



MINUTES 24 APRIL 2013

**ORDINARY MEETING
OF COUNCIL**



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**SHIRE OF WONGAN-BALLIDU
MINUTES
FOR THE ORDINARY MEETING OF COUNCIL**

Held in the Council Chambers
on Wednesday 24 April 2013



1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President Cr Michael Brennan declared the meeting opened at 3.03pm.

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED

ATTENDANCE:

Cr Michael Brennan	Cr Peter Macnamara
Cr David Armstrong	Cr Brad West
Cr Tracey deGrussa	Cr Alfreda Lyon
Cr Barrett-Lennard	Cr David Brown
Cr Michael Godfrey	

STAFF:

Stuart Taylor	Chief Executive Officer
Dennis Coates	Deputy Chief Executive Officer
Len deGrussa	Manager Building Services
Tanya Greenwood	Manager Community Services
Karl Mickle	Works & Services Coordinator
Irene Myring	(Minutes)

Apologies:

Cr David Brown

3. PUBLIC QUESTION TIME

Nil

4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Shire President informed Council that there were no guests for dinner this evening

5. PETITIONS AND PRESENTATIONS

Nil

6. APPLICATION/S FOR LEAVE OF ABSENCE

Cr Lyon informed Council that she would be unavailable for the May All Purposes Committee meeting.

7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY 27 FEBRUARY 2013

SHIRE OF WONGAN-BALLIDU

9. REPORTS OF OFFICERS AND COMMITTEES

9.1 ADMINISTRATION & FINANCIAL SERVICES

9.1.1 ACCOUNTS SUBMITTED

FILE REFERENCE:	F1.4
REPORT DATE:	26 April 2013
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Dennis Coates – Deputy Chief Executive Officer
ATTACHMENTS:	March 2013

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.

SHIRE OF WONGAN-BALLIDU

SUSTAINABILITY IMPLICATIONS:

Ø **Environment**

There are no known environmental implications associated with the proposals.

Ø **Economic**

There are no known environmental implications associated with the proposals.

Ø **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

STAFF RECOMMENDATION:

That the accounts submitted from 1 March 2013 to 31 March 2013 on totalling \$1,060,815.52 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.

COMMITTEE RECOMMENDATION:

That the accounts submitted from 1 March 2013 to 31 March 2013 on totalling \$1,060,815.52 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.

MOTION:

MOVED

Cr Barrett-Lennard/Cr Lyon

That the accounts submitted from 1 March 2013 to 31 March 2013 on totalling \$1,060,815.52 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: 8/0
RESOLUTION NO: 020413**

**List of Accounts Paid & Submitted to Finance Committee
01/03/2013 - 31/03/2013**

CHQ/EFT	Date	Name	Description	Amount
EFT9443	07/03/2013	ANZ BANK (NETT WAGES)	Wages PPE 5/03/2013	-64039.76
EFT9444	07/03/2013	WALGS SUPERANNUATION PLAN		-8310.49
		WALGS SUPERANNUATION PLAN	Superannuation contributions	6135.13
		WALGS SUPERANNUATION PLAN	Superannuation contributions	47.22
		WALGS SUPERANNUATION PLAN	Payroll deductions	260.47
		WALGS SUPERANNUATION PLAN	Superannuation contributions	170.01
		WALGS SUPERANNUATION PLAN	Payroll deductions	368.71
		WALGS SUPERANNUATION PLAN	Payroll deductions	157.43
		WALGS SUPERANNUATION PLAN	Payroll deductions	443.08
		WALGS SUPERANNUATION PLAN	Payroll deductions	20.00
		WALGS SUPERANNUATION PLAN	Payroll deductions	272.58
		WALGS SUPERANNUATION PLAN	Payroll deductions	194.49
		WALGS SUPERANNUATION PLAN	Payroll deductions	241.37
EFT9445	07/03/2013	AUSTRALIAN SERVICES UNION	Payroll deductions	-22.90
EFT9446	07/03/2013	IOU SOCIAL CLUB	Payroll deductions	-270.00
EFT9447	07/03/2013	HOSPITAL BENEFIT FUND	Payroll deductions	-374.25
EFT9448	07/03/2013	MUNICIPAL EMPLOYEES UNION	Payroll deductions	-58.20
EFT9449	07/03/2013	COLONIAL FIRST STATE FIRSTCHOICE	Superannuation contributions	-155.46
EFT9450	11/03/2013	C.Y. O'CONNOR INSTITUTE	Training fees CRC	-184.60
EFT9451	11/03/2013	CJD EQUIPMENT PTY LTD		-536.26
		CJD EQUIPMENT PTY LTD	Repair Kit, Belt plus freight PG11	380.49
		CJD EQUIPMENT PTY LTD	V11703688 Coil, VC87737 Coil PG11	678.80
		CJD EQUIPMENT PTY LTD	Credit	-523.03
EFT9452	11/03/2013	COURIER AUSTRALIA INTERNATIONAL		-95.21
		COURIER AUSTRALIA INTERNATIONAL	Boomer paper delivery 15 A3 boxes.	82.09
		COURIER AUSTRALIA INTERNATIONAL	Delivery of drum cartridge	13.12
EFT9453	11/03/2013	WONGAN HILLS IGA LIQUOR		-1371.58
		WONGAN HILLS IGA LIQUOR	CRC Account - February	328.21
		WONGAN HILLS IGA LIQUOR	Admin Account - February	1043.37
EFT9454	11/03/2013	LANDMARK OPERATIONS		-725.27
		LANDMARK OPERATIONS	Galstar Extreme Post 165cm	73.81
		LANDMARK OPERATIONS	Galv Fencer Dropper 117cm	575.96
		LANDMARK OPERATIONS	RGDC Camlock C 3in Coupler x Hose Shank	75.50
EFT9455	11/03/2013	MULTIGROUP DISTRIBUTION SERVICES PTY	Freight Protector Alsafe - Fire Safety Gear	-81.73
EFT9456	11/03/2013	WATER CORPORATION		-2625.15
		WATER CORPORATION	Sport Ground Wongan Hills	67.40
		WATER CORPORATION	Swimming Pool - Wongan Hills	2557.75
EFT9457	11/03/2013	WESTRAC EQUIPMENT PTY LTD	Parts - PG12	-655.77
EFT9458	11/03/2013	WONGAN NEWSAGENCY		-99.56
		WONGAN NEWSAGENCY	Labels, diary & papers for 4 weeks	91.40
		WONGAN NEWSAGENCY	Document Wallets and Advocate	8.16
EFT9459	11/03/2013	MOORA GLASS SERVICE	3/20 STICKLAND ST: Supply and fit beige verticals	-187.80
EFT9460	11/03/2013	ORICA/SPECTRUM AUSTRALIA PTY LTD	Service Fee Chlorine - Pool	-228.23
EFT9461	11/03/2013	T A MATTHEWS ELECTRICAL SERVICES		-7456.05
		T A MATTHEWS ELECTRICAL SERVICES	27c Quinlan St repair Air conditioner	810.92
		T A MATTHEWS ELECTRICAL SERVICES	27D Quinlan St Supply air conditioner solenoid	146.30
		T A MATTHEWS ELECTRICAL SERVICES	Fix the sump water pump at Wongan Hills Pool	88.00
		T A MATTHEWS ELECTRICAL SERVICES	Check & repair lights at Civic Centre	374.00
		T A MATTHEWS ELECTRICAL SERVICES	Repairs to starting equipment, replaced faulty globe & tagging all	5044.51
		T A MATTHEWS ELECTRICAL SERVICES	151 Supply air conditioner pump	110.00
		T A MATTHEWS ELECTRICAL SERVICES	Install earth leakage to light circuits 14 Ellis	310.32
		T A MATTHEWS ELECTRICAL SERVICES	Replaced brick saw motor	572.00
EFT9462	11/03/2013	IT VISION AUSTRALIA PTY LTD	Software Maintenance	-858.00
EFT9463	11/03/2013	LOCAL GOVERNMENT MANAGERS	Lunch and use of LGMA board room	-50.00
EFT9464	11/03/2013	SUNNY SIGN COMPANY PTY LTD	SUPPLY 4 SIGNS AS QUOTE NO 185182	-67.32
EFT9465	11/03/2013	AIR WELL PUMPS PTY LTD	New batterys,Valve,seal kit,filter,service controller	-986.65
EFT9466	11/03/2013	VOLUNTEERING WA	Volunteering Workshop - 23rd & 24th August 2012	-750.00
EFT9467	11/03/2013	LOCAL GOVERNMENT SUPERVISORS	Membership Application Works Co-ordinator 2013-2014	-38.50

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CHQ/EFT	Date	Name	Description	Amount
EFT9468	11/03/2013	OUR COMMUNITY PTY LTD	Training fees CRC	-290.00
EFT9469	11/03/2013	OVERLAND FREIGHT		-256.73
		OVERLAND FREIGHT	Dangerous Good Cartage	214.94
		OVERLAND FREIGHT	General Cartage	41.79
EFT9470	11/03/2013	ACROD LIMITED	Acrod Parking Permit 2013 - Community Bus	-26.00
EFT9471	11/03/2013	DIRECT COMMUNICATIONS	Repairs to radios - PROL, PTK27, PTK27 and change radio frequency	-393.80
EFT9472	11/03/2013	RELIANCE PETROLEUM	Fuel - February 2013 - CEO	-387.08
EFT9473	11/03/2013	N-COM PTY LTD	Licences application preparation and submission for Retransmission site	-1100.00
EFT9474	11/03/2013	BULLIVANTS HANDLING SAFETY	Swivel safety hook	-404.68
EFT9475	11/03/2013	THE FARM SHOP (WA) 1999 PTY LTD		-2233.00
		THE FARM SHOP (WA) 1999 PTY LTD	Grosorb Liquid 200 Ltr	2024.00
		THE FARM SHOP (WA) 1999 PTY LTD	k44 Litre meter - PTK29	209.00
EFT9476	11/03/2013	WONGAN MAIL SERVICE		-313.40
		WONGAN MAIL SERVICE	Admin Account - February	125.96
		WONGAN MAIL SERVICE	Medical Centre - February	157.24
		WONGAN MAIL SERVICE	CRC Account - February	30.20
EFT9477	11/03/2013	PUBLIC TRANSPORT AUTHORITY OF	January TransWa ticket sales	-317.66
EFT9478	11/03/2013	BENJAMIN JESUDAS	Locum Services	-8250.00
EFT9479	11/03/2013	WONGAN HILLS HOTEL	Accommodation for Jay Weston	-110.00
EFT9480	11/03/2013	CAMMS	Annual License Fee April 2013 to March 2014	-6346.45
EFT9481	11/03/2013	WONGAN HILLS BAKERY AND CAFE	Catering for Digital Switchover Presentation	-90.00
EFT9482	11/03/2013	OPUS INTERNATIONAL CONSULTANTS	Professional survey services from 19 January 2013 to 15 February	-7810.28
EFT9483	11/03/2013	NATIONAL BUILDPLAN GROUP	Progress claim 6 February 2013	-492702.10
EFT9484	11/03/2013	FUJI XEROX	Paper for Boomer 15 x A3 boxes	-391.05
EFT9485	11/03/2013	ARIA ENTERTAINMENT	Thank a volunteer day - Jay Weston singer for 22nd February	-1200.00
EFT9486	11/03/2013	PERTH AMBASSADOR HOTEL	Accommodation for the plus parking and breakfasts for two days x 2 Training	-544.00
EFT9487	11/03/2013	WONGAN GYMNASTICS CLUB INC	Kidsport Grant - Term 1,2 & 3 gymnastics classes	-1000.00
EFT9488	11/03/2013	SUMIT DUTTA	New CRC precinct ICT plan- as per funding requirements of RDL	-3850.00
EFT9489	11/03/2013	DR MICHAEL GRIFFIES	Locum Services	-5775.00
EFT9490	11/03/2013	AUTOSWEEP WA	Road sweeping	-4302.00
EFT9491	11/03/2013	CLIFFORD HALLAM HEALTHCARE	Medical Supplies	-631.38
EFT9492	11/03/2013	EASTWAY FOOD SUPPLIES	Foam Dispenser x 3 plus 6 Foam Soap	-101.20
EFT9493	11/03/2013	PETER MURRAY	Refund of refreshment expenses	-93.98
EFT9494	18/03/2013	WESTERN AUSTRALIAN TREASURY	Loan No. 142 Fixed Component - Community Housing	-33783.36
		WESTERN AUSTRALIAN TREASURY	Loan No. 142 Fixed Component - Community Housing	20711.02
		WESTERN AUSTRALIAN TREASURY	Loan No. 143 Fixed Component - Land development	9187.44
		WESTERN AUSTRALIAN TREASURY	Loan No. 149 Fixed Component - Resurface Greens	3884.90
EFT9495	18/03/2013	STAPLES	Epson Black Ink - Admin Office	-29.15
EFT9496	18/03/2013	AVON WASTE	Domestic rubbish collection x 4 weeks	-8225.96
EFT9497	18/03/2013	BOEKEMAN MACHINERY	Filter Engine Oil - PTR48	-36.39
EFT9498	18/03/2013	COURIER AUSTRALIA INTERNATIONAL	Freight Medical centre	-42.71
EFT9499	18/03/2013	JOLLY & SONS PTY LTD	repairs to ride on mower - PSP1	-217.25
EFT9500	18/03/2013	MCINTOSH & SON		-698.50
		MCINTOSH & SON	Various parts - PTK27	3.20
		MCINTOSH & SON	Flange Gasket - PSP3	1.93
		MCINTOSH & SON	Pinch weld Rubber seal, plus freight	53.90
		MCINTOSH & SON	Various Filters PG11	639.47
EFT9501	18/03/2013	MULTIGROUP DISTRIBUTION SERVICES PTY		-833.56
		MULTIGROUP DISTRIBUTION SERVICES PTY	Freight	110.40
		MULTIGROUP DISTRIBUTION SERVICES PTY	Freight	244.65
		MULTIGROUP DISTRIBUTION SERVICES PTY	Freight	478.51
EFT9502	18/03/2013	TRUCKLINE PARTS	R12 air relay valve	-126.52
EFT9503	18/03/2013	WALGA	Additional 2013 Local govt directories plus postage	-146.10
EFT9504	18/03/2013	WESTRAC EQUIPMENT PTY LTD	PBH2 - Various parts and freight	-203.71
EFT9505	18/03/2013	WHEATBELT TYRES		-7787.46
		WHEATBELT TYRES	Replace tyres x 2 and refit WMAFS	537.19
		WHEATBELT TYRES	PG 11 & PG 12 Tyres x 2	2411.00
		WHEATBELT TYRES	Repair puncture, valve tubeless and refit tyre and tube - PBH2	93.50
		WHEATBELT TYRES	Tyre fit and Balance VWC	286.60

