



AGENDA

ORDINARY MEETING OF COUNCIL

WEDNESDAY, 26 FEBRUARY 2020





SHIRE OF WONGAN-BALLIDU

NOTICE OF AN ORDINARY COUNCIL MEETING

DEAR COUNCIL MEMBERS

THE NEXT ORDINARY MEETING OF THE SHIRE OF WONGAN-BALLIDU WILL BE HELD ON WEDNESDAY, 26 FEBRUARY 2020, AT THE COUNCIL CHAMBERS, CNR ELPHIN CRESCENT & QUINLAN STREET, WONGAN HILLS, COMMENCING AT 3.00PM.

STUART TAYLOR
CHIEF EXECUTIVE OFFICER

DISCLAIMER

THE RECOMMENDATIONS CONTAINED IN THE AGENDA ARE SUBJECT TO CONFIRMATION BY COUNCIL. THE SHIRE OF WONGAN-BALLIDU WARNS THAT ANY PERSON(S) WHO HAVE AN APPLICATION LODGED WITH COUNCIL SHOULD RELY ONLY ON WRITTEN CONFIRMATION OF THE DECISION MADE AT THE COUNCIL MEETING. NO RESPONSIBILITY WHATSOEVER IS IMPLIED OR ACCEPTED BY THE SHIRE OF WONGAN-BALLIDU FOR ANY ACT, OMISSION, STATEMENT OR INTIMATION TAKING PLACE DURING A COUNCIL MEETING.

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED

Leave of Absence previously granted to Cr Boekeman.
Apology from Cr Mandy Stephenson.

3. PUBLIC QUESTION TIME

4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

The 'Citizen of the Year' Awards was announced at the Australia Day Breakfast held in Wongan Hills and Ballidu. The Awards Dinner is to be held on Friday, 27 March 2020 commencing at 7.00pm in the Function Room at The Community Resource Centre.

The Regional Road Group Meeting held on 13 February 2020 was attended by Crs Hasson and Ganzer, and Works and Services Manager, Karl Mickle.

5. PETITIONS AND PRESENTATIONS

6. APPLICATION/S FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY, 18 DECEMBER 2019:

OFFICER RECOMMENDATION:

MOVED Cr SECONDED Cr

THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY, 18 DECEMBER 2019 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE PROCEEDINGS.

CARRIED/LOST

8. MATTERS FOR WHICH MEETING MAY BE CLOSED



MINUTES

ORDINARY MEETING OF COUNCIL

WEDNESDAY, 18 DECEMBER 2019



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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President, Cr Jon Hasson declared the meeting open at 3.00pm.

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED

Attendees:

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

Staff:

Stuart Taylor	Chief Executive Officer
Alan Hart	Deputy Chief Executive Officer
Karl Mickle	Manager Works & Services
Melissa Marcon	Building Services Coordinator
Meredith Lee-Curtis	Personal Assistant (Minutes)

Apologies:

Alana Wigmore	Manager Community Services
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3. PUBLIC QUESTION TIME

Nil.

4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

The Shire President, Cr Jon Hasson extended Council's gratitude to Sharon Walls-Sermon for her assistance during her tenure and wished her all the best with her relocation to Busselton. A warm welcome was extended to Meredith Lee-Curtis on her appointment to the position of Personal Assistant to the Chief Executive Officer.

Cr Hasson advised that the Council Christmas wind-up held on Saturday, 14 December 2019 was enjoyable, although attendee numbers were down.

The Electors Meeting will be held tonight at 7.00pm at the CRC.

5. PETITIONS AND PRESENTATIONS

Nil.

6. APPLICATION/S FOR LEAVE OF ABSENCE

An Application for Leave of Absence was received from Cr Boekeman for the Ordinary Council Meeting scheduled Wednesday, 26 February 2020.

MOTION: Moved Cr Ganzer / Seconded Cr Stephenson

THAT THE APPLICATION FOR LEAVE OF ABSENCE RECEIVED FROM CR BOEKEMAN FOR THE ORDINARY COUNCIL MEETING SCHEDULED WEDNESDAY, 26 FEBRUARY 2020 BE ACCEPTED.

**CARRIED: 6/0
RESOLUTION: 011219**

7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY, 27 NOVEMBER 2019:

MOTION: Moved Cr West / Seconded Cr Boekeman

THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY, 27 NOVEMBER 2019 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE PROCEEDINGS.

**CARRIED: 6/0
RESOLUTION: 021219**

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil.

UNCONFIRMED

9. REPORTS OF OFFICERS AND COMMITTEES

9.1 GOVERNANCE

9.1.1 APPOINTMENT OF COUNCILLORS TO COMMITTEES

FILE REFERENCE:	A1.2.1
REPORT DATE:	2 December 2019
APPLICANT/PROPONENT:	Stuart Taylor – Chief Executive Officer
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor – Chief Executive Officer
ATTACHMENTS:	Nil

A query was raised on the training to be undertaken, which the Chief Executive Officer advised would be expected as the Shire of Wongan-Ballidu had not been required to form a DAP Panel in the past.

PURPOSE OF REPORT:

To nominate four elected members of the Council, comprising two local members and two alternate local members to sit on a local DAP as required.

Nominee's details are to be submitted to the Department of Planning and Development by 19 December 2019.

BACKGROUND:

Development Assessment Panels (DAP) member appointments expire on 26 January 2022.

Members whose term has expired will be eligible for re-consideration at this time. Under regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations), Council is requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on the respective DAP as required.

Nominees will be required to provide names, addresses, and email, mobile and land line telephone numbers, date of birth, employer(s), position(s) and curriculum vitae details.

Following receipt of all local government nominations, the Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26 January 2022. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training but are encouraged to attend refresher training.

When selecting nominees, the Council should consider that local government elections may result in a change to DAP membership if current Councillors, who are DAP members, are not re-elected, Council will need to re-nominate for the Minister's consideration. DAP members are entitled to be paid for their attendance at DAP meetings and training, unless they fall within a class of persons excluded from payment. Further details can be found in the *Premier's Circular – State Government Boards and Committees Circular (2010/02)*.

COMMENT:

Current local DAP Members are Alfreda Lyon and Norma Walton who have not held office following the October 2017 Ordinary Council Election. Alternate local members being Cr Jon Hasson and Cr Brad West.

POLICY REQUIREMENTS:

There are no known Policy implications associated with this item

LEGISLATIVE REQUIREMENTS:

Regulation 26 of the Planning and Development (Development Assessment Panel) Regulations 2011.

STRATEGIC IMPLICATIONS:

There are no known Strategic implications associated with 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

MOTION: Moved Cr West / Seconded Cr Ganzer

That Council nominate Cr Stephenson and Cr Falconer as Local DAP Members; and Cr Ganzer and Cr Hasson as alternate Local Members.

**CARRIED: 6/0
RESOLUTION: 031219**

9.1.2 COUNCIL MEETING DATES FOR 2020

FILE REFERENCE:	A1.2
REPORT DATE:	10 December 2019
APPLICANT/PROPONENT:	Stuart Taylor – Chief Executive Officer
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Sharon Walls-Sermon - Personal Assistant
ATTACHMENTS:	Nil

The meeting advised an error in the Comment's section of the Report regarding the September meeting to be held in Ballidu but noted that the date detailed in the Table is correct.

PURPOSE OF REPORT:

That Council adopts the 2020 meeting dates and gives local public notice in accordance with Section 1.7 of the *Local Government Act 1995*.

BACKGROUND:

At least once per year Council is required to advertise the dates, times and place for its ordinary and committee meetings for the next twelve months.

COMMENT:

The proposed dates for Council's Ordinary Meetings are the fourth Wednesday of each month except for:

- January, when Council is in recess; and
- December, when the meeting would fall on 25 December.

A special meeting is listed on 8 July 2020, for the adoption of the budget. 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.

Council's Audit and Review Committee will meet on an ad hoc basis to meet its legislative requirements.

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

MOTION: **Moved Cr Falconer / Seconded Cr Boekeman**

That Council adopts the following meeting dates for 2020, and gives local public notice in accordance with Section 1.7 of the Local Government Act 1995:

DAY	DATE	TIME	MEETING	VENUE
Wednesday	26 February 2020	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	25 March 2020	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	22 April 2020	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	27 May 2020	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	24 June 2020	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	8 July 2020	3.00pm	Special Budget Meeting	Council Chambers, Wongan Hills
Wednesday	22 July 2020	3.00pm	Ordinary	Council Chambers, Wongan Hills
Tuesday	25 August 2020	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	23 September 2020	3.00pm	Ordinary	Ballidu Sports Council, Ballidu
Wednesday	28 October 2020	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	25 November 2020	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	17 December 2020	3.00pm	Ordinary	Council Chambers, Wongan Hills

CARRIED: 6/0
RESOLUTION: 041219

9.2 ADMINISTRATION & FINANCIAL SERVICES

9.2.1 ACCOUNTS SUBMITTED

FILE REFERENCE:	F1.4
REPORT DATE:	12 December 2019
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	November 2019

The meeting queried EFT 19026 – Truck Centre (WA) Pty Ltd for Repairs to Mack PTK34. The MWS advised that this cost was for clutch repairs to the automatic gear box.

PURPOSE OF REPORT:

That the accounts as submitted be received.

BACKGROUND:

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

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

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

Lists of Accounts

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

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

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

➤ Environment

There are no known environmental implications associated with the proposals.

➤ Economic

There are no known environmental implications associated with the proposals.

➤ Social

There are no known environmental implications associated with the proposals.

FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOTION: Moved Cr West / Seconded Cr Ganzer

That the accounts submitted from 1 to 30 November 2019 totalling \$1,085,773.25 having been checked and certified in accordance with the requirements of the Financial Management Regulations 12 be received, as shown on the summary of accounts paid schedule and the payroll EFT batches.

**CARRIED: 6/0
RESOLUTION: 051219**

UNCONFIRMED

9.2.2 FINANCIAL REPORTS

FILE REFERENCE:	F1.4
REPORT DATE:	12 December 2019
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	Financial Reports

Nothing in addition to report.

PURPOSE OF REPORT:

That the following statements and reports for the month ended November 2019 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 1995* 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; and
- 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; and
- such other supporting information as is considered relevant by the local government.

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

- according to nature and type classification;
- by program; or
- by business unit.

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

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

Council Policy 4.8 - Monthly Financial Reporting Requirements

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS:

The financial reports for the period ending November 2019 are attached to the Council Agenda.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOTION: Moved Cr West / Seconded Cr Stephenson

That the following Statements and Reports for the month ended November 2019 be received:

- **Monthly Statements as follows:-**

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

CARRIED: 6/0
RESOLUTION: 061219

9.2.3 APPLICATION TO KEEP THREE DOGS

FILE REFERENCE:	
REPORT DATE:	12 th December 2019
APPLICANT/PROPONENT:	Tamara Birthisel
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer – Alan Hart
ATTACHMENTS:	Ranger Report

The meeting queried how the Conditions of the Application were going to be managed, given that the Ranger works part time. After discussion, the meeting requested a minor amendment to be made to Condition 9.

A further query was made regarding the currency of the Shire's Local Laws and whether there was a need to update them.

PURPOSE OF REPORT:

That Council approve the application for three dogs to be housed at Unit 1/13 Ganzer Street, Wongan Hills.

BACKGROUND:

Council has received an application from Ms Tamara Birthisel to house three dogs permanently at the property.

COMMENT:

The property is approximately 1012 sqm in size and surrounded by residential houses.

Council wrote to nine neighbouring properties seeking their comment about the application, and two neighbours responded. (Refer to Ranger Notes in the 3-6 Dog Ranger Inspection Report.)

The Shire's contract Ranger has inspected the site and has confirmed that the property is suitable to house the dogs.

POLICY REQUIREMENTS:

There are no policy requirements in relation to this item.

LEGISLATIVE REQUIREMENTS:

The Dog Act 1976 and Council's Dog Local Law states that only two dogs can ordinarily be kept on a townsite Lot (less than 10,000). The Dog Act permits Council to approve applications in excess of the Council maximum under its Local Laws. The process is to determine whether there are any valid objections or submissions and consider approval with or without conditions.

26. LIMITATION AS TO NUMBERS

- (1) The provisions of this Part shall not operate to prevent the keeping on any premises of 2 dogs over the age of 3 months and the young of those dogs under that age.*
- (2) Subject to subsection (1), a local government, pursuant to local laws, may limit the number of dogs over the age of 3 months, or the number of such dogs of any specified breed or kind, that may be kept on any premises situate in a specified area to which those local laws apply unless those premises are licensed as an approved kennel establishment or are exempt.*
- (3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in*

the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —

(a) may be made subject to conditions, including a condition that it applies only to the dogs specified therein;

(b) shall not operate to authorise the keeping of more than 6 dogs on those premises; and

(c) may be revoked or varied at any time.

(4) Subject to the provisions of subsection (3), a person who keeps on any premises, not being premises licensed as an approved kennel establishment, dogs over the age of 3 months in numbers exceeding any limit imposed in relation to those dogs by a local law made under subsection (2) commits an offence.

Penalty: \$1 000 and a daily penalty of \$100.

(5) Any person who is aggrieved —

(a) by the conditions imposed in relation to any exemption from the provisions of a local law placing a limitation on the number of dogs that may be kept on any premises; or

(b) by the refusal of a local government to grant such an exemption, or by the revocation of an exemption,

(c) may apply to the State Administrative Tribunal for a review of the decision.

(6) An application under subsection (5) cannot be made later than the expiry of a period of 28 days after the day on which a notice of the decision is served on the person affected by that decision.

[Section 26 amended by No. 23 of 1987 s. 22; No. 14 of 1996 s. 4; No. 24 of 1996 s. 16; No. 55 of 2004 s. 256 and 268.]

STRATEGIC IMPLICATIONS:

Nil

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

The applicant seeks to house three dogs at a residential Lot in the townsite. If the dogs are of a disposition that create undue nuisance, the community's expectation of enjoying a rural townsite environment could be compromised.

➤ **Economic**

There are no known economic implications associated with this proposal.

➤ **Social**

The dogs if a nuisance could create neighbourhood tension and conflict.

FINANCIAL IMPLICATIONS:

There are no financial implications in relation to this matter.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No.

MOTION:

Moved Cr Falconer / Seconded Cr Ganzer

That Council approves the application for three dogs to be housed at Unit 1/13 Ganzer Street, Wongan Hills in accordance with s26.3 of the *Dog Act 1976* with the following conditions;

1. The approval being placed on the condition that the dogs do not prove to be a nuisance (to the satisfaction of Council) to adjoining or adjacent neighbours in terms of barking, aggressive behaviours and / or wandering.
2. The exemption applies only to the Staffy X dog named Nia, the Staffy X dog named Boof and the Maltese X dog named Sasha and once any of the dogs are deceased, sold or otherwise disposed of, the exemption ceases to have effect.
3. The exemption will cease to have effect on the date of any conviction for an offence relating to the *Dog Act 1976* in respect of any the dogs, or any person in charge of those dogs.
4. The subject property must be kept clear of all animal excreta using proper disposal methods.
5. Adequate cover and protection is to be available for the dogs at all times.
6. The dogs are to be adequately confined in accordance with Section 3.1 of the Shire's Dog Local Law.
7. An automatic drinking devise system is to be installed in the backyard.
8. The side area of the rear yard to have appropriate sleeping facilities installed within 14 days of approval and is to be inspected by Council's Ranger.
9. Access is to be given to the Council Ranger for a six-monthly inspection.

CARRIED: 6/0
RESOLUTION: 071219

9.3 WORKS AND SERVICES

Nil.

UNCONFIRMED

9.4 HEALTH, BUILDING AND PLANNING

Nil.

UNCONFIRMED

9.5 COMMUNITY SERVICES

9.5.1 AMENDMENT TO FEES AND CHARGES

FILE REFERENCE:	RC4.4.2
REPORT DATE:	9 December 2019
APPLICANT/PROPONENT:	Nil
OFFICER DISCLOSURE OF INTEREST:	N/A
PREVIOUS MEETING REFERENCES:	
AUTHOR:	Manager Community Services – Alana Wigmore
ATTACHMENTS:	Nil

The meeting discussed the management of the potential re-distribution of the Wongan-Balli Boomer by subscribers, and the penalty being merely punitive. The meeting agreed to include a clause that no refund of the annual subscription is to be provided, if the subscriber's subscription is revoked under Clause 2 of the Motion.

PURPOSE OF REPORT:

The purpose of this report is to amend the specific 'eBoomer' fee and charge and add a specific 'eBoomer' subscription change to the Council Fees and Charges that were adopted with the 2019/2020 Annual Budget.

BACKGROUND:

Community feedback and subsequent discussion has demonstrated that there is considerable interest in reducing the price of the individual price of a Wongan-Balli Boomer, received electronically ('eBoomer') from \$2.00 to \$1.00.

COMMENT:

In November 2019, Councillors were presented with modelling prepared by the author. This modelling showed that decreasing the cost of the eBoomer would not detrimentally affect the publication's income stream to the Community Resource Centre.

On average, there are 44 editions of the Wonga-Balli Boomer published annually. It is proposed that the cover charge be invoiced once only and be applied until the end of the financial year. This will enable subscribers to commence their subscription at any point they choose.

Market research shows that the Wonga-Balli Boomer is one of only several such publications produced weekly, and in colour.

It is further noted that the Boomer annually provides approximately \$13,000 of publication space to community contributors, free of charge.

As requested by Council in previous discussions around this item, eBoomer Subscribers will be required to sign an undertaking that they will not forward the eBoomer to any other email address, individual or group, and should they do so, their subscription will be revoked.

The author believes there to be a social and community benefit to Council in extending this community support and acknowledging community feedback and reducing the eBoomer cost to \$1.00 per edition.

This charge will be effective for the remainder of the 2019-2020 financial year only and will be reviewed at the adoption of the 2020-2021 Annual Budget.

CURRENT:			
43040.65	Per edition Wonga-Balli Boomer	\$2.00	(DELETE)
PROPOSED:			
43040.65	Per printed edition Wonga-Balli Boomer	\$2.00	(NEW)
43040.65	Per electronic edition Wonga-Balli Boomer (eBoomer) payable in advance for the remainder of the financial year, in one payment.	\$1.00	(NEW)

POLICY REQUIREMENTS:

There are no known policy implications associated with this item.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995.

Local Government (Administration) Regulations 1996.

STRATEGIC IMPLICATIONS:

There are no known strategic implications associated with 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 item.
- Social
There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

There will be minimal financial impact as a result of these amendments.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: YES

MOTION: Moved Cr Ganzer / Seconded Cr Boekeman

That Council:

1. Amend the Fee and Charge of \$2.00 per Boomer to \$2.00 per printed copy and \$1.00 per eBoomer, payable in advance in one payment in the 2019-2020 Fees and Charges;
2. eBoomer Subscribers will be required to sign an undertaking that they will not forward the eBoomer to any other email address, individual or group, and should they do so, their subscription will be revoked;
3. That all other fees and charges adopted alongside the 2019/20 Annual Budget remain the same; and
4. That no refund of the subscription fee will be offered, in the event that a Subscriber's subscription has been revoked as per Clause 2.

**CARRIED: 6/0
RESOLUTION: 081219**

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 Shire President, Cr Hasson, declared the meeting closed at 3.21pm.

Signed by
Cr Jon Hasson
SHIRE PRESIDENT

UNCONFIRMED

9. REPORTS OF OFFICERS AND COMMITTEES

9.1 GOVERNANCE

9.1.1 DELEGATED AUTHORITY REGISTER REVIEW

FILE REFERENCE:	A2.22 Local Government Act & Regulations
REPORT DATE:	17 February 2020
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor – Chief Executive Officer
ATTACHMENTS:	9.1.1a Local Government Operational Guidelines – Delegations

PURPOSE OF REPORT:

To review and adopt the annual list of delegations.

BACKGROUND:

Under the *Local Government Act 1995* Council can delegate some of its functions to its committees or the Chief Executive Officer. The Chief Executive Officer may also delegate to other employees. These delegations are required to be reviewed once each financial year.

COMMENT:

The Chief Executive Officer has reviewed the delegations in accordance with the Local Government Operational Guidelines – Delegations.

The Delegations previously provided by Council to the Chief Executive Officer are as below:

FINANCE & ADMINISTRATION

DELEGATED AUTHORITY 01

DELEGATION: PAYMENTS FROM MUNICIPAL AND TRUST FUNDS
SECTION/ACT: *Local Government Act 1995*, Section 6.7, 6.9 and 6.10
DELEGATION: That Council delegate authority to the Chief Executive Officer to authorise and make payments from the Municipal and Trust Funds manually and electronically, including transferring funds to and from the Reserve accounts as allowed for in the budget as per the following.

A listing of all payments made is to be presented to the next ordinary meeting of Council.

DELEGATED AUTHORITY 02

DELEGATION: DONATIONS
SECTION/ACT: *Local Government Act 1995*, Section 5.42
DELEGATION: That Council delegate authority to the Chief Executive Officer to grant requests for donations from Local Community Groups/Organizations, towards community-based activities, up to an amount of \$500 per donation subject to the relevant budget allocation.

DELEGATED AUTHORITY 03

DELEGATION: WRITING OFF DEBTS
SECTION/ACT: *Local Government Act 1995*, Section 6.12(c)

- DELEGATION:
1. Council delegates to the Chief Executive Office authority to write off debts wherein the individual debt is not more than \$500. In exercising this authority, the Chief Executive Officer is to take into consideration Council Policy and the prospects of recovering the debt.
 2. Council delegates to the Chief Executive Office authority and power to write off any amount of money less than \$500, owed to the Shire of Wongan-Ballidu that in his opinion are a bad debt.
 3. Council delegates to the Chief Executive Office authority to write off amounts raised in error on all debtor and rate accounts.

DELEGATED AUTHORITY 04

DELEGATION: AUTHORISED PERSONS

SECTION/ACT: Section 9.10(1) of the *Local Government Act 1995*, *Bush Fires Act 1954* and the *Control of Vehicles (Off Road Areas) Act 1978*

DELEGATION: That the Ranger be appointed as an Authorised Officer under the *Control of Vehicles (Off-road Areas) Act 1978*

Council delegates authority to the Chief Executive Officer under section 59(3) of the *Bush Fires Act 1954* to institute and carry out proceedings for offences against the *Bush Fires Act 1954*

Council delegates authority to the Ranger under section 59(3) of the *Bushfires Act 1954* to issue infringements under section 59a of the *Bushfires Act 1954*.

DELEGATED AUTHORITY 05

DELEGATION: APPOINTMENT OF AUTHORISED PERSONS

SECTION/ACT: *Local Government Act 1995*, Section 9.10

DELEGATION: Council delegates to the Chief Executive Office authority to appoint persons to exercise the powers of a Local Government under subdivisions 2, 3 and 4 of Division 3 of Part 3 and subdivisions 1 and 2 of Division 2, Part 9 of the *Local Government Act 1995*.

A person who is authorised to give infringement notices under Section 9.16 is not to be made an authorised person for the purposes of Section 9.17, 9.19 or 9.20. In this event the Chief Executive Officer is not an authorised person under Section 9.16 of the *Local Government Act*.

DELEGATED AUTHORITY 06

DELEGATION: ENFORCEMENT AND LEGAL PROCEEDINGS

SECTION/ACT: *Local Government Act 1995*, Section 3.39, 9.10, 5.42 and *Litter Act 1979* Section 31 (2b)

DELEGATION: Council delegates to the Chief Executive Office authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions for the enforcement of provision of the various Acts and instigate legal proceedings accordingly.

DELEGATED AUTHORITY 07

DELEGATION: WITHDRAWAL OF INFRINGEMENT NOTICES

SECTION/ACT: *Local Government Act 1995*, Section 9.20

DELEGATION: Council delegates to the Chief Executive Office authority to withdraw infringement notices issued under the *Local Government Act 1995*, *Dog Act 1976*, *Councils Local Laws* and the *Bushfire Act 1954*.

DELEGATED AUTHORITY 08

DELEGATION: AUTHORISED OFFICERS – LITTER ACT 1979

SECTION/ACT: *Litter Act 1979*, Section 26 (1) (c)

DELEGATION: Council delegates to the Chief Executive Office authority to appoint "Authorised Officers" as detailed in the *Litter Act 1979*.

DELEGATED AUTHORITY 09

DELEGATION: IMPOUNDING OF GOODS

SECTION/ACT: *Local Government Act 1995*, Section 3.39

DELEGATION: Council delegates to the Chief Executive Office authority to remove and impound any goods that are involved in a contravention that can lead to impounding.

DELEGATED AUTHORITY 10

DELEGATION: DISPOSING OF CONFISCATED OR UNCOLLECTED GOODS

SECTION/ACT: *Local Government Act 1995*, Section 3.47

DELEGATION: Council delegates to the Chief Executive Office authority to dispose of any goods that have been impounded.

DELEGATED AUTHORITY 11

DELEGATION: VARIATION OF PROHIBITED BURNING TIMES, RESTRICTED BURNING TIMES AND/OR PRESCRIBED CONDITIONS

SECTION/ACT: *Bush Fires Act 1954*, Section 17(10) and Section 18 (5)

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Shire President, Chief Bush Fire Control Officer (jointly)

DELEGATION: To vary the prohibited burning times, restricted burning times and/or prescribed conditions.

DELEGATED AUTHORITY 12

DELEGATION: EXECUTION AND AFFIXING OF COMMON SEAL TO DOCUMENTS

SECTION/ACT: *Local Government Act 1995* – Section 9.49A(3)

DELEGATION: Notwithstanding the provisions of Section 9.49 of the Local Government Act, Council delegates to the Chief Executive Office authority to affix the Common Seal to documents to be executed by the Shire where such documents are consistent and in accord with a resolution of Council, Council Policy G 48 or a delegated power.

DELEGATED AUTHORITY 13

DELEGATION: STAFF PAYMENTS OF GRATUITIES TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD

SECTION/ACT: *Local Government Act 1995* – sections 5.42 and 5.50

DELEGATION: Council delegates the Chief Executive Officer authority to implement in accordance with Councils policy relating to gratuities to officers and employees who are retiring in accordance with Councils Policy.
Conditions: Subject to Budget provision.

DELEGATED AUTHORITY 14

DELEGATION: DISPOSAL OF SURPLUS FURNITURE & EQUIPMENT

SECTION/ACT: *Local Government Act 1995* – Sections 3.58, 5.42 and 5.43 and Local Government (Functions and General) Regulations 1995

DELEGATION: Council delegates its authority and power to the Chief Executive Officer to dispose of surplus furniture with a market value of less than \$20,000.

DELEGATED AUTHORITY 15

DELEGATION: CORPORATE CREDIT CARD

SECTION/ACT: *Local Government Act 1995*, Section 5.42, Section 5.44 and Section 6.5 and Regulation 11 of the Local Government (Financial Management) Regulations 1996. Sections 53 and 55 of the *Financial Administration and Audit Act 1985*.

DELEGATION: Council delegates to the Chief Executive Office authority to make payments via corporate credit card in accordance with Councils Policy – Fuel and Credit Cards.

DELEGATION AUTHORITY 16

DELEGATION: TENDERS

SECTION/ACT: *Local Government Act 1995*, Section 3.57 and Section 5.8

DELEGATION: Council delegates to the Chief Executive Office authority to accept tenders up to \$100,000 and not exceeding budget allocation.

DELEGATED AUTHORITY 17

DELEGATION: *DOG ACT 1976*

SECTION/ACT: *Dog Act 1976*, Section 10 (AA)

DELEGATION: Council delegates to the Chief Executive Office authority under section 10(AA) of the Dog Act 1976 to exercise any power or duty of the Local Government under any other provision of this Act.

DELEGATED AUTHORITY 18

DELEGATION: *CAT ACT 2011*

SECTION/ACT: *Cat Act 2011* Section 44

DELEGATION: The Chief Executive Officer is authorised under Section 44 of the Cat Act 2011 to exercise any power or duty of the local government under any other provision of this Act.

WORKS AND SERVICES

DELEGATED AUTHORITY 19

DELEGATION: TEMPORARY ROAD CLOSURES

SECTION/ACT: *Local Government Act 1995*, Section 3.50A, 3.50[1], 3.50[1a], 3.50[4].3.50[6] and 3.50[8] and Road Traffic (Events on Roads) Regulations 1991

DELEGATION: 1. Council delegates to the Chief Executive Office authority to temporarily close thoroughfares to vehicles.
2. Council delegates to the Chief Executive Office authority to determine applications for the temporary closure of roads for the purpose of conducting events.

DELEGATED AUTHORITY 20

DELEGATION: PAYMENT OF CROSSOVER CONTRIBUTION

SECTION/ACT: *Local Government Act 1995* – Section 5.42

DELEGATION: Council delegates to the Chief Executive Office authority to pay Councils contribution to the construction of a crossover in accordance with Council's Policy - Vehicle Crossovers.

DELEGATED AUTHORITY 21

DELEGATION: PRIVATE WORKS ON, OVER, OR UNDER PUBLIC PLACES

SECTION/ACT: *Local Government Act 1995* – Sections 9.1

DELEGATION: Council delegates its authority and power to the Chief Executive Officer to grant permission to construct anything on, over, or under a public thoroughfare or public place that is Local Government property and impose conditions in respect to the permission.
Conditions: Refer to Local Government (Uniform Local Provisions) Regulation 17.

DELEGATED AUTHORITY 22

DELEGATION: STREET VERGE TREATMENTS – INDIVIDUAL PROPERTIES

SECTION/ACT: *Local Government Act 1995* – Sections

DELEGATION: Council delegates its authority and power to the Chief Executive Officer to authorise the installation of soft landscaping and/or hard paving within a road reserve.

DELEGATED AUTHORITY 23

DELEGATION: SEED COLLECTION – WILDFLOWER PICKING

SECTION/ACT: *Local Government Act 1995 – Sections*

DELEGATION: Council delegates to the Chief Executive Office authority to grant approval to pick wildflowers on Council controlled reserves; and approval to collect seeds on Council controlled reserves.

Conditions: All applications to be in writing; preference given to local land care groups/businesses.

HEALTH, BUILDING & PLANNING

DELEGATED AUTHORITY 24

DELEGATION: DEMOLITION LICENCES

SECTION/ACT: *Local Government (Miscellaneous Provisions) Act 1960, Section 374A*

DELEGATION: Council delegates to the Chief Executive Office authority to issue demolition licences.

DELEGATED AUTHORITY 25

DELEGATION: BUILDINGS – ISSUING NOTICES REQUIRING ALTERATIONS

SECTION/ACT: *Local Government (Miscellaneous Provisions) Act 1960, Section 401*

DELEGATION: Council delegates to the Chief Executive Office authority to issue a Notice requiring alterations where a breach of building requirements is considered sufficient to warrant the issue of a Notice.

DELEGATED AUTHORITY 26

DELEGATION: BUILDINGS – UNLAWFUL WORKS

SECTION/ACT: *Local Government (Miscellaneous Provisions) Act 1960, Section 401A*

DELEGATION: Council delegates to the Chief Executive Office authority to direct a survey of a building to be considered to be in a dangerous state and to issue a notice, requiring the owner or occupier to take it down, secure or repair it, as the case requires, if the survey confirms a building to be in a dangerous state.

DELEGATED AUTHORITY 27

DELEGATION: BUILDINGS – DANGEROUS

SECTION/ACT: *Local Government (Miscellaneous Provisions) Act 1960, Sections 403, 404*

DELEGATION: Council delegates to the Chief Executive Office authority to direct a survey of a building that is considered to be in a dangerous state.

If the Building Surveyor, or other competent person, certifies that the building is in a dangerous state, to cause the building to be shored up or otherwise secured and a proper hoarding or fence to be put up for the protection of the public from danger, and shall cause a written notice to be served on the owner or occupier of the building requiring him/her forthwith to take it down, secure, or repair it as the case requires.

DELEGATED AUTHORITY 28

DELEGATION: PRIVATE SWIMMING POOL INSPECTIONS

SECTION/ACT: *Local Government Act 1995, Sections 5.42 & 5.44 and Schedule 9.2(3) and Section 2, Section 245A (5), (6) and (7) of the Local Government (Miscellaneous Provisions) Act 1960*

DELEGATION: Council delegates to the Chief Executive Office authority to appoint officer(s) of the Council as "Authorised Officers" as required in Section 245A (5), (6) & (7) of the Local Government (Miscellaneous Provisions) Act 1960 for the purposes of inspecting and enforcing private swimming pool local laws or regulations. The delegate(s) has the authority to deal with such matters relevant to this declaration.

DELEGATED AUTHORITY 29

DELEGATION: BUILDING LICENCES

SECTION/ACT: *Local Government (Miscellaneous Provisions) Act 1960* Section 374

DELEGATION: Council delegates to the Chief Executive Office authority to approve plans submitted and issue building licences.

CONDITIONS: A summary of building licenses issued to be submitted to Council monthly.

DELEGATED AUTHORITY 30

DELEGATION: SALE AND/OR CONSUMPTION OF LIQUOR – COUNCIL PROPERTY

SECTION/ACT: Not Applicable

DELEGATION: Council delegates to the Chief Executive Office authority to approve applications for the sale of liquor and/or the consumption of liquor on property under the care, control and management of Council.

DELEGATED AUTHORITY 31

DELEGATION: TOWN PLANNING FUNCTIONS

SECTION/ACT: Clause 8.7.1 of the Shire of Wongan-Ballidu Town Planning Scheme No. 4

DELEGATION: That Council delegates authority to the Chief Executive Officer in accordance with respect of the Town Planning Functions of the Shire as detailed below;

- (a) Determination of applications for development approval, including applications involving:
 - (i) the variation of Scheme provisions, Planning Policy or provisions of the Residential Design Codes; or
 - (ii) the exercise of discretion under the Scheme, Planning Policy or the Residential Design Codes;
- (b) Refusal of all development applications where the proposed use is not permitted by the Scheme or where the development does not comply with the non-discretionary provisions of the Residential Design Codes or any mandatory statutory requirement or adopted Council policy;
- (c) Grant an extension of development approval for up to two (2) years;
- (d) Granting variations to relevant Planning Policies and provisions of the Residential Design Codes on Building License applications;
- (e) Determination of applications for development approval for buildings on land Zoned Rural Residential, including Dwellings, Sheds, Carports and other similar buildings, but excluding Transportable Buildings.
- (f) Deletion or modification of conditions of approval, whether imposed under delegated authority or not;
- (g) Making recommendations to the WA Planning Commission on:
 - i. applications for subdivision or amalgamation of land;
 - ii. minor variations to approved subdivisions;
 - iii. clearance of conditions of subdivision approval;
- (h) Determination of Applications for the relocation of Building Envelopes;
- (i) Provision of written and verbal responses to planning appeals, mediated settlements resulting from appeals and WA Planning Commission requests for reconsideration;
- (j) Taking all necessary action against owners or occupiers of properties to cease illegal uses or comply with conditions of Development Approval, including pursuing prosecution through Council's Solicitors; and
- (k) Formation of any opinion and consideration of any matter in the exercise of these delegated powers that would be required of Council under the Scheme, including, but not limited to, sufficient information required for the processing of applications, referral and advertising of applications, and interpretation of Scheme provisions, relevant Planning Policies and provisions of the Residential Design Codes.

