



MINUTES 26 AUGUST 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 Monday 26 August 2013



1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President Cr Michael Brennan declared the meeting opened at 3.02pm.

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED

ATTENDANCE:

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

STAFF:

Stuart Taylor	Chief Executive Officer
Keith White	Acting Deputy Chief Executive Officer
Tanya Greenwood	Manager Community Services
Karl Mickle	Works & Services Coordinator
Rhoda Wass	(Minutes)

PUBLIC

Sgt A Clever, Mr I Smith and Mr R Doust

3. PUBLIC QUESTION TIME

Nil

4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

The Shire President announced the following were invited to dinner: Dr Rifat Qamar, Mr G McKenna and Mr Vishal Pandya

5. PETITIONS AND PRESENTATIONS

Sgt A Clever O/C Wongan Hills police station gave an overview of policing within the Shire.

Mr Ian Smith presented information from the recent Community Meeting on the future of Wongan Ballidu.

6. APPLICATION/S FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY 26 JUNE 2013

STAFF RECOMMENDATION:

That the minutes of the Ordinary meeting of Council held on Wednesday 26 June 2013 be confirmed as a true and correct record of the proceedings.

MOTION: **MOVED** **Cr Lyon/Cr Macnamara**

That the minutes of the Ordinary meeting of Council held on Wednesday 26 June 2013 be confirmed as a true and correct record of the proceedings.

CARRIED: 9 / 0
RESOLUTION NO: 010813

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil

9. REPORTS OF OFFICERS AND COMMITTEES

Nil

9.1 ADMINISTRATION & FINANCIAL SERVICES

9.1.1 ACCOUNTS

FILE REFERENCE:	F1.4
REPORT DATE:	16 September 2013
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor – Chief Executive Officer
ATTACHMENTS:	June 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.

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 July 2013 to 31 July 2013 totalling \$844,484.29 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 July 2013 to 31 July 2013 totalling \$844,484.29 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 West /Cr Barrett-Lennard

That the accounts submitted from 1 July 2013 to 31 July 2013 totalling \$844,484.29 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: 9/0
RESOLUTION NO: 020813**

**List of Accounts Paid & Submitted to Finance Committee
01/07/2013 - 31/07/2013**

CHQ/EFT	Date	Name	Description	Amount
32	01/07/2013	DEPARTMENT OF HOUSING	9A Wilding Street rental	-508.00
32	08/07/2013	FUJI XEROX AUSTRALIA PTY	CRC Photocopier	-553.30
32	25/07/2013	WESTNET PTY LTD	Medical Centre Internet	-89.95
EFT9947	05/07/2013	STAPLES	Stationery for administration	-102.48
EFT9948	05/07/2013	LANDGATE	GRV in vals ctry and fesa	-122.83
EFT9949	05/07/2013	AUHLS TRANSPORT	Move roller 10 from Kondut South East Road to depot	-550.00
EFT9950	05/07/2013	AVON WASTE	516 domestic rubbish collection x 4 weeks , 182 commercial rubbish x 4 weeks and 698 recycling bins	-8152.64
EFT9951	05/07/2013	BOEKEMAN MACHINERY		-1161.49
	18/06/2013	BOEKEMAN MACHINERY	Heater hose, hose clamp - PG11	138.49
	14/06/2013	BOEKEMAN MACHINERY	Heater hose, hose clamp - PG12	33.77
	10/06/2013	BOEKEMAN MACHINERY	Clamp - Depot stock	7.48
	28/06/2013	BOEKEMAN MACHINERY	Auto door holder - VBUS2	225.06
	21/06/2013	BOEKEMAN MACHINERY	Beacon light repairs - VBUS2	756.69
EFT9952	05/07/2013	C.Y. O'CONNOR INSTITUTE	Forklift Course - 6/7th June - for 8	-643.60
EFT9953	05/07/2013	COUNTRY CHOICE	Trousers - works staff	-219.91
EFT9954	05/07/2013	COURIER AUSTRALIA INTERNATIONAL	Freight charges Tudor house - street banner	-9.44
EFT9955	05/07/2013	WONGAN HILLS IGA LIQUOR		-1062.80
	30/06/2013	WONGAN HILLS IGA LIQUOR	Monthly account Admin including Council Meeting	815.49
	30/06/2013	WONGAN HILLS IGA LIQUOR	Monthly account CRC - June	247.31
EFT9956	05/07/2013	LANDMARK OPERATIONS		-213.60
	12/06/2013	LANDMARK OPERATIONS	Sulpha x 4 bags	81.95
	17/06/2013	LANDMARK OPERATIONS	Mufa 20 litres	131.65
EFT9957	05/07/2013	MCINTOSH & SON		-250.49
	26/06/2013	MCINTOSH & SON	Empty skip bins 16/06/2013 and 23/06/2013 Sports pavilion	220.00
	04/06/2013	MCINTOSH & SON	Zinc plated bolts x 14, Nylon nut x 14 - PTK31	19.86
	06/06/2013	MCINTOSH & SON	Relay pin - PTK31	10.63
EFT9958	05/07/2013	WHEATBELT TYRES		-1111.79
	18/06/2013	WHEATBELT TYRES	Fit and scrap tyres x 2 - PTK 27	761.79
	30/06/2013	WHEATBELT TYRES	Fit tyre and tube x 2 - PG10	350.00
EFT9959	05/07/2013	WONGAN AUTO BODY REPAIRS	Replace windscreen - WB2	-385.00
EFT9960	05/07/2013	WONGAN NEWSAGENCY		-96.48
	30/06/2013	WONGAN NEWSAGENCY	Monthly newsagency account June 2013 - administration	84.50
	30/06/2013	WONGAN NEWSAGENCY	Monthly newsagency account June 2013 - CRC	11.98
EFT9961	05/07/2013	G J LYON BRICKLAYING	Hire of Dingo - WH cemetery 20/06/2013 and 22/06/2013	-330.00
EFT9962	05/07/2013	LGIS WORKCARE	Skin cancer screening x 1	-58.85
EFT9963	05/07/2013	OVERLAND FREIGHT	Freight for collecting Large Format Printer - CRC	-135.85
EFT9964	05/07/2013	WONGAN HILLS HARDWARE		-3016.40
	05/07/2013	WONGAN HILLS HARDWARE	Monthly account June - Building	1237.67
	05/07/2013	WONGAN HILLS HARDWARE	Monthly account June - Works	1778.73
EFT9965	05/07/2013	RELIANCE PETROLEUM	Monthly fuel 2 x shire vehicles June 2013	-494.24
EFT9966	05/07/2013	RNR CONTRACTING P/L		-269797.25
	30/06/2013	RNR CONTRACTING P/L	Bitumen sealing - Waddington Road	84807.22
	30/06/2013	RNR CONTRACTING P/L	Bitumen sealing - Dowerin-Kalannie Road	184990.03
EFT9967	05/07/2013	WONGAN MAIL SERVICE		-299.75
	30/06/2013	WONGAN MAIL SERVICE	Monthly mail account June 2013 - administration	141.15
	30/06/2013	WONGAN MAIL SERVICE	Monthly mail account June 2013 -Medical Centre	132.80
	30/06/2013	WONGAN MAIL SERVICE	Monthly mail account June 2013 - CRC	25.80
EFT9968	05/07/2013	DUNNINGS INVESTMENTS P/L	Fuel June 2013 - all shire vehicles	-3552.28
EFT9969	05/07/2013	STATE LIBRARY OF WA	Recoup of freight costs for inter library loans	-252.02
EFT9970	05/07/2013	WONGAN HILLS HOTEL	Dinner and drinks after Council meetings	-269.74
EFT9971	05/07/2013	DUN DIRECT PTY LTD	Bulk diesel June 2013 x 15725 litres	-23192.14
EFT9972	05/07/2013	DR STANLEY SAVAS	Wages locum doctor 17/06/2013 to 21/06/2013	-9625.00
EFT9973	05/07/2013	FOOD BEYOND BELIEF	In-house training- hire of projector	-65.00
EFT9974	05/07/2013	WA LIBRARY SUPPLIES	Children's table and chairs for library	-498.00
EFT9975	08/07/2013	MIKE MAU DELIVERIES	Removal costs works staff member Merredin to Wongan Hills	-1500.00
EFT9976	10/07/2013	ANZ BANK (NETT WAGES)	Wages PPE 9th July 2013	-58764.14
EFT9977	10/07/2013	WALGS SUPERANNUATION PLAN	Superannuation contributions	-10383.84
EFT9978	10/07/2013	AUSTRALIAN SERVICES UNION	Payroll deductions	-24.44
EFT9979	10/07/2013	IOU SOCIAL CLUB	Payroll deductions	-260.00
EFT9980	10/07/2013	HOSPITAL BENEFIT FUND	Payroll deductions	-378.05
EFT9981	10/07/2013	MUNICIPAL EMPLOYEES UNION	Payroll deductions	-19.40
EFT9982	10/07/2013	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL	Superannuation contributions	-162.27
EFT9983	11/07/2013	LANDMARK OPERATIONS	20L Krystal Chem Liquid Pool Chlorine	-158.40
EFT9984	11/07/2013	WATER CORPORATION		-528.95

