

Chief Executive Officer Attachments Wednesday, 20 March 2013

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Item 9.4.1 Attachment 1

Sport and Recreation Plan 2012 – 2022



Item 9.4.1 Attachment 1

Shire of Chittering

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EXECUTIVE SUMMARY

The Shire of Chittering recognises the importance of sport and recreation to the Shire's residents. The Shire and the community play an important role in the provision of sport and recreation opportunities which are part of our social fabric and provide enjoyment and generate community cohesion.

This Plan has been prepared by the Shire of Chittering and follows on from the 2003 - 2008 Shire of Chittering Sport and Recreation Plan developed by the Shire of Chittering Sport and Recreation Development Plan Steering Committee and the Report prepared by Creating Communities Australia Pty Ltd in 2002.

The plan has been developed to establish a ten (10) year plan to help the Shire and the community determine a strategic direction for the future planning, provision and management of sport and recreation. It provides strategies and actions designed to improve the planning and provision of sport and recreation in the Shire of Chittering over the next ten years.

Previous consultation has shown the key factors that will influence sport and recreation development over the next ten years revolve around the development and delivery of support services to clubs, associations and community groups.

Key findings from previous consultation were as follows

- The current population of Chittering is estimated at 4,427 and is expected to grow to 9,600 by 2026 with the majority of the growth occurring in the southern part of the Shire.
- The north-eastern metropolitan growth will continue, further narrowing the perceived gap between "country and metro".
- The Shire's population is characterised by a higher than national average proportion of younger people (978 children under 14 years) and older people (1,547 people 50 years plus).
- Future growth will be focused in the southern localities i.e. from Bindoon south.
- The Shire's emerging employment pattern is characterised by an increase in the number of commuters i.e. people commute from the Shire to work in the metropolitan area and vice versa.
- There is a shift from participation in organised sport to a desire to participate in less structured active and passive recreation.
- The Shire is the major provider of sport and recreation facilities.
- The benefits of physical activity from a health and well being perspective are recognised by all levels of government.
- There is a need to develop a shared community vision for sport and recreation.
- Changing work and leisure patterns affect participation rates in sport and recreation and the types of activities undertaken.
- The community is becoming more diverse with changing expectations.
- Community facilities are dispersed and cater for relatively small catchment populations.
- Community hubs or meeting places play an important role in community development.
- Joint use and multi-purpose community facilities provide innovative solutions to local provision challenges.



- The natural environment is an untapped recreation resource that requires sound management practices.
- There is the potential for stronger links between sport and recreation and other aspects of community such as youth, seniors, tourism, education and economic, social and environmental development.
- The Shire alone cannot provide all facilities, services and programs. There is a need to build partnerships and foster innovation and self-management to meet desired outcomes.
- Triggers for change include: proposed Perth-Darwin Highway, public open space acquisition, outdoor recreation and tourism opportunities, Bindoon townsite subdivision, southern region subdivision developments (Maryville, Wandena, Blue Plains Estate, Lake Chittering Heights, Chittering Rise etc) and commercial and industrial developments.

It has been determined that these findings are still current and the Shire has elected to move forward and address the implementation of the Plan.

Sport and recreation opportunities contribute to the health and wellbeing of individuals and communities. Chittering residents should be provided with opportunities to participate and have access to a wide range of sport and recreation activities.

The Sport and Recreation Plan provides a coordinated and strategic approach to sport and recreation facility development and planning based on identified community need and ensures that a range of sport and recreation development, training and funding programs and services are provided to the community.

These programs and services will be aimed at supporting sport and recreation groups with a view to increasing the capacity of these groups to more effectively and efficiently manage their organisations. The plan enables the Council to achieve the following objectives:

- Encourage effective and efficient administration of sport, recreation and community groups.
- Promote opportunities for groups to access funding through various sport and recreation funding programs.
- Facilitate other development opportunities for sport and recreation groups within the Shire.
- Improve the sustainability of sport and recreation organisations by providing greater support to volunteers.

OVERVIEW OF THE SHIRE

The Shire of Chittering southern boundary is located approximately 55kms from Perth CBD and covers an area of some 1,220 square kilometres.

Generally the Southern part of the shire is composed of small rural subdivisions, wineries and some broad acre farming and a small amount of industry including extractive industry, Tiwest and The Livestock Centre.

North of Bindoon is generally broad acre farming, with some vines and orchards and extractive industry.



There are three gazetted townships in Chittering, Bindoon (where the Shire offices are located and main shopping area), Muchea to the South of Bindoon and Wannamal to the North. There is also a strong sense of community in the districts of Upper Chittering and Lower Chittering, both south of Bindoon.

The Shire of Chittering borders the Cities of Swan and Wanneroo and Shires of Gingin, Toodyay and Victoria Plains and a large portion of the boundary with the Shire of Toodyay comprises the Julimar Forest Reserve.

The Shire comprises of five localities:

- Bindoon;
- Lower Chittering
- Muchea;
- Chittering; and
- Wannamal.

The town / areas of Wannamal, Muchea, Lower Chittering and Bindoon provide the focus for community life for a predominantly peri-urban population that includes a significant number of absent landowners.

The nearest district service centre is the town of Bullsbrook which is 5 kms from the southern boundary whilst regional service centres are located at the metropolitan cities of Midland and Joondalup approximately 45 minutes drive from the townsite of Bindoon.

Population

Census data of Population and Housing from the Australian Bureau of Statistics 2011 Census records show that the population for Chittering in 2011 was 4,427. It is expected to grow to 9,600 by 2026. The annual (June 2010 to June 2011) population growth rate of 4.9% is significantly above the State average.

Most population growth is occurring in the southern part of the Shire with people choosing a semirural lifestyle.

There are approximately 2,677 current rateable lots within the Shire. A further potential 2,612 +/-lots have been identified throughout the Shire but not developed at this stage.

The Shire has the second largest youth population in the Wheatbelt, Northam being the largest. (Wheatbelt Youth Strategy 2012-2017) Regional Development Australia Wheatbelt WA.

There are a comparatively large number of children aged 0-14 living in the Shire (978 or 22.1% of population) but this figure drops significantly for the 15-29 age bracket (representing 615 or 14% of the population). *Source ABS 2011*.

It appears youth tend to migrate to Perth for education, employment and social opportunities not available within the Shire.

It is anticipated that the recent population growth trends will continue with a strong focus on the southern localities within the Shire.



The northeast metropolitan area will continue to grow, in line with the *Western Australian Planning Commission "Direction 2031 and Beyond Strategic Plan"* and with this growth comes the potential to provide improved transport systems and access to and from the Shire. In particular, Bindoon and areas south will become an even more viable option for people seeking a semi-rural lifestyle whilst still able to access metropolitan employment opportunities. Conversely access to local tourist destinations and services for metropolitan visitors will also be improved.

Over recent years residents purchasing property in Chittering are seeking a semi-rural lifestyle whilst still maintaining an expectation to have access to services and facilities equivalent to the metropolitan area. An ever-increasing number of people are commuting to Perth for work and there is a high level of absent landowners who perhaps are in a transition, gradually relocating from metro to country or establishing a retirement hideaway.

There is an expectation within some sections of the community that Council needs to take on more responsibility with regard to sport and recreation provision to deliver what they may have received from their metro local authority.

The Chittering community resembles a series of communities with differing needs and expectations. The balance between accepting differences whilst endeavoring to build a strong sense of community and belonging is a difficult task.

ROLE OF COUNCIL

The Council, through appropriate resources such as the Shire's Development Services Department, Technical Services Department, Club and Community Development Officer and Midlands Be Active Coordinator, undertakes the following functions in relation to sport and recreation in the Shire of Chittering:

- Identify, understand and respond to the sport and recreation needs of the Shire.
- Ensure that the Council's sport and recreation facilities are well maintained and managed to a high standard.
- Identify opportunities to promote participation in sport and recreation activities.
- Encourage participation by local residents in a diverse range of sport and recreational activities.
- Provide strategic advice in relation to issues affecting the provision of sport and recreation opportunities.
- Create opportunities for partnerships between the Council, other levels of government, the sport and recreation sector and the wider community in the pursuit of high quality sport and recreation outcomes for the Shire of Chittering.
- Advocate and source funds on behalf of the Shire of Chittering for improved sport and recreation services, programs and facilities.
- Build the capacity of sport and recreation clubs in the Shire of Chittering with respect to administration, management and fund raising functions.



ROLE OF THE PLAN

The role of the Shire of Chittering Sport and Recreation Plan is to assist the Council in continuing to provide quality sport and recreation services, programs and facilities to the local community.

This plan will be used in conjunction with other Plans and planning documents including the newly developed Strategic Community Plan.

The Sport and Recreation Plan provides recommendations in relation to the following:

- Facility development and planning.
- Coordination and management of community recreation.
- Club development.

PURPOSE OF THE PLAN

The Shire of Chittering Sport and Recreation Plan provides information about the role of the Council in supporting and advocating for the needs of the local community, sporting groups and other community organisations with respect to sport and recreation.

This plan identifies the Council's vision for the delivery of sport and recreation services, programs and facilities in Chittering and the values, principles and objectives that will guide the Shire in this area.

The Council has a leadership role in ensuring that local residents have access to high quality sport and recreation services, programs and facilities and this plan will assist the Council in providing access to a range of sport and recreation opportunities that contribute to the ongoing health and wellbeing of all residents of the Shire of Chittering

VISION

Our vision is for Chittering to be a dynamic, thriving community that values its diverse range of sport and recreation opportunities.

The Chittering community prides itself on its continued strong links with tradition, heritage and its relationship with the land. The role that sport and recreation has played is recognised as being a pivotal element of Chittering's unique lifestyle.

Maintaining these links with tradition and the natural environment form a critical path for the future direction of sport and recreation in the Shire. The range of recreational opportunities provided through the provision of facilities, services and programs will reflect and nurture our vision.