Limits to delegated powers

With the exception of delegated power 1(b) above, all applications will be submitted to a meeting of Council for determination in the following circumstances:

- (a) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation;
- (b) Where written objection is received to the proposal from any statutory agency;
- (c) Where the proposal is inconsistent with the intent of the Town Planning Scheme, relevant Policies, Residential Design Codes, or any Outline Development Plan or Local Planning Strategy adopted by Council;
- (d) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Town Planning Scheme or any Policy and written objections have been received within the time specified, unless in the opinion of the Chief Executive Officer:
 - (i) the proposal is for exercise of discretion under the R-Codes and is consistent with the intent of the Town Planning Scheme, Residential Design Codes and any relevant Policy; and
 - (ii) the objections can be overcome by imposing a condition(s) on the development approval, or modifying the design of the development; or
 - (iii) the objection does not relate to valid planning and development issues associated with the proposal.
- (e) Where, in the opinion of the Chief Executive Officer:
 - (i) Any of the requirements of this policy are not satisfied; or
 - (ii) There is insufficient certainty as to whether the application complies with the intent of the Scheme, Residential Design Codes or any relevant Council Policy; or
 - (iii) It would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application; or
 - (iv) The decision involves a matter of principle which, in the opinion of the Chief Executive Officer, should be made by the Council; or
 - (v) A condition recommended by a statutory agency is unnecessary or impractical, or unreasonable to be enforced by the Shire.

Reporting of Use of Delegation

All instances of the use of this delegation are to be reported to the Council in the monthly Information Bulletin.

DELEGATED AUTHORITY 32

DELEGATION: MANAGEMENT/AGREEMENT OR LEASE FOR COUNCIL OWNED BUILDINGS, FACILITIES AND RESERVES

SECTION/ACT: *Local Government Act 1995*

DELEGATION: Council delegates to the Chief Executive Office authority to enter into a management agreement or lease for the use of Council owned buildings, facilities and reserves.

DELEGATED AUTHORITY 33

DELEGATION: RESERVES UNDER CONTROL OF A LOCAL GOVERNMENT

SECTION/ACT: *Local Government Act 1995 – Sections*

DELEGATION: Council delegates its authority and power to the Chief Executive Officer to control and manage land that is vested or placed under the control and management of the Local Government.

DELEGATED AUTHORITY 34

DELEGATION: USE APPROVAL OF COUNCIL CONTROLLED BUILDINGS

SECTION/ACT: *Local Government Act 1995 – Sections*

DELEGATION: Council delegates to the Chief Executive Officer authority to approve functions and the 'use' of Council buildings, facilities and reserves.

Conditions: All applications to be received in writing. All approval/rejections to be in writing.

DELEGATED AUTHORITY 35

DELEGATION: SUBDIVISION CLEARANCE

SECTION/ACT: *Local Government Act 1995* – Sections 5.42, Planning & Development Act 2005, Town Planning Scheme No 4

DELEGATION: Council delegates to the Chief Executive Office authority to clear conditions on WAPC subdivision/amalgamation approvals in accordance with any relevant Council Policy, Specification, and Town Planning Scheme No 4, or other relevant Act or Regulation.

Conditions: the payment of bond in lieu or completion of works in order to clear a condition of subdivision.

DELEGATED AUTHORITY 36

DELEGATION: SALE OF SHIELDS CRESCENT

SECTION/ACT: *Local Government Act 1995* – Sections 5.42, Planning & Development Act 2005, Town Planning Scheme No 4

DELEGATION: Council delegates to the Chief Executive Officer:

1. Authority for the sale of Shire developed lots on Shields Crescent, Wongan Hills; and
2. To review submissions received in accordance with Section 3.58(3) of the *Local Government Act*; and
3. Declare that the valuation carried out more than 6 months before the proposed disposition to be a true indication of the value at the time of this proposed disposition.

DELEGATED AUTHORITY 37

DELEGATION: HEALTH ACT

SECTION/ACT: *Local Government Act 1995* – Sections 5.42, *Health Act 1911* – Section 26

DELEGATION: That Council delegate to the Chief Executive Officer the Functions and Powers of the *Health Act 1911* as provided by Section 26 of the *Health Act 1911*.

DELEGATED AUTHORITY 38

DELEGATION: DISPOSAL OF:

- a) Lot 1 Jensen Street, Wongan Hills
- b) Lot 8 Ninghan Road, Wongan Hills
- c) 2 Elphin Crescent, Wongan Hills

SECTION/ACT: *Local Government Act 1995* – Sections 5.42, 3.58 (3) Disposing of Property

DELEGATION: Council delegates to the Chief Executive Officer

1. Authority for the disposal of the above lots; and
2. To review submissions received in accordance with Section 3.58(3) of the *Local Government Act*; and
3. Declare that the valuation carried out more than 6 months before the proposed disposition to be a true indication of the value at the time of this proposed disposition.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

Under the *Local Government Act 1995* Section 5.42 Council may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the *Local Government Act 1995* subject to limitations imposed by Section 5.43.

The Chief Executive Officer may delegate to any employee of the Council under the *Local Government Act 1995* Section 5.44.

Under the *Local Government Act 1995* Section 5.16 Council may delegate to a committee any of its powers and duties subject to limitations imposed under Section 5.17.

The *Local Government Act 1995* Section 5.103.

STRATEGIC IMPLICATIONS:

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

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this proposal.
- **Economic**
There are no known economic impacts associated with this proposal.
- **Social**
There are no known social implications associated with this proposal.
- **Financial Implications**
There are no financial implications in relation to this item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

OFFICER RECOMMENDATION:

MOVED Cr SECONDED Cr

That Council delegate the following powers and authorities to the Chief Executive Officer:-

FINANCE & ADMINISTRATION

DELEGATED AUTHORITY 01

DELEGATION: PAYMENTS FROM MUNICIPAL AND TRUST FUNDS

SECTION/ACT: Local Government Act 1995, Section 6.7, 6.9 and 6.10

DELEGATION: That Council delegate authority to the Chief Executive Officer to authorise and make payments from the Municipal and Trust Funds manually and electronically, including transferring funds to and from the Reserve accounts as allowed for in the budget as per the following.

A listing of all payments made is to be presented to the next ordinary meeting of Council.

DELEGATED AUTHORITY 03

DELEGATION: WRITING OFF DEBTS

SECTION/ACT: *Local Government Act 1995, Section 6.12(c)*

DELEGATION: Council delegates to the Chief Executive Office authority to write off amounts raised in error on all debtor and rate accounts.

DELEGATED AUTHORITY 04

DELEGATION: AUTHORISED PERSONS

SECTION/ACT: *Local Government Act 1995, Section 9.10(1), Bush Fires Act 1954 and the Control of Vehicles (Off Road Areas) Act 1978*

DELEGATION: That the Ranger be appointed as an Authorised Officer under the *Control of Vehicles (Off-road Areas) Act 1978*

Council delegates authority to the Chief Executive Officer under section 59(3) of the *Bush Fires Act 1954* to institute and carry out proceedings for offences against the *Bush Fires Act 1954*.

Council delegates authority to the Ranger under section 59(3) of the *Bush Fires Act 1954* to issue infringements under section 59a of the *Bushfires Act 1954*.

DELEGATED AUTHORITY 05

DELEGATION: APPOINTMENT OF AUTHORISED PERSONS

SECTION/ACT: *Local Government Act 1995, Section 9.10*

DELEGATION: Council delegates to the Chief Executive Office authority to appoint persons to exercise the powers of a Local Government under subdivisions 2, 3 and 4 of Division 3 of Part 3 and subdivisions 1 and 2 of Division 2, Part 9 of the *Local Government Act 1995*.

A person who is authorised to give infringement notices under Section 9.16 is not to be made an authorised person for the purposes of Section 9.17, 9.19 or 9.20. In this event the Chief Executive Officer is not an authorised person under Section 9.16 of the *Local Government Act*.

DELEGATED AUTHORITY 06

DELEGATION: ENFORCEMENT AND LEGAL PROCEEDINGS

SECTION/ACT: *Local Government Act 1995, Section 3.39, 9.10, 5.42 and Litter Act 1979 Section 31 (2b)*

DELEGATION: Council delegates to the Chief Executive Office authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions for the enforcement of provision of the various Acts and instigate legal proceedings accordingly.

DELEGATED AUTHORITY 07

DELEGATION: WITHDRAWAL OF INFRINGEMENT NOTICES

SECTION/ACT: *Local Government Act 1995, Section 9.20*

DELEGATION: Council delegates to the Chief Executive Office authority to withdraw infringement notices issued under the *Local Government Act 1995*, *Dog Act 1976*, *Councils Local Laws* and the *Bushfire Act 1954*.

DELEGATED AUTHORITY 08

DELEGATION: AUTHORISED OFFICERS – LITTER ACT 1979

SECTION/ACT: *Litter Act 1979, Section 26 (1) (c)*

DELEGATION: Council delegates to the Chief Executive Office authority to appoint "Authorised Officers" as detailed in the *Litter Act 1979*.

DELEGATED AUTHORITY 09

DELEGATION: IMPOUNDING OF GOODS

SECTION/ACT: Local Government Act 1995, Section 3.39
DELEGATION: Council delegates to the Chief Executive Office authority to remove and impound any goods that are involved in a contravention that can lead to impounding.

DELEGATED AUTHORITY 10

DELEGATION: DISPOSING OF CONFISCATED OR UNCOLLECTED GOODS

SECTION/ACT: Local Government Act 1995, Section 3.47

DELEGATION: Council delegates to the Chief Executive Office authority to dispose of any goods that have been impounded.

DELEGATED AUTHORITY 11

DELEGATION: VARIATION OF PROHIBITED BURNING TIMES, RESTRICTED BURNING TIMES AND/OR PRESCRIBED CONDITIONS

SECTION/ACT: *Bush Fires Act 1954*, Section 17(10) and Section 18 (5)

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Shire President, Chief Bush Fire Control Officer (jointly)

DELEGATION: To vary the prohibited burning times, restricted burning times and/or prescribed conditions.

DELEGATED AUTHORITY 12

DELEGATION: EXECUTION AND AFFIXING OF COMMON SEAL TO DOCUMENTS

SECTION/ACT: *Local Government Act 1995* – Section 9.49A(3)

DELEGATION: Notwithstanding the provisions of Section 9.49 of the Local Government Act, Council delegates to the Chief Executive Office authority to affix the Common Seal to documents to be executed by the Shire where such documents are consistent and in accord with a resolution of Council, Council Policy G 48 or a delegated power.

DELEGATED AUTHORITY 13

DELEGATION: STAFF PAYMENTS OF GRATUITIES TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD

SECTION/ACT: *Local Government Act 1995* – sections 5.42 and 5.50

DELEGATION: Council delegates the Chief Executive Officer authority to implement in accordance with Councils policy relating to gratuities to officers and employees who are retiring in accordance with Councils Policy.
Conditions: Subject to Budget provision.

DELEGATED AUTHORITY 14

DELEGATION: DISPOSAL OF SURPLUS FURNITURE & EQUIPMENT

SECTION/ACT: *Local Government Act 1995* – Sections 3.58, 5.42 and 5.43 and Local Government (Functions and General) Regulations 1996.

DELEGATION: Council delegates its authority and power to the Chief Executive Officer to dispose of surplus furniture with a market value of less than \$20,000.

DELEGATED AUTHORITY 15

DELEGATION: CORPORATE CREDIT CARD

SECTION/ACT: *Local Government Act 1995*, Section 5.42, Section 5.44 and Section 6.5 and Regulation 11 of the Local Government (Financial Management) Regulations 1996. Sections 53 and 55 of the Financial Administration and Audit Act 1985.

DELEGATION: Council delegates to the Chief Executive Office authority to make payments via corporate credit card in accordance with Councils Policy – Fuel and Credit Cards.

WORKS AND SERVICES

DELEGATED AUTHORITY 19

DELEGATION: TEMPORARY ROAD CLOSURES

SECTION/ACT: *Local Government Act 1995*, Section 3.50A, 3.50[1], 3.50[1a], 3.50[4].3.50[6] and 3.50[8] and Road Traffic (Events on Roads) Regulations 1991

DELEGATION: 1. Council delegates to the Chief Executive Office authority to temporarily close thoroughfares to vehicles.
2. Council delegates to the Chief Executive Office authority to determine applications for the temporary closure of roads for the purpose of conducting events.

DELEGATED AUTHORITY 20

DELEGATION: PAYMENT OF CROSSOVER CONTRIBUTION

SECTION/ACT: *Local Government Act 1995* – Section 5.42

DELEGATION: Council delegates to the Chief Executive Office authority to pay Councils contribution to the construction of a crossover in accordance with Council's Policy - Vehicle Crossovers.

DELEGATED AUTHORITY 23

DELEGATION: SEED COLLECTION – WILDFLOWER PICKING

SECTION/ACT: *Local Government Act 1995* – Sections

DELEGATION: Council delegates to the Chief Executive Office authority to grant approval to pick wildflowers on Council controlled reserves; and approval to collect seeds on Council controlled reserves.

Delegation conditions: All applications to be in writing; preference given to local land care groups/businesses.

HEALTH, BUILDING & PLANNING

DELEGATED AUTHORITY 24

DELEGATION: DEMOLITION LICENCES

SECTION/ACT: *Local Government (Miscellaneous Provisions) Act 1960*, Section 374A

DELEGATION: Council delegates to the Chief Executive Office authority to issue demolition licences.

DELEGATED AUTHORITY 25

DELEGATION: BUILDINGS – ISSUING NOTICES REQUIRING ALTERATIONS

SECTION/ACT: *Local Government (Miscellaneous Provisions) Act 1960*, Section 401

DELEGATION: Council delegates to the Chief Executive Office authority to issue a Notice requiring alterations where a breach of building requirements is considered sufficient to warrant the issue of a Notice.

DELEGATED AUTHORITY 26

DELEGATION: BUILDINGS – UNLAWFUL WORKS

SECTION/ACT: *Local Government (Miscellaneous Provisions) Act 1960*, Section 401A

DELEGATION: Council delegates to the Chief Executive Office authority to direct a survey of a building to be considered to be in a dangerous state and to issue a notice, requiring the owner or occupier to take it down, secure or repair it, as the case requires, if the survey confirms a building to be in a dangerous state.

DELEGATED AUTHORITY 27

DELEGATION: BUILDINGS – DANGEROUS

SECTION/ACT:	<i>Local Government (Miscellaneous Provisions) Act 1960, Sections 403, 404</i>
DELEGATION:	Council delegates to the Chief Executive Office authority to direct a survey of a building that is considered to be in a dangerous state. If the Building Surveyor, or other competent person, certifies that the building is in a dangerous state, to cause the building to be shored up or otherwise secured and a proper hoarding or fence to be put up for the protection of the public from danger, and shall cause a written notice to be served on the owner or occupier of the building requiring him/her forthwith to take it down, secure, or repair it as the case requires.
DELEGATED AUTHORITY 28	
DELEGATION:	PRIVATE SWIMMING POOL INSPECTIONS
SECTION/ACT:	<i>Local Government Act 1995, Sections 5.42 & 5.44 and Schedule 9.2(3) and Section 2, Section 245A (5). (6) and (7) of the Local Government (Miscellaneous Provisions) Act 1960</i>
DELEGATION:	Council delegates to the Chief Executive Office authority to appoint officer(s) of the Council as “Authorised Officers” as required in Section 245A (5), (6) & (7) of the <i>Local Government (Miscellaneous Provisions) Act 1960</i> for the purposes of inspecting and enforcing private swimming pool local laws or regulations. The delegate(s) has the authority to deal with such matters relevant to this declaration.
DELEGATED AUTHORITY 29	
DELEGATION:	BUILDING LICENCES
SECTION/ACT:	<i>Local Government (Miscellaneous Provisions) Act 1960, Section 374</i>
DELEGATION:	Council delegates to the Chief Executive Office authority to approve plans submitted and issue building licences.
CONDITIONS:	A summary of building licenses issued to be submitted to Council monthly.
DELEGATED AUTHORITY 30	
DELEGATION:	SALE AND/OR CONSUMPTION OF LIQUOR – COUNCIL PROPERTY
SECTION/ACT:	Not Applicable
DELEGATION:	Council delegates to the Chief Executive Office authority to approve applications for the sale of liquor and/or the consumption of liquor on property under the care, control and management of Council.
DELEGATED AUTHORITY 35	
DELEGATION:	SUBDIVISION CLEARANCE
SECTION/ACT:	<i>Local Government Act 1995 – Sections 5.42, Planning & Development Act 2005, Town Planning Scheme No 4</i>
DELEGATION:	Council delegates to the Chief Executive Office authority to clear conditions on WAPC subdivision/amalgamation approvals in accordance with any relevant Council Policy, Specification, and Town Planning Scheme No 4, or other relevant Act or Regulation.
CONDITIONS:	The payment of bond in lieu or completion of works in order to clear a condition of subdivision.
CARRIED/LOST	



Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 17 – January 2007

Delegations

1. Introduction

This guideline has been developed in response to enquiries from local governments regarding the nature of delegations, how to go about determining whether to use delegations and other related matters.

Within the context of government administration and administrative law, this guideline:

- explains the concept of delegation;
- explains how delegations relate to or are derived from legislation;
- explains and illustrates the associated concept of 'acting through';
- provides guidance on determining which powers and duties should be delegated;
- explains the procedure for making delegations; and
- provides examples of delegations from selected powers and duties set out in the *Local Government Act 1995*.

This guideline also contains a listing of various powers and duties in the *Local Government Act 1995* and its associated regulations, and identifies powers and duties capable of delegation and to whom.

2. Definition of 'Delegate'

The [Macquarie Dictionary Second Edition](#) (1991), The Macquarie Library Pty Ltd, Macquarie University, New South Wales (Australia), p. 469, defines 'delegate' as follows:

- to send or appoint (a person) as deputy or representative;
- to commit (powers, duties, etc.) to another as agent or deputy; and
- to commit powers or duties to others.

The [Oxford Shorter English Dictionary Third Edition](#) (1978), Oxford University Press, Oxford (England), p. 511, defines 'delegate' as follows:

- a person sent or deputed to act for or represent another or others; a deputy, commissioner;
- to send or commission (a person) as a deputy
- or representative, with power to act for another; and
- to entrust or commit (authority, etc.) to another as an agent or deputy.

Justice Wills in *Huth v Clarke* (1890) 25 QBD 391, at 395 stated:

'Delegation, as the word is generally used, does not imply a parting with powers by the person who grants the delegation, but points rather to a conferring of an authority to do things which otherwise the person would have to do himself... [It] is never used by legal writers...as implying that the delegating person parts with his power in such a manner as to denude himself of his rights...[The] word 'delegate' means little more than an agent''

The definitions and judicial commentary above illustrate that:

- to delegate is to appoint another person to exercise a power or discharge a duty; and
- a delegation does not strip the person making the delegation of the right to exercise the delegated power or discharge the delegated duty.

3. The Nature of Delegation – Decision Making

Delegations are most commonly used in organisations where:

- A particular person has authority to exercise a discretion to enforce a right or discharge a duty on behalf of the organisation;
- That person or officer has either:
 - (i) a multitude of authorities to exercise a discretion to enforce rights or discharge powers; or
 - (ii) many circumstances in which they have authority to exercise a discretion to enforce rights or discharge duties;
- The business of the organisation could not be efficiently carried on if that person were to personally exercise their discretion to enforce all the rights or discharge all the duties; and
- Through practical administration, that person needs to appoint other persons to exercise their discretion to exercise powers or discharge duties on behalf of the organisation.

Whilst there is a requirement for local government delegations to be authorised by statute (as is explained in section 6 of these guidelines), there is no limitation (unless expressly stated to the contrary

by statute) on **appointing** a person to act on **behalf** of the local government or the CEO, provided that appointment does not include the power of delegation (see section 15 of these guidelines for details).

There is a legal distinction between:

- the delegation to a person to exercise a right or discharge a duty on behalf of an organisation; and
- appointing a person to act on behalf of an organisation or another employee of that organisation.

In most circumstances, where a person:

- Is appointed only to carry out the express instructions of an employee or the governing body of an organisation; and
- Is provided with only limited discretion in carrying out those instructions,

that appointment does not constitute a delegation and does not need to be formally delegated. Please see section 4 of these guidelines which explain the concept of 'acting through'. Section 3 of this guideline has illustrated that when determining whether an appointment is a delegation or simply an appointment to act on behalf of another person, it is critical to consider whether or not the person is appointed to exercise a broad discretion to exercise a power or discharge a duty.

4. The Concept of 'Acting Through'

In addition to covering delegations, the *Local Government Act 1995* introduces the concept of 'acting through'. Section 5.45 of the Act states that in relation to delegations, nothing prevents a 'local government from performing any of its functions by acting through a person other than the CEO' or 'a CEO from performing any of his or her functions by acting through another person'. The Act does not specifically define the meaning of the term 'acting through'. However, the key difference between a delegation and 'acting through' is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the 'acting through' concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For administrative purposes, a person may sign a letter in his or her name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority.

An appropriate method for a council of a local government to make a decision which will be implemented by its officers, is for it to make a policy about particular functions that it performs. In that case there is no need for a delegation as it will be the role of the organisation to implement those policy decisions.

It is critical in understanding the types of functions that are appropriate for 'acting through' another person in preference to delegation. This can be demonstrated through the following example. In this case, the Council gives the CEO the power to call tenders subject to certain cost parameters. If that power is delegated, the CEO could call tenders if the CEO believed the cost parameters had been satisfied (even if the Council's opinion was different to the CEO's opinion). However, under an 'acting through' arrangement, the CEO could only call tenders if the Council was satisfied about the cost parameters.

There are several advantages in using 'acting through' rather than delegation which include:

- it will better suit particular operational processes;
- it may decrease bureaucratic arrangements;
- it will reduce additional recording; and
- it will reduce reporting requirements placed on employees who are given delegated authority.

5. Legislative Powers for Delegations in Local Government

The legislation authorising the delegation of certain local government powers or duties and requiring records to be maintained in respect of such delegations, includes the:

- *Local Government Act 1995*;
- *Local Government (Miscellaneous Provisions) Act 1960*; (*Strata Titles Act 1985*);
- *Bush Fires Act 1954*; and
- *Planning and Development Act 2005*.

6. *Local Government Act 1995*

The provisions of the *Local Government Act 1995* which provide for delegations by a local government or its CEO are as follows:

- Section 5.16(1), states:
'Under and subject to section 5.17, a local government may delegate to a committee any of its powers and duties other than this power of delegation.'
- Section 5.42(1), states:
'A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.'
- Section 5.44(1), states:
'A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.'

The Act has been framed in a way that determines whether powers and duties can be delegated or not. If the term 'council' is used then it is the council itself which must carry out that function. If the term 'local government' is used then it may be possible to use delegation, subject to any other express powers against delegation or the desirability in using 'acting through' where it may be a better way of carrying out the power or duty.

7. *Local Government (Miscellaneous Provisions) Act 1960; Strata Titles Act 1995*

Section 2 of the *Local Government (Miscellaneous Provisions) Act 1960* effectively incorporates the provisions of that Act into the *Local Government Act 1995*, and therefore the delegation provisions of the *Local Government Act 1995* apply to the *Local Government (Miscellaneous Provisions) Act 1960*.

Section 2 states that:

'The Local Government Act 1995 applies as if the provisions of this Act were in that Act but in construing the provisions of this Act account is to be taken of the meanings they had before the Local Government Act 1995 commenced.'

In addition to the delegation powers of the *Local Government Act 1995* which apply to the *Local Government (Miscellaneous Provisions) Act 1960*, section 374(1b) of the *Local Government (Miscellaneous Provisions) Act 1960* provides for a local government to delegate the authority to approve certain plans to its building surveyor, stating that:

'The authority to approve or refuse to approve plans and specifications submitted under [section 374] may be delegated by a local government to a person appointed to the office of building surveyor...'

Reference also needs to be made to section 23 of the *Strata Titles Act 1985* which provides for particular delegations to employees.

8. *Bush Fires Act 1954*

Section 48 of the *Bush Fires Act 1954* provides for a local government to delegate powers to its CEO, stating that:

'A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.'

9. *Planning and Development Act 2005*

The *Planning and Development Act 2005* provides for a system through the Model Scheme Text as a set of general provisions for carrying out the general objects of town planning schemes.

Item 11.3.1 of the Model Scheme Text provides for a local government to delegate powers to a committee or its CEO, stating that:

'The local government may...delegate to a committee or the CEO...the exercise of any of its powers or the discharge of any of its duties under the Scheme, other than this power of delegation.'

Item 11.3.2 of the Model Scheme Text provides for a local government CEO to delegate their powers and duties to another employee, stating that:

'The CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under clause 11.3.1.'

10. Legislative Powers to Delegate Relate Only to the Act in which they are Contained

Some local governments have mistakenly attempted to use the legislative powers of delegation contained in one Act to delegate a power or duty contained in another Act.

Unless expressly stated to the contrary, a legislative power to delegate only relates to the powers or duties under the Act in which the delegation power is located.

It is not possible to, for example, rely on section 5.42(1) of the *Local Government Act 1995* to delegate any of a local government's powers under the *Bush Fires Act 1954* to a CEO. Any delegation by a local government of its powers under the *Bush Fires Act 1954* can only be delegated by the delegation provisions of that Act.

11. The Rule Against Sub-delegation

Notwithstanding that only some of the relevant legislation expressly prohibits sub-delegation, the common law prohibits sub-delegation unless it is expressly provided for by legislation.

For the avoidance of doubt, an example of sub-delegation is where person A is delegated to exercise a power and they attempt to delegate to person B to exercise the power which was originally delegated to person A.

Another example is the *Bush Fires Act 1954*. Unlike the *Local Government Act 1995*, the *Bush Fires Act 1954* does not provide for a CEO to delegate to another employee to exercise the powers

delegated by council to the CEO under section 48 of that Act. Therefore, only the CEO may exercise the powers delegated by council to the CEO under that Act.

12. Statutory Limitations on Delegations

There are limitations on all of the above legislative provisions which provide for the delegation of powers and duties.

Many of the limitations relate to sub-delegation. Other limitations include whether the delegation must be in writing, what types of powers and duties can be delegated and what type of majority decision is required to delegate a power or duty.

Not all of the limitations can be addressed in this operational guideline, due to their number and detail. However, the majority of the limitation provisions are located close to the provisions which provide for the delegations.

As the *Local Government Act 1995* is the Act under which most delegations will be made by local government, this guideline will discuss the limitations on delegations contained within that Act.

13. Delegations to Committees

Section 5.17 of the *Local Government Act 1995* provides limitations on what powers and duties a local government can delegate to its committees. Section 5.17(1) limits the powers and duties which can be delegated to committees, according to the types of members which constitute the committees eg:

- Council members only;
- Council members and employees only;
- Council members, employees and other persons; or
- Employees and other persons only.

Section 5.17(2) prohibits absolutely the delegation of any powers or duties to committees comprised of only persons other than local government council members or employees.

14. Delegations to the CEO

Sections 5.43(a) to 5.43(h) of the *Local Government Act 1995* provide limitations on what powers and duties a local government can delegate to its CEO, stating that:

'A local government cannot delegate to a CEO any of the following powers or duties:

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;

- (g) hearing or determining an objection of a kind referred in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.'

Section 5.43(i) of the Act provides for regulations to prescribe further powers or duties which cannot be delegated to the CEO.

The following regulations prescribe powers and duties which cannot be delegated to a CEO:

- (a) Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under:
 - (i) Sections 7.12A(2), 7.12A(3)(a) and 7.12A(4) of the *Local Government Act 1995* (relating to meetings with auditors); and
 - (ii) Regulations 18C and 18D (relating to the selection and appointment of CEOs and reviews of their performance).
- (b) Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

15. Delegations to Other Local Government Employees

Section 5.44(1) of the *Local Government Act 1995* provides for the CEO to make delegations to other employees.

The obvious main limitation of section 5.44(1) is that it expressly prohibits any sub-delegation of the power to delegate. This means that once the CEO has delegated a power or duty to an employee or employees, that power or duty cannot be on-delegated to other employees.

Just as a delegation to a CEO by a council may be done with conditions attached, when delegating to another employee a CEO may attach conditions to the delegation, provided that the CEO does not purport to delegate more powers or duties to the other employee than were delegated to the CEO.

16. Powers Under the Interpretation Act 1984

Section 59 of the *Interpretation Act 1984* explains the particular elements of the power to delegate when it appears in various Acts. It states:

'Construction of Power to Delegate

- (1) Where a written law confers power upon a person to delegate the exercise of any power or the performance of any duty conferred or imposed upon him under a written law –
 - (a) such a delegation shall not preclude a person so delegating from exercising or performing at any time a power or duty so delegated;

- (b) such a delegation may be made subject to such conditions, qualifications, limitations or exceptions as the person so delegating may specify;
 - (c) if the delegation may be made only with the approval of some person, such delegation, and any amendment of the delegation, may be made subject to such conditions, qualifications, limitations or exceptions as the person whose approval is required may specify;
 - (d) such a delegation may be made to a specified person or to persons of a specified class, or may be made to the holder or holders for the time being of a specified office or class of office;
 - (e) such a delegation may be amended or revoked by instrument in writing signed by the person so delegating;
 - (f) in the case of a power conferred upon a person by reference to the term designating an office, such a delegation shall not cease to have effect by reason only of a change in the person lawfully acting in or performing the functions of that office.
- (2) The delegation of a power shall be deemed to include the delegation of any duty incidental thereto or connected therewith and the delegation of a duty shall be deemed to include the delegation of any power incidental thereto or connected therewith.
- (3) Where under a written law an act or thing may or is required to be done to, by reference to or in relation to, a person and that person has under a written law delegated a relevant

function conferred or imposed on him with respect to or in consequence of the doing of that act or thing, the act or thing shall be regarded as effectually done if done to, by reference to or in relation to the person to whom the function has been delegated.'

It is important to be aware that under these provisions, the delegator retains the power to make decisions if need be, despite the fact that a delegation has occurred.

Also, in situations when a number of people occupy a particular office throughout either the day or week (eg ranger officers), a delegation by office enables an employee who occupies that office for the time being, to exercise the powers and duties delegated to that office.

A delegation by office will also enable an employee who temporarily occupies an office, say in an acting role whilst the normal occupier of the office is sick, to efficiently exercise the powers and duties delegated to that office, without the need to go through the delegation process again. Care needs to be taken in ensuring that the person has the appropriate qualifications where required.

When delegating by office, it is essential to ensure that the office described is a distinctly identifiable office (eg Manager, Corporate Services).

17. Records of Delegations

The major requirements to keep records of delegations to committees, CEOs and other employees are contained in sections 5.18 and 5.46 of the *Local Government Act 1995*.

In relation to delegations to committees, section 5.18 states that:

'A local government is to keep a register of the delegations made [to committees] under this Division and review the delegations at least once every financial year.'

In relation to delegations to CEOs and other employees, section 5.46 states that:

- '(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.'

The registers of delegations to committees and CEOs should include a copy of the minutes which record the delegation (and any conditions) and can be kept in an electronic or paper format. In the case of a delegation from the CEO to an officer the register should also contain a copy of the memorandum of delegation.

Obligations are imposed on the recipients of delegated powers and duties. Under section 5.46 of the *Local Government Act 1995*, regulation 19 of the *Local Government (Administration) Regulations 1996* requires delegates to keep a record

of each occasion on which they exercise the powers or discharge the duties delegated to them, stating that:

'Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of:

- (a) how the person exercised the power or discharged the duty;
- (b) when the person exercised the power or discharged the duty; and
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.'

This provision does not necessarily require the keeping of a register and other efficient record keeping practices would be sufficient. However, it is recommended that such systems provide for accessible accountability of the performance of these tasks.

18. Delegates to Disclose Interests and Lodge Returns

Part 5 Division 6 of the *Local Government Act 1995* (disclosure of financial interests) also applies to delegates of powers and duties.

Section 5.71 states that:

'If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:

- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and
- (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter.

Penalty: \$10,000 or imprisonment for 2 years.'

In circumstances where the employee is carrying out a delegated function and the matter relates to his or her own projects, then another officer will need to have the authority to deal with the matter. In addition to the prohibition on delegates exercising the powers or performing the duties delegated to them, sections 5.75 and 5.76 of the *Local Government Act 1995* require employees who have been delegated powers or duties to lodge primary and annual returns. Sections 5.75 and 5.76 state:

5.75 Primary Returns

- (1) A relevant person other than the CEO must lodge with the CEO a primary return in the prescribed form within 3 months of the start day.
- (2) A CEO must lodge with the mayor or president a primary return in the prescribed form within 3 months of the start day.
- (3) This section does not apply to a person who:
 - (a) has lodged a return within the previous year; or
 - (b) has, within 3 months of the start day, ceased to be a relevant person.

Penalty: \$10,000 or imprisonment for 2 years.

5.76 Annual returns

- (1) Each year, a relevant person other than the CEO must lodge with the CEO an annual return in the prescribed form by 31 August of that year.
- (2) Each year, a CEO must lodge with the mayor or president an annual return in the prescribed form by 31 August of that year.

Penalty applicable to subsections (1) and (2): \$10,000 or imprisonment for 2 years.'

'Relevant person' includes a 'designated employee' who has been delegated a power or duty.

Section 5.78 of the *Local Government Act 1995* prescribes the information which must be included in the primary and annual returns.

Where an officer acts temporarily in a position with delegated power, that person will need to complete a financial interest return unless they have only acted in that position for less than 3 months.

19. Determining What Should Be Delegated

A decision to delegate a power or duty should be made by local governments only after thorough consideration of whether the delegation will facilitate the effective operation of the local government. This will therefore depend on the particular circumstances of each local government.

