



MINUTES 27 FEBRUARY 2013

**ORDINARY MEETING
OF COUNCIL**



INDEX

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	1
2.	ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED	1
3.	PUBLIC QUESTION TIME	1
4.	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	1
5.	PETITIONS AND PRESENTATIONS	1
6.	APPLICATION/S FOR LEAVE OF ABSENCE.....	2
7.	CONFIRMATION OF MINUTES	2
7.1	CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON THURSDAY 20 DECEMBER 2012	2
7.2	CONFIRMATION OF THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON WEDNESDAY 6 FEBRUARY 2013	2
8.	MATTERS FOR WHICH MEETING MAY BE CLOSED	2
9.	REPORTS OF OFFICERS AND COMMITTEES	3
9.1	ADMINISTRATION & FINANCIAL SERVICES	3
9.1.1	ACCOUNTS SUBMITTED.....	3
9.1.2	FINANCIAL REPORTS	5
9.1.3	COMPLIANCE AUDIT RETURN 2012	8
9.1.4	DELEGATED AUTHORITY	10
9.1.5	LOCAL EMERGENCY MANAGEMENT ARRANGEMENT	38
9.1.6	POLICY REVIEW	40
9.1.7	AUDITOR MANAGEMENT REPORT – LETTER OF RESPONSE	43
9.2	WORKS AND SERVICES	47
9.3	HEALTH, PLANNING & BUILDING	47
9.3.1	REQUEST FROM WONGAN HILLS SPORTS COUNCIL FOR COUNCIL TO WAIVE MAINTENANCE COSTS.	47
9.3.2	DEVELOPMENT ASSESSMENT PANELS: LOCAL GOVERNMENT NOMINATIONS	49
9.3.3	ABOLITION OF MILING LAND CARE CONSERVATION DISTRICT COMMITTEE (LCDC).....	51
9.3.4	MANNING OF WONGAN HILLS REFUSE SITE	53
9.5	BUSH FIRE ADVISORY COMMITTEE	56
9.5.1	APPOINTMENT OF DEPUTY CHIEF BUSH FIRE CONTROL OFFICER	56
10.	QUESTIONS FROM MEMBERS WITHOUT NOTICE	56
11.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	56
11.1	WATER PIPE FOR THE DANUBIN SUBDIVISION	56
11.2	WRITE OFF ELECTRICITY COSTS FOR DR WALKEY	56
12.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	56
13.	CLOSURE	57

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

Held in the Council Chambers
on Wednesday 27 February 2013



1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President Cr Michael Brennan declared the meeting opened at 3.01pm.

Cr Barrett-Lennard tendered his resignation as Deputy President.

The Shire President called for nominations for a Deputy President A nomination was received for Cr Macnamara there being no other nominations the Shire President declared Cr Macnamara elected as Deputy Shire President.

The Executive Assistant left the chambers at 3.02pm

The Chief Executive Officer left the chambers at 3.04pm

The Chief Executive Officer and the Executive Assistant returned to the chambers at 3.05pm

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED

ATTENDANCE:

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

STAFF:

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

PUBLIC

Bridgett Collins

3. PUBLIC QUESTION TIME

Bridgett Collins wanted to know if Council was going to address with her storm water concerns re 22 Camm Street and 14 Mocardy St, the Shire President and CEO stated that they would investigate her concerns and then inform her of the outcome.

Bridgett then left the chambers at 3.15pm

4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

5. PETITIONS AND PRESENTATIONS

Nil

6. APPLICATION/S FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON THURSDAY 20 DECEMBER 2012

STAFF RECOMMENDATION:

That the minutes of the Ordinary meeting of Council held on Thursday 20 December 2012 be confirmed as a true and correct record of the proceedings.

MOTION: MOVED Cr Armstrong/Cr Brown

That the minutes of the Ordinary meeting of Council held on Thursday 20 December 2012 be confirmed as a true and correct record of the proceedings.

CARRIED: 9/0
RESOLUTION NO: 010213

7.2 CONFIRMATION OF THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON WEDNESDAY 6 FEBRUARY 2013

STAFF RECOMMENDATION:

That the minutes of the Special meeting of Council held on Wednesday 6 February 2013 be confirmed as a true and correct record of the proceedings.

