

# Shire of Wiluna

## **AGENDA**



**Ordinary Meeting of Council**

**Wednesday 24 June 2020**

**Commencing at 6pm  
In the O'Shaughnessy Council Chambers**

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**AGENDA****1. Declaration of Opening and Announcement of Visitors**

Notice is hereby given that the June 2020 Ordinary Council Meeting will now be held as an “in-person” meeting, with some Councillors attending by electronic means as permitted by the current regulations.

**2. Public Question Time**

The meeting will be open to the public, so any questions for Public Question Time should be presented in person.

**a) Responses to Previous Public Questions taken on Notice****b) New Questions****3. Record of Attendance**

Cr Jim Quadrio	President (Attending in person)
Cr Peter Grundy	Deputy President (Attending via Zoom)
Cr Brodie Sawyer	(Attending via Zoom)
Cr Tim Carmody	(Attending via Zoom)
Cr Norma Ward	(Attending in person)
Cr Ane Koroicure	(Attending in person)
Cr Lena Long	(Attending in person)

**In Attendance:**

Warren Olsen	Acting Chief Executive Officer
Robert Wiles	Manager Works & Technical Services
Katherine Crawford	Manager Corporate Services
Linaire Hodge	Manager Cultural & Visitor Services
Tamihana Cummings	Manager Community & Recreation Services

**a) Apologies and Leave of Absence Previously Approved****b) Applications for Leave of Absence****c) Notations of Interest:**

- i. Financial Interest Local Government Act Section 5.60A
- ii. Proximity Interest Local Government Act Section 5.60B
- iii. Interest Affecting Impartiality Shire of Wiluna Code of Conduct

**4. Petitions and Deputations****5. Confirmation of Minutes of Previous Meeting**

- 5.1 That the Minutes of the Ordinary Meeting held on 27 May 2020 be accepted as a true record of the meeting.

<b>Council Decision</b>
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**MOVED CR****SECONDED CR****CARRIED ... /...****6. Status Report**

**6. Status Report**

Reporting Officer:	Warren Olsen – Deputy CEO
Date of Report:	18 June 2020
Date of Meeting:	24 June 2020
Disclosure of Interest:	Nil

**Purpose**

The purpose of this report is to update the Council on progress in implementing its decisions.

**Background**

Section 3.2 (1) of the *Shire of Wiluna Standing Orders Local Law* provides in the order of business for a status report.

Our Council agendas provide for this at Item 6 but, during my time in Wiluna, there have never been any reports presented. Personally, I prefer to present a report that updates the Council with regard to actions taken to implement its decisions. The first of these reports is presented on the following pages.

**Comment**

We will add to the Actions Table every month, and no items will be removed until they are finally completed (and reported back to the Council). So the report will tend to grow over time.

The Actions Table has other uses in addition to Status Reports – I have found these reports useful (as the CEO) to keep tracking matters to ensure that they are actioned. It has been my experience as a Manager that what doesn't get tracked might not get done.

**Consultation**

The actions required to implement Council decisions are regularly discussed with the management team, who are responsible for updating the table.

**Statutory Environment**

*Shire of Wiluna Standing Orders Local Law*, subsection 3.2 (1) subparagraph (f).

**Actions Table: May 2020**

<b>What</b>	<b>Where</b>	<b>When</b>	<b>How</b>	<b>Why</b>	<b>Who</b>
Prepare minutes for presiding person's signature	Put in a manila folder for the CEO	As soon as possible – it is not currently known when the President will be available for signing documents		Resolution no. 065/20	Finance and Administration Officer
<b>Status:</b> Done, in large document bag on DCEO desk 10.6.20					
Update COVID-19 Response Policy 5.2 in online policy register	In EDMRS	As soon as possible	Check out, amend, check in, record document and version numbers for the status report.	Resolution no. 069/20	Finance and Administration Officer
<b>Status:</b> Done, Document ID 26496 V2 10.6.20					
Update Senior Employees Policy 2.35 in online policy register	In EDMRS	As soon as possible	Check out, amend, check in, record document and version numbers for the status report.	Resolution no. 070/20	Finance and Administration Officer
<b>Status:</b> Done, Document ID 24440 V2 10.6.20					

What	Where	When	How	Why	Who
1. Communicate the Council's decision to Ann Mills 2. Draft letter to Minister Rushton 3. Draft letters to Senator Lambie and Rep Sharkie 4. Call up DSS and follow up with email	1. At Mindaroo Foundation 2. At Ministerial Office 3. At Senate and House of Reps 4. The Canberra CDC policy team	As soon as possible	By email	Resolution no. 071/20	Acting Chief Executive Officer
<b>Status:</b> Email sent to Ann Mills [Document no. <a href="#">30916</a> ] Have had telephone with Ann Mills on way forward – Ann has provided some content for letters to Minister Rushton, Senator Lambie and Rebekha Sharkie MP. Letters sent 18 June 2020 to Minister Rushton [document <a href="#">31415</a> ], Senator Lambie [doc <a href="#">31414</a> ] & Rebekha Sharkie [doc <a href="#">31416</a> ]					
Draft planning approval for Ricoh Pty Ltd to operate food van subject to conditions and submit to Acting Chief Executive Officer for review/signature.	37 Wotton Street and at Wiluna Oval (during events)	As soon as possible	Using planning approval template.	Resolution no. 072/20	Environmental Health Officer
<b>Status:</b> Approval not yet issued					
Arrange preparation of an Aerodrome Terminal Building Design & Construct Brief		As soon as possible	Seek quotes first from suitably qualified building designers	Resolution no. 073/20	Acting Chief Executive Officer
<b>Status:</b> Quotes have been sought and received and a purchase order has been issued to Teakle and Laylor to produce the design brief. [ <a href="#">Purchase order no. 6061</a> ]					

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What	Where	When	How	Why	Who
Complete disposal of 2019 4x4 Landcruiser VX Wagon	To Liam Brosman of NSW	As soon as possible		Resolution no. 075/20	Assets & Infrastructure Officer
<b>Status:</b> Yet to be updated . . .					
1. Negotiate extension of pool management agreement with Belgravia Leisure for 1 year. 2. Commence a process for the successful “in-housing” of the complex following the 2020-2021 season.		1. Before 30 June 2020. 2. As soon as possible		Resolution no. 076/20	Acting Chief Executive Officer
<b>Status:</b> Letter sent to Belgravia Leisure on 15 June 2020 [our document no. <a href="#">31240</a> ]					



What	Where	When	How	Why	Who
<ol style="list-style-type: none"> <li>1. Communicate the Council's decision to Saeed Amin and Mac Jensen.</li> <li>2. Agree with Mr Amin the issues that require to be addressed including whether there need to be other parties to agreements or separate agreements with third-parties.</li> <li>3. Agree with Mr Amin a negotiating plan and timetable.</li> <li>4. Liaise with Mac Jensen and Cr Long.</li> <li>5. Once the basic heads of agreement have been established, lawyers will need to be instructed.</li> </ol>		<ol style="list-style-type: none"> <li>1. As soon as possible</li> <li>2. Commencing as soon as convenient.</li> <li>3. Once all the issues have been identified.</li> <li>4. Once steps 2 &amp; 3 have been completed and a conflict of interest plan has been documented.</li> <li>5. As soon as Mr Amin and the Acting CEO have reached a broad agreement.</li> </ol>	<ol style="list-style-type: none"> <li>1. By separate emails.</li> <li>2. &amp; 3. By phone, video conference and emails as appropriate.</li> </ol>	Resolution no. 077/20	Acting Chief Executive Officer
<p><b>Status:</b> Email sent to Mac Jensen advising him of the Council's decision [Document no. <a href="#">30917</a>]  Email sent to Saeed.Amin seeking to commence negotiations at his earliest convenience [Document no. <a href="#">30918</a>]  Initial discussions with Mr Amid held on 11 June 2020 – Mr Amid will document his Department's position in a week or so and in the meantime Acting Chief Executive Officer will try to draw various threads together.</p>					

**Financial Implications**

Many of the required actions will have financial implications; however, these are not dealt with in this report.

**Strategic Implications**

This report is aimed at improving the business practices of the Shire, particularly in regard to accountability and reporting. It is therefore consistent with strategies 5.2.1 (building a culture of continual improvement across the organisation) and 5.2.2 (Supporting individuals and teams to achieve their full potential) of the *Shire of Wiluna Strategic Community Plan 2018-2028* that was adopted by the Council on 23 May 2018.

**Voting Requirements SIMPLE MAJORITY**

<b><i>Officer Recommendation</i></b>
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**MOVED CR****SECONDED CR**

**That the Status Report be received and the information be noted.**

**CARRIED.../...**

**7. Announcements by the person presiding without discussion****8. Matters for which meeting may be closed****9. Reports of Officers and Committees****9.1. WA Contract Ranger Services**

Nil

**9.2. Manager Works & Technical Services****9.2.1. Plot Allocation Policy**

Reporting Officer:	Robert Wiles – Manager Works & Technical Services
Date of Report:	17 June 2020
Date of Meeting	24 June 2020
Disclosure of Interest:	Nil

**Purpose**

The purpose of this report is to put in place a policy which clearly defines the acceptable time for families to request a specific placement of burial plots.

**Background**

For cultural reasons some families wish to bury the deceased next to other family members. Currently the Shire does not have a policy that gives a clear and definitive cut off-time prior to a funeral date for the nomination of the burial plot either by the Shire or any other parties.

**Comment**

There has previously been considerable cost and confusion to the Shire and employees over burial plots not being formally nominated by the parties involved and then at the last minute requested to be moved. This increases the costs to the Shire and if not rectified may very well lead to increased funeral costs and it has caused undue stress on families and friends of those involved and it causes great stress on Shire employees.

A clear and defined Policy stating cut-off times is required so that the funeral director and families are both aware that a request for a specific plot must be submitted so many days prior to the funeral. If no request has been made by the specified cut-off time the Shire has the ability to proceed with the selection of a burial plot and start the required work on the burial plot.

**Consultation**

Sione Kulikefu - Shire Works

Katrina Boylan - Finance &amp; Administration Officer

Jone Kafoa - Shire Works

**Statutory Environment**

Nil

**Risk Assessment**

Without a clear and defined burial policy that is made public and sent out to all funeral directors we will continue to contribute to undue stress on families and Shire workers and risk increasing the cost a funeral.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Effective governance and administration of Shire's services underpin the ability of the Shire to effectively deliver cost effective services.

**Voting Requirements SIMPLE MAJORITY**

<b><i>Officer Recommendation</i></b>
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**MOVED CR**

**SECONDED CR**

**That**

- 1. Should the plot location not be provided to the shire 7 days prior to the funeral the Shire retains the right to choose the plot.**
- 2. If the plot selected by the family is deemed unsafe to prepare, the Shire retains the right to choose the plot.**

**CARRIED.../...**

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### 9.3. Manager Corporate Services

**9.3.1. Financial Activity Report – April 2020**

Reporting Officer:	Katherine Crawford – Manager Corporate Services
Date of Report:	14 June 2020
Date of Meeting:	24 June 2020
Disclosure of Interest:	Nil

**Purpose**

The purpose of this report is to present the financial activity report for the period ending 31 May 2020.

**Background**

Section 6.4 of the Local Government Act 1995 requires the CEO to prepare monthly/quarterly financial reports in accordance with the provisions of Regulation 34 and 35 of the Local Government Act (Financial Management) Regulations 1996.

The financial reports, including the Statement of Financial Activity reporting on revenue and expenditure, for the period ended 31 May 2020 is attached to this agenda as Appendix 9.3.1.

**Comment**

Informative comments and explanations throughout the monthly financial report have been added and is attached to this agenda as Appendix 9.3.1. The brief comments in this report are intended to bring Councillors' attention to month-to-month changes or matters of special note.

The net current assets as at 31 May were \$15,040,466 (up from \$13,832,935 at the end of April due to an advance payment of the Financial Assistance Grant for 2020-21 being received during the month of May). The Statement of Financial Position (on page 8 of the Appendix) details the composition of this surplus.

Note 4 has a discrepancy of \$34,000 when compared to the Investment Register. This was due to a processing error at the bank. The bank was contacted the following day and the error has now been rectified.

Note 6 (on page 22 of the Appendix) shows that:

- outstanding rates debts have increased from \$79,809 at the end of April to \$81,946 at the end of May due to interim rates being issued for new mining tenements.
- Total rates collected to the end of May stands at 98.50%, which is up slightly from the percentage of rates collected at this time last year (97.68%).
- The sundry debtors total has decreased from \$340,256 at the end of April to \$82,472 at the end of May due to payments being received from Main Roads WA in respect of the Regional Roads Group funding.

**Overdraft facility**

Only intra-day use has been made of the overdraft facility during the reporting period (ie. the balance at the end of each day remained at \$0).

The facility has continued to prove very useful for intra-day use, facilitating the payment of creditors and the rebalancing of our investment portfolio without the delay of waiting for investment redemptions to become available in our Municipal Account.

**Consultation**

Warren Olsen – Acting CEO

**Statutory Environment**

Local Government (Financial Management) Regulations 1996 – Regulations 34-35.

**Risk Assessment**

Nil.

**Policy Implications**

Nil.

**Financial Implications**

Specific financial implications are outlined in the Statement of Financial Activity.

**Strategic Implications**

Effective governance and administration of Shire's services and prudent financial management underpin the ability of the Shire to effectively deliver services and programmes.

**Voting Requirements SIMPLE MAJORITY**

<b>Officer Recommendation</b>
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**MOVED CR**

**SECONDED CR**

**That the financial reports (including the Statement of Financial Activity) for the period ended 31 May 2020 be received and noted.**

**CARRIED.../...**

<b>9.3.2. Accounts Paid by Delegated Authority – May 2020</b>
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Reporting Officer:	Katherine Crawford – Manager Corporate Services
Date of Report:	16 June 2020
Date of Meeting:	24 June 2020
Disclosure of Interest:	Nil

**Purpose**

The purpose of this report is to present the list of accounts paid by delegated authority of the Chief Executive Officer during May 2020.

**Background**

The list of accounts paid during the period 1 May 2020 to 31 May 2020 is attached to this agenda as Appendix 9.3.2.

**Comment**

Payments in May were approximately \$771,486.27, a decrease compared to the payments made during April (\$1,085,084).

If Councillors have any queries in relation to specific payments, we can retrieve the related payment voucher from our Electronic Document Management and Retrieval System (EDMRS) for display on the smartboard in the Council Chamber.

**Consultation**

Nil

**Statutory Environment**

Sub-regulation 13 (1) of the Local Government (Financial Management) Regulations 1996 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

- (a) the payee's name; and
- (b) the amount of the payment; and
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

Sub-regulation 13 (3) of the Local Government (Financial Management) Regulations 1996 provides that such a list is to be:

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

**Risk Assessment**

Nil.

**Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Nil.

**Voting Requirements SIMPLE MAJORITY**

<b><i>Officer Recommendation</i></b>
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**MOVED CR**

**SECONDED CR**

**That the list of accounts paid by authority for the period 1 May 2020 to 31 May 2020, totalling \$771,486.27, be received and noted.**

**CARRIED.../...**

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## 9.4. Acting Chief Executive Officer

### 9.4.1. Financial Investments – May 2020

Reporting Officer:	Warren Olsen – Acting CEO
Date of Report:	14 June 2020
Date of Meeting:	24 June 2020
Disclosure of Interest:	Nil

#### Purpose

The purpose of this report is to present to the Council information regarding the financial investments as at 31 May 2020.

#### Background

The Shire of Wiluna's policy no. 2.21 - Financial Investment Policy requires that a monthly report is to be presented to the Council "detailing the performance of all investments". Further, it requires that an investment register is to be maintained.

The investments of both reserve account funds and non-reserve municipal funds as at 31 May 2020 are presented as Appendix 9.4.1.

#### Comment

**Reserve Account Funds:** There were no term deposits from the Reserve Account investment pool matured during May.

The Reserve Account term deposits are all for terms of 120 days or more, enabling us to take advantage of higher yields while still ensuring regular investment maturity dates.

During May the Shire's CBA reserve call deposit did not receive any interest. This account receives interest quarterly – interest for the period 1 April to 30 June 2020 will be paid on 1 July.

**Non-Reserve Municipal Funds:** The funds at the beginning of May were deposited in:

- 8 fixed-term deposits with various maturity dates through to 3 August 2020; and
- 1 "call deposit" account which yields higher interest than normal chequing accounts (but lower interest than fixed-term deposits).

During May our CBA non-reserve call deposit did not receive any interest. This account receives interest quarterly – interest for the period 1 April to 30 June 2020 will be paid on 1 July.

During the month, four non-reserve term deposits matured paying interest totalling about \$15,423.

Six new non-reserve term deposits totalling approximately \$4,050,662 were established:

- One at 0.40% for 29 days maturing on 26 June 2020.
- One at 1.25% for 94 days maturing on 3 August 2020.
- One at 1.35% for 123 days maturing on 1 September 2020
- One at 1.15% for 123 days maturing on 1 September 2020.



- One at 1.30% for 150 days maturing on 1 October 2020.
- The other at 0.87% for 126 days maturing on 1 October 2020.

At this stage, I am inclined to be keeping the non-reserve funds invested for shorter terms than I would normally, bearing in mind that:

- We will be having flood damage repairs commencing in the not-too-distant future.
- We will be kicking off various capital projects in August with associated cash outflows ramping up in late August-early September.

Total non-reserve municipal fund investments as at the end of May stood at approximately \$9,106,154 (up from \$7,636,092 at the end of April). This does not include the balance of funds held in the "Municipal Account" for day-to-day transactions.

The reason that the investments increased is due to receiving cash inflows from government sources, including approximately \$292k from Main Roads WA and \$1,491k in advance on the 2020-2021 Financial Assistance Grants.

#### **Investment Register Supplementary Pages**

In addition to the investment register summary page, Appendix 9.4.1 includes the following pages:

- The distribution of investments among various deposit-taking institutions (Appendix 9.4.1 – Page 2 of 5). As a risk management strategy, I try to limit the Shire's exposure to any single deposit-taking institution to about \$2M or 20% (whichever is the lesser).
- The register of "At Call" transactions that tracks the individual transactions in and out of the Shire's two "at-call" accounts (Appendix 9.4.1 – page 3 of 5)
- The Retention Reserve register page that shows the composition of that reserve and helps in matching our investment terms to our liability dates (Appendix 9.4.1 – page 4 of 5)
- The Unspent Grants Reserve register page, which shows the composition of that reserve (Appendix 9.4.1 – page 5 of 5).

#### **Consultation**

Nil.

#### **Statutory Environment**

The power to invest is derived from section 6.14 of the Local Government Act 1995. The funds can only be invested in ways approved for the investment of trust funds under Part III of the Trustees Act 1962.

Regulation 19 of the Local Government (Financial Management) Regulations 1996 requires the establishment of control procedures to enable the identification of –

- the nature and location of all investments; and
- the transactions related to each investment.

#### **Risk Assessment**

Our primary tools for managing our investment risks are:

- The Shire's policy on financial investments (Policy no. 2.21), which was reviewed and amended at the Council meeting held on 10 May 2017; and
- Diversification of investments (as shown on page 2 of Appendix 9.4.1).

**Policy Implications**

All investments are made in compliance with Policy No. 2.21 - Financial Investments Policy.

It may become necessary to review this policy soon as the credit ratings of Australian deposit-taking institutions get down-graded as a consequence of the COVID-19-related financial crisis.

**Financial Implications**

Interest earned from investments is an income for the Shire.

Interest attributable to reserve account investments is credited to the reserve accounts (except the Unspent Grants reserve account) on a pro-rata basis. Interest on investment of surplus general funds is treated as general revenue.

**Strategic Implications**

Effective governance and administration of Shire's services and prudent financial management underpin the ability of the Shire to effectively deliver services and programmes.

**Voting Requirements SIMPLE MAJORITY**

<b>Officer Recommendation</b>
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**MOVED CR****SECONDED CR**

**That the report be received and the information be noted.**

**CARRIED.../...**

<b>9.4.2. Policy Review – Document Execution (Policy 1.28)</b>
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Reporting Officer:	Warren Olsen – Acting CEO
Date of Report:	14 June 2020
Date of Meeting:	14 June 2020
Disclosure of Interest:	Nil

**Purpose**

The purpose of this report is to review and, if thought appropriate, to amend the general authorities conferred by Policy no. 1.28 pursuant to section 9.49A of the Local Government Act 1995 and Part 19 of the Shire of Wiluna Standing Orders Local Law.

**Background**

The current policy (a copy of which, with the proposed amendments shown in red, is attached to this agenda as Appendix 9.4.2) was adopted on 28 October 2017 (by Resolution no. 170/17).

The policy was reviewed in February 2020 (Resolution no. 014/20). At that time it was reported that:

“The current general authority has been working very well.

There are still occasions when neither the Shire President nor the Deputy President is available to execute documents, but it would probably be impossible to make a policy to cover every circumstance and the current policy is certainly a big improvement on the previous situation.

The present general authority has been particularly useful in quickly locking in a contract after the Council has determined a preferred tender, before the balance of advantage shifts from the Shire to the contractor.”

**Comment**

It was not expected in February that we would be reviewing the policy again so soon. However, the policy has not been working so well during the COVID-19 public health emergency due to the Shire President being in isolation on his station and the Deputy Shire President being interstate and unable to return without a 14-day quarantine when he re-enters Western Australia.

The most difficult execution issue relates to land transfer documents as the Land Titles Office is especially pedantic about these documents being executed under seal, with the appropriate authorities.

For example, the Council has already resolved to purchase 19 Woodley Street and it has taken many months to organise the required documentation. Our settlement agent advises that there are now documents ready for execution and we just need to tweak the policy a little to ensure that such documents can be executed efficiently and expeditiously when required.

To achieve this, it is recommended that a new paragraph 3 be inserted (and that the subsequent paragraphs consequently be renumbered). The proposed new paragraph would, in circumstances where neither the Shire President nor the Deputy President is available to execute a document under seal, allow the Shire President to send an email to the CEO authorising a Councillor who is available (perhaps Cr Koroicure or Cr Long who are often available in Wiluna) to execute the document.

The other issue has been that, with the resignation of the former CEO and the present writer being both the Acting CEO and the Deputy CEO, it would be good to add another Manager to the general authority conferred by paragraph 5 of the authority, which applies to documents of a more routine nature that do not require to be executed under seal. The recommendation is that the Manager Corporate Services be added to the authorised executors in paragraph 5.

**Consultation**

Manager Corporate Services – Katherine Crawford

Shire President – Jim Quadrio

Deputy President – Peter Grundy

**Statutory Environment**

The statutory environment relevant to the execution of documents is:

- Part 19 of the *Shire of Wiluna Standing Orders Local Law*; and
- Sections 9.49A and 9.49 of the *Local Government Act 1995*.

This legislation was recited and explained in considerable detail in report no. 10.3.6 which was presented to the ordinary Council meeting of 25 October 2017 and which

is reproduced in the [minutes of that meeting](#) (which are available on the Shire of Wiluna website). So there is probably no need to recite it again here.

However, I can send the detailed explanation from that report to any councillor who so requests.

### **Risk Assessment**

To mitigate the risk of documents being executed improperly or without due care, it is the general authorities conferred by policy no. 1.28 are limited to routine business, or to documents necessary to giving effect to decisions of the Council.

In the present writer's long career, there has never been any problems arising out of the general authorities to execute documents that have been given by the majority of his employing Councils.

The main problems that have arisen in other local governments (such as those reported by the Corruption and Crime Commission) related to CEOs executing documents without the proper authority (and especially lying about it afterwards).

What is clear is that people who are inclined to get up to dodgy business will do so irrespective of any lack of authority. Giving a general authority to execute documents reduces the risks of non-compliance and the legal ramifications of ineffective document executions.

### **Policy Implications**

The report recommends an amendment to policy 1.28.

### **Financial Implications**

Nil.

### **Strategic Implications**

Giving a general authority to execute documents is consistent with the strategic objectives of achieving efficiency and compliance.

### **Voting Requirements SIMPLE MAJORITY**

<b><i>Officer Recommendation</i></b>
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**MOVED CR**

**SECONDED CR**

**That Policy 1.28 which confers a general authority for the execution of documents on behalf of the Shire of Wiluna be amended to read as follows:**

- 1. Pursuant to paragraph (2) of Part 19 of the *Shire of Wiluna Standing Orders Local Law* and subsection 9.49A (2) of the *Local Government Act 1995*, a general authority be given to the Shire President and the Chief Executive officer to execute documents on behalf of the Shire of Wiluna by affixing the Shire's Common Seal in any circumstances where the execution of the documents is necessary for the routine business of the Shire or to give effect to Council decisions.**
- 2. For the purpose of subparagraph 1 of this resolution, the Deputy Shire President is authorised to act in the role of the Shire President if the Shire President is unavailable for any reason to execute the document(s).**

3. If the Shire President and Deputy Shire President are both unavailable to execute a document under seal, then the Shire President may by email or other written instrument addressed to the CEO or Deputy CEO authorise another elected member of the Council to execute a document under seal in the exercise of the general authority conferred by subparagraph 1 hereof.
4. For the sake of clarity in relation to subparagraph 1 above, the general authority given by subparagraph 1 extends to any senior officer authorised by the CEO for the execution of documents under the Common Seal, and to the Acting CEO or Deputy CEO if the Chief Executive Officer is unavailable for any reason to execute the document(s).
5. Pursuant to subsection 9.49A (4) of the Local Government Act 1995, a general authority be given to the Shire President, Chief Executive Officer, Deputy CEO, and the Manager Corporate Services to sign documents on behalf of the Shire as necessary in the routine course of the Shire's normal business or to give effect to Council decisions.

**CARRIED.../...**

**9.4.3 Policy Review – Vehicle Usage Policy 2.27**

Reporting Officer: Warren Olsen – Acting CEO  
Date of Report: 14 June 2020  
Date of Meeting: 24 June 2020  
Disclosure of Interest: Nil

**Purpose**

The purpose of this report is to review policy number 2.27 on vehicle usage and, if thought appropriate, to make amendments to the policy.

**Background**

The current policy was adopted on 14 December 2015 (by resolution number 183/15). It appears that it has never been reviewed, so a review is somewhat overdue.

A little while back, the Shire president asked me to investigate whether Councillors could lawfully use Shire fuel cards when they are travelling on Shire business. As a general rule, Councillors can be reimbursed for expenses in accordance with the provisions of the Local Government (Administration) Regulations 1996 but cannot pledge the Shire's credit. Therefore, in Western Australia elected members cannot be issued with the Shire's corporate credit cards or with Cabcharge vouchers.

Fuel cards are very similar to credit cards, but the question was raised as to whether they could be treated differently under certain circumstances, viz. if they were restricted to the purchase of fuel and lubricants and if they were tied to specific vehicles.

In the course of investigating this matter, a significant compliance issue was uncovered and attention was drawn to some deficiencies in the current policy on motor vehicle usage.

**Comment**

The outcome of the legal advice sought on the matter was that, if the Shire provides an elected member with a motor vehicle under Regulation 34AD of the Local Government (Administration) Regulations 1996 then, provided the fuel card was restricted to purchases of fuel and lubricants and also provided that the fuel card was restricted to use in association with the specific vehicle, then the provision of the fuel card could be considered as “ancillary” to the provision of the motor vehicle.

Consequently, I have cancelled all the Shire’s previously-issued fuel cards and have ordered new fuel cards which meet the criteria set out in the immediately preceding paragraph.

However, upon making enquiries of long-serving administrative staff the present writer learned that we have not previously required elected members to sign an agreement before being provided with a motor vehicle as paragraph 2 of Regulation 34AD requires. Consequently, I have had a suitable agreement drafted to ensure that we will be compliant with that requirement in the future.

As a consequence of reviewing this whole matter, it has seemed timely to review the Shire’s policy on vehicle usage. A copy of that policy is attached to this agenda as Appendix 9.4.3 – the existing policy is in black print and the recommended amendments are shown in red.

The recommended amendments are as follows:

1. In paragraph 3, “Shire-owned” has been hyphenated and a reference has been inserted to Subregulation 34AD (2) of the Local Government (Administration) Regulations 1996. This essentially means that elected members must sign an agreement as the regulation requires before being provided with a Shire-owned motor vehicle.
2. In subparagraphs 4b) and 5 a), the phrase “Western Australian C (Car) or CA (Car Automatic) driver’s licence or equivalent” is being replaced with the words “driver’s licence valid for the class of vehicle to be used”. That captures the essence of the requirement more accurately than the current wording, because a CA driver’s licence (for example) may not be valid for the type of vehicle to be used.
3. After paragraph 9, the subsequent paragraphs are being renumbered so that they follow on in sequence. Currently the paragraphs under the heading “GENERAL CONDITIONS OF USE” start renumbering again from 1. That is confusing if any subsequent paragraphs refer back to (for example) “paragraph 3” because it would not be clear whether the reference would be to the first “paragraph 3” or to the second “paragraph 3”.
4. The existing policy makes no reference to any requirement to keep motor vehicle logbooks. That is a serious deficiency because the keeping of motor vehicle logbooks can have a significant beneficial impact on the Shire’s Fringe Benefit Tax (FBT) liability, and I do not see any reason why the Shire should pay more FBT than necessary simply because of the failure of motor vehicle users to keep motor vehicle logbooks. Consequently, a new paragraph (Paragraph 13) has been inserted to provide for the keeping of motor vehicle logbooks where required.

5. A new section ("FUEL") has been added comprising paragraphs 18 to 22. Paragraphs 18 to 21 deal with the new fuel cards and their use by elected members.
6. Paragraph 22 makes it clear that the policy does not prevent the CEO from entering tax-effective arrangements with employees where both parties are agreeable to the arrangements.

**Consultation**

David Nicholson – McLeods Barristers and Solicitors

Phil Mavor – Kott Gunning Lawyers

Katherine Crawford – Manager Corporate Services

**Statutory Environment**

Elected members expenses and payment therefor are covered by regulations 33 to 34AE of the Local Government (Administration) Regulations 1996.

Regulation 34AD of the Local Government (Administration) Regulations 1996 permits local governments to provide a vehicle owned by the local government to elected members under the circumstances specified in the regulation:

**Method of payment of expenses for which person can be reimbursed (Act s. 5.101A)**

- (1) The provision of a vehicle owned by a local government —
  - (a) to a council member who is a mayor or president of the local government; or
  - (b) to a council member who is not a mayor or president of the local government if —
    - (i) no reasonable alternative method of travel is available to the council member; and
    - (ii) the CEO, mayor or president of the local government has given prior written approval for the provision of the vehicle,

is prescribed under section 5.101A as a method of payment of expenses for which a council member can be reimbursed.

- (2) Before a vehicle owned by a local government is provided to a council member the local government and the council member must sign an agreement setting out the responsibilities of the council member in relation to the use of the vehicle.

**Risk Assessment**

The recommended amendments to the Shire' policy on vehicle usage are aimed at mitigating the risks of:

- Statutory non-compliance; and
- incurring larger FBT liabilities are then necessary.

**Policy Implications**

This report recommends amendments to the Shire's policy on vehicle usage.

**Financial Implications**

We anticipate some modest savings:

- in administration due to the new fuel card accounts being easier to reconcile than the old ones;
- in reduced FBT liabilities.

**Strategic Implications**

Not significant.

**Voting Requirements SIMPLE MAJORITY****Officer Recommendation****MOVED CR****SECONDED CR**

That:

1. Policy no. 2.27 on Vehicle Usage be amended to read as presented in Appendix 9.4.3 (including the amendments that are shown in red in that Appendix;
2. That the Policy be scheduled for its next review in June 2022.

**CARRIED.../...**

**9.4.4. Participation in the National Redress Scheme for Institutional Child Sexual Abuse**

Reporting Officer:	Warren Olsen – Acting CEO
Date of Report:	14 June 2020
Date of Meeting:	24 June 2020
Disclosure of Interest:	Nil

**Purpose**

The purpose of this report is for the Council to consider and if thought appropriate to resolve to participate in the National Redress Scheme for Institutional Child Sexual Abuse as a “State Government institution”.

**Background**

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission’s Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 apply to the Western Australian Government and the broader WA community.

The implications of the Royal Commission’s recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.



All levels of Australian society (including the WA local government sector and the Shire of Wiluna) will be required to consider leading practice approaches to child safeguarding separately in the future.

#### National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.<sup>1</sup>

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme and further consideration of how the WA local government sector could best participate.

#### **Comment**

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
  - Noted the options for WA local government participation in the Scheme;
  - Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
  - Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.
-

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs of counselling, legal and administration (including the coordination of requests for information and record-keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks the Council's endorsement of the Shire of Wiluna's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Wiluna formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration. The Shire of Wiluna will not be included in the State's amended declaration unless the Council formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Wiluna to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Wiluna formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Wiluna include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Wiluna having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Wiluna.

#### Considerations for the Shire of Wiluna

Detailed below is a list of considerations for the Shire of Wiluna to participate in the Scheme:

##### 1. Executing a Service Agreement

There is no reason to believe that the Shire of Wiluna will receive a redress application but, as all Royal Commission information is confidential, the possibility of the Shire of Wiluna receiving a Redress application cannot be ruled out. A Service Agreement will only be executed if the Shire of Wiluna receives a Redress application.

The Council of the Shire of Wiluna needs to give authority to the CEO to execute a service agreement with the State if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation in advance to execute an agreement.

##### 2. Reporting to Council if / when an application is received

The Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make the Council aware that an application has been received.

### 3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Wiluna will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

### 4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse.

As the Shire of Wiluna's past record-keeping practices haven't always been optimal, we may struggle to find documents if they are too far in the past.

However, I don't think any records have been disposed of since 2017 so we may be able to provide records to the State's Redress Coordination Unit about a Redress application if the events are not too far in the past.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *The Act*.

### 5. Redress Decisions

The Council should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Wiluna do not have any influence on the decision made and there is no right of appeal.

### **Consultation**

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector concerning the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

### **Statutory Environment**

The Shire of Wiluna, in agreeing to join the Scheme, will be required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of the CEO to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the Local Government Act 1995.

### **Risk Assessment**

Joining the National Redress Scheme will:

- 
- Mitigate most of the financial risks to the Shire should one or more Redress Applications eventuate, because the State will pick up most of the costs. It's like an insurance policy without having to pay a premium.
  - Mitigate the risk of reputational damage – the State government has announced that it will “name and shame” agencies that fail to participate in the Scheme.

**Policy Implications**

None identified at this stage. It is anticipated that there may be policy implications when the “future-facing” phases roll out.

**Financial Implications**

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs of counselling, legal and administration (including the coordination or requests for information and record-keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an ‘as requested’ basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

**Strategic Implications**

Nil.

**Voting Requirements SIMPLE MAJORITY**

<b>Officer Recommendation</b>
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**MOVED CR****SECONDED CR**

**That:**

1. **The report be received and the information be noted;**
2. **Participation of the Shire of Wiluna in the National Redress Scheme as a State Government institution and inclusion of the Shire of Wiluna in the State Government's declaration be endorsed;**

3. Authority be granted to the CEO to execute a service agreement with the State if a Redress application is received;
4. It be noted that a confidential report will be provided if a Redress application is received by the Shire of Wiluna.

**CARRIED.../...**

**9.4.5. WA Midwest Yilgarn Infrastructure Group Incorporated**

Reporting Officer:	Warren Olsen – Acting CEO
Date of Report:	14 June 2020
Date of Meeting:	24 June 2020
Disclosure of Interest:	Nil

**Purpose**

The purpose of this report is to consider possible “membership” of WA MYIG Inc.

**Background**

The Shire of Wiluna (and the other local governments of the Northern Goldfields Working Group) have been invited to join the WA Midwest Yilgarn Infrastructure Group Inc, a kind of lobby group with the following aims:

- The collaboration and interests of prospective and current miners and their supply chain partners and communities to enhance the development and accessibility of infrastructure
- Ensuring fair access to infrastructure including port (storage, loaders/un-loaders and above/below rail
- Road Upgrades and RAV rating
- Engagement with infrastructure providers, all levels of Government (Federal/State/Local) and agencies, local communities, indigenous people, industry associations, unions and the media
- Supporting initiatives to cut red tape
- Highlighting the Midwest, Yilgarn and Goldfield’s substantial economic contribution to WA’s economy
- Highlighting the benefits our companies make in supporting the WA economy
- Keeping Key stakeholders updated and briefed
- Liaising with elected members and ministers

The Executive Officer is David Utting, a former Director on the Board of the Mid West Ports Authority.

**Comment**

The Group’s website can be inspected at <http://myig.com.au/>

There is currently no membership fee – I get the feeling that there is currently a membership drive in order to boost the group’s “weight” as a lobby group.

**Consultation**

Cr Jim Quadrio – Shire President

David Utting – Executive Officer, WA Midwest Yilgarn Infrastructure Group Inc.

**Statutory Environment**

WA Midwest Yilgarn Infrastructure Group Inc is a not-for-profit entity registered with the WA Department of Commerce under section 10 of the Associations Incorporation Act 2015.