**List of Accounts Paid & Submitted to Finance Committee
01/07/2013 - 31/07/2013**

CHQ/EFT	Date	Name	Description	Amount
	30/06/2013	WATER CORPORATION	Water use charges 31/05/2013 to 28/06/2013 - Medical Centre	7.00
	30/06/2013	WATER CORPORATION	Water use charges 31/05/2013 to 28/06/2013 - Sports Ground	92.45
	30/06/2013	WATER CORPORATION	Water use charges 31/05/2013 to 28/06/2013 - swimming pool	429.50
EFT9985	11/07/2013	WONGAN STEEL MANUFACTURERS		-1440.08
	10/06/2013	WONGAN STEEL MANUFACTURERS	Sheet centre board - PTK31	423.89
	10/06/2013	WONGAN STEEL MANUFACTURERS	Welding rod - CRC, Yellow hose - PTK31, Jockey wheel - PSP4	1016.19
EFT9986	11/07/2013	C FOLLETT & CO	Supply and fix ceramic oven face - 27a Quinlan Street	-148.50
EFT9987	11/07/2013	G R & N W WALTON	Improve TV reception - 27c & 27D Quinlan Street	-368.50
EFT9988	11/07/2013	ORICA/SPECTRUM AUSTRALIA PTY LTD	Service Fee 1/05/2013 to 31/05/2013 & 1/06/2013 to 30/06/2013	-433.88
EFT9989	11/07/2013	T A MATTHEWS ELECTRICAL SERVICES	Remove & re-install fluoro- Recreation Complex	-253.00
EFT9990	11/07/2013	IT VISION AUSTRALIA PTY LTD		-918.50
	15/05/2013	IT VISION AUSTRALIA PTY LTD	Building Commission Reports	275.00
	31/03/2013	IT VISION AUSTRALIA PTY LTD	Restructuring data locations	643.50
EFT9991	11/07/2013	RADIOWEST BROADCASTERS PTY LTD	Breakfast radio final payment for 2012/2013	-110.00
EFT9992	11/07/2013	W.A. HINO SALES & SERVICE	Wheel alignment, repair gearbox, check lack of power, repair air conditioner and air ducting and 100000km service - PTK30	-3979.10
EFT9993	11/07/2013	FUJI XEROX AUSTRALIA PTY LTD	Meter Reading June 2013 - CRC	-4351.73
EFT9994	11/07/2013	CLIFFORD HALLAM HEALTHCARE	Medical supplies for Surgery	-1545.27
EFT9995	11/07/2013	AUSTRALIAN ASPHALT PAVEMENT ASSOCIATION	Sealing and design course x 1 staff works 14 to 15 May 2013	-1177.00
EFT9996	11/07/2013	TEAM DIGITAL	Large Format Printer - Epson 9900 Pro Printer	-14739.01
EFT9997	17/07/2013	STAPLES	Stationery for admin including toners	-720.40
EFT9998	17/07/2013	CJD EQUIPMENT PTY LTD	Antenna and cable - PLDR6	-143.05
EFT9999	17/07/2013	OFFICEWORKS BUSINESS DIRECT	A3 & A4 paper for boomer and archive boxes for CRC	-441.41
EFT10000	17/07/2013	BOC LIMITED	Annual container service charge 1/07/2013 to 30/06/2014	-1051.37
EFT10001	17/07/2013	G R & N W WALTON	Supply/fit VAST decoder to TV dish - Stickland Street	-415.50
EFT10002	17/07/2013	IT VISION AUSTRALIA PTY LTD	Renew Synergy soft annual licence fee to 30/06/2014	-26903.80
EFT10003	17/07/2013	HOST DIRECT	Crockery for the Council Chambers	-276.21
EFT10004	17/07/2013	LG NET	Annual Subscription Online advertising services, unlimited Job and	-762.30
EFT10005	17/07/2013	CHAMP PTY LTD	LMSI subscription 29/06/2013 to 29/06/2014	-1897.50
EFT10006	17/07/2013	HORWOOD BAGSHAW AUSTRALIA PTY LTD	Housing, main bearing and locknut - PROL11	-767.69
EFT10007	17/07/2013	MOLONEY ASSET MANAGEMENT SYSTEMS	Annual Subscription Financial Modelling - Renewal Gap Module	-440.00
EFT10008	17/07/2013	LAM-VY PHAN	Chaplaincy wages July 2013	-1720.62
EFT10009	17/07/2013	LOGIC NETWORKS	Managed services - Medical Centre	-1512.50
EFT10010	17/07/2013	CENTURION TEMPORARY FENCING	Hire temporary fencing 7 July 2013 to 7 August 2013 - New CRC building	-1190.75
EFT10011	17/07/2013	INSPIRED INTERIOR DESIGNS & DECORATING	Reimbursement of overpayment on advertisement	-83.00
EFT10012	17/07/2013	DEPARTMENT OF LANDS	Lease rent for 6 months from 1/07/2013	-275.00
EFT10013	24/07/2013	STAPLES	Epson 14 Yellow Ink cartridge - administration office	-29.73
EFT10014	24/07/2013	COURIER AUSTRALIA INTERNATIONAL	Courier for LISWA - CRC Library	-134.93
EFT10015	24/07/2013	JASON SIGNMAKERS	Guide Posts x 200 for Hospital Rd, Wongan-Waddington Rd, Manmanning, Moonijin and Yerecoin South East Roads	-3520.00
EFT10016	24/07/2013	MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Freight Westrac - PG 12, Staples - Administration and CJD - PLDR6	-209.60
EFT10017	24/07/2013	OFFICEWORKS BUSINESS DIRECT	Drum for Printer - Medical Centre	-54.95
EFT10018	24/07/2013	TUDOR HOUSE	Orange Windsock 2.4m - Swimming Pool	-250.00
EFT10019	24/07/2013	WALGA	Advertising sale of Iveco Bus	-96.78
EFT10020	24/07/2013	WATER CORPORATION	Water consumption and rates for most shire buildings 15/03/2013 to 12/07/2013 (Rates now out every 2nd month instead of yearly)	-16007.80
EFT10021	24/07/2013	WESTRAC EQUIPMENT PTY LTD	Control parking brake, Oil filter - PG12	-198.31
EFT10022	24/07/2013	BOC LIMITED	Oxygen cylinder C - Medical Centre	-67.01
EFT10023	24/07/2013	J N & Y E PANTON	Write up new CRC building price estimate	-6418.50
EFT10027	24/07/2013	COVS	LED tail light - PTRL21, Side Lamp - PTK30, Hand cleaner - PTK31, trailer plug - PSP4 and wiper blades - depot stock	-635.32
EFT10028	24/07/2013	ADVANCED AUTOLOGIC PTY LTD	PVC Pump, Broom Head, Free it - Depot 20kg Grease - PLDR6	-329.00
EFT10029	24/07/2013	SHANNON ABBOTT		-4926.47
	02/07/2013	SHANNON ABBOTT	Remove UHF from old truck and move to new Fire truck	1545.61
	27/06/2013	SHANNON ABBOTT	Remove faulty compressor and replace with new unit - PTK29	1766.77
	10/07/2013	SHANNON ABBOTT	Check brake switch, check harnesses and plug - PTK30	440.00
	17/07/2013	SHANNON ABBOTT	Fit and wire 2 reducers for UHF and VHF - PTK31	1174.09
EFT10030	24/07/2013	ROYAL LIFE SAVING (WA BRANCH)	Pool lifeguard Requalification for Manager and Part time Manager - Swimming Pool	-240.00
EFT10031	24/07/2013	SIGMA CHEMICALS	2 x Cynaric Acid 45kg	-286.00
EFT10033	24/07/2013	STRUCTERRE CONSULTING ENGINEERS	Structural design and drawings of lightpole, footings etc at Pool	-1650.00

**List of Accounts Paid & Submitted to Finance Committee
01/07/2013 - 31/07/2013**

CHQ/EFT	Date	Name	Description	Amount
EFT10035	24/07/2013	PUBLIC TRANSPORT AUTHORITY OF WESTERN	TransWA Ticket Sales - May - June	-155.32
EFT10039	24/07/2013	TRACKSPARES (AUSTRALIA) P/L	30 grader blades - PG11,PG12 & PG 13 and nuts	-2832.50
EFT10040	24/07/2013	AIR LIQUIDE WA PTY LTD	Oxygen cylinder C - Medical centre	-53.61
EFT10041	24/07/2013	CLIFFORD HALLAM HEALTHCARE	Medical supplies - Medical Centre	-429.64
EFT10042	24/07/2013	KARL MICKLE	Reimbursement meals training course Albany - Works	-49.95
EFT10043	24/07/2013	DR STANLEY SAVAS	Wages locum doctor 1/07/2013 to 5/07/2013 & Hospital Billing	-10896.03
EFT10044	24/07/2013	CADOUX TRADERS	Drinks and Salads for Fire Brigades hand over of vehicle	-219.75
EFT10045	24/07/2013	IBIS STYLES ALBANY	Accommodation for July 17th and 18th course - works	-258.00
EFT10046	24/07/2013	RACHAEL HAYES	Contractor fees for period 1 July 2013 to 31 July 2013 for tip	-4583.00
EFT10047	24/07/2013	WESTERN AUSTRALIAN TREASURY		-22312.21
	17/07/2013	WESTERN AUSTRALIAN TREASURY	Loan No. 145B - Shire Wongan Ballidu (Shields and Danubin)	8075.69
	17/07/2013	WESTERN AUSTRALIAN TREASURY	Loan No. 145C - Shire Wongan Ballidu (Shields and Danubin)	8800.00
	17/07/2013	WESTERN AUSTRALIAN TREASURY	Loan No. 147 - Aged Person Homes	5436.52
EFT10048	25/07/2013	ANZ BANK (NETT WAGES)	Wages PPE 23/07/2013	-63268.06
EFT10049	25/07/2013	WALGS SUPERANNUATION PLAN	Superannuation contributions	-9727.13
EFT10050	25/07/2013	AUSTRALIAN SERVICES UNION	Payroll deductions	-24.44
EFT10051	25/07/2013	IOU SOCIAL CLUB	Payroll deductions	-270.00
EFT10052	25/07/2013	HOSPITAL BENEFIT FUND	Payroll deductions	-378.05
EFT10053	25/07/2013	MUNICIPAL EMPLOYEES UNION	Payroll deductions	-19.40
EFT10054	25/07/2013	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL	Superannuation contributions	-158.35
EFT10055	25/07/2013	KYLEREAN SUPERANNUATION FUND	Superannuation contributions	-757.98
EFT10056	25/07/2013	WATER CORPORATION		-631.74
	17/07/2013	WATER CORPORATION	Water service charges 1/07/2013 to 31/08/2013 - Saleyards	81.75
	25/07/2013	WATER CORPORATION	Water consumption 20/03/2013 to 16/07/2013 and water service charges 1/07/2013 to 1/08/2013 - Standpipe Rabbit Proof Fence Road	122.29
	25/07/2013	WATER CORPORATION	Water consumption charges 20/03/2013 to 15/07/2013 and service charges 1/07/2013 to 1/08/2013	427.70
EFT10057	25/07/2013	WESTRAC EQUIPMENT PTY LTD	New Loader- Waste site (inc GST)	-73700.00
EFT10058	25/07/2013	BURGESS RAWSON (WA) PTY LTD	Water consumption charges 20/03/2013 to 15/07/2013 Railway	-548.78
EFT10059	25/07/2013	LOGIC NETWORKS	Storage annual maintenance renewal on Shadow Protect SBS - Medical Centre	-339.77
EFT10060	25/07/2013	KYLEREAN SUPERANNUATION FUND	Superannuation payment	-286.03
EFT10061	31/07/2013	COURIER AUSTRALIA INTERNATIONAL	Freight RBC Rural - CRC	-9.20
EFT10062	31/07/2013	CSBP SALES DIVISION OF WESFARMERS	Reimbursement of overpayment	-180.00
EFT10063	31/07/2013	WESTERN AUSTRALIAN LOCAL GOVERNMENT		-20130.66
	19/07/2013	WESTERN AUSTRALIAN LOCAL GOVERNMENT	Annual subscription to WALGA Services July 2013 to June 2014	7378.36
	19/07/2013	WESTERN AUSTRALIAN LOCAL GOVERNMENT	Roman 11 Subscription July 2013 to June 2014	5869.60
	19/07/2013	WESTERN AUSTRALIAN LOCAL GOVERNMENT	Tax Service subscription July 2013 to June 2014	1358.50
	19/07/2013	WESTERN AUSTRALIAN LOCAL GOVERNMENT	Procurement Consultancy Subscription July 2013 to June 2014	2189.00
	19/07/2013	WESTERN AUSTRALIAN LOCAL GOVERNMENT	Employee Relations Subscription July 2013 to June 2014	2737.90
	19/07/2013	WESTERN AUSTRALIAN LOCAL GOVERNMENT	Local Laws subscription July 2013 to June 2014	597.30
EFT10064	31/07/2013	WATER CORPORATION		-534.87
	17/07/2013	WATER CORPORATION	Water consumption Danubin Street - 20/03/2013 to 15/07/2013	4.67
	22/07/2013	WATER CORPORATION	Industrial Waste charges - Civic Centre - 1/07/2013 to 30/06/2014	312.85
	22/07/2013	WATER CORPORATION	Industrial Waste charges - Caravan Dump Point - 1/07/2013 to 30/06/2014	217.35
EFT10065	31/07/2013	CR. ALFREDA LYON	Sitting fees April to June 2013	-460.00
EFT10066	31/07/2013	CR. MICHAEL GODFREY	Sitting fees April to June 2013	-497.37
EFT10067	31/07/2013	CR. MICHAEL BRENNAN	Sitting fees April - June 2013	-1621.07
EFT10068	31/07/2013	RURAL WATER COUNCIL OF WA INC	Membership subscription 2013	-200.00
EFT10069	31/07/2013	WYLIE MADE	Repairs and maintenance to swimming pool for 13/14 season	-3190.00
EFT10070	31/07/2013	WURTH AUSTRALIA PTY LTD	Insulation tape, lynch pin, nut lock, flt washer - Depot	-143.19
EFT10071	31/07/2013	ROYAL LIFE SAVING (WA BRANCH)	1 x Oxi-Boot-Oxygen and postage	-775.20
EFT10072	31/07/2013	CR HUGH BARRETT-LENNARD	Sitting fees April to June 2013	-665.84
EFT10073	31/07/2013	CR. DAVID ARMSTRONG	Sitting fees April to June 2013	-784.80
EFT10074	31/07/2013	CR BRAD WEST	Sitting fees April to June 2013	-785.32
EFT10075	31/07/2013	CR DAVID BROWN	Sitting fees April to June 2013	-400.00
EFT10076	31/07/2013	CR TRACEY DEGRUSSA	Sitting fees April to June 2013	-856.07
EFT10077	31/07/2013	GREAT SOUTHERN FUEL SUPPLIES	Reimbursement of overpayment	-60.50
EFT10078	31/07/2013	WONGAN HILLS DENTAL CENTRE	Reimbursement of overpayment	-288.00
EFT10079	31/07/2013	RIFAT QAMAR	Account for Doctor 15/07/2013 to 26/07/2013	-19250.00
19630	03/07/2013	SHIRE OF WONGAN-BALLIDU	Boomer advertising 5 x full colour pages	-265.00
19631	03/07/2013	SHIRE WONGAN-BALLIDU	Licence for Community Bus to June 2014	-334.80
19632	05/07/2013	SYNERGY	Electricity for many shire buildings 24/04/2013 to 27/06/2013	-6436.80

