



ATTACHMENTS

Ordinary Meeting of Council



Meeting to be held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 2.30pm Tuesday 23rd June 2026



newroc

North Eastern Wheatbelt
Regional Organisation of Councils

Council Meeting

Tuesday 5 May 2026

Mukinbudin Recreation Centre

MINUTES

9.30am Morning Tea
10am Council Meeting

www.newroc.com.au

E caroline@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 / strategic plan 	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 	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 2027) 	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	<ul style="list-style-type: none"> 📅 NEWROC CEO and President Handover (every 2yrs) 📅 NEWROC Dinner 	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 Christmas / End of Year Drinks	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning

Shire of Dowerin (Oct 2025 – Oct 2027)

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NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes of the Council Meeting held on 5 May 2026 at the Mukinbudin Recreation Centre commencing at 9.55am.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Cr Trepp welcomed everyone and opened the meeting at 9.55am

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Cr Robert Trepp	NEWROC Chair, Deputy President, Shire of Dowerin
Cr Melanie Brown	President, Shire of Trayning
Cr Pippa De Lacy	President, Shire of Nungarin
Cr Jannah Stratford	President, Shire of Koorda
Cr Mischa Stratford	Deputy President, Shire of Wyalkatchem
Cr Ashley Walker	Deputy President, Shire of Mukinbudin
Manisha Barthakur	CEO NEWROC, CEO Shire of Dowerin
Peter Naylor	CEO Shire of Trayning
Dave Nayda	CEO, Shire of Nungarin
Tanika McLennan	CEO Shire of Mukinbudin
Zac Donovan	CEO Shire of Koorda
Tom Kettle	CEO, Shire of Wyalkatchem
Caroline Robinson	Executive Officer, NEWROC

2.2 Apologies

Cr Gary Shadbolt	President Shire of Mukinbudin
Cr Tony Sachse	President, Shire of Mt Marshall
Ben McKay	CEO, Shire of Mt Marshall
Cr Christy Petchell	President, Shire of Wyalkatchem

2.3 Guests

Nil

2.4 Leave of Absences

Nil

2.5 Delegations

2.6 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 Dowerin)	Council	CEO	Council Nov 2025
NEWROC Website	CEO	NEWROC EO	Council June 2017

3. PRESENTATIONS

Nil

4. MINUTES OF MEETINGS

Minutes of the Council Meeting held on 3 March 2026 have previously been circulated.

RESOLUTION

That the Minutes of the Council Meeting held on 3 March 2026 be received as a true and correct record of proceedings.

Moved Cr Stratford

Seconded Cr De Lacy

CARRIED 6/0

Minutes of the Executive Meeting held on 7 April 2026 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 7 April 2026 be received.

Moved Cr Stratford

Seconded Cr De Lacy

CARRIED 6/0

4.1 Business Arising

Nil

5. FINANCIAL MATTERS

5.1 FINANCES

FILE REFERENCE: 031-1 Finance and Audit
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 30 April 2026
ATTACHMENT NUMBER:
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

Account transactions for the period 1 March 2026 – 30 April 2026

Date	Description	Reference	Credit	Debit	Running Balance
BB NEWROC Funds-5557					
Opening Balance			177,376.66	0.00	177,376.66
01 Mar 2026	Bendigo Bank	Bank Fee	0.00	2.40	177,374.26
02 Mar 2026	Xero Australia	XERO	0.00	33.25	177,341.01
06 Mar 2026	Payment: 150Square	EO	0.00	4,667.63	172,673.38
06 Mar 2026	Payment: Grants Empire	Waste grant	0.00	2,376.00	170,297.38
21 Mar 2026	Payment: Delivering Outcomes Group	HR Policies	0.00	7,920.00	162,377.38
21 Mar 2026	150Square	Repayment	891.00	0.00	163,268.38
27 Mar 2026	Payment: WEROC	Joint ROC Forum	1,537.00	0.00	164,805.38
01 Apr 2026	Bendigo Bank	Bank Fee	0.00	1.20	164,804.18
01 Apr 2026	Xero Australia	XERO	0.00	33.25	164,770.93
15 Apr 2026	Payment: Bencubbin Community Resource Centre	Records	0.00	22.40	164,748.53
15 Apr 2026	Payment: Delivering Outcomes Group	HR Policies	0.00	11,880.00	152,868.53
15 Apr 2026	Payment: 150Square	EO	0.00	4,123.63	148,744.90
Total BB NEWROC Funds-5557			2,428.00	31,059.76	148,744.90
Closing Balance			148,744.90	0.00	148,744.90
Total			2,428.00	31,059.76	(28,631.76)

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils
As at 30 April 2026

30 APR 2026

Assets

Bank

BB NEWROC Funds-5557	148,744.90
BB Term Deposit Account-1388	324,363.98
Total Bank	473,108.88

Current Assets

Sundry Debtors Control	4,365.00
Total Current Assets	4,365.00

Total Assets **477,473.88**

Liabilities

Current Liabilities

ATO Integrated Client Account	3,876.00
GST	(889.99)
Rounding	0.21
Sundry Creditors Control	3,776.00
Unpaid ATO Liabilities	(5,419.00)
Total Current Liabilities	1,343.22

Total Liabilities **1,343.22**

Net Assets **476,130.66**

Equity

Current Year Earnings	(27,246.14)
Retained Earnings	503,376.80
Total Equity	476,130.66

Outstanding Income:

- NEWROC has invoiced members the HR Policies expense by Delivering Outcomes
- ROEROC will pay for their contribution to the Joint ROC Forum in May, we needed to be set up in their system

RESOLUTION

That the income and expenditure from 1 March 2026 to 30 April 2026 and the balance sheet 30 April 2026 be received.

Moved Cr Walker

Seconded Cr Brown

CARRIED 6/0

5.2 2026/27 Budget

FILE REFERENCE:	032-1 Budget
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	1 April 2026
ATTACHMENT NUMBER:	26/27 Budget
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

A 2026/7 budget is presented to the Council, following Executive input.

Discussion:

- The waste grant does not include stage 2 - the regional proposed site?
- Discussion regarding the contents of the application to the Regional Housing Fund
- The Shire of Koorda was not in favour of funding the co-contribution towards the waste grant from NEWROC reserves.

RESOLUTION

Council adopt the 26/27 budget, with the waste management project—subject to a successful grant application—funded from NEWROC reserves.

Moved Cr Brown

Seconded Cr De Lacy

CARRIED 5/1

6. MATTERS FOR DECISION

6.1 EO KPI's

FILE REFERENCE:	042-2 Executive Officer
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	30 April 2026
ATTACHMENT NUMBER:	Advocacy Plan GPs Stakeholder Plan Housing
CONSULTATION:	Cr Trepp
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

At the March Council meeting the members discussed the achievement of the EO's KPI's and actioned an Advocacy Plan for the EO to develop as well as a President's meeting to discuss a new set of KPI's.

An Advocacy Plan was developed by the Executive and endorsed at the April meeting.

Since then the EO has developed stakeholder maps for the GP funding and housing priorities. The Executive will continue to develop additional sub plans.

The NEWROC President will discuss these plans with the Presidents, to help inform the EO's next set of performance targets.

The Presidents of each member Council is asked to identify their interest, skills and capacity to take on priorities in the Advocacy Plan. To be discussed in the President's meeting.

RESOLUTION

Council adopts the Advocacy Plan and the two sub plans on GP Stakeholder Plan and Housing Stakeholder Plan.

Moved Cr Stratford

Moved Cr Walker

CARRIED 6/0

6.2 WHEATBELT WAY ACCOMMODATION AND MARKET EXPANSION

FILE REFERENCE: 132-1 NEWTRAVEL
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 1 April 2026
ATTACHMENT NUMBER:
CONSULTATION: Linda Vernon
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

NEWROC has received the Wheatbelt Way Accommodation and Market Expansion Project.

NEWROC was a financial partner to NEWTRAVEL in delivering this project.

Attachments are found here:

[Consolidated Actions](#)

[Summary of Outcomes and Next Steps](#)

RESOLUTION

NEWROC receives the Wheatbelt Way Accommodation and Market Expansion Project Report and Summary.

Moved Cr Walker

Seconded Cr Brown

CARRIED 6/0

6.3 LOCAL GOVERNMENT RURAL HEALTH FUNDING ALLIANCE

FILE REFERENCE: 071-1 Health General
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 30 April 2026
ATTACHMENT NUMBER:
CONSULTATION: Meeting Summary
Communique
Correspondence to WAPHA
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The Local Government Rural Health Funding Alliance met on Monday 30 March in Lake Grace. Cr Brown was in attendance and presented on the GP arrangements in the NEWROC.

Attached is a meeting summary and communique.

A workshop will be held on June 22 2026 in Canberra (day before ALGA) to convene MM6 and MM7 local governments on the issue. The NEWROC EO will be in attendance on June 22 as 150Square is helping to convene the meeting.

The Alliance has written to WAPHA seeking their support to identify their work as a priority for Thin Market funding. The Alliance is seeking support from the NEWROC to apply concerted pressure on WAPHA to prioritise the issue.

RESOLUTION

Information is received.

Members share the Local Government Rural Health Alliance meeting summary and communique with their Councillors.

NEWROC write to WA Primary Health Alliance (WAPHA) seeking clarification on the priority process for Thin Markets funding.

Moved Cr M Stratford

Cr J Stratford

CARRIED 6/0

7. MATTERS FOR INFORMATION

7.1 JOINT ROC FORUM

FILE REFERENCE:	130-1 Economic Services General
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	30 April 2026
ATTACHMENT NUMBER:	Correspondence Made in the Eastern Wheatbelt Summary
CONSULTATION:	RDA Wheatbelt CPA and Ben McKay
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC EO on behalf of WEROC and ROEROC groups sent the attached correspondence to lead agencies and members of Parliament.

The NEWROC EO sent a thank you and Sense Making Summary to all attendees.

Actions since the event:

- DPLH seeking engagement in early May
- RDA Wheatbelt meeting with Director of Regional Development
- Community Power Agency meeting (microgrid)

RESOLUTION

Information is received

Moved Cr De Lacy

Seconded Cr Brown

CARRIED 6/0

7.2 PLANNING SERVICE

FILE REFERENCE:

REPORTING OFFICER: Caroline Robinson

DISCLOSURE OF INTEREST: Nil

DATE: 30 April 2026

ATTACHMENT NUMBER:

CONSULTATION: WEROC EO

STATUTORY ENVIRONMENT: Nil

VOTING REQUIREMENT: Simple Majority

COMMENT

WEROC has met on a couple of occasions with WALGA to explore the potential for a planning service, similar to the Employee Relations service they currently provide.

WALGA has committed to developing a business case to investigate this further. While details are still being refined, the proposed service is likely to be advisory in nature (rather than undertaking statutory decision-making functions such as development application approvals) and delivered on a bespoke, subscription basis, potentially not available to all members.

To inform the business case, WALGA is seeking to better understand demand beyond WEROC Shires, and they have asked that we gauge interest among neighbouring Councils.

WEROC has asked for feedback from NEWROC Councils on the following areas:

- any current challenges with existing service providers (e.g., responsiveness, cost, consistency)
- the types of planning services required (e.g. day-to-day advice, support with development and building applications, local planning framework reviews, scheme amendments)
- current annual budget allocations for planning services (to help inform a potential subscription model)
- service usage (e.g. regular hours per week/month or ad hoc support); and
- level of interest in a centralised service offered by WALGA

RESOLUTION

Information is discussed.

Moved Cr M Stratford

Seconded Cr Walker

CARRIED 6/0

8. GENERAL UPDATES

- Elected member and staff training held on 29 April
- WA Grants Commission attendance in the region
- Dowerin Down Town 24 July 2026
- Country Ambulance update
 - Commonwealth Bank vs. Bendigo Bank
 - Pooled funds
 - Community donations – two year supply and where do the funds actually go?
- Next Executive Meeting – LHACC presentation

9. 2026 MEETING SCHEDULE

2 June	Executive and NEWTRAVEL	Shire of Trayning
7 July	Council	Shire of Dowerin
4 August	Executive	Shire of Mt Marshall
1 September	Council	Shire of Koorda
6 October	Executive and NEWTRAVEL	Shire of Nungarin
3 November	Council	Shire of Wyalkatchem

12. CLOSURE

Cr Trepp thanked everyone and closed the meeting at 10.47am

RESOLUTION

NEWROC Presidents move into a meeting to discuss NEWROC EO KPIs

Moved Cr Brown

Seconded Cr Walker

CARRIED 6/0



Minutes – GENERAL MEETING

General Meeting held on Tuesday 9th June 2026, in Trayning at the Trayning Shire Council

***NEWTRAVEL members invited to join lunch with NEWROC Executive from 12 noon.**

Opening 1pm

Invited Attendees:

NEWTRAVEL MEMBER	MEMBER VOTING DELEGATE	ASSOCIATE MEMBERS & OTHERS
		Linda Vernon (NEWTRAVEL TO) Lily Haeusler(Project Officer)
Shire of Mukinbudin	Cr Sandra Ventris (NEWTRAVEL Chair) - online	
Shire of Westonia	Cr Ainslee Faithfull	Lani Hale
Nungarin CRC	Vanessa Steward	
Shire of Koorda	Lana Foote (DCEO)	Charli West
Shire of Mt Marshall	Cr Megan Beagly (Vice Chair)	Georgina McKay
Shire of Nungarin	Cr Kerry Dayman	David Nayda
Shire of Trayning	Peter Naylor (CEO)	Angelique Stone
Shire of Wyalkatchem	Tom Kettle	Cr Rod Lawson Kerr
Beacon CRC		Nancy Dease

** please can you advise of your attendance – others not listed above most welcome. Please be advised that only members delegate can vote as per the constitution. Associate members and observers are still welcome to attend.*

Apologies:

Shire of Westonia	Jasmine Geier
Koorda CRC	Kim Storer
Mukinbudin CRC	Narelle Behme
Shire of Dowerin	Manisha Barthakur
Shire of Mt Marshall	Cr Deanne Morgan (Deputy Delegate)
Australia’s Golden Outback	Marcus Falconer

Cr Megan Beagly was Chair for the meeting as Cr Sandie Ventris was attending online due to the change in meeting date, she was unable to change a prior appointment in Perth.

Cr Megan Beagly welcomed everyone in attendance and also did introductions to new people attending today's meeting in Vanessa Seward, Tom Kettle and Angelique Stone.

1. Previous Minutes

1.1 Confirmation (Previous Meeting Minutes [click Here](#))

RESOLUTION:
That the Minutes of the NEWTRAVEL Meeting held in Koorda on 30th October 2025 be confirmed as a true and correct record of proceedings.
Moved: Lana Foote Seconded: Peter Naylor CARRIED

1.2 Business arising from previous minutes – Nil

ACTIONS	UPDATE
•	

2. Correspondence

2.1 Correspondence In

- 2.1.1 Various General Emails inward.
- 2.1.1 Unsuccessful Round 8 REDS grant application

2.2 Correspondence Out

- 2.2.1 Various General Emails outward.

RESOLUTION:
That the NEWTRAVEL inward correspondence is accepted, and the outward correspondence be endorsed.
Moved: Linda Vernon Seconded: Tanika McLennan CARRIED

2.3 Business arising from Correspondence

3. Financials

3.1 Finance Report

To 3 June 2026

Bank Summary

NORTH EASTERN WHEATBELT TRAVEL ASSOCIATION

For the period 1 July 2025 to 30 June 2026

ACCOUNT	BANK ACCOUNT TYPE	STATUS	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
NEWTRAVEL Debit Card	Bank	Active	-	1,000.00	450.51	549.49
NEWTRAVEL Statement Account	Bank	Active	180,468.01	132,838.00	204,157.59	109,148.42
Total			180,468.01	133,838.00	204,608.10	109,697.91

All NEWTRAVEL finances are now being managed through Xero, reports need to be further refined as this platform is continued to be used.

The following reports are available for members:

[Bank Summary](#)

[Profit Loss](#)

[Budget Variance](#)

[Account Transactions](#)

Discussion was held on what NEWTRAVEL expectation or preferences of financial reports are to be now that Xero was up and running.

RESOLUTION:

That the NEWTRAVEL financial reports are accepted as presented.

Moved: Linda Vernon

Seconded: Lana Foote

CARRIED

3.2 Finance Sub-Committee

BACKGROUND:

At the February 2026 NEWTRAVEL meeting, members endorsed the establishment of a Finance Sub Committee and adopted Terms of Reference to support financial oversight, long term sustainability and budget development. Members appointed to the Finance Sub Committee are Peter Naylor and Tanika McLennan, with the NEWTRAVEL Chair or Deputy Chair participating as an ex officio member. The Finance Sub Committee has not yet convened.

COMMENT:

To support consistent financial planning and alignment with Local Government budgeting processes, it is proposed that the Finance Sub Committee formally meet twice annually, being:

- July meeting to review financial performance, review the current year budget and consider emerging risks and priorities.
- March meeting to review membership investment levels and develop recommendations for the following financial year's budget and priorities.

Additional meetings may be held where required to address specific projects, funding opportunities or other strategic financial matters.

PURPOSE:

To confirm expectations and meeting frequency for the Finance Sub Committee and support commencement of the Committee's activities.

OUTCOME:

- Discussion held, March meeting align well with Council budgeting processes.
- This year is a year of transition. The current NEWTRAVEL financial year is 1 October to 30 September.
- A special meeting will be held as a part of the October AGM to change NEWTRAVEL constitution as per Caroline Robinsons recommendations at the February NEWTRAVEL meeting.
- **ACTION** – Linda to organise July 2026 Finance Sub-Committee Meeting.

3.3 2026-2027 NEWTRAVEL Budget

BACKGROUND:

Development of the 2026-2027 NEWTRAVEL Budget has not yet commenced. The budget will need to consider delivery of the NEWTRAVEL Strategic Plan, operational priorities, staffing, project commitments and member investment requirements.

COMMENT:

It is proposed that development of the 2026-2027 budget commence through the Finance Sub Committee, with an initial review and discussion to occur at the proposed July Finance Sub Committee meeting. Recommendations from the Sub Committee would then be brought back to NEWTRAVEL members for review and endorsement at the October meeting. It is not envisaged that it will change much from the 2025-2026 Budget but will be dependent on the outcome of the Future Drought Fund Community Impact Program funding.

PURPOSE:

To inform members of the proposed process and timing for development of the 2026-2027 NEWTRAVEL Budget.

OUTCOME:

- Update and process was noted.
- Cr Megan Beagly ask as to the amount of the Community Impact Funding project – Linda advised that \$148,100 will be requested.

4.0 NEWTRAVEL Organisation and Staff Reports

4.1 Tourism Officer Annual Workplan (Jan – Dec 2026) – June 2026 Update – Linda Vernon 0.4FTE

Strategic Area	Deliverable	2026 Specifics or Notes	Status
Destination Marketing	Finalise Annual Marketing Plan		Completed
	Approve quarterly social media schedule	Meeting with Lily and Jess in March to review and approve.	In progress
	Confirm cooperative campaigns with AGO	AGO For the Road Trippers Campaign alignment completed waiting for campaign metrics from AGO. 2026 Wildflower campaign to be delivered from August.	In progress
	Meet with CRCs for alignment on Visitor servicing.		Not started
	Oversee winter campaign	Campaign underway	In progress
	Brand and messaging review		Not started
	Release Visitor Insights Snapshot	November 2025-February 2026 Snapshot Report completed	In progress
	Oversee spring campaigns	2026 Wildflower Campaign planning in progress	In progress
	Approve seasonal itineraries		
	Operator digital support	Specific digital and e-marketing for Wheatbelt Way Caravan Parks been identified and developed through the Wheatbelt Way Digital Capability Project	In progress
	Summer campaign planning		Not started
	Review Marketing Plan		Not started
	Partnership reflections		Not started
Destination Development	Begin first two Shire Destination Plans	Local Tourism Actions Plan Process developed. Discussed concept with Shire of Dowerin, awaiting NEWTRAVEL feedback before rolling out.	In progress
	Accommodation Study priority actions identified	Wheatbelt Way Digital Capability Project proposal developed.	In progress
	Funding applications	Submitted Round 8 REDS Grant – unsuccessful.	In progress

		Future Drought Fund Community Impact Program participation.	
	Identify Tier 2 to 3 event support	Mangowine Concert 2026 and Mt Marshall Gravel Grind. Attended Mt Marshall Gravel Grind meetings.	In progress
	Product development workshops	Attended Wheatbelt Way Rail Trail Project meetings. Supporting development of Wheatbelt Military Heritage Experience. Developed initial Trayning Silo Projection Concept Plan	In progress
	Review Accommodation Study progress		Not started
	Evaluate event support program		Not started
	Support seasonal events		
Our Organisation	Prepare NEWTRAVEL budget	2026-2027 budget commenced	In progress
	Finance tracking setup	Set up Xero	In progress
	Monthly supervision meetings		In progress
	Mid year finance review with Finance Sub-Committee	Initial planning of July Finance Sub-Committee meeting	In progress
	Membership structure review		Not started
	Income diversification actions		Not started
	AGM and constitution governance support	Caroline Robinson provided a report and recommendations for constitution changes – to be done at AGM	In progress
	Annual report		Not started
	Succession planning review		Not started

4.2 Marketing and Events Support Officer Annual Workplan (Jan – Dec 2026) – June 2026 Update – Lily Haeusler 0.6FTE

Strategic Area	Deliverable	2026 Specifics or Notes	Status
Destination Marketing	Create monthly content calendar and assets.	Drafted and finalised monthly content strategy and visual assets 3 months in advance to maintain a forward-planning cycle for monthly calendars.	Ongoing
	Schedule and publish social media content	Content scheduled into Business Meta at the end of each month to maximise consistency.	Ongoing
	Update website content and listings	Specifically updating “Events” page regularly, along with business and attraction listings to ensure they remain current.	Ongoing
	Support members and CRCs with digital marketing needs		Not started
	Update regional events calendar	Communicating with Central Wheatbelt Visitor Centre monthly about events coming up in the Wheatbelt Way.	Ongoing
	Provide support to Tier 2 and 3 events.	Provide dedicated marketing and promotional support for key regional events including the Mangowine Concert & the Mount Marshal Gravel Grind. Amplified regional exposure for community-led Tier 2 and 3 events.	In Progress
	Deliver winter campaign content	Made an action plan for Wildflower content delivery.	In Progress
	Create newsletter and email marketing materials	Open Road Adventure guide & May 2026 Wheatbelt Way Update & Visitor Snapshot Report.	Completed
	Maintain photo and video library	Continuously uploading new content and sharing with requesting parties as requested	Ongoing
Deliver spring and wildflower season content		Not completed	

	Refresh seasonal itineraries and maps online		Not completed
	Oversee reels and short video content.	Creating monthly guided TIKTOK themes for Jess McCartney to follow and direct her when to schedule to fit with the existing social media scheduling.	Ongoing
	Assist in preparing annual marketing plan.	Worked with Linda to create our Marketing Plan at the End of 2025 for 2026.	Completed
	Prepare and schedule summer campaign content	Promoted our Summer in the Wheatbelt Way Guide for 2025. Looking to rebrand this to “Pubs & Pools Guide” for 2026 / 2027 Summer	Completed for 2025/2026 season
Destination Development	Collect visitor data and digital analytics.	Compiled cross-platform digital metrics and visitor traffic data for performance reporting for the February – April 2026 period.	Completed
	Assist with the development of Destination Development Plans.		Incomplete
Our Organisation	Assist with NEWTRAVEL meeting preparation and file management.		Incomplete
	Support operator communications and membership tasks		Incomplete
	Contribute to annual report sections.	Created Marketing & Social Media Report for relevant meetings.	Complete
	Year end data summary and analytics report.		Incomplete

Linda asked for guidance on how staff reports are to be addressed in NEWTRAVEL meetings going forward. Discussion held and agreed that:

- All reports to be in Agendas for members to read prior to meeting.
- Staff to only raise/note areas at risk in meeting.
- Opportunity for any questions.

5. Visitor and Marketing Reports

5.1 Wheatbelt Way Visitor Statistics

BACKGROUND:

NEWTRAVEL collects and reports visitor statistics across three standard reporting periods each year:

1. July to October
2. November to February
3. March to June

COMMENT:

Member Shires are requested to submit their completed Excel visitor statistics spreadsheets for the reporting period 1 November 2025 to 28 February 2026.

Please email spreadsheets to NEWTRAVEL by 14 July 2026 to enable timely collation and reporting.

The February 2026 Snapsnot Report can be viewed [here](#).

Marcus Falconer from AGO has also reached out with an opportunity of a Tourism Data Dashboard project to access data for the whole AGO region including the Wheatbelt. Linda will undertake an onboarding process and look to provide a relevant update of data to the October 2026 NEWTRAVEL meeting.

PURPOSE:

To update members on visitor trends using consistent data, support evidence based decision making, and inform tourism planning, marketing and investment across the Wheatbelt Way.

OUTCOME:

- November to February Visitor Report was reviewed.
- General anecdotal observations were that it did not feel like visitor numbers had declined so far in the March to June period. Many Caravan Parks were getting consistent bookings by workers in the region and good visitation was observed at both Easter and the June long weekend.
- Members to note that the March to June 2026 Visitor Data to be emailed in by no later than the 14th July 2026.

5.2 Social Media and Marketing Report

BACKGROUND:

NEWTRAVEL's core role is to market and promote the Wheatbelt Way self drive route and the tourism assets across the NEWTRAVEL region. This includes engaging potential visitors and travellers through coordinated marketing campaigns, digital platforms and social media channels.

COMMENT:

An update on NEWTRAVEL's recent social media performance, audience growth and key marketing activities will be presented by Lily Haeusler at the meeting. A detailed report will be circulated to members with the meeting minutes. Key areas for member input are:

- Road Safety Commission Grant – Wheatbelt Way Road Safety Campaign
- 2026 Wildflower Season Campaign

[View NEWTRAVEL Social Media & Marketing Report, February – April 2026](#)

PURPOSE:

To inform members of current marketing activity and performance, demonstrate reach and engagement outcomes, and provide an opportunity for members to offer input, feedback and local insights to strengthen future campaigns.

OUTCOME:

- Lily gave an outline of key marketing activities and results.
- An overview of the upcoming Wildflower season marketing, discussion was held about how the Instagram Wildflower Channel concept would work. Queries about how this would actually happen with local intelligence being provided. It was hoped that the Shires, CRCs and interested community members would engage and provide information for the Wildflower Channel.
- **ACTION** – online meeting to be held with CRC and other stakeholders about both the Wheatbelt Way Road Safety Campaign and the Wildflower Season campaign.

6.0 General Business

6.1 Wheatbelt Way Digital Capability Project

BACKGROUND:

The [Wheatbelt Way Digital Capability project](#) was developed as an outcome of the recommendations from the Wheatbelt Way Accommodation and Market Expansion Project. NEWTRAVEL submitted an application to Round 8 of the REDS program for the Wheatbelt Way Digital Capability Project, seeking \$148,100.00 in funding which was unsuccessful.

COMMENT:

The Wheatbelt Way Digital Capability Project is a region wide initiative designed to build the digital confidence and capability of tourism and accommodation operators across the Wheatbelt Way. The project focuses on practical support to improve online presence, booking readiness, content quality and digital storytelling so local experiences are easier to find, easier to book and more appealing to contemporary travellers. Through targeted training, one on one support and small implementation incentives, the project aims to lift the overall digital maturity of the region, strengthen visitor servicing, support longer stays and enable local operators to better convert interest into visitation and spend, directly supporting the Wheatbelt Way's destination marketing and economic development objectives.

Linda has now been participating in the [Future Drought Fund Community Impact Program](#) co-design and Wheatbelt roadmap process, which has a funding pool of \$900,000 for the Wheatbelt for locally based not-for-profits organisations to deliver community driven projects or initiatives that will help the local community to be better prepared for drought into the future. The grants round formally opens on 14th July 2026 and funding will be awarded in late October 2026. Applications are invited from groups that have been actively involved in the development of the Roadmap. Projects must align to the initiatives identified in the Roadmap.

PURPOSE:

To update members on the Digital Capability Project plan, and seek member input and support to progress the project regardless of the grant outcome.

OUTCOME:

ACTION - Linda to continue to participate in the Community Impact Program process and submit a funding application in July for the Wheatbelt Way Digital Capability project.

6.2 Local Tourism Action Plans

BACKGROUND:

The [NEWTRAVEL Strategic Plan](#) identifies a range of objectives relating to destination marketing, visitor dispersal, destination development and supporting local tourism capacity. Local Tourism Action Plans are proposed as a practical tool to translate these objectives into local actions that reflect the priorities, strengths and capacity of individual member Shires. Initial concept development and a draft template have been prepared for member consideration.

COMMENT:

[Local Tourism Action Plans](#) are intended to be simple, practical and locally driven documents focused on identifying achievable tourism priorities over a 1 to 3 year period. The proposed process involves collaborative development between NEWTRAVEL, member Councils and key local stakeholders with the intention to progressively commence this work with member Councils over the next 6 months.

These are intended to complement existing Council strategic documents rather than create another planning burden. Help answer the question of "What should NEWTRAVEL do less of / more of in your Shire?" These plans are "living documents" that can be updated annually rather than fixed plans.

PURPOSE:

For members to provide feedback on the Local Tourism Action Plan concept, template and proposed process to inform refinement and implementation across member Councils.

OUTCOME:

Linda gave an overview of the proposed Local Tourism Action Plan process, discussion was held and support to proceed was given by member Councils.

ACTION – Linda to commence Local Tourism Action Plan process with all member Councils by December 2026

6.3 Wheatbelt Military Tours

BACKGROUND:

NEWTRAVEL, in partnership with the Central Wheatbelt Visitor Centre, Nungarin Army and Heritage Museum and the Merredin Military Museum has been exploring the development of a bookable [Wheatbelt Military Heritage Experience](#) as a new regional tourism product. A pilot tour involving invited participants was conducted on 14 to 15 May 2026 with [feedback collected](#) to evaluate the visitor experience, pricing, logistics and future market potential.

COMMENT:

The project is now transitioning from concept testing to delivery refinement with the intent to review pilot feedback and deliver two commercial trial tours during August and September 2026. Consideration is also required regarding future booking, payment and coordination arrangements including whether NEWTRAVEL should initially facilitate online bookings through the Wheatbelt Way website and coordinate payments to service providers involved in delivery. The Central Wheatbelt Visitor Centre is also discussing the feasibility of this through the Shire of Merredin, but there is concern about this being feasible in the short term.

PURPOSE:

For members to provide feedback on the proposed delivery model and confirm support for progressing commercial trial tours and associated coordination arrangements.

OUTCOME:

- Linda advised that all the stakeholders meet yesterday 8th June and advised that the Shire of Merredin has agreed to take bookings and payment through the Central Wheatbelt Visitor Centre.
- Discussion held on target market and pricing. This is intentionally designed to be a for-profit product with the intent that all service providers will be paid for their services. It is to be targeted specifically at those with an interest in military history.
- NEWTRAVEL will provide marketing support of this product with two tours planned for 2026, one in August and one in September – dates to be confirmed upon availability of accommodation providers.
- A review will be held after the two tours and the intent is to plan for delivery again in 2027.

6.4 Other Business

Late Item: Pioneers' Pathway Marketing Services Expression of Interest

Linda Vernon sought the Committee's consideration and support for NEWTRAVEL to submit an Expression of Interest to deliver marketing services for the Pioneers' Pathway brand.

Discussion was held regarding the opportunity and potential benefits for NEWTRAVEL. Cr Sandra Ventris queried the workload implications for current staff and organisational capacity to undertake the additional work.

Linda advised that the scope was considered manageable within existing staff resources and that contractors could be engaged for specific components if required. It was noted that the opportunity aligns with NEWTRAVEL's strategic direction to utilise its tourism marketing expertise and explore fee for service activities as a means of generating additional income.

RESOLUTION:

That the meeting endorses that NEWTRAVEL submits an Expression of Interest for the provision of Pioneers' Pathway marketing services as a fee-for-service proposal.

Moved: Lana Foote

Seconded: Peter Naylor

CARRIED

7. Other Reports

7.1 Member Reports

Opportunity for members to provide meeting with a (very!) short update or exchange on key tourism related activities and initiatives. A quick verbal report to be presented by member delegates. If members wish to submit a full written report this is welcomed and will be circulated with the minutes.

Mukinbudin

- The new Champion Villa is operational and bookable at the Mukinbudin Caravan Park.
- Council is working on a long-term expansion plan for the Mukinbudin Caravan Park.
- The Community Hub is expected to be completed by June 2027.
- The Mainstreet Gallery Mukinbudin will open again on the 1 August 2026 and the Railway Café will open 2 days a week for spring.

Westonia

- Continue to receive good feedback and visitors to Coopers' Garage.
- The Roots and Boots Ball was held in April.
- Hosted the AGO Board with a famil prior to the Board meeting in May and was well received.
- Wessy on the Green will be back for 2027
- Community Hub underway with Hydrotherapy pool nearly ready for use.

Koorda

- The Koorda Drive-In is being run by the Koorda-Wyalkatchem St John Sub-Centre Volunteers in 2026
- The Koorda Museum will be open every Sunday as they have new committee and volunteers.

Mt Marshall

- Another successful Off-Road Rally event held on the June long weekend in Bencubbin
- The Gravel Grind event planning is well underway for the 11th & 12th July
- Beacon CRC will be holding only 2 Wildflower tours this spring – 24th & 31st August.
- The Beacon Bulletin is no longer and the Beacon CRC will now deliver a local newsletter.

Dowerin

- The Short Stay Accommodation has now a dedicated Manager.
- Dowerin is near the end of completing a local tourism action plan for their community, which is hoped to be endorsed by Council in coming months.

Wyalkatchem

- Held a local Economic Forum with local businesses to seek discussion and feedback.
- The Wyalkatchem Rodeo will beheld on the 26th September – along with big screens to watch the AFL Grandfinal.