**Risk Assessment**

Low.

**Policy Implications**

Nil.

**Financial Implications**

As the Group has no membership fee, the only costs are those associated with the time spent for meetings etc.

It is anticipated that members may have to contribute financially to specific campaigns. Presumably individual members would get to choose which campaigns they would support.

**Strategic Implications**

In joining the organisation, it would be hoped that the Group would lobby in support of some projects of strategic importance to the Shire.

**Voting Requirements SIMPLE MAJORITY**

<b>Officer Recommendation</b>
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**MOVED CR**

**SECONDED CR**

**That the CEO be instructed to apply for the Shire of Wiluna to be a member of WA Midwest Yilgarn Infrastructure Group Inc.**

**CARRIED.../...**

<b>9.4.6. Northern Goldfields Working Group MOU</b>
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Reporting Officer:	Warren Olsen – Acting CEO
Date of Report:	14 June 2020
Date of Meeting:	24 June 2020
Disclosure of Interest:	Nil

**Purpose**

The purpose of this report is to consider and, if thought appropriate, to endorse the Northern Goldfield Working Group MOU for execution on behalf of the Shire of Wiluna.

**Background**

The Northern Goldfields Working Group (NGWG) consists of the Shires of Wiluna, Laverton, Leonora, Menzies and Ngaanyatjaraku, and is an informal group of Chief Executive Officers, Shire Presidents and when convenient, Deputy Chief Executive Officers, that meet regularly to discuss mutual topics. It was developed to provide a collaborative and united approach to regional issues outside of the Goldfields



Voluntary Regional Organisation of Councils' scope, with a focus on Northern Goldfields projects.

Initially, the NGWG's outcomes were implemented by the members. However, the NGWG now perceives a need for a designated person/consultant to action its meetings' objectives and to achieve outcomes, whether through lobbying, funding applications or project management, and to do so, both efficiently and effectively, ensuring the best result for the Northern Goldfields.

The purpose of the Memorandum of Understanding is to create a unified approach to this decision with financial contributions to support the employment of a person/consultant to undertake the requirements as set out by the NGWG.

**Comment**

In the experience of the present writer, any enterprise will be more likely to be successful if those involved share a common purpose.

In this respect, a "community of interest" is a very important factor. And it is probably fair to say that although the members of the NGWG are all unique, we share a greater "community of interest" with each other than we do with the greater GVROC (or indeed the people in St Georges Terrace).

A copy of the proposed MOU is attached to this agenda as Appendix 9.4.6.

One of the provisions of the MOU is that each member shall contribute \$20,000 plus GST to fund the group's operations. It is therefore important that the endorsement of the MOU be by way of a resolution of the Council.

The MOU anticipates that the NGWG might become a more formal entity after 12 months of operation of the MOU.

**Consultation**

Cr Jim Quadrio – Shire President

**Statutory Environment**

Local Government Act 1995.

**Risk Assessment**

At this stage, the Shire is risking (in the worst case) \$20,000.

Given the potential to achieve regional projects, there would seem to be a lot of upside.

**Policy Implications**

Nil.

**Financial Implications**

The contribution of \$20,000 will need to be provided for in the 2020-2021 annual budget.

**Strategic Implications**

Nil

**Voting Requirements SIMPLE MAJORITY**

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**Officer Recommendation**

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**MOVED CR****SECONDED CR****That:**

- 1. The Northern Goldfields Working Group Memorandum of Understanding presented as Appendix 9.4.6 be endorsed; and**
- 2. The Shire President and the acting CEO be authorised to execute the Northern Goldfields Working Group Memorandum of Understanding on behalf of the Shire of Wiluna.**

**CARRIED.../...****9.4.7. Review of Delegations of Powers and Duties to the CEO**

Reporting Officer:	Warren Olsen – Acting CEO
Date of Report:	17 June 2020
Date of Meeting:	24 June 2020
Disclosure of Interest:	Nil

**Purpose**

The purpose of this report is to review the Council's delegations of powers and duties to the CEO as required by section 5.46 of the Local Government Act 1995.

**Background**

Part 5 Division 4 of the Local Government Act 1995 provides for a local government to delegate to the CEO the exercise of its powers or the discharge of its duties (subject to certain limitations as set out in section 5.43 of the Act).

It also provides for the CEO to delegate powers and duties to other employees (other than the power of delegation).

All such delegations made under Part 5 Division 4 of the Local Government Act must be:

- In writing;
- entered into a register of delegations; and
- reviewed at least once every financial year by the delegator.

The last review of delegations to the CEO was carried out in June 2019, so the delegations must be reviewed at this meeting to comply with section 5.46 of the Act.

**Comment**

Appropriate delegations are essential to ensure the efficient operation of the Shire.

I have recently reviewed the sub-delegations to officers to ensure that the management team can get on with their jobs without getting my signature on nearly every document. Sub-delegations to our contract Environmental Health Officer will be withdrawn following receipt of a legal opinion that a local government's powers and duties can only be delegated to employees and not to contractors.

The latest edition of the register of delegations to the CEO is attached to this agenda as Appendix 9.4.7. Sub-delegations have been removed from this document as each delegation from the CEO to other officers is the subject of its own instrument of

delegation in the register, and recording those delegations in multiple documents just complicates the task of maintaining the register without adding any benefits.

I have reviewed the delegations recorded in Appendix 9.4.7. I was intending to mark up any proposed changes - but the delegations look like a reasonable starting point and the only change I am proposing at this stage is to delete a reference at the bottom of page 4 which appears to be meaningless.

The Local Government (Functions and General) Regulations 1996 have recently been amended to lift the tender threshold from \$150,000-\$250,000, and the Council's policy on purchasing has also been amended to reflect that change. I believe the reason for the amendment to the Regulations was to streamline local government procurement in the recovery from the economic effects of the COVID-19 pandemic.

As a consequence of those changes, the Council could now lawfully increase the limit on my purchasing delegation to \$250,000 to match the change in the tender threshold. I will leave that matter for the Council to decide if it so chooses – we will already get a gain in efficiency by not having to go through a tender process for purchases up to \$250,000 even if the Council has to authorise the purchase by resolution.

As a general rule, I'm not proposing in future to leave this review of delegations until the last Council meeting of the financial year so that it has to be rushed through for the sake of statutory compliance. I think the best thing to do with delegations is to see how they fit and if we identify any circumstances where an additional delegation or an amended delegation would have resulted in greater efficiency or better outcomes, then the matter should be dealt with close to the time.

Any reports dealing with additional delegations or amended delegations for the sake of efficiencies or better outcomes that have been identified can be styled as a "Review", rather than having a somewhat cursory review at the end of the financial year.

### **Consultation**

Dave Hadden – Environmental Health Officer

### **Statutory Environment**

Sections 5.42 to 5.46 of the Local Government Act 1995.

### **Risk Assessment**

There is a risk of a breach of the Act if the Council does not review the delegations to the CEO at this Council meeting.

The delegation of powers and duties always involves striking an appropriate balance:

- if the delegations are insufficient it leads to delays and inefficiencies in carrying out the functions of the local government;
- if the delegations are too extensive it can lead to a lack of control and accountability.

There is also an element of "horses for courses". In local governments that receive a lot of planning applications it would be appropriate to delegate the power and duty of determining more routine applications (such as duplexes where the other

requirements of the planning scheme and the density codes are met) to the CEO so that only the larger or more contentious planning applications require a Council decision. In Wiluna, however, we receive so few planning applications that it is not an onerous duty for the Council to consider every application.

### Policy Implications

Not identified.

### Financial Implications

Nil.

### Strategic Implications

Appropriate delegations are consistent with strategic objective 5.2 in the Shire of Wiluna Strategic Community Plan 2018 – 2020:

5.2.1 Sufficient and efficient organisation.	5.2.1 Build a culture of continual improvement across the organisation.
	5.2.2 Support individuals and teams to achieve their full potential.

### Voting Requirements SIMPLE MAJORITY

#### **Officer Recommendation**

**MOVED CR**

**SECONDED CR**

That:

1. The words “(sub-paragraph 2-3) above” be deleted from the end of the last subparagraph on page 4 of the consolidated Register of Delegations to the Chief Executive Officer.
2. Subject to that amendment, the review of delegations to the Chief Executive Officer be adopted.

**CARRIED.../...**

#### **9.4.8. Training Report for the Director-General**

Reporting Officer: Warren Olsen – Acting CEO  
 Date of Report: 17 June 2020  
 Date of Meeting: 24 June 2020  
 Disclosure of Interest: Nil

### Purpose

The purpose of this report is for the Council to endorse a report to be sent to the Director-General of the Department of Local Government, Sport and Cultural Industries in satisfaction of paragraph 2 of the section headed “Recommendations” on page 22 of the Department’s *Report of the Inquiry into the Shire of Wiluna* dated August 2018.

**Background**

On 19 January 2017, an inquiry was authorised under section 8.3 of the Local Government Act 1995 into various aspects of the operations and affairs of the Shire of Wiluna beginning 1 July 2015.

By coincidence, the Department's investigators ("Authorised Persons") arrived in Wiluna the same week that the present writer arrived to take up the position of Acting Deputy CEO. Subsequently, a forensic auditor engaged by the Department also came to Wiluna and as I had spent some time looking into the transactions related to the "Heritage Centre" Project I was able to provide significant assistance to the forensic auditor.

During the first Inquiry, both the investigators and the forensic auditor were prepared to come on-site in Wiluna – something that has been noticeably lacking during the current Inquiry.

One of the requirements of Recommendation 2 of the Report was that a report relating to the training be endorsed by the Council and then be presented to the Director-General of the Department:

1. The elected members and Shire staff undertake governance and accountability training, and any other such training, as determined appropriate by the Director General.
2. Following completion of the training referred to in Recommendation 1, (or if the Director General determines that no further training is required in light of the training which the Authorised Persons understand has already been undertaken, following the Director General notifying the Shire CEO), and by such time as to be determined by the Director General, the Shire CEO is to deliver to the Director General a comprehensive report to be endorsed by Council:
  - a. demonstrating the knowledge and understanding gained by the Shire from the training; and
  - b. outlining the steps taken by the Shire to implement such knowledge and understanding.

**Comment**

The present writer has found it quite difficult to prepare the required report for a number of reasons:

1. It is a task that has been recently inherited, and the present writer has not been involved in any significant way in arranging or assessing the required training. It has therefore been necessary to rely on others to compile the information in the report attached as Appendix 9.4.8.
2. As noted in paragraph 101 of the Report, the majority of administration staff who were deemed to be responsible (during the period that was the subject of the Inquiry) were no longer associated with the Shire by the time the Report of the Inquiry was published. Although the Shire has undoubtedly gained a lot of knowledge and understanding (in my observation), it is not clear how to distinguish the knowledge and understanding that came from recruiting more knowledgeable and experienced staff from the knowledge and understanding that came as a result of the training. There probably needed to be some kind of baseline established at about the time that the Report of the Inquiry was published.

3. As noted in paragraph 100 of the Report, the Authorised Persons understood that the Shire had already taken steps to improve its governance arrangements and also undertaken numerous training modules relating to policy and governance. So significant improvements had already been affected even before the *Report of the Inquiry into the Shire of Wiluna* had been published (approximately 20 months after the Inquiry commenced), let alone by the time the delivery of the training commenced in May 2019. The Shire of Wiluna has been on a course of increased training and continuous improvement since at least February 2017, so vast improvements (and implementation of the knowledge and understanding gained both from training and from the employment of more knowledgeable and experienced staff) had already taken place before the training even commenced.

Notwithstanding that the *Report of the Inquiry into the Shire of Wiluna* would have been a lot more useful to the Shire if it had been more timely, there is no such thing as too much training, and the training delivered since May 2019 has served to reinforce and expand on the training that had already been delivered throughout 2017 and 2018.

The completion of the training specified by the Director-General in accordance with the recommendations of the *Report of the Inquiry into the Shire of Wiluna* and the submission of the Training Report should not be (and will not be) the end of training and development. The Shire of Wiluna will continue to provide training both for its employees and for its elected members.

Our elected members have been enrolled for the *Council Member Essentials* training as mandated by Regulation 35 of the Local Government (Administration) Regulations 1996 and most members are progressing well through that training.

The Council has adopted a policy on Elected Member Ongoing Professional Development which includes "Pre-authorised Training and Professional Development Events", and already one Councillor has taken advantage of that policy to enrol for the *Diploma of Local Government* course. The present writer will be encouraging for other elected members to also enrol and complete the *Diploma of Local Government*.

Further training needs to be provided in respect of topics not covered in the training prescribed by the Director-General, but also some of the training already provided could usefully be repeated. Comments have been received from elected members who have repeated courses that they got a lot more out of it the second time than the first time they did a particular course. The reason appears to be that, after serving on the Council for a period, the course content is more meaningful to them than when they first did the course as a new Councillor.

Another reason that repeating particular training courses is considered valuable is because repetition is the first principle of all learning. The learning process is one of slow engagement with ideas; repetition matters because it can hasten and deepen the engagement process.

It is worth noting that our elected members have expressed an absolute preference for online training or for training courses delivered in Wiluna. There is no desire to be travelling to attend training courses elsewhere. This is a good thing because all our

training budget can go into the actual delivery of training rather than being consumed in travel and accommodation.

**Consultation**

Niel Mitchell – Conway Highbury Pty Ltd – who assisted in sourcing and in engaging trainers to provide the training prescribed by the Director-General.

**Statutory Environment**

Section 8.14 of the Local Government Act 1995 requires that a copy of the report of an inquiry is to be given to the local government.

Section 8.15 of the Act gives the Minister powers to ensure that recommendations are put into effect. The present writer is not sure that the Shire of Wiluna has ever received a formal order from the Minister in respect of the recommendations in the report. However, the clear implication of these sections is that local governments need to act on the recommendations in an enquiry report or otherwise a Ministerial order would likely be forthcoming.

**Risk Assessment**

For various reasons, not all managers and elected members have completed all of the training prescribed by the Director-General. Some of those reasons are:

- turnover of staff – some previous managers left the Shire's employment before the training was completed and some newer managers have been appointed since the training commenced.
- Turnover of elected members – some members have been elected to the Council after the commencement of the training.
- Leave and other absences – it is almost impossible to schedule training to occur at a time that is suitable for everybody and there were inevitably some people who were on leave or otherwise absent during the time when training courses were delivered.
- Unavailability of staff or elected members due to illness.

Because not all managers and elected members have completed all of the training prescribed by the Director-General, there is a risk that the Director-General will not be satisfied and will instruct the Shire to repeat the prescribed training.

However, substantial compliance ought to be sufficient and the present writer is hopeful that the Director-General will take into account the Shire's commitments to staff training and ongoing elected member professional development and will also recognise that the Shire is best placed to determine its own staff training and elected member professional development needs.

To instruct the Shire to keep repeating the prescribed training would be a significant impediment to the delivery of other training requirements, which would be a perverse outcome.

**Policy Implications**

Nil. The Council has already reviewed (and rescinded) its previous policy on elected member training and a new policy on Elected Member Ongoing Professional Development was adopted on 26 February 2020.

**Financial Implications**

There are no financial implications directly associated with endorsing the training report and sending it to the Director-General.

Sufficient provision will have to be made in future annual budgets for staff training and elected member ongoing professional development.

**Strategic Implications**

Nil.

**Voting Requirements SIMPLE MAJORITY**

<b><i>Officer Recommendation</i></b>
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**MOVED CR****SECONDED CR**

That:

1. The Training Report attached hereto as Appendix 9.4.8 be endorsed; and
2. The Acting CEO be instructed to submit the Report to the Director-General of the Department of Local Government, Sport and Cultural Industries.

**CARRIED.../...**

**9.5. Committee Reports****10. Elected Members Motion of Which Previous Notice Has Been Given****11. Urgent Business Approved by the Person Presiding or by Decision of Council****12. Matters Behind Closed Doors**

**CEO Recruitment** (Documents to be circulated separately)

**13. Closure**



## Appendix 9.3.1



### SHIRE OF WILUNA

### MONTHLY FINANCIAL REPORT

**For the Period Ended 31 May 2020**

**LOCAL GOVERNMENT ACT 1995**

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

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## **Report Purpose**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

## **Overview**

Summary reports and graphical progressive graphs are provided on page 2,3, and 4.  
No matters of significance are noted.

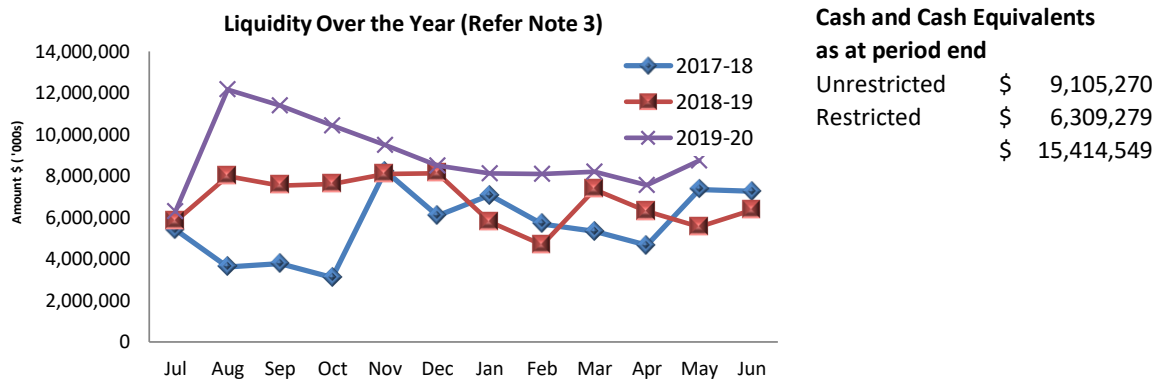
## **Statement of Financial Activity by reporting program**

Is presented on page 5 and shows a surplus as at 31 May 2020 of \$8,731,186.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

**SHIRE OF WILUNA**  
**Monthly Summary Information**  
For the Period Ended 31 May 2020

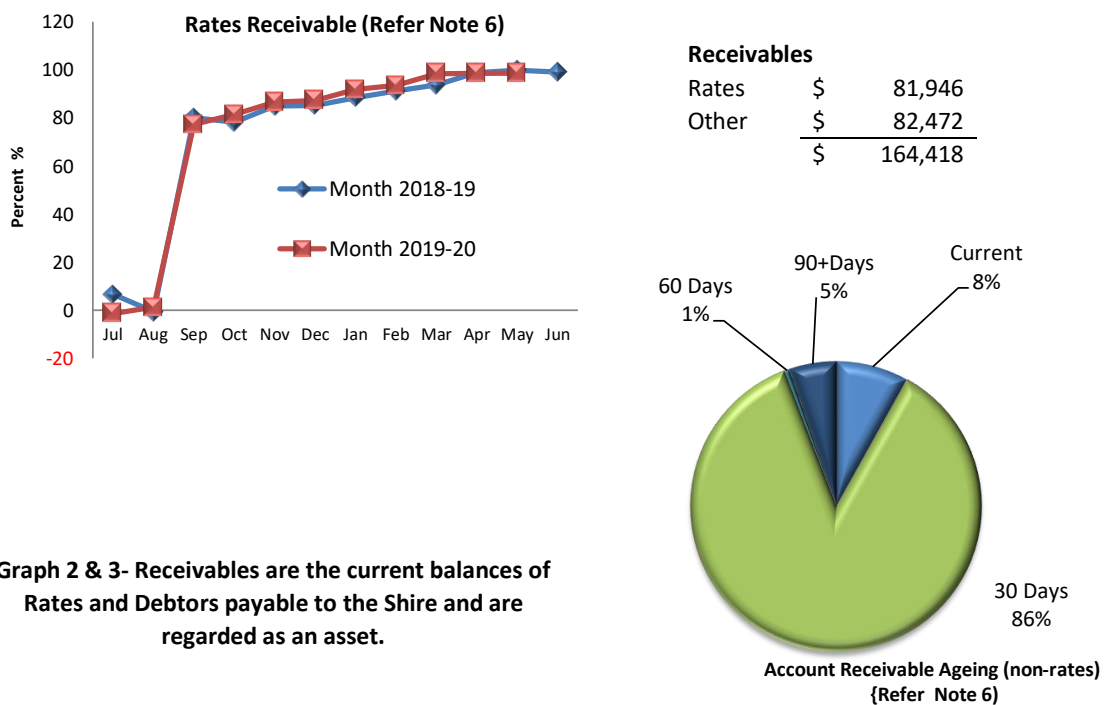
## Graph 1



**Graph 1 - is a comparison demonstrating the Cash and Cash Equivalents for the current financial year and the last 2 financial years.**

Cash and Cash Equivalents are the values of the Shire assets that are cash or can be converted into cash immediately. Cash equivalents include bank accounts and investments as specified in Note 4.

## Graph 2 & 3

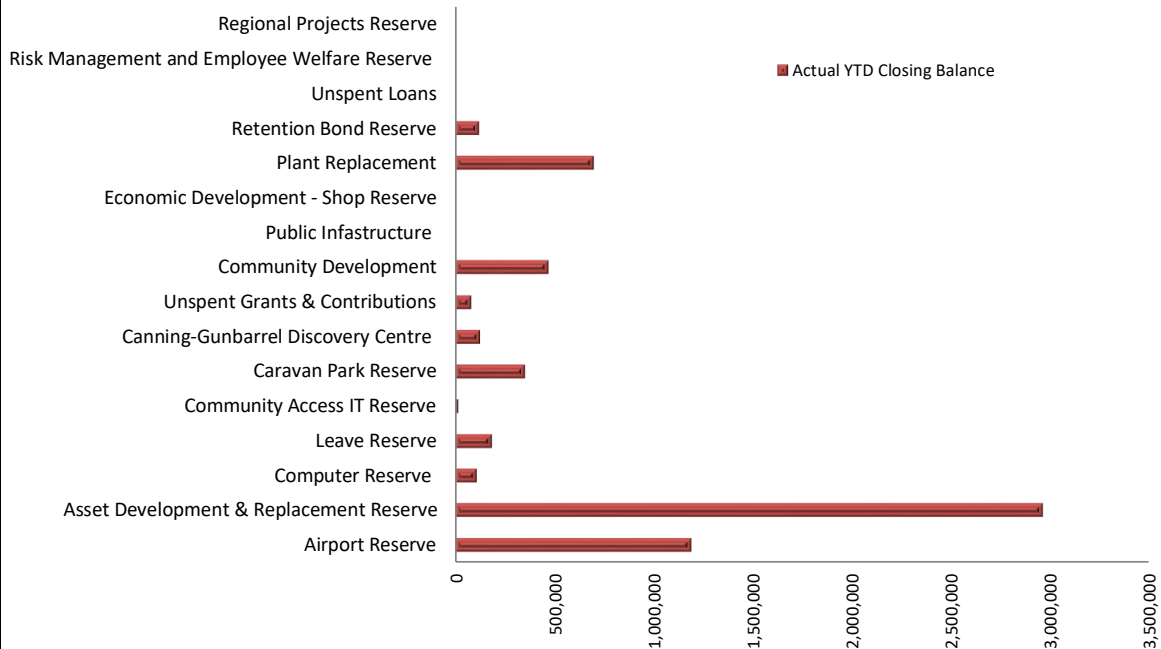


**Graph 2 & 3- Receivables are the current balances of Rates and Debtors payable to the Shire and are regarded as an asset.**

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

## Graph 4

**Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)**



**Graph 4 - Demonstrates the current balance of each Reserve Fund. A more detailed breakdown is available at Note 7 showing the opening balances, movements for the current year and the ending balance.**

Reserves are funds set aside for a specified use which is determined at the Annual Budget. These specified uses are generally for future planned projects, asset upgrades and renewals, unspent grants and retentions.

Reserve funds are restricted from daily operational use and are generally invested in term deposits or held in interest bearing accounts. Interest earnings for reserve funds are deposited into that Reserve Fund.

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

# SHIRE OF WILUNA

## Monthly Summary Information

For the Period Ended 31 May 2020

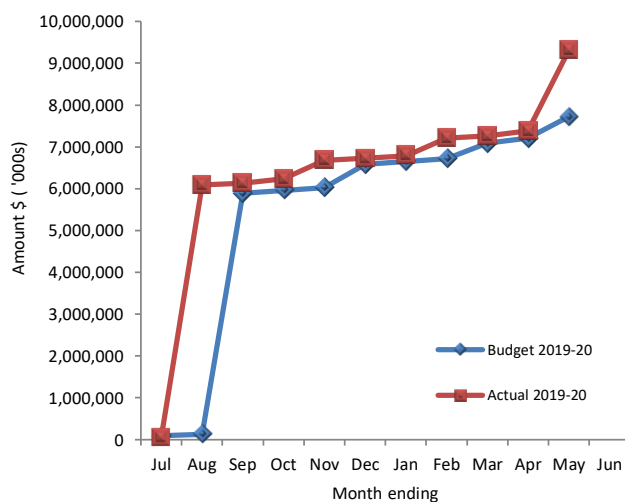
The following graphs represents Operational Revenue & Expenditure and Capital Revenue & Expenditure.

The year to date budget is a benchmark target for the expected position the Shire should currently be at. However there can be timing reasons that the benchmark might not be achieved each month - e.g. issuing rate notices, bulk/large payments (insurance), capital works project and capital funding movements.

## Revenues

### Graph 5

Budget Operating Revenues -v- Actual (Refer Note 2)



**Graph 4 - Represents Operational Revenue.**  
This demonstrates the year to date budget versus the year to date actual revenue received.

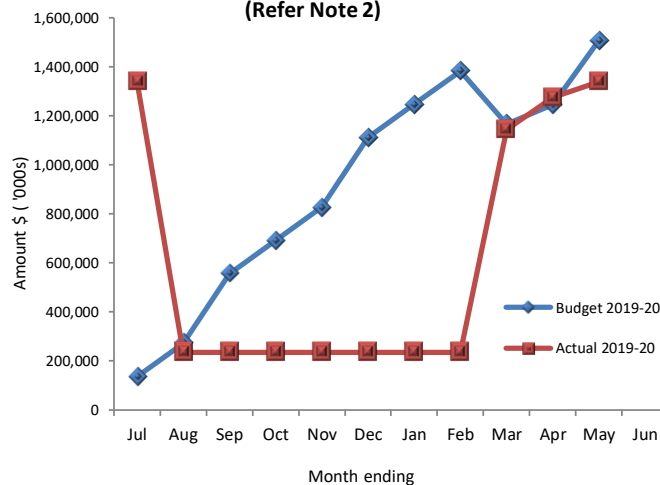
Operational Revenue is the revenue received for the general day to day operations e.g. rates, services, fees and charges.

### Graph 6

Budget Capital Revenue -v- Actual (Refer Note 2)

**Graph 5 - Represents Capital Revenue.**  
This demonstrates the year to date budget versus the year to date actual capital revenue received.

Capital Expenditure is defined as building and engineering works that create, upgrade, renew or replace an asset as well as constructing or installing facilities and fixtures associated with, and forming an integral part of those works. Capital expenditure typically includes construction for buildings and roads.

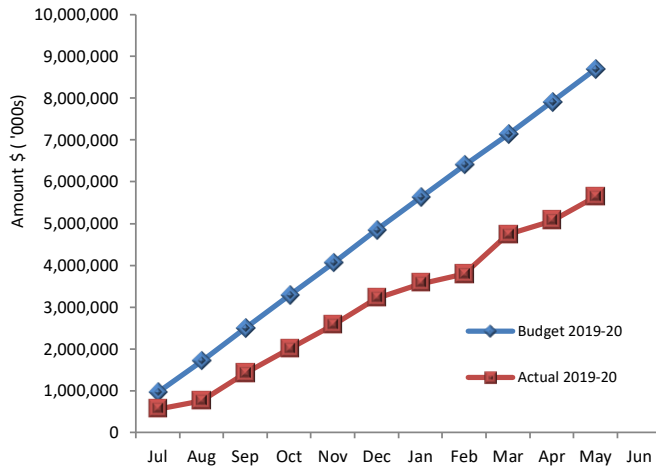


*This information is to be read in conjunction with the accompanying Financial Statements and notes.*

## Expenditure

### Graph 7

**Budget Operating Expenses -v- YTD Actual (Refer Note 2)**



**Graph 7 - Represents Operational Expenditure.**

**This demonstrates the year to date budget versus the year to date actual expenditure.**

Operational Expenditure is expenses for the general day to day operations e.g. utilities, insurance, wages, general maintenance of the Shire assets.

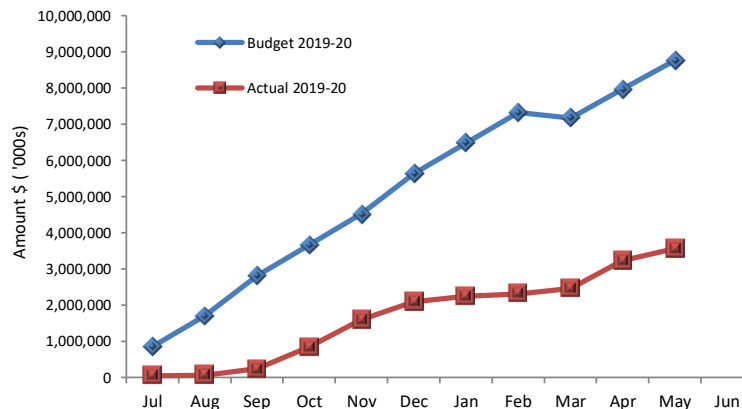
### **Graph 8 - Represents Capital Expenses.**

**This demonstrates the year to date budget versus the year to date actual capital expenditure.**

Capital Expenditure is defined as building and engineering works that create, upgrade, renew or replace an asset as well as constructing or installing facilities and fixtures associated with, and forming an integral part of those works. Capital expenditure typically includes construction for buildings and roads.

### Graph 8

**Budget Capital Expenses -v- Actual (Refer Note 2)**



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

**SHIRE OF WILUNA**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 May 2020**

	Note	Adopted Annual Budget	Amended Annual Budget	Adopted YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
<b>Operating Revenues</b>		\$	\$	\$	\$	\$	%	
Governance		200	0	187	39,313	39,126	20923%	
General Purpose Funding - Rates	9	5,323,577	5,390,026	5,341,000	5,415,689	74,689	1%	
General Purpose Funding - Other		1,574,964	1,514,380	1,503,466	3,048,356	1,544,890	103%	
Law, Order and Public Safety		20,880	20,880	20,757	21,355	598	3%	
Health		200	200	176	435	259	147%	
Education and Welfare		0	0	0	0	0		
Housing		30,000	30,000	27,500	27,362	(138)	-1%	
Community Amenities		85,540	83,475	76,505	96,539	20,034	26%	
Recreation and Culture		273,700	294,720	282,225	251,020	(31,205)	-11%	
Transport		353,290	363,858	400,873	365,420	(35,453)	-9%	
Economic Services		8,500	33,137	30,382	31,328	946	3%	
Other Property and Services		44,820	44,820	41,074	13,805	(27,269)	-66%	
<b>Total Operating Revenue</b>		<b>7,715,671</b>	<b>7,775,496</b>	<b>7,724,145</b>	<b>9,310,620</b>	<b>1,586,475</b>		
<b>Operating Expense</b>								
Governance		(2,446,417)	(2,363,116)	(2,166,931)	(1,617,967)	548,964	25%	
General Purpose Funding		(396,771)	(398,671)	(365,453)	(258,843)	106,610	29%	
Law, Order and Public Safety		(207,243)	(199,098)	(182,551)	(107,168)	75,383	41%	
Health		(73,198)	(66,698)	(61,138)	(55,732)	5,406	9%	
Education and Welfare		(62,500)	(62,500)	(57,288)	(62,920)	(5,632)	-10%	
Housing		(300,050)	(129,111)	(119,972)	(200,110)	(80,138)	-67%	
Community Amenities		(740,056)	(822,088)	(753,661)	(290,819)	462,842	61%	
Recreation and Culture		(1,998,444)	(1,936,401)	(1,776,450)	(1,186,342)	590,108	33%	
Transport		(2,372,781)	(2,541,490)	(2,306,295)	(1,255,088)	1,051,207	46%	
Economic Services		(897,485)	(943,533)	(865,598)	(524,455)	341,143	39%	
Other Property and Services		(40,963)	(40,963)	(41,006)	(81,194)	(40,188)	-98%	
<b>Total Operating Expenditure</b>		<b>(9,535,908)</b>	<b>(9,503,669)</b>	<b>(8,696,343)</b>	<b>(5,640,638)</b>	<b>3,055,705</b>		
<b>Funding Balance Adjustments</b>								
Add back Depreciation		1,180,312	1,340,802	1,272,950	1,153,217	(119,733)	-9%	
Adjust (Profit)/Loss on Asset Disposal	8	(16,035)	41,579	0	20,169	20,169		
Loss on revaluation of non-current assets		0	0	0	0	0		
Adjust provisions and accruals		0	0	0	0	0		
<b>Net Cash from Operations</b>		<b>(655,960)</b>	<b>(345,792)</b>	<b>300,752</b>	<b>4,843,367</b>	<b>4,542,615</b>		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions	11	2,221,594	1,554,623	1,474,069	1,305,144	(168,925)	-11%	
Proceeds from Disposal of Assets	8	336,000	332,000	33,636	33,636	0	0%	
<b>Total Capital Revenues</b>		<b>2,557,594</b>	<b>1,886,623</b>	<b>1,507,705</b>	<b>1,338,780</b>	<b>(168,925)</b>		
<b>Capital Expenses</b>								
Land and Buildings	13	(2,483,000)	(2,948,000)	(2,702,337)	(224,899)	2,477,438	92%	
Infrastructure - Roads	13	(3,933,945)	(3,282,625)	(3,009,072)	(2,507,337)	501,735	17%	
Infrastructure - Others	13	(2,687,000)	(1,260,450)	(1,155,407)	(515,628)	639,779	55%	
Infrastructure - Airport	13	(1,094,454)	(1,094,454)	(1,003,255)	(142,681)	860,574	86%	
Plant and Equipment	13	(997,000)	(693,000)	(635,261)	(169,940)	465,321	73%	
Furniture and Equipment	13	(56,000)	(281,000)	(257,587)	0	257,587	100%	
Work in Progress	13				0			
<b>Total Capital Expenditure</b>		<b>(11,251,399)</b>	<b>(9,559,529)</b>	<b>(8,762,919)</b>	<b>(3,560,486)</b>	<b>5,202,433</b>		
<b>Net Cash from Capital Activities</b>		<b>(8,693,805)</b>	<b>(7,672,906)</b>	<b>(7,255,214)</b>	<b>(2,221,706)</b>	<b>5,033,508</b>		
<b>Financing</b>								
Repayment of Debentures	10	(286,725)	(286,725)	(286,725)	(286,725)	(0)	0%	
Proceeds from new debentures	10	800,000	0	0	0			
Transfers to cash backed reserves (restricted assets)	7	(685,000)	(1,103,222)	(207,259)	(207,259)	0	0%	
Transfers from cash backed reserves (restricted assets)	7	3,549,617	3,549,617	803,335	803,335	0		
<b>Net Cash from Financing Activities</b>		<b>3,377,892</b>	<b>2,159,670</b>	<b>309,351</b>	<b>309,351</b>	<b>(0)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(5,971,876)</b>	<b>(5,860,171)</b>	<b>(6,645,110)</b>	<b>2,931,012</b>	<b>9,576,123</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>5,971,876</b>	<b>5,860,174</b>	<b>5,860,174</b>	<b>5,800,174</b>	<b>(60,000)</b>	-1%	This is the surplus as at 30 June 2019 - Refer Note 3 for breakdown.
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>0</b>	<b>(784,936)</b>	<b>8,731,186</b>	<b>9,516,123</b>		The result of the above plus the 30 June 2019 surplus