**List of Accounts Paid & Submitted to Finance Committee
01/07/2013 - 31/07/2013**

CHQ/EFT	Date	Name	Description	Amount
19633	05/07/2013	SHIRE WONGAN-BALLIDU	Pet bond DOH incorrectly banked to municipal fund should have been trust	-160.00
19634	10/07/2013	SHIRE OF WONGAN-BALLIDU - PAYROLL	Payroll deductions	-1430.00
19635	10/07/2013	REST SUPERANNUATION	Superannuation contributions	-227.65
19636	10/07/2013	AMP SUPERANNUATION LTD.	Superannuation contributions	-188.95
19637	10/07/2013	AUSTRALIAN SUPER	Superannuation contributions	-273.22
19638	10/07/2013	PRIME SUPER	Superannuation contributions	-335.83
19639	10/07/2013	CONSTRUCTION & BUILDING INDUSTRY SUPER	Superannuation contributions	-162.42
19640	10/07/2013	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-174.02
19641	10/07/2013	ONEPATH LIFE LIMITED	Superannuation contributions	-149.37
19642	10/07/2013	HESTA SUPER FUND	Superannuation contributions	-161.81
19643	10/07/2013	WESTERN FINANCIAL	Superannuation contributions	-149.85
19644	11/07/2013	SYNERGY		-3912.90
	30/06/2013	SYNERGY	Electricity Coomer st park -30/04/2013 - 27/06/2013	393.25
	30/06/2013	SYNERGY	Electricity medical centre 27/04/2013 to 27/06/2013	3519.65
19645	17/07/2013	BRAD & NICOLE WEST	Refund on pet sterilisation	-20.00
19646	24/07/2013	WESTNET PTY LTD	Email account admin 1/08/2013 to 1/09/2013	-449.18
19647	24/07/2013	TELSTRA CORPORATION LIMITED		-306.18
	18/07/2013	TELSTRA CORPORATION LIMITED	CRC Telephone - 2/07/2013 TO 1/08/2013	296.47
	06/07/2013	TELSTRA CORPORATION LIMITED	Service fee - 14 Ellis street	9.71
19648	24/07/2013	SYNERGY		-5918.85
	09/07/2013	SYNERGY	Electricity - Railway Dam 17/04/2013 to 17/06/2013	24.45
	10/07/2013	SYNERGY	Electricity - WH Oval - 12/06/2013 to 9/07/2013	1964.60
	16/07/2013	SYNERGY	Electricity - WH Pool - 18/06/2013 to 15/07/2013	725.90
	05/07/2013	SYNERGY	Electricity for streetlight account 25/05/2013 to 24/06/2013	3203.90
19650	24/07/2013	MEDICAL CENTRE WONGAN HILLS	Staff medical - CRC	-136.40
19651	25/07/2013	SHIRE OF WONGAN-BALLIDU - PAYROLL	Payroll deductions	-1430.00
19652	25/07/2013	REST SUPERANNUATION	Superannuation contributions	-234.78
19653	25/07/2013	AMP SUPERANNUATION LTD.	Superannuation contributions	-188.39
19654	25/07/2013	AUSTRALIAN SUPER	Superannuation contributions	-314.70
19655	25/07/2013	PRIME SUPER	Superannuation contributions	-337.67
19656	25/07/2013	CONSTRUCTION & BUILDING INDUSTRY SUPER	Superannuation contributions	-164.00
19657	25/07/2013	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-174.02
19658	25/07/2013	ONEPATH LIFE LIMITED	Superannuation contributions	-149.37
19659	25/07/2013	HESTA SUPER FUND	Superannuation contributions	-169.12
19660	25/07/2013	BT SUPER FOR LIFE - SAVINGS	Superannuation contributions	-56.22
19661	25/07/2013	TASPLAN	Superannuation contributions	-105.23
19662	25/07/2013	WILLIAMS & WILLIAMS		-2416.70
	09/07/2013	WILLIAMS & WILLIAMS	Window faced envelopes for rates notices	1223.20
	09/07/2013	WILLIAMS & WILLIAMS	Fire break notices	1193.50
19663	31/07/2013	TELSTRA CORPORATION LIMITED	Internet account 30 Wandoo Cres for 11/06/2013 to 10/07/2013	-99.95
19664	31/07/2013	ANZ BUSINESS ONE	Monthly payment on shire credit card	-2587.20
19665	31/07/2013	SHIRE OF WONGAN-BALLIDU	Shire rates for most Shire properties 2013/2014	-14843.21
19666	31/07/2013	CR. PETER MACNAMARA	Sitting Fees April to June 2013	-962.20
19667	31/07/2013	A E LONDON	Reimbursement of overpayment	-127.09
31072013	31/07/2013	DEPARTMENT OF TRANSPORT	July DPI Transactions	54079.50
		Bank Code	Bank Name	
		1	Municipal Bank	\$790,404.79
		2	Trust Account	\$54,079.50
			TOTAL	\$844,484.29
			RECOVERABLE	\$893.00
			PARTIALLY RECOVERABLE	\$482.70
19649	18/07/2013	Cancelled	Incorrect amount paid	\$842.20
EFT10024	18/07/2013	Cancelled	Incorrect amount paid	340.00
EFT10025	18/07/2013	Cancelled	Incorrect amount paid	408.84
EFT10026	18/07/2013	Cancelled	Incorrect amount paid	1667.28
EFT10032	18/07/2013	Cancelled	Incorrect amount paid	753.76
EFT10034	18/07/2013	Cancelled	Incorrect amount paid	694.80
EFT10036	18/07/2013	Cancelled	Incorrect amount paid	665.32
EFT10037	18/07/2013	Cancelled	Incorrect amount paid	400.00

**List of Accounts Paid & Submitted to Finance Committee
01/07/2013 - 31/07/2013**

CHQ/EFT	Date	Name	Description	Amount
EFT10038	18/07/2013	Cancelled	Incorrect amount paid	736.07

9.1.2 FINANCIAL REPORTS

FILE REFERENCE:	F1.4
REPORT DATE:	16 September 2013
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor - Chief Executive Officer
ATTACHMENTS:	Financial Reports

PURPOSE OF REPORT:

That the following statements and reports for the month ended June 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:–

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

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

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

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

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

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 May 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 June 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 June 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

MOTION: MOVED Cr Armstrong /Cr Barrett-Lennard

That the following Statements and reports for the months ended June 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: 9/0
RESOLUTION NO: 030813**

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (N&T) FOR 30 JUNE 2013

	Approved Budget 2012- 2013	Current Budget 2012-2013	YTD BUDGET *	YTD Actual	Page Page	Variance Over or Under	10%
INCOME							
Rates	(2,363,622)	(2,386,095)	(2,386,095)	(2,402,043)		(0.7%)	✓
Grants Operating, Subsidies & Contributions	(1,412,210)	(1,237,210)	(1,237,210)	(2,205,004)		(78.2%)	✗
Non Operating Grants, Subsidies & Contributions	(2,923,148)	(2,629,783)	(2,629,783)	(2,401,731)		8.7%	✓
Fees & Charges & Service Charges	(506,493)	(603,794)	(603,794)	(728,349)		(20.6%)	✗
Other Revenue	(75,783)	(126,393)	(126,393)	(171,036)		(35.3%)	✗
Interest	(106,084)	(138,897)	(138,897)	(175,153)		(26.1%)	✗
Profit on sale of Assets	(62,393)	(62,393)	(62,393)	(19,807)		68.3%	0
a: TOTAL INCOME	(7,449,733)	(7,184,565)	(7,184,565)	(8,103,123)	3		
OPERATING EXPENSES							
Employee Costs	1,941,262	1,827,073	1,827,073	2,037,410		11.5%	✗
Materials & Contracts	896,702	873,344	873,344	1,103,531		26.4%	✗
Utilities (Gas, Electricity) etc.	241,924	250,324	250,324	286,061		14.3%	✗
Interest #	136,223	99,817	99,817	94,549	11	(5.3%)	✓
Insurance	230,853	231,381	231,381	239,106		3.3%	✓
Other General	245,117	250,117	250,117	226,086		(9.6%)	✓
Loss on Asset Disposals	29,836	71,486	71,486	44,920		(37.2%)	0
Depreciation	2,365,973	2,365,973	2,365,973	2,346,685		(0.8%)	✓
b: TOTAL OPERATING EXPENSES	6,087,890	5,969,516	5,969,516	6,378,348	3		
c: NET OPERATING (SURPLUS) / DEFICIT	(1,361,843)	(1,215,049)	(1,215,049)	(1,724,775)	3		
CAPITAL EXPENSES							
Land & Buildings	3,745,021	3,549,021	3,549,021	2,742,973		(22.7%)	0
Furniture & Equipment	16,000	16,000	16,000	19,522		22.0%	✗
Motor Vehicles	227,366	209,675	209,675	111,551		(46.8%)	0
Plant	275,000	264,000	264,000	200,295		(24.1%)	0
Infrastructure Other	520,000	270,000	270,000	231,986		(14.1%)	0
Infrastructure Roads	1,674,760	1,645,860	1,645,860	1,648,833		0.2%	✓
d: TOTAL CAPITAL	6,458,147	5,954,556	5,954,556	4,955,160	3		
e: TOTAL OPERATING & CAPITAL	5,096,304	4,739,507	4,739,507	3,230,385	3		
ADJUST - NON CASH ITEMS							
Depreciation	(2,365,973)	(2,365,973)	(2,365,973)	(2,346,685)	5		
Profit on sale of assets	62,393	62,393	62,393	19,807	5		
Loss on sale of assets	(29,836)	(71,486)	(71,486)	(44,920)	5		
Proceeds from sale of assets	(252,408)	(252,408)	(185,272)	(185,272)	6		
Transfer from reserves	(759,954)	(759,954)	(759,954)	(481,464)	10		
Transfer to reserves	195,001	350,000	350,000	350,000	10		
Interest paid to reserves #		49,635	54,878	54,878	10		
LSL Provision in reserves		(69,587)	(69,587)	(70,379)	5		
Loan proceeds	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	5		
Loan principal repayment	1,082,167	1,082,167	1,082,168	1,082,168	11		
End of Year Current Asset Adjustments	-	-	-	(43,887)			
SSL Principal Reimbursements	(52,986)	(52,986)	(52,986)	(52,986)	11		
Less Surplus/(deficit) B/Fwd	(1,888,825)	(1,577,335)	(1,577,335)	(1,577,335)	5		
ADJUSTED CLOSING (SURPLUS) / DEFICIT	85,883	133,973	206,353	(1,065,691)			

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

Key Within budget tolerance of 10% ✓
Over budget tolerance of 10% ✗
Under budget tolerance of 10% 0

**Shire of Wongan-Ballidu
Variance Report for June 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		
×	Grants Operating, Subsidies & Contributions	2013-2014 General Purpose Grant Funding received in June.
×	Fees & Charges & Service Charges	Doctors surgery income.
×	Other Revenue	More funding received then budgeted.
×	Interest	More Interest received then budgeted.
⊕	Profit on sale of assets	This is, in part, a profiling or timing issue as the Shire has not purchased all proposed assets in it's 2012/3 budget. The position when looked at with the "Loss on Sale" budget is better overall.
Operating Expenditure		
×	Employee Costs	Includes operating the Doctors surgery.
×	Materials & Contracts	Reflects contactor payments for locum doctors.
×	Utilities (Gas, Electricity, Etc)	Over due to increase in costs of Utilities added some added surgery costs..
⊕	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		
⊕	Land & Building	The CRC building could not be completed.
×	Furniture & Equipment	CRC expenditure classified as "Furniture & Equipment"
⊕	Motor Vehicles	A delay has occurred in procuring one light vehicle. Other savings were also made.
⊕	Plant	A bus and single cab tipper ute were not procured.
⊕	Infrastructure Other	Under Budget due to Danubin water pipe extension no being completed.