A local government council is unable to deal with all of the numerous issues and duties concerning its local government. As far as is possible and reasonable, councils should be predominantly concerned with dealing with higher level policy matters for their local governments.

Duties and powers which are operational in nature, but exercise a discretion should be delegated to the CEO.

Powers and duties can be delegated to CEOs with comprehensive conditions attached. The conditions limit the exercise of powers or discharge of duties to circumstances prescribed by the council. For example, a permit application which does not satisfy the conditions attached to a delegation, must be referred to the council for determination.

The Local Laws Manual (2005), Local Laws WA, Western Australian Local Government Association, Western Australia (Australia) at Section 2, page 10, provides a useful example of a recommendation to council for the delegation of certain powers with conditions attached, as follows:

'That the administration of this Local Law including any enforcement action and collection of the annual licence fee be delegated to the CEO, but that the exercise of the following powers be reserved to the Council:

- (a) issue or refusal of a licence under clause...;
- (b) determination of a licence period under clause...;
- (c) cancellation of a licence under clause...;
- (d) renewal or refusal to renew a licence under clause...; and
- (e) determination of any security under clause...'

Delegations with conditions are also frequently made in relation to employees other than the CEO for acquiring assets on behalf of a local government. An example is where the CEO delegates an employee with the power to purchase goods and services to a value of \$10,000 - any proposed purchases which would exceed this limit would need to be referred to the CEO for approval.

Many local laws provide for the appointment of employees as 'authorised persons' for the purpose of the relevant local law. Once an employee is appointed as an 'authorised person', it is not necessary for the CEO or council to delegate any powers to that employee in order for that employee to, say, enforce the relevant local law.

It is important to again note the difference between a delegation of a power or duty and the implementation of a council or CEO decision – see section 4 of this guideline in relation to 'acting through'.

An example of carrying out a council decision (compared to exercising a delegated power or duty) is where a council approves an annual budget which includes the expenditure of \$40,000 for particular road maintenance to be carried out by employees. Employees do not need to be delegated the power to carry out their operational functions.

In the example above, if the relevant employees believe it is necessary to spend more funds than approved in the budget, they must refer that matter to the council for its approval – the adoption of an annual budget can only be done by an absolute majority of council, which under section 5.43(a) of the *Local Government Act 1995* cannot be delegated to the CEO or any other employee.

The principal consideration for a local government when deciding if it should delegate a power or duty, is whether the delegation will improve the efficiency of the local government's operations whilst ensuring that its policies are consistently implemented. See the attached schedule which lists those items where acting through would be a suitable mechanism for achieving that efficiency. Local governments also need to consider the content of their local laws and whether delegation may be necessary, in some circumstances. However, 'authorised persons' can normally carry out the 'policing' powers in local laws.

20. Procedure for Delegations by Council

Section 19 of this guideline considers how a local government can determine whether it should delegate particular powers and duties. This part considers the procedure for council to make a delegation.

When CEOs identify a duty or power of the local government which can be delegated and they believe that if it is delegated it will provide better efficiency, they should put the proposed delegation to their council, for approval.

As the earlier example from the Local Laws Manual (in section 19) demonstrates, a recommendation to council for a delegation is relatively straightforward. The essential elements of a delegation recommendation are:

- (a) correct and accurate identification of the power or duty to be delegated;
- (b) correct and accurate identification of the person or office to whom or which the power or duty is to be delegated;
- (c) correct and accurate definition of the circumstances (if any) in which the power or duty can be exercised or discharged; and
- (d) conditions on the exercise of the power or discharge of the duty.

It is important to note again that all delegations by council require an absolute majority decision.

Once a delegation has been made by council, the delegation must be recorded in the delegation register.

Under regulation 19 of the *Local Government (Administration) Regulations 1996*, the delegate must keep written records of when and how they exercise the delegated power or discharge the delegated duty, and the persons or classes of persons affected by the exercise of the power or discharge of the duty.

21. Procedure for Delegations by CEO

Similarly to delegations by councils, delegations by CEOs must accurately and correctly identify all elements of the delegation.

Employee proposals for delegations (for themselves or for other employees) should be provided to the CEO. The recommendations should be in a format similar to the recommendations for delegations by councils.

As with delegations by council, written records of delegations by the CEO must be kept in the delegations register and delegates must keep records of their exercise of delegated powers or discharge of delegated duties.

22. Schedule of Powers and Duties

The attached schedule lists the powers and duties under the *Local Government Act 1995* (with associated regulations) which cannot be delegated, those that can be delegated, and to whom the powers and duties can be delegated. It also lists those matters where 'acting through' may be the most practical way of carrying out those functions.

It is not suggested that all of the powers and duties which can be delegated should be delegated – the schedule is provided only as an indication of what can be delegated if it is appropriate for a particular local government.

Examples of Delegations

23. Issuing Notices to Owners or Occupiers of Land

Section 3.25(1) of the *Local Government Act 1995* provides for a local government to provide notice to a person requiring that person to do certain things in relation to land, stating that:

'A local government may give a person who is the owner ... of land a notice in writing relating to the land requiring the person to do anything specified in the notice that:

- (a) is prescribed in Schedule 3.1, Division 1; or
- (b) is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2.'

If a council determines that the efficiency of its local government operations will be improved if its CEO is delegated to exercise the powers under section 3.25(1), the council may so delegate to the CEO either with or without any conditions.

The following is an example of a recommendation for such a delegation:

'That, under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer be delegated to exercise the powers under section 3.25(1) of the *Local Government Act 1995*.'

As with all delegations by council:

- (a) any delegation to a CEO to exercise the powers under section 3.25 must be:
 - (i) by way of absolute majority decision;
 - (ii) recorded in the delegations register; and
- (b) the CEO must keep records of the exercise of the delegated power or discharge of the delegated duty.

For reasons of policy and/or to maintain uniformity, it may be inappropriate for a CEO to delegate to other employees to exercise any section 3.25(1) powers which have been delegated to the CEO. However, other employees can be appointed to carry out a CEO's exercise of powers delegated to the CEO, without those other employees needing to be delegated.

By way of example, in times when a cyclone is approaching a district, if the CEO is delegated to exercise section 3.25(1) powers, the CEO may decide that certain items must be tied down to prevent them from causing a hazard when the cyclone hits the district, and that section 3.25(1) notices must be issued in relation to those items. Once the CEO has decided this, the CEO may then appoint any number of employees to survey the district and, when they identify items which the CEO has decided must be tied down, complete the section 3.25(1) notices and issue them to the relevant person, on behalf of the CEO.

24. Calling for and Accepting Tenders

Section 3.57(1) of the *Local Government Act 1995* states that:

'A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.'

Section 5.43 of that Act states that:

'A local government cannot delegate to a CEO any of the following powers or duties:

- (a) ...
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.'

Part 4 of the *Local Government (Functions and General) Regulations 1996* regulates and provides the procedures for local government tenders for providing goods or services.

A council may delegate to its CEO to invite tenders under section 3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*, without the necessity of setting a maximum limit on the tenders which the CEO may invite.

However, the effect of section 5.43(b) is that if a council wishes to delegate to its CEO to accept tenders under section 3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*, it may attach a condition to the delegation that specifies the maximum limit of the tenders which the CEO may accept.

Following is an example of a recommendation to council to delegate to its CEO to invite any tenders (in accordance with council's selection criteria) and accept tenders up to a limit of \$200,000 under section 3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*:

'That, under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer be delegated to:

- (a) Invite any tenders; and
- (b) Accept tenders up to an amount of \$200,000 in total value, under section 3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*.'

Local Government Act 1995

Relevant Exercisable Powers and Dischargeable Duties of a Local Government

(Refer to each section of the Act or Regulations for the full details of each power or duty to be exercised by the local government)

- This table sets out the Powers and Duties relevant to delegation and also identifies when 'acting through' the staff of the organisation may be appropriate.
- The table also indicates where delegation is not permitted and the Council is to perform that power or duty.
- See a ✓ where applicable.
- The decision to delegate will be a policy matter for each local government.
- The column headed 'Suitable for Acting Through' covers the situations where either the council has made a policy about the matter and the staff of the organisation implement that particular function or where the organisation may carry out the function administratively.

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 2 – Constitution of Local Government	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
2.11(2)	A local government may change the method of filling the office of mayor or president		✓				
2.12A(1)(b)	Council, by motion passed by it, proposes to change method of filling office of mayor or president		✓				
2.12A(1)(c)	Local government to give public notice (of proposal to change method of filling office of mayor or president)	✓					
2.17(3)	A council with 15 councillors may retain those 15 even if a decision is made to elect the mayor/president by the electors		✓				
2.25(1)	A council may by resolution grant leave of absence to a member		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 3 – Functions of Local Government	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
3.5	A local government may make local laws to perform any of its functions under the Act		✓				
3.6(1)	With the Governor’s approval, a local government can apply a local law to an area that is not in a district		✓				
3.12(3)	Local government must give Statewide public notice (in relation to proposed local laws)	✓					
3.12(4)	Local government may adopt a local law		✓				
3.12(5)	Local government must publish (adopted local law in the Government Gazette)	✓					
3.12(6)	Local government must give local public notice (that a local law has been adopted)	✓					
3.15	A local government must ensure that people of its district are informed (of the purpose and effect of all its local laws)	✓					
3.16(1)	Within 8 years from the day a local law commences, a local government must review the operation of each local law following the process set out in section 3.16	✓					
3.16(2)	Local government must give Statewide public notice (in relation to the review of its local laws)	✓					
3.16(3)	After the last day for submissions in relation to the review of its local laws, a local government must consider submissions and cause a report to be submitted to council	✓					
3.16(4)	Local government may determine whether or not it considers that any of its local laws should be repealed or amended		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 3 – Functions of Local Government	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
3.21	In performing its executive function, the local government must ensure that the obligations set out in section 3.21 are complied with	✓					
3.22(1)	A local government that causes damage through the performance of its function must pay compensation to the owner or occupier						✓
3.25(1)	A local government may give an occupier a notice requiring them to do something to the land if it is specified in Schedule 3.1. The local government must also inform the owner if the occupier is not the owner						✓
3.26(2)	In order to make a person comply with a notice, a local government may do anything it considers necessary to achieve the purpose for which the notice was given	✓					✓
3.26(3)	A local government may continue to undertake works that are not carried out by the owner or occupier and recover the costs as a debt	✓					✓
3.27(1)	A local government may go onto private land in the circumstances prescribed in Schedule 3.2 and carry out works, even if it does not have the consent of the owner	✓					✓
3.31(2)	After a local government has given notice, it may authorise a person to enter land, premises or thing without consent, unless the owner or occupier has objected to the entry	✓					✓
3.34(1)	A local government may enter land in an emergency without notice or consent	✓					✓
3.34(5)	A local government must give notice (to the owner or occupier of an intended entry in an emergency whenever it is practical)	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
Part 3 – Functions of Local Government							
3.36(3)	A local government may make an opening in a fence to do works on property subject to providing the owner or occupier with 3 days written notice	✓					✓
3.39	Local government may authorise an employee to remove and impound any goods	✓					✓
3.40(2)	If a local government impounds a vehicle to remove and impound goods, it must allow the offender to resume control of the vehicle as soon as practicable after the goods have been removed	✓					
3.40(3)	If the person entitled to resume control of the vehicle is not present, the local government must give notice (to the holder of a licence in respect of the vehicle, stating from where and when the vehicle may be collected)	✓					
3.40A(1)	Local government may authorise a person to remove and impound an abandoned vehicle wreck	✓					✓
3.40A(2)	Local government to provide notice (to the owner of a removed abandoned vehicle wreck, advising that the vehicle may be collected	✓					
3.40A(4)	Local government may declare that a vehicle is an abandoned vehicle wreck	✓					✓
3.42(1)	If a local government impounds non-perishable goods, it must either begin a prosecution against the offender or give them a notice stating from where and when the goods may be collected	✓					
3.44	Where non-perishable goods have been removed and impounded and a prosecution instituted, if the offender is not convicted or is convicted but it is not ordered that the goods be confiscated, the local government must give the alleged offender notice stating from where and when the goods may be collected	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 3 – Functions of Local Government						
3.46(1)	A local government may refuse to allow goods impounded under sections 3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid	✓					
3.46(2)	A local government may refuse to allow goods removed under sections 3.40 or 3.40A to be collected until the costs of removing and keeping them have been paid	✓					
3.47(1)	The local government may sell or otherwise dispose of any goods that have been ordered to be confiscated under section 3.43	✓					✓
3.47(2)	The local government may sell or otherwise dispose of any vehicle that has not been collected within 2 months of a notice having been given under section 3.40(3) or 7 days of a declaration being made that a vehicle is an abandoned vehicle wreck	✓					✓
3.47(2a)	The local government may sell or otherwise dispose of impounded goods that have not been collected within the period specified in section 3.47(2b) of the date a notice is given under sections 3.42(1) (b) or 3.44	✓					✓
3.47A(1)	If an impounded animal is ill or injured to such an extent that treating it is not practicable, the local government may humanely destroy the animal and dispose of the carcass	✓					✓
3.48	If goods are removed or impounded under section 3.39 and the offender is convicted, the local government may recover any expenses incurred in removing and impounding the goods	✓					✓
3.50(1)	A local government may close a thoroughfare to vehicles, wholly or partially, for a period not exceeding 4 weeks	✓					✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 3 – Functions of Local Government						
3.50(1a) and 3.50(4)	A local government may, after providing public notice of its intention and reasons, inviting submissions and then considering submissions, order a thoroughfare to be wholly or partially closed to vehicles for a period exceeding 4 weeks						✓
3.50(6)	An order to close a thoroughfare may be revoked by the local government	✓					✓
3.50(8)	If a thoroughfare is closed without local public notice, the local government must give such notice as soon as practicable after its closure	✓					
3.50A	A local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users of the thoroughfare	✓					✓
Functions & General Reg 6(3)	A local government may, by local public notice, revoke an order under regulation 6(1) that closed a thoroughfare or alter it to make it less restrictive	✓					✓
3.51(3)	Before fixing, altering or realigning a public thoroughfare or draining water onto adjoining land, the local government must give notice of its proposal, invite submissions and consider those submissions	✓					✓
3.52(2)	Except if they are closed or have restricted use, local governments are to ensure that public thoroughfares are kept open for public use	✓					
3.52(3)	When fixing, altering or realigning a public thoroughfare, the local government must ensure vehicle access to adjoining land is provided	✓					
3.53(3)	If an unvested facility lies within 2 or more districts, the local governments concerned can agree on its control and management			✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 3 – Functions of Local Government						
3.54(1)	A local government may do anything it could do under the <i>Parks and Reserves Act 1895</i> if it were a Board appointed under that Act, to control and manage any land reserved under the <i>Land Act 1933</i> and vested in or placed under the control and management of the local government	✓		✓	✓	✓	✓
3.57(1)	A local government must invite tenders before it enters into a contract for goods or services with a value of \$100,000 or more (Functions and General Reg 11)			✓ Limited	✓ Limited		✓ Limited
Functions & General Reg 14(2a)	Where a local government is inviting tenders, the local government must determine in writing the criteria for accepted tenders			✓	✓		✓
Functions & General Reg 11(2)(d)	Tenders do not have to be publicly invited if the contract is to be entered into by auction after being expressly authorised by a resolution of the council		✓				
Functions & General Reg 14(4)(a)	Such information as a local government decides should be disclosed to those interested in submitting a tender		✓				
Functions & General Reg 18(4) & (5)	A local government must consider any tender that has not been rejected and decide which one to accept. It may decline to accept any tender			✓ Limited	✓ Limited		✓ Limited
Functions & General Reg 19	The local government must give each tenderer written notice stating the successful tender or advising that no tender was accepted	✓					
Functions & General Reg 20	A local government may, with the approval of the tenderer, make a minor variation in a contract for goods or services before it enters the contract with the successful tenderer	✓	Limited	✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 3 – Functions of Local Government						
Functions & General Reg 20 (2)	If the successful tenderer does not want to accept the contract with the variation or the local government and the tenderer cannot reach agreement, the local government can select the next most appropriate tenderer			✓ Limited	✓ Limited		✓ Limited
Functions & General Reg 21 (1)	A local government may seek expressions of interest before entering the tender process			✓ Limited	✓ Limited		✓ Limited
Functions & General Reg 21(3)	A local government must give statewide public notice (that it seeks expressions of interest before entering the tender process)	✓					
Functions & General Reg 23(3)	A local government must consider any submissions of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services			✓ Limited	✓ Limited		✓ Limited
Functions & General Reg 24	A local government must give each person who submitted an expression of interest written notice (of the outcome of its decision)	✓					
Functions & General Reg 24E(1)	Where local government intends to give a regional price preference the local government is to prepare a regional price preference policy	✓		✓	✓		✓
Functions & General Reg 24(E)(4)	A local government cannot adopt a regional price policy until the local government has considered submissions received	✓		✓	✓		✓
3.58(2)	A local government can only dispose of property to the highest bidder at public auction or the most suitable public tender			✓ Limited	✓ Limited		✓ Limited

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 3 – Functions of Local Government	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
3.58(3)	A local government can dispose of property by private treaty but must follow the process set out in section 3.58(3)			✓ Limited	✓ Limited		✓ Limited
Functions & Gen Reg 30(2)(a)(ii)	A disposition of land is an exempt of disposition of the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee	✓					✓
3.59(2)	A local government must prepare a business plan before it enters into a major trading undertaking, a major land transaction or a land transaction that is preparatory to a major land transaction	✓					
3.59(4)	A local government must give Statewide public notice (stating its proposal to enter into a major trading undertaking, a major land transaction or a land transaction that is preparatory to a major land transaction, where the plan may be inspected or obtained, and call for submissions on the plan within 6 weeks)	✓					
3.59(5)	The local government must consider submissions and then decide whether to proceed with the major trading undertaking, major land transaction or land transaction that is preparatory to a major land transaction		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 4 – Elections and Other Polls	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
4.9(1)	If the mayor or president has not already done so, the council must fix the day on which a poll is held for an extraordinary election		✓				
4.16(4)	The council may decide, with the Electoral Commissioner’s approval, that the election day for a vacancy that has occurred under section 2.32 before the first Saturday in August in the year prior to an ordinary election but after the first Saturday in February in an ordinary election year, is to be on the ordinary election day for that year		✓				
4.17(2)	The council may decide, with the Electoral Commissioner’s approval, that a vacancy may remain unfilled if it occurred under section 2.32 before the first Saturday in August in the year prior to the election year in which the term would have ended under the Table to section 2.28, but after the first Saturday in February in that election year		✓				
4.20(2)	A local government may, with the approval of the person concerned and the Electoral Commissioner, appoint a person as the returning officer instead of the CEO		✓				
4.20(4)	A local government may, with the Electoral Commissioner’s agreement, declare the Electoral Commission to be responsible for the conduct of an election		✓				
4.57(3)	A local government may appoint an eligible person (who is willing to accept the appointment) to any unfilled office if, at the close of nominations for an extraordinary election, under section 4.57(1) or (2), the number of candidates is less than the number of offices		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 4 – Elections and Other Polls	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
4.61(2)	Local government may decide to use postal voting for an election		✓				
Elections Reg 9(1)	The fees to be paid to an electoral officer for conducting an election are those agreed between the local government and the electoral officer	✓					
Elections Reg 28(1b) (b)	If a candidate's deposit has not been refunded within 28 days after notice is given of the result of the election, the local government is to credit that amount to a fund of the local government	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 5 – Administration	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
5.2	The council of a local government must ensure there is an appropriate structure for administering the local government		✓				
5.3(1)	The council must hold ordinary meetings and may hold special meetings		✓				
5.4	The council may decide to hold an ordinary or special meeting		✓				
5.8	A local government may establish committees of 3 or more people to assist the council in exercising its powers and duties		✓				
5.15	A local government may reduce the quorum for a committee meeting		✓				
5.16(1)	A local government may delegate to a committee, under and subject to section 5.17, any of its powers and duties other than this power of delegation		✓				
5.18	A local government must keep a register of all delegations made to a committee (at least once each financial year)	✓					
5.18	A local government must review all delegations made to a committee	✓		✓	✓		✓
Admin Reg 12(1)	At least once every year a local government must give local public notice (of the date, time and place of all its ordinary council meetings and any committee meetings that must or are proposed to be open to the public, that are to be held in the next 12 months)	✓					
Admin Reg 12(2)	A local government must give local public notice (if any of the dates, times or places in the notice under regulation 12(1) change)	✓					
Admin Reg 12(3)	A local government must give local public notice (of the date, time and place of a special meetings of council that must be open to the public)	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 5 – Administration						
Admin Reg 14(1)	A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents tabled at the meeting or which have been produced for presentation at the meeting are made available to the public at the same time as they are available to council and committee members	✓					
Admin Reg 14A(1)(c)	A person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if the council has approved of the arrangement by absolute majority		✓				
5.27(2)	General meeting of electors to be held on a day selected by a local government but not more than 56 days after the local government accepts the annual report for the previous financial year	✓					✓
5.36(1)	A local government must employ a CEO		✓				
5.36(4)	If the position of CEO becomes vacant, a local government must advertise the position in the manner and containing such information as prescribed	✓					
5.37(1)	A local government may designate any employee to be a senior employee			✓	✓		✓
5.37(2)	The council may reject or accept a recommendation by the CEO to employ or dismiss a senior employee. If it rejects a recommendation it must provide the CEO with its reasons		✓				
Part 5.37(3)	If the position of a senior employee becomes vacant, a local government must advertise the position in the manner and containing such information as prescribed	✓					✓
Part 5.38	The performance of each employee employed more than 1 year, needs to be reviewed	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 5 – Administration						
Admin Reg 18C	A local government is to approve a process for selection and appointment of the CEO			✓	✓		
Admin Reg 18D	A local government is to consider, accept or reject a review of the CEO's performance			✓	✓		
5.42(1) & 5.43	A local government may delegate to the CEO any of its powers and duties under this Act except those in section 5.43 and this power of delegation		✓				
5.50(1)	A local government must prepare a policy for employees whose employment is finishing, setting out the circumstances in which the local government would pay a gratuity and how that gratuity would be assessed, and give local public notice of the policy			✓	✓		✓
5.50(2)	A local government may make a payment to an employee whose employment is finishing, that is in addition to the amount set out in its policy, provided that local public notice of the payment is given			✓	✓		✓
5.53(1)	A local government must prepare an annual report for each financial year	✓					
5.54(1)	A local government must accept the annual report by 31 August after that financial year		✓				
5.56	A local government is to prepare a Plan for the Future	✓		✓	✓		✓
Admin Reg 19C(4)	A local government is to review its current plan for the future every 2 years			✓	✓		
Admin Reg 19C(7)	A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a plan for the future and when preparing any modifications of a plan	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 5 – Administration						
Admin Reg 19D(1)	After a plan for the future, or modifications to a plan, are adopted a local government is to give local public notice	✓					
Admin Reg 19D(5)	A Council is to adopt the plan for the future		✓				
Admin Reg 29A(2)	Information prescribed as confidential but that, under 5.95(7), may be available for inspection if a local government so resolves			✓	✓		✓
5.98(1)(b)	A local government may set a fee, within the prescribed range, to be paid to a council member who attends a council or committee meeting		✓				
5.98(2)(b)	A local government may approve expenses which are to be reimbursed to its councillors, provided that the expenses are of the kind prescribed as those which the local government can approve for reimbursement [subject to section 5.98(3)]			✓	✓		✓
5.98(4)	A local government may approve the reimbursement to a council member of an approved expense, either generally or in a particular case			✓	✓		✓
5.98A	A local government may decide to pay its deputy mayor or deputy president an allowance of up to the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98(5)		✓				
5.99	The local government may decide to pay council members attending council and committee meetings an annual meeting fee instead of an individual meeting fee		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 5 – Administration						
5.99A	A local government may decide that instead of reimbursing council members, under section 5.98(2), for all of a particular type of expense, it will instead pay all council members an allowance for that type of expense		✓				
5.100(2)	A local government may decide to reimburse expenses to committee members who are not council members or employees			✓	✓		✓
5.101(2)	A local government may reimburse an employee for an expense that was incurred in relation to a matter affecting the local government			✓	✓		✓
5.102	A local government may make a cash advance to a person for an expense which can be reimbursed			✓	✓		✓
5.103(1)	A local government must prepare or adopt a code of conduct to be observed by council members, committee members and employees			✓	✓		✓
5.103(2)	A local government must review its code of conduct within 12 months of every ordinary elections day			✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 6 – Financial Management	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
Financial M’gment Reg 8(1)	A local government must maintain separate accounts for monies required to be held in the municipal fund, the trust fund, the reserve accounts, or monies relating to major land or major trading undertakings that will or are expected to span more than 2 financial years	✓					
Financial M’gment Reg 11(1)	A local government must develop procedures for cheques, credit cards, computer encryption devices and passwords, purchasing cards and petty cash systems	✓					
Financial M’gment Reg 11(2)	A local government must develop procedures for the approval of accounts	✓					
Financial M’gment Reg 13(2)	A list of accounts for approval to be paid must be prepared for each month, including the date of the meeting of council to which the list is to be presented	✓					
Financial M’gment Reg 19(1)	A local government must establish and document internal control procedures to ensure control over investments	✓		✓	✓		✓
6.2(1)	A local government must prepare by 31 August in each financial year, an annual budget for its municipal fund for the next financial year	✓					
6.2(1)	A local government must adopt the budget prepared		✓				
6.3	A local government must prepare a budget if a general valuation or a rate or service charge is quashed by a court or the State Administrative Tribunal, or if it intends to impose supplementary general rate or specified area rate for the remainder of a financial year	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 6 – Financial Management	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
6.3	A local government must adopt the budget prepared (Budget for other circumstances)		✓				
6.4(1)	A local government must prepare an annual financial report for the preceding financial year and such other reports as are required	✓					
6.4(3)	By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor the accounts of the local government and the annual financial report	✓					
Financial M'gment Reg 33A(3)	A council is to consider a budget review submitted to it and is to determine by absolute majority whether or not to adopt the review, any parts of the review on any recommendations made in the review		✓				
Financial M'gment Reg 34(2)(c)	Each statement of financial activity is to be accompanied by documents containing such other supporting information as is considered relevant by the local government	✓					
Financial M'gment Reg 34(1)	A local government must prepare monthly financial reports	✓					
6.9(3)	A local government must pay or deliver to the person entitled to it any money and its interest and any property	✓					
6.9(4)	A local government may transfer money held in trust for 10 years to its municipal fund, but must repay it to a person who establishes a right to the repayment, together with any interest earned on the investment	✓					✓
6.11(1)	A local government must establish and maintain a reserve account for each purpose for which it wishes to set aside money	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 6 – Financial Management						
6.11(2)	A local government may change the purpose of a reserve account or use money held in a reserve account for another purpose		✓				
6.11(2)	A local government must give one month local public notice of a proposal to change the purpose of a reserve account or use money held in a reserve account for another purpose	✓					
6.12(1)(a)	A local government may, when adopting the annual budget, grant a discount or incentive for early payment of any money [subject to section 6.12(2)]		✓				
6.12(1)(b)	A local government may waive or grant concessions in relation to any amount of money or write off any amount of money that is owed to the local government [subject to section 6.12(2)]			✓	✓		✓
6.12(3)	The local government may determine what conditions apply to the granting of a concession			✓	✓		✓
6.13(1)	A local government may resolve to apply interest to any money that it has been owed [subject to section 6.13(6)], other than for rates and service charges		✓				
6.14(1)	A local government may invest money in its municipal or trust funds that is not being used, in accordance with Part III of the <i>Trustees Act 1962</i>	✓		✓	✓		✓
6.16(1)	A local government may impose a fee or charge for any goods or services it provides, except for a service for which a service charge has been imposed		✓				
6.16(3)	As well as imposing fees and charges when adopting the annual budget, a local government may impose fees and charges during the year or amend, from time to time, fees and charges throughout the year		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 6 – Financial Management	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
6.19	If a local government wishes to impose a fee or charge under Part 6 Division 5 Subdivision 2 after the annual budget has been adopted, it must provide local public notice of its intention to do so and the date from which the amended fees or charges will be imposed	✓					
6.20(1)	A local government may borrow or re-borrow money, obtain credit or extend its financial accommodation in other ways		✓				
6.20(2)	If a local government proposes to exercise its power to borrow but it is not budgeted for, unless the proposal is of a prescribed kind, it must give one month public notice of the proposal	✓					
6.20(2)	If a local government proposes to exercise its power to borrow but it is not budgeted for, it must make the resolution to do so by absolute majority		✓				
6.20(3)(a)	If a local government exercises its power to borrow and then decides not to proceed with the proposal or it does not use all of the money, credit or financial accommodation, after giving one month local public notice it may resolve to use it for another purpose		✓				
6.20(3)(b)	If a local government exercises its power to borrow and then decides not to proceed with the proposal or it does not use all of the money, credit or financial accommodation, it may resolve to use it for another purpose		✓				
6.20(3)	One months public 'notice' must be given	✓					
6.26(3)	If Co-operative Bulk Handling Ltd and a local government cannot reach an agreement, under section 6.26(2)(i), the local government may refer the matter to the Minister for determination			✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 6 – Financial Management	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
6.29(2)	A local government must impose a rate on the basis of unimproved value to any tenement, licence or permit that is located in a district for which only rates on the basis of gross rental value apply		✓				
6.32(1)	When adopting the annual budget, a local government may, in order to make up a budget deficiency, impose a general rate on rateable land within its district, and may impose a specified area rate or a minimum payment on rateable land within its district, and may impose a service charge on land within its district		✓				
6.32(3)	A local government may, in an emergency after rates in a financial year have been imposed, impose a supplementary general rate or specified area rate for the unexpired portion of the current financial year, and is to impose a new general rate, specified area rate or services charge if a court or the State Administrative Tribunal quashes a general valuation, rate or service charge		✓				
6.33(1)	Local government may impose differential general rates		✓				
6.35(1)	Local government may impose on any rateable land in its district a minimum payment		✓				
6.36(1)	A local government must give local public notice (of its intention to impose any differential general rates or minimum payment applying to a differential rate category under section 6.35(6)(c))	✓					
6.37(1)	Local government may impose a specified area rate on rateable land		✓				
6.38(1) Financial M'gment Reg 54	A local government may impose a service charge on owners or occupiers to meet the cost of providing television and radio rebroadcasting, volunteer bush fire brigades, underground electricity etc		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
Part 6 – Financial Management							
6.39(1)	As soon as practicable after a local government resolves to impose rates, it must compile a record of all rateable land in the district and all land which has a service charge imposed	✓					
6.39(2)	A local government must, from time to time, amend the current rate record to ensure it is accurate and correct and may amend the rate record for the 5 years preceding the current financial year	✓					
6.40(1)	If the rateable value, rateability or the rate imposed on any land is amended in the rate record, under section 6.39(2), the local government must reassess the rates payable and give notice to the owner of the land of any change in the amount of rates payable	✓					
6.40(2)	If a service charge on any land is amended in the rate record, under section 6.39(2), the local government must reassess the service charge and give notice to the owner of the land of any change of the amount of service charge payable	✓					
6.40(3)	If rates are reduced, under section 6.40(1), a local government must refund the owner of the land on request or credit the amount for rates or service charges	✓					
6.40(4)	If a service charge is reduced, under section 6.40(2), and the service charge had already been paid by the owner, the owner may request and then the local government must pay the overpaid amount to the owner or, alternatively, the overpaid portion is credited against any future amounts payable. If the service charge was paid by the occupier, the local government must pay the overcharged portion to the person who paid it	✓					
6.41(1)	A local government must give a rate notice to the owner of rateable land and the owner or occupier (as the case requires) of land on which a service charge is imposed, containing the particulars required	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
Part 6 – Financial Management							
6.45(1) Financial M’gment Reg 64(2)	When adopting its annual budget, a local government must determine the due date for payment of instalments after the first instalment		✓				
6.45(3) & Financial M’gment Reg 67	A local government may impose an additional charge (including by way of interest) where payment of a rate or service is by instalments and that additional charge is taken to be a rate or service charge		✓				
6.46	A local government may, when imposing a rate or service charge, resolve to grant a discount or incentive for its early payment		✓				
6.47	A local government may, at the time of imposing rates and service charges, resolve to waive a rate or service charge or grant a concession	✓					
6.49	A local government may make an agreement with a person to pay their rates and service charges	✓					✓
Financial M’gment Reg 66(2)	If an instalment remains unpaid after the day on which the next instalment becomes due the local government may revoke the ratepayer’s right to pay by instalments	✓					
Financial M’gment Reg 66(3)(b)	The local government must in writing immediately notify the ratepayer of the revocation	✓					
6.50(1) and 6.50(2)	A local government may determine the due date that rates and charges become due, but which date cannot be sooner than 35 days after the date noted on the rate notice	✓					✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 6 – Financial Management	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
6.51(1) & Financial M'gment Reg 70	A local government may resolve to impose interest (not to exceed 13%) on a rate, service charge and any costs of recovery that remains unpaid		✓				
6.56(1)	A local government may recover an unpaid rate or service charge and the cost of proceedings in court of competent jurisdiction	✓					✓
6.60(2)	A local government may give notice (to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the local government in satisfaction of the rate or service charge)	✓					✓
6.60(3)	If a local government gives notice to a lessee, under section 6.60(2), the local government must give a copy of the notice to the lessor	✓					✓
6.60(4)	If a local government gives notice to a lessee, under section 6.60(2), and the lessee fails to pay rent to the local government, the local government may recover the rate or service charge as a debt from the lessee	✓					✓
6.61(1)	A local government may request an occupier, an agent or the person who receives the rent of a property, to give the name and address of the owner to the local government	✓					
6.64(1)	If any rates or service charges have remained unpaid for at least 3 years, a local government may take possession of the land and hold the land against a person having an estate or interest in the land, and may lease or sell the land or transfer it to the Crown or itself			✓	✓		✓ subject to 5.43(d)
6.64(2)	A local government that takes possession of land, under section 6.64(1), must give the owner such notice as prescribed and then affix the notice to a conspicuous part of the land in the form prescribed	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 6 – Financial Management						
6.64(3)	A local government may lodge a caveat in respect of any land for which rates and service charges are outstanding	✓					✓
6.69(2)	A local government may accept payment of any outstanding rates or service charges on such terms and conditions as are agreed between the parties, up to the time of actual sale of the relevant land but not more than 7 days prior to same	✓					
6.69(3)	If a local government accepts payment of outstanding rates or service charges, under sections 6.69(1) or 6.69(2), the local government is required to make such notifications and take such measures as are prescribed to cancel the proposed sale	✓					✓
6.71(1)	If a local government is unable to sell land under Part 6 Division 6 Subdivision 6 within 12 months, it may transfer the land to the Crown or itself			✓	✓		✓ subject to 5.43(d)
6.71(3)	If a local government transfers land to itself, under section 6.71(1) (b), it must pay any sum owed under a mortgage, lease, tenancy, encumbrance or charge in favour of the Crown in right of the State or a department, agency or instrumentality of the Crown	✓					
6.74(1)	A local government may apply in the prescribed form to the Minister to have land revested in the Crown if it is rateable vacant land and rates or service charges in respect of it have remained unpaid for at least 3 years			✓	✓		✓
Financial M'gment Reg 77(1)	Before applying to have land revested under section 6.74, a local government must give notice to the owner of the land and any other interested persons and publish the notice in the Gazette	✓					
Financial M'gment Reg 77(3)	A local government must consider any objections it receives in relation to a revestment under regulation 77			✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 6 – Financial Management	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
6.76(4)	A local government may extend the time for a person to make an objection in relation to the rate record	✓		✓	✓		✓
6.76(5)	The local government must consider any objections to the rates record and may disallow or allow the objection either wholly or in part			✓	✓		✓
6.76(6)	The local government is to provide the person with notice of its decision	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 7 – Audit						
7.1A(1) & 7.1A(2)	Local government to establish an audit committee, appoint members to the committee with a minimum of 3 members and a majority of which are council members		✓				
7.1B	Despite section 5.16, a local government can delegate to an audit committee only those powers and duties contained in Part 7		✓				
7.3(1) & (2)	A local government must appoint one or more persons, on the recommendation of the audit committee, to be its auditor		✓				
7.6(2)(f)	A local government may terminate the appointment of an auditor by written notice			✓ Audit Ctte			
Audit Reg 8(1)	Where a local government has terminated an agreement with its auditor, it must give notice and reasons for the termination to the Executive Director within 30 days	✓					
7.6(3)	If the auditor’s registration as a company auditor is suspended or the auditor is unable or unwilling to carry out their duties, a local government must appoint a person to conduct or complete its audit		✓				
7.12A(2)	A local government must meet with its auditor at least once a year			✓ Audit Ctte			
7.12A(3)	A local government is to examine the auditor’s report, under section 7.9(1) and any report under section 7.9(3), and must determine if any matters raised by the report require action and ensure that appropriate action is taken			✓ Audit Ctte			