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

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

**SHIRE OF WILUNA**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 May 2020**

	Note	Adopted Annual Budget	Amended Annual Budget	Adopted YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
<b>Operating Revenues</b>								
Rates	9	\$ 5,323,577	\$ 5,390,026	\$ 5,341,000	\$ 5,415,689	\$ 74,689	1%	<u>Operating Revenue by Nature &amp; Type</u> Enables a view of the type of revenue that has been received e.g. rates, interest
Operating Grants, Subsidies and Contributions	11	1,683,472	1,853,865	1,825,447	3,295,049	1,469,602	81%	
Fees and Charges		380,318	315,810	289,421	283,902	(5,519)	-2%	
Interest Earnings		236,153	120,264	110,253	172,713	62,460	57%	
Other Revenue		115	18,366	19,732	143,268	123,536	626%	
Profit on Disposal of Assets	8	92,035	77,165	138,292	0	(138,292)	-100%	Operational Revenue is the revenue received for the general day to day operations e.g. rates, services, fees and charges.
Total Operating Revenue		7,715,671	7,775,496	7,724,145	9,310,620	1,586,475		
<b>Operating Expense</b>								
Employee Costs		(2,857,195)	(2,470,209)	(2,264,416)	(1,702,170)	562,246	-25%	<u>Operating Expenditure by Nature &amp; Type</u> Enables a view of the type of expenditure e.g. for employee costs, insurance
Materials and Contracts		(4,670,311)	(4,958,213)	(4,476,266)	(2,161,477)	2,314,789	-52%	
Utility Charges		(211,499)	(254,533)	(233,376)	(181,032)	52,344	-22%	
Depreciation on Non-Current Assets		(1,180,312)	(1,340,802)	(1,272,950)	(1,153,217)	119,733	-9%	
Interest Expenses		(152,864)	(152,864)	(140,828)	(124,698)	16,130	-11%	
Insurance Expense		(242,275)	(188,319)	(180,170)	(174,267)	5,903	-3%	Operational Expenditure is expenses for the general day to day operations e.g. utilities, insurance, wages and general maintenance of the Shire assets.
Other Expenditure		(221,450)	(138,729)	(127,270)	(89,972)	37,298	-29%	
Loss on Disposal of Assets	8	0	0	(1,067)	(53,805)	(52,738)	4943%	
Loss on revaluation of non-current assets		0	0	0	0			
Total Operating Expenditure		(9,535,908)	(9,503,669)	(8,696,343)	(5,640,638)	3,055,705		
<b>Funding Balance Adjustments</b>								
Add back Depreciation		1,180,312	1,340,802	1,272,950	1,153,217	(119,733)	-9%	Depreciation is added back to the Financial Statement as it is not a cash component.
Adjust (Profit)/Loss on Asset Disposal	8	(16,035)	41,579	0	20,169	20,169		
Loss on revaluation of non-current assets		0	0	0	0			Any profit or loss on disposal of assets will also show here.
Adjust provisions and accruals		0	0		0			
Net Cash from Operations		(655,960)	(345,792)	300,752	4,843,367	4,542,615		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions	11	2,221,594	1,554,623	1,474,069	1,305,144	(168,925)	-11%	Capital Revenue is generally for funding or grants received to complete building and engineering works that create, upgrade, renew or replace an asset. The budget here is funding for roads and potentially the Wotton Street Playground pending approval. Refer Note 11 for breakdown.
Proceeds from Disposal of Assets	8	336,000	332,000	33,636	33,636	0	0%	
Total Capital Revenues		2,557,594	1,886,623	1,507,705	1,338,780	(168,925)		
<b>Capital Expenses</b>								
Land and Buildings	13	(2,483,000)	(2,948,000)	(2,702,337)	(224,899)	2,477,438	92%	Capital Expenditure is defined as building and engineering works that create, upgrade, renew or replace an asset as well as constructing or installing facilities and fixtures associated with, and forming an integral part of those works. Capital expenditure typically includes construction for buildings and roads. Refer Note 13 for a breakdown of the capital projects and the expenditure to date.
Infrastructure - Roads	13	(3,933,945)	(3,282,625)	(3,009,072)	(2,507,337)	501,735	17%	
Infrastructure - Others	13	(2,687,000)	(1,260,450)	(1,155,407)	(515,628)	639,779	55%	
Infrastructure - Airport	13	(1,094,454)	(1,094,454)	(1,003,255)	(142,681)	860,574	86%	
Plant and Equipment	13	(997,000)	(693,000)	(635,261)	(169,940)	465,321	73%	
Furniture and Equipment	13	(56,000)	(281,000)	(257,587)	0	257,587	100%	
Work in Progress	13				0			
Total Capital Expenditure		(11,251,399)	(9,559,529)	(8,762,919)	(3,560,486)	5,202,433		
<b>Net Cash from Capital Activities</b>								
		(8,693,805)	(7,672,906)	(7,255,214)	(2,221,706)	5,033,508		
<b>Financing</b>								
Repayment of Debentures	10	(286,725)	(286,725)	(286,725)	(286,725)	(0)		Financing-repayments of the loans as listed in Note 10. This will also show the proceeds of the new loans as set out in the Annual Budget
Proceeds from new debentures	10	800,000	0	0	0	0		
Transfers to cash backed reserves (restricted assets)	7	(685,000)	(1,103,222)	(207,259)	(207,259)	0	0%	Reserve movements including interest earned (deposits and withdrawals from the reserve accounts) will appear here also. Refer Note 7 for breakdown.
Transfers from cash backed reserves (restricted assets)	7	3,549,617	3,549,617	803,334	803,334	0	0%	
Net Cash from Financing Activities		3,377,892	2,159,670	309,351	309,351	(0)		
<b>Net Operations, Capital and Financing</b>								
		(5,971,876)	(5,860,174)	(6,645,110)	2,931,012	9,576,123		This is the result of the above.
Opening Funding Surplus(Deficit)	3	5,971,876	5,860,174	5,860,174	5,800,174	(60,000)	-1%	This is the surplus as at 30 June 2019 - Refer Note 3 for breakdown.
Closing Funding Surplus(Deficit)	3	0	0	(784,936)	8,731,186	9,516,123		The result of the above plus the 30 June 2019 surplus

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

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



Shire of Wiluna STATEMENT OF FINANCIAL POSITION 31-May-2020			
	Note	2019/2020	2018/2019
<b>CURRENT ASSETS</b>			
Cash at Bank and On Hand	4	15,414,549	10,673,741
Rates Outstanding		81,946	14,081
Sundry Debtors		-40,605	2,793,623
GST Receivable		140,511	217,859
Accrued Income/Payments In Advance		0	20,727
Stocks on Hand		45,847	39,752
<b>TOTAL CURRENT ASSETS</b>		<b>15,642,248</b>	<b>13,759,783</b>
<b>CURRENT LIABILITIES</b>			
Sundry Creditors		25,470	511,307
Accrued Interest on loans		0	27,432
Accrued Salaries & Wages		0	30,001
GST Payable		33,584	19,848
Accrued Expenses		0	0
Other current liabilities		223,707	146,643
Loan Liability (Current)		0	286,725
Provision for Legal Dispute		160,000	160,000
Provision For Annual Leave		98,647	98,647
Provision For Long Service Leave (Current)		60,375	60,375
<b>TOTAL CURRENT LIABILITIES</b>		<b>601,782</b>	<b>1,340,978</b>
<b>NET CURRENT ASSETS</b>		<b>15,040,466</b>	<b>12,418,805</b>
<b>NON-CURRENT ASSETS</b>			
Land & Buildings		20,754,047	20,529,148
Accumulated Depreciation Land & Building		(1,013,603)	(626,802)
Furniture & Equipment		541,848	541,848
Accumulated Depreciation Furniture Equip		(175,505)	(85,734)
Plant & Equipment		1,340,159	1,230,218
Accumulated Depreciation Plant & Equip		(148,433)	(3,994)
Roads		51,536,617	49,029,279
Accumulated Depreciation Roads		(283,838)	(160,021)
Airport		5,808,956	5,666,275
Accumulated Depreciation Airport		(432,422)	(224,863)
Other Infrastructure		3,564,317	3,048,688
Accumulated Depreciation Other Infrastructure		(399,501)	(204,866)
Work in Progress - Buildings		0	0
Work in Progress -Other Infrastructures		0	0
<b>TOTAL NON-CURRENT ASSETS</b>		<b>81,092,641</b>	<b>78,739,177</b>
<b>NON-CURRENT LIABILITIES</b>			
Loan Liability (Non Current)		3,431,398	3,431,398
Provision For Long Service Leave (Non Current)		34,494	34,494
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>3,465,893</b>	<b>3,465,893</b>
<b>NET ASSETS</b>		<b>92,667,214</b>	<b>87,692,089</b>
<b>EQUITY</b>			
Accumulated Surplus		32,766,760	27,195,558
Revaluation Surplus-Land & Buildings		4,223,618	4,223,618
Revaluation Surplus-Furniture & Equipment		-	-
Revaluation Surplus-Plant & Equipment		736,395	736,395
Revaluation Surplus - Infrastructure Road		42,159,899	42,159,899
Revaluation Surplus-Infrastructure Airport		4,759,121	4,759,121
Revaluation Surplus-Infrastructure Others		1,712,143	1,712,143
Reserve - Asset Replacement		2,963,849	2,931,283
Reserve - Computer	7	110,494	109,279
Reserve - Airport	7	1,187,685	1,174,635
Reserve - Leave	7	186,326	184,278
Reserve - Wiluna Telecentre	7	17,358	17,168
Reserve - Caravan Park	7	351,758	347,384
Reserve - Heritage and Interpretive Centre	7	124,963	123,981
Reserve - Unspent Grants and Contributions	7	80,273	185,304
Reserve - Community Development	7	469,738	464,225
Reserve - Plant Replacement	7	696,613	688,858
Reserve - Community Development	7	120,222	101,034
Reserve - Unspent Loan	7	0	577,927
<b>TOTAL EQUITY</b>		<b>92,667,214</b>	<b>87,692,089</b>

*The Balance Sheet "bottom line" discloses the Net Community Equity of Council, which represents it's wealth as measured by a dollar value of its assets less its liabilities.*

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

This statement comprises a special purpose financial report 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. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

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 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 this statement.

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 statement, but a separate statement of those monies appears at Note 12.

**(c) Rounding Off Figures**

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

**(d) 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 acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

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

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**(f) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 reported as short term borrowings in current liabilities in the statement of financial position.

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(g) 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.

**(h) 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 held for development and sale 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 profit or loss 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 sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

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 local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value 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.

**(j) Depreciation of Non-Current Assets**

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

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

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	2 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

**(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**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

**(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)**

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

**(ii) Annual Leave and Long Service Leave (Long-term Benefits)**

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**(m) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

**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.

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**(o) 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 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.

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

**Non-Operating Grants, Subsidies and Contributions**

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

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

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

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

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

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

**Utilities (Gas, Electricity, Water, etc.)**

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

**(q) Statement of Objectives**

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:  
"A proud, green, go-ahead and healthy Wiluna"

The Strategic Community Plan defines the key objectives of the Shire as:  
"Working together to enhance our future through good governance"

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(r) Reporting Programs**

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

**GOVERNANCE**

Expenses associated with provision of services to members of council and elections and the administrative support available to the council for the provision of governance of the district. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

**GENERAL PURPOSE FUNDING**

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues. The costs associated with raising the above revenues, e.g. valuation expense debt collection and overheads.

**LAW, ORDER, PUBLIC SAFETY**

Supervision and enforcement of Local Laws, fire prevention, animal control, provision of ranger services and other aspects of public safety including emergency services.

**HEALTH**

Health inspection services, food quality control, mosquito and pest control and waste disposal compliance.

**EDUCATION AND WELFARE**

Provision and development of community service programmes, including training and disability requirements.

**HOUSING**

Provision and maintenance of housing accommodation for employees.

**COMMUNITY AMENITIES**

Sanitation, sewerage, protection of the environment, public conveniences, cemeteries, rubbish collection services, operation of rubbish disposal sites, litter control, and administration of town planning schemes.

**RECREATION AND CULTURE**

Provision and maintenance of public halls, civic centres, aquatic centre, recreation centres, and various sporting facilities. Provision and maintenance of parks, gardens, and playgrounds. Operation of library, art centre and other cultural facilities.

**TRANSPORT**

Construction and maintenance of roads, footpaths, depots, traffic control, cleaning of streets, and maintenance of street trees, streetlighting and etc.

**ECONOMIC SERVICES**

Tourism and area promotion, provision of rural services including weed control and vermin control. Building control and economic development facilities.

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials, private works operations

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%		
General Purpose Funding	1,619,578	1%	Timing	
Governance	39,126	20923%	Permanent	Claim received for salary continuance.
Law, Order and Public Safety	598	3%	Timing	
Health	259	147%	Timing	Fees collected for registration of Food Business.
Education and Welfare	0		Timing	
Housing	(138)	-1%	Timing	
Community Amenities	20,034	26%	Timing	Fees billed to rate payers for annual refuse collection.
Recreation and Culture	(31,205)	-11%	Timing	Fees collected for medical waste & liquid waste.
Transport	(35,453)	-9%	Timing	
Economic Services	946	3%	Permanent	Tourism merchandise sales have exceeded budget by \$11k.
Other Property and Services	(27,269)	-66%	Timing	Refund received for insurance premium.
<b>Operating Expense</b>				
General Purpose Funding	106,610	29%	Timing	Majority of costs being for administration and debt collection costs. Other minimal items includes valuation expenses, bank fees and land search expenses.
Governance	548,964	25%	Timing	Expenditure to date being for wages, administration, community costs, member sitting fees, Council election expenses, catering, insurance, housing costs, FBT, GVROC statutory compliance services quarterly fee for 19/20 and insurance.
Law, Order and Public Safety	75,383	41%	Permanent	Insurance has exceeded budget by \$1,235 due to only the bushfire insurance being budgeted for and not the insurance for the fire truck. Building maintenance costs exceeded budget by \$1,500 - fridge/freezer purchased, truck barrier and electrical works required.
Health	5,406	9%	Permanent	Majority of costs being for administration, Environmental Health and Building Services. Mosquito fogging has exceeded budget due to having to engage adequately trained personnel to complete the fogging.
Education and Welfare	(5,632)	-10%	Timing	
Housing	(200,110)	-67%	Timing	Not all budgeted maintenance works have been completed. Some house repairs will be deferred until it is determined what the houses will be utilised for (either sold etc).
Community Amenities	462,842	61%	Timing	Costs to date being for refuse collection, bulk refuse collection (old cars) and cemetery services. Other community provisions to be expended as required.
Recreation and Culture	590,108	33%	Timing	Expenditure to date being for various items; pool operations, oval operations, wages, depreciation, administration, water bore maintenance, Youth Centre maintenance.
Transport	1,051,207	46%	Timing and Permanent	Maintenance grading works on Wiluna Nth, Sandstone Wiluna, Wongawol, Granite Peak-Lake Violet Rd, Carnegie, Gunbarrel, Prenti Downs, Barwidgee-Yandal, Prenti Downs-Warren Bore Rd and the cemetery access. Emergency works has been completed for the 2020 flood damage.
Economic Services	341,143	39%	Timing	Expenditure to date being for administration, depreciation, building control, wages, picnic site maintenance, consultancy services.
Other Property and Services	(40,188)	-98%	Timing	Costs to repair plant have exceeded the recoveries. Plant hire rates have been increased, although due to the significant repair works, it is likely the full cost of plant operations will not be recovered throughout the operational and capital budgets.
<b>Capital Revenues</b>				



**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

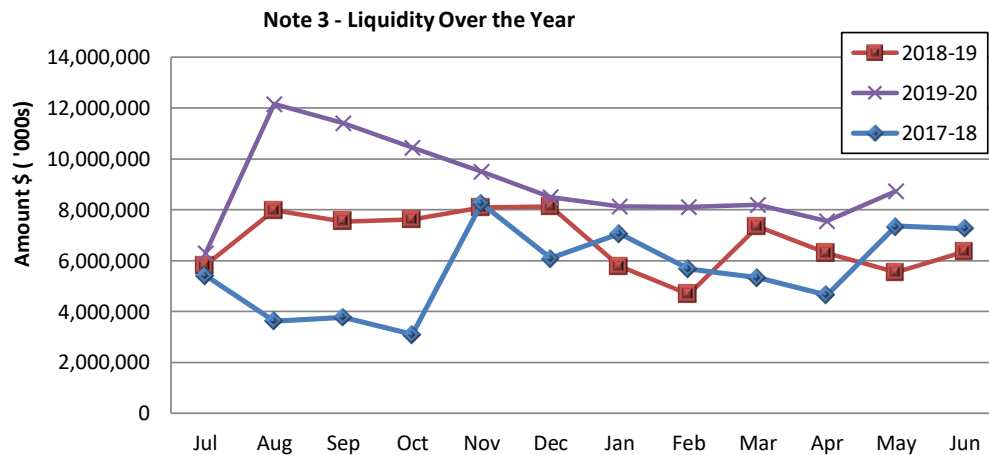
**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Grants, Subsidies and Contributions	(168,925)	-11%	Timing	
Proceeds from Disposal of Assets	0	0%		
<b>Capital Expenses</b>				
Land and Buildings	2,477,438	92%	Permanent	Some of the major projects being the 2 new houses and sheds and patios at 5 staff houses has been carried over to next financial year. Purchased 77 Wotton Street.
Infrastructure - Roads	501,735	17%	Timing	Road Construction Works commenced end of Feb 2020 and were completed in May. Includes the Street Revitalisation.
Infrastructure - Others	639,779	55%	Permanent	The Depot shed should be completed this financial year pending contractors and the workshop pit will be completed. Quotes for the Depot Offices refurb have been accepted and these works will be carried over next financial year as they will be completed in conjunction with the staff houses new sheds and patios.
Infrastructure - Airport	860,574	86%	Permanent	The perimeter fencing has been completed. All other works will be carried over to next financial year.
Plant and Equipment	465,321	73%	Timing	New ute, concrete truck and tandem tipper to be picked up in June. Tender awarded for the new truck and delivery is expected August 2020 so this will be carried over.
Furniture and Equipment	257,587	100%	Timing	Nil costs to date.
<b>Financing</b> Loan Principal	(0)	0%	Timing	Loans paid as per loan schedule

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 May 2020	Budget 30 June 2020	Actual 30 June 2019
<b>Current Assets</b>		\$	\$	\$
Cash Unrestricted	4	9,105,270	906,648	3,768,385
Cash Restricted - Reserves Equity	4	6,309,279	4,022,872	6,905,356
Receivables - Rates	6	81,946	106,353	14,081
Receivables -Other	6	(40,605)	0	2,793,623
Interest / ATO Receivable/Accrual		140,511	0	238,586
Inventories		45,847	20,000	39,752
		15,642,248	5,055,873	13,759,783
<b>Less: Current Liabilities</b>				
Payables		(282,761)	(1,094,726)	(1,021,957)
Provisions		(319,021)	(225,000)	(319,021)
		(601,782)	(1,319,726)	(1,340,978)
Less: Cash Reserves	7	(6,309,279)	(4,022,872)	(6,905,356)
Secured by floating charge		0	286,725	286,725
<b>Net Current Funding Position</b>		<b>8,731,187</b>	<b>0</b>	<b>5,800,174</b>



The graph is a comparison demonstrating the Cash and Cash Equivalents for the current financial year and the last 2 financial years.

**Comments - Net Current Funding Position**

The above note shows the Cash and Cash Equivalents as current assets less current liabilities.

The current liabilities are what is payable in this financial year. Payables above are showing the balance due after the current month end - creditors, payroll, GST, PAYG and loan payments.

The provisions are for the current annual leave and long service leave for employees.

Cash and Cash Equivalents are the value of the Shire assets that can be converted into cash immediately.

Receivables are the current balances of Rates and Debtors payable to the Shire and are regarded as a current asset.

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 4: CASH AND INVESTMENTS**

		Interest Rate	Municipal Unrestricted \$	Reserves Restricted \$	Total Amount \$
(a)	<b>Municipal Account</b>				
A030010	CBA Muni - Cash at Bank		32,916		32,916
A030020	CBA Muni Call Deposit		1,521,492		1,521,492
A030123	NAB TD - Muni		1,500,000		1,500,000
A030113	Bank of Queensland TD - Non-reserve		1,500,000		1,500,000
A030130	ME Bank TD - Muni		800,662		800,662
A030150	Macquarie Bank TD - Muni		1,000,000		1,000,000
A030145	IMB Bank LTD TD Muni		750,000		750,000
A030080	My State Bank - Muni Investment		2,000,000		2,000,000
(b)	<b>Reserve Account</b>				
A030015	CBA Reserve Call Account			55,572	55,572
A030129	Bank of Queensland TD - Reserve			500,000	500,000
A030137	IMB Bank TD - Reserve			1,250,000	1,250,000
A030126	Macquarie Bank TD - Reserve			1,000,000	1,000,000
A030127	Rural Bank TD - Reserve			1,390,000	1,390,000
A030118	ME Bank TD - Reserve			1,113,707	1,113,707
A030131	ING Bank TD - Reserve			1,000,000	1,000,000
A030101	<b>Cash On Hand - Floats</b>		200		200
	<b>Total</b>		9,105,270	6,309,279	15,414,549

This note breaks down the current assets by Cash and Investments.

The Municipal Account is unrestricted cash - for day to day operations and any capital payments

The Reserve Account is restricted cash and is the balance of the Shire Reserves at Note 7.

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 5: BUDGET AMENDMENTS**

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
		<b>Budget Adoption</b>		Opening Surplus(Deficit)		(111,702)	(111,702)
C142101	CEO Vehicle	037/20	Capital Expenses		282,000		170,298
C091163	2 New Houses - Trenton Street	181/19	Capital Expenses			(200,000)	(29,702)
C107055	Replace Fencing at Lennon St Bore	037/20	Capital Expenses		9,550		(20,152)
C111102	Youth Centre Landscape & Other Works	037/20	Capital Expenses		150,000		129,848
C111103	Youth Centre Sewerage Upgrade	037/20	Capital Expenses		17,000		146,848
C111104	Youth Centre Upgrade	037/20	Capital Expenses		35,000		181,848
C113132	Wotton Street Playground	037/20	Capital Expenses		760,000		941,848
C113183	Gym Equipment	037/20	Capital Expenses			(65,000)	876,848
C113134	New Memorial Park Construction	037/20	Capital Expenses		450,000		1,326,848
C121004	Wiluna North Road - Reconstruct Road Formation	037/20	Capital Expenses		165,000		1,491,848
C121007	Wongawol Road - Widening of Bitumen	037/20	Capital Expenses			(455,821)	1,036,027
C121018	Granite Peak - Lake Violet Road Resheeting	037/20	Capital Expenses		200,500		1,236,527
C121006	Wongawol Road - Resheeting	037/20	Capital Expenses		90,320		1,326,847
C121810	Signs Guide Posts - Flexi Steel	037/20	Capital Expenses		100,000		1,426,847
C123101	Ford Ranger Super Cab Ute	037/20	Capital Expenses			(15,000)	1,411,847
C123105	Van for Art Gallery	037/20	Capital Expenses			(13,000)	1,398,847
C123104	8000 Litre Sewerage Pump Out Tank	037/20	Capital Expenses			(15,000)	1,383,847
C123178	Refurbishment of Bore Trailer	037/20	Capital Expenses		9,000		1,392,847
C123198	Mobile Portable Toilet Block	037/20	Capital Expenses		16,000		1,408,847
C123223	Mower & Trailer	037/20	Capital Expenses		40,000		1,448,847
C121025	Washbay	037/20	Capital Expenses		10,000		1,458,847
C121026	Workshop Service Pit	037/20	Capital Expenses			(15,000)	1,443,847
C132159	Wotton Street Revitalisation	037/20	Capital Expenses		551,321		1,995,168
C132171	Wiluna Enterprise Building	037/20	Capital Expenses		15,000		2,010,168
C132343	Caravan Park Project	037/20	Capital Expenses			(20,000)	1,990,168
C132351	North Pool - Develop Tourism Area	037/20	Capital Expenses		15,000		2,005,168
C132352	Lake Violet - Develop Tourism Area	037/20	Capital Expenses		35,000		2,040,168
C132170	32 Wall Street	037/20	Capital Expenses			(300,000)	1,740,168
C142114	IT Upgrade	037/20	Capital Expenses			(160,000)	1,580,168
E031805	Searches Expense	037/20	Operating Expenses			(1,900)	1,578,268
E040311	Members Travelling Expenses	037/20	Operating Expenses			(2,500)	1,575,768
E040314	Council Election Expenses	037/20	Operating Expenses		2,000		1,577,768
E040315	Local Government Week Expenses	037/20	Operating Expenses		5,000		1,582,768
E040317	Refreshments and Receptions	037/20	Operating Expenses		8,000		1,590,768
E040322	Members - Insurance	037/20	Operating Expenses		2,038		1,592,806
E040337	Motor Vehicle Expenses	037/20	Operating Expenses			(6,820)	1,585,986
E040338	Fringe Benefit Tax	037/20	Operating Expenses		11,000		1,596,986
E040440	Housing Allocated	037/20	Operating Expenses			(5,555)	1,591,431
E040441	Other Allowances	037/20	Operating Expenses			(500)	1,590,931
E040442	Community Services Allocated - Governance	037/20	Operating Expenses		49,153		1,640,084
E040305	Governance Review & Corporate Training	037/20	Operating Expenses		106,000		1,746,084
E041006	Vehicle Allocation	037/20	Operating Expenses			(14,515)	1,731,569
E041010	Consultants for Specific Governance Projects	037/20	Operating Expenses			(50,000)	1,681,569
E041012	Governance Review	037/20	Operating Expenses			(20,000)	1,661,569
E051512	Insurance	037/20	Operating Expenses			(1,236)	1,660,333
E051520	Fire Station Building Maintenance	037/20	Operating Expenses			(1,351)	1,658,982
E052521	Animal Control Work Staff	037/20	Operating Expenses		13,522		1,672,504
E052522	Dog Pound Maintenance	037/20	Operating Expenses		1,124		1,673,628
E052533	Consultants for Animal Control	037/20	Operating Expenses			(13,500)	1,660,128
E053527	Community Services Allocated - Animal Control	037/20	Operating Expenses		9,586		1,669,714
E071713	Health Consultancy Services	037/20	Operating Expenses		6,500		1,676,214
E091901	Operating Costs - 8 Trenton Street	037/20	Operating Expenses		1,000		1,677,214
E091902	Operating Costs - 10 Trenton Street	037/20	Operating Expenses		1,000		1,678,214
E091905	Operating Costs - 48 Lennon Street	037/20	Operating Expenses		1,500		1,679,714
E091910	Depreciation for Staff Housing	037/20	Non Cash Item	(12,265)			1,679,714
E091915	Operating Costs - 21 Lennon Street	037/20	Operating Expenses		45,018		1,724,732
E091916	Operating Costs - 44 Lennon Street	037/20	Operating Expenses			(1,405)	1,723,327
E091917	Operating Costs - 67-69 Scotia Street	037/20	Operating Expenses			(2,918)	1,720,409
E091935	Housing General	037/20	Operating Expenses		41,601		1,762,010
E091941	Operating Costs - 1/2 Jones Street Flat	037/20	Operating Expenses			(1,819)	1,760,191
E091942	Operating Costs - 2/2 Jones Street Flat	037/20	Operating Expenses			(819)	1,759,372
E091943	Operating Costs - 3/2 Jones Street Flat	037/20	Operating Expenses			(819)	1,758,553
E091956	Maintenance Costs - 44 Lennon Street	037/20	Operating Expenses		6,143		1,764,696
E091962	Maintenance Costs - 4/30 Scotia Street	037/20	Operating Expenses			(6,372)	1,758,324
E091969	Maintenance Costs - 60A Scotia Street	037/20	Operating Expenses		5,418		1,763,742

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 5: BUDGET AMENDMENTS**

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
E091970	Maintenance Costs - 60B Scotia Street	037/20	Operating Expenses		5,585		1,769,327
E091971	Maintenance Costs - 60C Scotia Street	037/20	Operating Expenses		5,618		1,774,945
E091973	Maintenance Costs - 8/30 Scotia Street	037/20	Operating Expenses		2,928		1,777,873
E091974	Maintenance Costs - 1/2 Jones Street Flat	037/20	Operating Expenses		2,128		1,780,001
E091975	Maintenance Costs - 2/2 Jones Street Flat	037/20	Operating Expenses		3,418		1,783,419
E091976	Maintenance Costs - 3/2 Jones Street Flat	037/20	Operating Expenses		2,128		1,785,547
E091981	Maintenance Costs - 42 Lennon Street	037/20	Operating Expenses		1,898		1,787,445
E091982	Maintenance Costs - 46 Lennon Street	037/20	Operating Expenses			(1,000)	1,786,445
E091999	Less: Staff Housing Allocated	037/20	Operating Expenses		72,973		1,859,418
E101010	Depreciation - Sanitation	037/20	Non Cash Item	(3,252)			1,859,418
E101011	Refuse Collection (internal costs)	037/20	Operating Expenses			(37,713)	1,821,705
E101024	Litter Control	037/20	Operating Expenses		21,479		1,843,184
E101025	Insurance - Pollution Legal Liability	037/20	Operating Expenses		19,778		1,862,962
E103025	Liquid Waste Disposal Site Maintenance	037/20	Operating Expenses		9,676		1,872,638
E107054	Maintenance - Public Conveniences	037/20	Operating Expenses		8,000		1,880,638
E111129	Moonlight Hall Maintenance	037/20	Operating Expenses		1,000		1,881,638
E112104	Depreciation - Swimming Pool	037/20	Non Cash Item	(8,295)			1,881,638
E112105	Housing Allocated - Pool Manager	037/20	Operating Expenses			(7,000)	1,874,638
E112106	Pool Insurance	037/20	Operating Expenses		1,582		1,876,220
E112114	Swimming Pool Chemicals	037/20	Operating Expenses		500		1,876,720
E111110	Depreciation - Recreation Facilities	037/20	Non Cash Item	(300)			1,876,720
E113104	Depreciation - Sports Grounds & Reserves	037/20	Non Cash Item	(795)			1,876,720
E113105	Administration Allocated Sport & Rec	037/20	Operating Expenses		4,207		1,880,927
E113121	Operational Costs - Recreation Oval Building	037/20	Operating Expenses			(5,000)	1,875,927
E113123	Basketball/Tennis/Netball Court Maintenance	037/20	Operating Expenses		1,388		1,877,315
E114102	Depreciation - Sports and Recreation	037/20	Non Cash Item	3,184			1,877,315
E114103	Sport and Recreation Wages	037/20	Operating Expenses		23,437		1,900,752
E114104	Sport and Recreation Super	037/20	Operating Expenses		3,921		1,904,673
E114106	Sport and Recreation Insurance	037/20	Operating Expenses		16,401		1,921,074
E114115	Sport and Recreation Vehicle Costs	037/20	Operating Expenses		2,000		1,923,074
E115133	Radio Mama	139/19	Operating Expenses			(43,500)	1,879,574
E116147	Administration Allocated - Library	037/20	Operating Expenses		2,596		1,882,170
E118101	Administration Allocated - Art Gallery	037/20	Operating Expenses		6,819		1,888,989
E118102	Art Gallery Insurance	037/20	Operating Expenses		2,456		1,891,445
E118106	Gallery Travel - Exhibitions and Workshops	037/20	Operating Expenses		10,000		1,901,445
E118108	Gallery Payment to Artists	037/20	Operating Expenses			(16,938)	1,884,507
E118111	Art Gallery Operating Costs	037/20	Operating Expenses			(9,922)	1,874,585
E118112	Art Gallery Building Maintenance	037/20	Operating Expenses		4,787		1,879,372
E118124	Community Services Allocated - Art Gallery	037/20	Operating Expenses		36,811		1,916,183
E118127	Staff Housing Allocated - Art Gallery	037/20	Operating Expenses			(4,000)	1,912,183
E119010	Tidy Towns Initiative	037/20	Operating Expenses		13,000		1,925,183
E119193	Community Services Allocated	037/20	Operating Expenses		23,704		1,948,887
E122201	Depreciation - Depot Facilities	037/20	Non Cash Item	(6,150)			1,948,887
E122223	Depot Operational Costs	037/20	Operating Expenses			(3,457)	1,945,430
E122226	Street Lighting	037/20	Operating Expenses		10,000		1,955,430
E122236	Verge Clearing	037/20	Operating Expenses		3,000		1,958,430
E122247	January 2020 Flood Damage (Emergency Works)	037/20	Operating Expenses			(150,000)	1,808,430
E126248	Wiluna Aerodrome Depreciation	037/20	Non Cash Item	(13,907)			1,808,430
E126260	Wiluna Aerodrome Avdata Fees and Charges	037/20	Operating Expenses		4,000		1,812,430
E126270	Wiluna Aerodrome Operational Costs	037/20	Operating Expenses		15,000		1,827,430
E091945	Operating Costs - Caravan Park Site	037/20	Operating Expenses		1,000		1,828,430
E132105	Administration Allocated - Economic Services	037/20	Operating Expenses		17,464		1,845,894
E132106	Community Services Allocated - Economic Services	037/20	Operating Expenses		26,491		1,872,385
E132303	Economic Services Insurance	037/20	Operating Expenses		1,066		1,873,451
E132310	Depreciation - Tourism	037/20	Non Cash Item	(98,615)			1,873,451
E132343	Caravan Park Maintenance	037/20	Operating Expenses		4,846		1,878,297
E133334	Administration Allocated - Building Control	037/20	Operating Expenses		2,000		1,880,297
E134112	24 Woodley Street Maintenance Costs	037/20	Operating Expenses		2,750		1,883,047
E134113	19 Woodley Street Operational Costs	037/20	Operating Expenses		999		1,884,046
E134114	32 Wall Street - Operational Costs	037/20	Operating Expenses			(1,000)	1,883,046
E134115	32 Wall Street - Maintenance Costs	037/20	Operating Expenses			(500)	1,882,546
E134116	32 Wall Street - Grounds Maintenance	037/20	Operating Expenses			(1,000)	1,881,546
E136002	Community Standpipe Installation	037/20	Operating Expenses			(5,000)	1,876,546
E136003	Subsidised Services	037/20	Operating Expenses		20,000		1,896,546
E136004	Standpipe Water Costs	037/20	Operating Expenses		2,472		1,899,018
E137001	Canning-Gunbarrel Discovery Centre - Building Operations	037/20	Operating Expenses			(6,472)	1,892,546
E137005	Canning-Gunbarrel Discovery Centre - Super	037/20	Operating Expenses		2,000		1,894,546
E137006	Canning-Gunbarrel Discovery Centre - Merchandise	037/20	Operating Expenses			(22,000)	1,872,546

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 5: BUDGET AMENDMENTS**

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
E137010	Canning-Gunbarrel Discovery Centre - Community	037/20	Operating Expenses		7,451		1,879,997
E142411	Administration - Salaries and Wages	037/20	Operating Expenses		147,896		2,027,893
E142412	Administration - Super	037/20	Operating Expenses		9,190		2,037,083
E142416	Administration - FBT	037/20	Operating Expenses		15,000		2,052,083
E142431	Administration - Stationery	037/20	Operating Expenses		13,000		2,065,083
E142434	Administration - Advertising	037/20	Operating Expenses		2,500		2,067,583
E142435	Administration - Office Equipment Maintenance	037/20	Operating Expenses			(1,500)	2,066,083
E142437	Administration - Records Management	037/20	Operating Expenses		10,000		2,076,083
E142443	IT System - Hardware Maintenance	037/20	Operating Expenses			(40,500)	2,035,583
E142445	Administration - Subscriptions and Memberships	037/20	Operating Expenses			(4,050)	2,031,533
E142451	Other Office Expenses	037/20	Operating Expenses		4,354		2,035,887
E142459	Administration - Vehicle Costs	037/20	Operating Expenses		20,578		2,056,465
E142462	Annual Airfares for Admin Staff	037/20	Operating Expenses		2,600		2,059,065
E142463	Conferences/Training	037/20	Operating Expenses			(40,000)	2,019,065
E142465	Staff Professional Development	037/20	Operating Expenses		30,000		2,049,065
E142476	Administration - Insurance	037/20	Operating Expenses		6,471		2,055,536
E142478	Legal Expenses	037/20	Operating Expenses			(60,000)	1,995,536
E142480	Housing Allocated - Administration	037/20	Operating Expenses			(43,385)	1,952,151
E142482	Occupational Safety & Health Costs	037/20	Operating Expenses		3,000		1,955,151
E142491	Depreciation - Administration	037/20	Non Cash Item	(30,501)			1,955,151
E142495	Temporary / Relief Staff	037/20	Operating Expenses			(150,000)	1,805,151
E142492	Less: Administration Allocated	037/20	Operating Expenses		105,347		1,910,498
E143051	Depot Office Telephone & Other Costs	037/20	Operating Expenses		4,040		1,914,538
E143091	Superannuation - Works Staff	037/20	Operating Expenses		15,553		1,930,091
E143141	Works Staff Relocation and Recruitment	037/20	Operating Expenses			(10,900)	1,919,191
E143146	Works Manager and Supervisors Vehicle	037/20	Operating Expenses			(15,786)	1,903,405
E143172	Works - Other Insurance	037/20	Operating Expenses		5,400		1,908,805
E143173	Pre-Start Meetings	037/20	Operating Expenses		25,017		1,933,822
E143202	Works Staff Allowances	037/20	Operating Expenses			(9,750)	1,924,072
E143333	Consultants Fees	037/20	Operating Expenses		50,000		1,974,072
E143334	Tools and Equipment	037/20	Operating Expenses			(5,000)	1,969,072
E143999	Less: Public Works Allocated	037/20	Operating Expenses			(58,574)	1,910,498
E144052	Vehicle Registrations/Licences	037/20	Operating Expenses			(1,578)	1,908,920
E144999	Less: Plant Allocated	037/20	Operating Expenses		1,578		1,910,498
E084103	Community Salaries & Wages	037/20	Operating Expenses		125,942		2,036,440
E084105	Other Community Development Costs	037/20	Operating Expenses		1,200		2,037,640
E084150	Less: Community Allocated	037/20	Operating Expenses			(127,142)	1,910,498
E146013	Gross Salaries & Wages	037/20	Operating Expenses		465,654		2,376,152
E146999	Less: Salaries & Wages Allocated	037/20	Operating Expenses			(465,654)	1,910,498
R031020	Interest on Overdue Rates	037/20	Operating Revenue		2,000		1,912,498
R031109	UV Exploration & Prospecting	037/20	Operating Revenue		66,448		1,978,946
R031320	Instalment Charges - Rates & Admin Fees	037/20	Operating Revenue		2,716		1,981,662
R031321	Interest on Instalments	037/20	Operating Revenue		7,861		1,989,523
R031330	ESL Admin Fee - DFES	037/20	Operating Revenue		400		1,989,923
R032000	FAGS - General	037/20	Operating Revenue		39,631		2,029,554
R032005	FAGS - Roads	037/20	Operating Revenue		12,559		2,042,113
R032110	Interest Received - Municipal Term Deposit	037/20	Operating Revenue			(51,000)	1,991,113
R032111	Interest Earned - Muni Cheque	037/20	Operating Revenue		250		1,991,363
R032130	Interest Received - Reserves Term Deposit	037/20	Operating Revenue			(75,000)	1,916,363
R123050	Profit on sale of asset Governance	037/20	Non Cash Item		12,435	0	1,928,798
R123050	Profit on sale of asset Governance	037/20	Non Cash Item	(12,435)			1,928,798
R123070	Proceeds on sale of CEO Vehicle Governance	037/20	Capital Revenue			0	1,928,798
R102001	Medical Waste Fees & Charges	037/20	Operating Revenue		935		1,929,733
R103023	Liquid Waste Disposal Fees and Charges	037/20	Operating Revenue			(3,000)	1,926,733
R111509	Moonlight Hall & Hot Offices Hire Charges	037/20	Operating Revenue		1,000		1,927,733
R113132	Wotton Street Playground Equipment	037/20	Capital Revenue			(360,000)	1,567,733
R118103	Gallery Artist Sales Income	037/20	Operating Revenue		20,320		1,588,053
R119005	Bingo Night Income	037/20	Operating Revenue			(300)	1,587,753
R122002	Main Roads Direct Grant	037/20	Operating Revenue		88,306		1,676,059
R122004	Grant Flood Damage AGRN743	037/20	Operating Revenue		29,897		1,705,956
R123000	Profit on sale of asset	037/20	Operating Revenue		13,600		1,719,556
E123000	Loss on sale of asset	037/20	Operating Expenses			(10,000)	1,709,556
R123001	Proceeds on sale of transport vehicles	037/20	Capital Revenue			(4,000)	1,705,556
	Profit on sale of asset Transport	037/20	Non Cash Item	(4,000)			1,705,556
R126242	Airport Landing Fees	037/20	Operating Revenue			(70,000)	1,635,556
R126245	Airport passenger Service Fees	037/20	Operating Revenue			(35,000)	1,600,556
R126265	Grant - RADS Airport Fencing	037/20	Capital Revenue		57,677		1,658,233
R126264	Grant - RAUP Runway & Fencing Upgrades	037/20	Capital Revenue			(364,648)	1,293,585

