Shire of Mukinbudin

Ordinary Meeting of Council

AGENDA

TO BE HELD IN THE COUNCIL CHAMBERS AT
15 MADDOCK STREET, MUKINBUDIN
COMMENCING AT 1.00pm WEDNESDAY 16TH MAY 2018

Dirk Sellenger
CHIEF EXECUTIVE OFFICER

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ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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

Dirk Sellenger
CHIEF EXECUTIVE OFFICER

SUMMARY OF MEETINGS
Shire of Mukinbudin 2018

	Briefing / Workshop	Council Meeting
January	✗	✗
February	✓	✓
March	✓	✓
April	✗	✓
May	✓	✓
June	✓	✓
July	✓	✓
August	✓	✓
September	✓	✓
October	✓	✓
November	✗	✓
December	✓	✓

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

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

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

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7.6.6 Financial Management Review 2018

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

8.1 Nil

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

9.1 Nil

10. Dates to Remember

10.1 See attached list

11. Closure of Meeting

11.1 Closure of Meeting

AGENDA

Agenda of the Ordinary Meeting of Council to be held in Council Chambers, Maddock Street, Mukinbudin on 18th April 2018.

1. Declaration of Opening

1.1 The Shire President to declare the Meeting open at __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 to declare public question time open.

2.3 Declaration of public question time closed

The Shire President to 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

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 18th April 2018.

Voting Requirement Simple Majority

OFFICER RECOMMENDATION

Council Decision Number

Moved: **Seconded:**

That the Minutes of the Ordinary Meeting of Council held on the 18th April 2018 be accepted as a true and correct record of proceedings.

Carried /

7.1 Works Supervisor's Report

7.1.1 Works Supervisor's Report April 2018	
Location:	Whole of Shire
File Ref:	ADM
Applicant:	Pace Vernon, Manager of Works
Date:	11th May 2018
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Pace Vernon, Manager of Works
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Town Works:

- White St footpath completed
- Tree planting on Cruickshank St
- Storm water drainage works at town dam (to catch run off from Golf Course)
- Some pipe fittings have been replaced at the dam pump shed to catch the overflow water and filter flushing water and re-direct it back to dam
- Reticulation installed at Unit 12 Ferguson St
- Trees planted at 12 Salmon Gum Alley
- Paving carried out at 12 Salmon Gum Alley

Road Crew:

- Koorda Bullfinch Rd reconstruction started , gravel carted
- Mukinbudin Kununoppin Rd reconstruction, started culvert for intersection realignment installed and bitumen lifted from section
- RRG04 completed
- 95% rural roads have has the guide post checked and new post fitted where required

Maintenance Grading:

- Harold Rd back cuts and drains
- Squire Rd back cuts and drains
- Andrews East back cuts and drains
- Cookinbin back cuts and drains
- Lake Brown South back cuts and drains
- Molyneux Rd
- McGregor Rd
- Lake Rd
- Stockton Rd back cuts and drains
- Dead Horse Hill Rd back cuts and drains

Repairs:

- Vibe Roller
- 12H serviced
- Skid steer serviced
- Both Hino truck serviced

- Windscreen replaced in Isuzu truck
- New ignition key fitted to 938 loader

Building Maintenance

- Wall AC fitted to 25A Calder St
- New front fence fitted at 12 Salmon Gum Alley
- New side fence fitted at 4 Salmon Gum Alley

Private Works

- Various small works for FIRM
- Various small grading jobs

Various Works Photographs

Above: Preparing for tree planting on Cruickshank St

Above: Paving at 12 Salmon Gum Alley

Above: Rerouting drainage from golf course to town dam

Above: Garden preparation at Unit 12 Ferguson St

SHIRE OF MUKINBUDIN
PLANT DETAILS OF USE - AS AT 11/05/2018

Plant No	Plant Item	Rego No	Opening Hrs / Kms	Closing Hrs / Kms /	Total Hrs or Kms for month	Utilisation since July 2017	June recording
P433	2014 Toyota Prado	1 MBL	132,506	140,711	8,205	37,322	103,389
P312	2016 Mitsubishi Outlander	MBL 1	20,383	25,848	5,465	19,466	6,382
P313	2017 Ford Ranger Ute – Maintenance Grader	MBL 1071	9,707	11,427	1,720	11,427	0
P291	2015 Ford Ranger – Road Crew	MBL 1000	38,299	40,340	2,041	18,203	22137
P311	2016 Isuzu D-Max Works Supervisor	MBL 2	51,597	56,210	4,613	40,069	16,141
P279	Mitsubishi six wheeler	MBL 696	342,850	343,909	1,059	8,086	335,823
P281	2002 Coaster Community Bus	0 MBL	121,920	122,520	600	6,758	115,762
P369	2008 DAF Prime Mover MBL250	MBL 250	252,191	255,570	3,379	15,766	239,804
P289	2015 Isuzu Light Truck - Road Crew	MBL 405	38,302	39,334	1,032	13,667	25,667
P317	2002 Komatsu Backhoe	MBL 1091	7,497	7,553	56	213	7,340
P403	2010 New Holland Tractor	MBL 1463	2,746	2,758	12	206	2,552
P216	2014 John Deere Tractor	MBL 244	549	574	25	169	405
P469	2015 Toyota Hiace Van - Mtce Officer	MBL 180	46,501	49,930	3,429	20,492	29,438
P301	2004 CAT 12H Grader	MBL 100	11,193	11,342	149	1,056	10,286
P461	2014 CAT 12M Grader	MBL 251	3,308	3,462	154	1,007	2,455
P411	2011 Hino 614	MBL 1070	47,271	49,502	2,231	8,735	40,767
P410	2011 Hino 816	MBL 150	109,504	110,756	1,252	8,704	102,052
P344	2006 CAT 938 Loader	MBL 1424	11,361	11,422	61	578	10,844
P420	2008 CAT Vibe Roller	MBL 1677	5,482	5,572	90	410	5,162
P462	2014 Dynapack Multi Tyre Roller	MBL 811	637	676	39	87	589
P449	2011 CAT Skid Steer	MBL 1724	1,444	1,486	42	148	1,338
P377	Toro Mower	MBL 386	3,068	3,089	2	2	0
P383	Kobota 28KVA Generator	N/A	3,575	3,579	13	49	N/A

OFFICER RECOMMENDATION

Council Decision Number –

Moved: **Seconded:**

That Council receive the Works Report for April 2018

Carried /

7.2 Community Development

7.2.1 Community Development Report – April 2018	
Location:	Shire of Mukinbudin
File Ref:	CS.GR.1
Applicant:	Nola Comerford-Smith, Administration Manager
Date:	10th May 2018
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Nola Comerford-Smith, Administration Manager
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

Funding Applications in Progress:

- CSRFF – Sports Complex indoor court resurface
- Age Friendly Communities – Seniors events
- Lotterywest - Mukinbudin Occasional Care purpose-built building
- Grants for Women – a series of training workshops in hands-on trade skills including welding and DIY to encourage gender diversity in trade-place work positions.
- CBH Grass Roots Fund – Mukinbudin Spring Festival - entertainment

Funded Projects:

- Community Pool Revitilisation Fund – final stage occuring in May with the installation of solar panels to pump house roof.

Acquitted Projects

- Stronger Communities – lighting for Hockey Field
- Country Arts WA Community Presenter Professional Development

Meetings Attended/Events Organised

- Thursday 19th, 26th April, 10th May – Tai Chi
- Tuesday 8th May – CRC Meeting
- Monday 14th May – P&D Meeting

COMMUNITY PORTFOLIOS – OTHER PROJECTS

12 Salmon Gum Alley

Landscaping works are underway to complete the housing project at 12 Salmon Gum Alley. Trees are planted and reticulation completed in back and front garden, with roll-on lawn to be ordered and laid in the coming weeks.

Above: Plants at rear fence

Above: Picket fence at front of property

Country Arts WA Professional Development

Funding through Country Arts WA enabled the CDO to attend presentations of touring performance artists and to obtain marketing information regarding upcoming visiting act, *A Boy Named Cash*, in August 2018. Previous touring performance artists in 2017 were Barbara & Barry – Sweet, Sour & Saucy.

Above: Monty Cotton – A Boy Named Cash

ANZAC Day

The ANZAC Day Dawn Service was attended by approximately 130 people, followed by a Gunfire Breakfast catered for by Ruth Sprigg. Cr Ventris and the CEO attended the ANZAC Day Ceremony at Mukinbudin District High School on Wednesday 2nd May.

Above: Shire of Mukinbudin ANZAC Day wreath

Entrance Sign

The missing MBL 6479 entrance sign on the eastern side of the townsite has not been located, with a replacement under construction. The original signs were purchased by the MAD Group and erected by Shire Staff.

Above: Entrance Sign

Financial Implications
Nil

Strategic & Social Implications
Nil

OFFICER RECOMMENDATION

Council Decision Number –

Moved: **Seconded:**

That Council receives the Community Development Officer's report for April 2018.

Carried: /

7.2.2 2018 Mukinbudin Spring Festival	
Location:	Mukinbudin
File Ref:	ADM 066
Applicant:	Nola Comerford-Smith, Community Development Officer
Date:	10th May 2018
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 2018 Mukinbudin Spring Festival for a maximum of $10,000 for the purposes of reimbursement of Coordinator for out-of-pocket expenses and general festival events and entertainment, plus in-kind support in the form of Works assistance with setting up and clearing up the festival.

Background

Mukinbudin Planning & Development Group will host the 22nd Mukinbudin Spring Festival in September 2018 with Ms Amber Norrish coordinating the program. Funding is being applied for from Cooperative Bulk Handling and Department of Culture and the Arts, the results of which will be announced in August 2018.

The following letter was received from MPDG:

Cr Gary Shadbolt
President
Shire of Mukinbudin
PO Box 67
Mukinbudin WA 6479

Dear Cr Shadbolt

I am writing to you on the behalf of the Mukinbudin Planning & Development (P&D) group to put forward a request for in-kind assistance for the 2018 Spring Festival. The P&D are appreciative of all the generous support the Shire of Mukinbudin has contributed towards the Spring Festival in past years. The event would not be as successful without this funding.

Please find attached a cost spreadsheet outlining what the P&D group are requesting from the Mukinbudin Shire financially as in-kind support.

Further to the cost spreadsheet the P&D group request financial support for various Festival overheads such as reimbursing Amber Norrish, the Spring Festival 2018 Coordinator, for costs associated with running the Festival. The P&D group have planned to access funds from grant funding applications, yet do not know the outcome of the applications at this stage.

We look forward to working with the Shire of Mukinbudin for another successful Festival in 2018.

Sincerely,
Caitlin Hogan
Secretary of Mukinbudin Planning & Development Group

A: PO Box 67, Mukinbudin, WA, 6479
P: 0447 722 012
E: c.rh.16@hotmail.com
ABN: 37 057 727 352

Strategic & Social Implications
Nil

Policy Implications
Nil

Consultation:
Ms Amber Norrish, Coordinator – Mukinbudin Spring Festival
Cr Sandie Ventris – President, Mukinbudin Planning & Development Group Inc.
Caitlin Hogan – Secretary, Mukinbudin Planning & Development Group Inc.

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.

Sponsorship from Council in 2017 for the Mukinbudin Spring Festival totalled $4,087.00 (four thousand and eighty seven dollars) plus Works costs of $4,742.00 (four thousand, seven hundred and forty two dollars) and sponsorship for items listed in following table.

The following table gives a breakdown of costs associated with the Spring Festival, including 2017 actual Works costings.

MUKINBUDIN SPRING FESTIVAL 2018					
Shire of Mukinbudin Sponsorship Request					
			COST		
COMMUNITY BUS HIRE					
Mukinbudin-Perth-Mukinbudin	5/09/2018	art drop-off x 2	$ 1,028.00		
Granite Rock Tour	13/09/2018	200kms	$ 250.00		
SPORTS COMPLEX HIRE					
Art Workshops	13/09/2018	All Day	$ 130.00		
Quiz Night	14/09/2018	6pm - 12am	$ 130.00		
Twilight Markets	15/09/2018	4pm - 12am	$ 130.00		
MARQUEE HIRE					
Twilight Markets	15/09/2018		$ 1,200.00		
EVENTS KIT					
Access and use of	08/09/2018 to 15/09/2018				
Marquees x 4			$ 200.00		
Lighting			$ 80.00		
Patio Heaters			$ 228.00		
Chairs			$ 100.00		
Outdoor tables			$ 50.00		
COORDINATOR REIMBURSEMENT					
Travel, Accommodation, Meals			$ 4,000.00		
HALL HIRE					
Art Exhibition	06/09/2018 to 16/09/2018		$ 1,430.00		
		TOTAL	**$ 8,956.00**	excl. Works	
SHIRE OF MUKINBUDIN WORKS STAFF					
Erect flags around town	6/09/2018				
Transport equipment from old District Club to Complex	14/09/2018				
Transport equipment from Complex to old District Club	17/09/2018				
		Based on 2017	$ 4,742.00		
Cost of Works Staff in 2017:					
Labour Costs	$ 2,424.02				
Overheads	$ 2,317.50				
TOTAL	**$ 4,741.52**		**$ 13,698.00**		

OFFICER RECOMMENDATION

Council Decision Number –

Moved: **Seconded:**

That Council approve the contribution of up to $10,000 (ten thousand dollars) sponsorship and contribute in-kind support to the Mukinbudin Planning & Development Group in the 2018/2019 Budget for the purposes of the 2018 Mukinbudin Spring Festival.

Carried: /

7.3 Mukinbudin Caravan Park Manager's Report

7.3.1 Mukinbudin Caravan Park Report – April 2018	
Location:	Mukinbudin
File Ref:	ADM 225
Applicant:	Carolynn Chapman, Caravan Park Manager
Date:	8th May 2018
Disclosure of Interest:	Nil
Responsible Officer	Ed Nind, Finance Manager
Author:	Carolynn Chapman, Caravan Park Manager
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Highlights

- Work has commenced on the garden bed at the front of the ablution block. The soil has been prepared for planting.
- The trees that were pruned are starting to look good with fresh growth on them.

Above: New growth on trees

- A lot more tourists are coming in over the weekends with caravans now that the weather is cooling. There is still a full occupancy of workers in the Barracks.

Mukinbudin Caravan Park Annual Income

	Self Contained Units	*Barracks*	*Sites & Wifi*	*Washing Machine*	*House*	*Total*	*Total Expense*
2005/2006	19,358.08	11,082.32	10,521.76	1,171.16	N/A	**42,133.32**	
2006/2007	22,820.21	9,753.06	17,095.20	981.35	N/A	**50,649.82**	
2007/2008	27,304.76	5,422.75	11,244.47	678.16	N/A	**44,650.14**	
2008/2009	37,214.39	10,554.55	16,773.76	663.63	N/A	**65,206.33**	
2009/2010	33,567.84	9,096.35	15,504.70	1,036.36	N/A	**59,205.25**	
2010/2011	38,054.93	15,604.59	15,817.92	845.55	N/A	**70,322.99**	
2011/2012	34,724.53	11,056.46	18,753.08	773.19	N/A	**65,307.26**	
2012/2013	44,682.83	17,477.98	24,860.15	1,050.17	N/A	**88,071.13**	
2013/2014	45,332.87	16,194.44	26,393.17	1,278.53	N/A	**89,199.01**	88,695.34
2014/2015	42,590.61	21,760.04	25,554.90	1,404.95	15,747.32	**107,057.82**	109,829.90
2015/2016	52,036.96	21,992.28	28,080.19	1,583.50	16,249.93	**119,942.86**	136,994.38
2016/2017	57,851.98	25,921.13	35,873.85	1,668.19	13,295.40	**134,610.55**	135,440.53

Mukinbudin Caravan Park Income and Expenditure

	Self Contained Units	*Barracks*	*Sites & Wifi*	*Washing Machine*	*House*	*Total Income*	*Expenditure*
YTD up to Dec 17	18,954.64	6,451.53	13,375.26	820.91	6,190.91	**45,793.25**	62,285.69
Jan 18	3,345.46	1,298.17	715.47	0.00	0.00	**5,359.10**	6,214.30
Feb 18	2,613.67	2,214.54	590.90	0.00	272.73	**5,691.84**	12,361.27
Mar 18	7,527.28	1,756.35	2,335.37	376.36	818.17	**12,813.53**	11,567.62
Apr 18	1,568.19	2,978.17	2,135.43	9.09	545.45	**7,236.33**	5,985.08
May 18						**0.00**	
Jun 18						**0.00**	
Total	**34,009.24**	**14,698.76**	**19,152.43**	**1,206.36**	**7,827.26**	**76,894.05**	**98,413.96**

NB: Expenditure Accounts has been corrected removing capital expenditure

NB: Expenditure includes employee costs of $42,990.02

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number –

Moved: **Seconded:**

That Council receives the Caravan Park Manager's Report for April 2018.

Carried /

7.4 PEHO Monthly Report for March 2018

7.4.1 Monthly Report of the Principal Environmental Health Officer	
Location:	Mukinbudin
File Ref:	ADM 330
Applicant:	Peter Toboss, Principal Environmental Health Officer
Date:	11 May 2018
Disclosure of Interest:	Nil
Responsible Officer	Peter Toboss, Principal Environmental Health Officer
Author:	Peter Toboss, Principal Environmental Health Officer
Documents Attached:	Nil
Documents Tabled:	Nil

Comment:
The Principal Environmental Health Officer has been on leave in the month of April and only attended Shire of Mukinbudin on 11 and 18 April 2018.

Background Information:
Monthly Report of the Principal Environmental Health Officer

Food Business and Public Building Inspections:
Nil.

Food Recall:

The Department of Health (WA) has distributed the following food recall in the month of April 2018. The products recalled were Coles Sugar Free Dark Chocolate 100g and Coles Sugar Free Dark Chocolate with Almond & Cranberry 100g. The products are marked with best before dates APR 3 2019 and APR 4 2019 respectively. The point of sale is Coles Supermarkets and Coles Online.

The recall is due to the presence of undeclared allergen – milk. Consumers who have a milk allergy or intolerance should not consume this product.

Strategic & Social Implications:
Nil

Policy Implication:
Nil

Financial Implication:
Nil

Consultation:
PEHO – Principal Environmental Health Officer, Peter Toboss
CEO - Chief Executive Officer, Dirk Sellenger
CDO - Community Development Officer, Nola Comerford-Smith

Statutory Environment:
Food Act 2008

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr **Seconded: Cr**

That Council receive the Principal Environmental Health Officer's report for April 2018

Carried /

7.5 Finance Report

7.5.1 List of Payments – April 2018	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Edward Nind – Acting Manager Finance
Date:	9th May 2018
Disclosure of Interest:	Nil
Responsible Officer:	Edward Nind – Acting Manager Finance
Author:	Jenny Heaney – Senior Finance Officer
Voting Requirements	Simple Majority
Documents Attached	List of Payments – April 2018 (8 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.

Summary
List of payments for approval

Background Information
A list of payments submitted to Council on 16th May 2018, 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)

Officer Comment
Standard process of obtaining Council endorsement of payments.

Strategic & Social Implications
N/A

Consultation
N/A

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

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

Financial Implications
All payments have been made in accordance with the 2017/2018 Budget.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr **Seconded: Cr**

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

Municipal Fund:	
Muni EFT3145 to EFT3208	**($197,462.91)**
Muni Cheques 31599 to 31605	**($49,396.52)**
Direct Debits (Superannuation, loan, vehicle purchase and leases) DD4561.1 to DD4638.1	**($22,951.03)**
Pays on 05/04/2018 & 19/04/2018 (Not included on payment listing)	**($72,914.61)**
Total Municipal Fund	**($342,725.07)**
Trust Fund:	
Trust EFT	**($0.00)**
Trust Cheques	**($0.00)**
Trust Direct Debits (Licensing) DD4554.1 to DD4646.1	**($33,869.75)**
Total Trust Fund	**($33,869.75)**

made in April 2018, be passed for payment.

Carried /

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT3145	05/04/2018	CHILD SUPPORT AGENCY	Payroll deductions	1		659.04
EFT3146	09/04/2018	ABI FARINA	Catering - March 2018 Council Meeting Lunch	1		360.00
EFT3147	09/04/2018	ABSOLUTELY ALL ELECTRICAL	Installation of 4 inground uplights for bollards on Administration Building pathway.	1		1,336.06
EFT3148	09/04/2018	ALL WAYS FOODS	Cleaning products for Ross the Cleaner - air freshener, toilet paper, paper towels etc	1		1,065.32
EFT3149	09/04/2018	AUSTRALIA POST	Australia Post monthly charge for letters sent	1		95.69
EFT3150	09/04/2018	COPIER SUPPORT	Printer usage from 20/02/2018 to 23/03/2018	1		861.29
EFT3151	09/04/2018	COURIER AUSTRALIA/TOLL IPEC	Courier for Pathwest, Print Media, Classic Book Binding, Dpt of Transport, Probuild	1		738.30
EFT3152	09/04/2018	Dyenamic Sublimation	Purchase of Shire Polo Shirts - deposit	1		495.55
EFT3153	09/04/2018	GERAGHTYS ENGINEERING & AUTO ELECTRICS	Service CEO toyota prado	1		1,102.08
EFT3154	09/04/2018	GOWERS GLAZING	Supply and installation of powder coat colour smart drive battery roller shutter door to Sports Complex kitchen servery	1		1,655.50
EFT3155	09/04/2018	GREAT SOUTHERN FUELS	Monthly Fuel Account March 2018	1		13,848.03
EFT3156	09/04/2018	HUTTON & NORTHEY	Repairs to 12H Grader - fan belt and idler tensioner	1		2,216.70
EFT3157	09/04/2018	JASON SIGNMAKERS	Purchase of 2 rural lot numbers signs	1		58.30
EFT3158	09/04/2018	KTY ELECTRICAL SERVICES	fix urgent major fault, hot water system blown up, replace rcd	1		518.76
EFT3159	09/04/2018	LOCK, STOCK & FARRELL	nightlatch and restricted cylinder for Lions Park BBQ	1		242.30
EFT3160	09/04/2018	MOORE STEPHENS	FBT Workshop for Ed Nind & Jenny Heaney on Thursday 15th March 2018	1		1,320.00
EFT3161	09/04/2018	MUKA TYRE MART	Repairs to Work Supervisor utes tyre	1		40.00

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT3162	09/04/2018	MUKINBUDIN HOTEL	Street sweeping	1		1,381.00
EFT3163	09/04/2018	MUKINBUDIN NEWSAGENCY & AG SUPPLIES	Admin over the counter purchases March 2018 - doc wallets, address labels, muka matters, label paper, note book	1		276.89
EFT3164	09/04/2018	Mukinbudin Community Resource Centre	Cleaning of tourist hut 26th-30th March 2018	1		25.00
EFT3165	09/04/2018	NATIONAL PEN NATIONAL PEN PROMOTIONAL PRODUCTS LTD	Shire of Mukinbudin pens x 300, shipping and handling	1		331.44
EFT3166	09/04/2018	PALM PLUMBING	Supply and install new hot water system at 6 Lansdell, adjust pipework and bottles, install pressure reducing valve	1		2,248.72
EFT3167	09/04/2018	SIPPES MUKINBUDIN	Parks and Gardens over the counter purchases March 2018 - spray bottle, garbage bags, valves, nozzle, rake etc	1		2,443.36
EFT3168	09/04/2018	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	Replacement battery for Defib at Complex	1		203.50
EFT3169	09/04/2018	STAR TRAINING AND ASSESSING PTY LTD	Pace Vernon BWTM Training Traffic Management	1		300.00
EFT3170	09/04/2018	TWO DOGS HOME HARDWARE	Trees and Plants for 12 Salmon Gum Alley CSBP House	1		864.13
EFT3171	09/04/2018	The Peninsula Riverside Serviced Apartments	Ed Nind accomodation for FBT workshop	1		475.00
EFT3172	09/04/2018	WA CONTRACT RANGER SERVICES PTY LTD	Ranger Services 17/18 - 13/03 and 22/03	1		490.87
EFT3173	09/04/2018	WALLIS COMPUTER SOLUTION	Annual Billing 17/18 for SynergySoft agreement	1		4,231.92
EFT3174	09/04/2018	WINCHESTER INDUSTRIES	114.95 tonne of 5mm washed aggregate at $80 per tonne. Supplied and delivered to North-East Road	1		9,675.60
EFT3175	10/04/2018	D I TOMAS CONTRACTING	Progress Payment for Cruickshank and White Street footpath	1		33,000.00
EFT3176	16/04/2018	ALL WAYS FOODS	Various clenaing products - bleach, ammoniated cleaner, mop, fly spray, cloths, delivery	1		349.51
EFT3177	16/04/2018	AMPAC DEBT RECOVERY	Commissions for AMPAC Debt recovery	1		23.12
EFT3178	16/04/2018	AVON WASTE	Monthly Rubbish Collection March 2018	1		5,426.21

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT3179	16/04/2018	BURGESS RAWSON	Railway Station and Main Garden water usage recoup 22/01/2018 to 26/03/2018	1		241.98
EFT3180	16/04/2018	CHILD SUPPORT AGENCY	Payroll deductions	1		329.52
EFT3181	16/04/2018	COURIER AUSTRALIA/TOLL IPEC	Courier for Pathwest - Peter (EHO)	1		10.44
EFT3182	16/04/2018	J.R & A. HERSEY PTY LTD	Various parts and materials for depot jobs - LED, measure wheel, spray paint, batteries for smoke alarms, safety glasses	1		1,427.93
EFT3183	16/04/2018	KTY ELECTRICAL SERVICES	Upgrade of Hockey Field Lights at MukinbudinSports Complex final payment	1		15,158.00
EFT3184	16/04/2018	Mukinbudin Community Resource Centre	Laminating of Better Beginnings certificates	1		31.50
EFT3185	16/04/2018	Mukinbudin Planning & Development Group	Recoup for loss during 2017 Spring Festival - amount agreed by council	1		4,087.39
EFT3186	16/04/2018	NOLA COMERFORD-SMITH	Reimbursement for purchase of bedsheets for 8 Lansdell	1		158.00
EFT3187	16/04/2018	Probuild Technologies	Picket fence panels as per Quote No. 6213 for CSBP House	1		1,767.78
EFT3188	16/04/2018	R & J HAULAGE T/AS SAFE ROADS WA	Various materials and works for North East Road and Sport Complex	1		30,695.50
EFT3189	16/04/2018	SHIRE OF TRAYNING	Doctors rent recoup for March 2018	1		768.00
EFT3190	16/04/2018	SIPPES MUKINBUDIN	Padlock for Admin Tenders box	1		9.30
EFT3191	16/04/2018	SOLGEN ENERGY PTY LTD SOLGEN ENERGY GROUP	Final payment for solar panels on Shire admin building	1		1,925.30
EFT3192	16/04/2018	State Wide Turf Services	Renovate complex oval	1		8,144.00
EFT3193	16/04/2018	TWO DOGS HOME HARDWARE	Plants for Uni Unit 12 gardens	1		286.98
EFT3194	18/04/2018	D I TOMAS CONTRACTING	Progress payment for Footpaths - White Street and Cruickshank Road	1		19,000.00

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT3195	23/04/2018	BF & JD ATKINS	Float vibe roller and supply water cart for Mukinbudin-Wialki road reconstruction	1		5,241.50
EFT3196	23/04/2018	BOC LIMITED	BOC Container Service - oxygen indust, dissolved acetylene, argoshield, medical oxygen size c	1		53.64
EFT3197	23/04/2018	COURIER AUSTRALIA/TOLL IPEC	Courier for Admin and CSBP House - Probuild, Green Communications and Classic Book Bindings	1		240.49
EFT3198	23/04/2018	DYLAN COPELAND	Various NRM Consultant Assisstance	1		640.02
EFT3199	23/04/2018	GREEN COMMUNICATIONS and Data Pty Ltd	iPhone 8 64gb Space Grey	1		1,105.00
EFT3200	23/04/2018	HUTTON & NORTHEY	Investigate hydraulic oil leak under cab on Roller	1		714.52
EFT3201	23/04/2018	KOORDA FARM TREES	Bio diverse seedlings mix - State NRM Grant	1		6,230.40
EFT3202	23/04/2018	KTY ELECTRICAL SERVICES	Supply and install flood lights at south west corner of complex	1		564.15
EFT3203	23/04/2018	LOCAL PEST CONTROL	Visual inspections and general Pest Treatments to various locations in Shire: Bonnie Rock Hall, Boodie rats, Sandalwood, Mem Hall, Railway, 1 Salmon Gum, Indus Unit, Caravan Park, 15 Cruickshank, Aged and Single units	1		3,973.30
EFT3204	23/04/2018	MUKINBUDIN HOTEL	2 x cartons of Great Northern for council	1		104.00
EFT3205	23/04/2018	MUKINBUDIN STEEL FABRICATORS	Steel for patio at community hall	1		2,081.20
EFT3206	23/04/2018	PALM PLUMBING	Replace leaking 850kpa expansion relief valve at Aged unit 11	1		160.24
EFT3207	23/04/2018	SHIRE OF MT MARSHALL	NEW Health Recoup to 28/02/2018	1		3,258.64
EFT3208	23/04/2018	WALLIS CREDIT SERVICES	Monthly Billing for April 2018 - SOMBL Server Rental	1		695.00
31599	09/04/2018	RVJ RESOURCES	2 x batteries for Mitsi 6 Wheeler truck	1		770.00
31600	09/04/2018	Telstra	White Pages ad for Shire of Mukinbudin	1		87.08

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
31601	09/04/2018	WATER CORPORATION	Swimming Pool Water Usage for the period 23 January 2018 to 26 March 2018	1		15,774.49
31602	16/04/2018	SYNERGY	Synergy 28th Feb 2018 to 28th March 2018	1		7,183.95
31603	20/04/2018	AUSTRALIAN TAXATION OFFICE	March BAS 2018	1		24,981.00
31605	23/04/2018	JOHN WATERS	Reimbursement of overpayment of rent by J Waters (debtor 292), which originally went to 130903010. Tenant has now set up direct debit and would like to be refunded. Going to account BO102,256,3700 with chq number 31605	1		600.00
DD4561.1	04/04/2018	IOOF Pursuit Select Personal Superannuation	Superannuation contributions	1		190.12
DD4561.2	04/04/2018	WA Super	Payroll deductions	1		4,606.15
DD4561.3	04/04/2018	DL SELLENGER SUPERFUND	Superannuation contributions	1		1,000.00
DD4561.4	04/04/2018	Australian Super Pension	Superannuation contributions	1		290.55
DD4561.5	04/04/2018	Prime Super	Superannuation contributions	1		305.43
DD4561.6	04/04/2018	Bendigo Smartstart Super	Superannuation contributions	1		120.20
DD4561.7	04/04/2018	REST INDUSTRY SUPER	Superannuation contributions	1		176.70
DD4561.8	04/04/2018	AMP flexible lifetime super	Superannuation contributions	1		176.70
DD4589.1	12/04/2018	BENDIGO BANK MASTERCARD	March Credit Card Purchases	1		1,735.15
DD4591.1	03/04/2018	DEPARTMENT OF HOUSING	3A Cruickshank Road Rent	1		180.00
DD4593.1	10/04/2018	DEPARTMENT OF HOUSING	3A Cruickshank Road Rent	1		180.00
DD4597.1	10/04/2018	Canon Finance Australia Pty Ltd	Photocopier Lease	1		313.05
DD4599.1	13/04/2018	WA TREASURY CORPORATION	Principal and Interest payment on loan 119	1		6,290.03

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD4613.1	18/04/2018	IOOF Pursuit Select Personal Superannuation	Superannuation contributions	1		190.13
DD4613.2	18/04/2018	WA Super	Payroll deductions	1		4,894.07
DD4613.3	18/04/2018	DL SELLENGER SUPERFUND	Superannuation contributions	1		1,000.00
DD4613.4	18/04/2018	Australian Super Pension	Superannuation contributions	1		290.55
DD4613.5	18/04/2018	Prime Super	Superannuation contributions	1		190.00
DD4613.6	18/04/2018	Bendigo Smartstart Super	Superannuation contributions	1		120.20
DD4613.7	18/04/2018	REST INDUSTRY SUPER	Superannuation contributions	1		190.95
DD4613.8	18/04/2018	AMP flexible lifetime super	Superannuation contributions	1		151.05
DD4628.1	17/04/2018	DEPARTMENT OF HOUSING	3A Cruickshank Road Rent	1		180.00
DD4638.1	24/04/2018	DEPARTMENT OF HOUSING	3A Cruickshank Road Rent	1		180.00

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	Muni Bank - 633-000 116456799	**269,810.46**
TOTAL		**269,810.46**

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD4554.1	03/04/2018	Department of Transport	REFUND OF LICENSING	2		168.40
DD4559.1	04/04/2018	Department of Transport	REFUND OF LICENSING	2		786.45
DD4568.1	05/04/2018	Department of Transport	REFUND OF LICENSING	2		6,003.20
DD4570.1	06/04/2018	Department of Transport	REFUND OF LICENSING	2		1,433.30
DD4574.1	10/04/2018	Department of Transport	REFUND OF LICENSING	2		2,178.35
DD4578.1	11/04/2018	Department of Transport	REFUND OF LICENSING	2		1,449.25
DD4585.1	12/04/2018	Department of Transport	REFUND OF LICENSING	2		2,387.55
DD4601.1	13/04/2018	Department of Transport	REFUND OF LICENSING	2		3,692.70
DD4603.1	16/04/2018	Department of Transport	REFUND OF LICENSING	2		2,568.30
DD4606.1	17/04/2018	Department of Transport	REFUND OF LICENSING	2		862.05
DD4611.1	18/04/2018	Department of Transport	REFUND OF LICENSING	2		1,902.35
DD4615.1	19/04/2018	Department of Transport	REFUND OF LICENSING	2		543.25
DD4624.1	20/04/2018	Department of Transport	REFUND OF LICENSING	2		5,378.30
DD4630.1	23/04/2018	Department of Transport	REFUND OF LICENSING	2		743.05
DD4632.1	24/04/2018	Department of Transport	REFUND OF LICENSING	2		384.80
DD4640.1	26/04/2018	Department of Transport	REFUND OF LICENSING	2		2,252.00
DD4642.1	27/04/2018	Department of Transport	REFUND OF LICENSING	2		127.85
DD4644.1	30/04/2018	Department of Transport	REFUND OF LICENSING	2		1,008.60

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD4646.1	03/04/2018	Department of Transport	REFUND OF LICENSING	2		

REPORT TOTALS

Bank Code	Bank Name	TOTAL
2	Trust Bank - 633-000 116457771	**33,869.75**
TOTAL		**33,869.75**

7.5.2 Monthly Statement of Financial Activity Report – 30th April 2018	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Edward Nind – Acting Manager Finance
Date:	11th May 2018
Disclosure of Interest:	NIL
Responsible Officer	Edward Nind – Finance Manager
Author:	Edward Nind – Finance Manager
Voting Requirements	Simple Majority
Documents Attached	Statement of Financial Activity – April 2018 (22 Pages) Schedules 2 to 14 for the period 1st July 2017 to 30th April 2018 (80 Pages)
Documents Tabled	NIL

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

Summary

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 30th April 2018 are attached for Councillor Information, and consisting of;

Statement of Financial Activity

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

Schedules 2 - 14 attached

Background Information Nil

Officer Comment

The “Actual” brought forward surplus from 2016/2017 of $1,350,854 is the final audited figure.

The report identifies $187,152 of unspent Grants as at 30th April 2018, this figure comprises:

- Roads To Recovery Grants of $17,831.
- Regional Road Group Grants of $169,321.

This Monthly Statement of Financial Activity Report includes the within the Amended Budget details of the Budget Amendments adopted on 15th November 2017, the Budget Amendments adopted on 21st March 2018 and the estimated financial impact in 17/18 of Council Decision No: 24 03 18 to borrow funds to build a residence at 8 Gimlett Way.

Strategic & Social Implications N/A

Consultation N/A

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

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

Council adopted a policy on 16 August 2017 that the material variation be set at $10,000 and 10%.

Financial Implications
There is no direct financial Implication in relation to this matter.

OFFICER RECOMMENDATION

Council Decision Number –
Moved: Cr **Seconded: Cr**

That Council adopt the Monthly Financial Report for the period ending 30th April 2018 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 2017 TO 30 APRIL 2018

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SHIRE OF MUKINBUDIN

SCHEDULE 02 - GENERAL FUND SUMMARY

Financial Statement for Period Ended

30 April 2018

MUNICIPAL FUND		Adopted Budget		Amended Budget		YTD Budget		YTD Actual	
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $
OPERATING									
General Purpose Funding	03	1,916,345.00	79,006.00	1,905,399.00	91,985.00	1,705,157.00	76,766.00	1,710,865.22	66,559.94
Governance	04	500.00	364,004.00	1,320.00	385,909.00	1,120.00	276,326.00	1,248.09	216,999.37
Law, Order, Public Safety	05	30,850.00	137,480.00	18,990.00	512,822.00	15,425.00	492,232.00	14,515.25	476,968.48
Health	07	6,500.00	112,610.00	20,140.00	165,274.00	19,050.00	139,338.00	16,739.82	123,039.48
Education & Welfare	08	11,410.00	195,728.00	12,590.00	182,096.00	10,680.00	167,477.00	8,112.05	159,583.41
Housing	09	143,030.00	338,937.00	150,870.00	329,901.00	125,660.00	275,916.00	126,873.30	240,290.32
Community Amenities	10	74,910.00	222,280.00	95,210.00	263,351.00	94,810.00	222,534.00	77,263.35	174,848.10
Recreation & Culture	11	51,712.09	971,415.00	117,802.09	804,184.00	113,995.00	682,938.00	113,027.40	699,397.18
Transport	12	960,575.00	1,894,584.00	950,647.00	1,957,814.00	786,359.00	1,634,850.00	641,768.94	1,519,749.14
Economic Services	13	158,570.00	327,271.00	154,470.00	312,881.00	129,994.00	266,928.00	119,202.60	227,677.37
Other Property & Services	14	64,480.00	57,374.00	123,150.00	84,749.00	105,340.00	106,235.00	98,886.12	109,035.84
TOTAL - OPERATING		**3,418,882.09**	**4,700,689.00**	**3,550,588.09**	**5,090,966.00**	**3,107,590.00**	**4,341,540.00**	**2,928,502.14**	**4,014,148.63**
CAPITAL									
General Purpose Funding	03	0.00	67,889.00	0.00	88,789.00	0.00	86,449.00	0.00	68,382.26
Governance	04	0.00	18,000.00	0.00	18,720.00	0.00	12,541.00	0.00	18,718.00
Law, Order, Public Safety	05	0.00	0.00	270,000.00	0.00	270,000.00	0.00	270,000.00	0.00
Health	07	0.00	0.00	20,000.00	0.00	20,000.00	0.00	20,000.00	0.00
Education & Welfare	08	0.00	6,097.00	0.00	6,097.00	0.00	6,096.00	0.00	6,097.20
Housing	09	0.00	55,876.00	420,000.00	475,876.00	0.00	23,091.00	0.00	13,818.11
Community Amenities	10	0.00	10,000.00	0.00	10,000.00	0.00	6,700.00	0.00	17,579.80
Recreation & Culture	11	0.00	101,377.00	0.00	171,877.00	0.00	137,241.00	0.00	131,108.67
Transport	12	36,364.00	1,590,749.00	21,364.00	1,497,793.00	21,363.00	1,378,405.00	21,363.64	796,124.11
Economic Services	13	0.00	42,984.00	18,181.82	45,165.82	18,181.00	39,990.00	18,181.82	21,638.21
Other Property & Services	14	10,349.00	160,818.00	10,349.00	160,818.00	10,349.00	147,536.00	10,349.74	142,952.54
TOTAL - CAPITAL		**46,713.00**	**2,053,790.00**	**759,894.82**	**2,475,135.82**	**339,893.00**	**1,838,049.00**	**339,895.20**	**1,216,418.90**
		3,465,595.09	**6,754,479.00**	**4,310,482.91**	**7,566,101.82**	**3,447,483.00**	**6,179,589.00**	**3,268,397.34**	**5,230,567.53**
Less Depreciation Written Back			(2,077,960.00)		(1,834,322.00)		(1,528,550.00)		(1,486,240.75)
Less Profit/Loss Written Back		(15,664.00)	0.00	(5,136.00)	(124,352.00)	(5,128.00)	(124,352.00)	(5,136.34)	(124,351.82)
Movement in Annual Leave Reserve Cash			0.00		0.00		0.00		(1,879.76)
Leave Reserve Balance exceeding Liabilities									42,752.78
Movement in Deferred Pensioner Rates	9200900		0.00		0.00		0.00		0.00
Movement in Deferred Pensioner ESL	9200901		0.00		0.00		0.00		0.00
Movement in Non Current LSL Provision	9421900		0.00		0.00		0.00		0.00
Adjustment in Fixed Assets -			0.00		0.00		0.00		
Rounding Adjustment			0.00		0.00		0.00		0.00
Plus Transfer from/(to) Restricted Cash (Other)				0.00		0.00		(187,152.33)	
TOTAL REVENUE & EXPENDITURE		**3,449,931.09**	**4,676,519.00**	**4,305,346.91**	**5,607,427.82**	**3,442,355.00**	**4,526,687.00**	**3,076,108.67**	**3,660,847.98**
Surplus/Deficit July 1st B/Fwd		1,226,587.75		1,350,854.00		1,350,854.00		1,350,854.95	
		4,676,518.84	**4,676,519.00**	**5,656,200.91**	**5,607,427.82**	**4,793,209.00**	**4,526,687.00**	**4,426,963.62**	**3,660,847.98**
Surplus/(Deficit) C/Fwd			(0.16)		48,773.09		266,522.00		766,115.64
		4,676,518.84	**4,676,518.84**	**5,656,200.91**	**5,656,200.91**	**4,793,209.00**	**4,793,209.00**	**4,426,963.62**	**4,426,963.62**

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

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE										
Rate Revenue and Administration		58,939.00		69,069.00		57,696.00		49,636.33		
General Purpose Funding		2,108.00		2,108.00		1,750.00		1,644.77		
Investment Activity		9,526.00		12,325.00		10,260.00		8,688.16		
Other General Purpose Funding		8,433.00		8,483.00		7,060.00		6,590.68		
OPERATING REVENUE										
Rate Revenue and Administration	1,128,713.00		1,108,958.00		1,105,376.00		1,108,505.67			
General Purpose Funding	761,812.00		766,791.00		575,091.00		575,093.25			Advance payments for 17/18 were received in 16/17. $583.4K for the General Financial Assistance Grant and $280.6K for the Roads Financial Assistance Grant. This reduced the budget for 17/18.
Investment Activity	24,800.00		29,200.00		24,320.00		26,802.45			
Other General Purpose Funding	1,020.00		450.00		370.00		463.85			
SUB-TOTAL	**1,916,345.00**	**79,006.00**	**1,905,399.00**	**91,985.00**	**1,705,157.00**	**76,766.00**	**1,710,865.22**	**66,559.94**		
CAPITAL EXPENDITURE										
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		67,889.00		88,789.00		86,449.00		68,382.26		
Other General Purpose Funding		0.00		0.00		0.00		0.00		
CAPITAL REVENUE										
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			
SUB-TOTAL	**0.00**	**67,889.00**	**0.00**	**88,789.00**	**0.00**	**86,449.00**	**0.00**	**68,382.26**		
TOTAL - PROGRAMME SUMMARY	**1,916,345.00**	**146,895.00**	**1,905,399.00**	**180,774.00**	**1,705,157.00**	**163,215.00**	**1,710,865.22**	**134,942.20**		

SHIRE OF MUKINBUDIN

SCHEDULE 03 - GENERAL PURPOSE FUNDING

Financial Statement for Period Ended

30 April 2018

RATE REVENUE AND ADMINISTRATION

		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Comments
OPERATING EXPENDITURE										
2030100	Rates Incentive Scheme		0.00		0.00		0.00		0.00	
2030101	Valuation Expenses		12,675.00		12,675.00		10,560.00		5,735.90	Most expenses will be incurred in June
2030102	Legal Expenses		2,000.00		10,000.00		8,330.00		7,627.59	Additional default ratepayers.
2030103	Title/Company Searches		500.00		500.00		410.00		0.00	
2030104	Postage/Freight		550.00		550.00		450.00		230.30	
2030105	Rates Printing and Stationery - Op Exp - Rates		300.00		600.00		500.00		649.88	Additional rate notice paper.
2030106	Rates Debtor Doubtful Debts Expense		0.00		0.00		0.00		0.00	
2030107	Rates Debtors Written Off		0.00		800.00		536.00		718.73	
2030108	Expensed Minor Asset Purchases - Rates		0.00		0.00		0.00		0.00	
2030109	Other Expenses Relating To Rates		750.00		1,780.00		1,780.00		1,778.32	Additional rates refunds from overpayments
2030192	Depreciation - Rates		0.00		0.00		0.00		0.00	
2030199	Administration Allocated		42,164.00		42,164.00		35,130.00		32,895.61	
OPERATING REVENUE										
3030100	Rates Levied - GRV/UV	0.00		0.00		0.00		0.30		
3030101	Rates Levied - GRV Residential	195,573.00		195,573.00		195,573.00		195,573.00		
3030102	Rates Levied - GRV Industrial	0.00		0.00		0.00		0.00		
3030103	Rates Levied - GRV Commercial	0.00		0.00		0.00		0.00		
3030110	Rates Levied - UV Rural	875,007.00		875,007.00		875,007.00		875,006.00		
3030112	Rates Levied - UV Mining Tenement	0.00		0.00		0.00		0.00		
3030120	Rates Levied - GRV Minimum Residential	11,440.00		11,440.00		11,440.00		11,440.00		
3030121	Rates Levied - GRV Minimum Industrial	0.00		0.00		0.00		0.00		
3030122	Rates Levied - GRV Minimum Commercial	0.00		0.00		0.00		0.00		
3030130	Rates Levied - UV Minimum Rural	17,050.00		17,050.00		17,050.00		17,050.00		
3030132	Rates Levied - UV Minimum Mining Tenement	3,850.00		3,850.00		3,850.00		3,850.00		
3030135	Interim Rates Levied - GRV/UV	0.00		500.00		385.00		136.32		Interim rates received.
3030136	Back Rates Levied - GRV/UV	0.00		1,860.00		1,860.00		1,864.07		Back rates levied
3030137	Ex-Gratia Rates (CBH, etc.)	17,104.00		17,104.00		17,104.00		17,104.29		
3030138	Discount on Rates Levied	0.00		0.00		0.00		0.00		
3030139	Concession on Rates Levied	0.00		0.00		0.00		0.00		
3030140	Movement in Excess Rates	0.00		(35,180.00)		(35,180.00)		(35,176.76)		
3030150	Penalty Interest Raised on Rates	2,300.00		4,000.00		3,330.00		4,383.37		Additional default ratepayers.
3030151	Instalment Interest Received	2,000.00		2,300.00		1,910.00		2,301.50		Additional value of properties on instalments
3030152	Rates Instalment Admin Fee Received	3,315.00		2,600.00		2,600.00		2,610.00		Less instalment options taken up.
3030153	Pens Deferred Rates Interest Received	74.00		74.00		60.00		0.00		
3030154	Rate Account Enquiry Charges	1,000.00		1,000.00		830.00		1,122.71		
3030155	Reimbursement of Debt Collection Costs (Inc GST)	0.00		0.00		0.00		0.00		
3030156	Reimbursement of Debt Collection Costs (Exc GST)	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		10,000.00		7,777.00		9,462.55		Additional default ratepayers.
3030160	Other Income Relating To Rates	0.00		1,780.00		1,780.00		1,778.32		Overpayment of rates
SUB-TOTAL TO PROGRAMME SUMMARY		**1,128,713.00**	**58,939.00**	**1,108,958.00**	**69,069.00**	**1,105,376.00**	**57,696.00**	**1,108,505.67**	**49,636.33**	

SHIRE OF MUKINBUDIN

SCHEDULE 03 - GENERAL PURPOSE FUNDING

Financial Statement for Period Ended

30 April 2018

RATE REVENUE AND ADMINISTRATION (Continued)	Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
CAPITAL EXPENDITURE										
CAPITAL REVENUE										
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	1,128,713.00	58,939.00	1,108,958.00	69,069.00	1,105,376.00	57,696.00	1,108,505.67	49,636.33		

SHIRE OF MUKINBUDIN

SCHEDULE 03 - GENERAL PURPOSE FUNDING

Financial Statement for Period Ended

30 April 2018

GENERAL PURPOSE FUNDING		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE											
2030200	Grants Consultant		0.00		0.00		0.00		0.00		
2030299	Administration Allocated		2,108.00		2,108.00		1,750.00		1,644.77		
OPERATING REVENUE											
3030200	Financial Assistance Grant - General	537,171.00		528,118.00		396,087.00		396,088.50			An advance payment for 17/18 was received in 16/17 of $583.4K. This reduced the budget for 17/18.
3030201	Federal Assistance Grant - Roads Component	224,641.00		238,673.00		179,004.00		179,004.75			An advance payment for 17/18 was received in 16/17 of $280.6K. This reduced the budget for 17/18.
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			
SUB-TOTAL TO PROGRAMME SUMMARY		**761,812.00**	**2,108.00**	**766,791.00**	**2,108.00**	**575,091.00**	**1,750.00**	**575,093.25**	**1,644.77**		
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL TO PROGRAMME SUMMARY		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		**0.00**		
TOTAL - GENERAL PURPOSE FUNDING		**761,812.00**	**2,108.00**	**766,791.00**	**2,108.00**	**575,091.00**	**1,750.00**	**575,093.25**	**1,644.77**		

SHIRE OF MUKINBUDIN

SCHEDULE 03 - GENERAL PURPOSE FUNDING

Financial Statement for Period Ended

30 April 2018

INVESTMENT ACTIVITY		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE											
2030300	Bank Fees and Charges (Inc GST) - Op Exp		0.00		4,000.00		3,330.00		2,397.21		Additional fees with GST
2030301	Bank Fees and Charges (Exc GST)		3,201.00		2,000.00		1,660.00		1,356.60		Less fees without GST
2030302	Interest on Overdraft		0.00		0.00		0.00		0.00		
2030399	Administration Allocated		6,325.00		6,325.00		5,270.00		4,934.35		
OPERATING REVENUE											
3030300	Interest Earned - Reserve Funds	9,600.00		14,000.00		11,660.00		10,092.52			Additional interest as funds were deposited early and no withdrawals are planned
3030301	Interest Earned - Municipal Funds	15,200.00		15,200.00		12,660.00		16,709.93			
SUB-TOTAL TO PROGRAMME SUMMARY		**24,800.00**	**9,526.00**	**29,200.00**	**12,325.00**	**24,320.00**	**10,260.00**	**26,802.45**	**8,688.16**		
CAPITAL EXPENDITURE											
4030350	Transfer Interest To Reserves		9,600.00		14,000.00		11,660.00		10,092.52		Additional interest as funds were deposited early and no withdrawals are planned
4030354	Transfer To Building & Residential Land Reserve		58,289.00		74,789.00		74,789.00		58,289.74	▼	The additional $16.5K transfer to Reserves from savings from capital work on the caravan park units, Job BC320 is yet to take place.
CAPITAL REVENUE											
5030350	Transfer from Reserve	0.00		0.00		0.00		0.00			
SUB-TOTAL TO PROGRAMME SUMMARY		**0.00**	**67,889.00**	**0.00**	**88,789.00**	**0.00**	**86,449.00**	**0.00**	**68,382.26**		
TOTAL - INVESTMENT ACTIVITY		**24,800.00**	**77,415.00**	**29,200.00**	**101,114.00**	**24,320.00**	**96,709.00**	**26,802.45**	**77,070.42**		

SHIRE OF MUKINBUDIN

SCHEDULE 03 - GENERAL PURPOSE FUNDING

Financial Statement for Period Ended

30 April 2018

OTHER GENERAL PURPOSE FUNDING		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE											
2030400	Rounding and Foreign & Other Invalid Currency Op Exp - Other GP F		0.00		50.00		40.00		11.54		Rounding and damaged and overseas currency.
2030401	Reimbursements Expense		0.00		0.00		0.00		0.00		
2030499	Administration Allocated		8,433.00		8,433.00		7,020.00		6,579.14		
OPERATING REVENUE											
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	1,020.00		450.00		370.00		448.85			No further EFTPOS will be charged.
3030403	Grant Funding - General Purpose Funding	0.00		0.00		0.00		0.00			
3030404	Other General Purpose Funding Income - OP Inc - O	0.00		0.00		0.00		15.00			
SUB-TOTAL TO PROGRAMME SUMMARY		**1,020.00**	**8,433.00**	**450.00**	**8,483.00**	**370.00**	**7,060.00**	**463.85**	**6,590.68**		
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL TO PROGRAMME SUMMARY		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - OTHER GENERAL PURPOSE FUNDING		**1,020.00**	**8,433.00**	**450.00**	**8,483.00**	**370.00**	**7,060.00**	**463.85**	**6,590.68**		

SHIRE OF MUKINBUDIN
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
30 April 2018