- The Wyalkatchem Garden Café has re-opened after a grant from the Shire of Wyalkatchem to assist with repairs and a grease trap.

Trayning

- Angelique is the new part-time Community Development Officer
- The Toyota Car Club will be holding a celebration event in Trayning in September.
- Focus on town beautification and tourism projects, including consideration for the Town Hall to be repurposed into single short stay accommodation.

Nungarin

- Monthly Wheatbelt Markets continue.
- The Vintage Car Rally and Spotlight Party was held in April and was well supported.
- The Nungarin Museum have purchased a 2 bedroom house to be installed at the Museum for volunteers to stay.
- Daffodil Day Event will be held on the 21 August 2026

8.0 Next Meeting

Proposed meetings for 2026:

Tuesday 6th October 2026 – 1pm in Nungarin

9.0 Meeting Close: 2.50pm

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Time: 12:12:31PM

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT11410		Telstra Limited Monthly Phone Account - April 2026		1,054.83
EFT11411		Synergy Power account - Various Properties (Feb 2026 - Apr 2026)		16,072.47
EFT11412		Ampac Debt Recovery Rates recovery charges - A365		1,006.50
EFT11413		Australia Post Admin Postage - April 2026		78.77
EFT11414		Bookeasy Australia Pty Ltd Caravan Park online booking system monthly fee - April 2026		275.00
EFT11415		Echuca Nominees Pty Ltd ATFT Hutton & Northey Unit Trust T/As Hutton & Northey Sales In-field 4500 hr service - MBL1424 Loader (P34418)		2,154.70
EFT11416		JM Haulage Gravel Carting - Wymond Rd (25/03/2026 to 14/04/2026)		41,934.75
EFT11417		Muka Tyre & Autos ATF Mukinbudin Waters Family Trust T/AS Muka Tyre & Autos Strip & fit 4 new tyres - MBL1071 Ute (P31317), Tyre Seal - Ride on mower (P37722), Saw Blades		849.91
EFT11418		Omnicom Media Group Australia Pty Ltd Lineage Advertisement for A365 (11 Greenslade Street) - West Australian Newspaper		1,150.63
EFT11419		Snallow Pty Ltd T/AS Wallis Computer Solutions NBN, Fusion Broadband & Starlink Internet - Admin, NBN Internet - CRC & Depot (April 2026)		685.30
EFT11420		Bob Waddell & Associates Pty Ltd Assistance with the 2026/27 annual budget (6 Hours), Assistance with the March monthly financial statements (0.25 Hours), Rates officer assistance - W/E 03/05/2026 (4 Hours)		1,804.00
EFT11421		Elachbutting Enterprises Pty Ltd T/as Mukinbudin Hotel Motel ANZAC Day - small bottle of Bundaberg Rum for Gunfire Breakfast, 6 Pack of Matsos Ginger beer - April OMC		90.00
EFT11422		Merredin Telephone Services Supply and Install CCTV to Complex facing the Pool & to Admin facing the Lions Park		2,718.63
EFT11423		Snallow Pty Ltd T/AS Wallis Computer Solutions Fusion Broadband, NBN & Starlink Internet - Admin Office (May 2026)		569.80
EFT11424		Team Global Express Pty Ltd Freight - DOT plates to ShredX and dam water sample to Pathwest		64.88
EFT11425		WA Distributors PTY LTD T/A Harcher Towel Roll & Toilet Paper - Main Street Toilets		235.75
EFT11426		Wheatbelt Office & Business Machines Admin Office photocopier costs - April 2026		455.61
EFT11427		Shire Of Mukinbudin RMF Staff Social Club deduction - payroll ending 06/05/2026		110.00
EFT11428		Paterson's Mukinbudin Depot, Building, Parks & Gardens & Caravan Park Purchases - April 2026		2,479.09
EFT11429		Dylan Copeland Assistance managing various projects - April 2026		2,860.00
EFT11430		Eastern Hills Chainsaws & Mowers Item number TOP407000 Snout for Swimming Pool leaf vacuum		967.00
EFT11431		Eden Cooper-Lepre Reimbursement for national police clearance - Casual Gardener		99.00
EFT11432		Geraghty's Engineering & Auto Electric's 60,000Km Service - MBL2 Works Supervisor Ute		1,092.63
EFT11433		Kai Howells Reimbursement for 3 x Key Storage Safes purchased from Officeworks by staff member (for Aged Units)		81.00

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EFT11434		Muka Mail & Merchandise Admin, CRC & Caravan Park Purchases - April 2026		108.90
EFT11435		Mukinbudin Steel Fabricators Steel for TV mount in the Complex function room & cutting edge for 950GC Loader (P34418)		2,983.86
EFT11436		Office of Regional Architecture Mukinbudin town centre revitalisation strategy & master plan - PROGRESS PAYMENT		9,020.00
EFT11437		RJ Comerford Farms 926m3 of gravel taken from Comeford Pit (A1192) for Wymond Rd & Comerford Rd renewal - October 2025 & March 2026		2,129.80
EFT11438		Shire of Chittering Issuing Certificate of Design Compliance for Swimming Pool Shade Sails		476.85
EFT11439		WA Distributors PTY LTD T/A Harcher Urinal Wave Pads - Admin Office		87.85
EFT11440		Walga Introduction to Local Government eLearning Course - Property Manager		264.00
EFT11441		Echuca Nominees Pty Ltd ATFT Hutton & Northey Unit Trust T/As Hutton & Northey Sales ANTENNA UHF 2.1DBI FLEX GRND - MBL100 140M Grader (P30119)		39.19
EFT11442		Kty Electrical Services Investigate and repair faulty light at oval		1,067.00
EFT11443		Legacy Glass & Carpentry Supply & Install glass sliding door - 11 Cruickshank Rd (to be oncharged to GROH)		4,125.00
EFT11444		Muka Tyre & Autos ATF Mukinbudin Waters Family Trust T/AS Muka Tyre & Autos Scan Tool Use - MBL1000 Technical Officer Ute (P29123), Headlight Bulb - Howard Porter Water Truck (P279)		113.52
EFT11445		Mukinbudin Building Supply of Manhole kit		48.42
EFT11446		Palm Plumbing Mukinbudin Caravan Park - Repairs to solar hot water system, Install hose tap to Campion Villa, Replace shower head - Aged Unit 3		1,444.90
EFT11447		Q C Ultimate Clean Tile cleaning - Caravan Park Ablution Block, Main Street Toilets & HVRA		905.30
EFT11448		Road Pavement Products Pty Ltd 200 LITRE DRUM OF CLAYCRETE IONIC SOIL STABILIZER - Bonnie Rock Lake Brown Rd		6,600.00
EFT11449		Bendigo Bank Mastercard April 2026 - Credit Card Purchases		3,600.94
EFT11450		Tanika McLennan Internet Reimbursement - 8 January 2026 to 7 April 2026		297.00
EFT11451		Ashley & Kerry Walker 8 x Microband 3 Packs, 20 x Yoga Mats & 10 x 12KG Dumbbell Sets - purchased by staff member for Mukinbudin Gym		1,250.00
EFT11452		Bob Waddell & Associates Pty Ltd Assistance with the 2026/27 statutory budget (3 Hours), Rates officer assistance - W/E 10/05/2026 (0.75 Hours)		660.00
EFT11453		D . I Tomas Install pram ramp on Bent Street		7,700.00
EFT11454		JM Haulage Float rollers to and from Wymond Rd for Wymond Rd Resheeting		1,650.00
EFT11455		LG Consulting Solutions EHO consultancy - April 2026		1,718.75
EFT11456		Merredin Panel And Paint Excess payment for claim MO0089170 (Kangaroo damage) - 1MBL (P012)		300.00
EFT11457		Officeworks 2 x Notebooks, 1 x 25 PK Manilla Folders & 2 x Desktop Organisers - CRC + 1 x Chair Mat - Admin		116.65
EFT11458		Q C Ultimate Clean Carpet/Rug Cleaning - Wattoning Villa (Caravan Park) & Tile/Vinyl Cleaning - Depot Ablutions		681.57

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT11459		WA Distributors PTY LTD T/A Harcher 5 x ULTRA AIR FRESH CABINET - Main Street Toilets		56.70
EFT11460		Iga Mukinbudin Admin, CRC, Caravan Park , Depot & Anzac Day Purchases - April 2026		536.95
EFT11461		Great Southern Fuels Fuel Summary - April 2026		19,139.04
EFT11462		Avon Waste Rubbish Service - April 2026		7,067.92
EFT11463		Abco Products Pty Ltd Enviroplus Long Drop Treatment Crystals e-Zyme - Weira Reserve Toilet		255.42
EFT11464		Tredwell Management Services Pty Ltd Sport and Recreation Master Plan - Completion of Project		2,170.30
EFT11465		Caravel Exploration Pty Ltd Rates refund for assessment A1194 E70/06125 MINING TENEMENT MUKINBUDIN WA 6479		222.02
EFT11466		IGO Newsearch Pty Ltd Rates refund for assessment A1178 E70/05874 MINING TENEMENT MUKINBUDIN WA 6479		504.76
EFT11467		Ampac Debt Recovery Rates recovery charges - A365		216.60
EFT11468		City Of Kalamunda Building Services consultancy - March 2026		83.33
EFT11469		J A Davey Pty Ltd CRC DNP Photo Machine Service & Freight		127.60
EFT11470		Kty Electrical Services Replace faulty exit sign - CRC Conference Room, Locate cables - Swimming Pool, Install GPO - Sports Complex		956.81
EFT11471		Merredin Telephone Services Complex - Supply and Install 8 CCTV Cameras and NVR		5,061.82
EFT11472		Mick Sippe Carpentry Supply and Install Karloning Villa Carport		16,445.00
EFT11473		Ranger Services of Western Australia P/L AFT The Winterfalls Trust T/AS Ranger Services of Western Australia Ranger Services - 30/04/2026 & 07/05/2026		759.00
EFT11474		Tegan Clark Catering for Volunteers High Tea on 21 May 2026 - Deposit Prior to Event (50%)		225.00
EFT11475		150Square Pty Ltd Works & Services Development Day - 13 May 2026		910.00
EFT11476		Echuca Nominees Pty Ltd ATFT Hutton & Northey Unit Trust T/As Hutton & Northey Sales Hydraulic lines and fittings for bucket - CAT Skid Steer (P449), Antenna - 140M Grader (P30119)		239.00
EFT11477		Muka Tyre & Autos ATF Mukinbudin Waters Family Trust T/AS Muka Tyre & Autos New Tyre - MBL811 Multi Tyre Roller		1,458.60
EFT11478		Mukinbudin Building Replacement of down pipes and repairs to gutters - Mukinbudin Memorial Hall		22,404.00
EFT11479		Newroc Shire's contribution to NEWROC Human Resource Policies		2,828.00
EFT11480		Officeworks Binder Combs, Pens, Markers & Scissors - CRC		228.04
EFT11481		RJ Comerford Farms 3510m3 of gravel taken from Comerford Pit (A1192) for Wymond Rd & Harry Rd renewal - April 2026 & 702m3 of gravel taken from Comerford Pit (A1192) for Harry Road renewal - May 2026		9,687.60
EFT11482		Sally Jane Putt Mukinbudin Caravan Park & CRC - Website Hosting & Maintenance Plan		1,501.90

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Bob Waddell & Associates Pty Ltd		
EFT11483		Rates Officer assistance - W/E 17/05/2026 (4 Hours), Assistance with 2025/25 FBT (0.75 Hours), Assistance with the April Monthly Financial Statements (0.25 Hours)		880.00
		Corporate Travel Management Group Pty Ltd		
EFT11484		Refund of 1 night stay in a Park Unit at the Mukinbudin Caravan Park incorrectly paid twice - Itinerary Number 13998044		142.80
		Elachbutting Enterprises Pty Ltd T/as Mukinbudin Hotel Motel		
EFT11485		May 2026 OCM Lunches		287.00
		IT Vision Software Pty Ltd (Trading As Ready Tech)		
EFT11486		IT Vision Annual Subscription - FY 2026/27		35,400.32
		Kty Electrical Services		
EFT11487		Supply and install generator switches at single units 1 - 4, Secure all loose cables on oval lights with Scissor Lift, Supply smoke alarm for Railway Barrack		6,014.34
		Linkwest Incorporated		
EFT11488		Linkwest CRC Membership - FY 2026/27		437.00
		Local Pest Control		
EFT11489		Regular Visual Termite Inspection and Report - Admin Office, Memorial Hall, Railway Station, Campion Villa & Depot + Travel		1,344.50
		Metrocount		
EFT11490		6V D-Cell Welded Battery Pack, 100m Premium Rubber Road Tube, Centreline Flap 10 Pack - Traffic Counters		1,562.00
		Palm Plumbing		
EFT11491		Repair broken drain at Karloning Villa, Tourist Information Bay - Repair multiple leaks in underground water pipe		1,364.36
		Q C Ultimate Clean		
EFT11492		Carpet, tile & vinyl cleaning + travel - Sports Complex		3,169.38
		R B C Rural		
EFT11493		CRC printer charges - May 2026		240.04
		R Munns Engineering Consulting Services		
EFT11494		1/8th Equal Share of Costs for Secretarial, WN RRG & WSNF Technical Committee Representative Duties & 1/13th Equal Share of Costs to attend WN RRG Meetings - FY 2025/26		1,714.14
		Team Global Express Pty Ltd		
EFT11495		Freight - Library Books to State Library & Various Parts from MetroCount for Traffic Counter Management		95.84
		Telstra Limited		
EFT11496		Monthly Phone Account - May 2026		1,057.72
		Shire Of Mukinbudin RMF		
EFT11497		Staff Social Club deduction - payroll ending 20/05/2026		110.00
		Tegan Clark		
EFT11498		Catering for Volunteers High Tea on 21 May 2026 - Final 50%		225.00
32018		Water Corporation Water Account - 15 Cruickshank Rd		344.76
32019		Water Corporation Water Account - Various Standpipes		1,176.87
		Ioof		
DD14584.1		Payroll deductions		1,358.01
		Aware Super		
DD14584.2		Superannuation contributions		7,470.63
		Wealth Personal Superannuation And Pension Fund		
DD14584.3		Superannuation contributions		609.36
		Hesta Superannuation		
DD14584.4		Superannuation contributions		688.02
		Australian Retirement Trust		
DD14584.5		Superannuation contributions		1,427.13

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
DD14584.6		Prime Super Superannuation contributions		1,471.83
DD14584.7		Retirement Portfolio Service Anz Smart Choice Super Superannuation contributions		546.53
DD14584.8		Australian Super Superannuation contributions		1,768.64
DD14584.9		Signature Super Superannuation contributions		445.62
DD14676.1		Ioof Payroll deductions		1,358.01
DD14676.2		Aware Super Superannuation contributions		7,154.00
DD14676.3		Wealth Personal Superannuation And Pension Fund Superannuation contributions		693.41
DD14676.4		Hesta Superannuation Superannuation contributions		624.24
DD14676.5		Australian Retirement Trust Superannuation contributions		1,489.49
DD14676.6		Prime Super Superannuation contributions		1,573.46
DD14676.7		Retirement Portfolio Service Anz Smart Choice Super Superannuation contributions		561.39
DD14676.8		Australian Super Superannuation contributions		1,629.41
DD14676.9		Signature Super Superannuation contributions		434.79

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	Muni Bank - 633-000 116456799	306,235.20
TOTAL		306,235.20

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
DD14576.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 30/4/2026		1,690.50
DD14582.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 4/5/2026		514.20
DD14591.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 5/5/2026		1,143.60
DD14597.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 6/5/2026		1,099.00
DD14599.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 7/5/2026		503.10
DD14606.1		Tanika McLennan REIMBURSEMENT OF COST OF CHINESE DINNER ON 01/05/2026 - STAFF SOCIAL CLUB		403.20
DD14607.1		Craig Powell REIMBURSEMENT OF COST OF SAUSAGES PURCHASED FOR BBQ ON 08/05/2026 - STAFF SOCIAL CLUB		19.98
DD14609.1		Shire Of Mukinbudin INVOICE 12424 - HIRE OF COMMUNITY BUS FOR CHINESE DINNER ON 01/05/2026 - STAFF SOCIAL CLUB		233.12
DD14620.1		Department of Local Government, Industry Regulation and Safety REMITTANCE OF BSL COLLECTED IN APRIL 2026		56.65
DD14624.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 12/5/2026		883.45
DD14635.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 13/5/2026		3,102.40
DD14660.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 14/5/2026		1,457.80
DD14669.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 15/5/2026		7,545.60
DD14674.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 18/5/2026		217.40
DD14680.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 19/5/2026		200.00
DD14685.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 20.5.2026		103.00
DD14689.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 21/5/2026		606.80
DD14691.1		Department Of Transport PAYMENT OF LICENSING FEES COLLECTED 22/5/2026		3,715.10
DD14704.1		Department Of Transport REFUND OF LICENSING FEES COLLECTED 25/05/2026		1,445.80
DD14706.1		Department Of Transport REFUND OF LICENSING FEES COLLECTED 27/05/2026		66.55
DD14710.1		Department Of Transport REFUND OF LICENSING FEES COLLECTED 28/05/2026		1,652.55

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Cheque /EFT	Name	INV	Amount	Amount
No	Date	Invoice Description		

REPORT TOTALS

Bank Code	Bank Name	TOTAL
2	Restricted Muni - Trust Bank - 633-000 116457	26,659.80
TOTAL		26,659.80

/5826 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 May 2026 - 31 May 2026
Statement number	207
Opening balance on 1 May 2026	\$3,600.94
Payments & credits	\$3,605.89
Withdrawals & debits	\$2,036.68
Interest charges & fees	\$8.00
Closing Balance on 31 May 2026	\$2,039.73

Account details

Credit limit	\$20,000.00
Available credit	\$17,960.27
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

Payment details

Minimum payment required	\$61.19
Payment due	14 Jun 2026

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

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 **11 years and 9 months**

And you will pay an estimated total of interest charges of **\$1,175.96**

If you make no additional charges using this card and each month you pay **\$97.92**

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 **\$310.35, a saving of \$865.61**

Having trouble making payments?

If you are having trouble making credit card repayments, please contact our Mortgage Help Centre on 1800 652 146.

Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
Opening balance				\$3,600.94
1 May 26	APPLE.COM/BILL, SYDN EY AUS RETAIL PURCHASE 29/04 CARD NUMBER 552638XXXXXXXX506 1	1.49		3,602.43
5 May 26	APPLE.COM/BILL, SYDN EY AUS RETAIL PURCHASE 04/05 CARD NUMBER 552638XXXXXXXX769 1	4.49		3,606.92
6 May 26	Trust, MUKINBUDIN AUS RETAIL PURCHASE 05/05 CARD NUMBER 552638XXXXXXXX506 1	32.00		3,638.92
6 May 26	HOST, BIBRA LAKE AUS RETAIL PURCHASE RETURN 05/05 CARD NUMBER 552638XXXXXXXX506 1		4.95	3,633.97
7 May 26	STATE LAW PUBLISHER, WEST PERTH AUS RETAIL PURCHASE 05/05 CARD NUMBER 552638XXXXXXXX506 1	95.94		3,729.91
8 May 26	Intuit, Sydney AUS RETAIL PURCHASE 07/05 CARD NUMBER 552638XXXXXXXX769 1	89.06		3,818.97
9 May 26	SQ *REPLAS WA/ACCENT ,Gnangara AUS RETAIL PURCHASE 08/05 CARD NUMBER 552638XXXXXXXX506 1	1,292.50		5,111.47
12 May 26	Aussie Broadband lim it,MORWELL AUS RETAIL PURCHASE 11/05 CARD NUMBER 552638XXXXXXXX506 1	79.00		5,190.47
13 May 26	Trust, MUKINBUDIN AUS RETAIL PURCHASE 12/05 CARD NUMBER 552638XXXXXXXX769 1	150.80		5,341.27

31/05/2026/ES / E-5626 / S-29598 / 0011762-408001452

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** Agency Banking using your credit card.



Business Credit Card

BSB number 633-000
Account number 693723967
Customer name SHIRE OF MUKINBUDIN
Minimum payment required \$61.19
Closing Balance on 31 May 2026 \$2,039.73
Payment due 14 Jun 2026

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

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

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

Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments	Balance
14 May 26	PERIODIC TFR 00117624081201 00000000000		3,600.94	1,740.33
15 May 26	MessageMedia, Melbourne AUS RETAIL PURCHASE 14/05 CARD NUMBER 552638XXXXXX506 1	109.99		1,850.32
15 May 26	Vistaprint Australia, Derrimut AUS RETAIL PURCHASE 14/05 CARD NUMBER 552638XXXXXX506 1	129.92		1,980.24
26 May 26	STARLINK INTERNET, Sydney AUS RETAIL PURCHASE 25/05 CARD NUMBER 552638XXXXXX506 1	50.00		2,030.24
29 May 26	APPLE.COM/BILL, SYDNEY AUS RETAIL PURCHASE 27/05 CARD NUMBER 552638XXXXXX506 1	1.49		2,031.73
30 May 26	CARD FEE 2 @ \$4.00	8.00		2,039.73
Transaction totals / Closing balance		\$2,044.68	\$3,605.89	\$2,039.73

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.

An International Transaction Fee of 3% of the transaction amount (in AUD) is payable for each transaction which is conducted in a currency other than Australian dollars (AUD), or conducted in Australian dollars (AUD) but with or using a merchant, payment processor, financial institution or other entity (including an online merchant) who is outside of Australia. (Fee does not apply to Bendigo Ready Credit Card). Note: It may not always be apparent to you that an online merchant is located outside of Australia. 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.

Resolving Complaints

If you have a complaint, please contact us on 1300 361 911 to speak to a member of our staff. If the matter has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers. You can contact AFCA at:

Website: www.afca.org.au

Telephone: 1800 931 678 (free call)

Email: info@afca.org.au

In writing to: Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

/5826 009669



SHIRE OF MUKINBUDIN
PO BOX 67
MUKINBUDIN WA 6479

Card summary

Account number	693723967
Card number	552638XXXXXXXX506
Customer number	11762408/M201
Statement period	01/05/2026 to 31/05/2026
Statement number	207 (page 5 of 6)

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 May 26	APPLE.COM/BILL, SYDN EY AUS	1.49	
6 May 26	Trust, MUKINBUDIN AUS	32.00	
6 May 26	HOST, BIBRA LAKE AUS		4.95
7 May 26	STATE LAW PUBLISHER, WEST PERTH AUS	95.94	
9 May 26	SQ *REPLAS WA/ACCENT ,Gnangara AUS	1,292.50	
12 May 26	Aussie Broadband lim it,MORWELL AUS	79.00	
15 May 26	MessageMedia, Melbou rne AUS	109.99	
15 May 26	Vistaprint Australia ,Derrimut AUS	129.92	
26 May 26	STARLINK INTERNET, S ydney AUS	50.00	
29 May 26	APPLE.COM/BILL, SYDN EY AUS	1.49	
TOTALS		\$1,792.33	\$4.95

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- 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.

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/5826 009669



SHIRE OF MUKINBUDIN
PO BOX 67
MUKINBUDIN WA 6479

Card summary

Account number 693723967
Card number 552638XXXXXXXX769
Customer number 11762408/M201
 Statement period 01/05/2026 to 31/05/2026
 Statement number 207 (page 6 of 6)

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
5 May 26	APPLE.COM/BILL, SYDN EY AUS	4.49	
8 May 26	Intuit, Sydney AUS	89.06	
13 May 26	Trust, MUKINBUDIN AUS	150.80	
TOTALS		\$244.35	\$0.00

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

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- 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.

An International Transaction Fee of 3% of the transaction amount (in AUD) is payable for each transaction which is conducted in a currency other than Australian dollars (AUD), or conducted in Australian dollars (AUD) but with or using a merchant, payment processor, financial institution or other entity (including an online merchant) who is outside of Australia. (Fee does not apply to Bendigo Ready Credit Card). Note: It may not always be apparent to you that an online merchant is located outside of Australia. Additional charges may apply for cash transactions.

MASTERCARD SUMMARY

May 2026

	Transaction Description	Amount
1/05/2026	Apple Storage - 50GB phone storage (Maintenance Officer) - May 2026	\$1.49
5/05/2026	Apple Storage - 200GB phone storage (CEO) - May 2026	\$4.49
6/05/2026	DOT - Plate change on P420 MBL1677 to 1IVY601 prior to disposal at auction	\$32.00
6/05/2026	HOST - Refund for 1 x glass ordered but not received	-\$4.95
7/05/2026	Dep. of the Premier & Cabinet - Approved Local Planning Scheme No. 4 - Amendment No. 2 PL401 Gazette No. 18	\$95.94
8/05/2026	Mailchimp - Monthly admin fee (May 2026)	\$89.06
9/05/2026	REPEAT PLASTICS (WA) - PICNIC AREA & CAMPING AREA Signage - Weira Reserve	\$1,292.50
12/05/2026	Aussie Broadband - Caravan Park WIFI (May 2026)	\$79.00
13/05/2026	DOT - Issuance of MR learners permit and payment for supplementary PDA - Maintenance Officer	\$150.80
15/05/2026	Message Media - Monthly Admin Fee (Inc. credit card surcharge) - May 2026	\$109.99
15/05/2026	Vistaprint - 250 x Business cards for the Property Manager & CRC Manager + 30 x Greeting Cards	\$129.92
26/05/2026	Starlink - Bonnie Rock Fire Truck internet (25 May 2026 - 25 June 2026)	\$50.00
29/05/2026	Apple Storage - 50GB phone storage (Deputy CEO) - May 2026	\$1.49
30/05/2026	Bendigo Bank - Mastercard fees x 2 (May 2026)	\$8.00
	TOTAL	\$2,039.73



Tax Invoice / Statement

A distributor of BP and Castrol products
GREAT SOUTHERN FUEL SUPPLIES
 ABN 65 367 095 233

www.gsfuels.com.au

Depot: **MERREDIN DEPOT**
 Address: PO Box 221
 Merredin WA 6415
 Phone: 08 9041 1082

SHIRE OF MUKINBUDIN
PO BOX 67
MUKINBUDIN
WA 6479

Account Number: [REDACTED]
 Statement Date: **31/05/2026**
 Due Date: **14/06/2026**

Page 1 of 3

Date	Reference No	Description	Location / Reference	Qty	Unit Price	GST	Total
14/04/26	PY00000577839	PAYMENT RETURNED					18,147.72
14/04/26	PY00000584257	PAYMENT - THANK YOU					-18,147.72
30/04/26		BALANCE CARRIED FORWARD					19,722.33
12/05/26	Discounts	DISCOUNT APPLIED					-583.29
14/05/26	PY00000585618	PAYMENT - THANK YOU					-19,139.04
*** BULK DELIVERIES ***							
12/05/26	31014278	DISTRIBUTOR CARD		1.00	2.7500	0.25	2.75
BULK DELIVERED TOTALS				1.00		0.25	2.75
*** CARD PURCHASES ***							
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 1000					
28/04/26	003472	ULSD 10PPM	MUKINBUDIN OPT	70.69	2.9890	19.21	211.29
TOTALS FOR THIS CARD				70.69		19.21	211.29
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 117					
22/05/26	004460	UNLEADED PETROL 91	MUKINBUDIN OPT	10.05	2.1590	1.97	21.70
TOTALS FOR THIS CARD				10.05		1.97	21.70
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 696					
01/05/26	003600	ULSD 10PPM	MUKINBUDIN OPT	211.86	2.9890	57.57	633.25
07/05/26	003868	ULSD 10PPM	MUKINBUDIN OPT	208.42	2.9890	56.63	622.97
20/05/26	004357	ULSD 10PPM	MUKINBUDIN OPT	192.54	2.3990	41.99	461.90
TOTALS FOR THIS CARD				612.82		156.19	1,718.12
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 1463					
28/04/26	003463	ULSD 10PPM	MUKINBUDIN OPT	42.95	2.9890	11.67	128.38
28/04/26	003487	ULSD 10PPM	MUKINBUDIN OPT	43.32	2.9890	11.77	129.48
05/05/26	003776	ULSD 10PPM	MUKINBUDIN OPT	28.92	2.9890	7.86	86.44
14/05/26	004154	ULSD 10PPM	MUKINBUDIN OPT	65.71	2.7990	16.72	183.92

Settlement Discount
 Paid By: **14/06/2026**
 Deduct: **303.21**
 Amount to Pay: **18,774.42**

BALANCE DUE
19,077.63

PLEASE DETACH THIS SECTION AND RETURN WITH YOUR REMITTANCE

Payment Options: BSB: [REDACTED] **** PLEASE NOTE NEW ****
 ACC No. [REDACTED] **EFT BANKING DETAILS**
 Reference: [REDACTED]
 Credit Card Payments - 1.1% Processing fee will apply

Account Number: [REDACTED]
 Statement Date: **31/05/2026**
 Due Date: **14/06/2026**

Pay iD
 Pay this invoice from your online banking.
 PayID®: [REDACTED]
 Reference: [REDACTED]
PayID is a registered trademark of NPP Australia Limited.