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 5: BUDGET AMENDMENTS**

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
R133332	Building - Fees and Charges	037/20	Operating Revenue		3,537		1,297,122
R136332	Economic Development Rental Income	037/20	Operating Revenue		5,100		1,302,222
R136002	Economic Development - Other Revenue	037/20	Operating Revenue		3,000		1,305,222
R137001	Canning-Gunbarrel Discovery Centre - Tourism	037/20	Operating Revenue		13,000		1,318,222
	Loan for Streetscape	037/20	Capital Revenue			(800,000)	518,222
E101013	Bulk refuse collection	037/20	Operating Expenses			(100,000)	418,222
	Transfer to Reserves	037/20				(418,222)	0

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

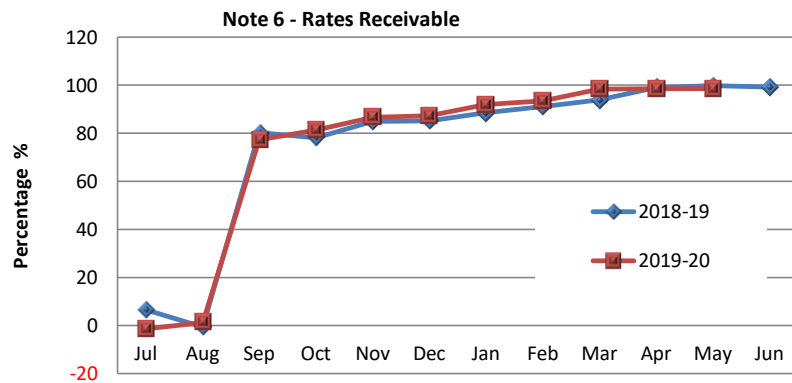
**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

Opening Arrears Previous Years  
 Levied this year and adjustments  
Less Collections to date  
 Equals Current Outstanding

**Net Rates Collectable**  
 % Collected

YTD 31 May	YTD Previous FY
\$ 43,493	\$ 103,236
5,415,689	5,001,577
(5,377,236)	(5,061,320)
<b>81,946</b>	<b>43,493</b>
<b>81,946</b>	<b>43,493</b>
98.50%	99.15%



**Comments/Notes - Receivables Rates**

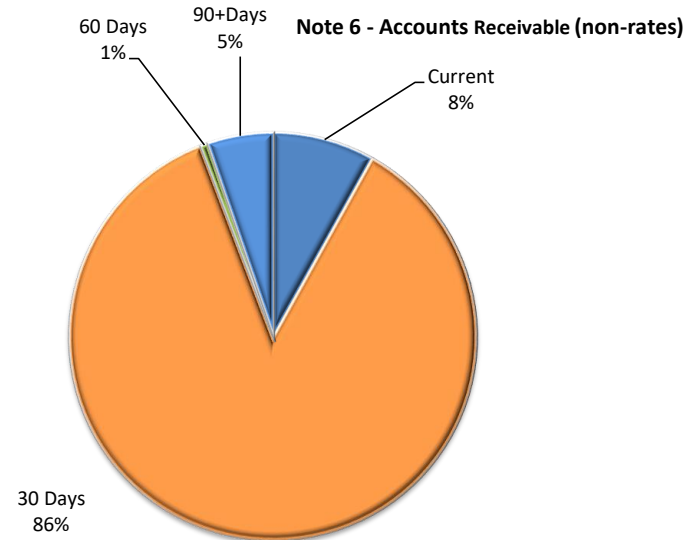
*Receivables are the current balances of Rates and Debtors payable to the Shire and are regarded as a current asset.*

All outstanding rates are now with the debt collection agency.

**Receivables - General**

	Current	30 Days	60 Days	90+Days
Receivables - General	\$ 6,680	\$ 71,017	\$ 471	\$ 4,305
<b>Total Receivables General Outstanding</b>				<b>82,472</b>

**Amounts shown above include GST (where applicable)**



**Comments/Notes - Receivables General**

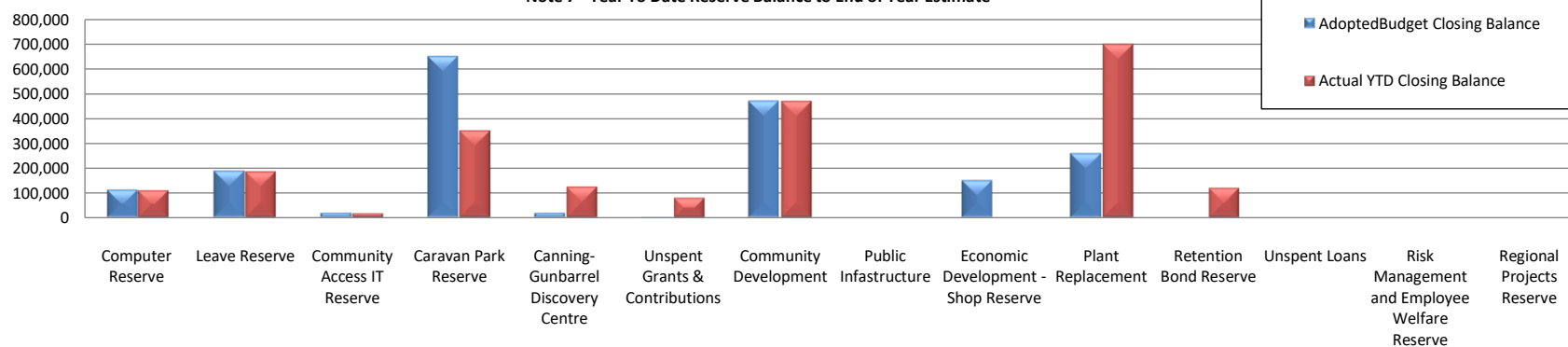


**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 7: Cash Backed Reserve**

2019-20		Adopted Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Amended Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Adopted Budget Closing Balance	Actual YTD Closing Balance
Name	Opening Balance										
Airport Reserve	\$ 1,174,635	\$ 25,300	\$ 13,051	\$ 100,000	173,581	\$	\$ (560,120)	\$ -		\$ 739,815	\$ 1,187,685
Asset Development & Replacement Reserve	2,931,283	63,113	32,567	-	209,111		(1,555,477)	-		1,438,919	2,963,849
Computer Reserve	109,279	2,350	1,215	-				-		111,629	110,494
Leave Reserve	184,278	3,963	2,048	-				-		188,241	186,326
Community Access IT Reserve	17,168	375	190	-						17,543	17,358
Caravan Park Reserve	347,384	1,025	4,373	300,000						648,409	351,758
Canning-Gunbarrel Discovery Centre	123,981	7,625	983	10,000			(122,891)			18,715	124,963
Unspent Grants & Contributions	185,304	0	-	-			(185,304)	(105,031)		0	80,273
Community Development	464,225	5,538	5,513	0						469,763	469,738
Public Infrastructure	0	0	-	-						0	0
Economic Development - Shop Reserve	0	0		150,000						150,000	0
Plant Replacement	688,858	13,538	7,755	-			(445,000)			257,396	696,613
Retention Bond Reserve	101,034	2,175	311	-		139,876	(102,898)	(120,377)		0	120,222
Unspent Loans	577,927	0					(577,927)	(577,927)		0	0
Risk Management and Employee Welfare Reserve					10,530						
Regional Projects Reserve					25,000						
	<b>6,905,356</b>	<b>125,002</b>	<b>67,382</b>	<b>560,000</b>	<b>418,222</b>	<b>139,876</b>	<b>(3,549,617)</b>	<b>(803,335)</b>	<b>0</b>	<b>4,040,430</b>	<b>6,309,279</b>

**Note 7 - Year To Date Reserve Balance to End of Year Estimate**



**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Comments
Fair Value	Accum Depr	Proceeds	Profit (Loss)		
\$	\$	\$	\$		
30,000	1,606	10,909	(17,485)	P095	Ford Ranger Super Cab
30,000	4,589	22,727	(2,684)	P096	Ford Ranger Dual Cab
60,000	6,195	33,636	(20,169)		

Comments - Capital Disposal/Replacements

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 9: RATING INFORMATION**

RATE TYPE	Budget						Actual				
	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Rate Revenue \$	Interim Rate \$	Back Rate \$	Total Revenue \$
<b>Differential General Rate</b>											
GRV Wiluna Townsite	10.2268	69	986,368	100,874	0	0	100,874	100,874	92,112		192,986
GRV Mining	20.2213	6	6,380,000	1,290,119	0	0	1,290,119	1,290,119			1,290,119
UV Rural/Pastoral	13.7841	28	1,247,348	171,936	0	0	171,936	154,742			154,742
UV Mining	21.2284	213	14,835,946	3,149,434	0	0	3,149,434	3,149,434			3,149,434
UV Exploration & Prospecting Pastoral	21.2284	218	2,458,534	521,907	0	0	521,907	521,908			521,908
<b>Sub-Totals</b>		534	25,908,196	5,234,270	0	0	5,234,270	5,217,077	92,112	0	5,309,189
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV Wiluna Townsite	490.00	18	7,838	8,820	0	0	8,820	8,820			8,820
GRV Mining	370.00	3	60	1,110	0	0	1,110	1,110			1,110
UV Rural/Pastoral	370.00	1	1,598	370	0	0	370	370			370
UV Mining	370.00	189	72,481	69,930	0	0	69,930	69,930			69,930
UV Exploration & Prospecting Pastoral	370.00	71	65,026	26,270	0	0	26,270	26,270			26,270
<b>Sub-Totals</b>		282	147,003	106,500	0	0	106,500	106,500	0	0	106,500
<b>Discount / Concessions</b>							5,340,770				5,415,689
<b>Amount from General Rates</b>							(17,193)				
Ex-Gratia Rates							<b>5,323,577</b>				<b>5,415,689</b>
							0				0
<b>Totals</b>							<b>5,323,577</b>				<b>5,415,689</b>

**Comments - Rating Information**

All land except exempt land in the Shire of Wiluna 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 above 2019/20 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 considering the extent of any increase in rating over the level adopted in the previous year. The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities. The intention to impose differential rating was advertised on 10 May 2019. Two submissions were received. The Council resolved to proceed with differential rates and minimums as advertised except for the UV Mining and UV Exploration and Prospecting rates that was advertised at 21.4345 and which the Council decreased to 21.2284 after considering the submissions received and changes in the valuation roll that were received after the proposed differential rates were advertised. The rates adopted were as per above table.

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 May 2020

**10. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Loan No.	Principal 1-Jul-19	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
				Actual \$	Adopted Budget \$	Actual \$	Adopted Budget \$	Actual \$	Adopted Budget \$
<b>Recreation &amp; Culture</b>									
Loan 1 - Youth Centre - Changerooms, Toilets, Kiosk	1	197,673	0	52,694	52,694	144,979	144,979	5,739	9,165
<b>Housing</b>									
Loan 4 - Staff Housing 5 New Houses	4	1,340,243	0	49,425	49,425	1,290,818	1,290,818	49,262	55,830
<b>Economic Services</b>									
Loan 2 - Canning - Gunbarrel Discovery Centre	2	474,415	0	126,466	126,466	347,949	347,949	13,772	21,997
Loan 5 - Streetscape Project	5	633,262	0	22,836	22,836	610,426	638,893	20,570	25,493
<b>Governance</b>									
Loan 3 - Administration Building	3	957,317	0	35,303	35,304	922,014	922,013	35,355	39,879
		3,602,910	0	286,725	286,725	3,316,185	3,344,652	124,698	152,364

All debenture repayments were financed by general purpose revenue.

No new debentures were raised during the reporting period.

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2019-20 Adopted Budget	2019-20 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status		Comment
								Received	Not Received	
<b>GENERAL PURPOSE FUNDING</b>		(Y/N)	\$	\$	\$	\$	\$	\$	\$	
Grants Commission - General	WALGGC	Y	899,962	939,593	0	939,593	0	1,924,092	(984,499)	Financial Assistance Grant that is an untied grant which allows the Shire to spend the grants according to local priorities.
Grants Commission - Roads	WALGGC	Y	396,140	408,699	0	408,699	0	915,540	(506,841)	A component is received for general purpose and a component for roads
<b>LAW, ORDER, PUBLIC SAFETY</b>										
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	19,580	19,580	0	19,580	0	21,055	(1,475)	General operating grant received to assist in the operations of the Bush Fire Brigade.
<b>EDUCATION AND WELFARE</b>										
<b>RECREATION AND CULTURE</b>										
Wotton Street Playground	Lottery West	N	360,000	0	0	0	0	0	0	Pending approval.
Grants Events, Celebrations & Festivals	Various - refer budget	N	14,000	14,000	0	14,000	0	13,500	500	Various contributions for events in the Shire.
IVAIS Tjukurba Art Gallery	Department of Communications & the Arts	Y	145,000	145,000	0	145,000	0	145,000	0	To assist in the general operations of the Art Gallery to provide Community Development Programme (CDP) services, including placing and managing participants in activities
CDP Program	Wirrpanda	Y	60,000	60,000	0	60,000	0	55,000	5,000	
<b>TRANSPORT</b>										
Regional Road Group 2025 Grant	Regional Road Group - Main Roads	Y	587,964	587,964	0	0	587,964	501,193	86,771	Capital Funding for Roads
Roads to Recovery	Federal Government	Y	908,982	908,982	0	0	908,982	908,982	0	Capital Funding for Roads
Direct Regional Grant	Main Roads	Y	118,290	206,596	0	206,596	0	206,596	0	Untied grant received annually.
WANDRRA	Main Roads	Y	0	(29,897)	0	(29,897)	0	14,267	(44,164)	Capital Funding for Roads
Airport Terminal	Regional Airport Development Scheme	Y	364,648	364,648	0	0	364,648	(105,031)	469,679	Capital Funding for Roads
<b>ECONOMIC SERVICES</b>										
<b>OTHER PROPERTY AND SERVICES</b>										
<b>TOTALS</b>			<b>3,874,566</b>	<b>3,625,165</b>	<b>0</b>	<b>1,763,571</b>	<b>1,861,594</b>	<b>4,600,193</b>	<b>(975,028)</b>	
Operating	Operating		1,652,972	1,763,571				3,295,049		
Non-Operating	Non-operating		2,221,594	1,861,594				1,305,144		
			<u>3,874,566</u>	<u>3,625,165</u>				<u>4,600,193</u>		

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 12: TRUST FUND**

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

Description	Opening Balance 1 Jul 19	Amount Received	Amount Paid	Closing Balance 31-May-20
Totals	\$ 13,136	\$ 46,479	\$ 43,097	\$ 16,517
	<b>13,136</b>	<b>46,479</b>	<b>43,097</b>	<b>16,517</b>

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 13: CAPITAL ACQUISITIONS**

Page 15: CAPITAL EXPENDITURE

Account Number		Description	Budget			Actuals		Comment
			Adopted Annual Budget	Amended Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	
GOVERNANCE								
C040001	Council Chambers Furniture	56,000	56,000	51,337	-	51,337		
C142101	CEO Vehicle	282,000	-	-	-	-		
Total Governance		338,000	56,000	51,337	-	51,337		
HOUSING								
C091109	Single Persons Quarters (at admin building)	80,000	80,000	73,337	146	73,191		
C091163	2 New Houses - Trenton Street	640,000	840,000	770,000	3,406	766,594		
C091185	U5/30 Scotia Street Furniture & Eqpt	20,000	20,000	18,337	2,457	15,880		
C091200	Staff Housing - 8 Trenton Street	70,000	70,000	64,163	887	63,276		
C091201	Staff Housing 2 - 10 Trenton Street	70,000	70,000	64,163	1,376	62,787		
C091203	Staff Housing 3 - 42 Lennon Street	70,000	70,000	64,163	1,240	62,923		
C091204	Staff Housing 4 - 46 Lennon Street	70,000	70,000	64,163	1,170	62,993		
C091205	Staff Housing 5 - 48 Lennon Street	70,000	70,000	64,163	677	63,486		
C091206	Land Purchases	200,000	200,000	183,337	43,844	139,493	32 Wall Street Purchase	
Total Housing		1,290,000	1,490,000	1,365,826	55,203	1,310,623		
COMMUNITY AMENITIES								
C107054	Cemetery Improvement	100,000	100,000	91,663	17,102	74,561	Gazebo works completed.	
C107055	Replace Fencing at Lennon St Bore	20,000	10,450	9,581	10,450	(869)	Paths/roads marked.	
C107060	Sewerage Works - Replacement of Septic Systems	65,000	65,000	59,587	18,149	41,438	Completed.	
Total Community Amenities		185,000	175,450	160,831	45,702	115,129	In progress.	
RECREATION AND CULTURE								
C111102	Youth Centre Landscape & Other Works	150,000	-	-	6,428	(6,428)	Transfer balance. Budget cancelled.	
C111103	Youth Centre Sewerage Upgrade	17,000	-	-	-	-		
C111104	Youth Centre Upgrade	100,000	65,000	59,587	10,692	48,895	In progress	
C111106	Youth Centre Orchard	15,000	15,000	13,750	-	13,750		
C112101	Pool Improvements	100,000	100,000	91,663	51,645	40,018	Perimeter fencing complete.	
C113128	Fully Enclosed BBQ Trailer	25,000	25,000	22,913	25,497	(2,584)	Complete.	
C113131	Replace Basketball Court Lights (with LED)	13,000	13,000	11,913	9,890	2,023	Order placed	
C113132	Wotton Street Playground	760,000	-	-	157	(157)	Budget cancelled.	
C113133	Gym (Oval Change Room) Improvements	100,000	100,000	91,663	28,488	63,175	In progress	
C113183	Gym Equipment	-	65,000	59,587	-	59,587		
C113134	New Memorial Park	450,000	-	-	502	(502)		
C113429	Oval Water Cannons Upgrade	100,000	100,000	91,663	199	91,464		
C117014	Old Morgue - External Paint	10,000	10,000	9,163	518	8,645		
Total Recreation and Culture		1,840,000	493,000	451,902	134,016	317,886		
TRANSPORT								
Street and Road Construction:								
C121004	Wiluna North Road - Reconstruct Existing Unsealed Road Formation	165,000	-	-	-	-	Completed	
C121005	Install Water Bores	140,000	140,000	128,337	35,500	92,837	Completed	
C121006	Wongawol Road - Drains, Verge Clearing, Resheeting	254,754	164,434	150,733	165,393	(14,660)	Completed	
C121007	Wongawol Road - Widening of Bitumen, Reconstruct Floodways & Culverts	436,125	891,946	817,619	96,352	721,267	Completed	
C121008	Carnegie Road - Drains, Verge Clearing, Resheeting	191,066	191,066	175,142	200,739	(25,597)	Completed	
C121015	Granite Peak - Vegetation clearance and pull in gravel from vegetation, re-shape and reform	100,000	100,000	91,663	100,198	(8,535)	Completed	
C121018	Granite Peak - Lake Violet Road	350,000	149,500	137,038	149,734	(12,696)	Completed	
C121810	Rural Roads - Signs and Guide Posts	100,000	-	-	-	-		

**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 13: CAPITAL ACQUISITIONS**

Note 13: CAPITAL ACQUISITIONS

		Budget			Actuals		
Account Number	Description	Adopted Annual Budget	Amended Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comment
Sub Total		1,736,945	1,636,946	1,500,532	747,916	752,616	
Road Plant Purchases							
C123100	Dual Cab Truck (Roadworks Crew)	200,000	200,000	183,337	471	182,866	Tender awarded and order placed. Due to COVID, truck will not be ready until next FY. Carry over.
C123101	Ford Ranger Super Cab Ute	45,000	60,000	55,000	-	55,000	To be picked up from Kal in June.
C123102	Second Hand Tandem Tipper	120,000	120,000	110,000	75,000	35,000	Paid. Truck in Perth for service and modifications.
C123103	13000 Litre Water Tank	50,000	50,000	45,837	38,000	7,837	Being fitted to Tandem Tipper.
C123105	Van for Art Gallery	43,000	56,000	51,337	-	51,337	To be picked up from Perth in June.
C123104	8000 Litre Sewerage Pump Out Tank	23,000	38,000	34,837	-	34,837	Order placed
C123178	Refurbishment of Bore Trailer	9,000	-	-	-	-	Budget cancelled
C123197	Concrete Truck	60,000	60,000	55,000	3,500	51,500	Old garbage truck in Perth getting agitator fitted
C123198	Mobile Portable Toilet Block	100,000	84,000	77,000	27,473	49,528	Order placed at \$83,250. Will not receive until next FY.
C123223	Mower and Trailer	40,000	-	-	-	-	Budget cancelled. Purchased last financial year.
Sub Total		690,000	668,000	612,348	144,443	467,905	
Other Infrastructure							
C121023	Depot Shed	53,000	53,000	48,587	8,518	40,069	Order placed and deposit paid. Contractors are anticipated to be here in June to start works.
C121024	Depot Improvements	242,000	242,000	221,837	50,850	170,987	Perimeter fence completed
C121025	Washbay	10,000	-	-	848	(848)	
C121026	Workshop Service Pit	25,000	40,000	36,663	174	36,489	Works will commence start of June.
Sub Total		330,000	335,000	307,087	60,390	246,697	
Airport							
C126262	Airport Sealing/Upgrade Repairs	1,094,454	1,094,454	1,003,255	142,681	860,574	
Sub Total		1,094,454	1,094,454	1,003,255	142,681	860,574	
Total Transport		3,851,399	3,734,400	3,423,222	1,095,430	2,327,792	
ECONOMIC SERVICES							
C132159	Main Street Revitalisation (Wotton St)	2,337,000	1,785,679	1,636,877	1,794,921	(158,044)	
C132171	Wiluna Enterprise Building	15,000	-	-	136	(136)	
C132343	Caravan Park Development	100,000	120,000	110,000	63,131	46,869	
C132351	North Pool - Development of Tourism Area	15,000	-	-	-	-	Budget cancelled.
C132352	Lake Violet - Development of Tourism Area	35,000	-	-	-	-	Budget cancelled.
C132360	Commercial Property Purchase	203,000	203,000	186,087	82,647	103,440	Purchased 77 Wotton Street.
C134100	Irrigation, Retic & Bore Works	300,000	300,000	275,000	3,075	271,925	
C137002	Discovery Centre Displays	107,000	107,000	98,087	3,695	94,392	
C137003	Discovery Centre Gardens - Furniture, Landscaping & Retic	15,000	15,000	13,750	1,923	11,827	
C137004	Discovery Centre Sea Container	25,000	25,000	22,913	-	22,913	
C137005	Discovery Centre Building	35,000	35,000	32,087	-	32,087	
C132170	32 Wall Street	-	300,000	275,000	-	275,000	
Total Economic Services		3,187,000	2,890,679	2,649,801	1,949,528	700,273	



**SHIRE OF WILUNA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 13: CAPITAL ACQUISITIONS**

Note 15: CAPITAL ACQUISITIONS

		Budget			Actuals		
Account Number	Description	Adopted Annual Budget	Amended Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comment
OTHER PROPERTY AND SERVICES							
C142113	Wireless connection to New Admin Building	110,000	110,000	100,837	86,253	14,584	Complete
C147183	New Administration Building	450,000	450,000	412,500	38,696	373,804	
C142114	IT Software Upgrade	-	160,000	146,663	155,658	(8,995)	Contract signed and process of implementation commenced.
Total Other Property and Services		560,000	720,000	660,000	280,607	379,393	
TOTALS		11,251,399	9,559,529	8,762,919	3,560,486	5,202,433	
		Adopted	Amended Annual	YTD Budget	YTD Actual		
		2,483,000	2,948,000	2,702,337	224,899	2,477,438	
		997,000	693,000	635,261	169,940	465,321	
		56,000	281,000	257,587	-	257,587	
		3,933,945	3,282,625	3,009,072	2,507,337	501,735	
		1,094,454	1,094,454	1,003,255	142,681	860,574	
		2,687,000	1,260,450	1,155,407	515,628	639,779	
		-	-	-	-	-	
		11,251,399	9,559,529	8,762,919	3,560,486	5,202,433	

**Shire of Wiluna  
Schedules 2019-2020**

Prog	Programme Description	Sub-Programme Description	COA	Description	Adopted Budget Income	Adopted Budget Expenditure	Amended Budget Income	Amended Budget Expenditure	YTD Budget Income	YTD Budget Expenditure	YTD Income	YTD Expenditure	Variance (\$)	Variance (%)
03	General Purpose Funding													
		Rate Revenue												
			E031801	Administration allocated		\$129,298		\$129,298		\$118,525		\$89,783	(\$28,742)	-24%
			E031803	Collection Costs		\$40,000		\$40,000		\$36,663		\$26,448	(\$10,215)	-28%
			E031804	Valuation Expenses		\$2,000		\$2,000		\$1,837		\$7,146	\$5,309	289%
			E031805	Searches Expense		\$100		\$2,000		\$1,837		\$1,673	(\$165)	-9%
			E031807	Rates Written-off/Bad Debts Expense		\$30,000		\$30,000		\$27,500		\$502	(\$26,998)	-98%
			R031020	Interest on overdue rates	(\$12,000)		(\$14,000)		(\$12,837)		(\$14,307)		(\$1,470)	11%
			R031101	Mining Rates - UV	(\$3,149,434)		(\$3,149,434)		(\$3,149,434)		(\$3,149,434)		-	0%
			R031102	Rural Rates - UV	(\$154,743)		(\$154,743)		(\$154,743)		(\$154,742)		\$1	0%
			R031103	Mining Rates - GRV	(\$1,290,119)		(\$1,290,119)		(\$1,290,119)		(\$1,290,119)		-	0%
			R031104	Townsite Rates - GRV	(\$100,874)		(\$100,874)		(\$100,874)		(\$192,986)		(\$92,112)	91%
			R031105	Minimum Mining Rates - UV	(\$69,930)		(\$69,930)		(\$69,930)		(\$69,930)		-	0%
			R031106	Minimum Rural Rates - UV	(\$370)		(\$370)		(\$370)		(\$370)		-	0%
			R031107	Minimum Mining Rates - GRV	(\$1,110)		(\$1,110)		(\$1,110)		(\$1,110)		-	0%
			R031108	Minimum Townsites Rates - GRV	(\$8,820)		(\$8,820)		(\$8,820)		(\$8,820)		-	0%
			R031109	UV Exploration and Prospecting	(\$521,908)		(\$588,356)		(\$539,330)		(\$521,908)		\$17,422	-3%
			R031110	UV Exploration and Prospecting Minimum	(\$26,270)		(\$26,270)		(\$26,270)		(\$26,270)		-	0%
			R031310	Reimbursement	(\$35,000)		(\$35,000)		(\$35,000)		(\$25,131)		\$9,869	-28%
			R031311	Excess Rates Credits / Minor	-		-		-		-		-	
			R031320	Installment Charges- Rates Administration Fee	(\$3,500)		(\$6,216)		(\$5,698)		(\$6,216)		(\$518)	9%
			R031321	Interest on installments	(\$7,653)		(\$15,514)		(\$14,223)		(\$15,658)		(\$1,435)	10%
			R031330	ESL Administration Fee - DFES	(\$4,000)		(\$4,000)		(\$4,037)		(\$4,400)		(\$363)	9%
			R031900	Rates Enquiry/Searches	(\$208)		(\$208)		(\$187)		(\$265)		(\$78)	41%
		Rate Revenue Total			(\$5,385,939)	\$201,398	(\$5,465,364)	\$203,298	(\$5,412,982)	\$186,362	(\$5,481,665)	\$125,552	(\$129,493)	
03	General Purpose Funding													
		Other General Purpose Funding												
			E032100	Administration Allocated		\$19,274		\$19,274		\$17,666		\$13,384	(\$4,282)	-24%
			E033100	Interest on overdraft & other		\$500		\$500		\$462		-	(\$462)	-100%
			E033101	Bank fees and charges		\$19,000		\$19,000		\$17,413		\$12,281	(\$5,132)	-29%
			E033102	Administration Allocated		\$155,599		\$155,599		\$142,637		\$107,626	(\$35,011)	-25%
			E033104	Sundry Debtors Write Off		\$1,000		\$1,000		\$913		-	(\$913)	-100%
			R032000	Grants Commission Grant Received - General	(\$899,962)		(\$939,593)		(\$939,592)		(\$1,924,092)		(\$984,500)	105%
			R032005	Grants Commission Grant Received- Roads	(\$396,140)		(\$408,699)		(\$408,699)		(\$915,540)		(\$506,841)	124%
			R032110	Interest Received - Municipal Term	(\$91,000)		(\$40,000)		(\$36,663)		(\$76,568)		(\$39,905)	109%
			R032111	Interest earned - Muni Cheque	-		(\$250)		(\$231)		\$109		\$340	-147%
			R032130	Interest Received - Reserves	(\$125,000)		(\$50,000)		(\$45,837)		(\$65,775)		(\$19,938)	43%
			R032141	Interest on Overdue Debtors	(\$500)		(\$500)		(\$462)		(\$514)		(\$52)	11%
		Other General Purpose Funding Total			(\$1,512,602)	\$195,373	(\$1,439,042)	\$195,373	(\$1,431,484)	\$179,091	(\$2,982,379)	\$133,291	(\$1,596,696)	
	General Purpose Funding Total				(\$6,898,541)	\$396,771	(\$6,904,406)	\$398,671	(\$6,844,466)	\$365,453	(\$8,464,044)	\$258,843	(\$1,726,189)	
04	Governance													
		Members Of Council												
			E040306	Members General Meeting		-		-		-		-	-	
			E040307	Members Meeting Expenses		\$15,000		\$15,000		\$13,750		\$4,345	(\$9,405)	-68%
			E040308	Members Telephone Subsidy		\$14,500		\$14,500		\$13,288		\$9,437	(\$3,851)	-29%
			E040309	Deputy President's Allowance		\$5,016		\$5,016		\$4,598		\$4,138	(\$460)	-10%

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			E040310	President's Allowance		\$20,063		\$20,063		\$18,392		\$18,209	(\$183)	-1%
			E040311	Members Travelling Expenses		\$14,500		\$17,000		\$15,587		\$31,058	\$15,471	99%
			E040312	Members Sitting Fees		\$76,558		\$76,558		\$70,180		\$60,933	(\$9,247)	-13%
			E040313	Members Conference Expenses		\$25,000		\$25,000		\$22,913		\$6,089	(\$16,824)	-73%
			E040314	Council Election Expenses		\$17,000		\$15,000		\$13,750		\$11,514	(\$2,236)	-16%
			E040315	Local Government Week Expenses		\$10,000		\$5,000		\$4,587		\$3,739	(\$848)	-18%
			E040316	Members Professional Development		\$20,000		\$20,000		\$18,337		\$722	(\$17,615)	-96%
			E040317	Refreshments and Receptions		\$20,000		\$12,000		\$11,000		\$10,195	(\$805)	-7%
			E040318	Board/Outside Committee Expenses		\$5,000		\$5,000		\$4,587		-	(\$4,587)	-100%
			E040319	Council Chamber Building Operation Costs		\$3,500		\$3,500		\$3,201		\$1,085	(\$2,116)	-66%
			E040320	Maintenance - Council Chambers		\$1,522		\$1,522		\$1,397		\$119	(\$1,278)	-91%
			E040322	Members - Insurance		\$11,550		\$9,512		\$8,723		\$9,512	\$789	9%
			E040323	Subscriptions/Memberships		\$25,000		\$25,000		\$22,913		\$8,478	(\$14,435)	-63%
			E040324	Members IT Expenses		\$8,000		\$8,000		\$7,337		\$5,980	(\$1,358)	-19%
			E040325	Donations		\$30,000		\$30,000		\$27,500		\$13,050	(\$14,450)	-53%
			E040328	Governance Public Relations		\$5,000		\$5,000		\$4,587		\$131	(\$4,456)	-97%
			E040333	Governance Employment Expenses		\$280,829		\$280,829		\$257,811		\$307,593	\$49,782	19%
			E040334	Superannuation		\$29,333		\$29,333		\$26,884		\$24,246	(\$2,638)	-10%
			E040335	Professional Development		\$10,000		\$10,000		\$9,163		\$372	(\$8,791)	-96%
			E040336	Administration allocated		\$380,466		\$380,466		\$348,766		\$264,191	(\$84,575)	-24%
			E040337	Motor Vehicle Expenses		\$15,750		\$22,570		\$20,691		\$23,128	\$2,437	12%
			E040338	Fringe Benefit Tax		\$4,000		(\$7,000)		(\$6,424)		(\$11,631)	(\$5,207)	81%
			E040339	Staff Recruitment & Relocation		\$9,500		\$9,500		\$8,712		-	(\$8,712)	-100%
			E040440	Housing Allocated - Governance		\$29,445		\$35,000		\$32,087		\$13,029	(\$19,058)	-59%
			E040441	Other Allowances		\$500		\$1,000		\$913		\$1,000	\$87	10%
			E040442	Community Services Allocated		\$86,711		\$37,558		\$34,430		\$20,546	(\$13,884)	-40%
			R123050	Gain on sale of Assets	(\$12,435)		-		-		-		-	
			R123060	Proceeds on Sale of Assets		(\$270,000)		-		-		-	-	
			R123070	Realisation of Assets		\$270,000		-		-		-	-	
		<b>Members Of Council Total</b>			(\$12,435)	\$1,173,743	-	\$1,111,927	-	\$1,019,660	-	\$841,207	(\$178,453)	
04	Governance													
		Other Governance												
			E040304	Northern GVROC Group Regional Initiatives		\$90,000		\$90,000		\$82,500		\$86,577	\$4,077	5%
			E040305	Governance Review & Corporate Training		\$206,000		\$100,000		\$91,663		\$28,803	(\$62,860)	-69%
			E041001	Administration allocated		\$609,950		\$609,950		\$559,119		\$423,542	(\$135,577)	-24%
			E041002	Other Governance Employment Expenses		\$161,459		\$161,459		\$148,005		\$154,323	\$6,318	4%
			E041003	Superannuation		\$23,026		\$23,026		\$21,109		\$22,236	\$1,127	5%
			E041004	Professional Development		\$5,000		\$5,000		\$4,587		-	(\$4,587)	-100%
			E041006	Vehicle Allocation		\$6,029		\$20,544		\$18,832		\$18,228	(\$604)	-3%
			E041007	Fringe Benefit Tax		\$4,000		\$4,000		\$3,663		-	(\$3,663)	-100%
			E041008	Salary Continuation Insurance		\$4,250		\$4,250		\$4,250		\$4,251	\$1	0%
			E041009	Housing Allocated - Other Governance		\$12,960		\$12,960		\$11,880		\$3,987	(\$7,893)	-66%
			E041010	Consultants for specific governance projects		\$150,000		\$200,000		\$183,326		\$25,454	(\$157,872)	-86%
			E041012	Governance Review		-		\$20,000		\$18,337		\$9,358	(\$8,979)	-49%
			R041422	Other Governance Revenue	(\$200)		(\$200)		(\$187)		(\$39,314)		-	20924%
			R041426	Other minor income	-		-		-		\$1		\$1	
		<b>Other Governance Total</b>			(\$200)	\$1,272,674	(\$200)	\$1,251,189	(\$187)	\$1,147,271	(\$39,313)	\$776,760	(\$370,510)	
	<b>Governance Total</b>				(\$12,635)	\$2,446,417	(\$200)	\$2,363,116	(\$187)	\$2,166,931	(\$39,313)	\$1,617,967	(\$548,962)	