**List of Accounts Paid & Submitted to Finance Committee
01/03/2013 - 31/03/2013**

CHQ/EFT	Date	Name	Description	Amount
		WHEATBELT TYRES	Patch radial refit tyre PG12	99.15
		WHEATBELT TYRES	Century Battery - PUT55	120.00
		WHEATBELT TYRES	Gauge digital slime, clip on chuck, adaptor 1/4" BSP male - PG11	47.10
		WHEATBELT TYRES	Tyres x 8 and fit PTRL 23	3000.01
		WHEATBELT TYRES	Tyres x 3 and fit PTRL23	1154.41
		WHEATBELT TYRES	Repair tyre and refit - PTRL26	38.50
EFT9506	18/03/2013	WONGAN STEEL MANUFACTURERS		-2478.24
		WONGAN STEEL MANUFACTURERS	S/Steel pipe25mm for Swimming Pool	206.08
		WONGAN STEEL MANUFACTURERS	Hydraulic Hose and hose fittings - PSP4	135.12
		WONGAN STEEL MANUFACTURERS	Hydraulic Hose and hose fittings -PTK28	74.40
		WONGAN STEEL MANUFACTURERS	Hydraulic Hose and hose fittings PG11	129.06
		WONGAN STEEL MANUFACTURERS	Galv Sheet, socket, bsp nipple, RHS Duragal Round Bar cap nut and	1933.58
EFT9507	18/03/2013	C FOLLETT & CO		-428.72
		C FOLLETT & CO	Repair valve leak - Admin	185.62
		C FOLLETT & CO	Clear blocked sewer - Civic Centre	188.10
		C FOLLETT & CO	Repair cistern Community Park	55.00
EFT9508	18/03/2013	G R & N W WALTON	Repair faults to TV antenna and wiring - 7 Wandoo Crescent	-395.00
EFT9509	18/03/2013	DYNAPAC AUSTRALIA PTY LTD	700425420 complete axle - PROL10	-10670.00
EFT9510	18/03/2013	WONGAN HILLS TOURISM GROUP INC		-495.00
		WONGAN HILLS TOURISM GROUP INC	Contract cleaning toilets Patterson St December 2012	240.00
		WONGAN HILLS TOURISM GROUP INC	Contract cleaning toilets Patterson St Jan & Feb	255.00
EFT9511	18/03/2013	WONGAN HILLS BETTA HOME LIVING		-654.37
		WONGAN HILLS BETTA HOME LIVING	Sheets & pillow cases, bath towel for Dr house	134.90
		WONGAN HILLS BETTA HOME LIVING	Vax Bags	33.90
		WONGAN HILLS BETTA HOME LIVING	Gift Card for Ted Bell on leaving	485.57
EFT9512	18/03/2013	CADOUX PRIMARY SCHOOL	Travel subsidy for trips to WH Swimming Pool	-431.20
EFT9513	18/03/2013	WESTERN STABILISERS		-25175.74
CREDIT NOTE	30/09/2012	WESTERN STABILISERS	Credit Note	-6710.00
EFT9186	17/12/2012	WESTERN STABILISERS	Carry out approximately 2.2km x 5.3m wide (7260 sq.m) of wet	-24830.08
		WESTERN STABILISERS		-6710.00
		WESTERN STABILISERS	Wet Mixing -Waddington Road -20832-\$0.97 and Mobilisation	25175.74
EFT9514	18/03/2013	AUSTRALASIAN PERFORMING RIGHT	Annual license fee - Civic centre	-65.71
EFT9515	18/03/2013	ARROW BRONZE	Niche Wall Plate	-180.40
EFT9516	18/03/2013	CANNON HYGIENE AUSTRALIA PTY LTD	Biannual Sanitary service charge for Ballidu and Medical Ctre	-515.72
EFT9517	18/03/2013	RBC RURAL	Travel charge (shared with CRC) maintainance on copier	-66.00
EFT9518	18/03/2013	OVERLAND FREIGHT	2 x15L water bottles for CRC	-24.00
EFT9519	18/03/2013	WONGAN HILLS HARDWARE		-7185.98
		WONGAN HILLS HARDWARE	February Account - Works	2749.00
		WONGAN HILLS HARDWARE	February Account - Building	4436.98
EFT9520	18/03/2013	RADIOWEST BROADCASTERS PTY LTD	Radiowest Breakfast show	-110.00
EFT9521	18/03/2013	TUSS CONCRETE PTY LTD	375 pipes for Oliver Rd	-4940.89
EFT9522	18/03/2013	EASIBIND	Hole Punch 300 sheet capacity - Admin Office	-499.00
EFT9523	18/03/2013	N-COM PTY LTD	Wongan Hills digital tv upgrade (inc gst)	-107199.22
EFT9524	18/03/2013	MCG ARCHITECTS PTY LTD	Contract admin rate CRC building 11/02/2013 to 6/03/2013	-1870.00
EFT9525	18/03/2013	DUNNINGS INVESTMENTS P/L	Monthly fuel Account	-4320.55
EFT9526	18/03/2013	BRYAN RURAL SERVICE	Sports Pavillion - Wongan Hills Treat for spiders, ants, etc	-264.00
EFT9527	18/03/2013	WONGAN HILLS HOTEL	Dinner and Drinks for Councillors	-556.14
EFT9528	18/03/2013	DUN DIRECT PTY LTD	Bulk diesel - February 2013	-14352.15
EFT9529	18/03/2013	W E & J M COOTE	Excess of insurance policy - Wongan Hills Golf Club	-1000.00
EFT9530	18/03/2013	UPHILL HOLDINGS PTY.LTD	40,000km service WB011	-332.68
EFT9531	18/03/2013	FAST FINISHING SERVICES	Document Holder for Edna Cousins 100th birthday	-236.50
EFT9532	18/03/2013	Air Liquide WA Pty Ltd		-234.94
		Air Liquide WA Pty Ltd	Medical Oxygen rental fee	68.72
		Air Liquide WA Pty Ltd	Medical centre nitrogen liquid x 30 litres	166.22
EFT9533	18/03/2013	LOGIC NETWORKS	Server management support plan - Medical centre	-1512.50
EFT9534	18/03/2013	CLIFFORD HALLAM HEALTHCARE	Inadine dressings - medical centre	-62.59
EFT9535	18/03/2013	CLIENT FOCUSED EVALUATIONS PROGRAM	Patient Survey to comply with Surgery Accreditation	-205.00

**List of Accounts Paid & Submitted to Finance Committee
01/03/2013 - 31/03/2013**

CHQ/EFT	Date	Name	Description	Amount
EFT9536	21/03/2013	ANZ BANK (NETT WAGES)	Wages PPE 19/03/2013	-70154.02
EFT9537	21/03/2013	WALGS SUPERANNUATION PLAN	Superannuation contributions	-7532.35
		WALGS SUPERANNUATION PLAN	Superannuation contributions	5594.40
		WALGS SUPERANNUATION PLAN	Superannuation contributions	47.22
		WALGS SUPERANNUATION PLAN	Payroll deductions	16.69
		WALGS SUPERANNUATION PLAN	Superannuation contributions	173.76
		WALGS SUPERANNUATION PLAN	Payroll deductions	369.21
		WALGS SUPERANNUATION PLAN	Payroll deductions	157.43
		WALGS SUPERANNUATION PLAN	Payroll deductions	443.08
		WALGS SUPERANNUATION PLAN	Payroll deductions	20.00
		WALGS SUPERANNUATION PLAN	Payroll deductions	272.58
		WALGS SUPERANNUATION PLAN	Payroll deductions	196.57
		WALGS SUPERANNUATION PLAN	Payroll deductions	241.41
EFT9538	21/03/2013	AUSTRALIAN SERVICES UNION	Payroll deductions	-22.90
EFT9539	21/03/2013	IOU SOCIAL CLUB	Payroll deductions	-280.00
EFT9540	21/03/2013	HOSPITAL BENEFIT FUND	Payroll deductions	-365.35
EFT9541	21/03/2013	MUNICIPAL EMPLOYEES UNION	Payroll deductions	-19.40
EFT9542	21/03/2013	COLONIAL FIRST STATE FIRSTCHOICE	Superannuation contributions	-155.04
EFT9543	22/03/2013	BROOKS HIRE SERVICE PTY LTD	Hire of roller for Wilding Rd	-2229.70
EFT9544	22/03/2013	COURIER AUSTRALIA INTERNATIONAL	Freight Staples Admin	-74.06
		COURIER AUSTRALIA INTERNATIONAL	Freight Medical centre	28.43
		COURIER AUSTRALIA INTERNATIONAL	Freight Medical centre	45.63
EFT9545	22/03/2013	WATER CORPORATION		-3595.20
		WATER CORPORATION	Kondut Road standpipe	10.30
		WATER CORPORATION	Podmore Rd standpipe	87.35
		WATER CORPORATION	Airport/Pioneer Road	5.35
		WATER CORPORATION	Kalguddering East Rd standpipe	12.00
		WATER CORPORATION	Cadoux Koorda Rd standpipe	1044.95
		WATER CORPORATION	Kondut East Rd standpipe	70.25
		WATER CORPORATION	LA Standpipe	1.70
		WATER CORPORATION	Vacant Land L51 King St	69.90
		WATER CORPORATION	8 Ellis St Wongan Hills	69.45
		WATER CORPORATION	14 Ellis Street, Wongan Hills	110.90
		WATER CORPORATION	49 Quinlan Street, Wongan Hills	460.05
		WATER CORPORATION	16 Moore Street, Wongan Hills	315.10
		WATER CORPORATION	Ballidu Hall	34.95
		WATER CORPORATION	Ballidu standpipe	155.90
		WATER CORPORATION	Bunyip Park	1.75
		WATER CORPORATION	Alpha Park	946.45
		WATER CORPORATION	42 Mitchell Street	198.85
EFT9546	22/03/2013	BALLIDU CONTEMPORARY ARTS SOCIETY	2012/2013 Annual Grant	-4500.00
EFT9547	22/03/2013	MOORA GLASS SERVICE	9A WILDING STREET: Supply and fit 3 x insect screens to windows	-184.20
EFT9548	22/03/2013	BALLIDU GREATER SPORTS COUNCIL	2012/2013 Annual Grant	-7000.00
EFT9549	22/03/2013	BALLIDU PRIMARY SCHOOL P & C	2012/2013 Bike it to Ballidu donation	-300.00
EFT9550	22/03/2013	CADOUX SPORTS COUNCIL INC.	2012-2013 Annual grant	-7000.00
EFT9551	22/03/2013	RBC RURAL	Meterplan charge colour & B & W Admin	-557.69
EFT9552	22/03/2013	Wongan Hills Sport & Recreation Council	2012/2013 Annual grant	-7000.00
EFT9553	22/03/2013	LOCK, STOCK & FARRELL	Shire of Wongan-Ballidu & Depot General (DG) keys x 10	-160.00
EFT9554	22/03/2013	SIGMA CHEMICALS	25 kg bag soda ash, Pool stabiliser, Chlorine plus freight	-474.20
EFT9555	22/03/2013	Lam-Vy Phan	Chaplaincy wages March 2013	-1720.62
EFT9556	22/03/2013	Kathleen Russell	Lease payment for Garden Centre from 1 April 2013 to 30 June 2013.	-1875.00
EFT9557	22/03/2013	CLIFFORD HALLAM HEALTHCARE	50 Flu Vaccinations @ 9 ea onsold for \$22-24 each	-370.70
EFT9559	27/03/2013	BALLIDU PROGRESS ASSOCIATION	2012-2013 Donation	-200.00
EFT9560	27/03/2013	JOLLY & SONS PTY LTD	New John Deere vertimower	-5616.00
EFT9561	27/03/2013	WONGAN RETRAVISION & COMFORTSTYLE	Bedside Lamp, Nest of Tables	-93.95
EFT9562	27/03/2013	WATER CORPORATION		-8294.20
		WATER CORPORATION	30 Wandoo Cresc, Wongan Hills	382.05
		WATER CORPORATION	11 Wandoo Cresc, Wongan Hills	298.55
		WATER CORPORATION	Stickland St units, Wongan Hills	53.45
		WATER CORPORATION	Quinlan St units, Wongan Hills	303.80
		WATER CORPORATION	Civic Centre	2357.40
		WATER CORPORATION	Community Resource centre	291.75

**List of Accounts Paid & Submitted to Finance Committee
01/03/2013 - 31/03/2013**

CHQ/EFT	Date	Name	Description	Amount
		WATER CORPORATION	Museum	245.35
		WATER CORPORATION	L139 Community Park	71.65
		WATER CORPORATION	L138 Community Park	1470.00
		WATER CORPORATION	Joint Venture units Gardens	320.50
		WATER CORPORATION	Admin Building	2322.75
		WATER CORPORATION	Tourist Centre, Fenton Street, Wonga Hills	111.80
		WATER CORPORATION	Masonic Lodge Wongan Hills	3.50
		WATER CORPORATION	LA Standpipe James Street, Koorda - Buntine	61.65
EFT9563	27/03/2013	MARKETFORCE PRODUCTIONS	Ad for Plant Operator in Saturdays West	-940.93
EFT9564	27/03/2013	SHANNON ABBOTT		-1792.45
		SHANNON ABBOTT	Alternator , labour and freight PG11	1037.30
		SHANNON ABBOTT	24V changeover relay, labour, travel PG11	564.85
		SHANNON ABBOTT	Nitro charge pressure test plus labour PTK29	190.30
EFT9565	27/03/2013	MARIAN SCHINDLER	Meals and Travel Allowance - DPI Training	-85.62
EFT9566	27/03/2013	WORK PLAN FOUNDATION INCORPORATED	Work Smart Seminar - D Coates	-250.00
EFT9567	27/03/2013	Dr Theodore Kitchen		-13500.00
		Dr Theodore Kitchen	Locum Services	6000.00
		Dr Theodore Kitchen	Locum Services	7500.00
19457	07/03/2013	SHIRE OF WONGAN-BALLIDU - PAYROLL	Payroll deductions	-1050.00
19458	07/03/2013	REST SUPERANNUATION		-215.89
		REST SUPERANNUATION	Superannuation contributions	175.31
		REST SUPERANNUATION	Superannuation contributions	40.58
19459	07/03/2013	AMP SUPERANNUATION LTD.	Superannuation contributions	-178.35
19460	07/03/2013	AUSTRALIAN SUPER		-288.78
		AUSTRALIAN SUPER	Superannuation contributions	165.05
		AUSTRALIAN SUPER	Superannuation contributions	123.73
19461	07/03/2013	PRIME SUPER	Superannuation contributions	-317.46
19462	07/03/2013	CONSTRUCTION & BUILDING INDUSTRY	Superannuation contributions	-153.18
19463	07/03/2013	HEALTH SUPER PTY LTD	Superannuation contributions	-347.35
19464	07/03/2013	AXA Retirement Security Plan	Superannuation contributions	-165.03
19465	07/03/2013	Onepath Life Limited	Superannuation contributions	-141.65
19466	07/03/2013	HESTA SUPER FUND	Superannuation contributions	-170.48
19467	11/03/2013	TELSTRA CORPORATION LIMITED	Telephone account	-5933.32
19468	11/03/2013	AUSTRALIA POST		-620.00
		AUSTRALIA POST	Mail Act February 2013	146.00
		AUSTRALIA POST	Mail Act February 2013	237.00
		AUSTRALIA POST	Mail Act February 2013	237.00
19469	11/03/2013	ANZ BUSINESS ONE	Builders Registration & Builders Renewal - MBS	-1220.31
19470	11/03/2013	SHIRE OF WONGAN-BALLIDU	Boomer advertising 21 colour pages	-1166.00
19471	11/03/2013	SYNERGY		-9732.45
		SYNERGY	Ballidu Hall	79.00
		SYNERGY	Burakin Standpipe	63.80
		SYNERGY	Ballidu Standpipe	159.00
		SYNERGY	Cadoux FESA	45.50
		SYNERGY	Cadoux Toilets	25.25
		SYNERGY	Tourist Centre	312.75
		SYNERGY	CRC	686.35
		SYNERGY	Homewest Joint Ventures	26.60
		SYNERGY	Aerodrome Wongan Hills	37.30
		SYNERGY	Town Gardens	195.15
		SYNERGY	Museum	105.90
		SYNERGY	Community Park	313.15
		SYNERGY	Administration Building	2449.80
		SYNERGY	Civic Centre	221.85
		SYNERGY	Depot	695.55
		SYNERGY	30 Wandoo Crescent	1353.55
		SYNERGY	Transmission Tower	799.10
		SYNERGY	Medical Centre	2162.85
19472	11/03/2013	TIM & MARGERY STEVENS	Refund on pet sterilisation	-20.00
19473	18/03/2013	LANDGATE		-58.95
		LANDGATE	GRV Schedule	34.95
		LANDGATE	UV Schedule	24.00

