



MINUTES

**ORDINARY MEETING OF
COUNCIL**

WEDNESDAY 28 MARCH 2018



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SHIRE OF WONGAN-BALLIDU

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President, Cr Peter Macnamara declared the meeting open at 3.02pm

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED

Attendees:

Cr Peter Macnamara	Shire President
Cr Jon Hasson	Deputy Shire President
Cr Brad West	
Cr Eion Ganzer	
Cr Stuart Boekeman	
Cr Mandy Stephenson	
Cr Sue Falconer	

Staff:

Stuart Taylor	Chief Executive Officer
Alan Hart	Deputy Chief Executive Officer
Karl Mickle	Manager Works and Services
Melissa Marcon	Building Services Coordinator
Alana Wigmore	Personal Assistant (Minutes)

Apologies:

Nil

Leave of absence previously granted:

Nil

Public:

Mrs Melinda Godfrey

3. PUBLIC QUESTION TIME

Nil

4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

- The President thanked Councillors for attending the opening of the two new Ninan House units
- The President thanked the CEO for representing Council at the opening of the Wongan Hills Hospital refurbishments
- The President congratulated the Ballidu Progress Association on a very successful 'Bike It to Ballidu'

5. PETITIONS AND PRESENTATIONS

Mrs Melinda Godfrey, President of the Wongan Hills Tourism Group and Visitors Centre, was in attendance to present to Council regarding the groups year's activities.

9. REPORTS OF OFFICERS AND COMMITTEES

9.1 GOVERNANCE

Nil

9.2 ADMINISTRATION & FINANCIAL SERVICES

9.2.1 ACCOUNTS SUBMITTED

FILE REFERENCE:	F1.4
REPORT DATE:	20 March 2018
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	February 2018

PURPOSE OF REPORT:

That the accounts as submitted be received.

BACKGROUND:

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

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

Local Government (Financial Management) Regulations 1996 Sections 12 & 13 require the attached reports to be presented to Council.

Lists of Accounts

Section 6.10 of the Local Government Act regulation 12 of the Financial Management Regulations (FMR's) requires a list of accounts paid for the month, and where the Council has delegated the payment of these accounts to the CEO under regulation 13 there must be a list of accounts paid, and the listing shall disclose the following:

- The payee's name
- The amount of the payment
- The date of the payment
- The fund from which it is paid; and
- Sufficient information to identify the transaction.

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental implications associated with the proposals.

➤ **Economic**

There are no known environmental implications associated with the proposals.

➤ **Social**

There are no known environmental implications associated with the proposals.

FINANCIAL IMPLICATIONS:

All payments are within the confines of Councils adopted budget. There have been no other material outstanding creditors since the cheques were prepared.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOTION: MOVED Cr Boekeman / Cr Stephenson

That the accounts submitted from 1 to 28 February 2018 totalling \$530,618.86 having been checked and certified in accordance with the requirements of the Financial Management Regulations 12 be received, as shown on the summary of accounts paid schedule and the payroll EFT batches.

**CARRIED: 7 / 0
RESOLUTION: 020318**

LIST OF ACCOUNTS DUE & SUBMITTED 1ST FEBRUARY 2018 TO 28 FEBRUARY 2018

Chq/EFT	Date	Name	Description	Amount
88	01/02/2018	WESTNET	Westnet Shire Administration	-724.68
88	16/02/2018	CRC - CRC PHOTOCOPIER LEASE	CRC Photocopier Lease	-557.70
88	26/02/2018	C/CARD - CEO CREDIT CARD	CEO Credit Card	-640.91
EFT16404	02/02/2018	COURIER AUSTRALIA INTERNATIONAL	Freight charges ex LISWA	-31.06
EFT16405	02/02/2018	KOMATSU AUSTRALIA PTY LTD	The supply of Grader Blades for PG14	-1899.04
EFT16406	02/02/2018	MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Freight charges ex Staples	-31.52
EFT16407	02/02/2018	WHEATBELT TYRES		-4069.60
	31/12/2017	WHEATBELT TYRES	Fit truck tyre to Mack Truck PTK33	340.00
	31/12/2017	WHEATBELT TYRES	Tyre repairs to Grader PG14	278.30
	31/12/2017	WHEATBELT TYRES	Truck tyre for PTRL26	318.80
	31/12/2017	WHEATBELT TYRES	8 x Boto tyres for Mack Truck PTK33	2771.20
	31/12/2017	WHEATBELT TYRES	Fit and supply tyre to PTK32	361.30
EFT16408	02/02/2018	G R & N W WALTON		-1313.95
	24/01/2018	G R & N W WALTON	7 Wandoo Cres Wongan Hills - Locate & fix fault on TV reception & supply materials.	888.80
	24/01/2018	G R & N W WALTON	30 Wandoo Crescent Wongan Hills - Replace TV antenna & master head amp	425.15
EFT16409	02/02/2018	HYPARK TRADING PTY LTD	Supply cargo pants and shorts for Works Staff	-1073.77
EFT16410	02/02/2018	IXOM OPERATIONS PTY LTD	1 x 70kg Chlorine Gas Bottle for Dam/Water Catchment Management	-465.30
EFT16411	02/02/2018	MARKETFORCE PRODUCTIONS	2018 Council Meeting Dates Advertising	-1602.50
EFT16412	02/02/2018	RBC RURAL	Meter plan Charge for Shire Admin Photocopier	-302.20
EFT16413	02/02/2018	N-COM PTY LTD	Additional Satellite Receiver for VAST Retransmission	-2727.77
EFT16414	02/02/2018	KLEEN WEST DISTRIBUTORS	Supply bulk toilet paper for Shire Administration Office	-198.00
EFT16415	02/02/2018	MULTISPARES LIMITED	Bendix K022105 purge valve kit for Truck PTK35	-253.55
EFT16416	02/02/2018	SHERMAC ENGINEERING	RS-001 mounting bracket for RS3000 control box to suit Mack Tridant 2017 PTRL26	-199.65
EFT16417	02/02/2018	HDJ CONTRACTING	Cleaning of the CRC & Allied Health side of Medical Centre Mon 15/1/18 to Thurs 25/1/18	-1039.50
EFT16418	02/02/2018	MARKET CREATIONS PTY LTD		-1100.66
	31/01/2018	MARKET CREATIONS PTY LTD	Back Up Licences	445.72
	31/01/2018	MARKET CREATIONS PTY LTD	Office 365	654.94
EFT16419	02/02/2018	HENDOS PLUMBING & GAS SERVICES		-3295.27
	22/12/2017	HENDOS PLUMBING & GAS SERVICES	Septic Work at the Wongan Hills PCYC Building	3097.27
	18/01/2018	HENDOS PLUMBING & GAS SERVICES	14 Ellis St Wongan Hills - repair airlock in gas line for oven	198.00
EFT16420	02/02/2018	CIABARRI PAINTING	To prepare and paint exterior of 2A Patterson Street Wongan Hills	-2777.00
EFT16421	02/02/2018	KYLIE NEAVES	EHO, Food & Public Health Services for 30.01.18 & 31.01.18	-1040.00
EFT16422	02/02/2018	WINC AUSTRALIA PTY LTD		-255.97
	25/01/2018	WINC AUSTRALIA PTY LTD	Stationary for Administration Office	53.99
	25/01/2018	WINC AUSTRALIA PTY LTD	Stationary for Administration Office	155.36
	18/01/2018	WINC AUSTRALIA PTY LTD	Ink Cartridge for Administration Office	46.62
EFT16423	02/02/2018	RICOH FINANCE	Shire Administration Photocopier	-553.92
EFT16424	06/02/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 147 Interest payment	-5406.52
EFT16427	09/02/2018	AVON WASTE	Domestic Collection Wongan Hills & Ballidu	-11484.99
EFT16428	09/02/2018	BOEKEMAN NOMINEES PTY LTD	Supply AUX switches for Hilux PUT73	-119.53
EFT16429	09/02/2018	CJD EQUIPMENT PTY LTD	Supply V11157181 bolt on edge for Loader PLDR8	-629.50
EFT16430	09/02/2018	COURIER AUSTRALIA INTERNATIONAL	Freight ex Wirtgen for Roller PROL14	-52.30
EFT16431	09/02/2018	WONGAN HILLS IGA		-273.61
	31/01/2018	WONGAN HILLS IGA	Refreshments for CRC Administration	38.04
	31/01/2018	WONGAN HILLS IGA	Refreshments for Shire Administration Office	235.57
EFT16432	09/02/2018	JASON SIGNMAKERS	Various signs for Works	-12326.05
EFT16433	09/02/2018	MCINTOSH & SON		-86.68
	08/01/2018	MCINTOSH & SON	Supply bearing for Truck PTK31	28.20
	11/01/2018	MCINTOSH & SON	Supply bolt zinc & nut nylon insert for Truck PTK32	11.88
	11/01/2018	MCINTOSH & SON	Supply air fitting for Truck PTK32	46.60
EFT16434	09/02/2018	TRUCKLINE PARTS	Supply various parts for Trailer PTRL20	-1760.49
EFT16435	09/02/2018	WALLIS COMPUTER SOLUTIONS	Manage back up Server Platinum for Shire Admin Office	-8435.90
EFT16436	09/02/2018	WHEATBELT TYRES		-4384.00
	23/01/2018	WHEATBELT TYRES	Supply trailer tyres for PTRL25 & PTRL26	2245.60
	23/01/2018	WHEATBELT TYRES	Supply oring and fit tyre to Loader PLDR6	60.50
	23/01/2018	WHEATBELT TYRES	Supply oring and fit tyre to Loader PLDR6	60.50
	23/01/2018	WHEATBELT TYRES	Supply oring and fit tyre to Loader PLDR6	96.60
	31/01/2018	WHEATBELT TYRES	Supply compactor for Roller PROL13	1180.00
	31/01/2018	WHEATBELT TYRES	Supply two trailer tyres for PTRL20	740.80
EFT16437	09/02/2018	WONGAN NEWSAGENCY	Shire administration supplies for January 2018	-72.65
EFT16438	09/02/2018	WONGAN STEEL MANUFACTURERS		-294.49
	22/01/2018	WONGAN STEEL MANUFACTURERS	Supply aluminium sheet for Mack PTK36	17.09
	22/01/2018	WONGAN STEEL MANUFACTURERS	Repairs to tipper door on Truck PTK34	277.40
EFT16439	09/02/2018	HYPARK TRADING PTY LTD	Supply 69 x Hi Vis Cotton Shirts for Works Staff	-2996.73
EFT16440	09/02/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD		-933.90
	29/01/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	Fees for legal collection, rates	211.75
	29/01/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	Fees for legal collection, rates	722.15
EFT16441	09/02/2018	WONGAN HILLS BETTA HOME LIVING	Wongan Hills District High School Scholarship - Community Grant	-350.00
EFT16442	09/02/2018	DALLIMORE NOMINEES PTY LTD	8 Ellis St Wongan Hills - Remove old carpet and lino. Supply and install underlay, new carpet and vinyl to loungerooms and hallway	-6466.00

