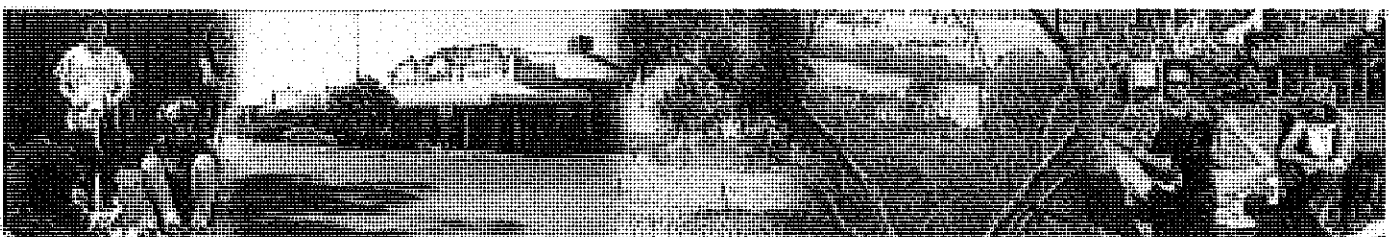


MINUTES 16 AUGUST 2012

**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 Thursday 16 August 2012



1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President Cr Michael Brennan declared the meeting opened at 3.00pm.

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED

ATTENDANCE:

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

STAFF:

Stuart Taylor	Chief Executive Officer
Len deGrussa	Manager Building Services
Bob White	Manager Works & Services
Tanya Greenwood	Manager Community Services

APOLOGIES:

Cr Godfrey was granted leave of absence for this meeting.
Dennis Coates Deputy Chief Executive Officer

PUBLIC:

Sgt Ben Tomasini

3. PUBLIC QUESTION TIME

Nil

4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

5. PETITIONS AND PRESENTATIONS

Sgt Tomasini gave Council an overview on the end of year statistics for the local police.

Sgt Tomasini left the Chambers at 3.15pm.

6. APPLICATION/S FOR LEAVE OF ABSENCE

Cr Barrett-Lennard and Cr David Brown requested leave of absence for the September committee and Council meetings.

7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON THURSDAY 19 JULY 2012

9. REPORTS OF OFFICERS AND COMMITTEES

9.1 ADMINISTRATION & FINANCIAL SERVICES

9.1.1 ACCOUNTS SUBMITTED

FILE REFERENCE:	F1.4
REPORT DATE:	17 August 2012
APPLICANT/PROponent:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Dennis Coates, Deputy Chief Executive Officer
ATTACHMENTS:	July 2012

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 requires 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.

List of Accounts Paid & Submitted to Finance Committee
01/07/2012 - 31/07/2012

CHQ/EFT	Date	Name	Description	Amount
EFT8497	02/07/2012	WONGAN HILLS IGA LIQUOR	Monthly account May 2012 including, milk,tea,biscuits,council meeting refreshments, cleaning products	-682.65
EFT8498	02/07/2012	UHY HAINES NORTON	Interim billing of audit for year ending 30 June 2012	-8492.00
EFT8499	02/07/2012	LANDMARK OPERATIONS	Galvanised Fence Dropper x 4 107cm	-624.80
EFT8500	02/07/2012	RURAL PRESS REGIONAL MEDIA (WA)	Shire page Advocate April 2012	-276.01
EFT8501	02/07/2012	WALGA	Advertising of Tender 02/12 Synthetic Grass for Ballidu Bowling Greens	-640.33
EFT8502	02/07/2012	NEAT N TRIM UNIFORMS PTY LTD	Uniform admin staff	-71.09
EFT8503	02/07/2012	WONGAN HILLS TOURISM GROUP INC	Contract cleaning of public toilets April 2012 - June 2012	-450.00
EFT8504	02/07/2012	RURALVISION	Tea Cups for CRC Event	-75.00
EFT8505	02/07/2012	PEERLESS JAL PTY LTD	Cleaning products civic centre	-158.84
EFT8506	02/07/2012	T A MATTHEWS ELECTRICAL SERVICES		-5027.55
	12/06/2012	T A MATTHEWS ELECTRICAL SERVICES	Fujitsu Air Conditioner to Front Office Admin	4785.00
	12/06/2012	T A MATTHEWS ELECTRICAL SERVICES	Repair stove Stickland Street Units	242.55
EFT8507	02/07/2012	ALL TYPE ENGRAVING & SIGNS	Honour board name strip, Norma Walton 2003-2012	-26.40
EFT8508	02/07/2012	IT VISION AUSTRALIA PTY LTD		-1397.00
	18/06/2012	IT VISION AUSTRALIA PTY LTD	Remote Install latest upgrade and mapping components	1072.50
	31/05/2012	IT VISION AUSTRALIA PTY LTD	Webinar EOY Finance/Payroll	324.50
EFT8509	02/07/2012	ARROW BRONZE	1 x double sized Cast Bronze Plaque Wongan Hills Niche Wall	-793.26
EFT8510	02/07/2012	WESTERN DIAGNOSTIC PATHOLOGY		-130.19
	22/05/2012	WESTERN DIAGNOSTIC PATHOLOGY	Drug Screen Staff	35.04
	04/06/2012	WESTERN DIAGNOSTIC PATHOLOGY	Annual Hep1 check	95.15
EFT8511	02/07/2012	RBC RURAL		-1125.12
	20/06/2012	RBC RURAL	Meterplan Charge Colour & B & W Admin 20/06/2012	998.62
	05/06/2012	RBC RURAL	PCU Assembly & Travel Costs	126.50
EFT8512	02/07/2012	SHANNON ABBOTT	Repairs to park brake - PG11	-726.99
EFT8513	02/07/2012	B C & M G HUGGETT	Repair sink mixer & stove - Shire Residence - Depot Road	-386.84
EFT8514	02/07/2012	BALLIDU TRADING POST - CLEANING ACCOUNT	Cleaning Ballidu Hall, Alpha Park, Bunyip Park, Town Bins, Ballidu Pavilion & Change rooms & Ballidu Info Bay from 02/01/2012 to 26/02/2012	-6283.75
EFT8515	02/07/2012	MCG ARCHITECTS PTY LTD	Variation adjustment of design and documentation fee	-34635.70
EFT8516	02/07/2012	COMPUTER ESSENTIALS	Supply cable and labour to network Ricoh C4000	-84.95
EFT8517	02/07/2012	ROHANNA PTY LTD	Supply of one new Ford Falcon G8E sedan - DCEO	-18339.70
EFT8518	02/07/2012	MEDICAL CENTRE OF WONGAN HILLS		-15940.79
	20/06/2012	MEDICAL CENTRE OF WONGAN HILLS	Feb 2012 Quarterly PIP Incentives Program Payment	10414.19
	20/06/2012	MEDICAL CENTRE OF WONGAN HILLS	May 2012 Quarterly PIP Incentives Program Payment	5391.30
	28/06/2012	MEDICAL CENTRE OF WONGAN HILLS	Employment Medical Staff Admin	135.30
EFT8519	02/07/2012	CAM MANAGEMENT SOLUTIONS		-53041.96
	11/06/2012	CAM MANAGEMENT SOLUTIONS	20% progress payment commencement of Long Term Financial Plan	26875.16
	15/06/2012	CAM MANAGEMENT SOLUTIONS	20% charge on commencement of Workforce Plan	26166.80
EFT8520	02/07/2012	TEACH ME LAW ENFORCEMENT PTY LTD	Dangerous Dog Handling Course - Ranger	-726.00
EFT8521	10/07/2012	AUSRECORD	Lockable 4 draw filing cabinet	-269.00
EFT8522	10/07/2012	AVON WASTE	608 Domestic Rubbish x 4 weeks, 182 Commercial Rubbish x 4 weeks, 690 recycling services	-7921.20
EFT8523	10/07/2012	BROOKS HIRE SERVICE PTY LTD	Hire of Bomag 20 tonne roller (1.6.2012 to 7.6.2012) including demobilisation & supply and fit of new tyre	-3635.12
EFT8524	10/07/2012	C.Y. O'CONNOR INSTITUTE	Basic Excel Workshop - 30 March 2012 & Advanced Excel Workshop - 27 April & 4 May 2012	-629.09
EFT8525	10/07/2012	COURIER AUSTRALIA INTERNATIONAL	Freight LISWA & Shire of Goomalling	-71.90
EFT8526	10/07/2012	WONGAN HILLS IGA LIQUOR		-1411.15
			Council Meeting refreshments, biscuits, milk, coffee, tea and cleaning products for admin June 2012	1159.15
			Refreshments & Cleaning products CRC May/June2012	252.00
EFT8527	10/07/2012	MCINTOSH & SON		-350.09
	20/06/2012	MCINTOSH & SON	Plug - PTRA6	11.66
	15/06/2012	MCINTOSH & SON	Parts for R0027	41.45
	06/06/2012	MCINTOSH & SON	Lube Filter - PTK28	34.49

List of Accounts Paid & Submitted to Finance Committee
01/07/2012 - 31/07/2012

CHQ/EFT	Date	Name	Description	Amount
	29/06/2012	MCINTOSH & SON	Lube Filter - PROL10	42.49
	07/06/2012	MCINTOSH & SON	Empty Skip Bin footy game 02/06/2012	110.00
	27/06/2012	MCINTOSH & SON	Empty Skip Bin footy game 23/06/2012	110.00
EFT8528	10/07/2012	MULTIGROUP DISTRIBUTION SERVICES PTY		-175.30
	13/06/2012	MULTIGROUP DISTRIBUTION SERVICES PTY	Freight from Dynapac, Stewart & Heaton & Westrac	67.96
	20/06/2012	MULTIGROUP DISTRIBUTION SERVICES PTY	Freight from Aus Records	107.34
EFT8529	10/07/2012	WESTERN AUSTRALIAN LOCAL GOVERNMENT	Finance Reports and Budget Training 29 June 2012	-395.00
EFT8530	10/07/2012	WATER CORPORATION		-971.50
	13/06/2012	WATER CORPORATION	Account for licence - Mocardy Dam Wongan Hills	564.40
	29/06/2012	WATER CORPORATION	Sports Ground 1/06/2012 to 27/06/2012	332.75
	29/06/2012	WATER CORPORATION	Swimming Pool from 1/06/2012 to 27/06/2012	74.35
EFT8531	10/07/2012	WHEATBELT TYRES		-2600.23
	22/06/2012	WHEATBELT TYRES	Fit/Balance RV Tyres - PUT61	882.47
	22/06/2012	WHEATBELT TYRES	Fit Tyre & Tube - PTR8	123.00
	26/06/2012	WHEATBELT TYRES	Fit RV/LTR Tyre & Scrap Tyres VBUS2	578.80
	26/06/2012	WHEATBELT TYRES	Fit Tyre - VBUS2	578.80
	26/06/2012	WHEATBELT TYRES	Tyre Puncture PROL10	80.00
	26/06/2012	WHEATBELT TYRES	Tyre Fitting - PG11	99.16
	22/06/2012	WHEATBELT TYRES		34750.00
	22/06/2012	WHEATBELT TYRES	O Ring Fit Tyre & Tube - PLDR6	60.50
	22/06/2012	WHEATBELT TYRES	Battery - VCEO	160.00
EFT8532	10/07/2012	WONGAN CONCRETE SERVICES		-14870.24
	02/06/2012	WONGAN CONCRETE SERVICES	Supply & Laying of 1401m of kerbing	4620.00
	29/06/2012	WONGAN CONCRETE SERVICES	Repair to foot paths on Wongan Rd & Mitchell St	10250.24
EFT8533	10/07/2012	WONGAN NEWSAGENCY		-180.48
	30/06/2012	WONGAN NEWSAGENCY	Newsagency account June Admin	150.05
	30/06/2012	WONGAN NEWSAGENCY	Newsagency account June CRC	30.43
EFT8534	10/07/2012	WONGAN STEEL MANUFACTURERS	Monthly account incl, welding rod, 3/4" hose, cutting of checker plate, Master cyl cap & bowl, machine planetary gear & ute spring fastener	-698.41
EFT8535	10/07/2012	DYNAPAC AUSTRALIA PTY LTD	Bearing, spacer & seal - PROL10	-756.09
EFT8536	10/07/2012	STEWART & HEATON CLOTHING CO PTY LTD	5 x Ranger Jumpers	-406.78
EFT8537	10/07/2012	ORICA/SPECTRUM AUSTRALIA PTY LTD	Service Fee & Cylinder Chlorine	-550.46
EFT8538	10/07/2012	RURALVISION	Koss Stereo Headphones (CRC), Telstra Mobile Phone (Building) Replace Faulty Air Conditioner, Supply & Install Aerial for HOT FM, Farewell gift staff x 2	-3553.85
EFT8539	10/07/2012	T A MATTHEWS ELECTRICAL SERVICES		-7376.85
	16/05/2012	T A MATTHEWS ELECTRICAL SERVICES	Locate power outside Roadhouse, isolate and make safe remove power pole	627.00
	12/06/2012	T A MATTHEWS ELECTRICAL SERVICES	Bobcat Hire	132.00
	16/05/2012	T A MATTHEWS ELECTRICAL SERVICES	Fire & reterminate control gear for oval reticulation & tank fill systems	2209.03
	21/06/2012	T A MATTHEWS ELECTRICAL SERVICES	Install lights above fire extinguisher -G0020	525.61
	13/01/2012	T A MATTHEWS ELECTRICAL SERVICES	Repairs Wongan Hills street lights	610.50
	31/01/2012	T A MATTHEWS ELECTRICAL SERVICES	Air Con service all air con systems	1562.00
	12/06/2012	T A MATTHEWS ELECTRICAL SERVICES	Check sites for genset supplies Ballidu	524.70
	21/06/2012	T A MATTHEWS ELECTRICAL SERVICES	Install Fluro & LED sensor carport admin & chambers	1186.01
EFT8540	10/07/2012	IT VISION AUSTRALIA PTY LTD	EOY Rates Training - Kahlia Harder	-324.50
EFT8541	10/07/2012	MORTLOCK FABRICATION & REPAIRS	Annual inspection of bus	-144.60
EFT8542	10/07/2012	RBC RURAL	CRC - Meterplan Charge Colour and Black & White	-3877.25
EFT8543	10/07/2012	WONGAN HILLS HARDWARE	Monthly account including, poly fitting, araldite, elbow slips, mudguard washers, fuel cans, hacksaws, rake, chain saw chain, hose fittings, broom handle, hoe, potting mix, screws, drill bits, liquid nails, bolts, tap adaptors, torch, latches, keys, hooks, etc	-1703.01
EFT8544	10/07/2012	SHANNON ABBOTT		-3724.83
	19/06/2012	SHANNON ABBOTT	repairs to air conditioner	2606.90
	19/06/2012	SHANNON ABBOTT	Check A/c on truck PTK28 and repair	1117.93
EFT8545	10/07/2012	VISIMAX	Animal handling gloves, animal pepper spray, holster, animal catch pole, & freight	-434.95
EFT8546	10/07/2012	HUNTERS PEST MANAGEMENT	Cost to remove bees and treat white ants -Fenton Place	-580.00

