



AGENDA

Ordinary Council Meeting

To be held in Council Chambers, Wolfram Street Westonia
Thursday 15th June 2023
Commencing 3.30pm

Dear Councillors,

The next Ordinary Meeting of the Council of the Shire of Westonia will be held on Thursday 15th June 2023 the Council Chambers, Wolfram Street, Westonia.

Lunch – 1.00pm

Discussion Period – 1.30pm – 2.30pm

Pauline Guest – Wheatbelt cash for containers 2.30pm-3.00pm

Afternoon Tea – 3.00 pm –3.30 pm

Council Meeting – 3.30 pm

BILL PRICE
CHIEF EXECUTIVE OFFICER
13 June 2023



Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Westonia for any act, omission or statement or intimation occurring during Council meetings.

The Shire of Westonia disclaims and liability for any loss whatsoever and howsoever caused by arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during the Council Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does that persons or legal entity's own risk.

In particular and without derogating in any way from the board disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation made by any member or Officer of the Shire of Westonia during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Westonia.

The Shire of Westonia warns that anyone who has any application lodged with the Shire of Westonia must obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Westonia in respect of the application.



SHIRE OF WESTONIA
A vibrant community lifestyle

STRATEGIC COMMUNITY

SNAPSHOT

PLAN

2018-2028

CORE DRIVERS

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community.
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny.

OUR VALUES

Respect – We value people and places and the contribution they make to the Shire.

Inclusiveness – Be receptive, proactive, and responsive.

Fairness and Equity – Provide services for a variety of ages and needs.

Communication – Create opportunities for consultation with the broad community.

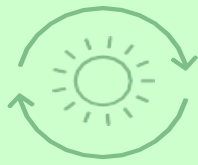
OUR VISION

A vibrant community lifestyle

MISSION

Provide leadership and direction for the community.

ECONOMIC



Support growth and progress, locally and regionally...

Efficient transport connectivity in and around our Shire.

- Continue to utilise our Road Management Plan, which incorporates a road hierarchy, minimum service levels and maintenance policy.
- RAV Ratings and Shire boundaries are consistent across local government boundaries.
- Lobby and build enduring partnerships with key Government Departments to improve Great Eastern Hwy.
- Actively participate in the Secondary Freight Network group.
- Develop and implement a Road Asset Plan highlighting key funder and strategic partnerships to support sustainability.
- Develop a Gravel Reserve Policy which identifies future gravel reserves and recognises cost to local government.
- Educate road users about road safety and driving on gravel roads.
- Optimal and safe use of our plants and equipment assets.
- Ensure that appropriate RAV vehicles traverse correct RAV routes.
- Maintain our airport with a view to improvements to meet commercial and recreational aviation needs.

Facilitate local business retention and growth.

- Council recognises the opportunity of partnering with Westonia Progress Association, works closely and supports them to help achieve their economic development projects and our strategic goals.
- Council continue to have a role in facilitating the presence of a Co-op in our community.
- Enhance local economic activity by supporting the growth of tourism in our Shire and region including applying for funding to improve tourist facilities.
- Improve our online tourism presence.
- We forward plan to improve the economic diversity in our community.
- In partnership with Council, the mine develops long term business plans for current mine assets.
- Investigate options for multipurpose accommodation if vacancies arise in mine accommodation.

SOCIAL



Provide community facilities and promote social interaction...

Plan for community growth and changing demographics.

- Develop the Town Planning Scheme.
- Plan and develop residential and industrial land.
- Community safety and ease of access around town is a priority.
- Our lifestyle, facilities and sense of community is promoted.
- The CEACA project continues to expand the number of universally designed dwellings in our town.
- We support our emergency services.
- We enable visiting health professionals to our community.
- The Community Resource Centre receives external funding to provide preventative health and community development initiatives to the community.
- We facilitate healthy and active ageing in place
- Our cemetery is well presented.

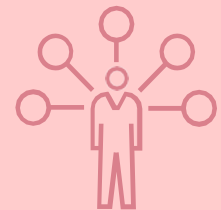
Our community has the opportunity to be active, socialised and connected.

- We collaborate and encourage active engagement in local clubs and community initiatives that support a healthy lifestyle.
- Investigate motor sport opportunities around the Shire.
- Preserve and celebrate our local history.
- Support our volunteers and clubs to remain strong, dynamic, and inclusive.
- Encourage lifelong learning.
- Children and youth have active and social opportunities.
- Continue to provide high standard and accessible shire facilities.
- Retain and expand Westonia's unique tourism experience.

Natural spaces are preserved and bring us value.

- Sustainably manage our reserves and open spaces.
- Participate in best practice waste management.
- Work collaboratively to meet legislative compliance with managing weeds and pests as well as our environmental health standards.
- Investigate renewable energy generation technologies.

GOVERNANCE



Continually enhance the Shire's organisational capacity to service the needs of a growing community...

Be progressive and capture opportunities.

- Be open to local productivity/ best practice and cost saving opportunities locally and regionally.
- Investigate joint resourcing and tendering
- Advocate and develop strong partnerships to benefit our community.
- Be prepared by forward planning our resources and focusing on continuous improvement.
- Identify risks and opportunities after the life of the mine.

The community receives services in a timely manner.

- Meet our legislative and compliance requirements.
- Work towards optimal management of our assets.
- Work to develop Councillor and staff skills and experience to provide career and succession opportunities within the Shire.
- Inside and outside staff are multi skilled to understand the business of local government and provide a seamless service to the community.
- Communicate and engage with our community regularly.

Financial resources meet the ongoing needs of the community.

- Seek external funding for significant capital improvements that deliver upon our strategic objectives.
- Investigate ways to reduce reliance on operational grants given the current State and Federal Government priorities.

Shire of Westonia: -
A vibrant community lifestyle.



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1. DECLARATION OF OPENING

The President, Cr Crees welcomed Councillors and staff and declared the meeting open at 3.30pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Councillors:

Cr RM Crees	<i>Shire President</i>
Cr RA Della Bosca	<i>Deputy Shire President</i>
Cr WJ Huxtable	
CR RS Corsini	
Cr KM Day	
Cr DL Geier	

Staff:

Mr.AW Price	<i>Chief Executive Officer</i>
Mrs JL Geier	<i>Deputy Chief Executive Officer</i>

Members of the Public:

Apologies:

Approved Leave of Absence:

3. PUBLIC QUESTION TIME (3.35PM – 3.50PM)

NIL

4. APPLICATIONS FOR LEAVE OF ABSENCE

NIL

5. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATIONS

That the minutes of the Ordinary Meeting of Council held on 18th May 2023 be confirmed as a true and correct record.

6. RECEIVAL OF MINUTES

OFFICER RECOMMENDATIONS

NIL

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

President, Cr Crees advised having attended the following meetings:

Deputy President, Cr Della Bosca advised having attended the following meetings:

Councillor Day advised having attended the following meetings:

Councillor Geier advised having attended the following meetings:

Councillor Huxtable advised having attended the following meetings:

Councillor Corsini advised having attended the following meetings:

8. DECLARATION OF INTEREST

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Financial** interest were made at the Council meeting held on **15th June 2023**.

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Closely Association Person and Impartiality** interest were made at the Council meeting held on **15th June 2023**.

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	



In accordance with Section 5.60B and 5.65 of the *Local Government Act 1995* the following disclosures of **Proximity. interest** were made at the Council meeting held on **15th June 2023**.

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	

9. MATTERS REQUIRING A COUNCIL DECISION

9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES

9.1.1 ACCOUNTS FOR PAYMENT – MAY 2023

Responsible Officer:	Bill Price, CEO
Author:	Jasmine Geier, Deputy Chief Executive Officer
File Reference:	F1.3.3 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 9.1.1 List of Accounts
Signature:	Officer  CEO 

Purpose of the Report

Executive Decision Legislative Requirement

Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits June be obtained.

Comment

Attached is a copy of Accounts for Payment for the month of May 2023 The credit card statements currently show: -

CEO May 2023 \$2,625.80 associated with the purchase of of Cloud Anti Spam Recurring, Cloud Anti Spam Recurring, , Activ8me internet service, Activ8me internet, Microsoft 365 Business, 1038283 Microsoft 365 Business std Recurring, 1049450 & 1049449 Managed Endpoint, Managed Endpoint - Server Recurring, 1047021 Business Basic, 1047021 Microsoft 365 Basic Recurring,1 038203 Recurring, 1038203 Office 365 Exchange online plan monthly recurring, , Landcruiser diesel purchase, shower caddies for school accommodation.

DCEO May 2023 \$76.80 associated with the purchase of lunch at Dowerin at the HACC training.

Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulations 12 & 13 requires the list of accounts to be presented to Council. Payments are made by staff under delegated authority from the CEO and Council.

Policy Implications

Council does not have a policy in relation to payment of accounts.

Strategic Implications

Accounts for payment are presented to Council in the interests of accountability and provide information on Council expenditure.

Financial Implications

Expenditure in accordance with the 2022/2023 Annual Budget.



Voting Requirements



Simple Majority



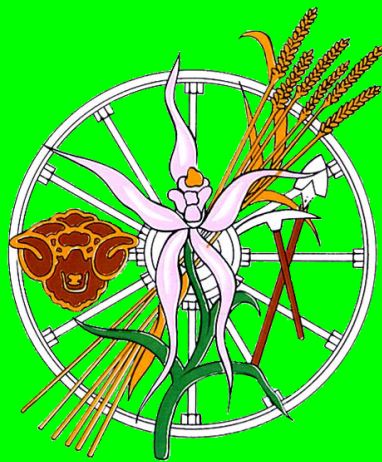
Absolute Majority

OFFICER RECOMMENDATIONS

That May 2023 accounts submitted to today's meeting on Municipal vouchers numbered from 4044 to 4048, and D/Debits from EFT6187 to EFT6246 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$333,932.49 be passed for payment.

Attachment 9.1.1

Shire of Westonia



Accounts For Payment

for period ending
31st May 2023

List of Accounts Due & Submitted to Council May 2022/2023

Chq/EFT	Date	Name	Description	Amount	Bank	Type
B/S	01/05/2023	WESTNET - WESTNET INTERNET PROVIDER FEE	WESTNET INTERNET PROVIDER FEE	-66.00	1	FEE
4044	03/05/2023	Cash	Petty Cash Recoup	-581.35	1	CSH
B/S	05/05/2023	FEE - BANK FEES	BANK FEES	-284.07	1	FEE
PAY	07/05/2023	Payroll	F/E 7/5/2023	-33084.88	1	CSH
DD3722.1	07/05/2023	Aware Super - Accumulation	Payroll deductions	-5306.10	1	CSH
DD3722.2	07/05/2023	C-Bus	Superannuation contributions	-1079.79	1	CSH
DD3722.3	07/05/2023	BT Panorama Super	Payroll deductions	-219.89	1	CSH
DD3722.4	07/05/2023	MLC Masterkey	Superannuation contributions	-257.04	1	CSH
DD3722.5	07/05/2023	Rest Industry Super	Superannuation contributions	-131.09	1	CSH
DD3722.6	07/05/2023	AUSTRALIANSUPER	Superannuation contributions	-441.37	1	CSH
DD3722.7	07/05/2023	MLC Navigator Retirement Plan	Superannuation contributions	-81.08	1	CSH
4045	09/05/2023	Deputy Commissioner of Taxation	FBT Return April 2022 to March 2023	-23184.16	1	CSH
EFT6187	09/05/2023	Services Australia Child Support	Payroll deductions	-95.92	1	CSH
EFT6188	09/05/2023	Landgate	SLIP Subscription	-2481.20	1	CSH
EFT6189	09/05/2023	Winc Australia Pty Ltd	Stationery	-537.61	1	CSH
EFT6190	09/05/2023	Copier Support	Photocopier Meter Read	-1217.31	1	CSH
EFT6191	09/05/2023	Toll Transport Pty Ltd	Freight	-126.33	1	CSH
EFT6192	09/05/2023	Ron Bateman & Co	Mig Tips	-15.90	1	CSH
EFT6193	09/05/2023	Two Dogs Home Hardware	Cement	-778.49	1	CSH
EFT6194	09/05/2023	Merredin Rural Supplies Pty Ltd	Pipe Repair Kit	-69.30	1	CSH
EFT6195	09/05/2023	Hersey's Safety Pty Ltd	Depot Consumable items	-674.74	1	CSH
EFT6196	09/05/2023	Wheatbelt Uniforms Signs & Safety	WOTG - Merchandise	-3410.00	1	CSH
EFT6197	09/05/2023	LGISWA	Skin Screening - Staff	-550.00	1	CSH
EFT6198	09/05/2023	Extra Mile Writing	RAC Reconnect WA Project	-430.10	1	CSH
EFT6199	09/05/2023	Cutting Edges	Grader Blades Plowbolts	-11913.44	1	CSH
EFT6200	09/05/2023	Great Southern Fuel Supplies	Diesel Depot	-18350.96	1	CSH
EFT6201	09/05/2023	Westonia Community Cooperative Limited	WOTG - Food Vouchers	-270.00	1	CSH
EFT6202	09/05/2023	Merredin Community Resource Centre	WOTG - Hire of sml marquees	-60.00	1	CSH
EFT6203	09/05/2023	Westonia Golf Club Inc	WOTG - Brekky Vouchers	-70.00	1	CSH
EFT6204	09/05/2023	JARDINE LLOYD THOMPSON PTY LTD LGIS INSURANCE	WOTG - Insurance	-1325.01	1	CSH
EFT6205	09/05/2023	Australia Post	Postage - April	-150.80	1	CSH
EFT6206	09/05/2023	Ancor Electrical	3phase to Stage Area	-11411.06	1	CSH
EFT6207	09/05/2023	Digga West & Earthparts WA	Auger Attachment	-1298.00	1	CSH
EFT6208	09/05/2023	Merredin Steel Supplies	Gal Pipe	-392.69	1	CSH

EFT6209	09/05/2023	Gearing Construction Contractors	Stage at Oval	-4476.00	1	CSH
EFT6210	09/05/2023	Accredit Building Surveying & Construction Services Pty Ltd	Building Surveying Service	-385.00	1	CSH
EFT6211	09/05/2023	Sheree Lowe	WOTG - Kid Entertainment	-340.00	1	CSH
EFT6212	09/05/2023	Squash Magic Co	WOTG - Kids Entertainment	-1457.50	1	CSH
EFT6213	09/05/2023	Westcoast Fireworks Pty Ltd	WOTG - Fireworks	-6600.00	1	CSH
EFT6214	09/05/2023	Megavision	WOTG - Sound Lighting & Equipment	-5057.25	1	CSH
EFT6215	09/05/2023	The Eastern Line	WOTG - Entertainment	-1000.00	1	CSH
EFT6216	09/05/2023	Flowers by Elli Paige	WOTG - Floral Arrangements	-310.00	1	CSH
EFT6217	09/05/2023	Sophie Jane Music	WOTG - Entertainment	-2000.00	1	CSH
EFT6218	09/05/2023	Jally Entertainment	Snowy & th 7 Cool Dudes	-3300.00	1	CSH
EFT6219	09/05/2023	Uncle Santos	WOTG Food Vouchers	-270.00	1	CSH
EFT6220	09/05/2023	The Little Lord Street Band	WOTG - Entertainment	-2875.00	1	CSH
EFT6221	09/05/2023	Siobhan Cotchin Touring PTY LTD	Siobhan Cotchin	-3780.00	1	CSH
4046	15/05/2023	Water Corporation	Water Usage & Service Charges	-21908.34	1	CSH
4047	15/05/2023	HI-LO CONSTRUCTION	Building Repairs Various	-4945.60	1	CSH
EFT6222	15/05/2023	Out West Mechanical	WT120 & WT1220 Repairs	-5778.50	1	CSH
EFT6223	15/05/2023	Midland Westcoast Hi Fi	Sound Equipment	-5380.00	1	CSH
DD3729.1	15/05/2023	Bankwest Corporate Mastercard	Accommodation - Staying in Place Expo	-6630.17	1	CSH
DD3737.1	16/05/2023	TELSTRA CORPORATION LIMITED	Telephone Usage	-1737.08	1	CSH
4048	18/05/2023	Synergy	Power Usage	-7815.95	1	CSH
EFT6224	18/05/2023	Brickmart (wa)	Pavestone - Limstone & Heritage Red	-484.68	2	CSH
EFT6225	19/05/2023	Avon Waste	Waste Removal	-1628.56	1	CSH
EFT6226	19/05/2023	Landgate	Mining Tenement Roll	-668.80	1	CSH
EFT6227	19/05/2023	GEF Great Eastern Freightlines	Freight	-1486.41	1	CSH
EFT6228	19/05/2023	BOC Limited	Argosshield Gas	-62.26	1	CSH
EFT6229	19/05/2023	Local Pest Control	Termite Control - Old Miners Hall	-1377.50	1	CSH
EFT6230	19/05/2023	Liberty Oil rural Pty Ltd	Diesel & ULP	-14692.90	1	CSH
EFT6231	19/05/2023	Wheatbelt Uniforms Signs & Safety	Soft Shell Jacket Admin	-239.80	1	CSH
EFT6232	19/05/2023	Benara Nurseries	Assorted Plants & Trees	-1989.46	1	CSH
EFT6233	19/05/2023	Extra Mile Writing	RAC Reconnect WA Project	-552.22	1	CSH
EFT6234	19/05/2023	Daimler Trucks Perth	Door Handle Assemblies	-892.03	1	CSH
EFT6235	19/05/2023	Westonia Community Cooperative Limited	Refreshments, Cleaning Prod, Papers	-2025.28	1	CSH
EFT6236	19/05/2023	Market Creations	CRC - Annual Web hosting Service	-660.00	1	CSH
EFT6237	19/05/2023	Murfit Enterprises	RAC Reconnect Project - shop facades	-4400.00	1	CSH
EFT6238	19/05/2023	Ramsay Construction Pty Ltd	EHO & Building Services	-1350.00	1	CSH

EFT6239	19/05/2023	Australian College Of Training	Cert 111 Business	-288.75	1	CSH
EFT6240	19/05/2023	Wessie Pty Ltd Atf: The Geier Family Trust	Prime Mover Hire	-10505.00	1	CSH
EFT6241	19/05/2023	OAG Office of the Auditor General	Attest Audit June22	-26510.00	1	CSH
EFT6242	19/05/2023	Medelect Biomedical Services	Defibrillator Annual Service - Medical Centre	-505.45	1	CSH
EFT6243	19/05/2023	Combined Tyres Pty Ltd	Tyres P3 (Mudbucket)	-5645.20	1	CSH
EFT6244	19/05/2023	Accredit Building Surveying & Construction Services Pty Ltd	BA03 CDC 5028/2023 40 Wolfram	-385.00	1	CSH
EFT6245	19/05/2023	GGJ Consultants	Home Care Consultation	-7425.00	1	CSH
PAY	21/05/2023	Payroll	F/E 21/5/2023	-32274.63	1	CSH
DD3748.1	21/05/2023	Aware Super - Accumulation	Payroll deductions	-5278.69	1	CSH
DD3748.2	21/05/2023	C-Bus	Superannuation contributions	-1082.56	1	CSH
DD3748.3	21/05/2023	BT Panorama Super	Payroll deductions	-200.65	1	CSH
DD3748.4	21/05/2023	MLC Masterkey	Superannuation contributions	-257.68	1	CSH
DD3748.5	21/05/2023	AUSTRALIANSUPER	Superannuation contributions	-442.01	1	CSH
DD3748.6	21/05/2023	MLC Navigator Retirement Plan	Superannuation contributions	-141.69	1	CSH
EFT6246	23/05/2023	Services Australia Child Support	Payroll deductions	-96.16	1	CSH
B/S	25/05/2023	2VNET - 2VNET MONTHLY MAINTENANCE FEE	2VNET MONTHLY MAINTENANCE FEE	-578.95	1	FEE
B/S	31/05/2023	TPORT - DEPT TRANSPORT LICENSING	DEPT TRANSPORT LICENSING	-3413.10	1	FEE



-333932.49

The above list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. Municipal vouchers numbered from 4044 to 4048, and D/Debits from EFT6187 to EFT6246 Inclusive of Department for Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$333,932.49 submitted to each member of the Council on Thursday 15th June 2023, have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.



CHIEF EXECUTIVE OFFICER

9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY– MAY 2023

Responsible Officer:	Bill Price, CEO
Author:	Jasmine Geier, Deputy Chief Executive Officer
File Reference:	F1.3.3 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 9.1.2 Monthly Statement of Financial Activity
Signature:	Officer  CEO 

Purpose of the Report

- Executive Decision Legislative Requirement

Background

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

Comment

The Monthly Statement of Financial Activity for the period ending May 2023 is attached for Councillor information, and consists of:

1. Summary of Bank Balances
2. Summary of Outstanding Debtors
3. Balance Sheet
4. Budget v Actuals Schedules

Statutory Environment

General Financial Management of Council
Council 2022/2023 Budget
Local Government (Financial Management) Regulation 34 1996
Local Government Act 1995 section 6.4

Policy Implications

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council. Council policy is that the material variation be set at \$10,000 and 15%.

Strategic Implications

The Monthly Statement of Financial Activity is a record of Council's activities and financial performance during the reporting period.

Financial Implications

There is no direct financial implication in relation to this matter.

Voting Requirements

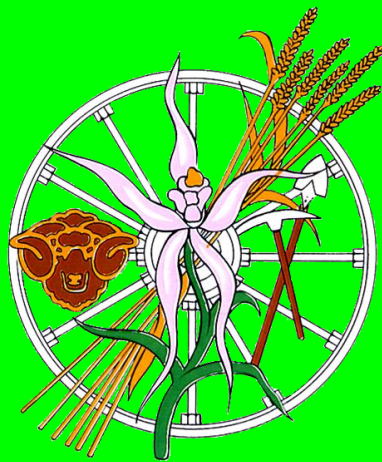
- Simple Majority Absolute Majority

OFFICER RECOMMENDATIONS

That Council adopt the Monthly Financial Report for the period ending May 2023 and note any material variances greater than \$10,000 or 15%.

Attachment 9.1.2

Shire of Westonia



Monthly Statement of Financial Activity

for period ending
31st May 2023

SHIRE OF WESTONIA
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 April 2023

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

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**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,039,095	2,039,095	1,777,353	(261,742)	(12.84%)	
Revenue from operating activities							
Rates		1,111,900	1,111,900	1,112,916	1,016	0.09%	
Operating grants, subsidies and contributions		1,522,350	629,214	1,621,775	992,561	157.75%	▲
Fees and charges		1,046,050	926,425	1,088,688	162,263	17.51%	▲
Interest earnings		15,900	15,900	46,265	30,365	190.97%	▲
Other revenue		352,500	183,395	113,729	(69,666)	(37.99%)	▼
Profit on disposal of assets		156,007	28,700	139,737	111,037	386.89%	▲
		4,204,707	2,895,534	4,123,110	1,227,576	42.40%	
Expenditure from operating activities							
Employee costs		(1,198,050)	(889,957)	(870,613)	19,344	2.17%	
Materials and contracts		(794,764)	(546,308)	(919,151)	(372,843)	(68.25%)	▼
Utility charges		(529,250)	(497,343)	(534,598)	(37,255)	(7.49%)	
Depreciation on non-current assets		(1,716,000)	(1,600,335)	(1,697,741)	(97,406)	(6.09%)	
Insurance expenses		(170,700)	(150,124)	(137,018)	13,106	8.73%	
Other expenditure		(46,600)	(32,463)	(115,064)	(82,601)	(254.45%)	▼
Loss on disposal of assets		0	0	(1,037)	(1,037)	0.00%	
		(4,455,364)	(3,716,530)	(4,275,222)	(558,692)	15.03%	
Non-cash amounts excluded from operating activities	1(a)	1,559,993	1,571,635	1,566,495	(5,140)	(0.33%)	
Amount attributable to operating activities		1,309,336	750,639	1,414,383	663,744	88.42%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions		705,650	705,638	705,556	(82)	(0.01%)	
Proceeds from disposal of assets		445,000	445,000	227,000	(218,000)	(48.99%)	▼
Payments for property, plant and equipment and infrastructure		(3,698,340)	(3,126,079)	(2,680,696)	445,383	14.25%	
Amount attributable to investing activities		(2,547,690)	(1,975,441)	(1,748,140)	227,301	(11.51%)	
Financing Activities							
Transfer from reserves		90,000	90,000	0	(90,000)	(100.00%)	▼
Transfer to reserves		(551,250)	(551,250)	(39,398)	511,852	92.85%	▲
Amount attributable to financing activities		(461,250)	(461,250)	(39,398)	421,852	(91.46%)	
Closing funding surplus / (deficit)	1(c)	339,491	353,043	1,404,196	1,051,153	(297.74%)	▲

KEY INFORMATION

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

Refer to Note 14 for an explanation of the reasons for the variance.