**Shire of Wiluna  
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05	Law, Order & Public Safety													
		Fire Prevention												
			E051512	Insurance		\$1,968		\$3,204		\$2,937		\$3,204	\$267	9%
			E051513	Fire Standpipe		\$5,000		\$5,000		\$4,587		-	(\$4,587)	-100%
			E051515	Bush Fire Plant & Equipment Costs		\$15,000		\$15,000		\$13,750		\$12,330	(\$1,420)	-10%
			E051517	Administration allocated		\$12,247		\$12,247		\$11,231		\$8,504	(\$2,727)	-24%
			E051518	Depreciation - Fire Brigade Shed		\$3,597		\$3,597		\$3,300		\$3,304	\$4	0%
			E051520	Fire Station Building Maintenance		\$1,649		\$3,000		\$2,750		\$3,079	\$329	12%
			E051521	Minor Plant & Equipment purchases		\$4,000		\$4,000		\$3,663		\$178	(\$3,485)	-95%
			E051522	Bush Fire Brigade Costs		\$16,500		\$16,500		\$15,125		\$8,008	(\$7,117)	-47%
			E051524	Fire Station Building Operational Costs		\$3,131		\$3,131		\$2,899		\$2,992	\$93	3%
			E051525	Fire Prevention - Other Expenses		\$1,233		\$1,233		\$1,133		-	(\$1,133)	-100%
			R051503	Emergency Services Grant-Operating - BFB	(\$19,580)		(\$19,580)		(\$19,580)		(\$21,055)		(\$1,475)	8%
		<b>Fire Prevention Total</b>			(\$19,580)	\$64,325	(\$19,580)	\$66,912	(\$19,580)	\$61,375	(\$21,055)	\$41,600	(\$21,250)	
05	Law, Order & Public Safety													
		Animal Control												
			E052521	Animal Control Work Staff		\$13,522		-		-		-	-	
			E052522	Dog pound maintenance		\$2,809		\$1,685		\$1,551		\$57	(\$1,494)	-96%
			E052597	Wiluna Vet Visit		\$2,000		\$2,000		\$1,837		-	(\$1,837)	-100%
			E052524	Housing Allocation - Ranger		\$3,000		\$3,000		\$2,750		\$2,250	(\$500)	-18%
			E052526	Other control expenses		\$1,000		\$1,000		\$913		\$116	(\$797)	-87%
			E052527	Administration allocated		\$14,255		\$14,255		\$13,068		\$9,898	(\$3,170)	-24%
			E052528	Ranger - Vehicle Operation Costs		-		-		-		\$3,540	\$3,540	
			E052533	Consultants - Animals		\$75,000		\$88,500		\$81,125		\$40,120	(\$41,005)	-51%
			R052523	Dog Registration Fees	(\$1,000)		(\$1,000)		(\$913)		(\$300)		\$613	-67%
			R052524	Cat Registration Fees	(\$100)		(\$100)		(\$88)		-		\$88	-100%
			R052525	Impounding fees and charges	(\$100)		(\$100)		(\$88)		-		\$88	-100%
			R052526	Other Animal Control and Penalties	(\$100)		(\$100)		(\$88)		-		\$88	-100%
			R052530	Animal Control - other revenue	-		-		-		-		-	
		<b>Animal Control Total</b>			(\$1,300)	\$111,586	(\$1,300)	\$110,440	(\$1,177)	\$101,244	(\$300)	\$55,981	(\$44,386)	
05	Law, Order & Public Safety													
		Other Law, Order & Public Safety												
			E053523	costs		\$10,000		\$10,000		\$9,163		\$859	(\$8,304)	-91%
			E053527	Community Services Allocated		\$13,301		\$3,715		\$3,410		\$3,152	(\$258)	-8%
			E053592	Administration allocated		\$8,031		\$8,031		\$7,359		\$5,577	(\$1,782)	-24%
		<b>Other Law, Order &amp; Public Safety Total</b>			-	\$31,332	-	\$21,746	-	\$19,932	-	\$9,588	(\$10,344)	
	<b>Law, Order &amp; Public Safety Total</b>				(\$20,880)	\$207,243	(\$20,880)	\$199,098	(\$20,757)	\$182,551	(\$21,355)	\$107,168	(\$75,981)	
07	Health													
		Preventative Services - Administration & Inspection												
			E071713	Health Administration & Consultancy		\$28,500		\$22,000		\$20,163		\$16,246	(\$3,917)	-19%
			E071715	Administration allocated		\$15,058		\$15,058		\$13,805		\$10,456	(\$3,349)	-24%
			E071716	Other health administration costs		\$1,000		\$1,000		\$913		-	(\$913)	-100%
			E071720	Housing Allocations - Health		\$3,000		\$3,000		\$2,750		\$2,500	(\$250)	-9%
			R071715	Fees and licences for Health facilities	(\$100)		(\$100)		(\$88)		(\$435)		(\$347)	394%
			R071716	Septic Tanks / Waste Water Treatment	(\$100)		(\$100)		(\$88)		-		\$88	-100%

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				<b>Preventative Services - Administration &amp; Inspection Total</b>		<b>(\$200)</b>	<b>\$47,558</b>	<b>(\$200)</b>	\$41,058	<b>(\$176)</b>	\$37,631	<b>(\$435)</b>	\$29,202	<b>(\$8,688)</b>
07	Health													
				Preventative Services - Pest Control										
			E072721	Mosquito Control		<b>\$6,476</b>		\$6,476		\$5,929		\$14,599	\$8,670	146%
			E072722	Other pest control		<b>\$2,000</b>		\$2,000		\$1,837		-	<b>(\$1,837)</b>	-100%
			E072725	Administration allocated		<b>\$10,440</b>		\$10,440		\$9,570		\$7,250	<b>(\$2,320)</b>	-24%
				<b>Preventative Services - Pest Control Total</b>		<b>\$18,916</b>		\$18,916		\$17,336		\$21,848	\$4,512	
07	Health													
				Preventative Services - Other										
			E073715	Administration allocated		<b>\$6,224</b>		\$6,224		\$5,709		\$4,322	<b>(\$1,387)</b>	-24%
			E073731	Analytical expenses		<b>\$500</b>		\$500		\$462		\$360	<b>(\$102)</b>	-22%
				<b>Preventative Services - Other Total</b>		<b>\$6,724</b>		\$6,724	-	\$6,171	-	\$4,682	<b>(\$1,489)</b>	
	<b>Health Total</b>				<b>(\$200)</b>	<b>\$73,198</b>	<b>(\$200)</b>	\$66,698	<b>(\$176)</b>	\$61,138	<b>(\$435)</b>	\$55,732	<b>(\$5,665)</b>	
08	Education & Welfare													
				Other Education - Training Centre										
			E086101	Administration allocated		-		-		-		\$420	\$420	
			E086106	Education & Welfare Costs		<b>\$7,500</b>		\$7,500		\$6,875		\$7,500	\$625	9%
			E086108	Contribution to Wiluna Training Centre		<b>\$55,000</b>		\$55,000		\$50,413		\$55,000	\$4,587	9%
				<b>Other Education - Training Centre Total</b>	-	<b>\$62,500</b>	-	\$62,500	-	\$57,288	-	\$62,920	\$5,632	
	<b>Education &amp; Welfare Total</b>				-	<b>\$62,500</b>	-	\$62,500	-	\$57,288	-	\$62,920	\$5,632	
09	Housing													
				Staff Housing										
			E091901	Operating costs - 8 Trenton Street		<b>\$6,275</b>		\$5,275		\$4,896		\$3,572	<b>(\$1,324)</b>	-27%
			E091902	Operating costs - 10 Trenton St Lot959		<b>\$6,275</b>		\$5,275		\$4,896		\$4,492	<b>(\$404)</b>	-8%
			E091903	Operating costs - 42 Lennon st Lot90		<b>\$6,275</b>		\$6,275		\$5,809		\$4,277	<b>(\$1,532)</b>	-26%
			E091904	Operating costs - 46 Lennon Street		<b>\$6,275</b>		\$6,275		\$5,809		\$4,327	<b>(\$1,482)</b>	-26%
			E091905	Operating costs - 48 Lennon st Lot87		<b>\$6,275</b>		\$4,775		\$4,434		\$1,793	<b>(\$2,641)</b>	-60%
			E091906	Admin Accommodation Units Operational Costs		<b>\$8,970</b>		\$8,970		\$8,304		\$9,234	\$930	11%
			E091910	Depreciation - Staff Housing		<b>\$151,296</b>		\$163,561		\$149,930		\$148,664	<b>(\$1,266)</b>	-1%
			E091911	Loan 4 Interest - Staff Housing 5 New Houses		<b>\$55,830</b>		\$55,830		\$51,183		\$49,262	<b>(\$1,921)</b>	-4%
			E091915	Operating costs-21 Lennon St Lot1478 GEN		<b>\$51,803</b>		\$6,785		\$6,305		\$5,872	<b>(\$433)</b>	-7%
			E091916	Operating costs-44 Lennon St Lot89		<b>\$4,795</b>		\$6,200		\$5,751		\$5,069	<b>(\$682)</b>	-12%
			E091917	Operating costs-67-69 Scotia St Lot116,117,301		<b>\$4,734</b>		\$7,652		\$7,090		\$7,993	\$903	13%
			E091918	Operating costs-13 Woodley St Lot1511		-		-		-		\$1,014	\$1,014	
			E091919	Operating costs-U1/30 Scotia St Lot1487		<b>\$6,042</b>		\$6,042		\$5,638		\$3,910	<b>(\$1,728)</b>	-31%
			E091920	Operating costs-U2/30 Scotia St Lot1487		<b>\$3,343</b>		\$3,343		\$3,124		\$1,604	<b>(\$1,520)</b>	-49%
			E091921	Operating costs-U3/30 Scotia St Lot1487		<b>\$3,343</b>		\$3,343		\$3,124		\$1,817	<b>(\$1,307)</b>	-42%
			E091922	Operating costs-U4/30 Scotia St		<b>\$3,343</b>		\$3,343		\$3,124		\$3,257	\$133	4%
			E091923	Unit 5/28 Scotia Street Operational Costs		<b>\$3,653</b>		\$3,653		\$3,434		\$2,852	<b>(\$582)</b>	-17%
			E091926	Operating costs-38 Lennon St Lot92		<b>\$5,075</b>		\$5,075		\$4,716		\$4,051	<b>(\$665)</b>	-14%
			E091927	Operating costs-U7/30 Scotia St Lot1487		<b>\$8,291</b>		\$8,291		\$7,691		\$2,028	<b>(\$5,663)</b>	-74%
			E091928	Operating costs-U6/30 Scotia St Lot1487		<b>\$4,793</b>		\$4,793		\$4,449		\$1,361	<b>(\$3,088)</b>	-69%
			E091929	Operating costs-61/63 Scotia St Lot113-114		<b>\$6,869</b>		\$6,869		\$6,375		\$4,795	<b>(\$1,580)</b>	-25%
			E091930	Operating costs-60A Scotia/Well St Lot555		<b>\$3,997</b>		\$3,997		\$3,704		\$2,581	<b>(\$1,123)</b>	-30%
			E091931	Operating costs-60B Scotia/Well St Lot 555		<b>\$3,997</b>		\$3,997		\$3,704		\$1,984	<b>(\$1,720)</b>	-46%

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Prog	Programme Description	Sub-Programme Description	COA	Description	Adopted Budget Income	Adopted Budget Expenditure	Amended Budget Income	Amended Budget Expenditure	YTD Budget Income	YTD Budget Expenditure	YTD Income	YTD Expenditure	Variance (\$)	Variance (%)
			E091932	Operating costs-60C Scotia/Well St Lot555		\$3,997		\$3,997		\$3,704		\$2,013	(\$1,691)	-46%
			E091935	Housing General Upkeep Maint		\$66,601		\$25,000		\$22,924		\$3,009	(\$19,915)	-87%
			E091936	Minor Equip Below Capital Limit		-		-		-		-	-	
			E091940	Operating costs-U8/30 Scotia St Lot1487		\$5,532		\$5,532		\$5,141		\$1,952	(\$3,189)	-62%
			E091941	Unit 1/2 Trenton Street Opertional Costs		\$3,181		\$5,000		\$4,640		\$7,960	\$3,320	72%
			E091942	Unit 2/2 Trenton Street Operational Costs		\$3,181		\$4,000		\$3,727		\$3,119	(\$608)	-16%
			E091943	Unit 3/2 Trenton Street Operational Costs		\$3,181		\$4,000		\$3,727		\$2,339	(\$1,388)	-37%
			E091955	Maintenance costs -21 Lennon St		\$16,918		\$16,918		\$15,499		\$6,070	(\$9,429)	-61%
			E091956	Maintenance costs-44 Lennon St		\$21,143		\$15,000		\$13,750		\$5,207	(\$8,543)	-62%
			E091957	Maintenance costs-67/69 Scotia St		\$9,585		\$9,585		\$8,778		\$4,235	(\$4,543)	-52%
			E091958	Maintenance costs-13 Woodley St		-		-		-		\$957	\$957	
			E091959	Maintenance costs-U1/30 Scotia St		\$9,585		\$9,585		\$8,778		\$13,377	\$4,599	52%
			E091960	Maintenance costs-U2/30 Scotia St		\$13,585		\$13,585		\$12,452		\$9,644	(\$2,808)	-23%
			E091961	Maintenance costs-U3/30 Scotia St		\$21,228		\$21,228		\$19,470		\$12,400	(\$7,070)	-36%
			E091962	Maintenance costs-U4/30 Scotia St Lot1487		\$11,628		\$18,000		\$16,511		\$20,272	\$3,761	23%
			E091963	Maintenance costs-U5/30 Scotia St Lot1487		\$7,461		\$7,461		\$6,842		\$9,445	\$2,603	38%
			E091965	Maintenance costs-38 Lennon St		\$31,043		\$31,043		\$28,446		\$15,516	(\$12,930)	-45%
			E091966	Maintenance costs-U7/30 Scotia St		\$7,461		\$7,461		\$6,842		\$4,294	(\$2,548)	-37%
			E091967	Maintenance costs-U6/30 Scotia St		\$19,461		\$19,461		\$17,842		\$3,058	(\$14,784)	-83%
			E091968	Maintenance costs-61/63 Scotia St		\$24,418		\$24,418		\$22,374		\$8,658	(\$13,716)	-61%
			E091969	Maintenance costs-60A Scotia St		\$8,218		\$2,800		\$2,574		\$1,956	(\$618)	-24%
			E091970	Maintenance costs-60B Scotia St		\$8,385		\$2,800		\$2,563		\$4,856	\$2,293	89%
			E091971	Maintenance costs-60C Scotia St		\$8,418		\$2,800		\$2,574		\$530	(\$2,044)	-79%
			E091973	Maintenance costs-U8/30 Scotia St		\$7,428		\$4,500		\$4,136		\$2,035	(\$2,101)	-51%
			E091974	Maintenance costs-Unit 1 Lot 962 Jones St		\$5,928		\$3,800		\$3,498		\$8,879	\$5,381	154%
			E091975	Maintenance costs-Unit 2 Lot 962 Jones St		\$7,918		\$4,500		\$4,125		\$1,776	(\$2,349)	-57%
			E091976	Maintenance costs-Unit 3 Lot 962 Jones St		\$5,928		\$3,800		\$3,487		\$368	(\$3,119)	-89%
			E091978	Bldg Maint - 8 Trenton st Lot 960		\$5,461		\$5,461		\$5,005		\$1,320	(\$3,685)	-74%
			E091980	Maintenance costs - 10 Trenton Street		\$5,428		\$5,428		\$4,983		\$7,275	\$2,292	46%
			E091981	Maintenance costs - 42 Lennon Street		\$7,418		\$5,520		\$5,060		\$2,431	(\$2,629)	-52%
			E091982	Bldg Maint. - 46 Lennon st Lot88		\$7,585		\$8,585		\$7,854		\$7,198	(\$656)	-8%
			E091983	Maintenance costs - 48 Lennon Street		\$7,418		\$7,418		\$6,787		\$5,251	(\$1,536)	-23%
			E091984	Admin Accommodation Units Maintenance Costs		\$17,249		\$17,249		\$15,807		\$9,483	(\$6,324)	-40%
			E091999	Less: Housing Allocated to Programs		(\$443,470)		(\$516,443)		(\$473,418)		(\$262,580)	\$210,838	-45%
			R092913	Housing and Accommodation Revenue	(\$30,000)		(\$30,000)		(\$27,500)		(\$27,362)		\$138	-1%
	<b>Housing Total</b>				(\$30,000)	\$300,050	(\$30,000)	\$129,111	(\$27,500)	\$119,972	(\$27,362)	\$200,110	\$80,277	
10	Community Amenities													
		Sanitation - Household Refuse												
			E101010	Depreciation - Sanitation		\$3,914		\$7,166		\$6,567		\$6,514	(\$53)	-1%
			E101011	Refuse Collection		\$57,775		\$95,488		\$87,538		\$69,491	(\$18,047)	-21%
			E101012	Waste Site (Dump) Operational Costs		\$273,385		\$273,385		\$250,602		\$101,353	(\$149,249)	-60%
			E101013	Bulk Refuse Collection		\$21,114		\$121,114		\$111,023		\$2,133	(\$108,890)	-98%
			E101015	Administration allocated		\$14,054		\$14,054		\$12,881		\$9,759	(\$3,122)	-24%
			E101020	Collection & disposal of vehicles(car bodies)		\$8,921		\$8,921		\$8,184		\$1,630	(\$6,554)	-80%
			E101024	Litter control		\$66,927		\$45,448		\$41,657		\$9,567	(\$32,090)	-77%
			E101025	Insurance - Pollution Legal Liability		\$20,338		\$560		\$517		\$560	\$43	8%
			E101026	Legal Fees Household Santisation		\$6,000		\$6,000		\$5,500		\$3,075	(\$2,425)	-44%
			R101012	Refuse Collection - Household	(\$44,690)	37	(\$44,690)		(\$40,964)		(\$45,030)		(\$4,066)	10%

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			R101013	Refuse Collection - Other	(\$12,000)		(\$12,000)		(\$11,000)		-		\$11,000	-100%
			R102001	Medical Waste Fees & Charges	-		(\$935)		(\$858)		(\$935)		(\$77)	9%
				<b>Sanitation - Household Refuse Total</b>	<b>(\$56,690)</b>	<b>\$472,428</b>	<b>(\$57,625)</b>	<b>\$572,136</b>	<b>(\$52,822)</b>	<b>\$524,469</b>	<b>(\$45,965)</b>	<b>\$204,081</b>	<b>(\$313,531)</b>	
10	Community Amenities													
		Sewerage												
			E103025	Liquid Waste Disposal Site Costs		\$18,225		\$8,549		\$7,843		\$2,102	(\$5,741)	-73%
			R103023	Liquid Waste Disposal Fees & Charges	(\$25,000)		(\$22,000)		(\$20,163)		(\$26,000)		(\$5,837)	29%
				<b>Sewerage Total</b>	<b>(\$25,000)</b>	<b>\$18,225</b>	<b>(\$22,000)</b>	<b>\$8,549</b>	<b>(\$20,163)</b>	<b>\$7,843</b>	<b>(\$26,000)</b>	<b>\$2,102</b>	<b>(\$11,578)</b>	
10	Community Amenities													
		Town Planning & Regional Development												
			E106051	Town Planning & Regional Development		\$5,000		\$5,000		\$4,587		-	(\$4,587)	-100%
			E106054	Administration allocated		\$17,267		\$17,267		\$15,829		\$11,990	(\$3,839)	-24%
			E106059	Town Planning Administration Consultants		\$10,000		\$10,000		\$9,163		-	(\$9,163)	-100%
			E106060	Town Planning Administration Services		\$20,000		\$20,000		\$18,337		-	(\$18,337)	-100%
			R106051	Town planning scheme amendment fees	(\$100)		(\$100)		(\$88)		-		\$88	-100%
			R106053	Planning development application fees	(\$650)		(\$650)		(\$594)		(\$5,056)		(\$4,462)	751%
				<b>Town Planning &amp; Regional Development Total</b>	<b>(\$750)</b>	<b>\$52,267</b>	<b>(\$750)</b>	<b>\$52,267</b>	<b>(\$682)</b>	<b>\$47,916</b>	<b>(\$5,056)</b>	<b>\$11,990</b>	<b>(\$40,301)</b>	
10	Community Amenities													
		Other Community Amenities												
			E107010	Depreciation-Public conveniences		\$3,548		\$3,548		\$3,245		\$2,616	(\$629)	-19%
			E107050	Operation Cost - Public Conveniences		\$6,855		\$6,855		\$6,315		\$4,435	(\$1,880)	-30%
			E107054	Maintenance - Public Conveniences		\$36,066		\$28,066		\$25,729		\$11,901	(\$13,828)	-54%
			E107060	Cemetery Building Maintenance Costs (Gazebo)		\$2,000		\$2,000		\$1,837		\$45	(\$1,792)	-98%
			E107061	Grave Digging		\$55,115		\$55,115		\$50,523		\$33,438	(\$17,085)	-34%
			E107062	Cemetery Maintenance Costs		\$78,699		\$78,699		\$72,138		\$11,761	(\$60,377)	-84%
			E107063	Cemetery Operational Costs		\$226		\$226		\$226		\$225	(\$1)	0%
			E122220	Portable Toilet Costs		\$1,683		\$1,683		\$1,551		-	(\$1,551)	-100%
			E107064	Water Supply - Water Tanks, Bore, Standpipe Costs		\$1,098		\$1,098		\$1,012		-	(\$1,012)	-100%
			E107092	Administration allocated		\$11,846		\$11,846		\$10,857		\$8,226	(\$2,631)	-24%
			R107051	Burial fees - Cemetery	(\$3,000)		(\$3,000)		(\$2,750)		(\$19,518)		(\$16,768)	610%
			R107053	Other fees - Cemetery	(\$100)		(\$100)		(\$88)		-		\$88	-100%
				<b>Other Community Amenities Total</b>	<b>(\$3,100)</b>	<b>\$197,136</b>	<b>(\$3,100)</b>	<b>\$189,136</b>	<b>(\$2,838)</b>	<b>\$173,433</b>	<b>(\$19,518)</b>	<b>\$72,646</b>	<b>(\$117,467)</b>	
				<b>Community Amenities Total</b>	<b>(\$85,540)</b>	<b>\$740,056</b>	<b>(\$83,475)</b>	<b>\$822,088</b>	<b>(\$76,505)</b>	<b>\$753,661</b>	<b>(\$96,539)</b>	<b>\$290,819</b>	<b>(\$482,876)</b>	
11	Recreation & Culture													
		Public Halls & Civic Centres												
			E111129	Moonlight Hall Maintenance Costs		\$4,062		\$3,062		\$2,805		\$350	(\$2,455)	-88%
			E111130	Moonlight Hall Operational Costs		\$6,059		\$6,059		\$5,555		\$3,072	(\$2,484)	-45%
			R111509	Moonlight Hall & Hot Offices Hire Charges	(\$1,000)		(\$2,000)		(\$1,837)		(\$2,225)		(\$388)	21%
				<b>Public Halls &amp; Civic Centres Total</b>	<b>(\$1,000)</b>	<b>\$10,121</b>	<b>(\$2,000)</b>	<b>\$9,121</b>	<b>(\$1,837)</b>	<b>\$8,360</b>	<b>(\$2,225)</b>	<b>\$3,421</b>	<b>(\$5,327)</b>	
11	Recreation & Culture	Swimming Areas And Beaches												
			E112100	Pool - Administration Allocated		\$22,687		\$22,687		\$20,801		\$15,754	(\$5,047)	-24%
			E112101	Pool General Operational Costs		\$224,542		\$224,542		\$205,832		\$150,183	(\$55,649)	-27%
			E112103	Community Services Allocated		\$3,148		\$3,148		\$2,882		\$746	(\$2,136)	-74%
			E112104	Pool Depreciation		\$164,025		\$172,320		\$157,971		\$156,623	(\$1,348)	-1%

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			E112105	Pool - Housing Allocated		\$5,000		\$12,000		\$11,000		\$16,466	\$5,466	50%
			E112106	Insurance		\$2,707		\$1,125		\$1,034		-	(\$1,034)	-100%
			E112108	Pool Buildings Operational Costs		\$29,840		\$29,840		\$27,427		\$21,719	(\$5,708)	-21%
			E112109	Pool Buildings Maintenance Costs		\$14,647		\$14,647		\$13,420		\$6,725	(\$6,695)	-50%
			E112111	Pool Bowl and Plant Maintenance Costs		\$23,366		\$23,366		\$21,417		\$9,051	(\$12,366)	-58%
			E112114	Swimming pool chemicals and gas		\$1,000		\$500		\$462		\$84	(\$378)	-82%
			E112115	Pool Ground Maintenance Costs		\$7,653		\$7,653		\$7,018		\$3,631	(\$3,387)	-48%
			R112103	Swimming Pool Revenue	(\$100)		(\$100)		(\$88)		-		\$88	-100%
			<b>Swimming Areas And Beaches Total</b>		(\$100)	\$498,615	(\$100)	\$511,828	(\$88)	\$469,264	-	\$380,981	(\$88,195)	
11	Recreation & Culture													
		Other Recreation & Sport - Grounds & Reserves												
			E111105	Administration allocated		\$12,849		\$12,849		\$11,781		\$9,022	(\$2,759)	-23%
			E111110	Depreciation - Recreation Facilities		\$28,983		\$29,283		\$26,840		\$26,616	(\$224)	-1%
			E111114	Youth Centre Building Operational Costs		\$12,230		\$12,230		\$11,511		\$11,411	(\$100)	-1%
			E111116	Youth Centre Building Maintenance Costs		\$30,324		\$30,324		\$27,808		\$11,902	(\$15,906)	-57%
			E111119	Youth Centre Grounds Maintenance Costs		\$3,756		\$3,756		\$3,443		\$1,523	(\$1,920)	-56%
			E113104	Depreciation - Sports Grounds		\$39,266		\$40,061		\$36,718		\$36,412	(\$306)	-1%
			E113105	Administration allocated		\$34,332		\$30,125		\$27,610		\$23,840	(\$3,770)	-14%
			E113110	Verge & median strips garden maintenance		\$8,932		\$8,932		\$8,184		\$4,764	(\$3,420)	-42%
			E113114	Parks, Reserves & Vacant Land Maintenance		\$7,971		\$7,971		\$7,304		\$4,910	(\$2,394)	-33%
			E113115	Vacant land & reserves maintenance		\$16,745		\$16,745		\$15,345		\$6,275	(\$9,070)	-59%
			E113120	kiosk		\$9,165		\$9,165		\$9,092		\$5,739	(\$3,353)	-37%
			E113121	Oval Buildings & Grounds Operational Costs		\$1,500		\$6,500		\$5,962		\$4,816	(\$1,146)	-19%
			E113122	Oval Buildings & Grounds Maintenance Costs		\$61,586		\$61,586		\$56,463		\$46,700	(\$9,763)	-17%
			E113123	Basketball & Tennis Courts Maintenance Costs		\$3,388		\$2,000		\$1,837		\$726	(\$1,111)	-61%
			E113124	Racecourse maintenance		\$521		\$521		\$483		\$297	(\$186)	-38%
			E113125	Basketball & Tennis Courts Operational Costs		\$1,000		\$1,000		\$924		\$497	(\$427)	-46%
			E113126	Changeroom(Oval) Operation		\$3,481		\$3,481		\$3,393		\$3,167	(\$226)	-7%
			E113127	Changeroom(Oval) Maintenance		\$6,825		\$6,825		\$6,259		\$5,641	(\$618)	-10%
			E113128	Golf course maintenance		\$610		\$610		\$561		-	(\$561)	-100%
			E113130	Maintenance		\$75,873		\$75,873		\$69,564		\$28,493	(\$41,072)	-59%
			R111501	Sport & Recreation Facilities/Equipment Hire	(\$100)		(\$100)		(\$88)		(\$247)		(\$159)	181%
			R111505	Reimbursement - Recreation	(\$50)		(\$50)		(\$44)		-		\$44	-100%
			R113130	fees	(\$100)		(\$100)		(\$88)		(\$100)		(\$12)	14%
			R113131	Hire of Youth Centre & Changerooms	(\$100)		(\$100)		(\$88)		(\$30)		\$58	-66%
			R113132	Wotton Street Playground Equipment	(\$360,000)		-		-		-		-	
			<b>Other Recreation &amp; Sport - Grounds &amp; Reserves Total</b>		(\$360,350)	\$359,337	(\$350)	\$359,837	(\$308)	\$331,082	(\$377)	\$232,752	(\$98,400)	
11	Recreation & Culture													
		Other Recreation & Sport - Sports & Recreation Programmes												
			E114100	Sport & Recreation - Administration Allocated		\$32,325		\$32,325		\$29,634		\$22,446	(\$7,188)	-24%
			E114101	Community Services Allocated - Sport & Rec		\$13,301		\$13,301		\$12,188		\$3,152	(\$9,036)	-74%
			E114102	Sport & Recreation Depreciation		\$3,454		\$270		\$253		\$210	(\$43)	-17%
			E114103	Sports & Recreation Employment Costs		\$177,668		\$154,231		\$141,383		\$127,108	(\$14,275)	-10%
			E114104	Sports & Recreation staff superannuation		\$21,843		\$17,922		\$16,434		\$14,751	(\$1,683)	-10%
			E114105	Housing Allocation - Sport & Recreation		\$26,707		\$26,707		\$24,486		\$6,883	(\$17,603)	-72%
			E114106	Insurance		\$16,401		-		-		-	-	
			E114107	Other employment costs		\$3,476		\$3,476		\$3,190		\$2,553	(\$637)	-20%



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			E114108	Occupational Health & safety		\$500		\$500		\$462		-	(\$462)	-100%
			E114109	Training/Conferences/Meetings		\$3,000		\$3,000		\$2,750		\$400	(\$2,350)	-85%
			E114110	Sport & Recreation Recruitment Costs		\$9,500		\$9,500		\$8,712		\$2,185	(\$6,528)	-75%
			E114115	Sport & Recreation Vehicle Costs		\$12,000		\$10,000		\$9,174		\$3,711	(\$5,463)	-60%
			E114121	Sport & Recreation Activities and Equipment Costs		\$15,000		\$15,000		\$13,750		\$2,355	(\$11,395)	-83%
			E114122	After school activities		\$4,500		\$4,500		\$4,125		\$3,665	(\$460)	-11%
			E114123	ADF Grant - Drug Action Plan		\$25,000		\$25,000		\$22,913		\$4,661	(\$18,252)	-80%
			R114001	Gym fees	(\$2,000)		(\$2,000)		(\$1,837)				\$50	-3%
			R114003	Reimbursement	(\$100)		(\$100)		(\$88)		-		\$88	-100%
			R114005	Sport & Recreation Funding/Grants/Contributions	(\$30,000)		(\$30,000)		(\$27,500)		-		\$27,500	-100%
			<b>Other Recreation &amp; Sport - Sports &amp; Recreation Programmes Total</b>		(\$32,100)	\$364,675	(\$32,100)	\$315,732	(\$29,425)	\$289,454	(\$1,787)	\$194,078	(\$67,738)	
11	Recreation & Culture													
		Television And Rebroadcasting												
			E115131	Television and radio operations		\$10,600		\$10,600		\$9,713		\$3,845	(\$5,868)	-60%
			E115133	Radio Mama		\$5,000		\$48,500		\$44,462		\$20,650	(\$23,812)	-54%
			E115134	Administration allocated		\$12,046		\$12,046		\$11,044		\$8,365	(\$2,679)	-24%
			<b>Television And Rebroadcasting Total</b>		-	\$27,646	-	\$71,146	-	\$65,219	-	\$32,860	(\$32,359)	
11	Recreation & Culture													
		Libraries												
			E116147	Library - Administration Allocated		\$50,796		\$48,200		\$44,187		\$35,272	(\$8,915)	-20%
			E116150	Library Operational Costs		\$1,000		\$1,000		\$913		\$71	(\$842)	-92%
			E116151	Library lost and damaged books		\$200		\$200		\$187		\$200	\$13	7%
			E116152	Library - other costs		\$200		\$200		\$187		\$25	(\$162)	-87%
			E116153	Library - Minor Furniture & Book Stock		\$2,000		\$2,000		\$1,837		-	(\$1,837)	-100%
			R116501	Library Operating Revenue	(\$50)		(\$50)		(\$44)		-		-	-100%
			<b>Libraries Total</b>		(\$50)	\$54,196	(\$50)	\$51,600	(\$44)	\$47,311	-	\$35,568	(\$11,743)	
11	Recreation & Culture													
		Heritage												
			E117001	Heritage - Administration Allocated		\$2,209		\$2,209		\$2,024		\$2,384	\$360	18%
			E117002	Community Services Allocated		\$2,030		\$2,030		\$1,859		\$481	(\$1,378)	-74%
			E117012	Heritage & Outdoor Museum Costs		\$2,000		\$2,000		\$1,837		\$751	(\$1,086)	-59%
			E118126	Outdoor Museum		\$10,360		\$10,360		\$9,523		\$359	(\$9,165)	-96%
			<b>Heritage Total</b>		-	\$16,599	-	\$16,599	-	\$15,243	-	\$3,974	(\$11,269)	
11	Recreation & Culture													
		Other Culture - Art Gallery												
			E118101	Art Gallery - Administration Allocated		\$53,406		\$46,587		\$42,702		\$37,317	(\$5,385)	-13%
			E118102	Insurance		\$2,456		-		-		-	-	
			E118106	Gallery travel - exhibitions & workshops		\$10,000		-		-		-	-	
			E118107	Art Gallery Staff Training/Conferences/Meetings		\$3,500		\$3,500		\$3,212		\$1,429	(\$1,783)	-56%
			E118108	Gallery payment to the artist		-		\$16,938		\$15,521		\$16,938	\$1,417	9%
			E118109	Artwork Postage and Handling		\$3,000		\$3,000		\$2,750		\$185	(\$2,565)	-93%
			E118110	Art Gallery Marketing		\$10,000		\$10,000		\$9,163		\$5,211	(\$3,952)	-43%
			E118111	Art Gallery Building Operational Costs		\$11,918		\$21,840		\$20,020		\$20,175	\$155	1%
			E118112	Art Gallery Building Maintenance Costs		\$24,787		\$20,000		\$18,337		\$6,804	(\$11,533)	-63%
			E118119	Art Gallery Employment Costs		\$45,349		\$45,349		\$41,569		\$26,098	(\$15,471)	-37%