LIST OF ACCOUNTS DUE & SUBMITTED 1ST FEBRUARY 2018 TO 28 FEBRUARY 2018

Chq/EFT	Date	Name	Description	Amount
EFT16443	09/02/2018	(KANYANA) WONGAN HILLS	Supply bag of rags for Plant Maintenance	-30.00
EFT16444	09/02/2018	KEVREK (AUSTRALIA) PTY LTD	Supply 1000/2/10 pool section for Truck PTK31	-386.10
EFT16445	09/02/2018	OVERLAND FREIGHT		-888.91
	31/01/2018	OVERLAND FREIGHT	Supply 12 x Water Bottles for the Admin Office	144.00
	31/01/2018	OVERLAND FREIGHT	Freight charges ex Ixom, West water, Komatsu & CID Equipment	744.91
EFT16446	09/02/2018	TRUCK CENTRE (WA) PTY LTD	Value Kit, silencer, fuel filler cap, air cleaner, connector & fittings for Truck PTK35	-499.15
EFT16447	09/02/2018	WONGAN HILLS SPORT & RECREATION COUNCIL INC	Supply 1980 cubic metres of Gravel	-2010.00
EFT16448	09/02/2018	MCLEODS BARRISTERS & SOLICITORS	Dog barking prosecution	-609.02
EFT16449	09/02/2018	WONGAN MAIL SERVICE		-213.28
	31/01/2018	WONGAN MAIL SERVICE	Shire Administration Mail account January 2018	196.28
	31/01/2018	WONGAN MAIL SERVICE	CRC Administration Mail account January 2018	17.00
EFT16450	09/02/2018	PUBLIC TRANSPORT AUTHORITY OF WA		-191.70
648180-DEC17	31/01/2018	PUBLIC TRANSPORT AUTHORITY OF WA	CRC Trans WA December Account	88.50
648180	31/01/2018	PUBLIC TRANSPORT AUTHORITY OF WA	CRC Trans WA January Account	103.20
EFT16451	09/02/2018	KLEEN WEST DISTRIBUTORS	Cleaning Aids for various locations	-580.80
EFT16453	09/02/2018	DAVE WATSON CONTRACTING PTY.LTD	Pruning of street trees to Western Power specifications	-5445.00
EFT16454	09/02/2018	GREAT SOUTHERN FUEL SUPPLIES		-14931.54
	31/01/2018	GREAT SOUTHERN FUEL SUPPLIES	Fuel supply for January 2018	1016.54
	01/02/2018	GREAT SOUTHERN FUEL SUPPLIES	Supply 11000 litres of diesel for February 2018	13915.00
EFT16455	09/02/2018	FORRESTFIELD MOWER AND CHAINSAW CENTRE	Supply Billy Goat debris bag	-220.00
EFT16456	09/02/2018	BP AUSTRALIA	Supply fuel for January 2018	-719.55
EFT16457	09/02/2018	RURAL RANGER SERVICES	Rural Ranger services from 22/1/18 to 31/1/18	-975.00
EFT16458	09/02/2018	TOPP DOGG (PG & JH WALSH)	Embroidery of 18 Employee Polo Shirts - Addition of CRC logo	-118.80
EFT16459	09/02/2018	SECUREX SECURITY SYSTEMS & SERVICES	Security Monitoring Fee for CRC Building from 01/01/18 to 31/03/18	-143.00
EFT16460	09/02/2018	RE EWEN	Wongan Hills Museum - Deposit Only - Install retaining wall constructed in brick and concrete.	-14000.00
EFT16461	09/02/2018	FIVE STAR BUSINESS & INNOVATION	Billing period for January 2018 - CRC Photocopier	-2087.43
EFT16462	09/02/2018	KYLIE NEAVES	EHO, Food & Public Health Services 07/02/2018 & 8/2/18	-1040.00
EFT16463	09/02/2018	WORLDWIDE PRINTING SOLUTIONS	Print and Supply 100 Prestart books for Works	-1060.00
EFT16464	09/02/2018	P&PJ BRENNAN	Supply 534 cubic metres of Gravel	-828.00
EFT16465	09/02/2018	COLLEEN SMITH	DOT Reimbursement	-649.50
EFT16466	14/02/2018	ANZ BANK (NETT WAGES)	PPE 13.02.18	-55352.59
EFT16467	14/02/2018	AUSTRALIAN SERVICES UNION	Employee Union Fees	-27.45
EFT16468	14/02/2018	IOU SOCIAL CLUB	Employee Social Club Deductions	-220.00
EFT16469	14/02/2018	MUNICIPAL EMPLOYEES UNION	Employee Union Fees	-19.40
EFT16470	16/02/2018	LANDGATE	Rural Uv's Chargeable 06/01/18 to 19/01/18	-65.50
EFT16471	16/02/2018	BALLIDU PROGRESS GROUP	Sponsorship of 'Bike it to Ballidu' 2018	-300.00
EFT16472	16/02/2018	BOEKEMAN NOMINEES PTY LTD		-4690.31
	24/01/2018	BOEKEMAN NOMINEES PTY LTD	supply and fit windscreen to JCB	2373.37
	11/01/2018	BOEKEMAN NOMINEES PTY LTD	supply male elbow & reducing bush for truck PTK32	8.37
	24/01/2018	BOEKEMAN NOMINEES PTY LTD	Repairs to JCB Backhoe - Water light comes on when lights are on	533.50
	30/01/2018	BOEKEMAN NOMINEES PTY LTD	Repair air con fault & re gas Case Tractor PTR66	1775.07
EFT16473	16/02/2018	COURIER AUSTRALIA INTERNATIONAL	Freight charges from CRC Admin to LISWA	-53.50
EFT16474	16/02/2018	KOMATSU AUSTRALIA PTY LTD		-264.62
	07/02/2018	KOMATSU AUSTRALIA PTY LTD	Supply lamps for Grader PG15	203.39
	12/02/2018	KOMATSU AUSTRALIA PTY LTD	Supply rubber door hold for Grader PG15	61.23
EFT16475	16/02/2018	MCINTOSH & SON	Replace seal in orbital motor for Loader PLDR6	-524.37
EFT16476	16/02/2018	MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Freight charges ex Staples	-31.07
EFT16477	16/02/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	Letter and report writing training 5/2/18	-4345.00
EFT16478	16/02/2018	WALLIS COMPUTER SOLUTIONS		-860.20
	15/02/2018	WALLIS COMPUTER SOLUTIONS	Kyocera ECOSYS P5021 CDW Printer for CRC administration	602.80
	13/02/2018	WALLIS COMPUTER SOLUTIONS	Reception & printer issues at CRC Office	257.40
EFT16479	16/02/2018	STEWART & HEATON CLOTHING CO PTY LTD		-2380.72
	31/01/2018	STEWART & HEATON CLOTHING CO PTY LTD	Various clothing, boots & helmets for Fire Brigade	342.65
	31/01/2018	STEWART & HEATON CLOTHING CO PTY LTD	Various clothing, boots & helmets for Fire Brigade	288.19
	31/01/2018	STEWART & HEATON CLOTHING CO PTY LTD	Various clothing, boots & helmets for Fire Brigade	597.12
	31/01/2018	STEWART & HEATON CLOTHING CO PTY LTD	Various clothing, boots & helmets for Fire Brigade	1152.76
EFT16480	16/02/2018	MOORA GLASS SERVICE		-3327.50
	09/02/2018	MOORA GLASS SERVICE	Supply and fit roller blinds throughout Shire Administration Office	2246.20
	19/01/2018	MOORA GLASS SERVICE	Supply and fit roller blinds throughout Shire Administration Office	1081.30
EFT16481	16/02/2018	AUSTRALIAN TAXATION OFFICE		-57346.00
	31/01/2018	AUSTRALIAN TAXATION OFFICE	December BAS	45678.00
	31/01/2018	AUSTRALIAN TAXATION OFFICE	January BAS	11668.00
EFT16482	16/02/2018	WONGAN HILLS HARDWARE	Works and Building account for January 2018	-3307.39
	31/01/2018	WONGAN HILLS HARDWARE	Works January Account	1362.85
	31/01/2018	WONGAN HILLS HARDWARE	Building January Account	1944.54
EFT16483	16/02/2018	DUNNINGS INVESTMENTS P/L	Fuel supply for January 2018	-480.37
EFT16484	16/02/2018	ELLIOTTS IRRIGATION PTY LTD	Supply rain dial 6 station built in trans for 16 Moore St Wongan Hills	-308.00
EFT16485	16/02/2018	DUN DIRECT PTY LTD	11,500 litres of Diesel	-16506.51

