



ATTACHMENTS

Ordinary Meeting of Council



Meeting held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 2.30pm Tuesday 21st May 2024.

Kununoppin Medical Practice
Committee
Consisting of Shires of
Trayning, Mt Marshall, Mukinbudin
and Nungarin



MINUTES

**Meeting held at the Koorda Council
Chambers on Tuesday 26 March 2024**

Kununoppin Medical Practice Committee
Shires of Mt Marshall, Mukinbudin, Nungarin and Trayning

MINUTES

**Meeting held Tuesday 26 March 2024,
at the Shire of Koorda Council Chambers commencing at 12.35 pm**

1 Declaration of Opening/Announcement of Visitors

Councillor Brown welcomed those present and declared the meeting open at 12.35 pm

2 Record of Attendance/Apologies/Leave of Absence

<u>Members</u>	Cr Melanie Brown	– Chairperson – Shire of Trayning
	Cr Pippa deLacy	– Shire of Nungarin
	Cr Tony Sachse	– Shire of Mt Marshall
	Cr Gary Shadbolt	– Shire of Mukinbudin

<u>Staff</u>	Mrs Leanne Parola	– CEO Shire of Trayning
	Mr Dirk Sellenger	– CEO Shire of Mukinbudin
	Mr Ric Halse	– CEO Shire of Nungarin

<u>Apologies</u>	Mr Ben McKay	– CEO Shire of Mt Marshall
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<u>Observers</u>	Cr Mark Leslie	- Shire of Trayning
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3 Confirmation of Minutes

Moved Cr De Lacy

Seconded Cr Sacshe

That the Minutes of the Meeting held on Thursday 26 October 2023, as circulated, be confirmed as a true and correct record of the proceedings.

Carried 4/0

4 Business Arising

Representatives from Rural Health West to be invited to meeting in May 2024 as they were unavailable for this meeting.

5 Presentations

Nil

6 Business of Meeting

6.1 Kununoppin Medical Practice Viability

Dr Olat contacted Councillor Brown to advise that the number of people using the practice and pharmacy has dropped dramatically, and that he is concerned about its viability moving forward.

He requested that the Kununoppin Medical Practice Committee carry out a survey of the residents of the relevant local governments to determine why people are not using the practice.

A survey was drafted and distributed to the members of the committee and Dr Olat for review on 25 February 2024. The amended version of the survey was sent to Committee members on 28 February with the following motion:

That the attached survey be distributed to all residents of the Shires of Trayning, Mt Marshall, Mukinbudin and Nungarin as soon as possible with the results to be collated and referred to a Kununoppin Medical Practice Committee Meeting to be held 4.00 pm Thursday 14 March 2024.

All Shire representatives supported the motion via email or text so the survey was provided to all Chief Executive Officers for distribution on 29 February 2024.

The collated responses were provided to the meeting.

It was **agreed** that a draft summary of the survey results would be sent to all Kununoppin Medical Practice Committee Members and Chief Executive Officers for review before Cr Brown meets with Dr Olat.

6.2 Kununoppin Hospital – WACHS Accommodation

The Shire of Trayning is participating in a joint grant application with a number of other Shires for funding under the Growing Regions Program to construct housing in the Wheatbelt.

The Shire of Trayning proposal is to purchase and install five two bedroom/two bathroom transportable units on land opposite the Kununoppin District Hospital (between the Doctor's house and Independent Living Units) to lease to the Western Australian Country Health Service (WACHS) for ten years using the Department of Communities standard leasing model.

The attached cash flow projection is based on the Shire of Trayning receiving grant funds of \$1.35M and borrowing \$400,000 for a \$1.8M capital construction. The maintenance costs are based on current budgeted costs for the Kununoppin Independent Living Units and the lease income is based on an indicative amount provided by WACHS of \$590 per week, per unit.

The Shire of Trayning Councillors have requested that the other Shires forming the Kununoppin Medical Practice Committee be approached to see if, should the grant application be successful, they would be interested in contributing to the capital cost instead of the Shire of Trayning borrowing the funds. The annual surpluses could then be used to reduce the contributions required to subsidise the medical practice.

Based on the current MOU expenditure split, the initial capital investment from each Shire would be approximately:

Shire of Mt Marshall	\$112,500
Shire of Mukinbudin	\$146,250
Shire of Nungarin	\$45,000
Shire of Trayning	\$146,250

The outcome of the Growing Regions Program grant application is expected to be known in mid-March 2024.

The Shire of Nungarin have indicated that they are not able to participate.

It was **agreed** to leave the matter until the Growing Regions Program grant application outcomes were known.

6.3 Kununoppin Medical Practice Fees

At the Kununoppin Medical Practice Committee Meeting held 26 October 2023, the Committee resolved to lay the following recommendation on the table until this meeting:

Agree that if any funds are withheld or a credit is received from Olatwhaler Medical Pty Ltd as a result of non-attendance, those funds be credited to the Shire where the sessions were scheduled to be held, reducing their contribution for that quarter.

Dr Olat has provided the attached report of sessions held to the end of December.

Moved Cr Sachse

Seconded Cr De Lacy

- 1) Arrange Rural Health West to attend a Committee Meeting in March 2024 to commence discussions on the recruitment process, proposed contract, service requirements for a new Medical Practice.

and

- 2) Agree that if any funds are withheld or a credit is received from Olatwhaler Medical Pty Ltd as a result of non-attendance, those funds be credited to the Shire where the sessions were scheduled to be held, reducing their contribution for that quarter.

Amendment Moved Cr Sachse

Seconded Cr De Lacy

That "March" be removed from part one of the motion.

Carried 4/0

The substantive motion was put

Carried 3/1

6.4 Kununoppin Medical Practice Committee MOU

The current Kununoppin Medical Practice Committee Memorandum of Understanding expires on 30 June 2024 (see attached).

Feedback is sought in drafting a new Memorandum of Understanding on the following:

- Length of term (previous one was for four years)
- Housing for Doctor
- Amending Section 4 Financial Contributions to cover how any payments withheld from the doctor will be treated
- Possible ability to support other medical services (eg Kununoppin Hospital/WACHS)

Moved Cr Sachse

Seconded Cr De Lacy

That members take an item to their respective Councils to consider varying the Memorandum of Understanding by extending the expiry up to six months to allow more detailed discussions and amendments to be considered.

Carried 4/0

7 Urgent Business

Nil

8 Next Meeting

9 am on Tuesday 7 May 2024

9 Closure

There being for further business, Cr Brown closed the meeting at 1.45 pm

Great Eastern Country Zone Minutes

11 April 2024

Hosted by the Shire of Kellerberrin
Recreation and Leisure Centre
110 Massingham Street, Kellerberrin

Meeting commenced at 9.33am

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ATTACHMENTS

The following are provided as attachments to the Minutes

1. Item 5.1.1 Lotterywest presentation
2. Item 7.5 Water Corporation presentation

1 OPENING, ATTENDANCE AND APOLOGIES

1.1 OPENING

The Chair opened the meeting at 9.33am.

1.2 ATTENDANCE

MEMBERS

Shire of Bruce Rock

2 Voting Delegates from each Member Council

President Cr Ram Rajagopalan

Cr Stephen Strange (**State Council Representative**)

Shire of Cunderdin

President Cr Alison Harris

Mr Stuart Hobley, Chief Executive Officer, non-voting

Shire of Dowerin

President Cr Robert Trepp

Cr Darrel Hudson

Mr Aaron Wooldridge, A/Chief Executive Officer, non-voting

Shire of Kellerberrin

Deputy President Cr Emily Ryan

Mr Raymond Griffiths, Chief Executive Officer, non-voting

Shire of Kondinin

Mr David Burton, Chief Executive Officer, non-voting

Shire of Koorda

President Cr Jannah Stratford

Mr Zac Donovan, Chief Executive Officer, non-voting

Shire of Merredin

President Cr Mark McKenzie

Deputy President Cr Renee Manning

Mr John Merrick, A/Chief Executive Officer, non-voting

Shire of Mount Marshall

President Cr Tony Sachse (**Zone Chair**)

Mr Ben McKay, Chief Executive Officer, non-voting

Shire of Narembeen

President Cr Scott Stirrat

Cr Michael Currie (observer)

Shire of Nungarin

President Cr Pippa de Lacy

Mr Ric Halse, Chief Executive Officer, non-voting

Shire of Tammin

Deputy President Cr Tanya Nicholls

Ms Joanne Soderlund, Chief Executive Officer, non-voting

Shire of Trayning

President Cr Melanie Brown

Cr Mark Leslie (observer)

Ms Leanne Parola, Chief Executive Officer, non-voting

Shire of Westonia	President Cr Mark Crees Deputy President Cr Ross Della Bosca
Shire of Wyalkatchem	President Cr Owen Garner Cr Rod Lawson Kerr Cr Christopher Loton (observer) Cr Mischa Stratford (observer) Ms Sabine Taylor, Chief Executive Officer, non-voting
Shire of Yilgarn	President Cr Wayne Della Bosca Mr Nic Warren, Chief Executive Officer, non-voting
GUESTS	
Water Corporation	Ms Rebecca Bowler, Manager Customer & Stakeholder – Goldfields & Agricultural Region
Wheatbelt Development Commission	Ms Renee Manning, Principal Regional Development Officer – Central East
Lotterywest	Lisa Jackson, Grants Development Manager
MEMBERS OF PARLIAMENT	Hon Steve Martin MLC, Member for the Agricultural Region Hon Mia Davies MLA, Member for Central Wheatbelt
WALGA	James McGovern, Manager Governance & Procurement Meghan Dwyer, Executive Officer Governance

1.3 APOLOGIES

MEMBERS

Shire of Bruce Rock	Mr Darren Mollenoyux, Chief Executive Officer
Shire of Dowerin	Deputy President Cr Nadine McMorran
Shire of Mount Marshall	Deputy President Cr Nick Gillett
Shire of Mukinbudin	President Cr Gary Shadbolt Mr Dirk Sellenger, Chief Executive Officer
Shire of Narembeen	Ms Rebecca McCall, Chief Executive Officer
Shire of Nungarin	Deputy President Cr Gary Coumbe
Shire of Tammin	Cr Nick Caffell
Shire of Westonia	Mr Bill Price, Chief Executive Officer
Shire of Yilgarn	Deputy President Cr Bryan Close
MEMBERS OF PARLIAMENT	Hon Martin Aldridge MLC, Member for Agricultural Region Hon Colin de Grussa MLC, Member for Agricultural Region

GUESTS

Main Roads WA
Regional Development
Australia WA

Department of Local
Government, Sport and Cultural
Industries

Mr Mohammad Siddiqui, Regional Manager Wheatbelt
Mr Josh Pomykala, Director Regional Development

Ms Samantha Cornthwaite, Regional Director Wheatbelt

2 ACKNOWLEDGEMENT OF COUNTRY

We, the Great Eastern Country Zone of WALGA acknowledge the continuing connection of Aboriginal people to Country, culture and community, and pay our respects to Elders past and present.

3 DECLARATIONS OF INTEREST

Nil

4 ANNOUNCEMENTS

Nil

5 GUEST SPEAKERS / DEPUTATIONS

5.1 SPEAKERS FOR THE APRIL ZONE MEETING

5.1.1 Lotterywest

Lisa Jackson, Grants Development Manager, made a presentation to the Zone on funding processes and any potential areas of support Lotterywest can offer to the Great Eastern Country Zone region.

The presentation is attached (Attachment 1)

Noted

6 MEMBERS OF PARLIAMENT

Members of the State Government in attendance were invited to provide a brief update on matters relevant to the Zone.

- Hon Steve Martin MLC, Member for the Agricultural Region
- Hon Mia Davies MLA, Member for Central Wheatbelt

Noted

7 AGENCY REPORTS

7.1 DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES

Samanta Cornthwaite, Regional Director Wheatbelt, was an apology for the meeting.

The DLGSC report was submitted for the Zone.

Executive Officer comment:

WALGA has contacted the Department and are working with them to allocate attendance at some Zone meetings. The Zone requested if an officer from the Department is attending, they would prefer an officer from the Local Government portfolio.

Noted

7.2 WHEATBELT DEVELOPMENT COMMISSION

Renee Manning, Principal Regional Development Officer

The Wheatbelt Development Commission report was submitted for information.

Noted

7.3 REGIONAL DEVELOPMENT AUSTRALIA WHEATBELT

Josh Pomykala, Director Regional Development was an apology for the meeting.

The Regional Development report was submitted for the Zone.

The Zone expressed its congratulations to Ms Mandy Walker who was awarded the 2024 AgriFutures Rural Women's Award for her project to help Wheatbelt businesses participate in the defence industry supply chain. The Zone requested the Executive Officer send a letter of congratulations to Ms Walker.

Noted

7.4 MAIN ROADS WESTERN AUSTRALIA

Mohammad Siddiqui, Regional Manager Wheatbelt is an apology for the meeting.

The Main Road Western Australia report was submitted for the Zone.

Shire of Westonia informed that the Carrabin Roadhouse intersection with Great Eastern Highway, the condition of which was discussed at previous meetings, has been repaired.

Noted

7.5 WATER CORPORATION

Rebecca Bowler, Manager Customer and Stakeholder

A short presentation was given to the Zone (Attachment 2).

Ms Bowler informed that the Water Corporation Board is due to consider an internal review of the serious storm event of February 2024 with information likely to be provided to the next Zone meeting.

Noted

**The Zone adjourned for a short break at 11.18am.
The meeting recommenced at approximately 11.30am.**

8 MINUTES

8.1 CONFIRMATION OF MINUTES FROM THE GREAT EASTERN COUNTRY ZONE MEETING HELD ON 22 FEBRUARY 2024

The Minutes of the Great Eastern Country Zone meeting held on 22 February 2024 have previously been circulated to Member Councils.

RESOLUTION

**Moved: Shire of Westonia
Seconded: Shire of Yilgarn**

That the Minutes of the meeting of the Great Eastern Country Zone held on 22 February 2024 be confirmed as a true and accurate record of the proceedings.

CARRIED

8.2 BUSINESS ARISING FROM THE MINUTES FROM THE GREAT EASTERN COUNTRY ZONE MEETING HELD ON 22 FEBRUARY 2024

8.2.1 Carriage Lighting – Rail Network

Background:

At the February Zone meeting, it was resolved that:

That the Zone Executive Officer request a comment from WALGA on their capacity to advocate for change, with an item to be prepared for the next Great Eastern Zone meeting.

Comment

The following comment has been provided by WALGA's Executive Manager Infrastructure:

WALGA is a stakeholder, but not leading advocacy to improve the conspicuity of trains. Further to the advice to the November Zone meeting the following activities have been undertaken:

- WALGA participated in a workshop and safety review of a trial installation of LED headlights, additional side and brow lighting to the existing locomotive fleet owned by CBH and operated by Aurizon. The workshop noted that this lighting is additional to required rail standards and focussed on potential risks of moving beyond current standards and risk mitigation actions.
- ALGA, representing the Local Government sector nationally, participated in the rail crossing safety roundtable in Brisbane in early March. Advocacy highlighted that with more than 20,000 level crossings intersecting roads and paths across the country, the safe system needs to deliver significantly more than public education and enforcement.

The Office of National Rail Safety Regulator (ONRSR) is currently consulting on a draft [Code of Practice – Level Crossings and Train Visibility](#) as requested by the Infrastructure and Transport Ministers. This code of practice will set out best practice to the industry and is intended to be admissible in a proceeding as evidence of whether or not a rail operator has complied with a duty or obligation under the *Rail Safety National Law*. Consultation is open until Thursday 11 April.

WALGA does not have sufficient resources to prioritise development of a submission in the four week consultation period.

Noted

8.2.2 Medicare Rebate

Background

At the February Zone meeting, it was resolved that:

That the Zone Executive Officer write to Medicare / Services Australia and inform that the WALGA Great Eastern Country Zone is opposed to any change to the Medicare rebate for initial telehealth consultations with specialist doctors.

The Zone Executive Officer sent correspondence to the Medicare Benefits Schedule (MBS) Review Committee (MRAC).

Comment

The MRAC acknowledged the Zone's correspondence and advised the following:

As the consultation process closed on 6 November 2023 your submission will be considered more broadly by the department and we thank you for taking the time to provide feedback.

For future updates on the progress of this and other MRAC reviews, please monitor the [MRAC Webpage](#) on the Department of Health and Aged Care website.

Noted

8.2.3 Great Eastern Country Zone Conference 2025

Background:

At the February Zone meeting, a Zone Conference Planning Subcommittee was established. Members of the committee are Cr Melanie Brown, Cr Jannah Stratford, Cr

Ram Rajagopalan, Cr Gary Shadbolt, Cr Tony Sachse, Cr Stephen Strange and Cr Mark Crees.

Comment:

The Zone secretariat will meet in early April with WALGA's Senior Adviser Events Michelle Dayman to initiate development of priority actions as agenda items for the initial meeting of the subcommittee.

Executive Officer comment

WALGA staff have met. An agenda for a meeting of the Subcommittee (TBC) will be prepared and distributed. An update and proposals for the Conference will be provide at the next Zone meeting.

Noted

8.3 MINUTES OF THE GREAT EASTERN COUNTRY ZONE EXECUTIVE COMMITTEE MEETING HELD ON 2 APRIL 2024

The Minutes of the Great Eastern Country Zone Executive Committee meeting held on 2 April 2024 were submitted for the Zone.

RESOLUTION

Moved: Shire of Nungarin

Seconded: Shire of Cunderdin

That the Minutes of the Great Eastern Country Zone Executive Committee meeting held on 2 April 2024 be received.

CARRIED

8.4 BUSINESS ARISING FROM THE GREAT EASTERN COUNTRY EXECUTIVE COMMITTEE MEETING HELD ON 2 APRIL 2024

8.4.1 WoWem Sundowner

Background

On March 15, Cr Alison Harris in partnership with other Members of the Great Eastern Country Zone, hosted a Sundowner for female councillors in the region; "Women of the Wheatbelt Elected Members Sundowner". At the February meeting of the Zone, it was resolved that a contribution up to the value of \$1,000 could be made to this event. No invoice has been received to date.

WALGA's communication team will be highlighting this event to the sector.

President Cr Harris provided the following update:

- Approximately 25 elected members attended.
- Positive feedback was received.
- There was interest in a meeting of the group at the LG Convention.
- Thanked the Hon Mia Davies, the Zone, and others, for their contributions to the event.

The Zone Executive Officer confirmed an invoice for \$625.00 is being processed for payment.

Noted

9 ZONE BUSINESS

9.1.1 Enhanced and Alternative Education Opportunities for Regional WA

The WALGA Secretariat requests consideration of the following item from the Great Southern Country Zone.

Background

The Great Southern Country Zone has written to the Minister for Education, Hon. Tony Buti MLA seeking support to prioritise increased State Government investment to improve regional education, including:

- Increased access to alternative programs for students disaffected by main-stream education, those at risk or who have specific learning needs, who may be disruptive, falling behind and at risk of failing to learn; providing these students with intensive support, active, empathic, and practical instruction, combined with health and other services to enable their success.
- Increased secondary education distance ATAR, VET and other WACE subject courses, if necessary supplemented by private providers, with qualified teacher mentoring and support provided in schools closest to students, supplemented with online access to subject specialist teachers to enable student success.
- Implement strategies to attract and retain quality teachers and subject specialists in remote communities, including:
 - Subsidised high standard GROH housing.
 - Increased financial bonuses, for remote locations and to encourage longer term retention.
- Providing sufficient GROH housing for State Government employees to reduce pressure on regional private rental availability and improve housing security for teachers and all Government service staff when transferring to regional locations.

The Great Southern Country Zone's call to action from State Government, seeks to reduce disadvantage for students living in regional Western Australia, so they can access the same quality educational opportunities available in metropolitan and regional centres, without need to attend boarding schools. In addition, these strategies will also deliver substantial economic and social benefit for regional communities.

Comment

If your region also experiences disadvantage in educational opportunities, the Great Southern Country Zone now seeks your consideration of the below recommendations and if the Great Eastern Country Zone accepts the recommendations below, then your Zone may use the above content to assist in developing your submissions.

The Great Southern Country Zone communicated with the Minister on the following matters:

- Supports the call to action to reduce regional disadvantage in educational opportunities;
- Agrees to write to the Minister for Education requesting action; and
- Requests the WALGA Secretariat to advocate to State Government on this matter.

RESOLUTION

Moved: Shire of Bruce Rock

Seconded: Shire of Kellerberrin

That the Great Eastern Country Zone:

- 1. Supports the call to action to reduce regional disadvantage in educational opportunities;**
- 2. Agrees to write to the Minister for Education requesting action; and**
- 3. Requests the WALGA Secretariat to advocate to State Government on this matter.**

CARRIED

9.1.2 Agricultural Land Use

WALGA has received a request from WEROC for a motion be presented to the GECZ for consideration.

Background

The Wheatbelt region is becoming an increasingly attractive place for investors seeking to decarbonise their operations and meet their environmental, sustainable and governance (ESG) obligations.

Project proponents are active in the region, seeking to develop projects across renewable energy (wind and solar farms), tree planting (for carbon offsets, biodiversity or nature repair credits, clearing offsets) and biofuel production. All are at various stages of development.

Without a coordinated or considered approach to settlement of those investments into the current predominantly agricultural landscape, there is a risk that poor outcomes may result for Wheatbelt communities, the economy and the environment.

Current Situation

This issue is not new and has been raised in zone meetings across the Wheatbelt region.

The 2023 WALGA State Council Annual General Meeting included a resolution that included referral to the WALGA People and Place Policy team for further work to be undertaken on:

5.2 Land Use Policy - that WALGA establish and promote policies to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.

In November 2023, the Avon Midland Zone resolved:

That the Zone recommends to the WA Local Government Association that in considering land use policy WALGA establish polices that provide local governments options to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.

At the February 2024 GECZ meeting, Cr. Crees spoke to item 9.4.1, where "Agricultural land use" was endorsed as a new strategic priority for the Zone. He noted concern about the impact of large scale land use change such as trees for carbon offsets on communities and the local economy.

Local government authorities in the Zone, including WEROC members are actively grappling with proponents seeking to undertake projects that will result in significant land use change across their Shires. Many of these land uses are driven by private and public decarbonisation ambitions.

Rather than individual local governments tackling this issue, WEROC proposes the Great Eastern Country Zone request WALGA to undertake investigation and provide advice to assist local governments in preparing to engage with proponents that helps minimise negative impacts and maximises positive outcomes for communities and the region.

Recommendation

That WEROC recommend to GECZ that WALGA;

1. In considering Agricultural Land Use, establishes and promotes policy templates to guide Local Governments for their individual adoption to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.
2. Within the Policy includes such uses but not limited to tree planting for offsets or carbon, renewable energy generation and transmission.
3. Investigates potential impacts to local government rates on rural land, that has approved long term tree planting for different purposes, for example but not limited to planting for carbon offsets, planting for clearing offsets, or planting for renewable fuels; and renewable energy investments.
4. Provides advice to local government on what Policies or Special Area Rates should be considered for the land affected.

Clarifying comments

As part of its investigation WALGA would consider:

- a) Land use change that relates to farmland where the primary purpose remains farming, but a portion of the land is used for renewable energy generation or tree planning,
- b) Land use changes that relate to farmland where the primary purpose becomes renewable energy generation or tree planting.

It is assumed for the purposes of this investigation that all rural land used for agriculture is considered "productive".

As part of its investigation WALGA will engage with Local Governments and landowners and work closely with agencies such as Department of Planning, Lands & Heritage, Department of Water and Environmental Regulation and Department of Primary Industries & Regional Development.

RESOLUTION

Moved: Shire of Merredin

Seconded: Shire Westonia

That the Great Eastern Country Zone recommend that WALGA

1. In considering Agricultural Land Use, establishes and promotes policy templates to guide Local Governments for their individual adoption to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.
2. Within the Policy includes such uses but not limited to tree planting for offsets or carbon, renewable energy generation and transmission.
3. Investigates potential impacts to local government rates on rural land, that has approved long term tree planting for different purposes, for example but not limited to planting for carbon offsets, planting for clearing offsets, or planting for renewable fuels; and renewable energy investments.
4. Provides advice to local government on what Policies or Special Area Rates should be considered for the land affected.

CARRIED

9.1.3 Adoption of Policy and Advocacy Prioritisation Framework

By Kathy Robertson, Manager Association and Corporate Governance

Background

State Council uses a Policy and Advocacy Prioritisation Framework to guide discussion and decision-making on policy and advocacy issues. The Framework was developed in 2020 on the request of State Council to assist State Councillors in determining the priority of a particular issue relative to existing (and competing) policy and advocacy priorities.

The Framework (included below) utilises 11 criteria to sharpen thinking (e.g. the impact on the Local Government sector, the number of Member Local Governments affected, the level of support amongst the public or other stakeholders, etc.), and encourage decision-makers to consider the wider context and impacts of the issue before settling on a pathway forward.

The Great Southern Country Zone also adopted the Prioritisation Framework not long after it was developed in 2020.

Comment

It is proposed that all Zones consider adopting the Policy and Advocacy Prioritisation Framework as included below.

If the Zone were to adopt the Prioritisation Framework, Zone Delegates could use it to guide their decision-making when determining whether or not to request action or advocacy from WALGA on a particular issue (that is, sector-wide issues). Issues that are not sufficiently prioritised (that is, regional issues) could instead be dealt with at the Zone level (e.g. through direct advocacy efforts on behalf of the Zone).

The Prioritisation Framework could also be used by Zone Delegates when drafting Agenda items and motions on policy or advocacy issues, using the criteria as prompts for what kind of information to include.

The Prioritisation Framework does not remove the need for judgements to be made and is intended to *guide*, not replace, decision-making.

How to use the Framework:

- If the majority of the factors are towards the left column, the issue is a high priority.
- If the majority of the factors are towards the middle, the issue requires action, but is not a high priority.
- If the majority of the factors are towards the right column, the issue is a low priority.

Following prioritisation, an appropriate and proportionate policy and advocacy approach can be determined.

Impact on Local Government Sector Impact on Local Government sector without intervention	High	Medium	Low
Reach Number of member Local Governments affected	Sector-wide	Significant (multiple regions, Zones, or bands)	Few
Influence Capacity to influence decision makers	High	Medium	Low
Principles Alignment to core principles such as autonomy, funding, general competence	Strong	Partial	Peripheral
Clarity Policy change needed is clear and well-defined	Clear	Partial	Unclear
Decision-maker support Level of support among decision-makers (political and administrative)	High	Medium	Low
Public support Level of support among the public or other stakeholders	High	Medium	Low
Positive consequences for WALGA Prospect of positive consequences for WALGA. E.g. enhanced standing among members or leverage for other issues.	High	Medium	Low

Negative consequences for WALGA Prospect of negative consequences for WALGA for not undertaking the advocacy effort. E.g. diminished standing among members or other stakeholders.	High	Medium	Low
Partnerships Potential for partnerships with other stakeholders	Yes (3+)	Possibly (1-2)	No (0)

RECOMMENDATION

That the Great Eastern Country Zone adopt the Policy and Advocacy Prioritisation Framework to determine the priority of a particular policy or advocacy issue, and guide future decision-making.

RESOLUTION

Moved: Shire of Bruce Rock

Seconded: Shire of Wyalkatchem

That the Great Eastern Country Zone acknowledge the Policy and Advocacy Prioritisation Framework to determine the priority of a particular policy or advocacy issue, and guide future decision-making.

CARRIED

9.1.4 Consultation Opportunities

The following consultations are currently open and Zone Local Governments may consider providing a response or formal submission:

Standardised Meeting Procedures

Meeting Procedures (Standing Orders) Local Laws have been the foundation for facilitating efficient and effective Council and Committee meetings.

State Government's Local Government Reform includes the proposal for replacing local laws with Standard Meeting Procedures Regulation. [The Department of Local Government, Sport and Cultural Industries is consulting](#) on proposals, with feedback required to the Department by 29 May 2024.

WALGA has prepared a [Discussion Paper](#) that combines the Department's Consultation Paper with comment and is seeking feedback from Local Governments.

This feedback will be utilised to develop a sector-wide advocacy position for submission to the Department.

Feedback on the WALGA Discussion Paper must be submitted to James McGovern, Manager Governance and Procurement by Monday, 29 April 2024.

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

National Inquiry into Local Government Sustainability

The House of Representatives Standing Committee on Regional Development, Infrastructure and Transport will inquire into and report on Local Government sustainability.

Local Governments are encouraged to make a submission by the due date of Friday, 3 May 2024 and provide recommendations relating to any or all of the inquiry's terms of reference.

WALGA is seeking an extension for this deadline for Local Governments until 31 May 2024. Further communications will be provided if this deadline extension is approved.

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

2024 Regional Telecommunications Review

The 2024 Regional Telecommunications Review has now commenced.

The Committee has been asked to examine the adequacy of regional Australia's telecommunications, including hearing from people in regional, rural and remote parts of Australia. You can find out more about how the Committee will do this in the [Terms of Reference](#).

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

The WALGA Executive Officer will invite a Committee representative to attend an upcoming Zone meeting (June or August) as a guest speaker.

Noted

10 ZONE REPORTS

10.1 CHAIR REPORT

President Cr Tony Sachse

The Zone Executive met on Tuesday, 2 April 2024. A range of items were discussed many of which form part of the agenda today. The emerging issue of Agricultural Land Use was added as a new strategic priority and there is some follow up regarding that today.

Thanks to the WALGA staff for their contribution in preparing today's agenda, especially James McGovern and our new GECZ Executive Assistant Meghan Dwyer. Meghan is an Executive Office with Governance at WALGA. Welcome Meghan.

Special thanks to our former Executive Assistant Naoimh Donaghy for her time and considerable effort over recent years.

Thanks also to the Shire of Kellerberrin for hosting us today.

RESOLUTION

Moved: Shire of Wyalkatchem

Seconded: Shire of Koorda

That the Zone Chair's report be received.

CARRIED

10.2 WHEATBELT DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)

President Cr Tony Sachse

The last Wheatbelt DEMC met on 13 March 2024. The minutes have not yet been distributed.

There were presentations from:

- Red Cross
- Neville Ellis – Emergency Management Sector Adaptation Plan Discussion Paper

Agenda Items included:

- 8.1. Gingin Bushfire Debrief – Availability of traffic management contractors.
- 8.2. January Storms Electricity Supply Disruption Debrief
 - 8.2.1. Identification of Critical Infrastructure and its Interdependencies
 - 8.2.2. Vulnerable people register/database/list information sharing
 - 8.2.3. Reliance on 000 in emergencies
 - 8.2.4. Accommodation for operational staff in emergencies
 - 8.2.5. Generator usage during Total Fire Bans in emergencies
- 8.3. DEMC strategic activities
 - 8.3.1. District strategic plans
 - 8.3.2. Trainings and engagement
 - 8.3.3. District Level Exercises

The Wheatbelt Operational Area Support Group (OASG)/ISG is now meeting on an as needed basis.

RESOLUTION

Moved: Shire of Yilgarn

Seconded: Shire of Cunderdin

That the Wheatbelt District Emergency Management Committee Report be received.

CARRIED

10.3 REGIONAL HEALTH ADVOCACY GROUP

President Cr Alison Harris

The Regional Health Advocacy Group report was submitted for the Zone.

RESOLUTION

Moved: Bruce Rock

Seconded: Nungarin

That the Regional Health Advocacy Report be received.

CARRIED

10.4 WALGA ROADWISE

Position currently vacant.

On behalf of the Zone, President Cr Tony Sachse expressed thanks to Cliff Simpson for his services to the Zone over many years.

11 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION BUSINESS

11.1 STATE COUNCILLOR REPORT

Cr Stephen Strange

Cr Strange provided a verbal report to the meeting.

- At the Strategic Forum held on 6 March, the new Minister for Local Government, Hon Hannah Beazley addressed State Council and took questions.
- A Election Priorities workshop was held with State Councillors on 7 March.
- Encourage all Local Governments to make submission to both the State and Federal Telecommunications Reviews being conducted. A review of the Universal Services Obligations Agreement is also under review. Encourage this to be reference in any submission.
- The Salaries and Allowance Tribunal determination was recently issues. There has been an increase in the Band 4 allowances. The Regional/Isolation Allowance was not reviewed, a request made in the WALGA submission.
- Encourage Local Government to undertake training to prepare for the recording of meetings and new standardised meeting procedures.

RESOLUTION

Moved: Shire of Wyalkatchem

Seconded: Shire of Narembeen

That the State Councillor Report be received.

CARRIED

11.2 STATE COUNCIL AGENDA ITEMS – 1 MAY 2024

Background

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

Zone delegates to consider the Matters for Decision contained in the WA Local Government Association State Council Agenda and put forward resolutions to Zone Representatives on State Council.

The full [State Council Agenda can be found on the WALGA website](#).

11.2.1 Matters for Decision

71 Waste Levy Advocacy Position

By Rebecca Brown, Manager Waste and Environment

WALGA RECOMMENDATION

That State Council:

1. **Replace the existing WALGA *Waste Levy Policy Statement and Advocacy Position 7.4 Waste Management Funding*.**

Local Government considers that:

1. **Waste Avoidance and Resource Recovery Levy funds should be hypothecated to strategic waste management activities in line with the State Waste Strategy and strongly opposes the application of the Levy to non-waste management related activities, such as funding State Government core activities; and**
2. **The Levy should not be applied to licensed landfills outside the metropolitan area.**

2. **Endorse a new Waste Levy Advocacy Position as follows:**

The Waste Avoidance and Resource Recovery Levy (the Levy) was established in WA to fund programs relating to the management, reduction, reuse, recycling, monitoring or measurement of waste and administering the fund. The current Levy is applied to waste generated, or landfilled, in the Perth metropolitan area.

Currently, only 25% of the collected funds are retained for strategic waste management activities, 75% are allocated to the ongoing operations of the Department responsible for administration of the Levy.

Local Government considers that:

1. **The Waste Avoidance and Resource Recovery Levy funds must be fully hypothecated to strategic waste management activities in line with the State Waste Strategy and not be used for non-waste management related activities, such as funding State Government core activities.**

- 2. Strategic waste management activities funded by the State Government should:**
 - a. Provide adequate funding and support for Regional Councils, non-metropolitan and metropolitan Local Governments;**
 - b. Reflect the targets and priorities within the Waste Strategy;**
 - c. Fully fund and acknowledge the life cycle costs of infrastructure and services; and**
 - d. Facilitate the development, implementation and ongoing operation of Product Stewardship Schemes.**
- 3. The Levy should not be applied to waste generated in the non-metropolitan area as it is not feasible, or appropriate, to implement the Levy in areas with a limited rate base, access to markets for recycled materials, economic growth and resources to manage such a change.**
- 4. The Levy should not be applied to waste received at premises undertaking licensed activities whose primary purpose is resource recovery.**
- 5. The Levy must be supported by a clear, evidence-based rationale to demonstrate the suitability of how charges are set, how and where funds are allocated, and the extent to which it is delivering on its objectives.**

EXECUTIVE SUMMARY

- The Waste Levy and Strategic Waste Funding Policy Statement was first endorsed in 2008 and was amended in 2018.
- The Statement outlines the Local Government position on levies charged on the weight or volume of waste received at licensed premises and the application of those funds to waste management activities.
- In 2023, the WA Government published the findings of a Review of the Waste Avoidance and Resource Recovery (WARR) Levy. The consultation summary report and supporting consultant report can be accessed on the Department of Water and Environmental Regulation (DWER) [website](#).
- Key outcomes of the Levy Review included a five-year schedule of increases and a commitment to investigate extending the levy boundary to regional areas.
- The new Waste Levy Advocacy Position uses contemporary language emphasises:
 - Full hypothecation of the Levy;
 - The key areas of expenditure for the Levy;
 - Opposition to the expansion of the Levy's geographic application;
 - Opposition to the application of the Levy to resource recovery activities; and
 - The need for a clear evidence-based rationale for setting and expending the Levy.
- The Municipal Waste Advisory Council (MWAC) endorsed the new Advocacy Position in February 2024.

11.2.2 Policy Team and Committee Reports

- 8.1 Environment Policy Team Report
- 8.2 Governance Policy Team Report
- 8.3 Infrastructure Policy Team Report
- 8.4 People and Place Policy Team Report
- 8.5 Municipal Waste Advisory Council (MWAC) Report

11.2.3 Matters for Noting/Information

- 9.1 WALGA 2023 Emergency Management Survey
- 9.2 Tree Retention Model Local Planning Policy
- 9.3 Local Emergency Management Arrangements (LEMA) Improvement Plan Implementation
- 9.4 Planning and Building Performance Monitoring Project
- 9.5 2024 WALGA Aboriginal Engagement Forum

RESOLUTION

Moved: Shire of Merredin
Seconded: Shire of Yilgarn

That the Great Eastern Country Zone:

1. **Supports all Matters for Decision listed above in the May 2024 State Council Agenda, and**
2. **Notes all other Policy Team and Committee Reports and Organisational Reports as listed in the May 2024 State Council Agenda.**

CARRIED

11.3 WALGA PRESIDENT'S REPORT

The WALGA President's report was submitted for the Zone.

RESOLUTION

Moved: Shire of Bruce Rock
Seconded: Shire of Cunderdin

That the WALGA's President's Report be received.

CARRIED

12 EMERGING ISSUES

12.1.1 Invitations to attend a Zone Meeting

MOTION

Moved: Shire of Bruce Rock
Seconded: Shire of Westonia

That the Great Eastern Country Zone invite all State Government Ministers to attend an upcoming Zone meeting.

AMENDMENT

Moved: Shire of Trayning

Seconded: Shire of Merredin

That the Great Eastern Country Zone invite the Minister for Local Government to attend an upcoming Zone meeting, followed by invitations to Minister's whose portfolio aligns with the Zone's Strategic Priorities.

LOST

RESOLUTION

The substantive motion was put to the vote.

CARRIED

12.1.2 2024 WALGA Convention

The 2024 WALGA Convention will be held from Tuesday, 8 to Thursday, 10 October. The Convention returns to the Perth Convention and Exhibition Centre.

13 NEXT MEETING

The next Executive Committee meeting will be held on Wednesday, 5 June 2024 commencing at 8.00am, via MSTeams.

The next Great Eastern Country Zone meeting will be held on Thursday, 13 June 2024 commencing at 9.30am. This meeting will be hosted by the Shire of Merredin.

14 CLOSURE

The Chair closed the meeting at 12.25pm.

Date: 07/05/2024
Time: 4:15:03PM

Shire of Mukinbudin

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT9033		Aus Mining & Ag Pty Ltd Cart gravel for various roads (47 hours), plant maintenance (4.5 hours) & Refuse site maintenance (7 hours)		2,895.75
EFT9034		Boc Limited Gas Bottles Rental & Service Charge - March 2024		45.70
EFT9035		Hutton & Northey Bolts, washer & nuts (Hired roller Shire of Trayning), Split tubing (Admin Office) & Bolts & Nuts (Small plant)		49.46
EFT9036		Jamie McCarthy T/as J.M 6488 Gardening Service Various gardening maintenance - Admin Office, Lions Park, ELC & Caravan Park		325.00
EFT9037		Muka Mail & Merchandise March 2024 - Admin & CRC Monthly Purchases		560.55
EFT9038		Murray Views Pty Ltd Various gift items & freight - CRC (Mugs, can coolers, tumblers, caps, tea towels, totes)		2,889.21
EFT9039		Wa Contract Ranger Services Pty Ltd Ranger Services - 20/03 & 26/03/2024		627.00
EFT9040		Wild Orange Enterprises ATF Wild Orange Trust Financial Consultant assistance - 25/03 to 28/03/2024 (22.50 hours)		3,341.25
EFT9041		AFGRI Equipment 2,000 hours service - John Deere Tractor (MBL244)		2,781.64
EFT9042		Mineral Crushing Services (WA) Pty Ltd Supply & delivery of 52.20T of 7mm aggregate		3,904.56
EFT9043		Nutrien Ag Solutions Various items (Barbalin Pipeline), Firefighter Honda Pump, Roundup & Elbow and Phil Bush Poly (CWS)		20,100.05
EFT9044		Officeworks Stationery items - Complex & Admin Office		230.87
EFT9045		Tony Saraullo & Rhonda Nikola T/as TR Engineering Services Civil Engineering consultancy services (White Road) & Wheatbelt Secondary Freight Network Management		6,985.00
EFT9046		Bendigo Bank Mastercard Monthly purchases (22/03/2024 to 31/03/2024)		2,188.30
EFT9047		Australia Post Admin postage - March 2024		80.15
EFT9048		Bella Edmiston Reimbursement - Foam mats (Complex children's room) & Synthetic grass (Caravan Park)		207.80
EFT9049		Bob Waddell Consultant Rates Officer Assistance - W/E 31/03/2024		371.25
EFT9050		Muka Tyre & Autos ATF Mukinbudin Waters Family Trust T/AS Muka Tyre & Autos Tow ball & trailer ball mount - MBL1		122.10
EFT9051		Ramsay Constructions Pty Ltd EHO Consultant Work - March 2024 (Inc. accommodation expenses)		1,857.00
EFT9052		Rural Water Council Membership Subscription 2023		300.00
EFT9053		Wallis Computer Solution NBN Internet (Various Shire Properties & CRC) - April 2024		781.00
EFT9054		Paterson's Mukinbudin Monthly purchases - March 2024		2,344.69
EFT9055		Great Southern Fuels Fuel Summary - March 2024		15,233.96
EFT9056		Felton Industries 6x aluminum park settings (Railway Station & Shadbolt St) & Indoor seating (Complex) - Inc. freight charges		17,107.20
EFT9057		R B C Rural Yellow & cyan ink - CRC Printer		25.00

Date: 07/05/2024
Time: 4:15:03PM

Shire of Mukinbudin

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Resonline Pty Ltd		
EFT9058		Room Manager monthly fee - January and February 2024		550.00
		Wheatbelt Office & Business Machines		
EFT9059		Admin photocopier costs - 07/08/2023 to 07/09/2023		561.77
		Abco Products		
EFT9060		Various cleaning products - Caravan Park		721.55
		Great Eastern Freightlines		
EFT9061		Freight - Asphalt In A Bag (Delivered 14/03/2024)		337.54
		Jason Signmakers		
EFT9062		Sign brackets, posts, posts caps (Spare) & Speed hump signs (White St)		1,173.19
		Muka Tyre & Autos ATF Mukinbudin Waters Family Trust T/AS Muka Tyre & Autos		
EFT9063		Battery Gold Plus - Hiace Van (MBL180), Rubber sealant (White St), Tyre repair (MBL1742)		415.47
		Resonline Pty Ltd		
EFT9064		Room Manager monthly fee - March 2024		275.00
		Synergy		
EFT9065		Power Account - Various Shire Properties		7,519.58
		Iga Mukinbudin		
EFT9066		Monthly Purchases - March 2024		230.16
		Avon Waste		
EFT9067		Rubbish Service - March 2024		5,642.58
		Dylan Copeland		
EFT9068		Administration work - WSNF, Beringbooding Tank, White & Ferguson St, Cemetery, CWS, Cookinbin Rd & various		4,545.75
		Geraghtys Engineering & Auto Electrics		
EFT9069		Remove & replace air cleaner assy & 130,000Km service - Toyota Hiace Van (MBL180)		1,703.52
		WA Distributors PTY LTD T/A Harcher		
EFT9070		Various cleaning products - Admin Office		64.55
		Bella Edmiston		
EFT9071		Reimbursement - Tea towels for complex		51.00
		Bob Waddell Consultant		
EFT9072		Rates Officer assistance - W/E 07/04/2024		371.25
		Coral Painting And Decorating Pty Ltd		
EFT9073		Painting works at Sporting Complex BBQ Area (LRCIP Phase 3)		12,540.00
		Hutton & Northey		
EFT9074		2x antenna bases & freight - Ford Ranger (MBL496)		57.38
		Karla Spark		
EFT9075		Reimbursement - Uniform (Shoes, pants, jacket & shirts)		316.84
		Legacy Glass & Carpentry		
EFT9076		Build 6x supplied aluminum park benches & distribute to locations		880.00
		Mick Sippe Carpentry		
EFT9077		Painting at squash courts - Complex children's room & Hire of mobile scaffolding (Complex playground)		1,215.50
		Mukinbudin Golf Club Inc		
EFT9078		Donation towards water used at Golf Club information bay - 2023/2024		200.00
		P. J. Smith		
EFT9079		Erecting various signs (Cnr Maddock & White St, Jones East Rd, Kununoppin-Mukinbudin Rd, Cnr Potter & Strugnell)		310.31
		Shire Of Trayning		
EFT9080		Kununoppin Medical Practice Costs (Vehicle expenses & Dr house rent) - March 2024		904.74
		Telstra Limited		
EFT9081		White Pages directory charges - April 2024 to April 2025		250.80
		Two Dogs Home Hardware		
EFT9082		4/2400 Meter Screen Fence Post - Pale Eucalypt (Lions Park)		83.40
		WA Distributors PTY LTD T/A Harcher		
EFT9083		Various cleaning products - Complex & Admin Office		103.70

Date: 07/05/2024
Time: 4:15:03PM

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Walga		
EFT9084		Training course (Meeting Procedures) - Cr A Farina		385.00
		Wheatbelt Office & Business Machines		
EFT9085		Admin photocopier costs - 06/03 to 03/04/2024		564.03
		Wild Orange Enterprises ATF Wild Orange Trust		
EFT9086		Financial Consultant assistance - 02/04 to 04/04/2024 (26 hours)		3,861.00
		Aus Mining & Ag Pty Ltd		
EFT9087		Cart gravel for various roads (58.50), Refuse site maintenance (6 hours) & Plant maintenance (1 hour)		3,242.25
		Colas Wa Pty Ltd		
EFT9088		Various sealing works - Shadbolt St, Ferguson St & White St		218,930.20
		Comfort Style Furniture Merredin		
EFT9089		Cooper sofa bed - Complex children's room (LRCIP Phase 3)		449.00
		Lucia Scari		
EFT9090		Uniform reimbursement - Tops & cardigans		205.09
		Newtravel Inc		
EFT9091		NEWTRAVEL Event Support Project Council Contribution 2023-2024		470.00
		Officeworks		
EFT9092		Keji A3 snap frames - Complex		204.63
		Mukinbudin Steel Fabricators		
EFT9093		Gal pipe for extending poles for shade sails (Complex), Weld seat (Caravan Park), Zinc sheet & Patio Tube (Complex)		665.72
		Burgess Rawson		
EFT9094		Water consumption Railway Toilets & area opposite cafe' & Railway Gardens (7 Feb 2024 - 11 Apr 2024)		261.75
		Colas Wa Pty Ltd		
EFT9095		14/10 Cutback Two Coat Seal - Kununoppin-Mukinbudin Road		177,990.37
		Elachbutting Enterprises Pty Ltd T/as Mukinbudin Hotel Motel		
EFT9096		Refreshments for April Council meeting & Rum for Anzac Day Service		185.00
		Hersey's Safety Pty Ltd		
EFT9097		Spray marker, bag of rags & latex gloves - Depot		545.60
		Jamie McCarthy T/as J.M 6488 Gardening Service		
EFT9098		Various gardening maintenance - Swimming Pool, Admin Office, Lions Park, ELC, Caravan Park & Various parks		525.00
		Shire Of Merredin		
EFT9099		2023/2024 Level 1 Membership - Central Wheatbelt and Visitor's Centre		205.00
		Team Global Express Pty Ltd		
EFT9100		Freight - Items from fuel tanks (From Alemlube), Books (From State Library) & Water Samples (To Pathwest)		144.73
		Wa Contract Ranger Services Pty Ltd		
EFT9101		Ranger Services - 03/04 & 08/04/2024		627.00
		Wild Orange Enterprises ATF Wild Orange Trust		
EFT9102		Financial Consultant assistance - 09/04 to 12/04/2024 (27 hours)		4,009.50
		Wilson Sign Solutions		
EFT9103		Supply 2x names for Council honour board (Cr Seaby & Cr Paterson)		110.00
		Shire Of Mukinbudin		
EFT9104		Rates refund for assessment A330 L142 STRUGNELL ST MUKINBUDIN WA 6479		662.39
		Absolutely All Electrical		
EFT9105		Relocate satellite dish (Caravan Park Unit Moondon), Fix light heater (Aged Unit 8), Install power points (Complex)		1,174.53
		Bob Waddell Consultant		
EFT9106		Assistance with the setup of the new monthly financial statements		577.50
		Elachbutting Enterprises Pty Ltd T/as Mukinbudin Hotel Motel		
EFT9107		Refreshments - EMP 36		18.00
		Enviro Sweep		
EFT9108		Townsite street sweeping - 25/07/2023 & 26/07/2023 (Inc. fuel surcharge)		2,676.52

Date: 07/05/2024
Time: 4:15:03PM

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Hutton & Northey		
EFT9109		Fix issues with CAT Vibrating Roller (Rear wheels driving and coolant leak)		2,746.43
		John Douglas (Sports Interactive)		
EFT9110		Livestream and commentary of 2x football games - 2024 Winter Sports season opener (13/04/2024)		1,760.00
		Lock, Stock & Farrell		
EFT9111		Padlock (Complex), Set Lever (Swimming Pool & Gym) - Inc. freight		482.60
		P. J. Smith		
EFT9112		Stump grinding - Memorial avenue		220.00
		R B C Rural		
EFT9113		CRC Printer charges - April 2024		763.93
		Two Dogs Home Hardware		
EFT9114		Various plants - Complex front garden (Near entrance)		307.80
		WA Distributors PTY LTD T/A Harcher		
EFT9115		Various cleaning items - Complex & Main Street Toilets		61.45
		Wild Orange Enterprises ATF Wild Orange Trust		
EFT9116		Financial Consultant assistance - 15/04 to 19/04/2024 (40 hours)		5,940.00
		Telstra Limited		
EFT9117		Monthly Phone Account - April 2024		734.23
		Bf & Jd Atkins		
EFT9118		Various maintenance (White Road, Kununoppin-Mukinbudin Road) & Float machinery		5,956.50
		Elders Real Estate Trust Account		
EFT9119		Deposit - Purchase of 17 Calder Street, Mukinbudin		5,000.00
		Kirihau Enterprises		
EFT9120		Shade sails poles extension - Complex		874.50
		Merredin Flowers And Gifts		
EFT9121		2x native ANZAC wreaths (Small & Large)		195.00
		Mick Sippe Carpentry		
EFT9122		Various repairs to carport and side of unit - Aged Unit 9		11,236.50
		Muka Mail & Merchandise		
EFT9123		Refund - First aid course enrolment cancellation (Andrew Collins)		170.00
		Muka Tyre & Autos ATF Mukinbudin Waters Family Trust T/AS Muka Tyre & Autos		
EFT9124		New tyre tube (Inc. fitting) - Backhoe (MBL1742)		237.19
		Mukinbudin Agencies		
EFT9125		Safety boots - EMP 92 & EMP 20		531.00
		Mukinbudin Cafe		
EFT9126		Various refreshments (Admin Office, Council Meeting, Mia Davies visit & RRG Meeting)		250.50
		Palm Plumbing		
EFT9127		Connect gas to Complex new BBQ area and install hose tap (LRCIP Phase 3)		1,343.74
		Rory Mori		
EFT9128		Reimbursement - Plants for planter boxes in Main Street		73.95
		St John Ambulance Western Australia Ltd		
EFT9129		Provide first aid - HLT AID011 (18/04/2024 - 14 participants)		2,380.00
		Tania Sprigg		
EFT9130		Reimbursement - Crafright foot pump (Glamping tents)		49.90
		Team Global Express Pty Ltd		
EFT9131		Freight - Books (To State Library)		18.16
		Two Dogs Home Hardware		
EFT9132		Pine 290x19 mm x 2m - Complex		67.78
		Ashley & Kerry Walker		
EFT9133		Reimbursement - Plants for main street planters		190.66
		Boc Limited		
EFT9134		Gas Bottles Rental & Service Charge - April 2024		44.21

Date: 07/05/2024
Time: 4:15:03PM

Shire of Mukinbudin

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		D I Tomas Contracting		
EFT9135		2m wide footpath - White Street ST Corners		21,780.00
		Jamie McCarthy T/as J.M 6488 Gardening Service		
EFT9136		Various gardening maintenance - Admin Office, Lions Park, Caravan Park		350.00
		Landgate		
EFT9137		Gross rental valuations chargeable schedule No: G2024/01		93.90
		Personalised Settlements		
EFT9138		Purchase of 17 Calder Street, Mukinbudin		117,616.47
		Rylan Pty Ltd ATF The Moorcroft Family Trust		
EFT9139		Various kerbing (White St, Maddock St, Ferguson St & Cruickshank Rd)		32,749.20
		Snapped By Sina (Ursina Gringer)		
EFT9140		Supply 6x high resolution digital photos for caravan park bins		120.00
		Wa Contract Ranger Services Pty Ltd		
EFT9141		Ranger Services - 15/04 & 24/04/2024		627.00
		Wild Orange Enterprises ATF Wild Orange Trust		
EFT9142		Financial Consultant assistance - 22/04 to 26/04/2024 (27.50 hours)		4,083.75
		Synergy		
EFT9143		Power account - Various properties (February to April 2024)		13,544.81
		Water Corporation		
31974		Water Account Various Properties (Jan 2024 - Mar 2024)		3599.11
		Water Corporation		
31975		Water Account Various Properties		22,168.58
		Myob Australia Pty Ltd		
DD11705.1		MYOB Monthly Fee (April 2024) - Mukinbudin CRC		141.00
		Ioof		
DD11709.1		Payroll deductions		1,016.71
		Bendigo Smartstart Super		
DD11709.2		Superannuation contributions		115.15
		Self-Managed Superfund		
DD11709.3		Payroll deductions		1,046.15
		Australian Retirement Trust		
DD11709.4		Superannuation contributions		252.79
		Aware Super		
DD11709.5		Superannuation contributions		4,346.95
		Wealth Personal Superannuation And Pension Fund		
DD11709.6		Superannuation contributions		544.60
		Hesta Superannuation		
DD11709.7		Superannuation contributions		535.86
		Australian Super		
DD11709.8		Superannuation contributions		625.79
		Sunsuper		
DD11709.9		Superannuation contributions		265.45
		Australian Taxation Office		
DD11720.1		Payment of March 2024 BAS		11,875.00
		WA Treasury Corporation		
DD11724.1		Principal & Interest on Loan 119 - Mukinbudin Café		6,290.03
		Ioof		
DD11754.1		Payroll deductions		1,010.74
		Bendigo Smartstart Super		
DD11754.2		Superannuation contributions		115.15
		Self-Managed Superfund		
DD11754.3		Payroll deductions		1,046.15

Date: 07/05/2024
 Time: 4:15:03PM

Shire of Mukinbudin

USER: Lucia Scari
 PAGE: 6

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Australian Retirement Trust		
DD11754.4		Superannuation contributions		174.41
		Aware Super		
DD11754.5		Superannuation contributions		4,404.50
		Wealth Personal Superannuation And Pension Fund		
DD11754.6		Superannuation contributions		530.82
		Hesta Superannuation		
DD11754.7		Superannuation contributions		535.86
		Australian Super		
DD11754.8		Superannuation contributions		566.91
		Sunsuper		
DD11754.9		Superannuation contributions		265.45
		Retirement Portfolio Service Anz Smart Choice Super		
DD11709.10		Superannuation contributions		141.55
		UniSuper		
DD11709.11		Superannuation contributions		282.27
		Prime Super		
DD11709.12		Superannuation contributions		682.66
		Retirement Portfolio Service Anz Smart Choice Super		
DD11754.10		Superannuation contributions		141.22
		UniSuper		
DD11754.11		Superannuation contributions		282.27
		Prime Super		
DD11754.12		Superannuation contributions		682.66

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	Muni Bank - 633-000 116456799	841,356.83
TOTAL		841,356.83

Date: 07/05/2024
 Time: 4:15:43PM

Shire of Mukinbudin

USER: Lucia Scari
 PAGE: 1

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Department Of Transport		
DD11675.1		PAYMENT OF LICENSING FEES COLLECTED 02/04/2024		1,086.60
		Department Of Transport		
DD11679.1		PAYMENT OF LICENSING FEES COLLECTED 03/04/2024		981.10
		Department Of Transport		
DD11692.1		PAYMENT OF LICENSING FEES COLLECTED 04/04/2024		843.15
		Department Of Transport		
DD11698.1		PAYMENT OF LICENSING FEES COLLECTED 05/04/2024		2,368.20
		Department Of Transport		
DD11707.1		PAYMENT OF LICENSING FEES COLLECTED 08/04/2024		668.85
		Department Of Transport		
DD11714.1		PAYMENT OF LICENSING FEES COLLECTED 09/04/2024		993.20
		Department Of Transport		
DD11723.1		PAYMENT OF LICENSING FEES COLLECTED 11/04/2024		678.65
		Department Of Transport		
DD11726.1		PAYMENT OF LICENSING FEES COLLECTED 12/04/2024		1,385.15
		Department Of Mines, Industry Regulation And Safety		
DD11729.1		CORRECTION OF BSL REFUND OFFSET		0.00
		Department Of Transport		
DD11732.1		PAYMENT OF LICENSING FEES COLLECTED 15/04/2024		966.70
		Department Of Transport		
DD11734.1		PAYMENT OF LICENSING FEES COLLECTED 16/04/2024		2,123.00
		Department Of Transport		
DD11737.1		PAYMENT OF LICENSING FEES COLLECTED 17/04/2024		6,973.00
		Department Of Transport		
DD11747.1		PAYMENT OF LICENSING FEES COLLECTED 18/04/2024		4,264.00
		Department Of Transport		
DD11751.1		PAYMENT OF LICENSING FEES COLLECTED 19/04/2024		256.50
		Department Of Transport		
DD11757.1		PAYMENT OF LICENSING FEES COLLECTED 22/04/2024		679.00
		Department Of Transport		
DD11759.1		PAYMENT OF LICENSING FEES COLLECTED ON 23/04/2024		2,028.55
		Department Of Transport		
DD11771.1		PAYMENT OF LICENSING FEES COLLECTED 24/04/2024		720.55
		Department Of Transport		
DD11775.1		PAYMENT OF LICENSING FEES COLLECTED 26/04/2024		915.70
		Department Of Transport		
DD11779.1		PAYMENT OF LICENSING FEES COLLECTED ON 29/04/2024		426.70
		Department Of Transport		
DD11784.1		PAYMENT OF LICENSING FEES COLLECTED ON 30/04/2024		1,628.95

REPORT TOTALS

Bank Code	Bank Name	TOTAL
2	Restricted Muni - Trust Bank - 633-000 116457	29,987.55
TOTAL		29,987.55

009669



SHIRE OF MUKINBUDIN
PO BOX 67
MUKINBUDIN WA 6479

Your details at a glance

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

Account summary

Statement period	1 Apr 2024 - 30 Apr 2024
Statement number	182
Opening balance on 1 Apr 2024	\$2,188.30
Payments & credits	\$2,188.30
Withdrawals & debits	\$1,320.34
Interest charges & fees	\$4.00
Closing Balance on 30 Apr 2024	\$1,324.34

Account details

Credit limit	\$5,000.00
Available credit	\$3,675.66
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

Payment details

Minimum payment required	\$39.73
Payment due	14 May 2024

Any questions?

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

Keeping your details accurate is essential for secure banking.



Business Credit Card

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

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

You will pay off the Closing Balance shown on this statement in about **9 years and 9 months**

And you will pay an estimated total of interest charges of **\$721.19**

If you make no additional charges using this card and each month you pay **\$63.57**

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

And you will pay an estimated total of interest charges of **\$201.34, a saving of \$519.85**

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				\$2,188.30
3 Apr 24	EZI*SHIRE OF BROOKTO N, Brookton AUS RETAIL PURCHASE 02/04 CARD NUMBER 552638XXXXXXXX196 1	336.00		2,524.30
4 Apr 24	Tickets*Staying In, BELROSE AUS RETAIL PURCHASE 02/04 CARD NUMBER 552638XXXXXXXX196 1	120.00		2,644.30
6 Apr 24	Tickets*WA Volunte, BELROSE AUS RETAIL PURCHASE 04/04 CARD NUMBER 552638XXXXXXXX196 1	367.58		3,011.88
6 Apr 24	APPLE.COM/BILL, SYDN EY AUS RETAIL PURCHASE 04/04 CARD NUMBER 552638XXXXXXXX196 1	4.49		3,016.37
14 Apr 24	PERIODIC TFR 00117624081201 00000000000		2,188.30	828.07
14 Apr 24	Aussie Broadband lim it, MORWELL AUS RETAIL PURCHASE 12/04 CARD NUMBER 552638XXXXXXXX196 1	79.00		907.07
15 Apr 24	MessageMedia, Melbourne AUS RETAIL PURCHASE 14/04 CARD NUMBER 552638XXXXXXXX196 1	132.96		1,040.03
19 Apr 24	KMART, MULGRAVE AUS RETAIL PURCHASE 17/04 CARD NUMBER 552638XXXXXXXX196 1	68.00		1,108.03
20 Apr 24	SQ *MERREDIN FLOWERS , Merredin AUS RETAIL PURCHASE 19/04 CARD NUMBER 552638XXXXXXXX196 1	50.00		1,158.03

730BH102/E-0/S-4613/I-4613/0011762408001580

Date Paid ___ / ___ / ___ Amount \$ _____

Business Credit Card - Payment options

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

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

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

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

Bill code: 342949
Ref: 693723967

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

Business Credit Card	
BSB number	633-000
Account number	693723967
Customer name	SHIRE OF MUKINBUDIN
Minimum payment required	\$39.73
Closing Balance on 30 Apr 2024	\$1,324.34
Payment due	14 May 2024
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"/>

Business Credit Card (continued).

Date	Transaction	Withdrawals	Payments	Balance
21 Apr 24	TWO DOGS HARDWARE, M ERREDIN AUS RETAIL PURCHASE 19/04 CARD NUMBER 552638XXXXXXXX196 1	71.82		1,229.85
22 Apr 24	TWO DOGS HARDWARE, M ERREDIN AUS RETAIL PURCHASE 20/04 CARD NUMBER 552638XXXXXXXX196 1	89.00		1,318.85
29 Apr 24	CARD FEE 1 @ \$4.00	4.00		1,322.85
30 Apr 24	APPLE.COM/BILL, SYDN EY AUS RETAIL PURCHASE 28/04 CARD NUMBER 552638XXXXXXXX196 1	1.49		1,324.34
Transaction totals / Closing balance		\$1,324.34	\$2,188.30	\$1,324.34

AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED
FOR YOUR ACCOUNT.



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

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

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

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

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](https://bendigobank.com.au/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

009669



SHIRE OF MUKINBUDIN
PO BOX 67
MUKINBUDIN WA 6479

Card summary

Account number 693723967
Card number 552638XXXXXXXX196
Customer number 11762408/M201
Statement period 01/04/2024 to 30/04/2024
Statement number 182 (page 4 of 4)

Any questions?

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

Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments
3 Apr 24	EZI*SHIRE OF BROOKTO N, Brookton AUS	336.00	
4 Apr 24	Tickets*Staying In, BELROSE AUS	120.00	
6 Apr 24	Tickets*WA Volunte, BELROSE AUS	367.58	
6 Apr 24	APPLE.COM/BILL, SYDN EY AUS	4.49	
14 Apr 24	Aussie Broadband lim it, MORWELL AUS	79.00	
15 Apr 24	MessageMedia, Melbou rne AUS	132.96	
19 Apr 24	KMART, MULGRAVE AUS	68.00	
20 Apr 24	SQ *MERREDIN FLOWERS ,Merredin AUS	50.00	
21 Apr 24	TWO DOGS HARDWARE, M ERREDIN AUS	71.82	
22 Apr 24	TWO DOGS HARDWARE, M ERREDIN AUS	89.00	
30 Apr 24	APPLE.COM/BILL, SYDN EY AUS	1.49	
TOTALS		\$1,320.34	\$0.00

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

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

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

Please note: These are guidelines only. While following these steps will help you to protect your PIN, your liability for any losses arising from unauthorised transactions is determined in accordance with the ePayments Code. For further details, see

<https://asic.gov.au/regulatory-resources/financial-services/epayments-code/> or visit bendigobank.com.au/mycard for all card related information. Business customers visit mybusinesscard.

Mastercard Summary
April 2024

	Transaction Description	Amount
3/04/2024	Shire of Brookton - 2x chalets (Staying In Place Expo)	\$336.00
4/04/2024	Humanitix - 2x tickets (Staying in Place Expo)	\$120.00
6/04/2024	Humanitix - 2x tickets (2024 Volunteer of the Year Awards night)	\$367.58
6/04/2024	Apple Storage - 100GB storage for CEO Phone	\$4.49
14/04/2024	Aussie Broadband - Caravan Park WIFI	\$79.00
15/04/2024	Message Media - SMS Messaging Service	\$132.96
19/04/2024	Kmart - Items for Complex Children's Room & Glamping Tents	\$68.00
20/04/2024	Merredin Flowers & Gifts - Farewell gift for EMP 168 B Edmiston	\$50.00
21/04/2024	Two Dogs Merredin - Seedlings for planter boxes	\$71.82
22/04/2024	Two Dogs Merredin - Tie down straps	\$89.00
29/04/2024	Bendigo Bank - Mastercard Fee	\$4.00
30/04/2024	Apple Storage - 50GB storage for MCS Phone	\$1.49
	TOTAL	\$1,324.34



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: **30/04/2024**
Due Date: **14/05/2024**

Page 1 of 3

Date	Reference No	Description	Location / Reference	Qty	Unit Price	GST	Total
31/03/24		BALANCE CARRIED FORWARD					15,564.47
03/04/24	PY00000404903	PAYMENT - THANK YOU					-15,233.96
05/04/24	Discounts	DISCOUNT APPLIED					-330.51
*** CARD PURCHASES ***							
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 100					
03/04/24	050019	ULSD 10PPM	MUKINBUDIN OPT	217.42	1.9990	39.51	434.62
TOTALS FOR THIS CARD				217.42		39.51	434.62
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 1000					
24/04/24	050944	ULSD 10PPM	MUKINBUDIN OPT	70.22	1.9990	12.76	140.37
TOTALS FOR THIS CARD				70.22		12.76	140.37
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 117					
05/04/24	050118	UNLEADED PETROL 91	MUKINBUDIN OPT	26.78	1.9590	4.77	52.46
09/04/24	050291	UNLEADED PETROL 91	MUKINBUDIN OPT	8.37	1.9790	1.51	16.56
TOTALS FOR THIS CARD				35.15		6.28	69.02
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 250					
02/04/24	049963	ULSD 10PPM	MUKINBUDIN OPT	254.55	1.9990	46.26	508.85
16/04/24	050601	ULSD 10PPM	MUKINBUDIN OPT	255.18	1.9990	46.37	510.10
TOTALS FOR THIS CARD				509.73		92.63	1,018.95
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 696					
01/04/24	049908	UNLEADED PETROL 91	MUKINBUDIN OPT	31.33	1.9590	5.58	61.38
01/04/24	049910	ULSD 10PPM	MUKINBUDIN OPT	170.85	1.9990	31.05	341.53
03/04/24	050014	ULSD 10PPM	MUKINBUDIN OPT	63.93	1.9990	11.62	127.80
TOTALS FOR THIS CARD				266.11		48.25	530.71
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 1424					
03/04/24	050010	ULSD 10PPM	MUKINBUDIN OPT	97.14	1.9990	17.65	194.18

Settlement Discount
Paid By: 14/05/2024
Deduct: 227.76
Amount to Pay: 10,882.46

BALANCE DUE
11,110.22

PLEASE DETACH THIS SECTION AND RETURN WITH YOUR REMITTANCE

Payment Options: [REDACTED]
Reference: [REDACTED]
Credit Card Payments - 1.1% Processing fee will apply

**** PLEASE NOTE NEW ****
EFT BANKING DETAILS

Account Number: [REDACTED]
Statement Date: **30/04/2024**
Due Date: **14/05/2024**

Pay iD

Pay this invoice from your online banking.

PayID®: [REDACTED]
Reference: [REDACTED]

PayID is a registered trademark of NPP Australia Limited.