MOTION: MOVED Cr Godfrey/Cr Lyon

That the minutes of the Special meeting of Council held on Wednesday 6 February 2013 be confirmed as a true and correct record of the proceedings with the following corrections. Add to the list of attendees Cr Peter Macnamara and Stuart Taylor

CARRIED: 9/0
RESOLUTION NO: 020213

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil

9. REPORTS OF OFFICERS AND COMMITTEES

9.1 ADMINISTRATION & FINANCIAL SERVICES

9.1.1 ACCOUNTS SUBMITTED

FILE REFERENCE:	F1.4
REPORT DATE:	5 March 2013
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Dennis Coates – Deputy Chief Executive Officer
ATTACHMENTS:	December 2012 and January 2013

PURPOSE OF REPORT:

That the accounts as submitted be received.

BACKGROUND:

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

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

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

Lists of Accounts

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

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

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

Environment

Ø Economic

Ø Social

VOTING REQUIREMENTS:

STAFF RECOMMENDATION:

COMMITTEE RECOMMENDATION:

MOTION: MOVED Cr West/Cr Macnamara

CARRIED: 9/0
RESOLUTION NO: 030213

**List of Accounts Paid & Submitted to Finance Committee
01/12/2012 - 31/12/2012**

	Date	Name	Description	Amount
EFT9129	07/12/2012	WALGS SUPERANNUATION PLAN	Employee Superannuation	-876.38
EFT9130	07/12/2012	AVON WASTE	514 Domestic Rubbish Collection x 5 weeks, 182 Commercial Rubbish collection x 5 weeks, 696 Recycling services	-10161.60
EFT9131	07/12/2012	CJD EQUIPMENT PTY LTD	Graphite spray (Back order) - PG11, PG12 & PG 13	-515.58
EFT9132	07/12/2012	JASON SIGNMAKERS	120 post for Ward & Wongan- Boddington roads	-1478.40
EFT9133	07/12/2012	MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Freight Charges - Stewart & Heaton, Watershed, Staples & Westrac	-116.90
EFT9134	07/12/2012	WATER CORPORATION		-8811.10
	01/12/2012	WATER CORPORATION	CEO Residence	141.60
	01/12/2012	WATER CORPORATION	Stickland street units	70.80
	01/12/2012	WATER CORPORATION	Civic Centre	959.40
	01/12/2012	WATER CORPORATION	Museum	380.85
	01/12/2012	WATER CORPORATION	Administration building	859.20
	01/12/2012	WATER CORPORATION	Shields crescent	44.10
	01/12/2012	WATER CORPORATION	151 Ninan Street	50.75
	01/12/2012	WATER CORPORATION	Shire Depot	757.55
	01/12/2012	WATER CORPORATION	Kirwin Rd Standpipe	2958.35
	01/12/2012	WATER CORPORATION	Cadoux Koorda Standpipe	808.55
	01/12/2012	WATER CORPORATION	Depot Rd Standpipe	705.75
	01/12/2012	WATER CORPORATION	Apex Park	19.20
	01/12/2012	WATER CORPORATION	Fenton Place Median Strip	992.10
	01/12/2012	WATER CORPORATION	Wongan Hills Cemetery	62.90
EFT9135	07/12/2012	WESTRAC EQUIPMENT PTY LTD		-6678.61
	13/11/2012	WESTRAC EQUIPMENT PTY LTD	1000hr service plus travel labour - PG13	6009.29
	17/11/2012	WESTRAC EQUIPMENT PTY LTD	Parts for PG12 & PBH2	669.32
EFT9136	07/12/2012	WONGAN NEWSAGENCY	Stationery and Newspapers for November 2012 - Admin	-205.80
EFT9138	07/12/2012	WONGAN HILLS TOURISM GROUP INC	Cleaning of Public Toilets -1-30 September, 1-28 October & 3-25th November 2012	-405.00
EFT9139	07/12/2012	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 143 & Loan 149	-13072.34
EFT9140	07/12/2012	BURGESS RAWSON (WA) PTY LTD	Water Usage 9/8/12 - 20/11/12	-199.87
EFT9141	07/12/2012	ADVANCED AUTOLOGIC PTY LTD	20kg grease - PLDR6 & window cleaner (20litres) - Stock	-245.00
EFT9142	07/12/2012	RBC RURAL	Meterplan charges colour & b&w - Administration	-12724.76
EFT9143	07/12/2012	SHANNON ABBOTT		-2319.02
	19/11/2012	SHANNON ABBOTT	Bearings & labour - PG11	395.67
	25/09/2012	SHANNON ABBOTT	Repair air conditioner - PTRAG	1923.35
EFT9144	07/12/2012	PROTECTOR ALSAFE PTY LTD	Fire boots, Goggles, Nylon Bags - Lake Ninan Bush Fire Brigade	-5731.26
EFT9145	07/12/2012	COMMUNITY HOUSING COALITION OF WA	Membership Renewal 2012/13	-80.00
EFT9146	07/12/2012	DSATCO PTY LTD	Bales lupin mulch - Community Park	-330.00
EFT9147	07/12/2012	WONGAN MAIL SERVICE	Mail for November 2012 - Admin	-532.99
EFT9148	07/12/2012	ARTCRAFT PTY LTD	Grab rails - Quinlan Street	-726.00
EFT9149	07/12/2012	BIZWEAR (AUST) P/L	Uniforms - Administration staff x 4 & CRC staff x 1	-2372.92
EFT9150	07/12/2012	GROENEVELD AUSTRALIAS PTY.LTD	Parts for PG13 - nut, elbow, extension & hose fitting	-262.85
EFT9151	07/12/2012	WONGAN HILLS BAKERY AND CAFE	Morning Tea x 4	-35.00
EFT9152	07/12/2012	OPUS INTERNATIONAL CONSULTANTS (PCA) PTY LTD	Carry out a detailed design and safety design audit for the State Black Spot project at the intersection of Hospital Road / Rifle Range Road	-5901.72
EFT9153	07/12/2012	NATIONAL BUILDPLAN GROUP PTY LTD	Progress Claim number 3 - Wongan Hills CRC	-335874.12
EFT9154	07/12/2012	FUJI XEROX AUSTRALIA PTY.LTD		-954.52
	21/11/2012	FUJI XEROX AUSTRALIA PTY.LTD	New printer installation	660.00
	20/11/2012	FUJI XEROX AUSTRALIA PTY.LTD	Toners for new printer	294.52
EFT9155	07/12/2012	JOHN LEONARD	Reimbursement of Electricity charges for Visitors Centre	-184.70
EFT9156	07/12/2012	KAHLIA HARDER	Reimbursement - meals and parking - UHY Haines Norton Course	-145.00
EFT9157	12/12/2012	ANZ BANK (NETT WAGES)	Wages PPE 11/12/2012	-56022.47
EFT9158	12/12/2012	WALGS SUPERANNUATION PLAN	Superannuation contributions	-7657.04
EFT9159	12/12/2012	AUSTRALIAN SERVICES UNION	Payroll deductions	-22.90
EFT9160	12/12/2012	IOU SOCIAL CLUB	Payroll deductions	-260.00