Biller Code: [REDACTED]
Ref: [REDACTED]
Telephone & Internet Banking – BPAY®
 Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au

AMOUNT DUE
19,077.63

AMOUNT PAID
 [REDACTED]

Date	Reference No	Description	Location / Reference	Qty	Unit Price	GST	Total
22/05/26	004465	ULSD 10PPM	MUKINBUDIN OPT	43.85	2.3990	9.56	105.20
26/05/26	004608	ULSD 10PPM	MUKINBUDIN OPT	20.91	2.3290	4.43	48.70
28/05/26	004704	ULSD 10PPM	MUKINBUDIN OPT	22.93	2.2790	4.75	52.26
TOTALS FOR THIS CARD				268.59		66.76	734.38
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 244					
14/05/26	004129	ULSD 10PPM	MUKINBUDIN OPT	27.63	2.7990	7.03	77.34
21/05/26	004422	ULSD 10PPM	MUKINBUDIN OPT	32.91	2.3990	7.18	78.95
TOTALS FOR THIS CARD				60.54		14.21	156.29
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: OMBL					
05/05/26	003767	ULSD 10PPM	MUKINBUDIN OPT	29.08	2.9890	7.90	86.92
14/05/26	004123	ULSD 10PPM	MUKINBUDIN OPT	45.42	2.7990	11.56	127.13
TOTALS FOR THIS CARD				74.50		19.46	214.05
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 150					
15/05/26	004179	ULSD 10PPM	MUKINBUDIN OPT	69.46	2.6890	16.98	186.78
TOTALS FOR THIS CARD				69.46		16.98	186.78
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 1070					
07/05/26	003888	ULSD 10PPM	MUKINBUDIN OPT	46.20	2.9890	12.55	138.09
20/05/26	004384	ULSD 10PPM	MUKINBUDIN OPT	46.00	2.3990	10.03	110.35
TOTALS FOR THIS CARD				92.20		22.58	248.44
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 180					
25/05/26	004578	ULSD 10PPM	MUKINBUDIN OPT	55.95	2.3290	11.85	130.31
TOTALS FOR THIS CARD				55.95		11.85	130.31
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 133					
20/05/26	004353	UNLEADED PETROL 91	MUKINBUDIN OPT	49.76	2.1590	9.77	107.43
TOTALS FOR THIS CARD				49.76		9.77	107.43
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL251					
21/05/26	004404	ULSD 10PPM	MUKINBUDIN OPT	352.70	2.3990	76.92	846.13
TOTALS FOR THIS CARD				352.70		76.92	846.13
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL1					
28/04/26	003475	ULSD 10PPM	MUKINBUDIN OPT	61.90	2.9890	16.82	185.02
05/05/26	003764	ULSD 10PPM	MUKINBUDIN OPT	48.92	2.9890	13.29	146.22
08/05/26	003941	ULSD 10PPM	MUKINBUDIN OPT	38.48	2.9890	10.46	115.02
15/05/26	004182	ULSD 10PPM	MUKINBUDIN OPT	51.13	2.6890	12.50	137.49
21/05/26	004431	ULSD 10PPM	MUKINBUDIN OPT	56.91	2.3990	12.41	136.53
26/05/26	004617	ULSD 10PPM	MUKINBUDIN OPT	50.56	2.3290	10.71	117.75
TOTALS FOR THIS CARD				307.90		76.19	838.03
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL280					
28/05/26	004683	UNLEADED PETROL 91	MUKINBUDIN OPT	38.12	2.0990	7.27	80.01
TOTALS FOR THIS CARD				38.12		7.27	80.01
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 02					
28/04/26	003455	ULSD 10PPM	MUKINBUDIN OPT	75.15	2.9890	20.42	224.62
04/05/26	003708	ULSD 10PPM	MUKINBUDIN OPT	73.33	2.9890	19.93	219.18
06/05/26	003844	ULSD 10PPM	MUKINBUDIN OPT	59.56	2.9890	16.18	178.02
08/05/26	003935	ULSD 10PPM	MUKINBUDIN OPT	48.79	2.9890	13.26	145.83
12/05/26	004057	ULSD 10PPM	MUKINBUDIN OPT	15.43	2.7990	3.93	43.19
12/05/26	122897	DIESEL	BP MERREDIN	70.43	2.4620	15.76	173.40
12/05/26	122897	BP Plus Fee	BP MERREDIN		0.3800	0.04	0.38
15/05/26	004191	ULSD 10PPM	MUKINBUDIN OPT	45.78	2.6890	11.19	123.10
19/05/26	004326	ULSD 10PPM	MUKINBUDIN OPT	55.34	2.3990	12.07	132.76
22/05/26	004488	ULSD 10PPM	MUKINBUDIN OPT	66.99	2.3990	14.61	160.71
29/05/26	004736	ULSD 10PPM	MUKINBUDIN OPT	49.43	2.2790	10.24	112.65
TOTALS FOR THIS CARD				560.23		137.63	1,513.84
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL240					
05/05/26	003755	ULSD 10PPM	MUKINBUDIN OPT	61.91	2.9890	16.82	185.05
09/05/26	003959	ULSD 10PPM	MUKINBUDIN OPT	39.44	2.7990	10.04	110.39
11/05/26	004003	ULSD 10PPM	MUKINBUDIN OPT	42.46	2.7990	10.81	118.85
14/05/26	004126	ULSD 10PPM	MUKINBUDIN OPT	67.77	2.7990	17.25	189.69
20/05/26	004372	ULSD 10PPM	MUKINBUDIN OPT	27.03	2.3990	5.90	64.84
26/05/26	004611	ULSD 10PPM	MUKINBUDIN OPT	66.28	2.3290	14.03	154.37
TOTALS FOR THIS CARD				304.89		74.85	823.19
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL405					
06/05/26	003814	ULSD 10PPM	MUKINBUDIN OPT	26.45	2.9890	7.19	79.06
07/05/26	003871	ULSD 10PPM	MUKINBUDIN OPT	31.56	2.9890	8.58	94.33

Date	Reference No	Description	Location / Reference	Qty	Unit Price	GST	Total
08/05/26	003920	ULSD 10PPM	MUKINBUDIN OPT	58.54	2.9890	15.91	174.98
15/05/26	004172	ULSD 10PPM	MUKINBUDIN OPT	33.72	2.6890	8.24	90.67
18/05/26	004260	ULSD 10PPM	MUKINBUDIN OPT	19.49	2.4990	4.43	48.71
21/05/26	004401	ULSD 10PPM	MUKINBUDIN OPT	22.39	2.3990	4.88	53.71
28/05/26	004677	ULSD 10PPM	MUKINBUDIN OPT	45.57	2.2790	9.44	103.85
TOTALS FOR THIS CARD				237.72		58.67	645.31
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 496					
01/05/26	003631	ULSD 10PPM	MUKINBUDIN OPT	74.89	2.9890	20.35	223.85
21/05/26	004406	ULSD 10PPM	MUKINBUDIN OPT	47.41	2.3990	10.34	113.74
TOTALS FOR THIS CARD				122.30		30.69	337.59
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: 1IDJK212					
04/05/26	003698	ULSD 10PPM	MUKINBUDIN OPT	165.73	2.9890	45.03	495.37
12/05/26	004085	ULSD 10PPM	MUKINBUDIN OPT	370.35	2.7990	94.24	1,036.61
18/05/26	004263	ULSD 10PPM	MUKINBUDIN OPT	100.55	2.4990	22.84	251.27
TOTALS FOR THIS CARD				636.63		162.11	1,783.25
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: 1MBL					
18/05/26	004266	ULSD 10PPM	MUKINBUDIN OPT	75.83	2.4990	17.23	189.50
25/05/26	004575	ULSD 10PPM	MUKINBUDIN OPT	51.16	2.3290	10.83	119.15
TOTALS FOR THIS CARD				126.99		28.06	308.65
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL1071					
05/05/26	003770	ULSD 10PPM	MUKINBUDIN OPT	60.33	2.9890	16.39	180.33
22/05/26	004467	ULSD 10PPM	MUKINBUDIN OPT	61.31	2.3990	13.37	147.08
TOTALS FOR THIS CARD				121.64		29.76	327.41
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: 2 F					
06/05/26	003809	ULSD 10PPM	MUKINBUDIN OPT	405.17	2.9890	110.10	1,211.05
06/05/26	003811	ULSD 10PPM	MUKINBUDIN OPT	755.66	2.9890	205.33	2,258.67
12/05/26	004074	ULSD 10PPM	MUKINBUDIN OPT	310.00	2.7990	78.88	867.69
12/05/26	004077	ULSD 10PPM	MUKINBUDIN OPT	750.14	2.7990	190.88	2,099.64
20/05/26	004375	ULSD 10PPM	MUKINBUDIN OPT	449.67	2.3990	98.07	1,078.76
TOTALS FOR THIS CARD				2,670.64		683.26	7,515.81
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL1742					
12/05/26	004070	ULSD 10PPM	MUKINBUDIN OPT	116.78	2.7990	29.72	326.87
TOTALS FOR THIS CARD				116.78		29.72	326.87
CARD TOTALS						1,734.11	19,074.88
TOTAL OF NEW INVOICES THIS BILLING PERIOD						1,734.36	19,077.63



SHIRE OF MUKINBUDIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 31 MAY 2026

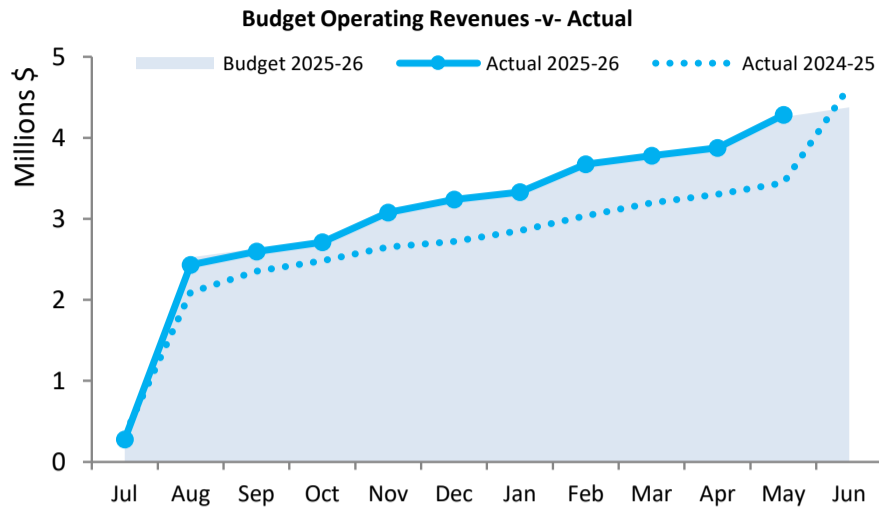
*LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

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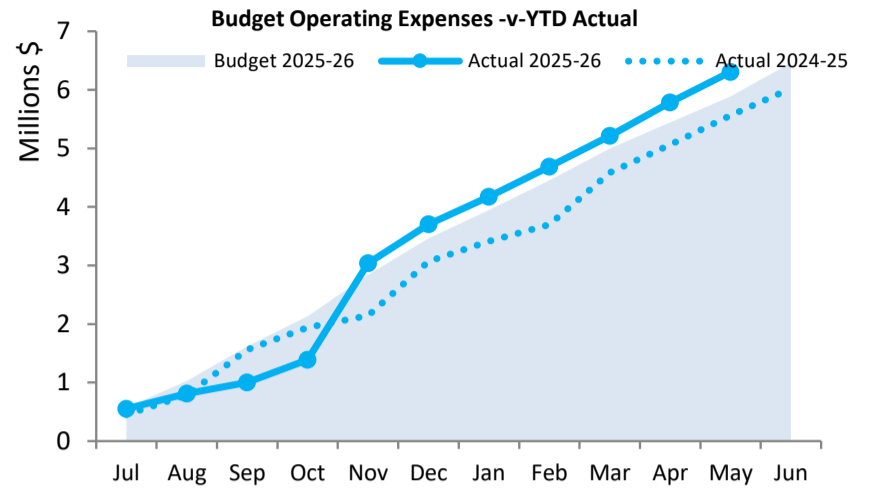
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OPERATING ACTIVITIES

OPERATING REVENUE

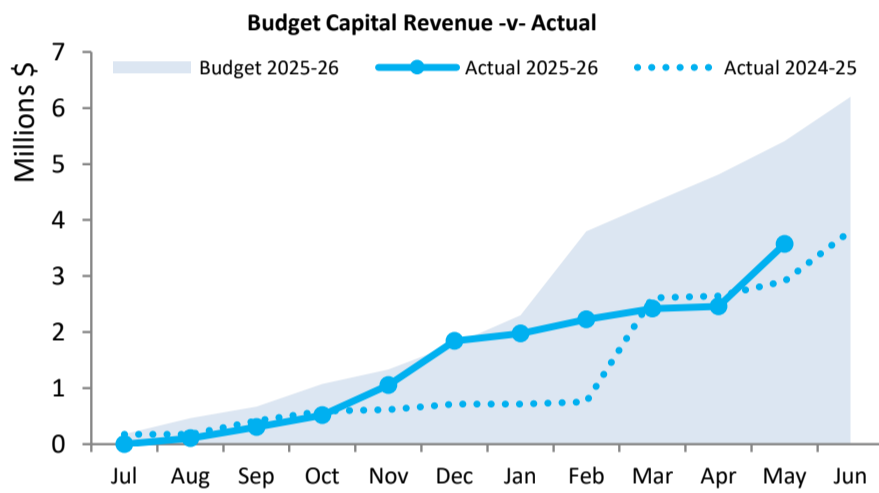


OPERATING EXPENSES

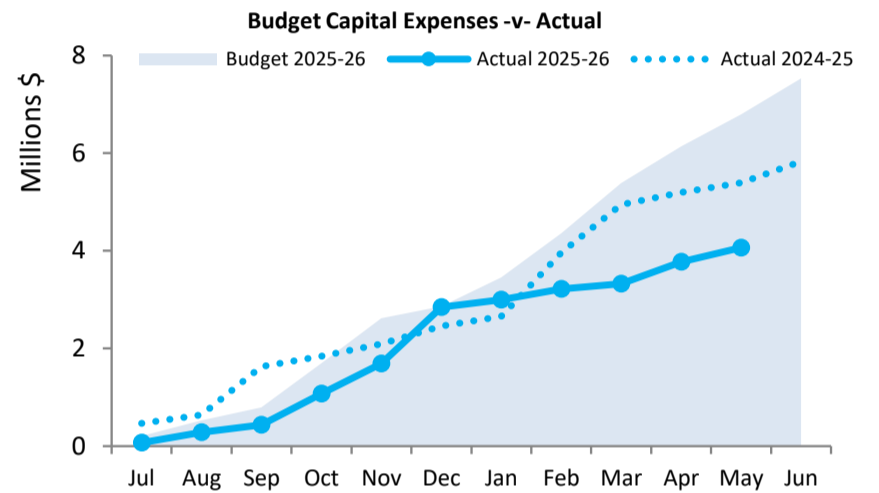


INVESTING ACTIVITIES

CAPITAL REVENUE

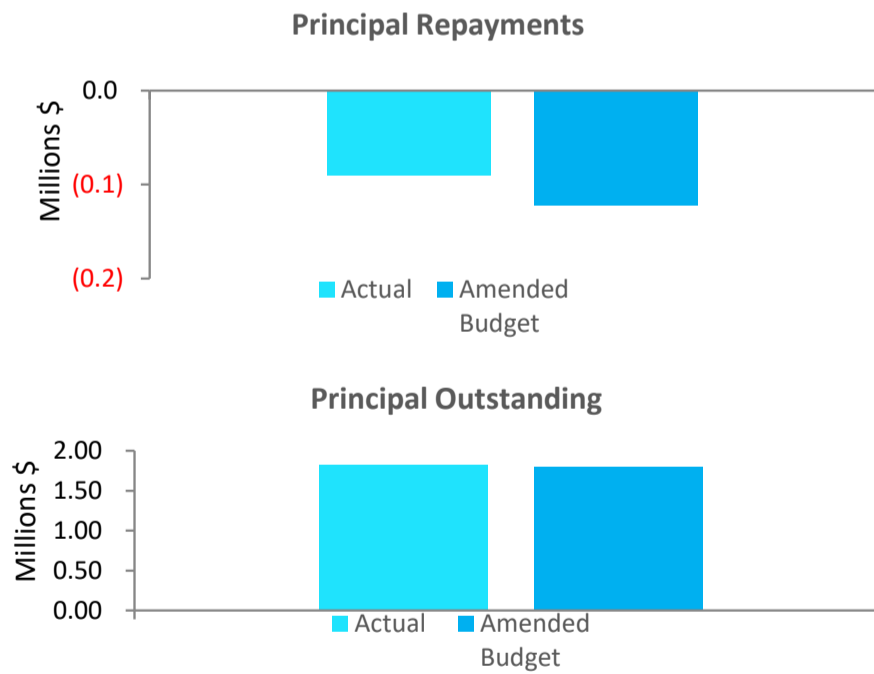


CAPITAL EXPENSES

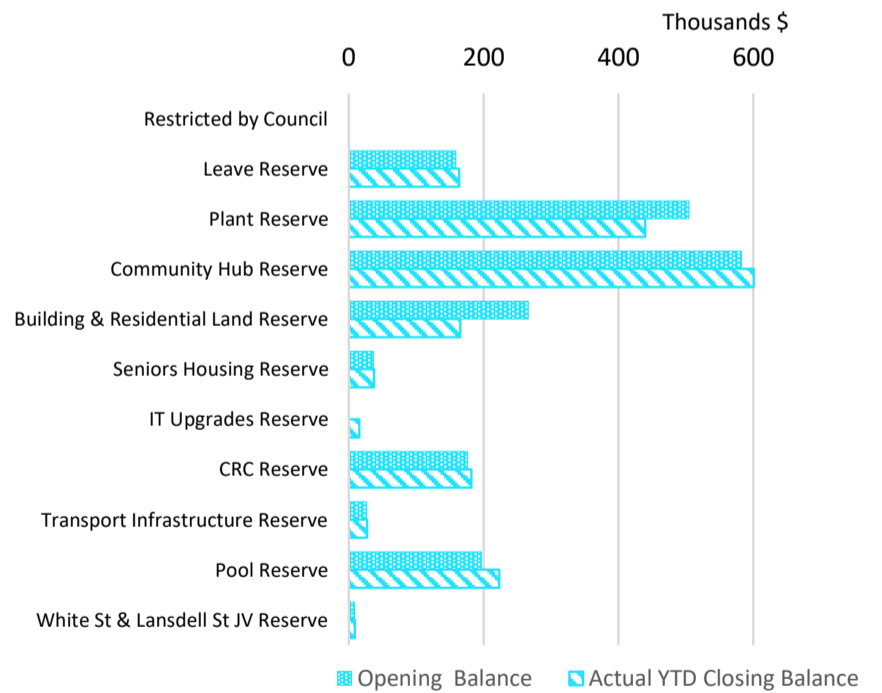


FINANCING ACTIVITIES

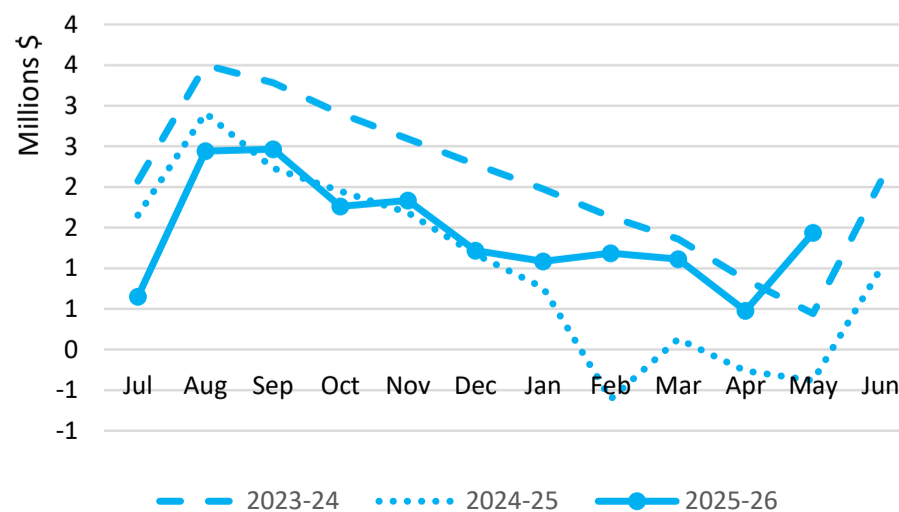
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.80 M	\$1.00 M	\$1.00 M	\$0.00 M
Closing	(\$0.00 M)	\$0.24 M	\$1.44 M	\$1.20 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$2.41 M	56.2%
Restricted Cash	\$1.88 M	43.8%
Total	\$4.29 M	

Refer to Note 3 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.26 M	
0 to 30 Days		99.7%
Over 30 Days		0.3%
Over 90 Days		0%

Refer to Note 6 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.02 M	98.98%
Trade Receivable	\$0.05 M	
Over 30 Days		24.0%
Over 90 Days		8.6%

Refer to Note 4 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.32 M	\$0.63 M	\$0.94 M	\$0.31 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$1.71 M	
YTD Budget	\$1.71 M	(0.1%)

Refer to Statement of Financial Activity

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$1.46 M	
YTD Budget	\$1.43 M	1.9%

Refer to Note 14 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.92 M	
YTD Budget	\$0.91 M	1.0%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.46 M)	(\$2.87 M)	(\$1.42 M)	\$1.45 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.20 M	
Adopted Budget	\$0.23 M	(12.3%)

Refer to Note 8 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$3.82 M	
Adopted Budget	\$6.82 M	(44.0%)

Refer to Note 9 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$2.20 M	
Adopted Budget	\$4.08 M	(46.2%)

Refer to Note 9 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.34 M	\$1.49 M	\$0.93 M	(\$0.56 M)

Refer to Statement of Financial Activity

Borrowings		
	\$	
Principal repayments	\$0.09 M	
Interest expense	\$0.02 M	
Principal due	\$1.83 M	

Refer to Note 10 - Borrowings

Reserves		
	\$	%
Reserves balance	\$1.86 M	
Interest earned	\$0.06 M	0.0%

Refer to Note 12 - Cash Reserves

Lease Liability		
	\$	
Principal repayments	\$0.00 M	
Interest expense	\$0.00 M	
Principal due	\$0.00 M	

Refer to Note 11 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MAY 2026

NATURE DESCRIPTIONS

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST REVENUE

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION

Depreciation expense raised on all classes of assets. Excluding Land.

FINANCE COSTS

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

BY NATURE

	Ref	Adopted Annual Budget	Amended Annual Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(d)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	▲▼
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		1,713,871	1,713,871	1,713,708	1,711,393	(2,315)	(0.14%)	
Operating grants, subsidies and contributions	14	1,504,673	1,461,373	1,430,774	1,458,238	27,464	1.92%	
Fees and charges		926,885	984,971	912,085	920,802	8,717	0.96%	
Interest revenue		117,130	117,130	107,106	81,317	(25,789)	(24.08%)	▼
Other revenue		59,490	89,825	85,272	96,404	11,132	13.06%	▲
Profit on disposal of assets	8	0	8,180	8,180	13,180	5,000	61.13%	
		4,322,049	4,375,349	4,257,125	4,281,335	24,210	0.57%	
Expenditure from operating activities								
Employee costs		(1,886,242)	(1,894,883)	(1,750,506)	(1,606,020)	144,486	8.25%	
Materials and contracts		(1,582,383)	(1,514,350)	(1,387,820)	(1,261,106)	126,715	9.13%	
Utility charges		(251,893)	(252,493)	(236,456)	(231,349)	5,107	2.16%	
Depreciation on non-current assets		(2,353,240)	(2,353,240)	(2,097,966)	(2,813,539)	(715,573)	(34.11%)	▼
Finance costs		(31,294)	(30,809)	(24,964)	(21,630)	3,334	13.36%	
Insurance expenses		(177,831)	(178,999)	(179,037)	(171,875)	7,162	4.00%	
Other expenditure		(79,103)	(79,103)	(49,967)	(43,715)	6,252	12.51%	
Loss on disposal of assets	8	0	(157,942)	(157,942)	(157,942)	(0)	(0.00%)	
		(6,361,986)	(6,461,819)	(5,884,659)	(6,307,176)	(422,517)	7.18%	
Non-cash amounts excluded from operating activities	1(a)	2,359,724	2,509,486	2,254,212	2,963,227	709,015	31.45%	▲
Amount attributable to operating activities		319,787	423,016	626,678	937,386	310,708	49.58%	▲
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	15	4,079,104	4,218,603	3,472,182	2,195,142	(1,277,040)	(36.78%)	▼
Proceeds from disposal of assets	8	280,000	228,544	228,544	200,544	(28,000)	(12.25%)	▼
		4,359,104	4,447,147	3,700,726	2,395,685	(1,305,040)	(35.26%)	▼
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure	9	(6,821,623)	(7,232,494)	(6,573,745)	(3,818,607)	2,755,138	41.91%	▲
		(6,821,623)	(7,232,494)	(6,573,745)	(3,818,607)	2,755,138	(41.91%)	
Amount attributable to investing activities		(2,462,519)	(2,785,347)	(2,873,020)	(1,422,922)	1,450,098	(50.47%)	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new debentures	10	925,528	925,528	925,528	925,528	0	0.00%	
Transfer from reserves	12	654,672	824,672	784,672	250,000	(534,672)	(68.14%)	▼
		1,580,200	1,750,200	1,710,200	1,175,528	(534,672)	(31.26%)	▼
Outflows from financing activities								
Repayment of borrowings	10	(121,633)	(121,633)	(87,814)	(90,515)	(2,701)	(3.08%)	
Transfer to reserves	12	(114,948)	(177,128)	(130,328)	(156,724)	(26,396)	(20.25%)	▼
		(236,581)	(298,761)	(218,142)	(247,239)	(29,097)	13.34%	
Amount attributable to financing activities		1,343,619	1,451,439	1,492,058	928,289	(563,769)	(37.78%)	▼
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	1(c)	799,111	995,468	995,468	995,468	0	0.00%	
Amount attributable to operating activities		319,787	423,016	626,678	937,386	310,708	49.58%	
Amount attributable to investing activities		(2,462,519)	(2,785,347)	(2,873,020)	(1,422,922)	1,450,098	(50.47%)	
Amount attributable to financing activities		1,343,619	1,451,439	1,492,058	928,289	(563,769)	(37.78%)	
Surplus or deficit at the end of the financial year	1(c)	(2)	84,576	241,184	1,438,221	1,197,037	496.32%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
<p>GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.</p>	Administration and operation of facilities and services to members of Council; other costs that relate to the task of assisting elected members and reatepayers on matters which do not concern specific council services.
<p>GENERAL PURPOSE FUNDING To provide a decision making process for the efficient allocation of scarce resources.</p>	Rates, general purpose government grants and interest revenue.
<p>LAW, ORDER, PUBLIC SAFETY To provide services to ensure a safer community.</p>	Supervision of various by-laws, fire prevention, emergency services and animal control.
<p>HEALTH To provide an operational framework for good community health.</p>	Food quality and pest control, immunisation services, inspection of abattior and operation of child health clinic.
<p>EDUCATION AND WELFARE To provide appropriate care to the aged and disabled.</p>	Provision of Home and Community Care, maintenance to playgroup and community resource centre buildings.
<p>HOUSING To provide adequate staff and community housing.</p>	Maintenance of Staff and community housing, collection of various rents.
<p>COMMUNITY AMENITIES Provide services required by the Community.</p>	Rubbish collection services, operation of tips, noise control, administration of the town planning scheme, maintenance of cemeteries, storm water drainage maintenance.
<p>RECREATION AND CULTURE To establish and manage efficiently infrastructure and resources which will help the social well being of the community.</p>	Maintenance of halls, the aquatic centre, recreation centres and various reserves; operation of library.
<p>TRANSPORT To provide effective and efficient transport services to the Community.</p>	Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets, depot maintenance and airstrip maintenance.
<p>ECONOMIC SERVICES To help promote the shire and improve its economic wellbeing.</p>	The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control and standpipes.
<p>OTHER PROPERTY AND SERVICES The provision of private works to the public and the maintenance of cost pools for plant, operating, public works overheads and administration costs.</p>	Private Works Operations, plant repairs and operation costs.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

BY PROGRAM

	Note	Adopted Annual Budget	Amended Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Governance		500	500	500	0	(500)	(100.00%)	
General Purpose Funding - Rates	6	1,713,871	1,713,871	1,713,708	1,711,393	(2,315)	(0.14%)	
General Purpose Funding - Other		1,199,500	1,224,584	1,213,686	1,196,071	(17,615)	(1.45%)	
Law, Order and Public Safety		23,910	17,917	17,708	17,848	140	0.79%	
Health		0	0	0	0	0	0.00%	
Education and Welfare		255,112	191,471	158,812	191,238	32,426	20.42%	▲
Housing		353,641	397,116	364,219	371,112	6,893	1.89%	
Community Amenities		87,900	96,305	96,288	98,227	1,939	2.01%	
Recreation and Culture		37,888	40,382	38,326	34,907	(3,419)	(8.92%)	
Transport		215,681	215,681	214,144	216,357	2,213	1.03%	
Economic Services		373,238	394,138	361,421	363,892	2,471	0.68%	
Other Property and Services		60,808	83,384	78,313	80,288	1,975	2.52%	
		4,322,049	4,375,349	4,257,125	4,281,335	24,210	0.57%	
Expenditure from operating activities								
Governance		(581,205)	(584,485)	(514,651)	(458,310)	56,342	10.95%	▲
General Purpose Funding		(136,362)	(139,362)	(127,520)	(118,843)	8,677	6.80%	
Law, Order and Public Safety		(96,234)	(96,234)	(89,062)	(70,563)	18,499	20.77%	▲
Health		(147,192)	(152,192)	(121,237)	(123,402)	(2,165)	(1.79%)	
Education and Welfare		(417,444)	(367,430)	(336,523)	(336,388)	135	0.04%	
Housing		(514,458)	(517,480)	(425,643)	(471,392)	(45,749)	(10.75%)	▼
Community Amenities		(285,085)	(264,935)	(242,961)	(207,495)	35,466	14.60%	▲
Recreation and Culture		(1,079,188)	(1,087,499)	(1,022,950)	(986,607)	36,343	3.55%	
Transport		(2,465,004)	(2,389,171)	(2,187,343)	(2,715,947)	(528,604)	(24.17%)	▼
Economic Services		(522,548)	(717,717)	(671,193)	(688,929)	(17,736)	(2.64%)	
Other Property and Services		(117,266)	(145,313)	(145,575)	(129,301)	16,274	11.18%	▲
		(6,361,986)	(6,461,819)	(5,884,659)	(6,307,176)	(422,517)	(7.18%)	
Non-cash amounts excluded from operating activities	1(a)	2,359,724	2,509,486	2,254,212	2,963,227	709,015	31.45%	▲
Amount attributable to operating activities		319,787	423,016	626,678	937,386	310,708	49.58%	▲
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	15	4,079,104	4,218,603	3,472,182	2,195,142	(1,277,040)	(36.78%)	▼
Proceeds from Disposal of Assets	8	280,000	228,544	228,544	200,544	(28,000)	(12.25%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	10	0	0	0	0	0	0.00%	
		4,359,104	4,447,147	3,700,726	2,395,685	(1,305,040)	(35.26%)	▼
Outflows from investing activities								
Payments for financial assets at amortised cost - self supporting loans	10	0	0	0	0	0	0.00%	
Payments for inventories, property, plant and equipment and infrastructure	9	(6,821,623)	(7,232,494)	(6,573,745)	(3,818,607)	2,755,138	41.91%	▲
		(6,821,623)	(7,232,494)	(6,573,745)	(3,818,607)	2,755,138	41.91%	▲
Amount attributable to investing activities		(2,462,519)	(2,785,347)	(2,873,020)	(1,422,922)	1,450,098	(50.47%)	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from New Debentures	10	925,528	925,528	925,528	925,528	0	0.00%	
Transfer from Reserves	12	654,672	824,672	784,672	250,000	(534,672)	(68.14%)	▼
Transfer from Restricted Cash - Other		0	0	0	0	0	0.00%	
		1,580,200	1,750,200	1,710,200	1,175,528	(534,672)	(31.26%)	▼
Outflows from financing activities								
Payments for principal portion of lease liabilities	11	0	0	0	0	0	0.00%	
Repayment of Debentures	10	(121,633)	(121,633)	(87,814)	(90,515)	(2,701)	(3.08%)	
Transfer to Reserves	12	(114,948)	(177,128)	(130,328)	(156,724)	(26,396)	(20.25%)	▼
Transfer to Restricted Cash - Other		0	0	0	0	0	0.00%	
		(236,581)	(298,761)	(218,142)	(247,239)	(29,097)	(13.34%)	▼
Amount attributable to financing activities		1,343,619	1,451,439	1,492,058	928,289	(563,769)	(37.78%)	▼
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	1	799,111	995,468	995,468	995,468	0	0.00%	
Amount attributable to operating activities		319,787	423,016	626,678	937,386	310,708	49.58%	
Amount attributable to investing activities		(2,462,519)	(2,785,347)	(2,873,020)	(1,422,922)	1,450,098	(50.47%)	
Amount attributable to financing activities		1,343,619	1,451,439	1,492,058	928,289	(563,769)	(37.78%)	
Surplus or deficit at the end of the financial year	1	(2)	84,576	241,184	1,438,221	1,197,037	496.32%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

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

SHIRE OF MUKINBUDIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MAY 2026

	30 June 2025	31 May 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,011,627	4,293,956
Trade and other receivables	63,810	84,581
Inventories	51,767	28,132
Other assets	56,495	46,283
TOTAL CURRENT ASSETS	3,413,259	4,452,951
NON-CURRENT ASSETS		
Trade and other receivables	3,375	3,375
Other financial assets	59,715	59,715
Inventories	243,937	162,937
Property, plant and equipment	16,208,301	16,393,557
Infrastructure	74,282,105	74,837,611
TOTAL NON-CURRENT ASSETS	90,797,433	91,457,195
TOTAL ASSETS	94,210,692	95,910,147
CURRENT LIABILITIES		
Trade and other payables	363,330	353,648
Other liabilities	73,069	780,191
Borrowings	121,633	31,118
Employee related provisions	183,068	180,769
TOTAL CURRENT LIABILITIES	741,099	1,345,725
NON-CURRENT LIABILITIES		
Borrowings	871,544	1,797,072
Employee related provisions	11,612	11,612
TOTAL NON-CURRENT LIABILITIES	883,155	1,808,683
TOTAL LIABILITIES	1,624,254	3,154,409
NET ASSETS	92,586,438	92,755,738
EQUITY		
Retained surplus	48,475,345	48,737,922
Reserve accounts	1,956,976	1,863,700
Revaluation surplus	42,154,116	42,154,116
TOTAL EQUITY	92,586,438	92,755,738

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

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 16 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

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 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 not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

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.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$	\$
Non-cash items excluded from operating activities					
Adjustments to operating activities					
Less: Profit on asset disposals	8	0	(8,180)	(8,180)	(13,180)
Less: Movement in liabilities associated with restricted cash		6,484	6,484	6,484	4,926
Add: Loss on asset disposals	8	0	157,942	157,942	157,942
Add: Depreciation on assets		2,353,240	2,353,240	2,097,966	2,813,539
Total non-cash items excluded from operating activities		2,359,724	2,509,486	2,254,212	2,963,227

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2025	Amended Budget Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date 31 May 2026
Adjustments to net current assets					
Less: Reserves - restricted cash	12	(1,956,976)	(1,956,976)	(1,956,976)	(1,863,700)
Add: Borrowings	10	121,633	121,633	121,633	31,118
Add: Current portion of employee benefit provisions held in reserve		158,652	158,652	158,650	163,576
Total adjustments to net current assets		(1,676,691)	(1,676,691)	(1,676,693)	(1,669,006)

(c) Net current assets used in the Statement of Financial Activity

Current assets					
Cash and cash equivalents	3	1,054,650	1,054,650	3,011,626	3,368,427
Financial assets at amortised cost	3	1,956,976	1,956,976	0	925,528
Rates receivables	4	20,568	20,568	20,568	33,190
Receivables	4	938	938	(2,186)	46,324
Other current assets	5	167,512	167,512	337,822	74,415
Less: Current liabilities					
Payables	6	(327,008)	(327,008)	(317,900)	(348,580)
Borrowings	10	(121,633)	(121,633)	(121,633)	(31,118)
Contract and Capital Grant/Contribution liabilities	13	(60,668)	(60,668)	(73,069)	(780,191)
Provisions	13	(215,533)	(215,533)	(183,068)	(180,769)
Less: Total adjustments to net current assets	1(b)	(1,676,691)	(1,676,691)	(1,676,693)	(1,669,006)
Closing funding surplus / (deficit)		799,111	799,111	995,468	1,438,221

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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

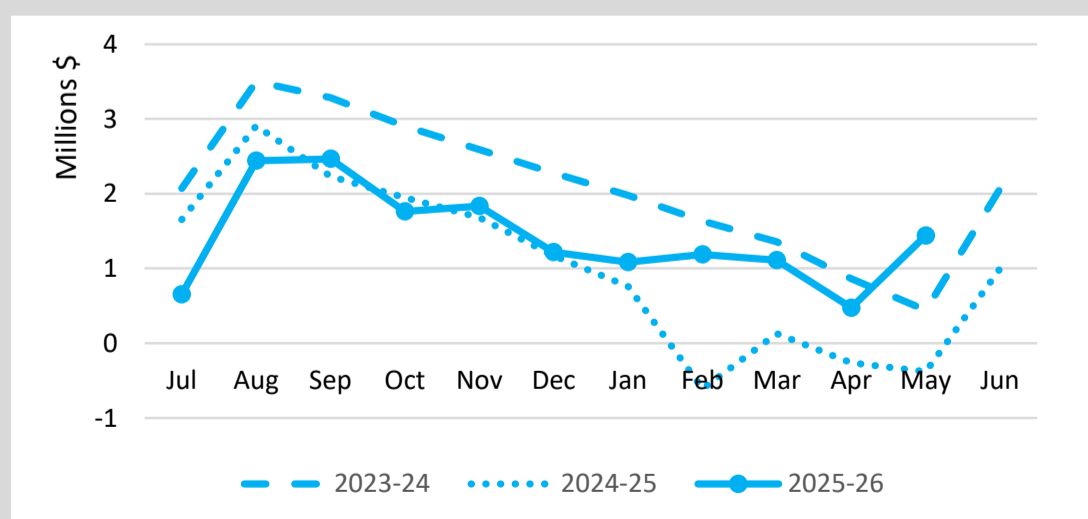
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2025	This Time Last Year 31/05/2025	Year to Date Actual 31/05/2026
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	1,027,826	(158,065)	2,412,003
Cash Restricted - Reserves	3	1,956,976	1,930,322	1,863,700
Cash Restricted - Bonds & Deposits	3	26,824	15,273	18,251
Other Financial Assets	5	0	0	0
Receivables - Rates	4	20,568	27,588	33,190
Receivables - Other	4	43,243	220,247	51,391
Other Assets	5	56,495	58,878	46,283
Contract Assets	5	229,560	0	0
Inventories	5	51,767	51,419	28,132
		3,413,258	2,145,663	4,452,950
Less: Current Liabilities				
Payables	6	(336,506)	(308,728)	(335,461)
Contract and Capital Grant/Contribution Liabilities	13	(73,069)	(171,945)	(780,191)
Bonds & Deposits	6	(26,822)	(15,272)	(18,186)
Loan Liability	10	(121,633)	(30,517)	(31,118)
Lease Liability	11	0	0	0
Provisions	13	(183,068)	(258,083)	(180,769)
		(741,098)	(784,545)	(1,345,724)
Less: Cash Reserves	12	(1,956,976)	(1,930,322)	(1,863,700)
Add Back: Component of Leave Liability not Required to be funded		158,650	156,488	163,576
Add Back: Loan Liability		121,633	30,517	31,118
Add Back: Lease Liability		0	0	0
Less : Loan Receivable - clubs/institutions		0	0	0
Less : Trust Transactions Within Muni		0	0	0
Net Current Funding Position		995,468	(382,198)	1,438,221

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD
Surplus(Deficit)
\$1.44 M
Last Year YTD
Surplus(Deficit)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2025-26 year is \$11,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Interest revenue	(25,789)	(24.08%)	▼			Interest earnings on term deposits budgeted to be received monthly and the interest on the term deposits is actually going to be received at maturity.
Other revenue	11,132	13.06%	▲	Other revenue items coming in ahead of budget.	Credit received for engine repairs carried out on backhoe in prior years.	
Expenditure from operating activities						
Depreciation on non-current assets	(715,573)	(34.11%)	▼			Budgeted depreciation for 2025/26 will be less than actual for the year.
Non-cash amounts excluded from operating activities	709,015	31.45%	▲		Budgeted depreciation for 2025/26 will be less than actual for the year.	
Investing activities						
Proceeds from capital grants, subsidies and contributions	(1,277,040)	(36.78%)	▼			Funding associated with capital projects will be recognised as project expenditure is incurred.
Proceeds from disposal of assets	(28,000)	(12.25%)	▼			Disposal of CAT Vibrating Roller will occur upon its sale through auction.
Payments for inventories, property, plant and equipment and infrastructure	2,755,138	41.91%	▲	Refer to Note 9 for details of variances.		Variance in sub-section "Plant & Equipment (Transport)" of Note 9 relates to an incorrect adjustment made during the budget review, where the budget was reduced to reflect only the purchase of the new roller and did not also account for the acquisition of the caged tipping trailer.
Financing activities						
Transfer from reserves	(534,672)	(68.14%)	▼			Transfer for the Community Hub not actioned due to the timing of the construction project. The transfer will be included in the 2026/2027 budget.
Transfer to reserves	(26,396)	(20.25%)	▼			Reserve transfers associated with interest earnings on term deposits are budgeted to be transferred to reserves monthly and the interest on the term deposits is actually going to be received at maturity.
Surplus or deficit at the end of the financial year	1,197,037	496.32%	▲	Current position is favourable compared to budgeted position.		

