



Shire of Mukinbudin
Ordinary Meeting of Council

AGENDA

Meeting to be held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 1.00pm Tuesday 25th May 2021

Dirk Sellenger
CHIEF EXECUTIVE OFFICER



****** DISCLAIMER ******

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

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

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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

Dirk Sellenger
CHIEF EXECUTIVE OFFICER

SUMMARY OF MEETINGS
Shire of Mukinbudin 2021

	Briefing / Workshop	Council Meeting
January	X	X
February	✓	✓
March	✓	✓
April	X	✓
May	✓	✓
June	✓	✓
July	✓	✓
August	✓	✓
September	✓	✓
October	✓	✓
November	X	✓
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 or the President 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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9. Elected members Motions of which previous notice has been given

9.1 Nil

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

10.1 Nil

11. Dates to Remember

11.1 See attached list

12. Closure of Meeting

12.1 Closure of Meeting

AGENDA

Agenda of the Ordinary Meeting of Council to be held in Council Chambers, Maddock Street, Mukinbudin on 25th May 2021.

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. Declarations of Interest

5. Petitions, deputations and presentations

5.1 Petitions

5.2 Deputations

5.3 Presentations

6. Announcements by the Presiding person without discussion

6.1

7. Confirmation of the Minutes of previous meetings

7.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 20th April 2021.

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number -

Moved:

Seconded:

That the Minutes of the Ordinary Meeting of Council held on the 20th April 2021 be accepted as a true and correct record of proceedings.

Carried /

8.1 MONTHLY INFORMATION REPORT

8.1.1 May 2021 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Nola Comerford-Smith, Administration Manager
Date:	10 th May 2021
Disclosure of Interest:	Nil
Responsible Officer	Paul Sheedy, Acting Chief Executive Officer
Author:	Nola Comerford-Smith, Administration Manager
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

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

Background Information

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

Officer Comment

Refer to Information Report.

Strategic & Social Implications

Consultation

Dirk Sellenger – Chief Executive Officer

Luke Sprigg – Manager of Works

Tania Sprigg - Caravan Park Manager

Nola Comerford-Smith – Administration Manager

Allan Ramsay – Environmental Health Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council receive the May 2021 Information Report.

Carried /

8.2 Finance Reports

8.2.1 List of Payments – April 2021	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Edward Nind – Finance Manager
Date:	10 th May 2021
Disclosure of Interest:	Nil
Responsible Officer:	Edward Nind – Finance Manager
Author:	Louise Sellenger – Senior Finance Officer
Voting Requirements	Simple Majority
Documents Attached	List of Payments – April 2021
Documents Tabled	Nil

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

Summary

List of payments made in April 2021 for endorsement by Council.

Background Information

A list of payments submitted to Council on 18th April 2021, for confirmation in respect of accounts already 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 2020/2021 Budget.

OFFICER RECOMMENDATION**Council Decision Number –****Moved: Cr****Seconded: Cr****That the list of payments made in April 2021, be endorsed for payment.****Municipal Fund:**

Muni EFTs	EFT 6057	to	EFT 6122	\$169,239.68
Muni Cheques	Chq 31896	to	Chq 31898	\$3154.40
Muni Direct Debits (Superannuation, loans, leases)	DD 7931.1	to	DD 7987.11	\$21,743.36
Pays on (Not included on payment listing)	01/04/2021 – 28/04/2021			\$88,160.77
Total Municipal Funds				\$282,298.21

Restricted Muni Fund:

Trust EFTs	EFT 6119	to	EFT 6119	\$437.40
Trust Cheques	Chq -	to	Chq -	\$0.00
Trust Direct Debits	DD 7904.1	to	DD 8001.1	\$43,567.85
Total Trust Funds				\$44,005.25

Carried /

Date: 10/05/2021
Time: 10:23:47AM

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT6057		Absolutely All Electrical Supply and Install new Air-Con pads 12 White Street		479.00
EFT6058		Ag Implements Mukinbudin Various parts for Depot		40.67
EFT6059		Australia Post Letter and Packages Service for the month of March		137.61
EFT6060		Avon Waste Rubbish Service March 2021		5,505.68
EFT6061		Bencubbin Community Resource Centre Inc Invoice/Receipt books x 5		125.00
EFT6062		Bf & Jd Atkins Various Plant Operation Labour and Hire of water truck		7,997.00
EFT6063		Bob Waddell Consultant Supply of Rates services for 12 months per quote provided on 17 June 2020 Oj		396.00
EFT6064		Dirk Sellenger Reimbursement for Fine payment Error		400.00
EFT6065		Great Southern Fuels March 2021 Monthly Fuel Account		13,816.71
EFT6066		Jay Taylor Red Dirt Farms Final Instalment of fencing allowance CSGS19150		3,465.00
EFT6067		Muka Tyre Mart Supply & Fit Various Tyres to various plants.		900.00
EFT6068		Mukinbudin Building Repairs to Roof, Repairing Storm water damage on Ceiling.		3,684.00
EFT6069		Mukinbudin Community Resource Centre A4 Photo Printing		4.00
EFT6070		Mukinbudin Trading Post Monthly Misc Purchases for March and 10 Boxes of Reflex Paper A4		273.90
EFT6071		Oclc (uk) Ltd Renewal of Amlib services - Library Book scanning system renewal.		1,866.41
EFT6072		Prickle's Contracting Services Provide Temporary WIFI access points to 8 Landsdell St 1/1/2021 to 30/06/2021		240.00
EFT6073		Ramsay Constructions Pty Ltd EHO consultant work for 20/21 Financial Year		2,310.00
EFT6074		Rvj Resources Service for MBL1 Prado CEO Car		479.38
EFT6075		Shire Of Trayning Reimburse Doctors Living and Vehicle expenses.		1,253.97
EFT6076		Sigma Chemicals 25kgs of Copper Sulphate		184.80
EFT6077		Sippes Mukinbudin Various Purchases from Works Crew		1,991.39
EFT6078		The Framing Factory Calligraphy and new mat for two frames - Ferguson & White		298.80
EFT6079		Wallis Computer Solution Interest expense on ROU Asset 32717 9 x Computer Workstations Inc Comput		2,120.31
EFT6080		Greenway Turf Solutions Fungicides and Growth Controller for Oval Turf		2,112.00
EFT6081		Bendigo Bank Mastercard Various Mastercard Purchases.		1,315.85
EFT6083		Table & Taste Catering for Offical Opening of the Boodie Rats Center Friday 16/04/2021		1,800.00

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Abco Products		
EFT6084		80L Heavy Duty Bin Liners (CTN250) x 2		248.61
		Absolutely All Electrical		
EFT6085		Lights Switches for Pump Track		1,094.54
		Boc Limited		
EFT6086		Gas Bottle Rental/ Service Charge		44.45
		CORSIGN WA PTY LTD		
EFT6087		Supply of 2 x signs		61.60
		Courier Australia/toll Ipec		
EFT6088		Various Freight Charges		78.98
		Dirk Sellenger		
EFT6089		Reimbursement for Caravan Park Stay, Comments and Observation Accommodation.		120.00
		Dylan Copeland		
EFT6090		Various NRM Consultant Assistance March 2021		704.00
		Geraghtys Engineering & Auto Electrics		
EFT6091		30000km Service for 2020 Ford Ranger (Works Manager Vehicle)		1,503.77
		Jason Signmakers		
EFT6092		Safety signs x 5 - Pumptrack		357.83
		Metlam Australia		
EFT6093		Sanitary Supplies for Early Learning Center		168.53
		Mukinbudin Building		
EFT6094		Repairs to Leak as required		3,640.00
		Piccolo Family Trust T/a Mukinbudin Hotel Motel		
EFT6095		Beverages supplied for Roads Board Meeting		370.00
		State Library Of Wa		
EFT6096		Inter-Library loans delivery charges 2020/21		318.91
		Worldwide Joondalup - Malga		
EFT6097		Desk Mat for Caravan Park Bookings		220.00
		James Giddy Artworks		
EFT6104		40% Payment for Design and application of artwork for Mukinbudin Drive-In screen		6,586.80
		Maca Infrastructure Pty Ltd		
EFT6105		Wet Mix Services on Mukinbudin Kununoppin Road		68,464.55
		Vista Energy		
EFT6106		Deposit for Solar System for new Early Learning Centre		1,000.00
		Courier Australia/toll Ipec		
EFT6107		Various Toll Charges		42.63
		Dependable Laundry Solutions		
EFT6108		Labour cost to repair Washing Machine for Caravan Park, Parts covered under warranty.		440.00
		Iga Mukinbudin		
EFT6109		Council Refreshments		310.81
		Larrapinda Pastoral Co		
EFT6110		Fencing Allowance CSG519150		9,460.00
		Merredin Flowers & Gifts		
EFT6111		2x Wreaths for ANZAC Day		130.00
		Mick Sippe Carpentry		
EFT6112		Additional works relating to Renovations to 1 Salmon Gum Alley		2,134.00
		Royal Life Saving		
EFT6113		Royal Life Saving Audit - Mukinbudin Swimming Pool		290.40
		Synergy		
EFT6114		Power Account up to the 13 April		691.14
		Wa Contract Ranger Services Pty Ltd		
EFT6115		WA Contract Ranger Services 20/21 Financial Year - April Services		888.25

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Brooks Hire		
EFT6120		Mobilisation and Hire of water truck		4,137.67
		Telstra		
EFT6121		Monthly Phone Account- April 2021		764.73
		D I Tomas Contracting		
EFT6122		Concrete caravan park pads		11,770.00
		Mukinbudin Glass		
31896		Supply and installation of 4.5mm Poly Carb for home made tractor,		1,579.60
		Telstra		
31897		White Pages Directory Charges for 12 Months		1,174.80
		Francis John Whyatt		
31898		Rates refund for assessment A9 421 DAVIS ROAD LAKE BROWN WA 6476		400.00
		Ioof		
DD7931.1		Superannuation contributions		207.05
		Prime Super		
DD7931.2		Superannuation contributions		288.75
		DI Sellenger Superfund		
DD7931.3		Payroll deductions		1,116.84
		Aware Super		
DD7931.4		Superannuation contributions		3,670.25
		Mlc Superannuation Fund Mlc Navigator Retirement Plan		
DD7931.5		Superannuation contributions		472.37
		Wealth Personal Superannuation And Pension Fund		
DD7931.6		Superannuation contributions		127.03
		Macquarie Super Accumulator		
DD7931.7		Superannuation contributions		95.33
		Australian Super		
DD7931.8		Superannuation contributions		189.62
		Bendigo Smartstart Super		
DD7931.9		Superannuation contributions		351.85
		Australian Super		
DD7948.1		Superannuation contributions		129.38
		Australian Super		
DD7950.1		Superannuation contributions		-129.38
		Australian Super		
DD7952.1		Superannuation contributions		150.28
		WA Treasury Corporation		
DD7978.1		Principal & Interest on Loan 119 - Café		6,290.03
		Ioof		
DD7987.1		Superannuation contributions		207.05
		Prime Super		
DD7987.2		Superannuation contributions		287.06
		DI Sellenger Superfund		
DD7987.3		Payroll deductions		1,336.82
		Aware Super		
DD7987.4		Superannuation contributions		4,417.18
		Mlc Superannuation Fund Mlc Navigator Retirement Plan		
DD7987.5		Superannuation contributions		472.37
		Wealth Personal Superannuation And Pension Fund		
DD7987.6		Superannuation contributions		240.53
		Macquarie Super Accumulator		
DD7987.7		Superannuation contributions		95.33

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Time: 10:23:47AM

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
DD7987.8		Australian Super Superannuation contributions		189.62
DD7987.9		Bendigo Smartstart Super Superannuation contributions		349.67
DD7931.10		Sunsuper Superannuation contributions		201.45
DD7931.11		Rest Industry Super Superannuation contributions		388.67
DD7987.10		Sunsuper Superannuation contributions		201.45
DD7987.11		Rest Industry Super Superannuation contributions		396.76

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	Muni Bank - 633-000 116456799	194,137.44
TOTAL		194,137.44

Date: 10/05/2021
 Time: 10:24:24AM


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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT6119		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 09/04		437.40
DD7904.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 01/04		4,297.90
DD7906.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 06/04		3,480.05
DD7909.1		Department Of Mines, Industry Regulation And Safety PAYMENT OF PET BOND FOR UNIT 2 P WOODS		260.00
DD7926.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 07/04		1,956.45
DD7928.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 08/04		2,648.50
DD7935.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 13/04		1,240.25
DD7937.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 14/04		1,523.10
DD7957.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 15/04		3,155.65
DD7959.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 16/04		971.40
DD7961.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 19/04		1,706.30
DD7966.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 20/04		2,035.95
DD7968.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 21/04		645.15
DD7976.1		Bond Administrator HOUSING BOND		700.00
DD7982.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 22/04		4,508.85
DD7984.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 23/04		948.00
DD7989.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 29/4/21		1,536.95
DD7997.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 28/04		3,357.80
DD7999.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 29/04		5,611.20
DD8001.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 30/04		2,984.35

REPORT TOTALS

Bank Code	Bank Name	TOTAL
2	Restricted Muni - Trust Bank - 633-000 116457	44,005.25
TOTAL		44,005.25

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	1 Apr 2021 - 30 Apr 2021
Statement number	146
Opening balance on 1 Apr 2021	\$1,315.85
Payments & credits	\$1,315.85
Withdrawals & debits	\$1,261.37
Interest charges & fees	\$4.00
Closing Balance on 30 Apr 2021	\$1,265.37

Account details

Credit limit	\$5,000.00
Available credit	\$3,734.63
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

Payment details

Minimum payment required	\$37.96
Payment due	14 May 2021

Any questions?

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

We've got your back because you've got ours

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 9 years and 7 months	And you will pay an estimated total of interest charges of \$683.75
If you make no additional charges using this card and each month you pay \$60.74	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 \$192.39, a saving of \$491.36

Having trouble making payments?

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

173BH103 / E-0 / S-720 / F720 / 0011762408001711

Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
Opening balance				\$1,315.85
1 Apr 21	Gumtree Australia, Sydney AUS RETAIL PURCHASE 30/03 CARD NUMBER 552638XXXXXXXX196 1	67.50	×	1,383.35
1 Apr 21	PAYPAL *COLBALANCE2, 4029357733 AUS RETAIL PURCHASE 29/03 CARD NUMBER 552638XXXXXXXX196 1	42.99	×	1,426.34
1 Apr 21	PAYPAL *ESPERANCEL1, 4029357733 AUS RETAIL PURCHASE 29/03 CARD NUMBER 552638XXXXXXXX196 1	50.00	×	1,476.34
6 Apr 21	APPLE.COM/BILL, SYDNEY AUS RETAIL PURCHASE 04/04 CARD NUMBER 552638XXXXXXXX196 1	4.49	×	1,480.83
14 Apr 21	PERIODIC TFR 00117624081201 00000000000		1,315.85	164.98
14 Apr 21	AUSSIE BROADBAND LIM IT,MORWELL AUS RETAIL PURCHASE 13/04 CARD NUMBER 552638XXXXXXXX196 1	79.00	×	243.98
15 Apr 21	MessageMedia, Melbourne AUS RETAIL PURCHASE 14/04 CARD NUMBER 552638XXXXXXXX196 1	593.27	×	837.25
28 Apr 21	SLIMLINE WAREHOUSE1,BROADMEADOWS AUS RETAIL PURCHASE 27/04 CARD NUMBER 552638XXXXXXXX196 1	424.12	●	1,261.37
29 Apr 21	CARD FEE 1 @ \$4.00	4.00	×	1,265.37
Transaction totals / Closing balance		\$1,265.37	\$1,315.85	\$1,265.37

173BH103 / E-0 / S-721 / F721 / 0011762408001711

Date Paid ___ / ___ / ___ Amount \$ _____

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.



Bill code: 342949
Ref: 693723967

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



Business Credit Card

BSB number	633-000
Account number	693723967
Customer name	SHIRE OF MUKINBUDIN
Minimum payment required	\$37.96
Closing Balance on 30 Apr 2021	\$1,265.37
Payment due	14 May 2021
Date	<input type="text"/>
Payment amount	<input type="text"/>

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

^Fees will apply for payments made using Bank@Post. Refer to Bendigo Bank Schedule of Fees & Charges and Transaction Details.
 AGENDA ORDINARY MEETING OF COUNCIL TO BE HELD 25 MAY 2021

AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED FOR YOUR ACCOUNT.

We suggest you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions should be promptly reported to us.

The security of your Personal Identification Number (PIN) is very important. To avoid being liable for unauthorised transactions, you should follow the terms and conditions of your account. We also recommend some simple steps to protect your PIN:

- Memorise your PINs and passwords and destroy any communications advising you of new ones. Don't keep a record of your PINs or passwords, in written or electronic form.
- If you choose your own, ensure that it is not something easy to guess like your (or a family member's) birth date, name, phone number, postcode, driver's licence number or numbers that form a pattern.
- Don't tell anyone your PIN, not even friends, family or a bank representative.
- Ensure nobody watches you enter your PIN or password. A good practice is to cover the keypad when you put in your PIN or password.
- Watch out for email, SMS or call scams asking for details relating to your account. If you receive suspicious emails, please contact us immediately.

Please note: These are guidelines only. While following these steps will help you to protect your PIN, your liability for any losses arising from unauthorised transactions is determined in accordance with the ePayments Code. For further details, see <https://asic.gov.au/regulatory-resources/financial-services/epayments-code/> or visit bendigobank.com.au/mycard for all card related information. Business customers visit [/mybusinesscard](https://bendigobank.com.au/mybusinesscard).


All card transactions made in currencies other than Australian dollars will incur a fee of 3% of the transaction value. (Additional charges may apply for cash transactions.)

Card Security

For information on how to securely use your card and account please visit bendigobank.com.au/mycard for all card related information. Business customers visit [/mybusinesscard](https://bendigobank.com.au/mybusinesscard).

Making great things happen
in your community.



009669

 SHIRE OF MUKINBUDIN
 PO BOX 67
 MUKINBUDIN WA 6479

Card summary

Account number 693723967
Card number 552638XXXXXXXX196
Customer number 11762408/M201
 Statement period 01/04/2021 to 30/04/2021
 Statement number 146 (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).

Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments
1 Apr 21	Gumtree Australia, S ydney AUS	67.50	
1 Apr 21	PAYPAL *COLBALANCE2, 4029357733 AUS	42.99	
1 Apr 21	PAYPAL *ESPERANCEL1, 4029357733 AUS	50.00	
6 Apr 21	APPLE.COM/BILL, SYDN EY AUS	4.49	
14 Apr 21	AUSSIE BROADBAND LIM IT,MORWELL AUS	79.00	
15 Apr 21	MessageMedia, Melbou rne AUS	593.27	
28 Apr 21	SLIMLINE WAREHOU1,BR OADMEADOWS AUS	424.12	
TOTALS		\$1,261.37	\$0.00

We suggest you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions should be promptly reported to us.

The security of your Personal Identification Number (PIN) is very important. To avoid being liable for unauthorised transactions, you should follow the terms and conditions of your account. We also recommend some simple steps to protect your PIN:

- Memorise your PINs and passwords and destroy any communications advising you of new ones. Don't keep a record of your PINs or passwords, in written or electronic form.
- If you choose your own, ensure that it is not something easy to guess like your (or a family member's) birth date, name, phone number, postcode, driver's licence number or numbers that form a pattern.
- Don't tell anyone your PIN, not even friends, family or a bank representative.
- Ensure nobody watches you enter your PIN or password. A good practice is to cover the keypad when you put in your PIN or password.
- Watch out for email, SMS or call scams asking for details relating to your account. If you receive suspicious emails, please contact us immediately.

Please note: These are guidelines only. While following these steps will help you to protect your PIN, your liability for any losses arising from unauthorised transactions is determined in accordance with the ePayments Code. For further details, see <https://asic.gov.au/regulatory-resources/financial-services/epayments-code/> or visit bendigobank.com.au/mycard for all card related information. Business customers visit mybusinesscard.

All card transactions made in currencies other than Australian dollars will incur a fee of 3% of the transaction value. (Additional charges may apply for cash transactions.)

Mastercard Summary		
April-21		
Date	Transaction Description	Amount
01/04/2021	Gumtree Purchase - Advertising Boost for Mukinbudin Pub Chef Ad	\$67.50
01/04/2021	PayPal Purchase - Accessories for GoPro (Purchased by Dirk Sellenger)	\$42.99
01/04/2021	PayPal Purchase – History Books “North of Mukinbudin” (Purchased by Dirk Sellenger)	\$50.00
06/04/2021	iTunes Purchase – Apple Storage 200GB for CEO Mobile	\$4.49
14/04/2021	Aussie Broadband Direct Debit – Caravan Park	\$79.00
15/04/2021	Message Media Direct Debit	\$593.27
28/04/2021	Slimline Warehouse – Caravan Park brochure stand	\$424.12
29/04/2021	Card Fee	\$4.00

Total \$ 1,265.37

General Ledger Detail Trial Balance(fm²⁰GLTrialBalance)

Options : Year 20/21,From Month 10,To Month 10,By Responsible Officer (CP EX Caravan Park Figures Expense Figures)

RespOff	Account	Description	Opening Bal	Movement	Balance
Division	GEN				
CP EX	121302040	Caravan Park General Maintenance/Operations	58,571.61	9,105.23	67,676.84
CP EX	121302060	Barrack Cabins Building Operations	265.66	0.00	265.66
CP EX	121302070	Barrack Cabins Building Maintenance	313.43	0.00	313.43
CP EX	121302100	Park Units (Self Contained) Building Operations	788.59	0.00	788.59
CP EX	121302110	Park Units (Self Contained) Building Maintenance	2,807.53	521.81	3,329.34
CP EX	121302140	Caravan Park Salaries	59,175.75	8,218.41	67,394.16
CP EX	121302150	Caravan Park Superannuation	5,931.49	847.73	6,779.22
CP EX	121302160	Caravan Park Manager Allowances	3,220.00	510.00	3,730.00
CP EX	121302180	Caravan Park House "Wattoning" - 22 Earl Drive Maint and Operating Exp	701.19	0.00	701.19
CP EX	121302200	Caravan Park Workers Compensation	2,002.73	0.00	2,002.73
CP EX	121302280	Short Stay Housing Expenses - Tour & Area Promotion	17,727.82	0.00	17,727.82
Total	CP EX		<u>151,505.80</u>	<u>19,203.18</u>	<u>170,708.98</u>
Total for division	GEN		<u>151,505.80</u>	<u>19,203.18</u>	<u>170,708.98</u>
Grand Total			<u>151,505.80</u>	<u>19,203.18</u>	<u>170,708.98</u>

General Ledger Detail Trial Balance

Options : Year 20/21, From Month 10, To Month 10, By Responsible Officer (CP Caravan Park Report Income Figures)

RespOff	Account	Description	Opening Bal	Movement	Balance
Division	GEN				
CP	130901110	Income - 25 Cruickshank Road	-22,954.47	-2,045.44	-24,999.91
CP	130901160	Income - 8 Lansdell Street	-14,207.21	-9,954.53	-24,161.74
CP	131302000	Caravan Park Fees - Op Inc - Tourism & Area Promotion	-40,555.00	-3,310.93	-43,865.93
CP	131302010	Caravan Park Coin Op Wash Mach Income	-1,540.01	0.00	-1,540.01
CP	131302020	Barracks Cabins Fees - Op Inc - Tourism & Area Promotion	-17,366.06	-1,350.01	-18,716.07
CP	131302030	Park Unit (Self Contained) Fees - Op Inc - Tourism & Area Promotion	-54,707.02	-4,309.07	-59,016.09
CP	131302080	Caravan Park Wattoning Villa - 22 Earl Drive Income - Tour & Area Prom	-11,589.09	-2,163.63	-13,752.72
Total	CP		<u>-162,918.86</u>	<u>-23,133.61</u>	<u>-186,052.47</u>
Total for division	GEN		<u>-162,918.86</u>	<u>-23,133.61</u>	<u>-186,052.47</u>
Grand Total			<u>-162,918.86</u>	<u>-23,133.61</u>	<u>-186,052.47</u>

8.2.2 Monthly Statement of Financial Activity Report – 30 April 2021	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Edward Nind – Finance Manager
Date:	18 May 2021
Disclosure of Interest:	Nil
Responsible Officer	Edward Nind – Finance Manager
Author:	Edward Nind – Finance Manager
Voting Requirements	Simple Majority
Documents Attached	Statement of Financial Activity – For the period ended 30 April 2021 (23 Pages) Schedules 2 to 14 For the period 1 July 2020 to 30 April 2021 (90 Pages)
Documents Tabled	Nil

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

Summary

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

The Monthly Statement of Financial Activity Report attached for consists of;

Statement of Financial Activity comprising:

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

Schedules 2 – 14

Background Information

The new Australian Accounting Standards have been applied to this report to recognise unspent grants as liabilities and Right Of Use (ROU) asset lease liabilities. The most noticeable change is that conditional income is only recognised as income when the grant purpose/conditions are met. As a result appropriate income, such as the NRM Environmental Grant, is now income as there has been some expenditure in 2020-2021.

Where the income shown could be less than the full income received because some of the income had been recorded as a liability this information is shown on the line below the income line.

Unspent grants and prepayments received and expected to be acquitted by 30 June are identified in Note 5. "Net Current Assets " in the Statement of Financial Activity.

The NRM Grant conditions required us to recognise interest on the unspent grant.

Officer Comment

The "Budget" is based on a surplus carried forward of \$702,248 using end of year figures at the time of estimating.

The "Actual" brought forward surplus from 2019/2020 is \$711,495, an increase of \$9,247. This is the final audited figure and is now taken as the Opening Balance for the Amended Budget.

The "Amended Budget" includes all budget amendments adopted by council to the end of March 2021.

The Amended Budget predicted end of year result at 30 June 2021 will be a deficit of \$82,705.

At 30 April 2021 the end of month position is a surplus of \$289,311.

The Grants Revenue report within the Statement of Financial Activity has been adjusted to include income in prior years and brought forward as a liability that was expected to be spent in the current year. This amount is included in the first quarter figures where appropriate.

Strategic & Social Implications

N/A

Consultation

N/A

Statutory Environment

General Financial Management of Council, Council 2020/21 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 18 August 2020 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:

Seconded:

That Council:

Adopt the Monthly Financial Report for the period ending 30 April 2021 and note any material variances greater than \$10,000 and 10%.

Carried



SHIRE OF MUKINBUDIN

SCHEDULES

FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

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SHIRE OF MUKINBUDIN
SCHEDULE 02 - GENERAL FUND SUMMARY
Financial Statement for Period Ended
30 April 2021

MUNICIPAL FUND		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING									
General Purpose Funding	03	2,080,878.00	109,135.00	2,068,678.00	110,135.00	1,863,531.00	90,945.00	1,863,584.62	81,581.82
Governance	04	0.00	415,058.00	0.00	414,658.00	0.00	294,538.00	0.00	257,298.87
Law, Order, Public Safety	05	127,771.00	101,790.00	126,371.00	105,290.00	95,876.00	89,705.00	102,068.05	73,024.16
Health	07	75,210.00	128,987.00	48,650.00	98,997.00	47,350.00	82,382.00	48,356.27	71,078.40
Education & Welfare	08	226,458.00	99,386.00	225,818.00	94,386.00	152,489.00	81,661.00	195,375.96	83,458.13
Housing	09	265,593.00	315,879.00	240,272.00	329,079.00	197,703.00	276,847.00	210,965.97	296,764.87
Community Amenities	10	128,221.00	302,658.00	136,281.00	308,549.00	85,371.00	260,412.00	99,656.17	239,118.52
Recreation & Culture	11	394,031.00	758,540.00	393,706.00	774,840.00	392,101.00	660,356.00	146,783.47	698,476.07
Transport	12	1,738,623.00	1,878,044.00	1,810,512.00	1,878,844.00	1,218,950.00	1,577,186.00	846,260.16	1,669,038.97
Economic Services	13	245,353.00	381,561.00	241,563.00	391,508.00	202,980.00	333,424.00	227,002.64	327,188.55
Other Property & Services	14	57,241.00	63,739.00	80,650.00	44,253.00	67,140.00	51,810.00	99,717.63	25,504.51
TOTAL - OPERATING		5,339,379.00	4,554,777.00	5,372,501.00	4,550,539.00	4,323,491.00	3,799,266.00	3,839,770.94	3,822,532.87
CAPITAL									
General Purpose Funding	03	0.00	3,500.00	0.00	1,500.00	0.00	1,162.00	0.00	1,448.69
Law, Order, Public Safety	05	0.00	17,692.00	0.00	7,017.00	0.00	7,015.00	0.00	6,715.92
Health	07	40,910.00	81,820.00	54,546.00	109,092.00	54,546.00	109,092.00	54,545.45	109,090.90
Education & Welfare	08	0.00	143,222.00	0.00	150,222.00	0.00	144,368.00	0.00	105,914.68
Housing	09	0.00	153,652.00	0.00	165,950.00	0.00	281,946.00	0.00	142,796.24
Community Amenities	10	0.00	13,000.00	0.00	13,000.00	0.00	8,703.00	0.00	10,179.71
Recreation & Culture	11	0.00	466,887.00	0.00	424,887.00	0.00	416,541.00	0.00	141,176.65
Transport	12	124,500.00	2,294,365.00	124,500.00	2,458,075.00	124,500.00	2,003,758.00	124,909.09	1,410,148.43
Economic Services	13	120,000.00	157,433.00	120,000.00	151,433.00	120,000.00	151,432.00	120,000.00	152,172.49
Other Property & Services	14	193,973.00	284,142.00	193,973.00	277,485.00	193,972.00	272,771.00	59,090.91	143,847.88
TOTAL - CAPITAL		479,383.00	3,615,713.00	493,019.00	3,758,661.00	493,018.00	3,396,788.00	358,545.45	2,223,491.59
		5,818,762.00	8,170,490.00	5,865,520.00	8,309,200.00	4,816,509.00	7,196,054.00	4,198,316.39	6,046,024.46
Less Depreciation Written Back			(1,657,180.00)		(1,657,180.00)		(1,380,880.00)		(1,434,855.57)
Less Profit/Loss Written Back		(10,500.00)	(2,800.00)	(10,500.00)	(2,800.00)	(10,500.00)	(2,800.00)	(9,330.10)	0.00
Adjustment in Fixed Assets (Rounding)			0.00		0.00		0.00		0.69
TOTAL REVENUE & EXPENDITURE		5,808,262.00	6,510,510.00	5,855,020.00	6,649,220.00	4,806,009.00	5,812,374.00	4,188,986.29	4,611,169.58
Surplus/Deficit July 1st B/Fwd		702,248.00		711,495.00		711,495.00		711,494.58	
		6,510,510.00	6,510,510.00	6,566,515.00	6,649,220.00	5,517,504.00	5,812,374.00	4,900,480.87	4,611,169.58
Surplus/(Deficit) C/Fwd			0.00		(82,705.00)		(294,870.00)		289,311.29
		6,510,510.00	6,510,510.00	6,566,515.00	6,566,515.00	5,517,504.00	5,517,504.00	4,900,480.87	4,900,480.87

SHIRE OF MUKINBUDIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2021

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
Rate Revenue and Administration		85,333.00		86,333.00		71,135.00		62,222.21	
General Purpose Funding		2,349.00		2,349.00		1,950.00		1,785.11	
Investment Activity		12,047.00		12,047.00		10,030.00		9,756.39	
Other General Purpose Funding		9,406.00		9,406.00		7,830.00		7,818.11	
<u>OPERATING REVENUE</u>									
Rate Revenue and Administration	1,256,348.00		1,257,948.00		1,254,488.00		1,254,385.74		
General Purpose Funding	798,730.00		798,730.00		599,043.00		599,047.50		
Investment Activity	25,800.00		12,000.00		10,000.00		10,151.38		
SUB-TOTAL OPERATING	2,080,878.00	109,135.00	2,068,678.00	110,135.00	1,863,531.00	90,945.00	1,863,584.62	81,581.82	
<u>CAPITAL EXPENDITURE</u>									
Investment Activity		3,500.00		1,500.00		1,162.00		1,448.69	
SUB-TOTAL CAPITAL	0.00	3,500.00	0.00	1,500.00	0.00	1,162.00	0.00	1,448.69	
TOTAL - PROGRAMME SUMMARY	2,080,878.00	112,635.00	2,068,678.00	111,635.00	1,863,531.00	92,107.00	1,863,584.62	83,030.51	

- Rounding Adjustments Includes Australian Taxation Office Roundings and un-identified balances. The most significant item outstanding had now been corrected.

Advance Financial Assistance Grants for 2020-2021 were received in 2019-2020, \$564,148 for General Purpose Funding and \$310,402 for Roads.

SHIRE OF MUKINBUDIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2021

RATE REVENUE AND ADMINISTRATION	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2030100 Rates Incentive Scheme		250.00		250.00		250.00		250.00	- Rates Incentive Prize
2030101 Valuation Expenses		6,300.00		6,300.00		5,250.00		5,432.95	GRV Valuations 5 yearly next due 2022/23 so \$0, Rural UV Gen Valuation \$4730. Other valuations and land title information, Interim Valuations-change to property description and Mining Tenements. Most expenses occur late in the financial year.
2030102 Legal Expenses - Op Exp - Rates		7,500.00		8,500.00		7,080.00		7,710.99	Costs of legal action taken and legal advice relating to rates. Includes settlement cost of surrendered land. Budget Amendment recommended based on ongoing expenses.
2030103 Title/Company Searches - Op Exp - Rates		500.00		500.00		410.00		0.00	Real Estate and settlement Agent search fees , Property Inquiry Fee, Building Cert and rate inquiry
2030105 Rates Printing and Stationery - Op Exp - Rates		1,300.00		1,300.00		1,080.00		273.35	- Rates info circulars printing' Rates instalment notices printing (inc upgrade of Synergy Template) and Printed & Plain Envelopes
2030106 Rates Debtor Doubtful Debts Expense		500.00		500.00		0.00		0.00	- Rates Debtor Doubtful Debts Expense provisions - Mining Tenements
2030107 Rates Debtors Written Off		2,500.00		2,500.00		1,675.00		40.90	- Rates Debtor Doubtful Debts Expense Writeoffs. Typically Mining Tenements
2030109 Rates Consultants and Other Expenses Relating To Rates		19,500.00		19,500.00		16,240.00		12,811.60	Contact Rates Officer and other expenses relating to Rates not elsewhere classified. Typically refund of overpayments.
2030199 Administration Allocated		46,983.00		46,983.00		39,150.00		35,702.42	- Allocation of 5% of Administration costs.
OPERATING REVENUE									
3030101 Rates Levied - GRV Residential	206,655.00		206,655.00		206,655.00		206,654.52		- Shire GRV Residential and Vacant land - Rate in \$ applied 0.184236.
3030110 Rates Levied - UV Rural	983,106.00		983,106.00		983,106.00		982,341.52		- Agricultural UV - Rate - Rate in \$ applied 0.022174.
3030112 Rates Levied - UV Mining Tenement	0.00		0.00		0.00		0.00		Needs to journalled to Acct 3030132
3030120 Rates Levied - GRV Minimum Residential	11,000.00		11,000.00		11,000.00		11,000.00		- 18 Properties GRV Residential and 7 Properties GRV Vacant land @ \$440 minimum. Note: Increase in total Revenue 4%
3030130 Rates Levied - UV Minimum Rural	17,600.00		17,600.00		17,600.00		17,600.00		- 32 Properties @ \$550 minimum
3030132 Rates Levied - UV Minimum Mining Tenement	2,750.00		2,750.00		2,750.00		2,750.00		- 5 Properties @ \$550 minimum
3030135 Interim Rates Levied - GRV/UV	2,000.00		3,600.00		3,000.00		3,548.29		- Provision for Interim Rates. Budget Amendment - Additional interim rates received.
3030136 Back Rates Levied - GRV/UV	500.00		500.00		410.00		(447.64)		- Provision for back rates expected. This year to date the Back Rate were a decrease rather than an increase.
3030137 Ex-Gratia Rates (CBH, etc.)	17,867.00		17,867.00		17,867.00		17,867.36		- Ex Gratia payment by CBH in lieu of rates. for is tonnes, Annual Contribution calculated on total tonnage permanent and CLS grain storage facilities within the Shire. Estimated increase of 0% at 0.0632316 per Ton. (Shire of Mukinbudin Deed of Agreement with CBH annual contribution calculated by multiplying the agreed tonnage by the Commercial rate in the dollar as levied by Council)
3030150 Penalty Interest Raised on Rates	5,000.00		5,000.00		3,885.00		2,572.84		- Interest payable after 35 days on unpaid rates @ 8% pa calculated daily
3030151 Instalment Interest Received	2,500.00		2,500.00		1,939.00		2,088.31		- Instalment plan Interest rate 5.5% p.a levied at first pmt, deferred pensioners excluded
3030152 Rates Instalment Admin Fee Received	2,220.00		2,220.00		2,218.00		1,935.00		- Admin Fee set at \$15 each instalment excl first instalment as per sch fees and charges. Instalment charges 148 instalments @ \$15.00 per instalment payment.
3030154 Rate Account Enquiry Charges	900.00		900.00		750.00		1,454.55		- Rate Account Enquiry Charges as per Fees and Charges
3030155 Reimbursement of Debt Collection Costs (Inc GST)	150.00		150.00		120.00		0.00		- Reimbursement of other debt Collection costs
3030158 Legal Fees - Outstanding Rates - Op Inc	4,000.00		4,000.00		3,108.00		5,020.99		- Legal costs of rate recovery action, recovered from Ratepayer, expenses in acct 2030102. Excluding Kevin Manuel Land Transfer.
3030160 Other Income Relating To Rates	100.00		100.00		80.00		0.00		- Reimbursement of other rate related costs
SUB-TOTAL OPERATING	1,256,348.00	85,333.00	1,257,948.00	86,333.00	1,254,488.00	71,135.00	1,254,385.74	62,222.21	
TOTAL - RATE REVENUE AND ADMINISTRATION	1,256,348.00	85,333.00	1,257,948.00	86,333.00	1,254,488.00	71,135.00	1,254,385.74	62,222.21	

SHIRE OF MUKINBUDIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2021

GENERAL PURPOSE FUNDING	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2030299 Administration Allocated		2,349.00		2,349.00		1,950.00		1,785.11	- Allocation of 0.25% of Administration costs.
OPERATING REVENUE									
3030200 Financial Assistance Grant - General	555,507.00		555,507.00		416,628.00		416,630.25		- Annual General Purpose Grants from WA Local Government Grants Commission being the Federal Grants Equalisation/General Purpose Grant. of \$1,128,296. Less 1st early payment of the total grant received June 2020 of \$564,148. Paid August, November, February and May each year.
3030201 Federal Assistance Grant - Roads Component	243,223.00		243,223.00		182,415.00		182,417.25		- Road Component Grants, WA Local Government Grants Commission 4 x Quarters of \$620,804 Less 1st payment received June 2020 of \$310,402. Paid August, November, February and May each year.
SUB-TOTAL OPERATING	798,730.00	2,349.00	798,730.00	2,349.00	599,043.00	1,950.00	599,047.50	1,785.11	
TOTAL - GENERAL PURPOSE FUNDING	798,730.00	2,349.00	798,730.00	2,349.00	599,043.00	1,950.00	599,047.50	1,785.11	

SHIRE OF MUKINBUDIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2021

INVESTMENT ACTIVITY	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2030300 Bank Fees and Charges (Inc GST) - Op Exp		4,000.00		4,000.00		3,330.00		3,911.21	- Bank Fees And Charges (Inc Gst) - Bank Fees And Charges (Exc Gst) - Allocation of 0.75% of Administration costs.
2030301 Bank Fees and Charges (Exc GST)		1,000.00		1,000.00		830.00		489.81	
2030399 Administration Allocated		7,047.00		7,047.00		5,870.00		5,355.37	
OPERATING REVENUE									
3030300 Interest Earned - Reserve Funds	12,500.00		6,000.00		5,000.00		5,228.27		- Interest earnings on Council Reserve Funds in at call accounts and term deposits. Budget Amendment - Less interest will be received due to lower Interest Rates have reduced Interest Income. - Interest earnings on Council Municipal funds in at call accounts and term deposits, including the early grants payment. NB: does not include Interest on Reserve Accounts Budget Amendment - Less interest will be received.
3030301 Interest Earned - Municipal Funds	13,300.00		6,000.00		5,000.00		4,923.11		
SUB-TOTAL OPERATING	25,800.00	12,047.00	12,000.00	12,047.00	10,000.00	10,030.00	10,151.38	9,756.39	
CAPITAL EXPENDITURE									
4030354 Transfer To Building & Residential Land Reserve - Cap Exp		3,500.00		1,500.00		1,162.00		1,448.69	- Allocation of funds for future building works \$0 and Transfer to reserve of interest earned \$3500. Budget Amendment - Less interest will be received.
CAPITAL REVENUE									
SUB-TOTAL CAPITAL	0.00	3,500.00	0.00	1,500.00	0.00	1,162.00	0.00	1,448.69	
TOTAL - INVESTMENT ACTIVITY	25,800.00	15,547.00	12,000.00	13,547.00	10,000.00	11,192.00	10,151.38	11,205.08	

SHIRE OF MUKINBUDIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2021

OTHER GENERAL PURPOSE FUNDING		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										- Rounding Adjustments Includes Australian Taxation Office Roundings and un-identified balances. The most significant item outstanding had now been corrected. - Allocation of 1% of Administration costs.
2030400	Rounding and Foreign & Other Invalid Currency Op Exp - Other GP Funding		10.00		10.00		0.00		677.63	
2030499	Administration Allocated		9,396.00		9,396.00		7,830.00		7,140.48	
OPERATING REVENUE										
SUB-TOTAL OPERATING		0.00	9,406.00	0.00	9,406.00	0.00	7,830.00	0.00	7,818.11	
TOTAL - OTHER GENERAL PURPOSE FUNDING		0.00	9,406.00	0.00	9,406.00	0.00	7,830.00	0.00	7,818.11	

SHIRE OF MUKINBUDIN
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
30 April 2021

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Members of Council		292,673.00		292,273.00		204,168.00		207,084.53	Timing - Most community donations have been paid and Members Allowances and Sitting Fees are being paid 6 monthly rather than all in June as originally budgeted. Most Consultancy costs are yet to be incurred and some may not occur.
Other Governance		122,385.00		122,385.00		90,370.00		50,214.34 ▼	
SUB-TOTAL OPERATING	0.00	415,058.00	0.00	414,658.00	0.00	294,538.00	0.00	257,298.87	
TOTAL - PROGRAMME SUMMARY	0.00	415,058.00	0.00	414,658.00	0.00	294,538.00	0.00	257,298.87	

SHIRE OF MUKINBUDIN
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
30 April 2021

MEMBERS OF COUNCIL	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2040100	Members Travelling	4,500.00		4,500.00		0.00		0.00	9 x Elected Members Travel reimbursement allowance as per Sec 30.6 LGO (WA) Interim Award 2011 based and SAT Reg31(1)(b)
2040101	Members Conference Expenses	0.00		0.00		0.00		682.59	
2040102	Presidents Allowance	10,000.00		10,000.00		0.00		5,000.00	Presidential Annual Allowance in accordance with S5.98(5) Local Government Act 1995
2040103	Deputy Presidents Allowance	2,500.00		2,500.00		0.00		1,250.00	Deputy Presidential Annual Allowance in accordance with S5.98(5) Local Government Act 1995.
2040104	Members Sitting Fees	32,301.00		32,301.00		0.00		16,150.50	Annual Councillor Fee x 8 Crs. and President Sitting Fee.
2040105	Communications Allowance	4,500.00		4,500.00		0.00		0.00	Information and Communications (ICT) Allowance.
2040106	Members Training	4,000.00		4,000.00		0.00		0.00	WALGA Councillor Training/Professional Development Subscription
									- WALGA Assoc Membership Sub general levy \$7,325.86, WALGA Procurement Consultancy Service \$2,550, WALGA Council Connect (see 2140531), WALGA Employee Relations Subscription \$3,412.50, WALGA Tax Service \$1490, WALGA Governance Services \$320, WALGA Environmental Planning Services \$2,200, WALGA Banners in the Terrace costs of banner and paints \$0, WALGA Great Eastern Country Zone membership fees \$1750 and Rural Water Council membership fees Rural Health West Membership fees Aust Communication Authority lic Apra Music Our Community.com.au subscription totalling \$900
2040108	Subscriptions & Publications	20,500.00		18,500.00		18,500.00		17,698.36	
2040109	Members - Insurance - Op Exp	14,792.00		14,792.00		14,792.00		14,791.88	Budget is for:- Personal Accident \$425, Public Liability 50% (other 50% in Sch 14 Admin O/H's) \$7,348 and Councillor & Officers management liability \$7,019. For Cyber Liability – see Administration.
2040110	Stationary, Badges and Other Items Members - Op Exp	500.00		500.00		410.00		36.54	- Other Minor Expenditure.
2040112	Minor Asset Purchases - Members- Op Exp	3,000.00		3,000.00		3,000.00		2,763.89	- Replacement Digital Projector.
2040113	Chambers Operating Expenses								
BO001	Chambers Operating Expenses	1,920.00		1,920.00		1,590.00		2,543.40	Includes Chambers allocation of electricity consumption.
2040114	Chambers Building Maintenance								
BM001	Chambers Building Maintenance	1,500.00		2,500.00		2,060.00		1,782.13	Increased budget as the original budget provision was used in council desk modifications.
2040115	Donations to Community Groups and Functions - Op Exp - M	10,000.00		10,600.00		8,830.00		10,920.00	- Donations to Community Groups as per Council Policy 2.3 Community Chest Grant Scheme. (See budget in Community Development account 2100910 for Community Development activities.) Budget amendment - Increased donations approved.
2040116	Software Licences - Op Exp - Members	1,226.00		1,226.00		1,226.00		1,225.55	Software subscriptions MS 365 Bus Basic & EOA 9 lic
2040118	NEWROC Admin Fees	15,500.00		15,500.00		15,500.00		11,000.00	- Shire of Mukinbudin NEWROC Fees for 2020/21 General Subs \$15,500, See account 2130202 for NEWTRAVEL Tourism Officer contribution.
2040119	NEWROC - Project Contributions & Business Cases - Op Exp	2,000.00		2,000.00		1,660.00		2,000.00	- Business Cases Project Work
2040120	Other Expenses - Members of Council	1,491.00		1,491.00		1,240.00		1,536.35	- Other Councillor expenses. Including binding of minutes
2040192	Depreciation - Members	381.00		381.00		310.00		513.00	- Depreciation charge ex Asset Register
2040199	Administration Allocated	162,062.00		162,062.00		135,050.00		117,190.34 ▼	- Allocation of 17.2% of Administration costs.
OPERATING REVENUE									
SUB-TOTAL OPERATING									
		0.00	292,673.00	0.00	292,273.00	0.00	204,168.00	0.00	207,084.53
TOTAL - MEMBERS OF COUNCIL									
		0.00	292,673.00	0.00	292,273.00	0.00	204,168.00	0.00	207,084.53

SHIRE OF MUKINBUDIN
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
30 April 2021

OTHER GOVERNANCE		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2040200	Civic Functions, Refreshments & Receptions - Other Gov - O		10,000.00		10,000.00		8,320.00		10,014.40	- Expenses for food and refreshments Council meetings and functions for Shire of Mukinbudin. For Admin refreshments see Account 2140540. - Catering expenses for Council meetings and functions for Shire of Mukinbudin
2040202	Audit Fees - Op Exp - Other Gov		39,800.00		39,800.00		19,900.00		2,655.45 ▼	- Audit Fees ; 4 yearly Financial Management Review- FM Reg 5(2)(c) next due June 2022. Provision other Grant Audit Fees e.g. Roads to Recovery, Provision Deferred Pensioners certification, Additional Amount for Fair Value Infrastructure Review and Additional amount for compliance with Legislation requirements.
2040206	Long Term Financial Planning Consultancy		10,000.00		10,000.00		8,330.00		0.00	- Provision for LTFP consultant Ron Back -update every 2 yrs (Carry over provision). Asset Management Plans required.
2040207	Asset Management & Valuations Consultants - Op Exp - Oth Gov		15,000.00		15,000.00		12,500.00		0.00 ▼	- Provision for Asset Infrastructure Management (AIM) Ron Back (Carry over provision) and Rod Munns.
2040210	Other Consultancy - Strategic		7,000.00		7,000.00		7,000.00		1,720.15	- Contractors and Contingency - Ron Back (Carry over provision)
2040211	Other Governance Consultant Expenses - Op Exp - Other Gov		3,000.00		3,000.00		3,000.00		7,075.00	- Consultants advising council. Inc CEO review.
2040299	Administration Allocated		37,585.00		37,585.00		31,320.00		28,561.95	- Allocation of 4% of Administration costs.
SUB-TOTAL OPERATING		0.00	122,385.00	0.00	122,385.00	0.00	90,370.00	0.00	50,214.34	
TOTAL - OTHER GOVERNANCE		0.00	122,385.00	0.00	122,385.00	0.00	90,370.00	0.00	50,214.34	

SHIRE OF MUKINBUDIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2021

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
Fire Prevention		49,883.00		49,883.00		41,560.00		29,875.49 ▼	The most significant reduction is that in depreciation expenses. A remaining useful life, residual value and depreciation rate review has been completed, reducing the depreciation rate in this case.
Emergency Services Levy		28,367.00		29,767.00		26,375.00		22,457.96	
Animal Control		20,691.00		20,691.00		17,220.00		16,345.40	
Other Law, Order & Public Safety		2,849.00		4,949.00		4,550.00		4,345.31	
<u>OPERATING REVENUE</u>									
Emergency Services Levy	123,171.00		123,171.00		93,226.00		99,252.30		Includes the payment of the ESL Capital Grants including additional grant funding for the Bonnie Rock facility work not received in 2019-2020. The works are now complete and \$90,284 has been invoiced. This is less than the original allocation as the project cost less than expected. Operating Income is less than budgeted due to prior years under expenditure.
Animal Control	4,600.00		3,200.00		2,650.00		2,815.75		
SUB-TOTAL OPERATING	127,771.00	101,790.00	126,371.00	105,290.00	95,876.00	89,705.00	102,068.05	73,024.16	
<u>CAPITAL EXPENDITURE</u>									
Emergency Services Levy		17,692.00		7,017.00		7,015.00		6,715.92	Completion of the ESL Capital Grant funded Ablution Block & Facility Extension including Communications Rooms. Completed at less cost than expected.
SUB-TOTAL CAPITAL	0.00	17,692.00	0.00	7,017.00	0.00	7,015.00	0.00	6,715.92	
TOTAL - PROGRAMME SUMMARY	127,771.00	119,482.00	126,371.00	112,307.00	95,876.00	96,720.00	102,068.05	79,740.08	

SHIRE OF MUKINBUDIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2021

FIRE PREVENTION		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
W001	Fire Prevention/Burning/Control - Op Exp - Fire Prevention		2,700.00		2,700.00		2,250.00		1,750.27	Communication Expenses Telephone, Data and Other.
2050192	Depreciation - Fire Prevention		42,485.00		42,485.00		35,400.00		24,554.97 ▼	- Depreciation charge ex Asset Register
2050199	Administration Allocated		4,698.00		4,698.00		3,910.00		3,570.25	- Allocation of 0.5% of Administration costs.
SUB-TOTAL OPERATING		0.00	49,883.00	0.00	49,883.00	0.00	41,560.00	0.00	29,875.49	
TOTAL - FIRE PREVENTION		0.00	49,883.00	0.00	49,883.00	0.00	41,560.00	0.00	29,875.49	

SHIRE OF MUKINBUDIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2021

EMERGENCY SERVICES LEVY		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2050200	ESL Purchase of Small Equipment <1,500		0.00		1,400.00		1,400.00		1,360.00	2 x Kestrel Weather Meters for Fire Harvest Ban readings - Budget amendment made.
2050202	ESL Maintenance of Vehicles		5,269.00		5,269.00		4,390.00		5,296.51	- Vehicle Expenses Allocated - P299 Fire Truck 2014 ISUZU FTS800 4.4R Bonnie Rock BONNIEROC. Excludes depreciation. See acct 2050192 for Depreciaton.
BM005	Mukinbudin Fire Shed Maintenance		100.00		100.00		80.00		660.40	
BM006	Bonnie Rock Fire Brigade Shed Maintenance - Op Exp - ESL		1,000.00		1,000.00		830.00		1,749.73	
BO006	Bonnie Rock Fire Shed - Building Operations		0.00		0.00		0.00		1,307.73	
2050204	ESL Protective Clothing and Accessories		3,000.00		3,000.00		2,500.00		0.00	- ESL Protective Clothing And Accessories
2050205	ESL Building Operations (Excludes Insurance)									
BO005	Mukinbudin Fire Shed Operations (Excluding Utilities & Insurance) - Op Exp - ESL		500.00		500.00		410.00		0.00	
2050206	ESL Other Goods and Services		967.00		967.00		800.00		0.00	- Additional ESL related expenses.
2050207	ESL Insurances		8,135.00		8,135.00		8,135.00		4,943.11	- Bushfire Insurance Volunteers, Bonnie Rock and Mukinbudin Fire Shed property insurance, Bushfire Brigade members Vehicles & 2014 Isuzu Fire Tender P299 Insurance.
2050299	Administration Allocated - Op Exp ESL		9,396.00		9,396.00		7,830.00		7,140.48	- Allocation of 1% of Administration costs.
OPERATING REVENUE										
3050200	ESL Admin Fee/Commission	4,000.00		4,000.00		4,000.00		4,000.00		- ESL Admin Fee/Commission
3050201	ESL Operating Grant	18,971.00		18,971.00		14,226.00		4,864.08		This is income has been adjusted by an accrual recognising the contract liability resulting for the underspend in 2018-2019. The budget is for the 2020/21 DFES ESL Operating Grant allocation.
9304052	FESA-ESL Unspent Grants-Current Liability - In addition to the income shown in the above account we have received an additional \$10,321.92									
3050202	ESL Capital Grant Op Inc - ESL	100,000.00		100,000.00		75,000.00		90,284.15		Outstanding 2019/20 ESL Capital Grant for Ablution Block & Facility Extension, Communications Rooms and additional approved work. Expenditure in Job BC007. The grant had now been invoiced. It is less than expected due to lower than expected expenditure. See Job BC007.
3050203	ESL Non-Payment Penalty Interest	200.00		200.00		0.00		104.07		- ESL Non-Payment Penalty Interest
SUB-TOTAL OPERATING		123,171.00	28,367.00	123,171.00	29,767.00	93,226.00	26,375.00	99,252.30	22,457.96	
CAPITAL EXPENDITURE										
4050260	Emergency Services Building Capital Exp - ESL									
BC007	Emergency Services Building Capital Exp - ESL		17,692.00		91,025.00		91,023.00		91,023.94	The full cost 2019/20 ESL Capital Grant funded works, Ablution Block & Facility Extension - Communications Rooms and additional works. Grant in acct 3050202. Works have been completed at less cost than expected. The budget amendment recognises the works in progress expenditure in prior years
4050262	Buildings Works in Progress - Cap Exp Emergency Services Lev									
BWIP007	Buildings Works in Progress - Cap Exp Emergency Services Levy		0.00		(84,008.00)		(84,008.00)		(84,308.02)	Recognition of works completed in 2019/20 for the Ablution Block & Facility Extension - Communications Rooms including additional works.
SUB-TOTAL CAPITAL		0.00	17,692.00	0.00	7,017.00	0.00	7,015.00	0.00	6,715.92	
TOTAL - EMERGENCY SERVICES LEVY		123,171.00	46,059.00	123,171.00	36,784.00	93,226.00	33,390.00	99,252.30	29,173.88	

SHIRE OF MUKINBUDIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2021

ANIMAL CONTROL	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2050304	Animal Control Expenses - Other	100.00		100.00		80.00		140.83	- Postage costs for sending renewals and Dog Fines
2050306	Dog Pound Maintenance								
BM010	Dog Pound Maintenance	400.00		400.00		320.00		0.00	
2050307	Ranger Services (Contracted)	10,500.00		10,500.00		8,750.00		8,903.75	
2050308	Dog Pound Operations								
BO010	Dog Pound Operations	150.00		150.00		120.00		38.45	
2050392	Depreciation - Animal Control	145.00		145.00		120.00		121.89	- Depreciation charge ex Asset Register
2050399	Administration Allocated	9,396.00		9,396.00		7,830.00		7,140.48	- Allocation of 1% of Administration costs.
OPERATING REVENUE									
3050300	Pound Fees	100.00		100.00		80.00		0.00	
3050301	Dog Registration Fees	2,000.00		2,000.00		1,660.00		1,585.75	
3050302	Fines and Penalties - Animal Control	500.00		500.00		410.00		700.00	
3050304	Cat Registration Fees	2,000.00		600.00		500.00		530.00	Budget Amendment - Less cat registrations than expected.
SUB-TOTAL OPERATING		4,600.00	20,691.00	3,200.00	20,691.00	2,650.00	17,220.00	2,815.75	16,345.40
TOTAL - ANIMAL CONTROL		4,600.00	20,691.00	3,200.00	20,691.00	2,650.00	17,220.00	2,815.75	16,345.40

SHIRE OF MUKINBUDIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2021

OTHER LAW, ORDER, PUBLIC SAFETY		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>										
2050401	Community Safety Expenses		500.00		2,600.00		2,600.00		2,560.20	- Housing street signs Budget amendment for the cost \$2,411 to supply & install x3 cameras near IGA - Allocation of 0.25% of Administration costs.
2050499	Administration Allocated		2,349.00		2,349.00		1,950.00		1,785.11	
SUB-TOTAL OPERATING		0.00	2,849.00	0.00	4,949.00	0.00	4,550.00	0.00	4,345.31	
TOTAL - OTHER LAW, ORDER, PUBLIC SAFETY		0.00	2,849.00	0.00	4,949.00	0.00	4,550.00	0.00	4,345.31	

SHIRE OF MUKINBUDIN
SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
30 April 2021

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Health Inspection and Administration		20,396.00		20,396.00		16,990.00		17,669.30	
Preventative Services - Pest Control		2,749.00		2,749.00		2,350.00		1,785.11	
Preventative Services - Other		2,749.00		2,749.00		2,280.00		1,965.11	
Other Health		103,093.00		73,103.00		60,762.00		49,658.88	▼ The most significant item is that the Medical Practice Costs are less than the YTD Budget as there appears to be a delay in invoicing.
OPERATING REVENUE									
Health Inspection and Administration	500.00		500.00		410.00		0.00		
Other Health	74,710.00		48,150.00		46,940.00		48,356.27		Reimbursement of Nursing Post Cleaner wages and Overheads and materials costs are less than the Adopted Budget as the cleaning contract terminated in September 2020. A budget amendment has been made.
SUB-TOTAL OPERATING	75,210.00	128,987.00	48,650.00	98,997.00	47,350.00	82,382.00	48,356.27	71,078.40	
CAPITAL EXPENDITURE									
Other Health		81,820.00		109,092.00		109,092.00		109,090.90	Recognition of the value of the old Nursing Post at 23 Maddock St transferred to the shire by the Department of Health and the transfer of funds to reserve have not been made.
CAPITAL REVENUE									
Other Health	40,910.00		54,546.00		54,546.00		54,545.45		The proceeds on sale of the old Nursing Post at 23 Maddock St has been recognised, this included the land value which was not included in the budget.
SUB-TOTAL CAPITAL	40,910.00	81,820.00	54,546.00	109,092.00	54,546.00	109,092.00	54,545.45	109,090.90	
TOTAL - PROGRAMME SUMMARY	116,120.00	210,807.00	103,196.00	208,089.00	101,896.00	191,474.00	102,901.72	180,169.30	

SHIRE OF MUKINBUDIN
SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
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HEALTH INSPECTION & ADMIN		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2070307	Contract EHO - Op Exp		11,000.00		11,000.00		9,160.00		10,528.82	- NEWHealth fees for July 2020 \$2,800; Contract EHO/BS \$1,100 per month 50/50 Split with Building Services \$6,600 - Allocation of 1% of Administration costs.
2070399	Administration Allocated		9,396.00		9,396.00		7,830.00		7,140.48	
OPERATING REVENUE										
3070307	Other Income - Inspection/Admin	500.00		500.00		410.00		0.00		- Inspection fees
SUB-TOTAL OPERATING		500.00	20,396.00	500.00	20,396.00	410.00	16,990.00	0.00	17,669.30	
TOTAL - HEALTH INSPECTION & ADMIN		500.00	20,396.00	500.00	20,396.00	410.00	16,990.00	0.00	17,669.30	

SHIRE OF MUKINBUDIN
SCHEDULE 07 - HEALTH
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PREVENTIVE SERVICES - PEST CONTROL	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2070400 Mosquito Control - Op Exp - Pest Control									
MQF Mosquito Control - Op Exp - Pest Control		400.00		400.00		400.00		0.00	Provision for fogging
2070499 Administration Allocated		2,349.00		2,349.00		1,950.00		1,785.11	- Allocation of 0.25% of Administration costs.
SUB-TOTAL OPERATING	0.00	2,749.00	0.00	2,749.00	0.00	2,350.00	0.00	1,785.11	
TOTAL - PREVENTIVE SERVICES - PEST CONTROL	0.00	2,749.00	0.00	2,749.00	0.00	2,350.00	0.00	1,785.11	

SHIRE OF MUKINBUDIN
SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
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PREVENTIVE SERVICES - OTHER	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING EXPENDITURE									
2070500 Analytical & Other Expenses		400.00		400.00		330.00		180.00	- Local Health Authorities Analytical Committee -Services fixed min cost. - Allocation of 0.25% of Administration costs.
2070599 Administration Allocated		2,349.00		2,349.00		1,950.00		1,785.11	
SUB-TOTAL OPERATING	0.00	2,749.00	0.00	2,749.00	0.00	2,280.00	0.00	1,965.11	
TOTAL - PREVENTIVE SERVICES - OTHER	0.00	2,749.00	0.00	2,749.00	0.00	2,280.00	0.00	1,965.11	

SHIRE OF MUKINBUDIN
SCHEDULE 07 - HEALTH
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OTHER HEALTH		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2070602	Medical Practice Costs		45,000.00		38,000.00		31,660.00		21,569.24	▼ 30% Share of Kununoppin Medical Practice Management Fee, Doctors House Rent, Doctors Vehicle Operating Costs, Doctors Vehicle Replacement & Doctors other expenses. Budget amendment to reallocate doctors house rental to account 2070603
2070603	Medical Practice Costs - Doctor House Rent		0.00		7,000.00		5,830.00		4,561.25	A new account to identify GST house rental. A budget amendment has been done.
2070605	Advertising, Contributions & Other Health Exp - Op Exp - Otr		1,000.00		1,000.00		1,000.00		710.00	- Blue Tree Project Decision 230419 \$1000 - Nursing Post Cleaner wages and Overheads and materials. Reimbursed by WA Country Health via acct 3070601.
2070607	Nursing Post Cleaner Expenses - Op Exp - Other Health		35,500.00		6,510.00		5,420.00		6,509.96	Budget amendment to recognise the cleaning contract terminated in September 2020.
2070615	23 Maddock St (Old Nursing Post) Building Ops and Maint-O									
BM015	23 Maddock St (Old Nursing Post) Building Maint Exp -Op Exp- Otr Hlth		1,300.00		300.00		194.00		286.39	Costs whilst the Old Nursing Post is held prior to sale.
BO015	23 Maddock St (Old Nursing Post) Building Operations -Op Exp- Otr Hlth		1,500.00		1,500.00		998.00		1,691.55	Costs whilst the Old Nursing Post is held prior to sale.
2070692	Depreciation - Other Health		0.00		0.00		0.00		49.53	
2070699	Administration Allocated		18,793.00		18,793.00		15,660.00		14,280.96	- Allocation of 2% of Administration costs.
OPERATING REVENUE										
3070601	Reimb, Contrib's & Donations For Medical Se	33,800.00		7,240.00		6,030.00		7,238.62		Nursing Post Cleaner reimbursement from WA Country Health; Contract expired September 2020. Budget amendment to recognise the cleaning contract terminated in September 2020.
3070602	Reimbursements, Contributions & Other Gran	0.00		0.00		0.00		159.03		
3070603	Grants - Medical Services	40,910.00		40,910.00		40,910.00		40,909.09		Recognition of the value of the old Nursing Post at 23 Maddock St transferred to the shire by the Department of Health.
3070690	Profit on Disposal of Assets - Other Health	0.00		0.00		0.00		49.53		
SUB-TOTAL OPERATING		74,710.00	103,093.00	48,150.00	73,103.00	46,940.00	60,762.00	48,356.27	49,658.88	
CAPITAL EXPENDITURE										
4070650	Building (Capital) - Other Health									
BC015	Building (Capital) - Other Health		40,910.00		40,910.00		40,910.00		40,909.09	- Recognition of the value of the old Nursing Post Building at 23 Maddock St transferred to the shire by the Department of Health.
4070651	Land Purchase Exps - Cap Exp - Other Health		0.00		13,636.00		13,636.00		13,636.36	- Recognition of the expense paid in 2019-2020 for the old Nursing Post Land at 23 Maddock St transferred to the shire been done.
4070655	Transfer to Building and Residential Land Reserve -Cap Exp		40,910.00		54,546.00		54,546.00		54,545.45	- Transfer to Building and Residential Land Reserve of profit component of the proceeds from the Sale of the old Nursing Post land and building at 23 Maddock St.
CAPITAL REVENUE										
5070660	Proceeds on Sale of Assets - Cap Inc - Other Health	40,910.00		54,546.00		54,546.00		54,545.45		- Proceeds from the Sale of the old Nursing Post at 23 Maddock St.
SUB-TOTAL CAPITAL		40,910.00	81,820.00	54,546.00	109,092.00	54,546.00	109,092.00	54,545.45	109,090.90	
TOTAL - OTHER HEALTH		115,620.00	184,913.00	102,696.00	182,195.00	101,486.00	169,854.00	102,901.72	158,749.78	

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
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PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
Community Resource Centre		26,364.00		25,364.00		21,506.00		20,261.15	
Other Education		200.00		200.00		180.00		0.00	
Care Of Families And Children		24,730.00		26,730.00		21,626.00		27,130.91	Finishing and minor improvements at the Child Care Centre in White St have cost more and proceeded faster than expected.
Aged & Disabled - Senior Citz Centre		45,493.00		39,493.00		36,199.00		34,280.96	
Other Welfare		2,599.00		2,599.00		2,150.00		1,785.11	
<u>OPERATING REVENUE</u>									
Community Resource Centre	5,940.00		7,200.00		5,990.00		6,157.41		
Care Of Families And Children	219,176.00		218,376.00		146,309.00		189,214.00	▼	Some of the unpaid grants for New Childcare Building have been sooner than expected.
Aged & Disabled - Senior Citz Centre	1,092.00		92.00		70.00		4.55		
Other Welfare	250.00		150.00		120.00		0.00		
SUB-TOTAL OPERATING	226,458.00	99,386.00	225,818.00	94,386.00	152,489.00	81,661.00	195,375.96	83,458.13	
<u>CAPITAL EXPENDITURE</u>									
Community Resource Centre		7,248.00		7,248.00		7,248.00		7,248.49	
Care Of Families And Children		135,974.00		142,974.00		137,120.00		98,666.19	▼
SUB-TOTAL CAPITAL	0.00	143,222.00	0.00	150,222.00	0.00	144,368.00	0.00	105,914.68	Completion of the New Childcare Building for Boodie Rats is proceeding slower than expected.
TOTAL - PROGRAMME SUMMARY	226,458.00	242,608.00	225,818.00	244,608.00	152,489.00	226,029.00	195,375.96	189,372.81	

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
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COMMUNITY RESOURCE CENTRE	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2080204 CRC Building Operating Expenses									Includes Rubbish & Recycling Bins. - Shire pays CRC phone line, CRC fax line & Muka Matters Phone line. - -Municipal Property Scheme Insurance-CRC Building. - Insurance - Premiums \$2,176. - ESL Category 5 \$84. A budget amendment is required as costs include power and water expenses. General building maintenance by shire staff and contractors General Grounds maintenance by shire staff and contractors. Budget amendment recommended due to lower than expected costs to date. - Interest on Loan 109 CRC, Payment No 29 - 1/08/2020 \$212.02, Payment No 30 - 3/02/2021 \$107.54. Final Payment - WATC Loan Guarantee on Loan 109 - To 30/6/2020 \$135.23, - To 31/12/2020 \$35.23. 1 Payment to go. - Depreciation charge ex Asset Register - Allocation of 0.5% of Administration costs. - Reimbursement from CRC for Telephone Line rental and calls (Phone and CRC Fax lines) \$740 Water and Power direct to CRC. Budget amendment to recognise reimbursements for power and water. - Rental of CRC Building . - Principal on Loan 109 CRC, Payment No 29 Loan 109 - 1/08/2020 \$3,572.07, Payment No 30 Loan 109 - 3/02/2021 \$3,676.42. Final Payment
BO020 Community Resource Centre Operations		4,200.00		6,000.00		5,346.00		6,999.30	
2080205 CRC Building & Grounds Maintenance									
BM020 Community Resource Centre Building Maintenance		2,400.00		2,400.00		1,980.00		214.41	
GM020 Community Resource Centre Grounds Maintenance		6,800.00		4,000.00		3,320.00		2,524.96	
2080221 Interest on Loan 109 CRC		390.00		390.00		390.00		400.35	
2080292 Depreciation - CRC		7,876.00		7,876.00		6,560.00		6,551.88	
2080299 Administration Allocated - Op Exp - CRC		4,698.00		4,698.00		3,910.00		3,570.25	
OPERATING REVENUE									
3080204 Reimbursements - CRC	740.00		2,000.00		1,660.00		1,793.73		
3080220 CRC - Rental Income	5,200.00		5,200.00		4,330.00		4,363.68		
SUB-TOTAL OPERATING	5,940.00	26,364.00	7,200.00	25,364.00	5,990.00	21,506.00	6,157.41	20,261.15	
CAPITAL EXPENDITURE									
BC020 Buildings (Capital) - CRC		0.00		0.00		0.00		0.00	
4080270 Principal Repayment on Loan 109 - CRC - Cap Exp		7,248.00		7,248.00		7,248.00		7,248.49	
SUB-TOTAL CAPITAL	0.00	7,248.00	0.00	7,248.00	0.00	7,248.00	0.00	7,248.49	
TOTAL - COMMUNITY RESOURCE CENTRE	5,940.00	33,612.00	7,200.00	32,612.00	5,990.00	28,754.00	6,157.41	27,509.64	

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
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OTHER EDUCATION	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2080302 School Prizes Expense		100.00		100.00		100.00		0.00	- Mukinbudin District High School Prize Scholarship
2080305 Support for School Events - Op Exp - Other Educ		100.00		100.00		80.00		0.00	- Various
SUB-TOTAL OPERATING	0.00	200.00	0.00	200.00	0.00	180.00	0.00	0.00	
TOTAL - OTHER EDUCATION	0.00	200.00	0.00	200.00	0.00	180.00	0.00	0.00	

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
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CARE OF FAMILIES & CHILDREN		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2080400	Playgroup Building Operations									
BO025	Boodie Rats Playgroup Building Operations		2,000.00		2,000.00		1,796.00		1,041.20	- Rubbish & Recycling Bins and other expenses . Utilities- Electricity. Partly reimbursed via acct 3080400. Insurance - Premiums for property ESL Category 5..
BO026	Child Care Centre - White St Operation Exps		4,100.00		4,100.00		3,715.00		3,187.41	- Rubbish & Recycling Bins and other expenses . Utilities- Electricity. Partly reimbursed via acct 3080400. Insurance - Premiums for property ESL Category 5..
2080401	Playgroup Building & Grounds Maintenance									
BM025	Boodie Rats Playgroup Building Maintenance		1,500.00		1,500.00		1,240.00		2,361.50	Includes Weed & Pest Control-termite inspection 5 yr plan.
BM026	Child Care Centre - White St Building Maintenance Exps		4,000.00		7,000.00		5,820.00		6,595.85	Includes Weed & Pest Control-termite inspection 5 yr plan. Budget amendment for higher than expected initial maintenance cost than expected.
GM025	Boodie Rats Playgroup Grounds Maintenance		1,200.00		200.00		160.00		70.51	General Grounds maintenance by shire staff.
GM026	Child Care Centre - White St Grounds Maintenance Exps		1,500.00		1,500.00		1,230.00		1,210.10	General Grounds maintenance by shire staff.
2080420	Other Childcare Related Expenses - Op Exp - Fam & Child		0.00		0.00		0.00		1,852.05	Child Care Centre White St Official Opening expenses.
2080422	Minor Asset Expenses (For Childcare) - Op Exp - Fam & Child		0.00		0.00		0.00		83.41	
2080481	Interest Repayments on Loan 125 Boodie Rats - Op Exp - Fam & C		5,131.00		5,131.00		3,255.00		3,341.26	- Interest on Loan 125 Child Care Centre White St, Payment No 2; 21/12/2020 \$1,903.48 , Payment No 3; 21/6/2021 \$1,846.41 - WATC Loan Guarantee Loan 125 Child Care Centre White St, Payment No 2; \$697.09 To 30/6/2020, Payment No 3; \$6684.17 , 31/12/2020
2080492	Depreciation - Care of Families		601.00		601.00		500.00		3,817.37	- Depreciation charge ex Asset Register
2080499	Administration Allocated		4,698.00		4,698.00		3,910.00		3,570.25	- Allocation of 0.5% of Administration costs.
OPERATING REVENUE										
3080400	Income - Playgroup & Boodie Rats Child Care Cntr	800.00		0.00		0.00		0.00		No income is expected, a Budget Amendment has been made.
3080410	Contributions, Reimb & Other Income - Op Inc - Fa	218,376.00		218,376.00		146,309.00		189,214.00		▼ - Remainder of Building Better Regions Grant Contribution Income from the Childcare Committee for New Childcare Building for Boodie Rats from the Mukinbudin Shire. Exp in Job BC025
SUB-TOTAL OPERATING		219,176.00	24,730.00	218,376.00	26,730.00	146,309.00	21,626.00	189,214.00	27,130.91	
CAPITAL EXPENDITURE										
4080450	Building (Capital) - Care of Families & Children									
BC025	Child Care White Street - Building Capital Expenditure		124,270.00		887,085.00		887,083.00		845,073.16	The full cost of all expenditure on New Childcare Building for Boodie Rats, including that from previous years has now been recognised. Grant funding in acct 3080410 . A Budget Amendment has been made. The remaining amount of the amended budget is \$31,371
4080451	Building Works in Progress - Childcare				0.00					
BWIP045	Building Works in Progress - Childcare		0.00		(762,815.00)		(762,815.00)		(762,815.14)	Recognition of the expenditure on the New Childcare Building for Boodie Rats from 2017 to 30 June 2020. A Budget Amendment has been made.
4080465	Infrastructure Other - Care Of Families And Children -Cap Exp				0.00					
IO026	Child Care Centre - White St Infrastructure Other - Care Of Families		0.00		7,000.00		7,000.00		10,641.17	Infrastructure Other expenditure, carpark, on the New Childcare Building for Boodie Rats . A budget amendment has been made.
4080470	Principal Repayment on Loan 125 Boodie Rats - Cap Exp - Fam &		11,704.00		11,704.00		5,852.00		5,767.00	- Principal on Loan 125 Child Care Centre White St, Payment No 2; 21/12/2020 \$5,823.52 , Payment No 3; 21/6/2021 \$5,880.59
SUB-TOTAL CAPITAL		0.00	135,974.00	0.00	142,974.00	0.00	137,120.00	0.00	98,666.19	
TOTAL - CARE OF FAMILIES & CHILDREN		219,176.00	160,704.00	218,376.00	169,704.00	146,309.00	158,746.00	189,214.00	125,797.10	