LIST OF ACCOUNTS DUE & SUBMITTED 1ST FEBRUARY 2018 TO 28 FEBRUARY 2018

Chq/EFT	Date	Name	Description	Amount
EFT16486	16/02/2018	SHERMAC ENGINEERING	2085 0023 multi core tube 4mm 12core for PTRL26	-310.20
EFT16487	16/02/2018	HDJ CONTRACTING	Cleaning of the CRC and Allied Health Side of Medical Centre Mon 29/1/18 to Fri 09/02/18	-1155.00
EFT16488	16/02/2018	FEGAN BUILDING SURVEYING	Building Surveying	-440.00
EFT16489	16/02/2018	FIVE STAR BUSINESS & INNOVATION	CRC photocopier	-1225.50
EFT16490	16/02/2018	KYLIE NEAVES	EHO, Food & Public Health Services 13/2/18 & 14/2/18	-1040.00
EFT16491	16/02/2018	CEMETERIES & CREMATORIA ASSOC OF WA	2018 CCAWA Seminar -2 Staff	-310.00
EFT16492	16/02/2018	ROBERT MACQUEEN	Refund customer difference between adult season pass and discounted amount	-55.00
EFT16493	16/02/2018	AYTON BAESIOU	Lot 200 Wongan Road - Review of town planning scheme provisions and preparation of report regarding the proposal to rezone.	-1980.00
EFT16494	16/02/2018	IMAGE PAK MARKETING	6 x Banner wing large, double sided print, heavy cross base & water bag	-2178.00
EFT16495	23/02/2018	COURIER AUSTRALIA INTERNATIONAL		-34.42
	09/02/2018	COURIER AUSTRALIA INTERNATIONAL	Freight charges ex Komatsu and Elliots	22.43
	02/02/2018	COURIER AUSTRALIA INTERNATIONAL	Freight charges ex Forrestfield Chainsaw & Mower	11.99
EFT16496	23/02/2018	MOORE STEPHENS	2018 Budget workshop 22 February 2018-Alan Hart	-907.50
EFT16497	23/02/2018	MULTIGROUP DISTRIBUTION SERVICES PTY LTD		-88.61
	14/02/2018	MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Freight charges ex Winc (Stationery for Shire Office)	46.11
	24/01/2018	MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Freight charges ex Winc (Stationery for Shire Office)	42.50
EFT16498	23/02/2018	OFFICEWORKS BUSINESS DIRECT	Keyboard and Mouse combo x 2 for Shire Administration Office	-63.95
EFT16499	23/02/2018	STEWART & HEATON CLOTHING CO PTY LTD	Various Bush Fire Clothing, boots, helmets & clothing	-709.59
EFT16500	23/02/2018	WONGAN HILLS BETTA HOME LIVING	Range hood and Parts for 7 Wandoo Cr Wongan Hills	-458.00
EFT16501	23/02/2018	T A MATTHEWS ELECTRICAL SERVICES		-2508.77
	31/01/2018	T A MATTHEWS ELECTRICAL SERVICES	Installation of new light outside the function room at the CRC	358.27
	31/01/2018	T A MATTHEWS ELECTRICAL SERVICES	Resolve pump and power issue at Swimming Pool Complex	198.00
	31/01/2018	T A MATTHEWS ELECTRICAL SERVICES	Exhaust fan replacement at 8 Ellis St Wongan Hills	132.00
	31/01/2018	T A MATTHEWS ELECTRICAL SERVICES	Replace exhaust fan in men's toilets at Shire Admin Office	137.50
	31/01/2018	T A MATTHEWS ELECTRICAL SERVICES	PE cell replace at Shire Depot Office	291.50
	31/01/2018	T A MATTHEWS ELECTRICAL SERVICES	PE cell replace at CRC Building	291.50
	31/01/2018	T A MATTHEWS ELECTRICAL SERVICES	Replace faulty light at the pond	242.00
	31/01/2018	T A MATTHEWS ELECTRICAL SERVICES	Change out hot water unit at U2/20 Stickland St Wongan Hills	335.50
	19/02/2018	T A MATTHEWS ELECTRICAL SERVICES	Re new solar hart at 30 Wandoo Crescent Wongan Hills	99.00
	19/02/2018	T A MATTHEWS ELECTRICAL SERVICES	Replace exhaust fan and light to make toilets at CRC	423.50
EFT16502	23/02/2018	COVS		-343.37
	14/02/2018	COVS	supply fuel filter, oil filter, battery, hammer, wire brush & butane for various work plant	130.67
	15/02/2018	COVS	supply air filter, wire brush, globe, coupler straight needle & hammer for various works plants	161.29
	19/02/2018	COVS	supply globe for Grader PG14	51.41
EFT16503	23/02/2018	ADVANCED AUTOLOGIC PTY LTD	Supply Ad-blue for Patching Truck PTK31	-700.00
EFT16504	23/02/2018	RBC RURAL	Shire Administration Photocopier Meter plan - Colour	-521.26
EFT16505	23/02/2018	METAL ARTWORK CREATIONS	Supply door name holder 'Shire Logo - Local Studies' for CRC Administration	-30.80
EFT16506	23/02/2018	TRUCK CENTRE (WA) PTY LTD	Two New Diffs and Installation for 2015 Mack Truck PTK33	-20084.84
EFT16507	23/02/2018	BALLIDU TRADING POST - CLEANING ACCOUNT	Cleaning Pavilion from 06/11/17 to 29/01/18	-3121.25
EFT16508	23/02/2018	KLEEN WEST DISTRIBUTORS	Bin Liners Sports Oval	-330.66
EFT16509	23/02/2018	THE WATERSHED WATER SYSTEMS	Supply Filter Disc Set for Parks and Gardens	-451.39
EFT16510	23/02/2018	WONGAN HILLS BAKERY AND CAFE	Supply lunch for Effective Writing Course held in Shire Chambers 05.02.18	-121.95
EFT16511	23/02/2018	NEWINS FAMILY TRUST	Managing of Wongan Hills Land Fill Site 1/2/18 to 28/2/18	-3758.33
EFT16512	23/02/2018	HENDOS PLUMBING & GAS SERVICES	Travel & Installation of Stove and Cooktop to 27C Quinlan St Wongan Hills	-793.21
EFT16513	23/02/2018	RURAL RANGER SERVICES	Rural Ranger Services from 05/2/18 to 15/2/18	-900.00
EFT16514	23/02/2018	CIABARRI PAINTING		-16500.00
	19/02/2018	CIABARRI PAINTING	Painting of Kitchen, anit-room and chambers	8700.00
	19/02/2018	CIABARRI PAINTING	Painting of Hallway and offices at Shire Admin Office	7800.00
EFT16515	23/02/2018	KYLIE NEAVES	EHO, Food & Public Health Services 20.02.18 & 21.02.18	-1040.00
EFT16516	23/02/2018	WINC AUSTRALIA PTY LTD		-261.16
	16/02/2018	WINC AUSTRALIA PTY LTD	Administration Office Stationary	207.17
	16/02/2018	WINC AUSTRALIA PTY LTD	Administration Office Stationary	53.99
EFT16517	23/02/2018	RICOH FINANCE	Shire Administration Photocopier	-276.96
EFT16518	23/02/2018	SWAN TOWING	Pick Up Mack Truck PTK33 from Wongan Hills to Mack Service Centre	-1210.00
EFT16519	28/02/2018	ANZ BANK (NETT WAGES)	PPE 27.02.18	-57051.43
EFT16520	28/02/2018	AUSTRALIAN SERVICES UNION	Employee Union Fees	-27.45
EFT16521	28/02/2018	IOU SOCIAL CLUB	Employee Social Club Deductions	-220.00
EFT16522	28/02/2018	MUNICIPAL EMPLOYEES UNION	Employee Union Fees	-19.40
EFT16523	28/02/2018	DEPARTMENT OF TRANSPORT	DPI February Payment	-44909.10