	Billers 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
11,110.22

AMOUNT PAID
[REDACTED]

Date	Reference No	Description	Location / Reference	Qty	Unit Price	GST	Total
19/04/24	050760	ULSD 10PPM	MUKINBUDIN OPT	181.41	1.9990	32.97	362.64
29/04/24	051120	ULSD 10PPM	MUKINBUDIN OPT	141.85	1.9990	25.78	283.56
TOTALS FOR THIS CARD				420.40		76.40	840.38
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 1463					
10/04/24	050371	ULSD 10PPM	MUKINBUDIN OPT	53.09	1.9990	9.65	106.13
19/04/24	050742	ULSD 10PPM	MUKINBUDIN OPT	32.53	1.9990	5.91	65.03
TOTALS FOR THIS CARD				85.62		15.56	171.16
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 244					
03/04/24	049992	ULSD 10PPM	MUKINBUDIN OPT	30.99	1.9990	5.63	61.95
04/04/24	050043	ULSD 10PPM	MUKINBUDIN OPT	44.61	1.9990	8.11	89.18
04/04/24	050069	ULSD 10PPM	MUKINBUDIN OPT	28.20	1.9990	5.13	56.37
09/04/24	050315	ULSD 10PPM	MUKINBUDIN OPT	10.29	1.9990	1.87	20.57
TOTALS FOR THIS CARD				114.09		20.74	228.07
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 150					
19/04/24	050769	ULSD 10PPM	MUKINBUDIN OPT	42.52	1.9990	7.73	85.00
23/04/24	050906	ULSD 10PPM	MUKINBUDIN OPT	22.16	1.9990	4.03	44.30
TOTALS FOR THIS CARD				64.68		11.76	129.30
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 1070					
12/04/24	050464	ULSD 10PPM	MUKINBUDIN OPT	50.28	1.9990	9.14	100.51
TOTALS FOR THIS CARD				50.28		9.14	100.51
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 1071					
04/04/24	050040	ULSD 10PPM	MUKINBUDIN OPT	39.40	1.9990	7.16	78.76
18/04/24	050698	ULSD 10PPM	MUKINBUDIN OPT	35.03	1.9990	6.37	70.02
TOTALS FOR THIS CARD				74.43		13.53	148.78
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 1091					
02/04/24	049945	ULSD 10PPM	MUKINBUDIN OPT	134.44	1.9990	24.43	268.75
10/04/24	050361	ULSD 10PPM	MUKINBUDIN OPT	65.83	1.9990	11.96	131.59
16/04/24	050604	ULSD 10PPM	MUKINBUDIN OPT	69.11	1.9990	12.56	138.15
TOTALS FOR THIS CARD				269.38		48.95	538.49
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 180					
05/04/24	050130	ULSD 10PPM	MUKINBUDIN OPT	35.00	1.9990	6.36	69.97
12/04/24	050458	ULSD 10PPM	MUKINBUDIN OPT	33.08	1.9990	6.01	66.13
19/04/24	050763	ULSD 10PPM	MUKINBUDIN OPT	36.13	1.9990	6.57	72.22
TOTALS FOR THIS CARD				104.21		18.94	208.32
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 1724					
05/04/24	050134	ULSD 10PPM	MUKINBUDIN OPT	19.86	1.9990	3.61	39.70
18/04/24	050711	ULSD 10PPM	MUKINBUDIN OPT	29.98	1.9990	5.45	59.93
26/04/24	051020	ULSD 10PPM	MUKINBUDIN OPT	29.46	1.9990	5.35	58.89
TOTALS FOR THIS CARD				79.30		14.41	158.52
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 133					
04/04/24	050083	UNLEADED PETROL 91	MUKINBUDIN OPT	22.98	1.9590	4.09	45.02
22/04/24	050854	UNLEADED PETROL 91	MUKINBUDIN OPT	36.38	1.9990	6.61	72.72
TOTALS FOR THIS CARD				59.36		10.70	117.74
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL251					
11/04/24	050388	ULSD 10PPM	MUKINBUDIN OPT	146.83	1.9990	26.68	293.51
12/04/24	050443	ULSD 10PPM	MUKINBUDIN OPT	144.65	1.9990	26.29	289.16
16/04/24	050589	ULSD 10PPM	MUKINBUDIN OPT	168.89	1.9990	30.69	337.61
22/04/24	050862	ULSD 10PPM	MUKINBUDIN OPT	158.30	1.9990	28.77	316.44
TOTALS FOR THIS CARD				618.67		112.43	1,236.72
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL1					
04/04/24	050050	ULSD 10PPM	MUKINBUDIN OPT	73.20	1.9990	13.30	146.33
04/04/24	002220	DIESEL	BILLABONG HOTEL	67.79	2.0640	12.72	139.92
04/04/24	002220	BP Plus Fee	BILLABONG HOTEL		0.3800	0.04	0.38
08/04/24	002269	DIESEL	BILLABONG HOTEL	73.69	2.0640	13.83	152.10
08/04/24	002269	BP Plus Fee	BILLABONG HOTEL		0.3800	0.04	0.38
09/04/24	017656	DIESEL	DSS DONGARA RO.	47.39	1.9740	8.51	93.55
09/04/24	017656	BP Plus Fee	DSS DONGARA RO.		0.3800	0.04	0.38
09/04/24	028265	ULSD 10PPM	KALANNIE OPT	50.82	1.9990	9.24	101.59
13/04/24	050514	ULSD 10PPM	MUKINBUDIN OPT	79.83	1.9990	14.51	159.58
20/04/24	050810	ULSD 10PPM	MUKINBUDIN OPT	63.58	1.9990	11.56	127.10
TOTALS FOR THIS CARD				456.30		83.79	921.31
CARD: ██████████		VEHICLE REGISTRATION: VEHICLE REGISTRATION: 1MBL					
03/04/24	021419	UNLEADED PETROL 91	TRAYNING OPT	26.06	1.9790	4.69	51.57

Date	Reference No	Description	Location / Reference	Qty	Unit Price	GST	Total
03/04/24	049525	UNLEADED PETROL 91	BEACON OPT	48.27	1.9790	8.69	95.53
08/04/24	050263	UNLEADED PETROL 91	MUKINBUDIN OPT	44.52	1.9790	8.01	88.11
12/04/24	050483	UNLEADED PETROL 91	MUKINBUDIN OPT	45.09	1.9790	8.11	89.23
18/04/24	050707	UNLEADED PETROL 91	MUKINBUDIN OPT	43.58	1.9990	7.92	87.12
23/04/24	050895	UNLEADED PETROL 91	MUKINBUDIN OPT	46.14	1.9990	8.39	92.23
29/04/24	051102	UNLEADED PETROL 91	MUKINBUDIN OPT	41.83	1.9990	7.60	83.62
TOTALS FOR THIS CARD				295.49		53.41	587.41
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL280					
23/04/24	002373	ULP 91	BP GERAGHTY'S EI	15.15	2.1340	2.94	32.33
23/04/24	002373	BP Plus Fee	BP GERAGHTY'S EI		0.3800	0.04	0.38
TOTALS FOR THIS CARD				15.15		2.98	32.71
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL 02					
05/04/24	050138	ULSD 10PPM	MUKINBUDIN OPT	80.21	1.9990	14.58	160.34
10/04/24	050334	ULSD 10PPM	MUKINBUDIN OPT	53.12	1.9990	9.65	106.19
12/04/24	050468	ULSD 10PPM	MUKINBUDIN OPT	35.30	1.9990	6.42	70.56
14/04/24	097862	ULT DIESEL	BP BELLEVUE	48.99	2.0140	8.97	98.67
14/04/24	097862	BP Plus Fee	BP BELLEVUE		0.3800	0.04	0.38
17/04/24	050664	ULSD 10PPM	MUKINBUDIN OPT	72.34	1.9990	13.15	144.61
21/04/24	050827	ULSD 10PPM	MUKINBUDIN OPT	57.99	1.9990	10.54	115.92
24/04/24	050962	ULSD 10PPM	MUKINBUDIN OPT	50.67	1.9990	9.21	101.29
TOTALS FOR THIS CARD				398.62		72.56	797.96
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL240					
03/04/24	050016	ULSD 10PPM	MUKINBUDIN OPT	31.01	1.9990	5.64	61.99
14/04/24	050532	ULSD 10PPM	MUKINBUDIN OPT	39.20	1.9990	7.12	78.36
18/04/24	050701	ULSD 10PPM	MUKINBUDIN OPT	33.41	1.9990	6.07	66.79
TOTALS FOR THIS CARD				103.62		18.83	207.14
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: 2 F					
05/04/24	050121	ULSD 10PPM	MUKINBUDIN OPT	339.31	1.9990	61.66	678.28
09/04/24	050293	ULSD 10PPM	MUKINBUDIN OPT	273.78	1.9990	49.75	547.29
16/04/24	050613	ULSD 10PPM	MUKINBUDIN OPT	264.06	1.9990	47.99	527.86
22/04/24	050856	ULSD 10PPM	MUKINBUDIN OPT	314.64	1.9990	57.18	628.97
TOTALS FOR THIS CARD				1,191.79		216.58	2,382.40
CARD: [REDACTED]		VEHICLE REGISTRATION: VEHICLE REGISTRATION: MBL405					
09/04/24	050305	ULSD 10PPM	MUKINBUDIN OPT	54.84	1.9990	9.97	109.63
TOTALS FOR THIS CARD				54.84		9.97	109.63
CARD TOTALS						1,010.11	11,110.22
TOTAL OF NEW INVOICES THIS BILLING PERIOD						1,010.11	11,110.22



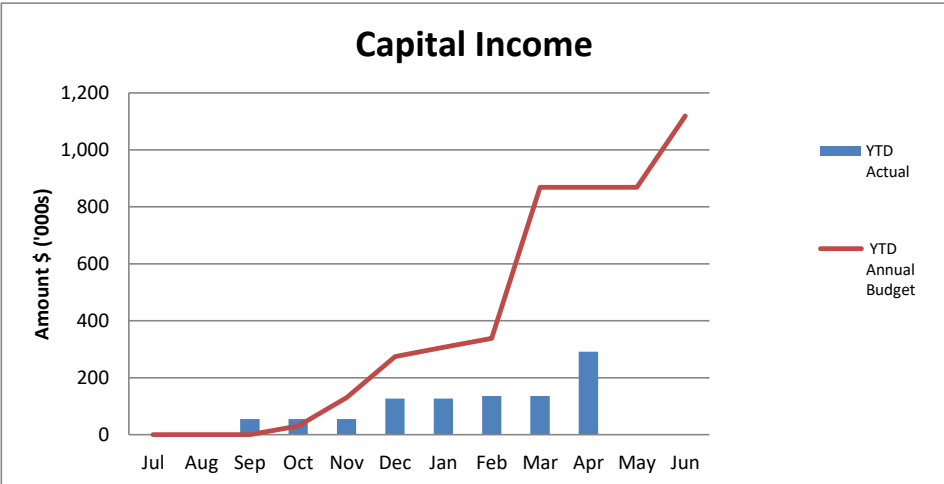
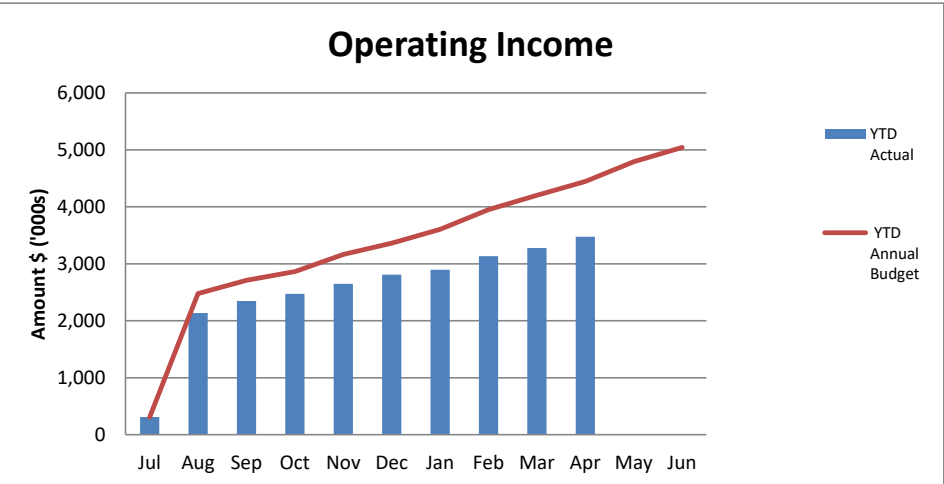
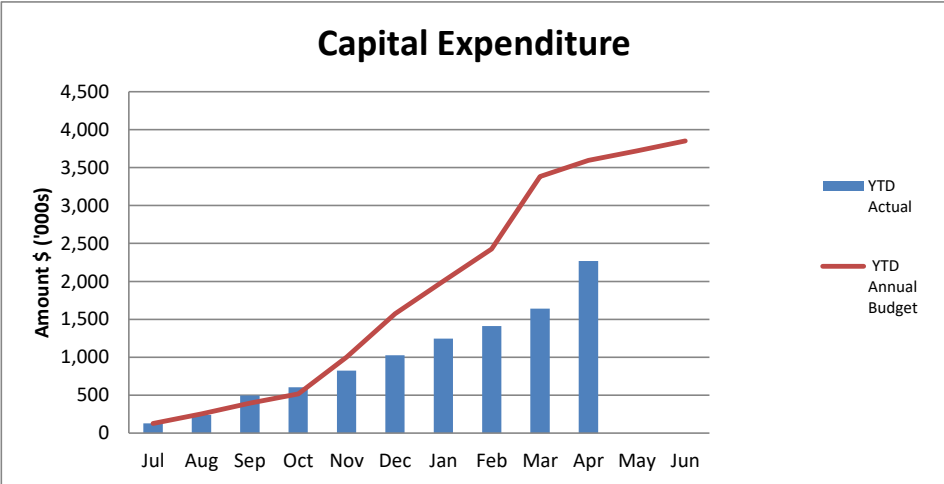
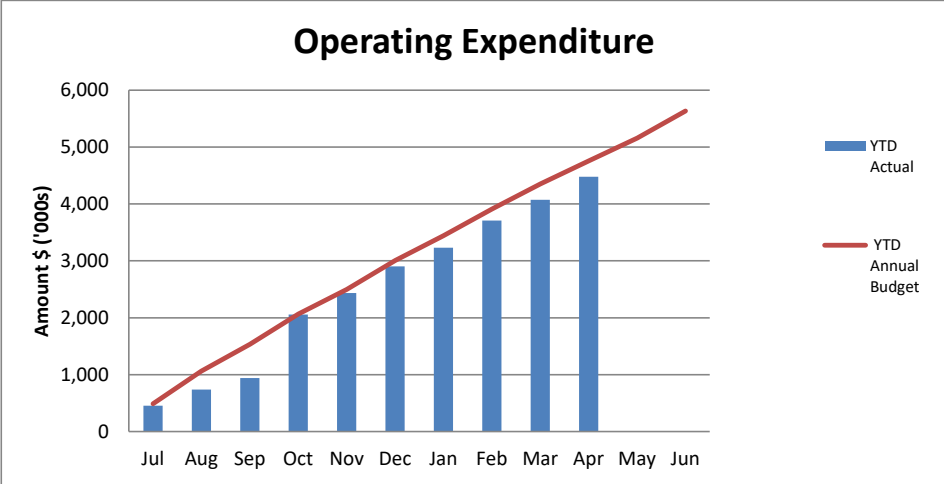
SHIRE OF MUKINBUDIN
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

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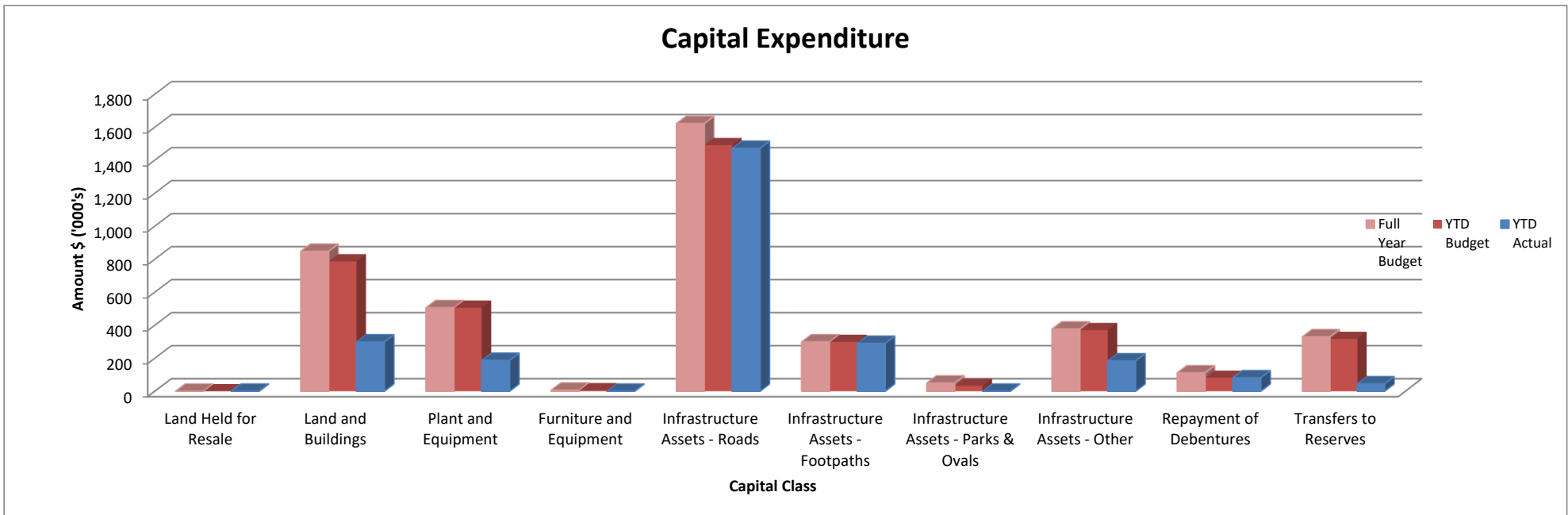
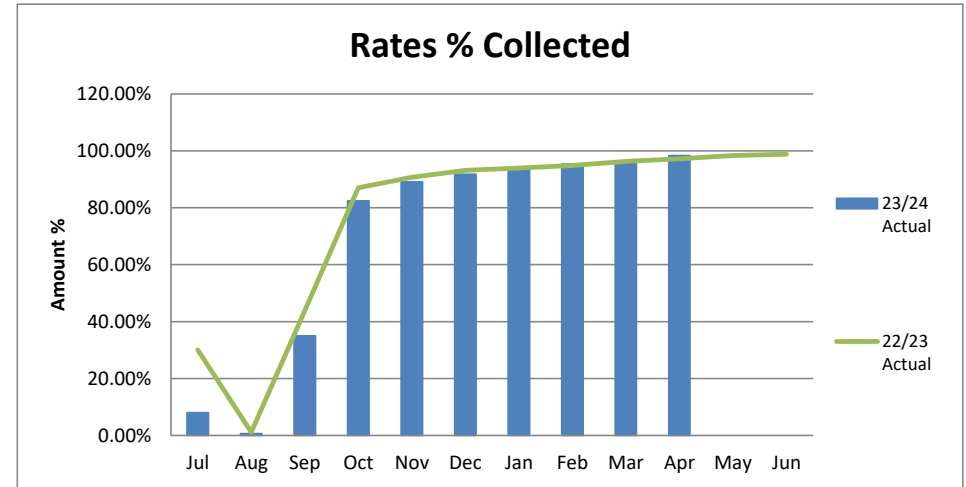
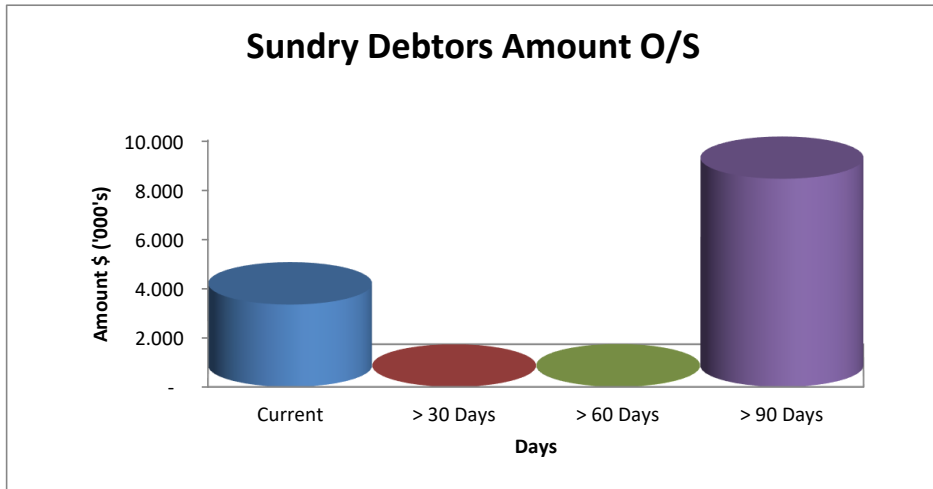
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Schedules are attached showing:
Comparatives and Comments

Income and Expenditure Graphs to 30 April 2024



Other Graphs to 30 April 2024



SHIRE OF MUKINBUDIN

STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM

FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

NOTE	Adopted Budget \$	2023/24 Amended Budget \$	April 2024 YTD Budget \$	April 2024 Actual \$	Variances Actuals to YTD Budget \$	Variances Actual Budget to YTD %
OPERATING ACTIVITIES						
Revenue from operating activities						
Governance	2,500	2,500	2,080	1,822	(258)	(12.4%)
General Purpose Funding	1,747,706	1,786,100	1,748,142	1,776,795	28,653	1.6%
Law, Order, Public Safety	21,479	20,679	16,731	18,751	2,020	12.1%
Health	200	200	160	0	(160)	(100.0%)
Education and Welfare	176,804	171,254	140,584	158,271	17,687	12.6% ▲
Housing	300,702	296,802	247,028	258,901	11,873	4.8%
Community Amenities	114,541	98,541	85,091	100,995	15,904	18.7% ▲
Recreation and Culture	33,758	41,778	39,318	47,665	8,347	21.2%
Transport	213,038	213,038	209,628	187,511	(22,117)	(10.6%) ▼
Economic Services	363,118	363,118	302,540	288,646	(13,894)	(4.6%)
Other Property and Services	93,575	90,005	76,069	76,328	259	0.3%
	<u>3,067,421</u>	<u>3,084,015</u>	<u>2,867,371</u>	<u>2,915,685</u>	<u>48,314</u>	1.7%
Expenditure from operating activities						
Governance	(562,673)	(521,101)	(435,425)	(387,101)	48,324	11.1% ▼
General Purpose Funding	(126,271)	(124,306)	(103,131)	(81,894)	21,237	20.6% ▼
Law, Order, Public Safety	(80,411)	(82,011)	(70,809)	(62,014)	8,795	12.4%
Health	(108,953)	(108,953)	(85,395)	(77,741)	7,654	9.0%
Education and Welfare	(305,536)	(335,776)	(282,501)	(251,500)	31,001	11.0% ▼
Housing	(431,907)	(442,829)	(374,565)	(342,121)	32,444	8.7%
Community Amenities	(307,684)	(287,126)	(242,060)	(222,672)	19,388	8.0%
Recreation & Culture	(945,722)	(939,694)	(814,634)	(803,656)	10,978	1.3%
Transport	(2,199,572)	(2,199,572)	(1,834,928)	(1,872,426)	(37,498)	(2.0%)
Economic Services	(497,856)	(468,820)	(394,505)	(387,195)	7,310	1.9%
Other Property and Services	(147,718)	(123,794)	(121,494)	9,734	131,228	108.0% ▼
	<u>(5,714,303)</u>	<u>(5,633,982)</u>	<u>(4,759,447)</u>	<u>(4,478,586)</u>	<u>280,861</u>	(5.9%)
Non-cash amounts excluded from operating activities						
(Profit)/Loss on Asset Disposals	2 (44,000)	(33,669)	(33,669)	(12,150)	21,519	63.9% ▼
Movement in Annual Leave Reserve Cash	2,737	2,737	2,737	5,116	2,379	(86.9%)
Rounding	0	0	0	0	1	0.0%
Depreciation on Assets	1,970,678	1,989,959	1,658,200	1,882,896	224,696	(13.6%) ▲
	<u>1,929,415</u>	<u>1,959,027</u>	<u>1,627,268</u>	<u>1,875,862</u>	<u>248,595</u>	
Amount attributable to operating activities	(717,467)	(590,940)	(264,808)	312,961	577,770	(218.2%)
INVESTING ACTIVITIES						
Inflows from investing activities						
Capital grants, subsidies & contributions	1,933,581	1,958,731	1,579,844	560,882	(1,018,962)	64.5% ▼
Proceeds from Disposal of Assets	2 688,000	678,909	678,909	136,091	(542,818)	(80.0%) ▼
	<u>2,621,581</u>	<u>2,637,640</u>	<u>2,258,753</u>	<u>696,973</u>	<u>(1,561,780)</u>	
Outflows from investing activities						
Purchase of Land and Buildings	1 (827,424)	(848,024)	(787,070)	(176,365)	610,705	77.6% ▼
Purchase of Furniture & Equipment	1 (6,500)	(6,500)	(6,500)	0	6,500	100.0%
Purchase of Plant & Equipment	1 (518,204)	(506,204)	(506,204)	(187,021)	319,183	63.1% ▼
Works In Progress Property Plant & Equipment	1 (375,000)	(375,000)	(251,250)	0	251,250	100.0% ▼
Purchase of Infrastructure Assets - Roads	1 (1,563,931)	(1,621,854)	(1,491,582)	(1,472,039)	19,543	1.3%
Works In Progress Infrastructure Roads	1 (304,400)	(304,400)	(253,650)	(100,231)	153,419	60.5% ▼
Purchase of Infrastructure Assets - Footpaths	1 (230,000)	(299,100)	(299,100)	(290,105)	8,995	3.0%
Purchase of Infrastructure Assets - Parks & Ovals	1 (50,000)	(50,000)	(33,500)	0	33,500	100.0% ▼
Purchase of Infrastructure Assets - Other	1 (337,174)	(377,245)	(370,552)	(184,172)	186,380	50.3% ▼
	<u>(4,212,633)</u>	<u>(4,388,327)</u>	<u>(3,999,408)</u>	<u>(2,409,933)</u>	<u>1,589,475</u>	
Amount attributable to investing activities	(1,591,052)	(1,750,687)	(1,740,655)	(1,712,959)	27,696	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from New Debentures	3 0	0	0	155,000	155,000	0.0%
Transfers from Restricted Asset (Reserves)	4 390,010	440,010	189,971	0	(189,971)	(100.0%) ▼
	<u>390,010</u>	<u>440,010</u>	<u>189,971</u>	<u>155,000</u>	<u>(34,971)</u>	
Outflows from financing activities						
Repayment of Borrowings	3 (111,441)	(111,441)	(81,658)	(81,513)	145	0.2%
Transfers to Restricted Assets (Reserves)	4 (330,215)	(330,215)	(317,273)	(45,039)	272,234	85.8% ▼
	<u>(441,656)</u>	<u>(441,656)</u>	<u>(398,931)</u>	<u>(126,552)</u>	<u>272,379</u>	
Amount attributable to financing activities	(51,646)	(1,646)	(208,960)	28,448	237,408	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	5 2,360,165	2,360,165	2,360,165	2,344,429	(15,736)	0.7%
Amount attributable to operating activities	(717,467)	(590,940)	(264,808)	312,961	577,769	218.2% ▼
Amount attributable to investing activities	(1,591,052)	(1,750,687)	(1,740,655)	(1,712,959)	27,696	1.6%
Amount attributable to financing activities	(51,646)	(1,646)	(208,960)	28,448	237,408	113.6% ▼
Surplus or deficit at the end of the financial year	5 <u>0</u>	<u>16,892</u>	<u>145,742</u>	<u>972,879</u>	<u>827,137</u>	(567.5%)

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

Material Variances Symbol

Above Budget Expectations Greater than 10% and \$10,000 ▲
Below Budget Expectations Less than 10% and \$10,000 ▼

SHIRE OF MUKINBUDIN

STATEMENT OF FINANCIAL ACTIVITY BY NATURE

FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

NOTE	Adopted Budget \$	2023/24 Amended Budget \$	April 2024 YTD Budget \$	April 2024 Actual \$	Variances Actuals to YTD Budget \$	Variances Actual Budget to YTD %
OPERATING ACTIVITIES						
Rates	1,587,770	1,610,243	1,609,653	1,607,689	(1,964)	(0.1%)
Grants, subsidies and contributions	443,841	443,408	388,386	398,100	9,714	2.5%
Fees and charges	835,413	832,974	697,283	743,583	46,300	6.6%
Interest revenue	70,057	70,831	58,850	100,968	42,118	71.6% ▲
Other revenue	86,340	92,890	79,530	89,067	9,537	12.0%
Profit on asset disposals	44,000	33,669	33,669	13,305	(20,364)	(60.5%) ▼
	<u>3,067,421</u>	<u>3,084,015</u>	<u>2,867,371</u>	<u>2,952,713</u>	<u>85,342</u>	<u>3.0%</u>
Expenditure from operating activities						
Employee costs	(1,530,403)	(1,572,526)	(1,325,269)	(1,185,676)	139,593	(10.5%)
Materials and contracts	(1,654,614)	(1,531,145)	(1,296,919)	(968,265)	328,654	
Utility charges	(244,384)	(236,536)	(199,191)	(194,216)	4,975	2.5%
Depreciation	(1,970,678)	(1,989,959)	(1,658,200)	(1,882,896)	(224,696)	(13.6%) ▲
Finance costs	(30,283)	(30,283)	(22,628)	(19,628)	3,000	13.3%
Insurance expenses	(166,101)	(166,101)	(165,831)	(166,083)	(252)	(0.2%)
Other expenditure	(117,840)	(107,432)	(91,409)	(60,667)	30,742	33.6% ▼
Loss on asset disposals	0	0	0	(1,155)	(1,155)	0.0%
	<u>(5,714,303)</u>	<u>(5,633,982)</u>	<u>(4,759,447)</u>	<u>(4,478,587)</u>	<u>280,860</u>	<u>5.9%</u>
Non-cash amounts excluded from operating activities	<u>1,929,415</u>	<u>1,959,027</u>	<u>1,627,268</u>	<u>1,875,865</u>	<u>248,597</u>	<u>(15.3%) ▲</u>
Amount attributable to operating activities	(717,467)	(590,940)	(264,808)	349,991	614,799	(232.2%)
INVESTING ACTIVITIES						
Inflows from investing activities						
Capital grants, subsidies & contributions	1,933,581	1,958,731	1,579,844	560,881	(1,018,963)	64.5% ▼
Proceeds from disposal of assets	688,000	678,909	678,909	136,091	(542,818)	80.0% ▼
	<u>2,621,581</u>	<u>2,637,640</u>	<u>2,258,753</u>	<u>696,972</u>	<u>(1,561,781)</u>	
Outflows from investing activities						
Payments for property, plant and equipment	(1,727,128)	(1,735,728)	(1,551,024)	(363,386)	1,187,638	76.6% ▼
Payments for construction of infrastructure	(2,485,505)	(2,652,599)	(2,448,384)	(2,046,547)	401,837	16.4% ▼
	<u>(4,212,633)</u>	<u>(4,388,327)</u>	<u>(3,999,408)</u>	<u>(2,409,933)</u>	<u>1,589,475</u>	
Amount attributable to investing activities	(1,591,052)	(1,750,687)	(1,740,655)	(1,712,961)	27,694	1.6%
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from new borrowings	0	0	0	155,000	155,000	0.0%
Transfers from cash backed reserves (restricted assets)	390,010	440,010	189,971	0	(189,971)	100.0% ▼
	<u>390,010</u>	<u>440,010</u>	<u>189,971</u>	<u>155,000</u>	<u>(34,971)</u>	
Outflows from financing activities						
Repayment of borrowings	(111,441)	(111,441)	(81,658)	(81,513)	145	0.2%
Transfers to cash backed reserves (restricted assets)	(330,215)	(330,215)	(317,273)	(45,039)	272,234	(85.8%) ▼
	<u>(441,656)</u>	<u>(441,656)</u>	<u>(398,931)</u>	<u>(126,552)</u>	<u>272,379</u>	
Amount attributable to financing activities	(51,646)	(1,646)	(208,960)	28,448	237,408	(113.6%) ▼
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2,360,165	2,360,165	2,360,165	2,344,429	(15,736)	(0.7%)
Amount attributable to operating activities	(717,467)	(590,940)	(264,808)	349,991	614,799	(232.2%) ▼
Amount attributable to investing activities	(1,591,052)	(1,750,687)	(1,740,655)	(1,712,961)	27,694	(1.6%)
Amount attributable to financing activities	(51,646)	(1,646)	(208,960)	28,448	237,408	(113.6%) ▼
Surplus or deficit at the end of the financial year	<u>0</u>	<u>16,892</u>	<u>145,742</u>	<u>1,009,908</u>	<u>864,166</u>	<u>(592.9%) ▲</u>

SHIRE OF MUKINBUDIN
FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024
Report on Significant variances Greater than 11% and \$11,000

Purpose

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

The Materiality variances adopted by Council are:

Actual Variance to YTD Budget up to 10%:

Actual Variance exceeding 10% of YTD Budget

Actual Variance exceeding 10% of YTD Budget and a value greater than \$11,000:

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

\$
Variances
Actuals to
YTD Budget

REPORTABLE OPERATING REVENUE VARIATIONS

Education and Welfare - Variance above budget expectations.

The full 1st to 4th quarters of DPIRD Funding for the CRC has already been received, the budget assumed quarterly payments.

\$17,687 ▲

Community Amenities - Variance above budget expectations

All rubbish and recycling charges raised with rates are immediately recognised with rates. The budget assumed equal payments.

\$15,904 ▲

Transport - Variance below budget expectations

The main component is:

Profit on sale of P369 Truck 2008 DAF Tipper MBL250 has not yet been realised.

-\$22,117 ▼

REPORTABLE OPERATING EXPENSE VARIATIONS

Governance - Variance below budget expectations.

LTFP, Strategic plan and valuation expenses are less than the YTD budget.

\$48,324 ▼

General Purpose Funding - Variance below budget expectations.

Rates Valuation expenses and Legal expenses are less than the YTD budget.

\$21,237 ▼

Education and Welfare - Variance below budget expectations.

The most significant item is:

Trainee salaries and depreciation are lower than expected

\$31,001 ▼

Other Property and Services - Variance below budget expectations.

Expenditure on Plant operation & maintenance have exceeded the YTD budget, however cost recoveries are greater.

\$131,228 ▼

REPORTABLE NON-CASH VARIATIONS

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

The main component is:

Profit on sale of P369 Truck 2008 DAF Tipper MBL250 has not yet been realised.

\$21,519 ▼

Depreciation on Assets - Variance above budget expectations.

Depreciation on Transport Infrastructure Assets exceeds the YTD budget by \$236,239 as a result of Infrastructure Revaluations and remaining life review.

\$224,696 ▲

SHIRE OF MUKINBUDIN
FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024
Report on Significant variances Greater than 11% and \$11,000

\$
Variances
Actuals to
YTD Budget

REPORTABLE CAPITAL EXPENSE VARIATIONS

Purchase of Land & Buildings - Variance below budget expectations.

The main land & building related capital expenditure projects below the YTD budget are:

New Council House (2023-2024) Building Capital Exp
Swimming Pool Building Capital Expenditure on the roof over the Pool Changerooms \$610,705 ▼
Memorial Hall Building Capital renovations.

Purchase of Plant & Equipment - Variance below budget expectations.

The purchase of the replacement for P369 Truck 2008 DAF Tipper MBL250 has not yet occurred. \$319,183 ▼

Works In Progress Infrastructure Roads- Variance below budget expectations.

Expenses are below the YTD budget on Earl Drive and Davis Road, along with various other minor unders and overs throughout the road program \$153,419 ▼

Purchase of Infrastructure Assets Other - Variance below budget expectations.

The main components are that expenditure on the Townscape Infrastructure Other (Shadbolt Street) project is less than expected at this time and Lions Park project funding has been reallocated to Rec Centre. \$186,380 ▼

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

Reserve transfers have not yet been processed, awaiting term deposit maturing. \$272,234 ▼

REPORTABLE CAPITAL INCOME VARIATIONS

Proceeds from Capital Grants & Contributions - Variance below budget expectations.

Income recognition for several grants is less than the YTD budget as income can only be recognised once corresponding expenditure has occurred, this includes Roads to Recovery and LRCIP income for Shadbolt St upgrades, road construction and Memorial Hall but the most significant one is the LRCIP Grant for the Community Hub . -\$1,018,962 ▼

Proceeds from Disposal of Assets - Variance below budget expectations.

Sale of shire house (\$500,000) and DAF truck (\$55,000) have not occurred. -\$542,818 ▼

Proceeds from New Debentures - Variance above budget expectations.

Loan 128 for new Caravan Park Villa "Karloning" was not included in the original budget \$155,000

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

The transfers from the Transport Infrastructure Reserve and Plant Reserve (For the DAF replacement truck) have not yet occurred. -\$189,971 ▼

SHIRE OF MUKINBUDIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

1. ACQUISITION OF ASSETS	2023/24 Adopted Budget \$	2023/24 Amended Budget \$	2023/24 YTD Budget \$	April 2024 Actual \$
The following assets have been acquired during the period under review:				
By Program				
Governance				
<i>Members of Council</i>				
Furniture & Equipment (Capital) - Members	6,500	6,500	6,500	0.00
Housing				
<i>Housing - Shire (Staff and Rentals)</i>				
1 Salmon Gum Alley Building Capital	0	25,000	0	0.00
New Council House (2023-2024) Building	500,000	500,000	500,000	0.00
Community Amenities				
<i>Other Community Amenities</i>				
Cemetery Capital	49,257	58,578	58,578	58,578.41
Shadbolt St Public Toilets (East of Railway)	0	21,600	21,600	21,574.59
Recreation and Culture				
<i>Public Halls & Civic Centre</i>				
Memorial Hall Building Capital	99,424	99,424	66,610	0.00
<i>Swimming Pools</i>				
Swimming Pool Building Capital	100,000	100,000	100,000	0.00
<i>Other Recreation & Sport</i>				
Sports Complex - Infrastructure Parks & Mukinbudin Sports Complex Building	50,000	50,000	33,500	0.00
Mukinbudin Sports Complex Building	0	0	0	41,458.38
Sports Complex - Other Infra (Pump Track)	0	0	0	1,113.42
Mukinbudin Lions Park - Other	50,000	50,000	50,000	0.00
Transport				
<i>Roads, Streets, Bridges & Depots</i>				
Townscape Infrastructure Other	185,219	185,219	185,210	70,001.12
Nungarin North Road (Wsfm 2023-	112,600	112,600	93,830	48,700.27
Mcgregor Road (South Wsfm 2023-	158,300	158,300	131,910	35,943.50
Koorda-Bullfinch Road Wip (West Of	33,500	33,500	27,910	15,587.25
Walton Road Renewal - Cap Exp	0	0	0	1,555.77
Davis Road Renewal - Cap Exp	57,188	57,188	18,869	0.00
Toole Road Renewal - Cap Exp	71,399	71,399	23,559	81,534.56
Morrison Rd Renewal - Cap Exp	114,377	172,300	172,300	172,222.50
Scotsman Road Renewal - Cap Exp	81,292	81,292	81,286	60,916.42
Spencers Rd Renewal - Cap Exp	71,399	71,399	71,392	66,994.07
Kuser Rd Renewal - Cap Exp	57,188	57,188	57,180	37,578.32
Doig Road Renewal - Cap Exp	47,639	47,639	47,633	45,185.61
White Street Renewal - Capital Exp	228,107	228,107	228,088	165,453.39
Ferguson Street Renewal - Capital Exp	0	0	0	55,355.87
Memorial Avenue Renewal - Cap Exp	0	0	0	1,062.50
Sheardown Road Renewal - Cap Exp	36,199	36,199	11,944	36,769.94
Earl Drive Renewal - Cap Exp - Sts Rds	94,143	94,143	94,136	1,709.20
Kununoppin-Mukinbudin Road Renewal	645,000	645,000	644,995	641,927.94
Unallocated Road Capital Expense -	60,000	60,000	40,200	0.00
Maddock Street Footpath Construction -	35,000	35,000	35,000	44,789.07
Calder Street Footpath Construction -	40,000	40,000	40,000	3,032.56
White Street Footpath Construction -	27,000	57,000	57,000	59,012.41
Lansdell St Footpath Construction -	61,000	61,000	61,000	62,465.01
Ferguson Street Footpath Construction -	0	0	0	11,087.00
Conway Street Footpath Construction -	23,000	51,300	51,300	54,924.14
Lukin Footpath Construction - Cap Exp	44,000	54,800	54,800	54,794.74
<i>Road Plant Purchases</i>				
Plant & Equipment (Capital) - Road Plant	398,204	398,204	398,204	78,962.90

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

<u>By Program (Continued)</u>	2023/24 Adopted Budget \$	2023/24 Amended Budget \$	2023/24 YTD Budget \$	April 2024 Actual \$
1. ACQUISITION OF ASSETS (Continued)				
Economic Services				
<u>Tourism & Area Promotion</u>				
Caravan Park House "Wattoning Villa" 22	0	0	0	7,269.09
Ww - Beringbooding Capital	24,114	24,114	24,112	0.00
Caravan Park Infrastructure Capital Exp	16,834	16,834	16,822	3,006.23
<u>Other Economic Services</u>				
Land Purchase Exps (Community Water	7,000	7,000	4,690	0.00
Infra Other (Barbalin Pipeline 2020-2023) -	0	2,500	2,500	12,676.42
Community Water Supply Infrastructure	11,750	40,000	33,330	38,796.04
Other Economic Serv Building Works In Progress (Community Hub 23-25)-Cap Exp	375,000	375,000	251,250	0.00
Other Property & Services				
<u>Public Works Overheads Overheads</u>				
Depot Building Capital	100,000	25,000	25,000	24,966.66
Land Purchase Exps (Depot Expansion 22-	0	65,000	65,000	65,000.00
<u>Administration Overheads</u>				
Admin Building Capital	21,000	5,000	4,170	4,860.00
Plant & Equipment (Capital) -	120,000	108,000	108,000	108,057.81
	<u>4,212,633.00</u>	<u>4,388,327.00</u>	<u>3,999,408.00</u>	<u>2,409,930.87</u>

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

By Class

Land	7,000	72,000	69,690	65,000.00
Buildings	820,424	776,024	717,380	111,365.22
Property Plant & Equipment Works In Progress	375,000	375,000	251,250	0.00
Furniture & Equipment	6,500	6,500	6,500	0.00
Plant & Equipment	518,204	506,204	506,204	187,020.71
Infrastructure - Roads	1,563,931	1,621,854	1,491,582	1,472,037.35
Infrastructure - Footpaths	230,000	299,100	299,100	290,104.93
Infrastructure - Parks & Ovals	50,000	50,000	33,500	0.00
Infrastructure - Other	337,174	377,245	370,552	184,171.64
Infrastructure - Roads WIP	304,400	304,400	253,650	100,231.02
Infrastructure - Other WIP	0	0	0	0.00
	<u>4,212,633</u>	<u>4,388,327</u>	<u>3,999,408</u>	<u>2,409,930.87</u>

SHIRE OF MUKINBUDIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

2. DISPOSALS OF ASSETS

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

	Asset	Written Down Value		Sale Proceeds		Profit(Loss)	
		2023/24 Adopted Budget	April 2024 Actual	2023/24 Adopted Budget	April 2024 Actual	2023/24 Adopted Budget	April 2024 Actual
		\$	\$	\$	\$	\$	\$
Housing							
Sale of New or Existing Council House	N100	500,000		500,000		0	0
Recreation & Culture							
Transport							
P369 Truck 2008 DAF Tipper MBL250	369	32,000		55,000		23,000	0
P291 2015 Ford Ranger	291	9,000	9,000	13,000	15,636.36	4,000	6,636
Economic Services							
Other Property and Services							
Replacement CEO Vehicle x 2	434xx	103,000		120,000		17,000	0
Ute 2023 Ford Ranger Wildtrak Dual Cab (CEO) MBL1	43423		51,316.45		54,545.45	0	3,229
Ute 2023.5 Ford Ranger Wildtrak Dual Cab (CEO) MBL1	43423B		52,923.70		56,363.64	0	3,439.94
Generator 30 KVA ABLE enclosed - Admin Building	38121		10,700.53		9,545.45		(1,155.08)
		644,000	123,940.68	688,000	136,090.90	44,000	12,150

SHIRE OF MUKINBUDIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

DISPOSALS OF ASSETS Continued
By Class of Asset

	Asset	Written Down Value		Sale Proceeds		Profit(Loss)	
		2023/24 Adopted Budget \$	April 2024 Actual \$	2023/24 Adopted Budget \$	April 2024 Actual \$	2023/24 Adopted Budget \$	April 2024 Actual \$
Land & Buildings							
Sale of New or Existing Council House	N100	500,000	0	500,000	0.00	0	0
Subtotal		<u>500,000</u>	<u>0</u>	<u>500,000</u>	<u>0.00</u>	<u>0</u>	<u>0</u>
Plant & Equipment							
P369 Truck 2008 DAF Tipper MBL250	369	32,000	0	55,000	0.00	23,000.00	0
P291 2015 Ford Ranger	291	9,000	9,000.00	13,000	15,636.36	4,000.00	6,636
Replacement CEO Vehicle x 2	434xx	103,000		120,000		17,000.00	0
Ute 2023 Ford Ranger Wildtrak Dual Cab (CEO) MBL1	43423	0	51,316.45	0	54,545.45	0.00	3,229
Ute 2023.5 Ford Ranger Wildtrak Dual Cab (CEO) MBL1	43423B	0	52,923.70	0	56,363.64	0.00	3,439.94
Generator 30 KVA ABLE enclosed - Admin Building	38121	0	10,700.53	0	9,545.45	0.00	(1,155.08)
Subtotal Plant & Equipment	<u>291</u>	<u>144,000</u>	<u>123,940.68</u>	<u>188,000</u>	<u>136,090.90</u>	<u>44,000.00</u>	<u>12,150</u>
		644,000	123,940.68	688,000	136,090.90	44,000.00	12,150

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2023/24 Adopted Budget \$	April 2024 Actual \$
44,000	13,305.30
0	(1,155.08)
<u>44,000</u>	<u>12,150.22</u>

SHIRE OF MUKINBUDIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Lender	Particulars	Loan Finishes	Principal 1-Jul-23	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
				2023/24 Adopted Budget	2023/24 Actual	2023/24 Adopted Budget	2023/24 Actual	2023/24 Adopted Budget	2023/24 Actual	2023/24 Adopted Budget	2023/24 Actual
				\$	\$	\$	\$	\$	\$	\$	\$
	Education & Welfare										
WATC	Loan 125 Boodie Rats New Building		158,424	0	0	12,409	6,174	146,015	152,250	4,133	2,110
	Housing										
WATC	Loan 124 - 8 Gimlett Way	30/09/2028	152,578	0	0	25,904	25,904	126,674	126,674	5,386	4,925
WATC	Loan 126 - 2 Houses, 8 Gimlett Way & 4 Earl Drive		602,013	0	0	47,156	23,463	554,857	578,550	15,703	8,019
	Economic Services										
WATC	Loan 119 - Mukinbudin Cafe	13/04/2027	44,919	0	0	10,382	10,382	34,537	34,537	2,515	2,365
WATC	Loan 127 -Caravan Park House, 22	30/09/2035	101,872	0	0	7,448	7,448	94,424	94,424	2,231	1,896
WATC	Loan 128 -Caravan Park "Karloning" Villa		0	0	155,000	0	0	0	155,000	0	0
	Other Property & Services										
WATC	Loan 120 - Skid Steer MBL 1724	15/01/2024	8,142	0	0	8,142	8,142	0	0	315	313
			1,067,948	0	155,000	111,441	81,513	956,507	1,141,435	30,283	19,628

All loan repayments were financed by general purpose revenue.

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

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

4. RESERVES

	2023/24	April
	Adopted Budget	2024
	\$	Actual
Cash Backed Reserves	\$	\$
Leave Reserve		
Opening Balance	145,309	145,309
Amount Set Aside / Transfer to Reserve	2,737	5,116
Amount Used / Transfer from Reserve	0	0
	<u>148,046</u>	<u>150,425</u>
Plant Reserve		
Opening Balance	270,971	270,971
Amount Set Aside / Transfer to Reserve	105,230	9,539
Amount Used / Transfer from Reserve	(200,000)	0
	<u>176,201</u>	<u>280,510</u>
Building & Residential Land Reserve		
Opening Balance	214,781	214,781
Amount Set Aside / Transfer to Reserve	34,230	7,562
Amount Used / Transfer from Reserve	(53)	0
	<u>248,958</u>	<u>222,343</u>
Senior Housing Reserve		
Opening Balance	33,567	33,567
Amount Set Aside / Transfer to Reserve	750	1,180
Amount Used / Transfer from Reserve	0	0
	<u>34,317</u>	<u>34,747</u>
White St & Lansdell St JV Reserve		
Opening Balance	2,715	2,715
Amount Set Aside / Transfer to Reserve	5,255	95
Amount Used / Transfer from Reserve	0	0
	<u>7,970</u>	<u>2,810</u>
Cruickshank Rd JV Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	53	0
Amount Used / Transfer from Reserve	0	0
	<u>53</u>	<u>0</u>
CRC Reserve		
Opening Balance	161,651	161,651
Amount Set Aside / Transfer to Reserve	3,240	5,693
Amount Used / Transfer from Reserve	0	0
	<u>164,891</u>	<u>167,344</u>
Transport Infrastructure Reserve		
Opening Balance	207,589	207,589
Amount Set Aside / Transfer to Reserve	3,990	7,310
Amount Used / Transfer from Reserve	(189,957)	0
	<u>21,622</u>	<u>214,899</u>
Swimming Pool Reserve		
Opening Balance	141,903	141,903
Amount Set Aside / Transfer to Reserve	22,740	4,995
Amount Used / Transfer from Reserve	0	0
	<u>164,643</u>	<u>146,898</u>
Community Hub Reserve		
Opening Balance	100,773	100,773
Amount Set Aside / Transfer to Reserve	151,990	3,549
Amount Used / Transfer from Reserve	0	0
	<u>252,763</u>	<u>104,322</u>
Total Cash Backed Reserves	<u>1,219,464</u>	<u>1,324,298</u>

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

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

	Adopted Budget Adopted Budget \$	April 2024 Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
 Summary of Transfers		
 Transfers to Reserves		
Leave Reserve	2,737	5,116
Plant Reserve	105,230	9,539
Building & Residential Land Reserve	34,230	7,562
Seniors Housing Reserve	750	1,180
White St & Lansdell St JV Reserve	5,255	95
Cruickshank Rd JV Reserve	53	0
CRC Reserve	3,240	5,693
Transport Infrastructure Reserve	3,990	7,310
Swimming Pool Reserve	22,740	4,995
Community Hub Reserve	151,990	3,549
	<u>330,215</u>	<u>45,039</u>
 Transfers from Reserves		
Plant Reserve	(200,000)	0
Building & Residential Land Reserve	(53)	0
Transport Infrastructure Reserve	(189,957)	0
	<u>(390,010)</u>	<u>0</u>
 Total Transfer to/(from) Reserves	<u>(59,795)</u>	<u>45,039</u>

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

4. RESERVES (Continued)

Cash Backed Reserves (Continued)

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

Leave Reserve

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

Plant Reserve

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

Building & Residential Land Reserve

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

Seniors Aged Housing Reserve

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

White St & Lansdell St JV Reserve

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

Cruickshank Rd JV Reserve

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

CRC Reserve

- To fund CRC Operational and Capital expenses.

Transport Infrastructure Reserve

- To be used fund Transport Infrastructure and associated drainage construction and maintenance works.

Swimming Pool Reserve

- To be used for the renewal, upgrade, replacement and new construction for the Swimming Pool and associated infrastructure. \$20,00 per year plus interest is to be transferred to this reserve.

Royalties for Regions

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

Community Hub Reserve

- To fund the construction of facilities to establish and then operate a Community Hub".

SHIRE OF MUKINBUDIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

	Note	2022/23 B/Fwd Per Adopted Budget \$	2022/23 B/Fwd Actual \$	April 2024 Actual \$
5. NET CURRENT ASSETS				
Composition of Estimated Net Current Asset Position				
CURRENT ASSETS				
Cash - Unrestricted		2,680,643	2,684,773	970,957
Cash - Restricted Muni Funds		12,079	15,184	15,215
Cash - Restricted Reserves		1,279,259	1,279,259	1,324,297
Rates Outstanding		36,046	34,949	46,825
Sundry Debtors		17,296	17,296	31,962
Provision for Doubtful Debts		(1,138)	(3,459)	(3,459)
GST Receivable		29,430	29,430	52,414
Accrued Income		903	10,068	10,068
Payments In Advance		30,029	17,912	7,624
Inventories		10,792	10,792	32
		4,095,339	4,096,204	2,455,935
LESS: CURRENT LIABILITIES				
Sundry Creditors		(80,832)	(88,023)	(43,980)
Accrued Interest On Loans		(8,707)	(6,901)	(6,901)
Accrued Salaries & Wages		(48,660)	(48,659)	(140)
Income In Advance - Grants and Contract Liabilities.		(187,500)	(149,410)	(88,281)
GST Payable		(14,107)	(14,106)	(5,005)
Prepaid Rates (Excess Rates)		(21,591)	(21,591)	(19,279)
Accrued Expenses		(29,550)	(24,136)	(7,568)
PAYG Liability		(23,862)	(23,862)	(27,085)
FBT Payable		(7,750)	(7,750)	0
Other Payables		(12,079)	(15,184)	(15,215)
Current Employee Benefits Provision		(166,586)	(218,203)	(218,203)
Current Loan Liability		0	(111,441)	(29,928)
		(601,224)	(729,266)	(461,585)
NET CURRENT ASSET POSITION		3,494,115	3,366,938	1,994,350
Less: Cash - Reserves - Restricted		(1,279,259)	(1,279,259)	(1,324,297)
Add Back : Component of Leave Liability not Required to be Funded		145,309	145,309	150,426
Add Back : Current Loan Liability		0	111,441	29,928
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD		2,360,165	2,344,429	850,407

Notes applicable to the Surplus/(Deficit) Carried Forward from June 2023.

1. The Surplus/(Deficit) includes \$1,927,705 from the advance payment of 2023/2024 Financial Assistance Grants. \$1,254,521 as General Purpose Funding and \$673,184 for Roads.
Without the \$1,927,705 advance payment the Carried Forward amount at 1 July 2023 would be a surplus of of \$416,72
2. The Surplus/(Deficit) carried forward at 30 June 2023 is the final audited figure.

Notes applicable to the Surplus/(Deficit) at 30 April 2024.

1. The following unspent grant or contract liabilities have not been acquitted in 2023-2024:

FESA-ESL Unspent Grants-Current Liability	14,940
Regional Road Group (RRG) Unspent Grants - Current Liability	0
Unspent CRC Trainee Grant - Current Liability	57,119
Income Received in Advance	16,220
<u>Total grants not acquitted at April 2024</u>	<u>88,280</u>
2. The Surplus/(Deficit) includes \$1,927,705 as Advance Grants for 2023-2024.
\$1,254,521 is General Purpose Funding and \$673,184 is Road funding.
Without these advance payments of \$1,927,705 the April brought forward amount would be about \$207,839.
The end of year brought forward figure will be is subject to audit.

SHIRE OF MUKINBUDIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2023/24 Rate Revenue \$	2023/24 Interim Rates \$	2023/24 Back Rates \$	2023/24 Total Revenue \$	2023/24 Adopted Budget \$
General Rate								
GRV - Residential	0.191780	154	1,153,508	221,220	146		221,366	220,772
GRV - Vacant	0.191780	0	0	0			0	2,948
UV - Rural	0.019769	218	65,865,500	1,302,095			1,302,095	1,302,095
UV - Mining	0.019769	0	0	0			0	0
Non Rateable		107	163,200				0	
Sub-Totals		479	67,182,208	1,523,315	146	0	1,523,461	1,525,815
Minimum Rates	Minimum \$							
GRV - Residential	455	18	13,624	8,190			8,190	9,205
GRV - Vacant	455	9	2,978	4,095			4,095	3,080
UV - Rural	635	31	360,100	19,685	635		20,320	19,685
UV - Mining	635	21	159,905	13,335		165	13,500	13,335
Sub-Totals		79	536,607	45,305	635	165	46,105	45,305
		558	67,718,815	1,568,620	781	165	1,569,566	1,571,120
Discounts							0	0
Rates Adjustments							0	0
Total Amount of General Rates							1,569,566	1,571,120
Specified Area Rates							0	0
Ex Gratia Rates							38,123	38,123
Total Rates							1,607,689	1,609,243

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

The general rates detailed above for the 2023/24 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous years.

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

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

7. RESTRICTED MUNICIPAL AND TRUST FUNDS

Restricted Municipal Funds

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

Detail	Balance 01-Jul-23 \$	Amounts Received \$	Amounts Paid (\$)	30/04/2024 Balance \$
Department of Transport Licensing	(31)	274,662	(274,632)	(1)
Other Restricted Funds	5	0	0	5
Council Nomination Deposit	0	300	(300)	0
Housing Tenancy Bonds	0	4,520	(4,520)	0
Gym Bonds	1,980	563	(563)	1,980
Soil Conservation	13,166	0	0	13,166
Building Service Levy	64	1,351	(1,351)	64
	<u>15,184</u>	<u>281,396</u>	<u>(281,366)</u>	<u>15,214</u>

Trust Funds

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

Detail	Balance 01-Jul-23 \$	Amounts Received \$	Amounts Paid (\$)	30/04/2024 Balance \$
Other Trust Funds	1	0	0	1
	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>

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

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

8. OPERATING STATEMENT

<u>By Nature & Type</u>	April	2023/24	
	2024	Adopted	2022/23
	Actual	Budget	Actual
	\$	\$	\$
OPERATING REVENUES			
Rates	1,607,689	1,587,770	1,486,777
Operating grants, subsidies and contributions	398,100	443,841	2,891,303
Fees and charges	743,583	835,413	840,805
Service Charges	0	0	0
Interest earnings	100,968	70,057	30,671
Other revenue	89,067	86,340	219,143
Non-operating grants, subsidies and contributions	560,882	1,933,581	1,221,523
Profit on asset disposals	13,305	44,000	30,680
Fair value adjustments to financial assets at fair value through profit or loss	0	0	2,764
TOTAL OPERATING REVENUE	<u>3,513,595</u>	<u>5,001,002</u>	<u>6,723,667</u>
OPERATING EXPENSES			
Employee costs	1,185,676	1,530,403	1,469,395
Materials and contracts	968,265	1,654,614	1,267,901
Utility charges	194,214	244,384	222,341
Depreciation on non-current assets	1,882,896	1,970,678	1,926,260
Interest expenses	19,628	30,283	38,332
Insurance expenses	166,083	166,101	143,355
Other expenditure	60,667	117,840	118,577
Loss on asset disposals	1,155	0	128,834
TOTAL OPERATING EXPENSE	<u>4,478,585</u>	<u>5,714,303</u>	<u>5,314,995</u>
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>(964,990)</u>	<u>(713,301)</u>	<u>1,408,672</u>

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

8. OPERATING STATEMENT

<u>By Program</u>	April	2023/24	
	2024	Adopted	2022/23
	Actual	Budget	Actual
	\$	\$	\$
OPERATING REVENUES			
Governance	1,822	2,500	2,969
General Purpose Funding	1,776,795	1,747,706	3,963,644
Law, Order, Public Safety	18,751	21,479	17,237
Health	0	200	107
Education and Welfare	159,271	176,804	288,659
Housing	258,901	300,702	276,960
Community Amenities	100,995	159,416	149,072
Recreation and Culture	47,665	109,512	283,496
Transport	722,443	1,622,830	1,146,734
Economic Services	313,596	766,278	485,299
Other Property and Services	76,328	93,575	109,490
TOTAL OPERATING REVENUE	<u>3,476,567</u>	<u>5,001,002</u>	<u>6,723,667</u>
 OPERATING EXPENSES			
Governance	387,101	562,673	416,603
General Purpose Funding	81,894	126,271	105,755
Law, Order, Public Safety	62,014	80,411	78,173
Health	77,741	108,953	80,265
Education and Welfare	251,500	305,536	327,350
Housing	342,121	431,907	381,658
Community Amenities	222,672	307,684	339,610
Recreation & Culture	803,656	945,722	1,017,234
Transport	1,872,426	2,199,572	2,001,146
Economic Services	387,195	497,856	463,393
Other Property and Services	(9,734)	147,718	103,807
TOTAL OPERATING EXPENSE	<u>4,478,586</u>	<u>5,714,303</u>	<u>5,314,995</u>
 CHANGE IN NET ASSETS			
RESULTING FROM OPERATIONS	<u><u>(1,002,020)</u></u>	<u><u>(713,301)</u></u>	<u><u>1,408,672</u></u>

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

9. STATEMENT OF FINANCIAL POSITION

	April 2024 Actual \$	2022/23 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	2,310,469	3,979,216
Trade and Other Receivables	145,434	106,196
Inventories	32	10,792
TOTAL CURRENT ASSETS	2,455,935	4,096,204
NON-CURRENT ASSETS		
Other Receivables	3,303	3,303
Inventories	270,937	270,937
Investments	61,117	61,117
Property, Plant and Equipment	15,454,784	15,413,804
Infrastructure	72,667,102	72,182,510
TOTAL NON-CURRENT ASSETS	88,457,243	87,931,671
TOTAL ASSETS	90,913,178	92,027,875
CURRENT LIABILITIES		
Trade and Other Payables	213,453	399,621
Long Term Borrowings	29,928	111,441
Provisions	218,203	218,203
TOTAL CURRENT LIABILITIES	461,584	729,265
NON-CURRENT LIABILITIES		
Long Term Borrowings	1,111,508	956,508
Provisions	46,618	46,618
TOTAL NON-CURRENT LIABILITIES	1,158,126	1,003,126
TOTAL LIABILITIES	1,619,710	1,732,391
NET ASSETS	89,293,468	90,295,484
EQUITY		
Retained Surplus	45,815,055	46,862,109
Reserves - Cash Backed	1,324,297	1,279,259
Revaluation Surplus	42,154,116	42,154,116
TOTAL EQUITY	89,293,468	90,295,484

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

10. FINANCIAL RATIOS

	2023/24 YTD	2022/23	2021/22	2020/21
Current Ratio	3.64	6.22	3.97	1.86
Operating Surplus Ratio	(0.61)	0.10	(0.15)	0.00

The above ratios are calculated as follows:

Current Ratio

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

INTERPRETATION:

This ratio is a measure of short term (unrestricted) liquidity. That is, the ability of the Council to meet its liabilities (obligations) as and when they fall due.

RISK INDICATORS:

Low – 1 or greater

A ratio of greater than one (1) indicates Council has more current assets than current liabilities and meets The minimum specified by the Department of Local Government, Sport and Cultural Industries

High – Less than 1

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

COMMENT:

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

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

Operating Surplus Ratio

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

INTERPRETATION:

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

RISK INDICATORS:

Low – 0.15 or greater

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

High – Lower than 0

The local government is experiencing an operating deficit.

COMMENT:

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

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

11. BANK BALANCES & INVESTMENT INFORMATION

Council Funds

At Call Bank Accounts

30 April 2024

	Interest Rate	Amount
Municipal Transaction Account - Bendigo Bank	0.50%	\$413,695.27
Reserves Cash at Call Account - Bendigo Bank	1.45%	\$112,902.17
Total		\$526,597.44

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

Investment Register

Term Interest Rate Amount Maturity

Municipal Investments

			Closed
Term Deposit 1			
Term Deposit 2	Reinvestment pending	\$556,459.61	
Total Municipal Investments		\$556,459.61	

Investment Register

<i>Reserve Investment</i>	6 Months	\$1,211,395.26	2/09/2024
Total Reserve Investment		\$1,211,395.26	

Council Funds Summary

Municipal Funds	\$970,154.88
Reserve Funds	\$1,324,297.43
	\$2,294,452.31

Restricted Municipal and Trust Funds

Restricted Muni Transaction Acct- Bendigo Bank	0.00%	\$15,641.81
Trust Transaction Acct - Bendigo Bank	0.00%	\$1.00

Note: The amounts shown here are the account balances at the Bendigo Bank. These balances may be different from the ledger balances due to timing.

Community Resource Centre Accounts

The Community Resource Centre account balances at the Bendigo Bank have now been recorded in the council ledger.



SHIRE OF MUKINBUDIN

SCHEDULES

FOR THE PERIOD 1 JULY 2023 TO 30 APRIL 2024

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SHIRE OF MUKINBUDIN
SCHEDULE 02 - GENERAL FUND SUMMARY
Financial Statement for Period Ended
30 April 2024

MUNICIPAL FUND		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
		\$	\$	\$	\$	\$	\$	\$	\$
OPERATING									
General Purpose Funding	03	1,747,706.00	126,271.00	1,786,100.00	124,306.00	1,748,142.00	103,131.00	1,776,794.99	81,894.01
Governance	04	2,500.00	562,673.00	2,500.00	521,101.00	2,080.00	435,425.00	1,822.15	387,100.61
Law, Order, Public Safety	05	21,479.00	80,411.00	20,679.00	82,011.00	16,731.00	70,809.00	18,751.15	62,013.96
Health	07	200.00	108,953.00	200.00	108,953.00	160.00	85,395.00	0.00	77,740.58
Education & Welfare	08	176,804.00	305,536.00	171,254.00	335,776.00	140,584.00	282,501.00	159,270.96	251,499.86
Housing	09	300,702.00	431,907.00	296,802.00	442,829.00	247,028.00	374,565.00	258,901.05	342,121.12
Community Amenities	10	159,416.00	307,684.00	143,416.00	287,126.00	129,963.00	242,060.00	100,995.20	222,672.34
Recreation & Culture	11	109,512.00	945,722.00	117,532.00	939,694.00	115,072.00	814,634.00	47,665.43	803,655.67
Transport	12	1,622,830.00	2,199,572.00	1,622,830.00	2,199,572.00	1,240,538.00	1,834,928.00	722,443.94	1,872,427.14
Economic Services	13	766,278.00	497,856.00	791,428.00	468,820.00	730,848.00	394,505.00	313,596.49	387,194.81
Other Property & Services	14	93,575.00	147,718.00	90,005.00	123,793.88	76,069.00	121,494.00	76,328.12	(9,734.42)
TOTAL - OPERATING		5,001,002.00	5,714,303.00	5,042,746.00	5,633,981.88	4,447,215.00	4,759,447.00	3,476,569.48	4,478,585.68
CAPITAL									
General Purpose Funding	03	0.00	34,230.00	0.00	34,230.00	0.00	26,621.00	0.00	7,561.97
Governance	04	0.00	6,500.00	0.00	6,500.00	0.00	6,500.00	0.00	0.00
Education & Welfare	08	0.00	15,649.00	0.00	15,649.00	0.00	8,904.00	0.00	11,867.33
Housing	09	500,053.00	579,118.00	500,053.00	604,118.00	500,017.00	551,876.00	0.00	61,877.85
Community Amenities	10	0.00	49,257.00	0.00	80,178.00	0.00	80,178.00	0.00	80,153.00
Recreation & Culture	11	0.00	322,164.00	0.00	322,164.00	0.00	272,850.00	0.00	47,566.57
Transport	12	457,957.00	2,790,974.00	507,957.00	2,917,997.00	257,954.00	2,736,296.00	15,636.36	2,028,186.20
Economic Services	13	0.00	604,518.00	0.00	635,268.00	0.00	502,522.00	155,000.00	205,604.32
Other Property & Services	14	120,000.00	251,879.00	110,909.00	213,879.00	110,909.00	212,592.00	120,454.54	216,142.83
TOTAL - CAPITAL		1,078,010.00	4,654,289.00	1,118,919.00	4,829,983.00	868,880.00	4,398,339.00	291,090.90	2,658,960.07
		6,079,012.00	10,368,592.00	6,161,665.00	10,463,964.88	5,316,095.00	9,157,786.00	3,767,660.38	7,137,545.75
Less Depreciation Written Back			(1,970,678.00)		(1,989,959.00)		(1,658,200.00)		(1,882,896.34)
Less Profit/Loss Written Back		(44,000.00)	0.00	(33,669.00)	0.00	(33,669.00)	0.00	(13,305.30)	(1,155.08)
Movement in Annual Leave Reserve Cash			(2,737.00)		(2,737.00)		(2,737.00)		(5,116.41)
Adjustment in Fixed Assets (Rounding)							0.00		(1.37)
TOTAL REVENUE & EXPENDITURE		6,035,012.00	8,395,177.00	6,127,996.00	8,471,268.88	5,282,426.00	7,496,849.00	3,754,355.08	5,248,376.55
Surplus/Deficit July 1st B/Fwd		2,360,165.00		2,360,165.00		2,360,165.00		2,344,427.83	
		8,395,177.00	8,395,177.00	8,488,161.00	8,471,268.88	7,642,591.00	7,496,849.00	6,098,782.91	5,248,376.55
Surplus/(Deficit) C/Fwd			0.00		16,892.12		145,742.00		850,406.36
		8,395,177.00	8,395,177.00	8,488,161.00	8,488,161.00	7,642,591.00	7,642,591.00	6,098,782.91	6,098,782.91

SHIRE OF MUKINBUDIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2024

PROGRAMME SUMMARY	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Rate Revenue and Administration		97,657.00		95,692.00		79,301.00		58,657.99	▼ Rates Valuation expenses and Legal expenses are less than the YTD budget.
General Purpose Funding		2,608.00		2,608.00		2,170.00		2,142.37	
Investment Activity		15,524.00		15,524.00		12,930.00		12,525.40	
Other General Purpose Funding		10,482.00		10,482.00		8,730.00		8,568.25	
OPERATING REVENUE									
Rate Revenue and Administration	1,596,520.00		1,620,347.00		1,618,430.00		1,618,140.34		▼ \$1,927,705 of 23-24 Financial Assistance Grants were paid in advance, \$1,254,521 for general purposes and \$673,184 for roads. Overall this is approximately a 6.3% increase on the total Financial Assistance Grants paid for 2022-2023.
General Purpose Funding	86,329.00		100,896.00		75,672.00		64,746.75		
Investment Activity	64,857.00		64,857.00		54,040.00		93,907.90	▼ Interest received is higher than budget due to higher interest rates than anticipated.	
SUB-TOTAL OPERATING	1,747,706.00	126,271.00	1,786,100.00	124,306.00	1,748,142.00	103,131.00	1,776,794.99	81,894.01	
CAPITAL EXPENDITURE									
Investment Activity		34,230.00		34,230.00		26,621.00		7,561.97	
SUB-TOTAL CAPITAL	0.00	34,230.00	0.00	34,230.00	0.00	26,621.00	0.00	7,561.97	
TOTAL - PROGRAMME SUMMARY	1,747,706.00	160,501.00	1,786,100.00	158,536.00	1,748,142.00	129,752.00	1,776,794.99	89,455.98	

SHIRE OF MUKINBUDIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2024

RATE REVENUE AND ADMINISTRATION	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2030100 Rates Incentive Scheme		250.00		285.00		285.00		285.23	- Rates Incentive Prize
2030101 Valuation Expenses		16,000.00		16,000.00		13,330.00		342.05	- GRV Valuations 5 yearly next due 2023/24 \$9,000, Rural UV Gen Valuation \$6000. Other valuations and land title information, Interim Valuations-change to property description and Mining Tenements totalling \$1,000
2030102 Legal Expenses - Op Exp - Rates		8,000.00		6,000.00		5,000.00		630.00	- Costs of legal action taken with ratepayers see reimbursement income in gl 3030158.
2030103 Title/Company Searches - Op Exp - Rates		500.00		500.00		410.00		171.50	- Costs of legal advice relating to rates and property seizure.
2030105 Rates Printing and Stationery - Op Exp - Rates		500.00		500.00		410.00		380.10	- Real Estate and settlement Agent search fees (Electronic Advice of Sale EAS), Property Inquiry Fee, Building Cert, Requisition prov'n of rate info @ \$100 and (As per Schedule of Fees & Charges) Landgate
2030106 Rates Debtor Doubtful Debts Expense		500.00		500.00		0.00		0.00	- Rates info circulars printing' Rates instalment notices printing (inc upgrade of Synergy Template) and Printed & Plain Envelopes
2030107 Rates Debtors Written Off		250.00		250.00		166.00		14.37	- Rates Debtor Doubtful Debts Expense provisions - Mining Tenements
2030109 Rates Consultants and Other Expenses Relating To Rates		19,500.00		19,500.00		16,240.00		13,987.50	- Rates Debtor Doubtful Debts Expense Wrierooffs - Mining Tenements
2030199 Administration Allocated - Rates Revenue & Admin		52,157.00		52,157.00		43,460.00		42,847.24	- Bob Waddell & Associates Contact Rates Officer \$18,000; Other \$1,000
OPERATING REVENUE									
3030101 Rates Levied - GRV Residential	221,220.00		221,220.00		221,220.00		221,219.81		- Shire GRV Residential and Vacant land - Rate in \$ applied 0.191780 for 3% overall income increase.
3030110 Rates Levied - UV Rural	1,302,095.00		1,302,095.00		1,302,095.00		1,302,095.18		- Agricultural UV - Rate Income - Rate in \$ applied 0.019769, for a 7% overall income increase.
3030120 Rates Levied - GRV Minimum Residential	12,285.00		12,285.00		12,285.00		12,285.00		- 18 Properties GRV Residential and 9 Properties GRV Vacant land @ \$455 minimum.
3030130 Rates Levied - UV Minimum Rural	19,685.00		19,685.00		19,685.00		19,685.00		- 31 Properties @ \$635 minimum
3030132 Rates Levied - UV Minimum Mining Tenement	13,335.00		13,335.00		13,335.00		13,335.00		- 21 Properties @ \$635 minimum
3030135 Interim Rates Levied - GRV/UV	2,000.00		3,000.00		2,500.00		781.12		- Provision for Interim Rates
3030136 Back Rates Levied - GRV/UV	500.00		500.00		410.00		164.87		- Provision for back rates expected.
3030137 Ex-Gratia Rates (CBH, etc.)	16,650.00		38,123.00		38,123.00		38,123.11		- Ex Gratia payment by CBH in lieu of rates (IE code rates)
3030150 Penalty Interest Raised on Rates	3,000.00		3,310.00		2,760.00		4,407.31		Additional rates were received in arrears to correct an error in the rates calculations over several years due to incorrect advice on the basis of the rates adjustments.
3030151 Instalment Interest Received	2,000.00		2,464.00		2,050.00		2,463.95		A budget amendment is required.
3030152 Rates Instalment Admin Fee Received	2,000.00		2,580.00		2,580.00		2,580.00		- Interest payable after 35 days on unpaid rates @ 7% pa calculated daily
3030154 Rate Account Enquiry Charges	500.00		500.00		410.00		999.99		- Instalment plan Interest rate 5.5% p.a levied at first pmt, deferred pensioners excluded
3030155 Reimbursement of Debt Collection Costs (Inc GST)	150.00		150.00		120.00		0.00		- Admin Fee set at \$20 each instalment excl first instalment as per sch fees and charges. Instalment charges 100 instalments @ \$20.00 per instalment payment.
3030158 Legal Fees - Outstanding Rates - Op Inc	1,000.00		1,000.00		777.00		0.00		- Rate Account Enquiry Charges as per Fees and Charges
3030160 Other Income Relating To Rates	100.00		100.00		80.00		0.00		- Reimbursement of other debt Collection costs
SUB-TOTAL OPERATING	1,596,520.00	97,657.00	1,620,347.00	95,692.00	1,618,430.00	79,301.00	1,618,140.34	58,657.99	- Legal costs of rate recovery action, recovered from Ratepayer, expenses in acct 2030102.
TOTAL - RATE REVENUE AND ADMINISTRATION	1,596,520.00	97,657.00	1,620,347.00	95,692.00	1,618,430.00	79,301.00	1,618,140.34	58,657.99	- Reimbursement of other rate related costs

SHIRE OF MUKINBUDIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2024

GENERAL PURPOSE FUNDING		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
		\$	\$	\$	\$	\$	\$	\$	\$	
<u>OPERATING EXPENDITURE</u>										
2030299	Administration Allocated - General Puposue Funding		2,608.00		2,608.00		2,170.00		2,142.37	- Allocation of 0.25% of Administration costs.
<u>OPERATING REVENUE</u>										
3030200	Financial Assistance Grant - General	52,896.00		52,896.00		39,672.00		39,672.00		- The remainder of the annual General Purpose Grants from WA Local Government Grants Commission being the Federal Grants Equalisation/General Purpose Grant. \$52,896 . An early payment of the grant was received in June 2023 of \$1,254,521. Paid August, November, February and May each year.
3030201	Federal Assistance Grant - Roads Component	33,433.00		48,000.00		36,000.00		25,074.75		- The remainder of the Road Component Grants, WA Local Government Grants Commission \$33,433 An early payment of the grant was received in June 2023 of \$673,184. Paid August, November, February and May each year.
SUB-TOTAL OPERATING		86,329.00	2,608.00	100,896.00	2,608.00	75,672.00	2,170.00	64,746.75	2,142.37	
TOTAL - GENERAL PURPOSE FUNDING		86,329.00	2,608.00	100,896.00	2,608.00	75,672.00	2,170.00	64,746.75	2,142.37	

SHIRE OF MUKINBUDIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2024

INVESTMENT ACTIVITY	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2030300	Bank Fees and Charges (Inc GST) - Op Exp	7,000.00		7,000.00		5,830.00		5,513.16	- Bank Fees And Charges (Inc Gst)
2030301	Bank Fees and Charges (Exc GST) - Op Exp	700.00		700.00		580.00		585.15	- Bank Fees And Charges (Exc Gst)
2030399	Administration Allocated - Investment Activity	7,824.00		7,824.00		6,520.00		6,427.09	- Allocation of 0.75% of Administration costs.
OPERATING REVENUE									
3030300	Interest Earned - Reserve Funds - Op Inc	24,907.00		24,907.00		20,750.00		45,038.56	▼ - Interest earnings on Council Reserve Funds in at call accounts and term deposits. At an interst Rate of 3.5%. Significant funds are in term deposits with interest on maturity.
3030301	Interest Earned - Municipal Funds - Op Inc	39,950.00		39,950.00		33,290.00		48,869.34	▼ - Interest earnings on Council Municipal funds in at call accounts and term deposits, including the early grants payment, est is for an average \$850K at the current rate . NB: does not include Interest on Reserve Accounts. Significant funds are in term deposits with interest on maturity.
SUB-TOTAL OPERATING		64,857.00	15,524.00	64,857.00	15,524.00	54,040.00	12,930.00	93,907.90	12,525.40
CAPITAL EXPENDITURE									
4030354	Transfer To Building & Residential Land Reserve - Cap Exp	34,230.00		34,230.00		26,621.00		7,561.97	▼ - Allocation of funds for future building works Bowling Club Roof \$30,000, which has yet to occur, and Transfer to reserve of interest earned \$4,230.
CAPITAL REVENUE									
SUB-TOTAL CAPITAL		0.00	34,230.00	0.00	34,230.00	0.00	26,621.00	0.00	7,561.97
TOTAL - INVESTMENT ACTIVITY		64,857.00	49,754.00	64,857.00	49,754.00	54,040.00	39,551.00	93,907.90	20,087.37

SHIRE OF MUKINBUDIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2024

OTHER GENERAL PURPOSE FUNDING		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>										
2030400	Rounding and Foreign & Other Invalid Currency Op Exp - Other GP Funding		50.00		50.00		40.00		(1.20)	- Rounding Adjustments
2030499	Administration Allocated - Other GPF		10,432.00		10,432.00		8,690.00		8,569.45	- Allocation of 1% of Administration costs.
<u>OPERATING REVENUE</u>										
SUB-TOTAL OPERATING		0.00	10,482.00	0.00	10,482.00	0.00	8,730.00	0.00	8,568.25	
TOTAL - OTHER GENERAL PURPOSE FUNDING		0.00	10,482.00	0.00	10,482.00	0.00	8,730.00	0.00	8,568.25	

SHIRE OF MUKINBUDIN
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
30 April 2024

PROGRAMME SUMMARY	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024			Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
<u>OPERATING EXPENDITURE</u>										
Members of Council		367,995.00		348,123.00		294,390.00		261,744.97	▼	LTFP, Strategic plan and valuation expenses are less than the YTD budget.
Other Governance		194,678.00		172,978.00		141,035.00		125,355.64	▼	
<u>OPERATING REVENUE</u>										
Members of Council	2,500.00		2,500.00		2,080.00		1,822.15			
SUB-TOTAL OPERATING	2,500.00	562,673.00	2,500.00	521,101.00	2,080.00	435,425.00	1,822.15	387,100.61		
<u>CAPITAL EXPENDITURE</u>										
Members of Council		6,500.00		6,500.00		6,500.00		0.00		
SUB-TOTAL CAPITAL	0.00	6,500.00	0.00	6,500.00	0.00	6,500.00	0.00	0.00		
TOTAL - PROGRAMME SUMMARY	2,500.00	569,173.00	2,500.00	527,601.00	2,080.00	441,925.00	1,822.15	387,100.61		

SHIRE OF MUKINBUDIN
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
30 April 2024

MEMBERS OF COUNCIL		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2040100	Members Travelling		4,000.00		4,000.00		0.00		0.00	- 9 x Elected Members Travel reimbursement allowance as per Sec 30.6 LGO (WA) Interim Award 2011 based and SAT Reg31(1)(b).
2040101	Members Conference Expenses		11,880.00		14,800.00		14,800.00		14,779.96	- WA Local Government Convention and Trade Exhibition, scheduled for October. Attendance 6 Members at \$1,300, Meal Allowance 6 at \$180 and accomodation for 6 rooms at \$500. The WA Local Government Convention has already taken place.
2040102	Presidents Allowance		10,615.00		10,615.00		5,307.00		5,790.00	- Presidential Annual Allowance in accordance with S5.98(5) Local Government Act 1995 \$535 Min to \$20,875 max from 1 July 2023.
2040103	Deputy Presidents Allowance		2,654.00		2,654.00		1,327.00		1,447.50	- Deputy Presidential Annual Allowance in accordance with S5.98(5) Local Government Act 1995 25% of Presidential allowance
2040104	Members Sitting Fees		38,250.00		30,000.00		25,000.00		19,636.32	- Annual Councillor Fee \$4,500 per councillor x 8.5 Crs, including the president. Note one position will be vacated during the year.
2040106	Members Training		4,000.00		2,000.00		0.00		644.16	- WALGA Councillor Training/Professional Development Subscription
2040107	Election Expenses - Op Exp - Members		15,000.00		6,876.00		6,876.00		8,654.22	Elections scheduled to be held in October 2023. Run by Electoral Commission. No election took place due to lack of candidates. However an extraordinary election is to be held.
2040108	Subscriptions & Publications Members - Op Exp		26,905.00		26,905.00		26,905.00		28,704.25	- WALGA Services subscriptions; Association Subscription \$7,916.00, Procurement Services \$2,678.00, Tax Services \$1,605.00, Council Connect \$9,350.00, Employee Relations \$4,990.00, Governance Service \$366.00.
2040109	Members - Insurance - Op Exp		19,248.00		19,248.00		19,248.00		19,248.72	- Personal Accident \$508, Public Liability 50% (other 50% in Sch 14 Admin O/H's) \$10,241 and Councillor & Officers management liability \$8,499. For Cyber Liability -- see Administration
2040110	Stationary, Badges and Other Items Members - Op Exp		1,000.00		1,000.00		820.00		118.18	- Other Minor Expenditure.
2040112	Minor Asset Purchases - Members- Op Exp		2,500.00		2,500.00		2,080.00		0.00	- Sundry items \$500 + Council \$2K Secretary desk
2040113	Chambers Operating Expenses									Contractors \$300. Materials \$300. Chambers allocation of electricity consumption \$400. Water \$1,000.
BO001	Chambers Operating Expenses		2,000.00		1,000.00		830.00		1,277.38	
2040114	Chambers Building Maintenance									Wages Exp \$241. Contractors \$1,196. Materials \$150. Lab O'heads \$331.
BM001	Chambers Building Maintenance		1,918.00		500.00		420.00		246.12	
2040115	Donations to Community Groups and Functions - Op Exp - M		10,000.00		8,000.00		6,670.00		3,924.04	- Donations to Community Groups as per Council Policy 2.3 Community Chest Grant Scheme. (See budget in Community Development account 2100910 for Commuity Development activities.)
2040116	Software Licences & IT Support - Op Exp - Members		1,617.00		1,617.00		1,617.00		1,498.94	- M365BB+EOA Chambers & Members 11 Licenses
2040118	NEWROC Admin Fees		13,000.00		13,000.00		13,000.00		13,000.00	- Shire of Mukinbudin NEWROC Fees for 2022/23 General Subs \$13,000. See acct 2040119 for business cases.
2040119	NEWROC - Project Contributions & Business Cases - Op Exp		2,000.00		2,000.00		1,660.00		0.00	- Business Cases Project Work \$2,000.
2040120	Other Expenses - Members of Council		1,500.00		1,500.00		1,250.00		334.16	- Other Councillor expenses. Including binding of minutes.\$1,500.
2040192	Depreciation - Members		616.00		616.00		510.00		512.99	- Depreciation charge ex Asset Register
2040199	Administration Allocated - Members of Council		199,292.00		199,292.00		166,070.00		141,928.03	- Allocation of 19.1% of Administration costs.
OPERATING REVENUE										
3040101	Reimbursements from Members Received -	2,500.00		2,500.00		2,080.00		1,822.15		- Reimburse from Members for Partners costs at conferences etc
SUB-TOTAL OPERATING		2,500.00	367,995.00	2,500.00	348,123.00	2,080.00	294,390.00	1,822.15	261,744.97	

MEMBERS OF COUNCIL

	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE									
4040150 Furniture & Equipment (Capital) - Members		6,500.00		6,500.00		6,500.00		0.00	- Chambers Video & Recording System \$6,500
SUB-TOTAL CAPITAL	0.00	6,500.00	0.00	6,500.00	0.00	6,500.00	0.00	0.00	
TOTAL - MEMBERS OF COUNCIL	2,500.00	374,495.00	2,500.00	354,623.00	2,080.00	300,890.00	1,822.15	261,744.97	

SHIRE OF MUKINBUDIN
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
30 April 2024

OTHER GOVERNANCE	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2040200	Civic Functions, Refreshments & Receptions - Other Gov - Op	12,000.00		12,000.00		9,990.00		9,453.35	- Contractors Catering expenses for Council meetings and functions for Shire of Mukinbudin.\$10,000. - Materials Expenses for food and refreshments Council meetings and functions for Shire of Mukinbudin. For Admin refreshments see Account 2140540.\$2,000.
2040202	Audit Fees - Op Exp - Other Gov	34,950.00		34,950.00		17,475.00		28,340.00	- Financials Audit \$30K, Other Grant Audits; Roads to Recovery \$2k, Provision Deferred Pensioners certification \$350, LCRIP \$800, BBRF 800, Contingency \$1k
2040206	Long Term Financial Planning Consultancy	10,000.00		10,000.00		8,330.00		0.00	- Provision for LTFP consultant Ron Back -update every 2 yrs (Carry over provision). Asset Management Plans required.
2040207	Asset Management & Valuations Consultants - Op Exp - Oth Gov	38,000.00		16,300.00		16,300.00		16,295.00	- Standard Provisions;Buildings Reval \$17K, Infrastructure Reval Review \$6K Infrastructure Management (AIM) Ron Back & Rod Munns\$15K. Valuations are now only required every 5 years, so none in 2023-2024. <u>A budget amendment is required.</u>
2040210	Other Consultancy - Strategic	55,000.00		35,000.00		35,000.00		11,904.50	- Consulting Strategic Community and Corporate Business Plans \$10,000, Asset Management Plan update \$10K (Est), Other Strategic Plans \$15K, Development works – Community Hub \$20k
2040211	Other Governance Consultant Expenses - Op Exp - Other Gov	3,000.00		23,000.00		19,170.00		25,085.00	- Consultants advising council. Inc CEO review.
2040299	Administration Allocated - Other Governance	41,728.00		41,728.00		34,770.00		34,277.79	- Allocation of 4% of Administration costs.
SUB-TOTAL OPERATING		0.00	194,678.00	0.00	172,978.00	0.00	141,035.00	0.00	125,355.64
TOTAL - OTHER GOVERNANCE		0.00	194,678.00	0.00	172,978.00	0.00	141,035.00	0.00	125,355.64

SHIRE OF MUKINBUDIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2024

PROGRAMME SUMMARY	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	
<u>OPERATING EXPENDITURE</u>									
Fire Prevention		23,150.00		24,150.00		20,812.00		18,630.62	
Emergency Services Levy		28,063.00		28,563.00		25,537.00		21,246.18	
Animal Control		26,090.00		26,190.00		21,790.00		19,994.79	
Other Law, Order & Public Safety		3,108.00		3,108.00		2,670.00		2,142.37	
<u>OPERATING REVENUE</u>									
Emergency Services Levy	18,429.00		18,429.00		14,671.00		16,893.20		Income recognition includes full annual insurance costs.
Animal Control	3,050.00		2,250.00		2,060.00		1,857.95		
SUB-TOTAL OPERATING	21,479.00	80,411.00	20,679.00	82,011.00	16,731.00	70,809.00	18,751.15	62,013.96	
TOTAL - PROGRAMME SUMMARY	21,479.00	80,411.00	20,679.00	82,011.00	16,731.00	70,809.00	18,751.15	62,013.96	