Our vision will be achieved by:

 Consolidation of current facilities - The construction of new sport and recreation facilities should be considered as only one of many strategies to achieve community goals. Making the best use of current facilities and facilitating new programs and services should be considered prior to the construction of new facilities.



- Multi functional and flexible facilities Community facilities should be able to meet the
 changing needs of the community. The components and nature of activities undertaken
 within the facility should not be limited to sport and recreation. Consideration should be
 given to other programs and services such as health, youth, child care, library etc.
 Opportunities to create multi functional and flexible community hubs should be actively
 encouraged.
- Working together through partnerships, team work and collaboration Community goals can best be achieved by working together and tapping into a broad range of expertise and resources. There are many untapped resources that can be found at a local level that can be harnessed to achieve quality outcomes. The involvement of external organisations, agencies and commercial providers can also prove to be mutually beneficial. Providing an environment that is conducive to identifying and supporting partnerships is critical.
- Maintaining a holistic approach to planning Sport and recreation is not a distinct, standalone component of community development. There are many aspects that have strong links to other areas such as tourism, environmental management, education, health, arts, crafts and heritage. Planning should reflect the need to consider the 'whole picture" and avoid isolating one aspect and more importantly look for opportunities to build on great concepts.
- Being realistic in our endeavours Chittering is a relatively small municipality on the fringe
 of the metropolitan area comprising of five small dispersed communities. It is unrealistic to
 expect that a comprehensive range of facilities and services can be provided in each of the
 communities. Understanding the limitations and setting achievable goals will ensure best
 use of finite resources.
- Seeking innovative solutions to new challenges Maintaining the status quo is not an option available to Chittering. The population growth and proximity to the encroaching metropolitan sprawl will ensure that new challenges will arise in the future. These challenges may become new opportunities if an innovative and proactive approach is undertaken.

CLUB AND ASSOCIATION ISSUES

Clubs create more than just opportunities for people to play sport or participate in a recreational pursuit. They provide a chance for people to get together and find support and friendship from likeminded people. This support is what makes Clubs such an important part of the Community and therefore it is important to make sure that the Shire does what we can to help these clubs develop and grow.

The Shire has appointed a Club and Community Development Officer to create an open line of communication with our Clubs and to assist them in building the capacity of the club by attracting volunteers / members, education, facilitation and communication. The Club and Community Development Officer works very closely with the Midlands Be-Active Coordinator.

The Midlands Be-Active Coordinator is a shared position with the Shires of Moora, Victoria Plains and Chittering and is funded through a Healthways Grant, contributions by the three Shire's and other Grants obtained by the Be-Active Coordinator and Shire staff.



Problems identified through the consultation process with clubs are:

- Many committees are run by long term members of the community and there are fewer young people becoming involved. Long term volunteers are burning out and the sustainability of many clubs is at risk.
- There are no plans in place to guide the future of sport and recreation organisations.
- Very few clubs are budgeting for a profit, they just meet the bottom line every year or dip into cash reserves to survive.
- Most clubs know that grants are available; however, few have members with skills to apply to maximise this income generation option.
- Most clubs have indicated that their membership is stable or decreasing, with the attraction
 and retention of participants one of their biggest challenges (excluding junior sports) which
 has grown every year.

ACTIONS / PROJECTS IDENTIFIED DURING THE CONSULTATION PROCESS

Consultation was conducted in a variety of ways.

Community and club surveys (undertaken in March 2012) and meetings with users of the facilities were the key methods of consultation used and the information and data identified through this method has been used to form the basis of the Facilities Audit 2012 (Appendix 1).

Survey Forms

Club and Community Group survey forms were emailed to the various Progress and Sporting Associations to disseminate to all groups using the facilities they controlled. The forms were also emailed to all contacts on the Shire's Community Groups Contact List and were made available on the website. Fifteen responses were received including those from the Lessors of Council owned facilities and these responses provided a list of all groups and people using their facilities. The results demonstrate that the current facilities are well utilised with some now not meeting the requirements of the community, for various reasons including size, location, lacking in resources etc.

Council, as part of the Integrated Planning Process, sent a survey to each landowner in the Shire seeking their input into the development of their Community Strategic Community Plan. One of the questions was "What priorities should the Shire focus on to maintain and build our future?" Over one hundred and fifty responses were received, with the key themes pertaining to sport and recreation being:

- Provide more sporting and recreational facilities, especially for children / teenagers and young families including early child care centre, youth facilities, schools;
- Aged Services;
- Multi-purpose health facility;
- Halls and heritage buildings need to be restored and maintained;
- Footpaths, cycle, motorcycle and bridle paths;



- Caravan Park;
- Tourist trails;
- Public transport; and
- Playgrounds and other facilities updated to provide services for children and adults with disabilities.

Results from the Community survey 2008/2009 and the 2002 Sport and Recreation Report undertaken by Creating Communities were also taken into consideration when compiling this Plan.

Meetings

Council staff met with representatives of each user group using Council owned facilities to discuss services provided, current and future requirements and issues impacting on their club/group.

Maintenance items is one of the key issues identified by the user groups meeting with staff.

Council and staff also undertook a facilities inspection on 4 April 2012 as part of the strategic planning process.

It is acknowledged that all community needs may not have been identified through the consultation process and Council should not rely exclusively on information and data generated for this Plan. Council will need to monitor community needs on a regular basis

ACTION PLAN AND GOALS

The Action Plan and Goals have been identified and prioritised using the Facilities Audit 2012, Appendix 1. The Audit was compiled from the results of the returned surveys, meetings with groups representing each facility identified in the Audit, Council and staff consultation and consultation with the Midlands Be-Active Coordinator.

Muchea Netball Courts



Sussex Bend Playground under construction



SPORT AND RECREATION ACTION PLAN — PROJECTS FOR IMPLEMENTATION

Facilities

Goal 1:	Ensure that facilities support and enhance sport and recreation into the future	Responsibility	Priority	Timeframe	Evaluation
1.1	Prepare 10 year maintenance plan for all facilities. Prepare funding applications for projects identified in the Maintenance Schedule and Building Audits, such as resurfacing of courts and bowling greens.	Building Coordinator CDO / Building Coordinator	High High	1 July 2013 As required	Reviewed annually to ensure budget met 10 Year Maintenance Plan sustained
1.2	Continue to develop facilities as community hubs and promote joint use and shared facilities	CDO	High	Ongoing	Annual Club Survey
1.3	Upgrade Chinkabee Complex – extension of the Play Group area & build disabled toilets, storage areas and upgrade power	Building Coordinator	High	30 June 2013 for stage 1, remove power boards, construction of toilets and play group extension	Stage 1 completed 30 June 2013; further stages included in forward financial plan.
1.4	Prepare Plan and grant application for the renovation of the Bindoon Hall as per the Conservation Plan Bindoon Hall 2000. Plan is to include disabled access.	Building Coordinator / CDO	High	30 June 2013 Plan completed and Grant application submitted	Grant application successful. Completion of works.
1.5	Upgrade of Lower Chittering Hall – (patio extension; installation of lighting on oval and parking area; softfall under playground equipment; electrical upgrade;	EMDS/ EMCS / Building Coordinator / CDO	High	30 June 2013	Funding approval



Goal 1:	Ensure that facilities support and enhance sport and recreation into the future	Responsibility	Priority	Timeframe	Evaluation
	airconditioning bar and main hall).				
1.6	Refurbishment of Sandown Park Polocrosse Grounds – irrigate grounds, construction of new toilet/shower block	EMTS / CDO / EMCS	Medium to long term	30 June 2014 (or later depending on Group) work with Polocrosse Association & Pony Club to source CSRFF Grant to complete toilet shower block	Successful application for funding (CSRRF) lodged by Association in conjunction with the Shire
1.7	Prepare or assist with funding requests and applications for installation and upgrading of facilities such as lighting, courts, sheds, toilets, disabled access, playgrounds, skateparks etc as identified by the community in the facility surveys.	CDO	High / Medium	As required	Facilities meet the needs of the community.
1.8	Bindoon – investigate the potential of the Gray Road property for use and expanding of the current facilities. Investigate other options.	EMTS / EMCS / EDO / CDO	Medium	By 30 June 201- — Identify the need for a feasibility study; If supported undertake study; community consultation; prepare plans and apply for funding.	Community support Funding approval



Club Sports

Goal	2: Club Sports – Continue processes to address issues confronting sport and recreation organisations through appropriate club development programs and services		Priority	Timeframe	Evaluation
2.1	Continue to support the Shared Midlands Be-Active Coordinator Position.	EMCS / CDO / Be-Active Coordinator	High	Every two years, 1 July 2012 – 30 June 2014	Reviewed annually to ensure objectives and projects are being met
2.2	Continue to support the Club Development Program by facilitating seminars eg, club management, volunteering and insurance issues		High	1 July 2013	Reviewed annually to ensure objectives are being met



Community Recreation

Goal 3:	Ensure recreation facilities and public open space is made available to meet the needs of the growing community	Responsibility	Priority	Timeframe	Evaluation
3.1	Continue to work with developers to ensure recreational areas and public open space is provided in new development applications	EMDS	High	All new development applications	Outcome of individual applications
3.2	Continue to seek funding to provide new recreation facilities as needed and land identified.	CDO / EDO	High	As grants become available	Increase in facilities available for community use
	Sussex Bend Reserve and Playground	EMTS	High	30 June 2013	Community feedback
3.3	Undertake a Sport and Recreation Feasibility Study for the establishment of two major recreation facilities in Bindoon and Maryville.	EDO	High	30 June 2014	Need for each centre determined.
	When property is released by the Developers for Stage 11 of Maryville Downs, develop a plan for Community Facilities on the land and seek funding opportunities.	EMDS / CDO / EDO	Medium	When land is released.	Facilities provided for the Maryville / Lower Chittering area to meet the needs of the growing community
3.4	Establishment of a new community gym in Bindoon.	CDO / EMTS	High	Community Survey by 14 September 2012	Community feedback
				Report to Council by February 2013	Council support



Goal 3: Ensure recreation facilities and public open space is made available to meet the needs of the growing community	Responsibility	Priority	Timeframe	Evaluation	
			Depending on community and Council support - preparation and submission of grant application 30 June 2013	Grant application approved / rejected	
			Completion of project by 30 June 2014	Community feedback	
				Facility usage statistics	



APPENDIX 1 – FACILITIES AUDIT 2012

Details for this audit were provided by the groups and clubs utilizing the facilities. Some of the needs identified were also provided during the Community Consultation for the Strategic Community Plan.