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

OPERATING ACTIVITIES
NOTE 3
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
Municipal Fund Bank	Cash and cash equivalents	296,796	0	296,796	0	Bendigo	NIL	At Call
Restricted Muni Funds Bank	Cash and cash equivalents	0	18,251	18,251	0	Bendigo	NIL	At Call
Trust Fund Bank (New 18-19)	Cash and cash equivalents	0	0	0	1	Bendigo	NIL	At Call
Cash on Hand	Cash and cash equivalents	660	0	660	0	Cash Floats	NIL	On hand
At Call Deposits								
Municipal Fund Savings Bank	Cash and cash equivalents	1,189,020	0	1,189,020	0	Bendigo	0.90%	At Call
Term Deposits								
Municipal Term Deposit Bank (Ending 398)	Financial assets at amortised cost	925,528	0	925,528		Bendigo	3.80%	23/09/2026
Reserve Fund Bank	Cash and cash equivalents	0	1,863,700	1,863,700	0	Bendigo	1.60%	30/06/2026
Total		2,412,003	1,881,951	4,293,955	1			
Comprising								
Cash and cash equivalents		1,486,475	1,881,951	3,368,427	1			
Financial assets at amortised cost		925,528	0	925,528	0			
		2,412,003	1,881,951	4,293,955	1			

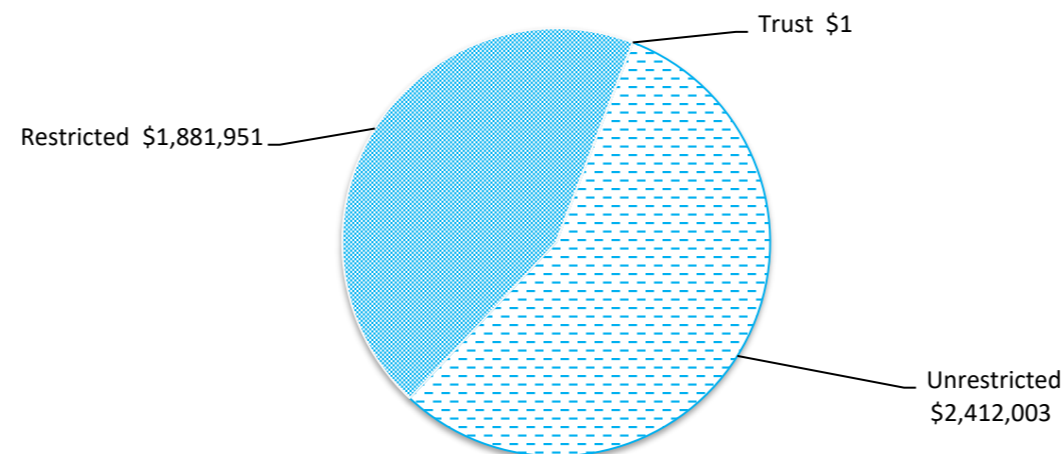
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and 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. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

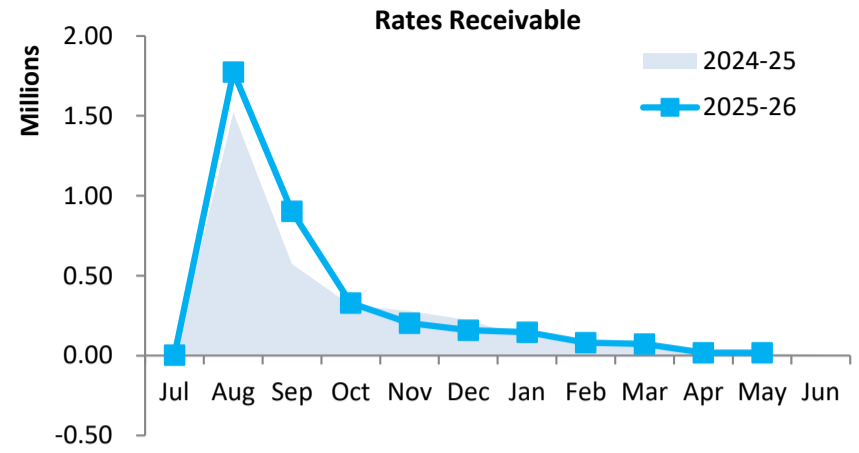
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Rates receivable	30 June 2025	31 May 2026
	\$	\$
Opening arrears previous years	21,794	5,852
Levied this year	1,711,142	1,739,138
Less - collections to date	(1,727,084)	(1,727,211)
Gross rates collectable	5,852	17,779
Net rates collectable	5,852	17,779
% Collected	99.66%	98.98%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(3,985)	16,867	2,602	0	1,450	16,934
Percentage	(23.5%)	99.6%	15.4%	0%	8.6%	
Balance per trial balance						
Sundry receivable						16,934
GST receivable						29,669
Allowance for impairment of receivables from contracts with customers						(1,083)
Other Receivables						804
Total receivables general outstanding						46,324

Amounts shown above include GST (where applicable)

KEY INFORMATION

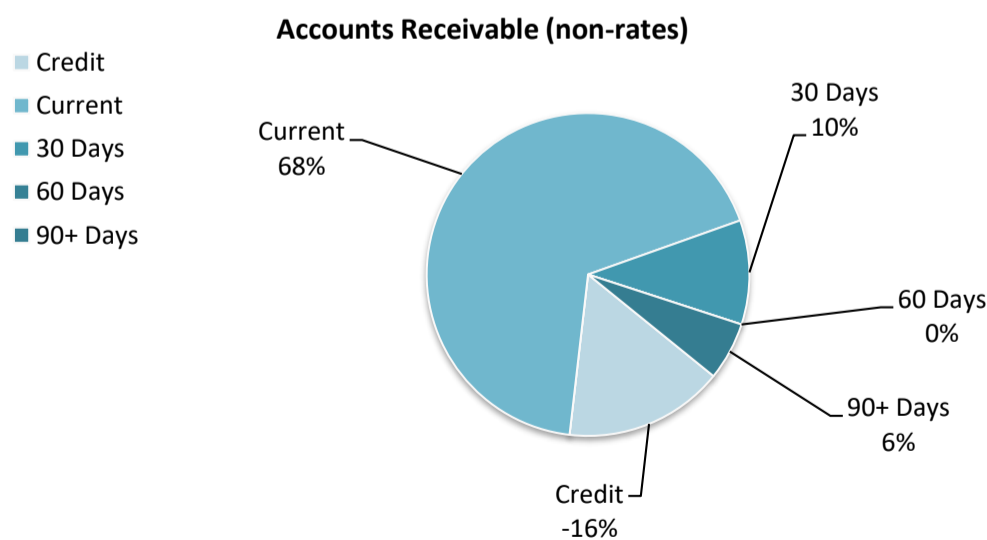
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



Other current assets	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 May 2026
	\$	\$	\$	\$
Inventory				
Fuel and materials (including gravel)	51,767	0	(23,635)	28,132
Other Assets				
Prepayments	55,136	0	(8,854)	46,283
Accrued income	1,359	0	(1,359)	0
Contract assets				
Contract assets	229,560	0	(229,560)	0
Total other current assets	337,822	0	(263,407)	74,415

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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.

Contract assets

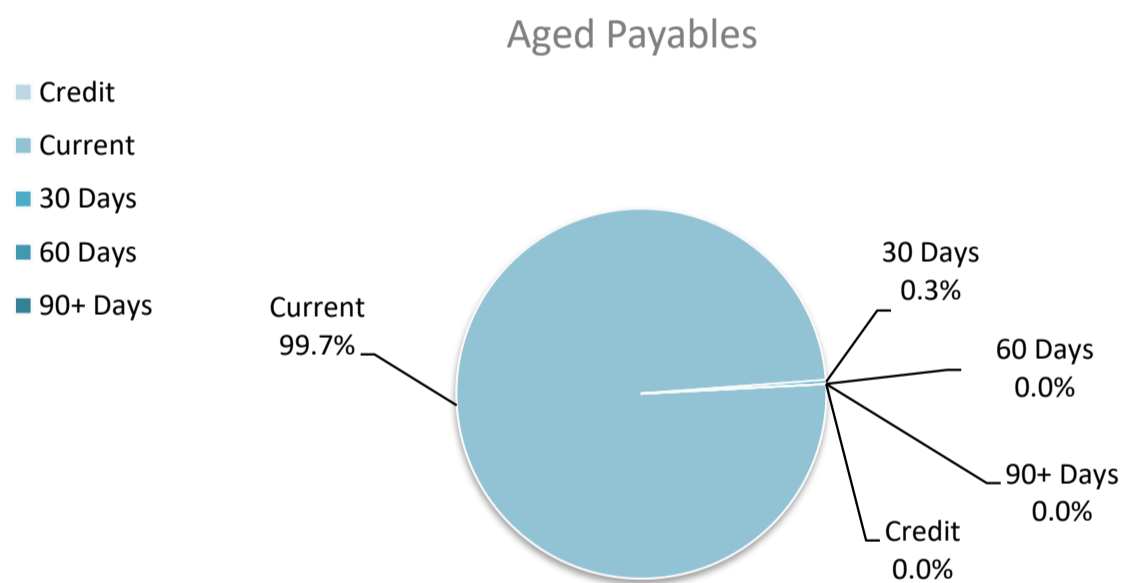
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	263,683	915	0	0	264,598
Percentage	0%	99.7%	0.3%	0%	0%	
Balance per trial balance						
Sundry creditors						264,598
Other creditors						1,916
ATO liabilities						29,781
Accrued interest on borrowings						3,180
Income received in advance						16,535
Bonds and deposits held						18,186
Prepaid (Excess) Rates						17,293
Other Payables						(2,909)
Total payables general outstanding						348,580

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire 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. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

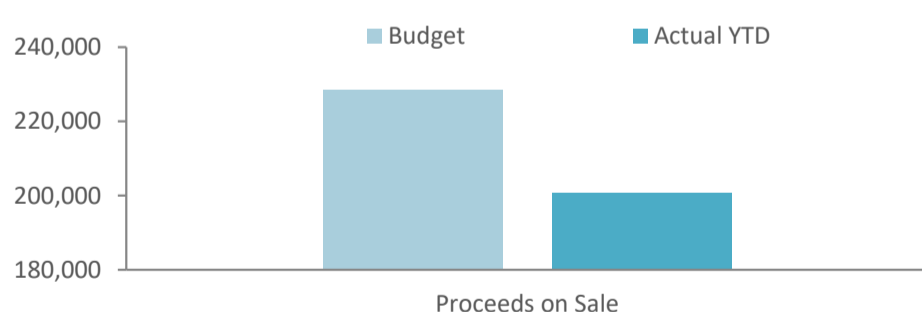
OPERATING ACTIVITIES
NOTE 7
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.163849	156	1,432,080	234,645	2,000	0	236,645	234,645	(26)	(2)	234,616
GRV Vacant	0.163849	1	15,600	2,556	0	0	2,556	2,556	775	0	3,332
Unimproved value											
UV Rural	0.016837	221	83,206,000	1,400,939	0	0	1,400,939	1,400,940	230	155	1,401,325
UV Mining	0.016837	0	0	0				0	(1,694)	(61)	(1,755)
Non Rateable											
Sub-Total		378	84,653,680	1,638,140	2,000	0	1,640,140	1,638,140	(715)	92	1,637,517
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	488	18	18,474	8,784	0	0	8,784	8,784	0	0	8,784
GRV Vacant	488	9	5,192	4,392	0	0	4,392	4,392	0	0	4,392
Unimproved value											
UV Rural	681	31	418,000	21,111	0	0	21,111	21,111	0	0	21,111
UV Mining	681	14	128,202	9,534	0	0	9,534	9,534	0	0	9,534
Sub-total		72	569,868	43,821	0	0	43,821	43,821	0	0	43,821
		450	85,223,548	1,681,961	2,000	0	1,683,961	1,681,961	(715)	92	1,681,338
Discount							0				0
Amount from general rates							1,683,961				1,681,338
Rates Written Off		0	0	0	0	0	0	0	0	0	0
Ex-gratia rates		1	319,950	29,910	0	0	29,910	30,055	0	0	30,055
Total general rates							1,713,871				1,711,393

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2021 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land Held for Resale								
	Other Property and Services								
445	Land Resale - Lot 204 (10) Gimlett Way - Subdivision	27,000	30,068	3,068	0	27,000	30,068	3,068	0
450	Land Resale - Lot 209 (14) Salmon Gum Alley - Subdivision	27,000	32,113	5,113	0	27,000	32,113	5,113	0
448	Land Resale - Lot 207 (10) Salmon Gum Alley - Subdivision	0	0	0	0	27,000	32,000	5,000	0
	Buildings								
	Economic Services								
169	Building - Lot 35 (7) Shadbolt Street , Mukinbudin - Bookshop Business Purchase	32,018	0	0	(32,018)	32,018	0	0	(32,018)
421	Building - Lot 35 (7) Shadbolt Street, Mukinbudin - CAFÉ Business	123,400	0	0	(123,400)	123,400	0	0	(123,400)
	Plant and equipment								
	Transport								
420	Roller 2008 CAT Vibrating 1IVY601	60,000	60,000	0	0	0	0	0	0
	Other property and services								
30009	FORD DSL Ranger 10 SPD 2025.25 AUTO 4 DOUBLE CAB PICKUP WILDTRAK . 2.0L Bit 1MBL	54,134	53,182	0	(952)	54,134	53,182	0	(952)
30010	FORD Ranger 2025.25 DOUBLE CAB PICKUP WILDTRAK 2.0L Bit DSL 10 SPD AUTO 4 MBL1	54,754	53,182	0	(1,572)	54,754	53,182	0	(1,572)
		378,306	228,544	8,180	(157,942)	345,306	200,544	13,180	(157,942)



Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Land	0	20,000	20,000	20,000	0
Buildings	204,195	422,256	408,582	360,751	(47,831)
Plant and equipment	486,000	356,178	356,178	365,751	9,573
PPE - Work in Progress	3,340,000	3,340,000	2,791,665	129,661	(2,662,004)
Infrastructure - roads	2,557,758	2,762,238	2,761,470	2,755,738	(5,732)
Infrastructure - footpaths	100,000	50,000	28,500	7,000	(21,500)
Infrastructure - parks & ovals	0	50,000	50,000	49,804	(196)
Infrastructure - other	83,000	181,151	157,350	120,823	(36,527)
Infrastructure - roads - Work in Progress	50,670	50,670	0	9,078	9,078
Payments for Capital Acquisitions	6,821,623	7,232,494	6,573,745	3,818,607	(2,755,138)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	4,079,104	4,218,603	3,472,182	2,195,142	(1,277,040)
Borrowings	925,528	925,528	925,528	925,528	0
Other (disposals & C/Fwd)	280,000	228,544	228,544	200,544	(28,000)
Cash backed reserves					
Plant Reserve	80,000	80,000	80,000	80,000	0
Community Hub Reserve	574,672	574,672	0	0	0
Building & Residential Land Reserve	170,000	170,000	170,000	170,000	0
Contribution - operations	712,319	1,035,147	1,697,492	247,394	(1,450,098)
Capital funding total	6,821,623	7,232,494	6,573,745	3,818,607	(2,755,138)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

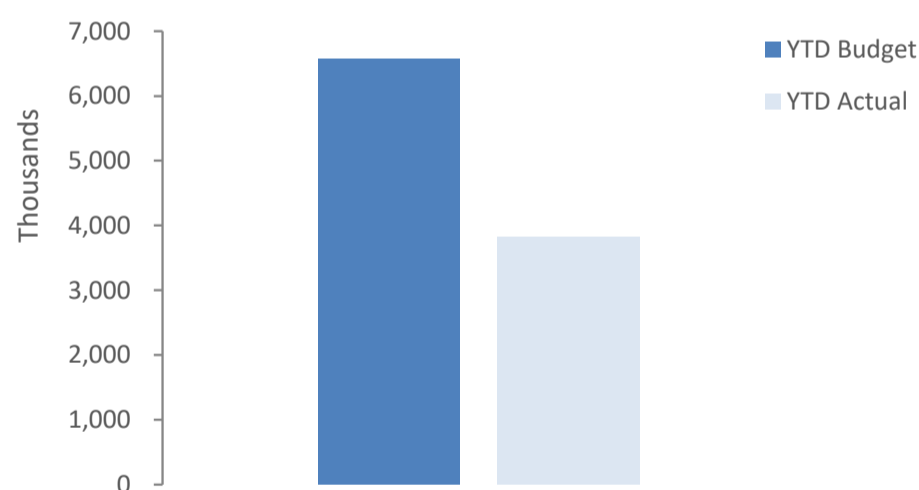
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

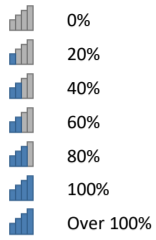
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

Account Number	Job Number	Balance Sheet Category	Account/Job Description	Adopted Budget	Amended Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
				\$	\$	\$	\$	\$
Land								
Economic Services								
4130950	LD1306	9230	Land Purchase Exps (Community Water Supply) - Cap Exp-Other E	0	(20,000)	(20,000)	(20,000)	0
Total - Economic Services				0	(20,000)	(20,000)	(20,000)	0
Total - Land				0	(20,000)	(20,000)	(20,000)	0
Buildings								
Housing								
4090150	BC036	9231	11 Cruickshank Rd Building Capital	0	(8,360)	(8,360)	(8,360)	0
4090150	BC039	9231	1 Salmon Gum Alley Building Capital	(17,425)	(20,000)	(20,000)	(20,145)	(145)
4090250	BC061	9231	Aged Unit 1 & 2 - Capital	0	(13,600)	(13,600)	(13,601)	(1)
4090350	BC103	9231	JV Singles Unit 3 - Capital	(85,000)	(85,000)	(85,000)	(7,000)	78,000
4090350	BC121	9231	JV Family - 12 White St - Capital	0	(8,726)	(8,726)	(8,726)	0
Total - Housing				(102,425)	(135,686)	(135,686)	(57,832)	77,854
Recreation And Culture								
4110150	BC200	9231	Memorial Hall Building Capital Exp	(35,000)	(40,000)	(30,000)	(42,350)	(12,350)
4110150	BC204	9231	Railway Station Building Capital	(11,770)	(11,770)	(11,770)	(14,065)	(2,295)
Total - Recreation And Culture				(46,770)	(51,770)	(41,770)	(56,415)	(14,645)
Economic Services								
4130250	BC331	9231	Caravan Park House "Wattoning Villa" 22 Earl Drive - Cap Exp Tou	(15,000)	(6,038)	(6,038)	(6,038)	0
4130250	BC332	9231	Caravan Park Villa "Karloning" Capital Exp.	(25,000)	(44,000)	(40,326)	(43,065)	(2,739)
4130250	BC333	9231	Caravan Park Villa "Beringbooding" Capital Expense	(15,000)	(9,762)	(9,762)	(9,762)	(0)
4130250	BC334	9231	Caravan Park Villa "Campion" Capital Exp.	0	(175,000)	(175,000)	(187,639)	(12,639)
4130682	BWIP340	9237	Other Economic Serv. Building Works in Progress (Cafe Demolition for Community Hub) - Cap Exp	(50,000)	(50,000)	(50,000)	(111,570)	(61,570)
4130682	BWIP341	9237	Other Economic Serv. Building Works in Progress (Community Hub Construction) - Cap Exp.	(3,290,000)	(3,290,000)	(2,741,665)	(18,091)	2,723,574
Total - Economic Services				(3,395,000)	(3,574,800)	(3,022,791)	(376,165)	2,646,626
Total - Buildings				(3,544,195)	(3,762,256)	(3,200,247)	(490,413)	2,709,834
Plant & Equipment								
Recreation & Culture								
4110350	PA182	9235	Purchase of Walk-Behind Floor Scrubber	0	(12,400)	(12,400)	(12,400)	0
4110350	PA183	9235	Purchase of Mowmaster Vertimower	0	(10,864)	(10,864)	(10,864)	0
Total - Recreation & Culture				0	(23,264)	(23,264)	(23,264)	0
Transport								
4120250	PA420	9235	Replacement Roller	(250,000)	(210,548)	(210,548)	(220,548)	(10,000)
4120250	PA482	9235	New Tandem Cage Tip Trailer	(12,000)	(10,000)	(10,000)	(9,573)	427
Total - Transport				(262,000)	(220,548)	(220,548)	(230,121)	(9,573)
Other Property & Services								
4140555	PA009	9235	Purchase of Replacement Vehicle MBL1	(112,000)	(56,183)	(56,183)	(56,524)	(341)
4140555	PA010	9235	Purchase of Replacement Vehicle 1MBL	(112,000)	(56,183)	(56,183)	(55,842)	341
Total - Other Property & Services				(224,000)	(112,366)	(112,366)	(112,366)	(0)
Total - Plant & Equipment				(486,000)	(356,178)	(356,178)	(365,751)	(9,573)
Infrastructure - Roads								
Transport								
4120164	RWIP007	9264	Nungarin North Road (WSFN 2023-2024) WIP - Cap Exp	(12,668)	(12,668)	0	(4,514)	(4,514)
4120164	RWIP022	9264	McGregor Road (South WSFN 2023-2024) WIP - Capital Exp	(25,334)	(25,334)	0	(4,564)	(4,564)
4120164	RWIP107	9264	Koorda-Bullfinch Road WIP (West of Town Section WSFN2023-24)	(12,668)	(12,668)	0	0	0
4120166	RR006	9250	Bonnie Rock - Lake Brown Road - Cap Exp	(108,500)	(108,500)	(108,500)	(109,855)	(1,355)
4120166	RR007	9250	Nungarin North Road Renewal - Cap Exp	(1,195,543)	(1,195,543)	(1,195,544)	(1,192,189)	3,355
4120166	RR021	9250	Cookinbin Rd Renewal - Cap Exp	(70,000)	(70,000)	(70,000)	(71,960)	(1,960)
4120166	RR029	9250	Davis Road Renewal - Cap Exp	(30,000)	(6,602)	(6,601)	(6,602)	(1)
4120166	RR031	9250	Harry Road Renewal - Cap Exp	(30,000)	(29,000)	(28,226)	(31,004)	(2,778)
4120166	RR032	9250	Comerford Road Renewal - Cap Exp	(9,000)	(10,000)	(10,001)	(10,527)	(526)
4120166	RR040	9250	Wyoming Road Renewal Capital Expenditure	(32,000)	(32,000)	(32,002)	(34,707)	(2,705)
4120166	RR049	9250	Manuel Road Capital Expenditure	(40,000)	(40,000)	(40,002)	(24,569)	15,433
4120166	RR077	9250	Wymond Road Renewal - Cap Exp	(230,788)	(230,788)	(230,790)	(234,851)	(4,061)
4120166	RR097	9250	Borlase Road Renewal Capital Expenditure	(62,000)	(62,000)	(62,002)	(61,669)	333
4120166	RR107	9250	Koorda-Bullfinch Road Renewal - Cap Exp	(749,927)	(977,805)	(977,802)	(977,805)	(3)
Total - Transport				(2,608,428)	(2,812,908)	(2,761,470)	(2,764,816)	(3,346)
Total - Infrastructure - Roads				(2,608,428)	(2,812,908)	(2,761,470)	(2,764,816)	(3,346)
Infrastructure - Other								
Recreation & Culture								
4110260	IO250	9256	Swimming Pool Infrastructure Capital	0	(70,000)	(46,200)	(9,673)	36,527
Total - Recreation & Culture				0	(70,000)	(46,200)	(9,673)	36,527
Transport								
4120140	IO126	9256	Heavy Vehicle Rest Area HVRA	(83,000)	(103,501)	(103,500)	(103,501)	(1)
Total - Transport				(83,000)	(103,501)	(103,500)	(103,501)	(1)
Economic Services								
4130260	IO280	9256	Caravan Park Infrastructure Capital Exp	0	(7,650)	(7,650)	(7,650)	0
Total - Economic Services				0	0	(7,650)	(7,650)	0
Total - Infrastructure - Other				(83,000)	(173,501)	(157,350)	(120,823)	36,527

Infrastructure - Footpaths									
Transport									
4120170	FPC065	9252	Greenslade Street Footpath Construction - Cap Exp	(43,000)	(43,000)	(21,500)	0	21,500	
4120170	FPC108	9252	Bent St Footpath Construction - Cap Exp - Sts, Rds & Bridges	(7,000)	(7,000)	(7,000)	(7,000)	0	
4120170	FPC9999	9252	Unallocated Footpath Capital Expense - Budget Only	(50,000)	0	0	0	0	
Total - Transport				(100,000)	(50,000)	(28,500)	(7,000)	21,500	
Total - Infrastructure - Footpaths				(100,000)	(50,000)	(28,500)	(7,000)	21,500	
Infrastructure - Recreation									
Recreation And Culture									
4110360	IP275	9254	Sports Complex - Infrastructure Parks & Ovals - Other Rec & Sport	0	(50,000)	(50,000)	(49,804)	196	
Total - Recreation And Culture				0	(50,000)	(50,000)	(49,804)	196	
Total - Infrastructure - Recreation				0	(50,000)	(50,000)	(49,804)	196	
Grand Total				(6,821,623)	(7,224,844)	(6,573,745)	(3,818,607)	2,755,138	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

FINANCING ACTIVITIES

NOTE 10

BORROWINGS

Repayments - borrowings

Information on borrowings	Particulars	Loan No.	1 July 2025	New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
				Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Education and welfare															
	Early Learning Centre	125	133,361	0	0	0	(6,420)	(12,903)	(12,903)	126,941	120,458	120,458	(1,776)	(3,531)	(3,531)
Housing															
	8 Gimlet Way	124	99,982	0	0	0	(27,504)	(27,504)	(27,504)	72,478	72,478	72,478	(3,138)	(17,142)	(3,463)
	2 Houses, 8 Gimlet Way & 4 Earl Drive	126	506,773	0	0	0	(24,396)	(49,031)	(49,031)	482,377	457,742	457,742	(6,750)	0	(13,194)
Economic services															
	Mukinbudin Café	119	23,609	0	0	0	(11,502)	(11,502)	(11,502)	12,107	12,107	12,107	(1,180)	(1,268)	(1,268)
	Caravan Park House, 22 Earl Drive	127	86,860	0	0	0	(7,681)	(7,681)	(7,681)	79,179	79,179	79,179	(1,610)	(1,852)	(1,852)
	Caravan Park Villa "Karloning"	128	142,591	0	0	0	(13,011)	(13,012)	(13,012)	129,579	129,579	129,579	(7,176)	(7,501)	(7,501)
	Community Hub	129	0	925,528	925,528	925,528	0	0	0	925,528	925,528	925,528	0	0	0
Total			993,177	925,528	925,528	925,528	(90,515)	(121,633)	(121,633)	1,828,190	1,797,072	1,797,072	(21,630)	(31,294)	(30,809)
	Current borrowings		121,633							31,118					
	Non-current borrowings		871,544							1,797,072					
			993,177							1,828,190					

All debenture repayments were financed by general purpose revenue.