SHIRE OF MUKINBUDIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2024

FIRE PREVENTION		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
		\$	\$	\$	\$	\$	\$	\$	\$	
<u>OPERATING EXPENDITURE</u>										
W001	Fire Prevention/Burning/Control - Op Exp - Fire Prevention		4,753.00		4,753.00		4,492.00		2,379.79	- - Wages Exp \$860. - - Contractors \$1,211. - - Comms, Telephone & Data Exp \$1,500. - - Lab O'heads \$1,182. - Depreciation charge ex Asset Register - Allocation of 0.5% of Administration costs.
2050102	Minor Asset Purchases - Fire Prevention - Op Exp		0.00		1,000.00		1,000.00		981.68	
2050192	Depreciation - Fire Prevention		13,181.00		13,181.00		10,980.00		10,984.43	
2050199	Administration Allocated - Fire Prevention		5,216.00		5,216.00		4,340.00		4,284.72	
SUB-TOTAL OPERATING		0.00	23,150.00	0.00	24,150.00	0.00	20,812.00	0.00	18,630.62	
TOTAL - FIRE PREVENTION		0.00	23,150.00	0.00	24,150.00	0.00	20,812.00	0.00	18,630.62	

SHIRE OF MUKINBUDIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2024

EMERGENCY SERVICES LEVY		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2050200	ESL Purchase of Small Equipment <1,500		1,000.00		1,000.00		830.00		0.00	- Equipment Less than \$1,500. - Vehicle Expenses Allocated - P299 Fire Truck 2014 ISUZU FTS800 4.4R Bonnie Rock BONNIEROC. Excludes depreciation. See acct 2050192 for Depreciaton. - Wages Exp \$481. - Contractors \$549. - Lab O'heads \$662. - Plant Exp Alloc \$143. - ESL Protective Clothing And Accessories - Contractors \$200. - Materials \$300. - Bushfire Insurance Volunteers \$5775 ,Bonnie Rock and Mukinbudin Fire Shed MPS \$589, Bushfire Brigade members Vehicles & 2014 Isuzu Fire Tender P299 \$4343 - Electricity for the Bonnie Rock Fire Shed - Water for the Bonnie Rock Fire Shed - Allocation of 1% of Administration costs.
2050202	ESL Maintenance of Vehicles		1,689.00		1,689.00		1,400.00		441.76	
2050203	ESL Building Maintenance									
BM006	Bonnie Rock Fire Brigade Shed Maintenance - Op Exp - ESL		1,835.00		1,835.00		1,510.00		0.00	
2050204	ESL Protective Clothing and Accessories		1,000.00		1,500.00		1,250.00		1,192.04	
2050205	ESL Building Operations (Excludes Insurance)									
BO006	Bonnie Rock Fire Shed - Building Operations		500.00		500.00		410.00		497.73	
2050207	ESL Insurances		10,707.00		10,707.00		10,707.00		10,545.20	
2050216	Utilities Rates and Taxes - Op Exp ESL		900.00		900.00		740.00		0.00	
2050299	Administration Allocated - Op Exp ESL		10,432.00		10,432.00		8,690.00		8,569.45	
OPERATING REVENUE										
3050200	ESL Admin Fee/Commission	4,000.00		4,000.00		4,000.00		4,000.00		- ESL Admin Fee/Commission - 2023/24 DFES ESL Operating Grant allocation = \$18,760 less unspent from 21-22 of \$4,531 Full underspent was withheld from the 1st quarters payment. - ESL Non-Payment Penalty Interest
3050201	ESL Operating Grant	14,229.00		14,229.00		10,671.00		12,704.27		
9304052	FESA-ESL Unspent Grants-Current Liability - In addition to the income shown in the above account we have received an additional					\$14,940.33				
3050203	ESL Non-Payment Penalty Interest	200.00		200.00		0.00		188.93		
SUB-TOTAL OPERATING		18,429.00	28,063.00	18,429.00	28,563.00	14,671.00	25,537.00	16,893.20	21,246.18	
TOTAL - EMERGENCY SERVICES LEVY		18,429.00	28,063.00	18,429.00	28,563.00	14,671.00	25,537.00	16,893.20	21,246.18	

SHIRE OF MUKINBUDIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2024

ANIMAL CONTROL		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>										
2050304	Animal Control Expenses - Other		50.00		150.00		140.00		131.00	- Materials Tags etc Not required 22/23 \$0. - Postage & Freight-Postage costs for sending renewals and Dog Fines \$50.
2050306	Dog Pound Maintenance									
	BM010 Dog Pound Maintenance		300.00		300.00		230.00		0.00	- Wages Exp \$103. - Contractors \$55. - Lab O'heads \$142.
2050307	Ranger Services (Contracted)		15,000.00		15,000.00		12,500.00		11,162.50	- Contract Ranger services based on 3 hours per week at \$95 per hour.
2050308	Dog Pound Operations									
	BO010 Dog Pound Operations		150.00		150.00		100.00		0.00	- Wages Exp \$34. - Contractors \$19. - Materials \$50. - Lab O'heads \$47.
2050392	Depreciation - Animal Control		158.00		158.00		130.00		131.84	- Depreciation charge ex Asset Register
2050399	Administration Allocated - Animal Control		10,432.00		10,432.00		8,690.00		8,569.45	- Allocation of 1% of Administration costs.
<u>OPERATING REVENUE</u>										
3050300	Pound Fees	200.00		200.00		160.00		0.00		- Impounding Fees
3050301	Dog Registration Fees	2,000.00		1,200.00		1,200.00		1,260.00		- Dog Licence Fees
3050302	Fines and Penalties - Animal Control	200.00		200.00		160.00		120.00		- Dog Infringements
3050304	Cat Registration Fees	650.00		650.00		540.00		432.50		- Cat Licence Fees
3050305	Animal Trap Hire Fees	0.00		0.00		0.00		45.45		
SUB-TOTAL OPERATING		3,050.00	26,090.00	2,250.00	26,190.00	2,060.00	21,790.00	1,857.95	19,994.79	
TOTAL - ANIMAL CONTROL		3,050.00	26,090.00	2,250.00	26,190.00	2,060.00	21,790.00	1,857.95	19,994.79	

SHIRE OF MUKINBUDIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2024

OTHER LAW, ORDER, PUBLIC SAFETY	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2050401 Community Safety Expenses		500.00		500.00		500.00		0.00	- Housing street signs - Allocation of 0.25% of Administration costs.
2050499 Administration Allocated - Other LO&PS		2,608.00		2,608.00		2,170.00		2,142.37	
SUB-TOTAL OPERATING	0.00	3,108.00	0.00	3,108.00	0.00	2,670.00	0.00	2,142.37	
TOTAL - OTHER LAW, ORDER, PUBLIC SAFETY	0.00	3,108.00	0.00	3,108.00	0.00	2,670.00	0.00	2,142.37	

SHIRE OF MUKINBUDIN
SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
30 April 2024

PROGRAMME SUMMARY	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
Health Inspection and Administration		26,152.00		26,152.00		20,970.00		19,251.26	
Preventative Services - Pest Control		3,008.00		3,008.00		2,570.00		2,142.37	
Preventative Services - Other		3,008.00		3,008.00		2,500.00		2,502.37	
Other Health		76,785.00		76,785.00		59,355.00		53,844.58	
<u>OPERATING REVENUE</u>									
Health Inspection and Administration	200.00		200.00		160.00		0.00		
SUB-TOTAL OPERATING	200.00	108,953.00	200.00	108,953.00	160.00	85,395.00	0.00	77,740.58	
TOTAL - PROGRAMME SUMMARY	200.00	108,953.00	200.00	108,953.00	160.00	85,395.00	0.00	77,740.58	

SHIRE OF MUKINBUDIN
SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
30 April 2024

HEALTH INSPECTION & ADMIN	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
2070307	Contract EHO - Op Exp	10,720.00		10,720.00		8,930.00		10,681.81	- Contract EHO \$860 per month + \$400 Contingency
2070310	Other Health Admin Expenses	5,000.00		5,000.00		3,350.00		0.00	- Preparation of a Public Health Plan
2070399	Administration Allocated - Preventative Service - Admin	10,432.00		10,432.00		8,690.00		8,569.45	- Allocation of 1% of Administration costs.
<u>OPERATING REVENUE</u>									
3070307	Other Income - Inspection/Admin	200.00		200.00		160.00		0.00	- Fees & Charges - Other Inspection fees.\$200.
SUB-TOTAL OPERATING		200.00	26,152.00	200.00	26,152.00	160.00	20,970.00	0.00	19,251.26
TOTAL - HEALTH INSPECTION & ADMIN		200.00	26,152.00	200.00	26,152.00	160.00	20,970.00	0.00	19,251.26

SHIRE OF MUKINBUDIN
SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
30 April 2024

PREVENTIVE SERVICES - PEST CONTROL	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
2070400 Mosquito Control - Op Exp - Pest Control									- Wages Exp \$103. - Contractors \$55. - Materials \$100. - Lab O'heads \$142. - Allocation of 0.25% of Administration costs.
MQF Mosquito Control - Op Exp - Pest Control		400.00		400.00		400.00		0.00	
2070499 Administration Allocated - Pest Control		2,608.00		2,608.00		2,170.00		2,142.37	
<u>OPERATING REVENUE</u>									
SUB-TOTAL OPERATING	0.00	3,008.00	0.00	3,008.00	0.00	2,570.00	0.00	2,142.37	
TOTAL - PREVENTIVE SERVICES - PEST CONTROL	0.00	3,008.00	0.00	3,008.00	0.00	2,570.00	0.00	2,142.37	

SHIRE OF MUKINBUDIN
SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
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PREVENTIVE SERVICES - OTHER	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
2070500 Analytical & Other Expenses		400.00		400.00		330.00		360.00	- Local Health Authorities Analytical Committee -Services fixed min cost Local Health Authorities Analytical Committee -Services fixed min cost. Contractors \$400. - Allocation of 0.25% of Administration costs.
2070599 Administration Allocated - Preventative Service Other		2,608.00		2,608.00		2,170.00		2,142.37	
SUB-TOTAL OPERATING	0.00	3,008.00	0.00	3,008.00	0.00	2,500.00	0.00	2,502.37	
TOTAL - PREVENTIVE SERVICES - OTHER	0.00	3,008.00	0.00	3,008.00	0.00	2,500.00	0.00	2,502.37	

SHIRE OF MUKINBUDIN
SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
30 April 2024

OTHER HEALTH	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
2070602	Medical Practice Costs	47,321.00	47,321.00		35,490.00	28,801.69			- 30% Share of Kunnunoppin Medical Practice Costs: Doctors Vehicle Operating Costs \$3,600 , Management Fee \$39,000, Share of Doctors Vehicle Replacement \$4,721. Management Fee invoices expected are 6 months behind that expected.. - 30% Share of Doctors House Rent contribution \$8,100. - Other expenses. Materials \$500. - Allocation of 2% of Administration costs.
2070603	Medical Practice Costs - Doctor House Rent	8,100.00	8,100.00		6,075.00	7,904.00			
2070605	Advertising, Contributions & Other Health Exp - Op Exp - Ot	500.00	500.00		410.00	0.00			
2070615	23 Maddock St (Old Nursing Post) Building Ops and Maint-C								
2070699	Administration Allocated - Other Health	20,864.00	20,864.00		17,380.00	17,138.89			
OPERATING REVENUE									
SUB-TOTAL OPERATING		0.00	76,785.00	0.00	76,785.00	0.00	59,355.00	0.00	53,844.58
<u>CAPITAL EXPENDITURE</u>									
4070650	Building (Capital) - Other Health								
<u>CAPITAL REVENUE</u>									
SUB-TOTAL CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - OTHER HEALTH		0.00	76,785.00	0.00	76,785.00	0.00	59,355.00	0.00	53,844.58

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
 Financial Statement for Period Ended
 30 April 2024

PROGRAMME SUMMARY	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Community Resource Centre		229,524.00		260,935.00		218,125.00		190,062.15	▼ Trainee salaries and depreciation are lower than expected
Other Education		200.00		200.00		180.00		70.00	
Care Of Families And Children		39,948.00		38,777.00		31,816.00		29,228.82	
Aged & Disabled - Senior Citz Centre		35,864.00		35,864.00		32,380.00		32,138.89	
OPERATING REVENUE									
Community Resource Centre	176,804.00		171,254.00		140,584.00		159,270.96		▼ The full 1st to 4th quarters of DPIRD Funding for the CRC has already been received, the budget assumed quarterly payments.
SUB-TOTAL OPERATING	176,804.00	305,536.00	171,254.00	335,776.00	140,584.00	282,501.00	159,270.96	251,499.86	
CAPITAL EXPENDITURE									
Community Resource Centre		3,240.00		3,240.00		2,700.00		5,692.89	
Care Of Families And Children		12,409.00		12,409.00		6,204.00		6,174.44	
SUB-TOTAL CAPITAL	0.00	15,649.00	0.00	15,649.00	0.00	8,904.00	0.00	11,867.33	
TOTAL - PROGRAMME SUMMARY	176,804.00	321,185.00	171,254.00	351,425.00	140,584.00	291,405.00	159,270.96	263,367.19	

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
Financial Statement for Period Ended
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COMMUNITY RESOURCE CENTRE		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2080200	CRC Salaries		106,900.00		70,000.00		58,330.00		61,101.91	- CRC Staff Salaries and Allowances Trainee Salaries budget needs to be reallocated to acct 2080260. A budget amendment is required, some budget to be allocated to "Trainee Grants Expenditure".
2080201	CRC Superannuation		11,700.00		11,700.00		9,750.00		7,277.74	- CRC Staff superannuation
2080202	Training and Conferences - OP Exp - CRC		0.00		0.00		0.00		706.80	
2080203	CRC - Other Employee Expenses		3,171.00		3,171.00		2,640.00		288.04	- CRC Staff Workers compensation
2080204	CRC Building Operating Expenses									- Rubbish Bins x 1 \$121, Recycling Bins x 1 \$122. Contractors \$548. - - Materials \$100.
BO020	Community Resource Centre Building Operating Expenses - CRC		12,000.00		20,000.00		17,234.00		18,728.29	- CRC Telephone Account 90472150; CRC fax line & Muka Matters Phone line. Total Comms, Telephone & Data Exp \$1,000. - Water \$420.
2080205	CRC Building & Grounds Maintenance									- Municipal Property Scheme Insurance-CRC Building. Insurance - Premiums \$3,505.
BM020	Community Resource Centre Building Maintenance		1,935.00		1,935.00		1,590.00		1,635.10	- ESL Category 5 (lease agreement CRC) - Statutory Fees and Taxes \$93. Cleaning expenses are exceeding budget - A budget amendment is required.
GM020	Community Resource Centre Grounds Maintenance		9,670.00		4,500.00		3,730.00		2,810.01	- General building maintenance by shire staff and contractors. Wages Exp \$481. Contractors \$401. Materials \$200. Lab O'heads \$662. Plant Exp Alloc \$191.
2080206	Printing and Stationery - OP Exp - CRC		5,000.00		5,000.00		4,160.00		3,365.52	- General Grounds maintenance by shire staff and contractors. - Wages Exp \$1,272. Contractors \$6,142. Inc \$3,000 for new signage, Materials \$250. Lab O'heads \$1,749. Plant Exp Alloc \$257.
2080207	Signage and Advertising - Op Exp - CRC		2,800.00		1,500.00		1,250.00		1,045.00	Budget review required.
2080208	Purchase of Souvenirs & Gifts - Op Exp - CRC		4,500.00		4,500.00		3,740.00		2,852.01	- Other office items
2080209	Other Equipment Mtce & Toners		0.00		0.00		0.00		246.46	- Stationary, printer ink etc.
2080210	CRC IT & Office Equipment Software & Maint - Op Exp		14,545.00		14,545.00		11,661.00		10,813.87	- Muka Matters advertising at \$150 per month +\$1K
2080211	Internet & Comms Operating Expenses - CRC		1,560.00		1,560.00		1,300.00		1,050.00	- Commissions on goods sold
2080212	Minor Asset Purchases - CRC - Op Exp		0.00		1,000.00		830.00		6,018.45	- Goods sold
2080213	Receptions and Refreshments - OP Exp - CRC		0.00		500.00		420.00		218.14	- M365BP Lic, NBN Internet, Wallis Support, Printer, Website & Equip Maint & MYOB Sub (4 months) \$13,355
2080215	Seniors Week CRC Op Expenditure		4,000.00		4,000.00		4,000.00		6,687.70	- Website \$3,500 - Sally J design establishment fee (Excluding ongoing annual fees - \$750 annual pro plan)
2080216	Events/Workshop & Initiatives CRC Expenses		20,000.00		26,000.00		21,660.00		20,259.80	- NBN Internet 23/24
2080220	Other CRC Expenses - OP Exp		3,200.00		3,200.00		2,650.00		2,383.95	- \$4,000 for Seniors dinner. If a grant see acct 3080206.
2080260	Trainee Grants Expenditure (Tied Ref 9304860) - CRC		0.00		40,000.00		33,330.00		18,880.75	- Events & workshop presenters. Contractors \$15,000.
2080292	Depreciation - CRC		20,719.00		40,000.00		33,330.00		17,265.52	- Materials \$4,800.
2080299	Administration Allocated - Op Exp - CRC		7,824.00		7,824.00		6,520.00		6,427.09	- Donations, Subsidies \$200.
										- Sundry expenses
										- WBN Subscriptions/Membership
										- Merchant fees
										- Trainee Salaries & Expenses. A budget amendment is required.
										- Depreciation charge ex Asset Register
										- Allocation of 0.75% of Administration costs.

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
Financial Statement for Period Ended
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COMMUNITY RESOURCE CENTRE		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING REVENUE										
3080200	Grant Funding - CRC General Untied - Op Inc (Inc GST) - CRC	0.00		0.00		0.00		2,000.00		
3080201	DPIRD Service Agreement Grant Funding - Op Inc (Inc GST) - CRC	96,704.00		96,704.00		80,580.00		107,878.00		▼ - DPIRD Funding \$99,704 plus Sector support and video conferencing \$3,000
3080202	Dept of Human Services Service Agreement Income- Op Inc (Inc GST)-CRC	8,900.00		8,900.00		7,410.00		7,416.00		- Services Australia (Centrelink)
3080204	Reimbursements Received - Op Inc (Inc GST) - CRC	0.00		0.00		0.00		218.18		
3080205	Events/Workshop & Initiatives CRC Op Income (Inc GST)	13,500.00		8,000.00		6,670.00		8,466.36		- Income from Participants at Events/Workshops & other initiatives. Fees & Charges \$13,500.
3080208	Sale of Souvenirs & Gifts - Op Inc (Inc GST) - CRC	3,600.00		2,500.00		2,080.00		1,984.57		- Sales of Souvenies
3080210	General CRC Sales and Services Income - Op Inc (Inc GST) - CRC	10,000.00		10,000.00		8,330.00		6,611.46		- Fees from Storage, Printing and other Services
3080214	Room Hire/lease Income - Op Inc (Inc GST) - CRC	6,000.00		6,000.00		5,000.00		4,990.92		- Room Hire Fees
3080219	Secreterial Services Income - Op Inc (Inc GST)-CRC	0.00		1,000.00		830.00		691.83		- Income from providing District Club Secreterial Services is unlikely to continue.
3080225	Interest & Sundry Income - Op Inc (Exc GST) - CRC	100.00		150.00		130.00		132.89		
3080260	Trainee Grants Rec'd (Tied Ref 9304860) - Op Inc (Inc GST) - CRC	38,000.00		38,000.00		29,554.00		18,880.75		- Recognition of Trainee Grant Received in 2022-2023
SUB-TOTAL OPERATING		176,804.00	229,524.00	171,254.00	260,935.00	140,584.00	218,125.00	159,270.96	190,062.15	
4080264	Transfers To CRC Reserve - Cap Exp - CRC		3,240.00		3,240.00		2,700.00		5,692.89	- Interest transferred to reserve \$3,240.
TOTAL - COMMUNITY RESOURCE CENTRE		176,804.00	232,764.00	171,254.00	264,175.00	140,584.00	220,825.00	159,270.96	195,755.04	

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
Financial Statement for Period Ended
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OTHER EDUCATION	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
2080302 School Prizes Expense		100.00		100.00		100.00		70.00	- Mukinbudin District High School Prize Scholarship
2080305 Support for School Events - Op Exp - Other Educ		100.00		100.00		80.00		0.00	- Various
SUB-TOTAL OPERATING	0.00	200.00	0.00	200.00	0.00	180.00	0.00	70.00	
TOTAL - OTHER EDUCATION	0.00	200.00	0.00	200.00	0.00	180.00	0.00	70.00	

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
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CARE OF FAMILIES & CHILDREN		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
		\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING EXPENDITURE										
2080400	Child Care & Early Learning Building Operations									
	BO025 Boodie Rats Building Operations		500.00		500.00		400.00		252.39	- Rubbish Bins x 1 \$121, Recycling Bins x 1 \$122. Total Other Contractors \$173. - ESL Category 5 part of Aged Unit ESL Fee Statutory Fees and Taxes \$93. Rubbish Bins x 2 \$121, Recycling Bins x 2 \$122. Water \$500. Insurance for property \$2,213. ESL Category 5 \$93. - Wages Exp \$756. - Contractors \$999. Including Weed & Pest Control-termite inspection 5 yr plan. General Grounds maintenance by shire staff. Wages Exp \$172. Contractors \$92. Lab O'heads \$236. General Grounds maintenance by shire staff. - Wages Exp \$1,135. Contractors \$185. Materials \$100. Lab O'heads \$1,560. Plant Exp Alloc \$191. - Interest on Loan 125 Child Care Centre White St, Payment No 8; 20/12/2023 \$1,552.56 , Payment No 9; 20/6/2024 \$1,492.05 - WATC Loan Guarantee Loan 125 Child Care Centre White St, Payment No 9; \$557.62 to 31/12/2023, Payment No 10; \$530.1 , 30/6/2024 - Depreciation charge ex Asset Register - Allocation of 0.5% of Administration costs.
	BO026 Early Learning Centre - White St Operation Exps		3,000.00		3,000.00		2,886.00		2,519.46	
2080401	Child Care & Early Learning Building & Grounds Maintenance									
	BM025 Boodie Rats Building Maintenance		0.00		0.00		0.00		501.38	
	BM026 Early Learning Centre - White St Building Maintenance Exps		3,836.00		3,836.00		3,180.00		990.95	
	GM025 Boodie Rats Grounds Maintenance		500.00		500.00		400.00		0.00	
	GM026 Early Learning Centre - White St Grounds Maintenance Exps		3,171.00		2,000.00		1,680.00		2,534.46	
2080481	Interest Repayments on Loan 125 White St Child Care - Op Exp -		4,133.00		4,133.00		2,610.00		2,110.18	
2080492	Depreciation - Care of Families		19,592.00		19,592.00		16,320.00		16,035.28	
2080499	Administration Allocated - Care of Families & Children		5,216.00		5,216.00		4,340.00		4,284.72	
OPERATING REVENUE										
SUB-TOTAL OPERATING		0.00	39,948.00	0.00	38,777.00	0.00	31,816.00	0.00	29,228.82	
CAPITAL EXPENDITURE										
4080470	Principal Repayment on Loan 125 White St Child Care - Cap Exp		12,409.00		12,409.00		6,204.00		6,174.44	- Principal on Loan 125 Child Care Centre White St, Payment No 8; 20/12/2023 \$6,174.44 , Payment No 9; 20/6/2024 \$6,234.95
SUB-TOTAL CAPITAL		0.00	12,409.00	0.00	12,409.00	0.00	6,204.00	0.00	6,174.44	
TOTAL - CARE OF FAMILIES & CHILDREN		0.00	52,357.00	0.00	51,186.00	0.00	38,020.00	0.00	35,403.26	

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
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AGED & DISABLED - SENIOR CITZ CENTRE	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	
<u>OPERATING EXPENDITURE</u>									
2080506	CEACA Housing - Op Exp	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	- CEACA Inc general membership subscription annual contribution \$15,000, CEACA Project - 4 Units. - Allocation of 2% of Administration costs.
2080599	Administration Allocated - Senior Citz Centre	20,864.00	20,864.00	20,864.00	17,380.00	17,380.00	17,138.89	17,138.89	
<u>OPERATING REVENUE</u>									
SUB-TOTAL OPERATING									
		0.00	35,864.00	0.00	35,864.00	0.00	32,380.00	0.00	32,138.89
TOTAL - AGED & DISABLED - SENIOR CITZ CENTRE									
		0.00	35,864.00	0.00	35,864.00	0.00	32,380.00	0.00	32,138.89

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
30 April 2024

PROGRAMME SUMMARY	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
OPERATING EXPENDITURE										
Housing - Shire (Staff and Rentals)		205,110.00		188,110.00		155,927.00		138,418.40	▼	Staff & Rentals Building Operating & Maintenance expenses are less than the YTD budget. Aged Housing Building Maintenance has exceeded the annual budget.
Housing - Aged (Including Senior Citizens)		125,072.00		149,912.00		130,678.00		122,947.44		
Housing - Other (Including Joint Venture)		101,725.00		104,807.00		87,960.00		80,755.28		
OPERATING REVENUE										
Housing - Shire (Staff and Rentals)	185,705.00		181,805.00		151,278.00		150,552.45			▼
Housing - Aged (Including Senior Citizens)	67,020.00		67,020.00		55,820.00		68,400.70			
Housing - Other (Including Joint Venture)	47,977.00		47,977.00		39,930.00		39,947.90			
SUB-TOTAL OPERATING	300,702.00	431,907.00	296,802.00	442,829.00	247,028.00	374,565.00	258,901.05	342,121.12		
CAPITAL EXPENDITURE										
Housing - Shire (Staff and Rentals)		573,060.00		598,060.00		549,482.00		49,366.75	▼	New house not yet purchased, offset by capital revenue house not sold
Housing - Aged (Including Senior Citizens)		750.00		750.00		620.00		12,416.51	▲	
Housing - Other (Including Joint Venture)		5,308.00		5,308.00		1,774.00		94.59		
CAPITAL REVENUE										
Housing - Shire (Staff and Rentals)	500,000.00		500,000.00		500,000.00		0.00		▲	House not yet sold, offset by capital expenditure house not purchased
Housing - Aged (Including Senior Citizens)	0.00		0.00		0.00		0.00			
Housing - Other (Including Joint Venture)	53.00		53.00		17.00		0.00			
SUB-TOTAL CAPITAL	500,053.00	579,118.00	500,053.00	604,118.00	500,017.00	551,876.00	0.00	61,877.85		
TOTAL - PROGRAMME SUMMARY	800,755.00	1,011,025.00	796,855.00	1,046,947.00	747,045.00	926,441.00	258,901.05	403,998.97		

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
30 April 2024

HOUSING - SHIRE (STAFF AND RENTALS)		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2090100	Shire Housing Building Operations									- Wages Exp \$69. - Rubbish Bins x 1 \$128, Recycling Bins x 1 \$122. Total Other Contractors \$19. - Materials \$150. - LP Gas 45 kg bottles Rental \$94. - Water consumption \$783 and Water Rates \$1,517. - Insurance - Premiums \$830. - ESL Category 5 \$93 - Lab O'heads \$95. - Rubbish Bins x 1 \$128, Recycling Bins x 1 \$122. Total Other Contractors \$2.
BO035	5 Cruickshank Rd - Building Operations		3,900.00		3,900.00		3,387.00		3,095.76	- LP Gas 45 kg bottles Rental \$94. - Water rates \$1,517 and consumption \$173. - Insurance - Premiums \$1,171. - ESL Category 5 \$93 - Rubbish Bins x 1 \$128, Recycling Bins x 1 \$122. Total Other Contractors \$23. - Materials \$100. - Internet Service \$1,140 Comms, Telephone & Data Exp \$0. - Electricity \$1,500 . - LP Gas 45 kg bottles Rental & Consumption \$250. - Water rates \$1,517 and consumption \$1,083 as per contract. - Insurance - Premiums \$1,084. - ESL Category 5 \$93 - Rubbish Bins x 1 \$128, Recycling Bins x 1 \$122. Total Other Contractors \$39. - Materials \$100. - Electricity \$1,800.
BO036	11 Cruickshank Rd Building Operations		3,300.00		3,300.00		2,944.00		2,780.88	- LP Gas 45 kg bottles Rental \$80, consumption \$220. - Water rates \$1,517 and consumption \$583. - Insurance - Premiums \$968. - ESL Category 5 \$93 - Rubbish Bins x 1 \$128, Recycling Bins x 1 \$122. Total Other Contractors \$155. - Electricity \$400.
BO037	15 Cruickshank Rd Building Operations		7,040.00		7,040.00		6,314.00		4,101.97	- LP Gas 45 kg bottles Rental \$80, consumption \$14. - Water rates \$1,517 and consumption \$283. - Insurance - Premiums \$908. - ESL Category 5 \$93
BO038	25 Cruickshank Rd CPM Building Operations		5,650.00		5,650.00		4,858.00		4,929.68	
BO039	1 Salmon Gum Alley Building Operations		3,700.00		3,700.00		3,232.00		4,206.42	

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		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE (Continued)</u>										
BO040	4 Salmon Gum Alley Building Operations		9,000.00		9,000.00		7,612.00		6,474.40	- Rubbish Bins x 1 \$128, Recycling Bins x 1 \$122. Total Other Contractors \$25. - Comms, Telephone & Data Exp \$1,140. - Electricity \$3,000. - LP Gas 45 kg bottles Rental \$80, consumption \$370. - Water rates \$1,517 and consumption \$1,683. - Insurance - Premiums \$842. - ESL Category 5 \$93 - Rubbish Bins x 1 \$128, Recycling Bins x 1 \$122. Total Other Contractors \$16.
BO041	8 Lansdell St Building Operations		3,250.00		3,250.00		2,880.00		2,888.80	- LP Gas 45 kg bottles Rental \$80, consumption \$14. - Water rates \$1,517 and consumption \$283. - Insurance - Premiums \$997. - ESL Category 5 \$93 - Rubbish Bins x 1 \$128, Recycling Bins x 1 \$122. Total Other Contractors \$30.
BO043	25A Calder St Building Operations		3,100.00		3,100.00		2,692.00		2,127.41	- Electricity \$200. - LP Gas 45 kg bottles Rental \$80, consumption \$200. - Water rates \$1,517 \$283. - Insurance - Premiums \$493. - ESL Category 5 \$47 - Rubbish Bins x 1 \$128, Recycling Bins x 1 \$122. Total Other Contractors \$30.
BO044	25B Calder St Building Operations		3,000.00		3,000.00		2,602.00		2,147.58	- Electricity \$200. - LP Gas 45 kg bottles Rental \$80 consumption \$200. - Water rates \$1,517 \$183. - Insurance - Premiums \$493. - ESL Category 5 \$47 - Rubbish Bins x 1 \$128, Recycling Bins x 1 \$122. Total Other Contractors \$356.
BO045	12 Salmon Gum Alley (Lot 208) Building Op Exp		7,800.00		7,800.00		6,680.00		5,932.43	- Materials \$250. - Comms, Telephone & Data Exp \$1,440. - Electricity \$2,100. - Water rates \$1,517 and consumption \$583. - Insurance - Premiums \$1,211 - ESL Category 5 \$93

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		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE (Continued)</u>										
BO047	8 Gimlett Way Building Operations		3,200.00	3,200.00		2,549.00		2,650.76		- Rubbish Bins x 1 \$128, Recycling Bins x 1 \$122. Total Other Contractors \$116. - Water rates \$1,517 and consumption \$183. - Insurance - Premiums \$1,041. - ESL Category 5 \$93
BO048	12 Gimlett Way Building Operations - Op Exp		3,350.00	3,350.00		2,715.00		2,866.04		- Rubbish Bins x 1 \$128, Recycling Bins x 1 \$122. Total Other Contractors \$51. - Water rates \$1,517 and consumption \$183. - Insurance - Premiums \$1,256. - ESL Category 5 \$93
BO049	4 Earl Drive Building Operations - Op Exp		3,400.00	3,400.00		2,759.00		2,911.00		- Rubbish Bins x 1 \$128, Recycling Bins x 1 \$122. Total Other Contractors \$56. - Water rates \$1,517 and consumption \$183. - Insurance - Premiums \$1,301. - ESL Category 5 \$93
<u>Total Building Operations</u>			<u>59,690.00</u>	<u>59,690.00</u>		<u>51,224.00</u>		<u>47,113.13</u>		

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		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2090101	Shire Housing Building Maintenance									
	BM036 11 Cruickshank Rd Building Maintenance		0.00		0.00		0.00		144.49	
	BM038 25 Cruickshank Rd Building Maintenance		0.00		0.00		0.00		6,949.10	
	BM039 1 Salmon Gum Alley Building Maintenance		0.00		0.00		0.00		58.94	
	BM040 4 Salmon Gum Alley Building Maintenance		0.00		0.00		0.00		586.41	
	BM041 8 Lansdell St Building Maintenance		0.00		0.00		0.00		2,073.38	
	BM043 25A Calder St Building Maintenance		0.00		0.00		0.00		4,717.96	
	BM044 25B Calder St Building Maintenance		0.00		0.00		0.00		2,649.30	
	BM045 12 Salmon Gum Alley Building Maint Exp		0.00		0.00		0.00		190.32	
	BM046 51 Maddock Street Building Maintenance		0.00		0.00		0.00		381.55	
	BM048 12 Gimlett Way Building Maintenance - Op Exp		0.00		0.00		0.00		110.00	
	BM049 4 Earl Drive Building Maintenance - Op Exp		0.00		0.00		0.00		125.98	
	BMSH01 Staff Housing Building Maintenance Annual Budget (Book exps to appropriate house) - Op Exp Staff Ho		48,112.00		36,112.00		30,080.00		0.00	- Annual provision for Wages Exp \$7,323. - Annual provision for Contractors \$22,902. - Annual provision for Materials \$7,000. - Annual provision for eads \$10,066. - Annual provision for Plant Exp Alloc \$821.
	<u>Subtotal Building Maintenance</u>		<u>48,112.00</u>		<u>36,112.00</u>		<u>30,080.00</u>		<u>17,987.43</u>	
2090102	Staff Housing Grounds Maintenance									
	GM035 5 Cruickshank Road Grounds Maintenance		0.00		0.00		0.00		55.23	
	GM038 25 Cruickshank Road Grounds Maintenance		0.00		0.00		0.00		376.34	
	GM039 1 Salmon Gum Alley Grounds Maintenance		0.00		0.00		0.00		685.91	
	GM049 4 Earl Drive Grounds Maintenance - Op Exp		0.00		0.00		0.00		84.97	
	GMSH01 Staff Housing Grounds Maintenance Annual Budget (Book exps to appropriate house) - Op Exp Staff Ho		9,425.00		4,425.00		3,680.00		0.00	- Annual provision for Wages Exp \$2,028. - Annual provision for eads \$2,788.
	<u>Subtotal Grounds Maintenance</u>		<u>9,425.00</u>		<u>4,425.00</u>		<u>3,680.00</u>		<u>1,202.45</u>	
2090103	Minor Asset Purchases - Housing Shire Staff & Rentals - Op Exp		1,200.00		1,200.00		1,000.00		0.00	- Minor asset expenses for Shire Housing - Interest on Loan 124 8 Gimlet Way, Payment No 10 - 14/9/2023 \$2,303.93, Payment No 11 - 14/3/2023 \$2,109.82
2090112	Interest on Loan 124 Paid - Op Exp - Housing Shire		5,386.00		5,386.00		5,386.00		4,925.29	- WATC Loan Guarantee Loan 124 - To 31/12/2023 \$511.54, WATC Loan Guarantee Loan 124 - To 30/6/2024 \$460.41. - Interest on Loan 126 12 Gimlet Way & 4 Earl Drv, Payment No 8; 20/12/2023 \$5,899.73, Payment No 9; 20/6/2024 \$5,669.80
2090115	Interest on Loan 126 Paid - Op Exp - Housing Shire		15,703.00		15,703.00		9,917.00		8,018.70	- WATC Loan Guarantee Loan 126: 12 Gimlet Way and 4 Earl Drv. To 31/12/2023 \$2,118.97 To 30/6/2024 \$2,014.38

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		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2090182	Depreciation To Be Allocated - Housing - Shire									
	DEPA01 Depreciation Admin Staff Housing - Housing - Shire		7,804.00		7,804.00		6,500.00		6,503.05	- Depreciation charge ex Asset Register
	DEPSP01 Depreciation Swimming Pool Staff Housing - Housing - Shire		3,659.00		3,659.00		3,040.00		3,049.33	- Depreciation charge ex Asset Register
	DEPST01 Depreciation Short Term Accomodation Housing - Housing - Shire		2,620.00		2,620.00		2,180.00		2,183.22	- Depreciation charge ex Asset Register
2090192	Depreciation Unallocated - Housing - Shire		49,621.00		49,621.00		41,350.00		41,723.75	- Depreciation charge ex Asset Register
	Subtotal Depreciation		<u>63,704.00</u>		<u>63,704.00</u>		<u>53,070.00</u>		<u>53,459.35</u>	
2090199	Administration Allocated - Housing - Shire		52,159.00		52,159.00		43,460.00		42,847.24	- Allocation of 5% of Administration costs.
Recovered amounts										
2090198	Staff Housing Costs Recovered		(50,269.00)		(50,269.00)		(41,890.00)		(37,135.19)	- Staff Housing Costs Recovered
OPERATING REVENUE										
3090102	Other Reimbursements Recieved - Op Inc - Staff	0.00		0.00		0.00		872.72		
3090108	Income - 5 Cruickshank Road	6,240.00		6,240.00		5,200.00		5,280.00		- Rent 5 Cruickshank Road @ \$120 p/w Staff
3090109	Income - 11 Cruickshank Road	27,391.00		27,391.00		22,820.00		22,221.41		- Rental income from 11 Cruickshank GROH , Increase due January 2024 \$27,391. "
										- Nominal Allowance for Utility bills &Tenant related damage or lack of cleaning.
3090110	Income - 15 Cruickshank Road	3,940.00		3,940.00		3,078.00		4,141.06		- Rent 15 Cruickshank Road @ \$70 p/w Staff
3090111	Income - 25 Cruickshank Road	45,000.00		45,000.00		37,500.00		39,234.30		- Short term rental income from 25 Cuickshank Road \$45,000.
3090112	Income - 1 Salmon Gum Alley	3,900.00		0.00		0.00		0.00		
										- Nominal Allowance for Utility bills &Tenant related damage or lack of cleaning.
3090114	Income - 25A Calder Street	9,660.00		9,660.00		8,050.00		7,812.19		- Private rental income \$180 per week.
										- Nominal Allowance for Utility bills &Tenant related damage or lack of cleaning.
3090115	Income - 25B Calder Street	9,660.00		9,660.00		8,050.00		7,920.00		- Private rental income \$180 per week.
										- Private Rental Income \$200 per week
3090116	Income - 8 Lansdell Street	10,400.00		10,400.00		8,660.00		8,800.00		- GROH rental income min 2% increase on anniversary of lease April 2023 \$37,444.
3090120	8 Gimlett Way - Shire Houing (Staff & Rental) - Op	37,444.00		37,444.00		31,200.00		30,979.25		- Short term rental income from 20 Earl Drive \$45,000.
3090131	Do not use - now allocated to 3130209 (old 20 Ea	45,000.00		45,000.00		37,500.00		37,025.46		- GROH rental income, 5.1% increase on anniversary of lease October 2022 \$38,535.
3090148	12 Gimlett Way - Shire Housing (Staff & Rental) -	38,535.00		38,535.00		32,110.00		31,262.91		- GROH rental income, 5.1% increase on anniversary of leave October 2021 \$38,535.
3090149	4 Earl Drive - Shire Housing (Staff & Rental) - Op	38,535.00		38,535.00		32,110.00		31,262.91		- Staff Housing Income Allocated
3090199	Housing Income Allocated - Shire Housing (Staff &	(90,000.00)		(90,000.00)		(75,000.00)		(76,259.76)		
SUB-TOTAL OPERATING		185,705.00	205,110.00	181,805.00	188,110.00	151,278.00	155,927.00	150,552.45	138,418.40	

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		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>CAPITAL EXPENDITURE</u>										
4090150	Buildings (Capital) - Staff Housing									
	BC039 1 Salmon Gum Alley Building Capital		0.00		25,000.00		0.00		0.00	
	BC042 New Council House (2023-2024) Building Capital Exp		500,000.00		500,000.00		500,000.00		0.00	▲ - New House for Staff or Resale
<u>CAPITAL EXPENDITURE (Continued)</u>										
4090152	Buildings Works in Progress - Staff Housing		0.00		0.00		0.00		0.00	
4090160	Loan Principal Repayment Exp - Loan 124 - Cap Exp - Housing	\$	25,904.00		25,904.00		25,904.00		25,903.89	- Principal on Loan 124 - 8 Gimlet Way, Payment No 10 Loan 124 - 14/9/2023 \$12,854.89, Payment No 11 - 14/3/2024 \$13,049.00
4090165	Loan Principal Repayment Exp - Loan 126 - Cap Exp - Housing	\$	47,156.00		47,156.00		23,578.00		23,462.86	- Principal on Loan 126 - 12 Gimlet Way & 4 Earl Drv, Payment No 8 - 20/12/2023 \$23,462.86, Payment No 9 - 20/6/2024 \$23,692.79
4090154	Transfer to Building and Residential Land Reserve - Cap Exp-Ho		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>										
5090150	Proceeds on Disposal of Assets - Cap Inc - Hous	500,000.00		500,000.00		500,000.00		0.00		▼ - Sale of New or Existing Council House
SUB-TOTAL CAPITAL		500,000.00	573,060.00	500,000.00	598,060.00	500,000.00	549,482.00	0.00	49,366.75	
TOTAL - HOUSING - SHIRE (STAFF AND RENTALS)		685,705.00	778,170.00	681,805.00	786,170.00	651,278.00	705,409.00	150,552.45	187,785.15	

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		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2090200	Aged Housing Building Operations									
BO061	Aged Unit 1 & 2 /20 Maddock St - Operations - Op Exp - Aged		1,100.00	1,100.00		1,048.00		907.10		- Total Contractors, typically cleaning \$291. See Job BO71 for rubbish services - Insurance - Premiums \$809.
BO063	Aged Unit 3 - Operations		760.00	760.00		706.00		939.87		- Total Contractors, typically cleaning \$263. See Job BO71 for rubbish services - Insurance - Premiums \$497.
BO064	Aged Unit 4 - Operations		760.00	760.00		706.00		739.40		- Total Contractors, typically cleaning \$263. See Job BO71 for rubbish services - Insurance - Premiums \$497.
BO065	Aged Unit 5 - Operations		1,000.00	1,000.00		904.00		894.07		- Total Contractors, typically cleaning \$246. See Job BO71 for rubbish services - - Electricity \$300.
BO066	Aged Unit 6 - Operations		720.00	720.00		674.00		672.32		- Insurance - Premiums \$454. - Total Contractors, typically cleaning \$266. See Job BO71 for rubbish services
BO067	Aged Unit 7 - Operations		700.00	700.00		642.00		630.94		- Insurance - Premiums \$454. - Total Contractors, typically cleaning \$287. See Job BO71 for rubbish services
BO068	Aged Unit 8 - Operations		1,200.00	1,200.00		1,052.00		1,263.67		- Insurance - Premiums \$413. - Total Contractors, typically cleaning \$287. See Job BO71 for rubbish services - - Electricity \$500.
BO069	Aged Unit 9 - Operations		850.00	850.00		790.00		1,212.97		- Insurance - Premiums \$413. - Total Contractors, typically cleaning \$240. See Job BO71 for rubbish services - - Electricity \$120.
BO070	Aged Unit 10 - Operations		750.00	750.00		700.00		514.20		- Insurance - Premiums \$490. - Total Contractors, typically cleaning \$260. See Job BO71 for rubbish services
BO071	Aged Unit Common - Operations		16,200.00	16,200.00		13,542.00		12,306.40		- Insurance - Premiums \$490. - Total Contractors \$2,778. Rubbish & Recycling Services \$2367 Other Exp \$411 - Electricity \$550. - Water rates and consumption \$12,500.
BO72	Aged Unit 11 - Operations		1,040.00	1,040.00		972.00		717.68		- ESL Category 5, 16,18, 20 & 24 Maddock st \$372 - Total Contractors, typically cleaning \$177. See Job BO71 for rubbish services - - Electricity \$170.
BO73	Aged Unit 12 - Operations		1,000.00	1,000.00		932.00		717.68		- Insurance - Premiums \$693. - Total Contractors, typically cleaning \$227. See Job BO71 for rubbish services - Electricity \$80.
	<u>Subtotal Building Operations</u>		<u>26,080.00</u>	<u>26,080.00</u>		<u>22,668.00</u>		<u>21,516.30</u>		- Insurance - Premiums \$693.

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HOUSING - AGED (INCLUDING SENIOR CITIZENS) (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2090201	Aged Housing Building Maintenance - Op Exp - Aged Housi									
BM061	Aged Unit 1 & 2 - Maintenance		0.00		0.00		0.00		463.28	
BM063	Aged Unit 3 - Maintenance		0.00		5,600.00		5,600.00		6,853.85	A budget amendment is required for Removal of evaporative air-conditioner and repairs to roof and ceiling and additional general maintenance.
BM064	Aged Unit 4 - Maintenance		0.00		0.00		0.00		3,718.51	
BM065	Aged Unit 5 - Maintenance		0.00		5,700.00		5,700.00		5,768.76	A budget amendment is required for Removal of evaporative air-conditioner and repairs to roof and ceiling and additional general maintenance.
BM066	Aged Unit 6 - Maintenance		0.00		0.00		0.00		990.45	
BM067	Aged Unit 7 - Maintenance		0.00		4,600.00		4,600.00		4,771.17	
BM068	Aged Unit 8 - Maintenance		0.00		5,800.00		5,800.00		7,059.57	A budget amendment is required for Removal of evaporative air-conditioner and repairs to roof and ceiling and 1x freestanding Elevated Electric Cooker
BM069	Aged Unit 9 - Maintenance		0.00		7,400.00		7,400.00		7,415.29	A budget amendment is required for additional general maintenance.
BM070	Aged Unit 10 - Maintenance		0.00		0.00		0.00		4,117.63	
BM071	Aged Unit Annual Budget & Common Build Maint (Book individual unit expenses to individual units)		28,279.00		28,279.00		23,540.00		995.47	<ul style="list-style-type: none"> - Annual Provision for Wages Exp \$6,395. - Annual Provision for Contractors \$11,993. Includes Remove 2 old aircon & repair the hole. - Annual Provision for Materials \$1,000. - Annual Provision for Lab O'heads \$8,790. - Annual Provision for Plant Exp Alloc \$101. Remove 2 old aircon I repair the hole
BM072	Aged Unit 11- Maintenance		0.00		0.00		0.00		2,244.53	
BM073	Aged Unit 12 - Maintenance		0.00		0.00		0.00		1,599.69	
	<u>Subtotal Building Maintenance</u>		<u>28,279.00</u>		<u>57,379.00</u>		<u>52,640.00</u>		<u>45,998.20</u>	

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		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
OPERATING EXPENDITURE (Continued)		\$	\$	\$	\$	\$	\$	\$	\$	
2090202	Aged Housing Grounds Maintenance - Op Exp - Aged Hous									
	GM064 Aged Unit 4 GroundsMaintenance		0.00		0.00		0.00		858.89	
	GM067 Aged Unit 7 Grounds Maintenance		0.00		0.00		0.00		49.57	
	GM068 Aged Unit 8 Grounds Maintenance		0.00		0.00		0.00		83.29	
	GM069 Aged Unit 9 Grounds Maintenance		0.00		0.00		0.00		1,272.52	
	GM070 Aged Unit 10 Grounds Maintenance		0.00		0.00		0.00		103.77	
	GM071 Aged Units Annual Budget & Common Grounds Maintenance (Book individual unit exps to appropriate Unit)		9,260.00		5,000.00		4,170.00		2,472.33	- Annual Provision for Wages Exp \$2,922. - Annual Provision for Lab O'heads \$4,017.
	<u>Subtotal Grounds Maintenance</u>		<u>9,260.00</u>		<u>5,000.00</u>		<u>4,170.00</u>		<u>4,840.37</u>	
2090282	Depreciation To Be Allocated Housing - Aged									
2090292	Depreciation Unallocated - Aged Housing		9,294.00		9,294.00		7,740.00		7,745.33	- Depreciation charge ex Asset Register
	<u>Subtotal Depreciation</u>		<u>9,294.00</u>		<u>9,294.00</u>		<u>7,740.00</u>		<u>7,745.33</u>	
2090299	Administration Allocated - Housing Aged		52,159.00		52,159.00		43,460.00		42,847.24	- Allocation of 5% of Administration costs.
	Recovered amounts									

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HOUSING - AGED (INCLUDING SENIOR CITIZENS) (Continued)		Adopted Budget		Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
OPERATING REVENUE											
3090201	Income - Aged Unit 1 & 2	6,240.00		6,240.00		5,200.00		5,280.00		- Rent Aged Unit 1 & 2 @ \$120 p/w - Rent Aged Unit 3 @ \$120 p/w - Only 50% of the year budgeted for as the property was vacant at 30 June 2023 - Rent Aged Unit 4 @ \$120 p/w - Rent Aged Unit 5 @ \$110 p/w - Only 50% of the year budgeted for as the property was vacant at 30 June 2023 - Rent Aged Unit 6 @ \$110 p/w - Rent Aged Unit 7 @ \$110 p/w - Rent Aged Unit 8 @ \$200 p/w - Rent Aged Unit 9 @ \$120 p/w - Only 50% of the year budgeted for as the property was vacant at 30 June 2023 - Rent Aged Unit 10 @ \$120 p/w - Rent Aged Unit 11 - @ \$165 p/w - Nominal Allowance for Utility bills & Tenant related damage or lack of cleaning. - Rent Aged Unit 12 - @ \$165 p/w	
3090203	Income - Aged Unit 3	3,120.00		3,120.00		2,600.00		4,560.00			
3090204	Income - Aged Unit 4	6,240.00		6,240.00		5,200.00		5,200.00			
3090205	Income - Aged Unit 5	2,860.00		2,860.00		2,380.00		3,960.00			
3090206	Income - Aged Unit 6	5,720.00		5,720.00		4,760.00		4,840.00			
3090207	Income - Aged Unit 7	5,720.00		5,720.00		4,760.00		4,840.00			
3090208	Income - Aged Unit 8	10,400.00		10,400.00		8,660.00		6,000.00			
3090209	Income - Aged Unit 9	3,120.00		3,120.00		2,600.00		3,307.17			
3090210	Income - Aged Unit 10	6,240.00		6,240.00		5,200.00		5,280.00			
3090211	Income - Aged Unit 11 - Ferguson St	8,580.00		8,580.00		7,150.00		7,260.00			
3090212	Income - Aged Unit 12 - Ferguson St	8,780.00		8,780.00		7,310.00		7,418.53			
3090214	Other Reimbursements - Aged Housing	0.00		0.00		0.00		10,455.00			
SUB-TOTAL OPERATING		67,020.00	125,072.00	67,020.00	149,912.00	55,820.00	130,678.00	68,400.70	122,947.44		
CAPITAL EXPENDITURE											
4090250	Building (Capital) - Aged Housing									- Interest earned on reserves \$750 & profit on Seniors Housing activity \$0.	
BC069	Aged Unit 9 - Capital		0.00		0.00		0.00		11,236.50		
4090254	Transfers To Seniors Housing Reserve - Cap Exp - House A		750.00		750.00		620.00		1,180.01		
SUB-TOTAL CAPITAL		0.00	750.00	0.00	750.00	0.00	620.00	0.00	12,416.51		
TOTAL - HOUSING - AGED (INCLUDING SENIOR CITIZENS)		67,020.00	125,822.00	67,020.00	150,662.00	55,820.00	131,298.00	68,400.70	135,363.95		

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
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HOUSING - OTHER (INCLUDING JOINT VENTURE)		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2090300	Community Housing - Singles JV - Building Operations									<ul style="list-style-type: none"> - Total Contractors, \$321. See Job BO105 for rubbish services - LP Gas 45 kg bottles Rental \$80, 14. - Water Rates \$\$1,517. - Insurance - Premiums \$485. - Total Contractors, 321. See Job BO105 for rubbish services - LP Gas 45 kg bottles Rental \$80, \$14. - Water Rates \$\$1,517. - Insurance - Premiums \$485. - Total Contractors \$339. See Job BO105 for rubbish services - LP Gas 45 kg bottles Rental \$80, \$14. - Water rates \$1,800 and consumption \$. . - Insurance - Premiums \$767. - Total Contractors, \$317. See Job BO105 for rubbish services - LP Gas 45 kg bottles Rental \$80, consumption \$14. - Water rates \$1,517 and consumption \$283. Consumption after 300kl to be reimbursed via acct 3090303. - Insurance - Premiums \$689. - - Wages Exp \$481. - Total Contractors \$322. Rubbish Bin x 4 at \$121 each, Recycling Bin x4 at \$122 each. Other Exp -\$650 - Electricity \$600. - Water rates \$271 and consumption \$489. - - ESL Category 5 \$93 - - Lab O'heads \$662.
BO101	JV Singles Unit 1 - Operations		2,500.00		2,500.00		2,144.00		2,635.48	
BO102	JV Singles Unit 2 - Operations		2,500.00		2,500.00		2,168.00		2,100.02	
BO103	JV Singles Unit 3 - Operations		3,000.00		3,000.00		2,640.00		2,187.94	
BO104	JV Singles Unit 4 - Operations		2,900.00		2,900.00		2,599.00		2,162.97	
BO105	JV Singles Unit Common - Operations		2,918.00		2,918.00		2,433.00		1,902.42	
	<u>Subtotal Singles JV Building Operations</u>		<u>13,818.00</u>		<u>13,818.00</u>		<u>11,984.00</u>		<u>10,988.83</u>	
2090301	Community Housing - Singles JV - Building Maintenance									
BM101	JV Singles Unit 1 - Maintenance		0.00		0.00		0.00		895.48	
BM102	JV Singles Unit 2 - Maintenance		0.00		0.00		0.00		276.92	
BM103	JV Singles Unit 3 - Maintenance		0.00		0.00		0.00		379.21	
BM104	JV Singles Unit 4 - Maintenance		0.00		0.00		0.00		2,084.91	
BM105	JV Singles Unit Annual Budget & Common - Maint (Book individu		9,262.00		9,262.00		7,690.00		367.17	
	<u>Subtotal Singles JV Building Maintenance</u>		<u>9,262.00</u>		<u>9,262.00</u>		<u>7,690.00</u>		<u>4,003.69</u>	

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
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HOUSING - OTHER (INCLUDING JOINT VENTURE) (Continued)		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
2090304 Community Housing - Singles JV - Grounds Maintenance										
GM105	JV Singles Units Annual Budget & Common Grounds Maint (Book Individual Unit costs to units)		2,417.00		2,417.00		1,990.00		402.13	- Annual provision Wages Exp \$309. - Annual provision Contractors \$1,488. - Annual provision Materials \$100. - Annual provision Lab O'heads \$425. - Annual provision Plant Exp Alloc \$95.
	<u>Subtotal Singles JV Grounds Maintenance</u>		<u>2,417.00</u>		<u>2,417.00</u>		<u>1,990.00</u>		<u>402.13</u>	
2090312 Community Housing - Family JV Building Operations										
BO120	JV Family - 6 Lansdell St - Operations		3,200.00		3,200.00		2,832.00		2,787.07	- Total Contractors \$264. Rubbish Bin \$121, Recycling Bin \$122 Other Exp \$21 - LP Gas 45 kg bottles Rental \$80 consumption \$14. - Water rates \$1,517 and consumption \$283. . - Insurance - Premiums \$949. - ESL Category 5 \$93 - Wages Exp \$103.
BO121	JV Family - 12 White St - Operations		3,300.00		3,300.00		2,874.00		3,805.01	- Total Contractors \$238. Rubbish Bin \$121, Recycling Bin \$122 Other Exp -\$5 - LP Gas 45 kg bottles Rental \$80 consumption \$14. - Water rates \$1,600 and consumption \$200. - Insurance - Premiums \$830. - ESL Category 5 \$93 - Lab O'heads \$142.
2090313 Community Housing - Family JV - Building & Grounds Maintenance										
BM120	JV Family - 6 Lansdell St - Maintenance		1,918.00		1,918.00		1,580.00		314.83	- Wages Exp \$344. - Contractors \$1,001. - Materials \$100. - Lab O'heads \$473. - Wages Exp \$275.
BM121	JV Family - 12 White St - Maintenance		3,418.00		6,500.00		5,410.00		6,169.81	- Contractors \$2,665. - Materials \$100. - Lab O'heads \$378. - Wages Exp \$275.
GM120	6 Lansdell Street Grounds Maintenance		1,918.00		1,918.00		1,580.00		0.00	- Contractors \$1,215. - Materials \$50. - Lab O'heads \$378. - Wages Exp \$275.
GM121	12 White Street Grounds Maintenance		3,418.00		3,418.00		2,830.00		1,909.58	- Contractors \$2,715. - Materials \$50. - Lab O'heads \$378.

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SCHEDULE 09 - HOUSING
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HOUSING - OTHER (INCLUDING JOINT VENTURE) (Continued) OPERATING EXPENDITURE (Continued)		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
2090382	Depreciation To Be Allocated Housing - Other (Inc Joint Venture)									
DEPW03	Depreciation Works Staff Housing - Housing - Other (Inc Joint Venture)		1,194.00		1,194.00		990.00		1,474.49	- Depreciation charge ex Asset Register
2090392	Depreciation Unallocated - Other Housing		2,026.00		2,026.00		1,680.00		1,688.29	- Depreciation charge ex Asset Register
	<u>Subtotal Depreciation</u>		<u>3,220.00</u>		<u>3,220.00</u>		<u>2,670.00</u>		<u>3,162.78</u>	
2090399	Administration Allocated - Housing Other		52,159.00		52,159.00		43,460.00		42,847.24	- Allocation of 5% of Administration costs.
Recovered amounts										
2090398	Other Housing Costs Recovered - Op Exp - Housing Other		3,677.00		3,677.00		3,060.00		4,364.31	- Staff Housing Costs Recovered
OPERATING REVENUE										
3090300	Income - JV Singles Unit 1 Cruickshank Road	4,230.00		4,230.00		3,510.00		3,274.98		- Nominal Allowance for Utility bills & Tenant related damage or lack of cleaning. - Rent JV Singles Unit 1 @ \$155 p/w - Only 50% of the year budgeted for as the property was vacant at 30 June 2023
3090301	Income - JV Singles Unit 2 Cruickshank Road	8,060.00		8,060.00		6,710.00		6,772.86		--Rent JV Singles Unit 2 Cruickshank - @ \$155 p/w.
3090302	Income - JV Singles Unit 3 Cruickshank Road	8,840.00		8,840.00		7,360.00		7,431.48		--Rent JV Singles Unit 3 Cruickshank - @ \$170 p/w.
3090303	Income - JV Singles Unit 4 Cruickshank Road	4,420.00		4,420.00		3,680.00		3,620.00		-Rent JV Singles Unit 4 Cruickshank - @ \$85 p/w (rate at 50% of market rent \$170 p/w).
3090304	Income - JV Family Housing - 6 Lansdell Street	11,440.00		11,440.00		9,530.00		9,568.58		--Rent JV 6 Lansdell St - @ \$220 p/w Change to private rental.
3090305	Income - JV Family Housing - 12 White Street	10,987.00		10,987.00		9,140.00		8,800.00		- Nominal Allowance for Utility bills & Tenant related damage or lack of cleaning. - Rent JV White St @ \$220 p/w - Only 11 months of the year budgeted for as the property was vacant at 30 June 2023
3090312	Other Reimbursements Rec'd - Op Inc - Other H	0.00		0.00		0.00		480.00		
SUB-TOTAL OPERATING		47,977.00	101,725.00	47,977.00	104,807.00	39,930.00	87,960.00	39,947.90	80,755.28	
4090354	Transfers to White & Lansdell Sts Houses Reserve Housing Oth		5,255.00		5,255.00		1,734.00		94.59	- Interest earned on reserves \$0 & profit on White & Lansdell Sts Houses activity \$5,255.
4090355	Transfers to Cruick Rd Singles Units Reserve - Housing Other -		53.00		53.00		40.00		0.00	- Interest earned on reserves \$0 & profit on White & Lansdell Sts Houses activity \$53.
CAPITAL REVENUE										
5090352	Transfers From Building & Residential Land Res	53.00		53.00		17.00		0.00		- Transfer from the Building and Residential Land Reserve to fund the Joint Venture Housing Capital Building Renovation Program 2023-2024 if required.
SUB-TOTAL CAPITAL		53.00	5,308.00	53.00	5,308.00	17.00	1,774.00	0.00	94.59	
TOTAL - HOUSING - OTHER (INCLUDING JOINT VENTURE)		48,030.00	107,033.00	48,030.00	110,115.00	39,947.00	89,734.00	39,947.90	80,849.87	

SHIRE OF MUKINBUDIN
SCHEDULE 10 - COMMUNITY AMENITIES
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PROGRAMME SUMMARY	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
Sanitation - Household Refuse		74,215.00		61,657.00		51,340.00		50,736.36	Due to the early in the month council meeting some rubbish related transactions were not completed at the time of writing,
Sanitation - Other		36,385.00		36,385.00		30,200.00		24,857.09	
Urban Stormwater Drainage		7,151.00		7,151.00		5,930.00		5,135.66	
Protection of the Environment		32,670.00		32,670.00		29,998.00		23,650.22	
Town Planning & Regional Development		11,608.00		20,608.00		17,340.00		15,717.38	
Community Development		68,809.00		44,488.00		37,060.00		28,013.57	Most event activities are now funded through CRC accounts instead Community Development as budgeted.
Other Community Amenities		76,846.00		84,167.00		70,192.00		74,562.06	Cemetery Maintenance/Operations is in excess of the Adopted Budget.
<u>OPERATING REVENUE</u>									
Sanitation - Household Refuse	56,800.00		56,800.00		47,330.00		57,916.22		All rubbish and recycling charges raised with rates are immediately recognised with rates. The budget assumed equal payments.
Sanitation - Other	20,900.00		20,900.00		17,400.00		20,796.82		
Protection of the Environment	18,041.00		18,041.00		18,041.00		18,041.10		All rubbish and recycling charges raised with rates are immediately recognised with rates. The budget assumed equal payments.
Town Planning & Regional Development	500.00		500.00		410.00		895.60		
Community Development	16,000.00		0.00		0.00		36.36		
Other Community Amenities	47,175.00		47,175.00		46,782.00		3,309.10		
SUB-TOTAL OPERATING	159,416.00	307,684.00	143,416.00	287,126.00	129,963.00	242,060.00	100,995.20	222,672.34	No Australia day grant is, or will be, recieved. ▲ The LICIP Phase 3 Funding for Cementry Niche Wall has not yet been recognised.
<u>CAPITAL EXPENDITURE</u>									
Other Community Amenities		49,257.00		80,178.00		80,178.00		80,153.00	Expenditure on the Cementry Niche Wall and related works has exceeded the Adopted Budget and there has been unbudgeted expenditure on the Shadbolt St Public Toilets.
SUB-TOTAL CAPITAL	0.00	49,257.00	0.00	80,178.00	0.00	80,178.00	0.00	80,153.00	
TOTAL - PROGRAMME SUMMARY	159,416.00	356,941.00	143,416.00	367,304.00	129,963.00	322,238.00	100,995.20	302,825.34	

SHIRE OF MUKINBUDIN
SCHEDULE 10 - COMMUNITY AMENITIES
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SANITATION - HOUSEHOLD REFUSE	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
OPERATING EXPENDITURE										
2100100 Domestic Refuse Collection										
W010 Domestic Rubbish Bin Collection		19,999.00		19,999.00		16,650.00		16,607.70	<ul style="list-style-type: none"> - Avon Waste Domestic 240L MGB Collection Mukinbudin Excluding Shire Properties. 146 Services @ \$2.46 per week by Avon Waste inc for 52 weeks \$18,676. Contracts and Contingency \$1,228. - Plant Exp Alloc \$95. - Wages Exp \$756. - Contractors& contingency \$1,205. - Lab O'heads \$1,040. - Plant Exp Alloc \$333. - Wages Exp \$5,363. - Lab O'heads \$7,373. - Plant Exp Alloc \$7,393. - Avon Waste Domestic Recycling 240L MGB Collection Mukinbudin. 146 Services @ \$4.55 per fortnight by Avon Waste \$17,272. Contracts and Contingency \$1,228. - Allocation of 0.75% of Administration costs. - Domestic 240L MGB rubbish service. 142 Services @ \$215 per service \$30,530. - Domestic 240L MGB Recycling service. 142 Services @ \$185 per service \$26,270. 	
W015 Domestic Verge Bulk Rubbish Collection - Op Exp		3,334.00		3,334.00		2,760.00		0.00		
2100102 Refuse Site Maintenance										
W011 Refuse Site Maintenance		24,558.00		12,000.00		10,000.00		12,387.80		
2100103 Domestic Recycling Collection										
W012 Domestic Recycling Collection		18,500.00		18,500.00		15,410.00		15,313.77		
2100199 Administration Allocated - Sanitation Household		7,824.00		7,824.00		6,520.00		6,427.09		
OPERATING REVENUE										
3100100 Domestic Refuse Collection Charges	30,530.00		30,530.00		25,440.00		31,256.65			
3100101 Domestic Services (Additional)	0.00		0.00		0.00		19.57			
3100102 Domestic Recycling Collection Charges	26,270.00		26,270.00		21,890.00		26,640.00			
SUB-TOTAL OPERATING	56,800.00	74,215.00	56,800.00	61,657.00	47,330.00	51,340.00	57,916.22	50,736.36		
TOTAL - SANITATION - HOUSEHOLD REFUSE	56,800.00	74,215.00	56,800.00	61,657.00	47,330.00	51,340.00	57,916.22	50,736.36		

SHIRE OF MUKINBUDIN
SCHEDULE 10 - COMMUNITY AMENITIES
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SANITATION - OTHER	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
OPERATING EXPENDITURE										
2100200 Commercial Refuse Collection										- Wages Exp \$34.
W020 Commercial Refuse Collection		6,800.00		6,800.00		5,640.00		5,528.56		- Avon Waste Commercial rubbish 240L MGB bin collection. 51 Services @ \$2.46 per week by Avon Waste \$6,524. Contracts and Contingency \$195.
2100201 Refuse Collection - Street Bins										- Lab O'heads \$47.
W021 Refuse Collection - Street Bins		8,820.00		8,820.00		7,320.00		8,423.08		- Wages Exp \$2,338.
2100202 Commercial Recycling Collection - Op Exp - San Other										- Avon Waste Street bin collection. 16 Services @ \$2.46 per week by Avon Waste \$2,047. Contracts and Contingency \$556.
W022 Commercial Recycling Collection - Op Exp - San Other		6,400.00		6,400.00		5,310.00		4,600.00		- Lab O'heads \$3,214.
2100203 Recycling Refuse Collection										- Plant Exp Alloc \$665.
W023 Recycling Refuse Collection		1,799.00		1,799.00		1,470.00		1,320.73		- Wages Exp \$103.
2100206 Purchase of Bins - Op Exp		350.00		350.00		290.00		700.00		- Avon Waste Commercial Recycling 240L MGB Collection Mukinbudin. 51 Services @ \$4.55 per fortnight by Avon Waste \$6,033. Contracts and Contingency \$122.
2100220 Refuse Site Management & Other Exp (Closure Plan 22/23)		7,000.00		7,000.00		5,830.00		0.00		- Lab O'heads \$142.
2100299 Administration Allocated - Sanitation Other		5,216.00		5,216.00		4,340.00		4,284.72		- Wages Exp \$34.
										- Avon Waste Recycling Bank Collection Mukinbudin. 11 Services @ \$4.95 per fortnight by Avon Waste \$1,416. Contracts and Contingency \$207.
										- Lab O'heads \$47.
										- Plant Exp Alloc \$95.
										- Repair and replacement of bins by Contractors \$350.
										- Rubbish Tip Closure Plan by Contractors \$7,000.
										- Allocation of 0.5% of Administration costs.
OPERATING REVENUE										
3100200 Commercial Refuse Collection Charge	10,965.00		10,965.00		9,130.00		11,180.00			- Commercial 240L MGB rubbish service. 51 Services @ \$215 per service \$10,965.
3100204 Commercial Recycling Collection Charges	9,435.00		9,435.00		7,860.00		9,435.00			- Commercial 240L MGB recycling service. 51 Services @ \$185 per service \$9,435.
3100206 Disposal of Asbestos and Other Misc Fill at F	500.00		500.00		410.00		181.82			- Asbestos disposal & tipping fees \$500.
SUB-TOTAL OPERATING	20,900.00	36,385.00	20,900.00	36,385.00	17,400.00	30,200.00	20,796.82	24,857.09		
TOTAL - SANITATION - OTHER	20,900.00	36,385.00	20,900.00	36,385.00	17,400.00	30,200.00	20,796.82	24,857.09		

SHIRE OF MUKINBUDIN
SCHEDULE 10 - COMMUNITY AMENITIES
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URBAN STORMWATER DRAINAGE	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2100601 Stormwater Drainage Maintenance									- Wages Exp \$688. - Contractors \$207. - Lab O'heads \$945. - Plant Exp Alloc \$95. - Allocation of 0.5% of Administration costs.
W030 Stormwater Drainage Maintenance		1,935.00		1,935.00		1,590.00		850.94	
2100699 Administration Allocated - Urban Stormwater		5,216.00		5,216.00		4,340.00		4,284.72	
OPERATING REVENUE									
SUB-TOTAL OPERATING	0.00	7,151.00	0.00	7,151.00	0.00	5,930.00	0.00	5,135.66	
TOTAL - URBAN STORMWATER DRAINAGE	0.00	7,151.00	0.00	7,151.00	0.00	5,930.00	0.00	5,135.66	

SHIRE OF MUKINBUDIN
SCHEDULE 10 - COMMUNITY AMENITIES
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PROTECTION OF THE ENVIRONMENT		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2100703	Minor Assets & Other Operating Exp - Prot of Env		706.00		706.00		580.00		38.00	- Materials Minor Assets \$500. - Licence and maintenance of P11320 the Trailer Caged for Recycling Containers \$23. - Contract Part Time NRM Officer \$9,900. - Materials \$100. - Return of unspent funds for; Project CSGS185152 Continuing to Combat Vegetation Decline within Shire of Mukinbudin \$8,838.00 and Project CSGS19150 - Enhancing and Protecting Remnants in Shires of Mukinbudin and Westonia \$7,910.00. Income in acct 3100703. Other Contractors \$16,748. - Allocation of 0.5% of Administration costs.
2100704	Eastern Wheatbelt Declared Species Group		0.00		0.00		0.00		100.00	
2100705	Project Contract & Other Expenses - Protect of Environ		10,000.00		10,000.00		8,330.00		2,479.50	
2100707	Barbalin Translocation Project									
2100713	Grant Funded Operational Exp (Inc GST) (Income in Acct 3100703)		16,748.00		16,748.00		16,748.00		16,748.00	
2100799	Administration Allocated - Protection of Environment		5,216.00		5,216.00		4,340.00		4,284.72	
OPERATING REVENUE										
3100703	Grants NRM and Other (Exp in Acct 2100713)	18,041.00		18,041.00		18,041.00		18,041.10		- New Small Communities Stewardship Grant for fencing and revegetation re Preserving Remnant Vegetation Grant. Expenses in acct 2100713 plus \$1,293 final liability adjustment from previous grants.
9304107	Environmental Unspent Grants-Current Liability - In addition to the income shown in the above account we have received an additional \$0.00									
SUB-TOTAL OPERATING		18,041.00	32,670.00	18,041.00	32,670.00	18,041.00	29,998.00	18,041.10	23,650.22	
TOTAL - PROTECTION OF THE ENVIRONMENT		18,041.00	32,670.00	18,041.00	32,670.00	18,041.00	29,998.00	18,041.10	23,650.22	

SHIRE OF MUKINBUDIN
SCHEDULE 10 - COMMUNITY AMENITIES
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TOWN PLANNING & REG. DEVELOP.	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING EXPENDITURE									
2100800	Town Planning Expenses - Op Exp - Twn Planning	8,000.00		17,000.00		14,170.00		13,575.01	- Various Contract (Subdivison Exps) - Contractors \$8,000. Additional expenditure incurred. <u>A Budget Amendment will be required.</u> - Legal expenses relating to town planning, SAT hearings etc.- Contractors \$1,000. - Allocation of 0.25% of Administration costs.
2100820	Legal Expenses - Op Exp - Town Planning	1,000.00		1,000.00		1,000.00		0.00	
2100899	Administration Allocated - Town Planning	2,608.00		2,608.00		2,170.00		2,142.37	
OPERATING REVENUE									
3100800	Planning Application Fees	500.00	500.00		410.00		895.60		- Planning Application as per schedule of Fees & Charges \$500 ,
SUB-TOTAL OPERATING		500.00	11,608.00	500.00	20,608.00	410.00	17,340.00	895.60	15,717.38
TOTAL - TOWN PLANNING & REG. DEVELOP.		500.00	11,608.00	500.00	20,608.00	410.00	17,340.00	895.60	15,717.38

SHIRE OF MUKINBUDIN
SCHEDULE 10 - COMMUNITY AMENITIES
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COMMUNITY DEVELOPMENT		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2100900	Community Development Staff Salaries & Related Exp - Op Exp - Comm Dev		37,530.00		37,530.00		31,270.00		23,447.36	- Wages Exp \$33,810. - Super Exp \$3,720.
2100910	Community Development Events/Other - Op Exp - Com Dev									
EV10091	General Community Development Events & Other - Op Exp - Com Dev		9,918.00		3,000.00		2,490.00		1,072.88	- Wages Exp \$275. Contractors \$9,265. Lab O'heads \$378. <u>Possible Budget Amendment as most expenses are now via the CRC.</u>
EV10092	Australia Day Expenses - Op Exp - Com Dev		18,753.00		1,350.00		1,130.00		1,350.96	- Wages Exp \$1,031. - Contractors \$16,304. - Lab O'heads \$1,418. <u>Possible Budget Amendment as most expenses are now via the CRC.</u>
2100999	Administration Allocated - Community Development		2,608.00		2,608.00		2,170.00		2,142.37	- Allocation of 0.25% of Administration costs.
OPERATING REVENUE										
3100900	Special Event Charges & Other Inc (Centenary)	1,000.00		0.00		0.00		36.36		- Fees charges for event enteries
3100902	Grants (Inc GST) - (Aust Day 2022 - On)- Comm	15,000.00		0.00		0.00		0.00		Australia day grant. However no grant will be recieved. <u>A Budget Amendment will be required.</u>
SUB-TOTAL OPERATING		16,000.00	68,809.00	0.00	44,488.00	0.00	37,060.00	36.36	28,013.57	
TOTAL - COMMUNITY DEVELOPMENT		16,000.00	68,809.00	0.00	44,488.00	0.00	37,060.00	36.36	28,013.57	

SHIRE OF MUKINBUDIN
SCHEDULE 10 - COMMUNITY AMENITIES
Financial Statement for Period Ended
30 April 2024

OTHER COMMUNITY AMENITIES		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2101000	Cemetery Maintenance/Operations									
	W040 Cemetery Maintenance/Operations		23,752.00		28,000.00		23,372.00		28,908.06	- Additional \$4K provision for cleanup, bins and signage. - Wages Exp \$4,676. General Cemetery Maintenance \$4,672. Cemetery Landscape Masterplan \$3,000 (Reduced from \$5,000). Materials \$300. Insurance - Premiums \$213. Lab O'heads \$6,427. Plant Exp Alloc \$2,464. Possible Budget Amendment
2101002	Public Conveniences Operations									- Wages Exp (Cleaner) \$7,907. - Contractor Pumpout toilets \$980. A total of \$980.
	BO150 Shadbolt St Public Toilets (East of Railway Station) - Operations Exp - Other Com Amenities		16,953.00		16,953.00		14,162.00		16,336.93	- Materials \$1,500. - Electricity \$1,320. - Water Burges Rawson Lease PTA land \$3,400. - Insurance - Premiums \$383. - Lab O'heads (Cleaner) \$1,463. - Located at the rear of the Admin Office Wages Exp (Cleaners) \$1,925.
	BO151 Town Park Toilet - Operations		4,509.00		3,000.00		2,510.00		2,591.22	- Electricity \$300. - Water \$940. - Insurance - Premiums \$60. - Lab O'heads (Cleaners) \$356. - Wages Exp \$69.
	BO152 Beringbooding Rock Toilet - Operations		800.00		800.00		668.00		108.30	- Contractors \$487. - Insurance \$149. - Lab O'heads \$95. - Wages Exp (Cleaner) \$206.
	BO153 Weira Reserve Toilet - Operations		1,418.00		2,000.00		1,670.00		1,656.74	- Contractors \$728. - Materials \$100. - Insurance \$100. - Lab O'heads (Cleaner) \$284.
	<u>Subtotal Public Conveniences Operations</u>		<u>23,680.00</u>		<u>22,753.00</u>		<u>19,010.00</u>		<u>20,693.19</u>	

SHIRE OF MUKINBUDIN
SCHEDULE 10 - COMMUNITY AMENITIES
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30 April 2024

OTHER COMMUNITY AMENITIES		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2101003	Public Conveniences Maintenance									
BM150	Shadbolt St Public Toilets (East of Railway Station) - Maintenance Exp - Other Com Amenities		0.00	4,000.00		3,340.00		3,802.36		-- See BM154 for the Total Annual Budget for all Public Conveniences.
BM151	Town Park Toilet - Maintenance		0.00	0.00		0.00		816.16		
BM153	Weira Reserve Toilet - Maintenance		0.00	0.00		0.00		39.54		
BM154	Public Toilet/Conveniences Annual Budget - Book expenses		5,090.00	5,090.00		4,210.00		0.00		- Wages Exp \$1,444.
	<u>Subtotal Public Conveniences Maintenance</u>		<u>5,090.00</u>	<u>9,090.00</u>		<u>7,550.00</u>		<u>4,658.06</u>		
2101092	Depreciation - Other Community Amenities		3,460.00	3,460.00		2,880.00		3,163.86		- Dep'n - Ex Asset Register \$3,460.
2101099	Administration Allocated - Other Community Amenities		20,864.00	20,864.00		17,380.00		17,138.89		- Allocation of 2% of Administration costs.
OPERATING REVENUE										
3101000	Cemetery Charges (Inc GST)	2,300.00		2,300.00		1,910.00		3,090.92		- As per schedule of Fees and Charges
3101004	Reimbursements - Other Community	0.00		0.00		0.00		218.18		
3101005	Grants - No GST - Op Inc - Other Community	44,875.00		44,875.00		44,872.00		0.00		▲ - LICIP Phase 3 Funding for Cementry Nich Wall. Expense in Job IO040
SUB-TOTAL OPERATING		47,175.00	76,846.00	47,175.00	84,167.00	46,782.00	70,192.00	3,309.10	74,562.06	
CAPITAL EXPENDITURE										
4101050	Building (Capital) - Other Community Amenities									
BC150	Shadbolt St Public Toilets (East of Railway Station) - Capital Exp - Other Com Amenities		0.00	21,600.00		21,600.00		21,574.59		Shadolt St Toilet renovations. <u>A Budget Amendment will be required.</u>
4101051	Building Works in Progress - Other Com Amenities - Cap Ex									
4101060	Infrastructure Other (Capital) - Other Community Amenities									
IO040	Cemetery Capital		49,257.00	58,578.00		58,578.00		58,578.41		- New Niche Wall \$44,875 LRCIP Funded via Acct 3101005. Other possible works Include Fencing, paving Memorial Garden, Formal Parking, more grave sites, seating pergola on the Northern side and a Unisex toilet as the budget permits. Wages Exp \$2,922. Contractors \$38,747. Materials \$3,000. Lab O'heads \$4,017. Plant Exp Alloc \$571. Additional expenditure incurred. <u>A Budget Amendment will be required.</u>
SUB-TOTAL CAPITAL		0.00	49,257.00	0.00	80,178.00	0.00	80,178.00	0.00	80,153.00	
TOTAL - OTHER COMMUNITY AMENITIES		47,175.00	126,103.00	47,175.00	164,345.00	46,782.00	150,370.00	3,309.10	154,715.06	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
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PROGRAMME SUMMARY	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Public Halls and Civic Centres		114,479.00		121,252.00		103,078.00		89,947.18	▼
Swimming Areas & Beaches		304,938.00		301,260.00		276,192.00		254,805.11	Most swimming pool expenses are less than the YTD budget.
Other Recreation & Sport		480,005.00		475,287.00		399,384.00		434,230.29	
Television and Radio Rebroadcasting		7,131.00		7,131.00		6,134.00		4,065.85	
Libraries		23,703.00		19,298.00		16,094.00		15,268.14	
Heritage		4,708.00		4,708.00		3,870.00		3,154.69	
Other Culture		10,758.00		10,758.00		9,882.00		2,184.41	
OPERATING REVENUE									
Public Halls and Civic Centres	77,063.00		77,213.00		76,915.00		1,786.34		▲
Swimming Areas & Beaches	12,700.00		10,000.00		10,000.00		11,334.07		Budgeted income for the Memorial Hall upgrade has not yet been recognised.
Other Recreation & Sport	17,559.00		30,099.00		27,957.00		34,073.03		
Libraries	100.00		100.00		80.00		53.81		
Heritage	1,500.00		120.00		120.00		200.00		
Other Culture	590.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING	109,512.00	945,722.00	117,532.00	939,694.00	115,072.00	814,634.00	47,665.43	803,655.67	
CAPITAL EXPENDITURE									
Public Halls and Civic Centres		99,424.00		99,424.00		66,610.00		0.00	▼
Swimming Areas & Beaches		122,740.00		122,740.00		122,740.00		4,994.77	▼
Other Recreation & Sport		100,000.00		100,000.00		83,500.00		42,571.80	▼
SUB-TOTAL CAPITAL	0.00	322,164.00	0.00	322,164.00	0.00	272,850.00	0.00	47,566.57	
TOTAL - PROGRAMME SUMMARY	109,512.00	1,267,886.00	117,532.00	1,261,858.00	115,072.00	1,087,484.00	47,665.43	851,222.24	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
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PUBLIC HALLS AND CIVIC CENTRES		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2110100	Public Halls and Civic Bldg Operations									
	BO200 Memorial Town Hall - Operations		16,172.00		16,172.00		15,130.00		14,457.29	Wages Exp (Cleaners) \$1,375. Contractors \$900. Rubbish Bin \$121, Recycling Bin \$122 Other Exp \$657. Materials \$150. Electricity \$1,100. Water rates \$667 and consumption \$1,533. Insurance - Premiums \$10,100. ESL Category 5 \$93 Lab O'heads (Cleaners) \$254.
	BO201 Sandalwood Arts Hall Building Operations		2,300.00		2,300.00		2,040.00		2,210.75	Total Contractors \$276. Rubbish Bin \$121, Recycling Bin \$122 Other Exp \$33. Water rates \$667 and consumption \$433. Insurance - Premiums \$831. ESL Category 5 \$93
	BO202 Bonnie Rock Hall Building Operations		2,500.00		2,500.00		2,232.00		1,670.55	Contractors \$314, includes for cleaning. Electricity \$900. Water rates \$0 and consumption \$240. Insurance - Premiums \$953. ESL Category 5 \$93
	BO204 Railway Station Building Operations		2,200.00		2,200.00		2,004.00		1,407.48	Wages Exp (Cleaners) \$138. Contingency Contractors \$529. Materials \$200. Insurance - Premiums \$1,144. Lab O'heads (Cleaners) \$189.
	BO205 Mukinbudin Community (Men's) Shed Building Operations		1,750.00		1,750.00		1,440.00		1,906.91	Contractors \$106. Rubbish Bin \$121, Recycling Bin \$122. Burgess Rawson PTA lease Water \$400. Building Insurance - Premiums \$1,244.
	BO206 Anglican Church Building Operations - Op Exp		630.00		630.00		542.00		270.06	- Contingency Contractors \$365. - Building Muni Property Scheme Insurance - Premiums \$172. - ESL Category 5 Statutory Fees and Taxes \$93.
	<u>Subtotal Building Operations</u>		<u>25,552.00</u>		<u>25,552.00</u>		<u>23,388.00</u>		<u>21,923.04</u>	
2110101	Town Halls and Public Buildings Building Maintenance - Op									
	BM200 Memorial Town Hall - Maintenance		9,427.00		15,000.00		12,500.00		14,021.82	- Wages Exp \$2,166. - General maintenance Contractors -\$13,216. - Materials \$500. - Lab O'heads \$2,977.
	BM201 Sandalwood Arts Hall Building Maintenance		0.00		0.00		0.00		479.60	
	BM202 Bonnie Rock Hall Building Maintenance		0.00		0.00		0.00		60.91	
	BM204 Railway Station Building Maintenance		0.00		0.00		0.00		417.07	
	BMPH01 Public Halls Maintenance Annual Budget (Book Exps To Appropriate Building) - Op Exp Pub Halls		11,586.00		11,586.00		9,640.00		0.00	- General Annual Public Hall Annual Budget for Wages Exp \$1,616. - Contractors \$5,428. - Materials \$1,500. - Lab O'heads \$2,221. - Plant Exp Alloc \$821.
	<u>Subtotal Building Maintenance</u>		<u>21,013.00</u>		<u>26,586.00</u>		<u>22,140.00</u>		<u>14,979.40</u>	
2110102	Town Halls Grounds Maintenance - Op Exp - Public Halls									
	GM200 Memorial Town Hall - Grounds Maintenance		0.00		1,200.00		1,000.00		2,353.21	
	GM201 Sandalwood Arts Hall Grounds Maintenance		0.00		0.00		0.00		42.66	
	GM206 Anglican Church Grounds Maintenance		0.00		0.00		0.00		98.21	
	GMPH01 Public Halls Grounds Maintenance Annual Budget (Book exps to appropriate build) - Op Exp PubHalls		7,426.00		7,426.00		6,150.00		0.00	- General Annual Public Hall Grounds Maintenance Annual Budget. Wages Exp \$2,338. - Contractors \$1,386. - Materials \$250. - Lab O'heads \$3,214. - Plant Exp Alloc \$238.
	<u>Subtotal Building Maintenance</u>		<u>7,426.00</u>		<u>8,626.00</u>		<u>7,150.00</u>		<u>2,494.08</u>	
2110192	Depreciation - Public Halls and Civic Centres		39,624.00		39,624.00		33,020.00		33,411.77	-- Dep'n - Ex Asset Register \$39,624.
2110199	Administration Allocated - Public Halls		20,864.00		20,864.00		17,380.00		17,138.89	- Allocation of 2% of Administration costs.

