



SHIRE OF YORK

NOTICE OF MEETING

Dear Committee Members

I respectfully advise that the Audit and Risk Committee Meeting will be held in Council Chambers, York Town Hall, York on Tuesday, 1 June 2021, commencing at 3.00pm.

MEETING AGENDA ATTACHED

Chris Linnell

CHRIS LINNELL
CHIEF EXECUTIVE OFFICER
Date: 28 May 2021

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MISSION STATEMENT
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The York Shire Council acknowledges the traditional owners of the land on which this meeting will be held.

This meeting is being recorded on a digital audio device to assist with minute taking purposes. The public is reminded that in accordance with Section 6.16 of the Shire of York Local Government (Council Meetings) Local Law 2016 that nobody shall use any visual or vocal recording device or instrument to record the proceedings of Council without the written permission of the presiding member.

1 OPENING

1.1 Declaration of Opening

1.2 Disclaimer

The Presiding Member advises the following:

“I wish to draw attention to the Disclaimer Notice contained within the agenda document and advise members of the public that any decisions made at the meeting today, can be revoked, pursuant to the Local Government Act 1995.

Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.”

1.3 Standing Orders

1.4 Announcement of Visitors

1.5 Declarations of Interest that Might Cause a Conflict

Councillors/Staff are reminded of the requirements of s5.65 of the Local Government Act 1995, to disclose any interest during the meeting when the matter is discussed and also of the requirement to disclose an interest affecting impartiality under the Shire of York’s Code of Conduct.

Name	Item No & Title	Nature of Interest (and extent, where appropriate)

1.6 Declaration of Financial Interests

A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

Name	Item No & Title	Nature of Interest (and extent, where appropriate)

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1.7 Disclosure of Interests that may affect Impartiality

Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member/employee is also encouraged to disclose the nature of the interest. The member/employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member/employee declares that their impartiality will not be affected then they may participate in the decision making process.

Name	Item No & Title	Nature of Interest (and extent, where appropriate)

2 ATTENDANCE

2.1 Members

2.2 Staff

2.3 Apologies

2.4 Leave of Absence Previously Approved

3 APPLICATIONS FOR LEAVE OF ABSENCE

4 PRESENTATIONS

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Audit and Risk Committee Meeting - 2 March 2021

Confirmation

That the minutes of the Audit and Risk Committee Meeting held on 2 March 2021 be confirmed as a correct record of proceedings.

6 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

7 OFFICER'S REPORTS

7.1 BUSINESS CONTINUITY PLAN





File Number: OR.CMA.2.10

Author: Alina Behan, Executive Manager Corporate & Community Services

Authoriser: Chris Linnell, Chief Executive Officer

Previously before Council: 24 March 2020 SY047-03/20

Appendices:

1. Business Continuity Plan - Confidential
2. Business Continuity Management Procedures  
3. COVID-19 Specific Business Continuity Plan  

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

The purpose of the report is to present the proposed Business Continuity Plan to the Audit & Risk Committee and Council for consideration.

BACKGROUND

In 2017 a review of the Risk Management, Legislative Compliance and Internal Controls was undertaken by Moore Stephens in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*. Moore Stephens recommended that a Business Continuity Plan (BCP) was developed to facilitate organised decision making in the event of a major incident that might otherwise lead to chaos. As a result, the Administration committed to the development of a BCP and included it as an action on the Risk Register.

An IT Disaster Recovery Plan was prepared which included elements of the BCP. This was presented to the Risk Working Group on 20 September 2018. However, following testing of the Recovery Plan it was determined that a more in-depth BCP needed to be developed.

In 2020, in response to the threat of operational disruption from COVID-19, Officers prepared a BCP specific to the COVID pandemic. At its Special Council Meeting held on 24 March 2020, Council resolved (Resolution 010320):

"Moved: Cr Kevin Trent

Seconded: Cr Denis Warnick

That, with regard to the proposed Business Continuity Plan (BCP) in response to the COVID-19 Pandemic, Council:

1. *Resolves to adopt the Business Continuity Plan – COVID-19 Response as attached at Appendix 1 to this report.*
2. *Requests the Chief Executive Officer to commence preparing an organisational recovery plan for Council consideration by June 2020."*

This Plan only outlined the Shire of York's response specific to COVID-19 and further work was needed to address business continuity as a whole.

COMMENTS AND DETAILS

In October 2020, Officers employed Marsh Pty Ltd, a parent company of LGIS, to assist in the development of an overarching BCP. The finished BCP, presented in Appendix 1, provides guidance to senior officers to provide a coordinated response to any event which could threaten the operational continuity of the Shire of York.

The document contains a series of checklists and contact details maintained in readiness for a crisis, disaster, emergency, accident or any other event that could result in, or be anticipated to result in, a disruption to services. While every incident will be unique the BCP is able to be tailored to respond to each situation. The BCP is supported by the Business Continuity Management Procedures presented in Appendix 2.

The adoption of this BCP will complete an item that has been outstanding on the Risk Register since 2018. The BCP should be read in conjunction with the COVID-19 Specific Business Continuity Plan presented in Appendix 3. The COVID-19 Specific Business Continuity Plan has been updated to align with the recent rebrand and to reflect the current names and positions of staff.

OPTIONS

Council has the following options:

Option 1: Council can resolve to adopt the BCP prepared by Officers in conjunction with Marsh Pty Ltd, noting that this should be read in conjunction with the current COVID-19 Specific Business Continuity Plan when a COVID specific incident occurs.

Council can choose to note the Business Continuity Management Procedures that provide support to the BCP.

Option 2: Council can resolve to reject the BCP prepared by Officers in conjunction with Marsh Pty Ltd.

Option 1 is the recommended option. Option 2 will reduce the Shire's ability to respond in the event of an incident leading to service disruption.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Group

Corporate and Community Services Staff

Infrastructure and Development Services Staff

Strategic

Nil

Policy Related

G4.6 Risk Assessment and Management

Financial

There are no financial implications until an event occurs.

Legal and Statutory

Regulation 17 of the *Local Government (Audit) Regulations 1996* is applicable and states:

“17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*

- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.”*

Risk Related

The BCP mitigates the Shire for risks associated with staffing, service interruption, compliance, reputation, finances and project delivery.

Workforce

There are no financial implications until an event occurs.

VOTING REQUIREMENTS

Absolute Majority: Yes

RECOMMENDATION

That, with regard to the Business Continuity Plan, the Audit and Risk Committee recommend to Council that it:

1. Resolves to adopt the Business Continuity Plan, as presented in Appendix 1.
2. Notes the Business Continuity Management Procedures, as presented in Appendix 2, that support the Business Continuity Plan.
3. Notes that the Business Continuity Plan should be read in conjunction with the current COVID-19 Specific Business Continuity Plan, as presented in Appendix 3, for a COVID-19 incident.
4. Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes prior to publication.



Shire of York

Business Continuity Management

Procedures Manual

November 2020

Document Owner: Executive Manager Corporate & Community Services

Version: 1.0

Next Review Due: November 2022

INTRODUCTION

This manual is designed to provide the information and tools required to ensure the Shire of York (the 'Shire') has a robust and effective Business Continuity Plan (BCP).

It has been developed to ensure a standardised, consistent approach to business continuity whilst providing a best practice methodology that fits within the Shire's overarching Risk Management Framework.

This document sets out the:

1. Management principles to be followed should any incident cause or threaten to cause serious impact to the operations of the Shire.
2. Ongoing procedural requirements to ensure the Shire's Business Continuity Plan remains current and effective.

The Business Continuity Plan provides a process that facilitates organised decision making in the event of a major incident that might otherwise be chaotic, to:

- Provide for the welfare of staff, visitors and contractors.
- Provide a flexible response to a variety of emergencies.
- Assist decision making in an uncertain and stressful environment.
- Manage and minimise consequence of incidents to the Shire operations.

The Business Continuity Plan is the tactical response implement, developed and maintained as a result of this process.

Business continuity should be considered with every project within the Shire to mitigate the risks associated with a potential failure. Risk is two-fold:

1. The risk of a project not delivering stated benefits; and
2. The impact of a project upon existing business continuity arrangements. The change management process must incorporate an element of business continuity to ensure changes are replicated through to recovery arrangements and requirements.

Business continuity principles assume that all external hazard management agencies have and continue to respond as per normal.

MANAGEMENT PRINCIPLES

The Shire defines a business continuity event as an incident that could result in:

- The inability to use or access the Admin Building or Depot for more than 1 day.
- The inability to access or use IT systems or applications for more than 1 day.
- Not having enough staff to perform critical activities for more than 1 day.
- A key supplier / contractor being unable to perform core services on behalf of the Shire for more than 1 day.

Business continuity events may result from single or multiple events; be accidental, intentional or an act of nature; occur suddenly or have an extended lead time.

It should be noted that an incident may affect the community as well as Shire operations. In these cases, the Shire's Local Emergency Management Arrangements (LEMA) will work in conjunction with the Shire's Business Continuity Plan.

It is also important to note that management response is dictated by the impact the event has or may have on the Shire and not by the event itself. The Shire's Business Continuity Plan extends this principle to respond to the following impacts;

- Loss of (or access to) buildings or infrastructure
- Loss of IT & communication systems, applications or networks (including data)
- Loss of key staff
- Loss of key suppliers

An Organisation's behaviours during an incident can significantly damage the trust of staff, the community and other stakeholders. Therefore, during a disruptive incident, the Shire will seek to:

1. Before all else, establish the safety and wellbeing of staff, visitors and the community.
2. Provide regular, concise and meaningful communications internally and externally.
3. Strategically manage the incident through strong leadership.
4. Work together as a team demonstrating the Shire's principles and values to swiftly return operations to normality.
5. Provide the Shire's community, customers and stakeholders with essential services.
6. Provide Shire of York staff with a safe working environment to support service delivery in a productive manner.
7. Minimise the impact on the Shire's operations and public image.
8. Provide assurance to the community that the Shire's operations and service to residents remain strong and viable.
9. Ensure that the recovery efforts have the necessary resources and support.
10. Set critical milestones and time frames for recovery. Plan into the future.
11. Ensure all actions are documented for investigators.

Business continuity is a scalable cyclical process, of which there are four generic phases.



Flexibility is required at all times.

Within this cycle, it is appropriate to continually re-assess the situation and modify the response, which will result in a different set of reactions, and tasks to manage the incident, leading to the ultimate recovery of Shire operations.

PROCEDURAL REQUIREMENTS

Generic Requirements

The following provides a summarised list of generic requirements for the ongoing management of business continuity.

Outsourced Partners/Key Supplies

Identify and assess the associated risks and be satisfied that these entities have robust processes and business continuity arrangement in place. Where these entities perform key services for the Shire, ensure that options are in place for the Shire to either resume (internally) or source alternative arrangements within appropriate times.

Budgetary Considerations

Fund and provide forecast budgeting for the continual improvement of business resiliency measures and testing of both operational and IT related events.

Risk Identification & Reporting

Regularly review the Shire's risk profiles to identify potential threats, determine the impact and likelihood of business continuity events. Once assessed, determine appropriate treatments and implement on a risk versus reward basis.

Off-site Copies of Plans

Off-site copies of all plans must be appropriately and securely kept at relevant recovery sites where applicable as well as by a number of responsible staff who have designated responsibilities under the Plan.

Human Resources

Develop processes to allow for trauma counselling for colleagues and their families.

Occupational Safety & Health

Developing and implementing emergency response plans and drills as required under legislation. This includes identifying and training wardens and first aid representatives.

Information Technology

Fund and provide forecast budgeting for all IT Infrastructure associated with potential recovery sites, in addition to any other IT Disaster Recovery or IT Connectivity testing as required. Ensure there is a direct understanding between Shire expectations for recovery (timeframes) and the capability of the IT Team or service provider.

Finance

Ensure the ability to make payments as requested by Incident Management Team in the case of a business continuity event.

Communications

Manage all media during a business continuity event in addition to developing processes to provide internal & external communications in the case of an incident.

- **President** - The Shire's official spokesperson on all non-operational issues in a crisis management situation and plays a key role in developing Shire messages.
- **Chief Executive Officer** - The Shire's official spokesperson on all operational issues in a crisis management situation. In the CEO's absence the Executive acting as CEO must be able to take on the role of official spokesperson.

The Shire is committed to delivering accurate, timely and relevant information to the community, media, councillors, staff, the public and other stakeholders.

Policy & Program Management

Defining, reviewing and consistently improving business continuity arrangements and how it will be implemented, controlled and validated.

This document forms part of the overarching Risk Management Framework. The review the business continuity procedures are subject to the review frequency as set out in that framework. At a minimum it is expected that this frequency would be at least every 2 years.

The business continuity program (including procedures) are owned and managed by the Manager of Finance.

Embedding Business Continuity

The integration of Business Continuity into business as usual activities and organisational culture.

A consultative approach to the business continuity framework review will assist in raising awareness and embedding the appropriate culture. In addition, conducting regular validations involving those with an incident management responsibility will also contribute to increased awareness and an improved management response.

Analysis

The ongoing review and assessment of the Shires objectives, functions and environmental constraints against operations.

A Business Impact Analysis (BIA) should be reviewed and endorsed every two years for all work areas as a minimum, alternatively following any material change including but not limited to:

- Structural (hierarchy).
- Operational Objectives.
- Project/change management.
- IT software or infrastructure.

The Manager of Finance is also required to consider and analyse any specific threats to Shire operations and ensure that these are reflected in business continuity or threat specific planning.

The Shire-wide Profile section within the BCP effectively records the latest BIA information and will be utilised as such.

Design

Identification and enablement of appropriate strategies and processes to determine how best to recover from business disruption.

The Shire currently considers the following recovery strategy themes. This list is non-exhaustive and subject to constant review. In all cases resiliency options should be considered as a priority. The following are a reflection of current strategies only and may be used in part or consecutively as required.

Do Nothing (mothball the activity)

This strategy is to be employed for all activities that are not considered time critical. One of the main objectives of any Incident Management Team is to ensure the resumption of these activities (and managed backlog) as soon as practical. This approach is to allow initial efforts to focus on critical activities only.

Recovery Sites

Formal Recovery Sites are designed to ensure the swift resumption of critical business functions following an incident which has rendered the original operational site inaccessible or inoperable.

Whilst they provide the benefit of almost immediate recovery in the case of a building related incident, they are expensive and currently considered out of scope.

Other forms of Recovery Sites include "hot desk" arrangements at alternative operational sites. These are more cost effective and provide a dual resource to staff who need to work at other sites for varied reasons.

Sharing (budge up)

This strategy has two main options:

1. Increasing the number of people per workstation. This should only be considered for short term disruptions as there are 'social distancing' issues to content with. IT requirements may also impact the effectiveness of this type of strategy.
2. Creating shifts over a greater period of the day. This is where workstations or work areas are used over 16 – 24 hours, rather than the standard 8. Human Resource involvement is a necessity for this strategy as there are a number of people management issues to content with.

Teleworking (working from home)

A simple and quick strategy which allows the 'almost' immediate resumption of activities. It is only effective for those staff that are PC work based and it relies on them:

- Having their own PC.
- Taking Laptops home (prior to incident)
- Having available connectivity (at home and work infrastructure capacity).

There are also Occupational Safety & Health considerations that need to be managed.

Implementation

Maintaining the Business Continuity Plan around current strategies and processes.

The Shire must be covered by an effective, up to date and fit-for-purpose Business Continuity Plan ("Plan").

Whilst the BCP is owned by the Senior Management Group, it is developed, managed and reviewed by the Manager of Finance under delegation. Adequate time and resources must be allocated to achieve a functional and valuable BCP. Filling in the blanks is one thing, but it is the input and understanding of the business continuity data and localised strategies that determines how effective the BCP can be.

The BCP should be reviewed annually.

The BCP must also be reviewed whenever structural, technological or procedural considerations indicate. Once reviewed, it must be approved by the Senior Management Group and approved copies distributed accordingly.

Validation

Validating, through exercise and formal review that this program meets the key objectives.

An effective fit-for-purpose BCP cannot be considered reliable until it has been exercised and proven as workable, especially since false confidence may be placed in its reliability. Consequently, exercising the BCP assumes considerable importance in establishing the capability of the Shire to effectively recovery from a business continuity event in a timely fashion.

Exercising the BCP is an ongoing requirement that provides a mechanism to validate and ensure that it remains up to date. Exercises do not create pass/fail situations; rather they are designed to expose the areas in the BCP which need to be revisited.

The major components of the BCP should be tested annually and revised upon the results of each test.

Exercising the BCP can cause disruption to the business; it requires commitment from the Senior Management Group to ensure sufficient resources are available. As business continuity develops within the Shire, additional test types will be introduced, however at this stage the BCP will be tested via Desktop Scenarios.

Desktop scenario exercises provide a mechanism to validate the BCP, identify any improvements that can be made and provide training to the colleagues who would be involved with the enactment of the BCP in an actual crisis. Among other things, desktop scenario exercises are designed to identify any potential roadblocks and their solutions, so that when the BCP is executed in a real life situation it will work without fail.

The objectives of the exercise are to:

- Ensure staff are aware of their roles and responsibilities
- Act out critical steps to recognise difficulties in the plan
- Demonstrate decision making abilities and knowledge of response operations
- Highlight areas of improvement



Business Continuity Plan
COVID-19 Pandemic Response

May 2020

Version Control

Version	Date	Revised By	Changes Made
1.0	23 March 2020	EMCCS	Initial draft for discussion
1.1	23 March	EMG	Review and minor amendments
1.2	23 March	EMCCS	Addition of Appendices and Stand Down Provisions
1.3	24 March	EMG	Minor amendments
1.4	28 May	CESO	Update Style Guide & Staff Names/Positions

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1. Acronyms Used

Councillors and Staff

ACHO	Arts & Cultural Heritage Officer	Carol Littlefair
AGC	Administration & Governance Coordinator	Natasha Brennan
CEO	Chief Executive Officer	Mr Chris Linnell
CESM	Community Emergency Services Manager	Troy Granville
CESO	Council & Executive Support Officer	Vanessa Green
Crs	Councillors	
CSO	Customer Service Officers	Lindy Dewar, Dot Bourne
DAO	Depot Administration Officer	Kerry Blyde
DSC	Development Services Coordinator	Jack Nunn
DSP	Deputy Shire President	Cr Denis Warnick
EEDO	Events & Economic Development Officer	Esmeralda Harmer
EHO	Environmental Health Officer	George Johnson
EMCCS	Executive Manager Corporate & Community Services	Alina Behan
EMIDS	Executive Manager Infrastructure & Development Services	Vacant
ESO	Executive Support Officer	Tamara Hooper
ETO	Engineering Technical Officer	Sujan Bhattacharai
FM	Finance Manager	Tabitha Bateman
FO	Finance Officer (Rates & Sundry Debtors)	Anneke Birleson
FO (Creditors)	Finance Officer (Creditors)	Kristy Livingstone
IT/P	IT/Payroll Officer	Matthew Davies
LH	Leading Hand	Lindsay Slater, Rob Mackenzie
LO	Library/Customer Service Officer	Sasha Tomlin
MC	Museum Curator	Vacant
PM	Pool Manager	Geoff Heaton
PMO	Property Maintenance Officer	Alan Blyde
PO	Project Officer/Social Media Coordinator	Joanna Bryant
Pres	Shire President	Cr Denese Smythe
Ranger	Ranger	Vacant
RO	Records Officer	Amanda Smith
SLO	Senior Library Officer	Cindy Keeble
SP	Senior Planner	Vacant
TSO	Technical Services Officer	Sharla Simunov
VIO	Visitor Information Officer	Rebecca Hameister
WC	Works Coordinator	Peter Gallagher
YRCCM	York Recreation & Conventions Centre Manager	Kathryn Brown

- Contact lists are attached to this Plan.

Other

BCP	Business Continuity Plan
COVID-19	Novel Coronavirus ID-19
DFES	Department of Fire and Emergency Services
EMG	Executive Management Group
LIWA	Leisure Industries WA
RDO	Rostered Day Off
TCWA	Tourism Council of WA
TWA	Tourism WA
WFH	Work from Home
WG	Working Group
WHO	World Health Organisation

2. Purpose of this Plan

This Plan provides a framework to manage the implications and impacts of the Coronavirus (COVID-19) Health Alert issued by the World Health Organisation (WHO) and the Federal and State governments.

The WHO defines a pandemic as “an epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people”. The Coronavirus Pandemic was declared on 12 March 2020 and has rapidly spread across the globe. The State Government of Western Australia declared a State of Emergency on 16 March 2020.

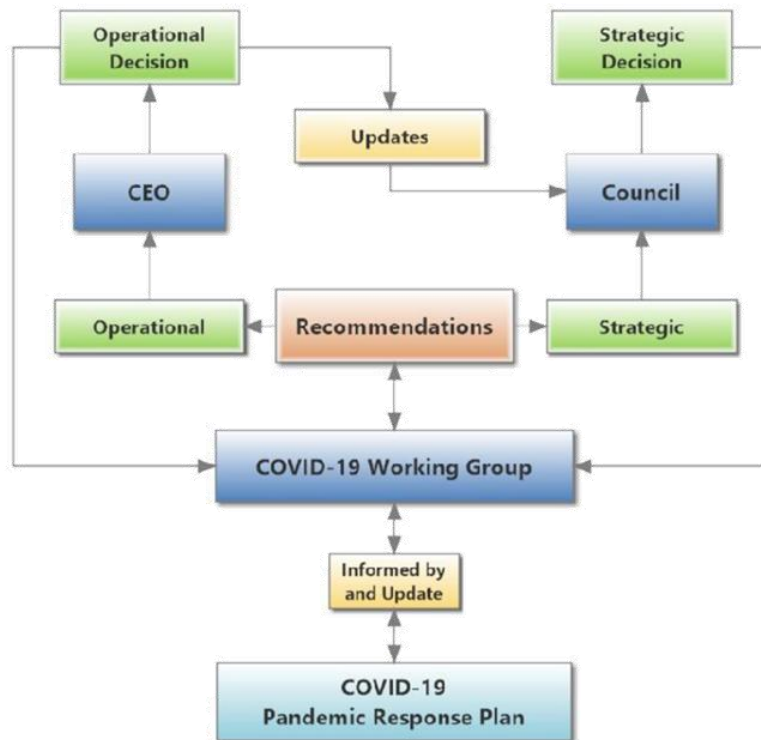
This document details the critical strategies, functions, roles and responsibilities to enable the Shire of York to work towards the following key objectives in the current situation;

- Protecting the safety and well-being of our people (including clients, councillors, staff, volunteers, contractors, suppliers and the wider community);
- Assisting to slow the spread of the virus in our community;
- Ensuring the continuity of essential Shire functions and services;
- Preparing for recovery of the Shire and the community and businesses will be a priority after the pandemic;

The pandemic situation is rapidly evolving and requires continual monitoring. The Shire will be advised by the State and Federal government directives regarding COVID-19 and will adjust its planning and responses accordingly.

This Plan will remain in effect and will inform Shire of York responses until the State of Emergency has been cancelled.

3. Decision-Making Framework



4. Key Personnel

4.1 COVID-19 Working Group

Name	Position	WG Role	Alternate
Chris Linnell	Chief Executive Officer	Chair/Executive/ Communications	Alina Behan EMIDS
Alina Behan	Executive Manager, Corporate & Community Services	Executive/Human Resources/ Corporate Services	EMIDS Tabitha Bateman
	Executive Manager, Infrastructure & Development Services	Executive/ Emergency, Operations & Works	Alina Behan Jack Nunn
Jo Bryant	Project Officer	Media/ Communications & Liaison	Alina Behan Esmeralda Harmer
Esmeralda Harmer	Events & Economic Development Coordinator	Events & Liaison	Jo Bryant
Tabitha Bateman	Finance Manager	Corporate Services	
Jack Nunn	Development Services Coordinator	Building Operations	
Peter Gallagher	Works Coordinator	Operations	Lindsay Slater
Matthew Davies	IT/Payroll	IT Operations	Focus Networks

4.2 Critical Functions

The WG has reviewed the Shire's operations and determined that the following functions are critical to maintaining minimum essential services during a pandemic.

Note that a senior employee may be appointed Acting Chief Executive Officer by the CEO for a period of ten working days in accordance with Policy G1.14 Appointment of Acting Chief Executive Officer.

Function	Responsibility	Alternate	WFH
Customer Service	Lindy Dewar Dot Bourne	Cindy Keeble Sasha Dunn	x x
Records	Amanda Smith	Natasha Brennan	✓
Payroll/IT	Matthew Davies	Tabitha Bateman	x/✓
Communications – content	Chris Linnell	Alina Behan	✓
Communications – distribution	Jo Bryant	Esmeralda Harmer Vanessa Green	✓ x
Environmental Health	George Johnson	Jack Nunn	✓
Emergency Services	Troy Granville	DFES	✓
Works Coordination	Peter Gallagher	Lindsay Slater	✓/x
Grader Driver*	Neil Thomas	Ross McGee	x
Town Maintenance Supervision	Rob Mackenzie	Rob Macey	x
Town Maintenance Operations	Rob Macey Rob Windsor	Clint Strickland Michael Moppett	x x
Cleaning	Lalida Udomsak Casual staff	Contract cleaner Casual staff	x x
Creditor Payments	Kristy Livingstone		✓

* This assumes that no capital works projects will be undertaken, only maintenance grading.

5. Current Strategies/Actions to Date

As at 23 March 2020, the following strategies and actions have been put in place.

5.1 Establishment of COVID-19 Working Group

Convened and chaired by the CEO, the COVID-19 Working Group (WG) meets daily to review and discuss the following:

- Updated advice from the Federal and State governments
- Actions to implement directives arising from that advice
- Communications
- Workforce implications
- Business Continuity
- Events
- Other

Discussions are minuted and actions reviewed daily.

A member of the Executive Management Group (EMG) will chair the meeting in the absence of the CEO. Meetings have, so far, been held in the CEO office. This may need to be reviewed to comply with further government directives regarding social distancing.

5.2 Preventative Strategies

The following recommendations of the WG have been authorised by the Chief Executive Officer and enacted:

- Requesting all staff, volunteers and clients to practice good hygiene and social distancing measures
- Distribution of Department of Health resources via the Shire's website, social media and via physical signage on public buildings and in staff areas
- Regular media releases distributed via all mediums
- Email and verbal updates to staff
- Direction to 2 staff returning from overseas to self-isolate for 14 days
- Investigating and implementing strategies to increase the ability for staff to work from home
- Development and implementation of a Business Continuity Plan for adoption – SCM 24 March 2020
- Introducing and implementing checklists for a regular disinfection regime for all public areas
- Investigation of options to reduce social isolation in the community ie mobile library services in collaboration with HACC and CWA, live-streaming of Storytime
- Liaison with event organisers to ensure compliance with government directives including cancellation of event approvals if required
- Request to Department of Transport to allow phone payments to be taken by Shire staff for local residents
- Participation in WALGA webinar updates by the Shire President and CEO
- Establishment of measures to record the impacts of the pandemic

Business Continuity Plan

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- Answering questions at a Business Forum held on 17 March 2020
- Stocktake and sources of supplies such as hand sanitiser, soap, toilet rolls, paper towels
- Establishment of Sanitisation Stations in Shire public areas ie Administration office, Visitor Centre, Museum, Swimming Pool
- Closure of all indoor sporting venues including the YRCC hospitality area, gymnasium, tennis courts, bowling greens, hockey clubrooms, meeting rooms, indoor stadium
- Closure of cultural institutions including the York Residency Museum and York Public Library.

6. Communications

While the Shire President is the spokesperson for the Shire, the CEO is responsible for authorising content that is distributed via the Shire's website, social media, print and broadcast media.

In order to maintain consistency of messaging, the Project Officer is responsible for the development of content for all external communications which will be proofed by EMCCS, EMIDS and authorised by the CEO.

6.1 Key Messages

Key messaging is currently as follows (but may be amended in consideration of emerging advice from the Federal and State governments);

- The safety of our people (councillors, staff, volunteers, clients, contractors, community members) is the highest priority;
- The Shire will be advised by the health directives of the Federal and State governments;
- We have a responsibility to continue to support and serve our community;
- An appropriate governance structure is required to ensure effective management of resources during a pandemic event;
- Business continuity and recovery are a priority but will be considered in accordance with health directives;
- Everyone should maintain a calm and rational approach during this time and support neighbours and the community wherever possible;
- Everyone should refer to the Federal and State government websites for the most up to date information at https://ww2.health.wa.gov.au/Articles/A_E/Coronavirus and <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

6.2 External Communications

The CEO authorises regular media releases to be distributed via the Shire's website, social media and email networks. These provide updates as to the Shire's response to the current situation and encourage the community to adhere to the advice of the Federal and State governments. The Shire President is attributed to these comments.