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
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AGED & DISABLED - SENIOR CITZ CENTRE		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2080506	CEACA Housing - Op Exp		20,000.00		20,000.00		20,000.00		20,000.00	- CEACA Inc general membership subscription annual contribution 2020/21 \$20,000, CEACA Project - 4 Units. - Seniors Project Grant from received in 2018-2019 , remaining \$92 now spent plus council contribution of \$608. See account 3080503 for grant income. Seniors week is cancelled, a budget amendment had been made. - Allocation of 2% of Administration costs.
2080508	Seniors Program Grant Funded Expenditure - Op Exp		700.00		700.00		539.00		0.00	
2080509	Seniors Week Op Expenditure		6,000.00		0.00		0.00		0.00	
2080599	Administration Allocated		18,793.00		18,793.00		15,660.00		14,280.96	
OPERATING REVENUE										
3080501	Reimbursements & Fees - Op Inc - Senior Cit	0.00		0.00		0.00		4.55		Seniors week is cancelled, a budget amendment had been made. - Unspent Seniors Project Grant from 2019-2020. Expense in account 2080508.
3080502	Seniors Week Grant Income - Op Inc - Senio	1,000.00		0.00		0.00		0.00		
3080503	Seniors Program Grant Income - Senior Citiz	92.00		92.00		70.00		0.00		
SUB-TOTAL OPERATING		1,092.00	45,493.00	92.00	39,493.00	70.00	36,199.00	4.55	34,280.96	
TOTAL - AGED & DISABLED - SENIOR CITZ CENTRE		1,092.00	45,493.00	92.00	39,493.00	70.00	36,199.00	4.55	34,280.96	

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
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OTHER WELFARE	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2080608 Other Expenses Mobility Scooters etc. - Op Exp - Other Welfa		250.00		250.00		200.00		0.00	- Mobility Scooter expenses
2080699 Administration Allocated		2,349.00		2,349.00		1,950.00		1,785.11	- Allocation of 0.25% of Administration costs.
OPERATING REVENUE									
3080604 Other Income Mobility Scooters etc. - Op Inc	250.00		150.00		120.00		0.00		- Mobility Scooter income, rental \$70 per week
SUB-TOTAL OPERATING	250.00	2,599.00	150.00	2,599.00	120.00	2,150.00	0.00	1,785.11	
TOTAL - OTHER WELFARE	250.00	2,599.00	150.00	2,599.00	120.00	2,150.00	0.00	1,785.11	

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
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PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Housing - Shire (Staff and Rentals)		128,069.00		134,069.00		112,653.00		155,985.92	▲ Increased costs net costs and recovery is less than the YTD Budget.
Housing - Aged (Including Senior Citizens)		105,231.00		113,331.00		94,799.00		82,304.25	▼ The total expenditure in Building and Grounds Maintenance is less than the YTD budget.
Housing - Other (Including Joint Venture)		82,579.00		81,679.00		69,395.00		58,474.70	▼ Several expenditure accounts are below the YTD budget. The most significant group is in Singles JV Building Maintenance.
OPERATING REVENUE									
Housing - Shire (Staff and Rentals)	176,800.00		158,979.00		130,013.00		138,179.80		Income allocations are Less than the YTD Budget.
Housing - Aged (Including Senior Citizens)	55,253.00		47,753.00		39,750.00		45,221.38		
Housing - Other (Including Joint Venture)	33,540.00		33,540.00		27,940.00		27,564.79		
SUB-TOTAL OPERATING	265,593.00	315,879.00	240,272.00	329,079.00	197,703.00	276,847.00	210,965.97	296,764.87	
CAPITAL EXPENDITURE									
Housing - Shire (Staff and Rentals)		153,152.00		165,450.00		281,536.00		131,776.70	▼ Timing - The recognition of the credit for works in progress is not aligned the actual transaction
Housing - Aged (Including Senior Citizens)		500.00		500.00		410.00		5,539.54	
Housing - Other (Including Joint Venture)		0.00		0.00		0.00		5,480.00	
CAPITAL REVENUE									
Housing - Shire (Staff and Rentals)	0.00		0.00		0.00		0.00		
Housing - Aged (Including Senior Citizens)	0.00		0.00		0.00		0.00		
Housing - Other (Including Joint Venture)	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL	0.00	153,652.00	0.00	165,950.00	0.00	281,946.00	0.00	142,796.24	
TOTAL - PROGRAMME SUMMARY	265,593.00	469,531.00	240,272.00	495,029.00	197,703.00	558,793.00	210,965.97	439,561.11	

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
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HOUSING - SHIRE (STAFF AND RENTALS)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2090100	Shire Housing Building Operations									
BO035	5 Cruickshank Rd - Building Operations		4,450.00		4,450.00		3,810.00		2,711.75	Includes Rubbish & Recycling Bins, Electricity, LP Gas 45 kg bottles Rental, Water consumption & Water Rates, Insurance - Premiums and ESL.
BO036	11 Cruickshank Rd Building Operations		2,900.00		2,900.00		2,552.00		2,613.55	Includes Rubbish & Recycling Bins, Electricity, LP Gas 45 kg bottles Rental, Water consumption & Water Rates, Insurance - Premiums and ESL.
BO037	15 Cruickshank Rd CEO Building Operations		8,300.00		8,300.00		7,482.00		5,893.68	Includes Rubbish & Recycling Bins, Electricity, LP Gas 45 kg bottles Rental, Water consumption & Water Rates, Insurance - Premiums and ESL.
BO038	25 Cruickshank Rd CPM Building Operations		6,600.00		6,600.00		5,602.00		3,696.26	Includes Rubbish & Recycling Bins, Electricity, LP Gas 45 kg bottles Rental, Water consumption & Water Rates, Insurance - Premiums and ESL.
BO039	1 Salmon Gum Alley Building Operations		7,800.00		4,800.00		4,108.00		3,688.43	Includes Rubbish & Recycling Bins, Electricity, LP Gas 45 kg bottles Rental, Water consumption & Water Rates, Insurance - Premiums and ESL. Budget amendment for reduced costs whilst vacant.
BO040	4 Salmon Gum Alley Building Operations		9,000.00		9,000.00		7,588.00		6,284.00	Includes Rubbish & Recycling Bins, Electricity, LP Gas 45 kg bottles Rental, Water consumption & Water Rates, Insurance - Premiums and ESL.
BO041	8 Lansdell St Building Operations		8,000.00		8,000.00		7,568.00		6,676.67	Includes Rubbish & Recycling Bins, Electricity, LP Gas 45 kg bottles Rental, Water consumption & Water Rates, Insurance - Premiums and ESL.
BO043	25A Calder St Building Operations		2,200.00		2,200.00		1,890.00		1,674.21	Includes Rubbish & Recycling Bins, Electricity, LP Gas 45 kg bottles Rental, Water consumption & Water Rates, Insurance - Premiums and ESL.
BO044	25B Calder St Building Operations		2,200.00		2,200.00		1,890.00		1,731.68	Includes Rubbish & Recycling Bins, Electricity, LP Gas 45 kg bottles Rental, Water consumption & Water Rates, Insurance - Premiums and ESL.
BO045	12 Salmon Gum Alley (Lot 208) Building Op Exp		3,400.00		3,400.00		2,986.00		3,572.32	Includes Rubbish & Recycling Bins, Electricity, LP Gas 45 kg bottles Rental, Water consumption & Water Rates, Insurance - Premiums and ESL.
BO046	51 Maddock Street Building Operations		600.00		600.00		568.00		547.09	Includes Rubbish & Recycling Bins, Electricity, LP Gas 45 kg bottles Rental, Water consumption & Water Rates, Insurance - Premiums and ESL.
BO047	8 Gimlett Way Building Operations		3,000.00		3,000.00		2,387.00		2,230.98	Includes Rubbish & Recycling Bins, Electricity, LP Gas 45 kg bottles Rental, Water consumption & Water Rates, Insurance - Premiums and ESL.
BO048	12 Gimlett Way Building Operations - Op Exp		3,000.00		3,000.00		2,388.00		1,212.68	Includes Rubbish & Recycling Bins, Electricity, LP Gas 45 kg bottles Rental, Water consumption & Water Rates, Insurance - Premiums and ESL.
BO049	4 Earl Drive Building Operations - Op Exp		3,000.00		3,000.00		2,396.00		1,271.05	Includes Rubbish & Recycling Bins, Electricity, LP Gas 45 kg bottles Rental, Water consumption & Water Rates, Insurance - Premiums and ESL.
BO325	20 Earl Drive - Operations		3,000.00		3,000.00		2,499.00		621.49	Includes Rubbish & Recycling Bins, Electricity, LP Gas 45 kg bottles Rental, Water consumption & Water Rates, Insurance - Premiums and ESL.
	<u>Total Building Operations</u>		<u>67,450.00</u>		<u>64,450.00</u>		<u>55,714.00</u>		<u>44,425.84</u> ▼	

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
30 April 2021

HOUSING - SHIRE (STAFF AND RENTALS) (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2090101	Shire Housing Building Maintenance									
	BM035 5 Cruickshank Rd Building Maintenance		0.00		0.00		0.00		65.22	
	BM036 11 Cruickshank Rd Building Maintenance		0.00		0.00		0.00		5,673.41	
	BM037 15 Cruickshank Rd CEO Building Maintenance		0.00		0.00		0.00		197.83	
	BM038 25 Cruickshank Rd CPM Building Maintenance		0.00		0.00		0.00		998.69	
	BM039 1 Salmon Gum Alley Building Maintenance		0.00		0.00		0.00		16,736.44	Some costs to be allocated to capital
	BM040 4 Salmon Gum Alley Building Maintenance		400.00		400.00		330.00		785.20	
	BM041 8 Lansdell St Building Maintenance		0.00		0.00		0.00		1,133.72	
	BM043 25A Calder St Building Maintenance		0.00		0.00		0.00		5,631.06	
	BM044 25B Calder St Building Maintenance		0.00		0.00		0.00		69.02	
	BM045 12 Salmon Gum Alley (Lot 208) Building Maint Exp		0.00		0.00		0.00		892.99	
	BM047 8 Gimlett Way Building Maintenance		0.00		0.00		0.00		2,576.46	
	BM048 12 Gimlett Way Building Maintenance - Op Exp		0.00		0.00		0.00		5,261.45	
	BM049 4 Earl Drive Building Maintenance - Op Exp		0.00		0.00		0.00		4,555.32	
	BMSH01 Budget (Book exps to appropriate house) - Op Exp Staff Ho		45,000.00		45,000.00		37,480.00		1,101.49	Annual provision for; Salaries & Wages \$12,012. Contractors & Consultants \$13,870. Materials/Stock Purchased \$3,500. Labour Overheads \$14,868. Plant Operating Costs 750.
	<u>Subtotal Building Maintenance</u>		<u>45,400.00</u>		<u>45,400.00</u>		<u>37,810.00</u>		<u>45,678.30</u>	
2090102	Staff Housing Grounds Maintenance									
			0.00		0.00		0.00		0.00	
			0.00		0.00		0.00		0.00	
	GM035 5 Cruickshank Road Grounds Maintenance		0.00		3,000.00		3,000.00		2,940.50	Budget amendment has been made for higher than expected costs.
	GM036 11 Cruickshank Rd Grounds Maintenance		0.00		0.00		0.00		1,268.76	
	GM037 15 Cruickshank Road Grounds Maintenance		0.00		0.00		0.00		51.99	
	GM038 25 Cruickshank Road Grounds Maintenance		0.00		0.00		0.00		1,144.90	
	GM039 1 Salmon Gum Alley Grounds Maintenance		0.00		0.00		0.00		1,844.29	
	GM041 8 Lansdell Street Grounds Maintenance		0.00		0.00		0.00		2,725.18	
	GM043 25A Calder Street Grounds Maintenance		0.00		0.00		0.00		34.24	
	GM045 12 Salmon Gum Alley Grounds Maintenance		0.00		0.00		0.00		38.45	
	GM048 12 Gimlett Way Grounds Maintenance - Op Exp		0.00		3,000.00		3,000.00		3,066.76	Minor external completion works costed to maintenance. A budget amendment has been made.
	GM049 4 Earl Drive Grounds Maintenance - Op Exp		0.00		3,000.00		3,000.00		2,990.04	Minor external completion works costed to maintenance. A budget amendment has been made.
	GMSH01 Staff Housing Grounds Maintenance Annual Budget (Book exps to appropriate house) - Op Exp Staff Ho		10,000.00		10,000.00		8,310.00		0.00	Annual provision for; Salaries & Wages \$3,033. Contractors & Consultants \$2,113. Materials/Stock Purchased \$300. Labour Overheads \$3,754. Plant Operating Costs 800.
	<u>Subtotal Grounds Maintenance</u>		<u>10,000.00</u>		<u>19,000.00</u>		<u>17,310.00</u>		<u>16,105.11</u>	A budget amendment has been made.
2090103	Minor Asset Purchases - Housing Shire Staff & Rentals - Op Exp		0.00		0.00		0.00		1,271.82	
2090112	Interest on Loan 124 Paid - Op Exp - Housing Shire		8,218.00		8,218.00		8,216.00		8,218.40	- Interest on Loan 124 8 Gimlet Way, Payment No 4 Loan 124 - 14/9/2020 \$3,409.43, Payment No 5 Loan 124 - 15/3/2021 \$3,232.02
2090115	Interest on Loan 126 Paid - Op Exp - Housing Shire		19,499.00		19,499.00		12,373.00		12,696.79	- WATC Loan Guarantee Loan 124 - To 30/6/2020 \$804.75, WATC Loan Guarantee Loan 124 - To 31/12/2020 \$772.2. - Interest on Loan 126 12 Gimlet Way & 4 Earl Drv, Payment No 2; 21/12/2020 \$7,233.24, Payment No 3; 21/6/2021 \$7,016.37 - WATC Loan Guarantee Loan 126: 12 Gimlet Way and 4 Earl Drv. To 30/6/2020 \$2,648.93 To 31/12/2020 \$2,599.86

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
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HOUSING - SHIRE (STAFF AND RENTALS) (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2090182	Depreciation To Be Allocated - Housing - Shire									
DEPA01	Depreciation Admin Staff Housing - Housing - Shire		5,855.00		5,855.00		4,870.00		4,010.85	- Depreciation charge ex Asset Register
DEPW01	Depreciation Works Staff Housing - Housing - Shire		3,617.00		3,617.00		3,010.00		1,561.60	- Depreciation charge ex Asset Register
DEPSP01	Depreciation Swimming Pool Staff Housing - Housing - Shire		1,824.00		1,824.00		1,520.00		1,517.65	- Depreciation charge ex Asset Register
DEPST01	Depreciation Short Term Accommodation Housing - Housing - Shire		4,294.00		4,294.00		3,570.00		2,991.28	- Depreciation charge ex Asset Register
2090192	Depreciation Unallocated - Housing - Shire		7,116.00		7,116.00		5,930.00		14,941.53	- Depreciation charge ex Asset Register
	<u>Subtotal Depreciation</u>		<u>22,706.00</u>		<u>22,706.00</u>		<u>18,900.00</u>		<u>25,022.91</u>	
2090199	Administration Allocated		46,982.00		46,982.00		39,150.00		35,702.42	- Allocation of 5% of Administration costs.
Recovered amounts										
2090198	Staff Housing Costs Recovered		(92,186.00)		(92,186.00)		(76,820.00)		(33,135.67)	- Staff Housing Costs Recovered reduced by the inclusion of income allocations in acct 3090199.
OPERATING REVENUE										
3090108	Income - 5 Cruickshank Road	9,100.00		8,100.00		6,300.00		6,573.73		- Rent 5 Cruickshank - @ \$175 p/w (rate at 50% of market rent \$250pw) \$9,100. No Incease 2020/21. Budget Amendment - Was vacant for 3 months but now leased at a higher rate.
3090109	Income - 11 Cruickshank Road	20,800.00		20,800.00		17,330.00		17,371.45		- Rental income from 11 Cruickshank GROH \$400 per week \$20,800. "
3090111	Income - 25 Cruickshank Road	28,000.00		28,000.00		23,330.00		24,999.91		- Short term rental income from 25 Cruickshank Road \$28,000. Budget Amendment - Was leased longer than expected. Was vacant, again Leased.
3090112	Income - 1 Salmon Gum Alley	0.00		5,050.00		5,049.00		6,850.00		- Private rental income \$200 per week no increase \$10,400.
3090114	Income - 25A Calder Street	10,400.00		10,400.00		8,660.00		6,240.00		- Private rental income \$200 per week no increase \$10,400.
3090115	Income - 25B Calder Street	10,400.00		10,400.00		8,660.00		9,251.17		Budget Amendment - less rent being receives this year. Short term rental income \$150 per night @ 50% occupancy \$27,375.
3090116	Income - 8 Lansdell Street	27,375.00		24,000.00		20,000.00		24,161.74		
3090117	Income - 12 Salmon Gum Alley (Lot 208)	19,500.00		17,900.00		14,910.00		14,666.65		- CSBP rental income \$375 per Week Budget Amendment - CSBP lease finished, then private rental at \$300 per week.
3090120	8 Gimlett Way - Shire Houing (Staff & Rental) - Op	33,800.00		33,800.00		28,160.00		28,341.84		- GROH rental income \$650 per week no increase \$33,800.
3090131	20 Earl Drive - Shire Housing (Staff & Rental) - Op	5,200.00		5,200.00		4,330.00		6,200.00		- Swimming Pool Staff Housing Rent at \$102 per week. \$5,200. Note: All rent recieved over the pool season.
3090148	12 Gimlett Way - Shire Housing (Staff & Rental) - C	33,800.00		25,352.00		19,712.00		21,215.99		- GROH rental income \$650 per week \$33,800. Budget Amendment - Less rent due to delayed occupancy.
3090149	4 Earl Drive - Shire Housing (Staff & Rental) - Op	33,800.00		25,352.00		19,712.00		21,468.97		- GROH rental income \$650 per week \$33,800.
3090199	Housing Income Allocated - Shire Housing (Staff & Rental)	(55,375.00)		(55,375.00)		(46,140.00)		(49,161.65)		- Staff Housing Income Allocated
SUB-TOTAL OPERATING		176,800.00	128,069.00	158,979.00	134,069.00	130,013.00	112,653.00	138,179.80	155,985.92	

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
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HOUSING - SHIRE (STAFF AND RENTALS) (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue	Expenditure	Revenue	Expenditure	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE										
4090150	Buildings (Capital) - Staff Housing		0.00		0.00		0.00		0.00	
BC036	11 Cruickshank Rd Principal Building Capital		0.00		7,110.00		7,110.00		7,106.00	Budget Amendment - New 5mm Vinyl Plank floor. - Capital works during tenant changeover, kitchen & bathroom renovations and new floor covering.
BC039	1 Salmon Gum Alley Building Capital		25,000.00		35,000.00		28,430.00		23,237.75	Budget amendment -Provision for additional works, if required, when replacing water damaged MDF window sills and doors and repairing water damaged walls. Some costs are to be allocated from maintenance.
BC047	8 Gimlett Way (Lot 203) Building Capital Exp - Housing Shire		0.00		0.00		0.00		660.00	Posting error - costs to be journaled BM047.
BC048	12 Gimlett Way Building Capital Exp - Housing Shire		30,000.00		460,030.00		460,026.00		460,026.52	The budget was for finishing works. The full cost of the house has now been recognised including expenses from previous years. Budget amendment to; Recognise prior years expenses and reduced finishing costs.
BC049	4 Earl Drive Building Capital Exp - Housing Shire		30,000.00		464,570.00		464,566.00		464,567.85	The budget was for finishing works. The full cost of the house has now been recognised including expenses from previous years. Budget amendment to; Recognise prior years expenses and increased finishing costs.
4090152	Buildings Works in Progress - Staff Housing		0.00		(869,412.00)		(724,510.00)		(869,412.20)	Budget amendment to; Recognise of previous capital expenditure on 12 Gimlett Way (\$435,493) and 4 Earl Drive (\$433,919).
4090160	Loan Principal Repayment Exp - Loan 124 - Cap Exp - Housing S		23,676.00		23,676.00		23,676.00		23,676.19	- Principal on Loan 124 - 8 Gimlett Way, Payment No 4 Loan 124 - 14/9/2020 \$11,749.39, Payment No 5 Loan 124 - 15/3/2021 \$11,926.8
4090165	Loan Principal Repayment Exp - Loan 126 - Cap Exp - Housing S		44,476.00		44,476.00		22,238.00		21,914.59	- Principal on Loan 126 - 12 Gimlett Way & 4 Earl Drv, Payment No 2 - 21/12/2020 \$22,129.35, Payment No 3 - 21/6/2021 \$22,346.22
SUB-TOTAL CAPITAL		0.00	153,152.00	0.00	165,450.00	0.00	281,536.00	0.00	131,776.70	
TOTAL - HOUSING - SHIRE (STAFF AND RENTALS)		176,800.00	281,221.00	158,979.00	299,519.00	130,013.00	394,189.00	138,179.80	287,762.62	

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HOUSING - AGED (INCLUDING SENIOR CITIZENS)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2090200	Aged Housing Building Operations									
	Aged Unit 1 & 2 /20 Maddock St -									
BO061	Operations - Op Exp - Aged		1,020.00		1,020.00		936.00		535.70	Includes Rubbish & Recycling Bins, Insurance & Other Expenses.
BO063	Aged Unit 3 - Operations		800.00		800.00		720.00		1,133.44	Includes Rubbish & Recycling Bins, Insurance & Other Expenses.
BO064	Aged Unit 4 - Operations		800.00		800.00		722.00		361.90	Includes Rubbish & Recycling Bins, Insurance & Other Expenses.
BO065	Aged Unit 5 - Operations		750.00		750.00		674.00		314.60	Includes Rubbish & Recycling Bins, Insurance & Other Expenses.
BO066	Aged Unit 6 - Operations		750.00		750.00		674.00		314.60	Includes Rubbish & Recycling Bins, Insurance & Other Expenses.
BO067	Aged Unit 7 - Operations		750.00		750.00		664.00		283.80	Includes Rubbish & Recycling Bins, Insurance & Other Expenses.
BO068	Aged Unit 8 - Operations		3,300.00		2,300.00		1,944.00		547.86	Includes Rubbish & Recycling Bins, Insurance & Other Expenses.. In addition Electricity as the unit is currently used by staff and contractors. Budget Amendment - Lower costs to lower occupancy.
BO069	Aged Unit 9 - Operations		1,070.00		1,070.00		940.00		341.00	Includes Rubbish & Recycling Bins, Insurance & Other Expenses.
BO070	Aged Unit 10 - Operations		1,070.00		1,070.00		940.00		341.00	Includes Rubbish & Recycling Bins, Insurance & Other Expenses.
BO071	Aged Unit Common - Operations		13,050.00		13,050.00		10,916.00		11,589.12	Electricity (bollard lights etc) and Water Consumption and Water rates.
BO72	Aged Unit 11 - Operations		900.00		900.00		824.00		475.20	Includes Rubbish & Recycling Bins, Insurance & Other Expenses.
BO73	Aged Unit 12 - Operations		1,300.00		1,300.00		1,154.00		952.84	Includes Rubbish & Recycling Bins, Insurance & Other Expenses.
	<u>Subtotal Building Operations</u>		<u>25,560.00</u>		<u>24,560.00</u>		<u>21,108.00</u>		<u>17,191.06</u>	
2090201	Aged Housing Building Maintenance - Op Exp - Aged Housing									
BM061	Aged Unit 1 & 2 - Maintenance		0.00		0.00		0.00		264.63	
BM063	Aged Unit 3 - Maintenance		0.00		5,300.00		3,551.00		3,443.57	Budget amendment - Painting costing \$4,840 is to be carried out.
BM064	Aged Unit 4 - Maintenance		0.00		0.00		0.00		396.27	
BM065	Aged Unit 5 - Maintenance		0.00		0.00		0.00		1,963.97	
BM066	Aged Unit 6 - Maintenance		0.00		0.00		0.00		2,860.65	
BM067	Aged Unit 7 - Maintenance		0.00		0.00		0.00		1,323.52	
BM068	Aged Unit 8 - Maintenance		0.00		0.00		0.00		1,525.82	
BM069	Aged Unit 9 - Maintenance		0.00		3,800.00		3,800.00		4,050.04	Budget Amendment - An Enviroheat 200l heat pump HWS was installed
BM070	Aged Unit 10 - Maintenance		0.00		0.00		0.00		382.83	
BM071	Aged Unit Annual Budget & Common Build Maint (Book individual unit expenses to individual units)		18,000.00		18,000.00		14,980.00		1,405.46	Annual provision for; Salaries & Wages \$6,156. Contractors & Consultants \$3,117. Materials/Stock Purchased \$1,000. Labour Overheads \$7,620. Plant Operating Costs \$107.
BM072	Aged Unit 11 - Maintenance		0.00		0.00		0.00		211.75	
BM073	Aged Unit 12 - Maintenance		0.00		0.00		0.00		592.70	
	<u>Subtotal Building Maintenance</u>		<u>18,000.00</u>		<u>27,100.00</u>		<u>22,331.00</u>		<u>18,421.21</u>	

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HOUSING - AGED (INCLUDING SENIOR CITIZENS) (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2090202	Aged Housing Grounds Maintenance - Op Exp - Aged Housing									
GM063	Aged Unit 3 Grounds Maintenance		0.00		0.00		0.00		133.93	
GM065	Aged Unit 5 Grounds Maintenance		0.00		0.00		0.00		138.15	
GM067	Aged Unit 7 Grounds Maintenance		0.00		0.00		0.00		30.15	
GM068	Aged Unit 8 Grounds Maintenance		0.00		0.00		0.00		664.63	
GM069	Aged Unit 9 Grounds Maintenance		0.00		0.00		0.00		168.19	
GM070	Aged Unit 10 Grounds Maintenance		0.00		0.00		0.00		16.14	
GM071	Aged Units Annual Budget & Common Grounds Maintenance (Book individual unit exps to appropriate Unit)		8,500.00		8,500.00		7,060.00		5,737.68	Annual provision for; Salaries & Wages \$3,213. Contractors & Consultants \$410. Materials/Stock Purchased \$400. Labour Overheads \$3,977. Plant Operating Costs \$500.
	<u>Subtotal Grounds Maintenance</u>		<u>8,500.00</u>		<u>8,500.00</u>		<u>7,060.00</u>		<u>6,888.87</u>	
2090282	Depreciation To Be Allocated Housing - Aged Housing									
DEPA02	Depreciation Admin Staff Housing - Housing - Aged		245.00		245.00		200.00		0.00	- Depreciation charge ex Asset Register
DEPW02	Depreciation Works Staff Housing - Housing - Aged		446.00		446.00		370.00		0.00	- Depreciation charge ex Asset Register
2090292	Depreciation Unallocated - Aged Housing		3,384.00		3,384.00		2,820.00		4,315.76	- Depreciation charge ex Asset Register
	<u>Subtotal Depreciation</u>		<u>4,075.00</u>		<u>4,075.00</u>		<u>3,390.00</u>		<u>4,315.76</u>	
2090299	Administration Allocated		46,982.00		46,982.00		39,150.00		35,702.42	- Allocation of 5% of Administration costs.
Recovered amounts										
2090298	Aged Housing Costs Recovered		2,114.00		2,114.00		1,760.00		(215.07)	- Staff Housing Costs Recovered

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HOUSING - AGED (INCLUDING SENIOR CITIZENS) (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING REVENUE										
3090201	Income - Aged Unit 1 & 2	4,290.00		4,290.00		3,570.00		3,630.00		Aged Unit Rent at 75% of market rent. No Incease 2020/21.
3090203	Income - Aged Unit 3	4,290.00		4,290.00		3,570.00		3,685.00		Aged Unit Rent at 75% of market rent. No Incease 2020/21.
3090204	Income - Aged Unit 4	4,290.00		4,290.00		3,570.00		3,932.50		Aged Unit Rent at 75% of market rent. No Incease 2020/21.
3090205	Income - Aged Unit 5	4,290.00		4,290.00		3,570.00		3,960.00		Aged Unit Rent at 75% of market rent. No Incease 2020/21.
3090206	Income - Aged Unit 6	4,290.00		4,290.00		3,570.00		3,795.00		Aged Unit Rent at 75% of market rent. No Incease 2020/21.
3090207	Income - Aged Unit 7	4,290.00		4,290.00		3,570.00		3,630.00		Aged Unit Rent at 75% of market rent. No Incease 2020/21.
3090208	Income - Aged Unit 8	10,000.00		2,500.00		2,080.00		2,570.00		Rent from contractors. Budget amendment - Rent from contractors less than expected.
3090209	Income - Aged Unit 9	4,680.00		4,680.00		3,900.00		3,960.00		Aged Unit Rent at 75% of market rent. No Incease 2020/21.
3090210	Income - Aged Unit 10	4,680.00		4,680.00		3,900.00		4,245.00		Aged Unit Rent at 75% of market rent. No Incease 2020/21.
3090211	Income - Aged Unit 11- Ferguson St	6,045.00		6,045.00		5,030.00		4,972.00		Aged Unit Rent at 75% of market rent. No Incease 2020/21.
3090212	Income - Aged Unit 12 - Ferguson St	4,108.00		4,108.00		3,420.00		6,841.88		Aged Unit Rent at 50% of market rent. No Incease 2020/21.
SUB-TOTAL OPERATING		55,253.00	105,231.00	47,753.00	113,331.00	39,750.00	94,799.00	45,221.38	82,304.25	
CAPITAL EXPENDITURE										
4090250	Building (Capital) - Aged Housing									
	BC063 Aged Unit 3 - Capital		0.00		0.00		0.00		5,320.00	Was budgeted in maintenance
4090254	Transfers To Seniors Housing Reserve - Cap Exp - House A		500.00		500.00		410.00		219.54	- Interest earned on reserves \$500.
CAPITAL REVENUE										
SUB-TOTAL CAPITAL		0.00	500.00	0.00	500.00	0.00	410.00	0.00	5,539.54	
TOTAL - HOUSING - AGED (INCLUDING SENIOR CITIZENS)		55,253.00	105,731.00	47,753.00	113,831.00	39,750.00	95,209.00	45,221.38	87,843.79	

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HOUSING - OTHER (INCLUDING JOINT VENTURE)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2090300	Community Housing - Singles JV - Building Operations									
	BO101 JV Singles Unit 1 - Operations		1,800.00		1,800.00		1,564.00		2,041.48	Includes Rubbish & Recycling Bins, LP Gas 45 kg bottles Rental, Water rates & consumption, Insurance and other exps.
	BO102 JV Singles Unit 2 - Operations		1,800.00		1,800.00		1,564.00		1,483.58	Includes Rubbish & Recycling Bins, LP Gas 45 kg bottles Rental, Water rates & consumption, Insurance and other exps.
	BO103 JV Singles Unit 3 - Operations		2,000.00		2,000.00		1,758.00		1,924.46	Includes Rubbish & Recycling Bins, LP Gas 45 kg bottles Rental, Water rates & consumption, Insurance and other exps.
	BO104 JV Singles Unit 4 - Operations		2,200.00		2,200.00		1,929.00		1,855.30	Includes Rubbish & Recycling Bins, LP Gas 45 kg bottles Rental, Water rates & consumption, Insurance and other exps. Consumption after 300kl to be reimbursed via acct 3090303.
	BO105 JV Singles Unit Common - Operations		1,450.00		1,450.00		1,214.00		1,534.39	Includes Rubbish & Recycling Bins, LP Gas 45 kg bottles Rental, Water rates & consumption, Insurance, ESL and other exps. Consumption not reimbursed.
	<u>Subtotal Singles JV Building Operations</u>		<u>9,250.00</u>		<u>9,250.00</u>		<u>8,029.00</u>		<u>8,839.21</u>	
2090301	Community Housing - Singles JV - Building Maintenance									
	BM101 JV Singles Unit 1 - Maintenance		0.00		5,400.00		5,400.00		3,652.00	Budget amendment - Painting costing \$4,980 is to be carried out.
	BM102 JV Singles Unit 2 - Maintenance		0.00		0.00		0.00		1,304.12	
	BM103 JV Singles Unit 3 - Maintenance		0.00		0.00		0.00		434.99	
	BM104 JV Singles Unit 4 - Maintenance		0.00		0.00		0.00		255.43	
	BM105 JV Singles Unit Annual Budget & Common - Maint (Book individual)		10,000.00		5,000.00		4,140.00		0.00	-- Annual provisions. Employee Costs - Salaries & Wages \$1,892. Contractors & Consultants \$5,426. Materials/Stock Purchased \$250. Labour Overheads Allocated \$2,342. Plant Operating Costs Allocated \$90. Budget amendment - Saving expected.
	<u>Subtotal Singles JV Building Maintenance</u>		<u>10,000.00</u>		<u>10,400.00</u>		<u>9,540.00</u>		<u>5,646.54</u>	
2090304	Community Housing - Singles JV - Grounds Maintenance									
	GM104 JV Singles Unit 4 Grounds Maintenance		0.00		0.00		0.00		20.68	
	GM105 JV Singles Units Annual Budget & Common Grounds Maint (Book Individual Unit costs to units)		2,600.00		1,300.00		1,070.00		163.67	-- Annual provisions for; Employee Costs - Salaries & Wages \$931. Contractors & Consultants \$57. Materials/Stock Purchased \$200. Labour Overheads Allocated \$1,152. Plant Operating Costs Allocated \$260. Budget amendment - Saving expected.
	<u>Subtotal Singles JV Grounds Maintenance</u>		<u>2,600.00</u>		<u>1,300.00</u>		<u>1,070.00</u>		<u>184.35</u>	
2090312	Community Housing - Family JV Building Operations									
	BO120 JV Family - 6 Lansdell St - Operations		3,200.00		3,200.00		2,768.00		2,438.62	Includes Rubbish & Recycling Bins, LP Gas 45 kg bottles Rental, Water rates & consumption, Insurance, ESL and other exps. Consumption over 300kl to be reimbursed via acct 3090304.
	BO121 JV Family - 12 White St - Operations		2,850.00		2,850.00		2,468.00		2,116.59	Includes Rubbish & Recycling Bins, LP Gas 45 kg bottles Rental, Water rates & consumption, Insurance, ESL and other exps. Consumption to be reimbursed via acct 3090305.
2090313	Community Housing - Family JV - Building & Grounds Maintenance									
	BM120 JV Family - 6 Lansdell St - Maintenance		2,000.00		2,000.00		1,660.00		22.20	
	BM121 JV Family - 12 White St - Maintenance		2,000.00		2,000.00		1,660.00		887.83	
	GM120 6 Lansdell Street Grounds Maintenance		500.00		500.00		410.00		0.00	
	GM121 12 White Street Grounds Maintenance		500.00		500.00		410.00		0.00	

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HOUSING - OTHER (INCLUDING JOINT VENTURE) (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
OPERATING EXPENDITURE (Continued)		\$	\$	\$	\$	\$	\$	\$	\$	
2090382	Depreciation To Be Allocated Housing - Other (Inc Joint Venture)									
DEPW03	Depreciation Works Staff Housing - Housing - Other (Inc Joint Venture)		907.00		907.00		750.00		589.44	- Depreciation charge ex Asset Register
2090392	Depreciation Unallocated - Other Housing		802.00		802.00		660.00		832.66	- Depreciation charge ex Asset Register
	<u>Subtotal Depreciation</u>		<u>1,709.00</u>		<u>1,709.00</u>		<u>1,410.00</u>		<u>1,422.10</u>	
2090399	Administration Allocated		46,982.00		46,982.00		39,150.00		35,702.42	- Allocation of 5% of Administration costs.
Recovered amounts										
2090398	Other Housing Costs Recovered - Op Exp - Housing Other		988.00		988.00		820.00		1,214.84	
OPERATING REVENUE										
3090300	Income - JV Singles Unit 1 Cruickshank Road	6,240.00		6,240.00		5,200.00		4,159.61		--Rent No Increase 2020/21.
3090301	Income - JV Singles Unit 2 Cruickshank Road	6,240.00		6,240.00		5,200.00		5,520.00		--Rent No Increase 2020/21.
3090302	Income - JV Singles Unit 3 Cruickshank Road	7,280.00		7,280.00		6,060.00		6,533.18		--Rent No Increase 2020/21.
3090303	Income - JV Singles Unit 4 Cruickshank Road	3,640.00		3,640.00		3,030.00		3,080.00		--Rent 50% of market rent. No Increase 2020/21.
3090304	Income - JV Family Housing - 6 Lansdell Street	3,900.00		3,900.00		3,250.00		3,300.00		--Rent 50% of market rent. No Increase 2020/21.
3090305	Income - JV Family Housing - 12 White Street	6,240.00		6,240.00		5,200.00		4,972.00		--Rent 75% of market rent. No Increase 2020/21.
SUB-TOTAL OPERATING		33,540.00	82,579.00	33,540.00	81,679.00	27,940.00	69,395.00	27,564.79	58,474.70	
CAPITAL EXPENDITURE										
4090350	Building (Capital) - Housing Other									
BC101	JV Singles Unit 1 - Capital		0.00		0.00		0.00		5,480.00	
SUB-TOTAL CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,480.00	
TOTAL - HOUSING - OTHER (INCLUDING JOINT VENTURE)		33,540.00	82,579.00	33,540.00	81,679.00	27,940.00	69,395.00	27,564.79	63,954.70	

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PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Sanitation - Household Refuse		70,247.00		70,247.00		58,500.00		56,168.81	
Sanitation - Other		28,748.00		28,748.00		23,910.00		18,128.82	
Urban Stormwater Drainage		6,598.00		6,598.00		5,480.00		4,910.20	
Protection of the Environment		78,914.00		78,914.00		69,482.00		50,491.10	▼ In previous years the Small Communities Stewardship Grant funded expenses for fencing and revegetation were delayed due to the unavailability of seedlings. Expenditure in 2020-2021 is now proceeding but slower than expected.
Town Planning & Regional Development		6,349.00		8,849.00		7,112.00		8,495.11	
Community Development		47,239.00		51,239.00		42,680.00		53,133.96	▲ Expenditure on Community Development events have proceeded sooner than expected.
Other Community Amenities		64,563.00		63,954.00		53,248.00		47,790.52	
OPERATING REVENUE									
Sanitation - Household Refuse	46,040.00		46,040.00		38,360.00		35,722.88		
Sanitation - Other	16,565.00		16,565.00		13,790.00		13,122.41		
Protection of the Environment	63,616.00		63,616.00		23,673.00		39,214.08		▼ Timing - In previous years the revegetation project that was delayed due to the lack of seedlings. Recognition of some of prior year grants has now occurred sooner than expected as expenses have now been incurred.
Town Planning & Regional Development	500.00		500.00		410.00		546.00		
Other Community Amenities	1,500.00		2,500.00		2,080.00		2,173.62		
SUB-TOTAL OPERATING	128,221.00	302,658.00	136,281.00	308,549.00	85,371.00	260,412.00	99,656.17	239,118.52	
CAPITAL EXPENDITURE									
Other Community Amenities		13,000.00		13,000.00		8,703.00		10,179.71	
SUB-TOTAL CAPITAL	0.00	13,000.00	0.00	13,000.00	0.00	8,703.00	0.00	10,179.71	
TOTAL - PROGRAMME SUMMARY	128,221.00	315,658.00	136,281.00	321,549.00	85,371.00	269,115.00	99,656.17	249,298.23	

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SANITATION - HOUSEHOLD REFUSE		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2100100	Domestic Refuse Collection									
	W010 Domestic Rubbish Bin Collection		23,000.00	23,000.00		19,160.00		13,747.48		Avon Waste Domestic 240L MGB Collection Mukinbudin. 148 Services @ \$2.36 per week by Avon Waste inc for 52 . Plus internal costs and contracts and contingency.
	W015 Domestic Bulk Rubbish Collection - Op Exp		900.00	900.00		740.00		2,861.77		
2100102	Refuse Site Maintenance									
	W011 Refuse Site Maintenance		21,300.00	21,300.00		17,730.00		19,547.78		Dept of Environment protection License \$60, Plus internal costs & Signage.
2100103	Domestic Recycling Collection									
	W012 Domestic Recycling Collection		18,000.00	18,000.00		15,000.00		14,656.41		Avon Waste Domestic Recycling 240L MGB Collection Mukinbudin. 1144 Services @ \$4.36 per fortnight by Avon Waste inc for 26 fortnights. Plus internal costs and contracts and contingency.
2100199	Administration Allocated		7,047.00	7,047.00		5,870.00		5,355.37		- Allocation of 0.75% of Administration costs.
OPERATING REVENUE										
3100100	Domestic Refuse Collection Charges	25,160.00		25,160.00		20,960.00		19,278.36		- Domestic 240L MGB rubbish service. 148 Services @ \$170 per service \$25,160.
3100102	Domestic Recycling Collection Charges	20,880.00		20,880.00		17,400.00		16,444.52		- Domestic 240L MGB Recycling service. 144 Services @ \$145 per service \$20,880.
SUB-TOTAL OPERATING		46,040.00	70,247.00	46,040.00	70,247.00	38,360.00	58,500.00	35,722.88	56,168.81	
TOTAL - SANITATION - HOUSEHOLD REFUSE		46,040.00	70,247.00	46,040.00	70,247.00	38,360.00	58,500.00	35,722.88	56,168.81	

SHIRE OF MUKINBUDIN
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SANITATION - OTHER	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2100200 Commercial Refuse Collection									
W020 Commercial Refuse Collection		7,000.00		7,000.00		5,830.00		4,706.04	Avon Waste Commercial rubbish 240L MGB bin collection. 51 Services @ \$2.36 per week by Avon Waste inc for 52 weeks . Contracts and Contingency.
2100201 Refuse Collection - Street Bins									
W021 Refuse Collection - Street Bins		8,000.00		8,000.00		6,640.00		5,313.45	Avon Waste Street bin collection. 16 Services @ \$2.36 per week by Avon Waste inc for 52 weeks. Plus internal costs and contracts and contingency.
2100202 Commercial Recycling Collection - Op Exp - San Other									
W022 Commercial Recycling Collection - Op Exp - San Other		7,000.00		7,000.00		5,830.00		3,638.48	- -Avon Waste Commercial Recycling 240L MGB Collection Mukinbudin. 51 Services @ \$4.36 per fortnight by Avon Waste inc for 26 fortnights .Plus internal costs and contracts and contingency.'
2100203 Recycling Refuse Collection									
W023 Recycling Refuse Collection		1,700.00		1,700.00		1,410.00		900.60	Avon Waste Recycling Bank Collection Mukinbudin. 11 Services @ \$4.74 per fortnight by Avon Waste inc for 26 fortnights. Plus internal costs and contracts and contingency.
2100206 Purchase of Bins - Op Exp		350.00		350.00		290.00		0.00	- - Repair and replacement of bins by Contractors & Consultants \$350.
2100299 Administration Allocated		4,698.00		4,698.00		3,910.00		3,570.25	- Allocation of 0.5% of Administration costs.
OPERATING REVENUE									
3100200 Commercial Refuse Collection Charge	8,670.00		8,670.00		7,220.00		7,032.88		- -Commercial 240L MGB rubbish service. 51 Services @ \$170 per service.
3100204 Commercial Recycling Collection Charges	7,395.00		7,395.00		6,160.00		5,998.63		- -Commercial 240L MGB rubbish service. 51 Services @ \$145 per service.
3100206 Disposal of Asbestos and Other Misc Fill at F	500.00		500.00		410.00		90.90		- -Asbestos disposal & tipping fees..
SUB-TOTAL OPERATING	16,565.00	28,748.00	16,565.00	28,748.00	13,790.00	23,910.00	13,122.41	18,128.82	
TOTAL - SANITATION - OTHER	16,565.00	28,748.00	16,565.00	28,748.00	13,790.00	23,910.00	13,122.41	18,128.82	

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URBAN STORMWATER DRAINAGE	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2100601 Stormwater Drainage Maintenance									-- Employee Costs - Salaries & Wages \$631. -- Contractors & Consultants \$388. -- Labour Overheads Allocated \$781. -- Plant Operating Costs Allocated \$100. - Allocation of 0.5% of Administration costs.
W030 Stormwater Drainage Maintenance		1,900.00		1,900.00		1,570.00		1,339.95	
2100699 Administration Allocated		4,698.00		4,698.00		3,910.00		3,570.25	
SUB-TOTAL OPERATING	0.00	6,598.00	0.00	6,598.00	0.00	5,480.00	0.00	4,910.20	
TOTAL - URBAN STORMWATER DRAINAGE	0.00	6,598.00	0.00	6,598.00	0.00	5,480.00	0.00	4,910.20	

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PROTECTION OF THE ENVIRONMENT		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2100703	Minor Assets & Other Operating Exp - Prot of Env		4,000.00		4,000.00		3,320.00		1,900.00	Purchase of Trailer & other minor assets. Licence and maintenance of P11320 the Trailer Caged for Recycling Containers.
2100704	Eastern Wheatbelt Declared Species Group		0.00		0.00		0.00		100.00	
2100705	Project Contract & Other Expenses - Protect of Environ		10,100.00		10,100.00		8,410.00		7,166.55	- -Contract Part Time Officer \$10,000. - - Materials/Stock Purchased \$100.
2100707	Barbalin Translocation Project									
	BARB Barbalin Translocation Project		500.00		500.00		400.00		540.22	
2100713	Grant Funded Operational Expenses (Inc in Acct 3100703)-P		59,616.00		59,616.00		53,442.00		37,214.08	▼ Funded by the Small Communities Stewardship Grant for fencing and revegetation received in 18-19 & 19-20 and the Preserving Remnant Vegetation Grant.
2100799	Administration Allocated		4,698.00		4,698.00		3,910.00		3,570.25	- Allocation of 0.5% of Administration costs.
OPERATING REVENUE										
3100701	Reimb, Contrib, Donations & Other Income (I	4,000.00		4,000.00		4,000.00		2,000.00		- Contribution from the Small Communities Stewardship Grant for fencing and revegetation project for administration \$2K and the Preserving Remnant Vegetation Grant \$2K. expense in acct 2100713. Now includes container scheme reimbursements (Not budgeted)
3100703	Grants NRM and Other (Exp in Acct 2100713	59,616.00		59,616.00		19,673.00		37,214.08		▼ Small Communities Stewardship Grant for fencing and revegetation of \$24,624 received in 18-19 and the Revegetation and Preserving Remnant Vegetation Grants of \$22,992 received in 19-20 recognised from unspent grants liability in account 9304901. 20-21 grant income \$12,000.
9304107	Environmental Unspent Grants-Current Liability - In addition to the income shown in the above account we have received an additional \$6,342.24									
SUB-TOTAL OPERATING		63,616.00	78,914.00	63,616.00	78,914.00	23,673.00	69,482.00	39,214.08	50,491.10	
TOTAL - PROTECTION OF THE ENVIRONMENT		63,616.00	78,914.00	63,616.00	78,914.00	23,673.00	69,482.00	39,214.08	50,491.10	

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SCHEDULE 10 - COMMUNITY AMENITIES
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TOWN PLANNING & REG. DEVELOP.		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2100800	Town Planning Expenses - Op Exp - Twn Planning		2,000.00		6,000.00		4,662.00		6,710.00	- Various Contract (Subdivision Exps). Budget amendment - Additional costs associated with mens shed works. Costs may be journaled elsewhere depending upon outcomes. - Legal expenses relating to town planning, SAT hearings etc. - Allocation of 0.25% of Administration costs.
2100820	Legal Expenses - Op Exp - Town Planning		2,000.00		500.00		500.00		0.00	
2100899	Administration Allocated		2,349.00		2,349.00		1,950.00		1,785.11	
OPERATING REVENUE										
3100800	Planning Application Fees	500.00		500.00		410.00		546.00		- Planning Application as per schedule of Fees & Charges
SUB-TOTAL OPERATING		500.00	6,349.00	500.00	8,849.00	410.00	7,112.00	546.00	8,495.11	
TOTAL - TOWN PLANNING & REG. DEVELOP.		500.00	6,349.00	500.00	8,849.00	410.00	7,112.00	546.00	8,495.11	

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30 April 2021

COMMUNITY DEVELOPMENT		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>										
2100900	Community Development Staff Salaries & Related Exp - Op Exp - Comm Dev		34,890.00		34,890.00		29,070.00		36,867.43	-- Employee Costs - Salaries & Wages \$30,340. -- Employee Costs - Superannuation \$4,550. -- Contractors & Consultants for Familiarisation Tours and other events \$8,000. -- Materials/Stock Purchased for events \$2,000. Budget amendment - Additional Australia day expenditure due to funding and Covid-19 requirements. - Allocation of 0.25% of Administration costs.
2100910	Community Development Events/Other - Op Exp - Com Dev		10,000.00		14,000.00		11,660.00		14,481.42	
2100999	Administration Allocated		2,349.00		2,349.00		1,950.00		1,785.11	
<u>OPERATING REVENUE</u>										
3100902	Grants - Community Development	0.00		7,060.00		7,058.00		7,059.00		Budget amendment - Australia Day Grant Funds 2021 and National Australia Day Council COVID Safe Grants Program funding.
SUB-TOTAL OPERATING		0.00	47,239.00	7,060.00	51,239.00	7,058.00	42,680.00	8,877.18	53,133.96	
TOTAL - COMMUNITY DEVELOPMENT		0.00	47,239.00	7,060.00	51,239.00	7,058.00	42,680.00	8,877.18	53,133.96	

SHIRE OF MUKINBUDIN
SCHEDULE 10 - COMMUNITY AMENITIES
Financial Statement for Period Ended
30 April 2021

OTHER COMMUNITY AMENITIES	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2101000 Cemetery Maintenance/Operations									<p>Additional \$4K provision for cleanup, bins and signage. Insurance Contractors and internal costs.</p> <p>Employee Costs (Cleaner), Materials/Stock Purchased, Electricity \$1,100, Water Burges Rawson Lease PTA land, Insurance - Premiums. (Located at the rear of the Admin Office) Employee Costs (Cleaners), Contractors & Consultants, Materials/Stock Purchased, Insurance . -- Contractors & Consultants Invoice from Playgroup for cleaning \$453. -- Insurance - Premiums \$47. -Employee Costs (Cleaner), Contractors & Consultants, Materials/Stock Purchased.</p> <p>-- Employee Costs - Salaries & Wages \$3,634. Contractors & Consultants \$518. Materials/Stock Purchased \$750. Labour Overheads Allocated \$4,498. Plant Operating Costs Allocated \$100. Budget amendment - Savings expected.</p> <p>-- Depreciation - Ex Asset Register \$1,661. - Allocation of 2% of Administration costs.</p> <p>- As per schedule of Fees and Charges</p> <p>-- Works Include Fencing, paving Memorial Garden, Formal Parking more grave sites, seating pergola on the Northern side and a Unisex toilet as the budget permits. Employee Costs - Salaries & Wages \$2,703. Contractors & Consultants \$3,352. Materials/Stock Purchased \$3,000. Labour Overheads Allocated \$3,345. Plant Operating Costs Allocated \$600.</p>
W040 Cemetery Maintenance/Operations		11,109.00		14,000.00		11,650.00		6,479.02	
2101002 Public Conveniences Operations									
BO150 Railway Station Toilet - Operations		17,500.00		17,500.00		14,592.00		18,751.95	
BO151 Town Park Toilet - Operations		3,700.00		3,700.00		3,080.00		2,100.24	
BO152 Beringbooding Rock Toilet - Operations		500.00		500.00		416.00		142.53	
BO153 Weira Reserve Toilet - Operations		1,800.00		1,800.00		1,490.00		1,954.35	
Subtotal Public Conveniences Operations		<u>23,500.00</u>		<u>23,500.00</u>		<u>19,578.00</u>		<u>22,949.07</u>	
2101003 Public Conveniences Maintenance									
BM150 Railway Station Toilet - Maintenance		0.00		0.00		0.00		1,787.34	
BM151 Town Park Toilet - Maintenance		0.00		0.00		0.00		38.97	
BM152 Beringbooding Rock Toilet - Maintenance		0.00		0.00		0.00		527.13	
BM153 Weira Reserve Toilet - Maintenance		0.00		0.00		0.00		346.48	
BM154 Public Toilet/Conveniences Annual Budget - Book expenses		9,500.00		6,000.00		4,980.00		0.00	
Subtotal Public Conveniences Maintenance		<u>9,500.00</u>		<u>6,000.00</u>		<u>4,980.00</u>		<u>2,699.92</u>	
2101092 Depreciation - Other Community Amenities		1,661.00		1,661.00		1,380.00		1,381.55	
2101099 Administration Allocated		18,793.00		18,793.00		15,660.00		14,280.96	
OPERATING REVENUE									
3101000 Cemetery Charges (Inc GST)	1,500.00		2,500.00		2,080.00		2,173.62		
SUB-TOTAL OPERATING	1,500.00	64,563.00	2,500.00	63,954.00	2,080.00	53,248.00	2,173.62	47,790.52	
CAPITAL EXPENDITURE									
4101060 Infrastructure Other (Capital) - Other Community Amenities									
IO040 Cemetery Capital		13,000.00		13,000.00		8,703.00		10,179.71	
SUB-TOTAL CAPITAL	0.00	13,000.00	0.00	13,000.00	0.00	8,703.00	0.00	10,179.71	
TOTAL - OTHER COMMUNITY AMENITIES	1,500.00	77,563.00	2,500.00	76,954.00	2,080.00	61,951.00	2,173.62	57,970.23	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2021

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Public Halls and Civic Centres		78,688.00		81,688.00		69,437.00		68,036.49	
Swimming Areas & Beaches		272,186.00		293,686.00		254,291.00		279,416.29	
Other Recreation & Sport		375,315.00		367,115.00		308,968.00		319,363.32	
Television and Radio Rebroadcasting		5,494.00		5,494.00		4,740.00		4,167.12	
Libraries		17,247.00		17,247.00		14,708.00		14,465.28	
Heritage		4,849.00		4,849.00		4,240.00		5,191.17	
Other Culture		4,761.00		4,761.00		3,972.00		7,836.40	
OPERATING REVENUE									
Public Halls and Civic Centres	1,402.00		1,402.00		1,110.00		894.11		
Swimming Areas & Beaches	15,200.00		15,200.00		15,200.00		13,210.61		
Other Recreation & Sport	376,779.00		376,454.00		375,161.00		124,932.62		▲ Payments of the Local Roads and Community Infrastructure Grant for: Mukinbudin Lion's Park Playground Upgrade \$140K Exp in Job IO253. Cancelled for 20-21. Pump Track Installation \$150K. <u>Reduced 20-21.</u> Resurface the Tennis Courts \$50K with \$55K (\$5K council Funds) . <u>Cancelled 20-21.</u>
Libraries	100.00		100.00		80.00		285.37		
Heritage	0.00		0.00		0.00		1,472.76		
Other Culture	550.00		550.00		550.00		5,988.00		
SUB-TOTAL OPERATING	394,031.00	758,540.00	393,706.00	774,840.00	392,101.00	660,356.00	146,783.47	698,476.07	
CAPITAL EXPENDITURE									
Swimming Areas & Beaches		39,000.00		37,000.00		36,995.00		33,247.63	Includes - Transfer to Reserve of Annual Pool Reserve Allocation of \$20,000 and interest of \$3,000.
Other Recreation & Sport		427,887.00		387,887.00		379,546.00		107,929.02	▼ Works to resurface the Tennis Courts and works at the Lions Park Upgrade the Playground have been <u>Cancelled for 20-21.</u> The pump track expenditure to date is about \$10K less than the budget allocation.
SUB-TOTAL CAPITAL	0.00	466,887.00	0.00	424,887.00	0.00	416,541.00	0.00	141,176.65	
TOTAL - PROGRAMME SUMMARY	394,031.00	1,225,427.00	393,706.00	1,199,727.00	392,101.00	1,076,897.00	146,783.47	839,652.72	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2021

PUBLIC HALLS AND CIVIC CENTRES		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2110100	Public Halls and Civic Bldg Operations									
BO200	Memorial Town Hall - Operations		13,500.00		13,500.00		12,388.00		10,177.40	Rubbish& Recycling Bins & Other Exp, Electricity, Water rates & consumption, Insurance,-ESL, & Cleaning costs.
BO201	Sandalwood Arts Hall Building Operations		2,150.00		2,150.00		1,872.00		1,615.58	Rubbish& Recycling Bins & Other Exp, Electricity, Water rates & consumption, Insurance & ESL.
BO202	Bonnie Rock Hall Building Operations		2,500.00		2,500.00		2,204.00		2,007.50	Electricity, Water rates & consumption, Insurance & ESL & Other Exp.
BO204	Railway Station Building Operations		3,200.00		3,200.00		2,768.00		1,705.99	Employee Cost (Cleaners) \$119, Electricity, Insurance & Other expenses.
BO205	Mukinbudin Community (Men's) Shed Building Operations		1,500.00		1,500.00		1,230.00		865.77	Rubbish & Recycling Bins, Burgess Rawson PTA lease Water, Insurance & Other expenses.
BO206	Anglican Church Building Operations - Op Exp		400.00		400.00		384.00		399.43	Insurance, ESL and other expenses.
	<u>Subtotal Building Operations</u>		<u>23,250.00</u>		<u>23,250.00</u>		<u>20,846.00</u>		<u>16,771.67</u>	
2110101	Town Halls and Public Buildings Building Maintenance - Op Exp									
BM200	Memorial Town Hall - Maintenance		3,000.00		3,000.00		2,451.00		4,296.05	General maintenance.
BM201	Sandalwood Arts Hall Building Maintenance		0.00		0.00		0.00		7,711.87	
BM202	Bonnie Rock Hall Building Maintenance		0.00		0.00		0.00		2,533.40	
BM204	Railway Station Building Maintenance		0.00		0.00		0.00		855.42	
BM206	Anglican Church Building Maintenance		0.00		0.00		0.00		210.10	
BMPH01	Public Halls Maintenance Annual Budget (Book Exps To Appropriate Building) - Op Exp Pub Halls		5,600.00		8,600.00		7,140.00		0.00	- - General Annual Public Hall Annual Budget for Employee Costs - Salaries & Wages \$1,201. Contractors & Consultants \$1,712. Materials/Stock Purchased \$1,000. Labour Overheads Allocated \$1,487. Plant Operating Costs Allocated \$200. Budget amendment.- Additional Memorial and Bonnie Rock hall expenditure.
	<u>Subtotal Building Maintenance</u>		<u>8,600.00</u>		<u>11,600.00</u>		<u>9,591.00</u>		<u>15,606.84</u>	
2110102	Town Halls Grounds Maintenance - Op Exp - Public Halls									
GM200	Memorial Town Hall - Gounds Maintenance		0.00		0.00		0.00		3,827.74	
GM201	Sandalwood Arts Hall Grounds Maintenance		0.00		0.00		0.00		209.55	
GMPH01	Public Halls Grounds Maintenance Annual Budget (Book exps to appropriate build) - Op Exp PubHalls		7,200.00		7,200.00		5,970.00		0.00	- - General Annual Public Hall Grounds Maintenance Annual Budget for Employee Costs - Salaries & Wages \$2,613. Contractors & Consultants \$153. Materials/Stock Purchased \$700. Labour Overheads Allocated \$3,234. Plant Operating Costs Allocated \$500.
	<u>Subtotal Building Maintenance</u>		<u>7,200.00</u>		<u>7,200.00</u>		<u>5,970.00</u>		<u>4,037.29</u>	
2110192	Depreciation - Public Halls and Civic Centres		20,845.00		20,845.00		17,370.00		17,339.73	- - Depreciation - Ex Asset Register \$20,845.
2110199	Administration Allocated		18,793.00		18,793.00		15,660.00		14,280.96	- Allocation of 2% of Administration costs.

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2021

PUBLIC HALLS AND CIVIC CENTRES (Continued)	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING REVENUE									
3110100 Town Hall Hire Income	500.00		500.00		410.00		50.01		- -Town Hall Hire Income. - - Sandalwood Art water reimbursements. Reimbursement & Recovery Income - Operating \$382. - -Sandalwood Art Lease annual lease fee \$10 per week incl gst, renewal due 2020. Fees & Charges - Facility Hire \$520.
3110103 Sandalwood Arts Hall Income	902.00		902.00		700.00		701.90		
3110104 Railway Station Income	0.00		0.00		0.00		90.90		
3110108 Donations - Op Inc - Town Halls & Amenities	0.00		0.00		0.00		51.30		
SUB-TOTAL OPERATING	1,402.00	78,688.00	1,402.00	81,688.00	1,110.00	69,437.00	894.11	68,036.49	
CAPITAL EXPENDITURE									
4110150 Building (Capital) - Public Halls & Civic Centres									
SUB-TOTAL CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PUBLIC HALLS AND CIVIC CENTRES	1,402.00	78,688.00	1,402.00	81,688.00	1,110.00	69,437.00	894.11	68,036.49	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2021

SWIMMING AREAS & BEACHES		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2110200	Swimming Pool - Salaries		73,000.00		91,000.00		75,830.00		104,593.90	▲ Pool Manager and Asst Manager/Relief including allowances. Plus Contract Pool Manager. March 2021 Review Amendment - Increase of \$18K due to new contract arrangements and some expenses from the previous year's contract.
2110201	Swimming Pool - Superannuation		6,000.00		7,000.00		5,830.00		6,716.46	Superannuation Pool Manager and Superannuation Asst Pool Manager Relief . March 2021 Review Amendment - Increase of \$1K due to new contract arrangements and some expenses from the previous year's contract.
2110202	Swimming Pool - Training & Conferences		2,000.00		2,000.00		2,000.00		1,641.69	Training and associated accomodation and travel as required. This may include: RLSSA Bronze Medallion Course, RLSSA Pool Lifeguard Course, RLSSA Pool Operations Group 1 Course, Relief Requalification Bronze Medallio and Relief Requalification RLSSA Pool Lifeguard Course.
2110203	Swimming Pool - Other Employee Costs		2,030.00		2,030.00		1,925.00		139.46	Workers Compensation Premium Pool Manager & Assistant/Relief Pool Manager. Staff Housing costs.
2110204	Swimming Pool Bldg Operations									
BO250	Swimming Pool Building Operations		45,000.00		45,000.00		44,454.00		43,483.72	Rubbish Bin & Recycling Bins , Toiletries and consumables incl cleaning products and other Materials/Stock, Communication Expenses Telephone, Data and Other, Tarriff R3 Electricity , BOC Gases Oxygen Medical C size annual charge Gas, Water Rates and consumption, Insurance , ESL and internal costs..
2110205	Swimming Pool Bldg/Grounds Maintenance									
BM250	Swimming Pool Building & Facility Maintenance		24,000.00		24,000.00		22,295.00		20,767.18	
GM250	Swimming Pool Grounds Maintenance		9,000.00		9,000.00		7,480.00		6,175.91	
2110206	Minor Asset Purchases - Swimming Pool - Op Exp		2,000.00		4,500.00		3,500.00		3,754.93	The current value in this account is a posting error. The budget is for minor assets purchased. Budget amendment - Additional mior assets purchases including trolley and banners.
2110207	Pool Chemicals, Freight & Other Expenses - Op Exp - Swim Pool		14,637.00		14,637.00		12,217.00		14,464.61	- -Freight & Other Expenses \$1,000. - -Chlorine \$5,500 and Other chemicals. Pool Acid etc.s \$13,500. - CSP MS 365 Bus Basic & EOA 1lic
2110213	3A Cruickshank Road - Swimming Pool Emp Housing & Grounds Maintenance									
2110292	Depreciation - Mukinbudin Swimming Pool		66,330.00		66,330.00		55,270.00		55,846.85	- - Depreciation - Ex Asset Register \$66,330.
2110299	Administration Allocated - Op Exp - Swimming Pool		28,189.00		28,189.00		23,490.00		21,831.58	- Allocation of 3% of Administration costs.
OPERATING REVENUE										
3110201	Swimming Pool Admissions	15,000.00		15,000.00		15,000.00		13,010.61		- - Pool admissions. \$15,000.
3110203	Swimming Pool Equipment Hire, Reimb & Contributions - Op Inc - Swim Pool	200.00		200.00		200.00		0.00		- - Equipment hire. \$200.
3110223	Employee Housing Income- Rent & Reimb - Op I	0.00		0.00		0.00		200.00		
SUB-TOTAL OPERATING		15,200.00	272,186.00	15,200.00	293,686.00	15,200.00	254,291.00	13,210.61	279,416.29	
CAPITAL EXPENDITURE										
4110255	Building (Capital) - Swimming Pool									
4110260	Infrastructure Other (Capital) - Swimming Pool									
IO250	Swimming Pool Infrastructure Capital		16,000.00		14,000.00		13,995.00		11,905.00	- Replacement sails & installation \$6K and Refurbish Diving Boards \$10K. Employee Costs - Salaries & Wages \$1,201. Contractors & Consultants \$8,812. Materials/Stock Purchased \$4,500. Labour Overheads Allocated \$1,487.
4110175	Transfer to Swimming Pool Reserve - Cap Exp - Swim Pool		23,000.00		23,000.00		23,000.00		21,342.63	- Transfer to Reserve of Annual Pool Reserve Allocation of \$20,000 and interest of \$3,000.
SUB-TOTAL CAPITAL		0.00	39,000.00	0.00	37,000.00	0.00	36,995.00	0.00	33,247.63	
TOTAL - SWIMMING AREAS & BEACHES		15,200.00	311,186.00	15,200.00	330,686.00	15,200.00	291,286.00	13,210.61	312,663.92	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2021

OTHER RECREATION & SPORT		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2110300	Sporting Complex Bldg Ops									
	BO260 Mukinbudin Sports Complex Building Operations		58,500.00		58,500.00		50,402.00		48,332.92	Employee Costs (Cleaner), Rubbish Bins x 10@\$125, Wireless Link ,Communication Expenses Telephone, Data and Other, Electricity consumption and service fee , LPG 45kg bottles rental & Gas consumption, Water consumption and service fee Insurance, ESL and other costs.
2110301	Sporting Complex Building & Grounds Mtce									
	BM260 Mukinbudin Sports Complex Building Maintenance		15,000.00		23,000.00		19,140.00		24,082.41	Salaries \$4,505. Contractors \$3,349. Overheads \$5,576. Plant \$450. Budget amendment - Additional maintenance and minor improvements.
	GM260 Mukinbudin Sports Complex Grounds Maintenance		21,500.00		21,500.00		17,890.00		18,628.18	Salaries & Wages \$8,438. Contractors & Consultants \$117. Materials/Stock Purchased \$500. Labour Overheads \$10,445. Plant Operating Costs \$2,000.
2110302	Parks & Gardens Maintenance/Operations									
	W045 Parks & Gardens Maintenance/Operations		38,000.00		30,000.00		24,980.00		28,981.64	Salaries \$10,120. Contractors \$860. Materials \$3,600. Railway Station gardens & Burges Rawson PTA Land Lease Water expenses. \$194. Overheads \$12,526. Plant \$10,700. Budget amendment - Savings expected.
2110304	Town Oval Maintenance/Operations									
	W050 Mukinbudin Town Oval Maintenance/Operations		61,000.00		61,000.00		50,820.00		54,886.31	Electricity including that for the Dirt Kart Track and other internal and contractor expenses. Provision remains for high water consumption if effluent water is not available.
2110306	Drive In Theatre Building Operations									
	BO265 Drive In Theatre Building Operations		3,200.00		3,200.00		2,732.00		1,568.73	Electricity, Water Rates and consumption, Insurance, ESL and other expenses.
2110307	Drive In Theatre Building & Grounds Maintenance									
	BM265 Drive In Theatre Building Maintenance		400.00		1,400.00		1,150.00		1,326.35	Budget amendment - Catch up maintenance
	GM265 Drive In Theatre Grounds Maintenance		300.00		300.00		240.00		36.56	
2110308	Mukinbudin Dam Catchment Expenses									
	W052 Mukinbudin Dam Catchment Expenses		7,800.00		7,800.00		6,538.00		8,246.66	Insurance and other expenses.
2110309	Other Recreation Facilities Operations									
	BO270 Old District Club (Youth Centre) Building Operations		160.00		160.00		142.00		157.33	Insurance, ESL and other expenses
	BO271 Mukinbudin Gym Building Operations		6,000.00		6,000.00		5,102.00		4,799.48	Employee Costs (Cleaner), Rubbish & Recycling Bins, Electricity, Water Rates and consumption, Insurance & ESL .
	BO272 Wilgoyne Tennis Club Building Operations		1,100.00		1,100.00		966.00		918.17	Electricity, Insurance & Other expenses.
	BO273 Pistol Club - Operations		300.00		300.00		294.00		276.25	Insurance & Other expenses.
	BO274 Bonnie Rock Horse and Pony Club - Operations		1,270.00		1,270.00		1,104.00		1,200.07	Electricity for A/c 579935870 Lot 33 Watkins St Bonnie Rock, ESL, Insurance & Other expenses.
	BO275 Mukinbudin Polo Cross - Operations		122.00		122.00		122.00		122.55	--Muni Property Scheme Insurance \$122.
	BO276 Karlonning Hall - Operations		692.00		692.00		692.00		695.15	--Muni Property Scheme Insurance \$692.
	BO277 Heritage Grain Silo - Operations		55.00		55.00		54.00		55.25	--Muni Property Scheme Insurance \$55.
	BO278 Wheatbelt Way Tractor Display Shed - Operations		113.00		113.00		112.00		113.51	--Muni Property Scheme Insurance \$113.
	BO279 Lions Park Building Operations		181.00		181.00		180.00		213.60	-- Insurance - Premiums \$181.
	Subtotal Other Recreation Facilities Operations		9,993.00		9,993.00		8,768.00		8,551.36	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2021

OTHER RECREATION & SPORT (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2110310	Other Recreation Facilities Building Maintenance									
	BM270 Old District Club (Youth Centre) Building Maintenance		0.00		0.00		0.00		888.05	
	BM271 Mukinbudin Gym Building Maintenance		0.00		0.00		0.00		1,703.85	
	BM272 Wilgoyne Tennis Club Building Maintenance		0.00		0.00		0.00		1,050.67	
	BM278 Wheatbelt Way Tractor Shed Display - Maintenance		0.00		0.00		0.00		258.63	
	BM279 Lions Park Building Maintenance		0.00		0.00		0.00		964.73	
	BM281 Goodchilds Gate Building Maintenance		0.00		0.00		0.00		63.34	
	BMOR01 Other Rec Facilities Building Maint Annual Budget (Book exps to actual Facility) - Op Exp - ORF		13,000.00		5,000.00		4,150.00		0.00	
	<u>Subtotal Building Maintenance</u>		<u>13,000.00</u>		<u>5,000.00</u>		<u>4,150.00</u>		<u>4,929.27</u>	
2110311	Other Recreation Facilities Grounds Maintenance Exp									
	GM270 Old District Club Grounds Maintenance		0.00		0.00		0.00		130.22	
	GM271 Mukinbudin Gym Grounds Maintenance		0.00		0.00		0.00		2,357.93	
	GM272 Wilgoyne Tennis Club Grounds Maintenance		0.00		0.00		0.00		764.36	
	GM273 Pistol Club Grounds Maintenance		0.00		0.00		0.00		223.98	
	GM279 Lions Park Grounds Maintenance		0.00		0.00		0.00		6,847.18	
	W051 Hockey Field Maintenance/Operations		0.00		0.00		0.00		1,736.24	
	W055 Bowling Club Green Maintenance/Operations		0.00		0.00		0.00		963.89	
	W056 Walk Trail Maintenance/Operations Exp - Other Rec & Sport		0.00		0.00		0.00		1,770.64	
	GMOR01 Other Rec Facilities Grounds Maint Annual Budget (Book exps to actual Facility) - Op Exp -OtherRec Fa		24,000.00		21,000.00		17,480.00		0.00	
	<u>Subtotal Grounds Maintenance</u>		<u>24,000.00</u>		<u>21,000.00</u>		<u>17,480.00</u>		<u>14,794.44</u>	
2110313	Minor Asset Purchases - Other Rec & Sport (P&G) - Op Exp		500.00		500.00		410.00		50.00	
2110315	Events Kit General Expenses		1,000.00		1,000.00		830.00		910.91	
2110319	Marquee & Trailer Expenses, Inc Hire Exps (Inc in 3110309) - Oth Rec									
	MARQU Marquee & Trailer Expenses, Inc Hire Exps (Inc in 3110309) - Oth Rec		500.00		2,300.00		1,910.00		2,094.55	
2110321	Expenses - District Club		0.00		0.00		0.00		114.50	
2110329	Gym Equipment Maintenance		3,200.00		3,200.00		3,200.00		2,762.76	
2110337	Central Wheatbelt Football League		2,500.00		2,500.00		2,500.00		2,500.00	
2110342	Interest on Loan 108 - Bowling Club		977.00		977.00		878.00		976.89	
2110392	Depreciation - Other Recreation		66,963.00		66,963.00		55,800.00		59,886.46	
2110399	Administration Allocated		46,982.00		46,982.00		39,150.00		35,702.42	

- - Employee Costs - Salaries & Wages \$4,505. Contractors & Consultants \$89. Materials/Stock Purchased \$1,700. Labour Overheads Allocated \$5,576. Plant Operating Costs Allocated \$1,130. Budget amendment - Savings expected

- Employee Costs - Salaries & Wages \$8,589.- Contractors & Consultants \$960. - Materials/Stock Purchased \$420. - Labour Overheads Allocated \$10,631. - Plant Operating Costs Allocated \$3,400. Budget amendment - Savings expected

-- Nominal budget for small P&G equipment \$500. -- Events Kit Materials/Stock Purchased \$1,000.

Budget amendment - Additional relocation expenses.

- -Orbit Fitness Audit and Service Gym Equipment \$800. Gym Equipment repairs \$2400

--Central Wheatbelt Football League Subscription 2020/21 \$2,500. - Interest; Payments No 29 & 30 Loan 108 - Bowling Club payable on 1/08/2020 1/02/20210 Payment 30 is the final payment.

- WATC Loan Guarantee Loan 108 to 30/6/2020 \$111, WATC Loan Guarantee Loan 108 - 31/12/2020 \$86. 1 more payment to go.

-- Depreciation - Ex Asset Register \$66,963. - Allocation of 5% of Administration costs.