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 7 – Audit	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
7.12A(4)	A local government must prepare a report on any action taken in response to an auditor’s or section 7.9(3) report, and provide it to the Minister			✓ Audit Ctte			
Audit Reg 14(1)	A local government must carry out a compliance audit for the period 1 January to 31 December in each year	✓					
Audit Reg 14(3)	A compliance audit return must be presented to the council at a meeting of the council, adopted by the council and recorded in the minutes of the meeting at which it is adopted		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 8 – Scrutiny of the Affairs of Local Governments	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
8.2(2)	Upon receiving a request from the Minister for information, a local government must provide the information to the Minister within the specified time of the notice	✓					✓
8.14(3)	A local government must give the Minister advice of what things it has done or will do to comply with an enquiry report from the Minister or a person authorised by the Minister, within 35 days of receiving the report			✓	✓		✓
8.23(4)	A local government must give the Minister advice of what things it has done, or will do, to comply with an Inquiry Panel's report within 35 days of receiving the report, or give its comment on a recommendation to dismiss the council			✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Part 9 – Miscellaneous Provisions	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
9.6(1)	An objection under Part 9 is to be dealt with by the council or a committee authorised by council to deal with it		✓				
9.6(5)	The local government must give the person who made the objection notice of how it was disposed of and reasons why	✓					✓
9.9(3)	As soon as a decision under section 9.9(1)(b) is made, the local government must give the affected person written notice stating the reasons for the decision	✓					✓
9.10(1) & (2)	The local government may appoint persons or classes of persons to be authorised to perform certain functions and must issue them with a certificate stating they are authorised	✓		✓	✓		✓
9.60(4)	A local government is to administer any regulation made under section 9.60 as if it were a local law	✓					
9.63(1)	If a dispute has arisen between 2 or more local governments, a local government may refer the matter to the Minister to resolve			✓	✓		✓
9.68(5)	A local government may recover accruing rates from a principal or agent who has failed to give a notice to the local government in accordance with section 9.68	✓					✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Schedule 2.1 – Provisions about Creating, Changing the Boundaries of, and Abolishing Districts	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
11 (2)	Any local governments affected by an order made under clause 2.1 are to negotiate any adjustment or transfer between them of property, rights and liabilities			✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Schedule 2.2 – Provisions about Wards and Representation						
4(1)	A local government must consider any submissions made under clause 3			✓	✓		✓
4(2)	If a council believes that a submission is of a minor nature or one which would not require public submissions, it may either propose to the Advisory Board that a submission be rejected or itself deal with it under clause 5(b)		✓				
4(3)	If it is a council's opinion that a submission is substantially similar to a submission in respect of which the local government made a decision in the last 2 years, or the majority of affected electors who made the submission no longer support it, the local government may reject the submission		✓				
4(4)	Unless a local government decides to deal with a submission under clause 5(b) or rejects it or proposes to reject it under clauses 4(1) or 4(2), the local government must carry out a review as to whether or not the order sought should, in the council's opinion, be made		✓				
5	Whether or not it has received a submission, a local government may carry out a review as to whether or not an order under clauses 2.2, 2.3(3) or 2.18, should, in the council's opinion, be made, or propose to the Advisory Board the making of an order under clauses 2.2(1), 2.3(3) or 2.18(3), if, in the opinion of the council, the proposal is of a minor nature or one which would not require public submissions, or propose to the Minister the making of an order changing the name of a district		✓				
6	A local government must carry out a review of its ward boundaries and the number of councillors per ward every 8 years or as directed by the Advisory Board	✓		✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Schedule 2.2 – Provisions about Wards and Representation	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
7	A local government is to provide local public notice (advising that it is about to review its wards and inviting submissions)	✓					
8	The council must have regard to community of interests, physical and topographical features, demographic trends, economic factors and the ratio of councillors to electors in respect of considerations about wards			✓			
9	When a ward review is complete, the local government must prepare a report for the Advisory Board and may propose the making of an order under clauses 2.2(1), 2.3(3) or 2.18(3)			✓			

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Schedule 6.1 – Provisions Relating to the Phasing-In of Valuation	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
1(1)	When imposing general rates, a local government may resolve that a general valuation, which results in an increase, can be phased in over 3 years		✓				
1(5)	If a local government makes a resolution, under clause 1(1), it must request the Valuer General, at the same time as the Valuer General determines an interim valuation that will come into force in the district during the first 2 years of the phasing in period, to determine a valuation under subclause (6). The local government must give the Valuer General immediate written notice when the valuation is no longer required	✓					
2(1)	When imposing general rates, a local government may resolve that gross rental valuations can be phased in over 3 years		✓				
2(5)	If a local government makes a resolution under clause 2(1), it must request the Valuer General, at the same time as the Valuer General determines an interim valuation that will come into force in the district during the first 2 years of the phasing in period, to determine a valuation under subclause (6). The local government must give the Valuer General immediate written notice when the valuation is no longer required	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
	Schedule 6.2 – Provisions Relating to Lease of Land where Rates or Service Charges Unpaid	Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
1(1)	A local government may lease the land with any conditions for a term that does not exceed 7 years	✓		✓	✓		✓ subject to 5.43(d)

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Schedule 6.3 – Provisions Relating to the Sale or Transfer of Land where Rates or Service Charges Unpaid						
1(1)	Before exercising its power of sale, a local government must give the owner, or any other person who has a recorded interest in the land, opportunity to pay the rates or service charges. It must send them notice by certified mail and place a notice [with the contents prescribed in clause 1(2)] on its notice board for a minimum of 35 days	✓					
1(3)	A local government must give local public notice (if the owner or other interested parties do not have a recorded address)	✓					
1(4)	The local government must appoint a time at which the land may be offered for sale by public auction, not less than 3 months and not more than 12 months from the service of the notice under clauses 1(1) or 1(2)			✓	✓		✓
2(1)	The local government must give (Statewide public notice of the sale)	✓					
2(3)	The local government must give the Registrar of Titles or the Registrar of Deeds a memorial of the Statewide notice	✓					
4(1)	A local government may transfer or convey to the purchaser of the land an indefeasible estate in fee simple			✓	✓		✓ subject to 5.43(d)
7(2)	If the land has not been sold within 12 months, the local government may begin the process again in accordance with this Schedule	✓					

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au



About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

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Translating and Interpreting Service (TIS) – Tel: 13 14 50

9.1.2 POLICY REVIEW – COUNCIL POLICY 1.8 PAPER PROVISION TELECENTRE

FILE REFERENCE:	F 1.11.2
REPORT DATE:	16 January 2020
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Alana Wigmore - Manager Community Services
ATTACHMENTS:	9.1.2a Paper Provision – Telecentre Policy 9.1.2b Paper Provision – Telecentre Policy Repealed

PURPOSE OF REPORT:

The purpose of this report is to provide Council with the required information and background to adopt the attached policy, which has been amended and updated.

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 to 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 in determining major policy and 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.

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.

COMMENT:

The attached policy refers to provision of physical paper in lieu of publication fees for Council to Community information in the Wonga-Balli Boomer, which was previously produced by the Wongan Hills Telecentre, and is now produced by the Wongan Hills Community Resource Centre.

The author recommends that this policy now be repealed, as support for the Wonga-Balli Boomer and the broader service delivery of the Community Resource Centre is provided by Council in other ways, including payment of publishing fees where prescribed by advertising guidelines.

POLICY REQUIREMENTS:

Policy 1.8: Paper Provision Telecentre

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

Ongoing review and refinement of the Policy Manual is in line with Council's strategic direction on Governance (Implement and develop policy based on economic, social, cultural, governance and environmental elements).

This policy aligns to the Core Value of Communication as set out in the Shire of Wongan-Ballidu's Community Strategic Plan: "Communication – we will support interactive engagement and communication with the community and within the organisation"

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this proposal.
- **Economic**
There are no known economic impacts associated with this proposal.
- **Social**
There are no known social implications associated with this proposal.
- **Financial Implications**
There are no financial implications.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

OFFICER RECOMMENDATION

MOVED Cr

SECONDED Cr

That Council repeal Council Policy 1.8: Paper Provision Telecentre effective 26 February 2020.

CARRIED/LOST



1.8 Paper Provision – Telecentre

Policy Owner:	Administration and Financial Services
Person Responsible:	Chief Executive Officer
Date of Adoption:	7 February 2005
Adoption Resolution:	
Date of Last Amendment:	

OBJECTIVE

To ensure that the Telecentre is duly reimbursed in lieu of charges for Council Corner.

POLICY

That Council annually provide the Telecentre with 10 reams of paper in lieu of charges for publishing Council Corner in the Wonga – Balli Boomer.

RESPONSIBILITY FOR IMPLEMENTATION

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



1.8 Paper Provision – Telecentre

Policy Owner:	Administration and Financial Services
Person Responsible:	Chief Executive Officer
Date of Adoption:	7 February 2005
Date of Repeal:	26 February 2020

OBJECTIVE

To ensure that the Telecentre is duly reimbursed in lieu of charges for Council Corner.

POLICY

That Council annually provide the Telecentre with 10 reams of paper in lieu of charges for publishing Council Corner in the Wonga – Balli Boomer.

RESPONSIBILITY FOR IMPLEMENTATION

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

9.1.3 POLICY REVIEW – COUNCIL POLICY 6.2 OCCUPATIONAL HEALTH AND SAFETY

FILE REFERENCE:	ST4.2
REPORT DATE:	19 February 2020
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Melissa Marcon – Building Services Co-Ordinator
ATTACHMENTS:	9.1.3a Policy 6.2 Occupational Health and Safety Policy 9.1.3b Policy 6.2 Occupational Health and Safety Policy Repealed

PURPOSE OF REPORT:

The purpose of this report is to provide Council with the required information and background to adopt the attached policy, which has been amended and updated.

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 to 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 in determining major policy and 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.

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.

COMMENT:

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

POLICY REQUIREMENTS:

Policy 6.2 Occupational Health and Safety

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

Ongoing review and refinement of the Policy Manual is in line with Council's strategic direction on Governance (Implement and develop policy based on economic, social, cultural, governance and environmental elements).

This policy aligns to the Core Value of Communication as set out in the Shire of Wongan-Ballidu's Community Strategic Plan: "Communication – we will support interactive engagement and communication with the community and within the organisation"

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this proposal.
- **Economic**
There are no known economic impacts associated with this proposal.
- **Social**
There are no known social implications associated with this proposal.
- **Financial Implications**
There are no financial implications.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

OFFICER RECOMMENDATION

MOVED Cr SECONDED Cr

That Council repeal Council Policy 6.2 Occupational Health and Safety Adoption Resolution Number 131211 and adopt Policy 6.2 Occupational Health and Safety.

CARRIED/LOST

6.2 Occupational Health and Safety

Policy Owner: Health, Building and Planning
Person Responsible: Chief Executive Officer
Date of Adoption:
Adoption Resolution:
Date of Last Amendment: December 2011

POLICY

The Shire of Wongan-Ballidu believes that the safety, health and wellbeing of people employed by us, or people affected by our work, is a priority and must be considered during all work performed by us or on our behalf.

The Shire of Wongan-Ballidu will establish, implement, maintain and continually improve occupational safety and health management systems, policies, procedures and work instructions to legislative compliance in order to ensure the safety of workers and others affected by its activities including members of the public, contractors, suppliers and visitors.

OBJECTIVE

The objectives of this policy are to, as far as reasonably practicable:

- Achieve a safe and incident free workplace.
- Provide adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Involve workers and contractors in the decision-making process through regular communication and consultation.
- Ensure workers and contractors identify and control risks in the workplace.
- Provide and maintain workplaces, plant and systems of work in a way that workers are not exposed to hazards.
- Investigate efficiently and effectively reported incidents and initiate any workplace changes that are required in order to prevent further incidents.
- Provide an effective Injury Management Program for all workers.

The success of our safety and health performance depends on:

- The commitment of all persons.
- Allocation of resources to achieving the policy objectives.
- Planning work activities with due consideration given to occupational safety and health.
- Undertaking the risk management process in an effective manner.
- Communicating and consulting with our workers and contractors.

We are committed to fulfilling the objectives of this policy and expect the same of all workers and contractors working on our behalf.

6.2 Occupational Health and Safety

Policy Owner:	Health, Building and Planning
Person Responsible:	Chief Executive Officer
Date of Adoption:	December 2011
Adoption Resolution:	131211
Date of Last Amendment:	

OBJECTIVE

To develop an organisational culture that proactively identifies, assesses and controls risks and hazards within all workplaces in order to provide a safe working environment for all employees.

POLICY

The Shire of Wongan-Ballidu will establish, implement and maintain occupational health and safety systems, policies, procedures and work instructions to national standards in order to ensure the safety of employees and other affected by its activities including the public, contractors, suppliers and visitors. The Shire of Wongan-Ballidu shall:

Conform with statutory requirements as a minimum standard:

1. Provide education and training to management and employees to gain commitment to occupational health and safety.
2. Ensure management and employees under their duty of care and responsibilities for working safely;
3. Provide safety equipment and protective clothing to employees appropriate to their position;
4. Develop and continuously improve occupational safety and health strategies/programs, policies, procedures and work instructions;
5. Train employees in policies, procedures and relevant new techniques and practices in order to enhance a best practice approach to occupational health and safety;
6. Appoint an Occupational Health & Safety Officer who will be responsible for driving safety and health initiatives and provides support to line management;
7. Establish and support Safety Committees within the workforce and encourage new initiatives;
8. Investigate efficiently and effectively reported incidents/accidents and initiate any workplace change that is required in order to prevent further accidents/incidents;
9. Provide an effective Rehabilitation programme for all employees; and

10. Provide recognition when our Health & Safety performance meets or exceeds expectations.

Safety and Health is the individual and collective responsibility of all employees. In particular;

The Chief Executive Officer, Managers, Team Leaders and Supervisors will be held responsible for implementing the Health & Safety Policy and demonstrating commitment to the safety and health of our employees;

- Employees shall follow safety-working procedures and work practices, identify movements to the workplace, report hazards and assist with the safety of all employees.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer, all Managers and Supervisors are responsible for ensuring that this policy and provisions are adhered to.

REPEAL

9.2 ADMINISTRATION & FINANCIAL SERVICES

9.2.1 ACCOUNTS SUBMITTED FOR DECEMBER 2019

FILE REFERENCE:	F1.4
REPORT DATE:	23 February 2020
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	9.2.1a December 2019

PURPOSE OF REPORT:

That the accounts as submitted be received.

BACKGROUND:

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

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

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

Lists of Accounts

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

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

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental impacts associated with this proposal.

➤ **Economic**

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

➤ **Financial Implications**

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

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION

MOVED Cr SECONDED Cr

That the accounts submitted from 1 to 31 December 2019 totalling \$914,019.42 having been checked and certified in accordance with the requirements of the Financial Management Regulations 12 be received, as shown on the summary of accounts paid schedule and the payroll EFT batches.

CARRIED/LOST

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST DECEMBER 2019 TO 31ST DECEMBER 2019				
Chq/EFT	Date	Name	Description	Amount
EFT19177	04/12/2019	ANZ BANK (NETT WAGES)	Wages PPE 03.12.2019	-66597.76
EFT19178	04/12/2019	AUSTRALIAN SERVICES UNION	Payroll deductions	-25.90
EFT19179	04/12/2019	IOU SOCIAL CLUB	Payroll deductions	-210.00
EFT19181	09/12/2019	LANDGATE	Other DLI Invoices for Rates Administration	-83.81
EFT19182	09/12/2019	MOORE STEPHENS	Final Billing for the Audit ending 30.06.2019	-23392.77
EFT19183	09/12/2019	OFFICEWORKS BUSINESS DIRECT		-2139.09
	29/11/2019	OFFICEWORKS BUSINESS DIRECT	Stationery order as per attached list for Shire Administration Office	492.14
	03/12/2019	OFFICEWORKS BUSINESS DIRECT	Supply shredder for Medical Centre	1646.95
EFT19184	09/12/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	Susan Dew - Local Government Act 1995 - The essentials Course Held 25th October 2019	-578.00
EFT19185	09/12/2019	STEWART & HEATON CLOTHING CO PTY LTD	Supply gloves & coat for ESL	-288.42
EFT19186	09/12/2019	DALLMORE NOMINEES PTY LTD	8 Ellis Street - Uplift, remove existing carpet and supply and lay new carpet to Bed1, WIR, Beds 2,3 and 4	-3368.00
EFT19187	09/12/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 149 Fixed Component - Resurface Greens	-3868.75
EFT19188	09/12/2019	COVS	Supply spiral guard, Loctite, distilled water, globes, mirror, little trees, black single core for various plant	-457.81
EFT19189	09/12/2019	MCLEODS BARRISTERS & SOLICITORS	Legal fees Prosecution Bush Fire Act	-415.90
EFT19190	09/12/2019	WONGAN HILLS HOTEL		-1678.56
	28/11/2019	WONGAN HILLS HOTEL	Refreshments for the End of Term Dinner	578.56
	28/11/2019	WONGAN HILLS HOTEL	Meals supplied for Council for End Of Term Dinner	1100.00
EFT19191	09/12/2019	HDI CONTRACTING	Cleaning of the CRC Building & Allied Health Side of Medical Centre from Mon 18/11/19 to Fri 29/11/19	-1155.00
EFT19192	09/12/2019	WIRTGEN AUSTRALIA PTY LTD	Supply washer and Countersunk screw for PRO10	-41.42
EFT19193	09/12/2019	BP AUSTRALIA	Unleaded fuel supply for November 2019	-638.38
EFT19194	09/12/2019	MARKET CREATIONS PTY LTD		-1708.98
	28/11/2019	MARKET CREATIONS PTY LTD	Microsoft Licensing - Shire	1103.76
	28/11/2019	MARKET CREATIONS PTY LTD	Managed backup licenses - Shire	445.72
	28/11/2019	MARKET CREATIONS PTY LTD	Microsoft Licensing - Medical Centre	159.50
EFT19195	09/12/2019	SECUREX SECURITY SYSTEMS & SERVICES	Monitoring fee for security system at the CRC Building 01/01/2020 to 31/03/2020	-143.00
EFT19196	09/12/2019	RICOH FINANCE	Shire Administration Photocopier lease payment	-276.96
EFT19197	09/12/2019	FIRM CONSTRUCTION PTY LTD	Works completed as at the 27/11/19	-214624.48
EFT19198	09/12/2019	ANZ CORPORATE CREDIT CARD	Purchases for November 2019	-2752.61
EFT19199	02/12/2019	WESTNET PTY LTD	Westnet account for December 2019	-610.20
EFT19200	11/12/2019	DOWERIN DISTRICT HIGH SCHOOL	Bond refund	-300.00
EFT19201	13/12/2019	LANDGATE	Rates Administration	-67.85
EFT19202	13/12/2019	AVON WASTE	Domestic & commercial collection for Wongan Hills & Ballidu	-9480.44
EFT19203	13/12/2019	WONGAN HILLS IGA		-722.29
	30/11/2019	WONGAN HILLS IGA	Shire Administration Refreshments & cleaning products	406.36
	30/11/2019	WONGAN HILLS IGA	CRC Administration Refreshments & event products	315.93
EFT19204	13/12/2019	LANDMARK OPERATIONS		-4201.49
	05/11/2019	LANDMARK OPERATIONS	Supply cargo net for PUT69, PUT72, VWC, PUT70, PUT71, PUT73, PUT74, VMSC	2901.80
	19/11/2019	LANDMARK OPERATIONS	Supply 2 x Weather Reader for ESL	1299.69
EFT19205	13/12/2019	MCINTOSH & SON		-1915.43
	11/11/2019	MCINTOSH & SON	Supply 4 x Delco r/hand battery for Mack Truck PTK33	792.00
	25/11/2019	MCINTOSH & SON	Supply various parts for Front Road Broom	493.85
	27/11/2019	MCINTOSH & SON	Supply parts for trailer PTRL25	613.10
	27/11/2019	MCINTOSH & SON	Supply o ring & retaining ring for Mack PTK33	16.48
EFT19206	13/12/2019	STAR TRACK EXPRESS PTY LTD	Freight ex Stewart & Heaton for Fire Brigade Clothing	-78.29
EFT19207	13/12/2019	OFFICEWORKS BUSINESS DIRECT	CRC Stationery for Administration & Events	-510.56
EFT19208	13/12/2019	WONGAN RETRAVISION & COMFORTSTYLE FURNITURE	Flowers arrangement for Works Staff	-45.00
EFT19209	13/12/2019	WALLIS COMPUTER SOLUTIONS	Adobe Professional Licence	-1012.00
EFT19210	13/12/2019	WESTRAC EQUIPMENT PTY LTD	Supply brush, mirror, filters for various parts	-382.91
EFT19211	13/12/2019	WHEATBELT TYRES	Rates refund for assessment A632	-756.60
EFT19212	13/12/2019	WCS CONCRETE		-4301.88
	08/11/2019	WCS CONCRETE	Supply pipes & headwalls for floor pad Hockey shed upgrade	3376.78
	01/12/2019	WCS CONCRETE	375mm Pipes & Headwalls for Ballidu Bindi Bindi Road	925.10
EFT19213	13/12/2019	IXOM OPERATIONS PTY LTD		-1185.80
	30/11/2019	IXOM OPERATIONS PTY LTD	Service fee for 4 x Chlorine Gas for Swimming Pool, Service fee for 4 x Wongan Hills Parks and Gardens	204.60
	06/12/2019	IXOM OPERATIONS PTY LTD	Supply 2 x 70kg chlorine gas cylinders for Swimming Pool	981.20
EFT19214	13/12/2019	DALLMORE NOMINEES PTY LTD		-5966.00
	05/12/2019	DALLMORE NOMINEES PTY LTD	Supply and install carpet at 28 Patterson St Wongan Hills	3388.00
	05/12/2019	DALLMORE NOMINEES PTY LTD	Flooring replacement - Works Supervisor Office at Depot	2578.00
EFT19215	13/12/2019	T A MATTHEWS ELECTRICAL SERVICES		-969.10
9652	04/12/2019	T A MATTHEWS ELECTRICAL SERVICES	Installation of lights at Civic Centre	759.00
9651	04/12/2019	T A MATTHEWS ELECTRICAL SERVICES	Light replacement in Shire Admin Building	210.10
EFT19216	13/12/2019	OVERLAND FREIGHT		-627.70
5152	30/11/2019	OVERLAND FREIGHT	Freight ex Ixom, Komatsu & Sigma Chemicals	555.70
5152	30/11/2019	OVERLAND FREIGHT	Refresh Water Supply for Shire Administration Office	72.00
EFT19217	13/12/2019	WONGAN HILLS HARDWARE		-9228.58
285533	14/11/2019	WONGAN HILLS HARDWARE	195 pvc pipes and fittings for Sports Co Location	4378.48
WORKS NOV19	30/11/2019	WONGAN HILLS HARDWARE	Works account for November 2019	3474.40
BUILDING NOV19	30/11/2019	WONGAN HILLS HARDWARE	Building account for November 2019	1375.70
EFT19218	13/12/2019	SIGMA CHEMICALS	Supply 12 x 20 litres of chlorine and 12 bags of bicarbonate and a plastic drum spanner	-662.09
EFT19219	13/12/2019	BALLIDU TRADING POST - CLEANING ACCOUNT	Cleaning of various sites in Ballidu	-935.00
EFT19220	13/12/2019	MCLEODS BARRISTERS & SOLICITORS	Legal Fees for the demolition of house containing asbestos	-2810.61
EFT19221	13/12/2019	WONGAN MAIL SERVICE		-298.59
	29/11/2019	WONGAN MAIL SERVICE	CRC Mail account for November 2019	31.36
	29/11/2019	WONGAN MAIL SERVICE	Shire Administration account for November 2019	267.23
EFT19222	13/12/2019	PUBLIC TRANSPORT AUTHORITY OF WA	CRC Trans WA from 02/11/19 to 02/12/19	-56.44
EFT19223	13/12/2019	KLEEN WEST DISTRIBUTORS	Cleaning products for various buildings	-364.21
EFT19224	13/12/2019	TKB MECHANICAL	Carry out 48 month service for WB05 Admin Vehicle	-369.10
EFT19225	13/12/2019	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL for November 2019	-216.05

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST DECEMBER 2019 TO 31ST DECEMBER 2019				
EFT19226	13/12/2019	GREAT SOUTHERN FUEL SUPPLIES	11,000 litres of diesel supplied 27/11/19, 10,500 litres of diesel supplied 08/11/19 & unleaded fuel for various works vehicles	-29869.84
EFT19227	13/12/2019	PAUL AND WENDYS CLEANING SERVICE	Clean house and carpets at 27A Quinlan Street	-275.00
EFT19228	13/12/2019	HENDOS PLUMBING & GAS SERVICES		-1048.95
	09/12/2019	HENDOS PLUMBING & GAS SERVICES	Replace wall top assemblies to bath as both taps seized and leaking - 49 Quinlan Street	148.50
	09/12/2019	HENDOS PLUMBING & GAS SERVICES	Repair leak to brass fitting to relief valve. Replaced section of copper pipe on relief to 50L HWS - Civic Centre	117.70
	09/12/2019	HENDOS PLUMBING & GAS SERVICES	Replace pillar tap in disabled toilet with time flow pillar tap - Swimming Pool	284.65
	09/12/2019	HENDOS PLUMBING & GAS SERVICES	Supply and install replacement brass 25mm float valve - Swimming Pool retic tank	498.10
EFT19229	13/12/2019	BUSSELTON ADVANCED DRIVER TRAINING	Busseton Advanced Driver Training Truck Licence Course	-4700.00
EFT19230	13/12/2019	RURAL RANGER SERVICES	Rural Ranger Services from 27/11/19 to 05/12/19	-1337.50
EFT19231	13/12/2019	NASH BROS (WA) PTY LTD		-58596.57
	15/11/2019	NASH BROS (WA) PTY LTD	Gravel Pushing for Ballidu South East Road	17481.52
	15/11/2019	NASH BROS (WA) PTY LTD	Gravel Pushing for Ballidu Bindi Bindi Road	13137.91
	15/11/2019	NASH BROS (WA) PTY LTD	Gravel Pushing for Smith Road & Gabalone East Road	10586.84
	15/11/2019	NASH BROS (WA) PTY LTD	Gravel Pushing for Waddington Road	8695.15
	15/11/2019	NASH BROS (WA) PTY LTD	Gravel Pushing for Waddington Road	8695.15
EFT19232	13/12/2019	FIVE STAR BUSINESS & INNOVATION	Admin/postage fee for the supply of Yellow & Magenta Toner - CRC	-30.70
EFT19233	13/12/2019	ROOFSAFE PTY LTD	Recertification and tagging of CRC, Admin, Medical Centre, PCYC & Pavilion	-1128.60
EFT19234	13/12/2019	MD MAINTENANCE & GLASS	Supply and Install Roller blinds at 2B Patterson Street Wongan Hills	-2843.50
EFT19235	13/12/2019	CLEANTECH ENERGY PTY LTD	Electricity consumption for Swimming Pool, CRC, Recreation Complex, Medical Centre	-3444.40
EFT19236	13/12/2019	DEPT OF PLANNING, LANDS & HERITAGE		-1650.05
	15/11/2019	DEPT OF PLANNING, LANDS & HERITAGE	Land Development Lease from 01/01/2017 to 30/11/19 - as per agreement L848615	1604.21
	01/12/2019	DEPT OF PLANNING, LANDS & HERITAGE	Land Development Lease for one month 01/12/19 to 31/12/19 due to holding over as per agreement L848615	45.84
EFT19237	13/12/2019	SHIRE OF KOORDA	Wheatbelt Secondary Freight Network Co-Contribution to Stage 1 Priority works	-6600.00
EFT19238	18/12/2019	ANZ BANK (NETT WAGES)	Wages PPE 17.12.19	-67418.91
EFT19239	18/12/2019	AUSTRALIAN SERVICES UNION	Payroll deductions	-25.90
EFT19240	18/12/2019	IOU SOCIAL CLUB	Payroll deductions	-200.00
EFT19241	20/12/2019	BOEKEMAN NOMINEES PTY LTD		-1028.13
	19/11/2019	BOEKEMAN NOMINEES PTY LTD	Supply Catch, back door for Community Bus	24.55
	18/12/2019	BOEKEMAN NOMINEES PTY LTD	Repairs to Community Bus	553.58
BOND	20/12/2019	BOEKEMAN NOMINEES PTY LTD	Civic Centre Bond Refund	450.00
EFT19242	20/12/2019	CJD EQUIPMENT PTY LTD		-1042.66
	09/12/2019	CJD EQUIPMENT PTY LTD	Supply 4 x sealing ring, 2 x bolt on edge, 20 x PB bolt, 20 x flange nut for Loader PLDR8	866.10
	11/12/2019	CJD EQUIPMENT PTY LTD	Supply 10 x plow bolts & 10 x flange nut for Loader PLDR6	176.56
EFT19243	20/12/2019	JASON SIGNMAKERS	Customer Information Sign for Hospital Road	-206.79
EFT19244	20/12/2019	JR & A HERSEY PTY LTD	PPE for Works Staff	-717.31
EFT19245	20/12/2019	OFFICEWORKS BUSINESS DIRECT	Shire Administration Stationery Supplies	-423.31
EFT19246	20/12/2019	WALLIS COMPUTER SOLUTIONS	CRC Administration - Domain Name Registration Dec 2019 to Dec 2021	-176.00
EFT19247	20/12/2019	WHEATBELT TYRES		-325.60
	10/11/2019	WHEATBELT TYRES	Repairs 1 x Grader Tyre PG15	94.60
	29/11/2019	WHEATBELT TYRES	Repairs 2 x Loader Tyres PLDR6	231.00
EFT19248	20/12/2019	WESFARMERS KLEENHEAT GAS PTY LTD		-385.18
	01/12/2019	WESFARMERS KLEENHEAT GAS PTY LTD	Facility fee / Cylinder service for 27A Quinlan Street	79.20
	01/12/2019	WESFARMERS KLEENHEAT GAS PTY LTD	Facility fee / Cylinder Service Charge for 2B Patterson St	79.20
	01/12/2019	WESFARMERS KLEENHEAT GAS PTY LTD	Facility Fee / Cylinder Service Fee for 27C Quinlan St	79.20
	01/12/2019	WESFARMERS KLEENHEAT GAS PTY LTD	Facility Fee / Cylinder Service Charge for 27D Quinlan St	79.20
	01/12/2019	WESFARMERS KLEENHEAT GAS PTY LTD	Facility fee / Cylinder Service Charge for 27B Quinlan St	68.38
EFT19249	20/12/2019	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LIMITED	Music Licence Fee from 01/07/19 to 30/06/2020	-350.00
EFT19250	20/12/2019	(KANYANA) WONGAN HILLS YOUTH & COMMUNITY DEVELOPMENT GROUP	Supply 3 x bag of rags @ \$15 ea for Case Tractor PTR8	-45.00
EFT19251	20/12/2019	ADVANCED AUTOLOGIC PTY LTD	Supply 20 x Free it for PTR8	-180.00
EFT19252	20/12/2019	RBC RURAL	Meter plan charge - Colour for Shire Admin Office Photocopier	-571.69
EFT19253	20/12/2019	ABBOTT AUTO ELECTRICS	Supply Alternator including freight cost for PTR8	-890.45
EFT19254	20/12/2019	WURTH AUSTRALIA PTY LTD	Various parts for Mack Truck PTK33	-233.60
EFT19255	20/12/2019	TOLL IPEC PTY LTD		-70.46
	24/11/2019	TOLL IPEC PTY LTD	Freight charges ex Hills Fire Equipment Services, Freight charges ex RBC Rural	26.18
	08/12/2019	TOLL IPEC PTY LTD	Freight charges Westrac for Grader PG17	12.32
	15/12/2019	TOLL IPEC PTY LTD	Freight charges ex USWA for CRC Library	31.96
EFT19256	20/12/2019	SIGMA CHEMICALS	Repair dolphin wave cleaner s/steel arc's slipping off body unit, causing drive motor overloads. Repair other plastic components due to wear and tear.	-2539.57
EFT19257	20/12/2019	N-COM PTY LTD	6 monthly maintenance visit	-5536.37
EFT19258	20/12/2019	WESTERN AUSTRALIAN ELECTORAL COMMISSION	Conduct of 2019 Local Government Election costs (Postal)	-5791.68
EFT19259	20/12/2019	ELITE POOL COVERS	Blanket buddy parts replacement (Recoverable J0810)	-4609.00
EFT19260	20/12/2019	CR BRAD WEST	Sitting fees	-656.72
EFT19261	20/12/2019	DUN DIRECT PTY LTD	Supply Fuel, Oils and Grease for November 2019	-4492.89
EFT19262	20/12/2019	HDI CONTRACTING	Cleaning of the CRC Building & Allied Health Side of Medical Centre from Mon 02/12/19 to Fri 13/12/19	-1155.00
EFT19263	20/12/2019	NEWINS FAMILY TRUST	Managing of Wongan Hills Refuse site from 1st December 2019 to 31st December 2019	-5951.00