6.3 Internal Communications

The CEO provides email updates twice weekly and verbal updates weekly or when required. These include information about the Shire's response and directions to staff to implement the Shire's responses.

6.4 Communications Plan

A Communications Plan has been developed which is attached as an Appendix to this Plan.

7. Workforce Implications

7.1 Providing a safe workplace

The Shire will develop a matrix to provide a framework for staff working from home. The matrix will give consideration to the following;

- Hardware and software available
- Connectivity
- Work function (essential services)
- Personal circumstance (ie the closure of schools will affect those staff with school-aged children)

The Shire has a Working From Home Policy which is attached to this Plan. Officers working from home will be required to sign an agreement in accordance with this policy.

7.2 Meetings

The Shire has restricted all non-essential face to face meetings between staff and with the community. Measures will be put in place to allow meetings to take place via electronic means.

7.3 Employee travel

To ensure the welfare of our staff, the following measures have been implemented:

- One person per vehicle where practicable
- Requests for attendance at seminars, conferences and workshops etc will not be approved
- Limit travel for the collection of goods/services
- Staff to provide notification of intra-state travel to enable tracking in the event of virus transmission

7.4 Employees who are unwell

Employees who are unwell must not attend work and can access personal/carer's leave as per usual.

7.5 Special Leave

7.5.1 The CEO may grant up to 20 days of COVID-19 leave to employees who:

- have contracted COVID-19;
- need to care for another person who:
 - has COVID-19 or is required to self-isolate, or
 - cannot access school or other care arrangements because of COVID-19; or
 - are otherwise prevented from working because of COVID-19.

7.5.2 COVID-19 leave is available after an employee's existing paid personal, carers and sick leave and RDO credits have been exhausted.

7.5.3 COVID-19 leave:

- is paid leave, with pay calculated in the same way as for annual leave, excluding loading;
- does not affect existing annual leave or long service leave accruals;
- is not accruable; and
- is available to all Shire of York full and part-time employees.

7.6 Casuals

The Shire of York will work with the casual workforce to identify and offer other work opportunities during this time.

7.7 Stand Down Provisions**7.7.1** Shire of York staff are employed under the following Enterprise Bargaining Agreements:

- Shire of York Inside Staff Agreement 2019
- Shire of York Outside Staff Agreement 2018

7.7.2 Neither agreement makes provision for stand down of employees. Therefore, the *Fair Work Act 2009* applies. Section 521(1)(c) of the FW Act provides that an employer may stand down an employee during a period in which the employee cannot usefully be employed because of a number of circumstances, including stoppage of work for any cause for which the employer cannot reasonably be held responsible.

7.7.3 The Shire will consider the following before standing down employees;

- Opportunities for work in other areas;
- Possibility of working from home
- Delivery of online services
- The potential duration of the stand down period

7.7.4 The Shire is not required to pay employees during a stand down. Employees can utilise accrued leave entitlements that they are eligible to use, such as annual and long service leave or any banked RDO's or time in lieu. The period of stand down does count as service for the accrual of benefits such as annual and personal leave and does not break continuity of service.

7.7.5 If the Shire determines to enact a stand down in accordance with the FW Act, a stand down notice will be issued in writing, stating the start and proposed end date (may be extended should circumstances require).

8. Business Functions and Activities

7.1 Business Functions

The following table outlines the business functions of the Shire and the recovery time objective for each function.

Office of the CEO	Recovery (days)	Responsibility
Critical incident response and incident investigations	1	CEO
External communications	1	Pres., CEO, PO
Internal Communications	1	EMG
Application of relevant legislation	5	CEO
Council meetings	2	ESO
Risk management	1	EMG
Corporate Services	Recovery (days)	Responsibility
Payroll	1	IT/P
ICT operations (IT, phones, connectivity, server ops and maintenance)	1	IT/P
Customer Service (phone reception, advice, payment acceptance)	1	AGC
Records – correspondence	3	RO
Accounts Payable	5	FO (Creditors)
Accounts Receivable	5	FO
Back-ups	1	ITP
Infrastructure Services	Recovery (days)	Responsibility
Respond to an emergency	0	EMIDS
Reactive works requests	1	WC
Cemetery and Interment	2	EMIDS
Works Program Management	5	WC
Contractor Liaison	2	WC
Development Services	Recovery (days)	Responsibility
Environmental health and amenity issues	2	EHO
Building issues (dependent on risk)	0-5	DSC
Animal control (dependent on risk)	0-5	Ranger
Emergency services coordination	0-5	CESM
Planning matters	2-5	SP
Compliance matters	2-5	DSC
Waste Management – contractor and health matters	0-5	EMIDS/EHO
Liaison with external authorities (unrelated to pandemic)	10	SP
Community Services	Recovery (days)	Responsibility
Library Services	3	SLO
Urgent building matters (leased buildings, DAIP issues)	0-3	PMO
Evacuation/Welfare Centre	0	CESM, YRCCM

7.2 Events

7.2.1 Shire events

All Shire of York events have been cancelled or postponed. The following events are currently planned to take place in November as part of the recovery process.

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- Seniors Forum (May)
- YORKids (June)

7.2.1 Other events

Event	Comments
York's Bid Dance Weekend	Encouraged by the Shire to cancel the event.
Sport & Recreation	All clubs have cancelled on-going training and competition until further notice
York Motorcycle Festival	Premiere Events has cancelled 2020 Festival
Photographic Awards	The York Society has cancelled this event.
Easter Antique Fair	Cancelled by the event organisers
Gravity Enduro Mountain Bike Event	Postponed by the event organisers
A Night at the Palace of the Stars 2020	Cancelled by the event organisers
Nin's Birthday Book Trail	Cancelled by the event organisers
Community Road Safety Meeting	Cancelled by the event organisers
Digging York's Past – Ask an Archaeologist	Cancelled by the event organisers
Botanicalia Artisan Market	Cancelled by the event organisers
York Festival	Postponed until March 2021
LG Pro Training Better Practice Training	Face to Face cancelled. Webinars being introduced.
WALGA Convention	Cancelled

7.3 Shire of York Venues

7.3.1 Forrest Oval Precinct

The following facilities at the Forrest Oval Precinct have been closed effective 23 March 2020 in accordance with Federal and State government directives.

- Restaurant and bar
- Function areas
- Gymnasium
- Old Stadium
- Squash courts
- Tennis courts
- Bowling greens
- Hockey clubrooms

7.3.2 York Swimming Pool

The swimming pool is closed to the public effective from 25 March 2020.

7.3.3 Cultural Institutions

The York Public Library and York Residency Museum are closed to the public effective from 23 March 2020 in accordance with State Government directives.

7.3.4 York Visitor Centre

Advice has been received from Destination Perth that any changes to Visitor Centre hours “*must be approved by both TCWA and TWA, as the changes will not align with the requirements of VIC accreditation*”. The CEO has directed that an email be sent advising that the York Visitor Centre will be closed to the public as from Wednesday 25 March 2020.

It is proposed that the Visitor Centre remain contactable by phone and online and that these details are made public as a community hub for public enquiries and concerns.

7.3.5 Other Shire of York Public Facilities

- Public Toilets will remain open for use as per usual. Extra cleaning rosters have been implemented.
- Public open space currently remains available for public use. However, community members are advised to remain conscious of social distancing guidelines.
- The York Town Hall will be closed to the public as from Wednesday 25 March 2020. Essential meetings to ensure business continuity such as Council meetings, may continue to be held in the Town Hall.

7.4 Other Public venues

All other venues such as restaurants, shops, hotels etc. are required to follow Federal and State government directives.

9. Action Plan

The following table outlines proposed actions, their triggers and who will be responsible for implementing the actions.

No.	Description	Trigger	Responsibility
8.1	WG Meeting to discuss latest updates and determine immediate actions	Daily	CEO
8.2	Implement 1.5m social distancing between staff and customers	Immediate	AGC, CSO
8.3	Finalise Business Continuity Plan	Immediate	EMG
8.4	Special Council Meeting to adopt BCP	Immediate	CEO, CESO
8.5	Communicate with all venue hirers/event organisers	Immediate	EEDO, CSO
8.6	Update IT software & licences to allow remote access	Immediate	IT/P
8.7	Implement software to allow electronic attendance at meetings	Immediate	IT/P
8.8	Implement meeting software for all Councillor and staff meetings including WG and EMG meetings	Immediate	IT/P
8.9	Enact new legislation regarding electronic attendance at meetings	Following gazettal	CEO
8.10	Roster for Working From Home rotations	School closures Government directive	EMG
8.11	Direct all staff to work from home if possible	Government directive	CEO
8.12	Develop procedure to account for and verify well-being of staff	Implementation of WFH	EMCCS
8.13	Close all Shire of York public venues as per 7.3 of this Plan	Government directive	CEO
8.14	Develop a matrix of major projects and current business functions that are time critical ie project milestones, reporting, grant requirements, tenders, contracts	Short-term	EMG
8.15	Place a hold on debt collection activities	Immediate	FO
8.16	Place a hold on any new planning and building compliance follow-up	Immediate	SP

10. Appendices

10.1 Communications Plan

Part 1

Title: COVID-19 Communications Plan	
Date/s of activity:	Ongoing
Prepared by:	Project Officer
Nature of activity:	Communications Plan
Objective:	Ensuring open and regular communication with Councillors, staff, volunteers and the community regarding the Shire's response to COVID-19.
Goals:	<ul style="list-style-type: none"> • Slowing down the rate of spread of the virus in both staff and the community. • Minimising exposure of Councillors, staff, volunteers and advisory, committee and working group members to the COVID-19 virus at Shire facilities, particularly those who are vulnerable as defined by WA Health. • Maintaining the physical and mental wellbeing of Councillors, staff and volunteers. • Ensure continuity of as many Shire functions as possible whilst remaining agile to respond to changing situations.
Evaluation:	<p>Internal</p> <ul style="list-style-type: none"> • Number of questions received by staff regarding COVID-19. • Number of staff who are unable to work because of COVID-19. <p>External</p> <ul style="list-style-type: none"> • Reach and engagement on social media posts • Open rates of external newsletters • Page views on website stories • Zero attendance by community at Shire events cancelled or postponed. • Media releases published in local newspaper
Audience/s:	<p>Internal</p> <ul style="list-style-type: none"> • Councillors • Staff • Volunteers • Advisory, committee and working group members <p>External</p> <ul style="list-style-type: none"> • Community (residents and ratepayers) • Users of Shire facilities, programs and services • Business community

Title: COVID-19 Communications Plan	
Spokesperson/s:	<ul style="list-style-type: none"> • Internal - Chief Executive Officer (deputy CEO in CEO's absence) • External - Shire President (in the absence of the Shire President, the Deputy Shire President or the CEO, in consultation with Deputy Shire President)
Risk:	<ul style="list-style-type: none"> • Confusion and anxiety amongst internal and external audiences if they are not informed of how the Shire is managing its response to COVID-19. • Reputational damage if a case of COVID-19 is contracted at a Shire facility and relevant alerts and information is not communicated to relevant stakeholders in a timely manner. • Spread of COVID-19 if a case is contracted at a Shire facility and relevant alerts and information is not communicated to relevant stakeholders in a timely manner.
Budget:	Nil – all COVID-19 communication to be carried out using existing staff resources

Part 2

Key messages – Last updated 10am, 23/03/2020	
To be reviewed daily and updated in line with updated advice from medical and government authorities	
Audience	Message
All	YRCC, Indoor Stadium and Gym closed effective noon 23/3/20
All	The safety, health and wellbeing of our local community, our customers and our staff is our main priority and the Shire is actively following the advice received from medical and government authorities to ensure we are equipped with the latest information.
All	The Shire has established an internal COVID-19 Management Group and we are reviewing our Business Continuity Plan to ensure we can maintain essential services to our community.
All	The Shire encourages everyone to continue to follow WA Health’s website for the latest alerts and information regarding COVID-19.
Community	The Shire is continually reviewing our Events Calendar to conform with the Australian Government’s requirement regarding public gatherings.
Community	Community members intending to go to local events and gatherings should seek information from organisers directly to confirm details.
Business community	If you are a business owner or operator and you need some guidance on how to navigate your business through this difficult period, help is available from the State Government’s newly created COVID-19 assistance centre. Call 133 140 or visit https://www.smallbusiness.wa.gov.au/coronavirus
Internal	<p>The Prime Minister has announced that as of 12am 16 March (AEST) all people returning from international travel must self-isolate for 14 days after the date of return to Australia. Self isolation does not apply to other members of the household who have not travelled overseas.</p> <p>Staff who are feeling unwell Staff who are displaying symptoms of fever, cough, shortness of breath, sore throat or headache are advised to stay at home.</p> <p>Self-quarantine (suspected cases/close contacts) People identified as a suspected case of COVID-19 need to self-quarantine. This means they must stay in their home, hotel room, or other accommodation even if they are perfectly well with no symptoms. The only time a person who is a suspected case should leave their home/accommodation is to seek medical attention. When people are in self-quarantine they cannot attend public places such as work, school, shopping centres or go on a holiday.</p> <p>People need to self-quarantine in the following circumstances:</p> <ul style="list-style-type: none"> • If you have been in close contact with a confirmed case of coronavirus, you must isolate yourself for 14 days after the date of last contact with the confirmed case. • All people returning from international travel on or after 12.00am 16 March 2020, must self-isolate for 14 days after the date of return to Australia. • If you have left, or transited through mainland China or Iran in the last 14 days, you must isolate yourself for 14 days from the date of leaving mainland China or Iran. • If you have left, or transited through the Republic of Korea on or after 5 March, you must isolate yourself until 14 days after leaving the Republic of Korea. • If you have left, or transited through Italy on or after 11 March, you must isolate yourself until 14 days after leaving Italy. <p>Self-isolation (confirmed cases)</p>

	<p>People who have a confirmed case of COVID-19 and are well enough to be cared for at home must remain in self-isolation. This is different to self-quarantine as it requires a few more actions to help prevent the spread of the coronavirus. People in self-isolation must stay in their home, hotel room, or other accommodation. The only time they should leave their home/accommodation is to seek medical attention. This means they cannot attend public places such as work, school, shopping centres or go on a holiday.</p> <p>In addition, people in self isolation must follow appropriate infection control measures such as:</p> <ul style="list-style-type: none"> • wearing a surgical mask when they are in the same room with other people <ul style="list-style-type: none"> • (irrespective of whether they are also in isolation or not), • covering their mouth and nose when they sneeze or cough, • washing hands often and thoroughly for at least 20 seconds, and • ensuring they do not share household items with other people in their home. <p>People must stay in their place of isolation and not go out, except to seek medical care, for the length of time as advised by their doctor or public health unit.</p> <p>Self-quarantine and self-isolation are important for protecting the Western Australian community.</p>
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Part 3

Activities				
What	Channel	Responsibility	Status	Frequency
Updates to Councillors	CEO email	CEO	Ongoing	As required and/or new information becomes available
Reports to Council for noting/decision	Special or Ordinary Council Meeting	CEO	Ongoing	As required
Updates to staff	CEO email	CEO and Communications	Ongoing	As required and/or new information becomes available
Information for staff	Email and F2F	CEO and Communications	Ongoing	As required and/or new information becomes available
Updates to volunteers and Advisory, committee and working group members	Email and F2F	Relevant Director	Ongoing	As required and/or new information becomes available
Community and business updates	Social media, website page, Community Matters Direct mail	Shire President, CEO and Communications	Ongoing	As required and/or new information becomes available

10.2 Working From Home Policy

HUMAN RESOURCES POLICIES AND PROCEDURES



WORKING FROM HOME

Objectives

To provide guidelines for employees of the Shire of York who wish to request approval to work from home.

To ensure the safety of employees approved to work from home.

Scope

This policy and operating procedure applies to employees of the Shire of York who request approval to work from home.

Definitions

Ad hoc - less than ten days within a three month period.

Employee, for the purposes of this procedure means employees and volunteers of the Shire York.

Furniture – chairs, desks and other furniture normally provided at the Shire worksite.

Home based office means an area designated in an employee's private dwelling which has been agreed by the Shire and the employee for use by the employee to perform home-based work.

Home based work – the agreed duties to be performed by the employee at the home based office.

Information technology equipment – computer, telephone or other electronic and related machinery required for the conduct of work.

Long term working from home – regular working from home for greater than a three month period.

Regular working from home means weekly, fortnightly or monthly on a regular basis within a three month period.

Remote access – access to the Shire's information systems from a location not within the Shire office.

Shire means the Shire of York and its authorised representatives.

Principles

In accordance with the provisions of the Working from Home Guidelines Attachment A, approval may be given for an employee to work from home where it has been clearly identified that one or more of the following apply:

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the arrangement would enhance or maintain productivity

there is a benefit to the Shire of York

there would be no significant additional expenses incurred

working from home is an approved condition of employment or

there are valid personal or family reasons

Approval to work from home on a regular or ad hoc basis is subject to operational requirements and efficiency, safety productivity and cost considerations in accommodating the request, along with considerations of the employee's personal circumstances.

The provision of information technology equipment and services for employees working from home is subject to availability and approval by the Chief Executive Officer.

If an employee works from home on an ad hoc, regular or long-term basis, a Working from Home Agreement approved by the employee's Manager is required.

A specific workspace must be designated at the employee's home and that workspace must be assessed in accordance with the Shire's Workplace Inspection Checklist by the employee or an appropriate Shire representative.

An employee cannot be directed to work from home. Work from home arrangements can only occur by agreement between the employee and his or her Manager. The Manager or the employee can terminate a working from home agreement on four weeks' notice.

Responsibilities

The **Chief Executive Officer** is responsible for:

Considering requests for regular or long term working from home.

Considering any requests received in accordance with this policy and procedures.

Ensuring that the principles of fairness, equity and risk management are considered for all requests.

The **Executive Management Group** is responsible for;

Considering ad-hoc working from home requests from employees within their directorate.

Considering any requests received in accordance with this policy and procedures.

Ensuring that the principles of fairness, equity and risk management are considered for all requests.

Ensuring that managers, supervisors and employees comply with this operating procedure.

Complying with this operating procedure.

The **Executive Manager, Corporate and Community Services** is responsible for;

Review and implementation of this procedure.

Ensuring that relevant legislation is complied with in relation to this policy and procedure.

Monitoring and reporting to the executive management group the effects of working from home arrangements on the workforce and the organisation.

Managers and Supervisors are responsible for;

Complying with this operating procedure.

Ensuring Shire operations are not unduly affected by employees working from home.

All Employees are responsible for;

Complying with this operating procedure

Demonstrating that Shire operations will not be unduly affected by a request to work from home if approved.

Acknowledging that not all requests can be met.

Associated Legislation: **Various**

Associated Policies: **G1.1 Code of Conduct**

Associated Documents: **Relevant Enterprise Agreement**

Appendix A – Operating Procedure for Working from home

Appendix B – Agreement and Schedule

Appendix C – OSH Checklist

Review Responsibility

Executive Manager, Corporate and Community Services.

This Policy and Operating Procedure may be varied or cancelled at any time at the discretion of the CEO.

All employees will be notified by the normal correspondence method of any variation to this procedure.

Date Adopted: 17 April 2019

10.3 Working from Home Process

1.0 APPROVALS

The Executive Manager may approve an employee working from home on an ad-hoc basis or regular working from home for up to 3 months. The Chief Executive Officer only may approve working from home on a long-term basis.

1.1 *Occasional and ad-hoc arrangements for working from home*

The Executive Manager may permit an employee to work on projects, tasks or reports at home on an ad hoc basis where it is considered by the manager that it would be appropriate or more productive to do so.

Less than ten days within a 3 month period would be considered as ad hoc.

A signed ***Working from Home Agreement and Schedule*** (Appendix B & C) for occasional and ad hoc must be approved by the relevant Manager on the first occasion, and then reviewed every 12 months or sooner if changes occur.

1.2. *Regular or longer term arrangements for working from home*

Where an employee wishes to work from home on a regular or longer term basis, other than covered in 1.1 (more than ten days within a 3 month period) a ***Working from Home Agreement and Schedule*** must be signed and approved beforehand. In such cases, the following process is to be followed.

Step 1

The employee and Executive Manager discuss the reasons for working from home and feasibility of doing so (see section 2.0).

Step 2

If agreed, the employee and Executive Manager discuss the conditions and complete the attached ***Working from Home Agreement and Schedule*** (Appendix B).

Step 3

The employee or appropriate Shire representative conducts a home based site inspection using Appendix C Guide and Assessment Checklist.

Step 4

If applicable, the Executive Manager and employee discuss requirements for information technology equipment and services. Provision by the employee's Manager is subject to availability and will depend on variables including the employee's existing technology equipment and connectivity at home.

Step 5

The employee must ensure the ***Schedule B*** contains a complete list of furniture and equipment required and that all costs of the proposal are specified.

Step 6

The Executive Manager must ensure the ***Schedule B*** and C has been signed by the appropriate parties.

Step 7

The Executive Manager and/or the employee must forward a completed, signed copy of the Agreement and Schedule Appendix B and C to the employee and Executive Support Officer - CCS to be placed on the employee's personnel file.

For ongoing arrangements, the Agreement must be reviewed at least every 12 months.

2.0. POINTS FOR CONSIDERATION BEFORE AN APPLICATION IS APPROVED

Approval to work from home should only be considered where it has been clearly identified that one or more of the following apply:

- the arrangement would enhance or maintain productivity
- there is a benefit to the Shire
- there would be no significant additional expenses incurred
- working from home is an agreed condition of employment or there are valid personal or family reasons
- there is no quiet area within The Shire that can accommodate officers to work without interruption

Generally speaking, working from home arrangements are not suited for work that requires a high level of face-to-face interaction with clients and colleagues or where the employee needs to regularly access particular documents (i.e. files) that are physically located in the office. Please note that files are not to be removed from the office.

All working from home agreements must be approved according to the Guidelines before the arrangement commences.

Requests for working from home made according to the Guidelines will be considered by the employee's Executive Manager after assessing the following aspects:

- suitability of the position for working from home;
- the reasons for the application to work from home;
- the result of the home – based work WHS-assessment;
- the suitability of the residence (security, confidentiality); and
- the past performance of the employee.

Valid personal or family reasons for working from home include:

- an illness or injury restricting the employee's ability to attend the workplace
- short term caring for a sick or disabled person

The underlying circumstances for the request by the employee need to be considered. For example, it is important to understand that working from home is not a substitute for regular childcare or other carer's responsibilities. Employees who work from home must ensure that they have suitable childcare/carer arrangements in place. Alternatively, Personal (Carer's) Leave can apply.

An employee is not authorised to work from home without the approval under this Policy and the attached working from home Guideline.

Non-Valid Reasons may include:

- Long term care for a child or other person would not normally be a valid reason for working from home unless it is an agreed condition of employment.
- Lack of available office accommodation – the Shire is expected to plan for and provide appropriate office accommodation for their staff. A lack of available office accommodation would not normally be a valid reason for allowing an employee to work from home however, during specific events or disasters, working from home may be approved.
- ICT - The information, communication and technology needs and, if required, the feasibility of providing a standard of support that is comparable with the support available at a Shire office must be taken into consideration. Any requests for remote access will need to be referred to the service provider for assessment in accordance with the relevant ICT policy with approval from the Executive Manager, Corporate & Community Services pending the assessment.

- Pool or Shire Vehicles - If an employee working from home is allocated a car pool vehicle or an operational use vehicle, the vehicle must be made available at the appropriate Shire site for that purpose. Any variation to this requires the approval of the Chief Executive Officer.

Other factors to consider include:

- whether the duties are suitable for work from home including the types of work and the amount of work that can be performed
- whether the employee has demonstrated the ability to work independently and without supervision to achieve required outcomes
- the maintenance of quality customer service and the need for employees and supervisors to take action to maintain services, e.g. diverting telephones to home
- if the employee should be required to attend the workplace for duty at agreed intervals
- the provision of career development opportunities, such as training, with appropriate consideration as to location, duration and timing
- the establishment of communication processes to ensure that employees are aware of developments during the time when they are not at the workplace
- the opportunity to participate in activities such as employee meetings and other employee networking activities

Return to work after illness or injury

In cases of an illness or temporary disability which inhibits attendance at work, the Executive Manager should consult with WALGA and the Shire's insurers (LGIS) to determine if a Return to Work Program is needed and/or a medical certificate is required stating that the employee is able to work safely from home.

3.0. CONDITIONS OF EMPLOYMENT

The conditions of employment for employees who work from home are the same as the conditions at the Shire office except where there is an agreed variation. All Work from Home Agreements and Schedules and any variations to these Agreements must be approved by the Executive Manager prior to implementation.

Any variations (for example, to the hours worked) must comply with the provisions of the relevant Enterprise Agreement (EA) or any other statutory instrument. Any payment to employees must be in accordance with the provisions of the EA.

4.0. THE PROVISION OF FURNITURE, EQUIPMENT AND OTHER ITEMS

All costs associated with the approval of a Work from Home Agreement and Schedule will be met by the employee's directorate.

Managers may approve the provision of standard IT equipment, subject to availability up to \$1,000. The cost of any additional equipment, furniture or expenses in excess of \$1,000 requires approval by the executive management group.

10.4 Working from Home Guidelines

1. SCOPE

The *Working From Home Agreement and Schedule* (the Agreement) is a voluntary and cooperative arrangement between the Shire of York (**the Shire**) and the employee. The terms and conditions of employment between the Shire and the employee that apply at the employee's place

of work also apply at the home based office unless varied by agreement between the Shire and the employee within the scope permitted by the relevant Enterprise Agreement.

2. IMPLEMENTATION

The Shire and the employee have designated the home based work site (the site) specified in the schedule attached to this Agreement.

The employee agrees to cooperate with the Shire to ensure that the home based work site conforms with the Shire's work health and safety standards.

The Shire is responsible for the health, safety and welfare of the employee while at the site. The Shire will ensure that the site and the equipment to be used is in accordance with the provision of the *Occupational Safety & Health Act 1984 (WA)* and the Shire's OSH policy.

The employee consents to The Shire having access to inspect the site if required, prior to the commencement of the Agreement, and subject to the provision of 24 hours' notice or by agreement. The inspection can only take place within designated working hours.

The employee consents to a Shire representative entering the home based work site in the event of a dispute arising on an issue of health, safety or welfare for the sole purpose of resolving the dispute.

The employee has the right to have a union representative or third party present during visits by the Shire representatives.

The employee agrees to notify the Manager of any work related injury, accident, illness or disease arising out of home based work, within 24 hours of the injury occurring.

The employee agrees that the Shire is not responsible for any liability in respect of a third party, unless the third party or parties are present in connection with work related duties.

3. FURNITURE AND EQUIPMENT

The furniture and equipment listed (in the *Appendix B*) is to be used by the employee in the course of carrying out work at the home based work site.

The equipment owned or leased by the Shire and for the use of the employee at the home based work site will be used solely for the purposes of the Shire work. All equipment owned or leased by the Shire will remain the property of the Shire or contracted lessor and the employee agrees that the Shire may have access to the home based site during hours of work and after provision of 24 hours' notice for the removal of the equipment.

The Shire or the contracted lessor will maintain the equipment owned or leased by the Shire.

The employee agrees to notify the Shire, within 24 hours, if any problems or difficulties arise with the operation of the equipment and allow access to replace, service or repair the equipment. Any failed equipment is to be returned to the Shire site for repairs.

If it is agreed that the employee's equipment is to be used at the home based work site for the Shire work, the percentage of costs of maintenance, repair and insurance of the equipment to be borne by the Shire will be agreed prior to the agreement commencing. The manner in which consumables are to be supplied (e.g. toner, paper etc.) will also be agreed.

4. SECURITY OF ASSETS AND INFORMATION

Provision for security of Shire assets (including furniture and equipment, computers, mobile phones and other mobile technology) shall be the same as for the Shire's office based employment.

The employee agrees to ensure that the Shire owned assets and information will be managed and secured in accordance with Shire information management, information confidentiality and

information and communication technology security policies. The employee agrees that suitable precautions will be taken to prevent theft or misuse of equipment and information, the unauthorized disclosure of information, or unauthorised access to Shire systems.

5. INSURANCE

All Shire owned equipment is covered by the Shire's insurance arrangements. Property owned by the employee is covered under his or her own insurance policy conditions. A copy of the employee's insurance policy must be provided by the employee to the Shire on request.

6. CONDITIONS OF EMPLOYMENT AND VARIATIONS

The terms and conditions of employment that apply at the Shire office (as stated in the relevant EA and Shire policies) will also apply at the home based office. Any variation must be approved in writing and within the scope of the EA and policies before being implemented.