LIST OF ACCOUNTS DUE & SUBMITTED 1ST FEBRUARY 2018 TO 28 FEBRUARY 2018

Chq/EFT	Date	Name	Description	Amount
21104	02/02/2018	WATER CORPORATION		-1089.94
	19/01/2018	WATER CORPORATION	Water consumption for Burakin Hall	28.69
	19/01/2018	WATER CORPORATION	Water consumption for Standpipe at Rabbit Proof Fence Rd Koorda-Buntine	1020.78
	19/01/2018	WATER CORPORATION	Water rates for Standpipe at Railway St Koorda-Buntine	40.47
21105	09/02/2018	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	Final Seal for Waddington Road, 13,680m2.	-43940.16
21106	09/02/2018	SYNERGY		-6413.25
	02/01/2018	SYNERGY	Street Lighting Wongan Hills	4003.65
	16/01/2018	SYNERGY	Electricity consumption for Swimming Pool Complex	2409.60
21107	09/02/2018	WONGAN HILLS PROGRESS ASSOCIATION	2018 Wongan Hills directory Full page	-2376.00
21108	14/02/2018	SHIRE OF WONGAN-BALLIDU - PAYROLL	Payroll Deduction	-1365.00
21109	16/02/2018	TELSTRA CORPORATION LIMITED	CRC phone account	-489.63
21110	16/02/2018	SYNERGY		-3729.35
	14/02/2018	SYNERGY	Electricity consumption for Wongan Hills Recreation Centre	2350.95
	14/02/2018	SYNERGY	Electricity consumption for CRC Building	1378.40
21111	23/02/2018	TELSTRA CORPORATION LIMITED	Telephone Usage charges for 'Harvest Ban Line	-544.31
21112	23/02/2018	SYNERGY	Electricity consumption for Swimming Pool Complex	-3043.85
21113	28/02/2018	SHIRE OF WONGAN-BALLIDU - PAYROLL	Payroll Deduction	-1712.30
DD8741.1	13/02/2018	WALGS SUPERANNUATION PLAN	Employee Superannuation	-8084.22
DD8741.2	13/02/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	-372.35
DD8741.3	13/02/2018	AUSTRALIAN SUPER	Superannuation contributions	-399.44
DD8741.4	13/02/2018	REST SUPERANNUATION	Superannuation contributions	-176.40
DD8741.5	13/02/2018	AMP SUPERANNUATION LTD.	Superannuation contributions	-227.40
DD8741.6	13/02/2018	PRIME SUPER	Superannuation contributions	-629.53
DD8741.7	13/02/2018	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-203.86
DD8741.8	13/02/2018	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	-66.03
DD8751.1	27/02/2018	WALGS SUPERANNUATION PLAN	Employee Superannuation	-7982.90
DD8751.2	27/02/2018	AUSTRALIAN SUPER	Payroll deductions	-438.46
DD8751.3	27/02/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	-356.91
DD8751.4	27/02/2018	REST SUPERANNUATION	Superannuation contributions	-174.36
DD8751.5	27/02/2018	AMP SUPERANNUATION LTD.	Superannuation contributions	-226.86
DD8751.6	27/02/2018	PRIME SUPER	Superannuation contributions	-631.83
DD8751.7	27/02/2018	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-203.32
DD8751.8	27/02/2018	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	-92.93
DD8751.9	27/02/2018	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	-66.03

Municipal	486528.76
Trust	44090.10
Total	530618.86
Recoverable	48869.55
Partially Recoverable	

9.2.2 FINANCIAL REPORTS

FILE REFERENCE:	F1.4
REPORT DATE:	20 March 2018
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	Financial Reports

PURPOSE OF REPORT:

That the following statements and reports for the month ended February 2018 be received:

BACKGROUND:

Under the Local Government (Financial Management) Regulations 1996 the Council is to prepare financial reports outlining the financial operations at the previous month end date.

Listed below is a compilation of the reports that will meet compliance, these are listed under Sections and the relevant regulations below.

Financial activity statement report

Section 6.4 of the Local Government Act regulation 34.1 of the FMR requires a Local Government to prepare each month a statement of financial activity reporting on the sources and application of funds, as set out in the annual budget containing the following detail:

- Annual budget estimates
- Budget estimates to the end of the month to which the statement relates (known as YTD Budget) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates (known as YTD Actuals)
- Material variances between the comparatives of Budget v's Actuals
- The net current assets (NCA) at the end of the month to which the statement relates

Regulation 34.2 - Each statement of financial activity must be accompanied by documents containing:-

- An explanation of the composition of the net current assets of the month to which it relates, less committed assets and restricted assets containing the following detail:
- An explanation of each of the material variances
- Such other supporting information as is considered relevant by the local government

Regulation 34.3 - The information in a statement of financial activity may be shown:

- According to nature and type classification
- By program; or
- By business unit

Each financial year a Local government is to adopt a % value, calculation in accordance with AAS5, to be used in reporting material variances.

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

Council Policy 4.8 - Monthly Financial Reporting Requirements

LEGISLATIVE REQUIREMENTS:

- Local Government Act 1995
- Local Government (Financial Management) Regulations 1996

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental implications associated with the proposals.
- **Economic**
There are no known economic implications associated with the proposals.
- **Social**
There are no known social implications associated with the proposals.

FINANCIAL IMPLICATIONS:

The financial reports for the period ending February 2018 are attached to the Council agenda.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOTION: MOVED Cr Hasson / Cr Falconer

That the following Statements and reports for the month ended February 2018 be received:

- 1. Monthly Statements as follows;**
- | | |
|---|----------------------|
| a. Statement of Financial Activity (by Nature and Type) | FM Regs 34 |
| b. Statement of Operating Activities by Programme/Activity (Summary) | FM Regs 34 |
| c. Statement of Net Current Assets (NCA) | FM Regs 34 |
| d. Rate setting statement | Discretionary |
| e. Disposal of Assets | Discretionary |
| f. Rates Outstanding Report | Discretionary |
| g. Debtors Outstanding Report | Discretionary |
| h. Bank Reconciliation Report | Discretionary |
| i. Investment Report | Discretionary |
| j. Reserve Account Balances Report | Discretionary |
| k. Loans Schedule | Discretionary |

CARRIED: 7 / 0
RESOLUTION:030318

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (N&T) FOR 28 FEBRUARY 2018

	Approved Budget 2017- 2018	Current Budget 2017-2018	YTD BUDGET *	YTD Actual	Page	Variance Over or Under	10%
INCOME							
Rates	(2,796,594)	(2,796,594)	(2,483,916)	(2,483,916)		0.0%	✓
Grants Operating, Subsidies & Contributions	(1,979,732)	(1,979,732)	(1,220,322)	(1,099,072)		9.9%	✓
Non Operating Grants, Subsidies & Contributions	(1,414,387)	(1,414,387)	(877,037)	(875,013)		0.2%	✓
Fees & Charges & Service Charges	(504,859)	(504,859)	(395,411)	(399,672)		(1.1%)	✓
Other Revenue	(122,300)	(122,300)	(87,820)	(224,171)		(155.3%)	✗
Interest	(86,426)	(86,426)	(56,513)	(50,889)		10.0%	✓
Profit on sale of Assets	-	-	-	(82)		0.0%	✓
a: TOTAL INCOME	(6,904,298)	(6,904,298)	(5,121,019)	(5,132,813)			
OPERATING EXPENSES							
Employee Costs	2,082,329	2,082,329	1,376,521	1,362,993		(1.0%)	✓
Materials & Contracts	1,484,430	1,484,430	979,667	780,249		(20.4%)	⊙
Utilities (Gas, Electricity) etc.	304,603	304,603	202,963	221,682		9.2%	✓
Interest #	33,470	33,470	12,262	9,379	11	(23.5%)	⊙
Insurance	246,761	246,761	217,162	228,871		5.4%	✓
Other General	323,874	323,874	258,000	236,114		(8.5%)	✓
Loss on Asset Disposals	165,176	165,176	101,115	90,277		(10.7%)	⊙
Depreciation	2,573,155	2,573,155	1,715,416	1,041,752		(39.3%)	⊙
b: TOTAL OPERATING EXPENSES	7,213,798	7,213,798	4,863,106	3,971,317			
c: NET OPERATING (SURPLUS) / DEFICIT	309,500	309,500	(257,913)	(1,161,496)			
CAPITAL EXPENSES							
Land & Buildings	502,382	526,582	80,834	159,675		97.5%	✗
Furniture & Equipment	-	-	-	-			✓
Motor Vehicles	198,000	198,000	198,000	175,649		(11.3%)	⊙
Plant	650,400	650,400	275,400	246,400		(10.5%)	⊙
Infrastructure Other	26,530	26,530	8,688	-		(100.0%)	⊙
Infrastructure Roads	2,954,620	2,954,620	1,605,203	1,199,648		(25.3%)	⊙
d: TOTAL CAPITAL	4,331,932	4,356,132	2,168,125	1,781,372			
e: TOTAL OPERATING & CAPITAL	4,641,432	4,665,632	1,910,212	619,876			
ADJUST - NON CASH ITEMS							
Depreciation	(2,573,155)	(2,573,155)	(1,715,416)	(1,041,752)			
Profit on sale of assets	-	-	-	82	6		
Loss on sale of assets	(165,176)	(165,176)	(101,115)	(90,277)	6		
Proceeds from Sale of Assets	(246,500)	(246,500)	(246,500)	(132,045)	6		
Transfer from reserves	(1,013,867)	(1,013,867)	(1,013,867)	(511,317)	10		
Transfer to reserves	349,087	349,087	349,087	11,317	10		
Interest paid to reserves #	32,523	32,523	32,523	24,204	10		
Net Movement in LSL Reserve				(884)			
LSL Provision in reserves							
Loan proceeds	(400,000)	(400,000)	(400,000)	(400,000)			
Loan principal repayment	576,800	576,800	576,800	531,442	11		
Loan to SSL Parties	400,000	400,000	400,000	400,000			
SSL Principal Reimbursements	(76,800)	(76,800)	(76,800)	(31,442)	11		
Less (Surplus)/deficit B/Fwd	(1,524,344)	(1,548,544)	(1,548,544)	(1,785,732)	5		
ADJUSTED CLOSING (SURPLUS) / DEFICIT	0	0	(1,833,619)	(2,406,528)			

** This sheet illustrates the variance analysis. After completing the annual accounts, changes will be made to Synergy records to hold prorata (YTD Budget) so these columns on pages 1 and 3 will be the same.

Key		
Within budget tolerance of 10%	✓	
Over budget tolerance of 10%	✗	
Under budget tolerance of 10%	⊙	

Shire of Wongan-Ballidu
Variance Report for February 2018

The Local Government (Financial Management) Regulations 1996 require that financial statements are presented on a monthly basis to council. Council has adopted 10% as its threshold for line items on the nature and type report shown on page 1. This report uses a traffic light system to flag those items that are within tolerance and others that fall out of the range. Variances are calculated using a comparison of year to date actual against year to date budget.