**List of Accounts Paid & Submitted to Finance Committee
01/03/2013 - 31/03/2013**

CHQ/EFT	Date	Name	Description	Amount
19474	18/03/2013	TELSTRA CORPORATION LIMITED	Telephone rental and service fee for 14 Ellis Street number to be held	-13.86
19475	21/03/2013	SHIRE OF WONGAN-BALLIDU - PAYROLL	Payroll deductions	-1180.00
19476	21/03/2013	REST SUPERANNUATION		-215.89
		REST SUPERANNUATION	Superannuation contributions	175.31
		REST SUPERANNUATION	Superannuation contributions	40.58
19477	21/03/2013	AMP SUPERANNUATION LTD.	Superannuation contributions	-178.32
19478	21/03/2013	AUSTRALIAN SUPER		-295.31
		AUSTRALIAN SUPER	Superannuation contributions	166.16
		AUSTRALIAN SUPER	Superannuation contributions	129.15
19479	21/03/2013	PRIME SUPER	Superannuation contributions	-425.69
19480	21/03/2013	CONSTRUCTION & BUILDING INDUSTRY	Superannuation contributions	-154.41
19481	21/03/2013	HEALTH SUPER PTY LTD	Superannuation contributions	-375.91
19482	21/03/2013	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-165.03
19483	21/03/2013	ONEPATH LIFE LIMITED	Superannuation contributions	-141.65
19484	21/03/2013	HESTA SUPER FUND	Superannuation contributions	-163.75
19485	21/03/2013	FIRST STATE SUPER	Superannuation contributions	-1215.00
19486	22/03/2013	WESTNET PTY LTD	Shire email account 1/04/2013 to 1/05/2013	-339.79
19487	22/03/2013	ANZ BUSINESS ONE	Asset management - NAMS Plus	-1160.96
19488	22/03/2013	SHIRE OF WONGAN-BALLIDU	Laminating charges - CRC	-22.80
19489	22/03/2013	SYNERGY		-3063.25
		SYNERGY	Electricity account 13/02/2013 to 12/03/2013 - Swimming Pool	2647.25
		SYNERGY	Electricity account 13/02/2013 to 12/03/2013 - Fenton Place	416.00
19490	22/03/2013	AUSTRALIAN COMMUNICATIONS & MEDIA	Licence renewal notice - 486 Quinlan Street	-164.00
19491	22/03/2013	DR RICHARD WALKER	Quarter practice incentive refund	-9062.25
19492	22/03/2013	NORTHSIDE SEPTICS	Pump out septic	-1000.00
19493	27/03/2013	WALLIS COMPUTER SOLUTIONS	Onsite Travel - contract managed services	-290.95
19494	27/03/2013	TELSTRA CORPORATION LIMITED	Bigpond Account - 30 Wandoo Cres	-106.38
19495	27/03/2013	WONGAN HILLS MEDICAL CENTRE	Employment Medical M Slater	-136.40
19496	27/03/2013	SYNERGY	Electricity Act - 19/02/2013 - 18/03/2013 - Sports Grounds	-3178.45
19497	27/03/2013	WONGAN HILLS CRICKET CLUB	Donation 2012-2013	-750.00
DIRECT	01/03/2013	DEPARTMENT OF HOUSING	9A Wilding Street - Rental	-508.00
DIRECT	08/03/2013	FUJI XEROX AUSTRALIA PTY LTD	CRC Photocopier	-553.30
DIRECT	25/03/2013	WESTNET PTY LTD	Medical Centre Internet	-89.95

Bank Code	Bank Name	
1	Municipal Bank	\$1,060,815.52
2	Trust Account	
	TOTAL	\$1,060,815.52
	Recoverable 75% less 3 days	-\$2,301.10

SHIRE OF WONGAN-BALLIDU

9.1.2 FINANCIAL REPORTS

FILE REFERENCE:	F1.4
REPORT DATE:	26 April 2013
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Dennis Coates – Deputy Chief Executive Officer
ATTACHMENTS:	Financial Reports

PURPOSE OF REPORT:

That the following statements and reports for the month ended March 2013 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:–

1. 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.

SHIRE OF WONGAN-BALLIDU

POLICY REQUIREMENTS:

Policy F64 - Monthly Financial Reporting Requirements

LEGISLATIVE REQUIREMENTS:

1. Local Government Act 1995
2. Local Government (Financial Management) Regulations 1996

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

Ø Environment

There are no known environmental implications associated with the proposals.

Ø Economic

There are no known economic implications associated with the proposals.

Ø Social

There are no known social implications associated with the proposals.

FINANCIAL IMPLICATIONS:

The financial reports for the periods ending March 2013 are attached to the Council agenda.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

STAFF RECOMMENDATION:

That the following Statements and reports for the months ended March 2013 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

COMMITTEE RECOMMENDATION:

That the following Statements and reports for the months ended March 2013 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

SHIRE OF WONGAN-BALLIDU

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

MOTION:

MOVED

Cr West/Cr Lyon

That the following Statements and reports for the months ended March 2013 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: 8/0
RESOLUTION NO: 030413

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (N&T) FOR 31 MARCH 2013

	Approved Budget 2012- 2013	Current Budget 2012-2013	YTD BUDGET *	YTD Actual	Page	Variance Over or Under	10%
INCOME							
Rates	(2,363,622)	(2,363,622)	(2,268,122)	(2,240,504)		1.2%	✓
Grants Operating, Subsidies & Contributions	(1,412,210)	(1,412,210)	(932,745)	(931,730)		0.1%	✓
Non Operating Grants, Subsidies & Contributions	(2,923,148)	(2,923,148)	(1,794,558)	(1,794,027)		0.0%	✓
Fees & Charges & Service Charges	(506,493)	(506,493)	(506,493)	(505,444)		0.2%	✓
Other Revenue	(75,783)	(75,783)	(75,783)	(111,056)		(46.5%)	X
Interest	(106,084)	(106,084)	(106,084)	(112,903)		(6.4%)	✓
Profit on sale of Assets	(62,393)	(62,393)	(18,718)	(5,707)		69.5%	0
a: TOTAL INCOME	(7,449,733)	(7,449,733)	(5,702,503)	(5,701,372)			
OPERATING EXPENSES							
Employee Costs	1,941,262	1,941,262	1,493,278	1,429,599		(4.3%)	✓
Materials & Contracts	896,702	896,702	672,527	709,941		5.6%	✓
Utilities (Gas, Exelectricity) etc.	241,924	241,924	220,145	216,137		(1.8%)	✓
Interest #	136,223	136,223	68,112	53,523	11	(21.4%)	0
Insurance	230,853	230,853	230,853	232,648		0.8%	✓
Other General	245,117	245,117	183,838	171,595		(6.7%)	✓
Loss on Asset Disposals	29,836	29,836	29,836	51,856		73.8%	X
Depreciation	2,365,973	2,365,973	1,637,981	1,764,123		7.7%	✓
b: TOTAL OPERATING EXPENSES	6,087,890	6,087,890	4,536,569	4,629,422			
c: NET OPERATING (SURPLUS) / DEFICIT	(1,361,843)	(1,361,843)	(1,165,934)	(1,071,950)			
CAPITAL EXPENSES							
Land & Buildings	3,745,021	3,745,021	2,411,458	2,400,283		(0.5%)	✓
Furniture & Equipment	16,000	16,000	7,950	7,834		(1.5%)	✓
Motor Vehicles	227,366	227,366	105,444	104,061		(1.3%)	✓
Plant	275,000	275,000	105,742	103,745		(1.9%)	✓
Infrastructure Other	520,000	520,000	235,500	231,986		(1.5%)	✓
Infrastructure Roads	1,674,760	1,674,760	900,500	899,237		(0.1%)	✓
d: TOTAL CAPITAL	6,458,147	6,458,147	3,766,594	3,747,146			
e: TOTAL OPERATING & CAPITAL	5,096,304	5,096,304	2,600,660	2,675,196			
ADJUST - NON CASH ITEMS							
Depreciation	(2,365,973)	(2,365,973)	(1,637,981)	(1,764,123)			
Profit on sale of assets	62,393	62,393	18,718	5,707	6		
Loss on sale of assets	(29,836)	(29,836)	(29,836)	(51,856)	6		
Transfer from reserves	(759,954)	(759,954)	(759,954)	(461,464)	10		
Transfer to reserves	200,000	200,000	-	-	10		
Interest paid to reserves #	-	-	-	35,010	10		
Proceeds from Sale of Assets	(252,408)	(252,408)	-	(170,171)	6		
Loan proceeds / refinancing CL to NCL adj	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)			
Loan principal repayment	1,082,167	1,082,167	60,344	60,344	11		
Loan to SSL Parties	-	-	-	-			
SSL Principal Reimbursements	(52,986)	(52,986)	(60,344)	(60,344)			
Less Surplus/(deficit) B/Fwd	(1,888,825)	(1,888,825)	(1,565,623)	(550,992)			
ADJUSTED CLOSING SURPLUS / DEFICIT	90,882	90,882	(2,374,016)	(1,282,693)			

** 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%

X

Under budget tolerance of 10%

0

**Shire of Wongan-Ballidu
Variance Report for March 2013**

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.	These are income from the operating of the doctor's surgery and reimbursements from the ATO (fuel tax rebate), and for CRC activities (Tourism and area promotions).
Ⓢ	Profit on sale of assets	No activity in this month. This is a profiling or timing issue as we have not purchased proposed assets in our 2012/3 budget.
✓	Interest received	We have exceeded our full year budget and over the remaining months will exceed this by perhaps \$30,000.
Operating Expenditure		
✓	Interest expense	This is a profiling timing issue.
x	Loss on Asset Disposals	Loss on Sale of Ackland Street (Dental property – see Page 6.) Timing of settlement brought transaction into 2012-2013 financial year.
Capital Expenditure		

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (PRG) FOR 31 MARCH 2013

	APPROVED BUDGET	CURRENT BUDGET	YTD BUDGET *	YTD ACTUAL
INCOME				
General Purpose Funding	(4,095,907)	(4,095,907)	(3,176,202)	(2,930,463)
Governance	(214,210)	(214,210)	(160,632)	(28,969)
Law, Order & Public Safety	(39,847)	(39,847)	(29,862)	(21,722)
Health	(5,000)	(5,000)	(3,744)	(118,235)
Education & Welfare	(7,923)	(7,923)	(5,931)	(3,029)
Housing	(97,568)	(97,568)	(73,161)	(90,187)
Community Amenities	(177,798)	(177,798)	(133,281)	(153,281)
Recreation & Culture	(1,355,695)	(1,355,695)	(1,016,730)	(1,452,209)
Transport	(1,081,401)	(1,081,401)	(811,026)	(669,767)
Economic Services	(15,550)	(15,550)	(11,655)	(19,221)
Other Property & Services	(358,834)	(358,834)	(269,028)	(214,290)
a: TOTAL INCOME	(7,449,733)	(7,449,733)	(5,691,252)	(5,701,372)
OPERATING EXPENSES				
General Purpose Funding	95,502	95,502	71,604	74,340
Governance	384,358	384,358	287,955	206,729
Law, Order & Public Safety	106,631	106,631	79,758	81,175
Health	149,767	149,767	112,194	263,211
Education & Welfare	137,125	137,125	102,717	109,128
Housing	214,671	214,671	160,767	159,687
Community Amenities	366,964	366,964	274,923	268,423
Recreation & Culture	1,331,078	1,331,078	997,659	1,174,546
Transport	2,710,953	2,710,953	2,032,650	1,874,499
Economic Services	118,080	118,080	88,326	82,220
Other Property & Services #	472,761	472,761	373,416	335,464
b: TOTAL OPERATING EXPENSES	6,087,890	6,087,890	4,581,969	4,629,422
c: NET OPERATING (SURPLUS)/DEFICIT	(1,361,843)	(1,361,843)	(1,109,283)	(1,071,950)
CAPITAL EXPENSES				
General Purpose Funding	-	-	-	-
Governance	66,000	66,000	49,482	43,856
Law, Order & Public Safety	-	-	-	-
Health	10,000	10,000	7,497	223
Education & Welfare	3,393,807	3,393,807	2,545,353	2,267,336
Housing	216,292	216,292	162,216	35,769
Community Amenities	330,192	330,192	247,635	61,499
Recreation & Culture	367,130	367,130	292,761	204,245
Transport	1,997,126	1,997,126	1,497,267	1,062,218
Economic Services	2,600	2,600	1,944	-
Other Property & Services	75,000	75,000	56,250	72,000
d: TOTAL CAPITAL EXPENSES	6,458,147	6,458,147	4,860,405	3,747,146
e: TOTAL OPERATING & CAPITAL	5,096,304	5,096,304	3,751,122	2,675,196

* Note this sheet shows the prorata (YTD Budget) figures as stored on Synergy. After completing the annuals, our Synergy records will be changed to show expected cash flow for each account. To enhance comparison of the information on pages 1 and 3, the description (narrative) column has been tagged at the summary level.

SHIRE OF WONGAN-BALLIDU ANALYSIS OF NET CURRENT ASSETS AS AT 31 MARCH 2013

	Actual	Comments
CURRENT ASSETS		
CASH ASSETS		
Cash on Hand	1,100	
Cash at Bank (Excluding Overdraft)	669,556	
At Call Investments	512,149	
Reserves & Other Restricted Cash	1,192,943	Detailed on pages 8, 9 & 10
TOTAL CASH ASSETS	2,375,748	
RECEIVABLES		
Sundry Debtors	345,127	
Rates & Rubbish Debtors	104,683	
TOTAL RECEIVABLES	449,810	
OTHER ASSETS		
Sundry Provisions and Accruals	6,954	
Stock on Hand	15,957	
Land held for Resale	-	
Accrued Interest	-	
TOTAL OTHER ASSETS	22,911	
TOTAL CURRENT ASSETS	2,848,469	
ADJUSTMENTS FOR EXCLUDED ASSETS		
Reserves & Other Restricted Cash	1,192,943	Detailed on pages 8, 9 & 10
TOTAL EXCLUDED ASSETS	1,192,943	
TOTAL CURRENT ASSETS	1,655,526	
CURRENT LIABILITIES		
CASH LIABILITIES		
Overdraft (Excluding Restricted Cash)	-	
Loan Principal Repayable	(21,823)	Detailed on page 11
TOTAL CASH LIABILITIES	(21,823)	
CREDITORS & PAYABLES		
Sundry Creditors	(81,467)	
Other payables	(500)	Detailed on page 8
TOTAL CREDITOR & PAYABLES	(81,967)	
PROVISIONS		
Employee Provisions	(269,042)	
Other Provisions and Accruals	-	
TOTAL PROVISIONS	(269,042)	
TOTAL CURRENT LIABILITIES	(372,833)	
NET CURRENT ASSETS/(LIABILITIES)	1,282,693	

Please note the highlighted value above is shown on pages 1 and 5.