	SHIRE OF CHITTERING SPORTS AND RECREATION FACILITIES AUDIT AS AT 2012						
DISTRICT	FACILITY	SHIRE OWNED / OTHER	IDENTIFIED NEEDS - NEXT TEN YEARS	Approx Cost \$	FUNDING BODY		
Bindoon	Bindoon Hall - Leased to the Bindoon Theatre Group – hall, kitchen, storage rooms, stage, ablutions, airconditioning, outside toilets and showers. CWA meeting room. Seats 255 people.	Shire owned	 Hall needs to be completely renovated as per the Conservation Plan Bindoon Hall 2000 and scope of works; Air-conditioning not adequate; Appropriate Maintenance as per Conservation Plan and 10 Year Maintenance Plan; Electrical upgrade 	\$700,000 \$ 5,796	Shire, Community Group and Grant Funding. Hall restoration dependant on grant funding.		
	Indoor Sports Groups						
	Karate Group						
	Roxannes Dance Group						
	Bindoon Theatre Group						
	Arts Group						
	Computer Club						
	Meetings, Functions & Events						
	Annual Wildflower Show	Also has an					
	Annual Agricultural Show	Also has own shed on Shire land at oval					
	Bindoon Sing Australia						
	Bindoon Outdoor Gym Group	Shire	Outdoor (\$45,800) / indoor gym (\$84,200)	\$130,000	Dependant on Grant funding		
	Chittering Bindoon CWA	Leases own room from the Shire					



SHIRE OF CHITTERING SPORTS AND RECREATION **FACILITIES AUDIT AS AT 2012 DISTRICT Approx FACILITY SHIRE OWNED IDENTIFIED NEEDS FUNDING BODY** / OTHER - NEXT TEN YEARS Cost \$ **Chinkabee Complex - Leased to** Shire owned Shire, the Bindoon Sport & Recreation Community Ass – Sporting clubrooms, kitchen, Group and toilets, meeting room, **Grant Funding** airconditioning, bowling green (synthetic), basketball courts, netball courts, tennis courts, oval, and cricket pitch. Playgroup has own area – airconditioner, kitchen area **Bindoon Sport & Rec Association** Disabled access / \$165,604 Shire, Community toilets and Group and extension for **Grant Funding** Playgroup extra activity room and storage and \$ 30,000 electrical upgrade \$ 10,000 CCTV \$ 50,000 Playground soft fall replacement \$ 4,500 Playground replacement shade sail 10 Year Maintenance Plan Bindoon & Districts Bowling Club • Electrical Shire, Community upgrade; \$100,000 Group and • Synthetic surface **Grant Funding** needs replacing now and ongoing budget for resurfacing of green; Upgrade lighting Club Upgrade to premises -

additional rooms

needed.



SHIRE OF CHITTERING SPORTS AND RECREATION FACILITIES AUDIT AS AT 2012

	FACILITIES AUDIT AS AT 2012						
DISTRICT	FACILITY	SHIRE OWNED / OTHER	IDENTIFIED NEEDS - NEXT TEN YEARS	Approx Cost \$	FUNDING BODY		
	Bindoon Basketball Association		Flood lightingLighting upgradeResurfacing of courts	See tennis courts	Shire, Community Group and Grant Funding		
	Bindoon Cricket Club		Budget for pitch resurface in 10 Year Maintenance Plan	\$ 10,000	Shire, Community Group and Grant Funding		
	Bindoon Netball Club		 Flood lighting Lighting upgrade Resurfacing of courts – 10 Year Maintenance Plan (see tennis court) 		Shire, Community Group and Grant Funding		
	Bindoon Tennis Club		Budget for resurfacing of courts – include in 10 Year Maintenance Plan	\$120,000	Shire, Community Group and Grant Funding		
	Bindoon Chittering Retirees – indoor bowls						
	Bindoon Playgroup		Extension for extra activity room and storage	See Bindoon Sport & Rec	Grant funding		
	CWA – Playing cards						
	Darts Hiring for events – TAFE, meetings etc						
	Brockman Centre - Museum & Old Roads Board leased by Bindoon & Districts Historical Society/Arts & Crafts lease the house & depot shed	Shire owned					



		FACILITIES AUDI AS AT 2012			
DISTRICT	FACILITY	SHIRE OWNED / OTHER	IDENTIFIED NEEDS - NEXT TEN YEARS	Approx Cost \$	FUNDING BODY
	Bindoon & Districts Historical Society		 Men's Shed Disabled toilet / access Window treatments (ORB) Maintenance schedule 	\$100,000 \$ 3,000	GrantShire / grantfunding
	Old Roads Board Building Museum		Painting	\$ 11,980	Grant funding
	Bindoon Arts & Crafts		Disabled access / ramps to buildings	Completed	Shire / grant funding
	Clune Park	Shire owned	 Replace Bbq New drinking fountain Upgrade to playground equipment / skate park as required inc: Soft fall rubber to play equip for disable access Replace shade sail Upgrade CCTV for black spots 	\$ 6,000 \$ 2,500 \$ 15,000 \$ 75,000 \$ 7,000	Shire and grant funding
	BMX Track Bindoon	Shire owned			
	Edmonds Place Reserve	Shire owned			
	Lot 979 Reserve	Shire owned			
	Blackboy Ridge	Shire owned			
	Bindoon Country Club POS Other	Shire owned Shire owned			
	Bindoon Pony Club	Catholic Agricultural College			
	Chittering Riding Club	Catholic Agricultural College	Own riding area Set-up	To be determined	Shire – land Group and Grant Funding
	Little Athletics	Bindoon Primary School	Investigate suitable location if required		Grant funding



	FACILITIES AUDIT AS AT 2012						
DISTRICT	FACILITY	SHIRE OWNED / OTHER	IDENTIFIED NEEDS - NEXT TEN YEARS	Approx Cost \$	FUNDING BODY		
	Investigate new recreation facilities to meet the needs of the growing population in Bindoon.	Shire owned property - Gray Road, Bindoon; or Purchase of land surrounding existing facilities in Bindoon; or Upgrade current	Investigate and plan Recreation Centre (netball, basketball etc) and move oval (cricket & football), show ground facilities and lawn bowls to Gray Road property Community Consultation and if supported, prepare plans and apply for funding.	\$6,015,000	Shire / grant funding		
Muchea	Sandown Park - Leased by South Midlands Polocrosse Association – polocrosse grounds, pony club arena, clubrooms and old ablution facility	Shire owned					
	South Midlands Polocrosse		 Reticulated playing fields New ablution / shower facilities New yards Maintenance schedule 	\$105,741 \$200,000 \$ 30,000	Shire, community groups and grant funding		
	South Midlands Pony Club						
	Muchea Playgroup						
	John Glenn Park	Shire owned	 Upgrade to playground equipment / skate park Shade sail replacement Replace bbqs 	\$ 5,000 \$ 18,000 \$ 9,000	Shire and grant funding		
	BMX Track Muchea	Shire owned					



		FACILITIES AUDI AS AT 2012	т		
DISTRICT	FACILITY	SHIRE OWNED / OTHER	IDENTIFIED NEEDS - NEXT TEN YEARS	Approx Cost \$	FUNDING BODY
	Muchea Hall - managed by the Shire – Kitchen, ablutions, clubrooms, hall, netball courts, oval, cricket pitch and football poles Seats 180 people.	Shire owned	 Maintenance schedule Kitchen and hall needs to be upgraded, Clubroom windows need window treatment Sand and seal floors Upgrade & increase parking areas to take vehicles and people off road Replace shade sail Install fencing around oval Storage room for Judo and hall equipment CCTV for car park Disable access to ovals 	\$ 43,860 \$ 20,000 \$ 60,000 \$ 30,000 \$ 12,000 \$ 5,000 \$ 30,000	Shire, community groups and grant funding
	Chittering Junior Football Club				
	Muchea Senior Cricket Club		 Resurface cricket pitch; New cricket pitch on the oval, include in the 10 Year Maintenance Plan; Replace carpet to practice net. 	\$ 3,200 \$ 12,000 \$ 4,500	Shire, Community Group and grant funding
	Muchea Junior Cricket Club				
	Muchea Judo Association				



FACILITIES AUDIT AS AT 2012						
DISTRICT	FACILITY	SHIRE OWNED / OTHER	IDENTIFIED NEEDS - NEXT TEN YEARS	Approx Cost \$	FUNDING BODY	
	Muchea Netball Club		 Plan for resurfacing of the netball courts Maintenance every three years \$9,044 	\$ 84,240	Shire, community group, grants if available	
	Zumba Dance Group					
	Muchea Badminton		Investigate size required and if sufficient organise court		Shire and community group	
Upper / Lower Chittering	Lower Chittering Hall — kitchen, hall, shed, oval, cricket pitch, tennis courts. Seats 250 people.	Shire owned				
	Chittering Valley Progress Assoc		 Upgrade hall and facilities to meet the needs of the growing community Replace shade sail to playground Sand and seal floors Maintenance schedule 	\$168,157 \$ 5,000 \$ 20,000	Shire, community group and grant funding	
	Lower Chittering Cricket Club		Install lighting around oval	\$ 3,000 / pole	Shire, community group, grant funding	
	Zumba					
	Scouts					
	Tennis Courts		Tennis courts to be relocated as not viable to resurface existing courts due to poorly constructed base	\$120,000	Shire, community group and grant funding	