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST DECEMBER 2019 TO 31ST DECEMBER 2019				
EFT19264	20/12/2019	CR ION A HASSON	Sitting fees	-866.33
EFT19265	20/12/2019	RURAL RANGER SERVICES	Fire Break inspections & Ranger Services	-925.00
EFT19266	20/12/2019	FREARSON WELDING SERVICES	Weld Rusted Light Pole at Wongan Hills Swimming Pool	-441.38
EFT19267	20/12/2019	RACHAEL WATERS	Reimbursement of 2 x Shire Teal Polo	-77.00
EFT19268	20/12/2019	3EM ENGINEERING CONSULTANTS	Please review drawings as supplied for Sports Co Location	-1500.00
EFT19269	20/12/2019	FIVE STAR BUSINESS & INNOVATION	Colour metre reading for CRC Photocopier	-2343.19
EFT19270	20/12/2019	CR MANDY STEPHENSON	Sitting fees	-450.00
EFT19271	20/12/2019	CR EION GANZER	Sitting fees	-550.00
EFT19272	20/12/2019	CR SUE FALCONER	Sitting Fees	-450.00
EFT19273	20/12/2019	CR STUART BOEKEMAN	Sitting fees	-550.00
EFT19274	20/12/2019	QUEST INNALOO APARTMENTS	Accommodation for Vanessa Deetlefs to attend Trelis training at DOT.	-825.00
EFT19275	20/12/2019	FIRM CONSTRUCTION PTY LTD	Works completed as at the 11/12/19	-172607.15
EFT19276	20/12/2019	VANESSA DEETLEFS	Refund for the purchase of Work Clothes	-195.00
EFT19277	20/12/2019	AC HEALTHCARE PTY LTD	December payment for Wongan Hills Medical Centre	-21083.33
EFT19278	20/12/2019	MATERA ELECTRICAL SERVICES	Works for ACO polycerate pits with risers to be installed at the Wongan-Hills Sports Pavilion	-4244.90
EFT19279	20/12/2019	DE LAGE LANDEN PTY LTD	December payment for CRC Photocopier Lease	-557.70
EFT19280	20/12/2019	WHEATBEATS PRODUCTIONS	DJ Services at Youth Pool Party 20 December 2019	-640.00
EFT19284	31/12/2019	DEPARTMENT OF TRANSPORT	DPI for December 2019	-65643.85
21447	09/12/2019	TELSTRA CORPORATION LIMITED	Telephone Account	-4762.78
21448	09/12/2019	SYNERGY	Electricity consumption for Street Lighting	-4318.98
21449	09/12/2019	FREEDOM POOLS	Refund of Building Fees	-166.65
21450	11/12/2019	RURAL SCHOOL OF DANCE	Key Bond Refund	-50.00
21451	13/12/2019	SYNERGY	Electricity consumption for Wongan Hills Recreation Complex	-509.96
21452	13/12/2019	H RENK & SONS	Gravel purchase 1938m3 @ \$1.00 per m3	-1938.00
21453	13/12/2019	RAC	Roadside Assistance - Shire Vehicles	-620.00
21454	13/12/2019	DAVID & ROBIN MILLSTEED	Civic Centre Hall Hire 06/12/19 - Room & Key Bond Refund - refer receipt #56110	-150.00
21455	13/12/2019	SHARON WALLS-SERMON	Gratuity Payment	-100.00
21456	20/12/2019	SHIRE OF WONGAN-BALLIDU PETTY CASH	Petty Cash	-222.65
21457	20/12/2019	AH WONG'S ROADHOUSE	Provide refreshments for Fire Brigade during fire event	-531.20
21458	20/12/2019	OFFICE OF STATE REVENUE	Overpayment of Pensioner Rebate A733	-1038.49
DD9701.1	03/12/2019	WALGS SUPERANNUATION PLAN	Payroll deductions	-7123.02
DD9701.2	03/12/2019	AUSTRALIAN SUPER	Payroll deductions	-869.18
DD9701.3	03/12/2019	BT SUPER FOR LIFE	Payroll deductions	-303.29
DD9701.4	03/12/2019	ASGARD SUPERANNUATION	Superannuation contributions	-78.73
DD9701.5	03/12/2019	HESTA SUPER FUND	Payroll deductions	-319.30
DD9701.6	03/12/2019	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	-622.88
DD9701.7	03/12/2019	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	-135.78
DD9701.8	03/12/2019	PRIME SUPER	Superannuation contributions	-1016.61
DD9701.9	03/12/2019	REST SUPERANNUATION	Superannuation contributions	-840.81
DD9723.1	17/12/2019	WALGS SUPERANNUATION PLAN	Payroll deductions	-7309.47
DD9723.2	17/12/2019	AUSTRALIAN SUPER	Payroll deductions	-878.58
DD9723.3	17/12/2019	BT SUPER FOR LIFE	Payroll deductions	-309.30
DD9723.4	17/12/2019	ASGARD SUPERANNUATION	Superannuation contributions	-64.84
DD9723.5	17/12/2019	HESTA SUPER FUND	Payroll deductions	-319.30
DD9723.6	17/12/2019	IOOF PURSUIT FOCUS SUPER FUND	Superannuation contributions	-153.30
DD9723.7	17/12/2019	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	-622.88
DD9723.8	17/12/2019	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	-135.78
DD9723.9	17/12/2019	PRIME SUPER	Superannuation contributions	-1092.59
DD9734.1	31/12/2019	WALGS SUPERANNUATION PLAN	Payroll deductions	-6875.10
DD9734.2	31/12/2019	AUSTRALIAN SUPER	Payroll deductions	-909.83
DD9734.3	31/12/2019	BT SUPER FOR LIFE	Payroll deductions	-296.71
DD9734.4	31/12/2019	HESTA SUPER FUND	Payroll deductions	-191.58
DD9734.5	31/12/2019	IOOF PURSUIT FOCUS SUPER FUND	Payroll deductions	-936.51
DD9734.6	31/12/2019	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	-622.88
DD9734.7	31/12/2019	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	-135.78
DD9734.8	31/12/2019	PRIME SUPER	Superannuation contributions	-1065.58
DD9734.9	31/12/2019	REST SUPERANNUATION	Superannuation contributions	-840.81
DD9701.10	03/12/2019	AMP SUPERANNUATION LTD.	Superannuation contributions	-250.28
DD9701.11	03/12/2019	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-220.49
DD9701.12	03/12/2019	HSTPLUS SUPERANNUATION FUND	Superannuation contributions	-114.84
DD9723.10	17/12/2019	REST SUPERANNUATION	Superannuation contributions	-839.58
DD9723.11	17/12/2019	AMP SUPERANNUATION LTD.	Superannuation contributions	-249.53
DD9723.12	17/12/2019	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-223.34
DD9723.13	17/12/2019	HSTPLUS SUPERANNUATION FUND	Superannuation contributions	-95.29
DD9734.10	31/12/2019	AMP SUPERANNUATION LTD.	Superannuation contributions	-255.21
DD9734.11	31/12/2019	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-235.80
DD9734.12	31/12/2019	HSTPLUS SUPERANNUATION FUND	Superannuation contributions	-87.96

Municipal Bank	848075.57
Trust Bank	65943.85
TOTAL	914019.42
Recoverable	12327.42
Partially Recoverable	

9.2.2 ACCOUNTS SUBMITTED FOR JANUARY 2020

FILE REFERENCE:	F1.4
REPORT DATE:	23 February 2020
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	9.2.2a January 2020

PURPOSE OF REPORT:

That the accounts as submitted be received.

BACKGROUND:

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

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

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

Lists of Accounts

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

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

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

➤ Environment

There are no known environmental impacts associated with this proposal.

➤ Economic

There are no known economic impacts associated with this proposal.

➤ Social

There are no known social implications associated with this proposal.

➤ Financial Implications

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

VOTING REQUIREMENTS:
ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION

MOVED Cr SECONDED Cr

That the accounts submitted from 1 to 31 January 2020 totalling \$572,600.55 having been checked and certified in accordance with the requirements of the Financial Management Regulations 12 be received, as shown on the summary of accounts paid schedule and the payroll EFT batches.

CARRIED/LOST

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST JANUARY TO 31ST JANUARY 2020				
Chq/EFT	Date	Name	Description	Amount
TO	01/01/2020	ANZ BANK (NETT WAGES)	Wages PPE 31.12.19	-62317.80
EFT19282	01/01/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	-25.90
EFT19283	01/01/2020	IOU SOCIAL CLUB	Payroll deductions	-210.00
EFT19285	02/01/2020	WESTNET PTY LTD	Internet Usage for January 2020	-610.50
EFT19286	06/01/2020	ANZ CORPORATE CREDIT CARD	CEO Credit Card	-1139.00
EFT19287	10/01/2020	LANDGATE	Publication licence fee for Shire Administration	-514.79
	16/12/2019	LANDGATE	Gross rental valuations chargeable for Rates Administration	94.27
	17/12/2019	LANDGATE	Rates Administration	167.52
	17/12/2019	LANDGATE	Minimum charge for Rates Administration	39.80
	02/01/2020	LANDGATE	DLI invoices for Rates Administration	26.20
	10/01/2020	LANDGATE	Publication licence fee for Shire Administration	187.00
EFT19288	10/01/2020	AVON WASTE	Domestic & commercial collection for Wongan Hills & Ballidu Townsite	-9480.44
EFT19289	10/01/2020	BOEKEMAN NOMINEES PTY LTD	Changeover CEO Vehicle	-57768.45
EFT19290	10/01/2020	CJD EQUIPMENT PTY LTD	Supply 1 x V11157181 bolt on edge for Loader PLDR8	-638.92
EFT19291	10/01/2020	STAR TRACK EXPRESS PTY LTD		-132.45
	11/12/2019	STAR TRACK EXPRESS PTY LTD	Freight charges ex JR A Hersey for PPE supplies	53.25
	18/12/2019	STAR TRACK EXPRESS PTY LTD	Freight charges ex Winc Stationery & Jason Sign makers	79.20
EFT19292	10/01/2020	OFFICEWORKS BUSINESS DIRECT	Stationery supply for Shire & CRC	-369.72
EFT19293	10/01/2020	WESTRAC EQUIPMENT PTY LTD	Supply filters & mirror for Cat Grader PG17	-343.10
EFT19294	10/01/2020	WILLIAMS & WILLIAMS	Supply receipting paper for CRC & Shire Office	-400.00
EFT19295	10/01/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 147 Interest payment	-5406.52
EFT19296	10/01/2020	COVS	Supply 2 core 3mm cable for PTR13 & oil filter for PUT70	-86.70
	10/01/2020	WONGAN HILLS CARAVAN PARK	1 Nights Accommodation for LGIS staff	-120.00
EFT19298	10/01/2020	LOCAL GOVERNMENT SUPERVISORS ASSOCIATION	Karl Mickle LGSA membership from 01/11/2019 to 01/11/2020	-55.00
EFT19299	10/01/2020	MARKETFORCE PRODUCTIONS		-991.73
	16/12/2019	MARKETFORCE PRODUCTIONS	Saturday 30/11/2019 Advertisement for Road Reserve Closure at Ballidu CBH Site	641.76
	16/12/2019	MARKETFORCE PRODUCTIONS	Western Australian Newspaper 05/12/19 Annual Electors Meeting	349.97
EFT19300	10/01/2020	TRUCK CENTRE (WA) PTY LTD	Repairs to drivers door window and replace solenoid valve on Mack Truck PTK34	-1078.61
EFT19301	10/01/2020	TOLL IPEC PTY LTD	Freight charges ex CJD Equipment for PLDR8	-33.83
	15/12/2019	TOLL IPEC PTY LTD	Freight charges ex Westrac for PG17, Freight charges ex CJD Equipment for PLDR8	22.66
	29/12/2019	TOLL IPEC PTY LTD	Freight ex Westrac for Grader PG16	11.17
EFT19302	10/01/2020	BALLIDU TRADING POST - CLEANING ACCOUNT	Cleaning of various locations Ballidu	-1168.75
EFT19303	10/01/2020	LGIS RISK MANAGEMENT		-5294.30
	18/12/2019	LGIS RISK MANAGEMENT	Registration fee for 3 attendees at Risk & Governance Day	313.50
	20/12/2019	LGIS RISK MANAGEMENT	Regional Risk Co-ordinator Program 2019/20	4980.80
EFT19304	10/01/2020	WONGAN MAIL SERVICE		-611.58
	31/12/2019	WONGAN MAIL SERVICE	December mail account for CRC Administration	28.36
	31/12/2019	WONGAN MAIL SERVICE	Supply phone charger, printer cartridges & Postage for December 2019	583.22
EFT19305	10/01/2020	PUBLIC TRANSPORT AUTHORITY OF WA	CRC Trans WA December 2019	-13.22
EFT19306	10/01/2020	DAVINA ENTERPRISES (KYLIE DAVEY)	Boomer Volunteers Christmas Lunch	-300.00
EFT19307	10/01/2020	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL Reconciliation for December 2019	-56.65
EFT19308	10/01/2020	GREAT SOUTHERN FUEL SUPPLIES	fuel supply for December 2019	-331.46
EFT19309	10/01/2020	HDJ CONTRACTING	Cleaning of the CRC building & Allied Health Side of Medical Centre from Mon 16/12/19 to Fri 27/12/19	-654.50
EFT19310	10/01/2020	BP AUSTRALIA	fuel supply for December 2019	-503.79
EFT19311	10/01/2020	MARKET CREATIONS PTY LTD		-1708.98
	20/12/2019	MARKET CREATIONS PTY LTD	Microsoft licensing - Medical Centre	159.50
	20/12/2019	MARKET CREATIONS PTY LTD	Microsoft licenses - Shire	1103.76
	20/12/2019	MARKET CREATIONS PTY LTD	Managed back up licenses - Shire	445.72
EFT19312	10/01/2020	FEGAN BUILDING SURVEYING	Contract building surveying	-330.00
EFT19313	10/01/2020	RURAL RANGER SERVICES	Ranger Services 20/12/19 to 04/01/20	-612.50
EFT19314	10/01/2020	DMB QUARRIES PTY LTD	60 x Cracker Dust	-1380.01
EFT19315	10/01/2020	YOUTHCARE - WONGAN HILLS	Bond Refund	-150.00
EFT19316	10/01/2020	NEXACU	Full Day Excel Course - 2 x CRC Staff	-660.00
EFT19317	10/01/2020	RICOH FINANCE	Shire Administration Photocopier Lease	-276.96
EFT19318	10/01/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	Supply fittings and jerry cans for Ballidu Fire Trailer	-764.64
EFT19319	15/01/2020	ANZ BANK (NETT WAGES)	PPE 14/1/2020	-60988.92
EFT19320	15/01/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	-25.90
EFT19321	15/01/2020	IOU SOCIAL CLUB	Payroll deductions	-210.00
EFT19322	17/01/2020	WONGAN RETRAVISION & COMFORTSTYLE FURNITURE		-798.65
	29/11/2019	WONGAN RETRAVISION & COMFORTSTYLE FURNITURE	Provide flower arrangement for End of Term Dinner	150.00
	01/12/2019	WONGAN RETRAVISION & COMFORTSTYLE FURNITURE	Items for CRC Commercial Kitchen inventory restock	89.65
	11/01/2020	WONGAN RETRAVISION & COMFORTSTYLE FURNITURE	Supply and Install Desk for TSO office	559.00

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST JANUARY TO 31ST JANUARY 2020				
EFT19323	17/01/2020	IXOM OPERATIONS PTY LTD		-700.66
	31/12/2019	IXOM OPERATIONS PTY LTD	Service Fee for 6 Chlorine Gas - Swimming Pool & Parks & Gardens	210.06
	10/01/2020	IXOM OPERATIONS PTY LTD	Supply and deliver Chlorine Gas Cylinders	490.60
EFT19324	17/01/2020	WESFARMERS KLEENHEAT GAS PTY LTD		-237.60
	01/01/2020	WESFARMERS KLEENHEAT GAS PTY LTD	Facility/Service fee for 30 Wandoo Crescent Wongan Hills	79.20
	01/01/2020	WESFARMERS KLEENHEAT GAS PTY LTD	Service/Facility fee for 2A Patterson St Wongan Hills	79.20
	01/01/2020	WESFARMERS KLEENHEAT GAS PTY LTD	Facility/service fee for 14 Ellis St Wongan Hills	79.20
EFT19325	17/01/2020	BALLIDU TRADING POST	Annual Electors Meeting Flyers - Ballidu	-14.95
EFT19326	17/01/2020	AUSTRALIAN TAXATION OFFICE	BAS for December 2019	-10918.00
EFT19327	17/01/2020	OVERLAND FREIGHT		-987.96
5233	31/12/2019	OVERLAND FREIGHT	Freight charges ex Ixom, Sigma Chemicals, CJD Equipment, Elite Pool Covers	951.96
5233	31/12/2019	OVERLAND FREIGHT	Supply Refresh Water for Shire Office	36.00
EFT19328	17/01/2020	WONGAN HILLS HARDWARE	Building account for December 2019	-838.20
EFT19329	17/01/2020	TOLL IPEC PTY LTD	Freight charges ex Frontline for Ballidu Fire Trailer	-21.56
EFT19330	17/01/2020	WONGAN-BALLIDU BUSH CARE		-600.00
	08/01/2020	WONGAN-BALLIDU BUSH CARE	2019/2020 Community Development Fund Contribution - Reptile Display	300.00
	08/01/2020	WONGAN-BALLIDU BUSH CARE	2019-2020 Annual Council Donation/Subsidy	300.00
EFT19331	17/01/2020	SIGMA CHEMICALS	Please Supply 6 x DPD 1 Tabs , 6 x Phenol Red s, 1 Alka phot Tabs , 1 x Cyanuric Acid Tabs for Swimming Pool	-443.85
EFT19332	17/01/2020	ELITE POOL COVERS	Supply Cord for Pool Blanket	-105.00
EFT19333	17/01/2020	BRYAN RURAL SERVICE		-715.00
	09/01/2020	BRYAN RURAL SERVICE	Inspect and treat termites at 27A/B/C & D Quinlan Street	550.00
	09/01/2020	BRYAN RURAL SERVICE	Pest Spray - 42 Mitchell Street Wongan Hills	165.00
EFT19334	17/01/2020	FORRESTFIELD MOWER AND CHAINSAW CENTRE	2 x sets of blades - Husqvarna for sundry plant PSP1	-130.00
EFT19335	17/01/2020	HDJ CONTRACTING	Cleaning of the CRC Building & Allied Health side of Medical Centre from Mon 30/12/19 to Fri /10/01/19	-654.50
EFT19336	17/01/2020	LYNETTE HOOD	Laundrying & Ironing of 12 Tablecloths	-84.00
EFT19337	17/01/2020	WONGAN BALLIDU & DISTRICTS MENSHEID INC	Catering for Youth Pool Party	-250.00
EFT19338	17/01/2020	TIM FRANKLIN ENGINEERING	Wongan Hills Recreation Complex - 100% of design development & contract documentation	-847.00
EFT19339	17/01/2020	WONGAN HILLS ELECTRICAL & GAS	Supply 8.5 Kg LPG Gas refill, BBQ, Swimming Pool.	-42.00
EFT19340	17/01/2020	CLEANTECH ENERGY PTY LTD	Electricity consumption for Recreation Complex, CRC, Medical Centre & Admin Building	-4319.58
EFT19341	17/01/2020	VANESSA DEETLEFS	Reimbursement for Trelis Training	-383.55
EFT19342	17/01/2020	AC HEALTHCARE PTY LTD	Doctors subsidy for January 2020	-21083.33
EFT19343	17/01/2020	THELMA ROSE CARTY	Reimbursement for the deposit of cemetery plot	-110.00
EFT19344	24/01/2020	WONGAN HILLS IGA	Council Refreshments	-582.42
	31/12/2019	WONGAN HILLS IGA	Supplies for CRC Administration	134.98
	31/12/2019	WONGAN HILLS IGA	Shire Office Refreshments	447.44
EFT19345	24/01/2020	WESTRAC EQUIPMENT PTY LTD	Supply coolant tank for Roller PROL13	-265.91
EFT19346	24/01/2020	WONGAN HILLS DISTRICT HIGH SCHOOL	Zero to Hero Mental Health Forum 5 September 2019 - Year 7 - 10 Students	-2270.48
EFT19348	24/01/2020	ADVANCED AUTOLOGIC PTY LTD	Solvent degreaser for Ballidu Bindi Bindi Road	-2405.00
EFT19349	24/01/2020	RBC RURAL	Meter plan charges for Office Photocopier	-561.09
EFT19350	24/01/2020	WONGAN HILLS HARDWARE		-2818.59
	05/12/2019	WONGAN HILLS HARDWARE	Rapid Set for Waddington Road & Ballidu Bindi Bindi Road	567.82
	31/12/2019	WONGAN HILLS HARDWARE	Works account for December 2019	2250.77
EFT19351	24/01/2020	MERCURY FIRESAFETY	Supply of 1 Pallet of Bush Fire Fighting Foam	-5104.00
EFT19352	24/01/2020	TOLL IPEC PTY LTD	Freight charges ex CRC to LISWA	-31.96
EFT19353	24/01/2020	SIGMA CHEMICALS		-885.64
	19/12/2019	SIGMA CHEMICALS	Supply chemigem probe for Swimming Pool, Freight charge	332.12
	22/01/2020	SIGMA CHEMICALS	Supply 16 x 20 litre CL2 for Swimming Pool, Delivery of Chlorine to Wongan Hills	553.52
EFT19354	24/01/2020	WONGAN HILLS HOTEL		-485.30
	19/12/2019	WONGAN HILLS HOTEL	Council Dinner in December 2019	321.00
	21/01/2020	WONGAN HILLS HOTEL	please supply one nights accommodation including meals for Joanne Eggleston on Monday 20th January 2020.	164.30
EFT19355	24/01/2020	TEAM DIGITAL	Epson maintenance tank for CRC Administration	-63.95
EFT19356	24/01/2020	NEWINS FAMILY TRUST	Managing of the Wongan Hills Landfill site for January 2020	-5951.00
EFT19357	24/01/2020	MELISSA MARCON	Uniform reimbursement	-120.00
EFT19358	24/01/2020	JOHN STEPHEN CASEY	Reimburse Stephen for the payment of training course - Centre for Pavement Engineering Education 18/2/20	-796.50
EFT19359	24/01/2020	RURAL RANGER SERVICES	Ranger Services from 06/01/20 to 17/01/20	-900.00
EFT19360	24/01/2020	PW GEE WELDING SERVICES	3 x 50 x 10 flat bar for Trailer PTR13	-36.40
EFT19361	24/01/2020	FIVE STAR BUSINESS & INNOVATION		-579.05

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST JANUARY TO 31ST JANUARY 2020				
	18/12/2019	FIVE STAR BUSINESS & INNOVATION	Supply yellow toner for CRC Photocopier	15.35
	14/01/2020	FIVE STAR BUSINESS & INNOVATION	Colour & Black meter reading for CRC Photocopier	563.70
EFT19362	24/01/2020	JB HI-FI GROUP PTY LTD		-4539.17
	15/01/2020	JB HI-FI GROUP PTY LTD	Microsoft Surface Book and Extended Warranty for Asset Management Officer	3973.05
	21/01/2020	JB HI-FI GROUP PTY LTD	Microsoft Surface Pro Dock	566.12
EFT19363	24/01/2020	GLEEMAN TRUCK PARTS P/L		-680.21
	17/01/2020	GLEEMAN TRUCK PARTS P/L	Supply Mudguard parts for Mack Truck PTK33	389.92
	20/01/2020	GLEEMAN TRUCK PARTS P/L	Supply Indicator wheel nut hexchex for PTK33	277.20
	21/01/2020	GLEEMAN TRUCK PARTS P/L	Supply mirror bracket cover for PTK33	13.09
EFT19364	24/01/2020	FIRM CONSTRUCTION PTY LTD	Works completed as at 10/01/2020	-48247.46
EFT19365	24/01/2020	WESTERN ECOLOGICAL PTY LTD	Flora and Fauna Survey - Waddington-Wongan Hills Road (Part Order)	-7425.00
EFT19366	24/01/2020	DEPT OF PLANNING, LANDS & HERITAGE	Lease rent for 1 month due to holding over as per agreement L848615	-45.84
EFT19367	24/01/2020	SUSAN DEW	Reimbursement for Uniform Clothing	-170.00
EFT19368	24/01/2020	MEREDITH LEE-CURTIS	Reimbursement for the purchase of photo frame for Citizen of the year award	-22.99
EFT19369	29/01/2020	ANZ BANK (NETT WAGES)	Wages PPE 28.01.20	-65518.29
EFT19370	29/01/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	-25.90
EFT19371	29/01/2020	IOU SOCIAL CLUB	Payroll deductions	-210.00
EFT19372	17/01/2020	DE LAGE LANDEN PTY LTD	January payment for the CRC Photocopier Lease	-557.70
EFT19373	31/01/2020	DEPARTMENT OF TRANSPORT	DPI payment for January 2020	-73436.30
21459	10/01/2020	WATER CORPORATION		-534.83
	03/01/2020	WATER CORPORATION	Water rates for Tennis Courts at Depot Road	64.77
	08/01/2020	WATER CORPORATION	Water consumption for Standpipe at Manmanning Road	470.06
21460	10/01/2020	TELSTRA CORPORATION LIMITED		-8156.67
	01/12/2019	TELSTRA CORPORATION LIMITED	Harvest Ban Line for November 2019	1155.00
	26/12/2019	TELSTRA CORPORATION LIMITED	Telephone account for December 2019	4745.13
	29/12/2019	TELSTRA CORPORATION LIMITED	Harvest Ban Line for December 2019	2256.54
21461	10/01/2020	SYNERGY	Electricity consumption for Railway Dam	-283.28
21462	10/01/2020	PETER SPECIALE SMASH REPAIRS	Supply and fit windscreen to Subaru Outback	-3263.22
21463	17/01/2020	BALLIDU PROGRESS GROUP	2019 Christmas Lights Competition	-100.00
21464	17/01/2020	SYNERGY	Electricity consumption for Street Lighting Wongan Hills	-6492.99
	02/01/2020	SYNERGY	Electricity consumption for Street Lighting Wongan Hills	4129.85
	06/01/2020	SYNERGY	Electricity consumption for Cadoux Toilets	117.37
	06/01/2020	SYNERGY	Electricity consumption for Cadoux Fire Shed	124.10
	07/01/2020	SYNERGY	Electricity consumption for Alpha Park Ballidu	265.15
	07/01/2020	SYNERGY	Electricity consumption for Community Garden	128.57
	07/01/2020	SYNERGY	Electricity consumption for 151 Ninan St Wongan Hills	67.48
	08/01/2020	SYNERGY	Electricity consumption for Quinlan St Gardens	67.20
	08/01/2020	SYNERGY	Electricity consumption for TV Retransmission Tower	1096.34
	08/01/2020	SYNERGY	Electricity consumption for Shire Administration Office	382.61
	09/01/2020	SYNERGY	Electricity consumption for CRC Building	114.32
21465	17/01/2020	L & T DE GRUSSA	2019 Christmas Lights Competition	-100.00
21466	17/01/2020	SANDRA K HARTLEY	2019 Christmas Lights Competition	-50.00
21467	17/01/2020	ALEISHA COAD	2019 Christmas Lights Competition	-75.00
21468	17/01/2020	ASHLEY & SANDRA DOWSETT	2019 Christmas Lights Competition	-100.00
21469	17/01/2020	AUNTY K'S FUDGE & CAFE	2019 Christmas Lights Competition	-100.00
21470	17/01/2020	A&Y SACHSE	2019 Christmas Lights Competition	-50.00
21471	22/01/2020	TELSTRA CORPORATION LIMITED	Telephone account for Shire & Medical Centre	-2130.81
21472	24/01/2020	WATER CORPORATION		-33580.39
	09/01/2020	WATER CORPORATION	Water rates for Ballidu Hall	44.60
	09/01/2020	WATER CORPORATION	Water consumption for Federation St Ballidu	898.56
	09/01/2020	WATER CORPORATION	Water consumption for Bunyip Park Ballidu	311.64
	09/01/2020	WATER CORPORATION	Water rates for Wongan Hills Aerodrome	44.60
	09/01/2020	WATER CORPORATION	Water consumption for Davies road Standpipe	1095.93
	10/01/2020	WATER CORPORATION	Water consumption for King St Koorda-Buntine	218.15
	10/01/2020	WATER CORPORATION	Water consumption for Gabalon East Road Standpipe	262.75
	10/01/2020	WATER CORPORATION	Water consumption for Hooper Road Standpipe	3334.55
	10/01/2020	WATER CORPORATION	Water consumption for Kondut West Road Standpipe	5.19
	14/01/2020	WATER CORPORATION	Water rates for 16 Moore St Wongan Hills	239.86
	14/01/2020	WATER CORPORATION	Water consumption & rates for 14 Ellis St Wongan Hills	636.65
	14/01/2020	WATER CORPORATION	Water rates for 43 Mitchell St Wongan Hills	242.13
	14/01/2020	WATER CORPORATION	Water rates & consumption for 49 Quinlan St	245.34
	14/01/2020	WATER CORPORATION	Water consumption & rates for Museum	197.22
	14/01/2020	WATER CORPORATION	Water consumption & rates for 8 Ellis St Wongan Hills	378.71
	14/01/2020	WATER CORPORATION	Water consumption for median strip at Rogers St	83.10
	14/01/2020	WATER CORPORATION	Water consumption & rates for Medical Centre	361.44
	15/01/2020	WATER CORPORATION	Water consumption & rates for 27A Quinlan St	312.94
	15/01/2020	WATER CORPORATION	Water consumption & rates for Quinlan St Gardens	342.12
	15/01/2020	WATER CORPORATION	Water rates for 27D Quinlan St Wongan Hills	239.86
	15/01/2020	WATER CORPORATION	Water rates for 2B Patterson St Wongan Hills	239.86

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST JANUARY TO 31ST JANUARY 2020				
	15/01/2020	WATER CORPORATION	Water consumption & rates for Quinlan St Gardens	342.12
	15/01/2020	WATER CORPORATION	Water consumption & rates for 31B Quinlan St	406.70
	15/01/2020	WATER CORPORATION	Water consumption for Park at Fenton St Wongan Hills, Water rates for Park at Fenton St Wongan Hills	149.11
	15/01/2020	WATER CORPORATION	Water rates for Masonic Lodge	84.56
	15/01/2020	WATER CORPORATION	Water consumption & rates for 2A Patterson St	270.92
	15/01/2020	WATER CORPORATION	Water rates for 27C Quinlan St Wongan Hills	239.86
	15/01/2020	WATER CORPORATION	Water consumption for Park at Fenton St Wongan Hills	1843.87
	15/01/2020	WATER CORPORATION	Water rates for 27B Quinlan Street Wongan Hills	239.86
	15/01/2020	WATER CORPORATION	Water rates for 31A Quinlan St Wongan Hills	239.86
	16/01/2020	WATER CORPORATION	Water consumption & rates for U1, U2, U3 /20 Stickland St Wongan Hills	646.76
	16/01/2020	WATER CORPORATION	Water rates for Elizabeth Telfer Centre	84.56
	16/01/2020	WATER CORPORATION	Water consumption & rates for 11 Wandoo Crescent	541.74
	16/01/2020	WATER CORPORATION	Water consumption & rates for Shire Admin Office	1366.85
	16/01/2020	WATER CORPORATION	Water consumption & rates for Civic Centre	3141.74
	16/01/2020	WATER CORPORATION	Water consumption & rates for 7 Wandoo Crescent	497.91
	16/01/2020	WATER CORPORATION	Water rates for 3 Stickland St Wongan Hills	143.92
	17/01/2020	WATER CORPORATION	Water rates for CRC Building	44.60
	17/01/2020	WATER CORPORATION	Water rates for 14 Shields Crescent Wongan Hills	239.86
	17/01/2020	WATER CORPORATION	Water consumption & rates for 30 Wandoo Crescent	806.44
	17/01/2020	WATER CORPORATION	Water consumption & rates for Centre at Fenton St	341.38
	17/01/2020	WATER CORPORATION	Water consumption & rates for Depot Office	852.11
	17/01/2020	WATER CORPORATION	Water rates for Ninan St Wongan Hills	43.34
	17/01/2020	WATER CORPORATION	Water rates for house at Danubin St Wongan Hills	43.34
	17/01/2020	WATER CORPORATION	Water consumption for Ninan St Wongan Hills	41.55
	17/01/2020	WATER CORPORATION	Water rates for Burakin Standpipe	278.75
	17/01/2020	WATER CORPORATION	Water consumption & rates for Standpipe at Shire Depot	1023.64
	17/01/2020	WATER CORPORATION	Water consumption for median strip Fenton St	2895.66
	17/01/2020	WATER CORPORATION	Water rates for Saleyards Commercial St Wongan Hills	104.34
	17/01/2020	WATER CORPORATION	Water consumption for Swimming Pool Complex	6749.60
	20/01/2020	WATER CORPORATION	Water consumption for Wongan Hills Cemetery	140.24
21473	24/01/2020	WONGAN HILLS COMMUNITY RESOURCE CENTRE		-1563.00
	10/01/2020	WONGAN HILLS COMMUNITY RESOURCE CENTRE	Eboomer subscriptions, Road Closure, Annual Report printing & Business Trainee advertisement	1503.00
	10/01/2020	WONGAN HILLS COMMUNITY RESOURCE CENTRE	Printing of Planning maps	60.00
21474	24/01/2020	WONGAN HILLS PHARMACY		-272.77
	17/12/2019	WONGAN HILLS PHARMACY	First Aid kit re-stock items - CRC	101.91
	31/12/2019	WONGAN HILLS PHARMACY	Replace and Restock First Aid Supplies Swimming Pool	170.86
21475	24/01/2020	SHIRE OF WONGAN-BALLIDU	Hire of Swimming Pool for 2019 Youth Pool Party	-1120.00
21476	24/01/2020	SYNERGY		-3155.79
	07/01/2020	SYNERGY	Electricity consumption for Depot Office	335.72
	07/01/2020	SYNERGY	Electricity consumption for Aerodrome	123.95
	07/01/2020	SYNERGY	Electricity consumption for 2A Patterson St Wongan Hills	146.80
	08/01/2020	SYNERGY	Electricity consumption for Fenton Place Wongan Hills	155.43
	08/01/2020	SYNERGY	Electricity consumption for 27A Quinlan Street Wongan Hills	123.74
	08/01/2020	SYNERGY	Electricity consumption for 30 Wandoo Crescent Wongan Hills	444.25
	08/01/2020	SYNERGY	Electricity consumption for Civic Centre	636.82
	08/01/2020	SYNERGY	Electricity consumption for Lot 139 Coomer St Wongan Hills	625.88
	09/01/2020	SYNERGY	Electricity consumption for Museum	245.25
	21/01/2020	SYNERGY	Electricity consumption for Railway Centre Storage Shed	317.95
DD9750.1	14/01/2020	WALGS SUPERANNUATION PLAN	Payroll deductions	-6785.25
DD9750.2	14/01/2020	AUSTRALIAN SUPER	Payroll deductions	-938.38
DD9750.3	14/01/2020	BT SUPER FOR LIFE	Payroll deductions	-82.30
DD9750.4	14/01/2020	HESTA SUPER FUND	Payroll deductions	-319.30
DD9750.5	14/01/2020	IOOF PURSUIT FOCUS SUPER FUND	Payroll deductions	-884.37
DD9750.6	14/01/2020	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	-622.88
DD9750.7	14/01/2020	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	-140.80
DD9750.8	14/01/2020	PRIME SUPER	Superannuation contributions	-1065.58
DD9750.9	14/01/2020	REST SUPERANNUATION	Superannuation contributions	-840.81
DD9765.1	28/01/2020	WALGS SUPERANNUATION PLAN	Payroll deductions	-6787.59
DD9765.2	28/01/2020	AUSTRALIAN SUPER	Payroll deductions	-849.30
DD9765.3	28/01/2020	BT SUPER FOR LIFE	Payroll deductions	-175.01
DD9765.4	28/01/2020	ASGARD SUPERANNUATION	Superannuation contributions	-52.49
DD9765.5	28/01/2020	HESTA SUPER FUND	Payroll deductions	-319.30
DD9765.6	28/01/2020	IOOF PURSUIT FOCUS SUPER FUND	Payroll deductions	-973.91
DD9765.7	28/01/2020	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	-622.88
DD9765.8	28/01/2020	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	-154.50
DD9765.9	28/01/2020	PRIME SUPER	Superannuation contributions	-1056.20

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 1ST JANUARY TO 31ST JANUARY 2020

DD9750.10	14/01/2020	AMP SUPERANNUATION LTD.	Superannuation contributions	-271.13
DD9750.11	14/01/2020	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-228.14
DD9750.12	14/01/2020	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	-91.81
DD9765.10	28/01/2020	REST SUPERANNUATION	Superannuation contributions	-847.61
DD9765.11	28/01/2020	AMP SUPERANNUATION LTD.	Superannuation contributions	-248.84
DD9765.12	28/01/2020	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-236.38
DD9765.13	28/01/2020	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	-89.88

Municipal	499164.25
Trust	73436.30
TOTAL	572600.55
Recoverable	10352.46
Partially Recoverable	167.55

9.2.3 FINANCIAL REPORTS FOR DECEMBER 2019

FILE REFERENCE:	F1.4
REPORT DATE:	23 February 2020
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	Financial Reports

PURPOSE OF REPORT:

That the following statements and reports for the month ended December 2019 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; and
 - Such other supporting information as is considered relevant by the local government.