7. HOURS OF WORK

The employee agrees to the hours of work as stated in the Schedule (Appendix B). Any overtime hours of work must be approved in advance and paid in accordance with the EA.

8. ACCESS TO THE EMPLOYEE

The Executive Manager and other relevant Shire officers have the right of access to the employee to discuss work related issues, during the agreed normal working hours.

9. FAMILY AND PERSONAL RESPONSIBILITIES

Employees who have personal responsibilities such as child care or elder care will be expected to manage these responsibilities in a way that allows them to successfully meet their employment obligations as stated in the Schedule.

10. WORK ENVIRONMENT AND OSH

The work environment of an employee's home based office will comply with the Shire's OSH policy and other relevant legislation with control measures in place to minimise risk to health and safety.

The employee's home based office will be assessed by an appropriate Shire representative prior to commencement of a work from home arrangement to ensure that it complies with the above requirements.

The designated workspace at the home based worksite will be maintained by the employee to a safe standard that complies with the Shire's Occupational Safety and Health policy and the *Occupational Safety and Health Act (WA) 1984*.

The provisions of the workers compensation legislation apply for employees engaged in working from home in accordance with this agreement.

For the purpose of defining work related accidents or illnesses and the application of worker's compensation laws, the employee's work hours will conform to the attached schedule agreed upon between the Executive Manager and the employee.

All accidents, incidents or near misses must be reported immediately using the Shire's Incident Reporting Procedure within 24 hours. Any changes to the work hours must be approved in advance.

11. COMMUNICATIONS

The Executive Manager and/or Supervisor and the employee will ensure regular opportunities for communication and take all reasonable steps to ensure the employee receives all relevant information concerning staff meetings, training and career development opportunities.

The employee agrees to be contactable during the periods in which home based work is carried out and available for communication with the Executive Manager and other staff as required.

12. PERFORMANCE

The Executive Manager and the employee agree to the methods by which the performance of the employee at the home based work site can be monitored and measured as stated in the Schedule.

13. TRAINING

The Shire agrees to ensure that training and career development opportunities are provided on the same basis as for other employees.

14. INFORMATION TECHNOLOGY

Subject to availability, the Executive Manager will ensure that the employee has appropriate access to information technology and information systems for carrying out the agreed duties.

15. TERMINATION AND/OR REVIEW OF THE AGREEMENT

This agreement may be terminated by either party prior to expiry, provided that the party wishing to terminate gives a minimum of four weeks' notice.

Grounds for Agreement termination may include:

- a breach of this Agreement
- non-compliance with the criteria for working from home (see 2.0)
- changed operational requirements which affect the criteria for working from home
- not meeting deadlines and/or objectives

This Agreement is to be regularly reviewed by the Executive Manager and revised at least every 12 months.

10.5 Shire of York - Working from Home Agreement

1. EMPLOYEE DETAILS

Employee Name	
Employee number	
Home office address	
Home phone number	
Mobile	
Email	

2. EXECUTIVE MANAGER DETAILS

Executive Manager's name	
Directorate	

3. TIME AND PLACE OF WORK

Days at home based office	
Days at employer's office	
Commencement date	
Completion date	
Hours of Work	
Address of proposed workplace	
Home based office - Describe the location of the proposed workplace within the address.	

4. SCOPE OF WORK

The following work will be performed at the home based work site

Duties	Outputs

5. FURNITURE AND EQUIPMENT

The following furniture and equipment is required

To be provided by the Shire	To be provided by employee

Privately owned equipment should not be used without prior approval.

6. IT EQUIPMENT AND SERVICES (if applicable)

Describe any IT equipment and services to be provided and special requirements, such as high speed internet access or remote access.

--

7. COSTS TO THE SHIRE

The Shire will pay for the following items	
Item	\$
TOTAL	\$

All costs are to be met by the employee’s directorate. It is the employee’s responsibility to pay for modifications that add value to the home such as lighting, doors and locks.

8. ADDITIONAL COMMENTS OR CONDITIONS

E.g.: Variations to standard work hours / requirements for recording hours / supply of paper, cartridges etc.

9. RATIONALE AND BENEFITS

List the reason(s) for working from home and any benefits to the Shire and/or the employee.

--

10. AUTHORISATIONS

10.1. OSH INSPECTION

The home based site has been assessed in accordance and complies with the Checklist Appendix C.

_____	_____
Name of employee / assessor	Signature and date

10.3. APPROVED / NOT APPROVED

_____ Executive Manager / CEO	_____ Signature and date
---	------------------------------------

10.4. EXPENDITURE APPROVED / NOT APPROVED

N/A _____ Executive Manager / CEO	\$ _____ Amount
--	---------------------------

10.5. DATE OF NEXT REVIEW: _____ (Maximum 12 months)

The Executive Manager will ensure a copy of this agreement and signed schedule is to be sent to Executive Support Officer, CCS to be placed on the employee’s personnel file.

WORKING FROM HOME CHECKLIST

LIGHTING AND GLARE	√
Ensure the computer screen is not facing an uncovered window.	
Are there are window/s in the workroom?	
Is there ability to adjust lighting through the window?	
Ensure there is no reflection or glare on the computer screen.	
Is the desk positioned at right angles to the window or main source of light?	
Is the level and positioning of overhead lighting satisfactory?	
Is the layout of the work area and items to be used appropriate to prevent undue twisting or lifting?	
Is access to the work area free from obstacles?	
Are there any trip or slip hazards?	
Is the level of noise conducive to concentration?	
Is ventilation and thermal comfort adequate?	
Are storage facilities adequate?	
WORKSTATION AND EQUIPMENT	√
Check desk height and dimensions. Is it appropriate?	
Is the chair appropriate?	
Does the chair have castors?	
Non-adjustable armrests are not recommended for working at a computer.	
When seated, check that the elbows are at or slightly above the desk when arms are at the side of the body and shoulders relaxed. In this position feet should be resting comfortably on the floor with knees bent at 90 degrees. If this cannot be achieved a footstool is required.	
COMPUTER EQUIPMENT	√
Ensure the top of the computer screen is at eye level when seated in their chair.	
Ensure the keyboard is straight on the desk and in line with the body and the monitor.	
Keep the monitor at least arms distance when seated in front.	
Are the characters on the computer display set at an appropriate size and colour for reading?	
Is a document holder available?	
Is the image on the screen steady? If it flickers the refresh rate may need to be reset.	
Is the mouse being used at the same level and as close as possible to the keyboard?	
If applicable, check with IT Operations to ensure power supply complies with any Council warranty agreements.	
SAFETY EQUIPMENT	√
Is a first-aid kit/supplies available?	
Is an earth leakage circuit breaker installed?	
Ensure all electrical cords and connections are safe (undamaged, unimpeded, not caught under equipment).	
Are power boards and double adaptors being used?	


Working from Home Arrangements Workstation Assessment Checklist

Prior to approval of any Working from Home (WFH) arrangement, an employee must complete and sign the following Assessment Checklist in relation to his / her proposed home based work site and submit with the WFH application for approval. **Photographs** are to be provided with the checklist.

Equipment	Council owned (v)	Employee owned (v)
Computer / Laptop (please circle)		
Wireless Internet Access / Modem (please circle)		
Printer		
Landline / Mobile phone		
Has your supervisor instructed you in OSH requirements for working from home?		
Workstation environment (add photos)		
Is the floor space free of tripping hazards (cables etc.)?		
Is the lighting adequate for the tasks being performed?		
Are noise levels acceptable?		
Is the room temperature comfortable – heating and cooling as required?		
Is the chair fully adjustable?		
Does the chair have a 5 star stability base?		
Does the chair have adequate lumbar support?		
Are there adequate power outlets to run the computer and other equipment?		
Is your house protected by a circuit breaker and the computer by a surge protector?		
Is modem/wireless internet access available?		
IT equipment, software and service requirements have been confirmed with IT Services and can be supported.		
Computer ergonomic setup check.		
Is the computer monitor approx. 600mm from you?		
Is the top edge of the computer monitor at the eye level of the user?		
Is the computer monitor free from glare and reflections from lights?		
Can the angle or position of the monitor be easily changed?		
Is the keyboard at a comfortable tilt angle or flattened for touch typing?		

Signature of Employee:		Date	
Signature of Assessor		Date	
Signature of Executive Manager:		Date of Approval	

7.2 ROAD RISK REGISTER

File Number:	WK.RDM.3
Author:	Fraser Brown, Acting EMIDS
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	23 March 2021 – SY020-03/21
Appendices:	1. Road Risk Register  

NATURE OF COUNCIL'S ROLE IN THE MATTER

Administrative

PURPOSE OF REPORT

To provide a review of the Road Risk Register (the Register) through regular reporting of the Register back to Council through the Audit and Risk Committee.

BACKGROUND

A key element in the Talis Report - 'Review of Delivery Against Road Design and Construction Guideline Standards, 2016', previously presented to Council, referenced road risk management in its Summary of Findings, as below:

4. Assessment of Risks to Road Users

'The failures to implement appropriate road management practices, particularly given the shortfall in required funding, has the potential to pose risks to road users associated with the failure to use detailed design when necessary, appropriate construction methods and a risk based maintenance strategy to make best use of the available funds. The risks to road users relate to the potential for increased crashes and increased vehicle operating costs associated with lower levels of service from the road system'.

Taking on board the Talis comments and previous commitments, Shire staff developed a spreadsheet to assist in tracking road safety risks.

At its March 2021 meeting Council considered the Register and resolved in part (Resolution: 060321):

"That Council:

- 1. Resolve to adopt the "Road Risk Register", with the understanding that it is a living document that will be updated on an as needs basis.**
- 2. Endorse the use of the Road Risk Register as a method of informing the budget process of the importance of road safety projects.**
- 3. Requests the CEO to present the first formal Road Risk Register to the Audit and Risk Committee in June 2021 and then every six months, commencing with the September 2021 Audit and Risk Committee meeting."**

In accordance with point 3 the Register is presented to the Audit and Risk Committee for consideration at Appendix 1.

COMMENTS AND DETAILS

The Appendix presented to Council in March 2021 did not contain a number of risks identified by the public and staff. However, these have since been included in the Register as presented. The table below details the roads which have been driven and assessed:

Road Risk Register Lengths of Roads		
Road name	SLK Length	Sealed / Unsealed
Knotts Road	4.18	Sealed
Talbot Road	15.96	Sealed
Talbot West Road	30.91	Sealed
Qualen West Road	16.38	Sealed
Cut Hill Road	2.18	Sealed
Quellington Road	19.36	Sealed
Sees Road	8.69	Unsealed
York-Tammin Road	33.51	Sealed
Moore Road	2.5	Unsealed
Waterfall Road	2.76	Unsealed
Narraloggan Road	6.08	Unsealed
Doodennanning Road	14.68	Sealed/Unsealed
Top Beverley Road	14.66	Sealed
Greenhills Road	4.81	Sealed
Townsite roads	50	Sealed
TOTAL	226.66	872.16
		26%

The Register includes five different damage parameters being:

1. Damage to road (rutting/pushing of road)
2. Geometric/design (for example, Talbot Road)
3. Overgrown vegetation (for example, Quellington Road)
4. Drainage (needs clearing)
5. Signage (night audit required)

The Register also includes four different timing parameters being:

1. Within six months
2. From six to twelve months
3. From twelve to twenty-four months
4. From twenty-four to thirty-six months

In the future when road risks are identified or reported they will be included on the Register and a risk analysis undertaken. Based upon the resultant risk rating, treatments would be scheduled for immediate action and/or placed into future works programs. Once a treatment has been applied a further risk analysis would be undertaken to determine the new risk rating. Immediate, short and long-term treatments will have budgeting implications which will be managed through the normal budget process or referred to Council for consideration for immediate action.

The Register would not be used for simple maintenance requests such as potholes, missing signs or guideposts. As noted in the March 2021 Resolution, to enable Council to keep abreast of road safety issues on the Shire roads and the possible impact on funding, the Register will be presented to the Audit & Risk Committee and Council every six months.

It should be noted that the Register is a living document that will be updated on an as needs basis. The Executive Manager Infrastructure & Development Services will be the custodian of the Register and be responsible for the ongoing management of it. The Register will be kept up to date in consultation with the Executive Leadership Team.

OPTIONS

Council has the following options:

Option 1: Receive the review of the Register as presented and its operation and reporting as mentioned in this report.

Option 2: Not receive the review of the Register.

Option 3: Not receive the review of the Register and request the Chief Executive Officer to include additional information (which is to be identified).

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Whilst no formal consultation process has been undertaken in relation to development of the Register, the feedback and complaints received by the Shire relating to roads has been included in the Register, and this will continue to occur.

Strategic

Goal 4: Built for Lifestyle and Resilience

4.1. Upgrade roads and complete footpath networks

Policy Related

G 4.6 Risk Assessment and Management. A Road Risk Register is not specifically mentioned in the Policy however, the Policy principals apply.

Financial

The timely management of road risks will reduce the Shire's exposure to civil action regarding road conditions. It will also assist in the forward planning of works to ensure the most efficient use of Shire resources.

Legal and Statutory

Civil Liabilities Act 2002

Risk Related

If no formal Register is kept there is a risk that road risks will not be enacted on in a timely and efficient manner.

Workforce

There is minimal additional work in keeping the Register up to date and reporting to the Audit and Risk Committee on a regular basis.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regard to the Road Risk Register, the Audit and Risk Committee recommend to Council, that it:

1. Resolves to receive the Road Risk Register, as presented in Appendix 1, with the understanding that it is a living document that will be updated on an as needs basis.
2. Requests the Chief Executive Officer to present the next review of the Road Risk Register to the Audit and Risk Committee in September 2021.

Shire of York Road Risk Register

Damage Parameters:
 1 Damage to Road
 2 Geometric/design
 3 Overgrown vegetation
 4 Drainage
 5 Signage

Timing Parameters:
 1 within 6 months
 2 From 6-12 months
 3 from 12-24 months
 4 from 24-36 months

Type of Damage	Road Name	Road number	SLK From	SLK To	Damage Description	Proposed Remediation	Timing
4	Cut Hill Road	4330020	0.25	0.46	Drainage LHS	Requires cleaning / Possible Rock protection	3
4	Cut Hill Road	4330020	0.29	0.29	Crossover Full	Requires cleaning	3
4	Cut Hill Road	4330020	0.46	0.46	Culvert RHS	Requires extension	1
4	Cut Hill Road	4330020	0.57	0.57	Culvert Both sides	Requires Extension/ Headwall added	1
4	Cut Hill Road	4330020	1.6	1.75	Shoulder scour	Requires cleaning / Possible Rock protection	2
4	Cut Hill Road	4330020	2.06	2.06	Debris-buildup	Requires cleaning	2
2	Talbot Road	4330003	4.4	4.4	Geometric Issue LHS	Requires Redesign	4
2	Talbot Road	4330003	4.53	4.53	Flat Road surface/ Slick surface	Requires Redesign	1
2	Talbot Road	4330003	4.71	4.77	Incorrect Superelevation/transition LHS	Requires Redesign	1
4	Talbot Road	4330003	4.8	4.8	No Crossover LHS	Install Crossover	3
4	Talbot Road	4330003	4.92	4.92	No drainage LHS	Requires cleaning	3
2	Talbot Road	4330003	5.1	5.1	Incorrect Camber RHS	Reform to correct camber	1
2	Talbot Road	4330003	5.1	5.1	Shoulder Narrow	Increase Shoulder	1
2	Talbot Road	4330003	5.1	5.1	Embankment Steep	Increase embankment	1
2	Talbot Road	4330003	9.77	10.12	Narrowing of Road on Bend and Crest	Increase seal width to 7.2 metres	1
2	Talbot Road	4330003	10.12	10.16	Narrowing of Culvert	Increase Culvert width	1
2	Talbot Road	4330003	10.16	11.52	Narrowing of Road	Increase seal width to 7.2 metres	3
2	Talbot west road	4330012	30.85	30.95	Inter Section Redesign	Redesign intersection To todays standards	1
4	Top Beverley road	4330009	6.06	6.06	Drainage RHS	Requires Cleaning	1
4	Top Beverley road	4330009	10.12	10.12	Drainage LHS	Requires Cleaning	1
1	Top Beverley road	4330009	13.36	13.38	Rutting of surface	Relaying of Surface, Removing Seal, Rework pavement, Reseal section of road	1
4	Quellington Road	4330006	1.64	1.81	LHS Drain needs to clear the vegetation	Requires Cleaning	3
4	Quellington Road	4330006	1.88	2.21	LHS Drain needs to clear the vegetation	Requires Cleaning	3
4	Quellington Road	4330006	3.6	3.65	LHS Drain needs to clear the vegetation	Requires Cleaning	3
4	Quellington Road	4330006	4.3	4.3	Culvert needs cleaning/Extension	Requires Cleaning	2
1	Quellington Road	4330006	10.04	11.09	Seal needs replacement Shoulder buildup	Road widening needs to go ahead	2
1	Quellington Road	4330006	11.15	14.58	Seal needs replacement Shoulder buildup	Road widening needs to go ahead	2
1	Quellington Road	4330006	14.73	16.66	Seal needs replacement Shoulder buildup	Road widening needs to go ahead	2
1	Quellington Road	4330006	16.85	17.6	Shoulders need to be uniform-both sides	Road widening needs to go ahead	2
3	Quellington Road	4330006	17.6	19.34	Tree trimming require on RHS	Trim trees	2
3	York-Tammin Road	4330001	33.2	33.5	Both sides Vegetation clearing	Clear vegetation	4
1	York-Tammin Road	4330001	32.15	33.2	Both sides Edge line - Seal	Extend shoulders and seal	3
1	York-Tammin Road	4330001	31.15	31.5	Both shoulders require rework and seal extension	Extend shoulders and seal	3
1	York-Tammin Road	4330001	31.1	31.3	Floodway needs work. Has small potholes throughout the area.	Rework pavement and reseal	4
1	York-Tammin Road	4330001	29.3	29.6	Stripping of sealed section	Reseal	4
4	Moore Road	4330063	0	2.5	Drainage needs cleared out	Requires cleaning	4
4	Moore Road	4330063	1.95	1.95	Culvert needs cleaning/Extension	Clean/ Extend	3
4	Moore Road	4330063	1.74	1.74	Culvert needs cleaning/Extension	Clean/ Extend	3





Shire of York Road Risk Register

Damage Parameters:
 1 Damage to Road
 2 Geometric/design
 3 Overgrown vegetation
 4 Drainage
 5 Signage

Timing Parameters:
 1 within 6 months
 2 From 6-12 months
 3 from 12-24 months
 4 from 24-36 months

Type of Damage	Road Name	Road number	SLK From	SLK To	Damage Description	Proposed Remediation	Timing
N/A	Narraloggan Road	4330076					N/A
1	Doodenanning Road	4330008	12	12.75	Sealed jumpup	Nothing needed	4
1	Doodenanning Road	4330008	7.35	10.05	Sealed-Old	Reseal in 5 years	4
1	Doodenanning Road	4330008	4.7	7.35	Sealed	Nothing needed	4
1	Doodenanning Road	4330008	3.9	4.7	Sealed-Old	Reseal in 5 years	4
1	Doodenanning Road	4330008	1.77	3.9	Sealed	Nothing needed	4
1	Doodenanning Road	4330008	0	1.77	Sealed	Nothing needed	4
3	Talbot West Road	4330012	0	2	Vegetation overgrown	Clear vegetation Both Sides	4
1	Talbot West Road	4330012	12	12.5	LHS Shoulder needs extension	Build up and seal shoulder	2
1	Talbot West Road	4330012	15.5	16.7	LHS Shoulder needs extension	Build up and seal shoulder	2
3	Talbot West Road	4330012	19.4	19.6	Vegetation overgrown	Clear vegetation LHS	2
3	Talbot West Road	4330012	27.5	27.7	Vegetation overgrown	Clear vegetation LHS	2

7.3 FINANCE AND COSTING REVIEW SUMMARY – QUARTER THREE

File Number:	FI.FRP
Author:	Tabitha Bateman, Finance Manager
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	Not applicable
Appendices:	<ol style="list-style-type: none">1. Finance and Costing Review Summary ↓ 2. Projected Financial Activity Statement Quarter 3 ↓ 3. Detailed Budget Schedules 2020/21 ↓ 4. Capital Works Program 2020/21 ↓ 

NATURE OF THE AUDIT COMMITTEE'S ROLE IN THE MATTER

Review

PURPOSE OF REPORT

This report presents the results of the third quarter Finance and Costing Review (FACR) for the Audit and Risk Committee's consideration and recommendation to Council.

BACKGROUND

On a quarterly basis, Officers undertake a FACR, the results of which are presented to the Audit and Risk Committee. This process was implemented to ensure regular monitoring of income and expenditure in accordance with the adopted budget and to improve accountability, transparency and knowledge of Officers who are responsible for accounts within the budget.

The third quarter review assists to inform the budget planning process by highlighting over or under income and expenditures and forecasting the year end position. As a result, the timing of this review complements the timing for close-off of carry forwards in the development of next year's draft budget.

A comprehensive review of the 2020/21 Adopted Budget and year to date actuals to 30 April 2021 has been undertaken inclusive of the amendments previously endorsed by Council to date. Officers have reported on major variances in accordance with the reporting thresholds adopted by Council and provided comments where applicable.

COMMENTS AND DETAILS

As part of the annual budget preparation, Officers across the organisation are assigned projects and accounts within the budget for which they are responsible to monitor and manage. During April and May following the close of the third quarter, responsible Officers met with the Executive Leadership Team to analyse budgets and consider any variations to the Adopted Budget. The review takes into account a number of factors including what has occurred during the previous three quarters, the likely operating environment over the remaining months and the estimated impact on the Shire's financial position at year end.

Following this review process, a summary of all material variances was compiled for consideration by the Audit and Risk Committee and is attached as Appendix 1. The following table provides a summary of the anticipated year end position incorporating the proposed amendments with a surplus of \$998,389 expected as a result.

ITEM	2020/21 ANNUAL BUDGET	FACR QTR 1 YEAR END FORECAST	MID YEAR BUDGET REVIEW	FACR QTR 3 YEAR END FORECAST	VAR TO ADOPTED BUDGET \$	VAR TO ADOPTED BUDGET %
Operating Revenue	10,047,135	10,399,357	10,451,357	9,933,856	-113,279	-1%
Operating Expenditure	-10,708,019	-10,839,099	-10,894,212	-10,818,723	-110,704	1%
OPERATING SUB-TOTAL	-660,884	-439,742	-442,855	-884,867	-223,983	34%
<i>NON-CASH ITEMS</i>						
ADDED BACK	2,837,950	2,698,950	2,683,950	2,683,950	-154,000	-5%
CAPITAL PROGRAMME	-4,565,216	-4,630,814	-4,573,602	-3,189,669	1,375,547	-30%
BORROWINGS	-244,526	-244,526	-244,526	-244,526	0	0%
RESERVES	416,168	416,168	388,176	436,176	20,008	5%
OPENING FUNDS	2,216,507	2,192,324	2,192,324	2,192,324	-24,183	-1%
NET SURPLUS/(DEFICIT)	0	-7,639	3,468	993,389	993,389	

The above table is provided in more detail at Appendix 2 (Projected Financial Activity Statement). In addition, a detailed breakdown of the entire budget including explanatory notes is provided at Appendix 3 (Detailed Budget Schedules 2020/21). The net increase/(decrease) reported within the projected financial activity statement comprises the following notable variances.

• OPERATING REVENUE AND EXPENDITURE

Revenues – net reduction \$113,279

Whilst there has been significant movement to revenues throughout the year, the net reduction at the end of the third quarter relates mainly to the movements in road funding. The first quarter FACR included an additional \$383,098 as part of the Federal Government's Local Roads and Community Infrastructure (LRCI) funding program. Contact has been made with the Department of Infrastructure, Transport, Regional Development and Communications to determine whether a reallocation of these funds is possible. Officers will provide Council with an update following confirmation from the Department.

In this latest budget review, Officers are proposing to quarantine \$357,054 relating to Regional Road Group projects subject to confirmation of use of the funds from the Wheatbelt North Sub-Regional Avon Regional Road Group. These funds were allocated to York for works on York-Tammin Road however, to date, designs and specifications have not been finalised and it would be impossible to complete the works prior to 30 June 2021 to acquit the funding.

The Administration has taken this same approach to several other small grants that have been received this financial year. Examples include:

- Grant funds of \$18,182 received from Department of Local Government, Sport & Cultural Industries for preparation of a concept plan for Wongboral-Mt Brown and Mt Bakewell trails. It is proposed that both the income and expenditure is carried forward in the 2021/22 Annual Budget.
- Funding of \$41,600 was approved to undertake chemical and mechanical treatments along the Fire Access Track on Quairading-York Road. This was presented with the first

quarter review. Works relating to this grant will not be completed this financial year and an extension has been requested for use in 2021/22.

- An extension has also been requested to carry forward income and expenditure for the Earthquake Mitigation Study Project for which the Shire was due to receive \$250,000 over three years (offset with matching expenditure). Works were scheduled to be undertaken in accordance with a grant agreement by Geoscience Australia and University of Adelaide. However, hold ups in Year 1 of the project due to COVID-19 has caused delays.

Expenses – net reduction of \$110,704

Prior budget reviews this financial year reported an expected increase to expenditure. These increases were mainly due to required IT improvements and renewals. However, among other smaller variations, the third quarter review identified a reduction in the operating expenditure due to the following:

- Carrying forward of the Earthquake Mitigation Study Project as detailed above.
- Several maintenance budgets not fully utilised and repurposed, such as \$25,000 from the YRCC building account reallocated to capital to potentially fund the re-keying of facilities at the Forrest Oval precinct prior to the management transition.
- Refurbishment of the Chambers Honour Board has been included in the budget for a number of years. However there has been no progress on this project to date. Therefore, funds have been reallocated to the Residency Museum and Noongar Cultural Heritage Survey projects.
- Possibly the most significant amendment proposed as part of this review, is the reallocation and carry forward of the second 'Shop Local' round which has not been utilised to date. \$137,000 was budgeted to support COVID-19 related hardship and business stimulus in accordance with Council's COVID-19 Recovery Strategy. It is further noted that additional funds were allocated to COVID-19 recovery and events support within the 2020/21 Budget – to date these budgets have not been fully utilised.

• **CAPITAL PROGRAMME**

The table above shows a significant decrease to the capital works program since budget adoption of \$1,375,547. Earlier amendments included a significant increase to the capital program of \$383,098 due to the additional LRCI funding. This increase was offset by reductions to the plant replacement program for the year and the Containers for Change building construction project.

Since the mid-year budget review, the Administration has reviewed organisational capacity to deliver these projects effectively and efficiently and as a result, proposes to delay a number of projects subject to preparation of formal designs and specifications as required. Major components of the variation include:

- York-Tammin Road reconstruction - \$527,534
- Ashworth Road - \$120,000
- Non-Blackspot Safety Improvements - \$112,200

The review highlights a likely year-end surplus position which is largely the result of incomplete projects, many of which are expected to be carried forward in 2021/22 subject to Council resolution. In many cases, the results can be attributed to an extremely challenging year considering ever-changing resources and organisational capacity. It is anticipated that following adoption of the 2021/22 Annual Budget, planning and procurement will be undertaken early in the year to facilitate completion of budgeted projects prior to year-end. Officers will continue to monitor income and expenditure accordingly and present amendments to the Audit and Risk Committee as required.

IMPLICATIONS TO CONSIDER**Consultative**

Office of the Auditor-General

Department of Infrastructure, Transport, Regional Development and Communications

Department of Local Government, Sport & Cultural Industries

Policy Related

Policy F1.3 *Significant Accounting Policies*

Policy G4.3 *Financial Planning and Sustainability*

Financial

The financial impact of the Finance and Costing Review for the quarter ending 31 March 2021 is outlined within Appendix 1. A year end surplus of \$993,389 is anticipated following the review.

Legal and Statutory

Local Government Act 1995

Section 6.2 *Local government to prepare annual budget*

Section 6.10 *Financial management regulations*

Local Government (Financial Management) Regulations 1996

Part 2. Reg 5(g) *CEO's duties as to financial management*

Part 3. Reg 33A *Review of budget*

Risk Related

Failure to monitor and financially manage budgeted projects exposes Council to significant risk. This report helps to mitigate that risk.

However, the review does not seek to make amendments below the materiality threshold unless strictly necessary. The materiality threshold is set at \$5,000 as adopted by Council. Should a number of accounts exceed their budget within these thresholds, it poses a risk that the forecasted year end position may be understated.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regard to the Finance and Costing Review Summary – Quarter Three, the Audit and Risk Committee recommends to Council that it:

1. Resolves to accept the third quarter Finance and Costing Review Summary as presented in Appendix 1.
2. Receives the supporting information as presented in Appendices 2, 3 and 4.
3. Requests the Chief Executive Officer to amend the budget in accordance with the variations as presented in Appendix 1.