SHIRE OF CHITTERING SPORTS AND RECREATION FACILITIES AUDIT

FACILITIES AUDIT							
		AS AT 2012					
DISTRICT	FACILITY	SHIRE OWNED / OTHER	IDENTIFIED NEEDS - NEXT TEN YEARS	Approx Cost \$	FUNDING BODY		
	Football		oval too small to play football		Shire, community group and grant funding		
	Playgrounds in southern part of the Shire		Suitable locations to be identified, plan developed, funding sourced		Shire and grant funding		
	Combined community / recreation facilities in southern part of the Shire		Once land is released, develop plan and seek funding	\$4,000,000	Shire / grant funding		
	Sussex Bend POS	Shire owned	Currently being developed	\$244,433	Shire / grant funding		
	Chittering Rise POS	Shire owned					
	Wandena POS	Shire owned					
	Santa Gertrudis POS	Shire owned					
	Blue Plains – Hidden Valley POS	Shire owned					
	Lake Chittering Heights POS	Shire owned					
	Chittering Springs POS	Shire owned					
Wannamal	Wannamal Community Centre - leased by the Wannamal Community Centre Inc – Hall, meeting room, kitchen, patio, ablutions, tennis courts, synthetic bowling green. Seats 200 people.		Floatrical	¢ 20 494			
	Wannamal Community Group Incorporated		 Electrical Upgrade Playground soft fall Repair Wall Floor tiling and disability access Upgrade existing bore Develop 10 Year Maint Plan 	\$ 39,484 \$ 10,880 \$ 3,811 \$ 9,550 \$ 9,025 \$ 5,000			
	Koorunga CWA						

Other

Community / Rec Centres;

playgrounds; skate parks etc



Shire and grant

funding

SHIRE OF CHITTERING SPORTS AND RECREATION **FACILITIES AUDIT AS AT 2012 DISTRICT FACILITY SHIRE OWNED IDENTIFIED NEEDS FUNDING Approx** - NEXT TEN YEARS **BODY** / OTHER Cost \$ Wannamal Tennis Club \$ 50,000 Shire / More seating and shade community Upgrade fencing and \$ 30,000 group **CSRRF Grant** resurface courts \$130,000 Wannamal Bowling Club **Budget for** \$30,260 Shire, resurfacing of court community in 10 Year group and Maintenance Plan grants if available

Identify locations

to meet the needs of the increasing subdivisions; develop plan; investigate funding opportunities

APPENDIX 2 – CHITTERING TRAILS NETWORK MASTER PLAN 2013-2023

The *Chittering Trails Network Master Plan 2013-2023*, adopted by Council in December 2012 (available on the Shire's website), has also been linked to the Shire of Chittering Sport and Recreation Plan 2012-2022 as walking trails are considered recreation facilities.

Extracts from the Chittering Trails Network Master Plan 2013-2023:

Page 6 – Objective "Recreation – the network will be promoted as an additional component to the range of low cost recreational opportunities within the Shire"

Page 7 – Definition of Trail - "...any corridor, route or pathway which has as its primary land usage any one of - or combination of - recreational walking, mountain biking or horse riding - and which passes through or has a strong connection to the natural environment."

Page 7 – The Role of Trails - it is recognised by a range of agencies including tourism operators, local government authorities and health organisations that recreation trails perform a number of highly beneficial roles in the broader community:

- Provision of low-cost unstructured passive recreation for residents and visitors;
- Enablement of users to gain fitness, in turn fostering general well-being;
- Attraction of visitors when marketed well;
- Instillation of a positive conservation ethic; and
- A means of education, especially when good interpretation is a feature of the trail.



Blackboy Ridge Walk Trail

The (proposed) Shire of Chittering Sport and Recreation Plan 2012-2022 highlights the following relevant key findings from previous consultation;

- There is a shift from participation in organised sport to a desire to participate in less structured active and passive recreation;
- The natural environment is an untapped recreation resource that requires sound management practices.

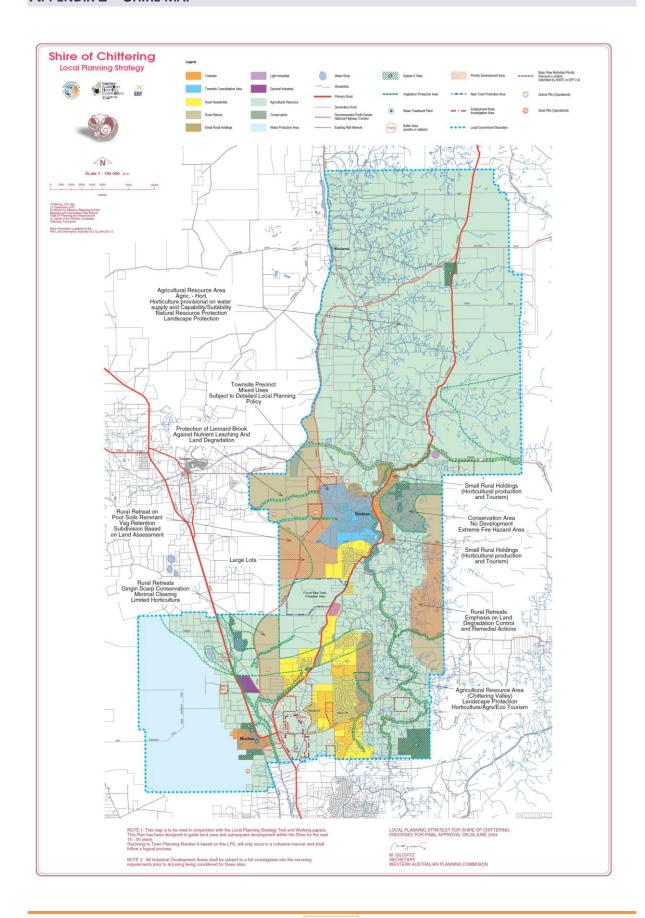
Item 9.4.1 Attachment 1

Shire of Chittering Sport & Recreation Plan 2012 - 2022

- There is the potential for stronger links between sport and recreation and other aspects of the community such as youth, seniors, tourism, education and economic, social and environmental development.
- A community requirement for; footpaths, cycle paths, motorcycle tracks, bridle paths and tourist trails.



APPENDIX 2 - SHIRE MAP



APPENDIX 3 — REFERENCES

Shire of Chittering Sport and Recreation Plan 2003 – 2008

Creating Communities Australia Pty Ltd, August 2002

Lake Needoonga Trail Development Plan

Maher Brampton, September 1998

Local Planning Policy No 1 Bindoon Townsite

Shire of Chittering Adopted, February 2002

Local Planning Policy No 2 Muchea Village

Shire of Chittering Adopted, March 2002

Local Planning Strategy

Shire of Chittering Draft, December 2001

Local Planning Policy No 28,

Public Open Space Dedication on Rezoning, November 2006

State Trails Master Plan

Prepared for WA Planning Commission and Sport and Recreation WA, February 2001

Shire of Chittering Strategic Community Plan 2012-2022

Central Midlands Region, Sport and Recreation Strategic Plan

Prepared by the Department of Sport and Recreation, March 2004

WA Tomorrow Report 7, Local Government Areas of WA, February 2012

Wheatbelt Youth Strategy' 2012-2017

Regional Development Australia Wheatbelt WA

Australian Bureau of Statistics 2011

Chittering Trails Network Master Plan 2013-2023



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Office hours: Monday to Friday Bajoam - 4 ajopm

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Item 9.4.2 Attachment '

Employee – Training and Development Policy

Policy Owner: Governance

Person Responsible: All Executive Managers, Manager Human Resources

Date of Approval: File Reference:

Objective

To facilitate the training and development of employees within areas which are of mutual benefit for the Shire and its employees.

Policy

The Shire will support employees to attend appropriate conferences, seminars and training programs relating to their individual function and responsibilities as detailed in position descriptions and their individual Training and Development Plan.

During the budget preparation process the Chief Executive Officer, in consultation with Executive Managers, shall propose for the consideration of Council an allocation of funds for staff attendance at Conferences and Seminars and for Staff Training for the ensuing financial year.

There will be no payment of training fees or time off to attend training unless prior approval for training has been authorised through the appropriate channels:

- Approval to attend is only to be granted if the relevant budget provides sufficient funds and the conference, seminar or training course has been identified in the employee's Training and Development Plan as being deemed to be of particular relevance to Council's operations and / or to the employee's professional development needs;
- Except for Senior Staff where attendance at conferences has been included in their contract, all conferences / seminars attended outside the State will require approval of the Chief Executive Officer;
- The following expenses incurred as a result of approved training will be met by Council and if paid by an employee can only be reimbursed with the production of a detailed receipt:
 - Registration fees;
 - Accommodation and reasonable meals costs;
 - o Minor expenses, such as taxi, parking fees and telephone calls; and
 - Travelling expenses.

Alcohol, mini bars and in house movies will not be paid by Council.

- Air travel will be limited to economy class and will be organised by the Executive Support Officer;
- The Shire will endeavour to provide transport where training is to be held away from the Shire Office, however in the event that a personal vehicle is used, travel reimbursements may be claimed as per the Local Government Industry Award 2010;

Item 9.4.2 Attachment 1

 A written report on the attendance at each conference / seminar / course shall be prepared and submitted to the appropriate Executive Manager or Chief Executive Officer if requested. Item 9.4.2 Attachment '

Employee – Study Assistance Policy

Policy Owner: Governance

Person Responsible: All Executive Managers, Manager Human Resources

Date of Approval: File Reference:

Objective

The Shire supports employees who endeavour to further their education (as it relates to their position), through the provision of a financial subsidy and time off for study.

Policy

Study assistance relates to any qualification gained through University/TAFE/College which has a national recognisable attainment.

Permanent employees who have completed their probationary period may be eligible for study assistance subject to the conditions of this Policy.

