dirk,*

*On Saturday 24th June 2017, the Mukinbudin Football Club will be holding a 'Sponsors Day' in order to thank those sponsors who support the club each year, and make the winter sports season so successful.*

*Without their sponsorship, it would be very hard for the club to continue to function at it's current capacity, and without the Club the community would not have a central place to gather and catch up during the sporting season.*

*We are writing to request that Council waive the charges associated with hiring one or two of the white marquees that were purchased as part of the community events kit.*

*The hope is that these will be erected on the lawn and cordoned off to give sponsors a dedicated tent to watch the footy, whilst enjoying some refreshments.*

*Your consideration of this matter is appreciated.*

*Kind Regards,*

***Jenny Heaney***

*Secretary*

***Mukinbudin Football Club***

***PO Box 62, Mukinbudin WA 6479***

***P: 0475 362 550***



**Comment:**

The events kit was purchased via a Grant from Lotterywest in 2016. The events kit includes various items, including tables, chairs, lighting and outdoor heaters. Council considered and set Fees and Charges for the use of the kit in December 2016 and the fee for the large Marquees the football club is seeking to use are set at \$200.00 per hire period (\$400.00 for two in this case). The marquees will be used as a bar area, giving the Football Club a revenue from the event.

**Financial Implications**

The Community Development Officer has advised that several items within the Events package are yet to be hired and that the current rental amount as set by Council of \$200.00 per marquees is potentially excessive for the type of Marquee and the number of people and or groups seeking to hire these items within the Community. The CEO shares the opinion of the Community Development Officer with regards to this matter and these hire charges as well as the full list of Councils Fees and Charges will be reviewed and presented for Council consideration at the June 2017 Ordinary Meeting.

A hire charge of \$400.00 will be payable by the Mukinbudin Football Club unless Council resolves to write off some or all of the costs associated with the hire.

**Statutory Environment:**

*Local Government Act 1995*

*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.

*[Section 6.12 amended by No. 64 of 1998 s. 39.]*

**Strategic & Social Implications**

Nil

**Policy Implications**

Nil

**Consultation**

Nola Comerford – Community Development Officer

**Financial Implications**

If the Council agrees to write off some or all of the Debt for the hire of the Marquees, Council will forgo this income from the Hire charge. Any subsidy will result in less revenue for the Shire.

**Voting Requirements**

Absolute Majority Vote Required

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That in accordance with Section 6.12 of the Local Government Act 1995, Council agrees to subsidise by three hundred dollars (\$300.00) the use of the two large Marquees for the Football Club event to be held on Saturday 24<sup>th</sup> June 2017, valued at four hundred dollars (\$400.00).**

**Carried /**

<b>7.7.9 Mukinbudin Medical Centre – Increased Service Delivery</b>	
Location:	Mukinbudin Medical Centre
File Ref:	ADM 063
Applicant:	Dirk Sellenger - Chief Executive Officer
Date:	11 <sup>th</sup> May 2017
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger - Chief Executive Officer
Author:	Dirk Sellenger - Chief Executive Officer
Voting Requirement:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

### Background

Council received the following correspondence on 11<sup>th</sup> May 2017:

*Hello Dirk,*

*Firstly my apology for the delay in getting this email to you. As discussed in our phone call a few weeks ago I have raised my concern at the Kununoppin Local Health Advisory Group meetings re the lack of coverage at the Mukinbudin Nursing Post. Basically it is a four day a week service (closed Friday). When the Nurse in charge takes annual leave the centre is closed with no relief nurse. The centre was closed for two weeks in January 2017 and one week in April 2017.*

*It is my understanding in the next couple of months the Nurse in charge will be taking long service leave for three months and no replacement nurse will be available. With a new building happening in the near future we need to get the most out of the Health Service in Mukinbudin. On the 9th of December 2016 a letter was written to Regina Michel - Huessy at Primary Health voicing our concerns.*

*On the 10th February 2017 we received a reply (copy below ) which told us nothing. On the 7th April 2017 Regina attended our LHAG meeting and gave a presentation on the Primary Health Service in Mukinbudin and in our opinion still did not answer any of our concerns. Now I am asking if the Shire could support our concerns and take the matter to a higher authority.*

*Regards,*

*Peter Geraghty*



**Government of Western Australia  
WA Country Health Service**

Your Ref:  
Our Ref:  
Enquiries to: Regina Michel-Huessy on 0407 424 997

Mrs Sandra Waters  
Po Box 8  
KUNUNOPPIN WA 6489

Dear Sandra

Thank you for your correspondence regarding the nursing coverage at the Mukinbudin Health Centre.