SHIRE OF MUKINBUDIN
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OTHER RECREATION & SPORT (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING REVENUE										
3110300	Recreation/Sporting Complex Hire Fees	1,000.00		1,000.00		830.00		855.03		- Recreation/Sporting Complex Hire Fees As per Schedule of Fees and Charges
3110301	Sport Leases and Rentals	240.00		240.00		200.00		0.00		- Horse agistment Income
3110302	Contributions & Donations Rec'd (No GST) - Op Inc	0.00		22,260.00		22,258.00		22,620.00		Budget amendment - The donation from the Basket Ball Club was GST free.
3110303	Reimbursement and Other Income Rec'd (Inc GST)	23,585.00		0.00		0.00		0.00		Budget amendment - Donations towards installation of a sprung timber floor in the indoor netball/casketball court \$14,277 from the Basketball and \$8,277 Netball Clubs were posted to account 3110302.
3110304	Grants - Other Recreation	340,000.00		340,000.00		340,000.00		90,188.75		- Local Roads and Community Infrastructure Grant (Confirm GST) for: Mukinbudin Lion's Park Playground Upgrade \$140K Exp in Job IO253. <u>Cancelled for 20-21.</u> ▲ Pump Track Installation \$150K. <u>Reduced 20-21.</u> Resurface the Tennis Courts \$50K with \$55K (\$5K council Funds) Exp in job IO252 \$205K. <u>Cancelled for 20-21.</u>
9304113	Other Rec & Sport Unspent Grants - Current Liability	- In addition to the income shown in the above account we have received/invoiced an additional \$87,688.25 making the total received/invoiced \$177,877.00.								
3110305	Annual Sporting Club Levy	6,604.00		6,604.00		6,603.00		4,991.23		- Football Club (entitled to 2 nights training under lights per week) \$2,022, Bowling Club \$2,022, Junior Cricket Club \$, Basketball Club \$1,020, Netball Club (entitled to 2 nights training under lights per week) \$510 and Tennis Club (Combined) \$622 and Hockey Club (entitled to 2 nights training under lights per week), \$520. (Other special functions to be charged at ordinary rates)
3110307	Reimbursements Recieved - District Club - Op Inc - C	0.00		0.00		0.00		(44.54)		Posting error to be corrected.
3110308	Community Activites Income	850.00		850.00		700.00		894.07		- Tia Chi and other activity Income.
3110309	Marquee & Trailer Hire Income (Exp in MARQU) - Oth Rec	1,000.00		1,000.00		830.00		1,363.64		-- Marquee Hire income \$1,000.
3110315	Events Kit Hire Income	1,000.00		1,000.00		830.00		400.90		-- Events Kit Hire Income \$1,000.
3110331	Gymnasium Membership Fees	2,500.00		3,500.00		2,910.00		3,663.54		- As per Sch Fees & Charges Gym Membership fees
SUB-TOTAL OPERATING		376,779.00	375,315.00	376,454.00	367,115.00	375,161.00	308,968.00	124,932.62	319,363.32	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
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30 April 2021

OTHER RECREATION & SPORT (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE										
4110355	Building (Capital) - Other Recreation/Sport									
BC260	Mukinbudin Sports Complex Building Capital		25,200.00		25,200.00		16,884.00		53.59	▼ - Supply and installation of replacement gutters and fascias at the Basket Ball Courts by Contractors & Consultants \$25,200.
BC263	Mukinbudin Sports Complex Auxiliary Buildings Capital Exp - Other Rec & Sport		40,000.00		0.00		(4.00)		0.00	▼ - Budget provision towards the cost of a Shade Structure over the bowling green at the Recreation Centre. Employee Costs - Salaries & Wages \$2,282. - Contractors & Consultants \$29,893. - Materials/Stock Purchased \$5,000. - Labour Overheads Allocated \$2,825. Budget amendment - Works will not be proceeding.
4110360	Infrastructure Parks & Ovals - Other Rec & Sport - Cap Exp									
4110365	Infrastructure Other - Other Rec & Sport -Cap Exp									
IO252	Sports Complex - Other Infrastructure - Other Rec & Sport - Cap Exp		205,000.00		205,000.00		204,990.00		90,188.75	▼ - At Recreation Centre: Install a Pump Track \$150K with \$150K funding from a Local Roads and Community Infrastructure grant received in acct 3110304. <u>Reduced 20-21.</u> Resurface the Tennis Courts \$55K with \$50K funding from a Local Roads and Community Infrastructure grant received in acct 3110304 and \$5K of council funds subject to additional grant approvals. <u>Cancelled for 20-21.</u>
IO253	Mukinbudin Lions Park - Other Infrastructure - Other Rec & Sport - Cap Exp		140,000.00		140,000.00		139,990.00		0.00	▼ - At the Lions Park Upgrade the Playground. Funding from a Local Roads and Community Infrastructure grant received in acct 3110304. <u>Cancelled for 20-21.</u>
4110370	Principal on Loan 108 - Bowling Club		17,687.00		17,687.00		17,686.00		17,686.68	▼ - Principal: Payment No 27 Loan 108 - Bowling Club payable on 1/08/2020 \$8,715.83 and Payment No 28 Loan 108 - Bowling Club payable on 3/02/2021 \$8,970.85. Final Payment.
SUB-TOTAL CAPITAL		0.00	427,887.00	0.00	387,887.00	0.00	379,546.00	0.00	107,929.02	
TOTAL - OTHER RECREATION & SPORT		376,779.00	803,202.00	376,454.00	755,002.00	375,161.00	688,514.00	124,932.62	427,292.34	

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TELEVISION & RADIO REBROADCASTING		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
OPERATING EXPENDITURE											
2110400	Radio Re-Broadcasting Operations		1,173.00	1,173.00		980.00		1,158.44		-- VH6GIQ, Lot 158, Vesting Order 39397. Satellite Ground Station. Aust Comms Auth - Aparatus Lic 394420 North East Road, Aust Comms Auth - Radio Lic 1385314, Electricity, Insurance Town Tower/North East Rd Towe & ESL. -- JJJ equipment maintenance; Contractors & Consultants \$1,000. -- Depreciation - Ex Asset Register \$972. - Allocation of 0.25% of Administration costs.	
2110401	Radio Re-Broadcasting Maintenance		1,000.00	1,000.00		1,000.00		414.77			
2110402	Contributions to CDMA/JJJ		0.00	0.00		0.00		0.00			
2110491	Loss on Disposal of Assets - TV & Radio Broadcast - Op Exp		0.00	0.00		0.00		0.00			
2110492	Depreciation - Radio Rebroadcasting		972.00	972.00		810.00		808.80			
2110499	Administration Allocated		2,349.00	2,349.00		1,950.00		1,785.11			
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 OPERATING		0.00	5,494.00	0.00	5,494.00	0.00	4,740.00	0.00	4,167.12		
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 -	0.00		0.00		0.00		0.00			
5110452	Transfers from Reserve	0.00		0.00		0.00		0.00			
SUB-TOTAL CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TOTAL - TELEVISION & RADIO REBROADCASTING		0.00	5,494.00	0.00	5,494.00	0.00	4,740.00	0.00	4,167.12		

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LIBRARIES	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2110506 Library - Lost Books/Book Purchases		650.00		650.00		540.00		72.72	-Library - Lost Books/Book Purchases \$650. -Misc operating costs \$100, Inter library loans delivery charges Courier costs for books \$300. -Membership Public Libraries WA \$110, Infovision Amlib software 1 user lic, support mtce \$1,600 and Regional Library Scheme-Merredin \$330. -LGIS Property Insurance for books \$62. -Allocation of 1.5% of Administration costs.
2110510 Library - Other Expenses		2,502.00		2,502.00		2,428.00		3,279.12	
2110599 Administration Allocated		14,095.00		14,095.00		11,740.00		10,710.74	
OPERATING REVENUE									
3110501 Library Reimbursements Lost Books/Book P	100.00		100.00		80.00		285.37		-Library Reimbursements Lost Books & Book Purchases \$100.
SUB-TOTAL OPERATING	100.00	17,247.00	100.00	17,247.00	80.00	14,708.00	285.37	14,465.28	
TOTAL - LIBRARIES	100.00	17,247.00	100.00	17,247.00	80.00	14,708.00	285.37	14,465.28	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
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HERITAGE	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2110603	Historical Preservation & Information Related Expenses - Op	1,500.00		1,500.00		1,500.00		3,313.80	- Purchase of "On the Line" History book \$1,500. (Pioneer Wall works, plaques etc. \$2.5K deleted) \$1,436 additional on home made tractor. - Allocation of 0.25% of Administration costs.
2110604	Pope Hills Facilities Operating & Maint Exp - Heritage								
BM255	Popes Hill Anzac Memorial & Facilities Operating & Maint Exp - Op Exp - Heritage	500.00		500.00		390.00		33.15	
GM255	Popes Hill Anzac Memorial Grounds Maintenance	500.00		500.00		400.00		59.11	
2110699	Administration Allocated	2,349.00		2,349.00		1,950.00		1,785.11	
OPERATING REVENUE									
3110600	Sale of History Books	0.00		0.00		0.00		1,472.76	
SUB-TOTAL OPERATING		0.00	4,849.00	0.00	4,849.00	0.00	4,240.00	1,472.76	5,191.17
TOTAL - HERITAGE		0.00	4,849.00	0.00	4,849.00	0.00	4,240.00	1,472.76	5,191.17

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
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30 April 2021

		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OTHER CULTURE										
OPERATING EXPENDITURE										
2110712	Cultural Events Shire Outside Workers Support-Op Exp - Other Cult									
W054	Cultural Events Shire Outside Workers Support - Op Exp - Other Cult		63.00		63.00		62.00		63.29	- - Insurance - Premiums \$63.
2110730	Community Artwork & Other Cultural Operating Expenses - Other Culture									
W058	Community Artwork & Other Cultural Operating Expenses - Other Culture		0.00		0.00		0.00		5,988.00	Expenses for the Drive-in screen Mural and art workshop will be posted here.
2110799	Administration Allocated		4,698.00		4,698.00		3,910.00		1,785.11	- Allocation of 0.5% of Administration costs.
OPERATING REVENUE										
3110701	Reimbursements & Fees - Op Inc - Other Cul	550.00		550.00		550.00		0.00		- Lease of Crop land at minimum rates \$550
3110702	Grants - Other Culture	0.00		0.00		0.00		5,988.00		Grant for Drive-in screen Mural and art workshop.
9304117	Other Culture Unspent Grants - Current Liability									- In addition to the income shown in the above account we have received/invoiced an additional \$8,982.00 making the total received/invoiced \$14,970.00.
SUB-TOTAL OPERATING		550.00	4,761.00	550.00	4,761.00	550.00	3,972.00	5,988.00	7,836.40	
TOTAL - OTHER CULTURE		550.00	4,761.00	550.00	4,761.00	550.00	3,972.00	5,988.00	7,836.40	

SHIRE OF MUKINBUDIN
SCHEDULE 12 - TRANSPORT
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PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Roads, Streets, Bridges and Depots		1,826,724.00		1,827,524.00		1,534,006.00		1,629,689.93	Additional expenditure items are a higher rate of expenditure on Townsite Road Maintenance and depreciation
Road Plant Purchases		2,800.00		2,800.00		2,800.00		0.00	
Aerodromes		22,029.00		22,029.00		18,310.00		19,150.24	
Transport Licensing		26,491.00		26,491.00		22,070.00		20,198.80	
OPERATING REVENUE									
Roads, Streets, Bridges and Depots	1,710,323.00		1,782,212.00		1,193,620.00		820,791.82		▲ The expected the flood damage grant has not and will not be a large as expected and will not be received in 20-21. The Local Roads and Community Infrastructure Grant for cement stabilising the open drain and installation two silt traps on the Western side of the Kununoppin Mukinbudin Road has not been received as the proposed project was not approved. The income will be reallocated. The lack of the flood damage funds is partly compensated for the earlier than expected Regional Road Group funding.
Road Plant Purchases	10,500.00		10,500.00		10,500.00		8,984.13		
Aerodromes	0.00		0.00		0.00		0.00		
Transport Licensing	17,800.00		17,800.00		14,830.00		16,484.21		
SUB-TOTAL OPERATING	1,738,623.00	1,878,044.00	1,810,512.00	1,878,844.00	1,218,950.00	1,577,186.00	846,260.16	1,669,038.97	
CAPITAL EXPENDITURE									
Roads, Streets and Bridges		2,111,365.00		2,241,355.00		1,787,038.00		1,194,039.17	▼ The main component is flood damage related expenditure which is less than the year to date budget and is subject to review and is unlikely to commence in 20-21. Timing : The Transfer to Plant Reserve has yet to occur.
Road Plant Purchases		183,000.00		216,720.00		216,720.00		216,109.26	
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	124,500.00		124,500.00		124,500.00		124,909.09		
Aerodromes	0.00		0.00		0.00		0.00		
Transport Licensing	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL	124,500.00	2,294,365.00	124,500.00	2,458,075.00	124,500.00	2,003,758.00	124,909.09	1,410,148.43	
TOTAL - PROGRAMME SUMMARY	1,863,123.00	4,172,409.00	1,935,012.00	4,336,919.00	1,343,450.00	3,580,944.00	971,169.25	3,079,187.40	

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SCHEDULE 12 - TRANSPORT
Financial Statement for Period Ended
30 April 2021

STREETS, ROADS & BRIDGES		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2120100	Rural Road Maintenance Op Exp									
RM004	Wilgoyne Road (Rd Maintenance)		0.00		0.00		0.00		931.72	
RM005	Mukinbudin North-East Road (Rd Maintenance)		0.00		0.00		0.00		1,925.40	
RM006	Bonnie Rock-Lake Brown Road (Rd Maintenance)		0.00		0.00		0.00		19,125.09	
RM007	Nungarin North Road (Rd Maintenance)		0.00		0.00		0.00		35,895.75	
RM008	Beringbooding Road (Rd Maintenance)		0.00		0.00		0.00		14,070.27	
RM009	Moondon Road (Rd Maintenance)		0.00		0.00		0.00		19,727.99	
RM010	Quanta Cutting North Road (Rd Maintenance)		0.00		0.00		0.00		3,597.01	
RM011	Graham Road (Rd Maintenance)		0.00		0.00		0.00		5,037.88	
RM012	Carlton Road (Rd Maintenance)		0.00		0.00		0.00		2,837.69	
RM013	Lake Brown South Road (Rd Maintenance)		0.00		0.00		0.00		2,442.95	
RM014	Popes Hill South Road (Rd Maintenance)		0.00		0.00		0.00		2,131.15	
RM015	Clamp Road (Rd Maintenance)		0.00		0.00		0.00		2,714.68	
RM016	Copeland Road (Rd Maintenance)		0.00		0.00		0.00		3,157.13	
RM017	Whyte Road (Rd Maintenance)		0.00		0.00		0.00		1,422.64	
RM018	Walton Road (Rd Maintenance)		0.00		0.00		0.00		1,092.89	
RM019	Ogilvie Road (Rd Maintenance)		0.00		0.00		0.00		3,174.45	
RM020	Dandanning Road (Rd Maintenance)		0.00		0.00		0.00		877.48	
RM021	Cookinbin Road (Rd Maintenance)		0.00		0.00		0.00		426.11	
RM022	McGregor Road (Rd Maintenance)		0.00		0.00		0.00		672.95	
RM023	Jones East Road (Rd Maintenance)		0.00		0.00		0.00		1,403.54	
RM024	Albert Road (Rd Maintenance)		0.00		0.00		0.00		469.47	
RM025	Kalyanbudding West Road (Rd Maintenance)		0.00		0.00		0.00		260.00	
RM026	Barbalin North Road (Rd Maintenance)		0.00		0.00		0.00		1,107.03	
RM027	Barbalin South Road (Rd Maintenance)		0.00		0.00		0.00		2,470.03	
RM028	Barbalin-Koonkoobing Rd Maintenance Exp		0.00		0.00		0.00		10,282.95	
RM029	Davis Road (Rd Maintenance)		0.00		0.00		0.00		540.00	
RM030	Forty Six Gate Road (Rd Maintenance)		0.00		0.00		0.00		4,135.24	
RM031	Harry Road (Rd Maintenance)		0.00		0.00		0.00		2,154.47	
RM032	Comerford Road (Rd Maintenance)		0.00		0.00		0.00		2,412.98	
RM033	Karomin Road (Rd Maintenance)		0.00		0.00		0.00		1,518.32	
RM034	Harold Road (Rd Maintenance)		0.00		0.00		0.00		109.09	
RM036	Squire Road (Rd Maintenance)		0.00		0.00		0.00		120.00	

SHIRE OF MUKINBUDIN
SCHEDULE 12 - TRANSPORT
Financial Statement for Period Ended
30 April 2021

STREETS, ROADS & BRIDGES (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
		\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING EXPENDITURE (Continued)										
2120100	Rural Road Maintenance Op Exp (Continued)									
	RM039 Wialki Soak Road (Rd Maintenance) Broomhall Road		0.00		0.00		0.00		3,864.14	
	RM040 Wyoming Trail (Rd Maintenance)		0.00		0.00		0.00		784.10	
	RM041 Brandis Road (Rd Maintenance)		0.00		0.00		0.00		1,353.59	
	RM042 Toole Road (Rd Maintenance)		0.00		0.00		0.00		8,399.99	
	RM043 Sprigg Road (Rd Maintenance)		0.00		0.00		0.00		6,960.03	
	RM044 Bonnie Rock Tank Road (Rd Maintenance)		0.00		0.00		0.00		1,721.05	
	RM045 Clune Road (Rd Maintenance)		0.00		0.00		0.00		605.00	
	RM046 Dootaning Road (Rd Maintenance)		0.00		0.00		0.00		430.00	
	RM047 Cunderin Road (Rd Maintenance)		0.00		0.00		0.00		5,056.06	
	RM048 Copeland North Road (Rd Maintenance)		0.00		0.00		0.00		1,353.01	
	RM049 Manuel Road (Rd Maintenance)		0.00		0.00		0.00		744.89	
	RM050 Morrison Road (Rd Maintenance)		0.00		0.00		0.00		1,492.84	
	RM052 Scotsman Road (Rd Maintenance)		0.00		0.00		0.00		6,061.65	
	RM053 Adams Road (Rd Maintenance)		0.00		0.00		0.00		2,095.47	
	RM054 Spencers Road (Rd Maintenance)		0.00		0.00		0.00		597.73	
	RM055 Kurser Rd - Road Maintenance - Op Exp		0.00		0.00		0.00		931.01	
	RM056 Doig Road (Rd Maintenance)		0.00		0.00		0.00		4,495.77	
	RM071 Henry Road (Rd Maintenance)		0.00		0.00		0.00		628.27	
	RM072 Sheardown Road (Rd Maintenance)		0.00		0.00		0.00		2,854.06	
	RM075 Wattoning West Road (Rd Maintenance)		0.00		0.00		0.00		714.91	
	RM076 Jones Road (Rd Maintenance)		0.00		0.00		0.00		504.99	
	RM077 Wymond Road (Rd Maintenance)		0.00		0.00		0.00		3,879.98	
	RM078 Milne Road (Rd Maintenance)		0.00		0.00		0.00		813.04	
	RM079 Miguel East Road (Rd Maintenance)		0.00		0.00		0.00		4,687.03	
	RM080 Stockton Road (Rd Maintenance)		0.00		0.00		0.00		1,310.62	
	RM081 Dease Road (Rd Maintenance)		0.00		0.00		0.00		2,503.85	
	RM082 Connell Road (Rd Maintenance)		0.00		0.00		0.00		1,101.19	
	RM083 Mott Road (Rd Maintenance)		0.00		0.00		0.00		4,530.70	
	RM085 Angle Road (Rd Maintenance)		0.00		0.00		0.00		1,040.97	
	RM086 Lavery Road (Rd Maintenance)		0.00		0.00		0.00		1,295.78	
	RM087 Aitken Road (Rd Maintenance)		0.00		0.00		0.00		1,042.68	
	RM088 Koonkoobing Road (Rd Maintenance)		0.00		0.00		0.00		4,587.13	
	RM089 Andrews Road East (Rd Maintenance)		0.00		0.00		0.00		1,233.29	

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		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2120100	Rural Road Maintenance Op Exp (Continued)									
	RM092 Wundowin Road (Rd Maintenance)		0.00		0.00		0.00		257.60	
	RM093 Quanta Cutting-Weira Road (Rd Maintenance)		0.00		0.00		0.00		4,127.33	
	RM094 Elsewhere Road (Rd Maintenance)		0.00		0.00		0.00		338.06	
	RM095 Copeland South Road (Rd Maintenance)		0.00		0.00		0.00		1,204.98	
	RM096 Forest Avenue (Rd Maintenance)		0.00		0.00		0.00		5,940.52	
	RM097 Borlase Road (Rd Maintenance)		0.00		0.00		0.00		1,910.71	
	RM098 Arnold Road (Rd Maintenance)		0.00		0.00		0.00		665.76	
	RM099 Nicol Road (Rd Maintenance)		0.00		0.00		0.00		430.00	
	RM103 Fagan Road (Rd Maintenance)		0.00		0.00		0.00		302.89	
	RM106 Dead Horse Hill Road (Rd Maintenance)		0.00		0.00		0.00		735.54	
	RM107 Koorda-Bullfinch Rd (M40) (Rd Maintenance)		0.00		0.00		0.00		41,602.68	
	RM108 Kununoppin-Mukinbudin Road (Rd Maintenance)		0.00		0.00		0.00		18,052.64	
	RM109 Mukinbudin-Bonnie Rock Road (Rd Maintenance)		0.00		0.00		0.00		35,598.82	
	RM110 Mukinbudin-Wialki Road (Rd Maintenance)		0.00		0.00		0.00		3,744.37	
	RM111 Driscoll Road (Rd Maintenance)		0.00		0.00		0.00		2,617.21	
	RM112 Percy Road Maintenance - Op Exp		0.00		0.00		0.00		626.51	
	RM998 Road Maintenance - General Rural Exp (Non road specific costs only)		370,000.00		350,000.00		291,640.00		7,682.49	▼ Budget Amendment Less cost expected. - - Important: Only book costs to this job that can not be booked to a specific road.
	TCM001 Traffic Counter Management		5,300.00		5,300.00		4,400.00		1,873.38	
	<u>Subtotal Rural Road Maintenance</u>		<u>375,300.00</u>		<u>355,300.00</u>		<u>296,040.00</u>		<u>355,630.66</u>	▲
2120101	Townsite Road Maintenance Op Exp									
	RM057 Maddock Street (Rd Maintenance)		0.00		0.00		0.00		3,450.28	
	RM058 Calder Street (Rd Maintenance)		0.00		0.00		0.00		464.35	
	RM059 Cruickshank Road (Rd Maintenance)		0.00		0.00		0.00		10,295.27	
	RM060 Lansdell Street (Rd Maintenance)		0.00		0.00		0.00		90.42	
	RM061 Shadbolt St		0.00		0.00		0.00		1,760.41	
	RM062 White Street (Rd Maintenance)		0.00		0.00		0.00		4,476.62	
	RM063 Ferguson Street (Rd Maintenance)		0.00		0.00		0.00		2,115.16	
	RM064 Conway Street (Rd Maintenance)		0.00		0.00		0.00		148.87	
	RM068 Strugnell Street (Rd Maintenance)		0.00		0.00		0.00		389.77	
	RM069 Clamp Street (Rd Maintenance)		0.00		0.00		0.00		725.28	
	RM070 Potter Street (Rd Maintenance)		0.00		0.00		0.00		2,771.14	
	RM105 Earl Drive (Rd Maintenance)		0.00		0.00		0.00		772.57	
	RM122 Bent Street (Rd Maintenance)		0.00		0.00		0.00		4,117.65	
	RM999 Road Maintenance - General Townsite Exp (Non road specific costs only)		24,000.00		27,000.00		22,480.00		8,764.06	▼ - -Road Maintenance - General Townsite Exp (Non road specific costs only). Only book costs to this job that can not be booked to a specific road; -Employee Costs - Salaries & Wages \$4,775. Contractors & Consultants \$6,115. Materials/Stock Purchased \$600. Labour Overheads Allocated \$5,910. Plant Operating Costs Allocated \$6,600.
	<u>Subtotal Townsite Road Maintenance</u>		<u>24,000.00</u>		<u>27,000.00</u>		<u>22,480.00</u>		<u>40,341.85</u>	▲ Budget amendment - Additional patching costs.

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		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
OPERATING EXPENDITURE (Continued)		\$	\$	\$	\$	\$	\$	\$	\$	
2120102	Flood Damage Maintenance									
FDM005	Flood Damage Maintenance - Mukinbudin North -East Road		0.00		0.00		0.00		396.83	
FDM009	Flood Damage Maintenance - Moondon Road		0.00		0.00		0.00		1,228.68	
FDM011	Flood Damage Maintenance - Graham Rd		0.00		0.00		0.00		90.47	
FDM012	Flood Damage Maintenance - Carlton Road		0.00		0.00		0.00		231.75	
FDM031	Flood Damage Maintenance - Harry Road		0.00		0.00		0.00		151.42	
FDM032	Flood Damage Maintenance - Comerford Road		0.00		0.00		0.00		580.08	
FDM041	Flood Damage Maintenance - Brandis Road		0.00		0.00		0.00		225.75	
FDM042	Flood Damage Maintenance - Toole Road		0.00		0.00		0.00		616.57	
FDM044	Flood Damage Maintenance - Bonnie Rock Tank Road		0.00		0.00		0.00		752.57	
FD051	Flood Damage - Sevier Road		0.00		0.00		0.00		2,261.73	
FDM054	Flood Damage Maintenance - Spencers Road		0.00		0.00		0.00		970.58	
FDM056	Flood Damage Maintenance - Doig Rd		0.00		0.00		0.00		1,476.34	
FDM069	Flood Damage Maintenance - Clamp Street		0.00		0.00		0.00		514.08	
FDM072	Flood Damage Maintenance - Sheardown Road		0.00		0.00		0.00		570.76	
FDM081	Flood Damage Maintenance - Dease Road		0.00		0.00		0.00		431.26	
FDM108	Flood Damage Maintenance - Kununoppin- Mukinbudin Rd		0.00		0.00		0.00		2,947.73	
FDM109	Flood Damage Maintenance - Mukinbudin Bonnie Rock Rd		0.00		0.00		0.00		385.39	
FDM110	Mukinbudin-Wialki Road		0.00		0.00		0.00		680.30	
FDM01	General Flood Damage Maintenance Exp & Budget (Non road specific costs only)		10,000.00		10,000.00		9,994.00		0.00	
	Subtotal Flood Damage Maintenance		10,000.00		10,000.00		9,994.00		14,512.29	

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STREETS, ROADS, BRIDGES & DEPOT (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2120103	Roads/Street Cleaning									
	SWEEP Roads/Street Cleaning - Op Exp		5,000.00		5,000.00		4,140.00		4,219.69	
2120104	Street Trees & Watering									
	TREES Street Trees & Watering - Op Exp		18,000.00		8,000.00		7,984.00		9,251.99	
2120105	Street Trees Pruning & Tree Lopping									
	PRUNE Street Trees Pruning & Tree Lopping - Op Exp		9,000.00		9,000.00		8,078.00		1,156.77	
2120106	Traffic Signs/Equipment (Safety)									
	SIGNS Traffic Signs/Equipment (Safety)		10,000.00		25,000.00		20,810.00		24,596.91	- Important; Only book signs to this job that can not be booked to a specific roads. - Employee Costs - Salaries & Wages \$120. - Purchase cost of signs, poles and general signage \$9,500. -- Purchase cost of signs, poles and general signage \$9,500. -- Labour Overheads Allocated \$149. -- Plant Operating Costs Allocated \$100.
2120107	Footpath Maintenance									
	FPM01 Footpath Maintenance		2,000.00		2,000.00		1,650.00		2,038.76	
2120108	Street Lighting - Operating		17,576.00		17,576.00		14,640.00		13,167.75	- - Synergy (Western Power) Street Lighting costs throughout the Shire no increase from 2019/20 to 2020/21 \$17,576.
2120109	Road Consultant Exp - Op Exp - Sts, Rds & Bridges		0.00		40,000.00		40,000.00		26,709.24	▼ Flood Damage Consultant
2120110	Rural Road Numbering Program		0.00		0.00		0.00		142.05	
2120111	General Verge Maintenance & Cleaning - Op Exp - Sts Rds & Bridg									
	VERGE General Verge Maintenance & Cleaning - Op Exp - Sts Rds & Bridg		78,200.00		60,000.00		49,990.00		44,134.94	- - Employee Costs - Salaries & Wages \$31,321. - Contractors & Consultants \$61. - Materials/Stock Purchased \$50. - Labour Overheads Allocated \$38,768. - Plant Operating Costs Allocated \$8,000. Budget amendment - Less cost expected.
2120112	Townscape Maintenance & Operating Exps - Op Exp - Sts Rds & Bridges									
	TSCAPE Townscape Maintenance and Operating Exps - Op Exp - Sts Rds & Bridges		1,000.00		1,000.00		830.00		729.34	-- Employee Costs - Salaries & Wages \$330. -- Contractors & Consultants \$71. -- Insurance - Premiums \$90. -- Labour Overheads Allocated \$409. -- Plant Operating Costs Allocated \$100.
2120114	Contributions, Donations & Other Transport Related Exp - Op Exp - Sts		6,000.00		6,000.00		6,000.00		0.00	- Co-funding on the secondary Freight Route Project Development. Subject to a successful application under the Building Better Regions Program.
2120116	Purchase of Land for Roads - Op Exp		9,000.00		0.00		0.00		0.00	
2120192	Depreciation - Roads, Bridges & Depots		1,261,648.00		1,261,648.00		1,051,370.00		1,093,057.69	-- Depreciation - Ex Asset Register \$1,261,648.

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STREETS, ROADS, BRIDGES & DEPOT (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING REVENUE										
3120100	Regional Road Group Grants (MRWA)	343,657.00		326,000.00		0.00		260,800.00		▼ Wheatbelt Regional Road Group (RRG) Grant (Gross up for GST when claiming). \$326,000 for Job RR108 Kununoppin – Mukinbudin Road Renewal. Reconstruction and two coat bitumen seal from SLK 3.76 to 7.79 – total 4.03 kms. Budget amendment - Correction of a budget error when it was assumed RRG would be funding 2/3 of the total cost.
9304129	Regional Road Group (RRG) Unspent Grants - Current Liability - In addition to the income shown in the above account we have received/invoiced an additional \$0.00 making the total received/invoiced \$260,800.00.									
3120101	Direct Road Grant (MRWA)	131,975.00		131,975.00		131,975.00		131,975.00		- MRWA Direct Road Grant 2020/21.
3120102	Roads to Recovery Grant	338,937.00		338,937.00		338,934.00		335,413.18		2020/21 allocation \$338,937 including \$48,711 for works completed in 2019-2020. Allocated to: Job RR009 Moonond Road Renewal - Cap Exp \$90K. Remaining funds of \$200,226 remain unallocated a particular job.
9304121	Roads To Recovery Unspent Grants - Current Liability - In addition to the income shown in the above account we have received an additional \$3,523.82 making the total received \$338,937.00.									
3120103	Black Spot Grant	0.00		115,300.00		38,049.00		92,240.00		▼ Budget amendment - Approved Blackspot funding. Exp in Job RBS108.
9304128	Blackspot Unspent Grants - Current Liability - In addition to the income shown in the above account we have received/invoiced an additional \$0.00 making the total received/invoiced \$92,240.00.									
3120105	Flood Damage Income	834,000.00		834,000.00		648,662.00		0.00		▲ - Flood Damage Grant - Total Cost of Flood Damage Less shire contribution of \$169K.
3120108	*Do Not Use - Sale of Scrap - Op Inc - Street, Roads and	0.00		0.00		0.00		363.64		
3120110	Other Contrib. & Donations - Roads/Streets	36,000.00		36,000.00		36,000.00		0.00		▲ - Wheatbelt Country Health funding to install drainage to the Administration Office Lane. Expense in Job DN001.
3120117	Other Grants - Footpaths	0.00		0.00		0.00		0.00		Local Roads and Community Infrastructure Grant for footpaths
3120122	Other Grants for Drainage & Other Infra - Op Inc Sts Rd	25,754.00		0.00		0.00		0.00		Budget amendment - Grant was not approved and will be allocated to another project. Local Roads and Community Infrastructure Grant (Confirm GST) to part fund (\$25,754) cement stabilising the open drain and installation two silt traps on the Western side of the Kununoppin Mukinbudin Road. \$46K Exp in DN108. Note - This component of the Local Roads and Community Infrastructure.
SUB-TOTAL OPERATING		1,710,323.00	1,826,724.00	1,782,212.00	1,827,524.00	1,193,620.00	1,534,006.00	820,791.82	1,629,689.93	

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	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE									
4120140 Townscape Other Infrastructure - Cap Exp - Rds									
IO125 Townscape Other Infrastructure (Main St) - Cap Exp - Rds		10,000.00		10,000.00		9,992.00		0.00	- Street Master Plan Main Street improvements, Street Trees etc. Materials/Stock Purchased including mulch.
4120166 Roads Renewal Works - Capital Exp									
RR007 Nungarin North Road Renewal - Cap Exp		0.00		119,000.00		39,270.00		104,292.79 ▲	Emergency sealing works due to the emulsion seal failing. From SLK 1.1 to 4.3. \$102,576 R2R funded. The initial Amended Budget was \$151K but was, with council approval, reduced to \$119K as a result of a lower than expected tender.
RR009 Moondon Road Renewal - Cap Exp		105,000.00		140,800.00		140,795.00		140,800.08	- From the intersection of Moondon, Scotsman and Henry Roads to the intersection of Moondon and Arnold Road . A distance of 7.84km, SLK 19.88 to SLK27.72, reconstruct & resheet with 150mm of gravel. Funding RTR \$90K in Acct 3120102 the remainder council funds. Employee Costs - Salaries & Wages \$24,024. - Contractors & Consultants \$39,040. - Materials/Stock Purchased \$7,000. - Water \$2,000. - Labour Overheads Allocated \$29,736. - Plant Operating Costs Allocated \$3,200.
RR043 Sprigg Road Renewal - Cap Exp		0.00		57,500.00		57,500.00		57,423.04	Budget amendment - Costs exceeded budget. \$130K of RTR is allocated to this job.
RR056 Doig Road Renewal - Cap Exp		0.00		19,600.00		19,600.00		19,568.46	Budget amendment - Works required identified., Funds reallocated from job RR999.
RR107 Koorda-Bullfinch Road Renewal (East of Town Section 2019-20) - Cap Exp		0.00		0.00		0.00		1,551.95	Budget amendment - Works required identified., Funds reallocated from job RR999.
RRS107 Koorda Bullfinch Road Shadbolt St Section - Cap Exp		0.00		12,000.00		12,000.00		0.00 ▼	Carry over works.
RR108 Kununoppin-Mukinbudin Road Renewal (RRG Funded 20-21)- Cap Exp		515,485.00		515,485.00		515,485.00		556,697.04	March Budget Amendment - Supply and Installation of 2 electronic speed display signs. \$12,000 As agreed through council consultation.
RRB108 Kununoppin-Mukinbudin Road Bent St Section - Cap Exp		0.00		6,000.00		6,000.00		0.00	- Between Barblin South Rd to just South of the Barbalin-Koonkoobing Rd, SLK 3.76 to 7.78, a total of 4.02 km. Reconstruction 10meter min Width seal. Funding RRG \$326K the remainder council funds.
RR110 Mukinbudin Wialki Rd Renewal - Cap Exp		0.00		53,200.00		17,556.00		37,708.00 ▲	March Budget Amendment - Supply and Installation of 1 electronic speed display signs. \$6,000 As agreed through council consultation.
RR9999 Unallocated Road Capital Expense - Budget Only		395,000.00		0.00		(4.00)		0.00	March Budget Amendment - Emergency sealing works due to the emulsion seal failing. From SLK12.6 to SLK13.83. Partly funded by savings on Job RR007. Approved through council consultation.
									Budget Amendment - All costs reallocated. - Was Available funds to be allocated to works at council discretion. Approximately \$240K needs be allocated to Roads to Recovery funded works to spend the unallocated grant income of \$200,222 and ensure joint funding .

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STREETS, ROADS, BRIDGES & DEPOT (Continued)	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE (Continued)									
4120167 Roads (Capital) - Roads to Recovery									
4120168 Roads (Capital) - Regional Road Group									
4120169 Roads (Capital) - Black Spot									
RBS108 Kununoppin-Mukinbudin Road (Blackspot Funded) - Cap Exp		0.00		172,950.00		57,073.00		176,698.55	▲ Budget amendment - Works funded Blackspot funding \$115,300 and Roads To Recovery \$57,650.
Subtotal All Road Capital Expenditure		1,015,485.00		1,096,535.00		865,275.00		1,094,739.91	▲
4120170 Footpaths Capital Expenditure - Sts Rds & Bridges									
FPC057 Maddock Street Footpath Construction - Cap Exp - Sts Rds & Bridges		0.00		0.00		0.00		0.00	392 M of footpath to be replaced. Funding from reallocated Local Roads and Community Infrastructure Grant. See Acct 3120117 for Grant Income.
FPC058 Calder Street Footpath Construction - Cap Exp - Sts Rds & Bridges		0.00		0.00		0.00		0.00	74 M of footpath to be replaced. Funding from reallocated Local Roads and Community Infrastructure Grant. See Acct 3120117 for Grant Income.
FPC062 Cruickshank St - Northern Footpath		0.00		0.00		0.00		0.00	20 M of footpath to be replaced. Funding from reallocated Local Roads and Community Infrastructure Grant. See Acct 3120117 for Grant Income.
FPC063 Ferguson Street Footpath Construction - Cap Exp - Sts Rds & Bridges		0.00		0.00		0.00		0.00	Note: If the total cost is less than \$5,000 this expense will be posted to Job FPM01. 202 M of footpath to be replaced. Funding from reallocated Local Roads and Community Infrastructure Grant. See Acct 3120117 for Grant Income.
FPC108 Bent St/Kununoppin-Mukinbudin Rd Footpath Construction - Cap Exp - S		0.00		0.00		0.00		0.00	53 M of footpath to be replaced. Funding from reallocated Local Roads and Community Infrastructure Grant. See Acct 3120117 for Grant Income.
4120171 Roads (Capital) - Flood Damage									
FDC01 Flood Damage - Roads (Capital)		1,003,000.00		1,003,000.00		780,101.00		0.00	▼ - 50% of total flood damage works to be completed in 2020-2021. Employee Costs - Salaries & Wages \$41,356. Contractors & Consultants \$672,865. Materials/Stock Purchased \$100,000. Labour Overheads Allocated \$51,574. Plant Operating Costs Allocated \$137,205. These works will not be proceeding
FDC021 Cookinbin Road Flood Damage Reconstruction - Cap Exp		0.00		0.00		0.00		1,938.30	A journal is pending reallocating the expense to road maintenance.
FDC033 Karomin Road Flood Damage Reconstruction - Cap Exp		0.00		0.00		0.00		1,864.32	A journal is pending reallocating the expense to road maintenance.
FDC108 Kununoppin-Mukinbudin Road Flood Damage Reconstruction - Cap Exp		0.00		45,340.00		45,340.00		45,340.37	Budget amendment - An old wooden culvert started to fail and was replaced as a matter of urgency.
4120181 Road Drainage Cap Exp - Rds Sts & Bridges									
DN001 Urban Road Drainage - New - Cap Exp - Rds Sts & Bridges		36,000.00		36,000.00		36,000.00		244.36	▼ - Contractors & Consultants to install drainage to the Administration Office Lane \$36,000. . Funded by the Wheatbelt Country Health via Acct 3120110.
DN108 Bent St/Kununoppin-Mukinbudin Road Drainage - Cap Exp		46,000.00		49,600.00		49,600.00		49,577.00	- On the Western side of the Kununoppin Mukinbudin cement stabilise the open drain and install two silt traps. Part funded by a \$25,754 Local Roads and Community Infrastructure grant received in acct 3120122. Contractors & Consultants \$46,000. Now all council funded as the grant for this purpose was not approved. Budget amendment - Additional costs incurred, costc incurred will be deducted from unallocated road funding.
4120175 Transfers To Roadworks Reserve		880.00		880.00		730.00		334.91	-- Transfers to Reserves From Muni Interest \$880. Allocation for future footpath works \$0.
SUB-TOTAL CAPITAL	0.00	2,111,365.00	0.00	2,241,355.00	0.00	1,787,038.00	0.00	1,194,039.17	Capital Difference = \$129,990 Additional funding \$71,889 Unfunded difference = \$58,101
TOTAL - STREETS, ROADS & BRIDGES	1,710,323.00	3,938,089.00	1,782,212.00	4,068,879.00	1,193,620.00	3,321,044.00	820,791.82	2,823,729.10	Revenue Difference = \$71,889

SHIRE OF MUKINBUDIN
SCHEDULE 12 - TRANSPORT
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ROAD PLANT PURCHASES	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2120291	Loss on Disposal of Assets		2,800.00	2,800.00		2,800.00		0.00	- - Loss on Asset Disposal \$2,800. It is unlikely that this loss will be realised as the old Works Manager's Dual Cab was sold for a profit rather than a loss.
OPERATING REVENUE									
3120290	Profit on Disposal of Assets - Op Inc - Road	10,500.00		10,500.00	10,500.00		8,984.13		- - Profit on Asset Disposal -\$10,500. No budget amendment as a non cash item.
SUB-TOTAL OPERATING		10,500.00	2,800.00	10,500.00	2,800.00	10,500.00	2,800.00	8,984.13	0.00
CAPITAL EXPENDITURE									
4120250	Plant & Equipment (Capital) - Road Plant Purchases		124,500.00	158,220.00		158,220.00		158,219.66	The Backhoe to replace the Komatsu WB97R-2 Backhoe cost \$109,000 (Budget \$80,000), new plant number P31720. Utility to replace the Isuzu D - Max 4x2 Crew Cab Hi-Ride SX Automatic 3.0l T/Diesel MBL 2 cost \$37,413 (Budget \$34,000), new plant number P31120. Budget amendment - Increased cost of plant and light vehicle purchases and the purchase of barrow lights. - - Transfers to Reserves From Muni Interest \$1,000. Allocation for future plant purchases \$57,500. Reduced from \$185,000 in 2018-2019.
4120275	Transfer to Plant Reserve - Cap Exp - Rd Plant Purchases		58,500.00	58,500.00		58,500.00		57,889.60	
CAPITAL REVENUE									
5120250	Proceeds on Disposal of Assets - Cap Inc - R	30,000.00		30,000.00	30,000.00		30,409.09		- Komatsu WB97R-2 Backhoe \$15,000, Isuzu D - Max 4x2 Crew Cab Hi-Ride SX Automatic 3.0l T/Diesel MBL 2 \$15,000.
5120252	Transfers From Plant Reserve-Cap Inc-Road Plant Purchases	94,500.00		94,500.00	94,500.00		94,500.00		- Transfers from Reserves to Muni for road plant purchases of \$94,500
SUB-TOTAL CAPITAL		124,500.00	183,000.00	124,500.00	216,720.00	124,500.00	216,720.00	124,909.09	216,109.26
TOTAL - ROAD PLANT PURCHASES		135,000.00	185,800.00	135,000.00	219,520.00	135,000.00	219,520.00	133,893.22	216,109.26

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AERODROMES	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2120300 Airstrip & Grounds Maintenance/Operations									-- Employee Costs - Salaries & Wages \$1,502. -- Contractors & Consultants \$231. -- Materials/Stock Purchased \$500. -- Insurance - Premiums \$8. -- Labour Overheads Allocated \$1,859. -- Plant Operating Costs Allocated \$1,400. -- Depreciation - Ex Asset Register \$14,180. - Allocation of 0.25% of Administration costs.
W060 Airstrip & Grounds Maintenance/Operations		5,500.00		5,500.00		4,550.00		5,375.61	
2120492 Depreciation - Aerodromes		14,180.00		14,180.00		11,810.00		11,989.52	
2120499 Administration Allocated		2,349.00		2,349.00		1,950.00		1,785.11	
SUB-TOTAL OPERATING	0.00	22,029.00	0.00	22,029.00	0.00	18,310.00	0.00	19,150.24	
CAPITAL EXPENDITURE									
4120460 Infrastructure Other (Capital) - Aerodromes									
IO260 Airstrip & Grounds Capital		0.00		0.00		0.00		0.00	
SUB-TOTAL CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - AERODROMES	0.00	22,029.00	0.00	22,029.00	0.00	18,310.00	0.00	19,150.24	

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TRANSPORT LICENCING		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
		\$	\$	\$	\$	\$	\$	\$	\$	
<u>OPERATING EXPENDITURE</u>										
2120500	Training and Accommodation - Licensing		3,000.00		3,000.00		2,500.00		2,347.57	- Training And Accommodation - Licensing
2120599	Administration Allocated		23,491.00		23,491.00		19,570.00		17,851.23	- Allocation of 2.5% of Administration costs.
<u>OPERATING REVENUE</u>										
3120500	Sale of Shire Plates	300.00		300.00		250.00		363.60		- Sale Of Shire Plates
3120501	Commissions - Licensing	14,500.00		14,500.00		12,080.00		12,936.04		- DPI Licensing Commissions
3120502	Reimbursements - Licensing	3,000.00		3,000.00		2,500.00		3,184.57		- Reimbursements - Licensing Journal pending
SUB-TOTAL OPERATING		17,800.00	26,491.00	17,800.00	26,491.00	14,830.00	22,070.00	16,484.21	20,198.80	
TOTAL - TRANSPORT LICENCING		17,800.00	26,491.00	17,800.00	26,491.00	14,830.00	22,070.00	16,484.21	20,198.80	

SHIRE OF MUKINBUDIN
SCHEDULE 13 - ECONOMIC SERVICES
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PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Rural Services		8,449.00		7,449.00		7,038.00		8,025.64	
Tourism and Area Promotion		263,329.00		284,776.00		242,082.00		240,100.37	
Building Control		9,698.00		10,698.00		8,910.00		8,423.89	
Economic Development		5,749.00		5,749.00		4,832.00		3,276.78	
Other Economic Services		94,336.00		82,836.00		70,562.00		67,361.87	
OPERATING REVENUE									
Rural Services	1,000.00		0.00		0.00		0.00		
Tourism and Area Promotion	197,165.00		207,375.00		174,460.00		197,292.02		▼ All short stay income, except that from the Caravan Park Barracks is greater that expected at this time of the year.
Building Control	4,400.00		4,400.00		3,710.00		777.53		
Economic Development	9,048.00		9,048.00		7,540.00		7,307.92		
Other Economic Services	33,740.00		20,740.00		17,270.00		21,625.17		Department Of Water And Environmental Regulation Grant for CWSP - Recovering Barbarling Rock Catchment & Dam - Community Water Supply Project This grant will not be spent this year and has journalled to a Unspent Grants liability account.
SUB-TOTAL OPERATING	245,353.00	381,561.00	241,563.00	391,508.00	202,980.00	333,424.00	227,002.64	327,188.55	
CAPITAL EXPENDITURE									
Rural Services		0.00		0.00		0.00		0.00	
Tourism and Area Promotion		148,530.00		142,530.00		142,530.00		143,269.94	
Building Control		0.00		0.00		0.00		0.00	
Economic Development		0.00		0.00		0.00		0.00	
Other Economic Services		8,903.00		8,903.00		8,902.00		8,902.55	
CAPITAL REVENUE									
Rural Services	0.00		0.00		0.00		0.00		
Tourism and Area Promotion	120,000.00		120,000.00		120,000.00		120,000.00		
Building Control	0.00		0.00		0.00		0.00		
Economic Development	0.00		0.00		0.00		0.00		
Other Economic Services	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL	120,000.00	157,433.00	120,000.00	151,433.00	120,000.00	151,432.00	120,000.00	152,172.49	
TOTAL - PROGRAMME SUMMARY	365,353.00	538,994.00	361,563.00	542,941.00	322,980.00	484,856.00	347,002.64	479,361.04	

SHIRE OF MUKINBUDIN
SCHEDULE 13 - ECONOMIC SERVICES
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RURAL SERVICES	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2130100 Noxious Weed Control									
WEEDS Noxious Weed Control - Op Exp		5,100.00		5,100.00		5,088.00		5,740.53	-- Employee Costs - Salaries & Wages \$1,952. -- Contractors & Consultants \$67. -- Materials/Stock Purchased \$200. -- Labour Overheads Allocated \$2,416. -- Plant Operating Costs Allocated \$465. - Allocation of 0.25% of Administration costs.
2130103 Rural Counselling Service		0.00		0.00		0.00		500.00	
2130104 Drum Muster Expenses		1,000.00		0.00		0.00		0.00	
2130199 Administration Allocated		2,349.00		2,349.00		1,950.00		1,785.11	
OPERATING REVENUE									
3130100 Contributions & Donations - Rural Services	1,000.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING	1,000.00	8,449.00	0.00	7,449.00	0.00	7,038.00	0.00	8,025.64	
TOTAL - RURAL SERVICES	1,000.00	8,449.00	0.00	7,449.00	0.00	7,038.00	0.00	8,025.64	

SHIRE OF MUKINBUDIN
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TOURISM & AREA PROMOTION		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2130204	Caravan Park General Maintenance/Operations									Annual Testing and Certification of Dump point, Rubbish Bins x 6 @ \$125, Recycling Bins x 6 @ \$120, Breakdowns and other expenses \$3,428. Purchased, replacement building fittings and equipment \$7,000.
BO370	Caravan Park General Operation Expenses		37,224.00		45,000.00		37,672.00		47,004.68	-Telephone Office 9047 1103 & Mgr Mobile 0429 471 103 \$820. Aussie BB. Wallis Wireless link install \$1,225. Wallis MS365 & EOA Lic \$137. Wallis Managed Support and other communication expenses. Electricity, LP Gas 45kg bottles rental x 4 \$320 and LPG Gas consumption for Kitchen, CVP and BBQ \$480., Utilities Water & Trade Waste charges, Insurance. Journal Pending + \$2.4K Budget amendment - Costs of additional cleaners are being posted to this account.
BM370	Caravan Park General Facilities - Building Maintenance		5,500.00		13,000.00		10,820.00		10,310.32	
GM370	Caravan Park General Facilities - Grounds Maintenance		5,000.00		12,000.00		9,970.00		10,955.04	
2130206	Barrack Cabins Building Operations									
BO315	Barrack Cabins Building Operations		250.00		250.00		236.00		265.66	-- Contractors & Consultants \$43. -- Insurance - Premiums \$207.
2130207	Barrack Cabins Building Maintenance									
BM315	Barrack Cabins Building Maintenance		4,200.00		1,500.00		1,240.00		313.43	Budget amendment - Savings expected.
2130209	Tourist Information Bay/Hut Expenditure									
W075	Tourist Information Bay/Hut Maintenance/Operations		2,000.00		3,500.00		2,900.00		2,982.22	Budget amendment - Additional costs being incurred.
2130210	Park Units (Self Contained) Building Operations									
BO320	Park Units (Self Contained) Building Operations		400.00		400.00		384.00		788.59	-- Contractors & Consultants \$46. -- Insurance - Premiums \$354.
2130211	Park Units (Self Contained) Building Maintenance									
BM320	Park Units (Self Contained) Building Maintenance		2,000.00		2,000.00		1,794.00		3,329.34	
2130218	Caravan Park House "Wattoning" - 22 Earl Drive Maint and Operating Exp									
BO322	Caravan Park House "Wattoning" 22 Earl Drive Operating Exp - Tour & Area Prom		0.00		0.00		0.00		77.39	
BM322	Caravan Park House "Wattoning" 22 Earl Drive Building Maintenance Exp - Tour & Area Prom		0.00		1,000.00		777.00		623.80	
2130228	Short Stay Housing Expenses - Tour & Area Promotion		36,231.00		36,231.00		30,190.00		19,333.68	- Short Stay, 8 Lansdell St & 25 Cruickshank St House cost recovered Allocated costs no amendment appropriate
2130212	Interest on Loan 127 Caravan Park "Wattoning Villa" House - 22 Earl Drive		1,260.00		1,260.00		1,260.00		1,186.63	- Interest on Loan 127: Payment 1 - March 2021 \$1,260. --Caravan Park Staff Salaries, Contract Relief Caravan Park staff for 5 weeks annual leave, 10 days personal leave and 20 RDO weekends.
2130214	Caravan Park Salaries		92,629.00		82,000.00		68,330.00		67,239.33	Budget amendment - Savings expected as only the manager and relief mangers are posted to this account. Additional cleaners are posted to Job BO370
2130215	Caravan Park Superannuation		8,300.00		8,300.00		6,910.00		6,779.22	- Caravan Park Manager Superannuation Super Guarantee 9.5% and council contribution.
2130216	Caravan Park Manager Allowances		4,256.00		4,256.00		3,540.00		3,730.00	Includes Caravan Park staff Service Allowance, MBL Allowance & Accomodation Allowance.
2130220	Caravan Park Workers Compensation		1,913.00		1,913.00		1,590.00		2,002.73	- Caravan Park Manager Workers Compensation
2130230	Minor Assets Purchases-Furniture,Linen,Utensils etc-Cara Park-Tourism		8,000.00		18,000.00		18,000.00		14,084.04	- Minor assets, tools, mobile phones & portable devices, equipment, furniture Budget amendment - Additional costs have been incurred in fitting out Wattoning.
2130293	Caravan Park Motor Vehicle Expenses Allocated		0.00		0.00		0.00		1,773.80	
	<u>Subtotal Caravan Park Operations</u>		<u>209,163.00</u>		<u>230,610.00</u>		<u>195,613.00</u>		<u>192,779.90</u>	

SHIRE OF MUKINBUDIN
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TOURISM & AREA PROMOTION OPERATING EXPENDITURE (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
2130219	Wheatbelt Way - Op Exp									
W079	Wheatbelt Way Annual Budget General Exp (Book costs at specific location to the location) - Op Exp		2,500.00		2,500.00		2,070.00		153.66	
W080	WW - Weira Maintenance/Operations		60.00		60.00		60.00		175.75	-- Insurance - Premiums \$60.
W081	WW - Wattoning Historical Site Maintenance/Operations Exps - Tour & Area Prom		40.00		40.00		37.00		177.71	-- Contractors & Consultants \$3. -- Insurance - Premiums \$37.
W082	WW - Beringbooding Maintenance/Operations		50.00		50.00		42.00		2,361.34	-- Contractors & Consultants \$8. -- Insurance - Premiums \$42.
W083	WW - Shed Maintenance/Operations		0.00		0.00		0.00		777.92	
	Subtotal Wheatbelt Way - Op Exp		<u>2,650.00</u>		<u>2,650.00</u>		<u>2,209.00</u>		<u>3,646.38</u>	-- Event Catering Contractors & Consultants \$600.
2130202	Tourism and Area Promotion - Op Exp Tour & Area Prom		5,600.00		5,600.00		5,600.00		8,654.00	- - Caravanning Australia Advert Winter \$350 and other & Subscriptions, Publications, Legislation Totaling \$500. -- Australias Golden Outback Subscription & Advertising \$4,500.
2130203	Entry Statement Maintenance									
W065	Entry Statement Maintenance		400.00		400.00		320.00		0.00	
2130225	Tourist Signage - Op Exp - Tourism & Area Promotion		2,500.00		2,500.00		2,080.00		99.02	- Signaging for Rock in conjunction with Shire of Westonia & NEWTravel
2130217	New Travel Annual Contribution		2,500.00		2,500.00		2,500.00		2,500.00	- Shire Annual contribution to NEWTravel group contrib-Promotional material and marketing contribution \$2,500. Needs to increase to \$6K.
2130292	Depreciation - Tourism & Area Promotion		12,327.00		12,327.00		10,270.00		10,999.63	-- Depreciation - Ex Asset Register \$12,327.
2130299	Administration Allocated		28,189.00		28,189.00		23,490.00		21,421.44	- Allocation of 3% of Administration costs.

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TOURISM & AREA PROMOTION (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING REVENUE										
3130200	Caravan Park Fees - Op Inc - Tourism & Area Promot	31,917.00		46,000.00		38,330.00		43,865.93		Rental/Lease/Hire Income for Caravan Bays & Long Term Stay lease.
3130201	Caravan Park Coin Op Wash Mach Income	1,600.00		1,600.00		1,330.00		1,540.01		Budget amendment - Higher occupancy
3130202	Barracks Cabins Fees - Op Inc - Tourism & Area Prom	33,500.00		25,000.00		20,830.00		18,716.07		- Income from use of washing machines and dryers in Laundry
3130203	Park Unit (Self Contained) Fees - Op Inc - Tourisn &	57,400.00		57,400.00		47,830.00		59,016.09		- Fees for Caravan Park Cabins
3130204	Short Stay House Rental Income - Tour & Area Promc	55,375.00		55,375.00		46,140.00		49,161.65		Budget amendment - Lower occupancy.
3130205	Contributions & Donations - Op Inc - Tourism & Area f	0.00		0.00		0.00		319.55		- Fees for Self Contained Park units
3130207	Grants - Tourism & Area Promotion	10,000.00		10,000.00		10,000.00		10,000.00		- Short Stay, 8 Lansdell St & 25 Cruickshank St Houses Income recognised
9304132	Tourism & Area Promotion Unspent Grants - Current Liability - In addition to the income shown in the above account we have received/invoiced an additional \$0.00 making the total received/invoiced \$10,000.00.									- Local Roads and Community Infrastructure Grant for the install three addition concrete slabs at the caravan park. Exp in Job IO280.
3130208	Caravan Park Wattoning Villa - 22 Earl Drive Income	7,373.00		12,000.00		10,000.00		13,752.72		- Fees and changes from 22 Earl Drive when purchased.
3130210	Other Income Relating to Tourism & Area Promotion	0.00		0.00		0.00		920.00		Budget amendment - Higher occupancy.
SUB-TOTAL OPERATING		197,165.00	263,329.00	207,375.00	284,776.00	174,460.00	242,082.00	197,292.02	240,100.37	
CAPITAL EXPENDITURE										
4130250	Building (Capital) - Tourism & Area Promotion									
BC331	Caravan Park House Purchase - ("Wattoning Villa" 22 Earl Drive in 20		120,000.00		120,000.00		120,000.00		120,000.00	- Purchase of 22 Earl Drive for use as short term accomodation.Funded by Loan 127.
4130255	Plant & Equipment (Capital) - Tour & Area Promotion		15,000.00		9,000.00		9,000.00		9,000.00	- Additional vehicle: Caravan Park Service Vehicle (Small van second Hand)
4130260	Infrastructure Other (Capital) - Tourism & Area Promotion									Budget amendment - Vehicle cost less than expected.
IO280	Caravan Park Infrastructure Capital Exp		10,000.00		10,000.00		10,000.00		10,700.00	- Install three addition concrete slabs at the caravan park. Funded by the Local Roads and Community Infrastructure Grant received in acct 3130207.Contractors & Consultants \$10,000.
4130270	Principal on Loan 127 - Caravan Park House - "Wattoning" - 22 Earl D		3,530.00		3,530.00		3,530.00		3,569.94	- Principal Loan 127: Payment 1 - March 2021 \$3,530
CAPITAL REVENUE										
5130350	Proceeds from New Debentures (Loan 127 in 20-21) -	120,000.00		120,000.00		120,000.00		120,000.00		- Proceeds from Loan 127 to purchase the Caravan Park Transportable House at 22 Earl Drive.
SUB-TOTAL CAPITAL		120,000.00	148,530.00	120,000.00	142,530.00	120,000.00	142,530.00	120,000.00	143,269.94	
TOTAL - TOURISM & AREA PROMOTION		317,165.00	411,859.00	327,375.00	427,306.00	294,460.00	384,612.00	317,292.02	383,370.31	

SHIRE OF MUKINBUDIN
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BUILDING CONTROL	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	
<u>OPERATING EXPENDITURE</u>									
2130304		5,000.00		6,000.00		5,000.00		4,853.64	- Contract EHO/Building Surveyor - \$1100 per month share with Health Expenses Budget amendment - Additional costs being incurred due to changed contract arrangements. - Allocation of 0.5% of Administration costs.
2130399		4,698.00		4,698.00		3,910.00		3,570.25	
<u>OPERATING REVENUE</u>									
3130300	4,000.00		4,000.00		3,330.00		767.53		- Building permits and other fees. - Commision on Collection of BSL fees - Swimming Pools Inspection fees
3130301	100.00		100.00		80.00		10.00		
3130302	300.00		300.00		300.00		0.00		
SUB-TOTAL OPERATING	4,400.00	9,698.00	4,400.00	10,698.00	3,710.00	8,910.00	777.53	8,423.89	
SUB-TOTAL CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - BUILDING CONTROL	4,400.00	9,698.00	4,400.00	10,698.00	3,710.00	8,910.00	777.53	8,423.89	

SHIRE OF MUKINBUDIN
SCHEDULE 13 - ECONOMIC SERVICES
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ECONOMIC DEVELOPMENT	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2130501 Industrial Units Building Operations									-- Contractors & Consultants Total \$438. Rubbish Bin \$125, Recycling Bin \$120 & Other Exp \$193 -- Materials/Stock Purchased \$29. -- Electricity \$900. -- Water rates \$268 and consumption \$12. -- Insurance - Premiums \$369. -- ESL Category 5 \$84 -- Employee Costs - Salaries & Wages \$300. -- Contractors & Consultants \$48. -- Labour Overheads Allocated \$372. -- Plant Operating Costs Allocated \$80. -- Employee Costs - Salaries & Wages \$180. -- Contractors & Consultants \$37. -- Labour Overheads Allocated \$223. -- Plant Operating Costs Allocated \$60. - Allocation of 0.25% of Administration costs.
BO335 Industrial Unit (Lot 164 Strugnell) Building Operations		2,100.00		2,100.00		1,812.00		1,430.31	
2130502 Industrial Units Building & Grounds Maintenance									
BM335 Industrial Unit (Lot 164 Strugnell) Building Maintenance		800.00		800.00		660.00		0.00	
GM335 Industrial Unit (Lot 64 Strugnell St) Grounds Maintenance		500.00		500.00		410.00		0.00	
2130599 Administration Allocated		2,349.00		2,349.00		1,950.00		1,785.11	
OPERATING REVENUE									
3130507 Income - Industrial Units - Op Inc - Eco Dev	9,048.00		9,048.00		7,540.00		7,307.92		- Industrial unit rental income \$174 per week
SUB-TOTAL OPERATING	9,048.00	5,749.00	9,048.00	5,749.00	7,540.00	4,832.00	7,307.92	3,276.78	
TOTAL - ECONOMIC DEVELOPMENT	9,048.00	5,749.00	9,048.00	5,749.00	7,540.00	4,832.00	7,307.92	3,276.78	

SHIRE OF MUKINBUDIN
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OTHER ECONOMIC SERVICES		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2130600	Tree Planter Maintenance		2,305.00	2,305.00		1,920.00		1,722.20		- Tree Planter expenses (P81 and P365) - Servicing repairs Insurance costs allocated \$2,305.
2130601	Community Bus Expenses Allocated		2,985.00	2,985.00		2,480.00		1,487.53		- Community Bus Expenses (P281) - Fuel and Servicing repairs Insurance \$2,985.
2130603	Standpipe Maintenance/Inspections/Operations									
W090	Standpipe Maintenance/Inspection/Operations		49,200.00	34,000.00		28,326.00		28,931.63		- Employee Costs - Salaries & Wages \$601.- Contractors & Consultants \$149.- Water rates \$268 and consumption \$46,732.- Insurance - Premiums for Water tanks and fittings at Strugnell St, Bonnie Rock, Carlton Rd and Mukinbudin-Wialki Road \$87.- Labour Overheads Allocated \$743.- Plant Operating Costs Allocated \$620. Budget amendment - less expenses being incurred.
2130616	Interest on Loan 119 - Muka Cafe		4,195.00	4,195.00		4,194.00		4,194.14		- Interest on Loan 119 Payment 17 due 13 October 2020 \$1,895.77 and Payment 118 due 13 April 2021 \$1,781.74. - WATC Loan 119 Guarantee Fee. To 30/6/2020 \$123.96 and to 31/12/2020 \$253.18
2130617	Muka Cafe Operations - Op Exp - Other Eco Services									
BO340	Muka Cafe - Operations		4,700.00	4,700.00		4,078.00		3,030.91		-- Rubbish Bins x 3 @ \$125 \$375. Recycling Bins x 3 @ \$120 \$360. Other expenses \$316. Total Contractors & Consultants \$1,051. - Water rates \$279 and consumption \$2,321. - Insurance - Premiums for Mukinbudin Cafe \$965. - ESL Category 5 \$84 Journal pending.
BO343	Mukinbudin Bookshop Operations - Op Exp - Other Eco Services		250.00	250.00		244.00		235.06		-- Other Contractors & Consultants expenses \$16. - Insurance - Premiums for Mukinbudin Bookshop \$234.
2130618	Muka Cafe - Building & Grounds Maintenance									
BM340	Muka Cafe - Maintenance		5,000.00	3,400.00		2,820.00		2,480.21		Budget amendment - Some costs reallocated to Minor Assets Acct 2130619.
GM340	Muka Cafe Grounds Maintenance		200.00	1,500.00		1,250.00		1,262.86		-- Contractors & Consultants \$200. Budget amendment - Expenses have exceeded budget.
2130619	Minor Assets Purchases Cafe Other Economic Services		0.00	4,000.00		4,000.00		3,866.00		Budget amendment for - E26 Roband Series 6 Module Double Row Straight Glass Bain Marie and Anvil Apex CGA0008 Chicken Rotisserie & freight charges.
2130692	Depreciation - Other Economic Services		6,708.00	6,708.00		5,590.00		5,870.37		-- Depreciation - Ex Asset Register \$6,708.
2130699	Administration Allocated		18,793.00	18,793.00		15,660.00		14,280.96		- Allocation of 2% of Administration costs.

SHIRE OF MUKINBUDIN
SCHEDULE 13 - ECONOMIC SERVICES
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OTHER ECONOMIC SERVICES (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING REVENUE										
3130600	Charges - Tree Planter Hire - Op Inc	1,500.00		500.00		410.00		215.91		- - Tree Planter Hire as per Sch Fees & Charges \$1,500. Budget amendment - Less income expected.
3130601	Community Bus Hire Income - Op Inc - Other B	2,000.00		1,000.00		830.00		830.73		- -Mukinbudin Community Bus Hire Fees as per Sch Fees & Charges \$2,000. Budget amendment - Less income expected.
3130603	Sale of Water	14,000.00		3,000.00		2,500.00		3,029.64		- - Sale of water from Bereingbooding, Bonnie Rock Carlton Road and the Cnr of Wialki & Borlase Rd tanks and the Strugnell St Hydrant. Total \$14,000. Budget amendment - Less income expected.
3130605	Rent - Commercial Properties	16,240.00		16,240.00		13,530.00		17,157.18		- - Fees & Charges - Rental/Lease/Hire Income Total \$16,240. -Mukinbudin Café Lease agreement 52 weeks @ \$270 per week plus gst \$14,040, Rental of Lot 36 Shadbolt St by AIM to display farm equipment \$2,200
3130608	Reimbursements - Other Economic Services	0.00		0.00		0.00		391.71		
3130609	Grants - Other Economic Services	0.00		0.00		0.00		0.00		Department Of Water And Environmental Regulation Grant for CWSP - Recovering Barbarling Rock Catchment & Dam - Community Water Supply Project This grant will not be spent this year and has been journalled to a Unspent Grants liability account.
9304136	Water Supply Other Infrastructure Unspent Grants - Current Liability - In addition to the income shown in the above account we have received an additional \$100,000.00 making the total received \$100,000.00.									
SUB-TOTAL OPERATING		33,740.00	94,336.00	20,740.00	82,836.00	17,270.00	70,562.00	21,625.17	67,361.87	
CAPITAL EXPENDITURE										
4130671	Principal on Loan 119 - Mukinbudin Cafe		8,903.00		8,903.00		8,902.00		8,902.55	- -Principal on Loan 119 Payment 17 due 13 October 2020 \$4,394.26 and Payment 18 due 13 April 2021 \$4,508.29.
SUB-TOTAL CAPITAL		0.00	8,903.00	0.00	8,903.00	0.00	8,902.00	0.00	8,902.55	
TOTAL - OTHER ECONOMIC SERVICES		33,740.00	103,239.00	20,740.00	91,739.00	17,270.00	79,464.00	21,625.17	76,264.42	

SHIRE OF MUKINBUDIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
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PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	
<u>OPERATING EXPENDITURE</u>									
Private Works		14,898.00		14,898.00		12,400.00		8,730.93	
Public Works Overheads		7,091.00		(21,349.00)		(14,217.00)		(9,016.09)	Public Works Overheads are under recovering as a result of staff absences and the recovery budget is not synchronised with the expense budget
Plant Operation Costs		28,000.00		(23,946.00)		(17,472.00)		(56,804.34) ▲	The plant recovery budget is not synchronised with expenses and most plant expenses are below the budget used to set the charge-out rates, especially fuel, oils and repairs despite greater utilisation and resulting recoveries.
Administration Overheads		11,250.00		36,650.00		38,236.00		33,347.89	The Administration Overheads recovery budget is not synchronised with expenses and overall expenses are less than the YTD budget and income higher.
Salaries and Wages		500.00		30,000.00		25,000.00		39,018.87 ▲	Variation due to additional workers compensation expenses and end of year accruals, but largely offset by additional workers compensation income.
Land/Subdivision Development		2,000.00		8,000.00		7,863.00		10,227.25	
<u>OPERATING REVENUE</u>									
Private Works	10,200.00		10,200.00		8,500.00		7,639.57		
Public Works Overheads	7,091.00		0.00		0.00		1,045.45		
Plant Operation Costs	28,000.00		28,000.00		23,320.00		23,460.65		
Administration Overheads	11,250.00		12,250.00		10,160.00		33,292.30		▼ The major component of the increased income are payments from the LGIS in Administration which have been sooner than expected and unexpected FBT refund and LGIS Contributions Assistance Package.
Salaries and Wages	500.00		30,000.00		25,000.00		34,179.66		Additional workers compensation income.
Land/Subdivision Development	200.00		200.00		160.00		0.00		
SUB-TOTAL OPERATING	57,241.00	63,739.00	80,650.00	44,253.00	67,140.00	51,810.00	99,717.63	25,504.51	
<u>CAPITAL EXPENDITURE</u>									
Public Works Overheads		0.00		0.00		0.00		160.45	
Plant Operation Costs		85,783.00		85,783.00		83,186.00		83,123.67	
Administration Overheads		198,359.00		198,359.00		196,242.00		67,220.76	▼ The 2nd and 3rd changeovers of the CEO's vehicle have not happened as soon as expected.
Land/Subdivision Development		0.00		(6,657.00)		(6,657.00)		(6,657.00)	
<u>CAPITAL REVENUE</u>									
Public Works Overheads	16,973.00		16,973.00		16,972.00		0.00		▲ The budgeted transfer from the Leave Reserve has not happened and may not happen.
Administration Overheads	177,000.00		177,000.00		177,000.00		59,090.91		▲ The 2nd and 3rd changeovers of the CEO's vehicle have not happened as soon as expected.
SUB-TOTAL CAPITAL	193,973.00	284,142.00	193,973.00	277,485.00	193,972.00	272,771.00	59,090.91	143,847.88	
TOTAL - PROGRAMME SUMMARY	251,214.00	347,881.00	274,623.00	321,738.00	261,112.00	324,581.00	158,808.54	169,352.39	

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SCHEDULE 14 - OTHER PROPERTY & SERVICES
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PRIVATE WORKS	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2140100 Private Works Expenses									-- For maintenace to School Oval during term breaks if required. Employee Costs - Salaries & Wages \$300. -- Contractors & Consultants \$228. -- Labour Overheads Allocated \$372. -- Plant Operating Costs Allocated \$600. -- Employee Costs - Salaries & Wages \$1,952. -- Contractors & Consultants \$2,232. -- Labour Overheads Allocated \$2,416. -- Plant Operating Costs Allocated \$2,100. - Allocation of 0.5% of Administration costs. -- Fees & Charges - Other; For maintenace to School Oval during term breaks if required. \$1,500; Other private works \$8,700.
X998 MDHS - Private Works Gardening		1,500.00	1,500.00		1,250.00		432.72		
X999 Private Works Expenses - Op Exp - Private Works		8,700.00	8,700.00		7,240.00		6,513.10		
2140199 Administration Allocated		4,698.00	4,698.00		3,910.00		1,785.11		
OPERATING REVENUE									
3140100 Private Works Income - Op Inc - Private wor	10,200.00		10,200.00		8,500.00		7,639.57		
SUB-TOTAL OPERATING	10,200.00	14,898.00	10,200.00	14,898.00	8,500.00	12,400.00	7,639.57	8,730.93	
TOTAL - PRIVATE WORKS	10,200.00	14,898.00	10,200.00	14,898.00	8,500.00	12,400.00	7,639.57	8,730.93	

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PUBLIC WORKS OVERHEADS		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2140200	Works Supervisor - Salary		90,940.00		80,000.00		66,660.00		70,290.29	Works Manager Employee Costs, No overheads apply.
2140201	Works Supervisor - Superannuation		8,600.00		8,000.00		6,660.00		6,923.82	Budget amendment - Savings from a period when the position was not filled.
2140202	Works Supervisor - Training & Conferences		1,000.00		1,000.00		830.00		0.00	Total Superannuation including super Guarantee and Council matching.
2140203	Other Current Employee Expenses W Comp, Travel, Etc. - PWOH		500.00		500.00		410.00		607.48	- Manager Works & Services professional development.
2140204	Plant & Motor Vehicle Expenses Allocated - Op Exp Pub Works O'H		18,583.00		18,583.00		15,480.00		39,955.59	- Employee Costs - Other \$500. - -Works Team Motor Vehicle Expenses ex Plant Mtce Budget \$18,583. Unexpected \$11k multityre roller repairs. The recovery rate was temporarily increased from \$48 to \$80 per hour to assist in recovering this cost.
2140205	Works Team - Superannuation		60,691.00		60,691.00		50,570.00		50,713.23	No budget amendment as this is an allocated cost.
2140206	Works Team - Sick Pay		18,326.00		18,326.00		15,270.00		3,838.46	-- Works Team Employee Costs - Superannuation \$60,691.
2140207	Works Team - Annual Leave - Op Exp - PWO'Heads		47,376.00		47,376.00		39,480.00		24,521.28	--Sick/Personal Leave for outside staff only from Works Sheets \$18,326.
2140208	Works Team - Public Holidays		21,991.00		21,991.00		18,320.00		20,475.48	Annual Leave for works team staff incl Leave Loading.
2140209	Works Team - Long Service Leave		16,973.00		16,973.00		14,130.00		0.00	Public Holidays Employee Costs - Salaries & Wages.
2140210	Works Team - RDO's		0.00		0.00		0.00		(562.10)	- Works Team Member LSL - Just Commenced
2140211	Works Team - Protective Clothing		6,000.00		6,000.00		5,000.00		3,556.06	--Protective Clothing for works team staff only Employee Costs - Other \$6,000.
2140212	Unallocated Time Card Wages, Back Pay & Allowances - Op Exp - P		0.00		0.00		0.00		476.86	
2140213	Staff Recruitment Expenses PWOH; Advertising, Relocation etc.		5,800.00		2,500.00		2,080.00		2,111.49	Works Manager relocation \$5,000, Recruitment Interview expenses \$800.
2140214	Works Team - Employment Related Medicals, Clearances & Other E		1,500.00		800.00		660.00		765.00	Works Team - Pre Employment Medicals & Police Clearances
2140215	Works Staff - Housing Allowance		0.00		0.00		0.00		(176.81)	
2140221	Works Team - Workers Compensation Insurance		16,170.00		16,170.00		16,170.00		15,190.96	Workers Comp Insurance Workers and Works Manager..
2140222	Works Team - Training & Conferences									
W095	Works Team - Training & Conferences		4,000.00		6,000.00		4,990.00		5,818.50	Salaries \$901. Contractors \$3,099. Budget amendment - Increased costs.
2140223	OHS, Toolbox & Other Meetings & Down Time - Pub Wks O'Heads									
W100	OHS, Toolbox & Other Meetings & Down Time - Pub Wks O'Heads		12,500.00		12,500.00		10,400.00		7,925.20	Salaries \$3,964. Contractors \$8,336. Plant \$200.
W101	Special Circumstances Leave - Pub Wks O'Heads - Op Exp		5,950.00		0.00		0.00		0.00	Salaries & Wages \$5,946. Contractors & Consultants \$4.
2140224	Works Team - Engineering & Technical Support		2,500.00		500.00		335.00		0.00	-- Contractors & Consultants \$2,500.
2140225	Works Team - Office Expenses		150.00		500.00		490.00		490.32	--First Aid Supplies \$100; See Job W105 for administration activities by works staff . Total materials \$100. -- Printing & Stationery \$50.
2140226	Works Team - Depot Freight		700.00		0.00		0.00		56.61	--Small loose tools. See Acct 2140230 for consumables, see Acct 2140252 for items over \$75 . Note: Book anything that is fully utilised on one job or plant to that Job or Plant. Total Materials/Stock Purchased \$1,000.
2140227	Works Team - Expendable Tools/Equipment		1,000.00		2,000.00		2,000.00		1,823.27	Budget amendment - Increased costs expected.
2140228	Works Team - Staff Housing Allocated		15,549.00		15,549.00		12,960.00		(526.01)	- -Works Team - Staff Housing Allocated \$16,537. - -Works Team - Staff Housing Allocated \$988.
2140229	Works Team - Other Costs		1,100.00		0.00		0.00		0.00	
2140231	Works Team - Telephone & Computer Services - Op Exp		4,563.00		4,563.00		3,800.00		2,973.68	Contractors & Consultants \$600. Materials/Stock Purchased \$300. MS365 & EOA Lic \$495, Depot Fire Wall and Managed Appliance (Sophos) \$780, IT Support \$1,188, Works Manager Mobile and other exp \$60 .
2140235	Consumables Depot & Works Team - Op Exp - Pub Wks O'Heads		3,800.00		3,800.00		3,160.00		4,292.37	- Consumables. Note: Book anything that is fully utilised on one job or plant to that Job or Plant. See Acct 2140252 for small mobile plant & acct 2140227 for small loose tools. Total Materials/Stock Purchased \$3,800.