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE										
Members of Council		252,853.00		240,708.00		163,666.00		153,475.87		
Other Governance		111,151.00		145,201.00		112,660.00		63,523.50	▼	Strategic Consultancy expenses are yet to be incurred.
OPERATING REVENUE										
Members of Council	500.00		1,320.00		1,120.00		1,248.09			
Other Governance	0.00		0.00		0.00		0.00			
SUB-TOTAL	**500.00**	**364,004.00**	**1,320.00**	**385,909.00**	**1,120.00**	**276,326.00**	**1,248.09**	**216,999.37**		
CAPITAL EXPENDITURE										
Members of Council		18,000.00		18,720.00		12,541.00		18,718.00		
Other Governance		0.00		0.00		0.00		0.00		
CAPITAL REVENUE										
Members of Council	0.00		0.00		0.00		0.00			
Other Governance	0.00		0.00		0.00		0.00			
SUB-TOTAL	**0.00**	**18,000.00**	**0.00**	**18,720.00**	**0.00**	**12,541.00**	**0.00**	**18,718.00**		
TOTAL - PROGRAMME SUMMARY	**500.00**	**382,004.00**	**1,320.00**	**404,629.00**	**1,120.00**	**288,867.00**	**1,248.09**	**235,717.37**		

SHIRE OF MUKINBUDIN
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
30 April 2018

MEMBERS OF COUNCIL			Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	
OPERATING EXPENDITURE											
2040100	Members Travelling			5,800.00		5,800.00		0.00		0.00	This allowance is paid in June.
2040101	Members Conference Expenses			7,855.00		6,500.00		5,980.00		6,261.62	Most expenses are already incurred
2040102	Presidents Allowance			10,000.00		10,000.00		0.00		0.00	This allowance is paid in June.
2040103	Deputy Presidents Allowance			2,500.00		2,500.00		0.00		0.00	This allowance is paid in June.
2040104	Members Sitting Fees			31,977.00		31,977.00		0.00		0.00	This allowance is paid in June.
2040105	Communications Allowance			4,500.00		4,500.00		0.00		0.00	This allowance is paid in June.
2040106	Members Training			1,000.00		1,000.00		830.00		31.82	
2040107	Election Expenses			10,000.00		1,060.00		1,060.00		1,060.00	
2040108	Subscriptions & Publications			22,668.00		22,668.00		22,668.00		21,087.03	
2040109	Members - Insurance - Op Exp			11,983.00		11,983.00		11,983.00		11,982.18	
2040110	Members - Other Minor Exp			500.00		500.00		410.00		268.05	
2040112	Expensed Minor Asset Purchases			0.00		0.00		0.00		0.00	
2040113	Chambers Operating Expenses	Jobs									
BO001	Chambers Operating Expenses			1,200.00		500.00		410.00		458.09	Less expenses expected
2040114	Chambers Building Maintenance	Jobs									
BM001	Chambers Building Maintenance			0.00		500.00		335.00		250.05	Minor maintenance and furniture repairs.
2040115	Donations to Community Groups and Functic			1,950.00		2,500.00		2,080.00		1,097.14	Future additional expenses and donations have been identified.
2040116	Software Licences			0.00		0.00		0.00		0.00	
2040117	Acts, Texts & Diaries			100.00		100.00		80.00		0.00	
2040118	NEWROC Admin Fees			16,200.00		14,000.00		14,000.00		13,700.00	Most expenses are already incurred
2040119	NEWROC - Business Cases			2,000.00		2,000.00		1,660.00		2,000.00	
2040120	Other Expenses - Members of Council			3,500.00		3,500.00		2,910.00		2,343.90	
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			119,120.00		119,120.00		99,260.00		92,935.99	
OPERATING REVENUE											
3040100	Contributions & Donations Rec'd - Op Inc - Members		0.00		120.00		120.00		111.73		
3040101	Reimbursements from Members Received - Op Inc		500.00		1,200.00		1,000.00		1,136.36		
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		
SUB-TOTAL			**500.00**	**252,853.00**	**1,320.00**	**240,708.00**	**1,120.00**	**163,666.00**	**1,248.09**	**153,475.87**	
CAPITAL EXPENDITURE											
4040150	Furniture & Equipment (Capital) - Members			0.00		0.00		0.00		0.00	
4040155	Plant & Equipment (Capital) - Members			18,000.00		18,720.00		12,541.00		18,718.00	Timing and increased contribution to the NEWROC Telecommunications Project
4040160	Building (Capital) - Members	Jobs									
BC001	Building (Capital) - Members			0.00		0.00		0.00		0.00	
CAPITAL REVENUE											
5040150	Proceeds on Disposal of Assets - Cap Inc - M		0.00		0.00		0.00		0.00		
SUB-TOTAL			**0.00**	**18,000.00**	**0.00**	**18,720.00**	**0.00**	**12,541.00**	**0.00**	**18,718.00**	
TOTAL - MEMBERS OF COUNCIL			**500.00**	**270,853.00**	**1,320.00**	**259,428.00**	**1,120.00**	**176,207.00**	**1,248.09**	**172,193.87**	

SHIRE OF MUKINBUDIN

SCHEDULE 04 - GOVERNANCE

Financial Statement for Period Ended 30 April 2018

OTHER GOVERNANCE

		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE											
2040200	Civic Functions, Refreshments & Receptions		5,000.00		7,500.00		6,240.00		8,652.00		Additional expenditure has been incurred
2040201	Public Relations Expense		0.00		0.00		0.00		0.00		
2040202	Audit Fees		33,920.00		33,920.00		16,960.00		25,470.00		
2040203	Local Laws Development Consultancy		0.00		0.00		0.00		0.00		
2040204	Strategic Community Planning Consultancy		0.00		0.00		0.00		0.00		
2040205	Corporate Business Planning Consultancy		0.00		0.00		0.00		0.00		
2040206	Long Term Financial Planning Consultancy		10,000.00		10,000.00		8,330.00		0.00		
2040207	Asset Management & Valuations Consultants - Op Exp - Oth Gov		10,000.00		41,550.00		34,620.00		3,000.00	▼	An additional budget allocation of $31,550 for infrastructure revaluation which will commence shortly.
2040208	Structural Reform (Merger)		0.00		0.00		0.00		0.00		
2040210	Other Consultancy - Strategic		18,000.00		18,000.00		18,000.00		85.00	▼	Consultancy invoices are yet to be received.
2040211	Other Consultancy - Statutory (Use 2140537)		0.00		0.00		0.00		0.00		
2040212	Legal Expenses		0.00		0.00		0.00		0.00		
2040222	Advertising - Other Gov Op Exp		500.00		500.00		410.00		0.00		Marketforce Advertising Expenses.
2040299	Administration Allocated		33,731.00		33,731.00		28,100.00		26,316.50		
OPERATING REVENUE											
3040200	Contributions & Donations - Other Governance	0.00		0.00		0.00		0.00			
3040201	Reimbursements - Other Governance	0.00		0.00		0.00		0.00			
3040202	Grant Funding - Other Governance	0.00		0.00		0.00		0.00			
3040205	Charges - Sale Of Electoral Rolls, Minutes, Local Laws	0.00		0.00		0.00		0.00			
3040210	Sundry Income - Other Governance	0.00		0.00		0.00		0.00			
SUB-TOTAL		**0.00**	**111,151.00**	**0.00**	**145,201.00**	**0.00**	**112,660.00**	**0.00**	**63,523.50**		
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - OTHER GOVERNANCE		**0.00**	**111,151.00**	**0.00**	**145,201.00**	**0.00**	**112,660.00**	**0.00**	**63,523.50**		

SHIRE OF MUKINBUDIN

SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY

Financial Statement for Period Ended

30 April 2018

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE										
Fire Prevention		74,201.00		448,553.00		436,182.00		431,922.71		Donation (Non Cash) cost and loss resulting from the transfer of Mukinbudin Fire Truck to DFES.
Emergency Services Levy		32,153.00		33,143.00		29,640.00		22,461.73		
Animal Control		19,693.00		19,693.00		16,390.00		15,831.52		
Other Law, Order & Public Safety		11,433.00		11,433.00		10,020.00		6,752.52		
OPERATING REVENUE										
Fire Prevention	0.00		0.00		0.00		0.00			
Emergency Services Levy	27,800.00		15,940.00		12,895.00		13,028.90			
Animal Control	3,050.00		3,050.00		2,530.00		1,486.35			
Other Law, Order & Public Safety	0.00		0.00		0.00		0.00			
SUB-TOTAL	**30,850.00**	**137,480.00**	**18,990.00**	**512,822.00**	**15,425.00**	**492,232.00**	**14,515.25**	**476,968.48**		
CAPITAL EXPENDITURE										
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		
CAPITAL REVENUE										
Fire Prevention	0.00		270,000.00		270,000.00		270,000.00			
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			
SUB-TOTAL	**0.00**	**0.00**	**270,000.00**	**0.00**	**270,000.00**	**0.00**	**270,000.00**	**0.00**		
TOTAL - PROGRAMME SUMMARY	**30,850.00**	**137,480.00**	**288,990.00**	**512,822.00**	**285,425.00**	**492,232.00**	**284,515.25**	**476,968.48**		

SHIRE OF MUKINBUDIN

SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY

Financial Statement for Period Ended

30 April 2018

FIRE PREVENTION

		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	
OPERATING EXPENDITURE										
2050100	Fire Prevention/Burning/Control									
W001	Fire Prevention/Burning/Control		0.00		0.00		0.00		0.00	
2050101	Cost of Fire Units Disposed - Op Exp - Fire Prevention		0.00		270,000.00		270,000.00		270,000.00	Transfer of Mukinbudin Fire Truck to DFES.
2050102	Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00	
2050191	Loss on Disposal of Assets Op Exp - Fire Prevention		0.00		104,352.00		104,352.00		104,351.82	Transfer of Mukinbudin Fire Truck to DFES
2050192	Depreciation - Fire Prevention		69,985.00		69,985.00		58,320.00		54,281.33	
2050199	Administration Allocated		4,216.00		4,216.00		3,510.00		3,289.56	
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 Prevention	0.00		0.00		0.00		0.00		
3050103	Reimbursements - Fire Prevention	0.00		0.00		0.00		0.00		
3050104	Grant Funding - Fire Prevention	0.00		0.00		0.00		0.00		
3050190	Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
SUB-TOTAL		**0.00**	**74,201.00**	**0.00**	**448,553.00**	**0.00**	**436,182.00**	**0.00**	**431,922.71**	
CAPITAL EXPENDITURE										
4050150	Furniture & Equipment (Capital) - Fire Prevention		0.00		0.00		0.00		0.00	
4050155	Plant & Equipment (Capital) - Fire Prevention		0.00		0.00		0.00		0.00	
4050160	Building (Capital) - Fire Prevention									
BC010	Building (Capital) - Animal Control		0.00		0.00		0.00		0.00	
CAPITAL REVENUE										
5050150	Proceeds on Disposal of Assets - Cap Inc - F	0.00		270,000.00		270,000.00		270,000.00		Transfer of Mukinbudin Fire Truck to DFES
5050152	Transfers From Building Reserve	0.00		0.00		0.00		0.00		
SUB-TOTAL		**0.00**	**0.00**	**270,000.00**	**0.00**	**270,000.00**	**0.00**	**270,000.00**	**0.00**	
TOTAL - FIRE PREVENTION		**0.00**	**74,201.00**	**270,000.00**	**448,553.00**	**270,000.00**	**436,182.00**	**270,000.00**	**431,922.71**	

SHIRE OF MUKINBUDIN

SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY

Financial Statement for Period Ended

30 April 2018

EMERGENCY SERVICES LEVY			Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	
OPERATING EXPENDITURE											
2050200	ESL Purchase of Small Equipment <1,200			0.00		0.00		0.00		0.00	
2050201	ESL Maintenance of Plant and Equipment			0.00		0.00		0.00		0.00	
2050202	ESL Maintenance of Vehicles/Trailers			9,540.00		5,350.00		4,450.00		2,767.93	Full Insurance Expenses for the Fire Trucks was posted to plant but has now been journaled to acct 2050207
2050203	ESL Building Maintenance	Jobs									
BM005	Mukinbudin Fire Shed Maintenance			2,000.00		200.00		160.00		162.90	
2050204	ESL Protective Clothing and Accessories			2,300.00		2,300.00		1,910.00		0.00	
2050205	ESL Building Operations (Excludes Insurance)	Jobs									
BO005	Mukinbudin Fire Shed Operations			500.00		500.00		410.00		421.54	
2050206	ESL Other Goods and Services			5,012.00		4,000.00		3,330.00		176.04	
2050207	ESL Insurances			4,368.00		12,360.00		12,360.00		12,354.18	
2050299	Administration Allocated - Op Exp ESL			8,433.00		8,433.00		7,020.00		6,579.14	
OPERATING REVENUE											
3050200	ESL Admin Fee/Commission		4,000.00		4,000.00		4,000.00		4,000.00		
3050201	ESL Operating Grant		23,720.00		11,860.00		8,895.00		8,895.00		Reduced grant being paid. There will probably be an increasing adjustment in the next financial year.
3050202	ESL Capital Grant		0.00		0.00		0.00		0.00		
3050203	ESL Non-Payment Penalty Interest		80.00		80.00		0.00		133.90		
SUB-TOTAL			**27,800.00**	**32,153.00**	**15,940.00**	**33,143.00**	**12,895.00**	**29,640.00**	**13,028.90**	**22,461.73**	
CAPITAL EXPENDITURE											
4050250	PLANT & EQUIPMENT (CAPITAL) - ESL			0.00		0.00		0.00		0.00	
CAPITAL REVENUE											
SUB-TOTAL			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
TOTAL - EMERGENCY SERVICES LEVY			**27,800.00**	**32,153.00**	**15,940.00**		**12,895.00**	**29,640.00**	**13,028.90**	**22,461.73**	

SHIRE OF MUKINBUDIN

SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY

Financial Statement for Period Ended

30 April 2018

ANIMAL CONTROL

			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING 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			260.00		260.00		210.00		110.00		
2050305	Expensed Minor Asset Purchases - Animal C			0.00		0.00		0.00		0.00		
2050306	Dog Pound Maintenance											
BM010	Dog Pound Maintenance			0.00		0.00		0.00		0.00		
2050307	Ranger Services (Contracted)			11,000.00		11,000.00		9,160.00		9,142.38		
2050308	Dog Pound Operations	Jobs										
BO010	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			8,433.00		8,433.00		7,020.00		6,579.14		
OPERATING REVENUE												
3050300	Pound Fees		70.00		70.00		50.00		0.00			
3050301	Dog Registration Fees		1,900.00		1,900.00		1,580.00		1,064.09			Although less than expected registrations have very variable timing
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		1,080.00		900.00		402.26			Although less than expected registrations have very variable timing.
3050305	Animal Trap Hire Fees		0.00		0.00		0.00		20.00			
SUB-TOTAL			**3,050.00**	**19,693.00**	**3,050.00**	**19,693.00**	**2,530.00**	**16,390.00**	**1,486.35**	**15,831.52**		
CAPITAL EXPENDITURE												
4050350	Building (Capital) - Animal Control			0.00		0.00		0.00		0.00		
CAPITAL REVENUE												
SUB-TOTAL			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - ANIMAL CONTROL			**3,050.00**	**19,693.00**	**3,050.00**	**19,693.00**	**2,530.00**	**16,390.00**	**1,486.35**	**15,831.52**		

SHIRE OF MUKINBUDIN

SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY

Financial Statement for Period Ended

30 April 2018

OTHER LAW, ORDER, PUBLIC SAFETY

		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE											
2050400	Abandoned Vehicles Impounding Expenses		0.00		0.00		0.00		0.00		
2050401	Community Safety Audit		3,000.00		3,000.00		3,000.00		173.38		
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		8,433.00		8,433.00		7,020.00		6,579.14		
OPERATING REVENUE											
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			
SUB-TOTAL		**0.00**	**11,433.00**	**0.00**	**11,433.00**	**0.00**	**10,020.00**	**0.00**	**6,752.52**		
CAPITAL EXPENDITURE											
4050450	Furniture & Equipment (Capital) - OLOPS		0.00		0.00		0.00		0.00		
4050455	Plant & Equipment (Capital) - OLOPS		0.00		0.00		0.00		0.00		
CAPITAL REVENUE											
SUB-TOTAL		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - OTHER LAW, ORDER, PUBLIC SAFETY		**0.00**	**11,433.00**	**0.00**	**11,433.00**	**0.00**	**10,020.00**	**0.00**	**6,752.52**		

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

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	
OPERATING EXPENDITURE									
Health Inspection and Administration		33,033.00		33,033.00		25,470.00		20,423.62	
Preventative Services - Pest Control		5,284.00		3,108.00		2,750.00		1,644.77	
Preventative Services - Other		2,458.00		2,458.00		2,040.00		1,998.27	
Other Health		71,835.00		126,675.00		109,078.00		98,972.82	Includes $20K loss on the donation and the $20K Donation cost for the transfer of Lots 66 and 67 on Plan 158625 (10 and 12 Calder) to the Department of Planning, Lands and Heritage as the land was valued at $40K on 30 June 2017 but only valued at $20K by the Department of Planning, Lands and Heritage as part of land swap for the old Nursing Post.
OPERATING REVENUE									
Health Inspection and Administration	0.00		0.00		0.00		0.00		
Preventative Services - Pest Control	0.00		0.00		0.00		0.00		
Preventative Services - Other	0.00		0.00		0.00		0.00		
Other Health	6,500.00		20,140.00		19,050.00		16,739.82		Includes $13,640 income for the donation of the current nursing post land - lot 168 plan 193423 to the Shire of Mukinbudin from the Department of Planning, Lands and Heritage.
SUB-TOTAL	**6,500.00**	**112,610.00**	**20,140.00**	**165,274.00**	**19,050.00**	**139,338.00**	**16,739.82**	**123,039.48**	
CAPITAL EXPENDITURE									
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	
CAPITAL REVENUE									
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		20,000.00		20,000.00		20,000.00		
SUB-TOTAL	**0.00**	**0.00**	**20,000.00**	**0.00**	**20,000.00**	**0.00**	**20,000.00**	**0.00**	
TOTAL - PROGRAMME SUMMARY	**6,500.00**	**112,610.00**	**40,140.00**	**165,274.00**	**39,050.00**	**139,338.00**	**36,739.82**	**123,039.48**	

SHIRE OF MUKINBUDIN

SCHEDULE 07 - HEALTH

Financial Statement for Period Ended

30 April 2018

HEALTH INSPECTION & ADMIN		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE											
2070304	Legal Expenses - Health Inspection/Admin		0.00		0.00		0.00		0.00		
2070305	Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00		
2070307	Contract EHO (NEWHEALTH)		24,600.00		24,600.00		18,450.00		13,844.48		
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		8,433.00		8,433.00		7,020.00		6,579.14		
OPERATING REVENUE											
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			
SUB-TOTAL		**0.00**	**33,033.00**	**0.00**	**33,033.00**	**0.00**	**25,470.00**	**0.00**	**20,423.62**		
CAPITAL EXPENDITURE											
4070350	Furniture & Equipment (Capital) - Health Adm		0.00		0.00		0.00		0.00		
4070355	Plant & Equipment (Capital) - Health Admin		0.00		0.00		0.00		0.00		
CAPITAL REVENUE											
SUB-TOTAL		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - HEALTH INSPECTION & ADMIN		**0.00**	**33,033.00**	**0.00**	**33,033.00**	**0.00**	**25,470.00**	**0.00**	**20,423.62**		

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

PREVENTIVE SERVICES - PEST CONTROL			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE												
2070400	Mosquito Control	Jobs										
MQF	Mosquito Fogging			3,176.00		1,000.00		1,000.00		0.00		Provision for fogging
2070499	Administration Allocated			2,108.00		2,108.00		1,750.00		1,644.77		
OPERATING REVENUE												
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			
SUB-TOTAL			**0.00**	**5,284.00**	**0.00**	**3,108.00**	**0.00**	**2,750.00**	**0.00**	**1,644.77**		
CAPITAL EXPENDITURE												
CAPITAL REVENUE												
SUB-TOTAL			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - PREVENTIVE SERVICES - PEST CONTROL			**0.00**	**5,284.00**	**0.00**	**3,108.00**	**0.00**	**2,750.00**	**0.00**	**1,644.77**		

SHIRE OF MUKINBUDIN

SCHEDULE 07 - HEALTH

Financial Statement for Period Ended

30 April 2018

PREVENTIVE SERVICES - OTHER		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE											
2070500	Analytical Expenses		350.00		350.00		290.00		353.50		
2070599	Administration Allocated		2,108.00		2,108.00		1,750.00		1,644.77		
OPERATING REVENUE											
SUB-TOTAL		**0.00**	**2,458.00**	**0.00**	**2,458.00**	**0.00**	**2,040.00**	**0.00**	**1,998.27**		
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - PREVENTIVE SERVICES - OTHER		**0.00**	**2,458.00**	**0.00**	**2,458.00**	**0.00**	**2,040.00**	**0.00**	**1,998.27**		

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

OTHER HEALTH		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE											
2070602	Medical Practice Costs		49,200.00		49,200.00		41,000.00		26,746.38	▼	Timing.
2070603	Bonded Medical Schorlarship		0.00		0.00		0.00		0.00		
2070607	Nursing Post Cleaner		5,769.00		5,769.00		4,800.00		4,538.49		
2070609	12 Calder Street Building Operations Expenses (Land Swap - Health Department)		0.00		34,840.00		29,228.00		34,529.72		$20K expense for the donation of the Donation of Lots 66 and 67 on Plan 158625 (10 and 1 Calder) to the Department of Planning, Lands and Heritage as part of land swap for the old Nursing Post plus $13,640 expense for the donation of the current nursing post land - lot 168 plan 193423 which was to be to the Shire of Mukinbudin to the Department of Planning, Lands and Heritage as it has not yet been transferred to the Shire of Mukinbudin.
2070691	Loss on Disposal of Assets - Op Exp - Other Health		0.00		20,000.00		20,000.00		20,000.00		$20K loss for the donation of the Donation of Lots 66 and 67 on Plan 158625 (10 and 12 Calder) to the Department of Planning, Lands and Heritage as the land was valued at $40K on 30 June 2017 but only valued at $20K by the Department of Planning, Lands and Heritage as part of land swap for the old Nursing Post.
2070692	Depreciation - Other Health		0.00		0.00		0.00		0.00		
2070698	Housing Costs Allocated		0.00		0.00		0.00		0.00		
2070699	Administration Allocated		16,866.00		16,866.00		14,050.00		13,158.23		
OPERATING REVENUE											
3070600	Rent Income - Medical Services Housing	0.00		0.00		0.00		0.00			
3070601	Contributions & Donations - Medical Services	6,500.00		6,500.00		5,410.00		3,103.46			
3070602	Reimbursements - Medical Services	0.00		0.00		0.00		0.00			
3070603	Grants - Medical Services	0.00		0.00		0.00		0.00			
3070604	Other Income Medical Services - Op Inc - Other Health	0.00		13,640.00		13,640.00		13,636.36			$13,640 income for the donation of the current nursing post land - lot 168 plan 193423 to the Shire of Mukinbudin from the Department of Planning, Lands and Heritage.
SUB-TOTAL		**6,500.00**	**71,835.00**	**20,140.00**	**126,675.00**	**19,050.00**	**109,078.00**	**16,739.82**	**98,972.82**		
CAPITAL EXPENDITURE											
4070650	Building (Capital) - Other Health **Jobs**										
BC015	Building (Capital) - Other Health		0.00		0.00		0.00		0.00		
4070651	Land Purchase Exps - Cap Exp - Other Health		0.00		0.00		0.00		0.00		
4070655	Transfers To Reserve		0.00		0.00		0.00		0.00		
CAPITAL REVENUE											
5070650	Transfers From Builiding Reserve	0.00		0.00		0.00		0.00			
5070660	Proceeds on Sale of Assets - Cap Inc - Other Health	0.00		20,000.00		20,000.00		20,000.00			$20K from Transfer of Lots 66 and 67 on Plan 158625 (10 and 12 Calder) to the Dep't of Planning, Lands and Heritage as part of land swap for the old Nursing Post.
SUB-TOTAL		**0.00**	**0.00**	**20,000.00**	**0.00**	**20,000.00**	**0.00**	**20,000.00**	**0.00**		
TOTAL - OTHER HEALTH		**6,500.00**	**71,835.00**	**40,140.00**	**126,675.00**	**39,050.00**	**109,078.00**	**36,739.82**	**98,972.82**		

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

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	
OPERATING EXPENDITURE									
Community Resource Centre		39,967.00		42,145.00		32,524.00		32,580.83	
Other Education		100.00		150.00		150.00		27.79	
Care Of Families And Children		14,187.00		11,117.00		9,293.00		7,917.04	
Aged & Disabled - Senior Citz Centre		134,366.00		126,126.00		123,310.00		116,969.04	All the contributions for the CEACA Project of 4 Units @ $27,200 as per FAA costing $95,000 and other contributions have now been paid. However some savings compared to the adopted budget have been realised.
Other Welfare		7,108.00		2,558.00		2,200.00		2,088.71	
OPERATING REVENUE									
Community Resource Centre	10,690.00		10,690.00		8,900.00		6,382.14		
Other Education	0.00		0.00		0.00		0.00		
Care Of Families And Children	720.00		720.00		600.00		468.09		
Aged & Disabled - Senior Citz Centre	0.00		1,000.00		1,000.00		1,000.00		
Other Welfare	0.00		180.00		180.00		261.82		
SUB-TOTAL	**11,410.00**	**195,728.00**	**12,590.00**	**182,096.00**	**10,680.00**	**167,477.00**	**8,112.05**	**159,583.41**	
CAPITAL EXPENDITURE									
Community Resource Centre		6,097.00		6,097.00		6,096.00		6,097.20	
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	
CAPITAL REVENUE									
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		
SUB-TOTAL	**0.00**	**6,097.00**	**0.00**	**6,097.00**	**0.00**	**6,096.00**	**0.00**	**6,097.20**	
TOTAL - PROGRAMME SUMMARY	**11,410.00**	**201,825.00**	**12,590.00**	**188,193.00**	**10,680.00**	**173,573.00**	**8,112.05**	**165,680.61**	

SHIRE OF MUKINBUDIN

SCHEDULE 08 - EDUCATION & WELFARE

Financial Statement for Period Ended

30 April 2018

COMMUNITY RESOURCE CENTRE			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE												
2080200	CRC Salaries			0.00		0.00		0.00		0.00		
2080201	CRC Superannuation			0.00		0.00		0.00		0.00		
2080202	Training and Conferences - OP Exp - CRC			0.00		0.00		0.00		0.00		
2080203	CRC - Other Employee Expenses			0.00		0.00		0.00		0.00		
2080204	CRC Building Operating Expenses	Jobs										
BO020	Community Resource Centre Operations			17,500.00		17,500.00		14,854.00		13,350.34		
2080205	CRC Building & Grounds Maintenance	Jobs										
BM020	Community Resource Centre Maintenance			5,622.00		1,800.00		1,480.00		1,691.55		Reduced as ground maintenance has a separate job
GM020	Community Resource Centre Grounds Maintenance			0.00		6,000.00		1,980.00		6,028.71		New Grounds Maintenance job, includes reticulation improvements
2080206	Printing and Stationery - OP Exp - CRC			0.00		0.00		0.00		0.00		
2080207	Signage and Advertising - Op Exp - CRC			0.00		0.00		0.00		0.00		
2080208	Postage and Freight			0.00		0.00		0.00		0.00		
2080209	Other Equipment Mtce & Toners			0.00		0.00		0.00		0.00		
2080210	Computer Hardware/IT Equipment - Op Exp - CRC			0.00		0.00		0.00		0.00		
2080211	Computer Software - Op Exp - CRC			0.00		0.00		0.00		0.00		
2080212	Expensed Minor Asset Purchases - Op Exp - CRC			0.00		0.00		0.00		0.00		
2080213	Receptions and Refreshments - OP Exp - CRC			0.00		0.00		0.00		0.00		
2080214	Production of Saleable Items - Op Exp - CRC			0.00		0.00		0.00		0.00		
2080215	Community Group Promotion - Op Exp - CRC			0.00		0.00		0.00		0.00		
2080220	Other CRC Expenses - OP Exp			0.00		0.00		0.00		0.00		
2080221	Interest on Loan 109 CRC			1,651.00		1,651.00		1,560.00		1,668.79		
2080291	Loss on Disposal of Assets - Op Exp - CRC			0.00		0.00		0.00		0.00		
2080292	Depreciation - CRC			10,978.00		10,978.00		9,140.00		6,551.88		
2080299	Administration Allocated - Op Exp - CRC			4,216.00		4,216.00		3,510.00		3,289.56		
OPERATING REVENUE												
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		7,050.00		7,050.00		5,870.00		3,582.17			
3080205	Course Fees/Training In-House		0.00		0.00		0.00		0.00			
3080206	Advertising Charges		0.00		0.00		0.00		0.00			
3080220	CRC - Rental Income		3,640.00		3,640.00		3,030.00		2,799.97			
3080290	Profit on Disposal of Assets		0.00		0.00		0.00		0.00			
SUB-TOTAL			**10,690.00**	**39,967.00**	**10,690.00**	**42,145.00**	**8,900.00**	**32,524.00**	**6,382.14**	**32,580.83**		
CAPITAL EXPENDITURE												
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	Jobs										
BC020	Buildings (Capital) - CRC			0.00		0.00		0.00		0.00		
4080270	Principal on Loan 109 - CRC			6,097.00		6,097.00		6,096.00		6,097.20		
CAPITAL REVENUE												
5080250	Proceeds on Disposal of Assets - Cap Inc - Cl		0.00		0.00		0.00		0.00			
5080253	Transfers From Building Reserve		0.00		0.00		0.00		0.00			
SUB-TOTAL			**0.00**	**6,097.00**	**0.00**	**6,097.00**	**0.00**	**6,096.00**	**0.00**	**6,097.20**		
TOTAL - COMMUNITY RESOURCE CENTRE			**10,690.00**	**46,064.00**	**10,690.00**	**48,242.00**	**8,900.00**	**38,620.00**	**6,382.14**	**38,678.03**		

SHIRE OF MUKINBUDIN

SCHEDULE 08 - EDUCATION & WELFARE

Financial Statement for Period Ended

30 April 2018

OTHER EDUCATION

		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE											
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		100.00		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	Support for School Events - Op Exp - Other Educ		0.00		50.00		50.00		27.79		Support for school events.
OPERATING REVENUE											
3080300	Contributions & Donations - Other Education	0.00		0.00		0.00		0.00			
SUB-TOTAL		**0.00**	**100.00**	**0.00**	**150.00**	**0.00**	**150.00**	**0.00**	**27.79**		
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - OTHER EDUCATION		**0.00**	**100.00**	**0.00**	**150.00**	**0.00**	**150.00**	**0.00**	**27.79**		

SHIRE OF MUKINBUDIN

SCHEDULE 08 - EDUCATION & WELFARE

Financial Statement for Period Ended

30 April 2018

CARE OF FAMILIES & CHILDREN			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE												
2080400	Playgroup Building Operations	Jobs										
BO025	Boodie Rats Playgroup Building Operations			2,700.00		2,700.00		2,313.00		2,267.86		
2080401	Playgroup Building & Grounds Maintenance	Jobs										
BM025	Boodie Rats Playgroup Building Maintenance			5,170.00		2,000.00		1,650.00		1,821.20		Reduced maintenance required.
GM025	Boodie Rats Playgroup Grounds Maintenance			0.00		100.00		70.00		38.73		New Grounds Maintenance job
2080492	Depreciation - Care of Families			2,101.00		2,101.00		1,750.00		499.69		
2080499	Administration Allocated			4,216.00		4,216.00		3,510.00		3,289.56		
OPERATING REVENUE												
3080400	Income - Playgroup & Boodie Rats Child Care Cntr		720.00		720.00		600.00		468.09			
SUB-TOTAL			**720.00**	**14,187.00**	**720.00**	**11,117.00**	**600.00**	**9,293.00**	**468.09**	**7,917.04**		
CAPITAL EXPENDITURE												
4080450	Building (Capital) - Care of Families & Children	Jobs										
BC025	Building (Capital) - Care of Families & Children			0.00		0.00		0.00		0.00		
CAPITAL REVENUE												
5080450	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**		
TOTAL - CARE OF FAMILIES & CHILDREN			**720.00**	**14,187.00**	**720.00**	**11,117.00**	**600.00**	**9,293.00**	**468.09**	**7,917.04**		

SHIRE OF MUKINBUDIN

SCHEDULE 08 - EDUCATION & WELFARE

Financial Statement for Period Ended

30 April 2018

AGED & DISABLED - SENIOR CITZ CENTRE			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE												
2080505	Seniors Catering Assistance			0.00		0.00		0.00		0.00		
2080506	Central East Aged Care Alliance			113,000.00		104,000.00		104,000.00		98,648.49		All the contributions for the CEACA Project of 4 Units @ $27,200 as per FAA costing $95,000 and other contributions have now been paid. However some savings compared to the adopted budget have been realised.
2080508	Program Expense - Stay on your Feet			0.00		0.00		0.00		0.00		
2080509	Seniors Week Expenditure			4,500.00		5,260.00		5,260.00		5,162.32		Additional expenditure incurred
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			16,866.00		16,866.00		14,050.00		13,158.23		
OPERATING REVENUE												
3080500	Contributions & Donations - Senior Ctizens		0.00		0.00		0.00		0.00			
3080501	Reimbursements - Senior Ctizens		0.00		0.00		0.00		0.00			
3080502	Grant Income - Senior Citizens		0.00		1,000.00		1,000.00		1,000.00			Seniors Week Grant received
3080503	Program Income - Senior Citizens		0.00		0.00		0.00		0.00			
3080504	Grant Income - Aged Housing		0.00		0.00		0.00		0.00			
SUB-TOTAL			**0.00**	**134,366.00**	**1,000.00**	**126,126.00**	**1,000.00**	**123,310.00**	**1,000.00**	**116,969.04**		
CAPITAL EXPENDITURE												
4080550	Building (Capital) - Senior Ctizens	**Jobs**										
BC030	Building (Capital) - Senior Citizens			0.00		0.00		0.00		0.00		
CAPITAL REVENUE												
SUB-TOTAL			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - AGED & DISABLED - SENIOR CITZ CENTRE			**0.00**	**134,366.00**	**1,000.00**	**126,126.00**	**1,000.00**	**123,310.00**	**1,000.00**	**116,969.04**		

SHIRE OF MUKINBUDIN

SCHEDULE 08 - EDUCATION & WELFARE

Financial Statement for Period Ended

30 April 2018

OTHER WELFARE		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE											
2080600	Dry Seasons Assistance Expenditure		5,000.00		450.00		450.00		443.94		No further expenditure expected
2080603	Youth Development Programs		0.00		0.00		0.00		0.00		
2080604	Grants Funded Expenditure - Op Exp Other Welfare (Thank a Volun		0.00		0.00		0.00		0.00		
2080608	Other Expenses Mobility Scooters etc. - Op Exp - Other Welfare		0.00		0.00		0.00		0.00		
2080692	Depreciation - Other Welfare		0.00		0.00		0.00		0.00		
2080699	Administration Allocated		2,108.00		2,108.00		1,750.00		1,644.77		
OPERATING REVENUE											
3080600	Dry Seasons Assistance Grant	0.00		0.00		0.00		0.00			
3080601	Contributions & Donations - Op Inc - Other W	0.00		180.00		180.00		181.82			Mukinbudin Community Resource Centre Contribution for Aquatic Centre Open of Season Pool Party
3080602	Reimbursements - Other Welfare	0.00		0.00		0.00		0.00			
3080603	Grants - Other Welfare	0.00		0.00		0.00		0.00			
3080604	Other Income Mobility Scooters etc. - Op Inc	0.00		0.00		0.00		80.00			
SUB-TOTAL		**0.00**	**7,108.00**	**180.00**	**2,558.00**	**180.00**	**2,200.00**	**261.82**	**2,088.71**		
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - OTHER WELFARE		**0.00**	**7,108.00**	**180.00**	**2,558.00**	**180.00**	**2,200.00**	**261.82**	**2,088.71**		

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
30 April 2018

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE										
Housing - Shire (Staff and Rentals)		142,483.00		151,033.00		126,516.00		110,607.73	▼	Depreciation is lower as the result of building revaluations and a review of depreciation rates. This is partly offset by Cost Recovery which is lower than expected.
Housing - Aged (Including Senior Citizens)		119,283.00		102,247.00		85,292.00		75,251.65	▼	Depreciation is lower as the result of building revaluations and a review of depreciation rates.
Housing - Other (Including Joint Venture)		77,171.00		76,621.00		64,108.00		54,430.94		Depreciation is lower as the result of building revaluations and a review of depreciation rates.
OPERATING REVENUE										
Housing - Shire (Staff and Rentals)	75,800.00		83,640.00		69,670.00		71,961.90			
Housing - Aged (Including Senior Citizens)	35,880.00		35,880.00		29,890.00		31,940.50			
Housing - Other (Including Joint Venture)	31,350.00		31,350.00		26,100.00		22,970.90			
SUB-TOTAL	**143,030.00**	**338,937.00**	**150,870.00**	**329,901.00**	**125,660.00**	**275,916.00**	**126,873.30**	**240,290.32**		
CAPITAL EXPENDITURE										
Housing - Shire (Staff and Rentals)		40,390.00		460,390.00		12,727.00		12,070.72		Unspent building capital of expenditure $21,390, and unspent loan $400K, will be transferred to reserve.
Housing - Aged (Including Senior Citizens)		7,486.00		7,486.00		5,012.00		1,747.39		
Housing - Other (Including Joint Venture)		8,000.00		8,000.00		5,352.00		0.00		
CAPITAL REVENUE										
Housing - Shire (Staff and Rentals)	0.00		420,000.00		0.00		0.00			Loan for 8 Gimlett Way
Housing - Aged (Including Senior Citizens)	0.00		0.00		0.00		0.00			
Housing - Other (Including Joint Venture)	0.00		0.00		0.00		0.00			
SUB-TOTAL	**0.00**	**55,876.00**	**420,000.00**	**475,876.00**	**0.00**	**23,091.00**	**0.00**	**13,818.11**		
TOTAL - PROGRAMME SUMMARY	**143,030.00**	**394,813.00**	**570,870.00**	**805,777.00**	**125,660.00**	**299,007.00**	**126,873.30**	**254,108.43**		

SHIRE OF MUKINBUDIN

SCHEDULE 09 - HOUSING

Financial Statement for Period Ended

30 April 2018

HOUSING - SHIRE (STAFF AND RENTALS)			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE												
2090100	Staff Housing Building Operations	Jobs										
BO035	5 Cruickshank Rd - Building Operations			3,500.00		3,500.00		2,987.00		2,961.46		
BO036	11 Cruickshank Rd Principal Building Operations			2,300.00		2,300.00		2,211.00		2,139.68		
BO037	15 Cruickshank Rd CEO Building Operations			6,791.00		6,791.00		5,751.00		5,262.60		
BO038	25 Cruickshank Rd CPM Building Operations			4,200.00		4,200.00		3,591.00		3,985.13		
BO039	1 Salmon Gum Alley Building Operations			5,000.00		5,000.00		4,247.00		2,792.57		
BO040	4 Salmon Gum Alley Building Operations			5,300.00		5,300.00		4,501.00		5,773.44		
BO041	8 Lansdell St Building Operations			4,900.00		8,000.00		6,640.00		4,840.25		Additional utility and cleaning expenses as these are now paid by the shire.
BO043	25A Calder St Building Operations			1,843.00		1,843.00		1,583.00		1,624.59		
BO044	25B Calder St Building Operations			1,843.00		1,843.00		1,583.00		2,414.43		
BO045	12 Salmon Gum Alley (Lot 208) Building Op Exp			2,967.00		2,967.00		2,597.00		2,710.36		
BO046	51 Maddock Street Building Operations			1,000.00		1,000.00		845.00		75.00		
2090101	Staff Housing Building & Grounds Maintenance	Jobs										
BM035	5 Cruickshank Rd Building Maintenance			5,000.00		1,000.00		820.00		477.08		Maintenance expenses less than expected
BM036	11 Cruickshank Rd Principal Building Maintenance			8,200.00		3,000.00		2,490.00		1,700.82		Maintenance expenses less than expected
BM037	15 Cruickshank Rd CEO Building Maintenance			5,050.00		5,050.00		4,180.00		4,250.02		
BM038	25 Cruickshank Rd CPM Building Maintenance			5,700.00		2,700.00		2,230.00		407.70		Maintenance expenses less than expected. Including a provision for fencing
BM039	1 Salmon Gum Alley Building Maintenance			4,150.00		4,150.00		3,440.00		3,133.38		
BM040	4 Salmon Gum Alley Building Maintenance			5,500.00		5,500.00		4,570.00		2,827.36		
BM041	8 Lansdell St Building Maintenance			3,800.00		13,000.00		10,820.00		16,827.83		Additional maintenance and minor upgrades for new tenancy
BM043	25A Calder St Building Maintenance			4,300.00		2,500.00		2,060.00		1,942.25		Maintenance expenses less than expected
BM044	25B Calder St Building Maintenance			4,500.00		5,000.00		4,150.00		4,918.39		Additional renovations
BM045	12 Salmon Gum Alley (Lot 208) Building Maint Exp			3,200.00		1,200.00		990.00		437.00		
BM046	51 Maddock Street Building Maintenance			0.00		0.00		0.00		0.00		
	Subtotal Building Maintenance			49,400.00		43,100.00		35,750.00		36,921.83		
GM035	5 Cruickshank Road Grounds Maintenance			0.00		100.00		70.00		77.09		
GM036	11Cruickshank Road Grounds Maintenance			0.00		5,000.00		4,160.00		4,472.71		
GM037	15 Cruickshank Road Grounds Maintenance			0.00		100.00		70.00		132.46		
GM038	25 Cruickshank Road Grounds Maintenance			0.00		300.00		240.00		172.95		
GM039	1 Salmon Gum Alley Grounds Maintenance			0.00		500.00		410.00		0.00		General tidy up if required. Expenses yet to be incurred.
GM040	4 Salmon Gum Alley Grounds Maintenance			0.00		2,000.00		1,660.00		0.00		Tree removal and brick paving repairs are required. Expenses are yet to be incurred.
GM041	8 Lansdell Street Grounds Maintenance			0.00		2,500.00		2,070.00		2,154.79		
GM043	25A Calder Street Grounds Maintenance			0.00		100.00		80.00		0.00		
GM044	25B Calder St Grounds Maintenance			0.00		950.00		780.00		930.41		
GM045	12 Salmon Gum Alley Grounds Maintenance			0.00		0.00		0.00		969.20		
GM046	51 Maddock Street Grounds Maintenance			0.00		200.00		160.00		0.00		
	Subtotal Grounds Maintenance			0.00		11,750.00		9,700.00		8,909.61		

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
30 April 2018

HOUSING - SHIRE (STAFF AND RENTALS) (Continued)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE (Continued)											
2090102	Interest on Loan 124 Paid - Op Exp - Housing Shi		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		39,759.00		39,759.00		33,130.00		12,799.57	▼	Depreciation is lower as the result of building revaluations and a review of depreciation rates.
2090199	Administration Allocated		42,164.00		42,164.00		35,130.00		32,895.61		
Recovered amounts											
2090198	Staff Housing Costs Recovered		(28,484.00)		(28,484.00)		(23,730.00)		(15,498.40)		
OPERATING REVENUE											
3090101	Contributions & Donations - Staff Housing	0.00		0.00		0.00		0.00			
3090102	Other Reimbursements - Staff Housing	0.00		0.00		0.00		1,193.00			
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	9,120.00		9,120.00		7,590.00		6,406.85			
3090109	Income - 11 Cruickshank Road	19,500.00		19,500.00		16,250.00		12,594.32			
3090110	Income - 15 Cruickshank Road	0.00		0.00		0.00		1,000.00			
3090111	Income - 25 Cruickshank Road	0.00		0.00		0.00		3,095.84			
3090112	Income - 1 Salmon Gum Alley	14,220.00		14,220.00		11,840.00		11,917.29			
3090113	Income - 4 Salmon Gum Alley	0.00		0.00		0.00		0.00			
3090114	Income - 25A Calder Street	4,840.00		4,840.00		4,030.00		5,460.00			
3090115	Income - 25B Calder Street	4,460.00		4,460.00		3,710.00		3,625.55			
3090116	Income - 8 Lansdell Street	4,160.00		12,000.00		10,000.00		10,060.00			Additional income from an all inclusive rental is expected.
3090117	Income - Lot 208 Salmon Gum Alley	19,500.00		19,500.00		16,250.00		16,609.05			
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			
SUB-TOTAL		**75,800.00**	**142,483.00**	**83,640.00**	**151,033.00**	**69,670.00**	**126,516.00**	**71,961.90**	**110,607.73**		
CAPITAL EXPENDITURE											
4090150	Buildings (Capital) - Staff Housing **Jobs**										
BC035	5 Cruickshank Rd Building Capital		0.00		0.00		0.00		0.00		
BC036	11 Cruickshank Rd Principal Building Capital		0.00		0.00		0.00		0.00		
BC037	15 Cruickshank Rd CEO Building Capital		0.00		0.00		0.00		0.00		
BC038	25 Cruickshank Rd CPM Building Capital		20,000.00		11,000.00		7,367.00		9,390.10		Works completed
BC039	1 Salmon Gum Alley Building Capital		0.00		0.00		0.00		0.00		
BC040	4 Salmon Gum Alley Building Capital		0.00		0.00		0.00		0.00		
BC041	8 Lansdell St Building Capital		12,390.00		0.00		0.00		0.00		Painting Deferred
BC042	9 Calder St LH Building Capital		0.00		0.00		0.00		0.00		
BC043	25A Calder St Building Capital		0.00		0.00		0.00		0.00		
BC044	25B Calder St Building Capital		0.00		0.00		0.00		0.00		
BC045	12 Salmon Gum Alley (Lot 208) - Capital		8,000.00		8,000.00		5,360.00		2,680.62		
BC047	8 Gimlett Way (Lot 203) Building Capital Exp -		0.00		20,000.00		0.00		0.00		Budget provision for preliminary works and expenses.
4090160	Loan Principal Repayment Exp - Loan 124 - Cap		0.00		0.00		0.00		0.00		
4090154	Transfer to Building and Residential Land Reserve - Cap Exp-Housing St		0.00		421,390.00		0.00		0.00		Unspent building capital expenditure $21,390, and unspent loan $400K, will be transferred to reserve.