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

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

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

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

Council Policy 4.8 - Monthly Financial Reporting Requirements.

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this proposal.
- **Economic**
There are no known economic impacts associated with this proposal.
- **Social**
There are no known social implications associated with this proposal.
- **Financial Implications**
The financial reports for the period ending November 2019 are attached to the Council agenda.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION

MOVED Cr SECONDED Cr

That the following Statements and Reports for the month ended December 2019 be received:

- **Monthly Statements as follows:-**

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

CARRIED/LOST

SHIRE OF WONGAN-BALLIDU STATEMENT OF FINANCIAL ACTIVITY (N&T) FOR 31 DECEMBER 2019							
	Approved Budget 2019- 2020	Current Budget 2019-2020	YTD Budget	YTD Actual	Page	Variance Over or Under	10%
INCOME							
Rates	(2,963,588)	(2,963,588)	(2,962,335)	(2,970,336)		(0.3%)	✓
Grants Operating, Subsidies & Contributions	(1,718,005)	(1,718,005)	(1,130,879)	(1,111,427)		1.7%	✓
Non Operating Grants, Subsidies & Contributions	(1,802,087)	(1,802,087)	(790,618)	(879,680)		(11.3%)	×
Fees & Charges & Service Charges	(621,882)	(621,882)	(375,322)	(376,531)		(0.3%)	✓
Other Revenue	(148,890)	(148,890)	(74,424)	(104,272)		(40.1%)	×
Interest	(88,175)	(88,175)	(47,588)	(38,775)		18.5%	×
Profit on sale of Assets	-	-	-	-		0.0%	✓
a: TOTAL INCOME	(7,342,627)	(7,342,627)	(5,381,166)	(5,481,021)			
OPERATING EXPENSES							
Employee Costs	2,431,654	2,431,654	1,221,012	1,158,883		5.1%	✓
Materials & Contracts	1,621,762	1,621,762	823,524	774,928		5.9%	✓
Utilities (Gas, Electricity) etc.	378,968	378,968	174,057	156,433		10.1%	×
Interest	64,826	64,826	32,501	4,676	11	85.6%	×
Insurance	241,310	241,310	241,310	259,791		(7.7%)	✓
Other General	233,312	233,312	158,291	157,001		0.8%	✓
Loss on Asset Disposals	67,129	67,129	-	-		0.0%	✓
Depreciation	2,352,950	2,352,950	1,176,348	1,215,945		(3.4%)	✓
b: TOTAL OPERATING EXPENSES	7,391,910	7,391,910	3,827,043	3,727,657			
c: NET OPERATING (SURPLUS) / DEFICIT	49,283	49,283	(1,554,123)	(1,753,364)			
CAPITAL EXPENSES							
Land & Buildings	4,449,780	4,449,780	2,262,648	1,653,300		26.9%	×
Furniture & Equipment	-	-	-	-		0.0%	✓
Motor Vehicles	90,000	90,000	90,000	-		100.0%	×
Plant	555,000	555,000	555,000	190,000		65.8%	×
Infrastructure Other	30,500	30,500	16,000	17,423		(8.9%)	✓
Infrastructure Roads	2,117,372	2,117,372	1,058,322	946,756		10.5%	×
d: TOTAL CAPITAL	7,242,652	7,242,652	3,981,970	2,807,479			
e: TOTAL OPERATING & CAPITAL	7,291,935	7,291,935	2,427,847	1,054,115			
ADJUST - NON CASH ITEMS							
Depreciation	(2,352,950)	(2,352,950)	(1,176,348)	(1,215,945)			
Accruals and Adjustments	-	-	-	-	6		
Profit on sale of assets	-	-	-	-	6		
Loss on sale of assets	(67,129)	(67,129)	-	-			
FINANCING ACTIVITIES							
Proceeds from Sale of Assets	(103,000)	(103,000)	(103,000)	-	6		
Transfer from reserves	(1,109,883)	(1,109,883)	(1,109,883)	-	10		
Transfer to reserves	244,000	244,000	244,000	-	10		
Interest paid to reserves	25,519	25,519	12,840	10,146	10		
Net Movement in LSL Reserve	-	-	-	(369)			
LSL Provision in reserves	-	-	-	-			
Loan proceeds	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)			
Loan principal repayment	146,198	146,198	39,233	39,233	11		
Loan to SSL Parties	-	-	-	-			
SSL Principal Reimbursements	(71,793)	(71,793)	(39,233)	(39,233)	11		
Less (Surplus)/deficit B/Fwd	(2,002,897)	(2,002,897)	(2,002,897)	(2,327,885)	5		
ADJUSTED CLOSING (SURPLUS) / DEFICIT	0	0	(3,707,441)	(4,479,938)			
** This sheet illustrates the variance analysis. For variance explanation refer to applicable note.			Key		Within budget tolerance of 10%		
					Over budget tolerance of 10%		
					Under budget tolerance of 10%		

Shire of Wongan-Ballidu
Variance Report 31 December 2019

The Local Government (Financial Management) Regulations 1996 require that financial statements are presented monthly to council. Council has adopted 10% as its threshold for line items on the nature and type report shown on page 1. This report uses a traffic light system to flag those items that are within tolerance and others that fall out of the range. Variances are calculated using a comparison of year to date actual against year to date budget. It needs also to be noted that the early months of the financial year are a period when variance percentages are volatile and extremely sensitive to small movements in actual income and expense.

Code	Variance Actual to YTD Budget	Variance reason	Report Section	Comments
Operating Income				
✓	(8,002)	Within Threshold	Rates	Additional \$9,713 in <i>ex gratia</i> rates levied
✓	19,452	Within Threshold	Grants Operating, Subsidies & Contributions	Within Council variance reporting threshold.
✗	(89,062)	Timing	Non Operating Grants, Subsidies & Contributions	Higher than expected due to grants received earlier in the financial year than expected
✓	(1,209)	Within Threshold	Fees & Charges & Service Charges	Within Council variance reporting threshold.
✗	(29,848)	Permanent	Other Revenue	Reimbursements higher than budgeted (Eg Insurance Claims)
✗	8,813	Timing	Interest	Interest Income can vary to budget as term deposit time periods are not known when preparing the Annual Budget
✓	0	Within Threshold	Profit on sale of Assets	Within Council variance reporting threshold.
Operating Expenditure				
✓	(62,129)	Within Threshold	Employee Costs	Within Council variance reporting threshold.
✓	(48,596)	Within Threshold	Materials & Contracts	Within Council variance reporting threshold.
✗	(17,624)	Timing	Utilities (Gas, Electricity) etc.	Utility charges vary depending on when accounts are processed as they are received bi-monthly.
✗	(27,825)	Permanent	Interest	Colocation project loan was drawn down in December 2019 - expected July to December interest expense with respect to this loan will not be incurred in 2019/20
✓	18,481	Within Threshold	Insurance	Within Council variance reporting threshold.
✓	(1,290)	Within Threshold	Other General	Within Council variance reporting threshold.
✓	0	Within Threshold	Loss on Asset Disposals	No loss on sales yet identified
✓	39,597	Within Threshold	Depreciation	Within Council variance reporting threshold.
Capital				
✗	(609,348)	Timing	Land & Buildings	Building construction expenditure is lower than YTD Budget, this will even out as works progress.
✓	0	Within Threshold	Furniture & Equipment	Within Council variance reporting threshold.
✗	(90,000)	Timing	Motor Vehicles	Replacement has not yet occurred.
✗	(365,000)	Timing	Plant	Roller purchased earlier than planned (\$170,000). Water tank purchased in October (\$20,000). Balance will occur in 2020.
✓	1,423	Within Threshold	Infrastructure Other	Within Council variance reporting threshold.
✗	(111,566)	Timing	Infrastructure Roads	The Road program expenditure is lower than YTD budget, expenditure will increase as works progress.

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (PRG) FOR 31 DECEMBER 2019

	Approved Budget	Current Budget	YTD BUDGET *	YTD Actual
INCOME				
General Purpose Funding	(4,056,288)	(4,056,288)	(3,512,181)	(3,534,359)
Governance	(50,021)	(50,021)	(25,002)	(28,428)
Law, Order & Public Safety	(35,500)	(35,500)	(17,742)	(17,165)
Health	(79,100)	(79,100)	(41,294)	(7,960)
Education & Welfare	(13,597)	(13,597)	(6,799)	(7,370)
Housing	(66,322)	(66,322)	(33,149)	(34,698)
Community Amenities	(206,740)	(206,740)	(189,476)	(177,773)
Recreation & Culture	(1,173,215)	(1,173,215)	(396,584)	(409,877)
Transport	(1,265,312)	(1,265,312)	(988,381)	(995,289)
Economic Services	(72,950)	(72,950)	(8,826)	(32,526)
Other Property & Services	(323,582)	(323,582)	(161,732)	(235,576)
a: TOTAL INCOME	(7,342,627)	(7,342,627)	(5,381,166)	(5,481,021)
OPERATING EXPENSES				
General Purpose Funding	120,197	120,197	60,090	59,362
Governance	301,052	301,052	205,287	181,260
Law, Order & Public Safety	155,027	155,027	84,636	85,052
Health	328,434	328,434	166,522	192,478
Education & Welfare	183,821	183,821	91,723	85,717
Housing	200,582	200,582	102,395	107,942
Community Amenities	511,710	511,710	255,272	208,161
Recreation & Culture	1,683,671	1,683,671	888,074	846,433
Transport	2,825,885	2,825,885	1,384,924	1,521,883
Economic Services	178,822	178,822	89,328	110,743
Other Property & Services	902,708	902,708	498,792	328,627
b: TOTAL OPERATING EXPENSES	7,391,910	7,391,910	3,827,043	3,727,657
c: NET OPERATING (SURPLUS)/DEFICIT	49,283	49,283	(1,554,123)	(1,753,364)
CAPITAL EXPENSES				
General Purpose Funding	-	-	-	-
Governance	115,500	115,500	115,500	32,059
Law, Order & Public Safety	30,000	30,000	30,000	20,000
Health	18,000	18,000	15,496	11,576
Education & Welfare	-	-	-	-
Housing	50,366	50,366	33,668	22,637
Community Amenities	67,500	67,500	34,498	17,423
Recreation & Culture	4,299,931	4,299,931	2,154,502	1,571,642
Transport	2,650,355	2,650,355	1,587,306	1,123,009
Economic Services	-	-	-	-
Other Property & Services	11,000	11,000	11,000	9,133
d: TOTAL CAPITAL EXPENSES	7,242,652	7,242,652	3,981,970	2,807,479
e: TOTAL OPERATING & CAPITAL	7,291,935	7,291,935	2,427,847	1,054,115

SHIRE OF WONGAN-BALLIDU ANALYSIS OF NET CURRENT ASSETS AS AT 31 DECEMBER 2019			
NOTE 1A: INFORMATION ON OPENING SURPLUS / (DEFICIT).	2018-2019	Original Budget	2019-2020
SURPLUS / (DEFICIT)	2,327,885	0	4,479,938
COMPRISES			
Cash (including reserves)	4,720,704	1,591,297	6,074,507
Current rates	230,462	196,349	494,019
Sundry debtors	106,495	103,282	39,065
Tax receivables	31,720	55,347	(1)
Other debtors	8,936	-	20,649
A: SSL debtors (are excluded see D: adj)	70,422	26,131	31,189
Inventories	11,204	11,204	19,332
Less:			
Reserves	(2,228,365)	(1,435,547)	(2,238,511)
Sundry creditors	(129,351)	(201,855)	(32,843)
Accrued interest	(4,160)	(15,000)	(0)
ESL Levy Owed	(32,078)		(31,512)
PAYG/GST Due To ATO	(47,973)	(14,741)	23,866
B: Other - (are excluded see D: adj)			
LSL Cash backed Reserve	81,042	41,861	81,411
Tax liabilities	(12,620)		1,701
Other - Trust	(4,853)		(4,640)
C: Loan liability (are excluded see D: adj)	(74,118)	(102,281)	(34,885)
Current employee benefits provisions	(403,278)	(332,197)	(344,500)
D: Adjustments (see above A to C)	3,696	76,150	3,696
Change in accounting policies t'fer from retained surplus	-		377,394
Surplus / (Deficit) Variance	2,327,885	0	4,479,938
NOTE 1B: CLOSING FUNDS alternate format to Note 1 above	2018-2019	Original Budget	2019-2020
Current assets			
Cash & cash equivalents	4,720,703	1,591,297	6,074,507
Sundry debtors	448,034	381,109	584,921
Inventories	11,204	11,204	19,332
Total current assets	5,179,942	1,983,610	6,678,761
Current liabilities			
Creditors and accounts payable	(226,181)	(231,596)	(38,787)
Current loan liability	(74,118)	(102,281)	(34,885)
Provisions	(403,278)	(332,197)	(344,500)
Total current liability	(703,577)	(666,074)	(418,173)
Net current assets	4,476,365	1,317,536	6,260,588
Less: restricted reserves	(2,228,365)	(1,435,547)	(2,238,511)
Less: SSL principal repayments	(70,422)	(26,131)	(31,189)
Add back: Current loan liability	74,118	102,281	34,885
Add back: LSL Cash backed Reserve	81,042	41,861	81,411
Add back: Movement in provisions between current and non-current			
Other - Trust	(4,853)	-	(4,640)
Change in accounting policies t'fer from retained surplus			377,394
Surplus / (Deficit) Variance	2,327,885	0	4,479,938

SHIRE OF WONGAN-BALLIDU			
RATE SETTING STATEMENT AS AT 31 DECEMBER 2019			
	2019-2020 Approved Budget	2019-2020 Current Budget	2019-2020 Year-to-Date Actual
OPERATING INCOME			
General Purpose Funding	(1,092,700)	(1,092,700)	(564,023)
Governance	(50,021)	(50,021)	(28,428)
Law, Order & Public Safety	(35,500)	(35,500)	(17,165)
Health	(79,100)	(79,100)	(7,960)
Education & Welfare	(13,597)	(13,597)	(7,370)
Housing	(66,322)	(66,322)	(34,698)
Community Amenities	(206,740)	(206,740)	(177,773)
Recreation & Culture	(1,173,214)	(1,173,214)	(409,877)
Transport	(1,265,312)	(1,265,312)	(995,289)
Economic Services	(72,950)	(72,950)	(32,526)
Other Property & Services	(323,582)	(323,582)	(235,576)
A	(4,379,038)	(4,379,038)	(2,510,685)
OPERATING EXPENSES			
General Purpose Funding	120,197	120,197	59,362
Governance	301,052	301,052	181,260
Law, Order & Public Safety	155,027	155,027	85,052
Health	328,434	328,434	192,478
Education & Welfare	183,821	183,821	85,717
Housing	200,582	200,582	107,942
Community Amenities	511,710	511,710	208,161
Recreation & Culture	1,683,671	1,683,671	846,433
Transport	2,825,885	2,825,885	1,521,883
Economic Services	178,822	178,822	110,743
Other Property & Services	902,708	902,708	328,627
B	7,391,909	7,391,909	3,727,657
C= A and B	3,012,871	3,012,871	1,216,972
ADJUST FOR CASH BUDGET REQUIREMENTS			
<u>Non-Cash Expenditure and Income</u>			
Depreciation on Assets	(2,352,950)	(2,352,950)	(1,215,945)
Accruals and Adjustments	-	-	-
Profit/(Loss) on Asset Sales	(67,129)	(67,129)	-
<u>Capital Expenditure & Income</u>			
Purchase of land & buildings	4,449,780	4,449,780	1,653,300
Purchase of furniture & equipment	-	-	-
Purchase of motor vehicles	90,000	90,000	-
Purchase of plant & machinery	555,000	555,000	190,000
Purchase of other infrastructure	30,500	30,500	17,423
Purchase of roads infrastructure	2,117,372	2,117,372	946,756
Proceeds from sale of assets	(103,000)	(103,000)	-
<u>Financing Activities</u>			
Repayment of Loan Principal	146,198	146,198	39,233
Loan proceeds / refinancing CL to NCL adj	(2,000,000)	(2,000,000)	(2,000,000)
Loans paid to SSL parties	-	-	-
Self Supporting Loan Income	(71,793)	(71,793)	(39,233)
<u>Reserve Movements</u>			
Transfers to Reserves	244,000	244,000	-
Interest paid to Reserves	25,519	25,519	10,146
Transfer from Reserves	(1,109,883)	(1,109,883)	-
Net Movement in LSL Reserve	-	-	(369)
LSL Provsion in reserves	-	-	-
Estimated Muni (Surplus)/Deficit July 1 B/Fwd.	(2,002,897)	(2,002,897)	(2,327,885)
Estimated Muni (Surplus)/Deficit June 30 C/Fwd.	-	-	(4,479,938)
AMOUNT REQUIRED TO BE RAISED FROM RATES	2,963,588	2,963,588	2,970,336
TOTAL RATES RAISED	2,963,588	2,963,588	2,970,336
(Surplus) / Deficit Variance	(0)	0	0

SHIRE OF WONGAN-BALLIDU
ANALYSIS OF DISPOSED ASSETS AS AT 31 DECEMBER 2019

		Budget Net	Original	Budget	Actual Net	Actual Sale	Actual
		Book Value	Budget Sale	(Profit) /	Book Value	Proceeds	(Profit) /
			Proceeds	Loss			Loss
Asset No							
By Class							
Motor Vehicles							
Volkswagon Touraq		41,700	30,000	(11,700)			
Plant & Equipment							
Multi-Tyred Roller - Construction WB6938			-	-			
CAT CS56 Vib Roller (Construction) WB038		89,327	45,000	(44,327)			
Fuso Tip Truck - Patching Truck (Maintenance) WB028		39,102	28,000	(11,102)			
Water Trailers 250 gal WB3398			-	-			
Water Tanker - NEW							
TOTAL		170,129	103,000	(67,129)	-	-	-
By Program							
Transport							
Multi-Tyred Roller - Construction WB6938	1441	-	-	-	-	-	-
CAT CS56 Vib Roller (Construction) WB038	1409	89,327	45,000	(44,327)	-	-	-
Fuso Tip Truck - Patching Truck (Maintenance) WB02	1444	39,102	28,000	(11,102)	-	-	-
Water Trailers 250 gal WB3398	1432	-	-	-	-	-	-
Water Tanker - NEW	1406	-	-	-	-	-	-
Water Tanker - NEW	0	-	-	-	-	-	-
Other Property & Services							
Volkswagon Touraq	1504	41,700	30,000	(11,700)	-	-	-
TOTAL		170,129	103,000	(67,129)	-	-	-
Motor Vehicle and Plant & Equipment Change Over							
		Current	Current	Current	Actual	Actual	Change-Over
		Budget	Budget	Change-Over	Purchase	Sale	
		Purchase	Sale	Budget			
		Price					
Motor Vehicles							
Volkswagon Touraq		90,000	30,000	60,000	-		
Plant & Equipment							
Multi-Tyred Roller - Construction WB6938		170,000	-	170,000	170,000	-	-
CAT CS56 Vib Roller (Construction) WB038		180,000	45,000	135,000	-	-	-
Fuso Tip Truck - Patching Truck (Maintenance) WB028		135,000	28,000	107,000	-	-	-
Water Trailers 250 gal WB3398		40,000	-	40,000	-	-	-
Water Tanker - NEW		30,000	-	30,000	20,000	-	20,000
Forklift		-	-	-	-	-	-
TOTAL		645,000	103,000	542,000	190,000	-	20,000

SHIRE OF WONGAN - BALLIDU
REPORT ON BORROWINGS AS AT 31 DECEMBER 2019

Existing Loans * Denotes (SSL) Self Supporting Loan

Loan No.	Particulars	Recipient	Maturity Date	Proposed Borrowings	Amount Borrowed	Loan Principal Paid in Dec 19	Accrued Int. Due	YTD Interest Paid	Loan Balance @ 30 June 2019	Refinancing	Principal Repayments YTD	Loan Balance @ 31 Dec 19
142	Housing Construction	WB Community Association*	Mar-2020		400,000	-	-	(716)	39,325	-	(19,384)	19,941
147	Aged Persons	Ninan House*	Jul-2022		100,000	-	-	(315)	33,112	-	(4,262)	28,850
149	Resurface Bowling Greens	Wongan Hills Bowling Club*	Dec-2019		115,000	(3,810)	-	(55)	7,563	-	(7,563)	0
151A	Aged Persons	Ninan House*	Oct-2032		300,000	-	-	(3,590)	276,782	-	(8,024)	268,758
152	Co-Location Construction	Shire	Dec-2039		2,000,000	-	-	-	-	2,000,000	-	2,000,000
TOTAL EXISTING LOANS				-	2,915,000	(3,810)	-	(4,676)	356,782	2,000,000	(39,233)	2,317,549

Shire Loan Summary
Self Supporting Loan Summary

-	2,000,000	-	-	-	-	2,000,000	-	2,000,000
-	915,000	(3,810)	-	(4,676)	356,782	-	(39,233)	317,549

Current loan liability
Non current liability
Total Loan Liability

Loan Balance @ 30 June 2019	SSL	Shire	Total
(74,117)	(34,884)	-	(34,884)
(282,665)	(282,665)	(2,000,000)	(2,282,665)
(356,782)	(317,549)	(2,000,000)	(2,317,549)

SHIRE OF WONGAN - BALLIDU															
ANALYSIS OF RESERVE ACCOUNTS AS AT 31 DECEMBER 2019															
				ADOPTED FULL YEAR'S BUDGET				CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 31 DECEMBER 2019			
Reserve Description	GL Acct.	Budget Opening Balance	Actual Opening Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer from / Interest	Transfer to Muni/ Transfer from Reserve	Transfer from Muni/ Transfer to Reserve	Actual Balance
Community Resource Centre Reserve	01989	(13,335)	(13,372)	(198)	-	-	(13,570)	(198)	-	-	(13,570)	(61)	-	-	(13,433)
Depot Improvement Reserve	01940	(10,364)	(10,377)	(154)	-	-	(10,531)	(154)	-	-	(10,531)	(47)	-	-	(10,424)
Historical Publications Reserve	01965	(6,975)	(6,994)	(104)	-	-	(7,098)	(104)	-	-	(7,098)	(32)	-	-	(7,026)
Housing Reserve	01955	(1,827)	(1,832)	(27)	-	-	(1,859)	(27)	-	-	(1,859)	(8)	-	-	(1,840)
LSL Reserve	01935	(80,682)	(81,042)	(1,202)	40,383	-	(41,861)	(1,202)	40,383	-	(41,861)	(369)	-	-	(81,411)
Medical Facilities & R4R Special Projects Reserve	01975	(289,995)	(290,895)	(4,312)	30,000	-	(265,207)	(4,312)	30,000	-	(265,207)	(1,325)	-	-	(292,220)
Patterson Street JV Housing Reserve	01988	(38,473)	(38,573)	(572)	-	(5,000)	(44,145)	(572)	-	(5,000)	(44,145)	(176)	-	-	(38,749)
Plant Reserve	01945	(678,649)	(682,931)	(11,740)	254,000	(224,000)	(664,671)	(11,740)	254,000	(224,000)	(664,671)	(3,110)	-	-	(686,040)
Quinlan Street JV Housing Reserve	01987	(39,019)	(39,121)	(580)	-	(5,000)	(44,701)	(580)	-	(5,000)	(44,701)	(178)	-	-	(39,299)
Stickland JV Housing Reserve	01986	(47,514)	(47,640)	(707)	-	(5,000)	(53,347)	(707)	-	(5,000)	(53,347)	(217)	-	-	(47,857)
Swimming Pool Reserve	01970	(113,194)	(113,573)	(1,682)	-	-	(115,255)	(1,682)	-	-	(115,255)	(517)	-	-	(114,090)
Waste Management Reserve	01920	(39,461)	(39,564)	(587)	-	(5,000)	(45,151)	(587)	-	(5,000)	(45,151)	(180)	-	-	(39,744)
Sporting Co-Location Reserve	01990	(916,423)	(862,450)	(3,654)	785,500	-	(80,604)	(3,654)	785,500	-	(80,604)	(3,927)	-	-	(866,377)
TOTALS		(2,275,911)	(2,228,365)	(25,519)	1,109,883	(244,000)	(1,388,001)	(25,519)	1,109,883	(244,000)	(1,388,001)	(10,146)	-	-	(2,238,511)

SHIRE OF WONGAN-BALLIDU
BANK RECONCILIATIONS FOR 31 DECEMBER 2019

	Total	Municipal (01100+01102)	Trust (21100)	Reserve (01105)	Cash On Hand (01101)
Opening Balance	4,591,921.41	2,297,488.20	55,455.47	2,238,127.74	850.00
Add: Receipts	2,507,698.86	2,444,627.47	62,687.80	383.59	
Adjustment	(62,553.70)	(62,553.70)			
Transfers In/(Out)	-	4,728.00	(4,728.00)		
	-				
Less: Payments - EFT & Cheques	(914,069.42)	(848,075.57)	(65,993.85)		
Payments - Bank Fees	(1,068.53)	(1,068.53)			
Investment - Transfers In/Out	-				
	-				
Balance as per General Ledger	6,121,928.62	3,835,145.87	47,421.42	2,238,511.33	850.00
Balance as per Bank Statements	970,130.76	428,351.02	47,489.68	494,290.06	
Balance as per Bank Deposit Certificates	2,959,125.44	1,214,904.17		1,744,221.27	
Balance as per Holder Certificates	2,261,406.25	2,260,556.25			850.00
Add: Outstanding Deposits	2,552.62	2,552.62		-	
Adjustments -	(62,553.70)	(62,553.70)			
	-				
Less: Unpresented Payments	(8,732.75)	(8,664.49)	(68.26)		
	-				
Adjustments & Transfers	-				
	-				
Balance as per Cash Book	6,121,928.62	3,835,145.87	47,421.42	2,238,511.33	850.00

SHIRE OF WONGAN - BALLIDU
INVESTMENT REPORT FOR 31 DECEMBER 2019

MUNICIPAL INVESTMENTS

Matured Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Last Placed	Interest/Transfers Realised	Closing Balance	BANK TO INVESTMENT
Total of matured municipal investments									0.00	0.00	0.00

Current Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
9770-46811	Muni Term Deposit			9/12/2019	9/03/2020	1.45%	\$ 210,158.77	\$ -	\$ 1,605.41	\$ 211,764.18	\$ 1,605.41
9147-00687	Muni Term Deposit			16/12/2019	16/03/2020	1.45%	\$ 500,000.00	\$ -	\$ 2,044.38	\$ 502,044.38	\$ 2,044.38
9111-76541	Muni Term Deposit			9/12/2019	9/02/2019	1.14%	\$ 500,000.00	\$ -	\$ 1,095.61	\$ 501,095.61	\$ 1,095.61
4705-91546	Online Saver Account			7/11/2018		0.40%	\$ 260,078.29	\$ 2,000,000.00	\$ 477.96	\$ 2,260,556.25	\$ 477.96
Total of current municipal investments							\$ 1,470,237.06	\$ 2,000,000.00	\$ 5,223.36	\$ 3,475,460.42	\$ 5,223.36

RESERVE INVESTMENTS

Matured Reserve Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment last Placed	Interest/Transfer Realised	Closing Balance	BANK TO INVESTMENT
Total of matured reserve investments									0.00	0.00	0.00

Current Reserve Investments

Invest No.	Name	Maturity	From	To	Days	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
9788-42609	Term Deposit		6/10/2019	6/01/2020	90	1.54%	\$ 549,662.07	\$ -	\$ 3,349.73	\$ 553,011.80	\$ 3,349.73
9788-42596	Term Deposit		6/10/2019	6/01/2020	90	1.54%	\$ 549,662.07	\$ -	\$ 2,455.64	\$ 552,117.71	\$ 2,455.64
9788-42748	Term Deposit		6/12/2019	6/03/2020	90	1.45%	\$ 549,342.84	\$ -	\$ 2,988.92	\$ 552,331.76	\$ 2,988.92
9789-82644	Term Deposit		3/10/2019	3/04/2020	183	1.55%	\$ 85,749.69	\$ -	\$ 1,010.31	\$ 86,760.00	\$ 1,010.31
2527-63397	Reserve Saver						\$ 493,948.26	\$ -	\$ 341.80	\$ 494,290.06	\$ 341.80
Total of reserve investments and cash							\$ 2,228,364.93	\$ -	\$ 10,146.40	\$ 2,238,511.33	\$ 10,146.40

Total of matured municipal and reserve investment								\$ -	\$ -	\$ -	\$ -
Total of current municipal and reserve investment and cash							\$ 3,698,601.99	\$ 2,000,000.00	\$ 15,369.76	\$ 5,713,971.75	\$ 15,369.76

SHIRE OF WONGAN - BALLIDU RATES OUTSTANDING 31 DECEMBER 2019				
		Rates Raised for 2019/2020	\$ 2,976,095.96	
Rates Outstanding Breakdown				
Total Amount Outstanding		31-Dec-19	\$ 501,705.69	17%
Outstanding same time last year		31-Dec-18	\$ 597,845.69	20%
SUNDRY DEBTORS OUTSTANDING 31 DECEMBER 2019				
Debtors Ageing Summary				
Current			\$ 19,926.32	
30 Days			\$ 2,547.13	
60 Days			\$ 13,603.04	
90 Days & Over			\$ 1,413.45	
Credit Balance			\$ (2,751.56)	
Total Outstanding			\$ 34,738.38	
Accounts 90 Days & Over:				
Date	Dr No.	Comments	Amount	
2/10/2019	1244	Boomer Advertising	\$ 32.00	Statement sent
2/08/2019	1313	Boomer Advertising	\$ 23.20	Email kept bouncing back. Credit note to be issued.
17/05/2019	1370	Standpipe Fees	\$ 1,328.25	Company in Liquidation
2/10/2019	1192	Boomer Advertising	\$ 30.00	Statement sent
Total			\$ 1,413.45	

9.2.4 FINANCIAL REPORTS FOR JANUARY 2020

FILE REFERENCE:	F1.4
REPORT DATE:	23 February 2020
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	Financial Reports

PURPOSE OF REPORT:

That the following statements and reports for the month ended January 2020 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; and
 - 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:

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this proposal.
- **Economic**
There are no known economic impacts associated with this proposal.
- **Social**
There are no known social implications associated with this proposal.
- **Financial Implications**
The financial reports for the period ending January 2020 are attached to the Council agenda.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION

