



*A vibrant and connected community with excellent lifestyle and employment opportunities in a beautiful natural environment*

## **MINUTES**

**For The  
Ordinary Meeting of Council**

**Held On  
Thursday 23 February 2023  
At 5:30pm**

Council Chambers  
39 Bannister Rd, Boddington

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## 1. **DECLARATION OF OPENING**

The Shire President, Councillor Garry Ventris, declared the meeting open at 5:30pm.

The Shire of Boddington acknowledges the Noongar people as Traditional Custodians and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

## 2. **ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

### 2.1 **Attendance**

Cr Garry Ventris	Shire President
Cr E Smalberger	Deputy Shire President
Cr E Schreiber	
Cr I Webster	
Cr A Ryley	

Mrs Julie Burton	Chief Executive Officer
Mrs Cara Ryan	Executive Manager Corporate Services
Mr Roy Greive	Executive Manager
Mr Jeff Atkins	Manager Works & Services
Miss Thalia Kambouris	Executive Assistant (minutes)

Visitors: 4

### 2.2 **Apologies**

Cr C Erasmus

### 2.3 **Leave of Absence**

Cr L Lewis

## 3. **DISCLOSURES OF INTEREST**

Cr G Ventris declared an Interest in Impartiality in Item 8.1.1. Two children and Son-In-Law are employees at Newmont, Boddington Gold.

Cr Smalberger declared an Interest in Impartiality in Item 8.1.1. Husband is an employee at Newmont, Boddington Gold.

## 4. **PUBLIC QUESTION TIME**

Public question time is limited to a total of fifteen minutes of duration, except by consent of the person presiding. Each speaker is limited to two questions, and a total of two minutes duration to speak, except by consent of the person presiding.

### **Lynell Taramoeroa**

1. Is the plan for Mitchell Crescent to connect to Newmarket Road still being considered? If it is not, why?



Response

The CEO confirmed the initial response to the email sent 2 (two) days ago, in that the Shire is currently looking into the details of this subdivision. We understand that it was approved in 2008, however, we are still investigating details of this approval. We understand that it may be approved as a staged approach, but we will provide further details in due course.

**Dianne Holmes**

1. What is happening with the restaurant at Hotham Park (Foreshore)?

Response

The Shire President confirmed that this matter forms an Item that will be discussed tonight; as it is included in this Council meeting Agenda. It is going to be further negotiated and developed but we cannot confirm the outcome for you at this time.

**Lucy Tota**

1. On behalf of most of the residents on Mitchell Crescent, is there a possibility of putting a water stand pipe on the corner of River Road and Mitchell Crescent, in case of a fire? There are no other spots for fire services to fill up other than in town. This was a request to the previous administration in 2021, however, a response was never received. There have been several fires since then and we think this is important.

Response

The CEO advised that the Shire will investigate the possibility of installing a standpipe for the purpose stated. Once investigated, the Shire will provide a response.

**5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil

**6. CONFIRMATION OF MINUTES**

**COUNCIL RESOLUTION: 01/23**

**Moved: Cr I Webster**

**That the minutes of the Ordinary Council Meeting held on Thursday 15 December 2022 be confirmed as a true record of proceedings.**

**Seconded: Cr E Schreiber**

**Carried: 5/0**

**7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**8. REPORTS OF OFFICERS AND COMMITTEES**

## 8.1 PLANNING & DEVELOPMENT SERVICES

### 8.1.1 Extension of development approval for Industry – Extractive (Borrow Pit): Lot 421 Albany Highway and Lot 500, Bannister

File Ref. No:	A1366
Applicant:	Newmont Boddington Pty Ltd and Saddleback Investments Pty Ltd
Disclosure of Interest:	Nil
Author:	Executive Manager Planning and Development
Attachments:	8.1.1A Council resolution on 19 June 2018 8.1.1B Location plan 8.1.1C Borrow Pit Rehabilitation Plan 8.1.1D Borrow Pit Environmental Management Plan 8.1.1E Borrow Pit Renewal Application 8.1.1F Borrow Pit Area

#### Summary

That Council agree to a five-year extension of the conditional development approval for an industry – extractive use (borrow pit) at Lot 421 Albany Highway and Lot 500 Bannister.

#### Background

The Council at its meeting on 19 June 2018 conditionally approved a Development Application for a 5-year period. The Council resolution is provided in Attachment 9.1.1A. The current approval is due to expire on 30 June 2023.

An industry - extractive use (borrow pit) operates in the southern section of the site shown in Attachment 9.1.1B. The gravel and gravelly clay material is used for construction purposes in the adjacent tailings storage facility. Various development conditions have been previously met including preparation of an Environmental Management Plan.

The existing borrow pit is around 10km west of Albany Highway and 18km north-northwest of the Boddington townsite. The proposed borrow pit is located on the boundaries of two large properties which are 8460 hectares and 3340 hectares in area. The borrow pit is located in a former pine plantation and is near the headwaters of Gringer Creek. The existing borrow pit is near Horseyard Road and Jullimar Road which are private internal roads owned by Newmont Boddington Pty Ltd and Saddleback Investments Pty Ltd and there is no public access to the borrow pit site.

Recently, the applicant requested the Shire extend the development approval for a further 5 years (see Attachment 9.1.1C). The reason Newmont are seeking to extend the development approval is due to Newmont not having completed the anticipated work in time, and also the need to increase the volume of gravel and gravelly clay to be extracted from 600,000m<sup>3</sup> to 4,000,000m<sup>3</sup>. The borrow pit area (development footprint) remains the same. The extraction previously proposed to extract 4m below the natural ground level and now Newmont propose to extract to 14m below the natural ground level.

The applicant has provided various documents in support of the renewal which are outlined in Attachment 9.1.1C including:

- Supporting information document (please note for ease of reference, the highlighted sections have been updated);

- Plans showing Borrow Pit location;
- Updated Borrow Pit Rehabilitation Plan;
- Updated Borrow Pit Environmental Management Plan.

### *Planning context*

The site is zoned 'Rural' in the *Shire of Boddington Local Planning Scheme No. 3 (LPS3)* and is within Special Control Area 3 – Mining Buffer. The proposed use is described as 'Industry - Extractive'.

The site is classified as 'Existing Rural' in the *Shire of Boddington Local Planning Strategy*. A relevant strategy is 'Support the extraction of minerals and basic raw materials subject to the proponent appropriately addressing relevant considerations (for example, access, the environment, landscape and fire management).'

The Shire has a draft local law on extractive industries. There are various Council policies that relate to extractive industries including *07.8 Rehabilitation of Borrow pits*, *10.5 Permits for Heavy Vehicles*, *Local Planning Policy No. 5 - Developer and Subdivider Contributions* and *Local Planning Policy No. 9 Car Parking and Vehicular Access*.

There are various planning policies and environmental documents relevant to the application including Western Australian Planning Commission (WAPC) *State Planning Policy 4.1 State Industrial Buffer Policy*, WAPC *Basic Raw Materials Applicants' Manual* Environmental Protection Authority (EPA) *Guidance Statement No. 3 Separation Distances between Industrial and Sensitive Land Uses*, and EPA *Guidance Statement No. 33 - Environmental Guidance for Planning and Development*.

EPA *Guidance Statement No. 3 Separation Distances between Industrial and Sensitive Land Uses* recommends a generic buffer distance for sand/limestone extraction (where there are no grinding or milling works) of 300 – 500 metres from "sensitive" uses (e.g. dwellings) depending on the size of the operation. There are no nearby sensitive uses.

### Comment

The applicant's request to extend the development approval is supported for a further 5 years. Accordingly, it is recommended that Council support the extension of the approval with conditions and advice to generally reflect the existing approval.

As noted in the report to Council on 19 June 2018, the current development approval followed assessment against LPS3, the LPS, relevant State Government documents, and other available information. It was previously noted that:

- The area was previously a pine plantation, and no clearing of native vegetation is proposed;
- The applicant advises that no blasting or 'popping' is proposed given no hard rock cap was intercepted during exploration drilling. If there was any reason for blasting or popping, the applicant confirms they will be contact with neighbours in advance to discuss a management plan and ensure they remain compliant with the *Environmental Protection (Noise) Regulations 1997*;
- There are suitable buffers to off-site dwellings which comply with EPA setback requirements;
- Mining is a well-established use in the area;
- The area is and will remain rural for the long-term - there are no proposals for the area to be changed to rural smallholding or rural residential; and

- Bauxite resources will not to be impacted.

The industry-extractive (borrow pit) use is conditionally appropriate for this site and it is appropriate to extend the approval for 5 years.

### Consultation

The Shire administration previously invited public comment in 2018 on the Development Application for a 6-week period through various methods. No objections were received. Given the applicant seeks to extend the existing approval, the Shire administration determined there was no requirement to readvertise the request to extend.

### Strategic Implications

Aspiration	Prosperity
Outcome 10	A thriving economy with good access to education and jobs for everyone.
Objective 9.2	Maintain a safe, efficient road network and supporting infrastructure.
Aspiration	Performance
Outcome 12	Visionary leadership and responsible governance
Objective 12.1	Maintain a high standard of leadership, corporate governance and customer service

### Legislative Implications

*Planning and Development Act, Environmental Protection Act, Mining Act, Alumina Refinery (Worsley) Agreement Act 1973 and LPS3.*

### Policy Implications

There are no planning policy implications at this stage. A draft Extractive Industries Local Law 2023 has been prepared. At this stage, it has not been gazetted.

### Financial Implications

The applicant has paid the Development Application fee. The applicant has a right of review to the State Administrative Tribunal to review the Council's decision. If this occurred, the Shire would have associated legal expenses.

### Economic Implications

The borrow pit supports Newmont's operations.

### Social Implications

Nil

### Environmental Considerations

Risks can be minimised if the applicant complies on an on-going basis with the development conditions and other legislation/regulations.

### Risk Considerations

Risk Statement and Consequence	Reputation, Compliance and Natural Environment
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Compliance
Risk Action Plan (controls or treatment proposed)	Recommended conditions can assist to minimise risks. There is a need to address statutory requirements.

### Options

The Council can:

1. Support the applicant's request for a 5-year extension of the development approval;
2. Support an extension of the development approval for an alternative period;
3. Not support an extension of the development approval; or
4. Defer and request additional information.

### Voting Requirements

Simple Majority

### Officer Recommendation and Council Decision

**COUNCIL RESOLUTION: 02/23**

**Moved: Cr A Ryley**

**That Council:**

1. **Grant an extension to the development approval issued on 19 June 2018 for an industry-extractive use (borrow pit) at Lot 421 on Plan 50652 Albany Highway and Lot 500 on Plan 59054 Bannister, for an additional 5-year period (until 30 June 2028). The development conditions and advice issued by Council on 19 June 2018 continue to apply with the following changes to dates:**
  - **Condition 2 – development approval from 30 June 2023 to 30 June 2028.**
  - **Condition 5 – rehabilitation plan from 31 December 2018 to 31 December 2023.**
  - **Condition 6 – rehabilitation from 30 June 2023 to 30 June 2028.**
2. **Advise the applicant that Part 14 of the *Planning and Development Act 2005* provides the right to apply to the State Administrative Tribunal for review of planning decisions. The *State Administrative Tribunal Rules 2004* require that any such applications for review be lodged with the Tribunal within 28 days of the date on which notice of the decision is given.**

**Seconded: Cr E Smalberger**

**Carried: 5/0**

## OFFICER RECOMMENDATION – ITEM 8.1.1

COUNCIL RESOLUTION 44/18

Moved: McSwain

That Council approve the Development Application for an industry-extractive use (borrow pit) at Lot 421 on Plan 50652 Albany Highway and Lot 500 on Plan 59054 Bannister, subject to the following conditions:

1. The development hereby approved must be carried out in accordance with the submitted plans (outlined in Attachment 8.1.1B), addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. This development approval is valid until 30 June 2023 after which date the use shall cease unless prior to that date a new Development Application has been submitted to and approved by the local government for the continuation of the use for an extended period.
3. The applicant shall prepare, submit and implement a Drainage Management Plan prior to the commencement of operations to the specification and satisfaction of the local government.
4. The applicant to submit a Weed Management Plan to the satisfaction of the local government prior to the commencement of operations. The Weed Management Plan is to be suitably implemented to the satisfaction of the local government.
5. The applicant shall prepare and submit a Rehabilitation Plan by 31 December 2018 to the specification and satisfaction of the local government.
6. The excavation site is to be rehabilitated in accordance with the approved Rehabilitation Plan to the satisfaction of the local government prior to 30 June 2023.
7. Measures shall be taken to minimise the amount of dust pollution associated with the operation, such as by watering and covering truck loads and watering access roads where necessary to the specification and satisfaction of the local government.

#### Advice

- A) The applicant is required to also ensure that other legislative requirements are met. This includes the *Alumina Refinery (Worsley) Agreement Act 1973* and *Mineral Lease 258SA*.
- B) In relation to Condition 4, weeds should be appropriately controlled in accordance with Department of Primary Industries and Regional Development guidelines. This in part should address the management of declared weeds under the *Biosecurity and Agriculture Management Act 2007* and the *Biosecurity and Agriculture Management Regulations 2013*.

- C) If blasting or popping is ever required, the applicant should ensure they contact their neighbours in advance to discuss a management plan and ensure the operations are compliant with the *Environmental Protection (Noise) Regulations 1997*.
- D) The Department of Water and Environmental Regulation advises site operations should be managed in accordance with its *Water resource considerations for extractive industries, South West Region and the Stormwater Management Manual for Western Australia*. Please also liaise with the Department regarding implications of the Murray River Surface Water Area.
- E) The applicant should undertake the operations in accordance with a Works Safety Plan and adopt appropriate dieback management protocols.
- F) Measures should be taken to prevent spillage or disposal of machinery fuel, oil or grease products into the ground.
- G) Part 14 of the *Planning and Development Act 2005* provides the right to apply to the State Administrative Tribunal for review of some planning decisions and you may wish to take professional advice to determine whether or not such a right exists in the present instance. The *State Administrative Tribunal Rules 2004* require that any such applications for review be lodged with the Tribunal within 28 days of the date on which notice of the decision is given.

Seconded: Cr Manez

Carried: 4/0

Councillor McGrath, Councillor Smart and Councillor Ventris returned to the room at 5:12pm.









BODDINGTON

F1 RDA BORROW PIT

REHABILITATION PLAN

Rev.	Author	Approver	Description of Changes	Date Approved
1	A.Jamieson	S.Myles	Initial Document	28/12/2018
2	A.Jamieson	T.Purcell	Update for approval extension and updated format.	
3				

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## 1 PURPOSE

The purpose of this rehabilitation plan is to document the rehabilitation and closure activities, and resources required for adequate rehabilitation of the F1 Residue Disposal Area (RDA) borrow pit. Adherence to this Plan will ensure that the project will be completed in a manner that meets the applicable environmental management standards and sustainable development objectives. It also includes details of contingency activities to be undertaken in the situation of unplanned closure.

This plan has been developed and submitted to satisfy Condition 5 of the Development Application approval received from the Shire of Boddington.

The objectives of this plan are to enable the rehabilitation of the F1 RDA borrow pit, and ensure:

- Long term integrity and stability of the borrow pit slopes;
- No impediment to natural drainage systems; and
- Minimisation of environmental impacts.

## 2 REGULATORY COMPLIANCE/Framework

Development Approval for the construction of a borrow pit on Saddleback Treefarm was approved by the Shire of Boddington on the 19 June 2018 for a period of 5 years. As a higher volume than initially anticipated in the original approval has become apparent, an extension of 5 years for this approval is currently being sought.

Condition 5 of the Development approval required the preparation and submission of a Rehabilitation Plan to the satisfaction of the local government for the proposed Borrow pit. This Rehabilitation Plan was initially created to satisfy this Condition, and has been updated for submission with an application for an extension to the initial approval period.

## 3 NEWMONT POLICIES AND STANDARDS

- Closure and Reclamation Management Standard

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## **4 MANAGEMENT STRATEGY**

### **4.1 Existing Environment**

#### **4.1.1 Climate**

Climate data recorded at NBG since 1984 shows that the local climate is typified by hot, dry summers with occasional storms, and cool wet winters. Temperature ranges from a mean minimum of 19°C to a mean maximum of 33°C during summer and a mean minimum of 6°C to a mean maximum of 15°C in the winter months.

Rainfall is typically distributed between the months of May to September, with an annual average of 746mm. Success of rehabilitation can be dependent on rainfall levels in the year following earthworks and seeding, with high rainfall sometimes resulting in excessive erosion.

Evaporation is most pronounced during October to April with an annual average of 1,356 mm. Although annual evaporation exceeds annual precipitation, monthly average precipitation exceeds evaporation in the winter months of May to September.

Prevailing winds are east-south-easterly in summer, with an average velocity of 10 to 22 km/h and west-north-westerly in winter with similar velocities.

#### **4.1.2 Vegetation and Topography**

The borrow pit will disturb an area of approximately 53 hectares. It is sited in a low range of hills, on land that has been previously harvested for pine trees and left fallow. No clearing of native vegetation is proposed as part of the borrow pit construction.

#### **4.1.3 Surface Water**

The borrow pit area is located within the headwaters of the Gringer Creek catchment. There is a natural ephemeral drainage channel immediately to the east of the approved borrow area which feeds into the Gringer Creek catchment. The borrow pit will not interfere with the course of the creek, and natural drainage will not be impeded.

Construction of the Borrow Pit is to be carried out in two stages. The first stage to the south of the Borrow Pit area has begun, and drainage waters are directed to SD7 Sump, where they are collected and pumped to the R4 RDA for use in mining operations.

Stage 2 of the operation at the north end of the borrow pit is yet to commence. Any shallow groundwater encountered in Stage 2 operations along with rainfall runoff will be directed downslope and to a proposed sump within the northern end of the approved borrow area. This sump will act as a settlement pond to clarify any muddy water. During periods of high rainfall inflows, rainwater may overflow from this sump and will be directed to natural drainage channels adjacent to Horseyard Road. Additional sediment control measures such as silt fences will be assessed and implemented following construction of the northern sump.

#### **4.1.4 Groundwater**

An assessment of water from groundwater bores in the vicinity of the borrow pit shows that groundwater levels have consistently risen following the commencement of the F1 RDA construction. The groundwater monitoring indicates that water in some these bores is also acidic, and contains

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elevated levels of aluminium and zinc. Third party assessment of the monitoring data suggests that the water quality is predominantly a result of naturally occurring ferrolysis processes.

Drilling in the area suggests that it is possible that groundwater will be intercepted as a result of project commencement.

Any groundwater intercepted will be collected and directed to the SD7 Sump, where it will be pumped to the R4 RDA for use in mining operations.

## **4.2 Construction Plan**

A total volume of 4,000,000m<sup>3</sup> of material is proposed to be excavated and removed from the site over the next 5 five years. Approximately 53 hectares of land will be disturbed, to a maximum depth of approximately 14 metres below the current surface.

Surface soils will be removed and stockpiled for use in rehabilitation. The underlying gravels and gravelly clay will be excavated and directly hauled to the RDA for use in construction.

The equipment used will be small excavators, scrapers, and bulldozers, and 40t articulated off road trucks will be used for haulage. Light vehicles and water carts will also be required to access the area. Equipment will be driven directly to the site from the RDA construction site via Horseyard Road.

Construction and operation of the borrow pit will be restricted to day shift only, and excavation activities will primarily occur during the dry period from October through to April each year in order to minimise any weather related production disruptions.

All activities will be conducted in accordance with NBG's internal Site Disturbance Permit procedures.

## **4.3 Rehabilitation Plan**

### **4.3.1 Rehabilitation Materials**

During construction of the F1 RDA borrow pit, surface soil will be stripped to an average depth of approximately 150mm, and stockpiled around the perimeter of the borrow area to a maximum height of 2 metres. This material will be used for final profiling and rehabilitation upon completion of operations.

### **4.3.2 Potential Post-Mining Land Use**

Rehabilitated land may be used for forestry. Alternatively it may be mined further for bauxite under an Agreement with South32.

### **4.3.3 Rehabilitation Design Strategy**

Reshaping of the borrow pit will be completed in order to achieve external drainage. Slopes will generally be rehabilitated to achieve a safe and stable formation comparable to analogue sites, with sides no steeper than 17°.

The final form of the borrow pit will be a shallow void, comparable with the surrounding landforms. Approximately 10cm of the previously stockpiled topsoil will be evenly applied to the surface, and contours will be ripped to improve water infiltration.

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#### 4.3.4 Completion Criteria

Completion criteria provide the basis on which successful rehabilitation and achievement of closure objectives are determined. Specific completion criteria for the F1 RDA borrow pit are outlined in **Error! Reference source not found.**

Rehabilitation of the borrow pit site will be completed by the 30 June 2028 unless further approvals have been secured.

**Table 1: Closure Completion Criteria**

Aspect	Objective	Completion Criteria
Geotechnical Stability	Landforms will be safe and structurally stable.	Geotechnical review determines that final landform features conform to approved design.
Topography and Drainage	Landforms will be consistent with the landscape, will facilitate a return to regional drainage function and will not adversely affect the surrounding natural environment.	Landforms will fit within the surrounding landscape. Regional surface drainage to downstream Gringer Creek catchment is not prevented following the completion of rehabilitation works. Runoff water quality will be suitable for the receiving environment.
Surface Stability	Final landform surfaces develop resistance to erosive forces.	Landform slope parameters and material characteristics are consistent with those set out in approved landform designs.
Soil Fertility and surface profile	The soil profile will be suitable for the development of the target ecosystem.	Soil profile to consist of topsoil to a thickness of 10 cm. Soil stockpiled from the area prior to construction should be used where possible. Ripping shall be sufficient to remove compaction and create surface roughness.
Vegetation	Vegetation will resemble that of the region and enable integration into the surrounding landscape.	Plant establishment from seed in previously stockpiled topsoil. No invasive or declared weed species present.

#### 4.4 Risk Management

Identification and management of closure issues associated with rehabilitation activities are identified and summarised in the NBG Site Closure Plan. A risk register has been developed for the NBG operations to identify risks and opportunities related to closure. This risk register is reviewed and updated on an annual basis.

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## 4.5 Unplanned Closure

In the situation of NBG going into unplanned closure, as soon as possible after the decision is made to place the site on care and maintenance an environmental audit will be carried out. The audit will seek to establish the status of all landforms and infrastructure with respect to the environmental risk of each element during the expected period of care and maintenance. If this time is not known, then the environmental risk would be evaluated over a minimum period of two years.

Key closure activities for the F1 RDA borrow pit include ensuring the structural stability of the slopes, including reshaping and rehabilitation. Construction of abandonment bunds may be required depending on the depth of the pit at the time of the unplanned closure.

## 4.6 Monitoring

Post-rehabilitation monitoring will be carried out in accordance with the Post-Closure Monitoring Programme outlined within the NBG Closure Plan.

This period of monitoring will be completed to demonstrate that there is progress towards the final achievement of the completion criteria, and that there are no persistent adverse environmental impacts to the site.

If monitoring indicates completion criteria are not being met, or are not likely to be met, an appropriate investigation will be undertaken to determine the likely causes of the failure and to assist in the development of remedial actions if required.

## 4.7 Reporting

On completion of rehabilitation activities, a Rehabilitation Report will be submitted to the Shire of Boddington within 3 months to demonstrate compliance with the Development Approval conditions.

## 5 REFERENCES

Reference	Title
Big Dog Hydrogeology 2021	Annual Hydrogeological Review 2021
REGULATORY	Boddington Shire Council Policy – 07.8 Rehabilitation of gravel pits
REGULATORY	Boddington Shire Planning Scheme No. 2
NBG Closure Plan 2019	Newmont Boddington Gold Closure Plan December 2019
STANDARD	Newmont Closure and Reclamation Management Standard
REGULATORY	Department of Water and Environmental Regulation: Stormwater Management Manual
REGULATORY	Water quality protection note 15: Extractive industries near sensitive water resources

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## BODDINGTON

## F1 RDA BORROW PIT

## ENVIRONMENTAL MANAGEMENT PLAN

Rev.	Author	Approver	Description of Changes	Date Approved
1	A.Jamieson	S.Myles	Initial Document	30/01/2020
2	A.Jamieson	T.Purcell	Update for approval extension, and updated to new format.	31/10/2022
3				

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## 1 PURPOSE

The purpose of this document is to provide a management overview of the construction and operation of the borrow pit to be located on the Saddleback Tree Farm to ensure best practice environmental management and acceptable environmental outcomes. This document has been created to address conditions imposed by the Shire of Boddington as part of the Development Approval.

The objective of this plan is to provide a clear and measurable program for managing the impacts that Newmont Boddington Operations may have on the environment in the vicinity of the proposed Borrow Pit.

## 2 REGULATORY COMPLIANCE/Framework

Development Approval for the construction of a borrow pit on Saddleback Treefarm was approved on the 19 June 2018 for a period of 5 years. As a higher volume than initially anticipated in the original approval has become apparent, an extension of 5 years for this approval is currently being sought.

Conditions imposed by this proposal included the preparation and submission of various management plans as outlined in Table 1. Newmont Boddington has incorporated these management plans and environmental conditions into an overarching Environmental Management Plan for the construction and operation of the F1 RDA Borrow Pit (this document). Also included are management policies addressing the additional advice received in the original approval document from the Shire of Boddington.

**Table 1: Approval Conditions**

Condition	Requirement	Compliance
1	The development hereby approved must be carried out in accordance with the submitted plans addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.	This Environmental Management Plan has been submitted to satisfy this condition. Construction and operation of the facility will be in line with this Plan.
2	This development approval is valid until 30 June 2023 after which date the use shall cease unless prior to that date a new Development Application has been submitted to and approved by the local government for the continuation of the use for an extended period.	An application for an extension of the development approval will be submitted in October 2022.

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Condition	Requirement	Compliance
3	The applicant shall prepare, submit and implement a Drainage Management Plan prior to the commencement of operations to the specification and satisfaction of the local government.	See Section 6.
4	The applicant to submit a Weed Management Plan to the satisfaction of the local government prior to the commencement of operations. The Weed Management Plan is to be suitably implemented to the satisfaction of the local government.	See Section 7.
5	The applicant shall prepare and submit a Rehabilitation Plan by 31 December 2018 to the specification and satisfaction of the local government.	A rehabilitation plan has been submitted on 28 December 2019 and approved on 25 January 2019. The timeline within the current Rehabilitation Plan will be updated should the development extension be approved.
6	The excavation site is to be rehabilitated in accordance with the approved rehabilitation plan to the satisfaction of the local government prior to 30 June 2023.	Rehabilitation will be completed in accordance with the Rehabilitation Plan approved on 25 January 2019. A Rehabilitation Report will be submitted to the Shire of Boddington within 3 months of completion. The timeline within the current Rehabilitation Plan will be updated should the development extension be approved.
7	Measures shall be taken to minimise the amount of dust pollution associated with the operation, such as by watering and covering truck loads and watering access loads where necessary to the specification and satisfaction of the local government.	See Section 8.

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**Table 2: Approval Advice**

Advice	Content	Compliance
A	The applicant is required to also ensure that other legislative requirements are met. This includes the <i>Alumina Refinery (Worsley) Agreement Act 1973</i> and Mineral Lease 258SA.	This EMP covers compliance with various legislative obligations. See Section 5.
B	In relation to Condition 4, weeds should be appropriately controlled in accordance with Department of Primary Industries and Regional Development guidelines. This in part should address the management of declared weeds under the <i>Biosecurity and Agriculture Management Act 2007</i> and the <i>Biosecurity and Agriculture Management Regulations 1997</i> .	See Section 7.
C	If blasting or popping is ever required, the applicant should ensure they contact their neighbours in advance to discuss a management plan and ensure the operations are compliant with the <i>Environmental Protection (Noise) Regulations 1997</i> .	Blasting will not be required for excavation of the borrow pit. If conditions change and blasting is required, consultation with Newmont Boddington's nearest neighbours will be undertaken and an appropriate plan developed.
D	The Department of Water and Environmental Regulation advises site operations should be managed in accordance with its Water resource considerations for extractive industries, South West Region and the Stormwater Management Manual for Western Australia. Please also liaise with the Department regarding implications of the Murray River Surface Water Area.	See Section 6.
E	The applicant should undertake the operations in accordance with a Works Safety Plan and adopt appropriate dieback management protocols.	See Section 7.
F	Measures should be taken to prevent spillage or disposal of machinery fuel, oil, or grease products into the ground.	See Section 9.
G	Part 14 of the <i>Planning and Development Act 2005</i> provides the right to apply to the State Administrative Tribunal for review of some planning decisions and you may wish to take professional advice to determine whether or not such a right exists in the present instance. The State Administrative Tribunal Rules 2004 require that any such applications for review be lodged with the Tribunal within 28 days of the date on which notice of the decision is given.	This advice is no longer relevant as the required time period has expired.

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The borrow pit is located in an area that is not covered by Mining tenure, and as such a Mining Proposal was not required for disturbance to commence. A native vegetation clearing permit is also not required as the vegetation to be cleared is part of a plantation, and therefore does not come under the definition of 'native vegetation' under the *Environmental Protection Act 1986*.

As such, approval was sought from the Shire of Boddington, and this approval was received on the 19 June 2018, subject to conditions outlined in Table 1. An extension to the initial 5 year approval is currently being sought, for an additional 5 year term.

### 3 NEWMONT POLICIES AND STANDARDS

- Air Emissions Management Standard
- Biodiversity Management Standard
- Closure and Reclamation Management Standard
- Waste Management Standard
- Water Management Standard

## 4 MANAGEMENT STRATEGY

### 4.1 Overview

Material reconciliation for the F1 RDA identified that in order to fulfil closure obligations, additional gravel and gravelly clay for construction and rehabilitation will be required. As part of Newmont Boddington's commitment to progressive rehabilitation, a borrow pit within the Saddleback Tree Farm was proposed to provide construction material for the RDA.

Initially a volume of 600,000 m<sup>3</sup> of material was proposed to be excavated over a 4 year period, however following initial excavations, estimates of material availability has increased to approximately of 4,000,000 m<sup>3</sup>. This additional material is proposed to be excavated and removed from the site, to a maximum of 14 metres below the current surface. The excavation will extend over a proposed 5 year period. No changes to the Borrow pit area are proposed.

#### 4.1.1 Location

The approved site for the Borrow Pit is located approximately 700m to the north east of the Boddington F1 Residue Disposal Area, and is wholly within Newmont owned freehold land within the Saddleback Tree Farm (See Figure 1). The area is bounded by Horseyard Road to the west and Julimar Road to the south.

The borrow area is sited in a low range of hills, within the headwaters of the Gringer Creek catchment. There is a natural ephemeral drainage channel immediately to the east of the approved borrow area which feeds into the Gringer Creek catchment.

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**Figure 1 - Borrow Pit Location**

## 4.2 Drainage Management

Drainage for the borrow pit will be managed to ensure no runoff of contaminated water enters the environment. Potential water in the Borrow Pit may originate from surface water runoff, or groundwater encountered through excavation.

Borrow Pit construction was proposed to be completed in two stages, with water management to be adapted specifically for each stage of excavation.

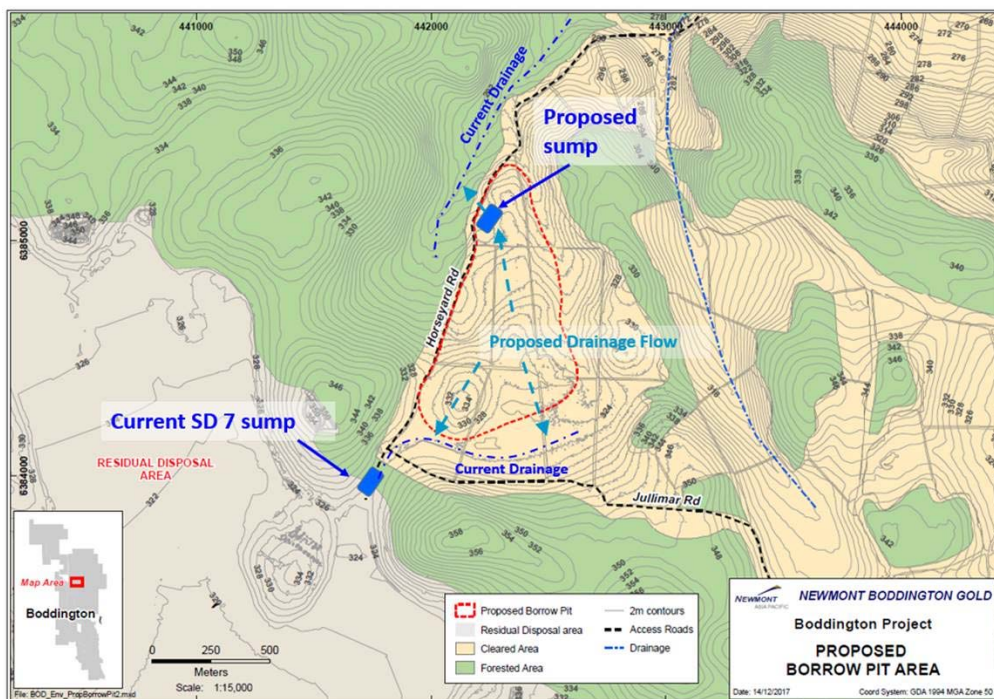
Stage 1 gravel extraction has commenced at the southern end of the borrow area and is progressing north up slope. Any shallow groundwater encountered along with rainfall runoff is directed south into the current drainage channel located adjacent to Julimar Rd. Water from this channel reports into the Saddle Dam 7 (SD 7) collection sump from where it is pumped to the R4 RDA pond to be reused on the mine site.

Stage 2 of the operation at the north end of the borrow pit is yet to commence. Any shallow groundwater encountered in Stage 2 operations along with rainfall runoff will be directed downslope and to a proposed sump within the northern end of the approved borrow area. This

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sump will act as a settlement pond to clarify any muddy water. During periods of high rainfall inflows, rainwater may overflow from this sump and will be directed to natural drainage channels adjacent to Horseyard Road. Additional sediment control measures such as silt fences will be assessed and implemented following construction of the northern sump.



**Figure 2: Drainage Management Plan**

#### 4.2.1 Drainage Controls

- In order to minimize risk of contamination of the collected water within the Borrow Pit, no hydrocarbons or chemicals will be stored at the borrow pit, and any spills from mobile equipment will be cleaned up immediately, in accordance with Section 9;
- Slopes draining into the sump will be as gentle as possible in order to minimise effects of erosion in the borrow pit area, whilst still allowing for ease of runoff management.
- Access to the Borrow Pit area is to be via existing tracks, no new disturbance to creek lines is permitted.
- All Newmont Boddington employees and business partners will receive environmental induction training which includes components relating to water management, and appropriate hydrocarbon cleanup procedures.

#### 4.2.2 Drainage Monitoring

Currently the Saddle Dam 7 Sump is visually monitored daily, and water quality samples are taken on a monthly basis. Data is managed through a MonitorPro Database.

Should the northern sump become operational it will also be added to the Newmont Boddington monitoring schedule on a monthly routine.

Any significant deviations from the current water quality of Saddle Dam 7 and Gringer Creek will be investigated.

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### 4.3 Weed and Disease Management

As both forest disease and weeds are controlled in a similar manner, management techniques have been combined within this management plan.

#### 4.3.1 Forest Disease – Dieback

Dieback is a soil borne pathogen with a range of hosts in the south west of Western Australia. The two main genera encountered at Newmont Boddington are *Phytophthora* and *Armillaria*, and *Phytophthora cinnamomi* represents the greatest threat to biodiversity. Dieback infection is not easy to detect, and there is no known cure.

Dieback is spread through the movement of water and soil within the landscape, often through wet soil adhering to vehicle tyres/tracks, and earthmoving equipment. Control of surface drainage is also required to avoid movement of the pathogen through water.

The Saddleback Tree Farm where the F1 RDA Borrow Pit is to be located is currently classified as excluded, as the area does not contain any native vegetation, and has been left fallow following harvest of pine trees.

#### 4.3.2 Environmental Weeds

Weeds can have a harmful effect on the economy, the environment, human health and amenity, and can include plants from other countries, other states, or other regions of Western Australia.

The location of the F1 RDA borrow pit has the potential to be highly impacted by weeds. Currently there are several known weed species located nearby, all of which are classified as permitted under section 11 of the *Biosecurity and Agriculture Management Act 2007*.

#### 4.3.3 Weed and Disease Management Controls

- Identification of new and updating existing forest disease boundaries, within the operational footprint, is undertaken every three years by a registered Dieback Interpreter, last completed in 2022;
- Signage is installed to indicate the presence of forest disease boundaries;
- Vehicles are required to be clean when entering the forest, and cleaned down every time a forest disease boundary is to be departed from;
- Vehicles may be inspected for cleanliness prior to site entry; and
- Weed removal and management will be undertaken on a seasonal basis depending on the species targeted, in accordance with the NBG Weed Control Procedure. A combination of both physical and/or chemical control measures may be implemented.
- Flora Surveys have been undertaken to map vegetation communities and species, and identify the location of any weed species;
- All Newmont Boddington employees and business partners will receive environmental induction training which includes components relating to forest disease management, weed management, and environmental disturbance procedures; and
- All observations of weed populations or suspected forest disease infestations will be reported to the SER Department for further investigation and management.