SHIRE OF MUKINBUDIN

SCHEDULE 09 - HOUSING

Financial Statement for Period Ended 30 April 2018

HOUSING - SHIRE (STAFF AND RENTALS) (Continued)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure		
CAPITAL REVENUE											
5090150	Proceeds on Disposal of Assets - Cap Inc - Hous	0.00		0.00		0.00		0.00			
5090152	Transfers From Building Reserve	0.00		0.00		0.00		0.00			
5090153	Self Supporting Loan Prinicipal Rec'd (D O'Donne	0.00		0.00		0.00		0.00			
5090154	Loan Prinicipal Rec'd Loan 124 - Cap Inc -Housin	0.00		420,000.00		0.00		0.00			Loan for 8 Gimlett Way
SUB-TOTAL		**0.00**	**40,390.00**	**420,000.00**	**460,390.00**	**0.00**	**12,727.00**	**0.00**	**12,070.72**		
TOTAL - HOUSING - SHIRE (STAFF AND RENTALS)		**75,800.00**	**182,873.00**	**503,640.00**	**611,423.00**	**69,670.00**	**139,243.00**	**71,961.90**	**122,678.45**		

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
30 April 2018

HOUSING - AGED (INCLUDING SENIOR CITIZENS)			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE												
2090200	Aged Housing Building Operations	Jobs										
BO061	Aged Unit 1 & 2 - Operations			1,300.00		1,300.00		1,150.00		1,135.66		
BO063	Aged Unit 3 - Operations			800.00		800.00		706.00		648.95		
BO064	Aged Unit 4 - Operations			800.00		800.00		721.00		648.96		
BO065	Aged Unit 5 - Operations			1,300.00		1,300.00		1,125.00		1,088.60		
BO066	Aged Unit 6 - Operations			800.00		800.00		715.00		594.15		
BO067	Aged Unit 7 - Operations			620.00		1,200.00		970.00		923.84		
BO068	Aged Unit 8 - Operations			620.00		620.00		567.00		567.11		
BO069	Aged Unit 9 - Operations			733.00		1,500.00		1,230.00		1,400.89		
BO070	Aged Unit 10 - Operations			733.00		1,500.00		1,230.00		1,400.88		
BO071	Aged Unit Common - Operations			9,000.00		9,000.00		7,490.00		5,302.52		
BO72	Aged Unit 11 - Operations			2,500.00		2,500.00		2,159.00		1,635.91		
BO73	Aged Unit 12 - Operations			2,800.00		2,800.00		2,409.00		3,128.38		
2090201	Aged Housing Building & Grounds Maintenance	Jobs										
BM061	Aged Unit 1 & 2 - Maintenance			3,300.00		2,000.00		1,640.00		1,557.55		
BM063	Aged Unit 3 - Maintenance			3,300.00		2,000.00		1,650.00		1,764.45		
BM064	Aged Unit 4 - Maintenance			3,300.00		1,000.00		820.00		780.45		
BM065	Aged Unit 5 - Maintenance			3,300.00		1,000.00		820.00		680.89		
BM066	Aged Unit 6 - Maintenance			3,300.00		2,000.00		1,650.00		1,387.04		
BM067	Aged Unit 7 - Maintenance			3,300.00		4,000.00		3,320.00		4,043.73		
BM068	Aged Unit 8 - Maintenance			3,300.00		1,000.00		820.00		461.13		
BM069	Aged Unit 9 - Maintenance			3,300.00		2,000.00		1,650.00		1,550.60		
BM070	Aged Unit 10 - Maintenance			3,300.00		1,000.00		810.00		789.56		
BM071	Aged Unit Common - Maintenance			7,000.00		1,000.00		810.00		695.44		
BM072	Aged Unit 11- Maintenance			3,300.00		1,000.00		810.00		304.17		
BM073	Aged Unit 12 - Maintenance			3,300.00		1,000.00		810.00		204.29		
GM061	Aged Unit 1 & 2 Grounds Maintenance			0.00		50.00		40.00		4.55		
GM063	Aged Unit 3 Grounds Maintenance			0.00		100.00		80.00		55.56		
GM064	Aged Unit 4 GroundsMaintenance			0.00		50.00		40.00		0.00		
GM065	Aged Unit 5 Grounds Maintenance			0.00		50.00		40.00		0.00		
GM066	Aged Unit 6 Grounds Maintenance			0.00		50.00		40.00		0.00		
GM067	Aged Unit 7 Grounds Maintenance			0.00		350.00		280.00		314.07		
GM068	Aged Unit 8 Grounds Maintenance			0.00		50.00		40.00		0.00		
GM069	Aged Unit 9 Grounds Maintenance			0.00		1,300.00		1,080.00		642.71		
GM070	Aged Unit 10 Grounds Maintenance			0.00		50.00		40.00		0.00		
GM071	Aged Units Common Grounds Maintenance			0.00		3,000.00		2,480.00		4,409.20		
GM072	Universal Unit 11 Grounds Maintenance			0.00		50.00		40.00		0.00		
GM073	Universal Unit 12 Grounds Maintenance			0.00		50.00		40.00		0.00		
2090291	Loss on Disposal of Assets			0.00		0.00		0.00		0.00		
2090292	Depreciation - Aged Housing			17,913.00		17,913.00		14,920.00		4,079.27	▼	Depreciation is lower as the result of building revaluations and a review of depreciation rates.
2090299	Administration Allocated			42,164.00		42,164.00		35,130.00		32,895.61		
Recovered amounts												
2090298	Aged Housing Costs Recovered			(6,100.00)		(6,100.00)		(5,080.00)		155.53		
OPERATING REVENUE												
3090201	Income - Aged Unit 1 & 2		3,120.00		3,120.00		2,600.00		2,640.00			
3090203	Income - Aged Unit 3		3,120.00		3,120.00		2,600.00		2,640.00			
3090204	Income - Aged Unit 4		3,120.00		3,120.00		2,600.00		2,600.00			
3090205	Income - Aged Unit 5		3,120.00		3,120.00		2,600.00		3,092.30			
3090206	Income - Aged Unit 6		3,120.00		3,120.00		2,600.00		2,640.00			
3090207	Income - Aged Unit 7		3,120.00		3,120.00		2,600.00		2,820.00			
3090208	Income - Aged Unit 8		3,120.00		3,120.00		2,600.00		2,640.00			
3090209	Income - Aged Unit 9		3,120.00		3,120.00		2,600.00		2,460.00			

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
30 April 2018

HOUSING - AGED (INCLUDING SENIOR CITIZENS) (Continued)			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING REVENUE (Continued)												
3090210	Income - Aged Unit 10		3,120.00		3,120.00		2,600.00		2,520.00			
3090211	Income - Aged Unit 11- Ferguson St		5,200.00		5,200.00		4,330.00		4,400.00			
3090212	Income - Aged Unit 12 - Ferguson St		2,600.00		2,600.00		2,160.00		3,488.20			
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			
SUB-TOTAL			**35,880.00**	**119,283.00**	**35,880.00**	**102,247.00**	**29,890.00**	**85,292.00**	**31,940.50**	**75,251.65**		
CAPITAL EXPENDITURE												
4090250	Building (Capital) - Aged Housing	Jobs										
BC061	Aged Unit 1 & 2 - Capital			0.00		0.00		0.00		0.00		
BC063	Aged Unit 3 - Capital			0.00		0.00		0.00		0.00		
BC064	Aged Unit 4 - Capital			0.00		0.00		0.00		0.00		
BC065	Aged Unit 5 - Capital			0.00		0.00		0.00		0.00		
BC066	Aged Unit 6 - Capital			0.00		0.00		0.00		0.00		
BC067	Aged Unit 7 - Capital			0.00		0.00		0.00		0.00		
BC068	Aged Unit 8 - Capital			0.00		0.00		0.00		0.00		
BC069	Aged Unit 9 - Capital			0.00		0.00		0.00		0.00		
BC070	Aged Unit 10 - Capital			0.00		0.00		0.00		0.00		
BC071	Aged Unit Common - Capital			0.00		0.00		0.00		0.00		
BC072	New Aged Unit 11 - Capital			3,743.00		3,743.00		2,506.00		121.66		
BC073	New Aged Unit 12 - Capital			3,743.00		3,743.00		2,506.00		1,625.73		
4090254	Transfers To Aged Reserve			0.00		0.00		0.00		0.00		
CAPITAL REVENUE												
5090250	Proceeds on Disposal of Assets - Cap Inc - Housi		0.00		0.00		0.00		0.00			
5090253	Transfers From Seniors Housing Reserve		0.00		0.00		0.00		0.00			
SUB-TOTAL			**0.00**	**7,486.00**	**0.00**	**7,486.00**	**0.00**	**5,012.00**	**0.00**	**1,747.39**		
TOTAL - HOUSING - AGED (INCLUDING SENIOR CITIZENS)			**35,880.00**	**126,769.00**	**35,880.00**	**109,733.00**	**29,890.00**	**90,304.00**	**31,940.50**	**76,999.04**		

SHIRE OF MUKINBUDIN

SCHEDULE 09 - HOUSING

Financial Statement for Period Ended

30 April 2018

HOUSING - OTHER (INCLUDING JOINT VENTURE)			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE												
2090300		Community Housing - Singles JV - Building Opera	**Jobs**									
	BO101	JV Singles Unit 1 - Operations		2,251.00		2,251.00		1,931.00		1,700.05		
	BO102	JV Singles Unit 2 - Operations		2,256.00		2,256.00		1,941.00		2,395.41		
	BO103	JV Singles Unit 3 - Operations		3,701.00		3,701.00		3,165.00		2,505.96		
	BO104	JV Singles Unit 4 - Operations		2,500.00		2,500.00		2,159.00		2,195.63		
	BO105	JV Singles Unit Common - Operations		900.00		900.00		750.00		486.05		
2090301		Community Housing - Singles JV - Building & Grou	**Jobs**									
	BM101	JV Singles Unit 1 - Maintenance		1,000.00		500.00		400.00		115.04		
	BM102	JV Singles Unit 2 - Maintenance		1,000.00		1,000.00		810.00		713.33		
	BM103	JV Singles Unit 3 - Maintenance		3,000.00		3,000.00		2,480.00		2,278.68		
	BM104	JV Singles Unit 4 - Maintenance		1,300.00		3,000.00		2,480.00		2,458.54		
	BM105	JV Singles Unit Common - Maintenance		2,000.00		500.00		400.00		325.53		
	GM101	JV Singles Unit 1 Grounds Maintenance		0.00		50.00		40.00		0.00		
	GM102	JV Singles Unit 2 Grounds Maintenance		0.00		50.00		40.00		0.00		
	GM103	JV Singles Unit 3 Grounds Maintenance		0.00		50.00		40.00		0.00		
	GM104	JV Singles Unit 4 Grounds Maintenance		0.00		200.00		160.00		166.46		
	GM105	JV Singles Unit Common Grounds Maintenance		0.00		200.00		160.00		0.00		
2090302		Community Housing - Family JV Building Operatio	**Jobs**									
	BO120	JV Family - 6 Lansdell St - Operations		2,700.00		2,700.00		2,329.00		2,877.17		
	BO121	JV Family - 12 White St - Operations		2,300.00		2,300.00		1,993.00		2,110.39		
2090303		Community Housing - Family JV - Building & Grou	**Jobs**									
	BM120	JV Family - 6 Lansdell St - Maintenance		3,000.00		3,000.00		2,480.00		2,522.76		
	BM121	JV Family - 12 White St - Maintenance		2,500.00		1,600.00		1,310.00		947.41		
	GM120	6 Lansdell Street Grounds Maintenance		0.00		50.00		40.00		0.00		
	GM121	12 White Street Grounds Maintenance		0.00		50.00		40.00		0.00		
2090391		Loss on Disposal of Assets		0.00		0.00		0.00		0.00		
2090392		Depreciation - Other Housing		3,120.00		3,120.00		2,600.00		1,422.12		
2090399		Administration Allocated		42,164.00		42,164.00		35,130.00		32,895.61		
Recovered amounts												
2090398		Other Housing Costs Recovered - Op Exp - Housi		1,479.00		1,479.00		1,230.00		(3,685.20)		
OPERATING REVENUE												
3090300		Income - JV Singles Unit 1 Cruickshank Road	4,730.00		4,730.00		3,940.00		3,997.91			
3090301		Income - JV Singles Unit 2 Cruickshank Road	4,730.00		4,730.00		3,940.00		4,036.48			
3090302		Income - JV Singles Unit 3 Cruickshank Road	6,760.00		6,760.00		5,630.00		3,620.00			
3090303		Income - JV Singles Unit 4 Cruickshank Road	6,760.00		6,760.00		5,630.00		3,620.00			
3090304		Income - JV Family Housing - 6 Lansdell Street	4,160.00		4,160.00		3,460.00		4,080.00			
3090305		Income - JV Family Housing - 12 White Street	4,210.00		4,210.00		3,500.00		3,616.51			
3090311		Contributions & Donations - Other Housing	0.00		0.00		0.00		0.00			
3090312		Other Reimbursements Rec'd - Op Inc - Other Housing	0.00		0.00		0.00		0.00			
3090313		Grants - Other Housing	0.00		0.00		0.00		0.00			
3090314		Other Income - Other Housing	0.00		0.00		0.00		0.00			
3090390		Profit on Disposal of Assets	0.00		0.00		0.00		0.00			
SUB-TOTAL			**31,350.00**	**77,171.00**	**31,350.00**	**76,621.00**	**26,100.00**	**64,108.00**	**22,970.90**	**54,430.94**		

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
30 April 2018

HOUSING - OTHER (INCLUDING JOINT VENTURE) (Continued)			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
CAPITAL EXPENDITURE												
4090350	Building (Capital) - Housing Other	Jobs										
BC101	JV Singles Unit 1 - Capital			0.00		0.00		0.00		0.00		
BC102	JV Singles Unit 2 - Capital			0.00		0.00		0.00		0.00		
BC103	JV Singles Unit 3 - Capital			0.00		0.00		0.00		0.00		
BC104	JV Singles Unit 4 - Capital			0.00		0.00		0.00		0.00		
BC120	JV Family - 6 Lansdell St - Capital			8,000.00		8,000.00		5,352.00		0.00		
BC121	JV Family - 12 White St - Capital			0.00		0.00		0.00		0.00		
CAPITAL REVENUE												
5090350	Proceeds on Disposal of Assets - Cap Inc - Housir		0.00		0.00		0.00		0.00			
5090352	Transfers From Building Reserve		0.00		0.00		0.00		0.00			
SUB-TOTAL			**0.00**	**8,000.00**	**0.00**	**8,000.00**	**0.00**	**5,352.00**	**0.00**	**0.00**		
TOTAL - HOUSING - OTHER (INCLUDING JOINT VENTURE)			**31,350.00**	**85,171.00**	**31,350.00**	**84,621.00**	**26,100.00**	**69,460.00**	**22,970.90**	**54,430.94**		

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

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE										
Sanitation - Household Refuse		91,075.00		91,075.00		75,850.00		69,834.56		
Sanitation - Other		25,423.00		28,322.00		23,580.00		20,429.20		
Sewerage		0.00		0.00		0.00		0.00		
Urban Stormwater Drainage		27,931.00		7,216.00		5,990.00		5,937.10		Little drainage maintenance work to be done as resources have been allocated to other projects.
Protection of the Environment		21,716.00		37,716.00		34,740.00		15,489.05	▼	Timing - The NRM grant for fencing and revegetation has not yet been received, therefore expenditure has not yet commenced.
Town Planning & Regional Development		7,108.00		7,108.00		5,910.00		4,637.50		
Community Development		4,558.00		46,958.00		39,100.00		22,111.27	▼	Community Development Officer salaries and related expenses are less than expected.
Other Community Amenities		44,469.00		44,956.00		37,364.00		36,409.42		
OPERATING REVENUE										
Sanitation - Household Refuse	50,630.00		50,630.00		50,630.00		50,325.00			
Sanitation - Other	21,960.00		22,260.00		22,260.00		23,900.45			
Sewerage	0.00		0.00		0.00		0.00			
Urban Stromwater Drainage	0.00		0.00		0.00		0.00			
Protection of the Environment	0.00		20,000.00		20,000.00		0.00		▲	Timing - The NRM grant for fencing and revegetation has not yet been received.
Town Planning & Regional Development	500.00		500.00		410.00		147.00			
Community Development	0.00		0.00		0.00		0.00			
Other Community Amenities	1,820.00		1,820.00		1,510.00		2,890.90			
SUB-TOTAL	**74,910.00**	**222,280.00**	**95,210.00**	**263,351.00**	**94,810.00**	**222,534.00**	**77,263.35**	**174,848.10**		
CAPITAL EXPENDITURE										
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 Stromwater 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		10,000.00		10,000.00		6,700.00		17,579.80	▲	
CAPITAL REVENUE										
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 Stromwater 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			
SUB-TOTAL	**0.00**	**10,000.00**	**0.00**	**10,000.00**	**0.00**	**6,700.00**	**0.00**	**17,579.80**		
TOTAL - PROGRAMME SUMMARY	**74,910.00**	**232,280.00**	**95,210.00**	**273,351.00**	**94,810.00**	**229,234.00**	**77,263.35**	**192,427.90**		

SHIRE OF MUKINBUDIN

SCHEDULE 10 - COMMUNITY AMENITIES

Financial Statement for Period Ended

30 April 2018

SANITATION - HOUSEHOLD REFUSE			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE												
2100100	Domestic Refuse Collection	Jobs										
W010	Domestic Refuse Collection			24,214.00		24,214.00		20,170.00		14,756.76		
2100102	Refuse Site Maintenance	Jobs										
W011	Refuse Site Maintenance			42,236.00		42,236.00		35,160.00		30,870.11		
2100103	Domestic Recyling Collection	Jobs										
W012	Domestic Recyling Collection			18,300.00		18,300.00		15,250.00		19,273.34		
2100192	Depreciation - Sanitation Household			0.00		0.00		0.00		0.00		
2100199	Administration Allocated			6,325.00		6,325.00		5,270.00		4,934.35		
OPERATING REVENUE												
3100100	Domestic Refuse Collection Charges		27,390.00		27,390.00		27,390.00		27,225.00			
3100101	Domestic Services (Additional)		0.00		0.00		0.00		0.00			
3100102	Domestic Recycling Collection Charges		23,240.00		23,240.00		23,240.00		23,100.00			
SUB-TOTAL			**50,630.00**	**91,075.00**	**50,630.00**	**91,075.00**	**50,630.00**	**75,850.00**	**50,325.00**	**69,834.56**		
CAPITAL EXPENDITURE												
4100112	Infrastructure Other New Cap Exp - Sanitatio	Jobs										
IO012	Refuse Site New Other Infra Cap Exp			0.00		0.00		0.00		0.00		
CAPITAL REVENUE												
SUB-TOTAL			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - SANITATION - HOUSEHOLD REFUSE			**50,630.00**	**91,075.00**	**50,630.00**	**91,075.00**	**50,630.00**	**75,850.00**	**50,325.00**	**69,834.56**		

SHIRE OF MUKINBUDIN

SCHEDULE 10 - COMMUNITY AMENITIES

Financial Statement for Period Ended

30 April 2018

SANITATION - OTHER

			Adopted Budget		Amended Budget		YTD Budget		YTD Actual		
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Comments
OPERATING EXPENDITURE											
2100200	Commercial Refuse Collection	Jobs									
W020	Commercial Refuse Collection			8,716.00		8,716.00		7,260.00		6,784.49	
2100201	Refuse Collection - Street Bins	Jobs									
W021	Refuse Collection - Street Bins			3,101.00		6,000.00		4,990.00		6,428.00	Additional costs being incurred
2100202	Trade/Industrial Recycling Collection	Jobs									
W022	Trade/Industrial Recycling Collection			7,950.00		7,950.00		6,620.00		2,916.15	
2100203	Recycling Refuse Collection	Jobs									
W023	Recycling Refuse Collection			1,440.00		1,440.00		1,200.00		1,011.00	
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			4,216.00		4,216.00		3,510.00		3,289.56	
OPERATING REVENUE											
3100200	Commercial Collection Charge		11,880.00		11,880.00		11,880.00		11,715.00		
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 Recyling Collection Charges		10,080.00		10,080.00		10,080.00		9,940.00		
3100205	Sale of Sulo Bins		0.00		0.00		0.00		0.00		
3100206	Disposal of Asbestos and Other Misc Fill at R		0.00		300.00		300.00		2,245.45		Unbudgeted asbestos disposal
SUB-TOTAL			**21,960.00**	**25,423.00**	**22,260.00**	**28,322.00**	**22,260.00**	**23,580.00**	**23,900.45**	**20,429.20**	
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
TOTAL - SANITATION - OTHER			**21,960.00**	**25,423.00**	**22,260.00**	**28,322.00**	**22,260.00**	**23,580.00**	**23,900.45**	**20,429.20**	

SHIRE OF MUKINBUDIN

SCHEDULE 10 - COMMUNITY AMENITIES

Financial Statement for Period Ended

30 April 2018

URBAN STORMWATER DRAINAGE			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE												
2100601	Stormwater Drainage Maintenance	Jobs										
W030	Stormwater Drainage Maintenance			23,715.00		3,000.00		2,480.00		2,647.54		Little work to be done, resources allocated to other projects
2100692	Depreciation - Stormwater Drainage			0.00		0.00		0.00		0.00		
2100699	Administration Allocated			4,216.00		4,216.00		3,510.00		3,289.56		
OPERATING REVENUE												
SUB-TOTAL			**0.00**	**27,931.00**	**0.00**	**7,216.00**	**0.00**	**5,990.00**	**0.00**	**5,937.10**		
CAPITAL EXPENDITURE												
CAPITAL REVENUE												
SUB-TOTAL			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - URBAN STORMWATER DRAINAGE			**0.00**	**27,931.00**	**0.00**	**7,216.00**	**0.00**	**5,990.00**	**0.00**	**5,937.10**		

SHIRE OF MUKINBUDIN

SCHEDULE 10 - COMMUNITY AMENITIES

Financial Statement for Period Ended

30 April 2018

PROTECTION OF THE ENVIRONMENT		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE											
2100700	NRM Officer Wages		0.00		0.00		0.00		0.00		
2100701	NRM Officer Superannuation		0.00		0.00		0.00		0.00		
2100702	NRM Other Employee Expenses		0.00		0.00		0.00		0.00		
2100703	NRM Officer Travel/Vehicle		0.00		0.00		0.00		0.00		
2100704	Eastern Wheatbelt Declared Species Group		0.00		0.00		0.00		100.00		
2100705	Project Contract & Other Expenses - Protect of Environ		10,000.00		10,000.00		8,330.00		4,312.45		
2100706	Abandoned Vehicles/Environment		0.00		0.00		0.00		0.00		
2100707	Barbalin Translocation Project **Jobs**										
BARB	Barbalin Translocation Project		7,500.00		3,500.00		2,900.00		2,123.04		Less costs are expected.
2100709	Herbarium Expenses		0.00		0.00		0.00		0.00		
2100713	Grant Funded Operational Expenses (Inc in Acct 3100703)-Protect of		0.00		20,000.00		20,000.00		5,664.00	▼	Timing - The NRM grant for fencing and revegetation has not yet been received, therefore expenditure has not yet commenced.
2100792	Depreciation - Protection of the Environment		0.00		0.00		0.00		0.00		
2100799	Administration Allocated		4,216.00		4,216.00		3,510.00		3,289.56		
OPERATING REVENUE											
3100701	Contributions & Donations - Environment	0.00		0.00		0.00		0.00			
3100702	Reimbursements - Environment	0.00		0.00		0.00		0.00			
3100703	Grants NRM and Other (Exp in Acct 2100713) - Op I	0.00		20,000.00		20,000.00		0.00		▲	Timing - The NRM grant for fencing and revegetation has not yet been received.
SUB-TOTAL		**0.00**	**21,716.00**	**20,000.00**	**37,716.00**	**20,000.00**	**34,740.00**	**0.00**	**15,489.05**		
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - PROTECTION OF THE ENVIRONMENT		**0.00**	**21,716.00**	**20,000.00**	**37,716.00**	**20,000.00**	**34,740.00**	**0.00**	**15,489.05**		

SHIRE OF MUKINBUDIN

SCHEDULE 10 - COMMUNITY AMENITIES

Financial Statement for Period Ended

30 April 2018

TOWN PLANNING & REG. DEVELOP.	Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE										
2100800 Town Planning Scheme Expenses		5,000.00		5,000.00		4,160.00		2,992.73		
2100899 Administration Allocated		2,108.00		2,108.00		1,750.00		1,644.77		
OPERATING REVENUE										
3100800 Planning Application Fees	500.00		500.00		410.00		147.00			
SUB-TOTAL	**500.00**	**7,108.00**	**500.00**	**7,108.00**	**410.00**	**5,910.00**	**147.00**	**4,637.50**		
CAPITAL EXPENDITURE										
CAPITAL REVENUE										
SUB-TOTAL	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - TOWN PLANNING & REG. DEVELOP.	**500.00**	**7,108.00**	**500.00**	**7,108.00**	**410.00**	**5,910.00**	**147.00**	**4,637.50**		

SHIRE OF MUKINBUDIN

SCHEDULE 10 - COMMUNITY AMENITIES

Financial Statement for Period Ended

30 April 2018

COMMUNITY DEVELOPMENT		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE											
2100900	Community Development Staff Salaries & Related Exp - Op Exp - Comm Dev		0.00		42,400.00		35,320.00		20,466.50	▼	A new account.Community Development Officer salaries and related expenses are now posted to this account.
2100910	Community Development/Events		450.00		450.00		370.00		0.00		
2100911	Community Groups Funding Programme (Donations)		2,000.00		2,000.00		1,660.00		0.00		
2100999	Administration Allocated		2,108.00		2,108.00		1,750.00		1,644.77		
OPERATING REVENUE											
3100900	Contributions & Donations - Community Development	0.00		0.00		0.00		0.00			
3100901	Reimbursements - Community Development	0.00		0.00		0.00		0.00			
3100902	Grants - Community Development	0.00		0.00		0.00		0.00			
SUB-TOTAL		**0.00**	**4,558.00**	**0.00**	**46,958.00**	**0.00**	**39,100.00**	**0.00**	**22,111.27**		
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - COMMUNITY DEVELOPMENT		**0.00**	**4,558.00**	**0.00**	**46,958.00**	**0.00**	**39,100.00**	**0.00**	**22,111.27**		

SHIRE OF MUKINBUDIN

SCHEDULE 10 - COMMUNITY AMENITIES

Financial Statement for Period Ended

30 April 2018

OTHER COMMUNITY AMENITIES			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE												
2101000		Cemetery Maintenance/Operations Jobs										
	W040	Cemetery Maintenance/Operations		6,006.00		6,006.00		4,980.00		6,485.88		
2101002		Public Conveniences Operations Jobs										
	BO150	Railway Station Toilet - Operations		11,000.00		11,000.00		9,182.00		9,760.00		
	BO151	Town Park Toilet - Operations		3,000.00		3,000.00		2,480.00		1,749.79		
	BO152	Beringbooding Rock Toilet		241.00		241.00		200.00		40.76		
	BO153	Weira Reserve Toilet Operational Expenses		554.00		554.00		442.00		222.81		
	BO154	Do Not Use See W081- (Was Wattoning Historical Site)		13.00		0.00		0.00		0.00		
2101003		Public Conveniences Maintenance Jobs										
	BM150	Railway Station Toilet - Maintenance		3,000.00		3,000.00		2,490.00		1,596.87		
	BM151	Town Park Toilet - Maintenance		650.00		650.00		520.00		1,015.11		
	BM152	Beringbooding Rock Toilet		150.00		150.00		120.00		0.00		
	BM153	Weira Reserve Toilet Maint Exp		150.00		800.00		660.00		466.90		
	BM154	Do Not Use See W081 - (Was Wattoning Historical Site)		150.00		0.00		0.00		0.00		
2101004		Other Community Amenity Maintenance		0.00		0.00		0.00		0.00		
2101015		Dry Season Funding Expenditure		0.00		0.00		0.00		0.00		
2101017		Grant Funding Expenditure		0.00		0.00		0.00		0.00		
2101091		Loss on Disposal of Assets		0.00		0.00		0.00		0.00		
2101092		Depreciation - Other Community Amenities		2,689.00		2,689.00		2,240.00		1,913.07		
2101099		Administration Allocated		16,866.00		16,866.00		14,050.00		13,158.23		
OPERATING REVENUE												
3101000		Cemetery Charges (Inc GST)	1,820.00		1,820.00		1,510.00		2,890.90			
3101001		Cemetery Charges (Exc GST)	0.00		0.00		0.00		0.00			
3101002		Industrial Units Rental	0.00		0.00		0.00		0.00			
3101003		Contributions & Donations - Other Community	0.00		0.00		0.00		0.00			
3101004		Reimbursements - Other Community	0.00		0.00		0.00		0.00			
3101005		Grants - Other Community	0.00		0.00		0.00		0.00			
3101006		Dry Season Funding Grant	0.00		0.00		0.00		0.00			
3101007		Grain Proceeds - Farming	0.00		0.00		0.00		0.00			
3101090		Profit on Disposal of Assets	0.00		0.00		0.00		0.00			
SUB-TOTAL			**1,820.00**	**44,469.00**	**1,820.00**	**44,956.00**	**1,510.00**	**37,364.00**	**2,890.90**	**36,409.42**		
CAPITAL EXPENDITURE												
4101050		Building (Capital) - Other Community Amenit Jobs										
	BC150	Railway Station Toilet - Capital		0.00		0.00		0.00		0.00		
	BC151	Town Park Toilet - Capital		0.00		0.00		0.00		0.00		
4101060		Infrastructure Other (Capital) - Other Commu Jobs										
	IO040	Cemetery Capital		10,000.00		10,000.00		6,700.00		17,579.80	▲	With community consultation it was determined that a fence was required. The original budget was a nominal provision. Works are now complete.
CAPITAL REVENUE												
5101050		Proceeds on Disposal of Assets - Cap Inc - (	0.00		0.00		0.00		0.00			
5101052		Transfers From Building Reserve	0.00		0.00		0.00		0.00			
SUB-TOTAL			**0.00**	**10,000.00**	**0.00**	**10,000.00**	**0.00**	**6,700.00**	**0.00**	**17,579.80**	▲	
TOTAL - OTHER COMMUNITY AMENITIES			**1,820.00**	**54,469.00**	**1,820.00**	**54,956.00**	**1,510.00**	**44,064.00**	**2,890.90**	**53,989.22**		

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

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE										
Public Halls and Civic Centres		91,024.00		78,155.00		66,689.00		64,660.58		
Swimming Areas & Beaches		380,667.00		285,641.00		245,164.00		249,047.07		
Other Recreation & Sport		443,512.00		405,376.00		340,446.00		355,841.92		Recreation Facility Building and Ground mainteance has exceeded the YTD Budget including $12K on the Mukinbudin Sports Complex Building Maintenance.
Television and Radio Rebroadcasting		6,511.00		6,511.00		5,757.00		3,326.77		
Libraries		16,629.00		16,629.00		14,224.00		12,225.19		
Heritage		4,108.00		2,908.00		2,400.00		2,147.50		
Other Culture		28,964.00		8,964.00		8,258.00		12,148.15		Some Spring Festival underwriting related costs have been recently incurred.
OPERATING REVENUE										
Public Halls and Civic Centres	2,318.00		2,318.00		1,920.00		1,187.80			
Swimming Areas & Beaches	34,500.00		66,500.00		65,378.00		64,700.67			
Other Recreation & Sport	14,669.09		48,759.09		46,517.00		47,065.22			
Television and Radio Rebroadcasting	0.00		0.00		0.00		0.00			
Libraries	225.00		225.00		180.00		73.71			
Heritage	0.00		0.00		0.00		0.00			
Other Culture	0.00		0.00		0.00		0.00			
SUB-TOTAL	**51,712.09**	**971,415.00**	**117,802.09**	**804,184.00**	**113,995.00**	**682,938.00**	**113,027.40**	**699,397.18**		
CAPITAL EXPENDITURE										
Public Halls and Civic Centres		0.00		15,000.00		0.00		0.00		
Swimming Areas & Beaches		37,500.00		52,000.00		32,369.00		40,948.40		Timing of expenditure on renewal and upgrade works at the pool kiosk and the installation of a new sound system.
Other Recreation & Sport		63,877.00		104,877.00		104,872.00		90,160.27	▼	Timing - Further invoices expected.
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		
CAPITAL REVENUE										
Public Halls and Civic Centres	0.00		0.00		0.00		0.00			
Swimming Areas & Beaches	0.00		0.00		0.00		0.00			
Other Recreation & Sport	0.00		0.00		0.00		0.00			
Television and Radio Rebroadcasting	0.00		0.00		0.00		0.00			
Libraries	0.00		0.00		0.00		0.00			
Heritage	0.00		0.00		0.00		0.00			
Other Culture	0.00		0.00		0.00		0.00			
SUB-TOTAL	**0.00**	**101,377.00**	**0.00**	**171,877.00**	**0.00**	**137,241.00**	**0.00**	**131,108.67**		
TOTAL - PROGRAMME SUMMARY	**51,712.09**	**1,072,792.00**	**117,802.09**	**976,061.00**	**113,995.00**	**820,179.00**	**113,027.40**	**830,505.85**		

SHIRE OF MUKINBUDIN

SCHEDULE 11 - RECREATION & CULTURE

Financial Statement for Period Ended

30 April 2018

PUBLIC HALLS AND CIVIC CENTRES

			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE												
2110100		Town Halls and Public Bldg Operations **Jobs**										
	BO200	Memorial/Community Centre Hall Building Operations		10,050.00		10,050.00		9,273.00		10,540.73		
	BO201	Sandalwood Arts Hall Building Operations		2,550.00		2,550.00		2,191.00		1,480.85		
	BO202	Bonnie Rock Hall Building Operations		1,300.00		1,300.00		1,146.00		820.74		
	BO203	Community Centre Hall Building Operations (Use BO200)		0.00		0.00		0.00		0.00		
	BO204	Railway Station Building Operations		1,250.00		1,250.00		1,130.00		741.78		
	BO205	Mukinbudin Community (Men's) Shed Building Operations		1,700.00		1,700.00		1,400.00		710.74		
	BO206	Anglican Church Building Operations - Op Exp		239.00		239.00		239.00		566.63		
2110101		Town Halls and Public Bldg & Grounds Maint **Jobs**										
	BM200	Memorial/Community Centre Hall Building Maintenance		7,684.00		12,000.00		10,570.00		13,400.53		New Gazebo $2K and additional on going expenses.
	BM201	Sandalwood Arts Hall Building Maintenance		3,800.00		2,000.00		1,640.00		689.21		Less costs so far. Provision for a air conditioner
	BM202	Bonnie Rock Hall Building Maintenance		1,550.00		500.00		400.00		327.99		
	BM203	Community Centre Hall Building Maintenance (Use BM200)		0.00		0.00		0.00		0.00		
	BM204	Railway Station Building Maintenance		1,000.00		1,000.00		810.00		962.49		
	BM205	Mukinbudin Community (Men's) Shed Building Maintenance		1,500.00		1,500.00		1,230.00		312.51		
	BM206	ANGLICAN CHURCH BUILDING MAINTENANCE		0.00		0.00		0.00		0.00		
	GM200	Memorial Hall/ Community Centre Gounds Maintenance		0.00		2,000.00		1,660.00		1,423.63		
	GM201	Sandalwood Arts Hall Grounds Maintenance		0.00		1,000.00		810.00		735.22		
	GM202	Bonnie Rock Town Hall Grounds Maintenance		0.00		2,000.00		1,650.00		1,394.25		
	GM205	Mukinbudin Community Men's Shed Grounds Maintenance		0.00		200.00		160.00		99.95		
	GM206	Anglican Church Grounds Maintenance		0.00		0.00		0.00		0.00		
2110192		Depreciation - Public Halls and Civic Centres		41,535.00		22,000.00		18,330.00		17,295.10		Depreciation reduction due to revaluations and a review of depreciation
2110199		Administration Allocated		16,866.00		16,866.00		14,050.00		13,158.23		
OPERATING REVENUE												
3110100		Town Hall Hire Income	350.00		350.00		290.00		218.18			
3110102		Community Centre Hire Income	0.00		0.00		0.00		0.00			
3110103		Sandalwood Arts Hall Income	1,468.00		1,468.00		1,220.00		751.44			
3110104		Railway Station Income	0.00		0.00		0.00		0.00			
3110105		Govt Grants - Public Halls & Civic Centres	0.00		0.00		0.00		0.00			
3110106		Reimbursements - Public Halls & Civic Centres	0.00		0.00		0.00		0.00			
3110107		Income - Mukinbudin Community (Men's) Shed	500.00		500.00		410.00		218.18			
SUB-TOTAL			**2,318.00**	**91,024.00**	**2,318.00**	**78,155.00**	**1,920.00**	**66,689.00**	**1,187.80**	**64,660.58**		

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

PUBLIC HALLS AND CIVIC CENTRES (Continued)			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
CAPITAL EXPENDITURE												
4110150	Building (Capital) - Public Halls & Civic Centres	Jobs										
BC200	Memorial Hall Building Capital			0.00		15,000.00		0.00		0.00		Repairs to the damaged external is required.
BC201	Sandalwood Arts Hall Building Capital			0.00		0.00		0.00		0.00		
BC202	Bonnie Rock Hall Building Capital			0.00		0.00		0.00		0.00		
BC203	Community Centre Hall Building Capital			0.00		0.00		0.00		0.00		
BC204	Railway Station Building Capital			0.00		0.00		0.00		0.00		
BC205	Mukinbudin Community (Men's) Shed Building Capital			0.00		0.00		0.00		0.00		
BC206	Town Hall Butterfly Park Building Capital			0.00		0.00		0.00		0.00		
4110155	Furniture & Equipment (Capital) - Public Halls & Civic Centres			0.00		0.00		0.00		0.00		
CAPITAL REVENUE												
5110150	Transfers From Building Reserve		0.00		0.00		0.00		0.00			
SUB-TOTAL			**0.00**	**0.00**	**0.00**	**15,000.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - PUBLIC HALLS AND CIVIC CENTRES			**2,318.00**	**91,024.00**	**2,318.00**	**93,155.00**	**1,920.00**	**66,689.00**	**1,187.80**	**64,660.58**		

SHIRE OF MUKINBUDIN

SCHEDULE 11 - RECREATION & CULTURE

Financial Statement for Period Ended

30 April 2018

SWIMMING AREAS & BEACHES			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE												
2110200	Swimming Pool - Salaries			60,829.00		60,829.00		50,690.00		47,513.92		
2110201	Swimming Pool - Superannuation			5,500.00		5,500.00		4,580.00		4,306.90		
2110202	Swimming Pool - Training & Conferences			2,650.00		2,650.00		2,649.00		3,517.60		
2110203	Swimming Pool - Other Employee Costs			4,193.00		4,193.00		3,723.00		3,841.21		
2110204	Swimming Pool Bldg Operations	Jobs										
BO250	Swimming Pool Building Operations			42,171.00		42,171.00		41,861.00		49,413.33		
2110205	Swimming Pool Bldg/Grounds Maintenance	Jobs										
BM250	Swimming Pool Building/Grounds Maintenance			8,512.00		16,000.00		13,310.00		16,923.35		
GM250	Swimming Pool Grounds Maintenance			0.00		9,000.00		7,480.00		8,100.22		
2110206	Swimming Pool Expensed Minor Asset Purchases			0.00		3,000.00		3,000.00		2,619.00		Pool Toys
2110207	Swimming Pool Other Expenses			9,000.00		6,500.00		5,410.00		5,597.55		
2110213	3A Cruickshank Road - Swimming Pool Emp Housing & Grounds Maintenance	Jobs										
BM253	Employee Housing Maintenance Exps - Swimming Pool			0.00		500.00		496.00		389.22		
GM253	3A Cruickshank Road - Grounds Maintenance			0.00		0.00		0.00		0.00		
BO253	Employee Housing Operating Exps - Swimming Pool			0.00		14,000.00		10,885.00		9,821.45		
2110291	Loss on Disposal of Assets			0.00		0.00		0.00		0.00		
2110292	Depreciation - Mukinbudin Swimming Pool			222,514.00		96,000.00		80,000.00		77,265.96		A reduction in depreciation due to revaluations and a review of depreciation
2110299	Administration Allocated - Op Exp - Swimmin			25,298.00		25,298.00		21,080.00		19,737.36		
OPERATING REVENUE												
3110200	Swimming Pool Subsidy		0.00		0.00		0.00		0.00			
3110201	Swimming Pool Admissions		14,500.00		14,500.00		14,500.00		13,286.96			
3110202	Swimming Pool Grants		0.00		32,000.00		32,000.00		32,000.00			Original grant of $32K approved
3110203	Swimming Pool Reimbursements & Contributions - Op Inc - Swim Pool		0.00		0.00		0.00		200.00			
3110204	Volunteer Pool Levy - Op Inc.		20,000.00		15,000.00		15,000.00		15,058.08			
3110223	Employee Housing Income- Rent & Reimb -		0.00		5,000.00		3,878.00		4,155.63			
3110290	Profit on Disposal of Assets		0.00		0.00		0.00		0.00			
SUB-TOTAL			**34,500.00**	**380,667.00**	**66,500.00**	**285,641.00**	**65,378.00**	**245,164.00**	**64,700.67**	**249,047.07**		
CAPITAL EXPENDITURE												
4110250	Plant & Equipment (Capital) - Swimming Poc			0.00		0.00		0.00		354.00		
4110255	Building (Capital) - Swimming Pool	Jobs										
BC250	Swimming Pool Building Capital			17,500.00		32,000.00		12,369.00		20,594.40		Additional expenditure on renewal and upgrade works at the kiosk and the installation of a new sound system.
4110260	Infrastructure Other (Capital) - Swimming Pool	Jobs										
IO250	Swimming Pool Infrastructure Capital			0.00		0.00		0.00		0.00		
4110175	Transfer to Swimming Pool Reserve			20,000.00		20,000.00		20,000.00		20,000.00		
CAPITAL REVENUE												
5110250	Proceeds on Disposal of Assets - Cap Inc -		0.00		0.00		0.00		0.00			
5110253	Transfers From Swimming Pool Reserve		0.00		0.00		0.00		0.00			
SUB-TOTAL			**0.00**	**37,500.00**	**0.00**	**52,000.00**	**0.00**	**32,369.00**	**0.00**	**40,948.40**		
TOTAL - SWIMMING AREAS & BEACHES			**34,500.00**	**418,167.00**	**66,500.00**	**337,641.00**	**65,378.00**	**277,533.00**	**64,700.67**	**289,995.47**		

SHIRE OF MUKINBUDIN

SCHEDULE 11 - RECREATION & CULTURE

Financial Statement for Period Ended

30 April 2018

OTHER RECREATION & SPORT

			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE												
2110300		Sporting Complex Bldg Ops **Jobs**										
	BO260	Mukinbudin Sports Complex Building Operations		58,350.00		58,350.00		50,283.00		44,604.10		
2110301		Sporting Complex Building & Grounds Mtce **Jobs**										
	BM260	Mukinbudin Sports Complex Building Maintenance		14,980.00		25,000.00		20,810.00		32,860.71	▲	Additional expenditure is being incurred including $4.1K for air-conditioning repairs.
	GM260	Mukinbudin Sports Complex Grounds Maintenance		0.00		16,000.00		13,320.00		16,299.91		
2110302		Parks & Gardens Maintenance/Operations **Jobs**										
	W045	Parks & Gardens Maintenance/Operations		97,846.00		61,700.00		51,380.00		38,835.93	▼	Costs are less than expected as costs that were budgeted to this account are being allocated to more specific accounts and a $36.2K budget reduction amendment for this has been adopted by council..
2110304		Town Oval Maintenance/Operations **Jobs**										
	W050	Mukinbudin Town Oval Maintenance/Operations		47,198.00		47,198.00		39,300.00		50,640.48	▲	
2110306		Drive In Theatre Building Operations **Jobs**										
	BO265	Drive In Theatre Building Operations		2,000.00		500.00		400.00		672.56		
2110307		Drive In Theatre Building & Grounds Maintenance **Jobs**										
	BM265	Drive In Theatre Building Maintenance		1,000.00		100.00		80.00		105.09		
	GM265	Drive In Theatre Grounds Maintenance		0.00		500.00		410.00		0.00		
2110308		Mukinbudin Dam Catchment Expenses **Jobs**										
	W052	Mukinbudin Dam Catchment Expenses		6,677.00		9,000.00		7,470.00		10,591.79		
2110309		Other Recreation Facilities Operations **Jobs**										
	BO270	Old District Club (Youth Centre) Building Operations		3,998.00		200.00		160.00		140.38		
	BO271	Mukinbudin Gym Building Operations		4,200.00		4,200.00		3,591.00		3,506.93		
	BO272	Wilgoyne Tennis Club Building Operations		500.00		500.00		426.00		314.07		
	BO273	PISTOL CLUB		239.00		239.00		238.00		239.28		
	BO274	Bonnie Rock Horse and Pony Club		1,000.00		1,000.00		881.00		499.87		
	BO275	Mukinbudin Polo Cross		107.00		107.00		106.00		106.52		
	BO276	Karlonning Hall		172.00		172.00		172.00		172.00		
	BO277	Heritage Grain Silo		66.00		66.00		66.00		65.54		
	BO278	Wheatbelt Way Tractor Display Shed		98.00		98.00		98.00		97.84		
	BO279	Lions Park Building Operations		1,000.00		1,000.00		830.00		61.48		

SHIRE OF MUKINBUDIN

SCHEDULE 11 - RECREATION & CULTURE

Financial Statement for Period Ended 30 April 2018

OTHER RECREATION & SPORT (Continued)			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE (Continued)												
2110310		Other Recreation Facilities & Grounds Maintenance **Jobs**										
	BM270	Old District Club (Youth Centre) Building Maintenance		1,000.00		300.00		240.00		198.06		
	BM271	Mukinbudin Gym Building Maintenance		2,500.00		2,500.00		2,279.00		1,903.05		
	BM272	Wilgoyne Tennis Club Building Maintenance		0.00		0.00		0.00		0.00		
	BM273	Pistol Club Building Maintenance Exp - Op Exp		0.00		0.00		0.00		0.00		
	BM274	Bonnie Rock Pony Club Building Maintenance Exp - Op Exp		0.00		0.00		0.00		0.00		
	BM275	Mukinbudin Polocross Building Maintenance Exp - Op Exp		0.00		0.00		0.00		0.00		
	BM276	Karlonning Hall Building Maintenance Exp - Op Exp		0.00		0.00		0.00		0.00		
	BM277	Heritage Grain Silo Building Maintenance Expense - Op Exp		300.00		300.00		220.00		0.00		
	BM278	Wheatbelt Way Tractor Shed Display Building Maint Exp - Op Exp		0.00		0.00		0.00		0.00		
	BM279	Lions Park Building Maintenance		0.00		3,000.00		2,324.00		6,067.72		
	BM281	Goodchilds Gate Building Maintenance		0.00		500.00		335.00		0.00		
		Subtotal Building Maintenance		3,800.00		6,600.00		5,398.00		8,168.83		
	GM270	Old District Club Grounds Maintenance		0.00		700.00		570.00		396.23		
	GM271	Mukinbudin Gym Grounds Maintenance		0.00		0.00		0.00		2,306.37		
	GM272	Wilgoyne Tennis Club Grounds Maintenance		0.00		0.00		0.00		0.00		
	GM273	Pistol Club Grounds Maintenance		0.00		0.00		0.00		0.00		
	GM274	Bonnie Rock Pony Club Grounds Maintenance		0.00		0.00		0.00		1,083.39		
	GM275	Mukinbudin Polocross Grounds Maintenance		0.00		0.00		0.00		0.00		
	GM276	Karlonning Hall Grounds Maintenance		0.00		0.00		0.00		0.00		
	GM279	Lions Park Grounds Maintenance		0.00		3,000.00		2,480.00		4,183.79		
	GM281	Goodchilds Gate Grounds Maintenance		0.00		0.00		0.00		0.00		
		Subtotal Grounds Maintenance		0.00		3,700.00		3,050.00		7,969.78		
	W051	Hockey Field Maintenance/Operations		0.00		3,000.00		2,490.00		3,589.50		
	W055	Bowling Club Green Maintenance/Operations		250.00		250.00		190.00		120.94		
	W056	Walk Trail Maintenance/Operations		2,069.00		2,069.00		1,710.00		5,373.71		
2110311		Expenses - District Club		0.00		600.00		600.00		589.09		Shire expenses on behalf of the District Club To be reimbursed.
2110313		Expensed Minor Asset Purchases - Parks and Gardens		0.00		0.00		0.00		0.00		
2110315		Events Kit General Expenses		2,000.00		2,000.00		1,660.00		1,333.00		
2110316		Reimbursements & Other Expenses - Op Exp - Othe		0.00		0.00		0.00		0.00		
2110317		Sponsorship & Reimbursement Exps for Kid Sport		1,735.00		1,735.00		1,440.00		170.00		
2110319		Marquee & Trailer Expenses, Inc Hire Exps (Inc in 3110309) - Oth Rec **Jobs**										
	MARQU	Marquee & Trailer Expenses, Inc Hire Exps (Inc in 3110309) - Oth Rec		0.00		4,000.00		3,320.00		2,063.90		This is a new job. A $4K budget amendment has been adopted by council. Marquee costs were previously being considered part of the Spring Festival expenses.

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

OTHER RECREATION & SPORT (Continued)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		
OPERATING EXPENDITURE (Continued)		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Comments
2110329	Gym Equipment Maintenance		800.00		800.00		800.00		0.00	
2110332	NEWROC Club Development - Expense		0.00		0.00		0.00		0.00	
2110333	NEWROC Club Development - Shire		0.00		0.00		0.00		0.00	
2110334	Healthways Project Officer Exp		0.00		0.00		0.00		0.00	
2110337	Central Wheatbelt Football League		2,500.00		2,500.00		2,500.00		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		4,028.00		4,028.00		3,807.00		4,071.86	
2110391	Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2110392	Depreciation - Other Recreation		144,735.00		106,000.00		88,330.00		87,181.22	Other Recreation depreciation is reduced due to revaluations and a review of depreciation
2110399	Administration Allocated		42,164.00		42,164.00		35,130.00		32,895.61	
OPERATING REVENUE										
3110300	Recreation/Sporting Complex Hire Fees	1,300.00		1,300.00		1,080.00		912.76		
3110301	Sport Leases and Rentals	0.00		770.00		770.00		800.00		Horse agistment income
3110302	Contributions & Donations - Other Recreation	0.00		11,820.00		11,820.00		13,818.19		Contributions for Wall Padding Installed Mukinbudin Complex Basketball Courts and Contributions for & Carpet replacement in function room at Mukinbudin Complex
3110303	Reimbursement Income - Other Recreation & Sport	0.00		5,900.00		5,900.00		6,030.14		Insurance claim refund.
3110304	Grants - Other Recreation	1,500.00		11,500.00		11,250.00		10,825.00		$10K Stronger Communities Grant for Hockey Field Lights
3110305	Annual Sporting Club Levy	6,369.09		6,369.09		6,367.00		6,423.64		
3110306	Drive-In Gate Takings	0.00		0.00		0.00		0.00		
3110307	Reimbursements - District Club	0.00		600.00		600.00		589.09		Shire expenses on behalf of the District Club reimbursed.
3110308	Community Activites Income	0.00		1,000.00		830.00		958.16		Tai Chi income
3110309	Marquee & Trailer Hire Income (Exp in MARQU) - Oth Rec	0.00		4,000.00		3,330.00		3,095.07		This is a new account to identify Marquee Hire income. A $4K budget amendment has been adopted by council.
3110310	Sporting Body Reimbursements	0.00		0.00		0.00		0.00		
3110315	Events Kit Hire Income	2,000.00		2,000.00		1,660.00		1,753.64		
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	3,500.00		3,500.00		2,910.00		1,859.53		
3110390	Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
SUB-TOTAL		**14,669.09**	**443,512.00**	**48,759.09**	**405,376.00**	**46,517.00**	**340,446.00**	**47,065.22**	**355,841.92**	

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

OTHER RECREATION & SPORT (Continued)			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
CAPITAL EXPENDITURE												
4110350	Plant & Equipment (Capital) - Other Recreation/Sport			0.00		0.00		0.00		0.00		
4110352	Furniture & Equipment (Capital) - Other Recreation/Spor			0.00		0.00		0.00		0.00		
4110355	Building (Capital) - Other Recreation/Sport	Jobs										
BC260	Mukinbudin Sports Complex Building Capital			36,500.00		45,000.00		45,000.00		42,452.07		Flooring repairs at the Mukinbudin Sports Complex Building have cost more than the allocated budget.
BC270	Old District Club (Youth Centre) Building Capital			0.00		0.00		0.00		0.00		
BC271	Mukinbudin Gym Building Capital			0.00		0.00		0.00		0.00		
BC272	Wilgoyne Tennis Club Building Capital			0.00		0.00		0.00		0.00		
BC273	Mukinbudin Lions Park Building Capital			0.00		0.00		0.00		0.00		
4110360	Infrastructure Parks & Ovals - Other Rec & Sport - Cap Exp	Jobs										
BC275	Infrastructure Parks & Ovals - Other Rec & Sport -			0.00		0.00		0.00		0.00		
4110365	Infrastructure Other - Other Rec & Sport -Cap Exp	Jobs										
BC280	Other Infrastructure - Other Rec & Sport - Cap Exp			12,500.00		45,000.00		44,996.00		32,831.06	▼	Timing - Further invoices expected.
4110370	Principal on Loan 108 - Bowling Club			14,877.00		14,877.00		14,876.00		14,877.14		
CAPITAL REVENUE												
5110350	Proceeds on Disposal of Assets - Cap Inc - Other Re		0.00		0.00		0.00		0.00			
5110352	Transfers From Reserve		0.00		0.00		0.00		0.00			
SUB-TOTAL			**0.00**	**63,877.00**	**0.00**	**104,877.00**	**0.00**	**104,872.00**	**0.00**	**90,160.27**		
TOTAL - OTHER RECREATION & SPORT			**14,669.09**	**507,389.00**	**48,759.09**	**510,253.00**	**46,517.00**	**445,318.00**	**47,065.22**	**446,002.19**		

SHIRE OF MUKINBUDIN

SCHEDULE 11 - RECREATION & CULTURE

Financial Statement for Period Ended

30 April 2018

TELEVISION & RADIO REBROADCASTING		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE											
2110400	TV/Radio Re-Broadcasting Operations		1,404.00		1,404.00		1,177.00		850.67		
2110401	TV/Radio Re-Broadcasting Maintenance		2,000.00		2,000.00		2,000.00		0.00		
2110402	Contributions to CDMA/JJJ		0.00		0.00		0.00		0.00		
2110491	Loss on Disposal of Assets		0.00		0.00		0.00		0.00		
2110492	Depreciation - TV/Radio Rebroadcasting		999.00		999.00		830.00		831.33		
2110499	Administration Allocated		2,108.00		2,108.00		1,750.00		1,644.77		
OPERATING REVENUE											
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			
SUB-TOTAL		**0.00**	**6,511.00**	**0.00**	**6,511.00**	**0.00**	**5,757.00**	**0.00**	**3,326.77**		
CAPITAL EXPENDITURE											
4110450	Plant & Equipment (Capital) - TV & Radio Rebroadcasting		0.00		0.00		0.00		0.00		
CAPITAL REVENUE											
5110450	Proceeds on Disposal of Assets - Cap Inc - TV & R	0.00		0.00		0.00		0.00			
5110452	Transfers from Reserve	0.00		0.00		0.00		0.00			
SUB-TOTAL		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - TELEVISION & RADIO REBROADCASTING		**0.00**	**6,511.00**	**0.00**	**6,511.00**	**0.00**	**5,757.00**	**0.00**	**3,326.77**		

SHIRE OF MUKINBUDIN

SCHEDULE 11 - RECREATION & CULTURE

Financial Statement for Period Ended

30 April 2018

LIBRARIES		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE											
2110505	Library Expensed Minor Asset Purchases		0.00		0.00		0.00		0.00		
2110506	Library - Lost Books/Book Purchases		500.00		500.00		410.00		347.40		
2110510	Library - Other Expenses		3,480.00		3,480.00		3,274.00		2,009.11		
2110592	Depreciation - Library		0.00		0.00		0.00		0.00		
2110599	Administration Allocated		12,649.00		12,649.00		10,540.00		9,868.68		
OPERATING REVENUE											
3110500	Library Penalties & Fees	0.00		0.00		0.00		0.00			
3110501	Library Reimbursements Lost Books/Book Purchase	225.00		225.00		180.00		73.71			
SUB-TOTAL		**225.00**	**16,629.00**	**225.00**	**16,629.00**	**180.00**	**14,224.00**	**73.71**	**12,225.19**		
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - LIBRARIES		**225.00**	**16,629.00**	**225.00**	**16,629.00**	**180.00**	**14,224.00**	**73.71**	**12,225.19**		

SHIRE OF MUKINBUDIN

SCHEDULE 11 - RECREATION & CULTURE

Financial Statement for Period Ended

30 April 2018

HERITAGE

			Adopted Budget		Amended Budget		YTD Budget		YTD Actual		
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Comments
OPERATING EXPENDITURE											
2110600		Museum Building Operations	Jobs								
	BO300	Museum Building Operations		0.00		0.00		0.00		0.00	
2110601		Museum Building Maintenance	Jobs								
	BM300	Museum Building Maintenance		0.00		0.00		0.00		0.00	
2110602		Museum General Operating Expenditure		0.00		0.00		0.00		0.00	
2110603		History Book Expenditure		0.00		0.00		0.00		0.00	
2110604		Pope Hills Grant Operating Expenditure	Jobs								
	BM255	Popes Hill Anzac Memorial Maintenance		2,000.00		0.00		0.00		0.00	
	GM255	Popes Hill Anzac Memorial Grounds Maintenance		0.00		800.00		650.00		502.73	
2110692		Depreciation - Heritage		0.00		0.00		0.00		0.00	
2110699		Administration Allocated		2,108.00		2,108.00		1,750.00		1,644.77	
OPERATING REVENUE											
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		
SUB-TOTAL			**0.00**	**4,108.00**	**0.00**	**2,908.00**	**0.00**	**2,400.00**	**0.00**	**2,147.50**	
CAPITAL EXPENDITURE											
4110650		Building (Capital) - Heritage	Jobs								
	BC300	Museum Building Capital		0.00		0.00		0.00		0.00	
4110660		Infrastructure Other (Capital) - Heritage	Jobs								
	IO255	Popes Hill Anzac Memorial Capital		0.00		0.00		0.00		0.00	
CAPITAL REVENUE											
SUB-TOTAL			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
TOTAL - HERITAGE			**0.00**	**4,108.00**	**0.00**	**2,908.00**	**0.00**	**2,400.00**	**0.00**	**2,147.50**	

SHIRE OF MUKINBUDIN

SCHEDULE 11 - RECREATION & CULTURE

Financial Statement for Period Ended

30 April 2018

OTHER CULTURE

		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	
OPERATING EXPENDITURE										
2110711	Spring Festival - Coordinator Expense		0.00		0.00		0.00		0.00	
2110712	Spring Festival - Shire Outside Workers **Jobs**									
W054	Spring Festival General Expenses - Op Exp		14,248.00		4,748.00		4,748.00		4,771.20	Wages and plant related expenditure has been less than expected.
2110713	Spring Festival - Shire Underwriting		10,000.00		0.00		0.00		4,087.39	Some Spring Festival underwriting related costs have been recently incurred.
2110716	Spring Festival - Shire Prize Money		500.00		0.00		0.00		0.00	No prizes were paid for.
2110799	Administration Allocated		4,216.00		4,216.00		3,510.00		3,289.56	
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		**0.00**	**28,964.00**	**0.00**	**8,964.00**	**0.00**	**8,258.00**	**0.00**	**12,148.15**	
CAPITAL EXPENDITURE										
CAPITAL REVENUE										
SUB-TOTAL		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
TOTAL - OTHER CULTURE		**0.00**	**28,964.00**	**0.00**	**8,964.00**	**0.00**	**8,258.00**	**0.00**	**12,148.15**	