MOVED Cr SECONDED Cr

That the following Statements and Reports for the month ended January 2020 be received:

• **Monthly Statements as follows:-**

l.	Statement of Financial Activity (by Nature and Type)	FM Regs 34
m.	Statement of Operating Activities by Programme/Activity (Summary)	FM Regs 34
n.	Statement of Net Current Assets (NCA)	FM Regs 34
o.	Rate setting statement	Discretionary
p.	Disposal of Assets	Discretionary
q.	Rates Outstanding Report	Discretionary
r.	Debtors Outstanding Report	Discretionary
s.	Bank Reconciliation Report	Discretionary
t.	Investment Report	Discretionary
u.	Reserve Account Balances Report	Discretionary
v.	Loans Schedule	Discretionary

CARRIED/LOST

SHIRE OF WONGAN-BALLIDU STATEMENT OF FINANCIAL ACTIVITY (N&T) FOR 31 JANUARY 2020							
	Approved Budget 2019- 2020	Current Budget 2019-2020	YTD Budget	YTD Actual	Page	Variance Over or Under	10%
INCOME							
Rates	(2,963,588)	(2,963,588)	(2,962,543)	(2,971,048)		(0.3%)	✓
Grants Operating, Subsidies & Contributions	(1,718,005)	(1,718,005)	(1,186,148)	(1,234,538)		(4.1%)	✓
Non Operating Grants, Subsidies & Contributions	(1,802,087)	(1,802,087)	(790,618)	(789,500)		0.1%	✓
Fees & Charges & Service Charges	(621,882)	(621,882)	(414,794)	(396,471)		4.4%	✓
Other Revenue	(148,890)	(148,890)	(85,668)	(172,544)		(101.4%)	✗
Interest	(88,175)	(88,175)	(49,546)	(44,862)		9.5%	✓
Profit on sale of Assets	-	-	-	-		0.0%	✓
a: TOTAL INCOME	(7,342,627)	(7,342,627)	(5,489,317)	(5,608,963)			
OPERATING EXPENSES							
Employee Costs	2,431,654	2,431,654	1,422,506	1,306,103		8.2%	✓
Materials & Contracts	1,621,762	1,621,762	953,378	822,585		13.7%	✗
Utilities (Gas, Electricity) etc.	378,968	378,968	203,067	219,028		(7.9%)	✓
Interest	64,826	64,826	33,571	5,673	11	83.1%	✗
Insurance	241,310	241,310	241,310	259,791		(7.7%)	✓
Other General	233,312	233,312	170,780	162,964		4.6%	✓
Loss on Asset Disposals	67,129	67,129	11,700	2,902		75.2%	✗
Depreciation	2,352,950	2,352,950	1,372,406	1,419,924		(3.5%)	✓
b: TOTAL OPERATING EXPENSES	7,391,910	7,391,910	4,408,718	4,198,969			
c: NET OPERATING (SURPLUS) / DEFICIT	49,283	49,283	(1,080,599)	(1,409,994)			
CAPITAL EXPENSES							
Land & Buildings	4,449,780	4,449,780	2,627,156	1,698,539		35.3%	✗
Furniture & Equipment	-	-	-	-		0.0%	✓
Motor Vehicles	90,000	90,000	90,000	86,298		4.1%	✓
Plant	555,000	555,000	555,000	190,000		65.8%	✗
Infrastructure Other	30,500	30,500	30,500	17,423		42.9%	✗
Infrastructure Roads	2,117,372	2,117,372	1,234,709	1,029,949		16.6%	✗
d: TOTAL CAPITAL	7,242,652	7,242,652	4,537,365	3,022,209			
e: TOTAL OPERATING & CAPITAL	7,291,935	7,291,935	3,456,766	1,612,215			
ADJUST - NON CASH ITEMS							
Depreciation	(2,352,950)	(2,352,950)	(1,372,406)	(1,419,924)			
Accruals and Adjustments	-	-	-	-	6		
Profit on sale of assets	-	-	-	-	6		
Loss on sale of assets	(67,129)	(67,129)	(11,700)	(2,902)			
FINANCING ACTIVITIES							
Proceeds from Sale of Assets	(103,000)	(103,000)	(103,000)	(33,636)	6		
Transfer from reserves	(1,109,883)	(1,109,883)	(1,109,883)	-	10		
Transfer to reserves	244,000	244,000	244,000	-	10		
Interest paid to reserves	25,519	25,519	14,980	14,478	10		
Net Movement in LSL Reserve	-	-	-	(527)			
LSL Provision in reserves	-	-	-	-			
Loan proceeds	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)			
Loan principal repayment	146,198	146,198	43,643	43,643	11		
Loan to SSL Parties	-	-	-	-			
SSL Principal Reimbursements	(71,793)	(71,793)	(43,643)	(43,643)	11		
Less (Surplus)/deficit B/Fwd	(2,002,897)	(2,002,897)	(2,002,897)	(2,327,885)	5		
ADJUSTED CLOSING (SURPLUS) / DEFICIT	0	0	(2,884,140)	(4,158,181)			
** This sheet illustrates the variance analysis. For variance explanation refer to applicable note.			Key		Within budget tolerance of 10%		
					Over budget tolerance of 10%		
					Under budget tolerance of 10%		

Shire of Wongan-Ballidu Variance Report 31 January 2020				
<p>The Local Government (Financial Management) Regulations 1996 require that financial statements are presented monthly to council. Council has adopted 10% as its threshold for line items on the nature and type report shown on page 1. This report uses a traffic light system to flag those items that are within tolerance and others that fall out of the range. Variances are calculated using a comparison of year to date actual against year to date budget. It needs also to be noted that the early months of the financial year are a period when variance percentages are volatile and extremely sensitive to small movements in actual income and expense.</p>				
Code	Variance Actual to YTD Budget	Variance reason	Report Section	Comments
Operating Income				
✓	(8,505)	Within Threshold	Rates	Additional \$9,713 in <i>ex gratia</i> rates levied
✓	(48,390)	Within Threshold	Grants Operating, Subsidies & Contributions	Within Council variance reporting threshold.
✓	1,118	Within Threshold	Non Operating Grants, Subsidies & Contributions	Within Council variance reporting threshold.
✓	18,323	Within Threshold	Fees & Charges & Service Charges	Within Council variance reporting threshold.
✗	(86,876)	Permanent	Other Revenue	Reimbursements higher than budgeted (Eg Insurance Claims)
✓	4,684	Timing	Interest	Interest Income can vary to budget as term deposit time periods are not known when preparing the Annual Budget
✓	0	Within Threshold	Profit on sale of Assets	Within Council variance reporting threshold.
Operating Expenditure				
✓	(116,403)	Within Threshold	Employee Costs	Within Council variance reporting threshold.
✗	(130,793)	Timing	Materials & Contracts	Variances occur based on expenditure levels. The majority of Materials and Contracts budgets are spread evenly throughout the year.
✓	15,962	Within Threshold	Utilities (Gas, Electricity) etc.	Utility charges vary depending on when accounts are processed as they are received bi-monthly.
✗	(27,898)	Permanent	Interest	Colocation project loan was drawn down in December 2019 - expected July to December interest expense with respect to this loan will not be incurred in 2019/20
✓	18,481	Within Threshold	Insurance	Within Council variance reporting threshold.
✓	(7,816)	Within Threshold	Other General	Within Council variance reporting threshold.
✗	(8,798)	Timing	Loss on Asset Disposals	the majority of the disposal of assets are still to occur.
✓	47,518	Within Threshold	Depreciation	Within Council variance reporting threshold.
Capital				
✗	(928,617)	Timing	Land & Buildings	Building construction expenditure is lower than YTD Budget, this will even out as works progress.
✓	0	Within Threshold	Furniture & Equipment	Within Council variance reporting threshold.
✓	(3,702)	Within Threshold	Motor Vehicles	Within Council variance reporting threshold.
✗	(365,000)	Timing	Plant	Roller purchased earlier than planned (\$170,000). Water tank purchased in October (\$20,000). Balance will occur in 2020.
✗	(13,077)	Timing	Infrastructure Other	Capital Expenditure is lower than YTD budget, expenditure will increase during the rest of the financial year.
✗	(204,760)	Timing	Infrastructure Roads	The Road program expenditure is lower than YTD budget, expenditure will increase as works progress.

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (PRG) FOR 31 JANUARY 2020

	Approved Budget	Current Budget	YTD BUDGET *	YTD Actual
INCOME				
General Purpose Funding	(4,056,288)	(4,056,288)	(3,515,013)	(3,541,239)
Governance	(50,021)	(50,021)	(29,169)	(52,053)
Law, Order & Public Safety	(35,500)	(35,500)	(20,699)	(23,073)
Health	(79,100)	(79,100)	(47,593)	(7,960)
Education & Welfare	(13,597)	(13,597)	(6,924)	(8,367)
Housing	(66,322)	(66,322)	(38,522)	(40,856)
Community Amenities	(206,740)	(206,740)	(191,932)	(179,276)
Recreation & Culture	(1,173,215)	(1,173,215)	(404,000)	(404,366)
Transport	(1,265,312)	(1,265,312)	(991,214)	(995,289)
Economic Services	(72,950)	(72,950)	(13,922)	(34,615)
Other Property & Services	(323,582)	(323,582)	(230,329)	(321,869)
a: TOTAL INCOME	(7,342,627)	(7,342,627)	(5,489,317)	(5,608,963)
OPERATING EXPENSES				
General Purpose Funding	120,197	120,197	70,105	64,250
Governance	301,052	301,052	227,614	202,586
Law, Order & Public Safety	155,027	155,027	96,342	99,381
Health	328,434	328,434	193,474	220,592
Education & Welfare	183,821	183,821	105,527	91,451
Housing	200,582	200,582	118,544	119,609
Community Amenities	511,710	511,710	297,494	235,344
Recreation & Culture	1,683,671	1,683,671	1,014,175	950,963
Transport	2,825,885	2,825,885	1,615,238	1,697,781
Economic Services	178,822	178,822	104,201	124,385
Other Property & Services	902,708	902,708	566,004	392,628
b: TOTAL OPERATING EXPENSES	7,391,910	7,391,910	4,408,718	4,198,969
c: NET OPERATING (SURPLUS)/DEFICIT	49,283	49,283	(1,080,599)	(1,409,994)
CAPITAL EXPENSES				
General Purpose Funding	-	-	-	-
Governance	115,500	115,500	115,500	118,357
Law, Order & Public Safety	30,000	30,000	30,000	20,000
Health	18,000	18,000	15,912	11,576
Education & Welfare	-	-	-	-
Housing	50,366	50,366	36,446	22,637
Community Amenities	67,500	67,500	52,081	17,423
Recreation & Culture	4,299,931	4,299,931	2,512,069	1,616,881
Transport	2,650,355	2,650,355	1,764,357	1,206,202
Economic Services	-	-	-	-
Other Property & Services	11,000	11,000	11,000	9,133
d: TOTAL CAPITAL EXPENSES	7,242,652	7,242,652	4,537,365	3,022,209
e: TOTAL OPERATING & CAPITAL	7,291,935	7,291,935	3,456,766	1,612,215

SHIRE OF WONGAN-BALLIDU ANALYSIS OF NET CURRENT ASSETS AS AT 31 JANUARY 2020			
NOTE 1A: INFORMATION ON OPENING SURPLUS / (DEFICIT).	2018-2019	Original Budget	2019-2020
SURPLUS / (DEFICIT)	2,327,885	0	4,158,181
COMPRISES			
Cash (including reserves)	4,720,703	1,591,297	5,965,283
Current rates	230,462	196,349	351,690
Sundry debtors	106,495	103,282	12,813
Tax receivables	31,720	55,347	23,800
Other debtors	8,936	-	16,607
A: SSL debtors (are excluded see D: adj)	70,422	26,131	26,779
Inventories	11,204	11,204	19,334
Less:			
Reserves	(2,228,365)	(1,435,547)	(2,242,843)
Sundry creditors	(134,079)	(201,855)	(59,865)
Accrued interest	(4,160)	(15,000)	(0)
ESL Levy Owed	(32,078)		(31,512)
PAYG/GST Due To ATO	(47,973)	(14,741)	(23,519)
B: Other - (are excluded see D: adj)			
LSL Cash backed Reserve	81,042	41,861	81,569
Tax liabilities	(12,619)		12,619
Other - Trust	(125)		88
C: Loan liability (are excluded see D: adj)	(74,118)	(102,281)	(30,475)
Current employee benefits provisions	(403,278)	(332,197)	(345,278)
D: Adjustments (see above A to C)	3,696	76,150	3,696
Change in accounting policies t'fer from retained surplus	-		377,394
Surplus / (Deficit) Variance	2,327,885	0	4,158,181
NOTE 1B: CLOSING FUNDS alternate format to Note 1 above	2018-2019	Original Budget	2019-2020
Current assets			
Cash & cash equivalents	4,720,703	1,591,297	5,965,283
Sundry debtors	448,034	381,109	431,690
Inventories	11,204	11,204	19,334
Total current assets	5,179,942	1,983,610	6,416,306
Current liabilities			
Creditors and accounts payable	(230,909)	(231,596)	(102,276)
Current loan liability	(74,118)	(102,281)	(30,475)
Provisions	(403,278)	(332,197)	(345,278)
Total current liability	(708,305)	(666,074)	(478,030)
Net current assets	4,471,637	1,317,536	5,938,277
Less: restricted reserves	(2,228,365)	(1,435,547)	(2,242,843)
Less: SSL principal repayments	(70,422)	(26,131)	(26,779)
Add back: Current loan liability	74,118	102,281	30,475
Add back: LSL Cash backed Reserve	81,042	41,861	81,569
Add back: Movement in provisions between current and non-current			
Other - Trust	(125)	-	88
Change in accounting policies t'fer from retained surplus			377,394
Surplus / (Deficit) Variance	2,327,885	0	4,158,181

SHIRE OF WONGAN-BALLIDU			
RATE SETTING STATEMENT AS AT 31 JANUARY 2020			
	2019-2020 Approved Budget	2019-2020 Current Budget	2019-2020 Year-to-Date Actual
<u>OPERATING INCOME</u>			
General Purpose Funding	(1,092,700)	(1,092,700)	(570,191)
Governance	(50,021)	(50,021)	(52,053)
Law, Order & Public Safety	(35,500)	(35,500)	(23,073)
Health	(79,100)	(79,100)	(7,960)
Education & Welfare	(13,597)	(13,597)	(8,367)
Housing	(66,322)	(66,322)	(40,856)
Community Amenities	(206,740)	(206,740)	(179,276)
Recreation & Culture	(1,173,214)	(1,173,214)	(404,366)
Transport	(1,265,312)	(1,265,312)	(995,289)
Economic Services	(72,950)	(72,950)	(34,615)
Other Property & Services	(323,582)	(323,582)	(321,869)
A	(4,379,038)	(4,379,038)	(2,637,915)
<u>OPERATING EXPENSES</u>			
General Purpose Funding	120,197	120,197	64,250
Governance	301,052	301,052	202,586
Law, Order & Public Safety	155,027	155,027	99,381
Health	328,434	328,434	220,592
Education & Welfare	183,821	183,821	91,451
Housing	200,582	200,582	119,609
Community Amenities	511,710	511,710	235,344
Recreation & Culture	1,683,671	1,683,671	950,963
Transport	2,825,885	2,825,885	1,697,781
Economic Services	178,822	178,822	124,385
Other Property & Services	902,708	902,708	392,628
B	7,391,909	7,391,909	4,198,969
C= A and B	3,012,871	3,012,871	1,561,055
<u>ADJUST FOR CASH BUDGET REQUIREMENTS</u>			
<u>Non-Cash Expenditure and Income</u>			
Depreciation on Assets	(2,352,950)	(2,352,950)	(1,419,924)
Accruals and Adjustments	-	-	-
Profit/(Loss) on Asset Sales	(67,129)	(67,129)	(2,902)
<u>Capital Expenditure & Income</u>			
Purchase of land & buildings	4,449,780	4,449,780	1,698,539
Purchase of furniture & equipment	-	-	-
Purchase of motor vehicles	90,000	90,000	86,298
Purchase of plant & machinery	555,000	555,000	190,000
Purchase of other infrastructure	30,500	30,500	17,423
Purchase of roads infrastructure	2,117,372	2,117,372	1,029,949
Proceeds from sale of assets	(103,000)	(103,000)	(33,636)
<u>Financing Activities</u>			
Repayment of Loan Principal	146,198	146,198	43,643
Loan proceeds / refinancing CL to NCL adj	(2,000,000)	(2,000,000)	(2,000,000)
Loans paid to SSL parties	-	-	-
Self Supporting Loan Income	(71,793)	(71,793)	(43,643)
<u>Reserve Movements</u>			
Transfers to Reserves	244,000	244,000	-
Interest paid to Reserves	25,519	25,519	14,478
Transfer from Reserves	(1,109,883)	(1,109,883)	-
Net Movement in LSL Reserve	-	-	(527)
LSL Provision in reserves	-	-	-
Estimated Muni (Surplus)/Deficit July 1 B/Fwd.	(2,002,897)	(2,002,897)	(2,327,885)
Estimated Muni (Surplus)/Deficit June 30 C/Fwd.	-	-	(4,158,181)
AMOUNT REQUIRED TO BE RAISED FROM RATES	2,963,588	2,963,588	2,971,048
TOTAL RATES RAISED	2,963,588	2,963,588	2,971,048
(Surplus) / Deficit Variance	(0)	0	0

SHIRE OF WONGAN-BALLIDU
ANALYSIS OF DISPOSED ASSETS AS AT 31 JANUARY 2020

Asset No	Budget Net Book Value	Original Budget Sale Proceeds	Budget (Profit) / Loss	Actual Net Book Value	Actual Sale Proceeds	Actual (Profit) / Loss
By Class						
Motor Vehicles						
Volkswagon Touraq	41,700	30,000	(11,700)	36,538	33,636	(2,902)
Plant & Equipment						
Multi-Tyred Roller - Construction WB6938		-	-			
CAT CS56 Vib Roller (Construction) WB038	89,327	45,000	(44,327)			
Fuso Tip Truck - Patching Truck (Maintenance) WB028	39,102	28,000	(11,102)			
Water Trailers 250 gal WB3398		-	-			
Water Tanker - NEW						
TOTAL	170,129	103,000	(67,129)	36,538	33,636	(2,902)
By Program						
Transport						
Multi-Tyred Roller - Construction WB6938 1441	-	-	-			-
CAT CS56 Vib Roller (Construction) WB038 1409	89,327	45,000	(44,327)	-	-	-
Fuso Tip Truck - Patching Truck (Maintenance) WB02 1444	39,102	28,000	(11,102)	-	-	-
Water Trailers 250 gal WB3398 1432	-	-	-	-	-	-
Water Tanker - NEW 1406	-	-	-	-	-	-
Water Tanker - NEW 0	-	-	-	-	-	-
Other Property & Services						
Volkswagon Touraq 1504	41,700	30,000	(11,700)	36,538	33,636	(2,902)
TOTAL	170,129	103,000	(67,129)	36,538	33,636	(2,902)
Motor Vehicle and Plant & Equipment Change Over						
	Current Budget Purchase Price	Current Budget Sale	Current Change-Over Budget	Actual Purchase	Actual Sale	Change-Over
Motor Vehicles						
Toyota Landcruiser	90,000	30,000	60,000	86,298		86,298
Plant & Equipment						
Multi-Tyred Roller - Construction WB6938	170,000	-	170,000	170,000	-	-
CAT CS56 Vib Roller (Construction) WB038	180,000	45,000	135,000	-	-	-
Fuso Tip Truck - Patching Truck (Maintenance) WB028	135,000	28,000	107,000	-	-	-
Water Trailers 250 gal WB3398	40,000	-	40,000	-	-	-
Water Tanker - NEW	30,000	-	30,000	20,000	-	20,000
Forklift	-	-	-	-	-	-
TOTAL	645,000	103,000	542,000	276,298	-	106,298

SHIRE OF WONGAN - BALLIDU
REPORT ON BORROWINGS AS AT 31 JANUARY 2020

Existing Loans * Denotes (SSL) Self Supporting Loan

Loan No.	Particulars	Recipient	Maturity Date	Proposed Borrowings	Amount Borrowed	Loan Principal Paid in Jan 20	Accrued Int. Due	YTD Interest Paid	Loan Balance @ 30 June 2019	Refinancing	Principal Repayments YTD	Loan Balance @ 31 Jan 20
142	Housing Construction	WB Community Association*	Mar-2020		400,000	-	-	(716)	39,325	-	(19,384)	19,941
147	Aged Persons	Ninan House*	Jul-2022		100,000	(4,410)	-	(1,312)	33,112	-	(8,672)	24,440
149	Resurface Bowling Greens	Wongan Hills Bowling Club*	Dec-2019		115,000	-	-	(55)	7,563	-	(7,563)	0
151A	Aged Persons	Ninan House*	Oct-2032		300,000	-	-	(3,590)	276,782	-	(8,024)	268,758
152	Co-Location Construction	Shire	Dec-2039		2,000,000	-	-	-	-	2,000,000	-	2,000,000
TOTAL EXISTING LOANS				-	2,915,000	(4,410)	-	(5,673)	356,782	2,000,000	(43,643)	2,313,139

Shire Loan Summary
Self Supporting Loan Summary

-	2,000,000	-	-	-	-	2,000,000	-	2,000,000
-	915,000	(4,410)	-	(5,673)	356,782	-	(43,643)	313,139

Current loan liability
Non current liability
Total Loan Liability

Loan Balance @ 30 June 2019	SSL	Shire	Total
(74,117)	(30,474)	-	(30,474)
(282,665)	(282,665)	(2,000,000)	(2,282,665)
(356,782)	(313,139)	(2,000,000)	(2,313,139)

SHIRE OF WONGAN - BALLIDU															
ANALYSIS OF RESERVE ACCOUNTS AS AT 31 JANUARY 2020															
				ADOPTED FULL YEAR'S BUDGET				CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 31 JANUARY 2020			
Reserve Description	GL Acct.	Budget Opening Balance	Actual Opening Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer from / Interest	Transfer to Muni/ Transfer from Reserve	Transfer from Muni/ Transfer to Reserve	Actual Balance
Community Resource Centre Reserve	01989	(13,335)	(13,372)	(198)	-	-	(13,570)	(198)	-	-	(13,570)	(87)	-	-	(13,459)
Depot Improvement Reserve	01940	(10,364)	(10,377)	(154)	-	-	(10,531)	(154)	-	-	(10,531)	(67)	-	-	(10,444)
Historical Publications Reserve	01965	(6,975)	(6,994)	(104)	-	-	(7,098)	(104)	-	-	(7,098)	(45)	-	-	(7,039)
Housing Reserve	01955	(1,827)	(1,832)	(27)	-	-	(1,859)	(27)	-	-	(1,859)	(12)	-	-	(1,844)
LSL Reserve	01935	(80,682)	(81,042)	(1,202)	40,383	-	(41,861)	(1,202)	40,383	-	(41,861)	(527)	-	-	(81,569)
Medical Facilities & R4R Special Projects Reserve	01975	(289,995)	(290,895)	(4,312)	30,000	-	(265,207)	(4,312)	30,000	-	(265,207)	(1,890)	-	-	(292,785)
Patterson Street JV Housing Reserve	01988	(38,473)	(38,573)	(572)	-	(5,000)	(44,145)	(572)	-	(5,000)	(44,145)	(251)	-	-	(38,824)
Plant Reserve	01945	(678,649)	(682,931)	(11,740)	254,000	(224,000)	(664,671)	(11,740)	254,000	(224,000)	(664,671)	(4,437)	-	-	(687,368)
Quinlan Street JV Housing Reserve	01987	(39,019)	(39,121)	(580)	-	(5,000)	(44,701)	(580)	-	(5,000)	(44,701)	(254)	-	-	(39,375)
Stickland JV Housing Reserve	01986	(47,514)	(47,640)	(707)	-	(5,000)	(53,347)	(707)	-	(5,000)	(53,347)	(310)	-	-	(47,950)
Swimming Pool Reserve	01970	(113,194)	(113,573)	(1,682)	-	-	(115,255)	(1,682)	-	-	(115,255)	(738)	-	-	(114,311)
Waste Management Reserve	01920	(39,461)	(39,564)	(587)	-	(5,000)	(45,151)	(587)	-	(5,000)	(45,151)	(257)	-	-	(39,821)
Sporting Co-Location Reserve	01990	(916,423)	(862,450)	(3,654)	785,500	-	(80,604)	(3,654)	785,500	-	(80,604)	(5,604)	-	-	(868,054)
TOTALS		(2,275,911)	(2,228,365)	(25,519)	1,109,883	(244,000)	(1,388,001)	(25,519)	1,109,883	(244,000)	(1,388,001)	(14,478)	-	-	(2,242,843)

SHIRE OF WONGAN-BALLIDU
BANK RECONCILIATIONS FOR 31 JANUARY 2020

	Total	Municipal (01100+01102)	Trust (21100)	Reserve (01105)	Cash On Hand (01101)
Opening Balance	6,121,928.62	3,835,145.87	47,421.42	2,238,511.33	850.00
Add: Receipts	472,915.86	387,303.98	81,280.30	4,331.58	
Adjustment	-				
Transfers In/(Out)	-				
	-				
Less: Payments - EFT & Cheques	(572,600.55)	(499,164.25)	(73,436.30)		
Payments - Bank Fees	(1,695.80)	(1,695.80)			
Investment - Transfers In/Out	-				
	-				
Balance as per General Ledger	6,020,548.13	3,721,589.80	55,265.42	2,242,842.91	850.00
Balance as per Bank Statements	305,053.54	255,570.37	49,483.17		
Balance as per Bank Deposit Certificates	3,457,747.08	1,214,904.17		2,242,842.91	
Balance as per Holder Certificates	2,261,693.48	2,260,843.48			850.00
Add: Outstanding Deposits	7,655.67	1,908.77	5,746.90	-	
Adjustments -	-				
	-				
Less: Unpresented Payments	(11,636.99)	(11,636.99)			
	50.00		50.00		
Adjustments & Transfers	(14.65)		(14.65)		
	-				
Balance as per Cash Book	6,020,548.13	3,721,589.80	55,265.42	2,242,842.91	850.00

SHIRE OF WONGAN - BALLIDU
INVESTMENT REPORT FOR 31 JANUARY 2020

MUNICIPAL INVESTMENTS

Matured Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Last Placed	Interest/Transfers Realised	Closing Balance	BANK TO INVESTMENT
Total of matured municipal investments								0.00	0.00	0.00	

Current Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
9770-46811	Muni Term Deposit			9/12/2019	9/03/2020	1.45%	\$ 210,158.77	\$ -	\$ 1,605.41	\$ 211,764.18	\$ 1,605.41
9147-00687	Muni Term Deposit			16/12/2019	16/03/2020	1.45%	\$ 500,000.00	\$ -	\$ 2,044.38	\$ 502,044.38	\$ 2,044.38
9111-76541	Muni Term Deposit			9/12/2019	9/02/2019	1.14%	\$ 500,000.00	\$ -	\$ 1,095.61	\$ 501,095.61	\$ 1,095.61
4705-91546	Online Saver Account			7/11/2018		0.40%	\$ 260,078.29	\$ 2,000,000.00	\$ 765.19	\$ 2,260,843.48	\$ 765.19
Total of current municipal investments							\$ 1,470,237.06	\$ 2,000,000.00	\$ 5,510.59	\$ 3,475,747.65	\$ 5,510.59

RESERVE INVESTMENTS

Matured Reserve Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment last Placed	Interest/Transfer Realised	Closing Balance	BANK TO INVESTMENT
Total of matured reserve investments								0.00	0.00	0.00	

Current Reserve Investments

Invest No.	Name	Maturity	From	To	Days	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
9788-42609	Term Deposit		6/01/2020	6/04/2020	90	1.45%	\$ 549,662.07	\$ -	\$ 5,496.32	\$ 555,158.39	\$ 5,496.32
9788-42596	Term Deposit		6/01/2020	6/04/2020	90	1.45%	\$ 549,662.07	\$ -	\$ 4,598.76	\$ 554,260.83	\$ 4,598.76
9788-42748	Term Deposit		6/12/2019	6/03/2020	90	1.45%	\$ 549,342.84	\$ -	\$ 2,988.92	\$ 552,331.76	\$ 2,988.92
9789-82644	Term Deposit		3/10/2019	3/04/2020	183	1.55%	\$ 85,749.69	\$ -	\$ 1,010.31	\$ 86,760.00	\$ 1,010.31
2527-63397	Reserve Saver						\$ 493,948.26	\$ -	\$ 383.67	\$ 494,331.93	\$ 383.67
Total of reserve investments and cash							\$ 2,228,364.93	\$ -	\$ 14,477.98	\$ 2,242,842.91	\$ 14,477.98

Total of matured municipal and reserve investment								\$ -	\$ -	\$ -	\$ -
Total of current municipal and reserve investment and cash							\$ 3,698,601.99	\$ 2,000,000.00	\$ 19,988.57	\$ 5,718,590.56	\$ 19,988.57

SHIRE OF WONGAN - BALLIDU RATES OUTSTANDING 31 JANUARY 2020				
		Rates Raised for 2019/2020	\$ 2,976,095.96	
Rates Outstanding Breakdown				
Total Amount Outstanding		31-Jan-20	\$ 351,443.75	12%
Outstanding same time last year		31-Jan-19	\$ 453,868.51	15%
SUNDRY DEBTORS OUTSTANDING 31 DECEMBER 2019				
Debtors Ageing Summary				
Current			\$ 3,595.80	
30 Days			\$ 5,526.54	
60 Days			\$ 1,889.15	
90 Days & Over			\$ 4,173.87	
Credit Balance			\$ (2,372.56)	
Total Outstanding			\$ 12,812.80	
Accounts 90 Days & Over:				
Date	Dr No.	Comments	Amount	
17/05/2019	1370	Standpipe Fees	\$ 1,328.25	Company in Liquidation
23/10/2019	210	Hire of Civic Centre	\$ 105.00	Rachael to check allocation
23/10/2019	37	Electricity	\$ 1,487.82	Statement sent
31/10/2019	592	Boomer Advert	\$ 114.00	Statement sent
31/10/2019	567	Photocopying	\$ 14.80	Statement sent
2/10/2019	1244	Boomer Advert	\$ 64.00	Emailed requesting urgent attention - suggest no further adverts until paid. Owe for 5 monthly ads.
30/10/2019	1392	Private works	\$ 1,060.00	Statement sent
Total			\$ 4,173.87	

9.2.5 BUDGET REVIEW 2019-2020

FILE REFERENCE:	F1.3.2
REPORT DATE:	11 February 2020
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST	NIL
PREVIOUS MEETING REFERENCES:	Finance, Audit and Review Committee Meeting held 12 February 2020 – Budget Review 2019-2020
AUTHOR:	Alan Hart – Deputy Chief Executive Officer
ATTACHMENTS:	Separate Attachment - Budget Review 2019-20

PURPOSE OF REPORT:

To consider and adopt the Budget Review for the period of 1 July 2019 to 31 December 2019.

BACKGROUND:

Local Governments are required to conduct a budget review between 1 January and 31 March each financial year. The budget review is to be submitted to Council within 30 days of the review for Council to consider and determine whether to adopt the review, and any recommendations made within the review.

The budget review is a comparison of the year to date actual results with the adopted or amended budget. The original budget was adopted in July 2019. The purpose of the budget review in accordance with the legislation is to:-

1. Consider the financial performance of the Council for the 2019/20 financial year to-date;
2. Consider the Council's financial position at the date of review; and
3. Review the estimated financial position at the end of the financial year.

COMMENT:

There is no statutory format to present the budget review to Council. The report together with the standard monthly financial report, with an additional column detailing the amended budget, forms the budget review. The use of the standard monthly reports is to ensure consistency in reporting to Council in a format that is familiar to Council.

The 2019/20 budget remains within overall original estimates. Management forecasts an end of year surplus to remain the same as the adopted budget. A summary of changes to the annual budget are as follows:

1. Surplus funds carried forward from the 2019/20 financial year was \$324,986 more than budget forecasts;
2. Operating Income will increase by \$180,843;
3. Operating Expenditure will increase by \$25,350;
4. Capital/Infrastructure Expenditure will increase by \$5,030;
5. Transfers to Reserves will increase by \$384,399;
6. Increase the Operational Surplus at 30 June 2020 to \$25,000; and
7. The balance of the surplus funds (\$66,050) to be transferred to the Sporting Co-Location Reserve.

A copy of the review and Council decision is to be provided to the Department of Local Government, Sport and Cultural Industries within 30 days of the decision by Council.

POLICY REQUIREMENTS:

There is no policy requirements in relation to this item.

LEGISLATIVE REQUIREMENTS:

Regulation 33A Local Government (Financial Management) Regulations 1996.

STRATEGIC IMPLICATIONS:

The budget review helps determine and document any significant variations to the adopted annual budget.

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

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental impacts associated with this proposal.

➤ **Economic**

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

➤ **Financial Implications**

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

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

COMMITTEE RECOMMENDATION

MOVED Cr

SECONDED Cr

That Council accept the attached 2019-2020 Budget Review Report, Amended Rate Setting Statement and Reserve Transfers Budget.

CARRIED/LOST

Shire of Wongan-Ballidu 2019-2020 Budget Review Report

The Local Government (Financial Management) Regulations requires Council to review the annual budget between 1st January to the 31st March each year. The budget review is to assess if there have been material changes in the activities of Council that will alter the budgeted outcome at the 30th June.

A comprehensive assessment of the 2019/20 Budget has been undertaken as part of this review and amendments detailed in the budget review document are considered necessary to ensure Council is able to achieve its corporate objectives and maintain a sound financial position as at 30 June 2020.

This report has been split into a number of components, which are detailed below. In addition, a revised Rate Setting Statement and Analysis of Reserve Accounts has been prepared incorporating the budget adjustments below.

Current Year Opening Balance

The adopted budget for 2019/20 was a balanced budget at the 30th June 2020. This was based on an estimated surplus brought forward of \$2,002,897. The end of year result in the audited financial statements reported a surplus of \$2,327,883. This is an increase of \$324,986 from the adopted budget.

Budget Amendments this year

Income

Income is being received as expected for the 2019/20 financial year. The review has not highlighted any significant variances to income for programs or services that will affect the final outcome a the 30th June 2020.