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SCHEDULE 14 - OTHER PROPERTY & SERVICES
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PUBLIC WORKS OVERHEADS (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2140245	Office Administration Work by Works Team Staff Exps									
	W105 Office Administration Work by Works Team Staff Exps		1,300.00		3,000.00		2,490.00		2,700.27	Employee Costs - Salaries & Wages \$901. Contractors & Consultants \$19. Materials/Stock Purchased \$80. Plant Operating Costs Allocated \$300. Budget amendment - Increased costs expected.
2140250	Depot Building Operations (previously sub program 1201)									
	BO310 Depot Building Operations		8,300.00		8,300.00		7,054.00		6,660.39	Salaries & Wages \$330. Rubbish Bins x 1 @ \$125 Recycling Bins x 1 @ \$120 . Other expenses \$389. Total Contractors & Consultants \$634. Materials/Stock Purchased \$50. - Wallis NBN plan and Depot Internet \$1,140 & Telephone Service Total. \$1,450. Electricity \$3,300. BOC Gases G Size 1 x Oxygen and 1 x Acetylene Annual fees. \$600. - -Water rates \$279 and consumption \$234. Insurance Premiums for Depot property & buildings \$930. ESL Category 5 \$84. Labour Overheads \$409. Salaries & Wages \$150. Contractors & Consultants \$64. Materials/Stock Purchased \$100. Labour Overheads \$186.
	OSH001 OSH Management		500.00		2,000.00		1,914.00		1,870.00	
2140251	Depot Building & Grounds Maintenance (previously sub program 1201)									
	BM310 Depot Building Maintenance		21,500.00		12,000.00		9,990.00		7,225.07	Employee Costs - Salaries & Wages \$7,357. Total contractor costs \$436. Materials/Stock Purchased \$3,000. Labour Overheads Allocated \$9,107. Plant Operating Costs Allocated \$1,600.
	GM310 Depot Grounds Maintenance		2,100.00		4,000.00		3,650.00		2,423.50	Employee Costs - Salaries & Wages \$721. Contractors & Consultants \$42. Materials/Stock Purchased \$100. Labour Overheads Allocated \$892. Plant Operating Costs Allocated \$345. Budget amendment - Increased costs expected.
2140252	Minor Asset Purchases Workshop & Depot - Pub Works O'Heads - Op Exp		12,100.00		10,000.00		8,320.00		9,571.78	Contractors & Consultants \$100. Trolleys, Chainsaws, Blowers etc. 1x Drones \$2.5K. GPS Trackers \$2K. Other items as required. \$7,400. Total material costs \$11,900 (Deleted 11 August - Street Vacuum Petrol Powered \$2,300, Mobile Scaffold \$2,900.). Postage & Freight \$100.
2140257	Depot OHS Equipment - LGIS (Previously Subprogram 1201)		500.00		500.00		410.00		0.00	- PPE & First Aid Kits - - RAMM Roman II Pavement Management System Lic Fees \$7,240. -Safety Audits - Blackspot \$4,500. -Pocket RAMM annual lic fee \$990. -WNESRRG Secretarial fees Rod Munns \$850. Other contractor expenses \$1,000. Total contractor costs \$14,570
2140259	Consultancy/ RSA / Roman II (Previously Subprogram 1201)		14,570.00		14,570.00		12,140.00		7,238.94	- - Depreciation - Ex Asset Register \$1,307. - Allocation of 20.75% of Administration costs.
2140292	Depreciation - PWO's		1,307.00		1,307.00		1,080.00		1,281.73	
2140299	Administration Allocated - Op Exp -PWOH		195,000.00		195,000.00		162,500.00		154,148.17	
	Expenditure Subtotal		<u>624,739.00</u>		<u>597,999.00</u>		<u>501,893.00</u>		<u>457,361.15</u>	
Recovered amounts										
2140293	Less - Allocated to Works (PWO's)		(616,348.00)		(616,348.00)		(513,620.00)		(463,676.97)	Under recovery as a result of staff absences. Recovery of overheads allocated to Works

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PUBLIC WORKS OVERHEADS (Continued)	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING REVENUE									
3140210 Contributions, Reimbursements & Other Income (Inc	7,091.00		0.00		0.00		0.00		- Contributions from the Manager Works for private use at \$150 Per Week Inc GST. Budget amendment - No reimbursements are happening due to a changed employment contract. Sale of old water tanks.
3140202 Sale of Scrap & Other Surplus Items - Op Inc - Pub V	0.00		0.00		0.00		1,045.45		
SUB-TOTAL OPERATING	7,091.00	7,091.00	0.00	(21,349.00)	0.00	(14,217.00)	1,045.45	(9,016.09)	
CAPITAL EXPENDITURE									
4140260 Building (Capital) - Depots (previously sub program 1201) BC310 Depot Building Capital		0.00		0.00		0.00		160.45	
CAPITAL REVENUE									
5140250 Transfers From Long Service Leave Reserve	16,973.00		16,973.00		16,972.00		0.00		▲ - For Works Team Member Long Service Leave
SUB-TOTAL CAPITAL	16,973.00	0.00	16,973.00	0.00	16,972.00	0.00	0.00	160.45	
TOTAL - PUBLIC WORKS OVERHEADS	24,064.00	7,091.00	16,973.00	(21,349.00)	16,972.00	(14,217.00)	1,045.45	(8,855.64)	

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PLANT OPERATION COSTS		Adopted Budget 20-21		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2140300	Internal Plant Repairs - Wages & O/Head		32,400.00		32,400.00		26,990.00		19,586.00	-- Employee Costs - Salaries & Wages \$14,479.
2140301	External Parts & Repairs (Includes Consumables)		166,398.00		130,000.00		108,330.00		79,806.84	-- Labour Overheads Allocated \$17,921.
2140302	Fuels and Oils Op Exp - Plant Op Costs		115,177.00		95,000.00		79,160.00		83,990.20	Expenses to date are less than the expected monthly average.
2140303	Tyres and Tubes		14,494.00		14,494.00		12,070.00		8,699.10	--Fuels And Oils. Total \$115,177.
2140306	Licences - Plant Operation		7,217.00		7,217.00		7,217.00		6,857.94	--Tyres & Tubes for all vehicles and plant. Total \$14,494.
2140307	Insurance - Plant Operation		19,371.00		24,000.00		20,000.00		23,948.81	-Department of Transport Registration fees for all vehicles and plant. Total \$7,217.
2140310	Interest on Loan 118 - Vibe Roller		1,304.00		1,304.00		1,302.00		1,304.13	MV Insurance for all vehicles and plant paid earlier than expected and increased due to the new grader.
2140320	Interest on Loan 120 - Skid Steer Loader		1,524.00		1,524.00		1,524.00		1,524.34	- Interest Loan 118. Payment 18 on 14 September 2020 \$644.21 and Payment 19 on 12 March 2021 \$434.85.
2140311	Interest on Loan 121 - 12M Motor Grader		3,718.00		3,718.00		3,718.00		3,341.38	- WATC Loan 118 Guarantee Fee. To 30/6/2020 \$123.96 and to 31/12/2020 \$101.11
2140312	Interest on Loan 122 - Dynapac Multityre Roller		2,023.00		2,023.00		2,022.00		2,220.42	- Interest Loan 120 Payment 13 on 15 July 2020 \$696.30 and Payment 14 on 15 January 2021 \$615.99.
2140313	Interest on Loan 123 - John Deer Tractor 40HP		506.00		506.00		305.00		548.56	- WATC Loan 120 Guarantee Fee. To 30/6/2020 \$110.73 and to 31/12/2020 \$101.11
2140492	Depreciation - Plant Operation		96,176.00		96,176.00		80,140.00		84,952.06	--Interest Loan 121 Payment 11; 25 August 2020 \$1,577.79 and Payment 12; 25 February 2021 \$1,323.82
	Expense Subtotal		460,308.00		408,362.00		342,778.00		316,779.78	- WATC Loan 121 Guarantee Fee. To 30/6/2020 \$433.3 and to 31/12/2020 \$382.84
	Recovered amounts									--Interest Loan 122 Payment 11; 25 August 2020 \$858.5 and Payment 12; 25 February 2021 \$720.31
2140394	LESS Plant Operation Costs Allocated to Works		(432,308.00)		(432,308.00)		(360,250.00)		(373,584.12)	- WATC Loan 122 Guarantee Fee. To 30/6/2020 \$235.76 and to 31/12/2020 \$208.31
2140495	LESS Plant Depreciation Costs Allocated to Works (DO NOT USE)		0.00		0.00		0.00		0.00	--Interest Loan 122 Payment 11; 2 December 2020 \$220.91 and Payment 12; 2 June 2021 \$178.17
3140300	Fuel Tax Credits Grant Scheme	26,000.00		26,000.00		21,660.00		21,467.00		- WATC Loan 123 Guarantee Fee. To 30/6/2020 \$56.93 and to 31/12/2020 \$49.85
3140301	Reimbursements - Plant Operation Costs	2,000.00		2,000.00		1,660.00		1,993.65		-- Depreciation - Ex Asset Register \$96,176.
SUB-TOTAL OPERATING		28,000.00	28,000.00	28,000.00	(23,946.00)	23,320.00	(17,472.00)	23,460.65	(56,804.34)	- Plant & Equipment operating costs allocated to Works

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PLANT OPERATION COSTS (Continued)		Adopted Budget 20-21		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE										
4140372	Principal on Loan 118 - Vibe Roller		16,662.00		16,662.00		16,662.00		16,662.24	-Principal Loan 118: Payment 18 - 14 September 2020 \$8,226.44 and Payment 19 - 12 March 2021 \$8,435.8. -Principal Loan 120: Payment 13 due on 15 July 2020 \$3,514.76 and Payment 14 due on 15 January 2021 \$3,595.07. -Principal Loan 121: Payment 11 due on 26 August 2019 \$18,271.55 and Payment 12 due on 25 February 2021 \$18,525.52. -Principal Loan 122: Payment 11 due on 25 August 2020 \$9,941.86 and Payment 12 due on 25 February 2021 \$10,080.05. -Principal Loan 123: Payment 11 due on 2 December 2020 \$2,574.66 and Payment 12 due on 2 June 2021 \$2,617.40.
4143073	Principal on Loan 120 - Skid Steer Loader		7,110.00		7,110.00		7,110.00		7,109.83	
4140374	Principal on Loan 121 - 12M Motor Grader		36,797.00		36,797.00		36,796.00		36,797.07	
4140375	Principal on Loan 122 - Dynapac Multi Tyre Roller		20,022.00		20,022.00		20,022.00		20,021.91	
4140376	Principal on Loan 123 - John Deere Tractor 40HP		5,192.00		5,192.00		2,596.00		2,532.62	
SUB-TOTAL CAPITAL		0.00	85,783.00	0.00	85,783.00	0.00	83,186.00	0.00	83,123.67	
TOTAL - PLANT OPERATION COSTS		28,000.00	113,783.00	28,000.00	61,837.00	23,320.00	65,714.00	23,460.65	26,319.33	

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ADMINISTRATION OVERHEADS		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2140500	Admin Salaries		485,600.00		513,900.00		428,250.00		410,329.91	- Administration Salaries incl Leave Loading and Higher duties \$485,600. Budget amendment due to salary increases and additional hours worked.
2140501	Admin Superannuation		79,250.00		79,250.00		66,040.00		50,978.35	- Superannuation Guarantee 9.5% \$48,230, Council matching 5.5% \$21,020 and provision for unpaid superannuation \$10,000.
2140502	Admin Workers Compensation Insurance Op Exp - Admin O'Heads		12,877.00		12,877.00		12,876.00		12,492.90	- LGIS WorkCare workers Compensation Premium \$12,877.
2140503	Admin Training & Training Related Accomodation & Travel - Op Exp -		10,000.00		10,000.00		8,330.00		5,111.36	- Training expenses for Administration ongoing professional development and training. Including course fees, accomodation and training videos. Records Training allocation \$1,500.
2140504	Admin Conferences		1,300.00		600.00		462.00		582.16	- CDO LGMAWA Community Development Conference Rego \$700. -CDO LGMAWA Community Development Conference Accom \$600.
2140505	Admin Fringe Benefits Tax		20,000.00		20,000.00		20,000.00		17,080.00	- ATO Annual Fringe benefits tax on Vehicles, expenses, xmas party etc..
2140506	Admin Staff Uniforms		3,200.00		3,200.00		2,660.00		1,496.81	- CEO as per employment contract \$800. -MF as per employment agreement \$400. -Senior Finance Officer \$400. -Customer Service \$400. -Finance Admin Officer \$400. -Administration Manager \$400 and part time staff pro rata \$400.
2140508	Admin Salary Packaging Expenses		1,020.00		1,020.00		850.00		482.73	- Senior Officer contract Salary Packaging expenses CEO Contract - Entertainment Allowance Restricted Business \$550 and CEO Contract Professional Memberships - MLGMA \$470.
2140509	Admin Motor Vehicle Expenses Allocated		19,026.00		19,026.00		15,850.00		14,797.23	- Admin Motor Vehicle Expenses ex Plant Mtce Budget, Note: Includes internal depreciation.
2140510	Staff Recruitment Expenses Admin; Advertising, Relocation etc		1,000.00		5,000.00		4,830.00		5,074.67	- Provision for staff Relocation expenses.
2140511	Admin Occupational Health and Safety		6,200.00		6,200.00		5,160.00		3,123.58	- Regional Risk Coordinator - Chris Gilmour
2140512	Admin - Other Employee Expenses		3,500.00		3,500.00		2,910.00		3,876.83	- \$1,500 Pre employment Medicals & Police Clearances, \$2K Staff Recruitment.
2140513	Admin Building Operations - Op Exp - Admin O'Heads									Employee Costs - Salaries & Wages (Cleaner) \$3,153. Rubbish Bins x 1 @ \$125 \$125. Recycling Bins x 1 @ \$120 \$120. Other expenses \$390. Total Contractors & Consultants \$635. Materials/Stock Purchased \$500. Wallis Admin Internet \$1,260. Total Communication Expenses Telephone, Data and Other \$6,000. Electricity \$3,550. LPG Gas Rental \$80, LPG Gas Bottles consumption \$140. Total gas cost Gas \$300. Water Rates & Consumption \$9,000 Note: 70 % of metered usage is allocated to GM350. Insurance - Premiums \$3,848. ESL Category 5 \$84. Labour Overheads Allocated (Cleaner) \$3,903. Plant Operating Costs Allocated \$27.
BO350	Admin Building Operations		31,000.00		31,000.00		26,452.00		20,887.84	- Employee Costs - Salaries & Wages \$2,252. Contractors & Consultants \$6,430. Materials/Stock Purchased \$1,000. Labour Overheads Allocated \$2,788. Plant Operating Costs Allocated \$230.
2140514	Admin Building & Grounds Maintenance									Employee Costs - Salaries & Wages \$8,799. Contractors & Consultants \$910. Materials/Stock Purchased \$900. Labour Overheads Allocated \$10,891. Plant Operating Costs Allocated \$1,500.
BM350	Admin Building Maintenance		12,700.00		8,000.00		6,554.00		6,798.91	
GM350	Admin Building Grounds Maintenance		23,000.00		23,000.00		19,150.00		13,671.71	

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ADMINISTRATION OVERHEADS (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2140515	Admin Other Insurances		17,129.00		17,129.00		17,128.00		16,729.45	- Municipal Property Scheme - Admin Building Insurance. This Includes; Miscellaneous Structures and Equipment (2% of TAV), Loss of Gross Revenue &/or Rent, Additional Increased Cost of Working, Claims Preparation Costs and General Property (Incl items in excess of \$10,000 any one item) \$2,932. - Corporate travel \$750. -Fidelity Guarentee/Crime/ \$708. -Cyber Liability \$1,100. - Marine Cargo \$750. -Public Liability Insurance 50% see Sch 4 Mem 2040109 for other 50% \$7,348.
2140516	Admin Stationery & Printing		4,000.00		4,000.00		3,330.00		3,863.98	- \$4K Administration Office Stationery expenses incl photocopier paper, - \$0K for supplies for the Records Management Overhaul.
2140517	Admin Postage and Freight		2,000.00		2,000.00		1,660.00		927.44	-- Postage & Freight \$2,000.
2140518	Admin Advertising		2,000.00		2,000.00		1,660.00		2,789.86	-- Advertising \$2,000.
2140519	Admin Subscriptions and Publications		500.00		500.00		410.00		143.69	-- Subscriptions, Publications, Legislation \$500.
2140520	Admin Travel and Accommodation (Non-Training)		1,000.00		500.00		410.00		163.64	-- Flights, accomodation, travel costs \$1,000.
2140521	Admin Office Equip Mtce, Support, Licenses & Other Op Exps - Admin		79,036.00		79,036.00		78,364.00		69,619.05	Timing Variation. Wallis 4G Fail Over \$588. Wallis New managed rack server \$420. Wallis New managed network \$600. PCs - Wallis Computers IT Support Servers/Workstations/Laptops \$4,000. -Wallis Computers Synergy Patch Management per annum \$3,420. Wallis Computers IT Security per annum \$2,280. -Wallis Backups Management Support & Recovery per annum \$10,428. -Wallis Microsoft 365, Office 365 & Premium \$5,758. -Wallis Managed Support \$14,256. -Wallis Travel Misc contingency \$3,000. -Copier Support Photocopier Meter readings usage & servicing \$8,000, -IT Vision Annual License Fees 2018/19 \$21,761. - 1 Acrobat Licenses \$525
2140522	Minor Asset Purchases - Administration Office - Op Exp		2,500.00		2,500.00		2,080.00		3,557.11	-- Printing & Stationery \$4,000.
2140523	Admin Office Equipment Rental and Leases Op Exp - Admin O/H		1,380.00		1,380.00		1,150.00		3,828.08	- Purchase of Phone headsets for Admin \$2,000; Other minor assets \$500.
2140526	Admin Accrued Annual Leave		10,000.00		10,000.00		0.00		0.00	Wallis Computers Financial Component of Lease of Desktop PC's \$115 per month.
2140527	Admin Accrued Long Service Leave		8,000.00		8,000.00		0.00		0.00	- -EOFY adjustment of Accrued Annual Leave as at 30 June 21
2140529	Admin Legal Expenses		1,500.00		500.00		410.00		210.00	- -EOFY calculation of Accrued Long Service Leave as at 30 June 21
2140531	Website Service & Development Fees - Op Exp		5,100.00		5,100.00		5,100.00		5,002.00	- -Admin Legal Expenses \$1,500,
2140533	Admin Staff MBL Allowance		10,407.00		10,407.00		8,660.00		7,280.95	- - Wallis WALGA Council Connect Marketcreations Website Hosting Annual Fee \$5,002; additional support.
2140534	Admin Staff Service Allowance		2,726.00		2,726.00		2,270.00		2,268.23	- -Location Allowance for CEO. - -MBL and Location Allowance for all other staff .
2140535	Admin Staff Self Accom. Subsidy		10,330.00		10,330.00		8,600.00		9,148.71	- -Service Allowance for staff.
										- -Accommodation Subsidy for staff.

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ADMINISTRATION OVERHEADS (Continued)	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)									
2140537	Admin Consultancy Expenses - Op Exp - Adm O'Heads	15,000.00		15,000.00		12,500.00		11,070.00	- Provision for Consultancy Costs - Statutory Accounting Bob Waddell \$5,000. - Professional assistance with Annual Financial Statements and Budget requirements \$10,000. -Review RTR Own Source funding target \$10,000. -Catering inc Christmas Function \$500. -Morning tea and other supplies \$2,000. -Fairwell gifts and Reimbursements \$300. - Provision for Sundry Debtors bad debts. - - Depreciation - Ex Asset Register \$28,085.
2140540	Refreshments & Other Expenses - Admin - Op Exp	2,800.00		2,800.00		2,320.00		1,531.75	
2140565	Bad Debts Expense - Op Exp - Admin O'Heads	1,000.00		1,000.00		830.00		0.00	
2140592	Depreciation - Administration	28,085.00		28,085.00		23,400.00		25,071.77	
	Expense Subtotal	914,166.00		939,566.00		790,656.00		729,990.70	
Recovered amounts									
2140599	Administration Overheads Recovered		(939,635.00)	(939,635.00)		(783,020.00)		(714,048.41)	The recovery budget is not synchronised with expenses. ABC Allocation of Administration to other subprograms. - Admin Staff Housing Costs Allocated
2140598	Admin Staff Housing Costs Allocated		36,719.00	36,719.00		30,600.00		17,405.60 ▼	
OPERATING REVENUE									
3140500	Fringe Benefits Tax Refunded	0.00		0.00		0.00		4,633.85	Unexpected FBT refund. - LGIS and other Contributions. ▼ Unexpected 2020-21 Contributions Assistance Package. - -LGIS Dividend Payment \$6,000 and other reimbursements \$1,000. - Insurance Claim Income. - Sale CDs and Surplus goods. -Sundry Charges \$50. - -District Club Reimbursement for secretarial and accounting services. \$2,000.
3140503	Contributions & Donations - Administration	500.00		500.00		410.00		240.30	
3140504	Reimbursement & Other Income Received (Inc GST)	1,000.00		1,000.00		820.00		12,207.98	
3140506	Reimbursements & Other Income Rec'd (No GST) - C	7,000.00		8,000.00		6,660.00		11,508.18	
3140507	Insurance Claim Income(No GST)	500.00		500.00		410.00		2,349.10	
3140508	Sale of Scrap and Other Items - Op Inc - Admin O'He	200.00		200.00		160.00		0.00	
3140514	Charges - Photocopying / Faxing - Op Inc - Admin O'Heads	50.00		50.00		40.00		29.18	
3140516	Charges - Secretarial Services - Op Inc - Admin O'Heads	2,000.00		2,000.00		1,660.00		2,027.27	
3140590	Profit on Disposal of Assets - Op Inc - Admin O'Heads	0.00		0.00		0.00		296.44	
SUB-TOTAL OPERATING		11,250.00	11,250.00	12,250.00	36,650.00	10,160.00	38,236.00	33,292.30	33,347.89

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ADMINISTRATION OVERHEADS (Continued)	Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE									
4140550 Furniture & Equipment (Capital) - Administration		5,712.00		5,712.00		5,712.00		438.47	- Uninterruptible Power Supply for the server and computers. Eaton 9PX-3000 + NIC + EMP + 4Yr Warranty Only the first changeover of the CEO's vehicle has happened. Budget provision - 3 x Replacement of CEO Vehicles, Toyota Prados. New Plant Numbers P433xxx. - Equipment portion of repayment of Computer Lease terminating on 31 October 2021. - -Transfer of Interest to Leave Reserve.\$3,620.
4140555 Plant & Equipment (Capital) - Administration		180,000.00		180,000.00		180,000.00		61,272.73 ▼	
4140560 Building (Capital) - Administration									
4140565 Lease Capital Repayment - Cap Exp - Admin O'Heads		9,027.00		9,027.00		7,520.00		4,016.65	
4140570 Transfer to Leave Reserve		3,620.00		3,620.00		3,010.00		1,492.91	
CAPITAL REVENUE									
5140550 Proceeds on Disposal of Assets - Cap Inc - Admin O	177,000.00		177,000.00		177,000.00		59,090.91		▲ The first changeover of the CEO's vehicle has now happened. Budget provision - Trade in of 3 x CEO's vehicles - Toyota Prados Asset # 433xxx, Plant # P433xxx
SUB-TOTAL CAPITAL	177,000.00	198,359.00	177,000.00	198,359.00	177,000.00	196,242.00	59,090.91	67,220.76	
TOTAL - ADMINISTRATION OVERHEADS	188,250.00	209,609.00	189,250.00	235,009.00	187,160.00	234,478.00	92,383.21	100,568.65	

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SALARIES & WAGES		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>										
2140700	Gross Salary and Wages		1,388,167.00		1,388,167.00		1,156,800.00		1,158,588.65	Variation due to staff absences and timing. Total Salaries paid to inside staff Incl Works Mgr Pool Manager \$778,434 and Total Wages paid to outside staff ,cleaners,Hort etc Ohs Overheads apply \$609,733 from (S & W Summary). Variation due to staff absences, timing and end of year accruals.Total Employee Costs - Salaries & Wages allocated \$1,388,167. - -Workers Compensation Paid. \$500. A budget amendment has been made.
2140701	Less Salaries & Wages Allocated		(1,388,167.00)		(1,388,167.00)		(1,156,800.00)		(1,153,785.66)	
2140702	Workers Compensation Expense		500.00		30,000.00		25,000.00		34,215.88	
<u>OPERATING REVENUE</u>										
3140700	Reimbursement - Workers Compensation	500.00		30,000.00		25,000.00		34,179.66		Budget provision for reimbursement \$500. A budget amendment will be required.
SUB-TOTAL OPERATING		500.00	500.00	30,000.00	30,000.00	25,000.00	25,000.00	34,179.66	39,018.87	
TOTAL - SALARIES & WAGES		500.00	500.00	30,000.00	30,000.00	25,000.00	25,000.00	34,179.66	39,018.87	

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LAND/SUBDIVISION DEVELOPMENT		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2021		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>										
W150	Land Settlement, Subdivision & Related Expenses - Op Exp - Land SubDiv		2,000.00		8,000.00		7,863.00		6,657.00	<p>-- For maintenance of the estate as required. Employee Costs - Salaries & Wages \$240. -- Contractors & Consultants \$1,263. -- Labour Overheads Allocated \$297. -- Plant Operating Costs Allocated \$200. Includes recognition prior year expenses of \$6,657. A budget amendment has been made.</p>
2140999	Administration Allocated		0.00		0.00		0.00		3,570.25	
3140901	Reimbursements Recieved - Op Inc - Subdivisions/Develop	200.00		200.00		160.00		0.00		
SUB-TOTAL OPERATING		200.00	2,000.00	200.00	8,000.00	160.00	7,863.00	0.00	10,227.25	
<u>CAPITAL EXPENDITURE</u>										
4140959	Land Works in Progress - Land/Subdivisions Dev - Cap Exp		0.00		(6,657.00)		(6,657.00)		(6,657.00)	<p>Recognition of prior year expenses. Due to the low value there were not capitalised and the expenses had been recognised in job W150. A budget amendment has been made.</p>
SUB-TOTAL CAPITAL		0.00	0.00	0.00	(6,657.00)	0.00	(6,657.00)	0.00	(6,657.00)	
TOTAL - LAND/SUBDIVISION DEVELOPMENT		200.00	2,000.00	200.00	1,343.00	160.00	1,206.00		3,570.25	



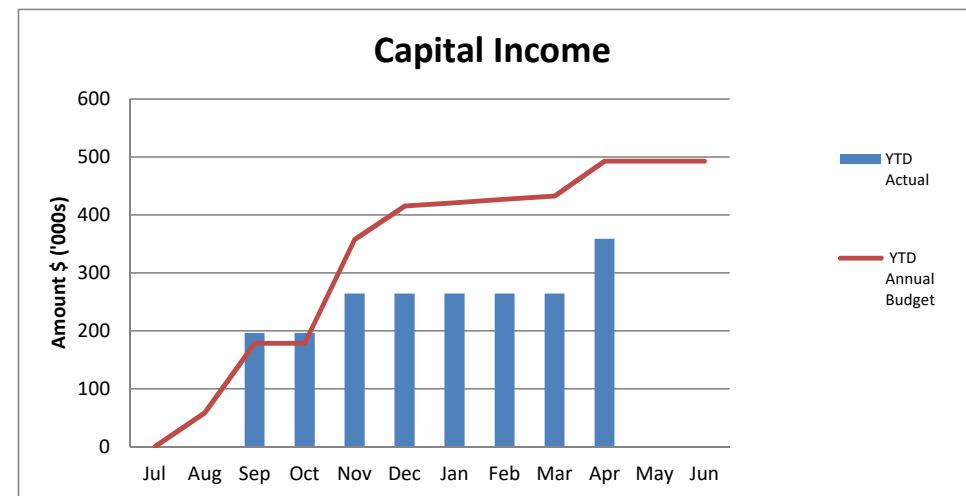
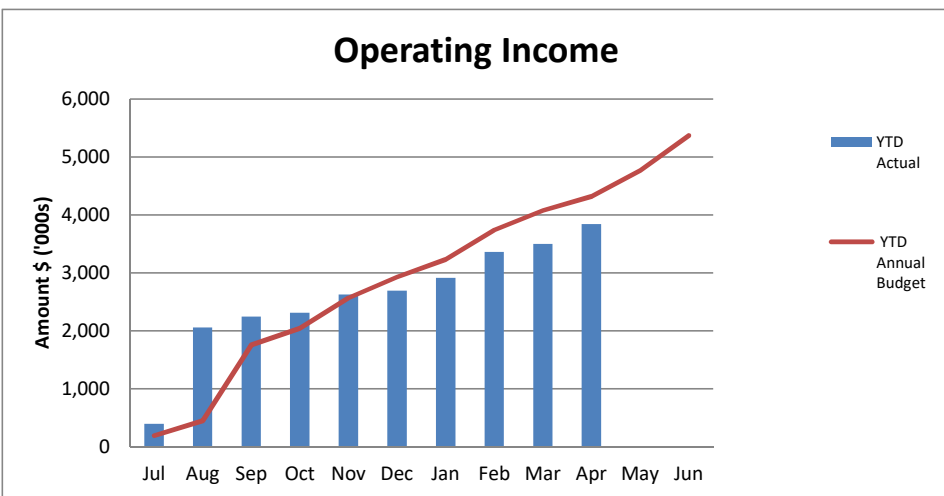
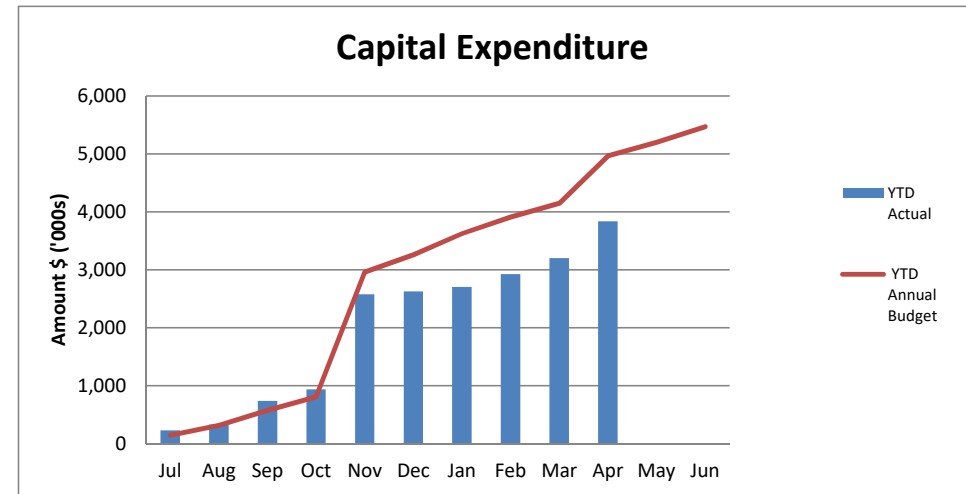
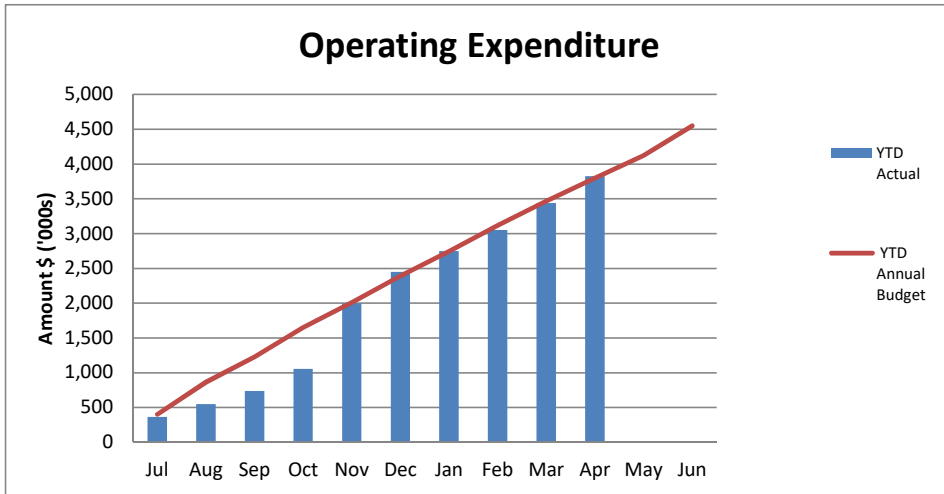
SHIRE OF MUKINBUDIN
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

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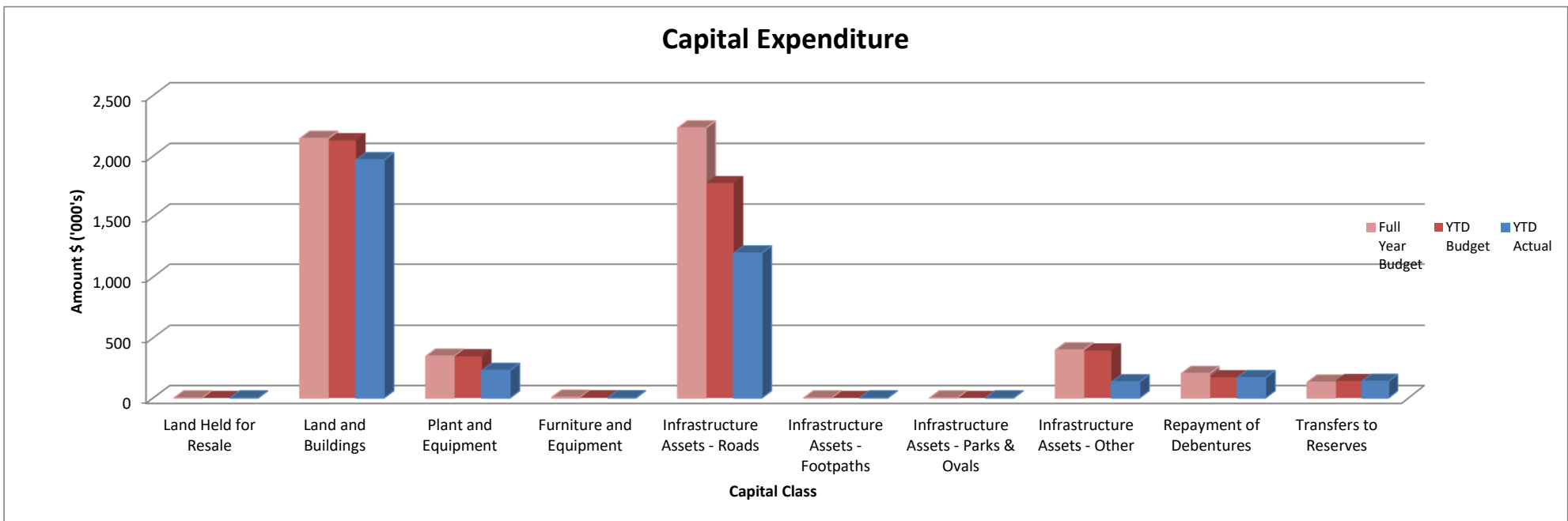
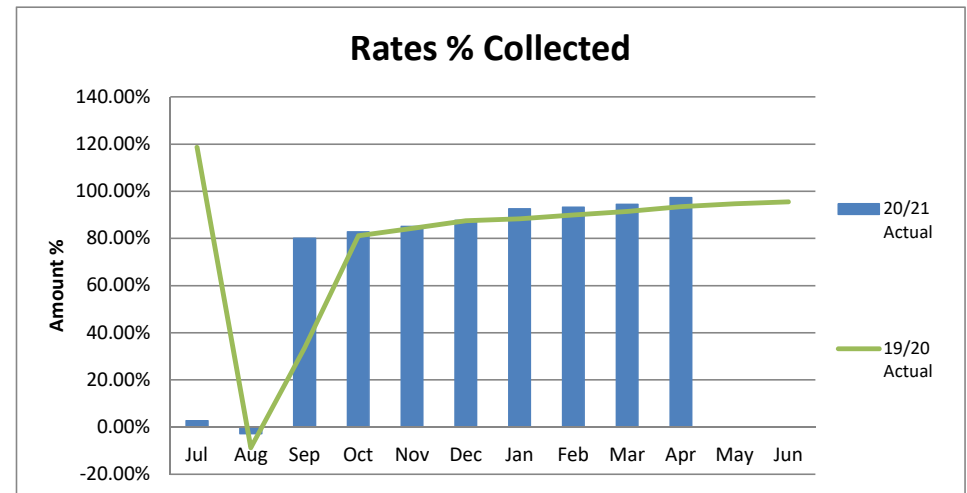
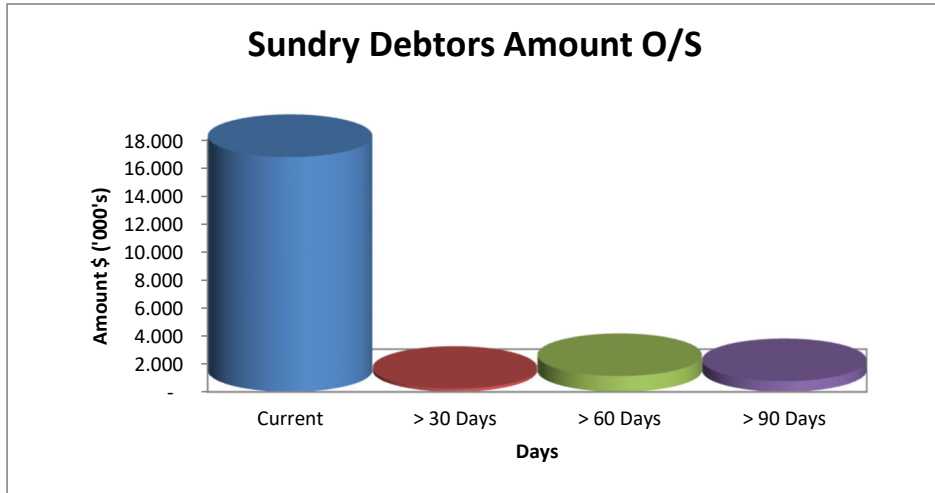
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Schedules are attached showing:
 Comparatives and Comments

Income and Expenditure Graphs to 30 April 2021



Other Graphs to 30 April 2021



STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

	NOTE	Adopted Budget	2020/21 Amended Budget	April 2021 YTD Budget	April 2021 Actual	Variances Actuals to YTD Budget	Variances Actual Budget to YTD
		\$	\$	\$	\$	\$	%
Operating							
Revenues/Sources							
General Purpose Funding		859,767	847,567	621,143	640,138	18,995	3.06%
Law, Order, Public Safety		127,771	126,371	95,876	102,068	6,192	6.46%
Health		75,210	48,650	47,350	48,356	1,006	2.12%
Education and Welfare		226,458	225,818	152,489	195,376	42,887	28.12% ▲
Housing		265,593	240,272	197,703	210,966	13,263	6.71%
Community Amenities		128,221	136,281	85,371	99,656	14,285	16.73% ▲
Recreation and Culture		394,031	393,706	392,101	146,783	(245,318)	(62.57%) ▼
Transport		1,738,623	1,810,512	1,218,950	846,260	(372,690)	(30.57%) ▼
Economic Services		245,353	241,563	202,980	227,003	24,023	11.84% ▲
Other Property and Services		57,241	80,650	67,140	99,718	32,578	48.52% ▲
		4,118,268	4,151,390	3,081,103	2,616,324	(464,779)	(15.08%)
(Expenses)/(Applications)							
Governance		(415,058)	(414,658)	(294,538)	(257,299)	37,239	12.64% ▼
General Purpose Funding		(109,135)	(110,135)	(90,945)	(81,582)	9,363	10.30%
Law, Order, Public Safety		(101,790)	(105,290)	(89,705)	(73,024)	16,681	18.60% ▼
Health		(128,987)	(98,997)	(82,382)	(71,078)	11,304	13.72% ▼
Education and Welfare		(99,386)	(94,386)	(81,661)	(83,458)	(1,797)	(2.20%)
Housing		(315,879)	(329,079)	(276,847)	(296,765)	(19,918)	(7.19%)
Community Amenities		(302,658)	(308,549)	(260,412)	(239,119)	21,293	8.18%
Recreation & Culture		(758,540)	(774,840)	(660,356)	(698,476)	(38,120)	(5.77%)
Transport		(1,878,044)	(1,878,844)	(1,577,186)	(1,669,038)	(91,852)	(5.82%)
Economic Services		(381,561)	(391,508)	(333,424)	(327,189)	6,235	1.87%
Other Property and Services		(63,739)	(44,253)	(51,810)	(25,505)	26,305	50.77% ▼
		(4,554,777)	(4,550,539)	(3,799,266)	(3,822,533)	(23,267)	0.61%
Net Operating Result Excluding Rates		(436,509)	(399,149)	(718,163)	-1,206,208.8	(488,046)	67.96%
Adjustments for Non-Cash							
(Revenue) and Expenditure							
(Profit)/Loss on Asset Disposals	2	(7,700)	(7,700)	(7,700)	(9,330)	(1,630)	(21.17%)
Rounding		0	0	0	(3)	1	0.00%
Depreciation on Assets		1,657,180	1,657,180	1,380,880	1,434,856	53,976	(3.91%)
Capital Revenue and (Expenditure)							
Purchase of Land and Buildings	1	(453,072)	(2,144,566)	(2,129,664)	(2,077,255)	52,409	2.46%
Purchase of Furniture & Equipment	1	(5,712)	(5,712)	(5,712)	(438)	5,274	92.33%
Purchase of Plant & Equipment	1	(319,500)	(347,220)	(347,220)	(228,492)	118,728	34.19% ▼
Works In Progress Property Plant & Equipment	1	0	1,722,892	1,577,990	1,723,192	145,202	(9.20%)
Purchase of Infrastructure Assets - Roads	1	(2,100,485)	(2,230,475)	(1,776,316)	(1,193,702)	582,614	32.80% ▼
Purchase of Infrastructure Assets - Other	1	(394,000)	(399,000)	(394,670)	(133,615)	261,055	66.15% ▼
Lease Capital Repayments	1	(9,027)	(9,027)	(7,520)	(4,017)	3,503	46.59%
Proceeds from Disposal of Assets	2	247,910	261,546	261,546	144,045	(117,501)	(44.93%) ▼
Repayment of Debentures	3	(203,007)	(203,007)	(172,318)	(171,890)	428	0.25%
Proceeds from New Debentures	3	120,000	120,000	120,000	120,000	0	0.00%
Transfers to Restricted Assets (Reserves)	4	(130,910)	(142,546)	(141,358)	(137,273)	4,085	2.89%
Transfers from Restricted Asset (Reserves)	4	111,473	111,473	111,472	94,500	(16,972)	(15.23%) ▼
ADD Net Current Assets July 1 B/Fwd	5	702,248	711,495	711,495	711,495	(0)	0.00%
LESS Net Current Assets Year to Date	5	0	(82,705)	(294,870)	289,311	584,181	198.11%
Amount Raised from Rates		(1,221,111)	(1,221,111)	(1,242,388)	(1,223,447)	18,941	(1.52%)

(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 2020 TO 30 APRIL 2021
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
--

Education and Welfare - Variance above budget expectations.

The majority of the unpaid Grants for New Childcare Building - Boodie Rats building were received sooner than expected. \$42,887 ▲

Community Amenities - Variance above budget expectations

Timing - In previous years the revegetation project that was delayed due to the lack of seedlings. Recognition of some of prior year grants has now occurred sooner than expected as expenses have now been incurred. \$14,285 ▲

Recreation & Culture - Variance below budget expectations

Payments of the Local Roads and Community Infrastructure Grant for:

Mukinbudin Lion's Park Playground Upgrade \$140K Exp in Job IO253. Cancelled for 20-21. Pump Track Installation \$150K. Reduced 20-21. -\$245,318 ▼

Resurface the Tennis Courts \$50K with \$55K (\$5K council Funds) . Cancelled 20-21.

Transport - Variance below budget expectations

The expected the flood damage grant has not and will not be a large as expected and will not be received in 20-21.

The Local Roads and Community Infrastructure Grant for cement stabilising the open drain and installation two silt traps on the Western side of the Kununoppin Mukinbudin Road has not been received as the proposed project was not approved. The income will be reallocated. The lack of the flood damage funds is partly compensated for the earlier than expected Regional Road Group funding. -\$372,690 ▼

Economic Services - Variance above budget expectations.

All short stay income, except that from the Caravan Park Barracks is greater that expected at this time of the year. \$24,023 ▲

Other Property and Services - Variance above budget expectations.

The major component of the increased income are payments from the LGIS in Administration which have been sooner than expected and unexpected FBT refund and LGIS Contributions Assistance Package. \$32,578 ▲

REPORTABLE OPERATING EXPENSE VARIATIONS
--

Governance - Variance below budget expectations.

Most Consultancy costs are yet to be incurred and some may not occur. \$37,239 ▼

Law Order and Public Safety - Variance below budget expectations.

The most significant reduction is that in depreciation expenses. A remaining useful life, residual value and depreciation rate review has been completed, reducing the depreciation rate in this case. \$16,681 ▼

Health - Variance below budget expectations.

The most significant item is that the Medical Practice Costs are less than the YTD Budget as there appears to be a delay in invoicing. \$11,304 ▼

Community Amenities - Variance below budget expectations.

In previous years the Small Communities Stewardship Grant funded expenses for fencing and revegetation were delayed due to the unavailability of seedlings. Expenditure in 2020-2021 is now proceeding but slower than expected.. \$21,293

Transport - Variance above budget expectations.

Additional expenditure items are a higher rate of expenditure on Townsite Road Maintenance and depreciation -\$91,852

Economic Services - Variance below budget expectations.

Tourism/Caravan Park \$6,235

SHIRE OF MUKINBUDIN
FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021
Report on Significant variances Greater than 10% and \$10,000

\$
Variances
Actuals to
YTD Budget

REPORTABLE OPERATING EXPENSE VARIATIONS - Continued

Other Property and Services - Variance below budget expectations.

The most significant components are:

- The plant recovery budget is not synchronised with expenses and most plant expenses are below the budget used to set the charge-out rates, especially fuel, oils and repairs despite greater utilisation and resulting recoveries. Resulting in an over-recovery of expenses. \$26,305 ▼
- The Administration Overheads recovery budget is not synchronised with expenses and overall expenses are less than the YTD budget and income higher.

REPORTABLE NON-CASH VARIATIONS

Depreciation on Assets - Variance above budget expectations.

A review of Remain Useful Lives, Residual Values and Depreciation Rates along with new assets have increased the overall depreciation cost. \$53,976

REPORTABLE CAPITAL EXPENSE VARIATIONS

Purchase of Land & Buildings - Variance below budget expectations.

The main component of this is the rate of expenses on the White St Childcare Centre. Some house capital expenses are also less than the YTD Budget. \$52,409

Purchase of Plant & Equipment - Variance below budget expectations.

The 2nd and 3rd changeovers of the CEO's vehicle have not happened as soon as expected. \$118,728 ▼

Works In Progress Property Plant & Equipment- Variance below budget expectations.

Timing - The recognition of the credit for works in progress is not aligned the actual transaction for staff housing. \$145,202 ▼

Purchase of Infrastructure Assets Roads - Variance below budget expectations.

The main component is flood damage related expenditure which is less than the year to date budget and is subject to review and is unlikely to commence in 20-21. \$582,614 ▼

Purchase of Infrastructure Assets Other - Variance below budget expectations.

Works to resurface the Tennis Courts and works at the Lions Park Upgrade the Playground have been Cancelled for 20-21. The pump track expenditure to date is about \$10K less than the budget allocation. \$261,055 ▼

REPORTABLE CAPITAL INCOME VARIATIONS

Proceeds from Disposal of Assets - Variance below budget expectations.

The most significant item is that:

- The 2nd and 3rd changeovers of the CEO's vehicle have not happened as soon as expected. -\$117,501 ▼

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

The budgeted transfer from the Leave Reserve has not happened and may not happen. -\$16,972 ▼

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

	2020/21 Adopted Budget \$	2020/21 Amended Budget \$	2020/21 YTD Budget \$	April 2021 Actual \$
1. ACQUISITION OF ASSETS				
The following assets have been acquired during the period under review:				
By Program				
Law, Order & Public Safety				
<u>Emergency Services Levy</u>				
Emergency Services Building Capital	17,692	91,025	91,023	91,023.94
Buildings Works In Progress - Cap Exp	0	-84,008	-84,008	(84,308.02)
Health				
<u>Other Health</u>				
Building (Capital) - Other Health	40,910	40,910	40,910	40,909.09
Land Purchase Exps - Cap Exp - Other	0	13,636	13,636	13,636.36
Education & Welfare				
<u>Care of Families and Children</u>				
Child Care White Street - Building Capital	124,270	887,085	887,083	845,073.16
Building Works In Progress - Childcare	0	-762,815	-762,815	(762,815.14)
Child Care Centre - White St Infrastructure	0	7,000	7,000	10,641.17
Housing				
<u>Housing - Shire (Staff and Rentals)</u>				
11 Cruickshank Rd Building Capital	0	7,110	7,110	7,106.00
1 Salmon Gum Alley Building Capital	25,000	35,000	28,430	23,237.75
8 Gimlett Way (Lot 203) Building Capital	0	0	0	660.00
12 Gimlett Way Building Capital Exp -	30,000	460,030	460,026	460,026.52
4 Earl Drive Building Capital Exp - Housing	30,000	464,570	464,566	464,567.85
Buildings Works In Progress - Staff Housing	0	-869,412	-724,510	(869,412.20)
<u>Housing - Aged (Including Senior Citizens)</u>				
Aged Unit 3 - Capital	0	0	0	5,320.00
<u>Housing - Other (Including Joint Venture)</u>				
Jv Singles Unit 1 - Capital	0	0	0	5,480.00
Community Amenities				
<u>Other Community Amenities</u>				
Cemetery Capital	13,000	13,000	8,703	10,179.71
Recreation and Culture				
<u>Swimming Pools</u>				
Swimming Pool Infrastructure Capital	16,000	14,000	13,995	11,905.00
<u>Other Recreation & Sport</u>				
Mukinbudin Sports Complex Building	25,200	25,200	16,884	53.59
Mukinbudin Sports Complex Auxiliary	40,000	0	-4	0.00
Sports Complex - Other Infrastructure -	205,000	205,000	204,990	90,188.75
Mukinbudin Lions Park - Other	140,000	140,000	139,990	0.00
Transport				
<u>Roads, Streets, Bridges & Depots</u>				
Nungarin North Road Renewal - Cap	0	119,000	39,270	104,292.79
Moondon Road Renewal - Cap Exp	105,000	140,800	140,795	140,800.08
Sprigg Road Renewal - Cap Exp	0	57,500	57,500	57,423.04
Doig Road Renewal - Cap Exp	0	19,600	19,600	19,568.46
Koorda-Bullfinch Road Renewal (East	0	0	0	1,551.95
Koorda Bullfinch Road Shadbolt St	0	12,000	12,000	0.00
Kununoppin-Mukinbudin Road Renewal	515,485	515,485	515,485	556,697.04
Kununoppin-Mukinbudin Road Bent St	0	6,000	6,000	0.00
Mukinbudin Wialki Rd Renewal - Cap	0	53,200	17,556	37,708.00
Unallocated Road Capital Expense -	395,000	0	-4	0.00
Kununoppin-Mukinbudin Road	0	172,950	57,073	176,698.55
Flood Damage - Roads (Capital)	1,003,000	1,003,000	780,101	0.00
Cookinbin Road Flood Damage	0	0	0	1,938.30
Karomin Road Flood Damage	0	0	0	1,864.32
Kununoppin-Mukinbudin Road Flood	0	45,340	45,340	45,340.37
Urban Road Drainage - New - Cap Exp -	36,000	36,000	36,000	244.36
Bent St/Kununoppin-Mukinbudin Road	46,000	49,600	49,600	49,577.00
Townscape Other Infrastructure (Main	10,000	10,000	9,992	0.00
<u>Road Plant Purchases</u>				
Plant & Equipment (Capital) - Road Plant	124,500	158,220	158,220	158,219.66

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

<u>By Program (Continued)</u>	2020/21 Adopted Budget \$	2020/21 Amended Budget \$	2020/21 YTD Budget \$	April 2021 Actual \$
1. ACQUISITION OF ASSETS (Continued)				
Economic Services				
<i>Tourism & Area Promotion</i>				
Caravan Park House Purchase -	120,000	120,000	120,000	120,000.00
Caravan Park Infrastructure Capital Exp	10,000	10,000	10,000	10,700.00
Plant & Equipment (Capital) - Tour & Area	15,000	9,000	9,000	9,000.00
Other Property & Services				
<i>Public Works Overheads Overheads</i>				
Depot Building Capital	0	0	0	160.45
<i>Administration Overheads</i>				
Furniture & Equipment (Capital) -	5,712	5,712	5,712	438.47
Plant & Equipment (Capital) -	180,000	180,000	180,000	61,272.73
<i>Land Subdivision n Development</i>				
Land Works In Progress - Land/Subdivisions	0	-6,657	-6,657	(6,657.00)
	<u>3,272,769.00</u>	<u>3,404,081.00</u>	<u>3,075,592.00</u>	<u>1,910,312.10</u>

The following assets have been acquired during the period under review:

<u>By Class</u>				
Land	0	13,636	13,636	13,636.36
Buildings	453,072	2,130,930	2,116,028	2,063,618.35
Property Plant & Equipment Works In Progress	0	(1,722,892)	(1,577,990)	(1,723,192.36)
Furniture & Equipment	5,712	5,712	5,712	438.47
Plant & Equipment	319,500	347,220	347,220	228,492.39
Infrastructure - Roads	2,100,485	2,230,475	1,776,316	1,193,704.26
Infrastructure - Other	394,000	399,000	394,670	133,614.63
	<u>3,272,769</u>	<u>3,404,081</u>	<u>3,075,592</u>	<u>1,910,312.10</u>

SHIRE OF MUKINBUDIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

2. DISPOSALS OF ASSETS

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

<u>By Program</u>	Asset	Written Down Value		Sale Proceeds		Profit(Loss)		
		2020/21 Adopted Budget \$	April 2021 Actual \$	2020/21 Adopted Budget \$	April 2021 Actual \$	2020/21 Adopted Budget \$	April 2021 Actual \$	
Health								
	Sale of the Old Nursing Post Building	65120	40,910	40,859.56	40,910	40,909.09	0	49.53
	Sale of the Old Nursing Post Land	65020		13,636.36		13,636.36	0	0.00
Transport								
	Komatsu WB97R-2 Backhoe	31720	4,500	4,500.00	15,000	13,090.91	10,500	8,590.91
	Isuzu D - Max 4x2 Crew Cab Hi-Ride SX Automatic 3.0I T/Diesel MBL 2	311	17,800	16,924.96	15,000	17,318.18	(2,800)	393.22
Other Property and Services								
	Replacement CEO Vehicle x 3		177,000		177,000		0	0.00
	Car 2019 Toyota Prado DSL Wagon A/T VX (CEO) Delivered Mar20 MBL1	43320	0	58,794.47	0	59,090.91	0	296.44
	Car 2019 Toyota Prado DSL Wagon A/T VX Model GDJ150R-GKTEYQ (CEO) Delivered Sep19 MBL1	43319C	0		0		0	0.00
			240,210	134,715.35	247,910	144,045.45	7,700	9,330.10

SHIRE OF MUKINBUDIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

DISPOSALS OF ASSETS Continued By Class of Asset		Written Down Value		Sale Proceeds		Profit(Loss)	
		2020/21 Adopted Budget	April 2021 Actual	2020/21 Adopted Budget	April 2021 Actual	2020/21 Adopted Budget	April 2021 Actual
		\$	\$	\$	\$	\$	\$
	Asset						
Land & Buildings							
Sale of the Old Nursing Post Building	65120	40,910	40,859.56	40,910	40,909.09	0	49.53
Sale of the Old Nursing Post Land	65020	0	13,636.36	0	13,636.36	0	0.00
Subtotal	65120	40,910	54,495.92	40,910	54,545.45	0	49.53
Plant & Equipment							
Komatsu WB97R-2 Backhoe	31720	4,500	4,500.00	15,000	13,090.91	10,500.00	8,590.91
Isuzu D - Max 4x2 Crew Cab Hi-Ride SX Automatic 3.0l T/Diesel MBL 2	311	17,800	16,924.96	15,000	17,318.18	-2,800.00	393.22
Replacement CEO Vehicle x 3		177,000		177,000		0.00	0.00
Car 2019 Toyota Prado DSL Wagon A/T VX (CEO) Delivered Mar20 MBL1	43320	0	58,794.47	0	59,090.91	0.00	296.44
Subtotal Plant & Equipment	311	199,300	80,219.43	207,000	89,500.00	7,700.00	9,280.57
		240,210	134,715.35	247,910	144,045.45	7,700.00	9,330.10

	2020/21 Adopted Budget	April 2021 Actual
	\$	\$
Summary		
Profit on Asset Disposals	10,500	9,330.10
Loss on Asset Disposals	(2,800)	0.00
	7,700	9,330.10

Note:

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

SHIRE OF MUKINBUDIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Lender	Particulars	Loan Finishes	Principal 1-Jul-20	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
				2020/21 Adopted Budget \$	2020/21 Actual \$	2020/21 Adopted Budget \$	2020/21 Actual \$	2020/21 Adopted Budget \$	2020/21 Actual \$	2020/21 Adopted Budget \$	2020/21 Actual \$
	Education & Welfare										
WATC	Loan 109 - CRC	1/02/2021	7,249	0	0	7,249	7,248	0	1	390	400
WATC	Loan 125 Boodie Rats New Building		194,233	0	0	11,704	5,767	182,529	188,466	5,131	3,341
	Housing										
WATC	Loan 124 - 8 Gimlett Way	30/09/2028	225,790			23,676	23,676	202,114	202,114	8,218	8,218
WATC	Loan 126 - 2 Houses, 8 Gimlett Way & 4 Earl Drive		738,085	0	0	44,476	21,915	693,609	716,170	19,499	12,697
	Recreation & Culture										
WATC	Loan 108 - Bowling Club	1/02/2021	17,686	0	0	17,686	17,687	0	(1)	977	977
	Economic Services										
WATC	Loan 119 - Mukinbudin Cafe	13/04/2027	73,054	0	0	8,903	8,903	64,151	64,151	4,195	4,194
WATC	Loan 127 -Caravan Park House, 22 B	30/09/2035		120,000	120,000	3,530	3,570	116,470	116,430	1,260	1,187
	Other Property & Services										
WATC	Loan 118 - Vibe Roller MBL 1677	13/09/2021	25,313	0	0	16,662	16,662	8,651	8,651	1,304	1,304
WATC	Loan 120 - Skid Steer MBL 1724	15/01/2024	30,473	0	0	7,110	7,110	23,363	23,363	1,524	1,524
WATC	Loan 121 - Grader MBL 95	27/02/2023	113,509	0	0	36,797	36,797	76,712	76,712	3,718	3,341
WATC	Loan 122 - Roller MBL 811	27/02/2023	61,763	0	0	20,022	20,022	41,741	41,741	2,023	2,220
WATC	Loan 123 - Tractor MBL 244	2/12/2022	13,309	0	0	5,192	2,533	8,117	10,776	506	549
			1,500,464	120,000	120,000	203,007	171,890	1,417,457	1,448,574	48,745	39,952

All loan repayments were financed by general purpose revenue.

Note: The Western Australian Treasury Corporation Loan Guarantee Fee has been included in Interest as recommended in the Local Government Accounting Manual.

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

	2020/21 Adopted Budget \$	April 2021 Actual \$
4. RESERVES		
Cash Backed Reserves		
Leave Reserve		
Opening Balance	141,755	141,755
Amount Set Aside / Transfer to Reserve	3,620	1,493
Amount Used / Transfer from Reserve	<u>(16,973)</u>	<u>0</u>
	<u>128,402</u>	<u>143,248</u>
Plant Reserve		
Opening Balance	36,989	36,989
Amount Set Aside / Transfer to Reserve	58,500	57,890
Amount Used / Transfer from Reserve	<u>(94,500)</u>	<u>(94,500)</u>
	<u>989</u>	<u>379</u>
Building & Residential Land Reserve		
Opening Balance	137,584	137,584
Amount Set Aside / Transfer to Reserve	44,410	55,992
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>181,994</u>	<u>193,576</u>
Senior Housing Reserve		
Opening Balance	20,862	20,862
Amount Set Aside / Transfer to Reserve	500	220
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>21,362</u>	<u>21,082</u>
Roadworks Reserve		
Opening Balance	31,792	31,792
Amount Set Aside / Transfer to Reserve	880	335
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>32,672</u>	<u>32,127</u>
Swimming Pool Reserve		
Opening Balance	118,186	118,186
Amount Set Aside / Transfer to Reserve	23,000	21,343
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>141,186</u>	<u>139,529</u>
Total Cash Backed Reserves	<u><u>506,605</u></u>	<u><u>529,941</u></u>

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

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

	Adopted Budget Adopted Budget \$	April 2021 Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers		
Transfers to Reserves		
Leave Reserve	3,620	1,493
Plant Reserve	58,500	57,890
Building & Residential Land Reserve	44,410	55,992
Seniors Housing Reserve	500	220
Roadworks Reserve	880	335
Swimming Pool Reserve	23,000	21,343
	<u>130,910</u>	<u>137,273</u>
Transfers from Reserves		
Leave Reserve	(16,973)	0
Plant Reserve	(94,500)	(94,500)
	<u>(111,473)</u>	<u>(94,500)</u>
Total Transfer to/(from) Reserves	<u>19,437</u>	<u>42,773</u>

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

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.

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. \$20,00 per year plus interest is to be transferred to this reserve.

Royalties for Regions

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

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021**

	2019/20 B/Fwd Per Adopted Budget	2019/20 B/Fwd Actual	April 2021 Actual
	\$	\$	\$
5. NET CURRENT ASSETS			
Note			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	915,314	907,267	1,039,576
Cash - Restricted Unspent Grants	23,053	0	0
Cash - Restricted Muni Funds	0	23,053	22,621
Cash - Restricted Reserves	487,167	487,167	529,940
Rates Outstanding	48,258	57,820	34,862
Sundry Debtors	67,720	67,720	18,980
Provision for Doubtful Debts	(8,379)	(5,171)	(5,171)
Gst Receivable	32,920	34,144	54,722
Accrued Income	4,773	4,811	4,811
Payments In Advance	3,564	16,951	8,988
Inventories	950	950	0
	<u>1,575,341</u>	<u>1,594,712</u>	<u>1,709,329</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(97,433)	(103,019)	(513,862)
Accrued Interest On Loans	(10,725)	(12,290)	(12,290)
Accrued Salaries & Wages	(10,757)	(18,017)	(18,017)
Income In Advance - Grants and Contract Liabilities.	(130,687)	(134,005)	(254,145)
GST Payable	(55,663)	(52,001)	(3,834)
Prepaid Rates (Excess Rates)	0	(9,410)	(9,175)
Accrued Expenses	(22,896)	(10,137)	(10,137)
PAYG Liability	(27,072)	(27,072)	(40,567)
FBT Payable	(6,023)	(5,429)	(5,429)
Other Payables	0	(24,670)	(22,621)
Bonds and Deposits Held	(24,670)	0	(1)
Current Employee Benefits Provision	(88,387)	(102,029)	(102,029)
Current Loan Liability	27,682	(199,477)	(31,158)
Current Lease Liability	(9,403)	(9,403)	(5,386)
	<u>(456,035)</u>	<u>(706,959)</u>	<u>(1,028,651)</u>
NET CURRENT ASSET POSITION	1,119,306	887,753	680,678
Less: Cash - Reserves - Restricted	(487,167)	(487,167)	(529,940)
Add Back : Component of Leave Liability not Required to be Funded	88,387	102,029	102,029
Add Back : Current Loan Liability	(27,682)	199,477	31,158
Add Back : Current Lease Liability	9,403	9,403	5,386
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	1 & 2	<u>702,248</u>	<u>711,495</u>
		<u>289,311</u>	

Notes applicable to the Surplus/(Deficit) Carried Forward from June 2020.

- The Surplus/(Deficit) includes \$874,550 from the advance payment of 2020/20201 Financial Assistance Grants.
Without the \$874,550 advance payment the Carried Forward amount at 1 July 2020 would be a deficit of \$163,055.
- The Surplus/(Deficit) carried forward at 30 June 2020 is not expected to change.

Notes applicable to the Surplus/(Deficit) at 30 April 2021.

- The following unspent grant or contract liabilities are expected to be acquired in 2020-2021:

Unspent RTR grant.	3,524
Unspent NRM Environmental Grant	6,342
FESA-ESL Unspent Operational Grant	10,322
Domestic Refuse Collection Charges In Advance	4,022
Commercial Refuse Collection Charges In Advance	1,467
Domestic Recycling Collection Charges In Advance	3,430
Commercial Recycling Collection Charges In Advance	1,251
Local Roads and Community Infrast Prog Grant Phase 1 Grant - Other Rec & Culture	87,688
Regional Arts WA Grant for Drive in Screen Mural Grant - Other Culture	8,982
Other Prepayments received	27,024
<u>Total grants expected to be acquired by 30 June 2021</u>	<u>154,052</u>

- The following unspent grant or contract liabilities are not expected to be acquired in 2020-2021:

Seniors Project Grant (2017-2018)	92
Water Supply Other Infrastructure Unspent Grants - Current Liability	100,000
<u>Total grants not expected to be acquired by 30 June 2021</u>	<u>100,092</u>

SHIRE OF MUKINBUDIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2020/21 Rate Revenue \$	2020/21 Interim Rates \$	2020/21 Back Rates \$	2020/21 Total Revenue \$	2020/21 Adopted Budget \$
General Rate								
GRV - Residential	0.184236	169	1,119,308	206,655	3,592	240	210,487	206,655
GRV - Vacant	0.184236	7	17,831				0	0
UV - Rural	0.022174	246	44,672,500	982,342	(44)	23,376	1,005,673	983,106
UV - Mining	0.022174	8	58,172				0	0
Non Rateable						(24,063)	(24,063)	
Sub-Totals		430	45,867,811	1,188,997	3,548	(448)	1,192,097	1,189,761
Minimum Rates	Minimum \$							
GRV - Residential	440	19	14,664	7,920			7,920	7,920
GRV - Vacant	440	5	1,516	3,080			3,080	3,080
UV - Rural	550	32	245,500	17,600			17,600	17,600
UV - Mining	550	10	59,371	2,750			2,750	2,750
Sub-Totals		66	321,051	31,350	0	0	31,350	31,350
		496	46,188,862	1,220,347	3,548	(448)	1,223,447	1,221,111
Discounts							0	0
Rates Adjustments							0	0
Total Amount of General Rates							1,223,447	1,221,111
Specified Area Rates							0	0
Ex Gratia Rates							17,867	17,867
Total Rates							1,241,314	1,238,978

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.

Normally the general rates detailed above for the 2020/21 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.

However due to COVID-19 no increase in the rate in the dollar was applied in 2020-2021.

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 2020 TO 30 APRIL 2021**

7. RESTRICTED MUNICIPAL AND TRUST FUNDSRestricted Municipal Funds

These Funds held at the date of this report are those that will need be repaid subject to prescribed conditions.

Detail	Balance 01-Jul-20 \$	Amounts Received \$	Amounts Paid (\$)	30/04/2021 Balance \$
Department of Transport Licensing	0	394,911	(389,280)	5,631
Mukinbudin Indoor Cricket Club	0	0	0	0
Other Restricted Funds	8,602	0	(8,602)	0
Sports Complex Key Bonds	0	0	0	0
Council Nomination Deposit	0	0	0	0
Housing Tenancy Bonds	800	12,904	(12,244)	1,460
Hall Hire Bonds & Deposits	0	0	0	0
Gym Bonds	2,040	0	(60)	1,980
Soil Conservation	13,166	0	0	13,166
Builders Levy (BCITF)	0	0	0	0
Building Service Levy	62	440	(118)	384
Standpipe Key Bonds	0	0	0	0
Mukinbudin Football Club Rams Plates	0	0	0	0
	24,670	408,255	(410,304)	22,621

Trust Funds

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

Detail	Balance 01-Jul-20 \$	Amounts Received \$	Amounts Paid (\$)	30/04/2021 Balance \$
Wilgoyne Tennis Club	0	0	0	0
Other Trust Funds	0	1	0	1
LGMA Wheatbelt	0	0	0	0
Karlonning Pipeline Scheme	0	0	0	0
Drive in Donation	0	0	0	0
	0	1	0	1

Note: \$1 has been transferred from The Municipal Bank Account to the Trust Bank account to keep the account open in order to comply with legislation.

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

8. OPERATING STATEMENT

	April 2021 Actual \$	2020/21 Adopted Budget \$	2019/20 Actual \$
OPERATING REVENUES			
Governance	0	0	0
General Purpose Funding	1,863,585	2,080,878	2,967,842
Law, Order, Public Safety	102,068	127,771	14,007
Health	48,356	75,210	39,265
Education and Welfare	195,376	226,458	470,451
Housing	210,966	265,593	182,756
Community Amenities	99,656	128,221	89,591
Recreation and Culture	146,783	394,031	77,900
Transport	846,260	1,738,623	884,333
Economic Services	227,003	245,353	223,442
Other Property and Services	99,718	57,241	79,483
TOTAL OPERATING REVENUE	3,839,771	5,339,379	5,029,070
OPERATING EXPENSES			
Governance	257,299	415,058	349,541
General Purpose Funding	81,582	109,135	90,455
Law, Order, Public Safety	73,024	101,790	105,233
Health	71,078	128,987	131,781
Education and Welfare	83,458	99,386	154,369
Housing	296,765	315,879	290,807
Community Amenities	239,119	302,658	241,059
Recreation & Culture	698,476	758,540	749,107
Transport	1,669,038	1,878,044	1,905,155
Economic Services	327,189	381,561	330,905
Other Property and Services	25,505	63,739	102,368
TOTAL OPERATING EXPENSE	3,822,533	4,554,777	4,450,778
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>17,238</u>	<u>784,602</u>	<u>578,292</u>

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

9. STATEMENT OF FINANCIAL POSITION

	April 2021 Actual \$	2019/20 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	1,592,137	1,417,487
Trade and Other Receivables	117,192	176,276
Inventories	0	950
TOTAL CURRENT ASSETS	<u>1,709,329</u>	<u>1,594,713</u>
NON-CURRENT ASSETS		
Other Receivables	713	713
Inventories	365,614	365,614
Investments	53,416	53,416
Property, Plant and Equipment	14,514,114	14,293,679
Right of Use Assets	3,906	12,260
Infrastructure	54,723,133	54,594,474
TOTAL NON-CURRENT ASSETS	<u>69,660,896</u>	<u>69,320,156</u>
TOTAL ASSETS	<u>71,370,225</u>	<u>70,914,869</u>
CURRENT LIABILITIES		
Trade and Other Payables	890,077	396,052
Long Term Borrowings	31,158	199,477
Lease Liabilities	5,386	9,403
Provisions	102,029	102,029
TOTAL CURRENT LIABILITIES	<u>1,028,650</u>	<u>706,961</u>
NON-CURRENT LIABILITIES		
Long Term Borrowings	1,417,418	1,300,988
Lease Liabilities	3,288	3,288
Provisions	33,304	33,304
TOTAL NON-CURRENT LIABILITIES	<u>1,454,010</u>	<u>1,337,580</u>
TOTAL LIABILITIES	<u>2,482,660</u>	<u>2,044,541</u>
NET ASSETS	<u>68,887,565</u>	<u>68,870,328</u>
EQUITY		
Retained Surplus	44,733,330	44,758,866
Reserves - Cash Backed	529,940	487,167
Revaluation Surplus	23,624,295	23,624,295
TOTAL EQUITY	<u>68,887,565</u>	<u>68,870,328</u>

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

10. FINANCIAL RATIOS

	2020/21 YTD	2019/20	2018/19	2017/18
Current Ratio	1.27	1.82	8.44	2.67
Operating Surplus Ratio	(0.58)	(0.32)	(0.27)	(0.77)

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 and meets The minimum specified by the Department of Local Government, Sport and Cultural Industries

High – Less than 1

If less than one (1), current liabilities are greater than current assets and Council has a short term funding issue. Fails to meet minimum specified by the Department of Local Government, Sport and Cultural Industries

COMMENT:

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

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

Operating Surplus Ratio

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

INTERPRETATION:

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

RISK INDICATORS:

Low – 0.15 or greater

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

High – Lower than 0

The local government is experiencing an operating deficit.

COMMENT:

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

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

11. GRANT REVENUE - RECORD OF RECEIPTS				Adopted/						Yet To Be
Including those recognised as a liability at the reporting date, including prior years.				Amended	30/09/2020	31/12/2020	31/03/2021	30/06/2021	Total	Received/
Grant Source/ Purpose	Comment	%	Budget	1/4	2/4	3/4	4/4	Received	Received/	Recognised
				RECEIVED	RECEIVED	RECEIVED	RECEIVED			
				Inc B'fwd						
GENERAL PURPOSE FUNDING				798,730						
UNTIED	FAGS - General Purpose	75.00%	555,507	138,877	138,877	138,877		416,630	138,877	
UNTIED	FAGS - Road Component	75.00%	243,223	60,806	60,806	60,806		182,417	60,806	
LAW, ORDER, PUBLIC SAFETY				118,971						
TIED	ESL Levy Funding - Operating Grant	80.05%	18,971	8,849		2,541	3,797	15,186	3,785	
TIED	ESL Levy Funding - Capital Grant	90.28%	100,000	90,284				90,284	9,716	
EDUCATION & WELFARE				218,468						
TIED	Seniors Program Income	100.39%	92	92				92	0	
TIED	New Child Care Building Building Better Regions Grant Contrib (For Boodie Rats)	86.65%	218,376	143,654		45,560		189,214	29,162	
COMMUNITY AMENITIES				59,616						
TIED	NRM Grant - Operating Grant includes, unspent income recognised. Note: Interest on the unspent grant is recognised.	73.06%	59,616	43,496	30	23	8	43,556	16,060	
RECREATION & CULTURE				340,000						
TIED	Local Roads and Community Infrastructure Grant for: Mukinbudin Lion's Park Playground Upgrade \$140K Exp in Job IO253. Pump Track Installation \$150K, Resurface the Tennis Courts \$50K Exp in job IO252.		340,000			177,877		177,877	162,123	
TIED	Regional Arts WA Grant for Drive-in screen Mural and art workshop		0	14,970				14,970	0	
TRANSPORT				1,648,569						
TIED	Main Roads WA Direct Grant	100.00%	131,975	131,975				131,975	0	
TIED	Roads to Recovery Grant - Capital Grant	100.00%	338,937	138,711		200,226		338,937	0	
TIED	Main Roads WA RRG Specific Project Grant	75.89%	343,657		130,400	130,400		260,800	82,857	
TIED	Flood Damage Grant	0.00%	834,000					0	834,000	
TIED	BLACK SPOT FUNDING		0			61,736	30,504	92,240		

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

11. GRANT REVENUE - RECORD OF RECEIPTS

Including those recognised as a liability at the reporting date, including prior years.