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (PRG) FOR 30 JUNE 2013

	APPROVED BUDGET	CURRENT BUDGET	YTD ACTUAL
<u>INCOME</u>			
General Purpose Funding	(4,095,907)	(3,760,253)	(4,646,746)
Governance	(214,210)	(39,210)	(81,875)
Law, Order & Public Safety	(39,847)	(39,847)	(29,012)
Health	(5,000)	(115,000)	(260,962)
Education & Welfare	(7,923)	(7,923)	(3,044)
Housing	(97,568)	(104,568)	(129,538)
Community Amenities	(177,798)	(162,104)	(159,564)
Recreation & Culture	(1,355,695)	(1,465,395)	(1,364,125)
Transport	(1,078,901)	(1,078,901)	(1,090,525)
Economic Services	(15,550)	(24,030)	(25,826)
Other Property & Services	(361,334)	(387,334)	(311,905)
a: TOTAL INCOME	(7,449,733)	(7,184,565)	(8,103,123)
<u>OPERATING EXPENSES</u>			
General Purpose Funding	95,502	92,487	116,514
Governance	384,358	325,761	299,406
Law, Order & Public Safety	106,631	107,559	74,736
Health	149,767	304,017	487,032
Education & Welfare	137,125	138,479	144,081
Housing	214,671	217,146	230,705
Community Amenities	366,964	350,690	376,779
Recreation & Culture	1,331,078	1,348,530	1,427,808
Transport	2,710,953	2,684,038	2,563,253
Economic Services	118,080	114,717	101,723
Other Property & Services #	472,761	286,092	556,310
b: TOTAL OPERATING EXPENSES	6,087,890	5,969,516	6,378,348
c: NET OPERATING (SURPLUS)/DEFICIT	(1,361,843)	(1,215,049)	(1,724,775)
<u>CAPITAL EXPENSES</u>			
General Purpose Funding	-	-	-
Governance	66,000	56,000	46,453
Law, Order & Public Safety	-	-	-
Health	10,000	10,000	9,438
Education & Welfare	3,393,807	3,223,807	2,475,375
Housing	216,292	41,292	35,769
Community Amenities	330,192	80,192	61,499
Recreation & Culture	367,130	466,130	330,252
Transport	1,997,126	1,949,535	1,914,854
Economic Services	2,600	2,600	429
Other Property & Services	75,000	125,000	81,090
d: TOTAL CAPITAL EXPENSES	6,458,147	5,954,556	4,955,160
e: TOTAL OPERATING & CAPITAL	5,096,304	4,739,507	3,230,385

SHIRE OF WONGAN-BALLIDU
ANALYSIS OF NET CURRENT ASSETS AS AT 30 JUNE 2013

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

	2011-12	BUDGET	YTD
SURPLUS / (DEFICIT)	1,577,335	(133,973)	1,065,691
COMPRISES			
Cash (including reserves)	3,670,910	1,391,776	2,646,219
Current rates	59,864	52,389	78,634
Sundry debtors	60,977	60,168	392,549
Tax receivables	47,139	90,538	119,370
Other debtors	16,209	19,725	32,007
A: SSL debtors (are excluded see D: adj)	52,986	52,356	56,062
Inventories	15,085	15,957	20,237
Less:			
Reserves	(1,619,397)	(1,342,943)	(1,542,811)
Sundry creditors	(277,631)	(6,356)	(373,547)
Accrued interest	(60,889)	(69,493)	(24,586)
Accrued salaries and wages	(11,121)	(83,766)	(19,650)
PAYG withheld	(32,862)	(8,771)	(32,413)
B: Other - DOT (are excluded see D: adj)	-	-	-
Other	-	-	-
Tax liabilities	(7,923)	15,846	(7,923)
Other	-	-	-
C: Loan liability (are excluded see D: adj)	(1,082,168)	(79,823)	(87,126)
Current employee benefits provisions	(283,025)	(269,042)	(222,396)
D: Adjustments (see above A to C)	1,029,181	27,467	31,064
	-	-	-
(Surplus) / Deficit Variance	1,577,335	(133,973)	1,065,691

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

	2011-12	BUDGET	YTD
Current assets			
Cash & cash equivalents	3,670,910	1,391,776	2,646,219
Sundry debtors	237,176	275,176	678,623
Inventories	15,085	15,957	20,237
Total current assets	3,923,170	1,682,909	3,345,079
Current liabilities			
Creditors and accounts payable	(390,427)	(152,540)	(458,119)
Current loan liability	(1,082,168)	(79,823)	(87,126)
Provisions	(283,025)	(269,042)	(222,396)
Total current liability	(1,755,619)	(501,406)	(767,641)
Net current assets	2,167,551	1,181,503	2,577,438
Less: restricted reserves	(1,619,397)	(1,342,943)	(1,542,811)
Less: SSL principal repayments	(52,986)	(52,356)	(56,062)
Add back: Current loan liability	1,082,168	79,823	87,126
Add back: DOT Trust	-	-	-
(Surplus) / Deficit Variance	1,577,335	(133,973)	1,065,691

SHIRE OF WONGAN-BALLIDU
RATE SETTING STATEMENT AS AT 30 JUNE 2013

	2012-2013 APPROVED BUDGET	2012-2013 CURRENT BUDGET	2012-2013 ACTUAL
<u>OPERATING INCOME</u>			
General Purpose Funding	(1,732,285)	(1,374,158)	(2,244,703)
Governance	(214,210)	(39,210)	(81,875)
Law, Order & Public Safety	(39,847)	(39,847)	(29,012)
Health	(5,000)	(115,000)	(260,962)
Education & Welfare	(7,923)	(7,923)	(3,044)
Housing	(97,568)	(104,568)	(129,538)
Community Amenities	(177,798)	(162,104)	(159,564)
Recreation & Culture	(1,355,695)	(1,465,395)	(1,364,125)
Transport	(1,078,901)	(1,078,901)	(1,090,525)
Economic Services	(15,550)	(24,030)	(25,826)
Other Property & Services	(361,334)	(387,334)	(311,905)
A	(5,086,110)	(4,798,469)	(5,701,080)
<u>OPERATING EXPENSES</u>			
General Purpose Funding	95,502	92,487	116,514
Governance	384,358	325,761	299,406
Law, Order & Public Safety	106,631	107,559	74,736
Health	149,767	304,017	487,032
Education & Welfare	137,125	138,479	144,081
Housing	214,671	217,146	230,705
Community Amenities	366,964	350,690	376,779
Recreation & Culture	1,331,078	1,348,530	1,427,808
Transport	2,710,953	2,684,038	2,563,253
Economic Services	118,080	114,717	101,723
Other Property & Services	472,761	286,092	556,310
B	6,087,890	5,969,516	6,378,348
C= A and B	1,001,780	1,171,046	677,268
<u>ADJUST FOR CASH BUDGET REQUIREMENTS</u>			
<u>Non-Cash Expenditure and Revenue</u>			
Depreciation on Assets	(2,365,973)	(2,365,973)	(2,346,685)
Profit/(Loss) on Asset Sales	32,557	(9,093)	(25,113)
<u>Capital Expenditure & Income</u>			
Purchase of land & buildings #	3,745,021	3,549,021	2,742,973
Purchase of furniture & equipment	16,000	16,000	19,522
Purchase of motor vehicles #	227,366	209,675	111,551
Purchase of plant & machinery #	275,000	264,000	200,295
Purchase of other infrastructure #	520,000	270,000	231,986
Purchase of roads infrastructure #	1,674,760	1,645,860	1,648,833
Proceeds from sale of assets	(252,408)	(252,408)	(185,272)
<u>Financing Activities</u>			
Repayment of Loan Principal*	1,082,167	1,082,167	1,082,168
Loan proceeds / refinancing CL to NCL adj	(1,000,000)	(1,000,000)	(1,000,000)
Self Supporting Loan Income	(52,986)	(52,986)	(52,986)
<u>Reserve Movements</u>			
Transfers to Reserves	195,001	350,000	350,000
Interest paid to Reserves	-	49,635	54,878
Transfer from Reserves	(759,954)	(759,954)	(481,464)
LSL Provison in Reserves	-	(69,587)	(70,379)
Estimated Muni (Surplus/Deficit) July 1 B/Fwd.	(1,888,825)	(1,577,335)	(1,577,335)
Estimated Muni (Surplus/Deficit) June 30 C/Fwd.	-	-	1,065,691
AMOUNT REQUIRED TO BE RAISED FROM RATES	2,449,506	2,520,068	1,336,352
TOTAL RATES RAISED	2,363,622	2,386,095	2,402,043
(Surplus) / Deficit Variance	85,883	133,973	(1,065,691)

SHIRE OF WONGAN-BALLIDU
ANALYSIS OF DISPOSED ASSETS AS AT 30 JUNE 2013

Asset No	Budget Net Book Value	Budget Sale Proceeds	Budget (Profit) / Loss	Actual Nett Book Value	Actual Sale Proceeds	Actual (Profit) / Loss	
By Class							
Motor Vehicles							
CEO Vehicle	MV0067	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	E0089	41,163	(15,000)	26,163	-	(14,100)	(14,100)
Vertimower / John Deere	E0173	-	(5,000)	(5,000)	2,333	(1,000)	1,333
Land & Buildings							
1 Ackland Street	L0032	-	(100,000)	-	140,334	(99,999)	40,335
TOTAL		119,851	(252,408)	(32,557)	210,385	(185,272)	25,113
By Program							
Governance							
CEO Vehicle	MV0067	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	E0089	41,163	(15,000)	26,163	-	(14,100)	(14,100)
Vertimower / John Deere	E0173	-	(5,000)	(5,000)	2,333	(1,000)	1,333
Land & Buildings							
1 Ackland Street			(100,000)	-	140,334	(99,999)	40,335
TOTAL		119,851	(252,408)	(32,557)	210,385	(185,272)	25,113
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	MV0072	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	21,064	(7,727)	13,336
Plant & Equipment							
Vertimower / John Deere	P0034	25,000	(5,000)	20,000	6,105	(1,000)	5,105
Toyota Coaster Bus		105,000	(37,500)	67,500			-
Single Cab Tipper Ute		28,791	(7,727)	21,064			-
Isuzu NPR400 Tip truck	P0035	90,000	(15,000)	75,000	95,550	(14,100)	81,450
TOTAL		392,366	(152,408)	239,958	205,716	(85,273)	120,443

SHIRE OF WONGAN - BALLIDU RATES OUTSTANDING 30 JUNE 2013				
		Rates Outstanding Breakdown		
Total Amount Outstanding		30-Jun-13	\$	3.15%
Outstanding same time last year		30-Jun-12	\$	1.96%
			78,634.00	
			48,978.17	
SUNDRY DEBTORS OUTSTANDING 30 JUNE 2013				

Debtors Ageing Summary				
Current			382,206.69	
30 Days			3,526.07	
60 Days			1,035.00	
90 Days & Over			5,794.00	
Total Outstanding			392,561.76	
Accounts 90 Days & Over:				
Date	Dr No.	Comments	Amount	
19/11/2012	730	Boomer Sales	380.00	
14/01/2013	794	Rent & Damage	5,414.00	
Total			5,794.00	

**SHIRE OF WONGAN-BALLIDU
BANK RECONCILIATION FOR 30 JUNE 2013**

	Total	Municipal	Trust	Reserve	Muni Investments
Opening Balance	2,425,103.84	955,322.45	18,130.45	1,192,942.73	258,708.21
Add:					
Receipts	1,563,881.11	1,473,372.98	70,639.98	19,868.15	
Reserve Transfer	370,000.00	20,000.00		350,000.00	
Cash on hand	701.00				
Less:					
Payments - EFT & Cheques	(1,325,793.86)	(995,409.61)	(71,676.04)		(258,708.21)
Payments - Bank fees and Rounding	(810.10)	(578.83)	(231.27)		
Reserve Transfer	(350,000.00)	(350,000.00)		(20,000.00)	
Balance as per General Ledger	2,683,081.99	1,102,706.99	16,863.12	1,542,810.88	
Balance as per Bank Statement	1,456,172.18	1,111,827.56	13,984.77	330,359.85	
TD/Investments	1,212,451.03			1,212,451.03	
Cash on hand*	701.00				
Add:					
Outstanding Deposits	4,254.10	746.90	3,507.20		
Less:					
Adjustments - Transport	(628.85)		(628.85)		
Unpresented Cheques	(9,867.47)	(9,867.47)			
Balance as per Cash Book	2,663,081.99	1,102,706.99	16,863.12	1,542,810.88	
Figure should equal same as Creditor Payment List					

SHIRE OF WONGAN - BALLIDU
INVESTMENT REPORT FOR 30 JUNE 2013

MUNICIPAL INVESTMENTS

Matured Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Last Placed	Interest Realised	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
9702-16339	Term Deposit - ANZ	Current	ANZ	19-Dec-12	21-Dec-12	2		300,000.00	300,000.00	3,737.31	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
9993-12666	Term Deposit - ANZ	Current	ANZ	3-Mar-13	3-May-13	61		250,000.00	250,000.00	7,742.81	257,742.81	YES
9993-12658	Term Deposit - ANZ	Current	ANZ	3-Mar-13	3-Jun-13	92		250,000.00	250,000.00	8,708.21	258,708.21	YES
Total of matured municipal investments								3,019,317.06	3,019,317.06	34,151.92	3,053,468.98	
Current Municipal Investments												

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Current Investment	Interest Realised	Closing Balance	Back into Muni
Total of current municipal investments								0.00	0.00	0.00	0.00	

RESERVE INVESTMENTS

Matured Reserve Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Last Placed	Interest Realised	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		440,000.00	440,000.00	21,464.36	461,464.36	YES
Total of matured reserve investments								1,618,812.92	1,618,812.92	35,234.03	1,654,046.95	
Current Reserve Investments												

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Current Investment	Interest Realised	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	
9997-56101	Term Deposit - ANZ	Current	ANZ	4-Jun-13	4-Sep-13	92	4.20%	461,773.38	471,835.88	10,062.50	471,835.88	
9997-56064	Term Deposit - ANZ	Current	ANZ	4-Jun-13	4-Sep-13	92	4.20%	450,000.00	459,805.94	9,805.94	459,805.94	
Bank Account Balance			Cash at bank					330,359.85				
Total of reserve investments and cash								1,192,582.59	1,542,810.88	19,868.44	1,212,451.03	

Total of matured municipal and reserve investment											4,638,129.98	69,385.95	4,707,515.93
Total of current municipal and reserve investment and cash											1,192,582.59	1,542,810.88	1,212,451.03