Code	Report Section	Comments
	Operating Income	
x	Other Revenue	The Shire has received re-imburements that were not budgeted for or planned for this financial year. (eg workers compensation). This type of income is offset by expenditure.
	Operating Expenditure	
0	Materials & Contracts	There are some individual line items that are under-budget mainly because of the timing of programmed works or activities. There are minor variances within many accounts in this category, adding up to a under budget variance.
0	Interest	The shire had budgeted for interest expenditure for the new self-supporting loan that was budgeted for this financial year. This loan was only drawn down in October and November 2017.
0	Loss on Asset Disposals	The Vehicle and Plant replacement program for this financial year has nearly been completed with the final acquisition being the grader. Losses on disposal are under budget and it is expected that once the transaction for the grader purchase has been completed, it will remain underbudget.
0	Depreciation	When preparing the 2017/18 budget, depreciation was estimated on the value of the assets at the time (some classes of assets were revalued at the 30 th June to reflect their fair value) and with the change in values, and updated depreciation rates the monthly charge is different to the budget.

Code	Report Section	Comments
Capital		
✘	Land & Buildings	The Capital program for the 2017/18 year has commenced. The difference in the actual expenditure to budget is a timing issue.
○	Motor Vehicles	The replacement program has been completed for the 2017/18 year and the total acquisitions were less than budget.
○	Plant	This is underbudget due to the savings that were achieved in the purchase of the Truck. Expenditure on plant will be under budget in the 2017/18 year.
○	Infrastructure Other	This is for the construction of a water pipe to the airport and the purchase of street furniture. These projects have not commenced as yet.
○	Infrastructure Roads	The road construction program has commenced and this difference to budget is a timing issue only.

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (PRG) FOR 28 FEBRUARY 2018

		APPROVED BUDGET	CURRENT BUDGET	YTD ACTUAL
INCOME				
General Purpose Funding	03	(3,836,594)	(3,836,594)	(3,243,556)
Governance	04	(78,350)	(78,350)	(51,513)
Law, Order & Public Safety	05	(33,700)	(33,700)	(22,614)
Health	07	(22,600)	(22,600)	(25,920)
Education & Welfare	08	(4,743)	(4,743)	(3,243)
Housing	09	(75,306)	(75,306)	(70,294)
Community Amenities	10	(178,680)	(178,680)	(181,221)
Recreation & Culture	11	(78,977)	(78,977)	(27,964)
Transport	12	(2,263,744)	(2,263,744)	(1,161,228)
Economic Services	13	(41,950)	(41,950)	(21,199)
Other Property & Services	14	(289,655)	(289,655)	(324,062)
a: TOTAL INCOME		(6,904,299)	(6,904,299)	(5,132,813)
OPERATING EXPENSES				
General Purpose Funding	03	113,582	113,582	93,420
Governance	04	450,916	450,916	283,428
Law, Order & Public Safety	05	276,130	276,130	93,986
Health	07	147,535	147,535	120,315
Education & Welfare	08	222,292	222,292	131,578
Housing	09	182,511	182,511	122,749
Community Amenities	10	444,782	444,782	257,930
Recreation & Culture	11	1,685,850	1,685,850	1,058,491
Transport	12	2,452,331	2,452,331	1,191,665
Economic Services	13	252,172	252,172	118,998
Other Property & Services #	14	985,697	985,697	498,756
b: TOTAL OPERATING EXPENSES		7,213,798	7,213,798	3,971,317
c: NET OPERATING (SURPLUS)/DEFICIT		309,499	309,499	(1,161,496)
CAPITAL EXPENSES				
General Purpose Funding	23	-	-	-
Governance	24	188,000	188,000	172,161
Law, Order & Public Safety	25	-	-	-
Health	27	20,000	20,000	-
Education & Welfare	28	-	-	-
Housing	29	110,844	110,844	20,794
Community Amenities	30	29,200	29,200	-
Recreation & Culture	31	229,738	229,738	62,798
Transport	32	3,718,150	3,718,150	1,502,189
Economic Services	33	-	-	-
Other Property & Services	34	36,000	60,200	23,431
d: TOTAL CAPITAL EXPENSES		4,331,932	4,356,132	1,781,372
e: TOTAL OPERATING & CAPITAL		4,641,431	4,665,631	619,876

SHIRE OF WONGAN-BALLIDU
ANALYSIS OF NET CURRENT ASSETS AS AT 28 FEBRUARY 2018

NOTE 1A: INFORMATION ON OPENING SURPLUS / (DEFICIT). As in the annual report N22

	2016-2017	BUDGET	2017-2018
SURPLUS / (DEFICIT)	1,785,732	(0)	2,406,528
COMPRISES			
Cash (including reserves)	4,427,258	2,427,189	4,481,271
Current rates	144,475	103,402	326,896
Sundry debtors	252,793	252,792	37,234
Tax receivables	5,916	39,550	20,374
Other debtors	7,903	7,218	13,545
A: SSL debtors (are excluded see D: adj)	56,047	75,786	24,606
Inventories	11,262	11,212	5,245
Less:			
Reserves	(2,636,854)	(2,004,597)	(2,161,057)
Sundry creditors	(102,162)	(338,800)	-
Accrued interest	(10,997)	(10,905)	(0)
ESL Levy Owed	(36,178)	(85,654)	(49,386)
PAYG/GST Due To ATO	(14,622)	(42,778)	(31,210)
B: Other - (are excluded see D: adj)	-	-	-
LSL Cash backed Reserve	78,142	79,314	79,026
Tax liabilities	12,972	14,836	38,918
Other -Trust Bank Fees	-	-	(163)
C: Loan liability (are excluded see D: adj)	(556,007)	(81,923)	(24,566)
Current employee benefits provisions	(354,176)	(452,779)	(354,164)
D: Adjustments (see above A to C)	499,960	6,137	(40)
	-	-	-
Surplus / (Deficit) Variance	1,785,732	(0)	2,406,528

NOTE 1B: CLOSING FUNDS alternate format to Note 1 above

	2016-2017	BUDGET	YTD
Current assets			
Cash & cash equivalents	4,427,258	2,427,189	4,481,271
Sundry debtors	467,134	478,748	422,654
Inventories	11,262	11,212	5,245
Total current assets	4,905,654	2,917,149	4,909,171
Current liabilities			
Creditors and accounts payable	(150,987)	(383,987)	(41,679)
Current loan liability	(556,007)	(81,923)	(24,566)
Provisions	(354,176)	(452,779)	(354,164)
Total current liability	(1,061,170)	(918,689)	(420,408)
Net current assets	3,844,483	1,998,460	4,488,763
Less: restricted reserves	(2,636,854)	(2,004,597)	(2,161,057)
Less: SSL principal repayments	(56,047)	(75,786)	(24,606)
Add back: Current loan liability	556,007	81,923	24,566
Add back: LSL Cash backed Reserve	78,142	-	79,026
Other - Trust Bank Fees	-	-	(163)
Surplus / (Deficit) Variance	1,785,732	(0)	2,406,528

SHIRE OF WONGAN-BALLIDU
RATE SETTING STATEMENT AS AT 28 FEBRUARY 2018

	2017-2018 APPROVED BUDGET	2017-2018 CURRENT BUDGET	2017-2018 ACTUAL
<u>OPERATING INCOME</u>			
General Purpose Funding	(1,040,000)	(1,040,000)	(759,640)
Governance	(78,350)	(78,350)	(51,513)
Law, Order & Public Safety	(33,700)	(33,700)	(22,614)
Health	(22,600)	(22,600)	(25,920)
Education & Welfare	(4,743)	(4,743)	(3,243)
Housing	(75,306)	(75,306)	(70,294)
Community Amenities	(178,680)	(178,680)	(181,221)
Recreation & Culture	(78,976)	(78,976)	(27,964)
Transport	(2,263,744)	(2,263,744)	(1,161,228)
Economic Services	(41,950)	(41,950)	(21,199)
Other Property & Services	(289,655)	(289,655)	(324,062)
A	(4,107,704)	(4,107,704)	(2,648,898)
<u>OPERATING EXPENSES</u>			
General Purpose Funding	113,582	113,582	93,420
Governance	450,916	450,916	283,428
Law, Order & Public Safety	276,130	276,130	93,986
Health	147,535	147,535	120,315
Education & Welfare	222,292	222,292	131,578
Housing	182,511	182,511	122,749
Community Amenities	444,782	444,782	257,930
Recreation & Culture	1,685,850	1,685,850	1,058,491
Transport	2,452,331	2,452,331	1,191,665
Economic Services	252,172	252,172	118,998
Other Property & Services	985,697	985,697	498,756
B	7,213,798	7,213,798	3,971,317
C= A and B	3,106,094	3,106,094	1,322,419
<u>ADJUST FOR CASH BUDGET REQUIREMENTS</u>			
<u>Non-Cash Expenditure and Revenue</u>			
Depreciation on Assets	(2,573,155)	(2,573,155)	(1,041,752)
Profit/(Loss) on Asset Sales	(165,176)	(165,176)	(90,195)
<u>Capital Expenditure & Income</u>			
Purchase of land & buildings #	502,382	526,582	159,675
Purchase of furniture & equipment	-	-	-
Purchase of motor vehicles #	198,000	198,000	175,649
Purchase of plant & machinery #	650,400	650,400	246,400
Purchase of other infrastructure #	26,530	26,530	-
Purchase of roads infrastructure #	2,954,620	2,954,620	1,199,648
Proceeds from sale of assets	(246,500)	(246,500)	(132,045)
<u>Financing Activities</u>			
Repayment of Loan Principal*	576,800	576,800	531,442
Loan proceeds / refinancing CL to NCL adj	(400,000)	(400,000)	(400,000)
Loans paid to SSL parties	400,000	400,000	400,000
Self Supporting Loan Income	(76,800)	(76,800)	(31,442)
<u>Reserve Movements</u>			
Transfers to Reserves	349,087	349,087	11,317
Interest paid to Reserves	32,523	32,523	24,204
Transfer from Reserves	(1,013,867)	(1,013,867)	(511,317)
Net Movement in LSL Reserve	-	-	(884)
LSL Provsion in resreves	-	-	-
Estimated Muni (Surplus)/Deficit July 1 B/Fwd.	(1,524,344)	(1,548,544)	(1,785,732)
Estimated Muni (Surplus)/Deficit June 30 C/Fwd.	-	-	(2,406,528)
AMOUNT REQUIRED TO BE RAISED FROM RATES	2,796,594	2,796,594	77,388
TOTAL RATES RAISED	2,796,594	2,796,594	2,483,916