New borrowings 2025-26

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Community Hub	925,528	925,528	WATC	Debenture	15	0	4.00	0	925,528	925,528
	925,528	925,528				0		0	925,528	925,528

KEY INFORMATION

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 until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**FINANCING ACTIVITIES
NOTE 11
LEASE LIABILITIES**

The Shire does not have any lease liabilities to report.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**OPERATING ACTIVITIES
NOTE 12
RESERVE ACCOUNTS**

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Leave Reserve	158,650.12	6,486.00	4,926.18	0.00	0.00	0.00	0.00	165,136.12	163,576.30
Plant Reserve	504,889.29	20,640.00	14,841.34	0.00	0.00	(80,000.00)	(80,000.00)	445,529.29	439,730.63
Community Hub Reserve	582,606.19	23,816.00	18,081.48	0.00	0.00	(574,672.00)	0.00	31,750.19	600,687.67
Building & Residential Land Reserve	266,134.07	10,879.00	7,140.51	62,180.08	62,180.00	(170,000.00)	(170,000.00)	169,193.15	165,454.58
Seniors Housing Reserve	36,643.87	1,498.00	1,137.51	0.00	0.00	0.00	0.00	38,141.87	37,781.38
IT Upgrades Reserve	0.00	0.00	343.16	14,948.00	14,950.00	0.00	0.00	14,948.00	15,293.16
CRC Reserve	176,491	7,215.00	5,476.87	0.00	0.00	0.00	0.00	183,706	181,968
Transport Infrastructure Reserve	26,327	1,076.00	818.04	0.00	0.00	0.00	0.00	27,403	27,145
Pool Reserve	196,733	8,042.00	6,565.07	20,000.00	20,000.00	0.00	0.00	224,775	223,298
White St & Lansdell St JV Reserve	8,501.57	348.00	263.91	0.00	0.00	0.00	0.00	8,850	8,765
	1,956,976.01	80,000.00	59,594.07	97,128.08	97,130.00	(824,672.00)	(250,000.00)	1,309,432.09	1,863,700.08

		Opening Balance	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities	Note	1 July 2025			31 May 2026
		\$	\$	\$	\$
Other liabilities					
- Contract liabilities		19,439	127,613	(147,052)	0
- Capital grant/contribution liabilities		53,630	2,921,702	(2,195,142)	780,191
Total other liabilities		73,069	3,049,315	(2,342,193)	780,191
Employee Related Provisions					
Annual leave		86,284	0	0	86,284
Long service leave		52,974	0	(2,299)	50,675
Provision For Annual Leave On-Costs (Current)		11,993	0	0	11,993
Provision For LSL On-Costs (Current)		31,817	0	0	31,817
Total Employee Related Provisions		183,068	0	(2,299)	180,769
Total other current assets		256,136	3,049,315	(2,344,492)	960,959
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14 and 15

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and 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.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

NOTE 14

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability				Grants, subsidies and contributions revenue			
	Liability 1 July 2025	Increase in Liability	Liability Reduction (As revenue)	Current Liability 31 May 2026	Adopted Budget Revenue	Amended YTD Budget	Amended Annual Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Grants Commission - General (WALGGC)	0	0	0	0	690,000	735,580	735,581	735,581
Grants Commission - Roads (WALGGC)	0	0	0	0	380,000	356,500	356,503	356,503
Law, order, public safety								
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	17,180	11,184	11,187	11,187
Education and welfare								
CRC - Grant Funding - General Untied	0	0	0	0	0	1,000	1,000	1,360
CRC - DPIRD Service Agreement Income	0	117,613	(117,613)	0	120,746	91,768	120,746	117,613
CRC - Dept of Human Services Service Agreement Income	0	0	0	0	9,166	8,404	9,166	8,654
CRC - Linkwest Staying in Place Grant Income	0	10,000	(10,000)	0	10,000	9,174	10,000	10,000
CRC - DPIRD Trainee Grant	19,439	0	(19,439)	0	80,000	19,438	19,439	19,439
Transport								
Direct Grant (MRWA)	0	0	0	0	197,281	197,281	197,281	197,281
	19,439	127,613	(147,052)	0	1,504,373	1,430,329	1,460,903	1,457,618
Operating contributions								
Recreation and culture								
Mukinbudin District Club - Bar Distribution	0	0	0	0	0	170	170	171
Economic services								
Donations to the Shire	0	0	0	0	300	275	300	448
	0	0	0	0	300	445	470	620
TOTALS	19,439	127,613	(147,052)	0	1,504,673	1,430,774	1,461,373	1,458,238

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

NOTE 15
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue			
	Liability	Increase	Liability	Current	Adopted	Amended	Amended	YTD
	1 July 2025	in	Reduction	Liability	Budget	YTD	Annual	Revenue
	\$	\$	(As revenue)	\$	Revenue	Budget	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Recreation and culture								
Mukinbudin Community Financial Services Sponsorship - Walk-Behind Floor Scrubber	12,400	0	(12,400)	0	0	12,400	12,400	12,400
Transport								
RRG - Koorda-Bullfich Road Renewal - Income	0	628,407	(628,407)	0	499,939	628,403	628,402	628,407
R2R - Bonnie Rock - Lake Brown Road - Income	0	108,500	(108,500)	0	108,500	32,550	108,500	108,500
R2R - Cookinbin Road Renewal - Income	0	70,000	(70,000)	0	70,000	21,000	70,000	70,000
R2R - Davis Road Renewal - Income	0	0	0	0	30,000	0	0	0
R2R - Harry Road Renewal - Income	0	29,000	(29,000)	0	0	19,140	29,000	29,000
R2R - Comerford Road Renewal - Income	0	10,000	(10,000)	0	9,000	10,000	10,000	10,000
R2R - Wyoming Road Renewal - Income	0	32,000	(32,000)	0	32,000	9,600	32,000	32,000
R2R - Wymond Road Renewal - Income	0	230,788	(230,788)	0	230,788	69,236	230,788	230,788
R2R - Borlase Road Renewal - Income	0	62,000	(61,669)	331	62,000	18,600	62,000	61,669
WSFN - Nungarin North Rd Renewal - Income	0	892,672	(892,672)	0	1,115,840	1,022,868	1,115,840	892,672
WSFN - Nungarin North Rd (23-24 WIP) - Income	0	50,759	(4,514)	46,245	9,335	8,569	9,335	4,514
WSFN - McGregor Rd (South 23-24 WIP) - Income	26,699	0	(4,564)	22,135	18,667	17,127	18,667	4,564
WSFN - Koorda-Bullfinch Rd (West of Town 23-24 WIP) - Income	14,531	0	0	14,531	9,335	8,569	9,335	0
Heavy Vehicle Rest Area (HVRA) Grant	0	66,400	(66,400)	0	66,400	66,400	66,400	66,400
Economic services								
MRWA Growing Regions Program - Community Hub Grant Income	0	715,040	(18,091)	696,949	1,787,600	1,501,584	1,787,600	18,091
	53,630	2,895,566	(2,169,005)	780,191	4,049,404	3,446,046	4,190,267	2,169,005
Capital contributions								
Recreation and culture								
Mukinbudin Planning & Development Group - Memorial Hall Sunshine Room Contribution Income	0	26,136	(26,136)	0	27,500	26,136	26,136	26,136
Community Hub Community Contribution Income	0	0	0	0	2,200	0	2,200	0
	0	26,136	(26,136)	0	29,700	26,136	28,336	26,136
TOTALS	53,630	2,921,702	(2,195,142)	780,191	4,079,104	3,472,182	4,218,603	2,195,142

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

NOTE 16

BONDS & DEPOSITS HELD AND TRUST FUNDS

In previous years, bonds and deposits were held as trust monies. They are still reported in this Note but also included in Restricted Cash - Bonds and Deposits and as a current liability in the books of Council.

Trust funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2025	Amount Received	Amount Paid	Closing Balance 31 May 2026
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Department of Transport Licensing	11,523	283,714	(293,480)	1,758
Building Service Levy	148	918	(1,066)	0
Other Restricted Funds	5	0	0	5
Staff Social Club	0	2,130	(853)	1,277
Council Nomination Deposit	0	400	(400)	0
Housing Tenancy Bonds	0	3,200	(3,200)	0
Gym Bonds	1,980	0	0	1,980
Soil Conservation	13,166	0	0	13,166
Sub-Total	26,822	290,362	(298,998)	18,186
Trust Funds				
Other Trust Funds	1	0	0	1
Sub-Total	1	0	0	1
	26,823	290,362	(298,998)	18,187

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**NOTE 17
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption		Opening Surplus(Deficit)				0
	As per the audited 2024/25 Annual Financial Statements		Opening Surplus(Deficit)			196,357	196,357
							196,357
							196,357
							196,357
BC334	Caravan Park Villa "Campion" Capital Exp.	OCM 04 09 2025	Capital Expenses			(150,000)	46,357
5130252	Transfers From Reserve - Tourism & Area Promo	OCM 04 09 2025	Capital Revenue		150,000		196,357
RR107	Koorda-Bullfinch Road Renewal - Cap Exp	OCM 13 11 2025	Capital Expenses			(192,694)	3,663
RRI107	Koorda-Bullfinch Road Renewal RRG Income	OCM 13 11 2025	Operating Revenue		128,463		132,126
RM998	Road Maintenance - General Rural Exp (Non road specific costs only)	OCM 13 11 2025	Operating Expenses		64,231		196,357
2030102	Legal Expenses - Op Exp - Rates	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(3,000)	193,357
3030158	Legal Fees - Outstanding Rates - Op Inc	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		3,000		196,357
3030200	Financial Assistance Grant - General	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		45,581		241,938
3030201	Financial Assistance Grant - Roads Component	Annual Budget Review amendment adopted at February OCM.	Operating Revenue			(23,497)	218,441
4030354	Transfer To Building & Residential Land Reserve - Cap Exp - Invest Act	Annual Budget Review amendment adopted at February OCM.	Capital Expenses			(62,180)	156,260
2040106	Members Training	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(2,000)	154,260
2040118	NEWROC Admin Fees	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		2,650		156,910

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**NOTE 17
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
2040202	Audit Fees - Op Exp - Other Gov	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(3,930)	152,980
2040206	Long Term Financial Planning Consultancy	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(10,000)	142,980
2040210	Other Consultancy - Strategic	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		10,000		152,980
3050201	ESL Operating Grant	Annual Budget Review amendment adopted at February OCM.	Operating Revenue			(5,993)	146,987
2070304	Legal Expenses - Health Inspection/Admin	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(5,000)	141,987
2080200	CRC Salaries	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(15,910)	126,077
2080201	CRC Superannuation	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(2,940)	123,137
2080203	CRC - Other Employee Expenses	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		2,316		125,453
GM020	Community Resource Centre Grounds Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		3,296		128,749
2080222	Staying in Place Project Expenses	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		15,000		143,749
2080260	Trainee Grants Expenditure (Tied Ref 9304860) - CRC	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		48,252		192,001

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**NOTE 17
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
3080200	Grant Funding - CRC General Untied - Op Inc (Inc GST) - CRC	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		1,000		193,001
3080204	Reimbursements Received - Op Inc (Inc GST) - CRC	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		4,921		197,922
3080205	Events/Workshop & Initiatives CRC Op Income (Inc GST)	Annual Budget Review amendment adopted at February OCM.	Operating Revenue			(9,000)	188,922
CRCI003	DPIRD CRC Trainee Grant Income	Annual Budget Review amendment adopted at February OCM.	Operating Revenue			(60,562)	128,360
BM038	25 Cruickshank Rd Building Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		2,405		130,765
BM045	12 Salmon Gum Alley Building Maint Exp	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(4,580)	126,185
BM048	12 Gimlett Way Building Maintenance - Op Exp	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(6,180)	120,005
BM049	4 Earl Drive Building Maintenance - Op Exp	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(7,795)	112,210
BMSH01	Staff Housing Building Maintenance Annual Budget (Book exps to appropriate house) - Op Exp Staff Ho	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		28,773		140,983
GM049	4 Earl Drive Grounds Maintenance - Op Exp	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(350)	140,633
2090112	Interest on Loan 124 Paid - Op Exp - Housing Shire	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		13,679		154,312

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**NOTE 17
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
2090115	Interest on Loan 126 Paid - Op Exp - Housing Shire	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(13,194)	141,118
3090102	Other Reimbursements Received - Op Inc - Staff Housing	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		3,040		144,158
3090109	Income - 11 Cruickshank Road	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		9,080		153,238
3090110	Income - 15 Cruickshank Road	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		10,590		163,828
3090115	Income - 25B Calder Street	Annual Budget Review amendment adopted at February OCM.	Operating Revenue			(7,120)	156,708
3090117	Income - 12 Salmon Gum Alley (Lot 208)	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		18,835		175,543
BC036	11 Cruickshank Rd Building Capital	Annual Budget Review amendment adopted at February OCM.	Capital Expenses			(8,360)	167,183
BC039	1 Salmon Gum Alley Building Capital	Annual Budget Review amendment adopted at February OCM.	Capital Expenses			(2,575)	164,608
BM061	Aged Unit 1 & 2 - Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(4,000)	160,608
3090205	Income - Aged Unit 5	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		2,600		163,208
3090208	Income - Aged Unit 8	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		6,450		169,658

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**NOTE 17
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
BC061	Aged Unit 1 & 2 - Capital	Annual Budget Review amendment adopted at February OCM.	Capital Expenses			(13,600)	156,058
BM103	JV Singles Unit 3 - Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(4,059)	151,999
BM120	JV Family - 6 Lansdell St - Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(1,480)	150,519
BM121	JV Family - 12 White St - Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(6,241)	144,278
BC121	JV Family - 12 White St - Capital	Annual Budget Review amendment adopted at February OCM.	Capital Expenses			(8,726)	135,552
3100101	Domestic Services (Additional)	Annual Budget Review amendment adopted at February OCM.	Operating Revenue			(27,245)	108,307
3100102	Domestic Recycling Collection Charges	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		30,000		138,307
3100800	Development Application Fees	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		5,650		143,957
2100100	Domestic Refuse Collection	Annual Budget Review amendment adopted at February OCM.					143,957
W040	Cemetery Maintenance/Operations	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		16,000		159,957
BO150	Shadbolt St Public Toilets (East of Railway Station) - Operations Exp - Other Com Amenities	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		3,880		163,837

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**NOTE 17
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
BM150	Shadbolt St Public Toilets (East of Railway Station) - Maintenance Exp - Other Com Amenities	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		5,170		169,007
BM155	Heavy Vehicle Rest Area Toilet - Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(4,900)	164,107
BM204	Railway Station Building Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(1,340)	162,767
3110100	Town Hall Hire Income	Annual Budget Review amendment adopted at February OCM.	Operating Revenue			(1,000)	161,767
BCI200	Memorial Hall Sunshine Room - Mukinbudin P & D Group Contribution Income	Annual Budget Review amendment adopted at February OCM.	Operating Revenue			(1,364)	160,403
BC200	Memorial Hall Building Capital Exp	Annual Budget Review amendment adopted at February OCM.	Capital Expenses			(5,000)	155,403
2110202	Swimming Pool - Training & Conferences	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(500)	154,903
BM250	Swimming Pool Building & Facility Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(5,744)	149,159
2110206	Minor Asset Purchases - Swimming Pool - Op Exp	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		3,754		152,913
IO250	Swimming Pool Infrastructure Capital	Annual Budget Review amendment adopted at February OCM.	Capital Expenses			(70,000)	82,913
BO271	Mukinbudin Gym Building Operations	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		2,750		85,663

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**NOTE 17
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
BM273	Pistol Club - Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		2,400		88,063
BM279	Lions Park Building Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(1,000)	87,063
GM270	Old District Club Grounds Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(14,805)	72,258
GM275	Mukinbudin Polocross Grounds Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(100)	72,158
2110313	Minor Asset Purchases - Other Rec & Sport (P&G) - Op Exp	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		4,000		76,158
GOLF	Golf Club Donations - Op Exp - Other Rec & Sport	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		2,335		78,493
3110302	Contributions & Donations Rec'd (No GST) - Op Inc - Other Rec & Sport	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		170		78,663
3110303	Reimbursement and Other Income Rec'd (Inc GST) - Other Rec & Sport	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		2,078		80,741
3110305	Annual Sporting Club Levy	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		1,246		81,987
RECI001	Mukinbudin Community Financial Services Grants	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		12,400		94,387
PA182	Purchase of Walk-Behind Floor Scrubber	Annual Budget Review amendment adopted at February OCM.	Capital Expenses			(12,400)	81,987

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**NOTE 17
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
PA183	Purchase of Mowmaster Vertimower	Annual Budget Review amendment adopted at February OCM.	Capital Expenses			(10,864)	71,123
BO255	Popes Hill Anzac Memorial Operations - Exp.	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(61)	71,062
RM998	Road Maintenance - General Rural Exp (Non road specific costs only)	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		11,602		82,664
RRI029	Davis Road Renewal RTR Income	Annual Budget Review amendment adopted at February OCM.	Operating Revenue			(30,000)	52,664
RRI031	Harry Road Renewal RTR Income	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		29,000		81,664
RRI032	Comerford Road Renewal RTR Income	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		1,000		82,664
IO126	Heavy Vehicle Rest Area HVRA	Annual Budget Review amendment adopted at February OCM.	Capital Expenses			(20,501)	62,163
RR029	Davis Road Renewal - Cap Exp	Annual Budget Review amendment adopted at February OCM.	Capital Expenses		23,398		85,561
RR031	Harry Road Renewal - Cap Exp	Annual Budget Review amendment adopted at February OCM.	Capital Expenses		1,000		86,561
RR032	Comerford Road Renewal - Cap Exp	Annual Budget Review amendment adopted at February OCM.	Capital Expenses			(1,000)	85,561
RR107	Koorda-Bullfinch Road Renewal - Cap Exp	Annual Budget Review amendment adopted at February OCM.	Capital Expenses			(35,184)	50,376

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**NOTE 17
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
PA420	Replacement Roller	Annual Budget Review amendment adopted at February OCM.	Capital Expenses		39,452		89,828
PA482	New Tandem Cage Tip Trailer	Annual Budget Review amendment adopted at February OCM.	Capital Expenses		2,000		91,828
2130202	Tourism & Area Promotion & Caravan Park Other Exp- Op Exp - T & Area Prom	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		8,725		100,553
W075	Tourist Information Bay/Hut Maintenance/Operations	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(7,940)	92,613
2130214	Caravan Park Salaries	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(13,729)	78,884
2130215	Caravan Park Superannuation	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(4,420)	74,464
2130217	New Travel Annual Contribution	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(13,000)	61,464
2130220	Caravan Park Workers Compensation	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(1,887)	59,577
BM334	Caravan Park Villa "Campion" Building Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(1,000)	58,577
GM334	Caravan Park Villa "Campion" Grounds Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(1,000)	57,577
3130213	Caravan Park Fees - Campion Villa	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		15,000		72,577

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**NOTE 17
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
BC331	Caravan Park House "Wattoning Villa" 22 Earl Drive - Cap Exp Tour & Area Prom	Annual Budget Review amendment adopted at February OCM.	Capital Expenses		8,962		81,539
BC332	Caravan Park Villa "Karloning" Capital Exp.	Annual Budget Review amendment adopted at February OCM.	Capital Expenses			(19,000)	62,539
BC333	Caravan Park Villa "Beringbooding" Capital Expense	Annual Budget Review amendment adopted at February OCM.	Capital Expenses		5,238		67,777
BC334	Caravan Park Villa "Campion" Capital Exp.	Annual Budget Review amendment adopted at February OCM.	Capital Expenses			(25,000)	42,777
IO280	Caravan Park Infrastructure Capital Exp	Annual Budget Review amendment adopted at February OCM.	Capital Expenses			(7,650)	35,127
W029	Community Water Tanks Expenses	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(5,000)	30,127
GM340	Muka Cafe Grounds Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(500)	29,627
2130691	Loss on Disposal of Assets - Other Economic Services	Annual Budget Review amendment adopted at February OCM.	Operating Expenses	(155,418)			29,627
3130608	Reimbursements - Other Economic Services	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		5,900		35,527
2140211	Works Team - Protective Clothing & Uniform	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(4,000)	31,527
2140225	Works Team - Office Expenses	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(900)	30,627

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**NOTE 17
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
2140227	Works Team - Expendable Tools/Equipment	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(6,000)	24,627
2140231	Works Team - Telephone & Computer Services - Op Exp	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(1,945)	22,682
GM310	Depot Grounds Maintenance	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		6,845		29,527
2140252	Minor Asset Purchases Workshop & Depot - Pub Works O'Heads - Op Exp	Annual Budget Review amendment adopted at February OCM.	Operating Expenses		6,000		35,527
2140394	LESS Plant Operation Costs Allocated to Works	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(14,396)	21,131
3140311	Reimbursements Inc GST- Op Inc - Plant Operation Costs	Annual Budget Review amendment adopted at February OCM.	Operating Revenue		14,396		35,527
2140504	Admin Staff Conference Expenses - Op Exp - Admin O'Heads	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(5,020)	30,507
2140515	Admin Other Insurances	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(1,107)	29,400
2140521	Admin Office Equip Mtce, Support, Licenses & Other Op Exps - Admin O/H	Annual Budget Review amendment adopted at February OCM.	Operating Expenses			(5,000)	24,400
2140591	Loss on Disposal of Assets - Op Exp - Admin O'Heads	Annual Budget Review amendment adopted at February OCM.	Operating Expenses	(2,524)			24,400
PA009	Purchase of Replacement Vehicle MBL1	Annual Budget Review amendment adopted at February OCM.	Capital Expenses		55,817		80,217

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026**

**NOTE 17
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
PA010	Purchase of Replacement Vehicle 1MBL	Annual Budget Review amendment adopted at February OCM.	Capital Expenses		55,817		136,034
PD009	Proceeds on Disposal of Ford Ranger MBL1	Annual Budget Review amendment adopted at February OCM.	Capital Revenue			(56,818)	79,216
PD010	Proceeds on Disposal of Ford Ranger 1MBL	Annual Budget Review amendment adopted at February OCM.	Capital Revenue			(56,818)	22,398
5140551	Realisation on Disposal of Assets - Cap Inc - Admin O'Heads	Annual Budget Review amendment adopted at February OCM.	Capital Revenue	113,636			22,398
3140990	Profit on Disposal of Assets - Land/Subdivision	Annual Budget Review amendment adopted at February OCM.	Operating Revenue	8,180			22,398
5140950	Proceeds on Disposal of Assets - Cap Inc - Land/Subdivision Dev	Annual Budget Review amendment adopted at February OCM.	Capital Revenue		62,180		84,578
5140951	Realisation on Disposal of Assets - Cap Inc - Land/Subdivision Dev	Annual Budget Review amendment adopted at February OCM.	Capital Revenue	(62,180)			84,578
LD1306	Land Purchase Exps (Community Water Supply) - Cap Exp-Other Eco Ser	OCM 10 10 2025	Capital Expenses			(20,000)	64,578
5130654	Transfers From Reserve - Other Economic Services	OCM 10 10 2025	Capital Revenue		20,000		84,578
FPC9999	Unallocated Footpath Capital Expense - Budget Only	OCM 14 05 2026	Capital Expenses		50,000		134,578
IP275	Sports Complex - Infrastructure Parks & Ovals - Other Rec & Sport - Cap Exp	OCM 14 05 2026	Capital Expenses			(50,000)	84,578
				(98,306)	1,088,326	(1,003,748)	84,578



REGISTER OF DELEGATIONS



ORIGINALLY ADOPTED 23 AUGUST 2000
REVIEWED 23 JUNE 2026

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 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 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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CAT ACT 2011 DELEGATIONS

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PLANNING AND DEVELOPMENT 2015 DELEGATIONS

- 45. Development Approvals/Planning Determinations

Local Government Act 1995 Delegations

No. 1: IMPLEMENTATION OF THE BUDGET

File Reference:

Date Made:

Review Date: 12 June 2026

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 deemed necessary for accurate financial management.
- 2. Subject to compliance with the Act Regulations and Council's policies.
- 3 That Council authorise the CEO to issue purchase orders for the supply of goods or services in accordance with the adopted budget document excluding those goods or services requiring public tender/s which are to be referred to Council for formal consideration and awarding.

4. That the sub-delegation limit for the following three staffing categories be:

Teir 1 – Management Employees have sub-delegated authority to issue purchase orders up to the value of **\$50,000** (inc GST) per order, in relation to all goods and services designated within the annual budget. As at **2026/27** these positions include the following members of staff:

- Works Supervisor
- Deputy Chief Executive Officer
- Manager of Corporate Services

Teir 2 – Senior Employees have sub-delegated authority to issue purchase orders up to the value of **\$25,000** (inc GST) per order in relation to all goods and services designated within the annual budget. As at **2026/27** these positions include the following members of staff:

- Communications and Engagement Officer
- Finance Officer
- Technical Officer
- Maintenance Officer
- Property Manager

Teir 3 – Other Employees have sub-delegated authority to issue purchase orders up to the value of **\$2,500** (inc GST) per order in relation to all goods and services designated within the annual budget. As at **2026/27** these positions include the following members of staff:

- Compliance/Administration Officer
- Customer Liaison Officer
- CRC Manager
- CRC Assistant Manager

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;*
 - (h) *the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
 - (i) *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).]

No. 2: EXERCISE OF POWERS UNDER PART 9

File Reference:

Date Made:

Review Date: 26 May 2023

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*.

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.”

No. 3: EXERCISE OF POWERS UNDER PART 3

File Reference:

Date Made:

Review Date: 26 May 2023

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*.

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.

No. 4: INVESTMENT OF SURPLUS FUNDS

File Reference:

Date Made:

Review Date: 26 May 2023

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 3.4 Investment Policy - 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.]

No. 5: MAKE PAYMENTS FROM THE MUNICIPAL FUND AND TRUST FUND

File Reference:

Date Made:

Review Date: 26 May 2023

The Delegation

That the Council delegate to the CEO the power to make payments from the municipal fund or trust fund (see Policy No 3.6 Payments and Investments).

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.]

No. 6: CONTRACT VARIATIONS

File Reference:

Date Made:

Review Date: 26 May 2023

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.

No. 7: RATE NOTICE – EXTENSION OF TIME TO OBJECT

File Reference:

Date Made:

Review Date: 26 May 2023

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.

No. 8: PAYMENT OF RATES AND SERVICE CHARGES

File Reference:

Date Made:

Review Date: 26 May 2023

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

No. 9: TEMPORARY ROAD CLOSURES

File Reference:

Date Made:

Review Date: 26 May 2023

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.

3.50 A 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.

No. 10: WRITE-OFF OF DEBTS

File Reference:

Date Made: 21 February 2007

Review Date: 23 June 2026

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 \$1,000 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 Manager of Corporate Services.

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.]

No. 11: VARIATION OF CRC FEES AND CHARGES

File Reference:

Date Made: 18 May 2023

Review Date: 26 May 2023

The Delegation

The Council of the Shire of Mukinbudin hereby delegates authority to the Chief Executive Officer, to use management discretion to determine individual fees and charges to participants of events/courses/workshops programmed at the Mukinbudin CRC.

In determining these variations, the CEO will pay due regard to the community benefit of participation rather than profit and loss assumptions for the event.

Purpose

The purpose of this delegation is to provide some flexibility in setting fees and charges for specific events being facilitated by Council through the operations of the CRC and its management. It will ensure that participant numbers are maximised for each event at a reasonable fee.

The Power or Duty Delegated

This delegation is pursuant to Section 5.42 & 5.44 of the *Local Government Act 1995*.

Building Act 2011 Delegations

No. 20: BUILDING ACT 2011 FUNCTIONS

File Reference:

Date Made:

Review Date: 26 May 2023

Authorised Persons

- Chief Executive Officer Mr Dirk Sellenger and
- Environments Health Officer/Building Surveyor as contracted

No. 20A: GRANT OF BUILDING PERMIT

File Reference:

Date Made:

Review Date: 26 May 2023

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*.

No. 20B: GRANT OF DEMOLITION PERMIT

File Reference:

Date Made:

Review Date: 26 May 2023

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*.

No. 20C: NOT TO GRANT A PERMIT

File Reference:

Date Made:

Review Date: 26 May 2023

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.

No. 20D: GRANT OF OCCUPANCY PERMITS – STRATA, BUILDING APPROVAL CERTIFICATE - STRATA

File Reference:

Date Made:

Review Date: 26 May 2023

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.

No. 20E: GRANT OF OCCUPANCY PERMITS, BUILDING APPROVAL CERTIFICATE

File Reference:

Date Made:

Review Date: 26 May 2023

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.

No. 20F: AUTHORISED PERSONS

File Reference:

Date Made:

Review Date: 26 May 2023

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*

No. 20G: BUILDING ORDERS

File Reference:

Date Made:

Review Date: 26 May 2023

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*

No. 20H: PRESUMPTIONS ABOUT AUTHORITY TO DO CERTAIN THINGS

File Reference:

Date Made:

Review Date: 26 May 2023

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: 26 May 2023

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.

No. 31: PROSECUTION OF OFFENCES

File Reference:

Date Made:

Review Date: 26 May 2023

The Delegation

- (1) The CEO, in consultation with the Chief Fire Control Officer, is delegated power to institute and carry on proceedings against a person for an offence alleged to be committed against the *Bush Fires Act 1954*.
- (2) The power conferred under statement (1) above includes the issue of an infringement notice under section 59A.

Purpose

So that the CEO can co-operate with the CFCO and through him, the Brigades, and take such measures as deemed appropriate to deter people from acting contrary to the *Bush Fires Act 1954*.

The Power or Duty Delegated:

Bush Fires Act 1954 - 59. Prosecution of offences

- (1) A person authorised by the Minister, a person employed in the Department for the purposes of this Act, an authorised CALM Act officer, a member of the Police Force, or a local government, may institute and carry on proceedings against a person for an offence alleged to be committed against this Act.
- (2) The person instituting and carrying on the proceedings shall be reimbursed out of the funds of the local government within whose district the alleged offence is committed, all costs and expenses which he may incur or be put to in or about the proceedings.
- (3) A local government may, by written instrument of delegation, delegate authority generally, or in any class of case, or in any particular case, to its bush fire control officer, or other officer, to consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district, and may pay out of its funds any costs and expenses incurred in or about the proceedings.
- (4) A local government may by written instrument cancel, or from time to time vary, any instrument of delegation conferred under subsection (3).
- (5) Notwithstanding that a local government has under subsection (3) conferred authority on a delegate, the local government is not precluded from exercising but may itself exercise the authority.

[Section 59 amended by No. 35 of 1957 s. 10; No. 11 of 1963 s. 25; No. 65 of 1977 s. 41; No. 14 of 1996 s. 4; No. 42 of 1998 s. 16; No. 38 of 2002 s. 36 and 40(1); No. 59 of 2004 s. 141; No. 19 of 2010 s. 52(4); No. 22 of 2012 s. 67.]

Health Act 1911 Delegations

No. 40: EXERCISE OF HEALTH ACT FUNCTIONS-BY PEHO

File Reference:

Date Made:

Review Date: 26 May 2023

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.”

No. 41: EXERCISE OF HEALTH ACT FUNCTIONS- BY CEO

File Reference:

Date Made:

Review Date: 26 May 2023

The Delegation

That pursuant to section 26 of the *Health Act 1911* Council appoints and authorises its CEO to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government to –

- (a) serve notices and/or prosecute under S26 of the Health Act relating to breaches of the Health Act any Regulations or any Local Laws under the Health Act;
- (b) approve and refuse applications for and renewals of Eating House, Offensive Trade or Lodging House licences and/or registrations as required;
- (c) approve applications for and renewals of Stable Licences, and
- (d) approve and refuse applications for the construction or installation of apparatus used for the treatment of sewage and disposal of liquid waste.

Conditions Attaching to Delegation

Compliance with the requirements of written law.

Purpose

To enable the CEO to act promptly to enforce compliance with public health standards and to expedite the approval of applications.

The Power or Duty Delegated

Health Act 1911 –

“26. Powers of local government

Every local government is hereby authorized and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made there under:

Provided that a local government may appoint and authorize any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or functions.”

Food Act 2008 Delegations

No. 42: FOOD ACT 2008 FUNCTION

File Reference:

Date Made:

Review Date: 26 May 2023

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 Delegations

No. 43: Dog Act 1976

File Reference:

Date Made: 19 October 2016

Review Date: 26 May 2023

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 Manager of Works, Manager of Corporate Services 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 Delegations

No. 44: Cat Act 2011

File Reference:

Date Made: 19 October 2016

Review Date: 26 May 2023

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, Manager of Works, Manager of Corporate Services and the Supervisor Parks & Gardens.

"Authorised person" means

- (a) A Police Officer
- (b) A person appointed under Section 48.1

Planning and Development (Local Planning Schemes) Regulations 2015

No. 45: DEVELOPMENT APPROVALS/PLANNING DETERMINATIONS

File Reference:

Date Made: 20th July 2023

Review Date:

The Delegation

The Council of the Shire of Mukinbudin hereby delegates authority to the Chief Executive Officer, to grant, modify or refuse Development Applications under the Planning and Development (Local Planning Schemes) Regulations 2015.

Purpose

To enable the CEO to promptly review and take such measures as deemed appropriate to grant or refuse Development Applications.

- In the case of development applications involving use which is classified as “P” use (permitted use) in the Local Planning Scheme text, the Chief Executive Officer has delegated authority to approve such applications subject to relevant conditions if necessary.
- In the case of development applications involving a use which is classified as “A” use in the Scheme text, the Chief Executive Officer has delegated authority to approve each application subject to the application being advertised in accordance with the Scheme, no substantive objections being received.
- The Chief Executive Officer has delegated authority to refuse development applications in cases where such applications do not comply with the provisions of the Scheme and could not comply without significantly altering the proposal.
- The Chief Executive Officer has delegated authority to consider and determine applications for patios, pergolas, verandas, car ports, sheds, shade structures and/or other minor additions in all zones provided that, where appropriate, advertising/consultation with likely affected adjoining landowners has been undertaken and submissions adequately addressed.



POLICY MANUAL



Locations of the Current Policy Manual

Copies	Locations
1	Chief Executive Officer Office
2	Deputy Chief Executive Officer 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
25 May 2021	Version 8, Reviewed 25 May 2021
14 September 2021	Amended Policy 5.4; 7.7; New Policy 2.10; 2.11 & 7.10
17 May 2022	Version 9, Reviewed 17 May 2022
20 June 2023	Version 10, Reviewed 20 June 2023
21 May 2024	Version 11, Review 21 May 2024
18 June 2024	Amended Policy 3.7 Credit Card Policy
19 November 2024	Amended Policy 4.8 Drug & Alcohol Testing
18 February 2025	New Policy 4.23 Personal Leave
15 April 2025	Version 12, Review 15 April 2025
June 2026	Version 13, Reviewed 23 June 2026

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 strategic decision making and policy.

CHIEF EXECUTIVE OFFICER (CEO)

Responsible for day-to-day management under those policies.

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

Effective role separation provides several 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 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 organisational 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 the Local Government.

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. All replacements, amendments and revocations will be filed as required by the State Records Act 2000.

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 23 June 2026 Ordinary Council meeting and Resolution No 0x 06 2026 confirming its application.

Gary Shadbolt
President

23/06/2026

Tanika McLennan
Chief Executive Officer

23/06/2026

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 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 acted as a guide to staff as to how the Council wished certain matters to be approached or resolved.

Procedures allow 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, 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 elector

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1. GOVERNANCE

1.1 Policy Manual Amendments

POLICY	Addition, deletions or alterations to Council Policy shall only be affected by specific Council resolution stating – the proposed policy, and that the Policy Manual be updated
OBJECTIVES	To ensure that the Policy Manual is up to date, relevant and reflects only Council’s specific instructions.
GUIDELINES	If it is not in the Policy Manual, it may be usual practice, but it is not policy. Unless it is specifically stated that the authority is to be included in the Policy Manual, it will be assumed that the authority to act is for a specific matter and is not a general or ongoing policy.
HISTORY	Former Policy 1.1.8 Policy Change and Review
REVIEW	Chief Executive Officer

1.2 Meeting Dates

POLICY	Council is to meet <i>ordinarily on the third (3rd)</i> Tuesday of each month, February to December at 2.30pm (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 2024
REVIEW	Chief Executive Officer

1.3 Governance

POLICY

The Shire is committed to maintaining an emphasis on integrity, ethical values and competence.
The Council is responsible for mandating a strong internal control framework be implemented to ensure Council objectives are achieved efficiently and effectively and the principles of good governance are applied throughout the organisation.

OBJECTIVES

To evidence Council's commitment to appropriate and effective internal controls and their importance to the organisation through the implementation of policies, procedures and processes designed to promote compliance, encourage effective and efficient operations and to protect the Shire's assets as follows:

- a) Implement and maintain risk management activities to consider and address the risk of loss caused by fraud, error and / or misstatement;
- b) Protect the Shire's assets, including people, property, reputation, finances and information;
- c) Continually monitor, review and address gaps / weaknesses with internal controls in place;
- d) Ensure appropriateness of internal controls to meet compliance with regulations, good governance principles and achievement of strategic objectives; and
- e) Maintain adequate safeguards and supervision to any update or changes to established internal controls.