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Prog	Programme Description	Sub-Programme Description	COA	Description	Adopted Budget Income	Adopted Budget Expenditure	Amended Budget Income	Amended Budget Expenditure	YTD Budget Income	YTD Budget Expenditure	YTD Income	YTD Expenditure	Variance (\$)	Variance (%)
			E118120	Gallery - staff superannuation		\$6,318		\$6,318		\$5,797		\$3,005	(\$2,792)	-48%
			E118121	Art Gallery Recruitment Costs		\$7,626		\$7,626		\$6,996		\$2,253	(\$4,743)	-68%
			E118122	Gallery - occupational safety & health costs		\$1,000		\$1,000		\$913		-	(\$913)	-100%
			E118124	Community Services Allocated		\$63,426		\$26,615		\$24,398		\$15,029	(\$9,369)	-38%
			E118127	Art Gallery Staff Housing		\$1,000		\$5,000		\$4,587		\$1,434	(\$3,153)	-69%
			R118102	Art Gallery Other Revenue	(\$100)		(\$100)		(\$88)		(\$1,087)		(\$999)	1136%
			R118103	Gallery Artist Sales Income	-		(\$20,320)		(\$18,623)		(\$20,327)		(\$1,704)	9%
			R118104	Art Sale Commissions	(\$20,000)		(\$20,000)		(\$18,337)		(\$11,424)		\$6,913	-38%
			<b>Other Culture - Art Gallery Total</b>		(\$20,100)	\$243,786	(\$40,420)	\$213,773	(\$37,048)	\$195,965	(\$32,838)	\$135,880	(\$55,875)	
11	Recreation & Culture													
				Other Culture- Events, Celebrations & Festivals										
			E119002	Festivals & Events Costs (has jobs)		\$139,066		\$139,066		\$127,468		\$22,337	(\$105,131)	-82%
			E119010	Tidy Towns Initiative		\$18,000		\$5,000		\$4,587		\$227	(\$4,360)	-95%
			E119192	Festivals & Events - Administration Allocated		\$10,039		\$10,039		\$9,207		\$6,598	(\$2,609)	-28%
			E119193	Community Services Allocated - Other Culture		\$50,259		\$26,555		\$24,343		\$11,909	(\$12,434)	-51%
			R119001	Festivals & Events Contributions/Grants/Funding	(\$14,000)		(\$14,000)		(\$12,837)		(\$13,500)		(\$663)	5%
			R119005	Other Event Revenue	(\$1,000)		(\$700)		(\$638)		(\$293)		\$345	-54%
			<b>Other Culture- Events, Celebrations &amp; Festivals Total</b>		(\$15,000)	\$217,364	(\$14,700)	\$180,660	(\$13,475)	\$165,605	(\$13,793)	\$41,071	(\$124,852)	
11	Recreation & Culture													
				Other Culture - Art Gallery IVAIS										
			E11A001	IVAIS Employee Costs		\$111,512		\$111,512		\$102,223		\$78,157	(\$24,066)	-24%
			E11A002	IVAIS Superannuation		\$14,672		\$14,672		\$13,453		\$6,879	(\$6,574)	-49%
			E11A003	IVAIS Marketing Activities		\$7,489		\$7,489		\$6,864		\$867	(\$5,997)	-87%
			E11A004	IVAIS Travel & Exhibition Costs		\$11,000		\$11,000		\$10,087		\$339	(\$9,748)	-97%
			E11A005	IVAIS Audit Costs		\$1,000		\$1,000		\$913		-	(\$913)	-100%
			R11A001	IVAIS Grant	(\$145,000)		(\$145,000)		(\$145,000)		(\$145,000)		-	0%
			<b>Other Culture- Art Gallery IVAIS</b>		(\$145,000)	\$145,673	(\$145,000)	\$145,673	(\$145,000)	\$133,540	(\$145,000)	\$86,243	(\$47,297)	
11	Recreation & Culture													
				Other Culture - Art Gallery Cdp Program										
			E11B001	CDP Art Program Supplies		\$50,000		\$50,000		\$45,837		\$34,270	(\$11,567)	-25%
			E11B002	CDP Art Gallery Catering		\$10,432		\$10,432		\$9,570		\$5,244	(\$4,326)	-45%
			R11B001	CDP Payments	(\$60,000)		(\$60,000)		(\$55,000)		(\$55,000)		-	0%
			<b>Other Culture - Art Gallery CDP Program</b>		(\$60,000)	\$60,432	(\$60,000)	\$60,432	(\$55,000)	\$55,407	(\$55,000)	\$39,515	(\$15,892)	
			<b>Recreation &amp; Culture Total</b>		(\$633,700)	\$1,998,444	(\$294,720)	\$1,936,401	(\$282,225)	\$1,776,450	(\$251,020)	\$1,186,342	(\$558,947)	
12	Transport													
				Streets, Roads, Bridges & Depot Construction										
			R121210	MRWA Regional Road Group	(\$587,964)		(\$587,964)		(\$587,964)		(\$501,193)		\$86,771	-15%
			R121214	MRWA Black Spot	-		-		-		-		-	
			R121215	MRWA CRSF	-		-		-		-		-	
			R121213	Roads to Recovery Grant	(\$908,982)		(\$908,982)		(\$833,239)		(\$908,982)		(\$75,743)	9%
			R121220	Remote Communities Grant - FAG	-		-		-		-		-	
			R121221	Remote Communities Grant - MainRoads	-		-		-		-		-	
			R121222	Remote Access Grant - Sandstone Wiluna	-		-		-		-		-	
			<b>Streets, Roads, Bridges &amp; Depot Construction Total</b>		(\$1,496,946)	-	(\$1,496,946)	-	(\$1,421,203)	-	(\$1,410,175)	-	\$11,028	

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Schedules 2019-2020														
Prog	Programme Description	Sub-Programme Description	COA	Description	Adopted Budget Income	Adopted Budget Expenditure	Amended Budget Income	Amended Budget Expenditure	YTD Budget Income	YTD Budget Expenditure	YTD Income	YTD Expenditure	Variance (\$)	Variance (%)
12	Transport													
		Streets, Roads, Bridges & Depot Maintenance												
			E122201	Works Depot - Depreciation		\$26,773		\$32,923		\$30,184		\$26,288	(\$3,896)	-13%
			E122202	Roads - Depreciation		\$169,122		\$169,122		\$155,034		\$124,091	(\$30,943)	-20%
			E122205	Works - Administration Allocated		\$38,749		\$38,749		\$35,519		\$26,573	(\$8,946)	-25%
			E122210	Small Plant & Equipment		\$70,000		\$70,000		\$64,163		\$31,887	(\$32,276)	-50%
			E122222	Depot Works & Yard Maintenance		\$15,000		\$15,000		\$13,750		\$9,491	(\$4,259)	-31%
			E122223	Depot Buildings Operational Costs		\$8,543		\$12,000		\$11,129		\$39,843	\$28,714	258%
			E122224	Depot Buildings Maintenance Costs		\$75,125		\$75,125		\$68,871		\$38,310	(\$30,561)	-44%
			E122225	Footpath Maintenance Costs		\$5,530		\$5,530		\$5,071		\$1,293	(\$3,778)	-75%
			E122226	Street Lighting		\$20,000		\$10,000		\$9,163		\$6,150	(\$3,013)	-33%
			E122227	Street Sweeping and Cleaning		\$34,190		\$34,190		\$31,339		\$8,376	(\$22,963)	-73%
			E122229	Signs - Directional Roads & Streets		\$184,901		\$184,901		\$169,499		\$9,644	(\$159,855)	-94%
			E122230	Drainage Maintenance		\$17,766		\$17,766		\$16,291		\$449	(\$15,842)	-97%
			E122233	Wells Street Standpipe		-		-		-		\$3,328	\$3,328	
			E122234	Rural Road Maintenance		\$910,301		\$910,301		\$834,449		\$297,314	(\$537,135)	-64%
			E122236	Verge Clearing		\$12,903		\$9,903		\$9,075		\$157	(\$8,918)	-98%
			E122237	Town Street Maintenance		\$100,960		\$100,960		\$92,554		\$55,593	(\$36,961)	-40%
			E122238	Consultants - Transport		\$30,000		\$30,000		\$27,500		\$13,187	(\$14,313)	-52%
			E122239	Gravel Pit		\$10,000		\$10,000		\$9,163		-	(\$9,163)	-100%
			E122247	January 2020 Flood Damage (Emergency Works)		-		\$150,000		\$137,500		\$137,807	\$307	0%
			R122002	Main Roads Direct Grant	(\$118,290)		(\$206,596)		(\$189,376)		(\$206,596)		(\$17,220)	9%
			R122004	Grant Flood Damages AGRN743 ( WANDRRA)	-		(\$29,897)		(\$27,401)		(\$14,267)		\$13,135	-48%
		Streets, Roads, Bridges & Depot Maintenance Total			(\$118,290)	\$1,729,863	(\$236,493)	\$1,876,470	(\$216,777)	\$1,720,254	(\$220,863)	\$829,783	(\$894,557)	
12	Transport													
		Road Plant Purchases												
			E123001	Loss on sale of asset		-				\$1,067		\$53,805	\$52,738	4943%
			E123010	Purchase of minor plant/equipment		-		-		-		-	-	
			E123020	Auction Expense		-		-		-		-	-	
			R123001	Gain on Sale of assets	(\$3,600)		\$400		\$385		-		(\$385)	-100%
			OR12310	Gain on Sale of Assets	-		(\$13,600)		(\$12,463)		-		\$12,463	-100%
			R123010	Proceeds on Sale of Plant	(\$66,000)		(\$66,000)		(\$60,500)		(\$33,636)		\$26,864	-44%
			R123020	Realisation of Plant Assets	\$66,000		\$66,000		\$60,511		-		(\$60,511)	-100%
		Road Plant Purchases Total			(\$3,600)	-	(\$13,200)	-	(\$12,067)	\$1,067	(\$33,636)	\$53,805	\$31,169	
12	Transport													
		Aerodromes												
			E126248	Aerodrome - Depreciation		\$226,592		\$240,499		\$220,462		\$209,505	(\$10,957)	-5%
			E126249	Aerodrome - Administration Allocated		\$26,502		\$26,502		\$24,299		\$18,403	(\$5,896)	-24%
			E126250	Wiluna Aerodrome Liability Insurance		\$3,200		\$3,200		\$3,200		\$2,771	(\$429)	-13%
			E126260	Wiluna Aerodrome AVDATA Fees & Charges		\$18,000		\$14,000		\$12,837		\$9,137	(\$3,700)	-29%
			E126269	Aerodrome Terminal Maintenance Costs		\$17,062		\$17,062		\$15,659		\$7,073.64	(\$8,585)	-55%
			E126270	Aerodrome Operational Costs		\$198,446		\$183,446		\$168,157		\$101,725	(\$66,432)	-40%
			E126271	Aerodrome Maintenance Costs		\$89,116		\$89,116		\$81,697		\$18,926	(\$62,771)	-77%
			E126272	Aerodrome Terminal Operational Costs		\$4,000		\$4,000		\$3,663		\$311	(\$3,352)	-92%
			E126277	Consultants - Aerodrome		\$60,000		\$60,000		\$55,000		\$3,650	(\$51,350)	-93%
			R126242	Landing fees	(\$125,000)	42	(\$55,000)		(\$50,413)		(\$42,315)		\$8,098	-16%

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Prog	Programme Description	Sub-Programme Description	COA	Description	Adopted Budget Income	Adopted Budget Expenditure	Amended Budget Income	Amended Budget Expenditure	YTD Budget Income	YTD Budget Expenditure	YTD Income	YTD Expenditure	Variance (\$)	Variance (%)
			R126245	Passenger Service Fee	(\$110,000)		(\$75,000)		(\$68,750)		(\$68,606)		\$144	0%
			R126265	Grant - RADS Fencing	-		(\$57,677)		(\$52,866)		-		\$52,866	-100%
			R126264	Grant - RAUP Runway & Fencing Upgrades	(\$364,648)		-		-		\$105,031		\$105,031	
		<b>Aerodromes Total</b>			(\$599,648)	\$642,918	(\$187,677)	\$637,825	(\$172,029)	\$584,974	(\$5,890)	\$371,500	(\$47,335)	
	<b>Transport Total</b>				(\$2,218,484)	\$2,372,781	(\$1,934,316)	\$2,514,295	(\$1,822,076)	\$2,306,295	(\$1,670,564)	\$1,255,088	(\$899,695)	
13	Economic Services													
		Rural Services												
			E131331	Noxious Weeds & Pest Plant Control		\$12,604		\$12,604		\$11,550		\$168	(\$11,382)	-99%
			E131333	GNRBA Projects		\$30,000		\$30,000		\$27,500		-	(\$27,500)	-100%
		<b>Rural Services Total</b>			-	\$42,604	-	\$42,604	-	\$39,050	-	\$168	(\$38,882)	
13	Economic Services													
		Tourism & Area Promotion												
			E091945	Caravan Park Operational Costs		\$2,000		\$1,000		\$913		\$632	(\$281)	-31%
			E132105	Economic Services - Administration Allocated		\$79,908		\$62,444		\$57,244		\$55,487	(\$1,757)	-3%
			E132301	Tourist officer salary & allowances		-		-		-		-	-	
			E132302	Tourist officer superannuation		-		-		-		-	-	
			E132106	Community Services Allocated		\$62,275		\$35,784		\$32,802		\$14,756	(\$18,046)	-55%
			E132303	Insurance		\$1,066		-		-		-	-	
			E132304	Occupational Safety and Health Cost		-		-		-		-	-	
			E132307	Other employment costs		-		-		-		-	-	
			E132310	Depreciation		\$7,774		\$106,389		\$97,526		\$83,179	(\$14,347)	-15%
			E132330	Tourism Promotional Activities		\$75,600		\$75,600		\$69,300		\$12,599	(\$56,701)	-82%
			E132331	Tourism Staff Conferences/Training/Meetings		\$5,000		\$5,000		\$4,587		-	(\$4,587)	-100%
			E132340	Tourist Information Bay Costs		\$5,598		\$5,598		\$5,126		\$3,502	(\$1,624)	-32%
			E132341	Picnic & RV Camping Site Costs		\$21,690		\$21,690		\$19,877		\$9,920	(\$9,957)	-50%
			E132343	Caravan Park Maintenance		\$8,346		\$3,500		\$3,212		\$350	(\$2,862)	-89%
			R132503	Sale of maps & tourist items		-		-		-		(\$7)	(\$7)	
			R132506	Tourism - Other Revenue		(\$500)		(\$500)		(\$462)		-	\$462	-100%
		<b>Tourism &amp; Area Promotion Total</b>			(\$500)	\$269,257	(\$500)	\$317,005	(\$462)	\$290,587	(\$7)	\$180,426	(\$109,706)	
13	Economic Services													
		Building Control												
			E133331	Planning & Development Costs		\$19,000		\$19,000		\$17,413		\$16,246	(\$1,167)	-7%
			E133334	Planning & Development - Administration Allocated		\$12,849		\$10,849		\$9,944		\$8,923	(\$1,021)	-10%
			E133336	Building control - other costs		\$500		\$500		\$462		-	(\$462)	-100%
			R133332	Planning & Development Fees		(\$1,000)		(\$4,537)		(\$4,158)		(\$4,537)	(\$379)	9%
		<b>Building Control Total</b>			(\$1,000)	\$32,349	(\$4,537)	\$30,349	(\$4,158)	\$27,819	(\$4,537)	\$25,168	(\$3,030)	
13	Economic Services													
		Economic Development												
			E132315	Loan 5 Interest - Streetscape		\$25,493		\$25,493		\$23,375		\$20,570	(\$2,805)	-12%
			E134104	Economic Buildings - Depreciation		\$7,195		\$7,195		\$6,600		\$6,724	\$124	2%
			E134105	Economic Development - Administration Allocated		\$19,676		\$19,676		\$18,040		\$13,653	(\$4,387)	-24%
			E134106	Enterprise Centre 47-49 Wotton St Operational Costs		\$5,077		\$5,077		\$4,722		\$4,765	\$43	1%
			E134107	Costs		\$9,083		\$9,083		\$8,327		\$1,548	(\$6,779)	-81%
			E134108	19 Woodley Street Maintenance Costs		\$30,000		\$30,000		\$27,500		-	(\$27,500)	-100%
			E134109	Economic Development Costs		\$100,000		\$100,000		\$91,663		\$43,526	(\$48,137)	-53%

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Schedules 2019-2020														
Prog	Programme Description	Sub-Programme Description	COA	Description	Adopted Budget Income	Adopted Budget Expenditure	Amended Budget Income	Amended Budget Expenditure	YTD Budget Income	YTD Budget Expenditure	YTD Income	YTD Expenditure	Variance (\$)	Variance (%)
			E134110	Minor Work Below Capital Limit (closed acct)		-		-		-		-	-	
			E134112	24 Woodley Street - Maintenance Costs		\$4,750		\$2,000		\$1,837		\$33	(\$1,804)	-98%
			E134113	19 Woodley Street Operational Costs		\$1,499		\$500		\$462		-	(\$462)	-100%
			E134114	32 Wall Street - Operational Costs		-		\$1,000		\$913		\$88	(\$825)	-90%
			E134115	32 Wall Street - Maintenance Costs		-		\$500		\$462		\$1,700	\$1,238	268%
			E134116	32 Wall Street - Grounds Maintenance Costs		-		\$1,000		\$902		-	(\$902)	-100%
			R136006	Caravan Hire Charges		-		-		-		-	-	
			R136332	Economic Development Revenue		(\$500)		(\$5,600)		(\$5,137)		(\$5,798)	(\$661)	13%
		Economic Development Total				(\$500)	\$202,773	(\$5,600)	\$201,524	(\$5,137)	\$184,803	(\$5,798)	\$92,607	(\$92,857)
13	Economic Services													
		Other Economic Services												
			E136002	Community Standpipe Installation		\$5,000		\$10,000		\$9,174		\$6,922	(\$2,252)	-25%
			E136003	Subsidised Services		\$20,000		-		-		-	-	
			E136004	Standpipe Water Costs		\$3,472		\$1,000		\$913		\$525	(\$388)	-42%
			R136002	Economic Development - Other Revenue		-		(\$3,000)		(\$2,750)		(\$3,000)	(\$250)	9%
			R136004	Sale of Standpipe Water		(\$500)		(\$500)		(\$462)		-	\$462	-100%
		Other Economic Services Total				(\$500)	\$28,472	(\$3,500)	\$11,000	(\$3,212)	\$10,087	(\$3,000)	\$7,447	(\$2,428)
13	Economic Services													
		Canning-Gunbarrel Discovery Centre												
			E137001	Discovery Centre Building Operational Costs		\$19,750		\$26,222		\$24,634		\$26,707	\$2,073	8%
			E137002	Discovery Centre Building Maintenance Costs		\$41,284		\$41,284		\$37,851		\$27,497	(\$10,354)	-27%
			E137003	Discovery Centre Grounds Maintenance Costs		\$27,325		\$27,325		\$25,058		\$23,757	(\$1,301)	-5%
			E137004	Discovery Centre Employment Costs		\$105,122		\$105,122		\$96,360		\$67,495	(\$28,865)	-30%
			E137005	Discovery Centre - Superannuation		\$15,460		\$13,460		\$12,342		\$4,975	(\$7,367)	-60%
			E137006	Discovery Centre Purchase of Merchandise		\$8,000		\$30,000		\$27,500		\$18,487	(\$9,013)	-33%
			E137007	Discovery Centre Coffee and Tea		\$15,000		\$15,000		\$13,750		\$9,939	(\$3,811)	-28%
			E137008	Loan 2 Interest - Discovery Centre		\$21,997		\$21,997		\$20,163		\$13,772	(\$6,391)	-32%
			E137009	Discovery Centre - Administrated Allocated		\$24,093		\$24,093		\$22,088		\$15,583	(\$6,505)	-29%
			E137010	Community Services Allocated		\$43,999		\$36,548		\$33,506		\$10,425	(\$23,081)	-69%
			R137001	Merchandise Sales		(\$6,000)		(\$19,000)		(\$17,413)		(\$17,986)	(\$573)	3%
		Canning-Gunbarrel Discovery Centre Total				(\$6,000)	\$322,030	(\$19,000)	\$341,051	(\$17,413)	\$313,252	(\$17,986)	\$218,639	(\$95,187)
		Economic Services Total				(\$8,500)	\$897,485	(\$33,137)	\$943,533	(\$30,382)	\$865,598	(\$31,328)	\$524,455	(\$342,090)
14	Other Property & Services													
		Private Works												
			E141411	Private Works Costs		\$35,963		\$35,963		\$33,000		\$12,255	(\$20,745)	-63%
			R141413	Private Works Income		(\$37,000)		(\$37,000)		(\$33,913)		(\$7,458)	\$26,455	-78%
		Private Works Total				(\$37,000)	\$35,963	(\$37,000)	\$35,963	(\$33,913)	\$33,000	(\$7,458)	\$12,255	\$5,710
14	Other Property & Services													
		Administration General												
			E142001	Admin - Administration Center Operational Costs		\$46,838		\$46,838		\$44,017		\$42,789	(\$1,228)	-3%
			E142002	Admin - Administration Centre Maintenance Costs		\$51,791		\$51,791		\$47,487		\$38,952	(\$8,535)	-18%
			E142003	Admin - Administration Centre Grounds Maintenance		\$15,025		\$15,025		\$13,783		\$4,839	(\$8,944)	-65%
			E142406	Admin - Staff Uniforms		\$9,237		\$9,237		\$8,470		\$3,615	(\$4,855)	-57%

**Shire of Wiluna  
Schedules 2019-2020**

Prog	Programme Description	Sub-Programme Description	COA	Description	Adopted Budget Income	Adopted Budget Expenditure	Amended Budget Income	Amended Budget Expenditure	YTD Budget Income	YTD Budget Expenditure	YTD Income	YTD Expenditure	Variance (\$)	Variance (%)
			E142408	Admin - Recruitment costs		\$28,500		\$28,500		\$26,125		\$27,535	\$1,410	5%
			E142411	Admin - Employment Costs		\$541,103		\$393,207		\$360,437		\$328,728	(\$31,709)	-9%
			E142412	Superannuation - Admin		\$56,725		\$47,535		\$43,571		\$37,669	(\$5,902)	-14%
			E142414	Other employment costs- Admin		\$1,000		\$1,000		\$913		\$147	(\$766)	-84%
			E142416	Admin - Fringe Benefits Tax		\$20,000		\$5,000		\$4,587		(\$11,631)	(\$16,218)	-354%
			E142417	Admin - Loan 3 Interest - Admin Building		\$39,879		\$39,879		\$36,553		\$35,355	(\$1,198)	-3%
			E142431	Admin - Printing & Stationery		\$25,000		\$12,000		\$11,000		\$5,893	(\$5,107)	-46%
			E142432	Admin - Telecommunications		\$25,400		\$25,400		\$23,287		\$17,418	(\$5,869)	-25%
			E142433	Admin - Postage		\$3,500		\$3,500		\$3,212		\$2,439	(\$773)	-24%
			E142434	Admin - Advertising		\$5,000		\$2,500		\$2,288		-	(\$2,288)	-100%
			E142435	Admin - Office Equipment Maintenance		\$25,500		\$27,000		\$24,750		\$25,950	\$1,200	5%
			E142436	Integrated Planning Framework		\$18,000		\$18,000		\$16,500		-	(\$16,500)	-100%
			E142437	Records Management		\$20,000		\$10,000		\$9,163		\$1,625	(\$7,538)	-82%
			E142438	Admin - Office Furniture		\$5,000		\$5,000		\$4,587		\$4,199	(\$388)	-8%
			E142439	Admin - Audit Costs		\$45,000		\$45,000		\$41,250		\$2,501	(\$38,749)	-94%
			E142440	Risk Management Expense		-		-		-		-	-	-
			E142442	Admin - IT Software License & Support		\$75,000		\$75,000		\$68,750		\$46,934	(\$21,816)	-32%
			E142443	Admin - IT Hardware Maintenance		\$44,500		\$85,000		\$77,913		\$67,885	(\$10,028)	-13%
			E142444	Email System		-		-		-		-	-	-
			E142445	Admin - Subscriptions & Memberships		\$13,950		\$18,000		\$16,500		\$17,844	\$1,344	8%
			E142446	Admin - CCTV and Security Maintenance		\$10,000		\$10,000		\$9,163		-	(\$9,163)	-100%
			E142451	Admin - Other Office Expenses		\$9,354		\$5,000		\$4,587		\$1,561	(\$3,026)	-66%
			E142459	Admin - Motor Vehicle Costs		\$55,578		\$35,000		\$32,087		\$15,288	(\$16,799)	-52%
			E142461	Administration Vehicle Costs- CEO		-		-		-		-	-	-
			E142462	Annual Airfares-Admin		\$2,600		-		-		-	-	-
			E142463	Admin - Training/Conferences/Meetings		\$10,000		\$50,000		\$45,837		\$4,900	(\$40,937)	-89%
			E142464	Meeting Attendance		\$5,000		\$5,000		\$4,587		\$511	(\$4,076)	-89%
			E142465	Staff Professional Development		\$30,000		-		-		\$14,791	\$14,791	0%
			E142466	Admin - Human Resources Expenses		\$21,000		\$21,000		\$19,250		\$19,187	(\$63)	0%
			E142467	Staff General Travel Provision		\$5,000		\$5,000		\$4,587		\$4,318	(\$269)	-6%
			E142471	Update Web-Site		\$9,500		\$9,500		\$8,712		-	(\$8,712)	-100%
			E142472	Admin - Consultants		\$120,000		\$120,000		\$110,000		\$107,829	(\$2,171)	-2%
			E142474	Team Building		\$10,000		\$10,000		\$9,163		-	(\$9,163)	-100%
			E142476	Admin - Insurances		\$46,182		\$39,711		\$36,399		\$39,711	\$3,312	9%
			E142477	Workers Compensation Premiums- Administration		\$9,066		\$9,066		\$8,316		\$7,776	(\$540)	-6%
			E142478	Admin - Legal Costs		\$100,000		\$160,000		\$146,663		\$95,529	(\$51,135)	-35%
			E142480	Admin - Housing Allocated		\$178,126		\$221,511		\$203,049		\$144,861	(\$58,188)	-29%
			E142482	Admin - OSH		\$15,000		\$12,000		\$11,000		\$6,691	(\$4,309)	-39%
			E142483	Admin - Asset Revaluation Costs		\$30,000		\$30,000		\$27,500		\$3,200	(\$24,300)	-88%
			E142484	Admin - Fibre Optic Internet Services		\$58,800		\$58,800		\$53,900		\$49,000	(\$4,900)	-9%
			E142491	Admin - Depreciation		\$166,580		\$197,081		\$180,653		\$178,309	(\$2,344)	-1%
			E142495	Temporary / Relief Staff		-		\$150,000		\$137,500		-	(\$137,500)	-100%
			E142492	Less: Administration allocated		(\$2,007,734)		(\$2,113,081)		(\$1,937,001)		(\$1,394,148)	\$542,853	-28%
			R142420	Administration Revenue	(\$200)		(\$200)		(\$187)		(\$4,654)		(\$4,467)	2389%
			R142450	Photocopying	(\$20)		(\$20)		(\$11)		(\$881)		(\$870)	7905%
			R142470	Hot Office Space Rentals	-		-		-		(\$50)			
		<b>Administration General Total</b>			(\$220)	-	(\$220)	-	(\$198)	\$1,095	(\$5,585)	-	(\$6,432)	
14	Other Property & Services													

**Shire of Wiluna  
Schedules 2019-2020**

Prog	Programme Description	Sub-Programme Description	COA	Description	Adopted Budget Income	Adopted Budget Expenditure	Amended Budget Income	Amended Budget Expenditure	YTD Budget Income	YTD Budget Expenditure	YTD Income	YTD Expenditure	Variance (\$)	Variance (%)
		Public Works Overheads												
			E143011	PWO - Employment Costs		\$99,150		\$99,150		\$90,893		\$91,960	\$1,067	1%
			E143044	Works/Town Crew Salaries, Wages & Allowances		\$15,012		\$15,012		\$13,761		\$11,408	(\$2,353)	-17%
			E143051	Depot office telephone & other costs		\$6,540		\$2,500		\$2,288		\$375	(\$1,913)	-84%
			E143081	Fringe Benefits Tax- Works		\$6,000		\$6,000		\$5,500		-	(\$5,500)	-100%
			E143091	Superannuation - Works		\$78,466		\$62,913		\$57,673		\$47,518	(\$10,155)	-18%
			E143101	PWO - Leave - AL, Sick, LSL, PH, RDOs		\$57,257		\$57,257		\$52,481		\$34,881	(\$17,600)	-34%
			E143121	PWO - Protective Clothing		\$6,501		\$6,501		\$5,962		\$2,185	(\$3,777)	-63%
			E143130	Annual airfares		-		-		-		-	-	-
			E143131	Occupational safety & health costs		\$15,000		\$15,000		\$13,750		\$6,017	(\$7,733)	-56%
			E143132	PWO - Training/Conferences/Meetings		\$58,731		\$58,731		\$53,845		\$4,971	(\$48,874)	-91%
			E143141	PWO - Recruitment Costs		\$19,100		\$30,000		\$27,500		\$17,296	(\$10,204)	-37%
			E143145	PWO - Housing Allocated		\$158,491		\$158,491		\$145,288		\$68,896	(\$76,392)	-53%
			E143146	PWO - Motor Vehicle Costs		\$19,214		\$35,000		\$32,087		\$29,724	(\$2,363)	-7%
			E143171	PWO - Insurances		\$12,806		\$12,806		\$11,737		\$10,985	(\$752)	-6%
			E143172	Other insurances		\$6,400		\$1,000		\$913		\$432	(\$481)	-53%
			E143173	PWO - OSH & Toolbox Meetings		\$45,603		\$20,586		\$18,876		\$5,435	(\$13,441)	-71%
			E143202	Staff allowances		\$6,210		\$15,960		\$14,630		\$14,160	(\$470)	-3%
			E143333	Consultants' Fee		\$100,000		\$50,000		\$45,837		\$31,310	(\$14,527)	-32%
			E143334	Tools & Equipment		-		\$5,000		\$4,587		-	(\$4,587)	-100%
			E143992	PWO - Administration Allocated		\$101,391		\$101,391		\$92,939		\$70,517	(\$22,422)	-24%
			E143999	Less: PWOH allocated to projects		(\$811,872)		(\$753,298)		(\$690,536)		(\$474,517)	\$216,019	-31%
			R143430	PWO - Revenue		(\$100)		(\$100)		(\$88)		-	\$88	-100%
		<b>Public Works Overheads Total</b>				(\$100)		(\$100)		(\$88)		-	(\$26,446)	(\$26,369)
14	Other Property & Services	Plant Operation Costs												
			E144012	POC - Depreciation		\$157,444		\$157,444		\$144,320		\$140,624	(\$3,696)	-3%
			E144022	POC - Fuel and Oils		\$45,000		\$45,000		\$41,250		\$22,353	(\$18,897)	-46%
			E144032	POC - Tyres and Tubes		\$15,000		\$15,000		\$13,750		\$7,175	(\$6,575)	-48%
			E144042	POC - Parts and Repairs		\$132,046		\$132,046		\$121,044		\$92,436	(\$28,608)	-24%
			E144052	POC - Registration/Licenses		\$6,422		\$8,000		\$7,337		\$7,116	(\$221)	-3%
			E144062	POC - Insurance		\$27,954		\$27,954		\$27,954		\$26,428	(\$1,526)	-5%
			E144072	POC - Expendable Tools and Consumables		\$12,000		\$12,000		\$11,000		\$2,535	(\$8,465)	-77%
			E144082	POC - Internal Plant Repairs - Wages & O/Heads		\$97,207		\$97,207		\$89,111		\$34,798	(\$54,313)	-61%
			E144992	POC - Administration Allocated		\$24,093		\$24,093		\$22,088		\$18,439	(\$3,649)	-17%
			E144999	Less: POC allocated to projects		(\$517,166)		(\$518,744)		(\$475,530)		(\$260,016)	\$215,514	-45%
			R144430	POC - Diesel Fuel Rebate		(\$2,500)		(\$2,500)		(\$2,288)		(\$762)	\$1,526	-67%
		<b>Plant Operation Costs Total</b>				(\$2,500)		(\$2,500)		(\$2,288)		(\$762)	\$91,889	\$91,092
14	Other Property & Services	Community Development												
			E084102	Administration allocated		\$45,776		\$45,776		\$41,965		\$31,806	(\$10,159)	-24%
			E084103	Salaries & Allowances		\$222,592		\$96,650		\$88,594		\$38,481	(\$50,113)	-57%
			E084105	Housing Allocated - Community Services		\$26,741		\$26,741		\$24,508		\$2,275	(\$22,233)	-91%
			E084106	Insurance		\$1,500		\$1,500		\$1,375		\$37	(\$1,338)	-97%
			E084110	Training & conference costs		-		-		-		-	-	-
			E084111	Other employment costs		\$13,228		\$13,228		\$12,133		\$5,988	(\$6,145)	-51%
			E084114	Other community development costs		\$1,700		\$500		\$462		-	(\$462)	-100%

## Appendix 9.3.2

### *List of Accounts Due submitted to Committee 1st May to 31st May 2020*

Chq/EFT	Date	Name	Description	Amount
49	02/05/2020	Bank Fee - BANK FEES & CHARGES	BANK FEES & CHARGES	49.50
49	02/05/2020	Bank Fee - BANK FEES & CHARGES	BANK FEES & CHARGES	110.06
49	15/05/2020	Bank Fee - BANK FEES & CHARGES	BANK FEES & CHARGES	446.81
EFT8932	01/05/2020	LO-GO Appointments	CONTRACTING SERVICES - Works Assistant	2,099.33
EFT8933	01/05/2020	BOC Gases Australia Limited	MONTHLY CONTAINER RENTAL - APRIL 2020	160.68
EFT8934	01/05/2020	Seton Australia	DISINFECTANT FOR WORKS CREW	294.36
EFT8935	01/05/2020	Aon Risk Services Australia Limited	GENERAL LIABILITY AND PROFESSIONAL INDEMNITY INSURANCE	3,245.00
EFT8936	01/05/2020	Airport Consultancy Group - Engineering P/L	AERODROME DESIGN AND COSTING	30,954.33
EFT8937	01/05/2020	RPM Project Management	DCEO CONSULTANT 20 - 26 APRIL 2020	4,455.00
EFT8938	01/05/2020	Environmental Industries Pty Ltd	FINAL PAYMENT - WOTTON STREET REVITALISATION	86,846.62
EFT8939	08/05/2020	Landgate	RURAL UV REVALUATIONS	576.90
EFT8940	08/05/2020	McMahon Burnett Transport	FREIGHT - OFFICE NATIONAL KALGOOLIE	107.98
EFT8941	08/05/2020	J Blackwood & Son Pty Limited	DEPOT TOOLS FOR SHED	2,002.01
EFT8942	08/05/2020	Australia Post	POSTAGE COSTS - APRIL 2020	46.22
EFT8943	08/05/2020	McLeods Barristers and Solicitors	LEGAL OPINION ON USE OF CREDIT FACILITES FOR COUNCILLORS	1,977.14
EFT8944	08/05/2020	Fast Finishing Services	BINDING OF COUNCIL MINUTES	185.90
EFT8945	08/05/2020	Office National Kalgoorlie	STATIONARY	286.11
EFT8946	08/05/2020	Olsen Warren Keith	REIMBURSEMENT FOR PRIVATE PHONE USAGE	63.76
EFT8947	08/05/2020	Double R Equipment Repairs	P062 - REPAIRS TO CAT BACHOE	2,476.10



***List of Accounts Due submitted to Committee  
1st May to 31st May 2020***

EFT8948	08/05/2020	Fourier Technologies	IT SYSTEM MAINTENANCE AND ADMINISTRATION - MAY 2020	3,571.67
EFT8949	08/05/2020	Kott Gunning Lawyers	GOODWORK HOLDING DISPUT - LEGAL FEES	15,194.19
EFT8950	08/05/2020	AVDATA AUSTRALIA (refer 227 for Nov2012-Sep2018 data)	WILUNA AERODROME FEES	3,022.16
EFT8951	08/05/2020	Vanguard Press	BROCHURE WAREHOUSING	31.60
EFT8952	08/05/2020	Good2gr8 International	SHIRE STAFF INDIVIDUAL COACHING PROGRAM	20,731.70
EFT8953	08/05/2020	RPM Project Management	DCEO CONSULTANT 27.04.2020 TO 03.05.2020	5,032.50
EFT8954	08/05/2020	Goodwork Holdings Pty Ltd	GOODWORK HOLDINGS - MOBILISATION / DEMOBILISATION COSTS	4,400.00
EFT8955	08/05/2020	Garrards Pty Ltd	SEPTIC TANK MOSQUITO KILLER	359.57
EFT8956	14/05/2020	Previous Employee	PAYMENT AS PER CLAUSE 2.1 OF DOCUMENT 27295 (In lieu of insurance excess - Employment Practices)	10,000.00
EFT8957	15/05/2020	ARTIST-Chantelle Marie Tressidder	ARTIST SALES - 30 X 30CM CANVAS - WILDFLOWERS	144.00
EFT8958	15/05/2020	Shire of Wiluna -Sales Commission 28%	COMMISSION - 19-201 - CHANTELLE LONG (TRESIDDER)	56.00
EFT8959	15/05/2020	Laura Litek	REFUND OF GYM BOND KEY	100.00
EFT8960	15/05/2020	Alex Ball	REFUND OF GYM BOND KEY	100.00
EFT8961	15/05/2020	Australian Art Collector	FULL PAGE ADVERTISEMENT - ART COLLECTOR MAGAZINE	2,200.00
EFT8962	15/05/2020	LO-GO Appointments	CONTRACTING SERVICES - Works Assistant WE 09.05.2020	2,549.18
EFT8963	15/05/2020	James Peter Quadrio (shire president)	PRESIDENT TRAVEL EXPENCES 2017, 2018 & 2019	17,819.32
EFT8964	15/05/2020	Goodwork Holdings Pty Ltd	MAINTENANCE GRADING - CARNEGIE - GLENYLE ROAD	25,722.24
EFT8965	15/05/2020	Greenfield Technical Services	RURAL ROADS 2019/20 SUPERVISION	14,971.33
EFT8966	15/05/2020	WINC Australia Pty Ltd	GLENN 20 DISINFECTANT	23.60