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
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PUBLIC HALLS AND CIVIC CENTRES (Continued)	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING REVENUE									
3110100 Town Hall Hire Income	500.00		200.00		170.00		745.43		<ul style="list-style-type: none"> - Town Hall Hire Income. - Sandalwood Art Lease annual lease fee \$15 per week incl gst, renewal due 2023. Fees & Charges - Facility Hire \$709. - Ad Hoc Hire Income - Contribution for the repairs and painting to front of Hall Local Roads and community Infrastructure program \$10K. \$4K recognised in 2022-2023. Expense in BC200 - Contribution for the repairs and painting to front of Hall by the Mukinbudin Planning & Development Group \$11K. Exp in BC200
3110103 Sandalwood Arts Hall Income	709.00		709.00		531.00		531.81		
3110104 Railway Station Income	100.00		550.00		460.00		509.10		
3110105 Grants & Contributions Rec'd (No GST) - OF	75,754.00		75,754.00		75,754.00		0.00	▲	
SUB-TOTAL OPERATING	77,063.00	114,479.00	77,213.00	121,252.00	76,915.00	103,078.00	1,786.34	89,947.18	
CAPITAL EXPENDITURE									
4110150 Building (Capital) - Public Halls & Civic Centres									<ul style="list-style-type: none"> - \$80K Upgrade, improve and modernise Hall Public Toilets. Functional first priority and cosmetic improvements second. \$20K Sanding of existing hall floors as well as western area of Gallery space.
BC200 Memorial Hall Building Capital		99,424.00		99,424.00		66,610.00		0.00	
SUB-TOTAL CAPITAL	0.00	99,424.00	0.00	99,424.00	0.00	66,610.00	0.00	0.00	
TOTAL - PUBLIC HALLS AND CIVIC CENTRES	77,063.00	213,903.00	77,213.00	220,676.00	76,915.00	169,688.00	1,786.34	89,947.18	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
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SWIMMING AREAS & BEACHES		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2110200	Swimming Pool - Salaries		92,400.00		92,400.00		92,400.00		75,854.62	<ul style="list-style-type: none"> - Salaries Pool Manager \$85,668 and Asst Manager/Relief \$5,732 including allowances. - Contract Pool Staff \$1,000. - Superannuation Pool Manager \$9,400 and Superannuation Asst Pool Manager Relief \$600. - Training and associated accomodation and travel as required. This may include: RLSSA Bronze Medallion Course, RLSSA Pool Lifeguard Course, RLSSA Pool Operations Group 1 Course, Relief Requalification Bronze Medallio and Relief Requalification RLSSA Pool Lifeguard Course. - Workers Compensation Premium Pool Manager \$2,542 and Workers Compensation Premium Assistant/Relief Pool Manager \$169. - Materials, Uniforms and accessories \$400. - Swimming Pool Staff in Shire Housing costs. \$6,957. - Rubbish Bins x 2 @ \$121, Recycling Bins x 2 @ \$122 and other Contractors of \$922. - Toiletries and consumables incl cleaning products and other Materials \$1,000. - Comms, Telephone & Data Exp Including CSP MS 365 Bus Basic & EOA 1lic.\$420. - Tarriff R3 Electricity \$20,742. - BOC Gases Oxygen Medical C size annual charge Gas \$80. - Water Rates and consumption \$15,764. - Building MPS Insurance \$12,493. - DFES - ESL Levy Category 5 \$93. - Wages Exp \$2,647. - Contractors \$8,646. (Deleted extra \$3,500 for Shade Sail.) - Materials \$1,000. - Lab O'heads \$3,639. - Plant Exp Alloc \$411. - Wages Exp \$860. - Contractors \$1,829 - Materials \$800. - Lab O'heads \$1,182. - Plant Exp Alloc \$164. - Materials \$2,000. - Freight & Other Expenses \$1,000. - Chlorine \$5,500 and Other chemicals. Pool Acid etc.s \$14,000. - Dep'n - Ex Asset Register \$69,996. - Allocation of 3% of Administration costs.
2110201	Swimming Pool - Superannuation		10,000.00		10,000.00		10,000.00		8,546.49	
2110202	Swimming Pool - Training & Conferences		1,000.00		1,000.00		1,000.00		535.36	
2110203	Swimming Pool - Other Employee Costs		10,068.00		10,068.00		8,901.00		9,809.11	
2110204	Swimming Pool Bldg Operations									
BO250	Swimming Pool Building Operations		52,000.00		48,000.00		45,191.00		51,094.90	
2110205	Swimming Pool Bldg/Grounds Maintenance									
BM250	Swimming Pool Building & Facility Maintenance		16,343.00		10,000.00		9,603.00		8,910.04	
GM250	Swimming Pool Grounds Maintenance		4,835.00		5,500.00		5,017.00		15,288.77	
2110206	Minor Asset Purchases - Swimming Pool - Op Exp		2,000.00		2,000.00		2,000.00		39.95	
2110207	Pool Chemicals, Freight & Other Expenses - Op Exp - Swim Pool		15,000.00		21,000.00		17,670.00		13,241.02	
2110213	3A Cruickshank Road - Swimming Pool Emp Housing & Grounds Maintenance									
2110292	Depreciation - Mukinbudin Swimming Pool		69,996.00		69,996.00		58,330.00		45,776.51	
2110299	Administration Allocated - Op Exp - Swimming Pool		31,296.00		31,296.00		26,080.00		25,708.34	
OPERATING REVENUE										
3110201	Swimming Pool Admissions	12,500.00		10,000.00		10,000.00		11,115.89		- Pool admissions. \$12,500.
3110203	Swimming Pool Equip Hire, Reimb & Contrib (Inc. GST) - Op Inc - Swim Pool	200.00		0.00		0.00		218.18		
SUB-TOTAL OPERATING		12,700.00	304,938.00	10,000.00	301,260.00	10,000.00	276,192.00	11,334.07	254,805.11	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
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SWIMMING AREAS & BEACHES	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE									
4110255 Building (Capital) - Swimming Pool									
BC250 Swimming Pool Building Capital		100,000.00		100,000.00		100,000.00		0.00 ▼	- Roof over ChangeroomsContractors \$100,000.
4110260 Infrastructure Other (Capital) - Swimming Pool									
4110175 Transfer to Swimming Pool Reserve - Cap Exp - Swim Pool		22,740.00		22,740.00		22,740.00		4,994.77 ▼	- Transfer to Reserve of Annual Pool Reserve Allocation of \$20,000 and interest of \$2,740.
CAPITAL REVENUE									
5110253 Transfers From Swimming Pool Reserve	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL	0.00	122,740.00	0.00	122,740.00	0.00	122,740.00	0.00	4,994.77 ▼	
TOTAL - SWIMMING AREAS & BEACHES	12,700.00	427,678.00	10,000.00	424,000.00	10,000.00	398,932.00	11,334.07	259,799.88	

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OTHER RECREATION & SPORT		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2110300	Sporting Complex Bldg Ops									
	BO260 Mukinbudin Sports Complex Building Operations		54,822.00		58,000.00		51,108.00		55,613.64	- Wages Exp (Cleaner) \$15,746. - Rubbish Bins x 7 @ \$121 = \$847, Recycling Bins x 4 @ \$122 = \$488, other Contractors \$2,686. - - General Materials \$2,450. - Electricity consumption and service fee \$6,000. - LPG 45kg bottles rental \$160. Gas consumption \$540. - Water consumption and service fee \$5,800. - Mukinbudin Sporting Centre: Bowling Green, Tennis Courts & Main Building, a total of \$16,729. - ESL Category 5 \$93 - Lab O'heads (Cleaner) \$2,913. - - Plant Fxn Alloc \$370
2110301	Sporting Complex Building & Grounds Mtce									
	BM260 Mukinbudin Sports Complex Building Maintenance		27,868.00		30,000.00		24,980.00		36,238.28 ▲	Wages Exp \$8,011. Contractors \$5,774. Materials \$2,500. Lab O'heads \$11,012. Plant Exp Alloc \$571.
	GM260 Mukinbudin Sports Complex Grounds Maintenance		26,453.00		26,453.00		22,020.00		27,339.70	Wages Exp \$9,626. Contractors \$1,573. Materials \$500. Lab O'heads \$13,233. Plant Exp Alloc \$1,521.
2110302	Parks & Gardens Maintenance/Operations									
	W045 Parks & Gardens Maintenance/Operations		58,736.00		58,736.00		49,004.00		36,857.16 ▼	- Wages Exp \$12,274. - Contractors \$11,686. - Materials \$3,300. - Water \$4,600. - Insurance - Premiums \$494. - Lab O'heads \$16,872. - Plant Exp Alloc \$9,510.
2110304	Town Oval Maintenance/Operations									
	W050 Mukinbudin Town Oval Maintenance/Operations		53,504.00		53,504.00		44,550.00		58,854.25 ▲	- Wages Exp \$9,317. - Contractors \$7,966. - Materials \$5,000. - Electricity \$11,660. - Water \$2,000. - Lab O'heads \$12,807. - Plant Exp Alloc \$4,754.

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OTHER RECREATION & SPORT	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE(Continued)									
2110306 Drive In Theatre Building Operations									
BO265 Drive In Theatre Building Operations		1,000.00		700.00		580.00		553.43	Contractors \$201. Electricity \$666. Water Rates and consumption- Account 928364450- Bent St Drive In \$30. Insurance - Premiums \$10. ESL Category 5 \$93
2110307 Drive In Theatre Building & Grounds Maintenance									
GM265 Drive In Theatre Grounds Maintenance		400.00		0.00		0.00		0.00	Wages Exp \$69. Contractors \$153. Lab O'heads \$95. Plant Exp \$83.
2110308 Mukinbudin Dam Catchment Expenses									
W052 Mukinbudin Dam Catchment Expenses		10,500.00		10,500.00		8,800.00		11,362.05	Wages Exp \$2,819. Contractors \$1,861. Materials \$600. Muni Property Scheme Insurance \$441. Lab O'heads \$3,875. Plant Exp Alloc \$904.
2110309 Other Recreation Facilities Operations									
BO270 Old District Club (Youth Centre) Building Operations		200.00		200.00		150.00		98.00	Contractors \$57. Water \$50. ESL Category 5 \$93
BO271 Mukinbudin Gym Building Operations		5,927.00		5,927.00		5,084.00		4,988.61	Wages Exp (Cleaner) \$2,028. Rubbish Bin \$121, Recycling Bin \$122 and other Contractors \$552. Materials \$100. Electricity \$1,461. Water Rates and consumption \$50. Muni Property Insurance \$1,025. ESL Category 5 \$93. Lab O'heads (Cleaner) \$375.
BO272 Wilgoyne Tennis Club Building Operations		1,200.00		1,200.00		1,050.00		924.09	- Contractors \$72.
BO273 Pistol Club - Operations		550.00		550.00		538.00		498.96	- Electricity \$767.
BO274 Bonnie Rock Horse and Pony Club - Operations		1,900.00		1,900.00		1,634.00		1,422.88	- Muni Property Scheme Insurance \$361.
BO275 Mukinbudin Polo Cross - Operations		130.00		130.00		116.00		96.78	Contractors \$51. Muni Property Scheme Insurance \$499.
BO276 Karlonning Hall - Operations		500.00		172.00		172.00		172.06	Contractors \$117. Electricity for A/c 579935870 Lot 33 Watkins St Bonnie Rock \$1,005. Water \$200. Property Insurance \$485. ESL Category 5 \$93
BO277 Heritage Grain Silo - Operations		100.00		100.00		94.00		83.88	- Contractors \$33.
BO278 Wheatbelt Way Tractor Display Shed - Operations		450.00		450.00		440.00		152.42	- Property Insurance \$97.
BO279 Lions Park Building Operations		900.00		900.00		814.00		801.40	- Property Insurance \$172.
									- Contractors \$16.
									- Property Insurance \$84.
									- Contractors \$39.
									- Property Insurance \$411.
									- Wages Exp \$34.
									- Contractors \$34.
									- Electricity \$200.
									- Insurance - Premiums \$585.
									- Lab O'heads \$47.
Subtotal Other Recreation Facilities Operations		11,857.00		11,529.00		10,092.00		9,239.08	

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		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2110310	Other Recreation Facilities Building Maintenance									
BM270	Old District Club (Youth Centre) Building Maint (Demolition 2022-23)		0.00		0.00		0.00		349.11	
BM271	Mukinbudin Gym Building Maintenance		0.00		0.00		0.00		2,267.55	
BM272	Wilgoyne Tennis Club Building Maintenance		0.00		0.00		0.00		99.08	
BM279	Lions Park Building Maintenance		0.00		0.00		0.00		7,666.99	
BMOR01	Other Rec Facilities Building Maint Annual Budget (Book exps to actual Facility) - Op Exp - ORF		14,171.00		8,171.00		6,800.00		0.00	- Wages Exp annual provision \$3,232. - Lab O'heads annual provision \$4,442. - Plant Exp Alloc annual provision \$1,725.
	<u>Subtotal Building Maintenance</u>		<u>14,171.00</u>		<u>8,171.00</u>		<u>6,800.00</u>		<u>10,382.73</u>	
2110311	Other Recreation Facilities Grounds Maintenance Exp									
GM270	Old District Club Grounds Maintenance		0.00		0.00		0.00		6.27	
GM271	Mukinbudin Gym Grounds Maintenance		0.00		0.00		0.00		1,696.42	
GM272	Wilgoyne Tennis Club Grounds Maintenance		0.00		0.00		0.00		376.55	
GM279	Lions Park Grounds Maintenance		0.00		0.00		0.00		9,869.84	
W051	Hockey Field Maintenance/Operations		0.00		0.00		0.00		2,955.44	
W055	Bowling Club Green Maintenance/Operations		0.00		0.00		0.00		896.01	
W056	Walk Trail Maintenance/Operations Exp - Other Rec & Sport		0.00		0.00		0.00		525.10	
GMOR01	Other Rec Facilities Grounds Maint Annual Budget (Book exps to actual Facility) - Op Exp -OtherRec Fa		28,523.00		23,523.00		19,600.00		0.00 ▼	- Standard annual provision of \$28,523. (Not included - North of town Cleanup \$40,000) Wages Exp \$9,351. - Lab O'heads annual provision \$12,855. - Plant Exp Alloc annual provision \$3,368.
	<u>Subtotal Grounds Maintenance</u>		<u>28,523.00</u>		<u>23,523.00</u>		<u>19,600.00</u>		<u>16,325.63</u>	
2110313	Minor Asset Purchases - Other Rec & Sport (P&G) - Op Exp		7,000.00		9,000.00		7,500.00		8,208.18	- \$1,000 General Rec & Culture Minor Assets. \$6,000 Purchase 240 1000mm x 1000mm carpet tiles to allow for improved use of indoor court area as required (Kuno Fate, funerals etc)
2110315	Events Kit General Expenses		1,000.00		1,000.00		830.00		0.00	- Events Kit Materials \$1,000.
2110316	Consultants, Reimb & Other Exp - Other Rec&Sport-Op Exp		10,000.00		10,000.00		6,700.00		0.00	- Sporting Complex Landscape Masterplan
2110319	Marquee & Trailer Expenses, Inc Hire Exps (Inc in 3110309) - Oth									
MARQU	Marquee & Trailer Expenses, Inc Hire Exps (Inc in 3110309) - Oth Rec		2,235.00		2,235.00		1,830.00		804.74	Wages Exp \$584. Contractors \$653. Materials \$100. Lab O'heads \$803. Plant Exp Alloc \$95.
2110321	Other Rec & Sport & District Club Expenses - Op Exp - Other Rec &		0.00		0.00		0.00		114.00	
2110325	Donations & Contributions to Sporting Groups - Op Exp - Other Rec									
FOOT	Football Club Donations - Op Exp - Other Rec & Sport		0.00		0.00		0.00		1,600.00	
GOLF	Golf Club Donations - Op Exp - Other Rec & Sport		1,835.00		1,835.00		1,500.00		3,263.29	Wages Exp \$584. Golf Club grounds maintenance. Contractors \$253. Materials \$100. Lab O'heads \$803. Plant Exp Alloc \$95.
2110329	Gym Minor Assets & Equipment Maint - OpExp - Other Rec		8,000.00		8,000.00		8,000.00		4,444.16	- Orbit Fitness Audit and Service Gym Equipment \$800. Gym Equipment repairs \$2200. Access control system upgrade \$5K.
2110337	Central Wheatbelt Football League		2,500.00		2,500.00		2,500.00		2,500.00	- Central Wheatbelt Football League Subscription 2023/24 \$2,500.
2110392	Depreciation - Other Recreation		107,442.00		107,442.00		89,530.00		107,682.73 ▲	- - Dep'n - Ex Asset Register \$107,442.
2110399	Administration Allocated - Other Rec & Sport		52,159.00		52,159.00		43,460.00		42,847.24	- Allocation of 5% of Administration costs.

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		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING REVENUE										
3110300	Recreation/Sporting Complex Hire Fees	2,500.00		1,800.00		1,500.00		2,509.09		- Recreation/Sporting Complex Hire Fees As per Schedule of Fees and Charges
3110301	Sport Leases and Rentals	350.00		0.00		0.00		0.00		
3110302	Contributions & Donations Rec'd (No GST) - Op Inc	0.00		0.00		0.00		1,183.79		
3110303	Reimbursement and Other Income Rec'd (Inc GST)	0.00		9,090.00		9,090.00		12,981.17		An unbudgetted Mukinbudin Football Club 50% contribution towards new football oval scoreboard has been invoiced. <u>A Budget Amendment will be required.</u>
3110305	Annual Sporting Club Levy	8,209.00		8,209.00		8,207.00		8,209.09		- Football Club (entitled to 2 nights training under lights per week) \$2,273, Bowling Club \$2,273, Junior Cricket Club \$191, Basketball Club \$1,145, Netball Club (entitled to 2 nights training under lights per week) \$1145 and Tennis Club (Combined) \$591 and Hockey Club (entitled to 2 nights training under lights per week), \$591. (Other special functions to be charged at ordinary rates)
3110309	Marquee & Trailer Hire Income (Exp in MARQU) - Oth Rec	1,500.00		6,000.00		5,000.00		4,227.27		- Marquee Hire income \$1,500.
3110315	Events Kit Hire Income	1,000.00		1,000.00		830.00		912.73		- Events Kit Hire Income \$1,000.
3110331	Gymnasium Membership Fees	4,000.00		4,000.00		3,330.00		4,049.89		- As per Sch Fees & Charges Gym Membership fees
SUB-TOTAL OPERATING		17,559.00	480,005.00	30,099.00	475,287.00	27,957.00	399,384.00	34,073.03	434,230.29	

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	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE									
4110355 Building (Capital) - Other Recreation/Sport									
BC260 Mukinbudin Sports Complex Building Capital		0.00		0.00		0.00		41,458.38	
4110360 Infrastructure Parks & Ovals - Other Rec & Sport - Cap Exp									
IP275 Sports Complex - Infrastructure Parks & Ovals - Other Rec & Sport - Cap Exp		50,000.00		50,000.00		33,500.00		0.00	▼ - Upgrade Oval Lighting Contractors \$50,000.
4110365 Infrastructure Other - Other Rec & Sport -Cap Exp									
IO252 Sports Complex - Other Infra (Pump Track 20-22) - Other Rec & Sport - Cap Exp		0.00		0.00		0.00		1,113.42	
IO253 Mukinbudin Lions Park - Other Infrastructure - Other Rec & Sport - Cap Exp		50,000.00		50,000.00		50,000.00		0.00	▼ - BBQs & Shelters Council Funded Contractors \$50,000.
SUB-TOTAL CAPITAL	0.00	100,000.00	0.00	100,000.00	0.00	83,500.00	0.00	42,571.80	
TOTAL - OTHER RECREATION & SPORT	17,559.00	580,005.00	30,099.00	575,287.00	27,957.00	482,884.00	34,073.03	476,802.09	

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RADIO REBROADCASTING		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>										
2110400	Radio Re-Broadcasting Operations - Op Exp		2,510.00	2,510.00		2,124.00		2,793.10		- VH6GIQ, Lot 158, Vesting Order 39397. Satellite Ground Station. Aust Comms Auth - Aparatus Lic 394420 North East Road \$107. - Aust Comms Auth - Radio Lic 1385314 \$230. - Electricity \$2,016. - LGIS Property Insurance Town Tower/North East Rd Tower \$64. - ESL Category 5 \$93 - - JJJ equipment maintenance; Contractors \$1,000. - Dep'n - Ex Asset Register \$1,013. - Allocation of 0.25% of Administration costs.
2110401	Radio Re-Broadcasting Maintenance - Op Exp		1,000.00	1,000.00		1,000.00		0.00		
2110492	Depreciation - Radio Rebroadcasting		1,013.00	1,013.00		840.00		844.27		
2110499	Administration Allocated - Radio Rebroadcasting		2,608.00	2,608.00		2,170.00		428.48		
<u>OPERATING REVENUE</u>										
3110402	Reimbursements - TV/Radio	0.00		0.00		0.00		218.18		
SUB-TOTAL OPERATING		0.00	7,131.00	0.00	7,131.00	0.00	6,134.00	218.18	4,065.85	
TOTAL - RADIO REBROADCASTING		0.00	7,131.00	0.00	7,131.00	0.00	6,134.00	218.18	4,065.85	

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LIBRARIES	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2110505 Minor Asset Purchases - Library - Op Exp		4,000.00		850.00		710.00		825.45	- For Shelving - Library - Lost Books/Book Purchases \$200. - Inter library loans delivery charges for books. Postage & Freight \$1,500. - Membership Public Libraries WA \$110, Infovision Amlib software 1 user lic, support mtce \$1,600 and Regional Library Scheme-Merredin \$330. - -LGIS Property Insurance for books \$115. - Allocation of 1.5% of Administration costs.
2110506 Library - Lost Books/Book Purchases		200.00		200.00		160.00		140.00	
2110510 Library - Other Expenses		3,855.00		2,600.00		2,184.00		1,448.51	
2110599 Administration Allocated - Op Exp Libraries		15,648.00		15,648.00		13,040.00		12,854.18	
OPERATING REVENUE									
3110501 Library Other Income inc Reimb for Lost Book	100.00		100.00		80.00		53.81		- Library Reimbursements for Lost Books & Freight \$100.
SUB-TOTAL OPERATING	100.00	23,703.00	100.00	19,298.00	80.00	16,094.00	53.81	15,268.14	
TOTAL - LIBRARIES	100.00	23,703.00	100.00	19,298.00	80.00	16,094.00	53.81	15,268.14	

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HERITAGE		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
		\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING EXPENDITURE										
2110603	Historical Preservation & Information Related Expenses - Op		1,500.00		1,500.00		1,250.00		0.00	- Purchase of historical books and information \$1,500.
2110604	Pope Hills Facilities Operating & Maint Exp - Heritage									
BM255	Popes Hill Anzac Memorial & Facilities Operating & Maint Exp - Op Exp - Heritage		200.00		200.00		140.00		63.82	- Wages Exp \$34. - Contractors \$71. - Lab O'heads \$47. - Plant Exp Alloc \$48. - Wages Exp \$138.
GM255	Popes Hill Anzac Memorial Grounds Maintenance		400.00		400.00		310.00		948.50	- Contractors \$32. - Lab O'heads \$189. - Plant Exp Alloc \$41.
2110699	Administration Allocated - Heritage		2,608.00		2,608.00		2,170.00		2,142.37	- Allocation of 0.25% of Administration costs.
OPERATING REVENUE										
3110600	Sale of History Books & Historical Items - Op	1,500.00		120.00		120.00		200.00		- Sales historical books and information
SUB-TOTAL OPERATING		1,500.00	4,708.00	120.00	4,708.00	120.00	3,870.00	200.00	3,154.69	
TOTAL - HERITAGE		1,500.00	4,708.00	120.00	4,708.00	120.00	3,870.00	200.00	3,154.69	

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OTHER CULTURE	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2110730 Community Artwork & Other Cultural Operating Expenses - Other Culture									
W058 Community Artwork & Other Cultural Operating Expenses - Other Culture		5,542.00		5,542.00		5,542.00		42.04	- Contractors \$5,500 Public Art - - Insurance - Premiums \$42. - Allocation of 0.5% of Administration costs.
2110799 Administration Allocated - Other Culture		5,216.00		5,216.00		4,340.00		2,142.37	
OPERATING REVENUE									
3110701 Reimbursements & Fees - Op Inc - Other Cul	590.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING	590.00	10,758.00	0.00	10,758.00	0.00	9,882.00	0.00	2,184.41	
CAPITAL EXPENDITURE									
CAPITAL REVENUE									
SUB-TOTAL CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - OTHER CULTURE	590.00	10,758.00	0.00	10,758.00	0.00	9,882.00	0.00	2,184.41	

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SCHEDULE 12 - TRANSPORT
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PROGRAMME SUMMARY	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Roads, Streets, Bridges and Depots		2,147,918.00		2,147,918.00		1,791,938.00		1,832,114.46	Road maintenance expenses are below the YTD budget but are more than offset by increased depreciation of \$236,239 more than the YTD budget due to infrastructure revaluations.
Road Plant Purchases		0.00		0.00		0.00		0.00	
Aerodromes		23,574.00		23,574.00		19,600.00		17,708.44	
Transport Licensing		28,080.00		28,080.00		23,390.00		22,604.24	
OPERATING REVENUE									
Roads, Streets, Bridges and Depots	1,575,430.00		1,575,430.00		1,196,548.00		700,570.21		Income recognised from several grants is less than the YTD budget. Profit on sale of P369 Truck 2008 DAF Tipper MBL250 has not yet been realised.
Road Plant Purchases	27,000.00		27,000.00		27,000.00		6,636.36		
Aerodromes	0.00		0.00		0.00		0.00		
Transport Licensing	20,400.00		20,400.00		16,990.00		15,237.37		
SUB-TOTAL OPERATING	1,622,830.00	2,199,572.00	1,622,830.00	2,199,572.00	1,240,538.00	1,834,928.00	722,443.94	1,872,427.14	
CAPITAL EXPENDITURE									
Roads, Streets and Bridges		2,287,540.00		2,414,563.00		2,232,862.00		1,939,684.17	Expenditure on several infrastructure and road capital expenditure jobs is less than the YTD budget. Including Kununoppin- Mukinbudin Rd, Earl Drive and most significantly White Street. The purchase of the replacement for P369 Truck 2008 DAF Tipper MBL250 has not yet occurred.
Road Plant Purchases		503,434.00		503,434.00		503,434.00		88,502.03	
Aerodromes		0.00		0.00		0.00		0.00	
Transport Licensing		0.00		0.00		0.00		0.00	
CAPITAL REVENUE									
Roads, Streets, Bridges and Depots	189,957.00		189,957.00		189,954.00		0.00		The transfer from the Transport Infrastructure Reserve has not yet occurred. The transfer from the Plant Reserve and the Proceeds on sale of the DAF truck have not yet occurred.
Road Plant Purchases	268,000.00		318,000.00		68,000.00		15,636.36		
Aerodromes	0.00		0.00		0.00		0.00		
Transport Licensing	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL	457,957.00	2,790,974.00	507,957.00	2,917,997.00	257,954.00	2,736,296.00	15,636.36	2,028,186.20	
TOTAL - PROGRAMME SUMMARY	2,080,787.00	4,990,546.00	2,130,787.00	5,117,569.00	1,498,492.00	4,571,224.00	738,080.30	3,900,613.34	

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		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2120100	Rural Road Maintenance Op Exp									
	RM004 Wilgoyne Road (Rd Maintenance)		0.00		0.00		0.00		225.89	
	RM005 Mukinbudin North-East Road (Rd Maintenance)		0.00		0.00		0.00		383.74	
	RM006 Bonnie Rock-Lake Brown Road (Rd Maintenance)		0.00		0.00		0.00		2,978.63	
	RM007 Nungarin North Road (Rd Maintenance)		0.00		0.00		0.00		3,075.54	
	RM008 Beringbooding Road (Rd Maintenance)		0.00		0.00		0.00		9,616.37	
	RM009 Moondon Road (Rd Maintenance)		0.00		0.00		0.00		16,033.88	
	RM010 Quanta Cutting North Road (Rd Maintenance)		0.00		0.00		0.00		5,429.90	
	RM011 Graham Road (Rd Maintenance)		0.00		0.00		0.00		2,970.01	
	RM012 Carlton Road (Rd Maintenance)		0.00		0.00		0.00		375.00	
	RM013 Lake Brown South Road (Rd Maintenance)		0.00		0.00		0.00		2,015.83	
	RM014 Popes Hill South Road (Rd Maintenance)		0.00		0.00		0.00		8,917.64	
	RM015 Clamp Road (Rd Maintenance)		0.00		0.00		0.00		148.92	
	RM016 Copeland Road (Rd Maintenance)		0.00		0.00		0.00		157.50	
	RM017 Whyte Road (Rd Maintenance)		0.00		0.00		0.00		5,962.03	
	RM018 Walton Road (Rd Maintenance)		0.00		0.00		0.00		434.01	
	RM020 Dandanning Road (Rd Maintenance)		0.00		0.00		0.00		5,991.85	
	RM021 Cookinbin Road (Rd Maintenance)		0.00		0.00		0.00		1,228.26	
	RM022 McGregor Road (Rd Maintenance)		0.00		0.00		0.00		12,861.13	
	RM023 Jones East Road (Rd Maintenance)		0.00		0.00		0.00		2,325.60	
	RM024 Albert Road (Rd Maintenance)		0.00		0.00		0.00		516.56	
	RM025 Kalyanbudding West Road (Rd Maintenance)		0.00		0.00		0.00		7.30	
	RM026 Barbalin North Road (Rd Maintenance)		0.00		0.00		0.00		1,475.23	
	RM026S Seaby Road (Rd Maintenance)		0.00		0.00		0.00		1,663.06	
	RM027 Barbalin South Road (Rd Maintenance)		0.00		0.00		0.00		3,618.78	
	RM028 Barbalin-Koonkoobing Rd Maintenance Exp		0.00		0.00		0.00		542.60	
	RM029 Davis Road (Rd Maintenance)		0.00		0.00		0.00		704.02	
	RM030 Forty Six Gate Road (Rd Maintenance)		0.00		0.00		0.00		11,132.89	
	RM033 Karomin Road (Rd Maintenance)		0.00		0.00		0.00		8,766.44	
	RM034 Harold Road (Rd Maintenance)		0.00		0.00		0.00		1,834.90	
	RM036 Squire Road (Rd Maintenance)		0.00		0.00		0.00		605.57	
	RM037 Lake Road (Rd Maintenance)		0.00		0.00		0.00		516.74	
	RM038 Popes Hill North Road (Rd Maintenance)		0.00		0.00		0.00		300.00	

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		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2120100	Rural Road Maintenance Op Exp (Continued)									
	RM039 Wialki Soak Road (Rd Maintenance) Broomhall Road		0.00		0.00		0.00		2,071.88	
	RM040 Wyoming Trail (Rd Maintenance)		0.00		0.00		0.00		615.37	
	RM041 Brandis Road (Rd Maintenance)		0.00		0.00		0.00		1,377.74	
	RM042 Toole Road (Rd Maintenance)		0.00		0.00		0.00		4,863.19	
	RM047 Cunderin Road (Rd Maintenance)		0.00		0.00		0.00		227.24	
	RM049 Manuel Road (Rd Maintenance)		0.00		0.00		0.00		502.23	
	RM050 Morrison Road (Rd Maintenance)		0.00		0.00		0.00		10,113.00	
	RM052 Scotsman Road (Rd Maintenance)		0.00		0.00		0.00		450.00	
	RM054 Spencers Road (Rd Maintenance)		0.00		0.00		0.00		11,729.54	
	RM056 Doig Road (Rd Maintenance)		0.00		0.00		0.00		10,200.00	
	RM072 Sheardown Road (Rd Maintenance)		0.00		0.00		0.00		2,042.76	
	RM075 Wattoning West Road (Rd Maintenance)		0.00		0.00		0.00		616.91	
	RM076 Jones Road (Rd Maintenance)		0.00		0.00		0.00		2,155.60	
	RM078 Milne Road (Rd Maintenance)		0.00		0.00		0.00		3,117.73	
	RM079 Miguel East Road (Rd Maintenance)		0.00		0.00		0.00		450.00	
	RM080 Stockton Road (Rd Maintenance)		0.00		0.00		0.00		1,157.07	
	RM081 Dease Road (Rd Maintenance)		0.00		0.00		0.00		375.00	
	RM083 Mott Road (Rd Maintenance)		0.00		0.00		0.00		6.70	
	RM085 Angle Road (Rd Maintenance)		0.00		0.00		0.00		300.00	
	RM087 Aitken Road (Rd Maintenance)		0.00		0.00		0.00		311.52	
	RM088 Koonkoobing Road (Rd Maintenance)		0.00		0.00		0.00		603.83	
	RM089 Andrews Road East (Rd Maintenance)		0.00		0.00		0.00		2,030.73	
	RM093 Quanta Cutting-Weira Road (Rd Maintenance)		0.00		0.00		0.00		2,765.23	
	RM095 Copeland South Road (Rd Maintenance)		0.00		0.00		0.00		502.23	
	RM096 Forest Avenue (Rd Maintenance)		0.00		0.00		0.00		471.13	
	RM097 Borlase Road (Rd Maintenance)		0.00		0.00		0.00		469.20	
	RM099 Nicol Road (Rd Maintenance)		0.00		0.00		0.00		3,079.20	
	RM103 Fagan Road (Rd Maintenance)		0.00		0.00		0.00		5.76	
	RM106 Dead Horse Hill Road (Rd Maintenance)		0.00		0.00		0.00		438.02	
	RM107 Koorda-Bullfinch Rd (M40) (Rd Maintenance)		0.00		0.00		0.00		17,946.26	
	RM108 Kununoppin-Mukinbudin Road (Rd Maintenance)		0.00		0.00		0.00		14,869.96	
	RM109 Mukinbudin-Bonnie Rock Road (Rd Maintenance)		0.00		0.00		0.00		3,410.80	
	RM110 Mukinbudin-Wialki Road (Rd Maintenance)		0.00		0.00		0.00		2,075.36	
	RM111 Driscoll Road (Rd Maintenance)		0.00		0.00		0.00		450.00	
	RM998 Road Maintenance - General Rural Exp (Non road specific costs only)		550,776.00		550,776.00		458,960.00		26,119.88	- Includes dead tree removal & \$20K for gravel pit restoration. Important: Only book costs to this job that cannot be booked to a specific road. Wages \$95,463. Contractors \$204,568. Materials \$22,000. Water \$2,000. O'heads \$131,705. Plant \$95,040.
	TCM001 Traffic Counter Management		3,670.00		3,670.00		3,030.00		445.41	- Wages Exp \$1,238. - Contractors \$293. - Materials \$200. - Lab O'heads \$1,701. - Plant Exp Alloc \$238.
	Subtotal Rural Road Maintenance		554,446.00		554,446.00		461,990.00		241,182.30	

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		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2120101	Townsite Road Maintenance Op Exp									
	RM057 Maddock Street (Rd Maintenance)		0.00		0.00		0.00		3,366.92	
	RM058 Calder Street (Rd Maintenance)		0.00		0.00		0.00		1,345.32	
	RM059 Cruickshank Road (Rd Maintenance)		0.00		0.00		0.00		7,163.46	
	RM060 Lansdell Street (Rd Maintenance)		0.00		0.00		0.00		1,593.82	
	RM061 Shadbolt St		0.00		0.00		0.00		7,749.33	
	RM062 White Street (Rd Maintenance)		0.00		0.00		0.00		2,398.76	
	RM063 Ferguson Street (Rd Maintenance)		0.00		0.00		0.00		2,936.91	
	RM064 Conway Street (Rd Maintenance)		0.00		0.00		0.00		600.00	
	RM066 Lukin Street (Rd Maintenance)		0.00		0.00		0.00		1,380.62	
	RM067 Memorial Avenue (Rd Maintenance)		0.00		0.00		0.00		200.00	
	RM068 Strugnell Street (Rd Maintenance)		0.00		0.00		0.00		255.31	
	RM105 Earl Drive (Rd Maintenance)		0.00		0.00		0.00		2,484.12	
	RM122 Bent Street (Rd Maintenance)		0.00		0.00		0.00		262.88	
	RM999 Road Maintenance - General Townsite Exp (Non road specific costs only)		34,209.00		34,209.00		28,490.00		16,571.74	Road Maintenance - General Townsite Exp (Non road specific costs only). Only book costs to this job that can not be booked to a specific road; Wages Exp \$2,922. Contractors \$17,211. Materials \$1,500. Lab O'heads \$4,017. Plant Exp Alloc \$8,559.
	<u>Subtotal Townsite Road Maintenance</u>		<u>34,209.00</u>		<u>34,209.00</u>		<u>28,490.00</u>		<u>48,309.19</u>	
2120102	Flood Damage Maintenance									
	FD005 Flood Damage - Mukinbudin North-East Road		0.00		0.00		0.00		3,853.80	
	<u>Subtotal Flood Damage Maintenance</u>		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>		<u>3,853.80</u>	
2120103	Roads/Street Cleaning									
	SWEEP Roads/Street Cleaning - Op Exp		2,599.00		2,599.00		2,130.00		60.92	Wages Exp 2 sweeps per year. \$138. Contractors \$1,677. Materials \$500. Lab O'heads \$189. Plant Exp Alloc \$95.
2120104	Street Trees & Watering									
	TREES Street Trees & Watering - Op Exp		12,092.00		12,092.00		12,082.00		7,023.90	Wages Exp \$3,507. Contractors \$2,624. Materials \$300. Water \$100. Lab O'heads \$4,821. Plant Exp Alloc \$740.
2120105	Street Trees Pruning & Tree Lopping									
	PRUNE Street Trees Pruning & Tree Lopping - Op Exp		4,669.00		4,669.00		4,086.00		0.00	Wages Exp \$1,272. Contractors \$1,267. Lab O'heads \$1,749. Plant Exp Alloc \$381.
2120106	Traffic Signs/Equipment (Safety)									
	SIGNS Traffic Signs/Equipment (Safety)		41,095.00		41,095.00		34,220.00		11,897.50	Important; Only book signs to this job that can not be booked to a specific roads. Wages Exp \$3,507. Contractors for the delivery of signs, poles and general signage \$12,529. Purchase cost of signs, poles and general signage \$20,000. Lab O'heads \$4,821. Plant Exp Alloc \$238.
2120107	Footpath Maintenance									
	FPM01 Footpath Maintenance		1,835.00		1,835.00		1,510.00		141.82	Wages Exp \$481. Contractors \$301. Materials \$200. Lab O'heads \$662. Plant Exp Alloc \$191.
2120108	Street Lighting - Operating Expenses - Sts, Rds & Bridges		20,425.00		20,425.00		17,020.00		15,801.09	- Synergy (Western Power) Street Lighting costs throughout the Shire 7.6% increase from 2022/23 to 2023/24 plus no new lights. \$20,425.
2120111	General Verge Maintenance & Cleaning - Op Exp - Sts Rds & Bridg									
	VERGE General Verge Maintenance & Cleaning - Op Exp - Sts Rds & Bridg		48,539.00		48,539.00		40,430.00		58,530.20	Wages Exp \$14,887. Contractors \$10,674. Materials \$50. Lab O'heads \$20,464. Plant Exp \$2,464.
2120112	Townscape Maintenance & Operating Exps - Op Exp - Sts Rds & Bridges									
	TSCAPE Townscape Maintenance and Operating Exps - Op Exp - Sts Rds & Bridges		2,834.00		2,834.00		2,340.00		21,434.77	Wages Exp \$584. Main Street Landscape Masterplan. Lab O'heads \$803. Plant Exp Alloc \$373.
2120192	Depreciation - Roads, Bridges & Depots		1,425,175.00		1,425,175.00		1,187,640.00		1,423,878.97	- Dep'n - Ex Asset Register \$1,425,175.

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		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING REVENUE										
3120100	Regional Road Group Grants RRG (MRWA) (Inc GST) C	421,077.00		421,077.00		277,908.00		351,626.00		- Wheatbelt Regional Road Group Grant (Gross up for GST when claiming). \$368,224 for Job RR108 Kununoppin – Mukinbudin Road Renewal. Reconstruction 4.0kms from East starting from the Western Mukinbudin Boundary. (Stage 4 of 4).
9304129	Regional Road Group (RRG) Unspent Grants - Current Liability - In addition to the income shown in the above account we have received/invoiced an additional \$0.00 making the total received/invoiced \$351,626.00.									
3120101	Direct Road Grant (MRWA)	165,638.00		165,638.00		165,638.00		165,638.00		- MRWA Direct Road Grant 2023/24
3120102	Roads to Recovery Grant (exc GST) - Op Inc	302,647.00		302,647.00		226,983.00		82,000.00		- 2023/24 allocation \$338,937 + Underspend from 22/23 \$40,804. Allocated to Jobs; RR054 Spencers Road - Cap Exp \$50K. RR052 Scotsman Road Renewal - Cap Exp \$64,741. RR105 Earl Drive - Capital Exp \$70K. RR062 White Street Renewal - Capital Exp \$195K."
3120104	Wheatbelt Secondary Freight Net Grant (MRWA) (Inc GST)	284,106.00		284,106.00		236,750.00		32,243.99		- Wheatbelt Secondary Freight Network Funding for; Nungarin North Road \$105,093, Gregory Road South \$147,746 & Koorda -Bullfinch Road West of Town \$31,267
3120112	LRCIP Grants (No GST) (P1 in 20-21)(P3 in 21- 23)- Op	185,219.00		185,219.00		144,053.00		31,487.22		- LRCIP Phase 3 Funding to Upgrade of the Shadbolt street of town to provide more accessible parking, improve the visual aspect and traffic calming. Exp in Job IO125.
3120114	LRCI Phase 4 Road Grant (No GST) (P4 2023-2025)- Op	216,743.00		216,743.00		145,216.00		0.00		- LRCI Phase 4 Funding for; Morrison Road \$120,000, Doig Road \$60,000 & Kuser Road \$50,000
3120117	Footpaths Grants Rec'd Ex GST - Op Inc - Sts Rds & Br	0.00		0.00		0.00		37,575.00		
SUB-TOTAL OPERATING		1,575,430.00	2,147,918.00	1,575,430.00	2,147,918.00	1,196,548.00	1,791,938.00	700,570.21	1,832,114.46	

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CAPITAL EXPENDITURE										
4120140	Townscape Infrastructure Other - Cap Exp - Rds									
	IO125 Townscape Infrastructure Other (Townsite) LRCI 22/24 - Cap Exp - Rds		185,219.00		185,219.00		185,210.00		70,001.12	- Street Master Plan Main Street improvements, Street Trees etc LRCI Phase 3 funding via Acct3120112. Note the is also additional unfunded expenditure. Wages Exp \$10,211. - Contractors \$157,807. - Materials \$2,500. - Lab O'heads \$14,036. - Plant Exp Alloc \$665.
4120145	Townscape Infrastructure Other Works In Progress - Cap Exp - Rds									
4120164	Roads Works in Progress - Sts Roads & Bridges - Cap Exp									
	RWIP007 Nungarin North Road (WSFN 2023-2024) WIP - Cap Exp		112,600.00		112,600.00		93,830.00		48,700.27	- Contractors \$112,600. Design and permissions. \$105,093 Wheatbelt Secondary Freight Network funded via acct 3120104 the remainder council and non specific road funds.
	RWIP022 McGregor Road (South WSFN 2023-2024) WIP - Capital Exp		158,300.00		158,300.00		131,910.00		35,943.50	- Contractors \$158,300. Design and permissions. \$147,746 Wheatbelt Secondary Freight Network funded via acct 3120104 the remainder council and non specific road funds.
	RWIP107 Koorda-Bullfinch Road WIP (West of Town Section WSFN2023-24) - Cap Exp		33,500.00		33,500.00		27,910.00		15,587.25	- Contractors \$33,500. Design and permissions. \$31,267 Wheatbelt Secondary Freight Network funded via acct 3120104 the remainder council and non specific road funds.
4120166	Roads Renewal Works - Capital Exp									
	RR009 Moondon Road Renewal - Cap Exp		0.00		0.00		0.00		0.00	
	RR016 Copeland Road - Cap Exp		0.00		0.00		0.00		323.24	
	RR018 Walton Road Renewal - Cap Exp		0.00		0.00		0.00		1,555.77	

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CAPITAL EXPENDITURE (Continued)										
4120166	Roads Renewal Works - Capital Exp (continued)									- SLK 3.26 to SLK5.5, a total of 2.24 km. Gravel sheet & improve drainage. Funded from council and or non specific road funding. Wages Exp \$10,211.
RR029	Davis Road Renewal - Cap Exp		57,188.00		57,188.00		18,869.00		0.00	-- Contractors \$11,014. -- Materials \$5,500. -- Lab O'heads \$14,036. -- Plant Exp Alloc \$16,427.
RR042	Toole Road Renewal - Cap Exp		71,399.00		71,399.00		23,559.00		81,534.56	- At various locations, a total of 3.0 km. Gravel sheet & improve drainage. Funded from council and or non specific road funding. Wages Exp \$13,133. -- Contractors \$9,572. -- Materials \$6,000. -- Lab O'heads \$18,053. -- Plant Exp Alloc \$24,641.
RR050	Morrison Rd Renewal - Cap Exp		114,377.00		172,300.00		172,300.00		172,222.50	- SLK 7.3 to SLK 12.1, a total of 4.8 km. Gravel sheet, improve drainage inc replace culvert at SLK9.67. Funding from LRCI Phase 4, income in acct 3120114. Wages Exp \$20,422. -- Contractors \$28,028. -- Materials \$5,000. -- Lab O'heads \$28,072. -- Plant Exp Alloc \$32,855.
RR052	Scotsman Road Renewal - Cap Exp		81,292.00		81,292.00		81,286.00		60,916.42	- SLK 0.81 to SLK4.2, a total of 3.39 km. Gravel sheet & improve drainage. \$64,741 RTR funded from acct 3120102. Remainder council and or non specific road funding. Wages Exp \$13,443. -- Contractors \$11,623. -- Materials \$9,000. -- Lab O'heads \$18,479. -- Plant Exp Alloc \$28,747.
RR054	Spencers Rd Renewal - Cap Exp		71,399.00		71,399.00		71,392.00		66,994.07	- Various section a total of 3.0 km. Gravel sheeting to cover exposed rock. \$50K RTR funded from acct 3120102. Remainder council and or non specific road funding. Wages Exp \$13,133. -- Contractors \$9,572. -- Materials \$6,000. -- Lab O'heads \$18,053. -- Plant Exp Alloc \$24,641.
RR055	Kuser Rd Renewal - Cap Exp		57,188.00		57,188.00		57,180.00		37,578.32	- Various section a total of 3.0 km. Gravel sheeting to cover exposed rock. Funding from LRCI Phase 4, income in acct 3120114. Wages Exp \$10,211. -- Contractors \$10,514. -- Materials \$6,000. -- Lab O'heads \$14,036. -- Plant Exp Alloc \$16,427.

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CAPITAL EXPENDITURE (Continued)										
4120166	Roads Renewal Works - Capital Exp (continued)									- SLK 0.0 to SLK 1.4, a total of 1.4 km. Gravel sheet & improve drainage. Funding from LRCI Phase 4, income in acct 3120114. Wages Exp \$8,767.
RR056	Doig Road Renewal - Cap Exp		47,639.00		47,639.00		47,633.00		45,185.61	-- Contractors \$11,964. -- Materials \$5,000. -- Lab O'heads \$12,051. -- Plant Exp Alloc \$9,857. - From Calder to Cruickshank St SLK0.00 to 0.23 a total of 0.23km, Full reconstruction, undersurface drainage,kerbing.. R2R \$195K funded from acct 3120102.Wages Exp \$7,014.
RR062	White Street Renewal - Capital Exp		228,107.00		228,107.00		228,088.00		165,453.39	-- Contractors \$195,489. -- Materials \$2,000. -- Lab O'heads \$9,641. -- Plant Exp Alloc \$13,963.
RR063	Ferguson Street Renewal - Capital Exp		0.00		0.00		0.00		55,355.87	
RR067	Memorial Avenue Renewal - Cap Exp		0.00		0.00		0.00		1,062.50	
RR072	Sheardown Road Renewal - Cap Exp		36,199.00		36,199.00		11,944.00		36,769.94	- SLK 07.05 to SLK8.5, a total of 1.45 km. Gravel sheet & improve drainage. Funded from council and or non specific road funding. Wages Exp \$6,567. -- Contractors \$5,285. -- Materials \$3,000. -- Lab O'heads \$9,027. -- Plant Exp Alloc \$12,320.
RR105	Earl Drive Renewal - Cap Exp - Sts Rds & Bridges		94,143.00		94,143.00		94,136.00		1,709.20	- Between Mallee Drive and Williams Rd., SLK 0.26 to SLK 0.7, a total of 0.44 km. Reconstruction, widening and improve drainage, Two Coat seal 14/7mm. \$70K RTR funded from acct 3120102. Remainder council and or non specific road funding.. Wages Exp \$3,232. -- Contractors \$73,720. -- Materials \$7,000. -- Lab O'heads \$4,442. -- Plant Exp Alloc \$5,749.
RRS107	Koorda Bullfinch Road Shadbolt St Section - Cap Exp		0.00		0.00		0.00		103,448.02	
RR108	Kununoppin-Mukinbudin Road Renewal (RRG Funded 20-23)- Cap Exp		645,000.00		645,000.00		644,995.00		641,927.94	- Upgrade from Type 5 to Type 6, Full reconstruction10m carriageway and 8m seal. Two coat (14/7mm) cutback biumen seal. Remove spoil, reshape table drains. SLK from 0.0 to3.74. Funding RRG \$421,077 in Acct 3120100, the remainder council funds. Wages Exp \$43,800. - Contractors \$442,954. - Materials \$60,000. - Lab O'heads \$60,209. - Plant Exp Alloc \$38,037.
RR9999	Unallocated Road Capital Expense - Budget Only		60,000.00		60,000.00		40,200.00		0.00	- Contractors \$60,000. Unallocated Council Funded road expenses
	<u>Subtotal All Road Capital Expenditure</u>		<u>1,563,931.00</u>		<u>1,621,854.00</u>		<u>1,491,582.00</u>		<u>1,472,037.35</u>	

SHIRE OF MUKINBUDIN
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STREETS, ROADS & BRIDGES		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE (Continued)										
4120170	Footpaths Capital Expenditure - Sts Rds & Bridges									
FPC057	Maddock Street Footpath Construction - Cap Exp - Sts Rds & Bridges		35,000.00		35,000.00		35,000.00		44,789.07	- Footpath construction by Contractors at on the South Side Conway St to Greenslade St. \$35,000 Funding from LRCIP P1 in Acct 3120117.
FPC058	Calder Street Footpath Construction - Cap Exp - Sts Rds & Bridges		40,000.00		40,000.00		40,000.00		3,032.56	- Footpath construction by Contractors on the South side from Lukin St to Memorial Ave. \$40,000.
FPC059	White Street Footpath Construction - Cap Exp - Sts Rds & Bridges		27,000.00		57,000.00		57,000.00		59,012.41	- Footpath construction by Contractors on the East side from Maddock St to Calder St. \$27,000.
FPC060	Lansdell St Footpath Construction - Cap Exp - Sts Rds & Bridges		61,000.00		61,000.00		61,000.00		62,465.01	- Footpath construction by Contractors. South Side Lukin St to Memorial Ave \$61,000.
FPC063	Ferguson Street Footpath Construction - Cap Exp - Sts Rds & Bridges		0.00		0.00		0.00		11,087.00	
FPC064	Conway Street Footpath Construction - Cap Exp - Sts Rds & Bridges		23,000.00		51,300.00		51,300.00		54,924.14	- Footpath construction by Contractors. On the East Side from Calder St to Maddock St. \$23,000.
FPC066	Lukin Footpath Construction - Cap Exp - Sts Rds & Bridges		44,000.00		54,800.00		54,800.00		54,794.74	- Footpath construction by Contractors. On the East Side from Calder St to Cruickshank Rd. \$44,000.
4120171	Roads (Capital) - Flood Damage									
4120175	Transfers To Transport Infrastructure Reserve - Cap Exp - Sts, Rds & Br		3,990.00		3,990.00		3,320.00		7,309.75	- Transfers to Reserves From Muni Interest \$3,990. Allocation for future footpath works \$0.
CAPITAL REVENUE										
5120151	Transfers From Transport Infrastructure Reserve - Cap Ex	189,957.00		189,957.00		189,954.00		0.00		- Transfer from Roadworks Reserve For Own Source Funded Road works in 23/24
SUB-TOTAL CAPITAL		189,957.00	2,287,540.00	189,957.00	2,414,563.00	189,954.00	2,232,862.00	0.00	1,939,684.17	
TOTAL - STREETS, ROADS & BRIDGES		1,765,387.00	4,435,458.00	1,765,387.00	4,562,481.00	1,386,502.00	4,024,800.00	700,570.21	3,771,798.63	

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ROAD PLANT PURCHASES		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
3120290	Profit on Disposal of Assets - Op Inc - Road	27,000.00		27,000.00		27,000.00		6,636.36		▲ - Profit on sale of P369 Truck 2008 DAF Tipper MBL250. P291 2015 Ford Ranger \$4000
CAPITAL EXPENDITURE										
4120250	Plant & Equipment (Capital) - Road Plant Purchases		398,204.00		398,204.00		398,204.00		78,962.90	▼ - Replacement for P369 Truck 2008 DAF Tipper MBL250 (New Plant number P36923) \$319,240 & 2x Ford Rangerd 2.0 ltr Sit Diesel 6 Speed Auto at \$39,482 each, 1 additional (P59123) & 1 for replacement for P291 - 2015 Ford Ranger (New Plant number P29123).).
4120275	Transfer to Plant Reserve - Cap Exp - Rd Plant Purchases		105,230.00		105,230.00		105,230.00		9,539.13	▼ - Transfers to Reserves From Muni Interest \$5,230. Allocation for future plant purchases \$100,000
CAPITAL REVENUE										
5120250	Proceeds on Disposal of Assets - Cap Inc - P	68,000.00		68,000.00		68,000.00		15,636.36		▲ - Proceeds on sale of P369 Truck 2008 DAF Tipper MBL250 \$55K & Proceeds from the sale of P291- 2015 Ford Ranger \$13K.
5120252	Transfers From Plant Reserve-Cap Inc-Road Plant Purchases	200,000.00		250,000.00		0.00		0.00		- Transfers from Reserves to Muni for road plant purchases \$200,000.
SUB-TOTAL CAPITAL		268,000.00	503,434.00	318,000.00	503,434.00	68,000.00	503,434.00	15,636.36	88,502.03	
TOTAL - ROAD PLANT PURCHASES		295,000.00	503,434.00	345,000.00	503,434.00	95,000.00	503,434.00	22,272.72	88,502.03	

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AERODROMES	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2120300 Airstrip & Grounds Maintenance/Operations									- Wages Exp \$1,444. - Contractors \$928. - Materials \$500. - Insurance - Premiums \$10. - Lab O'heads \$1,985. - Plant Exp Alloc \$1,712. - Dep'n - Ex Asset Register \$14,387. - Allocation of 0.25% of Administration costs.
W060 Airstrip & Grounds Maintenance/Operations		6,579.00		6,579.00		5,450.00		5,356.88	
2120492 Depreciation - Aerodromes		14,387.00		14,387.00		11,980.00		10,209.19	
2120499 Administration Allocated - Aerodromes		2,608.00		2,608.00		2,170.00		2,142.37	
SUB-TOTAL OPERATING	0.00	23,574.00	0.00	23,574.00	0.00	19,600.00	0.00	17,708.44	
CAPITAL EXPENDITURE									
4120460 Infrastructure Other (Capital) - Aerodromes									
SUB-TOTAL CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - AERODROMES	0.00	23,574.00	0.00	23,574.00	0.00	19,600.00	0.00	17,708.44	

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TRANSPORT LICENCING	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
2120500 Training and Accommodation - Licensing		2,000.00		2,000.00		1,660.00		1,180.62	- Training And Accommodation - Licensing - Allocation of 2.5% of Administration costs.
2120599 Administration Allocated - Transport Licensing		26,080.00		26,080.00		21,730.00		21,423.62	
<u>OPERATING REVENUE</u>									
3120500 Sale of Shire Plates	400.00		400.00		330.00		181.80		- Sale Of Shire Plates - DPI Licensing Commissions - Reimbursements - Licensing
3120501 Commissions - Licensing	18,000.00		18,000.00		15,000.00		13,561.71		
3120502 Reimbursements - Licensing	2,000.00		2,000.00		1,660.00		1,493.86		
SUB-TOTAL OPERATING	20,400.00	28,080.00	20,400.00	28,080.00	16,990.00	23,390.00	15,237.37	22,604.24	
<u>CAPITAL EXPENDITURE</u>									
<u>CAPITAL REVENUE</u>									
SUB-TOTAL CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - TRANSPORT LICENCING	20,400.00	28,080.00	20,400.00	28,080.00	16,990.00	23,390.00	15,237.37	22,604.24	

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PROGRAMME SUMMARY	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
Rural Services		22,879.00		22,879.00		18,594.00		29,784.85	Expenditure on Noxious Weed and Vermin Control has exceeded the YTD budget. Several tourism activities are less than the YTD budget .
Tourism and Area Promotion		372,404.00		348,368.00		293,957.00		276,862.72	
Building Control		14,216.00		9,216.00		7,670.00		5,073.01	
Economic Development		6,626.00		6,626.00		5,541.00		7,181.97	
Other Economic Services		81,731.00		81,731.00		68,743.00		68,292.26	
<u>OPERATING REVENUE</u>									
Tourism and Area Promotion	361,360.00		361,360.00		305,808.00		256,191.74		LRCIP funding for Caravan Park Infrastructure (\$4,046) and Beringbooding Rock & Campground (\$24,114) Income is yet to be recognised. Caravan park income is below the YTD budget.
Building Control	4,000.00		4,000.00		3,320.00		2,980.78		
Economic Development	0.00		0.00		0.00		7,063.56		
Other Economic Services	400,918.00		426,068.00		421,720.00		47,360.41		
SUB-TOTAL OPERATING	766,278.00	497,856.00	791,428.00	468,820.00	730,848.00	394,505.00	313,596.49	387,194.81	
<u>CAPITAL EXPENDITURE</u>									
Tourism and Area Promotion		48,396.00		48,396.00		48,382.00		140,201.05	Expenditure on Beringbooding Rock & Campground and installation of additional solar lights from Cruichshank Road to existing Caravan Park bollard lights is less than the YTD budget. Expenditure relating to the Community Hub & the purchase of land for the Community Water Supply Tanks has not been recognised.
Other Economic Services		556,122.00		586,872.00		454,140.00		65,403.27	
SUB-TOTAL CAPITAL	0.00	604,518.00	0.00	635,268.00	0.00	502,522.00	155,000.00	205,604.32	
TOTAL - PROGRAMME SUMMARY	766,278.00	1,102,374.00	791,428.00	1,104,088.00	730,848.00	897,027.00	468,596.49	592,799.13	

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RURAL SERVICES	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2130100									
	Noxious Weed Control								
	WEEDS Noxious Weed Control - Op Exp	15,935.00	15,935.00	15,924.00	18,458.41				- Wages Exp \$5,845. - Contractors \$1,414. - Materials \$200. - Lab O'heads \$8,034. - Plant Exp Alloc \$442. - Control of birds and other animals - Donation to Wheatbelt Ag Care - Allocation of 0.25% of Administration costs.
2130102	Vermin Control	3,836.00	3,836.00	0.00	8,684.07				
2130103	Rural Counselling Service Exp & Donat' - Op Exp - Rural Ser	500.00	500.00	500.00	500.00				
2130199	Administration Allocated - Rural Services	2,608.00	2,608.00	2,170.00	2,142.37				
OPERATING REVENUE									
SUB-TOTAL OPERATING									
		0.00	22,879.00	0.00	22,879.00	0.00	18,594.00	0.00	29,784.85
CAPITAL EXPENDITURE									
CAPITAL REVENUE									
SUB-TOTAL CAPITAL									
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - RURAL SERVICES									
		0.00	22,879.00	0.00	22,879.00	0.00	18,594.00	0.00	29,784.85

SHIRE OF MUKINBUDIN
SCHEDULE 13 - ECONOMIC SERVICES
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TOURISM & AREA PROMOTION		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2130204	Caravan Park General Maintenance/Operations									
	BO370 Caravan Park General Operation Expenses		75,558.00		60,000.00		50,308.00		40,122.09	- Wages Exp (Additional Cleaners) \$23,344. - Annual Testing and Certification of Dump point \$250. Rubbish Bins x 6 @ \$121 \$726. Recycling Bins x 6 @ \$122 \$732. Breakdowns and other expenses \$938. Total Contractors \$2,646. - Materials, replacement building fittings and equipment \$12,000. - Telephone Office 9047 1103 & Mgr Mobile 0429 471 103 Telstra \$1,050. MS & EOA Lic \$146, Aussie BB & Managed support \$2,645. and other communication expenses \$500. Total Comms, Telephone & Data Exp \$4,145. - Electricity \$21,833. - Utilites Water & Trade Waste charges \$4,549. - Insurance - Premiums \$1,829. - Lab O'heads (Additional Cleaners) \$4,319. - Wages Exp \$4,607. - Breakdowns and other expenses \$8,160. \$2,300 for Storeroom upgrade. Total Contractors \$10,460.
	BM370 Caravan Park General Facilities - Building Maintenance		26,770.00		16,000.00		13,310.00		10,507.76	- Materials. Replacement building fittings and equipment \$5,000. - Lab O'heads \$6,333. - Plant Exp Alloc \$370. - Wages Exp \$4,848.
	GM370 Caravan Park General Facilities - Grounds Maintenance		15,687.00		15,687.00		13,050.00		9,543.57	- General grounds maintenance expenses \$1,600. (Deleted - \$4,200 for Solar Lights.) Total Contractors \$1,600. - Materials, replacement building fittings and equipment \$2,000. - Lab O'heads \$6,664. - Plant Exp Alloc \$575.
2130206	Barrack Cabins Building Operations									
	BO315 Barrack Cabins Building Operations		350.00		350.00		344.00		344.92	- Contractors \$5. - Insurance - Premiums \$345.
2130207	Barrack Cabins Building Maintenance									
	BM315 Barrack Cabins Building Maintenance		918.00		918.00		740.00		762.22	- Wages Exp \$172. - Contractors \$310. - Materials \$200. - Lab O'heads \$236.

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		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2130210	Park Units (Self Contained) Building Operations									
	BO320 Park Units (Self Contained) Building Operations		650.00	650.00		606.00		1,116.82		- Wages Exp \$34. - Contractors \$62. - Insurance - \$507. - Lab O'heads \$47.
2130211	Park Units (Self Contained) Building Maintenance									
	BM320 Park Units (Self Contained) Building Maintenance		2,836.00	2,836.00		2,524.00		2,034.54		- Wages Exp \$722. - Contractors \$839 - Materials \$250. - Lab O'heads \$992. - Plant Exp Alloc \$33.
2130218	Caravan Park Houses Maint and Operating Exp									
	BO322 Caravan Park House "Wattoning" 22 Earl Drive Operating Exp - Tour & Area Prom		900.00	900.00		798.00		978.22		- Contractors \$79. - Gas \$360. - Insurance - Premiums \$368. - Statutory Fees and Taxes \$93. - Wages Exp \$344. - Contractors \$968.
	BM322 Caravan Park House "Wattoning" 22 Earl Drive Building Maintenance Exp - Tour & Area Prom		1,918.00	9,000.00		7,490.00		8,159.02		- Materials \$100. - Lab O'heads \$473. - Plant Exp Alloc \$33.
	GM322 Caravan Park House "Wattoning" 22 Earl Drive Grounds Maintenance Exp - Tour & Area Prom		0.00	0.00		0.00		53.64		
	BM325 20 Earl Drive - Beringbooding Short Stay - Building Maintenance		0.00	0.00		0.00		951.24		
	BO325 20 Earl Drive - Beringbooding Short Stay -- Operations Exp		1,050.00	1,050.00		956.00		685.64		- Rubbish Bins x 1 \$128, Recycling Bins x 1 \$122. Total Other Contractors \$141. - Insurance - Premiums \$566. - ESL Category 5 \$93
2130228	Short Stay Housing Expenses - Tour & Area Promotion		17,990.00	17,990.00		14,990.00		14,438.34		- Short Stay, 20 Earl Drive & 25 Cruickshank St Houses cost recovered
2130212	Interest on Loan 127 Caravan Park Wattoning Villa House - 22 Earl Drive		2,231.00	2,231.00		1,887.00		1,896.09		- Interest on Loan 127: Payment 6 - 10/09/2023 \$786.61 Payment 7 - 10/03/2024 \$757.96 - WATC Loan 127 Guarantee Fee. To 31/12/2023 \$351.52 and to 30/6/2024 \$334.6
2130214	Caravan Park Salaries		95,971.00	95,971.00		79,970.00		75,777.57		- Caravan Park Staff Salaries \$95,971.
2130215	Caravan Park Superannuation		11,100.00	11,100.00		9,250.00		10,083.75		- Caravan Park Manager Superannuation Super Guarantee 9.5% and council contribution.
2130216	Caravan Park Manager Allowances		5,558.00	5,558.00		4,630.00		4,400.00		- Includes Caravan Park staff Service Allowance \$358. Caravan Park staff MBL Allowance\$. Caravan Park staff Accomodation Allowance \$5,200
2130220	Caravan Park Workers Compensation		3,011.00	3,011.00		2,500.00		3,385.22		- Caravan Park Manager Workers Comp Ins
2130230	Minor Assets Purchases Caravan Park-Furniture,Linen,Utensils etc		11,000.00	11,000.00		9,160.00		12,881.80		- General Minor assets, tools, mobile phones & portable devices, equipment, furniture, linen etc \$8K. Defibrilator \$3K.
2130293	Caravan Park Motor Vehicle Expenses Allocated		2,171.00	2,171.00		1,800.00		3,088.88		- Caravan Park Plant and Motor Vehicle Expenses Alloc from Plant Mtce Budget \$2,171.
	Subtotal Caravan Park Operations		275,669.00	256,423.00		214,313.00		201,211.33		

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TOURISM & AREA PROMOTION		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2130209	Tourist Information Bay/Hut Expenditure									
W075	Tourist Information Bay/Hut Maintenance/Operations		7,341.00	7,341.00		6,090.00		4,028.94		- Wages Exp \$2,647. - Contractors \$860. - Materials \$100. - Lab O'heads \$3,639. - Plant Exp Alloc \$95.
2130219	Wheatbelt Way - Op Exp									
W079	Wheatbelt Way Annual Budget General Exp (Book costs at specific location to the location) - Op Exp		9,340.00	4,550.00		3,790.00		300.29		- Wages Exp \$2,475. - Materials Includes 6 firepots at \$1,280 each. \$2,000. - Lab O'heads \$3,403.
W080	WW - Weira Maintenance/Operations		0.00	0.00		0.00		613.78		
W081	WW - Wattoning Historical Site Maintenance/Operations Exps - Tour & Area Prom		50.00	50.00		44.00		13.86		- Contractors \$36. - Insurance - Premiums \$14.
	<u>Subtotal Wheatbelt Way - Op Exp</u>		<u>9,390.00</u>	<u>4,600.00</u>		<u>3,834.00</u>		<u>927.93</u>		
2130202	Tourism & Area Promotion & Caravan Park Other Exp- Op Exp - T		14,433.00	14,433.00		14,430.00		9,819.67		- Upgrade of Tourist Signage Inc \$4,880 Carry Over. - Caravaning Australia Advert Winter \$350 and other & Subscriptions, Publications, Legislation Totaling \$500. - NEWTRAVEL- Membership \$2K, Wheatbelt Way Marketing \$500 Regional Marketing, Joint Initiatives \$1,500 & Podcast \$833. Australia's Golden Outback Subscription \$2,500, Other Wheatbelt way and regional marketing \$1,600 Advertising \$8,933.
2130203	Entry Statement Maintenance									
2130225	Tourist Signage - Op Exp - Tourism & Area Promotion		2,630.00	2,630.00		2,190.00		0.00		- Signage for Rock in conjunction with Shire of Westonia & NEWTravel
2130217	New Travel Annual Contribution		3,900.00	3,900.00		3,900.00		2,000.00		- NEWTRAVEL- Tourism Officer Contribution \$3.9K.
2130290	Less Caravan Park Accommodation Costs Recovered		0.00	0.00		0.00		(1,086.36)		
2130292	Depreciation - Tourism & Area Promotion		27,745.00	27,745.00		23,120.00		34,252.87		▲ - Dep'n - Ex Asset Register \$27,745.
2130299	Administration Allocated - Tourism & Area Promo		31,296.00	31,296.00		26,080.00		25,708.34		- Allocation of 3% of Administration costs.