2012/2013 Accrual Position

Reserve Fund Interest Earnings Per Ledger \$ 72,538.90
Municipal Fund Interest Earnings Per Ledger \$ 30,287.41
\$102,826.31

SHIRE OF WONGAN - BALLIDU

ANALYSIS OF RESERVE ACCOUNTS AS AT 30 JUNE 2013

Reserve Description	GL Acct.	Opening Balance	Intra reserve transfers	ADOPTED FULL YEAR'S BUDGET				CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 30 JUNE 2013			
				Transfer in / Interest	Transfer out / to Muni	EOY Balance	Transfer in / Interest	Transfer out / to Muni	Transfer in / from Muni	EOY Balance	Transfer in / Interest	Transfer into Muni	Transfer from Muni	Actual Balance	
Centenary Celebrations Reserve	01925	51,918	(51,918)	-	-	11,587.52	327.00	-	-	-	-	361.58	-	-	11,622.10
Community Resource Centre Reserve	01989	11,261	-	-	-	5,547.60	156.00	-	-	-	-	172.45	-	-	5,564.05
Depot Improvement Reserve	01940	5,392	-	-	-	6,056.59	171.00	-	-	-	-	189.06	-	-	6,074.65
Historical Publications Reserve	01965	5,886	-	-	-	89,621.51	2,526.00	-	-	-	-	2,792.83	-	-	89,886.34
Housing Reserve	01955	87,096	(128,859)	-	-	-	-	-	-	-	-	-	-	-	-
Land & Buildings Reserve	01930	128,859	190,361	-	-	290,919.84	10,796.00	-	-	-	-	11,936.47	-	-	292,060.31
Loan Principal Reserve	01950	89,763	-	-	-	70,169.98	1,978.00	-	-	-	-	2,186.95	-	-	70,378.93
L.S.L. Reserve	01935	68,192	-	-	-	11,115.32	16,119.00	(560,845.00)	-	-	-	17,821.76	(421,000)	-	302,663.08
Medical Facilities & R4R Special Projects Reserve	01975	555,841	-	-	-	5,000.00	194.00	-	-	-	-	214.48	-	-	557,016.09
Patterson Street JV Housing Reserve	01988	6,704	-	-	-	180,000.00	15,391.00	(169,109.00)	-	-	-	17,016.83	(40,464)	-	180,000
Plant Reserve	01945	530,734	-	-	-	1.00	385.00	-	-	-	-	425.66	-	-	531,119.64
Quinlan Street JV Housing Reserve	01987	13,293	-	-	-	5,000.00	254.00	-	-	-	-	280.85	-	-	13,573.85
Stickland JV Housing Reserve	01986	8,744	-	-	-	5,000.00	52.00	-	-	-	-	57.51	-	-	13,796.85
Swimming Pool Reserve	01970	1,776	-	-	-	5,000.00	1,286.00	(30,000.00)	-	-	-	1,421.84	(20,000)	-	14,024.50
Waste Management Reserve	01920	44,357	-	-	-	15,642.77	-	-	-	-	-	-	-	-	60,000.00
WH Industrial/LIA Park Reserve	01985	9,584	(9,584)	-	-	-	-	-	-	-	-	-	-	-	25,778.61
TOTALS		1,619,397	(0)	195,001.00	(759,954.00)	1,104,079.16	49,635.00	(759,954.00)	350,000.00	1,259,078.16	54,878.27	(481,464)	350,000	1,542,811.07	

SHIRE OF WONGAN - BALLIDU
REPORT ON BORROWINGS AS AT 30 JUNE 2013

Existing Loans * Denotes (SSL) Self Supporting Loan # CHA advised Page

Loan No.	Particulars	Recipient	Maturity Date	Amount Borrowed	Int. & Principal paid in Jun 13	Accrued Int. Due at 30/06/13	YTD Int. Paid	Loan Balance @ 1 July 2012	Refinancing	Principal Repayments YTD	Loan Balance @ 30 Jun 13
140	Housing Construction*	Wongan-Ballidu Development*	May-2015	429,996		(3,873)	23,177	429,996	-	-	429,996
142	Housing Construction	WB Community Association*	Mar-2020	400,000		(4,401)	15,644	257,289	-	(25,778)	231,512
143	Land Purchase	Shire of Wongan-Ballidu	Jun-2016	270,000	9,187	(34)	7,568	128,514	-	(29,181)	99,332
145	Land Development	Shire of Wongan-Ballidu	Jul-2012	1,000,000		-	35,750	1,000,000	-	(1,000,000)	-
145B	Land Development	Shire of Wongan-Ballidu	Jun-2014	500,000		(6,560)	8,162	-	500,000	-	500,000
145C	Land Development	Shire of Wongan-Ballidu	Jul-2017	500,000		(7,168)	8,800	-	500,000	-	500,000
147	Aged Persons	Ninan House*	Jul-2022	100,000		(2,198)	5,483	79,803	-	(5,390)	74,413
149	Resurface Bowling Greens	Wongan Hills Bowling Club*	Dec-2019	115,000	3,885	(180)	5,513	92,451	-	(10,026)	82,425
150	Sports Pavilion	Wongan Hills Sports Council*	May-2016	50,000		(171)	1,982	50,000	-	(11,792)	38,208
TOTAL EXISTING LOANS				3,364,996	13,072	(24,586)	112,079	2,038,053	1,000,000	(1,082,168)	1,955,886

Interest ledger balance after accruals
The net amount after refinancing Loan 145 into 145B and 145C

SSL summary

112,079	112,079	Pg1
13,072	13,072	
1,094,996	3,885	(10,823)
51,799	909,540	(52,986)
856,553		856,553

SSL	Shire	Total
(56,062)	(31,064)	(87,126)
(800,491)	(1,068,268)	(1,868,760)
(856,553)	(1,099,332)	(1,955,886)

9.2 WORKS AND SERVICES

9.2.1 2013/2014 BITUMEN TENDER NO. 01/13

FILE REFERENCE:	
REPORT DATE:	20/08/2013
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Karl Mickle –Works Coordinator
ATTACHMENTS:	Individual Pricing

PURPOSE OF REPORT:

The purpose of this report is to provide sufficient information summarising the results of the tender called for the supply and laying of bitumen products for the 2013/2014 fiscal year to able Council to award the contract for this service.

BACKGROUND:

As the Shire's proposed bitumen sealing programme for the 2013/2014 financial year exceeds \$100,000.00 it was necessary to call tenders for the service.

Tender No. 01/13 calling for suppliers was advertised in the Western Australian newspaper on Saturday 13th July 2013.

The tender called for a complete bitumen service, which included the supply/spray of bitumen, the supply/spread of aggregate, rolling, sweeping and traffic management within the Shire of Wongan-Ballidu up to 30th June 2014.

Tenders closed at 12:00pm Monday 19th August 2013.

COMMENT:

Three tenders packages were received by the closing date, these being from Bitutek Pty Ltd (PO Box 2229, Ellenbrook WA 6069) and R^NR Contracting Pty Ltd (PO Box 196, Guildford WA 6935). Fulton Hogan Industries Pty Ltd (Lot 1 Talbot Road, Hazelmere WA 6055)

The three tenders were opened at 12:00pm on Wednesday 19th August 2013. The tenderers quoted on a complete service, which included the supply/spray of bitumen, the supply/spread of aggregate, rolling, sweeping and traffic management.

One Tender was received 1 day late and this has not been included in the information provided.

The tenders called for both a "fixed" and a "rise & fall" price per square metre (m²) rate.

Some vendors prefer the "rise and fall" option as it allows them to shift the "risk" to the purchaser and tends to make their tender look more attractive.

The "rise & fall" option applies a variation from the nominated Guaranteed Maximum Price (**GMP**) at the time of the tender.

In the event of the "rise & fall" adjustment being applied, the difference between the current price and the tender price is used to vary the actual price. ie: if the **GMP** of bitumen (currently \$1070 / tonne increases by \$10.00 per tonne, an additional \$0.01 per litre would be charged).

At an average application rate of 2.0 litres / m² every \$10.00 per tonne increase in the **GMP** of bitumen could increase the application rate by \$0.02 m².

Most of the bitumen stock originates out of Singapore and is linked both to the American dollar and world oil prices.

As with fuel prices, customers do not always benefit from daily / weekly fluctuations in pricing as it may depend on the level of “stockpiling” or contract arrangements that occur.

However, if there was a negative shift in either commodity, Council could be “out of pocket” if it were to choose the “rise & fall” option.

The risk of a “rise & fall” contract is that the increase (or decrease) is undeterminable until the time of service, which could be up to six (6) months away for the majority of the contract.

Alternatively, there is nothing to say that the price will not remain static for some time, or in fact decrease

Under the terms of the tender, Council is not bound to accept the lowest, or any tender.

The following schedule of rates were supplied:

SCHEDULE OF RATES

SCHEDULE OF PRICES (SUPPLY/SPRAY BITUMEN & SUPPLY/SPREAD AGGREGATE)

JOB LOCATION	sq.m	SCHEDULE Mth / Yr	Shire Budget	Fulton/Hogan		Bitutek		RnR		
			\$ per / m ² (Inc GST)	\$ per / m ² (Inc GST)	\$ per / m ² (Inc GST)	\$ per / m ² (Inc GST)	\$ per / m ² (Inc GST)	\$ per / m ² (Inc GST)		
			Fixed Price			Rise & Fall	Fixed Price	Rise & Fall	Fixed Price	Rise & Fall
Dowerin-Kalannie Rd	14100	Feb'13	\$8.50	\$4.94	\$4.70	\$ 6.05	\$5.89	\$5.27	\$5.31	
Wongan Hills-Waddington Rd	7063	Feb'13	\$8.50	\$5.09	\$4.85	\$5.34	\$5.23	\$4.90	\$ 4.93	
Kondut East Rd	11400	Feb'13	\$4.50	\$1.55	\$1.47	\$1.27	\$1.21	\$1.30	\$1.30	
Yerecion South East Rd	2660	Feb'13	\$4.75	\$5.20	\$4.95	5.34	\$5.23	\$4.90	\$4.93	
Yerecion South East Rd	1520	Feb'13	\$4.75	\$ 5.20	\$ 4.95	\$5.34	\$5.23	\$4.90	\$4.93	
Yerecion South East Rd	760	Feb'13	\$4.75	\$5.20	\$4.95	\$5.34	\$5.23	\$4.90	\$4.93	
Oliver Rd Intersection	3600	Feb'13	\$8.50	\$5.20	\$4.95	\$6.82	\$6.71	\$7.49	\$7.52	
Dowerin-Kalannie Rd	14000	Feb'13	\$6.25	\$5.09	\$4.85	\$5.50	\$5.39	\$4.48	\$4.51	
Dowerin-Kalannie Rd	14280	Feb'13	6.25	\$5.09	\$4.85	\$5.50	\$5.39	\$4.48	\$4.51	
Wongan-Waddington Rd	7525	Nov'12	\$6.25	\$5.09	\$4.85	\$6.16	\$6.00	\$ 4.77	\$4.80	
Yerecion South East Rd	760	Nov'12	\$8.50	\$7.42	\$7.07	\$11.99	\$11.88	\$16.62	\$16.65	
Jenson Street	1240	Mar'13	\$8.50	\$8.80	\$8.39	\$8.47	\$8.36	\$11.33	\$11.34	

As can be seen, there is a slight variation between the three tenderers, both in relation to the total tender price and the variance between the "fixed" price and the "rise & fall" price.