GUIDELINES

The Chief Executive Officer is responsible for developing and maintaining an internal control framework and will report periodically through the Audit and Risk Committee on the appropriateness, effectiveness, monitoring and evaluation of internal controls. All employees are accountable for documenting and implementing systems, controls, processes and procedures in their own area of responsibility and will play a part in the internal control framework.

Elements of an Internal Control Framework:

The essential elements and examples of an effective internal control framework includes:

1. Control environment
 - Structure and culture of Council
 - Senior management compliance
 - Proper tone at the top
2. Risk Assessment
 - Risk identification and evaluation
 - Assessment of impact and likelihood
 - Implementing safeguards to treat risks
3. Control activities
 - Delegations of Authority
 - Policies and procedures
 - Trained and properly qualified staff

- 4. Information and communication • IT controls
 - Liaising with auditors and legal advisors
 - Consultation and organisational communication
 - Review process e.g. internal audits
 - Self-assessment and continuous improvement
 - Evaluation and reporting

Elements of an Internal Control Framework:

Monitoring, Reviewing and Reporting:

Procedures are to be established to allow for the appropriate development, review, amendment and authorisation of internal control documentation (such as processes and checklists). This is intended to reduce the risk of breakdowns in controls through unilateral undocumented changes to authorised established procedures.

Internal controls will be reviewed and assessed through risk management activities aligned with the Risk Management Policy and Strategy and reported through the appropriate channels as detailed in these documents.

In line with Regulation 17 of the Local Government (Audit) Regulations 1996, the Chief Executive Officer is required to report on a review of risk management, internal controls and legislative compliance every three calendar years. This is in addition to the three yearly review required by Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 which also includes a review of the Shire’s financial internal controls.

HISTORY

No previous policy

REVIEW

Chief Executive Officer

1.4 Legislative Compliance Policy

OBJECTIVE	<p>To ensure that the Shire upholds its commitment to meet a high level of compliance with legislative requirements applying to local government and takes any necessary action to rectify any breach as soon as reasonably possible.</p> <p>Background</p> <p>Many principles of good governance make reference to ensuring appropriate policies, procedures and processes are in place for local governments to comply with both the letter and the spirit of the law.</p> <p>The community, elected members and employees of the Shire have an expectation that the local government will comply with applicable legislation and the Council should take all appropriate measures to ensure this expectation is met.</p>
POLICY	<p>The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the local government.</p>
GUIDELINES	<p>These processes and structures will aim to:-</p> <ul style="list-style-type: none"> • Develop and maintain a system for identifying legislation applicable to the Shire’s activities; • Assign responsibilities for ensuring that regulatory obligations are fully considered and implemented; • Provide relevant and appropriate training for staff, elected members, volunteers and other applicable people in the legislative and regulatory requirements affecting them; • Provide necessary resources to identify and remain up to date with new legislation; • Establish a mechanism for recording and reporting non-compliance; • Review instances where there may have been non-compliance and report through risk management processes to mitigate against future occurrences; • Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved; • Ensure audits are performed to assess compliance; • Requires necessary action to rectify any identified breach as soon as reasonably possible; and • Establish an internal audit function to provide an independent and objective evaluation of the Shire’s internal procedures and controls.

Roles And Responsibilities

Elected Members and Committee Members

Councillors and Committee members have a responsibility to be aware of and to abide by legislation applicable to their role.

Senior/Executive Management

Senior staff should ensure that directions relating to compliance are clear, unambiguous and applicable legal requirements for each activity they are responsible for administering are identified. All staff are to be given the opportunity to be regularly informed, briefed, updated and/or trained about key legal requirements relative to their position description, utilising available resources to accomplish this.

Employees

Employees have a duty to seek information and guidance on legislative requirements applicable to their area of work and to comply with the legislation. Employees shall report through their supervisors to Senior Management any areas of non-compliance they become aware of.

Implementation of Legislation

The Shire will have procedures in place to ensure that when legislation changes, steps are taken to ensure future actions comply with the amended legislation and changes are appropriately communicated to all required personnel.

Amendments to this Policy

Amendments to this policy require a simple majority decision of council.

HISTORY
REVIEW

Nil
Chief Executive Officer

1.5 Internal Control Policy

- POLICY AND OBJECTIVE** To evidence Council's commitment to appropriate and effective internal controls and their importance to the organisation through the implementation of policies, procedures and processes designed to promote compliance, encourage effective and efficient operations and to protect the Shire's assets as follows:
- Implement and maintain risk management activities to consider and address the risk of loss caused by fraud, error and / or misstatement;
 - Protect the Shire's assets, including people, property, reputation, finances and information;
 - Continually monitor, review and address gaps / weaknesses with internal controls in place;
 - Ensure appropriateness of internal controls to meet compliance with regulations, good governance principles and achievement of strategic objectives; and
 - Maintain adequate safeguards and supervision to any update or changes to established internal controls.

- GUIDELINES**
- The Shire is committed to maintaining an emphasis on integrity, ethical values and competence.
- The Council is responsible for mandating a strong internal control framework be implemented to ensure Council objectives are achieved efficiently and effectively and the principles of good governance are applied throughout the organisation.
- The Chief Executive Officer is responsible for developing and maintaining an internal control framework and will report periodically through the Audit and Risk.
- Committee on the appropriateness, effectiveness, monitoring and evaluation of internal controls. All employees are accountable for documenting and implementing systems, controls, processes and procedures in their own area of responsibility and will play a part in the internal control framework.

Elements of an Internal Control Framework:

The essential elements and examples of an effective internal control framework includes:

- Control environment
- Structure and culture of Council
- Senior management compliance
- Proper tone at the top
- Risk Assessment
- Risk identification and evaluation
- Assessment of impact and likelihood

- Implementing safeguards to treat risks
- Control activities
- Delegations of Authority
- Policies and procedures
- Trained and properly qualified staff
- Information and communication • IT controls
- Liaising with auditors and legal advisors
- Consultation and organisational communication
- Review process e.g. internal audits
- Self-assessment and continuous improvement
- Evaluation and reporting
- Monitoring

Monitoring, Reviewing and Reporting:

Procedures are to be established to allow for the appropriate development, review, amendment and authorisation of internal control documentation (such as processes and checklists). This is intended to reduce the risk of breakdowns in controls through unilateral undocumented changes to authorised established procedures.

Internal controls will be reviewed and assessed through risk management activities aligned with the Risk Management Policy and Strategy and reported through the appropriate channels as detailed in these documents.

In line with Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer is required to report on a review of risk management, internal controls and legislative compliance every three calendar years. This is in addition to the three yearly review required by Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* which also includes a review of the Shire's financial internal controls.

Amendments to this policy require a simple majority decision of council.

HISTORY

Nil.

REVIEW

Chief Executive Officer

1.6 Risk Management Policy

OBJECTIVE	<p>To encourage an integrated, effective and organisation wide approach to risk management within the Shire of Mukinbudin, facilitating value creation and protection. Council is committed to the use of risk management in the course of achieving its strategic objectives and delivery of services to the community. Management of risk is considered the responsibility of all council members, employees and contractors, and is to be integrated throughout the Shire. A Risk Management Strategy is to be maintained and implemented utilising the Principles, Framework and Process as defined within AS/NZS ISO 31000:2018 Risk management.</p>
GUIDELINES.	<p>Risk Tolerance and Appetite: Risk tolerance or risk appetite refers to the amount and type of risk that the Shire is willing to take in order to meet its strategic objectives. As a public body, there is an expectation the Shire will maintain an inherent low appetite for risk and as a consequence adopt policies and maintain systems and procedures to create value and protect, the Shire, and its stakeholders. Council’s risk tolerance and appetite is articulated with the Risk Management Strategy and any change to the level of risk tolerance and appetite within the Strategy can only be made with Council approval.</p> <p>Risk Management Commitment: Council will maintain a continual commitment to risk management through the appropriate allocation of resources to facilitate application of the principles, framework and process as defined within AS/NZS ISO 31000:2018, through the ‘Risk Management Strategy’. The Risk Management Strategy will assist the organisation to integrate risk management into decision making and operational activities, across the organisation. This commitment will work towards:</p> <ul style="list-style-type: none"> • Aligning the objectives, culture and strategy of the Shire with risk management; • Addressing and recognising all obligations (including voluntary commitments) of the Shire; • Communicating the risk appetite of the Shire to guide the establishment of risk criteria, to all employees, contractors and elected members and stakeholders; • Promoting and conveying the value of risk management across the Shire; • Encouraging methodical monitoring of risks; • Ensuring that the Risk Management Strategy remains relevant to and considers the context of the organisation. <p>This policy is to remain in force until otherwise determined by Council.</p>
HISTORY	Nil
REVIEW	Chief Executive Officer

1.7 Legal Representation Cost Indemnification

POLICY	That Council adopt the Department of Local Government, Industry Regulation and Safety “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

1.8 President's Allowance

POLICY	The President's Allowance is to be set as part of annual budget deliberations and as set in Council's annual budget, is to be paid annually.
OBJECTIVES	To establish the fee payable and to ensure that the President's annual allowance is paid regularly.
GUIDELINES	Salaries and Allowance Tribunal <i>Local government Act 1995 - s5.98(5)</i> <i>Local Government (Administration) Regulations 1996 – reg 33</i>
HISTORY	Updated June 2026
REVIEW	Chief Executive Officer

1.9 Councillor Attendance Fees

POLICY	The President and Councillors meeting attendance fees are to be set prior to the annual budget deliberations and as set in Council's annual budget, are to be paid annually.
OBJECTIVES	To establish the fees payable for attendance at meetings and to ensure that the attendance fees are paid regularly.
GUIDELINES	Salaries and Allowances Tribunal <i>Local government Act 1995 - s5.98(1)</i> <i>Local Government (Administration) Regulations 1996 – reg 30</i>
HISTORY	Updated June 2026
REVIEW	Chief Executive Officer

1.10 Councillor and CEO Attendance at Events

POLICY

This policy applies to Councillors and the 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 deciding 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, CEO 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, CEO 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 CEO, and greater than \$300 for Councillors and the CEO.

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

Nil

REVIEW

Chief Executive Officer

1.11 Members Conference/Course Attendance and Partner Expenses

POLICY	<p>Council shall pay registration fees for members attending approved conferences.</p> <p>Council accepts no liability for conference registration fees incurred for partners of attendees. The Council may, at its discretion, pay these fees in advance and recover the full cost from the elected member.</p> <p>Members wishing to attend a course/conference will obtain Council resolution at a convened meeting of Council prior to committing to attend. Pre-approval of attendance at the annual WALGA convention is assumed. In circumstances requiring a decision before the next monthly Council meeting, Members will seek authority from the Shire President and CEO before committing approval of registration.</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	<p>Updated June 2026</p>
REVIEW	<p>Chief Executive Officer</p>

1.12 Members Accommodation/Meal Expenses

POLICY	<p>Council shall pay accommodation and in-house meal expenses for Members and partners when attending an authorised conference.</p> <p>At conferences 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 1.6.</p>
OBJECTIVES	<p>To clarify what costs can be incurred/recouped by Members.</p>
GUIDELINES	<p>Nil</p>
HISTORY	<p>Updated June 2026</p>
REVIEW	<p>Chief Executive Officer</p>

1.13 Honorary Freeman of the Municipality

POLICY	<p>That Council confer the title of “Honorary Freeman of the Municipality” upon a person exceptional service and contribution.</p> <p>No more than one such Title shall be awarded in any one year.</p> <p>Freeman on the Shire of Mukinbudin are decided by Council on the nomination of individual Councillors and is done so by Absolute Majority.</p>
OBJECTIVES	<p>To recognise the commitment and service of recipients to Council.</p> <p>To recognise outstanding and meritorious service to the Shire of Mukinbudin</p>
GUIDELINES	<p><i>Local Government Act 1995 – s3.1(1)</i> 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.</p> <p>The process for nomination and selection for the title are as follows:</p> <ol style="list-style-type: none">1. <u>Eligibility Criteria for ‘Freeman of the Municipality’</u> <p>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.</p>2. <u>Selection Criteria</u> <p>Nominees will be judged on their record of service to the community. The selection criteria are to include:</p><ol style="list-style-type: none">a) length of service in a field (or fields) of activityb) level of commitment to the field (or fields) of activityc) personal leadership qualitiesd) benefits to the community of the Shire of Mukinbudin resulting from the nominee’s worke) 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 decide whether 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. 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 Shire

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

ATTACHMENT

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:

SURNAME:

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.

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 CEO, and the President and CEO 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	Version 12 2025
REVIEW	Council

1.15 Appointment of Acting Chief Executive Officer

POLICY

Council delegates to the CEO, appointment of an internal employee to higher duties, Acting CEO, subject to the following conditions:

- 1) The appointment is to be for a period of no more than two (2) weeks; and
- 2) The person appointed is to be suitably qualified, experienced, and knowledgeable for the Acting CEO role; and
- 3) The appointment not being due to a vacancy of the CEO's position.

The CEO must inform the elected members of all proposed Acting CEO arrangements.

For CEO vacancy periods over two (2) weeks the appointment of the Acting CEO shall be determined by Council.

The CEO shall report to Council any proposal to fill an Acting CEO role over two (2) weeks with as much advanced notice as possible. In this case the CEO may recommend a suitable internal candidate for higher duties and must also provide an alternative recommendation.

If the CEO's position becomes vacant, all acting arrangements are to be determined by the Council.

OBJECTIVES

To ensure compliance with Local Government Act 1995 s5.39C by having a policy regarding the employment of an acting CEO.

GUIDELINES

Local Government Act 1995 s5.39C

HISTORY

July 2021

REVIEW

Chief Executive Officer

1.16 Internet and Email Usage

POLICY	Internet and Email Usage policy is in place.
OBJECTIVES	To provide a framework for appropriate access to and use of internet and email systems.
GUIDELINES	<p>Elected Members Code of Conduct</p> <p>The Shire of Mukinbudin is committed to providing its Elected Members with appropriate corporate applications and business tools, including access to internet and email systems, provided that:</p> <p>Usage of internet and email facilities is primarily limited to Council-related activities. However, some personal use within reason is permitted. Elected Members are to ensure they use the internet responsibly and productively.</p> <p>All internet data that is composed, transmitted and / or received by Shire systems is considered to be the property of the Shire.</p> <p>The Internet and Email Usage Policy applies to the accessing of internet and email systems by all Elected Members in the performance of their work. Specifically, this includes:</p> <p>Internal and external email traffic. Internet access. Network access.</p>
HISTORY	Updated June 2026
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 as 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

1.18 Citizenship Ceremonies

POLICY

The Shire President will conduct Citizenship Ceremonies on behalf of Council.

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

1.19 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. Local Government Act 1995, s3.1(1) - General function powers.
HISTORY	May 2021
REVIEW	Chief Executive Officer

1.20 Community Engagement Policy

POLICY

The purpose of this Policy is to formalise the Shire of Mukinbudin's commitment to timely, consistent, and meaningful community engagement as an integral component of Council's decision-making processes.

This Policy recognises that community engagement enables the community to convey its views, opinions, and aspirations to the Council, whose elected members are responsible for representing those views when making decisions in the best interests of the Shire.

This Policy aligns with the Shire of Mukinbudin's Integrated Strategic Plan 2025–2035, which identifies effective communication, leadership, and community participation as essential to achieving long-term outcomes for the community.

The role of the community is to participate in engagement opportunities and communicate its views, opinions, local knowledge, and priorities to Council.

Council

The role of Council is to consider community input as part of its deliberations, balancing that input with strategic priorities, legislative obligations, and available resources when making decisions in the best interests of the Shire.

Shire Employees

Shire employees will deliver community engagement activities in accordance with legislative and regulatory obligations and Council policy and report outcomes to Council.

OBJECTIVES

Promote trust and transparency between the Shire and its community;
Clearly define the roles of the community, Council and Shire Employees in engagement processes;

- Ensure a consistent and structured approach to community engagement;
- Facilitate meaningful community participation beyond minimum legislative requirements;
- Support informed, credible and transparent decision-making; Embed community engagement within Council's planning and governance processes; and
- Ensure compliance with all relevant legislative and regulatory obligations.

This Policy applies to all Shire of Mukinbudin employees, contractors, consultants

and any person or organisation undertaking community engagement on behalf of the Shire.

This Policy does not replace or override statutory consultation requirements under the Local Government Act 1995 or any other applicable legislation.

The Shire will undertake community engagement using a range of methods and communication channels to ensure accessibility and inclusiveness. These may include, but are not limited to:

- Digital communication, including the Shire’s website, email notifications and social media platforms;
- Printed materials, including public notices, correspondence, surveys and a monthly community newsletter;
- Face-to-face engagement, including public meetings, information sessions, workshops and consultation sessions;
- Targeted engagement with specific stakeholder groups where appropriate; and
- Statutory advertising and notification processes, where required.

The method and frequency of engagement will be determined by the nature of the issue, legislative requirements, and the level of impact on the community.

GUIDELINES

Community engagement undertaken by the Shire of Mukinbudin will be guided by the following principles:

- Innovative: Using appropriate and contemporary engagement methods;
- Accountable: Clearly communicating how community input is considered and providing feedback where practicable;
- Strategic: Planning engagement activities to suit the issue and audience;
- Collaborative: Working constructively with community stakeholders;
- Genuine: Engaging with the intent to inform decision-making;
- Inclusive: Providing equitable opportunities for participation; and
- Timely and Achievable: Allowing sufficient time for engagement and clearly outlining expectations and levels of influence.

HISTORY

Nil

REVIEW

Chief Executive Officer

1.21 Staff Aquatic Centre Access

POLICY	That Council allows all permanent fulltime and permanent part-time members of Staff access to an annual Season Family Ticket 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 18 years of age and under.
OBJECTIVES	As an employment incentive for Shire employees to assist with the recruitment and retention of quality employees.
GUIDELINES	Nil
HISTORY	Updated April 2026
REVIEW	Chief Executive Officer

1.22 Staff Gym Access

POLICY	That Council allows all permanent fulltime and permanent part-time members of Staff, access to an annual Single Gym Membership at the Mukinbudin Gym at no cost to the employee.
OBJECTIVES	To serve as an employment incentive for Shire employees, supporting the recruitment and retention of quality staff and encouraging health and wellbeing in the workplace.
GUIDELINES	<ul style="list-style-type: none">• Access is limited to permanent full-time and permanent part-time employees.• Use of the gym is for the staff member only and is not transferable.• Staff must complete any required induction or agreements (Membership Application) before using the facility.
HISTORY	New Policy May 2025
REVIEW	Chief Executive Officer

1.23 Travel Expenses

POLICY	<p>The Shire shall reimburse Council Members 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, is to be made in accordance with the Local Government Industry Award 2020.</p> <p>Claims will be reimbursed at the end of the financial year in which they fall. It is the responsibility of the Elected Members to claim any travel reimbursement.</p>
OBJECTIVES	<p>To set Councillor expense parameters when travelling on official business.</p>
GUIDELINES	<p>Claims for expenses are to be forwarded to the Deputy Chief Executive Officer</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	<p>Updated May 2023</p>
REVIEW	<p>Chief Executive Officer</p>

2. COMMUNITY SUPPORT

2.1 Community Chest Grants Scheme

POLICY	<p>Council will make available a provision in its annual budget to provide for a community grants scheme (Community Chest) for local projects.</p> <p>Provision of grants will be solely at the discretion of Council.</p>
OBJECTIVES	<p>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.</p>
GUIDELINES	<p>Applicants must fulfill the following criteria:</p> <ul style="list-style-type: none">• Must be a not-for-profit organisation within the Shire of Mukinbudin.• No individual application shall receive in excess of the amount specified in guidelines• 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 are primarily to benefit the Mukinbudin community.
HISTORY	<p>Updated June 2026</p>
REVIEW	<p>Chief Executive Officer</p>

2.2 Co-location 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 co-location where the net benefits are significant to the Shire and the clubs involved

GUIDELINES When applications for grants, support, or permission to build facilities on Shire controlled land are received, an assessment will be undertaken to ascertain whether a more beneficial outcome will be achieved through co-location within existing facilities.

In cases where co-location provides a net benefit, the Council will generally not support stand-alone applications for facilities.

HISTORY No former policy exists

REVIEW Chief Executive Officer

2.3 Concessions – Hall Hire Charges – Not for profit groups

POLICY	There will be no subsidising, reducing, or waiving of Council charges, unless upon written application, the Chief Executive Officer is of the opinion that extenuating circumstances apply, in which case the application will be considered on its merits by Council. Council may at its discretion authorise a donation to offset hall hire charges.
OBJECTIVES	To maintain the integrity of the Fees and Charges set in Council's annual budget deliberations
GUIDELINES	Local Government Act 1995 – s6.16 Fees and Charges Council currently heavily subsidises its fees and charges for the use of recreation facilities and is of the view that no additional subsidy is warranted.
HISTORY	Version 12 2025
REVIEW	Chief Executive Officer

2.4 Business Investment Policy

POLICY	<p>The Shire will support new business ventures to start within the Shire boundaries provided it meets the below criteria. The business must;</p> <ul style="list-style-type: none">• Not use participation in the program to influence competition in marketplace, and• Offer services that are needed by the community.
OBJECTIVES	<p>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.</p>
GUIDELINES	<ul style="list-style-type: none">• When businesses show interest in setting up within the Shire boundaries, they approach the Shire administration staff to indicate they wish to be part of the program.• The business owner may be 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.<ul style="list-style-type: none">○ Rates Concession○ Marketing and Promotional Pack○ “Open Day’ for the new business○ Assistance with Site Works○ Discounted Application Fee
TERMS & CONDITIONS	<ol style="list-style-type: none">1. All applications will be assessed on a case-by-case basis. Council has the authority to refuse entry to the Business Investment Program at any time.2. There is no guarantee that businesses will be granted the assistance requested as offers will be extended at the discretion on Council. <p>See the below conditions for each requested area of assistance;</p> <ol style="list-style-type: none">a) Rates Concession: typically available for 36 months - the business pays 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 business's 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

Chief Executive Officer

3. FINANCE / ACCOUNTING

3.1 Purchasing Policy

POLICY	<p>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.</p> <p>The policy is a critical document, the compliance against which councils performance is measured.</p>
OBJECTIVE	<p>The objectives of this Policy are to ensure that all purchasing activities:</p> <ul style="list-style-type: none">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; andare conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.
GUIDELINES	<p>This policy provides guidance with respect to:</p> <ul style="list-style-type: none">Guiding PrinciplesPotential Supplier Selection – Including Australian and regional preferences.Obtaining of quotes and tendersRequest to Supply & Purchase Orders.Other considerations.Panels Of Pre-Qualified Suppliers

STATUTORY ENVIRONMENT

Local Government Act 1995 – s6 3.57 Tender for goods and services

Local Government (Functions and General) Regulations 1996 – Reg 11
When tenders have to be publicly invited and Reg 11A – Purchasing policies for local governments

Local Government (Administration) Amendment Regulations 1996 – 29

The Local Government (Functions and General) Regulations 1996 Reg 11 specifies the value above which tenders must be called and provides guidance and some exemptions including:

the supply of the goods or services is to be obtained from expenditure authorised in an emergency.

the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

This policy applies to annual purchases with a value less than specified in Regulation 11. See <https://www.legislation.wa.gov.au/>

Where there is a conflict between the state legislation and this policy the state legislation shall prevail.

THE NEED FOR 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.

GUIDING PRINCIPLES

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.

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.

VALUE FOR MONEY

Value for money is determined when the consideration of price, availability, 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 to obtain the best value for money outcome and 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.

the availability of the goods and services in the context as to when the goods and services are required.

PURCHASING VALUE DEFINITION

Determining purchasing value is to be based on the following considerations:

Exclusive of Goods and Services Tax (GST), or including GST of the supplier is not registered for GST;

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.

Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

POTENTIAL SUPPLIER SELECTION

OVERVIEW

When seeking quotes or tenders and selecting a supplier a preference shall be given to locally produced goods and services unless the Shire of Mukinbudin determines otherwise. 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.

Price preferences may be afforded to Australian and locally based businesses for the purposes of assessment. Provisions are detailed within Potential Supplier Selection.

If a local panel of Pre-Qualified Suppliers has been established suitable suppliers shall be included when seeking quotes or tenders.

Notwithstanding preferences detailed below price is only one of the factors to be assessed when the local government decides which quote or tender to accept, and the cheapest or any quote or tender will not necessarily be accepted. Other factors to be considered include due diligence, quality of the product, availability, terms of supply including after sales service, freight costs, urgency factors, and budget provision.

Australian Manufactured Goods

Subject to meeting all other requirements a preference of up to 20% may be given to Australian manufactured or fabricated goods with a price differential up to \$200.

Regional Price Preference

Subject to meeting all other requirements a regional price preference of 10% is to apply to:

a tenderer for the supply of goods and services who has been operating continuously the Shire of Mukinbudin.

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.

Subject to meeting all other requirements a regional price preference of 5% is to apply to:

a tenderer for the supply of construction (building) services who has been operating a business out of premises in the Shire of Mukinbudin.

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.

A regional price preference applies whenever tenders are called unless the local government resolves otherwise in reference to a particular tender.

That tenders or quotes be called for the annual supply of goods and services where there are benefits to be gained from bulk buying.

Final Supplier Selection

The final supplier selection shall consider price, quality, reliability, source, availability, familiarity with existing issues and requirements, previous experience with the supplier, direct and indirect costs of procurement and any other requirements for that supply.

For goods or services for which a quote was obtained the reason for the selection and documented and where an order is placed, that documentation appended to the office

copy of the associated order and as an attachment to the order in the purchase order system.

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, if appropriate, consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

OBTAINING OF QUOTES AND TENDERS

Quotation Procedure

In order ensure effective financial management at where possible least quote or estimate should be sought, or an estimate made, so the magnitude of the possible commitment is known.

Where a written quote is required to be sought that request should be made in writing clearly identifying what is required and a minimum of 2 business days are to be allowed for a quote to be received after the request to quote is sent. This period may be reduced if the works being quoted are urgent.

The general principles for obtaining written quotations are:

An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.

The request for written quotation shall include as a minimum:

Written Specification

Selection Criteria to be applied – if deemed appropriate

Price Schedule – if deemed appropriate

Conditions of responding – if deemed appropriate

Validity period of offer – if deemed appropriate

The date on which the quote is required

Invitations to quote (if more than one is being sought) should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.

Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.

Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.

Respondents should be advised in writing as soon as possible after the final determination is made and approved.

On-line shopping/web based quotations are valid. Screen views shots are to be saved or printed to PDF.

The response to all quotes sought, including where no response from a contacted supplier was received, including verbal ones, are to be documented and the reason for the acceptance relevant quote. Where an order is placed, that documentation appended to the office copy of the associated order and as an attachment to the order in the purchase order system.

If a decision is made to undertake a Public Tender for contracts the Shire's tendering procedures must be followed in full.

Quotation Thresholds

Quotation Exemptions

No quotes are required for:

Goods and services up to value of \$2,000.

Supply of Utilities, connections, disconnections and associated services.

Sole supplier goods and services, where the selection is based on availability or existing contractual arrangements.

Freight: All freight is exempt from seeking quotations but where possible attain the best price for the required freight service.

Renewals: Existing annual subscriptions and renewals

LGIS: Insurance renewals

WALGA: Annual subscriptions

Vehicles purchased using the State Government Tender Board vehicle pricing

Some Local Purchasing:

Newspapers, books & periodicals – Those purchased locally for in-house provision and for the library are exempt from seeking quotations.

Catering of Food – catering from local suppliers for in-house meetings (not external events) are exempt from quotation (but purchases should be alternated between local suppliers where possible/appropriate).

Catering of Alcoholic and Non-Alcoholic Drinks: this includes milk and water from local suppliers for in-house provision.

Thresholds

\$2000 to \$5000 At least 1 verbal quote is to be sought

\$5000 to \$10,000 At least 2 written quotes are to be sought

\$10,000 to \$50,000 At least 2 written quotes are to be sought, at least 1 must be obtained

\$50,000 to the tender threshold At least 3 written quotes are to be sought, at least 2 must be obtained.

Or

The Public Tender process is followed

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 local government may procure goods, services or works from another local government or public authority without seeking multiple quotations or public tenders where:

- a) the supplying organisation is a local government or public authority; and
- b) the procurement represents value for money, having regard to cost, capability, availability, and timeliness; and
- c) the CEO is satisfied that a competitive procurement process would not deliver a superior outcome; and
- d) the arrangement is in the public interest, including where it:
 - supports regional collaboration;
 - improves efficiency or service delivery; or
 - enables resource sharing in accordance with the intent of the Local Government Act 1995 (WA); and
- e) the procurement is supported by appropriate documentation, which may include:
 - a written quotation or schedule of rates;
 - a service agreement or memorandum of understanding; and
 - evidence of how value for money was assessed.

The CEO shall ensure that records are maintained to demonstrate compliance with this clause and the Local Government (Functions and General) Regulations 1996 (WA).

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 Local Government (Functions and General) Regulations 1996 Reg 11 specifies the value above which tenders must be called or less in value, the Shire's tendering procedures must be followed in full.

Sole Source of Supply

Where the purchasing requirement is 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.

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.

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.

REQUEST TO SUPPLY & PURCHASE ORDERS

Request for Supply

A request for supply of goods and services needs to be made to initiate the supply and essentially commits the shire to the resulting expense. Therefore such requests are only issued in accordance with delegated authority and are best made in a non-verbal form to avoid any misunderstanding.

Any Request for Supply shall take into consideration the Potential Supplier Selection.

The request for supply can be made by the issuing of a Purchase Order or in some other form including:

Email

Placing an on-line order

Presentation of credit card or its details

Signing of a contract or presented quote

Verbally

Requirement For A Purchase Order

The issuing of a purchase order with a quoted or estimated cost is always desirable as it Request for Supply and it identifies the commitment in the financial system.

No purchase order is required when the supply is:

LGIS: Insurance renewals

In the form of donations or contributions budgeted or approved by council.

Refunds

Supplies Less than \$1,000

A Purchase Order is not essential for a supply quoted or estimated to be under \$1,000.

Supplies between \$1,000 and \$10,000

A Purchase Order shall be issued for every supply quoted, or estimated to be, over \$1,000 except when the Purchase Order value is less than \$10,000 and;

It is for Supply of Utilities, connections, disconnections and associated services.

The supply is based on an associated a signed contract or written quote acceptance.

Renewals: Existing annual subscriptions and renewals

WALGA: Annual subscriptions

Presentation of credit card or its details by the card holder.

A contract or presented quote is signed

Supplies over \$10,000

A Purchase Order shall be issued for every supply quoted, or estimated to be, over \$10,000.

OTHER CONSIDERATIONS

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

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.

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 for the contract is less than the Local Government (Functions and General) Regulations 1996 Reg 11 specified the value above which tenders must be called. 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.

PANELS OF PRE-QUALIFIED SUPPLIERS

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.

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 several 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.

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:

Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 0; or

Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or

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:

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

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.

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.

Record Keeping

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.

HISTORY

Former policy 1.6.10 New Reviewed Policy

REVIEW

Manager Corporate Services

3.2 Significant Accounting Policies

POLICY	The Statement of Significant Accounting Policies as per the Annual Financial Report is adopted as Council policy
OBJECTIVES	To clearly identify the basis upon which Council's financial statements are prepared
GUIDELINES	Local Government Accounting Directions 1994
HISTORY	New
REVIEW	Manager of Corporate Services

3.3 Credit Card Policy

POLICY	That the use of Shire credit card is to be in accordance with Credit Card guidelines endorsed by Council.
OBJECTIVE	To control the use of credit card, use and limit potential misuse.
GUIDELINES	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Use of Corporate Credit Cards - Local Government Operational Guidelines - Number 11 September 2005
HISTORY	Updated June 2024
REVIEW	Chief Executive Officer

**APPENDIX A
SHIRE OF MUKINBUDIN CREDIT CARD USE**

General

The Shire is to have only two Credit Cards and are to be issued in the name of and the sole responsibility of the Chief Executive Officer and the Deputy Chief Executive Officer, at all times. The credit card shall have a combined maximum approved credit limit of \$20,000 and shall not be increased without formal approval by the Council.

Use of card

Private use of the credit card is strictly prohibited.

No cash withdrawals permitted

Detailed tax receipts to be provided to the appropriate staff member.

Any reward schemes to become the property of the Shire.

The monthly Credit Card statement (copy of Actual Statement) is to be incorporated into the Monthly Financial Statement.

Non-compliance with policy

Non-compliance with this policy may result in disciplinary action, legal action or termination of employment.

3.3 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	Updated June 2026
REVIEW	Chief Executive Officer

4. PLANNING

4.1 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 Townsites2) Future Development in Mukinbudin Townsite3) Mukinbudin Industrial Areas4) Offensive Uses5) Mukinbudin Council's Community Plan Priorities6) Outline Policy Plans for Policy Areas7) Fences8) Industrial Areas in Mukinbudin9) Stables10) Aged Accommodation11) Moveable Buildings12) Heavy Haulage Routes13) Veranda's over footpaths
OBJECTIVES	<p>To enable Council to prescribe in finer details its requirements more accurately in areas where it feels the broader definitions of its scheme is lacking.</p>
GUIDELINES	<p>Town Planning Scheme No. 4</p>
HISTORY	
REVIEW	<p>Chief Executive Officer</p>

4.2 Tree Farms Policy

POLICY

This Policy has been developed as a guide for applicants and sets out the Council's position on tree farms proposed on agricultural land. The Shire of Mukinbudin does not have a Local Planning Scheme

[It should be noted that the Local Planning Policy is a guide for the exercise of discretion. The Council will have significant due regard to the Policy requirements in the assessment of any new planning application]

This Policy applies to all land zone Rural under the Scheme. Division 2 – Local planning policies under Schedule 2, Part 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 allows local governments to prepare local planning policies, and outlines the statutory procedure for making a local planning policy.