The WA Country Health Service is highly supportive of the primary health model of care being delivered from the Mukinbudin Health Centre, and this was one of the key reasons for the Royalty for Regions' funded Southern Inland Health Initiative (SIHI) investment in the replacement of the facility at Mukinbudin.

The nursing outpatient and community services, visiting primary health practitioners and health promotion programs are important for maintaining and enhancing the health of the community. The programs are delivered on a scheduled basis, with clients encouraged to attend the centre at appointed times or to contact the centre by telephone prior to presenting.

Our current community health nurse is working 4 days per week. Efforts are continuing to recruit to the vacant 5<sup>th</sup> day and to provide leave relief, however this has proved difficulty. With careful planning and appropriate scheduling the nurse has been able to see the clients in the four days that she is available.

Wendy Jardine, Eastern Wheatbelt Primary Health Manager has advised that the Mukinbudin Health Centre will still provide essential services, including nursing outpatients and child health during the annual leave period. Essential pre-booked appointments will be covered by nurses from other WACHS Wheatbelt sites. This leave has also been taken to coincide with a traditionally quieter period in the community.

Shop 4, 78 Wellington Street WA 6401  
Letters: PO Box 690, NORTHAM WA 6401  
Tel: (08) 9621 0700 Fax: (08)



Government of Western Australia  
WA Country Health Service

Thank you for taking the time to raise your concerns. We would like to attend your LHAG group in 2017 to deliver a presentation and to discuss Primary Health services delivery at Mukinbudin and surrounding areas.

Please let me know if you are interested, by contacting me on 0407 424 997 or [Regina.Michel-Huessy@health.wa.gov.au](mailto:Regina.Michel-Huessy@health.wa.gov.au)

Yours sincerely

Regina Michel-Huessy  
A/Population Health Director – WA Country Health Service - Wheatbelt

23/12/2016

cc: Sean Conlan – Regional Director, WA Country Health Service – Wheatbelt

**Comment:**

Health services have been identified by the Council and the Mukinbudin Community as an area of very high priority within the Shire. It is essential that Health services to the Shire of Mukinbudin not only continue but are strengthened with the pending new Nursing Post to be built in Mukinbudin in the near future. The absence of a Nurse in the facility on Fridays as well as during periods of Annual Leave is of much concern to St Johns Ambulance as the recent correspondence suggests.

The CEO believes that Council and the Community should be seeking to have the new facility open five days per week and appropriate coverage arranged by WA Country Health Service to allow for an uninterrupted service during periods of Annual Leave.

**Financial Implications**

As a state owned and run building and service the Shire of Mukinbudin isn't currently financially liable for any costs associated with this service.

**Statutory Environment:**

Nil

**Strategic & Social Implications**

Nil

**Policy Implications**

Nil

**Consultation:**

Nil

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That the CEO writes to WA Country Health thanking them for their continued support and assistance with regards to the existing and soon to be constructed Mukinbudin Medical Centre.**

**That the President and CEO request to meet with representatives from WA Country Health to discuss the current and future staffing of the Mukinbudin Medical Centre with the intention of working together to find a solution to existing staff shortages with the intention to increase the opening days of the Centre from Monday to Friday (inclusive) as well as full coverage during periods of Annual Leave etc.**

**Carried /**

<b>7.7.10 CEACA – Development Application Fee</b>	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Dirk Sellenger – Chief Executive Officer
Date:	11 <sup>th</sup> May 2017
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 the annual contribution towards the Medical Enhancement fund previous paid the NEWROC and included in the subscriptions.

### **Background**

Council received the following correspondence with regards to the payment of the Development Application Fee:

Good morning everyone

As you are aware the issue of whether CEACA or its Member Councils pays the fees associated with the lodgement of Development Application (DA) fees has been the topic for much discussion over the past 48 hours or so.