Grant Source/ Purpose	Comment	%	Adopted/ Amended	30/09/2020	31/12/2020	31/03/2021	30/06/2021	Total Received	Yet To Be Received/ Recognised	
			Budget	1/4 RECEIVED Inc B'fwd	2/4 RECEIVED	3/4 RECEIVED	4/4 RECEIVED			
ECONOMIC SERVICES										
TIED	- Local Roads and Community Infrastructure Grant for the install three addition concrete slabs at the caravan park.	100.00%	10,000			10,000		10,000	0	
TIED	Department Of Water And Environmental Regulation Grant for CWSP - Recovering Barbarling Rock Catchment & Dam - Community Water Supply Project					100,000		100,000	0	
Notes:				3,194,354	771,714	330,113	928,044	34,308	2,064,179	1,366,547

FAGS - General Purpose. An amount of \$564,148 was prepaid in May 2020.

FAGS - Road Component. An amount of \$310,402 was prepaid in May 2020.

Roads to Recovery Grant - Capital Grant. An amount of \$48,711 was not recieved in 2019-2020 due to the oversubscription of early grant payment arrangements.

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2020 TO 30 APRIL 2021

12. BANK BALANCES & INVESTMENT INFORMATION

Council Funds

At Call Bank Accounts

30 April 2021

	Interest Rate	Amount
Municipal Transaction Account - Bendigo Bank	0.50%	\$1,046,530.53
Reserves Cash at Call Account - Bendigo Bank	0.05%	\$20,507.55
		<u>\$1,067,038.08</u>

Note: The interest rate on the Municipal Transaction Account was set when the account was established.

<u>Investment Register</u>	Term	Interest Rate	Amount	Maturity
Municipal Investments				
			\$0.00	
Total Municipal Investments			<u>\$0.00</u>	

Investment Register

Reserve Investment	7 Month	0.30%	\$509,432.82	2/11/2021
Total Reserve Investment			<u>\$509,432.82</u>	

Council Funds Summary

Municipal Funds	\$1,046,530.53
Reserve Funds	\$529,940.37
	<u>\$1,576,470.90</u>

Restricted Municipal and Trust Funds

Restricted Muni Transaction Acct- Bendigo Bank	0.00%	\$21,876.05
Trust Transaction Acct - Bendigo Bank	0.00%	\$1.00

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.

8.3 Chief Executive Officer's Reports

8.3.1 NEWROC Council Meeting Minutes 19th April 2021	
Location:	Mukinbudin Sporting Complex
File Ref:	ADM 236
Applicant:	Paul Sheedy, Acting Chief Executive Officer
Date:	12 th May 2021
Disclosure of Interest:	Nil
Responsible Officer	Paul Sheedy, Acting Chief Executive Officer
Author:	Nola Comerford-Smith, Administration Manger
Voting Requirements	Simple Majority
Documents Attached	Minutes of NEWROC Meeting held 19 th April 2021
Documents Tabled	Nil

Background

A Council Meeting of NEWROC was held on Tuesday 19th April at the Mukinbudin Sports Complex.

Officer Comment:

The following items form part of the Minutes:

7. Matters for Decision

- 7.1 Waste
- 7.2 Energy
- 7.3 Dowerin Do Over

10. 2021 Meeting Schedule

25 May	Executive	Mt Marshall
29 June	Council	Dowerin
27 July	Executive	Wyalkatchem
24 August	Council	Koorda
Local Government Week Sunday 20 September (NEWROC Dinner)		
28 September	Executive	Trayning
26 October	Council	Nungarin
30 November	Executive	Mukinbudin
14 December	Council	Mt Marshall

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council receive the NEWROC Executive Meeting Minutes for 19th April 2021.

Carried /



North Eastern Wheatbelt Regional Organisation of Councils

Dowerin | Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

Council Meeting

Monday 19 April 2021

Recreation Centre, Mukinbudin

MINUTES

www.newroc.com.au

ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> 🔥 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) 🔥 Council reviews NEWROC project priorities 	Council
March	<ul style="list-style-type: none"> 🔥 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 	Executive
April	🔥 NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none"> 🔥 NEWROC Draft Budget Presented 🔥 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2022) 🔥 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	<ul style="list-style-type: none"> 🔥 Information for Councillors pre-election 🔥 NEWROC Audit 	Council
September		Executive
October	🔥 NEWROC CEO and President Handover	Council
November	<ul style="list-style-type: none"> 🔥 NEWROC Induction of new Council representatives (every other year) 🔥 Review NEWROC MoU (every other year) 	Executive
December	🔥 NEWROC Drinks	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Chair and CEO Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda (Oct 2019 – Oct 2021)

Shire of Mukinbudin

Shire of Trayning

Shire of Dowerin

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NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Council Meeting held at the Mukinbudin Recreation Centre on Monday 19 April 2021 commencing at 3.44pm

MINUTES

1. OPENING AND ANNOUNCEMENTS

NEWROC Chair Cr Stratford welcomed everyone and thanked the Shire of Mukinbudin for hosting the energy workshop and Council meeting.

Cr Stratford on behalf of the NEWROC passed on their condolences to the Shire of Wyalkatchem and Wyalkatchem community on the passing of Cr Nightingale.

Cr Stratford welcomed Paul Sheedy to his first NEWROC Council meeting.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Attendance

Cr Jannah Stratford	NEWROC Chair, President Shire of Koorda
Cr Quentin Davies	President, Shire of Wyalkatchem
Cr Pippa de Lacy	President, Shire of Nungarin
Cr Gary Shadbolt	President, Shire of Mukinbudin
Cr Melanie Brown	President, Shire of Trayning
Cr Darrel Hudson	President, Shire of Dowerin

Darren Simmons	NEWROC CEO, CEO, Shire of Koorda
Peter Klein	CEO, Shire of Wyalkatchem
John Nuttall	CEO, Shire of Mt Marshall
Paul Sheedy	Acting CEO, Shire of Mukinbudin
Leanne Parola	CEO, Shire of Trayning
Leonard Long	CEO, Shire of Nungarin
Rebecca McCall	CEO, Shire of Dowerin

NEWROC Officer

Caroline Robinson	Executive Officer, NEWROC
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Guests

Cr Callum McGlashan	Shire of Mukinbudin
Cr Rob Trepp	Shire of Dowerin

2.2. Apologies

Cr Tony Sachse	Shire of Mt Marshall
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2.3. Leave of Absence Approvals / Approved

Nil

3. Declarations of Interest and Delegations Register

Nil

3.1. Delegation Register

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 Koorda)	Council	CEO	Council Oct 2019
NEWROC Website	CEO	NEWROC EO	Council June 2017

4. Presentations

Nil

5. MINUTES OF MEETINGS

5.1. Council Meeting 23 February 2021

Minutes of the Council Meeting held 23 February 2021 have previously been circulated.

RESOLUTION

That the Minutes of the Council Meeting held on 23 February 2021 be received as a true and correct record of proceedings.

Moved Cr de Lacy

Seconded Cr Shadbolt

Carried 6/0

5.2. Executive Meeting 30 March 2021

Minutes of the Executive Meeting held via Zoom on Tuesday 30 March 2021 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 30 March 2021 be received.

Moved Cr Brown

Seconded Cr Hudson

Carried 6/0

5.3. Business Arising

Nil

6. FINANCIAL MATTERS

6.1. Income, Expenditure and Profit and Loss

FILE REFERENCE: 42-2 Finance Audit and Compliance
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 14 April 2021
ATTACHMENT NUMBER: #1P and L
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENTS

Account transactions for the period 1 February 2021 to 31 March 2021

Date	Source	Description	Reference	Credit	Debit	Gross
BB NEWROC Funds-5557						
Opening Balance				150,366.34	0.00	0.00
01 Feb 2021	Spend Money	Bendigo Bank		0.00	0.40	(0.40)
02 Feb 2021	Payable Payment	Payment: Middleton Business Advisers	INV-2245	0.00	1,133.00	(1,133.00)
02 Feb 2021	Payable Payment	Payment: Monitor Bookkeeping Services	INV-3539	0.00	50.00	(50.00)
02 Feb 2021	Payable Payment	Payment: Solum Wheatbelt Business Solutions	INV-0094	0.00	2,972.50	(2,972.50)
02 Feb 2021	Payable Payment	Payment: Valenti Commercial Lawyers	029620	0.00	976.25	(976.25)
18 Feb 2021	Receive Money	Australian Taxation Office		1,552.00	0.00	1,552.00
24 Feb 2021	Receivable Payment	Payment: Shire of Dowerin	INV-0063	14,300.00	0.00	14,300.00
24 Feb 2021	Receivable Payment	Payment: Shire of Dowerin	INV-0064	29,700.00	0.00	29,700.00
26 Feb 2021	Payable Payment	Payment: Valenti Commercial Lawyers	029622	0.00	728.75	(728.75)
26 Feb 2021	Payable Payment	Payment: Constructive Visual	200	0.00	22.00	(22.00)
26 Feb 2021	Payable Payment	Payment: Solum Wheatbelt Business Solutions	INV-0095	0.00	3,122.50	(3,122.50)
26 Feb 2021	Payable Payment	Payment: Constructive Visual	INV-0013	0.00	1,549.00	(1,549.00)
01 Mar 2021	Spend Money	Bendigo Bank		0.00	2.80	(2.80)
02 Mar 2021	Payable Payment	Payment: Monitor Business Solutions	RB9479856527	0.00	50.00	(50.00)
04 Mar 2021	Payable Payment	Payment: Qi Consulting	09	0.00	1,656.40	(1,656.40)
Total BB NEWROC Funds-5557				45,552.00	12,263.60	33,288.40
Closing Balance				183,654.74	0.00	0.00
Total				45,552.00	12,263.60	33,288.40

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils As at 31 March 2021

31 MAR 2021

Assets	
Bank	
BB NEWROC Funds-5557	183,654.74
BB Term Deposit Account-1388	194,242.22
Total Bank	377,896.96
Total Assets	377,896.96
Liabilities	
Current Liabilities	
GST	(3,461.53)
Sundry Creditors Control	27,982.50
Total Current Liabilities	24,520.97
Total Liabilities	24,520.97
Net Assets	353,375.99
Equity	
Current Year Earnings	34,702.75
Retained Earnings	318,673.24
Total Equity	353,375.99

RESOLUTION

That the income and expenditure from 1 February to 31 March 2021 and the P and L and balance sheet as at 31 March 2021 be received.

Moved Cr Shadbolt

Seconded Cr Hudson

Carried 6/0

7. MATTERS FOR DECISION**7.1. Waste**

FILE REFERENCE:	103-1 Waste Management
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	14 February 2021
ATTACHMENT NUMBER:	
CONSULTATION:	Giles Perryman
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC EO liaised with Giles Perryman and member Shires to schedule the following ZOOM presentations on the waste project:

Shire of Wyalkatchem	May
Shire of Dowerin	9am – 10am 20 April
Shire of Mukinbudin	10.30am – 11.30am 20 April
Shire of Mt Marshall	1.30pm – 2.30pm 20 April
Shire of Koorda	7pm 21 April
Shire of Nungarin	2pm – 3pm 21 April
Shire of Trayning	3.30 – 4.30pm 21 April

Giles and/or his colleague will present to member Councils and will provide an opportunity for Councillors to ask questions on the project. A visit to Bendering Waste Site has been delayed as the RoEROC EHO has been on leave.

RESOLUTION

Information is received

Moved Cr Shadbolt

Seconded Cr de Lacy

Carried 6/0

7.2. ENERGY

FILE REFERENCE:	107-1 Power
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	14 April 2021
ATTACHMENT NUMBER:	
CONSULTATION:	Cr Jannah Stratford Darren Simmons Cameron Edwards Rob Cossart (WDC) Renee Manning (WDC)
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC EO met with Cameron Edwards (InfraNomics), Rob Cossart, CEO and Renee Manning, Senior Regional Officer of the Wheatbelt Development Commission on Tuesday 23 March 2021 in Merredin. The purpose was to discuss the InfraNomics reports on microgrids and the telecommunications power reliability issues. The WDC was supportive of the work undertaken by the NEWROC and will be guided by members and their preferred option going forward. At the meeting the NEWROC EO and WDC also discussed the grant agreement for the successful REDS application.

The NEWROC EO has requested a meeting with Darren West and Mia Davies.

Additionally the Minister for Energy is Bill Johnston MLA. Cameron will advise us whether we will proceed with this meeting.

A grant agreement for the REDS grant (for the energy project) has been presented to the NEWROC EO for comment and when it is finalized, it will be presented to the NEWROC.

RESOLUTION

Information is received

NEWROC delegates authority to the NEWROC Chair to sign the REDS grant agreement for the energy project

Moved Cr Brown

Seconded Cr de Lacy

Carried 6/0

Discussion:

- \$27500 has been committed from the NEWROC and will be matched with WDC funds (REDS)
- Design stage

7.3. DOWERIN DO OVER

FILE REFERENCE:
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 14 April 2021
ATTACHMENT NUMBER: #2 Program
 #3 NEWROC Media Release
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The Dowerin Do-Over preparations, which the NEWROC is sponsoring, is progressing well. The Shire of Dowerin has undertaken a huge amount of work as well. A summary of some of the media coverage is included below. Post the event, Town Teams will be up to each of the NEWROC communities to offer support in town activation ideas.

WALGA enews 9 April 2021

Dowerin Do-Over - Wheatbelt Regional Conference

The Dowerin Do-Over, held from Thursday, 29 April to Friday, 30 April, is part conference, part hands-on placemaking, and will include 1.5 days of interactive activities along Dowerin's main street.

Attendees can learn more about new ideas to re-activate regional towns, such as pop-up activations, community interventions, public space and other knowledge sharing activities.

This event is targeted at regional Local and State Government staff, Elected Members, community resource centre representatives, community and business organisations.

WALGA Members will receive a free ticket for every five tickets they purchase. Friday ticket costs \$88 and the Thursday night networking and comedy event costs \$22.

To receive the discount, email Town Team Movement to purchase tickets.

For more information, view the [conference program](#) or email Town Team Movement.

Shire of Dowerin social media

Shire of Dowerin
 11 April at 15:43

Dowerin Do Over

The Dowerin Do-Over is a regional showcase event and street party finale that will explore what can be achieved when local leaders and government partners collaborate with the aim of creating great places.

The Do-Over is a partnership between Wheatbelt Business Network, NEWROC, The Shire of Dowerin, and Town Team Movement.

Dowerin Do-Over Conference
 A Festival of Ideas in the Wheatbelt

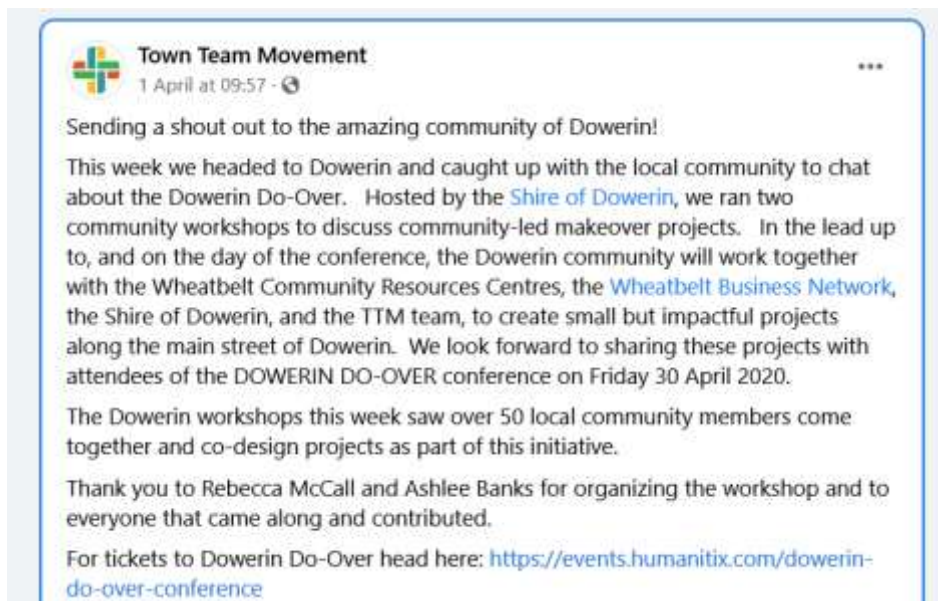
Partner Statements

There are four parts to this event:
 The Opening Night (Friday, 29 April)
 The Dowerin Do-Over
 The Dowerin Do-Over and the conference
 The Dowerin Do-Over Street Party (Friday, 30 April)

Farm Weekly 13 April – print and social media



Town Team Movement Social Media



RESOLUTION

Information is received

Moved Cr Hudson

Seconded Cr Brown

Carried 6/0

Discussion:

- Learnings - Dowerin community projects should have been identified first (50 locals at the kick off events)

- Community and businesses are currently preparing for the event
- The man hours from Council has been quite significant

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

8.1 Energy

Members discussed the presentation by InfraNomics and the desire for a project to push on with. Some of the questions included:

- Are the original projects still viable? Bencubbin townsite and Doig Rd Tower?
- Can we look at powering an industrial area?
- How many telcommunication towers do we have in each Shire?
- Are our issues mainly political?

We should find out an outcome re. Federal grant for microgrid shortly.

ACTION:

NEWROC EO to follow up on Telco Solution (timing) and Bencubbin project (advocacy)

9. 2021 MEETING SCHEDULE

25 May	Executive	Shire of Mt Marshall
29 June	Council	Shire of Dowerin
27 July	Executive	Shire of Wyalkatchem
24 August	Council	Shire of Koorda
<i>(Local Government Week Sunday 20 Sept (NEWROC Dinner)</i>		
28 September	Executive	Shire of Trayning
26 October	Council	Shire of Nungarin
30 November	Executive	Shire of Mukinbudin
14 December	Council	Shire of Mt Marshall

10. CLOSURE

Cr Stratford thanked everyone and closed the meeting at 4.24pm

8.3.2 WALGA Great Eastern Country Zone Minutes 27 April 2021	
Location:	Online - MS Teams
File Ref:	ADM 269
Applicant:	Paul Sheedy, Acting Chief Executive Officer
Date:	10 th May 2021
Disclosure of Interest:	Nil
Responsible Officer	Paul Sheedy, Acting Chief Executive Officer
Author:	Nola Comerford-Smith, Administration Manager
Voting Requirements	Simple Majority
Documents Attached	DFES Presentation, DPIRD Presentation
Documents Tabled	Nil

BACKGROUND

A Council Meeting of WALGA Great Eastern Country Zone was held on Tuesday 27 April via MS Teams.

COMMENT:

The following items were discussed at the Council Meeting:

7. ZONE BUSINESS

- 7.1 Elected Member Training
- 7.2 Fire Bans and Public Holidays
- 7.3 Cyclone Seroja

9. WALGA BUSINESS

- 9.1 State Councillor Report
- 9.2 WALGA Status Report
- 9.3 Review of WALGA State Council Agenda – Matters for Decision
- 9.4 WALGA President's Report

WALGA GECZ Meeting dates:

28 June Shire of Merredin

OFFICER RECOMMENDATION

Council Decision Number –

Moved: **Seconded:**

That Council receive the WALGA Great Eastern Country Zone Council meeting minutes from 27 April 2021.

Carried /



Great Eastern Country Zone

Minutes

Held at Kellerberrin Recreation and Leisure Centre

Commenced at 9:30am
Monday 22 February 2021

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Great Eastern Country Zone

Meeting held at Kellerberrin Recreation and Leisure Centre

Commenced at 9.30am, Monday 22 February 2021

Minutes

1. OPENING AND WELCOME

2. ATTENDANCE AND APOLOGIES

Shire of Bruce Rock	President Cr Stephen Strange Cr Ramesh Rajagopalan Mr Darren Mollenoyux Chief Executive Officer non-voting delegate
Shire of Cunderdin	Mr Stuart Hobley Chief Executive Officer non-voting delegate
Shire of Kellerberrin	President Cr Rodney Forsyth Lenin Pervan Deputy Chief Executive Officer non-voting delegate
Shire of Kondinin	Ms Mia Maxfield Chief Executive Officer non-voting delegate
Shire of Koorda	President Cr Jannah Stratford Mr Darren Simmons Chief Executive Officer non-voting delegate
Shire of Merredin	President Cr Julie Flockart Mr Mark Dacombe Chief Executive Officer non-voting delegate
Shire of Mount Marshall	President Cr Tony Sachse – Deputy Chair Mr John Nuttall Chief Executive Officer non-voting delegate
Shire of Narembeen	Cr Kellie Mortimore Tamara Clarkson Executive Manager Corporate Services Mr David Blurton Chief Executive Officer non-voting delegate
Shire of Nungarin	President Cr Pippa DeLacey Mr Leonard Long Chief Executive Officer non-voting delegate
Shire of Tammin	Mr Neville Hale Chief Executive Officer non-voting delegate
Shire of Trayning	Cr Geoff Waters Ms Leanne Parola Chief Executive Officer non-voting delegate
Shire of Westonia	President Cr Karin Day Mr Jamie Criddle Chief Executive Officer non-voting delegate
Shire of Wyalkatchem	President Cr Quentin Davies Mr Peter Klein Chief Executive Officer non-voting delegate
Shire of Yilgarn	President Cr Wayne Della Bosca Cr Bryan Close

Mr Peter Clarke Chief Executive Officer non-voting delegate

WALGA

Tony Brown, Executive Manager Governance & Organisational Services

Narelle Cant, Executive Manager, Strategy, Policy and Planning, Strategy, Policy and Planning

Cliff Simpson – Road Safety Advisor (Wheatbelt North), Infrastructure

Naoimh Donaghy, Governance and Organisational Services Officer

GUESTS

Richard Burnell, Executive Director Corporate Services – Department of Fire and Emergency Management

Jennifer Collins – Department of Local Government, Sport and Cultural Industries

Rob Cossart, Wheatbelt Development Commission, CEO

Grant Arthur, Wheatbelt Development Commission, Director Regional Services

Mandy Walker, RDA Wheatbelt, Director Regional Development

Craig Manton, Main Roads, Regional Manager

Hon Mia Davies, MLA

Apologies

Shire of Narembeen

President Rhonda Cole – Zone Chair

Shire of Dowerin

President Darrel Hudson

Cr Adam Metcalf

Rebecca McCall, Chief Executive Officer

Shire of Cunderdin

Cr Alison Harris

Cr Dennis Whisson – Shire President

Shire of Kellerberrin

Cr Scott O'Neill

Mr Raymond Griffiths Chief Executive Officer non-voting delegate

Shire of Kondinin

President Cr Sue Meeking

Cr Bev Gangell

Shire of Koorda

Cr Pamela McWha

Shire of Merredin

Mal Willis

Shire of Mount Marshall

Cr Nick Gillett

Shire of Mukinbudin

President Gary Shadbolt

	Cr Rod Comerford
	Mr Dirk Sellenger Chief Executive Officer non-voting delegate
Shire of Nungarin	Cr Gary Coumbe
Shire of Tammin	Cr Glenice Batchelor
	Cr Tania Daniels
Shire of Trayning	President Cr Melanie Brown
Shire of Westonia	Cr Bill Huxtable
Shire of Wyalkatchem	Cr Owen Garner
	Hon Martin Aldridge MLC, Agricultural Region
	Hon Laurie Graham MLC, Agricultural Region
	Darren West MLC, Agricultural Region

Attachments

The following are provided as attachments to the agenda:

1. Minutes Great Eastern Country Zone 26 November 2020
2. Minutes GECZ Executive Committee Meeting 11 February 2021
3. COVID-19 Welfare Centre Guide version V1.02_231220
4. Wheatbelt OASG Minutes, 27 January 2021
5. Wheatbelt Human Services Managers Forum
6. The Wheatbelt Education Engagement Plan Action Plans
7. WALGA Presidents Report March 2021
8. RDA Wheatbelt zone update February 2021

State Council Agenda – via link: [State Council Agenda, March 2021](#)

DECLARATIONS OF INTEREST

Cr Tony Sachse, Shire of Mt Marshall, declared an interest in regards to Item 8.3, “WALGA Applicant for the DFES Local Government Grant Scheme State Emergency Service Capital grants Committee”, and “WALGA Applicant for the DFES Local Government Grants Scheme Bush Fire Services Capital Grants Committee” – both applications are pending Ministerial Approval.

Declaration of interest was acknowledged by the Zone.

3. ANNOUNCEMENTS

4. GUEST SPEAKERS / DEPUTATIONS

4.1 Richard Burnell – Department of Fire and Emergency

Richard Burnell, Executive Director Corporate Services – Department of Fire and Emergency Management

The Zone extended an invitation to Richard Burnell, Executive Director Corporate Services – Department of Fire and Emergency Management to provide an update regard to the Telstra battery backup item referred to at the last zone meeting (18, 6.3), November 2020.

Richard presented to the Zone and his presentation is attached.

Comment

Rob Cossart, CEO of the Wheatbelt Development Commission, suggested the Great Eastern Country Zone extend an invite to a Department of Primary Industries and Regional Development representative to expand on funding opportunities in respect to the issue.

NOTED

5. MINUTES

5.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Thursday 26 November 2020 (Attachment 1)

The Minutes of the Great Eastern Country Zone meeting held on Thursday 26 November 2020 have previously been circulated to Member Councils.

RESOLUTION

Moved: Cr Rodney Forsyth

Seconded: Cr Wayne Della Bosca

That the Minutes of the Great Eastern Country Zone meeting held Thursday 26 November 2020 are confirmed as a true and accurate record of the proceedings.

CARRIED

5.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Thursday 26 November 2020

NIL

5.3 Confirmation of Minutes from the Great Eastern Country Zone Meeting of the Executive Committee held Thursday 11 February 2021 (Attachment 2)

The Minutes of the Great Eastern Country Zone Executive Committee Meeting held on Thursday 11 February are for endorsement.

RESOLUTION

Moved: Cr Quentin Davies

Seconded: Cr Julie Flockart

That the Minutes of the Great Eastern Country Zone Executive Committee meeting held Thursday 11 February 2021 be endorsed.

CARRIED

5.4 Business Arising from the Minutes of the Great Eastern Country Zone Executive Committee Meeting Tuesday 11 February 2021 158

5.4.1 Exec Item 5.5.3 – Covid-19

The Shire of Wyalkatchem raised concerns with the lack of direction provided to Wheatbelt communities during the recent COVID-19 lockdown of the Perth, Peel and South West regions.

Many Wheatbelt residents had spent time in the Perth, Peel and South West regions and then returned to the Wheatbelt and there was very little information provided as to how Wheatbelt communities should handle the situation.

Zone Discussion

Cr Davies voiced concerns at the lack of direction and associated risks issued to Wheatbelt communities in relation to the recent Covid-19 lockdown. It was noted events had taken place in the Wheatbelt during the two week lockdown period which may have put communities at risk due to lack of guidelines from the State government.

Hon Mia Davies MLA shared with the Zone that these concerns have been raised with the Commissioner. The underlying response from the Commissioner being that the lockdown areas were decided on population density and individuals should 'use common sense' in their decision making.

Cr Sachse commended WALGA for issuing timely information echoing State decisions. Going forward, Cr Sachse suggested the State need to offer guidance for future lockdowns directly related to regional communities.

NOTED

5.4.2 Exec Item 5.3 - Future Drought Funding

Background:

Future Drought Funding: - Discussion ensued on obtaining further information on this issue.

Cr Sachse advised of the Federal Government National On-Farm Emergency Water Infrastructure Rebate Scheme, where it would be good for the State Government to provide additional funding to support this program. However State Government Minister Dave Kelly (DWER) has said that it needs to wait until the new 21/22 State budget. Also, the recent State Government announcement of \$7.3 million infrastructure plan to upgrade and refurbish 70 community dams in the State's Wheatbelt and Great Southern regions and securing funding for 511 water efficiency rebates for WA dry region farmers was discussed.

In addition, the State Government has made a recent announcement on desalination <https://www.mediastatements.wa.gov.au/Pages/McGowan/2021/02/Watersmart-Farms-funding-to-drive-on-farm-desalination.aspx> by Minister Alannah MacTiernan, which is a great initiative and is the sort of investment in technology that is needed.

The meeting was advised that information from the Wheatbelt Development Commission is that the funding may be targeted at the Wheatbelt South and Great Southern regions due to their recent water related issues.

The Executive Committee also suggested Rob Cossart, CEO of Wheatbelt Development Committee be invited to the next meeting to discuss this State Government funding initiative

The Great Eastern Country Zone Executive Committee resolved:

1. That the Hon Minister for Water, Dave Kelly be invited to discuss the National On-Farm Emergency Water Infrastructure Rebate Scheme and potential State Government funding
2. That Rob Cossart, CEO, Wheatbelt Development Commission be invited to present on the State Government's new \$1.5 million Watersmart Farms project to research sustainable water supply options and optimise on-farm desalination technology to help build drought resilient WA farms

Due to the State Government entering caretaker mode the above speakers are unavailable for this meeting

RESOLUTION

Moved: Cr Stephen Strange
Seconded: Cr Julie Flockart

That the Zone defer this item to the next meeting of the Great Eastern Country Zone on 27 April 2021

CARRIED

6. ZONE BUSINESS

6.1 Independent Review of Emergency Services Levy

Background

At the Wheatbelt East Regional Organisation of Councils (WEROC) Inc. Board Meeting held on Thursday 26 November 2020, a presentation was given by Mr. Darren Brown the Executive Officer of Bushfire Volunteers WA.

In his presentation, Mr. Brown highlighted the lack of transparency on behalf of the Department of Fire and Emergency Services (DFES) with regard to how the Emergency Services Levy (ESL) is expended.

Rebekah Burges, EO WEROC emailed the following;

The WEROC Inc. Board felt that the issues outlined by Mr. Brown (EO of Bushfire Volunteers WA) should be addressed at the Zone level as it impacts all Local Governments not just those that belong to WEROC. The Board resolved to ask that an independent review of the Emergency Services Levy be requested by WALGA on behalf of the Great Eastern Country Zone.

Comment

The committee were advised that a full review of the ESL was undertaken by the Economic Regulation Authority in 2017. It would be appropriate to ask DFES for some further information about their progress with actioning the reviews' recommendations.

DFES Commissioner Klemm will be attending the State Council Strategic Forum on 3 March which will provide an opportunity for State Council to discuss Emergency Management matters, including the ESL, with him.

The Zone could invite a representative from DFES to attend the April 2021 Zone meeting to present on the ESL, which will assist to gain a broader understanding of the current issues.

Moved: Cr Ramesh Rajagopalan
Seconded: Cr Rodney Forsyth

That the Great Eastern Country Zone invite a representative from DFES to present on the ESL and provide a broader understanding of the issues.

CARRIED

6.2 Grass Roots Community Grants' program

Background

The CBH Group is Australia's largest co-operative and a leader in the Australian grain industry, with operations extending along the value chain from grain storage, handling, transport, marketing and processing.

CBH offer a grants program which provides financial assistance to grain growing communities for projects which contribute to the health and vitality of their communities.

CBH's '[Grass Roots Community Grants](#)' program is now open for applications, closing on Sunday 28 February.

Some key points on this round of the program:

- Closes 28 February. Next round opens 1 August
- Grants available for community-related events up (funding limit up to \$5,000) and small scale infrastructure projects (funding limit up to \$20,000)
- One application per round per organisation
- Applications take approx. 6 weeks to assess from closing date and are assessed by a committee made up of growers (Growers' Advisory Council (GAC) members), regional and HO employees.
- We have a total of \$150,000 this round to allocate to events/projects

Is your proposal right for CBH ?

Applications are assessed on the following criteria:

- Located within a core grain growing community in WA
- Fit with CBH's purpose, values and behaviour (please review our website for what we do not fund)
- Contribute to the vitality, development, well being and/or safety of grain growing regions
- Promote a positive image of agricultural industry and as an employer
- Have value, relevance and credibility to our growers, customers, CBH and/or its employees
- Promote the development of future community and industry leaders

Any questions from community groups can be directed to: corporateaffairs@cbh.com.au

NOTED

6.3 Wheatbelt Bushfire Volunteer Support

The Great Eastern Country Zone, Executive committee noted that many Wheatbelt volunteer fire fighters assisted in the recent fires.

Large numbers of volunteer fire fighters from the Wheatbelt have attended the Beverley, York, Wundowie, Red Gully and Woorloo fires this summer. Also volunteers were called out to help fight a fire northwest of the Flying Fox Mine on the Kondinin /Dundas boundary area.

This excellent response has undoubtedly helped minimize the spread of these fires, and the associated risk to personal injury and property damage. ¹⁶¹

NOTED

6.4 Proposed Review of the Road Asset Preservation Model (APM)

By Ian Duncan, Executive Manager Infrastructure WALGA

Recommendation

That the Zone:

- Provide feedback to the WALGA Infrastructure Policy Team regarding a preferred advocacy approach to any review of the Road Asset Preservation Model (APM).

Executive Summary

- A Zone Council recommendation to review the Road Asset Preservation Model (APM) was referred to the Infrastructure Policy Team in December 2020. The Policy Team resolved to seek views from Zones before recommending the development of a formal State Council agenda paper.
- This paper sets out options to guide the development of a Zone resolution.
- The Asset Preservation Model was developed as a Commonwealth requirement for the distribution of Commonwealth Government road grants among Local Governments in an efficient and equitable manner, taking account of local asset preservation needs and costs. It is currently used to distribute a range of Federal and State Government grant funding allocations.
- Despite being used to allocate large sums of public funding, operation of the APM is not well understood within the Local Government sector.
- The APM is not readily accessible to Local Governments. Limited documentation and complexity means that more open access alone would not be helpful in achieving strong understanding of the processes that underpin the output.
- Complexity of the APM makes it difficult to predict the effects on funding allocations of changes to the model or input parameters.
- This paper proposes five options that could be considered to address this issue, for WALGA to advocate to the Grants Commission.
- The options are not mutually exclusive, and some could be combined as a staged approach.
- The five options are:
 1. Re-format and re-label the model, to improve its legibility for all users and make it available to the Local Government sector in a form that would enable stakeholders to understand it.
 2. Review the parameters within the model, in order to increase the accuracy of road maintenance costs within the model.
 3. Advocate to the Grants Commission to undertake a review of the cost regions and minimum standards to ensure that these appropriately reflect the costs faced by Local Government and the current development of the road network
 4. Advocate to the Grants Commission to undertake an appropriately-resourced process to review and rebuild the road Asset Preservation Model. This new model should be as simple as possible while still delivering an equitable distribution of funding among Local

Governments. Its variables and assumptions should be easily indefinable to model users, being clearly labelled and documented.

5. Accept the status quo with no further action

Background

A Zone Council recommendation to review the APM was referred to the Infrastructure Policy Team in December 2020. The Team resolved to seek feedback from the Zones as the matter had not been widely identified as an issue of concern.

The Asset Preservation Model was developed by Main Roads WA and Local Government representatives, to distribute the untied roads component of the Commonwealth Financial Assistance Grants between Local Governments.

The WA Local Government Grants Commission took over responsibility for distributing the identified Commonwealth road funds and undertook a comprehensive review of the Asset Preservation Model and modified and refined it. Application of the APM has since been broadened and it is now used to determine the distribution between Local Governments of a range of state and federal funding.

To assist Local Governments make decisions regarding preferred approaches to the use and development of the Asset Preservation Model a manual has been developed by WALGA describing the APM and how it functions. The manual can be viewed [here](#).

Problem Statement

The Road Asset Preservation Model is used to allocate large sums of funding. Despite the importance of the model, it is not widely understood, due to its complexity and limited documentation. This results in a lack of transparency, risk of corporate memory loss, the risk of unfair or otherwise inappropriate allocations of funding, and the reputational risk due to funds distribution not being fully explainable and region allocations being subject to question.

Options

There are five options identified in the text below, and the table on the final page of this paper. Note that the options are not mutually exclusive and all or some of them could be recommended to be implemented in phased approach.

1. Advocate to the Grants Commission to re-format and re-label the APM, to improve its legibility for all users. A detailed record should also be made of the model's parameters, and the process that was used for determining their values.
2. Advocate to the Grants Commission for a review of the various parameters contained within the APM, such as the array of annual maintenance costs for different asset types, road reconstruction frequencies and the components of reconstruction costs. This option would increase the accuracy of road maintenance costs within the model, although would not address the underlying problems of excessive complexity and a lack of transparency and predictability.
3. Advocate to the Grants Commission to undertake a review of the cost regions and minimum standards to ensure that these appropriately reflect the costs faced by Local Government and the current development of the road network.
4. Advocate to the Grants Commission to undertake an appropriately-resourced process to review and rebuild the APM. This new model should be as simple as possible while still delivering an equitable distribution of funding among Local Governments. Its variables and assumptions should be easily indefinable to model users, being clearly labelled and documented.
5. Retain Status quo.

It should be noted that these are all advocacy positions. The Road Asset Preservation Model¹⁶³ is controlled by the WA Local Government Grants Commission and any decisions regarding development of the model or use of a different approach would be made by the Commission. It must be noted that if Options 2, 3 or 4 are implemented, there is a risk of some Local Governments receiving a lower grant allocation. This risk may be mitigated by advocating for increased funding from the State or Federal Governments, although there is no guarantee that such funding would be forthcoming.

The current membership of the WA Local Government Grants Commission is:

- Chairperson — Hon Cr Fred Riebeling AM JP
- Deputy Chairperson — Mr Luke Stevens, Legal Counsel, DLGSC
- Metropolitan Member — Cr Deb Hamblin, Deputy Mayor, City of Rockingham
- Country Urban Member — Dr Wendy Giles, Councillor, City of Bunbury
- Country Rural Member — Cr Ian West, Shire of Irwin
- Deputy to the Deputy Chairperson — Ms Darrelle Merritt, A/Director - Strategic Initiatives, DLGSC
- Deputy Metropolitan Member — Vacant
- Deputy Country Urban Member — Cr Deborah Botica, City of Kalgoorlie-Boulder
- Deputy Country Rural Member — Cr Moira Girando, President, Shire of Coorow

Analysis of the Options

The options have varying levels of cost, effort and risk attached to them.

Changes to the APM would affect the funding allocation between Local Governments in ways that are difficult to predict, due to the complexity of the model. The total available funding is fixed, so an increase in one Local Government's funding would necessarily reduce the level of funding available to others, unless additional funding can be secured.

There are also risks associated with no change being made to the APM. The model's complexity and incomplete documentation and labelling creates a risk of corporate memory loss. There is also a reputational risk associated with large sums of money being allocated based on a model that is not well understood by the Local Government sector.

Comparatively simple and lower-cost changes can be made to the APM, under Options 1, 2 and 3. These options would address some of the concerns raised here, but do not address the underlying problems noted above.

Next Steps

Resolutions made by the Zones will guide the development of an agenda item for the next meeting of State Council, to provide WALGA with direction on the sector's preference for its advocacy position regarding the Road Asset Preservation Model.

	Option 1	Option 2	Option 3	Option 4	Option 5
	Reformat and label	Review model cost parameters	Review cost regions/min. standards	Full model review and rebuild	Status quo
Advantages	Improves operation of existing model. Helps retain corporate memory. Improves transparency. Low risk and cost, in the short term.	Improves link between funding allocation and road maintenance costs.	Addresses concerns about inappropriate groupings of Local Governments.	Opportunity to review the model objectives. Improvement in transparency. Opportunity to incorporate contemporary modelling and user functionality.	Avoids conflict between Local Governments over funds distribution. Lowest short-term risk. No direct cost.
Disadvantages	Does not address: <ul style="list-style-type: none"> questionable parameter values. complexity and transparency. 	May require some additional resourcing. Does not address complexity and transparency. Possible reduction in funding for some LGs.	May require some additional resourcing. Does not address complexity and transparency. Likely reduction in funding for some LGs.	If no material impact on funds distribution, the rationale for the exercise may be questionable. Would require additional resourcing.	Does not address: <ul style="list-style-type: none"> questionable parameter values. complexity and transparency corporate memory issues.
Risks / Dependencies	Reputational risk, due to funds distribution not being fully explainable.	Reputational risk, due to funds distribution not being fully explainable.	Reputational risk, due to funds distribution not being fully explainable. Continued risk of corporate memory loss.	Difficult to predict the distribution of funds. A review may trigger disagreement between Local Governments over the distribution of funds.	Reputational risk, due to funds distribution not being fully explainable and regional allocations being subject to question.

				The Grants Commission may not agree to implement.	Continued risk of corporate memory loss.
Effort / Cost	Low-medium	High	Medium	Very high	None
Notes		Assumes Option 1 also undertaken: reformat and labelling.		Mutually exclusive of the other options or as an aspirational addition.	Mutually exclusive of the other five options.

ZONE RESOLUTION

Moved: Cr Rodney Forsyth
Seconded: Cr Wayne Della Bosca

That the Great Eastern Country Zone retain Status Quo (Option 5) and request further information to explain the current model at a future meeting.

CARRIED

7.1 Zone President Report

Zone President Rhonda Cole is an apology for this meeting.

NIL

NOTED

7.2 Local Government Agricultural Freight Group

Cr Julie Flockart

There has not been a meeting of the Wheatbelt Freight group, so there was no report for the February meeting.

NOTED

7.3 Wheatbelt District Emergency Management Committee

By Cr Tony Sachse (Delegate)

The last Wheatbelt DEMC Meeting was on Wednesday, 21st October, the minutes of which were attached to the GECZ meeting 26/11/2020 report. The next Wheatbelt DEMC meeting is scheduled for Wednesday, 10th March 2021.

Although you will probably have seen the Department of Communities COVID-19 Welfare Centre Guide version V1.02_231220 (released 23rd December 2020) through your LEMC's, I've attached it to this report for information purposes – Attachment 3

The Wheatbelt OASG met on 27th January, 2021 (Attachment 4) and there was also a special meeting on 1/02/2021 to discuss the Emergency State of WA Actions on the recent COVID-19 outbreak. The next meeting is scheduled for 23rd February 2021.

The Wheatbelt Human Services Managers Forum (WHSMF) Meeting met on Thursday, 19th November 2020 (Attachment 5). The Wheatbelt Education Engagement Plan (WEED) Actions were discussed at length during the meeting (Attachment 6). The next WHSMF is on Thursday, 18th February, 2021.

RESOLUTION

Moved: Cr Geoff Waters

Seconded: Cr Julie Flockart

That the Wheatbelt District Emergency Management Committee Report and attachments be received.

CARRIED

Comment

Cr Flockart commended Cr Sachse on his contribution to the Wheatbelt District Emergency Management Committee and thanked him for his time and efforts in bringing reports to the Great Eastern Country Zone.

By Cr Glenice Batchelor

Cr Batchelor was an apology for this meeting.

NOTED

7.5 WALGA Roadwise

Cliff Simpson, WALGA Road Safety Advisor (Wheatbelt North), Infrastructure, informed the zone there was no report at this time, however he will provide a report to the next meeting.

NOTED

8. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS**8.1 State Councillor Report**

Cr Stephen Strange

Cr Stephen Strange presented his State councillor report.

RESOLUTION

Moved: Cr Ramesh Rajagopalan

Seconded: Cr Geoff Waters

That the State Councillor Report be received

Comment

Cr Strange advised that there has been some comment in the sector relating to delays in finalising the 19/20 financial audit. The meeting noted that a number of Local Governments in the Zone expressed delays with the signing off on the audit. One Local Government was happy with the audit process.

RESOLVED

That WALGA note the Zone comments that some Local Governments have experienced delays with the finalization of the 19/20 financial year audits and enquire from the sector on their satisfaction or otherwise to the audit process.

8.2 WALGA Status Report

By Tony Brown, Executive Officer

BACKGROUND

Presenting the Status Report for February 2021 which contains WALGA's responses to the resolutions of previous Zone Meetings.

GREAT EASTERN COUNTRY ZONE STATUS REPORT February 2021

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Great Eastern C	2019 June 27 Zone Agenda Item 12.1 Government Regional Officer Housing	That the Zone request WALGA to advocate on the impact of Government Regional Officer Housing on retaining public sector professionals (Doctors, nurses, teachers) in the Great Eastern Country Zone.	<p>In May 2019, the McGowan Government deferred a planned increase to GROH rents in 2019-20. The next increase of \$30pw was due to come into effect 1 July 2019.</p> <p>https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx</p> <p>WALGA notes and includes the Zones Recommendation in its advocacy for GROH and greater service support for regional and remote Western Australian Local Governments, acknowledging the importance of this topic in the coming months.</p> <p>WALGA has been advised by WAPOL and the relevant State Government agency who confirm the rental freeze to GROH properties will remain until the completion of the review of the GROH Tenant Rent Setting Framework. Further work has been done in strengthening the partnerships between WAPOL officers and key Local Government officers in specified areas of concerns.</p> <p>Department of Communities modelling and draft ERC proposal has been elevated within the Department. The Director General has called for a working group to be established to include representatives from GROH, of which the TSRF review will be included.</p>	Ongoing	Narelle Cant Executive Manager, Strategy, Policy and Planning ncant@walga.asn.au 9213 2078

			<p>In July 2020 WALGA wrote to the Director General at the Department of Communities seeking a response to WALGA State Council July resolution:</p> <p>That WALGA contact the Director General of the Department of Housing to:</p> <ol style="list-style-type: none"> 1. Seek action and acknowledge the extra challenges in attracting and retaining public sector staff in remote and rural areas of the state 2. Immediately review and address the issue of insufficient GROH housing (and the high cost of subsidised rental) for public sector staff and actively seek and enter into Joint Venture arrangements with Councils to address the shortfall in accommodation 3. Request that the agencies be requested to engage with WALGA to seek a solution to the current short supply of GROH housing within all regions. <p>In August 2020, WALGA received a response from the Director General, Communities, which stated that the Department of Communities has diverted much of its resources towards the social and economic recovery of the State. Therefore work on the planned GROH review is placed on hold until the conclusion of the COVID-19 emergency period. It was acknowledged that GROH plays an important role in attracting and retaining staff in regional and remote communities. WALGA met with relevant staff from the Department of Communities on 21 August 2020 to further discuss the issue.</p> <p>WALGA is meeting with the Department of Communities on 18 February to receive an update on GROH.</p>		
Great Eastern C	2020 February 26 Zone Agenda Item 7.1 Federal Government Drought Communities	That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.	<p>State Council Resolution</p> <p>That State Council endorse the recommendation from the Great Eastern Country Zone relating to the Federal Government Drought Communities Program.</p> <ul style="list-style-type: none"> • That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate 	Ongoing	Narelle Cant Executive Manager, Strategy, Policy and Planning ncant@walga.asn.au 9213 2078

			<p>issues and access to the Drought Communities Funding Program.</p> <p>RESOLUTION 37.1/2020</p> <p>WALGA has met with the WA Minister for Water Chief of Staff and is lobbying through both the State and ALGA for a third round of funding, bespoke to Western Australia.</p> <p>WALGA has written to the Minister for Agriculture, Minister for Water and the Minister for Local Government on the issue, seeking their support to review the drought funding mechanisms for Western Australia. At the WALGA webinar on May 8th, the Minister for Agriculture committed to advocating to the Commonwealth in conjunction with WALGA.</p> <p>On August 7 the WALGA Deputy President met with Senator Dean Smith as part of the advocacy approach, and WALGA is now writing to all Western Australian Federal Government members to also request additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme.</p> <p>WALGA has also met with Senator Brockman, and is also in discussion with Minister MacTiernans Chief of Staff on the issue.</p> <p>Correspondance from Minister Littleproud received in October highlighted that the Regional Drought Resilience Planning Program details are still being worked through with the State Government, who are yet to commit to co-funding the program. WALGA is currently seeking an assurance from Minister MacTiernan that it will.</p>		
Great Eastern C	2018 November 29 Zone Agenda Item 7.3 Container Deposit Scheme Locations	<p>That the Great Eastern Country Zone requests that:</p> <ol style="list-style-type: none"> 1. All Local Governments be guaranteed, as a minimum, one flexible refund point in their area. 2. A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two 	<p>The Container Deposit Scheme was launched in October 2020. To date the Scheme has delivered over 200 refund points across WA. This will increase to the required 229 by 1 October 2021.</p> <p>WALGA will continue to advocate for, as a minimum, one flexible refund point per Local Government area. WALGA has also raised with Government the definitions of flexible refund points and how this is applied. The Environment Minister has indicated the definitions will be reviewed in May</p>	November 2020	<p>Narelle Cant Executive Manager, Strategy, Policy and Planning ncant@walga.asn.au 9213 2078</p>

		<p>week period, including at least 8 hours at weekends</p> <p>The State Government provide appropriate funding for the refund points.</p>	<p>2021 and WALGA and other stakeholders will be consulted as part of the process.</p>		
Grt Eastern C	2020 25 June Zone Agenda Item Zone Comment	<ol style="list-style-type: none"> 1. That WALGA advocate to the Federal Government to request additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme as the fund has been fully subscribed one year into a three year program. 2. That WALGA advocate to the State Government to reinstate the Farm Water Rebate Scheme. 	<p>On August 7 the WALGA Deputy President met with Senator Dean Smith as part of the advocacy approach, and WALGA is wrote to all Western Australian Federal Government members requesting additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme.</p> <p>Correspondance received from Minister Littleproud on October 20 highlighted his announcement with Minister Pitt on October 2 that a further \$50m would be made available for the this financial year for the Scheme.</p> <p>WALGA is continuing discussions with the State Government for the reinstating of the Farm Water Rebate Scheme.</p>	Ongoing	<p>Narelle Cant Executive Manager, Strategy, Policy and Planning ncant@walga.asn.au 9213 2078</p>
Grt Eastern C	2020 25 June Zone Agenda Item 7.3 Telecommunications – Minister Response	<p>That WALGA again raise the issue of lack of communication when power outages occur with the State Emergency Management Committee (SEMC) and the Federal/State Government politicians advising of the lack of response from Telstra on this issue and the extreme concern in an emergency situation that this causes.</p>	<p>WALGA has met with the Executive Manager of Corporate Services DFES to discuss a funding application to the Commonwealth for application to the Commonwealth resilience improvement funding package.</p> <p>It has several key pillars, namely:</p> <ol style="list-style-type: none"> 1. \$7m for installing 2000 satellite dishes onto fire stations 2. \$18m for hardening the mobile phone network <ul style="list-style-type: none"> - stage 1 of \$10m will be providing battery back-up for towers and extending battery life – for those towers delivered in rounds 1 and 2 of the Mobile Black Spot Program. Also includes generators in some cases. - stage 2 will be a grants program for further hardening work 3. \$10m for the expansion of mobile satellite communications capability <ul style="list-style-type: none"> - \$1.7m for NBN Co to expand its fleet of Sky Muster trucks and 12 portable satellite FlyAway kits - \$8.3m for competitive grants <p>WALGA is in discussion with DFES as to the priority elements that would constitute a WA funding bid to assist in resolving the telecommunications issue.</p>	<p>November 2020</p> <p>Ongoing</p>	<p>Narelle Cant Executive Manager, Strategy, Policy and Planning ncant@walga.asn.au 9213 2078</p>

			This Item is the subject of an Item for Noting in the March 2021 State Council Agenda.		
Grt Eastern C	2 December 2020 State Council Agenda Item 5.1 Local Government Act Review Advocacy Paper – Key Issues from Recent Inquiries into Local Government	<p>That:</p> <ol style="list-style-type: none"> 1. Ongoing advocacy relating to the Review of the Local Government Act 1995 be noted; and, 2. The Advocacy Positions for a New Local Government Act: Key issues from recent Inquiries into Local Government – be endorsed. <p>ZONE COMMENT</p> <p>The Great Eastern Country Zone would like to highlight their opposition to a recommendation from the Local Government Act Review Panel in relation to Elected Members and Candidates having to declare any political affiliations. The Zone believe that politics should not be involved in Local Government.</p>	<p>The Zones position was not included in the State Council resolution, however the Zones position on removing political affiliations from Local Government will be pursued.</p> <p>State Council Resolution</p> <p>That WALGA:</p> <ol style="list-style-type: none"> 1. Advise the Department of Mines Industry Regulation and Safety (DMIRS) that the registration of Building Engineers in WA is supported. 2. Request that DMIRS also consider the registration of Electrical Engineers, Façade Engineers, Energy Assessors, Bush Fire Consultants, Access consultants, Swimming pool companies, Patio installers and Demolition contractors. 3. Request that DMIRS clarify that dilapidation reports may only be undertaken by Registered Engineers. 4. Provide this report to Department of Mines Industry Regulation and Safety as feedback on the Consultation Regulatory Impact Statement. <p>RESOLUTION 143.6/2020 CARRIED</p>	February 2021	<p>Tony Brown Executive Manager Governance and Organisational Services 9213 2051 tbrown@walga.asn.au</p>

ZONE COMMENT

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Zone Meeting.

RESOLUTION

Moved: Cr Wayne Della Bosca

Seconded: Cr Kellie Mortimore

That the Great Eastern Country Zone WALGA February 2021 Status Report be noted.

CARRIED

8.3 Review of WALGA State Council Agenda – Matters for Decision

Background

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found via link: [State Council Agenda - February 2021](#)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

Matters for Decision

5.1 External Oversight and Intervention – Authorised Inquiries and Show Cause Notices

That WALGA:

1. Continues to advocate for the State Government to ensure that there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995; and
2. Requests the Minister for Local Government to:
 - a. Engage with affected Local Governments in order to attempt to resolve identified issues, improve performance and achieve good governance before considering an intervention under Part 8 of the Local Government Act 1995;
 - b. Provide written reasons prior to issuing any Show Cause Notices;
 - c. Require regular progress reports to be provided to any Local Government that is the subject of any Authorised Inquiry; and
 - d. Require that any Authorised Inquiry be conducted within a specified timeframe that may be extended with the approval of the Minister.

5.2 Cost of Revaluations

That WALGA advocate to the State Government for the equal distribution of valuation costs for properties where the Water Corporation, the Department of Fire and Emergency Services and the Local Government require the valuation.

5.3 Eligibility of Slip On Fire Fighting Units for Local Government Grants Scheme Funding

That WALGA:

1. Supports the inclusion of capital costs of Slip On Fire Fighting Units including for Farmer Response Brigades (for use on private motor vehicles) on the Eligible List of the Local Governments Grants Scheme (LGGS).
2. Requests the Local Government Grants Scheme Working Group to include this matter on the Agenda of their next Meeting (expected March 2021).
3. Requests WALGA to work with the Local Government Grants Scheme Working Group to develop appropriate operational guidelines and procedures for the safe use of Slip On Fire Fighting Units funded in accordance with the LGGS.
4. Supports the update of the WALGA membership of the Local Government Grants Scheme Working Group to include one Local Government Elected Member and one Local Government Officer, with these appointments determined through the WALGA Selection Committee process.

RESOLUTION

Moved: Cr Stephen Strange

Seconded: Cr Karin Day

That the Great Eastern Country Zone supports all Matters for Decision as listed above in the 3 March 2021 State Council Agenda.

CARRIED

8.4 Review of WALGA State Council Agenda – Matters for Noting / Information

- 6.1 **Local Government Car Parking Guideline – Western Australia**
- 6.2 **Submission – Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020**
- 6.3 **Submission – Proposed Reportable Conduct Scheme for Western Australia**
- 6.4 **Submission – Draft State Planning Policy 4.2: Activity Centre**
- 6.5 **Submission – Registration of Builders (and Related Occupations) Reforms**
- 6.6 **Report Municipal Waste Advisory Council (MWAC)**

8.5 Review of WALGA State Council Agenda – Organisational Reports

- 7.1 **Key Activity Reports**
 - 7.1.1 **Report on Key Activities, Commercial and Communications**
 - 7.1.2 **Report on Key Activities, Governance and Organisational Services**
 - 7.1.3 **Report on Key Activities, Infrastructure**
 - 7.1.4 **Report on Key Activities, Strategy, Policy and Planning**

8.6 Review of WALGA State Council Agenda – Policy Forum Reports

7.2 Policy Forum Reports

- 7.2.1 Mayors/Presidents Policy Forum
- 7.2.2 Mining Community Policy Forum
- 7.2.3 Container Deposit Legislation Policy Forum
- 7.2.4 Economic Development Forum

RESOLUTION

Moved: Cr Julie Flockart
 Seconded: Cr Geoff Waters

That the Great Eastern Country Zone notes the following reports contained in the WALGA February 2021 State Council Agenda.

- Matters for Noting/Information;
- Organisational Reports; and
- Policy Forum Report

CARRIED

8.7 WALGA President's Report

The WALGA President's Report is attached to the Agenda. (Attachment 7)

RESOLUTION

Moved: Cr Kellie Mortimore
 Seconded: Cr Pippa DeLacey

That the Great Eastern Country Zone notes the WALGA President's Report

CARRIED

9. MEMBERS OF PARLIAMENT

Hon Mia Davies presented to the Zone and highlighted the importance of the upcoming State election for Wheatbelt communities.

10. AGENCY REPORTS

10.1 Department of Local Government, Sport and Cultural Industries

A representative was invited to the meeting to present on the recent regulations introduced:

- Elected Member Code of Conduct

- Standards for CEO Recruitment, Performance Review and Termination
- Employee Code of Conduct

The Department advised that the legislation staff were not available for this meeting, however they will organise webinars on the regulations in the future.

Jennifer Collins from the Wheatbelt office, provided a report for the meeting.

[DLGSC Zone Update Feb 2021](#)

NOTED

10.2 Wheatbelt Development Commission

Mr Rob Cossart, Wheatbelt Development Commission CEO, will provided an update for the zone.

NOTED

10.3 Main Roads Western Australia

Mr Craig Manton provided an update to the Zone.

NOTED

10.4 Wheatbelt RDA

Mandy Walker, RDA Wheatbelt presented to the Zone. Report was attached with the Agenda (Attachment 8)

NOTED

11. EMERGING ISSUES

11.1 CEO Recruitment Standards

Mia Maxfield shared concerns on the Department of Local Government, Sport and Cultural Industries guidelines on CEO Recruitment Standards. The DLGSC have been advised and will be making corrections to the guidelines.

NOTED

11.2 Federal Government National On-Farm Emergency Water Infrastructure Rebate Scheme

Rob Cossart, CEO Wheatbelt Development Commission, will present at the next meeting of the Great Eastern Country Zone.

11.3 WALGA Transport and Roads Forum

The Zone was informed that the WALGA Transport and Roads Forum is now taking place on Friday 14 May, 2021 at Crown Perth.

11.4 Rural Water Council Meeting

The Zone was informed that the Rural Water Council Meeting is now taking place on Friday 19 March, 2021 at 10am in Merredin. Attendance is encouraged.

12. URGENT BUSINESS

13. DATE, TIME AND PLACE OF NEXT MEETINGS

The next meeting of the Great Eastern Country Zone will be held in Merredin on Tuesday 27 April 2021, commencing at 9.30am.

14. CLOSURE

There being no further business the Chair declared the meeting closed at 12.02pm.



GREAT EASTERN COUNTRY ZONE EXECUTIVE COMMITTEE

MINUTES

Thursday 15 April 2021

Via Teleconference

Meeting commenced at 7:30am

Minutes

Great Eastern Country Zone of WALGA Executive Committee

Thursday 15 April 2021

Meeting commenced at 7:30am

1.0 OPENING AND WELCOME

2.0 ATTENDANCE AND APOLOGIES

Attendance

Cr Rhonda Cole (Zone President and Chair),	President Shire of Narembeen
Cr Stephen Strange	President Shire of Bruce Rock
Cr Tony Sachse (to 8.01am)	President, Shire of Mt Marshall
Cr Julie Flockart	President, Shire of Merredin
Cr Geoff Waters	Deputy President, Shire of Trayning
Cr Rod Forsyth	President, Shire of Kellerberrin

Guest

WALGA Representative

Tony Brown, Executive Manager Governance and Organisational Services
Rick Murray, Chief Financial Officer (to 7.45am)

Apologies

3.0 DECLARATION OF INTEREST

NIL

4.0 CONFIRMATION OF MINUTES

4.1 Confirmation of Minutes – Thursday 11 February 2021 (Attachment 1)

Minutes of the Great Eastern Country Zone Executive Committee Meeting held 11 February 2021 have previously been circulated and attached for confirmation (Attachment 1).

RECOMMENDATION

That the Minutes of the Great Eastern Country Zone Executive Committee Meeting held 11 February 2021 be confirmed as a true and accurate record of the proceedings.

RESOLUTION **Moved: Cr Stephen Strange** **Seconded: Cr Rod Forsyth**

That the Minutes of the Great Eastern Country Zone Executive Committee Meeting held 11 February 2021 be confirmed as a true and accurate record of the proceedings.

CARRIED

5.0 BUSINESS OF THE MEETING**5.1 Financial Report for period ending 31 March 2021****Background:**

Presenting the Financial Report for the 9 months ended 31 March 2021.

Consistent with accrual accounting, this includes the Profit and Loss Statement reporting income and expenses for the year to date against budget. Also provided is the Committee's Balance Sheet as at 31 March 2021.

Comments:Balance Sheet

Attachment 2 is the Balance Sheet as at 31 March 2021, this shows cash and investments at the bank totalling \$165,571. Included in this is \$160,000 invested in a term deposit account for 12 months at an interest rate of 1.70%. This investment is due to mature on the 19 April 2021. The new term deposit interest rate is likely to be around 0.30% due to the current market conditions.

Other debtors consist of the interest earned but not yet received on the term deposit of \$2,042.

Creditors are accruals for Honorariums due in 18/19 of \$250, Honorariums for 19/20 of \$104, Audit fee for 20/21 of \$2,000, travel expenses of \$1000, accounting fees of \$180. As at 31 March 2021 there were unpaid invoices for WALGA and Uptodate of \$1,125 and \$198 respectively.

Profit and Loss Statement

Attachment 3 is the Profit and Loss Statement for the 9 months to the 31 March 2021. The year to date deficit is \$6,068. The budgeted full year deficit is \$16,830.

Interest earned has been accrued for the period to date on the Term Deposit. Expenditure has been accrued for audit fees for the current year and also accounting services provided for the year to date.

RECOMMENDATION:

That the Balance Sheet, and Profit and Loss Statement at 31 March 2021 be received.

RESOLUTION: **Moved: Cr Julie Flockart** **Seconded: Cr Geoff Waters**

That the Profit and Loss Statement and Balance Sheet at 31 March 2021 be received.

5.2 List of Accounts Paid

Accounts paid during the period

Accounts Paid:

Date	Payee	Purpose	Amount Incl GST
11/01/2021	Uptodate Accounting	Accounting fees, payment of invoices 6198 and 6238	\$396.00
16/02/2021	Uptodate Accounting	Accounting fees, payment of invoices 6235	\$198.00
16/02/2021	WALGA	Payment of invoice I3085339, catering for the meeting of 26 November 2020 at Merredin	\$1,987.00

RECOMMENDATION:

That the Accounts Paid for the period 1 January 2021 to 31 March 2021 totaling \$2,581.00 be approved.

RESOLUTION: **Moved: Cr Geoff Waters** **Seconded: Cr Rod Forsyth**

That the Accounts Paid for the period 1 January 2021 to 31 March 2021 totaling \$2,581.00 be approved.

CARRIED

5.3 Budget 2021/2022

Background:

Preparation of the draft budget for the 2021/22 reporting year will soon commence. This will then be tabled at the June meeting of the committee.

To support the preparation of the budget, the committee is invited to discuss and provide guidance on the following:

- Whether it wishes to provide any budget allocation for a Convention or similar events,
- Other new items of activity, like regional Elected Member training
- Subscription options.

The Committee needs to be aware that total cash currently held is \$165,571 and that this year's subscription was reduced by to zero. In determining the subscription, the committee may wish to consider potential activities beyond next year.

Committee discussion:

The committee discussed considering the following for utilizing the available funding:

- A) Wheatbelt Conference;
Meet with the two other Wheatbelt Zones at this years convention to see if there is an appetite for holding another conference.

- B) Elected member;
Ask Tony Brown to liaise with WALGA's Training Manager to put forward a report to the April Zone meetings on Training Options and costs to carry out Universal Training for Elected Members following the October 2021 elections

Resolved:

- 1) That the Great Eastern Country Zone Executive committee meet with the Central Country Zone and Avon Midland Country Zone at the 2021 WALGA convention to discuss their appetite for a Wheatbelt Conference.
- 2) A report be prepared for April 2021 Zone meetings on Elected Member Training.

Rick Murray, WALGA Chief Financial Officer left the meeting at 7.45am

5.4 Main Roads/Shire of Westonia – Great Eastern Highway Project Issues (Walgoolan to Southern Cross)

Please refer to Attachment 4.

An in-person meeting has been organised for 21 April 2021 between Craig Manton from Main Roads and Zone Chair, Deputy Chair, Westonia Delegates and Zone Executive Officer to discuss this matter.

Noted

5.5 Strategic Priorities for the 2020/21 Financial Year

At the August Executive Committee meeting of the Great Eastern Country Zone, below was resolved:

That the following items be the Strategic Priorities for the 2020/2021 year for the great Eastern Country Zone:

- 1 *COVID-19 Region Recovery – a presentation on this item was prepared for the November 2020 zone meeting.*
- 2 *Future Drought Funding – a presentation on this item was prepared for the November 2020 zone meeting.*
- 3 *Health Matters with emphasis on Mental Health, NDIS and Aged Care – Rebecca McCall, CEO Shire of Dowerin to present at the April Zone meeting on their 'Dowerin Home Care' service.*
- 4 *Local Government Act Review with emphasis on regional collaboration*
- 5 *Education with emphasis on accommodation and further education at Cunderdin and Merredin.*

Noted

5.6 Speakers for the April 2021 Zone Meeting

1. Minister Kelly has been invited to attend April 27. The Minister has been invited to speak on the Federal Government National On-Farm Emergency Water Infrastructure Rebate Scheme as well as the State Government announcement of \$7.3million infrastructure plan to upgrade and refurbish 70 community dams in the State's Wheatbelt and Great Southern regions, and securing 511 water efficiency rebates for WA.
2. Rob Cossart suggested inviting a member of the Department of Primary Industries and Regional Development to expand on funding opportunities.

Paul Tzaikos, Manager Agricultural Technologies, Regional Business Development, will be presenting on the digital convexity program and State Government initiatives which may benefit the member Councils of the Great Eastern Country Zone.

3. Antony Sadler, Superintendent Goldfields Midlands has confirmed his attendance to speak on the following:
 - How DFES deployments are coordinated and the expectations of brigades that go on deployment.
 - How the regional operations centre fits into the Bushfire Brigade System
 - Briefly discuss the Goldfields District Emergency Management Committees push for a rescue helicopter.
4. Rebecca McCaul, CEO Dowerin, will present on their service, "Dowerin Home Care".

Committee discussion:

The Minister has advised that he cannot attend the April Zone Meeting.

Resolved:

That the Zone write to the WA Minister for Water enquiring if the State will provide some funding to top up the Federal Governments On-Farm Emergency Water Infrastructure Rebate Scheme.

5.7 Speakers for the June 2021 Zone Meeting

1. RE: Independent Review of Emergency Service Levy:
Resolution: *"That the Great Eastern Country Zone invite a representative from DFES to present on the ESL and provide a broader understanding of the issues."*
Richard Burnell, Executive Director Corporate Services – Department of Fire and Emergency Management, has confirmed his attendance at the June Zone meeting.
2. Karl O'Callaghan, Chair of Wheatbelt NRM has confirmed his attendance. Karl will be giving the Zone an overview of his role, the organisation and how he can assist Zone members.
3. Minister for Local Government, John Carey, be invited to the June Zone Meeting.

Noted

5.8 Zone Agenda Items

The following items have been requested for an agenda item for the next meeting so far;

5.8.1 Local Government Audits

Background

During the February 2021 round of Zone meetings a number of Zones raised the issue of some Local Governments experiencing delays with the finalisation of the 2019/20 financial audits.

WALGA carried out a survey of the sector seeking information on the status of audits and concerns with the audit process. 90 Local Governments responded to the survey. The following is a summary of the information obtained;

- 60 Local Governments had their audit completed (of the 60, 10 Local Governments had concerns with the audit process)
- 11 Local Governments audits had not been scheduled, however issues were at the Local Governments end.
- 19 Local Governments audits were not complete or scheduled and were concerned with the audit process.

The above information's shows that 30% of Local Governments had concerns with the audit process. The key issues identified as causing delays in the audit process were as follows;

1. Financial Management Regulations Amendment

The delay by the Department of Local Government Sport and Cultural Industries in not finalising the amendments to the Financial Management Regulations that were required due to the changes to the National Accounting Standards. The regulations were not amended until early November 2021. This delay was raised as an issue by most Local Governments including those who had their audits completed. Retrospective amendments to regulations should be avoided. This placed the audit process 4 months behind to start with and caused a domino effect on delays to the audits across the State.

2. Private Auditor/ OAG confusion

There was feedback advising that Local Governments who are audited by a private contracted auditor by the OAG, that sometimes the private auditor provides an interpretation or a request for information and then at the end of the process the OAG has a different interpretation or a different request for information. This causes confusion for the Local Government

3. OAG – Resourcing and project management.

There were concerns that audits are longer and more drawn out than they need to be. A number of Local Governments advised that they had been sent invoices for additional costs due to COVID, that the Local Governments thought were unreasonable. There were also instances of OAG staff requesting information at unreasonable times.

The above information will be collated and provided to the OAG and the Department of Local Government, Sport and Cultural Industries. In addition Caroline Spencer, Auditor General will be attending State Councils Strategic Forum on 5 May 2021.

Comment:

It was noted that some Shires are yet to receive its final audit to enable an exit meeting.

Noted

5.9 State Council Agenda Items

5. MATTERS FOR DECISION

- 5.1 Local Government Financial Ratios (05-034-01-001 FM)
- 5.2 Roads Asset Preservation Model Review (05-001-03-0051 SD)
- 5.3 Western Australian Development Index (05-104-01-0001 TL)
- 5.4 Review of the State Industrial Relations System (05-034-01-0001 DH)

6. MATTERS FOR NOTING / INFORMATION

- 6.1 New Regulations – Model Code of Conduct for Council Members, Committee Members and Candidates; and CEO Standards for Recruitment, Performance Review and Termination
- 6.2 State Election Campaign
- 6.3 Draft Position Statement: Dark Sky and Astrotourism
- 6.4 Report Municipal Waste Advisory Council

Noted

7.0 OTHER BUSINESS

7.1 **WALGA – New staff**

Future meetings where new WALGA staff attend, it is requested that they be provided with five minutes to speak and introduce themselves at the minute.
Noted – this will be organised going forward.

7.2 **Fire bans & Public Holidays**

Resolved:

That an item be prepared to provide Zone Discussion at the April Zone Meeting on burning times on Public Holidays and potential uniformity between Local Governments.

7.3 **7.3 Cyclone Damage**

The Committee discussed having an item on the April Zone meeting Agenda for Local Governments to advice on damage and their experience following the recent cyclone Seroja with a view to discussing any common themes or issues.

8.0 DATE, TIME AND PLACE OF NEXT MEETINGS

The next meeting of the Great Eastern Country Zone Executive Committee will be held on 17 June 2021 via teleconference commencing at 7.30am.

9.0 CLOSURE

There being no further business the Chair declared the meeting closed at 8.20am.

**Great Eastern Country Zone WALGA
Profit and Loss Statement
For the Period Ended 31 March 2021**

	BUDGET 2020/21	ACTUALS 2020/21
Income	\$	\$
Interest income	1,280	1,509
Total Income	1,280	1,509
Expenses		
Executive Officer-Travel & Accommodation	2,000	-
Zone Expenses - Audit fees	2,100	2,030
Zone Expenses - Ordinary Meetings	7,500	3,927
Zone Expenses - Financial Management	2,160	1,620
Zone Representative - Honoraria	1,850	-
Zone Representative - Meeting Fees	1,000	-
Zone Representative - Travel Costs	1,500	-
Total Expenses	18,110	7,577
Profit / Loss	-\$ 16,830	-\$ 6,068

Great Eastern Country Zone WALGA Balance Sheet As At 31 March 2021

	2021 \$	2020 \$
Current Assets		
Cash at bank	571	909
Term Deposit	160,000	160,000
Investment Account	5,001	22,997
	<u>165,571</u>	<u>183,905</u>
Receivables		
Other Debtors	2,042	537
GST	355	127
	<u>2,397</u>	<u>663</u>
Total Current Assets	<u>167,968</u>	<u>184,569</u>
Total Assets	<u>167,968</u>	<u>184,569</u>
Current Liabilities		
Other Creditors	4,857	5,963
Total Current Liabilities	<u>4,857</u>	<u>5,963</u>
Net Assets	<u>163,111</u>	<u>178,606</u>
	Attachment 1	
Equity		
Retained Profits	169,179	145,791
Wheatbelt conference Reserve	0	14,140
Surplus	(6,068)	18,675
Equity	<u>163,111</u>	<u>178,606</u>



Wheatbelt District Emergency Management Committee MINUTES

10th March 2021

DFES Regional Office, 79 Newcastle Street Northam

1. Welcome, Attendance and Apologies

The Chair opened the Meeting at 1001hrs and welcomed all to the meeting.

- 1.2 Acknowledgement of Country
- 1.3 All Welcomed
- 1.4 Record of Attendance

Attendance

Executive

Supt Antony Sadler (Chair)	Dept of Fire & Emergency Services
Yvette Grigg (Executive Officer)	Dept of Fire & Emergency Services
Andrae Moore (Minutes)	Dept of Fire & Emergency Services

Members

Charles Baxter	Western Power
Nathon McMullen	Western Power
Phil Schupp	Dept of Communities
Rob Towers	DBCA – Parks & Wildlife
Tony Sachse	WALGA GECZ
Rachele Ferrari	WACHS – Wheatbelt
Alyson Brett	WA Police
Mark Twamley	WA Police
Chris Antonio (Online)	Avon Midland Country Zone
Phillip Zeid (Online)	Australian Defence Force
Daniel Birleson (Online)	Dept of Fire & Emergency Services
Graeme Keals (Online)	DBCA – Parks & Wildlife
Jo Spadaccini (Online)	Dept of Communities
Dan Clements (Online)	Western Power
Craig Spencer (Online)	St. Johns WA
Shannon Wassman (Online)	Dept of Education

Apologies

Acting Superintendent Jack Lee
Gren Putland
Neila Williams

WA Police
Main Roads
Dept of Communities

2. Disclosure of Interests

Nil

3. Guest Presentations

Nil

4. Confirmation of the minutes of the Wheatbelt DEMC held on 21 October 2020

Moved: Tony Sachse
Seconded: Rob Towers

5. Review of Action list and business arising

As per action list at appendix 1.

6. Correspondence (Refer attached DEMC papers)

6.1 Correspondence In – Nil

6.2 Correspondence Out

- Letter of support to the Shire of Trayning re generator grant for Welfare/Evacuation centre.
- Letters to six Local Governments whose LEMA will become due in 2021, offering assistance and advising of AWARE funding available. (Shire so Cunderdin, Merredin, Northam, Toodyay, Westonia and Yilgarn)

6.3 Information tabled.

- SEMC Communique – December 2020
- New WA Community Evacuation in Emergencies Guideline now endorsed by SEMC and available on the SEMC website.

7. Review of DEMC membership and contact list updates

Circulated and Online changes received and updated.

8. District Emergency Management (Refer Appendix 1)

8.1. Exercising. District Exercise Schedule and review of any exercise outcomes.

Yvette Grigg in consultation with other DEMAs has developed a local level exercising handbook that aligns with state emergency management requirements. It is supported by many templates and example exercises that she is happy to distribute as required. Once the handbook is endorsed by the State Exercise Coordination Team, it will be distributed to all local governments for use with their LEMC exercising.