SHIRE OF WONGAN-BALLIDU
RATE SETTING STATEMENT AS AT 31 MARCH 2013

	2012-2013 APPROVED BUDGET	2012-2013 CURRENT BUDGET	2012-2013 ACTUAL
OPERATING INCOME			
General Purpose Funding	(1,732,285)	(1,732,285)	(689,960)
Governance	(214,210)	(214,210)	(28,969)
Law, Order & Public Safety	(39,847)	(39,847)	(21,722)
Health	(5,000)	(5,000)	(118,235)
Education & Welfare	(7,923)	(7,923)	(3,029)
Housing	(97,568)	(97,568)	(90,187)
Community Amenities	(177,798)	(177,798)	(153,281)
Recreation & Culture	(1,355,695)	(1,355,695)	(1,452,209)
Transport	(1,081,401)	(1,081,401)	(669,767)
Economic Services	(15,550)	(15,550)	(19,221)
Other Property & Services	(358,834)	(358,834)	(214,290)
A	(5,086,111)	(5,086,111)	(3,460,868)
OPERATING EXPENSES			
General Purpose Funding	95,502	95,502	74,340
Governance	384,358	384,358	206,729
Law, Order & Public Safety	106,631	106,631	81,175
Health	149,767	149,767	263,211
Education & Welfare	137,125	137,125	109,128
Housing	214,671	214,671	159,687
Community Amenities	366,964	366,964	268,423
Recreation & Culture	1,331,078	1,331,078	1,174,546
Transport	2,710,953	2,710,953	1,874,499
Economic Services	118,080	118,080	82,220
Other Property & Services	472,761	472,761	335,464
B	6,087,890	6,087,890	4,629,422
C= A and B	1,001,779	1,001,779	1,168,554
ADJUST FOR CASH BUDGET REQUIREMENTS			
Non-Cash Expenditure and Revenue			
Depreciation on Assets	(2,365,973)	(2,365,973)	(1,764,123)
Profit/(Loss) on Asset Sales	32,557	32,557	(46,149)
Capital Expenditure & Income			
Purchase of land & buildings #	3,745,021	3,745,021	2,400,283
Purchase of furniture & equipment	16,000	16,000	7,834
Purchase of motor vehicles #	227,366	227,366	104,061
Purchase of plant & machinery #	275,000	275,000	103,745
Purchase of other infrastructure #	520,000	520,000	231,986
Purchase of roads infrastructure #	1,674,760	1,674,760	899,237
Proceeds from sale of assets	(252,408)	(252,408)	(170,171)
Financing Activities			
Repayment of Loan Principal*	1,082,167	1,082,167	60,344
Loan proceeds / refinancing CL to NCL adj	(1,000,000)	(1,000,000)	(1,000,000)
Loans paid to SSL parties	-	-	-
Self Supporting Loan Income	(52,986)	(52,986)	(60,344)
Reserve Movements			
Transfers to Reserves	200,000	200,000	-
Interest paid to Reserves	-	-	35,010
Transfer from Reserves	(759,954)	(759,954)	(461,464)
Estimated Muni (Surplus/Deficit) July 1 B/Fwd.	(1,888,825)	(1,888,825)	(550,992)
Estimated Muni (Surplus)/Deficit June 30 C/Fwd.	-	-	(1,282,693)
AMOUNT REQUIRED TO BE RAISED FROM RATES	2,454,504	2,454,504	957,810
TOTAL RATES RAISED	2,363,622	2,363,622	2,240,504

**SHIRE OF WONGAN-BALLIDU
ANALYSIS OF DISPOSED ASSETS AS AT 31 MARCH 2013**

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*	41,168	(38,000)	3,168	36,398	(33,145)	3,253
Ranger Utility	4,031	(10,000)	(5,969)			-
Parks & Gardens utility	MV0052 345	(10,000)	(9,655)	2,277	(7,727)	(5,450)
MWS Utility	MV0065 29,686	(29,181)	505	29,042	(29,300)	(258)
Plant & Equipment						
Toyota Coaster Bus	-	(37,500)	(37,500)			-
Single Cab Tipper Ute	3,458	(7,727)	(4,269)			-
Isuzu NPR400 Tip truck	41,163	(15,000)	26,163			-
Vertimower	-	(5,000)	(5,000)			-
Land & Buildings						
1 Ackland Street	L0032 -	(100,000)		141,649	(99,999)	41,650
TOTAL	119,851	(252,408)	(32,557)	209,367	(170,171)	39,195
By Program						
Governance						
CEO Vehicle	41,168	(38,000)	3,168	36,398	(33,145)	3,253
Other Property & Services						
Ranger Utility	4,031	(10,000)	(5,969)			-
Parks & Gardens utility	MV0052 345	(10,000)	(9,655)	2,277	(7,727)	(5,450)
MWS Utility	MV0065 29,686	(29,181)	505	29,042	(29,300)	(258)
Toyota Coaster Bus	-	(37,500)	(37,500)			-
Single Cab Tipper Ute	3,458	(7,727)	(4,269)			-
Isuzu NPR400 Tip truck	41,163	(15,000)	26,163			-
Vertimower	-	(5,000)	(5,000)			-
Land & Buildings						
1 Ackland Street		(100,000)		141,649	(99,999)	41,650
TOTAL	119,851	(252,408)	(32,557)	209,367	(170,171)	39,195
Motor Vehicle and Plant & Equipment Change Over						
	Budget Purchase Price	Budget Sale	Change-Over Budget	Actual Purchase	Actual Sale	Change-Over
Motor Vehicles						
CEO Vehicle	50,000	(38,000)	12,000	39,720	(33,145)	6,574
MWS Vehicle	MV0070 43,575	(29,181)	14,394	43,277	(29,300)	13,977
Ranger Utility	25,000	(10,000)	15,000			-
Parks & Garden utility	MV0071 25,000	(10,000)	15,000	28,554	(7,727)	20,827
Plant & Equipment						
Vertimower	25,000	(5,000)	20,000			-
Toyota Coaster Bus	105,000	(37,500)	67,500			-
Single Cab Tipper Ute	28,791	(7,727)	21,064			-
Isuzu NPR400 Tip truck	90,000	(15,000)	75,000			-
TOTAL	392,366	(152,408)	239,958	111,551	(70,172)	41,378

**SHIRE OF WONGAN - BALLIDU
RATES OUTSTANDING 31 MARCH 2013**

Rates Statistics			
Total rates outstanding		31-Mar-13	4.38%
Outstanding same time last year		31-Mar-12	2.64%
Rates Outstanding Breakdown			
Total Amount Outstanding		31-Mar-13	\$ 109,279.67
Outstanding same time last year		31-Mar-12	\$ 65,958.89

DEBTORS OUTSTANDING 31 MARCH 2013

Debtors Ageing Summary			
Current			36,163.82
30 Days			65,321.58
60 Days			117,320.00
90 Days & Over			1,362.20
Total Outstanding			220,167.60
Accounts 90 Days & Over:			
	Date	Dr No.	Comments
	11/11/2012	730	Boomer Sales
	30/11/2012	794	Rent
	8/11/2012	668	Boomer Advertising
	18/12/2012	658	Pool Hire
Total			1,362.00

SHIRE OF WONGAN-BALLIDU
BANK RECONCILIATION FOR 31 MARCH 2013

	Total	Municipal	Trust	Reserve	Muni Investments
Opening Balance	2,928,504.50	1,210,493.48	12,918.78	1,192,942.92	512,149.32
Add:	581,778.78	581,778.78			
Investment Interest	-				
Less:	(1,061,555.52)	(1,060,815.52)	(740.00)		
Payments - EFT & Cheques					
Payments - Bank fees and Rounding	(625.66)	(625.66)			
Transport Payments	(61,274.95)	(61,274.95)			
	-				
Balance as per General Ledger	2,386,827.15	669,556.13	12,178.78	1,192,942.92	512,149.32
Balance as per Bank Statement	1,205,306.34	680,538.39	12,258.78	359.85	512,149.32
TD/Investments	1,192,583.07			1,192,583.07	
Tenancy Bonds - Separate Bank Accounts					
Add:	5,976.10	5,976.10			
Outstanding Deposits					
Less:	(80.00)		(80.00)		
Adjustments -					
Unpresented Cheques	(15,253.86)	(15,253.86)			
Transport payments pending	(1,704.50)	(1,704.50)			
Balance as per Cash Book	2,386,827.15	669,556.13	12,178.78	1,192,942.92	512,149.32
Figure should equal same as Creditor Payment List					

**SHIRE OF WONGAN - BALLIDU
INVESTMENT REPORT FOR 31 MARCH 2013**

MUNICIPAL INVESTMENTS

Matured Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Current Investment	Accrued Interest	Interest Earned	Closing Balance	Back into Muni
9990-20997	Term Deposit - ANZ	Current	ANZ	20-Jun-12	19-Jul-12	29		600,000.00	600,000.00			475.33	600,475.33	YES
9990-21068	Term Deposit - ANZ	Current	ANZ	20-Sep-12	23-Oct-12	33		608,015.34	608,015.34			497.73	608,513.07	YES
9993-12674	Term Deposit - ANZ	Current	ANZ	3-Sep-12	5-Nov-12	63		250,000.00	250,000.00			1,891.76	251,891.76	YES
9993-12615	Term Deposit - ANZ	Current	ANZ	3-Sep-12	9-Nov-12	67		250,000.00	250,000.00			1,393.98	251,393.98	YES
9975-19073	Term Deposit - ANZ	Current	ANZ	1-Jul-12	17-Dec-12	169		261,301.72	261,301.72			6,589.35	267,891.07	YES
9702-16359	Term Deposit - ANZ	Current	ANZ	19-Dec-12	21-Dec-12	2		303,664.93	303,664.93			72.38	303,737.31	YES
9993-12623	Term Deposit - ANZ	Current	ANZ	3-Sep-12	4-Dec-12	92		250,000.00	250,000.00			3,115.44	253,115.44	YES

Current Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Current Investment	Accrued Interest	Interest Forecast	Closing Balance	Back into Muni
9993-12666	Term Deposit - ANZ	Current	ANZ	3-Sep-12	3-Mar-13	181	4.90%	250,000.00	250,000.00	250,000.00	7014.38	6,074.66	256,074.66	
9993-12658	Term Deposit - ANZ	Current	ANZ	3-Sep-12	3-Mar-13	181	4.90%	250,000.00	250,000.00	250,000.00	7014.38	6,074.66	256,074.66	
Total of current municipal investments											14,028.77	12,149.32	512,149.32	

RESERVE INVESTMENTS

Matured Reserve Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Current Investment	Accrued Interest	Interest Earned	Closing Balance	Back into Muni
9811-62903	Term Deposit - ANZ	Current	ANZ	1-Jul-12	4-Dec-12	156		763,364.95	763,364.95			9,604.96	772,969.91	YES
9815-83724	Term Deposit - ANZ	Current	ANZ	1-Jul-12	4-Dec-12	156		135,322.97	135,322.97			3,480.50	138,803.47	YES
9991-36404	Term Deposit - ANZ	Current	ANZ	3-Aug-12	19-Sep-12	47		280,125.00	280,125.00			684.21	280,809.21	YES
9991-36391	Term Deposit - ANZ	Current	ANZ	3-Nov-12	18-Jan-13	76		457,989.75	457,989.75			3,474.61	461,464.36	YES

Current Reserve Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Current Investment	Accrued Interest	Interest Forecast	Closing Balance	Back into Muni
9702-20338	Term Deposit - ANZ	Current	ANZ	19-Sep-12	19-Sep-14	730	5.00%	280,809.21	280,809.21	280,809.21	7462.60	28,080.92	308,890.13	
9997-56101	Term Deposit - ANZ	Current	ANZ	4-Dec-12	4-Mar-13	90	4.65%	461,773.38	461,773.38	461,773.38	6882.95	5,294.58	467,067.96	
9997-56064	Term Deposit - ANZ	Current	ANZ	4-Dec-12	4-Mar-13	90	4.65%	450,000.00	450,000.00	450,000.00	6707.47	5,159.59	455,159.59	
Bank Account Balance											359.85			
Total of reserve investments and cash								1,192,582.59	1,192,582.59	1,192,942.92	21,053.02	38,535.09	1,231,117.68	0.00

Total of current municipal and reserve investment and cash

								1,692,582.59	1,692,582.59	1,692,942.92	35,081.79	50,684.41	1,743,267.00	
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Terminated
Current Municipal Investments
Current Reserve Investments

SHIRE OF WONGAN - BALLIDU

ANALYSIS OF RESERVE ACCOUNTS AS AT 31 MARCH 2013

CURRENT FULL YEAR'S BUDGET							ACTUAL YTD AT 31 MARCH 2013				
Reserve Description	GL Acct.	Opening Balance	Intra reserve transfers	Transfer in / Interest	Transfer out / to Muni	Transfer in / from Muni	EOY Balance	Transfer in / Interest	Transfer in / from Muni	Transfer from Muni	Actual Balance
Centenary Celebrations Reserve	01925	51,918	(51,918)	-	-	-	-	-	-	-	-
Community Resource Centre Reserve	01989	11,261		327.00	-	-	11,587.52	230.69	-	-	11,491.21
Depot Improvement Reserve	01940	5,392		156.00	-	-	5,547.60	110.01	-	-	5,501.61
Historical Publications Reserve	01965	5,886		171.00	-	-	6,056.59	120.61	-	-	6,006.20
Housing Reserve	01955	87,096		2,526.00	-	-	89,621.51	1,781.71	-	-	88,877.22
Land & Buildings Reserve	01930	128,859	(128,859)	-	-	-	-	-	-	-	-
Loan Principal Reserve	01950	89,763	190,361	10,796.00	-	-	290,919.84	7,614.99	-	-	287,738.83
LSL Reserve	01935	68,192		1,978.00	-	-	70,169.98	1,395.19	-	-	69,587.17
Medical Facilities & R4R Special Projects Reserve	01975	555,841		16,119.00	(560,845.00)	-	11,115.32	11,369.56	(421,000)	-	146,210.88
Patterson Street JV Housing Reserve	01988	6,704		194.00	-	5,000.00	11,898.01	136.82	-	-	6,840.83
Plant Reserve	01945	530,734		15,391.00	(169,109.00)	180,000.00	557,016.09	10,856.04	(40,464)	-	501,125.77
Quinlan Street JV Housing Reserve	01987	13,293		385.00	-	5,000.00	18,677.78	271.55	-	-	13,584.33
Stickland JV Housing Reserve	01986	8,744		254.00	-	5,000.00	13,997.65	179.18	-	-	8,922.83
Swimming Pool Reserve	01970	1,776		52.00	-	5,000.00	6,827.50	36.70	-	-	1,812.20
Waste Management Reserve	01920	44,357		1,286.00	(30,000.00)	-	15,642.77	907.07	-	-	45,263.84
WH Industrial/LIA Park Reserve	01985	9,584	(9,584)	-	-	-	-	-	-	-	-
TOTALS		1,619,397	(0)	49,635.00	(759,954.00)	200,000.00	1,109,078.16	35,010.12	(461,464)	-	1,192,942.92

SHIRE OF WONGAN - BALLIDU
REPORT ON BORROWINGS AS AT 31 MARCH 2013

Existing Loans * Denotes (SSL) Self Supporting Loan

CHA advised the principal outstanding for loan 140 as at the 30th June 2012.