SHIRE OF MUKINBUDIN
SCHEDULE 12 - TRANSPORT
Financial Statement for Period Ended
30 April 2018

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE										
Roads, Streets, Bridges and Depots		1,847,707.00		1,910,937.00		1,595,830.00		1,484,224.24		Expenditure is below the YTD Budget largely due to lower rates of expenditure on rural roads and signs.
Road Plant Purchases		0.00		0.00		0.00		0.00		
Aerodromes		22,035.00		22,035.00		18,330.00		16,333.79		
Transport Licensing		24,842.00		24,842.00		20,690.00		19,191.11		
OPERATING REVENUE										
Roads, Streets, Bridges and Depots	923,211.00		923,811.00		763,151.00		621,089.00		▲	Timing - Works on the Mukinbudin-Wialki Rd (North Section 17/18) have started. The invoice for the final instalment of grant is yet to be raised. The final instalment of the RTR grant is yet to be received.
Road Plant Purchases	15,664.00		5,136.00		5,128.00		5,136.34			The Backhoe has not yet been purchased and is recommended for deferment reducing the expected profit.
Aerodromes	0.00		0.00		0.00		0.00			
Transport Licensing	21,700.00		21,700.00		18,080.00		15,543.60			
SUB-TOTAL	**960,575.00**	**1,894,584.00**	**950,647.00**	**1,957,814.00**	**786,359.00**	**1,634,850.00**	**641,768.94**	**1,519,749.14**		
CAPITAL EXPENDITURE										
Roads, Streets and Bridges		1,418,111.00		1,425,062.00		1,305,686.00		723,395.93	▼	Invoices are yet to be processed and works have just commenced on some projects. Full details are given in the Roads, Streets and Bridges Detail.
Road Plant Purchases		172,638.00		72,731.00		72,719.00		72,728.18		The full annual transfer to reserves has taken place. The Backhoe has not yet been purchased and is recommended for deferment..
Aerodromes		0.00		0.00		0.00		0.00		
Transport Licensing		0.00		0.00		0.00		0.00		
CAPITAL REVENUE										
Roads, Streets, Bridges and Depots	0.00		0.00		0.00		0.00			
Road Plant Purchases	36,364.00		21,364.00		21,363.00		21,363.64			The Backhoe has not yet been purchased and is recommended for deferment. Hence no proceeds from the sale of the old backhoe have been received.
Aerodromes	0.00		0.00		0.00		0.00			
Transport Licensing	0.00		0.00		0.00		0.00			
SUB-TOTAL	**36,364.00**	**1,590,749.00**	**21,364.00**	**1,497,793.00**	**21,363.00**	**1,378,405.00**	**21,363.64**	**796,124.11**		
TOTAL - PROGRAMME SUMMARY	**996,939.00**	**3,485,333.00**	**972,011.00**	**3,455,607.00**	**807,722.00**	**3,013,255.00**	**663,132.58**	**2,315,873.25**		

SHIRE OF MUKINBUDIN

SCHEDULE 12 - TRANSPORT

Financial Statement for Period Ended

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STREETS, ROADS & BRIDGES

		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	
OPERATING EXPENDITURE										
2120100	Rural Road Maintenance Op Exp **Jobs**									
RM001	Annual Road Maintenance Budget Only (No Actuals)		0.00		0.00		0.00		0.00	
RM002	(Spare Rural Rd Maint)		0.00		0.00		0.00		0.00	
RM003	(Spare Rural Rd Maint)		0.00		0.00		0.00		0.00	
RM004	Wilgoyne Road (Rd Maintenance)		0.00		0.00		0.00		14,500.55	
RM005	Mukinbudin North-East Road (Rd Maintenance)		0.00		0.00		0.00		25,021.60	
RM006	Bonnie Rock-Lake Brown Road (Rd Maintenance)		0.00		0.00		0.00		16,714.40	
RM007	Nungarin North Road (Rd Maintenance)		0.00		0.00		0.00		1,683.88	
RM008	Berringbooding Road (Rd Maintenance)		0.00		0.00		0.00		6,186.30	
RM009	Moondon Road (Rd Maintenance)		0.00		0.00		0.00		10,935.78	
RM010	Quanta Cutting North Road (Rd Maintenance)		0.00		0.00		0.00		14,727.74	
RM011	Graham Road (Rd Maintenance)		0.00		0.00		0.00		2,256.80	
RM012	Carlton Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM013	Lake Brown South Road (Rd Maintenance)		0.00		0.00		0.00		2,651.86	
RM014	Popes Hill South Road (Rd Maintenance)		0.00		0.00		0.00		3,695.40	
RM015	Clamp Road (Rd Maintenance)		0.00		0.00		0.00		3,647.64	
RM016	Copeland Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM017	Whyte Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM018	Walton Road (Rd Maintenance)		0.00		0.00		0.00		1,557.46	
RM019	Ogilvie Road (Rd Maintenance)		0.00		0.00		0.00		3,800.34	
RM020	Dandanning Road (Rd Maintenance)		0.00		0.00		0.00		6,482.47	
RM021	Cookinbin Road (Rd Maintenance)		0.00		0.00		0.00		2,572.45	
RM022	McGregor Road (Rd Maintenance)		0.00		0.00		0.00		6,317.55	
RM023	Jones East Road (Rd Maintenance)		0.00		0.00		0.00		793.04	
RM024	Albert Road (Rd Maintenance)		0.00		0.00		0.00		1,184.08	
RM025	Kalyanbudding West Road (Rd Maintenance)		0.00		0.00		0.00		666.87	
RM026	Barbalin North Road (Rd Maintenance)		0.00		0.00		0.00		9,598.50	
RM027	Barbalin South Road (Rd Maintenance)		0.00		0.00		0.00		17,200.79	
RM028	Fogarty Road (Rd Maintenance)		0.00		0.00		0.00		5,731.56	
RM029	Davis Road (Rd Maintenance)		0.00		0.00		0.00		568.57	
RM030	Forty Six Gate Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM031	Harry Road (Rd Maintenance)		0.00		0.00		0.00		1,215.75	
RM032	Comerford Road (Rd Maintenance)		0.00		0.00		0.00		1,632.82	
RM033	Karomin Road (Rd Maintenance)		0.00		0.00		0.00		2,249.31	
RM034	Harold Road (Rd Maintenance)		0.00		0.00		0.00		1,710.94	
RM035	Brierly Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM036	Squire Road (Rd Maintenance)		0.00		0.00		0.00		1,504.97	
RM037	Lake Road (Rd Maintenance)		0.00		0.00		0.00		338.76	
RM038	Popes Hill North Road (Rd Maintenance)		0.00		0.00		0.00		3,476.26	
RM039	Wialki Soak Road (Rd Maintenance) Broomhall Road		0.00		0.00		0.00		2,617.35	
RM040	Wyoming Trail (Rd Maintenance)		0.00		0.00		0.00		993.54	
RM041	Brandis Road (Rd Maintenance)		0.00		0.00		0.00		2,744.93	
RM042	Toole Road (Rd Maintenance)		0.00		0.00		0.00		5,736.01	
RM043	Sprigg Road (Rd Maintenance)		0.00		0.00		0.00		3,301.96	
RM044	Bonnie Rock Tank Road (Rd Maintenance)		0.00		0.00		0.00		927.78	
RM045	Clune Road (Rd Maintenance)		0.00		0.00		0.00		0.00	
RM046	Dootaning Road (Rd Maintenance)		0.00		0.00		0.00		719.06	

SHIRE OF MUKINBUDIN
SCHEDULE 12 - TRANSPORT
Financial Statement for Period Ended
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STREETS, ROADS & BRIDGES (Continued)

		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE (Continued)											
2120100	Rural Road Maintenance Op Exp (Continued)										
RM047	Cunderin Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM048	Copeland North Road (Rd Maintenance)		0.00		0.00		0.00		978.30		
RM049	Manuel Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM050	Morrison Road (Rd Maintenance)		0.00		0.00		0.00		1,762.10		
RM051	Sevier Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM052	Scotsman Road (Rd Maintenance)		0.00		0.00		0.00		2,388.26		
RM053	Adams Road (Rd Maintenance)		0.00		0.00		0.00		182.84		
RM054	Spencers Road (Rd Maintenance)		0.00		0.00		0.00		2,636.80		
RM055	(Spare Rural Rd Maint)		0.00		0.00		0.00		0.00		
RM056	Doig Road (Rd Maintenance)		0.00		0.00		0.00		1,027.07		
RM071	Henry Road (Rd Maintenance)		0.00		0.00		0.00		8,488.41		
RM072	Sheardown Road (Rd Maintenance)		0.00		0.00		0.00		2,399.94		
RM073	Molyneux Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM074	McInnes Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM075	Wattoning West Road (Rd Maintenance)		0.00		0.00		0.00		4,717.05		
RM076	Jones Road (Rd Maintenance)		0.00		0.00		0.00		1,575.63		
RM077	Wymond Road (Rd Maintenance)		0.00		0.00		0.00		400.19		
RM078	Milne Road (Rd Maintenance)		0.00		0.00		0.00		522.68		
RM079	Miguel East Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM080	Stockton Road (Rd Maintenance)		0.00		0.00		0.00		2,096.69		
RM081	Dease Road (Rd Maintenance)		0.00		0.00		0.00		1,225.18		
RM082	Connell Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM083	Mott Road (Rd Maintenance)		0.00		0.00		0.00		6,382.28		
RM084	Mt Jackson Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM085	Angle Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM086	Lavery Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM087	Aitken Road (Rd Maintenance)		0.00		0.00		0.00		701.33		
RM088	Koonkoobing Road (Rd Maintenance)		0.00		0.00		0.00		1,107.05		
RM089	Andrews Road East (Rd Maintenance)		0.00		0.00		0.00		659.06		
RM090	(Spare Rural Rd Maint)		0.00		0.00		0.00		0.00		
RM091	Beckingham Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM092	Wundowlin Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM093	Quanta Cutting-Weira Road (Rd Maintenance)		0.00		0.00		0.00		2,717.40		
RM094	Elsewhere Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM095	Copeland South Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM096	Forest Avenue (Rd Maintenance)		0.00		0.00		0.00		415.69		
RM097	Borlase Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM098	Arnold Road (Rd Maintenance)		0.00		0.00		0.00		1,810.35		
RM099	Nicol Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM100	Un-Named Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM101	Smith Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM102	Whitcher Road (Rd Maintenance)		0.00		0.00		0.00		1,381.26		
RM103	Fagan Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM104	Jamieson Road (Rd Maintenance)		0.00		0.00		0.00		232.88		
RM106	Dead Horse Hill Road (Rd Maintenance)		0.00		0.00		0.00		5,841.79		
RM107	Koorda-Bullfinch Rd (M40) (Rd Maintenance)		0.00		0.00		0.00		6,678.96		
RM108	Kununoppin-Mukinbudin Road (Rd Maintenance)		0.00		0.00		0.00		12,982.73		
RM109	Mukinbudin-Bonnie Rock Road (Rd Maintenance)		0.00		0.00		0.00		33,905.90		
RM110	Mukinbudin-Wialki Road (Rd Maintenance)		0.00		0.00		0.00		5,176.02		
RM111	Driscoll Road (Rd Maintenance)		0.00		0.00		0.00		0.00		
RM140	Williams Road (Rd Maintanance) - Op Exp		0.00		0.00		0.00		0.00		

SHIRE OF MUKINBUDIN

SCHEDULE 12 - TRANSPORT

Financial Statement for Period Ended 30 April 2018

STREETS, ROADS & BRIDGES (Continued)				Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
				Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE (Continued)													
2120100		Rural Road Maintenance Op Exp (Continued)											
	RM998	Road Maintenance - General Rural Exp (Non road specific costs only)			344,622.00		450,000.00		374,990.00		6,396.86	▼	The annual rural road budget is allocated to this job but only actual expenses that can not be easily allocated to specific roads are allocated to this job.
	TCM001	Traffic Counter Management			5,000.00		5,000.00		4,140.00		1,057.24		
		Subtotal Rural Road Maintenance			349,622.00		455,000.00		379,130.00		305,513.01	▼	Timing - the rate of expenditure is expected to increase.
OPERATING EXPENDITURE													
2120101		Townsite Road Maintenance Op Exp	Jobs										
	RM057	Maddock Street (Rd Maintenance)			0.00		0.00		0.00		751.39		
	RM058	Calder Street (Rd Maintenance)			0.00		0.00		0.00		237.09		
	RM059	Cruickshank Road (Rd Maintenance)			0.00		0.00		0.00		243.52		
	RM060	Lansdell Street (Rd Maintenance)			0.00		0.00		0.00		186.93		
	RM061	Shadbolt St			0.00		0.00		0.00		2,145.95		
	RM062	White Street (Rd Maintenance)			0.00		0.00		0.00		691.56		
	RM063	Ferguson Street (Rd Maintenance)			0.00		0.00		0.00		0.00		
	RM064	Conway Street (Rd Maintenance)			0.00		0.00		0.00		1,258.96		
	RM065	Greenslade Street (Rd Maintenance)			0.00		0.00		0.00		176.76		
	RM066	Lukin Street (Rd Maintenance)			0.00		0.00		0.00		5.60		
	RM067	Memorial Avenue (Rd Maintenance)			0.00		0.00		0.00		561.35		
	RM068	Strugnell Street (Rd Maintenance)			0.00		0.00		0.00		188.66		
	RM069	Clamp Street (Rd Maintenance)			0.00		0.00		0.00		0.00		
	RM070	Potter Street (Rd Maintenance)			0.00		0.00		0.00		0.00		
	RM105	Earl Drive (Rd Maintenance)			0.00		0.00		0.00		0.00		
	RM112	Mallee Drive (Rd Maintenance)			0.00		0.00		0.00		325.00		
	RM113	Gimlett Way (Rd Maintenance)			0.00		0.00		0.00		(31.69)		
	RM114	Salmon Gum Alley (Rd Maintenance)			0.00		0.00		0.00		31.69		
	RM122	Bent Street (Rd Maintenance)			0.00		0.00		0.00		2,431.37		
	RM999	Road Maintenance - General Townsite Exp (Non road specific costs only)			62,761.00		25,000.00		20,810.00		8,633.28	▼	The annual townsite road budget is allocated to this job but only actual expenses that can not be easily allocated to specific roads are allocated to this job.
		Subtotal Townsite Road Maintenance			62,761.00		25,000.00		20,810.00		17,837.42		Less maintenance than expected.
2120103		Roads/Street Cleaning	Jobs										
	SWEEP	Roads/Street Cleaning - Op Exp			21,120.00		21,120.00		17,570.00		10,319.18		

SHIRE OF MUKINBUDIN
SCHEDULE 12 - TRANSPORT
Financial Statement for Period Ended
30 April 2018

STREETS, ROADS, BRIDGES & DEPOT (Continued)			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE (Continued)												
2120104	Street Trees & Watering	Jobs										
TREES	Street Trees & Watering - Op Exp			5,000.00		5,000.00		4,988.00		0.00		
2120105	Street Trees Pruning & Tree Lopping	Jobs										
PRUNE	Street Trees Pruning & Tree Lopping - Op Exp			22,065.00		22,065.00		20,068.00		12,465.81		
2120106	Traffic Signs/Equipment (Safety)	Jobs										
SIGNS	Traffic Signs/Equipment (Safety)			43,747.00		30,000.00		24,990.00		14,884.17	▼	Less signs than expected
2120107	Footpath Maintenance	Jobs										
FPM01	Footpath Maintenance			21,615.00		21,615.00		17,990.00		6,215.80	▼	The rate of expenditure is less than expected.
2120108	Street Lighting - Operating			18,900.00		18,900.00		15,750.00		13,678.44		
2120110	Rural Road Numbering Program			0.00		0.00		0.00		0.00		
2120111	Verge Mtce/Roadside Spraying	Jobs										
VERGE	Verge Mtce/Roadside Spraying			25,640.00		35,000.00		28,504.00		31,602.22		
2120112	Townscape Maintenance - Op Exp - Sts Rds & Bridges	Jobs										
TSCAPE	Townscape Maintenance - Op Exp			0.00		0.00		0.00		210.74		
2120114	Rail Alliance			0.00		0.00		0.00		0.00		
2120116	Purchase of Land for Roads - Op Exp			10,000.00		10,000.00		10,000.00		1,151.75		
2120191	Loss on Disposal of Assets			0.00		0.00		0.00		0.00		
2120192	Depreciation - Roads, Bridges & Depots			1,267,237.00		1,267,237.00		1,056,030.00		1,070,345.70		
OPERATING REVENUE												
3120100	Regional Road Group Grants (MRWA)		365,800.00		365,800.00		365,800.00		292,640.00		▲	Timing - Works on the Mukinbudin-Wialki Rd (North Section 17/18) have started. The invoice for the final instalment of grant is yet to be raised.
3120101	Direct Road Grant (MRWA)		70,567.00		70,567.00		70,567.00		70,567.00			
3120102	Roads to Recovery Grant		486,844.00		486,844.00		326,184.00		257,282.00		▲	The final instalment of the RTR grant is yet to be 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		600.00		600.00		600.00			Scrap sold
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		0.00			
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			
SUB-TOTAL	**OPERATING**		**923,211.00**	**1,847,707.00**	**923,811.00**	**1,910,937.00**	**763,151.00**	**1,595,830.00**	**621,089.00**	**1,484,224.24**		

SHIRE OF MUKINBUDIN
SCHEDULE 12 - TRANSPORT
Financial Statement for Period Ended
30 April 2018

STREETS, ROADS, BRIDGES & DEPOT (Continued)			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
CAPITAL EXPENDITURE												
4120150		Furniture & Equipment (Capital) - Footpaths/Roads		0.00		0.00		0.00		0.00		
4120155		Plant & Equipment (Capital) - Roads		0.00		0.00		0.00		0.00		
4120160		Building (Capital) - Depots (moved to 4140260)		0.00		0.00		0.00		0.00		
4120166		Roads Renewal Works - Capital Exp **Jobs**										
	RCC01	McGregor South Rd Capital - Council Funded		0.00		0.00		0.00		0.00		
	RCC02	Mukinbudin Wialki Rd Capital - Council Funded		0.00		0.00		0.00		0.00		
	RCC03	Graham Rd Capital - Council Funded		0.00		0.00		0.00		0.00		
	RCC04	Strugnell Street Capital Exp		55,000.00		55,000.00		36,842.00		11,647.11	▼	Timing - Invoices are yet to be processed.
	RCC05	Barbarlin North Road - Cap Exp		0.00		0.00		0.00		0.00		
	RR022	McGregor Road North Section Renewal - Cap Exp		0.00		0.00		0.00		0.00		
	RCC08	Calder Street Reseal - Renewal Cap Exp		22,000.00		22,000.00		22,000.00		13,617.50		Timing - Invoices are yet to be processed.
	RR057	Maddock Street Renewal - Cap Exp		0.00		15,000.00		15,000.00		6,099.75		
	RR067	Memorial Avenue Renewal - Cap Exp		0.00		11,000.00		11,000.00		0.00	▼	Timing - Invoices are yet to be processed.
	RR107	Koorda-Bullfinch Road (In Town Section) Renewal - Cap Exp		0.00		20,000.00		20,000.00		0.00	▼	Timing - Invoices are yet to be processed.
	RR108	Kununoppin-Mukinbudin Road Renewal - Cap Exp		0.00		76,000.00		25,079.00		0.00	▼	Timing - Works are yet to start
	RR140	Williams Road Renewal - Cap Exp		0.00		13,000.00		13,000.00		0.00	▼	Timing - Invoices are yet to be processed.
	RR2107	Koorda-Bullfinch Road (Rural West Section) Renewal - Cap Exp		0.00		75,000.00		24,750.00		4,289.22	▼	Timing - Works in progress
4120167		Roads (Capital) - Roads to Recovery **Jobs**										
	RTR04	Strugnell Street Rav Upgrade - Cap Exp		0.00		0.00		0.00		0.00		
	RTR05	McGregor South Road Seal RTR		0.00		0.00		0.00		0.00		
	RTR06	Forty Six Gate Road Resheeting RTR		0.00		0.00		0.00		0.00		
	RTR07	North East Road 2015/16 - Cap Exp		0.00		0.00		0.00		0.00		
	RTR08	Koorda Bullfinch road 15/16 Salt pan		0.00		0.00		0.00		0.00		
	RTR09	Beringbooding Resheating - Roads to Recovery		0.00		0.00		0.00		0.00		
	RTR10	Barbalin North Road - Gravel Resheet 2017/2018		127,000.00		93,500.00		93,494.00		93,296.25		Saving due to efficiencies.
	RTR11	Bonnie Rock/Lake Brown Road - Gravel Resheet 2017/2018		200,500.00		149,000.00		148,992.00		148,662.87		Saving due to efficiencies.
	RTR12	North East Rd (2017/2018) - Cap Exp		205,611.00		205,611.00		205,605.00		82,570.99	▼	Timing - Invoices are yet to be processed.
4120168		Roads (Capital) - Regional Road Group **Jobs**										
	RRG01	Mukinbudin Wialki Rd (South Section 17/18) - Cap Exp		130,000.00		11,951.00		11,942.00		11,951.22		Expenditure on patching and a test reseal section only the bulk of the job is not proceeding until the test section is evaluated.
	RRG02	RRG Nungarin North Road		0.00		0.00		0.00		0.00		
	RRG03	Mukinbudin-Wialki Rd Capital - RRG Funded 16-17		0.00		0.00		0.00		0.00		
	RRG04	Mukinbudin-Wialki Rd (North Section 17/18) - Cap Exp		560,000.00		560,000.00		559,994.00		233,880.60	▼	Invoices are yet to be processed and there has been savings in the contracted components.
4120169		Roads (Capital) - Black Spot **Jobs**										
	RBS01	Koorda Bullfinch Rd - Black Spot Funded		0.00		0.00		0.00		0.00		
4120170		Footpaths (Capital) - Council Funded **Jobs**										
	FPC01	White Street - Western Footpath		30,000.00		30,000.00		29,994.00		34,612.17		
	FPC02	Cruickshank St - Northern Footpath		58,000.00		58,000.00		57,994.00		52,768.25		
4120171		Roads (Capital) - Flood Damage **Jobs**										
	FDC01	Flood Damage - Roads (Capital)		0.00		0.00		0.00		0.00		
4120175		Transfers To Roadworks Reserve		30,000.00		30,000.00		30,000.00		30,000.00		
CAPITAL REVENUE												
5120150		Transfers From Building Reserve	0.00		0.00		0.00		0.00			
5120151		Transfers From Reserve	0.00		0.00		0.00		0.00			
SUB-TOTAL		**CAPITAL**	**0.00**	**1,418,111.00**	**0.00**	**1,425,062.00**	**0.00**	**1,305,686.00**	**0.00**	**723,395.93**		
TOTAL - STREETS, ROADS & BRIDGES			**923,211.00**	**3,265,818.00**	**923,811.00**	**3,335,999.00**	**763,151.00**	**2,901,516.00**	**621,089.00**	**2,207,620.17**		

SHIRE OF MUKINBUDIN

SCHEDULE 12 - TRANSPORT

Financial Statement for Period Ended

30 April 2018

ROAD PLANT PURCHASES		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE											
2120291	Loss on Disposal of Assets		0.00		0.00		0.00		0.00		
OPERATING REVENUE											
3120290	Profit on Disposal of Assets	15,664.00		5,136.00		5,128.00		5,136.34			The Backhoe has not yet been purchased and is recommended for deferment reducing the expected profit.
SUB-TOTAL		**15,664.00**	**0.00**	**5,136.00**	**0.00**	**5,128.00**	**0.00**	**5,136.34**	**0.00**		
CAPITAL EXPENDITURE											
4120250	Plant & Equipment (Capital) - Road Plant Purchases		124,687.00		24,780.00		24,773.00		24,777.18		The Backhoe has not yet been purchased and is recommended for deferment.
4120275	Transfer to Plant Reserve		47,951.00		47,951.00		47,946.00		47,951.00		The full annual transfer to reserves has taken place.
CAPITAL REVENUE											
5120250	Proceeds on Disposal of Assets - Cap Inc - Road Pla	36,364.00		21,364.00		21,363.00		21,363.64			The Backhoe has not yet been purchased and is recommended for deferment. Hence no proceeds from the sale of the old backhoe have been received.
5120252	Transfers From Plant Replacement Reserve	0.00		0.00		0.00		0.00			
SUB-TOTAL		**36,364.00**	**172,638.00**	**21,364.00**	**72,731.00**	**21,363.00**	**72,719.00**	**21,363.64**	**72,728.18**		
TOTAL - ROAD PLANT PURCHASES		**52,028.00**	**172,638.00**	**26,500.00**	**72,731.00**	**26,491.00**	**72,719.00**	**26,499.98**	**72,728.18**		

SHIRE OF MUKINBUDIN

SCHEDULE 12 - TRANSPORT

Financial Statement for Period Ended

30 April 2018

AERODROMES			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE												
2120300	Airstrip & Grounds Maintenance/Operations	Jobs										
W060	Airstrip & Grounds Maintenance/Operations			4,886.00		4,886.00		4,050.00		2,362.60		
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			15,041.00		15,041.00		12,530.00		12,326.42		
2120499	Administration Allocated			2,108.00		2,108.00		1,750.00		1,644.77		
OPERATING REVENUE												
3120400	Airport Landing Charges and Fees		0.00		0.00		0.00		0.00			
3120402	Contributions & Donations - Aerodromes		0.00		0.00		0.00		0.00			
3120403	Reimbursements - Aerodromes		0.00		0.00		0.00		0.00			
3120404	Grants - Aerodromes		0.00		0.00		0.00		0.00			
3120405	Other Income Relating to Aerodromes		0.00		0.00		0.00		0.00			
3120490	Profit on Disposal of Assets		0.00		0.00		0.00		0.00			
SUB-TOTAL			**0.00**	**22,035.00**	**0.00**	**22,035.00**	**0.00**	**18,330.00**	**0.00**	**16,333.79**		
CAPITAL EXPENDITURE												
4120450	Furniture & Equipment (Capital) - Aerodromes			0.00		0.00		0.00		0.00		
4120455	Plant & Equipment (Capital) - Aerodromes			0.00		0.00		0.00		0.00		
4120460	Infrastructure Other (Capital) - Aerodromes	Jobs										
IO260	Airstrip & Grounds Capital			0.00		0.00		0.00		0.00		
CAPITAL REVENUE												
5120450	Proceeds on Disposal of Assets - Cap Inc - Ae		0.00		0.00		0.00		0.00			
SUB-TOTAL			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - AERODROMES			**0.00**	**22,035.00**	**0.00**	**22,035.00**	**0.00**	**18,330.00**	**0.00**	**16,333.79**		

SHIRE OF MUKINBUDIN

SCHEDULE 12 - TRANSPORT

Financial Statement for Period Ended

30 April 2018

TRANSPORT LICENCING		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE											
2120500	Training and Accommodation - Licensing		3,000.00		3,000.00		2,500.00		2,106.39		
2120501	Telephone - Licensing		760.00		760.00		630.00		636.92		
2120599	Administration Allocated		21,082.00		21,082.00		17,560.00		16,447.80		
OPERATING REVENUE											
3120500	Sale of Shire Plates	0.00		0.00		0.00		501.15			
3120501	Commissions - Licensing	18,700.00		18,700.00		15,580.00		13,280.48			
3120502	Reimbursements - Licensing	3,000.00		3,000.00		2,500.00		1,761.97			
SUB-TOTAL		**21,700.00**	**24,842.00**	**21,700.00**	**24,842.00**	**18,080.00**	**20,690.00**	**15,543.60**	**19,191.11**		
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - TRANSPORT LICENCING		**21,700.00**	**24,842.00**	**21,700.00**	**24,842.00**	**18,080.00**	**20,690.00**	**15,543.60**	**19,191.11**		

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

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE										
Rural Services		16,608.00		16,608.00		16,240.00		8,772.97		
Tourism and Area Promotion		201,536.00		190,256.00		160,765.00		144,983.61		Area Promotion Expenses are $4K less than the YTD Budget. Caravan park salaries, depreciation and allocated Administration Expenses are less than the YTD Budget.
Building Control		8,216.00		8,216.00		6,840.00		3,289.56		
Economic Development		4,358.00		4,608.00		3,873.00		3,884.93		
Other Economic Services		96,553.00		93,193.00		79,210.00		66,746.30	▼	Savings in Standpipe Maintenance/Operations and Other Expenditure
OPERATING REVENUE										
Rural Services	1,000.00		1,000.00		1,000.00		667.48			
Tourism and Area Promotion	128,800.00		114,700.00		95,570.00		78,933.58		▲	Caravan Park Income is $17.7K less than expected.
Building Control	150.00		150.00		120.00		0.00			
Economic Development	0.00		2,200.00		1,474.00		6,490.91			
Other Economic Services	28,620.00		36,420.00		31,830.00		33,110.63			
SUB-TOTAL	**158,570.00**	**327,271.00**	**154,470.00**	**312,881.00**	**129,994.00**	**266,928.00**	**119,202.60**	**227,677.37**		
CAPITAL EXPENDITURE										
Rural Services		0.00		0.00		0.00		0.00		
Tourism and Area Promotion		25,000.00		9,000.00		9,000.00		8,907.50		Works on the Park Units have cost less than expected, the savings of $16.5K will be transferred to the Building and Residential Land Reserve via acct 4030354.
Building Control		0.00		0.00		0.00		0.00		
Economic Development		0.00		0.00		0.00		0.00		
Other Economic Services		17,984.00		36,165.82		30,990.00		12,730.71	▼	The transfer for the $18,181.82 proceeds from the sale of Subdivided Part of Lot 204 corner Bent and Shadbolt Streets has not yet taken place.
CAPITAL REVENUE										
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		18,181.82		18,181.00		18,181.82			
SUB-TOTAL	**0.00**	**42,984.00**	**18,181.82**	**45,165.82**	**18,181.00**	**39,990.00**	**18,181.82**	**21,638.21**		
TOTAL - PROGRAMME SUMMARY	**158,570.00**	**370,255.00**	**172,651.82**	**358,046.82**	**148,175.00**	**306,918.00**	**137,384.42**	**249,315.58**		

SHIRE OF MUKINBUDIN

SCHEDULE 13 - ECONOMIC SERVICES

Financial Statement for Period Ended

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RURAL SERVICES

			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE												
2130100	Noxious Weed Control	Jobs										
WEEDS	Noxious Weed Control - Op Exp			13,000.00		13,000.00		12,990.00		6,358.10		
2130101	Wild Dog Control			0.00		0.00		0.00		0.00		
2130102	Vermin Control			0.00		0.00		0.00		0.00		
2130103	Rural Counselling Service			500.00		500.00		500.00		0.00		
2130104	Drum Muster Expenses			1,000.00		1,000.00		1,000.00		770.10		
2130105	Oil Waste Disposal			0.00		0.00		0.00		0.00		
2130199	Administration Allocated			2,108.00		2,108.00		1,750.00		1,644.77		
OPERATING REVENUE												
3130100	Contributions & Donations - Rural Services		1,000.00		1,000.00		1,000.00		667.48			
3130101	Reimbursements - Rural Services		0.00		0.00		0.00		0.00			
3130102	Grants - Rural Services		0.00		0.00		0.00		0.00			
3130103	Other Income Relating to Rural Services		0.00		0.00		0.00		0.00			
SUB-TOTAL			**1,000.00**	**16,608.00**	**1,000.00**	**16,608.00**	**1,000.00**	**16,240.00**	**667.48**	**8,772.97**		
CAPITAL EXPENDITURE												
CAPITAL REVENUE												
SUB-TOTAL			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - RURAL SERVICES			**1,000.00**	**16,608.00**	**1,000.00**	**16,608.00**	**1,000.00**	**16,240.00**	**667.48**	**8,772.97**		

SHIRE OF MUKINBUDIN

SCHEDULE 13 - ECONOMIC SERVICES

Financial Statement for Period Ended

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TOURISM & AREA PROMOTION

			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE												
2130200	Staff Housing Costs Allocated			0.00		0.00		0.00		0.00		
2130202	Area Promotion			9,367.00		6,000.00		6,000.00		1,960.45		Less expenditure expected
2130203	Entry Statement Maintenance	Jobs										
W065	Entry Statement Maintenance			0.00		0.00		0.00		0.00		
2130204	Caravan Park General Maintenance/Operations	Jobs										
W070	Caravan Park General Maintenance/Operations			57,000.00		47,000.00		39,280.00		39,184.62		
2130206	Barrack Cabins Building Operations	Jobs										
BO315	Barrack Cabins Building Operations			500.00		500.00		436.00		155.70		
2130207	Barrack Cabins Building Maintenance	Jobs										
BM315	Barrack Cabins Building Maintenance			1,500.00		3,000.00		2,490.00		1,791.16		
2130209	Tourist Information Bay/Hut Expenditure	Jobs										
W075	Tourist Information Bay/Hut Maintenance/Operations			8,000.00		8,000.00		6,640.00		5,677.80		
2130210	Park Units (Self Contained) Building Operations	Jobs										
BO320	Park Units (Self Contained) Building Operations			1,000.00		400.00		400.00		310.90		Insurance Paid in full
2130211	Park Units (Self Contained) Building Maintenance	Jobs										
BM320	Park Units (Self Contained) Building Maintenance			1,000.00		2,600.00		2,509.00		6,185.02		Additional Air conditioning units.
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			54,500.00		60,500.00		50,410.00		43,372.89		Increased provision for relief staff including overheads.
2130215	Caravan Park Superannuation			5,200.00		5,200.00		4,330.00		3,997.13		
2130216	Caravan Park Manager Allowances			0.00		0.00		0.00		0.00		
2130217	New Travel Annual Contribution			4,500.00		4,500.00		4,500.00		3,500.00		
2130218	Caravan Park Transportable House											
BM325	Caravan Park Transportable Maintenance			9,579.00		2,000.00		1,740.00		1,327.64		
BO325	Caravan Park Transportable Operations			0.00		1,000.00		770.00		671.40		
2130219	Wheatbelt Way - Op Exp	Jobs										
W079	Wheatbelt Way General - Op Exp			4,000.00		4,000.00		3,310.00		700.96		
W080	WW - Weira Maintenance/Operations			0.00		0.00		0.00		708.19		
W081	WW - Wattoning Maintenance/Operations			0.00		0.00		0.00		12.98		
W082	WW - Beringbooding Maintenance/Operations			0.00		0.00		0.00		1,483.69		
W083	WW - Shed Maintenance/Operations			0.00		0.00		0.00		0.00		
W084	WW - Bonnie Rock Reserve Maintenance/Operations			0.00		0.00		0.00		0.00		
2130220	Caravan Park Workers Compensation			1,254.00		1,420.00		1,180.00		1,417.50		Additional costs incurred.
2130225	Tourist Signage - Op Exp - Tourism & Area Promotic			0.00		0.00		0.00		28.05		
2130291	Loss on Disposal of Assets			0.00		0.00		0.00		0.00		
2130292	Depreciation - Tourism & Area Promotion			18,838.00		18,838.00		15,690.00		12,760.17		
2130299	Administration Allocated			25,298.00		25,298.00		21,080.00		19,737.36		
OPERATING REVENUE												
3130200	Caravan Park Fees		30,000.00		30,000.00		25,000.00		19,152.43			
3130201	Caravan Park Coin Op Wash Mach Income		1,600.00		1,600.00		1,330.00		1,206.36			
3130202	Barracks Cabins Fees		22,000.00		18,000.00		15,000.00		14,698.76			
3130203	Park Unit (Self Contained) Fees		55,000.00		55,000.00		45,830.00		34,009.24		▲	Income has been less than expected.
3130204	Rental Long Term Stay Transportable - Tenancy Income		15,000.00		2,100.00		1,750.00		2,039.53			
3130205	Contributions & Donations - Tourism & Area Promotion		0.00		0.00		0.00		0.00			
3130206	Reimbursements - Tourism & Area Promotion		0.00		0.00		0.00		0.00			
3130207	Grants - Tourism & Area Promotion		0.00		0.00		0.00		0.00			
3130208	Caravan Park House - Short Term Rental		5,200.00		8,000.00		6,660.00		7,827.26			
3130210	Other Income Relating to Tourism & Area Promotion		0.00		0.00		0.00		0.00			
3130290	Profit on Disposal of Assets		0.00		0.00		0.00		0.00			
SUB-TOTAL			**128,800.00**	**201,536.00**	**114,700.00**	**190,256.00**	**95,570.00**	**160,765.00**	**78,933.58**	**144,983.61**		

SHIRE OF MUKINBUDIN
SCHEDULE 13 - ECONOMIC SERVICES
Financial Statement for Period Ended
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TOURISM & AREA PROMOTION (Continued)			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
CAPITAL EXPENDITURE												
4130250	Building (Capital) - Tourism & Area Promotion	Jobs										
BC315	Barrack Cabins Capital			0.00		0.00		0.00		0.00		
BC320	Park Units (Self Contained) Capital			19,000.00		2,500.00		2,500.00		2,500.00		Works on the Park Units have cost less than expected, the savings of $16.5K will be transferred to the Building and Residential Land Reserve via acct 4030354.
BC325	Caravan Park Ablutions Capital			0.00		0.00		0.00		0.00		
BC330	Caravan Park Campers Kitchen Capital			0.00		0.00		0.00		0.00		
BC331	New Caravan Park House Capital			0.00		0.00		0.00		0.00		
4130260	Infrastructure Other (Capital) - Tourism & Area Promotion	Jobs										
IO270	WW - Weira Capital			0.00		0.00		0.00		0.00		
IO271	WW - Wattonning Capital			0.00		0.00		0.00		0.00		
IO272	WW - Beringbooding Capital			0.00		0.00		0.00		0.00		
IO273	WW - Shed Capital			0.00		0.00		0.00		0.00		
IO274	WW - Bonnie Rock Reserve Capital			0.00		0.00		0.00		0.00		
IO280	Caravan Park Infrastructure Capital Exp			6,000.00		6,500.00		6,500.00		6,407.50		
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		
CAPITAL REVENUE												
5130250	Proceeds on Disposal of Assets - Cap Inc - Tourism		0.00		0.00		0.00		0.00			
5130252	Transfers From Reserve		0.00		0.00		0.00		0.00			
SUB-TOTAL			**0.00**	**25,000.00**	**0.00**	**9,000.00**	**0.00**	**9,000.00**	**0.00**	**8,907.50**		
TOTAL - TOURISM & AREA PROMOTION			**128,800.00**	**226,536.00**	**114,700.00**	**199,256.00**	**95,570.00**	**169,765.00**	**78,933.58**	**153,891.11**		

SHIRE OF MUKINBUDIN

SCHEDULE 13 - ECONOMIC SERVICES

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BUILDING CONTROL		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE											
2130304	Contract Building Control Services		4,000.00		4,000.00		3,330.00		0.00		
2130399	Administration Allocated		4,216.00		4,216.00		3,510.00		3,289.56		
OPERATING REVENUE											
3130300	Building Permit Fees	0.00		0.00		0.00		0.00			
3130301	Commission - BRB & BCITF	150.00		150.00		120.00		0.00			
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			
SUB-TOTAL		**150.00**	**8,216.00**	**150.00**	**8,216.00**	**120.00**	**6,840.00**	**0.00**	**3,289.56**		
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - BUILDING CONTROL		**150.00**	**8,216.00**	**150.00**	**8,216.00**	**120.00**	**6,840.00**	**0.00**	**3,289.56**		

SHIRE OF MUKINBUDIN

SCHEDULE 13 - ECONOMIC SERVICES

Financial Statement for Period Ended

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ECONOMIC DEVELOPMENT

			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE												
2130500	Economic Development			0.00		0.00		0.00		0.00		
2130501	Industrial Units Building Operations	Jobs										
BO335	Industrial Unit (Lot 164 Strugnell) Building Operations			1,750.00		1,750.00		1,513.00		923.74		
2130502	Industrial Units Building & Grounds Maintenance	Jobs										
BM335	Industrial Unit (Lot 164 Strugnell) Building Maintenance			500.00		750.00		610.00		1,316.42		
GM335	Industrial Unit (Lot 64 Strugnell St) Grounds Maintenance			0.00		0.00		0.00		0.00		
2130599	Administration Allocated			2,108.00		2,108.00		1,750.00		1,644.77		
OPERATING REVENUE												
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 Development		0.00		2,200.00		1,474.00		6,490.91			Income from Industrial Units is now expected. Any advance payments will be journaled as part of the end of year process as the rent has been paid in advance to December 2018.
3130507	Income - Industrial Units		0.00		0.00		0.00		0.00			
SUB-TOTAL			**0.00**	**4,358.00**	**2,200.00**	**4,608.00**	**1,474.00**	**3,873.00**	**6,490.91**	**3,884.93**		
CAPITAL EXPENDITURE												
4130550	Building (Capital) - Economic Development	Jobs										
BC335	Industrial Unit (Lot 164 Strugnell) Building Capital			0.00		0.00		0.00		0.00		
CAPITAL REVENUE												
SUB-TOTAL			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - ECONOMIC DEVELOPMENT			**0.00**	**4,358.00**	**2,200.00**	**4,608.00**	**1,474.00**	**3,873.00**	**6,490.91**	**3,884.93**		

SHIRE OF MUKINBUDIN
SCHEDULE 13 - ECONOMIC SERVICES
Financial Statement for Period Ended
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OTHER ECONOMIC SERVICES

		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE											
2130600	Tree Planter Maintenance		700.00		3,300.00		2,740.00		3,261.55		Additional expenses incurred
2130601	Community Bus Expenses Allocated		6,219.00		6,219.00		5,180.00		3,746.96		
2130602	Public Transport Bus Expense		0.00		410.00		410.00		410.94		
2130603	Standpipe Maintenance/Operations										
W090	Standpipe Maintenance/Operations		30,000.00		30,000.00		25,010.00		20,847.44		
2130609	Map Purchases		0.00		0.00		0.00		0.00		
2130610	Other Expenditure - Other Economic Services		0.00		7,000.00		7,000.00		1,151.75		
2130612	Beringboodin Tank Roof Expenses		0.00		0.00		0.00		0.00		
2130615	Interest on Loan 116 Land Purchase		1,315.00		1,315.00		657.00		845.60		
2130616	Interest on Loan 119		5,583.00		5,583.00		5,264.00		5,605.64		
2130617	Muka Cafe - Operations										
BO340	Muka Cafe - Operations		5,500.00		5,500.00		4,749.00		3,199.72		
2130618	Muka Cafe - Building & Grounds Maintenanace										
BM340	Muka Cafe - Maintenanace		3,500.00		7,000.00		5,820.00		7,043.33		
GM340	Muka Cafe Grounds Maintenance		0.00		0.00		0.00		0.00		
2130691	Loss on Disposal of Assets		0.00		0.00		0.00		0.00		
2130692	Depreciation - Other Economic Services		26,870.00		10,000.00		8,330.00		7,475.14		A reduction in depreciation due to revaluations and a review of depreciation
2130699	Administration Allocated		16,866.00		16,866.00		14,050.00		13,158.23		
OPERATING REVENUE											
3130600	Charges - Tree Planter Hire - Op Inc	200.00		1,000.00		830.00		845.46			
3130601	Community Bus Hire Income - Op Inc - Other E	3,000.00		3,000.00		2,500.00		3,542.35			
3130602	Public Transport Bus Income	1,000.00		1,000.00		830.00		1,327.27			
3130603	Sale of Water	5,000.00		5,000.00		4,160.00		5,328.30			
3130605	Rent - Commercial Properties	17,420.00		17,420.00		14,510.00		14,576.12			
3130607	Contributions & Donations - Other Economic Services	0.00		0.00		0.00		0.00			
3130608	Reimbursements - Other Economic Services	2,000.00		9,000.00		9,000.00		7,491.13			
3130609	Grants - Other Economic Services	0.00		0.00		0.00		0.00			
3130610	Other Income Relating to Other Economic Services	0.00		0.00		0.00		0.00			
3130690	Profit on Disposal of Assets	0.00		0.00		0.00		0.00			
SUB-TOTAL		**28,620.00**	**96,553.00**	**36,420.00**	**93,193.00**	**31,830.00**	**79,210.00**	**33,110.63**	**66,746.30**		
CAPITAL EXPENDITURE											
4130650	Plant & Equipment (Capital) - Other Economic Services		0.00		0.00		0.00		0.00		
4130655	Infrastructure Other (Capital) - Other Economic Services **Jobs**										
IO290	Standpipe Capital Expenditure		0.00		0.00		0.00		0.00		
4130680	Building (Capital) - Other Economic Services										
BC340	Muka Cafe Building Capital Expenditure		0.00		0.00		0.00		0.00		
4130660	Transfers To Community Bus Reserve		0.00		0.00		0.00		0.00		
4130661	Transfers To Building & Residential Land Reserve-Cap Exp-Other Ec		0.00		18,181.82		18,181.00		0.00	▼	The transfer for the $18,181.82 proceeds from the sale of Subdivided Part of Lot 204 corner Bent and Shadbolt Streets has not yet taken place.
4130670	Principal on Loan 116 - Land Purchase		10,350.00		10,350.00		5,175.00		5,096.63		
4130671	Principal on Loan 119 - Mukinbudin Cafe		7,634.00		7,634.00		7,634.00		7,634.08		
CAPITAL REVENUE											
5130650	Proceeds on Disposal of Assets - Cap Inc - Other Eco	0.00		18,181.82		18,181.00		18,181.82			The purchase of the Subdivided Part of Lot 204 corner Bent and Shadbolt Streets was prepaid but the title has not yet been transferred. The value of the asset has been retained until the the transfer takes place.
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			
SUB-TOTAL		**0.00**	**17,984.00**	**18,181.82**	**36,165.82**	**18,181.00**	**30,990.00**	**18,181.82**	**12,730.71**		
TOTAL - OTHER ECONOMIC SERVICES		**28,620.00**	**114,537.00**	**54,601.82**	**129,358.82**	**50,011.00**	**110,200.00**	**51,292.45**	**79,477.01**		

SHIRE OF MUKINBUDIN

SCHEDULE 14 - OTHER PROPERTY & SERVICES

Financial Statement for Period Ended

30 April 2018

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE										
Private Works		19,616.00		41,616.00		34,630.00		21,392.51	▼	Additional Water Corp and Firm works have not been as extensive as expected..
Public Works Overheads		36,758.00		36,458.00		36,277.00		30,378.16		
Plant Operation Costs		0.00		(50,735.00)		(37,295.00)		11,837.22	▼	The disposal of the Mukinbudin Fire Truck and the depreciation review has resulted in reduced depreciation and the recovery rate less than the YTD Budget..
Administration Overheads		0.00		46,410.00		61,623.00		32,627.99	▼	At this stage the YTD Cost Recovery Budget is not synchronised with the YTD Expenditure Budget.
Salaries and Wages		1,000.00		10,000.00		10,000.00		11,854.10		
Land/Subdivision Development		0.00		1,000.00		1,000.00		945.86		
Stock, Fuels & Oils		0.00		0.00		0.00		0.00		
Unclassified		0.00		0.00		0.00		0.00		
OPERATING REVENUE										
Private Works	18,480.00		37,400.00		31,160.00		24,347.51			
Public Works Overheads	0.00		0.00		0.00		783.07			
Plant Operation Costs	35,000.00		35,000.00		29,160.00		24,026.10			
Administration Overheads	10,000.00		33,750.00		30,860.00		32,627.99			A CLGF Youth Dev Traineeship Grant has been received.
Salaries and Wages	1,000.00		17,000.00		14,160.00		17,101.45			Workers Compensation Income was expected to be spread throughout the year and additional reimbursements have been received.
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			
SUB-TOTAL	**64,480.00**	**57,374.00**	**123,150.00**	**84,749.00**	**105,340.00**	**106,235.00**	**98,886.12**	**109,035.84**		
CAPITAL EXPENDITURE										
Private Works		0.00		0.00		0.00		0.00		
Public Works Overheads		10,000.00		10,000.00		10,000.00		6,330.50		
Plant Operation Costs		115,818.00		115,818.00		102,536.00		102,352.10		This is loan principle payments.
Administration Overheads		35,000.00		35,000.00		35,000.00		34,269.94		
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		
CAPITAL REVENUE										
Private Works	0.00		0.00		0.00		0.00			
Public Works Overheads	0.00		0.00		0.00		0.00			
Plant Operation Costs	0.00		0.00		0.00		0.00			
Administration Overheads	0.00		0.00		0.00		0.00			
Salaries and Wages	0.00		0.00		0.00		0.00			
Land/Subdivision Development	10,349.00		10,349.00		10,349.00		10,349.74			
Stock, Fuels & Oils	0.00		0.00		0.00		0.00			
Unclassified	0.00		0.00		0.00		0.00			
SUB-TOTAL	**10,349.00**	**160,818.00**	**10,349.00**	**160,818.00**	**10,349.00**	**147,536.00**	**10,349.74**	**142,952.54**		
TOTAL - PROGRAMME SUMMARY	**74,829.00**	**218,192.00**	**133,499.00**	**245,567.00**	**115,689.00**	**253,771.00**	**109,235.86**	**251,988.38**		

SHIRE OF MUKINBUDIN

SCHEDULE 14 - OTHER PROPERTY & SERVICES

Financial Statement for Period Ended

30 April 2018

PRIVATE WORKS			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE												
2140100	Private Works Expenses	Jobs										
X998	MDHS - Private Works Gardening			7,400.00		7,400.00		6,140.00		3,263.44		
X999	Private Works Budget Job			8,000.00		30,000.00		24,980.00		14,839.51	▼	Additional Water Corp and Firm works still expected.
2140199	Administration Allocated			4,216.00		4,216.00		3,510.00		3,289.56		
OPERATING REVENUE												
3140100	Private Works Income		18,480.00		37,400.00		31,160.00		24,347.51			Additional income from Corp and Firm works still expected.
SUB-TOTAL			**18,480.00**	**19,616.00**	**37,400.00**	**41,616.00**	**31,160.00**	**34,630.00**	**24,347.51**	**21,392.51**		
CAPITAL EXPENDITURE												
CAPITAL REVENUE												
SUB-TOTAL			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - PRIVATE WORKS			**18,480.00**	**19,616.00**	**37,400.00**	**41,616.00**	**31,160.00**	**34,630.00**	**24,347.51**	**21,392.51**		

SHIRE OF MUKINBUDIN

SCHEDULE 14 - OTHER PROPERTY & SERVICES

Financial Statement for Period Ended

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PUBLIC WORKS OVERHEADS

			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE												
2140200		Works Supervisor - Salary		80,000.00		80,000.00		66,660.00		64,795.35		
2140201		Works Supervisor - Superannuation		7,600.00		7,600.00		6,330.00		6,794.02		
2140202		Works Supervisor - Training & Conferences		0.00		3,000.00		2,167.00		2,053.85		Safety Traffic Management Training
2140203		Other Employee Expenses - Works		1,920.00		12,000.00		10,410.00		11,481.59		Property insurance, back pays, ex-employees LSL payouts and relocation expenses.
2140204		Plant & Motor Vehicle Expenses Allocated - Op Exp Pub Works O'Heads		27,267.00		27,267.00		22,720.00		23,474.26		
2140205		Works Team - Superannuation		62,955.00		62,955.00		52,460.00		41,253.03	▼	The budget was prepared to pay superannuation contributions on all employee income. We have had one less employee for most of the year and superannuation is not payable on overtime.
2140206		Works Team - Sick Pay		17,578.00		17,578.00		14,640.00		8,052.73		
2140207		Works Team - Annual Leave		45,436.00		45,436.00		37,860.00		31,794.45		
2140208		Works Team - Public Holidays		21,093.00		21,093.00		17,570.00		16,457.71		
2140209		Works Team - Long Service Leave		0.00		0.00		0.00		0.00		
2140210		Works Team - RDO's		0.00		0.00		0.00		(267.04)		
2140211		Works Team - Protective Clothing		6,500.00		6,500.00		5,410.00		4,559.43		
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 and Police Clearances		500.00		500.00		410.00		307.82		
2140215		Works Team - Housing Incentive		4,160.00		1,200.00		1,200.00		1,161.68		No further costs to be recognised as averaging costing now allocates costs directly to jobs and accounts.
2140216		Works Team - MBL Location Allowance		13,500.00		3,950.00		3,948.00		3,946.12		No further costs to be recognised as averaging costing now allocates costs directly to jobs and accounts.
2140217		Works Team - Industry Allowance		1,000.00		0.00		0.00		0.00		No further costs to be recognised as averaging costing now allocates costs directly to jobs and accounts.
2140218		Works Team - Service Allowance		9,360.00		2,570.00		2,566.00		2,568.88		No further costs to be recognised as averaging costing now allocates costs directly to jobs and accounts.
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		13,052.00		14,750.00		14,750.00		14,753.76		
2140222		Works Team - Training & Conferences **Jobs**										
	W095	Works Team - Training & Conferences		8,500.00		8,000.00		6,650.00		7,969.67		No further expenses expected
2140223		OHS, Toolbox & Other Meetings & Down Time - Pub WKs O'Heads - Op Exp **Jobs**										
	W100	OHS, Toolbox & Other Meetings & Down Time - Pub WKs O'Heads - Op Exp		1,000.00		1,000.00		830.00		885.55		
2140224		Works Team - Engineering & Technical Support		0.00		0.00		0.00		1,680.00		
2140225		Works Team - Office Expenses		100.00		1,000.00		810.00		725.48		
2140226		Works Team - Depot Freight		0.00		1,500.00		1,250.00		1,584.62		
2140227		Works Team - Expendable Tools/Equipment		1,500.00		1,500.00		1,250.00		761.56		
2140228		Works Team - Staff Housing Allocated		4,364.00		4,364.00		3,630.00		1,937.72		
2140229		Works Team - Other Costs		0.00		0.00		0.00		0.00		
2140230		Works Team - Noise Regulation Program		0.00		0.00		0.00		0.00		
2140231		Works Team - Telecommunications		0.00		2,000.00		1,660.00		1,799.56		
2140235		Consumables Depot & Works Team - Op Exp - Pub Wks O'Heads		2,000.00		2,000.00		1,660.00		198.80		
2140239		Works Team - Superannuation In-Lieu		0.00		0.00		0.00		0.00		
2140245		Office Administration Work by Works Team Staff Exps **Jobs**										
	W105	Office Administration Work by Works Team Staff Exps		4,000.00		2,000.00		1,650.00		728.54		Less expenses expected.
2140250		Depot Building Operations (previously sub program 1201) **Jobs**										
	BO310	Depot Building Operations		6,300.00		9,000.00		7,640.00		8,036.14		
	OSH001	OSH Management		1,000.00		1,000.00		830.00		151.82		