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#### 4.3.4 Weed and Disease Monitoring and Reporting

Forest disease boundary identification is undertaken every three years (or as required if clearing occurring >12 months after 3-yearly inspection) to assess occurrences of Phytophthora Dieback and other forest disease. A dieback interpreter, registered with the Department of Biodiversity, Conservation and Attractions (DBCA) conducts the forest disease mapping. They will use a range of methods to detect the presence of forest disease ranging from the health of reliable indicator species to laboratory analysis of plant and soil samples collected on site if required.

Weed monitoring data is analysed on an annual basis, as per the NBG Weed Survey and Control Procedure. Scheduled inspections allow for reports of weed populations to be included in the relevant mapping layer, and scheduled for management. Monitoring data is analysed on an annual basis to ensure the spread of weeds is kept to a minimum.

Any increase in the spread of disease or new environmental weed taxa will be reported to the CEO of the DWER in accordance with conditions of Ministerial Statement 971, and any new presence or suspected presence of any declared pest will be reported to the Department of Primary Industries and Regional Development.

#### 4.4 Air Quality Management

Air Quality impacts from the construction and operation of the Borrow Pit will be managed in line with the NBG Air Quality Management Plan. Potential sources of air emissions include fugitive dust emission from vehicle movement on unsealed roads, vegetation clearing activities, open areas, and emissions from light and heavy vehicle exhausts.

##### 4.4.1 Air Quality Management Controls

- Cleared areas will be limited to only approved areas; and
- Dust suppression – a water cart will be used on a regular basis as required to manage fugitive dust.
- Excessive levels of dust will be reported by relevant employees and business partners, and dust suppression measures will be implemented;
- Equipment will be properly maintained to avoid excessive exhaust emissions;
- All Newmont Boddington employees and business partners receive environmental induction training; and
- Employees and business partners are required to remain within the sign posted speed limit on all roads on site to minimise fugitive dust generation.

##### 4.4.2 Air Quality Monitoring and Reporting

Ambient dust and air monitoring are conducted at Newmont Boddington to ensure that air quality is being managed to avoid occupational health and environmental impacts. This is carried out according to the Environmental Monitoring Schedule.

Excessive levels of dust will be reported through Enablon. Listed emissions are reported through the NPI and NGERS, and any issues are communicated through the Community Reference Group.

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## 4.5 Waste Management

Waste created through processes involved with the construction and operation of the borrow pit will be managed in accordance with the NBG Waste Management Plan.

The operation of the borrow pit is unlikely to generate significant quantities of waste; however equipment operation and maintenance activities present the risk of contamination of soil through spillage of machinery fuel, oil or grease products into the ground.

### 4.5.1 Waste Management Controls

- Prestart checks will be carried out on all equipment daily prior to use, in order to identify any malfunctions that may lead to a spill or release of hazardous materials; and
- Any equipment with significant defects identified in the prestart checks will be tagged out of service until repaired.
- Any leaks, spills, or releases of hydrocarbon products will be reported as an Enablon event;
- All relevant personnel will be trained in clean up procedures of hydrocarbon spills; and
- Waste management processes identified in the NBG Waste Management Procedure will be followed for all waste streams.

### 4.5.2 Waste Monitoring and Reporting

The quantities of waste disposed or recycled at Newmont Boddington are documented through regular waste reports and Controlled Waste Tracking Forms. This enables Newmont Boddington to:

- Determine quantities and types of waste generated by Newmont Boddington activities;
- Allow waste data to be documented in annual reporting;
- Review performance to promote recycling and reduce waste to landfill; and
- Maintain compliance with the *Environmental Protection (Controlled Waste) Regulations 2004*.

Any incorrect disposal of waste is reported internally, as are any spills of hazardous materials. Listed emissions are reported annually through the NPI and NGERS reports, and all significant spills are reported in accordance with Section 72 of Western Australia's *Environmental Protection Act 1986*.

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**Newmont Boddington Gold Pty Ltd & Saddleback Investments Pty Ltd**  
**Supporting Information for the Renewal of Approved Extractive Industry Licence – Borrow Pit**  
**File Ref: A136**

<b>Plan</b>	<p><b>Plan(s) with scale &gt;1:500 including the following:</b></p> <p><b>Street names, lot numbers, north point and site dimensions</b></p> <p>The borrow area is bounded by the Horseyard Road to the west and Julimar Road to the South. These are internal roads within the Saddleback tree farm with no public access</p> <p>See attached plans</p> <p><b>Proposed use and any buildings to be erected/demolished</b></p> <p>No buildings on the site and none proposed.</p> <p><b>Existing and proposed access</b></p> <p><b>Locations and means of vehicle access, including loading/offloading</b></p> <p>Access for excavation equipment will be from the private RDA (Residue Disposal Area) perimeter road located on the NBG Mining Lease and via Horseyard Road.</p> <p>No new access roads to the area will be required.</p>
<b>Legal Considerations</b>	<p><b>Written consent from landowners</b></p> <p>Newmont Boddington Pty Ltd and Saddleback Investments Pty Ltd are the owners as tenants in common, their respective ownership portions being 66 <sup>2</sup>/<sub>3</sub> and 33 <sup>1</sup>/<sub>3</sub></p> <p><b>DEC approval – clearing permit (if applicable)</b></p> <p>Not Applicable. No native forest is proposed to be cleared for this development. The borrow area is on Newmont owned freehold land that has been previously harvested for pine trees and left fellow.</p> <p><b>Local government submission form and fees</b></p> <p>Attached</p> <p><b>Certificate of Title</b></p> <p>Attached – Lot 421 on Plan 50652 and Lot 500 on Plan 59054</p>
<b>Site Details</b>	<p><b>Existing and proposed land contours.</b></p> <p>See attached plans</p> <p><b>Description of the land – roads, boundaries, fences, existing buildings, waterways, ridge line, existing vegetation etc.</b></p> <p>The area is sited in a low range of hills at the South western end of the Saddleback Tree Farm within the headwaters of the Gringer Creek catchment.</p> <p>The proposed borrow area is bounded by the Horseyard Road to the west and Julimar Road to the South.</p> <p>There are no buildings or existing fencing within the proposed area.</p> <p>The borrow area is on Newmont owned freehold land that has been previously harvested for pine trees and left fellow.</p> <p>There is a natural ephemeral drainage channel immediately to the East of the proposed borrow area which feeds into the Gringer Creek catchment.</p>
<b>Proposed Extractive Industry Details</b>	<p><b>Location, total area and depth of proposed excavation</b></p> <p>The borrow area is located approx. 700m to the North East of the Boddington Tailings Residue Disposal Area at the south western end of the Saddleback Tree farm. This is 10km from the Albany Hwy at its closest point and is fully contained with Newmont owned Freehold land. The area is wholly located with the Saddleback Tree Farm area.</p> <p>The excavation is to source gravel and gravelly clay for construction materials.</p>

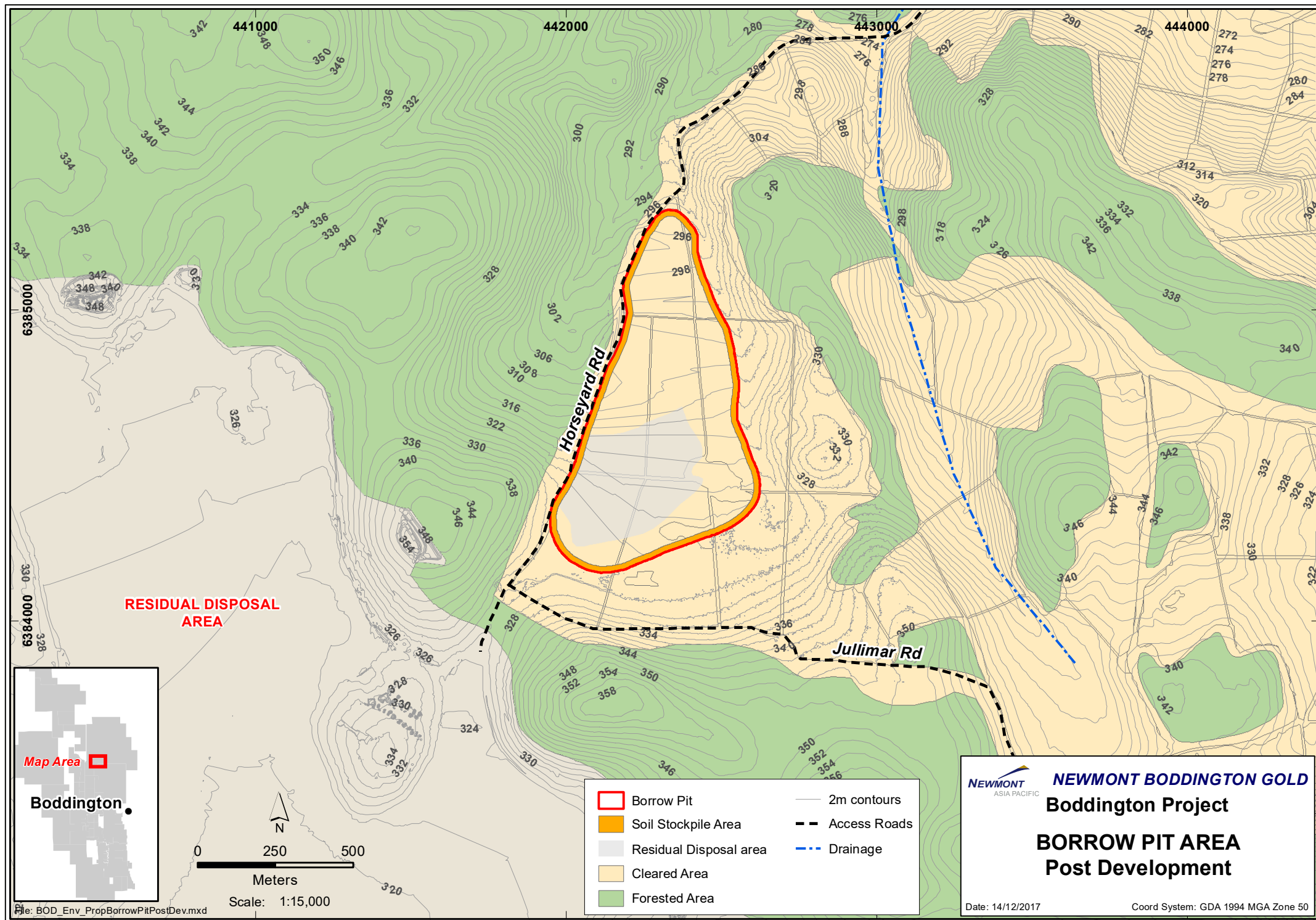
	<p>The depth will range from approximately 4-14 meters below the original surface. Original application stated maximum depth of approximately 4 meters.</p> <p>All activities will be conducted in accordance with Newmont Internal Ground Disturbance Permit approvals and processes.</p> <p><b>Location and proposed maximum height of stockpiles.</b></p> <p>Surface soil will be stripped to an average depth of around 150mm, and stockpiled around the perimeter of the borrow area to a maximum height of 2m. This material will be used for final profiling and rehabilitation upon completion.</p> <p>The underlying gravels and gravelly clay material will be excavated and direct hauled to the RDA for construction purposes.</p> <p><b>How much material is proposed to be extracted (on an annual and total basis).</b></p> <p>A total volume of 4,000,000 m3 (metric cubes) of material is proposed to be excavated and removed from the site. The excavation will extend over an additional 5 year period for an average annual rate of 800,000 m3.</p> <p>Original application had a total volume of 600,000 m3 at an annual rate of 150,000 m3.</p> <p><b>Method and route(s) of proposed vehicle access to and from the site.</b></p> <p>Excavation, haulage and support equipment will be driven directly to the site from the RDA construction site via Horseyard road.</p> <p><b>Location of proposed buildings, treatment plants, storage tanks etc.</b></p> <p>There are no proposed buildings, treatment plants or tanks.</p>
<b>Details of Management of Operation</b>	<p><b>Noise attenuation – hours of operation, types of vehicles to be used, maximum number of truck movements per day, earth bunding.</b></p> <p>The equipment used will be a small excavators, scrapers, bulldozers and 40t articulated off road trucks for haulage, along with light vehicles for personnel transport and water carts for dust management.</p> <p>Hours of Operations will be day shift only (6am to 6pm).</p> <p>Excavation activities are scheduled predominantly during the dryer periods from September through May each year to minimize weather related production disruptions.</p> <p>Due to distance to residents and dayshift only operations no specific noise attenuation is proposed.</p> <p><b>Screening – location of screening and species to be planted, staging of operations.</b></p> <p>None proposed. There is no public access to this area and there is no visual amenity from public viewpoints or residential properties.</p> <p><b>Dust management plan.</b></p> <p>A water cart will be used on a daily basis and/or as required to to regularly maintain fugitive dust in line with Newmont Boddington Gold operating and environmental guidelines.</p> <p><b>Environmental management – measures to protect existing vegetation, acid sulphate soil management, dieback control, fire management, water quality management, drainage details, and treatment of wastes.</b></p> <p>The environmental impacts will be managed in line with Newmont Boddington Gold operating and environmental guidelines.</p> <p>A baseline groundwater monitoring and a hydrological investigation has been completed since our original application which will be used as the basis for the ongoing groundwater management plan to ensure drainage and sediment controls are in place and that the water quality in the Gringer creek catchment is not impacted.</p> <p><b>Rehabilitation plan</b></p> <p>The area will be reprofiled to even out the topography and integrate with the surrounding landform. The stockpiled topsoil will be evenly spread back over the area is replicate the surrounding landform. This borrow pit area will be added to the NBG site closure and rehabilitation plan.</p> <p><b>Cultural Heritage Management</b></p> <p>There are no heritage sites within the proposed borrow area footprint. As part of NBG's cultural heritage commitments, NBG will comply with all obligations, standards and procedures with regard to any activities in the proposed borrow area.</p>



## Extractive Industry Site Selection Checklist

WAPC suggests that this list is used to consider the proposed site for extractive industry:

Site Location Considerations	Tick
The site has safe access to major roads, and existing roads are in good condition. The access roads proposed are suitable for the volume of traffic and type of heavy vehicles.	✓
The site is not in a visually significant location, such as on a ridge, or visible from major roads.	✓
The site is not situated within 500-1000m of any sensitive land uses, such as residential development, schools and hospitals.	✓
Environmental Attributes	
The site is not considered priority agricultural land.	✓
The proposal will not involve major disturbance of acid sulphate soils.	✓
The proposal will not involve significant clearing of native vegetation, that is, the site is bare of vegetation from previous uses or does not contain good quality bushland of significant quantity.	✓
The site provides adequate setback to existing wetlands, water courses and drainage lines.	✓
The site is not listed as a Bush Forever area.	✓
Planning Considerations	
The nature of the proposed activity is consistent with the current zoning, and any proposed zoning.	✓
The timeframe for the proposed activity takes into account the long-term impact on the local community.	✓
Site Location Considerations	
The proposed activity is compatible with surrounding land uses.	✓
The proposed activity will not cause disturbance to the amenity of the area.	✓
The site will not have a negative visual impact on major roads, scenic areas or adjoining properties.	✓
The site provides an adequate separation distance to any residential or special rural area, or existing dwelling in a rural area. Typically separation distances should be 500-1000m.	✓
Operational issues such as hours of operation, noise and dust monitoring and site access are addressed with the view to minimising any potential noise or dust issues for surrounding sites.	✓
Other relevant state and local planning policies and strategies, including but not limited to the following have been addressed: <ul style="list-style-type: none"> <li>- State Policy 2.4 Basic Raw Materials</li> <li>- State Policy 4.1 State Industrial Buffer Policy</li> <li>- Extractive industry local laws</li> <li>- Local planning scheme provisions</li> <li>- Region scheme provisions</li> </ul>	✓





## 8.1.2 Adoption of Shire of Boddington Extractive Industries Local Law

File Reference:	2.00245
Applicant:	Shire of Boddington
Disclosure of Interest:	Nil
Author:	Executive Manager Planning & Development
Attachments:	8.1.2A Draft Shire of Boddington Extractive Industries Local Law

### Summary

Council is requested to approve the Shire of Boddington Extractive Industries Local Law, which was recently advertised for public comment. There were no comments from the public, and subject to a minor amendment to one clause, the local law may now be made. It will come into effect 14 days after publication in the Government Gazette.

### Background

At its meeting held on 27 October 2022, council adopted a draft *Shire of Boddington Extractive Industries Local Law*, resolved to give local public notice and invite submissions, and to give copies to the Ministers for Mines and Local Government, all as required by s3.12 of the Local Government Act 1995 (the Act).

The draft local law has been developed based on a WA Local Government Association model template.

It deals with:

- Application to existing extractive industries;
- Rehabilitation on completion of the extractive industry;
- Security for rehabilitation of the site and road infrastructure maintenance;
- Placement of conditions on any approval, including –
  - Agreement for contribution for road upgrade, improvement and maintenance;
  - Agreement for contribution to community amenity;
- Transport routes to be agreed, and varied if necessary;
- Annual renewal, variation, transfer, cessation or cancellation of licenses; and
- Notices and penalties.

There are exclusions to some activities, so not all fall within the control of this local law, including:

- Areas of less than 2,000 m<sup>2</sup>;
- By a landowner for their own use;
- On Crown land; and
- Activities regulated by State legislation such as the *Mining Act 1978*.

### Comment

The draft local law was advertised for public comment and copies sent to the Ministers as required by the Act.

No comments were received from the public or the Minister for Mines. The WA Department of Local Government, Cultural and Sporting Industries responded on behalf of the Minister for Local Government and made a minor suggestion about the wording of clause 7.4 which relates to the setting of an annual fee. The change is shown 'marked' on the attached draft of the local law and is considered minor.

Subject to the suggested amendment, the proposed local law may now be made. It will come into effect 14 days after publication in the Government Gazette.

### Consultation

Local laws are made using the process set out in s3.12 of the Act. Amongst other things, copies are to be sent to the Minister responsible for the relevant area to which it applies (in this case mining) and the Minister for Local Government.

Local governments are also required to give local public notice of the proposed local law.

Copies of the proposed local law were duly sent to the Ministers and local public notice given via Bod News and the Shire's website. Comments were open for a seven week period which closed on 21 December 2022.

As noted above, no comments were received from the public or the Minister for Mines and the WA Department of Local Government, Cultural and Sporting Industries made a minor suggestion about the wording of clause 7.4 which relates to the setting of an annual fee

If council resolves to make the local law, it will come into effect 14 days after publication in the *Government Gazette*. Local laws are also subject to scrutiny by the WA Parliamentary Joint Standing Committee on Delegated Legislation, which oversees the making of regulations and local laws on behalf of Parliament. As shown in the recommendation to council, a submission must be made to this committee.

### Strategic Implications

Performance Area	Place
Outcome 9	A thriving economy with good access to education and jobs for everyone.
Objective 9.2	Maintain a safe, efficient road network and supporting infrastructure.
Performance Area	Performance
Outcome 12	Visionary leadership and responsible governance.
Objective 12.1	Maintain a high standard of leadership, corporate governance and customer service.

### Legislative Implications

Local Government Act 1995 –

- 3.12 – Procedure for making local laws
  - (2) Notice of purpose and effect of local law to be given by the person presiding
  - (3) State-wide public notice required, and copies to Minister/s immediately after notice given, minimum 6 weeks' notice
  - (3a) Local Public notice also required to be given
    - After notice period, all submissions to be considered, and local law may then be made by absolute majority
  - Publication in Government Gazette required
  - (7) Parliament to be advised within 10 working days of Gazettal
- s.3.13 – Significant changes require recommencement of proposal
- s.3.14 – Unless otherwise provided for, local laws come into effect 14 days after Gazettal
- s.3.15 – local public notice of the final adoption/making of a local law to be given

Interpretations Act 1984 –

- s.42(2) – after publication in the Government Gazette, Parliament may disallow within 14 sitting days of receipt

### Policy Implications

Once adopted, the Shire could consider adoption of a policy setting out standard conditions that might apply when considering applications for an extractive industry permit under the local law.

### Financial Implications

There are minor costs associated with the drafting, advertising and Gazettal of the proposed local law.

### Economic Implications

The regulation of extractive industries through this local law will enable those looking to develop businesses of this nature to have certainty about the process and restrictions that may be placed on them.

### Social Implications

Having explicitly outlined the parameters under which extractive industries may operate within the Shire of Boddington the Local law will ensure that any social impacts are thoroughly considered.

### Environmental Considerations

The local law contains provisions to assist with the establishment, operation and closure of extractive industry activities. This includes any impacts that they may have on the environment.

### Risk Considerations

Risk Statement and Consequence	Industry or the community may react negatively to the regulating of an industry that has previously been somewhat unregulated.
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Reputational, Compliance & Natural Environment.
Risk Action Plan (controls or treatment proposed)	Through the process of public notice and the review of submissions received, the risk is reduced. Legal advice has also been sought in the drafting of the local law to reduce the risk on non-compliance with the statutory process.

### Options

1. Support the officer recommendation and move forward with the creation of the Local law.
2. Decide not to regulate extractive industries.
3. Defer and seek additional information.

### Voting Requirements

Absolute Majority

**Officer Recommendation and Council Decision**

**COUNCIL RESOLUTION: 03/23 That Council:**

**Moved: Cr I Webster**

1. In accordance with section 3.12(4) of the Local Government Act 1995 the *Shire of Boddington Extractive Industries Local Law 2023* be adopted, subject to:
  - a. Minor amendments as 'marked up' on the attachment to the report to Council; and
  - b. Deletion of text boxes, page numbers in the index and notes in the version to be officially Gazetted;
2. In accordance with s3.12(5) of the Local Government Act 1995 the local law be published in the Government Gazette and a copy sent to the Ministers for Mines and Local Government;
3. In accordance with s3.12(6) of the Local Government Act 1995, after Gazettal local public notice be given:
  - a. Stating the title of the local law;
  - b. Summarising the purpose and effect of the local law and specifying the day on which it comes into operation; and
  - c. Advising that copies of the local law may be inspected or obtained from the Shire offices and its website.
4. In accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister for Local Government on 12 November 2010, a copy of the local law and a duly completed explanatory memorandum signed by the Shire President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

**Seconded: Cr A Ryley**

**Carried: 5/0**

## LOCAL GOVERNMENT ACT 1995

## SHIRE OF BODDINGTON

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DRAFT



**LOCAL GOVERNMENT ACT 1995**

**SHIRE OF BODDINGTON**

**EXTRACTIVE INDUSTRIES LOCAL LAW 2023**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Boddington resolved on 23.02.2023 to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation**

This local law may be cited as the *Shire of Boddington Extractive Industries Local Law 2023*.

**1.2 Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**1.3 Application**

The provisions of this local law –

- (a) subject to paragraphs (b), (c) and (d) –
  - (i) apply and have force and effect throughout the whole of the district;
  - (ii) apply to every excavation whether commenced prior to or following the coming into operation of this local law; and
  - (iii) apply to a previous licence as if it was issued under this local law;
- (b) do not apply to the extraction of minerals under the *Mining Act 1978*;
- (c) do not apply to the carrying on of an extractive industry on Crown land; and
- (d) do not apply to the carrying on of an extractive industry on land by the owner or occupier of that land for use on that land.

**1.4 Transitional provisions**

- (1) Within 90 days of commencement of this local law or within 90 days of the date of the annual licence fee of a previous licence becoming due and payable (under clause 7.3), the local government may in respect of the licence –
  - (a) vary or delete a condition; or
  - (b) impose one or more other conditions, as specified in clause 4.3(2).
- (2) A condition that is varied, deleted or imposed under subclause (1) does not become effective until 90 days (or longer period that is specified by the local government) after written notice of the condition is given by the local government to the licensee.

**1.5 Definitions**

In this local law unless the context otherwise requires –

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

**application for licence** includes application to renew, transfer, vary or cancel a licence as the context requires;

**authorised person** means a person appointed by the local government to perform all or any of the functions conferred on an authorised person under this local law;

**carry on an extractive industry** means quarrying and excavating for stone, gravel, sand and other material, and the transporting of the material off the site, but excludes extractive activities undertaken by statutory authorities;

**CEO** means the Chief Executive Officer of the local government;

**cessation of operations** means termination of activities associated with the extraction and transport of the materials whether permanent or temporary, but does not include activities under clauses 6.3 for the care and maintenance of the site, or clause 6.4.

**district** means the district of the Shire of Boddington;

**excavation** includes quarry;

**infringement notice** means the notice referred to in clause 10.4(a);

**land**, unless the context requires otherwise, means the land on which the applicant proposes carrying on the extractive industry to which the licence application relates, and includes adjoining lots or locations in the same occupation or ownership;

**licence** means a licence issued under this local law and a previous licence;

**licensee** means the person named in the licence as the licensee;

**local government** means the Shire of Boddington;

**local planning scheme** means a planning scheme of the local government made under the *Planning and Development Act 2005*;

**owner** has the meaning given to it in section 1.4 of the Act;

**occupier** has the meaning given to it in section 1.4 of the Act;

**person** does not include the local government;

**planning approval** means an approval for a development or a land use that is issued under a local planning scheme administered by the local government;

**previous licence** means a licence that is in force at the date of commencement of this local law;

**Schedule** means a schedule to this local law;

**secured sum** means the sum required to be paid or the amount of a bond, bank guarantee or other security under clause 3.7;

**set fee** means a fee determined by the local government in accordance with sections 6.16 to 6.19 of the Act;

**site** means the land specified by the local government in a licence;

**thoroughfare** has the meaning given to it in section 1.4 of the Act; and

**transferee** means a person who applies for the transfer of a licence to her or him under clause 4.8.

## **PART 2 - REQUIREMENT FOR LICENCE**

### **2.1 Extractive industries prohibited without licence**

A person must not carry on an extractive industry –

- (a) unless the person is the holder of a valid and current licence; and
- (b) otherwise than in accordance with any terms and conditions set out in, or applying in respect of, the licence.

## **PART 3 - APPLICATION REQUIREMENTS**

### **3.1 Applicant to advertise proposal**

(1) Unless the local government first approves otherwise, a person seeking the issue of a licence shall, before making an application for a licence –

- (a) forward a notice to –
  - (i) the owners and occupiers of all land adjoining the land upon which it is proposed to excavate, or within an area determined by the local government as likely to be affected by the granting of a licence; and
  - (ii) every authority or person having control or jurisdiction over any of the things referred to in clause 3.3(1)(g) and (h) within 500 metres from the boundaries of the land, or within an area determined by the local government as likely to be affected by the granting of a licence; and
- (b) as soon as practicable after complying with the requirements of paragraph (a) –
  - (i) forward a copy of the notice to the CEO; and
  - (ii) publish the notice in a newspaper circulating in the area in which the proposed excavation is located.

(2) The information contained in the notice referred to in subclause (1) shall include but is not limited to –

- (a) particulars of the proposed excavation; and
- (b) inviting objections or comments to be made to the CEO within 21 days of date of receipt of the notice.

(3) The local government may undertake a public consultation process including but not limited to –

- (a) provision of information by mail or similar;
  - (b) electronically through a website or similar; and
  - (c) public meetings.
- (4) The local government may, within 14 days after receiving a copy of a notice referred to in clause 3.1(1)(b), cause to be displayed, or require the proposed applicant to display, in a prominent position on the land one or more notices –
- (a) in a form approved by the local government;
  - (b) the content, size, construction and position of which have been approved by the local government;
  - (c) specifying particulars of the proposed excavation; and
  - (d) inviting objections or comments within 21 days from the placement of the notice.

### **3.2 Application for licence**

- (1) An application for a licence shall –
- (a) be made in writing;
  - (b) state –
    - (i) name of person or company for whom the application is being lodged;
    - (ii) name of primary contact person for the company and in relation to the application;
    - (iii) telephone, mobile phone and email contact details; and
    - (iv) postal and street address.
  - (c) be accompanied by –
    - (i) the set fee;
    - (ii) a current certificate of currency for public liability policy in accordance with clause 7.1;
    - (iii) the consent in writing to the application from the owner of the excavation site; and
    - (iv) a copy of the planning approval for an extractive industry to be conducted on the land;
  - (d) include any information that the local government may reasonably require; and
  - (e) be signed by the applicant.
- (2) An application for a licence must be lodged with the local government together with details of the proposed excavation, including but not limited to –
- (a) a plan of the excavation site in accordance with clause 3.3;
  - (b) a works and excavation program in accordance with clause 3.4;
  - (c) a rehabilitation and decommissioning program in accordance with clause 3.5;
  - (d) evidence that a datum peg has been established on the land related to a point approved by the local government on the surface of a constructed public thoroughfare or such other land in the vicinity;
  - (e) a certificate from a licensed surveyor;
  - (f) evidence that the requirements of clause 3.1(1) and (4) have been carried out;
  - (g) copies of all land use planning approvals required under any planning legislation;
  - (h) copies of any environmental approval required under any environmental legislation;
  - (i) copies of any geotechnical information relating to the excavation site;
  - (j) evidence that an application for a clearing permit has been lodged with the Department of Water and Environmental Regulation if that is required under section 51C(a) of the *Environmental Protection Act 1986*; and
  - (k) any other information that the local government may reasonably require.
- (3) The application under subclause (1) and detailed information under subclause (2) shall consist of one signed paper copy or an electronic copy.
- (4) The local government may exempt a person making an application for a licence from supplying any of the data specified in subclause (2)(c), (d), (e) or (i), where –
- (a) the surface area does not exceed 2000 square metres; and
  - (b) the material to be extracted from the proposed excavation does not exceed 2000 cubic metres.

### **3.3 Plan of excavation site**

- (1) The plan referred to in clause 3.2(2)(a) shall be in a scale of between 1:500 and 1:2000 showing –
- (a) the existing and proposed land contours based on the Australian Height Datum and plotted at one metre contour intervals;
  - (b) the land on which the excavation site is to be located;

- (c) the external surface dimensions of the land;
  - (d) the location and depth of the existing and proposed excavation of the land;
  - (e) the location of existing and proposed thoroughfares or other means of vehicle access to and egress from the land and to public thoroughfares in the vicinity of the land;
  - (f) the location of buildings, treatment plant, tanks and other improvements and developments existing on, approved for or proposed in respect of the land;
  - (g) the location of existing infrastructure services including but not limited to powerlines and communication cables, and any associated poles or pylons, sewers, pipelines, reserves, bridges, railway lines and registered grants of easement or other encumbrances over, on, under or adjacent to or in the vicinity of the land;
  - (h) the location of all existing bores, dams, watercourses, drains or sumps on or adjacent to the land;
  - (i) the location and description of existing and proposed fences, gates and warning signs around the land; and
  - (j) the location of the areas proposed to be used for stockpiling excavated material, treated material, overburden and soil storage on the land and elsewhere.
- (2) All survey data supplied by an applicant for the purpose of subclause (1) shall comply with Australian Height Datum and Australian Map Grid standards.

### **3.4 Works and excavation program**

The works and excavation program referred to in clause 3.2(2)(b) shall contain –

- (a) the nature and estimated duration of the proposed excavation for which the licence is applied;
- (b) the stages and the timing of the stages in which it is proposed to carry out the excavation;
- (c) details of the methods to be employed in the proposed excavation and a description of any on-site processing works;
- (d) details of the depth and extent of the existing and proposed excavation of the site;
- (e) an estimate of the depth of and description of the nature and quantity of the overburden to be removed;
- (f) a description of the methods by which existing vegetation is to be cleared and topsoil and overburden removed or stockpiled;
- (g) a description of the means of access to the excavation site and the types of thoroughfares to be constructed;
- (h) details of the proposed number and size of trucks entering and leaving the site each day and the route or routes to be taken by those vehicles;
- (i) a description of any proposed buildings, water supply, treatment plant, tanks and other improvements;
- (j) details of drainage conditions applicable to the land and methods by which the excavation site is to be kept drained;
- (k) a description of the measures to be taken to minimise sand drift, dust nuisance, erosion, watercourse siltation and dangers to the general public;
- (l) a noise management plan, including a description of the measures to be taken to comply with the *Environmental Protection Act 1986* and the *Environmental Protection (Noise) Regulations 1997*;
- (m) a description of the existing site environment and a report on the anticipated effect that the proposed excavation will have on the environment in the vicinity of the land;
- (n) details of the nature of existing vegetation, shrubs and trees and a description of measures to be taken to minimise the destruction of existing vegetation;
- (o) a description of the measures to be taken in screening the excavation site, or otherwise minimising adverse visual impacts, from nearby thoroughfares or other areas; and
- (p) details of measures to reduce impact on the adjoining owners and occupiers, and the wider community.

### **3.5 Rehabilitation and decommissioning program**

The rehabilitation and decommissioning program referred to in clause 3.2(2)(c) shall indicate –

- (a) the objectives of the program, having due regard to the nature of the surrounding area and the proposed end-use of the excavation site;
- (b) whether restoration and reinstatement of the excavation site is to be undertaken progressively or

- upon completion of excavation operations;
- (c) how any face is to be made safe and batters sloped;
- (d) the method by which topsoil is to be replaced and revegetated;
- (e) the numbers and types of trees and shrubs to be planted and other landscaping features to be developed;
- (f) how rehabilitated areas are to be maintained; and
- (g) the program for the removal of buildings, plant, waste and final site clean up.

### **3.6 Certificate of a licensed surveyor**

The certificate in subclause 3.2(2)(e) shall certify the correctness of –

- (a) the datum peg and related point referred to in subclause 3.2(2)(d); and
- (b) the plan referred to in subclause 3.2(2)(a).

### **3.7 Security for restoration of excavation site and for road infrastructure**

- (1) The local government may require that the licensee shall give to the local government a bond, bank guarantee or other security, of a kind and in a form acceptable to the local government, in or for a sum determined by the local government, for the purposes of –
  - (a) ensuring that an excavation site is properly restored or reinstated; and
  - (b) ensuring that road infrastructure is repaired and maintained to the standard agreed in accordance with subclauses 4.5(2) and (3).
- (2) The security required under subclause (1) may be required to be provided by the applicant to the local government –
  - (a) as a condition of a licence; or
  - (b) before the issue of a licence.
- (3) A bond required under subclause (1) is to be paid into a fund established by the local government for the purposes of this clause.
- (4) If a bank guarantee or other security required under subclause (1) ceases to be current, excavation is to cease until a further security in a form acceptable to the local government has been provided.
- (5) Subject to clause 7.4, any interest accrued in respect of the bond paid into the fund under subclause (3) is to be returned to the licensee at the completion of the restoration and reinstatement works required by the licence conditions or otherwise under this local law.

## **PART 4 - LICENCING**

### **4.1 When an application may be determined**

An application for a licence is not to be determined by the local government until –

- (a) the applicant submits proof that the requirements for notices, public information and consultation have been undertaken in accordance with subclauses 3.1(1) and (2);
- (b) the applicant has made an application for licence in accordance with clause 3.2;
- (c) the local government has considered any written submissions received within the time specified in subclauses 3.1(2)(b) and 3.1(4), and
- (d) planning approval for an extractive industry use of the land has been obtained.

### **4.2 Determination of application**

- (1) Upon receipt of an application, the local government may –
  - (a) refuse the application; or
  - (b) approve the application –
    - (i) over the whole or part of the land in respect of which the application is made; and
    - (ii) on such terms and conditions, if any, as it sees fit.
- (2) The local government may refuse to consider an application for a licence that does not comply with the requirements of clause 3.2.
- (3) Where the local government approves an application for a licence, it shall –
  - (a) determine the licence period, not exceeding 21 years from the date of issue; and
  - (b) approve the issue of a licence in the form determined by the local government from time to time.
- (4) Where the local government approves the issue of a licence, the CEO shall issue the licence to the



applicant upon receipt by the local government of –

- (a) payment of the annual set fee;
- (b) payment of the secured sum if any, imposed under clause 3.7;
- (c) the documents, if any, executed to the satisfaction of the CEO, under clause 3.7; and
- (d) a copy of the public liability insurance policy required under clause 7.1(1).

#### **4.3 Conditions which may be imposed**

- (1) Clause 4.5 applies as a condition to all licences.
- (2) Without limiting subclause 4.2(1), the local government may impose conditions in respect of the following matters, including but not limited to –
  - (a) the orientation of the excavation to reduce visibility from other land;
  - (b) the appropriate siting of access thoroughfares, buildings and plant;
  - (c) the stockpiling of material;
  - (d) the hours during which any excavation work may be carried out;
  - (e) the hours during which any processing plant associated with, or located on, the site may be operated;
  - (f) requiring all crushing and treatment plant to be enclosed within suitable buildings to minimise the emission of noise, dust, vapour and general nuisance to the satisfaction of the local government;
  - (g) the depths below which a person shall not excavate;
  - (h) distances from adjoining land or roads within which a person must not excavate;
  - (i) the safety of persons employed at or visiting the excavation site;
  - (j) the control of dust and wind-blown material;
  - (k) the planting, care and maintenance of trees, shrubs and other landscaping features during the time in which the extractive industry is carried out in order to effectively screen the area to be excavated and to provide for progressive rehabilitation;
  - (l) the prevention of the spread of dieback or other disease;
  - (m) the drainage of the excavation site and the disposal of water;
  - (n) the restoration and reinstatement of the excavation site, the staging of such works, and the minimising of the destruction of vegetation;
  - (o) the provision of retaining walls to prevent subsidence of any portion of the excavation or of land abutting the excavation;
  - (p) requiring the licensee to furnish to the local government a surveyor's certificate each year, prior to the renewal fee being payable, to certify the quantity of material extracted and that material has not been excavated below the final contour levels outlined within the approved excavation program;
  - (q) requiring the licensee to enter into an agreement with the local government to pay a contribution in respect of thoroughfares in the district used by heavy or extraordinary traffic conducted by or on behalf of the licensee under the licence, in accordance with subclauses 4.5(2) and (3) –
    - (i) any extraordinary expenses incurred by the local government;
    - (ii) requirement for increased maintenance; and
    - (iii) repair of damage caused;
  - (r) requiring the licensee to enter into an agreement with the local government in respect of any condition or conditions imposed under this local law; and
  - (s) any other matter for properly regulating the carrying on of an extractive industry.