Loan No.	Particulars	Recipient	Maturity Date	Amount Borrowed	Principal & borrowings due in Mar 13	Accrued Interest	YTD Int @ 31 Mar 13	Loan Balance @ 1 July 2012	Refinancing	Principal Repayments YTD	Loan Balance @ 31 Mar 13
140	Housing Construction*	Wongan-Ballidu Development*	May-2015	430,000		(3,175)	8,414	429,945	-	-	429,945
142	Housing Construction	WB Community Association*	Mar-2020	400,000	20,711	(4,923)	10,721	257,289	-	(25,778)	231,511
143	Land Purchase	Shire of Wongan-Ballidu	Jun-2016	270,000	9,187	(45)	5,803	128,514	-	(21,714)	106,800
145	Land Development	Shire of Wongan-Ballidu	Jul-2012	1,000,000	-	(30,408)	4,797	1,000,000	(1,000,000)	-	-
145B	Land Development	Shire of Wongan-Ballidu	Jun-2014	500,000	-	-	8,162	-	500,000	-	500,000
145C	Land Development	Shire of Wongan-Ballidu	Jul-2017	500,000	-	-	8,800	-	500,000	-	500,000
147	Aged Persons	Niman House*	Jul-2022	100,000	-	(2,404)	3,076	79,803	-	(5,390)	74,413
149	Resurface Bowling Greens	Wongan Hills Bowling Club*	Dec-2019	115,000	3,885	(203)	3,990	92,451	-	(7,462)	84,989
150	Sports Pavilion	Wongan Hills Sports Council*	May-2016	50,000	-	(239)	(239)	50,000	-	-	50,000
TOTAL EXISTING LOANS				3,365,000	33,783	(41,396)	53,523	2,038,002	-	(60,344)	1,977,657

Interest ledger balance after accruals

The net amount after refinancing Loan 145 into 145B and 145C

The current loan liability
The non current liability

53,523

33,783

(60,344)

SSL	Shire	Total
(14,356)	(7,467)	(21,823)
(856,502)	(1,099,332)	(1,955,834)
(870,858)	(1,106,799)	(1,977,657)

SHIRE OF WONGAN-BALLIDU

9.1.3 DRAFT STRATEGIC COMMUNITY PLAN

FILE REFERENCE:	A2.20.3
REPORT DATE:	10 April 2013
APPLICANT/PROPONENT:	Dennis Coates - Deputy Chief Executive Officer
OFFICER DISCLOSURE OF INTEREST	nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Dennis Coates - Deputy Chief Executive Officer
ATTACHMENTS:	Draft Strategic Community Plan

PURPOSE OF REPORT:

That Council receive the Draft Strategic Community Plan and advertise

BACKGROUND:

The Minister of Local Government issued Circular 31/2012 in regards to the new Strategic and Community Planning and Corporate Business requirements which come into effect on 30 June 2013.

Section 5.56 of the Local Government Act 1995 requires local governments to prepare a plan for the future of the district. Regulations were published on 26th August 2011 in the Government Gazette about the Strategic Community Plan (SCP), and this is summarized below.

- The local government is to ensure that a SCP is made in respect of each financial year ending after the 30th June 2013.
- The SCP covers a period of at least 10 years; and sets out the visions, aspirations and objectives of the community.
- The plan is reviewed at least once every four years
- In making or reviewing this plan, the local government is to have regard to the capacity of its current resources and anticipated future resources; strategic performance indicators and measuring its strategic performance by the application of these indicators; and demographic trends.
- An absolute majority is required in determining whether to adopt the plan (and later subsequent modifications).
- The local government must ensure that electors and ratepayers are consulted in making and modifying the SCP. A period of six weeks of public notice applies.
- This SCP is the peak document to which the Corporate Business Plan and budget are linked.

After the six-week submission period, the local government is to consider any submissions received in relation to the plan and may accept the plan with or without modification. The accepted plan is then made available for budget considerations.

COMMENT:

To comply with the above requirements and to publish our budget in early July, Council is asked to receive this document as attached and to invite public comment. This will allow staff the opportunity to report back to the June meeting at which Council will be able to adopt the SCP. This will then enable staff to provide a budget for adoption at the proposed budget meeting in July.

POLICY REQUIREMENTS:

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

SHIRE OF WONGAN-BALLIDU

LEGISLATIVE REQUIREMENTS:

Sections 5.56 of the Local Government Act

SUSTAINABILITY IMPLICATIONS:

Ø **Environment**

The nature of the Strategic Community Plan is that it will impact on the environment in some form or fashion. The nature and extent will need to be assessed on an individual ad hoc basis

Ø **Economic**

The Strategic Community Plan guides the long term commitment of Council to fund much needed community projects and infrastructure. This contributes directly to economic growth and underlying sustainability.

Ø **Social**

The Strategic Community Plan addresses the infrastructure needs of the community and hence has positive social externalities.

FINANCIAL IMPLICATIONS:

The Strategic Community Plan is a high level document upon which the annual budget is based.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

STAFF RECOMMENDATION:

That Council

1. receive the attached Draft Strategic Community Plan; and
2. the Shire of Wongan-Ballidu advertise the Draft Strategic Community Plan and invite comment on or before 8 June 2013.

COMMITTEE RECOMMENDATION:

That Council

1. receive the attached Draft Strategic Community Plan; and
2. the Shire of Wongan-Ballidu advertise the Draft Strategic Community Plan and invite comment on or before 8 June 2013.

MOTION:

MOVED

Cr Macnamara/Cr Lyon

That Council

- 1. receive the attached Draft Strategic Community Plan; and**
- 2. the Shire of Wongan-Ballidu advertise the Draft Strategic Community Plan and invite comment on or before 8 June 2013.**

**CARRIED BY ABSOLUTE MAJORITY: 8/0
RESOLUTION NO: 040413**

SHIRE OF WONGAN-BALLIDU

9.1.4 BUDGET REVIEW 2012-2013

FILE REFERENCE:	F1.2.2
REPORT DATE:	10 th April 2013
APPLICANT/PROPONENT:	Dennis Coates – Deputy Chief Executive Officer
OFFICER DISCLOSURE OF INTEREST:	NIL
PREVIOUS MEETING REFERENCES:	BUDGET 2012-2013
AUTHOR:	Dennis Coates – Deputy Chief Executive Officer
ATTACHMENTS:	YES

PURPOSE OF REPORT:

To consider and adopt the Budget Review for the period of 1st July 2012 to 31st March 2013.

BACKGROUND:

Local Governments are required to conduct a budget review between 01st January and 31st March each financial year. The budget review is to be submitted to Council within 30 days of the review for Council to consider and determine whether or not to adopt the review and any recommendations made within the review.

The budget review allows a detailed comparison of the year to date actual results with the adopted or amended budget. The original Budget was adopted in July 2012. It is important to understand that a budget review is simply a relocation of funds.

A copy of the review and Council decision is to be provided to the Department of Local Government and Regional Development within 30 days of the decision by Council.

COMMENT:

The adopted budget for 2012/13 used brought forward a deficit of \$30,743 based on an estimated surplus of \$1,861,432. After the adoption of the audited accounts the surplus was reduced to \$1,577,335 effectively increasing the deficit by \$284,097.

During this financial year there have been a number of budget adjustments which Council is aware of and which has increased the budget deficit. These approvals were for

- Expense of \$75,000 for running the doctor's surgery
- Expense of \$75,000 for the full costs of the rebroadcast tower.
- Expense of \$20,000 for the valuation of our plant and machinery (equipment).
- Savings of \$170,000 on the CRC project, increased cash interest of CRC funds of \$30,000 were found and offset by expenses of \$50,000 to the Danubin works and \$150,000 transferred to our reserve accounts.

The budget review estimates a deficit of \$211,251 at 30th June 2013. Additional work is being carried out to confirm this amount and to provide a more detailed explanation. This deficit includes the cash backed portion of leave included in the reserves of \$59,000 and \$67,500 which is to be recovered by future service charges for the rebroadcast. The actual budget deficit prediction for the 30th June 2013 is \$152,251.

POLICY REQUIREMENTS:

Accounting Policy

LEGISLATIVE REQUIREMENTS:

SHIRE OF WONGAN-BALLIDU

Regulation 33A Local Government (Financial Management) Regulations 1996

STRATEGIC IMPLICATIONS:

The budget review helps determine and document any projects that are unlikely to be completed during the budget year.

This is necessary to facilitate appropriate financial control and to ensure that Council's financial resources are allocated in the most effective manner.

SUSTAINABILITY IMPLICATIONS:

Ø **Environment**

There are no known significant environmental implications associated with this proposal

Ø **Economic**

The Budget review process provides a timely indication of ability of the local government to achieve the budget performance for the year and timing allows corrective actions if required prior to 30th June.

Ø **Social**

There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

The purpose of the budget review is to ensure that the Income and Expenditure for the current year is monitored in line with the adopted budget and to make amendments to the budget or scope of works as required.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

STAFF RECOMMENDATION:

It is recommend that:

- 1 Council accept the attached 2012//2013 Budget review; and
- 2 The projected deficit at 30th June as outlined in this report is \$152,251.

COMMITTEE RECOMMENDATION:

It is recommend that:

- 1 Council accept the attached 2012//2013 Budget review; and
- 2 The projected deficit at 30th June as outlined in this report is \$133,973.

MOTION:

MOVED

Cr Godfrey/Cr West

It is recommend that:

- 1 Council accept the attached 2012//2013 Budget review; and**
- 2 The projected deficit at 30th June as outlined in this report is \$133,973.**

**CARRIED BY ABSOLUTE MAJORITY: 8/0
RESOLUTION NO: 050413**

SHIRE OF WONGAN-BALLIDU

SHIRE OF WONGAN-BALLIDU



BUDGET REVIEW
2012-2013

SHIRE OF WONGAN-BALLIDU

BUDGET REVIEW

FOR THE YEAR ENDING 30TH JUNE 2013

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**STATEMENT OF BUDGET REVIEW BY NATURE OR TYPE
FOR THE PERIOD ENDING 31 MARCH 2013**

		Adopted Budget (a) \$	Revised Budget (b) \$	YTD Actual \$	Variance (b) - (a) \$	Variance ce %
OPERATING INCOME						
Rates	21	2,363,622	2,386,095	2,240,506	22,473	1
Operating grants, subsidies and contributions	22	1,412,210	1,237,210	931,730	(175,000)	(12)
Grants for the development of assets	23	2,923,148	2,629,783	1,794,027	(293,365)	(10)
Fees and charges	24	484,993	578,894	480,544	93,901	19
Service charges	25	21,500	24,900	24,900	3,400	16
Interest earnings	26	106,084	138,897	112,903	32,813	31
Profit on asset disposals		62,393	62,393	5,707	0	0
Other revenue	27	73,283	126,393	111,056	53,110	72
		7,447,233	7,184,565	5,701,373	(262,668)	
OPERATING EXPENDITURE						
Employee costs	28	(1,857,539)	(1,827,073)	(1,429,600)	30,466	2
Materials & contracts	29	(929,568)	(873,344)	(709,941)	56,224	6
Utility charges	30	(241,924)	(250,324)	(216,137)	(8,400)	3
Depreciation	31	(2,361,318)	(2,365,973)	(1,764,123)	(4,655)	0
Finance costs	32	(96,117)	(99,817)	(53,523)	(3,700)	4
Insurance expenses	33	(219,516)	(231,381)	(232,648)	(11,865)	6
Loss on asset disposals	34	(29,836)	(71,486)	(51,856)	(41,650)	140
Other expenditure	35	(246,317)	(250,117)	(171,595)	(3,800)	2
		(5,982,136)	(5,969,516)	(4,629,423)	(12,620)	
TOTAL OPERATING		1,465,097	1,215,049	(1,071,950)	(250,048)	
CAPITAL INCOME						
Proceeds from disposal of assets		252,408	252,408	170,172	0	0
New borrowings		1,000,000	1,000,000	1,000,000	0	0
Self supporting loan principal		52,986	52,986	60,344	0	0
Transfer from reserves		759,954	759,954	461,464	0	0
		2,065,348	2,065,348	1,691,980	0	
CAPITAL EXPENDITURE						
Land & buildings	36	(3,720,335)	(3,549,021)	(2,400,283)	196,000	(5)
Infrastructure - Roads	37	(1,674,760)	(1,645,860)	(899,237)	28,900	(2)
Infrastructure - Other	38	(504,686)	(270,000)	(231,986)	234,686	(47)
Motor vehicles	39	(227,366)	(209,675)	(104,061)	17,691	(8)
Plant & equipment	40	(276,432)	(264,000)	(103,745)	12,432	(4)
Furniture & equipment		(16,000)	(16,000)	(7,834)	0	0
Repayment of debentures		(1,082,167)	(1,082,167)	(60,344)	0	0
Transfer to reserves	41	(249,635)	(399,635)	(35,012)	(150,000)	6
		(7,751,381)	(7,436,358)	(3,842,502)	315,023	
TOTAL OPERATING & NON-OPERATING	(a)	(4,220,936)	(4,155,961)	(1,078,573)	64,975	
ADJUST - NON CASH ITEMS						
Depreciation	(b)	2,361,318	2,365,973	1,764,123	4,655	0
Movements	42	0	69,587	69,587	69,587	
(Profit) / Loss on sale of assets		(32,557)	9,093	46,149	41,650	(128)
ADD Surplus / (Deficit) 1 July b/f opening	43, (c)	1,861,432	1,577,335	1,577,335	(284,097)	(15)
LESS Surplus / (Deficit) 30 June c/f closing	(d)	(30,743)	(133,973)	2,378,622	(103,230)	
CONTROL = 0	(e)	0	0	0	0	