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

PUBLIC WORKS OVERHEADS (Continued)			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE (Continued)												
2140251	Depot Building & Grounds Maintenance (previously sub program 1201)	Jobs										
BM310	Depot Building Maintenance			17,000.00		17,000.00		14,150.00		20,611.03		
GM310	Depot Grounds Maintenance			0.00		0.00		0.00		105.16		
2140252	Workshop/Depot Expensed Minor Asset Purchases (Previously Subprogram 1201)			500.00		500.00		410.00		183.63		
2140257	Depot OHS Equipment - LGIS (Previously Subprogram 1201)			0.00		0.00		0.00		104.00		
2140259	Consultancy/ RSA / Roman II (Previously Subprogram 1201)			11,958.00		12,580.00		12,576.00		12,624.61		No further expenses expected
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			195,000.00		195,000.00		162,500.00		152,136.28		
Recovered amounts												
2140293	Less - Allocated to Works (PWO's)			(528,385.00)		(528,385.00)		(440,320.00)		(415,033.65)		The reallocation of Depot costs to the Public Works Overhead subprogram has increased expenditure. The overhead recovery rate has recently been increased to accommodate this.
OPERATING REVENUE												
3140200	Reimbursements - Public Works Overheads		0.00		0.00		0.00		783.07			
3140201	Long Service Leave Recoup (PWO's)		0.00		0.00		0.00		0.00			
3140290	Profit on Disposal of Assets		0.00		0.00		0.00		0.00			
SUB-TOTAL			**0.00**	**36,758.00**	**0.00**	**36,458.00**	**0.00**	**36,277.00**	**783.07**	**30,378.16**		The mechanism of the cost recovery process had been reviewed in consultation with our auditors. It has been determined that the Operating Income should be used to offset Operating Expenditure. Therefore Total Operating Expenditure will equal Total Operating Income at 30June rather than zero.
CAPITAL EXPENDITURE												
4140260	Building (Capital) - Depots (previously sub program 1201)	Jobs										
BC310	Depot Building Capital			10,000.00		10,000.00		10,000.00		6,330.50		
CAPITAL REVENUE												
5140250	Transfers From Long Service Leave Reserve		0.00		0.00		0.00		0.00			
SUB-TOTAL			**0.00**	**10,000.00**	**0.00**	**10,000.00**	**0.00**	**10,000.00**	**0.00**	**6,330.50**		
TOTAL - PUBLIC WORKS OVERHEADS			**0.00**	**46,758.00**	**0.00**	**46,458.00**	**0.00**	**46,277.00**	**783.07**	**36,708.66**		

SHIRE OF MUKINBUDIN

SCHEDULE 14 - OTHER PROPERTY & SERVICES

Financial Statement for Period Ended

30 April 2018

PLANT OPERATION COSTS

		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE											
2140300	Internal Plant Repairs - Wages & O/Head		57,412.00		40,000.00		33,330.00		21,544.15	▲	Wages are less than expected.
2140301	External Parts & Repairs (Includes Consumables)		78,220.00		117,000.00		97,490.00		108,676.60	▼	There had been one major service and one expensive breakdown.
2140302	Fuels and Oils Op Exp - Plant Op Costs		104,050.00		104,050.00		86,700.00		92,645.83		
2140303	Tyres and Tubes		49,100.00		24,000.00		20,000.00		12,330.90		Cost Savings Expected
2140306	Licences - Plant Operation		10,919.00		5,900.00		4,910.00		5,872.22		Most vehicle licensing has been completed. The refund of the license fee component has resulted in savings.
2140307	Insurance - Plant Operation		27,846.00		27,846.00		27,846.00		19,859.28		
2140308	Interest on Loan 114		2,778.00		2,778.00		1,388.00		1,785.74		
2140309	Interest on Loan 115		1,657.00		1,657.00		1,550.00		1,706.06		
2140310	Interest on Loan 118		3,865.00		3,865.00		3,637.00		3,907.71		
2140320	Interest on Loan 120		2,525.00		2,525.00		2,369.00		2,543.35		
2140311	Interest on Loan 121		7,170.00		7,170.00		6,497.00		7,269.64		
2140312	Interest on Loan 122		3,900.00		3,900.00		3,535.00		3,955.54		
2140313	Interest on Loan 123		1,067.00		1,067.00		533.00		656.68		
2140492	Depreciation - Plant Operation		171,984.00		130,000.00		108,330.00		107,550.97		The disposal of the Mukinbudin Fire Truck and the depreciation review has resulted in reduced depreciation
Recovered amounts											
2140394	LESS Plant Operation Costs Allocated to Works		(522,493.00)		(522,493.00)		(435,410.00)		(378,467.45)	▲	Tining and recovery rate lower than expected but is greater than required due to decreased depreciation..
OPERATING REVENUE											
3140300	Fuel Tax Credits Grant Scheme	25,000.00		25,000.00		20,830.00		22,644.00			
3140301	Reimbursements - Plant Operation Costs	0.00		0.00		0.00		785.70			
3140302	Sale of Scrap Op Inc - Plant Operating Costs	10,000.00		10,000.00		8,330.00		596.40			
SUB-TOTAL		**35,000.00**	**0.00**	**35,000.00**	**(50,735.00)**	**29,160.00**	**(37,295.00)**	**24,026.10**	**11,837.22**		The mechanism of the cost recovery process had been reviewed in consultation with our auditors. It has been determined that the Operating Income should be used to offset Operating Expenditure. Therefore Total Operating Expenditure will equal Total Operating Income at 30June rather than zero.
CAPITAL EXPENDITURE											
4140370	Principal on Loan 114 - Trailer		21,857.00		21,857.00		10,928.00		10,762.88		
4140371	Principal on Loan 115 - Truck		16,416.00		16,416.00		16,416.00		16,415.68		
4140372	Principal on Loan 118 - Vibe Roller		14,330.00		14,330.00		14,330.00		14,330.01		
4143073	Principal on Loan 120 - Skid Steer		6,209.00		6,209.00		6,208.00		6,208.51		
4140374	Principal on Loan 121 - Motor Grader		33,872.00		33,872.00		33,872.00		33,872.13		
4140375	Principal on Loan 122 - Multi Tyre Roller		18,430.00		18,430.00		18,430.00		18,430.40		
4140376	Principal on Loan123 - John Deere Tractor		4,704.00		4,704.00		2,352.00		2,332.49		
CAPITAL REVENUE											
5140350	Proceeds from New Debentures	0.00		0.00		0.00		0.00			
SUB-TOTAL		**0.00**	**115,818.00**	**0.00**	**115,818.00**	**0.00**	**102,536.00**	**0.00**	**102,352.10**		
TOTAL - PLANT OPERATION COSTS		**35,000.00**	**115,818.00**	**35,000.00**	**65,083.00**	**29,160.00**	**65,241.00**	**24,026.10**	**114,189.32**		

SHIRE OF MUKINBUDIN

SCHEDULE 14 - OTHER PROPERTY & SERVICES

Financial Statement for Period Ended

30 April 2018

ADMINISTRATION OVERHEADS

			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		Comments
OPERATING EXPENDITURE												
2140500	Admin Salaries			440,025.00		402,925.00		335,770.00		329,528.11		
2140501	Admin Superannuation			61,900.00		56,600.00		47,160.00		47,121.21		
2140502	Admin Workers Compensation Insurance			10,540.00		11,950.00		11,950.00		11,914.24		Additional premiums paid
2140503	Admin Training & Training Related Accomodation - (			15,000.00		15,000.00		12,500.00		5,376.25		
2140504	Admin Conferences			4,530.00		4,530.00		3,770.00		3,158.82		
2140505	Admin Fringe Benefits Tax			15,000.00		23,000.00		23,000.00		18,736.00		One More Instalment expected and final adjustment
2140506	Admin Staff Uniforms			3,300.00		3,300.00		2,750.00		2,455.62		
2140507	Admin Staff Utility Subsidy			0.00		0.00		0.00		0.00		
2140508	Admin Salary Packaging Expenses			1,020.00		1,020.00		850.00		473.64		
2140509	Admin Motor Vehicle Expenses Allocated			13,331.00		13,331.00		11,100.00		14,672.86		
2140510	Admin Staff Relocation Expenses			6,000.00		6,000.00		5,000.00		1,742.73		
2140511	Admin Occupational Health and Safety			6,000.00		6,000.00		5,000.00		3,282.28		
2140512	Admin - Other Employee Expenses			15,500.00		15,500.00		12,910.00		663.46	▼	Recruitment expenses have been less than expected.
2140513	Admin Building Operations	Jobs										
BO350	Admin Building Operations			35,000.00		35,000.00		29,145.00		32,612.84		
2140514	Admin Building & Grounds Maintenance	Jobs										
BM350	Admin Building Maintenance			10,350.00		22,000.00		18,310.00		19,577.50		Reallocation of Grounds Maintenance to GM350
GM350	Admin Building Grounds Maintenance			0.00		25,000.00		20,820.00		23,731.83		New job costs, allocated from BM350
2140515	Admin Other Insurances			14,022.00		14,022.00		14,021.00		14,004.00		
2140516	Admin Stationery			9,000.00		5,000.00		4,160.00		5,130.53		
2140517	Admin Postage and Freight			2,000.00		2,000.00		1,660.00		1,202.14		
2140518	Admin Advertising			5,000.00		5,000.00		4,160.00		2,342.66		
2140519	Admin Subscriptions and Publications			0.00		150.00		120.00		257.03		
2140520	Admin Travel and Accommodation (Non-Training)			0.00		0.00		0.00		0.00		
2140521	Admin Office Equipment Mtce			60,809.00		60,809.00		60,807.00		49,472.82	▼	Timing, the YTD Budget provided for the early payment of all annual agreement costs. This has not occurred.
2140522	Admin Expensed Minor Asset Purchases			0.00		1,000.00		830.00		1,459.10		Provision for minor asset expenditure.
2140523	Admin Office Equipment Rental			21,785.00		21,785.00		18,150.00		14,636.48		
2140524	Admin Long Service Leave			0.00		0.00		0.00		0.00		
2140525	Admin Accrued Wages			0.00		0.00		0.00		0.00		
2140526	Admin Accrued Annual Leave			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		2,058.50		
2140530	Outsourced & Contract Employees - Admin - Op Exp			0.00		28,300.00		28,300.00		28,273.59		No further expenses expected
2140531	Website Service Fee - Op Exp			1,100.00		480.00		480.00		480.00		Less expenses expected
2140532	Maternity Leave Salary			0.00		0.00		0.00		0.00		
2140533	Admin Staff MBL Allowance			4,500.00		8,000.00		6,660.00		6,944.28		
2140534	Admin Staff Service Allowance			2,080.00		3,500.00		2,910.00		2,468.74		
2140535	Admin Staff Self Accomm. Subsidy			2,080.00		2,080.00		1,730.00		2,117.63		
2140536	Interest on Loan 92 Admin Centre			0.00		0.00		0.00		0.00		
2140537	Admin Consultancy Expenses - Op Exp - Adm O'Hea			30,000.00		40,000.00		33,330.00		13,440.91	▼	To date expenses are less than expected. At this stage it is unlikely that the $10K provision to review the RTR own source funding will be spent.
2140540	Refreshments & Other Expenses - Admin - Op Exp			0.00		3,000.00		2,490.00		2,442.11		New account to recognise admin refreshments
2140565	Bad Debts Expense			0.00		0.00		0.00		10.00		
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			21,662.00		21,662.00		18,050.00		11,661.81		

SHIRE OF MUKINBUDIN

SCHEDULE 14 - OTHER PROPERTY & SERVICES

Financial Statement for Period Ended

30 April 2018

ADMINISTRATION OVERHEADS (Continued)

			Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
			Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE (Continued)												
Recovered amounts												
2140599	Administration Overheads Recovered			(843,275.00)		(843,275.00)		(702,720.00)		(657,912.08)		The mechanism of the cost recovery process had been reviewed in consultation with our auditors. It has been determined that the Operating Income should be used to offset Operating Expenditure resulting in lower allocations..
2140598	Admin Staff Housing Costs Allocated			28,741.00		28,741.00		23,950.00		17,090.35		
OPERATING REVENUE												
3140500	Fringe Benefits Tax Refunded		0.00		0.00		0.00		0.00			
3140501	WALGA Advertising Rebate		0.00		0.00		0.00		0.00			
3140502	Administration Recovery/Admin Office rental		0.00		0.00		0.00		0.00			
3140503	Contributions & Donations - Administration		0.00		0.00		0.00		0.00			
3140504	Reimbursements Recieved - OP Inc. Admin O'heads		5,300.00		5,300.00		4,410.00		3,649.54			
3140505	Grants - Administration - Op Inc		0.00		16,500.00		16,500.00		16,500.00			CLGF Youth Dev Traineeship Grant
3140506	Other Income Relating to Administration		2,000.00		9,650.00		8,040.00		9,652.85			LGIS Insurance Membership Contributions credit.
3140507	Insurance Claim Income(No GST)		0.00		0.00		0.00		777.64			
3140514	Charges - Photocopying / Faxing - Op Inc - Admin O'Heads		500.00		100.00		80.00		47.96			
3140516	Charges - Secretarial Services - Op Inc - Admin O'Heads		2,200.00		2,200.00		1,830.00		2,000.00			
3140590	Profit on Disposal of Assets		0.00		0.00		0.00		0.00			
SUB-TOTAL			**10,000.00**	**0.00**	**33,750.00**	**46,410.00**	**30,860.00**	**61,623.00**	**32,627.99**	**32,627.99**		The mechanism of the cost recovery process had been reviewed in consultation with our auditors. It has been determined that the Operating Income should be used to offset Operating Expenditure. Therefore Total Operating Expenditure will equal Total Operating Income at 30June rather than zero and less costs will be allocated to other programs.
CAPITAL EXPENDITURE												
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	Jobs										
BC350	Admin Building Capital			35,000.00		35,000.00		35,000.00		34,269.94		
4140570	Transfer to Leave Reserve			0.00		0.00		0.00		0.00		
CAPITAL REVENUE												
5140550	Proceeds on Disposal of Assets - Cap Inc - Admin C		0.00		0.00		0.00		0.00			
5140552	Transfers From Long Service Leave Reserve		0.00		0.00		0.00		0.00			
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			
SUB-TOTAL			**0.00**	**35,000.00**	**0.00**	**35,000.00**	**0.00**	**35,000.00**	**0.00**	**34,269.94**		
TOTAL - ADMINISTRATION OVERHEADS			**10,000.00**	**35,000.00**	**33,750.00**	**81,410.00**	**30,860.00**	**96,623.00**	**32,627.99**	**66,897.93**		

SHIRE OF MUKINBUDIN

SCHEDULE 14 - OTHER PROPERTY & SERVICES

Financial Statement for Period Ended

30 April 2018

SALARIES & WAGES		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE											
2140700	Gross Salary and Wages		1,193,847.00		1,193,847.00		994,870.00		950,907.35		
2140701	Less Salaries & Wages Allocated		(1,193,847.00)		(1,193,847.00)		(994,870.00)		(948,864.47)		
2140702	Workers Compensation Expense		1,000.00		10,000.00		10,000.00		9,811.22		Additional expenses incurred
2140703	Unallocated Salaries & Wages		0.00		0.00		0.00		0.00		
OPERATING REVENUE											
3140700	Reimbursement - Workers Compensation	1,000.00		17,000.00		14,160.00		17,101.45			Workers Compensation Income was expected to be spread throughout the year and additional reimbursements have been received.
SUB-TOTAL		**1,000.00**	**1,000.00**	**17,000.00**	**10,000.00**	**14,160.00**	**10,000.00**	**17,101.45**	**11,854.10**		
CAPITAL EXPENDITURE											
CAPITAL REVENUE											
SUB-TOTAL		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		
TOTAL - SALARIES & WAGES		**1,000.00**	**1,000.00**	**17,000.00**	**10,000.00**	**14,160.00**	**10,000.00**	**17,101.45**	**11,854.10**		

SHIRE OF MUKINBUDIN

SCHEDULE 14 - OTHER PROPERTY & SERVICES

Financial Statement for Period Ended

30 April 2018

LAND/SUBDIVISION DEVELOPMENT		Adopted Budget		Amended Budget		YTD Budget		YTD Actual			Comments
		Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $	Revenue $	Expenditure $		
OPERATING EXPENDITURE											
2140900	Land Settlement Expense		0.00		1,000.00		1,000.00		945.86		Settlement fee, title searches, postage and petties, landgate registration fee for sale of 10 and 12 Calder St.
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		
OPERATING REVENUE											
3140900	Contributions & Donations - Subdivisions/Developments	0.00		0.00		0.00		0.00			
3140901	Reimbursements - Subdivisions/Developments	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			
SUB-TOTAL		**0.00**	**0.00**	**0.00**	**1,000.00**	**0.00**	**1,000.00**	**0.00**	**945.86**		
CAPITAL EXPENDITURE											
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		
CAPITAL REVENUE											
5140950	Proceeds on Disposal of Assets - Cap Inc - Land/Subdivis	0.00		0.00		0.00		0.00			
5140952	Transfers From Residential Land Reserve	10,349.00		10,349.00		10,349.00		10,349.74			
SUB-TOTAL		**10,349.00**	**0.00**	**10,349.00**	**0.00**	**10,349.00**	**0.00**	**10,349.74**	**0.00**		
TOTAL - LAND/SUBDIVISION DEVELOPMENT		**10,349.00**	**0.00**	**10,349.00**	**1,000.00**	**10,349.00**	**1,000.00**		**945.86**		

SHIRE OF MUKINBUDIN

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 APRIL 2018

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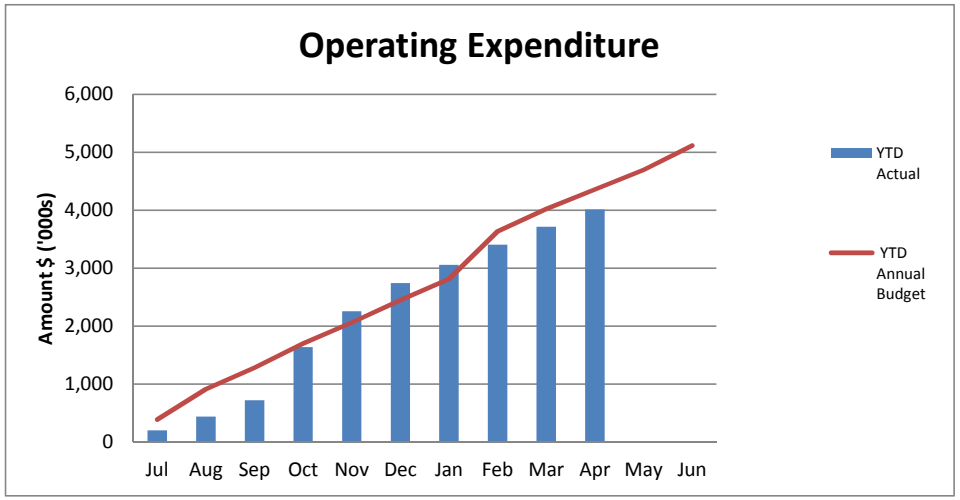
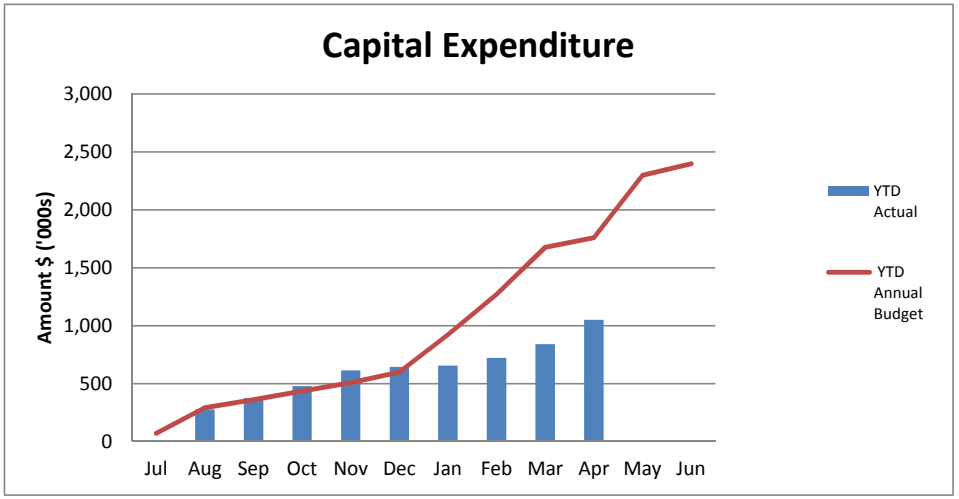
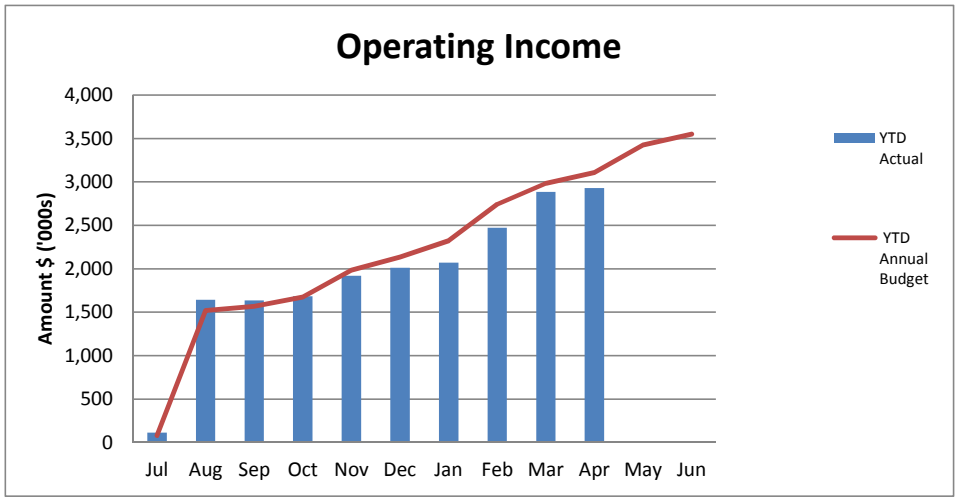
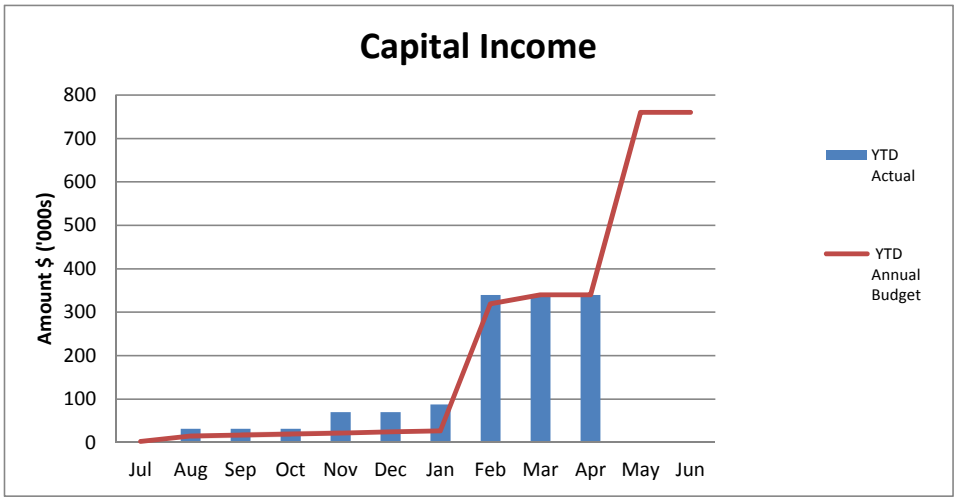
Schedules are attached showing:
Jobs, Comparatives and Comments

Income and Expenditure Graphs to 30 April 2018

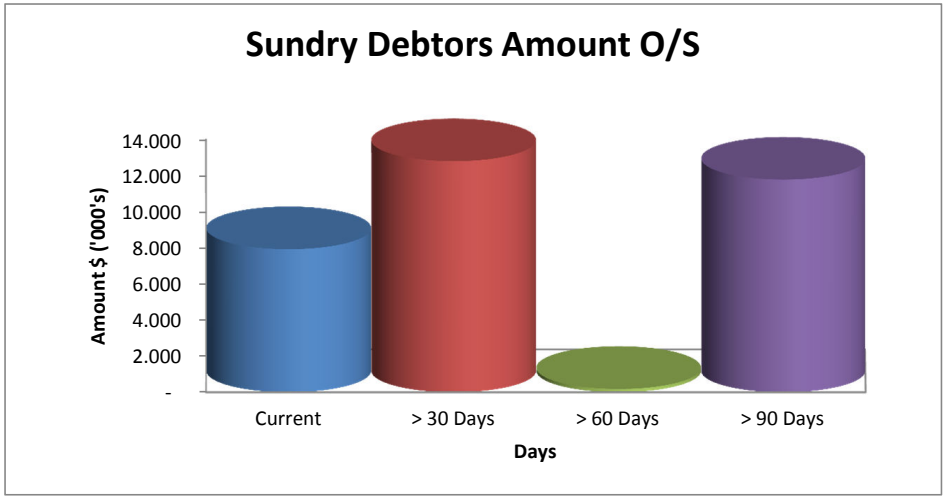


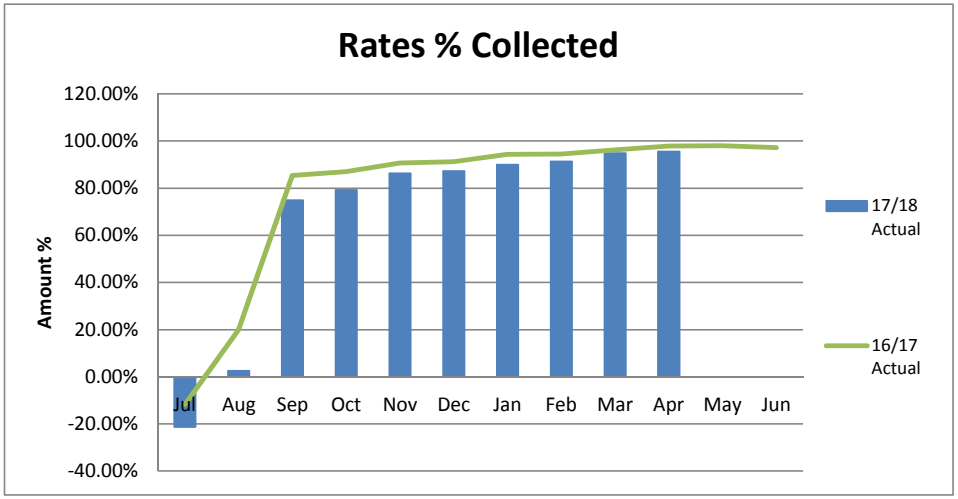


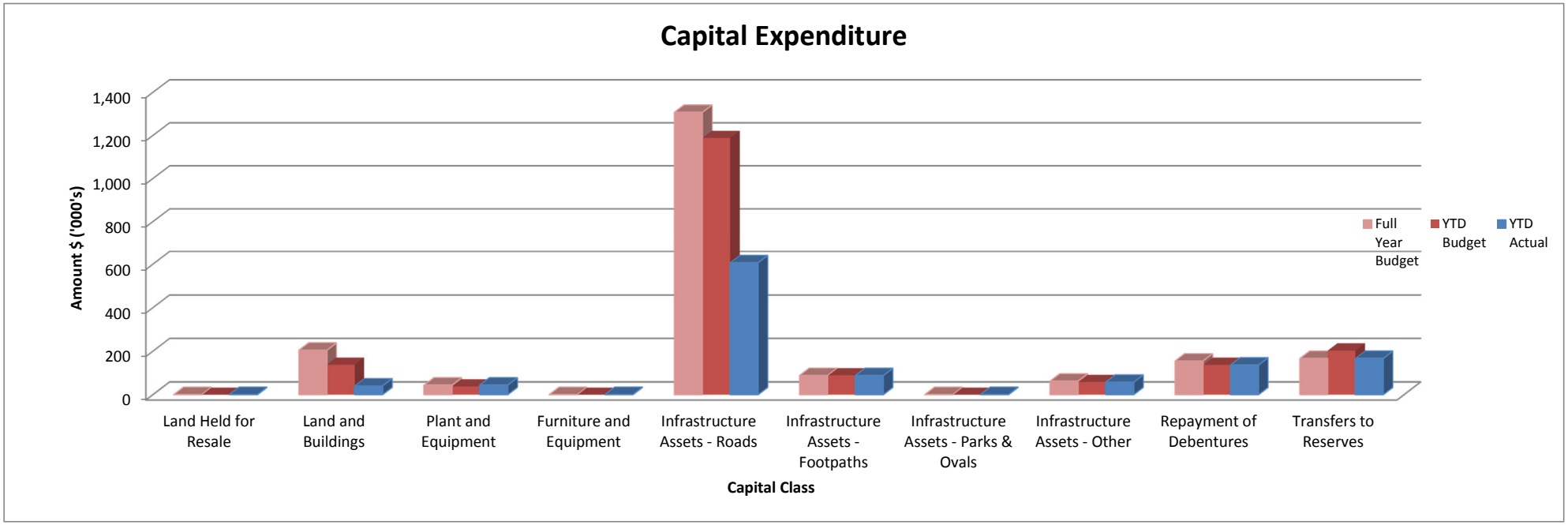




Other Graphs to 30 April 2018







SHIRE OF MUKINBUDIN

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 30 APRIL 2018

	NOTE	2017/18 Adopted Budget $	2017/18 Amended Budget $	April 2018 YTD Budget $	April 2018 Actual $	Variances Actuals to YTD Budget $	Variances Actual Budget to YTD %	
Operating								
Revenues/Sources								
Governance		500	1,320	1,120	1,248	128	11.43%	
General Purpose Funding		813,425	800,119	618,068	641,122	23,054	3.73%	
Law, Order, Public Safety		30,850	18,990	15,425	14,515	(910)	(5.90%)	
Health		6,500	20,140	19,050	16,740	(2,310)	(12.13%)	
Education and Welfare		11,410	12,590	10,680	8,112	(2,568)	(24.04%)	
Housing		143,030	150,870	125,660	126,873	1,213	0.97%	
Community Amenities		74,910	95,210	94,810	77,263	(17,547)	(18.51%)	▼
Recreation and Culture		51,712	117,802	113,995	113,027	(968)	(0.85%)	
Transport		960,575	950,647	786,359	641,770	(144,589)	(18.39%)	▼
Economic Services		158,570	154,470	129,994	119,203	(10,791)	(8.30%)	
Other Property and Services		64,480	123,150	105,340	98,886	(6,454)	(6.13%)	
		2,315,962	2,445,308	2,020,501	1,858,759	(161,742)	(8.01%)	
(Expenses)/(Applications)								
Governance		(364,004)	(385,909)	(276,326)	(216,999)	59,327	21.47%	▼
General Purpose Funding		(79,006)	(91,985)	(76,766)	(66,560)	10,206	13.29%	▼
Law, Order, Public Safety		(137,480)	(512,822)	(492,232)	(476,968)	15,264	3.10%	
Health		(112,610)	(165,274)	(139,338)	(123,039)	16,299	11.70%	▼
Education and Welfare		(195,728)	(182,096)	(167,477)	(159,583)	7,894	4.71%	
Housing		(338,937)	(329,901)	(275,916)	(240,290)	35,626	12.91%	▼
Community Amenities		(222,280)	(263,351)	(222,534)	(174,848)	47,686	21.43%	▼
Recreation & Culture		(971,415)	(804,184)	(682,938)	(699,397)	(16,459)	(2.41%)	
Transport		(1,894,584)	(1,957,814)	(1,634,850)	(1,519,751)	115,099	7.04%	
Economic Services		(327,271)	(312,881)	(266,928)	(227,677)	39,251	14.70%	▼
Other Property and Services		(57,374)	(84,749)	(106,235)	(109,036)	(2,801)	(2.64%)	
		(4,700,689)	(5,090,966)	(4,341,540)	(4,014,148)	327,392	(7.54%)	
Net Operating Result Excluding Rates		(2,384,727)	(2,645,658)	(2,321,039)	(2,155,389)	165,650	(7.14%)	
Adjustments for Non-Cash (Revenue) and Expenditure								
(Profit)/Loss on Asset Disposals	2	(15,664)	119,216	119,224	119,215	(9)	0.01%	
Movement in Current Employee Benefits cash backed		0	0	0	1,880	1,880	0.00%	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0	0.00%	
Movement in Employee Benefit Provisions (Non-Current)		0	0	0	0	0	0.00%	
Rounding		0	0	0	0	0	0.00%	
Depreciation on Assets		2,077,960	1,834,322	1,528,550	1,486,241	(42,309)	2.77%	
Capital Revenue and (Expenditure)								
Purchase Land Held for Resale	1	0	0	0	0	0	0.00%	
Purchase of Land and Buildings	1	(173,876)	(193,986)	(127,960)	(119,965)	7,995	6.25%	
Purchase of Furniture & Equipment	1	0	0	0	0	0	0.00%	
Purchase of Plant & Equipment	1	(142,687)	(43,500)	(37,314)	(43,849)	(6,535)	(17.51%)	
Purchase of Infrastructure Assets - Roads	1	(1,300,111)	(1,307,062)	(1,187,698)	(606,016)	581,682	48.98%	▼
Purchase of Infrastructure Assets - Footpaths	1	(88,000)	(88,000)	(87,988)	(87,380)	608	0.69%	
Purchase of Infrastructure Assets - Parks & Ovals	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Other	1	(28,500)	(61,500)	(58,196)	(56,818)	1,378	2.37%	
Proceeds from Disposal of Assets	2	36,364	329,546	329,544	329,545	1	0.00%	
Repayment of Debentures	3	(154,776)	(154,776)	(136,317)	(136,057)	260	0.19%	
Proceeds from New Debentures	3	0	420,000	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	(165,840)	(626,312)	(202,576)	(166,333)	36,243	17.89%	▼
Transfers from Restricted Asset (Reserves)	4	10,349	10,349	10,349	10,350	1	0.01%	
Transfers to Restricted Assets (Other)		0	0	0	(187,152)	(187,152)	(100.00%)	▲
Transfers from Restricted Asset (Other)		0	0	0	0	0	#DIV/0!	
Leave Reserve Balance exceeding Liabilities	5				(42,753)			
ADD Net Current Assets July 1 B/Fwd	5	1,226,588	1,350,854	1,350,854	1,350,854	0	0.00%	
LESS Net Current Assets Year to Date	5	0	48,773	266,522	766,118	499,596	(187.45%)	
Amount Raised from Rates		(1,102,920)	(1,105,280)	(1,087,089)	(1,069,745)	17,344	(1.60%)	

(Excluding Ex Gratia Rates)

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 2017 TO 30 APRIL 2018
Report on Significant variances Greater than 10% and $10,000

Purpose

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

The Materiality variances adopted by Council are:
Actual Variance to YTD Budget up to 10%:
Actual Variance exceeding 10% of YTD Budget
Actual Variance exceeding 10% of YTD Budget and a value greater than $10,000:

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

	$ Variances Actuals to YTD Budget
REPORTABLE OPERATING REVENUE VARIATIONS	
Community Amenities - Variance below budget expectations.	
Timing - The NRM grant for fencing and revegetation has not yet been received.	-$17,547 ▼
Transport - Variance below budget expectations.	
Timing - Works on the Mukinbudin-Wialki Rd (North Section 17/18) have started. The invoice for the final instalment of grant is yet to be raised. The final instalment of the RTR grant is yet to be received.	-$144,589 ▼
REPORTABLE OPERATING EXPENSE VARIATIONS	
Governance - Variance below budget expectations.	
The most significant reductions are in Asset Management & Valuations Consultants - Op Exp - Oth Gov $32K and Other Consultancy - Strategic $18K.	$59,327 ▼
Health - Variance below budget expectations.	
This is largely due to a timing difference in the invoicing of Medical Practice expenses.	$16,299 ▼
Housing - Variance below budget expectations.	
Depreciation is lower as the result of building revaluations and a review of depreciation rates.	$35,626 ▼
Community Amenities - Variance below budget expectations.	
Timing - The NRM grant for fencing and revegetation has not yet been received, therefore expenditure has not yet commenced. and Community Development Officer salaries and related expenses are less than expected.	$47,686 ▼
Transport - Variance below budget expectations.	
Expenditure is below the YTD Budget largely due to lower rates of expenditure on rural roads and signs.	$115,099
Economic Services - Variance below budget expectations.	
Savings in Standpipe Maintenance/Operations, Caravan park salaries, depreciation and allocated Administration expenses.	$39,251 ▼
REPORTABLE NON-CASH VARIATIONS	
Depreciation on Assets - Variance below budget expectations.	
A reduction due to building revaluations and a review of depreciation rate.	$42,309
REPORTABLE CAPITAL EXPENSE VARIATIONS	
Purchase of Infrastructure Assets Roads - Variance below budget expectations.	
Invoices are yet to be processed and works have just commenced on some projects. Full details are given in the Roads, Streets and Bridges Detail.	$581,682 ▼
Transfers to Restricted Assets (Reserves) - Variance below budget expectations.	
Timing - The transfer to reserve of unspent building capital of expenditure $21.4K and $16.5K from savings from capital work on the caravan park units (Job BC320), are yet to take place.	-$36,243 ▼
Transfers to Restricted Assets (Other) - Variance above budget expectations.	
A report entry to reflect the value of the unspent Roads to Recovery Grants of $18K and unspent Regional Road Group Grant $169K.Some road grants may remain unspent at the 30June 2018.	$187,152 ▲

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 30 APRIL 2018

1. ACQUISITION OF ASSETS		2017/18 Adopted Budget $	2017/18 Amended Budget $	April 2018 Actual $
The following assets have been acquired during the period under review:				
By Program				
Governance				
Members of Council				
	Plant & Equipment (Capital) - Members	18,000	18,720	18,718.00
		0	0	0.00
Housing				
Housing - Shire (Staff and Rentals)				
	15 Cruickshank Rd Ceo Building Capital	0	0	0.00
	25 Cruickshank Rd Cpm Building Capital	20,000	11,000	9,390.10
	1 Salmon Gum Alley Building Capital	0	0	0.00
	4 Salmon Gum Alley Building Capital	0	0	0.00
	8 Lansdell St Building Capital	12,390	0	0.00
	12 Salmon Gum Alley (Lot 208) - Capital	8,000	8,000	2,680.62
	8 Gimlett Way (Lot 203) Building Capital	0	20,000	0.00
Housing - Aged (Including Senior Citizens)				
	New Aged Unit 11 - Capital	3,743	3,743	121.66
	New Aged Unit 12 - Capital	3,743	3,743	1,625.73
Housing - Other (Including Joint Venture)				
	Jv Family - 6 Lansdell St - Capital	8,000	8,000	0.00
Community Amenities				
Other Community Amenities				
	Cemetery Capital	10,000	10,000	17,579.80
	Refuse Site New Other Infra Cap Exp	0	0	0.00
Recreation and Culture				
Public Halls & Civic Centre				
	Buildings Capital Halls	0	15,000	0.00
Swimming Pools				
	Plant & Equipment (Capital) - Swimming	0	0	354.00
	Swimming Pool Building Capital	17,500	32,000	20,594.40
Other Recreation & Sport				
	Other Infrastructure - Other Rec & Sport -	12,500	45,000	32,831.06
	Mukinbudin Sports Complex Building	36,500	45,000	42,452.07
Transport				
Roads, Streets, Bridges & Depots				
	Plant & Equipment (Capital) - Roads	0	0	0.00
	Kununoppin-Mukinbudin Road Renewal -	0	76,000	0.00
	Maddock Street Renewal - Cap Exp	0	15,000	6,099.75
	Williams Road Renewal - Cap Exp	0	13,000	0.00
	Memorial Avenue Renewal - Cap Exp	0	11,000	0.00
	Koorda-Bullfinch Road (In Town Section)	0	20,000	0.00
	Mcgregor Road North Section Renewal -	0	0	0.00
	Mcgregor South Rd Capital - Council	0	0	0.00
	Mukinbudin Wialki Rd Capital - Council	0	0	0.00
	Graham Rd Capital - Council Funded	0	0	0.00
	Strugnell Street Capital Exp	55,000	55,000	11,647.11
	Koorda-Bullfinch Road (Rural West Section)	0	75,000	4,289.22
	Calder Street Reseal - Renewal Cap Exp	22,000	22,000	13,617.50
	Mcgregor South Road Seal Rtr	0	0	0.00
	Barbalin North Road - Gravel Resheet	127,000	93,500	93,296.25
	Bonnie Rock/Lake Brown Road - Gravel	200,500	149,000	148,662.87
	North East Rd (2017/2018) - Cap Exp	205,611	205,611	82,570.99
	Mukinbudin Wialki Rd (South Section	130,000	11,951	11,951.22
	Mukinbudin-Wialki Rd (North Section 17/18)	560,000	560,000	233,880.60
	Roads (Capital) - Flood Damage	0	0	0.00
	White Street - Western Footpath	30,000	30,000	34,612.17
	Cruickshank St - Northern Footpath	58,000	58,000	52,768.25
Road Plant Purchases				
	Plant & Equipment (Capital) - Road Plant	124,687	24,780	24,777.18

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 30 APRIL 2018

1. ACQUISITION OF ASSETS (Continued)		2017/18 Adopted Budget $	2017/18 Amended Budget $	April 2018 Actual $
Economic Services				
Tourism & Area Promotion				
	Park Units (Self Contained) Capital	19,000	2,500	2,500.00
	Caravan Park Ablutions Capital	0	0	0.00
	Caravan Park Campers Kitchen Capital	0	0	0.00
	New Caravan Park House Capital	0	0	0.00
	Ww - Wattonning Capital	0	0	0.00
	Caravan Park Infrastructure Capital Exp	6,000	6,500	6,407.50
Other Economic Services				
	Infrastructure Other (Capital) - Other	0	0	0.00
	Building (Capital) - Other Economic	0	0	0.00
Other Property & Services				
Public Works Overheads Overheads				
		0	0	0.00
	Depot Building Capital	10,000	10,000	6,330.50
Administration Overheads				
	Furniture & Equipment (Capital) -	0	0	0.00
	Admin Building Capital	35,000	35,000	34,269.94
Land Subdivision n Development				
	Subdivision Surveying & Plans	0	0	0.00
		1,733,174.00	1,694,048.00	914,028.49

1. ACQUISITION OF ASSETS (Continued)	2017/18 Adopted Budget $	2017/18 Amended Budget $	April 2018 Actual $
The following assets have been acquired during the period under review:			
By Class			
Land Held for Resale - Current	0	0	0.00
Land Held for Resale - Non Current	0	0	0.00
Land	0	0	0.00
Buildings	173,876	193,986	119,965.02
Furniture & Equipment	0	0	0.00
Plant & Equipment	142,687	43,500	43,849.18
Infrastructure - Roads	1,300,111	1,307,062	606,015.51
Infrastructure - Footpaths	88,000	88,000	87,380.42
Infrastructure - Parks & Ovals	0	0	0.00
Infrastructure - Other	28,500	61,500	56,818.36
	1,733,174	1,694,048	914,028.49

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 30 APRIL 2018

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)	
		2017/18 Budget $	April 2018 Actual $	2017/18 Budget $	April 2018 Actual $	2017/18 Budget $	April 2018 Actual $
Law, Order Public Safety							
2012 Mukinbudin Fire Truck 3.4U Isuzu FTS800	295	0	374,351.82	0	270,000.00	0	(104,351.82)
Health							
Transfer of Lots 66 and 67 on Plan 158625 (10 and 12 Calder) to the Dpt of Planning, Lands and Heritage as part of land swap for the old Nursing Post	513 & 546	0	40,000.00	0	20,000.00	0	(20,000.00)
Recreation & Culture		0		0	0.00	0	0.00
Transport							
A317 - Komatsu Backhoe	317	4,500	0.00	15,000	0.00	10,500	0.00
Works Supervisor Ranger MBL2	463	16,200	16,227.30	21,364	21,363.64	5,164	5,136.34
		0					
Economic Services							
* Sale of Subdivided Part of Lot 204 corner Bent and Shadbolt Streets - Budget Amendment Nov17	373	0	18,181.82	0	18,181.82	0	
		20,700	448,760.94	36,364	329,545.46	15,664	(119,215.48)

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 30 APRIL 2018

DISPOSALS OF ASSETS Continued

By Class of Asset

	Asset	Written Down Value 2017/18 Budget $	Written Down Value April 2018 Actual $	Sale Proceeds 2017/18 Budget $	Sale Proceeds April 2018 Actual $	Profit(Loss) 2017/18 Budget $	Profit(Loss) April 2018 Actual $
Land							
* Sale of Subdivided Part of Lot 204 corner Bent and Shadbolt Streets - Budget Amendment Nov17	373	0	18,181.82	0	18,181.82	0	0.00
Transfer of Lots 66 and 67 on Plan 158625 (10 and 12 Calder) to the Dpt of Planning, Lands and Heritage as part of land swap for the old Nursing Post	13 & 546		40,000.00		20,000.00		(20,000.00)
Plant & Equipment							
2012 Mukinbudin Fire Truck 3.4U Isuzu FTS800	295	0.00	374,351.82	0	270,000.00	0	(104,351.82)
A317 - Komatsu Backhoe	317	4,500	0.00	15,000	0.00	10,500	0.00
Works Supervisor Ranger MBL2	463	16,200	16,227	21,364	21,364	5,164	5,136.34
						0	0.00
		20,700	448,761	36,364	329,545	15,664	(119,215)

Summary

	2017/18 Adopted Budget $	April 2018 Actual $
Profit on Asset Disposals	15,664	5,136.34
Loss on Asset Disposals	0	(124,351.82)
	15,664	(119,215.48)

* Although proceeds have been received for the part sale of asset 373 the lot is still subject to subdivision and the transfer of the title.

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 30 APRIL 2018

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Lender	Particulars	Loan Finishes	Principal 1-Jul-17	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
				2017/18 Budget $	2017/18 Actual $	2017/18 Budget $	2017/18 Actual $	2017/18 Budget $	2017/18 Actual $	2017/18 Budget $	2017/18 Actual $
	Education & Welfare										
WATC	Loan 109 - CRC	1/02/2021	26,647	0	0	6,097	6,097	20,550	20,550	1,651	1,669
	Housing										
	Loan 124 8 Gimlett Way		0	0	0	0	0	0	0	0	0
	Recreation & Culture										
WATC	Loan 108 - Bowling Club	1/02/2021	65,020	0	0	14,877	14,877	50,143	50,143	4,028	4,072
	Economic Services										
WATC	Loan 116 - Land Purchase	17/06/2019	21,346	0	0	10,350	5,097	10,996	16,249	1,315	846
WATC	Loan 119 - Mukinbudin Cafe	13/04/2027	97,182	0	0	7,634	7,634	89,548	89,548	5,583	5,606
	Other Property & Services										
WATC	Loan 114 - Trailer 1TJP 062	17/06/2019	45,078	0	0	21,857	10,763	23,221	34,315	2,778	1,786
WATC	Loan 115 - Truck DAF MBL 250	22/01/2019	33,642	0	0	16,416	16,416	17,226	17,226	1,657	1,705
WATC	Loan 118 - Vibe Roller MBL 1677	13/09/2021	70,556	0	0	14,330	14,330	56,226	56,226	3,865	3,908
WATC	Loan 120 - Skid Steer MBL 1724	15/01/2024	49,972	0	0	6,209	6,209	43,763	43,763	2,525	2,543
WATC	Loan 121 - Grader MBL 95	27/02/2023	217,997	0	0	33,872	33,872	184,125	184,125	7,170	7,270
WATC	Loan 122 - Roller MBL 811	27/02/2023	118,618	0	0	18,430	18,430	100,188	100,188	3,900	3,956
WATC	Loan 123 - Tractor MBL 244	2/12/2022	27,897	0	0	4,704	2,332	23,193	25,565	1,067	657
			773,955	0	0	154,776	136,057	619,179	637,898	35,539	34,018

All other loan repayments were financed by general purpose revenue.

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

(b) New Debentures - 2017/18

As per Council Decision No: 24 03 18

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges $	Interest Rate %	Amount Used		Balance Unspent $
	Budget $	Actual $						Budget $	Actual $	
Loan 124 8 Gimlett Way - Housing Shire Building of a new 4 x 2 residence in Mukinbudin	420,000	0	Unknown	Fixed Interest	20	Unknown	5% Maximum	420,000	0	-

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 30 APRIL 2018

	2017/18 Adopted Budget $	April 2018 Actual $
4. RESERVES		
Cash Backed Reserves		
Leave Reserve		
Opening Balance	133,595	133,594
Amount Set Aside / Transfer to Reserve	2,192	1,880
Amount Used / Transfer from Reserve	0	0
	135,787	135,474
Plant Reserve		
Opening Balance	314,250	314,250
Amount Set Aside / Transfer to Reserve	53,106	52,984
Amount Used / Transfer from Reserve		0
	367,356	367,234
Building & Residential Land Reserve		
Opening Balance	53,240	53,240
Amount Set Aside / Transfer to Reserve	59,333	59,795
Amount Used / Transfer from Reserve		0
	112,573	113,035
Senior Housing Reserve		
Opening Balance	19,660	19,660
Amount Set Aside / Transfer to Reserve	323	277
Amount Used / Transfer from Reserve	0	0
	19,983	19,937
Residential Land Reserve		
Opening Balance	10,349	10,350
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	(10,349)	(10,350)
	0	0
Roadworks Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	30,000	30,382
Amount Used / Transfer from Reserve	0	0
	30,000	30,382
Swimming Pool Reserve		
Opening Balance	53,088	53,088
Amount Set Aside / Transfer to Reserve	20,871	21,002
Amount Used / Transfer from Reserve	0	0
	73,959	74,090
Unspent Grant Reserve		
Opening Balance	926	926
Amount Set Aside / Transfer to Reserve	15	13
Amount Used / Transfer from Reserve	0	0
	941	939
Total Cash Backed Reserves	**740,599**	**741,091**

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 2017 TO 30 APRIL 2018

	2017/18 Adopted Budget $	April 2018 Actual $
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Leave Reserve	2,192	1,880
Plant Reserve	53,106	52,984
Building & Residential Land Reserve	59,333	59,795
Seniors Housing Reserve	323	277
Residential Land Reserve	0	0
Roadworks Reserve	30,000	30,382
Swimming Pool Reserve	20,871	21,002
Unspent Grant Reserve	15	13
	165,840	**166,333**
Transfers from Reserves		
Leave Reserve	0	0
Plant Reserve	0	0
Building & Residential Land Reserve	0	0
Seniors Housing Reserve	0	0
Residential Land Reserve	(10,349)	(10,350)
Roadworks Reserve	0	0
Swimming Pool Reserve	0	0
Unspent Grant Reserve	0	0
	(10,349)	**(10,350)**
Total Transfer to/(from) Reserves	**155,491**	**155,983**

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 30 APRIL 2018

4. RESERVES (Continued)

Cash Backed Reserves (Continued)

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

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

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

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

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

White St & Lansdell St JV Reserve
- To cover anticipated costs of periodic repairs and maintenance to the land and units.