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01/12/2012 - 31/12/2012**

	Date	Name	Description	Amount
EFT9161	12/12/2012	HOSPITAL BENEFIT FUND	Payroll deductions	-374.25
EFT9162	12/12/2012	MUNICIPAL EMPLOYEES UNION	Payroll deductions	-19.40
EFT9163	12/12/2012	COLONIAL FIRST STATE FIRSTCHOICE	Superannuation contributions	-169.49
EFT9164	17/12/2012	STAPLES	Office stationery - Admin	-91.27
EFT9165	17/12/2012	BOEKEMAN MACHINERY	HTB Grease - PTRL13	-21.85
EFT9166	17/12/2012	COURIER AUSTRALIA INTERNATIONAL	Stewart & heaton & Staples	-30.78
EFT9167	17/12/2012	WONGAN HILLS IGA LIQUOR		-717.28
	30/11/2012	WONGAN HILLS IGA LIQUOR	Shire admin refreshments & council meeting - November 2012	652.00
CRC	14/12/2012	WONGAN HILLS IGA LIQUOR	CRC refreshments - November 2012	65.28
EFT9168	17/12/2012	UHY HAINES NORTON	Audit certification - Royalties for Regions & Pensioner deferred rates	-4070.00
EFT9169	17/12/2012	JASON SIGNMAKERS	Skeleton weed signs x 2 - Barrett-Lennard Rd	-319.00
EFT9170	17/12/2012	JOLLY & SONS PTY LTD	Mower blade kit - PSP1	-124.63
EFT9171	17/12/2012	LANDMARK OPERATIONS		-1056.68
	27/11/2012	LANDMARK OPERATIONS	Chemicals - Swimming pool	312.40
	01/11/2012	LANDMARK OPERATIONS	Galva fence dropper x 4 - Dowerin - Kalannie Rd	677.60
	15/11/2012	LANDMARK OPERATIONS	Phil end cap threaded - Town centre gardens	28.95
	14/11/2012	LANDMARK OPERATIONS	Phil end cap threaded - Admin gardens	37.73
EFT9172	17/12/2012	MULTIGROUP DISTRIBUTION SERVICES PTY	Freight from Truck Centre	-170.34
EFT9173	17/12/2012	RURAL PRESS REGIONAL MEDIA (WA)	Fire Break Advertising	-212.43
EFT9174	17/12/2012	WATER CORPORATION		-1652.35
	03/12/2012	WATER CORPORATION	162 Danubin Street	64.80
	05/12/2012	WATER CORPORATION	Swimming Pool	1496.50
	05/12/2012	WATER CORPORATION	Sports ground	91.05
EFT9175	17/12/2012	WESTRAC EQUIPMENT PTY LTD	Bearing & Bearing slee- PBH2	-131.75
EFT9176	17/12/2012	WHEATBELT TYRES		-6052.50
	28/11/2012	WHEATBELT TYRES	Tyres & fitting - PTGK28	4339.98
	28/11/2012	WHEATBELT TYRES	Battery - VWC	160.00
	29/11/2012	WHEATBELT TYRES	Trailer Tyre - PSP4	20.60
	30/11/2012	WHEATBELT TYRES	Repair puncture - PTK26	37.50
	29/11/2012	WHEATBELT TYRES	Fit & Balance tyre - VMBS	1494.42
EFT9177	17/12/2012	WONGAN CONCRETE SERVICES	Sand for paving - Wilson Street	-330.00
EFT9178	17/12/2012	WONGAN NEWSAGENCY	November Stationery - CRC	-100.35
EFT9179	17/12/2012	WONGAN STEEL MANUFACTURERS		-1427.79
	16/11/2012	WONGAN STEEL MANUFACTURERS	Hose, hose end & elbow - PG11	92.78
	08/11/2012	WONGAN STEEL MANUFACTURERS	Flat bar & hollow bar - PTR8	111.67
	08/11/2012	WONGAN STEEL MANUFACTURERS	Plate, Bar & Sheet PTR8	422.81
	01/11/2012	WONGAN STEEL MANUFACTURERS	Sheet & bend sheet - Jackson street	238.38
	05/11/2012	WONGAN STEEL MANUFACTURERS	RHS - Refuse site, Shaft - PTRL13, Earplug replacement - PTR8 & RHS & Angle - Depot	562.15
EFT9180	17/12/2012	C FOLLETT & CO	Swimming Pool: Repair water leak in pump room	-338.35
EFT9181	17/12/2012	WONGAN HILLS SWIMMING CLUB	Kidsport Grant	-140.00
EFT9182	17/12/2012	ORICA/SPECTRUM AUSTRALIA PTY LTD	Supply 2 x cylinder chlorine	-936.90
EFT9183	17/12/2012	WONGAN HILLS TOURISM GROUP INC	Annual Donation to Tourism Group 2012/2013	-10000.00
EFT9184	17/12/2012	RURALVISION	Repair failed transmitting equipment	-733.90
EFT9185	17/12/2012	PEERLESS JAL PTY LTD	Cleaning products - Admin,Civic centre, depot,airfield,medical centre & swimming pool	-3120.12
EFT9186	17/12/2012	WESTERN STABILISERS	Wet mixing on Dowerin-Kalannie Road to facilitate bitumen widening plus mobilisation	-24830.08
EFT9187	17/12/2012	LOCAL GOVERNMENT MANAGERS	Econnect Registration fee - CEO & DCEO	-1320.00
EFT9188	17/12/2012	COVS	Oils, rear markers, yellow paint pen, ear plugs, strobe beacon, stretch spout, camlock, gloves, storage box - PSP3, PTK29, PG11, PG13, PUT61, PWT1 & Stock	-1081.67
EFT9189	17/12/2012	WONGAN HILLS BUSINESS ASSOCIATION	Donation 2012 Wongan Hills Christmas Street Party	-500.00
EFT9190	17/12/2012	RBC RURAL	Travel charge for Boomer printer repair.	-88.00
EFT9191	17/12/2012	OVERLAND FREIGHT	Courier Charges - Orica , Westrac & Jason signs	-446.17