The review has identified additional sources of income that were not identified in the budget and the following items will amend the budget as detailed below;

Item	Description	Amount
Ex-Gratia Rates- CBH Group (Increase in Income)	During a review of the Ex-Gratia rates contribution by CBH, it was revealed that the declaration of the storage capacity was incorrect. CBH made an additional contribution based on the amended storage capacity.	(\$9,700)
Water Charges-Wongan Hills airport (Increase in Income)	This income was not budgeted for in the preparation of the 2019/20 budget.	(\$3,800)
Insurance Premium Refunds (Increase in Income)	LGIS have advised the Shire that the total refunds from the various schemes will be \$31,000. \$13,621 was included in the budget.	(\$18,300)
Sports Co-Location Contribution (Increase in Income)	The Kondut Sports Council have doubled their contribution towards this project. (It	(\$10,000)

	is proposed that these funds be transferred to reserve)	
Traineeship Grant (Increase in Income)	The Shire has been successful in obtaining a grant for a trainee for the CRC and Administration Operations. This is the income from the grant that will be applied to expenditure on the trainee to the 30 July 2020- AASB 15.	(\$12,000)
Rates Instalment Plan Interest (Increase in Income)	Income from Instalment Plans has exceeded the budget for 2019/20	(\$2,000)
Health Licences and Fees (Increase in Income)	Income from health licences and fees has exceeded the budget for 2019/20	(\$1,000)
Roads to Recovery Grants (Increase in Income)	Income from Roads to recovery was under-estimated in the budget. This resulted in rates funding an increased amount of roadworks in the budget.	(\$111,512)
Direct Road Grant (Increase in Income)	Income from direct road grant (untied) has exceeded the budget for 2019/20	(\$12,531)
SUB-TOTAL		(\$180,843)

Operating Expenditure

Operating Expenditure is in-line with the annual budget. The review has not highlighted any significant variances to expenditure on programs or services in the 2019/20 financial year that will affect the final outcome at the 30th June 2020.

The following items of expenditure will amend the 2019/20 Budget as detailed below.

Item	Description	Amount
Bike it to Ballidu (Increase in Expenditure)	Additional funding as per December informal meeting	\$10,000
Extra Ordinary Election (Increase in Expenditure)	Additional funding is required to fund the Extra Ordinary election in February 2020. The estimated cost of the election is \$11,000, the ordinary election did not cost as much as expected. This represents the additional funding required to fund the election	\$4,300
Water Consumption-Community Park. (Decrease in Expenditure)	This line item was overbudgeted for in the 2019/20 year.	(\$20,000)
Trainee Salary and Wages and Superannuation (Increase in Expenditure)	The Shire has been successful in obtaining a grant for a trainee for the CRC and Administration Operations. This is the expenditure on the trainee to the 30 July 2020.	\$12,000
Salaries and Wages	The Shire has had vacant positions during the year resulting in savings to Salaries and Wages. It is recommended	(\$45,000)

	that these savings be transferred to the Sports Co-Location Reserve	
Electricity Housing Executive Staff (Decrease in Expenditure)	Expected Savings for 2019/20 on electricity costs due to the installation of solar panels. (To be transferred to Special Projects Reserve)	(\$650)
Electricity Administration Centre (Decrease in Expenditure)	Expected Savings for 2019/20 on electricity costs due to the installation of solar panels. (To be transferred to Special Projects Reserve)	(\$4,300)
Electricity Community Resource Centre (Decrease in Expenditure)	Expected Savings for 2019/20 on electricity costs due to the installation of solar panels. (To be transferred to Special Projects Reserve)	(\$11,800)
Electricity Swimming Pool (Decrease in Expenditure)	Expected Savings for 2019/20 on electricity costs due to the installation of solar panels. (To be transferred to Special Projects Reserve)	(\$7,600)
Electricity Wongan Hills Sporting Complex (Decrease in Expenditure)	Expected Savings for 2019/20 on electricity costs due to the installation of solar panels. (To be transferred to Special Projects Reserve)	(\$5,500)
Electricity Depot (Decrease in Expenditure)	Expected Savings for 2019/20 on electricity costs due to the installation of solar panels. (To be transferred to Special Projects Reserve)	(\$2,800)
Electricity Medical Centre (Decrease in Expenditure)	Expected Savings for 2019/20 on electricity costs due to the installation of solar panels. (To be transferred to Special Projects Reserve)	(\$7,300)
Interest on Loan- 152 Wongan Hills Sports Complex (Decrease in Expenditure)	Interest savings for 2019/20 year as the loan was taken out in November 2019 and interest was budgeted for the full year.	(\$26,000)
Subsidy for Wongan Hills Medical Centre. (Increase in Expenditure)	To increase the Medical centre operating subsidy in accordance with the contract.	\$130,000
SUB-TOTAL		\$25,350

Capital/Infrastructure Expenditure

Capital/Infrastructure Expenditure programming is proceeding as planned. The review has not highlighted any significant variances to expenditure on programs or services in the 2019/20 financial year that will affect the final outcome at the 30th June 2020.

The following items of expenditure will amend the 2019/20 Budget as detailed below.

Capital/Infrastructure Items

Item	Description	Amount
Community Park- Replacement of Rope Cargo Net (Decrease in Expenditure)	These works have not been completed and actual expenditure was less than estimated in the 2019/20 Budget	(\$1,470)
Administration Building Repairs (Roof)	Expenditure on roof repairs was higher than expected as more of the roof needed to be replaced than originally planned	\$6,500
SUB-TOTAL		\$5,030

Reserve Transfers

The following are changes to the transfers to/from Reserves budget for the 2019/20 year;

Item	Description	Amount
Transfer to Sporting Co- Location Reserve	This transfer is the savings from the interest payments on Loan 152	\$26,000
Transfer to Sporting Co- Location Reserve	This transfer is to increase the reserve balance to reflect the 2019/20 budget opening balance.	\$53,973
Transfer to Sporting Co- Location Reserve	This transfer is the additional contribution that the Shire received from the Kondut Sports Council for their contribution towards the Sporting Co-Location Reserve	\$10,000
Transfer to Sporting Co- Location Reserve	This transfer is the Operational savings from salaries due to staff vacancies during the year	\$45,000
Transfer to the Community Resource Centre Reserve	This transfer is the surplus from the operations of the CRC in the 2018/19 financial year.	\$14,490
Transfer to Special Projects Reserve	This transfer is the electricity savings that the Shire has achieved from the sites with solar panels for the 2018/19 financial year	\$44,986
Transfer to Special Project Reserve	This transfer is the expected electricity savings that will be achieved from sites with solar panels for the 2019/20 financial year	\$39,950
Transfer to Medical Centre Subsidy Reserve (new)	This transfer is to partially fund the operating subsidy for the Medical Centre operations for 2020/2021 and 2021/2022	\$150,000

SUB-TOTAL		\$384,399

Taking the above into account, the effect on the Annual Budget will be as follows

Increase in Opening Balance (Surplus 1/7/19)	(\$324,986)
Increase in Operating Income	(\$180,843)
Increase in Operating Expenditure	\$25,350
Increase in Capital Expenditure	\$5,030
Adjustments to Reserve Transfers	\$384,399
Amendment to the estimated Closing Balance 30/6/20	(\$91,050)

As a result of the above amendments to the Annual Budget, there will an amendment to the closing balance at the 30th June 2020 of \$91,050. This can be considered an 'unallocated surplus' and is available to fund on other projects. In this case, it is recommended that \$66,050 be transferred to the Sports Co-location Reserve. The effect of this transfer will mean that the surplus at the 30th June 2020 will increase to \$25,000.

SHIRE OF WONGAN-BALLIDU RATE SETTING STATEMENT AS AT 31 DECEMBER 2019				
	2019-2020 Approved Budget	2019/20 Amendments to the Budget	2019-2020 Amended Budget	2019-2020 Year-to-Date Actual
<u>OPERATING INCOME</u>				
General Purpose Funding	(1,092,700)	(11,700)	(1,104,400)	(564,023)
Governance	(50,021)	(18,300)	(68,321)	(28,428)
Law, Order & Public Safety	(35,500)		(35,500)	(17,165)
Health	(79,100)	(1,000)	(80,100)	(7,960)
Education & Welfare	(13,597)		(13,597)	(7,370)
Housing	(66,322)		(66,322)	(35,398)
Community Amenities	(206,740)		(206,740)	(177,773)
Recreation & Culture	(1,173,214)	(10,000)	(1,183,214)	(409,877)
Transport	(1,265,312)	(124,043)	(1,389,355)	(995,289)
Economic Services	(72,950)	(3,800)	(76,750)	(33,028)
Other Property & Services	(323,582)	(12,000)	(335,582)	(235,576)
A	(4,379,038)	(180,843)	(4,559,881)	(2,511,887)
<u>OPERATING EXPENSES</u>				
General Purpose Funding	120,197		120,197	59,362
Governance	301,052	9,350	310,402	174,537
Law, Order & Public Safety	155,027		155,027	85,103
Health	328,434	122,700	451,134	192,529
Education & Welfare	183,821		183,821	81,084
Housing	200,582		200,582	107,942
Community Amenities	511,710	(20,000)	491,710	208,161
Recreation & Culture	1,683,671	(39,100)	1,644,571	846,433
Transport	2,825,885	(47,800)	2,778,085	1,521,883
Economic Services	178,822		178,822	110,743
Other Property & Services	902,708	200	902,908	340,580
B	7,391,909	25,350	7,417,259	3,728,357
C= A and B	3,012,871	(155,493)	2,857,378	1,216,470
<u>ADJUST FOR CASH BUDGET REQUIREMENTS</u>				
<u>Non-Cash Expenditure and Income</u>				
Depreciation on Assets	(2,352,950)		(2,352,950)	(1,215,945)
Accruals and Adjustments				-
Profit/(Loss) on Asset Sales	(67,129)		(67,129)	-
<u>Capital Expenditure & Income</u>				
Purchase of land & buildings	4,449,780	6,500	4,456,280	1,653,300
Purchase of furniture & equipment	-		-	-
Purchase of motor vehicles	90,000		90,000	-
Purchase of plant & machinery	555,000		555,000	190,000
Purchase of other infrastructure	30,500	(1,470)	29,030	17,423
Purchase of roads infrastructure	2,117,372		2,117,372	946,756
Proceeds from sale of assets	(103,000)		(103,000)	-
<u>Financing Activities</u>				
Repayment of Loan Principal	146,198		146,198	39,233
Loan proceeds / refinancing CL to NCL adj	(2,000,000)		(2,000,000)	(2,000,000)
Loans paid to SSL parties	-		-	-
Self Supporting Loan Income	(71,793)		(71,793)	(39,233)
<u>Reserve Movements</u>				
Transfers to Reserves	244,000	450,449	694,449	-
Interest paid to Reserves	25,519		25,519	10,146
Transfer from Reserves	(1,109,883)		(1,109,883)	-
Net Movement in LSL Reserve				(369)
LSL Provision in reserves	-		-	-
Estimated Muni (Surplus)/Deficit July 1 B/Fwd.	(2,002,897)	(324,986)	(2,327,883)	(2,327,885)
Estimated Muni Surplus/(Deficit) June 30 C/Fwd.	-	25,000	25,000	(4,480,440)
AMOUNT REQUIRED TO BE RAISED FROM RATES	2,963,588	-	2,963,588	2,970,336
TOTAL RATES RAISED	2,963,588	-	2,963,588	2,970,336
(Surplus) / Deficit Variance	(0)	-	0	0

SHIRE OF WONGAN - BALLIDU															
ANALYSIS OF RESERVE ACCOUNTS AS AT 31 DECEMBER 2019															
				ADOPTED FULL YEAR'S BUDGET				AMENDED FULL YEAR'S BUDGET				ACTUAL YTD AT 31 DECEMBER 2019			
Reserve Description	GL Acct.	Budget Opening Balance	Actual Opening Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer from / Interest	Transfer to Muni/ Transfer from Reserve	Transfer from Muni/ Transfer to Reserve	Actual Balance
Community Resource Centre Reserve	01989	(13,335)	(13,372)	(198)	-	-	(13,570)	(198)	-	(14,490)	(28,060)	(61)	-	-	(13,433)
Depot Improvement Reserve	01940	(10,364)	(10,377)	(154)	-	-	(10,531)	(154)	-	-	(10,531)	(47)	-	-	(10,424)
Historical Publications Reserve	01965	(6,975)	(6,994)	(104)	-	-	(7,098)	(104)	-	-	(7,098)	(32)	-	-	(7,026)
Housing Reserve	01955	(1,827)	(1,832)	(27)	-	-	(1,859)	(27)	-	-	(1,859)	(8)	-	-	(1,840)
LSL Reserve	01935	(80,682)	(81,042)	(1,202)	40,383	-	(41,861)	(1,202)	40,383	-	(41,861)	(369)	-	-	(81,411)
Medical Facilities & R4R Special Projects Reserve	01975	(289,995)	(290,895)	(4,312)	30,000	-	(265,207)	(4,312)	30,000	(84,936)	(350,143)	(1,325)	-	-	(292,220)
Patterson Street JV Housing Reserve	01988	(38,473)	(38,573)	(572)	-	(5,000)	(44,145)	(572)	-	(5,000)	(44,145)	(176)	-	-	(38,749)
Plant Reserve	01945	(678,649)	(682,931)	(11,740)	254,000	(224,000)	(664,671)	(11,740)	254,000	(224,000)	(664,671)	(3,110)	-	-	(686,040)
Quinlan Street JV Housing Reserve	01987	(39,019)	(39,121)	(580)	-	(5,000)	(44,701)	(580)	-	(5,000)	(44,701)	(178)	-	-	(39,299)
Stickland JV Housing Reserve	01986	(47,514)	(47,640)	(707)	-	(5,000)	(53,347)	(707)	-	(5,000)	(53,347)	(217)	-	-	(47,857)
Swimming Pool Reserve	01970	(113,194)	(113,573)	(1,682)	-	-	(115,255)	(1,682)	-	-	(115,255)	(517)	-	-	(114,090)
Waste Management Reserve	01920	(39,461)	(39,564)	(587)	-	(5,000)	(45,151)	(587)	-	(5,000)	(45,151)	(180)	-	-	(39,744)
Sporting Co-Location Reserve	01990	(916,423)	(862,450)	(3,654)	785,500	-	(80,604)	(3,654)	785,500	(201,023)	(281,627)	(3,927)	-	-	(866,377)
Medical Centre Operating Subsidy Reserve (NEW)							-			(150,000)	(150,000)				-
TOTALS		(2,275,911)	(2,228,365)	(25,519)	1,109,883	(244,000)	(1,388,001)	(25,519)	1,109,883	(694,449)	(1,838,450)	(10,146)	-	-	(2,238,511)

9.2.6 WAIVE BUILDING FEES

FILE REFERENCE:	
REPORT DATE:	12 February 2020
APPLICANT/PROPONENT:	Mr N Panton
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Alan Hart, DCEO
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

To consider a request from Mr N Panton to waive fees associated with two Building Applications lodged in August 2019 and the two Building Permits issued later that same month.

BACKGROUND:

When adopting the 2019/2020 Budget and Fees and Charges, Council introduced new fees in relation to the issuing of Building Permits. The new fees are to issue a Certificate of Design Compliance and Building Permit Certificate and reflects the cost of the Shire's contractor to issue these documents prior to issuing the Building Permit.

COMMENT:

Mr Panton lodged two Building Applications on 13 August 2019. The Building Permits were then issued on 30 August 2019. At the time of the application Mr Panton was unaware of the new fees and charges as they were not communicated to Mr Panton at the time of lodgement. The first that he became aware of the new fees was when he attended the Shire to collect the Permits.

Mr Panton subsequently made a complaint to Cr Boekeman about the Shire imposing these new fees without any communication or consultation. This issue was discussed at the informal session with Councillors on 20 September 2019, when Council requested that the Acting CEO instigate the process of waiving the new fees for Mr Panton's two building applications.

This report is to formalise the waiving of the fees relating to the issuing of the Certificates of Design Compliance and Building Permit Certificates for Building Applications B561 and B562. The amount to be written-off is \$544.50 for each application.

POLICY REQUIREMENTS:

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

LEGISLATIVE REQUIREMENTS:

Section 6.12 Local Government Act (1995) as amended.

STRATEGIC IMPLICATIONS:

There are no strategic implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

➤ Environment

There are no known environmental impacts associated with this proposal.

➤ Economic

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

➤ **Financial Implications**

Waiving the Fees of \$1,089 will reduce Building Application fee income for the 2019/2020 financial year.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION

MOVED Cr

SECONDED Cr

That Council waives the fees for the issuing of Certificates of Design Compliance and Building Permit Certificates for Building Permits B561 and B562 totalling \$1,089.

CARRIED/LOST

9.2.7 COMPLIANCE AUDIT RETURN 2019 (CAR)

FILE REFERENCE:	F1.7.1
REPORT DATE:	12 February 2020
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Finance, Audit and Review Committee Meeting held 12 February 2020
AUTHOR:	Alan Hart – Deputy Chief Executive Officer
ATTACHMENTS:	2019 Compliance Audit Return

PURPOSE OF REPORT:

To consider and adopt the 2019 Compliance Audit Return ('CAR').

BACKGROUND:

Council is required to carry out a Compliance Audit Return for the period 1 January 2019 to 31 December 2019 against the requirements included in the 2019 Compliance Audit Return.

The Compliance Audit Return is to be:-

- a) presented to Council at a meeting of the Council;
- b) adopted by the Council; and
- c) the adoption recorded in the Minutes of the meeting at which it is adopted.

The adopted Compliance Audit Return is to be submitted to the Director General, Department of Local Government and Communities by 31 March 2020.

COMMENT:

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

POLICY REQUIREMENTS:

There are no known legislative requirements related to this item.

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

➤ Environment

There are no known environmental impacts associated with this proposal.

➤ **Economic**

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

➤ **Financial Implications:**

There are no financial implications in relation to this item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

COMMITTEE RECOMMENDATION

MOVED Cr SECONDED Cr

That Council adopt the 2019 Compliance Audit Return as presented.

CARRIED/LOST



Wongan-Ballidu - Compliance Audit Return 2019

Certified Copy of Return

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

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A	No Major Trading Undertakings were made in 2019	Alan Hart
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A	No Major Trading Undertakings were made in 2019	Alan Hart
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	N/A	No Major Trading Undertakings were made in 2019	Alan Hart
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A	No Major Trading Undertakings were made in 2019	Alan Hart
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	No Major Trading Undertakings were made in 2019	Alan Hart

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	N/A	There were no delegations to Committees in 2019	Alan Hart
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A	There were no delegations to Committees in 2019	Alan Hart
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A	There were no delegations to Committees in 2019	Alan Hart
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A	There were no delegations to Committees in 2019	Alan Hart
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	N/A	There were no delegations to Committees in 2019	Alan Hart
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		Alan Hart
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes	Resolution 040219 OCM 27/2/19	Alan Hart
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes	Resolution 040219 OCM 27/2/19	Alan Hart



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9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Alan Hart
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	N/A	Alan Hart
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes	Alan Hart
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes	Alan Hart
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes	Alan Hart

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes		Alan Hart
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	Yes		Alan Hart
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes	OCM 27/2/19 OCM 24/7/19	Alan Hart
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A		Alan Hart
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A		Alan Hart
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	N/A		Alan Hart
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	Yes		Alan Hart
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes		Alan Hart
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes		Alan Hart



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10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	Yes		Alan Hart
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes		Alan Hart
12	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes		Alan Hart
13	s5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes		Alan Hart
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	Yes		Alan Hart
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes		Alan Hart
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes		Alan Hart
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes	Resolution 060719	Alan Hart
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes	Resolution 060719	Alan Hart
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes		Alan Hart

Disposal of Property

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



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section 3.58(4), in the required local public notice for each disposal of property?

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)(2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates?	Yes		Alan Hart
2	Elect Reg 30G(3) &(4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	N/A		Alan Hart

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Alan Hart
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Alan Hart
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	N/A		Alan Hart
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	N/A		Alan Hart
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes	Adopted at the OCM 15/12/19	Alan Hart
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes	Received 26/11/19	Alan Hart
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did the local government, ensure that appropriate action was undertaken in respect of those	N/A	No matters were raised in the Audit Report	Alan Hart



		matters?			
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	N/A	No matters were identified by the Auditor	Alan Hart
9	S7.12A (5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes	Lodged 5 December 2019	Alan Hart
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		Alan Hart
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes		Alan Hart
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes		Alan Hart
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes		Alan Hart
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	Yes		Alan Hart

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	OCM 28/6/17 Resolution 090617	Alan Hart
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	No		Alan Hart
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	OCM 28/6/17 Resolution 080617	Alan Hart
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments. Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	N/A	OCM 28/6/17 Resolution 080617	Alan Hart
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that	Yes	OCM 24/8/16 Resolution 050816	Alan Hart



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		covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?			
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	OCM 24/6/15 Resolution 050615	Alan Hart
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	OCM 25/9/13 Resolution 040913	Alan Hart

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Alan Hart
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	N/A		Alan Hart
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	N/A		Alan Hart
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	N/A		Alan Hart
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	N/A		Alan Hart

Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	N/A	The CEO is the Complaints Officer	Alan Hart
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes		Alan Hart
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	Yes		Alan Hart
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the	Yes		Alan Hart



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		name of the person who makes the complaint?		
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred?	Yes	Alan Hart
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes	Alan Hart

Optional Questions

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5(2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	August 2019	Alan Hart
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	August 2019	Alan Hart
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes		Alan Hart
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes		Alan Hart



Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	Yes		Alan Hart
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	N/A		Alan Hart
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		Alan Hart
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		Alan Hart
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	N/A		Alan Hart
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes		Alan Hart
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	Yes		Alan Hart
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		Alan Hart
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes		Alan Hart
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes		Alan Hart
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	N/A		Alan Hart
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	N/A		Alan Hart



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13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	N/A		Alan Hart
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	N/A		Alan Hart
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	No	The Shire does not have a panel of pre-qualified suppliers	Alan Hart
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	N/A		Alan Hart
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	N/A		Alan Hart
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	N/A		Alan Hart
19	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, given notice of the variation?	N/A		Alan Hart
20	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications?	N/A		Alan Hart
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	N/A		Alan Hart
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	N/A		Alan Hart
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	N/A		Alan Hart
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	Yes		Alan Hart



Department of
**Local Government, Sport
and Cultural Industries**

25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	Yes	Alan Hart
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less?	Yes	Alan Hart
27	F&G Reg 11A	Did the local government comply with it's current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	Yes	Alan Hart

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

Signed Mayor / President, Wongan-Ballidu

Signed CEO, Wongan-Ballidu



Department of
**Local Government, Sport
and Cultural Industries**

9.3 WORKS AND SERVICES

9.3.1 RAV 7-REQUEST LGA SUPPORT

FILE REFERENCE:	T6.1
REPORT DATE:	20 February 2020
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Karl Mickle – Manager of Works & Services
ATTACHMENTS:	9.3.1a Tandem Drive – Prime Mover Concessional Network Level 3 9.3.1b Prime Mover, Trailer Combinations

PURPOSE OF REPORT:

The purpose of this report is to present to Council a request from Heavy Vehicle Services (HVS) to assess Korraling Road and Craig Road, and provide HVS with any comments relating to road condition, planning conflicts, development issues etc., that may be impacted by including the above roads onto the RAV 7 Network.

BACKGROUND:

An application was submitted to Main Roads Western Australia (HVS) by Alastair Falconer requesting to amend Korraling Road to the Northam Pithara Road, and Craig Road from Northam Pithara Road to Korraling Road from a RAV 4 to a RAV 7.

Shire of Wongan-Ballidu	5180034	Korraling Rd	Northam Pithara Rd (3.52)	Craig Rd (10.12)	RAV 4	RAV 7
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COMMENT:

The most significant changes from Category RAV 4 to RAV 7 is the overall length of truck and trailer combinations. The RAV 4 route allows heavy vehicle combinations up to 27.5m whilst a RAV 6-7 route allows combinations from 27.5m to 36.5m.

If Council does not want a higher Network level on particular roads for any reason, then they have the option to not support the application. This consultation process precedes the onsite assessment process by HVS staff members, who determine whether the road is suitable for the higher Network level. This assessment process either shows the road as suitable for the higher Network level, or highlights those blackspots and deficiencies that are restricting the higher levels to be achieved.

POLICY REQUIREMENTS:

The 'Heavy Vehicle' Policy 10.4 outlines Council's expectations for the use of heavy vehicles within the Shire.

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

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

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this proposal.
- **Economic**
There are no known economic impacts associated with this proposal.
- **Social**
There are no known social implications associated with this proposal.
- **Financial Implications:**
There are no immediate financial implications, however a change in RAV Network Rating for all or part of the road has the potential to reduce the life of the road and increase the maintenance requirements of the road.

RISK IMPLICATIONS:

Any amendment to RAV Network Ratings can potentially reduce the life of the road and increase the maintenance requirements of the road, therefore impacting on the Shire of Wongan-Ballidu Asset Management Plan and Long-Term Financial Plan.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: NO

OFFICER RECOMMENDATION

MOVED Cr SECONDED Cr

That Council not support the request from Heavy Vehicle Services (HVS) to assess Korralling Road and Craig Road.

CARRIED/LOST

Tandem Drive – Prime Mover Concessional Network Level 3

2019

Heavy Vehicle Services

Category	Vehicle Description and Configuration			Length (m)	Max Mass (t)	Concessional Network Level 3	
<div>Category 2</div>	(B) PRIME MOVER TOWING SEMI-TRAILER $\leq 20\text{M}$ 	(C) B-DOUBLE $\leq 27.5\text{M}$ 	(D) SHORT B-TRIPLE $\leq 27.5\text{M}$ 	(B) $\leq 20\text{m}$ (C) $\leq 27.5\text{m}$ (D) $\leq 27.5\text{m}$	52.0t 75.5t 99.0t	<div>Network 2.3</div>	
<div>Category 3</div>	(A) PRIME MOVER, SEMI-TRAILER TOWING 5 AXLE DOG TRAILER $\leq 27.5\text{M}$ 	<div>Example of Axle Groups</div>  <div>Example of Axle Group with An Optional Axle</div> 			(A) $\leq 27.5\text{m}$	93.0t	<div>Network 3.3</div>
<div>Category 4</div>	(A) PRIME MOVER, SEMI-TRAILER TOWING 6 AXLE DOG TRAILER $\leq 27.5\text{M}$ 			(A) $\leq 27.5\text{m}$	99.0t	<div>Network 4.3</div>	
<div>Category 5</div>	(A) PRIME MOVER, SEMI-TRAILER TOWING 5 AXLE DOG TRAILER $\leq 36.5\text{M}$ 			(A) $> 27.5\text{m}, \leq 36.5\text{m}$	93.0t	<div>Network 5.3</div>	
<div>Category 6</div>	(A) PRIME MOVER, SEMI-TRAILER TOWING 6 AXLE DOG TRAILER $\leq 36.5\text{M}$ 	(B) B-TRIPLE $\leq 36.5\text{M}$ 		(A) $> 27.5\text{m}, \leq 36.5\text{m}$ (B) $> 27.5\text{m}, \leq 36.5\text{m}$	99.0t 99.0t	<div>Network 6.3</div>	
<div>Category 7</div>	(A) PRIME MOVER TOWING SEMI-TRAILER AND B DOUBLE $\leq 36.5\text{M}$ 	(B) B-DOUBLE TOWING A DOG TRAILER $\leq 36.5\text{M}$ 		(A) $> 27.5\text{m}, \leq 36.5\text{m}$ (B) $> 27.5\text{m}, \leq 36.5\text{m}$	122.5t 122.5t	<div>Network 7.3</div>	
<div>Category 9</div>	(A) PRIME MOVER, SEMI-TRAILER TOWING 2 X DOG TRAILERS $\leq 53.5\text{M}$ 	(C) B-DOUBLE TOWING A DOG TRAILER $\leq 45.0\text{M}$ 	(D) PRIME MOVER, SEMI-TRAILER TOWING A B-DOUBLE $\leq 45.0\text{M}$ 	(A) $> 36.5\text{m}, \leq 53.5\text{m}$ (C) $> 36.5\text{m}, \leq 45.0\text{m}$ (D) $> 36.5\text{m}, \leq 45.0\text{m}$	134.0t 122.5t 122.5t	<div>Network 9.3</div>	
<div>Category 10</div>	(A) PRIME MOVER, SEMI-TRAILER TOWING 2 X DOG TRAILERS $\leq 53.5\text{M}$  (D) B-DOUBLE TOWING 2 DOG TRAILERS $\leq 53.5\text{M}$ 	(B) B-DOUBLE TOWING A CONVERTER DOLLY CONNECTED TO 2 SEMI-TRAILERS $\leq 53.5\text{M}$ (DOUBLE B DOUBLE)  (E) DOUBLE ROAD TRAIN TOWING DOUBLE TRAILERS $\leq 53.5\text{M}$ 		(C) PRIME MOVER, SEMI-TRAILER TOWING B-TRIPLE $\leq 53.5\text{M}$ 	(A) $> 36.5\text{m}, \leq 53.5\text{m}$ (B) $> 36.5\text{m}, \leq 53.5\text{m}$ (C) $> 36.5\text{m}, \leq 53.5\text{m}$ (D) $> 36.5\text{m}, \leq 53.5\text{m}$ (E) $> 36.5\text{m}, \leq 53.5\text{m}$	146.0t 146.0t 146.0t 169.5t 169.5t	<div>Network 10.3</div>

NOTES

- Operators using a category of RAV outlined in this document must operate that RAV in accordance with the OPERATING CONDITIONS and only on the network specified.
- These diagrams are a visual indication of the vehicle only.
- Operators must refer to the OPERATING CONDITIONS and the AMMS Page for the full vehicle descriptions.
- The height of the vehicle can exceed 4.3m but MUST NOT exceed 4.6m when it is: (i) built to carry livestock or; (ii) carrying a crate to carry livestock or (iii) carrying vehicles on more than one deck or; (iv) carrying a multi modal container (V) carrying a large indivisible item or (vi) when operating with an appropriately licenced over height curtain side or pantechnicon trailer.

Heavy Vehicle Services

Tel: 138 HVO (486)

Email: hvs@mainroads.wa.gov.au

Website: www.mainroads.wa.gov.au

Prime Mover, Trailer Combinations

VEHICLE DESCRIPTION AND CONFIGURATION CHART (RAV) – PRIME MOVER, TRAILER COMBINATIONS EXAMPLES						Axle Spacing Table	Length (m)	Mass (T) Maximum Permitted Mass	RAV Network	
Category 1	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER 	(B) PRIME MOVER TOWING AN OVERHEIGHT SEMI TRAILER 	(C) SHORT B-DOUBLE 	(D) TWINSTEER PRIME MOVER TOWING SEMI TRAILER 	(A) (B) (C) (D)	A A A A	≤20 ≤19 ≤20 ≤19	50 42.5 50 47.5	Network 1	
Category 2	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER 	(B) PRIME MOVER TOWING SEMI TRAILER 	(C) B-DOUBLE 	(D) SHORT B TRIPLE 	(E) CAR CARRIER SEMI TRAILER 	(B) (C) (D) (E)	A A A A	≤27.5 ≤20 ≤27.5 ≤27.5 ≤25	66.5 47.5 67.5 87.5 42.5	Network 2
Category 3	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER 	<div>Example of Axle Groups</div> <div>Example of Axle Group with An Optional Axle</div>				(A)	B	≤27.5	84	Network 3
Category 4	(A) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER 					(A)	A	≤27.5	87.5	Network 4
Category 5	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER 	(B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER AND CONVERTER DOLLY 	(C) B-DOUBLE TOWING A CONVERTER DOLLY 	(D) B-TRIPLE 	(A) (B) (C) (D)	B B A A	>27.5, ≤36.5 >27.5, ≤36.5 >27.5, ≤36.5 >27.5, ≤36.5	84 84+d 67.5+d 84	Network 5	
Category 6	(A) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER 	(B) B-TRIPLE 	(C) PRIME MOVER SEMI TRAILER TOWING A 6 AXLE TRAILER & CONVERTER DOLLY 	(A) (B) (C)	A A A	>27.5, ≤36.5 >27.5, ≤36.5 >27.5, ≤36.5	87.5 87.5 87.5+d	Network 6		
Category 7	(A) PRIME MOVER, TOWING SEMI TRAILER AND B DOUBLE 	(B) B-DOUBLE TOWING A DOG TRAILER 	(A) (B)	A A	>27.5, ≤36.5 >27.5, ≤36.5	107.5 107.5	Network 7			
Category 9	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS 	(B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER AND CONVERTER DOLLY 	(C) B DOUBLE TOWING A DOG TRAILER 	(D) PRIME MOVER, SEMI TRAILER TOWING A B-DOUBLE 	(A) (B) (C) (D)	B B A A	>36.5, ≤53.5 >36.5, ≤53.5 >36.5, ≤45 >36.5, ≤45	120.5 84+d 107.5 107.5	Network 9	
Category 10	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS 	(B) B-DOUBLE TOWING A CONVERTER DOLLY CONNECTED TO 2 SEMI TRAILERS 	(C) PRIME MOVER, SEMI TRAILER TOWING B TRIPLE 	(D) B-DOUBLE TOWING 2 DOG TRAILERS 	(A) (B) (C) (D) (E) (F)	A A A A A A	>36.5, ≤53.5 >36.5, ≤53.5 >36.5, ≤53.5 >36.5, ≤53.5 >36.5, ≤53.5 >36.5, ≤53.5	127.5 127.5 127.5 147.5 147.5 87.5+d	Network 10	
	(E) DOUBLE ROAD TRAIN TOWING B-DOUBLE TRAILERS 	(F) PRIME MOVER, SEMI TRAILER TOWING A 6 AXLE DOG TRAILER AND CONVERTER DOLLY 								

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- The height of the vehicle can exceed 4.3 m but MUST NOT exceed 4.6 m when it is:
 - built to carry livestock or;
 - carrying a crate to carry livestock or;
 - carrying vehicles on more than one deck or;
 - carrying a multi-modal container or;
 - carrying a large indivisible item or;
 - When operating with an appropriately licenced over height curtain side or pantechon trailer.
- Maximum height of Pig Trailer must not exceed 3.5m.

9.4 HEALTH, BUILDING AND PLANNING

9.4.1 WATER RESERVES LOT 1 MOCARDY DAM

To be submitted as a Late Item.

9.5 COMMUNITY SERVICES

No items.

10. QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

No items.

13. CLOSURE