Approval may be granted only where there is clear relevance between current or prospective duties and the studies to be undertaken.

The Chief Executive Officer is authorised to approve Study Assistance based on advice from the relevant Executive Manager.

Applications for study assistance must be made annually.

The Shire will allocate in the Annual Budget a sum to assist with the costs associated with employee study assistance.

Financial Assistance

The Shire will consider reimbursement to the maximum value of \$2,500 in any year for education through a recognised provider (i.e. University or TAFE).

- Authorisation prior to commencement of the program is required, in order that the contents of the program can be assessed to ascertain the relevance to current work duties and responsibilities.
- Employees must pay for the approved unit(s) up front and pass the unit(s), prior to any reimbursement claim being made.
- In order to claim reimbursement, employees must complete the study assistance claim form, provide the receipt of payment and a transcript of results obtained.

Time off for Study

The Shire will consider up to five (5) hours per week, paid time off for employees who wish to gain higher education through a recognised provider (i.e. University or TAFE).

Item 9.4.2 Attachment

• For time off to study to be approved, employees must satisfy the Shire that all endeavours have been made to study outside working hours, e.g. evening classes, correspondence, etc, and that rostered days off are being utilised (this may include a change to the rostered day off in order to accommodate study hours).

- The five (5) hours per week shall include travel time to and from the place of study.
- Reasonable time for examinations will be considered.
- A study assistance application form must be completed and approved prior to time off for study being commenced.
- Time off is offered as an alternative to financial assistance and must be applied for on an annual basis.

Taxation Reference - Fringe Benefits Tax Guide

The Employee Study Assistance Policy allows for an opportunity for various self education expenses to be reimbursed. These expenses are an exempt benefit based on the "otherwise deductible rule" which, subject to conditions, allows for the reimbursement of various costs related to study or self education. These conditions include:

- 1.0 Can only relate to expenditure conducted by the employee on a study course attended by the employee.
- 2.0 The course undertaken must relate directly to the employment of the employee, and enhance opportunities for higher levels of pay or promotion or to maintain and improve the skill or knowledge of the employee to carry out the role that they are currently employed in.
- 3.0 Can not relate to Higher Education Contribution Payments (HECS), or payments made under the Post Graduate Education Loan Scheme (PELS).

The process currently in place for staff to apply for this benefit will ensure the above requirements are met and therefore will enable the benefit to be provided as an exempt fringe benefit.

Item 9.4.2 Attachment 1



SHIRE OF CHITTERING

STUDY ASSISTANCE APPLICATION FORM

· · · · · · · · · · · · · · · · · · ·	Payroll No:							
Print Name in Full								
Position Title:Date:								
I wish to further my education, relevant to my role with the Shire of Chittering and request authorisation to								
commence the following units of study with the view to study assistance being granted. DETAILS OF STUDY PROGRAM								
Period of Study: From:To:	(Maximum of 12 months)							
Name of TAFE College / University:								
Name of Qualification (Dip, Degree etc.)								
List Unit(s) to be studied in this 12 month period:								
Dates and times of units:								
TYPE OF STUDY ASSISTANCE REQUIRED								
FINANCIAL ASSISTANCE (See Policy Study Assista OR	ance for details)							
TIME OFF FOR STUDY (See policy Study Assistant	ce for details)							
Thirt of Front Stody (See policy Study Assistant	te for details)							
MANAGEMENT SUPPORT								
The applicant's Executive Manager and the Chief Executive Officer must support the request for Study Assistance on the basis that the newly acquired skills and knowledge obtained from attending the above stated program. (taking into account the Employees Statement of Support) see reverse.								
Executive Manager	 Date							
Chief Executive Officer	Date							
Comment:								

EMPLOYEE STATEMENT OF SUPPORT	
Briefly state why you believe that the course of study you have chosen will enhance your ability to per current duties and or duties that you may be requested to undertake in the future with the Shire of Chit	
Applicants Signature Date	
AUTHORISATION	
Program / course selected, is appropriate and beneficial to applicants present position?	
Program / course selected will assist applicant to further their career with the Shire of Chittering?	
Applicant has completed statement of support?	
Both the Line Manager and the Divisional Executive support the application?	
APPLICATION APPROVED APPLICATION NOT APPROVED	
Manager Human Resources Date	
Manager Human Resources Date	
The reason for the application not being granted is:	
Copy to Applicant:	



SHIRE OF CHITTERING

STUDY ASSISTANCE CLAIM FORM

Doguested Day	
Requested By: Print Name in Full	D:
Position Title: Date:	
I wish to apply for reimbursement of funds spent in further education in <i>Assistance</i> Policy:	n accordance with Council's <i>Study</i>
☐ Financial Assistance at 100% of cost (to a maximum approved prior to my commencement	n value of \$2,500 per annum) has been
CLAIM	
Name of TAFE College / University:	
Unit(s) to be claimed for:	
I have paid for and passed the above units of study and have attached of achievement).	relevant receipts and transcripts (as proof
Employee Signature	Date
HR OFFICE USE	
Prior approval for study to commence obtained:	ב
Receipts verified:	ב
Transcripts support a pass in units claimed for:	ם
Approved amount for reimbursement:	\$
Manager Human Resources Signature	Date
Application must be in accordance with Council P	olicy Study Assistance

Department of Local Government - Compliance Audit Return



Chittering - Compliance Audit Return 2012

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government together with a copy of section of relevant minutes.

No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2012.	N/A		Jean Sutherland
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2012.	N/A		Jean Sutherland
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2012.	N/A		Jean Sutherland
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2012.	N/A		Jean Sutherland
5	s3.59(5)	Did the Council, during 2012, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Jean Sutherland

Department of Local Government - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Gary Tuffin
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Gary Tuffin
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Gary Tuffin
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Gary Tuffin
5	s5.18	Has Council reviewed delegations to its committees in the 2011/2012 financial year.	Yes		Gary Tuffin
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Gary Tuffin
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Gary Tuffin
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Gary Tuffin
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Gary Tuffin
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Gary Tuffin
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Gary Tuffin
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2011/2012 financial year.	Yes		Gary Tuffin
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Gary Tuffin

Discl	Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent	
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Natasha Mossman	
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Natasha Mossman	

Department of Local Government - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Natasha Mossman
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A	No new Elected Members	Natasha Mossman
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Natasha Mossman
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2012.	Yes		Natasha Mossman
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2012.	Yes		Natasha Mossman
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Natasha Mossman
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Natasha Mossman
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	N/A	Nil declared	Natasha Mossman
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Natasha Mossman
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Natasha Mossman
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Natasha Mossman
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	N/A	Nil declared	Natasha Mossman

Department of Local Government - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	N/A		Natasha Mossman
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Natasha Mossman

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Jean Sutherland
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Jean Sutherland

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A	No election	Jean Sutherland

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Jean Sutherland
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Jean Sutherland
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	Auditors appointed in 2010	Jean Sutherland
4	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes	Auditors appointed in 2010	Jean Sutherland
5	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes	Auditors appointed in 2010	Jean Sutherland

Department of Local Government - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
6	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2012 received by the local government within 30 days of completion of the audit.	Yes	Emailed 27 September 2012	Jean Sutherland
7	s7.9(1)	Was the Auditor's report for 2011/2012 received by the local government by 31 December 2012.	Yes	Received by Council 17 October 2012	Jean Sutherland
8	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	No matters raised	Jean Sutherland
9	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A	No matters raised	Jean Sutherland
10	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	No matters raised	Jean Sutherland
11	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Jean Sutherland
12	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Jean Sutherland
13	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Jean Sutherland
14	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Jean Sutherland
15	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Jean Sutherland

Department of Local Government - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Jean Sutherland
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	No	Details of the place where applications for the position are to be submitted was not stated in the advert, though did state where in the application package.	Jean Sutherland
3	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Jean Sutherland
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Jean Sutherland
5	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Jean Sutherland

Department of Local Government - Compliance Audit Return



No	al Conduct Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	Yes		Jean Sutherland
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Jean Sutherland
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Jean Sutherland
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Jean Sutherland
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occured.	Yes		Jean Sutherland
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) (c).	Yes		Jean Sutherland

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Jean Sutherland
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Jean Sutherland
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Jean Sutherland
4	F&G Reg 14, 15 & 16	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Jean Sutherland

Department of Local Government - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Jean Sutherland
6	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Jean Sutherland
7	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Jean Sutherland
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Jean Sutherland
9	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Jean Sutherland
10	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A	No expressions of interest sought	Jean Sutherland
11	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Jean Sutherland
12	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Jean Sutherland
13	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Jean Sutherland
14	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	No		Jean Sutherland
15	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less.	Yes		Jean Sutherland

Item 9.4.3

Department of Local Government - Compliance Audit Return

Attachment 1

I certify this Compliance Audit return has been adopted by Council at its meeting on						
Signed Mayor / President Chittering	Signed CEO, Chittering					



SHIRE OF CHITTERING

REQUEST FOR QUOTATIONS

AUDIT SERVICES 2013 to 2015

The council invites submissions from qualified persons under Part 7 of the Local Government Act to perform the audit of the Shire of Chittering for the financial year commencing July 1, 2013. The appointment will be for a period of 3 years.

Parties to the Agreement.

The parties to the agreement will be the Shire of Chittering and the person(s) appointed by the Shire to be the auditor(s) of the Shire of Chittering. Section 7.3 of the Local Government Act provides that any appointment of an auditor must be a person(s) qualified to act in accordance with the provisions of the Local Government Act and that the name of those persons must be nominated in the quotation for audit services.

Objectives of the Audit

The objectives of the audit will be to provide an independent audit opinion of the accounts and annual financial reports of the Council for each financial year covered by the term of the audit opinion.

Scope of the Audit

Revenue

Evpanditura

The audit of the Shire will be carried out in accordance with Australian Auditing Standards, Auditing Guidance Statements, the Local Government Act 1995 ("the Act") and accompanying Regulations.