**List of Accounts Due submitted to Committee**  
**1st May to 31st May 2020**

EFT8967	15/05/2020 JIVE MEDIA SOLUTIONS	ART GALLERY WEBSITE MAINTENANCE	285.00
EFT8968	15/05/2020 Tamihana Glenn Cummings	REIMBURSEMENT FOR PURCHASES FOR YOUTH CENTRE PROGRAMS	1,747.85
EFT8969	15/05/2020 Katherine Crawford	REIMBURSEMENT FOR LANDGATE VALUATION ROLL - REQUIRED FOR COUNCIL WISE	158.25
EFT8970	15/05/2020 Microwise Australia Pty Ltd trading as CouncilWise	IMPLEMENTATION OF COUNCILWISE SOFTWARE	85,525.00
EFT8971	15/05/2020 Lena Long (councillor)	COUNCILORS FEES - MAY 2020	909.17
EFT8972	15/05/2020 James Peter Quadrio (shire president)	PRESIDENTS ALLOWANCE	2,988.66
EFT8973	15/05/2020 Norma Ward (councillor)	COUNCILORS FEES - MAY 2020	909.17
EFT8974	15/05/2020 Peter Grundy (Deputy president)	COUNCILORS FEES - MAY 2020	1,323.00
EFT8975	15/05/2020 Cr Ane Koroicure	COUNCILORS FEES - MAY 2020	909.17
EFT8976	15/05/2020 Cr Tim Carmody	COUNCILORS FEES - MAY 2020	909.17
EFT8977	15/05/2020 Cr Brodie Sawyer	COUNCILORS FEES - MAY 2020	909.17
EFT8978	15/05/2020 Incite Security Pty Ltd	REPAIRS AND REPLACEMENT OF DEPOT GATE	33,440.00
EFT8979	22/05/2020 Wiluna Traders	WORKSHOP OIL SUPPLIES	407.97
EFT8980	22/05/2020 Landgate	COPY OF VALUATION ROLL - MINING TENEMENTS	8,318.25
EFT8981	22/05/2020 McMahon Burnett Transport	FREIGHT FROM JBS WELSHPOOL	720.84
EFT8982	22/05/2020 Jacksons Drawing Supplies Pty Ltd	ART SUPPLIES FOR COMMUNITY ART CENTRE	25,742.40
EFT8983	22/05/2020 Bunnings Group Ltd (Australia)	COOLER JUGS AND KEYS CUT	45.84
EFT8984	22/05/2020 LO-GO Appointments	CONTRACTING SERVICES Works Assistant - 16.05.2020	4,311.12
EFT8985	22/05/2020 Ngangganawili Aboriginal Health Services	PRE -EMPLOYMENT MEDICAL FOR BRENDA REARDON	200.00
EFT8986	22/05/2020 Johns Building Supplies Pty Ltd	CEMENT - TOWN MAINTENANCE	528.00

**List of Accounts Due submitted to Committee**  
**1st May to 31st May 2020**

EFT8987	22/05/2020 Moore Stephens	STATUTORY COMPLIANCE SERVICES - QUARTERLY FEE	18,246.25
EFT8988	22/05/2020 Environmental Health & Building Services	CONSULTING/ADMINISTRATION MAY 2020	3,025.00
EFT8989	22/05/2020 Shire of Leonora	ANNUAL STORAGE AND DISTRIBUTION FEE 01.03.2020 TO 01.05.2020	213.62
EFT8990	22/05/2020 WINC Australia Pty Ltd	OFFICE STATIONARY - WEBCAM	116.14
EFT8991	22/05/2020 Employment Office Australia PTY LTD	RECRUITMENT OF NEW CEO	2,762.10
EFT8992	22/05/2020 Double R Equipment Repairs	REPAIRS AND MAINTENANCE	6,820.00
EFT8993	22/05/2020 AMPAC Debt Recovery	AMPAC DEBT RECOVERY	4,389.64
EFT8994	22/05/2020 Incite Security Pty Ltd	REPLACEMENT OF DEPOT GATE MOTOR	2,516.80
EFT8995	22/05/2020 Reece Australia	MAINTENANCE SHIRE PROPERTIES	1,214.06
EFT8996	22/05/2020 RPM Project Management	DCEO CONSULTANT W/E 10.05.2020	10,147.50
EFT8997	22/05/2020 BrightHouse	PREPARATION OF BUSINESS CASE FOR WILUNA RUNWAY	7,500.00
EFT8998	22/05/2020 Central West Pest Control	MOSQUITOES TREATMENT TO THE SHIRE OF WILUNA	11,955.00
EFT8999	22/05/2020 Microwise Australia Pty Ltd trading as CouncilWise	COUNCILWISE IMPLEMENTATION - PART PAYMENT	85,525.00
EFT9000	28/05/2020 Wiluna Traders	ART GALLERY CDP PROGRAM	78.44
EFT9001	28/05/2020 Griffin Valuation Advisory	PROFESSIONAL VALUATION ADVISORY	3,520.00
EFT9002	28/05/2020 The Australian Local Government Job Directory	ADVERTISING - CEO	247.50
EFT9003	28/05/2020 AMPAC Debt Recovery	AMPAC DEBT RECOVERY	1,835.20
EFT9004	28/05/2020 BrandWorx	STAFF UNIFORMS - TAMIHANA CUMMINGS	81.60
EFT9005	28/05/2020 Mal Atwell Indoor Leisure Group	RECREATION - ARCADE GAMES	2,530.41
EFT9006	28/05/2020 Yoweragabbie Contracting - Jorgen Jensen	PROGRESS PAYMENT FOR INSTALLATION OF AERODROME PERIMETER FENCING	93,500.00
EFT9007	28/05/2020 RPM Project Management	DCEO CONSULTANT W/E 25.02.2020	5,280.00
DD5759.1	14/05/2020 3E Advantage Pty Limited	MONTHLY PRINTING COSTS - APRIL 2020	2,404.81

**List of Accounts Due submitted to Committee**  
**1st May to 31st May 2020**

DD5766.1	08/05/2020 LGIA Super	SUPERANNUATION CONTRIBUTIONS	1,406.25
DD5766.2	08/05/2020 Australian Super	SUPERANNUATION CONTRIBUTIONS	589.22
DD5766.3	08/05/2020 Colonial First State-First Choice Superannuation Trust	SUPERANNUATION CONTRIBUTIONS	2,053.86
DD5766.4	08/05/2020 WA Local Government Superannuation Plan	SUPERANNUATION CONTRIBUTIONS	1,905.99
DD5766.5	08/05/2020 Sunsuper Fund	SUPERANNUATION CONTRIBUTIONS	492.89
DD5766.6	08/05/2020 BT Super for Life	SUPERANNUATION CONTRIBUTIONS	1,256.68
DD5766.7	08/05/2020 Cbus	SUPERANNUATION CONTRIBUTIONS	200.96
DD5773.1	15/05/2020 Horizon Power	ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES	11,175.76
DD5776.1	15/05/2020 Horizon Power	ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES	156.66
DD5780.1	15/05/2020 James Peter Quadrio (shire president)	TELEPHONE ALLOWANCE	166.66
DD5788.1	22/05/2020 WINC Australia Pty Ltd	ART CENTRE REFRESHMENT AMENITIES	272.44
DD5791.1	22/05/2020 Telstra Corporation	TELSTRA SATALITE PLANS - MAY 2020	2,165.43
DD5791.2	22/05/2020 Pivotel	FIRE STATION SATALITE PHONE PLAN	30.00
DD5794.1	22/05/2020 LGIA Super	SUPERANNUATION CONTRIBUTIONS	1,406.25
DD5794.2	22/05/2020 Australian Super	SUPERANNUATION CONTRIBUTIONS	551.15
DD5794.3	22/05/2020 Colonial First State-First Choice Superannuation Trust	SUPERANNUATION CONTRIBUTIONS	1,831.71
DD5794.4	22/05/2020 WA Local Government Superannuation Plan	SUPERANNUATION CONTRIBUTIONS	1,968.70
DD5794.5	22/05/2020 Sunsuper Fund	SUPERANNUATION CONTRIBUTIONS	492.89
DD5794.6	22/05/2020 BT Super for Life	SUPERANNUATION CONTRIBUTIONS	1,256.68
DD5794.7	22/05/2020 Cbus	SUPERANNUATION CONTRIBUTIONS	200.96
DD5799.1	18/05/2020 Western Australian Treasury Corporation	LOAN 3 - ADMINISTRATION BUILDING	43,079.36
DD5802.1	29/05/2020 Commonwealth Bank Of Australia	MAY 2020 - WM CREDIT CARD	2,215.80

*List of Accounts Due submitted to Committee*  
*1st May to 31st May 2020*

TOTAL

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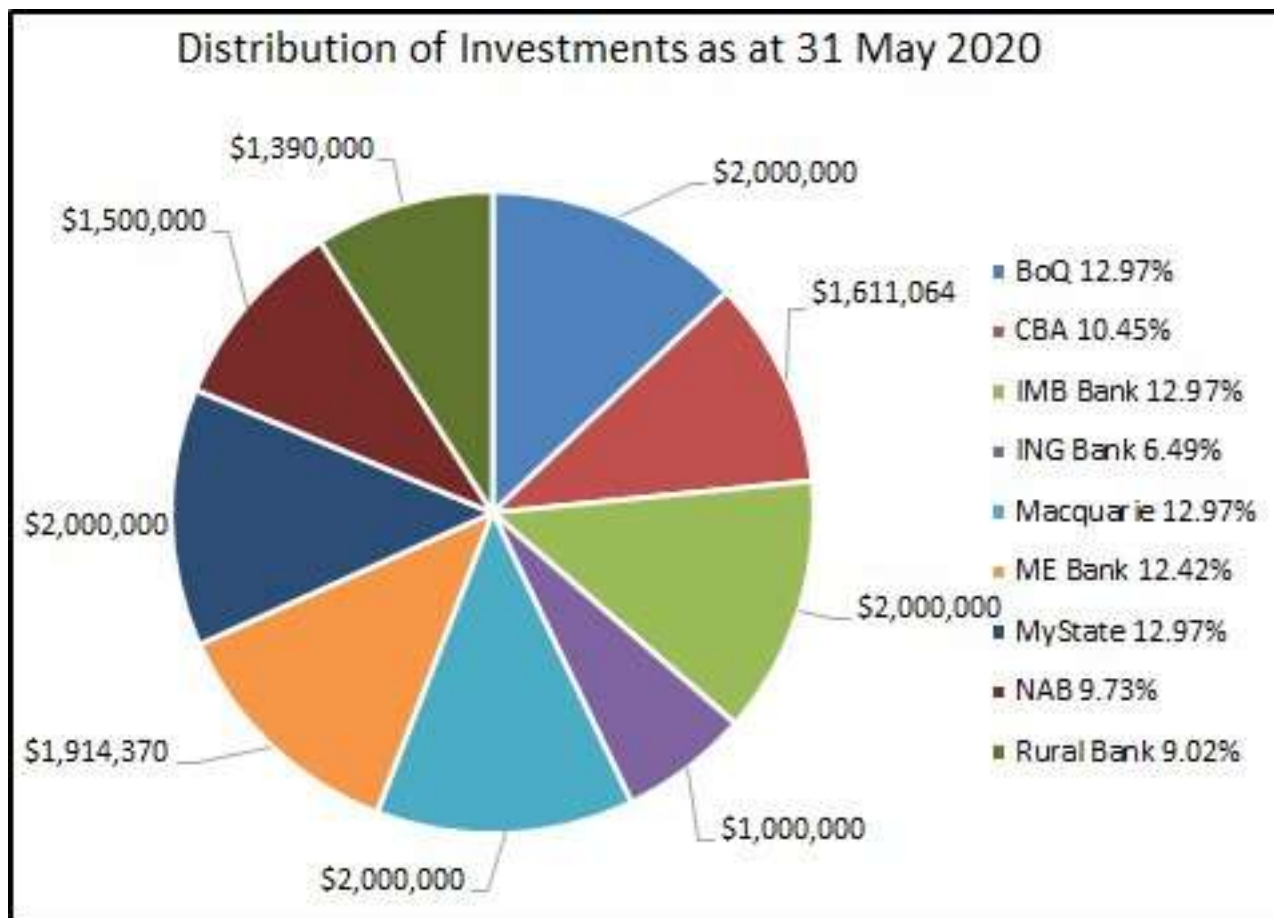
**771,486.27**

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## Appendix 9.4.1

Shire of Wiluna INVESTMENT REGISTER as at 31 May 2020

						Investments Movement				
Account or Contract note	Type	Institution	Term Days	Yield	Maturity	Balance B/fwd	Transfers In	Actual Interest	Transfers Out	Closing Balance
<b>Municipal Account Investments</b>										
38053009	Cash Deposit Acct	CBA	n/a	0.20%	n/a	1,086,092	2,871,000		2,401,600	1,555,492
50834	Fixed Term Deposit	IMB Bank	213	1.50%	01-May-20	750,000		6,565	756,565	0
043940	Fixed Term Deposit	NAB	100	1.55%	01-May-20	1,000,000		4,247	1,004,247	0
044075	Fixed Term Deposit	NAB	93	1.55%	01-May-20	1,000,000		3,949	1,003,949	0
044777	Fixed Term Deposit	ME Bank	62	1.30%	04-May-20	300,000		662	300,662	0
044141	Fixed Term Deposit	Macquarie	120	1.60%	02-Jun-20	1,000,000				1,000,000
046632	Fixed Term Deposit	NAB	29	0.40%	26-Jun-20		500,000			500,000
045415	Fixed Term Deposit	MyState	91	1.60%	02-Jul-20	1,000,000				1,000,000
045045	Fixed Term Deposit	MyState	120	1.60%	14-Jul-20	1,000,000				1,000,000
045439	Fixed Term Deposit	ME Bank	122	1.60%	03-Aug-20	500,000				500,000
046034	Fixed Term Deposit	BoQ	94	1.25%	03-Aug-20		1,000,000			1,000,000
046035	Fixed Term Deposit	BoQ	123	1.35%	01-Sep-20		500,000			500,000
51864	Fixed Term Deposit	IMB Bank	123	1.15%	01-Sep-20		750,000			750,000
046060	Fixed Term Deposit	ME Bank	150	1.30%	01-Oct-20		300,662			300,662
046631	Fixed Term Deposit	NAB	126	0.87%	01-Oct-20		1,000,000			1,000,000
<b>Reserve Account Investments</b>										
38138607	Reserve Cash Deposit Acct	CBA	n/a	0.20%	n/a	55,572	0		0	55,572
042612	Fixed Term Deposit	BoQ	210	1.55%	02-Jun-20	500,000				500,000
51130	Fixed Term Deposit	IMB Bank	182	1.55%	02-Jun-20	250,000				250,000
51129	Fixed Term Deposit	IMB Bank	211	1.55%	01-Jul-20	1,000,000				1,000,000
043845	Fixed Term Deposit	ME Bank	166	1.55%	01-Jul-20	200,000				200,000
	Fixed Term Deposit	Macquarie	120	1.70%	01-Jul-20	1,000,000				1,000,000
044131	Fixed Term Deposit	Rural Bank	150	1.57%	02-Jul-20	1,390,000				1,390,000
045397	Fixed Term Deposit	ME Bank	120	1.60%	31-Jul-20	913,707				913,707
043843	Fixed Term Deposit	ING	200	1.60%	04-Aug-20	1,000,000				1,000,000
<b>Total Investments</b>						<b>13,945,371</b>	<b>6,921,662</b>	<b>15,423</b>	<b>5,467,023</b>	<b>15,415,433</b>
Represented By:						Percentage of Total				
L072300	Reserve - Airport			19.44%		1,187,685		0		1,187,685
L072100	Reserve - Asset Replacement			48.52%		2,963,849		0		2,963,849
L072200	Reserve - Computer			1.81%		110,494		0		110,494
L072400	Reserve - Leave			3.05%		186,326		0		186,326
L072500	Reserve - Wiluna Telecentre			0.28%		17,358		0		17,358
L072505	Reserve - Caravan Park			5.76%		351,758		0		351,758
L072506	Reserve - Canning-Gunbarrel Discovery Centre			2.05%		124,963		0		124,963
L072507	Reserve - Unspent Grants			Not Applicable		80,273				80,273
L072508	Reserve - Community Development			7.69%		469,738		0		469,738
L072509	Reserve - Public Infrastructure			0.00%		0		0		0
L072510	Reserve - Plant			11.40%		696,613		0		696,613
L072511	Reserve - Retentions			Not Applicable		120,222				120,222
L072512	Reserve - Shop			0.00%		0		0		0
<b>Sub Total Reserves</b>						<b>6,309,279</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,309,279</b>
Muni Fund Term Deposits						6,550,000	4,050,662	15,423	3,065,423	7,550,662
Muni Fund Call Deposits						1,086,092	2,871,000	0	2,401,600	1,555,492
<b>Sub Total Non-Reserves</b>						<b>7,636,092</b>	<b>6,921,662</b>	<b>15,423</b>	<b>5,467,023</b>	<b>9,106,154</b>
<b>Total Funds Invested</b>						<b>13,945,371</b>	<b>6,921,662</b>	<b>15,423</b>	<b>5,467,023</b>	<b>15,415,433</b>



	Percentage	Value
BoQ	12.97%	\$2,000,00
CBA	10.45%	\$1,611,06
IMB Bank	12.97%	\$2,000,00
ING Bank	6.49%	\$1,000,00
Macquarie	12.97%	\$2,000,00
ME Bank	12.42%	\$1,914,37
MyState	12.97%	\$2,000,00
NAB	9.73%	\$1,500,00
Rural Bank	9.02%	\$1,390,00
	100.00%	\$15,415,43

**Transfers in and out of "at call" accounts**

Date	CBA Muni Cash Deposit		CBA Reserve Cash Deposit		Doc. No.
	Transfers In	Tansfers Out	Transfers In	Tansfers Out	
01-May-20	\$480,000.00				26689
04-May-20	\$25,000.00				26797
08-May-20		\$340,000.00			27211
08-May-20	\$540,000.00				27255
12-May-20		\$19,000.00			27313
15-May-20		\$203,000.00			27781
18-May-20	\$302,000.00				28225
22-May-20		\$197,000.00			28936
26-May-20		\$39,300.00			29522
17-May-20	\$1,490,000.00				29918
28-May-20		\$1,603,300.00			30246
29-May-20	\$34,000.00				30527
	<u>\$2,871,000.00</u>	<u>\$2,401,600.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	



		<b>Current Reserve Liabilities</b>
Geraldton Building Services and Cabinets	44,438.11	44,438.11

**Environmental Industries**

27/09/2019	16,886.57	
1/11/2019	51,786.17	
27/11/2019	70,857.18	
10/01/2020	-63,746.07	
	<u>\$120,221.96</u>	<u>\$44,438.11</u>

	<b>Current Liabilities</b>	
RAUP	\$169,685.00	\$64,654.00
RAUP Refund (April 2020)	<b>-\$105,031.00</b>	
DFES	\$5,619.35	
Drug Action Plan	\$10,000.00	
	<u>\$80,273.35</u>	

## Appendix 9.4.2 - Policy 1.28 Document Execution

The existing policy is shown in black

The proposed amendments are shown in red

### Shire of Wiluna Policy Manual

#### DOCUMENT EXECUTION

##### Policy 1.28

1. Pursuant to paragraph (2) of Part 19 of the *Shire of Wiluna Standing Orders Local Law* and subsection 9.49A (2) of the *Local Government Act 1995*, a general authority be given to the Shire President and the Chief Executive officer to execute documents on behalf of the Shire of Wiluna by affixing the Shire's Common Seal in any circumstances where the execution of the documents is necessary for the routine business of the Shire or to give effect to Council decisions.
2. For the purpose of subparagraph 1 of this resolution, the Deputy Shire President is authorised to act in the role of the Shire President if the Shire President is unavailable for any reason to execute the document(s).
3. If the Shire President and Deputy Shire President are both unavailable to execute a document under seal, then the Shire President may by email or other written instrument addressed to the CEO or Deputy CEO authorise another elected member of the Council to execute a document under seal in the exercise of the general authority conferred by subparagraph 1 hereof.
4. For the sake of clarity in relation to subparagraph 1 above, the general authority given by subparagraph 1 extends to any senior officer authorised by the CEO for the execution of documents under the Common Seal, and to the Acting CEO or Deputy CEO if the Chief Executive Officer is unavailable for any reason to execute the document(s).
5. Pursuant to subsection 9.49A (4) of the Local Government Act 1995, a general authority be given to the Shire President, Chief Executive Officer, Deputy CEO, and the Manager Corporate Services to sign documents on behalf of the Shire as necessary in the routine course of the Shire's normal business or to give effect to Council decisions.

Document Control	
Responsible Directorate	Office of the CEO
Relevant Section	Governance
Legislative Requirement	
Council Meeting Held & Adopted, Resolution #	28 October 2017 170/17
Amendments, Date & Resolution #	
Review Dates & Resolution #	26 Feb 2020 014/20
Next Review Date	

**VEHICLE USAGE****Policy 2.27****OBJECTIVE**

To provide clear guidelines regarding the use of Shire of Wiluna fleet vehicles.

**DEFINITIONS**

**‘Business Use’** of Shire vehicles is defined as the use required to give effect to all of the Council’s operational needs and services.

**‘Commuter Use’** of Shire vehicles is defined as journeys directly between an Officer’s place of residence and place of work.

**‘Restricted Private Use’** of Shire vehicles is defined as private use other than commuter use within a radius set by the Council. The private use of a Council motor vehicles does not include that vehicle being used by the employee for the purpose of conducting a commercial business.

**‘Full Private Use’** of Shire vehicles is defined as unrestricted private use within the State of Western Australia. The private use of Council motor vehicles does not include that vehicle being used by the employee for the purpose of conducting a commercial business.

**‘Use Outside of Western Australia’** of Shire vehicles is defined as private use outside the State of Western Australia. This use on all occasions would require permission from the Council.

**POLICY**

1. The full private use of vehicles be available only to employees where negotiated as a condition of their contract of employment.
2. Other Officers may negotiate restricted private use or commuter use of Shire vehicles with the Chief Executive Officer.
3. All Shire-owned vehicles be pool vehicles available for use by Shire employees and (subject to Subregulation 34AD (2) of Local Government (Administration) Regulations 1996) Councillors at all times when required for business purposes.
4. A designated driver shall be an employee of the Shire of Wiluna who:
  - a) Has been assigned the vehicle as part of their contract of employment; and
  - b) Holds a current driver's licence valid for the class of vehicle to be used; and
  - c) Is responsible for the care and management of the vehicle.
5. An authorised driver shall be:
  - a) The holder of a current driver's licence valid for the class of vehicle to be used; and
  - b) Any employee or Councillor other than the designated driver on Shire of Wiluna business who is required to drive the vehicle as part of their duties and responsibilities; or
  - c) The designated driver's spouse or partner; or
  - d) Any other person authorised in writing by the Chief Executive Officer; or
  - e) Any other person provided a designated driver is physically present in the vehicle.
6. The designated regions for full private use shall be, unless otherwise set out in the Officer's contract of employment:

## Shire of Wiluna Policy Manual

- a) Throughout Western Australia for the Chief Executive Officer and Senior Managers; and
  - b) Adjoining Shires and to Perth and Kalgoorlie for all other Officers.
7. Full private vehicle use does not include long service leave unless prior written approval is provided by the Chief Executive Officer or as specifically written in the Officer's contract of employment.
8. Restricted private use does not include annual leave or long service leave unless prior written approval is provided by the Chief Executive Officer or as specifically written in the Officer's contract of employment
9. Any personal items left in Council vehicles are not insured under the Council's insurance policy if stolen or damaged and are therefore solely the responsibility of the owner of the personal items.

### GENERAL CONDITIONS OF USE

The following general conditions are applicable to the use of a Council motor vehicle:

- 10. Smoking is strictly prohibited within Shire motor vehicles at all times.
- 11. The motor vehicle shall be operated in a reasonable manner in accordance with all relevant acts, regulations and Council policies. The designated driver, his/her spouse/partner, or any other authorised person who drives the motor vehicle is financially responsible for any fines and/or infringements received during the operation of the motor vehicle.
- 12. The Shire of Wiluna will be financially responsible for the maintenance of the motor vehicle but it is the responsibility of the designated driver to ensure that the motor vehicle has a sufficient amount of fuel/lubricant, water and correct tyre pressure in between scheduled servicing. Where the motor vehicle has been equipped with a first aid kit or fire extinguisher, it is the responsibility of the designated driver to ensure that the first aid kit or fire extinguisher is adequately stocked or charged at all times or replacement stock ordered through the Shire's Technical Services section when used/expired. The authorised person shall comply with the following conditions in respect to the motor vehicle in his/her care:
  - a) Advise the Council's Technical Services section when scheduled servicing of the motor vehicle is due or repairs are required;
  - b) Wash, clean and vacuum the motor vehicle as often as required;
  - c) Drive the motor vehicle responsibly and legally, observing all road rules and traffic regulations;
  - d) Secure the motor vehicle when parked in public/private places;
  - e) Examine the motor vehicle prior to use for any damage, operation of light and indicators, tyre pressure etc; and
  - f) Report any motor vehicle accident immediately (or as soon as practicable) to the Chief Executive Officer or Manager Technical Services.
- 13. Motor vehicle log books must be kept (and all journeys entered therein) as directed by the Chief Executive Officer
- 14. A Council motor vehicle used for any of the purposes outlined in this Policy shall be properly housed and secured at the place of residence of the designated driver where appropriate.

## Shire of Wiluna Policy Manual

15. Any designated driver or authorised driver shall immediately advise the Chief Executive Officer if his/her driver's licence is suspended or cancelled.
16. Any designated driver or authorised driver shall immediately surrender the motor vehicle to the Shire upon:
  - a) Cancellation or suspension of his/her driver's licence;
  - b) Failure to operate or maintain the vehicle to an acceptable standard;
  - c) Unable to operate the vehicle in a safe manner, including changing a tyre in remote locations;
  - d) Leaving the employment of the Shire of Wiluna; or
  - e) No longer being an elected member of the Council.
17. Designated drivers excluding works crew members are to undertake a monthly 'General Vehicle Safety Checklist' and 'Remote Travel Vehicle Checklist' as required.

### FUEL

18. Motor vehicles commencing a journey from Wiluna should be fully-fuelled at the commencement of the journey.
19. Fuel cards may be allocated to some vehicles to enable refuelling during the course of the journey.
20. Fuel cards are only to be used for refuelling or purchasing lubricants for the vehicles to which they have been allocated.
21. Where fuel cards are used by elected members to refuel a Shire-owned vehicle provided to them pursuant to Regulation 34AD of the Local Government (Administration) Regulations 1996, use of the fuel card to refuel the vehicle is to be considered ancillary to the provision of the motor vehicle.
22. Notwithstanding paragraph 12 of this policy, nothing in this policy is to prevent the Chief Executive Officer from negotiating for an officer to pay for fuel or other vehicle operating expenses in specified circumstances if both parties are agreeable to the arrangement and it is tax-effective to do so.

Document Control	
Responsible Directorate	Office of the CEO
Relevant Section	Corporate
Legislative Requirement	
Council Meeting Held & Adopted, Resolution #	14 Dec 2015 183/15
Amendments, Date & Resolution #	
Review Dates & Resolution #	
Next Review Date	

# **NORTHERN GOLDFIELDS WORKING GROUP MEMORANDUM OF UNDERSTANDING**

Between

Shire of Wiluna  
Shire of Laverton  
Shire of Leonora  
Shire of Menzies  
Shire of Ngaanyatjaraku

## **IMPLEMENTATION OF THE NORTHERN GOLDFIELDS WORKING GROUP ECONOMIC DEVELOPMENT STRATEGY**

---

### **1. Introduction**

The Northern Goldfields Working Group (NGWG) consists of the Shires of Wiluna, Laverton, Leonora, Menzies and Ngaanyatjaraku, and is an informal group of Chief Executive Officers, Shire Presidents and when convenient, Deputy Chief Executive Officers, that meet regularly to discuss mutual topics. It was developed to provide a collaborative and united approach to regional issues outside of the Goldfields Voluntary Regional Organisation of Councils' scope, with a focus on Northern Goldfields projects.

### **2. Responsibilities**

Initially the NGWG's outcomes were implemented by the members. However, there is now a need for a designated person/consultant to action its meetings' objectives and to achieve outcomes, whether through lobbying, funding applications or project management, and to do so, both efficiently and effectively, ensuring the best result for the Northern Goldfields.

The purpose of the Memorandum of Understanding is to create a unified approach to this decision with financial contributions to support the employment of a person/ consultant to undertake the requirements as set out by the NGWG.

This will require a succinct strategic plan that outlines the key responsibilities of the position and its objectives. A brief outline is listed as follows for the initial twelve-month period:

### Key Responsibilities

- 2.1 Developing interregional and intraregional alliances
- 2.2 Identifying industry opportunities, priorities and gaps
- 2.3 Developing a unified brand for the Northern Goldfields region
- 2.4 Funding opportunities
- 2.5 Identifying infrastructure priorities
- 2.6 Lobbying on behalf of Northern Goldfields regional issues

### 3. Future Operations

After the initial agreed period of twelve months, there is potential for the NGWG to become a more formal entity. The person/consultant would continue to accept the responsibilities and management of these areas, under the guidance of the NGWG. The NGWG may then transition to an independent body or corporation to be agreed by the Group.

### 4. Funding

The Shires will make the following cash contributions for a person/consultant to support the NGWG and to ensure that its objectives are achieved.

- The Shire of Leonora agrees to pay a contribution of \$20,000 plus GST
- The Shire of Laverton agrees to pay a contribution of \$20,000 plus GST
- The Shire of Menzies agrees to pay a contribution of \$20,000 plus GST
- The Shire of Wiluna agrees to pay a contribution of \$20,000 plus GST
- The Shire of Ngaanyatjaraku agrees to pay a contribution of \$20,000 plus GST

### 5. Governance Structure

- 5.1 The provision of resources will be the responsibility of the consultant and will be part of their contract. If a person is appointed, then the matter of resources will be reviewed by the NGWG.
- 5.2 The direct reporting line will be to the Chief Executive Officer (CEO), Shire of Leonora, and the CEO will consult with the NWGW members and distribute any information.
- 5.3 The person/consultant will attend the quarterly meetings of the NGWG.
- 5.4 The payment of each contribution will be under the procedures set out in the procurement policy of each local government member of the NGWG.
- 5.5 If a local government member of the NGWG defaults on a payment, then a meeting will be held of the NGWG to determine a course of action.



**Signatures:**

I have read the above Northern Goldfields Working Group's Memorandum of Understanding and agree to the terms and conditions set out above.

<b>Name/Designation</b>	<b>Signature</b>	<b>Date</b>
<b>Cr P Craig Shire President Shire of Leonora</b>		
<b>Mr J G Epis Chief Executive Officer Shire of Leonora</b>		
<b>Cr P Hill Shire President Shire of Laverton</b>		
<b>Mr P Naylor Chief Executive Officer Shire of Laverton</b>		
<b>Cr J Quadrio Shire President Shire of Wiluna</b>		
<b>Mr W Olsen A/Chief Executive Officer Shire of Wiluna</b>		
<b>Cr D McLean Shire President Shire of Ngaanyatjaraku</b>		
<b>Mr K Hannagan Chief Executive Officer Shire of Ngaanyatjaraku</b>		

**Signatures (Continued):**

I have read the above Northern Goldfields Working Group's Memorandum of Understanding and agree to the terms and conditions set out above.

<b>Cr G Dwyer Shire President Shire of Menzies</b>		
<b>Mr P Money Chief Executive Officer Shire of Menzies</b>		



**REGISTER OF DELEGATED AUTHORITY  
TO CHIEF EXECUTIVE OFFICER**

**Reviewed 15 August 2019**

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## RECORD OF REVIEW OF DELEGATION REGISTER

Description of Review	Date & Council Resolution Number
Full Delegation Register Review	23.09.2013 - 0096/13
Delegation 6001 amended	31.07.2014 – 097/14
New delegations 6002-6006	31.07.2014 – 097/14
New delegation 1008	25.03.2015 - 055/15
Full Delegation Register Review	22.04.2015 – 076/15
Update 1001 & 1000-7001	23.11.2016 – 104/16
Full Delegation Register Review	7.12.2016
CEO Sub Delegations	16.05.2017
CEO Sub Delegations	19.07.2017
CEO Sub Delegations	30.01.2018
CEO Sub Delegations	23.05.2018
CEO Sub Delegations	12.06.2018
CEO Sub Delegations	14.06.2019
CEO Sub Delegation	15.08.2019

## **PREAMBLE and GENERAL REQUIREMENTS**

The Chief Executive Officer:

1. Is not compelled to exercise the delegations on every occasion and retains the right to refer individual matters to the Council. The exercise of considerable judgement is therefore expected in the exercise of these delegations;
2. Is required to exercise these delegations fairly for the good government of the District, and in accordance with the Shire of Wiluna's Code of Conduct and the policies and decisions of the Council;
3. Must cause records to be kept relating to the sub-delegation of authorities as required by Section 5.42 (1) of the Local Government Act 1995 and relating to the exercise of delegated authorities as required by Section 5.46 (3) of the Local Government Act 1995.