List of Accounts Paid & Submitted to Finance Committee
01/07/2012 - 31/07/2012

CHQ/EFT	Date	Name	Description	Amount
EFT8547	10/07/2012	MOLONEY ASSET MANAGEMENT SYSTEMS	Financial Modelling - Renewal Gap Module	-440.00
EFT8548	10/07/2012	DUNNINGS INVESTMENTS PL	June Fuel - all shire vehicles	-4329.42
EFT8549	10/07/2012	STATE LIBRARY OF WA	Freight Charges for Inter-Library Loans & recovery of lost books	-295.89
EFT8550	10/07/2012	PARAMOUNT BUSINESS SUPPLIES	790x100x80 Micron Laminating Roll	-196.35
EFT8551	10/07/2012	RICHARD WALKLEY	New stove cook top Dr's residence	-493.00
EFT8552	10/07/2012	ASK SEAN		-1472.25
	28/06/2012	ASK SEAN	Replace faulty power point Quinlan St 27C	143.00
	28/06/2012	ASK SEAN	Check fault at CRC & at Medical Centre	231.00
	28/06/2012	ASK SEAN	Fit RCD Circuit Breaker to units Quinlan Street	426.80
	28/06/2012	ASK SEAN	Replace lights as required Medical Centre	391.60
	28/06/2012	ASK SEAN	Replace 2 x burnt tome stones shire office	234.85
	28/06/2012	ASK SEAN	Replace damaged batten holder 16 Moore street	45.00
EFT8553	10/07/2012	WONGAN HILLS HOTEL		-617.68
	22/06/2012	WONGAN HILLS HOTEL	Dinner and refreshments for Council Meeting, 21/06/2012.	581.68
	21/06/2012	WONGAN HILLS HOTEL	Luncheon DCEO Interviews	36.00
EFT8554	10/07/2012	DUN DIRECT PTY LTD	Bulk diesel - 21,200 litres & Hypogear Oil	-28988.48
EFT8555	10/07/2012	DEPARTMENT OF COMMERCE - BUILDING	BSL Reconciliation - June 2012	-71.89
EFT8556	12/07/2012	ANZ BANK (NETT WAGES)	Wages PPE 10/07/2012	-76500.42
EFT8557	12/07/2012	WALGS SUPERANNUATION PLAN	Superannuation contributions	-8021.89
EFT8558	12/07/2012	CHILD SUPPORT	Payroll deductions	-349.91
EFT8559	12/07/2012	AUSTRALIAN SERVICES UNION	Payroll deductions	-22.90
EFT8560	12/07/2012	IOU SOCIAL CLUB	Payroll deductions	-280.00
EFT8561	12/07/2012	HOSPITAL BENEFIT FUND	Payroll deductions	-374.25
EFT8562	12/07/2012	MUNICIPAL EMPLOYEES UNION	Payroll deductions	-16.40
EFT8563	12/07/2012	COLONIAL FIRST STATE FIRST CHOICE	Superannuation contributions	-169.63
EFT8564	18/07/2012	CORPORATE EXPRESS	A4 Reflex Paper for Wonga-Balli Boomer	-323.40
EFT8565	18/07/2012	UHY HAINES NORTON	Financial Management Review	-7150.00
EFT8566	18/07/2012	WATER CORPORATION		-25209.95
	11/07/2012	WATER CORPORATION	Wongan Hills Airport - 7/03/2012 to 10/07/2012	1546.95
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013 - 30 Wandoo Cres	955.55
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013 - 8 Ellis St	962.55
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013 - 14 Ellis St	962.55
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013 - 49 Quinlan St	962.55
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013 - 11 Wandoo Cres	962.55
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013-7 Wandoo Cres	962.55
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013 - Mechanic House Ninan St	185.70
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013 - Units Stickland St	2140.25
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013-2A Patterson St	819.20
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013-2b Patterson St	815.15
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- 27A Quinlan St	885.25
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013-27B Quinlan St	885.90
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013-27c Quinlan St	896.70
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013-27d Quinlan St	828.60
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013-16 Moore St	889.90
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013-Civic Centre	1221.75
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013-CRC	193.30
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Museum	279.00
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Park Fenton St	621.80
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013-Hall Fairbank St	185.70
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013-Depot	466.25
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- JV Gardens	183.20
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Shire Office	193.30
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Standpipe Kirwan	185.70
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013-Standpipe James Street	185.70

List of Accounts Paid & Submitted to Finance Committee

01/07/2012 - 31/07/2012

CHQ/EFT	Date	Name	Description	Amount
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Standpipe Podmore St	185.70
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Standpipe Cadoux	185.70
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Standpipe Davies Rd	185.70
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Standpipe Fairbanks St	185.70
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013 - Standpipe Depot Road	185.70
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Standpipe Craig Road	187.20
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Masonic Hall	364.70
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Standpipe Ninghan Rd	185.70
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013 Airport	185.70
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013 - Standpipe Kondut Rd	185.70
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Standpipe Summers East Rd	372.95
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Standpipe Railway St Koorda	185.70
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Standpipe Ninghan Rd	185.70
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013-162 Danubin St	186.35
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013-Stock Yards	450.40
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Cubby House	621.80
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Dr's Residence	962.55
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Tennis Courts	279.00
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Elizabeth Telfer	364.70
	03/07/2012	WATER CORPORATION	Annual Service Charge 01/07/2012 to 30/06/2013- Garden Ackland St	185.70
EFT8567	18/07/2012	C FOLLETT & CO	Repair stove igniter - 2A Patterson	-143.00
EFT8568	18/07/2012	BOC LIMITED	Annual Container Service Charge for period 01/07/2012 to 30/06/2013	-1182.70
EFT8569	18/07/2012	WESFARMERS KLEENHEAT GAS PTY LTD	Yearly facility fee for 45kg VAP CYL	-56.00
EFT8570	18/07/2012	PEERLESS JAL PTY LTD	Carton x 1 Vistex Cloths Blue Cleaning	-157.90
EFT8571	18/07/2012	ARROW BRONZE	Ballidu Residents Wall Plaque x 2 - Hare & Lyon	-349.80
EFT8572	18/07/2012	BURGESS RAWSON (WA) PTY LTD	Water & Sewerage Rates Railway Station 1/07/2012 to 30/06/2012	-212.63
EFT8573	18/07/2012	WESTERN DIAGNOSTIC PATHOLOGY	Drug Screen Staff	-35.04
EFT8574	18/07/2012	OVERLAND FREIGHT	Freight from Cutting edges	-94.00
EFT8575	18/07/2012	SHANNON ABBOTT	Repairs to Hi Low electrical system - PROL 10	-156.75
EFT8576	18/07/2012	CHAMP PTY LTD	LMSI Annual Subscription 29/06/2012 to 29/06/2013	-1897.50
EFT8577	18/07/2012	BALLIDU TRADING POST - CLEANING ACCOUNT	Cleaning Ballidu Hall, Alpha Park, Bunyip Park, Town Bins, Pavilion, Change rooms & Info Bay 28/05/2012 to 24/06/2012	-1210.00
EFT8578	18/07/2012	RELIANCE PETROLEUM	June Fuel for DCEO & CEO vehicles	-469.63
EFT8579	18/07/2012	ELIZABETH TELFER BUILDING MANAGEMENT	Payment of Management Grant May 2012-May 2013	-3300.00
EFT8580	18/07/2012	WORKFORCE CLOTHING PTY LTD	Staff Clothing Shirts, Trousers & Pullovers	-228.20
EFT8581	18/07/2012	WONGAN MAIL SERVICE	June Mail Service - Admin & CRC	-198.91
EFT8582	18/07/2012	ABBOTT & CO PTY LTD	Business cards cream base stock CRC & MBS	-794.20
EFT8583	18/07/2012	HIGH STANDARD SECURITY	Security System Monitoring 01/07/2012 - 30/09/2012 - CRC	-114.40
EFT8584	18/07/2012	PUBLIC TRANSPORT AUTHORITY OF	Trans WA Local Passenger Agent Issued Tickets	-164.57
EFT8585	18/07/2012	LAM-VY PHAN	Chaplaincy Wages L V Phan - July 2012	-1720.62
EFT8586	18/07/2012	COMPUTER ESSENTIALS	Perform full reinstall of computer including data, erase HDD, reinstall	-175.00
EFT8587	18/07/2012	DIRECT UNIFORM DISTRIBUTORS PTY LTD	Pool Manager Uniforms	-214.50
EFT8588	18/07/2012	BRYAN RURAL SERVICE	Termite inspection & report dental surgery	-165.00
EFT8589	18/07/2012	KATHLEEN RUSSELL	Lease payment for Garden Centre 1 July 2012 to 30 September 2012	-1875.00
EFT8590	18/07/2012	HOUSEHOLD APPLIANCE PARTS	Repair VAX Vacuum Cleaner - CRC	-88.00

**List of Accounts Paid & Submitted to Finance Committee
01/07/2012 - 31/07/2012**

CHQ/EFT	Date	Name	Description	Amount
EFT8591	19/07/2012	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	Annual subscription for Association procurement, local laws, Roman11 - WALGA	-17855.00
EFT8592	19/07/2012	PEERLESS JAL PTY LTD	CTN 4 x 5L Majestic Scent Hand soap	-69.20
EFT8593	19/07/2012	IT VISION AUSTRALIA PTY LTD	Renew Synergyssoft & universe annual licence	-25316.50
EFT8594	19/07/2012	LOCAL GOVERNMENT MANAGERS AUSTRALIA	2012-2013 LGMA Membership CEO	-440.00
EFT8595	19/07/2012	CR. ALFREDA LYON	Sitting Fees April-June 2012	-460.00
EFT8596	19/07/2012	CR. MICHAEL GODFREY	Sitting Fees April-June 2012	-465.90
EFT8597	19/07/2012	CR. MICHAEL BRENNAN	Sitting Fees April - June 2012	-1528.64
EFT8598	19/07/2012	LOCK, STOCK & FARRELL	6 x padlocks	-337.95
EFT8599	19/07/2012	CR HUGH BARRETT-LENNARD	Sitting Fees April-June 2012	-962.72
EFT8600	19/07/2012	CR. DAVID ARMSTRONG	Sitting Fees April-June 2012	-873.76
EFT8601	19/07/2012	CR BRAD WEST	Sitting Fees April-June 2012	-711.10
EFT8602	19/07/2012	CR DAVID BROWN	Sitting Fees April-June 2012	-460.00
EFT8603	19/07/2012	CR TRACEY DEGRUSSA	Sitting Fees April-June 2012	-684.05
EFT8604	19/07/2012	WONGAN HILLS BAKERY AND CAFE	Lunch for LGMA Members 25 JUNE 2012	-132.00
EFT8605	19/07/2012	EVERGREEN SYNTHETIC GRASS	30% deposit to proceed with Ultra Grass Plus order for Wongan Hills Bowling Green	-62446.80
EFT8606	26/07/2012	ANZ BANK (NETT WAGES)	Wages PPE 24/07/2012	-55203.89
EFT8607	26/07/2012	WALGS SUPERANNUATION PLAN	Superannuation contributions	-8282.04
EFT8608	26/07/2012	CHILD SUPPORT	Payroll deductions	-349.91
EFT8609	26/07/2012	AUSTRALIAN SERVICES UNION	Payroll deductions	-22.90
EFT8610	26/07/2012	IOU SOCIAL CLUB	Payroll deductions	-280.00
EFT8611	26/07/2012	HOSPITAL BENEFIT FUND	Payroll deductions	-374.25
EFT8612	26/07/2012	MUNICIPAL EMPLOYEES UNION	Payroll deductions	-19.40
EFT8613	26/07/2012	COLONIAL FIRST STATE FIRSTCHOICE	Superannuation contributions	-169.64
EFT8614	27/07/2012	AUSTRALIAN TAXATION OFFICE	PAYG Tax Withheld	-4551.00
EFT8615	27/07/2012	WESTERN AUSTRALIAN TREASURY		-40156.52
	26/07/2012	WESTERN AUSTRALIAN TREASURY	Loan No. 145 payment -	34750.00
	26/07/2012	WESTERN AUSTRALIAN TREASURY	Loan No. 147 payment -	5406.52
EFT8616	30/07/2012	LGIS LIABILITY	Work cover /Liability Insurance - 2012/2013	-69228.86
EFT8617	30/07/2012	LGIS INSURANCE BROKING	Vehicle Insurance 1st instalment All Shire vehicles 2012/2013	-84147.71
EFT8618	30/07/2012	LGIS PROPERTY	Property Insurance all shire buildings 2012/2013	-47330.55
19166	02/07/2012	LANDGATE	GRV Gen Vats Country & Country & FESA	-12500.00
19167	02/07/2012	TELSTRA CORPORATION LIMITED	Monthly Telephone Account June 2012	-3847.82
19168	02/07/2012	W G COOK	Supply & Fit Holland Blinds to 30 Wandoo Crescent	-1400.00
19169	02/07/2012	SYNERGY	Electricity Final Account for 1 Quinlan Street - Infant Child Health	-33.80
19170	02/07/2012	RYAN MARRON FOUNDATION	Donation to Wongan Hills Pharmacy Golf Day	-500.00
19171	10/07/2012	LANDGATE		-272.80
	26/06/2012	LANDGATE	Rural UV Interim Valuation Shared	214.80
	28/06/2012	LANDGATE	Updated GRV Schedule	58.00
19172	10/07/2012	SHIRE OF WONGAN-BALLIDU PETTY CASH RE-	Petty Cash Reimbursement	-245.25
19173	10/07/2012	ANZ BUSINESS ONE	Monthly Credit Card Account	-1461.79
19174	10/07/2012	SHIRE OF WONGAN-BALLIDU		-500.95
	30/06/2012	SHIRE OF WONGAN-BALLIDU	Community Bus Registration	322.15
	30/06/2012	SHIRE OF WONGAN-BALLIDU	CRC Laminating	19.80
	30/06/2012	SHIRE OF WONGAN-BALLIDU	Boomer Advertising	159.00
19175	10/07/2012	SYNERGY		-9888.10
	27/06/2012	SYNERGY	Electricity Account Alpha Park 25/04/2012 to 22/06/2012	107.35
	27/06/2012	SYNERGY	Electricity Account Cadoux Toilets 24/04/2012 to 21/06/2012	22.45
	27/06/2012	SYNERGY	Electricity Account Ballidu Hall 25/04/2012 to 22/06/2012	40.00
	27/06/2012	SYNERGY	Electricity Account Burrakin Hall 24/04/2012 to 21/06/2012	50.00
	02/06/2012	SYNERGY	Electricity Account Tourist Centre 25/04/2012 to 22/06/2012	821.35
	28/06/2012	SYNERGY	Electricity Account CRC 25/04/2012 to 25/06/2012	482.50
	28/06/2012	SYNERGY	Electricity Account Aerodrome 25/04/2012 to 22/06/2012	52.75
	28/06/2012	SYNERGY	Electricity Account Fenton Place 25/04/2012 to 25/06/2012	110.50
	28/06/2012	SYNERGY	Electricity account Administration 25/04/2012 to 25/06/2012	1319.45
	28/06/2012	SYNERGY	Electricity Account 151 Ninan St 25/04/2012 to 22/06/2012	615.05
	28/06/2012	SYNERGY	Electricity Account 30 Wandoo Cres 25/04/2012 to 22/06/2012	510.85
	27/06/2012	SYNERGY	Electricity Account Cadoux Bushfire Brigade 24/04/2012 to 21/06/2012	27.00

This item was laid on the table pending a review by the Deputy Chief Executive Officer.