**List of Accounts Paid & Submitted to Finance Committee
01/12/2012 - 31/12/2012**

	Date	Name	Description	Amount
EFT9192	17/12/2012	WONGAN HILLS HARDWARE	Paint,spray gun, turps, air fittings x ,clamps, blade, air filter & timber, Washers, Cistern, Clamps, Screws and hinges, hooks, washers, tape, dust masks, pruner, bolts, drill bit, PVC fittings, poly tube, sprinklers, axe and assorted small items.	-4946.83
EFT9193	17/12/2012	RADIOWEST BROADCASTERS PTY LTD	Radiowest Breakfast show	-110.00
EFT9194	17/12/2012	PROTECTOR ALSAFE PTY LTD	1 x fire boots (back order)	-277.82
EFT9195	17/12/2012	SIGMA CHEMICALS	44 kg Purex Chlorine, 2 x chlorine cal hypo & pallet	-682.50
EFT9196	17/12/2012	RELIANCE PETROLEUM	Fuel account November 2012	-668.80
EFT9197	17/12/2012	WONGAN MAIL SERVICE	CRC Mail Services November 2012	-51.29
EFT9198	17/12/2012	DUNNINGS INVESTMENTS P/L	November fuel account - all shire vehicles	-6120.38
EFT9199	17/12/2012	HIGH STANDARD SECURITY	HSS Security System Monitoring 01/01/12 - 31/03/13 - CRC	-114.40
EFT9200	17/12/2012	PUBLIC TRANSPORT AUTHORITY OF	TransWA Passenger Tickets Issued - CRC	-237.54
EFT9201	17/12/2012	PARAMOUNT BUSINESS SUPPLIES	Staples for Boomer/ including postage - CRC	-103.84
EFT9202	17/12/2012	GELDENS PTY LYD	CRC Uniforms x 4 staff members	-1186.00
EFT9203	17/12/2012	LAM-VY PHAN	Chaplaincy wages December 2012	-1720.62
EFT9204	17/12/2012	COMPUTER ESSENTIALS	QNap & 2 wd black caviar SATA 3	-839.00
EFT9205	17/12/2012	DALWALLINU CONCRETE	1500 septic tank with base and standard lids - Refuse site	-1375.00
EFT9206	17/12/2012	TKB MECHANICAL	Wheel alignment - VRNGR vehicle	-55.00
EFT9207	17/12/2012	DUN DIRECT PTY LTD	Bulk Diesel November - 11,100 litres	-15555.45
EFT9208	17/12/2012	KATHLEEN RUSSELL	Lease payment for Garden Centre from 1/01/13 to 31/01/13	-1875.00
EFT9209	17/12/2012	RAPID PLASTICS PTY LTD	Leach Drain - Refuse site	-440.00
EFT9210	17/12/2012	FUJI XEROX PTY LTD	Paper for Boomer from Fuji Xerox - CRC	-566.23
EFT9211	17/12/2012	DUXTON HOTEL PERTH	Accommodation & Meals Licensing Course x 2 staff- CRC	-3501.00
EFT9212	17/12/2012	NATIONAL PEN	Shire of Wongan Ballidu pens (75)	-139.98
EFT9213	17/12/2012	GERALDTON FUEL	500 litres Diesel - Cadoux Fire Brigade	-723.50
EFT9214	17/12/2012	PHEOBE RYDER	Refund of bond for Civic Centre	-350.00
EFT9215	17/12/2012	SHARYN PRIOR	Return bond for hall booking	-50.00
EFT9216	19/12/2012	ANZ BANK (NETT WAGES)	Wages - Christmas Payroll 25/12/2012 paid on 20/12/2012	-60473.70