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

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals		(156,007)	(28,700)	(139,737)
Movement in inventory (non-current)				7,454
Add: Loss on asset disposals	4	0	0	1,037
Add: Depreciation on assets		1,716,000	1,600,335	1,697,741
Total non-cash items excluded from operating activities		1,559,993	1,571,635	1,566,495

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

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

	Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 31 May 2023
Adjustments to net current assets			
Less: Reserves - restricted cash	(3,742,157)	(3,742,157)	(3,781,555)
Add: Provisions employee related provisions		231,084	231,084
Total adjustments to net current assets	(3,742,157)	(3,511,073)	(3,550,471)

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

Current assets			
Cash and cash equivalents	2	5,442,456	4,864,240
Rates receivables		14,768	69,904
Receivables		313,364	324,397
Other current assets		19,458	19,308
Less: Current liabilities			
Payables		(266,198)	(92,098)
Provisions		(235,422)	(231,084)
Less: Total adjustments to net current assets	1(b)	(3,511,073)	(3,550,471)
Closing funding surplus / (deficit)		0	1,404,196

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
PETTY CASH and FLOATS	Cash and cash equivalents	870		870			NIL	On Hand
MUNICIPAL BANK ACCOUNT	Cash and cash equivalents	1,081,812		1,081,812		BankWest	Variable	Cheque Acc.
RESERVE FUND	Cash and cash equivalents	0	3,781,558	3,781,558		BankWest	Variable	Term Deposit
TRUST FUND CASH AT BANK	Cash and cash equivalents	0		0	46,037	BankWest	Variable	Cheque Acc.
Total		1,082,682	3,781,558	4,864,240	46,037			
Comprising								
Cash and cash equivalents		1,082,682	3,781,558	4,864,240	46,037			
		1,082,682	3,781,558	4,864,240	46,037			

KEY INFORMATION

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

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

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

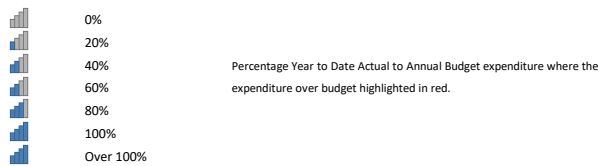
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

Corporate MasterCard	Transaction Summary	Total Amount	Institution	Interest Rate	Period End Date
		\$			
Card # **** *693					
Price, Arthur W	P14 - Landcruiser - Diesel Purchase 08101 - School Accommodation - Shower caddies and cu	300.37	Bankwest	17.99%	31-Mar-23
	1038283 Microsoft 365 Business Std NCE Recurring	227.04			
	Managed Endpoint - Server Recurring Managed Endpoint - Server Recurring	264.99			
	Active8me Internet	434.15			
	P14 - Landcruiser - Diesel purchases 14204 - Protective Clothing - Clothing allowance CEO 142	1226.36			
	1047021 Microsoft 365 Business Basic NCE Recurring	86.59			
	1038203 Office 365 Exchange online plan monthly recurring	36.30			
	Cloud Anti Spam Recurring	50.00			
		2625.80			
Card # **** *035					
Geier, Jasmine L	Bear Pantry - Lunch Dowerin (HACC Training)	76.80	Bankwest	17.99%	31-Mar-23
		76.80			
		2702.60			

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	990,000	697,500	773,477	75,977
Furniture and equipment	197,000	79,239	65,133	(14,106)
Plant and equipment	677,000	545,000	526,671	(18,329)
Infrastructure - roads	1,764,340	1,764,340	1,269,765	(494,575)
Infrastructure - footpaths	70,000	40,000	45,651	5,651
Payments for Capital Acquisitions	3,698,340	3,126,079	2,680,696	(445,383)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	705,650	705,638	0	(705,638)
Other (disposals & C/Fwd)	445,000	445,000	227,000	(218,000)
Cash backed reserves				
Reserve -Plant	(90,000)		0	0
Contribution - operations	2,637,690	1,975,441	2,453,696	478,255
Capital funding total	3,698,340	3,126,079	2,680,696	(445,383)

Capital expenditure total

Level of completion indicators



Level of completion indicator, please see table at the end

Account Description	Adopted		YTD Actual	Variance (Under)/Over
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings				
08104 L&B- Rooms at School	50,000	50,000	136,137	86,137
11204 L&B - Kiosk/Ablution Redevelop	90,000	90,000	78,043	(11,957)
11303 L& B - Bowling Green Stadium	525,000	525,000	553,253	28,253
11309 Bowling Green Redevelopment	255,000	5,000	6,045	1,045
12218 Depot Shed - CAPITAL	40,000	0	0	-
13216 Old Club Hotel Museum Project	30,000	27,500	0	(27,500)
	990,000	697,500	773,477	75,977
Furniture & Equipment				
07702 F&E - Other Health	10,000	10,000	14,098	4,098
08203 Purchase Furniture & Equipmer	10,000	9,163	0	(9,163)
09232 F& E - Other Housing	5,000	4,576	0	(4,576)
11103 F&E -Chair of Stadium	20,000	20,000	19,497	(503)
11205 F&Et - Swimming Pools	50,000	0	0	-
11503 F&E - Libraries	2,000	2,000	419	(1,581)
11603 F&E - Walgoolan Wagon	10,000	7,500	5,288	(2,212)
13606 L&B - Wolfram Street Shed & Fi	60,000	23,000	23,210	210
14514 F&E Administration	30,000	3,000	2,620	(380)
	197,000	79,239	65,133	(14,106)
Plant & Equipment				
12302 Purchase Plant & Equipment - F	125,000	75,000	76,956	1,956
12305 Side Tipper & Dolly - CAPITAL	330,000	330,000	308,984	(21,016)
14213 Construction Supervisor Vehicle	122,000	55,000	54,948	(52)
14520 CEO Vehicle - CAPITAL	100,000	85,000	85,783	783
	677,000	545,000	526,671	(18,329)
Infrastructure-roads				
12101 Roads Construction Council	868,500	868,500	358,987	(509,513)
C0006 Carrabin South Road (No 0006)	20,000	18,326	45,905	27,579
C0010 Begley Road (No 0010)	33,500	30,701	8,430	(22,271)
C0011 Boodarockin Nth Road (No	96,000	88,000	0	(88,000)
C0012 Daddow Road (No 0012)	43,500	39,875	15,017	(24,858)
C0014 Day Rd (No 0014)	0	0	407	407
C0015 George Road (No 0015)	83,500	76,538	0	(76,538)
C0021 Warrachuppin Nth Road (No	71,500	65,538	46,855	(18,683)
C0025 Rabbit Proof Fence Road (No	95,000	87,076	36,924	(50,152)
C0025N Rabbit Proof Fence Road	152,500	139,788	0	(139,788)
C0032 TBA	110,500	101,288	131,851	30,563
C0035 Webb Road (No 0035)	0	0	3,300	3,300
C0052 McDowell Road (No 0052)	81,500	74,701	51,480	(23,221)
C0069 Wahlsten Road (No 0069)	58,000	53,163	0	(53,163)
C0092 Leeman Road (No 0092)	23,000	21,076	18,818	(2,258)
12103 MRWA Project Construction	570,840	570,840	701,423	130,583
RRG84C Warralakin Road Reconstructio	570,840	523,270	701,423	178,153
12104 Roads to Recovery Constructio	325,000	325,000	209,356	(115,644)
R2R005	0	0	0	-
R2R04 Walgoolan South Road (No 000	67,000	61,413	70,435	9,022
R2R32 Boodarockin North Rd	258,000	236,500	138,921	(97,579)
R2R16	0	0	0	-
	1,764,340	1,764,340	1,269,765	(494,575)
Infrastructure-footpaths				
12108 Footpath Construction	70,000	40,000	45,651	5,651
FP0061 Wolfram Street Footpath	70,000	64,163	45,651	(18,512)
	3,698,340	3,126,079	2,680,696	(445,383)

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Legislation									
Reserve -Long Service Leave	109,095	1,000	1,149	0	0	0	0	110,095	110,244
Reserve -Plant	1,002,357	20,000	10,553	0	0	(90,000)	0	932,357	1,012,910
Reserve -Building	1,093,858	5,000	11,517	260,000	0	0	0	1,358,858	1,105,375
Reserve -Communication/Information T	68,826	250	722	0	0	0	0	69,076	69,548
Reserve -Community Development	575,502	1,500	6,059	0	0	0	0	577,002	581,561
Reserve -Waste Management	122,031	500	1,285	0	0	0	0	122,531	123,316
Reserve -Swimming Pool Redevelopme	403,248	8,000	4,246	50,000	0	0	0	461,248	407,494
Reserve -Roadworks	367,240	5,000	3,867	200,000	0	0	0	572,240	371,107
	3,742,157	41,250	39,398	510,000	0	(90,000)	0	4,203,407	3,781,555

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Buildings								
	Sales of 42 Jasper	45,200	85,000	39,776	0	86,034	85,000	0	(1,034)
	Plant and equipment								
	Transport								
	GTE Sidetippers	32,156	90,000	57,844	0	0	0	0	0
	Toyota Prado	68,485	70,000	1,515	0	0	0	0	0
	Canter	21,852	40,000	18,148	0	20,947	40,000	19,053	0
	Other property and services								
	Toyota LandCruiser - OWT	93,858	120,000	26,142	0	92,316	102,000	9,684	0
	Toyota Rav 4 - 02WT	27,418	40,000	12,582	0	0	0	0	0
		288,969	445,000	156,007	0	199,297	227,000	28,737	(1,034)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,039,095	2,039,095	1,777,353	(261,742)	(12.84%)	▼
Revenue from operating activities							
Governance		1,150	1,045	0	(1,045)	(100.00%)	
General purpose funding - general rates	6	1,490,150	1,489,900	1,540,953	51,053	3.43%	
Law, order and public safety		49,400	49,314	70,670	21,356	43.31%	▲
Health		53,300	52,475	89,548	37,073	70.65%	
Education and welfare		52,000	52,000	110,578	58,578	112.65%	▲
Housing		309,500	176,925	158,132	(18,793)	(10.62%)	▼
Community amenities		12,000	11,902	11,541	(361)	(3.03%)	
Recreation and culture		949,700	56,654	722,334	665,680	1174.99%	
Transport		212,607	155,088	341,706	186,618	120.33%	▲
Economic services		600,700	506,254	582,961	76,707	15.15%	
Other property and services		474,200	343,977	494,685	150,708	43.81%	▲
		4,204,707	2,895,534	4,123,108	1,227,574		
Expenditure from operating activities							
Governance		(315,300)	(275,942)	(265,798)	10,144	3.68%	
General purpose funding		(41,500)	(36,012)	(27,095)	8,917	24.76%	▲
Law, order and public safety		(77,600)	(64,976)	(90,356)	(25,380)	(39.06%)	▼
Health		(130,900)	(85,304)	(82,590)	2,714	3.18%	
Education and welfare		(46,000)	(29,875)	(60,848)	(30,973)	(103.68%)	▼
Housing		(181,100)	(185,105)	(179,653)	5,452	2.95%	
Community amenities		(103,950)	(95,308)	(81,946)	13,363	14.02%	▲
Recreation and culture		(834,850)	(758,665)	(757,909)	756	0.10%	
Transport		(1,683,000)	(1,383,195)	(1,345,597)	37,598	2.72%	
Economic services		(1,035,100)	(747,059)	(814,294)	(67,235)	(9.00%)	▼
Other property and services		(6,064)	(55,089)	(569,137)	(514,048)	(933.12%)	▼
		(4,455,364)	(3,716,530)	(4,275,221)	(558,691)		
Non-cash amounts excluded from operating activities	1(a)	1,559,993	1,571,635	1,566,495	(5,140)	(0.33%)	
Amount attributable to operating activities		1,309,336	750,639	1,414,382	663,743		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	12	705,650	705,638	705,556	(82)	(0.01%)	
Proceeds from disposal of assets	7	445,000	445,000	227,000	(218,000)	(48.99%)	▼
Payments for property, plant and equipment and infrastructure	8	(3,698,340)	(3,126,079)	(2,680,696)	445,383	14.25%	▲
		(2,547,690)	(1,975,441)	(1,748,140)	227,301		
Amount attributable to investing activities		(2,547,690)	(1,975,441)	(1,748,140)	227,301		
Financing Activities							
Transfer from reserves	9	90,000	90,000	0	(90,000)	(100.00%)	▼
Transfer to reserves	9	(551,250)	(551,250)	(39,398)	511,852	92.85%	▲
Amount attributable to financing activities		(461,250)	(461,250)	(39,398)	421,852		
Closing funding surplus / (deficit)	1(c)	339,491	353,043	1,404,196	1,051,153	297.74%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2022-23 year is \$10,000 or 15.00% whichever is the greater.

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

NOTE 6
EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2022-23 year is \$10,000 or 15.00% whichever is the greater.

	Timing Variance
	Material Variance

Schedule 03 General Purpose Funding

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Rates Income								
Operating Expense								
03	03100	ABC Costs- Rate Revenue	32,000	29,337	22,449	(6,888)	(23)%	Timing Variance
03	03101	Rate Notice Stationery expense	500	375	81	(294)	(79)%	
03	03102	Rates Recovery - Legal Expenses	1,500	0	0	0		
03	03103	Valuation Expenses and Title Searches Exp	4,000	3,300	1,173	(2,127)	(64)%	
03	03107	Rates Written-off	500	0	7	7		
			38,500	33,012	23,709	(9,303)		
Operating Income								
03	03104	General Rates Levied	(1,107,200)	(1,107,200)	(1,108,080)	(880)	0%	
03	03105	Ex-Gratia Rates Received	(4,700)	(4,700)	(4,836)	(136)	3%	
03	03106	Penalty Interest Raised on Rates	(2,800)	(2,800)	(5,394)	(2,594)	93%	
03	03109	Instalment Interest Received	(2,000)	(2,000)	(1,470)	530	(26)%	
03	03110	Rates Administration Fee Received	(1,000)	(1,000)	(624)	376	(38)%	
03	03112	Other Revenue	(500)	(500)	(1,280)	(780)	156%	
			(1,118,200)	(1,118,200)	(1,121,684)	(3,484)		
Other General Purpose Funding								
Operating Expense								
03	03210	Bank Fees Expense	3,000	3,000	3,386	386	13%	
			3,000	3,000	3,386	386		
Operating Income								
03	03201	Grants Commission Grant Received - Gen	(257,600)	(257,600)	(257,589)	11	(0)%	
03	03202	Grants Commission Grant Received- Road	(103,000)	(103,000)	(122,280)	(19,280)	19%	Extra Roads Funding Received
03	03204	Interest Received	(11,100)	(11,100)	(39,400)	(28,300)	255%	Reserve Interest Received
03	03205	Other General Purpose funding received	(250)	0	0	0		
			(371,950)	(371,700)	(419,269)	(47,569)		
TOTAL OPERATING EXPENDITURE			41,500	36,012	27,095	(8,917)		
TOTAL OPERATING INCOME			(1,490,150)	(1,489,900)	(1,540,953)	(51,053)		

Schedule 04 Governance

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Members Of Council								
Operating Expense								
04	04100	Members Travelling Expenses paid	1,000	913	601	(312)	(34)%	
04	04101	Members Conference Expenses	15,000	13,075	7,310	(5,766)	(44)%	
04	04102	Council Election Expenses	500	0	0	0		
04	04103	President's Allowance paid	5,600	2,800	2,545	(256)	(9)%	
04	04104	Members Refreshments & Receptions Exp	16,000	14,663	15,463	800	5%	
04	04105	Members - Insurance	23,000	23,000	14,320	(8,680)	(38)%	
04	04106	Members - Subscriptions	70,250	69,557	58,477	(11,080)	(16)%	Timing Variance
04	04107	Members - Donation & Gifts	3,000	400	408	8	2%	
04	04108	Members Telephone Subsidy Paid	1,200	0	0	0		
04	04109	Members Sitting Fees Paid	21,500	10,750	10,767	17	0%	
04	04110	Consultant Fees Expense	45,000	33,750	15,000	(18,750)	(56)%	Timing Variance
04	04111	Training Expenses of Members	3,000	0	0	0		
04	04112	Maintenance - Council Chambers	3,200	2,464	2,253	(211)	(9)%	
04	04113	ABC Costs- Relating to Members	79,500	79,500	112,244	32,744	41%	Timing Variance
04	04114	Audit Fees expense	23,000	23,000	24,100	1,100	5%	
04	04118	Advertising	2,000	1,826	1,513	(313)	(17)%	
04	04120	Public Relations/ Promotions	2,500	200	797	597	299%	
04	04199	Depreciation - Members of Council	50	44	0	(44)	(100)%	
			315,300	275,942	265,798	(10,144)		
Operating Income								
04	04121	Contributions, Reimbursements	(1,000)	(913)	0	913	(100)%	
04	04122	Photocopying	(100)	(88)	0	88	(100)%	
04	04124	Sale of Electoral Rolls	(50)	(44)	0	44	(100)%	
			(1,150)	(1,045)	0	1,045		
TOTAL OPERATING EXPENDITURE			315,300	275,942	265,798	(10,144)		
TOTAL OPERATING INCOME			(1,150)	(1,045)	0	1,045		

Schedule 05 Law, Order & Public Safety

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Fire Prevention								
Operating Expense								
05	05100	ABC Costs- Fire Prevention	24,000	22,000	18,590	(3,410)	(16)%	Timing Variance
05	05101	Bush Fire Control Maintenance Plant & Ec	10,000	9,163	6,048	(3,115)	(34)%	
05	05102	Bush Fire Control Maintenance Land & Bu	1,500	1,500	782	(718)	(48)%	
05	05103	Bush Fire Control	1,000	1,000	24,242	23,242	2,324%	December Bush Fire Expenses
05	05104	Bush Fire Control Insurance	15,500	15,500	16,554	1,054	7%	
05	05112	Bush Fire Clothing, Training & Accs.	7,200	0	0	0		
05	05113	Utilities Communication & Power	5,000	2,500	6,218	3,718	149%	
05	05114	Other Goods & Services	1,000	913	990	77	8%	
05	05199	Depreciation - Fire Prevention	7,400	7,400	13,671	6,271	85%	
			72,600	59,976	87,094	27,118		
Operating Income								
05	05106	Bush Fire Reimbursements	0	0	(17,354)	(17,354)		Bush Fire Recoup \$20000
05	05107	FESA Operating Grant	(31,000)	(31,000)	(35,854)	(4,854)	16%	
05	05108	Edna May MOU Emergency Services	(13,500)	(13,500)	(10,227)	3,273	(24)%	
05	05111	FESA ESL Admin Fee	(4,000)	(4,000)	(4,400)	(400)	10%	
			(48,500)	(48,500)	(67,835)	(19,335)		
Capital Expense								
05	5110	Purchase Plant Fire Prevention	0	0	0	0		
			0	0	0	0		
Animal Control								
Operating Expense								
05	05200	Expenses Relating to Animal Control	0	0	531	531		
05	05201	Animal Control - Ranger Expense	5,000	5,000	2,731	(2,269)	(45)%	
			5,000	5,000	3,263	(1,737)		
Operating Income								
05	05202	Fines and Penalties - Animal Control	(100)	(88)	0	88	(100)%	
05	05203	Dog Registration Fees	(750)	(682)	(983)	(301)	44%	
05	05301	Income Relating to Other Law	(50)	(44)	0	44	(100)%	
			(900)	(814)	(983)	(169)		
		TOTAL OPERATING EXPENDITURE	77,600	64,976	90,356	25,380		
		TOTAL OPERATING INCOME	(49,400)	(49,314)	(68,818)	(19,504)		
		TOTAL CAPITAL EXPENDITURE	0	0	0	0		

Schedule 07 Health

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Health-HACC								
Operating Expense								
07	07112	Expenses Relating to Health HACC	0	0	7,842	7,842		
			0	0	7,842	7,842		
Preventative Services - Administration & Inspections								
Operating Expense								
07	07400	ABC Costs- Preventative Services - Admin	16,000	13,000	11,224	(1,776)	(14)%	Timing Variance
07	07404	Analytical Expenses	400	400	360	(40)	(10)%	
07	07406	Contract - EHO Expense	6,500	6,500	6,689	189	3%	
			22,900	19,900	18,273	(1,627)		
Operating Income								
07	07401	Income Relating to Preventative Services	0	0	0	0		
07	07407	Reimbursement	0	0	(1,727)	(1,727)		
			0	0	(1,727)	(1,727)		
Preventative Services - Pest Control								
Operating Expense								
07	07500	Mosquito Control Preventative Services -	4,800	4,378	1,886	(2,492)	(57)%	
			4,800	4,378	1,886	(2,492)		
Preventative Services -Other								
Operating Expense								
07	07600	Ambulance Services - Other	2,600	100	1,088	988	988%	
07	07601	Medical Rooms & Dr Expense - Other	9,000	5,500	6,836	1,336	24%	
08	08600	ABC Costs- Other Welfare	40,000	11,000	11,224	224	2%	
			51,600	16,600	19,148	2,548		
Operating Income								
07	7602	Reimbursement WA County Health Servic	(3,300)	(2,475)	(571)	1,904	(77)%	
			(3,300)	(2,475)	(571)	1,904		
Other Health								
Operating Expense								
07	07700	Nurse Practitioner Clinic	50,000	42,826	33,568	(9,258)	(22)%	Nurse Practitioner Clinic \$20000
07	07799	Depreciation - Health	1,600	1,600	1,872	272	17%	
			51,600	44,426	35,440	(8,986)		
Operating Income								
07	07701	WAPHA /Other Funding	(30,000)	(30,000)	(68,750)	(38,750)	129%	6M extra Funding Agreement
07	07703	User Pay Fee Nurse Practitioner Services	(20,000)	(20,000)	(18,500)	1,500	(8)%	
			(50,000)	(50,000)	(87,250)	(37,250)		
Capital Expense								
07	07702	Purchase Furniture & Equipment - Other I	10,000	10,000	14,098	4,098	41%	
			10,000	10,000	14,098	4,098		
		TOTAL OPERATING EXPENDITURE	130,900	85,304	82,590	(2,714)		
		TOTAL OPERATING INCOME	(53,300)	(52,475)	(89,548)	(37,073)		
		TOTAL CAPITAL EXPENDITURE	10,000.00	10,000.00	14,098.40	4,098.40		

Schedule 08 Education & Welfare

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Pre-Schools								
Operating Expense								
08	08100	Expenses Relating to Schools	16,000	500	514	14	3%	
08	08101	Westonia Primary School	12,800	12,800	44,092	31,292	244%	Additional Utility charges due to Lease
08	08199	Depreciation - School	9,200	9,200	13,187	3,987	43%	
			38,000	22,500	57,793	35,293		
Operating Income								
08	08103	Income School Facility/Main Building	(34,000)	(34,000)	(36,987)	(2,987)	9%	
08	08105	Income Unit Accomodation & CP Overflow	(13,000)	(13,000)	(37,227)	(24,227)	186%	Unit Accommodation Charges
			(47,000)	(47,000)	(74,215)	(27,215)		
Capital Expense								
08	08104	Purchase Land & Buildings- Rooms at Schu	50,000	50,000	136,137	86,137	172%	Ancor & Brownley Plumbing Accounts Should have been Sundry creditors for 21/22FY
			50,000	50,000	136,137	86,137		
Other Education								
Capital Expense								
08	08203	Purchase Furniture & Equipment	10,000	9,163	0	(9,163)	(100)%	
			10,000	9,163	0	(9,163)		
Aged & Disabled - Senior Citizens								
Operating Expense								
08	08401	Seniors Activities	7,500	6,875	2,555	(4,320)	(63)%	
08	08402	Wheatbelt Agcare	500	500	500	0	0%	
			8,000	7,375	3,055	(4,320)		
Operating Income								
08	08403	Income Relating to Aged & Disabled - Sen	(5,000)	(5,000)	(36,364)	(31,364)	627%	Closure of CRC Monies Received
			(5,000)	(5,000)	(36,364)	(31,364)		
TOTAL OPERATING EXPENDITURE			46,000	29,875	60,848	30,973		
TOTAL OPERATING INCOME			(52,000)	(52,000)	(110,578)	(58,578)		
TOTAL CAPITAL EXPENDITURE			60,000	59,163	136,137	76,974		

Schedule 09 Housing

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Staff Housing								
Operating Expense								
09	09100	Staff Housing - ABC Costs	24,000	19,000	11,434	(7,566)	(40)%	Timing Variance
09	09101	Maintenance 20 Diorite St -Rental	4,850	4,422	3,818	(604)	(14)%	
09	09102	Maintenance 11 Quartz St - CDO/Plant Op	18,800	4,530	3,473	(1,057)	(23)%	
09	09103	Maintenance 42 Jasper St -Plant Operator	3,000	3,000	17,189	14,189	473%	New Fencing Purchased
09	09104	Maintenance 37 Diorite St - Swimming P	4,500	1,853	1,415	(438)	(24)%	
09	09105	Maintenance 7 Quartz St - Plant Operator	4,500	4,364	3,628	(736)	(17)%	
09	09107	Staff House Costs Allocated to Works	(55,000)	(15,000)	(12,714)	2,286	(15)%	
09	09108	Depreciation - Staff Housing	27,400	27,400	48,627	21,227	77%	
09	09109	Maintenance 13 Pyrite Street -Plant Oper	5,450	3,472	2,292	(1,180)	(34)%	
09	09201	Maintenance 4 Quartz St - Senior Finance	7,300	7,288	9,408	2,120	29%	
09	09211	Maintenance 301 Pyrite Street - CEO	12,300	8,052	3,114	(4,938)	(61)%	
			57,100	68,381	91,686	23,305		
Operating Income								
09	09121	Income 20 Diorite St -Rental	(10,000)	(9,000)	(10,500)	(1,500)	17%	
09	09122	Income 11 Quartz St - CDO/Plant Operato	(2,100)	(1,925)	(1,350)	575	(30)%	
09	09123	Income 42 Jasper St -Plant Operator	(2,100)	(1,925)	(1,120)	805	(42)%	
09	09124	Income 37 Diorite St - Swimming Pool M	(2,100)	(1,925)	(1,920)	5	(0)%	
09	09125	Income 7 Quartz St - Plant Operator	(2,100)	(1,925)	(1,920)	5	(0)%	
09	09129	Reimbursements	(3,000)	0	(127)	(127)		
09	09130	Income 13 Pyrite Street -Plant Operator	(2,100)	(1,925)	(1,800)	125	(6)%	
09	09220	Income 4 Quartz St - Senior Finance	(2,100)	(1,925)	(1,920)	5	(0)%	
			(25,600)	(20,550)	(20,657)	(107)		
Other Housing								
Operating Expense								
09	09200	Other Housing - ABC Costs	24,000	22,000	16,000	(6,000)	(27)%	Timing Variance
09	09202	Maintenance 55 Wolfram St -Ramelius Re	800	800	1,607	807	101%	
09	09203	Maintenance - Lifestyle	19,500	17,787	11,370	(6,417)	(36)%	
09	09206	Maintenance Quartz Street Age Units	12,150	11,044	4,563	(6,481)	(59)%	
09	09208	Maintenance - 17 Pyrite Street JV Units	10,350	9,405	6,108	(3,297)	(35)%	
09	09212	Rental Lifestyle Village - Westonia Progre	18,100	16,588	9,048	(7,540)	(45)%	
09	09236	Depreciation Other Housing	39,100	39,100	55,737	16,637	43%	
			124,000	116,724	104,433	(12,291)		
Other Housing								
Operating Income								
09	09221	Income 55 Wolfram St -Ramelius Resourc	(20,000)	(19,951)	(19,033)	918	(5)%	
09	09222	Income - Lifestyle	(86,500)	(86,255)	(86,936)	(681)	1%	
09	09227	Income 17Pyrite St - JV Units	(11,000)	(10,065)	(12,410)	(2,345)	23%	
09	09231	Income - Ramelius Resources Lease Camp	(24,000)	(24,000)	(24,176)	(176)	1%	
09	09238	Income -Age Units Quartz Street	(17,600)	(16,104)	(11,730)	4,374	(27)%	
09	09298	Profit on Sale of Asset	(39,800)	0	0	0		
			(198,900)	(156,375)	(154,285)	2,090		
Capital Expense								
09	09127	Purchase - Staff Housing - Houses	0	0	0	0		
09	09232	Purchase Furniture & Equipment - Other I	5,000	4,576	0	(4,576)	(100)%	
			5,000	4,576	0	(4,576)		
Capital Income								
09	09237	Income -Sale of 42 Jasper St, Westonia - C	(85,000)	0	0	0		
			(85,000)	0	0	0		
		TOTAL OPERATING EXPENDITURE	181,100	185,105	196,119	11,014		
		TOTAL OPERATING INCOME	(224,500)	(176,925)	(172,382)	4,543		
		TOTAL CAPITAL INCOME	(85,000)	0	0	0		
		TOTAL CAPITAL EXPENDITURE	5,000	4,576	0	(4,576)		

Schedule 10 Community Amenities

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Sanitation - Household Refuse								
Operating Expense								
10	10100	ABC Costs- Household Refuse	24,000	22,000	16,837	(5,164)	(23)%	Timing Variance
10	10103	Domestic Refuse Collection	13,000	11,913	11,182	(731)	(6)%	
10	10105	Refuse Collection Public Bins	10,000	9,152	7,901	(1,251)	(14)%	
10	10106	Refuse Maintenance	22,000	20,141	13,594	(6,547)	(33)%	
10	10107	Waste Oil Recycling	500	451	0	(451)	(100)%	
10	10108	Drum-Muster	500	451	0	(451)	(100)%	
			70,000	64,108	49,514	(14,594)		
Operating Income								
10	10120	Income Relating to Sanitation - Household	(11,000)	(11,000)	(10,814)	186	(2)%	
10	10122	Drum-Muster	(500)	(451)	0	451	(100)%	
			(11,500)	(11,451)	(10,814)	637		
Other Community Amenities								
Operating Expense								
10	10704	Maintenance - Public Conveniences	6,500	5,940	6,614	674	11%	
10	10706	Maintenance - Grave Digging	8,000	7,440	8,104	664	9%	
10	10799	Depreciation - Community Services	19,450	17,820	17,714	(106)	(1)%	
			33,950	31,200	32,432	1,232		
Operating Income								
10	10701	Income Relating to Other Community Am	0	0	0	0		
10	10708	Cemetery Fees	(500)	(451)	(727)	(276)	61%	
			(500)	(451)	(727)	(276)		
TOTAL OPERATING EXPENDITURE			103,950	95,308	81,946	(13,363)		
TOTAL OPERATING INCOME			(12,000)	(11,902)	(11,541)	361		