Procedures are designed to ensure the requirements of your quotation request and the Minimum Standard Audit Specification as per the Department of Local Government's Operational Guidelines Number 9 are met. These include the critical audit area as follows:

Cash Flow Statement

Statutory Obligations

Management Regulations

Financial ratios required by the Financial

Expenditure	Statutory Obligations
Current Assets	Accounting Policies and Notes to the Financial Statements
Non-Current Assets	Budget compliance with respect to timing, format and the previous year's final audited position

Reserve Funds

Liabilities

Contingent Assets/Liabilities

Capital Commitments

As part of these procedures will undertake testing:

- 1. to form an opinion as to whether:
 - a) the accounting records are reliable and adequate as a basis for the preparation of the financial statements;
 - b) the accounts are properly kept;
 - c) the annual financial report:
 - i. is prepared in accordance with the financial records; and
 - ii. represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with:
 - Australian Accounting Standards
 - the Local Government Act 1995 (as amended)
 - the Local Government (Financial Management) Regulations 1996 (as amended); and
 - other mandatory professional reporting requirements.
 - d) There are any material matters including a significant adverse trend in the financial position or the financial management practices of the Council; and
 - e) There are any matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 196 (as amended) or applicable financial controls of any other written laws.
- 2. All bank and cash balances are to be subject to third party confirmation and tests will be undertaken to ensure investments are made in accordance with legislation;
- 3. Examine Council's receipting function and perform detailed testing as considered necessary;
- 4. Examine money owing to Council including testing recoverability, follow up procedures and compliance with relevant legislation;
- Review payment vouchers (including credit card transactions) and ensure appropriate procedures
 exist in respect to authorisation and payment of accounts as well as detailed testing as considered
 necessary;
- Perform a review of controls surrounding payroll and staff leave records and perform detailed testing as deemed necessary;
- 7. Review of rating records including rate imposition, valuations, compliance with legislation and detailed testing as required;

8. Review all borrowing transactions to ensure they have been conducted in accordance with the Act;

- 9. Review reserve transactions to ensure compliance with the legislation;
- 10. Review all transactions involving land and other property to ensure legislative requirements are complied with and Council has right of occupancy;
- 11. Review agreements where Council has leased land to third parties and help ensure compliance with relevant legislation in respect of them;
- 12. Review of the budget and related processes to ensure compliance with the Act and accompanying regulations;
- 13. Review of all minutes of Council meetings (and Committees is applicable) to help determine items of audit interest and compliance with the Act and accompanying regulations;
- 14. Examine tenders to ensure compliance with the Act and accompanying regulations.

Audit Methodology and Approach

- The auditor is required to comply with the requirements of section 7.9 of the Local Government Act 1995 and the Local Government (Audit) Regulations 1996. In addition the audit is to be carried out in accordance with the Auditing Standards and Auditing Guidance Statements adopted from time to time by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.
- 2. The Auditor will be required to meet with Council at least once a year in accordance with section 7.12 (2) of the Act.
- 3. The auditor will be required to provide the council with a general outline of the methodology and approach towards the conduct of the audit. The outline should include how the auditor intends gaining a thorough understanding and knowledge of the council structure, operation and management and detail the risk profiling methodologies that will be employed throughout the contract.
- 4. The auditor is required to produce an audit report as required by section 7.9 of the Local Government Act 1995 and, if considered appropriate by the auditor, a management report

Audit Timetable

The council will require an interim and annual audit each financial year. The interim audit to be conducted prior to June 30 each year and the annual audit completed no later than September 30 next following the financial year ending June 30 including the issue of the audit report. The auditor is to provide council with a proposed timetable for the audit which should include:

- the timing of the entrance interview audit
- the timing of interim audit visits

• the timing of the final audit visit (within 30 days of being advised that the annual statements are available for audit)

• the timing of the audit exit interview and issue of audit report

The auditor will be required to complete the audit for each financial year at the offices of the council and provide the audit report to the President and Chief Executive Officer by 30 September.

In accordance with section 7.12 the Auditor will be required to meet with Council.

Audit Fee

The audit fees sought by the auditor for the provision of these services should specify separately (inclusive of GST) the amount for three years commencing 1 July 2013 as follows:

- Financial Year to 30 June 2014
- Financial Year to 30 June 2015
- Financial Year to 30 June 2016

Time for completion of Audit

The audit is to be completed in August and the Audit opinion released to Council by the first week of September each year.

The auditor will be required to provide certification and separate audit report on expenditure from a number of government grants and subsidies received by the Shire and forming part of the council's financial statements. The auditor is required to advise whether the certification will result in an additional fee or whether the service will be included as part of the audit remuneration specified in (7) above. At present the number requiring separate audit certification includes roads to recovery and Country Local Government Fund, however, the number can vary from year to year depending on the annual acquittal requirements of Federal and State Governments in regard to these or other sources of revenue.

Selection Criteria

Quotations will be evaluated on the information provided, as well as information from other sources as decided by the Shire. Quoterers should ensure their submission includes all information required to allow proper assessment of their Quotation.

The Shire reserves the right to not accept the lowest or any quotations.

The selection will be based on the following criteria, which are not listed in order of importance:

Methodology

- Detail your understanding of the Services to be provided under this Contract:
- Provide details of methodology that you would employ in providing required services.
- Any other details you consider relevant.

Experience

- Provide details of similar services provided by the Quoterer within the past two years.
 - o For examples listed, give the client name and contact telephone number.

Description of Works

Capacity to Undertake this Contract

- Provide names(s) and resume(s) of person(s), committed to providing the services for this Contract. Include details of their qualifications, experience (local government) and capability.
- Contingency plans for staff resources.

Management Systems

- Provide your stated organisational values
- State the methodology used to manage relationships with customers.
- Provide details of the methodology used to measure organisational and personnel performance from a non-financial aspect.
- Provide details of your organisation's continuous improvement technology and methodology.

Value for Money Considerations

Assessment and Notification

Assessment of Quotations will be carried out by the Shire's Audit Committee or persons authorised by the Shire to do so.

Assessment will be carried out in accordance with the selection criteria detailed above and will be based on information from the following sources:

- Information supplied in the quotation response
- Documented information held by the Principal relating to the Quoterer's past performance.
- Information collected by following up financial and performance references.
- If required, interviews and visits to company premises.

To enable a proper assessment to be made, it is essential that Quoterers submit all relevant information in an accurate and concise format. Poorly presented or inadequate information may result in the Quote being unsuccessful. Quoterers must ensure that Quotes are able to be assessed on a stand-alone basis, and should not rely on information previously supplied to the Shire.

Quotes will be assessed using a point scoring system with scores being awarded for each selection criteria and sub-criteria. Each criterion is weighted to reflect its relative importance. Weighted scores are then summed to yield the total score.

The maximum weighted score for each criteria is as follows:

•	Methodology	20
•	Experience on Similar Work	30
•	Capacity	30
•	Management System	20
		100

After review of the Quotes, the Shire may seek clarification through interviews with Quoterers or other means. All Quoterers will be notified in writing as to whether they have been successful or otherwise.

General Conditions

The following conditions will apply throughout the term of the audit contract:

- (a) The auditor shall not sub contract to a third party.
- (b) The auditor shall not, and has no right to, assign the audit contract to third parties.
- (c) The auditor confirms throughout the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error, or omission will be maintained. The value of the indemnity will be that required by the professional accounting bodies for the holding of a practising certificate.
- (d) Notices or other communication between Council and the auditor may be given by delivery, or sent prepaid post, to each of their respective postal addresses. Postal address may be altered by service of notice in accordance with this clause. Notices or other communication sent by post shall, in the absence of proof to the contrary, be deemed to have been received by the addressee 96 hours after it was posted.

Place of Audit

The audit is to be conducted at the Office's of the Shire of Chittering, which is located approximately 88kms from Perth on Great Northern Highway, Bindoon.

It will be a requirement of this service that the successful Auditor provide a list of all documentation they required to view/inspect and that a list be provided at least two weeks prior to the commencement of any audit service to ensure an appropriate time frame to have the necessary documents available.

Information

Further information in relation to the Shire's operations can be obtained from;

Jean Sutherland – Executive Manager Corporate Services (EMCS)

Phone: (08) 9576 4600 Fax; (08) 99576 1250

Email: emcs@chittering.wa.gov.au

The EMCS will be the main contact during the audit process in relation to requests for additional information.

Lodgement of submission

Submissions need to be received by the ____April 2013 and shall be addressed and mailed to:

Chief Executive Officer Shire of Chittering PO Box 70 Bindoon WA 6502

Or alternatively can be emailed to chatter@chittering.wa.gov.au

Item 9.4.5

SHIRE OF CHITTERING

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2012 TO 31 JANUARY 2013

Operating	NOTE	January 2013 Actual \$	January 2013 YTD Budget \$	2012/13 Budget \$	Projected 2012/13 Actuals \$	Variances Projected Actuals to Budget \$	Variances Projected Actuals as a % of Budget
Revenues/Sources	1,2	*	. •	*	•		
Governance	.,	62,617	61,582	73,405	102,967	29,562	40.27%
General Purpose Funding		414,829	400,420	727,619	736,079	8,460	1.16%
Law, Order, Public Safety		193,890	158,204	298,306	321,759	23,453	7.86%
Health		25,750	862,096	882,006	889,832	7,826	0.89%
Education and Welfare		5,230	3,900	7,620	7,620	0 0	0.00%
			•	113,245	109,685	(3,560)	(3.14%)
Housing		66,112	65,799	•	470,512	48,938	11.61%
Community Amenities		350,606	334,257	421,574	524,857	30,750	6.22%
Recreation and Culture		32,407	488,814	494,107	•	•	
Transport		406,629	1,088,451	1,094,920	1,040,787	(54,133)	(4.94%)
Economic Services		58,805	62,689	96,846	94,500	(2,346)	(2.42%)
Other Property and Services		24,160	22,704	593,500	500,016	(93,484)	(15.75%)
		1,641,035	3,548,916	4,803,148	4,798,614	(4,534)	(0.09%)
(Expenses)/(Applications)	1,2			(00= ::0)	(701 177	(00 TOE)	(0.000()
Governance		(410,222)	(438,208)	(697,412)	(721,177)	(23,765)	(3.30%)
General Purpose Funding		(162,706)	(136,082)	(239,150)	(274,627)	(35,477)	(12.92%)
Law, Order, Public Safety		(564,768)	(579,298)	(886,976)	(864,501)	22,475	2.60%
Health		(152,127)	(162,147)	(271,197)	(244,379)	26,818	10.97%
Education and Welfare		(34,652)	(71,857)	(100,812)	(92,960)	7,852	8.45%
Housing		(155,795)	(161,451)	(279,805)	(286,102)	(6,297)	(2.20%)
Community Amenities		(930,628)	(880,735)	(1,581,916)	(1,530,208)	51,708	3.38%
Recreation & Culture		(457,819)	(578,258)	(956,658)	(952,579)	4,079	0.43%
Transport		(1,236,773)	(1,317,216)	(2,260,385)	(2,213,999)	46,386	2.10%
Economic Services		(365,704)	(422,275)	(669,459)	(646,057)	23,402	3.62%
Other Property and Services		1,472	(32,224)	(55,332)	(54,989)	343	0.62%
	-	(4,469,722)	(4,779,751)	(7,999,103)	(7,881,578)	117,525	1.49%
Adjustments for Non-Cash			, , , ,		• • • • •		
(Revenue) and Expenditure							
(Profit)/Loss on Asset Disposals	4	50,130	(49,741)	(563,555)	(400,682)	162,873	(28.90%)
Movement in Accrued Interest		(2,343)	Ú	` Ó	(2,343)	(2,343)	0.00%
Movement in Accrued Salaries and Wages		(56,652)	0	0	(56,652)	(56,652)	0.00%
Movement in Deferred Pensioner Rates/ESL		00,002)	0	Ō	0	Ó	0.00%
Movement in Employee Benefit Provisions		7,240	0	0	7,240	7,240	0.00%
• •	2(a)	982,534	945,259	1,620,609	1,620,609	0	(0.00%)
Depreciation on Assets	2(a)	302,004	340,203	1,020,000	1,020,000	Ů	(0.0070)
Capital Revenue and (Expenditure)	3	(345,501)	(351,823)	(2,663,412)	(2,701,019)	(37,607)	(1.39%)
Purchase Land and Buildings		(345,501)		(12,100)	(11,526)	574	4.98%
Purchase Furniture and Equipment	3		(12,100)			63,090	14.99%
Purchase Plant and Equipment	3	(231,400)	(484,000)	(484,000)	(420,910) (390,861)	16,139	4.13%
Purchase Motor Vehicles	3	(362,105)	(342,000)	(407,000)	` ' '	·	
Purchase Infrastructure Assets - Roads	3	(363,506)	(1,436,869)	(1,439,371)	(1,486,597)	(47,226)	(3.18%)
Purchase Infrastructure Assets - Bridges	3	(120,000)	(471,000)	(471,000)	(170,000)	301,000	177.06%
Purchase Infrastructure Assets - Parks & Ovals	3	(130,822)	(244,433)	(244,433)	(244,433)	0	0.00%
Purchase Infrastructure Assets - Other	3	0	0	(10,400)	0	10,400	0.00%
Proceeds from Disposal of Assets	4	254,039	378,500	966,500	787,118	(179,382)	22.79%
Repayment of Debentures	5	(59,997)	(100,483)	(128,422)	(121,590)	6,832	5.62%
Proceeds from New Debentures	5	0	0	1,000,000	1,000,000	0	0.00%
Transfers to Restricted Assets (Reserves)	6	(70,270)	(62,799)	(538,718)	(558,718)	(20,000)	(3.58%)
Transfers from Restricted Asset (Reserves)	6	200,285	204,656	254,656	250,285	(4,371)	1.75%
Net Current Assets July 1 B/Fwd	7	1,590,933	1,884,850	1,884,850	1,590,933	(293,917)	18.47%
Net Current Assets Year to Date	7 _	2,884,461	3,028,933	0	(0)	(0)	(100.00%)
Amount Raised from Rates	8	(4,382,109)	(4,401,751)	(4,431,751)	(4,392,109)	39,641	0.90%

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

Item 9.4.5

Governance - Variance \$29,562 ▲
COVERNOUSE - VORUNGE WARROUSE
Other Governance
Reimbursements increased to reflect revenue received to date and additional expected 29,562
Treimbulsements increased to reflect revenue received to date and additional expected 25,002
General Purpose Funding - Variance \$8,460 ▲
Other General Purpose Funding
Grants commission decreased to reflect final allocation (37,827)
Interest on investments increased as CLGF funds invested 15,000
Rates legal fee reimbursement, interest and fees increased to reflect projected revenue 31,287
Law Ouder Bublic Cofets Veriance \$22.452
Law, Order, Public Safety - Variance \$23,453
Fire Prevention (0.400)
Fees relating to Fires have been reduced to reflect expected revenue (9,400)
Fire - ESL
Operating funding increased to cover 11/12 overspend and capital funding 23,703
decreased to match expenditure costs
Animal Control
Increased to reflect expected revenue 9,150
Health - Variance \$7,826 ▲
Preventive Services - Admin
Health Act Fees and provison of service to VP increased to reflect projected revenue 7,826
Thousan record and provident or control to the microacea to remove projected revenue.
Housing - Variance \$3,560 ▼
Staff Housing
Rental for Unit 3 decreased as this unit is vacant (3,560)
Community Amenities - Variance \$48,938 ▲
Sanitation - Household
Increased to reflect expected revenue from Muchea landfill 42,026
Decreased to reflect expected recycling and drum muster revenue (45,000)
(10,000)
<u>Sewerage</u>
Increased to reflect projected revenue 1,000
Protection of the Environment
Adjusted to reflect the income for Landcare vehicles (229)
Town Planning
Fees adjusted to reflect projected income 24,760
Profit/Loss adjusted (3,769)
Developer contribution adjusted as funds received for Morley Rd (2 lots) 20,000
20,000
Other Community Amenities
Increased to reflect reimbursement from MRWA for cleaning of toilets 10,150

Recreation & Culture - Variance \$30,750	A
Public Halls Increased to reflect insurance claim reimbursement	550
Heritage Grant income increased to reflect expected grant income for Mens Shed	30,000
Other Culture Increased to reflect revenue for sale of Chittering number plates	200
Transport - Variance \$54,133 Roads, Bridges, Depot	•
Profit/Loss on Assets decreased to reflect actual revenue	(46,133)
Crossover contribution reduced to reflect projected revenue	(8,000)
Economic Services - Variance \$2,346	▼
Tourism Increased to reflect additional grant revenue and reimbursements expected	1,330
	.,000
Building Control Building Licences increased to reflect projected revenue and provision of services to	(1,176)
VP decreased due to limited provision	(.,)
Other Economic Services	
Extractive Industry licenses adjusted to reflect projected revenue	(2,500)
Other Property & Services - Variance \$93,484	· ▼
Public Works Overheads	
Increased to reflect revenue received	266
Salaries & Wages	
Adjusted as no parental leave required and increased workers comp reimbursements	(2,000)
Unclassified	
Adjusted to reflect lease income for IGA land Income from sale of land decreased as not expected to occur this financial year	8,250 (100,000)
moonto nom care of land decreaced as not expected to cood this infancial year	(100,000)

	VARIATIONS

Governance - Variance \$23,765	A
<u>Members</u>	404
Insurance adjusted to reflect actual expense	401
Admin allocations adjusted to reflect projections	(3,242)
Other Governance	
Consultancy Plans increased to reflect LTFP expense	(20,000)
Business Plans adjusted to reflect actual expenditure	(1,687)
AROC Executive adjusted as this is not expected to be paid	1,200
Audit fees increased to reflect additional costs for Financial Management Review	(8,000)
Regional Risk adjusted to reflect actual expenditure	(1,052)
Advertising costs reduced to reflect projected expense	6,145
Legal expenses decreased to reflect projected expense	10,000
Admin allocations adjusted to reflect projections	(7,530)
Administration - \$44,887 (Reallocated throughout schedules)	
Employee costs increased to reflect wage increases	(13,000)
Insurance adjusted to reflect actual expenditure	3,231
Building Maintenance increased to reflect expected projections	(20,000)
Postage & Freight reduced to reflect expected projections	2,000
Advertising reduced to reflect expected projections	1,000
IT expenses increased for additional support hours and new CCTV laptop	(10,000)
Contract Services reduced as not expected to be required	4,000
Office Equip increased for new admin furniture and waiting area	(10,000)
Loss on Asset adjusted to reflect actual expenditure	(2,118)
General Purpose Funding - Variance \$35,477	A
Rates	
Legal expenses increased to reflect projected expense	(30,000)
Admin allocations adjusted to reflect projections	(3,292)
Title searches increased to reflect projections	(1,409)
Insurance adjusted to reflect actual expenditure	172
General Purpose Funding	
Admin allocations adjusted to reflect projections	(948)
Law, Order,Public Safety - Variance \$22,475	▼
Fire Prevention	•
Employee costs increased due to additional ranger required	(6,151)
Fire related expenses increased to reflect projected expenditure	(1,760)
Strategic breaks adjusted and reallocated to other jobs	41,548
Fire Prevention and planning reduced as no helicopter inspections undertaken	6,000
Admin allocations adjusted to reflect projections	(948)