SCHEDULE OF PRICES (SUPPLY/SPRAY BITUMEN & SUPPLY/SPREAD AGGREGATE)

JOB LOCATION	sq.m	TREATMENT	Fulton/Hogan		Bitutek		R & R	
			Fixed Price	Rise & Fall	Fixed Price	Rise & Fall	Fixed Price	Rise & Fall
Dowerin-Kalannie Rd	28200	14mm reseal	\$139.308	\$132.540	\$170.610	\$166.098	\$148.614	\$149.742
Wongan Hills-Waddington Rd	7063	10mm reseal	\$35.950	\$34.255	\$37.716	\$36.939	\$34.608	\$34.820
Kondut East Rd	11400	Enrichment	\$17.670	\$16.758	\$14.470	\$13.794	\$14.820	\$14.820
Yerecion South East Rd	2660	10mm reseal	\$13.832	\$13.167	\$14.204	\$13.911	\$13.034	\$13.113
Yerecion South East Rd	1520	10mm reseal	\$7.904	\$7.524	\$8.116	\$7.949	\$7.448	\$7.493
Yerecion South East Rd	760	10mm reseal	\$3.952	\$2.574	\$4.058	\$3.974	\$3.724	\$3.746
Oliver Rd Intersection	3600	10mm reseal	\$18.720	\$17.820	\$24.552	\$24.156	\$26.964	\$27.072
Dowerin-Kalannie Rd	14000	14mm primer seal	\$71.260	\$67.900	\$77.000	\$75.460	\$62.720	\$63.140
Dowerin-Kalannie Rd	14280	14mm primer seal	\$72.685	\$69.258	\$78.540	\$76.969	\$63.974	\$64.402
Wongan-Waddington Rd	7525	14mm primer seal	\$38.302	\$36.496	\$46.354	\$45.150	\$35.894	\$36.120
Yerecion South East Rd	760	10mm primer seal	\$5.639	\$5.373	\$9.112	\$9.028	\$12.631	\$12.654
Jenson Street	1240	7mm primer seal	\$10.912	\$10.403	\$10.502	\$10.366	\$14.049	\$14.061
			\$436.134	\$414.068	\$495.234	\$83.794	\$438.480	\$441.183

Budget Price for Bitumen work	\$ per / m ² (Inc GST)
Bitumen Prime & Primer Seal	\$ 6.25
Bitumen Primerseal - 1 coat	\$ 4.50
Bitumen Primerseal - 2 coats	\$ 8.50
Bitumen reseal	\$ 4.75

	R&R	Fulton
Total Budget	\$ 490.453	\$ 490.453
	\$ 438.480	\$ 436.134
Savings	\$ 51.973	\$ 54.319

Bitutek is a newly formed company comprising past employees of both Boral and R^{NR}. Although there is little reason to doubt their ability to carry out the works, they are untried and untested. R^{NR}, on the other hand, has previously contracted to the Shire of Wongan-Ballidu on several occasions and has a proven track record in relation to quality, reliability and service delivery.

Fulton Hogan has been around for 76 years in 2009 they acquired Pioneer road services with over 5500 employees in Australia and New Zealand

With relation to the pricing options, Council has two choices. The first is to eliminate any risk associated with bitumen price fluctuations (**GMP**) and choose the "fixed" tender price, whilst the second is to take the risk and chose the "rise & fall" price.

Bitumen prices have increase from \$990 to \$1070 per tonne over the last 12 months, representing an 8.% increase.

- GMP advice from supplier dated 1st August 2012 - \$990 /MT effective 1st August 2012,
 - GMP advice from supplier dated 4th April 2013 - \$1,015 /MT effective 1st May 2013,
 - GMP advice from supplier dated 6th June 2013 - \$1,025 /MT effective 1st July 2013,
 - GMP advice from supplier dated 5th July 2013 - \$1,040 /MT effective 1st August 2013,
- GMP advice from supplier dated 6th August 2013 - \$1,070 /MT effective 1st September 2013

The bitumen price was stable from the beginning of August 2012 through to the end of April 2013. As you would be aware, international pressures have caused our dollar to correct significantly against the US dollar, which has driven the cost of bitumen up significantly over the last 5 months. These pressures are expected to remain until at tleast the end of the year. My supplier advised me yesterday afternoon to expect up to a further \$60 per tonne of increases from October through to the end of the year.

However, if Council were to select the "rise & fall" option, it risks significantly eroding this saving if the bitumen price (**GMP**) increases over the next 6 months at an accelerated rate above those trends shown previously. The worst case scenario would be for the bitumen price (**GMP**) to exceed the current trend and thus create a deficit.

In the author's opinion, the potential "rise & fall" savings is an intangible amount and could well become a deficit if oil prices and exchange rates were to significantly increase. The conservative approach would be to select the fixed price option.

Based on the above information, the staff recommendation would be to accept the tender from R^NR Contracting Pty Ltd (PO Box 196, Guildford WA 6935) for a fixed price contract to supply and lay bitumen products within the Shire of Wongan-Ballidu for 2013/2014.

In relation to potential savings based on budget estimates, selecting R^NR on a fixed price tender would realise a budgetary savings of \$126.280 inc GST.

POLICY REQUIREMENTS:

Purchasing and Procurement Policy

LEGISLATIVE REQUIREMENTS:

- Ø Local Government Act 1995 – 3.57 – Tenders for providing goods or services.
- Ø Local Government (Function and General) Regulations 1996 – Part 4.

STRATEGIC IMPLICATIONS:

Ensuring the most reliable and cost efficient service is provided is in line with Council's strategic direction of ensuring that existing infrastructure is maintained and renewed to meet identified service and amenity levels.

SUSTAINABILITY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS

2013-2014 Budget

**VOTING REQUIREMENTS:
ABSOLUTE MAJORITY REQUIRED: NO**

COMMITTEE RECOMMENDATION:

That Council accept the tender from R^NR Contracting Pty Ltd (PO Box 196, Guildford WA 6935) for a fixed price contract to supply and lay bitumen products within the Shire of Wongan-Ballidu for 2013/2014 in accordance with the attached pricing structure.

MOTION: MOVED Cr Macnamara/Cr West

That Council accept the tender from R^NR Contracting Pty Ltd (PO Box 196, Guildford WA 6935) for a fixed price contract to supply and lay bitumen products within the Shire of Wongan-Ballidu for 2013/2014 in accordance with the attached pricing structure.

**CARRIED: 9/0
RESOLUTION NO 040813**

9.3 HEALTH, PLANNING & BUILDING

9.3.1 ADOPTION OF TIPPING FEES FOR 2013/2014 BUDGET YEAR

FILE REFERENCE:	CA1.2.1
REPORT DATE:	14 August 2014
APPLICANT/PROPONENT:	
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	27 th March 2013
AUTHOR:	Len deGrussa
ATTACHMENTS:	Schedule of Tip Fees

PURPOSE OF REPORT:

1. To present for Council consideration a refined schedule of tipping fees applicable to the Wongan Hills Waste Management Site, to be included in the fees and charges table and adopted for use in the 2013 / 2014 financial year.
2. To ask Council to rescind part 1 of Resolution No: 070313 which is-
***“That Council adopts the following Tip Pass Policy:
Six free tip passes per annum will be issued to residential and rural residential zoned properties, and four free tip passes per annum will be issued to commercial and industrial zoned properties to deposit normally chargeable waste at the Wongan Hills Waste Management Site once the site is manned”.***

BACKGROUND:

- 1 Council considered a report in March 2013 which dealt with equity considerations and timing issues. It was at that time resolved, inter alia, that: “no free passes will be issued to rural zoned properties.” The resolution went on to deal with passes applying to “otherwise chargeable” items. This is not practical as “otherwise chargeable” includes noxious wastes, tyres, septage and animal carcasses etc. A more suitable wording might be that the passes apply in cases as per the attached table of fees and charges. GST issues, ambiguities and equity issues have again been addressed, before submitting the attached for Council’s consideration.
- 2 In accordance with management’s aim to eventually have the tip running as a “no cost” facility, fees need to be introduced to offset the cost of a contractor manning the facility. The budgeted income for this year is \$29,740.00 from tip fees and sales, however sales of scrap metal and the like can’t occur in 2013/14 as the contractor now has sole salvage rights. Expenditure is budgeted as \$50,000.00 for the contractor cost and \$23,967 for work to be carried out by the Shire.
- 3 The wording of this resolution has caused confusion when tip passes were issued. Management’s view is that eligibility for free tip passes within Wongan Hills should not primarily be a matter of zoning, but rather of equitable contributions to tip management. Rather than having all properties zoned a particular way given passes, it is respectfully suggested that zoning in combination with paying for a collection service, be the determinant. Because of not paying at all for a collection service, a vacant, residential land owner in Wongan Hills for example, does not contribute to tip management. The only way to enforce this is to make that owner contribute at the site entry by paying the applicable dumping fee.
- 4 The site is yet to have final power, certain signage and, cashiering arrangements made, however these are nearly completed.

COMMENT:

Most small scale waste taken to the site will not attract a fee as it will be covered by a pass. In addition clean fill that can be utilised as cover in the landfill section will also be free, as this assists both the contractor and the Shire.

The fees and charges submitted are the product of comparisons with neighbouring Shires and the local government industry generally. They are about fair contribution rates and an ethos of user pays (Some noxious dumpings cost more to handle and consequently attract an "additional charge"). They will obviously be applied with discretion and care.

The fee table has been constructed as simply as is reasonably possible to allow ease of application by the contractor, and for easy reading by effected parties.

POLICY REQUIREMENTS:

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

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995, Section 6.19

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

User pays philosophy is a key concept in the tabling of this report. There are no other known social implications associated with this item.

FINANCIAL IMPLICATIONS:

The introduction of fees for depositing rubbish at the Wongan Hills Waste Management Site is necessary in order to assist with offsetting the cost of operating and maintaining the facility. Contract costs are being incurred progressively from July 1st, however the Shire's income stream is unfortunately being delayed.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

COMMITTEE RECOMMENDATION No1:

That Council

Adopt the schedule of fees as attached to the agenda, for use at the Wongan Hills Waste Management Site, in the 2013 / 2014 financial year, with such to now be subject to both the required public advertising protocols and less formal, local advertising.

COMMITTEE RECOMMENDATION No 2

Contribution to Wongan Hills Refuse Site Maintenance:

	Fee (Exc GST)	Fee (Inc GST)
1 Non Chargeable Waste (Residential & Business Ratepayers) (Pass to be produced)		
Utes, vans, cars, 4WD, crew cab or trailers (6 x 4)		
General household or business (non toxic) waste	Free	Free
Putrescible & non recyclable (kitchen waste, etc)	Free	Free
Unsorted (non recyclable)	Free	Free
Sorted recyclables - various	Free	Free
Uncontaminated Green Waste	Free	Free
2		Chargeable Waste (Residential & Business Ratepayers) (Pass not produced)
Utes, vans, cars, 4WD, crew cab or trailers (6 x 4) Per Item 1 above)		
commercial or industrial i.e. Either 6 or 4 visits)		
2.1 For Householder (1 visit)	\$8.00	\$8.80
2.2 For Businesses (Ratepayer) (1 visit)	\$14.00	\$15.40
3		Non Domestic Waste
3.1 Putrescible & non recyclable landfill - per cubic metre	\$8.00	\$8.80
3.2 Offal, Meat - per cubic metre	\$60.00	\$66.00
3.3 Sorted recyclables various - (excludes cardboard) per cubic metre	\$10.00	\$11.00
3.4 Cardboard - per cubic metre	\$14.00	\$15.40
3.5 Non-recyclable - per cubic metre	\$20.00	\$22.00
3.6 Clean Rubble - per cubic metre	\$12.00	\$13.20
3.7 Mixed Rubble/Material - per cubic metre	\$20.00	\$22.00
3.8 Mixed Builder's Waste - per cubic metre	\$20.00	\$22.00
3.9 Bulk Green Waste	\$8.00	\$8.80
3.10 Clean Fill (Can be used on-site)	\$0.00	\$0.00
3.11 Baling twine - per cubic metre	\$10.00	\$11.00
3.12 Ex-Farm Large Rolls of Wire - NOT ACCEPTED	N/A	N/A
3.13 Gas Cylinders - LPG, Oxy/Acetelene etc - NOT ACCEPTED	N/A	N/A
4. Additional Charges – Other Offensive Materials		
4.1 Waste Oil - Per litre	0.15	0.17
4.2 Septage - per litre	0.06	0.07
4.3 Offal, Meat - per cubic metre	\$60.00	\$66.00
4.4 Small Animals - cats, dogs lambs- per carcass	\$8.00	\$8.80
4.5 Large Animals - Sheep, cattle, horses, pigs - per carcass	\$15.00	\$16.50
4.6 Small Vehicle Body - car , ute, van - per body	\$50.00	\$55.00
4.7 Large Vehicle Body - Truck, tractor - per body	\$100.00	\$110.00
4.8 Small Tyres (must be off rim), car ute, van - per tyre	\$7.00	\$7.70
4.9 Medium Tyres (must be off rim), 4wd, truck - per tyre	\$25.00	\$27.50
4.10 Large Tyres (must be off rim)- Farm machinery per tyre	\$125.00	\$137.50
4.11 Batteries (each)	\$5.00	\$5.50
4.12 Asbestos - per cubic metre dumped	\$150.00	\$165.00
4.13 Asbestos Dig & Cover - per each load (additional to per c.m. rate)	\$100.00	\$110.00
4.14 White Goods, Fridge, freezer, air - con (not degassed)	\$30.00	\$33.00
4.15 White Goods, Fridge, freezer, Air - con, TV's etc (degassed)	\$20.00	\$22.00
4.16 Sorted Scrap Metal per cubic metre	\$10.00	\$11.00
4.17 Emergency Opening Fee	\$78.75	\$86.63
5. Wellards – Special Annual Rate		
5.1 Baling Twine Only	\$513.45	\$564.80

9.3.2 PARTICIPATION IN ENTERPRISE MIDLANDS REGIONAL ASSOCIATION

FILE REFERENCE:	
REPORT DATE:	20 August 2013
APPLICANT/PROPONENT:	
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor CEO
ATTACHMENTS:	Constitution

PURPOSE OF REPORT:

To consider endorsing the constitution for the proposed Enterprise Midlands Inc Association and confirm participation in the regional association

BACKGROUND:

On 26 March 2013, Mr Ray Davy made a presentation to the Shires of Dalwallinu, Moora and Wongan-Ballidu regarding the intricacies involved in setting up a regional association (or trust) for the purpose of economic development (including the development of housing in the region).