Schedule 11 Recreation & Culture

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Public Halls & Civic Centres								
Operating Expense								
11	11100	ABC Costs- Public Halls & Civic Centres	79,500	78,875	84,183	5,308	7%	Timing Variance
11	11104	Maintenance - Public Halls	19,750	18,073	20,752	2,679	15%	
11	11105	Maintenance - Complex/ Gym	43,000	39,391	49,314	9,923	25%	
11	11106	Maintenance - Wanderers Stadium	20,200	18,491	20,606	2,115	11%	
11	11107	MOU Westonia Progress Payment	28,000	25,663	24,770	(893)	(3)%	
11	11199	Depreciation - Public Halls	69,500	63,701	61,941	(1,760)	(3)%	
			259,950	244,194	261,565	17,371		
Operating Income								
11	11110	Income Relating to Public Halls & Civic Ce	(200)	(176)	(48,291)	(48,115)	27,338%	Closure of CRC Monies Received
11	11111	Income Edna May MOU 33%	(17,500)	(17,500)	(18,531)	(1,031)	6%	
11	11112	Income Charges Stadium	(700)	(638)	0	638	(100)%	
11	11114	Income Edna May MOU WPA 67%	(28,000)	(28,000)	(37,623)	(9,623)	34%	
			(46,400)	(46,314)	(104,445)	(58,131)		
Capital Expense								
11	11103	Purchase Furniture & Equipment -Chair of	20,000	20,000	19,497	(503)	(3)%	
			20,000	20,000	19,497	(503)		
Swimming Pool								
Operating Expense								
11	11207	Maintenance Westonia Swimming Pool	31,000	29,630	28,050	(1,580)	(5)%	
11	11208	Chlorine Expenses	2,000	2,000	975	(1,025)	(51)%	
11	11209	Management Contract Charges	68,000	62,326	66,805	4,479	7%	
11	11210	Water Charges	7,000	6,413	5,079	(1,334)	(21)%	
11	11299	Depreciaton - Swimming Pool	62,700	57,464	42,712	(14,752)	(26)%	Timing Variance
			170,700	157,833	143,622	(14,211)		
Capital Expense								
11	11204	Purchase Land & Buildings -Kiosk/Ablutio	90,000	90,000	78,043	(11,957)	(13)%	Timing Variance
11	11205	Purchase Furniture & Equipment - Swimr	50,000	0	0	0		
			140,000	90,000	78,043	(11,957)		
Other Recreation & Sport								
Operating Expense								
11	11307	Maintenance - Playground, Tennis & Bow	251,500	230,505	224,483	(6,022)	(3)%	
11	11308	Maintenance - Recreation Oval	42,500	24,716	61,026	36,310	147%	Upgrades around oval Re WOTG
11	11399	Depreciation - Other Rec & Sport	43,900	40,238	32,677	(7,561)	(19)%	
			337,900	295,459	318,186	22,727		
Operating Income								
11	11302	Marquee Hire Charges	(1,000)	(913)	0	913	(100)%	
			(1,000)	(913)	0	913		
Capital Income								
11	11301	CSRFF - Fund	(85,000)	0	0	0		Unsuccessful CRFSF funding -8500
11	11310	Bowling Green Redevelopment - LRCIP To	(722,000)	(492,000)	(492,589)	(589)	0%	
11	11311	Income-Wanderers Bowling Club	(85,000)	0	(125,000)	(125,000)		Income from Bowling Club \$12500
			(892,000)	(492,000)	(617,589)	(125,589)		
Capital Expense								
11	11303	Purchase Land & Buildings - Bowling Gree	525,000	525,000	553,253	28,253	5%	
11	11304	Purchase Furniture & Equipment - Other I	0	0	0	0		
11	11309	Bowling Green Redevelopment - CAPITAL	255,000	5,000	6,045	1,045	21%	
			780,000	530,000	559,297	29,297		
Television and Rebroadcasting								
Operating Expense								
11	11401	Maintenance - Television and Rebroadcas	1,000	1,000	3,737	2,737	274%	
11	11499	Depreciation - TV & Radio	4,200	4,200	4,972	772	18%	
			5,200	5,200	8,709	3,509		
Capital Expense								
11	11404	Purchase Furniture & Equipment - Televis	0	0	0	0		
			0	0	0	0		

Schedule 11 Recreation & Culture

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Other Recreation & Sport								
Operating Expense								
11	11504	Library Salaries	17,000	15,576	17,167	1,591	10%	
11	11505	Library Expenses	3,500	3,201	1,678	(1,523)	(48)%	
			20,500	18,777	18,845	68		
Operating Income								
11	11501	Income Relating to Libraries	(100)	(88)	0	88	(100)%	
11	11502	Fines & Penalties Charged	(100)	(88)	0	88	(100)%	
			(200)	(176)	0	176		
Capital Expense								
11	11503	Purchase Furniture & Equipment - Librari	2,000	2,000	419	(1,581)	(79)%	
			2,000	2,000	419	(1,581)		
Other Culture								
Operating Expense								
11	11605	Nature Reserve Management	40,000	36,663	6,982	(29,681)	(81)%	Timing
11	11606	Maintenance Walgoolan Gazebo	600	539	0	(539)	(100)%	
			40,600	37,202	6,982	(30,220)		
Operating Income								
11	11602	Income Charges History Books	(200)	(176)	(300)	(124)	70%	
11	11604	Ramelius Common Management - Incom	(10,000)	(9,163)	0	9,163	(100)%	
			(10,200)	(9,339)	(300)	9,039		
Capital Expense								
11	11603	Purchase Furniture & Equipment - Walgoolan	10,000	7,500	5,288	(2,212)	(29.5)%	
			10,000	7,500	5,288	(2,212)		
		TOTAL OPERATING EXPENDITURE	834,850	758,665	757,909	(756)		
		TOTAL OPERATING INCOME	(56,800)	(55,829)	(104,745)	(48,916)		
		TOTAL CAPITAL INCOME	(892,000)	(492,000)	(617,589)	(125,589)		
		TOTAL CAPITAL EXPENDITURE	952,000	649,500	662,544	13,044		

Schedule 12 Transport

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Streets Roads Bridges & Depot Construction								
Capital Expense								
12	12101	Roads Construction Council	868,500	868,500	358,987	(509,513)	(59)%	Timing
12	12103	MRWA Project Construction	570,840	570,840	701,423	130,583	23%	Timing
12	12104	Roads to Recovery Construction	325,000	325,000	209,356	(115,644)	(36)%	Timing
12	12108	Footpath Construction	70,000	40,000	45,651	5,651	14%	
			1,834,340	1,804,340	1,315,416	(488,924)		
Streets Roads Bridges & Depot Maintenance								
Operating Expense								
12	12202	Power - Street Lighting	7,000	6,413	5,709	(704)	(11)%	
12	12203	Maintenance - GRM	635,000	433,114	346,612	(86,502)	(20)%	Timing
12	12204	Maintenance - Depot	19,500	19,500	39,410	19,910	102%	Timing
12	12205	Maintenance - Footpaths	500	451	255	(196)	(43)%	
12	12206	Traffic Signs Maintenance	12,000	10,978	9,974	(1,004)	(9)%	
12	12208	Townsite Beautification	0	0	531	531		
12	12219	RRG Expenses	7,000	7,000	8,276	1,276	18%	
12	12299	Depreciation - Street, Roads, Bridges	987,000	904,739	932,768	28,029	3%	Timing
			1,668,000	1,382,195	1,343,536	(38,659)		
Operating Income								
12	12211	Grant - MRWA Project	0	0	0	0		
12	12212	Grant - MRWA Direct	(135,000)	(135,000)	(147,231)	(12,231)	9%	Additional Funding Received
12	12213	Grant - MRWA Specific	(380,550)	(380,550)	(380,556)	(6)	0%	
12	12216	Grant - Roads to Recovery	(325,000)	(325,000)	(325,000)	0	0%	
			(840,550)	(840,550)	(852,787)	(12,237)		
Capital Expense								
12	12218	Depot Shed - CAPITAL	40,000.00	0.00	0.00	0.00		
			40,000.00	0.00	0.00	0.00		
Road Plant Purchase								
Operating Expense								
12	12359	Loss on Sale of Asset	0	0	0	0		
			0	0	0	0		
Operating Income								
12	12398	Profit on Sale of Asset	(77,507)	(20,000)	(130,053)	(110,053)	550%	
			(77,507)	(20,000)	(130,053)	(110,053)		
Road Plant Purchase								
Capital Expense								
12	12302	Purchase Plant & Equipment - Road Plant	125,000	75,000	76,956	1,956	3%	
12	14213	Construction Supervisor Vehicle - CAPITAL	122,000	55,000	54,948	(52)	(0)%	
12	12305	Side Tipper & Dolly - CAPITAL	330,000	330,000	308,984	(21,016)	(6)%	
			577,000	460,000	440,888	(19,112)		
Aerodromes								
Operating Expense								
12	12604	Airport Maintenance	15,000	1,000	2,060	1,060	106%	
			15,000	1,000	2,060	1,060		
Operating Income								
12	12601	Income Relating to Aerodromes	(100)	(88)	0	88	(100)%	\$5000 Grant Income
			(100)	(88)	0	88		
Capital Expense								
12	12605	Airport Land - CAPITAL	0	0	4,791	4,791		\$10000 Tank Project
			0	0	4,791	4,791		
		TOTAL OPERATING EXPENDITURE	1,683,000	1,383,195	1,345,597	(37,598)		
		TOTAL OPERATING INCOME	(918,157)	(860,638)	(982,840)	(122,202)		
		TOTAL CAPITAL EXPENDITURE	2,451,340	2,264,340	1,761,095	(503,245)		

Schedule 13 Economic Services

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Rural Services								
Operating Expense								
13	13100	ABC Costs- Rural Services	79,500	67,250	64,329	(2,921)	(4)%	Timing Variance
13	13119	Project TBA	0	0	0	0		
13	13123	NRM Contract	8,000	0	0	0		
13	13125	Noxious Weed Control	2,000	0	0	0		
13	13126	Wild Dog Contribution	0	0	0	0		
			89,500	67,250	64,329	(2,921)		
Operating Income								
13	13105	Govt. Grant Funding	0	0	0	0		
			0	0	0	0		
Tourism & Area Promotion								
Operating Expense								
13	13200	Admin Allocations Tourism & Area Promo	48,000	20,000	28,061	8,061	40%	Timing Variance
13	13210	Area Promotion	12,000	2,000	2,475	475	24%	
13	13211	SUBS- CW Visitor Centre	4,500	500	459	(41)	(8)%	
13	13212	SUBS- Newtravel	6,400	6,400	6,575	175	3%	
13	13213	Maintenance Caravan Park	37,250	35,500	40,045	4,545	13%	
13	13214	Information Bay- Carrabin	11,050	946	1,134	188	20%	
13	13215	Old Club Hotel Museum -Maintenance	26,100	23,903	17,247	(6,656)	(28)%	
13	13299	Depreciation - Tourism & Area Promotion	29,000	26,576	30,091	3,515	13%	
			174,300	115,825	126,087	10,262		
Operating Income								
13	13201	Income Relating to Tourism & Area Promc	0	0	0	0		
13	13202	Caravan Site Charges	(35,000)	(35,000)	(43,603)	(8,603)	25%	
13	13203	Tent Site Charges	(300)	(275)	(273)	2	(1)%	
13	13204	Souvenir Sales	(200)	(200)	(737)	(537)	268%	
13	13221	Income - Old Club Hotel Museum Entry	0	0	(6,547)	(6,547)		
			(35,500)	(35,475)	(51,160)	(15,685)		
Capital Expense								
13	13216	Old Club Hotel Museum Project - CAPITAL	30,000	27,500	0	(27,500)	(100)%	Timing
13	13217	Caravan Park - CAPITAL	0	0	0	0		
			30,000	27,500	0	(27,500)		
Building Control								
Operating Expense								
13	13301	Contract EH Services	8,000	7,326	7,789	463	6%	
			8,000	7,326	7,789	463		
Operating Income								
13	13303	Building Permit Charges	(1,500)	(1,400)	(2,398)	(998)	71%	
13	13304	Demolition Charges	(100)	(100)	(100)	0	0%	
13	13305	Commission BRB	(200)	(176)	0	176	(100)%	
13	13307	Planning Fee	0	0	0	0		
			(1,800)	(1,676)	(2,498)	(822)		
Community Development (CRC)								
Operating Expense								
13	13400	ABC Costs - Community Development	64,000	0	0	0		
13	13401	Programs / Activities	20,000	1,000	721	(279)	(28)%	
13	13402	Workers Compensation Premiums	10,000	0	0	0		
13	13403	Superannuation	17,000	0	0	0		
13	13404	Salaries	95,000	44,000	40,849	(3,151)	(7)%	
13	13405	Community Events	20,000	20,000	46,525	26,525	133%	WOTG Income & Sponsorship
13	13406	Grant Generated Expenditure	30,000	0	0	0		
13	13610	Building Maintenance	23,500	14,742	16,627	1,885	13%	
			279,500	79,742	104,723	24,981		
Operating Income								
13	13410	Grant Funding Opportunities	(50,000)	0	(2,345)	(2,345)		
13	13412	Income Relating to Westonia CRC Operati	0	0	(20,333)	(20,333)		Closure of CRC Monies Received
13	13413	Events Income	0	0	(34,641)	(34,641)		Sponsorship
13	13411	DPIRD Grants Funding (CRC)	(107,200)	(80,400)	(79,557)	843	(1)%	
			(157,200)	(80,400)	(136,876)	(56,476)		
Plant Nursery								
Operating Expense								
13	13502	Nursery Operating Costs	1,800	1,775	161	(1,614)	(91)%	
			1,800	1,775	161	(1,614)		
Operating Income								
13	13505	Tree Planter Hire	(500)	(451)	0	451	(100)%	
			(500)	(451)	0	451		

Schedule 13 Economic Services

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Other Economic Services								
Operating Expense								
13	13600	ABC Costs to Other Economic Services	8,000	7,337	8,102	765	10%	Timing Variance
13	13611	Water Supply Standpipes	404,500	404,103	437,969	33,866	8%	
13	13613	Ramelius Resource Lease - Industrial Shed	0	0	184	184		
13	13614	St Lukes Church	0	0	52	52		
13	13616	Westonia CRC Contributions	0	0	0	0		
13	13699	Depreciation- Other Economic Services	69,500	63,701	64,899	1,198	2%	
			482,000	475,141	511,206	36,065		
Other Economic Services								
Operating Income								
13	13602	Community Bus Hire Charges	(1,000)	(1,000)	(1,851)	(851)	85%	
13	13603	Ramelius Resource Lease - Industrial Shed	(19,500)	(19,500)	(19,987)	(487)	2%	
13	13604	Police Licensing Commissions	(5,000)	(4,576)	(6,141)	(1,565)	34%	
13	13609	Standpipe Water Charges - per kL	(380,000)	(363,000)	(363,889)	(889)	0%	
13	13618	Reimbursements General	(200)	(176)	(140)	36	(20)%	
			(405,700)	(388,252)	(392,008)	(3,756)		
Capital Expense								
13	13606	Land & Buildings - Wolfram Street Shed &	60,000	23,000	23,210	210	1%	
			60,000	23,000	23,210	210		
		TOTAL OPERATING EXPENDITURE	1,035,100	747,059	814,294	67,235		
		TOTAL OPERATING INCOME	(600,700)	(506,254)	(582,541)	(76,287)		
		TOTAL CAPITAL EXPENDITURE	90,000	50,500	23,210	(27,290)		



Schedule 14 Other Property & Services

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Private Works								
Operating Expense								
14	14102	Private Works	25,000	25,000	56,467	31,467	126%	Additional Private Works
			25,000	25,000	56,467	31,467		
Operating Income								
14	14100	Private Works Income	(25,000)	(25,000)	(94,928)	(69,928)	280%	Additional Private Works
			(25,000)	(25,000)	(94,928)	(69,928)		
Public Works Overheads								
Operating Expense								
14	14200	Administration Allocations to PWOH	265,000	242,909	241,444	(1,465)	(1)%	
14	14202	Sick Leave Expense	15,000	15,000	22,048	7,048	47%	
14	14203	Annual & Long Service Leave Expense	80,000	80,000	108,863	28,863	36%	
14	14204	Protective Clothing - Outside Staff	3,500	3,500	4,501	1,001	29%	
14	14205	Conference Expenses- Engineering	2,000	1,826	0	(1,826)	(100)%	
14	14206	Medical Examination Costs	1,000	913	175	(738)	(81)%	
14	14207	Public Works Overheads Allocated to Wor	(539,400)	(525,461)	(525,444)	17	(0)%	
14	14208	OSH Expenses	3,500	3,201	837	(2,364)	(74)%	
14	14211	Unallocated Wages	0	0	0	0		
14	14214	Eng. & Technical Support	10,000	9,163	399	(8,764)	(96)%	
14	14215	Staff Training	8,000	7,326	7,669	343	5%	
14	14216	Insurance on Works	17,000	17,000	16,365	(635)	(4)%	
14	14217	Supervision Costs	15,000	15,000	20,903	5,903	39%	
14	14218	Service Pay	6,400	5,863	4,520	(1,343)	(23)%	
14	14219	Superannuation Cost	75,000	75,000	84,215	9,215	12%	
14	14220	Allowances & Other Costs	30,000	28,696	29,071	375	1%	
14	14221	Fringe Benefits Tax - Works	8,000	7,326	7,205	(121)	(2)%	
			0	(12,738)	22,771	35,509		
Operating Income								
14	14201	Income Relating to Public Works Overhea	(7,000)	(6,413)	(6,328)	85	(1)%	
			(7,000)	(6,413)	(6,328)	85		
Plant Operation Costs								
Operating Expense								
14	14302	Insurance - Plant	17,000	15,576	11,309	(4,267)	(27)%	
14	14303	Fuel & Oils	230,000	191,670	186,414	(5,256)	(3)%	
14	14304	Tyres and Tubes	20,000	18,326	18,489	163	1%	
14	14305	Parts & Repairs	110,000	110,000	130,438	20,438	19%	
14	14306	Internal Repair Wages	45,500	41,701	25,213	(16,488)	(40)%	Timing Variance
14	14307	Licences - Plant	8,000	8,000	7,309	(691)	(9)%	
14	14308	Depreciation - Plant	308,000	302,326	343,014	40,688	13%	
14	14309	Plant Operation Costs Allocated to Works	(713,636)	(583,884)	(408,699)	175,185	(30)%	Timing Variance
14	14310	Blades & Tynes	10,000	10,000	11,145	1,145	11%	
14	14311	Consumable Items	20,000	2,000	6,403	4,403	220%	
14	14312	Expendable Tools	10,000	500	1,905	1,405	281%	
			64,864	116,215	332,940	216,725		
Stock Fuels & Oils								
Operating Expense								
14	14402	Purchase of Stock Materials	0	0	64,780	64,780		
			0	0	64,780	64,780		
Operating Income								
14	14404	Diesel Fuel Rebate	(35,000)	(32,076)	(27,696)	4,380	(14)%	
14	14405	Sale of Stock	(500)	(451)	0	451	(100)%	
14	14406	Sale of Fuel and Scrap	(2,000)	(2,000)	(41,805)	(39,805)	1,990%	Sale of Fuel and Scrap
			(37,500)	(34,527)	(69,501)	(34,974)		
Administration								
Operating Expense								
14	14500	Expenses relating to Administration	522,000	478,500	383,103	(95,397)	(20)%	Timing
14	14501	Administration Office Maintenance	64,200	58,828	64,696	5,868	10%	
14	14502	Workers Compensation Premiums- Admir	24,000	24,000	26,016	2,016	8%	
14	14503	Office Equipment Maintenance - Admin	8,500	7,788	6,416	(1,372)	(18)%	
14	14504	Telecommunications - Admin	0	0	710	710		
14	14505	Travel & Accommodation - Admin	2,000	1,826	2,159	333	18%	

Schedule 14 Other Property & Services

Prog	COA	Description	Original Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Comment
Administration								
Operating Expense - Continued								
14	14506	Legal Expenses Administration	5,000	4,576	3,998	(578)	(13)%	
14	14507	Training Expenses - Admin	7,500	6,875	2,295	(4,580)	(67)%	
14	14508	Printing & Stationery - Admin	10,000	9,163	4,710	(4,453)	(49)%	
14	14509	Fringe Benefits Tax - Admin	12,000	12,000	15,980	3,980	33%	
14	14510	Conference Expenses - Admin	4,000	4,000	6,494	2,494	62%	
14	14511	Staff Uniform - Admin	3,000	2,750	795	(1,955)	(71)%	
14	14515	Administration Costs Allocated to Progar	(823,500)	(754,875)	(577,218)	177,657	(24)%	Timing
14	14517	Postage & Freight	1,500	1,375	1,008	(367)	(27)%	
14	14521	IT/Accounting Programs	35,000	17,000	17,435	435	3%	
14	14522	Advertising	3,000	2,750	2,044	(706)	(26)%	
14	14559	Admin Loss on Sale	0	0	86,037	86,037		
14	14599	Depreciation - Admin	38,000	34,826	33,860	(966)	(3)%	
			(83,800)	(88,618)	80,537	169,155		
Operating Income								
14	14525	Admin - Reimbursement	(1,000)	(1,000)	(3,714)	(2,714)	271%	
14	14512	Admin Re-Allocations	0	0	(10,500)	(10,500)		
14	14598	Profit on Sale of Asset - Admin	(38,700)	(8,700)	(9,684)	(984)	11%	
			(39,700)	(9,700)	(23,898)	(14,198)		
Capital Expense								
14	14514	Purchase Furniture & Equipment Adminis	30,000	3,000	2,620	(380)	(13)%	
14	14520	CEO Vehicle - CAPITAL	100,000	85,000	85,783	783	1%	
			130,000	88,000	88,403	403		
Operating Expense								
14	14602	Gross Salaries & Wages	1,250,000	1,153,352	1,123,201	(30,151)	(3)%	
14	14603	Less Sal & Wages Alloc to Works	(1,250,000)	(1,138,121)	(1,123,201)	14,920	(1)%	
			0	15,231	0	(15,231)		
Unclassified								
Operating Income								
14	14701	Income Relating to Unclassified	(5,000)	(5,000)	(30,000)	(25,000)	500%	
14	14705	Marda Upgrade and Haulage Operation A	(200,000)	(183,337)	(192,757)	(9,420)	5%	
			(205,000)	(188,337)	(222,757)	733,166		
Unclassified								
Capital Expense								
14	14704	Land Development	30,000	27,500	25,887	(1,613)	(6)%	
			30,000	27,500	25,887	(1,613)		
Capital Income								
14	14799	Proceeds on Sale of Assets	(160,000)	(80,000)	(77,273)	2,727	(3)%	
			(160,000)	(80,000)	(77,273)	2,727		
		TOTAL OPERATING EXPENDITURE	6,064	55,090	557,495	502,405		
		TOTAL OPERATING INCOME	(314,200)	(263,977)	(417,412)	614,150		
		TOTAL CAPITAL EXPENDITURE	160,000	115,500	114,291	(1,210)		
		TOTAL CAPITAL INCOME	(160,000)	(80,000)	(77,273)	2,727		

9.1.3 GST RECONCILIATION REPORT – MAY 2023

Responsible Officer:	Bill Price, CEO
Author:	Jasmine Geier, Deputy Chief Executive Officer
File Reference:	F1.4.4 Audit Report
Disclosure of Interest:	Nil
Attachments:	Attachment 9.1.3 GST Report
Signature:	Officer  CEO 

Purpose of the Report

- Executive Decision Legislative Requirement

Background

The Reconciled Balance of the GST Ledger to the General Ledger as reported as at May 2023 provided to Council on a monthly basis as a means of keeping Council informed of its current GST liability.

Comment

The GST Reconciliation Report is attached for Councillor consideration.

Statutory Environment

Nil

Policy Implications

Council does not have a policy in regard to Goods and Services Tax.

Strategic Implications

Nil

Financial Implications

The GST reconciliation is presented to Council as a means of indicating Council’s current GST liability, which has an impact on Council’s cash-flow.

Voting Requirements

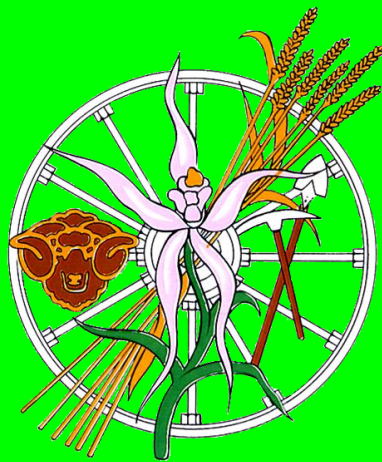
- Simple Majority Absolute Majority

OFFICER RECOMMENDATIONS

That the GST Reconciliation totalling \$4947.42 for the period ending May 2023 adopted.

Attachment 9.1.3

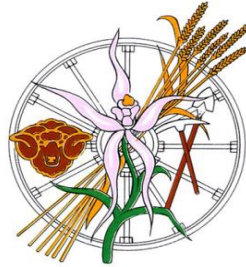
Shire of Westonia



GST Reconciliation Report

for period ending
31st May 2023

**SHIRE OF WESTONIA
BAS EXTRACT - 31 May 2023**



ABN:	87 507 505 958
Business Activity Statement:	May-23
Period/Year end:	2022/2023


	Date	Position	Name
Prep by	9/06/2023	SFO	Heather Lockyer
Rev by	9/06/2023	DCEO	Jasmine Geier

Month	GST		C	D	E	F	G
	A	B					
	On Sales (collected) <i>*1405000</i>	On Purchases (paid) <i>*1304000</i>	Nett GST Payable / (Receivable)	Fuel Tax Credit <i>*1144040.170</i>	PAYG <i>*1406010</i>	FBT Instalment <i>*1142210 & 1145090</i>	Nett Payment /(Refund)
Jul-22	10,304.00	25,115.00	(14,811.00)	(2,306.00)	29,436.00	0.00	12,319.00
Aug-22	19,665.00	39,325.00	(19,660.00)	(2,625.00)	18,625.00	0.00	(3,660.00)
Sep-22	53,787.00	14,375.00	39,412.00	(2,684.00)	18,776.00	0.00	55,504.00
Oct-22	11,014.00	38,865.00	(27,851.00)	(2,354.00)	19,127.00	0.00	(11,078.00)
Nov-22	6,946.00	25,549.00	(18,603.00)	(2,648.00)	18,750.00	0.00	(2,501.00)
Dec-22	29,329.00	23,998.00	5,331.00	(1,438.00)	21,572.00	0.00	25,465.00
Jan-23	19,461.00	31,155.00	(11,694.00)	(1,533.00)	28,707.00	0.00	15,480.00
Feb-23	9,197.00	11,547.00	(2,350.00)	(3,792.00)	21,950.00	0.00	15,808.00
Mar-23	14,522.00	51,221.00	(36,699.00)	(4,453.00)	19,231.00		(21,921.00)
Apr-23	41,396.00	62,743.00	(21,347.00)	(1,117.00)	19,754.00		(2,710.00)
May-23	5,769.82	17,285.40	(11,515.58)	(2,746.00)	19,209.00		4,947.42
Jun-23			0.00				0.00
Total	221,390.82	341,178.40	(119,787.58)	(27,696.00)	235,137.00	0.00	87,653.42

A - B = C (Net GST)

C + D + E + F = G (Nett (Refund/Payment))

9.1.4 WORKFORCE PLAN 2023

Responsible Officer:	Bill Price, CEO
Author:	Jasmine Geier, Deputy Chief Executive Officer
File Reference:	
Disclosure of Interest:	Nil
Attachments:	Attachment 9.1.5 Workforce Plan 2023-2028
Signature:	Officer  CEO

Purpose of the Report

- Executive Decision Legislative Requirement

Background

Local Governments face increasing and diverse challenges in providing local services and facilities for their communities. To meet these challenges, local governments need to have staff with appropriate knowledge skills and expertise.

This perceived skills shortage in the local government sector has highlighted the need for concerted Workforce Planning processes.

“A continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future.”

(Australian National Audit Office (ANAO) 2004)

The above definition highlights the key elements of Workforce Planning.

Workforce Planning:

- is continuous, not a one-off activity;
- is a process, not a static action or set of actions;
- is about shaping the workforce with a clearly identified purpose and to bring about particular changes;
- has its purpose linked with organisational objectives; and
- applies not just to the current workforce but anticipates future workforce requirements.

The benefits of Workforce Planning are many and include:

- The ability for a local government to respond more quickly and strategically to change by recognising emerging challenges;
- Improving efficiencies, effectiveness and productivity as a result of having employees with the right knowledge and skills and who are a good fit for the position;
- Assisting with identifying and managing people with the knowledge critical for efficient and effective business operations and managing corporate memory; and
- Strengthening the local government industry through stronger career pathways and staff development.

Comment

The Shire of Westonia’s Workforce Plan 2023/2028 (WP) identifies the human resources and skills required to deliver the community’s priorities over the next five years.