**STATEMENT OF BUDGET REVIEW BY PROGRAM
FOR THE PERIOD ENDING 28 FEBRUARY 2013**

	Adopted Budget (a) \$	Revised Budget (b) \$	YTD Actual \$	Variance (b) - (a)	Variance %
OPERATING INCOME					
Governance	214,210	39,210	28,969	(175,000)	(82)
General purpose funding	1,732,285	1,374,158	689,957	(358,127)	(21)
Law, order, public safety	39,847	39,847	21,722	-	0
Health	5,000	115,000	118,235	110,000	22
Education and welfare	7,923	7,923	3,029	-	0
Housing	97,568	104,568	90,187	7,000	7
Community amenities	177,798	162,104	153,281	(15,694)	(9)
Recreation & culture	1,355,695	1,465,395	1,452,209	109,700	8
Transport	1,078,901	1,081,401	669,767	2,500	0
Economic services	15,550	24,030	19,221	8,480	55
Other property & services	358,834	384,834	214,290	26,000	7
	5,083,610	4,798,469	3,460,867	(285,141)	
OPERATING EXPENDITURE					
Governance	(315,305)	(325,761)	(206,729)	(10,456)	3
General purpose funding	(97,487)	(92,487)	(74,340)	5,000	(5)
Law, order, public safety	(107,559)	(107,559)	(81,175)	0	0
Health	(146,098)	(304,017)	(263,211)	(157,919)	108
Education & welfare	(138,478)	(138,479)	(109,128)	(1)	0
Housing	(217,146)	(217,146)	(159,687)	(0)	0
Community amenities	(369,840)	(350,690)	(268,423)	19,150	(5)
Recreation & culture	(1,373,627)	(1,348,530)	(1,174,546)	25,097	(2)
Transport	(2,714,082)	(2,684,038)	(1,874,499)	30,044	(1)
Economic services	(119,016)	(114,717)	(82,220)	4,299	(4)
Other property & services	(383,497)	(286,092)	(335,464)	97,405	(25)
	(5,982,136)	(5,969,516)	(4,629,423)	12,620	
TOTAL OPERATING	(898,525)	(1,171,046)	(1,168,554)	(272,521)	
CAPITAL INCOME					
Proceeds from disposal of assets	252,408	252,408	170,172	0	0
New borrowings	1,000,000	1,000,000	1,000,000	0	0
Self supporting loan principal	52,986	52,986	60,344	0	0
Transfer from reserves	759,954	759,954	461,464	0	0
	2,065,348	2,065,348	1,691,980	0	
CAPITAL EXPENDITURE					
Land & buildings	(3,720,335)	(3,549,021)	(2,400,283)	196,000	(5)
Infrastructure - roads	(1,674,760)	(1,645,860)	(899,237)	28,900	(2)
Infrastructure - other	(504,686)	(270,000)	(231,986)	234,686	(47)
Motor vehicles	(227,366)	(209,675)	(104,061)	17,691	(8)
Plant & equipment	(276,432)	(264,000)	(103,745)	12,432	(4)
Furniture & equipment	(16,000)	(16,000)	(7,834)	0	0
Repayment of debentures	(1,082,167)	(1,082,167)	(60,344)	0	0
Transfer to reserves	(249,635)	(399,635)	(35,012)	(150,000)	(60)
	(7,751,381)	(7,436,358)	(3,842,502)	315,023	
TOTAL OPERATING & NON-OPERATING	(a) (6,584,558)	(6,542,056)	(3,319,077)	42,502	
ADJUST - NON CASH ITEMS					
Depreciation	2,361,318	2,365,973	1,764,123	4,655	0
FVA Movements		69,587	69,587	69,587	
(Profit) / Loss on sale of assets	(32,557)	9,093	46,149	41,650	128
ADD Surplus / (Deficit) 1 July b/f opening	(c) 1,861,432	1,577,335	1,577,335	(284,097)	15
LESS Surplus / (Deficit) 30 June c/f closing	(d) (30,743)	(133,973)	2,378,622	(172,817)	
AMOUNT REQUIRED FROM RATES	(e) (2,363,622)	(2,386,095)	(2,240,504)	(195,290)	

NOTES TO THE BUDGET REVIEW REPORT

NOTE 1: CLOSING FUNDS

	Adopted Budget \$	Revised Budget \$	YTD Actual \$
CLOSING FUNDS REPRESENTED BY:			
Current assets			
Cash and cash equivalents	3,398,616	1,647,815	2,375,748
Tax receivable		27,644	57,644
Receivables	158,891	98,916	344,916
SSL principal repayments	52,356	52,356	14,356
Inventories		15,957	15,957
	3,609,863	1,842,688	2,808,621
Current liabilities			
Reserves		(361,907)	(41,907)
Provisions	(76,676)	(289,042)	(269,042)
Current loan liability		(144,823)	(21,823)
Total current liability	(76,676)	(795,773)	(332,773)
Net current assets	3,533,187	1,250,476	2,475,849
Less: restricted reserves	(1,619,399)	(1,342,943)	(1,192,943)
Less: restricted cash /adjustment		0	1,018,1662
Less: SSL principal repayments	(52,356)	(52,356)	(14,356)
Add back: Current loan liability		144,823	21,823
Add back: Cash backed leave reserve #	0	69,587	69,357
	1,861,432	(133,973)	2,378,622

NOTE 2: BUDGET AMENDMENTS

Amendments to original budget since budget adoption

		Increase in available cash \$	Decrease in available cash \$	Amended budget running balance \$
Budget adoption – closing funds	(h)			(30,743)
21 Rates		22,473		(8,270)
22 Operating grants, subsidies and contracts			175,000	(183,270)
23 Non-operating grants, subsidies and contracts			293,365	(476,635)
24 Fees and charges		93,901		(382,734)
25 Service charges		3,400		(379,334)
26 Interest earnings		32,813		(346,521)
27 Other revenue		53,110		(293,411)
28 Employee costs		30,466		(262,945)
29 Materials and contracts		56,224		(206,721)
30 Utility charges			8,400	(215,121)
31 Depreciation		4,655	4,655	(215,121)
32 Finance costs			3,700	(218,821)
33 Insurance expenses			11,865	(230,686)
34 Loss on asset disposals		41,650	41,650	(230,686)
35 Other expenditure			3,800	(234,486)
36 Land & buildings		171,314		(63,172)
37 Infrastructure - roads		28,900		(34,272)
38 Infrastructure - other		234,686		200,414
39 Motor vehicles		10,000		218,105
40 Plant & equipment		17,691		230,537
41 Transfers to reserves			150,000	80,537
42 Cash backed employee provisions			69,587	150,124
43 Change in surplus			284,097	(133,973)
Amended closing funds as per council resolution	(i)			(133,973)

21. Rates net increase of \$22,473: The GRV Wangan Hills increased by \$35,781 while the GRV Wangan Hills Minimum Rates reduced by \$13,308.
22. Operating grants subsidies and contributions: \$175,000 was budgeted to be received from local community groups. See also item 23, which shows that capital contribution of \$100,000 instead. The remaining \$75,000 is no longer expected to be received in connection with the digital TV rebroadcast costs and the shortfall will be recovered in future years through a service charge.
23. Non-operating, grants subsidies and contributions was reduced by \$293,365. Increased funds \$100,000 initially budgeted as operating (see 22 above) and coded as a capital contribution to the CRC building. Receipt of \$393,365 from the Royalties for Regions (CLGF) deferred till 2013-14 along with expense on Staff Housing & Mocardy Dam (items 36 and 38).
24. Fees and charges net increase of \$93,901. 13 of these accounts were adjusted while comparing 'budget' against 'expected'. Those accounts with variations of \$5,000 or more are -\$100,000 increase income from the surgery; \$12,694 decline in refuse related services income (see offset in item 29), \$5,600 reduction in planning and building charges and \$8,900 additional income in swimming pool entry charges (see offset in item 29.)
25. Service charges net increase of \$3,400 for the TV rebroadcast levy. More properties were covered than budgeted.
26. Increase of \$32,813 in interest earnings \$30,000 being from moneys invested in connection with payments received for the CRC project. This has been added to the CRC project (item 41.)
27. Other revenue net increase of \$53,110. Major amounts are \$10,000 from surgery income, \$21,000 in various reimbursements, \$10,000 in fuel rebate and \$11,500 in various CRC sources.
28. Net reduction in employee costs of \$30,466. Major variations \$12,000 increase in education and training; \$4,000 is saving in EH operating costs; \$64,328 increase in surgery costs; \$89,090 savings in materials costs and \$13,705 is saving in building services costs.
29. Net increase in materials and contract costs of \$56,224. Major variations are \$5,000 saving in rates administration, \$9,000 finance and admin costs, \$50,798 increase in surgery costs, \$13,250 saving in refuse costs (see item 24), \$8414 in cleaning costs, \$9,974 increase in pool operations (see offset in item 24), \$17,708 saving in parks, gardens, sporting ovals and water catchments costs; \$23,500 for radio and television (incorrectly recorded as operating instead of operating see item); \$76,230 saving in various overhead costs) and \$35,000 increase for CRC Boomer consumables (overseen in original budget).
30. Net increase in utility charges of \$8,400 in Parks and Gardens.
31. \$4,655 increase in depreciation expenses. Has no effect on closing surplus / deficit as this is written back.
32. Finance costs net increase of \$3,700 with restructuring of loan 145.
33. Increased cost of \$11,337 for insurance coverage assigned to Works.
34. Recognise \$41,650 loss on sale of 1 Ackland Street. The related transaction is a \$100,000 proceeds on the sale of this property. Has no effect on the calculated surplus / deficit amount.
35. \$3,800 net increase in other expenditures in Finance and administration costs of \$5,000 and saving \$1,200 in Members expenses.
36. \$200,000 savings in CRC building project of which \$50,000 was allocated to Danubin Rise works and the residual \$150,000 to reserves; \$175,000 of staff housing (is deferred, Which was sourced from the CLGF grant item 23) and \$99,000 allocated to TV re-broadcast. Transferred in \$24,686 from infrastructure other to correct allocation errors in the original budget.

37. Net saving of \$28,900 on roads - \$14,100 increase on 'blackspot' roadwork and \$43,000 reduction on 'own funded' roadwork.
38. Net saving of \$234,686 on 'other infrastructure'. Deferral of Mocardy Dam \$250,000. Also corrected allocation errors see item 36 regards \$24,686)
39. \$17,691 saving on Motor vehicles. Changeover / trade on \$10,000 an executive vehicle and \$7,691 on a utility.
40. \$12,432 saving on Plant & Equipment on the purchase of a water tanker.
41. \$150,000 transferred to reserves. These are savings (item 36) from the CRC building.
42. Recognises the cash backed amount of leave provisions of \$69,587 included in our reserves
43. Recognises the impact of the audited financials reducing the opening surplus by \$284,097.

SUMMARY

The original budget presented to Council which had a net deficit of \$30,743 as the starting point as shown in this report. Some errors were present in this version and other errors occurred in the input of data to the Synergy system. Our monthly reports presented between July and March used the 'synergy' records to disclose a deficit of \$90,882 with \$1,888,825 as the expected opening surplus.

The document provided to the Department had a number of inconsistencies between various pages with typographical errors such as incorrect / inconsistent use of signs, juxtaposition of numbers and the omission of two lines. These errors include the omission of a line which relates to the \$100,000 proceeds from the sale of 1 Ackland St, Wongan Hills and the inconsistent recording of \$49,635 related to an interest transfer to reserves.

During the course of this year, Council has authorised a number of budget amendments. These are

1. Additional allocation / expense of \$75,000 for running the doctor's surgery.
2. Additional allocation / expense of \$75,000 for the full cost of the rebroadcast tower.
3. Additional allocation / expense of \$20,000 for the valuation of our plant and machinery (equipment).
4. Recognised savings of \$200,000 on the CRC building of which \$50,000 was applied to the Danubin Rise Work and \$150,000 transferred to our reserve accounts.

The completion of the external audit altered the surplus brought forward by \$284,097, effectively taking the deficit to over \$300,000. Add the budget amendments as shown above and we have a deficit of almost \$470,000. During the last two months, an extended management review of the budget has reduced this amount significantly to reflect the budget amendments approved by Council.

The TV Broadcast levy has another three years to run and will recover an amount of \$67,500 (that has been over- expended this year in relation to the moneys that have been levied.)

This budget document and the associated work-papers show an expected increase in the deficit from the starting amount of \$30,743 to a closing deficit of \$133,973.

9.1.5 LOCAL GOVERNMENT ELECTION 2013

FILE REFERENCE:	
REPORT DATE:	11 April 2013
APPLICANT/PROPONENT:	Stuart Taylor - Chief Executive Officer
OFFICER DISCLOSURE OF INTEREST	NIL
PREVIOUS MEETING REFERENCES:	
AUTHOR:	Stuart Taylor - Chief Executive Officer
ATTACHMENTS:	

PURPOSE OF REPORT:

For Council to resolve to appoint the Western Australian Electoral Commission to carry out the 2013 Ordinary Election as a Postal Election

BACKGROUND:

Shire of Wongan-Ballidu Local Government elections were managed in house as it was seen as a cost effective means of processing the elections.

Many Local Governments utilise the services of the Electoral Office in managing the election process as it streamlines the process and allows staff to progress other priority areas within the organisation.

In 2011 the Shire of Wongan-Ballidu engaged the Western Australian Electoral Commission to carry out the Ordinary Election as a Postal Election when there was a change of wards and representation.

COMMENT:

These elections there are five Councillors up for re-election.

Therefore Council may deem it prudent to again engage the Electoral Commissioner to carry out the Shire of Wongan-Ballidu Local Government election as a postal election on this occasion.

Postal voting generally receives a greater return of votes than an in person vote, also the votes can be returned by the elector at their convenience rather than having to come into town on Election Day.

There is no issue with finding staff to work that day as this is the responsibility of the electoral commissioner.

Perceived to be a greater level of independence by Councillors and Community in the running of the election as the administration is removed from the election process.

POLICY REQUIREMENTS:

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

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995

In accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2013 ordinary elections together with any other elections or polls which may be required

STRATEGIC IMPLICATIONS:

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

SUSTAINABILITY IMPLICATIONS:

Ø **Environment**

There are no known environmental implications associated with this item.

Ø **Economic**

There are no known economic implications associated with this proposal.

Ø **Social**

There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

A quote has been received from the electoral commission to undertake the election as a postal vote the cost would be in the vicinity of \$10,000 to run the election as an in person election the costs would be approx \$7000. These monies would be included in the 2013/2014 budget

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

STAFF RECOMMENDATION:

That Council utilise the services of the Electoral Commissioner to undertake the Shire of Wongan-Ballidu Local Elections as a postal vote election.

COMMITTEE RECOMMENDATION:

That Council utilise the services of the Electoral Commissioner to undertake the Shire of Wongan-Ballidu Local Elections as a postal vote election.

MOTION:

MOVED

Cr deGrussa/Cr Lyon

That Council utilise the services of the Electoral Commissioner to undertake the Shire of Wongan-Ballidu Local Elections as a postal vote election.

**CARRIED BY ABSOLUTE MAJORITY: 7/1
RESOLUTION NO: 060413**

9.2 WORKS AND SERVICES

9.2.1 CONCESSIONAL LOADING – STEVEMACS

FILE REFERENCE:	T6.1
REPORT DATE:	11 April 2013
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor – Chief Executive Officer
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

The purpose of this report is to present to Council a request from Stevemacs for concessional loading for the distribution of motor spirits from Wongan Hills to Koorda

BACKGROUND:

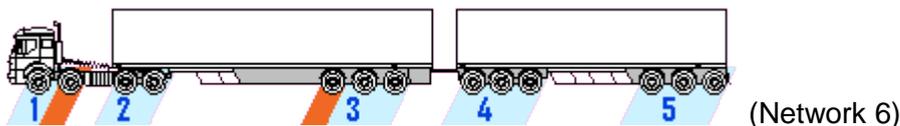
Correspondence was received from Brad Cameron from Stevemacs requesting a letter of support for concessional loading on certain roads within the Shire.