9.1.2 FINANCIAL REPORTS

FILE REFERENCE:	F1.4
REPORT DATE:	17 August 2012
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Dennis Coates, Deputy Chief Executive Officer
ATTACHMENTS:	Financial Reports

PURPOSE OF REPORT:

That the following statements and reports for the month ended June 2012 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:

➤ **Environment**

There are no known environmental implications associated with the proposals.

➤ **Economic**

There are no known economic implications associated with the proposals.

➤ **Social**

There are no known social implications associated with the proposals.

FINANCIAL IMPLICATIONS:

The financial reports for the period ending June 2012 are attached to the Council agenda.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: YES

STAFF RECOMMENDATION:

That the following Statements and reports for the month ended June 2012 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 Capital Expenses by Program/Activity (Summary) FM Regs 34
 - d. Statement of Net Current Assets (NCA) FM Regs 34
 - e. Rate setting statement Discretionary
 - f. Disposal of Assets Discretionary
 - g. Bank Reconciliation Report Discretionary
 - h. Reserve Account Balances Report Discretionary
 - i. Loans Schedule Discretionary

COMMITTEE RECOMMENDATION:

That the following Statements and reports for the month ended June 2012 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 Capital Expenses by Program/Activity (Summary) FM Regs 34
 - d. Statement of Net Current Assets (NCA) FM Regs 34

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 JUNE 2012

	Approved Budget 2011-2012	Current Budget 2011/2012	YTD Budget	YTD Actual	Variance Over or Under 10%	
Rates	(\$2,250,090)	(\$2,250,090)	(\$2,250,090)	(\$2,231,359)		
Grants Operating, Subsidies & Contributions	(\$1,801,896)	(\$1,801,896)	(\$1,801,896)	(\$2,479,361)	(37.6%)	⬇️
Non Operating Grants, Subsidies & Contributic	(\$3,652,366)	(\$3,652,366)	(\$3,652,366)	(\$1,627,043)	55.5%	⬆️
Fees & Charges	(\$435,057)	(\$435,057)	(\$435,057)	(\$533,938)	(22.7%)	⬇️
Other Revenue	(\$397,693)	(\$397,693)	(\$397,693)	(\$239,943)	39.7%	⬇️
Interest	(\$93,163)	(\$93,163)	(\$93,163)	(\$205,591)	(120.7%)	⬇️
Profit on sale of Assets	(\$19,299)	(\$19,299)	(\$19,299)	(\$16,469)	14.7%	⬇️
Subtotal	(8,649,564)	(8,649,564)	(8,649,564)	(7,333,704)		
<u>Operating Expenditure</u>						
Employee Costs	1,838,515	1,838,515	1,838,515	1,706,618		
Materials & Contracts	1,144,834	1,166,834	1,166,834	1,026,876	(12.0%)	⬇️
Utilities (Gas, Exlectricity) etc.	233,951	233,951	233,951	273,121	16.7%	⬆️
Interest	132,023	132,023	132,023	123,474		
Insurance	242,734	242,734	242,734	188,418	(22.4%)	⬇️
Other General	233,844	233,844	233,844	231,427		
Loss on Asset Disposals	262,025	262,025	262,025	325,344	24.2%	⬆️
Depreciation	2,312,469	2,312,469	2,312,469	2,376,160		
Subtotal	6,400,395	6,422,395	6,422,395	6,251,437		
<u>Capital Expenditure</u>						
Buildings	3,510,745	3,555,745	3,555,745	387,829	(89.1%)	⬇️
Furniture & Equipment	93,946	122,446	122,446	82,207	(32.9%)	⬇️
Infrastructure Other	479,674	462,174	462,174	51,196	(88.9%)	⬇️
Infrastructure Roads	1,714,454	1,714,454	1,714,454	1,822,248		
Land	0	0	0	0		
Motor Vehicles	295,000	302,500	302,500	203,323	(32.8%)	⬇️
Plant	493,932	493,932	493,932	360,803	(27.0%)	⬇️
Subtotal	6,587,751	6,651,251	6,651,251	2,907,605		
Total Operating & Capital	4,338,582	4,424,082	4,424,082	1,825,338		
<u>ADJUST - NON CASH ITEMS</u>						
Depreciation		(2,312,469)	(2,312,469)	(2,376,160)		
Profit on Sale of Assets		19,299	19,299	16,469		
Loss on Sale of Assets		(262,025)	(262,025)	(325,344)		
Transfer from Reserves		(1,043,627)	(1,043,627)	(230,707)		
Transfer to Reserves		317,850	317,850	93,382		
Proceeds from Sale of Assets		(261,000)	(261,000)	(472,510)		
Loan Proceeds		(70,000)	(50,000)	(50,000)		
Loan Principal Repayment		70,005	42,592	41,564		
Loan to SSL Parties		70,000	70,000	50,000		
SSL Principal Reimbursements		(42,592)	(42,592)	(37,634)		
Less Surplus/(deficit) B/Fwd		(824,384)	(824,384)	(504,351)		
Transfer from Current to Non-Current Land Held for Resale				469,365		
Closing (Surplus)/Deficit C/F		85,139	77,726	(1,500,588)		

**Shire of Wongan-Ballidu
Variance Report for 30 JUNE 2012**

The Local Government (Financial Management) Regulations 1996 require that financial statements are presented on a monthly basis to council. It is proposed that all variances in excess of the specified percentage will have details reported. All variances calculated are a comparison of year to date actual vs. Year to date budget.

In order to provide more details regarding significant variations in the attached report, the following summary is provided.

Report Section	Comments
Operating Income	
Grants Operating Subsidies & Contributions	WALGGC 2012-2013 Grant subsidies paid in advance.
Non Operating Grants, Subsidies & Contributions	Project funding for CRC, Ballidu Bowling Club & Royalties for Regions not yet claimed.
Fees & Charges	Favourable 2% change in June improvement against trend of private works exceeding budget.
Other Revenue	4% change in June continues trend of other revenue being below budget.
Interest	17% change in June because of Grants received being held in savings.
Profit on Sale of Assets	Overall \$3000 for the year under budget.
Operating Expenditure	
Materials & Contracts	Less than anticipated - Asset Management Plan, community housing, Parks & gardens and sporting complexes.
Utilities	2% change in June due to impact on Government utilities charges.
Interest	Interest on SSL under review to be corrected within year end processes.
Insurance	6.4% change in June continues trend of claims being paid.
Loss on Asset Disposals	Loss on Sale of 1 Quinlan Street & Doctor's surgery.
Capital Expenditure	
Buildings	\$3 million of under expenditure on deferred projects. Deferred to 2012/2013.
Furniture & Equipment	Under expenditure due to deferred projects. Deferred to 2012/2013.
Infrastructure Other	Less than anticipated - Mocardy dam and Bowling synthetic green, projects yet to commence. No material variance from previous reporting.
Motor Vehicles	Under expenditure of two motor vehicles. Deferred to 2012/2013.
Plant	Under expenditure on new purchases of new plant capital items. Deferred to 2012/2013.

**SHIRE OF WONGAN-BALLIDU
STATEMENT OF OPERATING FOR THE PERIOD ENDING 30 JUNE 2012**

	APPROVED BUDGET	CURRENT BUDGET	YTD BUDGET	YTD ACTUAL
By Program				
OPERATING INCOME				
General Purpose Funding	(4,784,971)	(4,784,971)	(4,784,971)	(5,209,660)
Governance	(224,076)	(224,076)	(224,076)	(217,174)
Law, Order & Public Safety	(33,530)	(33,530)	(33,530)	(36,882)
Health	(12,729)	(12,729)	(12,729)	(37,793)
Education & Welfare	(8,103)	(8,103)	(8,103)	(5,693)
Housing	(99,082)	(99,082)	(99,082)	(117,666)
Community Amenities	(147,156)	(147,156)	(147,156)	(166,718)
Recreation & Culture	(1,645,738)	(1,645,738)	(1,645,738)	(73,706)
Transport	(1,034,657)	(1,034,657)	(1,034,657)	(1,012,191)
Economic Services	(14,993)	(14,993)	(14,993)	(40,472)
Other Property & Services	(644,529)	(644,529)	(644,529)	(415,749)
TOTAL OPERATING INCOME	(8,649,564)	(8,649,564)	(8,649,564)	(7,333,704)
OPERATING EXPENSES				
General Purpose Funding	95,595	95,595	95,595	104,303
Governance	377,592	377,592	377,592	374,835
Law, Order & Public Safety	86,676	86,676	86,676	99,934
Health	169,328	191,328	191,328	455,308
Education & Welfare	135,808	135,808	135,808	129,548
Housing	229,647	229,647	229,647	207,962
Community Amenities	341,668	341,668	341,668	334,418
Recreation & Culture	1,243,979	1,243,979	1,243,979	1,342,939
Transport	2,690,974	2,690,974	2,690,974	2,441,455
Economic Services	175,715	175,715	175,715	129,862
Other Property & Services	853,413	853,413	853,413	630,873
TOTAL OPERATING EXPENSES	6,400,395	6,422,395	6,422,395	6,251,437
NET OPERATING (SURPLUS)/DEFICIT	(2,249,169)	(2,227,169)	(2,227,169)	(1,082,267)

**SHIRE OF WONGAN-BALLIDU
STATEMENT OF CAPITAL FOR 30 JUNE 2012**

By Program	Approved Budget	Current Budget	YTD Budget	YTD Actual
General Purpose Funding	0	0	0	0
Governance	433,766	439,766	439,766	128,754
Law, Order and Public Safety	9,000	9,000	9,000	10,326
Health	37,900	57,900	57,900	40,005
Education and Welfare	2,562,000	2,552,000	2,552,000	217,017
Housing	534,395	534,395	534,395	3,398
Community Amenities	294,500	277,000	277,000	31,287
Recreation and Culture	370,784	370,784	370,784	129,457
Transport	2,333,076	2,333,076	2,333,076	2,271,800
Economic Services	3,800	3,800	3,800	2,199
Other Property and Services	8,530	73,530	73,530	73,364
	6,587,751	6,651,251	6,651,251	2,907,605

SHIRE OF WONGAN-BALLIDU
STATEMENT OF NET CURRENT ASSETS FOR 30 JUNE 2012

	Actual	Comments
CURRENT ASSETS		
CASH ASSETS		
Cash on Hand	750	
Cash at Bank (Excluding Overdraft)	321,060	
At Call Investments	1,457,409	
Reserves & Other Restricted Cash	1,619,397	
TOTAL CASH ASSETS	3,398,616	
RECEIVABLES		
Sundry Debtors	102,455	
Rates & Rubbish Debtors	70,316	Includes Excess Rates
TOTAL RECEIVABLES	172,771	
OTHER ASSETS		
Sundry Provisions and Accruals		
Stock on Hand		
Land held for Resale	-	
Accrued Interest		
TOTAL OTHER ASSETS	-	
TOTAL CURRENT ASSETS	3,571,387	
ADJUSTMENTS FOR EXCLUDED ASSETS		
Reserves & Other Restricted Cash	1,619,397	
TOTAL EXCLUDED ASSETS	1,619,397	
TOTAL CURRENT ASSETS	1,951,990	
CURRENT LIABILITIES		
CASH LIABILITIES		
Overdraft (Excluding Restricted Cash)	0	
Loan Principal Repayable	(5,348)	
TOTAL CASH LIABILITIES	(5,348)	
CREDITORS & PAYABLES		
Sundry Creditors	(118,507)	
Other payables		
TOTAL CREDITOR & PAYABLES	(118,507)	
PROVISIONS		
Employee Provisions	(327,549)	
Other Provisions and Accruals		
TOTAL PROVISIONS	(327,549)	
TOTAL CURRENT LIABILITIES	(451,403)	
NET CURRENT ASSETS/(LIABILITIES)	1,500,587	

**SHIRE OF WONGAN-BALLIDU
RATE SETTING STATEMENT FOR 30 JUNE 2012**

	2011/2012	2011/2012	2011/2012
	APPROVED BUDGET	CURRENT BUDGET	ACTUAL
OPERATING INCOME			
General Purpose Funding	(2,534,881)	(2,534,881)	(2,978,302)
Governance	(224,076)	(224,076)	(217,174)
Law, Order & Public Safety	(33,530)	(33,530)	(36,882)
Health	(12,729)	(12,729)	(37,793)
Education & Welfare	(8,103)	(8,103)	(5,693)
Housing	(99,082)	(99,082)	(117,666)
Community Amenities	(147,156)	(147,156)	(166,718)
Recreation & Culture	(1,645,738)	(1,645,738)	(73,706)
Transport	(1,034,657)	(1,034,657)	(1,012,191)
Economic Services	(14,993)	(14,993)	(40,472)
Other Property & Services	(644,529)	(644,529)	(415,749)
	(6,399,474)	(6,399,474)	(5,102,345)
OPERATING EXPENSES			
General Purpose Funding	95,595	95,595	104,303
Governance	377,592	377,592	374,835
Law, Order & Public Safety	86,676	86,676	99,934
Health	169,328	191,328	455,308
Education & Welfare	135,808	135,808	129,548
Housing	229,647	229,647	207,962
Community Amenities	341,668	341,668	334,418
Recreation & Culture	1,243,979	1,243,979	1,342,939
Transport	2,690,974	2,690,974	2,441,455
Economic Services	175,715	175,715	129,862
Other Property & Services	853,413	853,413	630,873
	6,400,395	6,422,395	6,251,437
ADJUSTMENTS FOR CASH BUDGET REQUIREMENTS:			
Depreciation on Assets	(\$2,312,469)	(2,312,469)	(2,376,160)
Profit/(Loss) on Asset Sales	(\$242,726)	(242,726)	(308,875)
	(2,555,195)	(2,555,195)	(2,685,034)
Capital Expenditure & Income			
Purchase of Land & Buildings	3,555,745	3,555,745	387,829
Purchase of Furniture & Equipment	122,446	122,446	82,207
Purchase of Infrastructure	2,176,628	2,176,628	1,873,443
Purchase of Motor Vehicles	302,500	302,500	203,323
Purchase of Plant & Machinery	493,932	493,932	380,803
	6,651,251	6,651,251	2,907,605
Proceeds from Disposal of Assets	(281,000)	(281,000)	(472,510)
Asset Sales	(261,000)	(261,000)	(472,510)
Financing Activities			
Repayment of Loan Principal	70,005	70,005	41,564
Proceeds from New Debentures	(70,000)	(70,000)	(60,000)
Loans paid to SSL parties	70,000	70,000	50,000
Self Supporting Loan Income	(42,592)	(42,592)	(37,834)
Net Proceeds from Financing Activities	27,413	27,413	3,930
Transfers to Reserves	317,850	317,850	93,382
Transfer from Reserves	(1,043,627)	(1,043,627)	(230,707)
Net Movement in Reserve Surplus	(725,777)	(725,777)	(137,325)
ADD Estimated Muni (Surplus/Deficit) July 1 B/Fwd.	(824,384)	(824,384)	(504,351)
LESS Estimated Muni (Surplus/Deficit) June 30 C/Fwd.	(361)	(361)	(1,500,588)
Transfer from Current to Non-Current Land Held for Resale			469,365
AMOUNT REQUIRED TO BE RAISED FROM RATES	2,313,590	2,335,590	261,406
TOTAL RATES RAISED	2,250,090	2,250,090	2,231,359