**SHIRE OF WONGAN-BALLIDU
ANALYSIS OF DISPOSED ASSETS AS AT 28 FEBRUARY 2018**

Asset No	Budget Net Book Value	Budget Sale Proceeds	Budget (Profit) / Loss	Actual Net Book Value	Actual Sale Proceeds	Actual (Profit) / Loss
By Class						
Motor Vehicles						
CEO Vehicle 1496	55,655	(48,000)	7,655	53,780	(36,364)	17,417
DCEO Vehicle 1458	40,883	(18,000)	22,883	39,724	(18,182)	21,542
Grader Ute 1437	15,388	(10,000)	5,388	15,471	(11,818)	3,653
Works Co-ordinator 1439	23,549	(18,000)	5,549	22,795	(18,182)	4,613
						-
Plant & Equipment						
Hino Prime Mover Side Tipper 1398	90,600	(45,000)	45,600	88,052	(45,000)	43,052
Cat Grader 1373	183,086	(105,000)	78,086			-
Howard Mulcher	2,515	(2,500)	15	2,418	(2,500)	(82)
						-
TOTAL	411,676	(246,500)	165,176	222,240	(132,045)	90,195
By Program						
Governance						
CEO Vehicle 1496 #	55,655	(48,000)	7,655	53,780	(36,364)	17,417
DCEO Vehicle 1458	40,883	(18,000)	22,883	39,724	(18,182)	21,542
Health						
						-
Transport						
Grader Ute 1437	15,388	(10,000)	5,388	15,471	(11,818)	3,653
Works Co-ordinator 1439	23,549	(18,000)	5,549	22,795	(18,182)	4,613
Hino Prime Mover Side Tipper 1398	90,600	(45,000)	45,600	88,052	(45,000)	43,052
Cat Grader 1373	183,086	(105,000)	78,086			-
Howard Mulcher	2,515	(2,500)	15	2,418	(2,500)	(82)
						-
Other Property & Services						
						-
TOTAL	411,676	(246,500)	165,176	222,240	(132,045)	90,195
Motor Vehicle and Plant & Equipment Change Over						
	Current Budget Purchase Price	Current Budget Sale	Current Change-Over Budget	Actual Purchase	Actual Sale	Change-Over
Motor Vehicles						
CEO Vehicle	69,000	(48,000)	21,000	67,263	(36,364)	30,899
DCEO Vehicle	52,000	(18,000)	34,000	43,047	(18,182)	24,865
Grader Ute	34,000	(10,000)	24,000	26,116	(11,818)	14,298
Works Co-ordinator	43,000	(18,000)	25,000	39,525	(18,182)	21,344
						-
Plant & Equipment						
Prime Mover Side Tipper	250,000	(45,000)	205,000	236,900	(45,000)	191,900
Grader	375,000	(105,000)	270,000		-	-
Howard Mulcher	10,400	(2,500)	7,900	9,500	(2,500)	7,000
Bushfire Truck	15,000	-	15,000			-
	-	-	-			-
TOTAL	848,400	(246,500)	601,900	422,351	(132,045)	290,306

848400

SHIRE OF WONGAN - BALLIDU

ANALYSIS OF RESERVE ACCOUNTS AS AT 28 FEBRUARY 2018

		ADOPTED FULL YEAR'S BUDGET					CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 28 FEBRUARY 2018			
Reserve Description	GL Acct.	Opening Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	Actual Balance
Centenary Celebrations Reserve	01925	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Resource Centre Reserve	01989	(12,893)	(193)	-	-	(13,087)	(193.40)	-	-	(13,087)	(145.83)	-	-	(13,039.12)
Depot Improvement Reserve	01940	(6,161)	(92)	-	-	(6,254)	(92.42)	-	-	(6,254)	(69.68)	-	-	(6,230.77)
Historical Publications Reserve	01965	(6,744)	(101)	-	-	(6,845)	(101.15)	-	-	(6,845)	(76.28)	-	-	(6,819.84)
Housing Reserve	01955	(1,766)	(26)	-	-	(1,793)	(26.49)	-	-	(1,793)	(20.04)	-	-	(1,786.32)
Land & Buildings Reserve	01930	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Principal Reserve	01950	(511,228)	(639)	511,867	-	0	(639.03)	511,867	-	0	(89.09)	511,317	-	-
LSL Reserve	01935	(78,142)	(1,172)	-	-	(79,314)	(1,172.13)	-	-	(79,314)	(883.78)	-	-	(79,025.52)
Medical Facilities & R4R Special Projects Reserve	01975	(408,982)	(6,135)	230,000	(36,720)	(221,837)	(6,134.73)	230,000	(36,720)	(221,837)	(4,625.56)	-	-	(413,607.83)
Patterson Street JV Housing Reserve	01988	(27,430)	(411)	-	(5,000)	(32,842)	(411.46)	-	(5,000)	(32,842)	(310.24)	-	-	(27,740.68)
Plant Reserve	01945	(657,895)	(9,868)	247,000	(224,000)	(644,764)	(9,868.43)	247,000	(224,000)	(644,764)	(7,440.77)	-	-	(665,336.16)
Quinlan Street JV Housing Reserve	01987	(27,958)	(419)	-	(5,000)	(33,378)	(419.38)	-	(5,000)	(33,378)	(316.13)	-	-	(28,274.53)
Stickland JV Housing Reserve	01986	(36,173)	(543)	-	(5,000)	(41,715)	(542.59)	-	(5,000)	(41,715)	(409.11)	-	-	(36,581.81)
Swimming Pool Reserve	01970	(132,590)	(1,989)	-	-	(134,579)	(1,988.85)	-	-	(134,579)	(1,499.59)	-	-	(134,089.38)
Waste Management Reserve	01920	(28,386)	(426)	-	(5,000)	(33,811)	(425.79)	-	(5,000)	(33,811)	(321.06)	-	-	(28,706.73)
WH Industrial/LIA Park Reserve	01985	-	-	-	-	-	-	-	-	-	-	-	-	-
Sporting Co-Location Reserve	01990	(700,505)	(10,508)	25,000	(68,367)	(754,380)	(10,507.58)	25,000	(68,367)	(754,380)	(7,996.64)	-	(11,317)	(719,818.79)
TOTALS		(2,636,853.68)	(32,523)	1,013,867	(349,087)	(2,004,597)	(32,523)	1,013,867	(349,087)	(2,004,597)	(24,204)	511,317	(11,317)	(2,161,057.48)

SHIRE OF WONGAN-BALLIDU
BANK RECONCILIATIONS FOR 28 FEBRUARY 2018

	Total	Municipal (01100+01102)	Trust (21100)	Reserve (01105)	Cash On Hand (01101)
Opening Balance	4,598,297.51	2,405,536.54	43,054.30	2,148,856.67	850.00
Add: Receipts	464,453.99	401,422.49	63,031.50	-	
Investment - Income	12,200.81			12,200.81	
	-				
Less: Payments - EFT & Cheques	(531,437.86)	(486,528.76)	(44,909.10)		
Payments - Bank Fees and Adjustments	(1,066.57)	(1,066.57)			
Investment - Transfers In/Out	-				
	-				
Balance as per General Ledger	4,542,447.88	2,319,363.70	61,176.70	2,161,057.48	850.00
Balance as per Bank Statements	737,874.85	681,716.44	54,423.80	884.61	850.00
Balance as per Bank Deposit Certificates	2,279,197.35	1,204,826.15		1,074,371.20	
Balance as per Holder Certificates	1,588,000.37	502,198.70		1,085,801.67	
Add: Outstanding Deposits	7,535.82	457.40	7,078.42		
Adjustments - Bank Transfers	699.53	699.53			
Less: Unpresented Payments	(70,534.52)	(70,534.52)			
Adjustments - Bank transfer from receipting	(114.00)		(114.00)		
Adjustments - Bank Fees	(211.52)		(211.52)		
	-				
Balance as per Cash Book	4,542,447.88	2,319,363.70	61,176.70	2,161,057.48	850.00
Figure should equal same as Creditor Payment List	\$ (0.00)	\$ -	\$ -	\$ -	\$ -

SHIRE OF WONGAN - BALLIDU
INVESTMENT REPORT FOR 28 FEBRUARY 2018

MUNICIPAL INVESTMENTS

Matured Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Last Placed	Interest/Transfers	Closing Balance	BANK TO INVESTMENT
Muni Term Deposit	9770-46811			9/06/2017	9/09/2017		1.65%	\$ 200,000.00	\$ 2,021.36	\$ 202,021.36	YES
9778-06147	Muni Term Deposit			18/09/2017	18/12/2017	91	2.25	\$ 500,000.00	\$ 2,804.79	\$ 502,804.79	YES
9778-06155	Muni Term Deposit			18/09/2017	18/12/2017	91	2.25	\$ 500,000.00	\$ 2,804.79	\$ 502,804.79	NO
Total of matured municipal investments								1,200,000.00	7,630.94	1,207,630.94	