Council's "Heavy Vehicle" policy specifically focuses on the need to distribute motor spirits within the Shire but does not address concessional loading.

COMMENT:

Under the "Heavy Vehicle" policy, Council has not given delegation for the issuance of letters of support for concessional loading.

In their correspondence, Stevemacs Transport have requested that Council support concessional loading for a Network 6 vehicle under the Main Roads Scheme that will enable Stevemacs to operate road trains with a tri-axle dolly configuration.



Council has already identified in its "Heavy Vehicle" policy that the distribution of motor spirits is an essential component of the rural industries within the Shire.

Council needs to be aware that the load bearing capability of most of the Shire's roads were not designed for high axle loadings and any significant increases in weights could have a detrimental impact on the preservation of the road asset.

Stevemacs seeks permission to use the following:

- Quinlan Street
- Dowerin Kalannie Road and
- Koorda Wongan Hills (Shire of Dowerin)

POLICY REQUIREMENTS:

The "Heavy Vehicle" policy outlines Council's expectations for the use of heavy vehicles with the Shire.

LEGISLATIVE REQUIREMENTS:

The Road Traffic Act 1974, Road Traffic Code 2000, Road Traffic (Vehicle Standards) Regulations 2002 and MRWA Regulations and Policies control the use of heavy vehicles throughout the State.

STRATEGIC IMPLICATIONS:

Liaising with the State Government vehicle configurations is in line with Council's strategic direction on Infrastructure (Work with State Government to ensure improvement and integration of our local and state road network and public transport systems).

SUSTAINABILITY IMPLICATIONS:

- Ø **Environment**
There are no significant environmental implications.
- **Economic**
There are no significant economic implications.
- **Social**
There are no significant social implications.

FINANCIAL IMPLICATIONS:

Approval of concessional loadings has the potential to accelerate the deterioration of local roads which could adversely impact on Council's ability to preserve it's road assets if allowed to go unchecked

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: NO

STAFF RECOMMENDATION:

That Council agrees the request from Stevemacs for concessional loading for Stevemacs for depot to depot deliveries from Wongan Hills to Koorda utilising Dowerin Kalannie Road, and Koorda Road, the approval does not include Quinlan Street.

COMMITTEE RECOMMENDATION:

That Council agrees the request from Stevemacs for concessional loading for Stevemacs for depot to depot deliveries from Wongan Hills to Koorda utilising Dowerin Kalannie Road, and Koorda Road, the approval does not include Quinlan Street.

MOTION:

MOVED

Cr Macnamara/Cr Geoffrey

That Council agrees the request from Stevemacs for concessional loading for Stevemacs for depot to depot deliveries from Wongan Hills to Koorda utilising Dowerin Kalannie Road, and Koorda Road, the approval does not include Quinlan Street.

**CARRIED: 8/0
RESOLUTION NO: 070413**

9.2.2 CONCESSIONAL LOADING – DUNNINGS TRANSPORT

FILE REFERENCE:	T6.1
REPORT DATE:	11 April 2013
APPLICANT/PROponent:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor – Chief Executive Officer
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

The purpose of this report is to present to Council a request from Dunnings Transport for concessional loading for the distribution of motor spirits to the Jensen Street BP Fuel Depot via Manmanning Road.

BACKGROUND:

Correspondence was received from Mr Howard Croxon on behalf of Dunnings Transport requesting a letter of support for concessional loading on certain roads within the Shire.

Council's "Heavy Vehicle" policy specifically focuses on the need to distribute motor spirits within the Shire but does not address concessional loading.

COMMENT:

Under the "Heavy Vehicle" policy, Council has not given delegation for the issuance of letters of support for concessional loading.

In their correspondence, Dunnings Transport have requested that Council support concessional loading of 27.5m road trains

Under a standard permit the axle loading on each tri group of axles is 20.0 tonne.

Council has already identified in its "Heavy Vehicle" policy that the distribution of motor spirits is an essential component of the rural industries within the Shire.

Council needs to be aware that the load bearing capability of most of the Shire's roads were not designed for high axle loadings and any significant increases in weights could have a detrimental impact on the preservation of the road asset.

It is expected there will 5 – 6 trips per week over the twelve month period

POLICY REQUIREMENTS:

The "Heavy Vehicle" policy outlines Council's expectations for the use of heavy vehicles with the Shire.

LEGISLATIVE REQUIREMENTS:

The Road Traffic Act 1974, Road Traffic Code 2000, Road Traffic (Vehicle Standards) Regulations 2002 and MRWA Regulations and Policies control the use of heavy vehicles throughout the State.

STRATEGIC IMPLICATIONS:

9.3 HEALTH, PLANNING & BUILDING

9.3.1 STATION MASTERS HOUSE

FILE REFERENCE:	
REPORT DATE:	11 April 2013
APPLICANT/PROPONENT:	Public Transport Authority
OFFICER DISCLOSURE OF INTEREST	NIL
PREVIOUS MEETING REFERENCES:	NIL
AUTHOR:	S Taylor Chief Executive Officer
ATTACHMENTS:	YES

PURPOSE OF REPORT:

To advise Council on the change in status of the Railway Reserve of the new CRC and for Council to consider freehold of the Station Masters House and the Heritage agreement required to be agreed to as part of the freehold transfer

BACKGROUND:

The Minister for Transport agreed that the Government of Western Australia would transfer Freehold Title of the Railway Reserve and Stationmasters House to the Shire of Wongan Ballidu as a gift for its centenary.

COMMENT:

Since that time the machinery of government has gone through it process and advised Council that Lot 1 of the railway reserve cannot be granted freehold to the Shire of Wongan Ballidu because of the distance from the railway line and the buildings on the lot.

The Government is however prepared to issue a management order to the Shire thus the land will be under the care and control of the Shire.

The Stationmasters house can be transferred freehold to the Shire, as it is heritage listed there is a heritage agreement that must be agreed to by Council on behalf of the Shire

Map and Heritage Agreement are attached for Councils Information

POLICY REQUIREMENTS:

There are no policy requirements in relation to this item.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995 an Heritage Act

STRATEGIC IMPLICATIONS:

Forms part of the Community Resource Centre precinct

SUSTAINABILITY IMPLICATIONS:

Ø Environment

There are no environmental issues in relation to this item

Ø **Economic**

There are no economic issues in relation to this item

Ø **Social**

There are no social issues in relation to this item

FINANCIAL IMPLICATIONS:

The acceptance of the agreement will place a financial burden on the Shire, however The Shire will be eligible for grants to expend on the Stationmasters House, all operational and maintenance funds will be met out of Councils current resources

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

STAFF RECOMMENDATION:

That Council

1. Accept the Management order for lot 1 of the railway Reserve
2. Accept freehold Title of the Stationmasters House
3. Accept the Heritage agreement for the Station Masters House

COMMITTEE RECOMMENDATION:

That Council

1. Accept the Management order for lot 1 of the railway Reserve
2. Accept freehold Title of the Stationmasters House
3. Accept the Heritage agreement for the Station Masters House

MOTION:

MOVED

Cr deGrussa/Cr Lyon

That Council

- 1. Accept the Management order for lot 1 of the railway Reserve**
- 2. Accept freehold Title of the Stationmasters House**
- 3. Accept the Heritage agreement for the Station Masters House**

**CARRIED: 5/3
RESOLUTION NO: 090413**

Your ref: 100512
Our ref: File p16644HAL
Enquiries: Mr Joel Gilman / 9221 4177 / heritage@hc.wa.gov.au



HERITAGE
COUNCIL
OF WESTERN AUSTRALIA

31 March 2010

Mr David Gray
Gray & Lewis Land Use Planners
Suite 5, 2 Hardy Street
SOUTH PERTH WA 6151

RECEIVED
01 APR 2010

BY:

Dear Mr Gray

DRAFT HERITAGE AGREEMENT – STATION MASTER'S HOUSE, WONGAN HILLS

Enclosed, please find a draft of the above referenced agreement.

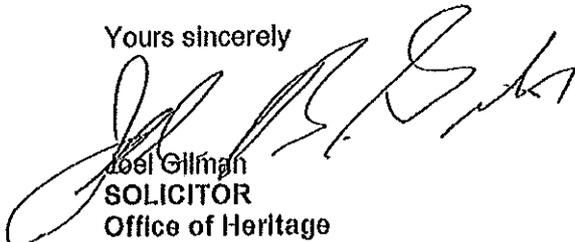
Under the GHPDP process, the Heritage Council anticipates that the purchaser of the property will execute this agreement prior to or at settlement. Accordingly, prospective purchasers should be made aware of the agreement and given the opportunity to examine the agreement prior to committing to purchase the place.

Although the Heritage Council believes that the enclosed draft agreement is fair and appropriate to ensure the long term conservation of the place, suggestions for changes proposed by the PTA or a prospective purchaser will be considered up to the point of sale.

The current draft does not include a legal description of the Land (Item 4 of the Schedule, p. 11). Unfortunately, the Heritage Council's title information for the place is incomplete. I would appreciate it if you or the PTA could provide a copy of the current certificate of title so as to confirm the proper legal description of the property.

Please let me know whether you or the PTA have any comments on the enclosed draft, or the process under which the agreement is to be executed and certified.

Yours sincerely


Joel Gilman
SOLICITOR
Office of Heritage

HERITAGE AGREEMENT

between

HERITAGE COUNCIL OF WESTERN AUSTRALIA

and

<OWNER>

In respect of

STATION MASTER'S HOUSE, WONGAN HILLS

(HCWA Place No. 16644)

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HERITAGE AGREEMENT

STATION MASTER'S HOUSE, WONGAN HILLS 33 Fenton Street Wongan Hills

THIS AGREEMENT is made on the day of 2010 between the following parties:

1. HERITAGE COUNCIL OF WESTERN AUSTRALIA a corporate body established pursuant to the *Heritage of Western Australia Act 1990*, of 108 Adelaide Terrace, East Perth, Western Australia 6004 (the "Council"); and
2. <owner of the Place> (the "Owner").

RECITALS:

- A. The Council's objects are to identify, conserve and, where appropriate, enhance those places which are of significance to the cultural heritage of Western Australia; facilitate development that is in harmony with the cultural heritage; and promote public awareness and knowledge of Western Australia's cultural heritage.
- B. The Owner is the Registered Proprietor of the Land.
- C. The Place has been identified as being of cultural significance, and is entered in the Register of Heritage Places on a permanent basis pursuant to the Act on 12 November 2004.
- D. The Council and the Owner wish to enter this Agreement to provide for the conservation of the Place so as to retain its cultural heritage significance for present and future generations.

AGREEMENT:

The Parties agree with each other as follows:

PART 1 DEFINITIONS & INTERPRETATION

1.1 Definitions

In this Agreement, unless the contrary intention appears:

"Act" means the *Heritage of Western Australia Act (WA) 1990*;

"Agreement" means this Agreement as it may from time to time be varied as permitted by its terms;

"Conservation Policy" means the policy specified in Item 3 of the Schedule;

"Conservation Works" means the works specified in Item 5 of the Schedule;

"Construction Completion Date" means:

- (a) In the case of "Urgent Works" as described in Item 5 of the Schedule, the first anniversary of the Effective Date; and
- (b) In the case of "Short-term Works" as described in Item 5 of the Schedule, the second anniversary of the Effective Date;

"Damage" means losses, costs, damages, liabilities, expenses, actions, suits or claims of any kind;

"Development" means the development or use of the Place, including:

- (a) any demolition, erection, construction, alteration of or addition to any building or structure on the Land;
- (b) the carrying out on the Land of any excavation or other works;
- (c) any act or thing that is likely to change the character of the Place or the external appearance of any building;
- (d) any act or thing that would constitute an irreversible alteration of the Significant Fabric; and
- (e) a material change in the Use of the Place;

"Effective Date" means the date on which this Agreement is certified by the Minister pursuant to Section 32(1) of the Act;

"Event of Default" is defined in clause 5.1;

"Fabric" means all the physical material of the Place including, but not limited to:

- (a) components, fixtures, contents and objects, including those that are temporarily removed for repair, safekeeping, exhibition or other purposes;
- (b) building interiors, sub-surface remains and excavated material; and
- (c) natural material such as the landform, vegetation, streams, soil and rock;

"Land" means the land described in Item 4 of the Schedule;

"Maintenance" means the continuous protective care of the Significant Fabric as specified in Item 6 of the Schedule;

"Minister" means the Minister responsible for the administration of the Act;

"Owner" means:

- (a) subject to clause 2.2(d), <owner>, for so long as <owner> is the registered proprietor of the Land; and
- (b) the Owner or Owners of the Land from time to time, as the expression "owner" is defined in the Act;

"Place" means the place described in Item 1 of the Schedule;

"Register" means the Register of Heritage Places as defined in the Act;

"Significant Fabric" means the elements of Fabric specified in Item 2 of the Schedule;

and

"Use" means the functions of the Place as well as the activities and practices that may occur at the Place.

1.2 Interpretation

In this Agreement, unless the contrary intention appears:

- (a) a reference to any statute, regulation, proclamation, ordinance or by-law includes all statutes, regulations, proclamations, ordinances or by-laws varying, consolidating or replacing them, and a reference to a statute includes all regulations, proclamations, ordinances and by-laws issued under that statute;
- (b) a covenant or agreement by more than one person binds, and is enforceable against, those persons jointly and each of them severally;
- (c) no rule of construction applies to the disadvantage of a party on the basis that the party was responsible for drafting this Agreement or any part of it;

- (d) a reference to this Agreement or any other document or instrument includes the Agreement, document or instrument (as the case may be) as varied or replaced, notwithstanding any change in the identity of the parties;
- (e) a reference to the Owner doing or refraining from doing anything includes a reference to the Owner causing a person to do, or causing a person to refrain from doing, that thing (as the case may be);
- (f) a reference to any thing is a reference to the whole and each part of it; and
- (g) words and expressions having defined meanings in the Act, unless otherwise defined in this clause, have the meanings so defined in the Act.

**PART 2
COMMENCEMENT, DURATION AND SCOPE OF THIS AGREEMENT**

2.1 Commencement and Duration of this Agreement

- (a) This Agreement is made pursuant to Section 29 of the Act and is conditional upon the Minister
 - (i) being satisfied that this Agreement is necessary for the purposes of, and complies with, the Act; and
 - (ii) certifying that fact upon each executed copy of this Agreement.
- (b) This Agreement commences on the Effective Date and shall be of permanent effect unless terminated with the written consent of the Council.

2.2 Scope of this Agreement

- (a) This Agreement:
 - (i) applies to the Land and the Place;
 - (ii) binds the Land and the Place; and
 - (iii) binds the Owner.
- (b) All of the obligations of the Owner under this Agreement dealing with development or use of the Land or any part of the Land or the conservation or care of any building, natural feature or other object on the Land are covenants made pursuant to section 29(10) of the Act and are intended to run with the Land.
- (c) The rights and obligations of the Owner under this Agreement are not assignable by the Owner without the prior written consent of the Council, which consent shall not be unreasonably withheld.
- (d) Subject to clause 2.2(e), on the person who is at the time the Owner ("Outgoing Owner") transferring the whole of that person's interest in the Place to another person, the Outgoing Owner is released from all personal liability under this Agreement. For the avoidance of doubt, this clause 2.2(d) operates only to release the Outgoing Owner personally and does not release, vary or otherwise affect the obligations of the Owner under, or in connection with, this Agreement.
- (e) The provisions of clause 2.2(d) will not apply in respect of any liability or claim which arose prior to the date of registration of the transfer of the whole of the interest of the Outgoing Owner to another person.