**SHIRE OF WONGAN-BALLIDU
DISPOSAL OF ASSETS FOR 30 JUNE 2012**

Asset No	Net Book Value	Sale Proceeds Budget	(Profit) / Loss Budget	Sale Proceeds Actual	Net Book Value Actual	(Profit)/ Loss Actual	
By Class							
Motor Vehicles							
CEO Vehicle	MV0064	37,866	48,000	(10,134) \$	37,466.25 \$	37,035.95 -\$ 430.30	
MAFS Vehicle	MV0062	26,509	25,000	1,509 \$	22,600.00 \$	19,760.16 -\$ 2,839.84	
MBS Vehicle	MV0063	23,631	18,000	5,631 \$	25,363.63 \$	20,868.55 -\$ 4,495.08	
MWS Vehicle	UT63	37,889	30,000	7,889		\$ -	
Doctors Vehicle	MV0032	12,624	15,000	(2,376) \$	14,000.00 \$	7,018.64 -\$ 6,981.36	
Single Cab Tipper Ute (P&G)	MV0052	8,370	10,000	(1,630)		\$ -	
4*2 Extra Cab Ute (MSS)	MV0056	9,841	10,000	(159) \$	13,700.09 \$	8,046.49 -\$ 5,653.60	
Plant & Equipment							
Isuzu NPR400 Tip Truck	PTK29	41,163	15,000	26,163		\$ -	
Volvo Grader 720B	P0011	305,833	85,000	220,833 \$	75,000.00 \$	145,565.87 \$ 70,565.87	
Verimower	E0114		5,000	(5,000)		\$ -	
Building							
Doctor's Surgery & Residence	B0022			\$	199,380.42 \$	260,704.45 \$ 61,324.03	
Doctor's Surgery & Residence Ba	B0100			\$	- -\$	19.14 -\$ 19.14	
Lot 1 Quinlan Street	B0001			\$	85,000.00 \$	208,473.34 \$ 123,473.34	
Land							
Doctor's Surgery & Residence La	L0025			\$	- \$	35,000.00 \$ 35,000.00	
Lot 1 Quinlan Street	L0068			\$	- \$	35,000.00 \$ 35,000.00	
TOTAL		503,726	261,000	242,726	472,510	777,454 304,944	
By Program							
Governance							
CEO Vehicle	MV0064	37,866	48,000	(10,134) \$	37,466.25 \$	37,035.95 -\$ 430.30	
MAFS Vehicle	MV0062	26,509	25,000	1,509	22,600	19,760 -\$ 2,839.84	
Health							
Doctors Vehicle	MV0032	12,624	15,000	(2,376) \$	14,000.00 \$	7,018.64 -\$ 6,981.36	
Transport							
Isuzu NPR400 Tip Truck	PTK29	41,163	15,000	26,163		\$ -	
Volvo Grader 720B	P0011	305,833	85,000	220,833 \$	75,000.00 \$	145,565.87 \$ 70,565.87	
MWS Vehicle	UT63	37,889	30,000	7,889		\$ -	
Economic Services							
MBS Vehicle	MV0063	23,631	18,000	5,631 \$	25,363.63 \$	20,868.55 -\$ 4,495.08	
Recreation and Culture							
Single Cab Tipper Ute (P&G)	MV0052	8,370	10,000	(1,630)		\$ -	
Other Property & Services							
Verimower	E0114	0	5,000	(5,000)		\$ -	
4*2 Extra Cab Ute (MSS)	MV0056	9,841	10,000	(159) \$	13,700.09 \$	8,046.49 -\$ 5,653.60	
Building							
Doctor's Surgery & Residence	B0022			\$	199,380.42 \$	260,704.45 \$ 61,324.03	
Doctor's Surgery & Residence Ba	B0100			\$	- -\$	19.14 -\$ 19.14	
Lot 1 Quinlan Street	B0001			\$	85,000.00 \$	208,473.34 \$ 123,473.34	
Land							
Doctor's Surgery & Residence La	L0025			\$	- \$	35,000.00 \$ 35,000.00	
Lot 1 Quinlan Street	L0068			\$	- \$	35,000.00 \$ 35,000.00	
TOTAL		503,726	261,000	242,726	472,510	777,454 304,944	
		Budget					
		Purchase	Budget	Change-	Purchase	Trade	Change-Over
		Price	Trade	Over Budget			
Change-Over Details							
Motor Vehicles							
CEO Vehicle		55,000	48,000	7,000	48,578	37,466	11,112
MAFS Vehicle		40,000	25,000	15,000	40,940	22,600	18,340
MBS Vehicle		35,000	18,000	17,000	34,453	25,364	9,089
Doctors Vehicle		35,000	15,000	20,000	37,155	12,728	24,427
MWS Vehicle		45,000	30,000	15,000			0
TOTAL		210,000	136,000	74,000	161,126	98,158	62,968
Plant & Equipment							
Fuso Canter Truck - (MSS)		45,000	10,000	35,000	45,433	13,700	18,799
Volvo Grader 720B	P0011	375,000	85,000	290,000	358,000	75,000	144,614
Isuzu NPR400 Tip Truck		90,000	15,000	75,000			
Single Cab Tipper Ute (P&G)		30,000	10,000	20,000			
Verimower		20,000	5,000	15,000			
TOTAL		560,000	125,000	435,000	403,433	88,700	163,413
GRAND TOTAL		770,000	261,000	509,000	564,559	186,858	226,381

**SHIRE OF WONGAN - BALLIDU
RATES OUTSTANDING 30 JUNE 2012**

Rates Statistics

Total rates outstanding	30-Jun-12	1.96%
Outstanding same time last year	30-Jun-11	2.46%

Rates Outstanding Breakdown

Total Amount Outstanding	48,978.17
Total Rates Outstanding	48,978.17

SUNDRY DEBTORS OUTSTANDING 30 JUNE 2012

Debtors Ageing Summary

Current	40,784.39
30 Days	20,007.93
60 Days	168.70
90 Days & Over	15.90
Total Outstanding	60,976.92

Accounts 90 Days & Over:

Date	Dr No.	Comments	Amount
26/03/2012	657	Boomer Classifieds	6.00
13/03/2012	863	Boomer advertisement	9.90
Total			15.90

**SHIRE OF WONGAN-BALLIDU
BANK RECONCILIATION FOR 30 JUNE 2012**

	Total	Municipal	Trust	Reserve	Muni Investments
Opening Balance	2,585,786.81	\$494,767.15	12,234.78	1,821,376.02	257,408.86
Incorrect JNL - reallocated to correct act	-				
Add:	2,943,922.45	1,715,194.57	-	28,727.88	1,200,000.00
Receipts					3,892.86
Investment Monthly Interest	3,892.86				
Less:	(851,537.60)	(620,830.76)		(230,706.84)	
Payments - EFT & Cheques	(516.21)	(516.21)			
Payments - Bank fees and Rounding	(67,554.80)	(67,554.80)			
Transport Payments	(1,200,000.00)	(1,200,000.00)			
Muni Investments					
Balance as per General Ledger	3,413,993.51	\$321,059.95	\$12,234.78	\$1,619,397.06	\$1,461,301.72
Balance as per Bank Statement	1,344,374.36	604,098.26	\$7,462.78	732,813.32	
TD/Investments	2,347,885.46	-	-	886,583.74	1,461,301.72
Add:	5,039.50	5,039.50			
Outstanding Deposits	85.58	85.58			
Payroll Repayments	4,852.00		4,852.00		
Tenancy Bonds - Separate Bank Accounts					
Less:	(253,507.98)	(253,507.98)			
Adjustments - July payments 11/12 processing	(19,852.56)	(19,772.56)	(80.00)		
Unpresented Cheques	(14,882.85)	(14,882.85)			
Transport payments pending					
Balance as per Cash Book	3,413,993.51	\$321,059.95	\$12,234.78	\$1,619,397.06	\$1,461,301.72

SHIRE OF WONGAN - BALLIDU
INVESTMENT REPORT FOR 30 JUNE 2012

MUNICIPAL INVESTMENTS

Matured Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Investment Redeemed	Current Investment	Accrued Interest	Interest Earned	Closing Balance	Back into Muni
036177-14003	Term Deposit - Westpac	Current	Westpac	15-Jan-12	17-Feb-12	33	6.05%	500,000.00	500,000.00				12,691.78	512,691.78	YES
9975-18951	Term Deposit - ANZ	Current	ANZ	15-Mar-12	15-Jun-12	92	5.30%	250,000.00	250,000.00				8,927.55	258,927.55	YES
9977-63199	Term Deposit - ANZ	Current	ANZ	25-Jan-12	25-Apr-12	91	5.70%	250,000.00	250,000.00				6,509.31	256,509.31	YES
9977-63172	Term Deposit - ANZ	Current	ANZ	25-Jan-12	25-Apr-12	91	5.70%	250,000.00	250,000.00				7,493.99	257,493.99	YES

Current Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Investment Redeemed	Current Investment	Accrued Interest	Interest Forecast	Closing Balance	Back into Muni
9975-18073	Term Deposit - ANZ	Current	ANZ	15-Jun-12	15-Sep-12	92	5.00%	261,301.72	261,301.72		261,301.72	536.92	3,293.12	264,594.84	
9990-20997	Term Deposit - ANZ	Current	ANZ	20-Jun-12	20-Sep-12	92	5.30%	600,000.00	600,000.00		600,000.00	871.23	8,015.34	608,015.34	
9990-21068	Term Deposit - ANZ	Current	ANZ	20-Jun-12	20-Sep-12	92	5.30%	600,000.00	600,000.00		600,000.00	871.23	8,015.34	608,015.34	
Municipal Investments Total								1,461,301.72	1,461,301.72	0.00	1,461,301.72	2,279.39	19,323.80	1,480,625.52	

Matured Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Investment Redeemed	Current Investment	Accrued Interest	Interest Earned	Closing Balance	Back into Muni
9661-83335	Term Deposit - ANZ	Current	ANZ	20-Mar-12	20-Jun-12	92	5.30%	154,328.14	150,907.16					163,099	NO
9665-39786	Term Deposit - ANZ	Current	ANZ	3-Mar-12	3-Jun-12	92	5.80%	218,028.94	227,323.53					230,707	YES
036177-139993	Term Deposit - Westpac	Current	Westpac	15-Jan-12	15-Jun-12	152	5.75%	500,000.00	512,680.14					524,956	NO

Current Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Investment Redeemed	Current Investment	Accrued Interest	Interest Forecast	Closing Balance	Back into Muni
9811-62903	Term Deposit - ANZ	Current	ANZ	2-Jun-12	2-Sep-12	92	4.75%	753,770.39	753,770.39		753,770.39	2746.62	9,024.59	762,795	
9815-83724	Term Deposit - ANZ	Current	ANZ	29-May-12	29-Sep-12	123	5.70%	132,813.35	132,813.35		132,813.35	663.70	2,551.11	135,364	
Bank Account Balance									732,813.92						
Reserve Account								886,583.74	886,583.74		1,619,397.06	3,410.32	11,575.70	898,159.44	

Cash at bank

TOTALS

								2,347,665.46	2,347,665.46		3,080,698.78	5,689.71	30,899.50	2,378,784.96	
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Terminated
Current Municipal Investments
Current Reserve Investments

SHIRE OF WONGAN - BALLIDU

RESERVE ACCOUNT BALANCES FOR 30 JUNE 2012

Reserve Description	GL Acct.	Opening Balance	Budget Interest	YTD Interest Allocated	Transfer to Muni - Current Budget	Transfer to Muni Actual	Transfer from Muni - Current Budget		Budget EOY Balance	YTD Actual Balance
							Budget	Muni Actual		
Centenary Celebrations Reserve	01112	49,303	1,233	2,615	(10,000)				53,151	51,918
Community Resource Centre Reserve	01128	10,699	267	561					11,528	11,261
Depot Improvement Reserve	01115	5,158	129	234	0				5,521	5,392
Historical Publications Reserve	01120	5,605	140	280	(3,194)				6,025	5,885
Housing Reserve	01119	82,706	2,068	4,389	(80,000)				89,164	87,096
Land & Buildings Reserve	01113	122,322	3,058	6,537	0				131,917	128,859
Loan Principal Reserve	01117	85,234	2,131	4,529	0	33,850			91,894	89,763
LSL Reserve	01114	64,737	1,618	3,455	0				69,810	68,192
Medical Facilities & R4R Special Projects Reserve	01122	527,640	13,191	28,202	(403,900)				569,032	555,841
Patterson Street JV Housing Reserve	01127	6,377	159	327	0				6,863	6,704
Plant Reserve	01116	723,060	18,077	38,381	(546,533)	(230,707)		5,000	548,811	530,734
Quinlan Street JV Housing Reserve	01126	12,639	316	654	0			254,000	13,609	13,293
Stickland JV Housing Reserve	01125	8,323	208	420	0			5,000	8,952	8,744
Swimming Pool Reserve	01121	1,685	42	90	0			5,000	1,818	1,776
Waste Management Reserve	01111	42,116	1,053	2,241	0			10,000	45,410	44,357
WH Industrial/LIA Park Reserve	01124	9,117	228	467	0				9,812	9,584
TOTALS		1,756,722	43,918	93,382	(1,043,627)	(230,707)	317,850	0	1,663,315	\$1,619,397