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

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

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

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

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

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

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

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

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

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 30 APRIL 2018

	Note	2016/17 B/Fwd Per 2017/18 Budget $	2016/17 B/Fwd Actual $	April 2018 Actual $
5. NET CURRENT ASSETS				
Composition of Estimated Net Current Asset Position				
CURRENT ASSETS				
Cash - Unrestricted		1,447,496	1,257,840	1,106,252
Cash - Restricted Unspent Grants		0	190,562	0
Cash - Restricted Unspent Loans		0	0	0
Cash - Restricted Reserves		585,108	585,108	741,091
Accounts Receivable (Budget Purposes Only)		0	0	0
Rates Outstanding		(8,149)	29,213	48,034
Sundry Debtors		15,100	15,100	32,387
Provision for Doubtful Debts		(12,988)	0	0
Gst Receivable		22,988	22,988	26,669
Accrued Income		0	12,796	3,022
Payments In Advance		0	23,153	298
Inventories		0	0	396
		2,049,555	2,136,760	1,958,149
LESS: CURRENT LIABILITIES				
Sundry Creditors		(162,188)	(163,094)	(192,867)
Accrued Interest On Loans		(11,382)	(9,539)	(9,539)
Accrued Salaries & Wages		0	(10,581)	(8,717)
Income In Advance		0	(10,404)	(10,404)
Gst Payable		(1,996)	(1,997)	(2,045)
Payroll Creditors		0	0	0
Accrued Expenses		0	(17,746)	(17,322)
PAYG Liability		(23,740)	(23,740)	(18,324)
FBT Payable		479	(4,570)	(4,570)
Other Payables		0	0	0
Current Employee Benefits Provision		(172,626)	(92,721)	(92,721)
Current Loan Liability		0	(154,776)	(18,718)
		(371,453)	(489,168)	(375,227)
NET CURRENT ASSET POSITION		1,678,102	1,647,592	1,582,922
Less: Cash - Reserves - Restricted		(585,108)	(585,108)	(741,091)
Less: Cash - Unspent Grants - Restricted	3	0		(187,152)
Add Back : Component of Leave Liability not Required to be Funded		133,594	133,594	92,721
Add Back : Current Loan Liability		0	154,776	18,718
Adjustment for Trust Transactions Within Muni		0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	1 & 2	1,226,588	1,350,854	766,118

Notes applicable to the Surplus/(Deficit) Carried Forward from June 2017.

1. The surplus includes $864,017 from the advance payment of 2017/2018 Financial Assistance Grants.
2. The Surplus/(Deficit) carried forward is the final audited amount.
3. Regional Road Group Grants

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 30 APRIL 2018

6. RATING INFORMATION

RATE TYPE	Rate in $	Number of Properties	Rateable Value $	2017/18 Rate Revenue $	2017/18 Interim Rates $	2017/18 Back Rates $	2017/18 Total Revenue $	2017/18 Budget $
General Rate								
GRV - Residential	0.179532	169	1,089,348	195,573	0	0	195,573	195,573
GRV - Vacant	0.179532	0	0	-	0	0	0	0
UV - Rural	0.021127	244	41,425,104	875,007	136	1,864	877,007	875,007
UV - Mining	0.021127	0	0	0	0	0	0	0
Non Rateable		68	69,388			0	0	
Sub-Totals		481	42,583,840	1,070,580	136	1,864	1,072,580	1,070,580
	Minimum							
Minimum Rates	**$**							
GRV - Residential	440	21	18,982	9,240	0	0	9,240	9,240
GRV - Vacant	440	5	1,831	2,200	0	0	2,200	2,200
UV - Rural	550	31	329,996	17,050	0	0	17,050	17,050
UV - Mining	550	7	23,970	3,850	0	0	3,850	3,850
Sub-Totals		64	374,779	32,340	0	0	32,340	32,340
		545		1,102,920	136	1,864	1,104,920	1,102,920
Discounts							0	0
Rates Adjustments							0	0
Movement in Excess Rates							(35,177)	0
Total Amount of General Rates							**1,069,743**	**1,102,920**
Specified Area Rates							0	0
Ex Gratia Rates							17,104	17,104
Total Rates							**1,086,847**	**1,120,024**

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 2017/18 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 2017 TO 30 APRIL 2018

7. TRUST FUNDS

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

Detail	Balance 01-Jul-17 $	Amounts Received $	Amounts Paid ($)	30/04/2018 Balance $
Department of Transport Licensing	0	424,809	(424,809)	0
Wilgoyne Tennis Club	0	0	0	0
Mukinbudin Indoor Cricket Club	11,345	0	0	11,345
BRB	0	0	0	0
Rates in Advance	0	0	0	0
LGMA Wheatbelt	0	0	0	0
Trust - Other	419	554	(690)	283
Sports Complex Key Bonds	910	50	(20)	940
Standpipe Key Bonds	350	150	(50)	450
Mukinbudin Football Club Rams Plates	0	0	0	0
Builders Levy (BCITF)	0	0	0	0
Karlonning Pipeline Scheme	0	0	0	0
Council Nomination Deposit	0	400	(400)	0
Drive in Donation	500	0	0	500
Housing Tenancy Bonds	5,148	3,300	(3,420)	5,028
Hall Hire Bonds & Deposits	0	0	0	0
Gym Bonds	1,361	300	(80)	1,581
Soil Conservation	13,166	0	0	13,166
	33,199	429,563	(429,469)	33,293

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 30 APRIL 2018

8. OPERATING STATEMENT

	April 2018 Actual $	2017/18 Adopted Budget $	2016/17 Actual $
OPERATING REVENUES			
Governance	1,248	500	4,076
General Purpose Funding	1,710,865	1,916,345	3,569,456
Law, Order, Public Safety	14,515	30,850	28,804
Health	16,740	6,500	6,426
Education and Welfare	8,112	11,410	6,664
Housing	126,873	143,030	142,618
Community Amenities	77,263	74,910	81,128
Recreation and Culture	113,027	51,712	104,258
Transport	641,770	960,575	1,029,906
Economic Services	119,203	158,570	184,426
Other Property and Services	98,886	64,480	62,276
TOTAL OPERATING REVENUE	**2,928,502**	**3,418,882**	**5,220,037**
OPERATING EXPENSES			
Governance	216,999	364,004	329,530
General Purpose Funding	66,560	79,006	60,046
Law, Order, Public Safety	476,968	137,480	124,098
Health	123,039	112,610	137,781
Education and Welfare	159,583	195,728	99,703
Housing	240,290	338,937	231,727
Community Amenities	174,848	222,280	141,625
Recreation & Culture	699,397	971,415	939,118
Transport	1,519,751	1,894,584	1,808,754
Economic Services	227,677	327,271	462,848
Other Property and Services	109,036	57,374	33,120
TOTAL OPERATING EXPENSE	**4,014,148**	**4,700,689**	**4,368,350**
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	**(1,085,646)**	**(1,281,807)**	**851,687**

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 30 APRIL 2018

9. STATEMENT OF FINANCIAL POSITION

	April 2018 Actual $	2016/17 Actual $
CURRENT ASSETS		
Cash and Cash Equivalents	1,847,343	2,033,510
Trade and Other Receivables	110,409	103,250
Inventories	396	0
TOTAL CURRENT ASSETS	1,958,148	2,136,760
NON-CURRENT ASSETS		
Other Receivables	889	889
Inventories	624,614	624,614
Property, Plant and Equipment	12,070,129	12,614,358
Infrastructure	55,298,188	55,774,935
TOTAL NON-CURRENT ASSETS	67,993,820	69,014,796
TOTAL ASSETS	69,951,968	71,151,556
CURRENT LIABILITIES		
Trade and Other Payables	263,789	241,672
Long Term Borrowings	18,718	154,776
Provisions	92,721	92,721
TOTAL CURRENT LIABILITIES	375,228	489,169
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	619,180	619,180
Provisions	4,990	4,990
TOTAL NON-CURRENT LIABILITIES	624,170	624,170
TOTAL LIABILITIES	999,398	1,113,339
NET ASSETS	68,952,570	70,038,217
EQUITY		
Trust Imbalance	0	0
Retained Surplus	43,262,028	44,503,658
Reserves - Cash Backed	741,091	585,108
Revaluation Surplus	24,949,451	24,949,451
TOTAL EQUITY	68,952,570	70,038,217

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 30 APRIL 2018

10. FINANCIAL RATIOS

	2017/18 YTD	2016/17	2015/16	2014/15
Current Ratio	5.08	3.83	0.90	2.08
Operating Surplus Ratio	(1.07)	0.07	(1.03)	0.29

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 2017 TO 30 APRIL 2018

11. GRANT REVENUE - RECORD OF RECEIPTS

		%	Adopted/ Amended Budget	30/09/2017 1/4 RECEIVED	31/12/2017 2/4 RECEIVED	31/03/2018 3/4 RECEIVED	30/06/2018 4/4 RECEIVED	Total
GENERAL PURPOSE FUNDING			761,812					
UNTIED	FAGS - General Purpose	73.74%	537,171	**132,030**	**132,030**	**132,030**		**396,089**
UNTIED	FAGS -Road Component	79.68%	224,641	**59,668**	**59,668**	**59,668**		**179,005**
LAW, ORDER, PUBLIC SAFETY			11,860					
TIED	ESL Levy Funding - Operating Grant	75.00%	11,860	**0**	**2,965**	**2,965**	**2,965**	**8,895**
EDUCATION & WELFARE			1,000					
TIED	Seniors Week - Operating Grant	100.00%	1,000	**0**	**1,000**			**1,000**
COMMUNITY AMENITIES			20,000					
TIED	NRM Grant - Operating Grant	0.00%	20,000	**0**	0			**0**
RECREATION & CULTURE			33,500					
TIED	Kidsport Grant - Operating Grant	55.00%	1,500	**825**	**0**	**0**		**825**
TIED	Swimming Pool Grant	100.00%	32,000	**0**	**32,000**			**32,000**
TIED	Hockey Field Lights - Capital Grant	100.00%	10,000	**0**	**0**	**10,000**		**10,000**
TRANSPORT			923,211					
TIED	Main Roads WA Direct Grant	100.00%	70,567	**70,567**	**0**	**0**		**70,567**
TIED	Roads to Recovery Grant - Capital Grant	52.85%	486,844	**63,066**	**0**	**194,216**		**257,282**
TIED	Main Roads WA RRG Specific Project Grant	80.00%	365,800	**0**	**0**	**292,640**		**292,640**
OTHER PROPERTY AND SERVICES			16,500					
TIED	Trainee Grant - Operating Grant	100.00%	16,500	**0**	**0**	**16,500**		**16,500**
			1,767,883	**326,156**	**227,663**	**708,019**	**2,965**	**1,264,802**

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 30 APRIL 2018

12. BANK BALANCES & INVESTMENT INFORMATION

Council Funds

At Call Bank Accounts		**30 April 2018**
	Interest Rate	**Amount**
Municipal Transaction Account - Bendigo Bank	1.20%	$1,103,058.26
Reserves Cash at Call Account - Bendigo Bank	1.00%	$422.64
		$1,103,480.90

Investment Register	**Term**	**Interest Rate**	**Amount**	**Maturity**
Municipal Investments				
Total Municipal Investments			$0.00	
Investment Register				
Reserve Investment				
Account 160907119 - Bendigo Bank	4 months	2.25%	$740,668.71	23/06/2018
Total Reserve Investment			$740,668.71	

Council Funds Summary

Municipal Funds	$1,103,058.26
Reserve Funds	$741,091.35
	$1,844,149.61

Trust Funds

Trust Transaction Account - Bendigo Bank	0.00%	$33,521.08

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.

009669

SHIRE OF MUKINBUDIN
PO BOX 67
MUKINBUDIN WA 6479

Your details at a glance

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

Account summary

Statement period	30 Mar 2018 - 29 Apr 2018
Statement number	110
Opening balance on 30 Mar 2018	$1,735.15
Payments & credits	$1,735.15
Withdrawals & debits	$628.60
Interest charges & fees	$4.00
Closing Balance on 29 Apr 2018	$632.60

Account details

Credit limit	$5,000.00
Available credit	$4,367.40
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

Payment details

Minimum payment required	$18.97
Payment due	13 May 2018

Any questions?

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

Bendigo Business Credit Card

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

If you make no additional charges using this card and each month you pay the minimum payment	You will pay off the Closing Balance shown on this statement in about **6 years and 6 months**	And you will pay an estimated total of interest charges of **$281.50**
If you make no additional charges using this card and each month you pay **$30.36**	You will pay off the Closing Balance shown on this statement in about **2 years**	And you will pay an estimated total of interest charges of **$96.04, a saving of $185.46**

Having trouble making payments?

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

540BH301 / E-0 / S-298 / I-298 / 00117624080000082

Bendigo Bank

Account number	693723967 138
Statement period	30/03/2018 to 29/04/2018
Statement number	110 (page 2 of 4)

Bendigo Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
Opening balance				**$1,735.15**
1 Apr 18	FONE GEAR PTY LTD, M ANDURAH AUS RETAIL PURCHASE 31/03 CARD NUMBER 552638XXXXXXX149 1	85.00		1,820.15
3 Apr 18	PINJARRA AUTO GROUP, PINJARRA AUS RETAIL PURCHASE 31/03 CARD NUMBER 552638XXXXXXX149 1	93.55		1,913.70
6 Apr 18	LANDGATE, MIDLAND AUS RETAIL PURCHASE 04/04 CARD NUMBER 552638XXXXXXX149 1	58.00		1,971.70
10 Apr 18	TWO DOGS HARDWARE, M ERREDIN AUS RETAIL PURCHASE 08/04 CARD NUMBER 552638XXXXXXX149 1	16.29		1,987.99
12 Apr 18	PERIODIC TFR 00117624081201 00000000000		1,735.15	252.84
14 Apr 18	BUNNINGS 368000, ARM ADALE AUS RETAIL PURCHASE 11/04 CARD NUMBER 552638XXXXXXX149 1	174.57		427.41
26 Apr 18	APPLE ITUNES STORE, SYDNEY AUS RETAIL PURCHASE 24/04 CARD NUMBER 552638XXXXXXX149 1	1.19		428.60
26 Apr 18	MERREDIN FLOWERS, ME RREDIN AUS RETAIL PURCHASE 24/04 CARD NUMBER 552638XXXXXXX149 1	200.00		628.60
28 Apr 18	CARD FEE 1 @ $4.00	4.00		632.60
Transaction totals / Closing balance		**$632.60**	**$1,735.15**	**$632.60**

...continued overleaf >

540BH301 / E-0 / S-299 / I-299 / 00117624080000082

Date Paid ____ / ____ / ____ Amount $_____

Bendigo Business Credit Card - Payment options

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

Internet banking: Pay your credit card using ebanking 24 hours a day, 7 days a week.
www.bendigobank.com.au

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

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

BPAY **Biller code: 342949**
Ref: 693723967

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

Drawer	Chq No	BSB	Account No	$	¢

Bendigo Bank

Bendigo Business Credit Card

BSB number	633-000
Account number	693723967
Customer name	SHIRE OF MUKINBUDIN
Minimum payment required	$18.97
Closing Balance on 29 Apr 2018	$632.60
Payment due	13 May 2018

Date _____ Payment amount _____

^ Fees will apply for payments made using Bank@Post. Refer to Bendigo Bank Schedule of Fees & Charges and Transaction Account Rebates.

AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED
FOR YOUR ACCOUNT.

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

540BH301 / E-0 / S-300 / I-300 / 0011762408000082

009669

SHIRE OF MUKINBUDIN
PO BOX 67
MUKINBUDIN WA 6479

Card summary

Account number	693723967
Card number	**552638XXXXXXX149**
Customer number	11762408/M201
Statement period	30/03/2018 to 29/04/2018
Statement number	110 (page 4 of 4)

Any questions?

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

Bendigo Business Credit Card *(continued).*

Date	Transaction	Withdrawals	Payments
1 Apr 18	FONE GEAR PTY LTD, M ANDURAH AUS	85.00	
3 Apr 18	PINJARRA AUTO GROUP, PINJARRA AUS	93.55	
6 Apr 18	LANDGATE, MIDLAND AUS	58.00	
10 Apr 18	TWO DOGS HARDWARE, M ERREDIN AUS	16.29	
14 Apr 18	BUNNINGS 368000, ARM ADALE AUS	174.57	
26 Apr 18	APPLE ITUNES STORE, SYDNEY AUS	1.19	
26 Apr 18	MERREDIN FLOWERS, ME RREDIN AUS	200.00	
	TOTALS	**$628.60**	**$0.00**

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

540BH301 / E-0 / S-301 / I-301 / 0011762408000082

Bendigo and Adelaide Bank Limited ABN 11 068 049 178 AFSL/Australian Credit Licence 237879

Mastercard Summary
April 2018

Date	Transaction	Amount	Details
01/04/2018	Fone Gear Pty Ltd	$85.00	Cover and SD Card for new CEO work phone
03/04/2018	Pinjarra Auto Group	$93.55	Complete window wiper assembly for Prado P433
06/04/2018	Landgate	$58.00	Property Interest Report for New GROH property on Gimlett Way
10/04/2018	Two Dogs Home Hardware	$16.29	Fertiliser for Administration Building Lawn
14/04/2018	Bunnings	$174.57	New Indoor Lights for Unit 12 Ferguson St
26/04/2018	iTunes	$1.19	New message tone for CEO work phone
26/04/2018	Merredin Flowers	$200.00	Two Anzac Day Wreaths for Shire Service and School Service
28/04/2018	Bendigo Bank	$4.00	Card Fee

7.6 Chief Executive Officer's Reports

7.6.1 NEWROC Council Meeting Minutes 24th April 2018	
Location:	Nungarin Recreation Centre
File Ref:	ADM 236
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	7th May 2018
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Minutes of NEWROC Council Meeting 24th April 2018
Documents Tabled	Nil

Background
A Council Meeting of NEWROC was held on Tuesday 24th April in Nungarin.

Officer Comment:
The following items form part of the Minutes:

4.2.2 Business Arising from NEWROC Executive Committee Meeting
4.2.2.1 NEWROC Telecommunications Project
4.2.2.2 Director Reports and Information Sessions

10. 2018 MEETING DATES
Upcoming 2018 NEWROC Meeting dates:

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

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr **Seconded: Cr**

That Council receive the NEWROC Executive Meeting Minutes for 27th March 2018.

Carried /

NEWROC
North Eastern Wheatbelt Regional Organisation of Councils
Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

/

Council Meeting

Tuesday 24 April 2018

Meeting held at the Nungarin Recreation Centre
NUNGARIN

MINUTES

1.30pm Light lunch and Networking
2pm NEWROC Council Meeting

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

PO Box 224, Wyalkatchem WA 6485 | PH 08 9681 1166 | M 0403 225 900 | E caroline@solum.net.au

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NEWROC
North Eastern Wheatbelt Regional Organisation of Councils
Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	• Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) • Council reviews NEWROC project priorities	Council
March	• WDC attendance to respond to NEWROC project priorities • Submit priority projects to WDC, Regional Development and WA Planning • Discussion regarding portfolios vs projects, current governance structure • Group insurance discussion	Executive
April	• NEWROC Budget Preparation • Review NEWTRAVEL Tourism Officer Contract - expires June 2018	Council
May	• NEWROC Draft Budget Presented • NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2019) • Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend	Executive
June	• NEWROC Budget Adopted	Council
July		Executive
August	• Information for Councillors pre-election	Council
September		Executive
October	• NEWROC CEO and President Handover	Council
November	• NEWROC Induction of new Council representatives (every other year) • Review NEWROC MoU (every other year)	Executive
December	• NEWROC Annual Dinner	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Chair Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem (November 2017 – November 2019)

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning

NEWROC PROJECTS - Activity Running Sheet

NEWROC PRIORITY PROJECT	DETAILS	PROGRESS	RESPONSIBLE
Renewable Energy	Business Case	Business Case Quote requested and will include in 18/19 Budget	EO
IT Services	Investigation	Presentation to Executive at May Executive meeting	EO
Roads Contracting to MRWA	Investigation		
Advocacy of Education	Advocacy		
Telecommunications – contemporary and future focused	Advocacy		

ADDITIONAL COLLABORATION	Progress as at March 2018
1. Regional Road Construction Group	Ongoing discussions
2. Align waste contracts amongst members Regional Waste Site	Avon Waste presentations completed, individual waste reports to members
3. Youth Officer / Youth programs	Development of Youth Strategy – funding being explored
4. 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
5. Records Management and Disposal	Presentation by IT Vision To occur – presentation by Shire of WB regarding their records management solutions
6. Group insurance	To be discussed in 2018

NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Ordinary Meeting of Council held at the Nungarin Recreation Centre, Nungarin, on Tuesday 24 April 2018 commencing at 2.05pm.

MINUTES

1. OPENING AND ANNNOUNCEMENTS

The Chair, Cr Davies welcomed everyone and opened the meeting at 2.05pm

2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1. Attendance

Elected Members

Cr Quentin Davies	Delegate	NEWROC Chair, President, Shire of Wyalkatchem
Cr Gary Shadbolt	Delegate	President, Shire of Mukinbudin
Cr Tony Sachse	Delegate	President, Shire of Mt Marshall
Cr Eileen O'Connell	Delegate	President, Shire of Nungarin
Cr Melanie Brown	Delegate	President, Shire of Trayning
Cr George Storer	Delegate	Shire of Koorda

Chief Executive Officers

David Burton	CEO, Shire of Koorda
John Nuttall	CEO, Shire of Mt Marshall
Adam Madjit	CEO, Shire of Nungarin
Graham Merrick	CEO, Shire of Trayning
Ian McCabe	CEO, Shire of Wyalkatchem

Observers

Cr Bev Palmer	Shire of Nungarin
Cr Pippa de Lacy	Shire of Nungarin
Cr Sandie Ventris	Shire of Mukinbudin

2.2. Apologies

Cr Ricky Storer	Shire of Koorda
Cr Nick Gillett	Shire of Mt Marshall
Dirk Sellenger	Shire of Mukinbudin
Anne Banks McAllistair	WALGA

2.3. Requests for Leave of Absence

Nil

2.4. DECLARATIONS OF INTEREST AND DELEGATIONS REGISTER

2.5. Declarations of Interest

Declaration By (i.e. Cr B Example)	**Shire**	**Agenda Item #**	**Type and details of Interest** (i.e. financial)

	(i.e. Shire of Barley Leaf)		
Cr Brown	Shire of Trayning	5.2.1 NEWROC Telecommunications Late Agenda Item – Literary Lunch	Crisp Wireless Tower on their property Member of a book club

2.6. Delegations Register – April 2018

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

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

3. PRESENTATIONS

Nil

4. MINUTES OF MEETINGS

4.1. Minutes of Ordinary Meetings

4.1.1. Minutes of Ordinary Meeting of NEWROC Council – 27 February 2018

Minutes of the meeting held 27 February 2018 have previously been circulated.

RESOLUTION:

That the Minutes of the NEWROC Meeting of Council held on 27 February 2018 be confirmed as a true and correct record of proceedings.

Moved Cr O'Connell Seconded Cr Shadbolt CARRIED 6/0

4.1.2. Business Arising from NEWROC Council meeting

Nil

4.2. Minutes of Executive Committee Meetings

4.2.1. NEWROC Executive Committee Meeting – 27 March 2018

Minutes of the NEWROC Executive Committee Meeting held on 27 March 2018 have been circulated.

RESOLUTION:

That the Minutes of the NEWROC Executive Committee Meeting held on 27 March 2018, be received.

Moved Cr O'Connell **Seconded Cr Brown** **CARRIED 6/0**

4.2.2. Business Arising from the NEWROC Executive Meeting

4.2.2.1 NEWROC Telecommunications Project

PORTFOLIO:	Transport and Infrastructure
FILE REFERENCE:	035-1 Grants General
REPORTING OFFICER:	Caroline Robinson, Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	19 March 2018
ATTACHMENT NUMBER:	#1 Letter to Crisp Wireless #2 Letter from Crisp Wireless (2) with attachments #3 Service level agreement (separate)
CONSULTATION:	Ian McCabe Leigh Ballard - SWW
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Leigh Ballard of Crisp Wireless was prepared to present at the NEWROC Executive Meeting on March 27 however following a meeting on Thursday 22 March 2018 between Crisp Wireless (Jeremy Devenish and Leigh Ballard) and NEWROC CEO and the NEWROC EO, a presentation was not required.

Discussion at the meeting:

- NEWROC CEO and NEWROC EO met with Crisp Wireless on Thursday 22 March 2018 in Kellerberrin
- Discussion at the meeting included: liquidation of South Western Wireless in the eastern states, structure of South Western Wireless and the involvement of South Western Wireless WA, licensing issues, service level agreements, Director interests and capital contributions
- Synopsis of the meeting: SWW WA trades under Crisp Wireless which is currently trying to confirm a license for the NEWROC project with another WA provider (instead of South Western Wireless in the eastern states), discussion of the project, discussion of the tender and contractual agreements, phone support for internet plans as well as developing a one page NEWROC telecommunications strategic plan
- Post the meeting Crisp Wireless issued a letter to the NEWROC with an update on their arrangements with South Western Wireless in the eastern states. Leigh Ballard to provide a progress report to NEWROC CEO's in early April 2018
- At the Executive meeting CEO's discussed the South Western Wireless WA service in the Shire of Pinjarra

ACTION: NEWROC CEO to contact the Shire of Murray regarding their service level agreement with South Western Wireless WA

Discussion at the Executive Meeting

- CEO's also discussed asset ownership. NEWROC to action an agreement with Crisp Wireless regarding first rights if project is delayed or the like
- Crisp Wireless is currently recruiting staff for a WA based phone support service for their internet plans (originally this was going to be provided by South Western Wireless in the eastern states)
- Discussion regarding reputational risk to the NEWROC

Actions since the Executive Meeting:

- Correspondence sent to the Chair of Crisp Wireless regarding the formal requests from the Executive Meeting
- Correspondence received from the Chair of Crisp Wireless including a Service Level Agreement
- Official launch of the NEWROC Telecommunications Project on 11 April 2018 in Nungarin
- Hon Bridget McKenzie Federal Minister for Rural Health and Regional Communications would like to meet with the NEWROC on Sunday 29 April 2018 and has suggested Wyalkatchem as the venue

RESOLUTION:

Endorse the letter sent to Crisp Wireless:

1. **Crisp Wireless is to obtain the necessary license/s required to operate the NEWROC network by COB April 10 2018, if it does not obtain the necessary license/s it is to inform the NEWROC CEO immediately so that additional actions can be instigated**
2. **Crisp Wireless is to supply a copy of the telecommunications license/s and any certificates of currency and conditions to the CEO of the NEWROC by COB April 10 2018**
3. **Crisp Wireless is to provide a project milestone report on the project to the CEO of the NEWROC on April 10 2018**
4. **A draft service level agreement is to be sent to the NEWROC Executive Officer by Wednesday 4 April 2018 so members can review and collect comments**
5. **Further payments for the project will be withheld until the completion of the built / installed infrastructure is in place, appropriate licenses are in place and activated, a test of the network is undertaken by the NEWROC (either members or an independent body) and a majority of members are satisfied with the network and its connectivity.**

Should Crisp Wireless not provide a copy of their telecommunications license by the 30th April 2018 then additional actions will take place by the group to ensure the project is completed

Moved Cr O'Connell **Seconded Cr Shadbolt** **CARRIED 6/0**

Discussion:

- NEWROC has not responded formally to the Crisp Wireless letter of the 3 April 2018 – a letter will be drafted shortly, following further discussions with the Crisp Wireless CEO
- Feelings that at the start of the partnership, Crisp Wireless and the NEWROC would find the 200 subscribers, however perhaps there is now more of a press on the NEWROC to find these 200 subscribers
- There is no end date as to when these 200 subscribers are to be provided to Crisp Wireless (no mention in the tender contract and in the tender the words are provide 'in principle' 200 subscribers)
- Discussion regarding the information sessions – none have been held in Trayning, suggestion that Crisp Wireless left early in Nungarin and in Mukinbudin Crisp Wireless incorrectly referred to 9 attendees at a session but it was more like 5
- NEWROC EO contacted the Shire of Murray to discuss their Service Level Agreement with Crisp Wireless

- Cullen Macleod lawyers currently are providing feedback on the NEWROC Service Level Agreement with Crisp Wireless
- Feedback for inclusion in the NEWROC Service Level Agreement - what happens when the number of subscribers falls below 200 and what is the trigger point? Can we include some forward projections on the number of subscribers? The SLA should reference mediation if there is an issue so too compensation, definitions of severe or low issues
- Lead organisation for the SLA on behalf of the NEWROC will be the Shire of Wyalkatchem
- Members requested a copy of the Crisp Wireless customer agreement form
- Members discussed the telecommunications licence – what happens if it does not come through before the end of April 2018, there needs to be a contingency in place (SLA will form part of this)
- Future roll out of the network will be trying to achieve full coverage of the NEWROC
- Ian McCabe, John Nuttall and Caroline Robinson will meet with Crisp Wireless to discuss the SLA in person

RESOLUTION:

The NEWROC write to Crisp Wireless formally requesting the 'Shaddy' tower be relocated (planning application yet to be approved by the Shire of Mukinbudin) and a solution for the Talgamine residents be provided to ensure ratepayers who don't currently receive NBN near the Talgamine and north Mukinbudin areas receive it in the future.

Moved Cr Shadbolt **Seconded Cr Sasche** **CARRIED 6/0**

4.2.2.2 Director Reports and Information Sessions

At the November Executive meeting the following was discussed:

Discussion:

- Rather than portfolio's could the members be responsible for specific NEWROC projects contained within our strategic plan
- Possible that each CEO and a Councilor take a project of interest. Discussion regarding project reports at Executive meetings and that the focus of projects needs to be on economic development
- Discussion regarding video conferencing for some Executive meetings (main issue is the productivity lost whilst travelling)

And at the December Council meeting the following was passed:

RESOLUTION:

That the NEWROC moves away from portfolios to projects aligned to our strategic plan (post February 2018).

Moved Cr O'Connell Seconded Cr Brown Carried 6/0

At the February strategic planning session the following project priorities emerged. Members are asked to consider the projects and possibly identify which one they would like to support and develop.

Projects/Activities for Next 2-3 Years	**Action**
Renewable Energy – solar, wind, etc	Business Case
IT Services – shared service for software, hardware and support. Opportunity to share a common platform.	Business Case

Opportunity to provide fee for service to local business as income stream	
Roads Contracting to MRWA	Business Case
Advocating for innovative education delivery	Advocacy
Telecommunications – Contemporary and future focused e.g. 5G	Advocacy
Reserve Projects	
Waste Management	No action at this stage
Trade base in each town/incubators	No action at this stage

Discussion at the Executive Meeting:

- NEWROC to invite Perth Energy to present
- NEWROC to determine what subjects and what capacity is required for students to remain in the NEWROC (rather than attending senior school subjects in Northam, Merredin or Perth)
    - How many kids wish to remain at Wyalkatchem and Mukinbudin SHS's, what subjects do they require?
    - The NEWROC to write to schools and post an advert regarding the issue
- Discussion as to whether two CEO's should be assigned to each project to ensure projects are carried on when there is a change of personnel – agreed one is ok for the moment
- CEO's committed to regular progress reports and communication on each project

RESOLUTION:

The following CEO's commit to progressing these strategic priorities and report on them at each Executive meeting:

Renewable Energy	**David Burton**
IT Services	**John Nuttall**
Roads Contracting to MRWA	**Graham Merrick**
Education advocacy	**David Burton**

The following priorities be discussed when the new Shire of Nungarin and Shire of Wyalkatchem CEO's are in place – Telecommunications, Waste management, Trade base in each town / incubators

Moved Cr Brown **Seconded Cr Sasche** **CARRIED 6/0**

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, Executive Officer
DISCLOSURE OF INTEREST: Nil
DATE: 17 April 2018
ATTACHMENT NUMBER: #4 Reserves Policy
CONSULTATION: Dannelle Foley
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENTS

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

NEWROC Funds #5557 Transactions

Date	Description	Reference	Credit	Debit	Gross
Opening Balance			**129,923.46**	**0.00**	**0.00**
01 Mar 2018	Payment: Digit Books Pty Ltd	D1G1TSubscription March 18	0.00	50.00	(50.00)
01 Mar 2018	Bendigo Bank	Transaction Fees	0.00	1.20	(1.20)
01 Mar 2018	Bendigo Bank	Interest Received	14.97	0.00	14.97
15 Mar 2018	Payment: Mukinbudin Community Bank® Branch of Bendigo Bank	Bendigo Muka - Telecomms Contribution	2,200.00	0.00	2,200.00
19 Mar 2018	Payment: Vernon Contracting	TO - February Inv 1021	0.00	1,317.80	(1,317.80)
19 Mar 2018	Payment: Solum Wheatbelt Business Solutions	EO Services February Inv 0013	0.00	2,977.48	(2,977.48)
19 Mar 2018	Payment: Vernon Contracting	Tourism Officer - Inv 1020	0.00	1,210.00	(1,210.00)
19 Mar 2018	Payment: Turbo Signs	Telecomms Signage Inv 10773	0.00	1,458.00	(1,458.00)
Total NEWROC Funds #5557			**2,214.97**	**7,014.48**	**(4,799.51)**
Closing Balance			**125,123.95**	**0.00**	**0.00**

Profit and Loss Report to the 31 March 2018

Profit & Loss
North Eastern Wheatbelt Regional Organisation of Councils
For the month ended 31 March 2018

	Mar-18	YTD
Income		
Interest Received	$14.97	$3,798.29
Medical Enhancement Fund Subs Rec.	$0.00	$12,500.00
NEWROC Business Case / Project Work Subs	$0.00	$10,000.00
NEWROC Subscriptions Received	$0.00	$55,000.00
Special Projects Subscriptions Rec.	$0.00	$144,308.00
Tourism Officer Subscriptions Rec.	$0.00	$13,500.00
Wheatbelt Way Marketing Subscription	$0.00	$2,500.00
Total Income	**$14.97**	**$241,606.29**
Gross Profit	**$14.97**	**$241,606.29**
Less Operating Expenses		
Accounting/Audit fees	$45.45	$927.00
Advertising	$0.00	$205.59
Bank charges	$1.20	$16.00
Event / Ceremony Expenses	$0.00	-$348.94
Executive Officer Business Case/Project Work	$0.00	$12,504.54
Executive Officer Contract Services	$2,694.68	$21,313.40
Office Expenses	$0.00	$1,272.73
Printing and Stationery	$0.00	$76.41
Records Storage	$0.00	$5.00
Subscriptions Distributed (Medical)	$0.00	$600.00
Telecommunications Contractor/Services	$0.00	$401,500.00
Tourism Officer Contract Services	$1,100.00	$7,700.00
Travel Executive Officer	$282.80	$4,336.97
Travel Tourism Officer	$98.00	$1,174.60
Website and Database	$0.00	$145.45
Total Operating Expenses	**$4,222.13**	**$451,428.75**
Net Profit	**-$4,207.16**	**-$209,822.46**

RESOLUTION:

That the income and expenditure and the profit and loss report as at 31 March 2018, as listed, be endorsed.

Moved Cr O'Connell **Seconded Cr Shadbolt** **CARRIED 6/0**

Discussion at the Executive Meeting:

In light of the February strategic planning session, members are asked to provide direction on the allocation of reserves, if any (see attachment on reserve descriptions)

RESOLUTION:

The allocation of reserves remain with the telecommunications project, to be then revisited in the 18/19 budget preparations.

Moved Cr O'Connell **Seconded Cr Shadbolt** **CARRIED 6/0**

- Members discussed whether NEWTravel could employ the NEWTravel Executive Officer, means the group has control over activities, reduction in paperwork for the NEWROC EO
- NEWROC has written to the Shires of Dowerin and Westonia regarding their NEWTravel partnership. At the present moment, the Shire of Dowerin has requested a meeting with the NEWROC CEO to discuss a financial contribution

RESOLUTION:

The NEWROC to write to the NEWTRAVEL Chair regarding the employment of the NEWTravel Executive Officer, requesting to hand over the funds for the position on July 1 2018. As of 1 July 2018 NEWTravel to engage in an employment contract with the NEWTravel Executive Officer.

Moved Cr Sasche **Seconded Cr Brown** **CARRIED 6/0**

Discussion

- If NEWTravel manages the NEWTravel EO positon will NEWROC loose influence over the position or our positive partnership and collaboration? Intention is that as the NEWROC (and 2 additional Shires in the future) will set the objectives
- Shire of Dowerin is likely to contribute financially towards the position in 2018/19
- Ian McCabe will follow up with the Shire of Westonia

MATTERS FOR DECISION

5.2. NEWROC Strategic Planning

PORTFOLIO:	Corporate Capacity
FILE REFERENCE:	041-5 Strategic and Future Planning
REPORTING OFFICER:	Caroline Robinson, Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	17 April 2018
ATTACHMENT NUMBER:	#5 Revised one page strategic plan #6 Renewable Energy Project Plan #7 IT Services Project Plan
CONSULTATION:	Anne Banks-McAllister
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC held its strategic planning workshop prior to its February Council meeting. It was facilitated by Anne Banks-McAllister and Tony Brown of WALGA.

The following projects and activities were developed on the day:

Projects/Activities for Next 2-3 Years	**Action**
Renewable Energy – solar, wind, etc	Business Case
IT Services – shared service for software, hardware and support. Opportunity to share a common platform. Opportunity to provide fee for service to local business as income stream	Business Case
Roads Contracting to MRWA	Business Case
Advocate for innovative education delivery to encourage students to remain in our Shires rather than attending school in regional centres or metro	Advocacy
Telecommunications – Contemporary and future focused e.g. 5G	Advocacy
Reserve Projects	
Waste Management	No action at this stage
Trade base in each town/incubators	No action at this stage

A decision making criteria was also discussed and this is included on the one page strategic plan summary. Since the workshop, the Executive Officer has developed a project plan for the Renewable Energy project and IT Services project – for discussion by members. The Executive Officer has also added the priority projects to the front of the agenda.

RESOLUTION:

The one page strategic plan is adopted

The NEWROC priority projects for 2018 – 2020 include: Renewable Energy, IT Services, Roads Contracting to MRWA, innovative education delivery and Telecommunications

Moved Cr Shadbolt **Seconded Cr Sasche** **CARRIED 6/0**

5.3. Regional Subsidiary

PORTFOLIO:	Corporate Capacity
FILE REFERENCE:	041-5 Strategic and Future Planning
REPORTING OFFICER:	Caroline Robinson, Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	17 April 2018
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Anne Banks-McAllister
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The Executive Officer has begun working on a Charter for a possible regional subsidiary for the NEWROC. This was agreed to at the December 2017 Council meeting.

The purpose of working on the Charter is to be prepared for possible future opportunities that may arise with the regional subsidiary legislation or another form of governance structure. The Charter can be easily adapted to most forms of governance structure.

The Executive Officer is working part by part on the Charter and members are asked to provide comment on the following draft Charter inclusions;

1.5 Purpose for which the subsidiary is established

1.5.1 To deliver economic prosperity to communities led by the Constituent Councils of the subsidiary

1.5.2 Assess the possibilities and methodology of facilitating, and to identify funding and revenue opportunities for, a range of services and projects on a regional basis;

1.5.3 Undertake co-ordinating, advocacy and representational roles on behalf of its Constituent Councils at a regional level;

1.5.4 Facilitate and coordinate activities of local government at a regional level related to economic, social, environmental and community development with the object of achieving improvement for the benefit of the communities of its Constituent Councils;

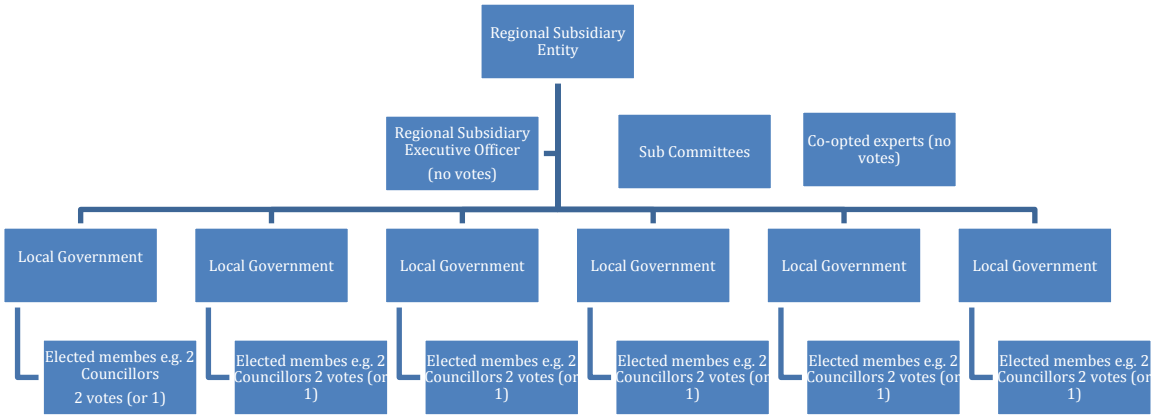
1.5.5 Develop, encourage, promote, foster and maintain consultation and cooperation and to strengthen the representation and status of local government when dealing with other governments, private enterprise and the community;

1.5.6 Undertake projects and activities that benefit its communities;

1.5.7 Implement programs that seek to deliver local government services on a regional basis

3.1 Membership of the Board

- *Proposed membership*



3.1.1 Each Constituent Council is entitled to appoint 2 elected member(s) to be a Board Member and may at any time revoke such appointment and appoint another elected member on behalf of that Constituent Council;

3.1.2 Subject to Clause 3.1.6 a Board Member shall be appointed for a term specified in their instrument of appointment not exceeding the term that the Board Member continues as an elected member of the Constituent Council or until the conclusion of the next periodic Local Government Election following their appointment, whichever term is lesser, at which time they will be eligible for re-appointment by the Constituent Council;

3.1.3 Each Constituent Council may appoint 1 elected member(s) of the Constituent Council to be Deputy/ies, who may act in place of that Constituent Council's Board Member if the Board Member will be unable to be present at a meeting of the Board. The Constituent Council may revoke the appointment of a Deputy and appoint another elected member as Deputy at any time;

3.1.4 In the absence of a Board Member, a Deputy Board Member has all the rights and responsibilities of the Board Member;

3.1.5 Each Constituent Council must give notice in writing to the Subsidiary of the elected members it has appointed as a Board Member and Deputy Board Members and of any revocation of any of those appointments;

3.1.6 In the event that a Board Member or Deputy Board Member appointed pursuant to this Clause is unable to attend a meeting, any other elected member of the Constituent Council present at the meeting may, upon application, be accepted by the meeting as the proxy for the absent Board Member or Deputy Board Member for the purposes of that meeting;

3.1.7 A Subsidiary is to permit any elected member or employee of a Constituent Council to attend meetings of the Board in the capacity of an observer;

3.1.8 The provisions regarding terminating the appointment of an Elected Member as prescribed in the Act apply to all Board Members. In addition to those provisions, the appointment of a Board Member shall terminate –

a) upon the Council who appointed him/her ceasing to be a Constituent Council; or
b) if the Board member ceases to be an elected member of the Constituent Council which appointed him/her;

c) upon the happening of any other event through which the Board Member would become ineligible to remain as a Board Member;
d) upon their term expiring in accordance with Clause 3.1.2

3.1.9 The Board may by an absolute majority vote of the Board Members present (excluding the Board Member subject to this Clause 3.1.10) make a recommendation to the relevant Constituent Council requesting that the Constituent Council terminate the appointment of a Board Member in the event of –

a) any behaviour of the Board Member which in the opinion of the Board amounts to impropriety;
b) serious neglect of duty in attending to the responsibilities of a Board Member;
c) breach of fiduciary duty to the Subsidiary or the Constituent Council;
d) breach of the duty of confidentiality to the Subsidiary or the Constituent Council;
e) breach of the conflict of interest provisions of the Act; or
f) any other behaviour that may, in the opinion of the Board, discredit the Subsidiary or the Constituent Council.

3.3 Functions of the Board

3.3.1 The formulation of strategic plans, financial plans and strategies aimed at improving the activities of the Subsidiary*;*

3.3.2 To provide input and policy direction to the Subsidiary*;*

3.3.3 Appointing, monitoring, overseeing and evaluating the performance of the Executive Officer of the Subsidiary*;*

3.3.4 Ensuring all activities undertaken by the Subsidiary*;*

3.3.5 Subject to sub-clauses 3.6.16 and 3.6.17 ensuring that the activities of the Subsidiary are undertaken in an open and transparent manner

3.3.6 Assisting in the development of Annual Business Plans.

3.3.7 Represent the interests of the Constituent Councils in performing their roles and responsibilities

3.3.8 Participate in the decision-making process of the Subsidiary

Discussion at the Executive Meeting:

- 1 elected member with a deputy delegate, to receive one vote (to be further discussed at the next Executive meeting)
- Discussion regarding deciding vote or majority vote
- Agreement by CEO's that the regional subsidiary needs to have the capacity to borrow in its own right

RESOLUTION:

Sections of the Charter presented to be adopted with an amendment to:

3.1.1 Each Constituent Council is entitled to appoint one elected member to be a Board Member (1 vote) and may at any time revoke such appointment and appoint another elected member on behalf of that Constituent Council;

3.1.3 Each Constituent Council may appoint 1 elected member of the Constituent Council to be Deputy/ies, who may act in place of that Constituent Council's Board Member if the Board Member will be unable to be present at a meeting of the Board. The Constituent Council may revoke the appointment of a Deputy and appoint another elected member as Deputy at any time;

And that a majority vote is required for decisions to be passed.

Moved Cr Shadbolt **Seconded Cr Brown** **CARRIED 6/0**

Discussion:

- The intent of the charter is to start working towards a future governance structure and that this future structure would supersede the current NEWROC structure
- Discussion regarding deadlocks in voting (3-3), should the Chair get the deciding vote or should it be a majority? Decided it would be a majority vote
- Members will be able to opt in and opt out – but this needs further investigation

5.4. NEWROC Health Strategy

PORTFOLIO:	Emergency Management and Health
FILE REFERENCE:	071-1 Health General
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	17 April 2018
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Caroline Robinson
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC Health Plan has been adopted.

To progress some of the strategies in the Plan the following activities have been undertaken by the NEWROC Executive Officer:

- Acquittal of the project funds with the Wheatbelt Development Commission
- Contact made with the Regional Manager of WAPHA regarding the Plan. Discussion regarding some of the specific strategies
- Request to the Regional Manager of WAPHA to host first year Notre Dame medical students in 2019, discussion regarding Anita Campbell (previous Kununoppin Bonded Medical Scholarship winner) and her future placement in the district
- Invitation to the WACHS Health Promotions Officer and Amity Health Care Coordinator (based in Merredin) to attend a future NEWROC meeting

RESOLUTION:

That NEWROC delegate initial discussions with Anita Campbell to the NEWROC Executive Officer regarding her future placement in the region

Moved Cr Brown **Seconded Cr Sasche** **CARRIED 6/0**

Discussion:

- LHAG's have requested to look at the NEWROC Health Plan – all agreed this was a good idea. The role of local government in the Health Plan is to use their presence to leverage improvements
- Sean Conlan from WACHS will be attending the June meeting

5.5. LATE AGENDA ITEM – Literary Luncheon

PORTFOLIO:	Corporate Capacity
FILE REFERENCE:	116-2 NEWArts
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	22 April 2018
ATTACHMENT NUMBER:	#1 Letter from Koorda Book Club
CONSULTATION:	Ian McCabe Cr Melanie Brown
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC Literary Lunch is being held again this year in August, by the Koorda Book Club. NEWROC has supported the Literary Lunch for a number of years (since 2004) and in the 17/18 budget it was $600.

A letter requesting financial support has been received ($600). Additional discussions with Cr Brown (Shire of Trayning) has seen further detail emerge about the event, including:

- A focus on educating young students about writing, with an authors workshop at a school
- A presentation by the author to the book clubs within the NEWROC – in 2018, this will occur at a lunch in Koorda
- Financial support from Writing WA for the event has been sought
- The financial support being requested by the Koorda Book Club will be put towards the event but also an annual subscription to Writing WA, which will benefit all book clubs in the NEWROC and help attract additional funding for future events from Writing WA

Additionally, it would be a good opportunity for the NEWROC to promote itself better by attending the lunch, speaking about our strategic priorities as well as encouraging sign up for the internet plans on offer by Crisp Wireless.

RESOLUTION

Submitted for consideration

Moved Cr Shadbolt **Seconded Cr O'Connell** **CARRIED 6/0**

RESOLUTION

NEWROC support the 2018 Literary Luncheon in Koorda to the value of $600 and the Chair is to be invited to attend the lunch

Moved Cr O'Connell **Seconded Cr Brown** **CARRIED 6/0**

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

- Recent storms across the NEWROC saw multiple Telstra mobile towers experience power outages. Additionally there were also some phone exchanges without power
- Issue is to be raised at the GECZ meeting on Thursday 26 April 2018
- Could the Council staff be trained to be sub contractors to Telstra? This was a suggestion by Hon Melissa Price

7. WALGA ZONE ISSUES

- Some delegates have not received this week's GECZ Agenda papers
- Additionally, those that have the GECZ Agenda have noted that the GECZ Executive Officer Contract follows the Budget item. Members have discussed that the Executive Officer Contract needs to proceed the Budget item
- Members also discussed that Councils should have the ability to vote on Zone Agenda items prior to the Zone meetings

8. OTHER MATTERS

- Official welcome to the new Shire of Nungarin CEO, Adam Madjit
- NEWROC will send former Shire of Nungarin CEO Bill Fensome a card due to his illness
- At the next NEWROC Executive Meeting LGIS will present on the 'Benefits of Job Dictionaries', we will also host IWS Corporate to discuss IT services for the members (and the NEWROC EO will also discuss options with PPS)
- Permit to burn forms will also be discussed at the next NEWROC Executive Meeting

9. MEETING SCHEDULE

22 May	Executive	Shire of Wyalkatchem
26 June	Council	Shire of Wyalkatchem
28 July	Executive	Shire of Koorda
28 August	Council	Shire of Koorda
25 September	Executive	Shire of Mt Marshall
23 October	Council	Shire of Mt Marshall
27 November	Executive	Shire of Trayning

NOTE – December Council meeting yet to be decided, so too format (proposal a dinner is held in February at our strategic planning session and drinks with nibbles in December)

December	Council	Shire of Trayning (Christmas Function)

10. CLOSURE OF MEETING

The NEWROC Chair, Cr Davies thanked everyone for their input and attendance and closed the meeting at 3.47pm

NEWROC
Better Health Plan 2018 - 2020
Focus Areas - Strategies for Success

February 2018

Improving access and health service delivery in the NEWROC Shires

1. Background

In the early 1990's, WA rural shires Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning, and Wyalkatchem decided to come together to plan and deploy programs and strategies in areas of mutual interest to form the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC).

Following successes in the planned commissioning of new independent living units within each of the member shires, as well as wins in telecommunications, natural resource management and biodiversity protection, NEWROC is looking to consolidate interest and effort to address some of the key challenges in their communities in terms of health and wellbeing services.

By progressing the Better Health Plan, NEWROC seeks to cement robust partnerships across local governments, agencies, Government and health service providers in the region and beyond, to ensure that health services can be delivered in a way that is "fit for purpose" with no gaps.

The NEWROC Better Health Plan aims to sharpen the focus on ensuring safe, high quality and sustainable health services are available for the community to support residents in maximising their quality of life. The Better Health Plan will be the precursor to the planned Health and Wellbeing Plans that all six-member shires will be producing over the coming three years.

2. Purpose

The purpose of this NEWROC Better Health Plan is to:

1. Investigate and recommend solutions for health service workforce supply and sustainability;
2. Improve communication and coordination between primary and secondary health care providers;
3. Consider the care provision requirements to support the aging population of the six shires with specific reference to the independent living units being constructed in these communities;
4. Improve access to preventative health services;
5. Promote better system navigation;
6. Guide the development of local health plans for each of the member shires;
7. Align with and support the Western Australian Primary Health Alliance (WAPHA) Comprehensive Primary Care Project; and
8. Identify areas of priority that need to be escalated to other parties.

3. Consultations

NEWROC acknowledges the time and input from the local government areas of: Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning, and Wyalkatchem. NEWROC acknowledges funding from the Wheatbelt Development Commission.

This report has been compiled through the expert input of many key stakeholders and builds on from several previous reports that have been compiled across the region. Following analysis of previous reports, recent demographic updates and consultation with key stakeholders, several key themes were identified. These themes were workshopped with key stakeholders and actions and priorities were identified. These are presented within this strategy as priority actions where there is consensus and recommendations where consensus was not achieved or the issue/action emerged post workshop.

The leadership and vision of the NEWROC members together with Western Australia Country Health Service, the Wheatbelt Development Commission, Rural Health West, the WA Primary Health Alliance, St John Ambulance and other stakeholders made this project possible, and provided significant input into all stages and processes.