In essence, the WP maximises the capacity of this organisation’s workforce and its ability to respond to challenges through strategic planning.

Local Government engages both office based and outdoor staff. Customer service is a significant element to all roles, with most staff viewing the role as a service to the community.

The key workforce challenges and trends facing the Shire of Westonia in the next 5 years include:

- Ageing workforce;
- Increased responsibilities and services to be provided;
- Possibility of a decreased number of new people entering into the market;
- Increased competition for specialist skills;
- Increased importance on staff retention and satisfaction;
- Increased importance on attracting staff and resources from alternate sources;
- Achieving financial sustainability;

- Increasing demand for more flexible work arrangements;
- Workforce will be increasingly highly skilled and specialist information is confined to key individuals; and
- Technology to take a greater role in service delivery.

This proposed current plan is a continuation and a progression of the original Workforce Plan adopted by Council in 2019. It is similar in nature to the original with further emphasis on the need to look at what this local government can offer to both current and prospective employees that will enable this sector to be seen as an attractive alternative career pathway. These incentives will most likely be in the form of longevity and security within positions, looking at flexible working arrangements to better suit the work/play balance and through the usage of salary sacrificing options to offset the pay gap between local government wages and those of the private sector.

Statutory Environment

The Local Government Act 1995 provides the statutory framework for strategic planning in local government.

Policy Implications

Nil

Strategic Implications

Section 5.56 (2) of the Local Government Act 1995 requires local governments produce a plan for the future. Whilst there is no specific legislation applicable to this item as it relates to the various informing strategies applicable under the integrated planning and reporting framework, the Strategic Community Plan and Corporate Business Plan are subject to section 5.56 of the Local Government Act 1995 and Division 3 of the Local Government (Administration) Regulations 1996.

Financial Implications

The Workforce Plan is used in the preparation of the budget in relation to staff requirements to meet service delivery and project objectives.

Simple Majority

Absolute Majority

OFFICER RECOMMENDATIONS

That Council endorse and adopt the Shire of Westonia's Workforce Plan 2023-2028 as contained in attachment 9.1.4

Library



WORKFORCE PLAN



SHIRE OF
WESTONIA
A vibrant community lifestyle

2023

2028

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Introduction

The Shire's Workforce Planning process is about "getting the right number of people, with the right skills, in the right jobs, at the right time". Our Workforce Plan will be a tool to assist Council and Managers plan for the future, anticipate change and manage its workforce. It should contribute to the attraction, retention and development of a capable workforce and be flexible and responsive to meet the needs of current and future Council Corporate Business Plans. It should be noted that this includes the impact of Council's Asset Management Plans for its infrastructure assets.

The Workforce Plan takes into account corporate and business objectives such as financial targets, service delivery objectives and community benefits. It also examines potential external influences over workforce supply and demand. The Workforce Plan is integrated into the Corporate Business Plan and all staff costs are reflected in the budget. This includes Wages, Workers Compensation, Superannuation and Training costs and is a recognition of the workforce required to achieve the objectives set out in the Corporate Business Plan.

In particular, workforce planning will help Council to:

- Ensure appropriate numbers of staff are being recruited or developed to meet future needs;
- Identify potential problems, manage risk and minimise crisis management cycles;
- Contain human resources costs, including the cost of turnover, absenteeism, structural changes and staff movement;
- Develop workforce skills that take time to grow;
- Identify staff development needs;
- Make staffing decisions to provide services in regional and rural areas;
- Optimise the use of human, financial and other resources;
- Integrate human resource management issues into business planning;
- Improve employee productivity through better job design;
- Improve employee relations;
- Increase job satisfaction.

Integrated Planning

Workforce Planning is one of the four key components of the Integrated Planning and Reporting Framework and Guidelines now in place across the local government sector in Western Australia.

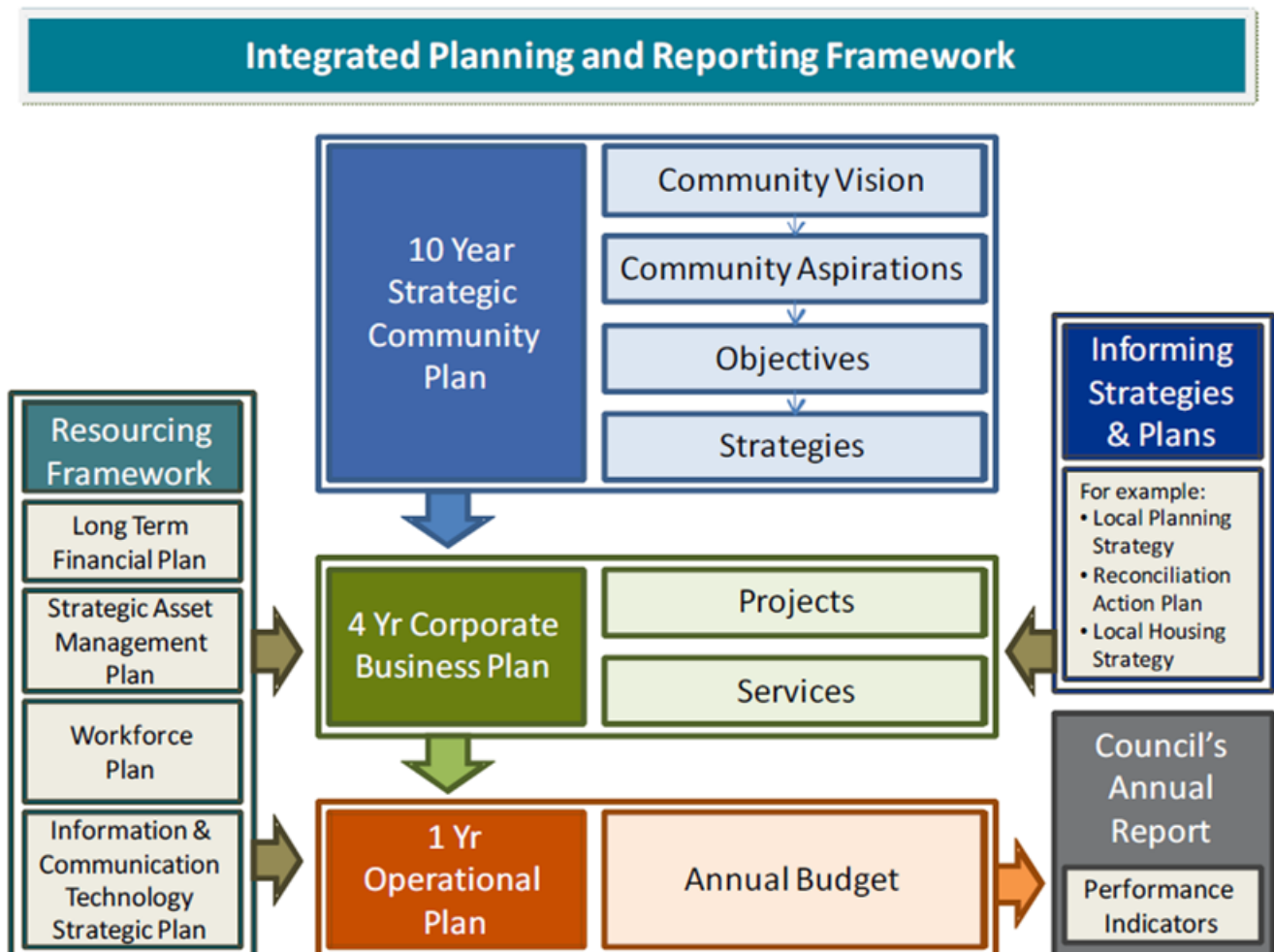
At the strategic level, this Workforce Plan takes into account the community's aspirations, priorities and objectives identified in the Shire of Westonia's Strategic Community Plan. The Strategic Community Plan sets out the longer term vision for our Shire. The Workforce Plan is an essential component of the Corporate Business Plan, where it will identify workforce requirements and strategies for current and future operations over the next four years or more.

Council's Workforce Plan is a continuous process designed to shape our workforce and to ensure that it has the capacity to deliver our objectives into the future. The strategy includes consideration of the following national and local employment trends and issues:

- Shrinking future workforce
- Ageing workforce
- Generational diversity
- Skills shortage
- Workforce Recruitment
- Workforce Retention
- Succession Planning
- Knowledge Transfer

This plan was developed following meetings with administration team members, the Construction Supervisor and CEO.

Figure – Workforce planning as an element of integrated planning and reporting



Shire of Westonia

The Shire of Westonia covers an area of 3268km² in the Wheatbelt of Western Australia and has a Shire population of approximately 348 (ABS, Census, 2021). The Shire comprises of one town site, that being Westonia.

People:

- WAEC Electorate Roll (April 2021) – 191 people (April 2018 was 181)
- Population 348 (Census 2021), 304 (Census 2016), 277 (Census 2011),
- Number of dwellings 147 (Census 2021),
- Median age: 48yrs (ABS, Census 2021) up from 42yrs in 2016
- Median weekly income is \$1,318 (ABS, Census 2021)
- Major age demographic brackets – 0-4yrs (7.3%), 10-14yrs (6.1%), 30-34yrs (6.5%), 40-44 (6.1%), 55-59 (8.1%), 60-64 (11.4%), 65-69 (10.6%), 75-79 (6.5%)





STRATEGIC COMMUNITY

SNAPSHOT PLAN
2018-2028

CORE DRIVERS

Relationships that bring us tangible benefits (to the Shire and our community)
Our lifestyle and strong sense of community.
We are prepared for opportunities and we are innovative to ensure our relevancy and destiny.

OUR VALUES

Respect – We value people and places and the contribution they make to the Shire.

Inclusiveness – Be receptive, proactive, and responsive.

Fairness and Equity – Provide services for a variety of ages and needs.

Communication – Create opportunities for consultation with the broad community.

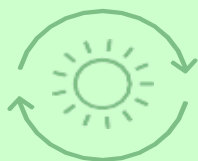
OUR VISION

A vibrant community lifestyle

MISSION

Provide leadership and direction for the community.

ECONOMIC



Support growth and progress, locally and regionally...

Efficient transport connectivity in and around our Shire.

- Continue to utilise our Road Management Plan, which incorporates a road hierarchy, minimum service levels and maintenance policy.
- RAV Ratings and Shire boundaries are consistent across local government boundaries.
- Lobby and build enduring partnerships with key Government Departments to improve Great Eastern Hwy.
- Actively participate in the Secondary Freight Network group.
- Develop and implement a Road Asset Plan highlighting key funder and strategic partnerships to support sustainability.
- Develop a Gravel Reserve Policy which identifies future gravel reserves and recognises cost to local government.
- Educate road users about road safety and driving on gravel roads.
- Optimal and safe use of our plants and equipment assets.
- Ensure that appropriate RAV vehicles traverse correct RAV routes.
- Maintain our airport with a view to improvements to meet commercial and recreational aviation needs.

Facilitate local business retention and growth.

- Council recognises the opportunity of partnering with Westonia Progress Association, works closely and supports them to help achieve their economic development projects and our strategic goals.
- Council continue to have a role in facilitating the presence of a Co-op in our community.
- Enhance local economic activity by supporting the growth of tourism in our Shire and region including applying for funding to improve tourist facilities.
- Improve our online tourism presence.
- We forward plan to improve the economic diversity in our community.
- In partnership with Council, the mine develops long term business plans for current mine assets.
- Investigate options for multipurpose accommodation if vacancies arise in mine accommodation.

SOCIAL



Provide community facilities and promote social Interaction...

Plan for community growth and changing demographics.

Develop the Town Planning Scheme.

- Plan and develop residential and industrial land.
- Community safety and ease of access around town is a priority.
- Our lifestyle, facilities and sense of community is promoted.
- The CEACA project continues to expand the number of universally designed dwellings in our town.
- We support our emergency services.
- We enable visiting health professionals to our community.
- The Community Resource Centre receives external funding to provide preventative health and community development initiatives to the community.
- We facilitate healthy and active ageing in place
- Our cemetery is well presented.

Our community has the opportunity to be active, socialised and connected.

- We collaborate and encourage active engagement in local clubs and community initiatives that support a healthy lifestyle.
- Investigate motor sport opportunities around the Shire.
- Preserve and celebrate our local history.
- Support our volunteers and clubs to remain strong, dynamic, and inclusive.
- Encourage lifelong learning.
- Children and youth have active and social opportunities.
- Continue to provide high standard and accessible shire facilities.
- Retain and expand Westonia's unique tourism experience.

Natural spaces are preserved and bring us value.

- Sustainably manage our reserves and open spaces.
- Participate in best practice waste management.
- Work collaboratively to meet legislative compliance with managing weeds and pests as well as our environmental health standards.
- Investigate renewable energy generation technologies.

GOVERNANCE



Continually enhance the Shire's organisational capacity to service the needs of a growing community...

Be progressive and capture opportunities.

- Be open to local productivity/ best practice and cost saving opportunities locally and regionally.
- Investigate joint resourcing and tendering
- Advocate and develop strong partnerships to benefit our community.
- Be prepared by forward planning our resources and focusing on continuous improvement.

resources and focusing on continuous improvement.

- Identify risks and opportunities after the life of the mine.

The community receives services in a timely manner.

- Meet our legislative and compliance requirements.
- Work towards optimal management of our assets.
- Work to develop Councillor and staff skills and experience to provide career and succession opportunities within the Shire.
- Inside and outside staff are multi skilled to understand the business of local government and provide a seamless service to the community.
- Communicate and engage with our community regularly.

Financial resources meet the ongoing needs of the community.

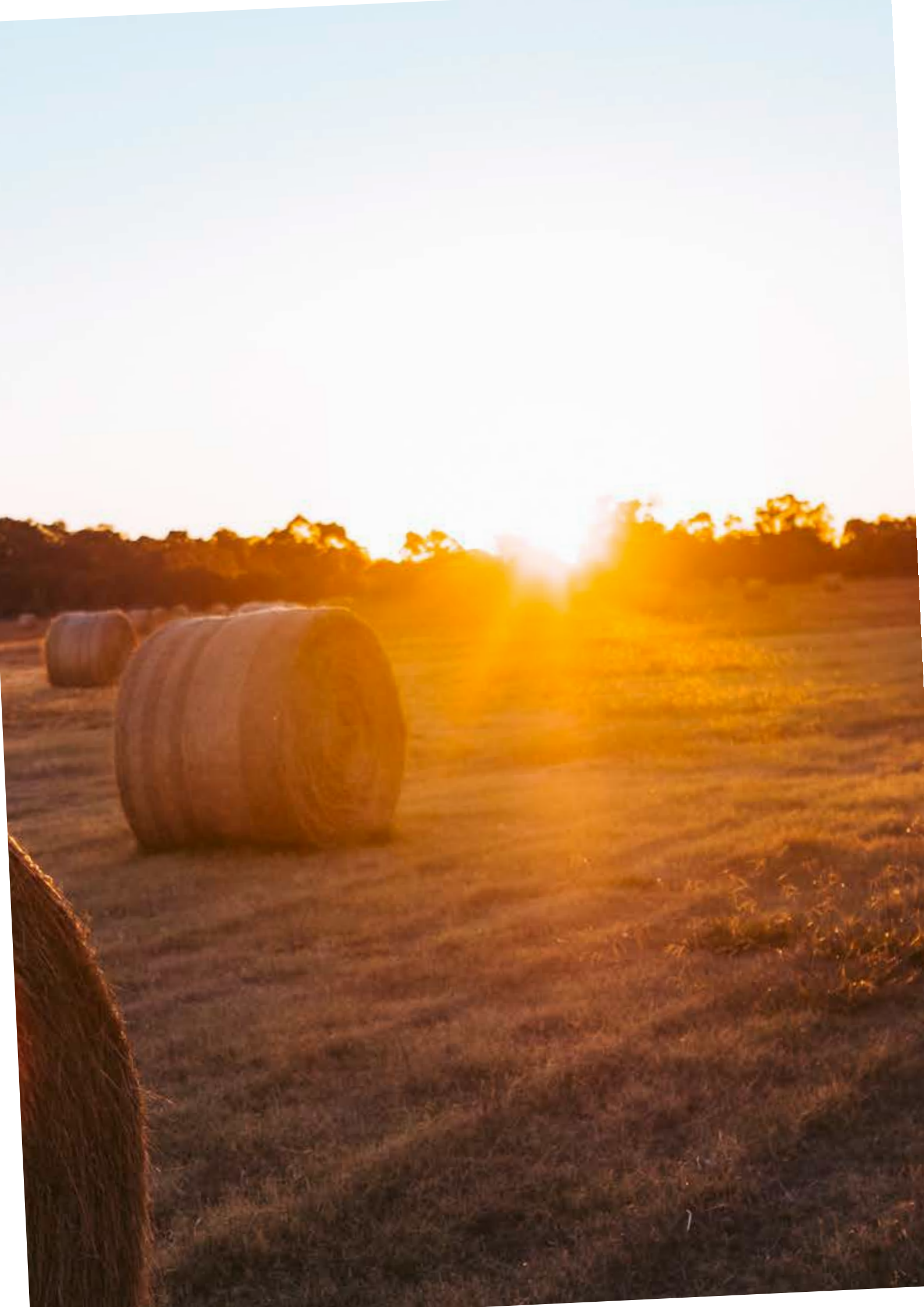
- Seek external funding for significant capital improvements that deliver upon our strategic objectives.
- Investigate ways to reduce reliance on operational grants given the current State and Federal Government priorities.

**Shire of Westonia: -
A vibrant community lifestyle.**



Current Workforce Profile

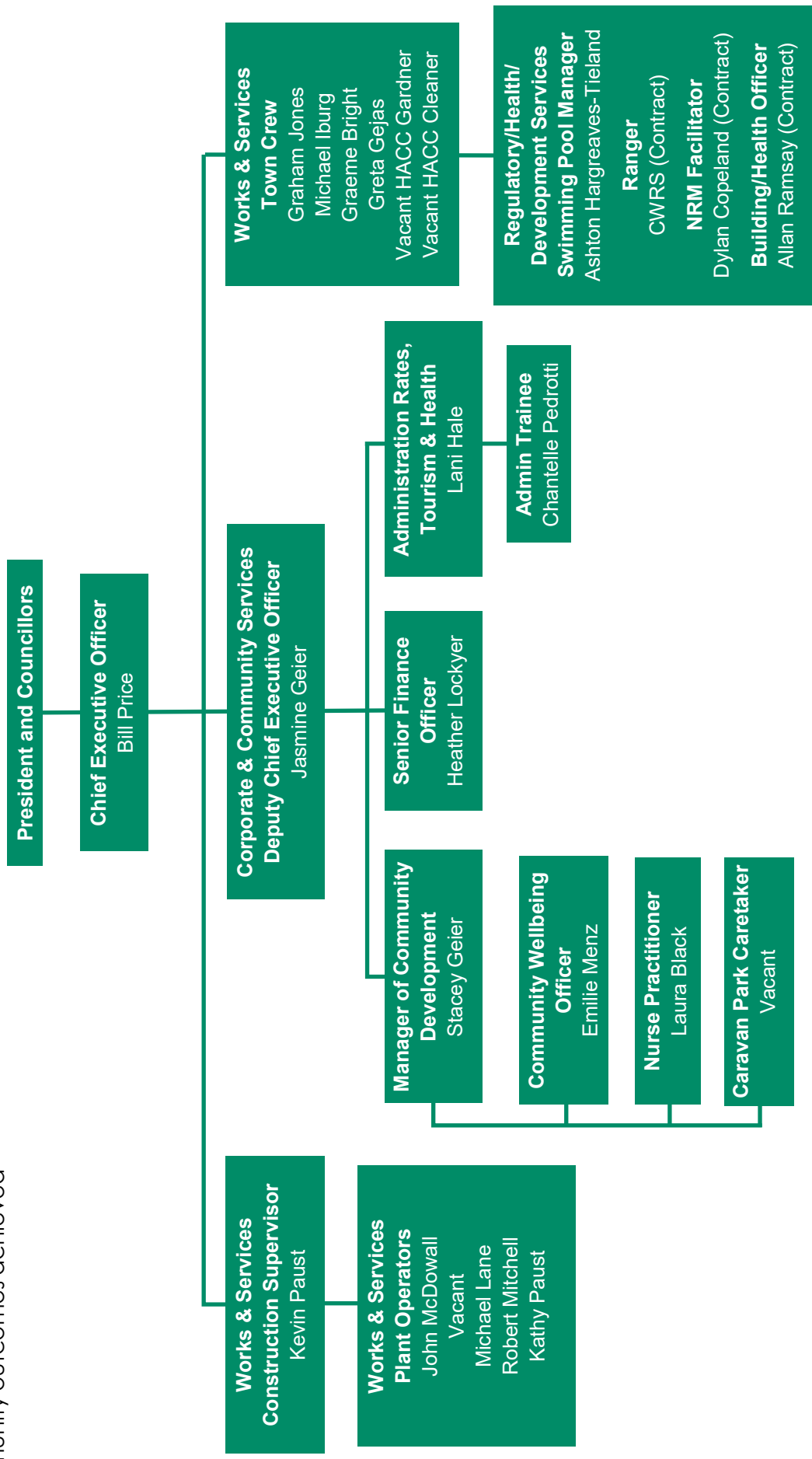
Business Unit	Responsibilities	Positions	Key Partnerships
CEO	Responsible for the organisation and has powers delegated by Council, responsible for the delivery of the strategic goals of Council, integrated planning, risk and compliance	Chief Executive Officer	WEROC Wheatbelt Development Commission Department of Primary Industries, Regional Development RDA Wheatbelt Department of Local Government and Communities WALGA GECZ CEACA Ramelius Resources Westonia Community Resource Centre
Corporate and Community	Responsible for a range of areas including: administration, compliance, Emergency Management, Licensing, library, cemetery, recreation, customer service, tourism, community and economic development.	Deputy Chief Executive Officer, Senior Administration Officer, Administration Trainee, Pool Manager, Westonia CRC, Community Wellbeing Officer, Caravan Park CareTaker (total staff = 6)	Cemetery Board DFES Department of Health WA Country Health Service Department of Transport Department of Sport and Recreation Lotterywest State Library St John's Ambulance WA Police Department of Commerce RDA Wheatbelt Department of Parks and Wildlife Tourism WA Local community groups Royal Life Saving LG Professionals
Finance	Responsible for Council finances, budgets, monthly and annual statements, asset management, compliance, long term financial planning	Deputy Chief Executive Officer, Senior Finance Officer (total staff =2)	Department of Local Government and Communities
Regulatory Services	Responsible for planning, building approvals, property maintenance, refuse site, environmental health and ranger services	Deputy Chief Executive Officer, Ranger, Building Surveyor / Health Officer (total staff =4)	Building Commission Waste Authority Department of Water and Environmental Regulation Ramelius Resources
Works and Services	Mainly external staff, responsible for road works and maintenance, building maintenance and plant and equipment, gardens and recreation grounds	Construction Supervisor and Crew (total staff =9)	Main Roads WA Department of Planning RDA Wheatbelt Water Corporation HACC Service



Organisational Structure

The Team and our functional business units

The Chief Executive Officer, Bill Price, is the Shire's most senior officer and provides guidance and direction to staff to ensure that Council's policies and decisions are implemented. The CEO works in close partnership with the Shire President to promote the Shire and to link with the community, tiers of government and business sectors. The overall management of the Shire rests with the CEO who oversees the day-to-day operations while ensuring that Council direction is followed, governance is sound and community outcomes achieved



Workforce

As at April 2023

The Shire of Westonia is committed to providing the best services to our community by recruiting and developing employees with the right skills and expertise. The Shire's Workforce Plan, details the workforce type and volume ,required to deliver on our strategic and operational objectives. By "getting the right number of people, with the right skills, in the right jobs, at the right time"

56%

Baby boomers

31%

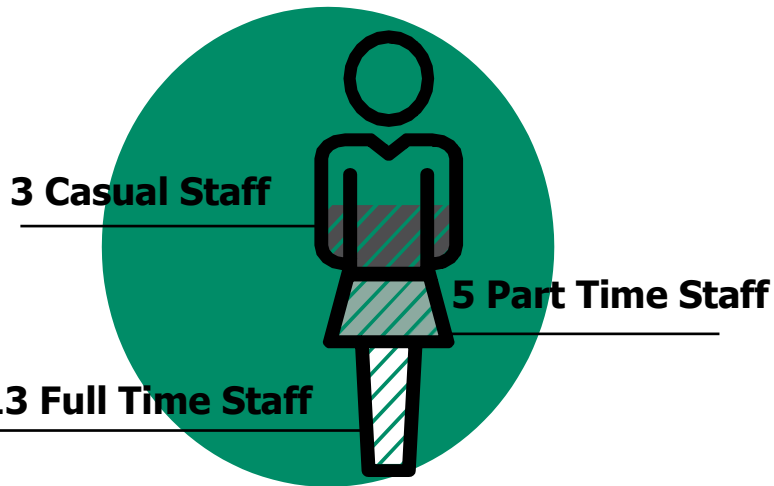
Gen X

11%

Gen Y

2%

Gen Z



56%
FEMALE

44%
MALE

21
Employees
16 Full Time Equivalent

Employment Status	Details	
Reside outside of the Shire of Westonia	4	
Average age	53	Average age of Wheatbelt 48yrs
Males	9	
Females	12	
Staff turnover in 2020/21	2	Reasons: Retired
Staff turnover in 2021/22	6	Reasons: Left Westonia
20yrs plus service	0	
10yrs – 20yrs service	4	
5yrs – 10yrs service	4	
Under 5yrs service	13	
Annual payroll in 2022/23	\$1,250,000	% of total budget



The Shire of Westonia currently offers a variety of workplace rewards and incentives which includes:

- ◇ Payment above award wages
- ◇ Superannuation additional contribution options
- ◇ Housing at reduced rental rates for selected positions
- ◇ Subsidised uniform options
- ◇ Contemporary equipment
- ◇ Professional Development opportunities
- ◇ Annual performance bonus's
- ◇ Paid parental leave

Senior staff have identified the following issues which are addressed in the workplace strategies that follow:

1. Reducing the downtime or delay in service delivery as a result of employees on long service leave, other leave, unavoidable absence from the workplace or resignation
2. Implications of increasing compliance requirements on Local Governments, and the need to understand these compliance issues
3. Succession planning for senior staff who have been employed at the Shire for a period of time
4. Implications on the Shire following the Local Government Act review

WA Local Government Workforce Profile

- Most Local Government employees (71%) are covered by 3-year enterprise agreements, with median pay rises of 2.5% per year. 26% are covered by industrial awards and 3% are covered by common law contracts or other employment instruments
- 39% of Local Government employees work in community services and 30% in infrastructure
- 58% of Local Government employees work full time, 17% part time and 25% are casual
- Men are more likely to be in full-time jobs in engineering and infrastructure. Women are more likely to be in part-time and casual jobs in community services.
- There are also age differences between departments. Younger workers (15-34 years) are more likely to be working in community services. Older workers (50 years plus) are more likely to be working in engineering and infrastructure.
- Human resources and payroll staff median across WA Local Government is 2.3FTE per 100

Source: WALGA Salary and Workforce Survey 2021/22

Relevance to the Shire of Westonia current workforce

- Women predominantly in community services as well (administration, finance, community and economic development)
- 13 Full time v 4 part time
- No dedicated human resources officer, rather human resource management is undertaken by the CEO and supported by the Deputy Chief Executive Officer as well as Construction Supervisor Manager

Workforce Planning Strategies

Workforce Strategies to Help Achieve Our Core Priorities

1. Relationships that bring us tangible benefits (to the Shire and our community)					
Action	Business Unit	22/23	23/24	24/25	25/26
a) The integration of HACC & Community Development business objectives into the Shire's business model	CEO	X	X		
b) Continue to meet regularly with the HACC Staff to share resources and achieve common goals	CEO Corporate and Community	X	X	X	X
c) Review job descriptions to determine how senior staff can pursue strategic projects identified in the Strategic Community Plan and partnerships for benefit	CEO	X	X	X	X
d) Where appropriate, partner with surrounding local governments for resource sharing	CEO	X	X	X	X
2. Our lifestyle and strong sense of community					
Action	Responsible Officer	22/23	23/24	24/25	25/26
a) Ensure staff housing is to an excellent standard	Regulatory Services	X	X	X	X
b) Explore the viability of Council renting accommodation in the town/surrounding areas and/or providing more short stay/serviced accommodation for staff.	CEO	X	X	X	X
c) Work towards salary packages that are competitive for key staff, incl. allowances that enable staff to perform the job for the outcomes desired by Council	CEO	X	X	X	X
d) Consider flexible packages that are family friendly to employees	CEO	X	X	X	X
e) Investigate aged care support services by the Works Services unit in partnership with community / health providers (currently already being delivered informally)	CEO Works Services		X	X	