**SHIRE OF WONGAN - BALLIDU
LOANS REPORT FOR 30 JUNE 2012**

Existing Loans

Loan No.	Lender	Particulars	Recipient	Years	Maturity Date	Amount Borrowed	Principal July 2011	Repayments this month	Repayments YTD	Shire Repayments YTD	Balance YTD
140	Country Housing Authority	Housing Construction*	Wongan-Ballidu Development	15	Feb-2014	430,000	430,000			23,177	430,000
142	WATC	Housing Construction*	WB Community Association	15	Mar-2020	400,000	281,554			41,186	257,289
143	WATC	Land Purchase	Shire of Wongan-Ballidu	10	Jul-2016	270,000	155,927	6,944		36,597	128,514
144	WATC	Resurface Tennis Courts*	Ballidu Tennis Club	5	Oct-2011	12,000	1,378			1,378	0
145	WATC	Land Development	Shire of Wongan-Ballidu	4	Jul-2012	1,000,000	1,000,000			69,500	1,000,000
147	WATC	Aged Persons*	Nihan House	15	Jun-2022	100,000	84,839			10,813	79,803
149	WATC	Resurface Bowling Greens*	Wongan Hills Bowling Club	10	Dec-2019	115,000	101,885			15,475	92,451
TOTAL EXISTING LOANS						2,327,000	2,055,583	6,944	198,126	1,988,057	

New Loans 11/12

Loan No.	Lender	Particulars	Recipient	Years	Amount to be Borrowed	Amount Borrowed	Principal	Repayments YTD	Principal YTD
New Loans 1	WATC	Sports Facilities	Wongan Hills Sports Council	10	70,000	50,000	50,000	1,451	48,549
TOTAL NEW LOANS						70,000	50,000	1,451	48,549
TOTAL ALL LOANS						2,377,000	2,105,583	199,577	2,036,606

9.1.3 FINANCIAL REPORTS

FILE REFERENCE:	F1.4
REPORT DATE:	17 August 2012
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Dennis Coates, Deputy Chief Executive Officer
ATTACHMENTS:	Financial Reports

PURPOSE OF REPORT:

That the following statements and reports for the month ended July 2012 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:

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

FINANCIAL IMPLICATIONS:

The financial reports for the period ending July 2012 are attached to the Council agenda.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: YES

STAFF RECOMMENDATION:

That the following Statements and reports for the month ended July 2012 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 Capital Expenses by Program/Activity (Summary) FM Regs 34
 - d. Statement of Net Current Assets (NCA) FM Regs 34
 - e. Rate setting statement Discretionary
 - f. Disposal of Assets Discretionary
 - g. Bank Reconciliation Report Discretionary
 - h. Reserve Account Balances Report Discretionary
 - i. Loans Schedule Discretionary

COMMITTEE RECOMMENDATION:

That the following Statements and reports for the month ended July 2012 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 Capital Expenses by Program/Activity (Summary) FM Regs 34
 - d. Statement of Net Current Assets (NCA) FM Regs 34
 - e. Rate setting statement Discretionary
 - f. Disposal of Assets Discretionary
 - g. Bank Reconciliation Report Discretionary
 - h. Reserve Account Balances Report Discretionary

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 JULY 2012

	Approved Budget 2012-2013	Current Budget 2012-2013	YTD Budget	YTD Actual	Variance Over or Under 10%	P
Rates	(\$2,363,622)	(\$2,363,622)	(\$196,965)	(\$2,257,906)	(1046.3%)	⬆
Grants Operating, Subsidies & Contributions	(\$1,412,210)	(\$1,412,210)	(\$117,677)	\$0		⬆
Non Operating Grants, Subsidies & Contributions	(\$2,923,148)	(\$2,923,148)	(\$243,593)	\$0	100.0%	⬆
Fees & Charges & Service Charges	(\$506,493)	(\$506,493)	(\$40,396)	(\$198,235)	(390.7%)	⬆
Other Revenue	(\$106,084)	(\$106,084)	(\$6,308)	(\$110,306)	(1648.7%)	⬆
Interest	(\$75,783)	(\$75,783)	(\$8,838)	\$107	101.2%	⬆
Profit on sale of Assets	(\$62,393)	(\$62,393)	(\$5,199)	(\$3,188)		
Subtotal	(7,449,733)	(7,449,733)	(618,976)	(2,569,529)		

Operating Expenditure

Employee Costs	1,941,262	1,941,262	161,647	228,010	41.1%	⬆
Materials & Contracts	896,702	896,702	74,591	83,378	11.8%	⬆
Utilities (Gas, Electricity) etc.	241,924	241,924	20,112	30,766	53.0%	⬆
Interest	136,233	136,233	8,006	42,953	436.5%	⬆
Insurance	230,853	230,853	19,206	153,277	698.1%	⬆
Other General	245,117	245,117	20,416	36,533	78.9%	⬆
Loss on Asset Disposals	29,836	29,836	2,486	0	(100.0%)	⬆
Depreciation	2,365,973	2,365,973	197,151	198,739		
Subtotal	6,087,900	6,087,900	503,615	773,656		

Capital Expenditure

Land & Buildings	3,745,021	3,745,021	303,543	26,125	(91.4%)	⬆
Furniture & Equipment	16,000	16,000	1,332	641	(51.9%)	⬆
Infrastructure Other	520,000	520,000	42,055	56,982	35.5%	⬆
Infrastructure Roads	1,674,760	1,674,760	139,501	12,797	(90.8%)	⬆
Motor Vehicles	227,366	227,366	10,196	46,207	353.2%	⬆
Plant	275,000	275,000	11,249	0	(100.0%)	⬆
Subtotal	6,458,147	6,458,147	507,876	142,751		

Total Operating & Capital	5,096,314	5,096,314	392,515	(1,653,122)		
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ADJUST - NON CASH ITEMS

Depreciation	(2,365,973)	(2,365,973)	(197,151)	(198,739)		
Profit on Sale of Assets	62,393	62,393	5,199	3,188		
Loss on Sale of Assets	(29,836)	(29,836)	(2,486)	0		
Transfer from Reserves	(759,954)	(759,954)	(759,954)	0		
Transfer to Reserves	200,000	200,000	0	0		
Proceeds from Sale of Assets	(152,408)	(152,408)		(32,246)		
Loan Proceeds	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)		
Loan Principal Repayment	1,082,167	1,082,167	1,029,181	1,000,000		
Loan to SSL Parties						
SSL Principal Reimbursements	(52,986)	(52,986)	(52,986)	0		
Less Surplus/(deficit) B/Fwd	(1,861,953)	(1,861,953)	(1,565,623)	(1,500,587)		

Closing (Surplus)/Deficit C/F	217,764	217,764	(2,151,305)	(3,381,606)		
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**Shire of Wongan-Ballidu
Variance Report for 31 JULY 2012**

The Local Government (Financial Management) Regulations 1996 require that financial statements are presented on a monthly basis to council. It is proposed that all variances in excess of the specified percentage will have details reported. All variances calculated are a comparison of year to date actual vs. Year to date budget. In order to provide more details regarding significant variations in the attached report, the following summary is provided.

Report Section	Comments
Operating Income	
Rates	Expected being rates generation - will need to realign budget and actual to avoid flagging as variance
Grants Operating Subsidies & Contributions	Position is as expected – will need to learn how to reset budget to better match expected.
Non Operating Grants, Subsidies & Contributions	Position is as expected – will need to learn how to reset budget to better match expected.
Fees & Charges	Expected being rates generation - will need to realign budget and actual to avoid flagging as variance
Other Revenue	Expected being rates generation - will need to realign budget and actual to avoid flagging as variance
Interest	Timing issue – will fluctuate as various TDs mature.
Profit on Sale of Assets	Timing issue – will fluctuate depending on asset disposals.
Operating Expenditure	
Employee costs	Includes payment of 2012-3 – workers compensation insurance.
Materials & Contracts	Maybe related to 2011-2 payments made after close-off. Will examine this as part of 2011-2 annual EOY review.
Utilities	As above.
Interest	Expected being repayment of Loan 145 - will need to realign budget and actual to avoid flagging as variance
Insurance	Expected being payment of 2012-3 insurance - will need to realign budget and actual to avoid flagging as variance
Loss on Asset Disposals	Timing issue – will fluctuate depending on asset disposals.
Capital Expenditure	
Buildings	Will need to match this with cash-flow rather than dividing budget by 12 and comparing!
Furniture & Equipment	Will need to match this with cash-flow rather than dividing budget by 12 and comparing!
Infrastructure Other	Will need to match this with cash-flow rather than dividing budget by 12 and comparing!
Motor Vehicles	Will need to match this with cash-flow rather than dividing budget by 12 and comparing!
Plant	Will need to match this with cash-flow rather than dividing budget by 12 and comparing!

** General comment – existing budget comparison are made on straight line basis (i.e. dividing budget /12) and not on expected cash flow making it hard to properly identify variances. Will attempt to develop such a schedule and report variances that are material and not just 10%.

SHIRE OF WONGAN-BALLIDU
STATEMENT OF OPERATING FOR THE PERIOD ENDING 31 JULY 2012

	APPROVED BUDGET	CURRENT BUDGET	YTD BUDGET	YTD ACTUAL
By Program				
OPERATING INCOME				
General Purpose Funding	(1,732,285)	(1,732,285)	(341,317)	(2,257,909)
Governance	(214,210)	(214,210)	(17,848)	(5,270)
Law, Order & Public Safety	(39,847)	(39,847)	(3,318)	(3,514)
Health	(5,000)	(5,000)	(416)	(3,565)
Education & Welfare	(7,923)	(7,923)	(659)	(2,157)
Housing	(97,568)	(97,568)	(8,129)	(4,807)
Community Amenities	(177,798)	(177,798)	(14,809)	(148,878)
Recreation & Culture	(1,355,695)	(1,355,695)	(112,970)	(25,554)
Transport	(1,081,481)	(1,081,401)	(90,114)	(2,956)
Economic Services	(15,550)	(15,550)	(1,295)	(1,152)
Other Property & Services	(358,834)	(358,834)	(29,892)	(113,771)
TOTAL OPERATING INCOME	(5,086,110)	(5,086,110)	(620,767)	(2,569,529)
OPERATING EXPENSES				
General Purpose Funding	95,502	95,502	7,956	14,941
Governance	384,358	384,358	31,996	49,577
Law, Order & Public Safety	106,631	106,631	8,882	10,636
Health	149,767	149,767	12,466	15,848
Education & Welfare	97,125	97,125	11,413	20,978
Housing	214,672	214,672	17,863	64,343
Community Amenities	366,964	366,964	30,547	35,116
Recreation & Culture	1,331,078	1,331,078	110,851	165,563
Transport	2,573,304	2,573,304	225,850	229,183
Economic Services	118,080	118,080	9,814	12,764
Other Property & Services	432,655	432,655	35,998	154,709
TOTAL OPERATING EXPENSES	5,870,137	5,870,137	503,616	773,656
NET OPERATING (SURPLUS)/DEFICIT	784,027	784,027	(117,162)	(1,795,873)

SHIRE OF WONGAN-BALLIDU
STATEMENT OF CAPITAL FOR 31 JULY 2012

By Program				
	Approved Budget	Current Budget	YTD Budget	YTD Actual
General Purpose Funding	0	0	0	0
Governance	66,000	66,000	5,498	641
Law, Order and Public Safety	0	0	0	0
Health	10,000	10,000	833	0
Education and Welfare	3,393,807	3,393,807	282,817	6,275
Housing	216,292	216,292	18,024	0
Community Amenities	330,000	330,000	27,617	0
Recreation and Culture	396,113	396,113	34,944	76,832
Transport	1,968,335	1,968,335	163,964	58,864
Economic Services	2,600	2,600	216	0
Other Property and Services	75,000	75,000	6,250	140
	6,458,147	6,458,147	540,163	142,751

SHIRE OF WONGAN-BALLIDU
STATEMENT OF NET CURRENT ASSETS FOR 31 JULY 2012

	Actual	Comments
CURRENT ASSETS		
CASH ASSETS		
Cash on Hand	750	
Cash at Bank (Excluding Overdraft)	490,244	
At Call Investments	857,409	
Reserves & Other Restricted Cash	1,619,521	
TOTAL CASH ASSETS	2,967,924	
RECEIVABLES		
Sundry Debtors	89,647	
Rates & Rubbish Debtors	2,493,732	Includes Excess Rates
TOTAL RECEIVABLES	2,583,380	
OTHER ASSETS		
Sundry Provisions and Accruals		
Stock on Hand	-	
Land held for Resale	-	
Accrued Interest		
TOTAL OTHER ASSETS	-	
TOTAL CURRENT ASSETS	5,551,304	
ADJUSTMENTS FOR EXCLUDED ASSETS		
Reserves & Other Restricted Cash	1,619,521	
TOTAL EXCLUDED ASSETS	1,619,521	
TOTAL CURRENT ASSETS	3,931,783	
CURRENT LIABILITIES		
CASH LIABILITIES		
Overdraft (Excluding Restricted Cash)	0	
Loan Principal Repayable	(37,448)	
TOTAL CASH LIABILITIES	(37,448)	
CREDITORS & PAYABLES		
Sundry Creditors	(190,375)	
Other payables		
TOTAL CREDITOR & PAYABLES	(190,375)	
PROVISIONS		
Employee Provisions	(322,454)	
Other Provisions and Accruals		
TOTAL PROVISIONS	(322,454)	
TOTAL CURRENT LIABILITIES	(650,277)	
NET CURRENT ASSETS/(LIABILITIES)	3,381,506	