Current Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised	
9770-46811	Muni Term Deposit			9/09/2017	9/03/2018	2.30%	\$ 202,021.36			\$ 202,021.36	\$ -	
9778-06147	Muni Term Deposit			18/12/2017	18/03/2018	2.20%	\$ 502,804.79			\$ 502,804.79	\$ -	
9778-06163	Muni Term Deposit			18/09/2017	19/03/2018	2.30%	\$ 500,000.00			\$ 500,000.00	\$ -	
2299-32615	ANZ Online Saver						\$ 500,000.00	0	\$ 2,198.70	\$ 502,198.70	\$ 2,198.70	
Total of current municipal investments								\$1,704,826.15	\$ -	\$ 2,198.70	\$ 1,707,024.85	\$ 2,198.70

RESERVE INVESTMENTS

Matured Reserve Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment last Placed	Interest/Transfer Realised	Closing Balance	BANK TO INVESTMENT
016820-973398684	Term Deposit			1/05/2017	1/08/2017	92	2.25%	\$ 1,544,922.26	\$ (482,335.58)	\$ 1,062,586.68	YES
016820-973398684	Term Deposit			1/08/2017	1/02/2018	184	2.20%	\$ 1,062,586.68	\$ 11,784.52	\$ 1,074,371.20	YES
Total of matured reserve investments								2,607,508.94	-470,551.06	2,136,957.88	

Current Reserve Investments

Invest No.	Name	Maturity	From	To	Days	Interest Rate	Opening Investn	Transfers in/out	YTD Interest	Closing Balance	Interest Realised	
016820-973398684	Term Deposit		1/02/2018	1/06/2018	120	2.40%	\$1,074,371.20		\$ -	\$ 1,074,371.20	\$ -	
016820-223448048	ANZ Online Saver						\$1,127,362.00	\$ 1,132,979.14	\$ 5,660.48	\$ 43.32	\$ 5,660.48	
016820-410648838	ANZ Online Saver		6/06/2017				\$1,146,447.15	\$ (65,166.00)	\$ 4,477.20	\$ 1,085,758.35	\$ 4,477.20	
Reserve Saver	2527-63397	Cash at bank					\$ 884.63			\$ 884.63	\$ -	
Total of reserve investments and cash								\$3,349,064.98	\$ 1,067,813.14	\$ 10,137.68	\$ 2,161,057.50	\$ 10,137.68

Total of matured municipal and reserve investment

								\$ 3,807,508.94	\$ (462,920.12)	\$ 3,344,588.82	\$ -
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Total of current municipal and reserve investment and cash

								\$ 5,053,891.13	\$ 1,067,813.14	\$ 12,336.38	\$ 3,868,082.35	\$ 12,336.38
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**SHIRE OF WONGAN - BALLIDU
REPORT ON BORROWINGS AS AT 28 FEBRUARY 2018**

Existing Loans

* Denotes (SSL) Self Supporting Loan

Loan No.	Particulars	Recipient	Maturity Date	Amount Borrowed	Loan Paid in Feb 18	Accrued Int. Due	YTD Interest Paid	Loan Balance @ July 2017	Refinancing	Principal Repayments YTD	Loan Balance @ 28 Feb 18
142	Housing Construction	WB Community Association*	Mar-2020	400,000		2,723	(3,417)	111,297		(17,176)	94,121
145C	Land Development	Shire of Wongan-Ballidu	Jul-2017	500,000		-	(8,550)	500,000		(500,000)	-
147	Aged Persons	Ninan House*	Jul-2022	100,000		242	(3,243)	48,787		(7,570)	41,217
149	Resurface Bowling Greens	Wongan Hills Bowling Club*	Dec-2019	115,000		355	(1,042)	35,612		(6,695)	28,917
151	Aged Persons	Ninan House*	Oct-2032	300,000		4,440	-	-		-	300,000
151B	Aged Persons	Ninan House*	Nov-2032	100,000		1,411	-	-		-	100,000
TOTAL EXISTING LOANS				1,515,000	-	9,171	(16,252)	695,696	-	(531,442)	564,254

Shire Loan Summary
Self Supporting Loan Summary

500,000	-	-	(8,550)	500,000	-	(500,000)	-
1,015,000	-	9,171	(7,702)	195,696	-	(31,442)	564,254
1,515,000	-	9,171	(16,252)	695,696	-	(531,442)	564,254

Current loan liability
Non current liability
Total Loan Liability

SSL	Shire	Total
(24,605)	-	(24,605)
(539,649)	-	(539,649)
(564,254)	-	(564,254)

SHIRE OF WONGAN - BALLIDU				
RATES OUTSTANDING 28 FEBRUARY 2018				
		Rates Raised for 2017-2018	\$ 2,808,574.00	
Rates Outstanding Breakdown				
Total Amount Outstanding		28-Feb-18	\$ 341,777.77	12%
Outstanding same time last year		28-Feb-17	\$ 326,521.74	12%
SUNDRY DEBTORS OUTSTANDING 28 FEBRUARY 2018				
Debtors Ageing Summary				
Current			\$ 6,126.73	
30 Days			\$ 328.87	
60 Days			\$ 2,096.13	
90 Days & Over			\$ 30,967.38	
Credit Balance			\$ (2,284.84)	
Total Outstanding			\$ 37,234.27	
Accounts 90 Days & Over:				
Date	Dr No.	Comments	Amount	
2/11/2013	794	Rent & damages	\$ 6,871.55	Legal dispute - Judgement filed. Debtor has been listed and is paying the debt off. The next step will be the bailiff seizing goods to the value of debt.
17/09/2015	1066	Private Works	\$ 360.26	Debtor has advised financial hardship and will be making monthly payments to pay debt off with council.
20/11/2015	1007	Standpipe water	\$ 140.07	Company went into Receivership 2016. Have received updated mailing details and will continue to follow up debt.
15/04/2016	336	Private Works	\$ 239.09	Continued emailing and posting statements and invoice and debtor will not pay account.
1/06/2017	1261	Private Works	\$ 560.00	Debtor has advised financial hardship and will be making monthly payments commencing November to pay debt off with council.
30/06/2017	1056	CRC - Boomer Advertising, Boomer Sales and HR Training and Assessment	\$ 227.50	Debtor has been contacted and will be sorting out with HR Assessor the final payment of this account.
5/05/2017	1192	Medicare PIP & Wages Reimbursement	\$ 21,936.88	Set up on monthly payment plan till paid in full.
13/07/2017	1062	CRC - Boomer Advertising	\$ 57.00	Resent Invoice with Statement.
29/11/2017	1176	Medical Centre Room Hire	\$ 65.00	Resent Invoice with Statement.
9/11/2017	619	Electricity & CRC Printing	\$ 120.65	Resent Invoice with Statement.
9/11/2017	834	CRC Boomer Advertising	\$ 10.00	Resent Invoice with Statement.
20/11/2017	1142	Rubbish Tip Invoicing	\$ 68.00	Resent Invoice with Statement.
30/11/2017	1085	CRC - Small Office Hire	\$ 111.38	Resent Invoice with Statement.
9/11/2017	1053	CRC - Boomer Advertising	\$ 25.00	Resent Invoice with Statement.
9/11/2017	1196	CRC - Boomer Advertising	\$ 175.00	Resent Invoice with Statement.
Total			\$ 30,967.38	

9.2.3 COMPLIANCE AUDIT REPORT 2017

FILE REFERENCE:	F1.7.1
REPORT DATE:	20 March 2018
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Audit Committee
ATTACHMENTS:	Compliance Return

PURPOSE OF REPORT:

To consider and adopt the 2017 Compliance Audit return.

BACKGROUND:

Council is required to carry out a compliance audit (CAR) for the period 1 January 2017 to 31 December 2017 against the requirements included in the 2017 Compliance Audit Return.

The Compliance Audit Return is to be,

- a. Presented to Council at a meeting of the Council,
- b. Adopted by the Council, and
- c. The adoption recorded in the minutes of the meeting at which it is adopted.

The adopted Compliance Audit Return is to be submitted to the Director General, Department of Local Government and Communities by 31 March 2018.

COMMENT:

Regulation 14 requires that the local government's Audit Committee now reviews the CAR and reports the results of that review to the Council prior to adoption by Council and the March submission to the Department.

POLICY REQUIREMENTS:

There are no known legislative requirements related to this item.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995 Section 7.13(i)
Local Government (Audit) Regulations Regulation 13. 14 and 15

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

- ***Environment***
There are no known environmental impacts associated with this proposal.
- ***Economic***
There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

There are no financial implications in relation to this item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

MOTION: MOVED Cr Hasson / Cr West

That Council adopt the 2017 Compliance Audit Return as presented.