SHIRE OF York		FINANCE AND COSTING REVIEW SUMMARY 2020/21 - Quarter 3			
Description	COA	Current Budget	FACR Impact Quarter 3	Forecasted Year End	Comments/Justification for Request
Carry forward surplus from Qtr 2		0	(3,468)	(3,468)	Estimated surplus from Mid Year Budget Review reported to Audit and Risk Committee March 2021.
Provision for Doubtful Debts Rates	31124	0	50,000	50,000	Allocate funds to provide for doubtful debts at year end.
Conference Expenses	41102	21,000	(18,000)	3,000	Councillor training up to date this financial year. Further training to be undertaken 21/22 following election.
Legal Fees	41115	5,000	(5,000)	0	Allocation for legal advice (governance) not expected to be required this financial year.
Consultants	42169	144,870	71,000	215,870	Additional budget required to fund Contract EMIDS position and recruitment process. Unspent funds from GL 138150 - Economic Development Strategies could be utilised here.
Admin Building Maintenance	42176	69,054	(15,000)	54,054	Reallocate surplus Admin Building maintenance budget to Residency Museum Project.
Office Expenses - Stationery	42184	15,498	(5,000)	10,498	Savings made on stationery throughout the year due to increased market testing plus opportunities sought to reduce paper reliance.
Admin Building Capital	43141	82,500	(8,500)	74,000	Funds allocated in the first quarter review for installation and connection of NBN to admin building has been post-poned as officers are unable to secure a quote/contractor for the works at this stage.
Bushfire Mitigation Activity Funding - Expenditure	51136	41,600	(41,600)	0	Extension approved to complete Bushfire Mitigation Activity works 2021/22. Fully offset by MAF Round 2 2020/21. Both income and expenditure will be carried forward to 2021/22.
Bushfire Mitigation Activity Funding - Income	51226	(41,600)	41,600	0	Bushfire Mitigation Activity Fund Round 2 2020/21. Works relating to this grant will not be completed this financial year. Received 50% of funding in August - funds to be held at year end as a liability and transferred in for 2021/22.
Animal Control	52169	40,423	10,000	50,423	Increase costs for contract Ranger due to resignation of in-house Ranger. Recruitment/RFQ process expected to commence early 2021/22.
Crime Prevention Plant and Equipment - CCTV (LRCI funded)	53305	33,684	(16,000)	17,684	The original project scope included CCTV in 3 locations - Avon Park, Avon Terrace and Forrest Oval Precinct. CCTV only to be fitted at Avon Park (Skate Park). Potential reallocation to fund Bowling Club lighting.
Contributions - Pioneer Memorial Lodge	68201	0	(22,000)	(22,000)	Year 1 of lease agreement for use of Pioneer Memorial Lodge by WACHS.
Transfers to Reserve - Pioneer Memorial Lodge	68301	0	22,000	22,000	Transfer surplus/(deficit) funds in any year to/(from) PML Reserve. Year 1 of lease agreement for use of Pioneer Memorial Lodge by WACHS.
Pioneer Memorial Lodge Capital	68302	35,000	(30,000)	5,000	Only part of the budgeted works (paving) will be completed this FY.

SHIRE OF York		FINANCE AND COSTING REVIEW SUMMARY 2020/21 - Quarter 3			
Description	COA	Current Budget	FACR Impact Quarter 3	Forecasted Year End	Comments/Justification for Request
Transfers from Reserve - Pioneer Memorial Lodge	68401	(35,000)	30,000	(5,000)	Transfer from Reserve to match actual expenditure at year end. Only part of the budgeted works (paving) will be completed this FY.
Education Expenses	69101	8,000	(6,000)	2,000	Allocation for YDHS year to date. Reallocate funds moving forward to Multiyear Funding agreements new GL 132144.
Pandemic Response	77165	20,000	(5,000)	15,000	Reduce to 15K for 20/21 FY. Moving forward, incorporate costs to specific areas as an increase to levels of service as a result of COVID.
Charges - Planning Applications	106202	(20,000)	(5,000)	(25,000)	Income higher than anticipated due to increased application numbers.
Planning Control - Legal Expenses	106187	35,000	(23,700)	11,300	Planning legal budget unlikely to be fully expended as at 30 June . Allocation required for 2021/22.
Youth General Expenditure	109158	17,000	(9,000)	8,000	Full budget will not be utilised 20/21. Reduce to pre-COVID budget of \$8,500 for 21/22.
YRCC Building Maintenance	113141	128,909	(25,000)	103,909	Reallocate funds from Maintenance to Capital to re-key recreation buildings prior to management transition. If not complete by 30 June, carry forward budget for action in July/August 2021.
Recreation Centre Buildings Capital	113326	0	25,000	25,000	Re-key buildings at Forrest Oval Precinct prior to management transition. If not complete by 30 June, carry forward budget for action in July/August 2021.
Transfer from Trust - POS	113260	(20,000)	20,000	0	A transfer from Trust was originally budgeted to fund Candice Bateman Park Shade sails. Works now funded by LRCI funding.
Government Grants - Trails	113273	(59,555)	18,182	(41,373)	Funding received (DSR) for Mt Brown and Mt Bakewell concept plans 18K reported at FACR Qtr 2 to be transferred to liability account for use next FY. Income and expenditure to 21/22 to be carried forward.
Mt Brown	113347	25,000	(25,000)	0	Funding received (DSR) for Mt Brown and Mt Bakewell concept plans \$18,000 reported at FACR Qtr 2. Can not be completed this FY - carry forward income and expenditure to 21/22
Forrest Oval Capital	113331	23,200	16,000	39,200	Refurbishment of Bowling Club Lights estimated to cost \$40,000 - utilise fencing funds \$13,200, existing \$10,000 plus unused CCTV funds estimated \$16,000. Request for reallocation of LRCI funds.
Heritage Trails	113335	79,000	10,000	89,000	Additional cost for Noongar Cultural Heritage Survey funded from reprioritised Chambers Honour Board Project.
MotoCross Track Improvements	113346	50,000	(50,000)	0	Funds received from DLGSC 2020/21 \$40K sitting in GL1836 - Contract Liabilities. Carry forward income and expenditure 2021/22.
Residency Museum Maintenance	118172	34,759	(10,000)	24,759	Additional costs for the Residency Museum project have arisen as the project progresses. Utilise savings from building maintenance for the Residency Museum Capital Project.

SHIRE OF York		FINANCE AND COSTING REVIEW SUMMARY 2020/21 - Quarter 3			
Description	COA	Current Budget	FACR Impact Quarter 3	Forecasted Year End	Comments/Justification for Request
Residency Museum - Grants	118228	(110,000)	(14,335)	(124,335)	Additional grant funds confirmed from DPLH to fund Residency Museum additional Room 5 works .
Residency Museum - Buildings Capital	118300	220,000	51,600	271,600	Additional costs for Museum have arisen as the project progresses. Additional costs Room 5 - \$28,000 offset by additional funding \$14,335. Excavation and supervision \$8,000 plus further costs for courtyard wall \$4,500, ceiling scrimming \$2,250, replace flooring in Room 5 following excavation \$3,555 and refurbish casement windows \$4,625.
Chambers Honour Board	119124	21,000	(21,000)	0	Chambers Honour Board Project to be reprioritised and funds reallocated to Museum Project and Noongar Cultural Heritage Survey expenses.
RRG Expenditure	122401	543,629	(527,534)	16,095	Project requires agreed scope and design. Reduce RRG income and expenditure for 2020/21 and request extension from WBN Sub-Regional RRG for use in 2021/22. If approved, carry forward budget.
RRG Grants	125203	(362,419)	357,054	(5,365)	Associated grant funds for York-Tammin RRG project. Work requires scope and design. Reduce RRG income and expenditure for 2020/21 and request extension from WBN Sub-Regional RRG for use in 2021/22. If approved, carry forward budget.
Muni Road Construction - Ashworth Road	122402	120,000	(120,000)	0	Project requires formal scope and design. Carry forward to 2021/22.
Muni Road Construction - Safety Improvements	122402	112,200	(112,200)	0	Limited resource and organisational capacity to deliver works associated with this budget. Re-budget for 2021/22.
Muni Road Construction - Avon Tce Access and Inclusion Improvements (LRCI)	122402	100,000	(50,000)	50,000	Scope and design received - procurement to commence. Carry forward \$50,000 for 2021/22. If unable to spend \$50,000 prior to 30 June, will need to seek extension for use of LRCI funds.
Footpath Construction	122403	112,100	23,000	135,100	Footpath improvements expected to cost \$103,000 plus \$10,000 to dispose of old asphalt - majority of works undertaken to date. Design for Henrietta/Forrest St Footpaths to cost around \$22,000. These works to be part-funded by Department of Transport and included in 2021/22 budget.
Drainage Capital	122411	234,600	(203,600)	31,000	Works complete from this GL. Funds reallocated to maintenance to assist with unexpected storm clean up.
Road Maintenance General	125129	655,391	253,811	909,202	Funds reallocated from capital GL 122411 to assist with unexpected storm clean up.
Asset Renewals	122412	204,000	(21,945)	182,055	Expenditure for Brunswick St and North Rd still to come from this GL. No further allocations prior to 30 June.
Plant Purchases Capital - Works	127304	668,000	(364,030)	303,970	Unable to procure a number of vehicles budgeted for replacement due to supply issues. Review of the plant replacement program to be undertaken and carry forwards proposed.
Licensing Commissions	129202	(66,300)	9,000	(57,300)	Reduction in commissions due to increase online payment opportunities.

SHIRE OF York		FINANCE AND COSTING REVIEW SUMMARY 2020/21 - Quarter 3			
Description	COA	Current Budget	FACR Impact Quarter 3	Forecasted Year End	Comments/Justification for Request
Charges - Building Permits	133204	(28,000)	(12,000)	(40,000)	Income higher than anticipated due to increased application numbers.
Transfer to Disaster Reserve	133302	100,000	(100,000)	0	Funds transfer originally budgeted to assist with future/unknown COVID-19 response costs. Transfer could be considered no longer warranted - opportunity to reallocate to other priorities or carry forward.
Earthquake Mitigation expenditure	138103	125,000	(125,000)	0	Extension to be requested - Works to be undertaken in accordance with grant agreement (Geoscience Australia and University of Adelaide) however, hold ups in Year 1 of project due to COVID.
Earthquake Mitigation income	138203	(125,000)	125,000	0	Extension to be requested - Works to be undertaken in accordance with grant agreement (Geoscience Australia and University of Adelaide) however, hold ups in Year 1 of project due to COVID.
Economic Development Strategies	138150	137,000	(137,000)	0	Funds budgeted for second Shop Local round or other form of COVID Stimulus. Funds not utilised to date. Reallocate some of these funds to Contract EMIDS position and carry forward remaining funds in year end surplus.
RV Park Maintenance	113109	28,452	(14,000)	14,452	Reallocate surplus maintenance budget to fund drainage improvements at RV park.
RV Park Relocation - Capital	132304	10,000	14,000	24,000	Budget reallocated from surplus maintenance to fund drainage improvements at RV park.
Net Impact - Quarter 1			(998,664)		



SHIRE OF YORK


PROJECTED FINANCIAL ACTIVITY STATEMENT
FINANCE AND COSTING REVIEW - QUARTER 3


	2020/21 ANNUAL BUDGET	2020/21 CURRENT BUDGET	2020/21 YTD ACTUAL 24/05/2021	2020/21 FACR QTR 3	VAR TO BUDGET \$	VAR TO BUDGET %
OPERATING REVENUE						
General Purpose Funding	6,763,120	6,784,851	6,782,064	6,784,851	21,731	0%
Governance	2,900	41,900	50,187	41,900	39,000	1345%
Law ,Order Public Safety	79,219	129,177	75,957	87,577	8,358	11%
Health	2,500	2,500	15,425	2,500	-	0%
Education and Welfare	35,623	35,623	60,633	57,623	22,000	62%
Community Amenities	733,316	774,416	780,783	779,416	46,100	6%
Recreation and Culture	788,852	721,853	445,730	698,006	(90,846)	-12%
Transport	1,353,617	1,670,048	506,916	1,303,994	(49,623)	-4%
Economic Services	246,588	254,588	152,353	141,588	(105,000)	-43%
Other Property and Services	41,400	36,400	38,005	36,400	(5,000)	-12%
	10,047,135	10,451,357	8,908,053	9,933,856	(113,280)	-1%
LESS OPERATING EXPENDITURE						
General Purpose Funding	(443,201)	(443,858)	(343,786)	(493,858)	(50,657)	11%
Governance	(784,408)	(961,864)	(709,468)	(989,864)	(205,457)	26%
Law , Order, Public Safety	(464,439)	(521,388)	(380,337)	(489,788)	(25,349)	5%
Health	(241,049)	(251,049)	(190,516)	(246,049)	(5,000)	2%
Education and Welfare	(146,148)	(146,148)	(100,137)	(140,148)	6,000	-4%
Community Amenities	(1,184,791)	(1,214,994)	(872,390)	(1,182,294)	2,497	0%
Recreation and Culture	(3,473,468)	(3,395,818)	(2,700,967)	(3,325,818)	147,650	-4%
Transport	(2,475,127)	(2,501,127)	(2,410,769)	(2,754,938)	(279,811)	11%
Economic Services	(1,427,106)	(1,389,683)	(847,104)	(1,127,683)	299,423	-21%
Other Property & Services	(68,283)	(68,283)	49,005	(68,283)	-	0%
	(10,708,019)	(10,894,212)	(8,506,469)	(10,818,723)	(110,704)	1%
Increase/(Decrease)	(660,884)	(442,855)	401,584	(884,867)	(223,983)	34%
ADD						
Profit/Loss on sale of assets	252,000	98,000	68,068	-	(252,000)	-100%
Depreciation Written Back	2,585,950	2,585,950	2,140,060	2,585,950	-	0%
Sold Assets Written Back			(34,977)	98,000	98,000	
	2,837,950	2,683,950	2,173,151	2,683,950	(154,000)	-5%
Sub Total	2,177,067	2,241,095	2,574,735	1,799,083	(377,983)	-17%





SHIRE OF YORK
PROJECTED FINANCIAL ACTIVITY STATEMENT
FINANCE AND COSTING REVIEW - QUARTER 3


	2020/21 ANNUAL BUDGET	2020/21 CURRENT BUDGET	2020/21 YTD ACTUAL 24/05/2021	2020/21 FACR QTR 3	VAR TO BUDGET \$	VAR TO BUDGET %
LESS CAPITAL PROGRAMME						
Purchase Land & Buildings	(570,000)	(583,188)	(187,450)	(621,288)	(51,288)	9%
Infrastructure Assets - Roads	(2,540,066)	(2,823,164)	(778,171)	(1,810,885)	729,181	-29%
Infrastructure Assets - Recreation	(273,150)	(239,200)	(72,979)	(190,200)	82,950	-30%
Infrastructure Assets - Other	(10,000)	(10,000)	-	(24,000)	(14,000)	140%
Purchase Plant and Equipment	(1,107,000)	(832,750)	(193,977)	(457,996)	649,004	-59%
Purchase Furniture and Equipment	(65,000)	(85,300)	(61,115)	(85,300)	(20,300)	31%
Repayment of Debt - Loan Principal	(244,526)	(244,526)	(241,004)	(244,526)	-	0%
Transfer to Reserves	(246,832)	(246,832)	-	(168,832)	78,000	-32%
	(5,056,574)	(5,064,960)	(1,534,697)	(3,603,027)	1,453,547	-29%
Sub Total	(2,879,507)	(2,823,864)	1,040,038	(1,803,943)	1,075,564	-37%
LESS FUNDING FROM						
Reserves	663,000	635,008	-	605,008	(57,992)	-9%
Opening Funds	2,216,507	2,192,324	2,192,324	2,192,324	(24,183)	-1%
	2,879,507	2,827,332	2,192,324	2,797,332	(82,175)	-3%
ESTIMATED SURPLUS/(DEFICIT)	0	3,468	3,232,362	993,389	993,389	


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
Proceeds Sale of Assets									
042232	Proceeds Sale Of Assets - Admin Vehicles	(\$19,091)	(\$97,000)	(\$39,000)	(\$39,000)	0%	-	FACR 1 - Income from proceeds from sale to reduce, offset by reduction in expenditure also. EMIDS and FM vehicles held for 2 years or more due for changeover this financial year. CEO and EMCCS vehicles purchased 2019/20 due to be held until 2021/22 financial year.	
127297	Proceeds Sale Of Assets - Works Plant	(\$14,000)	(\$119,000)	(\$59,000)	(\$59,000)	0%	-	FACR 1 - Truck Y711 will not be traded this financial year. Reduce proceeds from sale of asset accordingly.	
133297	Proceeds Sale Of Assets - Building Officer Vehicle	-	(\$15,000)	(\$15,000)	-	-	-	FACR 2 - No purchase or trade required for Development Services vehicle this financial year.	
143295	Proceeds Sale Of Assets - Pwo Vehicles	-	(\$21,000)	-	-	-	-	FACR 1 - No trade planned for Y96 - vehicle to be kept for Works Leading Hand (Construction). Additional vehicle to be purchased for Works Coordinator. Reduce budgeted proceeds from sale of asset.	
	Sub-Total Proceeds on Sale of Assets	(\$33,091)	(\$252,000)	(\$113,000)	(\$98,000)				
	Sub-Total Profit/Loss on Sale of Assets	(\$5,497)				\$0			
Written Down Values of Assets Sold									
042251	Realisation on Sale of Assets - Admin Vehicles	-	\$119,368	\$119,368	\$119,368	0%	-		
05119	Realisation on Sale of Assets	-	-	-	-	-	-		
077280	Realisation on Sale of Assets	-	-	-	-	-	-		
127197	Realisation on Sale of Assets - Works Plant	\$14,000	\$171,800	\$171,800	\$171,800	0%	-		
133296	Realisation on Sale of Assets	-	\$19,500	\$19,500	\$19,500	-	-		
143298	Realisation on Sale of Assets	(\$43,480)	\$29,750	\$29,750	\$29,750	-	-		
144295	Realisation on Sale of Assets - Land & Buildings	-	-	-	-	-	-		
	Sub-Total Written Down Value of Assets Sold	(\$34,977)	\$340,418	\$340,418	\$340,418				
	Total - GAIN/LOSS ON DISPOSAL OF ASSET - OPERATING STATEMENT	(\$68,068)	\$88,418	\$227,418	\$242,418				
RATES									
OPERATING EXPENDITURE									
031120	Admin O/Head & Labour Costs	\$112,631	\$140,903	\$140,903	\$140,903	0%	-		
031118	Rates - Salaries	\$64,115	\$71,242	\$71,242	\$71,242	0%	-		
031119	Rates - Superannuation	\$9,259	\$10,330	\$10,330	\$10,330	0%	-		
031121	Long Service Leave	-	\$333	\$333	\$333	0%	-		
031122	Cash Discrepancy	(\$91)	\$10	\$10	\$10	0%	-		
031124	Doubtful Debts Provision	-	-	-	\$50,000		\$50,000	Provision for Doubtful Debts - Rates as per rates risk analysis presented to Council March 2021	
031127	Rates Incentive	\$90,527	\$131,531	\$90,713	\$90,713	0%	-	FACR 1 - Discount for early payment of rates of 1.5% as per budget estimate. Only 4,589 York Dollar vouchers were claimed. This was much less than the 8,666 budgeted.	
031128	Map Purchases	\$1,139	\$1,107	\$1,107	\$1,107	0%	-		
031129	Valuation Expenses	\$4,287	\$17,785	\$17,785	\$17,785	0%	-		


 ANNUAL BUDGET 2020/21						2020/21 FACR - QUARTER 3			
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
031130 Rate Write Offs Non Taxable	\$59,865	\$50,000	\$50,000	\$61,475	\$61,475	0%	-	FACR 2 - Allocate additional funds as a result of Council resolution 171220. Request for Rates Relief due to Financial Hardship received in December 2020 and write off approved - \$11,475.	
031131 Other Expenses-Rates	-	\$721	\$721	\$721	\$721	0%	-		
031132 Rate Debt Recovery Cost	\$50	\$10,000	\$10,000	\$40,000	\$40,000	0%	-	FACR 2 - Increase existing budget for rate debt recovery required to address complex, long outstanding debts in accordance with Request for Quotation 04/2021.	
039107 Write Offs	\$2,003	\$2,500	\$2,500	\$2,500	\$2,500	0%	-		
Sub Total - GENERAL RATES OP EXP	\$343,786	\$436,464	\$395,646	\$437,121	\$487,121		\$50,000		
OPERATING INCOME									
031212 Rates	(\$5,987,276)	(\$5,983,027)	(\$5,983,027)	(\$5,983,027)	(\$5,983,027)	0%	-		
031213 Ex Gratia Rates	(\$19,781)	(\$17,500)	(\$17,500)	(\$17,500)	(\$17,500)	0%	-		
031214 Rates Non Payment Penalty	(\$29,344)	(\$25,000)	(\$25,000)	(\$25,000)	(\$25,000)	0%	-		
031217 Rates Rounding Adjustment	\$483	-	-	-	-	-	-		
031218 Interim Rates	(\$11,876)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	0%	-		
031219 Interest On Rates Instalments	-	-	-	-	-	-	-		
031220 Instalment Admin Fee	-	-	-	-	-	-	-		
031221 Back Rates Prior Year	(\$3,202)	(\$100)	(\$100)	(\$100)	(\$100)	0%	-		
031222 Pensioner Deferred Rate Interest	(\$1,322)	(\$2,200)	(\$2,200)	(\$2,200)	(\$2,200)	0%	-		
031223 ESL Non-Payment Penalty Interest	(\$1,010)	-	-	-	-	-	-		
031230 Property Enquiry Fees	(\$27,159)	(\$15,000)	(\$15,000)	(\$21,000)	(\$21,000)	0%	-	FACR 2 - Higher volume of rates enquiries and property transfers than originally budgeted.	
031231 Rate Debt Recovery Non Taxable	-	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	0%	-		
031232 Rates Debt Recovery Taxable	-	-	-	-	-	-	-		
Sub Total - GENERAL RATES OP INC	(\$6,080,486)	(\$6,057,827)	(\$6,057,827)	(\$6,063,827)	(\$6,063,827)		-		
Total - GENERAL RATES	(\$5,736,701)	(\$5,621,363)	(\$5,662,181)	(\$5,626,706)	(\$5,576,706)		\$50,000		
OTHER GENERAL PURPOSE FUNDING									
OPERATING EXPENDITURE									
039104 Provision For Stock Write Off	-	\$1,500	\$1,500	\$1,500	\$1,500	0%	-		
039106 Debt Recovery	-	\$5,238	\$5,238	\$5,238	\$5,238	0%	-		
039199 Depreciation	-	-	-	-	-	-	-		
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP	-	\$6,738	\$6,738	\$6,738	\$6,738		-		
OPERATING INCOME									
032260 Grant Funds (Un tied)	(\$414,460)	(\$397,438)	(\$414,460)	(\$414,460)	(\$414,460)	0%	-	FACR 1 - Adjust Financial Assistance Grants to match actuals which were higher than budgeted.	


 ANNUAL BUDGET 2020/21						2020/21 FACR - QUARTER 3			
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
032270 Grant Funds (Unfied)	(\$284,735)	(\$268,023)	(\$284,732)	(\$284,732)	(\$284,732)	0%	-	FACR 1 - Adjust Financial Assistance Grants to match actuals which were higher than budgeted.	
039219 Charges Legal Costs	-	-	-	-	-	-	-		
039222 Interest Earned Muni & Trust	(\$2,383)	(\$18,000)	(\$8,000)	(\$8,000)	(\$8,000)	0%	-	FACR 1 - Interest expected to be received from term deposits will be much lower than budget estimates. Interest rates extremely low as a result of COVID-19.	
039227 Interest Earned Reserve Funds	-	(\$21,832)	(\$13,832)	(\$13,832)	(\$13,832)	0%	-	FACR 1 - Interest expected to be received from term deposits will be much lower than budget estimates. Interest rates extremely low as a result of COVID-19.	
		-							
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC	(\$701,578)	(\$705,293)	(\$721,024)	(\$721,024)	(\$721,024)		-		
Total - OTHER GENERAL PURPOSE FUNDING	(\$701,578)	(\$698,555)	(\$714,286)	(\$714,286)	(\$714,286)		-		
		-							
Total - GENERAL PURPOSE FUNDING	(\$6,438,278)	(\$6,319,919)	(\$6,376,468)	(\$6,340,993)	(\$6,290,993)		\$50,000		
MEMBERS OF COUNCIL		-							
		-							
OPERATING EXPENDITURE		-							
		-							
041101 Attendance Fees	\$82,169	\$102,359	\$102,359	\$102,359	\$102,359	0%	-		
041102 Conference Expenses	\$822	\$21,000	\$21,000	\$21,000	\$3,000	-86%	(\$18,000)	Councillor training up to date this financial year. Further training to be undertaken 21/22 following election.	
041103 Election Expenses	\$15,170	\$20,000	\$20,000	\$20,000	\$20,000	0%	-		
041104 Presidential Allowance	\$17,611	\$21,146	\$21,146	\$21,146	\$21,146	0%	-		
041105 Sponsorships	\$27,071	\$30,000	\$30,000	\$30,000	\$30,000	0%	-		
041106 Refreshments & Receptions	\$9,729	\$15,000	\$15,000	\$15,000	\$15,000	0%	-		
041107 Citizenships & Presentations	\$144	\$1,500	\$1,500	\$1,500	\$1,500	0%	-		
041108 Printing & Stationery	\$1,255	\$1,800	\$1,800	\$1,800	\$1,800	0%	-		
041109 Communication Allowance	\$11,420	\$14,000	\$14,000	\$14,000	\$14,000	0%	-		
041110 Insurance	\$6,015	\$5,511	\$5,511	\$5,511	\$5,511	0%	-		
041111 Subscriptions	\$19,107	\$23,214	\$23,214	\$23,214	\$23,214	0%	-		
041112 Public Relations	\$44,142	\$90,795	\$111,795	\$111,795	\$111,795	0%	-	FACR 1 - Expenditure associated with successful grant application for \$20,000 to provide a COVID-safe event for Australia Day 2021 plus \$1,000 for branding and collateral.	
041114 Other - Sundry	\$223	\$1,250	\$1,250	\$1,250	\$1,250	0%	-		
041115 Legal Fees	-	\$5,000	\$5,000	\$5,000	-	-100%	(\$5,000)	Allocation for legal advice (governance) not expected to be required this financial year.	
041116 Portraits & Plaques	-	-	-	-	-	-	-		
041118 Travel Expenses	\$218	\$1,500	\$1,500	\$1,500	\$1,500	0%	-		
041121 Maintenance - Chambers	\$2,440	\$6,000	\$6,000	\$6,000	\$6,000	0%	-		
041122 Admin O/Head & Labour Cost	\$319,121	\$399,226	\$399,226	\$399,226	\$399,226	0%	-		
041124 Strategic Planning	\$8,592	\$25,000	\$25,000	\$8,592	\$8,592	0%	-	FACR 2 - Strategic Plan completed in-house and underbudget - remaining budget to fund initial stages of rebranding implementation.	
041127 SEAVROC	-	-	-	-	-	-	-		
041190 Depreciation Expense	-	\$106	\$106	\$106	\$106	0%	-		


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
Sub Total - MEMBERS OF COUNCIL OP/EXP	\$565,250	\$784,408	\$805,408	\$789,000	\$766,000		(\$23,000)		
OPERATING INCOME									
041237 Contributions And Donations	-	(\$100)	(\$21,100)	(\$21,100)	(\$21,100)	0%	-	FACR 1 - Successful grant application for \$20,000 to provide a COVID-safe event for Australia Day 2021 plus \$1,000 for branding and collateral.	
041239 Reimbursements Taxable Supply	-	(\$200)	(\$200)	(\$200)	(\$200)	0%	-		
041241 Seavroc Contributions	-	-	-	-	-		-		
Sub Total - MEMBERS OF COUNCIL OP/INC	-	(\$300)	(\$21,300)	(\$21,300)	(\$21,300)		-		
Total - MEMBERS OF COUNCIL	\$565,250	\$784,108	\$784,108	\$767,700	\$744,700		(\$23,000)		
GOVERNANCE									
OPERATING EXPENDITURE									
042100 Less Allocated To Schedules	(\$1,877,180)	(\$2,348,389)	(\$2,348,389)	(\$2,348,389)	(\$2,348,389)	0%	-		
042109 Administration - Salaries	\$1,085,213	\$1,185,937	\$1,185,937	\$1,215,937	\$1,215,937	0%	-	FACR 2 - Savings from the closure of the Residency Museum have been reallocated to fund an additional temporary position to assist in the rollout of a new file plan prior to moving to Altus Records.	
042104 Admin Garden Maintenance	\$2,588	\$3,411	\$3,411	\$3,411	\$3,411	0%	-		
042107 Insurance	\$77,335	\$82,284	\$82,284	\$82,284	\$82,284	0%	-		
042108 Superannuation Admin	\$139,692	\$161,961	\$161,961	\$161,961	\$161,961	0%	-		
042111 Housing Maintenance EMIDS	\$4,542	\$8,875	\$8,875	\$8,875	\$8,875		-		
042112 Housing Maintenance - CEO	\$4,144	\$9,012	\$9,012	\$9,012	\$9,012	0%	-		
042114 Motor Vehicle Expenses Allocated to Function 14	\$9,559	\$23,116	\$23,116	\$23,116	\$23,116	0%	-		
042116 Housing Maintenance - EMCCS	\$9,056	\$8,875	\$8,875	\$8,875	\$8,875	0%	-		
042167 Dishonour Cheque Fees	-	\$100	\$100	\$100	\$100	0%	-		
042168 Fringe Benefits General	\$78,397	\$92,250	\$116,250	\$116,250	\$116,250	0%	-	FACR 1 - Quarterly instalments are paid based on previous year's actuals. Any adjustments (positive or negative) are processed in May following lodgement of FBT return.	
042169 Consultant Fees	\$117,293	\$109,870	\$109,870	\$144,870	\$215,870	49%	\$71,000	FACR 2 - Utilise savings from the Strategic Plan for implementation of the rebranding project up to \$15,000. Costs for continuation of cultural program expected to be approx \$30,000. Allocate \$20,000 in 2020/21 and the remaining \$10,000 to be included in 21/22 budget. FACR 3 - Funds reallocated from GL 138150 to fund Contract EMIDS position and recruitment process.	
042171 Organisational Staff Training and Conferences	\$49,950	\$67,143	\$67,143	\$67,143	\$67,143	0%	-		
042175 Long Service Leave	-	\$5,695	\$5,695	\$5,695	\$5,695	0%	-		
042176 Admin Building Maintenance	\$44,899	\$69,054	\$69,054	\$69,054	\$54,054	-22%	(\$15,000)	Reallocate surplus Admin Building maintenance budget to Residency Museum Project.	