**SHIRE OF WONGAN-BALLIDU
RATE SETTING STATEMENT FOR 31 JULY 2012**

	2012-2013	2012-2013	2012-2013
	APPROVED BUDGET	CURRENT BUDGET	ACTUAL
OPERATING INCOME			
General Purpose Funding	(1,732,285)	(1,732,285)	(3)
Governance	(214,210)	(214,210)	(5,270)
Law, Order & Public Safety	(39,847)	(39,847)	(3,514)
Health	(5,000)	(5,000)	(3,565)
Education & Welfare	(7,923)	(7,923)	(2,157)
Housing	(97,568)	(97,568)	(4,807)
Community Amenities	(177,798)	(177,798)	(148,876)
Recreation & Culture	(1,355,695)	(1,355,695)	(25,554)
Transport	(1,081,401)	(1,081,401)	(2,956)
Economic Services	(15,550)	(15,550)	(1,152)
Other Property & Services	(358,834)	(358,834)	(113,771)
	(5,086,111)	(5,086,111)	(311,623)
OPERATING EXPENSES			
General Purpose Funding	95,502	95,502	14,941
Governance	384,358	384,358	49,577
Law, Order & Public Safety	106,631	106,631	10,635
Health	149,767	149,767	15,848
Education & Welfare	97,125	97,125	20,978
Housing	214,672	214,672	64,343
Community Amenities	366,964	366,964	35,116
Recreation & Culture	1,331,078	1,331,078	165,563
Transport	2,573,304	2,573,304	229,183
Economic Services	118,080	118,080	12,764
Other Property & Services	432,655	432,655	154,709
	6,870,136	6,870,136	773,656
ADJUSTMENTS FOR CASH BUDGET REQUIREMENTS:			
Depreciation on Assets	(\$2,365,973)	(2,365,973)	(198,739)
Profit/(Loss) on Asset Sales	\$32,557	32,557	3,188
	(2,333,416)	(2,333,416)	(195,551)
Capital Expenditure & Income			
Purchase of Land & Buildings	3,745,021	3,745,021	26,125
Purchase of Furniture & Equipment	16,000	16,000	641
Purchase of Infrastructure	2,194,760	2,194,760	69,778
Purchase of Motor Vehicles	227,366	227,366	46,207
Purchase of Plant & Machinery	275,000	275,000	0
	6,458,147	6,458,147	142,751
Proceeds from Disposal of Assets	(152,408)	(152,408)	(32,246)
Asset Sales	(152,408)	(152,408)	(32,246)
Financing Activities			
Repayment of Loan Principal	1,082,167	1,082,167	1,000,000
Proceeds from New Debentures	(1,000,000)	(1,000,000)	(1,000,000)
Loans paid to SSL parties	-	-	-
Self Supporting Loan Income	(52,986)	(52,986)	0
Net Proceeds from Financing Activities	29,181	29,181	0
Transfers to Reserves	200,000	200,000	0
Transfer from Reserves	(759,954)	(759,954)	0
Net Movement in Reserve Surplus	(559,954)	(559,954)	0
ADD Estimated Muni (Surplus/Deficit) July 1 B/Fwd.	(1,861,953)	(1,861,953)	(1,500,587)
LESS Estimated Muni (Surplus/Deficit) June 30 C/Fwd.	0	0	(3,381,506)
AMOUNT REQUIRED TO BE RAISED FROM RATES	2,363,622	2,363,622	(1,123,600)
TOTAL RATES RAISED	2,363,622	2,363,622	2,267,906

**SHIRE OF WONGAN-BALLIDU
DISPOSAL OF ASSETS FOR 31 JULY 2012**

Assot No	Not Book Value Budget	Sale Proceeds Budget	(Profit) / Loss Budget	Sale Proceeds Actual	Not Book Value Actual	(Profit) / Loss Actual
By Class						
Motor Vehicles						
CEO Vehicle	41,160	38,000	3,160			
Ranger Utility	4,031	10,000	-5,969			
Grader Utility	345	10,000	-9,655			
MWS Utility	29,680	29,181	505	32,246	29,058	(3,108)
Plant & Equipment						
Toyota Coaster Bus	0	37,500	-37,500			
Single Cab Tipper Ute	3,458	7,727	-4,269			
Isuzu NPR400 Tip truck	41,163	15,000	26,163			
Vertimower	0	5,000	(5,000)			
TOTAL	110,851	152,408	(32,557)	32,246	29,058	(3,188)
By Program						
Goverance						
CEO Vehicle	41,168	38,000	3,168			
Other Property & Services						
Ranger Utility	4,031	10,000	-5,969			
Grader Utility	345	10,000	-9,655			
MWS Utility	29,686	29,181	505	32,246	29,058	(3,108)
Toyota Coaster Bus	0	37,500	-37,500			
Single Cab Tipper Ute	3,458	7,727	-4,269			
Isuzu NPR400 Tip truck	41,163	15,000	26,163			
Vertimower	0	5,000	(5,000)			
TOTAL	110,851	152,408	(32,557)	32,246	29,058	(3,188)
	Budget Purchase Price	Budget Trade	Change-Over Budget	Purchase	Trade	Change-Over
Change-Over Details						
Motor Vehicles						
CEO Vehicle	50,000	38,000	12,000			
MWS Vehicle	43,757	29,181	14,576	43,277	29,300	13,977
Ranger Utility	25,000	10,000	15,000			
Grader Utility	25,000	10,000	15,000			
TOTAL	143,757	87,181	56,576	43,277	29,300	13,977
Plant & Equipment						
Vertimower	25000	5,000	20,000			
Toyota Coaster Bus	150000	37,500	112,500			
Single Cab Tipper Ute	28791	7,727	21,064			
Isuzu NPR400 Tip truck	90000	15,000	75,000			
TOTAL	293,791	65,227	228,564	0	0	0
GRAND TOTAL	437,548	152,408	285,140	43,277	29,388	13,977

**SHIRE OF WONGAN - BALLIDU
RATES OUTSTANDING 31 JULY 2012**

Rates Statistics

Total rates outstanding	31-Jul-12	102.10%
Outstanding same time last year	31-Jul-11	76.79%

Rates Outstanding Breakdown

Total Amount Outstanding	2,549,799.71
Total Rates Outstanding	2,549,799.71

SUNDRY DEBTORS OUTSTANDING 31 JULY 2012

Debtors Ageing Summary

Current	28,973.13
30 Days	13,171.41
60 Days	7,365.28
90 Days & Over	184.60
Total Outstanding	49,694.42

Accounts 90 Days & Over:

Date	Dr No.	Comments	Amount
23/03/2012	657	Boomer Advertising	6.00
17/04/2012	678	Boomer Advertising	9.90
17/04/2012	848	Boomer Advertising	8.80
13/03/2012	863	Boomer Advertising	9.90
2/04/2012	402	Printing CRC	150.00
Total			184.60

**SHIRE OF WONGAN-BALLIDU
BANK RECONCILIATION FOR 31 JULY 2012**

	Total	Municipal	Trust	Reserve	Muni Investments
Opening Balance	3,413,993.51	\$321,059.95	12,234.78	1,619,397.06	1,461,301.72
Add:					
Receipts	-	949,339.26			
Investment Monthly Interest	124.14			124.14	
Less:					
Payments - EFT & Cheques	(1,476,129.14)	(876,129.14)			(600,000.00)
Payments - Bank fees and Rounding	(856.20)	(856.20)			
Transport Payments	93,554.25	93,554.25			
	-				
Balance as per General Ledger	2,980,025.82	\$486,968.12	\$12,234.78	\$1,619,521.20	\$861,301.72
Balance as per Bank Statement	1,227,403.41	487,003.17	\$7,462.78	732,937.46	861,301.72
TD/Investments	1,747,885.46			886,583.74	
Add:					
Outstanding Deposits	8,150.05	8,150.05			
Tenancy Bonds - Separate Bank Accounts	4,852.00		4,852.00		
Less:					
Adjustments - Creditor Payments	-				
Unpresented Cheques	(3,606.35)	(3,526.35)	(80.00)		
Transport payments pending	(4,658.75)	(4,658.75)			
Balance as per Cash Book	2,980,025.82	\$486,968.12	\$12,234.78	\$1,619,521.20	\$861,301.72
Check Figure (Must = 0.00)		0.00	0.00	0.00	0.00

SHIRE OF WONGAN - BALLIDU
INVESTMENT REPORT FOR 31 JULY 2012

MUNICIPAL INVESTMENTS

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Investment Redeemed	Current Investment	Accrued Interest	Interest Earned	Closing Balance	Back into Muni
036177-140003	Term Deposit - Westpac	Current	Westpac	15-Jan-12	17-Feb-12	33	6.05%	500,000.00	500,000.00				12,691.78	512,691.78	YES
9975-18951	Term Deposit - ANZ	Current	ANZ	15-Mar-12	15-Jun-12	92	5.30%	250,000.00	250,000.00				8,927.55	258,927.55	YES
9977-63199	Term Deposit - ANZ	Current	ANZ	25-Jan-12	25-Apr-12	91	5.70%	250,000.00	250,000.00				6,509.31	256,509.31	YES
9977-63172	Term Deposit - ANZ	Current	ANZ	25-Jan-12	25-Apr-12	91	5.70%	250,000.00	250,000.00				7,493.99	257,493.99	YES
9995-20997	Term Deposit - ANZ	Current	ANZ	20-Jun-12	20-Sep-12	92	5.30%	600,000.00	600,000.00				475.93	600,475.93	YES
Current Investments															
Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Investment Redeemed	Current Investment	Accrued Interest	Interest Forecast	Closing Balance	Back into Muni
9975-19073	Term Deposit - ANZ	Current	ANZ	15-Jun-12	15-Sep-12	92	5.00%	261,301.72	261,301.72		261,301.72	1646.56	3,293.12	264,594.84	
9990-21068	Term Deposit - ANZ	Current	ANZ	20-Jun-12	20-Sep-12	92	5.30%	600,000.00	600,000.00		600,000.00	3572.05	8,015.34	608,015.34	
Municipal Investments Total								861,301.72	861,301.72	0.00	861,301.72	5,218.61	11,308.46	872,610.18	

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Investment Redeemed	Current Investment	Accrued Interest	Interest Earned	Closing Balance	Back into Muni
9661-83335	Term Deposit - ANZ	Current	ANZ	20-Mar-12	20-Jun-12	92	5.30%	154,328.14	160,907.16					163,099	NO
9665-39186	Term Deposit - ANZ	Current	ANZ	3-Mar-12	3-Jun-12	92	5.80%	218,028.94	227,323.53					230,707	YES
036177-139993	Term Deposit - Westpac	Current	Westpac	15-Jan-12	15-Jun-12	152	5.75%	500,000.00	512,680.14					524,956	NO
Current Investments															
Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Investment Redeemed	Current Investment	Accrued Interest	Interest Forecast	Closing Balance	Back into Muni
9611-62903	Term Deposit - ANZ	Current	ANZ	2-Jun-12	2-Sep-12	92	4.75%	753,770.39	753,770.39		753,770.39	5787.51	9,024.59	762,795	
9615-83724	Term Deposit - ANZ	Current	ANZ	29-May-12	29-Sep-12	123	5.70%	132,813.35	132,813.35		132,813.35	1306.67	2,551.11	135,364	
Bank Account Balance									732,937.46						
Reserve Account									1,619,521.20		1,619,521.20	7,094.18	11,575.70	898,159.44	
TOTALS								1,747,885.46	1,747,885.46	0.00	2,480,822.92	12,312.79	22,864.16	1,770,769.62	

Terminated
Current Municipal Investments
Current Reserve Investments

SHIRE OF WONGAN - BALLIDU

RESERVE ACCOUNT BALANCES FOR 31 JULY 2012

Reserve Description	GL Acct.	Opening Balance	Budget Meeting Transfers	Budget Interest	YTD Interest Allocated	Transfer to Muni - Current Budget	Transfer from Muni - Current Budget	Transfer from Muni Actual	Budget EOY Balance	YTD Actual Balance
Centenary Celebrations Reserve	01112	51,918	(51,918)	-	-	-	-	-	-	-
Community Resource Centre Reserve	01128	11,261		327	1				11,588	11,261
Depot Improvement Reserve	01115	5,392		156	0				5,548	5,392
Historical Publications Reserve	01120	5,885		171	0				6,056	5,886
Housing Reserve	01119	87,096		2,526	6				89,622	87,102
Land & Buildings Reserve	01113	128,859	(128,859)	-	-				-	-
Loan Principal Reserve	01117	89,763	190,361	10,796	27				290,920	280,151
LSL Reserve	01114	68,192		1,978	5				70,170	68,197
Medical Facilities & R4R Special Projects Reserve	01122	555,841		16,119	40	(560,845)			11,115	555,882
Patterson Street JV Housing Reserve	01127	6,704		194	0	(169,109)	5,000		11,898	6,705
Plant Reserve	01116	530,734		15,391	38		180,000		557,016	530,773
Quinlan Street JV Housing Reserve	01126	13,293		385	1		5,000		18,678	13,294
Stickland JV Housing Reserve	01125	8,744		254	1		5,000		13,998	8,744
Swimming Pool Reserve	01121	1,776		52	0		5,000		6,828	1,776
Waste Management Reserve	01111	44,357		1,286	3	(30,000)			15,643	44,360
WH Industrial/LIA Park Reserve	01124	9,584	(9,584)	-	-				-	-
TOTALS		1,619,997	(0)	49,635	124	(799,954)	200,000	-	1,109,078	1,619,521

**SHIRE OF WONGAN-BALLIDU
LOANS REPORT FOR 31 JULY 2012**

Existing Loans

Loan No.	Lender	Particulars	Recipient	Years	Maturity Date	Amount Borrowed	Principal July 2012	Repayments this month	Shire Repayments YTD	Balance YTD
140	County Housing Authority	Housing Construction*	Wongan-Ballidu Development	15	May-2015	430,000	430,000			430,000
142	WATC	Housing Construction*	WB Community Association	15	Mar-2020	400,000	257,289			257,289
143	WATC	Land Purchase	Shire of Wongan-Ballidu	10	Jun-2016	270,000	128,514			128,514
145	WATC	Land Development	Shire of Wongan-Ballidu	4	Jul-2012	1,000,000	1,000,000	1,000,000	1,000,000	-
147	WATC	Aged Persons*	Ninan House	15	Jul-2022	100,000	79,803			77,154
148	WATC	Resurface Bowling Greens*	Wongan Hills Bowling Club	10	Dec-2019	115,000	92,451		2,649	92,451
150	WATC	Sports Pavilion	Wongan Hills Sports Council	4	May-2016	50,000	50,000			50,000
TOTAL EXISTING LOANS						2,365,000	2,038,057	1,000,000	1,002,649	1,035,408

New Loans 12/13

Loan No.	Lender	Particulars	Recipient	Years	Maturity Date	Amount Borrowed	Principal	Repayments this month	Shire Repayments YTD	Balance YTD
145B	WATC	Land Development	Shire of Wongan-Ballidu	2	Jun-2014	500,000	500,000			500,000
145C	WATC	Land Development	Shire of Wongan-Ballidu	4	Jul-2017	500,000	500,000			500,000
TOTAL NEW LOANS						1,000,000	1,000,000			1,000,000
TOTAL ALL LOANS						3,365,000	3,038,057	1,000,000	1,002,649	2,035,408

9.2 GENERAL PURPOSES

9.2.1 COUNCIL MEETING DATES - 2012

FILE REFERENCE:	A1.2
REPORT DATE:	8 August 2012
APPLICANT/PROPONENT:	
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Irene Myring - Executive Assistant
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

That Council adopts changes to the September October, November and December 2012 meeting dates and give local public notice in accordance with Section 1.7 of the Local Government Act, 1995.

BACKGROUND:

Council at its July informal session resolved to change the meetings dates and times.

COMMENT:

The proposed dates for Council's Ordinary Meetings are the fourth Wednesday of each month with the exception of December, as the fourth Wednesday falls on the 26th. It is proposed that the Council meeting will commence at 3:00pm with afternoon tea being taken between 4.00pm and 4.15pm followed by the informal briefing session.

The proposed dates for Council's Health, Building & Planning Committee meetings are the third Wednesday of each month with the exceptions of December.