EFT9217	19/12/2012	WALGS SUPERANNUATION PLAN	Superannuation contributions	-7626.25
EFT9218	19/12/2012	AUSTRALIAN SERVICES UNION	Payroll deductions	-22.90
EFT9219	19/12/2012	IOU SOCIAL CLUB	Payroll deductions	-260.00
EFT9220	19/12/2012	HOSPITAL BENEFIT FUND	Payroll deductions	-374.25
EFT9221	19/12/2012	MUNICIPAL EMPLOYEES UNION	Payroll deductions	-19.40
EFT9222	19/12/2012	COLONIAL FIRST STATE FIRSTCHOICE	Superannuation contributions	-168.30
EFT9223	21/12/2012	STAPLES	Copy paper A4 - Admin	-400.47
EFT9224	21/12/2012	COURIER AUSTRALIA INTERNATIONAL	State library book exchange & paper delivery for Boomer -CRC	-111.38
EFT9225	21/12/2012	MCINTOSH & SON		-280.22
	29/11/2012	MCINTOSH & SON	Bearing ball, Washer flat, split pins - PSP1	28.84
	07/11/2012	MCINTOSH & SON	Hydraulic filter - PG11	123.54
	15/11/2012	MCINTOSH & SON	Bolt - Manmanning road	0.95
	23/11/2012	MCINTOSH & SON	Gland pump packing - PTK26	39.00
	26/11/2012	MCINTOSH & SON	Bearing balls - PTK26	15.92
	27/11/2012	MCINTOSH & SON	Gland pump packing - PSP3	38.03
	29/11/2021	MCINTOSH & SON	Lube filter - PTK26	33.94
	21/12/2012	MULTIGROUP DISTRIBUTION SERVICES PTY	Freight Staples , Artcraft & Truck Centre	-211.85
EFT9227	21/12/2012	WESTRAC EQUIPMENT PTY LTD	Grader blades - PG11	-2179.76
EFT9228	21/12/2012	BORAL CONSTRUCTION MATERIALS	Emulsion CRS 170 1000L IBC - Wongan Hills-Waddington Road	-2420.00
EFT9229	21/12/2012	AUSTRALIAN TAXATION OFFICE	BAS November 2012	-40651.00
EFT9230	21/12/2012	SHANNON ABBOTT		-2357.41
	04/12/2012	SHANNON ABBOTT	Remove & re-install Fire radio to vehicle -Mocardy Bush Fire Brigade	824.45
	10/11/2012	SHANNON ABBOTT	Re-gas A/C PTK25	1532.96
EFT9231	21/12/2012	WESTWATER ENTERPRISES PTY LTD	Ejector Service Kit - Swimming Pool	-105.49
EFT9232	21/12/2012	THE FARM SHOP (WA) 1999 PTY LTD		-4009.95
	21/12/2012	THE FARM SHOP (WA) 1999 PTY LTD	Uniden radio - PBH2	300.00
	16/11/2012	THE FARM SHOP (WA) 1999 PTY LTD	Uniden Radio - VRNGR, VMWS & PTK30	1055.00
	14/11/2012	THE FARM SHOP (WA) 1999 PTY LTD	Energy Turf Bailey 75 x 20kg fertiliser + Rake leaf	2654.95
EFT9233	21/12/2012	ARTCRAFT PTY LTD	Warning signs - 2x ECHIDNA & 1 x Heavy Vehicle Bypass	-131.45
EFT9234	21/12/2012	COMPUTER ESSENTIALS	1 x Fuji Xerox Docuprint, 1 x LaserJet printer - Medical Centre	-397.00
EFT9235	21/12/2012	OCP SALES	Portable radios, batteries, speaker radio microphone and charger kit - Bush fire brigade	-776.01