 ANNUAL BUDGET 2020/21						2020/21 FACR - QUARTER 3			
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE/ UNFAVOURABLE) VAR.	COMMENT	
042178 Admin Telephone	\$20,641	\$12,000	\$19,500	\$24,500	\$24,500	0%	-	FACR 1 - Services were upgraded in 2019/20 to Voice Services (SIP) connecting all shire sites to a central communication hardware control because existing hardware was out of date. Budget did not include transition to new system FACR 2 - Additional funds required for new contracts, service charges and wireless devices including new internet data services for iPads and Phones.	
042180 Admin - Internet Expense	\$20,370	\$11,128	\$30,493	\$30,493	\$30,493	0%	-	FACR 1 - Improved communications and firewall security for all Shire sites as a result of ICT audit - full costs not included in budget. Website refresh and bookings module \$13,365 proposed to be funded 2020/21. At this stage, development of an intranet costing \$15,884 (not including additional modules) will be scheduled for 2021/22 FY unless surplus funds become available throughout the year.	
042181 Purchase Admin Maps	-	\$611	\$611	\$611	\$611	0%	-		
042182 Staff Uniform Subsidy	\$4,866	\$11,000	\$11,000	\$11,000	\$11,000	0%	-		
042183 Office Expense - Printing	\$2,334	\$7,000	\$7,000	\$7,000	\$7,000	0%	-		
042184 Office Exp-Stationery	\$6,726	\$15,498	\$15,498	\$15,498	\$10,498	-32%	(\$5,000)	Savings made on stationery throughout the year due to increased market testing plus opportunities sought to reduce paper reliance.	
042185 Office Expenses-Advertising	\$4,926	\$15,000	\$15,000	\$15,000	\$15,000	0%	-		
042186 Office Exp - Office Equipment	\$16,198	\$24,500	\$24,500	\$24,500	\$24,500	0%	-		
042187 Office Expenses-Bank Charges	\$14,411	\$17,000	\$17,000	\$17,000	\$17,000	0%	-		
042188 Office Exp-Computer Expenses	\$144,521	\$174,298	\$286,298	\$251,298	\$251,298	0%	-	FACR 1 - Altus Payroll \$58,000 / Altus Records \$45,000 / Altus Procurement \$9,000. ITVision have indicated they will no longer support Synergy payroll after 30 June 2020 (except under exceptional circumstances) and are unwilling to renew the payroll service contract. This was raised as a risk in last year's audit and needs to be addressed. Altus records and procurement will improve processes and efficiency and by committing to implementation of all three systems, the Shire will receive a discount. FACR 2 - An additional \$112,000 was allocated for Altus module upgrades in FACR 1 (Payroll, Procurement and Records). Due to other contributing factors such as server requirements and module build timeframes, the move to Altus Records will be postponed until the 2021/22 FY. Further budget allocation required for consultancy work to assist in records digitisation project to be completed prior to Altus transition.	
042189 Office Exp-Postage/Freight	\$10,202	\$15,000	\$15,000	\$15,000	\$15,000	0%	-		
042190 Office Expenses-Sundry	\$15,743	\$19,156	\$19,156	\$19,156	\$19,156	0%	-		
042191 Relocation Expenses	-	\$5,000	\$5,000	\$5,000	\$5,000	0%	-		
042193 Audit Fees	\$42,960	\$45,000	\$45,000	\$45,000	\$45,000	0%	-		
042194 Revaluation Fees	-	\$25,000	-	-	-	-	-	FACR 1 - Changes to the Financial Management Regulations now require revaluations to be carried out every 5 years instead of every 3 years.	
042195 Legal Expenses	\$12,119	\$10,000	\$10,000	\$10,000	\$10,000	0%	-		
042196 Title Search	-	\$84	\$84	\$84	\$84	0%	-		
042199 Depreciation Expense	\$82,712	\$113,531	\$113,531	\$113,531	\$113,531	0%	-		
Sub Total - GOVERNANCE - GENERAL OP/EXP	\$144,218	(\$0)	\$137,865	\$172,865	\$223,865		\$51,000		


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3			
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT
OPERATING INCOME		-	-	-				
042220 Contributions Taxable Supply	-	(\$100)	(\$100)	(\$100)	(\$100)	0%	-	
041236 Government Grants	(\$21,000)	-	-	-	-			
042221 Reimbursements Taxable Supply	(\$28,578)	(\$500)	(\$500)	(\$18,500)	(\$18,500)	0%	-	FACR 2 - Cost of Business Continuity Plan to be recouped from LGIS Scheme Membership funds - \$4,500. Contributions Assistance Package payment received \$13,420.
042223 Reimbursements Staff Uniform	-	(\$100)	(\$100)	(\$100)	(\$100)	0%	-	
042224 Charges-Other Taxable Supply	-	(\$100)	(\$100)	(\$100)	(\$100)	0%	-	
042225 Charges Other Non Tax Supply	(\$609)	(\$300)	(\$300)	(\$300)	(\$300)	0%	-	
042227 Government Grants	-	-	-	-	-			
042228 Reimbursements Non Tax Supply	-	(\$1,500)	(\$1,500)	(\$1,500)	(\$1,500)	0%	-	
Sub Total - GOVERNANCE - GENERAL OP/INC	(\$50,187)	(\$2,600)	(\$2,600)	(\$20,600)	(\$20,600)			
Total - GOVERNANCE - GENERAL	\$94,031	(\$2,600)	\$135,265	\$152,265	\$203,265		\$51,000	
Total - GOVERNANCE	\$659,281	\$781,508	\$919,372	\$919,964	\$947,964		\$28,000	
FIRE PREVENTION		-	-	-				
OPERATING EXPENDITURE		-	-	-				
051101 Admin O/Head & Labour Costs	\$37,544	\$46,968	\$46,968	\$46,968	\$46,968	0%	-	
051131 Fire Control Expenses - ESL Expenditure	-	\$1,527	\$1,527	\$1,527	\$1,527	0%	-	
051103 Fire Insurance	\$17,325	\$21,689	\$21,689	\$21,689	\$21,689	0%	-	
051104 Communication Mtce & Repairs	\$361	\$2,545	\$2,545	\$2,545	\$2,545	0%	-	
051105 Fire Control Expenses	\$14,802	\$15,298	\$15,298	\$15,298	\$15,298	0%	-	
051107 Fire Breaks - Shire Land	\$9,908	\$10,169	\$10,169	\$10,169	\$10,169	0%	-	
051108 Staff Training	-	-	-	-	-			
051109 Ranger Vehicle Expenses	\$1,399	\$5,494	\$5,494	\$5,494	\$5,494	0%	-	
051113 Computer Maintenance	-	\$554	\$554	\$554	\$554	0%	-	
051115 Fire Base Maintenance	-	-	-	-	-			
051120 Fire Control - Salaries	\$27,839	\$30,463	\$30,463	\$30,463	\$30,463	0%	-	
051121 Fire Control - Superannuation	\$3,200	\$4,417	\$4,417	\$4,417	\$4,417	0%	-	
051122 Fire Control - Long Service Leave	-	\$824	\$824	\$824	\$824	0%	-	
051125 Plant & Equipment Maintenance - ESL Equip	\$2,315	\$4,000	\$4,000	\$4,000	\$4,000	0%	-	
051126 Vehicle Maintenance	\$4,752	\$10,000	\$10,000	\$10,000	\$10,000	0%	-	
051127 Land & Buildings Maintenance	\$252	\$5,506	\$5,506	\$5,506	\$5,506	0%	-	
051128 Protective Clothing	\$1,134	\$5,000	\$5,000	\$5,000	\$5,000	0%	-	
051129 Other Goods & Services	-	\$4,190	\$4,190	\$4,190	\$4,190	0%	-	
051130 Fire Breaks - Contractors	-	\$3,143	\$3,143	\$3,143	\$3,143	0%	-	


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3			
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT
051136 Bushfire Risk Mitigation	-	-	\$41,600	\$41,600	-	-	(\$41,600)	FACR 1 - Associated expenditure of Bushfire Mitigation Activity Fund grant to undertake chemical and mechanical treatments along Fire Access Track - Quairading-York Road. FACR 3 - Extension approved to complete Bushfire Mitigation Activity works 2021/22. Fully offset by MAF Round 2 2020/21. Both income and expenditure will be carried forward to 2021/22
051199 Depreciation Expense	\$48,241	\$46,265	\$46,265	\$46,265	\$46,265	0%	-	
Sub Total - FIRE PREVENTION OP/EXP	\$169,071	\$218,051	\$259,651	\$259,651	\$218,051		(\$41,600)	
OPERATING INCOME								
051201 ESL Commission	(\$4,000)	(\$4,000)	(\$4,000)	(\$4,000)	(\$4,000)	0%	-	
051217 Fines & Penalties Fire Prevention	(\$879)	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)	0%	-	
051220 ESL Grants	(\$39,306)	(\$54,457)	(\$54,457)	(\$54,457)	(\$54,457)	0%	-	
051221 Reimbursements - Fire Break	-	(\$3,143)	(\$3,143)	(\$3,143)	(\$3,143)	0%	-	
051224 Reimbursements Taxable Supply	-	(\$10)	(\$10)	(\$10)	(\$10)	0%	-	
051225 FESA Capital Grants	-	-	-	-	-	-	-	
051226 Bushfire Risk Mitigation Funding	\$0	-	(\$41,600)	(\$41,600)	-		\$41,600	FACR 1 - Successful Bushfire Mitigation Activity Fund grant to undertake chemical and mechanical treatments along Fire Access Track - Quairading-York Road. FACR 3 - Bushfire Mitigation Activity Fund Round 2 2020/21. Works relating to this grant will not be completed this financial year. Received 50% of funding in August - funds to be held at year end as a liability and transferred in for 2021/22.
Sub Total - FIRE PREVENTION OP/INC	(\$48,003)	(\$64,609)	(\$106,209)	(\$106,209)	(\$64,609)		\$41,600	
Total - FIRE PREVENTION	\$121,069	\$153,442	\$153,442	\$153,442	\$153,442			
ANIMAL CONTROL								
OPERATING EXPENDITURE								
052163 Animal Control - Salaries	\$31,340	\$30,463	\$30,463	\$30,463	\$30,463	0%	-	
052164 Animal Control - Superannuation	\$3,200	\$4,417	\$4,417	\$4,417	\$4,417	0%	-	
052165 Uniform Allowance	\$120	\$1,000	\$1,000	\$1,000	\$1,000	0%	-	
052166 Admin O/Head & Labour Costs	\$75,087	\$93,936	\$93,936	\$93,936	\$93,936	0%	-	
052167 Long Service Leave	-	\$346	\$346	\$346	\$346	0%	-	
052168 Annual Leave Provision	-	-	-	-	-	-	-	
052169 Animal Control Sundry Expenditure	\$42,248	\$40,423	\$40,423	\$40,423	\$50,423	25%	\$10,000	Increase costs for contract Ranger due to resignation of in-house Ranger. Recruitment/RFQ process expected to commence early 2021/22.
052172 Cat Pound - Expenditure	\$116	\$1,000	\$1,000	\$1,000	\$1,000	0%	-	
052199 Depreciation Expense	\$3,185	\$3,980	\$3,980	\$3,980	\$3,980	0%	-	
Sub Total - ANIMAL CONTROL OP/EXP	\$155,296	\$175,565	\$175,565	\$175,565	\$185,565		\$10,000	
OPERATING INCOME								


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
052272	Fines & Penalties Animal Control	-	(\$100)	(\$100)	(\$100)	(\$100)	0%	-	
052273	Charges-Impounding Fees	(\$109)	(\$100)	(\$100)	(\$100)	(\$100)	0%	-	
052274	Charges-Cat Registration	(\$1,334)	(\$1,500)	(\$1,500)	(\$1,500)	(\$1,500)	0%	-	
052275	Reimbursements - Non-taxable	-	-	-	-	-	-	-	
052282	Fines & Penalties Animal Control	(\$6,117)	(\$1,500)	(\$1,500)	(\$1,500)	(\$1,500)	0%	-	
052283	Charges-Impounding Fees	(\$2,142)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	0%	-	
052284	Charges-Dog Registration	(\$8,661)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	0%	-	
052285	Sundry Income Tax Supply	(\$1,832)	-	-	-	-	-	-	
052289	Dog Tag Replacements	(\$69)	(\$10)	(\$10)	(\$10)	(\$10)	0%	-	
	Sub Total - ANIMAL CONTROL OP/INC	(\$20,264)	(\$14,210)	(\$14,210)	(\$14,210)	(\$14,210)		-	
	Total - ANIMAL CONTROL	\$135,031	\$161,355	\$161,355	\$161,355	\$171,355		\$10,000	
	OTHER LAW ORDER & PUBLIC SAFETY								
	OPERATING EXPENDITURE								
				-	-	-			
053102	Crime Prevention Expenditure	\$7,453	\$4,317	\$4,317	\$8,666	\$8,666	0%	-	
053101	Admin O/Head & Labour Costs	\$28,158	\$35,226	\$35,226	\$35,226	\$35,226	0%	-	
053111	Rural Street Numbering	-	\$966	\$966	\$966	\$966	0%	-	
053120	Abandoned Vehicle Expenditure	\$474	\$1,328	\$1,328	\$1,328	\$1,328	0%	-	
053140	Community Emergency Services Manager	\$13,186	\$24,792	\$24,792	\$24,792	\$24,792	0%	-	
053130	Local Emergency Planning Expenditure	-	\$3,000	\$3,000	\$3,000	\$3,000	0%	-	
053105	Speed Alert Mobile Trailer Maintenance	\$745	\$1,194	\$1,194	\$1,194	\$1,194	0%	-	
	Sub Total - OTHER LAW ORDER & PUBLIC SAFETY	\$55,971	\$70,823	\$81,823	\$86,172	\$86,172		-	
	OPERATING INCOME								
053202	Developers' Contributions To Rural Numbers	(\$92)	(\$300)	(\$300)	(\$300)	(\$300)	0%	-	
053220	Abandoned Vehicle Income	-	(\$100)	(\$100)	(\$100)	(\$100)	0%	-	
	Sub Total - OTHER LAW ORDER & PUBLIC SAFETY	(\$7,690)	(\$400)	(\$8,758)	(\$8,758)	(\$8,758)		-	
	Total - OTHER LAW ORDER PUBLIC SAFETY	\$48,281	\$70,423	\$73,065	\$77,414	\$77,414		-	
	Total - LAW ORDER & PUBLIC SAFETY	\$304,381	\$385,220	\$387,862	\$392,211	\$402,211		\$10,000	
	HEALTH ADMINISTRATION & INSPECTION								
	OPERATING EXPENDITURE								
077155	Health - Salaries	\$89,963	\$101,904	\$101,904	\$101,904	\$101,904	0%	-	
077156	Health - Superannuation	\$8,513	\$14,776	\$14,776	\$14,776	\$14,776	0%	-	
077157	Admin O/Head & Labour Costs	\$75,087	\$93,936	\$93,936	\$93,936	\$93,936	0%	-	


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
077158 Long Service Leave	-	\$1,772	\$1,772	\$1,772	\$1,772	0%	-		
077160 Health Control Expenses	\$2,143	\$4,139	\$4,139	\$4,139	\$4,139	0%	-		
77165 Pandemic Response	\$11,037	\$10,000	\$10,000	\$20,000	\$15,000		(\$5,000)	FACR 2 - The actual need for additional funds relating to the current COVID-19 situation is unknown. Officers will continue to monitor this account and report accordingly. If required throughout the year, Council has the option of allocating funds from the Disaster Reserve. At the time of preparing this report, it is anticipated that a further \$10,000 may be required. FACR 3 - Reduce to 15K for 20/21 FY. Moving forward, incorporate costs to specific areas as an increase to levels of service as a result of COVID.	
077166 Health Promotions	-	\$786	\$786	\$786	\$786	0%	-		
077162 Vehicle Operating Expenses	\$3,315	\$5,160	\$5,160	\$5,160	\$5,160	0%	-		
077199 Depreciation Expense	-	\$7,049	\$7,049	\$7,049	\$7,049	0%	-		
Sub Total - HEALTH ADMIN & INSPECTION OP/EXP	\$190,059	\$239,522	\$239,522	\$249,522	\$244,522		(\$5,000)		
OPERATING INCOME									
077271 Health Charges Other - Taxable	-	-	-	-	-		-		
077274 Septic Tank App Fee Charges	(\$4,366)	(\$1,500)	(\$1,500)	(\$1,500)	(\$1,500)	0%	-		
077275 Septic Inspection Fee	(\$3,980)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	0%	-		
077277 Health Act -Charges	(\$3,543)	-	-	-	-		-		
077278 Trading Public Places -Charges	(\$3,536)	-	-	-	-		-		
Sub Total - HEALTH ADMIN & INSPECTION OP/INC	(\$15,425)	(\$2,500)	(\$2,500)	(\$2,500)	(\$2,500)				
Total - HEALTH ADMIN & INSPECTION	\$174,634	\$237,022	\$237,022	\$247,022	\$242,022		(\$5,000)		
OTHER HEALTH									
OPERATING EXPENDITURE									
078113 Analytical Expenses	\$458	\$1,527	\$1,527	\$1,527	\$1,527	0%	-		
079158 Medical Pract Vehicle Expenses	-	-	-	-	-		-		
079162 Health Services Support	-	-	-	-	-		-		
Sub Total - OTHER HEALTH OP/EXP	\$458	\$1,527	\$1,527	\$1,527	\$1,527				
Total - OTHER HEALTH	\$458	\$1,527	\$1,527	\$1,527	\$1,527				
Total - HEALTH	\$175,091	\$238,549	\$238,549	\$248,549	\$243,549		(\$5,000)		
EDUCATION & WELFARE									
CARE OF FAMILIES AND CHILDREN									
OPERATING EXPENDITURE									


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
064101 Early Childhood Hub (Old Bowling Club)	\$4,165	\$11,010	\$11,010	\$11,010	\$11,010	0%	-		
064102 Wheatbelt Womens' Health Hub (Old Youth Centre)	\$1,408	\$1,999	\$1,999	\$1,999	\$1,999	0%	-		
		-							
Sub Total - CARE OF FAMILIES AND CHILDREN OP/EXP	\$5,572	\$13,009	\$13,009	\$13,009	\$13,009		-		
OPERATING INCOME		-							
		-							
64202 Lease Income - Welfare	-	(\$1)	(\$1)	(\$1)	(\$1)	0%	-		
		-							
Sub Total - CARE OF FAMILIES AND CHILDREN OP/INC	-	(\$1)	(\$1)	(\$1)	(\$1)		-		
Total - CARE OF FAMILIES AND CHILDREN	\$5,572	\$13,008	\$13,008	\$13,008	\$13,008		-		
OTHER WELFARE									
OPERATING EXPENDITURE									
066101 Admin O'Head & Labour Costs	\$18,772	\$23,484	\$23,484	\$23,484	\$23,484	0%	-		
067101 Centennial Units Operating Expenditure	\$22,800	\$25,751	\$25,751	\$25,751	\$25,751	0%	-		
067199 Depreciation Expense	\$20,015	\$24,581	\$24,581	\$24,581	\$24,581	0%	-		
068101 Pioneer Memorial Lodge Operating Expenditure	\$4,090	\$12,203	\$12,203	\$12,203	\$12,203	0%	-		
068199 Depreciation	\$26,887	\$39,121	\$39,121	\$39,121	\$39,121	0%	-		
069101 Education Expenses	\$2,000	\$8,000	\$8,000	\$8,000	\$2,000	-75%	(\$6,000)	Allocation for YDHS year to date. Reallocate funds moving forward to Multiyear Funding agreements new GL 132144	
	-								
Sub Total - OTHER WELFARE OP/EXP	\$94,565	\$133,139	\$133,139	\$133,139	\$127,139		(\$6,000)		
OPERATING INCOME									
067207 Reimbursements Non- Taxable Supply	(\$412)	-	-	-	-		-		
067202 Rent Centennial Units	(\$33,997)	(\$32,000)	(\$32,000)	(\$32,000)	(\$32,000)	0%	-		
067205 Reimbursements Taxable Supply	-	(\$3,622)	(\$3,622)	(\$3,622)	(\$3,622)	0%	-		
068201 Contributions & Donations Pml	(\$26,224)	-	-	-	(\$22,000)		(\$22,000)	Year 1 of lease agreement for use of Pioneer Memorial Lodge by WACHS	
Sub Total - OTHER WELFARE OP/INC	(\$60,633)	(\$35,622)	(\$35,622)	(\$35,622)	(\$57,622)		(\$22,000)		
Total - OTHER WELFARE	\$33,932	\$97,517	\$97,517	\$97,517	\$69,517		(\$28,000)		
Total - EDUCATION & WELFARE	\$39,504	\$110,524	\$110,524	\$110,524	\$82,524		(\$28,000)		
SANITATION - HOUSEHOLD REFUSE									
OPERATING EXPENDITURE									
101101 Admin O/Head & Labour Costs	\$56,315	\$70,452	\$70,452	\$70,452	\$70,452	0%	-		


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
101103 Community Projects - Waste	\$418	\$1,500	\$1,500	\$1,500	\$1,500	0%	-		
101104 Recycling Services	\$90,541	\$105,000	\$105,000	\$105,000	\$105,000	0%	-		
101105 Seavroc Regional Waste Minimisation Strategy	-	\$3,055	\$3,055	\$3,055	\$3,055	0%	-		
101106 Waste Management Facility Mtce	\$5,692	\$11,730	\$11,730	\$11,730	\$11,730	0%	-		
101107 Advertising	-	-	-	-	-	-	-		
101108 Avon Waste - Transfer Strn Op	\$89,250	\$121,002	\$121,002	\$121,002	\$121,002	0%	-		
101109 Refuse Collection (Contractor)	\$121,879	\$165,000	\$165,000	\$165,000	\$165,000	0%	-		
101110 Dumping/Disposal Fees	\$99,124	\$98,000	\$98,000	\$98,000	\$98,000	0%	-		
101113 Drum Muster Collection	\$2,800	\$2,415	\$2,415	\$2,415	\$2,415	0%	-		
101114 Skip Bins Verge Collection	\$4,464	\$12,000	\$12,000	\$12,000	\$12,000	0%	-		
101115 Bulk Rubbish Verge Collection	\$29,176	\$61,119	\$61,119	\$61,119	\$61,119	0%	-		
50 - Salaries as per Wages Schedule	-	-	-	-	-	-	-		
35 - Office expenses and consumables	-	-	-	-	-	-	-		
35 - Office expenses and consumables	-	-	-	-	-	-	-		
101199 Depreciation	\$1,102	\$4,441	\$4,441	\$4,441	\$4,441	0%	-		
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP	\$527,985	\$655,712	\$690,132	\$690,132	\$690,132		-		
OPERATING INCOME									
101214 Charges - Rubbish Service	(\$396,817)	(\$397,000)	(\$397,000)	(\$397,000)	(\$397,000)	0%	-		
101215 Bin Service - Additional Bins	(\$38,571)	(\$38,542)	(\$38,542)	(\$38,542)	(\$38,542)	0%	-		
101216 Waste Management Levy	(\$236,069)	(\$235,350)	(\$235,350)	(\$235,350)	(\$235,350)	0%	-		
101218 Reimbursements Taxable	-	(\$100)	(\$100)	(\$100)	(\$100)	0%	-		
101219 Reimbursements Non Taxable	(\$1,577)	(\$300)	(\$300)	(\$300)	(\$300)	0%	-		
09 - Other Income	-	-	-	-	-	-	-		
Sub Total - SANITATION H/HOLD REFUSE OP/INC	(\$717,139)	(\$671,292)	(\$706,392)	(\$706,392)	(\$706,392)		-		
Total - SANITATION HOUSEHOLD REFUSE	(\$189,154)	(\$15,580)	(\$16,260)	(\$16,260)	(\$16,260)		-		
SANITATION OTHER									
OPERATING EXPENDITURE									
102147 Street Bin Collection - Contract	\$7,732	\$5,535	\$5,535	\$5,535	\$5,535	0%	-		
102148 Main Street Bins - Mtce	\$4	\$1,107	\$1,107	\$1,107	\$1,107	0%	-		
102199 Depreciation Expense	-	\$211	\$211	\$211	\$211	0%	-		
Sub Total - SANITATION OTHER OP/EXP	\$7,736	\$6,853	\$6,853	\$6,853	\$6,853		-		
Total - SANITATION OTHER	\$7,736	\$6,853	\$6,853	\$6,853	\$6,853		-		
PROTECTION OF THE ENVIRONMENT									
OPERATING EXPENDITURE									