<u>Fire - ESL</u> Admin allocations adjusted to reflect projections	(1,097)
Animal Control Employee costs increased due to additional ranger required Office expenses decreased to reflect expected projections Pound expenses increased to reflect expected projections Vehicle expenses increased to reflect expected projections Profit/Loss adjusted to reflected actual expense Admin allocations adjusted to reflect projections	(17,078) 3,215 (115) (1,948) 1,314 (1,745)
Other Law,Order,Public Safety Employee costs increased due to additional ranger required Rural watch expenses are decreased to reflect expected projections Minor expenses is adjusted as no parking local law is being developed Admin allocations adjusted to reflect projections	(2,490) 850 2,960 (448)
Emergency Management Insurance adjusted to reflect actual expense	368
Health - Variance \$26,818 Preventive Services - Admin Insurance adjusted to reflect actual expense Office expenses adjusted to reflect projected expense Profit/Loss adjusted to reflect actual expense Admin allocations adjusted to reflect projections	▼ 329 1,000 (264) (798)
Preventive Services - Other Admin allocations adjusted to reflect projections	(299)
Other Health Loan Repayment adjusted as payments commence in 13/14 Admin allocations adjusted to reflect projections	27,050 (200)
Education & Welfare - Variance \$7,852 Other Education Admin allocations adjusted to reflect projections School bus shelter maintenance reduced and reallocated to Muchea Landfill	▼ (250) 10,000
Aged & Disabled Day Centre maintenance increased due to additional garden maintenance	(1,000)
Aged & Disabled Other Admin allocations adjusted to reflect projections	(549)
Other Welfare Admin allocations adjusted to reflect projections	(349)

Housing - Variance \$6,297	A
Staff, Community, Seniors Housing	(1 207)
Admin allocations adjusted to reflect projections Unit 3 increased for painting whilst vacant	(1,297) (5,000)
onit o increased for painting winest research	(0,000)
Community Amenities - Variance \$51,708	▼
Sanitation - Household Landfill sites increased to reflect expected projections (reallocated from other jobs)	(25,000)
Admin allocations adjusted to reflect projections	(349)
Wheelie Bin purchases reduced to reflect expected projections	970
Sanitation Other	
Recycling expenses reduced to reflect expected projections	3,000
Drum Muster expenses reduced to reflect expected projections	3,000
Debtor Write offs adjusted as it is expected this debt will be repaid	4,345
Admin allocations adjusted to reflect projections	(299)
Sewerage	
Admin allocations adjusted to reflect projections	(599)
<u>Urban Stormwater</u>	
Muchea drainage reduced and reallocated to other jobs	23,206
Admin allocations adjusted to reflect projections	(349)
Protection of the Environment	
Muchea Water sampling adjusted to reflect projected expense	2,000
Vehicle expenses adjusted to reflect actual expenditure	228 5,000
Biodversity expenses adjusted as not expected to be completed this year Consultant Expenses adjusted to reflect projected expenditure	10,000
Admin allocations adjusted to reflect projections	(399)
Town Planning	
Insurance expenses adjusted to reflect actual expense	1,167
Office expenses adjusted to reflect projected expenditure	1,010
Advertising costs adjusted to reflect projected expenditure	5,500
Consultancy expenses adjusted as Community Infrastructure Plan not undertaken	40.000
in this financial year	43,000
Legal Expenses increased to cover projected expenses Profit/Loss adjusted to reflect actual expense	(25,000) (4,305)
Admin allocations adjusted to reflect projections	(3,093)
Muchea Employment Node expenses reduced to reflect projected expenditure	15,000
Equipment reduced to reflect expected projections	2,000
Other Community Amenities	
Wannamal toilets reduced to reflect expected projections	1,000
Cemetery toilets reduced to reflect expected projections	1,000
Admin allocations adjusted to reflect projections	(549)
Bindoon Hill toilets included to reflect projected expenditure	(9,776)

Recreation & Culture - Variance \$4,079	▼
Public Halls	
Wannamal Hall increased to reflect projected expenses	(5,000)
Chinkabee increased to reflect projected expenses	(5,000)
Admin allocations adjusted to reflect projections	(549)
Other Rec & Sport	
Direct costs removed from several reserves	30,603
Clune Park expenses increased to repair rotunda	(10,000)
Admin allocations adjusted to reflect projections	(848)
Fencing added to Muchea Oval	(5,000)
<u>Libraries</u>	
Insurance expenses adjusted to reflect actual expenditure	120
Admin allocations adjusted to reflect projections	(748)
<u>Heritage</u>	
Admin allocations adjusted to reflect projections	(499)
Other Culture	
Aus Day expenses reduced to reflect projected expenditure	1,500
Sale of Number Plates increased to reflect projected expenditure	(200)
Admin allocations adjusted to reflect projections	(300)
Transport Variance \$46,206	_
Transport - Variance \$46,386	▼
Admin allocations adjusted to reflect projections	(2,643)
Road Maintenance adjusted due to PWOH allocations	(4,026)
Depot Maintenance reduced to reflect projected expenditure	5,000
Footpath Maintenance reduced to reflect projected expenditure	6,000
Signage reduced to reflect projected expenditure	10,874
Crossover expenses reduced to reflect projected expenditure	10,000
Verge Maintenance increased to reflect projected expenditure (reallocated)	(23,206)
Street Tree Pruning increased to reflect projected expenditure (reallocated)	15,000
Profit/Loss adjusted to reflect actual expense	(5,325)
Drainage Maintenance reduced to reflect projected expenditure	17,000
Roman expenses reduced to reflect projected expenditure	7,000
Insurance expenses reducted to reflect actual expense	532
Binda Place reducted to reflect expected projected expenditure	20,180
Expendable tools increased to reflect projected expenditure	(10,000)
Economic Services - Variance \$23,402	▼
Rural Services	•
Noxious weeds expenses reduced to reflect projected expenditure	20,000
Admin allocations adjusted to reflect projections	(250)
Admin anocations adjusted to reneat projections	(250)
<u>Tourism</u>	
Admin allocations adjusted to reflect projections	(1,796)
Contribution for Discovering Golden Horizons been included	(3,350)
Additional expenses included for Chittering Tourist Association signage upgrade	(7,500)
, wanter a superiode included for entitle ing Tourior recoolered to gridge appliant	(7,000)

Building Control	
Employee costs adjusted to reflect expected projections	16,547
Vehicle expenses increased to reflect expected projections	(2,399)
Office expenses adjusted to reflect projected expenditure	1,000
Profit/Loss adjusted to reflect actual expenditure	(2,274)
Admin allocations adjusted to reflect projections	(2,094)
, , ,	,
Economic Development	
Employee costs adjusted to reflect expected projections	5,914
Admin allocations adjusted to reflect projections	(698)
Other Economic Services	
Admin allocations adjusted to reflect projections	(698)
Extractive Industries expenses adjusted to reflect projected expenditure	1,000
Extractive industries expenses adjusted to reflect projected expenditure	1,000
Other Property & Services - Variance \$343	A
Private Works	
Debtors Write Offs adjusted as debt is expected to be repaid	894
Admin allocations adjusted to reflect projections	(299)
Public Works Overheads - \$39,527 reallocated throughout schedules)	
Office Expenses reduced to reflect expected projections	6,720
Advertising reduced to reflect expected projections	4,000
Equipment reduced as not required	3,550
Roman adjusted to reflect actual expenditure	3,915
Training reduced to reflect expected projections	10,000
Insurance adjusted to reflect actual expenditure	7,169
Protective clothing reduced to reflect projected expenditure	9,200
OSH reduced to reflect expected projections	3,000
Admin allocations adjusted to reflect projections	(4,587)
Vehicle Op Costs Building increased to reflect projections	(3,440)
verticle op costs Building increased to reflect projections	(3,440)
<u>Unclassified</u>	
Admin allocations adjusted to reflect projections	(252)
REPORTABLE CAPITAL EXPENSE VARIATIONS	
REFORTABLE CAPITAL EXPENSE VARIATIONS	
Purchase Land & Buildings - Variance \$37,607	A
Admin Centre increased to cover expenditure to complete the project	(38,500)
ICV Shed adjusted to reflect actual expenditure	6,555
Library painting adjusted to reflect actual expenditure	2,750
Mens Shed increased to reflect projected expenditure. Matched by grant funding	(30,000)
Tourist Centre adjusted to reflect projected expenditure to finalise project	21,588
Durchaco Eurnituro & Equipment - Variance \$574	_
Purchase Furniture & Equipment - Variance \$574	▼ 571
Photocopier expense adjusted to reflect actual expenditure	574
Purchase Plant & Requipment - Variance \$63,090	▼
Truck adjusted to reflect actual expenditure	(14,510)
Loader adjusted to reflect actual expenditure	77,600
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SHIRE OF CHITTERING FOR THE PERIOD 1 JULY 2012 TO 31 JANUARY 2013 Report on all Variations	
Purchase Motor Vehicles - Variance \$16,139 Vehicles adjusted to reflect actual expenditure	▼ 16,139
Purchase Infrastructure - Roads - Variance \$47,226 Infrastructure adjusted to reflect projected expenditure (including additional funds for completion of Hay Flat Rd) project	▲ (47,226)
Purchase Infrastructure - Bridges - \$301,000 Bridges adjusted as payment for Keating Rd Bridge was made in 11/12 year Additional bridgeworks for unused grant income from Keating Rd	▼ 351,000 50,000
Purchase Infrastructure - Other - Variance \$10,400 Bus Shelters adjusted as these are not being purchased	▼ 10,400
Proceeds from Disposal of Assets - Variance \$179,382 Proceeds adjusted to reflect actual revenue received from vehicle trades Profit from land sale removed as not expected to occur this financial year	▼ 79,382 100,000
Repayment of Debentures - Variance \$6,832 Loan Repayment for Health Centre removed as not due until next financial year	6,832
Transfer to Reserves - Variance \$20,000 Transfers to reserves adjusted to reflect actual transfers for developer contribution	▲ (20,000)
Transfer from Reserves - Variance \$4,371 Transfe from reserves adjusted as payment for this LSL not expected	▼ 4,371