#### **4.4 Variation of conditions**

- (1) Within 30 days of the date of the annual licence fee becoming due and payable (under clause 7.3), the local government may, in respect of the licence –
  - (a) Vary or delete a condition; and
  - (b) May impose one or more other conditions, as specified in clause 4.3(2).
- (2) A condition that is varied, deleted or imposed under subclause (1) does not become effective until 90 days (or such longer period as is specified by the local government) after written notice of the condition is given by the local government to the licensee.

#### **4.5 Transport of materials**

- (1) The local government may, from time to time, prescribe by giving written notice to the licensee –



- 
- (a) determine routes to be taken by the licensee for the transport of materials from the site through the roads within the district, if the proposed routes are not suitable for the proposed haulage;
  - (b) the tonnage limits to be transported along a particular route; and
  - (c) the times during which materials from the site may be transported through the roads within the district.
- (2) If a road on a route prescribed under subclause (1) is inadequate for the transport of materials from the site, the local government may require the licensee to pay all or part of the costs or estimated costs, as determined by the local government, of upgrading the road to the standard required by the local government for these purposes.
- (3) The licensee must pay to the local government, as and when required by the local government, the costs or estimated costs, as determined by the local government, of repairs and maintenance to any road that are required as a result of the transport of materials from the site.
- (4) Each licence is to be taken to be subject to a condition requiring the licensee to comply with this clause.

#### **4.6 Renewal of licence**

- (1) An application to renew a licence is not to be determined by the local government until the applicant has complied with subclause (2).
- (2) An application to renew a licence shall –
- (a) be made in writing;
  - (b) state –
    - (i) name of person or company for whom the application is being lodged;
    - (ii) name of primary contact person for the company and in relation to the application;
    - (iii) telephone, mobile phone and email contact details; and
    - (iv) postal and street address.
  - (c) be accompanied by –
    - (i) the set fee;
    - (ii) by a copy of the current licence;
    - (iii) a current certificate of currency for public liability policy in accordance with clause 7.1;
  - (d) be lodged by the licensee at least 90 days before the date of expiry of the licence;
  - (e) include a plan showing the contours of the excavation carried out to the date of that application;
  - (f) detail the works, excavation and rehabilitation stages reached and of any changes or proposed changes with respect to any of the things referred to in subclauses 3.2(2)(b) and (c); and
  - (g) submit any other things referred to in clauses 3.2 and 4.2.
- (3) The local government may waive any of the requirements specified in subclause (2)(f) or (g).
- (4) The applicant shall not be obliged, unless otherwise required by the local government to submit details of any of the things referred to in clauses 3.2 and 4.2 if –
- (a) an application to renew a licence is in relation to land in respect of which the current licence was issued less than 12 months prior to the date from which the new licence if granted would apply; and
  - (b) the methods to be employed in the proposed land excavation are identical to those being employed at the date of the application.
- (5) Upon receipt of an application for renewal of a licence, the local government may –
- (a) refuse the application; or
  - (b) approve the application on such terms and conditions as it sees fit.
- (6) Where the local government renews, or refuses to renew, a licence under subclause (5), it shall notify the licensee and owner of the excavation site in writing.

#### **4.7 Variation of licence**

- (1) An application to vary a licence by a licensee –
- (a) may be made at any time; and
  - (b) is not to be determined by the local government until the applicant has complied with subclause (2).
- (2) An application to vary a licence shall –
- (a) be made in writing;
  - (b) state –
-

- (i) name of person or company for whom the application is being lodged;
    - (ii) name of primary contact person for the company and in relation to the application;
    - (iii) telephone, mobile phone and email contact details; and
    - (iv) postal and street address;
  - (c) be accompanied by –
    - (i) the set fee;
    - (ii) by a copy of the current licence; and
    - (iii) a current certificate of currency for public liability policy in accordance with clause 7.1;
  - (d) be lodged by the licensee at least 90 days before the date of expiry of the licence;
  - (e) include a plan showing the contours of the excavation carried out to the date of that application;
  - (f) detail the works, excavation and rehabilitation stages reached and of any changes or proposed changes with respect to any of the things referred to in clauses 3.2(2)(b) and (c);
  - (g) any other things referred to in clauses 3.2 and 4.2.
  - (h) include any information that the local government may reasonably require; and
  - (i) be signed by the licensee and the owner of the excavation site (if different to the licensee);
- (3) The local government may waive any of the requirements specified in subclause (2)(f) or (g).
- (4) The applicant shall not be obliged, unless otherwise required by the local government to submit details of any of the things referred to in clauses 3.2 and 4.2 if –
- (a) an application to vary a licence is in relation to land in respect of which the current licence was issued less than 12 months prior to the date from which the new licence if granted would apply; and
  - (b) the methods to be employed in the proposed land excavation are identical to those being employed at the date of the application.
- (5) Upon receipt of an application to vary a licence, the local government may –
- (a) refuse the application; or
  - (b) approve the application on such terms and conditions as it sees fit.
- (6) Where the local government approves, or refuses to approve, a licence variation under subclause (5), it shall notify the licensee and owner of the excavation site in writing.

#### **4.8 Transfer of licence**

- (1) An application to transfer a licence is not to be determined by the local government until the applicant has complied with subclause (2).
- (2) An application to transfer a licence shall –
- (a) be made in writing;
  - (b) state –
    - (i) name of person or company for whom the application is being lodged;
    - (ii) name of primary contact person for the company and in relation to the application;
    - (iii) telephone, mobile phone and email contact details; and
    - (iv) postal and street address.
  - (c) be accompanied by –
    - (i) the set fee;
    - (ii) a copy of the current licence;
    - (iii) a certificate of currency in the name of the proposed transferee for a public liability insurance policy in accordance with clause 7.1; and
    - (iv) the consent in writing to the transfer from the owner of the excavation site;
  - (d) be lodged by the licensee at least 90 days before the date of proposed transfer of the licence;
  - (e) comply with and satisfy all conditions and requirements of the current licence;
  - (f) provide equivalent security under clause 3.7 as is required by the current licence; and
  - (g) include any information that the local government may reasonably require; and
  - (h) be signed by the licensee and the proposed transferee.
- (3) Upon receipt of an application to transfer a licence, the local government may –
- (a) refuse the application; or
  - (b) approve the application on such terms and conditions as it sees fit.
- (4) Where the local government approves, or refuses to approve, the transfer of a licence under subclause (3), it shall notify the licensee and owner of the excavation site in writing.
-

- 
- (5) Where the local government approves the transfer of a licence it shall not be required to refund any part of the fees and charges paid by the former licensee in respect of the transferred licence.
- (6) Where the local government does not approve the transfer of a licence –
- (a) the local government may cancel the licence in accordance with clause 4.9, or
  - (b) the licensee may –
    - (i) continue operations in accordance with the licence issued;
    - (ii) give notice of cessation of operations in accordance with clauses 6.1; or
    - (iii) give notice of temporary cessation of operations in accordance with clause 6.3.

#### **4.9 Cancellation of licence by the local government**

- (1) The local government may cancel a licence where the licensee has –
- (a) ceased to substantially carry on the extractive industry for a period in excess of 12 months or has not advised the local government of cessation of operations under clause 6.1;
  - (b) been convicted of an offence against –
    - (i) this local law; or
    - (ii) any other law relating to carrying on an extractive industry;
  - (c) failed to comply with –
    - (i) any of the conditions of the licence;
    - (ii) any provisions of this local law; or
    - (iii) any term of an agreement made with the local government in accordance with this local law and default continues for a period of 14 days from service on the licensee of written notice of default;
  - (d) transferred or assigned or attempted to transfer or assign the licence without the consent of the local government;
  - (e) permitted another person to carry on an extractive industry otherwise than in accordance with the terms and conditions of the licence and of the provisions of this local law;
  - (f) failed to pay the annual licence fee under clause 7.3;
  - (g) failed to have a current public liability insurance policy under clause 7.1(1); or
  - (h) failed to provide a copy of the policy or evidence of its renewal as the case may be, under clause 7.1(2).
- (2) Where the local government cancels a licence under this clause –
- (a) the cancellation takes effect on and from the day on which the licensee is served with the notice, and
  - (b) the local government shall advise the licensee and owner of the excavation site in writing.
- (3) Where the local government cancels a licence under subclause (1), the local government shall not be required to refund any part of the fees and charges paid by the licensee in respect of the cancelled licence.
- (4) Where the local government cancels a licence under subclause (1), the licensee shall comply with clause 6.4, unless otherwise approved by the local government.

### **PART 5 - LIMITATIONS, OBLIGATIONS AND PROHIBITIONS ON LICENSEE**

#### **5.1 Obligations of the licensee**

A licensee shall –

- (a) where the local government so requires, securely fence the excavation to a standard determined by the local government and keep the gateways locked when not actually in use in order to prevent unauthorised entry;
- (b) erect and maintain warning signs along each of the boundaries of the area excavated under the licence so that each sign –
  - (i) is not more than 200 metres apart;
  - (ii) is not less than 300 mm high and not less than 450 mm wide;
  - (iii) the top of the sign is between 1.2 metres and 1.8 metres above ground level; and
  - (iv) bears the words “DANGER EXCAVATIONS – KEEP OUT”;
- (c) except where the local government approves otherwise, drain and keep drained to the local government’s satisfaction any excavation to which the licence applies so as to prevent the

accumulation of water;

- (d) restore and reinstate the excavation site in accordance with the terms and conditions of the licence, the site plans and the works and excavation program approved by the local government;
- (e) take all reasonable steps to prevent the emission of dust, noise, vibration and other forms of nuisance from the excavation site; and
- (f) comply with the conditions imposed by the local government in accordance with clause 4.3.

## 5.2 Limits on excavation near boundary

Subject to any licence conditions imposed by the local government, a person shall not, without the written approval of the local government, excavate within –

- (a) 500 metres of any residence unless with the consent of the adjoining neighbours;
- (b) 50 metres of any bore, watercourse, wetland, swamp or other water reserve;
- (c) 50 metres of any thoroughfare;
- (d) 20 metres of the boundary of any land on which the excavation site is located;
- (e) 20 metres of any land affected by a registered grant of easement; or
- (f) 2 metres of the estimated maximum groundwater level as determined from time to time by the Department of Water and Environmental Regulation or otherwise as adopted by the local government.

## 5.3 Prohibitions

A licensee shall not –

- (a) remove any trees or shrubs within 40 metres of the boundary of any thoroughfare on land in respect of which a licence has been granted without written permission from the local government and if required, the Department of Water and Environmental Regulation, except for the purpose of constructing access thoroughfares, erecting buildings or installing plant for use in connection with the excavation and then only with the express approval of the local government and subject to any conditions which the local government may impose in accordance with clause 4.3;
- (b) store, or permit to be stored, except in the case of approved rock quarry sites, any explosives or explosive devices on the site to which the licence applies other than with the approval of the local government and the Department of Mines, Industry Regulation and Safety; or
- (c) fill or excavate, other than in accordance with the terms and conditions of the licence, the site plans and the works and excavation program approved by the local government.

## 5.4 Blasting

(1) A person shall not carry out or permit to be carried out any blasting in the course of excavating unless –

- (a) the local government has otherwise given approval in respect of blasting generally or in the case of each blast;
- (b) subject to subclause (2), the blasting takes place only between the hours of 8.00am and 5.00pm, or as determined by the local government, on Mondays to Fridays inclusive;
- (c) the blasting is carried out in strict accordance with the *Mines Safety and Inspection Act 1994*, the *Environmental Protection Act 1986*, and all relevant local laws of the local government; and
- (d) in compliance with any other conditions imposed by the local government concerning –
  - (i) the time and duration of blasting;
  - (ii) the purposes for which the blasting may be used; and
  - (iii) such other matters as the local government may reasonably require in the interests of the safety and protection of members of the public and of property within the district.

(2) A person shall not carry out or permit to be carried out any blasting on a Saturday, Sunday or public holiday except with the prior approval of the local government.

# PART 6 - CESSATION OF OPERATIONS

## 6.1 Notice of cessation of operations by licensee

(1) A notice of cessation shall –

- (a) be made in writing;

- (b) state –
    - (i) name of person or company for whom the application is being lodged;
    - (ii) name of primary contact person for the company and in relation to the application;
    - (iii) telephone, mobile phone and email contact details; and
    - (iv) postal and street address;
  - (c) be accompanied by –
    - (i) a copy of the current licence; and
    - (ii) a current certificate of currency for public liability policy in accordance with clause 7.1;
  - (d) advise if the cessation is to be –
    - (i) temporary and the expected duration or circumstances for re-commencement; or
    - (ii) permanent,
  - (e) detail arrangements for meeting any ongoing liabilities or environmental obligations –
    - (i) name of person or company to whom matters are to be referred;
    - (ii) name of primary contact person for the company;
    - (iii) telephone, mobile phone and email contact details; and
    - (iv) postal and street address;
  - (f) be lodged by the licensee as soon as cessation of operations has been determined by the licensee and not more than seven days after the operations have ceased in any event;
  - (g) include a plan showing the contours of the excavation carried out to the date of that application;
  - (h) detail the works, excavation and rehabilitation stages reached and of any changes or proposed changes with respect to any of the things referred to in clauses 3.2(2)(b) and (c);
  - (i) any other things referred to in clauses 3.2 and 4.2.
  - (j) include any information that the local government may reasonably require; and
  - (k) be signed by the licensee.
- (2) Upon notice of cessation of operations, the local government shall –
- (a) acknowledge the notice of cessation of operations; and
  - (b) confirm the acceptability or otherwise of the arrangements for the cessation of operations.

## **6.2 Cessation of operations – permanent**

- (1) Where a licensee has given written notice to the local government of the intention to permanently cease carrying on an extractive industry on the site to which the licence applies, the licence is deemed to have expired on the date such cessation is so notified.
- (2) The permanent cessation of the carrying on of an extractive industry on a site or the deemed expiration or cancellation of a licence does not entitle the licensee to any refund of any licence fee.

## **6.3 Cessation of operation – temporary**

- (1) Where a licensee has given written notice of temporary cessation of operations, then on or before the annual licence date each year, the licensee shall –
  - (a) confirm to the local government the matters in subclauses 6.1(1)(d) and (e); and
  - (b) provide a certificate of currency in the name of the licensee of the current public liability insurance policy required under clause 7.1.
- (2) For the duration of the cessation –
  - (a) contributions or payments agreed under subclauses 4.3(q) or (r) are suspended until such time as operations are resumed, but all other conditions and obligations remain in place; and
  - (b) the annual licence fee under clause 7.3 is suspended.
- (3) The licence granted under clause 4.2 shall remain valid for the term of the licence and shall not be extended by the duration of cessation of operations.
- (4) The temporary cessation of the carrying on of an extractive industry on a site or the deemed expiration or cancellation of a licence does not entitle the licensee to any refund of any licence fee.

## **6.4 Works to be carried out on cessation of operations**

Where the carrying on of an extractive industry on the site permanently ceases or on the expiration or cancellation of the licence applicable to the site, whichever first occurs, the licensee shall, as well as complying with the provisions of clause 6.1 –

- (a) restore and reinstate the excavated site in accordance with the proposals approved by the local



- government or in such other manner as the local government may subsequently agree in writing with the licensee;
- (b) ensure that any face permitted to remain upon the excavation site is left safe with all loose materials removed and where the excavation site is –
    - (i) sand, the sides are sloped to a batter of not more than 1:3 (vertical : horizontal); and
    - (ii) limestone or material other than sand, the sides are sloped to a batter which, in the opinion of the local government, would enable the site to be left in a stable condition;
  - (c) ensure that the agreed floor level of the excavation is graded to an even surface or is otherwise in accordance with the rehabilitation and decommissioning program approved by the local government;
  - (d) ensure that all stockpiles or dumps of stone, sand or other materials are left so that no portion of that material can escape onto land not owned or occupied by the licensee nor into any stream, watercourse or drain that is not wholly situated within the land owned or occupied by the licensee;
  - (e) erect retaining walls where necessary to prevent subsidence of land in the vicinity of any excavation;
  - (f) remove from the site all buildings, plant and equipment erected, installed or used for or in relation to the carrying on of an extractive industry on the site and fill all holes remaining after such removal to the level of the surrounding ground and compact such filled holes sufficiently to prevent settling; and
  - (g) break up, scarify, cover with topsoil and plant with grass, trees and shrubs all parts of the site where buildings, plant and equipment were erected or installed and all areas which were used for stockpiling unless otherwise specified under this local law.

## PART 7 - MISCELLANEOUS

### 7.1 Public liability

- (1) A licensee shall have at all times a current public liability insurance policy naming the local government and indemnifying the licensee and the local government for a sum of not less than \$20,000,000 in respect of any one claim relating to any of the excavation operations.
- (2) The licensee shall provide to the local government a copy of the policy taken out under subclause (1), within 14 days after the issue of that policy and shall provide to the local government evidence of policy renewal within 14 days of each policy renewal date.

### 7.2 Mines Safety and Inspection Act 1994 and Environmental Protection Act 1986

- (1) In any case where the *Mines Safety and Inspection Act 1994* or the *Environmental Protection Act 1986* applies to any excavation carried on or proposed to be carried on at a site, the licensee in respect of that site shall provide to the local government within 14 days full particulars of any inspection or report made under that Act or those Acts.
- (2) In this clause, the *Mines Safety and Inspection Act 1994* and the *Environmental Protection Act 1986* include all subsidiary legislation made under those Acts.

### 7.3 Annual licence fee

On or before 30 June in each year, a licensee shall pay to the local government the annual licence fee determined by the local government in accordance with sections 6.16 to 6.19 of the *Local Government Act 1995*.

~~On or before 30 June in each year, a licensee must pay to the local government the set fee for the annual licence.~~

#### Note:

*Fees and charges that apply under this local law are set by the council under Part 6 of the Local Government Act 1996 when making its annual budget.*

### 7.4 Use of secured sum by the local government

- (1) If a licensee fails to pay any fees and charges or carry out or complete the restoration and



reinstatement works required by the licence conditions either –

- (a) within the time specified in those conditions; or
  - (b) where no such time has been specified, within 60 days of the completion of the excavation or portion of the excavation specified in the licence conditions, then; subject to the local government giving the licensee 14 days' notice of its intention to do so—
    - (i) the local government may carry out or cause to be carried out the required work or so much of that work as remains undone; and
    - (ii) the licensee shall pay to the local government on demand all costs incurred by the local government or which the local government may be required to pay under this clause.
- (2) The local government may apply the proceeds of any bond, bank guarantee or other security provided by the licensee under clause 3.7 towards its costs under this clause.
- (3) The liability of a licensee to pay the local government's costs or any outstanding fees and charges under this clause is not limited to the amount, if any, secured under clause 3.7.
- (4) For avoidance of doubt, the local government's powers under this clause are in addition to its other enforcement powers under this local law.

## **PART 8 - NOTICES**

### **8.1 Notice to remedy non-compliance**

Where anything is required to be done or not permitted to be done by this local law, an authorised person may give the licensee a notice in writing requiring the licensee to comply with the requirements of this local law.

### **8.2 Notice requirements**

A notice given must –

- (a) be in writing;
- (b) specify the reason for giving the notice, the work or action that is required to be undertaken; and
- (c) the time within which the work or action is to be undertaken.

### **8.3 Local government may undertake requirements of notice**

If a person fails to comply with a notice referred to in clause 8.1, the local government may –

- (a) do the thing specified in the notice;
- (a) take whatever remedial action it considers appropriate and which would have been if the breach or failure had not occurred; and
- (b) recover all costs from the licensee, as a debt.

### **8.4 Offence to fail to comply with notice**

A person who fails to comply with a notice given under this local law commits an offence.

## **PART 9 - OBJECTIONS AND REVIEW**

### **9.1 Objection and review rights**

- (1) The provisions of Division 1 of Part 9 of the Act and regulation 33 of the *Local Government (Functions and General) Regulations 1996* shall apply when the local government makes a decision as to whether it will –
- (a) grant a person a licence under this local law; or
  - (b) renew, vary, or cancel a licence that a person has under this local law.
- (2) The provisions of this clause are subject to section 3.25 and item 12 of Division 1 of Schedule 3.1 of the *Local Government Act 1995* and any power of entry exercised by the local government under this local law is subject to Part 3, Division 3 of the *Local Government Act 1995*.

## **PART 10 - OFFENCES AND PENALTIES**

### **10.1 Offences**

A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

**10.2 General penalty**

A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000 and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of the day during which the offence has continued.

**10.3 Modified penalties**

- (1) An offence against a clause specified in the Schedule is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in the Schedule.

**10.4 Forms**

For the purposes of this local law –

- (a) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and
- (b) the form of the notice sent under section 9.20 of the Act withdrawing an infringement notice is that of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

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**Schedule – Prescribed offences**

[clause.10.3]

Item	Clause	Nature of offence	Modified penalty \$
1	2.1(a)	Carry on an extractive industry without a valid and current licence	500
2	2.1(b)	Carry on an extractive industry not in accordance with conditions of licence	500
3	4.5(1)	Failure to comply with notice regarding transport of materials	500
4	5.1(a)	Failure to securely fence or keep gateways locked	500
5	5.1(b)	Failure to comply with boundary signage requirements	500
6	5.1(c)	Failure to provide adequate drainage	500
7	5.1(d)	Failure to restore and reinstate site in accordance with approved plan	500
8	5.1(e)	Failure to control dust, noise, vibration and other nuisances	500
9	5.1(f)	Failure to comply with conditions of licence	500
10	5.2(a)	Excavate within 500 metres of a residence without approval	500
11	5.2(b)	Excavate within 50 metres of a bore, watercourse, wetland swamp or other water reserve without approval	500
12	5.2(c)	Excavate within 50 metres of a thoroughfare without approval	500
13	5.2(d)	Excavate within 20 metres of the boundary of any land on which the excavation is situated without approval	500
14	5.2(e)	Excavate within 20 metres of land affected by a registered grant of easement without approval	500
15	5.2(f)	Excavate within 2 metres of estimated maximum groundwater level without approval	500
16	5.3(a)	Removal of trees or shrubs within 40 metres of any boundary with a thoroughfare reserve without approval	500

17	5.3(b)	Store or permit to be stored explosives or explosive devices without approval	500
18	5.3(c)	Fill or excavate other than in accordance with the conditions of licence	500
19	5.4(1)(a)	Carry out or permit to be carried out blasting without approval	500
20	5.4(1)(b)	Carry out or permit to be carried out blasting outside the hours approved by the local government	500
21	5.4(1)(d)	Failure to comply with conditions relating to blasting imposed by the local government	500
22	5.4(2)	Carry out or permit to be carried out blasting on a Saturday, Sunday or public holiday without approval	500
23	6.1(1)	Failure to provide notice of cessation of operations	500
24	6.3(1)	Failure to provide annual confirmation of details during period of temporary cessation of operations	500
25	6.4	Failure to undertake restoration and reinstatement as required on cessation of operations	500
26	8.4	Failure to comply with requirements of notice	500
27	10.1	Other offences not specified	500

Dated 23.02.2023

The Common Seal of the Shire of Boddington was affixed by authority of a resolution of Council in the presence of –

Cr G VENTRIS, President

J BURTON, Chief Executive Officer

## 8.2 CHIEF EXECUTIVE OFFICER

### 8.2.1 Matter of Significance | 2021/22 Audit Report

File Reference:	3.0033
Applicant:	Not applicable
Disclosure of Interest:	Nil
Author:	Chief Executive Officer
Attachments:	Nil

#### Summary

Council is requested to note the report on actions to be taken on any significant matters identified in the 2021/22 Financial Audit report.

#### Background

The Office of the Auditor General (OAG) performed the statutory audit of the Annual Financial Statements for the year ended 30 June 2022. The Annual Financial Statements along with the Audit Opinion were presented and noted at the Shire's Audit Committee on 15 December 2022. The overall result of the audit was positive for the Shire, with only two new items raised in the Final Management Letter.

The OAG considered the finding relating to Fair Value of Assets as 'significant'. The word 'significant' triggers the process outlined in section 7.12A(4) and (5) of the Local Government Act 1995:

- 4) A local government must —
  - a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
  - b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
- 5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

#### Comment

The OAG has recommended that management consider implementing an annual process, to determine whether indicators exist that would trigger a requirement to perform a formal revaluation of the Assets. This recommendation appears to be prompted due to the significant fluctuation in actual costs of assets being constructed, due to supply chain issues over the last 2 years. The reduction in material and contractor availability, has increased costs and therefore the previous valuation of assets, may not reflect the valuation in today's prices. By conducting an annual review process, external market impacts can be assessed for relevance and materiality.

Management acknowledged the recommendation in the Audit Report, however, noted that during the financial year 2021/2022 all road and associated infrastructure assets were revalued, and the revaluation of land, buildings and other structures is being carried out in 2022/2023. Given the asset classes with the highest overall value have either already been undertaken, or are in the process to be undertaken, no further actions are proposed other than to undertake a desktop assessment on an annual basis to determine if a re-valuation is necessary.

### Consultation

Nil

### Strategic Implications

Aspiration	Performance
Outcome 12	Visionary leadership and responsible governance
Objective 12.1	Maintain a high standard of leadership, corporate governance and customer service.

### Legislative Implications

Local Government Act 1995 – Section 7.12A

### Policy Implications

Nil

### Financial Implications

Nil

### Economic Implications

Nil

### Social Implications

Nil

### Environmental Considerations

Nil

### Risk Considerations

Risk Statement and Consequence	Failure to consider this report and provide a copy of the report to the Minister will result in non-compliance.
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Compliance, Reputation
Risk Action Plan (controls or treatment proposed)	No additional actions proposed.

### Options

1. Endorse the matters to be undertaken in relation to the 'significant matter'.
2. Determine other actions.

### Voting Requirements

Simple Majority

**Officer Recommendation and Council Decision**

**COUNCIL RESOLUTION: 04/23**

**Moved: Cr E Schreiber**

**That Council notes the items relating to the deemed 'significant matter' in the 2021/22 Audit Report, along with the actions proposed to be undertaken.**

**Seconded: Cr E Smalberger**

**Carried: 5/0**



## 8.2.2 Boddington Sign - Lighting

File Reference:	3.000638
Applicant:	Not applicable
Disclosure of Interest:	Nil
Author:	Chief Executive Officer
Attachments:	8.2.2A Boddington Entry Sign   Options Report

### Summary

Council is requested to consider the options for the lighting of the Boddington Sign on Albany Highway, and the related allocation of additional funding to the project.

### Background

The 24 metre Boddington sign on Albany Hwy was installed in 2020/21 to provide a highly visible entry statement. This outcome is achieved throughout the day, however, the sign goes relatively unnoticed at night. The project to illuminate the sign was included within the 2022/23 budget, to provide visibility to the entry statement outside of daylight hours.

### Comment

Various designs have been considered, with a site visit held in December 2022 to demonstrate and determine the options for recommendation, based on the specific opportunities of the site. In February 2023, a proposal outlining the detail and cost for the various options was received, both of which require an additional allocation of funding to proceed.

- Option 1 is a continuous LED strip, mounted to the front edge of the sign base block, angled to illuminate the full width of sign letters. The total cost of Option 1 is \$34,070.
- Option 2 is to provide inground LED uplights, including inground bollards with small 24v LED colour changing floodlights. The location of these lights would be in the area in front of the existing sign. The cost of Option 2 is \$29,160.

Both options allow remote programming of colours and are solar powered. The full detail of each of these options is provided in Attachment 8.2.2A

The site visit provided clarity regarding the preferred lighting option, which was determined as Option 1 by all of those in attendance. This determination was not however informed by pricing knowledge. The preferred option is \$4,910 higher than the alternative, with both options exceeding the budget allocation.

While Option 2 provides some benefit in illuminating the sign, it increases the area on which infrastructure would be built, due to bollards being required in front of the sign, and provides a far less striking option than that of Option 1. It is considered that the difference in pricing between Option 1 and 2, is insignificant in comparison to the difference in impact.

### Consultation

Representatives from Council and staff attended the site visit in December 2022.

### Strategic Implications

Aspiration	Prosperity
Outcome 11	An attractive destination for day trips and short stay visitors

Objective 11.1            Develop and promote high quality tourist accommodation and experiences.

#### Legislative Implications

Local Government Act 1995

Section 6.8 - Expenditure from municipal fund not included in annual budget

- 1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - b) is authorised in advance by resolution\*; or
  - c) is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

#### Policy Implications

Nil

#### Financial Implications

The 2022/23 Budget contains an allocation of \$10,000 for this project. Option 1 will exceed the current budget by \$24,070, and Option 2 will exceed the budget by \$19,160.

The draft Budget Review contains a predicted surplus (excluding timing differences) of \$67,089. The additional expenditure can therefore be funded without having an adverse impact on the 2022/23 budgeted position as at 30 June 2023. \$42,089 will still be available for allocation for other projects if Council proceeds with the officer recommendation.

#### Economic Implications

The lighting of the sign will provide a visual impact that illustrates Boddington's tourism appeal, uniqueness and vibrancy.

#### Social Implications

Nil

#### Environmental Considerations

Nil

#### Risk Considerations

Risk Statement and Consequence	The key risk in relation to this item is the lack of community engagement regarding the choice of options. Unfortunately, this is difficult to illustrate without being on site. The sample size of attendees is considered an adequate level of representation. A further risk is that Main Roads WA does not provide approval to install the lighting, which may result in delays or modification requirements.
Risk Rating (prior to treatment or control)	Low

Principal Risk Theme	Reputational
Risk Action Plan (controls or treatment proposed)	An enquiry with MRWA has been lodged to gain endorsement for installation.

#### Options

1. Endorse an additional allocation for the lighting of the sign project.
2. Determine not to progress the project.

#### Voting Requirements

Absolute Majority

#### **Officer Recommendation and Council Decision**

**COUNCIL RESOLUTION: 05/23**

**Moved: Cr I Webster**

**That Council approves an additional budget allocation of \$25,000 for the lighting of the Boddington Sign, in order to progress Option 1 as detailed in Attachment 8.2.2A**

**Seconded: Cr E Schreiber**

**Carried: 5/0**



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# **BODDINGTON ENTRY STATEMENT SIGN**

**ALBANY HIGHWAY  
ILLUMINATION LIGHTING DESIGN**

**Final Report for the Shire of Boddington  
Jan2023 Rev2**

Prepared by  
David Sparrow  
Managing Director  
Light Application

## Preamble:

The Boddington Entry Statement sign is a 24metre long three dimensional Corten steel sign at the corner of Albany Highway and the Bannister-Marradong Road.

We are very pleased to be able to provide an illumination design, and believe we have come up with a lighting design that will accentuate the signs form, and importantly be sustainably solar powered as no mains power is available onsite.

We have taken into consideration many design factors, including the location, the visual appeal, vandalism and theft issues, and most importantly, that any illumination should be subtle and not clash with the surroundings.

We welcome feedback, and hope our proposal meets with your approval.



## NIGHT DEMONSTRATION:

The Night mockup/ demonstration test took place 20th December 2022 and was attended by Shire of Boddington and Light Application.

Tested and demonstrated were the two Lighting options:

- a) Option 1: Continuous LED RGBW strip
- b) Option 2: Inground LED RGBW Bollards

*It was the consensus at night demonstration that the continuous LED strip would most likely be chosen as the preferred option due to its visual effect.*

The LED STRIP "Wall Graze" fixture was demonstrated to show the output and lens effect and this was accepted as creating the best visual illumination of the Sign letters showing off their 3D shape and form.

As per the tender requirements, we detail the two options that were considered, and naturally the choice is still with the Shire which way they would like to proceed.

Light Application offer to provide our proposals below for the Stage One Designs

LIGHT APPLICATION PTY LTD

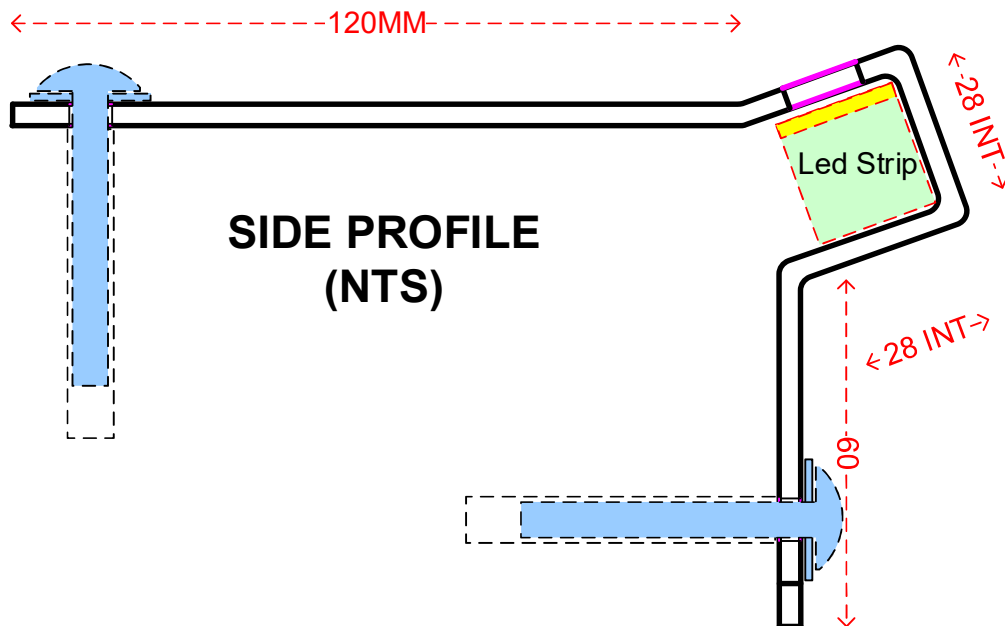
## STAGE ONE DESIGNS:

### a) Option One - Continuous LED Grazing Strip:

Light Application proposed to utilise a continuous run of RGBW LED strip that would be addressable SPI controlled LED, so animation and colour change could be accommodated to uplight the Boddington Sign 3D letters.

The Strip is proposed to be housed and enclosed within a custom fabricated “security” cover (approx. 140mm x 80mm x 24m). The cover would be made from 3mm thick **Corten steel** to match the Sign Letters, and be fixed to the top front edge of the Base blocks by Chemset SS loxin fixings nominated at 300mm spacing. The full Base block is 25m width, the LED strip is proposed to be set in from each end by 500mm, so total length of 24m. This will allow for the end faces of the first and last letters to also be illuminated.

LED Strip Corten Steel fabricated Security cover: (please see full design drawings attached)



The strip is therefore protected from vandalism or theft, and will not be directly visible from the vehicles that pass. The lighting will travel up through holes in the top angled face of the cover.

The proposed and demonstrated LED strip would be the industry standard PureLED RGBW Wall graze flexible strip. (see attached data sheet). This strip is currently specified by Main Roads WA for several of the Bunbury Bypass bridges for instance. It has an impressive track record over the last 10years and continues to be chosen due to its robust natural and long fault free service.

The strip is IP68, silicone, IK08 rated and specifically designed for outdoors use and perfectly suited to this application. As the Strip is IP68, weather is no issue and the 3m lengths of security cover will overlap the sections of the LED strip. With 160 of Chemset loxin fixings, intentionally the ability for anyone to try and remove the cover to access the LED strip would be extremely arduous.

It is proposed that the SS Bolts would also utilise Loctite semi permanent fixing fluid to make access more difficult.

The feed in cabling would be via conduit up and over the back face of the base block to the start at one end of the Custom Security cover. This cabling would be in white PVC conduit fixed down via chemset Galvanised horseshoe clamps.

The conduit would then be trenched back to the Solar Mounting block at a depth of approx. 400mm as its all ELV, it does not need to be at the traditional 600mm depth.

### **Functionality:**

The illumination of the sign lettering would be animated and fully programmable. The lighting angle of the LED strip is angled towards the Sign letters, and be virtually flush with the top edge of the sign. This will allow dust and debris to self clear off the strip and security cover.

Our controlled lighting will enable setting the dimmable illumination levels, and the utilisation of energy saving to have a lower level of lighting late in the evening etc. This will be programmable to suit the clients final requirements.

For the *advanced level of control*, our Pharos unit would have its own 3G/4G data link to enable secure remote online monitoring, programming, diagnosis, control and end use control and scheduling. This “remote” ability is crucial to these sort of installations as we (as well as the Shire) can remotely monitor and control the lighting without the need to go to site.