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
105103 Weed / Pest Control Programmes	\$1,527	\$3,000	\$3,000	\$8,245	\$8,245	0%	-	FACR 2 - Additional \$5,245 required for pigeon cull programmed for third quarter.	
105104 Environmental Control Expenses	-	\$2,000	\$2,000	\$2,000	\$2,000	0%	-		
105105 Drainage Planning	-	-	-	-	-	-	-		
105199 Depreciation Expense	-	-	-	-	-	-	-		
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP	\$1,527	\$5,000	\$5,000	\$10,245	\$10,245				
OPERATING INCOME									
105254 Charges - Tree Planter	-	-	-	-	-	-	-		
105255 Reimbursements	-	-	-	-	-	-	-		
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC	-	-	-	-	-				
Total - PROTECTION OF THE ENVIRONMENT	\$1,527	\$5,000	\$5,000	\$10,245	\$10,245				
TOWN PLANNING & REGIONAL DEVELOPMENT									
OPERATING EXPENDITURE									
106180 Planning - Salaries	\$87,998	\$99,124	\$99,124	\$99,124	\$99,124	0%	-		
106181 Planning - Superannuation	\$11,000	\$14,373	\$14,373	\$14,373	\$14,373	0%	-		
106182 Planning - Long Service Leave	-	\$680	\$680	\$680	\$680	0%	-		
106184 Admin O/Head & Labour Costs	\$75,087	\$93,936	\$93,936	\$93,936	\$93,936	0%	-		
106185 Control Exp-Plan Consultant	-	\$11,250	\$11,250	\$11,250	\$11,250	0%	-		
106186 Control Expenses - Advertising	\$1,748	\$4,000	\$4,000	\$4,000	\$4,000	0%	-		
106187 Control Expenses - Legal Fees	\$3,594	\$35,000	\$35,000	\$35,000	\$11,300	-68%	(\$23,700)	Planning legal budget unlikely to be fully expended as at 30 June. Allocation required for 2021/22	
106188 Planning Control Expenses - Other	\$4,981	\$9,000	\$9,000	\$9,000	\$9,000	0%	-		
106191 Review Town Planning Scheme	\$8,483	\$18,000	\$18,000	\$8,538	\$8,538	0%	-	FACR 2 - Reallocate savings to Weed and Pest Control to fund the additional pigeon cull scheduled for third quarter.	
106194 Heritage Expenditure	\$5,977	\$16,040	\$16,040	\$16,040	\$16,040	0%	-		
106199 Depreciation	\$4,992	\$8,629	\$8,629	\$8,629	\$8,629	0%	-		
Sub Total - TOWN PLAN & REG DEV OP/EXP	\$203,859	\$310,032	\$310,032	\$300,570	\$276,870		(\$23,700)		
OPERATING INCOME									
106200 Reimbursements - Advertising	(\$927)	(\$1,010)	(\$1,010)	(\$1,010)	(\$1,010)	0%	-		
106201 Sale Of Text Scheme Texts	-	(\$101)	(\$101)	(\$101)	(\$101)	0%	-		
106202 Appl Planning Consent Charges	(\$22,125)	(\$15,000)	(\$15,000)	(\$20,000)	(\$25,000)	25%	(\$5,000)	FACR 2 - Increase income received for processing of planning applications based on increased volume of applications. FACR 3 - Income higher than anticipated due to increased applications.	
106203 Rezoning Application Charges	-	(\$500)	(\$500)	(\$500)	(\$500)	0%	-		
106204 Sub Div/Amalgamate Clearance	(\$146)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	0%	-		
106209 Other Planning Income - Taxable	-	(\$500)	(\$500)	(\$500)	(\$500)	0%	-		


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
106213 Fines & Penalties - Planning	(\$5,500)	(\$2,000)	(\$6,000)	(\$6,000)	(\$6,000)	0%	-	FACR 1 - Current payment arrangement in place for outstanding fines raised 2018/19 to be received through the year.	
106215 Reimburse- Planning Legal Expenses	-	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	0%	-		
106216 Planning Reimbursements	(\$321)	(\$100)	(\$100)	(\$100)	(\$100)	0%	-		
Sub Total - TOWN PLAN & REG DEV OP/INC	(\$29,019)	(\$22,211)	(\$26,211)	(\$31,211)	(\$36,211)		(\$5,000)		
Total - TOWN PLANNING & REGIONAL DEVELOPMENT	\$174,841	\$287,821	\$283,821	\$269,359	\$240,659		(\$28,700)		
OTHER COMMUNITY AMENITIES									
OPERATING EXPENDITURE									
109101 Admin O'Head & Labour Costs - Cemetery	\$28,158	\$35,226	\$35,226	\$35,226	\$35,226	0%	-		
109137 Cemetery Maintenance	\$47,146	\$74,896	\$74,896	\$74,896	\$74,896	0%	-		
109141 Street Furniture Maintenance	\$7,475	\$6,754	\$6,754	\$6,754	\$6,754	0%	-		
109143 Toilets Howick St Maintenance	\$10,777	\$16,643	\$16,643	\$16,643	\$16,643	0%	-		
109144 Sewerage Ponds Maintenance	\$1,484	\$5,464	\$5,464	\$5,464	\$5,464	0%	-		
109148 Community Plans	-	\$10,000	\$10,000	\$10,000	\$10,000		-		
109156 Admin O/Heads And Labour Costs - Youth Services	\$28,158	\$35,226	\$35,226	\$35,226	\$35,226	0%	-		
109158 Youth General Expenditure	\$4,611	\$17,000	\$17,000	\$17,000	\$8,000	-53%	(\$9,000)	Full budget will not be utilised 20/21. Reduce to pre-COVID budget of \$8,500 for 21/22.	
109199 Depreciation Expense	\$3,473	\$5,984	\$5,984	\$5,984	\$5,984	0%	-		
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP	\$131,282	\$207,194	\$207,194	\$207,194	\$198,194		(\$9,000)		
OPERATING INCOME									
109250 Grave Reservation Fees	(\$1,855)	(\$1,010)	(\$1,010)	(\$1,010)	(\$1,010)	0%	-		
109251 Cemetery - Search & Copy Fees	(\$21)	-	-	-	-		-		
109253 Cemetery Fees - Burial & Interment	(\$17,442)	(\$17,000)	(\$17,000)	(\$17,000)	(\$17,000)	0%	-		
109254 Cemetery - Plates	(\$1,072)	(\$303)	(\$303)	(\$303)	(\$303)	0%	-		
109255 Cemetery Monument Permit	(\$2,041)	(\$2,500)	(\$2,500)	(\$2,500)	(\$2,500)	0%	-		
109256 Cemetery - Undertaker License	(\$2,100)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	0%	-		
109269 Charges Liquid Waste Removal	(\$10,094)	(\$17,000)	(\$17,000)	(\$14,000)	(\$14,000)	0%	-	FACR 2 - Reduce income received from use of sewerage ponds based on current circumstances - only one operator currently using ponds.	
Sub Total - OTHER COMMUNITY AMENITIES OP/INC	(\$34,625)	(\$39,813)	(\$39,813)	(\$36,813)	(\$36,813)		-		
Total - OTHER COMMUNITY AMENITIES	\$96,657	\$167,381	\$167,381	\$170,381	\$161,381		(\$9,000)		
Total - COMMUNITY AMENITIES	\$91,607	\$451,476	\$446,796	\$440,579	\$402,879		(\$37,700)		
PUBLIC HALL & CIVIC CENTRES									


 ANNUAL BUDGET 2020/21						2020/21 FACR - QUARTER 3			
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
OPERATING EXPENDITURE									
111102 Town Hall	\$60,965	\$69,991	\$69,991	\$69,991	\$69,991	0%	-		
111103 Scout Hall	\$1,163	\$1,583	\$1,583	\$1,583	\$1,583	0%	-		
111105 Old Convent School	\$5,602	\$7,172	\$7,172	\$7,172	\$7,172	-	-		
111106 Interest On Loans - Old Convent School	\$11,626	\$11,626	\$11,626	\$11,626	\$11,626	-	-		
111120 Admin O/Head & Labour Costs	\$37,544	\$46,968	\$46,968	\$46,968	\$46,968	0%	-		
111104 Greenhills Hall	\$4,200	\$4,410	\$4,410	\$4,410	\$4,410	0%	-		
111107 Talbot Hall	\$5,172	\$5,274	\$5,274	\$5,274	\$5,274	0%	-		
111199 Depreciation Expense	\$213,677	\$211,455	\$211,455	\$211,455	\$211,455	0%	-		
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP	\$339,948	\$358,478	\$358,478	\$358,478	\$358,478		-		
OPERATING INCOME									
111215 Reimbursements	-	-	-	-	-	-	-		
111216 Hall Hire - Charges	(\$4,250)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	0%	-		
111217 Scout Hall Hire - Charges	-	(\$111)	(\$111)	(\$111)	(\$111)	0%	-		
111218 Liquor License Charges	(\$280)	(\$202)	(\$202)	(\$202)	(\$202)	0%	-		
111219 Grant Income	-	-	-	-	-	-	-		
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC	(\$4,530)	(\$5,313)	(\$5,313)	(\$5,313)	(\$5,313)		-		
Total - PUBLIC HALL & CIVIC CENTRES	\$335,418	\$353,164	\$353,164	\$353,164	\$353,164		-		
OTHER RECREATION & SPORT									
OPERATING EXPENDITURE									
Public Parks, Gardens, Reserves Maintenance									
113100 Avon Park Maintenance	\$114,214	\$90,350	\$90,350	\$120,350	\$120,350	0%	-	FACR 2 - Additional shire plant and labour costs allocated to Avon Park due to increased usage following upgrades and redevelopment. In addition, hire costs for CCTV equipment and light tower was not budgeted for this financial year.	
113101 Johanna Whitely Park Maintenance	\$8,470	\$15,726	\$15,726	\$15,726	\$15,726	0%	-		
113102 Peace Park Maintenance	\$24,051	\$41,976	\$41,976	\$41,976	\$41,976	0%	-		
113103 War Memorial Gardens Maintenance	\$11,448	\$13,760	\$13,760	\$13,760	\$13,760	0%	-		
113104 Sundry Parks & Reserve	\$83,435	\$87,460	\$87,460	\$87,460	\$87,460	0%	-		
113105 Henrietta St Gardens Maintenance	-	\$1,510	\$1,510	\$1,510	\$1,510	0%	-		
113106 Gwanby/Avon Ascent Maintenance	\$17,913	\$28,997	\$28,997	\$28,997	\$28,997	0%	-		
113107 Arboretum Maintenance - Ford/Grey St	\$1,304	\$2,907	\$2,907	\$2,907	\$2,907	0%	-		
113108 Monger St Reserve Maintenance	\$7,797	\$4,412	\$4,412	\$4,412	\$4,412	0%	-		
113109 RV Park Maintenance	\$11,981	\$28,452	\$28,452	\$28,452	\$14,452	-49%	(\$14,000)	Reallocate surplus maintenance budget to fund drainage improvements at RV park.	
113111 Loan Redemption Interest - Forrest Oval	\$79,291	\$79,291	\$79,291	\$79,291	\$79,291	0%	-		


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
113112	Youth Skate Park	\$234	\$500	\$500	\$500	\$500	0%	-	
113115	Toilets Avon Park	\$19,491	\$21,709	\$21,709	\$21,709	\$21,709	0%	-	
113116	Mt Brown Park Maintenance	\$12,764	\$14,842	\$14,842	\$14,842	\$14,842	0%	-	
113117	Candice Bateman Park Maintenance	\$33,867	\$35,178	\$35,178	\$35,178	\$35,178	0%	-	
113118	Moto Cross Track Maintenance	\$12,994	\$16,172	\$16,172	\$16,172	\$16,172	0%	-	
113119	Avon Walk Trail Maintenance	\$4,131	\$12,664	\$12,664	\$12,664	\$12,664	0%	-	
113120	Gardener Vehicles	\$3,532	\$987	\$8,000	\$8,000	\$8,000	0%	-	FACR 1 - Correct budgeting error - increase budget to match actual vehicle running costs.
113122	Racecourse Maintenance	\$11,072	\$11,918	\$11,918	\$11,918	\$11,918	0%	-	
113135	Forrest Oval Lights - Electricity	-	-	-	-	-	-	-	
113151	Admin O/Head & Labour Costs	\$93,859	\$117,419	\$117,419	\$117,419	\$117,419	0%	-	
113152	Long Service Leave	-	\$4,063	\$4,063	\$4,063	\$4,063	0%	-	
113153	Forrest Oval Stadium Mtce	\$12,888	\$19,046	\$19,046	\$19,046	\$19,046	0%	-	
113155	Forrest Oval Pavilion	\$6,108	\$5,809	\$5,809	\$5,809	\$5,809	0%	-	
113141	Forrest Oval Convention Centre	\$87,445	\$128,909	\$128,909	\$128,909	\$103,909	-19%	(\$25,000)	Reallocate funds from Maintenance to Capital to re-key recreation buildings prior to management transition. If not complete by 30 June, carry forward budget for action in July/August 2021.
113142	YRCC Marketing & Promotion	\$1,540	\$1,500	\$1,500	\$1,500	\$1,500	0%	-	
113143	YRCC Gym Maintenance	\$9,414	\$11,013	\$11,013	\$11,013	\$11,013	0%	-	
113144	Conference Expenses	\$27,040	\$23,099	\$23,099	\$23,099	\$23,099	0%	-	
113145	Bar Expenses	\$97,933	\$147,670	\$107,670	\$107,670	\$107,670	0%	-	FACR 1 - Reduce budget for stock purchases due to slow start up after COVID closure and reduced sporting fixtures. Labour budget required to rotate stock and prepare re-opening procedures as required.
113146	Café/Restaurant Expenses	\$157,174	\$160,419	\$160,419	\$160,419	\$160,419	0%	-	
113147	Canteen Expenses	\$4,264	\$21,982	\$11,982	\$11,982	\$11,982	0%	-	FACR 1 - Reduced need for canteen facilities in first half of year due to reduced sporting fixtures as a result of COVID-19.
113166	Feasibility Study / Operational and Marketing Plan - YRCC	\$948	\$20,000	\$20,000	\$20,000	\$20,000	0%	-	
113148	YRCC Turf Maintenance - Bowls	\$329	\$11,270	\$11,270	\$11,270	\$11,270	0%	-	
113149	YRCC Turf Maintenance - Tennis	\$5,151	\$11,087	\$11,087	\$11,087	\$11,087	0%	-	
113150	Forrest Oval Turf Maintenance	\$1,549	\$13,266	\$13,266	\$13,266	\$13,266	0%	-	
113156	Forrest Oval Grounds Maintenance	\$67,830	\$70,786	\$70,786	\$70,786	\$70,786	0%	-	
113157	Forrest Oval Water Supplies	\$43,389	\$80,109	\$80,109	\$80,109	\$80,109	0%	-	
113160	Recreation - Salaries	\$50,012	\$93,088	\$93,088	\$93,088	\$93,088	0%	-	
113161	YRCC - Superannuation	\$25,975	\$40,000	\$40,000	\$40,000	\$40,000	0%	-	
113167	Sporting Club Sponsorships	\$6,773	\$10,000	\$10,000	\$10,000	\$10,000	0%	-	
113169	Hockey Oval Maintenance	\$10,369	\$24,008	\$24,008	\$24,008	\$24,008	0%	-	
113172	Second Hockey Field	\$13,000	\$7,145	\$7,145	\$7,145	\$7,145	0%	-	
113174	Parks & Gardens Landscape Plan & Consultation	-	-	-	-	-	-	-	
113191	Admin O/Head & Labour Costs	\$281,577	\$352,258	\$352,258	\$352,258	\$352,258	0%	-	
113192	Admin O/Head & Labour Costs	\$56,315	\$70,452	\$70,452	\$70,452	\$70,452	0%	-	
113170	Trails Master Plan	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	0%	-	
113199	Depreciation Expense	\$324,765	\$422,911	\$422,911	\$422,911	\$422,911	0%	-	
	Sub Total - OTHER RECREATION & SPORT OP/EXP	\$1,873,631	\$2,406,120	\$2,363,132	\$2,393,132	\$2,354,132		(\$39,000)	


 ANNUAL BUDGET 2020/21		2020/21 FACR - QUARTER 3						
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT
OPERATING INCOME								
113223	Reimbursement Non Taxable	(\$250)	(\$20,000)	-	-	-	-	FACR 1 - Parks and Gardens Trainee reimbursement unlikely to be received this year.
113220	Reimbursements Taxable Supply	(\$36)	-	-	-	-	-	
113221	Stadium Hire Charges	(\$3,155)	(\$1,200)	(\$1,200)	(\$1,200)	(\$1,200)	0%	
113222	Avon Park - Charges	(\$255)	(\$100)	(\$100)	(\$100)	(\$100)	0%	
113224	Leases	(\$16,663)	(\$15,040)	(\$15,040)	(\$15,040)	(\$15,040)	0%	
113229	Recreation Grants	(\$20,000)	(\$133,684)	(\$133,684)	(\$133,684)	(\$133,684)	0%	
113231	Pavilion - Hire Charges	(\$289)	(\$202)	(\$202)	(\$202)	(\$202)	0%	
113233	Oval - Hire Charges	(\$355)	(\$525)	(\$525)	(\$525)	(\$525)	0%	
113235	Charges - Forrest Oval Lights	(\$787)	(\$2,020)	(\$2,020)	(\$2,020)	(\$2,020)	0%	
113239	Government Grants - Non-taxable	-	-	-	-	-	-	
113242	Convention Centre - Hire	(\$2,058)	(\$2,500)	(\$2,500)	(\$2,500)	(\$2,500)	0%	
113243	Convention Centre - Gym	(\$22,768)	(\$20,000)	(\$20,000)	(\$20,000)	(\$20,000)	0%	
113244	Convention Centre - Conferences	(\$39,056)	(\$35,704)	(\$35,704)	(\$35,704)	(\$35,704)	0%	
113245	Convention Centre - Bar	(\$144,933)	(\$193,819)	(\$143,819)	(\$143,819)	(\$143,819)	0%	FACR 1 - Reduce bar income in line with reduction of expenditure due to slow start up after COVID closure and reduced sporting fixtures.
113246	Convention Centre - Café/Restaurant	(\$126,837)	(\$112,211)	(\$112,211)	(\$112,211)	(\$112,211)	0%	
113247	Convention Centre - Canteen	(\$2,895)	(\$30,603)	(\$15,604)	(\$15,604)	(\$15,604)	0%	FACR 1 - Reduce income due to lack of 2020 sporting fixtures.
113248	YRCC Green Fees - Bowls	(\$1,434)	-	-	-	-	-	
113249	YRCC Green Fees - Tennis	(\$1,136)	(\$1,515)	(\$1,515)	(\$1,515)	(\$1,515)	0%	
113260	Transfer From POS Trust Fund	-	(\$20,000)	(\$20,000)	(\$20,000)	-	\$20,000	A transfer from Trust was budgeted to fund Candice Bateman Park Shade sails. Works now funded by LRCI funding.
113273	Government Grant Walk Trails	(\$23,729)	(\$41,555)	(\$41,555)	(\$59,555)	(\$41,373)	\$18,182	FACR 2 - Successful funding application from the Department of Sport and Recreation to prepare concept plan for Mt Brown and Mt Bakewell. FACR 3 - Funding received (DSR) for Mt Brown and Mt Bakewell concept plans 18K reported at FACR Qtr 2 to be transferred to liability account for use next FY. Income and expenditure to 21/22 to be carried forward.
	Sub Total - OTHER RECREATION & SPORT OP/INC	(\$406,636)	(\$630,678)	(\$545,679)	(\$563,679)	(\$525,497)	\$38,182	
	Total - OTHER RECREATION & SPORT	\$1,466,996	\$1,775,442	\$1,817,453	\$1,829,453	\$1,828,635	(\$618)	
SWIMMING POOL								
OPERATING EXPENDITURE								
112150	Swimming Pool - Salaries	\$105,705	\$115,251	\$115,251	\$115,251	\$115,251	0%	
112151	Swimming Pool - Superannuation	\$10,424	\$16,711	\$16,711	\$16,711	\$16,711	0%	
112153	Admin O/Head & Labour Costs	\$28,158	\$35,226	\$35,226	\$35,226	\$35,226	0%	
112154	Long Service Leave	-	\$1,286	\$1,286	\$1,286	\$1,286	0%	
112155	Swimming Pool - Water	\$14,951	\$23,796	\$23,796	\$23,796	\$23,796	0%	
112156	Swimming Pool - Electricity	\$14,497	\$16,141	\$16,141	\$16,141	\$16,141	0%	
112157	Swimming Pool - Chemicals	\$6,100	\$9,951	\$9,951	\$9,951	\$9,951	0%	


 ANNUAL BUDGET 2020/21						2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT		
112158 General Maintenance Pool	\$27,710	\$34,416	\$34,416	\$34,416	\$34,416	0%	-			
112159 Telephone	\$100	\$702	\$702	\$702	\$702	0%	-			
112160 Swimming Pool - Kiosk Expenses	-	-	-	-	-	-	-			
112164 Pool Garden Maintenance	\$5,967	\$7,315	\$7,315	\$7,315	\$7,315	0%	-			
112111 Loan Redemption Interest - Swimming Pool	-	-	-	-	-	-	-			
112199 Depreciation Expense	\$16,681	\$30,971	\$30,971	\$30,971	\$30,971	0%	-			
Sub Total - SWIMMING POOL OP/EXP	\$230,293	\$291,768	\$291,768	\$291,768	\$291,768		-			
OPERATING INCOME										
112072 Grants Government - Swimming Pool	-	-	-	-	-	-	-			
112260 Swimming Pool - Kiosk Income	-	-	-	-	-	-	-			
112273 Pool Admission Charges	(\$26,579)	(\$33,000)	(\$33,000)	(\$33,000)	(\$33,000)	0%	-			
112277 Reimbursements - Non Taxable	-	(\$10)	(\$10)	(\$10)	(\$10)	0%	-			
Sub Total - SWIMMING POOL OP/INC	(\$26,579)	(\$33,010)	(\$33,010)	(\$33,010)	(\$33,010)		-			
Total - SWIMMING POOL	\$203,714	\$258,758	\$258,758	\$258,758	\$258,758		-			
LIBRARIES										
OPERATING EXPENDITURE										
115110 Admin O/Head & Labour Costs	\$18,772	\$23,484	\$23,484	\$23,484	\$23,484	0%	-			
115111 Library Operating-Stationery	\$614	\$1,048	\$1,048	\$1,048	\$1,048	0%	-			
115112 Library Operating-Freight	\$1,617	\$1,571	\$1,571	\$1,571	\$1,571	0%	-			
115113 Office Expenses	\$195	\$2,514	\$2,514	\$2,514	\$2,514	0%	-			
115114 Lost Books	-	\$400	\$400	\$400	\$400	0%	-			
115115 Magazines/Newspapers	\$388	\$550	\$550	\$550	\$550	0%	-			
115116 Storytime Library	\$814	\$2,036	\$2,036	\$2,036	\$2,036	0%	-			
115117 Books - Purchases	\$2,183	\$2,619	\$2,619	\$2,619	\$2,619	0%	-			
115118 Long Service Leave	-	\$606	\$606	\$606	\$606	0%	-			
115120 Library - Salaries	\$55,595	\$67,357	\$67,357	\$67,357	\$67,357	0%	-			
115121 Library - Superannuation	\$8,366	\$9,767	\$9,767	\$9,767	\$9,767	0%	-			
115124 Library Equipment	\$1,391	\$1,833	\$1,833	\$1,833	\$1,833	0%	-			
115199 Depreciation Expense	-	\$54	\$54	\$54	\$54	0%	-			
Sub Total - LIBRARIES OP/EXP	\$89,936	\$113,838	\$113,838	\$113,838	\$113,838		-			
OPERATING INCOME										
115229 Charges-Lost Books	(\$1,032)	(\$300)	(\$300)	(\$300)	(\$300)	0%	-			
115230 Sundry Income Taxable Supply	(\$18)	(\$21)	(\$21)	(\$21)	(\$21)	0%	-			
Sub Total - LIBRARIES OP/INC	(\$1,050)	(\$321)	(\$321)	(\$321)	(\$321)		-			


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
Total - LIBRARIES	\$88,886	\$113,517	\$113,517	\$113,517	\$113,517	\$0	-		
OTHER CULTURE									
OPERATING EXPENDITURE									
RESIDENCY MUSEUM									
118111 Loan Interest Repayments - Archives Centre	\$778	\$953	\$953	\$953	\$953	0%	-		
118167 Museum Shop Stock Purchases	\$260	\$1,375	\$1,375	\$1,375	\$1,375	0%	-		
118172 Residency Museum Building Mtoe	\$18,199	\$34,759	\$34,759	\$34,759	\$24,759	-29%	(\$10,000)	Utilise savings from maintenance for Residency Museum Capital Project.	
118173 Maintenance Exhibits	\$1,934	\$3,760	\$3,760	\$3,760	\$3,760	0%	-		
118175 Museum Promotion & Marketing	\$2,454	\$4,000	\$4,000	\$4,000	\$4,000	0%	-		
118176 Museum Phone, Internet & Computer	\$1,268	\$1,441	\$1,441	\$1,441	\$1,441	0%	-		
118177 Stationery/Postage	\$34	\$200	\$200	\$200	\$200	0%	-		
118178 Membership Fees	\$300	\$482	\$482	\$482	\$482	0%	-		
118179 Volunteers Police Clearances	\$61	\$323	\$323	\$323	\$323	0%	-		
118181 Refreshments	\$998	\$970	\$970	\$970	\$970	0%	-		
118182 Equipment	\$3,943	\$5,000	\$5,000	\$5,000	\$5,000	0%	-		
118184 Research Projects	\$32	\$1,048	\$1,048	\$1,048	\$1,048	0%	-		
118185 Sundry Expenses	\$182	\$1,048	\$1,048	\$1,048	\$1,048	0%	-		
118187 Grant Expenditure - Projects	-	\$5,000	\$5,000	-	-			FACR 2 - Reallocate funds not required this financial year originally budgeted to support grant funded projects.	
118188 Residency Museum Garden - Shire	\$6,610	\$9,683	\$9,683	\$12,683	\$12,683	0%	-	FACR 2 - Adjust up to allow SOY plant & labour costs to maintain gardens at the Residency Museum during closure for renovations.	
118191 Salaries Residency Museum	\$34,605	\$89,394	\$89,394	\$32,494	\$32,494	0%	-	FACR 2 - The Residency Museum was temporarily closed at the end of January 2021 due to major building upgrades in accordance with the Earthquake Risk Mitigation project. Remaining payroll budget for the museum has been diverted to the records project.	
118192 Residency Museum - Superannuation	\$1,298	\$7,000	\$7,000	\$1,237	\$1,237	0%	-	FACR 2 - The Residency Museum was temporarily closed at the end of January 2021 due to major building upgrades in accordance with the Earthquake Risk Mitigation project. Remaining payroll budget for the museum has been diverted to records projects including development and implementation of a new file plan.	
118193 Long Service Leave - Residency Museum	-	\$725	\$725	\$725	\$725	0%	-		
118194 Admin O/Head & Labour Costs	\$18,772	\$23,484	\$23,484	\$23,484	\$23,484	0%	-		
118199 Depreciation Expense	\$15,596	\$15,338	\$15,338	\$15,338	\$15,338	0%	-		
OTHER CULTURE									
119116 Radio Station Maintenance - Barker St	\$3,539	\$3,976	\$3,976	\$3,976	\$3,976	0%	-		
119120 Arts and Cultural Heritage - Salaries	\$48,753	\$56,761	\$56,761	\$56,761	\$56,761	0%	-		
119121 Arts and Cultural Heritage - Superannuation	\$7,517	\$8,230	\$8,230	\$8,230	\$8,230	0%	-		
119122 Arts and Cultural Heritage Planning	\$28	\$7,000	\$7,000	\$7,000	\$7,000	0%	-		


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
119123 Arts and Cultural Heritage - Leave Provisions	-	\$315	\$315	\$315	\$315	0%	-		
119124 Arts and Cultural Heritage - Projects	-	\$21,000	\$21,000	\$21,000	-	-100%	(\$21,000)	Chambers Honour Board Project to be reprioritised and funds reallocated to Museum Project and Noongar Cultural Heritage Survey expenses.	
Sub Total - OTHER CULTURE OP/EXP	\$167,159	\$303,265	\$303,265	\$238,602	\$207,602		(\$31,000)		
OPERATING INCOME									
118221 Museum Entry Fees	(\$6,136)	(\$7,000)	(\$7,000)	(\$7,000)	(\$7,000)	0%	-		
118222 Sale Postcards/Books	(\$774)	(\$2,500)	(\$2,500)	(\$2,500)	(\$2,500)	0%	-		
118223 Donations	(\$26)	(\$10)	(\$10)	(\$10)	(\$10)	0%	-		
118225 Reimbursements Taxable Supply	-	(\$10)	(\$10)	(\$10)	(\$10)	0%	-		
118228 Grant Income	-	(\$110,000)	(\$110,000)	(\$110,000)	(\$124,335)		(\$14,335)	Additional grant funds confirmed from DPLH to fund Residency Museum additional Room 5 works .	
119220 Other Culture - Sundry Income	-	(\$10)	(\$10)	(\$10)	(\$10)	0%	-		
119221 Government Grants - Arts and Cultural Heritage	-	-	-	-	-		-		
Sub Total - OTHER CULTURE OP/INC	(\$6,936)	(\$119,530)	(\$119,530)	(\$119,530)	(\$133,865)		(\$14,335)		
Total - OTHER CULTURE	\$160,223	\$183,735	\$183,735	\$119,072	\$73,737		(\$45,335)		
Total - RECREATION AND CULTURE	\$2,255,236	\$2,684,616	\$2,726,627	\$2,673,964	\$2,627,811	\$0	(\$46,153)		
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE									
OPERATING EXPENDITURE									
125109 Street Cleaning	\$65,901	\$34,000	\$34,000	\$60,000	\$60,000	0%	-	FACR 2 - Additional funds required to support additional street cleaning regime which has continued to be prioritised since March 2020 as a result of COVID-19.	
125110 Road Safety Audits	-	\$8,144	\$8,144	\$8,144	\$8,144	0%	-		
125116 Road Work's - Developer's Expenses	-	-	-	-	-		-		
125121 Traffic Signs - Warning and Directional	\$6,428	\$5,571	\$5,571	\$5,571	\$5,571	0%	-		
125125 Weed Control	\$4,725	\$10,855	\$10,855	\$10,855	\$10,855	0%	-		
125128 Lighting of Streets	\$62,784	\$94,100	\$94,100	\$94,100	\$94,100	0%	-		
125129 Road Maintenance General	\$766,409	\$655,391	\$655,391	\$655,391	\$909,202	39%	\$253,811	Funds reallocated from capital GL 122411 to assist with unexpected storm clean up.	
125132 Bridge Maintenance	\$36,111	\$41,058	\$41,058	\$41,058	\$41,058	0%	-		
125140 Crossover Rebate	\$1,615	\$2,000	\$2,000	\$2,000	\$2,000	0%	-		
125165 Depot Maintenance	\$46,492	\$77,878	\$77,878	\$77,878	\$77,878	0%	-		
125170 Road Verge Maintenance	-	\$10,000	\$10,000	\$10,000	\$10,000	0%	-		
126199 Depreciation	\$1,259,388	\$1,318,707	\$1,318,707	\$1,318,707	\$1,318,707	0%	-		
127195 Interest on Loans	\$2,584	\$2,584	\$2,584	\$2,584	\$2,584	0%	-		
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP	\$2,252,436	\$2,260,288	\$2,260,288	\$2,286,288	\$2,540,099		\$253,811		
OPERATING INCOME									