**CARRIED BY ABSOLUTE MAJORITY
RESOLUTION: 040318**



Wongan-Ballidu - Compliance Audit Return 2017

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
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 2017.	N/A		Stuart Taylor
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 2017.	N/A		Stuart Taylor
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 2017.	N/A		Stuart Taylor
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 2017.	N/A		Stuart Taylor
5	s3.59(5)	Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Stuart Taylor



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Stuart Taylor
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Stuart Taylor
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Stuart Taylor
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Stuart Taylor
5	s5.18	Has Council reviewed delegations to its committees in the 2016/2017 financial year.	Yes	28/02/18 Council Resolution 040218	Stuart Taylor
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	28/02/18 Council Resolution 040218	Stuart Taylor
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Stuart Taylor
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Stuart Taylor
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Stuart Taylor
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A		Stuart Taylor
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Stuart Taylor
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 2016/2017 financial year.	Yes	15 March 2018	Stuart Taylor
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		Stuart Taylor

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).	N/A		Stuart Taylor
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.	N/A		Stuart Taylor



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.	N/A		Stuart Taylor
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.	Yes		Stuart Taylor
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		Stuart Taylor
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2017.	Yes		Stuart Taylor
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2017.	Yes		Stuart Taylor
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		Stuart Taylor
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		Stuart Taylor
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.	Yes		Stuart Taylor
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		Stuart Taylor
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		Stuart Taylor
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.	N/A		Stuart Taylor
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		Stuart Taylor



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		Stuart Taylor
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Stuart Taylor

Disposal of Property

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	No tenders or auctions for disposal of property were called in the reporting period.	Stuart Taylor
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		Stuart Taylor

Elections

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.	Yes		Stuart Taylor

Finance

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		Alan Hart
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.	Yes		Alan Hart
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Alan Hart
4	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	Council Resolution 050316	Alan Hart



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No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit.	Yes	Audit Statement dated 10/12/17	Alan Hart
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017.	Yes	Received 12/12/17	Alan Hart
7	S7.12A(3)	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	There were none.	Alan Hart
8	S7.12A (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	There were none.	Alan Hart
9	S7.12A (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	There were none.	Alan Hart
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Alan Hart
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Alan Hart
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Alan Hart
13	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		Alan Hart
14	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		Alan Hart



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	The Corporate Business Plan was originally adopted by Council on 25 September 2013.	Stuart Taylor
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	The Corporate Business Plan was reviewed, and amendments adopted by Council, on 28 June 2017.	Stuart Taylor
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	The Strategic Community Plan was originally adopted by Council in 2007.	Stuart Taylor
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	The Strategic Community Plan was most recently reviewed in 2017, and amendments adopted by Council, on 28 June 2017.	Stuart Taylor
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	24/08/2016 Titled 'Strategic Resource Management Plan	Stuart Taylor
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	The most recent Long Term Financial Plan was adopted by Council on 24 June 2016.	Stuart Taylor
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	The most recent Workforce Plan was adopted by Council on 25 September 2013.	Stuart Taylor



Local Government Employees					
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	No new CEO appointed	Stuart Taylor
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.	N/A	No vacancies	Stuart Taylor
3	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		Stuart Taylor
4	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		Stuart Taylor
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Stuart Taylor



Official Conduct					
No	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.	N/A	CEO is the Complaints Officer	Stuart Taylor
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		Stuart Taylor
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		Stuart Taylor
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		Stuart Taylor
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 occurred.	Yes		Stuart Taylor
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) or (c).	Yes		Stuart Taylor

Tenders for Providing Goods and Services					
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)).	N/A	The Shire of Wongan-Ballidu used the WALGA Preferred Suppliers Panel and the State Tender Procurement services, and therefore did not call for Tenders for contracts for the supply of goods and services within the reporting period.	Stuart Taylor
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		Stuart Taylor
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	N/A		Stuart Taylor
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	N/A		Stuart Taylor



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		Stuart Taylor
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	N/A		Stuart Taylor
7	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		Stuart Taylor
8	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.	N/A		Stuart Taylor
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	N/A		Stuart Taylor
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	N/A		Stuart Taylor
11	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		Stuart Taylor
12	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		Stuart Taylor
13	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		Stuart Taylor
14	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		Stuart Taylor
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	No		Stuart Taylor
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Stuart Taylor



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No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Stuart Taylor
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Stuart Taylor
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Stuart Taylor
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Stuart Taylor
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Stuart Taylor
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Stuart Taylor
23	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).	N/A		Stuart Taylor
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Stuart Taylor
25	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, \$150,000 or less.	Yes	Council Resolution 070916	Stuart Taylor



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I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Wongan-Ballidu

Signed CEO, Wongan-Ballidu

9.2.4 SOLAR PANEL FUNDING REPAYMENT TO RESERVE FUND POLICY

FILE REFERENCE:	
REPORT DATE:	20 March 2018
APPLICANT/PROPONENT:	Nil
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Chief Executive Officer – Stuart Taylor
ATTACHMENTS:	Policy 4.12 Solar Panel Funding Repayment to Reserve Fund Policy

PURPOSE OF REPORT:

For Council to adopt the Solar Panel Funding Repayment to Reserve Fund Policy to account for the use of Reserve Funds utilised for the supply and installation of solar panels to the Shire's Buildings.

BACKGROUND:

The Shire of Wongan-Ballidu during its budget deliberations agreed to fund the installation of Solar Panels on its main buildings. The source of funds to accommodate this project utilised Shire Reserve Funds.

COMMENT:

The Shire of Wongan-Ballidu, in agreeing to fund the installation of Solar Panels from Reserves, required that the funds be repaid to the Reserve Fund from the savings of utility charges as a direct result of the installation of the solar panels, Council requested a policy to ensure that the repayment of funds occurs each year to the Reserve Account.

POLICY REQUIREMENTS:

Proposed Council Policy 4.12 (attached)

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995.

Local Government (Administration) Regulations 1996.

Local Government (Financial Management) Regulations 1996.

STRATEGIC IMPLICATIONS:

In line with the Shire of Wongan-Ballidu Strategic Resource Plan 2016-2031.

SUSTAINABILITY IMPLICATIONS:

➤ Environment

There are no known environmental implications associated with this item.

➤ Economic

There are no known economic implications associated with this proposal.

➤ Social

There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

This policy will have minimal effect on the Shire of Wongan Ballidu annual budget from an operational point of view. The Reserve Funds will be reduced this financial year in line with the adoption of the Budget. Reserves availability will be diminished as a result of the funding until funds are repaid back to the Reserve Fund, however this would not have any significant financial impact on the Shire's future Budgets.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: YES

MOTION: MOVED Cr Ganzer / Cr Falconer

That Council adopt the policy 4.12 Solar Panel Funding Repayment to Reserve Fund Policy.

**CARRIED BY ABSOLUTE MAJORITY
RESOLUTION: 050318**



4.12 Replenish Reserves for Funding Solar Panels – Council Owned Buildings

Policy Owner: Administration and Financial Services
Person Responsible: Deputy Chief Executive Officer
Date of Adoption:
Adoption Resolution:
Date of Last Amendment:

OBJECTIVE

To ensure operational savings of utilities cost associated with the installation of Solar Panels on buildings as identified in the 2017/2018 budget.

BACKGROUND

The Council agreed to fund the installation of solar panels on various Shire owned buildings from Reserve, rather than from borrowings, and that savings from utility operational costs be identified and repaid to Reserves.

POLICY

That the savings for the cost of electricity for the following Shire buildings

- **Administration Building,**
- **Pool,**
- **Wongan Hills Sports Complex,**
- **Wongan Hills Medical Centre,**
- **Shire Depot,**
- **Community Resource Centre,**
- **30 Wandoo Crescent.**

be reimbursed to the Medical Facilities & R4R Special Projects Reserve until the repayment in June of each year, until the full amount utilised from the Reserve Account is repaid.

RESPONSIBILITY FOR IMPLEMENTATION

The Deputy Chief Executive Officer is responsible for implementation of this policy.

9.3 WORKS AND SERVICES

Nil

9.4 HEALTH, BUILDING AND PLANNING

Nil

9.5 COMMUNITY SERVICES

Nil

10. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

MOTION: MOVED Cr West / Cr Stephenson

That Council go behind closed doors.

CARRIED: 7 / 0
RESOLUTION: 060318

All staff exited the Chambers at 3.28pm

8.1.1 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

FILE REFERENCE:	ST3.5
REPORT DATE:	20 March 2018
APPLICANT/PROPONENT:	CEO Performance Review Committee
OFFICER DISCLOSURE OF INTEREST:	Financial Interest - CEO
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Cr Peter Macnamara – Shire President
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

To review the performance of the Chief Executive Officer

BACKGROUND:

The Council has previously resolved to hold the Chief Executive Officers performance review in February of each year.

The Review was conducted in the week prior to the February 2018 Council Meeting.

COMMENT:

Council undertook a review of the CEO's Key performance Indicators and amendments were made as discussed with Council and in consultation with the CEO.

The Committee discussed the various points raised by Council and the Chief Executive Officer, there were no contentious or serious issues raised or discussed by the Committee or the Chief Executive Officer.

Council are appreciative of the commitment of the CEO in achieving the objectives of Council.

The Chief Executive Officer's Contract of Employment expires in December 2019.

The next Review is to take place in February 2019.

POLICY REQUIREMENTS:

There are no known policy requirements in relation to this item.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995

5.38. ANNUAL REVIEW OF CERTAIN EMPLOYEES' PERFORMANCES

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

STRATEGIC IMPLICATIONS:

There are no known strategic requirements in relation to this item.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental implications associated with this item.

➤ **Economic**

There are no known economic implications associated with this proposal.

➤ **Social**

There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

There are no financial implications in relation to this item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

MOTION: MOVED Cr West / Cr Ganzer

That Council:

- a) **Accept the performance review of the Chief Executive Officer for 2017/2018**
- b) **Adopt the Performance Indicators for 2018/2019**
- c) **Adopt a pay increase for the Chief Executive Officer of 1.35% effective from the first pay period in February 2018**

**CARRIED: 7 / 0
RESOLUTION: 070318**

MOTION: MOVED Cr Hasson / Cr Boekeman

That Council come from behind closed doors.

**CARRIED: 7 / 0
RESOLUTION: 080318**

All staff entered the Chambers at 3.36pm

12. CLOSURE

There being no further business, the Shire President, Cr Macnamara declared the meeting closed at 3.38pm.

These minutes were confirmed at a meeting on 18 April 2018.

Signed _____
President