Note the budget quotation below will include **Data access for 12months**. The Shire may wish to increase the data access to the system for longer than this (eg 24months) but please note this access utilises the telstra network and so does incur an ongoing small charge for data access per year following the initial period. The amount of data actually used by the system is very low, but the setup is tuned and configured on a data modem, and ongoing priority connection access (via Telstra 3g/4g network) for which there will be a access charge per annum. Typically the charge is in the order of \$720 ex gst per year. This secure remote access saves programming visits, monitoring visits and enables secure remote access to the system. This is typically very good value for money as a single callout per year could cost more than the yearly access fee.

We propose the industry standard Pharos Control system, as this will enable full programmable remote control of the colours, shows and sequences. All of these can be pre-programmed, so that the automatic scheduler within the controller will take care of turning on and off all the lighting throughout the year linked to the local sunrise and sunset times. The Shire will also have the ability to trigger “special event” community colours and sequences as required (eg: Christmas colours, Eagles or Dockers football colours, Australia Day, Valentines day etc.

It is usual that the sign perhaps would be programmed to illuminate at sunset, play its usual nightly show/s and then settle back into a subtle warm white (if required) over night. These times and colours etc can all be changed as required.

The remote access would also provide monitoring of the Solar battery and array capability remotely to the Shire and ourselves.

Light Application would provide full programming specification, and training for the Shire to online schedule community colours, monitor and manually control, etc as required.



## Anti Theft and Vandalism design factors:

Naturally it very important that the installation be as resistant to theft and vandalism as possible.

To this end we would design that the **LED strip** be enclosed in the detailed Corten steel “security cover” mounted to the top edge of the base block of the signage. For the Solar panel, we would propose the use of a Pre-cast Concrete block base that the 3m pole and solar array will be mounted to, as well as a lockable protected battery and controller storage inset container. The simple low voltage wiring leaving the Solar Array concrete base will be in conduit and buried for protection to the LED strip.

Whilst these design features cannot completely prevent a sustained intentional vandal attack, (for instance a solar array could be damaged with intentional force) an option is to keep the array up away from the ground on a pole, and the base of the pole to have the concrete base which would protect the battery and its enclosure. We have designed two of 8mm thick protection plates that would be bolted to the top of the solar mounting block. One is purely a cover, and the other covers the batteries and gear. 24bolts with security heads would be utilised per cover plate to make the ordeal of gaining access difficult. Duals Padlock tab would also be utilised on both cover plates to further obfuscate which side the batteries are located.

As the system is permanently online, we also propose to add a tamper switch that would automatically notify by email the shire that the cover plate is attempted to be / being removed

We would anticipate the Solar Array to be behind, and on the rear southern side of the Sign, with the solar panel facing North mounted on a fixed 3m pole on top of the concrete Solar block. This would put the solar panel at a height of about 3.5m above ground level.

Please see full design drawings attached.

## b) Option Two – Inground LED Uplights:

As per our original design review offer, we provide a **second possible illumination design** for the lettering utilising inground bollards with small 24v LED Colour changing floodlights.

The second lighting design option was to illuminate each letter with an inground concrete bollard, with a small 24v RGB flood light in each. These would be mounted in front of the signage, and would be aimed at each letter.

Utilising virtually the same solar power supply as option One, the installation of the bollards would require each bollard to be inset into the mound, and ELV cabling trenched linking the 10 bollards with the Control gear mounted within the Solar mounting concrete block.

Each floodlight would be colour changeable, and would similarly offer colour change and animation (albeit 10 only points of light) The floodlights we would propose are standard RGB inground fixtures (PureLED Sprite RGB 24v) These would be DMX512 controllable.

This option was by consensus on the night demo evening **not the preferred choice** of the council.

Please see attached design detail drawing of the bollard for reference.

### c) Solar Power supply:

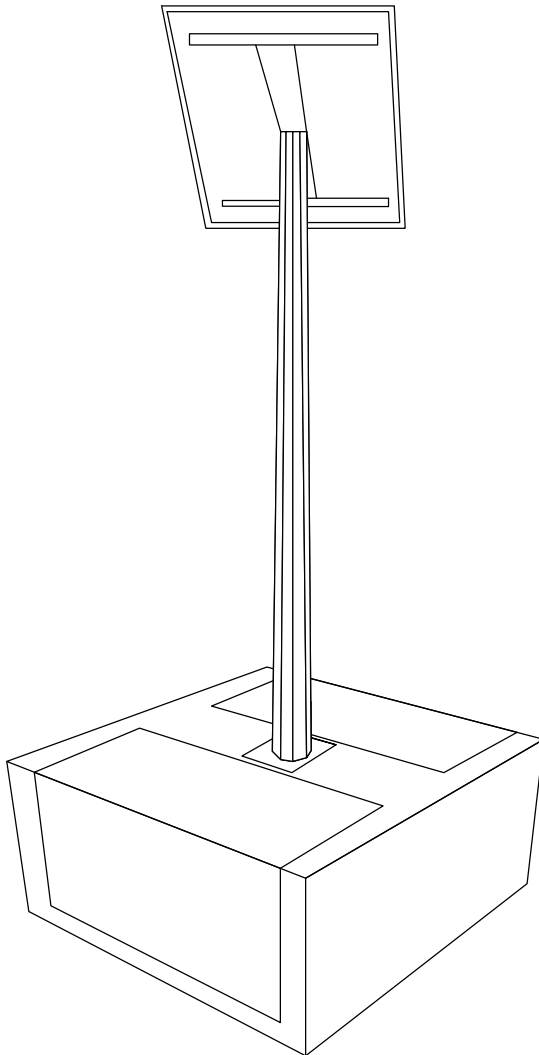
We have designed a **custom precast concrete block** as the mounting for the solar array on top of a fixed 3m pole. This same block will have a protected inset storage area for the batteries and control gear. (Security Bolt heads and dual Shire padlock tabs) This Solar Block and Panel can be utilised with either Option.

It is envisaged that the Precast block can be pre fitted with all gear prior to delivery and installation onsite to a suitable agreed position, that has been cleared and levelled.

A suitable 400mm deep trench from agreed precast concrete mounting block position (for the 24v DC ELV cabling and data cable in conduit) to the sign back face in conduit.

Precast Concrete Solar Mounting block / Pole mount and Solar array with inset battery storage:

(indicative 3D)



The Solar panel and Solar Charge controller are a fully integrated industry standard Victron Solar charge controller which will enable us to remotely monitor the status and output of the Solar array and batteries (via the secure 3G/4G link)

Please see attached design detail drawings and data sheets.

## **ELECTRICAL LAYOUTS & INSTALLATION:**

Please see attached design detail drawings and data sheets.

## **LIGHT APPLICATION RECOMENDATIONS:**

Following our Night demonstration and testing, Light Application would recommend **Option One** - the installation of continuous RGBW Addressable LED strip mounted to the front edge of the sign base block angled to illuminate the full width of sign letters.

That the Solar Block be utilised to provide 24v remote power, charged by solar panel as described.

## **REFINED BUDGETS:**

Results

### **Option One - Continuous LED Grazing Strip:**

Please see breakdown of Budget Pricing attached for Option One

**Budget Estimation: TOTAL \$34,070 EX GST**

- Includes estimation for all Supply and Installation and fully commissioned system
- Includes full Solar Powersupply/mounting block and controls
- Including 5year warranty on LED Strips and Solar Components and Control

### **Option Two – Inground LED Uplights:**

Please see breakdown of Budget Pricing attached for Option One

**Budget Estimation: TOTAL \$29,160 EX GST**

- Includes estimation for all Supply and Installation and fully commissioned system
- Includes full Solar Powersupply/mounting block and controls
- Including 5year warranty on LED Strips and Solar Components and Control

## NEXT STEPS:

It is proposed that the following installation would be carried out directly by Light Application utilising local contractors where possible (eg: fabrication of Corten steel LED Strip security cover, ground works etc) **Any preferred list of contractors would be very useful for our final quotation.**

It is envisaged that the Shire would utilise this report to decide if the illumination has merit and should go ahead. Light Application would be happy to proceed to write and provide a "Performance Specification" that the Shire could use to obtain final quotations from either Light Application or others as required based on the Lighting design option the Shire decide to implement.

The Shire may choose to engage Light Application (as WALGA preferred suppliers) to provide a fixed quotation.

Assuming post full approval by the Shire, Light Application would provide a detailed installation plan and SWMS. It is envisaged that the critical project steps would be:

1. Final approvals signoff
2. Site visit with Shire Rep. (2hours)
  - a. Determine and mark out Solar Block position.
  - b. Determine and mark out Trenching path to sign
3. Fabrication and procurement of all equipment (8weeks)
4. Concurrent assembly and Pre-programming
5. Site prep (leveling and trenching for Solar Block and conduiting) (4hours)
6. Solar Block delivery and pole installation, cabling and conduiting (1day)
7. LED strip installation (1day)
8. Finalisation of all installation (1day)
9. Night programming and commissioning (night 1)
10. Client Demonstration (night 2)
11. Shire Online training (2hours)

Currently the longest lead time for procurement is the precast concrete block and the Factory sealed LED strip to custom lengths. (approx. 6-8weeks) It is anticipated that full procurement can be concurrent, with an estimation of project completion within 10-12weeks from commencement at this stage.



### Summary:

Light Application are very pleased to have been given this opportunity to propose to illuminate such an iconic sign. We believe we have produced a subtle yet engaging lighting design that can change to suit the day of the week, week of the year and season. This flexibility ensures ongoing visual interest and engagement.

We would welcome the opportunity to come and discuss the project if that is of interest.

Regards

David Sparrow

Managing Director

5 Feb 2023

### 8.2.3 Leasing Opportunity – Community / Tourism Hub

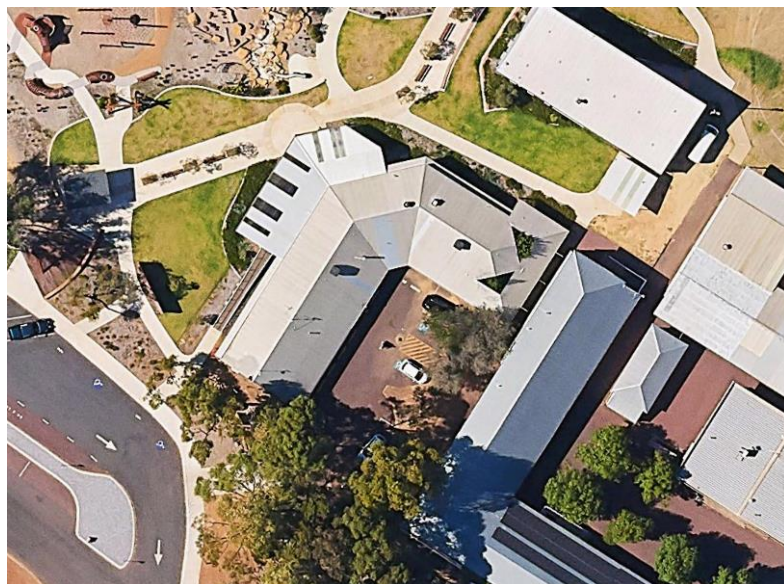
File Reference: 3.0085  
Applicant: Not applicable  
Disclosure of Interest: Nil  
Author: Chief Executive Officer  
Attachments: Nil

#### Summary

Council is requested to consider the options for leasing a portion of the community / tourism facility, adjacent to Hotham Park, following a decision by the current Lessee to terminate the Lease.

#### Background

The facility, illustrated in the below image, is currently used as a café, tourism interpretive centre, and library.

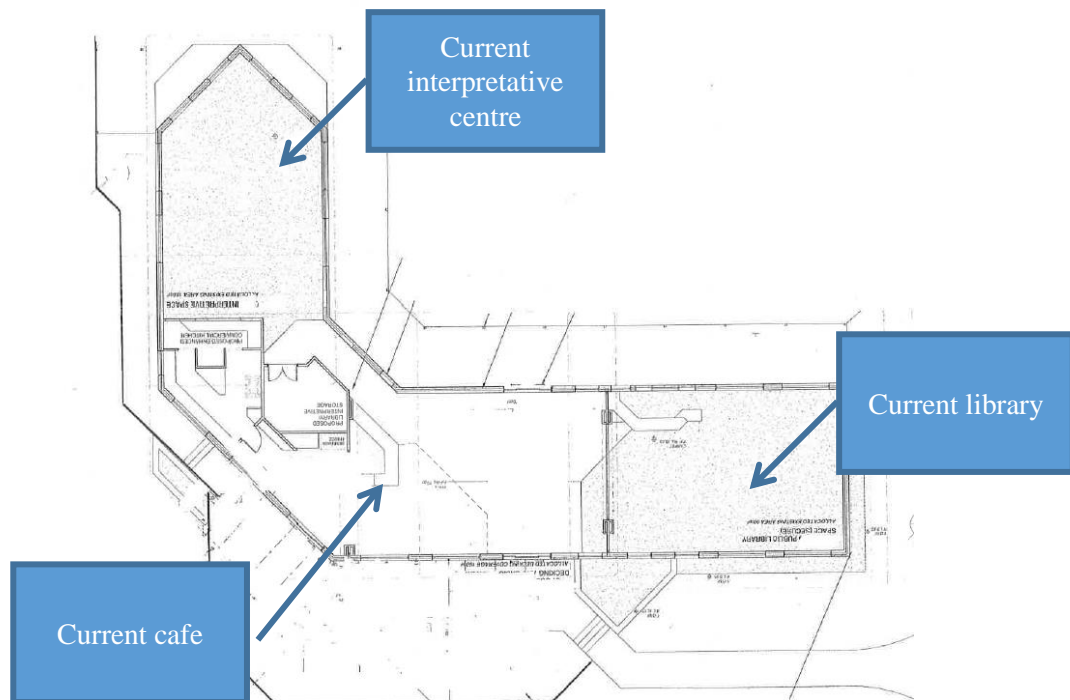


In February 2023, the current lessee of the café component provided notice that they would be vacating the premise effective 30 April 2023. This provides an opportunity to consider long term outcomes for the precinct.

When the current Lessee commenced operations, there were no other cafes operating in the Town. This necessitated a strong hospitality focus for this building, to cater for both tourist and community needs. Since that time, a café has re-opened on the main street, with potentially another similar business opening shortly. Given this gap in the town is now filled, it allows other options to be considered for the building that still may have a tourism / community focus.

It should also be noted that in the 2022/23 Budget, \$100,000 has been provided to upgrade the interpretive area. This project is in the quotation phase, with costs sought for design and installation of a vibrant tourism information area.





### Comment

In order to attract a wide range of business ideas, it is recommended that Council seek Expressions of Interest (EOI) for the lease of the building, with a view to considering operators committed to the growth and promotion of Boddington. It is proposed to not limit this to a hospitality opportunity, which may provide greater opportunity for unique ideas for the facility.

In addition to the above change from the previous EOI process, it is also proposed to open up the potential lease area to include the interpretative centre / room. This additional space may allow some businesses to operate from the facility that would have otherwise been precluded due to the limited area.

The Expression of Interest documentation will be developed over the coming weeks. Responses to the EOI will be required to include the following components:

- Summary of use
- Extent to which the use will be complementary to Hotham Park
- Detail of hours and days of operation
- Detail of estimated staff (or volunteers) numbers that would perform activities as a part of the proposal.
- Experience in the proposed activity
- Preferred timeframe for commencing operations
- Proposed length of lease (initial period of 3 – 5 years)
- Detail of any fit-out amendments proposed by the Lessee

A valuation conducted in November 2021, confirmed that the market rental value of the café area was \$15,200 per annum (\$292 per week). The first year of the current lease was offered at \$230 per week, and thereafter, as per the valuation.

In order to allow potential Lessee to have strong guidance around the rental amount, which will influence their business model, it is proposed to state that the expectation of Council regarding rent is as per market value, with Year 1 to be offered at \$250 per week.



The approximate timing for this process is:

- Advertising to commence by 1 March 2023
- Expressions of Interest close 31 March 2023
- Assessment process concludes 27 April 2023

### Consultation

It is proposed that an Expression of Interest process be undertaken via public notification in local newspapers, on the Shire website and social media for a period of four weeks to allow sufficient opportunity for commercial operators to consider the lease of the facility.

### Strategic Implications

Aspiration	Prosperity
Outcome 11	An attractive destination for day trips and short stay visitors
Objective 11.1	Develop and promote high quality tourist accommodation and experiences.

### Legislative Implications

Under Section 3.58 of the Local Government Act 1995 (the Act), a disposition of land includes leasing of local government property. If a local government does not dispose of property via a public auction or the public tender method, the proposal must be advertised for public comment – unless the proposal is an ‘exempt’ disposition.

A disposition of property is exempt from Section 3.58 under Regulation 30, Part 6 Miscellaneous Provisions of the Local Government (Functions and General) Regulations 1996 if the land is to be used for charitable, benevolent, religious, cultural, educational, recreational, sporting or other like purposes.

### Policy Implications

Nil

### Financial Implications

There are negligible financial implications, as it is expected that a new lease will be offered at a similar pricing structure to the current lease.

### Economic Implications

The facility is an integral component of the Hotham Park precinct, and supports tourism outcomes for the town.

### Social Implications

Located adjacent to the library and play areas, this facility provides social opportunities for many of the Shire’s residents.

### Environmental Considerations

Nil

### Risk Considerations

Risk Statement and Consequence	Failure to consider options for this facility may result in the Shire being restricted to realising an outcome that has a lower benefit than could otherwise be achieved. In the short term, the risk is that there will be no delivery of service from the café.
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Reputational
Risk Action Plan (controls or treatment proposed)	EOI's are proposed to be called, without restricting the intended use of the space.

#### Options

1. Advertise for EOI's in line with the recommendation.
2. Determine an alternative approach for the use of this facility.

#### Voting Requirements

Simple Majority

#### **Officer Recommendation and Council Decision**

**COUNCIL RESOLUTION: 06/23**

**Moved: Cr I Webster**

**That Council authorise the advertising of an Expression of Interest for the lease of a portion of the Tourism/Community Hub, incorporating the option of the current café and interpretative centre areas.**

**Seconded: Cr E Schreiber**

**Carried: 5/0**

## 8.3 CORPORATE SERVICES

### 8.3.1 Payment Listing

File Reference:	3.0070
Applicant:	Not Applicable
Disclosure of Interest:	Nil
Author:	Finance Administration Officer
Attachments:	8.3.1A List of Payments ending 31 December 2022 8.3.1B List of Payments ending 31 January 2023

#### Summary

The list of payments for December 2022 and January 2023 is presented for noting by Council.

#### Background

Council has delegated the Chief Executive Officer the exercise of its power to make payments from the Shires municipal fund and the trust fund.

In exercising their authority, and in accordance with the Local Government (Financial Management) Regulation, it is a requirement to produce a list of payments made from Councils Municipal Fund and Trust Fund bank accounts to be presented to Council for the purposes of noting, in the following month.

#### Comment

The List of Payments have been made in accordance with Council's adopted budget, and statutory obligations.

#### Consultation

Nil

#### Strategic Implications

Nil

#### Legislative Implications

*Local Government (Financial Management) Regulations 1996 - Reg 13*

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - (a) the payee's name; and
  - (b) the amount of the payment; and
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.

#### Policy Implications

Nil

### Financial Implications

As disclosed within the payment listing.

### Economic Implications

Nil

### Social Implications

Nil

### Environmental Considerations

Nil

### Risk Considerations

Risk Statement and Consequence	Failure to present a detailed listing of payments made from the Shire bank accounts in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, which may result in a qualified audit.
Risk Rating (prior to treatment or control)	Minor
Principal Risk Theme	Reputational / Compliance
Risk Action Plan (controls or treatment proposed)	Nil

### Options

1. Council may choose to receive the list of payments reports as presented.
2. Council may choose not to receive the list of payment reports as presented.

### Voting Requirements

Simple Majority

### Officer Recommendation and Council Decision

**COUNCIL RESOLUTION: 07/23**

**Moved: Cr E Schreiber**

**That Council receive the list of payments for the period ending 31 December 2022 and 31 January 2023 as presented.**

**Seconded: Cr A Ryley**

**Carried: 5/0**

**SHIRE OF BODDINGTON - LIST OF PAYMENTS - DECEMBER 2022**

Chq/EFT	Date	Name	Description	Amount
EFT24510	1/12/2022	HAYLEY JORDAN HALL	REFUND OF CLEANING BOND	240.00
EFT24511	1/12/2022	HENRY CZERWOWSKI	REFUND OF SWIPE CARD/KEY BOND	118.00
EFT24512	1/12/2022	SHIRE OF BODDINGTON	REFUND OF BOND TO BE PAID TO DEBTOR 1227 MARGARET BAIRD	1,160.00
EFT24535	7/12/2022	BUILDING & CONSTRUCTION INDUSTRY TRAINING	BCITF PAYMENT - DECEMBER 2022	62.30
EFT24536	7/12/2022	SHIRE OF BODDINGTON	BUILDING SERVICES LEVY/BCTIF COMMISSION - NOV 2022	73.25
EFT24537	7/12/2022	DEPARTMENT OF MINES,INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY PAYMENT- NOVEMBER 2022	1,151.76
EFT24538	9/12/2022	GEORGE ELONETAMA TUTAVAHA	REFUND OF MONEY PAID IN ERROR TO THE SHIRE	150.00
<b>TOTAL TRUST</b>				<b>2,955.31</b>
EFT24513	2/12/2022	P & D SULLIVAN	TRANSPORTATION OF MULTI TYRE ROLLER	352.00
EFT24514	2/12/2022	CROSSMAN HOT WATER & PLUMBING	NEW BOILER UNIT AT THE SHIRE OFFICE	1,172.60
EFT24515	2/12/2022	WESTERN AUSTRALIAN LAND INFORMATION	RURAL UV'S CHARGEABLE	71.80
EFT24516	2/12/2022	BODDINGTON TYRE SERVICE	NEW TYRES FOR BT07	3,002.00
EFT24517	2/12/2022	PORTER CONSULTING ENGINEERS	DETAILED DRAINAGE DESIGN	3,773.00
EFT24518	2/12/2022	DMC CLEANING CORPORATION PTY LTD	CLEANING SERVICES FOR SEPTEMBER 2022 & OCTOBER 2022	32,737.38
EFT24519	2/12/2022	BANNISTER EXCAVATIONS PTY LTD	VERGE CLEARING ON NEWMARKET RD	10,402.50
EFT24520	2/12/2022	BODDINGTON DIESEL SERVICES PTY LTD	REPAIRS TO NEW HOLLAND TRACTOR	115.50
EFT24521	2/12/2022	SURVEYING SOUTH	SURVEY TOWN HALL AND SURROUNDS	2,365.00
EFT24522	2/12/2022	BODDINGTON CONCRETE	SUPPLY OF CONCRETE SAND	163.37
EFT24523	2/12/2022	CORSIGN WA	TRAFFIC MANAGEMENT AND STREET SIGNAGE	2,066.90
EFT24524	2/12/2022	J & M REID EARTHMOVING PTY LTD	EXCAVATOR WORK AT THE CEMETERY	781.00
EFT24525	2/12/2022	124 RUSTY CAMP BODDINGTON	CATERING SERVICES	410.00
EFT24526	2/12/2022	SAPIO PTY LTD	REMOTE SUPPORT FOR CCTV	82.50
EFT24527	2/12/2022	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS/CONTRIBUTIONS	376.30
EFT24528	2/12/2022	SAM KEMPTON	REIMBURSEMENT FOR YOUTH CENTRE PURCHASES	98.80
EFT24529	2/12/2022	CITRUS WHEEL MARKETING	ASSESSMENT OF MARRADONG COUNTRY WEBSITE	220.00
EFT24530	2/12/2022	NOUREEN ANSARI	REIMBURSEMENT FOR EXPENSES AT IGNITE LEADERSHIP PROGRAM	87.89
EFT24531	2/12/2022	AVON WASTE	RUBBISH SERVICES FOR NOVEMBER 2022	6,556.67
EFT24532	2/12/2022	AUSTRALIAN TAXATION OFFICE (BAS RETURNS)	BAS OCTOBER 2022	24,786.00
EFT24533	2/12/2022	BODDINGTON COMMUNITY RESOURCE CENTRE INC	REFRESHMENTS FOR ART GALLERY SERIES 5	191.00
EFT24534	2/12/2022	SOUTH WEST FIRE UNITS	NEW VIPER NOZZLES	871.20
EFT24539	13/12/2022	TQUIP	TORO TOP DECK COVER	412.15
EFT24540	13/12/2022	AUSTRALIA POST ACCOUNTS RECEIVABLE	POSTAGE FOR NOVEMBER 2022	462.87
EFT24541	13/12/2022	ADVANTAGE ENVIRONMENTAL PEST CONTROL	PEST CONTROL AT THE RECREATION CENTRE	663.95
EFT24542	13/12/2022	BODDINGTON TYRE SERVICE	REPAIR TO TRUCK TYRE	85.00
EFT24543	13/12/2022	PORTER CONSULTING ENGINEERS	UPDATE OF STAGE 1 & STAGE 2 DRAINAGE REPORT	4,400.00
EFT24544	13/12/2022	BODDINGTON CARPET CARE	CLEANING SERVICES	874.00
EFT24545	13/12/2022	PACIFIC BRANDS WORKWEAR GROUP PTY LTD	STAFF UNIFORMS	525.15
EFT24546	13/12/2022	CUSTOM PICTURE FRAMERS	FRAMING OF 2022 PHOTO OF COUNCILLORS	325.00
EFT24547	13/12/2022	NEWMONT BODDINGTON GOLD	RENT FOR 3 PRUSSIAN WAY	1,300.00
EFT24548	13/12/2022	VOLT AIR PTY LTD	ELECTRICAL WORK AT THE SHIRE OFFICE	540.00
EFT24549	13/12/2022	BODDINGTON MINI SKIPS	TOWN BIN COLLECTION & CLEANING FOR NOVEMBER 2022	2,365.00
EFT24550	13/12/2022	BITCHIN' KITCHEN	CATERING SERVICES	150.00
EFT24551	13/12/2022	CORSIGN WA	TRAFFIC MANAGEMENT SIGNAGE	1,399.20
EFT24552	13/12/2022	J & M REID EARTHMOVING PTY LTD	EXCAVATOR WORK AT THE CEMETERY	1,028.50
EFT24553	13/12/2022	BODDINGTON SUPERMARKET PTY LTD	YOUTH CENTRE PURCHASES FOR NOVEMBER 2022	27.75
EFT24554	13/12/2022	CONWAY HIGHBURY PTY LTD	DRAFT FOR EXTRACTIVE INDUSTRIES LOCAL LAW	1,408.00
EFT24555	13/12/2022	GLEN FLOOD GROUP PTY LTD T/AS GFG CONSULTING	PROJECT MANAGEMENT SERVICES CULTURAL CENTRE	2,891.90
EFT24556	13/12/2022	CITRUS WHEEL MARKETING	HOTHAM PARK MARKETING PROMOTION ON MARRADONG TRAILS WEBSITE	440.00
EFT24557	13/12/2022	NIKITTA WHITTAKER	REIMBURSEMENT FOR OVER PAYMENT OF CHILDCARE FEES	800.00
EFT24558	15/12/2022	LOCAL GOVERNMENT PROFESSIONALS WA	IN HOUSE PROJECT MANAGEMENT WORKSHOP	10,890.00
EFT24559	15/12/2022	OFFICEWORKS BUSINESS DIRECT	LENOVO MONITOR AND STAND	399.90
EFT24560	15/12/2022	REINFORCED CONCRETE PIPES AUSTRALIA	CONCRETE PIPES	10,618.63
EFT24561	15/12/2022	BODDINGTON TYRE SERVICE	NEW TYRES FOR ISUZU TRUCK BT340	1,530.00
EFT24562	15/12/2022	DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS	LEASE 1916/97 COMMUNICATION BASE	2,004.07
EFT24563	15/12/2022	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS	3,718.40
EFT24564	15/12/2022	EDGE PLANNING & PROPERTY	PLANNING SERVICES FOR NOVEMBER 2022	473.68
EFT24565	15/12/2022	PORTER CONSULTING ENGINEERS	TOWN HALL & JOHNSTONE ST CARPARK DESIGN AND DOCUMENTATION	3,190.00
EFT24566	15/12/2022	SEEK LIMITED	JOB ADVERTISING PLANT OPERATORS, PARKS AND	973.50
EFT24567	15/12/2022	OZTECH SECURITY	INSTALLATION OF TOUCH SCREEN AT THE MEDICAL CENTRE	1,139.00
EFT24568	15/12/2022	CONTRACT AQUATIC SERVICES	SWIMMING POOL MGMT CONTRACT OCT - DEC 2022	45,000.00
EFT24569	15/12/2022	NEWMONT BODDINGTON GOLD	RENT FOR 25 FARMERS AVE	1,300.00
EFT24570	15/12/2022	MARKETFORCE PTY LTD	ADVERTISING EXTRACTIVE INDUSTRIES LOCAL LAW	302.80
EFT24571	15/12/2022	VOLT AIR PTY LTD	VARIATIONS ON INSTALLATION OF LIGHTS AT HOTHAM PARK	9,663.88
EFT24572	15/12/2022	ZIRCODATA PTY LTD	STORAGE FEES	91.22
EFT24573	15/12/2022	GARRY VENTRIS	COUNCILLOR ALLOWANCES	5,490.60
EFT24574	15/12/2022	THE GOLDEN NUGGET (WA) PTY LTD	COUNCILLOR REFRESHMENTS	57.00
EFT24575	15/12/2022	TAFE WA SOUTH REGIONAL	TAFE COURSE EARLY CHILDHOOD EDU C STEWART	421.20
EFT24576	15/12/2022	BODDINGTON DIESEL SERVICES PTY LTD	VEHICLE SERVICE BT4	908.60
EFT24577	15/12/2022	BODDINGTON MINI SKIPS	COLLECT & EMPTY SKIP BINS	2,230.00
EFT24578	15/12/2022	OFFICE OF THE AUDITOR GENERAL	AUDIT FEE GRANT ACQUITTAL	2,420.00
EFT24579	15/12/2022	AQUA PUMPS & IRRIGATION	REPAIRS TO TOWN DAM SYSTEM	4,203.56
EFT24580	15/12/2022	CIVIC LEGAL PTY LTD	PROFESSIONAL FEES CLOSURE OF SPECIFIED ROADS	9,477.05
EFT24581	15/12/2022	IAN GEORGE WEBSTER	COUNCILLOR ALLOWANCES	1,928.44
EFT24582	15/12/2022	REGIONAL FIRE & SAFETY	FIRE EQUIPMENT SERVICE	206.80
EFT24583	15/12/2022	WAYFOUND	TOURISM SIGNAGE STRATEGY	9,674.50
EFT24584	15/12/2022	DARREN LONG CONSULTING	BAS PREPARATION FOR SEPTEMBER 2022	357.50
EFT24585	15/12/2022	SHERRIN RENTALS PTY LTD	HIRE OF ROLLER	4,817.49

## SHIRE OF BODDINGTON - LIST OF PAYMENTS - DECEMBER 2022

Chq/EFT	Date	Name	Description	Amount
EFT24586	15/12/2022	RINGCENTRAL INC	MONTHLY TELEPHONE SUBSCRIPTION FEE	776.82
EFT24587	15/12/2022	J & M REID EARTHMOVING PTY LTD	VERGE CLEARING ON LOWER HOTHAM ROAD	8,591.00
EFT24588	15/12/2022	124 RUSTY CAMP BODDINGTON	CATERING SERVICES	242.00
EFT24589	15/12/2022	SAPIO PTY LTD	QUARTERLY CCTV MAINTENANCE	2,894.10
EFT24590	15/12/2022	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS/CONTRIBUTIONS	376.30
EFT24591	15/12/2022	SOS OFFICE EQUIPMENT	2 NEW APEOS PRINTERS	11,404.80
EFT24592	15/12/2022	SERENA EASTON LEADERSHIP	EXECUTIVE TEAM DEVELOPMENT	2,200.00
EFT24593	15/12/2022	EDUCATION LINKED TO FAMILIES	WORKSHOP FOR ELC STAFF	363.00
EFT24594	15/12/2022	BODDINGTON BURNOUT GROUP	ACOUSTIC ASSESSMENT - BODDINGTON BURNOUT GROUP	2,000.00
EFT24595	15/12/2022	SHIRE OF KULIN	LONG SERVICE LEAVE ENTITLEMENTS C VANDENBURG	4,687.50
EFT24596	15/12/2022	BODDINGTON SERVICE STATION	REPLACEMENT GAS BOTTLE AT THE OLD PAVILION	175.50
EFT24597	15/12/2022	GREG DAY MOTORS	FUEL FOR NOVEMBER 2022	13,510.70
EFT24598	15/12/2022	G B GILLESPIE & SONS PTY LTD	REPAIRS TO KOMATSU LOADER	5,838.80
EFT24599	15/12/2022	IT VISION	PENSIONERS & SENIORS RATES TRAINING B GREEN	825.00
EFT24600	20/12/2022	PROFESSIONALS STIRLING CLARK	DEPOSIT FOR 32 BANNISTER ROAD	5,000.00
EFT24601	22/12/2022	CROSSMAN HOT WATER & PLUMBING	RPZ TESTING ON QUINDANNING STANDPIPE	849.20
EFT24602	22/12/2022	BODDINGTON TYRE SERVICE	NEW TYRES BT4	1,514.00
EFT24603	22/12/2022	BODDINGTON HARDWARE AND NEWSAGENCY	HARDWARE ITEMS	3,043.20
EFT24604	22/12/2022	LGIS RISK MANAGEMENT	REGIONAL RISK COORDINATOR FEE 2022/2023	2,025.77
EFT24605	22/12/2022	SEEK LIMITED	ADVERTISING ABORIGINAL ENGAGEMENT OFFICER	324.50
EFT24606	22/12/2022	BODDINGTON HOSPITAL WOMENS AUXILLARY	COMMUNITY BUS HIRE	180.00
EFT24607	22/12/2022	ECOMIST SWAN	2 X BUCKET 50 URO CUBES	948.92
EFT24608	22/12/2022	COURIER AUSTRALIA TOLL IPEC	COURIER CHARGES	396.49
EFT24609	22/12/2022	CONTRACT AQUATIC SERVICES	SWIMMING POOL MGMT CONTRACT FOR JANUARY 2023	19,818.00
EFT24610	22/12/2022	STATE LIBRARY OF WESTERN AUSTRALIA	FREIGHT RECOUP FOR JULY TO DECEMBER 2022	347.02
EFT24611	22/12/2022	LOREN BOBBIE BRYANT	REIMBURSEMENT FOR XMAS CELEBRATION PURCHASES	347.98
EFT24612	22/12/2022	DMC CLEANING CORPORATION PTY LTD	CLEANING SERVICES FOR NOVEMBER 2022	16,368.69
EFT24613	22/12/2022	ACCESS LIFE	STRENGTH FOR LIFE COACH FEES FOR NOVEMBER 2022	340.00
EFT24614	22/12/2022	FACE PAINTINGS BY MARY	FACE PAINTING AT THE CHRISTMAS CELEBRATIONS 2022	370.00
EFT24615	22/12/2022	THE WEST AUSTRALIAN (IRSA)	ADVERTISING IN THE WEST AUSTRALIAN IRSA	550.00
EFT24616	22/12/2022	JEFF ATKINS	REIMBURSEMENT FOR PHONE ACCOUNT	280.00
EFT24617	22/12/2022	DARREN LONG CONSULTING	BAS PREPARATION FOR OCTOBER 2022	429.00
EFT24618	22/12/2022	RINGCENTRAL INC	MONTHLY TELEPHONE SUBSCRIPTION FEE	776.82
EFT24619	22/12/2022	J & M REID EARTHMOVING PTY LTD	VERGE CLEARING ON NEWMARKET RD	1,633.50
EFT24620	22/12/2022	DHU SOUTH ELECTRICAL	REPAIRS TO COOL ROOM AT THE CAFE	3,513.40
EFT24621	22/12/2022	BODDINGTON POST OFFICE & STORE	STATIONERY ITEMS FOR NOVEMBER 2022	81.90
EFT24622	22/12/2022	BODDINGTON SUPERMARKET PTY LTD	PURCHASES FOR NOVEMBER 2022	1,078.36
EFT24623	22/12/2022	THE DOUBLE SHOT CAFE	CATERING SERVICES	732.60
EFT24624	22/12/2022	SOS OFFICE EQUIPMENT	PHOTOCOPIER CHARGES	125.88
EFT24625	22/12/2022	REBOUND WA INCORPORATED	WHEEL LIFE CLINIC	880.00
EFT24626	22/12/2022	PETER DELLE COSTE	ENTERTAINMENT AT THE CHRISTMAS CELEBRATIONS 2022	500.00
EFT24627	22/12/2022	A BONZA BOUNCE	HIRE OF BOUNCY CASTLE FOR CHRISTMAS CELEBRATIONS	1,800.00
EFT24628	22/12/2022	BODDINGTON GOLF CLUB	RODEO WEEKEND PARKING OF CARAVANS AND CAMPERS	4,920.00
EFT24629	22/12/2022	TOTAL EDEN PTY LTD	RETICULATION	2,690.38
EFT24630	22/12/2022	BODDINGTON SES	REIMBURSEMENT FOR THE SES	2,448.57
EFT24631	22/12/2022	THE LOCK MAN SECURITY	2 X GMK KEYS	57.10
DD15211.1	25/12/2022	EASIFLEET MANAGEMENT	LEASE PAYMENT 1HIZ195 CEO	2,384.98
DD15226.1	1/12/2022	WESTNET	INTERNET CHARGES MEDICAL CENTRE	39.95
DD15226.2	1/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	859.30
DD15226.3	1/12/2022	TELSTRA	MOBILE PHONE CHARGES SES	254.21
DD15228.1	5/12/2022	WESTNET	INTERNET CHARGES POOL	59.95
DD15228.2	5/12/2022	NATIONAL AUSTRALIA BANK	TRANSACT FEE	15.35
DD15228.3	5/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	523.65
DD15229.1	2/12/2022	SYNERGY	ELECTRICITY CHARGES CENTRAL PARK	75.26
DD15229.2	2/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,215.35
DD15229.3	2/12/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	PAYMENT LOAN 107	54,195.71
DD15233.1	6/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,726.60
DD15233.2	6/12/2022	SYNERGY	ELECTRICITY CHARGES BCRC	1,628.63
DD15235.1	7/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,494.25
DD15235.2	7/12/2022	TELSTRA	MOBILE PHONE CHARGES SHIRE	620.74
DD15237.1	8/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	596.10
DD15237.2	8/12/2022	SYNERGY	ELECTRICITY CHARGES U1/36 HOTHAM AVE	49.41
DD15249.1	9/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	5,828.85
DD15249.2	9/12/2022	SYNERGY	ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES	1,183.53
DD15250.1	12/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,283.40
DD15250.2	12/12/2022	SYNERGY	ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES	2,759.77
DD15250.3	12/12/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	PAYMENT LOAN 105	76,482.79
DD15253.1	13/12/2022	PRECISION ADMINISTRATION SERVICES PTY LTD	SUPERANNUATION CONTRIBUTIONS	16,071.30
DD15253.2	13/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	410.85
DD15253.3	13/12/2022	SYNERGY	ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES	261.40
DD15256.1	14/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	247.45
DD15267.1	15/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	919.45
DD15268.1	19/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	220.80
DD15268.2	19/12/2022	TELSTRA	PHONE CHARGES SES LANDLINES	195.44
DD15269.1	20/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	615.20
DD15270.1	16/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,229.40
DD15273.1	21/12/2022	BOC GASES BOC ACCOUNT PROCESSING	GAS CONTAINER FEES	20.24
DD15273.2	21/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,115.40
DD15278.1	22/12/2022	PRECISION ADMINISTRATION SERVICES PTY LTD	SUPERANNUATION CONTRIBUTIONS	15,897.06
DD15278.2	22/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,601.85
DD15280.1	23/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,486.05
DD15280.2	23/12/2022	SYNERGY	ELECTRICITY CHARGES STREET LIGHTS	3,438.93
DD15282.2	28/12/2022	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,052.25
DD15282.3	28/12/2022	TELSTRA	PHONE CHARGES - VARIOUS SHIRE ACCOUNTS	1,078.81