3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny					
Action	Responsible Officer	22/23	23/24	24/25	25/26
a) Continue to offer apprenticeship and traineeship opportunities when required	CEO	X	X	X	X
b) Encourage all staff to learn new skills across the organisation (formally and informally) to develop their skills and to reduce downtime when staff are away. Include Succession Planning as a topic in administration team meetings, toolbox meetings.	CEO Works Services	X	X	X	X
c) Offer training and development opportunities to staff when they arise, that help meet our business goals and compliance requirements	CEO Works Services	X	X	X	X
d) Adopt technology to streamline processes (internal) and improve record keeping	Corporate and Community Finance	X	X	X	X

Additional Workforce Strategies

4. Recruitment Practices Help to Attract and Retain Staff					
Action	Responsible Officer	22/23	23/24	24/25	25/26
a) Early identification of job vacancies by communicating regularly both formally and informally to existing staff	CEO Works Services	X	X	X	X
b) If appropriate, identify internal promotion if vacancies arise or advertise widely for vacancies	CEO Works Services	X	X	X	X
c) Continually review human resources policies	Corporate and Community	X	X	X	X
5. We Look After Our Staff and Encourage Their Professional Growth					
a) Update Staff Induction Package and provide to all new staff, introduce all new staff to both works and administration teams	Corporate and Community	X	X	X	X
b) Continue to review Induction Program, ensure all staff have completed the induction (including OSH), and maintain register of completion	Corporate and Community Works Services	X	X	X	X
c) All staff to contribute to the improvement and maintenance of a workplace culture that values working safely	CEO	X	X	X	X
d) Continue regular toolbox meetings for OSH compliance and improvements (administration team and works crew)	Works Services	X	X	X	X

e) Staff to complete OSH checklists and risk assessment for work duties and business services	Corporate and Community Works Services	X	X	X	X
f) Staff are trained to Australian Standards for the internal delivery of drug and alcohol testing	Corporate and Community		X		X
g) Policy and Procedure Manuals are continually updated	Corporate and Community	X	X	X	X
h) Communication amongst the team continues to be a priority	CEO	X	X	X	X
i) Encourage employees to participate in professional development opportunities around leadership	CEO	X	X	X	X
j) All staff are to complete a training and development plan annually as part of their performance review (informal and formal)	CEO Works Services	X	X	X	X
k) Continue to develop internal capacity around human resources management	CEO	X	X	X	X
l) Encourage participation in whole of organisation social activities	All	X	X	X	X
6. Performance and Compliance					
a) Records Management training to be completed by all staff in administration	Corporate and Community		X		X
b) Consider shared resourcing or additional expertise to help prepare and meet additional compliance on the organisation	CEO	X	X	X	X
c) Internal audits conducted	Corporate and Community		X		X
d) Conduct an annual performance review for all staff (with their line manager), at these meetings recognise internal career pathways and provide feedback to staff in a timely manner, noted in their employee file	CEO Works and Services	X	X	X	X
e) Develop a plan to ensure back-up provision for each key role, and identify cross-training opportunities to ensure skills development	CEO		X	X	X
f) Hold regular Administration staff meetings so that staff can share job knowledge and identify cross-training opportunities as above, notes of meetings to be provided via email to share with all Admin. team members	CEO	X	X	X	X
g) Conduct regular staff meetings for open communication – either as sub groupings, administration or works, or whole of staff	CEO Works Services	X	X	X	X

6. Financial and Long Term Projections

Growth Of Shire Of Westonia Workforce (FTE)

DEPARTMENT	2022/23	2023/24	2024/25	2025/26
Office of CEO	1	1	1	1
Finance	2	2	3	3
Corporate & Community	6	6	6	6
Works and Services	11	11	13	13
Regulatory Services	4	4	4	4

Excerpt from the Long Term Financial Plan

	2022/23	2023/24	2024/25	2025/26
Workforce (FTE)				
Salary and Wages				
Employee Benefits				
Training & Development				

Local Government

In 2021, the Local Government Workforce Development Group, guided by the Australian Local Government Association, completed a study to identify the current and emerging skill needs of local government to better position the sector for the future. A summary of their findings follows.

The world of work in the next two decades will be shaped by technological advances, digital connectivity, globalisation, an ageing population and changing economic structures. These five mega trends are driving the speed of change and are expected to lead to the restructuring of labour markets throughout Australia, including local government. Local government as an industry in Western Australia features:

- 139 local governments
- Over 22,700 workers employed in 220 occupations
- 54% full-time, 17% part-time and 29% casual employees
- Lower than average unplanned turnover of 7.8% compared nationally
- An older workforce with 51.3% employees above the age of 45 years compared to an average of 40.6% across all industries
- A decline in employees aged under 30 years
- An increasingly qualified workforce with 43.1% holding a Diploma or higher-level qualification
- A significant decline in apprentices and trainees

The study revealed that 47% of local governments are experiencing a skill shortage and skill gaps, with Building Surveyors, Environmental Health Officers, Engineers, Town Planners and Plant Operators being the top five occupations of skills shortages. The key reasons behind the skills shortage are the inability of councils to compete with the private sector on remuneration, lack of suitably qualified/experienced candidates and remoteness/location making it difficult to attract, train and retain workers.

Furthermore, 72% of local governments have unmet training needs, higher than any other state/territory in Australia, arising from lack of training available locally, lack of providers in Western Australia, and the centralisation of courses in metropolitan areas not available online. Training availability and budgetary and time constraints are the most commonly cited factors hindering staff from developing their skills.

For further information regarding the local government workforce, review the Local Government Workforce and Future Skills Report Australia prepared by the Australian Local Government Association.

Skills Gap

A skill gap is the gap between the skill level of the employee and the skills needed to perform their job role, as desired by their employer. Key areas listed by local governments as being the most critical in terms of skill gaps are listed in the table below

Occupations with Critical Skill Gap	What New Skills Are Required	Drivers Behind Skills Shortage
Leadership / Supervisory Roles	<ul style="list-style-type: none"> • Hands on People management Skills • Effective Communication • Selection, recruitment and supervision 	<ul style="list-style-type: none"> • Cost of Courses • Lack of training and development • Lack of motivation for skill development
Information Technology	<ul style="list-style-type: none"> • Cloud base technology • Certification courses • Digital technology and degree level skills 	<ul style="list-style-type: none"> • Courses not available in WA or regional based • Changing demand for new skills • Limited skills of applicants
Environment Health Officers	<ul style="list-style-type: none"> • Lack of industry experience • Management, leadership and development 	<ul style="list-style-type: none"> • Changes in University courses • No formal training program
Engineers	<ul style="list-style-type: none"> • Leadership skills • Technical knowledge 	<ul style="list-style-type: none"> • No formal training • Can't compete with private enterprise
Accounting / Finance	<ul style="list-style-type: none"> • Budgeting and monthly reporting • Technical understanding of payroll process 	<ul style="list-style-type: none"> • Lack of training • Lack of trained applicants in rural areas
Project Managers	<ul style="list-style-type: none"> • Contract and project management 	<ul style="list-style-type: none"> • Inexperience and limited exposure
Governance / Procurement / Risk Managers	<ul style="list-style-type: none"> • Knowledge of procurement, tendering and risk compliance 	<ul style="list-style-type: none"> • Lack of training
Plant Operators	<ul style="list-style-type: none"> • Tickets • Experience operating machinery 	<ul style="list-style-type: none"> • Cost of and access to training • Loss of operators to mining industry
Community Rangers	<ul style="list-style-type: none"> • Bushfire compliance 	<ul style="list-style-type: none"> • Industry specific role
Building Surveyors	<ul style="list-style-type: none"> • Bushfire Attack Level • Fire assessment risk • Disability access inclusions plans 	<ul style="list-style-type: none"> • Change in legislation • Mandatory training required • Courses not available in WA

Resourcing the Workforce Plan

To facilitate the achievement of the community's long term goals and aspirations as expressed in Westonia 2030 and the Corporate Business Plan, informing strategies have been developed to ensure the required financial strategies, infrastructure and workforce are in place.

Long Term Financial Plan

The Long Term Financial Plan is Council's ten year financial planning document with an emphasis on long term financial sustainability.

Financial sustainability is one of the key issues facing local government due to several contributing factors including ageing infrastructure and constraints on revenue growth. This document tests the community aspirations and goals against financial realities.

Included within the Long Term Financial Plan are:

- Assumptions used to develop the Plan
- Projected income and expenditure, balance sheet and cash flow statements
- Methods of monitoring financial performance

Balancing expectations, uncertainty of future revenue and expenditure forecasts are some of the most challenging aspects of the financial planning process.

As such, the longer the planning horizon, the more general the plan will be in the later years. Every effort has been taken to present the most current estimates and project scopes to be included in the Plan.

Asset Management Plan

The Asset Management Plan assists Council to provide the required level of service in the most cost effective manner through the creation, acquisition, maintenance, operations, rehabilitation and disposal of assets to provide for present and future generations.

The Plan is part of an overall framework that aims to present information about assets, provide evidence of responsible asset management and compliance with regulatory requirements, and summarise information with regard to funding aimed at maintaining assets at the required levels of service

Council utilises integrated decision making to ensure that built, social, economic and natural impacts of asset provision and maintenance are properly considered throughout the asset management lifecycle.

Council's strategic financial planning will ensure that:

- Funding requirements are assessed
- Additional funds are identified where appropriate for the Investment in new and upgraded assets.



**100 YEARS OF
LOCAL GOVERNMENT**

9.1.5 IT DISASTER RECOVERY PLAN

Responsible Officer:	Bill Price, CEO
Author:	Jasmine Geier, Deputy Chief Executive Officer
File Reference:	
Disclosure of Interest:	Nil
Attachments:	9.15 Attachment IT Disaster Recovery Plan
Signature:	Officer  CEO

Purpose of the Report

- Executive Decision Legislative Requirement

The IT Disaster Recovery Plan is a resource to coordinate the actions of the Shire during an IT disaster.

Background

The Office of the Auditor General published an Information Systems Audit Report 2020 – Local Government Entities (Report 27: 2019-20). The report covered system audits of 10 Local Governments in Western Australia and found “significant shortcomings” in their information security practices.

IT Disaster Recovery Plan

The IT Disaster Recovery Plan is an important document containing process and procedures to recover and protect a business’ IT infrastructure in the event of an incident.

The Shire’s Auditors raised that the Shire does not currently have a IT Disaster Recovery Plan.

Without formally defined processes, it is difficult for the Shire to evaluate the risks and ensure that organisation can quickly respond to, and recover from disruptive IT events. Implementing complementary standards for IT Disaster Recovery and Business Continuity will help the Shire to ensure holistic risk management outcomes.

Without a process to understand these, the Shire is unable to make informed decisions about IT disaster recovery strategies.

It has been listed that a review of the IT Disaster Plan should be undertaken annually to maintain contact and staffing lists.

Comment

Business continuity management and disaster recovery is a process of continuous improvement, and Council is strongly encouraged to ensure that the necessary skills and capabilities are in place to guarantee ongoing risk management for the organisation.

Continuous improvement requires not only resolving individual issues, but maintaining the health, effectiveness and relevance of the Shire’s IT disaster recovery capability to support business continuity capabilities.

Statutory Environment

Local Government Act S5.56
Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Policy Implications

Nil

Strategic Implications

The ICT Disaster Recovery Plan is an operational plan that can be activated during an IT Disaster. This will give Management direction on continuing operations during this time, which should decrease the risk that Council is unable to operate for a long length of time.

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

OFFICER RECOMMENDATIONS

That Council adopt the IT Disaster Recovery Plan.



SHIRE OF
WESTONIA
A vibrant community lifestyle

Draft 20
23

IT DISASTER RECOVERY PLAN



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1.0 Activate This Plan

To activate this plan in the event of a real disaster, turn to PART SIX (Procedures)

1.1 Authority to Activate this Plan

The Chief Executive Officer has the exclusive authority to activate this plan by process of declaring a disaster. If this person is unavailable, the Deputy Chief Executive Officer may also declare a disaster.

2.0 Overview and Scope

2.1 Overview

A disaster is an event that significantly reduces the ability for Shire of Westonia to provide normal services to its clients. Typically, an outage to the core IT systems of Shire of Westonia exceeding 24 hours is deemed to be a disaster.

This plan details the communications structure, roles and responsibilities of the Crisis Management Team (CMT).

The CMT is responsible for managing the rapid and orderly resumption of core systems to Shire of Westonia in the event of a disaster. Consequently, the members of the CMT must have the appropriate authority and skills to accomplish their assigned tasks.

IT hardware and software problems, while they might in some instances be significant, will be resolved through normal problem resolution methods. The typical disaster involves an unscheduled event that causes the primary site to be inaccessible for an indefinite period of time. A disaster declaration begins the formal disaster recovery process outlined in this document.

2.2 Aim

The aim of this plan is to set out the mitigation, preparation, warning, response and business continuity arrangements for the core IT systems of Shire of Westonia which are supported by 2V.Net IT Solutions 164 Chapman Road, Geraldton WA 6530.

As described in section 5.3, continual review and change of this plan will occur annually – or with significant business change - with the aim of improving existing resilience against damage to the business in the event of an actual disaster or outage.

2.3 Objectives

The objective is to provide restoration and continuation of the core IT systems for Shire of Westonia when a disaster occurs. This is accomplished by developing and maintaining a detailed Disaster Recovery Plan (DRP) that will organise and govern a disaster recovery operation. The DRP must:

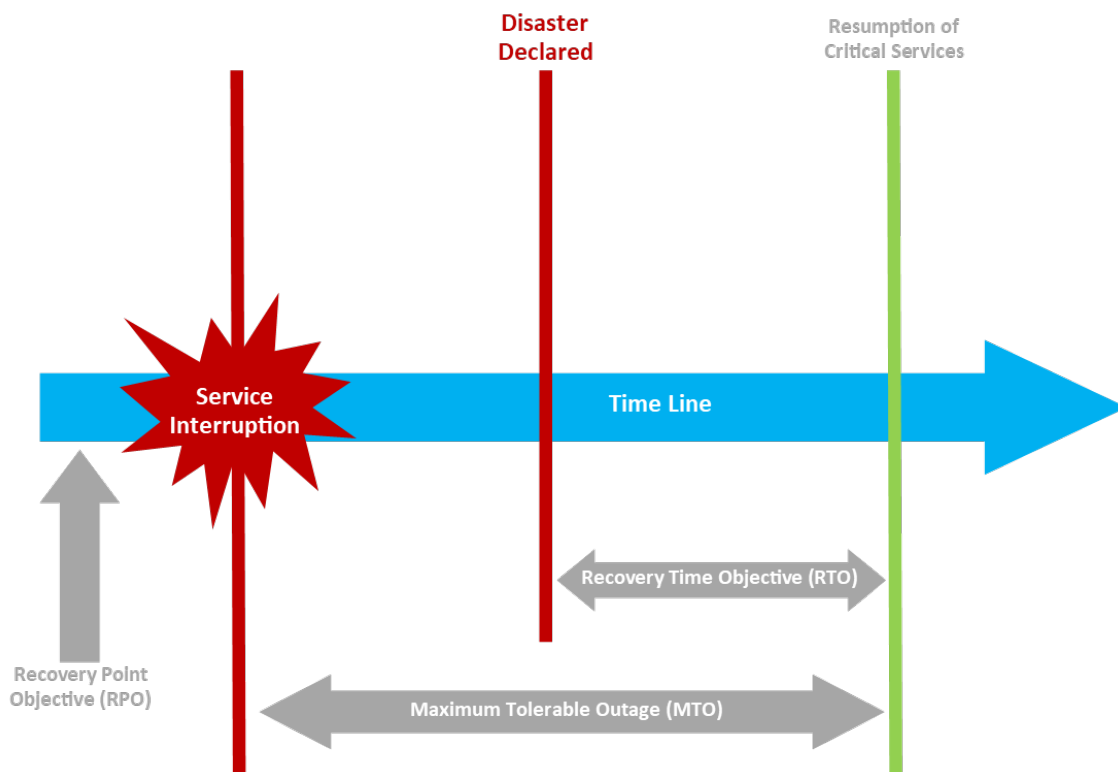
- Provide the information and procedures necessary to;
 - respond to an occurrence,
 - notify personnel,
 - assemble recovery teams,
 - recover data, and,
 - resume processing at the current or alternate site as soon as possible after a disaster has been declared.
- Create a disaster recovery structure strong enough to provide guidance to all interrelated groups, yet flexible enough to allow Shire of Westonia staff and teams to respond to whatever type of disaster may occur,
- Identify those activities necessary to resume full services at the reconstructed disaster site or new permanent facility,
- Establish a return to a “business as usual” environment.

NOTE: Availability of backup data is critical to the success of disaster recovery. Backup and restore processes that include scheduling data management, off-site storage and data restorations are day-to-day processes covered in operating procedures manuals. Good practices are assumed, as are the availability of backup media that can be readily restored.

2.4 Recovery Time Requirements

The following requirements are a result of the Business Impact Analysis (BIA) process, which forms part of the Shire of Westonia business continuity program.

- **Maximum Tolerable Outage (MTO).** The maximum tolerable outage is the amount of time Shire of Westonia critical business functions may be unavailable before Shire of Westonia business operations are severely impacted. The MTO encompasses all activities from point of impact to point of recovery completion (as described in Section 5.1).
- **Recovery Time Objective (RTO).** The Recovery Time Objective is the time taken to recover the in-scope services for Shire of Westonia from disaster declaration to the point where the recovered infrastructure is handed over to Shire of Westonia business as usual.
- **Recovery Point Objective (RPO).** The recovery point objective is the worst data loss that Shire of Westonia is willing to accept. In other words, this is the point from which recovery of lost data must take place.



2.5 Scope of Recovery

This plan is devised to address a significant outage of the core IT infrastructure at Shire of Westonia and will therefore only cover Information Technology and Telecommunication (IT&T) Services.

2.5.1 Exclusions

- This DRP does not address the recovery of non-IT related Shire of Westonia business operations during a disaster, such as manual fallback procedures, and/or resynchronization of business processes. Responsibility for this resides within the relevant groups within Shire of Westonia.
- Any development or test environments.
- Any disaster affecting a greater area than the Shire of Westonia office location.
- All standard exclusions, such as Core Application maintenance & telecommunication maintenance.
- While ordering stock to aid in recovery is the responsibility of Market Creations, there may be delays in shipping and delivery that are uncontrollable.

2.5.2 Recovery Validation

- Post-recovery, system health checks are performed by 2V.Net IT Solutions.
- Validation checks are performed by business representatives.

2.5.3 General Exclusions

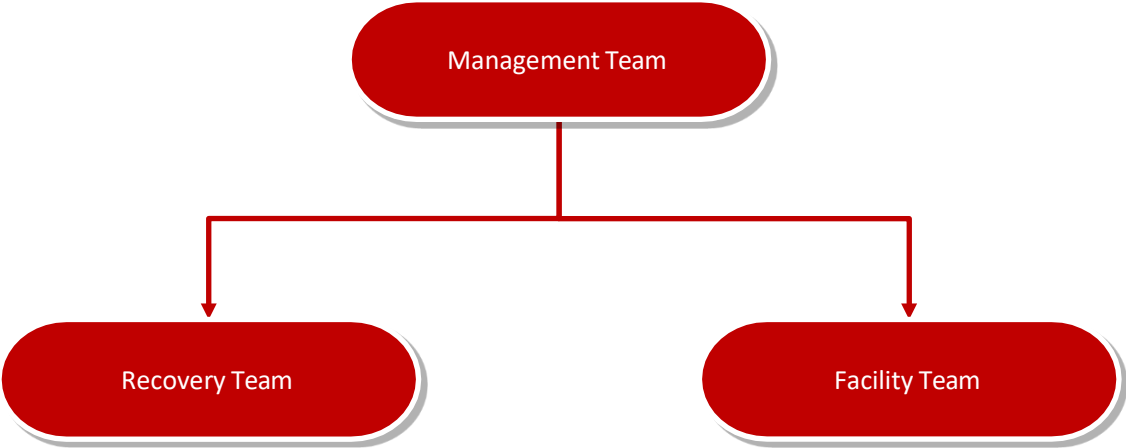
- A disaster of such magnitude that there are not enough personnel to resource the recovery in order to meet Shire of Westonia objectives.

3.0 Organisation

3.1 The Crisis Management Team

The Crisis Management Team (“CMT”) includes 2 sub-teams responsible for the successful execution of the IT DR Plan. These teams are:

- **The Management Team** – responsible for managing the recovery, and communicating with vendors, key clients, stakeholders and Shire of Westonia senior management. This team is also responsible for the on-going recovery program and for keeping this plan current during a disaster
- **The Recovery Team** – Responsible for restoring computing services at alternate facilities. The Recovery Team will also restore computing service at the restored original facilities, if available.
- **The Facility Team** – responsible for damage assessment, damage mitigation, salvage, and the physical restoration of the office environment.

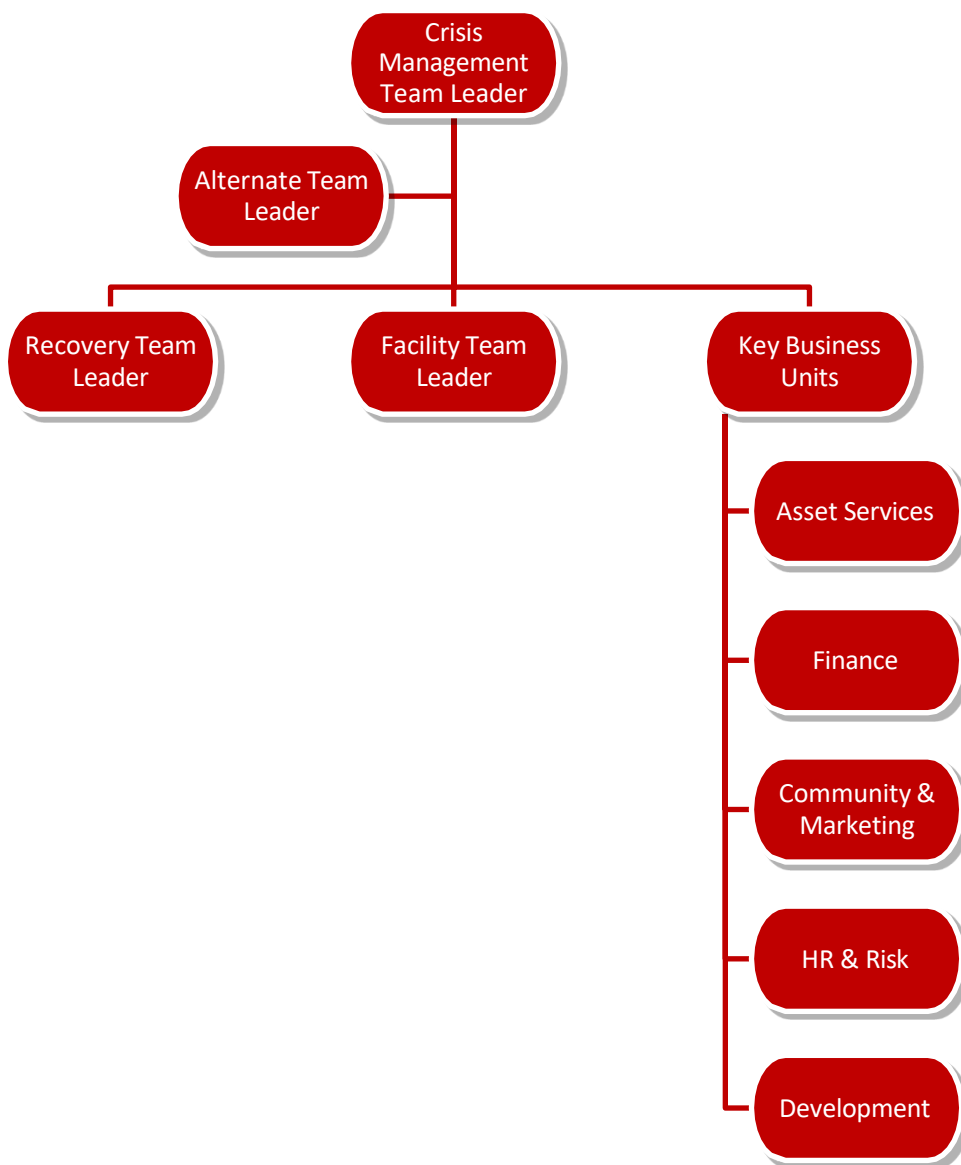


3.2 The Management Team

The Management Team is responsible for deciding on the course of action and coordinating all activities during the recovery period. The table below shows the kinds of skills and authority levels needed for Management Team membership.

Use this table to determine team membership assignments. One person could have more than one of the responsibilities. For example, the Management Team Leader often has authority for public relations and financial authority.

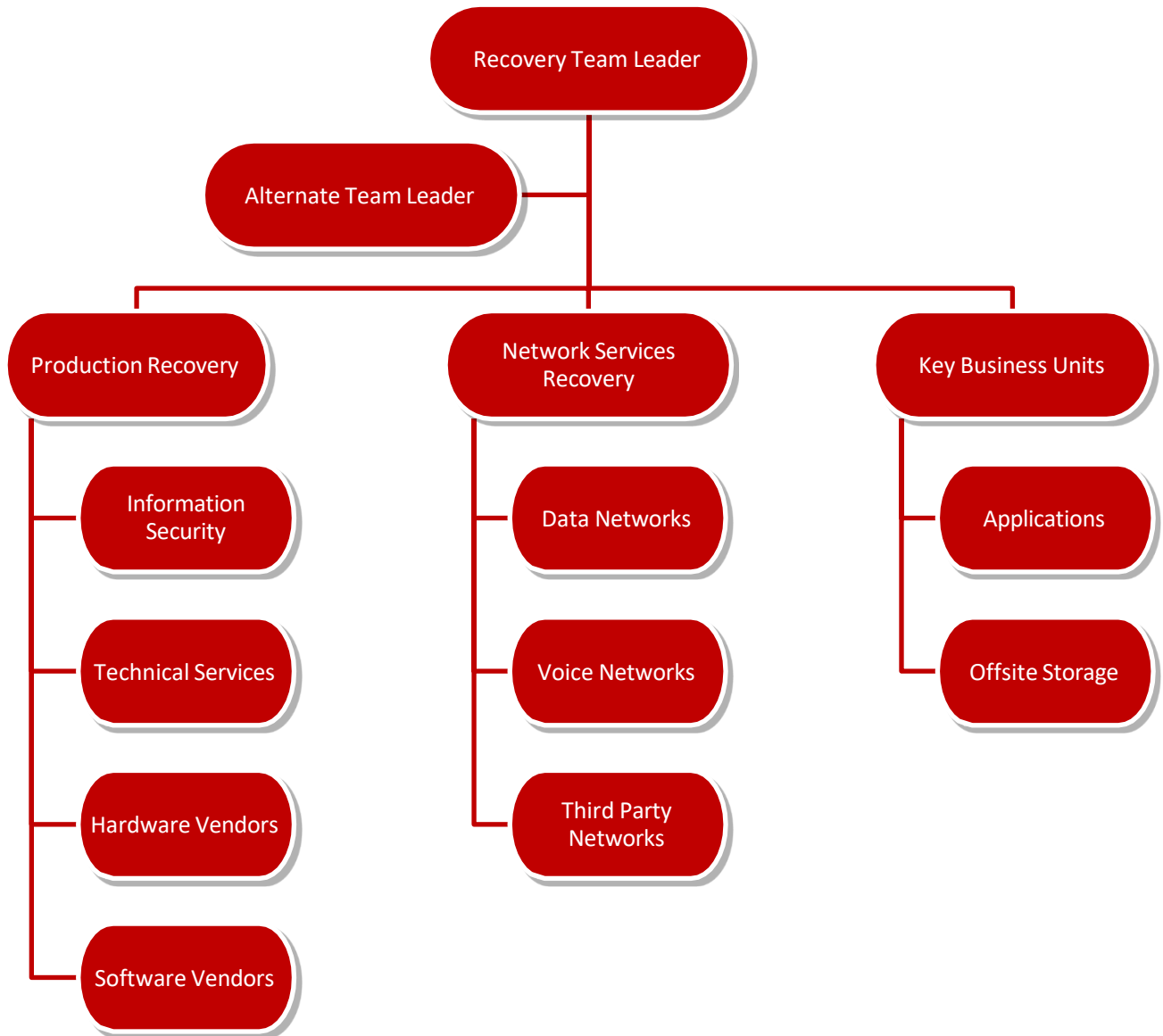
Refer to Section 4.1 for details on Management Team members, roles and responsibilities.