**PART 3
DEVELOPMENT AND CONSERVATION**

3.1 Conservation Policy

The parties acknowledge that the Conservation Policy is the primary guiding document for the conservation and future use of the Place and should be read in conjunction with this Agreement as an essential reference document. For the avoidance of doubt, all express obligations on the Owner in this Agreement which are derived from the Conservation Policy are described in the Annexures.

3.2 Conservation Works

The Owner must undertake the conservation of the Place in accordance with the Conservation Policy and is required to carry out the Conservation Works, by the Construction Completion Date.

3.3 Development

The Owner shall not:

- (a) carry out any Development; or
- (b) without prejudice to the generality of clause 3.3(a), do or permit to be done anything on or in relation to the Place which adversely affects the cultural heritage significance or characteristics of the Place; or
- (c) sub-divide or make application to sub-divide the Land;

except as permitted by clause 3.2 or as otherwise approved in advance in writing by the Council.

3.4 Maintenance

The Owner shall ensure that the Significant Fabric, as restored and adapted with the approval of the Council, is kept in a proper, safe and sound standard of repair and condition in all respects, in accordance with the Conservation Policy.

3.5 Conservation Consultant

The Owner must appoint a consultant approved in advance in writing by the Council to supervise the Conservation Works and any Development of the Place or other action which requires the approval of the Council under clause 3.3.

3.6 Reporting

- (a) All reports required in this clause shall be prepared on behalf of the Owner by the consultant appointed pursuant to clause 3.5, or such other person with the necessary skills approved in writing in advance by the Council.
- (b) The Owner must ensure that a proper, detailed and comprehensive written report describing the completed Conservation Works is provided within 30 days after the Construction Completion Date of each category of Conservation Works (i.e., "Urgent Works" and "Short-term Works", respectively).
- (c) The Owner must ensure that a proper, detailed and comprehensive written report is provided to the Council within 60 days after receipt of a written request from the Council for a report describing
 - (i) all Conservation Works, Maintenance, or Development activities which the Owner has undertaken pursuant to this agreement since the later of the Effective Date or the date of any previous report;

- (ii) the condition of the Significant Fabric at the time of the report; and
- (iii) any other matters regarding the conservation of the Place as specified in the written request;

provided that no more than one such report shall be required within any 12-month period.

- (d) In the event that the Council requires further information, detail, explanation or other clarification beyond that provided in a submitted report, the Council will notify the Owner in writing of the particular information required and the time in which the Owner is to provide that information, which shall not be less than 30 days from the date of receipt of the written notice from the Council.
- (e) The Owner's failure to provide any report or additional information required under this Clause 3.6 shall constitute an Event of Default.

3.7 Insurance

- (a) The Owner will maintain an insurance policy with a reputable insurance company approved in advance in writing by the Council, sufficient to enable full and proper replacement, reinstatement or restoration of the Significant Fabric in the case of damage or destruction and provide a copy of such a policy and a Certificate of Currency to the Council. In the event of damage or destruction the Owner shall, using monies recovered from its insurance policy and its own monies, fully and properly replace, reinstate or restore the destroyed or damaged fabric.
- (b) In the event of a dispute between the parties as to whether replacement, reinstatement or restoration of the Significant Fabric is practical and feasible, following an occurrence of damage to or destruction of the Place, prior to seeking any legal remedies the parties will attempt to resolve the dispute through good faith negotiation and, if necessary, informal mediation facilitated by a neutral mediator acceptable to all parties to the dispute. The parties will each bear their own costs associated with any such negotiation or informal mediation.

3.8 Compliance with Statutes

The provisions of this Agreement are in addition to the Act and any other written laws and nothing in this Agreement removes, limits or modifies the obligations on the Owner to comply with all relevant statutory and other requirements in connection with the Development of the Land, and the Owner is responsible for obtaining all approvals, consents and licences required for Development of the Land, including planning approvals and building licences, from all relevant bodies and authorities including the local authority.

PART 4

COUNCIL'S RIGHTS OF ENTRY AND POWERS OF INSPECTION

4.1 Council's rights of entry and powers of inspection

- (a) Subject to clause 4.1(b) the Council shall, through its nominated representative or nominated officer from time to time, have the power to enter the Place at reasonable times, and on reasonable prior notice, for any purpose related to the provisions of this Agreement, including without limitation to inspect the Place with a view to ensuring compliance with the provisions of this Agreement.

- (b) Subject to clause 4.1(c), the Council will comply with any reasonable requirement imposed by the Owner for the purpose of exercising the rights of the Council under clause 4.1(a).
- (c) The Owner must do all things necessary to enable the Council to exercise its rights of inspection as set out in clause 4.1(a), including without limitation, ensuring that reasonable access is provided to all parts of the Place and ensuring access to and use of any facility at the Place which is necessary to facilitate inspection.

PART 5 DEFAULT

5.1 Events of default

An Event of Default occurs if:

- (a) the Owner is in breach of, or does not comply with, any of its obligations under this Agreement and the breach or non-compliance continues for 30 business days, or such longer period as is reasonable for rectification having regard to the nature of the breach or non-compliance, after receipt of written notice from the Council to effect compliance; or
- (b) the Owner repudiates or commits a fundamental breach of this Agreement.

5.2 Rights and remedies of Council

In the event any Event of Default occurs, the Council shall be entitled to exercise any one or more of the following powers:

- (a) through its agents, contractors or employees enter the Place and take such actions as are in the Council's opinion necessary to rectify the Event of Default (including attending to any construction or other works) together with or separately from;
- (b) any rights and remedies which may be available to the Council at law or in equity together with or separately from;
- (c) the rights, powers and remedies available to the Council under the Act,

and nothing in this Agreement limits or prejudices or shall hinder the exercise by the Council or the Minister or any other person of any of the rights, powers or remedies available to the Council, the Minister or that person under the Act if an Event of Default occurs, or any other event occurs which is a breach of any provision of the Act.

5.3 Land and Place at risk of Owner

- (a) The Land and the Place shall remain at the risk of the Owner in all respects, notwithstanding any provisions in this Agreement dealing with the Development or maintenance of the Land or the Place. Without limitation, all Development and maintenance of the Land or the Place shall be conducted entirely at the risk of the Owner and the Owner shall, subject to clause 5.3(b), indemnify and keep indemnified and save harmless the Council, the Minister, the State of Western Australia and any of their respective servants or agents (each an 'Indemnified Party') against all Damage incurred or suffered by any of them arising from or in connection with the Development, maintenance or occupation of the Land or the Place by the Owner or any person acting through, on behalf of, or under the direction of the Owner.

- (b) The indemnity provided by the Owner in clause 5.3(a) shall be reduced proportionately to the extent that it can be shown any Damage has been caused by a negligent or deliberately malicious act or omission by an Indemnified Party.

6.4 Interest on overdue money

If the Owner becomes liable to pay any amount of money to the Council pursuant to this Agreement or arising from any matter the subject of this Agreement, the Owner shall pay to the Council interest on that amount from and including the due date for payment of the amount to but excluding the actual date of payment of that amount. The interest is to be paid on demand by the Council, is to be calculated on daily balances, and is to be at the rate then payable on judgment debts pursuant to the provisions of the *Supreme Court Act (WA) 1935*.

**PART 6
NOTICES**

6.1 Any notice, report or other communication which must be given, served or made under or in connection with this Agreement:

- (a) must be in writing in order to be valid;
- (b) is sufficient if executed by the Party giving, serving or making the notice, or if executed on such Party's behalf by any officer, director, attorney or solicitor having the authority to so act for such Party;
- (c) is sufficient, in the case of the Owner's obligations under clause 3.6, if executed by the relevant consultant appointed pursuant to clause 3.5;
- (d) will be deemed to have been duly served, given or made in relation to a person if it is delivered or posted by prepaid post to the address, or sent by facsimile or sent by email to the address of that person identified in clause 6.2 or at such other address or number as is notified in writing by that person to the other Parties from time to time; and
- (e) will be deemed to be served, given or made:
- (i) if delivered by hand, on delivery;
- (ii) if sent by prepaid post, on the second day after the date of posting;
- (iii) if sent by facsimile, on receipt of a transmission report confirming successful transmission; and
- (iv) if sent by email, on receipt of confirmation of successful delivery.

6.2 The details of each Party for the purposes of giving notice are as follows:

- (a) the Council: Heritage Council of Western Australia
PO Box 6201
East Perth WA 6892
Phone: (08) 9221 4177 Fax: (08) 9221
4151
Email: heritage@hc.wa.gov.au
ATTENTION: Manager, Development Referrals
- (b) the Owner: <owner name>
<mailing address>
<City State Postcode>
Phone: <number> Fax: <number>
Email: <email address>
ATTENTION: <name or title of individual>

**PART 7
GENERAL**

7.1 Variation to be in writing

No variation of this Agreement will be effective unless in writing and executed by the Council and the Owner.

7.2 Governing Law

This Agreement is governed by the Laws of the State of Western Australia and the parties submit to the jurisdiction of that State.

7.3 Further assurances

Each party shall do all things and execute all further documents as are necessary to give full effect to this Agreement.

7.4 Extension of time by Council

The Council may, at the Council's discretion and by written notice to the Owner, extend any time period for performance by the Owner of any of its obligations under this Agreement.

7.5 Costs

- (a) The Owner shall pay or reimburse the Council on demand for all costs and expenses incurred by the Council in relation to:
 - (i) the exercise or enforcement by the Council of any right, power or remedy under this Agreement, at law, in equity or otherwise; and
 - (ii) any act or omission by the Owner causing Damage to the Council, including (without limitation) the Council's legal costs and expenses.
- (b) Each party shall pay all its own legal costs and expenses in relation to the preparation, execution and stamping of this Agreement.

THE SCHEDULE

- Item 1: Place**
Station Master's House, Wongan Hills (HCWA Place No. 16644), situated at 33 Fenton Street, Wongan Hills, and consists of:
- (a) the Land;
 - (b) all buildings, structures and works on the Land from time to time; and
 - (c) any thing in connection with the Land, entered or deemed to be entered in the Register.
- Item 2: Significant Fabric**
The Significant Fabric includes the entire house, which is of high significance. The railway cabin adjoining the southwest corner of the house, is of low significance.
- Item 3: Conservation Policy**
Stationmaster's House (fmr) Wongan Hills: Conservation Works Program prepared for the Public Transport Authority by Laura Gray (2009), attached in Annexure C.
- Item 4: Land**
<need legal description>
- Item 5: Conservation Works**
The schedule of works described in Annexure A.
- Item 6: Maintenance**
The schedule of maintenance activities described in Annexure B.

EXECUTED AS A DEED

THE COMMON SEAL of HERITAGE COUNCIL OF WESTERN AUSTRALIA is affixed in the presence of:

**Graeme Gammie
EXECUTIVE DIRECTOR**

**Marion Fulker
CHAIRPERSON**

THE COMMON SEAL of <owner> is affixed in the presence of:

Signature of authorised person

Signature of authorised person

Office held

Office held

Name of authorised person

Name of authorised person

**CERTIFICATE UNDER SECTION 32
OF THE HERITAGE OF WESTERN AUSTRALIA ACT (WA) 1990**

I, The Hon. G M (John) Castrilli, MLA, Minister for Local Government; Heritage;
Citizenship and Multicultural Interests, hereby certify that this Agreement is necessary for
the purposes of, and complies with, the *Heritage of Western Australia Act (WA) 1990*.

Dated the day of 2010.

Minister for Local Government; Heritage; Citizenship and Multicultural Interests

Annexure A

Conservation Works

Note: All of the following works that involve alteration or replacement of existing fabric should be undertaken in consultation with the Heritage Council.

Urgent works (to be completed within 12 months of the Effective Date)

1. Restore and reconstruct as required elements associated with the front entry door, sidelight/fanlight frames, entry hall floor and vestibule as required.
2. Ensure all timber structural elements are in sound condition. Replace timber structural elements and battens as required.
3. Inspect roof sheeting and assess extent of damage. If damage is minimal, re-sheet as required using short sheets of galvanised roof sheets. If entire roof requires replacement, use short sheets of galvanised sheeting.
4. Restore chimneys and flashings. Reconstruct as necessary in material compatible with the roof.
5. Install ogee profile gutters to match original, and round galvanised downpipes.
6. Ensure all downpipes discharge into a drainage system that directs water away from the building or into round galvanised water tanks. Tanks could be located at the sides towards the rear of the building.
7. Ensure gradient around the building directs rainfall away from the building. An agricultural drain along the east side may be deemed necessary.
8. Remove boardings and other intrusive coverings from windows and restore timber window frames and sashes and reinstate glazing to all windows.

Short-term works (to be completed within two years of the Effective Date)

1. Reinstate electrical and plumbing services.
2. Restore external brickwork as necessary with minimal intervention.
3. Reconstruct and/or restore fibrocement external walls as required.
4. Restore damaged fireplaces as required, removing intrusive boardings and termite-damaged elements.
5. Restore existing kitchen and bathroom fit outs and/or introduce new sympathetic fittings and fixtures as necessary, including the toilet.
6. Restore remaining interior elements as required, with minimal intervention.
7. Install termite monitoring and prevention system.

Annexure B

Maintenance

Maintenance of the place includes informed supervision of minor and major works and vigilant attention to security in order to reduce deterioration and protect the place from the risks of fire, vandalism and theft. Ask cleaners and building users to report any defects they note, including broken windows or hardware, leaks in the roof, falling pieces of masonry wood dust from termites, and so on.

Any repairs are to be undertaken in accordance with the conservation policies and appropriate specialist advice obtained from professionals skilled in conservation work.

Weekly tasks

1. Verify that all firefighting equipment and detection devices are in good working order and ensure all points of egress remain unobstructed.
2. Verify that doors and windows are locked during periods when the building is unoccupied.
3. Change defective light globes and fuses and attend to minor faults in the electrical system.

Quarterly tasks

1. Inspect for termites and other vermin as necessary
2. Inspect roof cladding, flashings and rainwater plumbing and repair as necessary.
3. Ensure that rain gutters are free of debris and check that gutters and down pipes flow freely.
4. Check all electrical fittings, switchboards, etc., for safe operation.
5. Check all plumbing services for leaks.
6. Clean all light fittings.
7. Check joinery and paint finishes for deterioration and repair damaged elements.
8. Clean windows and painted surrounds.
9. Check doors for closing and locking and all means of escape.

Annual tasks

1. Inspect structure for cracks and signs of movement or other failure.
2. Rod all rainwater and soil drainage systems.
3. Check door and window hardware. Oil locks and hinges for smooth working.
4. Clean chimneys (if fireplace are used)

Annexure B

Conservation Policy

Stationmaster's House (fmr) Wongan Hills: Conservation Works Program prepared for the Public Transport Authority by Laura Gray (2009).

9.4 BUSH FIRE ADVISORY COMMITTEE

Nil

10. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

13. CLOSURE

There being no further business the President, Cr Brennan declared the meeting closed at 3.29pm.

These minutes were confirmed at a meeting on May 2013.

Signed _____
President