# SHIRE OF BODDINGTON - LIST OF PAYMENTS - DECEMBER 2022

Chq/EFT	Date	Name	Description	Amount
DD15284.1	30/12/2022	KLEENHEAT GAS	CYLINDER SERVICE FEE - VARIOUS SHIRE PROPERTIES	2,132.85
DD15284.2	30/12/2022	NATIONAL AUSTRALIA BANK	NAB CONNECT FEE	586.32
DD	30/12/2022	NAB BUSINESS VISA		<u>7,924.54</u>
				<u>585,309.87</u>
		<b>JEFF ATKINS</b>		
	2/12/2022	JB HI-FI	IPHONE CASE & SCREEN PROTECTOR	67.89
	5/12/2022	OFFICEWORKS BUSINESS DIRECT	IPHONE - MANAGER WORKS & SERVICES	1,052.95
	7/12/2022	VALSPAR CLAREMONT	5 TINS OF PAINT	1,058.42
		<b>SAM KEMPTON</b>		
	9/12/2022	BIG W ONLINE	CHRISTMAS CELEBRATION ACTIVITIES/DECORATIONS	76.50
	12/12/2022	COLES ONLINE	CHRISTMAS CELEBRATION BBQ	301.30
	12/12/2022	KMART	CHRISTMAS CELEBRATION ACTIVITIES/DECORATIONS	272.00
	12/12/2022	COLES ONLINE	CHRISTMAS CELEBRATION BBQ	104.80
	12/12/2022	BIG W ONLINE	REFUND CHRISTMAS CELEBRATION DECORATIONS	-76.50
	12/12/2022	KMART	REFUND CHRISTMAS CELEBRATION DECORATIONS	-69.50
	22/12/2022	DAN MURPHYS ONLINE	REIMBURSED BY DEBTOR INVOICE	42.48
	22/12/2022	THE OLD BAKERY BODDINGTON	YOUTH CENTRE CRAFT PAINT	10.00
	22/12/2022	KMART	REFUND CHRISTMAS CELEBRATION DECORATIONS	-202.50
		<b>ROY GRIEVE</b>		
	30/11/2022	VIBE DONNYBROOK	FUEL FOR BT010	140.66
	5/12/2022	CALTEX COLLIE	FUEL FOR BT010	125.85
	9/12/2022	BP DONNYBROOK	FUEL FOR BT010	125.20
	14/12/2022	GREG DAY MOTORS	FUEL FOR BT010	115.14
	16/12/2022	GREG DAY MOTORS	FUEL FOR BT010	138.02
	19/12/2022	GREG DAY MOTORS	FUEL FOR BT010	139.35
	21/12/2022	GREG DAY MOTORS	FUEL FOR BT010	133.42
		<b>CARA RYAN</b>		
	1/12/2022	PUMA ENERGY BEDFORDALE	FUEL FOR BT04	107.13
	21/12/2022	SHIRE OF WANDERING	FUEL FOR BT04	147.78
		<b>JULIE BURTON</b>		
	30/11/2022	REMARKABLE	ELECTRONIC NOTE PAD	897.00
	2/12/2022	EXETEL PTY LTD	INTERNET PLAN	725.00
	5/12/2022	DROPBOX	COUNCILLOR INFORMATION	18.69
	15/12/2022	SUSHI SUSHI MANDURAH	CATERING FOR CHRISTMAS FUNCTION	129.00
	19/12/2022	ADOBE ACROPRO	ADOBE LICENCE	21.99
	20/12/2022	WOOLWORTHS GREENFIELDS	STAFF CHRISTMAS GIFT CARDS	500.00
	20/12/2022	WOOLWORTHS GREENFIELDS	STAFF CHRISTMAS GIFT CARDS	500.00
	20/12/2022	WOOLWORTHS GREENFIELDS	STAFF CHRISTMAS GIFT CARDS	500.00
	20/12/2022	WOOLWORTHS GREENFIELDS	STAFF CHRISTMAS GIFT CARDS	500.00
	23/12/2022	ROLLD MANDURAH	CATERING FOR CHRISTMAS FUNCTION	250.00
	28/10/2022	NAB CARD FEE	FEE	45.00
	28/10/2022	NAB INTERNATIONAL TRANSACTION FEES	FEE	27.47
		<b>PAYROLL PAYMENTS</b>		
		NAB	NET PAYROLL F/N ENDING 11/12/2022	73,754.57
		NAB	NET PAYROLL F/N ENDING 25/12/2022	87,398.06
		<b>TOTAL MUNI</b>		<b>746,462.50</b>
		<b>TOTAL TRUST &amp; MUNI</b>		<b>749,417.81</b>



**SHIRE OF BODDINGTON - LIST OF PAYMENTS - JANUARY 2023**

Chq/EFT	Date	Name	Description	Amount
EFT24677	18/01/2023	SHIRE OF BODDINGTON	BUILDING SERVICES LEVY/BCITF COMMISSION DEC 2022	15.00
EFT24678	18/01/2023	DEPT OF MINES,INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY PAYMENT - DECEMBER 2022	176.80
EFT24679	24/01/2023	ANDREW THOMAS RYLEY	REFUND OF BRB LEVY FEE	61.65
EFT24680	24/01/2023	SHANE MILLAR	REFUND OF KEY BOND	120.00
EFT24681	24/01/2023	LACHLAN JAMES COOPS	REFUND OF STAND PIPE SWIPE CARD	118.00
EFT24682	24/01/2023	TONINO CARAVELLA	REFUND OF BRB LEVY FEE	61.65
EFT24683	24/01/2023	ALBANY MECHANICAL SERVICES	REFUND OF BRB LEVY FEE	61.65
<b>TOTAL TRUST</b>				<b>614.75</b>
EFT24632	13/01/2023	TQUIP	TORO GROUNDMASTER 3500 KUBOTA	56,122.00
EFT24633	13/01/2023	AUSTRALIA POST ACCOUNTS RECEIVABLE	POSTAGE FOR DECEMBER 2022	159.07
EFT24634	13/01/2023	OFFICEWORKS BUSINESS DIRECT	STATIONERY ITEMS	762.70
EFT24635	13/01/2023	PEELHARVEY CATCHMENT COUNCIL	LANDCARE IN THE HOTHAM-WILLIAMS 22/23	27,500.00
EFT24636	13/01/2023	PORTER CONSULTING ENGINEERS	DETAILED DRAINAGE DESIGN	1,540.00
EFT24637	13/01/2023	COURIER AUSTRALIA TOLL IPEC	COURIER CHARGES	18.00
EFT24638	13/01/2023	OZTECH SECURITY	QUARTERLY CONTROL ROOM MONITORING MEDICAL	178.00
EFT24639	13/01/2023	NEIL BUTLER QUANTITY SURVEYING SERVICES	PREPARATION OF PROBABLE COST FOR COMMUNITY GYM	3,300.00
EFT24640	13/01/2023	BRIGHTHOUSE	CARAVAN PARK CONCEPT PLAN	14,058.00
EFT24641	13/01/2023	MODERN TEACHING AIDS PTY LTD	LEARNING EQUIPMENT & TOYS FOR THE ELC	12,265.29
EFT24642	13/01/2023	NEWMONT BODDINGTON GOLD	RENT FOR 3 PRUSSIAN WAY	1,300.00
EFT24643	13/01/2023	QUALITY PRESS	DFES STATIONERY	271.70
EFT24644	13/01/2023	CABLE LOCATES & CONSULTING	LOCATION SERVICE ON RIVER ROAD	5,494.23
EFT24645	13/01/2023	APV VALUERS & ASSET MANAGEMENT	START UP FEE, BUILDINGS & OTHER INFRASTRUCTURE ASSET VALUATION	3,943.50
EFT24646	13/01/2023	RETHINK MARKETING	2023 WEBSITE HOSTING & UPDATES IRSA	330.00
EFT24647	13/01/2023	GUMFIRE MARKETING	PROJECT MANAGEMENT SERVICES - IRSA	24,273.40
EFT24648	13/01/2023	IRIS CONSULTING GROUP PTY LTD	RECORDS MANAGEMENT COURSE - J COBBOLD	319.00
EFT24649	13/01/2023	PERTH OFFICE EQUIPMENT REPAIRS	OIL FOR SHREDDER	149.10
EFT24650	13/01/2023	ACCESS LIFE	STRENGTH FOR LIFE COACH FEES FOR DECEMBER 2022	320.00
EFT24651	13/01/2023	HARTAC SIGNS AND SAFETY SOLUTIONS	GUIDE POSTS	1,347.50
EFT24652	13/01/2023	BODDINGTON MINI SKIPS	TOWN BIN COLLECTION AND CLEANING FOR DECEMBER 2022	2,875.00
EFT24653	13/01/2023	THE WEST AUSTRALIAN ( IRSA)	ADVERTISING IN THE WEST AUSTRALIAN - IRSA	1,100.00
EFT24654	13/01/2023	DOMINIC CARBONE AND ASSOCIATES	CONSULTANCY SERVICES FOR NOVEMBER 2022	429.00
EFT24655	13/01/2023	REGIONAL FIRE & SAFETY	FIRE EQUIPMENT SERVICING	975.70
EFT24656	13/01/2023	WA FLAGS AND BANNERS	ABORIGINAL FLAG	303.00
EFT24657	13/01/2023	DOLPHIN SETTLEMENTS	PURCHASE OF 32 BANNISTER ROAD BODDINGTON	94,155.93
EFT24658	13/01/2023	BODDINGTON POST OFFICE & STORE	STATIONERY ITEMS FOR DECEMBER 2022	405.10
EFT24659	13/01/2023	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS/CONTRIBUTIONS	382.66
EFT24660	13/01/2023	LIMEX INDUSTRIES	GAZEBOS AND BANNERS FOR AUSTRALIA DAY	4,681.11
EFT24661	13/01/2023	BODDINGTON SERVICE STATION	VEHICLE SERVICE BT4	714.90
EFT24662	13/01/2023	GREG DAY MOTORS	MOTOR OIL	15.00
EFT24663	13/01/2023	THOMPSON BUILDING INDUSTRIES	INSTALLATION OF CHRISTMAS TREE AND REMOVAL	1,750.00
EFT24664	13/01/2023	THE LOCK MAN SECURITY	REKEY LOCK ON GAS TANK AT INTERPRETATION CENTRE	354.00
EFT24665	17/01/2023	LEONARD ALLEN ALEXANDER LEWIS	COUNCILLOR ALLOWANCES	1,579.00
EFT24666	17/01/2023	COURIER AUSTRALIA TOLL IPEC	COURIER CHARGES	189.23
EFT24667	17/01/2023	PACIFIC BRANDS WORKWEAR GROUP PTY LTD	STAFF UNIFORMS	47.96
EFT24668	17/01/2023	INTEGRAL STEEL	FOLD DOWN RAMP FOR MOWER	2,728.00
EFT24669	17/01/2023	FILDES FOOD SAFETY PTY LTD	CALIBRATABLE DIGITAL THERMOMETER	56.65
EFT24670	17/01/2023	THE DOUBLE SHOT CAFE	CATERING SERVICES	251.80
EFT24671	17/01/2023	SERENA EASTON LEADERSHIP	EXECUTIVE TEAM DEVELOPMENT	2,200.00
EFT24672	17/01/2023	THALIA KAMBOURIS	REIMBURSEMENT FOR CATERING COSTS	71.96
EFT24673	17/01/2023	REDHEAD COMMUNICATIONS	COLLABORATION WORKSHOP FOR ELC & ADMIN STAFF	6,655.00
EFT24674	17/01/2023	AVON WASTE	RUBBISH SERVICES FOR DECEMBER 2022	12,791.90
EFT24675	17/01/2023	GREG DAY MOTORS	FUEL USAGE FOR DECEMBER 2022	9,248.26
EFT24676	17/01/2023	ST JOHN AMBULANCE AUSTRALIA (WA) INC. (BODDINGTON SUB CENTRE)	FIRST AID TRAINING	3,245.00
EFT24684	24/01/2023	OFFICEWORKS BUSINESS DIRECT	FLIP TOP TRESTLE TABLES	1,679.95
EFT24685	24/01/2023	WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY (LANDGATE)	GRV CHARGEABLE	121.30
EFT24686	24/01/2023	EDGE PLANNING & PROPERTY	PLANNING SERVICES FOR DECEMBER 2022	1,676.12
EFT24687	24/01/2023	SEEK LIMITED	ADVERTISING GENERAL HAND PARKS & GARDENS POSITION	671.00
EFT24688	24/01/2023	SPENCER SIGNS	BILLBOARD BANNERS - IRSA	8,794.50
EFT24689	24/01/2023	PACIFIC BRANDS WORKWEAR GROUP PTY LTD	STAFF UNIFORMS	578.99
EFT24690	24/01/2023	KOMATSU AUSTRALIA PTY LTD	SERVICE ON KOMATSU LOADER	1,209.88
EFT24691	24/01/2023	INDUSTRIAL AUTOMATION GROUP	WISP SUPPORT STANDPIPE ACCESS	1,015.85
EFT24692	24/01/2023	NEWMONT BODDINGTON GOLD	RENT FOR 25 FARMERS AVE	1,300.00
EFT24693	24/01/2023	RMS (AUST) PTY LTD	CARAVAN PARK ONLINE BOOKING LICENSE	2,257.20
EFT24694	24/01/2023	VOLT AIR PTY LTD	ELECTRICAL WORK AT THE OLD SCHOOL	625.00
EFT24695	24/01/2023	ZIRCODATA PTY LTD	STORAGE FEES	91.22
EFT24696	24/01/2023	PERTH BOUNCY CASTLE HIRE	BOUNCY CASTLES FOR AUSTRALIA DAY	5,242.38
EFT24697	24/01/2023	FIRE AND SAFETY WA	EXTRUDED FIRE HOSE	649.00
EFT24698	24/01/2023	BIG SKY ENTERTAINMENT (WA) PTY LTD	ENTERTAINMENT FOR AUSTRALIA DAY	2,200.00
EFT24699	24/01/2023	DARREN LONG CONSULTING	BAS PREPARATION FOR NOVEMBER 2022	429.00
EFT24700	24/01/2023	SHERRIN RENTALS PTY LTD	HIRE OF ROLLER	4,781.70
EFT24701	24/01/2023	PROMPT SAFETY SOLUTIONS	12 MONTH REVISION ON WHS PROCESS	2,200.00
EFT24702	24/01/2023	ANDREW THOMAS RYLEY	REFUND OF BUILDING APPLICATION FEE	110.00
EFT24703	24/01/2023	BODDINGTON SUPERMARKET PTY LTD	ELC PURCHASES FOR DECEMBER 2022	765.29
EFT24704	24/01/2023	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS/CONTRIBUTIONS	765.32
EFT24705	24/01/2023	SOS OFFICE EQUIPMENT	PHOTOCOPIER CHARGES	308.75
EFT24706	24/01/2023	GLEN FLOOD GROUP PTY LTD T/AS GFG CONSULTING	PROJECT MANAGEMENT SERVICES CULTURAL CENTRE	1,577.40
EFT24707	24/01/2023	TONINO CARAVELLA	REFUND OF BUILDING APPLICATION FEE	110.00
EFT24708	24/01/2023	ALBANY MECHANICAL SERVICES	REFUND OF BUILDING APPLICATION FEE	110.00
EFT24709	24/01/2023	GREG DAY MOTORS	CHAIN, GRAB HOOKS AND RATCHET LOAD BINDER	736.00
EFT24710	24/01/2023	IT VISION	PAYROLL ESSENTIAL WEBINAR	2,216.50

## SHIRE OF BODDINGTON - LIST OF PAYMENTS - JANUARY 2023

Chq/EFT	Date	Name	Description	Amount
EFT24711	24/01/2023	LGIS INSURANCE BROKING	INSURANCE RENEWAL SALARY CONTINUANCE 2022/2023	3,828.83
EFT24712	31/01/2023	DOWN TO EARTH TRAINING & ASSESSING	TRAFFIC MANAGEMENT TRAINING COURSE	1,650.00
EFT24713	31/01/2023	BODDINGTON HARDWARE AND NEWSAGENCY	HARDWARE ITEMS FOR DECEMBER 2022	8,127.84
EFT24714	31/01/2023	ANDREW THOMAS RYLEY	COUNCILLOR ALLOWANCES	1,579.00
EFT24715	31/01/2023	BODDINGTON SUPERMARKET PTY LTD	SHIRE PURCHASES FOR DECEMBER 2022	644.65
EFT24716	31/01/2023	BODDINGTON SES	REIMBURSEMENT FOR THE SES	398.20
DD15282.1	27/01/2023	EASIFLEET MANAGEMENT	LEASE PAYMENT 1HIZ195 CEO	2,384.98
DD15290.1	03/01/2023	WESTNET	INTERNET CHARGES MEDICAL CENTRE	39.95
DD15290.2	03/01/2023	TELSTRA	MOBILE PHONE CHARGES SES	147.24
DD15295.1	04/01/2023	WESTNET	INTERNET CHARGES - POOL	59.95
DD15295.2	04/01/2023	NATIONAL AUSTRALIA BANK	TRANSACT FEE	15.70
DD15295.3	04/01/2023	SYNERGY	ELECTRICITY CHARGES - CENTRAL PARK	72.67
DD15296.1	05/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	3,202.90
DD15297.1	09/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,379.10
DD15299.1	06/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,916.50
DD15299.2	06/01/2023	TELSTRA	MOBILE PHONE CHARGES - SHIRE	620.74
DD15302.1	11/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,423.55
DD15303.1	10/01/2023	PRECISION ADMINISTRATION SERVICES PTY LTD	SUPERANNUATION CONTRIBUTIONS	15,407.30
DD15303.2	10/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,104.95
DD15308.1	16/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	783.35
DD15309.1	13/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,845.30
DD15313.1	12/01/2023	WATER CORPORATION	WATER CHARGES - TOWN DAM	550.00
DD15313.2	12/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	892.00
DD15313.3	12/01/2023	SYNERGY	ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES	1,102.68
DD15320.1	17/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	693.40
DD15320.2	17/01/2023	TELSTRA	PHONE CHARGES - SES LANDLINES	195.29
DD15321.1	18/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,088.45
DD15321.2	18/01/2023	SYNERGY	ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES	5,328.04
DD15322.1	19/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	58.40
DD15338.1	23/01/2023	WATER CORPORATION	WATER CHARGES - VARIOUS SHIRE PROPERTIES	1,354.98
DD15338.2	23/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	6,452.25
DD15338.3	23/01/2023	SYNERGY	ELECTRICITY CHARGES - MEN'S SHED	213.84
DD15338.4	23/01/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	WA TREASURY CORPORATION GUARANTEE FEE	7,547.84
DD15338.5	23/01/2023	BOC GASES BOC ACCOUNT PROCESSING	GAS CONTAINER FEES	19.60
DD15339.1	20/01/2023	WATER CORPORATION	WATER CHARGES - VARIOUS SHIRE PROPERTIES	4,908.71
DD15339.2	20/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,183.35
DD15339.3	20/01/2023	SYNERGY	ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES	674.94
DD15340.1	24/01/2023	PRECISION ADMINISTRATION SERVICES PTY LTD	SUPERANNUATION CONTRIBUTIONS	16,317.56
DD15340.2	24/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	3,058.60
DD15340.3	24/01/2023	SYNERGY	ELECTRICITY CHARGES - STREET LIGHTS	3,328.00
DD15340.4	24/01/2023	TELSTRA	PHONE CHARGES - SHIRE	859.35
DD15347.2	25/01/2023	WATER CORPORATION	WATER CHARGES - VARIOUS SHIRE PROPERTIES	24,296.79
DD15347.3	25/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,093.55
DD15347.4	25/01/2023	SYNERGY	ELECTRICITY CHARGES - VARIOUS PROPERTIES	1,886.40
DD15348.1	27/01/2023	WATER CORPORATION	WATER CHARGES - VARIOUS SHIRE PROPERTIES	10,389.83
DD15348.2	27/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,336.55
DD15348.3	27/01/2023	SYNERGY	ELECTRICITY CHARGES - EHO RESIDENCE	1.21
DD15349.1	30/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2,432.65
DD15349.2	30/01/2023	SYNERGY	ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES	645.56
DD15359.1	31/01/2023	NATIONAL AUSTRALIA BANK	NAB BPAY & ACCT FEES	763.25
DD15359.2	31/01/2023	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1,460.90
DD15359.3	31/01/2023	SYNERGY	ELECTRICITY CHARGES - VARIOUS SHIRE PROPERTIES	914.55
DD15359.4	31/01/2023	TELSTRA	MOBILE PHONE CHARGES - SES	108.29
DD	30/12/2022	NAB BUSINESS VISA		7,786.02
				<u>501,655.53</u>
		<b>JEFF ATKINS</b>		
	20/01/2023	DEPARTMENT OF TRANSPORT	VEHICLE LICENCE BT030	161.85
		<b>SAM KEMPTON</b>		
	16/01/2023	BUNNINGS	MISTING KIT FOR EVENTS	108.97
	18/01/2023	AUSTRALIA DAY SA	ITEMS FOR AUSTRALIA DAY EVENT	1,775.00
	19/01/2023	THE OLD BAKERY BODDINGTON	ITEMS FOR THE YOUTH CENTRE	35.00
	20/01/2023	KMART	ITEMS FOR AUSTRALIA DAY EVENT	365.75
	20/01/2023	KMART	ITEMS FOR AUSTRALIA DAY EVENT	-22.00
	23/01/2023	KMART	ITEMS FOR AUSTRALIA DAY EVENT	100.00
	23/01/2023	JAYCAR PTY LTD	BUBBLE MACHINE	159.90
	23/01/2023	KMART	ITEMS FOR AUSTRALIA DAY EVENT	118.00
	23/01/2023	KMART	ITEMS FOR AUSTRALIA DAY EVENT	-20.00
	23/01/2023	KMART	ITEMS FOR AUSTRALIA DAY EVENT	-5.00
	27/01/2023	EDLYN FOODS PTY LTD	FOOD ITEMS FOR THE YOUTH CENTRE	125.60
		<b>ROY GRIEVE</b>		
	10/01/2023	BP DONNYBROOK	FUEL FOR BT010	124.89
	18/01/2023	SP RAMP CHAMP	RAMP FOR THE RANGER'S VEHICLE	569.99
	24/01/2023	BP DONNYBROOK	FUEL FOR BT010	113.13
	27/01/2023	BP BALDIVIS	FUEL FOR BT010	73.53
		<b>CARA RYAN</b>		
	03/01/2023	BP KELMSCOTT	FUEL FOR BT04	106.07
	13/01/2023	MYCASECOVERS	IPAD COVERS FOR THE ELC	97.98
	16/01/2023	ADOBE	ADOBE LICENSE	38.31
	25/01/2023	MITRE10	WESTINGHOUSE DIGITAL INVERTER GENERATOR	1,599.00
		<b>JULIE BURTON</b>		
	04/01/2023	EXETEL PTY LTD	INTERNET PLAN	975.00
	05/01/2023	DROPOBOX	COUNCILLOR INFORMATION	18.69

**SHIRE OF BODDINGTON - LIST OF PAYMENTS - JANUARY 2023**

Chq/EFT	Date	Name	Description	Amount
	09/01/2023	WOOLWORTHS	STAFF CHRISTMAS GIFT CARD	50.00
	12/01/2023	KOGAN	HOT WATER DISPENSER & WALL MOUNT FOR TV	815.97
	19/01/2023	ADOBE ACROPRO	ADOBE LICENCE	21.99
	27/01/2023	KITCHEN WAREHOUSE	GIFT CARD FOR KRISTIN STANLEY	50.00
	27/01/2023	VISTAPRINT	SHIRE MERCHANDISE FOR MARKETS	182.84
	28/10/2022	NAB CARD FEE	FEE	45.00
	28/10/2022	NAB INTERNATIONAL TRANSACTION FEES	FEE	0.56
		<b>PAYROLL PAYMENTS</b>		
		NAB	NET PAYROLL F/N ENDING 08/01/2023	72,890.35
		NAB	NET PAYROLL F/N ENDING 22/01/2023	80,154.45
<b>TOTAL MUNI</b>				<b>654,700.33</b>
<b>TOTAL TRUST &amp; MUNI</b>				<b>655,315.08</b>

### 8.3.2 Monthly Financial Report

File Reference:	3.0056
Applicant:	Not Applicable
Disclosure of Interest:	Nil
Author:	Executive Manager Corporate Services
Attachments:	8.3.2A Monthly Financial Reports December 2022 8.3.2B Monthly Financial Reports January 2023

#### Summary

The Monthly Financial Report for December 2022 and January 2023 is presented for Councils consideration.

#### Background

In accordance with the Local Government Act 1995, a statement of financial activity must be presented at an Ordinary Meeting of Council. This is required to be presented within two months, after the end of the month, to which the statement relates.

The statement of financial activity is to report on the revenue and expenditure as set out in the annual budget for the month, including explanations of any variances. Regulation 34, from the Local Government (Financial Management) Regulations 1996 sets out the detail that is required to be included in the reports.

#### Comment

The attached monthly financial statements and supporting information have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

#### Consultation

Nil

#### Strategic Implications

Aspiration	Performance
Outcome 12	Visionary Leadership and Responsible Governance
Objective 12.2	Responsibly manage the Shire's finances, human resources and assets

#### Legislative Implications

##### *Local Government Act 1995*

Section 6.4 Specifies that a local government is to prepare such other financial reports as are prescribed.

##### *Local Government (Financial Management) Regulations 1996*

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
  - (b) budget estimates to the end of month to which the statement relates;
  - (c) actual amounts of expenditure, revenue and income to the end of the month to

- which the statement relates;
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
- (e) the net current assets at the end of the month to which the statement relates.

Sub regulations 2, 3, 4, 5, and 6 prescribe further details of information to be included in the monthly statement of financial activity.

#### Policy Implications

Nil

#### Financial Implications

As disclosed in the financial statements.

#### Economic Implications

Timely submission of detailed monthly financial reports allows Council to monitor the financial performance of the Shire and review any adverse financial trends that may impact on the Shire's financial sustainability.

#### Social Implications

Nil

#### Environmental Considerations

Nil

#### Risk Considerations

Risk Statement and Consequence	Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit.
Risk Rating (prior to treatment or control)	Minor
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (controls or treatment proposed)	Nil

#### Options

1. Council may choose to receive the monthly financial reports as presented.
2. Council may choose not to receive the monthly financial reports as presented.

#### Voting Requirements

Simple Majority

#### **Officer Recommendation and Council Decision**

**COUNCIL RESOLUTION: 08/23**

**Moved: Cr A Ryley**

**That Council receive the financial statements as presented, for the period ending 31 December 2022 and 31 January 2023.**

**Seconded: Cr I Webster**

**Carried: 5/0**



**MONTHLY FINANCIAL REPORT**  
(Containing the Statement of Financial Activity)

**For the Period Ended 31 December 2022**

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

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## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 DECEMBER 2022

## BASIS OF PREPARATION

### BASIS OF PREPARATION

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

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

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

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

### THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements.

### SIGNIFICANT ACCOUNTING POLICIES

#### CRITICAL ACCOUNTING ESTIMATES

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

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

#### GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

#### ROUNDING OFF FIGURES

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

#### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 09 February 2023

## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 DECEMBER 2022

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

#### PROFIT ON ASSET DISPOSAL

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

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

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

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2022**

**BY NATURE OR TYPE**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	2(c)	1,551,592	1,551,592	<b>1,565,533</b>	13,941	1%	
<b>Revenue from operating activities</b>							
Rates	5	6,125,764	6,125,262	<b>6,124,764</b>	(498)	(0%)	
Operating grants, subsidies and contributions	8	586,301	256,840	<b>210,555</b>	(46,285)	(18%)	▼
Fees and charges		1,494,206	913,651	<b>952,585</b>	38,934	4%	
Interest earnings		35,111	18,978	<b>25,197</b>	6,219	33%	
Other revenue		53,250	26,375	<b>21,093</b>	(5,282)	(20%)	
Profit on disposal of assets	6	14,700	7,350	<b>176</b>	(7,174)	(98%)	
		<b>8,309,332</b>	<b>7,348,456</b>	<b>7,334,370</b>	(14,086)		
<b>Expenditure from operating activities</b>							
Employee costs		(3,339,754)	(1,696,902)	<b>(1,632,997)</b>	63,905	4%	
Materials and contracts		(2,894,521)	(1,310,322)	<b>(1,174,157)</b>	136,165	10%	▲
Utility charges		(360,005)	(180,000)	<b>(153,171)</b>	26,829	15%	▲
Depreciation on non-current assets		(2,799,320)	(1,399,644)	<b>(1,358,666)</b>	40,978	3%	
Interest expenses		(67,819)	(35,516)	<b>(35,516)</b>	0	0%	
Insurance expenses		(212,345)	(210,130)	<b>(215,322)</b>	(5,192)	(2%)	
Other expenditure		(28,150)	(14,079)	<b>(7,140)</b>	6,939	49%	
Loss on disposal of assets	6	(10,790)	(5,394)	<b>0</b>	5,394	100%	
		<b>(9,712,704)</b>	<b>(4,851,987)</b>	<b>(4,576,969)</b>	275,018		
Non-cash amounts excluded from operating activities	2(a)	2,795,410	1,397,688	<b>1,358,490</b>	(39,198)	(3%)	
<b>Amount attributable to operating activities</b>		<b>1,392,038</b>	<b>3,894,157</b>	<b>4,115,891</b>	221,734		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	8	1,891,613	80,000	<b>182,247</b>	102,247	128%	▲
Proceeds from disposal of assets	6	67,000	0	<b>176</b>	176	0%	
Payments for property, plant and equipment & infrastructure	6	(4,177,552)	(475,214)	<b>(581,295)</b>	(106,081)	(22%)	▼
		<b>(2,218,939)</b>	<b>(395,214)</b>	<b>(398,872)</b>	(3,658)		
<b>Financing Activities</b>							
Transfer from reserves	3	477,080	0	<b>0</b>	0	0%	
Repayment of debentures	7	(356,511)	(176,650)	<b>(176,676)</b>	(26)	(0%)	
Transfer to reserves	3	(860,260)	(2,000)	<b>(2,049)</b>	(49)	(2%)	
<b>Amount attributable to financing activities</b>		<b>(739,691)</b>	<b>(178,650)</b>	<b>(178,725)</b>	(75)		
<b>Closing funding surplus / (deficit)</b>	2(c)	<b>(15,000)</b>	<b>4,871,885</b>	<b>5,103,827</b>			

**KEY INFORMATION**

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

Refer to Note 1 for an explanation of the reasons for the variance.

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 DECEMBER 2022**

**NOTE 1  
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 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing / Permanent	Explanation of Variances
	\$	%		
<b>Revenue from operating activities</b>				
Rates	(498)	(0%)		
Operating grants, subsidies and contributions	(46,285)	(18%)	▼ Timing	Delay in funding for Caravan Park Business Analysis
Fees and charges	38,934	4%		
Service charges	0	0%		
Interest earnings	6,219	33%		
Other revenue	(5,282)	(20%)		
Profit on disposal of assets	(7,174)	(98%)		
<b>Expenditure from operating activities</b>				
Employee costs	63,905	4%		
Materials and contracts	136,165	10%	▲ Timing	Delay in expenditure for projects contained within Council Plan
Utility charges	26,829	15%	▲ Timing	Water accounts
Depreciation on non-current assets	40,978	3%		
Interest expenses	0	0%		
Insurance expenses	(5,192)	(2%)		
Other expenditure	6,939	49%		
Loss on disposal of assets	5,394	100%		
<b>Non-cash amounts excluded from operating activities.</b>	(39,198)	(3%)		
<b>Investing activities</b>				
Proceeds from non-operating grants & contributions	102,247	128%	▲ Permanent	Main Road Bridge Funding held in Contract Liabilities. Funding and expenditure not included in Budget.
Proceeds from disposal of assets	176	0%		
Payments for property, plant and equipment & infrastructure	(106,081)	(22%)	▼ Permanent	Main Road Bridge Program - Bridge 3806 Lower Hotham Rd - funds held in Contract Liabilities since 2018/2019. See corresponding funding variance.
<b>Financing activities</b>				
Transfer from reserves	0	0%		
Repayment of debentures	(26)	(0%)		
Transfer to reserves	(49)	(2%)		

(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	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	5	(14,700)	(7,350)	(176)
Movement in pensioner deferred rates (non-current)		0	0	0
Add: Loss on asset disposals	5	10,790	5,394	0
Add: Depreciation on assets		2,799,320	1,399,644	1,358,666
<b>Total non-cash items excluded from operating activities</b>		<b>2,795,410</b>	<b>1,397,688</b>	<b>1,358,490</b>

(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.

		Last Year Closing 30 June 2022	This Time Last Year 31 December 2021	Year to Date 31 December 2022
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	2	(1,629,000)	(1,668,321)	(1,631,050)
Add: Borrowings	6	356,511	179,086	179,835
Add: Provisions - employee		0	0	0
<b>Total adjustments to net current assets</b>		<b>(1,272,489)</b>	<b>(1,489,235)</b>	<b>(1,451,215)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	6,328,549	7,239,348	9,544,953
Rates receivables	3	275,370	685,526	743,883
Receivables	3	160,699	206,208	335,589
Inventories		0	0	0
Other current assets	5	119,792	155,803	119,792
<b>Less: Current liabilities</b>				
Payables		(558,532)	(236,319)	(328,119)
Borrowings	7	(356,511)	(179,086)	(179,835)
Contract liabilities		(2,885,730)	(1,596,684)	(3,440,295)
Provisions		(245,615)	(260,498)	(240,927)
<b>Less: Total adjustments to net current assets</b>	2(b)	<b>(1,272,489)</b>	<b>(1,489,235)</b>	<b>(1,451,215)</b>
<b>Closing funding surplus / (deficit)</b>		<b>1,565,533</b>	<b>4,525,063</b>	<b>5,103,827</b>

**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.

CASH AND INVESTMENTS

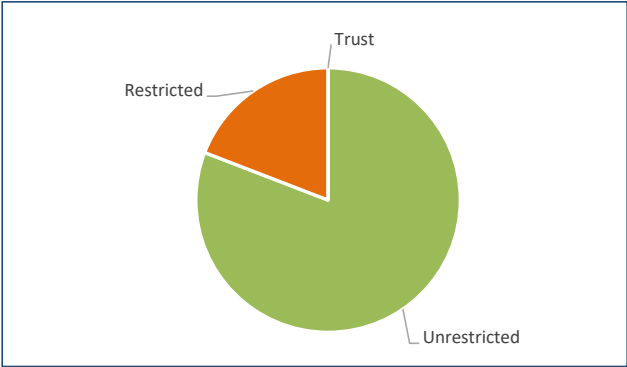
Description	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on hand</b>							
Petty Cash & Floats	400	0	400			0.00%	On Hand
<b>At Call Deposits</b>							
Municipal Funds	2,716,392	0	2,716,392		NAB		At Call
Reserve Funds	0	0	0		NAB		At Call
Bonds & Deposits	0	93,394	93,394		NAB		At Call
<b>Term Deposits &amp; Overnight Cash Deposits</b>							
OCDF Boddington Supertowns	0	103,718	103,718		Treasury	3.05%	Overnight
Reserve Funds	0	1,631,050	1,631,050		NAB	3.10%	12/04/23
Municipal Funds	5,000,000	0	5,000,000		NAB	3.10%	12/04/23
<b>Total</b>	<b>7,716,792</b>	<b>1,828,161</b>	<b>9,544,953</b>	<b>0</b>			

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 and bank overdrafts. 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.