3.3 The Recovery Team

The purpose of the Recovery Team is to establish operations at an alternate-processing site or restore services at the disaster site.

Refer to Section 4.2 for details on Recovery Team members, roles and responsibilities.

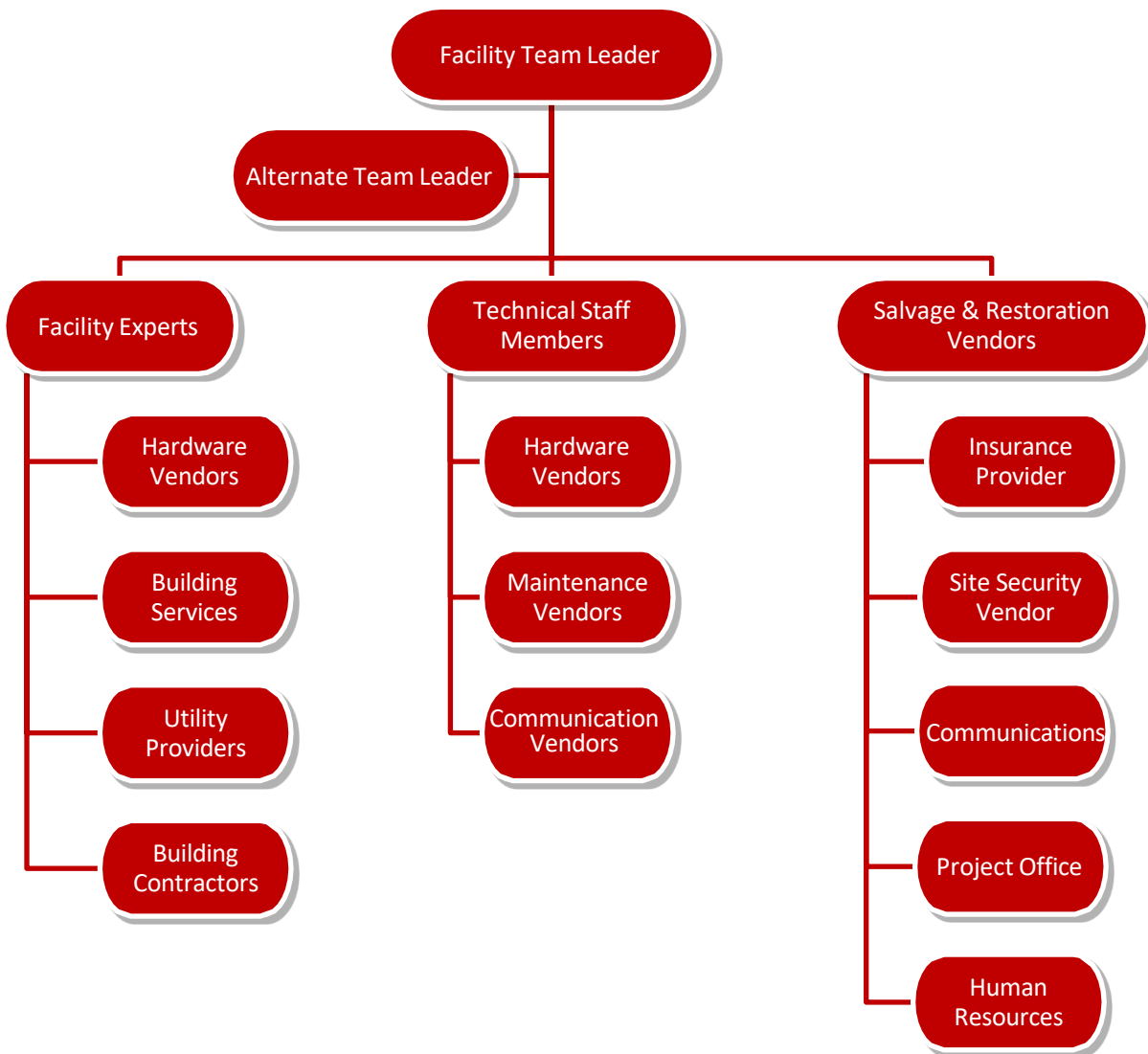


3.4 The Facility Team

The purpose of this team is to secure, salvage, and restore the Shire of Westonia office location to operational status as quickly as possible. The team may also be needed to prepare an alternate facility for occupation. The skills required of team members include knowledge of computing and network hardware. The Facility Team leader is also a member of the management team. The table below shows the kind of skills and authority levels needed for Facility Team membership.

The Facilities Team is tasked with conducting an in-depth damage assessment with recommendations to management on required repair or restoration activities. Concurrent with performing their evaluation procedures, members are responsible for initiating and monitoring recovery tasks assigned to their functional areas. Each team has its own chapter of detailed instructions later in this plan.

Refer to Section 4.3 for details on Facility Team members, roles and responsibilities.



4.0 Roles and Responsibilities

4.1 Management Team

Management Team membership, roles and responsibilities are summarised in the table below.

Team Member	Role/Responsibility
Crisis Management Team Leader Chief Executive Officer	Senior manager to oversee recovery. Authority to declare a disaster.
Alternate Mgmt. Team Leader Deputy Chief Executive Officer	Full authority to act if Team Leader is not available.
Facility Team Leader Chief Executive Officer	Oversee facility, security, damage assessment, salvage and reconstruction.
Recovery Team Leader Chief Executive Officer	Knowledge of computer operations, systems & networks.
Manager, Communications Chief Executive Officer	Authority to speak for the organisation.
Corporate Legal Chief Executive Officer	Ability and authority to make legal/contractual decisions.
Manager, Human Resources Deputy Chief Executive Officer	Knowledge and authority to make Human Resources decisions.
Manager, Finance Chief Executive Officer	Authority to spend the amounts required to fund recovery in the first days.

4.2 Recovery Team

Recovery Team membership, roles and responsibilities are summarised in the table below.

Team Member	Role/Responsibility
Recovery Team Leader Chief Executive Officer	Internal IT resource knowledgeable of computer operations, systems, etc. <ul style="list-style-type: none"> • Request/Retrieve the off-site backup data – as described in APPENDIX D. • Establish the command centre, as described in section 5.6 • Advise the alternate site of a disaster alert prior to a disaster being declared. • Advise the alternate site of a declared disaster. • Advise the alternate site of a stand down from alert if recovery is not to be affected at the site or the disaster is not declared. • Liaise with alternate site management and personnel.
Alternate Team Leader Deputy Chief Executive Officer	Full authority to act if Team Leader is not available.
Production Operations Recovery: 2V.Net IT Solutions	Restore IT operations, print services and IT security services.
Network Services Recovery - Data: 2V.Net IT Solutions Network Services Recovery - Voice: Internet Provider/Telephone Provider	Aid in the recovery of voice and data network infrastructure. Includes recovery of hardware components, connectivity to the recovery site and recovery of critical network software. Liaison with relevant telephony vendor(s).
Server Recovery: 2V.Net IT Solutions	Aid in the recovery of critical servers and applications. Liaison with relevant application vendor(s).

4.3 Facility Team

Facility Team membership, roles and responsibilities are summarised in the table below.

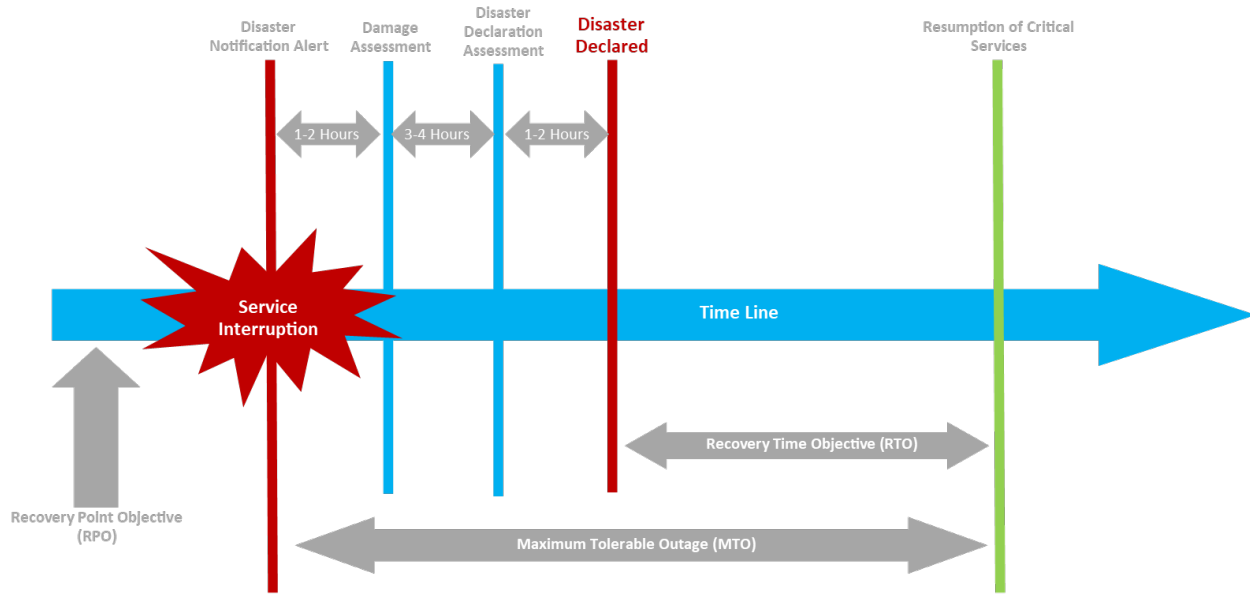
Team Member	Role/Responsibility
Facility Team Leader Chief Executive Officer	Authority and knowledge to deal with damage assessment, damage mitigation, salvage, restoration, alternate site installation, etc.
Alt. Facility Team Leader Deputy Chief Executive Officer	Authority and knowledge to act in place of the team leader.
Hardware Experts: 2V.Net IT Solutions	As required, depending upon the situation. Liaison with 3 rd party hardware vendors.
Technical Staff Members: 2V.Net IT Solutions	Will be sourced from the 2V.Net IT Solutions personnel pool to assist with salvage, restoration, etc.

5.0 Processes

5.1 Recovery Strategy

Following the occurrence of a suspected disaster, there are **three** processes that will take place prior to the activation of the actual recovery process:

- **Disaster Alert Notification** – to notify CMT members, recovery teams, and the offsite media storage provider (Market Creations) that a disaster may have occurred or is evolving.
- **Damage Assessment** – to ascertain whether a disaster has occurred, assess the extent of the damage and to assemble the recovery teams if necessary.
- **Disaster Declaration Assessment** – to ascertain if the predetermined MTO is likely to be compromised and that invoking the IT DR Plan and its associated procedures is necessary.



If there is a major incident where the damage is not widespread and Shire of Westonia is not seriously affected, it may not be obvious to the person(s) who detected such an incident whether it constitutes a disaster, especially when the damage is confined and local. Where possible, it is expected that the usual problem management procedures be followed in dealing with such incidents.

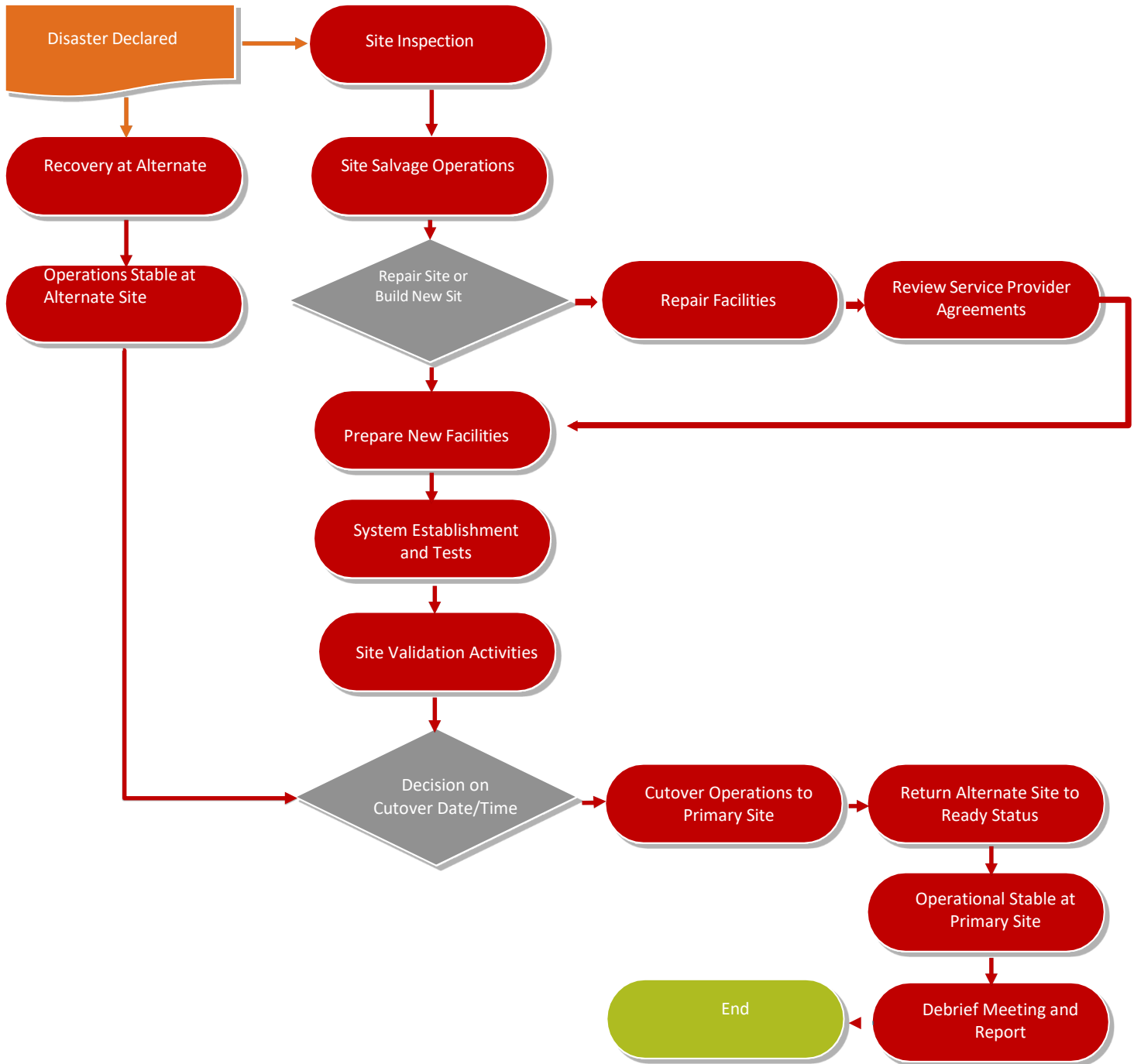
5.2 Business Resumption

This section provides the approach to restoring the Shire of Westonia disaster site or establishing a new office location. The extent and timing of the recovery activities will vary depending upon the nature of the disaster. These activities will need to be coordinated and planned as a parallel stream to establish stable production operations at the recovery site. Detailed activities are contained in the Procedures section of this document.

The decision concerning the approach to re-establishing the Shire of Westonia site and secondary sites should be made as soon as practically possible after a disaster occurs. This allows all the affected areas to adapt their procedures and staffing according to the expected length of the outage. The alternatives to be considered are:

1. The Shire of Westonia office location is to be restored to original operating status. This will require the establishment of new technical infrastructure according to current requirements and specifications.
2. The Shire of Westonia office location is to be upgraded to preferred level of operating status. This will require:
 - establishment of new technical infrastructure according to revised requirements
 - establishment of new facilities and services according to revised requirements.
3. A new office location is chosen. This will require:
 - assessment and risk analysis of the new site for suitability
 - new arrangements with 2V.Net IT Solutions to be established (i.e., for off-site data collections and deliveries)
 - establishment of new technical infrastructure according to current requirements and specifications.
4. The secondary site is to become the new production site. This will require:
 - assessment and risk analysis of the new site for suitability
 - a new secondary site to be established
 - communications, floor space and other facilities to be upgraded to be commensurate with the original production site
 - establishment of new technical infrastructure according to current requirements and specifications.
 - new arrangements with 2V.Net IT Solutions to be established (e.g., for off-site data collections and deliveries)

5.3 Business Resumption Process



5.4 Debriefing

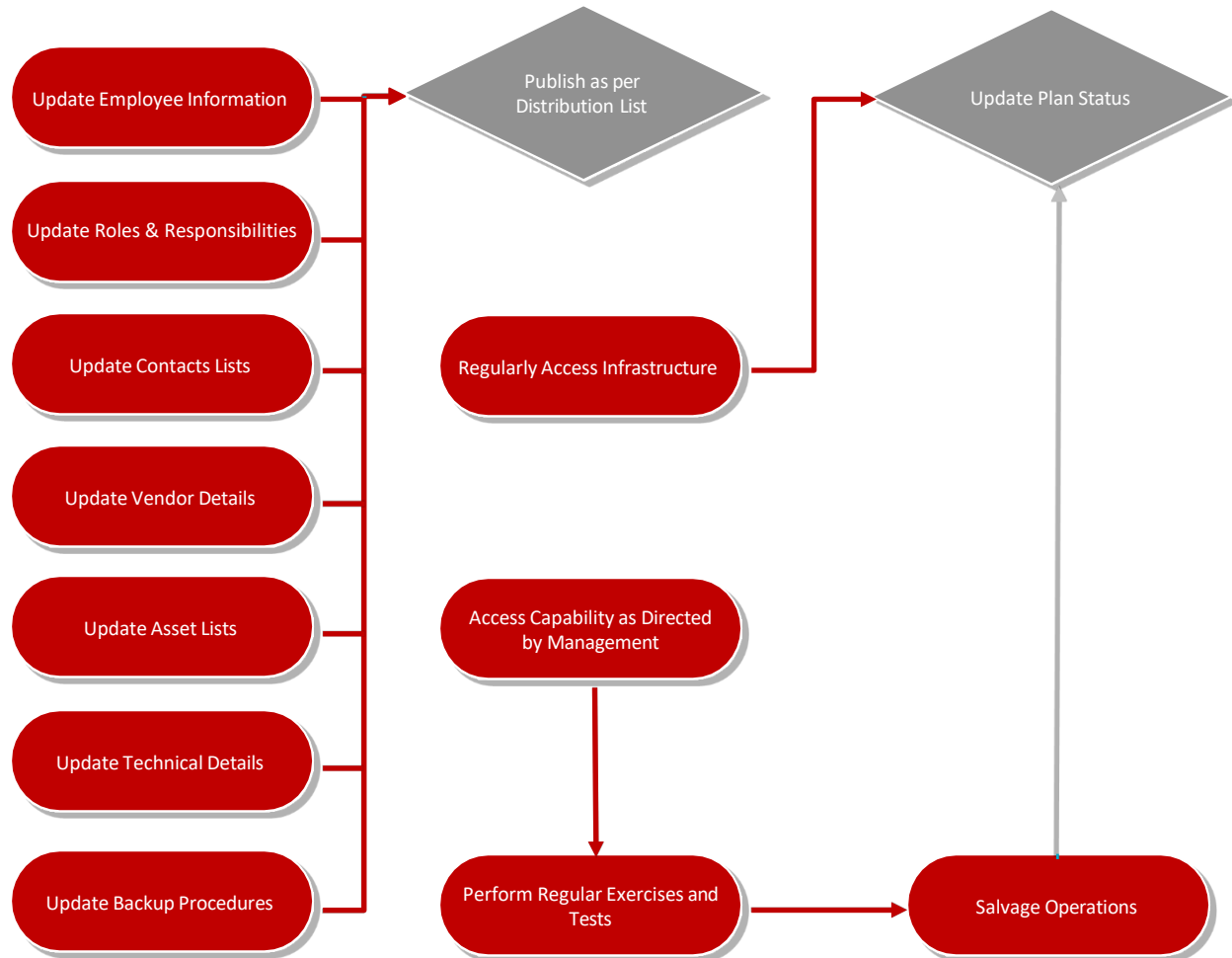
Prior to closure of a disastrous situation and standing down of the Crisis Management Teams, a debriefing of all participants should be conducted. A debriefing will ensure that:

- all required recovery and normal business resumption tasks have been performed
- ongoing system, business and client impacts are being addressed
- Shire of Westonia can ascertain and understand the cause, nature and impact of the disaster on the organisation
- financial impacts are clearly identified and documented for insurance claims
- lessons learned are clearly identified and incorporated into a knowledge database for future IT DR Plan development and disaster management
- deficiencies in the current process are clearly identified in way that projects can be established to rectify them or mitigate them.

A report should be produced covering the above mentioned aspects. This should be contained in a central knowledge register with lessons learned incorporated into new IT DR Plans.

5.5 Maintain IT DR Plan Documentation

The IT DR Plan will be updated annually, or when significant business change occurs, and should be maintained as illustrated in the chart below.

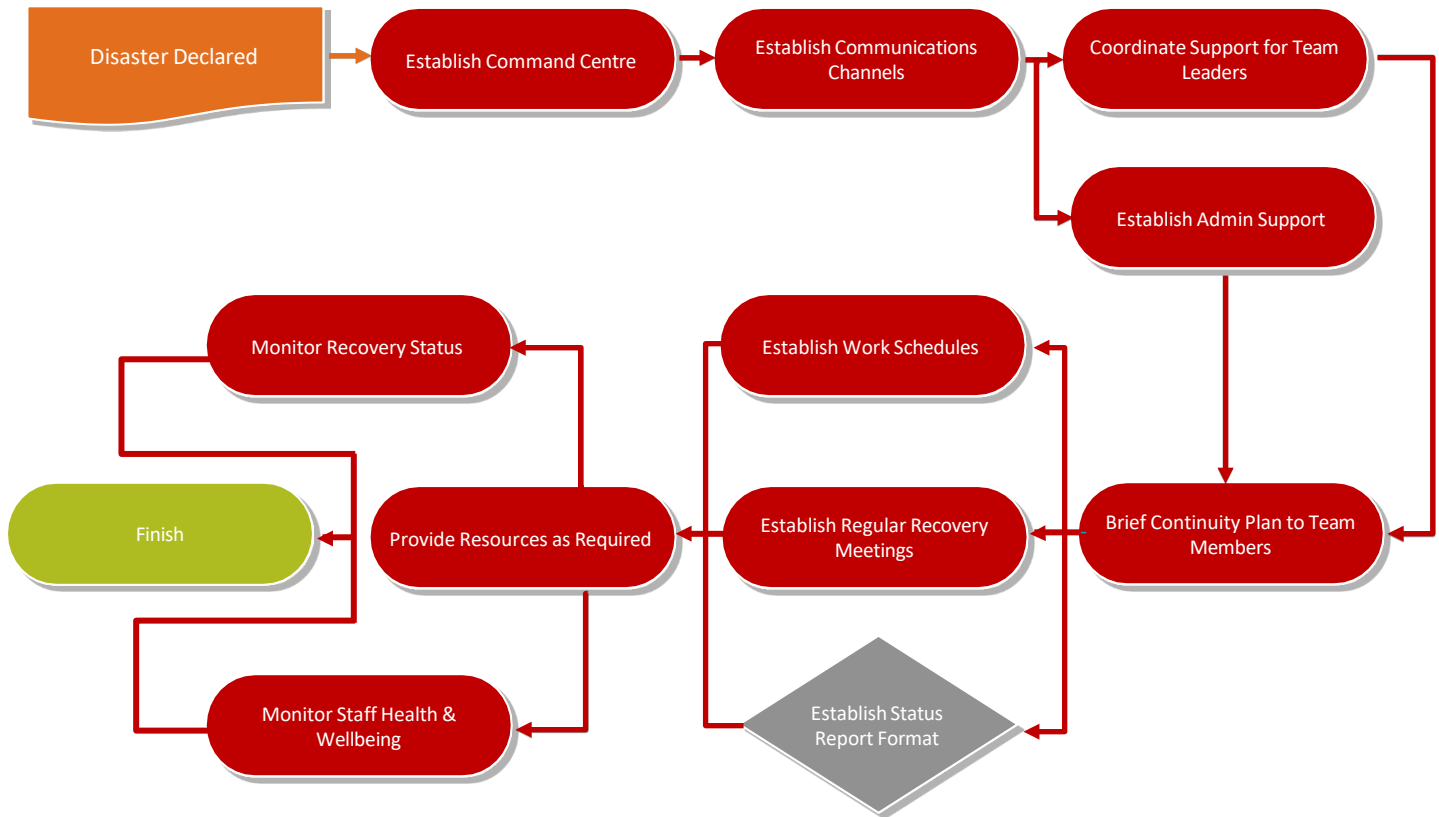


On an on-going basis, 2V.Net IT Solutions may:

- periodically assess the conditions, status, capabilities and availability of backup computers, PCs, LAN, telecommunication configurations, and the facility
- perform special studies requested by the Management Team to improve the efficiency of equipment and recovery procedures
- prepare periodic status reports for the Management Team
- coordinate business recovery tests and prepare test results and recommendations for plan improvement
- maintain and distribute this plan.

5.6 Command Centre Operations

The command centre will be the physical office that will be used in the event of a major disaster, the place where staff and vendors will first gather to establish the direction for dealing with the disaster at hand. Setting up and operating the command centre is the responsibility of the Management Team Leader, with activities as shown in the figure below.