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TOURISM & AREA PROMOTION		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING REVENUE										
3130200	Caravan Park Fees - Op Inc - Tourism & Area Prom	65,000.00		65,000.00		54,160.00		40,821.98		▲ - Total Fees & Charges - Rental/Lease/Hire Income \$65,000 Fees for Caravan Bays \$61,802.
3130201	Caravan Park Coin Op Wash Mach Income	2,000.00		2,000.00		1,660.00		1,159.09		- Income from use of washing machines and dryers in Laundry
3130202	Barracks Cabins Fees - Op Inc - Tourism & Area P	45,000.00		45,000.00		37,500.00		30,698.40		- Fees for Caravan Park Cabins
3130203	Park Unit (Self Contained) Fees - Op Inc - Tourisn	90,000.00		90,000.00		75,000.00		74,799.15		- Fees for Self Contained Park units
3130204	Short Stay House Rental Income - Tour & Area Pro	90,000.00		90,000.00		75,000.00		39,234.30		▲ - Short Stay, 20 Earl Drive & 25 Cruickshank St Houses Income recognised
3130205	Contributions & Donations - Op Inc - Tourism & Are	300.00		300.00		250.00		610.86		- Sundry Donations in Donation Box
3130206	Reimbursements (Inc GST) - Op Inc - Tourism & A	0.00		0.00		0.00		218.18		
3130207	Non Op Grants (No GST) - Op Inc - Tourism & Are	28,160.00		28,160.00		28,158.00		0.00		▲ LRCIP funding for Caravan Park Infrastructure \$4,046, Exp in Job IO280. LRCIP funding for Beringbooding Rock & Campground \$24,114, Exp in Job IO272
3130209	Caravan Park Fees - Beringbooding Short Stay Vill	0.00		0.00		0.00		37,025.46		
9304132	Tourism & Area Promotion Unspent Grants - Current Liability - In addition to the income shown in the above account we have received/invoiced an additional \$0.00 making the total received/invoiced \$0.00.									
3130208	Caravan Park Wattoning Villa - 22 Earl Drive Incom	40,000.00		40,000.00		33,330.00		31,624.32		- Fees and changes from "Wattoning" (22 Earl Drive)
3130210	Other Income Relating to Tourism & Area Promotio	900.00		900.00		750.00		0.00		- Food Sales
SUB-TOTAL OPERATING		361,360.00	372,404.00	361,360.00	348,368.00	305,808.00	293,957.00	256,191.74	276,862.72	
CAPITAL EXPENDITURE										
4130250	Building (Capital) - Tourism & Area Promotion									
BC331	Caravan Park House "Wattoning Villa" 22 Earl Drive - Cap Exp Tou	0.00		0.00		0.00		7,269.09		
BC332	Caravan Park Villa "Karloning" Capital Exp.	0.00		0.00		0.00		122,477.26		
4130260	Infrastructure Other (Capital) - Tourism & Area Promotion									
IO272	WW - Beringbooding Capital		24,114.00		24,114.00		24,112.00		0.00	▼ - Beringbooding Rock & Campground. LRCIP Funded \$24,114 via Acct 3130207Contractors \$24,114.
IO280	Caravan Park Infrastructure Capital Exp		16,834.00		16,834.00		16,822.00		3,006.23	▼ - Purchase and installation of additional solar lights from Cruichshank Road to existing Caravan Park bollard lights \$12,000 LRCI P3 Funded for \$4,046. CCTV to monitor the Caravan Park including people coming and going as well as in other public areas \$5K. (Wages Exp \$584). - (Contractors \$14,036). - (Materials \$1,000). - (Lab O'heads \$803). - (Plant Exp Alloc \$411).
4130270	Principal on Loan 127 - Caravan Park House - Wattoning - 22 Earl		7,448.00		7,448.00		7,448.00		7,448.47	- Principal Loan 127: 22 Earl Drive Caravan Park House Payment 6 - 10/9/2023 \$3,709.91; Payment 7 - 10/03/2024 \$3,738.56
5130351	Proceeds from new debentures (Loan 128) Tourism	0.00		0.00		0.00		155,000.00		
SUB-TOTAL CAPITAL		0.00	48,396.00	0.00	48,396.00	0.00	48,382.00	155,000.00	140,201.05	▼
TOTAL - TOURISM & AREA PROMOTION		361,360.00	420,800.00	361,360.00	396,764.00	305,808.00	342,339.00	411,191.74	417,063.77	

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BUILDING CONTROL	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
2130304 Contract Building Control Services		9,000.00		4,000.00		3,330.00		788.29	- Contract Building Surveyor.
2130399 Administration Allocated - Building Control		5,216.00		5,216.00		4,340.00		4,284.72	- Allocation of 0.5% of Administration costs.
<u>OPERATING REVENUE</u>									
3130300 Building Permit Fees	2,000.00		2,000.00		1,660.00		2,255.78		- Building permits and other fees.
3130301 Commission - BRB & BCITF	2,000.00		2,000.00		1,660.00		725.00		- Commision on Collection of BSL fees
SUB-TOTAL OPERATING	4,000.00	14,216.00	4,000.00	9,216.00	3,320.00	7,670.00	2,980.78	5,073.01	
TOTAL - BUILDING CONTROL	4,000.00	14,216.00	4,000.00	9,216.00	3,320.00	7,670.00	2,980.78	5,073.01	

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ECONOMIC DEVELOPMENT	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2130501 Industrial Units Building Operations									
BO335 Industrial Unit (Lot 164 Strugnell) Building Operations		2,300.00		2,300.00		2,001.00		1,253.71	<ul style="list-style-type: none"> - Contractors Total \$148. Rubbish Bin \$121, Recycling Bin \$122 & Other Exp -\$95 - Materials \$400. - Electricity \$800. - Water rates \$273 and consumption \$57. - Insurance - Premiums \$529. - ESL Catecorv 5 \$93 - Wages Exp \$275. - Contractors \$188. - Materials \$200. - Lab O'heads \$378. - Plant Exp Alloc \$77. - Wages Exp \$103. - Contractors \$298. - Lab O'heads \$142. - Plant Exp Alloc \$57. - Allocation of 0.25% of Administration costs.
2130502 Industrial Units Building & Grounds Maintenance									
BM335 Industrial Unit (Lot 164 Strugnell) Building Maintenance		1,118.00		1,118.00		900.00		3,785.89	
GM335 Industrial Unit (Lot 64 Strugnell St) Grounds Maintenance		600.00		600.00		470.00		0.00	
2130599 Administration Allocated - Economic Development		2,608.00		2,608.00		2,170.00		2,142.37	
OPERATING REVENUE									
3130507 Income - Industrial Units - Op Inc - Eco Dev	0.00		0.00		0.00		7,063.56		
SUB-TOTAL OPERATING	0.00	6,626.00	0.00	6,626.00	0.00	5,541.00	7,063.56	7,181.97	
TOTAL - ECONOMIC DEVELOPMENT	0.00	6,626.00	0.00	6,626.00	0.00	5,541.00	7,063.56	7,181.97	

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OTHER ECONOMIC SERVICES		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2130600	Tree Planter Maintenance		235.00		235.00		190.00		116.48	- Tree Planter expenses (P81 and P365) - Servicing repairs Insurance costs allocated \$235.
2130601	Community Bus Expenses Allocated		2,559.00		2,559.00		2,130.00		2,558.49	- Community Bus Expenses (P281) - Fuel and Servicing repairs Insurance \$2,559.
2130603	Standpipe Maintenance/Inspections/Operations									- Wages Exp \$172. - Contractors \$1,192. - All standpipes to Be locked,minimal water consumption. Water rates \$273 and consumption \$16,727. - Insurance - Premiums for Water tanks and fittings at Strugnell St, Bonnie Rock, Carlton Rd and Mukinbudin-Wialki Road \$115. - Lab O'heads \$236. - Plant Fxn Alloc. \$285
W090	Standpipe Maintenance/Inspection/Operations		19,000.00		19,000.00		15,824.00		16,220.02	
2130610	Other Expenditure - Other Economic Services		0.00		0.00		0.00		2,088.00	- Interest on Loan 119 Payment 22 due 13/10/2023 \$1,165.63 and Payment 23 due 15/04/2023 \$1,032.66 - WATC Loan 119 Guarantee Fee. To 30/6/2024 \$149.98 and to 31/12/2023 \$167.11
2130616	Interest on Loan 119 - Muka Cafe		2,515.00		2,515.00		2,514.00		2,365.39	
2130617	Muka Cafe & Bookshop Operations - Op Exp -Other Eco Ser									- Rubbish Bins x 3 @ \$121 \$363. Recycling Bins x 3 @ \$122 \$366. Other expenses \$1,085. Total Contractors \$1,814. - Water rates \$279 and consumption \$1,202. - Insurance - Premiums for Mukinbudin Cafe \$1,312. - ESL Category 5 \$93 - - Other Contractors expenses \$29. - Insurance - Premiums for Mukinbudin Bookshop \$321.
BO340	Muka Cafe - Operations		4,700.00		4,700.00		4,145.00		3,224.29	
BO343	Mukinbudin Bookshop Operations - Op Exp - Other Eco Services		350.00		350.00		340.00		321.46	
2130618	Muka Cafe & Bookshop - Building & Grounds Maintenance									
BM340	Muka Cafe - Maintenance		7,172.00		7,172.00		5,950.00		703.47	- Wages Exp \$1,169. - Contractors \$3,877. - Materials \$500. - Lab O'heads \$1,607. - Plant Exp Alloc \$19. - Wages Exp \$447. - Contractors \$457. - Lab O'heads \$614.
GM340	Muka Cafe Grounds Maintenance		1,518.00		1,518.00		1,260.00		1,320.36	
2130619	Minor Assets Purchases Cafe Other Economic Services		4,000.00		4,000.00		3,330.00		0.00	- Minor assets, replacement equipment, furniture, appliances etc
2130692	Depreciation - Other Economic Services		18,818.00		18,818.00		15,680.00		22,235.41	- Dep'n - Ex Asset Register \$18,818.
2130699	Administration Allocated - Other Economic Services		20,864.00		20,864.00		17,380.00		17,138.89	- Allocation of 2% of Administration costs.

SHIRE OF MUKINBUDIN
SCHEDULE 13 - ECONOMIC SERVICES
Financial Statement for Period Ended
30 April 2024

OTHER ECONOMIC SERVICES	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING REVENUE									
3130600 Charges - Tree Planter Hire - Op Inc	200.00		200.00		160.00		290.91		- Tree Planter Hire as per Sch Fees & Charges \$200.
3130601 Community Bus Hire Income - Op Inc - Other	1,000.00		1,000.00		830.00		1,057.14		- Mukinbudin Community Bus Hire Fees as per Sch Fees & Charges \$1,000.
3130603 Sale of Water	5,000.00		5,000.00		4,160.00		5,694.12		- Sale of water from Bereingbooding, Bonnie Rock Carlton Road and the Cnr of Wialki & Borlase Rd tanks and the Strugnell St Hydrant. Total \$5,000.
3130605 Rent - Commercial Properties	19,618.00		19,618.00		16,340.00		15,168.25		- Fees & Charges - Rental/Lease/Hire Income Total \$19,618. . Mukinbudin Café Lease agreement 52 weeks @ \$336.36 per week plus gst \$17,491, Rental of Lot 36 Shadbolt St by AIM to display farm equipment \$2,127
3130608 Reimbursements - Other Economic Services	100.00		100.00		80.00		0.00		- Reimb & Recovery Income - Operating \$100. Mukinbudin Café reimbursement of water consumption expenses..
3130610 Other Income Relating to Other Economic Ser	0.00		25,150.00		25,150.00		25,149.99		
3130640 Community Hub 23-24 Cont (Ex GST)-Op Inc-Other Eco Serv	375,000.00		375,000.00		375,000.00		0.00	▲	- Recognition of the LRCI Funding for Community Hub WIP capital project project exp in Job BWIP340.
SUB-TOTAL OPERATING	400,918.00	81,731.00	426,068.00	81,731.00	421,720.00	68,743.00	47,360.41	68,292.26	

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OTHER ECONOMIC SERVICES		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE										
4130655	Infrastructure Other (Capital) - Other Economic Services									
IO290	Infra Other (Barbalin Pipeline 2020-2023) - Cap Exp - Other Eco Serv		0.00		2,500.00		2,500.00		12,676.42	- Fencing and gates for the Community Water Supply land. See LD1306 for land purchase. Wages Exp \$791. Contractors \$9,397. O'heads \$1,087. Plant Exp Alloc \$475. A Budget Amendment is required. - Initial works on the Community Hub - Subdivision and associated cost to procure the land for the Land for future Community Water Supply Tanks \$8K - Purchase of Land for future Community Water Supply Tanks \$4.5K See IO295 for fencing & gates. - Transfer to the Community Hub Reserve for the Café redevelopment or other community facilities. - Principal on Loan 119 Café Payment 22 13/10/2023 \$5,124.40; Payment 23 15/04/2024 \$5,257.37
IO295	Community Water Supply Infrastructure Other - Cap Exp - Other Eco Serv		11,750.00		40,000.00		33,330.00		38,796.04	
4130682	Building Works in Progress - Other Economic Serv - Cap Exp									
BWIP340	Other Economic Serv Building Works in Progress (Community Hub 23-25)-Cap Exp		375,000.00		375,000.00		251,250.00		0.00 ▼	
4130950	Land Purchase Exps (Community Water Supply 22-23)-Cap									
LD1306	Land Purchase Exps (Community Water Supply 22-23)-Cap Exp-Other Eco Ser		7,000.00		7,000.00		4,690.00		0.00	
4130660	Transfers To Community Hub Reserve - Cap Exp - Other Ec	151,990.00		151,990.00		151,988.00		3,549.04 ▼		
4130671	Principal on Loan 119 - Mukinbudin Cafe		10,382.00		10,382.00		10,382.00		10,381.77	
SUB-TOTAL CAPITAL		0.00	556,122.00	0.00	586,872.00	0.00	454,140.00	0.00	65,403.27	
TOTAL - OTHER ECONOMIC SERVICES		400,918.00	637,853.00	426,068.00	668,603.00	421,720.00	522,883.00	47,360.41	133,695.53	

SHIRE OF MUKINBUDIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
Financial Statement for Period Ended
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PROGRAMME SUMMARY	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
Private Works		22,382.00		33,816.00		28,430.00		33,518.25	
Public Works Overheads		0.00		1,000.00		2,783.00		(11,269.61)	▼ PWO overallocated, this is a timing issue which will be resolved by year end
Plant Operation Costs		32,000.00		58,699.88		53,543.00		(56,562.59)	▼ Expenditure on Plant operation & maintenance have exceeded the YTD budget, however cost recoveries are greater.
Administration Overheads		42,836.00		29,778.00		36,328.00		24,151.05	▼ Budget Administration YTD Budget Cost recoveries are not synchronised with the YTD Budget Expenses.
Salaries and Wages		500.00		500.00		410.00		0.00	Expenses are recognised on payment days whilst allocations are allocated in the year in which they occur and the 2023-2024 recognition journal is yet to be run..
Land/Subdivision Development		50,000.00		0.00		0.00		428.48	
<u>OPERATING REVENUE</u>									
Private Works	18,239.00		27,000.00		22,500.00		26,210.74		
Public Works Overheads	0.00		0.00		0.00		1,694.73		
Plant Operation Costs	32,000.00		32,000.00		26,660.00		24,399.25		
Administration Overheads	42,836.00		30,505.00		26,499.00		24,023.40		
Salaries and Wages	500.00		500.00		410.00		0.00		
SUB-TOTAL OPERATING	93,575.00	147,718.00	90,005.00	123,793.88	76,069.00	121,494.00	76,328.12	(9,734.42)	
<u>CAPITAL EXPENDITURE</u>									
Public Works Overheads		100,000.00		90,000.00		90,000.00		89,966.66	
Plant Operation Costs		8,142.00		8,142.00		8,142.00		8,141.95	
Administration Overheads		143,737.00		115,737.00		114,450.00		118,034.22	
<u>CAPITAL REVENUE</u>									
Administration Overheads	120,000.00		110,909.00		110,909.00		120,454.54		
SUB-TOTAL CAPITAL	120,000.00	251,879.00	110,909.00	213,879.00	110,909.00	212,592.00	120,454.54	216,142.83	
TOTAL - PROGRAMME SUMMARY	213,575.00	399,597.00	200,914.00	337,672.88	186,978.00	334,086.00	196,782.66	206,408.41	

SHIRE OF MUKINBUDIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
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PRIVATE WORKS	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
2140100 Private Works Expenses									
X998 MDHS - Private Works Gardening		0.00		1,600.00		1,600.00		1,576.91	
X999 Private Works Expenses - Op Exp - Private Works		17,166.00		27,000.00		22,490.00		29,798.97	
2140199 Administration Allocated - Private Works		5,216.00		5,216.00		4,340.00		2,142.37	
<u>OPERATING REVENUE</u>									
3140100 Private Works Income - Op Inc - Private works	18,239.00		27,000.00		22,500.00		26,210.74		
SUB-TOTAL OPERATING	18,239.00	22,382.00	27,000.00	33,816.00	22,500.00	28,430.00	26,210.74	33,518.25	
<u>CAPITAL EXPENDITURE</u>									
<u>CAPITAL REVENUE</u>									
SUB-TOTAL CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PRIVATE WORKS	18,239.00	22,382.00	27,000.00	33,816.00	22,500.00	28,430.00	26,210.74	33,518.25	

- Wages Exp \$3,232. Contractors \$2,495. Materials \$5,000. Lab O'heads \$4,442. Plant Exp Alloc \$1,997.
 Unplanned private works for the Water Corporation relating to the Community Water Supply project.
 A budget amendment will be required.
 - Allocation of 0.5% of Administration costs.

- Fees & Charges - Other \$17,166; Other private works \$18,239.
 Additional private works for the Water Corporation relating to the Community Water Supply project.
 A budget amendment will be required.

SHIRE OF MUKINBUDIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
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PUBLIC WORKS OVERHEADS		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2140200	Works Manager - Salary		115,856.00		105,856.00		88,210.00		87,984.00	- Works Manager Wages Exp \$115,856, Includes housing allowance, No overheads apply.
2140201	Works Manager - Superannuation		12,700.00		12,700.00		10,580.00		9,659.76	- Total Superannuation including super Guarantee and Council matching \$12,700.
2140202	Works Manager - Training, Prof Development & Other Emp Benefits		1,000.00		1,000.00		830.00		0.00	- Manager Works & Services professional development.
2140203	Other Current Employee Expenses W Comp, Travel, Etc. - PWOH		500.00		500.00		410.00		1,411.77	- Employee Exp - Other \$500.
2140204	Plant & Motor Vehicle Expenses Allocated - Op Exp Pub Works O'Heads		43,489.00		43,489.00		36,240.00		45,235.74	- Works Team Motor Vehicle Expenses ex Plant Mtce Budget \$43,489.
2140205	Works Team - Superannuation		71,239.00		71,239.00		59,360.00		58,074.01	- Works Team Super Exp \$71,239.
2140206	Works Team - Sick Pay		8,643.00		8,643.00		7,200.00		10,289.25	- Sick/Personal Leave for outside staff only from Works Sheets \$8,643.
2140207	Works Team - Annual Leave - Op Exp - PWO'Heads		44,687.00		44,687.00		37,230.00		39,312.46	- Annual Leave for works team staff only from Works Sheets incl Leave Loading Wages Exp \$44,687.
2140208	Works Team - Public Holidays		20,745.00		20,745.00		17,280.00		20,954.00	- Works Team - Public Holidays Wages Exp \$20,745.
2140209	Works Team - Long Service Leave		4,272.00		4,272.00		3,550.00		0.00	- Works Team Member LSL
2140210	Works Team - RDO's		0.00		0.00		0.00		(6,243.93)	- Works Team Member LSL
2140211	Works Team - Protective Clothing		4,500.00		4,500.00		3,750.00		2,684.27	- Protective Clothing for works team staff only Employee Exp - Other \$4,500.
2140213	Staff Recruitment Expenses PWOH; Advertising, Relocation etc.		6,000.00		6,000.00		4,990.00		0.00	- Recruitment Interview expenses \$1000. - Advertising \$5,000.
2140214	Works Team - Employment Related Medicals, Clearances & Other		500.00		500.00		410.00		150.00	- Works Team - Pre Employment Medicals & Police Clearance Employee Exp - Other \$500.
2140221	Works Team - Workers Compensation Insurance		21,547.00		21,547.00		21,546.00		23,212.94	- Employee Exp - Workers Comp Insurance Workers and Works Manager \$21,547.
2140222	Works Team - Training & Conferences									
W095	Works Team - Training & Conferences		2,670.00		2,670.00		2,210.00		79.40	Wages Exp \$1,169. Contractors \$1,310. Plant Exp Alloc \$191.
2140223	OHS, Toolbox & Other Meetings & Down Time - Pub Wks O'Heads									
W100	OHS, Toolbox & Other Meetings & Down Time - Pub Wks O'Heads		8,767.00		8,767.00		7,290.00		3,343.30	Wages Exp \$4,676. Contractors \$4,091.
2140224	Works Contractors & Technical Consultants - Op Exp - Pub Wks O'Heads		10,000.00		10,000.00		6,700.00		3,625.00	- Engineering Contractors \$10,000. - First Aid Supplies \$100; See Job W105 for administration activities by works staff. Total materials \$500.
2140225	Works Team - Office Expenses		600.00		600.00		490.00		0.00	- Printing & Stationery \$50. - Comms, Telephone & Data Exp \$50.
2140226	Works Team - Depot Freight		200.00		200.00		160.00		0.00	- Postage & Freight \$200. - Small loose tools. See Acct 2140230 for consumables, see Acct 2140252 for items over \$75. Note: Book anything that is fully utilised on one job or plant to that Job or Plant. Total Materials \$2,000.
2140227	Works Team - Expendable Tools/Equipment		2,000.00		2,000.00		1,660.00		1,168.01	- Works Team - Staff in JV Housing Allocated -\$3,677.
2140228	Works Team - Staff Housing Allocated		(3,677.00)		(3,677.00)		(3,060.00)		(4,364.31)	- Other Expenses Contractors \$1,100.
2140229	Other Expenses - Op Exp -Public Works O'Heads		1,100.00		1,100.00		910.00		0.00	- - Contractors \$600. - - Materials \$300.
2140231	Works Team - Telephone & Computer Services - Op Exp		4,137.00		4,137.00		3,440.00		2,881.55	- M365BP Lic, NBN Internet & Wallis Support \$3,237
2140235	Consumables Depot & Works Team - Op Exp - Pub Wks O'Heads		6,800.00		6,800.00		5,660.00		4,129.72	- Consumables. Note: Book anything that is fully utilised on one job or plant to that Job or Plant. See Acct 2140252 for small mobile plant & acct 2140227 for small loose tools. Total Materials \$6,800.

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PUBLIC WORKS OVERHEADS		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2140245	Office Administration Work by Works Team Staff Exps									
	W105 Office Administration Work by Works Team Staff Exps		2,842.00		5,842.00		4,870.00		5,943.95	Wages Exp \$2,579. Contractors \$183. Materials \$80.
2140250	Depot Building Operations (previously sub program 1201)									
	BO310 Depot Building Operations		8,336.00		8,336.00		7,157.00		10,768.84	Wages Exp \$584. Rubbish Bins x 1 @ \$128. Recycling Bins x 1 @ \$122 . Other expenses \$476. Materials \$350. Electricity \$3,000. BOC Gases G Size 1 x Oxygen and 1 x Acetylene Annual fees & Consumption \$600. Water rates consumption \$825. Insurance - Depot property & buildings \$1,355. ESL Category 5 \$93 Lab O'heads \$803.
	OSH001 OSH Management		1,918.00		1,918.00		1,580.00		0.00	Wages Exp \$172. Contractors \$1,410. Materials \$100. Lab O'heads \$236.
2140251	Depot Building & Grounds Maintenance (previously sub program 1201)									
	BM310 Depot Building Maintenance		10,260.00		10,260.00		8,520.00		11,751.89	Wages Exp \$2,922. Contractors \$2,046. Materials \$800. Lab O'heads \$4,017. Plant Exp Alloc \$475.
	GM310 Depot Grounds Maintenance		5,166.00		13,166.00		10,970.00		14,562.41	Wages Exp \$1,238. Contractors \$1,059. Materials \$100. Lab O'heads \$1,701. Plant Exp Alloc \$1,068.
2140252	Minor Asset Purchases Workshop & Depot - Pub Works O'Heads - Op Exp		12,200.00		12,200.00		10,160.00		3,382.68	Contractors \$100. Trolleys, Chainsaws, Blowers etc. Other items as required \$8,000. Materials \$12,000. Postage & Freight \$100.
2140257	Depot OHS Equipment & Expenses - LGIS		500.00		500.00		410.00		0.00	- PPE & First Aid Kits
2140259	Consultancy/ RSA / Roman II (Previously Subprogram 1201)		11,250.00		11,250.00		9,370.00		8,997.36	- RAMM Roman II Pavement Management System: Lic \$1,100 Support \$7,900. WNESRRG Secretarial fees Rod Munns \$1,250. Other contractor expenses \$1,000. Total consultant costs \$11,250
2140292	Depreciation - PWO's		5,153.00		5,153.00		4,290.00		4,583.89	- Dep'n - Ex Asset Register \$5,153.
2140299	Administration Allocated - Op Exp -PWOH		197,120.00		197,120.00		164,260.00		189,280.88	- Allocation of 18.9% of Administration costs.
	Expenditure Subtotal		645,862.00		649,862.00		543,503.00		558,802.79	
Recovered amounts										
2140293	Less - Allocated to Works (PWO's)		(643,020.00)		(643,020.00)		(535,850.00)		(564,128.45)	- Recovery of overheads allocated to Works
OPERATING REVENUE										
3140200	Contributions, Reimbursements & Other Income (Net)	0.00		0.00		0.00		1,176.56		
3140210	Contributions, Reimbursements & Other Income (In)	0.00		0.00		0.00		436.36		
3140202	Sale of Scrap & Other Surplus Items - Op Inc - Pub	0.00		0.00		0.00		81.81		
SUB-TOTAL OPERATING		0.00	0.00	0.00	1,000.00	0.00	2,783.00	1,694.73	(11,269.61)	
CAPITAL EXPENDITURE										
4140260	Building (Capital) - Depots (previously sub program 1201)									
	BC310 Depot Building Capital		100,000.00		25,000.00		25,000.00		24,966.66	- Depot improvements Contractors \$100,000. A new building and land was purchased. The split of costs is based on valuations JLL Valuers. A Budget Amendment will be required. Note: Costs exclude GST.
4140270	Land Purchase Exps (Depot Expansion 22-23)- Cap Exp-PWOH		0.00		65,000.00		65,000.00		65,000.00	Split of costs based on valuations JLL Valuers. A Budget Amendment will be required.
SUB-TOTAL CAPITAL		0.00	100,000.00	0.00	90,000.00	0.00	90,000.00	0.00	89,966.66	
TOTAL - PUBLIC WORKS OVERHEADS		0.00	100,000.00	0.00	91,000.00	0.00	92,783.00	1,694.73	78,697.05	

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PLANT OPERATION COSTS		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2140300	Internal Plant Repairs - Wages & O/Head		42,222.00		65,222.00		54,350.00		46,786.88	- Wages Exp \$20,667. - Lab O'heads \$21,555.
2140301	External Parts & Repairs (Includes Consumables)		150,700.00		150,700.00		125,580.00		145,824.24	▼ - External Parts & Repairs (Includes Consumables). Total \$150,700.
2140302	Fuels and Oils Op Exp - Plant Op Costs		162,451.00		162,451.00		135,370.00		154,078.19	▼ - Fuels And Oils. Total \$162,451.
2140303	Tyres and Tubes		11,677.00		25,677.00		21,400.00		25,556.81	- Tyres & Tubes for all vehicles and plant. Total \$11,677.
2140306	Licences - Plant Operation		7,287.00		7,287.00		7,287.00		9,080.18	- -Department of Transport Registration fees for all vehicles and plant. Total \$7,287.
2140307	Insurance - Plant Operation		20,322.88		20,322.88		20,322.00		19,779.38	- MV Insurance for all vehicles and plant. Total \$20,323.
2140320	Interest on Loan 120 - Skid Steer Loader		315.00		315.00		314.00		312.60	- Interest Loan 120 Payment 19 on 17/07/2023 \$186.04 and Payment 20 on 15/01/2024 \$94.07 - WATC Loan 120 Guarantee Fee. To 31/12/2023 \$32.49 and to 30/06/2024 \$2.39
2140340	Other Plant Related Expenses - Plant Operating Costs		0.00		0.00		0.00		272.73	
2140492	Depreciation - Plant Operation		90,834.00		90,834.00		75,690.00		58,267.56	▲ - Dep'n - Ex Asset Register \$90,834.
	<u>Expense Subtotal</u>		<u>485,808.88</u>		<u>522,808.88</u>		<u>440,313.00</u>		<u>459,958.57</u>	
Recovered amounts										
2140394	LESS Plant Operation Costs Allocated to Works		(453,808.88)		(464,109.00)		(386,770.00)		(516,521.16)	▼ - Plant & Equipment operating costs allocated to Works
OPERATING REVENUE										
3140300	Fuel Tax Credits Grant Scheme	22,000.00		22,000.00		18,330.00		23,866.00		- ATO Fuel Rebate \$22,000.
3140301	Reimbursements (Inc Insurance Reimb) Exc GST- Op Ir	10,000.00		10,000.00		8,330.00		533.25		- Plant Insurance Claim payments and other plant related reimbursements. \$10,000.
SUB-TOTAL OPERATING		32,000.00	32,000.00	32,000.00	58,699.88	26,660.00	53,543.00	24,399.25	(56,562.59)	
CAPITAL EXPENDITURE										
4143073	Principal on Loan 120 - Skid Steer Loader		8,142.00		8,142.00		8,142.00		8,141.95	- Principal Loan 120 Skid Steer: Payment 19 17/07/2023 \$4,025.02 and Payment 20 15/01/2024 \$4,116.93
SUB-TOTAL CAPITAL		0.00	8,142.00	0.00	8,142.00	0.00	8,142.00	0.00	8,141.95	
TOTAL - PLANT OPERATION COSTS		32,000.00	40,142.00	32,000.00	66,841.88	26,660.00	61,685.00	24,399.25	(48,420.64)	

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ADMINISTRATION OVERHEADS		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2140500	Admin Salaries		520,086.00		520,086.00		433,400.00		436,004.42	- Administration Salaries incl Leave Loading and Higher duties \$520,086.
2140501	Admin Superannuation		94,310.00		94,310.00		78,590.00		73,944.94	- Superannuation Guarantee 10.5% \$60,330, Council matching 5.5% \$23,980 and provision for unpaid superannuation \$10,000.
2140502	Admin Workers Compensation Insurance Op Exp - Admin O'Heads		17,919.00		17,919.00		17,918.00		18,860.52	- LGIS WorkCare workers Compensation Premium \$17,919.
2140503	Admin Training & Training Related Accomodation & Travel - Op Exp		12,000.00		4,000.00		3,330.00		3,946.40	- Training expenses for Administration ongoing professional development and training. Including course fees, accomodation and training videos. Records Training allocation \$1,500, IT Vision On Line Videos \$1,743.
2140504	Admin Staff Conference Expenses - Op Exp - Admin O'Heads		3,980.00		3,980.00		3,310.00		3,704.43	- Attendance by the CEO at the WA Local Government Convention and Trade Exhibition, scheduled for October \$1,980.
2140505	Admin Fringe Benefits Tax		22,750.00		22,750.00		22,748.00		14,994.00	Attendance by the Manager Corp LGMAWA Commuity Development Conference Rego & Accom (Prof Dev) \$2,000.
2140506	Admin Staff Uniforms		2,800.00		2,800.00		2,330.00		2,667.73	- ATO Annual Fringe benefits tax on Vehicles, expenses, xmas party etc..
2140508	Admin Salary Packaging Expenses		1,380.00		1,380.00		1,150.00		482.73	- CEO as per employment contract \$800. -MF as per employment agreement \$400. -Senior Finance Officer \$400. -Customer Service \$400. -Finance Admin Officer \$400. -Administration Manager \$400 and part time staff pro rata \$0.
2140509	Admin Motor Vehicle Expenses Allocated		20,836.00		20,836.00		17,360.00		13,476.63	- Senior Officer contract Salary Packaging expenses CEO Contract - Entertainment Allowance Restricted Business \$550 and CEO Contract Professional Memberships - MLGMA \$470. Manager Corp Serv Phone \$360
2140510	Staff Recruitment Expenses Admin; Advertising, Relocation etc		7,500.00		1,000.00		830.00		108.73	- Admin Motor Vehicle Expenses ex Plant Mtce Budget, Note: Includes internal depreciation.
2140511	Admin Occupational Health and Safety		6,300.00		6,300.00		5,250.00		3,370.02	Provision for staff Relocation expenses.Contractors \$3,000. Advertising \$3,000.
2140512	Admin - Other Employee Expenses		2,500.00		2,500.00		2,080.00		100.00	- Regional Risk Coordinator - Chris Gilmour
2140513	Admin Building Operations - Op Exp - Admin O'Heads									- \$1,500 Pre employment Medicals & Police Clearances, \$1K Staff Recruitment.
BO350	Admin Building Operations		31,376.00		31,376.00		27,021.00		33,463.92	Wages Exp (Cleaner) \$2,888. Rubbish Bins x 1 @ \$121, Recycling Bins x 1 @ \$122,. Other exp \$3,500. Total Contractors \$3,743. Materials \$1,000. Admin Internet \$1,260. Total Comms, Telephone & Data Exp \$5,000. Electrit \$3,400. Total Gas \$100. Water Rates & Consumption \$8,000 Note: 70 % of metered usage is allocated to GM350. Insurance \$5,468. ESL Category 5 \$93. Lab O'heads (Cleaner) \$534. Plant Exp Alloc \$1,150.
2140514	Admin Building & Grounds Maintenance									
BM350	Admin Building Maintenance		13,508.00		5,000.00		4,160.00		4,701.08	- \$6K for removing old airconditioning and making good. Wages Exp \$1,753, Contractors \$8,126. Materials \$1,000. Lab O'heads \$2,410. Plant Exp Alloc \$219.
GM350	Admin Building Grounds Maintenance		15,523.00		15,523.00		12,920.00		12,299.54	Wages Exp \$5,535. Contractors \$1,308. Materials \$500. Lab O'heads \$7,609. Plant Exp Alloc \$571.

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ADMINISTRATION OVERHEADS (Continued)		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2140515	Admin Other Insurances		25,207.00	25,207.00		25,206.00		25,970.81		- Municipal Property Scheme - Admin Building Insurance. This Includes; Miscellaneous Structures and Equipment (2% of TAV), Loss of Gross Revenue &/or Rent, Additional Increased Cost of Working, Claims Preparation Costs and General Property (Incl items in excess of \$10,000 any one item) \$3,716. - Corporate travel \$854. -Fidelity Guarentee/Crime/ \$. -Cyber Liability \$3,308. - Marine Cargo \$724. -Public Liability Insurance 50% see Sch 4 Mem 2040109 for other 50% \$10,241.
2140516	Admin Stationery & Printing		3,500.00	5,000.00		4,170.00		4,302.54		- \$3.5K Administration Office Stationery expenses incl photocopier paper, - \$0K for supplies for the Records Management Overhaul.
2140517	Admin Postage and Freight		1,700.00	1,700.00		1,410.00		830.04		- Postage & Freight \$1,700.
2140518	Admin Advertising		1,700.00	1,700.00		1,410.00		849.69		- Advertising \$1,700.
2140519	Admin Subscriptions and Publications		400.00	400.00		330.00		270.00		- - Subscriptions, Publications, Legislation \$400.
2140520	Admin Travel and Accommodation (Non-Training)		1,000.00	1,000.00		830.00		1,849.85		- Travel expenses \$1,000.
2140521	Admin Office Equip Mtce, Support, Licenses & Other Op Exps - Adr		81,299.00	81,299.00		81,127.00		73,229.57		- Server & Network Services & Licensing \$55,259. Wallis Support & Software Upgrades \$25,040 - Sundry materials - Postage for software & parts \$300.
2140522	Minor Asset Purchases - Administration Office - Op Exp		20,550.00	3,000.00		2,500.00		4,728.58		- 3 x New Computers \$9,900, Failover Equipment \$1,550 & Chairs, Sem - iprofessional carpet cleaner \$2,000, Defibrulator \$3,000 & Other minor assets \$4,100.
2140526	Admin Accrued Annual Leave		10,000.00	10,000.00		0.00		0.00		- EOFY adjustment of Accrued Annual Leave as at 30 June 24 \$10,000.
2140527	Admin Accrued Long Service Leave		8,000.00	8,000.00		0.00		0.00		- EOFY calculation of Accrued Long Service Leave as at 30 June 24 \$8,000.
2140529	Admin Legal Expenses		3,000.00	3,000.00		2,500.00		0.00		- Admin Legal Expenses \$3,000
2140531	Website Service & Development Fees - Op Exp		8,330.00	8,330.00		8,328.00		0.00		- WALGA Council Connect Marketcreations Website Hosting Annual Fee \$6,520.00, Landing Page Module \$1,100, additional support \$655.
2140533	Admin Staff MBL Allowance		10,560.00	10,560.00		8,790.00		8,356.27		- Location Allowance for CEO. - MBL and Location Allowance for all other staff .
2140534	Admin Staff Service Allowance		3,064.00	3,064.00		2,550.00		2,457.59		- Service Allowance for staff.
2140535	Admin Staff Self Accom. Subsidy		14,678.00	14,678.00		12,230.00		11,643.66		- Accomodation Subsidy for staff.

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ADMINISTRATION OVERHEADS (Continued)		Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2140537	Admin Consultancy Expenses - Op Exp - Adm O'Heads		54,000.00		80,000.00		66,670.00		71,981.28	- Provision for Consultancy Costs - Statutory Accounting Bob Waddell \$3,000. - Professional assistance with Annual Financial Statements & valuationn takeup \$18,000 Budget requirements \$9,000. Acting CEO as a Consultant \$24,000.Excludes - Review RTR Own Source funding target costing \$10,000.
2140540	Refreshments & Other Expenses - Admin - Op Exp		3,400.00		3,400.00		2,820.00		2,367.22	- Catering inc Christmas Function \$400. - Morning tea and other supplies \$2,000. - Fairwell gifts and Reimbursements \$1,000. - Provision for Sundry Debtors bad debts.
2140565	Bad Debts Expense - Op Exp - Admin O'Heads		1,000.00		1,000.00		830.00		0.00	- Dep'n - Ex Asset Register \$36,547.
2140591	Loss on Disposal of Assets - Op Exp - Admin O'Heads		0.00		0.00		0.00		1,155.08	
2140592	Depreciation - Administration		36,547.00		36,547.00		30,450.00		29,291.79	
	<u>Expense Subtotal</u>		<u>1,060,703.00</u>		<u>1,047,645.00</u>		<u>884,548.00</u>		<u>861,409.06</u>	
Recovered amounts										
2140599	Administration Overheads Recovered		(1,043,189.00)		(1,043,189.00)		(869,320.00)		(856,944.62)	- ABC Allocation of Administration
2140598	Admin Staff Housing Costs Allocated		25,322.00		25,322.00		21,100.00		19,686.61	- Admin Staff in Shire Housing Costs Allocated
OPERATING REVENUE										
3140503	Contributions & Donations - Administration	200.00		200.00		160.00		0.00		- Other Contributions.
3140504	Reimbursement & Other Income Received (Inc GST) - OP Inc. Admin O'heads	5,000.00		5,000.00		4,160.00		5,021.95		- General Contributions Inc GST. - LGIS Reimbursements.
3140506	Reimbursements & Other Income Rec'd (No GST) -	1,000.00		11,000.00		9,160.00		8,449.78		- Other reimbursements, no GST \$1,000.
3140507	Insurance Claim Income(No GST) - Admin O'Heads	17,000.00		5,000.00		4,170.00		0.00		- Insurance Claim Income.
3140508	Sale of Scrap and Other Items - Op Inc - Admin O'Heads	100.00		100.00		80.00		1,481.82		- Sale CDs and Surplus goods.
3140514	Charges - Photocopying / Faxing - Op Inc - Admin O'Heads	150.00		150.00		120.00		14.55		- Sundry Charges \$150.
3140516	Charges - Secretarial Services - Op Inc - Admin O'Heads	2,386.00		2,386.00		1,980.00		2,386.36		- District Club Reimbursement for secretarial and accounting services. \$2,386.
3140590	Profit on Disposal of Assets - Op Inc - Admin O'Heads	17,000.00		6,669.00		6,669.00		6,668.94		- Profit on Sale of CEOs vehicles (The trade in values are greater than the new car values) \$17,000 .Profit on Sale of P312 The Corp Services Managers a Mitsubishi Outlander \$
SUB-TOTAL OPERATING		42,836.00	42,836.00	30,505.00	29,778.00	26,499.00	36,328.00	24,023.40	24,151.05	

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ADMINISTRATION OVERHEADS (Continued)	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>CAPITAL EXPENDITURE</u>									
4140555 Plant & Equipment (Capital) - Administration		120,000.00		108,000.00		108,000.00		108,057.81	- Purchase of 2 CEOs vehicles \$120,000 P434xx. (Purchase of a replacement for P312 the Corp Services Managers vehicle \$35,000 deferred)
4140560 Building (Capital) - Administration									
BC350 Admin Building Capital		21,000.00		5,000.00		4,170.00		4,860.00	- Contractors \$21,000 Carpets in 4 office \$6K, Upgrade to the Admin Public Toilets \$15K.
4140570 Transfer to Leave Reserve		2,737.00		2,737.00		2,280.00		5,116.41	--Transfer of Interest to Leave Reserve.\$2,737.
<u>CAPITAL REVENUE</u>									
5140550 Proceeds on Disposal of Assets - Cap Inc - Admin C	120,000.00		110,909.00		110,909.00		120,454.54		- Proceeds on Sale of CEOs 2 vehicles (The trade in values are greater than the new car values) \$120,000. (Proceeds on Sale of P312 The Corp Services Managers a Mitsubishi Outlander \$ deferred).
SUB-TOTAL CAPITAL	120,000.00	143,737.00	110,909.00	115,737.00	110,909.00	114,450.00	120,454.54	118,034.22	
TOTAL - ADMINISTRATION OVERHEADS	162,836.00	186,573.00	141,414.00	145,515.00	137,408.00	150,778.00	144,477.94	142,185.27	

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SALARIES & WAGES	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
2140700	Gross Salary and Wages	1,604,016.00		1,604,016.00		1,336,680.00		1,372,679.85	- Total Salaries paid to inside staff Incl Works Mgr Pool Manager \$997,883 and Total Wages paid to outside staff ,cleaners,Hort etc Ohs Overheads apply \$606,133 from (S & W Summary). - Total Wages Exp allocated \$1,604,016. - Workers Compensation Paid. \$500.
2140701	Less Salaries & Wages Allocated	(1,604,016.00)		(1,604,016.00)		(1,336,680.00)		(1,372,679.85)	
2140702	Workers Compensation Expense	500.00		500.00		410.00		0.00	
<u>OPERATING REVENUE</u>									
3140700	Reimbursement - Workers Compensation	500.00		500.00		410.00		0.00	- - Reimbursement of Workers Compensation Paid. \$500.
SUB-TOTAL OPERATING		500.00	500.00	500.00	500.00	410.00	410.00	0.00	0.00
TOTAL - SALARIES & WAGES		500.00	500.00	500.00	500.00	410.00	410.00	0.00	0.00

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LAND/SUBDIVISION DEVELOPMENT	Adopted Budget		23/24 Amended Budget		YTD Budget		Actual 30 Apr 2024		Budget Text and Other Information
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2140900 Land Settlement, Subdivision & Related Expenses - Op Exp - Land SubD									- Future subdivision preliminaries Contractors \$50,000.
W150 Land Settlement, Subdivision & Related Expenses - Op Exp - Land SubDiv		50,000.00		0.00		0.00		0.00	
2140999 Administration Allocated - Land/Subdivision Develop		0.00		0.00		0.00		428.48	
SUB-TOTAL OPERATING	0.00	50,000.00	0.00	0.00	0.00	0.00	0.00	428.48	
TOTAL - LAND/SUBDIVISION DEVELOPMENT	0.00	50,000.00	0.00	0.00	0.00	0.00		428.48	

Shire of Mukinbudin

Schedule of Fees & Charges - 2024/2025

SERVICE	GST RATE	2024/2025			2023/2024	VARIANCE	
		NET	TAX	TOTAL	TOTAL		
LAW, ORDER & SAFETY							
<u>Dog Control (Statutory Fees set by Dog Act and Regulations)</u>							
Unsterilised dog		1 Year	\$ 50.00	\$ -	\$ 50.00	\$ 50.00	\$ -
Unsterilised dog owned by pensioner		1 Year	\$ 25.00	\$ -	\$ 25.00	\$ 25.00	\$ -
Unsterilised dog		3 Years	\$ 120.00	\$ -	\$ 120.00	\$ 120.00	\$ -
Unsterilised dog owned by pensioner		3 Years	\$ 60.00	\$ -	\$ 60.00	\$ 60.00	\$ -
Unsterilised dog		Lifetime	\$ 250.00	\$ -	\$ 250.00	\$ 250.00	\$ -
Unsterilised dog owned by pensioner		Lifetime	\$ 125.00	\$ -	\$ 125.00	\$ 125.00	\$ -
Sterilised dog		1 Year	\$ 20.00	\$ -	\$ 20.00	\$ 20.00	\$ -
Sterilised dog owned by pensioner		1 Year	\$ 10.00	\$ -	\$ 10.00	\$ 10.00	\$ -
Sterilised dog		3 Years	\$ 42.50	\$ -	\$ 42.50	\$ 42.50	\$ -
Sterilised dog owned by pensioner		3 Years	\$ 21.25	\$ -	\$ 21.25	\$ 21.25	\$ -
Sterilised dog		Lifetime	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	\$ -
Sterilised dog owned by a pensioner		Lifetime	\$ 50.00	\$ -	\$ 50.00	\$ 50.00	\$ -
Rego dog kept in approved kennel establishment		Per establishment	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ -
Dogs used for droving or tending stock Dog Act 1976 Clause 15 (5)			1/4 of fee otherwise payable				
Registration after 31 May in any year for that registration year			50% of fee otherwise payable				\$ -
Surrender of a dog	10%		\$ 50.00	\$ 5.00	\$ 55.00	\$ 51.00	\$ 4.00
Impound & release fee	10%		\$ 145.45	\$ 14.55	\$ 160.00	\$ 150.00	\$ 10.00
Sustenance fee	10%	Per day	\$ 9.09	\$ 0.91	\$ 10.00	\$ 10.00	\$ -
Fines			As per regulations				
<u>Cat Control (Statutory Fees set by Cat Act & Regulations)</u>							
Registration of cat		1 Year	\$ 20.00	\$ -	\$ 20.00	\$ 20.00	\$ -
Registration of cat owned by pensioner		1 Year	\$ 10.00	\$ -	\$ 10.00	\$ 10.00	\$ -
Registration of cat		3 Years	\$ 42.50	\$ -	\$ 42.50	\$ 42.50	\$ -
Registration of cat owned by pensioner		3 Years	\$ 21.25	\$ -	\$ 21.25	\$ 21.25	\$ -
Registration of cat		Lifetime	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	\$ -
Registration of cat owned by pensioner		Lifetime	\$ 50.00	\$ -	\$ 50.00	\$ 50.00	\$ -
Registration after 31 May in any year for that registration year			50% of fee otherwise payable				\$ -
Annual application for approval or renewal of approval to breed cats (Per cat)			\$ 100.00	\$ -	\$ 200.00	\$ 200.00	\$ -
Hire of cat trap	10%	Per day	\$ 4.55	\$ 0.45	\$ 5.00	\$ 10.00	-\$ 5.00
Fines			As per regulations				

Shire of Mukinbudin

Schedule of Fees & Charges - 2024/2025

SERVICE	GST RATE	2024/2025			2023/2024	VARIANCE
		NET	TAX	TOTAL	TOTAL	
COMMUNITY AMENITIES						
<u>Sanitation Charges</u>						
<i>* No pensioner discounts</i>						
Domestic Avon Refuse Collection	Per year - Weekly collection	\$ 225.00	\$ -	\$ 225.00	\$ 215.00	\$ 10.00
Domestic Avon Recycling Collection	Per year - Fortnightly collection	\$ 195.00	\$ -	\$ 195.00	\$ 185.00	\$ 10.00
Commercial Avon Refuse Collection	Per year - Weekly collection	\$ 225.00	\$ -	\$ 225.00	\$ 215.00	\$ 10.00
Commercial Avon Recycling Collection	Per year - Fortnightly collection	\$ 195.00	\$ -	\$ 195.00	\$ 185.00	\$ 10.00
<u>Cemetery Fees</u>						
<i>* Funerals held on a Saturday, Sunday or Public Holiday will be subject to a cost recovery charge.</i>						
Burial	Adult	10% \$ 1,431.82	\$ 143.18	\$ 1,575.00	\$ 1,500.00	\$ 75.00
	Under 18	10% \$ 713.64	\$ 71.36	\$ 785.00	\$ 750.00	\$ 35.00
Burial (2nd Interment)	Adult	10% \$ 1,431.82	\$ 143.18	\$ 1,575.00	\$ 1,500.00	\$ 75.00
	Under 18	10% \$ 713.64	\$ 71.36	\$ 785.00	\$ 750.00	\$ 35.00
Niche Wall Insertion	Single	10% \$ 272.73	\$ 27.27	\$ 300.00	\$ 200.00	\$ 100.00
	Double	10% \$ 409.09	\$ 40.91	\$ 450.00	\$ 400.00	\$ 50.00
Memorial Plaque		10%	At cost		\$ -	\$ -
Monument Fee		10% \$ 90.91	\$ 9.09	\$ 100.00	\$ 100.00	\$ -
Plot Reserve Fee/Niche Wall Reserve Fee (Non refundable/deductible)		10% \$ 90.91	\$ 9.09	\$ 100.00	\$ 100.00	\$ -
Permission for Exhumation		10% \$ 2,272.73	\$ 227.27	\$ 2,500.00	\$ 2,500.00	\$ -
Re-opening of grave for exhumation & re-interment		10% \$ 3,636.36	\$ 363.64	\$ 4,000.00	\$ 4,000.00	\$ -
<u>Swimming Pool Entrance Fees</u>						
<i>* One grandparent/carer only may be substituted for one parent/carer</i>						
<i>** A 25% discount is applicable to Season Tickets only, for eligible Pensioner Concession Card Holders (Must be receiving Age Pension, Carer Payment or Disability Support Pension)</i>						
<i>*** After 31st December, Season Tickets available at 50% of season cost</i>						
Infant (Under 12 months)			Free		Free	\$ -
Child (1 to 16 years)		10% \$ 2.27	\$ 0.23	\$ 2.50	\$ 2.50	\$ -
Adult		10% \$ 3.64	\$ 0.36	\$ 4.00	\$ 4.00	\$ -
Senior (65 years & older)		10% \$ 1.82	\$ 0.18	\$ 2.00	\$ 2.00	\$ -
Spectator		10% \$ 1.82	\$ 0.18	\$ 2.00	\$ 2.00	\$ -
Season Ticket Family	Maximum of 2 adults* and up to 4 children	10% \$ 181.82	\$ 18.18	\$ 200.00	\$ 200.00	\$ -
Season Ticket	Per additional child	10% \$ 18.18	\$ 1.82	\$ 20.00	\$ 20.00	\$ -
Season Ticket Adult		10% \$ 72.73	\$ 7.27	\$ 80.00	\$ 80.00	\$ -
Season Ticket Child (1 to 16 years)		10% \$ 63.64	\$ 6.36	\$ 70.00	\$ 70.00	\$ -
Season Ticket Senior (65 years & older)		10% \$ 36.36	\$ 3.64	\$ 40.00	\$ 40.00	\$ -

Shire of Mukinbudin

Schedule of Fees & Charges - 2024/2025

SERVICE	GST RATE	2024/2025			2023/2024	VARIANCE	
		NET	TAX	TOTAL	TOTAL		
RECREATION & CULTURE							
<u>Annual Recreation Ground Fees</u>							
Football Club	10%	\$ 2,386.36	\$ 238.64	\$ 2,625.00	\$ 2,500.00	\$ 125.00	
Bowling Club	10%	\$ 2,386.36	\$ 238.64	\$ 2,625.00	\$ 2,500.00	\$ 125.00	
Junior Cricket Club	10%	\$ 200.00	\$ 20.00	\$ 220.00	\$ 210.00	\$ 10.00	
Basketball Club	10%	\$ 1,204.55	\$ 120.45	\$ 1,325.00	\$ 1,260.00	\$ 65.00	
Netball Club	10%	\$ 1,204.55	\$ 120.45	\$ 1,325.00	\$ 1,260.00	\$ 65.00	
Tennis Club	10%	\$ 622.73	\$ 62.27	\$ 685.00	\$ 650.00	\$ 35.00	
Hockey Club	10%	\$ 622.73	\$ 62.27	\$ 685.00	\$ 650.00	\$ 35.00	
<u>Sporting Complex Hire</u>							
<i>*All functions with alcohol - \$500 Bond at CEO's Discretion</i>							
All venue hire	Per day	10%	\$ 227.27	\$ 22.73	\$ 250.00	\$ 250.00	\$ -
	Half day (Up to 5 hours)	10%	\$ 122.73	\$ 12.27	\$ 135.00	\$ 135.00	\$ -
Kitchen only	Per day	10%	\$ 145.45	\$ 14.55	\$ 160.00	\$ 160.00	\$ -
	Half day (Up to 5 hours)	10%	\$ 81.82	\$ 8.18	\$ 90.00	\$ 90.00	\$ -
Indoor Court Carpet Fee	Delivery & collection of carpet only (\$25 each way)	10%	\$ 45.45	\$ 4.55	\$ 50.00	\$ 50.00	\$ -
	Laying of carpet tiles (Inc. delivery & collection fee)	10%	\$ 200.00	\$ 20.00	\$ 220.00	\$ 220.00	\$ -
<u>Memorial Hall Hire</u>							
<i>*All functions with alcohol - \$500 Bond at CEO's Discretion</i>							
All venue hire	Per Day	10%	\$ 136.36	\$ 13.64	\$ 150.00	\$ 150.00	\$ -
	Half day (Up to 5 hours)	10%	\$ 77.27	\$ 7.73	\$ 85.00	\$ 85.00	\$ -
	Mukinbudin High School & Mukinbudin P&C			Free		Free	\$ -
Trestles (Each)	Qty 15	10%	\$ 9.09	\$ 0.91	\$ 10.00	\$ 10.00	\$ -
Chairs (Each)	Qty 148	10%	\$ 0.91	\$ 0.09	\$ 1.00	\$ 1.00	\$ -
<u>Railway Station Retail Hire</u>							
All venue hire	Per Day	10%	\$ 18.18	\$ 1.82	\$ 20.00	\$ 20.00	\$ -
	Per Month	10%	\$ 227.27	\$ 22.73	\$ 250.00	\$ 250.00	\$ -
<u>Gymnasium</u>							
One Year Membership - Single		10%	\$ 68.18	\$ 6.82	\$ 75.00	\$ 75.00	\$ -
One Year Membership - Couple		10%	\$ 127.27	\$ 12.73	\$ 140.00	\$ 140.00	\$ -
Monthly Membership - Single		10%	\$ 45.45	\$ 4.55	\$ 50.00	\$ 50.00	\$ -
<u>Other Cultural Services</u>							
Mukinbudin Early Learning Centre				Per Lease Agreement			
Mukinbudin Men's Shed				Per Lease Agreement			
Mukinbudin Gallery				Per Lease Agreement			
Sandalwood Arts				Per Lease Agreement			
Mukinbudin Sunshine Club				Per Lease Agreement			

Shire of Mukinbudin

Schedule of Fees & Charges - 2024/2025

SERVICE		GST RATE	2024/2025			2023/2024	VARIANCE
			NET	TAX	TOTAL	TOTAL	
Events Kit							
<i>* The standard rental period for all items (Excluding the Large Marquee) is a maximum of 4 days. If the rental period extends beyond 4 days, an additional rental fee will be incurred until all items are returned.</i>							
<i>** These items are stored at the Sporting Complex and are available for free use (Excluding the Large Marquee) when the Complex is hired. Any damages to the equipment shall be the responsibility of the Hirer.</i>							
	Number of items						
Marquee - 4m x 4m (Including accessories)	4	10%	\$ 45.45	\$ 4.55	\$ 50.00	\$ 50.00	\$ -
Tables - rectangle foldaway 1800 x 760	10	10%	\$ 4.55	\$ 0.45	\$ 5.00	\$ 5.00	\$ -
Tables - round foldaway 1800 round	10	10%	\$ 6.36	\$ 0.64	\$ 7.00	\$ 7.00	\$ -
Table trolleys	2	10%	\$ 4.55	\$ 0.45	\$ 5.00	\$ 5.00	\$ -
Patio heaters incl. gas bottle	6	10%	\$ 40.00	\$ 4.00	\$ 44.00	\$ 44.00	\$ -
Festoon lighting 10m	3	10%	\$ 9.09	\$ 0.91	\$ 10.00	\$ 10.00	\$ -
Festoon lighting 20m	2	10%	\$ 13.64	\$ 1.36	\$ 15.00	\$ 15.00	\$ -
Fairy lights 25m	4	10%	\$ 4.55	\$ 0.45	\$ 5.00	\$ 5.00	\$ -
Outdoor Tables (Round)	10	10%	\$ 4.55	\$ 0.45	\$ 5.00	\$ 5.00	\$ -
Outdoor chairs - black, wicker plastic	50	10%	\$ 1.82	\$ 0.18	\$ 2.00	\$ 2.00	\$ -
Event fabric - muslin	5 rolls	10%	\$ 9.09	\$ 0.91	\$ 10.00	\$ 10.00	\$ -
Event fabric - hessian 30m	4 rolls	10%	\$ 9.09	\$ 0.91	\$ 10.00	\$ 10.00	\$ -
Serving Kit - includes items listed below		10%	\$ 27.27	\$ 2.73	\$ 30.00	\$ 30.00	\$ -
Salad bowls - white							
Various size stainless steel salad bowls							
Serving Platters - blue							
Serving platters - white rectangular							
Serving platter - square							
Round divided sauce dish							
Round condiment dish							
Cheese knife							
Cheese board							
Salad servers							
Aprons							
Cutlery (Unlimited quantity)	Approx 200	10%	\$ 18.18	\$ 1.82	\$ 20.00	\$ 20.00	\$ -
Crockery (Unlimited quantity)	Approx 150	10%	\$ 18.18	\$ 1.82	\$ 20.00	\$ 20.00	\$ -
Queue Barrier Bollards - 2m extension bell	12	10%	\$ 4.55	\$ 0.45	\$ 5.00	\$ 5.00	\$ -
Heavy Duty Power Board	2	10%	\$ 1.82	\$ 0.18	\$ 2.00	\$ 2.00	\$ -
Extension Leads	3	10%	\$ 1.82	\$ 0.18	\$ 2.00	\$ 2.00	\$ -
Water cooler	1	10%	\$ 4.55	\$ 0.45	\$ 5.00	\$ 5.00	\$ -
Esky - 120 litre	1	10%	\$ 4.55	\$ 0.45	\$ 5.00	\$ 5.00	\$ -
Bar - Timber top IBC's	2	10%	\$ 27.27	\$ 2.73	\$ 30.00	\$ 30.00	\$ -
Tablecloths - Black - Rectangle	28	10%	\$ 4.55	\$ 0.45	\$ 5.00	\$ 5.00	\$ -
Tablecloths - Black - Round	11	10%	\$ 4.55	\$ 0.45	\$ 5.00	\$ 5.00	\$ -
Bain Marie	1	10%	\$ 18.18	\$ 1.82	\$ 20.00	\$ -	\$ 20.00
All items within the Events Kit (Excluding Large Marquee)		10%	\$ 454.55	\$ 45.45	\$ 500.00	\$ 500.00	\$ -
Large Marquee (10m x 15m)	Per hire period (7 days)	10%	\$ 2,272.73	\$ 227.27	\$ 2,500.00	\$ 1,550.00	\$ 950.00
	Per week thereafter	10%	\$ 909.09	\$ 90.91	\$ 1,000.00	\$ -	\$ 1,000.00
<i>*Labour for the assembly/disassembly of the Large Marquee and delivery within 100Km of the townsite is included in the hire charge. The standard hire period is up to 7 days, including assembly and disassembly.</i>							
<i>** A \$500 bond for the hire of the Large Marquee may be payable at the CEO's discretion.</i>							

Shire of Mukinbudin

Schedule of Fees & Charges - 2024/2025

SERVICE	GST RATE	2024/2025			2023/2024	VARIANCE
		NET	TAX	TOTAL	TOTAL	
ECONOMIC SERVICES						
<u>Standpipes Water</u>						
Standpipe Key	10%	\$ 200.00	\$ 20.00	\$ 220.00	\$ 220.00	\$ -
Water minimum charge		\$ 10.00	\$ -	\$ 10.00	\$ 10.00	\$ -
Water	Per kilolitre (1,000L)	\$ 5.00	\$ -	\$ 5.00	\$ 5.00	\$ -
<u>Barbalin Water Supply</u>						
Water Access Fee (Including FOB Token)	10%	\$ 45.45	\$ 4.55	\$ 50.00	\$ 50.00	\$ -
Water Charge	Per kilolitre (1,000L)	\$ 0.55	\$ -	\$ 0.55	\$ 0.55	\$ -
<u>Other Economic Services</u>						
Mukinbudin Café	See Lease Agreement (Weekly)	\$ 336.36	\$ 33.64	\$ 370.00	\$ 370.00	\$ -
Vacant Land (Corner Shadbolt St & Bent St)	See Lease Agreement (Monthly)	\$ 40.91	\$ 4.09	\$ 45.00	\$ 45.00	\$ -
Industrial Unit	See Lease Agreement (Weekly)	\$ 168.18	\$ 16.82	\$ 185.00	\$ 185.00	\$ -
<u>Caravan Park</u>						
<i>**Pensioner Concession Card Holders (Must be receiving Age Pension) - 10% discount on all accommodation charges</i>						
<i>**Caravan and Motorhome Club of Australia members - 10% discount on all accommodation charges</i>						
Only one discount to apply						
Powered Site	Per night	\$ 31.82	\$ 3.18	\$ 35.00	\$ 35.00	\$ -
Unpowered Site	Per night	\$ 22.73	\$ 2.27	\$ 25.00	\$ 25.00	\$ -
Railway Barrack	Per night	\$ 68.18	\$ 6.82	\$ 75.00	\$ 75.00	\$ -
Self-Contained Park Unit	Per night	\$ 127.27	\$ 12.73	\$ 140.00	\$ 140.00	\$ -
25 Cruickshank House	Per night	\$ 181.82	\$ 18.18	\$ 200.00	\$ 195.00	\$ 5.00
Beringbooding Villa	Per night	\$ 181.82	\$ 18.18	\$ 200.00	\$ 195.00	\$ 5.00
Wattoning Villa	Per night	\$ 200.00	\$ 20.00	\$ 220.00	\$ 215.00	\$ 5.00
Karloning Villa	Per night	\$ 181.82	\$ 18.18	\$ 200.00	\$ -	\$ 200.00
Extra guest	Per person, per night	\$ 9.09	\$ 0.91	\$ 10.00	\$ 10.00	\$ -
Additional charge	In accordance to accommodation type				\$ -	\$ -
If the accommodation is not left in a satisfactory state after check-out, an additional night's accommodation will be charged in lieu of a cleaning fee.						
Casual use of showers	Per use	\$ 5.40	\$ 0.60	\$ 6.00	\$ 6.00	\$ -
Washing Machine	Per use	\$ 5.40	\$ 0.60	\$ 6.00	\$ 6.00	\$ -
Clothes Dryer	Per use	\$ 5.40	\$ 0.60	\$ 6.00	\$ 6.00	\$ -
<u>Community Bus</u>						
Standard/Flat Hire charge – per kilometre	Administration Office to Administration Office	\$ 0.73	\$ 0.07	\$ 0.80	\$ 0.80	\$ -
Minimum charge per day	If greater than kilometre charge	\$ 60.00	\$ 6.00	\$ 66.00	\$ 66.00	\$ -
Cleaning Fee	If not clean	\$ 31.82	\$ 3.18	\$ 35.00	\$ 35.00	\$ -
Fuel charge to return tank to full (If required)			At cost			

Shire of Mukinbudin

Schedule of Fees & Charges - 2024/2025

SERVICE	GST RATE	2024/2025			2023/2024	VARIANCE
		NET	TAX	TOTAL	TOTAL	
PRIVATE WORKS						
Trailer Mounted Toilet						
Daily Fee (Monday to Friday)	10%	\$ 30.00	\$ 3.00	\$ 33.00	\$ 33.00	\$ -
Weekend Fee*	10%	\$ 68.18	\$ 6.82	\$ 75.00	\$ -	\$ 75.00
Empty/Cleaning fee (If required)	10%	\$ 109.09	\$ 10.91	\$ 120.00	\$ 85.00	\$ 35.00
Repairs due to damage	10%		At cost		\$ -	\$ -
<i>* Toilet to be collected on Friday and returned by 9am on the following business day.</i>						
Floor Cleaner Machine						
Hire Fee						
24 hours	10%	\$ 54.55	\$ 5.45	\$ 60.00	\$ 60.00	\$ -
48 hours	10%	\$ 72.73	\$ 7.27	\$ 80.00	\$ 80.00	\$ -
Empty/Cleaning fee (If required)	10%	\$ 45.45	\$ 4.55	\$ 50.00	\$ 50.00	\$ -
Cleaning product	10%		At cost		\$ -	\$ -
Plant Hire						
<i>* Wet Hire, unless specified</i>						
Grader	10%	\$ 209.09	\$ 20.91	\$ 230.00	\$ 220.00	\$ 10.00
Side Tipping Truck & Trailer	10%	\$ 163.64	\$ 16.36	\$ 180.00	\$ 170.00	\$ 10.00
Water Truck (14,000 litres)	10%	\$ 127.27	\$ 12.73	\$ 140.00	\$ 135.00	\$ 5.00
Small Tipping Truck	10%	\$ 77.27	\$ 7.73	\$ 85.00	\$ 80.00	\$ 5.00
Front End Loader (3.3m3 bucket)	10%	\$ 145.45	\$ 14.55	\$ 160.00	\$ 155.00	\$ 5.00
Vibrating Steel Roller	10%	\$ 109.09	\$ 10.91	\$ 120.00	\$ 115.00	\$ 5.00
Tractor	10%	\$ 113.64	\$ 11.36	\$ 125.00	\$ 120.00	\$ 5.00
Skid Steer Loader	10%	\$ 122.73	\$ 12.27	\$ 135.00	\$ 130.00	\$ 5.00
Backhoe	10%	\$ 127.27	\$ 12.73	\$ 140.00	\$ 135.00	\$ 5.00
Ride-On Mower	10%	\$ 86.36	\$ 8.64	\$ 95.00	\$ 90.00	\$ 5.00
Tractor Mower	10%	\$ 86.36	\$ 8.64	\$ 95.00	\$ 90.00	\$ 5.00
Tree Planter (Dry hire)	10%	\$ 77.27	\$ 7.73	\$ 85.00	\$ 80.00	\$ 5.00
SAM Trailer	10%	\$ 10.91	\$ 1.09	\$ 12.00	\$ 11.00	\$ 1.00
Portable Traffic Lights (Pair)**	10%	\$ 104.55	\$ 10.45	\$ 115.00	\$ 110.00	\$ 5.00
Multi Tyre Roller **	10%	\$ 209.09	\$ 20.91	\$ 230.00	\$ 220.00	\$ 10.00
Vibrating Roller **	10%	\$ 209.09	\$ 20.91	\$ 230.00	\$ 220.00	\$ 10.00
Labour Rate	10%	\$ 90.91	\$ 9.09	\$ 100.00	\$ 80.00	\$ 20.00
Other						
5 KVA Petrol - Single Phase	10%	\$ 54.55	\$ 5.45	\$ 60.00	\$ 60.00	\$ -
2.2KVA Petrol - Honda Single Phase	10%	\$ 54.55	\$ 5.45	\$ 60.00	\$ 60.00	\$ -

Shire of Mukinbudin

Schedule of Fees & Charges - 2024/2025

SERVICE	GST RATE	2024/2025			2023/2024	VARIANCE
		NET	TAX	TOTAL	TOTAL	
Materials						
		Per cubic metre				
		<i>* Minimum charge one (1) cubic metre. Delivery outside townsite charged at the above plant rate.</i>				
Brickies Sand (White)	10%	\$ 127.27	\$ 12.73	\$ 140.00	\$ 140.00	\$ -
Compaction Sand (Yellow)	10%	\$ 50.00	\$ 5.00	\$ 55.00	\$ 55.00	\$ -
Gravel	10%	\$ 50.00	\$ 5.00	\$ 55.00	\$ 55.00	\$ -
Blue Metal	10%	\$ 127.27	\$ 12.73	\$ 140.00	\$ 140.00	\$ -
Scrap Blue Metal	10%	\$ 50.00	\$ 5.00	\$ 55.00	\$ 55.00	\$ -
Natural Mulch			Free		\$ -	\$ -
Delivery Fee	10%	\$ 31.82	\$ 3.18	\$ 35.00	\$ 35.00	\$ -
Delivery of Asbestos to Mukinbudin Refuse Site	10%	\$ 90.91	\$ 9.09	\$ 100.00	\$ 100.00	\$ -
	10%	In excess of one (1) cubic metre As above, however approval from CEO required.				
BUILDING/HEALTH/TOWN PLANNING						
Building Application Fees (Building Act 2011 Fees & Levies)						
Certified Application for Building Permit (Class 1a or 1b & 10)						
		Work value < \$57,894.74				
		\$ 110.00	\$ -	\$ 110.00	\$ 110.00	\$ -
		Work value > \$57,894.74				
		0.19% of total work value				
		\$ -	\$ -	\$ -	\$ -	\$ -
Certified Application for Building Permit (Class 2 - 9)						
		Work value < \$122,222.22				
		\$ 110.00	\$ -	\$ 110.00	\$ 110.00	\$ -
		Work value > \$122,222.22				
		0.09% of total work value				
		\$ -	\$ -	\$ -	\$ -	\$ -
Uncertified Building Application (Class 1a only & 10)						
		Work value < \$34,375				
		\$ 110.00	\$ -	\$ 110.00	\$ 110.00	\$ -
		Work value > \$34,375				
		0.32% of total work value				
		\$ -	\$ -	\$ -	\$ -	\$ -
Demolition Permit (Class 1 & 10)		\$ 110.00	\$ -	\$ 110.00	\$ 110.00	\$ -
Demolition Permit (Class 2 - 9)		\$ 110.00	\$ -	\$ 110.00	\$ 110.00	\$ -
		Per storey				
Extend permit time for Building or Demolition		\$ 110.00	\$ -	\$ 110.00	\$ 110.00	\$ -
Occupancy Permit (Completed Building)		\$ 110.00	\$ -	\$ 110.00	\$ 110.00	\$ -
Temporary Occupancy Permit (Incomplete Building)		\$ 110.00	\$ -	\$ 110.00	\$ 110.00	\$ -
Modification of an Occupancy Permit		\$ 110.00	\$ -	\$ 110.00	\$ 110.00	\$ -
Occupancy Permit for a Permanent Change of Use or Classification		\$ 110.00	\$ -	\$ 110.00	\$ 110.00	\$ -
Occupancy Permit or Building Approval Certificate for Strata or Subdivision		\$ 110.00	\$ -	\$ 110.00	\$ 110.00	\$ -
Occupancy Permit (Unauthorised Works)						
		Work value < \$61,111.11				
		\$ 110.00	\$ -	\$ 110.00	\$ 110.00	\$ -
		Work value > \$61,111.11				
		0.18% of total work value				
		\$ -	\$ -	\$ -	\$ -	\$ -
Building Approval Certificate (Unauthorised Building Work)						
		Work value < \$28,947.37				
		\$ 110.00	\$ -	\$ 110.00	\$ 110.00	\$ -
		Work value > \$28,947.37				
		0.38% of total work value				
		\$ -	\$ -	\$ -	\$ -	\$ -
Building Approval Certificate for existing building (Authorised Building Work)		\$ 110.00	\$ -	\$ 110.00	\$ 110.00	\$ -
Replace an Occupancy Permit for an Existing Building		\$ 110.00	\$ -	\$ 110.00	\$ 110.00	\$ -
Extend time which an Occupancy Permit or Building Approval Certificate has effect		\$ 110.00	\$ -	\$ 110.00	\$ 110.00	\$ -

Shire of Mukinbudin

Schedule of Fees & Charges - 2024/2025

SERVICE	GST RATE	2024/2025			2023/2024	VARIANCE	
		NET	TAX	TOTAL	TOTAL		
<u>Building Services Levy - (Building Act 2011 Fees & Levies)</u>							
Building Permit Certified or Uncertified		Work value = or < \$45,000	\$ 61.65	\$ -	\$ 61.65	\$ 61.65	\$ -
Building Permit Certified or Uncertified		Work value > \$45,000	0.137% of total work value		0.137%	\$ -	\$ -
Demolition Licence		Work value = or < \$45,000	\$ 61.65	\$ -	\$ 61.65	\$ 61.65	\$ -
Demolition Licence		Work value > \$45,000	0.137% of total work value		0.137%	\$ -	\$ -
Occupancy Permit - s46 New building or s48 - Modification of occupancy permit for additional use of building on temporary basis			\$ -	\$ -	\$ -	\$ -	\$ -
Occupancy Permit or Building Approval Certificate (Authorised building works) (s47,49,50,52)			\$ 61.65	\$ -	\$ 61.65	\$ 61.65	\$ -
Occupancy Permit or BAC - Unauthorised Building Works (s51)		Work value = or < \$45,000	\$ 123.30	\$ -	\$ 123.30	\$ 123.30	\$ -
Occupancy Permit or BAC - Unauthorised Building Works (s51)		Work value > \$45,000	0.274% of total work value		0.274%	\$ -	\$ -
<u>Construction Training Fund (CTF)</u>							
Building Construction Industry Training Levy		All permits > \$20,000 in value	0.20% of total work value		0.20%	\$ -	\$ -
<u>Planning and Health Fees effective 1 July 2014</u>							
<u>Sewerage</u>							
Health Act 1911; Health (Treatment of Sewerage and Disposal of Effluent and liquid Waste) Regulations 1979 (Regs 4 & 4A)							
Local Government Application Fee (paid to local government)			\$ 118.00	\$ -	\$ 118.00	\$ 118.00	\$ -
AND (when EDPH approval is required)							
Health Department of WA Application Fee							
(a) With a Local Government Report			\$ 35.00	\$ -	\$ 56.00	\$ 56.00	\$ -
(b) Without a Local Government Report			\$ 118.00	\$ -	\$ 110.00	\$ 110.00	\$ -
Local Government Report Fee (set by local government)			\$ 118.00	\$ -	\$ 118.00	\$ 118.00	\$ -
Fee for the Grant of a Permit to Use an Apparatus (when application is approved) (including all inspections)			\$ 118.00	\$ -	\$ 118.00	\$ 118.00	\$ -
Smoke alarms Part 8 Div 3 Reg 61 (3)(b)				maximum	\$ 179.40	\$ 179.40	\$ -
<u>Swimming Pool Inspections - 53A(2) & 53A(3) of the Building Regulations 2012 (Statutory Fees)</u>							
Initial inspection of swimming pool safety barriers (Inclusive of any required re-inspections)			\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -
4-yearly swimming pool safety barriers inspection			\$ 78.00	\$ -	\$ 78.00	\$ 57.45	\$ 20.55
<u>Planning Fees - Planning and Development Regulations 2009</u>							
Due to the range and type of planning fees all applications need to be presented to the Shire office on a case by case basis to determine fees payable.							
The Planning fees are set out in the Western Australian Planning Commission Planning Bulletin. Presently Planning Bulletin No 93/2013 effective 1 July 2013							
BSL changes gazetted 1 July 2015							

Shire of Mukinbudin - Community Resource Centre

Schedule of Fees & Charges - 2024/2025

SERVICE	GST RATE	2024/2025			2023/2024	VARIANCE
		NET	TAX	TOTAL	TOTAL	
<u>Photocopying/Printing - Black & White</u>	<i>Per page</i>					
A4 - 0 to 100 pages	10%	\$ 0.45	\$ 0.05	\$ 0.50	\$ 0.50	\$ -
A4 - 0 to 100 pages	* Seniors & Local Community Group Discount 10%	\$ 0.36	\$ 0.04	\$ 0.40	\$ 0.40	\$ -
A4 - 100+ pages	10%	\$ 0.23	\$ 0.02	\$ 0.25	\$ 0.25	\$ -
A4 - 100+ pages	* Seniors & Local Community Group Discount 10%	\$ 0.18	\$ 0.02	\$ 0.20	\$ 0.20	\$ -
A3 pages	10%	\$ 0.73	\$ 0.07	\$ 0.80	\$ 0.80	\$ -
A3 pages	* Seniors & Local Community Group Discount 10%	\$ 0.55	\$ 0.05	\$ 0.60	\$ 0.60	\$ -
<u>Photocopying/Printing - Colour</u>	<i>Per page</i>					
A4 - 0 to 100 pages	10%	\$ 0.91	\$ 0.09	\$ 1.00	\$ 1.00	\$ -
A4 - 0 to 100 pages	* Seniors & Local Community Group Discount 10%	\$ 0.73	\$ 0.07	\$ 0.80	\$ 0.80	\$ -
A4 - 100+ pages	10%	\$ 0.73	\$ 0.07	\$ 0.80	\$ 0.80	\$ -
A4 - 100+ pages	* Seniors & Local Community Group Discount 110%	\$ 0.45	\$ 0.05	\$ 0.50	\$ 0.50	\$ -
A3 page	10%	\$ 1.59	\$ 0.16	\$ 1.75	\$ 1.75	\$ -
A3 page	* Seniors & Local Community Group Discount 10%	\$ 1.36	\$ 0.14	\$ 1.50	\$ 1.50	\$ -
<u>Card/Coloured Paper/Photo Paper</u>	<i>Charge in addition to the printing cost, per page</i>					
A4 page	10%	\$ 0.18	\$ 0.02	\$ 0.20	\$ 0.20	\$ -
A3 page	10%	\$ 0.68	\$ 0.07	\$ 0.75	\$ 0.75	\$ -
<u>Laminating</u>	<i>Per page</i>					
A4 page	10%	\$ 1.36	\$ 0.14	\$ 1.50	\$ 1.50	\$ -
A3 page	10%	\$ 2.27	\$ 0.23	\$ 2.50	\$ 2.50	\$ -
<u>Binding</u>	<i>Per document (Incl. plastic cover, card and spine)</i>					
1 to 50 pages	10%	\$ 4.55	\$ 0.45	\$ 5.00	\$ 5.00	\$ -
50+ pages	10%	\$ 9.09	\$ 0.91	\$ 10.00	\$ 10.00	\$ -

Shire of Mukinbudin - Community Resource Centre

Schedule of Fees & Charges - 2024/2025

SERVICE	GST RATE	2024/2025			2023/2024	VARIANCE
		NET	TAX	TOTAL	TOTAL	
<u>Secretarial Services</u>						
30 minutes	10%	\$ 18.18	\$ 1.82	\$ 20.00	\$ 20.00	\$ -
1 hour	10%	\$ 45.45	\$ 4.55	\$ 50.00	\$ 50.00	\$ -
Mukinbudin District Club	<i>Per Year</i>	\$ 1,090.91	\$ 109.09	\$ 1,200.00	\$ 1,200.00	\$ -
<u>Office & Meeting Room Hire</u>						
Office Hire	<i>Full Day</i>	\$ 27.27	\$ 2.73	\$ 30.00	\$ 30.00	\$ -
Meeting Room Hire	<i>Full Day</i>	\$ 50.00	\$ 5.00	\$ 55.00	\$ 55.00	\$ -
Muka Matters Room Hire	<i>Per year</i>	\$ 1,500.00	\$ 150.00	\$ 1,650.00	\$ 1,650.00	\$ -
<u>DNP Photo Printing</u>						
	<i>Per photo</i>					
Calendar - 6x4 inches	<i>1 to 19 photos</i>	\$ 0.91	\$ 0.09	\$ 1.00	\$ 1.00	\$ -
	<i>20 to 49 photos</i>	\$ 0.73	\$ 0.07	\$ 0.80	\$ 0.80	\$ -
	<i>50+ photos</i>	\$ 0.55	\$ 0.05	\$ 0.60	\$ 0.60	\$ -
Calendar - 6x8 inches	10%	\$ 2.73	\$ 0.27	\$ 3.00	\$ 3.00	\$ -
Calendar - 6x8 inches (13 calendars)	10%	\$ 13.64	\$ 1.36	\$ 15.00	\$ 15.00	\$ -
Collage - 6x4 inches	<i>1 to 19 photos</i>	\$ 0.91	\$ 0.09	\$ 1.00	\$ 1.00	\$ -
	<i>20 to 49 photos</i>	\$ 0.73	\$ 0.07	\$ 0.80	\$ 0.80	\$ -
	<i>50+ photos</i>	\$ 0.55	\$ 0.05	\$ 0.60	\$ 0.60	\$ -
Collage - 6x6 & 6x8 inches	<i>1 to 19 photos</i>	\$ 2.73	\$ 0.27	\$ 3.00	\$ 3.00	\$ -
	<i>20 to 49 photos</i>	\$ 0.91	\$ 0.09	\$ 1.00	\$ 1.00	\$ -
	<i>50+ photos</i>	\$ 0.73	\$ 0.07	\$ 0.80	\$ 0.80	\$ -
Prints - 6x4 inches	<i>1 to 19 photos</i>	\$ 0.91	\$ 0.09	\$ 1.00	\$ 1.00	\$ -
	<i>20 to 49 photos</i>	\$ 0.73	\$ 0.07	\$ 0.80	\$ 0.80	\$ -
	<i>50+ photos</i>	\$ 0.55	\$ 0.05	\$ 0.60	\$ 0.60	\$ -
Prints - 6x6 & 6x8 inches	<i>1 to 19 photos</i>	\$ 2.73	\$ 0.27	\$ 3.00	\$ 3.00	\$ -
	<i>20 to 49 photos</i>	\$ 0.91	\$ 0.09	\$ 1.00	\$ 1.00	\$ -
	<i>50+ photos</i>	\$ 0.73	\$ 0.07	\$ 0.80	\$ 0.80	\$ -
Print with frames - 6x4 inches	<i>1 to 19 photos</i>	\$ 0.91	\$ 0.09	\$ 1.00	\$ 1.00	\$ -
	<i>20 to 49 photos</i>	\$ 0.73	\$ 0.07	\$ 0.80	\$ 0.80	\$ -
	<i>50+ photos</i>	\$ 0.55	\$ 0.05	\$ 0.60	\$ 0.60	\$ -
Print with frames - 6x6 & 6x8 inches	<i>1 to 19 photos</i>	\$ 2.73	\$ 0.27	\$ 3.00	\$ 3.00	\$ -
	<i>20 to 49 photos</i>	\$ 0.91	\$ 0.09	\$ 1.00	\$ 1.00	\$ -
	<i>50+ photos</i>	\$ 0.73	\$ 0.07	\$ 0.80	\$ 0.80	\$ -
Greetings cards - 6x4 inches	<i>1 to 19 photos</i>	\$ 0.91	\$ 0.09	\$ 1.00	\$ 1.00	\$ -
	<i>20 to 49 photos</i>	\$ 0.73	\$ 0.07	\$ 0.80	\$ 0.80	\$ -
	<i>50+ photos</i>	\$ 0.55	\$ 0.05	\$ 0.60	\$ 0.60	\$ -
Greetings cards - 6x6 & 6x8 inches	<i>1 to 19 photos</i>	\$ 2.73	\$ 0.27	\$ 3.00	\$ 3.00	\$ -
	<i>20 to 49 photos</i>	\$ 0.91	\$ 0.09	\$ 1.00	\$ 1.00	\$ -
	<i>50+ photos</i>	\$ 0.73	\$ 0.07	\$ 0.80	\$ 0.80	\$ -
Panoramic 6x14 inches	10%	\$ 5.91	\$ 0.59	\$ 6.50	\$ 6.50	\$ -
Panoramic 6x20 inches	10%	\$ 6.82	\$ 0.68	\$ 7.50	\$ 7.50	\$ -

Shire of Mukinbudin - Community Resource Centre

Schedule of Fees & Charges - 2024/2025

SERVICE	GST RATE	2024/2025			2023/2024	VARIANCE
		NET	TAX	TOTAL	TOTAL	
<u>Heat press</u>						
<i>Per item</i>						
Custom stubbie holder	10%	\$ 7.27	\$ 0.73	\$ 8.00	\$ 8.00	\$ -
Custom mug	10%	\$ 9.09	\$ 0.91	\$ 10.00	\$ 10.00	\$ -
Custom place mat - A4	10%	\$ 18.18	\$ 1.82	\$ 20.00	\$ 20.00	\$ -
Custom place mat and coaster (set of 4)	10%	\$ 40.91	\$ 4.09	\$ 45.00	\$ 45.00	\$ -
Custom place mat and coaster (set of 6)	10%	\$ 40.91	\$ 4.09	\$ 45.00	\$ 45.00	\$ -
Custom T-Shirts - A4 print	10%	\$ 13.64	\$ 1.36	\$ 15.00	\$ 15.00	\$ -
Custom T-Shirts - A3 print	10%	\$ 18.18	\$ 1.82	\$ 20.00	\$ 20.00	\$ -
Mukinbudin stubbie holder	10%	\$ 5.45	\$ 0.55	\$ 6.00	\$ 6.00	\$ -
Mukinbudin mug	10%	\$ 7.27	\$ 0.73	\$ 8.00	\$ 8.00	\$ -
Mukinbudin place mat and coaster (set of 4)	10%	\$ 36.36	\$ 3.64	\$ 40.00	\$ 40.00	\$ -
Mukinbudin place mat and coaster (set of 6)	10%	\$ 50.00	\$ 5.00	\$ 55.00	\$ 55.00	\$ -
Mukinbudin T-Shirts - A4 print	10%	\$ 10.91	\$ 1.09	\$ 12.00	\$ 12.00	\$ -
Mukinbudin T-Shirts - A3 print	10%	\$ 13.64	\$ 1.36	\$ 15.00	\$ 15.00	\$ -
<u>Miscellaneous</u>						
Faxing						
<i>Per document</i>	10%	\$ 1.82	\$ 0.18	\$ 2.00	\$ 2.00	\$ -
Scanning & Emailing						
<i>Per document</i>	10%	\$ 4.55	\$ 0.45	\$ 5.00	\$ 5.00	\$ -
Computer use						
<i>Per Hour</i>	10%	\$ 4.55	\$ 0.45	\$ 5.00	\$ 5.00	\$ -
WIFI use						
<i>Free</i>			Free			\$ -
ID Photos						
<i>4 photos</i>	10%	\$ 13.64	\$ 1.36	\$ 15.00	\$ 15.00	\$ -
Archive boxes storage						
<i>Per year per box</i>	10%	\$ 9.09	\$ 0.91	\$ 10.00	\$ 10.00	\$ -
Telescope hire						
<i>Per day</i>	10%	\$ 45.45	\$ 4.55	\$ 50.00	\$ 50.00	\$ -
Equipment hire						
<i>Per unit per day</i>	10%	\$ 27.27	\$ 2.73	\$ 30.00	\$ 30.00	\$ -
Photo editing & large format printing		As per quote generated by quoting excel calculator				
Retail items		Sale price - Retail markup between 20% and 60% of cost price				
Consignment stock		Sold for 20% commission of price set by seller				
Events/Courses/Workshops		Participant cost to be determined by CEO as per delegated authority and policy manual				



REGISTER OF DELEGATIONS



ORIGINALLY ADOPTED 23 AUGUST 2000
REVIEWED 21 MAY 2024

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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PART 1 – DELEGATIONS BY THE COUNCIL

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LOCAL GOVERNMENT ACT 1995 DELEGATIONS

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5. Make Payments from the Municipal Fund and Trust Fund
6. Contract Variations
7. Rate Notice – Extension of Time to Object
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 - 20A. Grant of Building Permit
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 - 20F. Authorised Persons
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FOOD ACT 2008 DELEGATIONS

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DOG ACT 1976 DELEGATIONS

- 43. Dog Act 1976 Functions

CAT ACT 2011 DELEGATIONS

- 44. Cat Act 2011 Functions

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: 21 May 2024

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 two staffing categories:

Teir 1 – 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 2024/25 these positions include the following members of staff:

- *Manager of Works and Services*
- *Manager of Finance*
- *Manager of Corporate and Community Services*
- *Senior Finance Officer*
- *Communications and Engagement Officer*

Teir 2 – 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 2024/25 these positions include the following members of staff:

- *Administration Officer*
- *CRC Coordinator*
- *Customer Liaison Officer*

Purpose

To clarify the management role of the CEO in implementing and controlling the budget, to determine levels of accountability to Council and to set the limits for sub-delegations to nominated staff.