— Chris Antonio Asked if a copy could be brought to their LEMC tomorrow for viewing – Yes.

8.2. OASG Debriefs/outcomes – Nil

9. Local Emergency Management (Refer Appendix 2)

9.1 Status and progress of LEMC meetings, LEMA, exercises and risk work
Wheatbelt as a whole are doing well. Nungarin is the only outstanding LEMA. It has been completed and is just waiting for them to hold a LEMC meeting to endorse.

The table works on the financial year and due to COVID, it looks as if there are some gaps, however nearly all our LGs were holding special COVID inter agency meetings instead.

Yvette will follow continue to work with those shires that are currently not holding their LEMC meetings regularly.

Tony Sachse noted that Mukinbudin, Trayning and Nungarin are looking to hold a combined LEMC meeting to assist with attendance, given their low population levels.

Only 4 out of 28 Local Governments haven't commenced their risk assessments, and two of those have already locked in dates to undertake their risk workshops. Yvette will follow up with the others soon.

9.2 Tabling of any Local Emergency Management Arrangements as due for their 5-year review.

The following LEMA were checked for compliancy by the Wheatbelt District EM Advisor and sent to members via email for comment.

1. Shire of Dandaragan

Members have provided comment on only minor amendments which have been forwarded to the Shire, and therefore the following recommendation is made.

Recommendation: That the committee make a formal resolution to note the Shire of Dandaragan LEMA as compliant with the State Emergency Management Arrangements.

Resolution Number 01/2021

That the Wheatbelt DEMC note the Local Emergency Management Arrangements for the Shire of Dandaragan.

Moved: Antony Sadler

Seconded: Rachel Ferrari

9.3 ISG Debriefs/Outcomes

- Red Gully – ISGs worked well with excellent attendance, particularly out of hours. Health and Education were not initially invited but started attending later.
- Wundowie – Debrief has been delayed due to other operational events, it will be rescheduled later in March. fires. No outcomes to date.

10. Agenda Items

10.1. District Communications Strategy

Rachele Ferrari WACHS and Ant Sadler DFES

Antony Sadler showed the committee a Communications Matrix Document that DFES has developed in the Goldfields to assist in getting community warnings and other messages out and to ensure everyone get the messages. It was developed after the Norseman West Bushfires of December 2019.

Initially it was developed for DFES use only with a strong response focus, however it is felt that it could be useful in a much broader multi agency context.

Rachel Ferrari and Health were given this matrix a while back to possibly assist them during the COVID-19 situation. Rachel said it was very useful, but it did highlight the shortfalls we have in communications. One area she wanted to focus on was how we get notifications out to the vulnerable people in our community. Lots of organisations have lists of vulnerable clients they look after, but there isn't a central point for the contacts for those organisations or how many vulnerable people they assist.

Rachele questioned, what is each LEMC doing for their vulnerable people? Yvette Grigg said most of the LEMCs we have are smaller and know everyone in their area and it would be the larger centres, York, Northam, Toodyay, that would begin to get more difficult.

Phil Schupp advised the Dept of Communities had been looking into this prior to COVID-19 lockdowns. They were looking at where the vulnerable cohorts were, what the front-line people need to know when dealing with them. They are happy to share the information they have already gathered – service providers, distribution lists etc. There are a lot of private care givers that don't get captured though.

Discussions held about the matrix and what things we need to be able to communicate at different times.

Also, some discussions around holding welfare sub committees to the LEMC or DEMC. Further discussions to be held out of session with Dept of Communities to clarify if this might be duplicating existing models.

Ideas of preparedness were further discussed around power outages in a cashless society. Craig Spencer advised of the availability of portable ATMs that can be deployed through communication with local bank managers in a major incident.

ACTION: Yvette Grigg and Phillip Schupp and Jo Spadaccini to discuss merits of welfare subcommittees further, ensure no duplication of effort.

ACTION: Yvette Grigg to send out a template so each agency can populate

Some areas to look at are:

- Vulnerable people
- General Community
- Travelers
- Schools/ childcare
- Mine sites/ Industry
- Farmers
- Indigenous Groups
- Aged Care
- Essential Services
- Retail/ Shops
- Event organisers and Recreational users
- Transport groups

10.2. Woorloo overview and overlay on the Avon Arc – Workshop of key issues and challenges the Wheatbelt might face in a similar incident.

Ant Sadler DFES .

Ant said that the Shire of Mundaring did an amazing job with the recovery of the Wooroloo fire and still are. It is something that the Wheatbelt can learn from. We have had some very significant fires (Beverley, York, Wundowie) of our own this year and we need to ensure our preparedness is high.

Ant presented a scenario the size of the Wooroloo fire, overlaid in our own area. It would have burnt the towns of Bakers Hill, Clack line and just missed Wundowie. Would we be ready? What do we have in place to assist? Below is a list of key issues members raised;

* Animals in emergencies. Where can we send them in our area?

- Tony Sachse said that Local Governments have networks of landowners that can assist. They have the local pounds, kennels and horse facilities in most shires.

-Chris Antonio advised the Shire of Northam would be able to house horses at the Racecourse and it has the kennels for smaller animals.

Through social media, they have a network of private landowners to help. He knows they were able to move cattle to the Muchea Sales Yards. He advised the Shire of Northam have some plans in place, but he doesn't know how formal they are.

- Craig Spencer- there is a community organisation called EASE WA. They are very effective and have contacts all over the state to assist with animals during emergencies. The lady that runs it has a fire background and promotes fire safety at all times.

* Dislocated residents 86 homes were lost in Wooroloo. How would we cope with a loss of property that size? Rehoming etc..

- Jo Spadaccini – Initially we would set up an evacuation centre. Most likely in Northam. They would have to look to see if Northam was the most practical centre due to the location of property losses. Would they need to set up a second centre for access for those to the south and west of the fire? This would mean more staffing and equipment required. Only 5-10% of displaced people go to Evacuation centres. A lot go to family or friends.

Support staff would need to be brought in to then look at the long-term arrangements for people. Processes are in place for this.

* Power Outage There were a lot of people in the Wooroloo fires that didn't have power for a very long time. What do we have in place to assist in getting power back up ASAP? How is it managed?

- Western Power – It would be very similar to how Wooroloo has

happened. Crews come in from Metro and the southwest to assist. They generate properties where they practically can and then work on the backbones of the network to restore power. Western Powers thoughts are that it is better to get in there and fix it properly straight up than do patch jobs and take longer to fix permanently.

* Mental Health- there are lots of programs for responders, but do we have support networks for the mental health of the community?

- Rachele – Mental health is something that has to be a multi-agency response. Mental Health First aid is what is required. These aren't the cases that attend Emergency Departments. They are the ones that are at home and don't realise what they are going through is normal. It is both Community and responders that need this. Rachele advised it would be unlikely that the Wheatbelt have the capability themselves, we would have to get assistance from the metro area.

Mental Health First aid is something that needs to be brought to the community because they often don't realise they need it. They don't call for help. It is also a long-term issue.

In summary, we need to promote thinking about how prepared we are? What are the gaps we have? How are we going to rectify the gaps?

ACTION: Yvette Grigg to coordinate the writing of a DEMC exercise for 16th June 2021. This will be targeted at both the local and district level, will be multiagency and cover several capability areas.

10.3. Local Exercise Project for Wheatbelt District

Yvette Grigg

As already discussed under exercising above. The handbook as developed will be circulated once tabled at the state level.

11. Agency Reports (by exception)

Craig Spencer - St Johns

- Northam has received 2 new specialist vehicles
 - Specialist Infections Ambulance – to transport COVID 19 patients
 - New ambulance with a powered stretcher – now has the capability to transport patients up to 300kgs.

Jo Spadaccini – Dept of Communities-Post Operational reports have been developed and are awaiting approval for distribution. When these are accepted, she will forward to the DEMC.

Tony Sachse – WALGA

- Great Eastern Country Zone had a presentation from Richard Burnell (DFES) on Telstra Power backups. – great presentation
- Darren Brown (BFBVA) presented to the WEROC on the ESL. They have also invited DFES to also present on the subject

12. General Business

Antony Sadler – DFES

- Shire of Yilgarn had raised concerns about Western power contractors on TFB days. There have been contractors inspecting poles (not emergency and essential works) in paddocks when the shire has been told their famers can't do this. Western Power said they will investigate the information contractors get and how they are told about TFBS etc.

ACTION: Western Power to investigate.

Tony Sachse – WALGA

- Had conversation with Shire of Wyalkatchem regarding the Covid19 lockdown and people returning from Perth. There was a lack of information to areas outside the lockdown and what was required by them. They were concerned people were racing down and back to Perth which could have potentially brought the issue to them. They didn't know what they could or couldn't do. WA Police said the short timeframe (12noon to 6pm) made it hard to get information out and then to filter it and control it for different groups. We will hopefully learn from this any future lockdowns.

13. Next Meeting

Date	Activity	Venue	Comment
16 th June 2021	Exercise	tba	tbc
13 th October 2021	General Meeting	DFES Northam	

14. Meeting Closed

Meeting closed at 11:59am

Appendix 1. Action list

#	Item	Owner	Status
1	<p>Telstra Representative on DEMC.</p> <p>Jack Lee to contact Brian Young and discuss which level of meetings would be of most benefit to his time and to the committees.</p>	Chair	10/03/2021 – Yvette advised that Brian Young was invited to the meeting today. Also advised that Brian did attend a LEMC meeting in Victoria Plains, some concern he may be attending at the wrong level as he is the only Telstra ESLO in the state.
2	<p>Welfare sub committee of DEMCs and possibly LEMCs.</p> <p>Yvette Grigg to discuss merits with Dept of Communities and ensure this does not duplicate work already occurring.</p>	Yvette Grigg and Dept of Communities	
3.	<p>Communication strategy.</p> <p>Template to be sent out for all agencies to input information.</p>	All agencies	
4.	<p>District and local level exercise to be coordinated for the 16th June 2021.</p> <p>Yvette Grigg to coordinate with key agencies, (DFES, WA Police and Dept of Communities) to write and facilitate an exercise around capability areas that may need further enhancements.</p>	Exercise working group	

5.	Investigate information that is currently provided to Western Power contractors regarding their processes during TFBs and other restrictions.	Western Power	
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President's Report

May 2021

Tropical Cyclone Seroja

Many of our members and the communities they represent have been affected by the devastation unleashed by Tropical Cyclone Seroja in April, which made landfall between Kalbarri and Port Gregory before moving inland. Winds of up to 170 kilometres an hour left a trail of destruction over 35,000 square kilometres of Western Australia. It destroyed homes, businesses, resorts, sheds, fences and water stations, leaving thousands of people homeless and without power and communication for extended periods.

As I write, the full impacts of TC Seroja are still being assessed but it is clear the path of the cyclone has affected communities from the Gascoyne to the Mid-West and through the Wheatbelt. Commonwealth-State Disaster Recovery Funding Arrangements have been put in place for some Local Government Areas and the Lord Mayor's Distress Relief Fund has been activated to provide financial assistance to individuals impacted by TC Seroja. The recovery will be long and WALGA is providing support, as required, to our members in the clean-up and rebuilding. One thing is certain: the resilience of the Local Governments and the communities affected will continue to shine through, despite the devastating losses and upheaval.

This is exactly what we have seen following the devastating effects of the Wooroloo bushfire in February, which destroyed 86 homes and caused widespread damage. The City of Swan and Shire of Mundaring have been, and continue to, work tirelessly with their communities and relevant agencies to support those who have lost property, pets, livestock and possessions. While they have been stretched beyond capacity, the Local Government sector has stepped up to support them. Twelve other Local Governments donated \$104,000 to the Lord Mayor's Distress Fund for Wooroloo; others have shared fire brigades, offered accommodation for evacuated people and animals, and provided communications or administrative support.

Local Governments are always there to support their communities, and willing to lend a hand to each other in times of need.

Meeting with Minister for Local Government

CEO, Nick Sloan and I met with the Minister for Local Government Hon John Carey MLA together with his Chief of Staff, Claire Comrie on Tuesday 30 March 2021.

The meeting focussed on the opportunities for State and Local Government to work collaboratively across the Minister's multiple portfolios which include Housing.

Red tape reduction, a new Local Government Act and an outcomes focussed State-Local Government Partnership agreement were discussed and the Minister was very clear of his intention to work closely with Local Government.

WALGA will be organising a Meet the Ministers breakfast event following release of the Parliamentary sitting schedule and the date/time of the event will be communicated via our newsletters as soon as possible.

CONTACTS

Australian Local Government Association (ALGA) – National General Assembly

The 2021 National General Assembly (NGA) will be held on 20 -23 June 2021 in Canberra. This year's NGA will be a hybrid event where you can attend in-person or via the web.

This year's conference theme is "Working together for our Communities"

This session of the NGA is being held at a critical juncture in Australia's recent history. The national roll-out of the Covid vaccine has begun, border restrictions have eased, and there is a growing sense of optimism that life will again return to normal, albeit a "Covid normal".

How well we work together and across governments will determine the success of our recovery – and continuing full cooperation will ensure no community is left behind.

Registrations can be made on the ALGA website.

WALGA 2021 Local Government Convention

The 2021 WA Local Government Convention will be held at Crown Perth on Monday, 20 – Tuesday, 21 September with the Opening Welcome Reception being held on the evening of Sunday, 19 September. The provisional programme is as follows;

Sunday, 19 September 2021

- Mayors and Presidents' Forum
- Opening Welcome Reception

Monday, 20 September 2021

- AGM
- Breakfast with Directors General
- Conference Sessions
- Gala Dinner - Sesquicentenary of Local Government in WA

Tuesday, 21 September 2021

- Convention Breakfast with Jelena Dokic
- Conference Sessions

Further information will be provided in coming weeks.

PRESIDENT'S CONTACTS

President's contacts since 3 March 2021 and scheduled before 5 May 2021 are as follows:

State Government Relations

- Lunch Event With the Prime Minister – Hon Scott Morrison MP
- Leadership Matters Breakfast – Premier Mark McGowan MLA
- Hon John Carey MLA, Minister for Housing; Local Government
- Bill Marmion (ex-Member for Nedlands)

CONTACTS

Zone Meetings

- Peel Country Zone Meeting
- Pilbara Country Zone Meeting - Video Conference

Local Government Relations

- Joint Venture Management Committee (WALGA/LGIS) x 3
- State Council Election Forum
- State Council Informal Forum – Video conference
- State Council Meeting
- Finance and Services Committee Meeting
- ALGA – Board Meeting
- ALGA – Closing the Gap, Joint Ministers Council Meeting
- ALGA – CEO Shortlist Meeting
- ALGA – CEO Interviews
- ALGA – Meeting of Environment Ministers
- ALGA – Global Covenant of Mayors Committee Meeting
- ALGA National General Assembly Subcommittee – Video Conference x 2
- LGIS – CEO, Jonathan Seth, Chair, Peter Forbes, JLT, Head of Public Sector, Gary Okely and Chief Operations Officer, Peter Hoare
- LGIS Board Workshop
- Australian Local Government Women’s Association WA, President, Karen Wheatland
- Local Government Convention 21 Committee Meeting x 2
- Meeting with
 - City of Canning Mayor, Patrick Hall
 - City of South Perth Mayor, Greg Milner
 - City of Swan Mayor, Kevin Bailey
 - City of Stirling Mayor, Mark Irwin
- President of the Local Government Association Northern Territory, the Lord Mayor of Darwin, Hon Kon Vatskalis
- Western Australian Multicultural Awards Ceremony
- Council Visits
 - City of Albany
 - Shire of Broomehill-Tambellup
 - Shire of Kojonup
 - Shire of Woodanilling
 - Shire of Plantagenet
 - Shire of Denmark

Please take care and keep safe.

Mayor Tracey Roberts JP
President

CONTACTS



An Australian Government Initiative

RDA Wheatbelt Update – Local Government Zone Meetings

Mandy Walker, Director Regional Development
mandy.walker@rdawheatbelt.com.au ph. 0428 372 179
April 2021

Wander the Wheatbelt

A gap exists in the western Wheatbelt for tourism product development and promotion despite Shires of Narrogin, Beverley, York, Northam, Toodyay, Chittering, Gingin and Dandaragan accounting for 91% of domestic and 81% of international visitors to the Wheatbelt in the period of November 2018 to November 2019.

To address this gap, RDA Wheatbelt has been collaborating with Wheatbelt Arts and Events Inc. to create and publish an online platform to promote art, culture, events, and immersive activity tourism products. In March 2020 we coined this initiative Wander the Wheatbelt.

The three Regional Tourism Organisations representing the Wheatbelt promote the region using collateral created by Local Tourism Organisations, they don't fund content creation or product development. Local Governments and business operators are relied upon to provide this.

Visitors want easily accessible, reliable content about the products in a region such as immersive experiences, events, activities, physical challenges, food, art, culture, learning. There is a need for an organisation to coordinate and deliver product development around sports events, arts and cultural events, immersive activities, food and beverage attractions, nature or action adventures.

There is not a lack of websites that potential visitors can access to plan their visits to the region but a lack of a consistent region wide collaboration and cohesion in promoting the whole of the Wheatbelt and establishing a tourism profile and an identity that defines the Wheatbelt as a distinctive tourism region in its own right instead of part outback, Perth and coral coast.

Wander the Wheatbelt was designed to be a Local Tourism Organisation to with the long-term goal of becoming a Regional Tourism Organisation. Since considering the Strategic and Business Plans, the RDA Wheatbelt Committee have concerns about the sustainability of the proposed LTO business model and reliance on local government for its success.

We have decided to pitch a regional concept to State and Federal Government with the aim of securing funding for the operation of a Regional Tourism Collective/Organisation that delivers promotion, product development and content creation on behalf of all Wheatbelt local governments.

Seed funding for Wander the Wheatbelt has been provided by RDA Wheatbelt which will be used to build a web-based platform that provides an interactive itinerary planner for visitors to the Wheatbelt. Visitors will be able to get accurate information with minimal click throughs, so it is easy to access and use. The intent of the platform is to not replace existing platforms but to complement and elevate the efforts of LTOs in the mid and eastern parts of the Wheatbelt by directing users of Wander the Wheatbelt to current itineraries and products.

We are looking for a collective of Western Wheatbelt Local Governments who are willing to work with us to challenge the current RTO arrangement in the Wheatbelt. Our pitch to Government will be for funds to establish a Wheatbelt Regional Tourism Collective/Organisation that is focused on product

development and content creation, promotion of all existing LTOs and the development of a Western Wheatbelt region LTO.

You can support us by providing a letter of support for this approach and if you're keen to be more involved by contributing funds or resources to the Wheatbelt online platform to demonstrate a regional approach to State and Federal Governments. Your contribution would showcase what we are intending to do across the entire region by populating a webpage specific to your Shire, collection of content such as photos and blogs, and development of products such as nature, adventure or culturally based trails. It would be a way of collating your tourism content on a regional scale without having to create a purpose-built website yourself.

We are open to what you can offer either in a cash contribution, personnel to develop itineraries and products, or provision of existing content. The concept design for the site can be viewed at <https://kateanderson554.wixsite.com/wanderthewheatbelt> please note this is a mock-up of the concept only.

Community Finder

In March we circulated an opportunity to join an online platform managed by Pointer Remote called Community Finder. As people look to the regions, Pointer Remote's Community Finder connects those in metropolitan areas with communities across rural Australia. Individuals can use the Community Finder to curate a list of communities that meet the requirements most important to them.

Local Governments manage the data input for each Community Profile to ensure the information is current and accurate. The Community Finder aims to encourage people to consider rural and remote communities as great places to relocate to.

Previously, metropolitan-based professionals often saw a tree/sea change as career hindering, placing a ceiling on promotions and pay grades. With the transformation of the workforce to a more mobile model, people can now relocate to the regions and not only keep their job, but their city salary as well. The Community Finder also aims to support the recruitment of specialist services to rural Australia such as GPs and teachers.

The platform can be used by recruiters in these fields to remove biases that people may have in regard to relocating to the regions by highlighting towns that have the services that the individual values in a community. As at 6th April there were 55 community profiles listed on the platform, and 9 of those are Wheatbelt communities of:

- Beverley
- Toodyay
- Narrogin
- Bindoon
- Darkan
- Muchea
- Goomalling
- Wickiepin
- Harrismith

Each profile contains information about services, health, education, business, culture and recreation. There are links to council, tourism and trip advisor websites as well as links to employment sites. Community demographics are provided by domain along with real estate opportunities and school profiles. It provides information about health workforce support such as the Modified Monash Category and if the town falls in a GP Distribution Priority Area.

I encourage all Wheatbelt Local Governments to create a profile page for their communities to gain national exposure of the opportunities your towns can offer. To create your profile, go to <https://www.pointerremoteroles.com.au/lga> . If you require technical support you can email Rohan Webb rohan@issimo.com . The profiles are free to set up and there are no ongoing charges.

Regional Australia Institute – Regional Activators Alliance

The Regional Activators Alliance (RAA) is a group of 37 regional stakeholders brought together by the Regional Australia Institute (RAI) to help create its national awareness campaign aimed at driving population to the regions. The Wheatbelt region is being represented on behalf of RDA Wheatbelt by Tess Slot of Regional Regeneration Alliance.

Launched on Wednesday 28 October 2020 by Deputy Prime Minister the Hon. Michael McCormack, RAA members are at the forefront of this powerful national movement to change the narrative and show the rest of the country the opportunities available to live, work and invest in Regional Australia. Activators will help co-create the campaign not only for the benefit of their region, but the nation as a whole.

The national awareness campaign also has the support of the [Regional Australia Council 2031](#) (RAC2031). All aspects of the impact project will focus on RAI evidence-based research relating to four key pillars: Jobs, Population, Liveability and Leadership. RAA members will come together four times a year with relevant political, industry and community leaders invited to participate in the discussion and workshops.

In March the RAI delivered National Summit, [Growing Regional Australia: Shaping the Good Life](#), the [Move to More campaign](#) and the launch of the [Liveability Toolkit](#). In the Move to More campaign link you'll read about the Wheatbelt experience of Tara Whitney. Thanks to those Local Governments that have provided input into the RAA so far.

Grant Guru RDA WA grant finder portal

In 2020 RDAs Wheatbelt and Midwest Gascoyne delivered the cross regional GrantGuru portal. The WA RDA GrantGuru site offers a 'one stop shop' where grant searches can be tailored to your needs, reducing the time spent researching, along with the resources to help produce a quality application.

This portal has been very successful with RDA Wheatbelt receiving information on numbers accessing the portal and what the most popular types of funding searches are. We ourselves have used it frequently to direct potential applicants to funding sources. Find the portal at www.rdawheatbelt.com.au

There are two components to this project, the free portal for communities, LGs and business where you can sign up to receive free alerts to opportunities based on your preference selections, this we encourage you to distribute throughout your local organisations and businesses. The second is the subscription based LG only portal where all funding opportunities eligible for LGs are available and alerts can be set up based on your funding needs. Subscription is very heavily subsidised and based on your LG population.

The subscribing LGs will be receiving the second year invoices shortly, as per the three year agreement, but should any new LGs be interested in joining at this time, please contact admin@rdawheatbelt.com.au. Subscription fees range from \$300 up to \$1125 for the largest LGs.

Committee positions

Expressions of interest to join the RDA Wheatbelt Committee will be advertised in the next few months. We rely on a diversity of experience, skills, gender, culture and geographic base amongst our members to provide guidance to the Director Regional Development and the RDA Wheatbelt workplan.

Membership is on a volunteer basis however travel costs are reimbursed. We meet in person four times a year across the region. Contact in between meetings is by phone and email. An emphasis is placed on ensuring members feel comfortable to contribute to conversations and decisions in a business and social capacity.

Shire CEOs and Presidents are being asked to consider who would be an influential and positive contributor to the Committee and thus the Wheatbelt region. Please forward the contact details of who you think might be interested and we'll add them to our targeted distribution list.



Main Roads Report Great Eastern WALGA ZONE

April 2021

Current Works

Road	Between	SLK Range	Activity	Main Roads Contact	Contractor	Contractor Contact
Great Eastern Hwy	Kellerberrin to Northam	200 – 140	Shoulder Sealing	Peter Georgy	Lendlease	Scott Insel

Shoulder widening commenced on the Great Eastern Highway from Restdown Street intersection in Kellerberrin, through to Mitchell Avenue in Northam in early February. Works are due for completion in early May.

Section of Works	Profiling	Asphalting	Signs & Guideposts Re-installed	Re-Landscaping (levelling and making good spoiled material)
Kellerberrin to Tammin	Complete	Complete	Guideposts completed. Signs almost completed.	Re-landscaping commenced.
Tammin to Cunderdin	Complete	Complete	Guideposts completed. Signs almost completed.	
Cunderdin to Meckering	99% complete	Westbound 99% complete. Eastbound 95% complete.	Guideposts completed. Signs to be installed following completion of the section.	
Meckering to Northam	90% complete	Westbound 90% complete. Eastbound 80% complete.	Guideposts currently being installed. Signs to be installed following completion of the section.	

There are sections that still need to be rectified. Two pavement repairs on the sweeping bend 2km west of Tammin have also been included in the program

Great Eastern Hwy	Hoggart Rd Malabaine Rd	74.31 and 101.81	Intersection Improvements	Huma Bhurtel	Lendlease	Isaac Proctor
Intersection improvements will commence on 26 April 2021 until the end of May.						
York Merredin Rd	Bruce Rock and Merredin	145.55 – 192.45	Shoulder Sealing	Leon Krige	Lendlease	Gary Poggenpoel
Shoulder sealing works started near McGellin Rd in Bruce Rock heading towards South Avenue at Merredin in March 2021. The works will end near Collier Road in Bruce Rock. Works are due for completion at the end of May. Audible edge lines installed later in the year.						

Future Works

Walgoolan to Southern Cross - Bridge works and associated road works in Walgoolan are planned to start mid to late-2021. The new bridge will be constructed away from the road, with little impact to drivers until the end of the works. The bridge and road at Moorine Rock will be widened at the same time.

York Merredin Road – Pavement Investigations on 27 May.

Driving Change road safety strategy for Western Australia 2020-2030

Driving Change is the framework to guide WA's road safety journey over the next decade, to reduce the number of people fatally, severely or seriously injured by 50 to 70% by 2030, and to zero by 2050.

This new strategy is a 'call to action' for all West Australians to collaborate and drive change in their communities. It is now available here <https://www.rsc.wa.gov.au/New-Road-Safety-Strategy>

- Zero Fatalities and Serious Injuries (FSI) is still the aspirational goal
- The target for the strategy is a 50-70% reduction by 2030
- A 50% reduction in FSI will see WA keep pace with the rest of Australia
- A 70% reduction will see WA catch up with the best performing Australian jurisdictions
- In WA 1,513 are seriously injured on WA roads on average each year
- An average of 168 people are killed on average each year
- Every year road trauma costs WA \$2.4 Billion

- Since 2008 when "Towards Zero" began, there has been a 19% reduction in road fatalities and 43% reduction in serious injuries
- The greatest improvements have been in young drivers aged 17-19, with a 69% decrease in FSI (but still 108 in 2019)
- Seatbelt compliance has resulted in 69% decrease in FSI from 216 to 68 in 2019
- Speed related FSI also down by 53% (but still 301 speed related FSIs)
- FSI crashes where error, fatigue or inattention was a factor down by 33% but still responsible for 1,414 deaths and serious injuries

"Driving Change" is a 40 page document and not a heavy read, I recommend anyone with an interest and a position of influence for take a change look at it.

Preliminary numbers of Fatalities on WA roads in 2021: 33 Regional, 15 Metro

Rural fatalities are trending up in 2021. In Wheatbelt North 1 fatality, on a Local Government/State road intersection.

8 fatalities on Wheatbelt roads, 7 in WBS.

Road Safety Performance Reports:

WALGA RoadWise has produced an updated regional report on crash types and priority treatment areas for Local Governments on local roads. This report focuses on serious crashes on Local Government roads, with data on individual Shires. I have presented the regional report at zone and regional road group meetings, and over the last eight months I've delivered targeted reports for Councils in Chittering, Mt Marshall, Toodyay, Trayning and Wyalkatchem so far, looking more deeply at local road crash problems, priorities and treatments.

The report presentation take up to 25 minutes, depending on questions and answers, and assist and encourage Shires to consider local road safety improvements, other activities including community education, road improvements, Black Spot applications.

CLIFF SIMPSON ROAD SAFETY ADVISOR WALGA ROADWISE 0409 686 1381

Regional Roadworks Signage Review:

The Department of Transport is progressing a Regional Roadworks Signage Review that was initiated by the Minister for Transport. The review will investigate all aspects of temporary traffic management signage including standards, design, training and the resulting practices and outcomes.

The consultation phase of this review has just gone live. Details are at: [Regional Roadworks Signage Review | My Say Transport](#) and a community consultation for this zone is scheduled for 3rd June at Northam Recreation Centre. The final report and recommendations are due in July-August 2021.

Local Governments have the opportunity to contribute through any of the platforms that have been made available.

<https://www.mysaytransport.wa.gov.au/regional-roadworks-signage-review>

Avon RRG Sub-group Road Safety Auditors:

I've assisted the Shire of Toodyay in a community road safety grant that funds six technical officers from the Shires of Northam, Toodyay and York to train in two road safety courses, IPWEA WA/Main Roads WA Road Safety Audit Course and the Road Safety Engineering Course. These two courses are online and they are the precursors for LG staff to become road safety auditors. The officers should be enrolled and commencing the training. This project was initiated with the assistance of the three Shires' engineers, it is anticipated for completion six months after enrolment. I have also enrolled in this course. While Shires will still need to engage senior auditors for their road safety audits, this project will increase the capability of LGs to deliver road safety improvements on their local roads.

Many Shires can't apply for Black Spot funding using eligible crash numbers, an audit is the only way to get funding.

Toodyay Community forum

With the same Shire of Toodyay grant mentioned above, Toodyay RoadWise Committee will conduct a road safety forum in June this year, in a similar format to the Wheatbelt Highway Safety Review of 2016, a community engagement to raise awareness and debunk some myths, and a presentation on driver impairment by Alcohol and Drug Foundation. The forum will concentrate on driver behaviours and local roads.

Recent road safety activities in the WBN region:

Novice Driver engagement at Gingin, Guilderton and Lancelin

Avonlocalsdrivingchange Facebook page running, activities planned at Avon Descent, Balloon Festival and Wundowie Iron Festival

Toodyay RoadWise Committee will have a display at Moondyne Festival and Agricultural Show



Government of **Western Australia**
WA Country Health Service

Your Ref :
Our Ref : ED-CO-21-1966
Enquiries to : Rachele Ferrari 08 9621 0702

Ms Marissa MacDonald
A/Policy Manager Community WALGA

Via email: MMacdonald@walga.asn.au

Dear Ms MacDonald

WHEATBELT HEALTH SERVICES

Thank you for your email dated 30 September 2020 to the A/Regional Director Wheatbelt, Rachele Ferrari, in which you raise several matters relating to health services within the Wheatbelt. I apologise for the delayed response.

Decision making on WACHS funding projects

Firstly, you have asked for information relating to decision making on project funding within the WA Country Health Service (WACHS).

WACHS determines project and service development funding based on the needs of the community regarding essential health services and improving health outcomes for the community. This includes funding for infrastructure, workforce capacity and capability, advancements in technology, and emerging needs. Specific funding opportunities are pursued to address specific areas of need, strategic priorities and other critical projects. WACHS is majority funded by the Department of Health, and the expectations for that funding are set out in an annual Service Agreement.

The Department of Health Clinical Services Framework 2014-2024 provides a foundation for the whole health system in planning to meet the demand for health services given changing service capabilities and evolving models of care. The Framework remains a reference point for determining requirements in workforce and infrastructure and for integrating new technology. The WACHS Strategic Plan 2019-24 and the associated Operational Plan set out the long-term service direction for WACHS. The Strategic Plan and our Operational Plan align to the priorities in the Sustainable Health Review. These are key documents used to assist in determining funding priorities.

An example of a significant and funded program that was aligned to community needs is the half a billion-dollar Southern Inland Health Initiative that invested in infrastructure and safety, workforce and service development service including telehealth. The evaluation of this program demonstrated a range of benefits

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including a significant increase in medical workforce in the emergency departments of the Wheatbelt and GPs.

The Emergency Telehealth Service developed as part of SIHI started with 6 pilot sites in the Wheatbelt and is now available 24/7 to all Wheatbelt sites and the majority of WACHS sites in other regions. This award-winning service has significantly changed the country hospital emergency service access and quality. Staff and patients identify the benefits achieved through this service. Amongst these benefits clinicians report they are more likely to stay, they feel supported and therefore more confident, and there is greater continuity which impacts on the clinician – patient- community relationship and there is less likelihood of periods of vacancy. More recently the Inpatient Telehealth Service has become available to ensure cover for inpatients if the Dr is unavailable and the Mental Health Emergency Telehealth Service has recently commenced. The Wheatbelt is a high user of ETS and ITS and on average 70-80% of patients seen by these services returned home versus being transferred. The value is evident when ambulance volunteers are not called on as frequently to transfer patients, meaning they can continue their home and work responsibilities. Likewise patients, carers and families are able to stay in their communities to continue work, family and community commitments.

Infrastructure in the Wheatbelt

Your letter also refers to concerns regarding the provision of infrastructure. WACHS has a capital development program which prioritises infrastructure development based on need. There has been a strong infrastructure improvement focus for five years across the Wheatbelt with contemporary buildings replacing out of date infrastructure. This investment has been welcomed by staff and communities and has enabled service improvement including telehealth services.

You would also be aware that WACHS has worked to explore alternative service models for facilities in smaller communities to ensure that they provide for preventative as well as acute care. We would be interested to better understand the concerns you refer to regarding the inappropriate use or under utilisation of buildings.

Volunteer management

The management of volunteers remains within the remit of St John Ambulance however WACHS acknowledges that volunteers and country paramedics do an amazing job in delivering high-quality ambulance services across the vast geography of the state. The WACHS Board previously recognised the need for a strategy to ensure the sustainability of the services when they led the development of *The Country Ambulance Strategy (CAS) – Driving Equity for Country*, which was subsequently endorsed by the Minister for Health in November 2019.

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The CAS is the State's first strategic blueprint to reform ambulance service provision and was developed following significant community consultation with those who operate and use the services. Through the implementation of its 19 recommendations the strategy sets to achieve a sustainable, innovative, effective and affordable service ambulance service for country residents, whilst retaining and supporting the volunteer model.

Work is underway to progress this strategy, including plans for investment in alternate models of service provision and modified workforce arrangements. The Wheatbelt presents particular challenges due to its dispersed population and abundance of small centres and all options are being considered to help sustain and improve this essential service.

Aged Care services

WACHS is an approved provider of Commonwealth Home Support Services (CHSP) in the Wheatbelt, with services provided from a total of 24 sites: 18 Multi-Purpose Services (MPS) and 4 Non-MPS sites located in the region. WACHS is funded to provide services including meals, other food services, domestic assistance, home maintenance, social support (individual and group), flexible respite, personal care, nursing and transport. While WACHS is the predominant provider in the Wheatbelt, CHSP is also offered by the Shire of Dowerin Home Care, Shire of Wagin and private providers Silver Chain and Avivo.

In addition to being an approved provider of CHSP, MPSs receive funding from the Australian Government to provide residential and home care flexible places. Home care places, which are equivalent to a Home Care Package (HCP) level 2, can be used flexibly to support older people in the community, or within the MPS to support residents with complex care needs. Funding rounds are every two years, aligning with MPS service delivery planning and activity reports.

The issue of older people waiting on the national waiting list for HCPs across Australia has been highlighted by the Royal Commission into Aged Care Quality and Safety. The Australian Government's aged care reform agenda has seen a shift to a consumer based, market driven aged care system whereby home care packages are assigned to an older person from a national queue. Waiting times for a level 4 HCP are widely understood to be in excess of 18 months and the impact of this on the health and wellbeing of the older person is very much of concern to WACHS.

According to My Aged Care, there are eight providers of HCP that can provide coordinated packages of care in various areas of the Wheatbelt. CHSP or MPS flexible home care can provide support to members of the community that are on the national waitlist to be either allocated a package or are awaiting services from a suitable provider. Availability of providers is known to be challenging in the Wheatbelt with isolation, geographical and workforce obstacles to overcome.

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WACHS is committed to ensuring that older people are able to access the care and support they need to enable them to remain living at home for as long as possible. We look forward to continuing to work with WALGA to attract quality aged care service providers at a local and regional level. We will also continue to work with the Wheatbelt community to ensure our models of care are coordinated and flexible to reflect the evolving local health care needs.

Medical Workforce incentives

The Medical Workforce Incentives program funded under the Southern Inland Health Initiative (SIHI) is continuing under the Country Health Innovation (CHI) Program until 2023. The program currently incentivises 72 General Practitioners (GPs) to support regional clinical service delivery and has resulted in the retention of 39 GPs in regional areas. The retention of GPs in regional areas has ensured access to community medical services and 24/7 access to emergency care in many centres.

A key recommendation from the Department of Health Sustainable Health Review is to “improve access to outpatient services through moving outpatient services out of hospital settings in partnership with primary care” and references the linkage with telehealth services to support this. WACHS will continue to work with partner agencies to deliver on this recommendation and further build on the significant inroads WACHS has made to ensure the use of telehealth is available.

WACHS welcomed the Australian Government Department of Health initiative to introduce new Medicare items for General Practice (GP) telehealth video consultations from 1 November 2019, noting these services were commenced on the 13 March 2020 to support health services capacity to respond to COVID-19. It is further noted that these items have recently been extended until 31 March 2020.

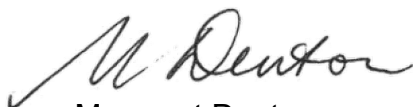
Telehealth

WACHS has demonstrated significant progress and investment in Telehealth and will continue to advocate with primary health partners, to the Federal Government for Medicare eligibility, but also for greater digital connectivity to ensure that country communities continue to realise the benefits of telehealth technology. We will continue to leverage the significant inroads made in the use of digitally enabled health care to support continued access beyond the COVID 19 pandemic response, to ensure country communities have equitable access to GP and primary health led care.

Page 5

I trust this information satisfies your request. Should you have any further queries please contact Rachele Ferrari via email Rachele.ferrari@health.wa.gov.au or via phone 08 9621 0702.

Yours sincerely



Margaret Denton
A/CHIEF EXECUTIVE

13 January 2021

Profile of the **rural resident specialist workforce** 2020



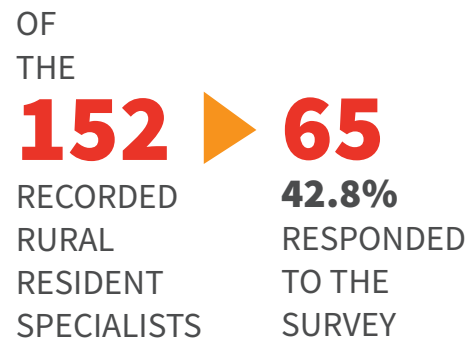
REPORTING RESIDENT SPECIALIST TRENDS

Rural Health West maintains a database of resident specialists who work in rural and remote Western Australia in Modified Monash Model locations (MMM) 2 to 7.

Rural Health West defines a resident specialist as one whose primary working situation is in a rural or remote area. Doctors who live in Perth or interstate and do sessional work in a rural or remote location are not included in this dataset.

Rural Health West’s database is updated continuously with intelligence from rural areas and annually through the Rural Health West Resident Specialist Survey. A total of 65 (42.8%) of the 152 recorded rural resident specialists responded to the latest survey in 2020.

Together with ongoing data collection strategies, Rural Health West can offer contemporary valid evidence about trends in the resident specialist workforce.



NUMBER AND LOCATION OF RESIDENT SPECIALISTS

At the census date of 30 September 2020, there were 152 resident specialists (excluding specialist registrars) identified as working in rural Western Australia. This compares to 172 in 2015, showing a decline in resident specialist numbers over the past five years.

Seventy-six resident specialists (50%) worked in an MMM 2 location and 54 specialists (35.5%) in an MMM 3 location. There were no resident specialists located in MMM 7 locations.









The following table shows the workforce by region; notably more than half (81 resident specialists or 53.3%) are located in the South West.

Region	N Resident Specialists	%
GOLDFIELDS	4	2.6
GREAT SOUTHERN	24	15.8
KIMBERLEY	13	8.6
MIDWEST	21	13.8
PILBARA	7	4.6
SOUTH WEST	81	53.3
WHEATBELT	2	1.3
TOTAL	152	100

Profile of the rural resident specialist workforce 2020

AGE AND GENDER

Forty-seven (30.9%) rural resident specialists are female. The average age of rural resident specialists at 30 September 2020 was 51.0 years, with males averaging 51.8 years and females 49.2 years. There is a similar distribution of specialists across all age groups, with the exception of the 25-34 cohort. This is to be expected with most medical practitioners in this age group completing their hospital years and prerequisites before undertaking specialist training.

Specialist Age	All	Female	Male
25-34	5	1 x 	4 x 
35-44	36	15 x 	21 x 
45-54	59	18 x 	41 x 
55+	52	13 x 	39 x 
Average age	51	49.2	51.8
Men (all age groups)	105		
Women (all age groups)	47		

SPECIALTIES PRACTISED

The 152 recorded rural resident specialists practised across 21 specialties and sub-specialties.



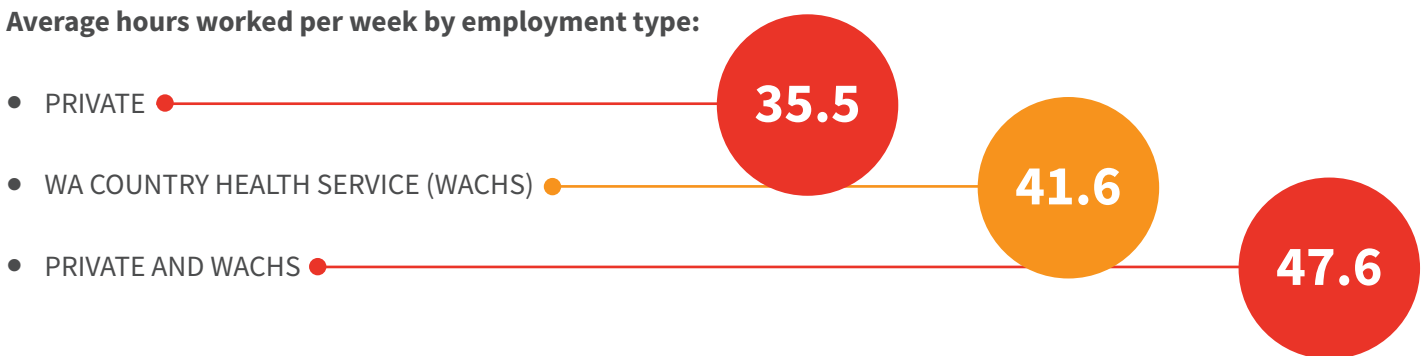
HOURS WORKED

All 65 specialists who returned their surveys, 42.8% of the rural resident specialist workforce, provided working hours. The average working hours per week was 42.4.

Eleven (16.9%) of respondents worked part-time.

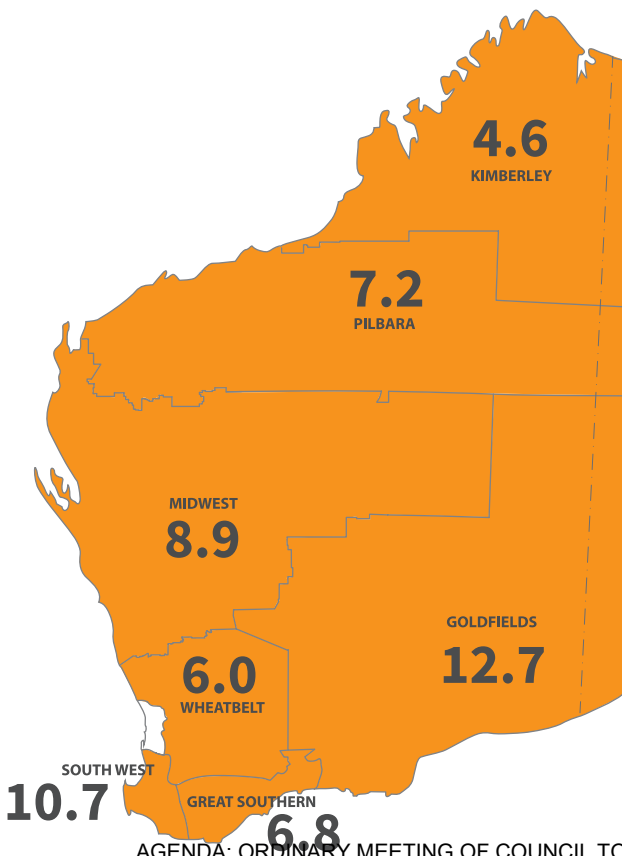
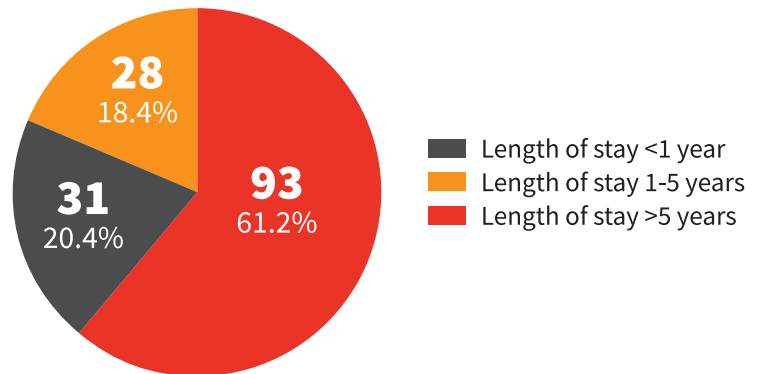
Specialists working in a combined employment type worked more hours on average than those salaried with only one employment type.

Average hours worked per week by employment type:



LENGTH OF STAY

The average length of stay for resident specialists in their current practice was 9.2 years. There was a difference between the average length of stay for males (10.1 years) and females (7.0 years).

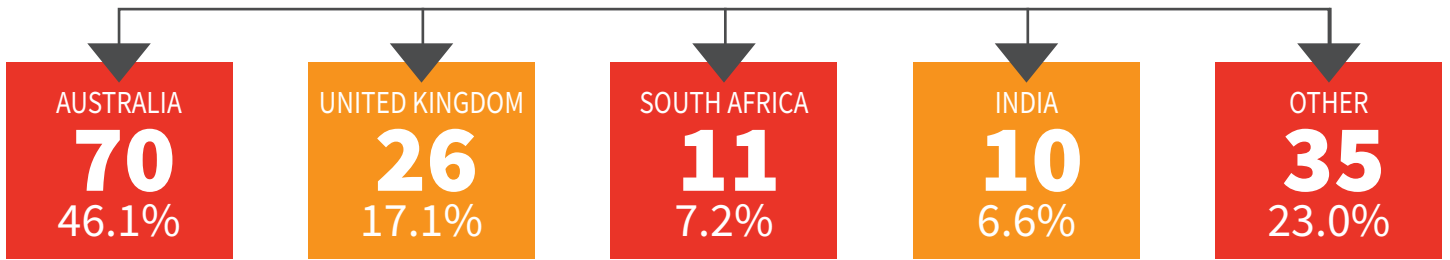


AVERAGE LENGTH OF STAY IN CURRENT PRACTICE (YEARS)

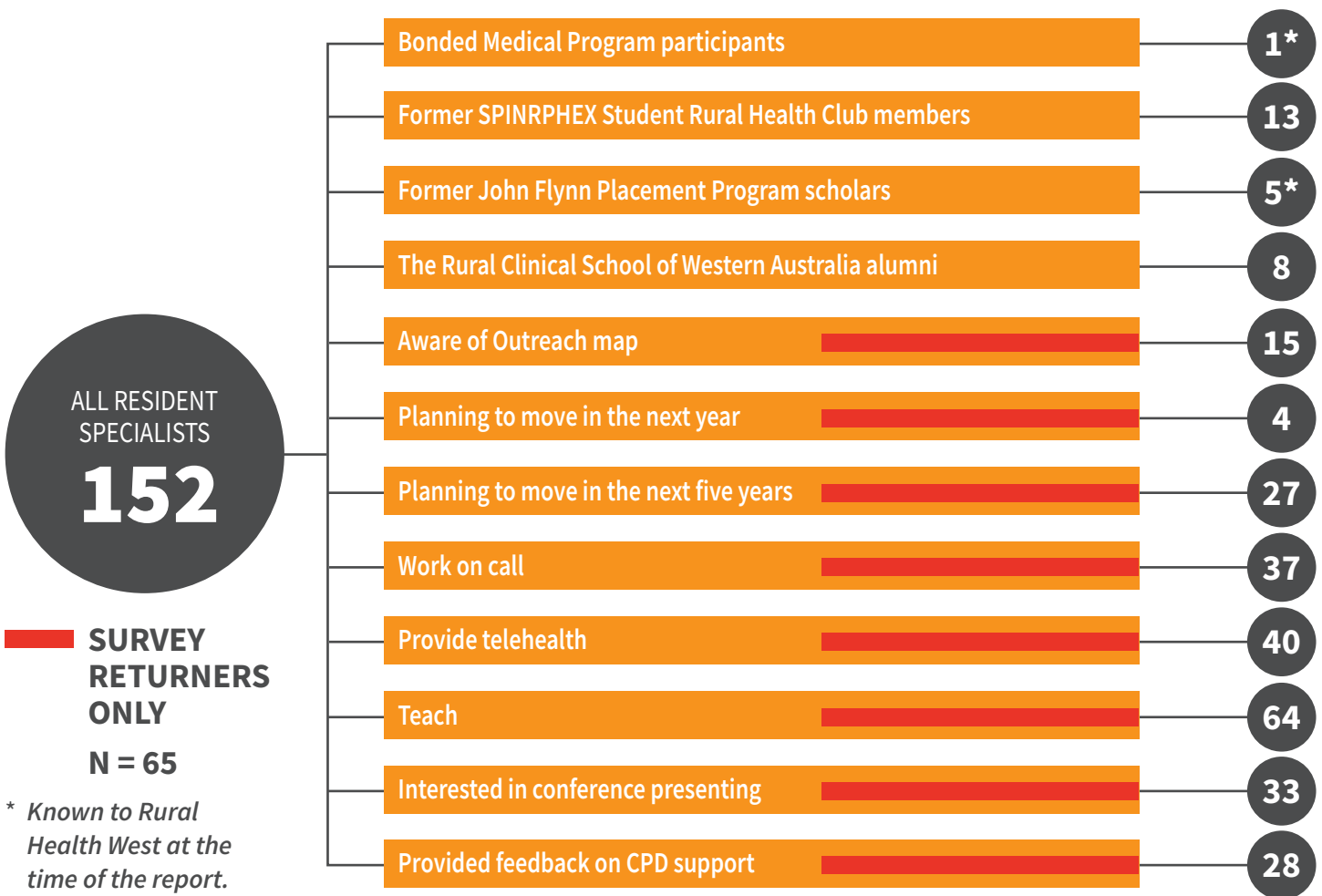
PRIMARY MEDICAL TRAINING

Of the 152 rural resident specialists, 70 (46.1%) completed their basic medical qualification at an Australian university, of whom 38 trained in Western Australia. Of the 82 (53.9%) who completed their basic medical qualification overseas, doctors from the United Kingdom (26), South Africa (11) and India (10) represent the majority (57.3%).

Number of specialists by country of basic medical training



QUICK STATS ON RURAL RESIDENT SPECIALIST WORKFORCE



VISITING SPECIALISTS

Of the 152 rural resident specialists, 70 (46.1%) visit locations other than their primary practice town. These 70 rural resident specialists visit an average of 2.2 extra locations each, with a range of between 1 and 9 extra locations. Of the 70, 32 visit locations that are funded by the Australian Government Department of Health Outreach programs administered by Rural Health West. As well as having access to resident specialists, patients in rural and remote Western Australia are supported by visiting specialists. Rural Health West has identified 336 specialists who currently provide visiting services to rural and remote locations in Western Australia (including those providing services under the Outreach programs).

WALGA Great Eastern Country Zone Meeting

Goldfields Midlands Superintendent: Antony Sadler
Department of Fire and Emergency Services

27 April 2021



FOR A SAFER STATE



Topics for Discussion

1. How the DFES Goldfields Midlands Operations Centre fits into the Bushfire Brigade System.
2. How are DFES deployments coordinated and the expectations of brigades that go on deployment.
3. Briefly discuss the Goldfields District Emergency Managements Committees push for an Emergency Rescue Helicopter

1. How the DFES Goldfields Midlands Operations Centre fits into the Bushfire Brigade System.

1. Any emergency incident that DFES is the HMA is monitored 24/7/365.
2. DFES Goldfields Midlands has an on call officer: Regional Duty Coordinator – regional situational awareness.
3. Developing incidents the Regional Duty Coordinator will often contact Local Chief's (Outside the gazetted fire district) to see if they require any assistance.
4. Initially assistance with highly trained Incident Management Personnel – major incident. Bring with them technology and resources to assist with management.
5. DFES do not have bushfire brigades – conduit between the Shire with the incident and other local government Chief's and response agencies e.g (DFCA) to assist with resources..
6. DFES are there to help if the incident begins to escalate.

2. How are DFES deployments coordinated and the expectations of brigades that go on deployment.

1. DFES have a deployment register – advertised annually.
2. High Season Fire Fleet – strike team.
3. Request assistance from DFES brigades and Local Government Chief's
4. Allocated to the Incident Management Teams to use in their strategies. Regional does not have direct influence but Strike Team leaders assist in this process.
5. Tasks vary: direct firefighting, back plans, strike teams emergency, asset protection and mop up to name a few. (Positive sign)
6. Time of volunteers is very valuable. Expectations for those on deployment is that jobs can vary and you may not be actively fighting a ranging bushfire when you attend.
7. Communications: expectations required.

3. Briefly discuss the Goldfields District Emergency Managements Committees push for an Emergency Rescue Helicopter

1. Goldfields District Emergency Management Committee – deputy chair
2. Concern over the time required to reach remote crash sites. First hour critical in survival rates.
3. Remote crash plan using fixed wing – significantly reduces time but logistics is difficult from landing site to crash site and return.
4. Expansion in the area with mining and more tourists – predicted increase in remote crash.
5. Emergency Rescue Helicopter initiative – competition is high. Needs to be a push from all stakeholders to be successful.

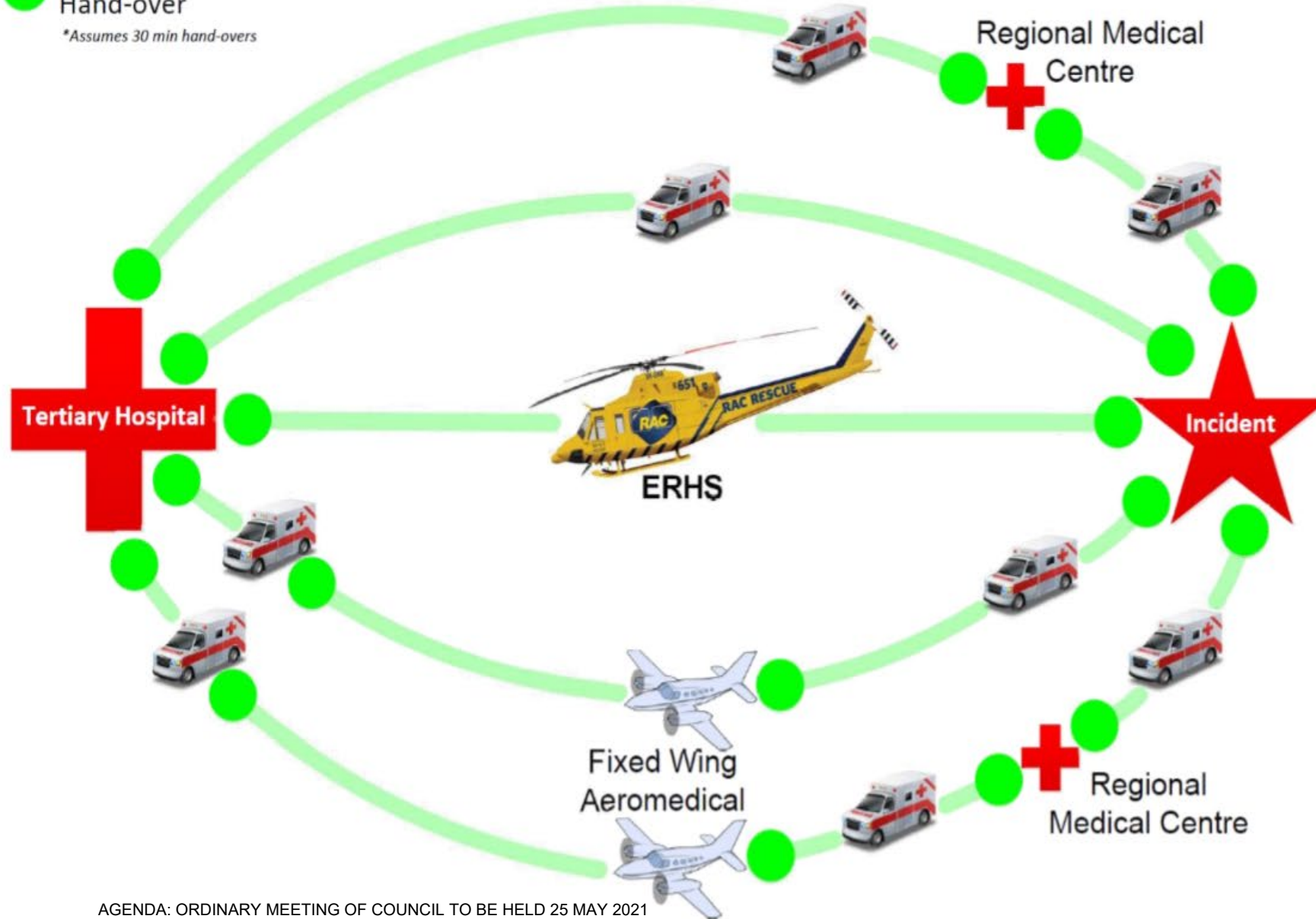
ERHS Mission

- Established in Aug 2003 – WA's only 24/7 emergency rescue helicopter service
- ONLY State funded and managed Search and Rescue (SAR) Aeromedical Service
- Airborne within 15 mins of mission tasking and approx. 45 mins to incident (*w/in Ops radius*)
- To rapidly deliver and insert the capabilities of the aircraft and its personnel directly to the incident – *DFES, WA Police, other emergency services personnel*
- If required, accelerate delivery of the injured directly to definitive care – achieving 49% greater patient survivability rates, reduced hospitalisation / rehabilitation times, and better patient and community outcomes**



● Patient Transfer/
Hand-over

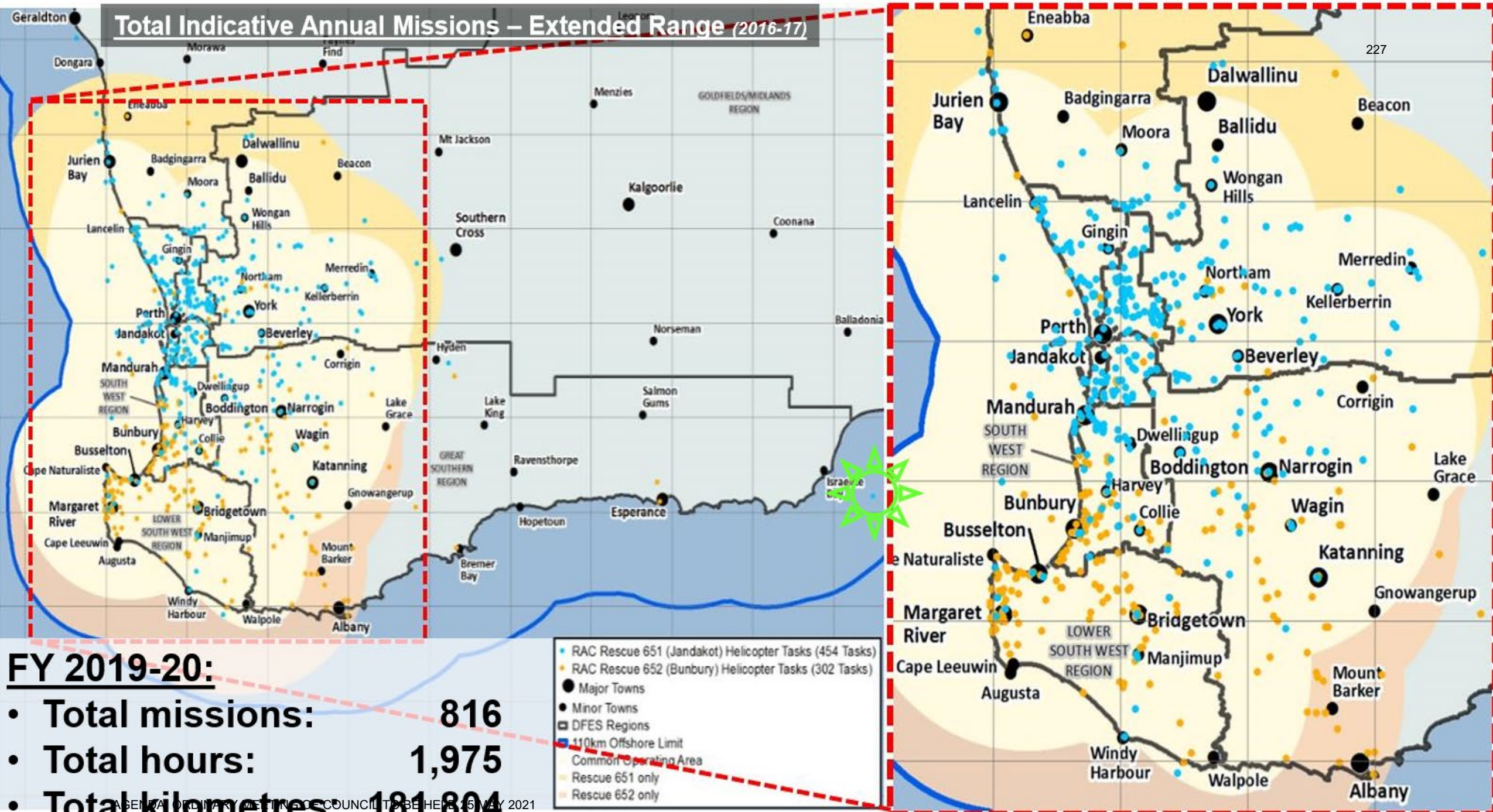
**Assumes 30 min hand-overs*



ERHS Retrievals



Total Indicative Annual Missions – Extended Range (2016-17)



FY 2019-20:

- Total missions: **816**
- Total hours: **1,975**
- Total kilometres: **181,804**

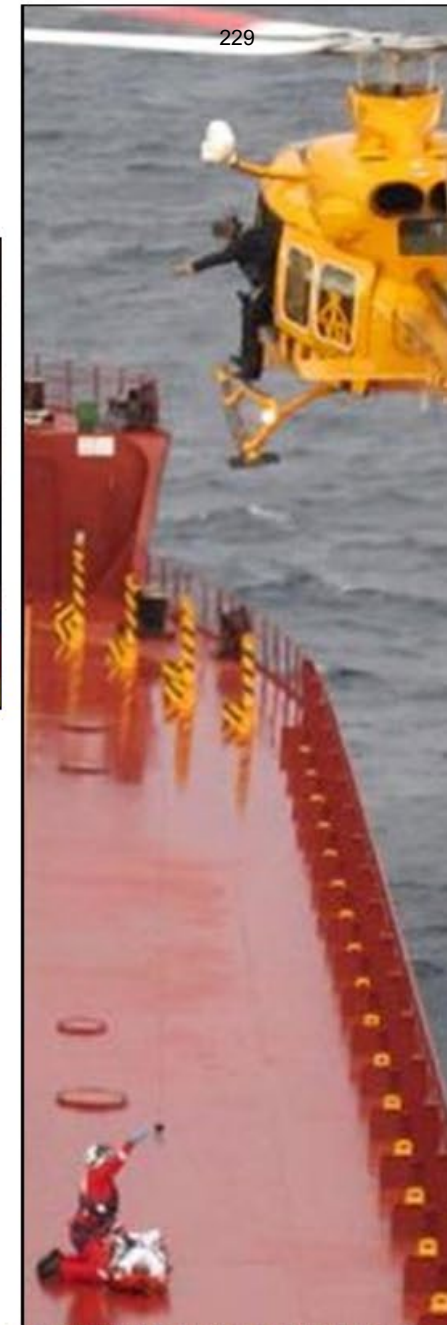
RoadSafety Crash Statistics (last 5 years)



Potential ERHS Mission Tasking 300km of YPKG (2017-18)

- AMSA SAR 86
- Trauma Cases 409
 - Reported MVA 163
- Inter-hospital 172

SAR and Medical Equipment



SAR and Medical Equipment



Voyager Neonatal
Transport Incubator





Assumptions:

- Always travel to incident, before refuel.
- Care of patients (CCP on scene) is first and foremost.
- ERHS operates with Bell 412EP aircraft
- Depart from base (Jandakot or Bunbury)
- Max distances (onshore and offshore).
- Max total distance from base, back to fuel cache location = 400km.
- Refuel location holds sufficient fuel to return to Perth.
- Max offshore = 110km

Forward Operating Bases Remote Fuel Sites / Caches/Suppliers

- Jurien Bay
- Ballidu
- Merredin
- Corrigin
- Wagin
- Manjimup
- Peaceful Bay
- Augusta

AGENDA: ORDINARY MEETING OF COUNCIL TO BE HELD 25 MAY 2021

3. Briefly discuss the Goldfields District Emergency Managements Committees push for an Emergency Rescue Helicopter

1. Assistance required:

- Letter of support.
- Promote the project with other avenues that the group is involved with that may assist..



FOR A SAFER STATE

Questions



Department of
**Primary Industries and
Regional Development**

Bridging the Regional Digital Divide – the WA Way!



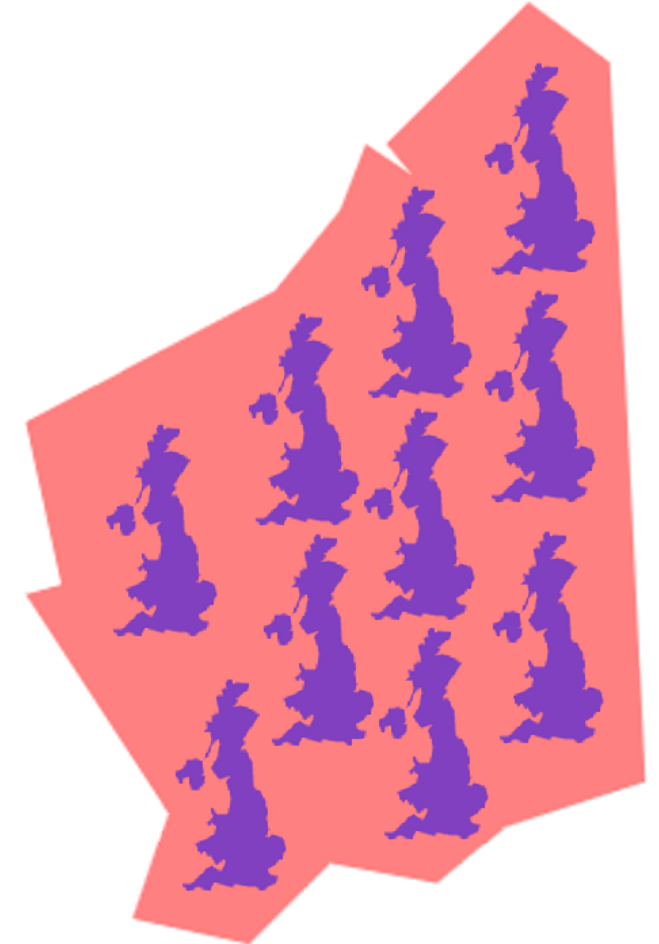
Outline

1. The Problem
2. Who is responsible?
3. The WA Strategy - *“filling the gaps”*
4. Current DPIRD Programs
5. Whole of Government Initiatives
6. Future Opportunities
7. Q&A



The Problem

Digital Divide - It was traditionally considered to be a question of having or not having access, but with a global [mobile phone](#) penetration of over 95%, it is becoming a **relative inequality between those who have more and less bandwidth and more or fewer skills.** (Source: Wikipedia)



Western Australia (2,529,875 km² is 10 times as big as the United Kingdom (242,900 km²).



The Problem

Small rural telcos surge as NBN misses mark

By Stuart Corner
Oct 12 2017
6:15AM
Regional providers take advantage of bandwidth demand.

NBN Co top exec concedes speed failures as 'expectation gap' widens

NBN says regional rollout "on home stretch"

Opinion mixed among farmers and rural advocacy groups

'Lousy' NBN prompts community outside of Sydney to crowdfund their own internet

ABC Radio Sydney By Harriet Tatham and Josh Szeps
Updated 13 Jul 2018, 1:42pm

NBN slammed for delays in connecting remote WA businesses

By Matthew Gambard
Posted 3 May 2017, 7:11pm

Unhappy with the NBN, these residents are taking matters into their own hands

THE NBN was supposed to bridge the digital divide among Australians, but the residents of this town say it's made it worse.

Nick Whigham @WWWIGHAM
news JULY 9, 2018 8:44AM

NBN Not Delivering (Fit for Purpose Services)

Fixed wireless NBN congestion like surfing the web in Turkey circa 2012, new figures show

By political reporter Jackson Gothe-Snape
Updated 25 Apr 2018, 6:36pm

Outback families demand more reliable internet for education and other online services

ABC Western Qld By Aneeta Bhole
Posted 14 Jun 2018, 4:40am

25Mbps does not qualify as 'very fast broadband': WA govt

State government calls for CVC construct to be dumped. NBN's monopoly in regional areas to be relaxed

NBN business case, regional rollout to be scrutinised

Parliament's NBN committee to dissect NBN financial forecasts, regional rollout progress

Telecommunications - a Commonwealth Government Responsibility



REGULATION



INVESTMENT



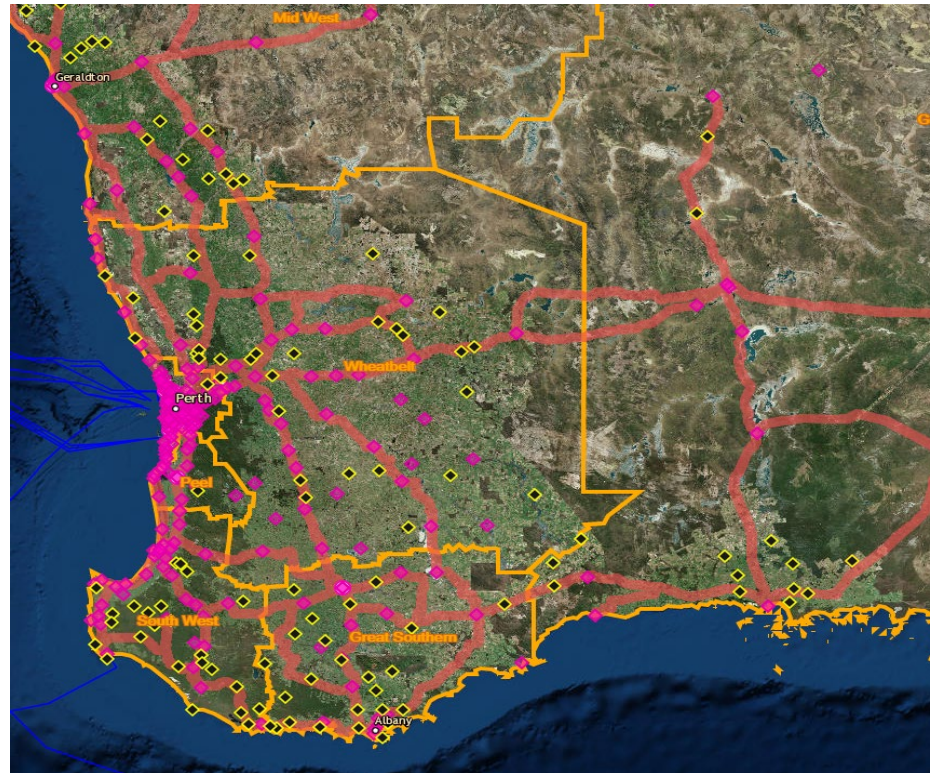
WA Digital Infrastructure Audit & Atlas

<https://www.agric.wa.gov.au/digitalinfrastructureatlas>

**Premier's Agriculture
Industry Engagement
Consortium (June 2017)**

**Ministerial Digital
Connectivity Forum
(July 2017)**

**Digital Connectivity
No. 1 Concern**



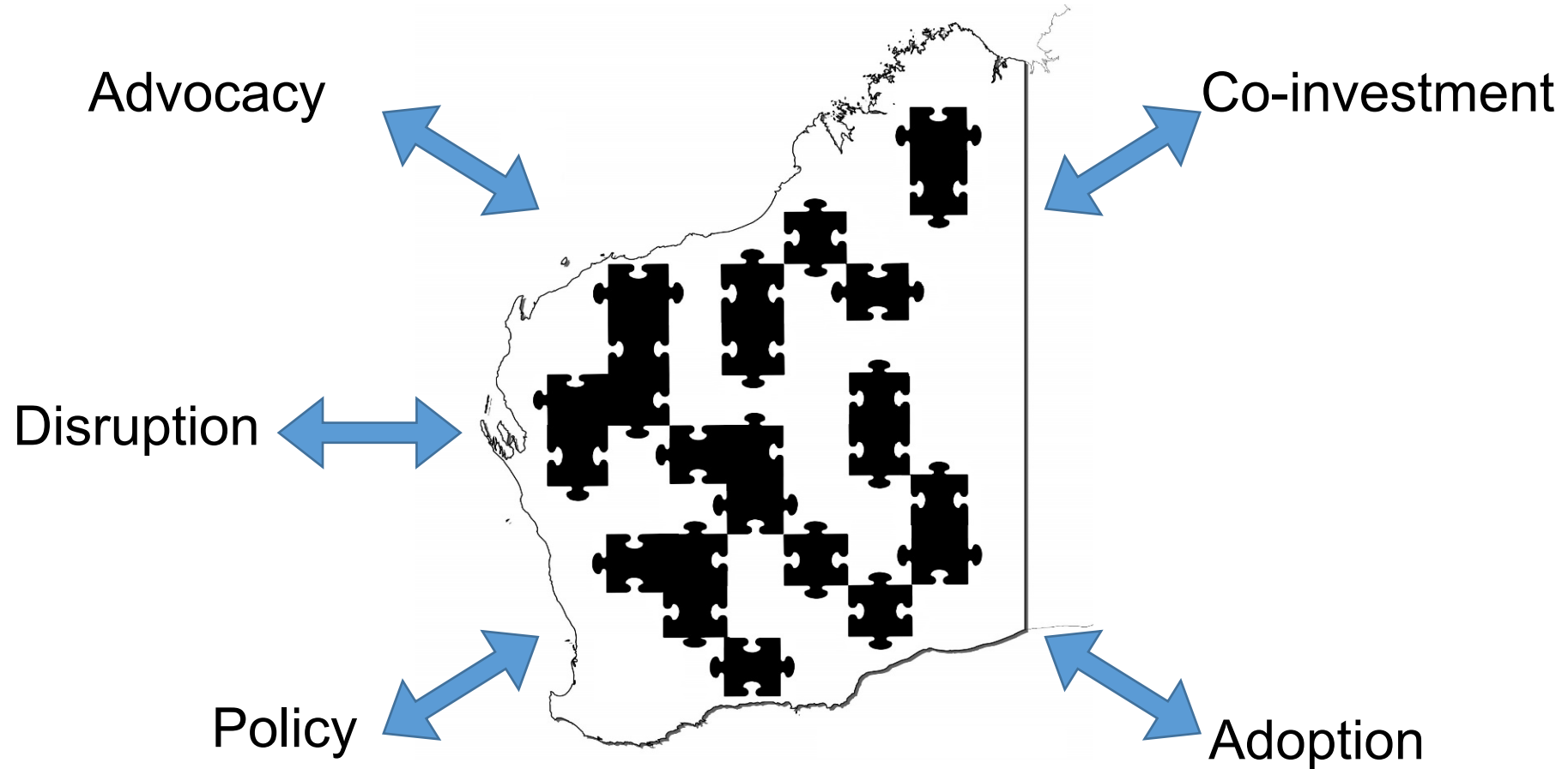
Atlas

- Private and public infrastructure (fibre, towers etc.)