COMMENT:

Since this time the Chief Executive Officers from the Shires of Dalwallinu, Moora and Wongan-Ballidu have been meeting with Ray Davy from Conway Highbury Consulting with the objective of drafting a "Regional Housing Alliance" agreement.

The principle aim of this concept is to continue precipitation of Federal and State Government investment throughout the shires toward infrastructure development; however it was primarily aimed at the Department of Regional Development and Lands (RDL) Country Local Government Fund (CLGF) 'Regional Component' funding.

Since the budget announcement that the CLGF has been removed, it may appear that the initial need for the association has lessened. This is not necessarily the case, with the objectives of the association being very wide ranging. Should the association decide to set up a specialist subsidiary, each individual Shire could be given a chance to participate but there is no obligation that requires this participation. This would provide the greatest level of flexibility with how each subsidiary could be run (e.g. a subsidiary could be set up to maintain medical facilities and services, roadworks, waste management just to mention a few).

An association is eligible to be incorporated if it has more than five members and is formed for a defined purpose including "promoting the interests of a local community". An incorporated association cannot itself be established for the purpose of generating profits for its members, but it may own a trading subsidiary (which could be an incorporated company) that is revenue-generating and profitable, with those profits in whole or in part flowing to the association. While the association is barred from then distributing any part of those profits to its members, they can of course be reinvested in new ventures within the overall purpose of the association.

The incorporated association model envisages equal rights to all participating members and makes no allowance for differential participation by members.

Specific project ownership and delivery would either remain within the association or be placed in project-specific subsidiary entities.

Once established, an incorporated association may conduct itself in a normal commercial manner without the constraints placed on local governments acting alone. In doing so, it is largely unconstrained (subject only to solvency and the limits of its constituent constitution) in its activities. The incorporated association, or its subsidiary entities, can form joint ventures with local governments or similar entities outside the membership of the association, or with the private sector. By this means, individual local governments can participate in some ventures but not others, according to their own priorities and needs. Once all Councils have agreed to the constitution it can then be setup and incorporated.

POLICY REQUIREMENTS:

There are no Policy Requirements in relation to this item

LEGISLATIVE REQUIREMENTS:

In establishing this association, regard needs to be had to Section 3.60 of the Local Government Act 1995 which provides that a local government “cannot form or take part in forming, or acquire an interest giving it the control of, an incorporated Company or any other body corporate unless it is permitted to do so by regulation”. Regulation 32 of the Local Government (Finance and General) Regulations 1996 explicitly provides however that a local government may participate in an incorporated association

STRATEGIC IMPLICATIONS:

The incorporation of a regional association would enable further options for use of available funding and could result in a significant increase in outcomes and a decrease in the compliance required under the existing Local Government Act.

SUSTAINABILITY IMPLICATIONS:

Ø Environment

There are no known environmental implications

Ø Economic

Ø The successful implementation of a regional association would result in many economic benefits for members within the region.

Ø Social

Ø There has been no community consultation at this point but the objectives of the association are in alignment with the objectives of the community.

FINANCIAL IMPLICATIONS:

The setup and running of the association will be funded from the remaining CMVROC funds.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: NO

MOTION

MOVED

Cr Armstrong/Cr de Grussa

That Shire of Wongan Ballidu approve the Enterprise Midlands Inc Constitution (attached) and confirm their agreement to continue with the setup of this association.

**CARRIED: 9/0
RESOLUTION NO 080813**

1. NAME OF THE ASSOCIATION

The name of the Association is *Enterprise Midlands Inc.*

2. DEFINITIONS AND INTERPRETATION

2.1 In this constitution, unless a contrary intention appears:

WORD	DEFINITION
Act	means the <i>Associations Incorporation Act 1987</i> , of Western Australia as amended.
Association	means Enterprise Midlands Inc.
Central Midlands Region	means the area covered by the local government areas of the Shires of Dalwallinu, Moora and Wongan-Ballidu together with any adjoining area so determined by a resolution adopted by a general meeting of the Association.
Chair	means the person appointed as Chair of the Association in accordance with Clause 11.
Committee	means the committee of management of Enterprise Midlands Inc. which shall comprise all of the members of the Association.
Committee Meeting	Committee meetings shall mean general meetings and vice versa. Special general meetings and annual general meetings shall mean a meeting of the Committee to conduct particular business as described in this constitution.
EMI	means Enterprise Midlands Inc.
Member	means a person who is appointed as a member of the Association.
Member Organisation	means any of the organisations referred to in Clause 8.1
Office Bearer	means the Chair, Secretary or Treasurer.
Ordinary Resolution	means a resolution other than a Special Resolution.
Secretary	means the Secretary of the Association appointed in accordance with Clause 11.
Special Resolution	has the meaning given by section 24 of the Act; that is a resolution passed by not less than three fourths of those members present at the meeting at which the special resolution is being considered.
Treasurer	means the Treasurer of the Association appointed in accordance with clause 11.

3. LOCATION

The Association shall be centred on the Central Midlands region as defined from time to time.

4. VISION

The Association and its constituent Members recognise the need for long term strategic planning and the promotion, facilitation and implementation of measures to enhance the economic development of the Central Midlands region so that it is a thriving and prosperous region that is sensitive to the needs of residents, visitors, enterprise and the environment.

5. OBJECTS

The objects of this association are:

- To create an environment of sustainable growth in the Central Midlands region
- To facilitate the economic development and social wellbeing of the Central Midlands region
- To identify the economic needs of the Central Midlands region and make these needs known to key decision makers in Government and private enterprise
- To foster cooperative and joint venturing initiatives between members and appropriate partners on projects of mutual benefit or to further joint interests
- To concentrate available resources on seeking solutions to identified mutual problems and achieve savings in resources that can be gained through cooperative effort
- To promote economic development within the Central Midlands region.

6. POWERS

- 6.1 In accordance with the provisions of Section 13 of the Act, the powers of the Association are to:
- (a) employ persons that the Association deems appropriate to pursue the objects of the Association or to administer the affairs of the Association.
 - (b) acquire, hold, deal with and dispose of any real or personal property.
 - (c) open and operate bank accounts.
 - (d) invest EMI money:
 - (i) as trust funds which may be invested under Part III of the Trustees Act 1962; or
 - (ii) in any other manner authorised by this constitution.
 - (e) appoint agents to transact any business of the Association on its behalf.
 - (f) enter into any other contract deemed necessary or desirable by the Committee.
 - (g) establish subsidiary entities in accordance with Clause 18 for the purpose of implementing specific objects of the Association.
- 6.2 The Association may, unless this constitution otherwise provides, act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene the Act or the constitution.

7. PROPERTY AND INCOME

7.1 The property and income of the Association shall be applied solely toward the promotion of the objects of the Association and no part of the property or income may be paid or otherwise distributed, directly or indirectly, to members of the Association except in good faith in the promotion of those objects, but nothing herein contained prevents:

- (a) the payment in good faith of remuneration to any member, officer, employee or agent of the Association or other person in return for services rendered to the Association;
- (b) the payment of interest to a member at a rate not exceeding that charged by the Association's bank on an overdraft accommodation.
- (c) the payment of a salary to any employee of the Association;
- (d) the payment of a reasonable and proper rent for premises leased by the Association; or
- (e) the payment of out of pocket expenses incurred by a member or employee of the Association or other authorised person.

8. MEMBERSHIP

8.1 Membership shall consist of:

- (a) one person each holding the offices of:
 - an elected member of the Council of the Shire of Dalwallinu
 - Chief Executive Officer of the Shire of Dalwallinu
 - an elected member of the Council of the Shire of Moora
 - Chief Executive Officer of the Shire of Moora
 - an elected member of the Council of the Shire of Wongan-Ballidu
 - Chief Executive Officer of the Shire of Wongan-Ballidu;
- (b) a member of the community (not being an elected member of Council) appointed by each of the Shires of Dalwallinu, Moora and Wongan-Ballidu as representatives of their respective communities; and
- (c) a person chosen by the members described in subclauses (a) and (b) and not being one of them, to be the Chair of the Association. The Chair may not be a holder of any of the offices described in subclause (a).

8.2 Members are not required to pay any membership fee or subscription.

8.3 The process for selection and the term of membership of persons (other than the respective Chief Executive Officers) appointed as members under subclauses 8.1 (a) and (b) shall be at the discretion of the Member Organisation by which they are appointed.

8.4 The Chair shall cause to be kept a register of current and past members and a record of the current office bearers and their postal or residential addresses, in the manner contemplated by

the Act. Upon the request of a member, the register must be made available for inspection by the member and the member may make a copy or take an extract from the register or record but shall have no right to remove the register or record for that purpose.

8.5 A person ceases to be a member if he or she:

- (a) dies;
- (b) resigns by notice in writing delivered to the Chair, or if the member is the Chair, to the Secretary;
- (c) is convicted of an offence under the Act;
- (d) is permanently incapacitated by mental or physical ill-health; or
- (e) no longer holds the office specified in Clause 8.1; or
- (f) has his or her membership terminated as described in clause 9.1.

8.6 Where a person's membership has ceased in accordance with Clause 8.5 the Secretary shall promptly upon cessation write to the Member Organisation by which that person was appointed, requesting that another person be nominated as a member in substitution.

8.7 Where the Chair ceases to be a member, the remaining members shall as soon as practicable thereafter meet to choose and appoint a replacement.

9. TERMINATION OF MEMBERSHIP

9.1 The Committee shall have the power to suspend or expel any member of the Association for any act detrimental to the interests of the Association. The Secretary will communicate that decision in writing to the affected member.

9.2 Any member who has their membership suspended or terminated shall have the right to appeal against such suspension or termination by presenting their case to a Special General Meeting called for such purpose and the decision of the Special General Meeting shall be final.

10. MEMBERS' LIABILITIES

10.1 An officer or member of the Association is not by reason only of his or her being such an officer or member liable in respect of the liabilities of the Association.

10.2 Clause 10.1 does not apply in respect of liabilities incurred by or on behalf of the Association prior to incorporation.

11. OFFICE BEARERS

- 11.1 The Office Bearers of the Association will be the Chair, Secretary and Treasurer.
- 11.2 The Office Bearers will be elected at each Annual General Meeting by ballot. Until such time as the first Annual General Meeting takes place, the Committee shall appoint the Office Bearers.
- 11.3 Prior to each Annual General Meeting the Returning Officer shall give at least 21 days' notice calling for nominations for the various positions of Office Bearer.
- 11.4 Any member may nominate a person to whom subclause 8.1(c) applies, including the incumbent, to be Chair.
- 11.5 Any member may nominate themselves or another member for a position as Secretary or Treasurer. In the latter case, the nomination must be signed by the nominee to indicate his or her consent to be nominated.
- 11.6 The Returning Officer must advise all members in writing of all nominations received not less than 14 days prior to the annual general meeting.
- 11.7 When a casual vacancy occurs in a position of Office Bearer, the Committee may appoint a member (or in the case of the Chair, a person qualified to be appointed under subclause 8.1(c)) to fill that vacancy until the next Annual General Meeting. A casual vacancy occurs when a person holding one of those positions ceases to be a member or resigns from those positions by notice in writing to the Secretary or Chair.
- 11.8 The role and delegated authority of the Chair shall be in accordance with this Constitution and the Act.
- 11.9 The Committee, through the Secretary, shall:
- (a) ensure that all the Association's correspondence is promptly and adequately handled, notices and agendas for meetings are correctly compiled and dispatched and that all records are properly and securely stored.
 - (b) ensure a true, complete and accurate record of all minutes of all meetings is kept in a minute book and are signed as a true, complete and accurate record by the chair of the meeting.
 - (c) be responsible for custody of all records, registers, books, documents and securities of the Association.