4. Focus Areas and Priorities

The NEWROC Better Health Plan has **Four Focus Areas** that aim to support the activity of health service delivery over the short and medium term (up to 3 years). Each Focus Area has Actions/Strategies attached to it that will drive the activity within each Focus Area.

In short NEWROC have developed a plan with specific on-the-ground, programs and models of care designed and operated on which existing and new health budget allocations could be made.

The **Four Focus Areas** are:

- **Build productive partnerships that deliver health solutions relevant to the needs of the NEWROC communities**
- **Recruit and retain health professionals to ensure the availability and delivery of health services in the NEWROC**
- **Engage with the NEWROC community to provide feedback to improve the appropriateness of health services in the NEWROC**
- **Facilitate and help promote a healthy lifestyle and disease prevention within the NEWROC communities**

Within each of these focus areas, the NEWROC has the following priorities:

- Facilitating the attraction, retention and investment of **nurses and allied health professionals** required within the NEWROC
- Encouraging a diverse array of **allied health services and health programs** to reside or regularly visit the NEWROC which focus on the core health issues
- Retention and expansion of the **GP services** in the NEWROC
- Retaining the **Wyalkatchem and Kununoppin Hospitals**
- Ensuring the communities of the NEWROC are aware of their **care pathways**

5. Review

Strategic review with members annually (February strategy meeting)

Six-monthly assessment or as frequently as required at an Executive meeting with progress reported at a Council meeting.

Specific goals, progress and outcomes to be included in agendas and minutes of NEWROC.

STRATEGIC PLAN

GOAL: Build productive partnerships that deliver health solutions relevant to the needs of the NEWROC communities			
	2018 Actions and Measurement	2018 Cost, Resources, Responsibility	Forward Planning
STRATEGIES			
1. FORMALISE the NEWROC entity through a cooperative or similar arrangement, allowing for fund holding and improved accountability arrangements.	1.1 Strategic Planning session to determine goals of the NEWROC and priorities and projects to pursue (Feb 2018) 1.2 Charter development	February Strategic Planning Session, facilitated in kind by WALGA	- Business Plan - Adopted Governance Structure
2. WORK closely with key health stakeholders to find health service solutions	2.1 Hold a Solutions Workshop with WACHS, WAPHA and RHW to discuss the Better Health Plan – approach is relaying our issues and working with health service planners, funders and providers to develop and commit to solutions relevant to the NEWROC	Solutions workshop to be organised by the NEWROC EO in second half of 2018 Catering cost of $500	- Solutions Plan developed, agreed to by WACHS, WAPHA and RHW - Solutions from the plan delivered - Contact members from the NEWROC district who are on the relevant District Health Advisory Groups who could raise awareness of the consultation, findings and recommendations of this work - WACHS Emergency Telehealth Service promoted at each of the

			two hospitals and to the community (via Shire websites)
3. HOST a WA Country Health Services Board Forum to advocate for NEWROC priorities	3.1 Identify who is on the WACHS Board	NEWROC EO to provide details in NEWROC Agenda	- Formally invite them to host a Board Forum within the NEWROC district - Host the event and encourage a tour of local health facilities, services etc.
4. CONVENE regular meetings with WAPHA to progress, develop and expand where possible existing primary health programs.	4.1 Hold a meeting with the WAPHA Regional Manager to present the NEWROC Better Health Plan and identify the areas to collaborate on – what are their priorities and what are ours, what do we need assistance with	NEWROC EO No cost	- Hold quarterly meetings with WAPHA to progress strategies
5. ENGAGE with Healthy Wheatbelt to advocate for NEWROC health service priorities.	5.1 Contact the Healthy Wheatbelt Chair to discuss current status and role of the group – determine its relevancy for the NEWROC prior to formal communication	NEWROC EO No cost	
6. DEVELOP local government public health plans	6.1 Local Public Health Plans for each individual member of NEWROC	External consultant $4000 for one plan with each LG specific, to be completed by June 2018 (allocated in health already 2017/18 budget)	
7. Local Groups and Service Provider partnerships	7.1 Present the NEWROC Better Health Plan to Wyalkatchem and Kununoppin	NEWROC Health Leadership Team	- Present the NEWROC Better Health Plan to NEWHealth

	Health Service Managers and LHAG's (Wyalkatchem and Kununoppin)		- Meet with Amity Health (chronic disease provision and mental health services) to discuss the NEWROC Better Health Plan and their service delivery in the NEWROC – how can we support them and them us, how do we raise awareness of their services in the district etc. - Amity Health engages with the two medical practices in the NEWROC

GOAL: Recruit and retain health professionals to ensure the availability and delivery of health services in the NEWROC			
	2018 Actions and Measurement	2018 Cost, Resources, Responsibility	Forward Planning
STRATEGIES			
8. ENGAGE and MEET with organisations across WA involved in the training, recruitment and retention of the rural health workforce	8.1 Liaise with each CRC in the NEWROC to determine whether they have a welcome to town pack (or each Shire does), where it is placed, promoted and distributed – offer to local hospitals, health providers etc. 8.2 Meet with WAPHA to determine suitability of a Grow Local strategy for NEWROC	NEWROC EO No cost	- Host a business workshop with the two General Practices to improve collaboration opportunities, determine strategic direction and improve business performance (view to sustainable models that are less reliant on individuals) – WAPHA to assist as part of Comprehensive Primary Care strategy - The development and implementation of a NEWROC Health Workforce Retention Scheme in partnership with Rural Health West - Utilise the RHW scholarships to train and upskill local health staff -
9. PROMOTE the NEWROC shires as a great place to live and	9.1 Engage with CEACA leadership, Rural Health West,	NEWROC Health Leadership Team	- NEWROC declared a District of Workforce Shortage

work through social media and mainstream media	and local / regional health service delivery partners		- With CEACA present a solution to service the increasing aged care numbers (HACC, Silver Chain etc)
10. APPROACH all Clinical Schools and recruitment agencies to register as a rural training pathway destination.	10.1 Meet with Northam Rural Clinical School to discuss opportunities for Medical Student placements 10.2 Meet with WAPHA and Rural Health West to discuss future involvement with the Wheatbelt Medical Student Immersion Program		- Meet with WA Clinical Schools (use our health partners for the introduction) to discuss the Better Health Plan and our issues and possible solutions - Work with the WA Clinical Schools to create a clearly defined Rural Training Pathway established for NEWROC
11. DISCUSS the possibility of further support for SJA and its volunteer workforce.			- Map the current health skills of people in the NEWROC and identify how to engage them into the SJA service (admin, paramedic etc) – CRC project and externally funded - Use this information to help health professionals re-engage in the local workforce e.g. Kununoppin Hospital, Wyalkatchem Hospital etc

			- Meet with WAPHA to determine suitability of a Grow Local strategy for SJA volunteers for NEWROC

GOAL: Engage with the NEWROC community to increase awareness of accessible health services and encourage feedback to improve the appropriateness of health services in the NEWROC			
	2018 Actions and Measurement	2018 Cost, Resources, Responsibility	Forward Planning
STRATEGIES			
12. ENGAGE with the community and health consumers to ensure that services meet their needs	http://www.wapha.org.au/health-professionals/service-provider-support/my-community-directory/ 12.1 Work with WAPHA, WACHS and Amity Health to promote Patient Opinion as an online tool for providing feedback on health services	NEWROC EO No cost	- Work with WAPHA, WACHS and Amity Health to promote the Online Patient feedback tool to drive change in service delivery within the NEWROC - Engage actively and feed information back to the NEWROC members on the relevant DHAC
13. PROMOTE health services	13.1 Together with CRC's utilise and promote the My Community Directory as an up to date online directory for health and community service https://www.mycommunitydirectory.com.au/Western_Australia The free website is being promoted and used by WAPHA and its funded service providershttp://www.wapha.org.au/health-professionals/service-provider-support/my-community-directory/	NEWROC CEO's Council staff time Printing and online costs	- Diabetes and Asthma telehealth service promoted -

	13.2 Visiting specialist services at Merredin Hospital and telehealth specialist services are promoted to local GPs		
14. EXPLORE strategies to reduce social isolation	14.1 Meet with WACHS Health Promotion Officer and Wheatbelt Suicide Prevention Coordinator to discuss strategies to reduce social isolation		- Map current volunteer numbers, their skills and what is needed – devise a strategy in response to this - Community Development Officer's to actively work with key partners to implement strategies

GOAL: Facilitate and help promote a healthy lifestyle and disease prevention within the NEWROC communities			
	2018 Actions and Measurement	2018 Cost, Resources, Responsibility	Forward Planning
STRATEGIES			
15. PROMOTE ActiveSmart across NEWROC	15.1 Check the status of ActiveSmart	NEWROC EO No cost	- Encourage people to join the ActiveSmart program - All NEWROC members to be ActiveSmart participants (Note check program status with DSR)
16. PRIORITISE the already four most prevalent risk factors- smoking, excessive alcohol consumption,	16.1 Invite the Amity Health Care Coordinator (based in Merredin) to a NEWROC Executive meeting	NEWROC EO No cost	- Engage the WACHS Health Promotion Officers in NEWHealth and with the

physical inactivity and overweight/obesity across NEWROC	16.2 Invite the relevant WACHS Health Promotion Officer to attend a NEWROC meeting		Wyalkatchem GP practice
17. MAP chronic disease management and self - management programs and resources delivered by partners.	- Work with WAPHA to map chronic disease self management programs and resources, identify gaps and opportunities	NEWROC EO No cost	- Engage a provider/s to increase community access to chronic disease self management programs - DiabetesWA - Desmond workshops to be held in the NEWROC (Amity Health) - WACHS HEAL workshops to be held in NEWROC
18. Implement members Age Friendly Community Plans.			- As a group attract funding for common infrastructure upgrades in each of the town sites - to be added as a project priority for the group's strategic plan
19. UNDERTAKE training for all shire employees to increase mental health literacy	Work with Wheatbelt Suicide Prevention Coordinator to identify, plan and deliver appropriate mental health literacy courses to staff		- Pathways and linkages made with Wheatbelt Suicide Prevention Coordinator - Mental Health training for member staff. This could be achieved in collaboration with the Mental Health Commission and/or university partner who

			may wish to evaluate the impact.
20. IMPROVE access to high quality/low cost first aid training for community members with a specific focus on new parents and carers of the elderly	Work with St Johns Ambulance to identify, plan and deliver appropriate first aid courses to target groups Identify funding opportunities to subsidise training for target groups		- First Aid Training delivered to key target groups in the community - Evaluate uptake and plan future training strategies
21. PROMOTE Aboriginal health programs.	21.1 Invite the Wheatbelt Health Network Integrated Team Care Coordinator to a NEWROC Executive meeting 21.2 Invite the relevant WACHS Health Promotion Officer and Aboriginal Health staff member to attend a NEWROC meeting	NEWROC EO No cost	Increase in Aboriginal health programs delivered to NEWROC communities Increase in Aboriginal engagement in health programs
22. ENCOURAGE communities to buy fresh fruit and vegetables	22.1 Invite the relevant WACHS Health Promotion Officer to attend a NEWROC meeting to discuss healthy eating campaigns		Engage with LiveLighter, community health challenge

7.6.2 Shire of Mukinbudin – Delegated Authority Register Annual Review	
Location:	Mukinbudin
File Ref:	ADM
Applicant:	Dirk Sellenger – Chief Executive Officer
Date:	11th May 2018
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 2017/18. **NB**: To ensure the Shire meets its statutory compliance obligations this item must be adopted no later than the June 2018 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 199*5 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: **Seconded:**

That Council adopts the reviewed Register of Delegations as presented May 2018.

Carried /

Shire of Mukinbudin

Register of Delegations

Originally Adopted: 23 August 2000
Reviewed 16 May 2018

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"

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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

7.6.3 Shire of Mukinbudin – Policy Manual Annual Review 2018	
Location:	Shire
File Ref:	ADM
Applicant:	Dirk Sellenger, CEO
Date:	11th May 2018
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 2018 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 2017.
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'.

Council made the following amendments to the Policy Manual during the 2017/2018 year:

OFFICER RECOMMENDATION/COUNCIL DECISION
Council Decision Number – 22 08 17

Moved: Cr Palm *Seconded: Cr Paterson*

4.8 Staff Swimming Pool Access

POLICY *That Council allows any and all fulltime members of Staff access to an Annual Swimming Pool Pass for the Mukinbudin Aquatic Centre at no cost to the employee or family. This is to include a maximum of two adults and all dependent children under 16 years of age.*

OBJECTIVES	*As an employment incentive for Shire employees to assist with the recruitment and retention of quality employees.*
GUIDELINES	
HISTORY	*The CEO believes this practice has been in place since approximately 2008 however no formal Policy to support this existing procedure exists and for this reason the creation of a new Policy is recommended.*
REVIEW	*CEO*

Carried 9 / 0

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number – 14 10 17

Moved: Cr Paterson *Seconded: Cr Comerford*

That Council have no designated Senior Employees as defined under section 5.39 of the Local Government Act 1995

That Policy 4.5 – Senior Employees Policy be removed from the Shire Policy Manual accordingly.

Carried 9 / 0

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: **Seconded:**

That Council adopts the reviewed Shire of Mukinbudin Policy Manual as at May 2018 as presented.

Carried /

Shire of Mukinbudin

Policy Manual

Locations of the Original Policy Manual

Copies	Locations
1	CEO Office
2	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
16 May 2018	Version 5, Reviewed 16 May 2018

FOREWORD

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 16 May 2018 Ordinary Council meeting and Resolution N^{o} 13 05 17 confirming its application.

_____ 16 05 2018
Gary Shadbolt
President

_____ 17 05 2018
Dirk Sellenger
Chief Executive Officer

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.

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GOVERNANCE

1.1 Policy Manual Amendments

POLICY	Addition, deletions or alterations to Council Policy shall only be effected by specific Council resolution stating – - the proposed policy, and - that the Policy Manual be updated
OBJECTIVES	To ensure that the Policy Manual is up to date, relevant and reflects only Council's specific instructions.
GUIDELINES	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.
HISTORY	Former Policy 1.1.8 Policy Change and Review
REVIEW	Chief Executive Officer

1.2 Meeting Dates

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

1.3 President's Allowance

POLICY The Presidential Allowance, as set in Council's annual budget, is to be paid quarterly throughout the financial year.

OBJECTIVES To ensure that the President's annual allowance is 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 Finance & Administration Manager

1.4 Councillor Attendance Fees

POLICY	The Shire President and Councillors meeting attendance fees to be set prior to annual 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) Regulations1996 – reg 30*
HISTORY	
REVIEW	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 8.30am 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

POLICY

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 –

- the proposed policy, and
- that the Staff Induction Manual be updated

OBJECTIVES

To ensure that the "Staff Induction Manual" Policy Manual is up to date, relevant and reflects only Council's specific instructions.

GUIDELINES

- 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.
- Senior Officer Contract

HISTORY

REVIEW

Chief Executive Officer

1.8 Travel Expenses

POLICY

The Shire shall reimburse Council Members and staff for travel to Council and Committee meetings and other Shire business approved by 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 a quarterly basis. It is the responsibility of Elected Members to claim any travel reimbursement.

OBJECTIVES

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

GUIDELINES

Claims for expenses are to be forwarded to the 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

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 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^{o} 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 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 in accordance with Policy 1.09
OBJECTIVES	To clarify what costs can be incurred/recouped by Members.
GUIDELINES	Members wishing to attend a 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, see that website for further information

Western Australia

Local Government (Rules of Conduct) Regulations 2007

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Extract from 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* 1.

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

Extract from www.slp.wa.gov.au, see that website for further information

(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.

Extract from www.slp.wa.gov.au, see that website for further information

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

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(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.

Extract from www.slp.wa.gov.au, see that website for further information

(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

Extract from www.slp.wa.gov.au, see that website for further information

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 —

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(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 —

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(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.

Extract from www.slp.wa.gov.au, see that website for further information

(5) The CEO must maintain a register of gifts in which details of notices received under subregulation (4) are recorded.

Extract from www.slp.wa.gov.au, see that website for further information

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
Local Government (Rules of Conduct) Regulations 2007	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 *Gazette* 21 Aug 2007 p. 4173)

Extract from www.slp.wa.gov.au, see that website for further information

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 and is done so by Absolute Majority

OBJECTIVES

To recognise the commitment and service of recipients to Council.
To recognise outstanding and meritorious service to the Shire of Mukinbudin

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

POLICY	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.
OBJECTIVES	To validate the procedure for the execution of legal documents
GUIDELINES	When affixing the common seal the following clause is to be notated on the document: "The common seal of the Shire of Mukinbudin was hereunto affixed by authority of its Council in the presence of…" "Use of the Common Seal Register"
HISTORY	Previous Policy
REVIEW	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	May 2016
REVIEW	Chief Executive Officer

1.16 Internet and Email Usage

POLICY

Internet and Email Usage policy is in place.

OBJECTIVES

To provide a framework for appropriate access to and use of internet and email systems.

GUIDELINES

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:

- 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.
- All internet data that is composed, transmitted and / or received by Shire systems is considered to be the property of the Shire.

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

May 2016

REVIEW

Chief Executive Officer

COMMUNITY SUPPORT

2.1 Charitable Works

POLICY	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 resolution of Council.
OBJECTIVES	For Council to determine level of support and use of its equipment for not for profit/charitable purposes
GUIDELINES	This excludes private works for which Council is to be reimbursed
HISTORY	Former policy
REVIEW	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 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

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

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	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 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 Chief Executive Officer

FINANCE / ACCOUNTING

3.1 Self Supporting Loans

POLICY 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.

OBJECTIVES To identify Council's willingness to provide support

GUIDELINES Self-supporting loans are subject to the same administrative requirements as are other loans raised by Council

HISTORY

REVIEW Finance & Administration Manager

3.2 Significant Accounting Policies

POLICY	The Statement of Significant Accounting Policies as per the following pages is adopted as Council policy
OBJECTIVES	To clearly identify the basis upon which Council's financial statements are prepared
GUIDELINES	Department Local Government Accounting Manual
HISTORY	
REVIEW	Finance & Administration Manager

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 there 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 the Shire of Mukinbudin.
   (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.
   (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

(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 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 Finance & Administration Manager

APPENDIX A

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 requirement 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-today 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.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
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:

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %

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:

Overall Portfolio Term to Maturity Limits	
Portfolio % <1 year	100 Max; 40% Min
Portfolio % >1 year	60%
Portfolio % > 3 year	35%
Portfolio % > 5 year	25%
Individual Investment Maturity Limits	
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.

Investment	Performance Benchmark
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	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 $5,000	Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the Shire •
Over $5,000 and up to $50,000	Obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from: • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market.
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 based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy. Quotations within this threshold may be obtained from: • an existing panel of pre-qualified suppliers administered by the Shire; or

	• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. 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.
Over $150,000	Where the purchasing requirement is not suitable to be met through a panel of WALGA 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 *Local Government (Functions and General) Regulations 1996,* 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.

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 $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 ENTERPISES

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. 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, 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

Chief Executive Officer

3.7 Direct Electronic Payments and Electronic Investments

POLICY Any and all payments made by electronic transfer or cheque from shall be made jointly by any two of the following:

a) Chief Executive Officer
b) Finance & Administration Manager
c) Senior Finance Officer
d) Shire President
e) Deputy Shire President
f)

Any surplus funds in the Municipal Account are invested 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 Finance & Administration Manager

3.8 Credit Card Policy

POLICY	That the use of Shire credit cards is to be in accordance with Credit Card guidelines endorsed by Council.
OBJECTIVE	To control the use of credit card use and limit potential misuse.
GUIDELINES	*Local Government Act 1995* *Local Government (Financial Management) Regulations 1996* Use of Corporate Credit Cards - Local Government Operational Guidelines - Number 11 September 2005
HISTORY	No former policy exists See Appendix A below
REVIEW	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.
- 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
- Tax receipts to be provided to the Senior Finance Officer or similar position to include details of expenditure and account to be costed against
- 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)
- 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

POLICY 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.

OBJECTIVES To identify Council's support for the Reserve's services and members of the local emergency services.

GUIDELINES Staff members involved with Reserve Units or local emergency services must make written application to the CEO, through their supervisor, for recognition of involvement.

HISTORY

REVIEW Chief Executive Officer

4.2 Housing Incentive - Owner Occupied Housing

POLICY All permanent full time staff who reside in a non-Council owned property shall receive a Housing Allowance.

OBJECTIVES To encourage staff to reside in the Shire of Mukinbudin 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.

HISTORY

REVIEW 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

Finance & Administration Manager

4.4 Staff – Service Allowance

POLICY Council staff length of service allowance will be.

Years of Service	Amount
0-1	$20 per fortnight
1-2	$30 per fortnight
2-3	$40 per fortnight
3-4	$50 per fortnight
4 or more years	$60 per 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 Finance & Administration Manager

4.5 Senior Employees

POLICY	Council designates the following employees , when employed, as senior employees for the purposes of s5.39: • Finance & Administration Manager • Works Supervisor
OBJECTIVES	To identify who is a senior employee at the Shire
GUIDELINES	*Local Government Act 1995 – s5.39* *The Chief Executive Officer is a senior employee under the provisions of s5.36.*
HISTORY	Nil
REVIEW	Chief Executive Officer

4.6 Water Consumption for Council Houses

POLICY	Council will meet the full cost of water rates and first 300kL's water usage for Council owned staff housing unless individual Senior Staff Contracts stipulate otherwise.
OBJECTIVES	To ensure that Council housing gardens are maintained to an acceptable standard.
GUIDELINES	Senior Officer Employment Contracts Water Corporation Waterwise
HISTORY	Nil
REVIEW	Chief Executive Officer

4.7 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

4.8 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 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 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

4.9 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 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 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, 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
Benzolecgonine (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, 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 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. 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 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

4.10 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

4.11 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 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.

Any further incidents will result in possible dismissal.

HISTORY No Former policy exists

REVIEW Chief Executive Officer

4.12 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" leggins 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 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
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 sun cream (SPF 30+)

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 practices 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.

(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
3 x Light weight long shorts
1 x Wide brimmed hat
1 x pair of sunglasses (of appropriate type)
1 x Gloves
1 x Sun Screen (minimum SPF30+)

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 should 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+) should 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 should 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.

4.13 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 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 than 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	May 2016
REVIEW	Chief Executive Officer

4.14 Rostered Days Off (Administration)

POLICY

The inside staff hours 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 six (6) Rostered Days Off may be accrued by an individual in accordance with this policy, unless previously authorised by the Chief Executive Officer.

HISTORY

May 2016

REVIEW

Chief Executive Officer

4.15 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 six (6) Rostered Days Off may be accrued by an individual in accordance with this policy, unless previously authorised by the Chief Executive Officer.

HISTORY

May 2016

REVIEW

Chief Executive Officer

4.16 Staff Swimming Pool Access

POLICY	That Council allows any and all fulltime members of Staff access to an Annual Family Swimming Pool Pass for the Mukinbudin Aquatic Centre at no cost to the employee or family. This is to include a maximum of two adults and all dependent children under 16 years of age.
OBJECTIVES	As an employment incentive for Shire employees to assist with the recruitment and retention of quality employees.
GUIDELINES	
HISTORY	August 2017
REVIEW	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

_____

_____

_____

_____

_____

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

LABOUR

Operator	Rate P/Hour	Total Hours	Total $
		Total:	(A)

PLANT

Machine	Rate P/Hour	Total Hours	Total $
		Total:	(B)

MATERIALS/OTHER

	Total $
	(C)
Total Quote	$

5.2 Plant Report

POLICY The Works Supervisor 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 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, 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 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.

- 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

55cents per m^3 plus gst to apply from 1st July 2017 with the amount to be revised annually having regard to CPI movements and comparisons with neighbouring Councils.

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 in consultation with householders with the species determined by 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 $5m^3$ 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 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*

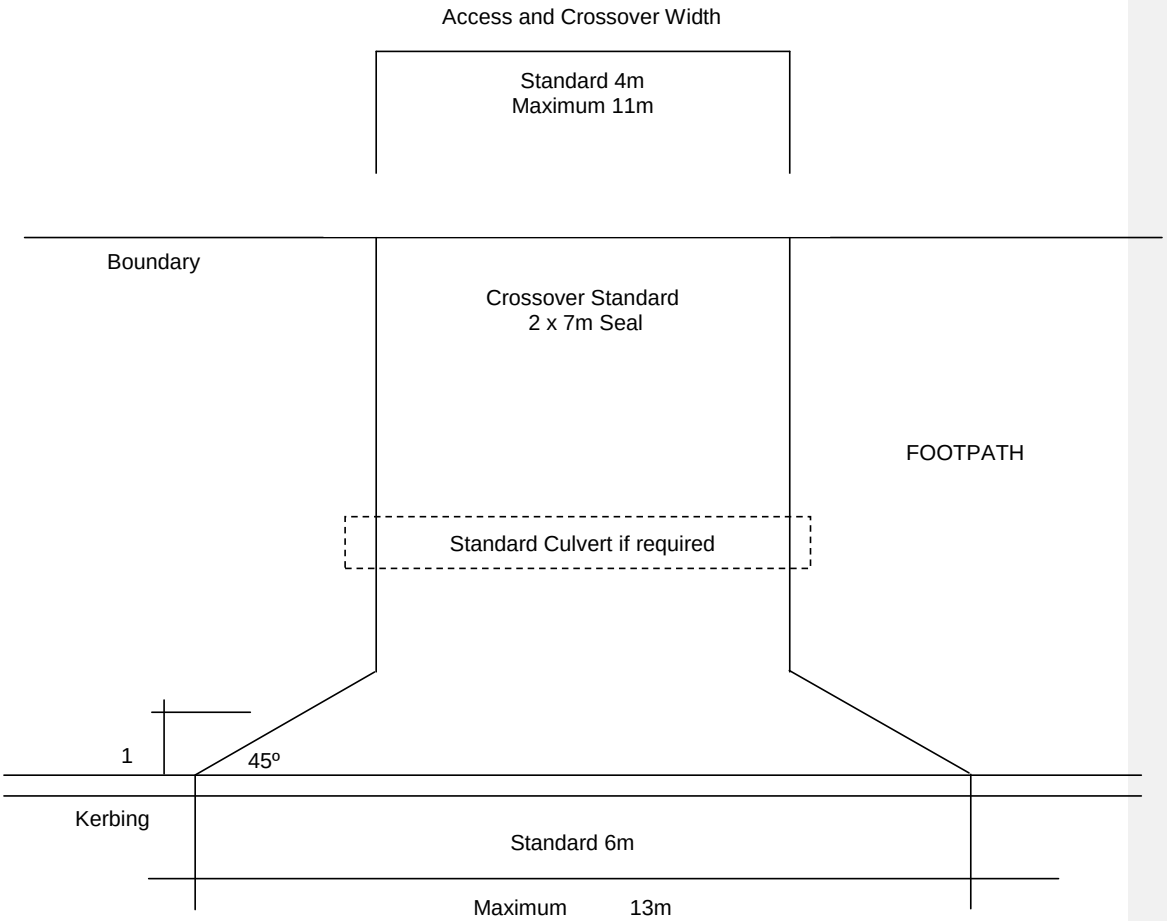
i. Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required
ii. To bitumen road: Water binding and a two coat seal with the first coat being applied with a **minimum** 10mm size aggregate and the second coat 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

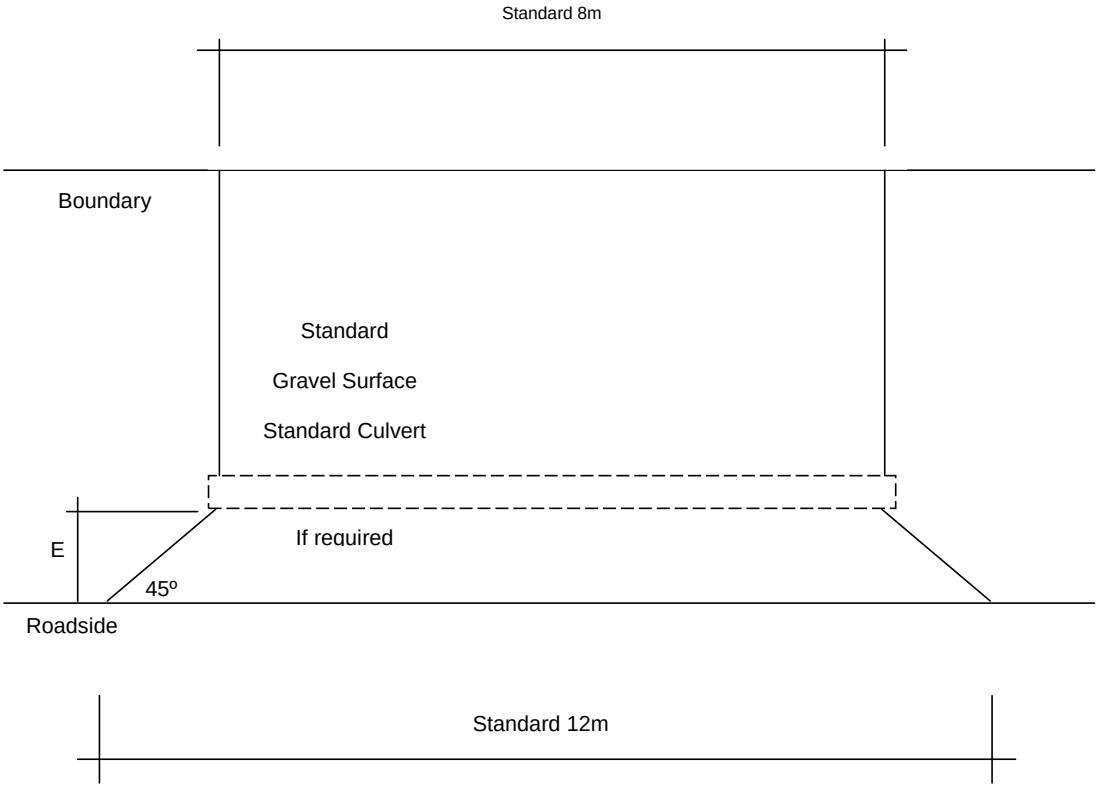
4) Council Contributions
   a) Council shall pay a 50% contribution for the installation of a crossover or access point providing that the following has been undertaken and submitted:
      i) An application for a cross over or access point has been submitted and relevant approvals have been completed, 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

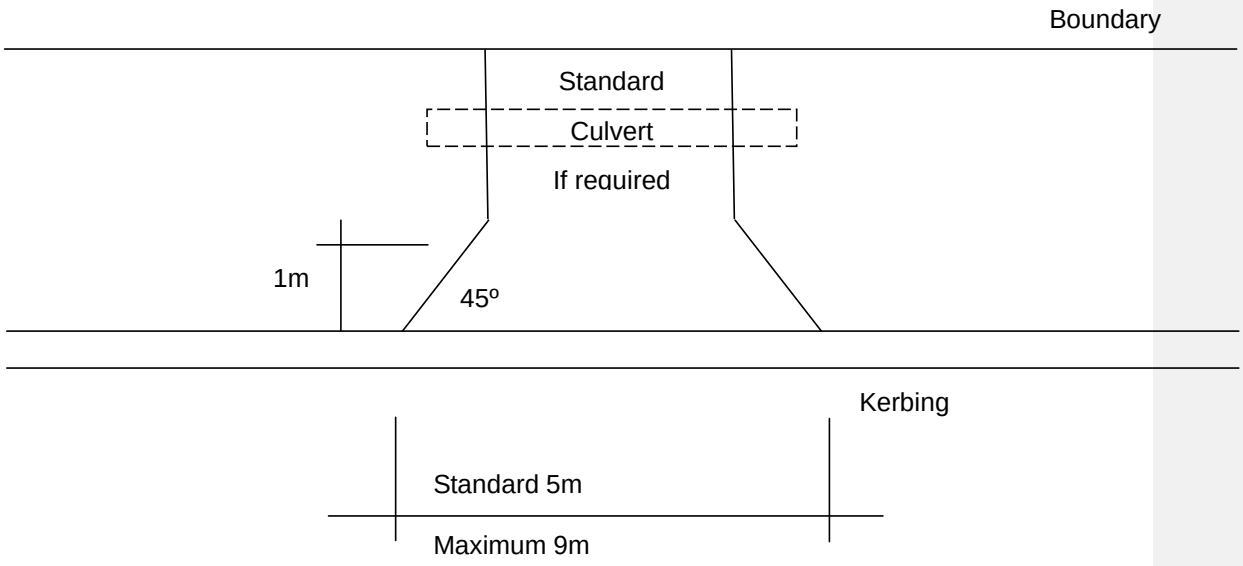


ATTACHMENT 5.8B
DIAGRAM RURAL CROSSOVER

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):

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 "1", "2, "3", "4" & "5" class roads and will be afforded the following work criteria:

- **Class 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 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 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 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 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 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.

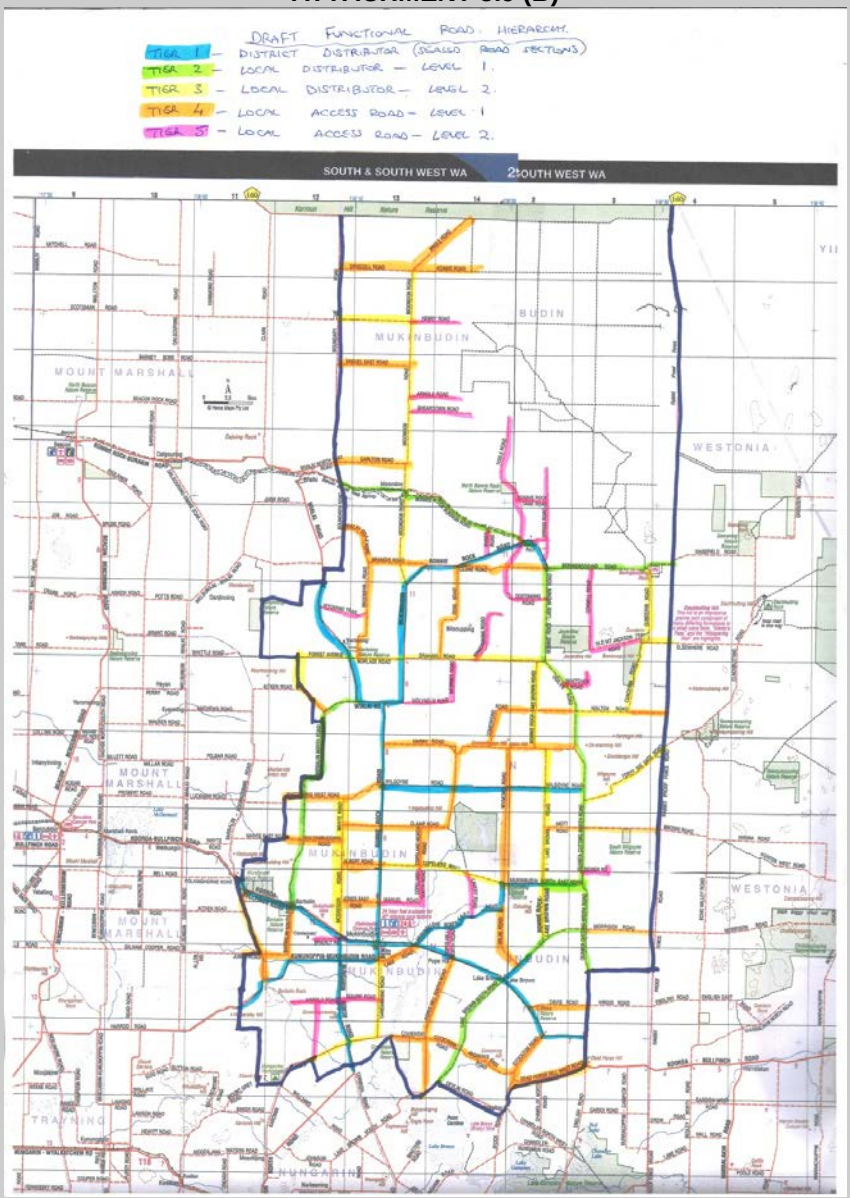
Expected Level of Service : Upgrade and maintain the existing formed or paved (unsealed) road to minimum 6.1m carriageway width (this is the minimum carriageway width requirement for potential future Low Volume Type A Network 7 RAV access – with maximum speed limit of 40 km/hr and site distance less

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 (B)



ROAD
CLASSIFICATION PLAN

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	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.

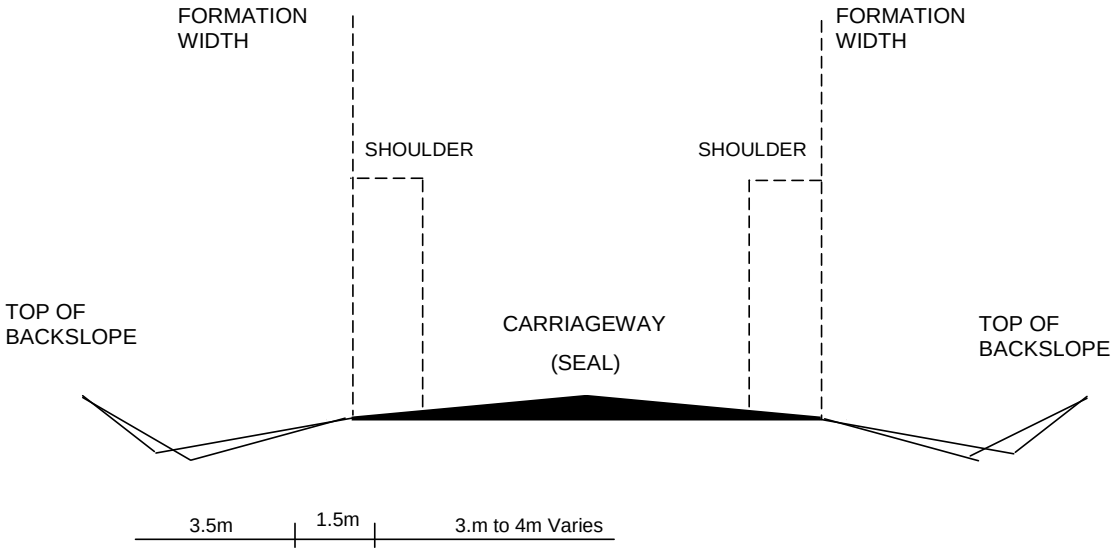
See Attachment 5.11(b): Road Profile and Specifications for “C” Class Roads.

HISTORY

REVIEW

Chief Executive Officer

ATTACHMENT 5.11(1,2,3) SEALED/UNSEALED ROADS
ROAD PROFILE AND SPECIFICATIONS



Specifications		
Formation Width	15-18m	
Pavement Width	10.00m	Measurement of the backslope to be decided
Carriageway Width	7.00m	by the Works Supervisor taking
Shoulders	2 x 1.5m	into account the locality.
Traffic Lanes	3.50m	
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

POLICY

Townsite property owners shall be permitted to drain storm water from their properties into the main roadside drainage system, with work to be undertaken by the Shire as Private Works.

OBJECTIVES

To provide for control of water given the high clay content of soils.

GUIDELINES

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.

HISTORY

REVIEW

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

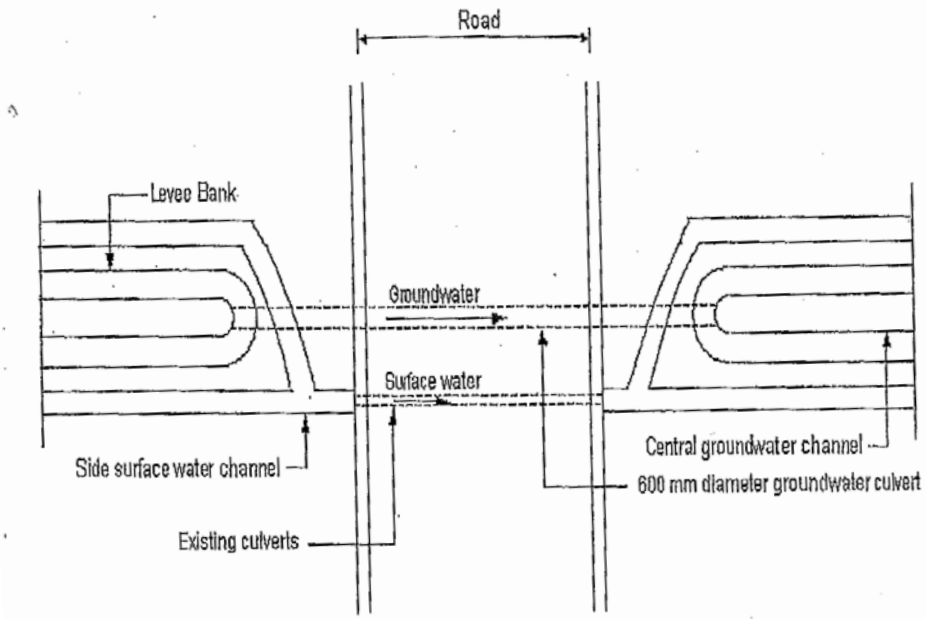
relevant Australian Standards for Traffic Management.

- 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.

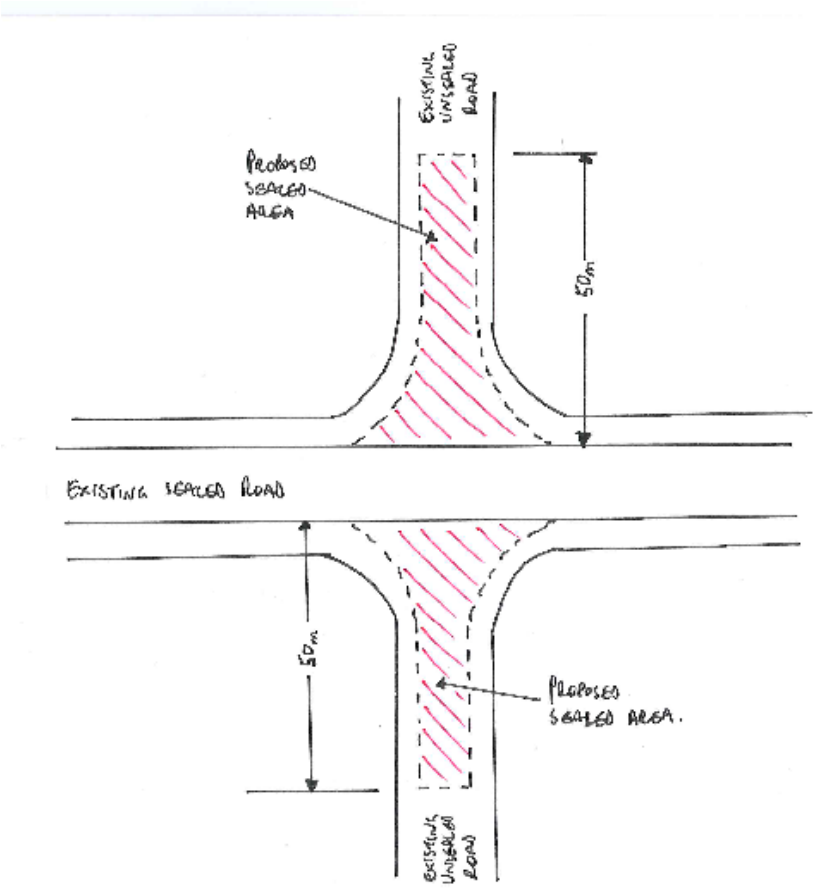
Each occurrence should be considered on its merits based on traffic volumes and maintenance history.

HISTORY

REVIEW

Chief Executive Officer

ATTACHMENT 5.16 (A)
DIAGRAM



5.17 Fleet Safety Policy

POLICY The Shire Staff and Councilors Fleet Safety Policy as recommended by Roadwise

OBJECTIVES To improve shire staff and Councilor safety when travelling in Shire Vehicles.

GUIDELINES 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

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^{o}.4)

6.1 Outbuildings 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^2)	MAXIMUM SINGLE OUTBUILDING (m^2)	TOTAL OUTBUILDINGS (m2)	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

POLICY

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.

OBJECTIVES

See Town Planning Scheme No 4.

GUIDELINES

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.

HISTORY

Outbuilding Policy

REVIEW

Chief Executive Officer

6.3 Parking of Chemical Spray Units in Townsites

POLICY	The parking of active chemical spray units in residential and commercial areas (as defined TPS No.4) is generally not permitted.
OBJECTIVES	To provide for the appropriate storage of chemical spraying equipment and visual amenity of the town
GUIDELINES	Town Planning Scheme No 4
HISTORY	
REVIEW	Chief Executive Officer

6.4 Development of Movable Buildings – Including Relocated Buildings

POLICY	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
OBJECTIVES	To control and guide the overall finished appearance of all relocated dwellings.
GUIDELINES	Town Planning Scheme No 4
HISTORY	Bonds refund in stages
REVIEW	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

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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

POLICY To provide guidance for delegated officers when approving reduced setbacks on residential lots within the Shire of Mukinbudin.

OBJECTIVES To establish a set of guidelines for the approval of Reduced setbacks on residential lots within the Shire of Mukinbudin.

GUIDELINES The following criterion need to be met in order for a Reduced setback to be approved under delegated Authority:

1. Setback is to be reduced to no less than 1m from the boundary.
2. The setback to be reduced relates to those other than Street setbacks.
3. Building footprint is to be a reasonable size with reduction required to enable a good fit.
4. Approval is for a reduced setback for a single storey dwelling only.
5. Application for the reduced setback is within a residential lot setting only.
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.
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.

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 May 2016

REVIEW Chief Executive Officer

Reduced Setback Approvals Assessment Form Date.....

Property Address	Proposal Outline
Criteria	**Comment**
Setback Distance	
Which boundaries?	
Building footprint	
Single Storey Dwelling	
Residential Lot	
Shed height	
% open space Outdoor living in meters	
Additional Comments	
Approved/Declined	

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 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 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

7.3 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

7.4 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 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 Act1982*, s13.39 and Schedule 2

HISTORY

REVIEW

Chief Executive Officer

7.5 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) 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

Finance & Administration Manager

7.6 Record Keeping Plan

POLICY	For Shire to maintain a Record Keeping Plan in accordance with the requirements of the *State Records Act 2000.*
OBJECTIVES	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. 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.
GUIDELINES	*State Records Act 2000* See Attachment 7.6 Record Keeping Plan Guidelines
HISTORY	Former Policy 1.1.15
REVIEW	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.

7.7 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 30 Caravans/Motorhomes. Once this number is reached the overflow facility will be initiated. Patrons who make use of the overflow facility will be directed from the caravan park 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

7.8 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

7.9 IT Security

POLICY IT Security measures are in place.

OBJECTIVE To appropriately protect the Information and Communication Technology ("ICT") technology facilities infrastructure against theft, fraud, malicious or accidental damage, breach of privacy and confidentiality.

GUIDELINES The IT Security Policy applies to all information systems and information system components of the Shire of Mukinbudin. Specifically it includes:

- All dedicated systems.
- All information storing platforms.
- All devices that provide or have access to centralised storage capabilities.

This will be achieved by ensuring:

- All information systems are protected by Antivirus Software. The protection will be performed at the network boundary, on all facilities, fixed and mobile.
- All information stored is held in confidence and only used for the sole purpose of Local Government requirements.
- 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.

HISTORY May 2016
REVIEW Chief Executive Officer

7.6.4 Housing Tender Committee Meeting Minutes RFT 1 2018	
Location:	Lot 203 Gimlet Way, Mukinbudin
File Ref:	ADM 060
Applicant:	Dirk Sellenger – Chief Executive Officer
Date:	11th May 2018
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger – Chief Executive Officer
Author:	Dirk Sellenger – Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

Summary

To present the Minutes of the Housing Tender Committee to Council to be received.

Background Information

At the December 2017 Ordinary Meeting of Council, Agenda Item 7.5.10 was resolved as follows:

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number – 25 12 17

Moved: Cr Nicoletti *Seconded: Cr Comerford*

That Council support the building of a new 4 x 2 residence in Mukinbudin to Government Regional Officer Housing (GROH) specifications subject to:

Council being able to secure a fixed term loan for $420,000 (four hundred and twenty thousand dollars) for a period of 20 (twenty) years at a fixed rate of not more than 4.1%pa.

That GROH be willing to enter into a lease for a period of not less than 10 (ten) years at a weekly rental commencing at $650.00 per week to be adjusted annually by Consumer Price Index (CPI) as required during the lease period.

Carried 9 / 0

At the April 2018 Ordinary Meeting of Council, Agenda Item 7.7.12 was resolved as follows:

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number – 19 04 18

Moved: Cr Poultney *Seconded: Cr Nicoletti*

That Council delegate authority to the following Housing Sub-Committee to review and award the Tenders received from RFT 1.2018 - New 4x2 Dwelling accordingly:

Cr Gary Shadbolt – Shire President
Cr O'Neil
Cr Ventris
Dirk Sellenger, Chief Executive Officer (non-voting member)

Carried: 8 / 0

The Housing Committee met on 26th April and 8th May 2018 and minutes from these meetings are provided for Council information.

Request for Tender 01/2018 – 4x2 Dwelling	
Location:	*Lot 203 Gimlet Way, Mukinbudin*
File Ref:	*ADM 060*
Applicant:	*Dirk Sellenger – Chief Executive Officer*
Date:	*26th April 2018*
Disclosure of Interest:	*Nil*
Responsible Officer	*Dirk Sellenger – Chief Executive Officer*
Author:	*Dirk Sellenger – Chief Executive Officer*
Voting Requirements:	*Absolute Majority (2 votes of 3 Committee Members)*
Documents Attached:	*Nil*
Documents Tabled:	*Nil*

Summary
To present Tenders to the RFT 01/2018 Housing Sub-Committee as recently agreed to by Council.

Background Information
At the December 2017 Ordinary Meeting of Council, Agenda Item 7.5.10 was resolved as follows:

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number – 25 12 17

Moved: Cr Nicoletti *Seconded: Cr Comerford*

That Council support the building of a new 4 x 2 residence in Mukinbudin to Government Regional Officer Housing (GROH) specifications subject to:

Council being able to secure a fixed term loan for $420,000 (four hundred and twenty thousand dollars) for a period of 20 (twenty) years at a fixed rate of not more than 4.1%pa.

That GROH be willing to enter into a lease for a period of not less than 10 (ten) years at a weekly rental commencing at $650.00 per week to be adjusted annually by Consumer Price Index (CPI) as required during the lease period.

Carried 9 / 0

At the April 2018 Ordinary Meeting of Council, Agenda Item 7.7.12 was resolved as follows:

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number – 19 04 18

Moved: Cr Poultney *Seconded: Cr Nicoletti*

That Council delegate authority to the following Housing Sub-Committee to review and award the Tenders received from RFT 1.2018 - New 4x2 Dwelling accordingly:

Cr Gary Shadbolt – Shire President
Cr O'Neil
Cr Ventris
Dirk Sellenger, Chief Executive Officer (non-voting member)

Carried: 8 / 0

Officer Comment

Upon opening of Tenders on Monday 16th April the following Tenders were received:

COMPANY	*ITEMS*	*TYPE*	*PRICE*	*NOTES*
Modular WA	*1 x bound book*	*Transportable*	*$304,731.00*	
Mukinbudin Building	*1 x folder*	*Built Onsite*	*$389,850.00*	*$407,715.00*
TR Homes	*2 x bound books*	*Transportable*	*$344,053.63*	
WBS Group	*2 x bound books*	*Transportable*	*$299,542.06*	*Non-compliant, below minimum size*

Whilst Council has a 10% Local Purchasing preference in the case of this housing Tender, Council isn't bound to award the tender within the 10% Local Purchasing Policy as many different factors, which are not able to measured, need to be considered including the benefit for other local or semi local Businesses in the event the Tender is awarded to a local Mukinbudin Business, in this case to Mukinbudin Building.

Council is supportive of existing, and the establishment of potentially new, businesses to town and in the form of building new residences, the last two 4x2 Dwellings built have been awarded to the local building company, Mukinbudin Building, with good results despite a large involvement from "others" in these previous builds. This involvement will not be the case in this build which requires the successful Tenderer to be responsible for build aspects previously considered the responsibility of the Shire employees: electrical connection, plumbing, landscaping etc.

The CEO believes it is important that the Committee not be too focused on the layout and design of the house. Provided this design isn't poor, the location of the toilet, walk-in robe or colour of the kitchen bench top is largely irrelevant from a Shire perspective as this transaction is between the Shire and the Department of Housing. Whilst the house will be a Shire property, apart from the financial aspect of this transaction it will be in the eyes of the community a Government house for the purpose of Police Housing for at least the next ten years and it is essential that the Department of Housing are supportive of whatever decision the Committee chooses prior to the actual awarding of the Tender by way of issuing of a Purchase Order for this work to be carried out.

The Tender from Mukinbudin Building has been pre-approved by the Department of Housing as this is largely identical to the Shire owned 4x2 leased to the Department of Housing for the purpose of accommodating the School Principal.

Strategic & Social Implications

Consultation
Department of Housing (GROH) staff members.
Various Tenderers seeking clarification.

Statutory Environment
Local Government Act 1995 (As Amended)

Policy Implications
Nil

Financial Implications
Council has made an allowance to take out a Loan of up to $420,000 for the construction of a new 4x2 dwelling completed to a "turnkey" standard.