Complementary Legislation

Local Government Act 1995 Sections 5.42 to 5.45

Local Government (Functions and General) Regulations 1996, Regs 18 (4) and 18 (5).

LOCAL GOVERNMENT ACT 1995 - SECT 5.43

5.43 . Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) appointing an auditor;*
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) borrowing money on behalf of the local government;*
- (g) hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) any power or duty that requires the approval of the Minister or the Governor;*

(i) *such other powers or duties as may be prescribed.*
[Section 5.43 amended by No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23.]

5.44 CEO may delegate powers and duties to other employees

(1) *A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.*

(2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

(3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —

(a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and

(b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.

(4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.

(5) In subsections (3) and (4) —

conditions includes qualifications, limitations or exceptions.

[Section 5.44 amended by No. 1 of 1998 s. 14(1).]

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: 26 May 2023

The Delegation

The Council of the Shire of Mukinbudin hereby delegates authority to the Chief Executive Officer, to approve the writing off of debts in accordance with Section 6.12 (1) (c) of the *Local Government Act 1995*

Any Debt written off under this delegation must be:-

- (a) up to \$500 only, or
- (b) where the debt occurred due to an error or oversight by Officers.

In all cases where a debt is to be written off, a separate report is to be submitted to Council for consideration.

The Chief Executive Officer delegates this authority to the Manager of Finance.

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.

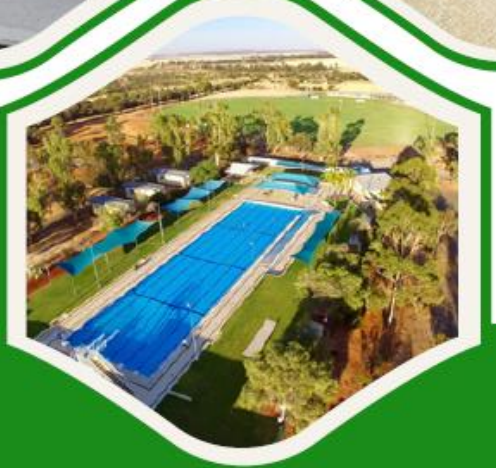
Purpose

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	Manager of Corporate & Community Services 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



FOREWORD

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

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

COUNCIL

Responsible for decision making and policy.

CHIEF EXECUTIVE OFFICER (CEO)

Responsible for day to day management under those policies.

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

Effective role separation provides 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 do not require absolute adherence, but may be changed as circumstances dictate, in accordance with Council's directions and amended by Council from time to time.

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

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

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

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

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

Definitions

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

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

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

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

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

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

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

"*Policy*", as the context requires, means either:

- a procedural direction to officers to implement Council's wishes or instructions in a particular way; or



- the authority for officers to act, where that authority is not considered to be a delegation, but more procedural in nature.

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

Head of Power

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

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

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

Process

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

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

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

New Policies

Council may make new Policies at any time.

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

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

Amended and Revoked Policies

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

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

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



Certification

Council formally reviewed this Policy Manual on 21 May 2024 Ordinary Council meeting and Resolution N^o ** 05 2024 confirming its application.

Gary Shadbolt
President

21/05/2024

Dirk Sellenger
Chief Executive Officer

21/05/2024



POLICY

DEFINITION

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

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

PROCEDURES – What are they?

(see Council's separate Procedures Manual)

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

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

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

DELEGATION – What is it?

(see also Council's Delegation Register)

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

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



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

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

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

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

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

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

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GOVERNANCE

1.1 Policy Manual Amendments

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

1.2 Meeting Dates

POLICY	Council is to meet <i>ordinarily</i> on the third (3 rd) 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 President's Allowance

POLICY	The Presidential Allowance, as set in Council's annual budget, is to be paid quarterly throughout the financial year.
OBJECTIVES	To ensure that the President's annual allowance is paid regularly.
GUIDELINES	Payment Arranged by the Manager of Finance Salaries and Allowance Tribunal <i>Local government Act 1995 - s5.98(5)</i> <i>Local Government (Administration) Regulations 1996 – reg 33</i>
HISTORY	
REVIEW	Finance & Administration Manager

1.4 Councillor Attendance Fees

POLICY	The Shire President and Councillors meeting attendance fees to be set prior to annual budget deliberations.
OBJECTIVES	To establish the fees payable for attendance at meetings.
GUIDELINES	Payment Arranged by the Manager of Finance Salaries and Allowances Tribunal <i>Local government Act 1995 - s5.98(1)</i> <i>Local Government (Administration) Regulations 1996 – reg 30</i>
HISTORY	
REVIEW	Finance & Administration Manager

1.5 Citizenship Ceremonies

POLICY

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

OBJECTIVES

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

GUIDELINES

HISTORY

Former policy 1.1.2

REVIEW

Chief Executive Officer

1.6 Office Opening Hours

POLICY	The Administration Office hours shall be open to the general public from 8.00am to 4.00pm, five days per week, excluding weekends and public holidays.
OBJECTIVES	To ensure electors and clients have maximum opportunity to undertake council business.
GUIDELINES	The CEO may, when considered appropriate, vary the hours of access for a period not exceeding 4 consecutive weeks.
HISTORY	Former policy 1.1.1 Updated May 2023
REVIEW	Chief Executive Officer

1.7 Staff Induction Manual

POLICY

Council will maintain a separate policy document called “Staff Induction Manual” dealing with policy matters directly relating to the employment of staff. Addition, deletions or alterations to Council Policy shall only be affected by specific Council resolution stating –

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

OBJECTIVES

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

GUIDELINES

- If it is not in the Policy Manual, it may be usual practice, but it is not policy. Unless it is specifically stated that the authority is to be included in the Policy Manual, it will be assumed that the authority to act is for a specific matter and is not a general or ongoing Policy.
- Senior Officer Contract

HISTORY

REVIEW

Chief Executive Officer

1.8 Travel Expenses

POLICY

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

Reimbursement of travel expenses, if claimed by the Councillor or staff member, is to be made in accordance with the Local Government Industry Award 2020.

Claims will be reimbursed within the financial year in which they fall. It is the responsibility of the Elected Members to claim any travel reimbursement.

OBJECTIVES

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

GUIDELINES

Claims for expenses are to be forwarded to the Finance & Administration Manager
Local Government Act 1995 – Div 8 – s5.98 Fees, expenses & allowances & s 5.99A
Local Government (Administration) Regulations – reg31, 32, 34AB
Salaries and Allowances Tribunal

HISTORY

Updated May 2023

REVIEW

Finance & Administration Manager

1.9 Members Conference/Course Attendance and Partners Expenses

POLICY Council shall pay registration fees for members attending approved conferences.

Council shall not pay conference registration fees for partners.

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

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

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

HISTORY

REVIEW Chief Executive Officer

1.10 Members Accommodation/Meal Expenses

POLICY

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

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

Council shall pay WALGA conference dinner expenses for Members and partners in accordance with Policy 1.09

OBJECTIVES

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

GUIDELINES

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

HISTORY

REVIEW

Chief Executive Officer

1.11 Code of Conduct for Elected Members and Staff

Revoked May 2021 – Council Decision Number 070521

ATTACHMENT 1.12
POLICY ON LEGAL REPRESENTATION
COST INDEMNIFICATION

1. Introduction

- This policy is designed to protect the interests of council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.
- In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

2. General Principles

- a) The Shire of Mukinbudin may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Shire of Mukinbudin or otherwise in bad faith.
- b) The Shire of Mukinbudin may provide such assistance in the following types of legal proceedings:
 - i) Proceedings brought by members and employees to enable them to carry out their local government functions (e.g., where a member or employee seeks a restraining order against a person using threatening behaviour.
 - ii) Proceedings brought against members or employees (this could be in relation to a decision of Council or an employee which aggrieves another person (e.g., refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g., defending defamation actions); and
 - iii) Statutory or other inquiries where representation of members or employees is justified.
- c) The Shire of Mukinbudin will not support any defamation actions seeking the payment of damages for individual members or employees regarding comments or criticisms leveled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Furthermore, the Shire of Mukinbudin may seek its own advice on any aspect relating to such comments and criticisms or relevance to it.
- d) The legal services the subject of assistance under this policy will usually be provided by the Shire of Mukinbudin's solicitors or, where this is not appropriate for practical reasons or because of a conflict of interest, then the service may be provided by other solicitors approved by the Shire of Mukinbudin.

3. Applications for Financial Assistance

- a) Subject to item (e), decisions as to assistance under this policy are to be made by Council

- b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
- c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation prepared by, or on behalf of, the Chief Executive Officer (CEO).
- d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
- e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorization to the value of \$5,000 provided that the power to make such an authorization has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*.
- f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

4. Repayment of Assistance

Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be offset against any monies paid or payable by the Shire of Mukinbudin. Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Shire of Mukinbudin or otherwise in bad faith; or where information from the person is shown to have been false or misleading.

Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire of Mukinbudin may take action to recover any such moneys in a court of competent jurisdiction.

1.13 Honorary Freeman of the Municipality

POLICY

That Council confer the title of “Honorary Freeman of the Municipality” upon a person exceptional service and contribution.

No more than one such Title shall be awarded in any one year.

The Mukinbudin Shire Council has agreed to set up a system of awarding Freeman of the Shire of Mukinbudin based on people’s contribution to the life of the community and works done outside of those provided for Australia Day and the Federal Award System.

The system would provide the awardees with a certificate and would automatically involve them in invitations to formal Council functions and recognition at all those functions.

Freeman on the Shire of Mukinbudin are decided by Council on the nomination of individual Councillors and is done so by Absolute Majority

OBJECTIVES

To recognise the commitment and service of recipients to Council.

To recognise outstanding and meritorious service to the Shire of Mukinbudin

GUIDELINES

Local Government Act 1995 – s3.1(1)

General function powers

Local Government Act 1995 Section 2.7 – The Role of Council

Subject to the eligibility and selection criteria of this policy being met, Council may, by, an Absolute Majority decision of Council, confer the title of 'Honorary Freeman of the Municipality' to a former President or 'Freeman of the Municipality' on any person. The title shall be reserved for persons who have rendered exceptional service to the community.

The process for nomination and selection for the title are as follows:

1. Eligibility Criteria for 'Freeman of the Municipality'

Nominees for the conferring of the title 'Freeman of the Municipality' should have lived within the Shire of Mukinbudin for a significant number of years (significant is taken to mean at least 10 years) and who have given extensive and distinguished service to the community (e.g., service to other organisations, voluntary and community groups) in a largely voluntary capacity.

2. Selection Criteria

Nominees will be judged on their record of service to the community. The selection criteria are to include:

- a) length of service in a field (or fields) of activity
- b) level of commitment to the field (or fields) of activity
- c) personal leadership qualities
- d) benefits to the community of the Shire of Mukinbudin resulting from the nominee's work
- e) specific achievements of the nominee

3. Nomination Procedure

a) Nominations for the Award may be made by Councillors, individuals or organisations and are to be sponsored by a Councillor of the Shire of Mukinbudin. They are to be submitted to the Shire President or CEO on the Official Nomination Form (as appended).

Nominations are to be made in the strictest confidence without the knowledge of the nominee.

b) 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.

f) Once a nomination has been accepted by Council, the nominee, and any person(s) or organisation(s) involved in the nomination are to be informed of the decision and a suitable press statement is to be released.

4. Title of ‘Honorary Freeman of the Municipality’

A person who has acted as Shire President at the Shire of Mukinbudin for a period of twenty consecutive years will be made an Honorary Freeman automatically in recognition of their service and leadership given to the Shire.

The appointment will be made at the conclusion of their term of office.

5. Awarding the Titles

The formal conferring of these titles is to be carried out at a reception held by Council. This may be a special reception for this purpose, or the ceremony may form a focal point of any other suitable reception hosted by Council. The decision on the occasion and format of the ceremony shall rest with the Shire President, in consultation with the Chief Executive Officer.

The successful nominee shall receive a certificate (framed in a quality frame) and an official name badge (of a similar design to Councillor badges) which confirms his or her status and shall be invited to attend all civic functions.

6. Number of Freeman within the City

There is no limit on the number of persons upon which the title of Freeman of the Shire of Mukinbudin may be conveyed.

HISTORY

Previously awarded under the Local Government Act 1960 –
s691A Former policy 1.1.16

REVIEW

Chief Executive Officer

Nomination Form for the conferring of the title
'Freeman of the Municipality'

The information contained in this document is strictly confidential

To: The Shire President
Shire of Mukinbudin
PO Box 67
MUKINBUDIN WA 6479

Dear Sir/Madam

I hereby nominate.....
(Full Name)

of
(Address)

for the conferring of the title 'Freeman of the Municipality'.

In support of this recommendation, I supply the information set out on pages 2 and 3 of this document.

Yours faithfully

..... Date.....

DETAILS OF PERSON SUBMITTING NOMINATION

The following information about the person submitting this recommendation is needed to enable officers of the Shire of Mukinbudin to see further details, if required. In addition to completing the full details below, please indicate, in the box provided, your preferred address for further contact.

NAME (IN FULL):
HOME ADDRESS:
PHONE NO:
BUSINESS ADDRESS:
TELEPHONE NO:.....

DETAILS OF PERSON BEING NOMINATED FOR THE TITLE

Please provide a biographical profile of the person you are nominating by completing the section below and by providing the details requested on the next page. If insufficient space is available on page 3 of the form, please attach a separate statement.

SURNAME:

GIVEN NAMES:

HOME ADDRESS:

TELEPHONE NO:

OCCUPATION:

BUSINESS ADDRESS:

TELEPHONE NO:

AWARDS ETC:

DATE AND PLACE OF BIRTH:

Please set out below details of the activities undertaken by the person you are nominating, and the reasons why you consider he or she should receive special recognition from the Council of the Shire of Mukinbudin by the conferring of the title 'Freeman of the Municipality'.

The names and addresses of individuals and/or organisations able to support your recommendation should also be provided.

1.14 Use of Common Seal

POLICY	A document is validly executed by the Shire of Mukinbudin when the seal of the Shire is affixed to it by the Shire President and the 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	Previous Policy
REVIEW	Council

1.15 Social Media Policy

POLICY

To promote effective and productive community engagement through social media. The Social Media Policy and Procedures promote understanding about the spread, nature and impact of social media and suggest guidelines, limitations, and parameters regarding its use.

OBJECTIVES

To outline the Shire's position in relation to the use of social media by its employees in an official capacity and to clarify what is acceptable and unacceptable regarding the use of social media by employees.

GUIDELINES

The Shire of Mukinbudin ("the Shire") embraces the use of social media for the promotion, development, and delivery of its services, and to facilitate communication with residents, ratepayers and visitors. However, the Shire recognises that there are risks and challenges associated with the use of these platforms.

It is unacceptable for any social media channels to be used for personal commentary which may be used for personal commentary which may be interpreted as the views of the Shire of Mukinbudin.

Social media is the term used for internet-based tools for sharing and discussing information among people. It refers to user-generated information, opinion and other content shared over open digital networks. It includes all existing and emerging electronic/digital communication applications.

HISTORY

May 2016

REVIEW

Chief Executive Officer

1.16 Internet and Email Usage

POLICY	Internet and Email Usage policy is in place.
OBJECTIVES	To provide a framework for appropriate access to and use of internet and email systems.
GUIDELINES	<p>The Shire of Mukinbudin is committed to providing its staff with appropriate corporate applications and business tools, including access to internet and email systems, provided that:</p> <ul style="list-style-type: none">• Usage of internet and email facilities is primarily limited to job-related activities. However, some personal use within reason is permitted at the discretion of the Chief Executive Officer, Employees are to ensure they use the internet responsibly and productively.• All internet data that is composed, transmitted and / or received by Shire systems is considered to be the property of the Shire. <p>The Internet and Email Usage Policy applies to the accessing of internet and email systems by all employees in the performance of their work. Specifically, this includes:</p> <ul style="list-style-type: none">• Internal and external email traffic.• Internet access.• Network access.
HISTORY	May 2016
REVIEW	Chief Executive Officer

1.17 Continuing Professional Development

POLICY

The Shire of Mukinbudin recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the Local Government Act 1995, Elected Members must complete Council Member Essentials which incorporates the following training units:

- a) Understanding Local Government;
- b) Conflicts of Interest;
- c) Serving on Council;
- d) Meeting Procedures and Debating; and
- e) Understanding Financial Report and Budgets.

Council's preferred provider for the training is WALGA (WA Local Government Association). All units and associated costs will be paid for by the Shire and must be completed by 30 June in the year immediately following the elected Member's election. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to Local Government Act 1995.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost-efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

OBJECTIVES

To ensure that Elected Members of the Shire of Mukinbudin receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.

GUIDELINES

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required;
- The Budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;

- Identified skills gaps of elected members both individually and has a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend. Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:
 - Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO;

HISTORY March 2021

REVIEW Chief Executive Officer

1.18 Citizen of the Year Privileges

POLICY	The Shire Citizen of the Year will be entitled to receive an invitation to all formal Council functions and recognition at all those functions, for a period of twelve (12) months, from the announcement of the award.
OBJECTIVES	To acknowledge and celebrate the significant contributions made by the Citizen of the Year to their local community.
GUIDELINES	Local Government Act 1995 Section 2.7 – The Role of Council. <i>Local Government Act 1995, s3.1(1)</i> - General function powers.
HISTORY	May 2021
REVIEW	Chief Executive Officer

1.19 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

May 2021

REVIEW

Chief Executive Officer

1.20 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

1.21 Code of Conduct - Complaints Handling

POLICY

This Policy is limited to complaints about behaviour breaches (Code of Conduct, Division 3) by council members, committee members and candidates.

A person may make a complaint, in accordance with the Code of Conduct, alleging a behaviour breach.

OBJECTIVES

The objective of this Policy is to prescribe the processes for the management of complaints involving council members, committee members and candidates in matters relating to breaches of the behaviour requirements in Division 3 of the Code of Conduct.

GUIDELINES

Local Government Act 1995, sections 5.103 & 5.104 Code of Conduct for Council Members, Committee Members and Candidates

DEFINITIONS

In this Policy –

behaviour breach means a breach of a behaviour requirement in Division 3 of the Code of Conduct.

complaints officer means a person authorised in writing by the council, or by the CEO exercising authority delegated by the council, to receive complaints and withdrawals of complaints under clause 10 of the Code of Conduct.

candidate - an individual is considered a candidate when their nomination for election is accepted by a Returning Officer under section 4.49 of the LG Act. The Code of Conduct applies to the candidate from that point. *Any alleged behaviour breach may only be dealt with if the candidate is elected as a council member.*

committee member - includes any council member, local government employee or unelected member of the community, in any of those cases, who has been appointed by the council to be a member of a council committee.

complainant means a person complaining of a behaviour breach by a council or committee member of the Shire or a candidate.

complaint means a complaint made under clause 11(1) of the Code of Conduct.

complaints Investigator means a Investigator of persons appointed to consider and determine complaints.

council member means an individual who has been elected as a council member under the LG Act. This Policy also applies to a council member who is a committee member on a council committee.

evidence means the available facts or information which go to indicate whether an allegation of a breach is true or valid. Local governments must use evidence provided by the complainant and by the person to whom the complaint relates, as well as any other available evidence, to decide whether a breach has occurred.

investigator means the complaints person appointed to investigate complaints received.

report means the report for the council of the outcome of the investigation of a complaint dealing with the following:

1. whether or not the complaints investigator considers that the behaviour breaches the subject of the complaint has occurred.
2. the evidence relied on by the complaints investigator under clause 12(3) of the model code for that conclusion; and
3. a recommendation as to whether no further action should be taken on the complaint, or as to the terms of a plan under clause 12(4)(b) of the model code.

Other terms used in this Policy that are also used in the LG Act have the same meanings as they have in the Act unless the contrary intention appears.

HISTORY

July 2021

REVIEW

Chief Executive Officer

1.21.1 **Code of Conduct - Complaints Handling Procedure**

Appointment of Complaints Investigator

1. The CEO is to appoint a person with relevant Local Government skills and knowledge who is not an employee of the Shire, to review and consider one or more complaints of behaviour breach and to report on the outcome of any investigation to the CEO for provision to the council.

2. The CEO is to deal with the remuneration of the complaints investigator, and a complaints mediator, in accordance with the 'Costs in the Complaints Process' section of this policy.

Process for Making a Complaint

1. Initiation of Complaint
 - (a) Any person may make a complaint alleging a behaviour breach.
 - (b) A Complaint must be in writing on the Shire's approved form – 'Complaint About Alleged Behaviour Breach Form'.
 - (c) The complainant must lodge the complaint with the Shire's Complaints Officer.
 - (d) The complainant must provide with the complaint, details of the alleged behaviour breach together with any supporting evidence.
 - (e) The complaint must be lodged within one (1) month of the occurrence of the alleged behaviour breach.
 - (f) A complaint must be submitted by the complainant.

2. A complaint cannot be submitted anonymously.

3. The Complaints Officer is to provide all complaints to the complaint's investigator in accordance with the following clause.

4. The Complaints Officer within 14 days of receiving a complaint:
 - (a) must contact the complainant acknowledging that the complaint has been received.
 - (b) as part of the acknowledgment process, must provide the complainant with a copy of the Shire's Complaints Policy.

- (c) must provide the council or committee member to whom the complaint relates with a copy of the Complaints Policy and a copy of the complaint (including the name of the complainant); and
 - (d) must send to the complaint's investigator the Complaint together with details of the alleged breach and any supporting evidence provided by the complainant.
5. Complaints are to be dealt with and considered in an order based on the order in which they are received by the Complaints Officer.
 6. A complaint relating to a candidate is only to be referred to the complaints investigator if the candidate is elected as a council member, but in any event the complaint must be lodged within one month of the occurrence of the alleged behaviour breach.
 7. No fee is charged to lodge a complaint under this Policy.

Mediation

1. The Investigator must offer mediation to both parties as the first option for dealing with a complaint and before progressing with the consideration or determination of the Complaint.
2. If issues raised in the complaint are resolved to the satisfaction of both parties in mediation and otherwise before the determination of the complaint, the complainant must lodge a Withdrawal of Complaint in writing with the Complaints Officer.
3. Where mediation is not accepted by either the complainant or council member, or mediation does not resolve the matter and a written Withdrawal of Complaint received, the CEO must send to the complaints investigator the complaint together with details of the alleged breach and any supporting evidence provided by the complainant. within 14 days.

Complaints Investigator Making a Determination

1. Before making a determination in relation to a complaint, the complaints investigator must provide the council member or committee member to whom the complaint relates with an opportunity to respond to the allegations in the complaint and to provide their own comments and evidence for consideration within 14 days of the notification of the complaint to them by the Complaints Officer.
2. After considering a complaint, the complaints Investigator must make a determination as to whether or not the alleged behaviour breach has occurred.
3. The determination must be made within 21 days:

- (a) from receiving a complaint from the Complaints Officer; or
- (b) from receiving a copy of the response to the allegations by the person to whom the complaint relates,

whichever is the later.

4. A determination by the complaints investigator that the alleged behaviour breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
5. Having made a determination on the alleged behaviour breach, the complaints Investigator must inform the Complaints Officer by providing a determination and reasons for it in a Determination and Reasons Report (**Report**).
6. The Report must be provided to the Complaints Officer within 14 days of making the determination.
7. If the complaints Investigator makes a determination that the alleged breach has occurred, the Report must make a recommendation if further action is required and make a recommendation on the plan to address the behaviour of the person to whom the complaint relates (**action plan**).
8. The complaints Investigator may recommend to the council to dismiss a complaint in accordance with clause 13 of the Code of Conduct. If the complaints Investigator concludes that the behaviour the subject of the complaint is an offence under a local law that deals with meeting procedures, the complaint should not be dealt with further as a behaviour breach but should be referred to the Complaints Officer.
9. The complaints Investigator's deliberations and determination are to be confidential and reported only to the Complaints Officer, but subject to any consultation with the person to whom the complaint relates under the following clause.

Action Plans

1. When preparing an action plan under clause 7 'Complaints Investigator Making a Decision' section of this Policy, the complaints Investigator must consult with the person to whom the complaint relates. The member must be provided with the opportunity to be involved in matters such as the timing of meetings or training.
2. An action plan may include a requirement for the person to whom the complaint relates to do one or more of the following –
 - (a) Engage in mediation.
 - (b) Undertake counselling.

- (c) Undertake training; or
 - (d) Take other action the local government considers appropriate.
3. An action plan should be designed to provide the member with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives. The plan should outline:
- (a) the behaviour(s) of concern.
 - (b) the actions to be taken to address the behaviour(s).
 - (c) who is responsible for the actions; and
 - (d) an agreed timeframe for the actions to be completed.

Report Provided to Council

The Complaints Officer must provide a confidential report to council including:

- (a) a copy of the complaint.
- (b) the Report of the complaints Investigator together with the evidence received by the complaints Investigator and any submissions or other communications from the parties.
- (c) a recommendation on the question whether or not a behaviour breach has occurred.
- (d) a recommendation as to whether any and if so, what further action is required; and
- (e) if further action is required, a recommendation must be provided to the council on an action plan to address the behaviour of the person to whom the complaint relates.

Council Finding

1. The council must not make a finding that a behaviour breach has occurred without first having given the person to whom the complaint relates a reasonable opportunity to be heard.
2. A finding that the alleged behaviour breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

3. If the council makes a finding that the alleged breach has occurred, it may resolve to –
 - (a) take no further action; or
 - (b) prepare and implement an action plan recommended by the complaints Investigator with or without modifications as it thinks fit.
4. Based on the complaint Investigator's Report, the evidence and any further comments or submissions by the parties, the council may:
 - (a) dismiss the complaint in accordance with the 'Dismissal of Complaint' section of this Policy; or
 - (b) find that the alleged breach has occurred; or
 - (c) find that the alleged breach has not occurred; or
 - (d) if the finding is that the breach has occurred, decide that no further action is required; or
 - (e) if the finding is that a breach has occurred, decide that further action is required and consider the adoption of an action plan; or
 - (f) adopt an action plan to address the behaviour of the person to whom the complaint relates.
5. If the council makes a finding that the alleged breach has occurred, it must give reasons for that finding.

Complaints Officer Acting on Council Finding

When the council makes a finding in relation to a complaint, the Complaints Officer must give the complainant and the person to whom the complaint relates written notice of –

- (a) the finding and the reasons for the finding; and
- (b) if the finding is that the alleged breach has occurred, council's decision on the course of action to be taken including the options under clause 2 'Action Plans' section of this Policy.

Confidentiality of Complaints

The fact of a complaint having been made and the details of a complaint and the processes undertaken in connection with a complaint including the referral to the complaints investigator

are confidential matters and should not be disclosed unless and until the council has made a formal finding of breach in respect of the complaint.

Dismissal of Complaint

1. The council must dismiss a complaint where:
 - (a) the behaviour occurred at a council or committee meeting and the behaviour was dealt with at that meeting; and
 - (b) either:
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with the local law of the local government that deals with meeting procedures.
2. In any event behaviour that is an offence under a local law that deals with meeting procedures cannot be dealt with as a behaviour breach.
3. A complainant may withdraw their complaint any time before it is considered by the council.

Withdrawal of Complaint

1. A complainant may withdraw their complaint any time before it is considered by the council.
2. The withdrawal of a complaint must be –
 - (a) in writing; and
 - (b) given to the Complaints Officer.

Compliance with Plan Requirement

1. The Complaints Officer is to monitor the actions in timeframes set out in an action plan.
2. If an action plan includes any of the requirements under clause 2 'Action Plans' section of this Policy (i.e., in clause 12.6 of the Code of Conduct), failure to comply with that requirement is a breach of clause 23 of the Code of Conduct and as a breach of the Rules of Conduct is a minor breach under section 5.105(1) of the LG Act.

Complaints that are Inappropriate under this Policy

The purpose of the Shire's Code of Conduct is to guide the decisions, actions and behaviours of council members, committee members, and of candidates running for

election as a council member. A breach of the Rules of Conduct is a minor breach under section 5.105(1) of the LG Act, and is not the intended subject of this Policy.

The objective of this Policy is to deal with matters relating to breaches of the behaviour requirements in Division 3 of the Code of Conduct, and all complaints under this Policy should be made with that objective in mind. Consequently, complaints such as the following are inappropriate to be dealt with under this Policy:

- (a) Complaints made with the intent of addressing personal grievances or disagreements.
- (b) Complaints made to express dissatisfaction with a council or committee member's lawfully made decisions or performance of their role.
- (c) Minor breaches under section 5.105(1) of the LG Act.
- (d) Serious breaches under section 5.114 of the LG Act; and
- (e) Allegations of corruption.

Cost in the Complaints Process

1. No fee is charged to lodge a Complaint under this Policy.
2. Members of the complaints Investigator, or a mediator, appointed pursuant to the Policy may charge the Shire a fee to cover the costs of dealing with the complaint whether or not a breach is ultimately found.
3. Any fee charged by members of a complaints Investigator, or a mediator, is to be based on the time spent in connection with the complaint and may be established in advance on a quotation basis.

COMMUNITY SUPPORT

2.1 Charitable Works

POLICY	All donations of “in kind” work exceeding \$1,000 in value, by way of use of Council staff and/or equipment, to not for profit/charitable organisations are to be a resolution of Council.
OBJECTIVES	For Council to determine level of support and use of its equipment for not for profit/charitable purposes
GUIDELINES	This excludes private works for which Council is to be reimbursed
HISTORY	Former policy
REVIEW	Chief Executive Officer

2.2 Concessions – Hall Hire Charges – Not for profit groups

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

2.3 Community Chest Grants Scheme

POLICY Council will make available a provision of \$10,000 (ten thousand dollars) in its annual budget to provide for a community grants scheme (Community Chest) for local projects.

Provision of grants will be solely at the discretion of Council.

OBJECTIVES The intent of this policy is to ensure that the Shire of Mukinbudin Community Chest Grants Scheme is administered in an open, transparent and equitable manner.

GUIDELINES Applicants must fulfill the following criteria:

- Must be a not-for-profit organisation within the Shire of Mukinbudin.
- No individual application shall receive in excess of \$1,500 (cash or in-kind).
- Be able to demonstrate community support for the project.
- Applications must be signed by the organisation's President or Vice President.
- Projects shall be completed within the financial year of receiving the grant.
- Demonstrate capacity to manage and be accountable for the funds and the project.
- Supply copies of quotes for materials and services to deliver the project.
- The aims and objectives of the organisation is primarily the Mukinbudin community.

HISTORY Updated policy 2020

REVIEW Finance Manager

2.4 Collocation of Sporting Clubs

POLICY	The Shire will not support or approve any construction or extension to sporting facilities that will result in duplication of existing facilities or where co-location within existing facilities will provide a better outcome.
OBJECTIVES	To encourage collocation where the net benefits are significant to the Shire and the clubs involved
GUIDELINES	<p>When applications for grants, support or permission to build facilities on Shire controlled land are received, an assessment will be undertaken to ascertain whether a more beneficial outcome will be achieved through co-location within existing facilities.</p> <p>In cases where collocation provides a net benefit, the Council will generally not support stand-alone applications for facilities.</p>
HISTORY	No former policy exists
REVIEW	Chief Executive Officer

2.5 Business Investment Policy

POLICY	<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 be able to use participation in program to influence competition in marketplace, and• Offer services that are in high demand.
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 be part of the program.• The business owner is assisted with their application which is put to the next Full Council meeting once complete.• Council to decide whether the business will be accepted onto the program and which of the following areas they are willing to assist.<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	<p>&</p> <ol style="list-style-type: none">1. All applications will be assessed on a case-by-case basis in which Council has the authority to refuse entry onto the Business Investment Program at any time.2. There is no guarantee that businesses will be granted the assistance requested on page three (3) of the application as it is always at the discretion on Council. See the below conditions for each requested area of assistance;<ol style="list-style-type: none">a. Rates holidays: are typically available for 36 months where the businesses pay no rates within this period. 50% of rates are paid by the business for following 12 months and full rates are paid to Council thereafter.b. Marketing & Promotional Pack; assistance and advice given by the Economic Development and Marketing Officer on marketing in the local area.

Cost of all marketing & promotional materials to be at the businesses cost unless otherwise informed by Council.

- c. Open Day: Held by the Business at the new 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

Finance Manager

2.6 Harvest Bans

POLICY

The Shire will set conditions that will apply when ***Bush Fires Regulation 38A (for Restricted and Prohibited Burning Times) and Bush Fires Regulation 24C (for Total Fire Ban Days) - (Use of engines, vehicles, plant or machinery likely to cause bush fire)*** of the ***Bush Fires Regulations 1954*** (commonly called a Harvest and Movement of Vehicles in Paddocks Ban) is used. When a fire breaks out in the Shire of Mukinbudin an immediate harvest and vehicle movement ban be imposed.

The Chief Executive Officer, CBF CO, DCBFCO and any Fire Weather Officer is authorised to impose a ban on harvesting and the movement of machinery in paddocks (except for stock watering purposes) when a reading of 32 has been reached on the McArthur Grassland Meter. Community to be advised by SMS and Bush fire Radio updates.

OBJECTIVES

To provide clarity on what activities are/are not allowed when a Harvest and Movement of Vehicles in Paddocks Ban has been called

GUIDELINES

When a Harvest and Movement of Vehicles in Paddocks Ban has been called the following conditions will apply:

- Harvesting and associated operations are not permitted,
- Movement of any vehicles through, or on, vegetated land are not permitted,
- Any “hot works” (e.g., welding, grinding, cutting, heating, etc.) in the “open air” are not permitted.

24C. Bans for r. 24A(5A), imposing and duration of etc.

- (1) A bush fire control officer may impose a ban, for the purposes of regulation 24A(5A), in an area if satisfied that the use or operation of any engine, vehicle, plant, equipment or machinery in the area during the period to be specified for the ban would be likely to cause a bush fire or contribute to the spread of a bush fire.

- (2) A bush fire control officer must impose a ban, for the purposes of regulation 24A(5A), in an area if satisfied that the bush fire danger index for the area is or exceeds 35.
- (3) For the purposes of subregulation (2), the bush fire danger index must be worked out using the “Grassland Fire Danger Index CSIRO-modified McArthur Mk 4 meter”.
- (4) A ban —
 - (a) has effect for the period specified for the ban; and
 - (b) must be published by wireless broadcast and, if practicable, in writing; and
 - (c) may be varied or cancelled by a bush fire control officer by wireless broadcast and, if practicable, in writing.
- (5) The period specified for the ban must be included in the wireless broadcasts of the ban and in any written publication of the ban.

38C. Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times.

- (1) A local government may declare that the use by a person of any harvesting machinery on any land under crop during the whole or part of any —
 - (a) Sunday; or
 - (b) public holiday,in the whole or a specified part of the district of that local government during the prohibited burning times or the restricted burning times is prohibited unless the person has obtained the written consent of a bush fire control officer of that local government.
- (2) A declaration under subregulation (1) —
 - (a) shall be made by notice in a newspaper circulating in the area affected by the prohibition; and

(b) may be revoked or varied in the manner in which it was made,

and the local government shall forward a copy of a declaration or of a revocation or variation of a declaration to the FES Commissioner.

(3) A person who contravenes a declaration made under sub regulation (1) commits an offence.

Penalty: \$5 000.

HISTORY

Former policy 1.3.2

REVIEW

Chief Executive Officer

2.7 Waiving of Fees – Events Kit

POLICY	In cases where a delay in the approval of an application for waiving of Events Kit fees will be detrimental to the event or activity of the applicant, the CEO may exercise, on behalf of Council, any of the powers of the Council to refuse / grant / grant subject to conditions, to a maximum of \$1,000 in respect of each application.
OBJECTIVES	To enable community groups to proceed or financially plan for an activity or event without a need to wait until a scheduled Council Meeting.
GUIDELINES	Community Groups will apply for waiving of Events Kit fees in writing, stating cost of activity/event and reason for request. The CEO will advise Council of request and decision.
HISTORY	New Policy 2020
REVIEW	Chief Executive Officer

2.8 Dog Exercise Area – Mukinbudin Recreation Ground Oval

POLICY

The Mukinbudin Sports Complex Oval has been designated as an off - lead Dog Exercise Area, except during times when the oval is being utilised for community sports, initiatives, or events.

Persons in control of a dog are required to immediately remove any dog excrement from the oval after it has been deposited by the dog and placed in bins provided. Failure to do so will result in the person being issued with an infringement notice.

OBJECTIVES

To provide a fenced area within the townsite to allow for the exercise of dogs off lead.

GUIDELINES

Dog Act 1976, section 31A

HISTORY

Updated May 2024

REVIEW

Chief Executive Officer

2.9 Swimming Pool – Use of the Pool by Mukinbudin District High School

POLICY

When Mukinbudin District High School is given free entry for all children and adults to the swimming pool for all swimming carnivals, In Term Swimming lessons and other school bases pool excursions.

OBJECTIVE

To provide guidance on the hiring of the swimming pool to the local District High School.

GUIDELINES

This policy extends to any visiting schools for Swimming Carnivals.

No other members of the public can use the pool during the swimming carnival.

HISTORY

No former policy exists

REVIEW

Chief Executive Officer

2.10 Swimming Pool – Vacation Swimming Lessons

POLICY

Parents accompanying children who are participating in vacation swimming classes and who are not swimming are permitted to enter free of charge provided they leave the pool as soon as the classes are completed.

VAC swim swimming teachers are permitted free entry to the outdoor swimming pool while they are teaching vacation and in term swimming lessons.

OBJECTIVE

To provide guidance on the entry charges for the outdoor swimming pools during Vacation Swimming Lessons (VAC swim).

GUIDELINES

The Aquatic Centre is not open to the general public during Vacation Swimming lessons until the normal opening hours.

HISTORY

No former policy exists

REVIEW

Chief Executive Officer

FINANCE / ACCOUNTING

3.1 Self Supporting Loans

POLICY	Council will consider making available loan funds on a “self-supporting” basis to organisations within the district subject to appropriate terms and conditions determined by Council from time to time.
OBJECTIVES	To identify Council’s willingness to provide support
GUIDELINES	Self-supporting loans are subject to the same administrative requirements as are other loans raised by Council.
HISTORY	
REVIEW	Finance Manager

3.2 Significant Accounting Policies

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

ATTACHMENT 3.2

STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

It is Council's position that it will capitalise infrastructure assets exceeding \$5,000 with a depreciation rate applying in terms of recommended accounting practices.

Property, plant and equipment is to be brought to account at cost and carried at net written down value. Items of property, plant and equipment including buildings, but excluding freehold land, are to be depreciated over their estimated useful lives on a straight-line basis.

1. **SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise.

(a) **Basis of Preparation**

The financial report is a general-purpose financial statement which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the local Government Act 1995 and accompanying regulations.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of the selected non-current assets, financial assets, and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) **The Local Government Reporting Entity**

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

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears at Note 19 to these financial statements.

(c) **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to the ATO, is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from

investing or financing activities which are recoverable from, or payable to the ATO, are presented as operating cash flows.

(d) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short- term borrowings in current liabilities in the statement of financial position.

(e) Trade and Other Receivables

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(f) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in the statement of comprehensive income at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on Council's intention to release for sale.

(g) Fixed Assets

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

Mandatory Requirement to Revalue Non-Current Assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at fair value became mandatory.

The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:

- (a) for the financial year ending on 30 June 2013, the fair value of all the assets of the local government that are plant and equipment; and
 - (b) for the financial year ending on 30 June 2014, the fair value of all the assets of the local government -
 - (i) that are plant and equipment; and
 - (ii) that are -
 - (I) land and buildings; or
 - (II) infrastructure;
- and
- (c) for a financial year ending on or after 30 June 2015, the fair value of all the assets of the local government.

Thereafter, in accordance with the regulations, each asset class must be revalued at least every 3 years.

Council has commenced the process of adopting Fair Value in accordance with the Regulations.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report, as necessary.

Land Under Control

In accordance with local Government (Financial Management) Regulation 16 (a), the Council is required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with other policies detailed in this Note.

Whilst they were initially recorded at cost, fair value at the date of acquisition was deemed cost as per AASB 116.

Consequently, these assets were initially recognised at cost but revalued along with other items of Land and Buildings at 30 June 2013.

(g) Fixed Assets (Continued)

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the statement of comprehensive income in the period in which they are incurred.

Revaluation

Revalued assets are carried at their fair value being the price that would be received to sell the asset, in an orderly transaction between market participants at the measurement date.

Revalued assets are carried at their fair value being the price that would be received to sell the asset, in an orderly transaction between market participants at the measurement date.

For land and buildings, fair value will be determined based on the nature of the asset class. For land and non-specialised buildings, fair value is determined based on observable open market values of similar assets, adjusted for conditions and comparability at their highest and best use (Level 2 inputs in the fair value hierarchy).

With regards to specialised buildings, fair value is determined having regard for current replacement cost and both observable and unobservable costs. These include construction costs based on recent contract prices, current condition (observable Level 2 inputs in the fair value hierarchy), residual values and remaining useful life assessments (unobservable Level 3 inputs in the fair value hierarchy).

For infrastructure and other asset classes, fair value is determined to be the current replacement cost of an asset (Level 2 inputs in the fair value hierarchy) less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset (Level 3 inputs in the fair value hierarchy).

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases in the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised as profit or loss.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

In addition, the amendments to the Financial Management Regulations mandating the use of Fair Value, imposes a further minimum of 3 years revaluation requirement. As a minimum, all assets carried at a revalued amount, will be revalued at least every 3 years.

(g) Fixed Assets (Continued)

Transitional Arrangement

During the time it takes to transition the carrying value of non-current assets from the cost approach to the fair value approach, the Council may still be utilising both methods across differing asset classes.

Those assets carried at cost will be carried in accordance with the policy detailed in the ***Initial Recognition*** section as detailed above.

Those assets carried at fair value will be carried in accordance with the ***Revaluation*** methodology section as detailed above.

Early Adoption of AASB 13 - Fair Value Measurement

Whilst the new accounting standard in relation to fair value, *AASB 13 - Fair Value Measurement* does not become applicable until the end of the year ended 30 June 2014 (in relation to Council), given the legislative need to commence using Fair Value methodology for this reporting period, the Council chose to early adopt AASB 13 (as allowed for in the standard).

As a consequence, the principles embodied in *AASB 13 - Fair Value Measurement* have been applied to this reporting period (year ended 30 June 2013).

Due to the nature and timing of the adoption (driven by legislation), the adoption of this standard has had no effect on previous reporting periods.

Land under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB1051 - Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

(g) Fixed Assets (Continued)

Depreciation of Non-Current Assets

All non-current depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits assets having a limited useful life (excluding freehold land) are separately and systematically embodied in those assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Land	not depreciated
Buildings	0 to 50 years
Furniture and Equipment	0 to 10 years
Plant and Equipment	0 to 15 years
Sealed roads and streets	
Clearing and earthworks	not depreciated
Construction/road base	50 years
Original surfacing and Major resurfacing	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
Clearing and earthworks	not depreciated
Construction/road base	50 years
Gravel sheet	12 years
Formed roads(unsealed)	
Clearing and earthworks	not depreciated
Construction/road base	50 years
Footpaths	40 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

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

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

Capitalisation Threshold

Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

(h) Intangible Assets

Easements

Due to legislative changes, Easements are required to be recognised as assets.

If significant, they are initially recognised at cost and have an indefinite useful life.

(i) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or at cost.

Fair value represents the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

(a) the amount in which the financial asset or financial liability is measured at initial recognition;

(b) less principal repayments;

(c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method; and

(d) less any reduction for impairment.

The effective interest rate method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

(i) *Financial assets at fair value through profit and loss*

Classification and Subsequent Measurement (Continued)

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable.

They are subsequently measured at fair value with changes in such fair value (ie gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to the asset previously recognised in other comprehensive income, is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired.

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial instruments, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified into profit or loss at this point.

(i) Financial Instruments (Continued)

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Council no longer has any significant continued involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expire. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(j) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (eg AASB 116). Any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to the employee wage increases and the probability the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity matching the expected timing of cash flows.

(m) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when:

- a) the Council has a present legal or constructive obligation as a result of past events;
- b) for which it is probable that an outflow of economic benefits will result; and
- c) that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(o) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Council, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight -line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

(p) Investments in Associates

Associates are entities in which the Council has significant influence through holding, directly or indirectly, 20% or more of the voting power of the Council. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Council's share of net assets of the associate entity. In addition, Council's share of the profit or loss of the associate entity is included in the Council's profit or loss.

The carrying amount of the investment includes goodwill relating to the associate. Any discount on acquisition, whereby the Council's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the Council and the associate are eliminated to the extent of the Council's interest in the associate.

(q) Joint Venture

The Council's interest in a joint venture has been recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the appropriate line items of the financial statement. Information about the joint venture is set out in Note 16.

The Council's interest in joint venture entities are recorded using the equity method of accounting (refer to Note 1(p) for details) in the financial report.

When the Council contributes assets to the joint venture or if the Council purchases assets from the joint venture, only the portion of gain or loss not attributable to the Council's share of the joint venture shall be recognised. The Council recognises the full amount of any loss when the contribution results in a reduction in the net realisable value of current assets or an impairment loss.

(r) Rates, Grants, Donations and Other Contributions

Rates, grants, donations, and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2 (c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

(s) Superannuation

The Council contributes to several superannuation funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

(t) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

(u) Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

(v) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Council applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, a statement of financial position as at the beginning of the earliest period will be disclosed.

(w) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

3.3 Regional Price Preference

POLICY

Council's Regional Price Preference for locally produced goods and services will apply to all goods and services for which tenders are let, unless the Shire of Mukinbudin determines otherwise, and is to be:

- (1)** Subject to statement (2) below a regional price preference of 10% is to apply to -
 - (a) a tenderer for the supply of goods and services who has been operating continuously the Shire of Mukinbudin.
 - (b) a tenderer for the supply of goods and services not established within the Shire of Mukinbudin on that component of the price relating to goods and services supplied from sources within the Shire of Mukinbudin.
- (2)** A regional price preference of 5% is to apply to -
 - (a) a tenderer for the supply of construction (building) services who has been operating a business out of premises in the Shire of Mukinbudin.
 - (b) a tenderer for the supply of construction (building) services not established within the Shire of Mukinbudin on that component of the price relating to construction (building) services provided by local suppliers; and
- (3)** Notwithstanding statements (1) and (2) above price is only one of the factors to be assessed when the local government decides which tender to accept, and the cheapest or any tender will not necessarily be accepted. Other factors to be considered include due diligence, quality of the product, terms of supply including after sales service, freight costs, urgency factors, and budget provision.
- (4)** A regional price preference applies whenever tenders are called unless the local government resolves otherwise in reference to a particular tender.
- (5)** That tenders or quotes be called for the annual supply of goods and services where there are benefits to be gained from bulk buying.

- OBJECTIVES** To establish a price preference policy within the constraints of regulations to establish Council's support for local business
- GUIDELINES** *Local Government Act 1995 – s3.57 Tenders*
Local Government (Functions & General) Regulations 2000 - Part 4A
Local Government (Administration) Amendment Regulations 2000 – s29
- HISTORY** *Former policy 1.6.2*
Originally Adopted 17 July 1996
- REVIEW** Finance Manager

3.4 Investment Policy – Surplus Funds

POLICY Surplus Council funds to be deposited with any savings bank operating under the *Banking Act 1959* (Commonwealth) section 5 in accordance with *Trustees Act 1962* Part III as amended from time to time.

OBJECTIVES To ensure funds of Council are diligently invested in the securest possible manner to ensure the maximum safe return of investment earnings whilst still complying with current legislative requirements.

GUIDELINES *Local Government Act 1995, Local Government (Financial Management) Regulations 1996 R19, Department of Local Government Operational Guideline number 19 Investment Policy.*

“Management of investments

19. Investments, control procedures for

- (1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.
- (2) The control procedures are to enable the identification of —
 - (a) the nature and location of all investments; and
 - (b) the transactions related to each investment.

19C. Investment of money, restrictions on {Act s. 6.14(2)(a)}

- (1) In this regulation —

authorised institution means —

 - (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
 - (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

foreign currency means a currency except the currency of Australia.

- (2) When investing money under section 6.14(1), a local government may not do any of the following —
- (a) deposit with an institution except an authorised institution;
 - (b) deposit for a fixed term of more than 12 months;
 - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
 - (d) invest in bonds with a term to maturity of more than 3 years;
 - (e) invest in a foreign currency.

The Manager of Finance is to maintain control over investments and to record the details of principal, interest, bank rates and maturity date in a register for same and report to Council monthly as to the status of investments and details of each lodgment in terms of the Financial Management Regulations.

HISTORY

Former policy 1.6.1 See Appendix A below

REVIEW

Finance Manager

Objectives

To invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

Legislative Requirements

All investments are to comply with the following:

- Local Government Act 1995 – Section 6.14;
- The *Trustees Act 1962* – Part III Investments;
- Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 28, and Regulation 49
- Australian Accounting Standards

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the *Local Government Act 1995*. The CEO may in turn delegate the day-to-day management of Council's Investment to senior staff or Chief Financial Officer subject to regular reviews.

Prudent Person Standard

The investment will be managed with the care, diligence, and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

Approved Investments

Without approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds;

- Interest bearing deposits;
- Bank accepted/endorsed bank bills;
- Commercial paper;
- Bank negotiable Certificate of Deposits; and
- Managed Funds with a minimum long-term Standard & Poor (S&P) rating of “A” and short term rating of “A2”.

Prohibited Investments

This investment policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

Risk Management Guidelines

Investments obtained are to comply with three key criteria relating to:

- Portfolio Credit Framework: limit overall credit exposure of the portfolio
- Counterparty Credit Framework: limit exposure to individual counterparties/institutions
- Term to Maturity Framework: limits based upon maturity of securities.

(i) Overall Portfolio Limits

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	100%	100%
AA	A-1	100%	100%
A	A-2	60%	80%

(ii) Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	45%	50%
AA	A-1	35%	45%
A	A-2	20%	40%

If any of the local government investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable.

Investments fixed for greater than 12 months are to be approved by Council and reviewed on a regular term and invested for no longer than 5 years.

c) Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

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

Investment Advisor

The local government’s investment advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended; and is free to choose the most appropriate product within the terms and conditions of the investment policy.

Measurement

The investment return for the portfolio is to be regularly reviewed by an independent financial advisor by assessing the market value of the portfolio. The market value is to be assessed at least once a month to coincide with monthly reporting.

Benchmarking

Performance benchmarks need to be established.

Investment	Performance Benchmark
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill
Diversified Funds	CPI + appropriate margin over rolling 3 year periods (depending upon composition of fund)

Reporting and Review

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

An Investment Strategy will run in conjunction with the investment policy. The investment strategy will be reviewed with an independent investment adviser every six months with a more formal review once a year. The Strategy will outline:

- Council's cash flow expectations;
- Optimal target allocation of investment types, credit rating exposure, and term to maturity exposure and;
- Appropriateness of overall investment types for Council's portfolio.

This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes.

Documentary evidence must be held for each investment and details thereof maintained in an investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

3.5 Purchasing Policy

3.5.1 Policy Overview:

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.

The policy is a critical document, the compliance against which councils performance is measured.

3.5.1.1 Objectives:

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

3.5.1.2 Application:

This policy provides guidance with respect to:

- Guiding Principles
- Potential Supplier Selection – Including Australian and regional preferences.
- Obtaining of quotes and tenders
- Request to Supply & Purchase Orders.
- Other considerations.
- Panels Of Pre-Qualified Suppliers

3.5.1.3 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.

3.5.1.4 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.

3.5.2 GUIDING PRINCIPLES

3.5.2.1 Code of Conduct

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in an honest and professional manner at all times which supports the standing of the Shire.

3.5.2.2 Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire's by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

3.5.2.3 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.

3.5.2.4 Purchasing Value Definition

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

1. Exclusive of Goods and Services Tax (GST), or including GST of the supplier is not registered for GST;
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

3.5.3 POTENTIAL SUPPLIER SELECTION

3.5.3.1 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.

3.5.3.2 Potential Supplier Selection

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) a tenderer for the supply of goods and services who has been operating continuously the Shire of Mukinbudin.
- (b) a tenderer for the supply of goods and services not established within the Shire of Mukinbudin on that component of the price relating to goods and services supplied from sources within the Shire of Mukinbudin.

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

- (a) a tenderer for the supply of construction (building) services who has been operating a business out of premises in the Shire of Mukinbudin.
- (b) a tenderer for the supply of construction (building) services not established within the Shire of Mukinbudin on that component of the price relating to construction (building) services provided by local suppliers.

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.

3.5.3.3 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.

3.5.4 OBTAINING OF QUOTES AND TENDERS

3.5.4.1 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:

1. An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
2. The request for written quotation shall include as a minimum:
 - a. Written Specification
 - b. Selection Criteria to be applied – if deemed appropriate
 - c. Price Schedule – if deemed appropriate
 - d. Conditions of responding – if deemed appropriate
 - e. Validity period of offer – if deemed appropriate
 - f. The date on which the quote is required
3. 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.
4. Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
5. Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
6. 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.

3.5.4.2 Quotation Thresholds

Quotation Exemptions

No quotes are required for:

1. Goods and services up to value of \$2,000.
2. Supply of Utilities, connections, disconnections and associated services.
3. Sole supplier goods and services, where the selection is based on availability or existing contractual arrangements.
4. Freight: All freight is exempt from seeking quotations but where possible attain the best price for the required freight service.
5. Renewals: Existing annual subscriptions and renewals
6. LGIS: Insurance renewals
7. WALGA: Annual subscriptions
8. Vehicles purchased using the State Government Tender Board vehicle pricing
9. Some Local Purchasing:
 - a. Newspapers, books & periodicals – Those purchased locally for in-house provision and for the library are exempt from seeking quotations.
 - b. 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).
 - c. Catering of Alcoholic and Non-Alcoholic Drinks: this includes milk and water from local suppliers for in-house provision.

Thresholds

\$2000 to \$5,000	At least 1 verbal quote is to be sought
\$5,000 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.

3.5.4.3 Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth less Local than the Government (Functions and General) Regulations 1996 Reg 11 specified the value above which tenders must be called and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the Shire;
or
- any of the other exclusions under Regulation 11 of the Regulations apply.

3.5.4.4 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.

3.5.4.5 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.

3.5.4.6 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.

3.5.4.7 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.

3.5.5 REQUEST TO SUPPLY & PURCHASE ORDERS

3.5.5.1 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

3.5.5.2 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.

3.5.6 OTHER CONSIDERATIONS

3.5.6.1 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.

3.5.6.2 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.

3.5.6.3 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.

3.5.7 PANELS OF PRE-QUALIFIED SUPPLIERS

3.5.7.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

3.5.7.2 Establishing a Panel

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*.

Panels may be established for one supply requirement, or 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.

3.5.7.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire/Town/City intends to:

- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 0; or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 10.1.3(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire/Town/City is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

3.5.7.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes, or any other electronic quotation facility.

3.5.7.5 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:

Finance Manager

3.6 Payments and Investments

POLICY All payments made by electronic fund transfer or cheque shall be made jointly by two employees. The first Authorisation is to be completed by the CEO or any Tier 1 employee as follows:

- Manager of Works and Services
- Manager of Finance
- Manager of Corporate and Community Services
- Senior Finance Officer

The second Authorisation is to be completed the CEO or any Tier 1 or 2 employee providing they were not the First Authorisation officer.

Any surplus funds in the Municipal Account are invested to a higher Interest Investment Account to maximise interest earnings.

OBJECTIVE To ensure payment of accounts are made in an efficient and timely manner. To maximise the return on invested surplus funds.

GUIDELINES *Local Government Act 1995 –
Local Government (Financial Management) Regulations 1996*
The Finance Manager is to maintain control over payments and investments and to record the details.

HISTORY Updated May 2023

REVIEW Finance Manager

3.7 **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	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> Use of Corporate Credit Cards - Local Government Operational Guidelines - Number 11 September 2005
HISTORY	Updated May 2023
REVIEW	Chief Executive Officer

APPENDIX A SHIRE OF MUKINBUDIN CREDIT CARD USE

General

The Shire is to have only the one Credit Card, and this is to be issued in the name of and is the sole responsibility of the CEO at all times. The credit card shall have a maximum approved credit limit of \$5,000 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.

3.8 Procedure for Outstanding Debtors

POLICY

The following guidelines are to be followed for outstanding private works debtors:

3.5.6 Invoices sent to debtor as soon as possible after delivery of goods or services;

3.5.7 Statements to be sent at end of month to every outstanding debtor;

3.5.8 Final demand letters to be sent to last known address after second month end date of outstanding invoice.

OBJECTIVE

To ensure that outstanding amounts are collected in a timely manner.

GUIDELINES

Debtors that receive goods and services from Council do not pay in a prompt manner will be referred to debt collectors to recover debt.

Invoice is sent for works completed/goods purchased.

If payment is outstanding at the end of second month, final demand letter sent requesting payment within 15 days or that matter will be referred to Collection Agent.

If payment not received and/or suitable explanation given as to explain non-payment, final letter sent advising matter referred to Council's Collection Agent.

Contact Council's Collection Agent with details and proceed with action to recover debt.

HISTORY

New policy created in June 2019

REVIEW

Finance Manager

3.9 Procedure for Outstanding Rates Debtors

POLICY	<p>The following guidelines are to be followed for outstanding rates debtors:</p> <ul style="list-style-type: none">• Final rates notices sent to all outstanding rates debtors except those on instalment plans after completion of discount period.• Final demand letter to be sent to last known address of rate debtor.
OBJECTIVE	<p>To ensure that outstanding rates are collected in a timely manner.</p>
GUIDELINES	<p>Rates to be paid in 35-day discount period.</p> <p>Final Rates Notice sent after 35-day discount period expires. Rate's debtor given 21 days to pay.</p> <p>Final demand letter sent advising that given further 15 days to pay debt after which legal action will proceed to recover debt.</p> <p>Contact Council's Collection Agent with details and proceed with action to recover debt.</p>
HISTORY	<p>New policy created in June 2019</p>
REVIEW	<p>Finance Manager</p>

3.10 Asset Recognition Policy

POLICY

The “Date of Acquisition” of an asset shall be the date the asset was:

First recognised as being an asset of the Shire of Mukinbudin by being placed on the Asset Register.

or

First identified as an item on the Asset Register.

The “Fair Value” of an asset at its date of acquisition shall be:

The cost of procurement of the asset.

or

The historical cost or valuation of the asset when it is first Identified on the asset register whichever is the higher.

or

The valuation of the asset when it was first placed on the asset register.

All assets with a Fair Value of \$5,000 or less at the time of acquisition are to be removed from the Asset Register.

Additional assets will only be added to the Asset Register if they have Fair Value of more than \$5,000 at the time of acquisition.”

OBJECTIVES

To comply with amendments to Local Government (Financial Management) Regulations, applicable at 30 June 2019.

GUIDELINES

Finance Manager to monitor and register new assets as required.

HISTORY

New Policy 2020

REVIEW

Finance Manager

3.11 Trust and Restricted Monies Policy

POLICY

Moneys held in the Trust fund are to be those where:

- They are legally required held in trust by legislation.
- There is a formal written agreement signed by both parties that funds must be held in Trust.

All other money that may be required to be returned to third party, upon completion of the appropriate obligations by the third party, if any, are to be held in the Municipal fund and recognised as a current liability.

Where money has been held as a liability for 5 years or longer it no longer needs to be recognised as a current liability and may be recognised as income by the local government. However, the local government is still required to repay the money to a person claiming and establishing a right to the repayment.

Separate liability accounts will be retained for each liability fund source.

Funds received that give rise to a liability will be receipted to and refunded from the appropriate liability account.

Un-identified receipts less than \$500 are to be receipted to an ordinary operating account income account dedicated to these receipts and will not be recognised as a liability.

OBJECTIVES

To comply with direction from the Office of the Auditor General that bonds should not, for accounting purposes, be regarded as Trust Fund monies.

GUIDELINES

Finance Manager to monitor and reallocate bond monies as required.

HISTORY

New Policy 2020

REVIEW

Finance Manager

3.12 Financial Hardship Policy

POLICY Council will give consideration to people and business in financial hardship through circumstances beyond their control.

OBJECTIVES To ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

GUIDELINES Policy Scope

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.
3. Outstanding debts arising due to the provision of goods and services.

It is a reasonable community expectation, as we deal with the effects of significant unforeseen events those with the capacity to pay their rates and other debts will continue to do so.

For this reason, the Policy is not intended to provide rate relief to ratepayers, or other debtors, who are not able to provide evidence financial hardship to council's satisfaction.

Where appropriate the statutory provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 will apply.

Policy Statement

1. Payment difficulties, hardship and vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay rates, service charges or other debts.

Financial hardship occurs where a person or business is unable to pay rates, service charges or other debts without affecting a person's ability to meet their basic living needs, or the basic living needs of their dependants, or in the case of a business, remain in operation.

The council recognises the likelihood that COVID19 and other pandemics will increase the occurrence of payment difficulties, financial hardship, and vulnerability in our community. This policy is intended to apply to all ratepayers and debtors experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

2. Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers and debtors are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration.

Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

3. Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Loss of your or a family member's primary income;
- Partner separation or divorce;
- Loss of a partner or loved-one;
- Physical or mental health issues;
- A chronically ill child;
- Recent unemployment or under-employment;
- Low income or loss of income;
- Unanticipated circumstances such as caring for and

- supporting extended family;
- Other unforeseen factors affecting your capacity to pay, such as a reduction in income or an increase in non-discretionary spending.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment arrangement. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

4. Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer/debtor has made genuine effort to meet rate, service charge and other debt obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the council of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

5. Interest Charges

A ratepayer or debtor that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case-by-case basis.

6. Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors

Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

7. Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor.

Where a debtor is unable to make payments in accordance with the agreed payment arrangement and the debtor advises us and makes an alternative payment arrangement before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

With respect to outstanding rates and service charges raised from 1 July 2020 where a ratepayer has not reasonably adhered to the agreed payment arrangement and effective communication with the ratepayer has been maintained, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment arrangement that will clear the total debt by the end of the 2021/2022 financial year, including any additional rates and service charges applicable to the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the Local Government Act 1995.

8. Review

We will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

9. Communication and Confidentiality

We will always maintain confidential communications, and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

HISTORY

New Policy September 2020

REVIEW

Chief Executive Officer

STAFF

4.1 Army Reserve and Local Emergency Service Organisation Members

POLICY	Council will maintain the salaries or wages of any of its' employees who are engaged on armed services reserve duties or who are members of local emergency service organisations and are called upon to perform duties during working hours.
OBJECTIVES	To identify Council's support for the Reserve's services and members of the local emergency services.
GUIDELINES	Staff members involved with Reserve Units or local emergency services must make written application to the CEO, through their supervisor, for recognition of involvement.
HISTORY	
REVIEW	Chief Executive Officer

4.2 Housing Incentive - Owner Occupied Housing

POLICY	All permanent full-time staff who reside in a non-Council owned property shall receive a Housing Allowance.
OBJECTIVES	To encourage staff to reside in the Shire of Mukinbudin and to assist employees to purchase a land asset.
GUIDELINES	This policy applies to all employees, irrespective of commencement date, however no back payments will be forthcoming.
HISTORY	
REVIEW	Finance Manager

4.3 Staff Housing – Rental Subsidy

POLICY

Council staff housing, when available, will be provided to permanent full time staff members at approximately 50% of the current market rental value.

Where there is a shortage of suitable staff housing, a rental subsidy may be paid on private rental accommodation subject to the approval of the Chief Executive Officer.

Should the rental amount increase, it is noted that the 50% subsidy is not automatically applied and a request to the CEO for additional subsidy is required.

Where two or more employees reside at the same residential address no more than a 50% subsidy (of the current market rental value) in the form of a Rental Subsidy will be payable.

OBJECTIVES

To provide an incentive for staff to remain within the employ of the Shire.

GUIDELINES

Rental housing is provided in accordance with the requirements of the *Residential Tenancy Act 1987*.

HISTORY

Updated May 2024

REVIEW

Finance Manager

4.4 Staff – Service Allowance

POLICY Permanent Council staff length of service allowance will be.

*Years of Service Amount**

0-1	\$30 per fortnight
1-2	\$40 per fortnight
2-3	\$50 per fortnight
3-4	\$60 per fortnight
4 or more years	\$70 per fortnight

**The service allowance for part-time employees will be prorated according to the hours worked per fortnight. This allowance is exclusively available to permanent employees.*

OBJECTIVES To provide an incentive for staff to remain within the employ of the Shire.

GUIDELINES The Service Allowance is provided for continual years of Service to the Shire, including periods of Long Service Leave. Periods of Maternity Leave to be deducted from the Service Period.

HISTORY Updated May 2024

REVIEW Chief Executive Officer

4.5 Water Consumption for Council Houses

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

4.6 Gratuitous Payments to Employees - Severance Pay (s5.50)

POLICY

Voluntary Terminations

Employees leaving the organisation of their own volition for the purposes of retirement or career change will not be paid an ex- gratia or severance payment except as provided for in this policy.

(1) That for the purpose of section 5.50 (1) of the Act, the following approximate amounts be spent on a presentation gift to employees who retire or resign after a period of satisfactory service -

5 – 10 years	\$100
15 – 20 years	\$300
10 – 15 years	\$200
20 years plus	\$400

(2) The CEO may at his / her discretion make a presentation gift where an employee leaves prior to 5 years' service, at a value not exceeding \$25 for each year of service.

(3) The Council reserves the right to pay an additional amount to that set out in this policy, where it considers circumstances warrant, in which event local public notice will be given.

Entitlement

A terminating employee is entitled to severance pay and benefits in accordance with:

1. Any federal or state award, industrial agreement or contract applicable to that employee;
2. Any applicable provisions within the employees contract of employment;
3. Any applicable award or order made by a federal or state industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal;
4. Where Council so agrees, any recommendation made by a federal or state industrial commissioner arising from the circumstances of that employee being specifically brought before that commissioner.

Dismissal

Where a dismissed employee has taken or is proposing to take litigation for alleged unfair dismissal, Council may decide to settle to avoid expensive litigation (see Guidelines below).

Redundancy

Where an employee's position is made redundant then he/she shall receive a redundancy payment as per the award, industrial agreement or employee contract.

Unforeseen Circumstances

Nothing in this policy prevents Council from determining that in unforeseen circumstances, terminating employees may be paid additional monies or provided additional benefits where justified and where it is demonstrably in the best interests of the Shire of Mukinbudin. If Council so determines to provide a payment, details of the severance pay and benefits shall be published in accordance with section 5.50(2) of the Act.

Payments in addition to a contract or award

Where an employee has displayed exemplary service over a period of not less than seven (7) years' service to the Shire, a payment, not exceeding 25% of the employees average final year's salary, may be made.

Each case to be determined, by Council, on its merits.

The value of a payment or payments made under this policy, for an employee whose employment with a local government finishes after 1 January 2010, is not to exceed in total –

- a) If the person accepts voluntary severance by resigning as an employee, the value of the person's final annual remuneration, as defined by Regulation; or
- b) In all other cases, \$5,000
(see amend to Admin Regs, 31 March 05)

OBJECTIVES The purpose of this policy is to set down the severance payable to terminating employees for the purpose of section 5.50(1) of the *Local Government Act 1995* (the Act) and *Local Government (Administration) Regulations – 19A*
To show appreciation to valued employees, who are leaving council's employ and to comply with section 5.50 (1) of the *Local Government Act 1995*.

GUIDELINES

Local Government Act S. 5.50 (Extract from Practice Notes) –

“Payments To Employees In Addition To Contract Or Award

A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out –

- the circumstances in which the local government will pay an

employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and

- the manner of assessment of the additional amount, and cause local public notice to be given in relation to the policy.

Adoption of such a policy is a prerequisite to making any such payment.

A local government may make a payment –

- to an employee whose employment with the local government is finishing; and
- that is more than the additional amount set out in the policy adopted, but local public notice is to be given in relation to the payment.

(see proforma Notices/Advertisements – P5.36-5.51 A & B)

The value of a payment is not to exceed such amount as prescribed or provided for by regulations. A ‘payment’ includes the disposition of property in favour of, or the conferral of any other financial benefit on, the person.”

Matters to be taken into consideration by Council as to whether it will seek a settlement and if so, the extent of any financial offers, may include:

- The strength of the respective cases in any litigation
- The cost of legal advocacy and support
- The cost of witnesses
- The cost of travel and accommodation in running the case
- The cost of having staff involved in the preparation and hearing of the case
- The disruption to operations.

HISTORY

Former policy 1.2.6

REVIEW

Chief Executive Officer

4.7 Annual Conferences

POLICY

1. That, in accordance with their employment contracts, the CEO be authorised to attend Local Government Convention Week.
2. The CEO and Finance Manager & Administration Manager be authorised to attend the Local Government Managers Association Conferences and other professional development with Council meeting associated costs within financial limitations of the employment contract.
3. That LGMA members and associates (at the discretion of the CEO) be authorised to attend Regional and Local Branch Local Government Managers Association Seminars and workshops with Council meeting associated costs.
4. That the Works Supervisor be authorised to attend WA Local Government Supervisors conferences with Council meeting associated costs.

OBJECTIVES

For the personal development and training of the officers concerned.

GUIDELINES

HISTORY

Former policy 1.2.2

REVIEW

CEO

4.8 Drug and Alcohol Testing

POLICY

The following policy and procedures will be implemented throughout the administration and operations areas of the Shire and shall apply to and be binding upon all employees and Councillors, of the Shire.

1. Purpose

The objective of this policy is to implement a fair, pro-active Alcohol & Other Drugs Testing Program that will contribute to safety and health of all employees of the Shire.

The Shire is committed to safety as the number one priority for all its operations. The goal is to carry out work in such a manner that the potential for injury is reduced.

It is the intention to create an environment where employees recognise the health and safety risks of misusing alcohol and other drugs and thus provide an opportunity for employees to obtain assistance to avoid such misuse.

2. Scope

This procedure details the conditions and methods for testing of Shire employees for alcohol and other drugs. It details the circumstances under which employees may be tested. It describes the processes that are adopted following any positive test. It outlines the normal course of events for the employee who has tested positive to alcohol or another drug.

Employees are prohibited from using, possessing, distributing, dispensing, manufacturing, being under the influence of, and misusing alcohol or other drugs, chemicals or controlled substances while actively working for the Shire.

Such use, involvement or misuse is prohibited at any time to the extent it violates the law and negatively affects the Shire's business and reputation by undermining public and customer confidence in the Shire's ability to provide a safe workplace for all its employees. Such use also breaches the Shire's Occupational Health & Safety Policy.

3. Training

This Alcohol and Other Drug Awareness Policy has been formulated so the Shire's employees will recognise the potential impact of alcohol and drug misuse for both themselves personally and at work for the safety of all.

The program is an intrinsic component of the Shire's commitment to safety. Part of the overall program will include a fair and controlled system of breathalyser testing for alcohol and urine sampling for illegal drugs.

It is intended that this program will function smoothly and compliment the Shire's safety program. Fairness and dignity will be an absolute priority in the implementation of this program.

This program shall form part of each employee's induction into the Shire's work force and shall be reinforced by Management through regular renewal and familiarisation presentations to employees from Managers and invited consultants about the abuse of alcohol and other drugs.

4. Alcohol and Other Drug Testing

4.1 Authorised Testers

Consistent with the Shire of Mukinbudin's obligation to provide a safe workplace for all its employees, this procedure will be used with respect to the prevention of impairment as a result of the use of alcohol or other drugs.

- Breathalyser testing may be conducted or authorised by:

Chief Executive Officer; or Finance & Administration Manager and Works Supervisor – only where the CEO is unavailable to authorise the test immediately after which he or she is to be notified at the earliest possible time.

The tester shall be trained in the use of the equipment.

- Blood testing may be authorised by:

Chief Executive Officer; or Finance & Administration Manager and Works Supervisor – only where the CEO is unavailable to authorise the test immediately after which he or she is to be notified at the earliest possible time.

A doctor, nurse or any member of any hospital or nursing post staff shall perform the test.

4.2 Testing

Testing will take place under the following circumstances:

- Suspicion of being under the influence of alcohol or other drugs.
- If any employee suspects that another employee is under the influence of alcohol or other drugs, the employee should contact their immediate supervisor.
- The employee should be advised that he/she is thought to be under the influence of alcohol or other drugs.
- All results of such tests will be recorded however all documentation resulting from negative testing shall be destroyed.
- The employee participating in the test may ask for an independent witness, who must be immediately available. If their witness is not immediately available, the tester will organise a witness.