Total Cash	Unrestricted
\$9.54 M	\$7.72 M

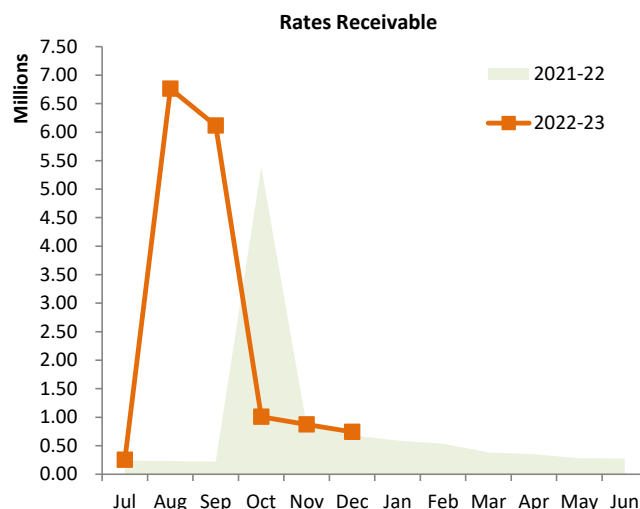
CASH BACKED RESERVES

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant Reserve	221,394	1,107	0	50,000	279	0	0	272,501	221,673
Building Reserve	97,221	486	0	200,000	122	0	0	297,707	97,343
Community Facility Fund	40,649	203	0	40,000	51	0	0	80,852	40,700
Refuse Site Reserve	39,510	198	0	40,000	50	0	0	79,708	39,560
Aged Housing Reserve	267,197	1,336	0	40,000	336	(100,000)	0	208,533	267,533
Swimming Pool Reserve	21,026	105	0	200,000	27	0	0	221,131	21,053
River Crossing Reserve	47,692	238	0	40,000	60	0	0	87,930	47,752
Prepaid Conditional Grants Reserve	199,759	0	0	0	251	0	0	199,759	200,010
Unspent Conditional Grants Reserve	377,080	0	0	0	474	(377,080)	0	0	377,554
Public Open Space Reserve	267,473	1,337	0	45,000	337	0	0	313,810	267,810
Town Weir Reserve	50,000	250	0	200,000	62	0	0	250,250	50,062
	1,629,001	5,260	0	855,000	2,049	(477,080)	0	2,012,181	1,631,050

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2022**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates receivable	30 Jun 2022	31 Dec 2022
	\$	\$
Opening arrears previous years	253,668	275,370
RATES - levied this year	5,227,323	6,125,764
RUBBISH - levied this year	253,247	278,798
ESL - levied this year	107,448	111,135
<b>TOTAL levied this year</b>	<b>5,588,018</b>	<b>6,515,697</b>
Less - collections to date	(5,566,316)	(6,047,184)
<b>Equals current outstanding</b>	<b>275,370</b>	<b>743,883</b>
<b>Net rates collectable</b>	<b>275,370</b>	<b>743,883</b>
% Collected	95.3%	89%



Receivables - general	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - general	138,512	47,647	10,288	63,732	260,179
Percentage	53.2%	18.3%	4%	24.5%	
<b>Balance per trial balance</b>					
Sundry receivable					260,179
GST receivable					54,579
Increase in Allowance for impairment of receivables from contracts with customers					(4,070)
Receivables for employee related provisions					23,926
Accrued Income					119,792
Loan Clay Target Club					975
<b>Total receivables general outstanding</b>					<b>455,381</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2022**

**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

**General rate revenue**

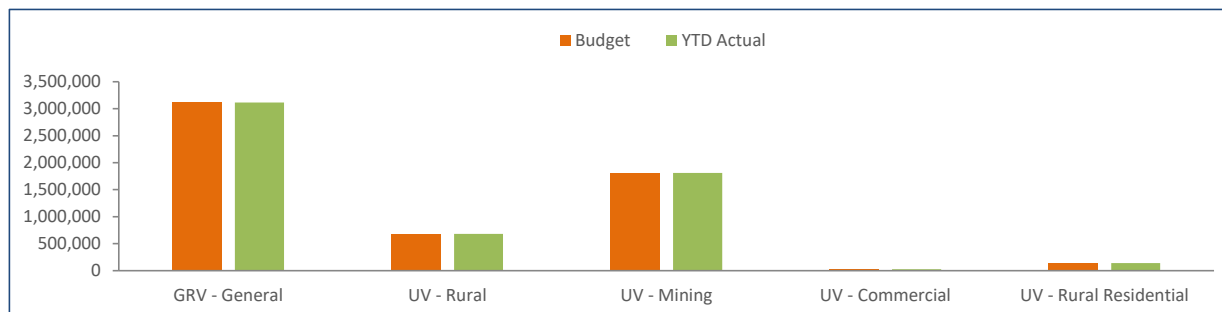
RATE TYPE	Budget				
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Total Revenue
				\$	\$
<b>Gross rental value</b>					
GRV - General	0.111213	503	27,988,941	3,112,734	500 3,113,234
<b>Unimproved value</b>					
UV - Rural	0.006196	127	110,247,000	683,090	500 683,590
UV - Mining	0.035258	49	51,338,414	1,810,090	0 1,810,090
UV - Commercial	0.025432	2	1,013,000	25,763	0 25,763
UV - Rural Residential	0.010326	131	13,411,500	138,487	0 138,487
<b>Sub-Total</b>		<b>812</b>	<b>203,998,855</b>	<b>5,770,164</b>	<b>1,000 5,771,164</b>

**Amount from general rates**

**6,125,764**

**KEY INFORMATION**

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



YTD Actual			
Rate Revenue	Interim Rates	Back Rates	Total Revenue
\$	\$	\$	\$
3,113,234	0	0	3,113,234
683,590		0	683,590
1,810,090	0	0	1,810,090
25,763			25,763
138,487	0	0	138,487
<b>5,771,164</b>	<b>0</b>	<b>0</b>	<b>5,771,164</b>

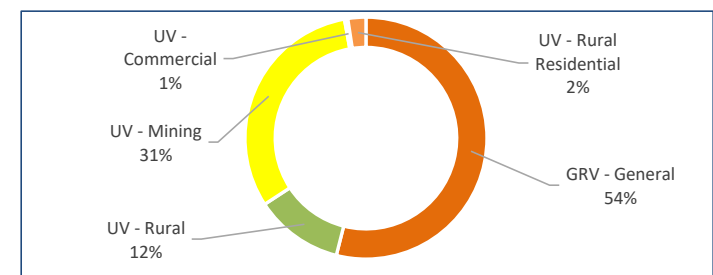
**Minimum payment**

**Minimum \$**

<b>Gross rental value</b>					
GRV - General	900	132	251,571	118,800	0 118,800
<b>Unimproved value</b>					
UV - Rural	900	98	10,666,000	88,200	0 88,200
UV - Mining	900	42	176,928	37,800	0 37,800
UV - Commercial	900	0	0	0	0 0
UV - Rural Residential	900	122	9,160,000	109,800	0 109,800
<b>Sub-total</b>		<b>394</b>	<b>20,254,499</b>	<b>354,600</b>	<b>0 354,600</b>

**6,125,764**

General Rates	
Budget	Actual
<b>\$6.13 M</b>	<b>\$6.13 M</b>



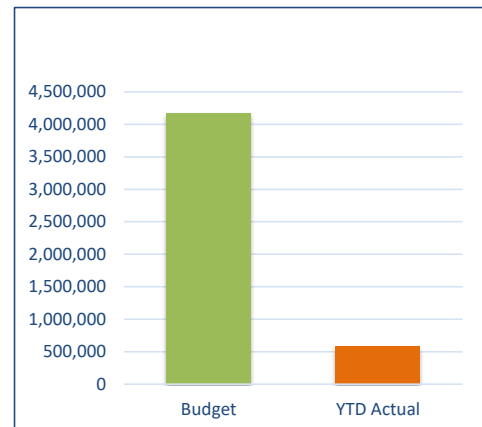
Capital acquisitions	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Furniture and Equipment	141,668	47,668	50,208	2,540
Land and Buildings	523,894	6,165	11,324	5,159
Plant and Equipment	442,233	92,033	86,134	(5,899)
Road Infrastructure	1,354,717	78,100	177,150	99,050
Footpath Infrastructure	385,000	0	0	0
Drainage Bridges Culverts	110,000	0	0	0
Infrastructure - Parks, Gardens, Recreation Facilities	1,220,040	251,248	256,480	5,232
<b>Total Capital Acquisitions</b>	<b>4,177,552</b>	<b>475,214</b>	<b>581,295</b>	<b>106,081</b>

**Capital Acquisitions Funded By:**

	\$	\$	\$	\$
Capital grants and contributions	1,891,613	80,000	182,247	102,247
Other (disposals & C/Fwd)	67,000	0	176	176
Cash backed reserves				
Aged Housing Reserve	100,000	0	0	0
Unspent Conditional Grants Reserve	377,080	0	0	0
Contribution - operations	1,741,859	395,214	398,872	3,658
<b>Capital funding total</b>	<b>4,177,552</b>	<b>475,214</b>	<b>581,295</b>	<b>106,081</b>

**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



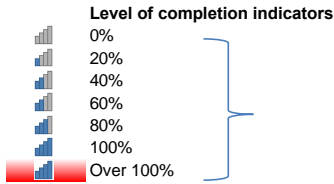
Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$4.18 M</b>	<b>\$0.58 M</b>	<b>14%</b>

Capital Grants	Annual Budget	YTD Actual	% Received
	<b>\$1.89 M</b>	<b>\$0.18 M</b>	<b>10%</b>

### Capital Disposals

Asset description	Amended Budget			YTD Actual		
	Net Book Value	Proceeds	Profit / (Loss)	Net Book Value	Proceeds	Profit / (Loss)
P17 - Road Broom Sewell	0	0	0	0	176	0
1971 Toyota Landcruiser	2,000	12,000	10,000	0	0	0
2017 Ford Ranger	10,300	15,000	4,700	0	0	0
2012 Isuzu Truck	16,045	10,000	(6,045)	0	0	0
Mitsubishi Fuso Truck	34,745	30,000	(4,745)	0	0	0
	<b>63,090</b>	<b>67,000</b>	<b>3,910</b>	<b>0</b>	<b>176</b>	<b>0</b>






















### Capital Acquisitions



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

Account Description	Amended			Variance Under/(Over)
	Current Budget	YTD Budget	YTD Actual	
IT Equipment - New Server	25,000	2,000	1,659	341
Councillor Tablets	14,000	14,000	16,587	(2,587)
Printer Replacement	10,368	10,368	10,368	0
Laptop replacements	16,000	16,000	18,179	(2,179)
PC replacements (other)	11,000	0	0	0
IT replacements ELC (3iPads + iMac)	5,000	0	0	0
Ice Machine for Depot	5,300	5,300	2,885	2,415
CCTV Upgrades	15,000	0	530	(530)
Electronic Sign Board	35,000	0	0	0
Library Shelving	5,000	0	0	0
<b>Total Furniture &amp; Equipment</b>	<b>141,668</b>	<b>47,668</b>	<b>50,208</b>	<b>(2,540)</b>
Land Acquisition - Bannister Rd	0	0	5,000	(5,000)
Building Asset Renewal Program	163,894	6,165	6,324	(159)
Upgrade Medical Centre Security	10,000	0	0	0
Upgrade to Pavilion to accommodate Gym	200,000	0	0	0
Crib Room for Depot	150,000	0	0	0
<b>Total Land &amp; Buildings</b>	<b>523,894</b>	<b>6,165</b>	<b>11,324</b>	<b>(5,159)</b>
New Plant Float	50,158	50,158	45,034	5,124
Truck Modifications to Tow Plant Float	14,875	14,875	15,121	(246)
New Mower	51,200	0	0	0
Replace utility	30,000	0	0	0
Replace utility	39,000	0	0	0
4.5 Tonne Tipper	50,000	0	0	0
6 Tonne Truck	150,000	0	0	0
Slip on Unit for Ranger Vehicle	20,000	0	0	0
Remote Traffic Lights	27,000	27,000	25,979	1,021
Minor Equipment	10,000	0	0	0
<b>Total Plant &amp; Equipment</b>	<b>442,233</b>	<b>92,033</b>	<b>86,134</b>	<b>5,899</b>
RTR - Johnstone St - Reseal	52,800	0	0	0
RTR - Hill St - Reseal	28,800	0	0	0
RTR - Hotham Ave - Reseal	19,800	0	0	0
RTR - George Street - Reseal	25,080	0	0	0
RTR -River Rd/Forrest St Intersection Upgrade	37,341	5,000	5,430	(430)
RRG - Crossman Rd - Surface treatment & Reseal	219,000	2,500	2,500	0
RRG - Harvey Quindanning Rd - improve geometry widen	555,000	5,600	5,649	(49)
RRG - Lower Hotham Rd (Carry over 2021/2022)	169,396	0	0	0
RRG - Lower Hotham Rd - Reseal, shoulders, drainage	247,500	65,000	65,571	(571)
Main Roads Bridge Program	0	0	98,000	(98,000)
<b>Total Road Infrastructure</b>	<b>1,354,717</b>	<b>78,100</b>	<b>177,150</b>	<b>(99,050)</b>

Capital Acquisitions (continued)

		Amended			
Account Description		Current Budget	YTD Budget	YTD Actual	Variance Under/(Over)
	Footpath renewal program	100,000	0	0	0
	Club Drive, Hadea Rd and Adam Street (east side)	65,000	0	0	0
	Mountain Bike Trail	220,000	0	0	0
<b>Total Footpath Infrastructure</b>		<b>385,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Kerbing - Town Roads	10,000	0	0	0
	Drainage Implementation	100,000	0	0	0
<b>Total Drainage/Bridges &amp; Culverts</b>		<b>110,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Hotham Park - Lighting	180,000	160,000	163,204	(3,204)
	Ranford Playground	46,248	46,248	47,581	(1,333)
	Shade Over Hotham Park	100,000	0	0	0
	Playground - Toddlers & Small Children	100,000	2,000	2,215	(215)
	Bicycle Rack - Hotham Park	10,000	0	0	0
	Playground - Early Learning Centre	70,000	0	0	0
	Town Centre Master Plan	141,192	18,000	16,310	1,690
	Regional Destination Signage	80,000	0	0	0
	Upgrade Interpretive Centre	100,000	0	0	0
	Community Club - Playground	118,600	25,000	25,000	0
	Install Bore - Hotham Park	50,000	0	0	0
	Resurface Bowling Green	141,000	0	0	0
	Niche Wall	8,000	0	0	0
	Ranford - Information Bay	50,000	0	247	(247)
	Boddington Sign - Albany Hwy	10,000	0	1,923	(1,923)
	Tennis Practice Wall	15,000	0	0	0
<b>Total Other Infrastructure</b>		<b>1,220,040</b>	<b>251,248</b>	<b>256,480</b>	<b>(5,232)</b>
<b>Grand Total</b>		<b>4,177,552</b>	<b>475,214</b>	<b>581,295</b>	<b>(106,081)</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2022

FINANCING ACTIVITIES  
NOTE 7  
BORROWINGS

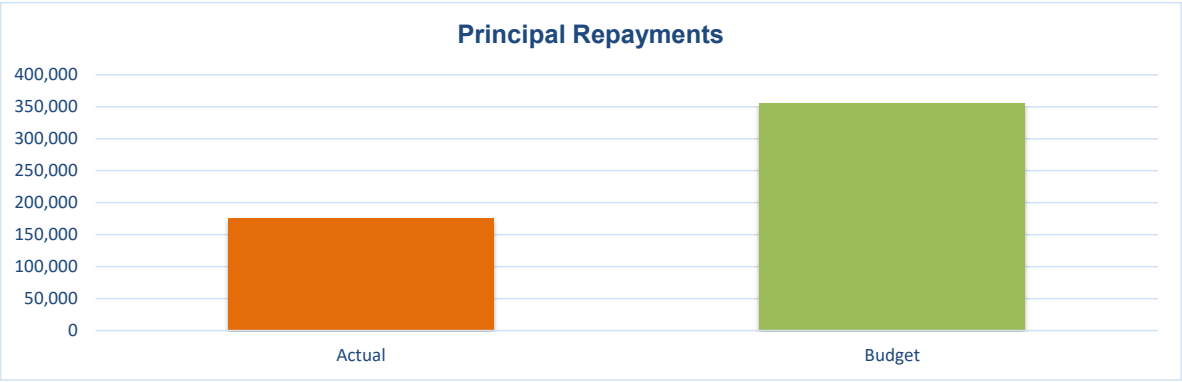
Repayments - borrowings

Information on borrowings			1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	Interest %		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>											
Administration Centre	105	4.01%	292,375	0	0	70,644	142,705	221,731	149,670	5,838	10,206
<b>Education and welfare</b>											
Childcare Centre	100	6.42%	84,619	0	0	9,345	18,989	75,274	65,630	2,687	5,075
<b>Housing</b>											
3 Pecan Place	94	6.45%	164,128	0	0	7,999	16,256	156,129	147,872	5,293	10,328
34 Hill Street	97	6.45%	166,448	0	0	8,112	16,486	158,336	149,962	5,368	10,474
<b>Recreation and culture</b>											
Recreation Centre	106	3.36%	596,762	0	0	32,716	65,981	564,046	530,781	9,994	19,438
Recreation Centre	107	1.56%	812,235	0	0	47,860	96,094	764,375	716,141	6,335	12,298
<b>Total</b>			2,116,567	0	0	176,676	356,511	1,939,891	1,760,056	35,516	67,819
Current borrowings			356,511					179,835			
Non-current borrowings			1,760,056					1,760,056			
			2,116,567					1,939,891			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



Principal Repayments	
\$176,676	
Interest Earned	Interest Expense
\$25,197	\$35,516
Reserves Balance	Loans Due
\$1,631,050	\$1,939,891

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2022

NOTE 8  
GRANTS & CONTRIBUTIONS

Provider	Unspent grants, subsidies and contributions liability				Grants, subsidies & contribution revenue				
	Liability	Increase	Decrease	Liability	YTD	Amended	Budget		YTD
	1 Jul 22	in Liability	in Liability	31 Dec 22	Budget	Budget	Variations	Expected	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants, subsidies and contributions</b>									
<b>Governance</b>									
Employee Contributions	0	0	0	0	0	0	0	0	0
<b>General purpose funding</b>									
Federal Assistance Grant - General Purpose	0	0	0	0	13,020	26,038	0	26,038	10,792
Federal Assistance Grant - Local Roads				0	18,140	36,280	0	36,280	26,129
<b>Law, order, public safety</b>									
DFES - Fire Brigade Operating Grant	0	0	0	0	28,235	56,470	0	56,470	31,895
DFES - SES Operating Grant	0	0	0	0	15,225	30,450	0	30,450	15,225
Abandoned Vehicles	0	0	0	0	252	500	0	500	0
<b>Education and welfare</b>									
Newmont - Community Investment Funding	0	0	0	0	45,000	45,000	0	45,000	45,000
Seniors - Living Stronger/Longer	0	0	0	0	1,248	2,500	0	2,500	2,563
Youth Centre Grants	0	0	0	0	1,002	2,000	0	2,000	0
International Day of Disability	0	0	0	0	0	0	0	0	1,000
Wheatbelt Suicide Prevention Project	0	0	0	0	5,000	5,000	0	5,000	0
<b>Recreation and culture</b>									
Australia Day Grant	0	0	0	0	0	0	0	0	16,000
South 32 - Events Contribution	0	0	0	0	25,000	25,000	0	25,000	0
Mountain Bike Trail Funding	114,732	0	0	114,732	0	114,732	0	114,732	0
Library Childrens Week Grant	0	0	0	0	0	0	0	0	960
Better Beginnings Grant	0	0	0	0	0	0	0	0	0
Thank a Volunteer	0	0	0	0	2,000	2,000	0	2,000	1,650
<b>Transport</b>									
Main Roads - Direct Road Grant	0	0	0	0	58,091	58,091	0	58,091	59,341
Road Safety Alliance	130,416	0	0	130,416	12,000	98,615	0	98,615	0
<b>Economic services</b>									
Contributions Area Promotion & Tourism	0	0	0	0	1,002	2,000	0	2,000	0
Caravan Park Funding	30,000	0	0	30,000	30,000	30,000	0	30,000	0
South 32 Cultural Centre	2,000,000	0	0	2,000,000	0	50,000	0	50,000	0
Visitor Centre Café - Contribution Shelving	0	0	0	0	1,625	1,625	0	1,625	0
	<b>2,275,148</b>	<b>0</b>	<b>0</b>	<b>2,275,148</b>	<b>256,840</b>	<b>586,301</b>	<b>0</b>	<b>586,301</b>	<b>210,555</b>
<b>Non-operating contributions</b>									
<b>General purpose funding</b>									
LRCI - Town Centre Master Plan	0	138,108	0	138,108	0	141,192	0	141,192	84,304
LRCI - Shade over Hotham Park	0	75,000	0	75,000	0	100,000	0	100,000	0
LRCI - Playground Toddlers & Small Children	0	75,000	0	75,000	0	100,000	0	100,000	0
<b>Community Amenities</b>									
Hotham Park Lighting - South 32	40,000	0	0	40,000	40,000	40,000	0	40,000	0
Hotham Park Lighting - Newmont	40,000	0	0	40,000	40,000	40,000	0	40,000	0
<b>Recreation and culture</b>									
Community Gym	0	0	0	0	0	100,000	0	100,000	0
Mountain Bike Funding	0	0	0	0	0	200,000	0	200,000	0
Community Club - Playground	0	0	0	0	0	93,600	0	93,600	0
Bowling Club - Resurface Bowling Green	0	0	0	0	0	94,000	0	94,000	0
Peel Devt. Comm - Rail Trail Grant	13,414	0	0	13,414	0	94,000	0	94,000	0
<b>Transport</b>									
Roads to Recovery Funding	17,225	0	0	17,225	0	163,821	0	163,821	0
Regional Road Group Funding	0	364,400	0	364,400	0	819,000	0	819,000	0
Special Bridge Funding	499,943	0	(97,943)	402,000	0	0	0	0	97,943
	<b>610,582</b>	<b>652,508</b>	<b>(97,943)</b>	<b>1,165,147</b>	<b>80,000</b>	<b>2,925,613</b>	<b>0</b>	<b>2,925,613</b>	<b>182,247</b>
<b>TOTALS</b>	<b>2,885,730</b>	<b>652,508</b>	<b>(97,943)</b>	<b>3,440,295</b>	<b>336,840</b>	<b>3,511,914</b>	<b>0</b>	<b>3,511,914</b>	<b>392,802</b>

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption		Closing Surplus				0
3121002	Townstreet Master Plan	110/22	Operating Expenses			(55,000)	(55,000)
8011491	Public Open Space Reserve	110/22	Capital Revenue		55,000		0
3042170	Caravan Park - Concept Plan	125/22	Operating Expenses			(15,000)	(15,000)
				0	55,000	(70,000)	(15,000)



**MONTHLY FINANCIAL REPORT**  
(Containing the Statement of Financial Activity)

**For the Period Ended 31 January 2023**

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

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**BASIS OF PREPARATION**

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

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

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

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

All monies held in the Trust Fund are excluded from the financial statements.

**SIGNIFICANT ACCOUNTING POLICIES**

**CRITICAL ACCOUNTING ESTIMATES**

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

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

**GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**ROUNDING OFF FIGURES**

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 13 February 2023

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 JANUARY 2023

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

#### PROFIT ON ASSET DISPOSAL

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

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

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

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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

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

**BY NATURE OR TYPE**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	2(c)	1,551,592	1,551,592	<b>1,565,533</b>	13,941	1%	
<b>Revenue from operating activities</b>							
Rates	5	6,125,764	6,125,345	<b>6,123,863</b>	(1,482)	(0%)	
Operating grants, subsidies and contributions	8	586,301	279,154	<b>302,660</b>	23,506	8%	
Fees and charges		1,494,206	1,008,928	<b>1,073,582</b>	64,654	6%	
Interest earnings		35,111	21,666	<b>71,745</b>	50,079	231%	▲
Other revenue		53,250	30,750	<b>25,302</b>	(5,448)	(18%)	
Profit on disposal of assets	6	14,700	8,575	<b>176</b>	(8,399)	(98%)	
		<b>8,309,332</b>	<b>7,474,418</b>	<b>7,597,328</b>	122,910		
<b>Expenditure from operating activities</b>							
Employee costs		(3,339,754)	(1,965,636)	<b>(1,877,106)</b>	88,530	5%	
Materials and contracts		(2,894,521)	(1,606,243)	<b>(1,406,912)</b>	199,331	12%	▲
Utility charges		(360,005)	(210,000)	<b>(207,075)</b>	2,925	1%	
Depreciation on non-current assets		(2,799,320)	(1,632,918)	<b>(1,505,402)</b>	127,516	8%	
Interest expenses		(67,819)	(35,516)	<b>(35,516)</b>	0	0%	
Insurance expenses		(212,345)	(210,499)	<b>(218,803)</b>	(8,304)	(4%)	
Other expenditure		(28,150)	(14,267)	<b>(15,701)</b>	(1,434)	(10%)	
Loss on disposal of assets	6	(10,790)	(6,293)	<b>0</b>	6,293	100%	
		<b>(9,712,704)</b>	<b>(5,681,372)</b>	<b>(5,266,515)</b>	414,857		
Non-cash amounts excluded from operating activities	2(a)	2,795,410	1,630,636	<b>1,505,226</b>	(125,410)	(8%)	
<b>Amount attributable to operating activities</b>		<b>1,392,038</b>	<b>3,423,682</b>	<b>3,836,039</b>	412,357		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	8	1,891,613	161,911	<b>262,247</b>	100,336	62%	▲
Proceeds from disposal of assets	6	67,000	0	<b>176</b>	176	0%	
Payments for property, plant and equipment & infrastructure	6	(4,177,552)	(931,830)	<b>(1,147,919)</b>	(216,089)	(23%)	▼
		<b>(2,218,939)</b>	<b>(769,919)</b>	<b>(885,496)</b>	(115,577)		
<b>Financing Activities</b>							
Transfer from reserves	3	477,080	0	<b>0</b>	0	0%	
Repayment of debentures	7	(356,511)	(176,650)	<b>(176,676)</b>	(26)	(0%)	
Transfer to reserves	3	(860,260)	(3,000)	<b>(13,146)</b>	(10,146)	(338%)	▼
<b>Amount attributable to financing activities</b>		<b>(739,691)</b>	<b>(179,650)</b>	<b>(189,822)</b>	(10,172)		
<b>Closing funding surplus / (deficit)</b>	2(c)	<b>(15,000)</b>	<b>4,025,705</b>	<b>4,326,254</b>			

**KEY INFORMATION**

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

Refer to Note 1 for an explanation of the reasons for the variance.

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 JANUARY 2023**

**NOTE 1  
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 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing / Permanent	Explanation of Variances
	\$	%		
<b>Revenue from operating activities</b>				
Rates	(1,482)	(0%)		
Operating grants, subsidies and contributions	23,506	8%		
Fees and charges	64,654	6%		
Service charges	0	0%		
Interest earnings	50,079	231%	▲ Permanent	Interest for Term Deposits attracting much higher interest rate
Other revenue	(5,448)	(18%)		
Profit on disposal of assets	(8,399)	(98%)		
<b>Expenditure from operating activities</b>				
Employee costs	88,530	5%		
Materials and contracts	199,331	12%	▲ Timing	Delay in expenditure for projects contained within Council Plan
Utility charges	2,925	1%		
Depreciation on non-current assets	127,516	8%		
Interest expenses	0	0%		
Insurance expenses	(8,304)	(4%)		
Other expenditure	(1,434)	(10%)		
Loss on disposal of assets	6,293	100%		
<b>Non-cash amounts excluded from operating activities.</b>	(125,410)	(8%)		
<b>Investing activities</b>				
Proceeds from non-operating grants & contributions	100,336	62%	▲ Permanent	Main Road Bridge Funding held in Contract Liabilities. Funding and expenditure not included in Budget.
Proceeds from disposal of assets	176	0%		
Payments for property, plant and equipment & infrastructure	(216,089)	(23%)	▼ Permanent	\$98,000 -Main Road Bridge Program - Bridge 3806 Lower Hotham Rd - funds held in Contract Liabilities since 2018/2019. See corresponding funding variance.
			▼ Permanent	\$99,000 - Land acquisition - Bannister Rd - Council Resolution 147/22
<b>Financing activities</b>				
Transfer from reserves	0	0%		
Repayment of debentures	(26)	(0%)		
Transfer to reserves	(10,146)	(338%)	▼ Permanent	Interest for Term Deposit attracting higher interest rate

(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	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	5	(14,700)	(8,575)	(176)
Movement in pensioner deferred rates (non-current)		0	0	0
Add: Loss on asset disposals	5	10,790	6,293	0
Add: Depreciation on assets		2,799,320	1,632,918	1,505,402
<b>Total non-cash items excluded from operating activities</b>		<b>2,795,410</b>	<b>1,630,636</b>	<b>1,505,226</b>

(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.

		Last Year Closing 30 June 2022	This Time Last Year 31 January 2022	Year to Date 31 January 2023
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	2	(1,629,000)	(1,668,321)	(1,642,147)
Add: Borrowings	6	356,511	172,510	179,835
Add: Provisions - employee		0	0	0
<b>Total adjustments to net current assets</b>		<b>(1,272,489)</b>	<b>(1,495,811)</b>	<b>(1,462,312)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	6,328,549	7,127,638	9,331,190
Rates receivables	3	275,370	591,214	671,101
Receivables	3	160,699	125,424	449,997
Inventories		0	0	0
Other current assets	5	119,792	135,425	119,792
<b>Less: Current liabilities</b>				
Payables		(558,532)	(286,094)	(922,457)
Borrowings	7	(356,511)	(172,510)	(179,835)
Contract liabilities		(2,885,730)	(1,797,684)	(3,440,295)
Provisions		(245,615)	(260,498)	(240,927)
<b>Less: Total adjustments to net current assets</b>	2(b)	<b>(1,272,489)</b>	<b>(1,495,811)</b>	<b>(1,462,312)</b>
<b>Closing funding surplus / (deficit)</b>		<b>1,565,533</b>	<b>3,967,104</b>	<b>4,326,254</b>

**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.

CASH AND INVESTMENTS

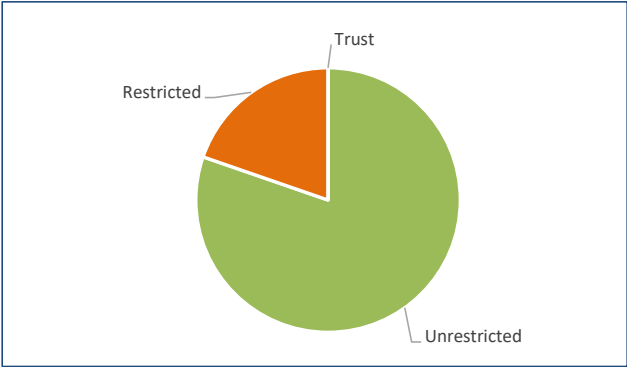
Description	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<strong>Cash on hand</strong>							
Petty Cash & Floats	400	0	400			0.00%	On Hand
<strong>At Call Deposits</strong>							
Municipal Funds	2,377,936	0	2,377,936		NAB		At Call
Reserve Funds	0	0	0		NAB		At Call
Bonds & Deposits	0	92,961	92,961		NAB		At Call
<strong>Term Deposits &amp; Overnight Cash Deposits</strong>							
OCDF Boddington Supertowns	0	103,718	103,718		Treasury	3.05%	Overnight
Reserve Funds	0	1,642,147	1,642,147		NAB	3.10%	12/04/23
Municipal Funds	5,114,027	0	5,114,027		NAB	3.10%	12/04/23
<strong>Total</strong>	<strong>7,492,364</strong>	<strong>1,838,826</strong>	<strong>9,331,190</strong>	<strong>0</strong>			

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 and bank overdrafts. 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.



Total Cash	Unrestricted
\$9.33 M	\$7.49 M

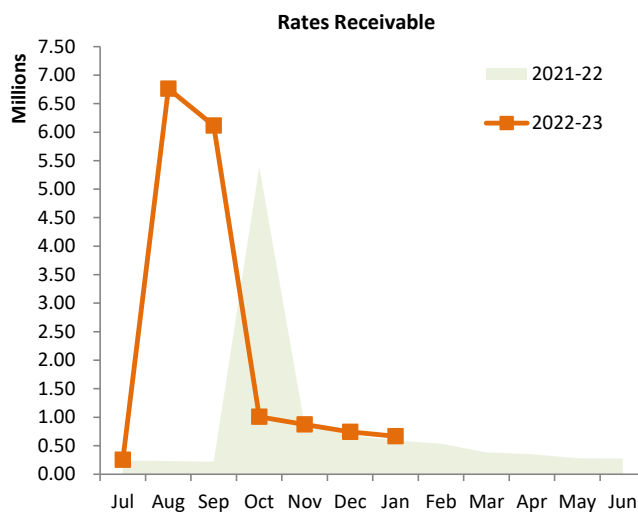
CASH BACKED RESERVES

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant Reserve	221,394	1,107	0	50,000	1,787	0	0	272,501	223,181
Building Reserve	97,221	486	0	200,000	784	0	0	297,707	98,005
Community Facility Fund	40,649	203	0	40,000	328	0	0	80,852	40,977
Refuse Site Reserve	39,510	198	0	40,000	319	0	0	79,708	39,829
Aged Housing Reserve	267,197	1,336	0	40,000	2,156	(100,000)	0	208,533	269,353
Swimming Pool Reserve	21,026	105	0	200,000	170	0	0	221,131	21,196
River Crossing Reserve	47,692	238	0	40,000	385	0	0	87,930	48,077
Prepaid Conditional Grants Reserve	199,759	0	0	0	1,612	0	0	199,759	201,371
Unspent Conditional Grants Reserve	377,080	0	0	0	3,043	(377,080)	0	0	380,123
Public Open Space Reserve	267,473	1,337	0	45,000	2,159	0	0	313,810	269,632
Town Weir Reserve	50,000	250	0	200,000	403	0	0	250,250	50,403
	1,629,001	5,260	0	855,000	13,146	(477,080)	0	2,012,181	1,642,147

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

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates receivable	30 June 2022	31 Jan 2023
	\$	\$
Opening arrears previous years	253,668	275,370
RATES - levied this year	5,227,323	6,125,764
RUBBISH - levied this year	253,247	280,377
ESL - levied this year	107,448	111,135
<b>TOTAL levied this year</b>	<b>5,588,018</b>	<b>6,517,276</b>
Less - collections to date	(5,566,316)	(6,121,545)
<b>Equals current outstanding</b>	<b>275,370</b>	<b>671,101</b>
<b>Net rates collectable</b>	<b>275,370</b>	<b>671,101</b>
% Collected	95.3%	90.1%



Receivables - general	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - general	128,179	113,946	3,342	58,292	303,759
Percentage	42.2%	37.5%	1.1%	19.2%	
<b>Balance per trial balance</b>					
Sundry receivable					303,759
GST receivable					125,407
Increase in Allowance for impairment of receivables from contracts with customers					(4,070)
Receivables for employee related provisions					23,926
Accrued Income					119,792
Loan Clay Target Club					975
<b>Total receivables general outstanding</b>					<b>569,789</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.