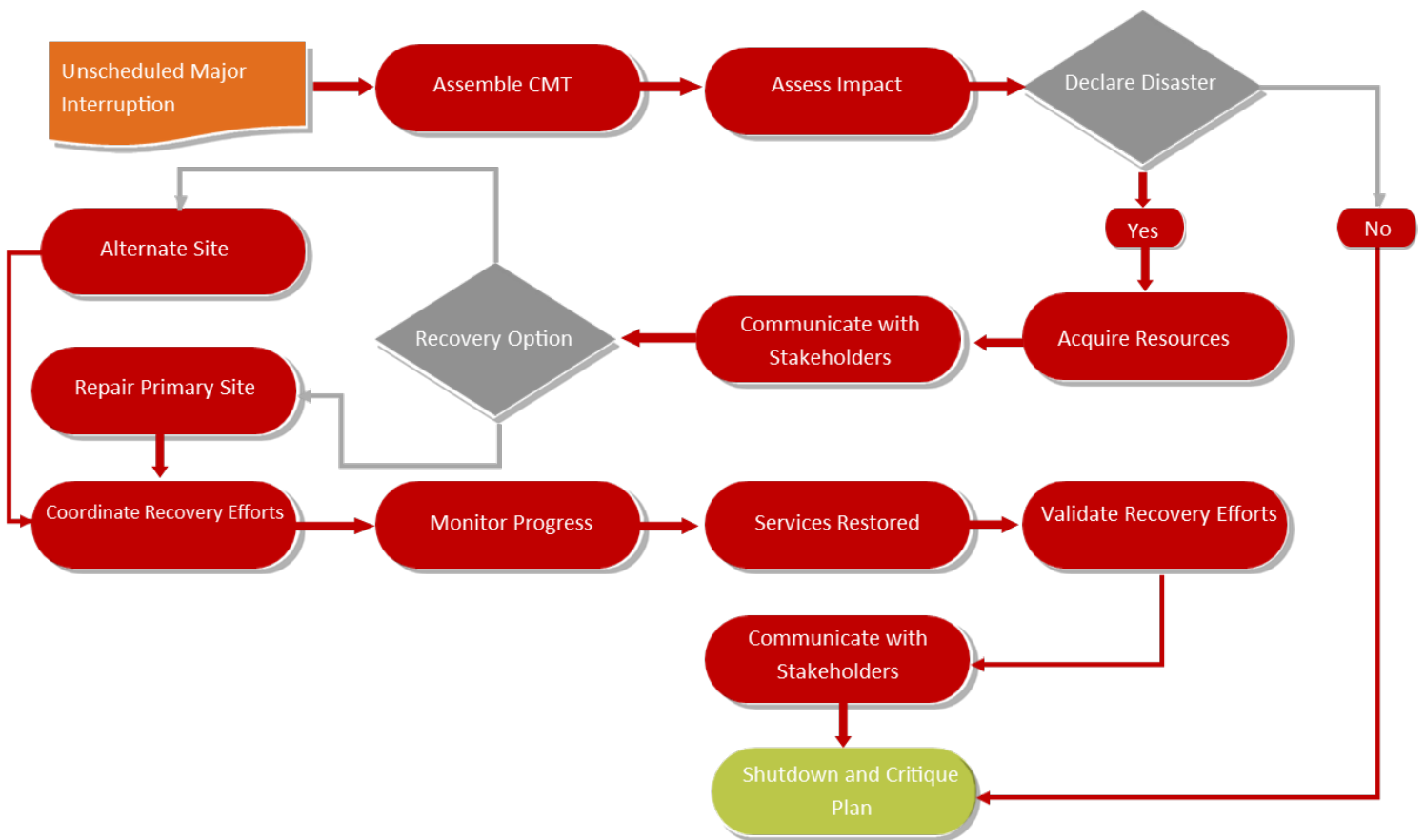


6.0 Procedures

6.1 Management Team

6.1.1 Management Team Actions Overview

The Management Team is responsible for the entire disaster recovery process; from when the team is established until all services have been returned to the office location or new location. The Management Team Leader or delegate, with input from relevant key personnel, has the exclusive authority to declare a Disaster and consequently activate this plan.



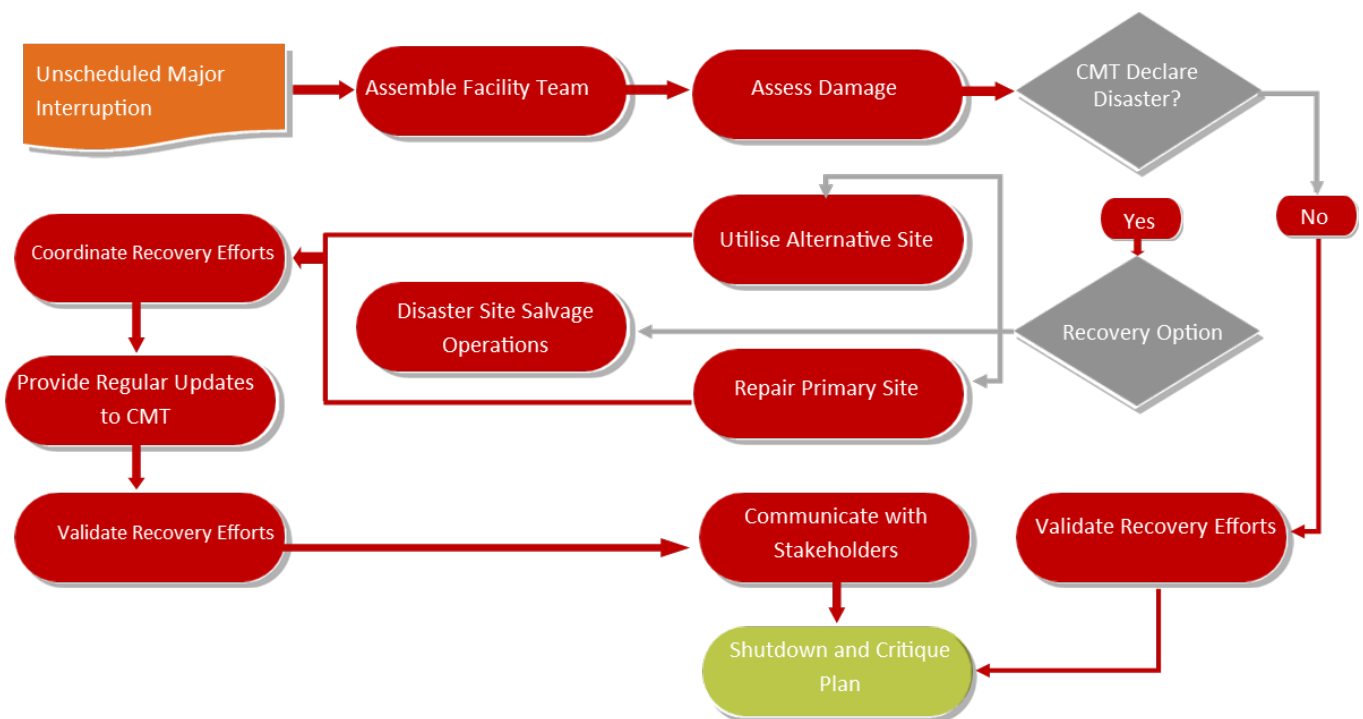
6.1.2 Management Team Actions

No.	Action Step	Responsibility	Time	Resources	Process Time	Comments
1	Assemble Key Staff	Management Team Leader				
2	Assess Damage	Facility Team				
3	Decide Whether to Declare a Disaster or Not. If YES, go to Step 7.	Management Team Leader				
4	Restore Functions at Shire of Westonia office location	Each Team Leader				
5	Debriefing of the Recovery	Management Team Leader				
6	Finish	If Disaster alert is stood down				
7	DECLARE A DISASTER - Initiate recovery to alternate site	Authorised individuals named in the Management Team				
8	Communicate with Groups and coordinate recovery	Management Team Leader				
9	Acquire equipment and supplies	All Teams				
10	Build New or Rebuild Office Location	All Teams				
11	Monitor Progress	Management Team Leader				
12	Move to New or Rebuilt Office Location	All Teams				
13	Discontinue Use of Alternate Site	Management Team Leader				
14	Debrief of Plan	Management Team Leader				

6.2 Facility Team

6.2.1 Facility Team Actions Overview

Prior to activating the Facility Team, the designated Facility Team leader should remain close to the scene of the disaster to help direct Emergency Services personnel. If evacuation is necessary, all personnel should immediately proceed to the pre-determined location, well clear of the building. A head count must be taken there to ensure that no one has been left behind, including visitors, contractors, etc. If there have been any injuries, immediately identify those people who can offer medical help, such as first aid.



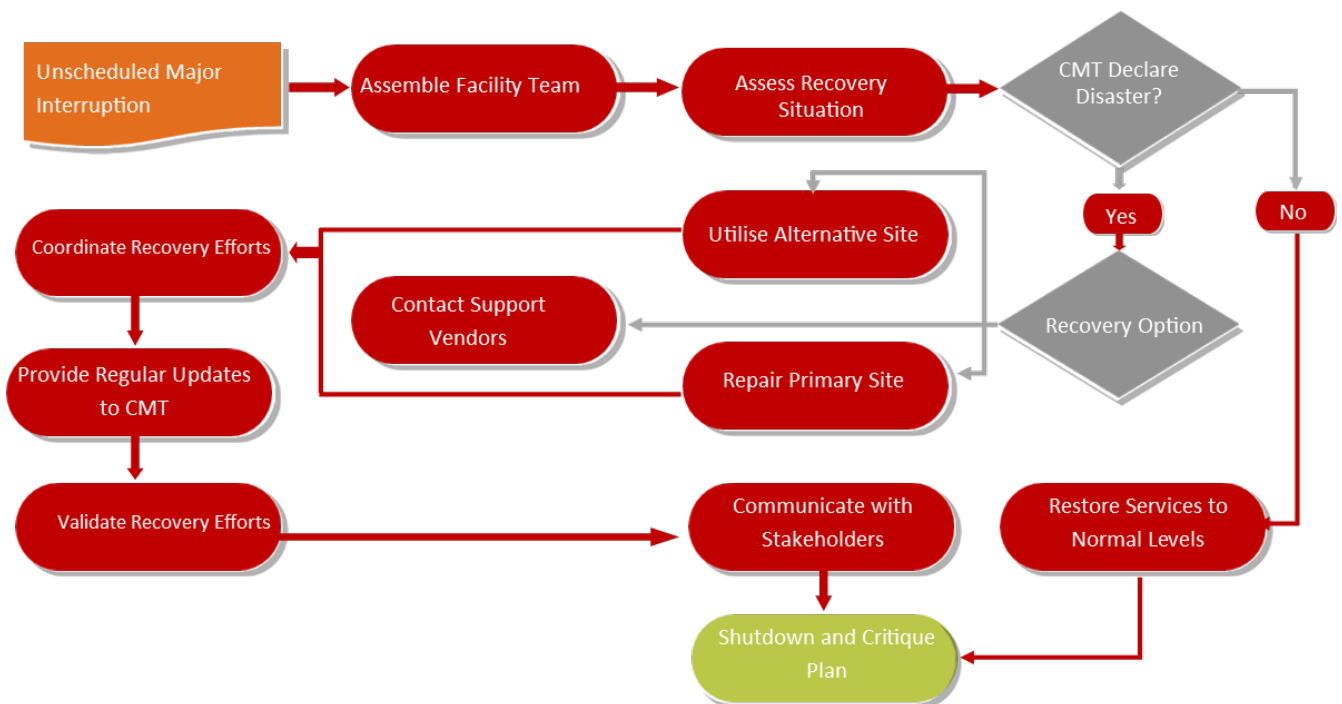
6.2.2 Facility Team Actions

No.	Action Step	Responsibility	Time	Resources	Process Time	Comments
1	Activate Facility Team	Management Team Leader				
2	Disaster Site Evaluation & Salvage	Facility Team Leader				
3	Relocate or Rebuild Office Location. If decision is to relocate, go to step 10.	Facility Team Leader				
4	Plan Office Location Rebuild	Facility Team Leader				
5	Hold Recovery Status Meeting	Management Team Leader				
6	Coordinate Move back to Shire of Westonia Office Location	Facility Team Leader				
7	Discontinue use of alternate location if one was required	Facility Team Leader				
8	Delivery plan critique	Facility Team Leader				
9	Finish	Management Team Leader				
10	Assist Alternate Site selection	Facility Team Leader				
11	Coordinate Move to alternate location	Facility Team Leader				
12	Discontinue use of office location	Facility Team Leader				
13	Delivery critique of BC Plan	Facility Team Leader				
14	Finish					

6.3 Recovery Team

6.3.1 Recovery Team Activities Overview

This section contains the procedures to be followed by the Recovery Team. The Recovery Team includes the hardware, software, and communications experts who travel to the alternate site. The Recovery Team restores the software and data onto an alternate-computing platform and restores communications from that platform back to the users.



[6.3.2 Recovery Team Actions](#)

No.	Action Step	Responsibility	Time	Resources	Process Time	Comments
1	Activate Recovery Team	Management Team Leader				
2	Is Main office and existing infrastructure available for recovery? If NO, go to Step 7.	Management Team Leader				
3	Restore Data Communications	Recovery Team Leader				
4	Recover or rebuild affected servers from latest available MRS data on	Recovery Team Leader				
5	Client testing of recovered systems	Management Team Leader				
6	Critique Plan - Finish	Recovery Team Leader				
7	Build Alternate Site - Transfer Operations	Recovery Team Leader				
9	Restore or implement Data Communications	Recovery Team Leader				
8	Recover or rebuild affected servers from latest available MRS data on loan hardware	Recovery Team Leader				
9	Make loan hardware available to client	Recovery Team Leader				
10	Client testing of recovered systems	Management Team Leader				
11	Coordinate Move to New/Rebuilt office location	Management Team Leader				
12	Post disaster - migrate live data / servers to new or salvaged infrastructure	Recovery Team Leader				
13	Deliver critique of DR Plan	Recovery Team Leader				
14	Finish					

Appendix A – Contact List

Shire of Westonia Management

Position	Name	Phone	Mobile
Chief Executive Officer	Bill Price		0427 467 063
Deputy Chief Executive Officer	Jasmine Geier		0427 070 775

Shire of Westonia Other Staff

Position	Name	Phone	Mobile
Construction Supervisor	Kevin Paust		0427 467 077
Administration Officer	Lani Hale		0409 518 463
Community Development Officer	Stacey Geier		0428 333 810
Senior Finance Officer	Heather Lockyer		0458 153 812

Facility Team

Position	Name	Phone	Mobile
Deputy Chief Executive Officer	Jasmine Geier		0427 070 775
Administration Officer	Lani Hale		0409 518 463
Senior Finance Officer	Heather Lockyer		0458 153 812

Recovery Team

Company / Position	Name	Phone
IT Support Vendor	2V.Net IT Solutions	08 9964 4223
Internet Provider	Ramelius Resources Ltd	08 9046 8000
Telephone Provider	Telstra	1800 066 594

Disaster Recovery / Salvage Vendors

Company / Position	Name	Phone
IT Support Vendor	2V.Net IT Solutions	08 9964 4223

Key Vendor/ Supplier Contacts

Company / Position	Name	Phone
CCTV Vendor	Merredin Telephone Service	08 9041 1199

Emergency External Contacts

Company / Position	Name	Phone
Police	Merredin Police Station Mukinbudin Southern Cross	P: 9041 1322 P: 9047 2200 P: 9081 2100
Electricity	Western Power	13 13 51
Water	Water Corporation	13 13 75
Fire Emergency Services	7 Benson Rd Merredin	P: 9041 2266 P: 13 33 37 P: 132 500
Doctor	Westonia Medical Clinic	P: 9046 7063
Hospital	Merredin District Hospital	P: 9081 3222 Fax 9081 3395
	Southern Cross District Hospital	P: 9081 2222 Fax 9049 1196
Ambulance	St John Ambulance Westonia Sub Centre	Emergency P: 000 Non-Emergency P: 131 233
Chief Bush Fire Control Officer	Frank Corsini	M: 0429 135 230
Deputy Bush Fire Control Officer	Michael Crook	M.0428 449 004
Waste Contractor	Avon Waste	P: 9641 1318
Communication	Telstra	P: 132 203
Poison	Poisons Information Centre	P: 131 351

Appendix B – System Recovery Requirements

Recovery Priority for I.T. Systems

Recovery Priority	Key Function Critical Aspects	RTO	MTO	Team Dependency
1	Adobe Creative Suite 6	3 Days	10 Days	Community & Marketing
2	Adobe Acrobat X	3 Days	5 Days	Community & Marketing
3	RMS Cloud	3 Days	5 Days	Community & Marketing
4	Corporate Data	1 Day	3 Days	All
5	Corporate Website	3 Days	5 Days	Finance, Community & Marketing, HR & Risk
6	Email & Exchange Online	1 Day	3 Days	All
7	Internet Connectivity	1 Day	5 Days	All
8	Microsoft Office	3 Days	5 Days	All
9	Multi-Function Devices	3 Days	7 Days	All
10	RAM	3 Days	5 Days	Asset Services
11	Remote Access / Terminal Server	1 Day	3 Days	All
12	SynergySoft	1 Day	3 Days	All

Appendix C – Command Centre Details

Command Centre Locations if the Shire of Westonia office is not available.

OLD CRC BUILDING (WESTONIA MEDICAL CLINIC)

- Address: Wolfram Street, Westonia, WA 6423
- Seating Capacity: No. > 5

Command Centre Checklist

Activity	Checked ok?
Establish a command centre work location for each activated recovery team, staff department and vendor.	
- Ensure that adequate furniture, fixtures, PCs, telephones, supplies and space are provided for each group. Use the Resource Checklist at the end of this section.	
- Prepare signs that identify the room or work area assigned to each group.	
Establish incoming and outgoing communication channels.	
- Assign specific telephones to be used for incoming and outgoing calls.	
- Continue department notification activities until all personnel have been reached.	
- Assign personnel to monitor the telephones designated for incoming calls.	
- Inform the company telephone operators to direct all return calls to the assigned extension(s) at the command centre.	
Coordinate staff department support with team leaders during the recovery.	
- Meet with security representative to review the need to assign security personnel to secure the damaged business site and the recovery operations site(s). Depending on the nature of the disaster, tighter than normal security for personnel and property may be required.	
- Request that admittance be restricted to only authorised personnel who have proper identification (company ID badge, etc.).	

<ul style="list-style-type: none"> - Work with the Facility Team to identify equipment requirements and arrange for the Purchasing Department representative to provide the following: 	
<ul style="list-style-type: none"> - Heavy duty copy machines 	
<ul style="list-style-type: none"> - Miscellaneous paper, pencils pens, etc. 	
<p>Ensure all third-party vendors are contacted and notified of the situation.</p>	
<p>Brief the recovery plan to core recovery team members.</p>	
<p>Establish a command centre work location for each activated recovery team, staff department and vendor.</p>	

Activity	Checked ok?
Establish status reporting processes and formats.	
Create the following status charts, using flip charts or other media, for display at the command centre:	
- Information Status Display	
- General Message Board	
- Personnel Accommodation Board	
Establish regular recovery meetings	
- Keep all recovery team personnel informed of the recovery progress.	
- Advise recovery team leaders.	
- Arrange and organise a meeting place.	
- Record minutes of the meetings.	
- Have minutes typed, obtain approval, and distribute them.	
Establish work schedules for 24-hour coverage.	
- Align the off shift work effort with the Recovery Time Objective.	
Continue to evaluate the level of people and resources and add or subtract as needed.	
- HR and Purchasing are the focal points for people and resources.	
Monitor personnel for signs of fatigue.	
- Sufficient rest is required to maintain an efficient recovery operation. For health and efficiency reasons, no recovery personnel should work excessive hours without an eight-hour rest period.	

Resource Checklist

The command centre should be well equipped with extensive communications facilities.

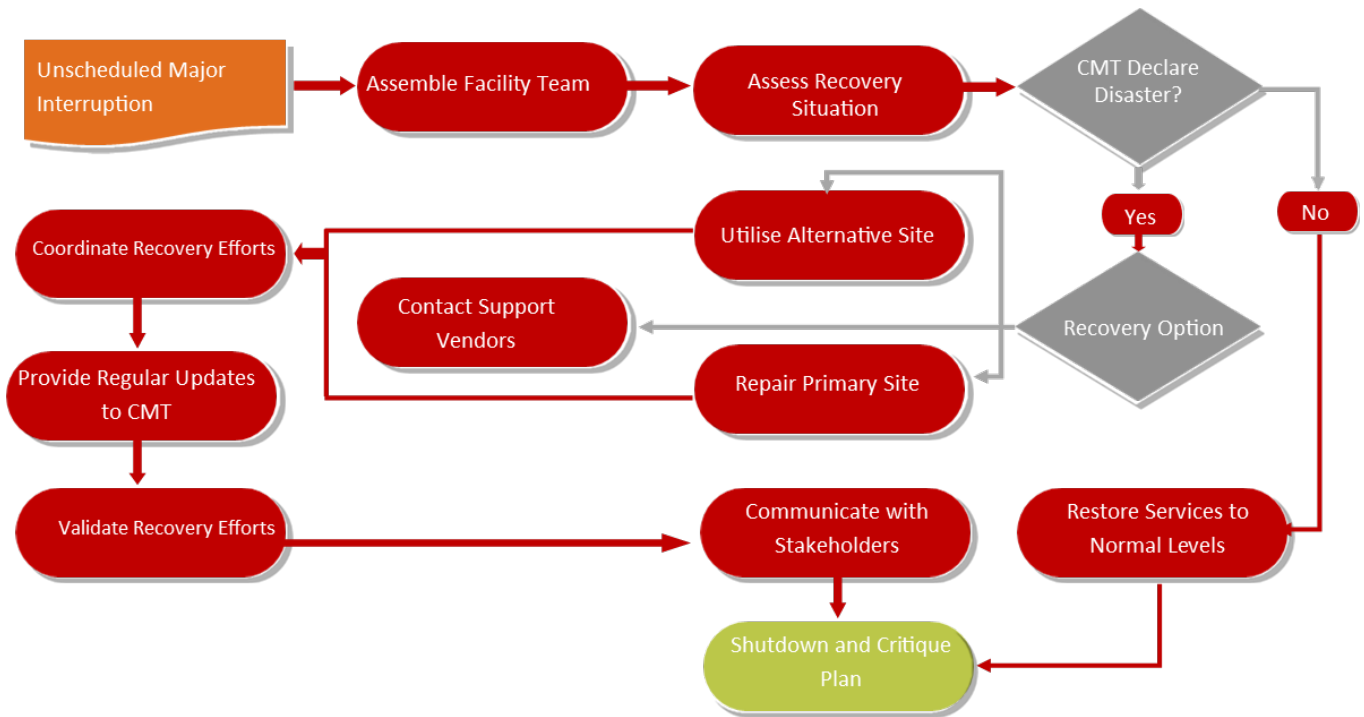
Communications are highly critical when rescue and medical care are primary, and time is of the essence. This is particularly true when families of key personnel are threatened. Without effective mass communications, your key personnel may leave to be with their families.

In addition to the communications facilities mentioned above, the command centre should be outfitted with, or have ready access to food, clothing, sleeping accommodations, and other supplies needed to manage the recovery effort.

An example checklist is provided below.

Resource	Checked ok?
2-way Radio	
Camera or Video Recorder	
CD/DVD Player	
Chart to record recovery milestones	
Credit cards and cash	
FM Radio	
Food / Water	
Internet Connection / VPN	
Medical supplies	
Mobile Phones (2 are recommended)	
PCs and printers	
Photocopier	
Portable light	
Projector	
Telephones	
Telephone directories	
Television	
Whiteboard	

Appendix D – IT Recovery Procedures



Procedures

No.	Action Step	Responsibility	Time	Resources	Process Time	Comments
1	Activate 2V.Net IT Solutions	Management Team Leader				
2	Assess Recovery Situation	Recovery Team				
3	Disaster Declared? <i>If yes, go to Step 6.</i>	Management Team Leader				
4	Restore Services to Normal Levels	Recovery Team				
5	Finish and Critique Plan	CMT & Recovery team				
6	Choose Site Recovery Option. <i>If Shire of Westonia Office Location, go to Step 9</i>	Management Team Leader & Recovery Team				
7	Notify Support Vendors	Recovery Team				
8	Prepare Alternate Site (refer to appendix E)	Facility Team Leader & Recovery Team				
9	Shire of Westonia Office Location Salvage Operation	Facility Team Leader & Recovery Team				
10	Order all Necessary Hardware	Recovery Team				
11	Re-establish Communications Onsite	Recovery Team				
12	Obtain/Order Required Software and Licensing	Recovery Team				
13	Update CMT on status	Recovery Team				
14	Prepare Servers for Deployment to Site	Recovery Team				
15	Deploy & Install Hardware	Recovery Team				
16	Test all Critical Business Functions	Recovery Team				
17	Signoff by CMT	CMT				
18	Finish and Critique Plan	Recovery Team				

Appendix E – Current Recovery Procedure / Policies

Site Recovery Manager 6.5.1 is used by 2V.Net IT Solutions for backup and recovery. The Shire's backups outside of SRM have a retention of **30 days**. The SRM DR is **3 days**. As far as the procedure around the enactment of DR within SRM, this is managed at a Service Provider level for the Shire as they have no visibility into the system.

Appendix G - Additional Information / Comments

Please provide any additional information that you believe may assist the business continuity document.

Name	Comment	Date

Glossary

ACTIVATION: The implementation of disaster recovery capabilities, procedures, activities, and plans in response to an emergency or disaster declaration; the execution of the recovery plan.

ALERT: Notification that a potential disaster situation exists or has occurred; direction for the recipient to stand by for possible activation of the Disaster Recovery Plan.

ALTERNATE SITE: An alternate operating location to be used by business functions when the main office location is inaccessible. 1) Another location, computer centre or work area designated for recovery. 2) Location, other than the main office location, that can be used to conduct business functions. 3) A location, other than the normal facility, used to process data and/or conduct critical business functions in the event of a disaster. SIMILAR TERMS: Alternate Processing Facility, Alternate Office Facility, Alternate Communication Facility, Backup Location, Recovery Site, and Recovery Centre.

ALTERNATE WORK AREA: Office recovery environment complete with office infrastructure (desk, telephone, workstation, and associated hardware, communications, etc); also referred to as Workspace or Alternative Work Site.

APPLICATION RECOVERY: The component of Disaster Recovery that deals specifically with the restoration of business system software and data, after the processing platform has been restored or replaced.

BACKUP GENERATOR: An independent source of power, usually fuelled by diesel (sometimes natural Gas).

DISASTER RECOVERY PLANNING: Process of developing advance arrangements and procedures that enable an organization to respond to an event in such a manner that critical business functions continue with planned levels of interruption. SIMILAR TERMS: Contingency Planning, Recovery Planning.

BUSINESS CONTINUITY PROGRAM: An ongoing program supported and funded by executive staff to ensure business continuity requirements are assessed, resources are allocated, and recovery and continuity strategies and procedures are completed and tested.

COLD SITE: An alternate facility that already has the environmental infrastructure in place required to recover critical business functions or information systems, but does not have any pre-installed computer hardware, communications network, etc. These must be provisioned at time of disaster.

COMMAND CENTRE: Facility separate from the main facility that is equipped with adequate communications equipment from which initial recovery efforts are manned and media-business communications are maintained. The management team uses this facility temporarily to begin coordinating the recovery process until the alternate sites are functional.

CONTACT LIST: A list of team members and/or key players to be contacted (Mobile Number, Home Number, Pager, etc.).

CRISIS MANAGEMENT TEAM: A crisis management team will consist of key executives as well as key role players (i.e. media representatives, legal counsel, facilities manager, disaster recovery coordinator, etc.) and the appropriate owners of critical organization functions.

DAMAGE ASSESSMENT: The process of assessing damage, following a disaster, to computer hardware, vital records, office facilities, etc and determining what can be salvaged or restored and what must be replaced.

DECLARATION: A formal announcement by pre-authorized personnel that a disaster or severe outage is predicted or has occurred, and that triggers pre-arranged mitigating actions (e.g. move to an alternate site).

DISASTER: A sudden, unplanned catastrophic event causing great damage or loss. Any event that causes an organization to be unable to provide critical business functions for a pre-determined period of time.

DISASTER RECOVERY: Activities and programs designed to return operations to an acceptable condition. 1) The ability to respond to an interruption in services by implementing a disaster recovery plan to restore critical business functions.

EMERGENCY: A sudden, unexpected event requiring immediate action due to potential threat to health and safety, the environment, or property.

HOT SITE: An alternate facility that already has the computer, communications and environmental infrastructure in place that is required to recover critical business functions or information systems.

IT DR PLAN: The document that defines the resources, actions, tasks and data required to manage the business recovery process in the event of a business disruption. The plan is designed to assist in restoring the business process within the stated disaster recovery goals.

MAXIMUM TOLERABLE OUTAGE (MTO): The maximum tolerable outage is the amount of time the critical business functions may be without the support of IT systems and applications before business operations are severely impacted. The MTO encompasses all activities from point of impact to point of recovery.

OFF-SITE STORAGE: Alternate facility, other than the primary production site, where duplicate vital records and documentation may be stored for use during disaster recovery.

RECOVERY POINT OBJECTIVE (RPO): The point in time to which systems and data must be recovered after an outage (e.g., end of the previous day's processing). RPOs are often used as the basis for the development of backup strategies.

RECOVERY TIME OBJECTIVE (RTO): The period of time within which systems, applications or functions must be recovered after a disaster declaration (e.g. one business day). RTOs are often used to determine whether or not to implement the recovery strategies/plan.

WARM SITE: An alternate processing site which is equipped with some hardware, and communication interfaces, electrical and environmental infrastructure which is only capable of providing backup after additional provisioning, additional software, or modifications.