4.3 Random Testing

Any staff member may be tested at any time, without reason, or without warning.

Alcohol and drug testing will only be carried out during working hours.

At the time of collecting a Shire vehicle, a Councillor may be tested, without reason, or without warning. A Councillor may be tested outside normal working hours.

4.4 Testing Following an Accident

Following any accident the driver, or any individual associated with the accident, may be alcohol and drug tested.

4.5 Voluntary Testing

An employee may volunteer to undertake alcohol or drug testing prior to commencing work at the discretion of the CEO.

4.6 Positive Tests

An acceptable level of alcohol indicated by the Breathalyser is less than 0.02% Blood Alcohol Concentration ("BAC").

4.7 Illegal drugs - use, or under the influence:

- An employee will be considered to be using, or under the influence of illegal drugs, if he receives a confirmed positive test for the substances identified in the procedure at the designated cut-off level.
- Designated Substances and Cut-off Levels for Drug Screening

Drugs to be Tested	Initial Cut-off Level (ng/ml)
Cannabinoids: (TCH Marijuana)	50
Benzolecgonine (Cocaine)	300
Amphetamines	1000
Opiates	300
Phencyclidine (PCPO)	25

These substances and cut-off levels are identical to those established by the Department of Health and Human Services ("HHS") Mandatory Guidelines for Federal Workplace Drug Testing Programs, which are subject to change by the Department of Health and Human Services. Any modification in the HHS National Institute on Drug Abuse ("NIDA") panel of drugs or cut-off levels, or subsequent "Standards of Australia for Drugs of Abuse in Urine" will automatically result in an identical change to this procedure.

4.8 First Positive Test

- Should a breathalyser test indicate 0.02% BAC or more, or should the employee test positive to drugs (i.e. above the Initial Cut-off Level), the employee shall be provided with transport home, and be paid for work done until the time that the breathalyser or other drug test was carried out.
- On returning to work, after recording a positive reading, the employee will be re-tested and must record a reading below the nominated threshold value before being allowed to start work. They will be advised of the impact of the situation and that counselling is available. This employee will also be cautioned about the consequences in the case of any repeat episode. The results and the advice should be provided in writing to the employee and recorded in the employee's file. He will be informed that he will be individually tested on a random date in the near future. The immediate supervisor will be present at these discussions together with any witness of the employee's choosing.

4.9 Second Positive Test

- An employee who registers over 0.02% BAC or tests positive to other illegal drugs, a second time within a 12 month period shall be required to undertake professional counselling. If the requirement of counselling is refused, then the employee's circumstances will be dealt with accordingly through the dispute's procedure of this Award. The normal expectation will be that a suspension will be enforced until the matter is resolved.

4.10 Third Positive Test

- If an employee registers 0.02% BAC or tests positive to illegal drugs, a third time within a 12 month period, in the interests of the employee's own safety and of the safety of other employees of the Shire their employment will be terminated.

5. General Conditions

4.11 Testers and Equipment

- All testers must be properly trained in its application.
- The breathalyser must be maintained and calibrated in accordance with approved standards.

4.12 Failure of Test

- All alcohol and drug testing will be carried out in normal working hours.
- Should an employee refuse the test, the employee should be counselled that refusal supports the suspicion of the employee being under the influence of alcohol or other drugs and should refusal persist that employee will be sent home without pay and be required to undergo testing before resuming work. Where applicable the employee's union will be advised of the circumstances.
- People should be advised that, if a blood test is warranted certified as occurring within two (2) hours of the disputed test and it indicates that the employee did not have a blood alcohol level of 0.02% BAC or greater or above the prescribed limits of another drug in their systems, when originally tested, the employee will be paid wages for the day and no positive test will be recorded.
- An employee who volunteers to undertake a test prior to commencing work and who would normally have commenced work without undertaking such a test, who registers 0.02% BAC or greater or tests positive to drugs, will be stood down without pay for the duration of the shift. Re-testing must occur before resuming work.

4.13 Other Results

In the case of alcohol, where an employee tests positive to alcohol in their system but tests under

0.02% BAC, the following processes will take place:

- Under these circumstances the employee's BAC may be decreasing, or it may be increasing if the employee has been drinking during the previous hour.
- In the interests of safety, he will be directed not to commence any physical work or drive a vehicle or operate any item of plant or machinery.
- The employee will be re-tested 30 minutes after the original test.
- If the test is negative the employee may return to work, there will be no counselling and there will be no recording of the event.
- If the later test indicates a BAC of 0.02% BAC, or greater, the normal procedure for Positive Testing will follow.

5.4 Costs

Where an employee tests positive to alcohol or other drugs and requires professional counselling, the employee will be accountable for initial referral and counselling costs.

5.5 Other

The Shire of Mukinbudin OH&S Committee will act as facilitators to assist all employees and ensure the most beneficial services are provided to the employee concerned.

OBJECTIVES

The objective of this policy is to implement a fair, pro-active Alcohol & Other Drugs Testing Program that will contribute to safety and health of all employees of the Shire.

GUIDELINES

HISTORY

Former policy 1.2.7
Originally adopted - 20 September 2006 minute 8.2.9

REVIEW

Chief Executive Officer

4.9 Occupational Health and Safety

POLICY

The Shire of Mukinbudin regards the promotion of sound and effective Occupational Safety and Health practices as a common objective for the CEO, Managers, Supervisors, Employees and Contractors.

The Policy of the Shire of Mukinbudin is to ensure that every employee works in an environment where direct efforts are made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

To promote and maintain the highest degree of health, safety and well-being of all staff by aiming for:

- An annual reduction of workplace injury and disease.
- provision and maintenance of a safe workplace, plant and systems of work
- The identification, elimination and control of workplace hazards.
- The provision of information, supervision and training to employees to ensure work is performed safely and to a high standard.

OBJECTIVES

To establish and maintaining work practices which are safe and minimise risk to health.

To make all levels of management and supervisory staff to be responsible and accountable for minimising the potential for occupational injury to and illness of staff within their area of responsibility.

To provide training, placing and supervising all staff to enable the safe performance of duties.

To developing and implementing preventative strategies which include workplace and job design, the identification of hazards in the workplace and taking of appropriate remedial action to control the hazards.

The Shire of Mukinbudin acknowledges a duty to achieve their objectives by:

- Providing and maintaining a safe working

environment.

- Providing adequate training and instruction to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to eliminate the cause and reduce the level of risk.
- Compliance with AS/NZS 4801 Occupational Health and Safety Management Systems audit tool.
- Compliance with Occupational Safety and Health (OSH) Act 1984, 2005 amendments, and Regulations 1996, relevant OSH Australian Standards, Codes of Practice and Guidance Notes.

GUIDELINES	Local Government Insurance Services Occupational Safety and Health Management Systems Manual
HISTORY	Former policy formed part of the Staff Induction Manual last reviewed Sept 2005. Previous Policy 1.2.4
REVIEW	Chief Executive Officer

4.10 Smoking in Council Buildings/Vehicles

POLICY

To ensure that employees, Councillors and contractors are provided a smoke free workplace.

OBJECTIVES

To prevent any employee, Councillor or contractor smoking in Council buildings and in Council vehicles. It is designed to ensure that those who work for the Council do so in a clean and safe environment.

As an employer, the Council has a duty under the Occupational Safety and Health Act 1984 to provide a safe working environment and to protect the health of all employees from hazards in the workplace.

On the basis of a current medical opinion and following a landmark judgement in the Federal Court of Australia, it has been shown that passive smoking may affect a person's health. Accordingly, Council prohibits any employee, Councillor or contractor from smoking in any enclosed workplace, building or vehicle of Council.

All employees and Councillors shall have an individual responsibility for drawing the prohibition on smoking to the attention of any visitor, caller or employee, who it appears, may be in contravention of the policy.

Council's commitment to the Policy will be demonstrated publicly by the display of appropriate signs throughout Council's buildings and facilities.

Persons who are identified as having a drug related problem shall be recommended to seek drug awareness counselling from a recognised drug counselling agency.

GUIDELINES

Prevention Strategies – the main focus of prevention strategies will be to disseminate information and increase the "awareness" of providing a smoke free work environment. Staff awareness of Smoking in Council Buildings/Vehicles Policy shall be raised in the Staff Induction Manual.

Consequences of Policy Breach

First Offence:

Staff member to meet with Manager and a record of the meeting is to be placed on the employee's personal file.

If any subsequent incidents occur where the same employee repeats a smoking in Council Buildings/Vehicles the same process should be followed with more formal, written warnings being given to the employee.

Second Offence:

Staff member to meet with the CEO who will outline the disciplinary action to be taken as a result of the incident and provide a written outline of this action.

Any further incidents will result in possible dismissal.

HISTORY

No Former policy exists

REVIEW

Chief Executive Officer

4.11 Personal Protective Equipment/Clothing (PPE/C)

POLICY

To establish a dress code which will:-

- protect the worker from ultra-violet light
- protect the worker from physical injury, such as heat stress, cuts, abrasions, dust, noise etc.
- as far as it is practicable, ensure that the clothing makes the person easy to see when working on or near roads, access-ways and mobile equipment
- comply with relevant Statutes and Australian, Standards (in particular Section 19 of the OSHWA Act)
- prescribe clothing which will be comfortable and acceptable to the majority of workers.
- promote a team spirit and personal pride in the workers with respect to their appearance.

OBJECTIVES

To provide Shire Staff with Protective Equipment and Clothing requirements

Clothing Policy

Regular Outdoor Employees

A regular outdoor employee for the purpose of this document, is defined as a person whose regular daily duties require them to be in the direct sunlight on a daily and continuous basis which exceeds periods of more than one (1) hour.

The following outdoor employees because of the nature of their activities will be subject to the dress requirements detailed as follows in clauses (i) to (v).

- * Engineering Works Outdoor Staff
- * Parks and Reserves Outdoor Staff
- * Maintenance Staff
- * Field Supervisory Staff
- * Occasional Outdoor Employees when required to undertake a special task where long term exposure to sunlight is experienced.
- * Maintenance Staff.

NOTE: All regular outdoor employees should be covered by the existing policy.

In cases where uncertainty still existing in relation to managing this policy the request would be determined by the Chief Executive Officer

(i) Standard of Dress

The minimum clothing requirements for outside employees will be a long sleeve shirt, long trousers or long shorts. Long shorts may be worn all year round, unless there are

safety related work procedures that requires the wearing of long trousers. Unless there are safety or work procedure reasons, shirt sleeves must not be rolled up.

All shirts supplied by the Shire of Mukinbudin to have a Council approved logo.

The basic dress code will apply all year round. (Exemptions may apply based upon written medical advice).

It is recommended that an approved Council supplied hat be worn by all staff working outdoors.

The approved type of hat shall be either a broad brimmed type (greater than 7cm) or a peaked type of cap with non-detachable neck flap protection.

Hats, long sleeve shirts, long shorts and trousers appropriate for the nature of the work will be supplied by Shire of Mukinbudin on a fair wear and tear basis.

The Ultra-Violet Protection Factor (UPF) of all Council supplied clothing shall be assessed by the Central Safety Committee for approval.

(A minimum guide shall be a rating of 30 U.P.F.)

Staff with a fair complexion to be aware, that permanent press type clothing has a reduced protection rating when wet. Cotton type clothing would be more appropriate for staff performing heavy manual type labour where continually exposed to the sun.

(ii) Long Shorts Provisions

The wearing of long shorts by staff is subject to:-

(a) signing of the Shire of Mukinbudin request form detailing staff knowledge of the dangers of UV radiation from sunlight and agreement to protect exposed skin areas with an approved supplied sunscreen. (Refer Appendix 'A').

(b) where specified work procedures detailed below or specific by the Supervisor do require long trousers to be worn for safety reasons.

Work Procedures where long trousers must be worn-

- * mechanics, fitters and welders
- * operators of brush cutters, concrete/bitumen saws and chainsaws (Alternatively approved safety "chaps" leggings may be worn with long shorts)
- * people handling bitumen
- * Any welding work
- * handle chemicals ie. pesticides and herbicides
- * working in trenches. (refer below for clarification)
- * other tasks where supervisors deem long trousers for safety reasons must be worn.

Where staff are working in shallow trenches, long shorts may be worn where excavation and drainage are in excess of one (1) metre depth, it is required that staff working within the trench area wear long trousers or overalls or other PPE as instructed by their supervisor.

(iii) Use of Sunscreen Cream

Staff working outdoors should regularly apply approved supplied sunscreen to the unprotected areas of their body.

All outside workers will be supplied with sunscreen cream which shall be applied to their uncovered skin in accordance with the manufacturer's directions. In particular, this refers to their face, ears, necks and backs of hands, and legs if relevant. The cream provided will be registered under Australian Standards and be of the SPF 30+ Broad Spectrum type. It is recommended that sunscreen be used on the face, neck and ears all year round.

(iv) High Visibility Clothing

Because of the requirement for Shire of Mukinbudin workers to be easily seen by vehicle users, high visibility clothing of some description must be worn by workers while within the road reserve or near vehicle access ways working with or near mobile machinery or equipment.

While the use of an overlay garment in the form of a vest or singlet is preferred, red long sleeve shirts will be allowed and supplied. Should over garments (e.g. jumpers and parkers) be needed then the overlay garment must be worn over jumpers etc.

When wearing high visibility vests that velcro up at the front, staff are to ensure that they keep the velcro fastened at the front at all times.

(v) Supply and Use of Safety Sunglasses

All staff working outside shall, when applicable, wear general purpose safety sun protection glasses which comply with AS1337 (1992) and AS1067 (1990) as appropriate. These will be made available to relevant staff as part of the standard personnel protective equipment issue.

Where staff are required to wear prescription glasses then "clip on" sunglasses shall be supplied by the Shire of Mukinbudin.

Where existing safety sunglasses do not provide adequate protection, the provision of suitable protective glasses/sunglasses may be issued at the discretion of the supervisor.

(vi) Safety Footwear

Safety Footwear issued to staff where required shall comply with Australian Standards for steel cap protective footwear and meets the needs and tasks being undertaken.

Council will supply such approved footwear on a fair wear and tear basis up to a value of Council standard issue.

Staff who may prefer alternative approved footwear, which is greater than this value, shall meet the additional cost. The exception shall be where staff, because of a medical condition that has been confirmed by a Medical Practitioner shall be eligible for specialised approved footwear to be supplied by Council.

Occasional Outdoor Employees

An "Occasional Outdoor Employee", for the purpose of this document, is defined as a person whose regular daily duties require them to be in direct sunlight on an occasional basis which does not exceed a continuous period of more than one (1) hour.

The following outside employees because of the nature of their activities will be subject to their dress requirements as nominated and in accordance with work procedures.

- * Rangers
- * Pool Attendants
- * Administration/Inspectorial Staff (Building Surveyors Environmental Health Officers, Planning/Engineering Officers, Supervisors/Managers)
- * Other Staff on Special Outdoor Tasks

Supply of Protective Clothing/Equipment General

That an internal requisition form be completed by staff and the Supervisors be responsible for authorising the issue of PPE/C in accordance with this policy. No PPE/C is to be issued without written authorisation from the appropriate supervisor;

Once employees are issued their PPE/C and instructed in its use, they are bound under Section 20 2(b) of the Occupational Health, Safety and Welfare Act, to correctly and properly use this equipment as instructed. Failure to comply with this directive would invoke normal disciplinary action.

Supervisors shall ensure that no employee commences work without the appropriate PPE/C. Any time lost in retrieval of issued PPE/C as a result of employee negligence will not be paid for. That all Shire of Mukinbudin staff entering or visiting a work site be advised they must comply with this policy.

Personal protection clothing/equipment issued by the Shire of Mukinbudin will be replaced on a fair wear and tear basis at the discretion of the immediate supervisor/manager. Staff being responsible for replacement of equipment which has been neglected or misplaced. Any staff that alters issued personal protective clothing/equipment without prior authorisation of the supervisor/manager will be responsible for the replacement of that clothing/equipment to the standards set within this policy.

Reissuing of Protective Clothing or equipment will be made when staff return the worn/non useable item to the Shire of Mukinbudin store together with their supervisors authorisation.

Regular Outdoor Employees

(a) Clothing

All regular outside employees shall be issued with the following Personal Protection/Clothing by the Shire of Mukinbudin. The initial issue of clothing to permanent staff shall be:-

- 1 x Safety Boots
- 3 x Shirts long sleeve
- 1 x Wide brimmed hat
- 1 x Vest high visibility
- 3 x Trousers long

or

2 x Trousers long plus 2 x long Shorts - where long shorts are requested.

1 x safety sunglasses

(b) Equipment

That all staff shall be issued with the following protective equipment by the Shire of Mukinbudin on a needs basis as determined by the immediate Supervisor and that this equipment be classed as a personal issue and is to be kept in good order and maintained by staff.

1 x earmuffs

1 x sun cream (SPF 30+)

Any other safety equipment as deemed appropriate by the Supervisor.

Occasional Outdoor Employees

(a) Workshop Staff

That Shire of Mukinbudin' workshop staff be subject to this policy as for Regular Outdoor Staff, other than their initial issue of clothing which can be either: -

3 x shirts (long sleeve);

3 x trousers (long);

OR alternatively they may request an issue of:-

3 x overalls (long sleeve).

(b) Administrative Inspectorial Staff required to Undertake Site Inspections

Shire of Mukinbudin inspectorial staff shall be subject to this policy. Issue of clothing will be in accordance with current practices or where a special requirement can be demonstrated on a needs basis where procedures require protective clothing:-

3 x shirts long sleeve

3 x long trousers or 2 x long trousers plus 2 x long shorts

1 x hard hat

1 x safety goggles/glasses

1 x safety/sunglasses

1 x pair safety boots or shoes

1 x wide brimmed hat

1 x sunscreen (minimum SPF 30+)

1 x Vest - High Visibility.

Such issue to be obtained initially through the Depot Stores by authorisation from the relevant Manager.

Other PPE which may be required to perform tasks can be obtained from Council's stores after signing for such equipment. The wearing of long sleeve shirts by Occasional Outdoor staff to be encouraged by Council.

(c) Rangers Currently outsourced.

(d) Aquatic Centre Staff

Shire of Mukinbudin's Aquatic Centre Staff shall be subject to this policy, other than their clothing issue.

The initial issue to Aquatic Centre Staff shall be:-

3 x Polo shirts

3 x Light weight long shorts

1 x Wide brimmed hat

1 x pair of sunglasses (of appropriate type)

1 x Gloves

1 x Sunscreen (minimum SPF30+)

This clothing issue shall be worn in accordance with the respective work procedure for this work duty.

(e) Other Staff Who Work Outdoors

Other staff who work in the direct sunlight on an occasional basis are also required to wear an appropriate broad brimmed hat (or equivalent), sunglasses and sunscreen, which the Shire of Mukinbudin will supply. Such workers may be Family Day Care Staff, Library staff, and QPT staff.

(f) Non-Permanent Staff

Casual, temporary, part time, community, work experience, Department of Corrections workers shall comply in full with this policy. These workers are encouraged to supply their own appropriate clothing and footwear, while Shire of Mukinbudin would supply PPE/C deemed appropriate for their individual tasks.

Replacement and Return of Protective Equipment/Clothing

All the above Shire of Mukinbudin Staff shall have their issues of protective equipment and clothing replaced on a fair wear and tear basis at the discretion of their respective Manager/Supervisor.

All equipment/clothing issued shall be maintained and kept in good order by the staff member.

Staff shall be responsible for the replacement of all issued clothing and protective equipment which has at the discretion of the supervisor, been neglected or misplaced.

All staff leaving the Shire of Mukinbudin's employment shall be required to return all current PPE/C to the supervisor.

Consultation

The Shire of Mukinbudin realises that the type of clothing worn in the field is of considerable importance to "outside" employees and hence these staff or their representatives will be consulted with respect to changes in style, type and fabric of clothing as issued.

Wherever practicable, the Shire of Mukinbudin having adopted a clothing policy, will ensure that the style and fabric of garments is acceptable and appropriate to the relevant work force which complies with the Shire of Mukinbudin Duty of Care with respect to Work Safe WA Safety Standards, and is cost/effective and meets with the Shire of Mukinbudin professional image.

Education

The Shire of Mukinbudin will conduct Educational Awareness programs for Staff on the needs for protection against the dangers of UV Rays from Sunlight and other work practices requiring specialised safety equipment and work procedures.

Protective Clothing Work Procedures Aquatic Staff

Aquatic staff should undertake the following work procedure to protect themselves from the dangers of prolonged exposure to sunlight.

- * Approximately 15 to 20 minutes before leaving the office, sunscreen (SPF 30+) should be applied liberally to the face, neck, forearms and legs. (Sunscreen shall be replaced on a regular basis).
- * Upon leaving the office, a wide brimmed (7cm edge) hat and suitable UV and glare resistant sunglasses shall be worn.
- * Whilst on observation duty, the lifeguard shall endeavour to stand in the shade at all times, (or as much as is practical). If the lifeguard chooses to be seated in the raised observation chair, the overhead umbrella shall be positioned to provide optimum shade.

Administrative/Inspectorial Staff - Ranger and Other Occasional Outdoor Staff

Administrative and Inspectorial Staff prior to undertaking outdoor duties should protect themselves from the dangers of prolonged exposure to sunlight through the following procedure.

- * Before leaving the office liberally apply (SPF 30+) sunscreen to all exposed body areas. (i.e. Face, Neck, Arms, Hands, Legs etc).
- * On leaving the office staff shall wear Council supplied/approved broad brim hat and UV approved sunglasses.
- * During outdoor activities staff shall as practical, maximise the use of shade areas to undertake their inspections.
- * Staff shall also where practical program inspectorial duties during the early and late cooler periods of the day.
- * Staff who have a skin complexion which is highly susceptible to the effects of UV radiation from sunlight are recommended to wear long sleeve cotton shirts and long trousers when engaged in outdoor inspectorial duties as well as other protective measures of approved hats, sunscreen and safety sunglasses.

4.12 Long Service Leave (LSL)

POLICY

All Staff Long Service Leave is governed by the *Local Government (Long Service Leave) Regulations* made under the *Local Government Act 1960*
Reg 7 states:

7. Taking leave

- (1) Where a worker is entitled to long service leave —
 - (a) at least 2 months' notice of the date from which the leave is to be taken shall be given by one party to the other unless otherwise agreed in writing between the parties;
 - (b) the employer shall not require the worker to commence the leave within 6 months of the date on which the worker became entitled to it;
 - (c) the leave taken shall be inclusive of any public holidays allowable under the worker's conditions of employment but shall not be inclusive of any annual leave;
 - (d) the leave may be granted and taken in one consecutive period or, if the worker and the employer so agree, in not more than 3 separate periods.
- (2) Subject to subregulation (1) long service leave shall be taken at the earliest practicable date.

Request for Deferral by the employee

The Local Government (Long Service Leave) Regulations prescribe that an employee is entitled to 13 weeks of Long Service Leave after 10 years of continuous service at a rate of pay based on the average number of ordinary hours for the previous twelve months. The practice of the Shire of Mukinbudin is for an employee who has accrued the Long Service Leave entitlement to take the full 13 weeks entitlement between the date the entitlement falls due and six months later unless otherwise requested formally in writing by the CEO.

If the employee chooses to delay taking part or all of their entitlement beyond the ten year six month mark then the rate of pay will be the lesser of;

4.3.1 the rate of pay at the ten year six month mark,

OR

- 2 the rate of pay the employee was paid at the time of taking the postponed Long Service Leave.

The employee's weekly wage whilst taking the postponed Long Service Leave or part Long Service Leave entitlement shall be based on the lesser of:

1. The average number of ordinary hours the employee has worked in the previous twelve months to the commencement or deemed commencement of the postponed Long Service Leave,

OR

2. the average number of ordinary hours worked at the ten year six month mark for the previous 12 months.

Request for Deferral by the employer (Shire of Mukinbudin)

Where the Shire of Mukinbudin requests a staff member to defer their Long Service Leave as it is not convenient to the organisation and the employee agrees then the employee agrees with the employers request to delay taking part or all of their entitlement beyond the 10 year six month mark than the rate of pay will be the rate of pay the employee is paid at the time of taking the postponed Long Service Leave.

NB: All requests by the employee or the employer must be reported to Council in a formal agenda item approving the proposed LSL arrangement.

Reg 6A covers request for LSL on Half Pay (26 weeks)

6A. Leave on half pay

Where a worker commences a period of long service leave, the worker may, if the worker and his employer so agree in writing, be paid for each week of that period at half the rate at which he would otherwise be entitled under regulation 8 to be paid, but only half of any period of leave in respect of which the worker is so paid shall be taken into account for the purpose of ascertaining the amount of leave, if any, to which he is thereafter entitled and for the purpose of applying the formula in regulation 9(3).

Reg 6B covers Requests for LSL on Double pay (6 ½ weeks)

6B. Leave on double pay

Where a worker commences a period of long service leave the worker may, if the worker and his or her employer so agree in writing, be paid for each week of that period at double the rate at which he or she would otherwise be entitled under regulation 8 to be paid, but double any period of leave in respect of which the worker is so paid shall be taken into account for the purpose of ascertaining the amount of leave, if any, to which the worker is thereafter entitled and for the purposes of applying the formula in regulation 9(3).

OBJECTIVES	To manage Long Service Leave for staff.
GUIDELINES	Guidelines: To Provide Guidance on the application and use of Long Service Leave in accordance with this policy, unless previously authorised by the Chief Executive Officer.
HISTORY	May 2016
REVIEW	Chief Executive Officer

4.13 Rostered Days Off (Administration)

POLICY	<p>The inside staff hours will typically work from 8.00 am to 5.00 pm with a 60 minute lunch break, 5 days per week however, staff members may work flexible hours, subject to the agreement of their supervisor/manager.</p> <p>This allows the employee to accrue one RDO each 20 working days and enables the employee one working day off, to be taken by mutual agreement with the employee and supervisor/manager, subject to workload.</p> <p>All inside staff members, including Senior Officers on individual contracts are permitted to participate in the RDO scheme.</p>
OBJECTIVES	<p>To allow a Rostered Day Off (RDO) to accrue for (inside) office staff every twenty (20) working days but to ensure that this system is managed to minimise the accrual of days.</p>
GUIDELINES	<p>Guidelines: No more than six (6) Rostered Days Off may be accrued by an individual in accordance with this policy, unless previously authorised by the Chief Executive Officer.</p>
HISTORY	<p>May 2016</p>
REVIEW	<p>Chief Executive Officer</p>

4.14 Rostered Days Off (Outside Staff)

POLICY

The outside staff hours are to operate as follows on a 80hr fortnightly basis:-
8 days @ 9.0 hours
1 day @ 8.0 hours
1 day RDO

Hours are generally from 7.00 am to 4.30 pm with a 30 minute lunch break, 5 days per week however, staff members may work flexible hours, subject to the agreement of their supervisor /manager. (NB Pay week Friday finish at 3.30pm)

This allows the employee to accrue one RDO each 10 working days and enables the employee one working day off, to be taken by mutual agreement with the employee and supervisor/manager, subject to workload.

OBJECTIVES

To allow a Rostered Day Off (RDO) to accrue for outside staff every ten (10) working days but to ensure that this system is managed to minimise the accrual of days

GUIDELINES

Guidelines: No more than six (6) Rostered Days Off may be accrued by an individual in accordance with this policy, unless previously authorised by the Chief Executive Officer.

HISTORY

May 2016

REVIEW

Chief Executive Officer

4.15 Staff Swimming Pool Access

POLICY	That Council allows all permanent fulltime and permanent part-time members of Staff access to an annual Family Swimming Pool Pass for the Mukinbudin Aquatic Centre at no cost to the employee or family. This is to include a maximum of two adults and all dependent children 16 years of age and under.
OBJECTIVES	As an employment incentive for Shire employees to assist with the recruitment and retention of quality employees.
GUIDELINES	
HISTORY	New Policy August 2017 Updated May 2020
REVIEW	Chief Executive Officer

4.16 MBL Allowance / Housing Allowance

POLICY	To allow for Council to formally endorse and acknowledge the payment of allowances including the “MBL Allowance and Staff Housing Allowances” with the intention of these additional allowances helping to attract and retain staff by the way of these additional existing payments.
OBJECTIVES	To combine the existing allowances paid to staff including the over award MBL Allowance and the Housing Allowance paid to those staff not provided with housing as part of their employment with the Shire.
GUIDELINES	<p>The policy allows for the payment of allowances to assist in the attraction and retention of staff as well as to encourage staff to reside in the Shire of Mukinbudin and to assist employees to purchase a land asset within the Shire.</p> <p>That the Allowance be payable to all permanent members of Staff and is based on a 76-hour working fortnight (fulltime) and payable pro rate for fulltime staff working less hours.</p> <p>That two allowance amounts are payable, being an MBL allowance either including or excluding the housing portion of the allowance as follows:</p> <p>MBL Allowance (excluding housing) increased from \$57.69 per fortnight to \$60.00 effective from commencing on the first pay run after 1st July 2019.</p> <p>The housing allowance portion of the payment increased from \$40.00 per fortnight to \$80.00 per fortnight for those employees not provided with housing as part of their employment with the Shire and for those who live within the Shire of Mukinbudin Local Government boundary.</p> <ul style="list-style-type: none">• <i>MBL Allowance \$60</i>• <i>Housing Allowance \$80</i> <p>That the payment of this allowance excludes any and all contract employees, including but not limited to the CEO.</p>

HISTORY

MBL Allowance created and including the existing Housing allowance which was until June 2019 silent with regards to amounts. The intention of having the two allowances under the one policy was in the interest of simplicity.

Updated May 2024

REVIEW

Chief Executive Officer

4.17 Staff Uniform

POLICY

To establish a uniform policy which will:

- stipulate an entitlement amount
- give structure and guidelines with respect to eligibility of claimable items
- promote a team spirit and personal pride in the workers with respect to their appearance.

OBJECTIVES

To provide Shire Staff with a Uniform Policy.

GUIDELINES

Shire Administration and Community Resource Centre Staff

All permanent staff shall receive a five hundred dollar* (\$500) per annum Uniform Allowance unless otherwise stipulated in the employee's employment agreement. The allowance will renew at July 1st each year. Any balance remaining from the previous financial period is non transferrable. The Uniform allowance shall permit the purchase of footwear up to the value of \$200, anything over and above this amount will be at the employees expense, irrespective of any Uniform Allowance balance remaining in the current financial year.

Caravan Park Staff

All permanent staff shall receive a five hundred dollar (\$500) uniform allowance per annum unless otherwise stipulated in the employees employment agreement.

Casual Employees

Casual staff shall receive a uniform allowance at the discretion of their respective Manager/Supervisor.

Conditions of Eligibility

Detailed payment receipts are to be presented for reimbursement. Only business attire items will be eligible for reimbursement.

**Part time employees shall receive no less than \$300 per annum irrespective of the number of days worked.*

HISTORY

Policy Created May 2023

REVIEW

Chief Executive Officer

4.18 Annual Leave

POLICY

To prevent all staff from accruing excessive Annual Leave.

OBJECTIVES

To provide staff with Annual Leave accrual guidelines.

GUIDELINE

No more than six (6) weeks may be accrued by an individual in accordance with this policy, unless prior approval is received by the Chief Executive Officer or the Council in the instance of the CEO.

Negative leave balances are not permitted however exceptions may be made at the discretion of the Chief Executive Officer in the event of an emergency situation requiring additional leave.

HISTORY

Policy Created May 2023

REVIEW

Chief Executive Officer

4.19 Workplace Bullying

Under the Work Health and Safety Act 2020, work relationships are defined as:

“PCBU” Person Conducting a Business or Undertaking (For the purpose of this document [Local Government] is the PCBU)

“Worker” A person who carries out work in any capacity for a PCBU (e.g., an Employee, Contractor, Work Experience person or Volunteer).

EXPECTED WORKPLACE BEHAVIOURS

Workplace bullying is repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. Repeated behaviour refers to the persistent nature of the behaviour and can refer to a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Single incidents of unreasonable behaviour can also present a risk to health and safety and will not be tolerated.

WHAT IS WORKPLACE BULLYING

Workplace bullying is repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. Repeated behaviour refers to the persistent nature of the behaviour and can refer to a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Single incidents of unreasonable behaviour can also present a risk to health and safety and will not be tolerated.

WHAT DOES NOT CONSTITUTE WORKPLACE BULLYING

Reasonable action taken by managers or supervisors to direct and control the way work is carried out is not workplace bullying if –

- The action is carried out in a lawful and reasonable way.
- The action aligns with our Policies and Procedures, taking the specific circumstances into

account.

The PCBU may take reasonable action to effectively direct and control the way work is carried out. It is reasonable for PCBU managers and supervisors to allocate work and give feedback on a worker's performance.

These actions are not workplace bullying if they are carried out in a lawful and reasonable way, taking the specific circumstances into account.

A manager exercising their legitimate authority at work may result in some discomfort for a worker. The question of whether management action is reasonable is determined by considering the actual management action, rather than a worker's perception of it and, where management action involves a significant departure from established policies or procedures, whether the departure was reasonable in the circumstances.

BREACH OF POLICY

Appropriate disciplinary action may be taken against a person who is found to have breached this policy. The action taken will depend on the nature and circumstance of each breach and may include:

- A verbal or written apology.
- One or more parties agreeing to participate in counselling or training.
- A verbal or written reprimand, or;
- Transfer, demotion or dismissal of the person engaging in the bullying behaviour.

If an investigation finds workplace bullying has not occurred or cannot be substantiated, the PCBU may still take appropriate action to address any workplace issues leading to the bullying report.

HISTORY

Policy Created June 2023

(POL-18 Dealing with Bullying Policy & Procedure – Prompt Safety Solutions)

REVIEW

Chief Executive Officer

4.20 Disciplinary Action

Under the Work Health and Safety Act 2020, work relationships are defined as:

“PCBU” Person Conducting a Business or Undertaking (For the purpose of this document [Local Government] is the PCBU)

“Worker” A person who carries out work in any capacity for a PCBU (e.g., an Employee, Contractor, Work Experience person or Volunteer).

OBJECTIVES

The Discipline Policy provides a process for dealing positively with unacceptable behaviour that does not meet the expected and communicated standard required by workers.

This policy is designed to ensure that, where there is a failure to comply with these standards, workers are managed fairly, consistently and with due consideration of all the circumstances. It should be read in conjunction with the Discipline Procedure.

The policy supports a procedure which:

- Encourages workers to lodge a complaint about misconduct or unacceptable behaviour they are subjected to or have observed in the workplace.
- Investigates allegations and considers action where appropriate.
- Imposes sanctions as appropriate and necessary to protect other workers, the integrity of the PCBU, and resolves allegations of misconduct and unacceptable behaviour promptly and appropriately.
 - Poor timekeeping (evidenced/documentated over time).
 - Unauthorised absenteeism.
 - Unauthorised absenteeism.
 - Uncooperative attitude or being rude to workers and clients.
 - Failure to meet required standards as part of a formal performance improvement process.
 - Theft or fraud.
 - Physical/verbal threats or assault.
 - Malicious damage to property.
 - Possession of, or under the influence of, illegal drugs or alcohol.

EXAMPLES OF MISCONDUCT

Some of these examples of misconduct could constitute

DISCIPLINARY ACTION

serious misconduct under certain circumstances.

Disciplinary action may take the form of one or more of the following:

- No further action.
- Counselling.
- A verbal warning.
- A written warning.
- A final written warning.
- Suspension from duties (paid or unpaid).
- Termination of employment.

A worker facing disciplinary action has the right to a support person. A support person is a person of the worker's choosing (a colleague, a union representative or another person, but not a legal representative) who may accompany the worker to a discipline meeting. A support person is not permitted to act as an advocate for the worker or speak on their behalf. Their role is to provide support to the worker, take notes if desired, and act as a witness if required. The support person is bound by the requirements of confidentiality.

The nature of the worker's behaviour will determine the stage at which the Discipline Procedure will commence

CONSEQUENCES OF A BREACH

Failure to abide by and comply with the Discipline Policy may attract disciplinary action, which may take the form of counselling, verbal or written warnings, or termination of employment.

Any breach that is considered illegal may be reported to the appropriate external authority.

HISTORY

Policy Created June 2023
(POL-06 Discipline Policy – Prompt Safety Solutions)

REVIEW

Chief Executive Officer

4.21 Time In Lieu (TOIL)

POLICY

To establish guidelines for the accrual, usage, and management of compensatory time off for employees who work additional hours beyond their regular schedule.

OBJECTIVES

To provide staff with Time In Lieu guidelines.

GUIDELINE

Employees who work overtime hours beyond their regular schedule may be entitled to accrue compensatory time off at a rate of one hour of TOIL for each hour of overtime worked.

TOIL accruals will be recorded and tracked by the Payroll Officer.

All accrued TOIL must be utilised prior to utilising any other form of leave including rostered days off (RDOs) and Annual Leave. TOIL hours are not eligible for conversion into monetary compensation and are strictly intended for time off. The maximum accrual shall not exceed more than 40hours at any given time.

TOIL requests will be approved based on operational needs and supervisor discretion, ensuring adequate staffing levels and workload distribution.

The granting of time in lieu for working additional hours is not automatic and is subject to the discretion of the CEO.

HISTORY

Policy Created May 2024

REVIEW

Chief Executive Officer

4.22 Leave Without Pay/Unpaid Leave

POLICY	The purpose of this Unpaid Leave / Leave Without Pay Policy is to establish guidelines for requesting and granting unpaid leave for employees who have insufficient leave balances and whom may need to take time off work without pay.
OBJECTIVES	To provide staff with Leave Without Pay/Unpaid Leave guidelines.
GUIDELINE	<p>The granting of unpaid leave is not automatic and is subject to the discretion of the CEO, as it is not considered as a standard leave entitlement, instead National Employment Standards (NES) guidelines apply.</p> <p>While on unpaid leave, allowances and entitlements will not be payable, and leave accruals will be suspended, as this constitutes a break in service.</p>
HISTORY	Policy Created May 2024
REVIEW	Chief Executive Officer

WORKS

5.1 Private Works

POLICY

All private works are to be subject to a written signed agreement between the private party and the Shire.

At the discretion of the CEO or Works Supervisor, where works are to be carried out on behalf of a ratepayer or other private person, the estimated cost of the works where deemed necessary shall be pre-paid before the commencement of the works.

Any additional cost is to be met by the private party and any balance remaining on completion of the works shall be refunded.

That private works only be carried out where –

- (a) the Works and maintenance program will not be adversely affected unless Council believe the advantages of carrying out the private works justifies some reassessment of the works programme;
- (b) full costs including supervision, travel time to and from the project, and administration costs are recovered through private works charge rates to be set annually in the Schedule of Rates and Charges.

OBJECTIVES

To ensure a proper record of private works undertaken and to substantiate the shire's obligation/parameters.

GUIDELINES

A request in the prescribed form is to be completed by the applicant and lodged with the Works Supervisor. (see attached Form)

HISTORY

Former policy 1.5.5

REVIEW

Finance Manager

**ATTACHMENT 5.1(A)
PRIVATE WORKS – REQUEST FORM**

**SHIRE OF MUKINBUDIN
PRIVATE WORKS – REQUEST FORM**

The Works Supervisor
Shire of Mukinbudin
PO Box 67
MUKINBUDIN WA 6479

Job Number:

I hereby apply for the following private works to be carried out

Name of Applicant: _____
Address of Applicant: _____
Mailing address: _____
Phone Number _____

I _____, the Works Supervisor quote an amount of \$ _____.

Signed: _____.

I accept that the final cost of the job may vary from that given by the Manager of Works above and by signing below I accept responsibility for the payment of any invoices relating to the above works.

Print Name: _____
Signature: _____
Date: _____

OFFICE USE ONLY

Debtor Number: _____
Total Cost: _____
Invoice Number: _____
Invoice Date: _____
Invoice Amount: _____

**SHIRE OF MUKINBUDIN
PRIVATE WORKS QUOTE CALCULATION**

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

<u>PLANT</u> Machine	Rate P/Hour	Total Hours	Total \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Total:	_____ (B)

<u>MATERIALS/OTHER</u>		Total \$
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
	Total Quote	_____ © \$ _____

5.2 Plant Report

POLICY	The Works Supervisor shall prepare a monthly report detailing kilometer / hours for each machine and cost of repairs undertaken year to date.
OBJECTIVES	To provide Council with overview of plant costs
GUIDELINES	In addition to the monthly bulletin reports, the Works Supervisor and Finance Manager will prepare a report detailing required information and review outcomes against budget
HISTORY	
REVIEW	Chief Executive Officer

5.3 Shire Equipment – Private Use

POLICY

Shire equipment is not available for use by non-Shire employees unless - 152 -recognized by the CEO.

Shire plant items such as loaders, graders and trucks are not available for private use by employees.

Shire employees may, with the written approval of the Chief Executive Officer, use Shire's small items of equipment such as lawnmowers, chainsaws and light vehicles subject to:

- the employee being trained in the use of the equipment (where necessary)
- the use being limited to work associated with the employee's/Shire property.
- the employee meeting cost of consumables e.g. fuel, etc.

That Council permits the use of Council's small plant and equipment by community service groups on community projects provided that:

Volunteers are named for approval by the CEO.

2. Projects are approved by the CEO.
3. Small trucks, tractors and other small plant will be available on request if the plant is not required by Council.

OBJECTIVES

A local government has the right to allow private use of its resources, but the use must be open and accountable to the public.

GUIDELINES

The equipment is not available for employees to undertake work for profit or for non-employees other than recognised charitable and Community groups.

The employee is to be responsible for the care, maintenance, damage and repair of the equipment.

The employee accepts liability for any injury incurred by themselves or other person or body whilst using the equipment.

HISTORY

Former policy 1.5.3

REVIEW

Chief Executive Officer

5.4 Hire of Shire Plant

POLICY

Shire plant or equipment that has a driver/operator compartment shall not be hired out without a driver/operator.

No minor items of plant such as chainsaws, whipper snippers, lawn mowers, turf equipment or tools are available for hire.

An except to this policy is at the discretion of the Chief Executive officer for the dry hire of plant to neighboring Shires. Subject to an appropriate fee as determined by Council as part of the annual fees and Charges.

OBJECTIVE

To ensure the safe and careful use of Shire property.

GUIDELINES

All requests to be in writing and directed to the Works Manager

HISTORY

No former policy exists

REVIEW

Chief Executive Officer

5.5 Garden & General Refuse – Pick Up

POLICY	A six-monthly Garden Refuse pick up will be carried out for the Mukinbudin townsite.
OBJECTIVES	To provide the community with an opportunity to clear excess household/garden waste.
GUIDELINES	At least twice per year the CEO is to advertise by local public notice the garden refuse collection dates and conditions.
HISTORY	
REVIEW	Chief Executive Officer

5.6 Road Making Materials

POLICY

Should it be necessary to obtain road making materials from private property, then any compensation is to be at a flat rate per cubic meter, as prescribed in Council's annual budget and is to be evidenced by a written agreement [see Attachment 5.6(a)] endorsed by the Works Supervisor and countersigned by the Chief Executive Officer.

- Permission to collect material shall be in writing with any conditions detailed on the form provided; and
- All care shall be taken to ensure that the least amount of inconvenience is caused to the landowner as possible.

OBJECTIVES

To ensure that all landowners receive fair and equitable payment for gravel and proper written evidence of Council's obligations

GUIDELINES

- To document agreements with landholders for the supply of road making materials e.g. gravel.
- To outline any conditions relating to the taking of road making materials
- Property owner not required to obtain Extractive Industries license as it is the Shire that is operating the pit
- To specify compensation payable
- To prescribe rehabilitation requirements to ensure gravel pits are rehabbed to the landowner's satisfaction.
- To prevent disputes arising from removal of road making materials
- That Council set the initial price for gravel at 88cents per m³ plus GST to apply from October 2018 with the amount to be revised annually having regard to CPI movements and comparisons with neighbouring Councils.

HISTORY

Former policy 1.5.6

REVIEW

Chief Executive Officer

**ATTACHMENT 5.6 (A)
ROAD MAKING MATERIALS - AGREEMENT**



Shire of Mukinbudin

Agreement for the Extraction of Road Making Materials

Owner: _____
Address: _____
Contact details: Phone: _____ Fax: _____ Email: _____

Materials required: _____
Estimated volume: _____
From locations: _____ Anticipated life of pit: _____

COMPENSATION

Required: YES NO

Agreed Price: _____

Form of Payment _____

CONDITIONS AND REHABILITATION

1. _____
2. _____
3. _____
4. _____

CONSENT OF LANDOWNER/S

I hereby give consent for the Shire of Mukinbudin to remove road making materials, as detailed above, in accordance with the conditions outlined.

Signature: _____ Date: _____
ACCEPTANCE BY SHIRE

On behalf of the Shire of Mukinbudin, I hereby undertake to ensure that the requirements as noted on this form are adhered to:

Chief Executive Officer

Date

5.7 Street Trees

POLICY	Trees to be planted max two trees per twenty (20) meters of frontage. Council will not consider applications for tree planting in 10 meter road reserves
OBJECTIVES	To ensure uniform planting
GUIDELINES	Trees to be issued and installed free of charge in consultation with householders with the species determined by staff and in accordance with Council's townscape plan.
HISTORY	
REVIEW	Chief Executive Officer

5.8 Property Access and Crossovers

POLICY

Access and Crossovers to property shall be constructed to the following specifications.

That Council policy in the provision and maintenance of crossovers be as follows -

(1) That Council contribute 50% of the cost of a standard crossing, which is a first crossing, to a rateable property.

(2) That a standard crossing shall be –

(a) In Town Areas,

a crossing having the same pavement surface as the public road which it joins and having a pipe width of –

- 3m for residential premises;
- 4.0m for commercial and light industrial;
- 6.0m for heavy industrial; and
- 7.5m for service stations;

(b) In Rural Areas

Council will contribute stormwater pipes (if required) to a pipe width of 10 metres or deliver 5m³ of gravel, as its half cost contribution towards the cost of a first crossover.

(3) Where a crossing is built to standards greater than a standard crossing, the landholder shall be liable for the additional cost involved.

(4) Council will not be responsible for maintenance of crossovers.

(5) That in construction of roads listed on the program of works, all entrances are to be provided with crossovers where gateways are already in existence.

OBJECTIVES

To provide uniform specifications and to set down the level of contribution to be paid by council to the cost of crossings.

GUIDELINES

The Works Supervisor is to ensure that a completed works request form or other written documentation is obtained prior to commencement of works.

Complementary Legislation / Agencies

Local Government (Uniform Local Provisions)
Regulations –

“Contribution to cost of crossing
15. (1) where –

- (a) a local government
- (i) under regulation 12 constructs or approves the construction of; or
- (ii) under regulation 13(1) requires the construction of,
 - a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land;
- (b) the crossing is the first crossing in respect of the land; and
- (c) the crossing is a standard crossing or is of a type that is superior to a standard crossing,
 - the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.”

“first crossing” and “standard crossing” are defined in sub regulation (2) of this regulation.

Main Roads Department if a State Government Road is Involved. See ULP Reg 14.

HISTORY

Former policy 1.5.1

REVIEW

Chief Executive Officer

ATTACHMENT 5.8 (A) PROPERTY ACCESS AND CROSSOVER

SPECIFICATIONS

Subject to variation at the discretion of Council, the policy of Council in regarding access and crossovers shall be:

1) BASIC ACCESS

Construction of 150mm (depth) compacted gravel carriageway from the property boundary to the roadside, including the installation of culverts where necessary as deemed by the Shire.

Council will pay a portion for the cost of the following standard dimensions, as outlined below:

a) Residential

Standard width over full length = 3.0m

Standard widening at roadside junction = 45 degrees for 1 metre on both sides with Maximum allowable width at roadside = 9.0m

b) Industrial & Commercial

Standard width over full length = 4.0m

Standard widening at roadside junction = 45 degrees for 1 metre on both sides with Maximum allowable width at roadside = 13.0m

c) Rural

Standard width over full length = 10.0m

Standard widening at roadside junction = 45 degrees for 2 metres on both sides or from culvert to roadside.

General Conditions

- 1) Multiple access to be separated by a minimum of 3.0 metres at the roadside
- 2) No access to be located within 6.0 metres of an intersection boundary or 3.0 metres of a R.O.W. within a town site
- 3) No access to be located within 50 metres of an intersection for rural cross overs
- 4) Council subsidy of rural access is limited to one (1) per farm
- 5) All variations to be paid in full by owner/applicant

** See attached diagrams

Property Access and Crossovers cont.

2). CROSSOVERS (Specifications)

a. Residential

- i. Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required.
- ii. Water binding and a two-coat seal with the first coat being applied with a **minimum** 10mm size aggregate and the second coat being applied with a **maximum** 7mm size aggregate; where footpath is not paved or otherwise sealed.
- iii. 100mm depth of reinforced (mesh) concrete on 100mm compacted sand where footpath is paved.

b. Industrial

- i. If the proponent would like a concrete cross over then the **minimum** standard is 125mm depth of reinforced (mesh) concrete on 100mm of compacted sand.
- ii. Water binding and a two-coat seal with the first coat being applied with a **minimum** 10mm size aggregate and the second coat being applied with a **maximum** 7mm size aggregate; where footpath is not paved or otherwise sealed.
- iii. Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required to the size specified by the Shire.

c. Commercial

- i. As above

d. Rural

- i. Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required.
- ii. To bitumen road: Water binding and a two-coat seal with the first coat being applied with a **minimum** 10mm size aggregate and the second coat being applied with a **maximum** 7mm size aggregate to standard measurements (at the point of meeting the sealed road) of 10 metre width and 10 metre length.
- iii. To gravel road: Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required to the size specified by the Shire.

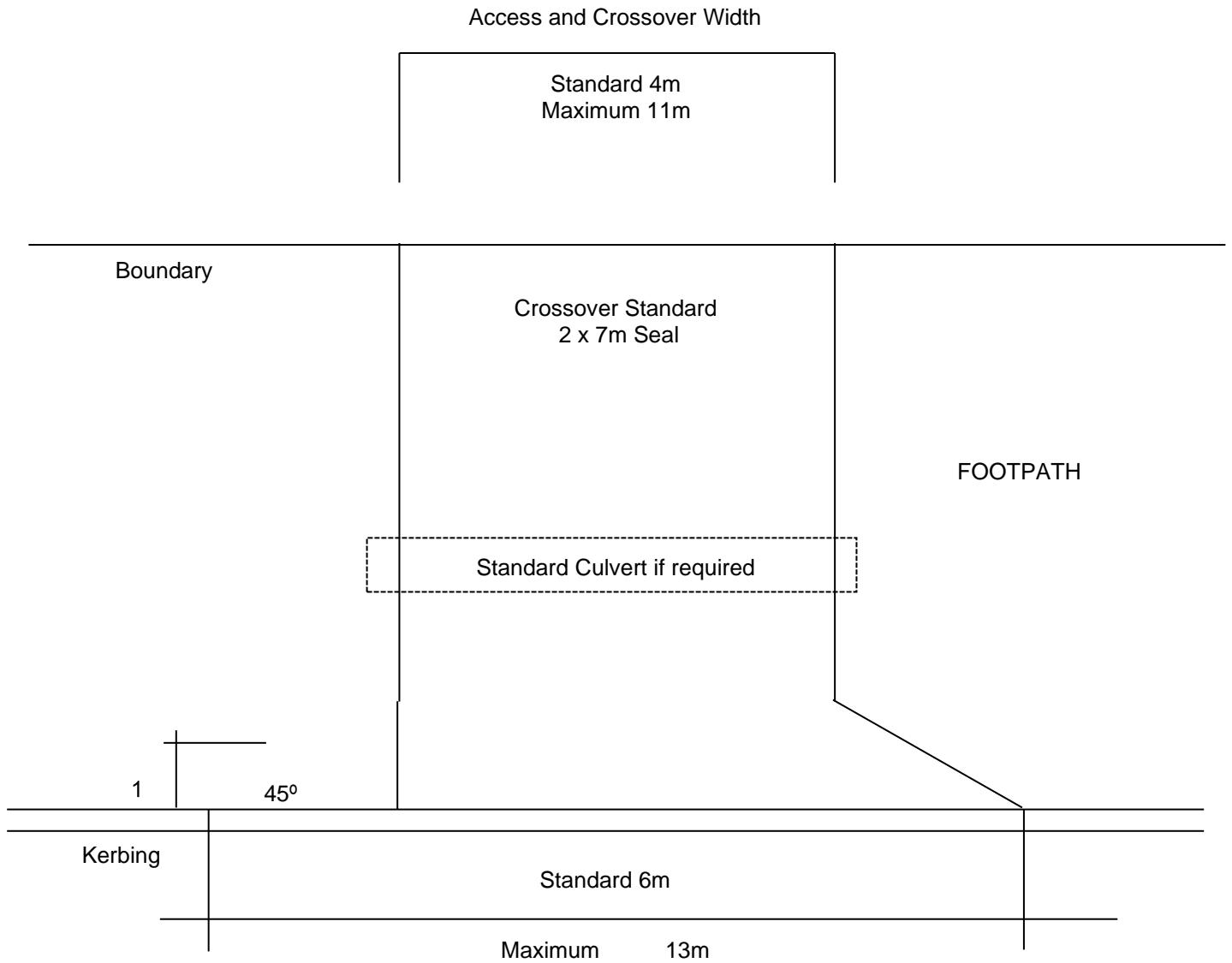
3) General Conditions (Access and Crossovers)

- a) **PRIOR TO** commencing any works pertaining to the installation to a cross over or access point an application shall be filled out and approval to commence the works sought from the Works supervisor.
- b) **BEFORE** any access or cross over works commence, the Shire's Works supervisor shall be informed to determine the location of the crossover, drainage necessary (if required) and discuss the type of access or crossover to be constructed.
- c) **BEFORE** any concrete or bitumen is laid the Works supervisor shall be contacted to inspect the preparation works for approval **BEFORE** the concrete and bitumen are laid.
- d) Once the concrete or bitumen has been laid the Manager of Works shall be contacted to inspect the crossover for a final approval and confirmation of Council Contribution as per this Policy.
- e) If any drainage works have been deemed by the Shire to be required, then the Works supervisor shall inform the proponent the size of the drainage pipes (and headwalls) required. The Shire shall also provide levels for the pipes to be installed at.
- f) **BEFORE** any drainage works are covered the Works supervisor shall be contacted to inspect (and approve) the alignment, levels and installation of the drainage products.
- g) All variations from the specifications to be paid in full by owner/applicant.
- h) Maximum dimensions of access apply.

Council Contributions

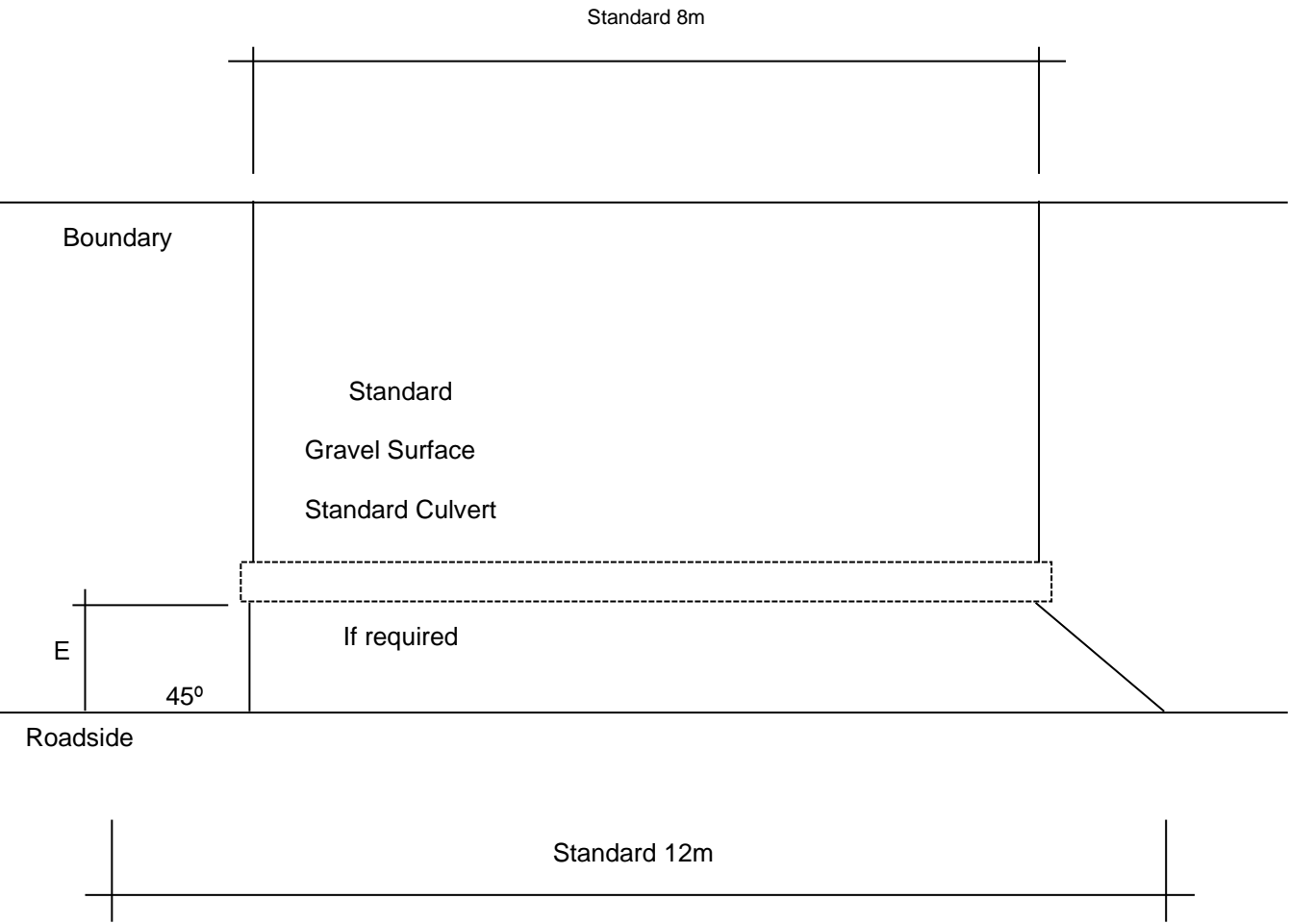
- i) Council shall pay a 50% contribution for the installation of a crossover or access point providing that the following has been undertaken and submitted:
 - i) An application for a cross over or access point has been submitted and relevant approvals have been completed, including the final approval being completed.
 - ii) Itemised invoice/s to show the expenditure of funds.
- j) Council shall only contribute up to a maximum of \$1,000 (including GST) per crossover.
- k) The contribution shall be based on the standard dimensions as per the attachments (5.8A, 5.8B and 5.8C).
- l) Council shall only contribute to ONE (1) crossover per property.
- m) In the instance of a 2m concrete dual use concrete path being installed across the crossover, this will be deemed to be the Council contribution for the installation of a crossover.
- n) Council will not contribute to the maintenance of crossovers, maintenance to crossovers (no matter what standard) is the responsibility of the landowner.

ATTACHMENT 5.8A
DIAGRAM INDUSTRIAL AND COMMERCIAL CROSSOVER

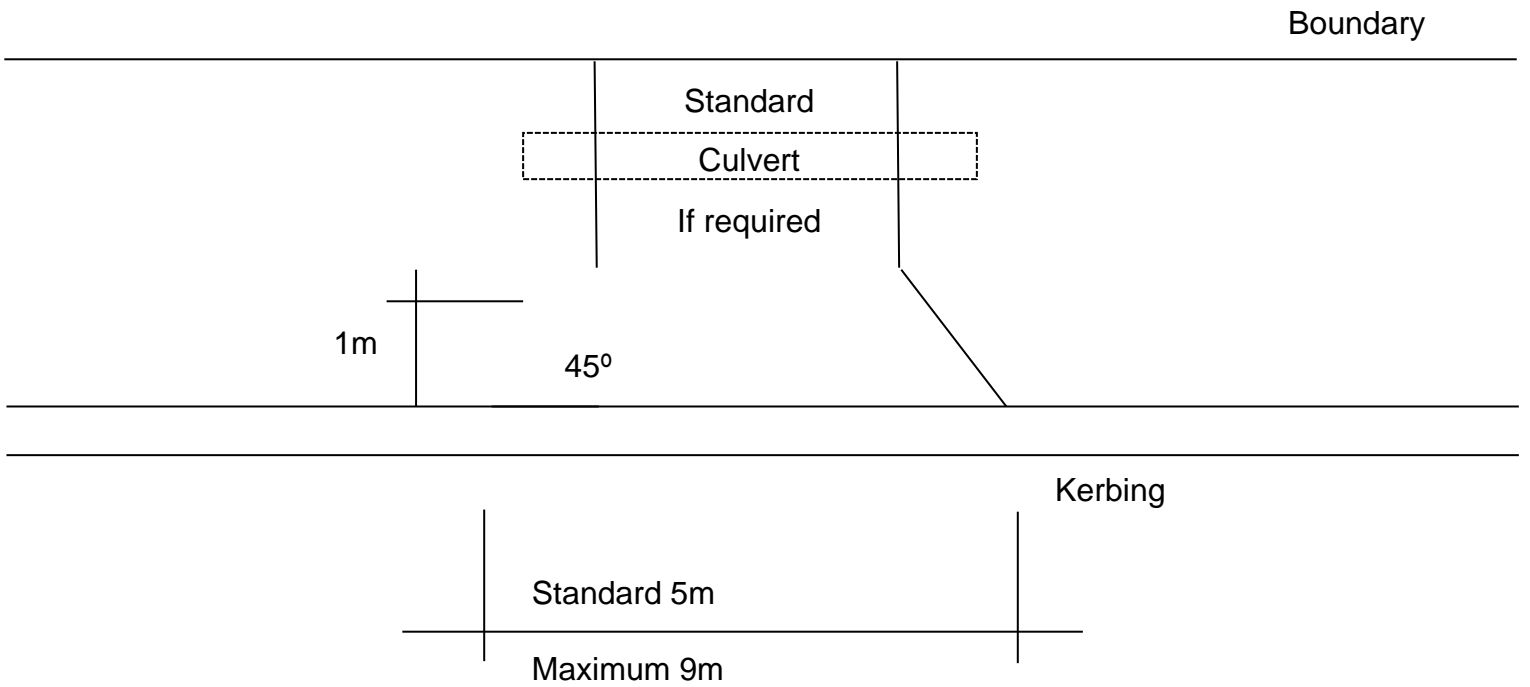


**ATTACHMENT 5.8B
DIAGRAM RURAL CROSSOVER**

ACCESS AND CROSSOVER



**ATTACHMENT 5.8C
DIAGRAM RESIDENTIAL CROSSOVER**



5.9 Road Classification

POLICY

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

- **Class 1 – Regional Distributor**
 - Links communities
 - Major arterial route
 - Designated as a Roads 2025 road
 - Minimum Standard – 6m wide sealed carriageway, 1.5m wide shoulders each side, 3% cross-fall & back slopes to be clear of suckers annually.
 - Long Term Development – seal to 7m wide bitumen carriageway (11m wide formation)

- **Class 2– Local Distributor**
 - Arterial route that links Regional Distributors or other high volume heavy haulage routes (unofficial lime routes, a road that is the culmination of Roads of Local Significance, etc)
 - Minimum Standard – 3.7m wide sealed surface, 3m wide shoulders each side of seal, 3% cross-fall & back slopes to be clear of suckers annually.
 - Long Term Development – 3.7m wide seal and 3m wide shoulders each side (10m wide formation)

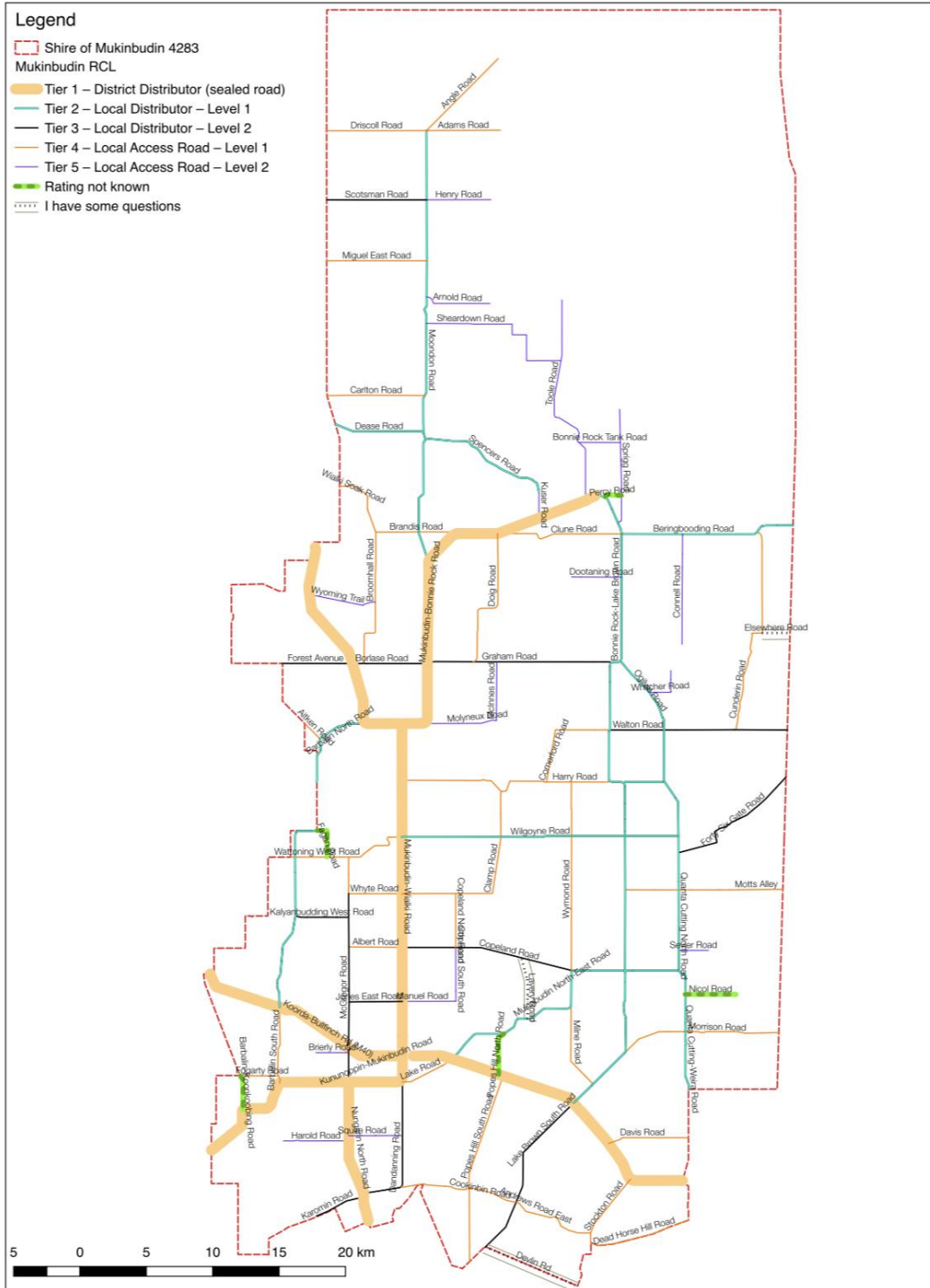
- **Class 3 – Road of Local Significance**
 - A road that gives access to local points of significance (rural tourist route, a local through route, etc)
 - Minimum Standard – gravel all-weather road to a sealed standard, 4% cross-fall (minimum) and back slopes to be clear of suckers annually. 8m wide formation.
 - Long Term Development - gravel all-weather road to a sealed standard, 10m wide formation

- **Class 4 – Local Road**
 - A road that provides access for residents
 - Minimum Standard – gravel road or firm natural surface, 7m wide formation and 4% cross-fall (minimum).
 - Long Term Development – gravel road or firm natural surface, 8m wide formation and 4% cross-fall (minimum).

- **Class 5 – Unformed Road/Track**
 - Provides minimal access, generally a dead-end road.
 - Minimum Standard – Retain existing standard or unformed road reserve.
 - Long Term Development – Nil

OBJECTIVES	To identify priority roads
GUIDELINES	Roads 2025 and 2030
HISTORY	Council Decision 13 04 17
REVIEW	Chief Executive Officer

ATTACHMENT 5.9 (B)



ROAD CLASSIFICATION PLAN

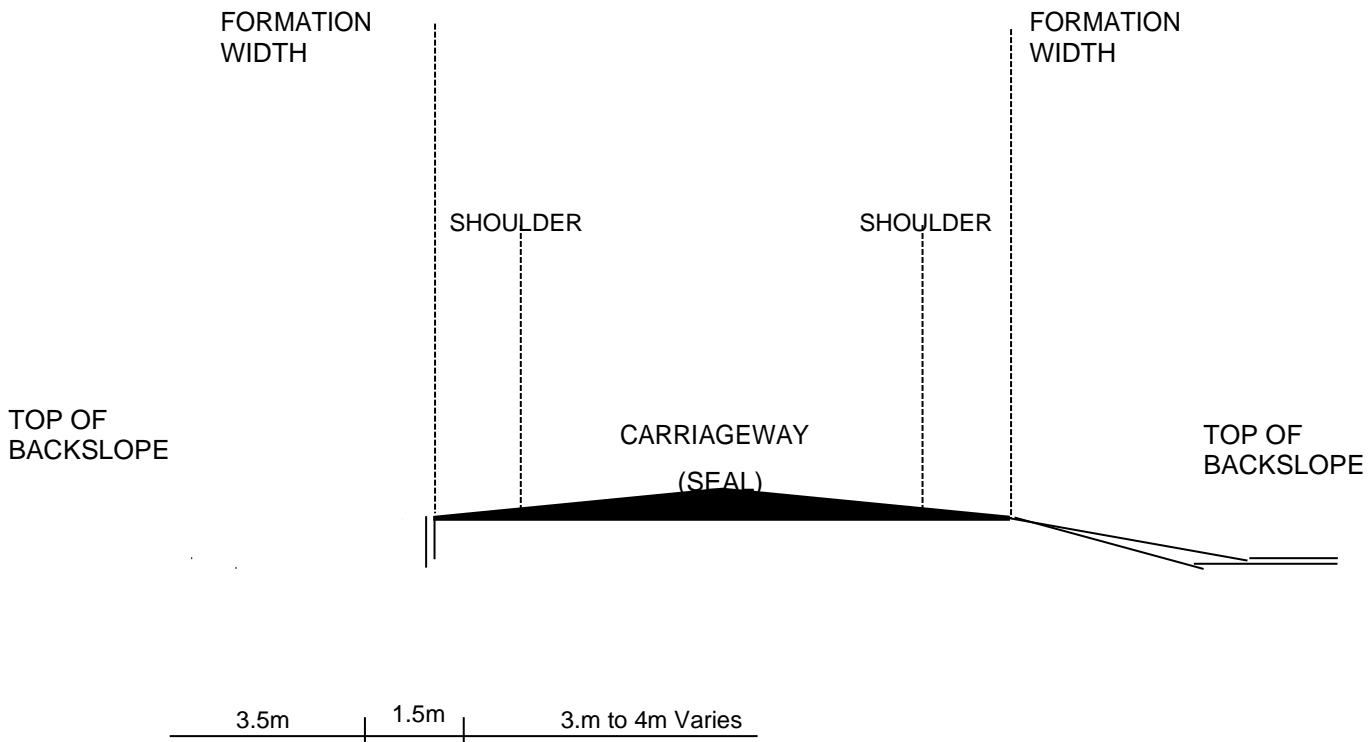
5.10 Gravel Pavement/Curve Design

POLICY	When reconstructing road curvatures, the gravel pavement curve design radius will be up to 500 metres with a minimum of 300 metres, wherever possible.
OBJECTIVES	To ensure minimum standards of safety
GUIDELINES	
HISTORY	
REVIEW	Chief Executive Officer

5.11 Unsealed Roads – Standards

POLICY	Shire roads are to be constructed and maintained in accordance with the guidelines set out in the Unsealed Roads Manual produced by the <i>Australian Road Research Board</i> .
OBJECTIVES	To construct and maintain safe roads.
GUIDELINES	See Attachment 5.11(a): Road Profile and Specifications for “A” & “B” Class Roads. See Attachment 5.11(b): Road Profile and Specifications for “C” Class Roads.
HISTORY	
REVIEW	Chief Executive Officer

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



Specifications

Formation Width	15-18m
Pavement Width	10.00m
Carriageway Width	7.00m
Shoulders	2 x 1.5m
Traffic Lanes	3.50m
Cross Fall	4% minimum 5% maximum
Batters	1-3 minimum 1-4 maximum

Measurement of the backslope to be decided by the Works Supervisor taking into account the locality.

Road Reserve is to be kept clear of all regrowth by means of clearing and or by chemical spraying. Tree canopy to be cut back to vertical at top of backslope. Shoulders on all bitumen roads need to be graded and chemical sprayed annually.

Note: Extent of clearing to be top of backslope

Spur Drains

Spur drains should be graded regularly to ensure they remain free from plant growth and buildup of silt, remaining clearly defined.

5.12 Storm Water Drainage

POLICY	Townsite property owners shall be permitted to drain storm water from their properties into the main roadside drainage system, with work to be undertaken by the Shire as Private Works.
OBJECTIVES	To provide for control of water given the high clay content of soils.
GUIDELINES	Requires prior approval of Council's CEO or Works Supervisor It is the property owner's responsibility to maintain in good repair pipes across and under road verges.
HISTORY	
REVIEW	Chief Executive Officer

5.13 Deep Drainage Policy

POLICY

That installation of culverts across road reserves is to be the responsibility of the landowner with work to be undertaken by Shire staff as private works.

OBJECTIVES

This policy is designed to guide Council in relation to applications for deep drainage that directly affects Shire controlled lands and infrastructure (i.e. Shire roads, reserves and townsites).

This policy is designed to allow input to drainage proposals that affect Shire infrastructure and private land and inform the community about proposals.

GUIDELINES

Prior to commencement of drainage works within the Shire of Mukinbudin a landholder or authorised agent must submit a Notice of Intent to Drain to the Department of Agriculture pursuant to Soil and Land Conservation Regulations 1992.

Unless otherwise approved by Council, all drains and associated embankments must not encroach onto Shire managed land.

At Councils discretion the landowner may be required to submit a certified report carried out by an appropriately qualified Environmental Consultant identifying what impacts the drainage proposal will have on the environment within the catchment. Catchment being all that area in which surface water would/may affect the proposal from commencement point to terminal point.

If the installation does not proceed within 24 months of approval by Council, the approval lapses, and the application must be resubmitted.

Structure of culvert

The width of the culvert crossing is to be a minimum of 12 metres each side from the centre of the constructed road. Headwalls and silt traps to be installed and located within the boundary of the proponent's property.

Any deep drainage system that proposes a development in excess of ten (10) kilometers in length, the Council may require the above-mentioned certified report.

Insurance

Any proposal to carry waters through Council infrastructure must include the preparedness of the proponent, at the proponent's cost, to indemnify the Council of any liability incurred from any action of law resulting from the development.

Maintenance

The developer shall enter into an agreement with the Shire of Mukinbudin that future maintenance costs of the drainage conveyance shall be at the developer's cost and recorded as an absolute caveat of the affected land. Such remedial works shall be carried out within 14 days of advice from the Shire of Mukinbudin.

At Council's discretion, proposals to conduct water through Shire infrastructure must be accompanied by an Engineering design, as per Attachment 5.13 (A), taking into account the impact on Shire's land and/or infrastructure of extra-ordinary events that may cause damage to the integrity of the drainage conveyance.

Procedure

All construction and remedial costs, including traffic management, of the drainage conveyance structure, shall be at the proponents/landowner's cost.

Traffic management means in accordance with the relevant Australian Standards for Traffic Management.

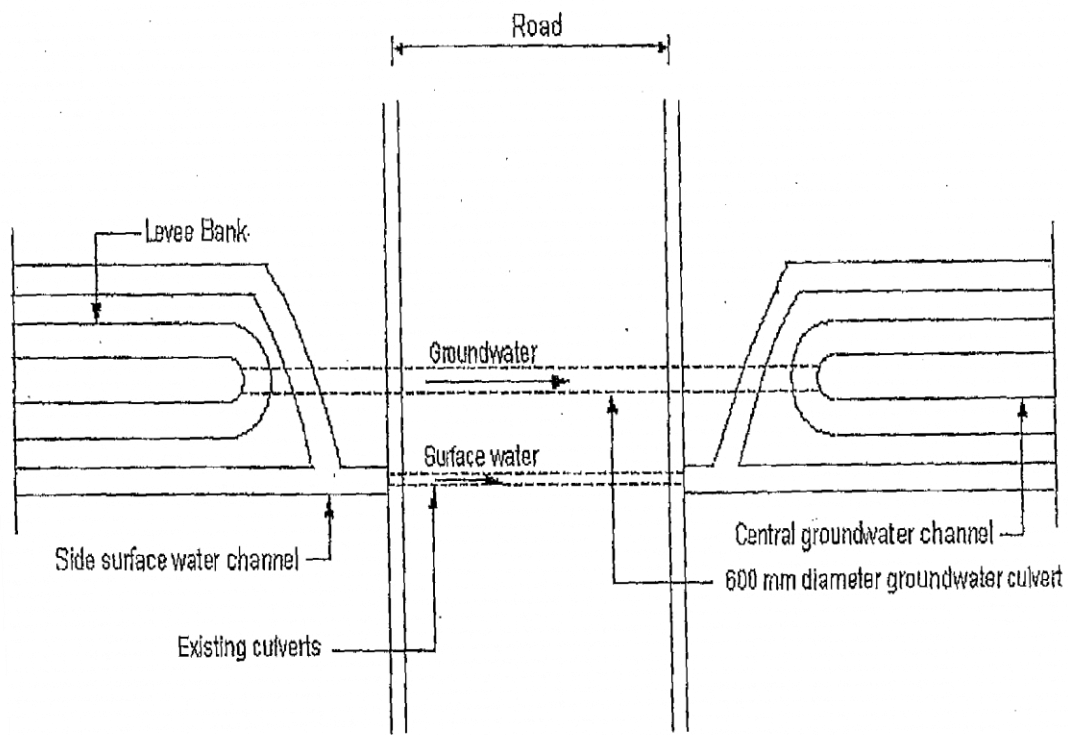
- Location and care of utilities i.e. telephone, water, power or others is the Landowners responsibility
- Provide the Shire's Works Supervisor a minimum of seven (7) days' notice regarding Traffic Management.
- Only one half of the road to be closed at any time to allow traffic still to pass.
- Bitumen to be cut prior to excavation to ensure neat edge.
- Trench to be backfilled with suitable gravel material mixed to optimum moisture.
- Install a minimum of 600mm Diameter Class 4 Concrete Pipes on all road crossings. (Alternative drainage/pipe suggestions must be submitted and approved by Council 90 days prior to installation.)
- Trench to be compacted in no more than 100mm lifts using a standard plate compactor.
- Allow to top up material if subsidence is incurred.
- Liaise with Shire to reseal trench.

Landholders must provide a copy of the letter of no objection provided by the Department of Agriculture to Council, prior to the contractor commencing works.