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

**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

**General rate revenue**

RATE TYPE	Budget					
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Total Revenue
				\$	\$	\$
<b>Gross rental value</b>						
GRV - General	0.111213	503	27,988,941	3,112,734	500	3,113,234
<b>Unimproved value</b>						
UV - Rural	0.006196	127	110,247,000	683,090	500	683,590
UV - Mining	0.035258	49	51,338,414	1,810,090	0	1,810,090
UV - Commercial	0.025432	2	1,013,000	25,763	0	25,763
UV - Rural Residential	0.010326	131	13,411,500	138,487	0	138,487
<b>Sub-Total</b>		<b>812</b>	<b>203,998,855</b>	<b>5,770,164</b>	<b>1,000</b>	<b>5,771,164</b>

**Minimum payment**

**Minimum \$**

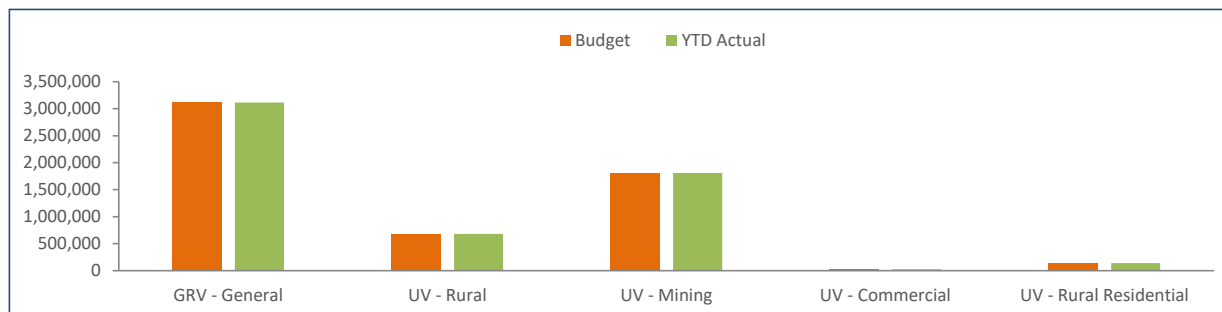
<b>Gross rental value</b>						
GRV - General	900	132	251,571	118,800	0	118,800
<b>Unimproved value</b>						
UV - Rural	900	98	10,666,000	88,200	0	88,200
UV - Mining	900	42	176,928	37,800	0	37,800
UV - Commercial	900	0	0	0	0	0
UV - Rural Residential	900	122	9,160,000	109,800	0	109,800
<b>Sub-total</b>		<b>394</b>	<b>20,254,499</b>	<b>354,600</b>	<b>0</b>	<b>354,600</b>

**Amount from general rates**

**6,125,764**

**KEY INFORMATION**

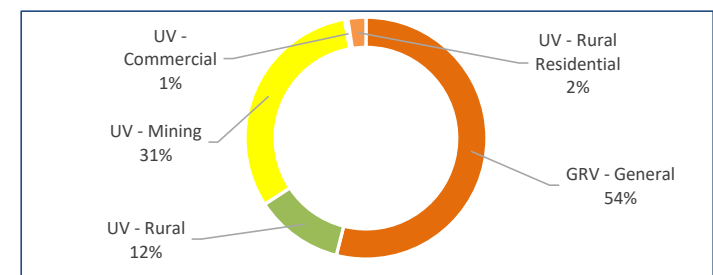
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



YTD Actual			
Rate Revenue	Interim Rates	Back Rates	Total Revenue
\$	\$	\$	\$
3,113,234	0	0	3,113,234
683,590		0	683,590
1,810,090	0	0	1,810,090
25,763			25,763
138,487	0	0	138,487
<b>5,771,164</b>	<b>0</b>	<b>0</b>	<b>5,771,164</b>

**6,125,764**

General Rates	
Budget	Actual
<b>\$6.13 M</b>	<b>\$6.13 M</b>





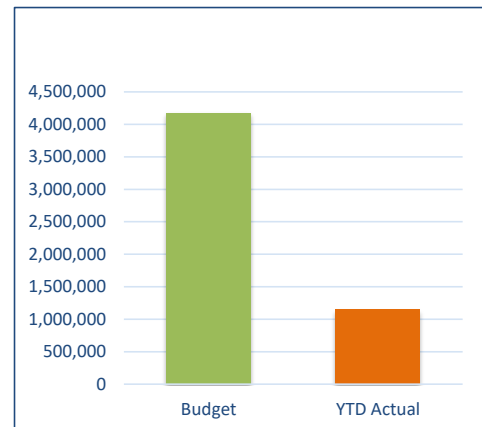
Capital acquisitions	Budget	Amended YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Furniture and Equipment	141,668	58,168	60,986	2,818
Land and Buildings	523,894	13,165	112,042	98,877
Plant and Equipment	442,233	143,053	137,154	(5,899)
Road Infrastructure	1,354,717	443,896	557,657	113,761
Footpath Infrastructure	385,000	0	0	0
Drainage Bridges Culverts	110,000	0	4,995	4,995
Infrastructure - Parks, Gardens, Recreation Facilities	1,220,040	273,548	275,085	1,537
<b>Total Capital Acquisitions</b>	<b>4,177,552</b>	<b>931,830</b>	<b>1,147,919</b>	<b>216,089</b>

**Capital Acquisitions Funded By:**

	\$	\$	\$	\$
Capital grants and contributions	1,891,613	161,911	262,247	100,336
Other (disposals & C/Fwd)	67,000	0	176	176
Cash backed reserves				
Aged Housing Reserve	100,000	0	0	0
Unspent Conditional Grants Reserve	377,080	0	0	0
Contribution - operations	1,741,859	769,919	885,496	115,577
<b>Capital funding total</b>	<b>4,177,552</b>	<b>931,830</b>	<b>1,147,919</b>	<b>216,089</b>

**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



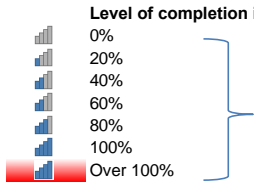
Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$4.18 M</b>	<b>\$1.15 M</b>	<b>27%</b>

Capital Grants	Annual Budget	YTD Actual	% Received
	<b>\$1.89 M</b>	<b>\$0.26 M</b>	<b>14%</b>

### Capital Disposals

Asset description	Amended Budget			YTD Actual		
	Net Book Value	Proceeds	Profit / (Loss)	Net Book Value	Proceeds	Profit / (Loss)
P17 - Road Broom Sewell	0	0	0	0	176	0
1971 Toyota Landcruiser	2,000	12,000	10,000	0	0	0
2017 Ford Ranger	10,300	15,000	4,700	0	0	0
2012 Isuzu Truck	16,045	10,000	(6,045)	0	0	0
Mitsubishi Fuso Truck	34,745	30,000	(4,745)	0	0	0
	<b>63,090</b>	<b>67,000</b>	<b>3,910</b>	<b>0</b>	<b>176</b>	<b>0</b>






















### Capital Acquisitions



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

Account Description	Amended		YTD Actual	Variance Under/(Over)
	Current Budget	YTD Budget		
IT Equipment - New Server	25,000	2,500	2,232	268
Councillor Tablets	14,000	14,000	16,587	(2,587)
Printer Replacement	10,368	10,368	10,368	0
Laptop replacements	16,000	16,000	18,179	(2,179)
PC replacements (other)	11,000	0	0	0
IT replacements ELC (3iPads + iMac)	5,000	0	0	0
Ice Machine for Depot	5,300	5,300	2,885	2,415
CCTV Upgrades	15,000	10,000	10,735	(735)
Electronic Sign Board	35,000	0	0	0
Library Shelving	5,000	0	0	0
<b>Total Furniture &amp; Equipment</b>	<b>141,668</b>	<b>58,168</b>	<b>60,986</b>	<b>(2,818)</b>
Land Acquisition - Bannister Rd	0	0	99,004	(99,004)
Building Asset Renewal Program	163,894	6,165	6,324	(159)
Upgrade Medical Centre Security	10,000	4,000	3,715	285
Upgrade to Pavilion to accommodate Gym	200,000	3,000	3,000	0
Crib Room for Depot	150,000	0	0	0
<b>Total Land &amp; Buildings</b>	<b>523,894</b>	<b>13,165</b>	<b>112,042</b>	<b>(98,877)</b>
New Plant Float	50,158	50,158	45,034	5,124
Truck Modifications to Tow Plant Float	14,875	14,875	15,121	(246)
New Mower	51,200	51,020	51,020	0
Replace utility	30,000	0	0	0
Replace utility	39,000	0	0	0
4.5 Tonne Tipper	50,000	0	0	0
6 Tonne Truck	150,000	0	0	0
Slip on Unit for Ranger Vehicle	20,000	0	0	0
Remote Traffic Lights	27,000	27,000	25,979	1,021
Minor Equipment	10,000	0	0	0
<b>Total Plant &amp; Equipment</b>	<b>442,233</b>	<b>143,053</b>	<b>137,154</b>	<b>5,899</b>
RTR - Johnstone St - Reseal	52,800	0	0	0
RTR - Hill St - Reseal	28,800	0	0	0
RTR - Hotham Ave - Reseal	19,800	0	0	0
RTR - George Street - Reseal	25,080	0	0	0
RTR -River Rd/Forrest St Intersection Upgrade	37,341	7,000	6,830	170
RRG - Crossman Rd - Surface treatment & Reseal	219,000	13,000	12,291	709
RRG - Harvey Quindanning Rd - improve geometry widen	555,000	7,000	7,213	(213)
RRG - Lower Hotham Rd (Carry over 2021/2022)	169,396	169,396	169,000	396
RRG - Lower Hotham Rd - Reseal, shoulders, drainage	247,500	247,500	264,323	(16,823)
Main Roads Bridge Program	0	0	98,000	(98,000)
<b>Total Road Infrastructure</b>	<b>1,354,717</b>	<b>443,896</b>	<b>557,657</b>	<b>(113,761)</b>

Capital Acquisitions (continued)

		Amended			
Account Description		Current Budget	YTD Budget	YTD Actual	Variance Under/(Over)
	Footpath renewal program	100,000	0	0	0
	Club Drive, Hadea Rd and Adam Street (east side)	65,000	0	0	0
	Mountain Bike Trail	220,000	0	0	0
<b>Total Footpath Infrastructure</b>		<b>385,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Kerbing - Town Roads	10,000	0	0	0
	Drainage Implementation	100,000	5,000	4,995	5
<b>Total Drainage/Bridges &amp; Culverts</b>		<b>110,000</b>	<b>5,000</b>	<b>4,995</b>	<b>5</b>
	Hotham Park - Lighting	180,000	165,000	163,204	1,796
	Ranford Playground	46,248	46,248	47,581	(1,333)
	Shade Over Hotham Park	100,000	0	0	0
	Playground - Toddlers & Small Children	100,000	2,000	2,215	(215)
	Bicycle Rack - Hotham Park	10,000	0	0	0
	Playground - Early Learning Centre	70,000	0	0	0
	Town Centre Master Plan	141,192	35,000	34,885	115
	Regional Destination Signage	80,000	0	0	0
	Upgrade Interpretive Centre	100,000	0	0	0
	Community Club - Playground	118,600	25,000	25,000	0
	Install Bore - Hotham Park	50,000	0	0	0
	Resurface Bowling Green	141,000	0	0	0
	Niche Wall	8,000	0	0	0
	Ranford - Information Bay	50,000	300	277	23
	Boddington Sign - Albany Hwy	10,000		1,923	(1,923)
	Tennis Practice Wall	15,000	0	0	0
<b>Total Other Infrastructure</b>		<b>1,220,040</b>	<b>273,548</b>	<b>275,085</b>	<b>(1,537)</b>
<b>Grand Total</b>		<b>4,177,552</b>	<b>936,830</b>	<b>1,147,919</b>	<b>(211,089)</b>

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

FINANCING ACTIVITIES  
NOTE 7  
BORROWINGS

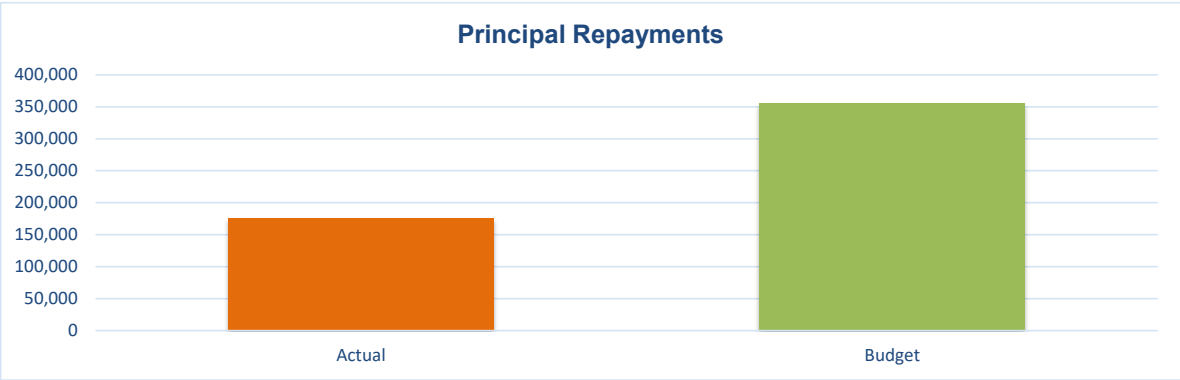
Repayments - borrowings

Information on borrowings			1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	Interest %		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>											
Administration Centre	105	4.01%	292,375	0	0	70,644	142,705	221,731	149,670	5,838	10,206
<b>Education and welfare</b>											
Childcare Centre	100	6.42%	84,619	0	0	9,345	18,989	75,274	65,630	2,687	5,075
<b>Housing</b>											
3 Pecan Place	94	6.45%	164,128	0	0	7,999	16,256	156,129	147,872	5,293	10,328
34 Hill Street	97	6.45%	166,448	0	0	8,112	16,486	158,336	149,962	5,368	10,474
<b>Recreation and culture</b>											
Recreation Centre	106	3.36%	596,762	0	0	32,716	65,981	564,046	530,781	9,994	19,438
Recreation Centre	107	1.56%	812,235	0	0	47,860	96,094	764,375	716,141	6,335	12,298
<b>Total</b>			2,116,567	0	0	176,676	356,511	1,939,891	1,760,056	35,516	67,819
Current borrowings			356,511					179,835			
Non-current borrowings			1,760,056					1,760,056			
			2,116,567					1,939,891			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



Principal Repayments	
\$176,676	
Interest Earned	Interest Expense
\$71,745	\$35,516
Reserves Balance	Loans Due
\$1,642,147	\$1,939,891

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

NOTE 8  
GRANTS & CONTRIBUTIONS

Provider	Unspent grants, subsidies and contributions liability				Grants, subsidies & contribution revenue				
	Liability	Increase	Decrease	Liability	YTD	Amended	Budget		YTD
	1 Jul 22	in Liability	in Liability	31 Jan 23	Budget	Budget	Variations	Expected	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants, subsidies and contributions</b>									
<b>Governance</b>									
Employee Contributions	0	0	0	0	0	0	0	0	0
<b>General purpose funding</b>									
Federal Assistance Grant - General Purpose	0	0	0	0	13,020	26,038	0	26,038	10,792
Federal Assistance Grant - Local Roads				0	18,140	36,280	0	36,280	26,129
<b>Law, order, public safety</b>									
DFES - Fire Brigade Operating Grant	0	0	0	0	42,353	56,470	0	56,470	47,843
DFES - SES Operating Grant	0	0	0	0	22,838	30,450	0	30,450	22,838
Abandoned Vehicles	0	0	0	0	294	500	0	500	0
<b>Education and welfare</b>									
Newmont - Community Investment Funding	0	0	0	0	45,000	45,000	0	45,000	45,000
Seniors - Living Stronger/Longer	0	0	0	0	1,456	2,500	0	2,500	2,563
Newmont - Youth Career Expo	0	0	0	0	0	0	0	0	4,545
Youth Centre Grants	0	0	0	0	1,169	2,000	0	2,000	0
International Day of Disability	0	0	0	0	0	0	0	0	1,000
Wheatbelt Suicide Prevention Project	0	0	0	0	5,000	5,000	0	5,000	0
<b>Recreation and culture</b>									
Australia Day Grant	0	0	0	0	0	0	0	0	16,000
South 32 - Events Contribution	0	0	0	0	25,000	25,000	0	25,000	0
Mountain Bike Trail Funding	114,732	0	0	114,732	0	114,732	0	114,732	0
Library Childrens Week Grant	0	0	0	0	0	0	0	0	960
Thank a Volunteer	0	0	0	0	2,000	2,000	0	2,000	1,650
<b>Transport</b>									
Main Roads - Direct Road Grant	0	0	0	0	58,091	58,091	0	58,091	59,341
Road Safety Alliance	130,416	0	0	130,416	12,000	98,615	0	98,615	63,000
<b>Economic services</b>									
Contributions Area Promotion & Tourism	0	0	0	0	1,169	2,000	0	2,000	1,000
Caravan Park Funding	30,000	0	0	30,000	30,000	30,000	0	30,000	0
South 32 Cultural Centre	2,000,000	0	0	2,000,000	0	50,000	0	50,000	0
Visitor Centre Café - Contibution Shelving	0	0	0	0	1,625	1,625	0	1,625	0
	<b>2,275,148</b>	<b>0</b>	<b>0</b>	<b>2,275,148</b>	<b>279,154</b>	<b>586,301</b>	<b>0</b>	<b>586,301</b>	<b>302,660</b>
<b>Non-operating contributions</b>									
<b>General purpose funding</b>									
LRCI - Town Centre Master Plan	0	138,108	0	138,108	0	141,192	0	141,192	84,304
LRCI - Shade over Hotham Park	0	75,000	0	75,000	0	100,000	0	100,000	0
LRCI - Playground Toddlers & Small Children	0	75,000	0	75,000	0	100,000	0	100,000	0
<b>Community Amenities</b>									
Hotham Park Lighting - South 32	40,000	0	0	40,000	40,000	40,000	0	40,000	40,000
Hotham Park Lighting - Newmont	40,000	0	0	40,000	40,000	40,000	0	40,000	40,000
<b>Recreation and culture</b>									
Community Gym	0	0	0	0	0	100,000	0	100,000	0
Mountain Bike Funding	0	0	0	0	0	200,000	0	200,000	0
Community Club - Playground	0	0	0	0	0	93,600	0	93,600	0
Bowling Club - Resurface Bowling Green	0	0	0	0	0	94,000	0	94,000	0
Peel Devt. Comm - Rail Trail Grant	13,414	0	0	13,414	0	94,000	0	94,000	0
<b>Transport</b>									
Roads to Recovery Funding	17,225	0	0	17,225	81,911	163,821	0	163,821	0
Regional Road Group Funding	0	364,400	0	364,400	0	819,000	0	819,000	0
Special Bridge Funding	499,943	0	(97,943)	402,000	0	0	0	0	97,943
	<b>610,582</b>	<b>652,508</b>	<b>(97,943)</b>	<b>1,165,147</b>	<b>161,911</b>	<b>2,925,613</b>	<b>0</b>	<b>2,925,613</b>	<b>262,247</b>
<b>TOTALS</b>	<b>2,885,730</b>	<b>652,508</b>	<b>(97,943)</b>	<b>3,440,295</b>	<b>441,065</b>	<b>3,511,914</b>	<b>0</b>	<b>3,511,914</b>	<b>564,907</b>

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

NOTE 9  
BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption		Closing Surplus				0
3121002	Townstreet Master Plan	110/22	Operating Expenses			(55,000)	(55,000)
8011491	Public Open Space Reserve	110/22	Capital Revenue		55,000		0
3042170	Caravan Park - Concept Plan	125/22	Operating Expenses			(15,000)	(15,000)
				0	55,000	(70,000)	(15,000)

### 8.3.3 2022/2023 Budget Review

File Reference: 3.0010  
Applicant: Not Applicable  
Disclosure of Interest: Nil  
Author: Executive Manager Corporate Services  
Attachments: 8.3.3A 2022-2023 Budget Review Report

#### Summary

To consider and adopt the Annual Budget Review as presented for the period 1 July 2022 to 31 January 2023.

#### Background

The Local Government (Financial Management) Regulations 1996, Regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. The results of the review and accompanying report from the review must be presented to Council within 30 days of the review. The review and determination is then to be provided to the Department of Local Government, Sport and Cultural Industries within 30 days of the adoption of the review.

The legislation surrounding budget reviews was put in place to ensure local governments conduct a formal review of the likely budget outcome during the third quarter of the financial year. As expected, there will be variations in revenue and expenditure, both up and down, in the actual result as compared to the full year budget.

#### Comment

The Budget Review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. The Statement of Financial Activity included within the budget review report incorporates year to date budget variations and forecasts to 30 June 2023, for the period ending 31 January 2023.

Features of the review as summarised from the detailed financial reports attached are as follows:

#### REVENUE

Increase in Federal Assistance Grant	\$11,524
Interest earnings on term deposit out performing budget estimates	\$105,000
LGIS reimbursement for training	\$14,550
Increase to ESL Operating Grant for Bushfire Brigades	\$7,320
Increase in cemetery fees	\$8,000
Unexpected funding for Australia Day events	\$20,000
Contribution recognition Basketball Club for Scoreboard	\$11,402
Funding for Bridge renewal	\$97,943
South 32 Funding Cultural Centre	\$50,000
<b>TOTAL REVENUE VARIATIONS</b>	<b>\$326,239</b>

#### EXPENDITURE

Allocation for valuation reports GRV Conversion postpone to 2023/2024	\$35,000
Additional training costs for staff training	(\$14,550)
Reduced costs for waste services	\$40,242

Reduction in administration salaries and wages due to requirement to outsource from a recruitment agency to provide relief staff	\$22,000
Increase to consultancy expenses for outsourcing of relief staff	(\$22,000)
Additional expenses required for town dam maintenance	(\$7,000)
Increase maintenance requirements to Town Oval	(\$15,000)
Unbudgeted expenditure for Boddington Recreation Centre	(\$5,000)
Australia Day Event	(\$20,000)
Flood damage allocation to Storm Damage	\$20,000
Additional costs required for maintenance of drainage/culverts	(\$20,000)
Decrease costs for road maintenance	\$25,653
Caravan Park Concept Plans as approved by resolution 125/22	(\$15,000)
<b>TOTAL EXPENDITURE VARIATIONS</b>	<b>\$24,345</b>

Portion of term deposit interest to be transferred to cash-back reserves	(\$30,000)
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#### CAPITAL VARIATIONS

Land Acquisition – Bannister road as approved by Council	(\$99,000)
Plant & Equipment ordered but will not arrive until 2023/2024	\$200,000
Regional Road Group funding – Lower Hotham over budget	(\$22,034)
Drainage capital works to be carried forward to 2023/2024	\$100,000
Bridge program	(\$98,000)
Scoreboard for Basketball	(\$12,902)
<b>TOTAL CAPITAL VARIATIONS</b>	<b>\$68,064</b>

Increase in Opening Surplus	\$13,941
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Due to the combined value of the above adjustments the balanced budget is now predicted to be a surplus of \$402,089. This predicted surplus contains a number of timing adjustments totalling \$335,000, which are required to be carried over to the 2023/24 Budget. This includes plant and equipment purchases, drainage works and costs of valuation reports to convert small rural holdings to GRV.

A permanent saving of \$67,089 is forecast, once timing adjustments are deducted from the total predicted surplus.

Due to the nature and value of the listed variances, Council is also requested to resolve to adopt the above variations as budget amendments. These are in line with Note 4 contained within the Budget Review Report.

#### Consultation

Nil

#### Strategic Implications

Aspiration	Performance
Outcome 12	Visionary Leadership and Responsible Governance
Objective 12.2	Maintain a high standard of leadership, corporate governance and customer service

#### Legislative Implications

*Local Government (Financial Management) Regulations 1996*  
Regulation 34 requires:



- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.
- (3) A Council is to consider a review submitted to it and is to determine by absolute majority whether or not to adopt the review, any parts of the review or any recommendations made in the review.
- (4) Within 30 days after a Council has made a determination it is to be provided to the Department of Local Government.

#### Policy Implications

Council have adopted a material variance threshold of \$10,000 or 10%, whichever is greater.

#### Financial Implications

Due to the combined value of the above variations the balanced budget is now predicted to have a surplus of \$402,089.

#### Economic Implications

Nil

#### Social Implications

Nil

#### Environmental Considerations

Nil

#### Risk Considerations

Risk Statement and Consequence	Failure to manage the Shire's ongoing expenditure and income against budget estimates would increase the risk of a negative impact on the Shire's financial position. Further, failure to present a detailed budget review in the prescribed form or closing date would result in noncompliance with the Local Government (Financial Management) Regulations 1996, which may result in a qualified audit.
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Reputational / Compliance
Risk Action Plan (controls or treatment proposed)	Nil

#### Options

1. Council may choose to adopt the budget review and related budget amendments.
2. Council may choose to adopt the budget review but not the related budget amendments.
3. Council may choose to not adopt the budget review and the related budget amendments.

Voting Requirements

Absolute Majority

Officer Recommendation and Council Decision

**COUNCIL RESOLUTION: 09/23**

**Moved: Cr I Webster**

**That Council adopt the 2022/23 Budget Review, together with the budget amendments contained at Note 4 within the attached Budget Review Report.**

**Seconded: Cr A Ryley**

**Carried: 5/0**



## **BUDGET REVIEW REPORT**

**For the Period Ended 31 January 2023**

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

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**STATEMENT OF BUDGET REVIEW  
FOR THE PERIOD ENDED 31 JANUARY 2023**

**STATUTORY REPORTING BY NATURE AND TYPE**

	Ref Note	Budget v Actual		Predicted		Year End (a)+(c)+(d)	
		Adopted Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)		
<b>Opening funding surplus / (deficit)</b>	2(c)	\$ 1,551,592	\$ 1,565,533	13,941	0	1,565,533	▲
<b>Revenue from operating activities</b>							
Rates		6,125,764	6,123,863	0	0	6,125,764	
Operating grants, subsidies and contributions	3.1.2	586,301	302,660	88,844	0	675,145	▲
Fees and charges	3.1.3	1,494,206	1,073,582	8,000	0	1,502,206	▲
Interest earnings	3.1.4	35,111	71,745	105,000	0	140,111	▲
Other revenue	3.1.5	53,250	25,302	14,550	0	67,800	▲
Profit on disposal of assets		14,700	176	0	0	14,700	
		<b>8,309,332</b>	<b>7,597,328</b>	<b>216,394</b>	<b>0</b>	<b>8,525,726</b>	
<b>Expenditure from operating activities</b>							
Employee costs	3.2.1	(3,339,754)	(1,877,106)	7,450	0	(3,332,304)	▼
Materials and contracts	3.2.2	(2,824,521)	(1,406,912)	(18,105)	35,000	(2,807,626)	▲
Utility charges		(360,005)	(207,075)	0	0	(360,005)	
Depreciation on non-current assets		(2,799,320)	(1,505,402)	0	0	(2,799,320)	
Interest expenses		(67,819)	(35,516)	0	0	(67,819)	
Insurance expenses		(212,345)	(218,803)	0	0	(212,345)	
Other expenditure		(28,150)	(15,701)	0	0	(28,150)	
Loss on disposal of assets		(10,790)	0	0	0	(10,790)	
		<b>(9,642,704)</b>	<b>(5,266,515)</b>	<b>(10,655)</b>	<b>35,000</b>	<b>(9,618,359)</b>	
Non-cash amounts excluded from operating activities	2(a)	2,795,410	1,505,226	0	0	2,795,410	
<b>Amount attributable to operating activities</b>		<b>1,462,038</b>	<b>3,836,039</b>	<b>205,739</b>	<b>35,000</b>	<b>1,702,777</b>	
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	3.3.1	1,891,613	262,247	109,345	0	2,000,958	▲
Proceeds from disposal of assets		67,000	176	0	0	67,000	
Payments for property, plant and equipment & infrastructure	3.3.3	(4,177,552)	(1,147,919)	(231,936)	300,000	(4,109,488)	▼
		<b>(2,218,939)</b>	<b>(885,496)</b>	<b>(122,591)</b>	<b>300,000</b>	<b>(2,041,530)</b>	
<b>Financing Activities</b>							
Transfer from reserves		477,080	0	0	0	477,080	
Repayment of debentures		(356,511)	(176,676)	0	0	(356,511)	
Transfer to reserves	3.4.3	(915,260)	(13,146)	(30,000)	0	(945,260)	▲
<b>Amount attributable to financing activities</b>		<b>(794,691)</b>	<b>(189,822)</b>	<b>(30,000)</b>	<b>0</b>	<b>(824,691)</b>	
						0	
<b>Closing funding surplus / (deficit)</b>	2(c)	<b>0</b>	<b>4,326,254</b>	<b>67,089</b>	<b>335,000</b>	<b>402,089</b>	

**KEY INFORMATION**

▲ ▼ Indicates a variance between Adopted Budget and Predicted Year End

The budget review comprises financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

*Local Government (Financial Management) Regulations 1996* prescribe that the budget review be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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

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

Financial reporting disclosures in relation to assets and liabilities required by the Australian Accounting Standards have not been made unless considered important for the understanding of the budget review or required by legislation.

**The local government reporting entity**

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

All monies held in the Trust Fund are excluded from the financial statements.

**Rounding off figures**

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

**2022-23 actual balances**

Balances shown in this budget review report as YTD Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

**Budget comparative figures**

Unless otherwise stated, the budget comparative figures shown in the budget review relate to the original budget estimate for the relevant item of disclosure.

**Judgements, estimates and assumptions**

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

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

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

- estimated fair value of certain financial assets
- estimation of fair values of land and buildings and investment property
- impairment of financial assets
- estimation uncertainties and judgements made in relation to lease accounting
- estimated useful life of assets

**Operating activities excluded from budgeted deficiency**

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

**(a) Operating activities excluded from budgeted deficiency**

The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.

	Actuals - Used for Budget 30 June 2022	Actuals - Closing 30 June 2022	Adopted Budget 30 June 2023	YTD Actual
<b>Non-cash items excluded from operating activities</b>				
		\$		\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	(4,870)	(4,870)	(14,700)	(176)
Movement in pensioner deferred rates (non-current)	(781)	12,655	10,790	0
Movement in employee benefit provisions (non-current)	(16,987)	(16,988)		0
Add: Loss on asset disposals	0	(1,998)		0
Add: Depreciation on assets	3,013,436	3,013,436	2,799,320	1,505,402
<b>Total non-cash items excluded from operating activities</b>	<b>2,990,798</b>	<b>3,002,235</b>	<b>2,795,410</b>	<b>1,505,226</b>

**(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.

<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	(1,629,001)	(1,629,000)	(2,067,181)	(1,642,147)
Add: Borrowings	356,511	356,511	369,415	179,835
Add: Provisions - employee	0	0		0
<b>Total adjustments to net current assets</b>	<b>(1,272,490)</b>	<b>(1,272,489)</b>	<b>(1,697,766)</b>	<b>(1,462,312)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	6,093,342	6,328,549	4,300,098	9,331,190
Rates receivables	261,934	275,370	161,934	671,101
Receivables	238,374	160,699	124,027	449,997
Inventories	1,103	0	1,103	0
Other current assets	117,520	119,792	0	119,792
<b>Less: Current liabilities</b>				
Payables	(415,213)	(558,532)	(269,243)	(922,457)
Borrowings	(356,511)	(356,511)	(2,000,000)	(179,835)
Contract liabilities	(2,885,730)	(2,885,730)	(369,415)	(3,440,295)
Provisions	(230,737)	(245,615)	(250,737)	(240,927)
<b>Less: Total adjustments to net current assets</b>	<b>(1,272,490)</b>	<b>(1,272,489)</b>	<b>(1,697,766)</b>	<b>(1,462,312)</b>
<b>Closing funding surplus / (deficit)</b>	<b>1,551,592</b>	<b>1,565,533</b>	<b>0</b>	<b>4,326,254</b>

**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.

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
<b>3.1 OPENING SURPLUS</b>		
Variation due to accruals of revenue for year ended 30 June 2022 required during audit process.	13,941	
<b>3.1 OPERATING REVENUE</b>		
<b>3.1.1 Rates</b>		
No material variance.		
<b>3.1.2 Operating grants, subsidies and contributions</b>		
Increase to local road component of the Federal Assistance Grant	15,978	
Reduction to the general purpose component of the Federal Assistance Grant	(4,454)	
Additional funding from ESL for Bushfire Brigades	7,320	
Funding from National Australia Day Council for Australia Day event	20,000	
Additional funding from South 32 for the Cultural Centre project required	50,000	
<b>3.1.3 Fees and charges</b>		
Cemetery Fees exceeding budget estimates	8,000	
<b>3.1.4 Interest earnings</b>		
Interest earning on term deposit on Municipal funds outperforming budget estimates	75,000	
Interest earning on term deposit on Reserve funds outperforming budget estimates	30,000	
<b>3.1.5 Other Revenue</b>		
Reimbursement from LGIS for staff training	14,550	
<b>3.1.6 Profit on disposal of assets</b>		
No material variance		
Predicted Variances Carried Forward	230,335	0

**NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
FOR THE PERIOD ENDED 31 JANUARY 2023**

**NOTE 3  
PREDICTED VARIANCES**

**Comments/Reason for Variance**

	Variance \$	
	Permanent	Timing
<b>Predicted Variances Brought Forward</b>	<b>230,335</b>	<b>0</b>
<b>3.2 OPERATING EXPENSES</b>		
<b>3.2.1 Employee costs</b>		
Staff training costs additional allocation funding from LGIS	(14,550)	
Wages cost re-allocation from Streetscape maintenance	30,000	
Wages cost re-allocation to Hotham Park maintenance	(30,000)	
Wages for relief staff will be outsourced through a recruitment agency	22,000	
<b>3.2.2 Materials and contracts</b>		
Postpone valuation expenses for GRV conversion		35,000
Reduced expenditure for Kerbside Recycling costs from Avon Waste	45,242	
Additional costs for collection of mattress's from Refuse Site	(5,000)	
Urgent maintenance repairs required at Town Dam	(7,000)	
Additional maintenance required at Town Oval	(15,000)	
Required replacement of faulty airconditioners at Recreation Centre	(5,000)	
Australia Day event funded by National Australia Day Council	(20,000)	
Flood Damage allocation already provided from under storm damage	20,000	
Increase to drainage maintenance costs	(20,000)	
Savings in Road Maintenance expenditure allocated to Lower Hotham regional road group project	25,653	
Consultant fees for Caravan Park Concept plans as approved Resolution 147/22	(15,000)	
Relief staff to be sourced from recruitment company (see reduction in wages)	(22,000)	
<b>3.2.3 Utility charges</b>		
No material variance		
<b>3.2.4 Depreciation on non-current assets</b>		
No material variance		
<b>3.2.5 Interest expenses</b>		
No material variance		
<b>3.2.6 Insurance expenses</b>		
No material variance		
<b>3.2.7 Other expenditure</b>		
No material variance		
<b>3.2.8 Loss on disposal of assets</b>		
No material variance		
<b>Predicted Variances Carried Forward</b>	<b>219,680</b>	<b>35,000</b>



Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	219,680	35,000

3.3 INVESTING ACTIVITIES

<b>3.3.1 Non-operating grants, subsidies and contributions</b>		
2018/2019 funding from Main Roads Bridge Program - Bridge 3806 Lower Hotham Road	97,943	
Recognition of funding from Basketball Club for electronic scoreboard	11,402	
<b>3.3.2 Proceeds from disposal of assets</b>		
No material variance.		
<b>3.3.3 Payments for property, plant and equipment &amp; infrastructure</b>		
2018/2019 Main Roads Bridge Program - Bridge 3806 Lower Hotham Road	(98,000)	
Land acquisition - Bannister Road as endorsed by Council at Ordinary Council meeting December 2022 (RES 147/22)	(99,000)	
Delay in delivery of 4.5 Tonne Tipper and 6 Tonne Truck		200,000
Overrun on costs for Lower Hotham Road due to increased sealing costs saving in road maintenance	(22,034)	
Carry over Drainage project to 2023/2024		100,000
Installation of scoreboard funded by Basketball Club	(12,902)	
Predicted Variances Carried Forward	97,089	335,000

Predicted Variances Brought Forward 97,089 335,000

3.4 FINANCING ACTIVITIES

<b>3.4.1 Transfer from reserves</b>		
No material variance.		
<b>3.4.2 Repayment of debentures</b>		
No material variance.		
<b>3.4.3 Transfer to reserves</b>		
Additional interest earned on term deposit on Reserve funds	(30,000)	

3.5 OTHER ITEMS

Total Predicted Variances as per Annual Budget Review	67,089	335,000
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**NOTES TO THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 31 JANUARY 2023**

**NOTE 4  
BUDGET AMENDMENTS**

GL Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$
<b><u>Amendments to original budget since budget adoption. Surplus/(Deficit)</u></b>						
	<b>Budget adoption</b>		Closing Surplus			0
3121002	Townstreet Master Plan	110/22	Operating Expenses		(55,000)	(55,000)
8011491	Public Open Space Reserve	110/22	Capital Revenue	55,000		0
3042170	Caravan Park - Concept Plan	125/22	Operating Expenses		(15,000)	(15,000)
						<b>(15,000)</b>
<b><u>List of amendments required to original budget since budget adoption.</u></b>						
	Opening Surplus			13,941		13,941
3031010	Valuations		Operating Expenses	35,000		48,941
3042015	Administration salaries and wages		Operating Expenses	20,000		68,941
3042170	Consultancy Fees		Operating Expenses		(20,000)	48,941
2032010	Federal Assistance Grant - General Purpose		Operating Revenue		(4,454)	44,487
2032020	Federal Assistance Grant - Local Road Grant		Operating Revenue	15,978		60,465
2033005	Interest on Municipal Funds		Operating Revenue	75,000		135,465
2033010	Interest on Reserve Funds		Operating Revenue	30,000		165,465
3042090	Staff Training		Operating Expenses		(14,550)	150,915
2042020	LGIS - Reimbursement for training		Operating Revenue	14,550		165,465
2051001	DFES ESL Operating Bushfire Brigades		Operating Revenue	7,320		172,785
3101020	Kerbside Recycling		Operating Expenses	45,242		218,027
3101050	Refuse site maintenance		Operating Expenses		(5,000)	213,027
3104055	Town Dam maintenance		Operating Expenses		(7,000)	206,027
2105020	Cemetery Burial Fees & Charges		Operating Revenue	8,000		214,027
3113030	Town Oval maintenance		Operating Expenses		(15,000)	199,027
3113031	Boddington Recreation Centre maintenance		Operating Expenses		(5,000)	194,027
3113051	Streetscape maintenance		Operating Expenses	30,000		224,027
3113056	Hotham Park maintenance		Operating Expenses		(30,000)	194,027
3113111	Australia Day event		Operating Expenses		(20,000)	174,027
2113114	Operating Grant - Australia Day		Operating Revenue	20,000		194,027
2113130	Contribution from Basketball Club for Scoreboard		Capital Revenue	11,402		205,429
3121058	Flood Damage		Operating Expenses	20,000		225,429
3121062	Drainage Maintenance		Operating Expenses		(20,000)	205,429
3121069	Road Maintenance - unsealed roads		Operating Expenses	115,653		321,082
3121070	Road Maintenance - sealed roads		Operating Expenses		(90,000)	231,082
2121804	Grants Commission - Bridge Funding		Capital Revenue	97,943		329,025
2132043	Operating Grant - Cultural Centre		Operating Revenue	50,000		379,025
3146208	Land Acquisition - Bannister Road		Capital Expenses		(99,000)	280,025
3123206	4.5 Tonne Tipper		Capital Expenses	50,000		330,025
3123474	6 Tonne Truck		Capital Expenses	150,000		480,025
3121800	Regional Road Group Project - Lower Hotham Rd		Capital Expenses		(22,034)	457,991
3112220	Townsite Drainage Project		Capital Expenses	100,000		557,991
3121086	Lower Hotham Road - Bridge Renewal		Capital Expenses		(98,000)	459,991
3113200	Electronic Scoreboard		Capital Expenses		(12,902)	447,089
	Interest transfer to Reserves		Capital Revenue		(30,000)	417,089
						<b>417,089</b>
				<b>965,029</b>	<b>(562,940)</b>	<b>402,089</b>

### 8.3.4 2022/2023 Rating Review

File Reference: 3.000593  
Applicant: Not Applicable  
Disclosure of Interest: Nil  
Author: Executive Manager Corporate Services  
Attachments: NIL

#### Summary

Council is requested to provide approval to progress the recommendations contained in the Strategic Rating Review, adopted by Council in July 2022.