DAY	DATE	TIME	MEETING	VENUE
Wednesday	September 19	1.00pm	General Purposes Committee	Council Chambers, Wongan Hills
Wednesday	September 19	2.00pm	Health, Building & Planning Committee	Council Chambers, Wongan Hills
Wednesday	September 19	3.00pm	Works Committee	Council Chambers, Wongan Hills
Wednesday	September 19	4.00pm	Finance Audit and Review Committee	Council Chambers, Wongan Hills
Wednesday	September 26	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	October 17	1.00pm	General Purposes Committee	Council Chambers, Wongan Hills
Wednesday	October 17	2.00pm	Health, Building & Planning Committee	Council Chambers, Wongan Hills
Wednesday	October 17	3.00pm	Works Committee	Council Chambers, Wongan Hills
Wednesday	October 17	4.00pm	Finance Audit and Review Committee	Council Chambers, Wongan Hills
Wednesday	October 24	3.00pm	Ordinary	Council Chambers, Wongan Hills

Wednesday	November 21	1.00pm	General Purposes Committee	Council Chambers, Wongan Hills
Wednesday	November 21	2.00pm	Health, Building & Planning Committee	Council Chambers, Wongan Hills
Wednesday	November 21	3.00pm	Works Committee	Council Chambers, Wongan Hills
Wednesday	November 21	4.00pm	Finance Audit and Review Committee	Council Chambers, Wongan Hills
Wednesday	November 28	2.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	December 12	1.00pm	General Purposes Committee	Council Chambers, Wongan Hills
Wednesday	December 12	2.00pm	Health, Building & Planning Committee	Council Chambers, Wongan Hills
Wednesday	December 12	3.00pm	Works Committee	Council Chambers, Wongan Hills
Wednesday	December 12	4.00pm	Finance Audit and Review Committee	Council Chambers, Wongan Hills
Wednesday	December 19	3.00pm	Ordinary	Council Chambers, Wongan Hills

POLICY REQUIREMENTS:

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

LEGISLATIVE REQUIREMENTS:

Regulation 12 of the Local Government (Administration) Regulations 1996 requires the public notice of Council and committee meetings.

STRATEGIC IMPLICATIONS:

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

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental implications associated with this item.

➤ **Economic**

There are no known economic implications associated with this proposal.

➤ **Social**

There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

There are no known financial implications in relation to this item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

			Committee	Wongan Hills
Wednesday	September 19	2.00pm	Health, Building & Planning Committee	Council Chambers, Wongan Hills
Wednesday	September 19	3.00pm	Works Committee	Council Chambers, Wongan Hills
Wednesday	September 19	4.00pm	Finance Audit and Review Committee	Council Chambers, Wongan Hills
Wednesday	September 26	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	October 17	1.00pm	General Purposes Committee	Council Chambers, Wongan Hills
Wednesday	October 17	2.00pm	Health, Building & Planning Committee	Council Chambers, Wongan Hills
Wednesday	October 17	3.00pm	Works Committee	Council Chambers, Wongan Hills
Wednesday	October 17	4.00pm	Finance Audit and Review Committee	Council Chambers, Wongan Hills
Wednesday	October 24	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	November 21	1.00pm	General Purposes Committee	Council Chambers, Wongan Hills
Wednesday	November 21	2.00pm	Health, Building & Planning Committee	Council Chambers, Wongan Hills
Wednesday	November 21	3.00pm	Works Committee	Council Chambers, Wongan Hills
Wednesday	November 21	4.00pm	Finance Audit and Review Committee	Council Chambers, Wongan Hills
Wednesday	November 28	2.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	December 12	1.00pm	General Purposes Committee	Council Chambers, Wongan Hills
Wednesday	December 12	2.00pm	Health, Building & Planning Committee	Council Chambers, Wongan Hills
Wednesday	December 12	3.00pm	Works Committee	Council Chambers, Wongan Hills
Wednesday	December 12	4.00pm	Finance Audit and Review Committee	Council Chambers, Wongan Hills
Wednesday	December 19	3.00pm	Ordinary	Council Chambers, Wongan Hills

LOST: 7/0
RESOLUTION NO:

Reason for Decision: Council felt it would be prudent to change the dates at the end of the year.

9.3 HEALTH, PLANNING & BUILDING COMMITTEE

9.3.1 DRAFT LOCAL PLANNING STRATEGY

FILE REFERENCE:	D2.4.1
REPORT DATE:	9 August 2012
APPLICANT/PROponent:	Len deGrussa - Manager Building Services
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Len deGrussa - Manager Building Services
ATTACHMENTS:	Draft Local Planning Strategy – Separate Attachment

PURPOSE OF REPORT:

To present to Council the final draft Local Planning Strategy (LPS) prepared by Planwest and the Department of Planning.

BACKGROUND:

In preparing this new draft LPS, Paul Bashall from Planwest has reviewed and made relevant changes to the previous strategy. Peter Wright, Senior Planner, from the Department of Planning has reviewed and edited the Strategy to conform to Shire requirements and State regulations.

COMMENT:

The Department of Planning required a copy of the draft LPS to be sent to the following shires and service authorities for comment:

Shires:

*Goomalling
Victoria Plains
Moora
Dalwallinu
Koorda
Dowerin*

Service Authorities:

*Water Corporation
Western Power
Department of Agriculture and Food WA
Department of Environment and Conservation
Department of Water
Main Roads WA
FESA
Environment Protection Authority
Department of Health
Education Department*

Of the shires contacted only *Goomalling* responded with no objections.

Of the service authorities responses were received from *Department of Agriculture and Food WA, Environmental Protection Authority, Department of Health and Education Department* who were all supportive of the draft LPS with no objections.

This information has been passed on to the Department of Planning who are satisfied the draft LPS is now complete and ready for adoption by Council.

The necessary advertising in local newspapers has been completed with no submissions received during the 42 day mandatory period.

POLICY REQUIREMENTS:

Satisfies Regulation 12A(3) of the Town Planning Amendment Regulations 1999 that requires that a Local Planning Strategy shall:

- (a) set out the long-term planning directions for the local government
- (b) apply State and regional planning policies; and
- (c) provide the rationale for the zones and other provisions of the Scheme.

LEGISLATIVE REQUIREMENTS:

Planning and Development Act 2005

STRATEGIC IMPLICATIONS:

The Local Planning Strategy provides a long term plan to guide staff and future Councils in their decision making process.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

The LPS will ensure that the effect proposals have on the environment will be properly considered in the decision making process.

➤ **Economic**

There are no known economic implications associated with this proposal.

➤ **Social**

There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

Advertising costs and budgeted LPS preparation costs.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

STAFF RECOMMENDATION:

That Council formally adopt the final draft Local Planning Strategy prepared by staff in conjunction with Planwest and the Department of Planning.

COMMITTEE RECOMMENDATION:

That Council:

1. Amend the strategy to include the following clauses:
 - 12(f) Support the investigation of a "sky park" (fly in) estate adjacent to the airport.

9.4 WORKS & SERVICES

9.4.1 2012/2013 BITUMEN TENDER NO. 03/12

FILE REFERENCE:	F1.9
REPORT DATE:	9 August 2012
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Bob White – Manager Works & Services
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 2012/2013 fiscal year to able Council to award the contract for this service.

BACKGROUND:

As the Shire's proposed bitumen sealing programme for the 2012/2013 financial year exceeds \$100,000.00 it was necessary to call tenders for the service.

Tender No. 03/12 calling for suppliers was advertised in the Western Australian newspaper on Saturday 14th July 2012.

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 2013.

The estimated quantities for 2012/2013 were 14,520 m² of 10mm prime and primer seals, 17,670 m² of 10mm primer seals, 2,800 m² of 10mm reseals and 120,338 m² of 14mm reseals.

Tenders closed at 12:00pm Wednesday 08th August 2012.

COMMENT:

Five (5) tenders packages were sent out but unfortunately only (2) tenders 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) forwarded correspondant stating that they would not be submitting a tender.

The two (2) tenders were opened at 12:35pm on Wednesday 08th August 2012 in the presence of John Robertson (Bitutek), Richard Moriconi (R^NR), the Shire's Manager Works & Services, Manager Building Services and the CEO's Personal Assistant.

Both tenderers quoted on a complete service, which included the supply/spray of bitumen, the supply/spread of aggregate, rolling, sweeping and traffic management.

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.

- Price

70%

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

FIXED PRICE

TREATMENT	Quantity (m ²)	Budget (inc GST) (m ²)	Bitutek (inc GST) (m ²)	R ^N R (inc GST) (m ²)
1 coat prime/10mm primer seal	14,520	\$6.88	\$6.06	\$5.40
1 coat 10mm primer seal	17,670	\$4.95	\$5.55	\$4.10 – \$8.80
10mm reseal	2800	\$5.23	\$3.74	\$4.10
14mm reseal	120,338	\$5.23	\$4.55	\$4.55
TOTAL	<u>155,328</u>	<u>\$830,688</u>	<u>\$744,070</u>	<u>\$720,072</u>

RISE & FALL

TREATMENT	Quantity (m ²)	Budget (inc GST) (m ²)	Bitutek (inc GST) (m ²)	R ^N R (inc GST) (m ²)
1 coat prime and primer seal	14,520	\$6.88	\$5.82	\$4.85
1 coat 10mm primer seal	17,670	\$4.95	\$5.36	\$3.95 - \$8.65
10mm reseal	2800	\$5.23	\$3.54	\$3.95
14mm reseal	120,338	\$5.23	\$4.28	\$4.30
TOTAL	<u>155,328</u>	<u>\$830,688</u>	<u>\$704,176</u>	<u>\$678,931</u>

As can be seen, there is a slight variation between the two (2) tenderers, both in relation to the total tender price and the variance between the "fixed" price and the "rise & fall" price.

Both tenderers are offering just over 5.00% discount for selecting the "rise & fall" option.

As part of the assessment process, a mathematical matrix was used to evaluate and compare each tenderer.

The assessment of each tender was done using a point scoring system. The matrix, as shown below, based on "fixed" price, highlights the following:

Tenderer	Capacity To Carry Out The Work	Safety Plan	Quality System	Price	Total Score
% of Decision	10.0%	10.0%	10.0%	70.0%	
Bitutek	4.0	4.0	4.0	4.8	45.6
R ^N R	4.0	4.0	4.0	5.0	47.0

The matrix, as shown below, based on "rise & fall" price, highlights the following:

Tenderer	Capacity To Carry Out The Work	Safety Plan	Quality System	Price	Total Score
% of Decision	10.0%	10.0%	10.0%	70.0%	
Bitutek	4.0	4.0	4.0	4.8	45.6
R ^N R	4.0	4.0	4.0	5.0	47.0

Grading: 5 = Excellent
4 = Good
3 = Average
2 = Fair
1 = Poor

In summary, the two combined matrix scores place R^NR as the preferred tenderer with a slightly better score of 94.0 versus a score of 91.20 from Bitutek.

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.

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.

Little is known of the overall impact of the recently introduced "Carbon Tax" and this may, or may not, impact on pricing over the next 12 months.

Bitumen prices have increase from \$851.20 to \$926.20 per tonne over the last 12 months, representing an 8.81% increase. In real terms, this represents an increase of \$0.15 per m² for the bitumen component at an average application rate of 2.0 litres / m².

The cost of the bitumen product itself represents about 50% of the application price, with the remainder being the aggregate, miscellaneous additives, traffic management, plant operating costs, labour and company overheads.

The documentation provided by both tenderers suggests that the C170 grade bitumen component at an average application rate of 2.0 litres / m² is approximately \$2.25 per m² for the "fixed" price option and \$2.15 per m² for the "rise & fall" price option. If the current trend bitumen prices were to increase at the same rate of 8.80% this would increase the bitumen application rate by \$0.15 per m² to \$2.30 per m².

The variance between the "fixed" price option and the "rise & fall" option from both tenderers represents an approximate saving of 5% (\$30,000 - \$41,000 inc GST). 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 2012/2013.

In relation to potential savings based on budget estimates, selecting R^NR on a fixed price tender would realise a budgetary savings of \$110,616 inc GST. Although the overall tender suggests a higher budgetary saving, the majority of this variance (\$75,823 inc GST) is aligned with RRG projects which will not free up savings for Council to expend elsewhere.

POLICY REQUIREMENTS:

- Purchasing and Procurement Policy

LEGISLATIVE REQUIREMENTS:

- Local Government Act 1995 – 3.57 – Tenders for providing goods or services.
- 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:

The preferred tender would realise a positive budget variance of \$110,616 inc GST based on Council estimates for 2012/2013. Unfortunately the majority of this variance (\$75,823 inc GST) is aligned with RRG projects which will not free up savings for Council to expend elsewhere. In real terms, only \$34,000 inc GST, would be available for other projects.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: NO