9.1.6 RESERVE TRANSFERS

Responsible Officer:	Bill Price, CEO
Author:	Bill Price, CEO
File Reference:	
Disclosure of Interest:	Nil
Attachments:	Nil

Signature:	Officer	CEO
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Purpose of the Report

- Executive Decision Legislative Requirement

This report seeks Council’s endorsement for the transfer of funds to various Reserve accounts.

Background

Council in its annual budget makes considerations for the transfer of funds to and from the Reserve account depending on the immediate and/or long term needs of the Municipal budget or projects at hand.

The 2022/23 budget made recommendation for the following net transfers between accounts.

Plant Reserve	\$ 90,000 from Reserve to Muni
Swimming Pool Reserve	\$ 50,000 To Reserve from Muni
Building Reserve	\$ 250,000 To Reserve from Muni
Roadworks Reserve	\$ 200,000 To Reserve from Muni.

Comment

These figures were set at the commencement of last year’s budget and with a full year of operations and a healthy cash surplus at the EOY I am recommending that the following transfers between accounts take place.

Building Reserve	\$ 400,000 To Reserve from Muni
Swimming Pool Reserve	\$ 50,000 To Reserve from Muni
Roadworks Reserve	\$ 100,000 To Reserve from Muni.

Statutory Environment

Local Government Act 1995.

Policy Implications

Council does not have a policy in relation to this matter.

Strategic Implications

Sound Financial management practises by reserving funds for future project initiatives.

Financial Implications

Transfer of \$ 550,000 from the Municipal Fund to various Reserve Fund accounts which is earmarked for future projects.

In accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:

a) a matter affecting an employee or employees;

9.1.7 CHIEF EXECUTIVE OFFICER APPRAISAL

Responsible Officer:	Bill Price, CEO
Author:	Bill Price, CEO
File Reference:	
Disclosure of Interest:	Bill Price, CEO
Attachments:	Nil
Signature:	Officer

CEO

Purpose of the Report

Executive Decision Legislative Requirement

The purpose of this report is for Council to review and endorse the CEO's performance review as per the requirements of S 5.38 & 5.39 of the Local Government Act, 1995 as well as establish the next reporting period KPI's.

Background

The CEO was appointed to his position in January 2022. Annual Performance Reviews are required to be conducted in June of each year. As endorsed previously the CEO Performance Evaluation template was shared with Councillors for consideration and evaluation.

As the matter deals with the Personal Affairs of the CEO, Council will meet behind closed doors to discuss the review outcomes. The President and Councillors will then present the outcomes of the review and provide comment to the Chief Executive Officer.

As part of the review, it is a requirement that Council give consideration to the following contract items;

- Leadership
- Councillor Relations
- External Relations, including customers and stakeholders
- Organisation Management
- Planning
- Financial Management.

Comment

Council has carried out the performance review of the Chief Executive Officer and Council is now required to resolve any amendments to the contract.

Statutory Environment

Local Government Act 1995, section 5.38 – Council is required to review the performance of the CEO at least once each year.

 **Policy Implications**

The CEO Performance Review is undertaken in accordance with Council's Policy.

 **Strategic Implications**

Effective Staff Performance

Civic Leadership - Manage the organisation in a responsible and accountable manner.

 **Financial Implications**

Negotiation of contract Remuneration package.

 **Voting Requirements**



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That the Council adopt the 2023 Annual Review of the CEO as per requirements of Section 5.38 and 5.39 of the Local Government Act 1995 and that Council endorse the Key Performance Criteria for the ensuing 2023/24 period as presented.

9.2 COMMUNITY AND REGULATIONS

9.2.1 APPLICATION FOR EXPLORATION LICENCE 77/3111

Responsible Officer:	Bill Price, CEO
Author:	Bill Price, CEO
File Reference:	ES1.6.1
Disclosure of Interest:	Nil
Attachments:	Location Map EL 77/3111
Signature:	Officer CEO

Purpose of the Report

Executive Decision

Legislative Requirement

This report seeks Council's comment on an Exploration license in the Central part of the shire.

Background

The Shire has been advised of an application for an Exploration license having been lodged by McMahon Mining Title Services on behalf of Cullen Exploration Pty Ltd (E77/3111).

The application relates to a portion of land located West of the Baladjie Reserve. (See Attached)

Comment

Cullen Exploration Pty Ltd is an Australian based company with interests in WA based mineral exploration.

Previous exploration approvals have been granted with the following conditions:

- 1) That dust suppression is carried out so that others are not adversely affected.
- 2) That any saline ground water found is contained by pumping it into a water trailer and disposed of through normal mining practices under the terms of the company's mining conditions.
- 3) Any ground water that escapes onto the ground around the drill site is to be banded so that it does not spread.
- 4) All plastic bags used for soil samples are to be removed from the site and disposed of in a suitable manner.
- 5) All rubbish is to be disposed of at the local landfill site in the appropriate manner.
- 6) A firefighting unit is to be always available, and drilling is to cease if a total fire and harvest ban is called.
- 7) No drill holes are to extend under any public railway line or any roadways. Drilling being carried out is not to interfere with road drainage and must be beyond the batter line (this is to minimise damage to capped drill holes during maintenance grading) – refer to Typical Cross Section of Road Formation diagram.
- 8) Safety signs are to be erected in accordance with Australian Standards – to warn both mining staff, contractors, and the public/visitors.
- 9) All drill holes are to be capped as soon as possible/practical after drilling.
- 10) If working within 100m from a residence, all noise generated is to be limited in accordance with the Environmental Protection (Noise) Regulations 1997, when working between 7:00 pm. and 7:00 am.

- 11) That the proposed drilling work is advertised in the local newsletter “Westonian” prior to any work commencing to notify the general public of this work; and
- 12) That no drilling is to occur within any Shire Road Surface and gravel pits, and that no drilling operation is to affect any part Baladjie Nature Reserve in any way.

Statutory Environment

The Mining Act prevails in this matter.

Policy Implications

Nil

Strategic Implications

Nil.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS




That Council grants approval to Cullen Exploration Pty Ltd (E77/3111) to carry out drilling along sections of Council controlled road reserves with these respective Exploration Leases as shown on the attached maps with the following conditions: -

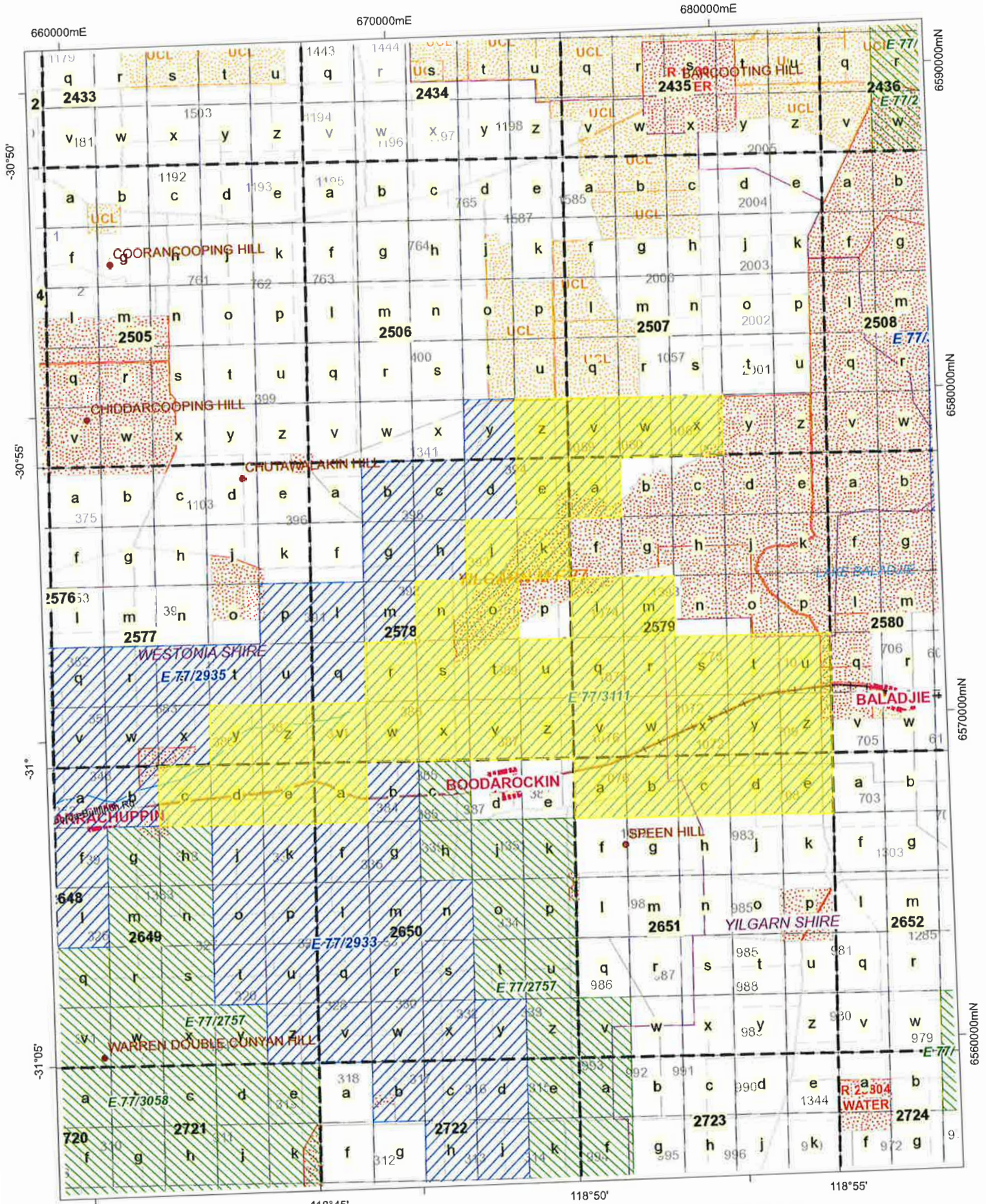
- 1) That dust suppression is carried out so that others are not adversely affected.
- 2) That any saline ground water found is contained by pumping it into a water trailer and disposed of through normal mining practices under the terms of the company’s mining conditions.
- 3) Any ground water that escapes onto the ground around the drill site is to be bunded so that it does not spread.
- 4) All plastic bags used for soil samples are to be removed from the site and disposed of in a suitable manner.
- 5) All rubbish is to be disposed of at the local landfill site in the appropriate manner.
- 6) A firefighting unit is to be always available, and drilling is to cease if a total fire and harvest ban is called.
- 7) No drill holes are to extend under any public railway line or any roadways. Drilling being carried out is not to interfere with road drainage and must be beyond the batter line (this is to minimise damage to capped drill holes during maintenance grading) – refer to Typical Cross Section of Road Formation diagram.
- 8) Safety signs are to be erected in accordance with Australian Standards – to warn both mining staff, contractors, and the public/ visitors.
- 9) All drill holes are to be capped as soon as possible/practical after drilling.
- 10) If working within 100m from a residence, all noise generated is to be limited in accordance with the Environmental Protection (Noise) Regulations 1997, when working between 7:00 pm. and 7:00 am.
- 11) That the proposed drilling work is advertised in the local newsletter “Westonian” prior to any work commencing to notify the general public of this work; and

- 12) That no drilling is to occur within any Shire Road Surface and gravel pits, and that no drilling operation is to affect any part Baladjie Nature Reserve in any way.**

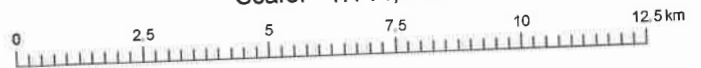


E 77/3111 , Quick Appraisal Plan

-  Pending Application
-  Live Tenement
-  Application over Live Tenement



Scale: 1:144,448



This plan has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining tenements. No responsibility is accepted for any error or omission. The Commonwealth of Australia (c) 2002 through Geoscience Australia and the Department of Defence maintains copyright over those parts of the topographic data it has provided for display in TENGRAPH. Users wishing to use the data in its unaltered form should contact Geoscience Australia at www.ga.gov.au. Confirmation of the extent and composition of any Native Title Claims should be sought from the Native Title Spatial Services, Landgate and Enclosed Pastoral Lease and Pre 1994 mining outlined to Nindawungga Wajarn and Nindawungga LWA Native Title determination boundary.

9.3 WORKS AND SERVICE

9.3.1 TENDER 2-22/23 – PRIME-MOVER VARIATION

Responsible Officer:	Bill Price, CEO	
Author:	Bill Price, CEO	
File Reference:	F1.9.1	
Disclosure of Interest:	Nil	
Attachments:	Kenworth T659 Specification Sheet	
Signature:	Officer	CEO

Purpose of the Report

Executive Decision Legislative Requirement

The purpose of this report is to endorse the variation to the original Prime Mover tender accepted in November 2022.

Background

Council has made allowance in its 20 year Plant replacement Program for the purchase of a new Prime Mover to replace the existing 2014 Freightliner truck in the 2023/24 financial year. Due to lengthy delays in delivery times for plant & equipment it was resolved to proceed with the tender process early so that the anticipated delivery is within the financial year required.

Tenders were invited from the WALGA Procurement Program closing on 16 November 2022.

Council resolved at its November 2022 meeting to

Moved Cr Huxtable Seconded Cr Corsini

That Council accept the tender from Kenworth for the Supply one new Kenworth T610SAR Prime Mover for an indicative price of \$ 385,170.50 inc GST, a firm price to be provided 4 months from scheduled production build date.

Comment

Kenworth have advised that they are currently experiencing difficulty meeting timelines and pricing previously submitted through the dealer network. There's a number of reasons for this, staffing, supply chain logistics and associated cost escalations as well as shipping cost increase and timing delays.

Hence Kenworth are offering a comparative build in a different model being the T659. It's essentially a bigger truck design through the cooling package and a more rugged build based on our traditional range as opposed to the new cab previously quoted. It's a great option and the shire will have no issues with it in place of the T610SAR.

Kenworth have a limited availability with build slots for later this year and will need to move swiftly to secure should the shire wish to proceed here as we're unable to hold them.

Current lead time for alternative new builds is into 2025 with further delays expected and pricing unconfirmed.

Pricing information and specification sheet was provided to Council for information.

It is intended that the Freightliner trade vehicle be offered for auction once the new vehicle has been delivered. Council's indicative allocation in the Plant Replacement Program is \$ 235,000.

Statutory Environment

Local Government Act 1995, section 3.57 – Tenders for providing goods or services.

Policy Implications

Council does not have a policy in relation to this matter

Strategic Implications

Nil

Financial Implications

This purchase relates to the 2023/24 financial year so an allowance will need to be made whilst adopting the budget.

Voting Requirements

Simple Majority

Absolute Majority

OFFICER RECOMMENDATIONS

That Council endorse the variation provided by Kenworth for the supply an alternative model being the T659 for an indicative purchase price of \$ 450,000 (inc GST).



CJD Trucks A060
787 Abernethy Road

Shire of Westonia
41 Wolfram Street

FORRESTFIELD, WA Australia 6058
Phone: 0893597400
Fax: 0893528222
Email: ksmith@cjd.com.au

Westonia, WA Australia 6423
Phone: 90467063
Fax: 90467001
Contact Email: works@westonia.wa.gov
Prepared for: Bill Price

Vehicle Summary

	Unit		Chassis	
Model:	T659	Fr Axle Load (kg):	6500	
Type:	Prime Mover	Max Front Load (kg):	6500	
Description:	Westo T6	Distance at Max Load (%):	50	
	Application	Rr Axle Load (kg):	16500	
Intended Serv.:	General Freight	Max Rear Load (kg):	16500	
Commodity:	Variable General Products	Distance at Max Rear Load (%):	50	
	Body	G.C.M. (kg):	70000	
Type:		Max G.C.M. Load (kg):	90000	
Length (mm):	0	Requested G.C.M. Load (kg):	97000	
Height (mm):	0	Distance at Max G.C.M. Load (%):	5	
Body Weight (kg):	0	Wheelbase (mm):	4880	
Body Width (mm):	0	Overhang (mm):	1420	
	Trailer	Fr Axle to BOC (mm):	1,960	
No. of Trailer Axles:		Cab to Axle (mm):	2,920	
Type:	Flatbed	Cab to EOF (mm):	4,340	
Length (mm):	13720	Overall Comb. Length (mm):	18620	
Height (mm):	3600	Road Conditions:		
Kingpin Inset (mm):	1430	Class A (l'state hwy/Roads):	100	
Corner Radius (mm):	0	Class B (Well maintained):	0	
Trailer Width (mm):	2500	Class C (Poorly maintained):	0	
	Restrictions	Class D (Off-Road):	0	
Length (mm):	27500	Maximum Grade:	3	
Width (mm):	2500	Length Max Grade (km):	1	
Height (mm):	4300	Normal Grade (%):	3	
		Length Normal Grade (km):	1	
		Annual Distance (km):	150000	
		Special Req.		
		Australia Wide		

Approved by: _____

Date: _____

Unpublished options may require review/approval.
Dimensional and performance data for unpublished options may vary from that displayed in PROSPECTOR.

Printed:	8/06/2023 11:47:39 AM	Complete	Model Number:	T659
Effective Date:	Jan 1, 2024		Quote/DTPO/CO:	Q14706148
Prepared by:	Kurt Smith		Version Number:	44.01



CJD Trucks A060
787 Abernethy Road

Shire of Westonia
41 Wolfram Street

FORRESTFIELD, WA Australia 6058
Phone: 0893597400
Fax: 0893528222
Email: ksmith@cjd.com.au

Westonia, WA Australia 6423
Phone: 90467063
Fax: 90467001
Contact Email: works@westonia.wa.gov
Prepared for: Bill Price

	Description
Model	T659
Configuration	Single steer + tandem drive (6 x 4)
	General Freight
	Variable General Products
	Flatbed
	Prime Mover with Pocket Roadtrain trailers.
	Disc trailer brakes with ABS/EBSS on trailer
	ADR compliant
	B-Double compliant
	Road Train compliant
	Australia Wide
	Australia
	Speed Limiter - 100km/hr
Kits	No fuel haul kit
	Standard Service kit
Engine & Equipment	Cummins X15 Euro V 500hp / 1850lbft
	EGP mtd in chassis, Single side of cab exh, LHS
	Single SS exhaust shield (no letters)
	Single curved chrome 5" tailpipe - min height
	Fuel filter/water separator (Cummins only)
	Cummins 8.8l/s (18.7cfm) compressor
	12V starter with key switch
	PACCAR 15" SS air cleaners - integrated caps

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Description

170A non isolated alternator (X15)
12 volt cab/chassis electrics
Urea metering device
Cummins engine brake, steering wheel mtd switches
Radiator mounted bug screen
Horton single speed fan clutch
Barry type rear engine mounts (GCM 110T & less)

Transmission & Clutch

Eaton FO-20E318B-MXP UltraShift Plus
ECA clutch to suit Ultra-shift plus transmission
RPL25 main driveline
RPL20 interaxle driveline - tandem
POW AUTO PA49 series Hotshift PTO (PA490)
Extended grease line to clutch bearing
Extended grease line to clutch shaft
Transmission oil cooler
Transmission mounted breather
Hill Start Assist

Axles & Equipment

MERITOR MFS66-122 (6.6t capacity)
Meritor 16.5x5 LA(Q+) front drum brakes (single)
Front springs, 7.2t taper leaf (> 9" susp)
2 steel piloted front hubs & drums - 285 PCD
TRW Ross TAS 85 power steering
Automatic Slack Adjusters (single steer)
REAR AXLE RATIO-4.30
MERITOR MT21-165GP - dual diff locks (Vocational)
16.5" x 7" Meritor Q+ rear drum brakes (tandem)
KW6-60A 18 low, 10.5" 18.5T GAWR (tandem)
Rear Axle spacing 1422mm - KW6-60A
4 Aluminium piloted rear hubs & drums - 285PCD
Interaxle diff lock
Automatic slack adjusters - tandem rear axle
Remote mounted diff breather(s)

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Prepared by: Kurt Smith Version Number: 44.01



Description

Tyres & Wheels

Bridgestone 295/80 R22.5 R154
Bridgestone 11R22.5 M866 - 312 RPK
Alcoa 9.00x22.5 285PCD - 2 steer
Alcoa ULTRA ONE 8.25x22.5 285PCD
2 Clean buff wheels - single steer
8 Clean Buff finish - rear

Frame & Equipment

270mm x 89mm x 7.9mm rails up to 7700mm
Rear suspension insert
Taper cut-off / Dolly towing crossmember
Sealant between chassis rail & suspension insert
FUPS KW non aerodynamic polished bullbar
Slide tray b/box LH under cab above round tank
Tool box RHS under cab above tank
4 x 12V heavy duty Kenworth batteries
Cab power supply disconnect switch
Reversing alarm
Spraysafe Tandem plastic mudguards - Red
Thermoflex mudflaps - front (single steer)
Thermoflex mudflaps - rear
Chassis access ladder, frame mtd RHS
Aluminium Walkway - 1200mm (clamped)
75w (50mm evens) fifth wheel angles
FUWA K-Hitch 90mm Low Profile Ballrace
5th Wheel setting 0mm
Cabmate rear cab air suspension

Cab & Equipment

T659 cab, no sleeper
Traditional hood, T659, external air cleaners
Crimson cab trim, HD diamond pleat vinyl
ISRI 6860/870 STD air susp driver seat, Burgundy
Fixed rider's seat - Burgundy
Drivers black lap/sash seat belt
Riders black lap/sash seat belt
FM/AM radio aerial - RH mirror brkt mtd

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Prepared by: Kurt Smith Version Number: 44.01



Description

Audio Visual Navigation Screen - 2 speakers
Electrophone UHF CB radio with aerial to RHS
Kenworth integral heater/airconditioner
One piece curved windscreen
Cab rear window - fixed (435 x 925mm)
Daylite II door with electric lift window to LHS
Daylite II door with electric lift window to RHS
Dual airhorn, 572mm & 648mm mounted on roof
Flat mirrors - heated
Spotter mirrors below main(2)
Manual reset circuit breakers
Dual port USB power supply
12v power socket in dash
Two spare switches in main switch panel
Spare switches to any empty locations
PTO switch
Dual round headlights - 7"
Wiring & switch - later fitment of driving lights
LED floodlight bar on the back of the cab/sleeper
Dual LED beacon lights to cab roof
Door courtesy lights
LED stop/tail lights (incl. reverse lights)
5 LED marker lights
Exterior sunvisor - painted
Oil temperature gauge - transmission
Oil temperature gauges (2) - tandem axles
SCR fluid gauge
80mm pyrometer
Tachometer with integrated engine hourmeter
Programmable Engine Idle Timer
Engine coolant temperature gauge
Engine oil pressure gauge
Low transmission oil pressure warning light
Gold bezel gauges

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Prepared by:	Kurt Smith		Version Number:	44.01



Description

Cummins cruise control, steering wheel mounted
Adjustable steer column with smart wheel
No jack and wheelbrace
Integral two cup drink holder in dash
Back of cab grab handles (non-painted)
Radiator mounted condensor
Perforated S/Steel grille, externally mounted
Central Locking
Black Interior grab handles fitted to A-pillar
Dual hood hooks
No sleeper

Documentation, Telematics & Training

Kenworth driver's information pack
Kenworth custom maintenance manual - USB drive

Air Equipment

Combined trailer kit,
PBR air line couplings
Semi trailer fixed coiled air lines
Full truck air couplings, plugged - combined kit
Semi trailer fixed light line - AS 2513 plug
Full truck electrical connection - AS 2513 socket
Hosetenna right hand side - fixed
Manual air tank drain valves
Chicago Rawhide Turbo 2000 air dryer
Trailer release valve
TRM – Trailer Response Module
24 volt inverter for trailer safety systems.
ESP (Prime Mover)
Electronic Braking Safety System (ABS+ATC+DTC)
Semi trailer ABS - socket only
No Full truck ABS trailer connection

Fuel Tanks & Equip

Aluminium
Polished finish - Aluminium tanks only

Unpublished options may require review/approval.
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Description

- 450L 625mm dia fuel tank LHF (add)
- 450L 625mm dia fuel tank RHF (rpl)
- 230L 625mm dia oil tank LHR
- 170L 625mm diam AdBlue tank RHR
- Single fuel pickup & return with no fuel cooler

Frame/Location Options

Hydraulic PTO retrofit to u`side of trans.

Paint

- Paint cab 1 colour
- Chassis painted CSR BLACK
- Matt black solid to top of hood

PAINT COLOR NUMBER

N97020	COLOUR A	419KEA.KMV2	Ice White
N97400	SLD HOOD	419KEA.6JRV	Flat Black
N97700	SUNVISOR	419KEA.KMV2	Ice White
N97350	CHASSIS	419AFL.KT79	CSR Black

Miscellaneous

ERS

Total Weight

9855kg

Prices and Specifications Subject to Change Without Notice.

Typical accuracy of a weight estimate is +/- 2% and does not include the weight of fuel.
There is no guarantee as to the accuracy of the weight estimate of this specification.

Unpublished options may require review/approval.

Dimensional and performance data for unpublished options may vary from that displayed in PROSPECTOR.

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Prepared by:	Kurt Smith		Version Number:	44.01

9.3.2 KERBSIDE CONTAINER RECYCLING SCHEME

Responsible Officer:	Bill Price, CEO	
Author:	Bill Price, CEO	
File Reference:	ES1.7.1	
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO

Purpose of the Report

Executive Decision

Legislative Requirement

The purpose of this report is for Council to consider implementing a Kerbside Container Recycling Scheme to residents of the Westonia Townsite in partnership with Wheatbelt Cash for Containers.

Background

Council would be aware of the State Governments Containers for Change Scheme that was introduced in @ 20/21.

Wheatbelt Cash for Containers licensees Pauline & Leon Guest, residents of Westonia, have been considering the idea of a regular kerbside collection service on a town wide basis and was wondering if it is something Council might consider to be a good thing for Westonia.

The scheme could potentially be rolled out something like this:

- Each residential property is issued a 120L Containers for Change branded wheely bin.
- There is a sticker/label inside each bin lid where people can write their own scheme ID and contact details, or tick a box for a chosen local charity, or choose the “charity of the month option” which would be a rotation of the local groups. (Local groups listed so far are: Westonia Tennis Club, Westonia Golf Club, Westonia CRC, Wessy Wanderers Bowling Club, Westonia Progress Association, Westonia Historical Society, Westonia Cemetery Committee, Words of Wisdom (old CWA ladies), Parnana Pikurtu Wildlife Sanctuary). Collection day could be included in the calendar in The Westonian, as well as the charity of the month.
- Collection would be once a month (eg. first Tuesday of the month). People would just need to wheel their bin out and we will empty it. The 120L bins empty quite well into a poly bag and are manageable in terms of weight even if the containers are glass, so we would empty the bin into the bag on the spot and leave the empty bin.
- The existing bag drop and donation bins will still be available for anyone to use, with no reduction of services there.

As far as they know there is no town in Western Australia (or even Australia) which has a comprehensive residential collection scheme.

Westonia is a good candidate because it is relatively small but is also relatively safe in terms of security, with very little risk or concern for containers being stolen from bins etc.

Pauline & Leon have indicated that they would like to give something more back to Westonia too, so this is an opportunity to do that.

There would be no cost to residents.

There would be an initial investment which might be a hurdle for them but with some support from the Westonia Progress Association relating to the purchase of bins we could get it off the ground.

The idea that it is a partnership with the community means that it would be a very progressive concept in terms of the rollout of the container deposit scheme and town sustainability.

Comment

This proposal would be an excellent initiative for the community complimenting the Lifestyle Village theme of a wide range of Home Care Services for our aging residents and being the only town with the service provides another excellent marketing (being First!!) opportunity for the town.

Pauline Guest will be attending the Council briefing session to discuss the proposal further.

Statutory Environment

Nil

Policy Implications

Nil

Strategic Implications

Social – Participate in best practice waste management.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council agree to partner with Wheatbelt Cash for Containers to implement a Kerbside Container Recycling Scheme for Westonia.

9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES

Nil

**10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A
DECISION OF THE MEETING**

11. DATE AND TIME OF NEXT MEETING

12. MEETING CLOSURE

There being no further business the President, Cr Crees declared the meeting closed at pm