OBJECTIVE

To actively encourage the integration of tree farms with existing agricultural uses as a complementary (not only) but integrated use. Traditional agricultural activities such as cropping, grazing, and food production should remain the predominant use.

To actively oppose the use of an entire lot area for tree farms (particularly where it contains a dwelling) unless the applicant has clearly demonstrated extenuating circumstances or provided significant justification warranting support for a variation to any aspect of this Policy.

To support applications that actively integrate tree farms with existing agricultural activities on lots in recognition of the economic, environmental and social benefits.

To encourage planting areas with linkages to existing remnant vegetation on the same lot or adjacent lots. Where appropriate encourage linkages with vegetation on adjacent reserves however consult with the relevant reserve authority or manager.

To protect and enhance native vegetation, wetlands and water courses and assist in the reduction of salinity, waterlogging and erosion.

To support continuing broad acre agriculture and production as the primary and priority land use, consistent with the planning framework's underlying theme to protect productive agricultural land.

To minimise the potential for any loss of population or agricultural land through the use of the entire lot area for tree farms, and encourage tree farms that provide a supplementary income to farmers.

To achieve tree farm layouts which do not compromise the fire safety of the local community or the biodiversity conservation and management of reserves.

To achieve high quality bushfire management plans which are independent and self-sufficient.

To encourage the selection of tree species that are complementary to native remnant vegetation and will assist in maintaining landscape function.

To assist applicants by providing general guidelines and a clear outline of the Shire's position.

To assist Council in determining applications for tree farms by setting out matters to have regard for when assessing applications.

GUIDELINES

Requirement for approval

Under Clause 60, Schedule 2, Part 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 all development requires prior approval of the local government, unless specifically exempted under Clause 61.

A planning application is required for any tree farm (involving planting in blocks more than one hectare). Council has the discretion to consider 'tree farms' within the Rural zone under the Shire of Mukinbudin's Local Planning Scheme No. 3 ('the Scheme').

Planning approval is not required for the planting of trees for land rehabilitation, salinity affected area, wind belts etc which are not proposed to be commercially used for harvesting or carbon sequestration.

The Scheme contains statutory requirements, and this Policy expands on and complements the Scheme requirements.

Once development has commenced, the developer is to enter into a written agreement with the local government for a total project development costs percentage (%) contribution towards community development initiatives. The % amount, terms and arrangements are to be agreed to in writing by the local government and developer.

Whilst 'Extensive' Agriculture' is a permitted use in the 'Rural' zone, there are planning controls over other rural uses including and not limited to Rural Industry and Intensive Agriculture. This is appropriate so that the Council can examine relevant planning considerations such as the objectives of the zone, land use compatibility, buffers, amenity and other relevant planning issues.

There are land use and community implications associated with tree farms uses that are controlled through the planning process such as impacts on local roads for harvesting plantations and bushfire management.

With new emerging tree farms for carbon sequestration, Council is concerned over the potential for these to be developed on whole lots. Council is particularly

concerned over the accumulative impact of tree farms on entire lots over time, and the potential for population loss and a reduction of food production.

Some applicants may propose long term harvesting whilst other may not nominate to harvest at all (means the land may never revert back to traditional agricultural uses.)

Whilst some of the issues are difficult to quantify, this policy aims to encourage an integrated approach of plantings with more traditional farming or agricultural uses.

The Policy recognises that the development of whole lots for tree farms discourages the continuation of broad hectare farming in a way the development of a tree farm at a smaller scale would not.

Clause 40(1)(a) of the Shire of Mukinbudin Local Planning Scheme No 3 states that a category of land use in the Scheme has the same meaning as it has in the Planning and Development (Local Planning Schemes) Regulations 2015.

Under Schedule 1, Part 6 of the Regulations a tree farm is defined as 'means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the carbon Rights Act 2003 section 5'.

In assessing any application for a tree farm Council will have regard for the following matters;

Continuing Agricultural Activities

Traditional agricultural activities such as cropping, grazing and food production should remain the predominant land use with tree farms as an ancillary integrated and complementary use.

This Policy does not attempt to introduce maximum planting areas by means of a percentage of the lot area, simply because some flexibility needs to be afforded.

As a general rule the Shire will assess if a tree farm area is 'ancillary' having regard for;

The area of each lot;

The proportion or percentage of the tree farm area on a lot by lot basis.

Generally a 30-35% maximum planting area is construed as ancillary although each application will be assessed on its merits on a 'case by case' basis;

The extent of existing remnant vegetation areas; and

Whether a significant portion of each lot can continue to be used for traditional extensive agriculture or for food production.

Council will be able to clearly identify whether agriculture remains as the primary use, simply because detailed site plans are lodged for all applications and show the extent of planting areas.

This Policy aims to actively encourage the integration of tree farms with traditional agricultural farming activities. Whilst there are other factors contributing towards reductions of rural population, Council wishes to ensure that new land uses do not exacerbate an existing ongoing problem.

Council will not generally support the planting of whole lots for tree farms due to the potential for the displacement of agricultural pursuits and loss of agricultural land.

There is a general presumption against 'whole of lot' tree farms in the Rural zone, unless a proponent can demonstrate to the Council's satisfaction that there are exceptional circumstances that warrant a variation in accordance with Clause 8.1.1.

Council considers that the development of whole lots with tree farms is inconsistent with the Scheme's objective to protect broad acre agricultural activities in the Rural zone as:

Tree farms may not be harvested except in the long term, or in the case of carbon sequestration plantings, not at all;

The concept of broad hectare farming primarily contemplates the continuation of traditional productive agricultural activities;

The use of an entire lot for a tree farm to the exclusion of traditional productive agricultural activities does not involve an appropriate integration of rural land uses, but instead runs the risk that the entire lot will never be returned to productive use, and at the very least involves a diminution of the productive capacity of the land;

Any proposed whole lot tree farm discourages the continuation of broad hectare farming in a way the development of a tree farm at a smaller scale would not. Integrated ancillary plantings consistent with this Policy serve to encourage the retention of productive agricultural activities whereas whole lot plantings have the opposite effect;

Tree farms that are not well managed or have no on site manager (with absentee ownership) or are abandoned, can cause significant long term land use conflict with surrounding broad acre farming or intensive agricultural activities due to increased bushfire risk, lack of fire break maintenance, lack of general property maintenance, uncontrolled weeds, and uncontrolled vermin or feral animals, including wild pigs.

Variations

In dealing with this matter, Council will have regard for any specific circumstances where a variation to this criteria 8.1.1 may be warranted, however in those cases the onus will be on the applicant to demonstrate the particular merits of a proposal or justification for an assessment on a 'whole lot' basis.

If an applicant seeks any variation or support for a tree farm on a 'whole lot'

basis then the application should be accompanied by justification such as; Comprehensive Land Capability Studies specific to the lot by a suitably qualified environmental consultant; Farm Management Plan;

Site specific soil or water test results demonstrating areas not suitable for agricultural food production;

Photographs clearly showing shallow soils or rocky areas which visually demonstrate that areas on a lot are not suitable for traditional agriculture. A site plan should be provided that numbers each photograph and shows the direction that the photograph was taken.

Demonstration that planting areas will have specific local environmental benefits for the lot(s) subject of the application (refer 8.3). For example, larger planting areas may be warranted as native vegetation block planting adjacent to a creek line, or for salinity prone areas.

Information and justification for a variation to this Policy needs to rely on site specific studies and information. General broad land capability mapping is not by itself considered to be sufficient as justification for a variation of this Policy.

Where the developer intends to undertake the development in stages, a Staging Plan must be lodged with the local government at the same time as the application or as agreed to separately in writing by the CEO. The purpose of the Staging Plan is to determine the scope of information required in order to satisfy the conditions of approval as they relate to that stage.

Location and Compatibility with adjacent land uses

Some densely planted tree farms may have a higher bushfire risk than broadacre crops, so the implications of locating tree farms close to fire sensitive land uses such as hay plants, commercial, industrial and residential development needs to be considered.

For this reason, any larger scale tree farms are discouraged in locations near any main townsites, areas with smaller lot sizes that have potential for dwellings, rural residential lots and rural townsites. Tree farms should also avoid locations near areas earmarked for future residential or rural development.

To reduce potential adverse impacts from inappropriate siting and development of tree farms, Council will consider the following matters;

The proximity to any land zoned or earmarked for residential development, rural residential development or smaller lots with potential for dwelling development.

Separation distances between the proposed use and any commercial properties, or other areas such as public recreation reserves, which may be sensitive to the exposure of pesticides (mainly if any aerial spraying is proposed).

Where harvesting is proposed, the suitability of the location in terms of the road network capabilities.

Any strategic plan contained in a local planning strategy.
Impact on any tourist and recreation uses.

Proximity to any airstrips.

Proximity to conservation areas and reserves. Any tree farm in close proximity to a reserve under the care and management of an authority (such as the Water Corporation, Department of Biodiversity, Conservation and Attractions or the like) will be referred to the relevant authority for comment. Council will have regard for the advice of the relevant authority.

The potential for increased bushfire risk associated with mature plantings, and any increase of the Bushfire Attack Level for existing dwellings or sensitive development on adjacent lots

Plantation design with distances determined between planting lines and a list of local species being planted.

Environmental Benefits

Council recognises that there are a variety of broad environmental benefits associated with some tree farms that have the potential to contribute to the security and quality of water resources and salinity management.

Tree farms can benefit water resources by improving water quality in catchments affected by saline surface water, reversing dryland salinity and waterlogging by controlling groundwater levels and assisting in the control of soil erosion.

In considering and any variation to the Policy, Council will have positive regard for any specific local environmental benefits to the lot being developed and any application that:

Uses plantings on site to assist to mitigate salinity affected areas and demonstrates through soil analysis/mapping that there are salinity affected areas on the application land.

Uses native plant species of local provenance.

It is recognised that species that are native to Australia are often used (such as Mallees) for carbon sequestration, due to their growth rates, stock resistance, ability to survive in medium to low rainfall areas and minimal ongoing management needs.

Where feasible (taking into account continuing agricultural activities), the incorporation of some local native plant species is encouraged particularly in areas such as;

along watercourses including natural drainage lines and creeks.

for revegetation of areas that do not qualify as forest sinks.

for rehabilitation of land unsuitable for agriculture, or to provide connections between existing remnant vegetation areas remaining on site or on adjacent land.

As a buffer or to expand / complement native vegetation corridors along Rivers. Along tree farm edges adjoining conservation reserves or other Crown land.

The use of local native species is not compulsory however the Shire actively encourages applicants to look for opportunities to introduce native plant species of local provenance especially for rehabilitation of creek lines and watercourses.

The use of planting areas to provide vegetation corridors, linkages to remnant vegetation or assist to protect remaining cropping/grazing areas on the same property from wind erosion.

The use of planting areas to protect or enhance water courses, reduce waterlogging in affected areas and improvements to an existing situation (such as fencing of watercourses from stock).

The identification and protection of any existing local native vegetation.

Where commercially possible a mixture of planting species is encouraged even if it is only for a portion of the overall planting area. For example, the predominant planting areas may be Mallees but a mixture of local native species may be used along a creek line, as a wind break or adjacent to conservation / reserves areas.

Code of Practice for Timber Plantations in Western Australia (as amended)

Council will have regard for compliance with the Code of Practice for Timber Plantations in WA ('the Code') which sets out goals and guidelines for specific areas, including management plans, planning and design, plantation roads, weed and pest control, waterway protection, drainage, harvesting (if applicable), fire prevention and control, research and development, safety and investment.

This Policy does not attempt to reiterate all of the requirements in the Code of Practice however they should be addressed by each applicant.

All tree farm applications will be required to meet the minimum standards as outlined in the Code of Practice. All applications will be assessed having regard for the general (applicable) principles of the Code.

Management of Tree Farms

The onus is on the owner / applicant to demonstrate to the satisfaction of Council that any tree farm will be effectively managed.

Council must be satisfied that any Management Plan has measurable requirements that can be enforced by the local government through planning

conditions.

Management Plans that are generic in nature with ambiguous maintenance requirements (and no clear triggers) will not be supported.

Any Management Plan must include:

Clear, regular scheduled and mandatory inspections;
A rigorous ongoing maintenance regime with identifiable triggers, clear maintenance actions and measurable outcomes (particularly for weed control, vermin control, feral animal control and general pest control);
A procedure to notify neighbours in writing prior to any proposed spraying.
A complaint handling procedure.

It is preferable that a caretaker/manager live on site.

As a minimum there should be a local tree farm manager, employee or local based contractor who can attend the site regularly to conduct property maintenance, ensure water tanks are in working order; check fire breaks, and can attend the lot in the event of a fire.

Any local tree farm manager, employee or local based contractor should live within a 60-kilometre distance from the lot proposed to be used as a tree farm. Lesser distances are preferred so that the local tree farm manager, employee or local based contractor can attend the tree farm in a timely manner in the event of a fire emergency.

Prior to harvesting, a Harvesting Plan is to be submitted to the CEO and is to include:

- haulage routes for vehicles involved in the harvest transport;
- clear demarcation of local roads and any roads under the care and control of Main Roads WA;
- heavy vehicle movements scheduling;
- use of escort vehicles;
- traffic management and interaction with other road users;
- a Pre-Construction Road Condition Report along the agreed main haulage routes within the local government area, and the obligation to prepare a Post-Construction Road Condition Report once harvesting for different properties are complete; and
- an outline of all separate approvals required through Main Roads WA.

The extent of the main haulage route for a Pre-Construction and Post-Construction Road Condition Report is to be agreed to separately in writing by the applicant and the CEO.

Fire Management Plans

Fire Management is an important issue which needs to be addressed as part of any new proposal, and applicants need to recognise that the local government

has limited resources when dealing with Strategic Fire Management.

In accordance with the Timber Code of Practice a Fire Management Plan (FMP) will be required for all tree farm applications.

Each FMP needs to be written and tailored specifically for the property subject of an application.

As a minimum all Fire Management Plans shall be compiled by a suitable qualified or experienced fire consultant and;

Address the Bushfires Act (1954), the FESA (now DFES) Guidelines for Plantation Fire Protection 2011 and the local government firebreak notices.

Generally, follow the DFES Guidelines however also include;
Consideration of increased bushfire risk to any structure within 100 to 150 metres of any proposed planting areas and other land uses in the vicinity of the tree farm lot – refer Clause 8.5.1.

Identify and address bushfire hazard as if it already existed, in accordance with State Planning Policy 3.7 (SPP3.7). FMPs should identify increased bushfire risk associated with new planting areas in their most mature state using Bushfire Hazard Level assessment methodology.

This is consistent with State Planning Policy 2.5 Rural Planning Guidelines Version 3 December 2016 which references SPP3.7.

A fire suppression response examining the ability of the local fire brigade to respond to a fire on the property, having regard for distance, existing available local equipment and the location of on-site water supply.

Outline the **owners' responsibilities**, neighbours' responsibilities, and any engaged local contractor responsibilities.

Fire Management Plans must nominate a local contact person or contractor who can attend the tree farm in the event of a fire emergency, for installation of fire breaks and regular ongoing maintenance of the tree farm. They must live within a 60-kilometre distance of the lot – refer Clause 8.4.1.

The Plan to have clear scheduled regular inspections, a rigorous ongoing maintenance regime with measurable outcomes, which demonstrates a strong management commitment;

Owners may need to consider providing on site water trucks for use in the event of a fire having regard for the property location, and realistic fire suppression response.

Internal access tracks are to be adequately sign posted to provide clear direction to water points (for fire emergencies) and exit points.

Internal firebreaks, access tracks and turnaround areas are to be adequately

maintained to the satisfaction of the CEO for access by emergency fire vehicles

Include a location/ context plan examining the surrounding land uses and identifying;

Other existing or approved tree farms within the immediate vicinity.

Any significant surrounding industries or land uses which may impact on fire management such as Rural Industry (hay storage), wood stockpiling, fuel storage etc

Identify any residential, rural residential or built up townsites located within 1 kilometre.

Identify nearby well vegetated areas or sources which may increase the risk of fire.

Increased bushfire risk of mature tree farms for existing development in the vicinity of the development site.

Include a **Fire Management Plan (site plan)** addressing the guidelines for fire prevention and suppression' contained in the Code and clearly show; Compartments and compartment sizes.

Water supply / points. A rainwater tank with a minimum capacity of 50,000 litres is required.

Location of any powerlines passing through planting areas or in close proximity to planting areas and / or proposed firebreaks.

Location of fire breaks. The site plan is to clearly distinguish between boundary firebreaks, strategic firebreaks, compartment breaks, fire breaks along public roads and fire breaks along powerlines using a colour coded legend.

Trafficable turnaround areas for emergency vehicles.

Location for emergency signage.

Emergency access / egress points and internal accessways.

Existing or proposed gates where firebreaks/emergency accesses intersect with fencing that can accommodate a 4.4 fire appliance.

Identify the location of any existing habitable and non-habitable structures and need for low fuel areas on the lot. DFES Guidelines recommend a 50 metre distance between a planted area and any non-habitable structure, and a 100-metre distance to a habitable structure.

Fire Management Plans shall include a clear 'owners' responsibility' to self-report on firebreak compliance annually to the Shire using a checklist – Annexure 1.

Involve consultation with the relevant authority (such as; Department of Water and Environmental Regulation; Water Corporation, the local government or the like) where the land is adjacent to a reserve, conservation area or crown land. Fire Management Plans should be independently managed unless there is a formal written agreement from an adjacent reserve owner over issues such as major burning of land outside of the application.

Council must be satisfied that the Fire Management Plan has measurable requirements that can be enforced by the local government through planning conditions. Fire Management Plans that are generic in nature with ambiguous maintenance requirements for ongoing fire management will not be supported.

Bushfire Attack Level (BAL) Contour Map

A Bushfire Attack Level Contour Map may be required as part of any Fire Management Plan in context of any nearby existing development.

This would be particularly relevant where a tree farm may increase the bushfire risk for:

Any existing habitable dwelling on the lot that is proposed to be retained; Sensitive premises, short stay accommodation; workers accommodation, caravan parks, nature based parks, chalets, or any form of tourist accommodation on adjacent lots;

Any land use on an adjacent lot that may attract members of the general public to their premises;

Established land uses nearby to the proposed tree farm that may require a higher level of separation and protection.

This may include, and is not limited to hay plants, roadhouses, service stations, bulk storage of hazardous materials, chemical storage; farm machinery sheds, shearing sheds, vineyards, wineries, restaurants, wind farms, land fill sites, reception centres or general stores.

Water Quality

Adequate buffers are required between any tree farm and watercourses on private land where the end use is not for public water supply.

Buffers can play an important role in maintaining water quality, protecting ecological values of waterways and preventing erosion or sediment movement.

Tree farm applications may be referred to the Department of Water, Environment and Regulation for advice.

Suitability of road systems (for harvesting only)

Council needs to consider the adequacy of the existing road infrastructure to service any future harvest and will require the applicant to outline the preferred haulage routes to be used on public roads as part of the planning application.

In accordance with Appendix 3 of the Code of Practice, a Harvest Plan is generally produced in accordance with the haulage-management notification.

Council may also require a report on the general pre-condition of the main haulage roads as part of a Harvest Plan.

In considering adequacy of the existing road structure and harvest plan, applicants and the Council shall have regard for any proposed use of Restricted Access Vehicles.

Any application or Harvesting Plan with land parcels totalling 1000 hectares or greater and located within 10 kilometres of a state-controlled road will be referred to Main Roads WA for comment, prior to determination.

HISTORY

Nil

REVIEW

Chief Executive Officer

4.3 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 \$1,500.00 (one thousand, five hundred dollars) per kilometre (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 <p>That Shire Staff with no involvement in the fence other than its removal (subject to the written support of the landowner)</p> <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

4.4 Mukinbudin Caravan Park Free Aquatic Centre Access

POLICY	All patrons of the Mukinbudin Caravan Park will receive Free access to the Aquatic Centre during the season.
OBJECTIVE	To establish a protocol for the issuing of Free Aquatic Centre Passes for patrons of Mukinbudin Caravan Park.
GUIDELINES	Upon arrival at the Mukinbudin Caravan Park during the pool season (November to April), patrons will receive an Aquatic Centre pass in the form of a wristband for all individuals included in their booking. This pass will only be valid for the duration of their stay.
HISTORY	Update May 2024
REVIEW	Chief Executive Officer

5. Infrastructure and Works

5.1 Road Classification

POLICY

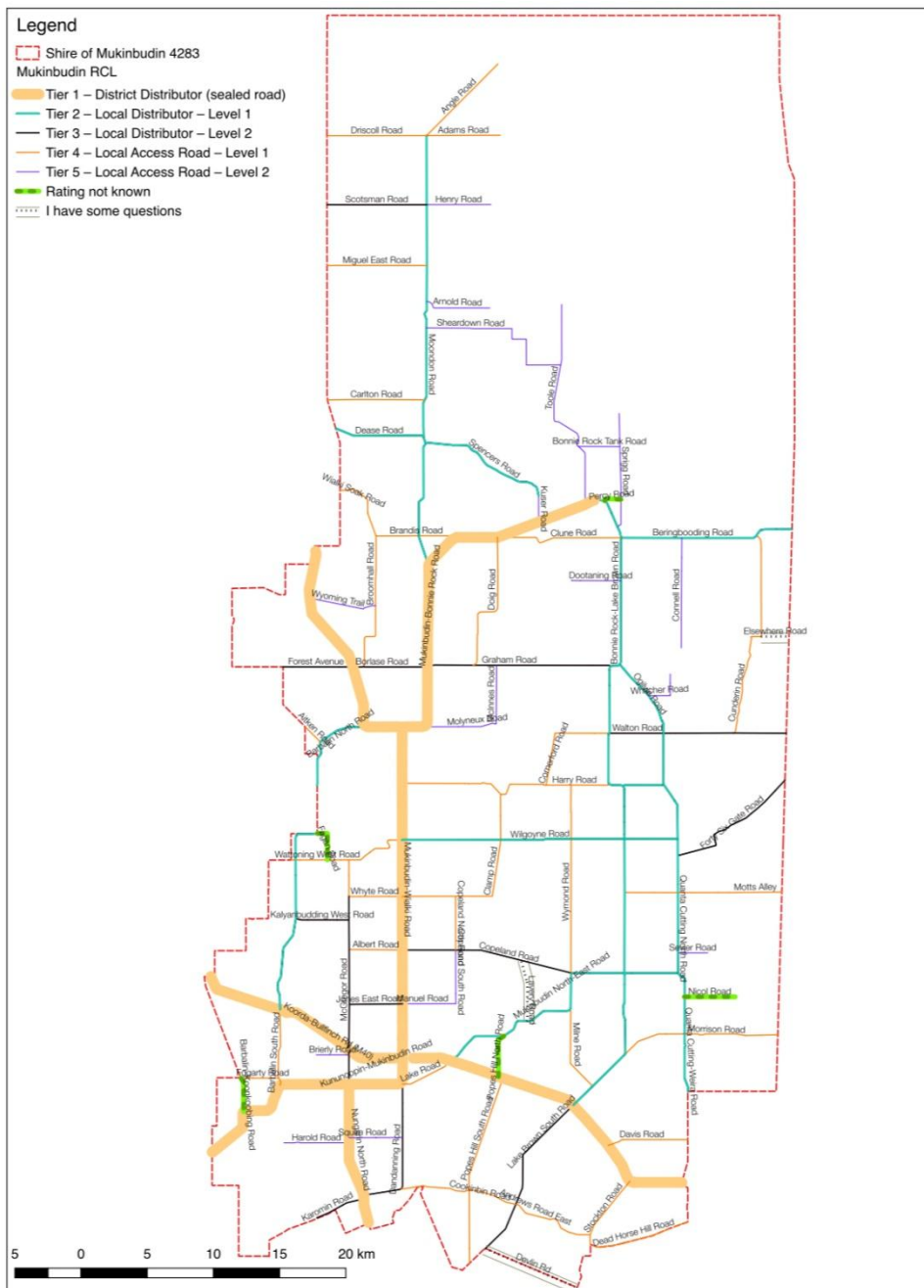
Shire roads, as depicted on the Road Classification Listings (refer Attachment 5.9(a) and Road Classification Plan (refer to Attachment 5.9(b) – map) are categorised into “1”, “2”, “3”, “4” & “5” class roads and will be afforded the following work criteria:

- **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

OBJECTIVE	To identify priority roads
S	
GUIDELINE	Roads 2025 and 2030
S	
HISTORY	Council Decision 13 04 17
REVIEW	Chief Executive Officer

ATTACHMENT

ROAD CLASSIFICATION PLAN



5.2 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

(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

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)

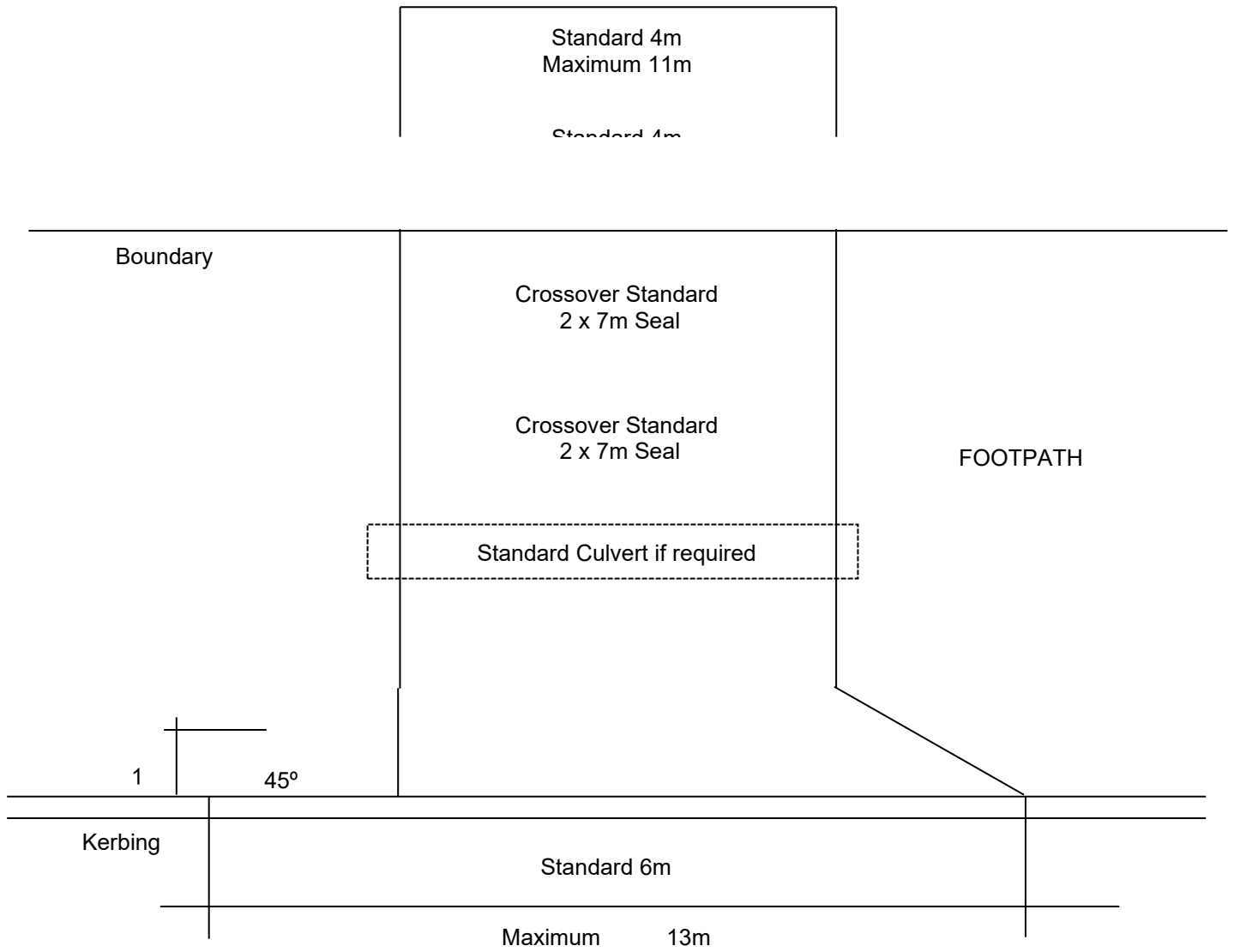
- a) **PRIOR TO** commencing any works pertaining to the installation to a cross over or access point an application shall be filled out and approval to commence the works sought from the Works supervisor.
- b) **BEFORE** any access or cross over works commence, the Shire's Works supervisor shall be 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.

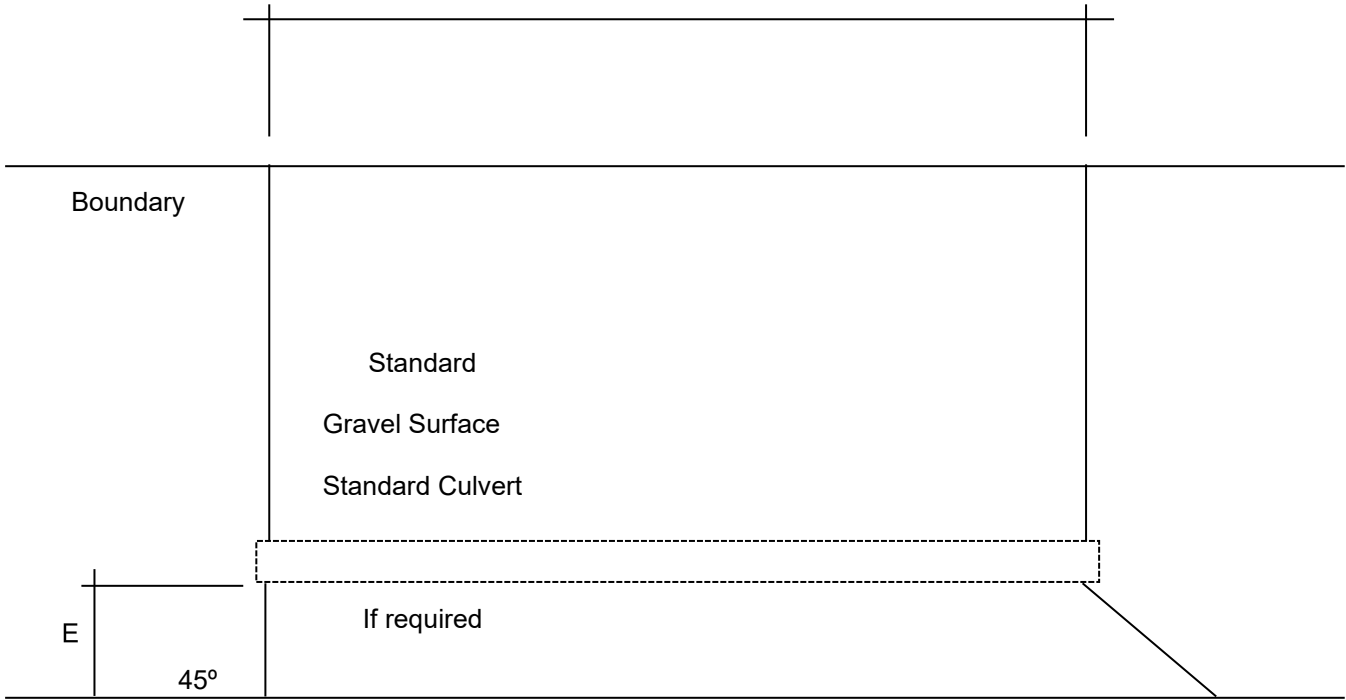
ATTACHMENT

Access and Crossover Width

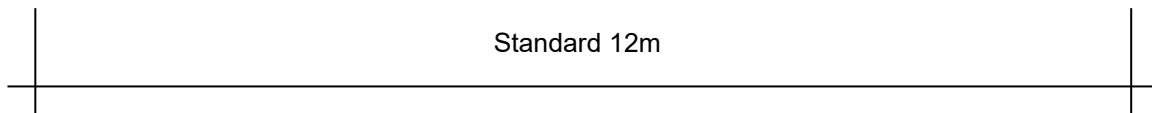


ATTACHMENT

ACCESS AND CROSSOVER
Standard 8m

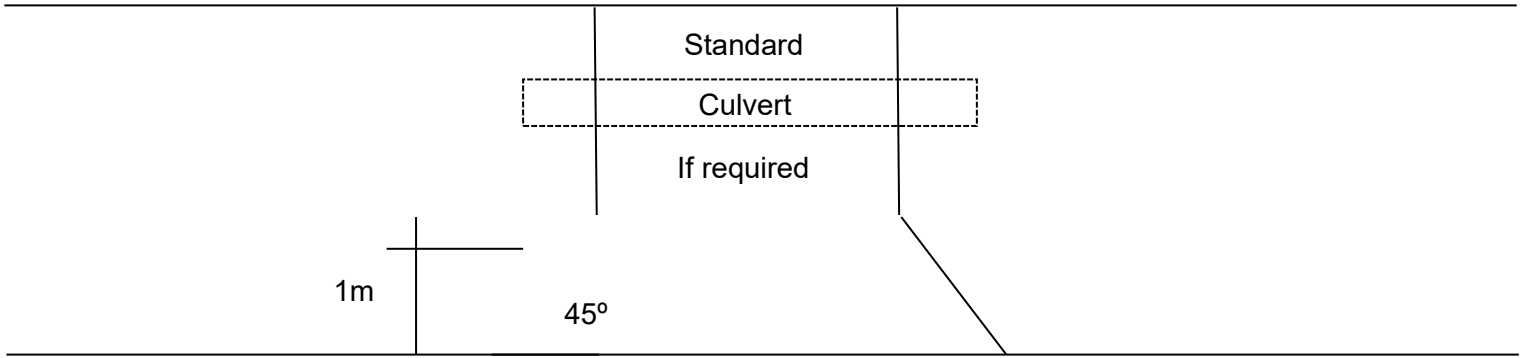


Roadside

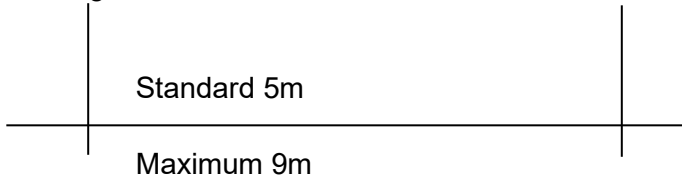


ATTACHMENT

Boundary



Kerbing



MUKINBUDIN PUBLIC HEALTH PLAN 2026 | 2028



Draft 1 / June 2026

Facilities



Sporting Facilities



Playgrounds



Footpath, Bike & Walking Trails



Volunteer
Emergency
Services



Reticulated Sewerage
& Treatment System



Parks and
Community
Gardens



Halls & Civic
Centres



Refuse Site



Aged Housing



Community
Health Centre

Services & Programs



Event Coordination



Ranger Services



Environmental
Health Services



Building Services



Town Planning
Services



Community
Services



Allied &
Complementary
Services



Healthy Aging &
Disability Support



GP Clinic
Nursing
Child Health Support

Figure 1: Examples of Shire facilities and services that support local public health and community wellbeing

SHIRE PRESIDENT INTRODUCTION

Council recognises that the health and wellbeing of our residents are fundamental to the strength, resilience and long-term sustainability of our community. We acknowledge our responsibility to make informed decisions which support positive local health outcomes and enhance the wellbeing of both current and future generations.