- (d) maintain, in an up-do-date condition, this constitution and ensure each member has a copy. In addition the Secretary will ensure the original of the current constitution, signed and dated by the Chair, is kept in a secure manner and will make it available for inspection.
- 11.10 The Secretary shall perform such other duties as are imposed on him or her by this Constitution or the Act.
- 11.11 The Committee, through the Treasurer, shall:
- (a) ensure the appointment of appropriate staff or agents to manage the financial affairs of the Association.
 - (b) oversee the financial affairs of the Association, including the maintenance of appropriate systems of internal control.
 - (c) ensure that all monies received are properly accounted for and banked into the appropriate Association bank accounts.
 - (d) ensure that all disbursements of Association funds are in accordance with Committee approvals and are effected by cheques signed by two office bearers.
 - (e) ensure compliance with sections 25 and 26 of the Act in respect of the accounting records of the Association.
 - (f) ensure proper books of account are maintained to record all monies received and disbursed and to generally perform all such responsibilities as directed from time to time by the Committee.
- 11.12 The Treasurer shall present at each meeting of the Committee a full report of the finances of the Association and at each annual general meeting the audited accounts of the Association.
- 11.13 The Treasurer shall perform such other duties as are imposed on him or her by this Constitution or the Act.

12. DELEGATION TO SUB-COMMITTEE

- 12.1 The Committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such persons as the Committee thinks fit) the exercise of such of the functions of the Association as are specified in the instrument, other than:
- (a) this power of delegation; and
 - (b) a function which is imposed on the members in general meeting by the Act or by another law of the State.

- 12.2 A function, the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- 12.3 A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to the time or circumstances, as may be specified in the instrument of the delegation. The duration of such delegation shall not extend beyond the date of the annual general meeting.
- 12.4 Notwithstanding any delegation under this clause, the Committee may exercise any function or power delegated.
- 12.5 Unless otherwise agreed by the Committee, any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has no force or effect until that action or thing done or suffered by the sub-committee is supported by a resolution of the Committee at a general meeting or Committee meeting.
- 12.6 The Committee may, by instrument in writing, revoke wholly or in part, any delegation under this clause.
- 12.7 A sub-committee may meet and adjourn as it thinks proper.

13. FINANCE

- 13.1 The Association may accept monies by any lawful means for the purpose of fulfilling the objects of the Association.
- 13.2 The financial year of the Association shall be from 1 July to 30 June in the following year.
- 13.3 All monies of the Association shall be paid into the accounts of the Association at such bank or banks or other financial institutions as the Committee from time to time directs.
- 13.4 No monies shall be drawn from the Association's accounts except by cheque or such other manner as is authorised by the Committee from time to time with such cheque or any other authority or direction signed in the manner described in clause 111.11 or as otherwise authorised by the Committee from time to time.
- 13.5 The financial operations of the Association shall be conducted in accordance with this Constitution and the Act.

14. AUDIT

- 14.1 As soon as practical after incorporation the Committee shall appoint a suitably qualified and certified auditor to audit the books and records of the Association.
- 14.2 At each annual general meeting an auditor is to be appointed for the next financial year.
- 14.3 An appointed auditor shall provide an audit report to the Committee within 4 months of the end of the financial year in order that it may be tabled at the annual general meeting.
- 14.4 The auditor shall have no prior or current relationship with any members or employees of the Association, other than in a professional capacity.

15. MEETINGS

General

- 15.1 The Committee shall meet together for the dispatch of business not less than one meeting per quarter year. The Secretary will issue a notice of these Committee meetings not less than 5 days before the date of the meeting.
- 15.2 The Chair may at any time convene a Committee meeting. A written notice, specifying the business to be transacted and the date, time and place of the meeting will be issued by the Secretary not less than 5 days before the date of the meeting.
- 15.3 The quorum for a meeting shall be 50% of members (excluding the Chair) plus one.
- 15.4 Subject to this constitution, the members present at a meeting shall determine the procedure and order of business to be followed at a meeting including without limitation inviting observers or guests to attend and/or address meetings.
- 15.5 The Chair shall preside at each meeting of the Association.
- 15.6 If the Chair is not present or is unable to preside at the meeting, the members present shall select one of their number to preside at the meeting. If no decision is reached in this regard the meeting shall be adjourned.
- 15.7 Each member other than the Chair has one deliberative vote. The Chair shall not have a deliberative vote; however a member presiding in the absence of the Chair shall be entitled to exercise his or her deliberative vote.
- 15.8 All questions other than Special Resolutions shall be decided by a majority of votes, but if there is an equality of votes, the question shall be resolved in favour of the status quo.

15.9 In order to cast a vote a member must:

- (a) be present in person when the vote is taken; or
- (b) be in communication with the meeting by way of telephone or video link for the duration of the discussion on the question to be voted on, and convey his or her vote verbally in a manner that is audible to all members present.

15.10 A declaration by the chair presiding at a meeting that a resolution has been passed shall be evidence of that fact unless, during the meeting at which the resolution is submitted, a poll is demanded.

15.11 The Association will pay for all reasonable Committee meeting expenses.

Annual General Meeting (AGM)

15.11 The AGM shall be held in every calendar year within 4 months of the end of the Association's financial year. The Secretary shall ensure written notice of the meeting is sent to all members, not less than 14 days before the meeting.

15.12 The business of the AGM shall include in this order:

- (a) confirmation of the minutes of the previous AGM and any subsequent meeting and matters arising;
- (b) the Chair's report;
- (c) the Treasurer's report and statement of accounts for the preceding financial year, together with an audit report prepared by the appointed auditor;
- (d) the appointment of an external auditor as described in clause 14.2.
- (e) the election by ballot of the Chair, Secretary and Treasurer whose terms will expire at the following AGM;
- (f) special business of which notice has been given; and
- (g) general business.

15.13 The reports of the Chair and Treasurer, together providing (but not limited to) a summary of the financial and other activities of the Association for the preceding year, the annual report and audited financial statements shall be sent to the members together with the notice of meeting.

Special General Meeting

- 15.14 The Chair shall at any time convene a special general meeting within 14 days of:
- (a) the Secretary receiving a request in writing to do so from not less than 5 members, all of whom have signed the request, for the purpose specified in that request; or
 - (b) the Secretary receiving a notice under clause 9.3, for the purpose of dealing with the appeal to which that notice relates; or
 - (c) a procedural motion proposed in accordance with Clause 15.19 being defeated at a Committee meeting or general meeting.
- 15.15 The Secretary shall give to all members not less than 7 days' notice of a Special General Meeting and of any motions to be moved at the Special General Meeting. This notice shall specify:
- (a) when and where the meeting will be held; and
 - (b) the particulars of the business to be transacted at the meeting and of the order in which that business is to be transacted.
- 15.16 If a Special General Meeting is not convened within 14 days after the date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a meeting to be held not later than 3 months after that date. This meeting shall be convened as nearly as is practicable in the same manner as Committee meetings are convened.

Special Resolutions

- 15.17 A resolution is a Special Resolution if it is passed by a majority of not less than three-fourths of the members who vote in person at a meeting of which notice specifying the intention to propose the resolution as a Special Resolution is given.
- 15.18 Matters which must be determined by a Special Resolution are:
- (a) the establishment or disestablishment of a subcommittee in accordance with Clause 12, the delegation of any powers or functions to a subcommittee and the variation or revocation of that delegation;
 - (b) the establishment of a subsidiary entity in accordance with Clause 18 and the determination of the process for appointing persons as directors, trustees or managers of a subsidiary entity; and

- (c) any matter required by the Act to be determined by a Special Resolution including but not limited to a change to this Constitution or a proposal for the winding up or dissolution of the Association;
- 15.19 If in the opinion of the Chair a matter before the Committee or a general meeting is of a nature that ought to require a Special Resolution in the interests of good governance, he or she shall propose a procedural resolution to that effect. If the procedural motion is not supported by a majority of members present and voting, the matter shall be deferred for determination at a Special General Meeting convened within 14 days to consider the matter.
- 15.20 At a meeting at which a resolution proposed as a Special Resolution is submitted, a declaration by the person presiding that the resolution has been passed as a Special Resolution shall be evidence of the fact unless, during the meeting at which the resolution is submitted, a poll is demanded by at least 3 members of the Association present in person.
- 15.21 A declaration by the person presiding as to the result of a poll is evidence of the matter so declared.

Adjournment of Meetings

- 15.22 If a quorum is not present within 30 minutes after the time appointed for holding the meeting the meeting will be adjourned to the same time on the same day in the following week at the same venue.
- 15.23 If a quorum is not present within 30 minutes of the time appointed for the resumption of an adjourned meeting, the members who are present may proceed with the business of that meeting as if a quorum were present.
- 15.24 The meeting chair may, with the consent of a meeting at which a quorum is present, and shall, if so directed by such a meeting, adjourn that meeting from time to time and from place to place.
- 15.25 There shall not be transacted at an adjourned meeting any business other than business left unfinished or on the agenda at the time when the meeting was adjourned.
- 15.26 When a meeting is adjourned for a period of 30 days or more, the Secretary shall give notice under clause 15.1 or 15.15 of the adjourned meeting as if that meeting was a fresh meeting.

16. RESOLUTIONS WITHOUT MEETINGS

- 16.1 Any resolution initiated by the Chair in writing and delivered to members, and agreed to in writing by a majority of the members, shall have the same effect as if passed at a Committee meeting. Every such resolution shall be recorded in writing and delivered to each member and shall be recorded in the minutes of the next Committee meeting. Agreement in writing to any

such resolution may be transmitted by facsimile or email or delivered by pre-paid post or pre-paid courier.

17. CONFLICT OF INTEREST

- 17.1 A member or employee of EMI who has a direct or indirect pecuniary or non-pecuniary interest in a contract, proposed contract or other matter before the Association shall, as soon as he or she becomes aware of the interest, disclose the nature and extent of the interest to the Committee.
- 17.2 To the extent they are known, interests of member's or employee's immediate family should also be disclosed.
- 17.3 When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter.
- 17.4 Clause 17.1 does not apply in respect to a pecuniary or non-pecuniary interest that exists only by virtue of the fact that the member or employee belongs to a class of person for whose benefit the Association was established.
- 17.5 All declarations are to be recorded in the meeting minutes.
- 17.6 The Committee shall abide by sections 20, 21 and 22 of the Act.

18. SUBSIDIARIES

- 18.1 To the extent permissible by law, the Association may establish one or more subsidiary entities for the purpose of implementing specific objects of the Association and may appoint as directors, trustees or managers (as the case may be) to such subsidiaries persons who are not members of the Association.
- 18.2 The appointment of persons (whether members of the Association or not) in accordance with Clause 18.1 shall be in accordance with best practice corporate governance by a process to be approved by special resolution.
- 18.3 Any subsidiary entity established under this Clause shall conduct its affairs in accordance with the relevant law governing an entity of that type.
- 18.4 Each subsidiary entity shall submit a report to the Committee on its affairs, including a financial report and any other matters determined by the Committee, at intervals of not more than 6 months unless determined otherwise by the Committee.

18.5 Each subsidiary entity must produce a Statement of Intent that is a binding agreement between the subsidiary entity and EMI as to the objects, financial management, governance and operations of the subsidiary entity. The Statement of Intent is to be renewed annually for ratification by the AGM of EMI.

19. SERVICE OF NOTICES

19.1 For the purposes of this constitution, a notice may be served by or on behalf of the Association upon any member either personally, by facsimile, email or pre-paid courier or by sending it by pre-paid post to the member at the member's address shown in the register of members or records of the Association.

19.2 When a document is sent to a member by properly addressed and pre-paid post or courier delivery, the document shall, unless the contrary is proved, be deemed for the purposes of this constitution to have been served on the member at the time at which the document would have been delivered in the ordinary course of post or courier delivery.

20. CHANGES TO THE CONSTITUTION

20.1 This constitution may be amended or revoked by a Special Resolution passed at a Committee meeting provided that at least 28 days' notice of the motion has been given to all members by the mover or the Chair.

20.2 All changes must comply with sections 16, 17 and 18 of the Act.

20.3 Any change to the constitution shall not take effect until the change has been approved in accordance with section 19 of the Act.

21. INSPECTION OF RECORDS AND REGISTERS OF THE ASSOCIATION

21.1 A member may at any reasonable time inspect without charge the minute books, documents, records and securities of the Association.

22. COMMON SEAL OF ASSOCIATION

22.1 The Association shall have a common seal on which its corporate name shall appear in legible characters.

22.2 The common seal of the Association shall not be used without the express authority of the Committee and every use of that common seal shall be recorded in the minute books of the Association.

22.3 The affixing of the common seal of the Association shall be witnessed by any two Office Bearers of the Association.

22.4 The common seal of the Association shall be kept in the custody of the Secretary or such other person as the Committee from time to time decides.

23. WINDING UP/DISSOLUTION OF THE ASSOCIATION

23.1 The Association will be dissolved by a Special Resolution passed at a meeting convened for that purpose.

23.2 The mover or the Chair shall give not less than 28 days' notice of motion of such dissolution to each member.

23.3 If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.

23.4 In the event of the winding up or dissolution of the Association, the Commissioner of Taxation shall be advised of the date of dissolution within 30 days of the dissolution.

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

Nil

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 4.02pm.

These minutes were confirmed at a meeting on 26th September 2013.

Signed _____
President