Audit Findings

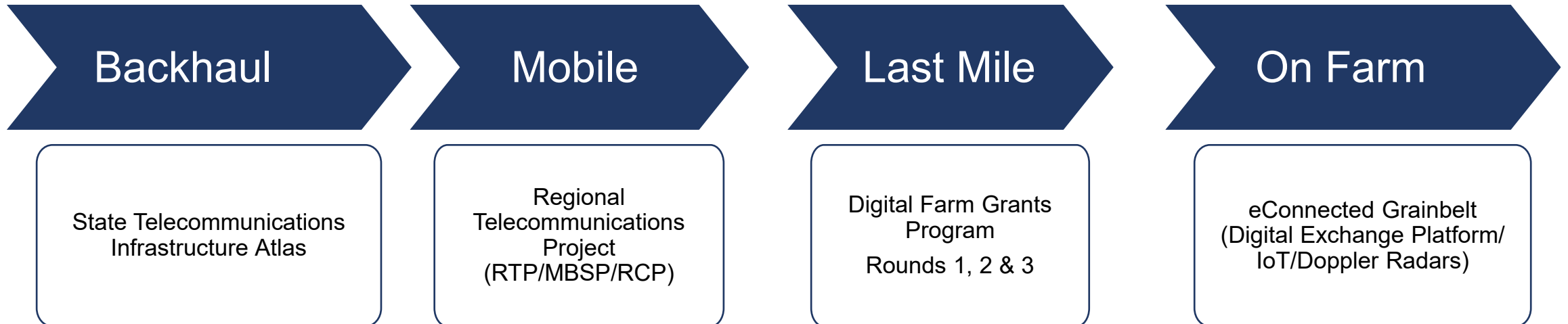
- Commercial imperatives resulting market failure
- The changing market place (“Last Mile Providers”)
- Potential to leverage existing infrastructure

“Filling the gaps” - the WA Strategy

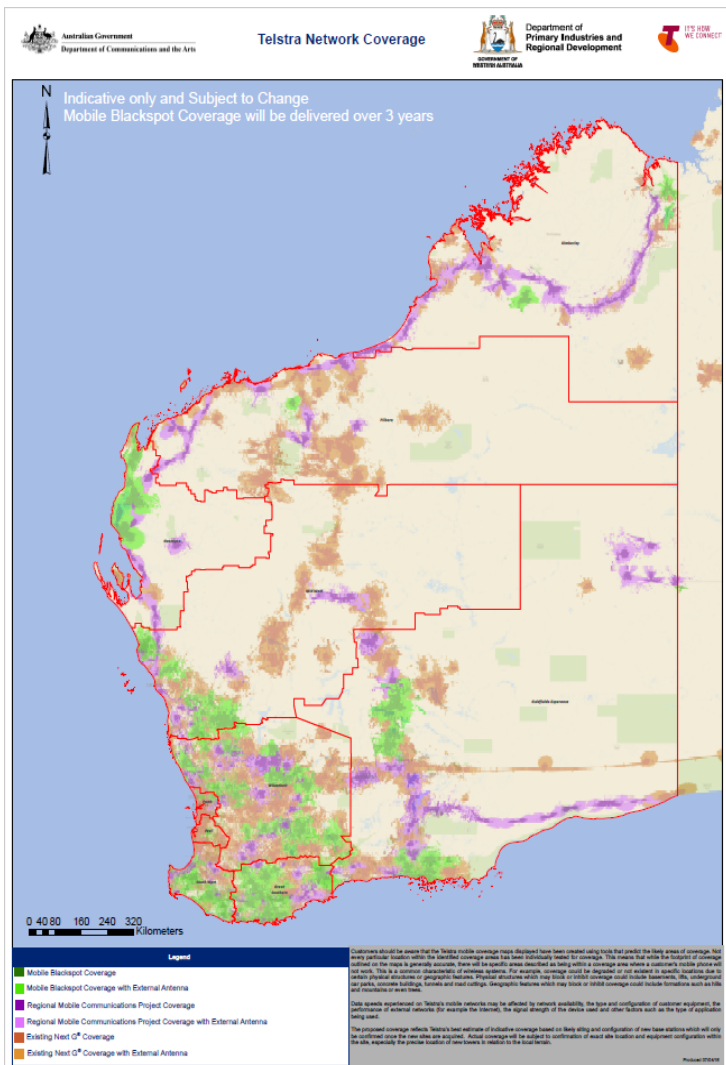


Current DPIRD Programs

DPIRD focus – increase bandwidth to retain and enhance WA's global competitiveness and digital inclusion



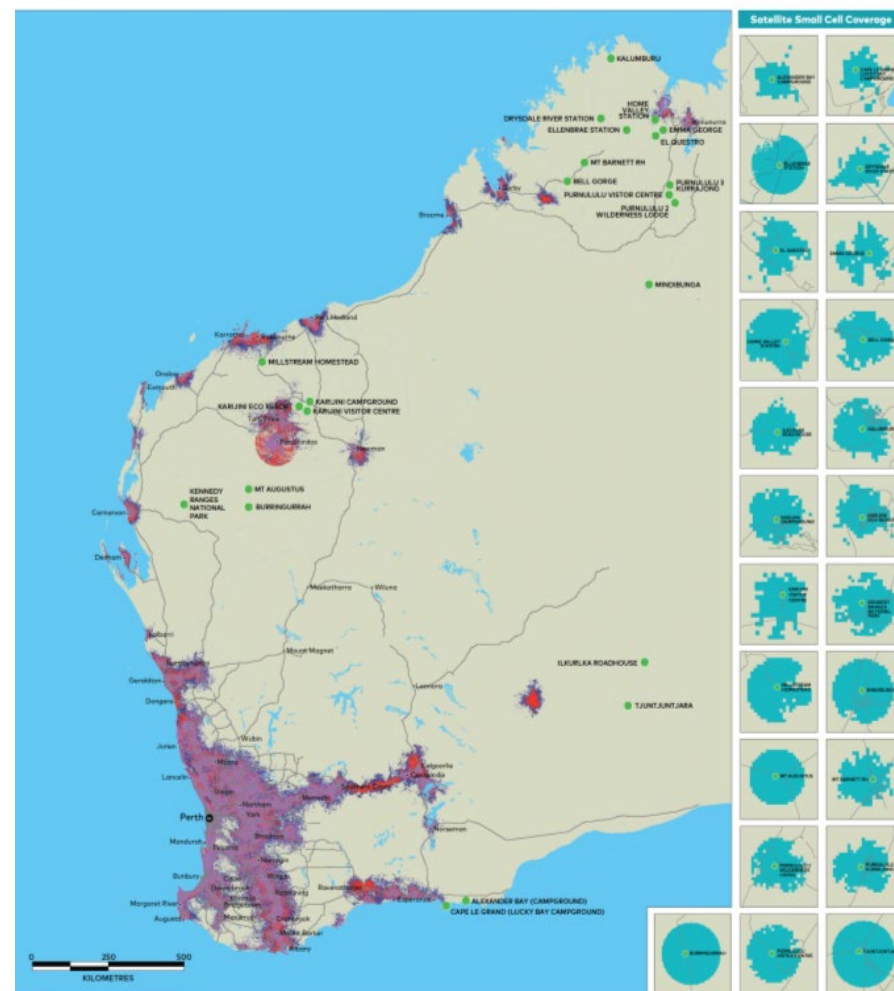
Regional Telecommunications



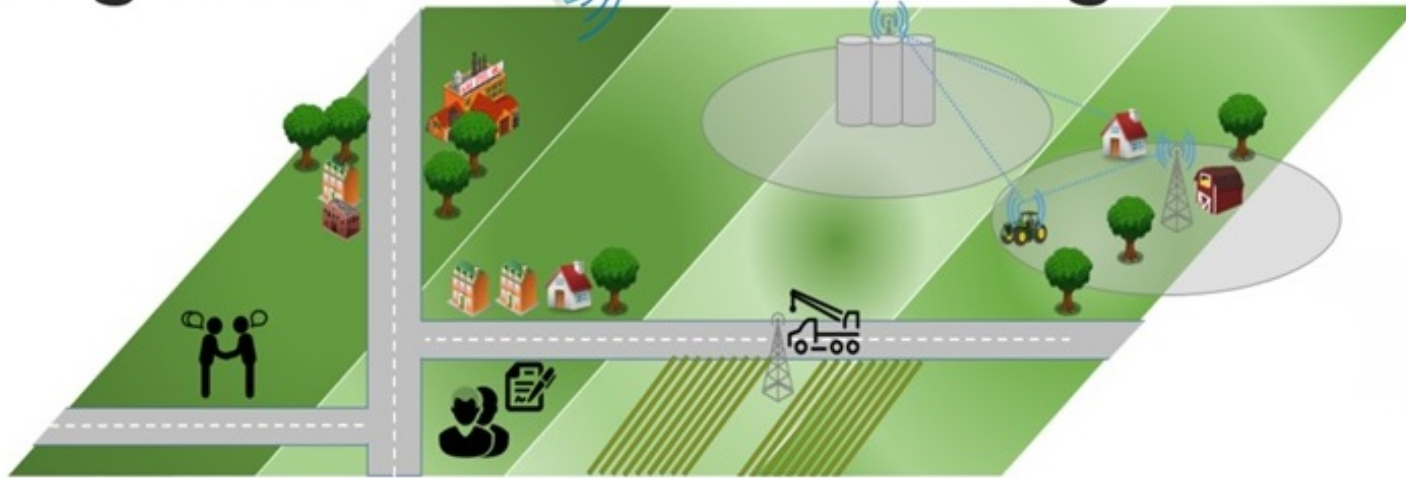
Total Investment since 2012:

- \$108M State investment
- \$232M Industry and Commonwealth co-investment to date
- 441 new base stations
- 659 blackspots to go at a cost of approximately \$500M – new business model needed
- 89 base stations funded in WA under the MBSP Rounds 4&5
- 23 macrocell sites in the Wheatbelt
- 19 sites – Optus
- 4 sites - Telstra

Optus Mobile Network - Western Australia

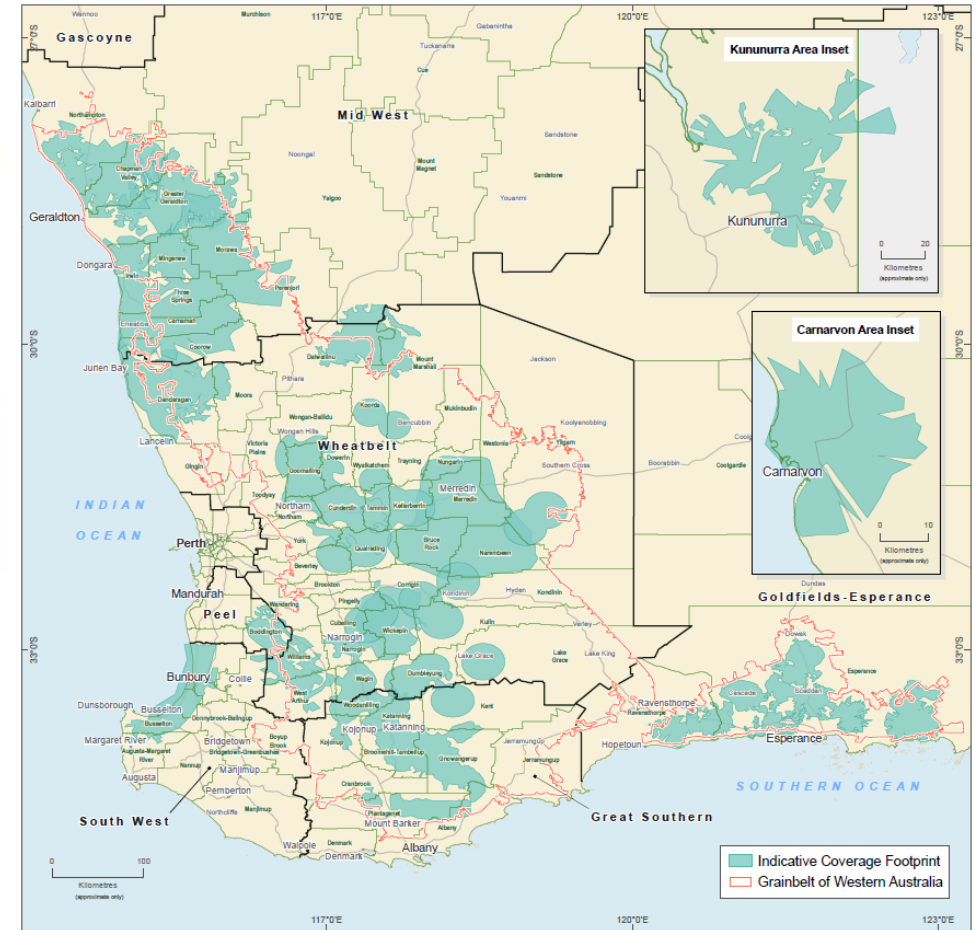


Digital Farm Grants Program



Delivering affordable farm scale broadband to regional WA.

- **ROUNDS 1, 2 & 3 - \$13.2M STATE INVESTMENT 47%**
- **8 PROVIDERS / 20 PROJECTS**
- **ACROSS 7 REGIONS OF WA**
- **2,340 FARMING ENTERPRISES (34%)**
- **110,000 SQUARE KILOMETRES (55% OF GRAINBELT)**



Digital Farm Grants Program (DFGP) Projects within The Great Eastern Country Zone

DFGP Inaugural Round

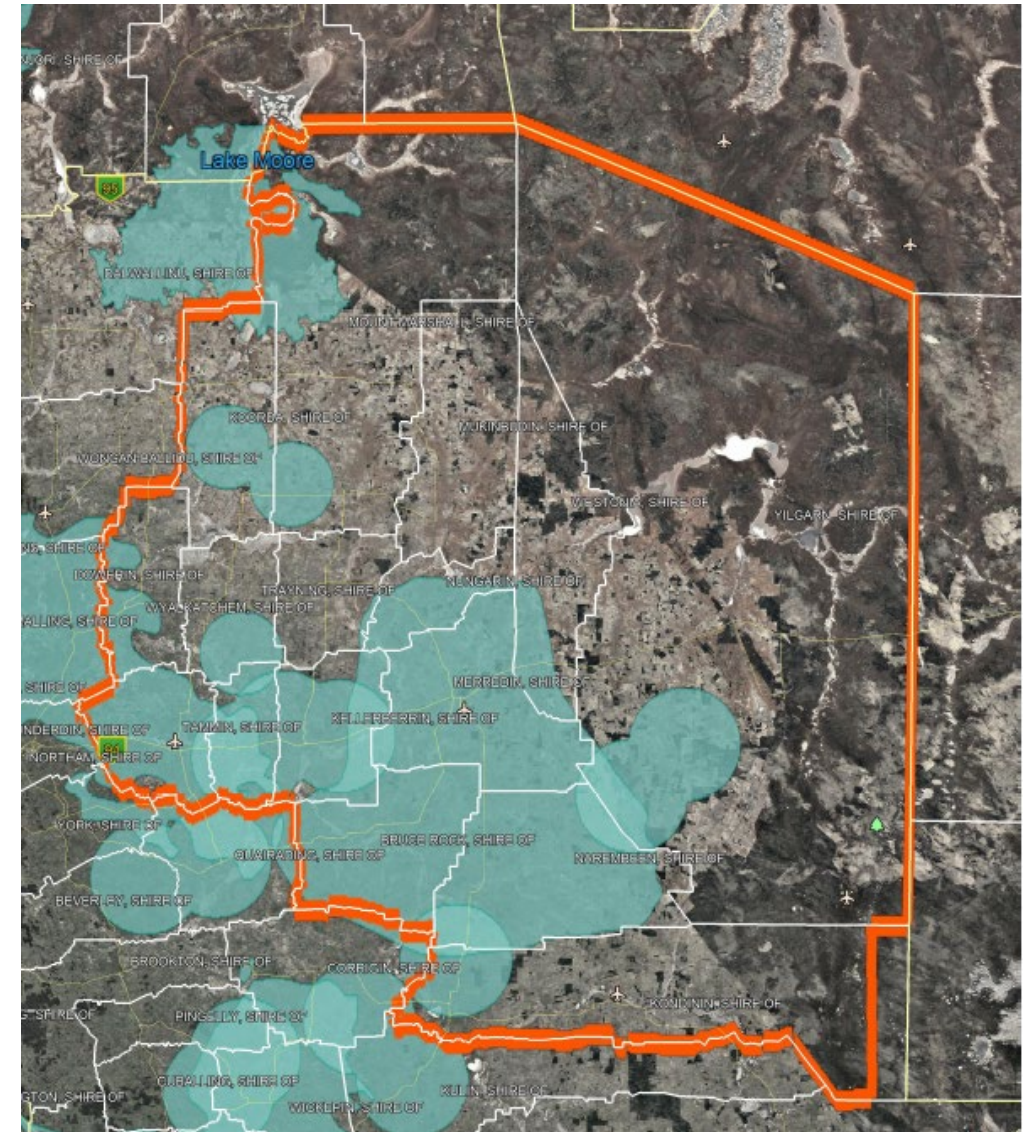
- Telstra - Goodlands Mobile Base Station Upgrade

DFGP Round 2

- CRISP WIRELESS - Merredin, Bruce Rock and Narembeen Telecommunications Project

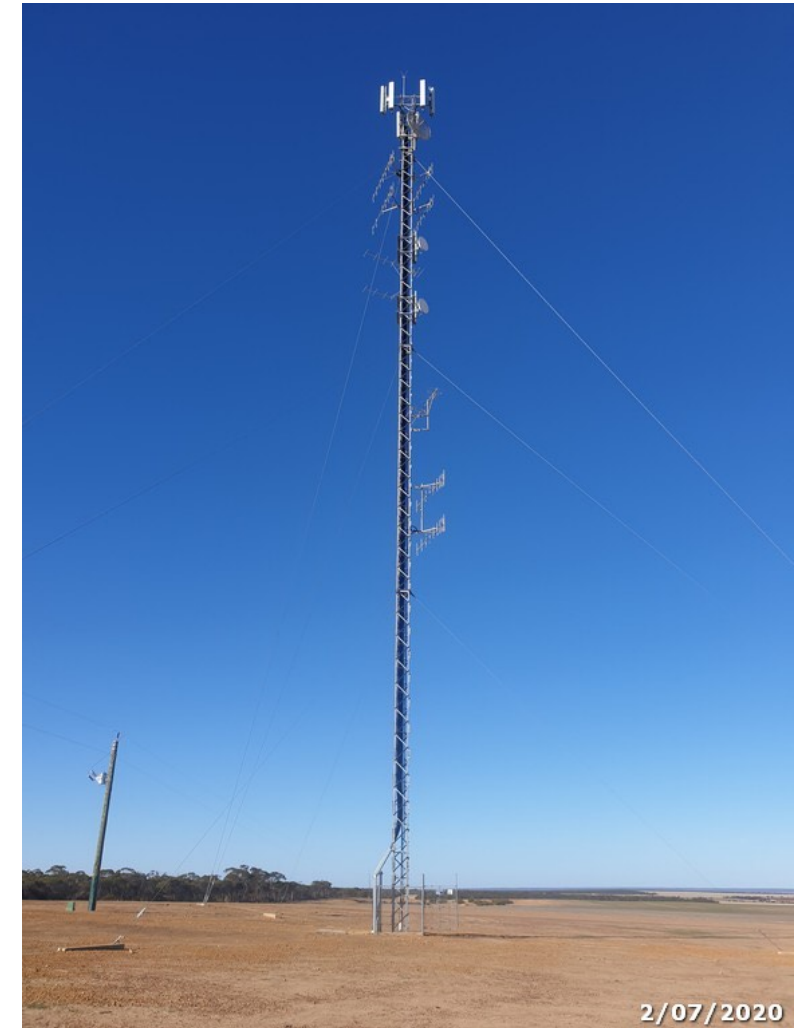
DFGP Round 3

- CRISP WIRELESS - Central and Far Eastern Wheatbelt Expansion Project
- NEWROC – Expansion of the NEWROC Network Project
- Field Solutions Group – Wireless Wheatbelt Avon East Project



DIGITAL FARM - INAUGURAL ROUND

- **Telstra - Goodlands Mobile Base Station Upgrade**
 - Grant - \$260,000
 - Coverage to more than 28 farming entities and 30+ residents across 3,800 km²
 - Complements the Commonwealth's Kalannie North Mobile Black Spot Program site
 - Jointly funded by DPIRD, Shire of Dalwallinu, The Kalannie Community Association and Telstra
 - Completed



Telstra's Goodlands Tower

Great Eastern Country Zone

DIGITAL FARM - ROUND 2

- **CRISP WIRELESS - Merredin, Bruce Rock and Narembeen Telecommunications Project**
 - Grant - \$500,000
 - Estimated coverage to more than 65 farming enterprises across 9,830km²
 - 11 telecommunication towers
 - Estimated to be completed by December 2021



CRISP Wireless's Project announcement
24 July 2020

DIGITAL FARM - ROUND 3

CRISP WIRELESS - Central and Far Eastern Wheatbelt Expansion Project

- Grant – \$937,400
- Estimated coverage to more than 228 agribusinesses and residents across 9,214km²
- 12 repeater stations
- Estimated to be completed by December 2022

NEWROC – Expansion of the NEWROC Network Project

- Grant - \$38,250
- Estimated coverage to more than 48 agribusinesses and residents across 2,118km²
- 3 repeater stations
- Estimated to be completed by December of 2022

Field Solutions Group – Wireless Wheatbelt Avon East Project

- Grant - \$1,312,500
- Estimated coverage to more than 1958 agribusinesses and residents across 5,000km²
- 6 telecommunications towers
- Estimated to be completed by December of 2022

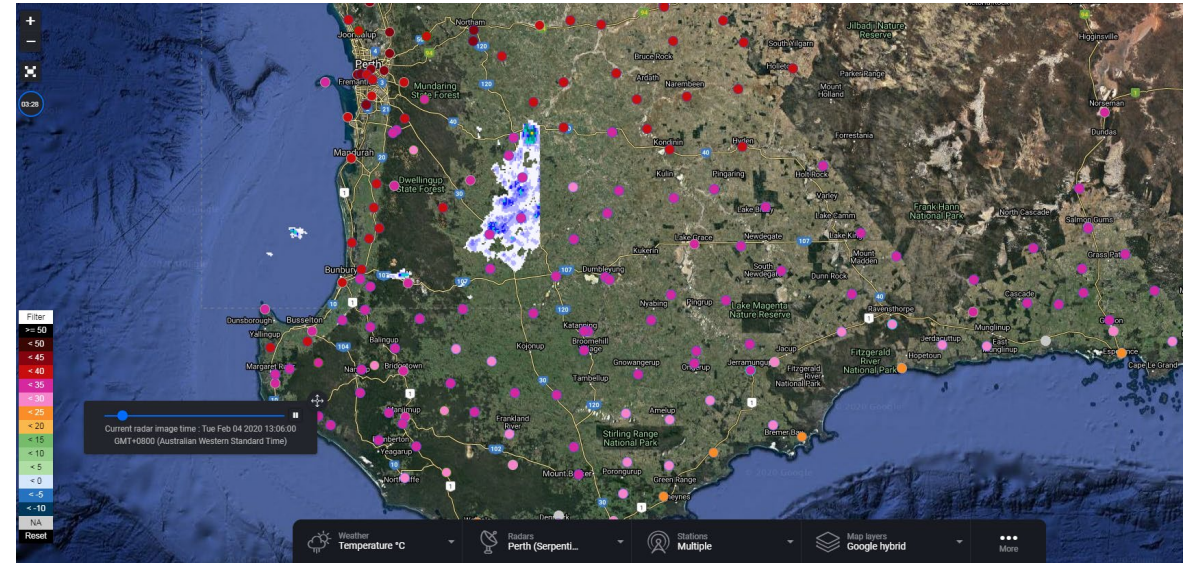
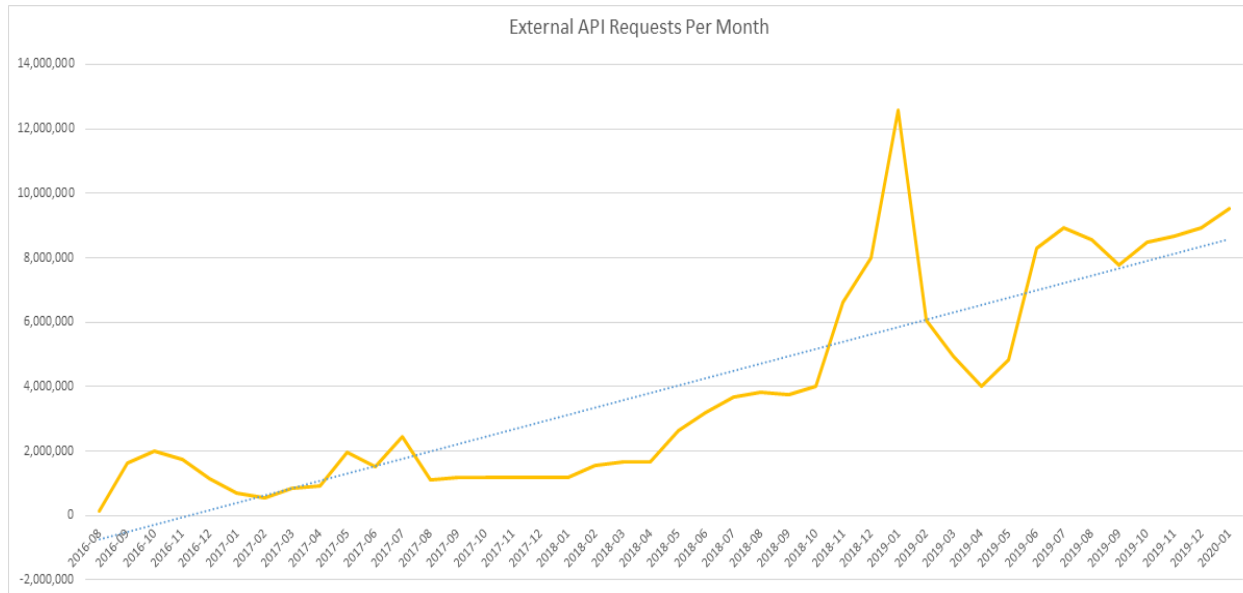


Feds Regional Connectivity Program

- \$83M Australia-wide
- Targeted investment in ‘place-based’ telecommunications infrastructure projects designed to maximise economic and social opportunities.
- Applicant needs to be a Telco
- WA announced \$10M Co-investment
- Announcement due April 2021

eConnected Grainbelt Project Weather Website & Data Exchange

3rd Party API Data Requests per Month



<https://weather.agric.wa.gov.au/>

Weather Website DPIRD's busiest – attracts on average 11,000 visitors per month

- **Data sourced from 285 physical weather stations (DPIRD/BoM/DBCA/Water Corp)**
- **Huge growth in Data Exchange Platform requests - 42m in 2018 growing to 92m in 2019 - 119% increase**

eConnected Grainbelt Project WA IoT DecisionAg Grant Program

- Bridging the Digital Divide via Fit for Purpose Solutions
- Matching Grants – State \$600K Applicants \$700K Total \$1.3M
- 15 “on-farm” projects:
 - 8 Grower Groups
 - 5 Agricultural Schools/Colleges
- IoT deployment:
 - Wireless Mesh
 - Long-range WideArea Networks (LoRaWAN)
 - Sigfox and Private LTE networks.



Ministerial Launch at Cunderdin's College of Agriculture

Future Directions/Opportunities

- Federal Cabinet – Digital Connectivity a Priority
- Infrastructure Australia/Infrastructure WA Digital Connectivity a Priority
- DPIRD Fully invested – new funding needed (budget submission)
- Leverage existing infrastructure
- Trial emerging technologies
 - (Microsoft's Airband, Nano Satellites, Google Loon balloons, Airbus/Zephyr (High Altitude Platform Station) (HAPS))
- SpaceX (Starlink) HAPS (DPIRD/DPC Engagement)
- HAPS Alliance formed
- 5G

Zephyr is a High Altitude Pseudo-Satellite (HAPS) UAS/UAV which runs on solar power.



© Airbus





Department of
**Primary Industries and
Regional Development**

Thank You

8.3.3 Code of Conduct – Council Members, Committee Members and Candidates	
Location:	Mukinbudin
File Ref:	Local Government Act 1995
Applicant:	Paul Sheedy, Acting Chief Executive Officer
Date:	21 April 2021
Disclosure of Interest:	Nil
Responsible Officer	Paul Sheedy, Acting Chief Executive Officer
Author:	Paul Sheedy, Acting Chief Executive Officer
Voting Requirements:	Absolute Majority
Documents Attached:	Code of Conduct for Council Members, Committee Members and Candidates
Documents Tabled:	Nil

Summary

Council to consider the adoption of the Model Code of Conduct for Council Members, Committee Members and Candidates, that was gazetted on 2 February 2021. The adoption of the Model Code will also require the Council to revoke current Policy 1.11.

Background Information

The Local Government (Model Code of Conduct) Regulations 2021 were proclaimed in the government gazette on 2 February 2021 and took effect from 3 February 2021.

Local governments are now required to adopt a Code of Conduct for Council Members, Committee Members and Candidates that incorporates the Model Code of Conduct within three months of the gazettal of the Local Government (Model Code of Conduct) Regulations 2021

Officer Comment

As part of the gazettal of the Model Code of Conduct regulations there are number of actions that local government are required to complete within three months of the gazettal which are:

1. Adopt a Code of Conduct for Council Members, Committee Members and Candidates. This can be the Model Code of Conduct of Code of Conduct that includes additional behavioural requirements that are not inconsistent with the Model Code of Conduct.
2. Authorise one or more officers (employees) for the purpose of receiving complaints and withdrawal of complaints relating to the Code of Conduct (required by 24 February 2021).
3. Approving a complaint form in accordance with clause 11(2)(a) of the Code.
4. Develop a complaint handling policy and procedure for adoption by the Council.

Points 1-3 above will be dealt with at this Council meeting, whilst work has commenced on a draft policy to comply with point 4 but there will need to be some discussion with Council on some matters (i.e., dealing with and deciding on complaints. Full Council, Council Committee, or external person).

If any complaints are received before a complaints handling policy and procedure is adopted by the Council, WALGA is recommending that local government acknowledge and accept the complaint but advise the complainant that the complaint cannot be progressed until a policy and procedure is adopted. Complainants would need to be kept appropriately informed of a reasonable timeframe for this to occur.

There is no time frame indicated in the Model Code of Conduct in relation to dealing with complaints, but a reasonable timeframe is required and should form part of the complaints policy and procedure that will be established. Whilst it is unlikely that complaints will be lodged in the near future, development of the complaints policy and procedure should be a priority to be completed and adopted in the next three months.

It has also been suggested by WALGA that some training should be undertaken (can be in-house by the CEO) with Council Members and Committee Members so that they have a good understanding of the new Code of Conduct requirements.

It should also be noted that until such time as a Council adopts a Code of Conduct (model or other version) the Model Code of Conduct applies, as it has taken to be the adopted standards from 3 February 2021.

The gazettal of the Model Code of Conduct on the 2 February 2021 also resulted in the existing Local Government (Rules of Conduct) Regulations 2007 being repealed as they have now been incorporated into the Model Code of Conduct. Whilst the Rules of Conduct clauses have now been incorporated into the Model Code of Conduct, complaints of a breach in relation to clauses 16 to 22 are still classified as a minor breach complaint and are required to be forwarded by the Complaints Officer to the Standards Panel, via the department to deal with. The Standards Panel will be updating their minor and major breach complaints forms.

If a complaint is made under the Code of Conduct, in relation to clauses 4 to 10, the new Model Code indicates that, unless it is withdrawn, the complaint is to be dealt with by the local government [clause 12(1)] who may dismiss the complaint or determine that an alleged breach has occurred [clause 12(3)] and can then:

- a) Take no action; or
- b) Prepare and implement a plan to address the behavior of the person to who the complaint relates [clause 12(4)].

The reference to 'the local government' in the Model Code of Conduct means the Council of the local government must deal with and decides on any complaints received. I have requested some further clarification from WALGA who are following up with the Department to see if this role can be delegated to a Committee of Council. Clause 15 'Other provisions about complaints' of the Model Code of Conduct indicates:

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

Under the recent Local Government Act amendments, local governments are now required to have two Codes of Conduct, one for Council Members, Committee Members and Candidates, that is required to be adopted by Council and one for employees that the CEO is required to prepare, which does not require the adoption by Council.

The Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021 gazetted on 2 February 2021 prescribe requirements that the CEO must include in a Code of Conduct for Employees as a minimum. With this report recommending Council revoke Policy No; 1.11, it is proposed, at this time, that the Acting CEO will adopt the existing policy, with the removal of all reference to Council Members and Committee Members and inclusion of prescribed requirements outlined in the recent amendment. The CEO can then make any changes or updates when he chooses.

Strategic & Social Implications

2018-2028 Strategic Community Plan

Outcome 4.1 – Provide good strategic decision making, governance, leadership, and professional management.

Strategy 4.1.1 - Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Shire Staff and Councillors.

Consultation

A brief power point presentation is proposed to be provided to the Councillors prior to the meeting, at the Briefing/Workshops session, and no further consultation is required or recommended with the adoption of the Code of Conduct.

Statutory Environment

Local Government Act 1995, sections 5.103 and 5.104

5.103. Model code of conduct for council members, committee members and candidates

- (1) Regulations must prescribe a model code of conduct for council members, committee members and candidates.
- (2) The model code of conduct must include —
 - (a) general principles to guide behaviour; and
 - (b) requirements relating to behaviour; and
 - (c) provisions specified to be rules of conduct.
- (3) The model code of conduct may include provisions about how the following are to be dealt with —
 - (a) alleged breaches of the requirements referred to in subsection (2)(b);
 - (b) alleged breaches of the rules of conduct by committee members.
- (4) The model code of conduct cannot include a rule of conduct if contravention of the rule would, in addition to being a minor breach under section 5.105(1)(a), also be a serious breach under section 5.105(3).
- (5) Regulations may amend the model code of conduct.

5.104. Adoption of model code of conduct

- (1) Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt* a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.

** Absolute majority required.*

- (2) Within 3 months after the day on which regulations amending the model code come into operation, the local government must amend* the adopted code of conduct to incorporate the amendments made to the model code.

** Absolute majority required.*

- (3) A local government may include in the adopted code of conduct requirements in addition to the requirements referred to in section 5.103(2)(b), but any additional requirements —
 - (a) can only be expressed to apply to council members or committee members; and
 - (b) are of no effect to the extent that they are inconsistent with the model code.
- (4) A local government cannot include in the adopted code of conduct provisions in addition to the principles referred to in section 5.103(2)(a) or the rules of conduct.
- (5) The model code is taken to be a local government's adopted code of conduct until the local government adopts a code of conduct.
- (6) An alleged breach of a local government's adopted code of conduct by a candidate cannot be dealt with under this Division or the adopted code of conduct unless the candidate has been elected as a council member.

- (7) The CEO must publish an up-to-date version of a local government's adopted Code of Conduct on the local government's official website.

Local Government (Model Code of Conduct) Regulations 2021

Policy Implications

The adoption of the model Code of Conduct will require the Council to revoke current policy 1.11

Financial Implications

There are no financial implications for this report.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That:

- 1. Council Policy 1.11 be revoked; and**
- 2. Council adopts the Code of Conduct for Council Members, Committee Members and Candidates, as required by the Local Government Act 1995, section 5.104 (1).**

Carried: /

Code of Conduct for Council Members, Committee Members and Candidates



Division 1 — Preliminary provisions

1. Citation

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

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

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

publish includes to publish on a social media platform.

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

Division 2 — General principles

3. Overview of Division

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

4. Personal integrity

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

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

(2) A council member or committee member should —

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

5. Relationship with others

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

- (a) treat others with respect, courtesy and fairness; and

- (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

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

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

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

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

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

10. Council or committee meetings

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

- (a) must not act in an abusive or threatening manner towards another person; and

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

11. Complaint about alleged breach

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

12. Dealing with complaint

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

13. Dismissal of complaint

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

14. Withdrawal of complaint

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

15. Other provisions about complaints

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

Division 4 — Rules of conduct

Notes for this Division:

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

16. Overview of Division

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

17. Misuse of local government resources

- (1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.

- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
- (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

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

20. Relationship with local government employees

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

21. Disclosure of information

- (1) In this clause —
- closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
- confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

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

- (2) A council member must not disclose information that the council member —
 - (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —

interest —

 - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

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

=====

DRAFT

8.3.4 Code of Conduct Complaints Form	
Location:	Mukinbudin
File Ref:	ADM 167
Applicant:	Paul Sheedy, Acting Chief Executive Officer
Date:	22 April 2021
Disclosure of Interest:	Nil
Responsible Officer	Paul Sheedy, Acting Chief Executive Officer
Author:	Paul Sheedy, Acting Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Shire of Mukinbudin Complaint About Alleged Breach Form
Documents Tabled:	Nil

Summary

The purpose of this report is to seek the endorsement of Council of the attached complaints form that will be required to be completed by any person who wishes to lodge a complaint against a Council Member, Committee Member or Candidates under the newly adopted Code of Conduct.

Background Information

The Local Government (Model Code of Conduct) Regulations 2021 were proclaimed in the government gazette on 2 February 2021 and take effect from 3 February 2021.

Clause 11(2)(a) of the Model Code of Conduct indicates that a complaint must be made 'in writing in the form approved by the local government.'

Officer Comment

As part of the gazettal of the Model Code of Conduct regulations there are number of actions that local government are required to complete within three months of the gazettal, one of which is:

- Approving a complaint form in accordance with clause 11(2)(a) of the Code.

The Department of Local Government, Sport and Cultural Industries has advised, that by 24 February 2021 local governments should authorise an officer for the purpose of receiving complaints and withdrawal of complaints. It then follows that the new complaints form should be available at a similar time.

Strategic & Social Implications

2018-2028 Strategic Community Plan

Outcome 4.1 – Provide good strategic decision making, governance, leadership, and professional management.

Strategy 4.1.1 - Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Shire Staff and Councillors.

Consultation

No consultation is required or recommended with the adoption of the complaints form.

Statutory Environment

Local Government (Model Code of Conduct) Regulations 2021, clause 11(2)(a)

11. Complaint about alleged breach

(2) A complaint must be made –
AGENDA: ORDINARY MEETINGS OF COUNCIL TO BE HELD 25 MAY 2021

(a) in writing in the form approved by the local government.

Policy Implications

Policy implications do not apply for this report and it is the opinion of the author that policy development is not required.

Financial Implications

There are no financial implications for this report.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council endorse the Shire of Mukinbudin ‘Complaints About Alleged Breach Form – Code of Conduct for Council Members, Committee Members and Candidates’ detailed in the attachment to this report.

Carried: /



GO/47/4

Complaint About Alleged Breach Form - Code of conduct for council members, committee members and candidates

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

NOTE: A complaint about an alleged breach must be made —

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

Name of person who is making the complaint:

Name: _____
Given Name(s)
Family Name

Contact details of person making the complaint:

Address: _____

Email: _____

Contact number: _____

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

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

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

[Empty box for details of the alleged breach]

Date of alleged breach:

_____ / _____ / 20_____

SIGNED:

Complainant's signature:

Date of signing: _____ / _____ / 20_____

Received by Authorised Officer

Authorised Officer's Name:

Authorised Officer's Signature:

Date received: _____ / _____ / 20_____

NOTE TO PERSON MAKING THE COMPLAINT:

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

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

Signed complaint form is to be forwarded to:

**CEO
Shire of Mukinbudin
PO Box 67
Mukinbudin WA 6479 or
Email: admin@mukinbudin.wa.gov.au**

8.3.5 Complaints Officer	
Location:	Mukinbudin
File Ref:	ADM 167
Applicant:	Paul Sheedy, Acting Chief Executive Officer
Date:	22 April 2021
Disclosure of Interest:	Nil
Responsible Officer	Paul Sheedy, Acting Chief Executive Officer
Author:	Paul Sheedy, Acting Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

Summary

The purpose of this report is for the Council to authorise the Chief Executive Officer, Shire of Mukinbudin, to be the Complaints Officer to receive complaints made against Council Members, Committee Members and Candidates, for any breaches of the new Code of Conduct recently gazetted.

Background Information

The Local Government (Model Code of Conduct) Regulations 2021 were proclaimed in the government gazette on 2 February 2021 and took effect from 3 February 2021.

Local governments are now required to adopt a Code of Conduct for Council Members, Committee Members and Candidates that incorporates the Model Code of Conduct within three months.

One of the requirements of the new Code of Conduct is that local governments are required by the 24 February 2021 to authorise, in writing, one or more persons to receive complaints and withdrawals of complaints.

Officer Comment

As part of the gazettal of the Model Code of Conduct regulations there are number of actions that local government are required to complete within three months of the gazettal, one of which is:

- Authorise one or more officers (employees) for the purpose of receiving complaints and withdrawal of complaints relating to the Code of Conduct (required by 24 February 2021).

Given that the CEO is the person who currently receives complaints about Council Members and Committee Members under the existing Code of Conduct and Local Government (Rules of Conduct) Regulations it would appear appropriate that the CEO is the authorised officer to receive complaints and the withdrawal of complaints under this new Code of Conduct.

Strategic & Social Implications

2018-2028 Strategic Community Plan

Outcome 4.1 – Provide good strategic decision making, governance, leadership, and professional management.

Strategy 4.1.1 - Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Shire Staff and Councillors.

Consultation

No external consultation is required or recommended with the adoption of the form.

Statutory Environment

Local Government (Model Code of Conduct) Regulations 2021, clause 11(3)

11. Complaint about alleged breach

(3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

Policy Implications

Policy implications do not apply for this report and it is the opinion of the author that policy development is not required.

Financial Implications

There are no financial implications for this report.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council authorise the Chief Executive Officer, Shire of Mukinbudin, as the person to receive complaints and withdrawal of complaints, as required under clause 11(3) of the Local Government (Model Code of Conduct) Regulations 2021, regarding the Shire of Mukinbudin Code of Conduct for Council Members, Committee Members and Candidates.

Carried: /

8.3.6 Model Standards – Chief Executive Officer Recruitment, Performance & Termination	
Location:	Mukinbudin
File Ref:	ADM 447
Applicant:	Paul Sheedy, Acting Chief Executive Officer
Date:	22 April 2021
Disclosure of Interest:	Nil
Responsible Officer	Paul Sheedy, Acting Chief Executive Officer
Author:	Paul Sheedy, Acting Chief Executive Officer
Voting Requirements:	Absolute Majority
Documents Attached:	Shire of Mukinbudin Model Standards for CEO Recruitment, Performance and Termination
Documents Tabled:	Nil

Summary

The purpose of this report is for Council to consider the adoption of the Model Standard for Chief Executive Officer (CEO) recruitment, performance, and termination.

Background Information

The Local Government (Administration) Amendment Regulations 2021 were proclaimed in the government gazette on 2 February 2021 and took effect from that day.

Local governments are now required to adopt a set of standards for CEO recruitment, performance, and termination within three (3) months after 2 February 2021. Additional provisions, that are not inconsistent with the model standards, can be included in Council's adopted model.

Officer Comment

The CEO Standard amends the existing Local Government (Administration) Regulations 1996 to prescribe model standards for the recruitment, selection performance review and termination, of the local government's CEO. Some of the key provisions within the model standard are:

- As soon as practicable after Council decides to employ or terminate a CEO it must by resolution certify that, the employment or termination, was in accordance with the adopted standards and then send a copy of the resolution to the DLGSC CEO within 14 days.
- The Council must approve the selection criteria and job description for recruitment of the CEO.
- The selection panel must include a least one (1) independent person who is not a council member (including from another local government), an employee or a human resources consultant engaged by the Council.
- If the selection panel considers that none of the applicants are suitable to be employed as the CEO, the panel must recommend to Council that a new recruitment process be carried out or changes be made to the selection criteria and job description, that the selection panel considers should be made.
- The selection panel is required to verify any academic or other tertiary level qualifications the applicant, recommended to Council for appointment, claims to hold.
- If any negotiations on the contract contains terms different to those approved by Council, the negotiated contract must be approved by Council (absolute majority) before entered into.

- Once the CEO has completed a period of employment of 10 or more years the Council is required to carry out a recruitment and selection process.
- Before terminating the employment of a CEO, the Council is required to follow a procedural fairness process that includes informing the CEO of that person's rights, entitlements, and responsibilities in relation to the termination process, notify the CEO of any allegations against the CEO, give the CEO a reasonable opportunity to respond to the allegations and generally consider any response given.
- In relation to performance related termination, the Council is required to inform the CEO of any performance issues, give the CEO reasonable opportunity to address, and implement a plan to remedy the performance issues and determine that the CEO has not remedied the performance issues to the satisfaction of the Council before it initiates the termination of the CEO.
- Termination of the CEO must not happen unless the Council has, within the preceding twelve (12) month period, reviewed the performance of the CEO.
- Any decision to terminate the CEO must be made by an absolute majority decision of the Council.
- Notice of termination must be given in writing to the CEO setting out the reasons for terminating the CEO's employment.

A number of the above clauses would form part of an existing process of recruitment and selection, performance review and termination, but they have been included to provide Councillors with a detailed understanding of what is in the new Standards.

Finally, as part of the Amendment Regulations a new clause 5.39C has also been added to the Local Government Act that requires a local government to prepare and adopt a policy that sets out the process to be followed by the local government in relation to the employment of a person in the position of CEO for a term not exceeding 1 year and the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

Strategic & Social Implications

2018-2028 Strategic Community Plan

Outcome 4.1 – Provide good strategic decision making, governance, leadership, and professional management.

Strategy 4.1.1 - Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Shire Staff and Councillors.

Consultation

No external consultation is required or recommended with the adoption of the Model CEO Standard

Internally WALGA has suggested that the Council and the CEO should initiate discussions to determine whether any inconsistencies exist between the CEO Standards and the CEO's employment contract and previously agreed Performance Review arrangements. If any inconsistencies occur it may be appropriate to seek industrial relations advice before any changes are made.

Statutory Environment

Local Government Act 1995, sections 5.39A and 5.39B

5.39A. Model standards for CEO recruitment, performance, and termination

- (1) Regulations must prescribe model standards for local governments in relation to the following —

AGENDA: ORDINARY MEETING OF COUNCIL TO BE HELD 25 MAY 2021

- (a) the recruitment of CEOs;
- (b) the review of the performance of CEOs;
- (c) the termination of the employment of CEOs.

(2) Regulations may amend the model standards.

[Section 5.39A inserted: No. 16 of 2019 s. 22.]

5.39B. Adoption of model standards

(1) In this section —

model standards means the model standards prescribed under section 5.39A (1).

(2) Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt* standards to be observed by the local government that incorporate the model standards.

** Absolute majority required.*

(3) Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend* the adopted standards to incorporate the amendments made to the model standards.

** Absolute majority required.*

(4) A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.

(5) The model standards are taken to be a local government's adopted standards until the local government adopts standards under this section.

(6) The CEO must publish an up-to-date version of the adopted standards on the local government's official website.

(7) Regulations may provide for —

- (a) the monitoring of compliance with adopted standards; and
- (b) the way in which contraventions of adopted standards are to be dealt with.

Local Government (Administration) Regulations 1996, clauses 18A – 18FC

Policy Implications

Policy implications do not apply for this report and it is the opinion of the author that policy development is not required.

However as indicated in the Officer Comment a new policy relating to the temporary employment of a CEO for a period of not exceeding one year will be required going forward.

Financial Implications

There are no immediate financial implications for this report.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council adopt the Model CEO Standard, as detailed in the attachment, as its standard in relation to the recruitment, selection, performance review and termination of the Chief Executive Officer, as required by the Local Government Act 1995, section 5.39B.

Carried: /



MODEL STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

Adopted by the Council 18 May 2021

Resolution No:

(as required by LGA 1995 S5.39(B))

Model Standards for CEO Recruitment, Performance and Termination.

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MODEL STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

DIVISION 1 — PRELIMINARY PROVISIONS

1. Citation

These are the *Shire of Mukinbudin Standards for CEO Recruitment, Performance and Termination*.

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the [*insert name of local government*];

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

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

DIVISION 2 — STANDARDS FOR RECRUITMENT OF CEOS

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

- (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
 - (i) email a copy of the job description form to an email address provided by the person; or
 - (ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

- (1) In this clause —

independent person means a person other than any of the following —

 - (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - (a) a summary of the selection panel’s assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel’s recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant’s knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant’s character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
 - (a) clause 5 does not apply to the new recruitment and selection process; and
 - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the

negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —
commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
 - (a) upon the expiry of the contract of employment of the person (the *incumbent CEO*) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and
 - (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

DIVISION 3 — STANDARDS FOR REVIEW OF PERFORMANCE OF CEOS

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

DIVISION 4 — STANDARDS FOR TERMINATION OF EMPLOYMENT OF CEOS

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —

- (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the *performance issues*) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

8.3.7 Policy 1.18 - Citizen of the Year Privileges	
Location:	Mukinbudin
File Ref:	ADM 142
Applicant:	Paul Sheedy, Acting Chief Executive Officer
Date:	29 th April 2021
Disclosure of Interest:	Nil
Responsible Officer	Paul Sheedy, Acting Chief Executive Officer
Author:	Paul Sheedy, Acting Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Proposed Policy
Documents Tabled:	Nil

Summary

Council to consider the adoption of Policy 1.18 that will provide benefits to the Citizen of the Year in the form of an invitation and recognition to all Council functions for a twelve (12) month period.

Background Information

The Shire President at the April 2021 Council meeting raised the desire to have a worthy recognition of the Citizen of the Year and requested the preparation of a policy.

Officer Comment

The proposal to issue an invitation to all Civic/Shire functions, and be recognised at these events, for a period of twelve (12) months is similar to what is currently offered to a Freeman of the Shire (Freeman receives some additional benefits).

Strategic & Social Implications

2018-2028 Strategic Community Plan

Outcome 1.4 – A quality lifestyle.

1.4.2 Encourage positive community participation in events and facilities.

Consultation

No further consultation is required.

Statutory Environment

Local Government Act 1995, sections 2.7 and 3.1(1)

2.7. Role of council

(1) The council — (a) governs the local government's affairs; and (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to — (a) oversee the allocation of the local government's finances and resources; and (b) determine the local government's policies

3.1. General function

(1) The general function of a local government is to provide for the good government of persons in its district.

Policy Implications

Adoption of new policy 1.18

AGENDA: ORDINARY MEETING OF COUNCIL TO BE HELD 25 MAY 2021

Financial Implications

Minor costs for the Citizen of the Year to attend Council functions which can be accommodated within the existing annual budget allocation.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council adopt Policy 1.18 ‘Citizen of the Year Privileges’ as detailed in the attachment.

Carried: /

1.18 Citizen of the Year Privileges

POLICY	The Shire Citizen of the Year will be entitled to receive an invitation to all formal Council functions and recognition at all those functions, for a period of twelve (12) months, from the announcement of the award.
OBJECTIVES	To acknowledge and celebrate the significant contributions made by the Citizen of the Year to their local community.
GUIDELINES	Local Government Act 1995 Section 2.7 – The Role of Council. <i>Local Government Act 1995, s3.1(1) - General function powers.</i>
HISTORY	May 2021
REVIEW	Chief Executive Officer

8.3.8 Policy 1.19 - Councillor and CEO Attendance at Events	
Location:	Mukinbudin
File Ref:	ADM 450
Applicant:	Paul Sheedy, Acting Chief Executive Officer
Date:	6 th May 2021
Disclosure of Interest:	Financial Interest as potential ticket recipient
Responsible Officer	Paul Sheedy, Acting Chief Executive Officer
Author:	Paul Sheedy, Acting Chief Executive Officer
Voting Requirements:	Absolute Majority
Documents Attached:	Proposed Policy
Documents Tabled:	Nil

Summary

For Council to consider the adoption of Policy 1.19 that will allow for the attendance at events by Councillors and the CEO without the requirement to have to declare a financial interest in a matter that comes to Council for a decision from a person who has provided a gift.

Background Information

As part of the Local Government Amendment Act 2019 local governments are required to adopt a policy for attendance at events (Councillors and CEO) and publish the policy on the Shire website.

Officer Comment

A part of the Local Government Act 1995 legislative changes to the gifts declarations in 2019, it is a requirement for any Councillor (in their role as a Councillor and not an individual) who has received a gift from a person, exceeding \$300, who has an item before Council for a decision, to declare a financial interest in the matter and are required to seek the approval of the Council if the member wishes to participate in discussion on the matter.

The requirement applies to any gifts or one or more gifts received over a twelve (12) month period that have a value of up to \$1,000. The adoption of a policy regarding the attendance of events removes this declaration of interest requirement for amounts up to \$1,000.

If the value exceeds \$1,000 then the approval of the Minister to participate at the meeting is required.

Strategic & Social Implications

2018-2028 Strategic Community Plan

Outcome 4.1 – Provide good strategic decision making, governance, leadership, and professional management.

4.1.2 Manage the organisation in a transparent and accountable manner.

Consultation

No external consultation is required on this matter.

Statutory Environment

Local Government Act 1995, section 5.90A

5.90A. Policy for attendance at events

- (1) In this section —
event includes the following —
- (a) a concert;
 - (b) a conference;
 - (c) a function;
 - (d) a sporting event;
 - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
- (a) the provision of tickets to events; and
 - (b) payments in respect of attendance; and
 - (c) approval of attendance by the local government and criteria for approval; and
 - (d) any prescribed matter.
- * Absolute majority required.*
- (3) A local government may amend* the policy.
- * Absolute majority required.*
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

Policy Implications

The proposal is for Council to adopt a new policy, 1.19.

Financial Implications

There are no immediate implications in the adoption of this policy, but future costs to Council could result if required to pay/purchase tickets to events and meet travel and accommodation costs of Councillors and/or CEO attending events, approved by Council, outside of the Shire.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council adopt Policy 1.19 'Councillor and CEO Attendance at Events' detailed in the attachment.

Carried: /

1.19 Councillor and CEO Attendance at Events

POLICY

This policy applies to Councillors and the Chief Executive Officer (CEO), of the Shire of Mukinbudin in their capacity as a Councillor and CEO of the Shire and where they may receive free or discounted tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community, generally, from a third party.

Attendance at an event, in accordance with this policy, will exclude a gift recipient from the requirement to disclose a potential conflict of interest if the ticket is above \$300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

OBJECTIVES

To address attendance at any events, including concerts, conferences, functions, or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government and to provide transparency about attendance at events by Councillor and the (CEO).

GUIDELINES

Provision of tickets to events

Invitations

All invitations or offers of tickets for a Councillor or CEO to attend an event should be in writing and addressed to the Chief Executive Officer.

Any invitation or offer of tickets not addressed to the Chief Executive Officer is not captured by the policy and must be disclosed in accordance with the gift and interest provisions of the Act.

Pre-approved attendance

In line with the objectives of this policy, the below events have been pre-approved and attendance at these events will not need to be disclosed if invitations are received. Nothing in this section mandates attendance at any of these events or raises an expectation of free or discounted tickets to these events.

- Any public event which is free.

- Invitations to attend events being hosted by other Local Governments, State Government or Federal Government/Ministerial agencies.
- Meetings of clubs or organisations within the Shire of Mukinbudin.
- Australian or West Australian Local Government Association events.
- Events hosted by sporting clubs, schools or not for profit organisations within the Shire of Mukinbudin or the Wheatbelt.
- All Shire hosted, run or sponsored events.
- Events run by professional associations of which employees are members or to which membership is encouraged by the CEO for the benefit of the Shire.
- Opening or launch of an event or facility within the Shire of Mukinbudin or the Wheatbelt.
- Recognition of Service events within the Shire of Mukinbudin or the Wheatbelt.

Approval of attendance

In making a decision on attendance at an event, the Council will consider:

- a) Who is providing the invitation or ticket to the event.
- b) The location of the event in relation to the local government (within the district or out of the district).
- c) The role of the Councillor or CEO when attending the event (participant, observer, presenter) and the value of their contribution.
- d) Whether the event is sponsored by the local government.
- e) The benefit of local government representation at the event.
- f) The number of invitations/tickets received and
- g) The cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

Non-Approved Events

Any event which is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event and is not excluded from gift and disclosure provisions.

If the event is ticketed and the Councillor, Chief Executive Officer or employee pays the full ticketed price and does not seek reimbursement, then no action is required.

If the event is ticketed and the Councillor, Chief Executive Officer or employee pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if the discount or free value is greater than \$50 for employees, other than the Chief Executive Officer, and greater than \$300 for Councillors and the Chief Executive Officer.

Payments in respect of attendance

Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the Council determine attendance to be of public value.

For any events where a member of the public is required to pay, unless previously approved or listed as pre-approved, the Council will determine whether it is in the best interests of the local government for a Councillor or the CEO or another officer to attend on behalf of the Council.

If the Council determines that a Councillor or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the Council.

Local Government Act 1995 s.5.87A and 5.87B
disclosure of gifts.

Local Government Act 1995 s.5.90A Policy for
attendance at events.

HISTORY

May 2021

REVIEW

Chief Executive Officer

8.3.9 Policy 2.9 – Dog Exercise Area	
Location:	25 Cruickshank Rd, Mukinbudin
File Ref:	ADM 450
Applicant:	Paul Sheedy, Acting Chief Executive Officer
Date:	29 th April 2021
Disclosure of Interest:	Nil
Responsible Officer	Paul Sheedy, Acting Chief Executive Officer
Author:	Paul Sheedy, Acting Chief Executive Officer
Voting Requirements:	Absolute Majority
Documents Attached:	Proposed Policy
Documents Tabled:	Nil

Summary

For Council to consider the adoption of Policy 2.9 designating the grassed oval at the Mukinbudin Sports Complex as a Dog Exercise Area (off-leash) during restricted periods each week. This will permit the owners/persons to allow their dogs off their lead to exercise and socialise freely.

Background Information

April 2021

Council at its meeting on the 20 April 2021 resolved (minute 09 04 21):

‘That Council request the CEO to create a Dog Area Policy to include a Dog Off-Leash space at the Town Oval’.

Officer Comment

The hours of permitted use of the oval as a dog exercise area (off-leash) take into consideration the current use of the oval for training by juniors and seniors on Tuesday and Thursday afternoons (3.00pm onwards) and organised community sport each Saturday.

To provide clear and simple communication to the community it has been determined that the establishment of set hours of use each day to a set time or unrestricted use (Sunday) would be beneficial, even though for example there is no sport training on the oval on Monday, Wednesday and Friday and no community sport on some Saturdays.

This will also allow for simple easy to read signage to be installed around the outside of the oval.

It would also be expected that authorised officers (Rangers etc) would use their discretion if dogs are observed on the oval off-leash when there is no sport being undertaken on the oval and unless Council has resolved to make the oval a dog prohibited oval at other times dogs on a lead will still be permitted at other times.

Strategic & Social Implications

2018-2028 Strategic Community Plan

Outcome 1.3 – Align infrastructure and facilities to community needs.

1.3.2 Effectively plan, develop, and manage infrastructure and facilities.

1.3.4 Provide high quality recreation facilities and public open space.

Consultation

Kylie Sprigg – WA Contract Ranger Services

The previous agenda item indicated that community feedback had been obtained. With the policy proposing to have restricted off-leash times does Council wish to advertise it for public comment before formally adopting the policy.

Statutory Environment

Dog Act 1976, section 31 (3A)

31. Control of dogs in certain public places

(3A) A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, specify a public place, or a class of public place, that is under the care, control, or management of the local government to be a dog exercise area.

Policy Implications

The proposal is for Council to adopt a new policy, 2.9.

Financial Implications

Costs to advertise and place signage within the proposed dog lead-free area and provide dog poo bags would be minimal and able to be covered in the 2020/2021 Annual Budget.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council adopt Policy 2.9 ‘Dog Exercise Area – Mukinbudin Sports Complex Oval’ as attached.

Carried: /

2.9 Dog Exercise Area – Mukinbudin Recreation Ground Oval

POLICY

The Mukinbudin Sports Complex Oval has been designated as an off - lead Dog Exercise Area during the following times:

- Monday to Friday – up to 1.00pm
- Sunday – no restrictions

Due to Community Sport on Saturday dogs are not permitted on the oval at any time during this day.

Persons in control of a dog are required to immediately remove any dog excrement from the oval after it has been deposited by the dog and placed in bins provided. Failure to do so will result in the person being issued with an infringement notice.

OBJECTIVES

To provide a fenced area within the townsite to allow for the exercise of dogs off lead.

GUIDELINES

Dog Act 1976, section 31A

HISTORY

May 2021

REVIEW

Chief Executive Officer

8.3.10 Shire of Mukinbudin – Policy Manual Annual Review 2021	
Location:	Shire of Mukinbudin
File Ref:	ADM 360
Applicant:	Paul Sheedy, Acting Chief Executive Officer
Date:	10 th May 2021
Disclosure of Interest:	Nil
Responsible Officer	Paul Sheedy, Acting Chief Executive Officer
Author:	Paul Sheedy, Acting Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Shire of Mukinbudin Policy Manual
Documents Tabled	Nil

Summary

It is necessary for the Council to review its Shire of Mukinbudin Policy Manual in the 2021/2022 year.

NB: To ensure the Shire meets its statutory compliance obligations this item must be adopted no later than the June 2021 Council Meeting. (Please refer to Policy Manual submitted as a separate attachment.)

Background

The Shire of Mukinbudin Policy Manual was last reviewed by Council on 19th May 2020. 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 additions to the Policy Manual at the 2020 review:

- 1.2 Meeting Dates
- 2.7 Waiving of Fees – Events Kit
- 2.8 Pop-Up Shop
- 3.11 Asset Recognition
- 3.12 Trust and Restricted Monies

Council also made amendments to existing Policies as follows:

- 2.3 Community Chest Grants Scheme
- 3.6 Payment Fees – Caravan Park
- 3.7 Direct Electronic Payments and Electronic Investments
- 4.15 Staff Swimming Pool Access

Officer Comment

A number of new Policies are included in the Agenda which have either been identified by Council or are a requirement as per the Local Government Legislation Amendment Act 2019.

Council made the following Policies at Ordinary Meetings of Council in 2020/2021 which have since been included in the Policy Manual.

- 1.17 Continuing Professional Development
- 3.13 Financial Hardship Policy

Strategic & Social Implications

2018-2028 Strategic Community Plan

Outcome 4.1 – Provide good strategic decision making, governance, leadership, and professional management

4.1.2 Manage the organisation in a transparent and accountable manner

Statutory Environment

Local Government Act 1995

Local Government Legislation Amendment Act 2019

Policy Implications

Updated Policy Manual

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

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

Carried: /



Shire of Mukinbudin

Policy Manual

Locations of the Current Policy Manual

Copies	Locations
1	CEO Office
2	Administration Manager Office
3	Council Chambers
4	Website - www.mukinbudin.wa.gov.au
5	Public Library – Administration Office

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
19 June 2019	Version 6, Reviewed 19 June 2019
19 May 2020	Version 7, Reviewed 19 May 2020

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 19 May 2020 Ordinary Council meeting and Resolution N° 13 05 17 confirming its application.

Gary Shadbolt
President

19 05 2020

Dirk Sellenger
Chief Executive Officer

19 05 2020

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 affected by specific Council resolution stating – <ul style="list-style-type: none"> - 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 (3 rd) Tuesday 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 <i>Local Government Act 1995 - s5.3</i> <i>Local Government (Administration) Regulations 1996 – reg 12</i>
HISTORY	Former policy 1.1.1 Updated May 2020
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 <i>Local government Act 1995 - s5.98(5)</i> <i>Local Government (Administration) Regulations 1996 – reg 33</i>
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 <i>Local government Act 1995 - s5.98(1)</i> <i>Local Government (Administration) Regulations 1996 – reg 30</i>
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	<p>Council will maintain a separate policy document called “Staff Induction Manual” dealing with policy matters directly relating to the employment of staff. Addition, deletions or alterations to Council Policy shall only be effected by specific Council resolution stating –</p> <ul style="list-style-type: none">- the proposed policy, and- that the Staff Induction Manual be updated
OBJECTIVES	<p>To ensure that the “Staff Induction Manual” Policy Manual is up to date, relevant and reflects only Council’s specific instructions.</p>
GUIDELINES	<ul style="list-style-type: none">• 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	<p>Chief Executive Officer</p>

1.8 Travel Expenses

POLICY	<p>The Shire shall reimburse Council Members and staff for travel to Council and Committee meetings and other Shire business approved by the CEO.</p> <p>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.</p> <p>The rates in Schedule F – Motor Vehicle Allowance are to be as per the South West Land Division.</p> <p>Claims will ideally be reimbursed on a quarterly basis. It is the responsibility of Elected Members to claim any travel reimbursement.</p>
OBJECTIVES	To set Councillor's expense parameters when travelling on official business
GUIDELINES	<p>Claims for expenses are to be forwarded to the Finance & Administration Manager</p> <p><i>Local Government Act 1995 – Div 8 – s5.98 Fees, expenses & allowances & s 5.99A</i></p> <p><i>Local Government (Administration) Regulations – reg31, 32, 34AB</i></p> <p>Salaries and Allowances Tribunal</p>
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° 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	<p>Council shall pay registration fees for members attending approved conferences</p> <p>Council shall not pay conference registration fees for partners.</p> <p>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</p>
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	<p>Council shall pay accommodation and in-house meal expenses for Members and partners up to \$350 per day</p> <p>On those days where no accommodation is required, meal expenses, as evidenced by receipts, shall be reimbursed</p> <p>Council shall pay WALGA conference dinner expenses for Members and partners in accordance with Policy 1.09</p>
OBJECTIVES	<p>To clarify what costs can be incurred/recouped by Members.</p>
GUIDELINES	<p>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.</p>
HISTORY	
REVIEW	<p>Chief Executive Officer</p>

1.11 Code of Conduct for Elected Members and Staff

POLICY	<p>The Code of Conduct for Elected Members and staff on the following pages be adopted as policy inclusive of the following:</p> <p>Value of a Token Gift - \$100.00 Value for purpose of Hospitality - \$100.00</p>
OBJECTIVES	<p>Council is required under the provisions of the <i>Local Government Act 1995</i> to adopt such a policy</p>
GUIDELINES	<p><i>Local Government Act 1995-s Code of Conduct</i></p> <p><i>Local Government Act 1995-s5.103</i> Gifts</p> <p><i>Local Government (Admin) Regulations – reg. 34B</i> Token gift - \$100.00</p> <p><i>Local Government (Admin) Regulations – reg. 34B(5)</i> Hospitality - \$100.00</p> <p><i>Local Government (Official Conduct) Amendment Act 2007</i></p> <p><i>Local Government (Rules of Conduct) Regulations 2007</i></p>
HISTORY	<p>Former policy 1.1.6</p>
REVIEW	<p>Chief Executive Officer</p>

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

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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

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

Local Government (Rules of Conduct) Regulations 2007

Part 1 General

r. 4

- (g) treat others with respect and fairness; and
- (h) not be impaired by mind affecting substances.

(2) The general principles referred to in subregulation (1) are for guidance of council members but it is not a rule of conduct that the principles be observed.

4. Contravention of certain local laws

(1) In this regulation —

local law as to conduct means a local law relating to conduct of people at council or committee meetings.

(2) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

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Local Government (Rules of Conduct) Regulations 2007

Rules of conduct **Part 2**

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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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Part 2 Rules of conduct

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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.

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Rules of conduct **Part 2**

r. 10

- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

10. Relations with local government employees

(1) A person who is a council member must not —

- (a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the

person's capacity as a local government employee; or

- (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.

(2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

(3) If a person, in his or her capacity as a council member, is attending a council meeting, committee meeting or other organised event and members of the public are present, the person must not, either orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
- (b) use offensive or objectionable expressions in reference to a local government employee.

(4) Subregulation (3)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

11. Disclosure of interest

(1) In this regulation —

interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person

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

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Part 2 Rules of conduct

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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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Rules of conduct **Part 2**

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

Local Government (Rules of Conduct) Regulations 2007

Part 2 Rules of conduct

r. 12

- (a) a gift worth \$300 or more; or
- (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth \$300 or more.

(2) A person who is a council member must not accept a prohibited gift from a person —

- (a) who is undertaking or seeking to undertake; or
- (b) who it is reasonable to believe is intending to undertake, an activity involving a local government discretion.

(3) A person who is a council member and who accepts a notifiable gift from a person —

- (a) who is undertaking or seeking to undertake; or
- (b) who it is reasonable to believe is intending to undertake, an activity involving a local government discretion must, within 10 days of accepting the gift, notify the CEO of the acceptance in accordance with subregulation (4).

(4) Notification of the acceptance of a notifiable gift is to be in writing and is to include —

- (a) the name of the person who gave the gift; and
- (b) the date on which the gift was accepted; and
- (c) a description, and the estimated value, of the gift; and
- (d) the nature of the relationship between the person who is a council member and the person who gave the gift; and
- (e) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) —
 - (i) a description; and
 - (ii) the estimated value; and
 - (iii) the date of acceptance,

of each other gift accepted within the 6 month period.

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

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Rules of conduct **Part 2**

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

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

Local Government (Rules of Conduct) Regulations 2007

Notes

- ¹ This is a compilation of the Local Government (Rules of Conduct) *Regulations 2007*. The following table contains information about those regulations.

Compilation table

Citation	Gazettal	Commencement
<i>Local Government (Rules of Conduct) Regulations 2007</i>	21 Aug 2007 p.4203-16	r. 1 and 2: 21 Aug 2007 (see r. 2(a))
Regulations other than r. 1 and 2: 21 Oct 2007 (see r. 2(b) and		

Gazette 21 Aug 2007 p. 4173)

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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 an 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 Freeman 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:
PHONE 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	<p>When affixing the common seal the following clause is to be notated on the document:</p> <p>“The common seal of the Shire of Mukinbudin was hereunto affixed by authority of its Council in the presence of...”</p> <p>“Use of the Common Seal Register”</p>
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	<p>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.</p> <p>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.</p> <p>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.</p>
HISTORY REVIEW	May 2016 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	<p>The Shire of Mukinbudin is committed to providing its staff with appropriate corporate applications and business tools, including access to internet and email systems, provided that:</p> <ul style="list-style-type: none"> • 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. <p>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:</p> <ul style="list-style-type: none"> • Internal and external email traffic. • Internet access. • Network access.
HISTORY	May 2016
REVIEW	Chief Executive Officer

1.17 Continuing Professional Development

POLICY The Shire of Mukinbudin recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the Local Government Act 1995, Elected Members must complete Council Member Essentials which incorporates the following training units:

- a) Understanding Local Government;
- b) Conflicts of Interest;
- c) Serving on Council;
- d) Meeting Procedures and Debating; and
- e) Understanding Financial Report and Budgets.

Council's preferred provider for the training is WALGA (WA Local Government Association). All units and associated costs will be paid for by the Shire and must be completed by 30 June in the year immediately following the elected Member's election. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to Local Government Act 1995.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost-efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

OBJECTIVES To ensure that Elected Members of the Shire of Mukinbudin receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.

GUIDELINES Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required;
- The Budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;

- The benefits to the Shire of the person attending;
 - Identified skills gaps of elected members both individually and has a collective;
 - Alignment to the Shire's Strategic Objectives; and
 - The number of Shire representatives already approved to attend.
- Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:
- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO;

HISTORY

March 2021

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	<p><i>Local Government Act 1995 – s6.16</i> Fees and Charges</p> <p>Council currently heavily subsidises its fees and charges for the use of recreation facilities and is of the view that no additional subsidy is warranted</p>
HISTORY	
REVIEW	Finance Manager

2.3 Community Chest Grants Scheme

POLICY Council will make available a provision of \$10,000 (ten thousand dollars) in its annual budget to provide for a community grants scheme (Community Chest) for local projects.

Provision of grants will be solely at the discretion of Council.

OBJECTIVES The intent of this policy is to ensure that the Shire of Mukinbudin Community Chest Grants Scheme is administered in an open, transparent and equitable manner.

GUIDELINES Applicants must fulfill the following criteria:

- Must be a not-for-profit organisation within the Shire of Mukinbudin.
- No individual application shall receive in excess of \$1,500 (cash or in-kind).
- Be able to demonstrate community support for the project.
- Applications must be signed by the organisation's President or Vice President.
- Projects shall be completed within the financial year of receiving the grant.
- Demonstrate capacity to manage and be accountable for the funds and the project.
- Supply copies of quotes for materials and services to deliver the project.
- The aims and objectives of the organisation is primarily the Mukinbudin community.

HISTORY Updated policy 2020

REVIEW Finance 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	<p>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.</p> <p>In cases where collocation provides a net benefit, the Council will generally not support stand-alone applications for facilities.</p>
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 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
 - © 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

2.7 Waiving of Fees – Events Kit

POLICY	In cases where a delay in the approval of an application for waiving of Events Kit fees will be detrimental to the event or activity of the applicant, the CEO may exercise, on behalf of Council, any of the powers of the Council to refuse / grant / grant subject to conditions, to a maximum of \$1,000 in respect of each application.
OBJECTIVES	To enable community groups to proceed or financially plan for an activity or event without a need to wait until a scheduled Council Meeting.
GUIDELINES	Community Groups will apply for waiving of Events Kit fees in writing, stating cost of activity/event and reason for request. The CEO will advise Council of request and decision.
HISTORY	New Policy 2020
REVIEW	Chief Executive Officer

2.8 Pop-Up Shop

POLICY

Council may encourage and administer business and/or entrepreneurial, community or cultural activities in The Railway Pop-Up Shop.

It is up to the discretion of the Shire's Management Team as to who occupies The Railway Pop-Up Shop.

OBJECTIVES

To initiate Council involvement in business and commercial activities to generate economic growth.

To demonstrate Council's commitment to a next-generation sustainable economy in Mukinbudin that encourages the promotion of local or value-added products and/or attracts new enterprises to the Shire.

To stimulate additional business activities and initiatives in the main street of the town.

To assist Council to pursue and achieve the desired social and economic benefits for the community of Mukinbudin.

GUIDELINES

Tenants are required to be members of The Railway Pop-Up Shop group and be financial prior to occupation. Membership fees will be determined as part of the annual budget process.

Tenants in the building will have the necessary insurances in place prior to occupation or will sign an Insurance Disclaimer.

Tenants would be required to participate in a Health and Safety induction prior to occupation, led by the Shire of Mukinbudin.

Tenants can occupy The Railway Pop-Up Shop for one day (minimum) or one month (maximum) plus an additional one-month extension if there is an immediate or future availability.

Tenants are required to follow the Retail Trading Hours Act 1987 (WA) which applies to retail shops in Western Australia south of the 26th parallel. It sets out the trading hours and rules covering various categories of retail outlets. Extensions can be sought under this Act upon application to the Department of Commerce.

Profits generated from membership (if applicable) will be reinvested into other main street activation projects to the discretion of the Council.

The evaluation of return on investment into The Railway Pop-Up Shop will be evaluated annually against a set of criteria including but not limited to occupancy rate, diversity of tenants, estimated multiplier effect of tenants, income, risk and achievement of Council's strategic goals.