The CEACA Executive Committee held a special meeting this morning to discuss the options available to ensure that all DAs are properly lodged. The meeting resolved as follows:

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

**That:**

- 1. The CEACA Executive Committee recommend to the CEACA Committee by way of “flying email” as permitted under Clause 20.1 of the Central East Aged Care Alliance Inc Constitution that CEACA through the Financial Assistance Agreement - CEACA Seniors Housing Project Stage 2 fund the development application fees associated with the CEACA Seniors Aged Housing Project; and**
- 2. All responses relating to the CEACA Executive Committee’s recommendation be provided to the CEACA Executive Officer by close of business on Monday 15 May 2017.**

**CARRIED**

Please note that this resolution relates only the payment of fees associated with the lodgement of DAs. The payment of other fees will be considered at a future meeting of the CEACA Committee.



**In line with the above resolution could each Committee Member provide, by email, their agreement (or rejection) to the recommendation from the Executive Committee by close of business on Monday 15 May 2017.**

The CEACA Executive Committee has also requested that I draw your attention to the importance of your respective Councils considering the DAs associated with the CEACA Seniors Housing Project at the May round of Council meetings. Information on these have been sent to each CEACA CEO by Ralton Benn of Access Housing on Friday 5 May 2017. It is imperative that there are as few delays as possible. This point was highlighted by the CEACA Chair, Graham Lovelock, in an email distributed just prior to the Easter break. To quote from Graham's email:

CEACA Members should be aware that, as per the advice in the Briefing Paper attached, meeting each of the milestones as per the FAAs is imperative for CEACA to maintain the funding it has been allocated. The project plan must marry up with the milestones contained within the Stage 2 FAA. It is imperative that the project plan be adhered to. For example, work around completion of the DA's is underway. It is anticipated that the DAs will be available in early May. It is imperative that CEACA's Member Councils provide planning consent at their May round of Council meetings.

A copy of the FAA for Stage 2 of the CEACA Seniors Housing Project is attached for your information. As Graham's email notes it is imperative that the project plan be adhered to. The Executive Committee requests that you work with your respective Councils to ensure planning consent is provided at the May round of Council meetings.

Should you have any further questions please call/email me.

Take care

HW

Helen Westcott  
Executive Officer  
Central East Aged Care Alliance Inc (CEACA)

## **COMMENT**

By having CEACA paying the development Fees instead of the Member Councils, this will ultimately reduce the amount of funding available to deliver the goal of building the units by increasing CEACA expenditure by \$52,664 which isn't expected to have any negative impact to the delivery of the project.



DA Fees as follows:

Site Address	Construction Value	DA Fees
<b>BRUCE ROCK</b>		
Lots 26, 27 & 28 Butcher Street	\$1,732,828.54	\$4,868.37
Lots 56 and 57 Butcher Street	\$488,879.26	\$1,671.42
<b>KELLERBERRIN</b>		
Lot 19 & 31, No 49-53 Hammond Street	\$3,428,369.45	\$9,225.91
<b>KOORDA</b>		
Lots 119 to 123 Greenham St, Koorda	\$1,199,439.12	\$3,497.56
<b>MERREDIN</b>		
Part Lot 165, No. 22 Coronation Street	\$6,856,738.91	\$18,036.82
<b>MT MARSHALL</b>		
Lot 152, 43 Brown Street Buncubbin	\$495,093.87	\$1,687.39
Lot 40 Rowlands St Beacon	\$241,332.33	\$1,035.22
<b>MUKINBUDIN</b>		
200 & 217 Mallee Drive	\$962,753.39	\$2,889.28
<b>NUNGARIN</b>		
Lot 214 , No. 23 & Lot 217, No. 25 Second Ave	\$495,093.87	\$1,687.39
<b>TRAYNING / KUNUNOPPIN</b>		
158 – 165 Lamond St (adjoining at rear)	\$511,859.30	\$1,730.48
<b>WESTONIA</b>		
20 Quartz Street	\$495,093.87	\$1,687.39
<b>WYALKATCHEM</b>		
298 Wilson Street	\$990,187.74	\$2,959.78
<b>YILGARN / SOUTHERN CROSS</b>		
Lot 250-252 & Lot 650 Antares St.	\$495,093.87	\$1,687.39
	<b>\$18,392,763.52</b>	<b>\$52,664.40</b>

### **Financial Implications**

By CEACA paying the Development Application Fee instead of the Member Shires this benefits the Shire of Mukinbudin by an amount of \$2,889.28. This amount will have no impact (either positively or negatively) to the daily operations of the Shire.