## **SPECIFIC DELEGATIONS OF AUTHORITY**

### **1000 ADMINISTRATION**

<b>1001</b>		<b>1001 - General Management of Operations</b>
	<b>Functions and/or responsibilities delegated:</b>	<p>1 Procurement of suppliers, services or assets in accordance with Council's adopted budget and purchasing policies. This includes calling of tenders</p> <p>2 Consideration of claims against Council for property damage that do not exceed the insurance policy excess amounts, and authority to accept or deny liability on behalf of the Council</p>
	<b>Limitations of delegation:</b>	<ul style="list-style-type: none"><li>• Authority in respect of purchasing, acquisition of assets, entering into contracts, appointment of staff, engagement of consultants etc. are subject to adequate budgetary provisions with the adopted budget of Council.</li><li>• Council dwellings not immediately required for Shire purposes and/or staff may not be rented to other parties without express permission of the Council.</li><li>• The Chief Executive Officer (Chief Executive Officer) shall not procure/purchase any goods or services where the value of the order exceeds \$150,000 (sub-paragraph 2.3) above</li></ul>

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15 August 2019

		<ul style="list-style-type: none"> <li>• Acceptance of insurance claims against Council for property damage (sub-paragraph 7 above) is limited to the value of Council's relevant insurance excess claim and then only up[on receipt of an appropriate release form</li> <li>• Expenses reimbursed for staff or elected member are not to include partner expenses unless Council has specifically resolved for that partner to accompany the elected or staff member</li> </ul>
	<b>Informing Legislation/Statute/Policy:</b>	Section 5.42 Local Government Act 1995
	<b>Date of Delegation</b>	30 January 2018

1002		1002 - Enforcement of Laws
	<b>Functions and/or responsibilities delegated:</b>	<p>Appointment of persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being referred to in:</p> <ul style="list-style-type: none"> <li>• <i>Section 9.10 Local Government Act 1995</i></li> <li>• <i>Part III Subdivision 2 Local Government Act 1995</i></li> <li>• <i>Sections 11 and 29 (1) Dog Act 1976</i></li> <li>• <i>Section 38 Bushfire Act 1954</i></li> <li>• <i>Regulation 6 Caravan Park and Camping Control Regulations 1997</i></li> <li>• <i>Sections 118 and 122 Food Act 2008</i></li> </ul>
	<b>Limitations of delegation:</b>	Limited to functions as outlined above
	<b>Informing Legislation/Statute</b>	Legislation as listed above
	<b>Date of Delegation</b>	30 January 2018



1003		<b>1003 - Local Laws Administration and Enforcement</b>
	<b>Functions and/or responsibilities delegated:</b>	Administering the local laws of the Shire of Wiluna and do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under the Shire of Wiluna Local Laws.
	<b>Limitations of delegation:</b>	Limited to functions as outlined above
	<b>Informing Legislation/Statute/Policy:</b>	Shire of Wiluna Local Laws as adopted from time to time
	<b>Date of Delegation</b>	30 January 2018

1004		1004 - Notices to Owners and Occupiers of Land
	<b>Functions and/or responsibilities delegated:</b>	Giving notice in writing to a person who is the owner or occupier of land, requiring the persons to do anything specified in that notice that is prescribed in Schedule 3.1 of the <i>Local Government Act 1995</i>
	<b>Limitations of delegation:</b>	Notice given within requirements of Schedule 3.1
	<b>Informing Legislation/Statute/Policy:</b>	Section 3.25 Local Government Act 1995
	<b>Date of Delegation</b>	30 January 2018

1005		1005 - Powers of entry
	<b>Functions and/or responsibilities delegated:</b>	<ol style="list-style-type: none"> <li>1. Pursuant to Section 3.31 (1) (2) (3): the Chief Executive Officer is the authorised person of the Shire of Wiluna with respect of entering a property, premise or thing</li> <li>2. Pursuant to Section 3.32 (1) (2) (3) (4) exercising the power to issue with regarding to notice of entry</li> <li>3. Pursuant to Section 3.33 (1) (2) (3): exercising the power of being the authorized local government employee for the purpose of entry under warrant</li> <li>4. Pursuant to Section 3.34: exercising of the <i>Local Government Act</i> that, in an emergency lawfully entering any land, premise or thing immediately and without notice and perform any of its functions as it considers appropriate to deal with the emergency</li> </ol>
	<b>Limitations of delegation:</b>	As provided for within provisions, including referenced regulations of the provision of the Act as referred above
	<b>Informing Legislation/Statute/Policy:</b>	Section 3.28-3.36 Local Government Act 1995
	<b>Date of Delegation</b>	30 January 2018

1006		1006 - Removing and/or Impounding of Goods
	<p><b>Functions and/or responsibilities delegated:</b></p>	<ol style="list-style-type: none"> <li>1. Pursuant to Sections 3.37, 3.38 and 3.39: the Chief Executive Officer is the employee of the Shire of Wiluna authorised with respect to removing and impounding any goods that are involved in a contravention that can lead to impounding.</li> <li>2. Pursuant to Sections 3.40 (1) (2) and (3) The Chief Executive Officer is the person authorized to exercise the power of the local government with regarding to removing vehicle if goods to be impounded are in or on the vehicle</li> <li>3. Pursuant to 3.40A (1): The Chief Executive Officer is the employee of the Shire of Wiluna authorized to remove and impound a vehicle that, in the opinion of the Chief Executive Officer, is an abandoned vehicle wreck.</li> <li>4. Pursuant to Sections 3.40A (2) (3) The Chief Executive Officer is the employee of the Shire of Wiluna authorised to exercise the power of the local government giving notice that an abandoned vehicle wreck can be collected</li> <li>5. Pursuant to Section 3.40A (4) The Chief Executive Officer is the employee of the Shire of Wiluna authorised to exercise the power of the local government to give notice that the removed vehicle has been declared an abandoned vehicle wreck.</li> <li>6. Pursuant to Section 3.42 (1) (2) The Chief Executive Officer is the employee of the Shire of Wiluna authorised to exercise the power of the local government to institute proceedings or give notice for impounded non-perishable goods</li> <li>7. Pursuant to Section 3.44 The Chief Executive Officer is the employee of the Shire of Wiluna authorised to exercise the power of the local government to give notice regarding collection of impounded non-perishable goods.</li> <li>8. Pursuant to Section 3.46 (1) (2) The Chief</li> </ol>

		<p>Executive Officer is the person authorized to exercise the power of the local government to refuse collection of removed and/or impounded goods</p> <p>9. Pursuant to Section 3.47 The Chief Executive Officer is the employee of the Shire of Wiluna authorized to exercise the power of the local government to dispose of confiscated or uncollected goods subject to provisions of Section 3.58.</p> <p>10. Pursuant to Section 3.47A (1) (2) The Chief Executive Officer is the employee of the Shire of Wiluna authorized to exercise the power of the local government to dispose of sick or injured animals</p> <p><b>11.</b> Pursuant to Section 3.48 The Chief Executive Officer is the employee of the Shire of Wiluna to exercise the power of the local government to recover impounded expenses.</p>
	<b>Limitations of delegation:</b>	As limited or allowed by sections mentioned in specific delegations above
	<b>Informing Legislation/Statute/Policy:</b>	Section 3.39-3.48 of the <i>Local Government Act</i>
	<b>Date of Delegation</b>	30 January 2018

<b>1007</b>		<b>1007 - Variation of Requirements Before Entry Into Contract and/or variation after entering into contracts</b>
	<b>Functions and/or responsibilities delegated:</b>	Approving of minor variations in the goods or services as called by for tender after the tender has been called but before a contract has been entered into
	<b>Limitations of delegation:</b>	Minor variation is deemed** a variation that the local government is satisfied is minor with regard to total goods or services that tenders were invited to supply  <i>**Section 20 Local Government (Functions and General) Regulations 1996</i>
	<b>Informing Legislation/Statute/Policy:</b>	Local Government Act 1995  Local Government (Functions and General) Regulations 1996
	<b>Date of Delegation</b>	22 April 2015

1008		1008 - Disposal of Property excluding land
	<b>Functions and/or responsibilities delegated:</b>	Disposing of property, other than land, classified as an exempt disposition under Regulation 30(3) (a) and (b) of the Local Government (Functions and General) Regulations and pursuant to S3.58 (5) (d) of the Local Government Act.
	<b>Limitations of delegation:</b>	Property must have a market value of less than \$20,000. Property cannot be land
	<b>Informing Legislation/Statute/Policy:</b>	Section 3.58 - Local Government Act 1995 Regulation 30 (a) and (b) - Local Government (Functions and General) Regulations 1996
	<b>Date of Delegation:</b>	22 April 2015

## 2000 ENGINEERING AND TECHNICAL SERVICES

2001		2001 - Temporary Thoroughfare and Road Closures
	<b>Functions and/or responsibilities delegated:</b>	<ol style="list-style-type: none"> <li>1. Pursuant to Section 3.50, The Chief Executive Officer is the employee of the Shire of Wiluna authorized to exercise the power of the local government to close certain thoroughfares to vehicle</li> <li>2. Pursuant to Section 3.50A, The Chief Executive Officer is the employee of the Shire of Wiluna authorized to exercise the power of the local government for partial closure of thoroughfare for repairs or maintenance</li> <li>3. Pursuant to Section 3.51, The Chief Executive Officer is the employee of the Shire of Wiluna authorized to exercise the power of the local government for giving affected owners notice of certain proposals</li> </ol>
	<b>Limitations of delegation:</b>	As limited or allowed by sections mentioned in specific delegation's above
	<b>Informing Legislation/Statute/Policy:</b>	Section 3.50, 3.50A and 3.51 of Local Government Act 1995
	<b>Date of Delegation:</b>	16 May 2017



2002		2002 - Gates and Pipes Across Thoroughfares
	<b>Functions and/or responsibilities delegated:</b>	Pursuant to Regulation 9 of the <i>Local Government (Uniform Local Provisions) Regulations 1996 (WA)</i> The Chief Executive Officer is the employee of the Shire of Wiluna authorized to exercise the power of the local government in relation to gates across a public thoroughfare.
	<b>Limitations of delegation:</b>	<b>As provided by regulations</b>
	<b>Informing Legislation/Statute/Policy:</b>	Regulation 9 of the <i>Local Government (Uniform Local Provisions) Regulations 1996 (WA)</i> .
	<b>Date of Delegation:</b>	16 May 2016

2003		<b>2003 - Dangerous Excavation in or near public thoroughfare</b>
	<b>Functions and/or responsibilities delegated:</b>	Pursuant to Regulation 11 of the <i>Local Government (Uniform Local Provisions) Regulations 1996 (WA)</i> . The Chief Executive Officer is the employee of the Shire of Wiluna authorized to exercise the power of the local government in relation to dangerous excavations in or near a public thoroughfare
	<b>Limitations of delegation:</b>	As provided by regulations
	<b>Informing Legislation/Statute/Policy:</b>	Regulation 11 of the <i>Local Government (Uniform Local Provisions) Regulations 1996 (WA)</i> .
	<b>Date of Delegation:</b>	16 May 2017

2004		<b>2004 -Crossing from Public Thoroughfare to Private Land or Private Thoroughfare</b>
	<b>Functions and/or responsibilities delegated:</b>	<ol style="list-style-type: none"> <li>1. Pursuant to Regulation 12 of the <i>Local Government (Uniform Local Provisions) Regulations 1996 (WA)</i> The Chief Executive Officer is the employee of the Shire of Wiluna authorized to exercise the power of the local government to approve or not approve the construction of a crossing from a public thoroughfare to private land or private thoroughfare</li>   <li>2. Pursuant to Regulation 13 of the <i>Local Government (Uniform Local Provisions) Regulations 1996 (WA)</i> The Chief Executive Officer is the employee of the Shire of Wiluna authorized to exercise the power of the local government in requiring a person who is the owner or occupier of private land to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land and any subsequent recovery of debt or instigation of prosecution proceedings should an owner fail to comply with requirement to construct or repair.</li>   <li>3. Pursuant to Regulation 14 of the <i>Local Government (Uniform Local Provisions) Regulations 1996 (WA)</i> The Chief Executive Officer is the employee of the Shire of Wiluna authorized to exercise the power of the local government consulting with and obtaining the approval of the Commission of Main Roads WA with regard to certain constructions</li>   <li>4. Pursuant to Regulation 15 of the <i>Local Government (Uniform Local Provisions) Regulations 1996 (WA)</i> The Chief Executive Officer is the employee of the Shire of Wiluna authorized to exercise the power of the local government for its obligation to bear 50% of construction costs</li> </ol>

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15 August 2019*

	<b>Limitations of delegation:</b>	Limit on expenses incurred by Shire as per Shire of Wiluna Policy 3.1 <i>Crossovers</i> and the provisions of Regulation 15 of the <i>Local Government (Uniform Local Provisions) Regulations 1996 (WA)</i>
	<b>Informing Legislation/Statute/Policy:</b>	Local Government (Uniform Local Provisions) Regulations 1996
	<b>Date of Delegation:</b>	16 May 2017

## 3000 FINANCIAL MANAGEMENT

3001		3001 - Lodgement of Caveats – Rates arrears
	<b>Functions and/or responsibilities delegated:</b>	<ol style="list-style-type: none"> <li>1. Authorisation of caveats over land (including pastoral leases and tenements administered through the Dept. of Mines and Petroleum) where the rates are in arrears and it is considered that the interests of the Council should be protected</li> <li>2. Authorisation for withdrawal of aforesaid caveats once arrears of rates have been settled or the Chief Executive Officer is satisfied that the debt will be settled within a two-week period</li> </ol>
	<b>Limitations of delegation:</b>	
	<b>Informing Legislation/Statute/Policy:</b>	Section 5.42 of the Local Government Act
	<b>Date of Delegation:</b>	16 May 2017

3002		3002 - Payment arrangements – rates and charges
	<b>Functions and/or responsibilities delegated:</b>	<ul style="list-style-type: none"> <li>Acceptance of payment arrangement for a rate or service charge payable by a person and proposed by that person</li> </ul>
	<b>Limitations of delegation:</b>	Nil
	<b>Informing Legislation/Statute/Policy:</b>	Section 6.49 of the Local Government Act
	<b>Date of Delegation:</b>	16 May 2017

3003		3003 - Debt Recovery
	<b>Functions and/or responsibilities delegated:</b>	<ol style="list-style-type: none"> <li>1. Recovery of rates or service charges debts, including costs of recovery, through a court of competent jurisdiction</li> <li>2. Recovery of debts owing to the Shire, including cost of recovery, through a court of competent jurisdiction, where those debts incurred were done so within pursuant to any provision in the Local Government Act or written Council policy or resolution that allows such a cost, fee, charge or expense to be charged or levied</li> </ol>
	<b>Limitations of delegation:</b>	As legislation dictates
	<b>Informing Legislation/Statute/Policy:</b>	Local Government Act 1995 – various provisions including but not limited to S3.25, S3.26, S3.48 and S6.56
	<b>Date of Delegation:</b>	16 May 2017

3004		3004- Investment of Funds
	<b>Functions and/or responsibilities delegated:</b>	Investing of funds held in any Shire bank account in accordance with requirements of Section 6.14 (1) Local Government Act and any Council policy established in relation to investments of funds
	<b>Limitations of delegation:</b>	
	<b>Informing Legislation/Statute/Policy:</b>	Section 6.14 (1) Local Government Act Shire of Wiluna Policy in relation to investment of funds
	<b>Date of Delegation:</b>	16 May 2017



3005		3005 - Rate Record Objection: Time Extension
	<b>Functions and/or responsibilities delegated:</b>	<ol style="list-style-type: none"> <li>1. Approving extension of time for an application from a person making an objection to the Ratebook as per Section 6.76 (4) of the <i>Local Government Act 1995</i></li> <li>2. Advising applicant of decision and rights of appeal to the decision as per Section 6.76 (5) of the <i>Local Government Act 1995</i></li> </ol>
	<b>Limitations of delegation:</b>	
	<b>Informing Legislation/Statute/Policy:</b>	Section 6.75 Local Government Act 1995 Section 6.76 Local Government Act 1995 Section 6.78 Local Government Act 1995
	<b>Date of Delegation:</b>	16 May 2017

3006		3006 -Consideration of Rate Record Objection
	<b>Functions and/or responsibilities delegated:</b>	<ol style="list-style-type: none"> <li>1. Considering objection to rate record and either allowing it or disallowing it, in whole or in part per Section 6.76 (5) of the <i>Local Government Act 1995</i></li> <li>2. Advising application of decision and rights of appeal to the decision as per Section 6.76 (5) of the <i>Local Government Act 1995</i></li> </ol>
	<b>Limitations of delegation:</b>	
	<b>Informing Legislation/Statute/Policy:</b>	Section 6.75 Local Government Act Section 6.76 Local Government Act
	<b>Date of Delegation:</b>	16 May 2017

## 4000 BUSH FIRE CONTROL

4001		4001 - Chief Bushfire Control Officer
	<b>Functions and/or responsibilities delegated:</b>	Authorised by Council as Chief Bushfire Control Officer for the district and exercising powers and duties of the <i>Bush Fires Act 1954</i> as required of a local government, including but not limited to Sections: 24, 33,35,36,37,38,40, 42, 50 and 62 of same Act.
	<b>Limitations of delegation:</b>	Regulation 48 of Bush Fires Act 1954
	<b>Informing Legislation/Statute/Policy:</b>	Bush Fire Acts 1954
	<b>Date of Delegation:</b>	22 April 2015

4002		<b>4002 - Burning, Prohibited Times (Variations)</b>
	<b>Functions and/or responsibilities delegated:</b>	That pursuant to Section 17 (10) of the <i>Bush Fires Act 1954</i> , the Chief Executive Officer in the role of Chief Bush Fire Control Officer and the Shire President be delegated jointly the Council's powers and duties under Section 17 (7) and 17 (8) of the <i>Bush Fires Act 1954</i> in respect to varying the prohibited burning times.
	<b>Limitations of delegation:</b>	Section 17 (1) Bush Fires Act 1954
	<b>Informing Legislation/Statute/Policy:</b>	Bush Fires Act 1954
	<b>Date of Delegation:</b>	22 April 2015

## **5000 PLANNING**

**(No delegations as at 25.03.2015)**

## 6000 HEALTH AND BUILDING

6001		6001 - Grant of Building Permits
	<b>Functions and/or responsibilities delegated:</b>	<ol style="list-style-type: none"> <li>1. Grant of Building Permits under section 20 of the Building Act 2011 to: <ul style="list-style-type: none"> <li>• Approve or refuse to approve plans or specifications;</li> <li>• Approve or refuse to approve an extension of time where a building has not been completed within the designated timeframe.</li> </ul> </li> <li>2. Exercise authority under Section 127 of the Building Act 2011 and delegate this power/duty to the Environmental Health Officer/Building Surveyor (PEHO)</li> </ol>
	<b>Limitations of delegation:</b>	Limited to functions as outlined above
	<b>Informing Legislation/Statute</b>	Building Act 2011
	<b>Date of Delegation</b>	22 April 2015

6002		6002 - Grant of Demolition Permits
	<b>Functions and/or responsibilities delegated:</b>	<ol style="list-style-type: none"> <li>1. Approve the issue of a demolition permit under Section 21 of the Building Act 2011 to take down a building or part of a building</li> <li>2. Exercise authority under Section 127 of the Building Act 2011 and delegate this power/duty to the Environmental Health Officer/Building Surveyor (PEHO)</li> </ol>
	<b>Limitations of delegation:</b>	Limited to functions as outlined above
	<b>Informing Legislation/Statute</b>	Building Act 2011
	<b>Date of Delegation</b>	22 April 2015

6003		6003 - Grant of Occupancy Permit
	<b>Functions and/or responsibilities delegated:</b>	<ol style="list-style-type: none"> <li>1. Under Section 58 of the Building Act 2011: approve, modify or refuse Grant of Occupancy Permit applications</li> <li>2. Exercise authority under Section 127 of the Building Act 2011 and delegate this power/duty to the Environmental Health Officer/Building Surveyor (PEHO)</li> </ol>
	<b>Limitations of delegation:</b>	Limited to functions as outlined above
	<b>Informing Legislation/Statute</b>	Building Act 2011
	<b>Date of Delegation</b>	22 April 2015



6004		6004 - Grant of Building Approval Certificate
	<b>Functions and/or responsibilities delegated:</b>	<ol style="list-style-type: none"> <li>1. Under S58 of the Building Act 2001: approve, modify or refuse Building Approval Certification applications</li> <li>2. Exercise authority under Section 127 of the Building Act 2011 and delegate this power/duty to the Environmental Health Officer/Building Surveyor (PEHO)</li> </ol>
	<b>Limitations of delegation:</b>	Limited to functions as outlined above
	<b>Informing Legislation/Statute</b>	Building Act 2011
	<b>Date of Delegation</b>	22 April 2015

6005		6005 - Building Orders
	<b>Functions and/or responsibilities delegated:</b>	<ol style="list-style-type: none"> <li>1. Under Section 110 of the Building Act 2011, to make building orders in relation to:               <ol style="list-style-type: none"> <li>a) Building Work</li> <li>b) Demolition work</li> <li>c) An existing building or incidental structure</li> </ol> </li> <li>2. Under Section 117 of the Building Act 2011, revoke building orders</li> <li>3. Exercise authority under Section 127 of the Building Act 2011 and delegate this power/duty to the Environmental Health Officer/Building Surveyor (PEHO)</li> </ol>
	<b>Limitations of delegation:</b>	Limited to functions as outlined above
	<b>Informing Legislation/Statute</b>	Building Act 2011
	<b>Date of Delegation</b>	22 April 2015

6006		<b>6006 - Extensions of Period of Duration of Occupancy Permit or Building Approval Certificate</b>
	<b>Functions and/or responsibilities delegated:</b>	<ol style="list-style-type: none"> <li>1. To approve or refuse to approve applications for an Extension of Period of Duration of Occupancy Permit or Building Approval Certificate under Section 58 of the Building Act</li> <li>2. Exercise authority under Section 127 of the Building Act 2011 and delegate this power/duty to the Environmental Health Officer/Building Surveyor (PEHO)</li> </ol>
	<b>Limitations of delegation:</b>	Limited to functions as outlined above
	<b>Informing Legislation/Statute</b>	Building Act 2011
	<b>Date of Delegation</b>	22 April 2015

<b>6007</b>		<b>6007 – Authorised Officers to carry out functions under the Public Health Act 2016</b>
	<b>Functions and/or responsibilities delegated:</b>	<ol style="list-style-type: none"> <li>1. In accordance with section 17 of the Public Health Act 2016 the Chief Executive Officer is authorised to appoint Authorised Officers to carry out functions under the Public Health Act 2016.</li> <li>2. Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for local Government Records Legislation.</li> </ol>
	<b>Limitations of delegation:</b>	Limited to functions as outlined above
	<b>Informing Legislation/Statute</b>	Section 18 of the Public Health Act 2016
	<b>Date of Delegation</b>	7 December 2016

<b>6008</b>		<b>6008 – Appointment of Authorised Officer – Issue Certificates of Authority</b>
	<b>Functions and/or responsibilities delegated:</b>	<p>3. In accordance with the provisions of Section 24 and Section 30 of the Public Health Act 2016 the Chief Executive Officer is authorised to designate a person or class of persons as an Authorised Officer and issue Certificates of Authority.</p> <p>4. Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for local Government Records Legislation.</p>
	<b>Limitations of delegation:</b>	Limited to functions as outlined above
	<b>Informing Legislation/Statute</b>	Sections 24, 30 and 312 of the Public Health Act 2016.
	<b>Date of Delegation</b>	22 April 2015

## **7000 ANIMAL CONTROL**

<b>7001</b>		<b>7001 - Enforcement of Dog Act 1976 and Local Laws</b>
	<b>Functions and/or responsibilities delegated:</b>	Administering the Dog Act 1976 and Shire of Wiluna local laws and to do all other things, including exercising power of the local government, that are necessary or convenient to be done for, or in connection with, performing its functions as a local government under the Dog Act 1976 and any associated Shire of Wiluna Local Laws.
	<b>Limitations of delegation:</b>	Local Government Act 1995 Dog Act 1976
	<b>Informing Legislation/Statute/Policy:</b>	Local Government (Miscellaneous Provisions) Act 1960
	<b>Date of Delegation:</b>	30 January 2018



# SHIRE OF WILUNA

## Training Report

June 2020

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## 1 INTRODUCTION

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### 1.1 Statutory environment

An inquiry into the Shire of Wiluna was authorised under the Local Government Act 1995 s.8.3 on 19 January 2017, relating to various aspects of the operations and affairs of the Shire beginning 1 July 2015.<sup>1</sup>

The Report was presented to the Minister in November 2018, and sent to the Shire in October 2018. It was not until correspondence from the Department dated 13 March 2019 was received was the requirement for training confirmed. Until this time, the Report was advisory and not mandated on the Shire.

The Act s.8.15(1) is clear that the Report only becomes mandatory on the order of the Minister or Director General. The expectation that the Shire is to take action immediately on receipt of the Report is erroneous.

The Report recommended to the Minister –

*It is recommended that:*

1. *The elected members and Shire staff undertake governance and accountability training, and any other such training, as determined appropriate by the Director General.*
2. *Following completion of the training referred to in Recommendation 1, (or if the Director General determines that no further training is required in light of the training which the Authorised Persons understand has already been undertaken, following the Director General notifying the Shire CEO), and by such time as to be determined by the Director General, the Shire CEO is to deliver to the Director General a comprehensive report to be endorsed by Council:*
  - a. *demonstrating the knowledge and understanding gained by the Shire from the training; and*
  - b. *outlining the steps taken by the Shire to implement such knowledge and understanding.*
3. *The Shire undergo an independent governance review as determined appropriate by the Director General.*
4. *The Director General terminate the Shire's audit contract by giving a notice to the local government specifying the date on which the audit contract is to terminate in accordance with section 51(3) of Schedule 9.3 of the Act.*
5. *That a qualified independent project manager be employed for any project with external funding of \$1million or more. It is considered prudent to do so given the expectations from members of the public regarding the accountability of expenditure of public monies.*

### 1.2 Definitions and acronyms

In this document –

**Act** means the *Local Government Act 1995*;

**CEO** means the Chief Executive Officer;

**The council** specifically means the elected members as a group;

**Department** means the Department of Local Government, Sport and Cultural Industries

**Minister** means the Minister for Local Government;

**Report** means the Report of the Inquiry into the Shire of Wiluna, by the Department of Local Government, Sport and Cultural Industries, August 2018

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<sup>1</sup> Department of Local Government Sport and Cultural Industries, *Report of the Inquiry into the Shire of Wiluna*, August 2018

## 2 BACKGROUND

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### 2.1 Requirement for training

Part 10 of the Report notes the considerations that the Authorised Persons considered relevant to the Inquiry, and in particular –

*10 Considerations relevant to recommendations*

*97. The Authorised Persons are of the view that the systemic mismanagement issues identified at the Shire in this report were a result of a lack of understanding by elected members and local government staff of their obligations under the Local Government Act, relevant regulations and Shire policies.*

The Report recommended to the Minister, and Department's letter dated 13 March 2019 subsequently required training in 9 subjects over 4 broad categories.

The Report also noted

*10.3 Staff turnover at the Shire*

*101 The Authorised Persons note that the majority of administration staff who were deemed to be responsible are no longer associated with the Shire.*

### 2.2 Implementation of requirement

After receipt of the Department's letter dated 13 March 2019, the CEO made an assessment that the Shire did not have the internal capacity to make the necessary arrangements and accordingly sought quotes on 9 May 2019 from appropriate people to make the necessary arrangements. An appointment was made on 20 May 2019.

Consistent with the Shire's purchasing policies, quotes were sought from a range of individuals, including those noted in the Department's letter. It was clear from the Department's letter that training was not restricted to the providers noted in the letter.

Assessment of the responses was based on –

1. Compliance with Council's Policy 2.6 Purchase of Goods and Services
  - Including the requirement for the demonstrated best value of money
2. Specific direct knowledge of and involvement with the local government sector in Western Australia
3. Direct engagement and experience with remote local governments in Western Australia
4. Maximise direct application of the training to Shire of Wiluna
5. Duration and detail of each training component
6. Cost (excluding travel and accommodation)

Following some discussion and clarification with the Department, training providers were successively engaged from mid-August 2020.

### 2.3 Issues in arranging providers

Several issues were experienced in arranging providers –

1. Delayed Departmental response

At the commencement of the process, clarification was sought from the Department regarding several matters, but the person from whom clarification was sought had left. The response was not received until nearly 3 weeks after the original enquiry and had held up decision making.

The response received was felt to be aggressive and adversarial, implied that the Report was mandatory although actions did not become required until instructed by the Director-General, and attempted to take the Shire to task for perceived delays.

The response also implied that the Council could or should ignore its own purchasing policies, one of the issues for which the Inquiry was ordered.

2. Matching of training provider's experience with the Shire's expectations

A consistent criticism of trainers, speakers at event and conferences and similar, is a lack of appreciation of local government generally, and particularly the challenges faced in remote areas.

Some of the issues faced were –

- Lack of direct knowledge or experience of WA local government.  
Although many had significant knowledge and experience with industry generally, local government does not have the freedoms of private enterprise and functions in a restrictive environment,
- Not having appropriate materials for the training sought;
- Unwillingness or unavailability to travel to a remote area,  
In some instances this was due to existing commitments of the trainer, others due to the time away from their base
- Access to and from Wiluna.  
With only two flights a week, other alternatives are to drive the 1,100 km to Wiluna (if wishing to stay on sealed roads), or to fly/drive through Kalgoorlie (approx..6 hours and 530km south) or Meekatharra (approx.. 3 hours and 183km west)
- The cost of the unproductive travel time or time on-site when not delivering training

3. Response times for quotes/proposals sought

Response times from trainers was not always prompt, although generally quite good. In one instance, a decision for one of the groups of topics was held up since the likely preferred provider took 2 months to advise that they did not provide that specific training.

4. Timing

Multiple challenges for the delivery of the training were often experienced, making arrangement of the dates for the training somewhat problematic at times –

- Availability of elected members and staff.  
One elected member lives 200km from the Shire office, much over gravel roads, other people were on leave, or ill at various times, or had high priority commitments.  
In at least 2 instances, the coronavirus state of emergency travel restrictions prevented attendance
- Availability of the trainers  
Prior commitments to training elsewhere, interstate, leave etc.

Another challenge concerned the local government statutory requirements, in particular the 2019 elections. There seemed to be no value in running training before the election when some had decided not to renominate, and others may not be successful in the election.

5. Accessibility

As with all such small, remote, regional local governments, access to professional development for both elected members and employees is expensive, whether delivered locally or at other places. Availability to participate is often difficult, having to work around employments requirements, distance, and personal commitments.

6. Other matters

Several issues also complicated the later stages of the training –

- the unfortunate departure of the CEO due to ill health, and lack of staff able to absorb the additional workload that has to be distributed among limited number of people, and
- impacts of COVID 19 and the social distancing, inter state and inter regional travel restrictions.

### 3 REQUIRED TRAINING

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#### A. Financial management

##### 1. Analyse financial reports and budgets

Purpose – This unit should provide Councillors with the skills and knowledge required to analyse financial reports and budgets.

##### 2. Manage finances within a budget

Purpose – This unit should provide Councillors and Administration staff with an understanding of the key concepts and theories in ethical and moral reasoning and how these apply to the practices of local government in Western Australia.

##### 3. Finance for Non-Finance Managers

Purpose – This unit should give key Administration staff skills in allocating funds, managing cash flows and preparing financial reports.

Delivered by – Moore Stephens

Rationale for selection of provider –

- extremely high familiarity with –
  - o IT Vision software used by the Shire,
  - o legislative requirements relating to financial information,
- very high familiarity with small and remote local governments through audit, finance and governance support and sector training .
- providers of the standard financial report templates as used by the Shire,
- providers of training in financial matters to the local government sector,
- contracted by Office of Auditor General for various local government audits, excluding Shire of Wiluna,
- acceptance by the Department to undertake the governance review recommended in the Report

Dates –

- 30 October to 1 November 2019, and
- 27 November to 29 November 2019

An initial training session was run by WALGA in May, but due to the inability of elected members to be involved, it was decided to re-run the sessions later when newly elected members may be able to participate.

An *Elected Members Guide to Local Government Finance* was provided to attendees and made available to the Shire to distribute to elected members who did not attend. Three elected members attended the training session and one elected member arrived and passed on apologies as an urgent matter had arisen before the start of the training. Two newly elected members were in attendance having recently completed their induction. The newly elected members were very engaged throughout the session and asked lots of questions and made comments identifying the similarities and differences with their own business finances clearly showing they understood the concepts covered. The CEO was also in attendance and participated in discussions.

The introduction to local government covered the regulatory framework for local government finance as well as the general concepts of local government finance and differences to commercial finance.

Feedback comments noted that the training provided great information about the concepts, understanding, and analysing financial matters for local government.

The average score for value of the training across those who attended was 7.6 out of 10.

## **B. Governance**

### **4. Ethics for Local Government**

Purpose – This unit should give Councillors and Administration staff knowledge of the procedure for compliance to ensure that they are in line with legislative requirements and based on up-to-date information.

### **5. Leadership and Management in Local Government**

Purpose – This unit should assist Councillors and Administration staff including the CEO develop critical thinking, contextual knowledge and leadership to enable appropriate and effective outcomes for communities and stakeholders.

### **6. Monitor council procedures to ensure compliance with relevant legislation**

Purpose – This unit should provide Councillors and Administration staff with an understanding of the key concepts and theories in ethical and moral reasoning and how these apply to the practices of local government in Western Australia.

Delivered by – Australian Institute of Company Directors

Dates – 27 June 2019

Note – as a limited number had attended this training, it was decided to have the units presented again.

Delivered by – Steve Tweedie

The rationale for the selection of provider –

- expertise across multiple sectors, including –
  - o LGA / WA Local Government Association,
  - o State Government,
  - o Public Sector Commission and
  - o current roles with small and medium-size metropolitan local governments, and
  - o the trainer used by Local Government Professionals Assoc. and WA Local Government Association
- greater coverage of topics over a combined total of 4 days

Sessions were designed and delivered based on a modified version of Accountable and Ethical Decision Making (AEDM) of the PSC module for local government. Particular attention was given to conflicts of interest, identifying and declaring an interest and related matters, and included specific briefings on the new gift provisions for council members and the CEO, and ongoing gift provisions for employees.

Sessions emphasised roles and responsibilities, both statutory and custom, as well as characterising attributes of good leadership and decision making by council members separate from those the responsibility of employees. The purposes of legislative requirements were also covered –such as

governance/compliance calendar to ensure annual returns, budget review, compliance audit returns, IPR reviews, Audit Regulation 17 review etc.

Engagement of elected members and employees in the training was very high, with the material presented being noted as interesting, informative and stimulating. Elected members were very aware of their obligation to improve their knowledge in governance matters and decision making. For the employees much of the questions centred on conflicts of interest and gifts, especially related issues in such a small community. With the training being run over several days on both visits it presented the opportunity for further discussions in a social context after sessions between the consultant and council members and senior staff. This was particularly valuable in providing an opportunity for individuals to raise specific issues.

Comment was received that the existing legislative provisions relating to gifts are over the top.

Holding this training some time after elections was useful, allowing newly elected members a short time to gain some familiarity with their roles, in order to build on that basic knowledge a more detailed framework for the future.

The trainer noted also that some follow up training in the second half of the year (based on an assessment of council meetings, agendas and minutes etc) would have had merit. However, it should be deferred until later in the year when the CEO has commenced and the pandemic has waned.

The average score for value of the training across those who attended was 8.7 out of 10. It was noted that higher scores were given by elected members and senior staff, than those exercising limited discretion or decision-making.

## **C. Risk management**

### **7. Risk management**

Purpose – This unit should develop both Councillor and Administration *staff's* skills and knowledge to implement and evaluate risks in a range of contexts across the Shire.

Delivered by – WA Local Government Insurance Services, a division of WA Local Government Association

Rationale for selection of provider –

- being Council's insurance brokers, and specific awareness of the Shire's insurance contracts
- greater coverage of topic over 1.5 days
- very high likelihood of ongoing contact and review due to continuation of client relationship

The training was very interactive, and based on the managing risk in local government (background risk management workshop), and the updated LGIS Policy and Procedures documentation. To firmly embed the concepts into the Shire's processes, coursework involved was production of an updated risk register with a reporting dashboard and risk management priorities for 2019/20.

Attendees advised that it was good to have knowledge of the risks and management of them in the local government context. It was also noted that it was a more rigorous approach to risk management than other processes the Shire had been involved in.

Average score for value of the training across those who attended was 9.3 out of 10.

The Shire of Wiluna is part of a regional risk management project with five other local governments in the Northern Goldfields sub-region.

#### **D. Project and contract management**

##### **8. Manage a Local Government Project**

Purpose – This unit should assist Senior Administration staff including the CEO to understand how to manage and plan a project, including resource management, implementation and evaluation.

##### **9. Contract Management**

Purpose – This unit should provide key Administration staff with the understanding of the role of contracting. The unit should improve staff knowledge of the management of contracts to improve contractual outcomes for the Shire and reduce costs through effective management methods.

Delivered by – WA Local Government Association

Rationale for selection of provider –

- greater coverage of topics over 2 days, compared with other proponents
- specific expertise in application of legislation to local government

The trainer advised that the executive participants were confident with their existing processes and understanding of procurement requirements from many years in the local government sector. There was a general consensus they were undertaking the training partly as a compliance requirement as a result of the inquiry, but also as an opportunity to learn about different procurement techniques, and to improve current practices. Other staff members were receptive participants, but also conscious of operating in line with the Shire's guidelines already in place.

The trainer also advised receiving a number of calls requesting help/advice with processes in the months after the training, but it was either a request, without further contact or advice was provided.

Comment from senior staff noted that the training confirmed their experience and that it was considered to be very good for some of the younger staff.

Some of the specific topics covered included –

- the legislative and policy framework related to procurement and contract management in local government
- effective procurement and contract planning, management, approach and processes
- the effective use of WALGA resources, particularly the Procurement Toolkit and templates
- an overview of the end-to-end procurement process, from developing request for quotations and tenders, through to basic evaluation and awarding a contract
- the roles and responsibilities in managing contracts for best outcomes for the local government.
- contract management in relation to the procurement lifecycle
- contractor performance management;
- successful conclusion of a procurement or contract



## 4 CONCLUSION

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### 4.1 **Effectiveness**

The effectiveness of the training needs to be assessed at three levels –

1. Targeted to those having tenure as an elected member or staff member during the period the Report was investigating

The Report acknowledges that many of the employees and some of the elected member are no longer with the Shire at the time of the Report.

Accordingly, training directed at the people who no longer have an association with the Shire is of no value.

However, the fact that training was mandated does reinforce training previously provided to continuing and newly elected members and employees,

2. Value to those who attended

It is apparent from the comments of both trainers and attendees that much of the training was worthwhile. Some re-visited areas that employees felt they had sufficient knowledge, but also accepted that it was worthwhile that the subject is reviewed.

Some employees noted that particular subjects did not appear to have much relevance to their roles within the Shire.

3. Value to those continuing in local government

There are varying levels of value of the training to those continuing in local government either with the Shire of Wiluna, or within the broader local government sector.

4. Future value to the Shire

The Report should provide some guidance to future elected members, senior staff and the operations of the Shire.

From reports of elected members and staff, it is considered that two areas would be worthwhile revisiting towards the end of 2020 –

- governance
- risk management

5. Value to local government generally.

Sometimes overlooked, but local government in Western Australia is actually quite a small pool. Reports such as this Inquiry Report into the Shire of Wiluna, will have been widely read within the sector, together with those relating to Exmouth, Perenjori, Dowerin and others over the years.

Lessons to be learned from each one has a salutary effect on other local governments, as well as the specific persons involved.

## Attachments

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## Relevant persons - Jan 2017 to Feb 2020

[illegible]