Councillors and staff will conduct their Council roles ethically in administering and promoting The Railway Pop-Up Shop, in such a way as to maintain the highest level of community accountability, community stewardship and leadership whilst maintaining respect for individuals and the rule of law.

The Shire's Management Team will determine and communicate the risk assessment of all tenants who occupy The Railway Pop-Up Shop as well as the building space itself to Council.

**TERM
CONDITIONS**

- AND** The Shopkeeper agrees to:
1. Ensure that the hiring organisation has their own public liability.
 2. Pay for any related damages/cleaning to the building that may be necessary following use of the building by my/our function that exceeds the bond.
 3. Abide by Council's policy relating to smoking in all Shire owned and controlled buildings.
 4. Ensure that the building is left in a clean and orderly state after use as per Council Policy.
 1. The building is inspected prior / after use with the hirer by a Shire staff member.
 2. The building is hired "as is". Any additional equipment or fixtures are to be supplied by the "Shopkeepers/Brand displayer".
 3. Consumable items are the responsibility of the "Shopkeepers & Brand Displayers". eg. tags, wrapping etc
 4. All parties are aware this is a shared hired space with application approval process managed by the Shire of Mukinbudin.
 5. All floors are vacuumed / mopped as required.

6. All bench and table surfaces are wiped and clean.
7. Windows are kept clean.
8. All rubbish is collected and deposited in outside bins.
9. All lights, and electronic equipment to be turned off at close of day with effort made to reduce power and water usage where possible. Some display lights and equipment may be exempt on enquiry.
10. All external doors are locked before leaving.
11. All disputes are reported to the Shire Office for mediation.
12. Shop displays are changed and moved regularly to keep the shop fresh.
13. "Shopkeepers" agree that the hire fee is subject to change dependent on participants as a shared fee. This is capped at \$50 per week if only one participant. The hire balance incorporating "Brand Displayers" deductions will be invoiced monthly.
14. "Brand Displayers" agree that on approval, the hire fee will be payable to the Shire for the full term prior to commencement of your brand display. Minimum term for The Railway Pop-Up Shop "Brand Display" is 4 weeks \$80 (\$20 per week). Note: One off exception for your first time as a "Brand Display" is available on request with a reduced minimum of two weeks for \$40)
15. "Shopkeepers" agree to sell items for other brands and demonstrate professionalism and a uniform approach to customer service.
16. "Shopkeepers" represent the community in a positive light and communicate with other local businesses.
17. "Brand Displayers" provide "Shopkeepers" with products that are clearly priced along with inventory list.
18. The Shire of Mukinbudin have public liability insurance, but this insurance doesn't extend to your business. So, if it is a fault of the space that causes injury, it is covered, but if it is the negligent actions of the business or the product that causes injury, then the business will be liable.

HISTORY

New policy 2020

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 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 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 their estimated useful lives on a straight line basis.

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise.

(a) Basis of Preparation

The financial report is a general purpose financial statement which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the local Government Act 1995 and accompanying regulations

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of the selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears at Note 19 to these financial statements.

© 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

© 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;

© 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.

® 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©. 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	<i>Local Government Act 1995 – s3.57 Tenders Local Government (Functions & General) Regulations 2000 - Part 4A Local Government (Administration) Amendment Regulations 2000 – s29</i>
HISTORY	<i>Former policy 1.6.2 Originally Adopted 17 July 1996</i>
REVIEW	Finance 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;
 - © 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 Manager

Investment Policy

Objectives

To invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

Legislative Requirements

All investments are to comply with the following:

- Local Government Act 1995 – Section 6.14;
- The *Trustees Act 1962* – Part III Investments;
- Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 28, and Regulation 49
- Australian Accounting Standards

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the *Local Government Act 1995*. The CEO may in turn delegate the day-to-day management of Council's Investment to senior staff or Chief Financial Officer subject to regular reviews.

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

Approved Investments

Without approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds;

- Interest bearing deposits;
- Bank accepted/endorsed bank bills;
- Commercial paper;
- Bank negotiable Certificate of Deposits; and
- Managed Funds with a minimum long term Standard & Poor (S&P) rating of “A” and short term rating of “A2”.

Prohibited Investments

This investment policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

Risk Management Guidelines

Investments obtained are to comply with three key criteria relating to:

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio
 - b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions
 - c) Term to Maturity Framework: limits based upon maturity of securities.
- a) Overall Portfolio Limits

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

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 %
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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)
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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 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 <ul style="list-style-type: none"> •
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: <ul style="list-style-type: none"> • 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. <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or

	<ul style="list-style-type: none"> • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>
Over \$150,000	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 <i>Local Government (Functions and General) Regulations 1996</i> , this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.

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 ENTERPRISES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. 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.

3.7 Direct Electronic Payments and Electronic Investments

POLICY	<p>Any and all payments made by electronic transfer or cheque shall be made jointly by any two of the following:</p> <ul style="list-style-type: none"> a) Chief Executive Officer b) Finance Manager c) Administration Manager d) Senior Finance Officer e) Administration Officer <p>Any surplus funds in the Municipal Account are invested to a higher Interest Investment Account to maximise interest earnings.</p>
OBJECTIVE	To ensure payment of accounts are made in an efficient and timely manner. To maximise the return on invested surplus funds.
GUIDELINES	<p><i>Local Government Act 1995 –</i> <i>Local Government (Financial Management) Regulations 1996</i> The Finance Manager is to maintain control over payments and investments and to record the details.</p>
HISTORY	Updated May 2020
REVIEW	Finance 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	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> Use of Corporate Credit Cards - Local Government Operational Guidelines - Number 11 September 2005
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.

3.9 Procedure for Outstanding Debtors

POLICY	<p>The following guidelines are to be followed for outstanding private works debtors:</p> <ul style="list-style-type: none"> • Invoices sent to debtor as soon as possible after delivery of goods or services; • Statements to be sent at end of month to every outstanding debtor; • Final demand letters to be sent to last known address after second month end date of outstanding invoice.
OBJECTIVE	To ensure that outstanding amounts are collected in a timely manner.
GUIDELINES	<p>Debtors that receive goods and services from Council do not pay in a prompt manner will be referred to debt collectors to recover debt.</p> <p>Invoice is sent for works completed/goods purchased.</p> <p>If payment is outstanding at the end of second month, final demand letter sent requesting payment within 15 days or that matter will be referred to Collection Agent.</p> <p>If payment not received and/or suitable explanation given as to explain non-payment, final letter sent advising matter referred to Council's Collection Agent.</p> <p>Contact Council's Collection Agent with details and proceed with action to recover debt.</p>
HISTORY	New policy created in June 2019
REVIEW	Finance Manager

3.10 Procedure for Outstanding Rates Debtors

POLICY	<p>The following guidelines are to be followed for outstanding rates debtors:</p> <ul style="list-style-type: none"> • Final rates notices sent to all outstanding rates debtors except those on instalment plans after completion of discount period. • Final demand letter to be sent to last known address of rate debtor.
OBJECTIVE	To ensure that outstanding rates are collected in a timely manner.
GUIDELINES	<p>Rates to be paid in 35-day discount period.</p> <p>Final Rates Notice sent after 35-day discount period expires. Rates debtor given 21 days to pay.</p> <p>Final demand letter sent advising that given further 15 days to pay debt after which legal action will proceed to recover debt.</p> <p>Contact Council's Collection Agent with details and proceed with action to recover debt.</p>
HISTORY	New policy created in June 2019
REVIEW	Finance Manager

3.11 Asset Recognition Policy

POLICY

The “Date of Acquisition” of an asset shall be the date the asset was:

First recognised as being an asset of the Shire of Mukinbudin by being placed on the Asset Register.

or

First identified as an item on the Asset Register.

The “Fair Value” of an asset at its date of acquisition shall be:

The cost of procurement of the asset.

or

The historical cost or valuation of the asset when it is first Identified on the asset register whichever is the higher.

or

The valuation of the asset when it was first placed on the asset register.

All assets with a Fair Value of \$5,000 or less at the time of acquisition are to be removed from the Asset Register.

Additional assets will only be added to the Asset Register if they have Fair Value of more than \$5,000 at the time of acquisition.”

OBJECTIVES

To comply with amendments to Local Government (Financial Management) Regulations, applicable at 30 June 2019.

GUIDELINES

Finance Manager to monitor and register new assets as required.

HISTORY

New Policy 2020

REVIEW

Finance Manager

3.12 Trust and Restricted Monies Policy

POLICY

Moneys held in the Trust fund are to be those where:

- They are legally required held in trust by legislation.
- There is a formal written agreement signed by both parties that funds must be held in Trust.

All other money that may be required to be returned to third party, upon completion of the appropriate obligations by the third party, if any, are to be held in the Municipal fund and recognised as a current liability.

Where money has been held as a liability for 5 years or longer it no longer needs to be recognised as a current liability and may be recognised as income by the local government. However, the local government is still required to repay the money to a person claiming and establishing a right to the repayment.

Separate liability accounts will be retained for each liability fund source.

Funds received that give rise to a liability will be receipted to and refunded from the appropriate liability account.

Un-identified receipts less than \$500 are to be receipted to an ordinary operating account income account dedicated to these receipts and will not be recognised as a liability.

OBJECTIVES

To comply with direction from the Office of the Auditor General that bonds should not, for accounting purposes, be regarded as Trust Fund monies.

GUIDELINES

Finance Manager to monitor and reallocate bond monies as required.

HISTORY

New Policy 2020

REVIEW

Finance Manager

3.13 Financial Hardship Policy

POLICY Council will give consideration to people and business in financial hardship through circumstances beyond their control.

OBJECTIVES To ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

GUIDELINES

Policy Scope

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.
3. Outstanding debts arising due to the provision of goods and services.

It is a reasonable community expectation, as we deal with the effects of significant unforeseen events those with the capacity to pay their rates and other debts will continue to do so.

For this reason the Policy is not intended to provide rate relief to ratepayers, or other debtors, who are not able to provide evidence financial hardship to councils satisfaction.

Where appropriate the statutory provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 will apply.

Policy Statement

1. Payment difficulties, hardship and vulnerability

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay rates, service charges or other debts.

Financial hardship occurs where a person or business is unable to pay rates, service charges or other debts without affecting a persons ability to meet their basic living needs, or the basic living needs of their dependants, or in the case of a business, remain in operation.

The council recognises the likelihood that COVID19 and other pandemics will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers and debtors experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

2. Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers and debtors are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration.

Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

3. Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Loss of your or a family member's primary income;
- Partner separation or divorce;
- Loss of a partner or loved-one;
- Physical or mental health issues;
- A chronically ill child;
- Recent unemployment or under-employment;

- Low income or loss of income;
- Unanticipated circumstances such as caring for and supporting extended family;
- Other unforeseen factors affecting your capacity to pay, such as a reduction in income or an increase in non-discretionary spending.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment arrangement. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

4. Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer/debtor has made genuine effort to meet rate, service charge and other debt obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the council of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

5. Interest Charges

A ratepayer or debtor that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

6. Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

7. Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor.

Where a debtor is unable to make payments in accordance with the agreed payment arrangement and the debtor advises us and makes an alternative payment arrangement before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

With respect to outstanding rates and service charges raised from 1 July 2020 where a ratepayer has not reasonably adhered to the agreed payment arrangement and effective communication with the ratepayer has been maintained, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment arrangement that will clear the total debt by the end of the 2021/2022 financial year, including any additional rates and service charges applicable to the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the Local Government Act 1995.

8. Review

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

9. Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

HISTORY

New Policy September 2020

REVIEW

Chief Executive Officer

STAFF

4.1 Army Reserve and Local Emergency Service Organisation Members
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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 Manager

4.3 Staff Housing – Rental Subsidy

POLICY	<p>Council staff housing, when available, will be provided to permanent full time staff members at approximately 50% of the current market rental value.</p> <p>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.</p>
OBJECTIVES	<p>To provide an incentive for staff to remain within the employ of the Shire.</p>
GUIDELINES	<p>Rental housing is provided in accordance with the requirements of the <i>Residential Tenancy Act 1987</i>.</p>
HISTORY	
REVIEW	<p>Finance Manager</p>

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 Manager

4.5 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

4.6 Gratuitous Payments to Employees - Severance Pay (s5.50)

POLICY

Voluntary Terminations

Employees leaving the organisation 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

4.7 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 Manager & 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

4.8 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

4.9 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

4.10 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

4.11 Personal Protective Equipment/Clothing (PPE/C)

POLICY

To establish a dress code which will:-

- protect the worker from ultra-violet light
- protect the worker from physical injury, such as heat stress, cuts, abrasions, dust, noise etc.
- as far as it is practicable, ensure that the clothing makes the person easy to see when working on or near roads, access-ways and mobile equipment
- comply with relevant Statutes and Australian, Standards (in particular Section 19 of the OSHWA Act)
- prescribe clothing which will be comfortable and acceptable to the majority of workers
- promote a team spirit and personal pride in the workers with respect to their appearance.

OBJECTIVES

To provide Shire Staff with Protective Equipment and Clothing requirements

Clothing Policy

Regular Outdoor Employees

A regular outdoor employee for the purpose of this document, is defined as a person whose regular daily duties require them to be in the direct sunlight on a daily and continuous basis which exceeds periods of more than one (1) hour.

The following outdoor employees because of the nature of their activities will be subject to the dress requirements detailed as follows in clauses (i) to (v).

- * Engineering Works Outdoor Staff
- * Parks and Reserves Outdoor Staff
- * Maintenance Staff
- * Field Supervisory Staff
- * Occasional Outdoor Employees when required to undertake a special task where long term exposure to sunlight is experienced.
- * Maintenance Staff.

NOTE: All regular outdoor employees should be covered by the existing policy.

In cases where uncertainty still existing in relation to managing this policy the request would be determined by the Chief Executive Officer

(i) Standard of Dress

The minimum clothing requirements for outside employees will be a long sleeve shirt, long trousers or long shorts. Long shorts may be worn all year round, unless there is

safety related work procedures that requires the wearing of long trousers. Unless there are safety or work procedure reasons, shirt sleeves must not be rolled up.

All shirts supplied by the Shire of Mukinbudin to have a Council approved logo.

The basic dress code will apply all year round. (Exemptions may apply based upon written medical advice).

It is recommended that an approved Council supplied hat be worn by all staff working outdoors.

The approved type of hat shall be either a broad brimmed type (greater than 7cm) or a peaked type cap with non-detachable neck flap protection.

Hats, long sleeve shirts, long shorts and trousers appropriate for the nature of the work will be supplied by Shire of Mukinbudin on a fair wear and tear basis.

The Ultra-Violet Protection Factor (UPF) of all Council supplied clothing shall be assessed by the Central Safety Committee for approval.

(A minimum guide shall be a rating of 30 U.P.F.)

Staff with a fair complexion to be aware, that permanent press type clothing has a reduced protection rating when wet. Cotton type clothing would be more appropriate for staff performing heavy manual type labour where continually exposed to the sun.

(ii) Long Shorts Provisions

The wearing of long shorts by staff is subject to:-

- (a) signing of the Shire of Mukinbudin request form detailing staff knowledge of the dangers of UV radiation from sunlight and agreement to protect exposed skin areas with an approved supplied sunscreen. (Refer Appendix 'A').
- (b) where specified work procedures detailed below or specific by the Supervisor do require long trousers to be worn for safety reasons.

Work Procedures where long trousers must be worn-

- * mechanics, fitters and welders
- * operators of brush cutters, concrete/bitumen saws and chainsaws (Alternatively approved safety "chaps" leggings may be worn with long shorts)
- * people handling bitumen
- * Any welding work
- * handle chemicals ie. pesticides and herbicides
- * working in trenches. (refer below for clarification)
- * other tasks where supervisors deem long trousers for safety reasons must be worn

Where staff are working in shallow trenches, long shorts may be worn where excavation and drainage are in excess of one (1) metre depth, it is required that staff working within the trench area wear long trousers or overalls or other PPE as instructed by their supervisor.

(iii) Use of Sunscreen Cream

Staff working outdoors 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.

4.12 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;
 - © 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 then the rate of pay will be the lesser of;

1. the rate of pay at the 10 year six month mark,

OR

- 2 the rate of pay the employee was paid at the time of taking the postponed Long Service Leave.

The employee's weekly wage whilst taking the postponed Long Service Leave or part Long Service Leave entitlement shall be based on the lesser of:

1. The average number of ordinary hours the employee has worked in the previous twelve months to the commencement or deemed commencement of the postponed Long Service Leave,
- OR**
2. the average number of ordinary hours worked at the 10 year 6 month mark for the previous 12 months.

Request for Deferral by the employer (Shire of Mukinbudin)

Where the Shire of Mukinbudin requests a staff member to defer their Long Service Leave as it is not convenient to the organisation and the employee agrees then the employee agrees with the employers request to delay taking part or all of their entitlement beyond the 10 year six month mark then the rate of pay will be the rate of pay the employee is paid at the time of taking the postponed Long Service Leave.

NB: All requests by the employee or the employer must be reported to Council in a formal agenda item approving the proposed LSL arrangement.

Reg 6A covers request for LSL on Half Pay (26 weeks)

6A. Leave on half pay

Where a worker commences a period of long service leave, the worker may, if the worker and his employer so agree in writing, be paid for each week of that period at half the rate at which he would otherwise be entitled under regulation 8 to be paid, but only half of any period of leave in respect of which the worker is so paid shall be taken into account for the purpose of ascertaining the amount of leave, if any, to which he is thereafter entitled and for the purpose of applying the formula in regulation 9(3).

Reg 6B covers Requests for LSL on Double pay (6 ½ 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

4.13 Rostered Days Off (Administration)

POLICY	<p>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.</p> <p>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.</p> <p>All inside staff members, including Senior Officers on individual contracts are permitted to participate in the RDO scheme.</p>
OBJECTIVES	<p>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.</p>
GUIDELINES	<p>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.</p>
HISTORY	<p>May 2016</p>
REVIEW	<p>Chief Executive Officer</p>

4.14 Rostered Days Off (Outside Staff)

POLICY	<p>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</p> <p>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)</p> <p>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.</p>
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

4.15 Staff Swimming Pool Access

POLICY	That Council allows all permanent fulltime and permanent part-time 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 16 years of age and under.
OBJECTIVES	As an employment incentive for Shire employees to assist with the recruitment and retention of quality employees.
GUIDELINES	
HISTORY	New Policy August 2017 Updated May 2020
REVIEW	Chief Executive Officer

4.16 MBL Allowance / Housing Allowance

POLICY To allow for Council to formally endorse and acknowledge the payment of allowances including the “MBL Allowance and Staff Housing Allowances” with the intention of these additional allowances helping to attract and retain staff by the way of these additional existing payments.

OBJECTIVES To combine the existing allowances paid to staff including the over award MBL Allowance and the Housing Allowance paid to those staff not provided with housing as part of their employment with the Shire.

GUIDELINES The policy allows for the payment of allowances to assist in the attraction and retention of staff as well as to encourage staff to reside in the Shire of Mukinbudin and to assist employees to purchase a land asset within the Shire.

That the Allowance be payable to all permanent members of Staff and is based on a 76 hour working fortnight (fulltime) and payable pro rate for fulltime staff working less hours.

That two allowance amounts are payable, being an MBL allowance either including or excluding the housing portion of the allowance as follows:

MBL Allowance (excluding housing) increased from \$57.69 per fortnight to \$60.00 effective from commencing on the first pay run after 1st July 2019.

The housing allowance portion of the payment increased from \$40.00 per fortnight to \$80.00 per fortnight for those employees not provided with housing as part of their employment with the Shire and for those who live within the Shire of Mukinbudin Local Government boundary.

- MBL Allowance excluding Housing \$60 (increased from \$57.69)
- MBL Allowance including Housing \$140 (increase from a previous total until June 2019 of \$97.69)

That the payment of this allowance excludes any and all contract employees, including but not limited to the CEO.

HISTORY

MBL Allowance created and including the existing Housing allowance which was until June 2019 silent with regards to amounts. The intention of having the two allowances under the one policy was in the interest of simplicity.

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

Finance Manager

**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 \$

Total Quote \$ _____ ©

5.2 Plant Report

POLICY	The Works Supervisor shall prepare a monthly report detailing kilometer / 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 Finance Manager 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	<p>Shire plant or equipment that has a driver/operator compartment shall not be hired out without a driver/operator.</p> <p>No minor items of plant such as chainsaws, whipper snippers, lawn mowers, turf equipment or tools are available for hire.</p>
OBJECTIVES	<p>To ensure the safe and careful use of Shire property.</p>
GUIDELINES	<p>All requests to be in writing and directed to the Works Supervisor</p>
HISTORY	<p>Former policy 1.5.3</p>
REVIEW	<p>Chief Executive Officer</p>

5.5 Garden & General Refuse – Pick Up

POLICY A six 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	<p>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.</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 88cents per m³ plus GST to apply from October 2018 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	<p>Trees to be planted max two trees per twenty (20) metres of frontage.</p> <p>Council will not consider applications for tree planting in 10 metre road reserves</p>
OBJECTIVES	<p>To ensure uniform planting</p>
GUIDELINES	<p>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.</p>
HISTORY	
REVIEW	<p>Chief Executive Officer</p>

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 5m³ 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 program 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

- © 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

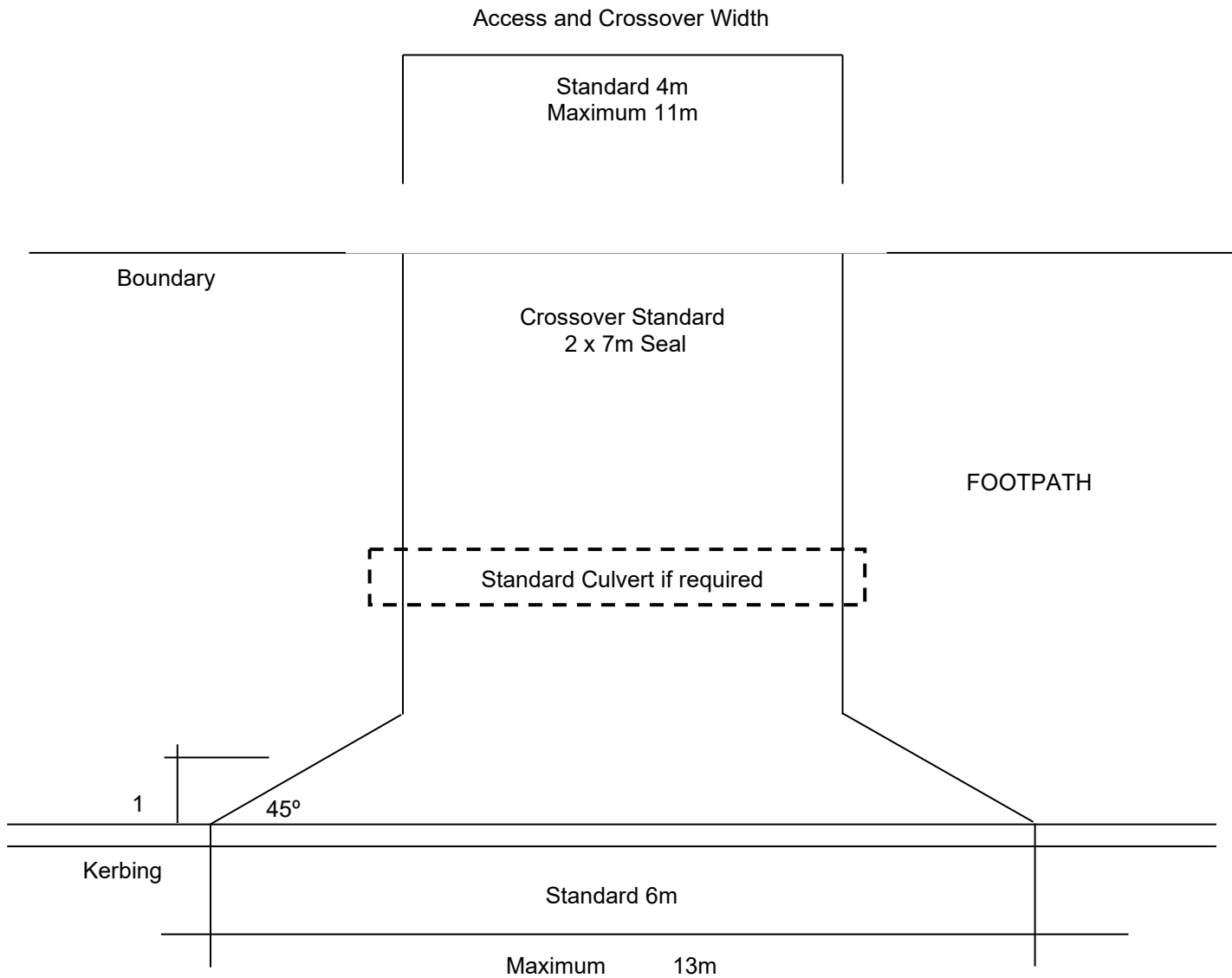
3) General Conditions (Access and Crossovers)

- 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

Council Contributions

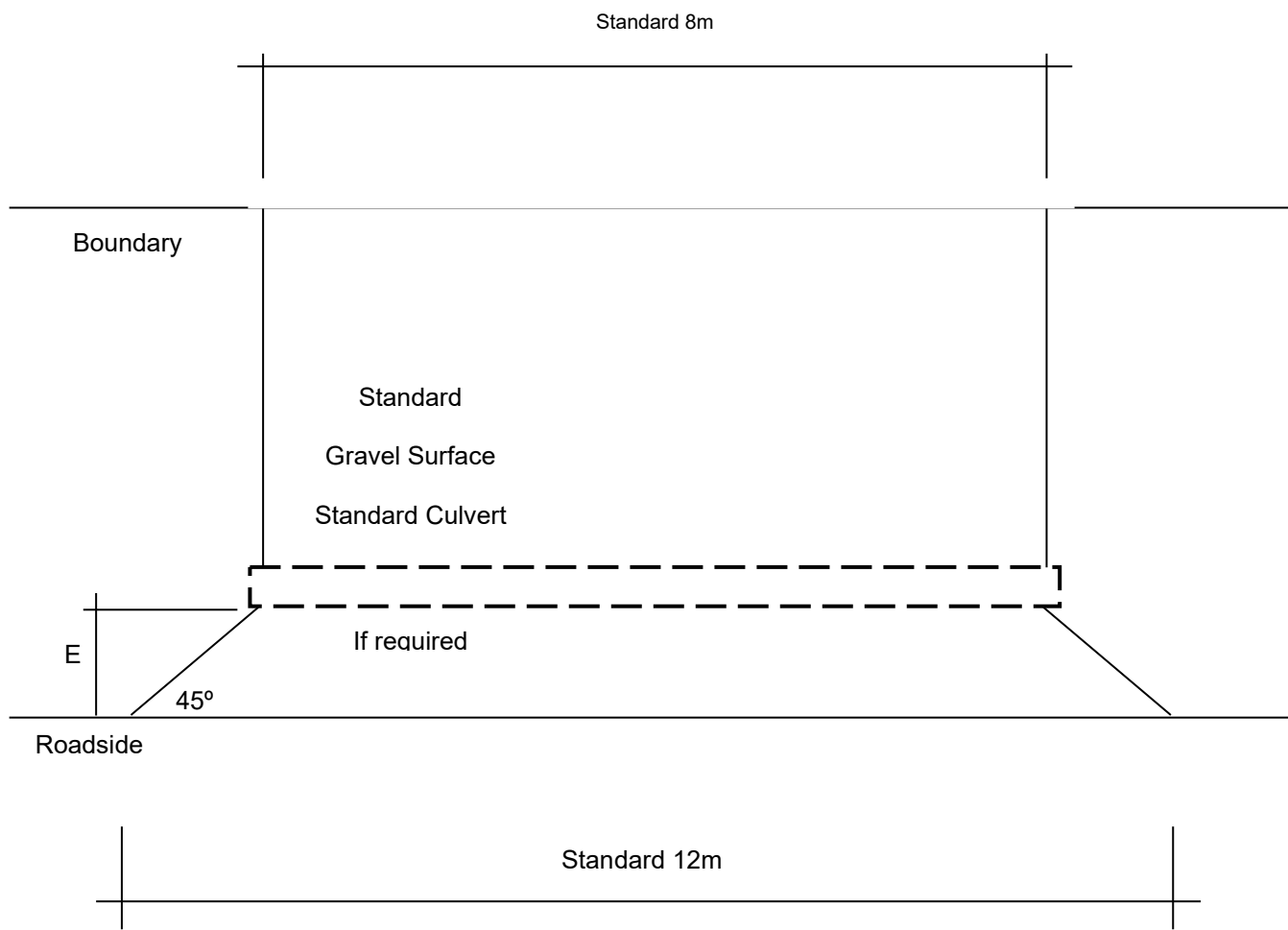
- i) Council shall pay a 50% contribution for the installation of a crossover or access point providing that the following has been undertaken and submitted:
 - i) An application for a cross over or access point has been submitted and relevant approvals have been completed, including the final approval being completed.
 - ii) Itemised invoice/s to show the expenditure of funds.
- j) Council shall only contribute up to a maximum of \$1,000 (including GST) per crossover.
- k) The contribution shall be based on the standard dimensions as per the attachments (5.8A, 5.8B and 5.8C).
- l) Council shall only contribute to ONE (1) crossover per property.
- m) 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.
- n) 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**

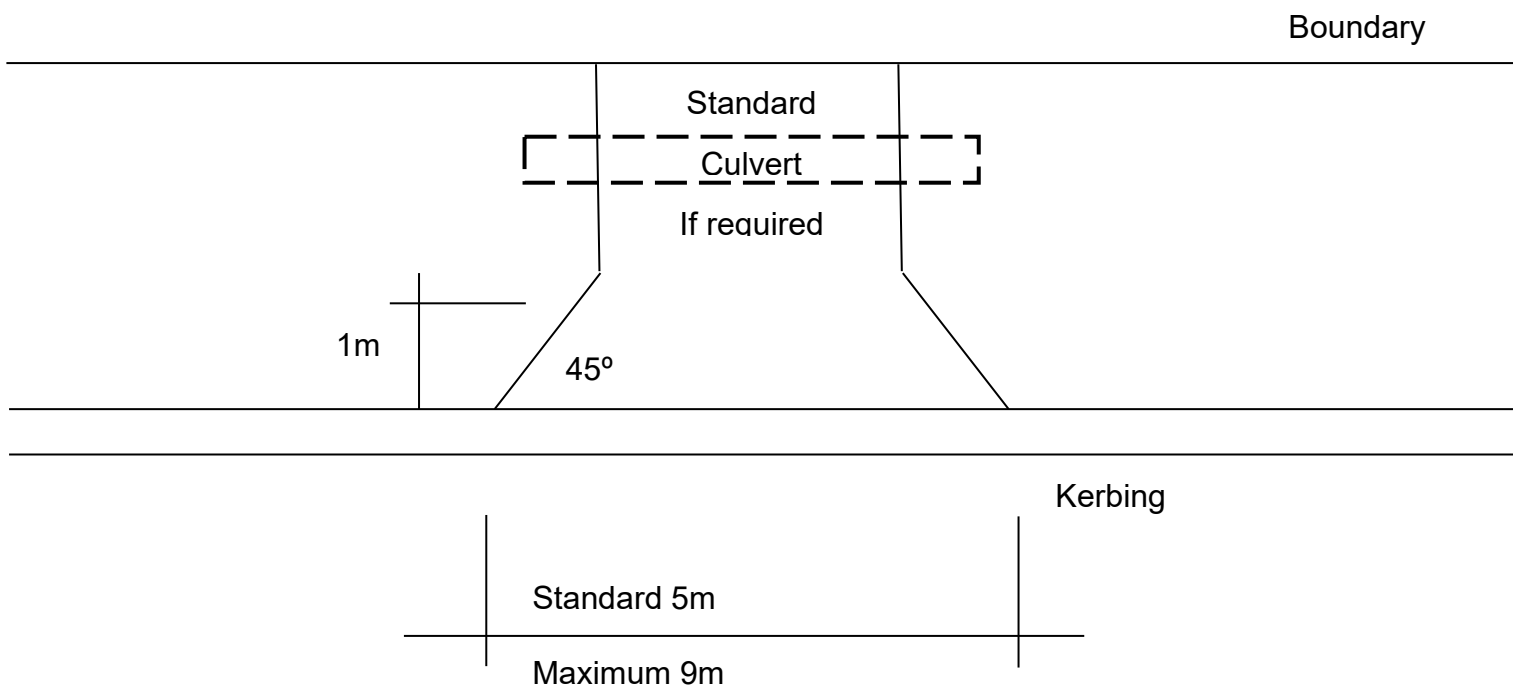


**ATTACHMENT 5.8B
DIAGRAM RURAL CROSSOVER**

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)

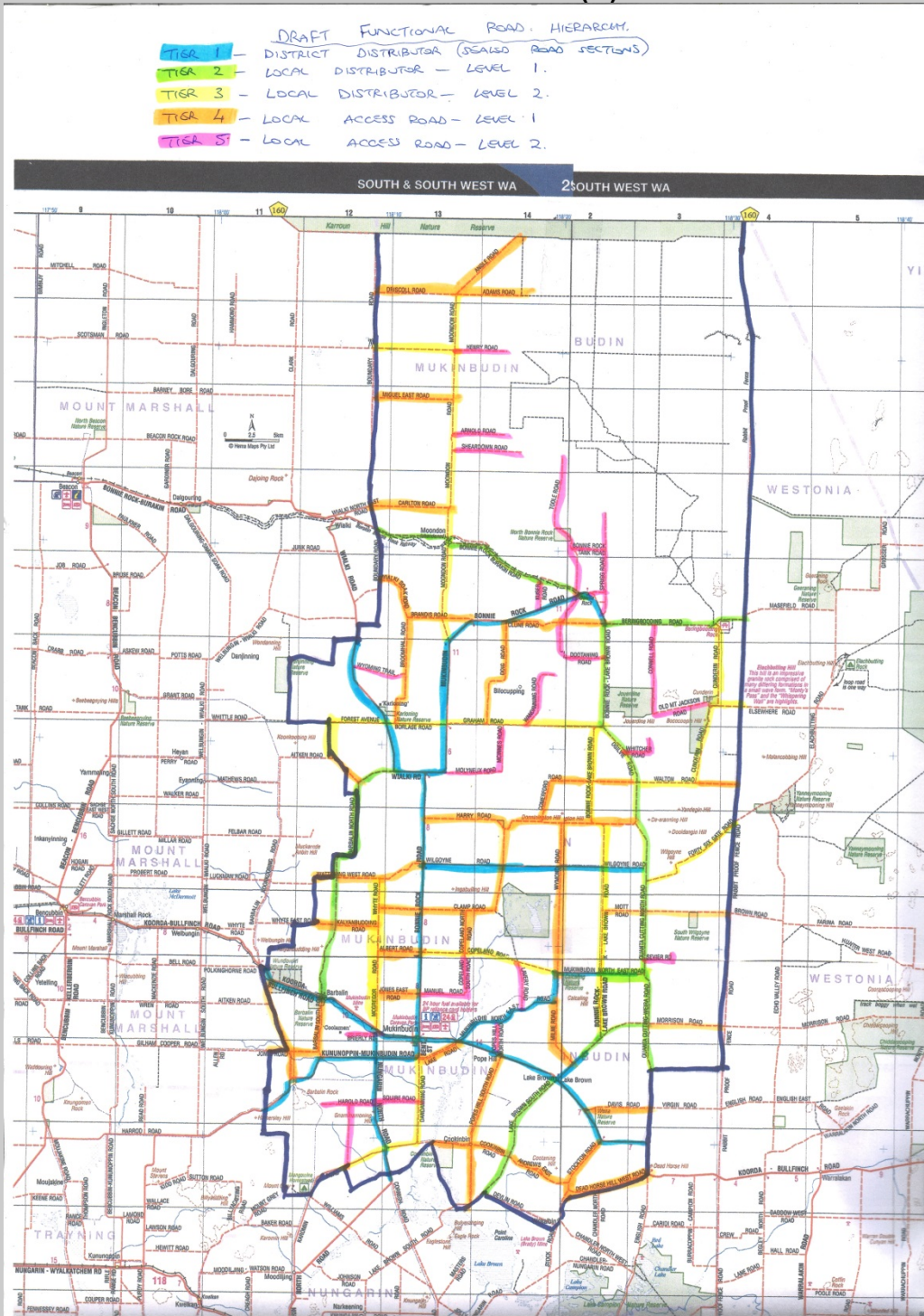
- **Class 3 – Road of Local Significance**
 - A road that gives access to local points of significance (rural tourist route, a local through route, etc)
 - Minimum Standard – gravel all-weather road to a sealed standard, 4% cross-fall (minimum) and back slopes to be clear of suckers annually. 8m wide 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	Council Decision 13 04 17
REVIEW	Chief Executive Officer

ATTACHMENT 5.9 (B)



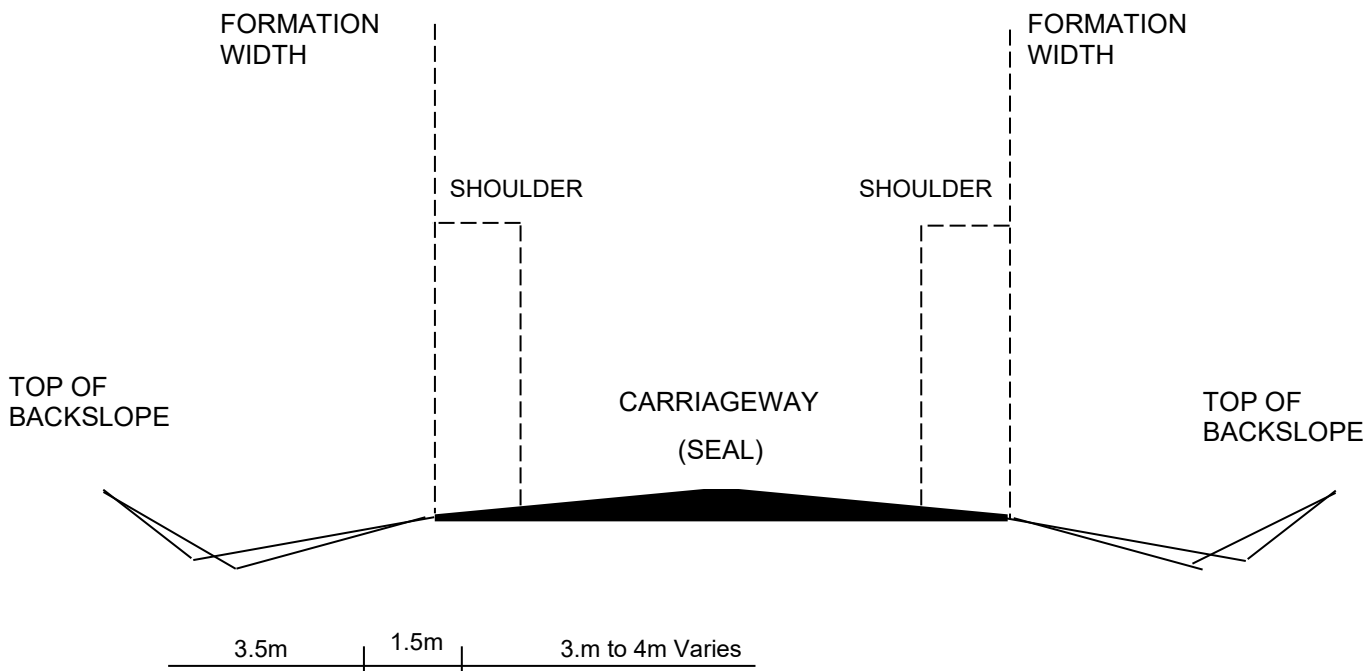
5.10 Gravel Pavement/Curve Design

POLICY	When reconstructing road curvatures, the gravel pavement curve design radius will be up to 500 metres with a minimum of 300 metres, wherever possible
OBJECTIVES	To ensure minimum standards of safety
GUIDELINES	
HISTORY	
REVIEW	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 <i>Australian Road Research Board</i> .
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
Carriageway Width	7.00m
Shoulders	2 x 1.5m
Traffic Lanes	3.50m
Cross Fall	4% minimum 5% maximum
Batters	1-3 minimum 1-4 maximum

Measurement of the backslope to be decided by the Works Supervisor taking into account the locality.

Road Reserve is to be kept clear of all regrowth by means of clearing and or by chemical spraying. Tree canopy to be cut back to vertical at top of backslope. Shoulders on all bitumen roads need to be graded and chemical sprayed annually.

Note: Extent of clearing to be top of backslope
Spur Drains

Spur drains should be graded regularly to ensure they remain free from plant growth and buildup of silt, remaining clearly defined.

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 owner's 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	<p>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).</p> <p>This policy is designed to allow input to drainage proposals that affect Shire infrastructure and private land and inform the community about proposals.</p>
GUIDELINES	<p>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.</p> <p>Unless otherwise approved by Council, all drains and associated embankments must not encroach onto Shire managed land.</p> <p>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.</p> <p>If the installation does not proceed within 24 months of approval by Council, the approval lapses, and the application must be resubmitted.</p> <p><u>Structure of culvert</u> 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.</p> <p>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.</p>

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

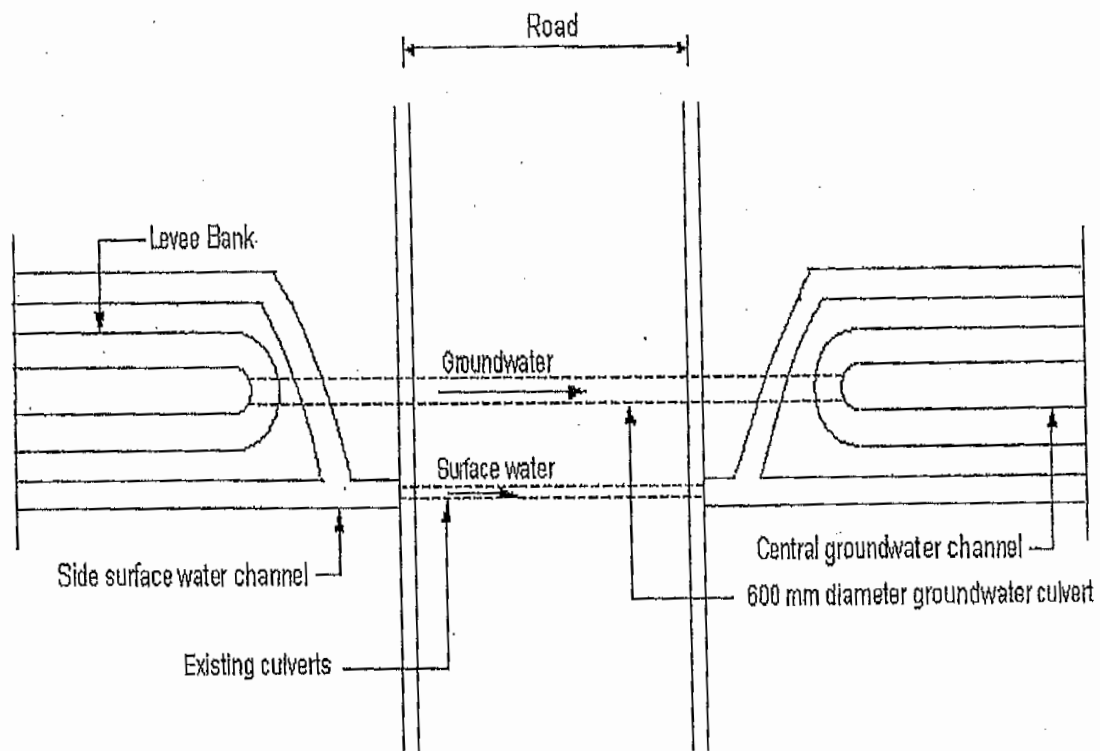
- Allow to top up material if subsidence is incurred
- Liaise with Shire to reseal trench

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 <i>Local Government Act 1995, and the Local Government (Functions and General) Regulations 1996</i> .
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	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>

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

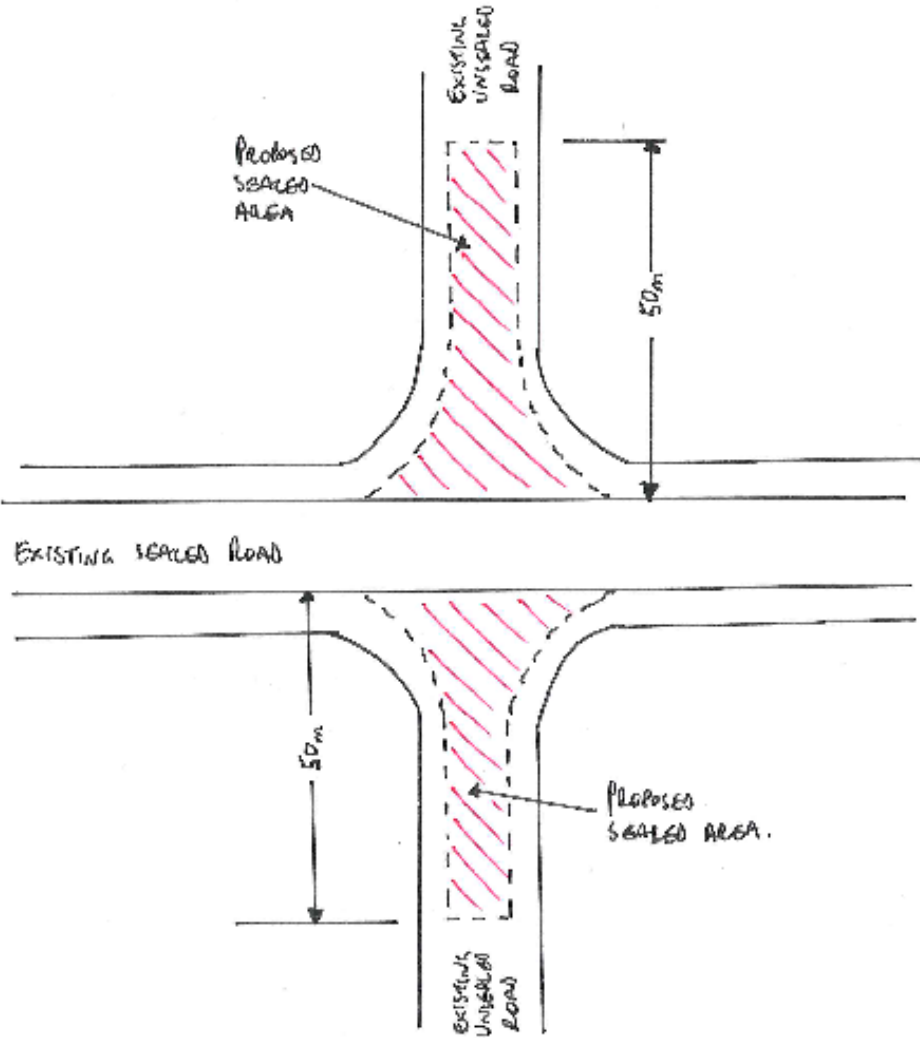
REVIEW

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	<p>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.</p> <p>The new seal on the unsealed intersecting road (under this policy) shall not be wider than the seal width of the existing sealed road.</p> <p>Each occurrence should be considered on its merits based on traffic volumes and maintenance history.</p>
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 Councillor 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.

5.19 Roadside Stock Fencing

POLICY	To allow for the Council contribution towards roadside stock fencing when roadside clearing is taking place which will likely increase efficiency or be cost effective to remove the fencing and have Council contribute towards the cost of a replacement new fence.
OBJECTIVES	To reduce the potential for a dispute when Shire Staff carry out roadside clearing works in close proximity to stock fencing which often results in damage to the fence.
GUIDELINES	<p>This policy allows for a simple and straightforward payment/contribution towards the removal and potential replacement of fencing when deemed appropriate by the CEO and supported by the Landowner.</p> <p>Council will pay the Landowner a flat rate of \$1,000.00 (one thousand dollars) per kilometer (or part thereof) as a contribution towards replacement fencing irrespective of the following:</p> <ul style="list-style-type: none"> • The type of fence to be built • Whether a replacement fence is built • That Shire Staff with no involvement in the fence other than its removal (subject to the written support of the landowner) <p>The savings associated with the increased productivity by allowing Staff to remove the existing fence is considered to offset the contribution towards the fence. In many instances the fences are old and whilst fit for purpose a new fence may be beneficial to both the Shire and the Landowner.</p>
HISTORY	Policy created in June 2019
REVIEW	Chief Executive Officer

5.20 Road Reconstruction – Bitumen Sealing Standard

POLICY	To allow for the Council to set a standard with regards to bitumen sealing of newly reconstructed sections of road.
OBJECTIVES	To ensure that bitumen sealing of newly constructed sections of road includes a two-coat hot bitumen seal.
GUIDELINES	This policy ensures that Council will be confident that any and all reconstruction sections of road which are bitumen sealed will have the necessary two-coat hot bitumen seal application and to avoid the need for a second seal at some stage in the future which can happen as a result of Staff and Council changes being overlooked or forgotten.
HISTORY	Policy created in June 2019
REVIEW	Chief Executive Officer

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 (m²)	MAXIMUM SINGLE OUTBUILDING (m²)	TOTAL OUTBUILDING (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	<p>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:</p> <ol style="list-style-type: none"> 1 Townscape Plans for Townsites 2 Future Development in Mukinbudin Townsite 3 Mukinbudin Industrial Areas 4 Offensive Uses 5 Mukinbudin Council's Community Plan Priorities 6 Outline Policy Plans for Policy Areas 7 Fences 8 Industrial Areas in Mukinbudin 9 Stables 10 Aged Accommodation 11 Moveable Buildings 12 Heavy Haulage Routes 13 Veranda's over footpaths .
OBJECTIVES	To enable Council to more accurately prescribe in finer details its requirements in areas where it feels the broader definitions of its scheme is lacking.
GUIDELINES	Town Planning Scheme No. 4
HISTORY	
REVIEW	Chief Executive Officer

6.7 Policy on Reduced Setbacks for Residential Lots

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	<p>The following criterion need to be met in order for a Reduced setback to be approved under delegated Authority:</p> <ol style="list-style-type: none"> 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. <p>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.</p>
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) <i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954 Reg 38A and 38C</i>

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;

- © 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	<p>In respect to the Caravan Parks owned and operated by the Shire of Mukinbudin, the following policies will apply:</p> <ul style="list-style-type: none">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	<p>To clarify the Shire's position regarding these matters.</p>
GUIDELINES	<p>These policies are at the discretion of the Shire and compliment the requirements of the <i>Caravan Parks and Camping Grounds Regulations 1997</i>.</p>
HISTORY	
REVIEW	<p>Chief Executive Officer</p>

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	<p>For the purpose of the <i>Freedom of Information Act 1982</i>:</p> <p>a) The CEO is the Principal Officer and the Internal review Officer for the purposes of the Act; and,</p> <p>b) The Finance & Administration Manager is the FOI Coordinator for the purposes of the Act.</p>
OBJECTIVES	To set out the responsible officers und the <i>Freedom of Information Act 1982</i>
GUIDELINES	In accordance with the <i>Freedom of Information Act1982</i> , 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 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 Manager

7.6 Record Keeping Plan

POLICY	For Shire to maintain a Record Keeping Plan in accordance with the requirements of the <i>State Records Act 2000</i> .
OBJECTIVES	<p>The purpose of the Record Keeping Plan is to define the principles that underpin the Shire's record keeping function and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Shire.</p> <p>The Plan and its associated procedures establish a framework for the reliable and systematic management of Shire records in accordance with legislative requirements and best practice standards.</p>
GUIDELINES	<p><i>State Records Act 2000</i></p> <p>See Attachment 7.6 Record Keeping Plan Guidelines</p>
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 <i>Caravan Parks and Camping Grounds Regulations 1997</i> .
OBJECTIVE	To establish a protocol for the implementation of the overflow facility for the Mukinbudin Caravan Park.
GUIDELINES	<p>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.</p> <p>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.</p> <p>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.</p> <p>A 10% discount shall apply to patrons who are required to use the overflow facility.</p>
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	<p>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.</p> <p>Event Organisers will be responsible for the Management of campers during the approved period In accordance with any conditions as stipulated within the approval.</p>
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	<p>The IT Security Policy applies to all information systems and information system components of the Shire of Mukinbudin. Specifically, it includes:</p> <ul style="list-style-type: none"> • All dedicated systems. • All information storing platforms. • All devices that provide or have access to centralised storage capabilities. <p>This will be achieved by ensuring:</p> <ul style="list-style-type: none"> • 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

8.3.11 Shire of Mukinbudin – Delegated Authority Register Annual Review	
Location:	Mukinbudin
File Ref:	ADM 309
Applicant:	Paul Sheedy – Acting Chief Executive Officer
Date:	10 th May 2021
Disclosure of Interest:	Nil
Responsible Officer	Paul Sheedy – Acting Chief Executive Officer
Author:	Paul Sheedy – Acting 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 2021/2022. **NB:** To ensure the Shire meets its statutory compliance obligations this item must be adopted no later than the June 2021 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 17 April 2019. Section 5.46 (1) & (2) requires the Register of Delegations to be reviewed annually.

The *Local Government Act 1995* states the following for delegations to Committees of Council:
Subdivision 2 — Committees and their meetings

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* *Absolute majority required.*

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

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

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
- (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

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

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

The *Local Government Act 1995* states the following for delegations to the CEO:

5.42. *Delegation of some powers and duties to CEO*

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

[Section 5.42 amended by No. 1 of 1998 s. 13; No. 28 of 2010 s. 70.]

5.43. *Limits on delegations to CEO*

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

[Section 5.43 amended by No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23.]

5.44. *CEO may delegate powers and duties to other employees*

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate,
 are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —

conditions includes qualifications, limitations or exceptions.

[Section 5.44 amended by No. 1 of 1998 s. 14(1).]

5.45. *Other matters relevant to delegations under this Division*

- (1) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
 - (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and

- (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.

5.46. *Register of, and records relevant to, delegations to CEO and employees*

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Audit Committee

7.1B. *Delegation of some powers and duties to audit committees*

- (1) Despite section 5.16, the only powers and duties that a local government may delegate* to its audit committee are any of its powers and duties under this Part other than this power of delegation.

* *Absolute majority required.*

- (2) A delegation to an audit committee is not subject to section 5.17.

[Section 7.1B inserted by No. 49 of 2004 s. 5.]

Comment:

The Chief Executive Officer has reviewed the Delegated Authority Register and recommends no changes at this point in time. This matter is presented to Council to consider adopting the reviewed Delegated Authority register to ensure the Shire of Mukinbudin meets its Statutory Compliance responsibilities.

Financial Implications

Nil

Statutory Environment:

Local Government Act 1995

Strategic & Social Implications

Nil

Policy Implications

Nil

Consultation:

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION**Council Decision Number –****Moved:****Seconded:****That Council adopts the reviewed Register of Delegations as presented 18th May 2021.****Carried /**



Shire of Mukinbudin

Register of Delegations

Originally Adopted: 23 August 2000
Reviewed 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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: 18 May 2021

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

No. 40: EXERCISE OF HEALTH ACT FUNCTIONS-BY PEHO

File Reference:

Date Made:

Review Date: 18 May 2021

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

No. 41: EXERCISE OF HEALTH ACT FUNCTIONS- BY CEO

File Reference:

Date Made:

Review Date: 18 May 2021

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

No. 42: FOOD ACT 2008 FUNCTION

File Reference:

Date Made:

Review Date: 18 May 2021

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 Mukinbudin 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: 18 May 2021

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: 18 May 2021

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

8.3.12 Local Roads and Community Infrastructure Program – Barbalin Pipeline	
Location:	Barbalin Dam
File Ref:	ADM 431
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	6 th May 2021
Disclosure of Interest:	Nil
Responsible Officer	Paul Sheedy, Acting Chief Executive Officer
Author:	Paul Sheedy, Acting Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

Summary

On 22 May 2020, the Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program (LRCI Program).

This program will support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Phase 2 of the LRCI was announced in November 2020 with an additional \$264,514 (two hundred and sixty-four thousand, five hundred and fourteen dollars) allocated to the Shire of Mukinbudin, in addition to Phase 1 remaining funds of \$75,754 (seventy-five thousand, seven hundred and four dollars).

Council is requested to consider allocation of \$150,000 (one hundred and fifty thousand dollars) from the LRCI program for the proposed project to pipe water from the Barbalin dam to the Mukinbudin townsite.

Background Information

April 2020

In April 2020, in an email to the CEO, the Water Corporation proposed the transfer of Barbalin Dam to the Shire under the following arrangement:

1. The Shire accepts the transfer of the entire Reserve 20514, as delineated by the red boundary on the map over leaf. This land includes the Barbalin Dam and catchment (although excludes any operational infrastructure being retained by Water Corporation).
2. The reserve and all infrastructure associated with the dam is transferred in its current state and condition, and the Shire accepts responsibility for the future operation and maintenance of the land and infrastructure.
3. The Shire recognises that Water Corporation will retain easements over operational infrastructure that will remain on the reserve, including the Barbalin Tanks, chlorinator asset and associated pipeline corridors and treatment/pumping assets. The dam structure will require an engineering structural and condition review at a frequency determined by the Water Corporation at the Shire's cost.
4. The Shire recognises that Barbalin Dam may have heritage significance which requires assessment as part of any transfer.
5. The Water Corporation will negotiate in good faith with the Shire in relation to costs associated with the transfer of Reserve 20514 to the Shire.

February 2021

Council at its February Council Meeting (Minute 12 02 21) resolved:

'That Item 8.3.3 lay on the table until the March OCM pending further negotiations and information from Water Corporation.'

Funding allocations for the LRCI Program have been calculated in a similar way to how the Roads to Recovery Program and the road component of the Financial Assistance Grants works.

This formula takes into consideration road length and population and is based on recommendations of Local Government Grants Commissions.

Current Approved Work Schedule for the Shire of Mukinbudin from Stage 1 of the LRCI is as follows, with \$75,754 (seventy-five thousand, seven hundred and fifty-four dollars) remaining from this initial allocation which is due to be expended by 31st June 2021.

Note: Funding for LRCIP Stage 1 has now been fully allocated and potentially so has Stage 2.

Officer Comment

The LRCI funding guidelines stipulate that the funding must deliver benefits to the community, such as visual amenity including improvements to community facilities, and landscaping improvements – both of which would apply with additional water supply to the townsite.

Following discussion at the April 2021 Council meeting the LRCIP Stage 1 funding has been fully allocated and potentially Stage two (subject to Council confirmation at May meeting) has also been fully allocated.

The project proposal to the CWSP included the engagement of suitably qualified professional to conduct a basic feasibility study to consider the capacity of the system and potential design options. Quotes are currently being sought.

There is several concerns and issues with the arrangements/conditions that the Water Corporations are proposing for the transfer of the dam and associated infrastructure to the Shire, namely:

1. *'All infrastructure associated with the dam is transferred in its current state and condition and the Shire accepts responsibility for the future operation and maintenance of the land and infrastructure'.*

Water Corporation have been issued with a notice under the Contaminated Sites Act 2003. The site received a NOTICE OF A CLASSIFICATION OF A KNOWN OR SUSPECTED CONTAMINATED SITE, which was given after Water Corporation had reported the possible presence of asbestos and creosote.

As part of this notice, the site was classified as “possibly contaminated—investigation required.” This has not been undertaken and contaminated sites investigations can be very costly and depending on the investigation report, there is also the potential requirement for removal on the contamination before the site is cleared. Again, this can be very costly.

2. *'The dam structure will require an engineering structural and condition review at a frequency determined by the Water Corporation at the Shire's cost.'*

There is no indication of what this review will cost and indeed how often it will be required to be undertaken.

3. *'The Shire recognises that Barbalin Dam may have heritage significance which requires assessment as part of any transfer.'*

It appears that it is expected that the Shire will be responsible for meeting the cost to have the heritage assessment completed. Even if Water Corporation agree to meet the cost the questions arise as to what implications this may have on future works by the Shire.

To allow the Shire to have all the information and be able to have a clear understanding of its potential future costs the contaminated sites investigation and potential remediation of the site and the heritage assessment should be undertaken and paid for by the Water Corporation.

The Water Corporation should also be requested to provide detailed information regarding what would be expected with the engineering structural and condition review and how often it is required. Without all this information and remedial works being undertaken, before the transfer of the land and infrastructure occurs, the Shire could potentially be accepting an asset that may require significant financial expenditure in future years.

Given all the above unknowns it is recommended that Council resolves to defer making a final decision on accepting the transfer of Reserve 20514 (land and infrastructure), excluding any operational infrastructure being retained by Water Corporation, until:

1. The basic feasibility study to consider the capacity of the system and potential design options is completed and a clearer understanding of total cost are known.
2. Water Corporation provides detailed information regarding what would be expected with the engineering structural and condition review and how often it is required; and
3. Negotiations are undertaken with Water Corporation to resolve the responsibility for:
 - a. Undertaking the 'possible contamination site investigation' and removal of contamination if required; and
 - b. Completion of the heritage assessment.

Finally, adoption of the above suggestions will potentially result in the project not being completed by the 31 December 2021 when the CWSP funding was required to be acquitted.

As the February 2021 Council decision was for the matter to lay on the table until the March meeting it would be prudent for Council to reconsider this matter and make a further decision that finalised the outstanding February 2021 decision.

Strategic & Social Implications

2018-2028 Strategic Community Plan

Outcome 1.3 – Align infrastructure and facilities to community needs

1.3.2 *Effectively plan, develop, and manage infrastructure and facilities*

1.3.4 *Provide high quality recreation facilities and public open space*

AGENDA: ORDINARY MEETING OF COUNCIL TO BE HELD 25 MAY 2021
Outcome 3.1 – Protect and enhance the natural environment

3.1.3 Actively seek partnerships for landcare projects, salinity, drainage, and natural resource management initiatives

Consultation

Dylan Copeland – Natural Resource Management Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

A grant total of \$110,000 (including GST) was recently received from the Department of Water and Environmental Regulation (DWER) as a contribution towards the pipeline project.

Quotations for the supply and installation of the pipeline, ranging from \$263,160 to \$486,086 ex GST have been obtained.

In the initial proposal it was indicated that the Shire would trench and lay the pipe as an in-kind contribution to the project. We received an independent quote of \$44,500.50 for the supply of sufficient quantities of poly pipe. However, this price was based on 63 mm pipe and the most recent project design specified 90 mm.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

Council resolves to defer making a final decision on accepting the transfer of Reserve 20514 (land and infrastructure), excluding any operational infrastructure being retained by Water Corporation, until:

- 1. The basic feasibility study to consider the capacity of the system and potential design options is completed and a clearer understanding of total costs are known.**
- 2. Water Corporation provides detailed information regarding what would be expected with the engineering structural and condition review and how often it is required; and**
- 3. Negotiations are undertaken with Water Corporation to resolve the responsibility for:**
 - a. Undertaking the ‘possible contamination site investigation’ and removal of contamination if required; and**
 - b. Completion of the heritage assessment.**

Carried: /

8.3.13 Change of Road Name – Corunna Road	
Location:	Barbalin North Road, Mukinbudin
File Ref:	RM 026
Applicant:	Paul Sheedy, Acting Chief Executive Officer
Date:	11 th May 2021
Disclosure of Interest:	
Responsible Officer	Paul Sheedy, Acting Chief Executive Officer
Author:	Nola Comerford-Smith, Administration Manager
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

Summary

For Council to consider endorsement of a request to change a road name within the Shire of Mukinbudin from Barbalin North Road to Corunna Road (extending south from Wattoning West Road to Koorda Bullfinch Road).

Background Information

The following letter was received from Bert and Jocelyn Maddock.

25 Stratton Street

Hamilton Hill

WA, 6163

Tuesday 13th April 2021

Mukinbudin Shire

Chief Executive Officer

Dear Mr Sellenger

Proposal to Change Road Name

I am writing in reply to the proposal to apply to Landgate to change the northern section of Barbalin Road from the Wattoning West intersection to Waikiki Road, to ‘Seaby Road’.

As a 92-year-old, and a former, long-time resident of Mukinbudin, my wife and I have discussed this proposal in detail. My wife was the first woman shire councillor of Mukinbudin.

*The current proposed road is a long one and we would like to suggest that it is partitioned, with the northern section called **Seaby Road** and the southern end, near Barbalin, called **Corunna Road**. The northern end of the road is close to the Seaby family farm; however, the southern end is near the Corunna family farm.*

We are suggesting this in acknowledgment of the first Aboriginal landowner in Mukinbudin. Arthur Corunna purchased his farm in 1921. He had to relinquish this farm in 1943. However, he purchased another one in 1949 and this is where his daughter and family resided for many years and still own. (On the Line: A History of the Shire of Mukinbudin, 1987, p 96-97).

I trust that this suggestion is considered, and I look forward to hearing the outcome of the Landgate submission in due course.

I was not able to make the submission date of 07th April 2021 so I have also sent this direct to Landgate for consideration.

Kind regards
Bert & Jocelyn Maddock

The following email was received from Landgate in response to B & J Maddock's letter:

From: Therese Hadland <Therese.Hadland@landgate.wa.gov.au>
Sent: Friday, 23 April 2021 4:56 PM
To: Customer Service <CustomerService@landgate.wa.gov.au>; Shire of Mukinbudin <admin@mukinbudin.wa.gov.au>; BURKE MADDOCK <anjmaddock@inet.net.au>
Subject: 2021 Job 2560 RE: Proposal to rename a portion of Barbalin North Road, Wattoning

Dear Mr and Mrs Maddock,

Thank you for your email regarding the proposal to rename a portion of Barbalin North Road.

We are currently reviewing your request and will be contacting the Shire of Mukinbudin to discuss the renaming proposal.

Kind Regards,

Therèse Hadland | Senior Geospatial Officer – Names and Addressing

(Mon, Tue, Thur, Fri)

Location Data Maintenance

Landgate

1 Midland Square, Midland WA 6056

t +61 (08) 9273 7275

e geographicnames@landgate.wa.gov.au

w landgate.wa.gov.au

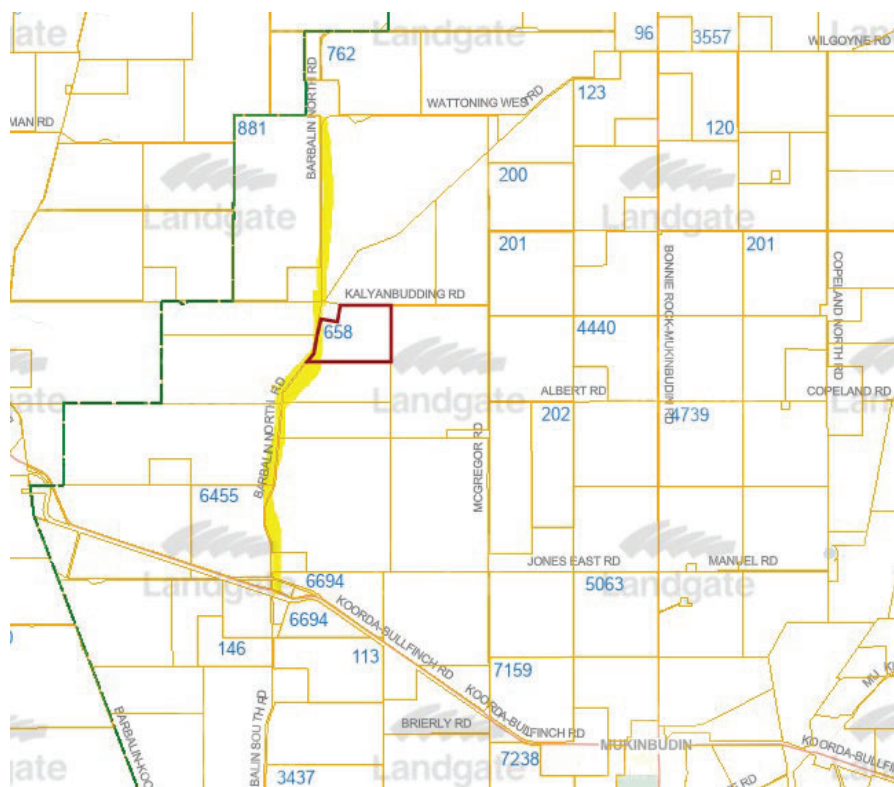


All general enquiries T. 9273 7200

geographicnames@landgate.wa.gov.au address@landgate.wa.gov.au Customer Feedback [Submit Feedback](#)

Landgate respectfully acknowledges the traditional owners of country throughout Western Australia and we pay our respects to their Elders past, present and emerging.

We acknowledge Noongar people as the original custodians of the land on which our Midland office sits.



Above: Part of Barbalin North Rd name change proposal

Officer Comment

A previous submission was received from a descendent of Arthur Corunna, Narelle Jones, at the November 2017 Ordinary Meeting of Council, as follows.

30 October 2017

Dear Gary,

Re: Road Name

On behalf of the Corunna family I would like to suggest that a road be named after my grandfather Arthur Corunna Senior. As you are aware Arthur Corunna Senior brought his first farm in Mukinbudin in 1921 and must rank as one of the very early settlers of the area. I think it would be appropriate to remember him by naming a street after him.

I thank you in anticipation of considering this request.

Sincerely,

Narelle Jones

lot 658

Barbalin North Road

Mukinbudin WA 6479

Council Decision Number 121117 from the November 2017 Ordinary Meeting of Council:

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number – 12 11 17

Moved: Cr Seaby

Seconded: Cr O’Neil

That Council take note of the request from Narelle Jones and agree to potentially request the allocation of Corunna to a Road at some stage in the future if and when a new road is built / constructed within the Shire.

Carried 6 / 1 Cr Shadbolt voted against

At the March 2021 Ordinary Meeting of Council, Council requested an application be submitted to Geographical Names for North Barbalin Road (extending north from Wattoning West Road to Wialki Road) to be renamed Seaby Road.

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number – 13 03 21

Moved: Cr Bent

Seconded: Cr Nicoletti

That North Barbalin Road be renamed Seaby Road from Wialki Rd to Wattoning West Rd and an application to Geographical Names be submitted accordingly.

Carried: 5 / 2

Against: Cr Ventris, Cr Walker

Considering the recent decision by Council to apply to Geographical Names (State Government Board) for a name change for part of Barbalin North Road, it is considered ethical to also apply to change the southern end of Barbalin North Road to Corunna Road as per the correspondence from Mr & Mrs Maddock.

If Council formally agree to the name change, it will still be subject to Geographical Names agreeing to the change. Advice from Main Roads has indicated that changes to existing road names are discouraged, unless the change is for safety reasons to ensure there is reliable and consistent location information. Following is an extract from the Policies and Standards for Geographical Naming in Western Australia.

1.1.4 Unnecessary name changes

Any change to an existing approved name is discouraged. As all official names are meant to be enduring, any proposals to change the name of a feature, administrative boundary or road must include evidence of a compelling reason for such a change, for example the proposal is deemed to be in the public interest for safety reasons.

The changing of a name merely to correct or re-establish historical usage shall not be considered in itself a reason to change a name.

Evidence of community consultation and feedback from all relevant agencies and jurisdictions must be included with the submission. All such requests will be required to be presented to Landgate for consideration.

If Landgate determines that the name change is unnecessary or non-essential, yet there is enough community support for the change and it is compliant with the relevant naming policies and standards, it may be approved but it shall incur a service charge.

Strategic & Social Implications

Nil

Consultation

Ben Doman – Main Roads, Western Australia

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Financial outlay would include a service charge of \$295 (two hundred and ninety-five dollars) to Landgate if a name change were approved, plus supply and installation of new road signage.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

1. That Barbalin North Road be renamed Corunna Road, extending south from Wattoning West Road to Koorda-Bullfinch Road and an application to Geographical Names be submitted accordingly.
2. That community and landowner feedback be sought to accompany request to Geographical Names.

Carried: /

8.3.14 Unbudgeted Expenditure	
Location:	Mukinbudin Townsite & Wilgoyne Road
File Ref:	ADM 392
Applicant:	Paul Sheedy, Acting Chief Executive Officer
Date:	12 th May 2021
Disclosure of Interest:	
Responsible Officer	Paul Sheedy, Acting Chief Executive Officer
Author:	Paul Sheedy, Acting Chief Executive Officer
Voting Requirements:	Absolute Majority
Documents Attached:	Nil
Documents Tabled:	Nil

Summary

Council to endorse the approval by the Shire President of emergency works under the Local Roads and Community Infrastructure Program (LRCIP) and the unbudgeted expenditure for these works.

Background Information

Council, as part of its discussion on LRCIP stage 1 projects at the April 2021 Briefing session after the Council meeting, agreed on the reallocation of the funding to projects that could be completed by 30 June 2021.

Following the Council meeting it was identified that the Mukinbudin Basketball courts reseal could not be completed by 30 June 2021.

As the sealing of the final section of the Wilgoyne Road was discussed at the Briefing session in April 2021, the CEO in consultation with the Manager of Works approved the basketball courts funding for this project and informed the Councillors on the 10 May 2021.

Officer Comment

Unfortunately, I mistakenly assumed that the budget included a general allocation for the LRCIP program expenditure when in fact given that the projects are different infrastructure categories a separate budget account item/number is required.

The Local Government Act 1995 does allow for the President to approved unbudgeted expenditure in the case of an emergency. The Shire President has approved the following three projects with the emergency reasons as stated. It is then a requirement for the approval to be reported to the next Council meeting.

Wilgoyne Road Sealing - \$40,000

Reason: The LRCIP Stage 1 funding is required to be spent by 30 June 2021, the works required to be undertaken immediately whilst the ground temperature is still warm, and the contractor is currently working in a neighbouring local government reducing mobilisation costs.

Purchase of Generators - \$50,000

Reason: The LRCIP Stage 1 funding is required to be spent by 30 June 2021 and an order is required to be placed immediately to achieve a 30 June 2021 acquittal of the funding.

Footpaths Construction - \$137,000

Reason: The LRCIP Stage 1 funding is required to be spent by 30 June 2021 and issuing of the purchase order is required immediately to lock in the contractor to complete the works by 30 June 2021.

Strategic & Social Implications

2018-2028 Strategic Community Plan

Outcome 4.1 – Provide good strategic decision making, governance, leadership, and professional management.

4.1.2 Manage the organisation in a transparent and accountable manner.

Consultation

Consultation was undertaken with the Manager of Works, Officers from Federal Department of Infrastructure, and the Shire President.

Statutory Environment

Local Government Act 1995, section 6.8 (1)(c) & (2)(b)

6.8. Expenditure from municipal fund not included in annual budget.

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

- (2) Where expenditure has been incurred by a local government —
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Policy Implications

There is no policy relevant to this matter.

Financial Implications

There are no additional financial implications on the 2020/2021 budget as the works are funded under the LRCIP stage 1 funding.

OFFICER RECOMMENDATION**Council Decision Number –****Moved:****Seconded:**

That as required under the Local Government Act 1995, section 6.8 Council note the decision of the Shire President to authorise in advance emergency expenditure and approve the following unbudgeted projects.

- | | | |
|-----------|--------------------------------|------------------|
| 1. | Wilgoyne Road Sealing | \$40,000 |
| 2. | Purchase of Generators | \$50,000 |
| 3. | Footpath ReConstruction | \$137,000 |

Carried: /

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

8.1 Nil

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

9.1 Nil

11. 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 and 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	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	Buildings inspection Shire buildings with Property Manager and report to Council's April or May meeting Present any items Councillors or Community requests for Budget inclusion 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	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 Manager of Works and Services to provide comments on RRG Submissions, which are due to go to Council in the August meeting. FM 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 Finance Manager Councillors and Senior Staff issued with Annual Interest Returns for completion CEO performance review Undertake Staff Annual Performance Reviews
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)
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) Advertise Community Chest Funding
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)

12. Closure of Meeting

12.1 The Chairperson to declare the meeting closed at ___pm.