Bitumen Tender 03/12 - Supply and Lay 2012/2013

SUPPLIER

JOB LOCATION	sq.m	TREATMENT	SCHEDULE Mth / Yr	Budget		RnR				Bitutek						
				\$ per / m ² (inc GST)	Total Cost	\$ per / m ² (inc GST) Fixed Price	\$ per / m ² (inc GST) Rise & Fall	Total Cost	Total Cost	Fixed Price	Rise & Fall	\$ per / m ² (inc GST) Fixed Price	\$ per / m ² (inc GST) Rise & Fall	Total Cost	Total Cost	Fixed Price
Darubin Street	2800	10mm reseal	Feb'13	\$ 5.23	\$ 14,630.00	\$ 4.10	\$ 3.95	\$ 11,480.00	\$ 3.74	\$ 3.54	\$ 10,472.00	\$ 9,912.00				
Balfidu Bindi-Bindi Rd	15000	14mm reseal	Feb'13	\$ 5.23	\$ 78,375.00	\$ 4.55	\$ 4.30	\$ 68,250.00	\$ 4.55	\$ 4.28	\$ 66,250.00	\$ 64,200.00				
Balfidu East Rd	13554	14mm reseal	Feb'13	\$ 5.23	\$ 70,819.65	\$ 4.55	\$ 4.30	\$ 61,670.70	\$ 4.55	\$ 4.28	\$ 61,670.70	\$ 58,011.12				
Dowerin-Kalannie Rd	42663	14mm reseal	Feb'13	\$ 5.23	\$ 222,914.18	\$ 4.55	\$ 4.30	\$ 194,116.65	\$ 4.55	\$ 4.28	\$ 194,116.65	\$ 182,557.64				
Korndut East Rd	9000	14mm reseal	Feb'13	\$ 5.23	\$ 47,025.00	\$ 4.55	\$ 4.30	\$ 40,950.00	\$ 4.55	\$ 4.28	\$ 40,950.00	\$ 38,520.00				
Meadows Rd	9400	14mm reseal	Feb'13	\$ 5.23	\$ 49,115.00	\$ 4.55	\$ 4.30	\$ 42,770.00	\$ 4.55	\$ 4.28	\$ 42,770.00	\$ 40,232.00				
Moonijn West Rd	6000	14mm reseal	Feb'13	\$ 5.23	\$ 31,350.00	\$ 4.55	\$ 4.30	\$ 27,300.00	\$ 4.55	\$ 4.28	\$ 27,300.00	\$ 25,660.00				
Wongan-Cadoux Rd	6300	14mm reseal	Feb'13	\$ 5.23	\$ 32,917.50	\$ 4.55	\$ 4.30	\$ 28,665.00	\$ 4.55	\$ 4.28	\$ 28,665.00	\$ 26,954.00				
Wongan Hills-Waddington Rd	18421	14mm reseal	Feb'13	\$ 5.23	\$ 96,249.73	\$ 4.55	\$ 4.30	\$ 83,815.55	\$ 4.55	\$ 4.28	\$ 83,815.55	\$ 79,210.30				
Dowerin-Kalannie Rd	7260	Prime & 10mm primer seal	Nov'12	\$ 6.88	\$ 49,912.50	\$ 5.40	\$ 4.85	\$ 39,204.00	\$ 6.06	\$ 5.82	\$ 43,995.60	\$ 42,253.20				
Dowerin-Kalannie Rd	7260	Prime & 10mm primer seal	Nov'12	\$ 6.88	\$ 49,912.50	\$ 5.40	\$ 4.85	\$ 39,204.00	\$ 6.06	\$ 5.82	\$ 43,995.60	\$ 42,253.20				
Wongan-Waddington Rd	15500	10mm primer seal	Mar'13	\$ 4.95	\$ 76,725.00	\$ 4.10	\$ 3.95	\$ 63,550.00	\$ 5.55	\$ 5.36	\$ 56,025.00	\$ 53,080.00				
Moonijn West Rd	500	10mm primer seal	Dec'12	\$ 4.95	\$ 2,475.00	\$ 3.80	\$ 3.65	\$ 4,400.00	\$ 5.55	\$ 5.36	\$ 2,775.00	\$ 2,690.00				
Darubin St	200	10mm primer seal	Dec'12	\$ 4.95	\$ 990.00	\$ 3.80	\$ 3.65	\$ 1,760.00	\$ 5.55	\$ 5.36	\$ 1,110.00	\$ 1,072.00				
Manmanning Rd	1120	10mm primer seal	Dec'12	\$ 4.95	\$ 5,544.00	\$ 3.80	\$ 3.65	\$ 9,856.00	\$ 5.55	\$ 5.36	\$ 6,216.00	\$ 6,003.20				
Oliver Rd	350	10mm primer seal	Dec'12	\$ 4.95	\$ 1,732.50	\$ 3.80	\$ 3.65	\$ 3,030.00	\$ 5.55	\$ 5.36	\$ 1,942.50	\$ 1,876.00				

inc GST \$ 830,687.55
Savings (inc GST) \$ 151,756.65

Ex GST \$ 755,170.50
Savings (Ex GST) \$ 137,960.59

\$ 720,071.90 \$ 678,930.90
\$ 110,615.65 \$ 151,756.65

\$ 744,059.60 \$ 704,176.24
\$ 86,617.95 \$ 126,511.37

\$ 654,610.22 \$ 617,209.91
\$ 100,559.68 \$ 137,960.59

9.4.2 POLICY REVIEW

FILE REFERENCE:	A2.20.4
REPORT DATE:	08 August 2012
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Bob White – Manager Works & Services
ATTACHMENTS:	Copy of current / amended policies

PURPOSE OF REPORT:

The purpose of this report is to present sufficient information to Council to enable a detailed review of existing policies to be carried out.

BACKGROUND:

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process. Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions and to thus be familiar with the philosophy behind individual decisions. Policy statements enable much of the day-to-day business of Council to be handled by the Administration, freeing up the time of the Elected Members to better focus their resources on major policy items and formulation of strategic direction.

An up-to-date policy manual of any organisation proves to be a valuable tool in improving the decision making process. Policies contained within the manual are those that project a corporate image and are not controlled by individual directorates. The development of the policies involves input from staff across the organisation and elected members.

A policy statement is not binding on Council but provides a guideline for Elected Members and staff in determining individual applications or requests. Generally, policies evolve as issues come before Council and should continue to evolve through a process of review and refinement. For this reason, it is important that a review process is in place. It is also possible for members of the community to seek an early review of a specific policy.

Each policy is developed in order to address specific matters. They relate to objectives to the Shire of Wongan-Ballidu, and, in some instances, as required by legislation. The principles behind the policies are directly related to the Shire's values as an organisation.

It is important to note that the manual should only contain the policy statement of the Council and should not refer to operational, staff or procedural matters.

In accordance with Council's Policy Review Process, the entire policy manual is to be reviewed at least every two years.

COMMENT:

Council has a total of thirty three (33) policies relating to the Works & Services directorate. Most of these are due for review in accordance with the "Policy Review Process".

The Chief Executive Officer is responsible for the coordination of this review and has instructed staff to implement a sequenced review of all policies.

With those policies pertaining to Works & Services, a rigorous review of all thirty three (33) policies will be conducted over a six (6) month period, which would involve at addressing at least five (5) or six (6) policies per month.

The final policies for review are:

- Employee Usage of Council Plant & Equipment (P&E) Non Work Related
- Level of Service – Grading Activities
- Use of Council Facilities, Plant & Equipment by Community Organisations
- Vehicle Crossovers
- Winter Maintenance Policy

The author has reviewed the above policies and has made the following recommendations:

- **Employee Usage of Council Plant & Equipment (P&E) Non Work Related**
In the opinion of the author, this policy requires a slight amendment to meet the objectives of Council .The amendment should state "Items not permitted without charge should include light vehicles, tractors, heavy trailers, gang mowers and slashers".
- **Level of Service – Grading Activities**
In the opinion of the author, this policy continues to meet the objectives of Council
- **Use of Council Facilities, Plant & Equipment by Community Organisations**
In the opinion of the author, this policy continues to meet the objectives of Council
- **Vehicle Crossovers**
In the opinion of the author, this policy continues to meet the objectives of Council
- **Winter Maintenance Policy**
*In the opinion of the author, this policy is deemed unnecessary as it is duplicated in the "Level of Service – Grading Activities" policy.
It is recommended that this policy should be revoked*

POLICY REQUIREMENTS:

The Policy Manual has been developed over time to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process.

The Policy Manual should not relate to operational or staff related matters.

The Policy Manual is a fluid document and should be reviewed in it's entirety at least every 2 years.

LEGISLATIVE REQUIREMENTS:

The Local Government Act 1995 outlines the roles of Council and the CEO.

- Level of Service – Grading Activities
- Use of Council Facilities, Plant & Equipment by Community Organisations
- Vehicle Crossovers

2. Adopt the following policies with an amendment:

- Employee Usage of Council Plant & Equipment (P&E) Non Work Related

3. Revoke the following policies:

- Winter Maintenance Policy

CARRIED: 7/0
RESOLUTION NO: 070812

Title:	LEVEL OF SERVICE – GRADING ACTIVITIES
Policy Owner:	Works Committee
File No:	A2.20.4
Resolution No:	
Date:	16 August 2012
Scheduled Review:	August 2014

OBJECTIVE

To ensure that Council clearly identifies the "level of service" it requires for the maintenance of bitumen and gravel roads within the Shire of Wongan-Ballidu.

POLICY

Winter Grading:

- Winter grading will commence as soon as optimum soil moisture conditions permit.
- Gravel roads will be double cut from drain invert to drain invert.
- If insufficient material is evident, every effort will be made to import top-up gravel from other areas.
- Formation road widths must be maintained at 9.0m for major arterial roads and 8.0m for minor arterial roads.
- The road cross-section gravel roads where possible will be targeted at between 5% – 6% in order to maintain good road drainage.
- The 1st round of grading will include only major and minor arterial roads and bus routes.
- The 2nd round of grading will include major and minor arterial roads, bus routes and minor roads.

Summer Grading:

- Summer grading will focus on local roads, verge clearing, back slopes and drains (including bitumen roads)
- No planned formation grading will occur on major and minor arterial roads, bus routes and minor roads during summer with the exception of sections of severe corrugations or where damage has been caused by heavy unseasonal summer rainfall.
- Cleared vegetation will only be laid down (larger material will be stabilised) and not carted away with a target of between 100km to 150km per annum.
- In the event of optimum soil moisture conditions due to summer rainfall, the focus will not move away from local roads. Graders may, however, formation grade other roads on the way from local road to local road.

Bitumen Shoulder Grading:

- When grading bitumen shoulders, staff will where practicable use three graders in convoy and commence as close as practicable to 1st July each year.
- Roads with a bitumen width of less than 6.50m wide will be graded once every year.

- *Roads with a bitumen width of more than 6.50m wide should be graded once every two years after the completion of roads with the width of less than 6.5m which have priority.*
- Grading extents will be from drain invert to drain invert.
- Clearing of back-slopes on bitumen shoulders will be done only in summer.
- Road sweeping will be carried out during bitumen shoulder grading only when required.

Bitumen Shoulder Widening:

- Where ever possible, back slope vegetation will be laid down and stabilised and not removed
- Existing shoulder sub-base / base course material is to be tested by scarifying up to 150mm with a single grader tine. If the material is suitable it will be left in-situ with minimal tining and topped to shape with suitable imported gravel.

Sourcing of Gravel:

- All gravel for the current works programme be pushed in July, August and September of that year to allow for moisture absorption

Title:	USE OF COUNCIL FACILITIES, PLANT & EQUIPMENT BY COMMUNITY ORGANISATIONS
Policy Owner:	Works & Services
File No:	T8.1
Resolution No:	
Date:	16 August 2012
Scheduled Review:	August 2014

OBJECTIVE

To assist Community Organisations and Employees with their activities and programs through occasional use of Council equipment.

POLICY

Community Organisations

The Chief Executive Officer in conjunction with the Manager Works & Services is authorised to permit the use of Councils plant and equipment, to be used after hours for community purposes at no cost to Council other than running costs provided that the plant and equipment:-

1. Is operated by authorised Shire employees only
2. Is used to facilitate a works undertaking for a local community organisation or sporting club
3. Does not leave the Shire of Wongan-Ballidu
4. Is readily available to the site without the involvement of unnecessary transportation.
5. Use is not prolonged, regular or ongoing

Note refer also to Councils delegation 'Donations of Plant & Equipment.

Title: VEHICLE CROSSOVERS

Policy Owner: Works Committee

File No: T1.9

Resolution No:

Date: 16 August 2012

Scheduled Review: August 2014

OBJECTIVE

To specify Council's required Standards on the construction of Crossovers and to administer all matters relating to vehicle crossovers within the district of the Shire of Wongan-Ballidu.

POLICY

Rural Crossovers

Council will contribute 50% of the cost of one standard crossover to the main property entrance of each property.

When Council is constructing roads the Manager of Works Committee will liaise with the property owner to include standard crossovers at gateways that are in existence.

Standard Rural Crossover

Width of 6.5metres
Road to the property boundary
Gravel surface
Pipes or culvert (if required)
Headwalls (if required)

Town site Crossovers

Council will contribute 50% of one standard crossover per lot. Additional costs involved in wider crossovers or additional crossovers to be paid in full.

A Council representative is to inspect and approve the crossover construction prior to any concrete being poured, pavement sealed or brick paved.

Crossovers are to be constructed in accordance with council's specifications (attachment 2) and drawings (CO-01 & CO-02).

Standard Town site Crossover

A standard town site crossover is as stipulated in Council's Standard Crossover Specifications and Standard Crossover Drawings.

A standard town site crossover is deemed to be 3 metres in width, with 1.5 metre wings, this may be increased to a maximum of 6 metres, however Council will only make its contribution towards a 3 metre crossover.

A crossover runs from edge of the road to the property boundary.

General Conditions

Future and ongoing maintenance of the crossover shall be the responsibility of the property owner in accordance with the Local Government (Uniform Local Provisions) Regulations 1996.

Should an applicant require a crossover wider than 3 metres, the Chief Executive Officer is empowered to approve the additional width up to 6 metres subject to consideration being given to location, drainage implications and general aesthetic appeal from other landowners' point of view.

An application to construct a vehicle crossover is to be made prior to construction (attachment 1) *(not included)*.

Title:	EMPLOYEE USAGE OF COUNCIL PLANT & EQUIPMENT (P&E) NON WORK RELATED
Policy Owner:	Works Committee
File No:	A2.20.4
Resolution No:	
Date:	08 August 2012
Scheduled Review:	August 2014

OBJECTIVE

That employee's of the Shire be permitted to utilise (*Plant and Equipment*) P&E owned or controlled by the Shire for their own private purposes, without charge, on the following basis:

POLICY

Permission being granted by the CEO or Manager of Works for each day of use;

The employee having the appropriate licences, training and / or induction in its use and operation of the P&E by a suitably trained employee;

1. The use of the P&E being within the Shire, with the exception of trailers, unless exceptional circumstances are warranted and authorised by the CEO or Manager of Works;
2. This policy does not apply with respect to vehicles, mobile phones or other items of P&E expressed permitted under a lawful contract of employment;
3. The P&E is not required by other employees for work purposes;
4. Any damage or loss being the responsibility of the user and reported immediately to the CEO or Manager of Works;
5. Nothing in this policy permits anyone other than staff to utilise the P&E;
6. Nothing in this policy prevents shire employees utilising P&E for community volunteer purposes authorised under any other Council Policy;
7. The usage does not involve the exchange of goods, services or monetary consideration of any form;
8. The volume of usage not being considered excessive or prolonged in the opinion of the CEO or Manager of Works;
9. The P&E being utilised on the employers, employees or another Council employees land or buildings.
10. Any P&E (*not including item 12*) requiring fuel to operate being returned with a full tank;
11. Chainsaws are not to be lent out to any employee under any circumstance
12. Items of P&E not permitted to be utilised without charge for private employee purposes include:

- a. Graders
- b. Loader
- c. Backhoe
- d. All trucks and light vehicles
- e. Tractors
- f. All heavy trailers (>5 tonne)
- g. All tractor attachments (Gang mowers / slashers etc)
- h. Community Transport Vehicles (Bus, Transport Van and Bus Trailer)

13. Items identified in clause (12) may be hired, at internal charge out rates at the discretion of the Chief Executive Officer or Manager of Works.

Title:	WINTER MAINTENANCE POLICY
Policy Owner:	Works Committee
File No:	T3.1
Minute No:	
Date:	8 February 2005
Scheduled Review:	October 2006

OBJECTIVE

To ensure that Winter maintenance is regarded as the highest priority subject to the rains commencing.

POLICY

That it be a policy of Council that the maintenance of its bitumen road shoulders be its highest priority winter maintenance work and subject to appropriate moisture being obtained (and maintained), Councils works crew commence this work in mid June of each year.

REVOKE

9.5 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 3.52pm.

These minutes were confirmed at a meeting on 20 September 2012.

Signed _____
President
Date 20 September 2012