This is our first Local Public Health Plan ("the Plan"), developed to provide a flexible and adaptive framework which supports local and regional public health initiatives. Informed by local population health data. The Plan outlines the Shire's role in protecting, promoting and improving community health and wellbeing.

The Plan aligns with our Integrated Strategic Plan 2025–2035 and reflects the Shire's structured approach to maintaining and enhancing health related services, facilities and programs. It also recognises the four key pillars of our Integrated Strategic Plan Economic, Community, Environment, and Civic Leadership, together with our commitment to sound governance, strategic risk management and continuous improvement.

Importantly, The Plan identifies opportunities to collaborate with State and Regional partners, to address current and emerging public health priorities. Through this Plan, Council reaffirms its commitment to proactive, evidence-based planning, to supporting a healthy, connected and resilient community; now and into the future.

CEO MESSAGE

The Shire plays an important role in protecting and promoting community health and wellbeing. Under the Local Government Act 1995, the Health (Miscellaneous Provisions) Act 1911 and the Public Health Act 2016, the Shire has key responsibilities in supporting public health outcomes through environmental health management, maintenance of safe, built environments, food and water safety programs, hazard and risk assessment along with emergency and incident management.

The Public Health Act 2016 requires all Local Governments to prepare Local Public Health Plans aligned with the State Public Health Plan, integrated with local strategic planning and are informed by local population health data. This Plan forms an important component of the Shire's Integrated Strategic Plan 2025–2035 and provides a framework for addressing current and emerging public health priorities within our community.

As the Shire's inaugural Local Public Health Plan, this document adopts a strengths-based approach which recognises the value of existing local health services, facilities and community assets. It also identifies opportunities for collaboration, partnerships and external funding to support improved population health outcomes, community wellbeing and local stewardship.

As this is our first Local Public Health Plan, the process is intended to be progressive and adaptive, beginning with practical and achievable objectives that can be effectively monitored, reviewed and annually reported as required in the Health Act. The Plan is designed to respond to emerging initiatives and evolving population health data, ensuring it remains relevant to the needs of our community. Ultimately, the success of this process will be reflected in our community's capacity to make healthier and more informed lifestyle choices.

STATE PUBLIC HEALTH PLAN

The Department of Health published the State Public Health Plan (SPHP) in June 2025, as required under section 43, Part 5 of the Health Act. The SPHP outlines priorities for the promotion and protection of public health and the delivery of services in Western Australia through to 2030.

<https://www.health.wa.gov.au/~media/Corp/Documents/About-us/Public-Health-Act/State-Public-Health-Plan-2025-2030.pdf>

The Health Act requires Local Public Health Plans to be consistent with the SPHP. Accordingly, the State's vision, objectives and priorities have been considered and where practicable, incorporated into the review and redevelopment of this Public Health Plan.



LOCAL POPULATION HEALTH PROFILE DATA

The Shire of Mukinbudin Population Health and Wellbeing Profile was produced by State Health Department's Epidemiology Branch. This data has been interpreted with WA Country Health Services (WACHS) and reproduced in a more readily communicated Snapshot version.

As per the Section 45 of the Health Act, the preparation of this plan included the examination of local population health data. Due to the age of the data the plan is also looking ahead to more up-to-date information that will follow, from the 2026 Census. It will also be referred to the community and stakeholders as part of an Annual Review to further assess local public health needs. Importantly, the development, application and review of the plan is an adaptive process where new data, health initiatives and funding opportunities may influence priorities.

The basis of the Shire's population health data is as of 30 June 2024, an estimated 603 people lived in the Shire of Mukinbudin. Around 55.7% were Male and 44.3% were Female. The initial health profile data is presented on a strengths basis such as:

Nutritionally - 35.9% of residents aged 16 years and above ate the recommended serves of fruit daily, which was higher than the state prevalence of 33.4%. However, only 69.9% of our children aged 2-15 years ate the recommended serves of fruit daily, which was lower than the state prevalence of 75.4%.

Physical Activity - A higher percentage,

67.9% of residents aged 5-15 years completed the recommended amount of weekly physical activity, more than the State prevalence of 62.3%. However, 50.9% of Shire residents aged 18 years and above did not complete the recommended amount of weekly physical activity, much higher than the State prevalence of 39.1%.

Mental Health – Data trends for the prevalence of mental health issues such as stress, anxiety and depression are estimated to be lower in Mukinbudin than the state average. However, alcohol attributed harm and deaths are significantly higher in rural and regional areas, particularly for males.

While there are positive health behaviours within the community that provide a strong foundation for promoting healthy lifestyle practices, alcohol risk levels appear to be broadly consistent with those observed across the wider Western Australian adult population.

Given the well-recognised and complex relationship between substance use and mental health, there may be opportunities to strengthen protective factors, expand preventive programs and enhance community connection, to support improved health outcomes over time.

Looking ahead, emerging demographic trends will help inform future reviews, priority setting and the planning and delivery of local health initiatives.



69.9% of our children eat recommended serves of fruit per day, higher than the State average.



67.9% of our children meet the recommended weekly physical activity guidelines, higher than the State average.



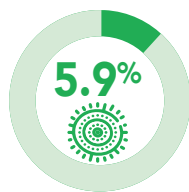
Lower than the State average mental health conditions.



Higher than State average alcohol-related harm.

POPULATION PROFILE SNAPSHOT

POPULATION



IDENTIFY AS ABORIGINAL



FAMILIES WITH AN ANNUAL INCOME <\$64,999



CURRENTLY UNEMPLOYED

OBJECTIVES AND PRIORITIES

The plan applies a functional approach to identifying objectives, listing primary environmental health roles and relevant statutory responsibilities as a foundation for supporting collaborations and initiatives which may influence local public health and wellbeing outcomes.

PRIORITIES

Figure 2. Objectives and Priorities

Aim - Is to continue to support health-related services and facilities that promote community health and wellbeing.			
OBJECTIVE	PRIORITY ACTIVITIES	WHEN	WHO
Primary Objective	Prepare and manage public health planning. [Section 16(a) Health Act 2016 - Function of a Local Government].	Ongoing	CEO
1.0 Perform Environmental Health Functions	1.1 Sustain statutory environmental health protections for: [Section 16(c)&(d) Health Act 2016 - Function of a Local Government] <ul style="list-style-type: none"> • Food, water and wastewater safety. • Assess built environment health impacts. • Manage hazards, infectious disease. • Assess health and amenity impacts. • Monitor compliance and emerging risks. • Communicate environmental health risks. • Support emergency incidences. 	Ongoing	EHO
2.0 Align with SPHP and Integrated Strategic Plan	2.1 Consider SPHP priorities as part of PHP annual reviews, [Sec 45(2). Health Act 2016]. 2.2 Consider relevant provisions of the Integrated Strategic Plan when reviewing the PHPlan. 2.3 Reviews of the Integrated Strategic Plan should be considered in conjunction with the PHPlan. [Sec 45(3). Health Act 2016].	Before PHP reviews	EHO & Exec
3.0 Examine Health Data and Consider Partnerships	3.1 Examine existing and emerging local population health data. [Sec 45(4)(b). Health Act 2016]. 3.2 Monitor potential partnerships and key agencies health initiatives to support local priority objectives. [Sec 45(4)(d)&(e) The Health Act 2016]. 3.3 Monitor State and regional agency initiatives and funding opportunities that support health and wellbeing outcomes. [Sec 45(4)(d). The Health Act 2016].	Ongoing	Exec
4.0 Undertake Reviews & Reports	4.1 Make the PHP available to the public. [Sec 46(1). Health Act 2016]. 4.2 Review the PHP annually and report to Council. [Sec 45(5). Health Act 2016]. 4.3 Replace the PHP (Within 5 years). [Sec 46(6). Health Act 2016]. 4.4 Refer to community feedback as part of reviews and redrafts. [Sec 45(4)(a). Health Act 2016].	Ongoing December 5 Years Ongoing	EHO

CONCLUSION

This Public Health Plan was developed in response to statutory requirements and prepared using an evidence-based approach to ensure it reflects both State and local health priorities, as well as the needs of the local community. The Plan recognises the Shire's existing health services and facilities while establishing practical, adaptable objectives that can be monitored, reported on and responsive to emerging health issues and future population health data. It also provides a framework to support health-related initiatives, strengthen key environmental health functions and promote community wellbeing and sustainable health outcomes.

The Plan has been made available in accessible formats to encourage awareness and participation. Community feedback will inform annual reviews, reporting and future redevelopment. Which will guide priorities, strengthen local decision-making and support shared responsibility for health, wellbeing and community resilience across the Shire.

KEY AGENCIES

 <p>Government of Western Australia Department of Health Epidemiology Branch</p>	 <p>Government of Western Australia South Metropolitan Health Service</p>	 <p>Government of Western Australia WA Country Health Service</p>	<p>PLAN PREPARED BY:</p>  <p>LG CONSULTING SOLUTIONS SERVE AND INFORM</p> <p>Tony Turner - 0429 411 117</p>
 <p>Wheatbelt Development Commission</p>	 <p>WA Primary Health Alliance Better health, together</p>	 <p>injury matters PREVENTION TO RECOVERY</p>	 <p>GOVERNMENT OF WESTERN AUSTRALIA healthway</p>

References: Integrated Planning Suite 2020 – 2030. | Shire Population Health Profile, WA Country Health Services Great Southern Population Health Unit. | Government of Western Australia WA Country Health Services, Great Southern Health Profile 2022. | Government of Western Australia Department of Health, State Public Health Plan for Western Australia 2024–2029, Objectives and Priorities, Proposed Framework for the Plan. | Government of Western Australia Department of Health, State Public Health Plan for Western Australia, Objectives and Policy Priorities for 2019-2024. | Government of Western Australia South Metropolitan health Services, Pathway to a Healthy Community, A Guide for Councillors and Local Governments.

MUKINBUDIN

**RANGER SERVICES
AGREEMENT**

Shire of Mukinbudin Ranger Services Agreement

This Service Agreement is made the ____ day of _____ 2026.

Between

Shire of Mukinbudin

(ABN:65 627 391 050)

15 Maddock Street, Mukinbudin, Western Australia

('Shire')

And

**Ranger Services of Western Australia Pty Ltd ATF The Winterfalls Trust
T/AS Ranger Services of Western Australia. (ABN 826 9541 8814)**

PO Box 718, York, Western Australia

('Service Provider')

Recitals

- A. The Contractor is in the business of providing the Services
 - B. The Shire has requested the Contractor to provide the Services to and on behalf of the Shire.
 - C. The Contractor has agreed to provide the Services to and on behalf of the Shire on the terms and conditions contained in this Agreement.
-

Definitions, Interpretation and Services

1.1. Definitions

In this Agreement, including the recitals, unless the context otherwise requires, the following terms have the following meanings:

Agreement means this document including any schedules and annexures or any amendment thereof agreed in writing by the Parties;

Applicable Laws means all laws, including, without limitation, legislation and any principle or rule of common law or equity relevant to the performance of the Services;

Confidential Information has the meaning given in clause 9.1;

Contractor means the person or persons, corporation or corporations, who contract to supply the Services to the Shire as set out in the Schedule;

Employees of any party means that party's employees, directors, officers, contractors and agents or any of them;

End Date means the date described in the Schedule;

Event Indicating Insolvency in relation to a party, means something that reasonably indicates that there is a significant risk that party is or will become unable to pay debts as they fall due

Expenses means the Contractor's reasonable out-of-pocket expenses associated with the provision of the Services to the Shire set out in the Schedule;

GST means the Goods and Services Tax as defined in A New Tax System (Goods and Services Tax) Act 1999 (Cth);

Loss includes claim, liability, cost and expense;

Mode of Payment means the mode of payment described in the Schedule

Rostered Day means 3 hours per day as standard.

Schedule means the schedule to this Agreement;

Service Fee means the amount or rate of remuneration described in the Schedule

Services means the services, tasks, work and requisites to be supplied, rendered provided or performed by the Contractor as set out in the Schedule and includes any and all variations as agreed by the parties;

Special Conditions means the special conditions and technical specifications set out in the Schedule;

Start Date means the date described in the Schedule;

State means the State of Western Australia

Term means the period commencing on the Start Date and expiring on the earlier of the:

- a) End Date; or
- b) Termination of this Agreement in accordance with the provisions of this Agreement.

1.2. Interpretation

In this Agreement, unless the contrary intention appears:

- a) clause headings are for convenient reference only and have no effect in limiting or extending the language of the provisions to which they refer;
- b) words in the singular number include the plural and vice versa; and
- c) where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings.

Services

1.3. Provisions

- a) The Contractor shall provide the Services to the Shire during the Term in consideration of the Shire paying the Service Fee or such further or other fee as is agreed in writing from time to time by the parties.
- b) Subject to clause 3.2 (c) and subject to the Contractor observing and performing the terms and conditions of this Agreement, the Shire shall not control the method, time or place of provision of the Services by the Contractor (or the Contractor's Employees).
- c) The Shire shall be entitled in case of emergency to direct the Contractor as to the method and time and place of provision of the Services.

1.4. Term

The Shire engages the Contractor for the Term. If this Agreement is terminated, then:

- a) The Contractor must fulfil any incomplete obligations under this Agreement not fulfilled by the Contractor as at the last date of the Term;
- b) The Shire must pay to the Contractor any amounts due or which become due for payment under this Agreement; and
- c) After the Shire has paid in full all monies due or which become due to the Contractor, the Contractor must immediately yield up to the Shire all property and Confidential Information of the Shire in the Contractor's possession.

Fees and Payment

1.5. Payment

In consideration of the provision of the Services by the Contractor, the Shire shall pay the Service Fee to the Contractor in the Mode of Payment in accordance with the terms and conditions of this Agreement.

1.6. Invoice

The Contractor shall present an invoice to the Shire not less than monthly and at such times as the Contractor considers appropriate, provided it is not more than once per fortnight, for payment by the Shire in respect of:

- a) Services provided by the Contractor since rendering the previous invoice; and
- b) Reimbursement of Expenses approved by the Shire. The Contractor shall retain all relevant receipts, invoices and records, and attach copies to the next invoice being presented to the Shire with summary presented on the invoice detailing the total amount of those Expenses.

1.7. Variation of Service Fees

- a) The Service Fees shall be fixed, unless otherwise stated in this Agreement.
- b) Where the Service Fees are variable, and the Contractor seeks to claim for a variation in the Service Fee during the Term, the Contractor shall give the Shire full details of the claim, including all applicable information as to cost of materials, direct labour, overheads, profit and such other cost components as the Shire may require to verify any claim for a variation.

1.8. Suspension of Payments

Should the Contractor refuse or neglect to carry out the instructions of the Shire in regard to any matter connected with this Agreement, the Shire may suspend all payments to the Contractor until such instructions have been complied with to the complete satisfaction of the Shire.

Contractor's Obligations

1.9. Standard of Care

The Contractor agrees that its Employees must:

- a) Perform the Services under this Agreement in a diligent and professional manner, and to the standard of skill and care expected of a professional experienced in the provision of the type of Services and to the standard reasonably required by the Shire;

- b) Continually use its best endeavours to promote the successful completion of the Services taking into account the interests and welfare of the Shire generally;
- c) Comply with the provisions of all Applicable Laws affecting or pertinent to the Services and their performance.

1.10. Defective performance

- a) The Contractor guarantees that if there is a defect in the performance of the Services the Contractor will remedy the defect or redo the Services at no additional cost to the Shire within the timeframe agreed by the Contractor (acting reasonably) and the Shire.
- b) Where the Contractor:
 - i. Refuses or fails to remedy a defect in performance of the Services; or
 - ii. Fails to redo the services within the agreed timeframe;
 - iii. And the Shire cannot agree on a timeframe to remedy a defect or redo the Services,

then the Contractor agrees that the Shire may arrange for the performance of the necessary remedial work, and recover all and any costs on demand from the Contractor.

1.11. Licence and/or Qualifications

- a) The Contractor must ensure that its Employees hold the requisite licence(s), qualification(s), approvals and experience to legally perform the Services.
- b) The Contractor covenants and warrants that they have obtained and will continue to maintain in accordance with the requirements of all Applicable Laws all permits, visas and licences necessary for the lawful performance of the Services and agree to provide evidence of this to the Shire upon request.
- c) The Contractor shall provide to the Shire all relevant documentation applicable to 1.11.a) above upon request.

Time

- 1.12. The Contractor agrees to provide the Services punctually at or within the time stated in this Agreement, and in this respect time shall be of the essence of this Agreement.
 - 1.13. The contractor shall only be entitled to extensions of time for compliance with the Shire's prior written consent, which consent the Shire may withhold at its sole discretion.
-

Liability

- 1.14. The Contractor is responsible for and indemnifies the Shire from and against:
- a) All liabilities for all Loss, damage or injury to persons or property caused by the Contractor, its Employees. The amount of such claims, damages, costs and expenses payable, suffered or incurred by the Shire for any such Loss, damage or injury is made good at the Contractor's expense. The Contractor shall, at its own cost and expense, duly comply with all Applicable Laws that apply either to the Contractor or the Services provided by the Contractor; and
 - b) All actions, proceedings, costs, charges, claims, demands and Loss arising from a failure by the Contractor to comply with the Applicable Laws.
-

No Partnership or Employment

- 1.15. The Contractor supplies the Services as an independent contractor. The contractor is not in partnership or in a joint venture with the Shire, nor is the Contractor and employee, servant or agent of the Shire.
- 1.16. Nothing contained in this Agreement shall constitute the relationship of partnership or employer and employee between the Shire and the Contractor (or their Employees), and it is the express intention of the parties that any such relationship is denied.
- 1.17. Upon written notice to the Contractor, the Shire may demand that any of the Contractor's Employees cease to provide the Services. In such event the Contractor can utilise an alternative person to provide Services.
- 1.18. The parties acknowledge that the Contractor only (and not the Shire);
- a) Is required to make its own insurance and tax payment arrangements; and
 - b) Controls and is responsible for itself and its Employees. If any Applicable Laws impose an employer/employee obligation on both the Shire and the Contractor, the Contractor undertakes to carry out all such obligations and pay all associated costs, and indemnifies the Shire against any loss, liability, claim, damage, cost or expense arising from or in connection with those obligations, including any payroll tax liability.
-

Insurance

- 1.19. The Contractor shall hold and maintain for the duration of this Agreement a minimum \$20 million public liability insurance and such other necessary insurances (including workers' compensation) for itself and its Employees involved in providing Services to the Shire.
- 1.20. The Contractor shall provide evidence of the insurance set out in clause 1.19 to the Shire prior to the commencement of the Services and at such other times upon request by the Shire.

Confidentiality

- 1.21. Except as authorised by the Shire in writing or as required by the Contractor to provide Services to the Shire or as may be required by law, the Contractor shall not (directly or indirectly) disclose to any third entity or individual not a party to this Agreement any information, forms, specification, processes, statements, records, drawings or data concerning:
- a) the operations and dealings of the Shire; or
 - b) the organisation, finance, customers, markets, suppliers and intellectual property and knowhow of the Shire,
- which is not in the public domain (except by the failure of the Contractor to observe and perform the covenants, terms and conditions contained in this Agreement) and which has been obtained from providing Services to and on behalf of the Shire.
- 1.22. All records and documents (whether in paper, electronic or other form), including copies and extracts that contain Confidential Information are and remain the property of the Shire, both during the Term and after termination of this Agreement. At the request of the Shire or on termination of this Agreement, the Contractor shall immediately return such records and documents to the Shire.

Termination

- 1.23. The Shire may terminate this Agreement at any time by giving the Contractor thirty (30) days' written notice.

Notwithstanding the foregoing, the Shire may terminate this Agreement with immediate effect by giving written notice to the Contractor if any of the following events occur:

- a) the Contractor suffers an Event Indicating Insolvency;
 - b) the Contractor fails to supply and provide the Services on the due dates or dates or at the location or locations specified in the Agreement;
 - c) the Contractor fails to duly and punctually observe and perform all or any of the terms or conditions set out in this Agreement to the complete satisfaction of the Shire;
 - d) the Contractor engages in misconduct, fraud, dishonesty, unlawful conduct, or any other wrongdoing which, in the reasonable opinion of the Shire, materially affects the Contractor's ability to perform the Services or the reputation or interests of the Shire; or
 - e) if the Contractor or, where the Contractor is a corporation or trust, any person who controls the Contractor is convicted by a court of an indictable offence.
- 1.24. Upon termination of this Agreement, the Contractor shall be entitled to payment for Services properly performed up to the effective date of termination. Subject to such payment, all monies previously paid to the Contractor shall be deemed to be in full satisfaction of all claims of the Contractor arising under or in connection with this Agreement.

Covenants

- 1.25. The Contractor covenants to:
- a) Act with the utmost good faith in all of its dealings with the Shire;
 - b) Provide the Services to the Shire in a skillful, expeditious and professional manner;
 - c) Not intentionally do anything which is or may be harmful to the Shire;
 - d) Report promptly to the Shire all information, explanations and advice required by the Shire or which the Shire ought properly be informed of; and
 - e) Both during the Term and after termination of this Agreement, not use or attempt to use any Confidential Information in a manner which is not first authorised in writing by the Shire (also refer to clause 1.21 and clause 1.22 of this Agreement).

- 1.26. The Contractor shall not incur any liability on behalf of the Shire or in any way pledge or purport to pledge the Shire's credit or accept any order or make any contract binding upon the Shire except to the extent that the Contractor may be authorised in writing by the Shire.
-

Special Conditions

- 1.27. The Special Conditions apply to and form part of this Agreement.
- 1.28. To the extent of any inconsistency between the Special Conditions and the other terms of this Agreement, the Special Conditions will apply.
-

GST

- 1.29. The parties agree that all amounts to be paid by the Shire to the Contractor pursuant to this Agreement are exclusive of GST.
- 1.30. In respect of any liability of the Contractor for GST incurred pursuant to this Agreement, the Shire covenants to pay the Contractor the amount of the GST immediately upon demand by the Contractor.
- 1.31. The Contractor covenants that any invoice it presents to the Shire pursuant to this Agreement shall comply with the GST Act and be in a format that enables the Shire to claim input tax credits in respect of the taxable supply.
-

Indemnities

- 1.32. In relation to each of the indemnities contained in this Agreement:
- a) the indemnity is a continuing obligation, separate and independent from the other obligations of a party, and survives the expiration or termination of this Agreement.
 - b) it is not necessary for a party to incur expense or make a payment before enforcing a right of indemnity conferred by this Agreement.
 - c) a party is liable to pay to the other party so indemnified an amount equal to any Loss suffered or incurred by an employee, officer or agent of the organisation.
-

Assignment or Sub-Contract

- 1.33. The Contractor must not assign or sub-contract this Agreement or any part thereof (including the provision of any of the Services) except with the prior written consent of the Shire, which consent the Shire may withhold at its sole discretion.
-

Counterparts

- 1.34. This Agreement may be executed in any number of counterparts and all such counterparts when executed and taken together will constitute this Agreement.
- 1.35. A copy of this Agreement duly signed and sent to another party or their solicitor by email transmission shall be as valid and effectual as if the original executed copy of the document had been sent.
-

Entire Agreement

- 1.36. This Agreement comprises the entire agreement between the parties in relation to its subject matter and no earlier agreement, understanding or representation, whether oral or in writing, in relation to any matter dealt with in this Agreement will have any effect from the date of this Agreement.
-

Further Action

- 1.37. Each party must do or cause to be done or refrain from doing all such acts or things necessary to give effect to this Agreement.
-

Choice of Jurisdiction and Law

- 1.38. This Agreement will be governed by and construed in accordance with the law from time to time in force within the State of Western Australia and the parties submit to the non-exclusive jurisdiction of the courts of the State of Western Australia.

No Warranty

- 1.39. The parties acknowledge that in entering into this Agreement, they have not relied on any representations or warranties about the subject matter of this Agreement except as provided in this Agreement.

No Merger

- 1.40. None of the terms or conditions of this Agreement, or of any act, matter or thing done under or by virtue of this Agreement or any other agreement, instrument or document, or judgement or order of any court or judicial proceeding, will operate as a merger of any of the rights and remedies of the parties under this Agreement, and those rights and remedies at all times will continue in force.

Notices

- 1.41. Any notice or demand required to be given served or made pursuant to this Agreement will be deemed to have been properly given if:
- a) sent by prepaid post addressed to the addressee at its usual or last known place of business;
 - b) delivered personally to the person to be served;
 - c) sent by email to an acknowledged address; or
- 1.42. Any notice given pursuant to the preceding paragraph will be deemed to have been received;
- a) if sent by post, within three (3) working days;
 - b) if sent by e-mail, upon the day of sending; and
-

Waiver

- 1.43. The failure of either party to enforce this Agreement shall in no way be interpreted as a waiver of its respective rights under the Services Agreement.
-

Operative Date

- 1.44. The parties agree that the provisions of this Agreement shall be deemed to take effect from the date of execution of this Agreement by all of the Parties.
-

Variation

- 1.45. This Agreement shall only be varied by way of a deed of variation signed by the parties.
-

Costs

- 1.46. Each party must bear their own legal and other costs and expenses of and incidental to the preparation and execution of this Agreement.
-

No Partnership or Agency

- 1.47. The rights, duties, obligations and liabilities of the parties under this Agreement are several and not joint or collective. Each party will be individually responsible only for their obligations as specified in this Agreement.
-

Severability

- 1.48. Part or all of any clause of this Agreement that is illegal or unenforceable will be severed from this Agreement and will not affect the continued operation of the remaining provisions of this Agreement.
-

Consent

- 1.49. Where this Agreement provides that any particular transaction or matter requires the consent, approval or agreement of any party that consent, approval or agreement may be given subject to such terms and conditions as that party may impose, and any breach of such terms and conditions by any person will be deemed to be a breach of the terms of this Agreement.

Schedule 1

1. Contractor

Ranger Services of Western Australia Pty Ltd ATF The Winterfalls Trust T/AS
Ranger Services of Western Australia. (ABN 826 9541 8814 of PO Box 718
York in the State of Western Australia.

2. Start Date

day of 2026

3. End Date

day of 2029

4. Services

4.1 Provide a professional Local Government Ranger service of 1 Rostered Day per week, or more often if requested by the Shire of Mukinbudin, in addition to an emergency on-call service. Services may include (but are not limited to):

4.1.1 Dog and cat management

4.1.2 Bushfire hazard reduction

4.1.3 Off road vehicle management

4.1.4 Litter and illegal dumping management

4.1.5 Abandoned vehicle management

4.1.6 Animal control including reptile handling

4.1.7 Caravan and camping control

4.1.8 All other areas of State legislation pertaining to a Local Government Ranger service

4.1.9 All other management of local laws

4.1.10 All other law enforcement within the Shire of Mukinbudin

4.2 The on-call component is a full 24/7 Ranger service. Emergency call-outs will be given priority over rostered days at other Local Governments and vice versa.

5. Service Fee/ Remuneration

The Principal shall pay the Contractor the following remuneration for delivery of services as prescribed by this agreement:

Consideration	Remuneration
Routine work hours (Monday to Friday between 9 am and 5 pm)	\$115 per hour (plus GST)
Non routine work / emergency call out hours at all other times as approved (time charged from point of departure to Mukinbudin and return)	\$115 per hour (plus GST)
Travel (per trip to the Shire of Mukinbudin for Routine Work Hours only)	\$115 per trip (plus GST)

6. Expenses

Nil

7. Mode of Payment

By electronic funds transfer to the following Contractor's nominated account:-

Bank	Commonwealth
BSB	066 192
Account No.	10503318
Name	Ranger Services of Western Australia Pty Ltd ATF The Winterfalls Trust T/AS Ranger Services of Western Australia.

8. Special Conditions

The Contractor is to liaise with the Shire of Mukinbudin's Chief Executive Officer (or delegate) in relation to:

- a) All matters pertinent to this Agreement;
- b) Specific direction on service delivery applicable to this Agreement;
- c) Accurate records and statistical information being maintained and presented to the Shire.

Schedule 2

Executed by the Parties as a deed on the _____ day of _____ 2026

Shire of Mukinbudin

THE COMMON SEAL of the Shire of Mukinbudin was hereunto affixed pursuant to a resolution of the Shire of Mukinbudin in the presence of:..

Shire President Signature

Chief Executive Officer Signature

Print Name

Print Name

WA Contract Ranger Services Pty Ltd

Executed by Ranger Services of Western Australia Pty Ltd ATF The Winterfalls Trust T/AS Ranger Services of Western Australia (ABN 826 9541 8814) in accordance with section 127 of the *Corporations Act 2001*:

Director/Secretary Signature

Print Name

Director/Secretary Signature

Print Name



Real Estate

Level 2 / 195 Great Eastern Highway Belmont, WA, Australia 6104
p | +61 8 9422 2301 f | + 61 8 9422 2443
eldersrealestate.com.au

24th April 2026

Rosie Western
Shire of Mukinbudin
15 Maddock Street
Mukinbudin
W.A. 6479

Dear Rosie,

Thank you for the opportunity to give you an indication of the approximate sale price of the properties listed below.

**** THIS IS A DESK TOP APPRAISAL. NONE OF THESE PROERTIES HAVE BEEN INSPECTED****

Registered Owners: Shire of Mukinbudin

Land District	Street Number	Lot Number	Volume	Folio	m ²
Mukinbudin	25a & 25b Calder Street, Mukinbudin	21	1351	505	1,247
Mukinbudin	6 Lansdell Street, Mukinbudin	69	1406	9	1,113
Mukinbudin	8 Lansdell Street, Mukinbudin	70	1406	10	1,113
Mukinbudin	12, White Street, Mukinbudin	64	1517	573	1,027

Description:

25a & 25b Calder Street, Mukinbudin

Build year unavailable

Duplex on Single title

Fibro and iron roofed dwelling

Appraised Price \$170,000.00 - \$180,000.00

6 Lansdell Street, Mukinbudin

1994 Build

3 x 1 Brick and iron roofed dwelling

Appraised Price \$210,000.00 - \$220,000.00

8 Lansdell Street, Mukinbudin

1997 Build

3 x 1 Brick and tiled roofed dwelling

Appraised Price \$260,000.00 - \$270,000.00

12 White Street, Mukinbudin

3x1 Brick and iron roofed dwelling

1994 Build

Appraised Price \$270,000.00 - \$280,000.00

Comparable sales

Date	Address	Sale price	Area m ²	Description
August 2025	30 Calder Street, Mukinbudin	\$180,000.00	1,012 m ²	Elders Real Estate
October 2025	9 Cruickshank Road Mukinbudin	\$375,000.00	880 m ²	Elders Real Estate
September 2025	3 Lansdell Street, Mukinbudin	\$420,000.00	1,143 m ²	Elders Real Estate

Yours faithfully,



Peter Sippe

Disclaimer: This report is prepared strictly as an indication and not a sworn valuation and is solely for the party to whom it is addressed to provide an estimate of what the property may realise if offered for sale at the date of this report. No liability whatsoever shall be accepted by Elders Real Estate if used for any other purpose or by a third party.

24th March 2025

Rosie Western
Shire of Mukinbudin
15 Maddock Street
Mukinbudin
W.A. 6479

Dear Rosie,

Thank you for the opportunity to give you an updated indication of the approximate sale price of the property listed below.

On inspection, this is a purpose-built commercial building with composite fibro walls and an iron roof including 7 carpeted offices, 1 archive room, 2 study booths, kitchen, 1 open office area, 2 toilets, airconditioning complete with a 2.4 meter wide concreted verandas.

Block Size 2,000 m²

Land District	Street Number	Lot Number	Volume	Folio	m ²
Mukinbudin	8 White Street	Lots 70 & 71	1057	390	2,000

Comparable sales

Date	Address	Sale price	Area m ²	Description
August 2025	30 Calder Street, Mukinbudin	\$180,000.00	1,012 m ²	Elders Real Estate
October 2025	9 Cruickshank Road Mukinbudin	\$375,000.00	880 m ²	Elders Real Estate
September 2025	3 Lansdell Street, Mukinbudin	\$420,000.00	1,143 m ²	Elders Real Estate

Property Assessment (Appraised Price)

It is my opinion that the potential sale price of the building only would be \$500,000.00 - \$550,000.00.
This information is valid for 30 days from the date of appraisal.

Once again thank you for the opportunity.

Yours faithfully,



Peter Sippe

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