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
125201 Other Grants	(\$8,520)	(\$7,500)	(\$7,500)	(\$7,500)	(\$7,500)	0%	-		
121202 Road To Recovery Grants	(\$290,000)	(\$396,868)	(\$396,868)	(\$396,868)	(\$396,868)	0%	-		
125202 Grant MRWA Direct Maintenance	(\$153,863)	(\$153,863)	(\$153,863)	(\$153,863)	(\$153,863)	0%	-		
125203 Grant - RRG - Roads	(\$5,365)	(\$362,419)	(\$362,419)	(\$362,419)	(\$5,365)	-99%	\$357,054	Associated grant funds for York-Tammin RRG project. Work requires scope and design. Reduce RRG income and expenditure for 2020/21 and request extension from MRWA for use in 2021/22. If approved, carry forward budget.	
125221 Grant Government - Footpaths	(\$2,000)	-	-	-	-		-		
125208 Grant Govt - Black Spot Funding	-	(\$66,667)	-	-	-		-	FACR 1 - Proposed Blackspot project on York Spencers-Brook Road will not be funded by MRWA this financial year.	
125210 WANDRRA Income	-	-	-	-	-		-		
125211 Grants - Federal	-	(\$300,000)	(\$683,098)	(\$683,098)	(\$683,098)		-	FACR 1 - Local Roads and Community Infrastructure (LRCI) Program. Funding extension proposed to be used to fund RAV network industrial access subject to a report being presented for Council's consideration.	
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC	(\$459,748)	(\$1,287,317)	(\$1,603,748)	(\$1,603,748)	(\$1,246,694)		\$357,054		
Total - MTCE STREETS ROADS DEPOTS	\$1,792,688	\$972,971	\$656,540	\$682,540	\$1,293,405	\$0	\$610,865		
TRAFFIC CONTROL									
OPERATING EXPENDITURE									
PARKING									
128101 Paint Carparks/Park Bays CBD	\$673	-	-	-	-		-		
128103 Howick St Car Park	\$5,665	\$5,067	\$5,067	\$5,067	\$5,067	0%	-		
128104 Parking Enforcement	-	-	-	-	-		-		
128199 Depreciation	\$18,029	\$24,704	\$24,704	\$24,704	\$24,704	0%	-		
LICENSING									
129102 Licensing Salaries	\$50,841	\$79,055	\$79,055	\$79,055	\$79,055	0%	-		
129103 Licensing Superannuation	\$8,037	\$11,463	\$11,463	\$11,463	\$11,463	0%	-		
129104 Licensing Leave Provisions	-	\$614	\$614	\$614	\$614	0%	-		
129401 Admin O'Heads And Labour Costs	\$75,087	\$93,936	\$93,936	\$93,936	\$93,936	0%	-		
Sub Total - TRAFFIC CONTROL OP/EXP	\$158,332	\$214,839	\$214,839	\$214,839	\$214,839		-		
OPERATING INCOME									
129202 Commission Licensing	(\$47,322)	(\$66,300)	(\$66,300)	(\$66,300)	(\$57,300)	-14%	\$9,000	Reduction in commissions due to increase online payment opportunities.	
128204 Parking Fines	\$154	-	-	-	-		-		
Sub Total - TRAFFIC CONTROL OP/INC	(\$47,168)	(\$66,300)	(\$66,300)	(\$66,300)	(\$57,300)		\$9,000		


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
Total - TRAFFIC CONTROL	\$111,164	\$148,539	\$148,539	\$148,539	\$157,539		\$9,000		
Total - TRANSPORT	\$1,903,852	\$1,121,510	\$805,079	\$831,079	\$1,450,944		\$619,865		
RURAL SERVICES									
OPERATING EXPENDITURE									
131105 Grant Expenditure - Conservation Projects	\$7,664	-	\$25,000	\$25,000	\$25,000			FACR 1 - Reallocate grant expenditure for Avon River Banks Restoration project from GL 131108 to its GL 131105 for acquittal purposes.	
131108 Conservation Volunteers	\$10,618	\$26,500	\$10,760	\$10,760	\$10,760	0%	-	FACR 1 - In accordance with Community Funding Round requests, transfer River Conservation Society request from GL 132150 to GL 131105	
Sub Total - RURAL SERVICES OP/EXP	\$18,282	\$26,500	\$35,760	\$35,760	\$35,760		-		
OPERATING INCOME									
131208 Operating Grants - Environmental	-	-	-	-	-				
Sub Total - RURAL SERVICES OP/INC	-	-	-	-	\$0				
Total - RURAL SERVICES	\$18,282	\$26,500	\$35,760	\$35,760	\$35,760		-		
TOURISM AND AREA PROMOTION									
OPERATING EXPENDITURE									
132101 Admin O/Head & Labour Costs	\$28,158	\$35,226	\$35,226	\$35,226	\$35,226	0%	-		
132102 Town Promotions	\$5,251	\$18,500	\$18,500	\$18,500	\$18,500	0%	-		
132144 Multi-Year Funding agreements									
132145 Area Promotion	\$20,597	\$37,500	\$29,500	\$29,500	\$29,500	0%	-	FACR 1 - Reallocate budget from GL 132145 to fund improvements to the Information Bay.	
132146 Information Bays and Street Furniture Maintenance	\$3,314	\$6,284	\$14,284	\$14,284	\$14,284	0%	-	FACR 1 - Reallocate budget from GL 132145 to fund improvements to the Information Bay.	
132103 York Information Centre - Salaries	\$165,088	\$178,557	\$178,557	\$178,557	\$178,557	0%	-		
132104 York Information Centre - Superannuation	\$19,586	\$25,891	\$25,891	\$25,891	\$25,891	0%	-		
132148 Contribution to Information services	\$28,894	\$35,978	\$35,978	\$35,978	\$35,978	0%	-		
132149 Tourist Bureau-Bldg Mtce	-	-	-	-	-				
132150 Festivals and Events Funding Pool	\$130,273	\$282,500	\$238,240	\$238,240	\$238,240	0%	-	FACR 1 - In accordance with Community Funding Round requests, transfer River Conservation Society funds from GL 132150 to GL 131105. Total budget allocated to festivals and events for the 2020/21 year was higher due to a significant carry forward, the result of many cancelled 2019/20 events. Council's COVID-19 Recovery Strategy committed to funding additional events however, based on the upcoming events calendar and the fact there are no further funding rounds this financial year, it is anticipated this budget will not be fully utilised.	


 ANNUAL BUDGET 2020/21						2020/21 FACR - QUARTER 3			
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
132153 Christmas Decorations/Festivities - Shire Assistance	\$25,170	\$35,813	\$35,813	\$35,813	\$35,813	0%	-		
132154 Banner Installation & Removal	\$1,586	\$9,446	\$2,014	\$2,014	\$2,014	0%	-		
132159 Grant Expenditure	-	-	-	-	-	-	-		
132160 Festivals and Events - Shire Assistance	\$11,038	\$9,393	\$13,393	\$13,393	\$13,393	0%	-	FACR 1 - Increased shire labour hours and other inkind support required to assist delivery of COVID-19 recovery events.	
132199 Depreciation Expense	\$63	\$90	\$90	\$90	\$90	0%	-		
Sub Total - TOURISM & AREA PROMOTION OP/EXP	\$439,017	\$533,909	\$627,486	\$627,486	\$627,486		-		
OPERATING INCOME									
132270 Contributions & Reimbursements Taxable	(\$424)	(\$204)	(\$204)	(\$204)	(\$204)	0%	-		
132271 Contributions & Reimbursements - Non-Taxable	(\$52)	-	-	-	-	-	-		
132252 Brochure Advertising Income	(\$5,395)	(\$6,000)	(\$6,000)	(\$6,000)	(\$6,000)	0%	-		
132269 Government Grants	(\$6,300)	(\$10,500)	(\$10,500)	(\$10,500)	(\$10,500)	0%	-		
132255 Events Application fees	(\$1,364)	-	-	-	-	-	-		
132254 Fees and Charges	-	-	-	-	-	-	-		
132248 Tourist Bureau Income	(\$18,430)	(\$20,000)	(\$20,000)	(\$20,000)	(\$20,000)	0%	-		
Sub Total - TOURISM & AREA PROMOTION OP/INC	(\$31,965)	(\$36,704)	(\$36,704)	(\$36,704)	(\$36,704)		-		
Total - TOURISM & AREA PROMOTION	\$407,052	\$497,205	\$590,782	\$590,782	\$590,782		-		
BUILDING CONTROL									
OPERATING EXPENDITURE									
133160 Building - Salaries	\$110,882	\$126,479	\$126,479	\$126,479	\$126,479	0%	-		
133161 Building - Superannuation	\$14,962	\$18,339	\$18,339	\$18,339	\$18,339	0%	-		
133189 Vehicle Operating Expenses - Y000 & Y837	\$4,544	\$5,238	\$5,238	\$5,238	\$5,238	0%	-		
133190 Admin O/Head & Labour Costs	\$75,087	\$93,936	\$93,936	\$93,936	\$93,936	0%	-		
133192 Building Control Expenses-Other	\$353	\$5,591	\$5,591	\$5,591	\$5,591	0%	-		
133195 Building Licence Refunds	-	\$137	\$137	\$137	\$137	0%	-		
133196 Legal Advice Building	-	\$5,000	\$5,000	\$5,000	\$5,000	0%	-		
133186 DAIP Implementation Expenses	\$8,497	\$36,750	\$36,750	\$30,327	\$30,327	0%	-	FACR 2 - Reallocate DAIP expenses to specific assets. Includes supply and delivery of inground bollards for YRCC car park, removal of existing concrete and installation of new concrete pram ramps at York Swimming Pool and supply and installation of concrete pram ramp and footpath at Avon park	
133199 Depreciation Expense	-	-	-	-	-	-	-		
Sub Total - BUILDING CONTROL OP/EXP	\$214,326	\$291,471	\$291,471	\$285,048	\$285,048		-		
BUILDING CONTROL OP/INC									
133204 Charges - Building Permits	(\$36,531)	(\$20,000)	(\$20,000)	(\$28,000)	(\$40,000)	43%	(\$12,000)	FACR 2 - Increase income received for processing of building applications based on increased volume of applications. FACR 3 - Income higher than anticipated due to increased application numbers.	


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE/ UNFAVOURABLE) VAR.	COMMENT	
133205 Charges - Demolition Fees	(\$105)	(\$200)	(\$200)	(\$200)	(\$200)	0%	-		
133206 Fees and Charges - Non-Taxable	(\$6,641)	(\$4,830)	(\$4,830)	(\$4,830)	(\$4,830)	0%	-		
133207 Bctf Commission	(\$315)	(\$300)	(\$300)	(\$300)	(\$300)	0%	-		
133208 Signs/Hoardings Charges	-	-	-	-	-	-	-		
133210 Building Fees Taxable	(\$2,964)	(\$500)	(\$500)	(\$500)	(\$500)	0%	-		
133211 Brb Commission	(\$655)	(\$500)	(\$500)	(\$500)	(\$500)	0%	-		
133215 Building Fines & Penalties	(\$550)	(\$100)	(\$100)	(\$100)	(\$100)	0%	-		
133213 Reimbursements - Non-Taxable	-	-	-	-	-	-	-		
Sub Total - BUILDING CONTROL OP/INC	(\$47,760)	(\$26,430)	(\$26,430)	(\$34,430)	(\$46,430)		(\$12,000)		
Total - BUILDING CONTROL	\$166,565	\$265,041	\$265,041	\$250,618	\$238,618		(\$12,000)		
ECONOMIC DEVELOPMENT									
OPERATING EXPENDITURE									
138101 Old Infant Health - 5 Joaquina Street (Old York Telecentre)	\$1,333	\$1,775	\$1,775	\$1,775	\$1,775	0%	-		
138150 York Economic Development Projects	-	\$137,000	\$137,000	\$137,000	-	-100%	(\$137,000)	Funds budgeted for second Shop Local round or other form of COVID Stimulus. Funds not utilised to date. Reallocate some of these funds to Contract EMIDS position and carry forward remaining funds in year end surplus.	
138103 Earthquake Building Mitigation Project Expenditure	-	\$125,000	\$125,000	\$125,000	-	-100%	(\$125,000)	Extension to be requested - Works to be undertaken in accordance with grant agreement (Geoscience Australia and University of Adelaide) however, hold ups in Year 1 of project due to COVID.	
138160 Community/Economic Development Officer Salaries	\$71,035	\$87,776	\$87,776	\$87,776	\$87,776	0%	-		
138161 Community Development Officer Superannuation	\$11,002	\$12,728	\$12,728	\$12,728	\$12,728	0%	-		
138162 CDO Provision for Long Service Leave	-	\$2,122	\$2,122	\$2,122	\$2,122	0%	-		
Sub Total - ECONOMIC DEVELOPMENT OP/EXP	\$83,369	\$366,401	\$366,401	\$366,401	\$104,401		(\$262,000)		
OPERATING INCOME									
138203 Earthquake Building Mitigation Project Income	-	(\$125,000)	(\$125,000)	(\$125,000)	-	-100%	\$125,000	Extension to be requested - Works to be undertaken in accordance with grant agreement (Geoscience Australia and University of Adelaide) however, hold ups in Year 1 of project due to COVID.	
Sub Total - ECONOMIC DEVELOPMENT OP/INC	-	(\$125,000)	(\$125,000)	(\$125,000)	\$0		\$125,000		
Total - ECONOMIC DEVELOPMENT	\$83,369	\$241,401	\$241,401	\$241,401	\$104,401		(\$137,000)		
OTHER ECONOMIC SERVICES									
OPERATING EXPENDITURE									
139142 Standpipes Water/Maintenance	\$8,063	\$7,922	\$7,922	\$7,922	\$7,922	0%	-		
139143 Standpipes-Water	\$75,936	\$51,500	\$51,500	\$51,500	\$51,500	0%	-		


 ANNUAL BUDGET 2020/21						2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT		
139144 Community Bus Operation	\$1,532	\$6,954	\$6,954	\$6,954	\$6,954	0%	-			
139199 Depreciation Expense	\$6,579	\$8,613	\$8,613	\$8,613	\$8,613	0%	-			
Sub Total - OTHER ECONOMIC SERVICES OP/EXP	\$92,110	\$74,989	\$74,989	\$74,989	\$74,989		-			
OPERATING INCOME										
139256 Charges-Sale Water	(\$70,389)	(\$51,500)	(\$51,500)	(\$51,500)	(\$51,500)	0%	-			
139259 Community Bus Income	(\$2,189)	(\$6,954)	(\$6,954)	(\$6,954)	(\$6,954)	0%	-			
139258 Reimbursements	(\$50)	-	-	-	-		-			
Sub Total - OTHER ECONOMIC SERVICES OP/INC	(\$72,628)	(\$58,454)	(\$58,454)	(\$58,454)	(\$58,454)		-			
Total - OTHER ECONOMIC SERVICES	\$19,482	\$16,535	\$16,535	\$16,535	\$16,535		-			
Total - ECONOMIC SERVICES	\$694,751	\$1,180,518	\$1,149,518	\$1,135,095	\$986,095		(\$149,000)			
PRIVATE WORKS										
OPERATING EXPENDITURE										
141001 Various Private Works	\$3,228	-	-	-	-		-			
Sub Total - PRIVATE WORKS OP/EXP	\$3,228						-			
OPERATING INCOME										
142021 Charges-Private Works	(\$1,960)	-	-	-	-		-			
Sub Total - PRIVATE WORKS OP/INC	(\$1,960)						-			
Total - PRIVATE WORKS	\$1,269				\$0		-			
PUBLIC WORKS OVERHEADS										
OPERATING EXPENDITURE										
001064 Less Allocated-Works/Services	(\$883,936)	(\$990,470)	(\$990,470)	(\$990,470)	(\$990,470)	0%	-			
143158 Admin O/Head & Labour Costs	\$290,963	\$364,000	\$364,000	\$364,000	\$364,000	0%	-			
143160 Engineering Office/Other Exp	\$17,960	\$31,843	\$31,843	\$31,843	\$31,843	0%	-			
143161 Superannuation Of Workmen	\$106,398	\$137,796	\$137,796	\$137,796	\$137,796	0%	-			
143162 Sick/Holiday Pay	\$148,401	\$141,564	\$141,564	\$141,564	\$141,564	0%	-			
143164 Protective Clothing	\$8,515	\$7,688	\$7,688	\$7,688	\$7,688	0%	-			
143166 Salary Allowances	\$7,669	-	-	-	-		-			
143167 Meeting Attendance	\$6,142	\$5,926	\$5,926	\$5,926	\$5,926	0%	-			
143168 Safety Management	\$12,035	\$7,608	\$7,608	\$7,608	\$7,608	0%	-			


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
143171 Staff Training	\$35	-	-	-	-	-	-	-	
143172 Service Pay-Workmen	\$18,331	\$27,880	\$27,880	\$27,880	\$27,880	0%	-		
143175 Sundry Tools Purchase	\$6,328	\$3,563	\$3,563	\$3,563	\$3,563	0%	-		
143178 Long Service Leave	\$10,905	\$4,032	\$4,032	\$4,032	\$4,032	0%	-		
143179 Insurance	\$60,140	\$62,394	\$62,394	\$62,394	\$62,394	0%	-		
143180 Time In Lieu Taken	(\$1,540)	-	-	-	-	-	-		
143181 Works Salaries	\$182,119	\$157,962	\$157,962	\$157,962	\$157,962	0%	-		
143182 Vehicle Operating Expenses Works P168, P134, P136	\$12,230	\$13,867	\$13,867	\$13,867	\$13,867	0%	-		
143183 Shire Engineer Vehicle Mtce	\$5,235	\$6,901	\$6,901	\$6,901	\$6,901	0%	-		
143199 Depreciation	\$8,164	\$17,445	\$17,445	\$17,445	\$17,445	0%	-		
Sub Total - PUBLIC WORKS O/HEADS OP/EXP	\$16,093	\$0	\$0	\$0	\$0				
OPERATING INCOME									
143293 Reimbursements Non-Taxable Supply	(\$10,518)	(\$12,000)	(\$12,000)	(\$12,000)	(\$12,000)	0%	-		
143297 Sundry Equipment Sales	(\$909)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	0%	-		
Sub Total - PUBLIC WORKS O/HEADS OP/INC	(\$11,427)	(\$13,000)	(\$13,000)	(\$13,000)	(\$13,000)				
Total - PUBLIC WORKS OVERHEADS	\$4,666	(\$13,000)	(\$13,000)	(\$13,000)	(\$13,000)				
PLANT OPERATIONS COSTS									
OPERATING EXPENDITURE									
001084 Less Allocated-Works/Services	(\$404,495)	(\$632,069)	(\$632,069)	(\$632,069)	(\$632,069)	0%	-		
014203 Plant Repair Wages	\$54,459	\$67,201	\$67,201	\$67,201	\$67,201	0%	-		
014204 Tyres And Tubes	\$16,957	\$22,738	\$22,738	\$22,738	\$22,738	0%	-		
014205 Parts And Repairs	\$52,169	\$99,438	\$99,438	\$99,438	\$99,438	0%	-		
014206 Insurance And Licences	\$16,750	\$24,264	\$24,264	\$24,264	\$24,264	0%	-		
014207 Fuel And Oil	\$67,570	\$125,703	\$125,703	\$125,703	\$125,703	0%	-		
014209 Grader Blades And Cutting Edges	\$2,800	\$3,587	\$3,587	\$3,587	\$3,587	0%	-		
142102 General Administration Alloc	\$18,772	\$23,484	\$23,484	\$23,484	\$23,484	0%	-		
142101 Depreciation	\$78,254	\$264,319	\$264,319	\$264,319	\$264,319	0%	-		
142807 Tools For Plant Maintenance	-	\$1,335	\$1,335	\$1,335	\$1,335	0%	-		
Sub Total - PLANT OPERATIONS COSTS OP/EXP	(\$96,766)	(\$0)	(\$0)	(\$0)	(\$0)				
Total - PLANT OPERATIONS COSTS	(\$96,766)	(\$0)	(\$0)	(\$0)	(\$0)				
SALARIES AND WAGES									
OPERATING EXPENDITURE									
001101 Gross Total For Year	\$3,224,376	\$3,687,750	\$3,687,750	\$3,687,750	\$3,687,750	0%	-		
001102 Less Salaries & Wages Alloc	(\$3,224,376)	(\$3,687,750)	(\$3,687,750)	(\$3,687,750)	(\$3,687,750)	0%	-		


 ANNUAL BUDGET 2020/21						2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT		
145141 Workers Compensation	\$3,171	\$5,000	\$5,000	\$5,000	\$5,000	0%	-			
145250 Reimbursements-Workers Comp	-	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	0%	-			
Sub Total - SALARIES AND WAGES OP/EXP	\$3,171	-	-	-	-		-			
Total - SALARIES AND WAGES	\$3,171	-	-	-	-		-			
OPERATING EXPENDITURE										
144181 Property Transaction Settlement Costs	\$1,800	\$5,000	\$5,000	\$5,000	\$5,000	0%	-			
146111 Loan Redemption Interest - Lot 25 & 27 South St	-	-	-	-	-		-			
146170 General Maintenance - Lots 2-6 Avon Tce	-	\$500	\$500	\$500	\$500	0%	-			
146167 Local Disaster-Fire/Flood Etc	-	-	-	-	-		-			
146171 Housing Mtce - Other Rentals	\$12,128	\$34,338	\$34,338	\$34,338	\$34,338	0%	-			
146199 Depreciation	\$8,258	\$17,445	\$17,445	\$17,445	\$17,445	0%	-			
146172 Sundry Expenditure - Other Leases	\$3,083	\$6,000	\$11,000	\$11,000	\$11,000	0%	-	FACR 1 - Additional funds required for legal review for all new leases.		
Sub Total - UNCLASSIFIED OP/EXP	\$25,269	\$47,066	\$68,283	\$68,283	\$68,283		-			
OPERATING INCOME										
146274 Other-Lease Reserve	(\$161)	-	-	-	-		-			
146276 Sundry Income Non-Taxable Supply	(\$84)	-	-	-	-		-			
146277 Other Lease Income - Non-Taxable	(\$1,937)	-	-	-	-		-			
146278 Property Transaction Settlement Costs	(\$836)	-	-	-	-		-			
146271 Housing Rent Received	(\$21,600)	(\$23,400)	(\$23,400)	(\$23,400)	(\$23,400)	0%	-			
Sub Total - UNCLASSIFIED OP/INC	(\$24,618)	(\$23,400)	(\$23,400)	(\$23,400)	(\$23,400)		-			
Total - UNCLASSIFIED	\$651	\$39,883	\$44,883	\$44,883	\$44,883		-			
Total - OTHER PROPERTY AND SERVICES	(\$87,010)	\$26,883	\$31,883	\$31,883	\$31,883		-			
EXPENDITURE - TRANSFERS TO RESERVE										
Interest Eamed on Reserve		\$21,832	\$21,832	\$21,832	\$21,832		-			
043143 Transfer To Reserve Funds	-	\$25,000	\$25,000	\$25,000	\$25,000	0%	-			
068301 Transfer To Reserve - Aged Facilities	-	-	-	-	\$22,000		\$22,000	Transfer surplus/(deficit) funds in any year to/(from) PML Reserve. Year 1 of lease agreement for use of Pioneer Memorial Lodge by WACHS.		
113304 Transfer To Reserve	-	\$100,000	\$100,000	\$100,000	\$100,000	0%	-	Funds transferred for future Trails construction		
133302 Transfer To Disaster Reserve 35	-	\$100,000	\$100,000	\$100,000	-	-100%	(\$100,000)	Funds transfer originally budgeted to assist with future/unknown COVID-19 response costs. Transfer could be considered no longer warranted - opportunity to reallocate to other priorities or carry forward.		
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS	-	\$246,832	\$246,832	\$246,832	\$168,832	\$0	(\$78,000)			


 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
INCOME - TRANSFERS FROM RESERVE		-							
041428 Transfer Of Seavroc Funds From Tied Funds Reserve	-	-	-	-	-				
044050 Transfer From Reserve - Governance / Admin	-	(\$113,000)	(\$113,000)	(\$113,000)	(\$113,000)				
067401 Transfer From Reserve -Centennial Units	-	(\$25,000)	(\$25,000)	(\$25,000)	(\$25,000)				
068401 Transfer From Reserve Pml	-	(\$35,000)	(\$35,000)	(\$35,000)	(\$5,000)	-86%	\$30,000	Transfer from Reserve to match actual expenditure at year end. Only part of the budgeted works (paving) will be completed this FY.	
101427 Transfer From Reserve - Waste Management	-	(\$150,000)	(\$150,000)	(\$122,008)	(\$122,008)			FACR 2 - Containers for Change construction costs lower than budgeted - full transfer from Waste Management Reserve not required.	
114042 Transfer From Hall Devel. Reserve	-	-	-	-	-				
113402 Transfer From Reserve	-	-	-	-	-				
118301 Transfer From Reserve Museum	-	(\$110,000)	(\$110,000)	(\$110,000)	(\$110,000)				
127401 Transfer From Reserve Plant Replacement	-	(\$230,000)	(\$230,000)	(\$230,000)	(\$230,000)	0%			
Total - TRANSFER FROM OTHER COUNCIL FUNDS	-	(\$663,000)	(\$663,000)	(\$635,008)	(\$605,008)	-	\$30,000		
Total - FUND TRANSFER	-	(\$416,168)	(\$416,168)	(\$388,176)	(\$436,176)	\$0	(\$48,000)		
000000 (Surplus) / Deficit - Carried Forward	(\$2,192,324)	(\$2,216,507)	(\$2,192,324)	(\$2,192,324)	(\$2,192,324)	0%		FACR 1 - There was a material variation to the estimated carried forward surplus compared to the 2020/21 budget. The surplus was overestimated by \$24,183.	
Sub Total - SURPLUS C/FWD	(\$2,192,324)	(\$2,216,507)	(\$2,192,324)	(\$2,192,324)	(\$2,192,324)				
Total - SURPLUS	(\$2,192,324)	(\$2,216,507)	(\$2,192,324)	(\$2,192,324)	(\$2,192,324)				
LIABILITY LOANS									
EXPENDITURE									
111303 Principal On Loans	\$62,226	\$62,226	\$62,226	\$62,226	\$62,226	0%			
113308 Loan Redemption Principal - Forrest Oval Redevelopment	\$117,365	\$117,365	\$117,365	\$117,365	\$117,365	0%			
118311 Principal Repayments - Archive Centre	\$10,313	\$13,836	\$13,836	\$13,836	\$13,836	0%			
127305 Loan Principal Repayments - Plant Purchases	\$51,099	\$51,099	\$51,099	\$51,099	\$51,099	0%			
Sub Total - LOAN REPAYMENTS	\$241,004	\$244,526	\$244,526	\$244,526	\$244,526				
Total - NON CURRENT LIABILITIES	\$241,004	\$244,526	\$244,526	\$244,526	\$244,526				
000000 Depreciation Written Back	(\$2,140,060)	(\$2,585,950)	(\$2,585,950)	(\$2,585,950)	(\$2,585,950)	0%			
000000 Book Value of Assets Sold Written Back	\$34,977	(\$340,418)	(\$340,418)	(\$340,418)	(\$340,418)	0%			
000000 Long Service Leave - Cash at Bank Reserve 6 (increase)/decrease	-	-	-	-	-				
000000 Deferred Pensioner Rates Non-current increase/(decrease)	-	-	-	-	-				
Sub Total - DEPRECIATION WRITTEN BACK	(\$2,105,083)	(\$2,926,368)	(\$2,926,368)	(\$2,926,368)	(\$2,926,368)				
Total - DEPRECIATION	(\$2,105,083)	(\$2,926,368)	(\$2,926,368)	(\$2,926,368)	(\$2,926,368)	\$0			