The CEO has spoken with WA Treasury regarding the Loan as well as the local Bendigo Bank Branch about a loan. The CEO is not familiar with Local Governments borrowing from Banks in the past however following discussions with Council's Auditors it is understood, whilst rare amongst Local Government, this option may exist following a direct cost comparison between WA Treasury and the

Mukinbudin Bendigo Bank Branch to allow for Council to borrow these funds accordingly. Council's Auditor is seeking clarification with regards to this matter which will form part of the report to be presented for Council consideration at the May 2018 Ordinary Meeting of Council once the Tender has been awarded and the required Loan amount known.

OFFICER RECOMMENDATION

Council Decision Number –

That the RFT 01/2018 Sub-Committee consider and award the Request for Tender 01/2018 – New 4x2 Dwelling to Mukinbudin Building services for a Tender amount of $389,850.00 accordingly, subject to the following:

An undertaking from Mukinbudin Building that they will purchase as many items locally when possible, i.e. hardware items etc.

An Undertaking from Mukinbudin Building that they will attempt to employee any skilled or unskilled labour and or trades locally when possible, i.e. Electricians, Plumbers, Plasterers, Painters etc.

That prior to the formal awarding of the Tender and the issuing of a Purchase Order, written confirmation from the Department of Housing to confirm (in writing) approval of the chosen Tenderer and house design.

That the CEO seek firm quotes from suitable financial institutions to be considered by Council at the May 2018 Ordinary Meeting of Council for the borrowing of $389,850.00 over a period of 20 years to fund the Construction of the new residence and that an appropriate allowance be made accordingly in the 2018/2019 Budget Document.

Moved: *Seconded:*

Carried: /

COMMITTEE DECISION
Moved Cr Ventris Seconded Cr O'Neil

That the RFT 01/2018 Sub-Committee consider and award the Request for Tender 01/2018 – New 4x2 Dwelling to Mukinbudin Building services for a Tender amount of $389,850.00 accordingly, subject to the following:

An undertaking from Mukinbudin Building that they will purchase as many items locally when possible, i.e. hardware items etc.

An Undertaking from Mukinbudin Building that they will attempt to employee any skilled or unskilled labour and or trades locally when possible, i.e. Electricians, Plumbers, Plasterers, Painters etc.

That prior to the formal awarding of the Tender and the issuing of a Purchase Order, written confirmation from the Department of Housing to confirm (in writing) approval of the chosen Tenderer and house design.

That the CEO seek firm quotes from suitable financial institutions to be considered by Council at the May 2018 Ordinary Meeting of Council for the borrowing of $389,850.00 over a period of 20 years to fund the Construction of the new residence and that an appropriate allowance be made accordingly in the 2018/2019 Budget Document.

That the additional extras totalling $17,865 be included within the tender price of $389,850 to bring the amount closer to within the 10% Local Purchasing Policy Tolerance in accordance with Council Policy.

That if practical completion of the new residence is not achieved by the date stipulated by GROH (1st January 2019) that Mukinbudin Building pay the Shire of Mukinbudin a penalty payment of $30,000 plus an amount of $500 per day until such time as Practical Completion is achieved as required by GROH.

CARRIED 3/0

Request for Tender 01/2018 – 4x2 Dwelling	
Location:	*Lot 203 Gimlet Way, Mukinbudin*
File Ref:	*ADM 060*
Applicant:	*Dirk Sellenger – Chief Executive Officer*
Date:	*8th May 2018*
Disclosure of Interest:	*Nil*
Responsible Officer	*Dirk Sellenger – Chief Executive Officer*
Author:	*Dirk Sellenger – Chief Executive Officer*
Voting Requirements:	*Absolute Majority (2 votes of 3 Committee Members)*
Documents Attached:	*Nil*
Documents Tabled:	*Nil*

Summary

To present Tenders to the RFT 01/2018 Housing Sub-Committee as recently agreed to by Council.

Background Information

At the December 2017 Ordinary Meeting of Council, Agenda Item 7.5.10 was resolved as follows:

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number – 25 12 17

Moved: Cr Nicoletti *Seconded: Cr Comerford*

That Council support the building of a new 4 x 2 residence in Mukinbudin to Government Regional Officer Housing (GROH) specifications subject to:

Council being able to secure a fixed term loan for $420,000 (four hundred and twenty thousand dollars) for a period of 20 (twenty) years at a fixed rate of not more than 4.1%pa.

That GROH be willing to enter into a lease for a period of not less than 10 (ten) years at a weekly rental commencing at $650.00 per week to be adjusted annually by Consumer Price Index (CPI) as required during the lease period.

Carried 9 / 0

At the April 2018 Ordinary Meeting of Council, Agenda Item 7.7.12 was resolved as follows:

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number – 19 04 18

Moved: Cr Poultney *Seconded: Cr Nicoletti*

That Council delegate authority to the following Housing Sub-Committee to review and award the Tenders received from RFT 1.2018 - New 4x2 Dwelling accordingly:

Cr Gary Shadbolt – Shire President
Cr O'Neil
Cr Ventris
Dirk Sellenger, Chief Executive Officer (non-voting member)

Carried: 8 / 0

The Housing Committee met on 26th April to consider the various Tenders received and resolved as follows:

OFFICER RECOMMENDATION

That the RFT 01/2018 Sub-Committee consider and award the Request for Tender 01/2018 – New 4x2 Dwelling to Mukinbudin Building services for a Tender amount of $389,850.00 accordingly, subject to the following:

An undertaking from Mukinbudin Building that they will purchase as many items locally when possible, i.e. hardware items etc.

An Undertaking from Mukinbudin Building that they will attempt to employee any skilled or unskilled labour and or trades locally when possible, i.e. Electricians, Plumbers, Plasterers, Painters etc.

That prior to the formal awarding of the Tender and the issuing of a Purchase Order, written confirmation from the Department of Housing to confirm (in writing) approval of the chosen Tenderer and house design.

That the CEO seek firm quotes from suitable financial institutions to be considered by Council at the May 2018 Ordinary Meeting of Council for the borrowing of $389,850.00 over a period of 20 years to fund the Construction of the new residence and that an appropriate allowance be made accordingly in the 2018/2019 Budget Document.

COUNCIL DECISION

Moved Cr Ventris Seconded Cr O'neil

That the RFT 01/2018 Sub-Committee consider and award the Request for Tender 01/2018 – New 4x2 Dwelling to Mukinbudin Building services for a Tender amount of $389,850.00 accordingly, subject to the following:

An undertaking from Mukinbudin Building that they will purchase as many items locally when possible, i.e. hardware items etc.

An Undertaking from Mukinbudin Building that they will attempt to employee any skilled or unskilled labour and or trades locally when possible, i.e. Electricians, Plumbers, Plasterers, Painters etc.

That prior to the formal awarding of the Tender and the issuing of a Purchase Order, written confirmation from the Department of Housing to confirm (in writing) approval of the chosen Tenderer and house design.

That Mukinbudin Building be requested to absorb the additional "high specification" extras of $17,865 into the lower Tender price of $389,850.

That the Shire request that Mukinbudin Building enter into an agreement to pay to the Shire an amount of $30,000 (thirty thousand dollars) and an amount of $500.00 (five hundred dollars) per day until such

time as practical competition is achieved as defined by GROH after the date stipulated by GROH (currently 1st January 2019)

CARRIED 3/0

Officer Comment

Upon opening of Tenders on Monday 16th April the following Tenders were received:

COMPANY	ITEMS	TYPE	PRICE	NOTES
Modular WA	1 x bound book	Transportable	$304,731.00	
Mukinbudin Building	1 x folder	Built Onsite	$389,850.00	$407,715.00
TR Homes	2 x bound books	Transportable	$344,053.63	
WBS Group	2 x bound books	Transportable	$299,542.06	Non-compliant, below minimum size

Whilst Council has a 10% Local Purchasing preference in the case of this housing Tender, Council isn't bound to award the Tender within the 10% Local Purchasing Policy as many different factors, which are not able to measured, need to be considered including the benefit for other local or semi-local Businesses in the event the Tender is awarded to a local Mukinbudin business, in this case to Mukinbudin Building.

Council is supportive of existing, and the establishment of potentially new, businesses to town and in the form of building new residences, the last two 4x2 dwellings built have been awarded to the local building company, Mukinbudin Building, with good results despite a large involvement from "others" in these previous builds. This involvement will not be the case in this build which requires the successful Tenderer to be responsible for build aspects previously considered the responsibility of the Shire employees: electrical connection, plumbing, landscaping etc.

The CEO believes it is important that the Committee not be too focused on the layout and design of the house. Provided this design isn't poor, the location of the toilet, walk-in robe or colour of the kitchen bench top is largely irrelevant from a Shire perspective as this transaction is between the Shire and the Department of Housing. Whilst the house will be a Shire property, apart from the financial aspect of this transaction it will be in the eyes of the community a Government house for the purpose of Police Housing for at least the next ten years and it is essential that the Department of Housing are supportive of whatever decision the Committee chooses prior to the actual awarding of the Tender by way of issuing of a Purchase Order for this work to be carried out.

The Tender from Mukinbudin Building has been pre-approved by the Department of Housing as this is largely identical to the Shire owned 4x2 leased to the Department of Housing for the purpose of accommodating the School Principal.

Whilst the CEO has not been involved in any previous housing builds at the Shire of Mukinbudin, it should be made clear that a Key Performance Indicator (KPI) as set by the Council with regards to Economic Development states as follows:

9.1.5 Economic Development. To actively promote economic and business development in the Shire of Mukinbudin and regionally.

Based on this KPI and the fact that Council has awarded the past several housing builds to Mukinbudin Building under different CEO's, it would be remiss for any CEO to recommend that in a competitive Tender environment such as this, where a local business is competing directly with non-local businesses for a Tender, to recommended the Tender be awarded to anyone other than the Local Business which would be a direct and serious failure of an important Council KPI. This statement is made provided the local business in question was comparable (within reason as determined by the CEO) on key build aspects including quality, price and build timeframes.

As a strict Local Government Tender Process, the CEO doesn't believe it is appropriate to effectively negotiate with Tenderers with regards to pricing or arguably penalise one Tenderer who submitted two Tenders / options by separating additional optional extras valued at an additional $17,865 items be included when this should technically be considered a separate and higher specification Tender with higher quality fixtures and fittings accordingly.

With regards to the timeframe for practical completion, the CEO met with the preferred Tenderer as determined by the Committee on Monday 30th April 2018. The preferred Tenderer was understandably hesitant to accept the penalty conditions given that handover date from the Shire remains unknown at this stage (sewerage fall level and soil compaction testing to be carried out prior to handover of the block). Whilst the sewerage level has been determined (last week) and no additional fill is required, soil compaction tests will be carried out next week and the block expected to be ready for handover to the successful Tenderer the follow week.

As various delays are a common occurrence for various reasons with any build process, on behalf of the preferred Tenderer the CEO contracted GROH to determine if an extension to Practical Completion Date to the end of March 2019 was possible. The following written confirmation was received and conveyed to Mukinbudin Building accordingly.

"Hi Dirk

I have internal discussions and Housing is happy to accommodate a March 2019 PC date, and if need be landscaping can be completed thereafter within a reasonable timeframe."

Kind regards

Gina Blume Grad Cert Bus
A/Program Coordinator | Housing Programs
Commercial Operations

<u>Strategic & Social Implications</u>

Consultation
Department of Housing (GROH) staff members.
Various Tenderers seeking clarification.
Housing Tender Committee (Cr Shadbolt, Cr Ventris, Cr O'Neil)

Statutory Environment
Local Government Act 1995 (As Amended)

Policy Implications
Nil

Financial Implications
Council has made an allowance to take out a Loan of up to $420,000 for the construction of a new 4x2 dwelling completed to a "turnkey" standard.

The CEO has spoken with WA Treasury regarding the loan as well as the local Bendigo Bank Branch about a loan. The CEO is not familiar with Local Governments borrowing from Banks in the past however following discussions with Council's Auditors it is understood, whilst rare amongst Local Government, this option may exist following a direct cost comparison between WA Treasury and the Mukinbudin Bendigo Bank Branch to allow for Council to borrow these funds accordingly. Council's Auditor is seeking clarification with regards to this matter which will form part of the report to be presented for Council consideration at the May 2018 Ordinary Meeting of Council once the Tender has been awarded and the required Loan amount known.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: *Seconded:*

That the RFT 01/2018 Sub-Committee consider and award the Request for Tender 01/2018 – New 4x2 Dwelling to Mukinbudin Building services for a Tender amount of $389,850.00 accordingly, subject to the following:

An undertaking from Mukinbudin Building that they will purchase as many items locally when possible, i.e. hardware items etc.

An undertaking from Mukinbudin Building that they will attempt to employee any skilled or unskilled labour and or trades locally when possible, i.e. Electricians, Plumbers, Plasterers, Painters etc.

That prior to the formal awarding of the Tender and the issuing of a Purchase Order, written confirmation from the Department of Housing to confirm (in writing) approval of the house design.

That the CEO seek firm quotes from suitable financial institutions to be considered by Council at the May 2018 Ordinary Meeting of Council for the borrowing of $389,850.00 over a period of 20 years to fund the Construction of the new residence and that an appropriate allowance be made accordingly in the 2018/2019 Budget Document.

That the Shire request that Mukinbudin Building enter into an agreement to pay to the Shire an amount of $30,000 (thirty thousand dollars) and an amount of $500.00 (five hundred dollars) per day until such time as practical competition is achieved as defined by GROH after the date stipulated by GROH (currently 31st March 2019).

Carried: /

COMMITTEE DECISION

Moved: Cr O'Neil *Seconded: Cr Ventris*

That the RFT 01/2018 Sub-Committee consider and award the Request for Tender 01/2018 – New 4x2 Dwelling to TR Homes for a Tender amount of $344,053.63 accordingly, subject to the following:

That prior to the formal awarding of the Tender and the issuing of a Purchase Order, written confirmation from the Department of Housing to confirm (in writing) approval of the house design.

That the CEO seek firm quotes from suitable financial institutions to be considered by Council at the May 2018 Ordinary Meeting of Council for the borrowing of $360,000.00 over a period of up to 20 years to fund the Construction of the new residence and that an appropriate allowance be made accordingly in the 2018/2019 Budget Document.

That the Shire request that TR Homes enter into an agreement to pay to the Shire an amount of $30,000 (thirty thousand dollars) and an amount of $500.00 (five hundred dollars) per day until such time as practical competition is achieved as defined by GROH after the date stipulated by GROH (currently 31st March 2019).

CARRIED 2/1
Cr Shadbolt against

Meeting Closed at 6.58pm

Strategic & Social Implications

Consultation
Department of Housing (GROH) staff members.
Various Tenderers seeking clarification.
Housing Tender Committee (Cr Shadbolt, Cr Ventris, Cr O'Neil)

Statutory Environment
Local Government Act 1995 (As Amended)

Policy Implications
Nil

Financial Implications
Council has made an allowance to take out a Loan of up to $420,000 for the construction of a new 4x2 dwelling completed to a "turnkey" standard.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: **Seconded:**

That the Minutes of the Housing Tender 1 2018 Committee Meetings held on 26th April and 8th May 2018 be received.

Carried: /

7.6.5 Financing Of New Dwelling – Lot 203 Gimlet Way, Mukinbudin	
Location:	Lot 203 Gimlet Way, Mukinbudin
File Ref:	ADM 060
Applicant:	Dirk Sellenger – Chief Executive Officer
Date:	11th May 2018
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger – Chief Executive Officer
Author:	Dirk Sellenger – Chief Executive Officer
Voting Requirements:	Absolute Majority
Documents Attached:	Nil
Documents Tabled:	Nil

Summary

To allow Council to decide how the Tender for the Building of the new 4x2 Dwelling recently awarded to TR Homes will be funded.

Background Information

At the December 2017 Ordinary Meeting of Council, Agenda Item 7.5.10 was resolved as follows:

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number – 25 12 17

Moved: Cr Nicoletti *Seconded: Cr Comerford*

That Council support the building of a new 4 x 2 residence in Mukinbudin to Government Regional Officer Housing (GROH) specifications subject to:

Council being able to secure a fixed term loan for $420,000 (four hundred and twenty thousand dollars) for a period of 20 (twenty) years at a fixed rate of not more than 4.1%pa.

That GROH be willing to enter into a lease for a period of not less than 10 (ten) years at a weekly rental commencing at $650.00 per week to be adjusted annually by Consumer Price Index (CPI) as required during the lease period.

Carried 9 / 0

At the April 2018 Ordinary Meeting of Council, Agenda Item 7.7.12 was resolved as follows:

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number – 19 04 18

Moved: Cr Poultney *Seconded: Cr Nicoletti*

That Council delegate authority to the following Housing Sub-Committee to review and award the Tenders received from RFT 1.2018 - New 4x2 Dwelling accordingly:

Cr Gary Shadbolt – Shire President
Cr O'Neil
Cr Ventris
Dirk Sellenger, Chief Executive Officer (non-voting member)

Carried: 8 / 0

The Housing Committee met on 26th April and 8th May 2018 and minutes from these meetings are provided for Council information.

Strategic & Social Implications

Consultation
Department of Housing (GROH) staff members.
Various Tenderers seeking clarification.
Housing Tender Committee (Cr Shadbolt, Cr Ventris, Cr O'Neil)

Statutory Environment
Local Government Act 1995 (As Amended)

Policy Implications
Nil

Financial Implications
Council has a number of options with regards to the funding of the new residence and quotes have been obtained from two appropriate financial institutions accordingly as follows:

Options include funding of between $260,000 and $360,000 for period of 10 and 20 years and a breakup of the various options are included below:

BENDIGO BANK BRANK MUKINBUDIN FINANCE OPTIONS

Hi Dirk,

Please find below a table covering the four scenarios we discussed for the Police house build. We have provided both variable and fixed rates options.

Loan Amount	***Term***	***Interest Rate***		***Monthly Service Fee***	***Repayment Amount***	
		Variable	*Fixed – 5 yrs*		*Variable*	*Fixed – 5 yrs*
$260,000	*10 years*	*4.71% pa*	*5.14% pa*	*$30.00 pm*	*$33,012.00pa*	*$33,672.00pa*
$260,000	*20 years*	*4.71% pa*	*5.14% pa*	*$30.00 pm*	*$20,460.00pa*	*$21,292.00pa*
$360,000	*10 years*	*4.71% pa*	*5.14% pa*	*$30.00 pm*	*$45,576.00pa*	*$46,476.00pa*
$360,000	*20 years*	*4.71% pa*	*5.14% pa*	*$30.00 pm*	*$28,188.00pa*	*$29,208.00pa*

Thanks again for this opportunity.

If there is any other information you require, please do not hesitate to ask.

Kind regards,
Tara.

Tara Chambers | Branch Manager

WA TREASURY CORPORATION FINANCE OPTIONS

*** Items in red to be changed**
Borrower:
Interest Rate: 3.13% Annual
3.83%
*** These rates do include the government guarantee fee.**
Date of Advance: 1 July 2018
Term (yrs) 10 Years
Maturity Date:
Amount of Advance: $260,000.00
Schedule Basis: 10
Payments per year 1 Annual

Total interest	$57,849.40
Total capital	$260,000.00
Total combined	$317,849.40

	Date	Interest	Capital	Total
1	1/07/2019	$9,958.00	$21,826.94	$31,784.94
2	1/07/2020	$9,122.03	$22,662.91	$31,784.94
3	1/07/2021	$8,254.04	$23,530.90	$31,784.94
4	1/07/2022	$7,352.81	$24,432.14	$31,784.94
5	1/07/2023	$6,417.05	$25,367.89	$31,784.94
6	1/07/2024	$5,445.46	$26,339.48	$31,784.94
7	1/07/2025	$4,436.66	$27,348.28	$31,784.94
8	1/07/2026	$3,389.22	$28,395.72	$31,784.94
9	1/07/2027	$2,301.67	$29,483.27	$31,784.94
10	1/07/2028	$1,172.46	$30,612.48	$31,784.94

*** Items in red to be changed**
Borrower:
Interest Rate: 3.77% Annual
4.47%
*** These rates do include the government guarantee fee.**
Date of Advance: 1 July 2018
Term (yrs) 20 Years
Maturity Date:
Amount of Advance: $260,000.00
Schedule Basis: 20
Payments per year 1 Annual

Total interest	$138,717.45
Total capital	$260,000.00
Total combined	$398,717.45

	Date	Interest	Capital	Total
1	1/07/2019	$11,622.00	$8,313.87	$19,935.87
2	1/07/2020	$11,250.37	$8,685.50	$19,935.87
3	1/07/2021	$10,862.13	$9,073.74	$19,935.87
4	1/07/2022	$10,456.53	$9,479.34	$19,935.87
5	1/07/2023	$10,032.81	$9,903.07	$19,935.87
6	1/07/2024	$9,590.14	$10,345.73	$19,935.87
7	1/07/2025	$9,127.68	$10,808.19	$19,935.87
8	1/07/2026	$8,644.56	$11,291.31	$19,935.87
9	1/07/2027	$8,139.84	$11,796.04	$19,935.87
10	1/07/2028	$7,612.55	$12,323.32	$19,935.87
11	1/07/2029	$7,061.70	$12,874.17	$19,935.87
12	1/07/2030	$6,486.23	$13,449.65	$19,935.87
13	1/07/2031	$5,885.03	$14,050.85	$19,935.87
14	1/07/2032	$5,256.95	$14,678.92	$19,935.87
15	1/07/2033	$4,600.81	$15,335.07	$19,935.87
16	1/07/2034	$3,915.33	$16,020.54	$19,935.87
17	1/07/2035	$3,199.21	$16,736.66	$19,935.87
18	1/07/2036	$2,451.08	$17,484.79	$19,935.87
19	1/07/2037	$1,669.51	$18,266.36	$19,935.87
20	1/07/2038	$853.00	$19,082.87	$19,935.87

*** Items in red to be changed**
Borrower:
Interest Rate: 3.13% Annual
3.83%
*** These rates do include the government guarantee fee.**
Date of Advance: 1 July 2018
Term (yrs) 10 Years
Maturity Date:
Amount of Advance: $360,000.00
Schedule Basis: 10
Payments per year 1 Annual

Total interest	$80,099.17
Total capital	$360,000.00
Total combined	$440,099.17

	Date	Interest	Capital	Total
1	1/07/2019	$13,788.00	$30,221.92	$44,009.92
2	1/07/2020	$12,630.50	$31,379.42	$44,009.92
3	1/07/2021	$11,428.67	$32,581.25	$44,009.92
4	1/07/2022	$10,180.81	$33,829.11	$44,009.92
5	1/07/2023	$8,885.15	$35,124.76	$44,009.92
6	1/07/2024	$7,539.87	$36,470.04	$44,009.92
7	1/07/2025	$6,143.07	$37,866.85	$44,009.92
8	1/07/2026	$4,692.77	$39,317.15	$44,009.92
9	1/07/2027	$3,186.92	$40,822.99	$44,009.92
10	1/07/2028	$1,623.40	$42,386.51	$44,009.92

*** Items in red to be changed**
Borrower:
Interest Rate: 3.77% Annual
4.47%
*** These rates do include the government guarantee fee.**
Date of Advance: 1 July 2018
Term (yrs) 20 Years
Maturity Date:
Amount of Advance: $360,000.00
Schedule Basis: 20
Payments per year 1 Annual

Total interest	$192,070.31
Total capital	$360,000.00
Total combined	$552,070.31

	Date	Interest	Capital	Total
1	1/07/2019	$16,092.00	$11,511.52	$27,603.52
2	1/07/2020	$15,577.44	$12,026.08	$27,603.52
3	1/07/2021	$15,039.87	$12,563.65	$27,603.52
4	1/07/2022	$14,478.27	$13,125.24	$27,603.52
5	1/07/2023	$13,891.58	$13,711.94	$27,603.52
6	1/07/2024	$13,278.65	$14,324.86	$27,603.52
7	1/07/2025	$12,638.33	$14,965.18	$27,603.52
8	1/07/2026	$11,969.39	$15,634.13	$27,603.52
9	1/07/2027	$11,270.54	$16,332.97	$27,603.52
10	1/07/2028	$10,540.46	$17,063.06	$27,603.52
11	1/07/2029	$9,777.74	$17,825.78	$27,603.52
12	1/07/2030	$8,980.93	$18,622.59	$27,603.52
13	1/07/2031	$8,148.50	$19,455.02	$27,603.52
14	1/07/2032	$7,278.86	$20,324.66	$27,603.52
15	1/07/2033	$6,370.35	$21,233.17	$27,603.52
16	1/07/2034	$5,421.22	$22,182.29	$27,603.52
17	1/07/2035	$4,429.67	$23,173.84	$27,603.52
18	1/07/2036	$3,393.80	$24,209.71	$27,603.52
19	1/07/2037	$2,311.63	$25,291.89	$27,603.52
20	1/07/2038	$1,181.08	$26,422.43	$27,603.52

The CEO believes that $100,000 should be used from the Building reserve to help fund the project and reduce borrowings accordingly.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: **Seconded:**

That Council seek to borrow an amount of $260,000 (two hundred and sixty thousand dollars) from the Bendigo Bank Mukinbudin Branch at a fixed rate of 5.14% pa for five years over a period of ten years.

That Council utilise $100,000 (one hundred thousand dollars) from the Building and Land Development Reserve in the 2018/2019 year as a part contribution towards the construction of a new residence.

That Council Budget a total expenditure amount of $360,000 (three hundred and sixty thousand dollars) in the 2018/2019 Annual Budget for costs associated with the building of a new 4 x 2 residence at lot 203 Gimlet Way, Mukinbudin.

That Council Budget $33,700 (thirty three thousand seven hundred dollars) in the 2018/2019 Budget for repayment of costs associated with the $260,000 (two hundred and sixty thousand) Loan from Bendigo Bank Mukinbudin.

Carried: /

Financial Management Review

Shire of Mukinbudin

April 2018

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Disclaimer

The objective of this review as outlined in greater detail in Part 2.0 of this report as presented, is to assist the Chief Executive Officer of the Shire of Mukinbudin discharge responsibilities in respect to Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended).

It has been prepared by Moore Stephens (WA) Pty Ltd for this sole purpose.

It is not intended to be used by any other individual or organisation.

Confidential – this document and the information contained in it are confidential and should not be used or disclosed in any way without our prior consent.

DRAFT

Moore Stephens (WA) Pty Ltd carries on business separately and independently from other Moore Stephens member firms around Australia and worldwide. Services provided under this engagement are provided by Moore Stephens (WA) Pty Ltd and not by any other independent Moore Stephens member firm. No other independent Moore Stephens member has any liability for services provided by other members

1.0 Independent Reviewer's Report to the Chief Executive Officer (CEO) of the Shire of Mukinbudin

At the request of the CEO, Moore Stephens (WA) Pty Ltd was engaged to conduct a limited assurance review of the appropriateness and effectiveness of the Shire of Mukinbudin's financial management systems and procedures. The objective of the review is to assist the CEO discharge responsibilities in respect to Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* (as amended). The review was conducted for the period 1 July 2017 to 31 March 2018.

CEO's Responsibility for Maintaining and Reviewing Financial Management Systems and Procedures

The CEO is responsible for implementing policies, procedures and controls which are designed to ensure the effective and efficient management of the Shire's resources. In accordance with Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* (as amended), the CEO is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures. At least once in every four financial years the CEO is to report the results of those reviews to Council.

Our Responsibility

Our responsibility is to provide a report expressing limited assurance, designed to enhance the confidence of the CEO to assist reporting on the appropriateness and effectiveness of the financial management systems as required by Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* (as amended). We conducted our engagement in accordance with Australian Standard on Assurance Engagements ASAE 3500 Performance Engagements issued by the Australian Auditing and Assurance Standards Board and the Audit Guidelines, in order to state whether, based on the procedures performed, anything has come to our attention that causes us to believe that Shire's financial management systems have not been operating effectively. Our engagement provides limited assurance as defined in ASAE 3500.

Our procedures were agreed to with the CEO in our engagement letter dated 7 April 2015.

Limitations of Use

This report is made solely to the CEO of the Shire of Mukinbudin for the purpose of reporting under Local Government (Financial Management) Regulation 5(2)(c). We disclaim any assumption of responsibility for any reliance on this report to any person other than the CEO of the Shire of Mukinbudin, or for any purpose other than that for which it was prepared. We disclaim all liability to any other party for all costs, loss, damages, and liability that the other party might suffer or incur arising from or relating to or in any way connected with the contents of our report, the provision of our report to the other party, or the reliance on our report by the other party.

DRAFT

1.0 Independent Reviewer's Report to the Chief Executive Officer (CEO) of the Shire of Mukinbudin (continued)

Inherent Limitations

A limited assurance engagement is substantially less in scope than a reasonable assurance engagement conducted in accordance with ASAE 3500 and consequently does not allow us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we will not express an opinion providing reasonable assurance.

We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and its responsibility to prevent and detect irregularities, including fraud. Accordingly, readers of our reports should not rely on the report to identify all potential instances of non-compliance which may occur.

Any projection of the evaluation of the level of compliance to future periods is subject to the risk that the systems may become inadequate because of changes in conditions, or that the degree of compliance with management procedures may deteriorate.

Independence

In conducting our engagement, we have complied with the independence requirements of the Australian professional accounting bodies.

Conclusion

Based on our work described in this report (which is not an audit), nothing has come to our attention to indicate the Shire of Mukinbudin has not established and maintained, in all material respects, appropriate and effective financial management systems and procedures during the period covered by our review being 1 July 2017 to 31 March 2018.

For those aspects of the Shire of Mukinbudin's Financial Management systems and procedures which were assessed as having opportunities for improvement, our findings are summarised at Part 3.0 of this report and detailed observations and comments are located at Part 4.0 of this report.

DRAFT

GREG GODWIN
DIRECTOR

MOORE STEPHENS (WA) PTY LTD
CHARTERED ACCOUNTANTS

Date: 11 May 2018
Perth, WA

2.0 Objective, Scope and Overview of Findings

Objective

The objective of our engagement as outlined in our engagement letter dated 7 March 2018 as follows:

To provide a report expressing limited assurance designed to enhance the confidence of the intended user (in this instance the CEO) in the performance of the control environment of the financial management system of the Shire of Mukinbudin (administered by Shire staff being the Responsible Party) for which the intended user (CEO) is ultimately responsible in accordance with the Act and Regulations.

It includes the performance of assurance procedures designed to test the financial management system and report to the CEO on the appropriateness and effectiveness of the control environment within, as required by Financial Management Regulation 5(2)(c).

We trust this report will assist in the ongoing review and improvement of the Shire's financial management practices and procedures.

Scope

As agreed our examination covered the period 1 July 2017 to 31 March 2018. To this end we examined the following financial systems and procedures of Council:

- Purchases, Payments and Payables (Including Purchase Orders)
- Receipts/Receivables
- Payroll
- Rates
- Bank Reconciliations
- Trust Fund
- Fees and Charges
- Cost Allocations
- Administration Allocations
- Minutes and Meetings
- Financial Reports
- Budget
- Plan for the Future
- Fixed Assets (including acquisitions, disposals & depreciation)
- Delegations
- Registers (including Annual and Primary returns)
- Audit Committee
- Insurance
- Storage of Documents/Record Keeping
- Credit Card Procedures
- General Compliance and Other Matters

We did not necessarily examine compliance with provisions of the Act or Regulations, which were not financial in nature. That is, Parts 2, 4, 8 and 9 of the Act, some provisions of Parts 3 and 5 as well as most regulations (apart from the Financial Management Regulations), which did not impact on the areas examined above.

Overview of Findings

As referred to in Part 1.0 of this report, a summary of our findings and detailed observations may be found in Parts 3.0 and 4.0 on the following pages.

Addressing the issues highlighted will help to ensure the controls and procedures established are not compromised in the future and the integrity of the financial management system is maintained.

DRAFT

3.0 Summary of Findings

3.1 Summary of Compliant Areas – 15 of 20 Areas Reviewed

The following is a brief summary of areas included in our review where nothing came to our attention to indicate appropriate and effective financial management systems and procedures had not been established and maintained.

AREAS REVIEWED	REF	PAGE	
TRUST FUNDS Trust funds adequately controlled and statutory requirements met.	4.2	9	Compliant
RECEIPTS AND RECEIVABLES Internal controls over receipts and receivables are operating effectively.	4.3	9	Compliant
FEES AND CHARGES Internal controls over fees and charges are operating effectively and statutory requirements were met.	4.5	10	Compliant
PURCHASES, PAYMENTS AND PAYABLES (INCLUDING PURCHASE ORDERS) Internal controls over purchases and payables are operating effectively.	4.6	11	Compliant
PAYROLL Internal controls over payroll are operating effectively.	4.7	11	Compliant
CREDIT CARD PROCEDURES Internal controls over credit cards are operating effectively.	4.8	12	Compliant
COST AND ADMINISTRATION ALLOCATIONS Overhead costs are being allocated appropriately.	4.10	13	Compliant
MINUTES AND MEETINGS Procedures and protocols surrounding meetings and the quality of minutes of a satisfactory standard and in accordance with legislative requirements.	4.11	13	Compliant
FINANCIAL REPORTS Financial Reports of a satisfactory standard and in compliance with legislative requirements.	4.12	13	Compliant
BUDGET The adopted budget was of satisfactory form and content and met all statutory requirements.	4.13	13	Compliant
DELEGATIONS The delegations register complies with statutory requirements.	4.16	14	Compliant
AUDIT COMMITTEE The audit committee complies with statutory requirements.	4.17	14	Compliant
INSURANCE Insurance up to date and reviewed annually.	4.18	14	Compliant
STORAGE OF DOCUMENTS/RECORD KEEPING Records management systems are operating effectively.	4.19	14	Compliant
GENERAL COMPLIANCE AND OTHER MATTERS Internal controls and restrictions over general journal entries and investments maintained properly.	4.20	14	Compliant
IT general environment considered appropriate for the Shire's needs.			Compliant

Key:

Compliant	No issues noted.

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3.0 Summary of Findings (continued)

3.2 Summary of Key Matters Noted for Improvement – 5 of 20 areas reviewed

The following is a brief summary of the key matters noted for improvement together with our rating assessment in relation to each item:

FINDINGS	REF	PAGE	NATURE	RATING
BANK RECONCILIATIONS AND PETTY CASH MANAGEMENT	4.1	9		
Two instances where Trust and Municipal bank reconciliations not reviewed.			S	Moderate
Two instances where Reserve account bank reconciliations not included in monthly reconciliation file.			S	Minor
RATES	4.4	10		
Rates instalment reminder notice did not include the valuation of land.			C	Moderate
One instance where the Rates Debtor reconciliation not performed.			S	Minor
FIXED ASSETS (INCLUDING DEPRECIATION, ACQUISITIONS AND DISPOSALS)	4.9	12		
One instance of a significant asset addition not depreciated since brought into use.			S	Moderate
PLAN FOR THE FUTURE	4.14	13		
Strategic Community Plan not reviewed every four years.			C	Moderate
REGISTERS (INCLUDING ANNUAL & PRIMARY RETURNS)	4.15	14		
Two Annual Returns contained blank sections.			C	Minor

Please Note: The rating assessment as detailed above is our assessment based on the circumstances surrounding the procedures performed. They are intended to be read in the context of our rating assessment to the organisation as a whole. They are provided solely to assist you understand the nature of the matters raised and to prioritise any remedial action.

Key:

Nature:

S	Systems and Procedures
C	Compliance Matter

Rating Assessment:

Significant	Issue represents a weakness which will/may have an adverse affect on the ability to achieve business objectives. Requires immediate management action.
Moderate	Issue represents a weakness which may become more serious if not addressed. Requires management action within a reasonable time period.
Minor	Issue represents an opportunity for improvement. Management should consider cost benefit analysis within a reasonable time period.

4.0 Areas Examined with Detailed Observations and Comments

4.1 Bank Reconciliations and Petty Cash Management

Bank Reconciliations

An examination of bank reconciliations and procedures for the period under review noted they are up to date as well as being prepared regularly and promptly for all bank accounts except for the following matters:

- Noted two instances where the bank reconciliations for the municipal account were not signed as reviewed.
- Noted two instances where the bank reconciliations for the reserve accounts were not included in the monthly reconciliation files as prepared.
- Noted two instances where the bank reconciliations for the trust accounts were not signed as reviewed.

Comment: To help ensure all transactions are bona fide and all deposits and withdrawals are completely and correctly posted into the general ledger, bank accounts should be reconciled every month to external statements and signed by both preparer and an independent reviewer.

The independent review should seek to confirm the accuracy of the reconciliation and should be evidenced accordingly.

Petty Cash Management

We also examined the petty cash system and procedures and concluded these were being properly controlled and maintained.

4.2 Trust Funds

Trust funds held by the Shire were examined to determine proper accountability in the Shire's financial management system and compliance with regulatory requirements.

Our observation and testing of five receipts and five refunds, randomly selected, confirmed that trust funds are adequately controlled and all statutory requirements were satisfactorily met.

4.3 Receipts and Receivables

The Shire's end of day banking procedures were examined to determine if they were adequate in ensuring cash collection is being recorded and allocated properly to the general ledger. Detailed testing of a sample of twenty end of day receipts, randomly selected, was performed. This included tracing to individual receipt detail, bank deposits, general ledger and bank statements to ensure banking was correctly performed.

Overall testing was completed satisfactorily. Controls and procedures are considered to be operating effectively and are appropriate for the Shire's current scope of operations.

DRAFT

4.0 Areas Examined with Detailed Observations and Comments (continued)

4.4 Rates

The Shire's rating procedures were examined to determine if they were adequate in ensuring rates were being imposed or raised correctly. This also included inspection of the rate record, rate notices, instalment notices, valuation reconciliations and general ledger.

We randomly selected and tested ten annual rate notices and ten interim notices for the period under review. This included:

- sighting the notices;
- re-performing the calculations;
- ascertaining whether the valuations applied agree to Landgate's valuation roll/report and rates per dollar imposed are as per adopted budget;
- ensuring the rate system is properly updated; and
- checking proper posting to the general ledger.

Our review of the controls and procedures over the rate system and records of the Shire noted the following matters for your attention:

- The reminder notice for payment of a rates instalment did not include the valuation of the land recorded in the rate record as required by Local Government (Financial Management) Regulation 57(1)(c).

Comment: To help ensure compliance with statutory provisions, these requirements should be regularly reviewed in the future. We note that since raising this matter Management has corrected the notice template to include the required information.

As the above matter represents non-compliance with the Financial Management Regulations, it may be carried forward to our audit report for the year ended 30 June 2018.

- One instance noted where the Rates Debtor reconciliation was not performed.

Comment: To help ensure all rates debtors are bona fide and rate payments are completely and correctly posted into the general ledger, rates debtors should be reconciled every month and signed by both preparer and an independent reviewer.

The independent review should seek to confirm the accuracy of the reconciliation and should be evidenced accordingly.

4.5 Fees and Charges

Fees and Charges imposed at the time of budget adoption were found to be in accordance with legislative requirements.

Detailed testing of a sample, randomly selected, of twenty fees and charges invoices, was performed. This included tracing to receipts, general ledger and budgeted price to ensure allocation/posting was correctly performed and correctly charged.

Overall testing was completed satisfactorily. Controls and procedures are considered to be operating effectively and are appropriate for the Shire's current scope of operations.

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4.0 Areas Examined with Detailed Observations and Comments (continued)

4.6 Purchases, Payments and Payables (Including Purchase Orders)

A sample of twenty-one payment transactions were randomly selected and tested to determine whether purchases were authorised/budgeted and payments were supported, certified/authorised and correctly allocated. The Shire's purchases, payments and payables system was also examined to determine if adequate controls were in place in ensuring liabilities are properly recorded and payments are properly controlled.

We are aware of many recent incidents of payment scams/frauds within the local government industry. As a consequence of this activity, we have had a specific focus on the controls around the changes to supplier details within the EFT payment system.

In general, controls and procedures over purchases, payments and payables appear to be operating effectively and are appropriate for the Shire's current scope of operations.

4.7 Payroll

Detailed testing of a sample of twenty-one individual employees was randomly selected from eight pay runs and for each employee's pay the following tests were performed to help ensure:

- the employee existed;
- the correct rate of pay was used;
- non-statutory deduction authorities are on hand;
- time sheets were properly completed and authorised;
- hours worked were properly authorised; and
- allocations were reasonable and correctly posted.

We also tested the first pay of three new employees and the last pay of one terminated employee (randomly selected). The Shire's payroll system was also reviewed to determine if adequate controls were in place to help ensure wages and salaries are properly processed and payments are properly controlled.

The system described to us and its supporting controls were found to be operating effectively.

DRAFT

4.0 Areas Examined with Detailed Observations and Comments (continued)

4.8 Credit Card Procedures

A review of the Shire's credit card procedures was performed to determine if adequate controls were in place.

We randomly selected and tested eight months' credit card transactions across the Shire's card to determine whether they are legitimate and usual in the context of the Shire's operations. This included:

- sighting tax invoices;
- ascertaining whether the transaction is for bona fide Shire business; and
- determining whether transactions are in line with the Shire's policy.

Overall testing was completed satisfactorily. Controls and procedures are considered to be operating effectively and are appropriate for the Shire's current scope of operations.

4.9 Fixed Assets (Including Depreciation, Acquisition and Disposal of Property)

The fixed assets system including controls over acquisition and disposal of assets, updating of the fixed assets register, depreciation of fixed assets and reconciliation of the fixed assets register to the general ledger was examined.

A sample of one asset additions and four disposals were judgementally selected and testing performed to ensure:

- the tax invoices existed;
- correct posting to the general ledger;
- fixed assets register was promptly updated; and
- classification of assets was correct;

In addition, a sample of six assets were judgementally selected and testing performed to ensure the depreciation rates used are in line with the Shire's policy.

We concluded fixed assets are properly accounted for and supporting controls are operating effectively, except for the following matter:

- Noted one instance of a significant asset addition not being depreciated in the accounting system since it was brought into use.

Comment:

To help ensure asset depreciation is calculated accurately, the Shire should ensure the correct depreciation rates are input when an asset is entered into the accounting system.

Furthermore, the corresponding general ledger control accounts should be reconciled regularly to the fixed assets register and system reports. These reconciliations should be signed and dated by the preparer thereof and should be independently reviewed.

We note that since raising this matter Management has corrected the asset record to reflect depreciation since being brought into use.

DRAFT

4.0 Areas Examined with Detailed Observations and Comments (continued)

4.10 Cost and Administration Allocations

The Shire's cost and administration allocation system was examined to determine if indirect costs have been properly reallocated to various jobs/programs. This included review of the allocation basis and rates used to ensure they are appropriate and regularly reviewed.

Our review noted the system is being maintained properly.

4.11 Minutes and Meetings

Council and Committee meeting minutes were reviewed to ensure compliance with procedures and protocols.

The procedures and protocols surrounding meetings and the quality of minutes were found to be of a satisfactory standard and in accordance with legislative requirements.

4.12 Financial Reports

The following reports were reviewed for compliance with legislative requirements:

- Annual Report;
- Annual Financial Report; and
- Monthly Financial Reports.

All were found to be of a satisfactory standard and in compliance with legislative requirements.

4.13 Budget

The 2017/18 budget document and documents surrounding budget adoption were reviewed to ensure compliance with regulatory requirements.

All statutory requirements were satisfactorily met and the adopted budget was of satisfactory form and content.

4.14 Plan for the Future

The Strategic Community Plan and Corporate Business Plan together comprise the Plan for the Future.

The Shire's current Strategic Community Plan (2013-2023) and Corporate Business Plan (2017/18-2020/21) were adopted in 2013 and 2017 respectively. From examination, they appeared to meet all statutory requirements with the following exception:

- The Strategic Community Plan has not been reviewed at least every 4 years since its adoption as required by Local Government (Administration) Regulation 19C(4).

Comment: To help ensure compliance with statutory provisions, this requirement should be correctly addressed in the future.

DRAFT

4.0 Areas Examined with Detailed Observations and Comments (continued)

4.15 Registers (Including Annual & Primary Returns)

Financial Interest Register

The register was examined to ensure compliance with regulatory requirements.

Our review noted the register was deemed to be satisfactorily maintained and appropriate for the Shire's needs, except for the following:

- Two Annual returns contained sections which had been left blank.

Comment: To help ensure compliance with Departmental Circular 18-2005 and to help ensure returns submitted are not at risk of being amended, all sections should be completed. We note it is acceptable to record N/A, Nil or No Change or to rule a clear line through a N/A section whilst leaving sections blank is not recommended practice.

Tender Register

The tender register was reviewed for completeness and compliance and appeared to be satisfactorily maintained and appropriate for the Shire's needs.

4.16 Delegations

The delegations register was reviewed for completeness and compliance and no matters were noted.

4.17 Audit Committee

The Shire's establishment of its audit committee and the constituted membership was examined by us and considered satisfactory.

4.18 Insurance

Discussions with staff and review of policy documents revealed policies are current. Evidence also exists to suggest an annual review of insurance risks occurs.

4.19 Storage of Documents / Record Keeping

A detailed and fully indexed register and filing system is in place and appears to be complete and operating effectively.

4.20 General Compliance and Other Matters

Investments

Internal control procedures and restrictions over investments are properly maintained and complied with the Local Government (Financial Management) Regulation 19C.

General Journals

Internal control procedures over general journals are properly maintained for the level of operations.

IT General Environment

Whilst reviewing the adequacy of the Shire's IT general environment, we noted general controls such as access to the computer system, regular changes to passwords and data back-up are being performed. Based on our review, this approach is considered appropriate for the Shire's needs.

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5.0 Reminders

Fixed Assets

- Revaluation of infrastructure assets should be performed by 30 June 2018.

  Management have advised the valuations are scheduled to be undertaken by management prior to 30 June 2018.

Other

- The Fringe Benefits Tax return had not yet been lodged at the time of our visit. Due date for lodgement is 21 May 2018.
- A meeting with the auditor should be arranged as soon as is practicable as the Audit Committee is required by Section 7.12A(2) of the Local Government Act to meet with Council's auditor once every 12 months. We note the last meeting with the auditor was by teleconference on 21 December 2016.

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7.6.6 Financial Management Review - 2018	
Location:	Shire of Mukinbudin
File Ref:	ADM
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	11th May 2018
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

Every four years Local Governments in Western Australia are to be subjected to a Financial Management Review (FMR) this is not an Audit but more detailed and thorough check of various processes and procedures.

It is possible for Councils to undertake a review of these processes and procedures internally however the CEO deemed it more appropriate that this important process be carried out by Councils Auditors whilst in Mukinbudin undertaking the Interim Audit (one of two independent audits in any 12 month period.

Background

The FMR was carried out on 16th to 18th April 2018 and has been included in this document for Councillor information.

Comment:

Whilst several minor no compliance issues have been identified the CEO does not believe that Council should be concerned by the level of non compliance and an extract from the Summary of the FMR states as follows:

Conclusion

Based on our work described in this report (which is not an audit), nothing has come to our attention to indicate the Shire of Mukinbudin has not established and maintained, in all material respects, appropriate and effective financial management systems and procedures during the period covered by our review being 1 July 2017 to 31 March 2018.

For those aspects of the Shire of Mukinbudin's Financial Management systems and procedures which were assessed as having opportunities for improvement, our findings are summarised at Part 3.0 of this report and detailed observations and comments are located at Part 4.0 of this report.

3.1 Summary of Compliant Areas – 15 of 20 Areas Reviewed

The following is a brief summary of areas included in our review where nothing came to our attention to indicate appropriate and effective financial management systems and procedures had not been established and maintained.

Strategic & Social Implications

Possible amendments to Shire Community Strategic Plan.

Legislation

Local Government Act 1995

Part 2 — General financial management — s. 6.10

5A. Local governments to comply with AAS

Subject to regulation 4, the annual budget, annual financial report and other financial reports of a local government must comply with the AAS.

[Regulation 5A inserted in Gazette 20 Jun 2008 p. 2722.]

5. CEO's duties as to financial management

(1) Efficient systems and procedures are to be established by the CEO of a local government —

(a) for the proper collection of all money owing to the local government; and

(b) for the safe custody and security of all money collected or held by the local government; and

(c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and

(d) to ensure proper accounting for municipal or trust —

(i) revenue received or receivable; and

(ii) expenses paid or payable; and

(iii) assets and liabilities;

and

(e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and

(f) for the maintenance of payroll, stock control and costing records; and

(g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.

(2) The CEO is to —

(a) ensure that the resources of the local government are effectively and efficiently managed; and

(b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and

(c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

[Regulation 5 amended in Gazette 31 Mar 2005 p. 1047 and 1053.]

6. Audits and performance review of accounting staff etc., who may conduct

A local government is to ensure that an employee to whom is delegated responsibility for the day to day accounting or financial management operations of a local government is not also delegated the responsibility for —

(a) conducting an internal audit; or

(b) reviewing the discharge of duties by that employee,

or for managing, directing or supervising a person who carries out a function referred to in paragraph (a) or (b).

Policy Implications

Consultation:
Ed Nind – Financial

Financial Implications
The Financial Management of the Shire is considered essential to the Council and Community, no areas of real concern were identified during this review which is pleasing and expected under sound management structures.

OFFICER RECOMMENDATION/COUNCIL DECISION

Council Decision Number –

Moved: **Seconded:**

That Council receives the Financial Management Review recently carried out by Moore Stephens (WA) Pty Ltd on behalf of the Shire of Mukinbudin.

Carried /

8. Elected Members Motions of which previous notice has been given

8.1 Nil

9. Urgent Business without notice (with the approval of the President or majority of Council)

9.1 Nil

10. Important Dates

10.1 Dates to Remember

ANNUALLY	
Date	**Details**
January	No Council Meeting in January
February	Chief Executive Officer and Works Supervisor to inspect all plant evaluate and/or amend its plant replacement programme for recommendation to Council. Audit Committee to review Statutory Compliance Return, meet with Auditor and report to next full Council meeting Local Government Compliance Return 1 January to 31 December each year. Community Strategic Plan, Long Term Financial Plan and Asset Management Plans – commence review process (Every two years)
March	Buildings inspection Shire buildings with Property Manager and report to Council's March or April meeting Roads Inspection – Annual Road inspections to prioritise items of roadwork's for forthcoming year. Councillors to present road proposals to CEO for consideration prior to this inspection. Complete review of Annual Budget (FM Regulations (33A) Completion of Statutory Compliance Audit Return (LG Act 7.13, Audit Regulations 13-15) to be sent to Department of Local Government prior to 31 March. Arrange AGM Bush Fire Advisory Committee meeting with Chief Bush Fire Control Officer for April
April	Present any items Councillors or Community requests for Budget inclusion – Community & Recreation Grant Forms. (Advertise) Undertake Review of Delegation of Authority Register to Committee and CEO.(written confirmation to staff concerned) CEO to commence a full review of Delegations Register Policy / Procedures Manual Review – CEO to commence review process by including as last item on Council Agenda (if necessary)
May	Undertake Staff Annual Performance Reviews. National Volunteer Week Send out recoups of roads and other projects so grant funding can be received by 30 June Review Councils Fees and Charges for all Council services and facilities including rubbish service and charges MF to review and renew Council's insurance policies with LGIS
June	Sitting fees – Reminder to Councillors re: forthcoming years fees FOI Return (Note: not necessary if Nil return) FOI Statement – Review this month Works Supervisor to provide comments on RRG Submissions, which are due to go to Council in the August meeting. MF to conduct a Finance & Audit Committee meeting and meet with Auditor as per Committee Roles Council's Audit Committee to meet to discuss Interim Audit Every 4 years Financial Management Review due before 30 June WALGA Local Government Convention deadline for nominations 30 June each year – Public Interest Disclosure Return to be submitted for previous period 1/7 to 30/6. Chief Executive Officer's performance and remuneration review – commence this month
July	Draft Budget submitted by Chief Executive Officer and Manager of Finance Councillors and Senior Staff issued with Annual Interest Returns for completion CEO performance review
August	Councillors and Senior Staff – reminder of Annual Financial Interest Return to be completed to CEO prior to 31 August Completion/Adoption of budgets (absolute majority). Send copy to Department of Local Government within 30 days (LG Act 6.2, FM Regulations 33) Resolution regarding timing of Annual Electors Meeting
September	Completion of Annual Financial Report & submitted to Auditor. AFR sent Dept. of Local Government within 30 days

	(LG Act 6.5, FM Regulations 5.1)
October	Review of Council's Code of Conduct – Section 5.103 (if unable to complete full review at this meeting discuss with Council the need to convene a Special Meeting to finalise review at this meeting or simply complete review at December Ordinary Meeting) Local Govt is to review its Code of Conduct within 12 months after each ordinary election day & make such changes to the code as appropriate. Advise Council in the October Information Bulletin of the time, date and venue for the annual staff end of year function. 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.
November	Pensioner rates rebate claim to be lodged Call for nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)
December	Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report Newsletter & 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) & Reg 12). Council's Audit Committee to meet to discuss Final Audit Report and Management Letter. Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)

11. Closure of Meeting

11.1 The Chairperson to declare the meeting closed at ___.