#### Background

In February 2022, Moore Australia, the industry leader in local government rating advice and research, were engaged by the Shire to undertake a review of the rating structure. The draft report was presented to Council at the May 2022 Ordinary Meeting, with the adoption occurring at the July 2022 Ordinary Meeting.

The review identified several matters for opportunities to improve the rating outcomes for the Shire. In summary the recommendations included:

1. Implement a single (uniform) rate in the dollar for GRV properties, including residential, commercial/industrial and mining
2. Consolidating UV differential rates to two categories, being mining, and rural.
3. Increase the UV Mining rates to align with sector averages.
4. Review the UV Rural properties method of valuation, to ensure the basis of valuation is appropriate, that is, the land is being used for rural purposes.

Items 1 to 3 were implemented through the adoption of the 2022/2023 Budget. The final item, (item 4), to change the valuation method for UV Rural properties that are not predominately being uses for rural properties, requires an extensive process. This includes consultation with affected ratepayers, application to the Minister, and finally a request to Landgate to reclassify and revalue the properties.

There are two valuation methods available for use as the basis of rating by local government under Section 6.28 of the Act, namely Gross Rental Value (GRV) and Unimproved Value (UV).

Where the land is used predominantly for rural purposes, the valuation method is the unimproved value (UV) of the land. Where the land is not used predominantly for rural purposes, the valuation method is the Gross Rental Value (GRV) of the land.

#### Comment

The income generated from rates equates to about 70% of the Shires operating revenue, making it an important component to fund services and infrastructure. It is also important that rates are raised fairly and equitably to ensure that each property owner is making a fair contribution based on the method of valuation.

Currently there are a number of properties categorised as valuation method UV, which are not predominantly used for rural purposes and should be re-categorised as GRV. This consists of properties zoned Rural Residential and Rural Smallholdings. There are also properties with an intensive usage which are significantly different from agricultural activities, which should also be re-categorised as GRV.

Through the 2022/2023 Budget process those properties under the UV category identified as not predominately used for rural purposes were rated higher to raise them to a more equitable level. Although this is an allowable approach to rating, it is preferable that these sit within the correct method of valuation of GRV.

The following table demonstrates the Shires current rating structure.

<b>Rating Category</b>	<b>Non-Minimum</b>	<b>Rate in \$</b>	<b>Minimum</b>	<b>Min Rate</b>
GRV General	503	0.111213	132	\$900
UV General	127	0.006916	98	\$900
UV Mining	49	0.035258	42	\$900
UV Commercial	2	0.025432	0	\$900
UV Special Rural	131	0.010328	122	\$900

The process to change the valuation method is extensive, requiring consultation with affected landowners and Ministerial approval. With the process to likely take 12 months, if Council agrees to commence the process now, valuations are expected to be effective 1 July 2024 ready for the financial year 2024/2025.

#### Consultation

Consulting with affected landowners and informing the community may include:

- sending letters to affected landowners
- advertising in local newspapers/newsletters
- media releases via the Shire website and social media

#### Strategic Implications

Aspiration	Performance
Outcome 12	Visionary Leadership and Responsible Governance
Objective 12.2	Responsibly manage the Shire's finances, human resources and assets

#### Legislative Implications

Local Government Act 1995 – s6.28

Local Government Operation Guidelines – No. 2 – Changing Methods of Valuation of Land

#### Policy Implications

Nil

#### Financial Implications

The aim of a rating review is to provide equity in the way rates are raised, rather than increase the amount of rates raised.

#### Economic Implications

Nil

#### Social Implications

Nil

### Environmental Considerations

Nil

### Risk Considerations

Risk Statement and Consequence	If the Shire continues with its existing rating strategy it risks non-compliance with the principles of rating, particularly with regards to fairness, equity and consistency. There is also a possibility that affected ratepayers may not agree with the proposed changes with the perception that Council is wanting to rate them higher.
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Reputational / Compliance
Risk Action Plan (controls or treatment proposed)	Nil

### Options

1. Endorse the recommendation to commence the process to change valuation methods
2. Choose not to change valuation methods
3. Postpone the commencement to change valuation methods

### Voting Requirements

Simple Majority

### Officer Recommendation and Council Decision

**COUNCIL RESOLUTION: 10/23**

**Moved: Cr I Webster**

**That Council commence proceedings pursuant to S6.28 of the Local Government Act 1995 to request the Minister to amend the method of valuation for UV Valued properties zoned “Residential”, “Rural Residential” and “Rural Small Holdings” to GRV valuations.**

**Seconded: Cr E Smalberger**

**Carried: 5/0**

## 8.4 COMMUNITY AND ECONOMIC DEVELOPMENT

### 8.4.1 Leasing Policy

File Reference:	Nil
Applicant:	Nil
Disclosure of Interest:	Nil
Author:	Coordinator Community and Economic Development
Attachments:	8.4.1A Draft Leasing Policy

#### Summary

Council is requested to adopt a Leasing Policy to provide a structured framework and basic principles to ensure a consistent and equitable approach to the management of lease agreements.

#### Background

The Shire of Boddington maintains lease agreements, and associated license agreements, with community and commercial organisations to have exclusive use of Shire Premises. Council does not however currently have a Policy to inform a consistent and equitable approach.

#### Comment

The draft Policy, attached at 8.4.1A, has been developed based on the promotion of positive social, economic and environmental outcomes. It defines factors for considering a lease to establish a transparent and consistent approach. This includes:

- the ability of the prospective tenant to fund, resource and manage the Lease over the proposed term;
- potential opportunities for future utilisation of the asset;
- the extent and current use of the site and the impact on adjoining premises;
- the need for wider stakeholder consultation;
- impacts on social, economic and environmental outcomes;
- the potential impact of any related capital works program;
- any statutory restrictions or obligations relating to heritage or conservation of the site

The draft Policy considers additional factors for a Lease or Licence to a not for profit organisation or entity including:

- the benefit to the community;
- the promotion of public health and wellbeing;
- protection of public land values;
- impacts on social, economic and environmental outcomes;
- the history, purposes and governance of the organisation.

The Policy outlines a two tier approach to lease fees, being a peppercorn rent for community groups with minimal earning capacity, and a base fee of \$500 for community groups with income earning capacity.

#### Consultation

Council considered the key elements of the policy at a Concept Forum in 2022.

### Strategic Implications

Performance Area	People
Outcome	3. An inclusive and supportive community
Objective	3.5 Grow community capacity by supporting community groups and volunteers.

### Legislative Implications

Local Government Act 1995  
Local Government (Functions and General) Regulations 1996  
Land Administration Act 1997

### Policy Implications

Nil

### Financial Implications

Nil

### Economic Implications

Nil

### Social Implications

Nil

### Environmental Considerations

Nil

### Risk Considerations

Risk Statement and Consequence	The key risk is the lack of an equitable and consistent approach to Leases.
Risk Rating (prior to treatment or control)	Medium
Principal Risk Theme	Reputational
Risk Action Plan (controls or treatment proposed)	No further actions proposed.

### Options

1. Approve the adoption of the Leasing Policy as attached.
2. Amend the proposed Policy.
3. Reject the adoption of the Community Facility Fund Policy as attached.

### Voting Requirements

Simple Majority

### **Officer Recommendation and Council Decision**

**COUNCIL RESOLUTION: 11/23**

**Moved: Cr I Webster**

**That Council adopt the Leasing Policy as attached.**

**Seconded: Cr A Ryley**

**Carried: 5/0**



### Purpose

To provide a structured framework and basic principles to ensure a consistent and equitable approach to the management of lease agreements, and to ensure Shire Premises are preserved and managed responsibly in a manner that provides a range of quality services and benefits to the community.

### Scope

This Policy is applicable to community and commercial organisations seeking lease agreements, and associated licence agreements, for the exclusive use of Shire Premises. The Policy defines clear tenant categories and associated roles and responsibilities of the lessor and lessee, to ensure consistent, equitable and effective management of the Shire's community leases.

### Definitions

Term	Meaning
Policy	This the Shire of Boddington policy titled "Leasing"
Shire Premises	Land and/or buildings owned or managed by the Shire
Lease	An agreement in which the Landlord (or Lessor) agrees to give the Tenant (or Lessee) the exclusive right to occupy land, building, or part thereof, for a specific term

### Policy Statement

A decision to lease Shire Premises should be based on the achievement of promotion of positive social, economic and environmental outcomes.

In considering whether to enter into a Lease for Shire Premises, the following factors should be considered where relevant:

- the ability of the prospective tenant to fund, resource and manage the Lease over the proposed term;
- potential opportunities for future utilisation of the asset;
- the extent and current use of the site and the impact on adjoining premises;
- the need for wider stakeholder consultation;
- impacts on social, economic and environmental outcomes;
- the potential impact of any related capital works program;
- any statutory restrictions or obligations relating to heritage or conservation of the site

Relevant additional factors when considering a Lease or Licence to a not for profit organisation or entity include:

- the benefit to the community;
- the promotion of public health and wellbeing;
- protection of public land values;
- impacts on social, economic and environmental outcomes;
- the history, purposes and governance of the organisation.

Relevant additional factors when considering a Lease or Licence to a commercial entity include:

- a) the potential to attract investment and enhance amenities in the district;
- b) the creation of employment;
- c) the promotion of tourism;
- d) economic return;
- e) impacts on social, environmental and economic outcomes.

To achieve a balance between the need for security of tenure and utilisation of community resources in an appropriate and effective manner:

- a) the standard term of a Lease to a not for profit organisation is a period of 5 years with an option to extend the term by a further 5 years;
- b) the term of commercial or government Leases are negotiated on a case by case basis.

### Rent

Not for profit Lessees, with minimal earning capacity, are to be charged a peppercorn rent as a contribution towards the administration costs to the Shire of managing the Lease.

Where the use of the Shire Premises enables the lessee to generate periodic or regular income from their activities, the standard rent will be \$500. The Shire may negotiate a higher rent where the use of the Shire Premises enables the lessee to generate significant income from their activities, or if the Shire is responsible for maintenance of all or part of the Premises.

Rent and other payments associated with commercial or government Leases are negotiated on a case by case basis.

### Form of Lease

The Shires standard Community Group Lease is to be used for all Leases where the Lessee is not for profit, unless circumstances require otherwise.

The need for any specific terms and conditions relative to the unique nature or requirements of the Shire Premises is to be considered where appropriate.

<b>Responsible Officer</b>	Executive Manager Corporate Services
<b>History</b>	Adopted TBC 2023 (Resolution XX/XX)
<b>Delegation</b>	N/A
<b>Relevant Legislation</b>	Local Government Act 1995 Land Administration Act 1997
<b>Related Documentation</b>	Procedure : xxxxx Forms & Templates : xxxxxxxx

## **8.5 WORKS AND SERVICES**

### **8.5.1 Niche Wall – Quindanning Cemetery**

File Reference:	2.080
Applicant:	Not applicable
Disclosure of Interest:	Nil
Author:	Administration Officer - Works & Services
Attachments:	8.5.1A Niche Wall Approximate Location 8.5.1B Niche Wall Design

#### Summary

Council is requested to approve additional funding for the installation of a Niche Wall at the Quindanning Cemetery.

#### Background

The need for a niche wall at the Quindanning Cemetery has been identified in the Cemetery Committee Meetings held from September 2020 onwards. Committee representatives for the three cemeteries mutually decided that the Niche Wall at the Quindanning Cemetery is a higher priority than the Marradong Cemetery. In line with this priority, planning has commenced in the 2022/23 financial year for Quindanning, with the Marradong Cemetery to be considered for a budget allocation in the 2023/24 financial year.

In the current Budget, \$8,000 has been allocated towards the installation of a niche wall.

#### Comment

The need for a Niche Wall has been identified in Committee Meetings, after feedback has been received from community members. There are currently local families waiting to proceed with internments.

Various options have been considered, with a site visit held in November 2022 to allow Committee members to determine the best option and location for the niche wall. Pricing has been sought in line with the Committee direction, with a quotation estimate in the order of \$14,500. The estimated costs exceed the allocated budget by approximately \$6,500.

The quotation includes:

- Supply all polished grey granite memorial niche wall segment and concrete niche components.
- Installation to pre laid concrete foundation (provided by Shire) - including travel and labour.

The approximate location for the niche wall is provided in Attachment 8.5.1A and the design is provided in Attachment 8.5.1B.

#### Consultation

Consultation with the Cemetery Committee has been undertaken from September 2020 onwards.

#### Strategic Implications

Aspiration	People
Outcome 7	Population growth through responsible development and affordable housing
Objective 7.1	Plan for responsible growth and development with critical utilities infrastructure

### Legislative Implications

Local Government Act 1995

Section 6.8 - Expenditure from municipal fund not included in annual budget

3. A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - d) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - e) is authorised in advance by resolution\*; or
  - f) is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

### Policy Implications

Nil

### Financial Implications

The 2022/23 Budget contains an allocation of \$8,000 for this project. The estimated total cost for the Niche Wall project is \$14,520. An additional amount of \$6,520 is required to fund the project. The additional financial requirement can be funded within the estimated 2022/23 budget surplus.

The installation of a niche wall will also increase the revenue for the Quindanning Cemetery.

### Economic Implications

Nil

### Social Implications

Quindanning local families will be able to intern ashes.

### Environmental Considerations

Nil

### Risk Considerations

Risk Statement and Consequence	Community expectation of continued improvements to local cemeteries.
Risk Rating (prior to treatment or control)	Low
Principal Risk Theme	Reputation
Risk Action Plan (controls or treatment proposed)	No further actions proposed

### Options

1. Endorse an additional allocation for the installation of the niche wall at the Quindanning Cemetery.
2. Proceed with the project for the Marradong Cemetery in this financial year, delaying the Quindanning Cemetery until next financial year, noting that this is against the recommendation from the Cemetery Committee.
3. Determine not to progress the project.

### Voting Requirements

Absolute Majority

### Officer Recommendation and Council Decision

**COUNCIL RESOLUTION: 12/23**

**Moved: Cr E Schreiber**

**That Council approves an additional allocation in the 2022/23 Budget of \$7,000 for the installation of a Niche Wall at the Quindanning Cemetery.**

**Seconded: Cr I Webster**

**Carried: 5/0**









## 8.5.2 Cemetery Online Mapping System

File Reference:	2.080
Applicant:	Not applicable
Disclosure of Interest:	Nil
Author:	Administration Officer - Works & Services
Attachments:	8.5.2A Chronicle Information Guide <a href="#">8.5.2B Chronicle Introduction Video</a>

### Summary

Council is requested to consider the implementation of an online cemetery mapping system, and the related allocation of funding for the project.

### Background

The Shire has been reviewing its cemetery records, with a number of deficiencies identified in what is currently a manual system. A recent site audit confirmed the need for a better cemetery management system. Various options have been explored, with the preference being for an online system that removes the possibility of manual process errors.

A demonstration of an appropriate system has been undertaken to determine the suitability and benefits to the Shire. A proposal outlining the detail and cost for the project has been received, which requires an allocation of funding to proceed.

### Comment

An on-site audit has been undertaken at the three cemeteries in January 2023 to verify the current data. Historically, there has been some reliance on local knowledge regarding plot locations and detailed information about interments, with no specific system to manage this data. An online cemetery mapping system will allow an interactive database and the management of records to ensure accuracy.

The proposed software will allow information to be publicly available, and shows all occupied, reserved and vacant plots with details of the deceased. It also has the option to include photos and life-time stories. This is essentially a digital mirror of the physical cemeteries in a user-friendly software.

In the current Budget, there is no funding allocated for this project. The total upfront cost for implementation of the software has been quoted at \$11,033, including all three cemeteries.

The software implementation process is expected to take 3 months to finalise details and cross-reference information with the mapping data. The overall cost of the project is significantly lower for the Shire as the aerial surveying of the three cemeteries has previously been undertaken, eliminating the need for the supplier to complete this step. The detailed overview of this software is provided in Attachment 8.5.2B.

### Consultation

Nil

### Strategic Implications

Aspiration	People
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Outcome 7	Population growth through responsible development and affordable housing
Objective 7.1	Plan for responsible growth and development with critical utilities infrastructure

### Legislative Implications

Local Government Act 1995

Section 6.8 - Expenditure from municipal fund not included in annual budget

1. A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - g) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - h) is authorised in advance by resolution\*; or
  - i) is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

### Policy Implications

Nil

### Financial Implications

The 2022/23 Budget does not contain an allocation to fund this project. The total cost of \$11,033, can be partially offset by the increased year to date income from cemeteries of \$8,000. The financial impact will therefore will only be \$3,033.

### Economic Implications

The implementation of an online cemetery mapping system will improve information availability and quantity related to local cemeteries, allowing non-local people to better access information and plot locations. This holds long-term value to tourism for the Shire.

### Social Implications

The implementation of an online cemetery mapping system will provide local residents with better access to information and plot locations.

### Environmental Considerations

Nil

### Risk Considerations

Risk Statement and Consequence	The key risk in this software implementation is ensuring compliance with State records management requirements. The risk of not proceeding is in relation to inaccurate cemetery records, due to a manual process.
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Reputational

Risk Action Plan (controls or treatment proposed)	Include this element in the Shire's Recordkeeping Plan, and implement software to significantly increase accurate records.
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### Options

1. Endorse the allocation of the exceeded cemeteries income to this project and an additional allocation for the project.
2. Determine not to progress the project.

### Voting Requirements

Absolute Majority

### Officer Recommendation and Council Decision

**COUNCIL RESOLUTION: 13/23**

**Moved: Cr E Schreiber**

**That Council approves an additional allocation in the 2022/23 Budget of \$11,033 for the implementation of an Online Cemetery Mapping System.**

**Seconded: Cr A Ryley**

**Carried: 5/0**

## SCOPE OF SERVICES

### 1. LIST OF CEMETERIES

1. Boddington Cemetery
2. Marradong Cemetery
3. Quindanning Cemetery

### 2. CREATE DIGITAL VERSION OF THE ORIGINAL PLAN

We will combine all the aerial photos that has been taken and create an ortho image for the based layer of the map. Then we'll overlay the aerial map with the original map that supplied by the cemeteries and trace the plot to determine the exact location of each plot. The primary purpose of the cemetery plan is to identify the plot numbers. This will allow us to:

- Identify the most likely position of unmarked burials.
- Guide future cemetery design.
- Assist in matching the monuments identified in the aerial survey with the existing database.

### 3. CONSOLIDATE THE RECORDS IN TO A SINGLE DATABASE

Once we're armed with this information, we'll set to work combining the records of each cemetery into a single database.

The Chronicle database will contain relational links between:

- Each record to the "real-world" physical plot location
- All interment and cremation details
- Next of kin contact details
- Right of interment contact details
- Funeral director/minister details
- Monument photos
- Paper forms

Perhaps most importantly, migrating records to the Chronicle platform will provide a single source for all data that is always up-to-date. What this means is that the data can be accessed and edited by any authorised Trust member in real-time, with accuracy.

#### 4. CREATE RELATIONSHIP BETWEEN NEW PLAN AND DATABASE

Our goal is to link the physical monument location (coordinates), as you see it on the ground, with the burial record in the cemetery database. This will involve combining the previous steps of digitising, surveying and record consolidation into a single format, which we call a Geographic Information System (GIS).

To build the relationship between the new plan and combined database we will utilise a semiautomated process of software algorithms and human hours.

#### 5. UPLOAD ALL DATA TO THE CHRONICLE CEMETERY SOFTWARE

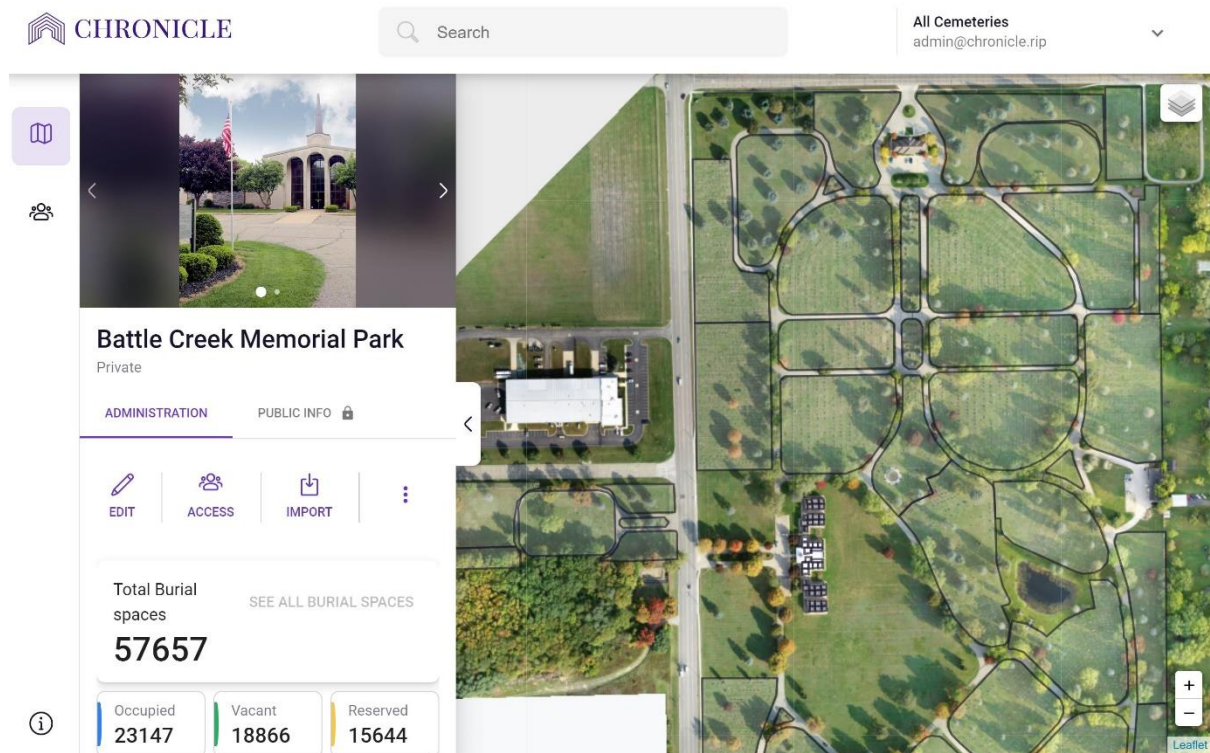
Now we have a complete dataset of the new plan, new design, and it is all linked to the original records, we want to efficiently manage and update this data, as well as make it accessible to everyone in the Trust and the general public. To enable this, we have developed Chronicle, a custom cemetery software for all cemeteries.



## RESULTS | OUTCOME

### 1. OVERVIEW

- A full overview of all plots that are colour coded by status
- Quickly find your records by flying direct to the location
- View and store headstone photos
- High-resolution aerial imagery background map
- Accessible via web browser on any internet-connected device, including smartphone, tablet, iPad, and laptop
- High-speed performance with the latest technology to ensure a responsive experience no matter the cemetery size.
- Allow the public to find their ancestors records and physically locate them using the map interface
- Access, edit and create interment, reservation and plot details through our intuitive custom design forms
- Advance records search to ensure you can quickly find the plot or burial of interest
- We treat the security of your records as mission-critical and will not compromise with anything but the highest security standards

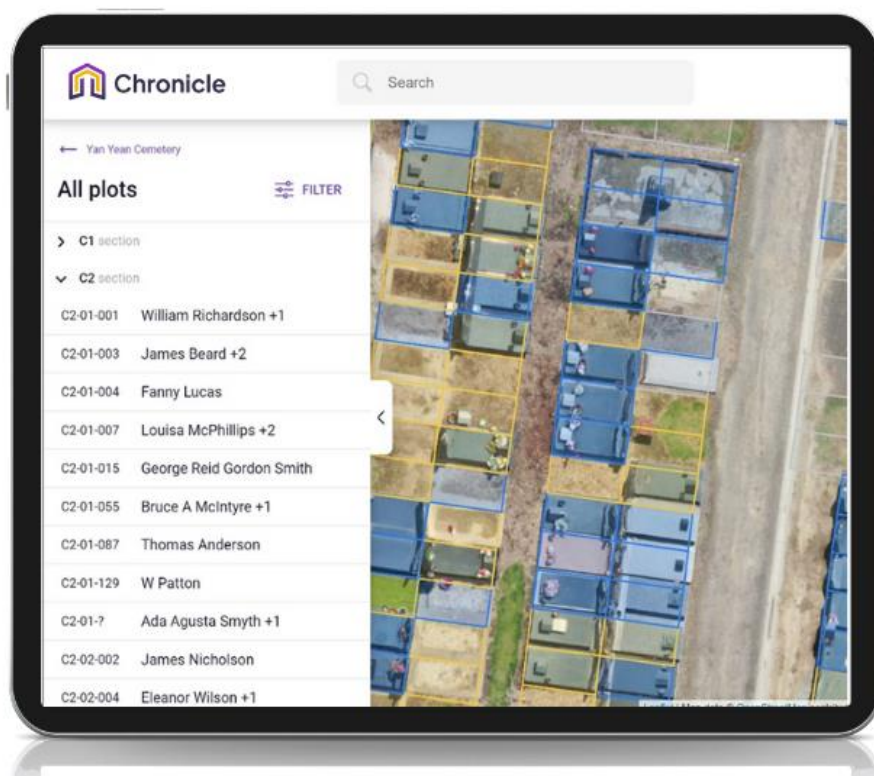


Digital Mapping & Software Solution



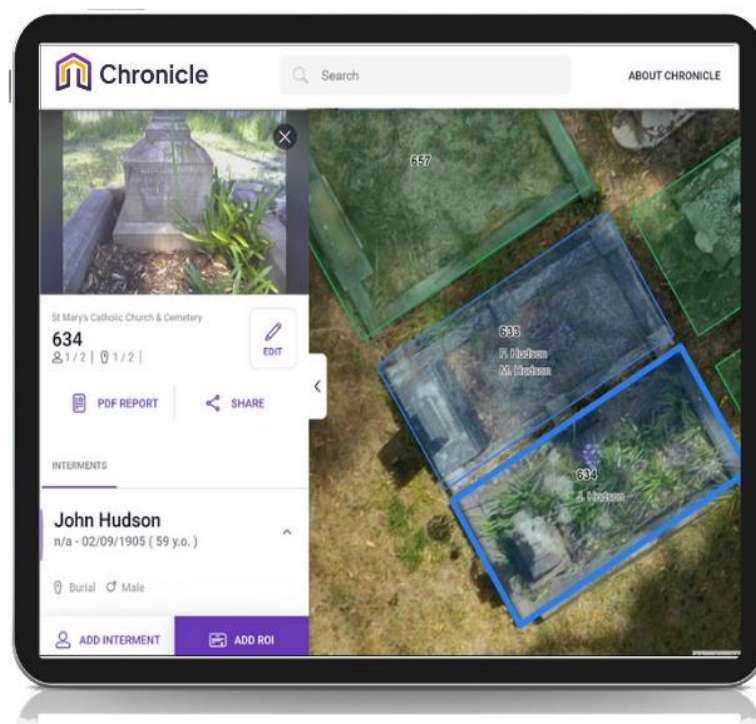
## 2. SEARCH AND NAVIGATE RECORDS

- Search for records based on many different criteria, including first name, surname, date of birth, date of death, section, row, plot ID, status, etc.
- Edit records with the click of a button.
- Update the status from reserved to interred, or vacant to reserved
- Search cremation records and identify niches
- Pop out plan view of niche to identify exact location (future version)
- User management - Cemetery Trustees and the Secretary are able to access management features via the secure login portal.
- Each plot is linked to all relevant records and data, including:
  - Next of kin details
  - Rights holder details
  - Monument photos
  - Interment forms
  - Cremation forms
  - Funeral director details



### 3. PUBLIC ACCESS PORTAL

- Public can pinpoint the plot location of ancestors.
- Ancestry searches are intelligently performed by name can be further filtered by date of birth or date of death.
- Aerial drone imagery allows the public to easily locate the identified plot.
- View headstone photos and inscriptions
- Assist the public to identify vacant plots and reserve a right of interment.
- Accessible via web browser on any internet-connected device, including smartphone, tablet, iPad, and laptop
- Give the family a digital place to remember loved ones that is linked related to their true physical resting place.



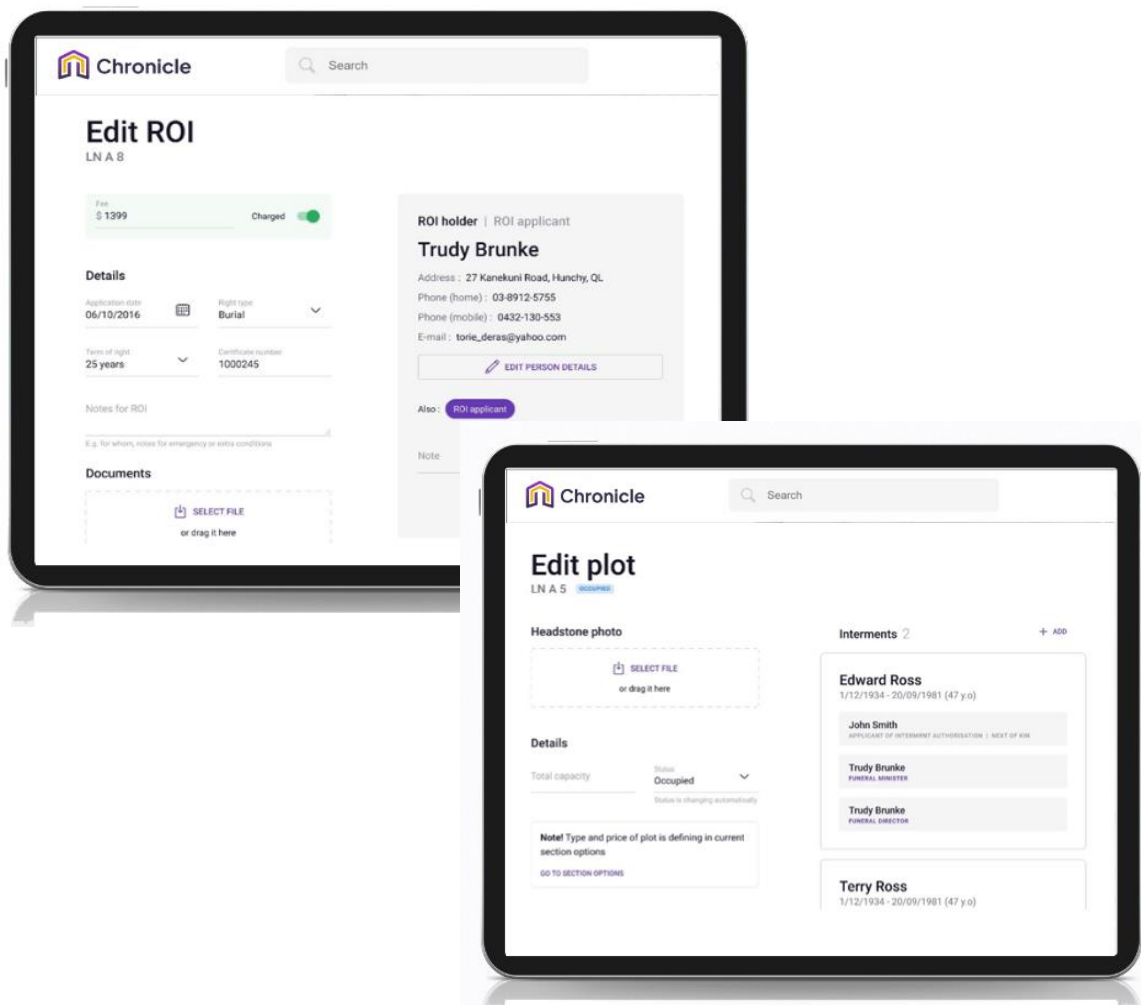
### 4. PROVIDE MULTIPLE DEPARTMENTAL USERS ON OR OFF-SITE ACCESS TO CEMETERY RECORDS

Chronicle will give unlimited number that supports 3 user roles:

- A. Viewer - Only able to view records details but can not make edits
- B. Manager - Able to edit records
- C. Admin - Full access and has rights to add/remove user

## 5. RECORD MANAGEMENT

- Edit existing records, e.g., Update next of kin contact details or correct transcription errors
- Create new records for new interments or reservations
- Easily navigate and access all related records, including next of kin, right of interment, etc.
- Customise the fields that are stored for each plot and for each interment.
- Quickly lookup, update and store records
- Consistent record-keeping across the entire cemetery
- The Chronicle database includes forms for:
  - Plot details
    - Interment details, supporting cremations and multiple interments
    - Right of Interment, including rights applicant and multiple rightsholders
    - Associated records like a funeral director, minister and next of kin.





9. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS  
MOTION HAS BEEN GIVEN

10. URGENT BUSINESS WITHOUT NOTICE WITH THE  
APPROVAL OF THE PRESIDENT OR MEETING'

## **11. CONFIDENTIAL ITEMS**

### **Officer Recommendation and Council Decision**

**COUNCIL RESOLUTION: 13/23**

**Moved: Cr I Webster**

That, in accordance with Section 5.23(2)(c) of the Local Government Act 1995 , which permits the meeting to be closed to the public for business relating to the following: (c) as Council is about to deal with a contract entered into, or which may be entered into by the local government and which relates to a matter discussed at the meeting, Council declares the meeting closed to the public.

**Seconded: Cr E Schreiber**

**Carried: 5/0**

### **11.1 Chief Executive Officer Contract**

File Reference:	INT23/566DAA29
Applicant:	Not Applicable
Disclosure of Interest:	Chief Executive Officer – Financial Interest
Author:	Chief Executive Officer
Attachments:	11.1A Draft Contract of Employment

### **Officer Recommendation and Council Decision**

**COUNCIL RESOLUTION: 14/23**

**Moved: Cr I Webster**

That Council endorse the Contract of Employment for the Chief Executive Officer, as contained in the confidential attachment.

**Seconded: Cr E Smalberger**

**Carried: 5/0**

**COUNCIL RESOLUTION: 15/23**

**Moved: Cr E Schreiber**

That Council re-opens the meeting to members of the public (6.18pm).

**Seconded: Cr I Webster**

**Carried: 5/0**

**12. CLOSURE OF MEETING**

There being no further business, Cr Garry Ventris, Shire President, declared the meeting closed at 6.18pm.

These minutes were confirmed by the Council as a true and accurate record at the Ordinary Council Meeting on 23 February 2023.

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GARRY VENTRIS  
(Shire President)