 ANNUAL BUDGET 2020/21						2020/21 FACR - QUARTER 3			
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
FURNITURE & EQUIPMENT		-							
GOVERNANCE		-							
CAPITAL EXPENDITURE		-							
041352 Chambers - Furniture & Equip	\$28,212	\$30,000	\$30,000	\$30,000	\$30,000				
043142 Furniture & Equipment Admin	\$27,603	\$10,000	\$40,000	\$40,000	\$40,000	0%		FACR 1 - Current UPS has reached end of life and needs to be replaced. Server is also at end of life and must be replaced prior to implementation of new Altus modules as referred to above in GL 42188.	
Sub Total - CAPITAL WORKS	\$55,815	\$40,000	\$70,000	\$70,000	\$70,000				
Total - GOVERNANCE	\$55,815	\$40,000	\$70,000	\$70,000	\$70,000				
FURNITURE & EQUIPMENT		-							
RECREATION AND CULTURE		-							
EXPENDITURE		-							
115343 Library Furniture & Equipment	-	-	-	-	-				
113322 Gym Equipment - Forrest Oval	-	\$5,000	\$5,000	\$5,000	\$5,000	0%			
113320 Peace Park Light & Furniture	-	-	-	-	-				
113321 Rec Complex Furniture & Equipment	-	-	-	-	-				
113349 Recreation Convention Centre Furniture and Equipment	-	\$10,000	\$10,000	\$5,000	\$5,000	0%		FACR 2 - No specific purchases required to date at the YRCC. Reallocate savings to other priorities.	
122303 Street Furniture	-	-	-	-	-				
132301 Christmas Improvements - Avon Tee	\$5,300	\$10,000	\$10,000	\$5,300	\$5,300	0%		FACR 2 - Reallocate savings as remaining budget of \$4,700 is not required this financial year.	
Sub Total - CAPITAL WORKS	\$5,300	\$25,000	\$25,000	\$15,300	\$15,300				
Total - RECREATION AND CULTURE	\$5,300	\$25,000	\$25,000	\$15,300	\$15,300	\$0			
Total - FURNITURE AND EQUIPMENT	\$61,115	\$65,000	\$95,000	\$85,300	\$85,300				
LAND AND BUILDINGS		-							
GOVERNANCE		-							
EXPENDITURE		-							


 ANNUAL BUDGET 2020/21						2020/21 FACR - QUARTER 3			
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
043141 Administration Centre	\$21,118	\$74,000	\$82,500	\$82,500	\$74,000	-10%	(\$8,500)	FACR 1 - Funds required for installation and connection to Business NBN to improve internet connection to the administration building. FACR 3 - Funds allocated in the first quarter review for installation and connection of NBN to admin building has been post-poned as officers are unable to secure a quote/contractor for the works at this stage.	
Sub Total - CAPITAL WORKS	\$21,118	\$74,000	\$82,500	\$82,500	\$74,000		(\$8,500)		
TOTAL - GOVERNANCE	\$21,118	\$74,000	\$82,500	\$82,500	\$74,000		(\$8,500)		
LAND AND BUILDINGS									
WELFARE									
EXPENDITURE									
68302 Pioneer Memorial Lodge	\$2,533	\$35,000	\$35,000	\$35,000	\$5,000	-86%	(\$30,000)	Only part of the budgeted works (paving) will be completed this FY.	
067304 Centennial Units - Building	-	\$25,000	\$25,000	\$25,000	\$25,000		-		
Sub Total - CAPITAL WORKS	\$2,533	\$60,000	\$60,000	\$60,000	\$30,000		(\$30,000)		
Total - WELFARE	\$2,533	\$60,000	\$60,000	\$60,000	\$30,000	\$0	(\$30,000)		
101371 Waste Management Land & Buildings	\$97,596	\$150,000	\$150,000	\$103,258	\$103,258		-	FACR 2 - Total cost for Containers for Change Shed is anticipated to be lower than budget by \$28,000. Forklift expense to be allocated to Plant and Equipment GL 101372.	
Sub Total - CAPITAL WORKS	\$97,596	\$150,000	\$150,000	\$103,258	\$103,258		-		
Total - COMMUNITY AMENITIES	\$97,596	\$150,000	\$150,000	\$103,258	\$103,258	\$0	-		
RECREATION AND CULTURE									
EXPENDITURE									
112302 Swimming Pool Capital - Buildings	\$9,634	\$47,950	\$47,950	\$51,430	\$51,430		-	FACR 2 - Expenses transferred from DAIP to Swimming Pool Capital - Buildings to fund removal of existing concrete and installation of a new concrete ramp with steel handrails at the York Swimming Pool.	
112303 Swimming Pool - Building Capital	\$1,280	-	-	-	-		-		
113325 Grey St Park	\$11,890	\$15,000	\$15,000	\$15,000	\$15,000	0%	-		
113326 Forrest Oval - Building Capital	-	-	-	-	\$25,000		\$25,000	Re-key buildings at Forrest Oval Precinct prior to management transition. If not complete by 30 June, carry forward budget for action in July/August 2021.	
113327 Candice Bateman Park Capital	\$9,383	\$20,000	\$20,000	\$20,000	\$20,000		-		

 ANNUAL BUDGET 2020/21						2020/21 FACR - QUARTER 3			
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
118300 Residency Museum	\$30,364	\$220,000	\$220,000	\$220,000	\$271,600	23%	\$51,600	Additional costs for Museum have arisen as the project progresses. Additional costs Room 5 - \$28,000 offset by additional funding \$14,335. Excavation and supervision \$8,000 plus further costs for courtyard wall \$4,500, ceiling scrimming \$2,250, replace flooring in Room 5 following excavation \$3,555 and refurbish casement windows \$4,625.	
Sub Total - CAPITAL WORKS	\$62,551	\$302,950	\$302,950	\$306,430	\$383,030		\$76,600		
Total - RECREATION AND CULTURE	\$62,551	\$302,950	\$302,950	\$306,430	\$383,030		\$76,600		
LAND AND BUILDINGS									
143304 Depot	-	\$31,000	\$31,000	\$31,000	\$31,000	0%	-		
Sub Total - CAPITAL WORKS	-	\$31,000	\$31,000	\$31,000	\$31,000		-		
Total - TRANSPORT	-	\$31,000	\$31,000	\$31,000	\$31,000		-		
146302 Housing Capital Osnaburg Road	\$3,652	-	-	-	-	-	-		
Sub Total - CAPITAL WORKS	\$3,652	-	-	-	-		-		
Total - LAND AND BUILDINGS	\$187,450	\$617,950	\$626,450	\$583,188	\$621,288		\$38,100		
PLANT AND EQUIPMENT									
GOVERNANCE									
EXPENDITURE									
042339 Administration Executive Vehicles	\$62,551	\$157,000	\$61,000	\$61,000	\$61,000	0%	-	FACR 1 - EMIDS and FM vehicles held for 2 years or more due for changeover this financial year only. CEO and EMCCS vehicles purchased 2019/20 due to be held until 2021/22 financial year.	
Sub Total - CAPITAL WORKS	\$62,551	\$157,000	\$61,000	\$61,000	\$61,000		-		
Total - GOVERNANCE	\$62,551	\$157,000	\$61,000	\$61,000	\$61,000		-		
PLANT AND EQUIPMENT									
LAW ORDER & PUBLIC SAFETY									
EXPENDITURE									
051339 Ranger Vehicle	-	-	-	-	-	-	-		
053305 Crime Prevention - Plant & Equipment	-	\$34,000	\$34,000	\$34,000	\$18,000		(\$16,000)	The original project scope included CCTV in 3 locations - Avon Park, Avon Terrace and Forrest Oval Precinct. CCTV only to be fitted at Avon Park (Skate Park). Reallocate funds to Bowling Club lighting.	
Sub Total - CAPITAL WORKS	-	\$34,000	\$34,000	\$34,000	\$18,000		(\$16,000)		

 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
Total - LAW ORDER & PUBLIC SAFETY	-	\$34,000	\$34,000	\$34,000	\$18,000		(\$16,000)		
PLANT AND EQUIPMENT									
COMMUNITY AMENITIES									
EXPENDITURE									
101372 Plant & Equipment Capital - Waste	\$18,750	-	-	\$18,750	\$18,750			FACR 2 - Cost for Containers for Change forklift originally included with building expense. Reallocate to Plant and Equipment GL 101372.	
Total - COMMUNITY AMENITIES	\$18,750	-	-	\$18,750	\$18,750		-		
PLANT AND EQUIPMENT									
RECREATION AND CULTURE									
EXPENDITURE									
112304 Plant & Equipment	-	\$13,000	\$13,000	\$13,000	\$13,000		-		
Sub Total - CAPITAL WORKS	-	\$13,000	\$13,000	\$13,000	\$13,000		-		
Total - RECREATION AND CULTURE	-	\$13,000	\$13,000	\$13,000	\$13,000	\$0	-		
PLANT AND EQUIPMENT									
TRANSPORT									
EXPENDITURE									
127304 Plant Purchases Capital	\$69,400	\$828,000	\$668,000	\$668,000	\$303,970	-54%	(\$364,030)	FACR 1 - Truck Y711 will not be replaced this financial year. Reduce capital expenditure accordingly FACR 3 - Unable to procure a number of vehicles due to limited availability. Carry forwards proposed.	
Sub Total - CAPITAL WORKS	\$69,400	\$828,000	\$668,000	\$668,000	\$303,970		(\$364,030)		
Total - TRANSPORT	\$69,400	\$828,000	\$668,000	\$668,000	\$303,970		(\$364,030)		
PLANT AND EQUIPMENT									
ECONOMIC SERVICES									
EXPENDITURE									
133319 Building Surveyor's Motor Vehicle	-	\$37,000	\$37,000	-	-			FACR 2 - No purchase or trade required for Development Services vehicle this financial year.	

 ANNUAL BUDGET 2020/21					2020/21 FACR - QUARTER 3				
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
Sub Total - CAPITAL WORKS	-	\$37,000	\$37,000	-	-	-	-		
Total - ECONOMIC SERVICES	-	\$37,000	\$37,000	-	-	-	-		
PLANT AND EQUIPMENT									
OTHER PROPERTY AND SERVICES									
EXPENDITURE									
143301 Depot Plant Capital Purchase	\$43,276	\$38,000	\$38,000	\$38,000	\$43,276		\$5,276		
Sub Total - CAPITAL WORKS	\$43,276	\$38,000	\$38,000	\$38,000	\$43,276		\$5,276		
Total - OTHER PROPERTY AND SERVICES	\$43,276	\$38,000	\$38,000	\$38,000	\$43,276		\$5,276		
Total - PLANT AND EQUIPMENT	\$193,977	\$1,107,000	\$851,000	\$832,750	\$457,996		(\$374,754)		
INFRASTRUCTURE									
ROAD CONSTRUCTION									
122300 LRCI Infrastructure Projects - Federally funded	\$122,703	\$300,000	\$683,098	\$683,098	\$683,098		-	FACR 1 - Corresponding expenditure for Local Roads and Community Infrastructure (LRCI) Program. Funding extension proposed to be used to fund RAV network industrial access subject to a report being presented for Council's consideration.	
122400 Roads To Recovery Projects	\$294,638	\$402,437	\$402,437	\$402,437	\$402,437	0%	-		
122401 Regional Road Group Projects	\$16,095	\$543,629	\$543,629	\$543,629	\$16,095	-97%	(\$527,534)	Project requires agreed scope and design. Reduce RRG income and expenditure for 2020/21 and request extension from MRWA for use in 2021/22. If approved, carry forward budget.	
122402 Municipal Road Construction Projects	\$128,554	\$556,600	\$556,600	\$556,600	\$274,400	-51%	(\$282,200)	Ashworth Rd Project requires formal scope and design. Carry forward to 2021/22. Limited resource and organisational capacity to deliver works associated with non-Blackspot Safety Improvements. Re-budget for 2021/22. Scope and design received for Avon Terrace Access and Inclusion improvements procurement to commence. Carry forward \$50,000 for 2021/22. If unable to spend \$50,000 prior to 30 June, will need to seek extension for use of LRG funds.	
122403 Municipal Footpath Construction Projects	-	\$112,100	\$112,100	\$112,100	\$135,100	21%	\$23,000	Footpath improvements expected to cost \$103,000 plus \$10,000 to dispose of old asphalt - majority of works undertaken to date. Design for Henrietta/Forrest St Footpaths to cost around \$22,000. These works to be part-funded by Department of Transport and included in 2021/22 budget.	
122404 Municipal Bridge Construction Projects	\$24,170	\$86,700	\$86,700	\$86,700	\$86,700	0%	-		
122407 Blackspot Projects	-	\$100,000	-	-	-		-	FACR 1 - Proposed Blackspot project on York Spencers-Brook Road will not be funded by MRWA this financial year.	
122411 Townsite Drainage	\$29,956	\$234,600	\$234,600	\$234,600	\$31,000	-87%	(\$203,600)	Works complete from this GL. Funds reallocated to maintenance to assist with unexpected storm clean up.	

 ANNUAL BUDGET 2020/21						2020/21 FACR - QUARTER 3			
Descriptions	Actuals as at 24/05/2021	ADOPTED BUDGET	FACR 1 CURRENT BUDGET	FACR 2 YEAR ENDING PROJECTED	FACR 3 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR.	COMMENT	
122412 Asset Renewals - Gravel Sheetting/School Bus Routes	\$162,055	\$204,000	\$204,000	\$204,000	\$182,055	-11%	(\$21,945)	Expenditure for Brunswick St and North Rd still to come from this GL. No further allocations prior to 30 June.	
Sub Total - CAPITAL WORKS	\$778,171	\$2,540,066	\$2,823,164	\$2,823,164	\$1,810,885		(\$1,012,279)		
Total - ROADS	\$778,171	\$2,540,066	\$2,823,164	\$2,823,164	\$1,810,885		(\$1,012,279)		
Total - INFRASTRUCTURE ASSETS ROAD RESERVES	\$778,171	\$2,540,066	\$2,823,164	\$2,823,164	\$1,810,885		(\$1,012,279)		
INFRASTRUCTURE - RECREATION FACILITIES									
113346 Motocross Track Infrastructure	-	\$50,000	\$50,000	\$50,000	-		(\$50,000)	Funds received from DLGSC 2020/21 \$40K sitting in GL1836 - Contract Liabilities. Carry forward income and expenditure 2021/22.	
113347 Mount Brown Park Infrastructure	-	\$25,000	\$25,000	\$25,000	-		(\$25,000)	FACR 3 - Funding received (DSR) for Mt Brown and Mt Bakewell concept plans \$18,000 reported at FACR Qtr 2. Can not be completed this FY - carry forward income and expenditure to 21/22	
113302 Avon Park Infrastructure	\$57,699	\$30,000	\$60,000	\$62,000	\$62,000	0%	-	FACR 1 - The Avon Park planting project was originally planned to be undertaken as part of a community activity day however due to COVID-19 restrictions in place at the time, the Shire had to fully staff and fund the project. FACR 2 - Expenses transferred from DAIP GL 133186 to Avon Park infrastructure. Supply and install concrete pram ramp at Avon Park as part of DAIP improvements	
113331 Forrest Oval Precinct Infrastructure	-	\$53,200	\$23,200	\$23,200	\$39,200	69%	\$16,000	FACR 1 - Security lighting project to be re-scoped and funded from operating budget. FACR 3 - Refurbishment of Bowling Club Lights estimated to cost \$40,000 - utilise fencing funds \$13,200, existing \$10,000 plus unused CCTV funds estimated \$16,000. Request for reallocation of LRCI funds.	
113335 Heritage Trails Infrastructure	\$15,280	\$67,000	\$67,000	\$79,000	\$89,000	13%	\$10,000	FACR 2 - Allocate additional funds to support successful grant application to complete concept plans for Mt Brown and Mt Bakewell trails. FACR 3 - Additional cost for Noongar Cultural Heritage Survey funded from reprioritised Chambers Honour Board Project.	
Sub Total - CAPITAL WORKS	\$72,979	\$225,200	\$225,200	\$239,200	\$190,200		(\$49,000)		
Total - RECREATION FACILITIES	\$72,979	\$225,200	\$225,200	\$239,200	\$190,200		(\$49,000)		
Total - INFRASTRUCTURE ASSETS - REC FACILITIES	\$72,979	\$225,200	\$225,200	\$239,200	\$190,200		(\$49,000)		
132304 Area Promotion Infrastructure	-	\$10,000	\$10,000	\$10,000	\$24,000	140%	\$14,000	Budget reallocated from surplus maintenance to fund drainage improvements at RV park.	
Sub Total - CAPITAL WORKS	-	\$10,000	\$10,000	\$10,000	\$24,000		\$14,000		
Total - TOURISM & AREA PROMOTION	-	\$10,000	\$10,000	\$10,000	\$24,000		\$14,000		
Total - INFRASTRUCTURE ASSETS - OTHER	-	\$10,000	\$10,000	\$10,000	\$24,000		\$14,000		

		<h2 style="text-align: right;">CAPITAL EXPENDITURE</h2>				
COA	Description	Adopted Budget 2020/21	YTD Actuals 24/05/2021	FACR Qtr1	FACR Qtr2	FACR Qtr3
Furniture and Equipment		\$65,000	\$33,512	\$95,000	\$85,300	\$85,300
041352	CHAMBERS - FURNITURE & EQUIP	\$30,000	\$28,212	\$30,000	\$30,000	\$30,000
043142	FURNITURE & EQUIPMENT ADMIN	\$10,000	-	\$40,000	\$40,000	\$40,000
113322	GYM EQUIPMENT - FORREST OVAL	\$5,000	-	\$5,000	\$5,000	\$5,000
113349	CONVENTION CENTRE FURNITURE AND EQUIPMENT	\$10,000	-	\$10,000	\$5,000	\$5,000
132301	CHRISTMAS IMPROVEMENTS - F & E	\$10,000	\$5,300	\$10,000	\$5,300	\$5,300
Buildings		\$617,950	\$184,696	\$626,450	\$583,188	\$621,288
043141	ADMIN OFFICE - LAND & BUILDINGS	\$74,000	\$21,118	\$82,500	\$82,500	\$74,000
067304	CENTENNIAL UNITS - BUILDING	\$25,000	-	\$25,000	\$25,000	\$25,000
068302	PML BUILDING CAPITAL	\$35,000	-	\$35,000	\$35,000	\$5,000
101371	WASTE MANAGEMENT LAND & BUILDINGS	\$150,000	\$97,596	\$150,000	\$103,258	\$103,258
112302	SWIMMING POOL CAPITAL - BUILDINGS	\$47,950	\$9,634	\$47,950	\$51,430	\$51,430
112303	SWIMMING POOL CAPITAL - BUILDINGS	-	\$1,280	-	-	-
113325	GREY ST PARK CAPITAL	\$15,000	\$11,890	\$15,000	\$15,000	\$15,000
113326	YRCC BUILDING CAPITAL	-	-	-	-	\$25,000
113327	CANDICE BATEMAN PARK CAPITAL	\$20,000	\$9,383	\$20,000	\$20,000	\$20,000
118300	MUSEUM BUILDING CAPITAL	\$220,000	\$30,143	\$220,000	\$220,000	\$271,600
143304	DEPOT - BUILDINGS CAPITAL	\$31,000	-	\$31,000	\$31,000	\$31,000
146302	75 OSNABURG RD - BUILDINGS CAPITAL	-	\$3,652	-	-	-
Plant and Equipment		\$1,107,000	\$201,953	\$851,000	\$832,750	\$457,996
042339	ADMINISTRATION VEHICLES	\$157,000	\$35,264	\$61,000	\$61,000	\$61,000
	Chief Executive Officer	\$58,000	-	-	-	-
	Executive Manager Corporate and Community Services	\$38,000	-	-	-	-
	Executive Manager Infrastructure and Development Services	\$38,000	\$35,264	\$38,000	\$38,000	\$38,000
	Finance Manager	\$23,000	-	\$23,000	\$23,000	\$23,000
053305	CRIME PREVENTION - PLANT & EQUIPMENT	\$34,000	-	\$34,000	\$34,000	\$18,000
101372	PLANT & EQUIPMENT - WASTE MANAGEMENT	-	\$18,750	-	\$18,750	\$18,750
	Purchase Forklift - Containers for Change	-	-	-	\$18,750	-
112304	SWIMMING POOL PLANT & EQUIPMENT CAPITAL	\$13,000	-	\$13,000	\$13,000	\$13,000
	Installation of automatic shutdown system	-	-	-	-	-
127304	PLANT PURCHASES CAPITAL	\$828,000	\$69,400	\$668,000	\$668,000	\$303,970
	Grader Utility Y482	\$26,000	-	\$26,000	\$26,000	-
	Truck 13T Y711	\$160,000	-	-	-	-
	Mitsubishi Canter Y4099	\$175,000	-	\$175,000	\$175,000	-
	Parks Vehicle Y3777	\$75,000	-	\$75,000	\$75,000	-
	Truck with Water cart - New	\$230,000	-	\$230,000	\$230,000	\$230,000
	Utility - Town Crew Y211	\$26,000	-	\$26,000	\$26,000	-
	Replace Y6947	\$26,000	-	\$26,000	\$26,000	-
	Mower - Gianni Ferrari Y1328	\$65,000	\$63,970	\$65,000	\$65,000	\$63,970
	Spray Utility - Y770	\$35,000	-	\$35,000	\$35,000	-
	Other Equipment	\$10,000	-	\$10,000	\$10,000	\$10,000
133319	PLANT & EQUIP - DSC VEHICLE	\$37,000	-	\$37,000	-	-
	Development Services Coordinator	\$37,000	-	\$37,000	-	-
143301	DEPOT PLANT CAPITAL PURCHASE	\$38,000	\$43,276	\$38,000	\$38,000	\$43,276
	Works Supervisor	\$38,000	-	-	-	-

COA	Description	Adopted Budget 2020/21	YTD Actuals 24/05/2021	FACR Qtr1	FACR Qtr2	FACR Qtr3
Infrastructure - Roads		\$2,540,066	\$776,113	\$2,823,164	\$2,823,164	\$1,810,885
122300	INFRASTRUCTURE PROJECTS LRCI	\$300,000	\$135,619	\$683,098	\$683,098	\$683,098
700302	Talbot Road - Widening - Lrci Project 20/21	\$300,000	\$122,703	\$300,000	\$300,000	\$300,000
	new RAV Network Industrial Access	-	\$12,916	\$383,098	\$383,098	\$383,098
122400	ROADS TO RECOVERY PROJECTS	\$402,437	\$292,732	\$402,437	\$402,437	\$402,437
700203	Mannavale Road - Roads To Recovery 2020/21	\$150,000	\$158,808	\$150,000	\$150,000	\$158,808
700608	Quellington Road	\$110,000	\$229	\$110,000	\$110,000	\$229
700801	Doodenanning Road	\$110,000	\$132,435	\$110,000	\$110,000	-
701903	Qualen West Reseal	-	\$1,260	-	-	\$116,000
Various	Rural Reseals	\$32,437	-	\$32,437	\$32,437	-
122401	REGIONAL ROAD GROUP PROJECTS	\$543,629	\$16,095	\$543,629	\$543,629	\$16,095
700115	York-Tammin Road (Goldfields Rd)	\$543,629	\$16,095	\$543,629	\$543,629	\$16,095
122402	MUNICIPAL ROAD CONSTRUCTION PROJECTS	\$556,600	\$115,813	\$556,600	\$556,600	\$274,400
7003	Talbot Road	-	\$50,243	-	\$50,243	\$50,243
7009	Top Beverley Road	-	\$44,352	-	\$44,352	\$44,352
7020	Cut Hill Road	-	\$6,867	-	\$6,867	\$6,867
7051	Ashworth Road Gravel	\$120,000	\$2,850	\$120,000	\$120,000	-
7054	Kittlers Road	-	\$9,007	-	\$9,007	\$9,007
7089	Avon Terrace - Sealed	\$100,000	-	\$100,000	\$100,000	\$50,000
7171	Maxwell Street	-	-	-	-	-
7901	Municipal Reseals And Kerbing (Budget Only)	\$102,000	-	\$102,000	\$102,000	\$102,000
7908	Municipal Road Safety Improvements (Budget Only)	\$112,200	-	\$112,200	\$112,200	-
7909	Tree Pruning	\$122,400	-	\$122,400	\$11,931	\$11,931
122403	MUNICIPAL FOOTPATH CONSTRUCTION PROJECTS	\$112,100	\$554	\$112,100	\$112,100	\$135,100
various	York Townsites - Footpaths and Street trees	\$112,100	\$554	\$112,100	\$112,100	\$135,100
122404	MUNICIPAL BRIDGE CONSTRUCTION PROJECTS	\$86,700	\$24,336	\$86,700	\$86,700	\$86,700
various	Preventative Maintenance and Renewal Programme	\$86,700	-	\$86,700	\$86,700	\$86,700
122407	BLACKSPOT PROJECTS	\$100,000	-	-	-	-
	Talbot West/Luelf Rd Intersection	\$100,000	-	-	-	-
122411	TOWNSITE DRAINAGE	\$234,600	\$29,335	\$234,600	\$234,600	\$31,000
700116	York-Tammin Road	-	\$13,788	-	-	-
70162	Greenhills South Road	-	\$8,677	-	-	-
72191	Penny Drive	-	\$6,871	-	-	-
various	Municipal Drainage Improvements (Budget Only)	\$234,600	-	\$234,600	\$234,600	\$31,000
122412	ASSET RENEWALS - GRAVEL RESHEETING	\$204,000	\$161,629	\$204,000	\$204,000	\$182,055
700703	Gwambygine East Road - Asset Renewals	-	\$35,184	-	-	-
70116	Ovens Road Gravel - Asset Renewals	-	\$175	-	-	-
701303	Talbot Hall Road - Asset Upgrades Renewals	-	\$40,239	-	-	-
70176	Berrybrow Road - Asset Renewals	-	\$39,358	-	-	-
70706	Seabrook Road - Asset Renewals	-	\$1,179	-	-	-
70716	Railway Road - Asset Renewals	-	\$45,495	-	-	-
various	School Bus Route Improvements (Budget Only)	\$204,000	-	\$204,000	\$204,000	\$182,055
Infrastructure - Other		\$235,200	\$57,699	\$235,200	\$249,200	\$214,200
113302	AVON PARK INFRASTRUCTURE	\$30,000	\$57,699	\$60,000	\$62,000	\$62,000
113331	FORREST OVAL INFRASTRUCTURE	\$53,200	-	\$23,200	\$23,200	\$39,200
	Install lighting & security system - LRCI Funding	\$30,000	-	-	-	-
	Replace Bowling Lights	\$10,000	-	\$10,000	\$10,000	\$39,200
	Boundary Fencing	\$13,200	-	\$13,200	\$13,200	-
113335	HERITAGE TRAILS INFRASTRUCTURE	\$67,000	-	\$67,000	\$79,000	\$89,000
	York Trails Design/Planning	\$20,000	-	\$20,000	\$32,000	\$32,000
	York Trails Construction LRCI Funding	\$20,000	-	\$20,000	\$20,000	\$20,000
	Noongar Cultural Heritage Survey - Mt Brown	\$20,000	-	\$20,000	\$20,000	\$30,000
	Greenhills Heritage Trail	\$7,000	-	\$7,000	\$7,000	\$7,000
113346	MOTOCROSS TRACK INFRASTRUCTURE	\$50,000	-	\$50,000	\$50,000	-
113347	MT BROWN PARK INFRASTRUCTURE	\$25,000	-	\$25,000	\$25,000	-
132304	AREA PROMOTION INFRASTRUCTURE	\$10,000	-	\$10,000	\$10,000	\$24,000
	Total Capital Budget	\$4,565,216	\$1,253,973	\$4,630,814	\$4,573,602	\$3,189,669

8 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

9 QUESTIONS FROM MEMBERS WITHOUT NOTICE

10 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

11 CLOSURE