REVIEW

Chief Executive Officer

**ATTACHMENT 5.13(A)
ENGINEERING DESIGN**



Plan view: showing separation of groundwater and surface water flow

5.14 Water Pipeline Policy

POLICY	Council will consider application of installing water pipes under local roads.
OBJECTIVES	To establish guidelines for installation of water pipelines.
GUIDELINES	<ul style="list-style-type: none">• The pipe is to be buried at least 600mm beneath the roadway;• The pipe be placed inside a larger diameter pipe;• White post marked “Water Pipe” be placed at either end of the line where it crossed the road reserve;• The landowner is responsible for any damage that may occur.
HISTORY	
REVIEW	Chief Executive Officer

5.15 Temporary Closure of Unsealed Road During/After Rainfall Events

POLICY	Unless otherwise stated, Council shall practice its rights and obligations to partially or wholly close, and subsequently re-open, any road under its responsibility in accordance with provisions of the <i>Local Government Act 1995, and the Local Government (Functions and General) Regulations 1996</i> .
OBJECTIVE	To restrict the winter use of unsealed roads by certain vehicles to preserve the Shire's assets during and/or after adverse weather conditions.
GUIDELINES	<p>Specifically, Council may close roads to all vehicles greater than 4.5 tonnes gross when conditions arise where damage to the structure and/or surface of the road is likely to occur. This would usually occur in winter after grading and when 10mm or more of rain is forecast.</p> <p>Rain events greater than 10mm may require unsealed roads to be closed until road conditions are suitable, as determined by the Chief Executive Officer under Delegated Authority.</p> <p>Shire Officers will minimise the disruption to the affected proponents (farmers and contractors) while still maintaining a functional unsealed road network by ensuring the least amount of the Shire is affected for the shortest possible period of time.</p> <p>Notifications of weather-related road closures will be made to adjoining shires, and notices will be posted at the Shire Administration Office and published in the next edition of the Muka Matters.</p> <p>Restricted Access Vehicle permit holders with current Letters of Approval from the Shire, local carriers and any other interested parties will be notified of weather-related road closures by facsimile or SMS text message. A media release will be sent to media outlets.</p>

Where Council is required to issue local public notice, the issue of local public notice shall be in accordance with Section 1.7 of the Local Government Act 1995. Where a road closure inadvertently exceeds a period of twenty eight (28) days, the Council shall meet its obligations under s1.7 & s3.50(4) of the *Local Government Act 1995* and S4, Part 2 of the Local Government (Function and General) Regulations 1996.

HISTORY

REVIEW

Chief Executive Officer

5.16 Sealing of Unsealed Roads at Sealed Road Intersections

POLICY The Shire is to consider sealing a minimum of 50 metres of unsealed road at sealed road intersections. Any sealing works is only to occur at the time of resealing the sealed road or when re-sheeting the unsealed road up to a sealed road intersection.

OBJECTIVES To reduce maintenance costs of unsealed roads at sealed road intersections.

GUIDELINES Any sealing works is only to occur at the time of resealing the sealed road or when the unsealed road is re-sheeting up to a sealed road intersection.

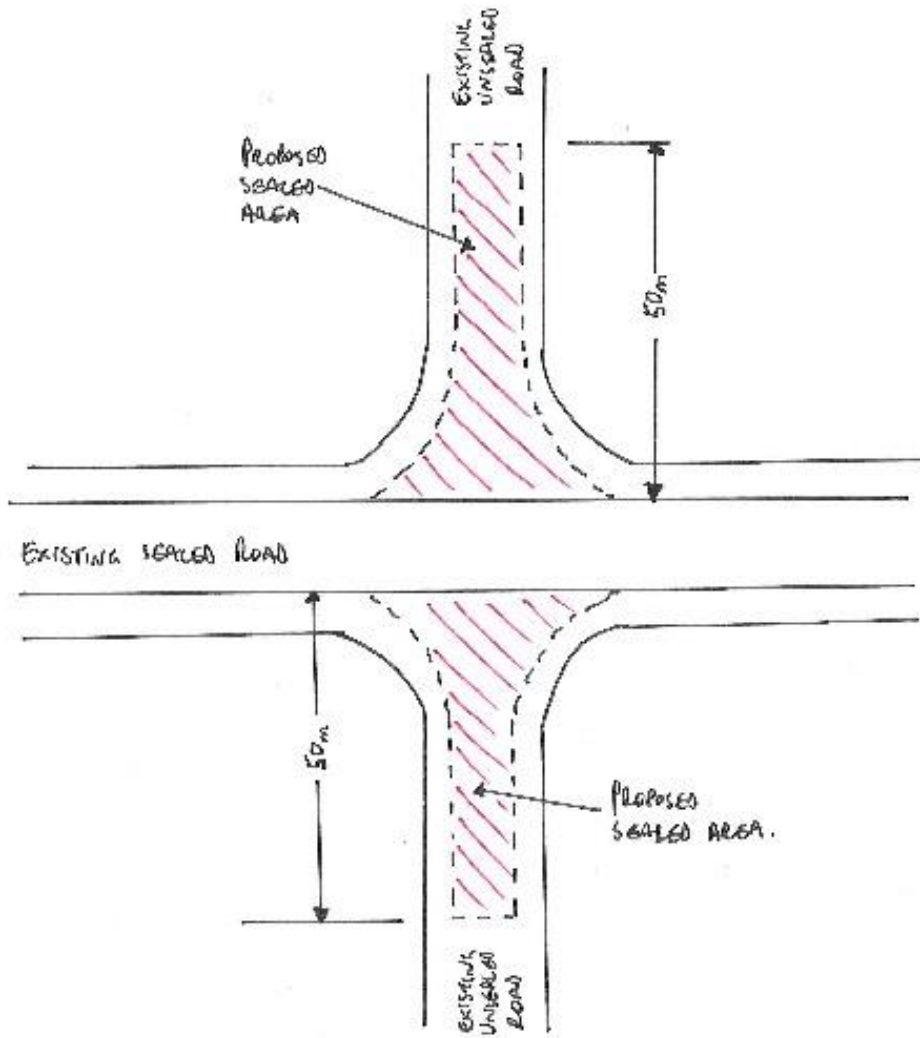
The new seal on the unsealed intersecting road (under this policy) shall not be wider than the seal width of the existing sealed road.

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

HISTORY

REVIEW Chief Executive Officer

ATTACHMENT 5.16 (A)
DIAGRAM



5.17 Fleet Safety Policy

POLICY	The Shire Staff and Councilors Fleet Safety Policy as recommended by Roadwise.
OBJECTIVES	To improve Shire Staff and Councillor safety when travelling in Shire Vehicles.
GUIDELINES	ANCAP rating.

Element One

Integrating Fleet Safety Policies into an Occupational Health and Safety Framework

1.1 Fleet Safety Policy

- 1.1.1 The organisation has a fleet safety policy that is signed and dated, contains clear fleet safety objectives and a commitment to improving fleet safety performance.
 - 1.1.2 The organisation's fleet safety policy has the authorisation of the Chief Executive Officer.
 - 1.1.3 The fleet safety policy is communicated to employees (contract and casual) and employees sign a copy of the fleet safety policy, confirming understanding and acceptance of the policy.
 - 1.1.4 A process exists for scheduled reviews of fleet safety policy objectives to assess their effectiveness and make changes in accordance with organisational and legislative changes where appropriate.
- ##### 1.2 Fleet Safety Responsibilities
- 1.2.1 The organisation has defined and documented the responsibilities, authority to act and reporting requirements of fleet safety, and has communicated these to all employees.
 - 1.2.2 The organisation's annual report documents fleet safety performance.
 - 1.2.3 Implementing the fleet safety management system is the responsibility of the Corporate Services team.
 - 1.2.4 Senior management (KIM) regularly reviews the effectiveness of the fleet safety management system in satisfying the organisation's stated fleet objectives.
- ##### 1.3 Review and Evaluation of Fleet Safety Policy
- 1.3.1 Crucial fleet safety documents are identified as policy. The date the documents were issued, date of modifications, and authorisation appear on the documents.
 - 1.3.2 A procedure exists for altering and approving the changes to fleet safety documents.
 - 1.3.3 The effectiveness of communicating the policy objectives is evaluated.
- ##### 1.4 Employee Involvement and Consultation
- 1.4.1 The organisation has avenues for discussing fleet safety issues in the workplace.
 - 1.4.2 Managers discuss fleet safety in meetings with staff.
- ##### 1.5 Auditing of Systems

- 1.6.1 Fleet safety management systems are regularly audited according to a set schedule to assess the match between organisational fleet safety objectives and activities.
- 1.6.2 Fleet safety management systems are independently audited by appropriately qualified persons.

Element Two

Taking Road Safety into Account when Recruiting and Selecting New Staff

- 2.1 Recruitment
 - 2.1.1 Safe driving is mentioned in position descriptions for jobs involving significant driving tasks
 - 2.1.2 An applicant is asked to provide evidence of a current driver's licence.
 - 2.1.3 Applicants for positions involving significant driving tasks are asked to provide details of crash records and traffic infringements for the past three years.
- 2.2 Selection
 - 2.2.1 A potential employee's driving record is assessed for jobs involving significant driving tasks
 - 2.2.2 An applicant's driving record is a factor in the hiring of new employees for jobs involving significant driving tasks.
 - 2.2.3 An applicant's attitude to safety is addressed in the interview.

Element Three

Developing a Road Safety Induction for Staff

- 3.1 New Employees
 - 3.1.1 The organisation ensures that all employees undergo an induction program containing a fleet safety component covering the organisation's fleet safety policy and procedures.
 - 3.1.2 Vehicles are assigned to new employees based on the needs of their job.
- 3.2 Supervisors
 - 3.2.1 The organisation has an induction program for managers which includes fleet safety issues.

Element Four

Informed Choice Based on Safety when Purchasing and Maintaining Vehicles

- 4.1 Fleet Selection
 - 4.1.1 The organisation obtains advice from qualified fleet safety professionals (in-house or external).
 - 4.1.2 Purchasing decisions are made in consultation with employees to determine the fleet safety requirements and environmental specifications where decisions may affect those employees.
 - 4.1.3 Relevant safety features are considered when selecting vehicles.
 - 4.1.4 All light fleet vehicles to be fitted with frontal protection bars and spotlights
- 4.2 Fleet Maintenance
 - 4.2.1 Fleet vehicles are registered annually (including compulsory third party (CTP) insurance).

- 4.2.2 Reporting of fleet vehicle inspections, maintenance, repairs and modifications is maintained as a running record by the organisation.
- 4.2.3 The organisation has a vehicle maintenance program.
- 4.2.4 Drivers regularly inspect their vehicles.
- 4.2.5 There is a procedure to follow if there is a problem with a vehicle.
- 4.2.6 Tyre wear is monitored.
- 4.2.7 Fuel consumption is monitored.

Element Five

Data Collection on Fleet, Drivers and Incidences/Accidents

- 5.1 Crash Reporting
 - 5.1.1 The organisation has a documented reporting system for all fleet safety incidents (including minor panel damage, crashes, injuries and fatalities).
 - 5.1.2 A procedure is in place for informing all employees of the process for reporting fleet safety incidents.

- 5.2 Crash Investigations
 - 5.2.1 Reported incidents are investigated in accordance with an organisational investigation procedure.
 - 5.2.2 Investigation reports contain recommendations and a timetable for implementing corrective actions.
 - 5.2.3 A procedure exists for evaluating and monitoring remedial/corrective measures.

- 5.3 Crash Monitoring
 - 5.3.1 Pertinent fleet safety data are collected and analysed.
 - 5.3.2 Regular reports on fleet safety performance are produced and distributed within the organisation.
 - 5.3.3 Benchmarking data are collected.

Element Six

Reinforcement of Fleet Safety through Incentives and Disincentives

- 6.1 Driver Monitoring
 - 6.1.1 Organisations keep a record of traffic infringements incurred by employees.
 - 6.1.2 Employees receive feedback about their driving performance.
 - 6.1.3 The organisation conducts driver's licence checks.

- 6.2 Incentives
 - 6.2.1 The organisation has an incentive scheme for safe driving.

- 6.3 Disincentives
 - 6.3.1 The organisation has a system for recognising poor driving behaviour.

Element Seven

Training, Education and Development Programs

7.1 Assessing Training Needs

7.1.1 Before assigning a vehicle to an employee, organisations check whether the employee has driven that type and size of vehicle before.

7.2 Driver Education

7.2.1 A system is in place to provide fleet safety information to all employees.

7.3 Training

7.3.1 Legal obligations and fleet safety management principles and practices are articulated to the organisation's executive and senior management through formal training.

HISTORY

REVIEW

Chief Executive Officer

5.18 Chemical Use Policy

POLICY

The Shire of Mukinbudin is committed to reducing risks associated with the transportation, storage handling, use and disposal of chemicals. The Shire will minimise risks associated with chemicals in its buildings, infrastructure, parks, road reserves and natural areas.

This risk reduction will provide for appropriate maintenance and management to minimise the harm or potential harm of injury or disease. The Shire will conduct its operations in accordance with the practices outlined in the associated Chemical Use Management Practice in order to achieve this aim. In this Policy the term “chemicals” includes pesticides, herbicides, fungicides, fertilisers, cleaning products, building materials, solvents, glues and other agents or any other similar substances.

OBJECTIVES

This Policy will allow the Shire to effectively manage its infrastructure, technological and information assets, and the natural environment, whilst minimising the harm or potential harm of injury or disease

GUIDELINES

Department of Health ‘A Guide to the management of pesticides in local government in Western Australia’

SCOPE

1.1 When using pesticides as part of a pest control program, the Shire of Mukinbudin will adhere to the following principles:

- Minimise pesticide use, consistent with achieving acceptable pest control outcomes;
- Use pesticides on the basis of risk management, good contract management and auditing of results;
- Consult the community and provide timely notification of pesticide application events;
- Consult other government agencies and local stakeholders when pest control activities have the potential to impact on environmentally significant land, water catchment areas, farming property or other sensitive area or activity;
- Comply with all applicable legislation, codes and policies with respect to pesticide application by the Local Government Authority or its contractors.

5.19 Roadside Stock Fencing

POLICY To allow for the Council contribution towards roadside stock fencing when roadside clearing is taking place which will likely increase efficiency or be cost effective to remove the fencing and have Council contribute towards the cost of a replacement new fence.

OBJECTIVES To reduce the potential for a dispute when Shire Staff carry out roadside clearing works in close proximity to stock fencing which often results in damage to the fence.

GUIDELINES 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.

Council will pay the Landowner a flat rate of \$1,000.00 (one thousand dollars) per kilometer (or part thereof) as a contribution towards replacement fencing irrespective of the following:

- The type of fence to be built
- Whether a replacement fence is built
- That Shire Staff with no involvement in the fence other than its removal (subject to the written support of the landowner)

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.

HISTORY Policy created in June 2019

REVIEW Chief Executive Officer

5.20 Road Reconstruction – Bitumen Sealing Standard

POLICY	To allow for the Council to set a standard with regards to bitumen sealing of newly reconstructed sections of road.
OBJECTIVES	To ensure that bitumen sealing of newly constructed sections of road includes a two-coat hot bitumen seal.
GUIDELINES	This policy ensures that Council will be confident that any and all reconstruction sections of road which are bitumen sealed will have the necessary two-coat hot bitumen seal application and to avoid the need for a second seal at some stage in the future which can happen as a result of Staff and Council changes being overlooked or forgotten.
HISTORY	Policy created in June 2019
REVIEW	Chief Executive Officer

5.21 Plant, Equipment and Vehicle Replacement

Policy:

The purpose of the replacement policy is to ensure that the plant and vehicles;

1. Meet safe operational needs;
2. Minimize the cost of maintenance and repairs, and
3. Are replaced at appropriate intervals so as to minimize cost to the Shire.

Objective:

To facilitate better understanding and minimize the whole of list costs for the Shire of Mukinbudin vehicle fleet.

Guidelines:

Fleet cycle costs vary regularly due to a variety of factors including fuel costs, used vehicle prices, and market and industry trends. The Shire will review these costs and replacement periods on a regular basis to ensure the most cost effective outcome at all times as part of the development of annual budgets and long term financial plan including the plant replacement program.

Regular advice will be sought from vehicle dealers on the optimum changeover period and vehicle type to minimise the whole of life costs to the Shire. This information will provide the basis of decision making as to when optimum replacement/changeover of light vehicles is deemed appropriate as market industry trends vary.

Following is a best practice guide only. Annual budgeting may not allow the shire to achieve best practice for all plant at any given time.

Category	Description	Preferred replacement period
Light Vehicles - Admin	Utilities, cars and 4x4	60,000-80,000 or 2 years (unless more cost-effective arrangements for more regular changeovers being at a minimum of every 15,000 kms can be obtained)
Light vehicles - Depot	Utilities, cars and 4x4	120,000 km or 3 years (unless more cost-effective arrangements for more regular changeovers being at a minimum of every 15,000 kms can be obtained)
Buses	Buses	200,000 km or 7 years (subject to any grant conditions or usage)
Trucks - light	2.5 up to 8 tonnes	150,000 km 7 years

Trucks – medium, heavy	Over 8 tonnes	300,000 or 7 years
Road Sweepers	Self Propelled	As required
Ride on mowers	All sizes	4 Years
Light Plant	Tractors up to 60kw, skid steer loaders and similar	5 years
Medium Plant	Backhoes	7 Years
Heavy plant	Graders, bulldozers, excavators and similar Front end loaders, tractors (over 60 kW) and similar Forklifts	10 years
Trailers	Less than 6 ton capacity More than 6 ton capacity	As required
Miscellaneous equipment A	Chain saws & whipper snippers Walk behind mowers Cement mixers Plate compactors & tampers Portable fire pumps and similar	As required
Miscellaneous equipment B	Welders, air compressors	As required

The Policy will not override any relevant contractual arrangements with staff.

History:

No former policy exists

Review:

Chief Executive Officer

PLANNING

(see also Town Planning Scheme N^o.4)

6.1 Outbuildings in Residential Zoned Areas

POLICY

Outbuildings that satisfy the following development criteria may be approved by the Building Surveyor without referral to the Council of the Shire of Mukinbudin.

Outbuildings that:

- i. Comply with the Building Code of Australia 2012 (as amended);
- ii. Are constructed of new materials. Where second hand materials are proposed, the Building Surveyor may require a certification from a practising structural Engineer as to the structural adequacy of the design and/or materials. The Building Surveyor may also require the cladding of the proposed second hand outbuilding to be painted in an approved colour or renewed;
- iii. Are not attached to a dwelling;
- iv. Are not habitable;
- v. Are not within the primary street setback area;
- vi. Do not reduce the amount of open space required by the Residential Design Codes to less than the prescribed amount;
- vii. Are setback in accordance with the requirements of the Residential Design Codes;

- viii. Are of size, or comprise an aggregate size of outbuildings on one lot, that does not exceed the specifications contained in Table 1 below. Should the lot area exceed the table below then the proposed outbuilding will need to be referred to Council as per 'Guidelines' above –

Table 1

LOT AREA (m²)	MAXIMUM SINGLE OUTBUILDING (m²)	TOTAL OUTBUILDING (m²)	MAXIMUM WALL HEIGHT (meters)	MAXIMUM RIDGE HEIGHT (meters)
500 – 749	46	62	2.4	3.6
750 – 999	73	97	3.0	3.6
1000 – 1249	94	125	3.0	3.6
1250 – 1699	117	156	3.0	3.9
1700 – 2049	130	202	3.0	3.9
2050 – 2999	143	262	3.3	4.2
3000 – 5000	157	375	3.6	4.5

OBJECTIVES

To control the size and height of outbuildings in residential areas and to ensure that the construction of an outbuilding does not detract from the general aesthetics of the residential area.

See Town Planning Scheme No 4.

GUIDELINES

Applications not meeting this policy development criteria and/or are of a contentious nature is to be referred to Council in the form of a written development application (available at the Shire office) for determination. Where an application is to be referred to Council for consideration, comments from adjoining and/or affected owners are to be obtained and confirmed in writing.

HISTORY

REVIEW

Chief Executive Officer

6.2 Sheds on Residential Land – Building Permits

POLICY	Approval for the erection of outbuildings on residential land be granted only when: a) A dwelling is in existence on the Lot; or, b) Plans for the overall development of the Lot, including a dwelling, are submitted to Council in conjunction with the plans for the outbuilding.
OBJECTIVES	See Town Planning Scheme No 4.
GUIDELINES	This policy enable staff to approve the erection of outbuildings in certain circumstances, without reference to Council. All other scenarios will be referred for Council determination.
HISTORY	Outbuilding Policy
REVIEW	Chief Executive Officer

6.3 Parking of Chemical Spray Units in Townsites

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

6.4 Development of Movable Buildings – Including Relocated Buildings

POLICY	That the development of movable buildings, including relocated buildings be controlled in accordance with the Development of Movable Buildings Guidelines detailed Town Planning Scheme No. 4
OBJECTIVES	To control and guide the overall finished appearance of all relocated dwellings.
GUIDELINES	Town Planning Scheme No 4
HISTORY	Bonds refund in stages
REVIEW	Chief Executive Officer

6.5 Use of Sea Containers & Other Similar Transportable Structures within the Scheme Area

POLICY That the use of sea containers and similar transportable structures be controlled in accordance with the policy as detailed in Town Planning Scheme No 4.

OBJECTIVES To control the use of such structures.

GUIDELINES Town Planning Scheme No. 4

HISTORY

REVIEW Chief Executive Officer

6.6 Town Planning Scheme Policies

POLICY

The Mukinbudin Shire under and by virtue of the provisions and powers conferred upon it in that behalf by clause 7.6 of its Town Planning Scheme No. 4 has adopted the following Scheme Policies:

- 1 Townscape Plans for Townsites
- 2 Future Development in Mukinbudin Townsite
- 3 Mukinbudin Industrial Areas
- 4 Offensive Uses
- 5 Mukinbudin Council's Community Plan Priorities
- 6 Outline Policy Plans for Policy Areas
- 7 Fences
- 8 Industrial Areas in Mukinbudin
- 9 Stables
- 10 Aged Accommodation
- 11 Moveable Buildings
- 12 Heavy Haulage Routes
- 13 Veranda's over footpaths
- .

OBJECTIVES

To enable Council to prescribe in finer details its requirements more accurately in areas where it feels the broader definitions of its scheme is lacking.

GUIDELINES

Town Planning Scheme No. 4

HISTORY

REVIEW

Chief Executive Officer

6.7 Policy on Reduced Setbacks for Residential Lots

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

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

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

1. Setback is to be reduced to no less than 1m from the boundary.
2. The setback to be reduced relates to those other than Street setbacks.
3. Building footprint is to be a reasonable size with reduction required to enable a good fit.
4. Approval is for a reduced setback for a single storey dwelling only.
5. Application for the reduced setback is within a residential lot setting only.
6. In the case of Sheds, the shed height is not to exceed 3m at the top of the external wall and 6m at the top of the pitch of the roof.
7. Design is sensitive to the surrounding amenity and meets outdoor open space requirements of a minimum of 45% of the total development, including a minimum of 24sq metres outdoor living.

All applications approved under delegated authority will need to be assessed using the Reduced Setbacks Approval Assessment Form and reported to Council on a monthly basis. The assessment is to be signed off by both the CEO.

HISTORY May 2016

REVIEW Chief Executive Officer

Reduced Setback Approvals Assessment Form Date.....

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

Completed by

CEO Signature.....

ADMINISTRATION

7.1 Harvest

POLICY

That harvesting, including the harvesting of clover, shall be prohibited on Christmas Day, Boxing Day and New Year's Day, within the Shire of Mukinbudin.

Harvest to be permitted to be carried out on every day of the year except Christmas Day, Boxing Day and New Year's Day, subject to no harvest ban being in place.

OBJECTIVES

To minimise the likelihood of an emergency on Christmas Day, Boxing Day or New Year's Day Public Holiday, when firefighters may not be in a state of readiness.

To reduce the risk of fire on Public Holidays when firefighters may not be in a state of readiness.

GUIDELINES

Bush Fire Advisory Committee

DFES (FESA)

Bush Fires Act 1954

Bush Fire Regulations 1954 Reg 38A and 38C

38A. Vehicles etc., power to prohibit etc. use of in restricted or prohibited burning times

- (1) Where a bush fire control officer is of the opinion that the use or operation of any engines, vehicles, plant or machinery during the prohibited burning times or restricted burning times, or both, is likely to cause a bush fire, or would be conducive to the spread of a bush fire, the bush fire control officer may by notice or direction prohibit or regulate the carrying out of any activity or operation in a specified area either absolutely or except in accordance with conditions specified in the notice or direction or without the consent of the local government or bush fire control officer.
- (2) A notice or direction under subregulation (1) —
 - (a) may be given by wireless broadcast or in writing;
 - (b) shall have effect for such period during the prohibited burning times or restricted burning times, or both, as is specified in

the notice or direction;

- (c) may be varied or cancelled by a bush fire control officer by a subsequent notice or direction in the manner set out in that subregulation.

- (3) During any period for which a notice or direction under subregulation (1) has effect a person shall not, in any area specified in the notice or direction, operate or use any engines, vehicles, plant or machinery contrary to the notice or direction.

Penalty: \$5 000.

- (4) A person shall, when required by a local government, provide a plough or other specified machine, appliance or firefighting equipment in or in the vicinity of any land or paddock where harvesting operations are being carried on.

HISTORY

Former policy 1.3.1

REVIEW

Chief Executive Officer

7.2 Caravan Parks - Policy

POLICY

In respect to the Caravan Parks owned and operated by the Shire of Mukinbudin, the following policies will apply:

- a) Dogs will be accepted and must be on a lead;
- b) Lighting of fires within the Caravan Park is not permitted without approval of the caretaker;
- c) Any tenant creating a disturbance may be asked to leave.

OBJECTIVES

To clarify the Shire's position regarding these matters.

GUIDELINES

These policies are at the discretion of the Shire and compliment the requirements of the *Caravan Parks and Camping Grounds Regulations 1997*.

HISTORY

REVIEW

Chief Executive Officer

7.3 Liquor on Council Property

POLICY

No liquor of any type shall be permitted to be stored or consumed on Council controlled public property without the application for and granting of a permit by the CEO or other designated officer.

Clubs may apply for a seasonal permit for the consumption of liquor with all dates shown on the permit.

OBJECTIVES

GUIDELINES

The Police are to be advised each time a permit for the consumption of liquor is issued.

If liquor is to be sold, either by individual sale or as part of a ticket price, a separate permit from the Department of Liquor, Racing and Gaming is necessary.

HISTORY

REVIEW

Chief Executive Officer

7.4 Freedom of Information Officers

POLICY	For the purpose of the <i>Freedom of Information Act 1982</i> : a) The CEO is the Principal Officer and the Internal review Officer for the purposes of the Act; and, b) The Finance & Administration Manager is the FOI Coordinator for the purposes of the Act.
OBJECTIVES	To set out the responsible officers und the <i>Freedom of Information Act 1982</i>
GUIDELINES	In accordance with the <i>Freedom of Information Act1982</i> , s13.39 and Schedule 2
HISTORY	
REVIEW	Chief Executive Officer

7.5 Pensioner Rates Review Officers

POLICY

For the purposes of the *Rates and Charges (Rebates and Deferments) Act 1992*;

- a) The CEO is the Pensioner Rates Review Officer as defined by the Act; and,
- b) Finance Manager is the Pensioner Rates Determination Officer as defined by the Act.

OBJECTIVES

GUIDELINES

In accordance with the *Rates and Charges (Rebates and Deferments) Act 1992*, s12 and s13.

HISTORY

REVIEW

Finance Manager

7.6 Record Keeping Plan

POLICY	For Shire to maintain a Record Keeping Plan in accordance with the requirements of the <i>State Records Act 2000</i> .
OBJECTIVES	<p>The purpose of the Record Keeping Plan is to define the principles that underpin the Shire's record keeping function and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Shire.</p> <p>The Plan and its associated procedures establish a framework for the reliable and systematic management of Shire records in accordance with legislative requirements and best practice standards.</p>
GUIDELINES	<p><i>State Records Act 2000</i></p> <p>See Attachment 7.6 Record Keeping Plan Guidelines</p>
HISTORY	Former Policy 1.1.15
REVIEW	Chief Executive Officer

ATTACHMENT 7.6 RECORD KEEPING PLAN GUIDELINES

Scope

This policy applies to all Shire Councillors records created or received by a Shire employee, contractor or Elected Member, or an organisation performing outsourced services on behalf of the Shire of Mukinbudin, regardless of their physical format, storage location or date of creation.

Custodianship of Records

The Shire recognises its records as the local government owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) are vested in the Shire of Mukinbudin.

Roles & Responsibilities

- Elected Members: Records will be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision-making processes of Council through the creation and retention of records of meetings of Council and Committees of Council. All significant Elected Member records that come through the Shire's administration will be captured into the Shire Record Keeping System.

- Elected Members are responsible for ensuring that any records they create, collect and retain relating to their role as an Elected Member are to be provided to the Shire's Information Services for keeping in a manner commensurate with legislation and the Shire's policies and procedures for record keeping. Party political and personal records of Elected Members are exempt.

- Chief Executive Officer: The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards.

- All Staff: Staff (including contractors) are responsible for creating, collecting and retaining records relating to the business activities they perform. They are to identify significant and ephemeral records (with no continuing value to the organisation), ensure significant records are captured into the Record keeping System and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for record keeping.

Creation of Records

Staff and contractors are to ensure appropriate and accurate records are created in the relevant format, of the Shire's business decisions and transactions to ensure compliance with all legislative, business, administrative, financial, evidential and historical requirements.

Capture & Control of Records

Records created and received in the course of Shire business are to be captured at the point of creation, regardless of format, with required metadata (data about the record), into the local government record keeping and business systems, that are managed in accordance with sound record keeping principles.

Security & Protection of Records (to be Maintained by Information Services)

Records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access, or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Access to Records

Access to the Shire's records by

- 1) Staff and contractors - will be in accordance with designated access and security classifications.
- 2) The general public will be in accordance with the Freedom of Information Act 1992, the Local Government Act 1995.
- 3) Elected Members will be via the Chief Executive Officer in accordance with the Local Government Act 1995 and Shire Policy

Appraisal, Retention & Disposal of Records

Records kept by the Shire will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

7.7 Mukinbudin Caravan Park Overflow

POLICY	Use of overflow facility to meet the requirements of Regulation 20 of the <i>Caravan Parks and Camping Grounds Regulations 1997</i> .
OBJECTIVE	To establish a protocol for the implementation of the overflow facility for the Mukinbudin Caravan Park.
GUIDELINES	<p>The maximum capacity of the Mukinbudin Caravan Park is set at 30 powered sites and 10 unpowered sites/tent sites. Once full capacity is reached will the overflow facility be initiated.</p> <p>Patrons who make use of the overflow facility will be directed from the caravan park by a staff member to the designated area as per the map clearly showing the location of the overflow area.</p> <p>Any one patron shall not be permitted to utilise the overflow facility for a time period of greater than seven consecutive days at any one time.</p> <p>Patrons utilizing the overflow area will be charged in accordance with the Annual fees and charges schedule.</p>
HISTORY	No former policy exists
REVIEW	Chief Executive Officer

7.8 Temporary Camping Site

POLICY	Use of the Recreational Sports Grounds as a temporary camping site for participants who attend approved community events from out of town.
OBJECTIVE	To establish a protocol for the implementation of the use of the Recreational Sports Grounds as a temporary camping site during approved community events.
GUIDELINES	<p>Council may permit the use of the Recreational Sports Grounds for the purposes of a temporary camping site provided approval is sought and granted. Community Event Organisers may seek approval from Council on behalf of participants at their Events by means of the event application process. Such temporary stays shall be no longer than 7 consecutive days per event and will be approved on a case-by-case basis.</p> <p>Event Organisers will be responsible for the Management of campers during the approved period in accordance with any conditions as stipulated within the approval.</p>
HISTORY	
REVIEW	Chief Executive Officer

7.9 IT Security

POLICY

IT Security measures are in place.

OBJECTIVE

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

GUIDELINES

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

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

This will be achieved by ensuring:

- All information systems are protected by Antivirus Software. The protection will be performed at the network boundary, on all facilities, fixed and mobile.
- All information stored is held in confidence and only used for the sole purpose of Local Government requirements.
- At the same time this security will not impede on the operation of the systems, services and equipment of the Shire of Mukinbudin and associated infrastructure.

HISTORY

May 2016

REVIEW

Chief Executive Officer

7.10 Mukinbudin Caravan Park Free Aquatic Centre Access

POLICY	All patrons of the Mukinbudin Caravan Park will receive Free access to the Swimming 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

WESTERN AUSTRALIA
SALARIES AND ALLOWANCES ACT 1975
DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL
ON LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS
Pursuant to Section 7A and 7B

5 April 2024

PREAMBLE

Statutory Context

1. Section 7A of the *Salaries and Allowances Act 1975* ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
 - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
 - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

Considerations

4. The Tribunal has considered sections 2.7 to 2.10 and section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers (CEOs).
5. The Tribunal invited individual local governments, the Department of Local Government, Sport and Cultural Industries, the Western Australian Local Government Association, Local Government Professionals WA and other interested individuals to provide information or submissions regarding developments across the sector.

6. Seventeen submissions were received. All submissions received were considered within the Tribunal's deliberations.

Band allocation model

7. The Tribunal continues to apply the four Band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.
8. The Tribunal notes that the remuneration ranges provide flexibility to local governments to set remuneration within the allocated Band. The Tribunal will only adjust a Band classification when a local government or regional local government can demonstrate a substantial and sustained increase in functions, roles or scope of the organisation.

Christmas and Cocos Islands

9. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected members of the Shires of Christmas Island and Cocos (Keeling) Islands.
10. This inquiry reviewed remuneration provided by the Shires of Christmas and Cocos (Keeling) Islands.

CONCLUSIONS

11. The Tribunal has reviewed the Total Reward Package (TRP) ranges and has determined to increase the Band 4 range to \$150,000 to \$230,000 prior to any other increases being applied. This change has been implemented to better reflect the responsibilities of Band 4 CEOs within the broader framework of other roles within the Tribunal's jurisdiction.
12. The Tribunal has determined that CEO remuneration Bands be increased by 4%. The Tribunal considered this appropriate given the economic conditions, the wider public service framework, changes to role expectations in line with the ongoing changes to legislation, and other elements raised in the submissions.
13. The Tribunal notes that each local government must set remuneration within the Band to which it is allocated. Any increase, within the Bands, must be determined by each local government through its own assessment of whether changes are justified.
14. The Federal Government changes to the Superannuation Guarantee mean that minimum superannuation contributions will increase by 0.5% to 11.5% on 01 July 2024. In recognition of this, the Tribunal has applied a 0.5% increase to the CEO remuneration Bands in addition to the changes noted above.

15. In reviewing the Band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change Band classification, including those provided in submissions. The Tribunal considers no change is warranted for any local government at this time.
16. The Tribunal received submissions requesting specific Local Governments be provided with the Regional/Isolation Allowance. The Tribunal reviewed these submissions and determined that no change to the Regional/Isolation Allowance would be applied, however other changes made by the Tribunal may work to provide these local governments additional flexibility in attracting and retaining staff.
17. The Tribunal will continue to monitor and review the local government Regional/Isolation Allowance over the coming year.
18. When establishing eligibility for a Regional/Isolation Allowance and the rates as part of the 2012 inquiry, the Tribunal considered the District Allowance (Government Officers) General Agreement 2010 amount and boundaries in addition to other factors. The Tribunal also considered specific issues associated with a Local Government brought to the Tribunal's attention through either submissions or the Tribunal's meetings.
19. The application of motor vehicles provided to Chief Executive Officers as a tool of the trade to a wider group of regional local governments has been reviewed by the Tribunal. The Tribunal has agreed that for many Band 3 and 4 Non-Metropolitan local government, a motor vehicle is required to undertake the role of Chief Executive Officer effectively. As a result, the Tribunal has determined that for Band 3 and 4 Local governments, outside of the Perth metropolitan area, any motor vehicle provided to the CEO is not to be considered part of the Total Reward Package in line with 5.1(1) in 'Part 5: Motor Vehicle' of the Determination.
20. The Tribunal has determined Elected Member attendance fees, and annual allowance ranges be increased by 4%. The Tribunal considered various submissions calling for increases, with the determined increase reflecting a variety of issues raised in the submissions.
21. The Tribunal maintains that Elected Members fees should be set to compensate costs for the prescribed role of an Elected Member. The role of an Elected Member was specifically described as not being a full-time occupation in parliamentary debates regarding the *Local Government Amendment Act 2011* presented to the Parliament in 2011, and there has been no change in this view from Government or the Parliament as far as the Tribunal is aware.
22. The Tribunal considered a request to create a fifth Band to cater for the four highest population local governments along with a subsequent increase in remuneration. The Tribunal did not agree with this claim for two reasons. Firstly, the Tribunal takes into consideration a range of factors when classifying local governments, not just populations and budget. There are a number of factors that lead to a Band 1 classification, as the Tribunal's framework is broad based. The Tribunal recognises that some local governments may be best placed at the top of the Band while others may be better reflected at the mid-point or bottom of the Band. The framework allows for individual local governments to manage the unique factors they face within the framework.

23. Secondly, the recent changes to the Local Government Act and the introduction of classes is also based on a four class model. The classes model also shows that local governments within the Band 1 group have similar responsibilities despite the fact they each face their own unique challenges. The Tribunal is therefore satisfied that the current four Band model is appropriate for the local government sector and that the remuneration levels are appropriate within the wider framework of offices under the Tribunal's jurisdiction.
24. The Government, through the Department of Local Government, Sport and Cultural Industries (DLGSC), is looking to introduce reforms which will enable superannuation payments to be made to local government council members. The Tribunal's Determination relates only to the fees and allowances provided to council members. For information related to these reforms, please refer to [Full Reform Proposals](#) on the DLGSC website.
25. All other allowances remain unchanged.

The Determination will now issue.

**DETERMINATION FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS
AND ELECTED MEMBERS PURSUANT TO SECTION 7A AND 7B OF THE
*SALARIES AND ALLOWANCES ACT 1975***

PART 1: INTRODUCTORY MATTERS

This Part deals with some matters that are relevant to the determination generally.

1.1 Short title

This determination may be cited as the *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2024*.

1.2 Commencement

This determination comes into operation on 1 July 2024.

1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to
 - a. Chief Executive Officers (CEOs);
 - b. Acting Chief Executive Officers; and
 - c. Elected Members
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995*

(‘the LG Act’) Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.

- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the amount determined by the Tribunal will be payable to an eligible elected council member.
- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairs of regional local governments and to remunerate them for the performance of the duties associated with their office.
- (9) Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of Local Government CEOs and the provision of fees, expenses and allowances to Elected Members.

1.4 Terms used

In this determination, unless the contrary intention appears -

chair means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

committee meeting means a meeting of a committee of a council where the committee comprises –

- (a) council members only; or
- (b) council members and employees of the local government or regional local government;

council, in relation to:

- (a) a local government, means the council of the local government;

(b) a regional local government, means the council of the regional local government;

council member, in relation to:

(a) a local government –

(i) means a person elected under the LG Act as a member of the council of the local government; and

(ii) includes the mayor or president of the local government;

(b) a regional local government –

(i) means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and

(ii) includes the chair of the regional local government;

Independent committee member means a person who is a committee member but who is neither a council member nor an employee.

LG Regulations means the *Local Government (Administration) Regulations 1996*;

mayor means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

metropolitan region means a local government noted as being included in the Metropolitan Region Scheme as defined in the First Schedule of the Metropolitan Region Town Planning Scheme Act 1959.

president means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

1.5 Pro rata payments

- (1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

1.6 Local government band allocations

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments (as constituted under Part 3 Division 4 of the LG Act) are allocated to a Band only with respect to CEOs.

PART 2: TOTAL REWARD PACKAGE

This Part deals with the remuneration payable to Chief Executive Officers.

2.1 GENERAL

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
 - (a) Base salary;
 - (b) Annual leave loading;
 - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO);
 - (d) Association membership fees;
 - (e) Attraction/retention allowance, not being provided under Part 3;
 - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination;
 - (g) Cash bonus and performance incentives;
 - (h) Cash in lieu of a motor vehicle;
 - (i) Fitness club fees;
 - (j) Grooming/clothing allowance;
 - (k) Health insurance;
 - (l) School fees and/or child's uniform;
 - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions);
 - (n) Travel or any other benefit taken in lieu of salary;
 - (o) Travel for spouse or any other member of family;
 - (p) Unrestricted entertainment allowance;
 - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO); and
 - (r) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.
- (4) The only exclusions from the TRP are:
 - (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the

provision of a motor vehicle or accommodation are to be included as part of the TRP);

- (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
- (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

2.2 LOCAL GOVERNMENT CLASSIFICATION

- (1) The ranges of TRP in Table 1 apply where a local government or regional local government has been classified into the relevant band.

Table 1: Local government band classification – Total Reward Package range

Band	Total Reward Package
1	\$277,622 - \$422,771
2	\$228,973 - \$356,181
3	\$175,105 - \$288,817
4	\$156,780 - \$240,396

- (2) Local governments have been classified in Schedule 1.
- (3) Regional local government Councils have been classified in Table 2 below.

Table 2: Regional local government councils band classification

Regional Local Government Councils	Band
Bunbury-Harvey Regional Council	4
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Pilbara Regional Council	4
Rivers Regional Council	3
Resource Recovery Group	2
Tamala Park Regional Council	2
Western Metropolitan Regional Council	4

- (4) A person who holds a dual appointment of the CEO of the Shire of East Pilbara and the CEO of the Pilbara Regional Council, shall be entitled to receive a TRP range equivalent to the Band 2 range (\$228,973 - \$356,181).

PART 3: REGIONAL/ISOLATION ALLOWANCE

This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.

3.1 GENERAL

- (1) Local governments listed in Table 3 in this Part may provide a Regional/Isolation Allowance to a CEO, in addition to the CEO's Total Reward Package, in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.
- (2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.
- (3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

3.2 DETERMINING APPROPRIATENESS AND RATE OF ALLOWANCE

- (1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(3) on attraction and retention of a CEO. In the event these factors have little or no impact, the Local Government should not provide this Allowance.
- (2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the Local Government.
- (3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:
 - a) *Remoteness* - issues associated with the vast distances separating communities within a Local Government or the distance of the Local Government from Perth or a Regional Centre.
 - b) *Cost of living* - the increased cost of living highlighted specifically in the Regional Price Index.
 - c) *Social disadvantage* - reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced

lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks.

- d) *Dominant industry* - the impact that a dominant industry such a mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry.
- e) *Attraction/retention* - the ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry.
- f) *Community expectations* - the pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

3.3 REGIONAL/ISOLATION ALLOWANCE

Local governments eligible for the Regional/Isolation Allowance are listed in Table 3.

Table 3: Regional/Isolation Allowance

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$55,000
Broome Shire	\$45,000
Carnamah Shire	\$38,600
Carnarvon Shire	\$38,600
Chapman Valley Shire	\$38,600
Christmas Island Shire	\$90,000
Cocos (Keeling) Islands Shire	\$90,000
Coolgardie Shire	\$38,600
Coorow Shire	\$38,600
Cue Shire	\$50,000
Derby-West Kimberley Shire	\$55,000
Dundas Shire	\$38,600
East Pilbara Shire	\$55,000
Esperance Shire	\$32,200
Exmouth Shire	\$45,000
Greater Geraldton City	\$32,200
Halls Creek Shire	\$75,000
Irwin Shire	\$38,600
Jerramungup Shire	\$32,200
Kalgoorlie-Boulder City	\$38,600
Karratha City	\$70,000

Local Government	Maximum Regional/Isolation Allowance Per Annum
Kent Shire	\$12,900
Kondinin Shire	\$12,900
Kulin Shire	\$12,900
Lake Grace Shire	\$12,900
Laverton Shire	\$50,000
Leonora Shire	\$50,000
Meekatharra Shire	\$50,000
Menzies Shire	\$38,600
Merredin Shire	\$12,900
Mingenew Shire	\$38,600
Morawa Shire	\$38,600
Mount Magnet Shire	\$38,600
Mount Marshall Shire	\$12,900
Mukinbudin Shire	\$32,200
Murchison Shire	\$38,600
Narembeen Shire	\$12,900
Ngaanyatjarraku Shire	\$50,000
Northampton Shire	\$38,600
Nungarin Shire	\$12,900
Perenjori Shire	\$38,600
Port Hedland Town	\$70,000
Ravensthorpe Shire	\$38,600
Sandstone Shire	\$38,600
Shark Bay Shire	\$45,000
Three Springs Shire	\$38,600
Upper Gascoyne Shire	\$50,000
Westonia Shire	\$32,200
Wiluna Shire	\$50,000
Wyndham-East Kimberley Shire	\$55,000
Yalgoo Shire	\$38,600
Yilgarn Shire	\$32,200

PART 4: HOUSING ALLOWANCE

This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.

4.1 GENERAL

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

4.2 APPLICABLE HOUSING ALLOWANCE

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.

PART 5: MOTOR VEHICLE

This Part deals with the provision of motor vehicles to Chief Executive Officers.

5.1 GENERAL

- (1) For local governments generally, except those outlined in (2) below, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination and/or local governments classified as Band 3 or Band 4 and outside of the metropolitan region, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. equipment needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

5.2 PRIVATE BENEFIT VALUE

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

PART 6: MEETING ATTENDANCE FEES

This Part deals with fees payable to council members for attendance at council and other meetings

6.1 GENERAL

- (1) Pursuant to section 5.98(1)(b) of the LG Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, a council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Pursuant to section 5.100(2)(b) and (3)(b) of the LG Act, a committee member who is not an elected member or employee of the local government, who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (4) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations -
 - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;

- (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;
 - (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (5) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.
- (6) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –
- (a) the person who organises the meeting pays the council member a fee for attending the meeting; or
 - (b) the council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
 - (c) the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.
- (7) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including –
- (a) the time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;
 - (b) the role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;
 - (c) particular responsibilities associated with the types of meetings attended;
 - (d) responsibilities of a mayor, president or chair to preside over meetings; and

(e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model.

(8) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.

6.2 COUNCIL MEETING ATTENDANCE FEES – PER MEETING

(1) The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

Table 4: Council meeting fees per meeting – local governments

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$666	\$858	\$666	\$1,174
2	\$406	\$634	\$406	\$848
3	\$213	\$447	\$213	\$686
4	\$99	\$260	\$99	\$530

Table 5: Council meeting fees per meeting – regional local governments

For a council member other than the chair			For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$99	\$260	\$99	\$530

6.3 COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES – PER MEETING

- The ranges of fees in Table 6 apply where a local government or regional local government decides to pay a council member or independent member a fee referred to in –
 - section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or

- section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.
 - Section 5.100(2)(a) of the LG Act for attendance at a committee meeting
- (a) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments

For a council member (including the mayor or president)				
Band	Minimum – Elected Member	Maximum – Elected Member	Minimum – Independent Member	Maximum – Independent Member
1	\$338	\$432	\$0	\$432
2	\$203	\$317	\$0	\$317
3	\$104	\$224	\$0	\$224
4	\$52	\$130	\$0	\$130

Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments

For a council member (including the chair)				
	Minimum – Elected Member	Maximum – Elected Member	Minimum – Independent Member	Maximum – Independent Member
All regional local governments	\$52	\$130	\$0	\$125

6.4 ANNUAL ATTENDANCE FEES IN LIEU OF COUNCIL MEETING, COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES

- (1) The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$26,624	\$34,278	\$26,624	\$51,412
2	\$16,089	\$25,137	\$16,089	\$33,706
3	\$8,320	\$17,711	\$8,320	\$27,425
4	\$3,884	\$10,286	\$3,884	\$21,138

Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local governments

For a council member other than the chair			For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,945	\$11,430	\$2,137	\$17,139

PART 7: ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR

This Part deals with annual allowances payable to mayors, presidents, chair and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.

7.1 GENERAL

- (1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined in section 7.2 of this Part.
- (2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following –
 - (a) the leadership role of the mayor, president or chair;
 - (b) the statutory functions for which the mayor, president or chair is accountable;
 - (c) the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
 - (d) the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
 - (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

7.2 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT OR CHAIR

- (1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the Perth City Council is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$64,929 to \$144,900.

Table 10: Annual allowance for a mayor or president of a local government

For a mayor or president		
Band	Minimum	Maximum
1	\$55,463	\$97,115
2	\$16,640	\$68,552
3	\$1,113	\$39,988
4	\$556	\$21,710

Table 11: Annual allowance for a chair of a regional local government

For a chair		
	Minimum	Maximum
All regional local governments	\$556	\$21,710

7.3 ANNUAL ALLOWANCE FOR A DEPUTY MAYOR, DEPUTY PRESIDENT OR DEPUTY CHAIR

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.
- (2) If the office of mayor or president is vacant under section 5.34(a) of the Local Government Act 1995, and the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. Refer to the explanatory notes.

PART 8: EXPENSES TO BE REIMBURSED

This Part deals with expenses for which council members are entitled to be reimbursed.

8.1 GENERAL

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
 - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement –
 - (a) an expense incurred by a council member in performing a function under the express authority of the local government;
 - (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

8.2 EXTENT OF EXPENSES TO BE REIMBURSED

- (1) The extent to which a council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the council member.
- (2) The extent to which a council member can be reimbursed for child care costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour or \$35 per hour, whichever is the lesser amount.
- (3) The extent to which a council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
 - (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
 - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
 - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which a council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of this determination. For members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.
- (6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$35 per hour, whichever is the lesser amount.

- (7) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

PART 9: ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES

This Part deals with annual allowances that a local government or regional local government may decide to pay.

9.1 GENERAL

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
 - (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
 - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
 - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
 - (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.
- (4) With respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.

9.2 ANNUAL ALLOWANCES DETERMINED INSTEAD OF REIMBURSEMENT FOR PARTICULAR TYPES OF EXPENSES

(1) In this section:

ICT expenses means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;
or
- (c) any expenses, including the purchase costs, of ICT hardware provided to elected members.

travel and accommodation expenses means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
 - (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.
- (2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.
- (3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$100.

SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4

Local Government	Band
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4

Local Government	Band
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2

Local Government	Band
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 5 April 2024.

M Seares AO
CHAIR

Hon J Day
MEMBER

SALARIES AND ALLOWANCES TRIBUNAL

LOCAL GOVERNMENT ELECTED MEMBERS EXPLANATORY NOTES

This section does not form part of the determination

1. Entitlements

The entitlement of a council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

2. Local governments to set amounts within the range determined

Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for members of the council of a local government or a regional local government, each council is to set, by absolute majority, an amount within the relevant range determined and the amount set will be payable to elected council members.

3. Performing functions of mayor or president if vacant

If the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. This can be applied retrospectively, in instances where an initial short term period of acting becomes a continuous period of acting for four months or more.

SHIRE OF MUKINBUDIN



Application for development approval

Owner details		
Name: <i>Rosalina Piccolo as Trustee for the Piccolo Family Trust</i>		
ABN (if applicable):		
Address: <i>9192 Koorda Bullfinch Road</i> <i>Lake Brown</i> Postcode: <i>6479</i>		
Phone:	Fax:	Email:
Work:	<i>frank@raybrand.com.au..</i>
Home:		
Mobile: <i>0427 588 688...</i>		
Contact person for correspondence: <i>Frank Piccolo</i>		
Signature: <i>Contact Person</i> <i>F. Piccolo</i>	Date: <i>15-4-2024</i>	
Signature: <i>Owner</i> <i>R. Piccolo</i>	Date: <i>15-4-2024</i>	
<p><i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i></p>		

Applicant details (if different from owner)		
Name:		
Address:		
Postcode:		
Phone:	Fax:	Email:
Work:
Home:		
Mobile:		
Contact person for correspondence:		
<p>The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
Signature: -	Date:	

Property details		
Lot No: 20	House/Street No: 53	Location No:
Plan No: 68100 Diagram:	Certificate of Title Vol. No: 1742	Folio: 27
Title encumbrances (e.g. easements, restrictive covenants): Street name: Shadbolt/Greenslade Streets, Suburb: Mukinbudin Nearest street intersection:		

Proposed development	
Nature of development:	<input type="checkbox"/> Works <input type="checkbox"/> Use <input checked="" type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, is the exemption for:	<input type="checkbox"/> Works <input type="checkbox"/> Use
Description of proposed works and/or land use:	Proposed 10 x 14m shadehouse and use of main building as residence/shop.
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use:	Disused Kingdom Hall
Approximate cost of proposed development:	\$35000
Estimated time of completion:	12 weeks

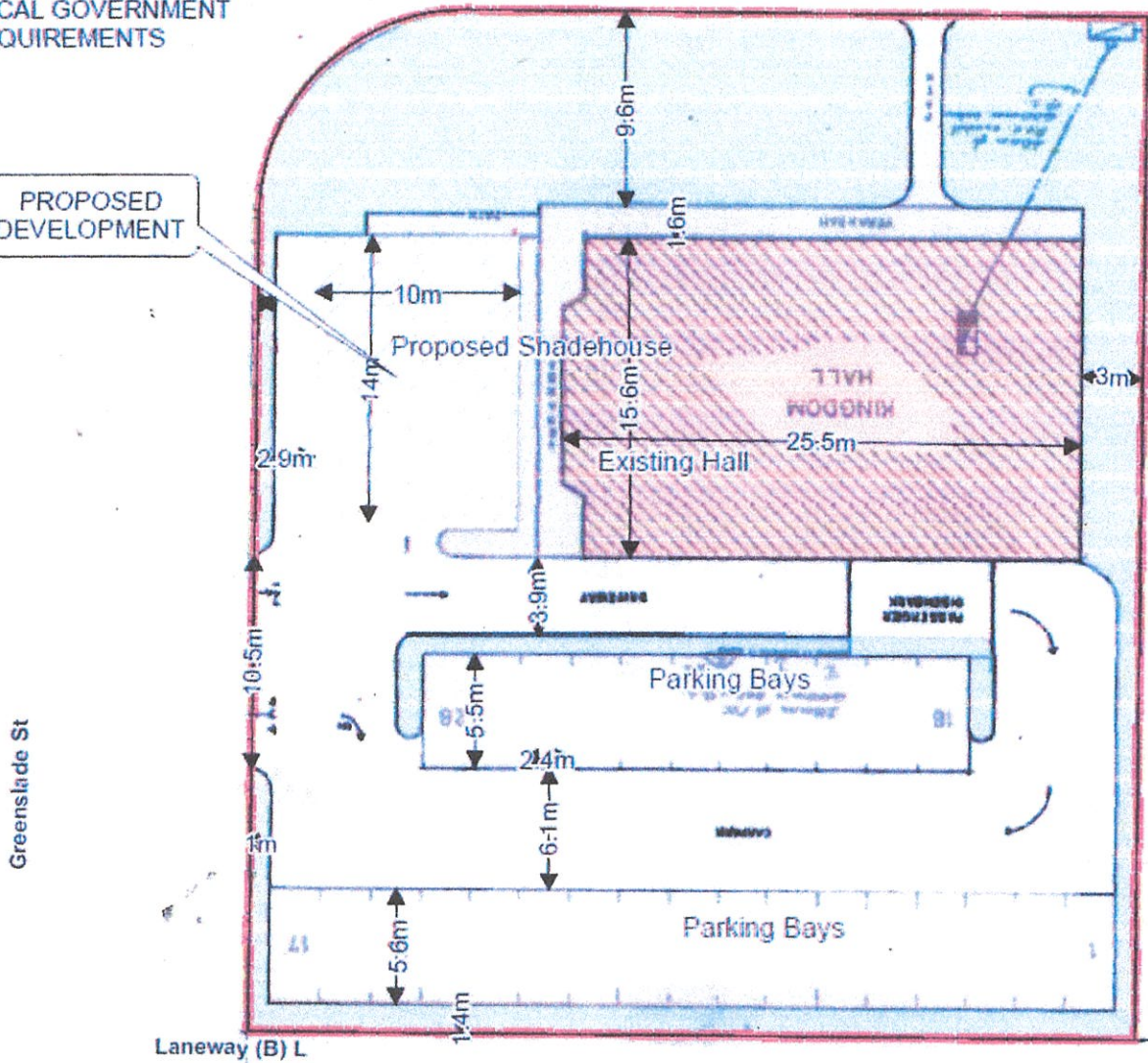
OFFICE USE ONLY	
Acceptance Officer's initials:	Date received:
Local government reference No:	

NOTES
 PROPOSED USES OF SHOP
 AND SINGLE HOUSE ARE
 'D' USES (DISCRETIONARY)
 IN THE TOWN CENTRE ZONE

Koorda - Bullfinch Rd

LANDSCAPING WILL BE
 IN ACCORDANCE WITH
 LOCAL GOVERNMENT
 REQUIREMENTS

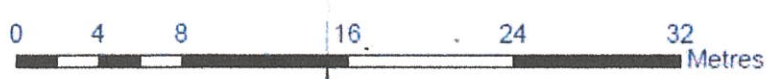
PROPOSED
 DEVELOPMENT



**DEVELOPMENT APPROVAL PLAN
 PROPOSED SHADEHOUSE
 KINGDOM HALL, MUKINBUDIN**



SCALE at A4
 1:350



Legend

- ↔ Dimensions
- Kingdom Hall area
- Parking Bays
- Proposed Shadehouse
- Existing Hall
- Pathway
- Landscaping

Local Roads and Community Infrastructure Program Phase 4 - Work Schedule - Project Nominations & Variations

- Funding Recipients are required to nominate project(s) they plan to undertake with LRCI Program Phase 4 funding by providing information to the Department via email LRCIP@infrastructure.gov.au.
- A separate Project Nomination row must be completed for each project or group of small projects that an Eligible Funding Recipient wishes to undertake. Insert rows where required. **Please note: the template format must not be altered except to add project rows.**
- For ease of assessment, and to limit requests for more information, please complete all fields as completely and accurately as possible. Incomplete or inaccurate documents will be returned for correction.

Document Completion Tips

Project Name	Ensure this easily identifies the project and captures details such as location (general) and what type of project it is
Scope of Works	Outline the physical works to be completed and include some detail e.g. length in kms or chainage for ROAD projects; area for Playground softfall replacement; length & type of fencing. Project Work Categories on page 4 will provide some guidance
Totals	All columns to be totalled where applicable including across Part B (where included)

Council Name:		Shire of Mukinbudin, Western Australia		LRCI Phase 4 Funding Allocation - PART A:			\$375,754							
#	Project Number & Details Note: Include location or street address in NAME e.g. Re-sheeting - ABC St to DEF St / Alphabet Park Playground Upgrade		Is this a disaster mitigation or recovery project?	Infrastructure Type [Please select one item]	Total Project Cost [\$]	*LRCI Phase 4 Funding Required [\$]	Construction Start Date [MM/YY]	Construction End Date [MM/YY]	Estimated jobs supported [Numerical figure]		Federal Electorate of Project	Project Lat/Long location coordinates	**Project Land / Asset Owner [Please select one item]	
	Total cost cannot be less than funding required	Funding required cannot exceed allocation			Construction to be within 7/23 and 6/25 as per guidelines		Council employees	Contractor						
1	Project Name	Cruickshank Road - Football Oval Lighting Upgrade – Sporting Complex		No	Community	\$60,000	\$60,000	05/24	06/24	2	1	O'Connor	30°55'11.9"S 118°12'17.4"E 25 Cruickshank Road Mukinbudin	Council
	Scope of Works	As part of the Community Facility upgrade, the improvement of the Mukinbudin Football Oval lights seeks to enhance the venue's capability for hosting evening events, thereby benefiting the entire community and local sports clubs. This upgrade holds particular significance for the longstanding Mukinbudin Football Club, which has boasted the largest membership among all sporting clubs in Mukinbudin for nearly a century. By replacing the current Halogen lights with modern LED equivalents, there will be a significant increase in LUX levels, enabling the oval to accommodate more nighttime events, including local sporting matches. Council owned asset reference number 472.												
	Problem Addressed/Community Benefit	Improvements to community sporting and recreation facilities, whole community, and public benefit.												
2	Project Name	Maddock Street - Lions Park Shade & BBQ Area		No	Community	\$65,000	\$65,000	05/24	06/24	2	3	O'Connor	30°54'57.54"S 118°12'28.99"E 13 Maddock Street Mukinbudin	Council
	Scope of Works	Enhancements to the park's facilities include revamping the BBQ area to optimise its functionality, upgrading the southern park section by expanding paved spaces, providing more covered seating, and enhancing shading. Additionally, the electrical system will be modernised with the replacement of current lights with LED alternatives. The recent addition of a Nature playground has significantly boosted park usage, highlighting the need to upgrade the existing BBQ facilities due to increased demand, especially as the park serves as a favoured location for children's birthday celebrations, conveniently situated across from the school.												
	Problem Addressed/Community Benefit	Improvements to community recreation facilities (community parks), whole community and public benefit.												
3	Project Name	Cruickshank Road Aquatic Centre - Changeroom & Chlorination System Upgrade		No	Community	\$150,000	\$150,000	05/24	10/24	2	4	O'Connor	30°55'10.4"S 118°12'21.5"E 17 Cruickshank Road Mukinbudin	Council
	Scope of Works	The ongoing enhancement of the Mukinbudin Aquatic Centre involves upgrading its changerooms, a significant part of the facility. Following the extensive \$1.8 million refurbishment in 2014 that revitalised the pool built in the 1960s into a contemporary and appealing space, the next phase involves modernizing the changerooms. This upgrade will encompass installing a new roof structure and revamping the toilet facilities, including updated flooring, toilets, showers, and changing booths. The upgrade to the chlorination system will enable a shift from a tablet-based to a liquid chlorine system. This transition will enable in-house maintenance, reducing downtime and eliminating the necessity of outsourcing maintenance to qualified tradespersons located over 300 kilometers away.												
	Problem Addressed/Community Benefit	Improvements to community sporting and recreation facilities, whole community, and public benefit.												
4	Project Name	Shadbolt Street - Memorial Hall Capital Improvements		No	Community	\$100,754	\$100,754	05/24	12/24	3	5	O'Connor	30°54'53.35"S 118°12'20.10"E Shadbolt Street Mukinbudin	Council
	Scope of Works	The project involves improving toilet facilities and renovating the floors of the auditorium and stage within community centres to enhance the utilisation of the Hall facilities. Stage 1 of the Memorial Hall Upgrade, completed in 2022, focused on refurbishing the former Shire office rooms. This initiative was prompted by a community group using the space to create an art gallery and historical exhibit, significantly boosting the building's use and community interest. As a result, there's a growing desire to gradually refurbish the rest of the building in stages.												
	Problem Addressed/Community Benefit	Improvements to community recreation facilities (community hall), whole community benefit.												
4	Totals – Part A				\$375,754	\$375,754			9	13				

#	* If project is not fully funded by LRCI, provide details of Council or other contribution (note: # to match project # above)		** If Project Land or Asset Owner is not Council, please indicate nature of permission
	Co-contributor Name	Co-contribution Amount \$	

Council Name:		Shire of Mukinbudin		LRCI Phase 4 Funding Allocation - PART B:			\$216,743		Total Funding: (Part A + Part B):			\$592,497	
#	Project Number & Details Note: Include location or street address in NAME & align project description with work categories on Page 4 (Project # to continue from Part A)		Is this a disaster mitigation or recovery project?	Infrastructure Type [Please select]	Total Project Cost [\$]	*LRCI Phase 4 Funding Required [\$]	Construction Start Date [MM/YY]	Construction End Date [MM/YY]	Estimated jobs supported [Numerical figure]		Federal Electorate of Project	Project Location	**Project Land / Asset Owner
	Total cost cannot be less than funding required	Funding required cannot exceed allocation			Construction to be within 1/7/23 and 30/6/2025 as per guidelines		Council employees	Contractor	Lat/Long Coordinates	[Please select one item]			
5	Project Name	Shadbolt Street	No	Road	\$110,000	\$110,000	05/24	06/24	5	1	O'Connor	- 30.9145163 3971224, 118.206491 8538161 Shadbolt St, Mukinbudin	Council
	Scope of Works	Resealing - Single Coat 10mm crumbed rubber reseal for full width (11mtrs) of Shadbolt Street, SLK 15.85 to 16.53 (known as Koorda Bullfinch road Road 4160107)											
	Problem Addressed/Community Benefit	Resealing existing street											
6	Project Name	Sheardown Road Number 4160072	No	Road	\$119,000	\$106,743	05/24	06/24	5	1	O'Connor	- 30.4173158 97160655, 118.279792 68538097 Sheardown Road, Wialki	Council
	Scope of Works	Reconstruction - Gravel sheeting works, 200mm thickness, 8mtr pavement width, SLK 5.0 to 10.0											
	Problem Addressed/Community Benefit	Reconstruction of failed gravel road surface											
2	Totals – Part B				\$229,000	\$216,743			10	2			
6	Totals Part A + Part B				\$604,754	\$592,497			19	15			

#	* If project is not fully funded by LRCI, provide details of Council or other contribution (note: # to match project # above)		** If Project Land or Asset Owner is not Council, please indicate nature of permission
	Co-contributor Name	Co-contribution Amount \$	
7	Council	\$12,257	

Project Work Categories

Work Category - ROAD	Description
Bridge works	Any work involving bridges or culverts
Construction of a new road	Construction of a road where no road existed on that alignment before.
Drainage	Culverts, kerb and guttering and related activities where the purpose of the works is to improve drainage only.
General Road Maintenance	Pothole repairs, vegetation clearing, minor crack sealing and grading (unless new gravel is being added) are all considered to be general maintenance.
Noise and Vibration Mitigation Measures	Works related to reducing and mitigating noise and vibrations, such as quieter pavement surfaces and noise barriers
Reconstruction	Rebuilding a road that already exists (can include upgrading)
Rehabilitation	Work to return a road to its original standard
Resealing	Second or subsequent sealing of roads
Sheeting / Re-sheeting	Where additional gravel etc. is added on top of an existing road
Sealing	Putting a seal on an unsealed road.
Street lighting equipment	Works related to vehicle traffic and pedestrian lighting
Tunnel works	A tunnel to enable the building an underground road
Traffic improvement	Works involving traffic calming devices, traffic lights, pedestrian islands, lighting, warning signs and roundabouts
Widening	Work to make the surface or pavement of a road wider
Other	Works that do not fall into the above categories

Work Category - COMMUNITY	Description
Bicycle and Walking Paths	Works involving cycling and pedestrian infrastructure
Closed Circuit TV (CCTV)	Works associated with installing a fixed mobile CCTV system
Improved Accessibility of Community Facilities and Areas	Works could include pedestrian bridges, ramps, accessible public toilets, and designated car parking for individuals with a disability
Landscaping Improvements	Works could include tree planting to increase shade, creation of green spaces, and beautification of roundabouts
Net Zero	Works that support or contribute to the Net Zero Economy
Noise and Vibration Mitigation Measures	Works related to reducing and mitigating noise and vibrations, such as quieter pavement surfaces and noise barriers
Off-road Car Parks	Such as off-road car parks at sporting grounds or parks
Painting/Improvements to community facilities	Community facilities include community centres, community halls, childcare centres, educational establishment, club houses, and entertainment facilities
Picnic Shelters or Barbeque Facilities at Community Parks	Self-explanatory
Playgrounds and Skate parks (including all ability playgrounds)	Self-explanatory
Repairs/Replacement of fencing	Works relating to building a new fence or repairs/replacement of existing fences
Sporting and recreation facilities	Works to upgrade, repair or maintain sporting ovals, courts, swimming pools etc
Toilet Blocks	Works relating to construction or maintenance of public toilet block amenities
Other	Works that do not fall into the above categories



FREEDOM OF INFORMATION

Information Statement



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SHIRE OF MUKINBUDIN

FREEDOM OF INFORMATION ACT 1992

INFORMATION STATEMENT (SECT 94)

1. **Introduction**

The Shire of Mukinbudin is required to publish annually a Freedom of Information Statement, in accordance with the *Freedom of Information Act 1992, Part 5, Section 94*.

The Information Statement must describe:

- the agency's structure and functions;
- how the agency's functions affect the public;
- how the public may participate in agency policy development;
- the kinds of documents the agency holds: and
- how the members of the public may access and amend agency documents.

This document is current as at the 21st May 2024.

2. **Community Vision and Value Statement**

Vision

"To assist our community towards a prosperous future by providing a positive environment in which to work and live."

Values

- Community connectedness and great lifestyle
- Friendly people
- Safety
- Relevant and well maintained facilities
- Recognition of the need to care for the environment in a balanced approach
- Effective communication and cooperation

3. **Legislation administered by Council**

In addition to the Local Government Act 1995 which is the principal statute, other statutes affecting Council are as follows:

Building Act 2011	Bushfires Act 1954
Cat Act 2011	Conservation and Land Management Act 1984
Dog Act 1976	Environmental Protection Act 1986
Fire and Emergency Services Act 1998	Freedom of Information Act 1992
Public Health Act 2016	Heritage of Western Australia Act 1990
Income Tax Assessment Act 1936	Library Board Act 1951
Liquor Licensing Act 1988	Litter Act 1979/1981
Local Government Act 1960	Main Roads Act 1930
Noise Abatement Act 1972	Parliamentary Commissioner Act 1971
Planning & Development Act 2005	Privacy Act 1998 (amendments 2000, 2005)
Public Works Act 1902	Rates and Charges (Rebates & Deferments) Act 1992
Road Traffic Act 1974	State Planning Commission Act 1985
State Records 2000	Strata Title Act 1985 (amendment Act 1995)

4. **Structure**

Council comprises of:

President	Elected bi-annually by other Councillors and is the Chairperson of meetings of Council
Councillors	Elected bi-annually by electors on a rotational basis for a four (4) year term
Staff	Appointed by Council to administer and implement the day to day matters and policies of the Council
Electors	Residents of the Council district

5. **Committees**

Committee members, delegates, the President and Deputy President are elected at the first meeting following the Local Government Election.

5.1 **Standing and Occasional Committees**

The powers and duties of committees are determined by delegation from Council except for power to borrow money and impose rates which cannot be delegated.

Standing Committees are permanent Council committees and Occasional Committees are appointed to deal with specific matters and cease to operate once the matter has been dealt with.

The number of members a Council may appoint to a Standing Committee must be less than one half of the total members of Council.

5.2 List of Committees

Standing Committees of the Shire of Mukinbudin are:

<u>Committee</u>	<u>Meets</u>
Audit	When required

Other – Where Council is represented by Delegates:

- Great Eastern Zone - WALGA
- NEWROC
- Kununoppin Medical Practice Committee
- Central Eastern Accommodation and Care Alliance (CEACA)
- Local Emergency Management Committee (LEMC)
- North East Wheatbelt Sub Regional Road
- NEWTRAVEL
- Local Health Advisory Group (LHAG)
- Development Assessment Panel (WA Department of Planning)

6. Role of the Councillor

Councillors do not have any authority to act or make decisions as individuals. They are members of a corporate body working for the community. Decisions must be consensus decisions of the corporation.

Nevertheless, Councillors play a major role in the policy-making of a Council and thus have responsibility for:

- The ultimate direction and control of the affairs of the municipality
- The making of key decisions on project priorities in the municipality and the plans to attain them
- The periodical review of Council's programmes and performance.

Councillors have a major role in communicating information between electors and the Council. The Councillor has a duty to present the view of the electors to the Council but must also be willing to take an overall and sometimes opposing approach to issues where necessary, for the good of the community as a whole.

The role of a Councillor involves:

- Initiating new policies and activities
- Evaluating Council attitudes
- Controlling Council finances
- Keeping in touch with electors
- Attending meetings – Council and committee
- Deciding upon issues
- Approving programme of works and services

7. Public Access

Under the provisions of the Local Government Act 1995 the public has the right to attend ordinary and special meetings of Council except where a motion to exclude them has been carried.

Generally, Council will discuss confidential business after exclusion of members of the public which is done by a Council resolution which may be moved without notice.

The Shire of Williams allows members of the public a question time during the first fifteen (15) minutes of any meeting.

8. Access of Information – Freedom of Information Act

The Freedom of Information Act 1992 came into operation in November 1993 and applies to State and Local Government.

Any Councillor, elector or creditor may inspect and take a copy from the book of record, including:

- Accounts of money spent and received including the purpose of transactions
- Particulars of land subject to charges for work and details of the charges
- Particulars of contracts, deeds and other legal documents executed by the Council

9. Documents available to the Public – Not covered by the Freedom of Information Act

These documents are available at the Council Office during normal office hours and are available for viewing free of charge.

- Code of Conduct;
- Register of Financial Interest;
- Annual Report
- Annual Budget
- Schedule of Fees and Charges
- Plan of Principal Activities (Strategic Community Plan/Corporate Business Plan);
- Proposed Local Law of which the Shire has given Statewide Public Notice under Sec.3.12 of the Local Government Act 1995;
- Local Laws made by the Shire in accordance with Sec.3.12 of the Local Government Act 1995;

- Regulations made by the Governor under Sec.9.60 of the Local Government Act 1995 that operates as if they were Local Laws of the Shire;
- Text that –
 - Is adopted (whether directly or indirectly) by a Local Law of the Shire or by a regulation that is to operate as if it were a Local Law of the Shire; or
 - Would be adopted by a proposed Local Law of which the Shire has given Statewide public notice under Sec.3.12(3):
- Subsidy legislation made or adopted by the Shire under any written law other than the Local Government Act 1995;
- Any written law having a provision in respect of which the Shire has a power or duty to enforce;
- Rate record;
- Confirmed minutes of Council or Committee Meetings;
- Minutes of Electors Meetings;
- Notice papers and agenda relating to any Council or Committee Meeting and reports and other documents that have been –
 - Tabled at a Council or Committee Meeting; or
 - Produced by the Shire of Williams or a Committee for presentation at a Council or Committee Meeting and which have been presented at a meeting;
- Report of a review of a Local Law prepared under Sec.3.16(3) of the Local Government Act 1995;
- Business plan prepared under Sec.3.59 of the Local Government Act 1995;
- Register of Owners and Occupiers under Sec.4.32(6) of the Local Government Act 1995 and Electoral Roll;
- Contract under Sec.5.39 of the Local Government Act 1995 and variation of such contract;
- Such other information relating to the Shire –
 - Required by a provision of the Local Government Act 1995 to be available for public inspection; or
 - As may be prescribed.

It should be noted that the Local Government Act 1995 specifies a number of limitations on the rights of those wanting to inspect the Shire's information. Despite these limitations, nothing in the Local Government Act 1995 affects the operation of the Freedom of Information Act 1992.

Specific finance, accounting rating and valuation records are kept for varying lengths of time in accordance with the *General Retention and Disposal Schedule for Local Government* as prepared by the Records Management Office of State Archives of Western Australia.

The following documents are also available for inspection free of charge at the administration office of the Council during office hours. The list is not exhaustive.

- Policy Manual
- Delegations Register
- Corporate Business Plan
- Workforce Plan
- Strategic Resource Plan
- Burial Register
- Cemetery Plan
- Town Planning Scheme No 2

Photocopies of the above documents are available at a cost included in the adopted fees and charges.

10. **Details of Other Documents which may need to be applied for under FOI provisions**

The Freedom of Information Act give the general public a right to access documents held by the Shire of Williams subject to limitation listed below.

The access provisions of the FOI Act do not apply to documents that:

- Are available for purchase by the public or free distribution to the public;
- Are available of inspection under Part 5 of the FOI Act (i.e., Information statements and internal manuals) or under another enactment.
- Can be inspected in the State archives.
- Are publicly available library material held by agencies for reference purposes.
- Are made or acquired by an art gallery, museum or library and preserved for public reference or exhibition purposes.

When a FOI application is made for documents that relate to another government agency, the FOI application may be transferred to that agency.

Documents accessible under the FOI Act include paper records plans and drawings photographs tape recordings, films videotapes or information stored in a computerised form.

The Shire holds its general documents in both hard and electronic formats. However, nearly all current accounting records, excluding creditor invoices, are held on computer and are backed up on tape and hard drives on a daily basis.

11. **Fees and Charges Payable under the Freedom of Information Act**

- No fees for access applications relating to personal information and amendment for personal information
- An application fee of \$30 for other access applications (non-personal information)
- No fees applicable for internal or external review
- A fee of \$30 per hour of staff time for dealing with an application
- Photocopies per hour of staff time for dealing with an application
- Actual cost to the Shire charged for postage, special arrangements for access and for specialised access such as reproductions and the like
- A 25% reduction in charges for financially disadvantaged applicants or those in receipt of Health Benefits

12. **Application for Access to Document(s)**

(Standard application forms are available from the Shire Office)

A valid application must:

- Be in writing
- Contain enough information to identify the documents
- Specify an Australian address for correspondence
- Be accompanied by the fee
- Lodged at the main office

13. **Forms of Access**

- Inspection of documents
- Copy of a document

14. **Review and Appeal Process (under the Freedom of Information Act 1992)**

14.1 Internal Review (S. 39 – 40 and 54)

If you are dissatisfied or aggrieved by certain decisions of an agency regarding access to documents or amendments of personal information, you can apply to the agency concerned for an internal review of its decision.

To apply for an internal review, you must write a letter or fill in an internal review application form and send the letter to, or lodge the form with the agency which made the decision within 30 days after being given notice of the decision.

The application must give details of the decision you wish to have reviewed and give an address in Australia to which notices can be sent.

There is no right to an internal review of a decision made by a Minister or the principal officer of an agency.

14.2 External Review by the Information Commissioner (S. 65 – 66)

If, after an internal review has been completed, you are still dissatisfied with the agency's decision, you can make a complaint to the Information Commissioner. The Information Commissioner may allow a complaint to be made even though an internal review has not been sought or has not been completed, if you can show that there are good reasons why you should not apply for an internal review or why an internal review should not be completed.

An application for external review to the Information Commissioner must:

- be in writing and include an Australian address;
- give particulars of the decision to be reviewed including details of the part(s) of the decision the applicant wants the Commissioner to review; and
- include a copy of the internal review notice of the decision sent to the applicant by the agency.

An application for internal review form is available from the website of the Office of the Information Commissioner at: [Home » Shire of Mukinbudin](#)

If you are seeking access to documents or amendment of personal information, your complaint must be lodged within 60 days after being given written notice of the decision.

If you are a third party to an application for access to personal or commercial or business information concerning yourself, your complaint must be lodged within 30 days after being given written notice of the decision.

14.3 Appeals to the Supreme Court (S. 85)

Any party to a complaint may appeal to the Supreme Court on any question of law arising out of a decision of the Information Commissioner, except for a decision as to the deferral of access to a document, the charges to be imposed for dealing with an access application and the payment of a deposit on account of charges.

The procedures relating to appeals to the Supreme Court are established by the Court.

15. Documents available through other avenues

The Act does not apply to documents that are already available through other avenues:

- Documents that are available for purchase or free of charge
- Documents that are available for inspection under another enactment
- Documents that can be inspected in the State archives
- Library material held by agencies for reference purposes
- Art gallery, museum or library material for public reference or exhibition purposes

16. Contact Officer

Freedom of Information Officer

Dirk Sellenger

Chief Executive Officer

PO Box 67

MUKINBUDIN WA 6479

Tel: (08) 9047 2100

e-mail: ceo@mukinbudin.wa.gov.au

Internal Review

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