**Statutory Environment:**

*Local Government Act 1995*

**Strategic Implications**

Nil

**Policy Implications**

Nil

**Consultation:**

Cr Gary Shadbolt – Shire President / Shire of Mukinbudin NEWROC representative

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council formally endorse the decision of the CEACA Executive Committee as follows:**

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

***That:***

- 3. The CEACA Executive Committee recommend to the CEACA Committee by way of “flying email” as permitted under Clause 20.1 of the Central East Aged Care Alliance Inc Constitution that CEACA through the Financial Assistance Agreement – CEACA Seniors Housing Project Stage 2 fund the development application fees associated with the CEACA Seniors Aged Housing Project; and***
- 4. All responses relating to the CEACA Executive Committee’s recommendation be provided to the CEACA Executive Officer by close of business on Monday 15 May 2017.***

**Carried /**

## 7.7.11 – CEACA DEVELOPMENT APPLICATION APPROVAL

**\*\*LATE ITEM\*\* TO BE PROVIDED UPON COMPLETION – EXPECTED BY 5PM SATURDAY 13<sup>TH</sup> MAY**

### 8. Information Report

8.1 Please refer to Correspondence and Information Report submitted as a separate attachment

### 9. Elected Members Motions of which previous notice has been given

9.1 Nil

### 10. Urgent Business without notice (with the approval of the president or meeting)

10.1 Nil

### 11. Important Dates

11.1 Dates to Remember

ANNUALLY	
Date	Details
January	No Council Meeting this 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.

	<p>National Volunteer Week</p> <p>Send out recoups of roads and other projects so grant funding can be received by 30 June</p> <p>Review Councils Fees and Charges for all Council services and facilities including rubbish service and charges</p> <p>MF to review and renew Council's insurance policies with LGIS</p>
June	<p>Sitting fees – Reminder to Councillors re: forthcoming years fees</p> <p>FOI Return (Note: not necessary if Nil return)</p> <p>FOI Statement – Review this month</p> <p>Works Supervisor to provide comments on RRG Submissions, which are due to go to Council in the August meeting.</p> <p>MF to conduct a Finance &amp; Audit Committee meeting and meet with Auditor as per Committee Roles Council's Audit Committee to meet to discuss Interim Audit</p> <p>Every 4 years Financial Management Review due before 30 June</p> <p>WALGA Local Government Convention deadline for nominations</p> <p>30 June each year – Public Interest Disclosure Return to be submitted for previous period 1/7 to 30/6.</p> <p>Chief Executive Officer's performance and remuneration review – commence this month</p>
July	<p>Draft Budget submitted by Chief Executive Officer and Manager of Finance</p> <p>Issue Employee Group Certificates</p> <p>Councillors and Senior Staff issued with Annual Interest Returns for completion</p> <p>Issue eating house licence renewals</p> <p>CEO performance review</p>
August	<p>Councillors and Senior Staff – reminder of Annual Financial Interest Return to be completed to CEO prior to 31 August</p> <p>Completion/Adoption of budgets (absolute majority). Send copy to Department of Local Government within 30 days (LG Act 6.2, FM Regulations 33)</p> <p>Resolution regarding timing of Annual Electors Meeting</p>
September	<p>Completion of Annual Financial Report &amp; submitted to Auditor. AFR sent Dept. of Local Government within 30 days (LG Act 6.5, FM Regulations 5.1)</p>
October	<p>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 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>

### Officer Recommendation

#### Council Decision Number –

Moved: Cr

Seconded: Cr

**That the next Ordinary Meeting of Council be held on Wednesday 21<sup>st</sup> June 2017 commencing at 1.00pm.**

**Carried /**

## **12. Closure of Meeting**

**12.1 The Shire President declared the meeting closed at \_\_\_\_\_ pm.**