**List of Accounts Paid & Submitted to Finance Committee
01/12/2012 - 31/12/2012**

	Date	Name	Description	Amount
EFT9236	21/12/2012	OPUS INTERNATIONAL CONSULTANTS (PCA) PTY LTD	Topographic survey for the State Black Spot project at the intersection of Hospital Road / Rifle Range Road	-5540.70
EFT9237	21/12/2012	GISELA PINIERO	CRC Staff Training	-200.00
EFT9238	21/12/2012	WANAROO TROPHY SHOP	Trophy - Wongan Gymnastics	-33.90
EFT9239	21/12/2012	PERTH AMBASSADOR HOTEL	Accommodation and Meals x 2 CRC staff Trellis course	-2342.00
EFT9240	21/12/2012	WONGAN GYMNASTICS CLUB INC	Kidsport Grant	-200.00
EFT9241	21/12/2012	DENNIS COATES	Reimbursement membership fees - DCEO	-400.00
19348	07/12/2012	LANDGATE	GRV revaluations - Interim Rating	-172.68
19349	07/12/2012	WESTNET PTY LTD	Internet Services for Shire - 1/12/2012 to 1/01/2013	-579.64
19350	07/12/2012	TELSTRA CORPORATION LIMITED	Telephone Account - all Shire phones to 15th November 2012	-3066.64
19351	07/12/2012	DEPARTMENT OF TREASURY & FINANCE	Better Beginnings 2012/13	-137.50
19352	07/12/2012	SHIRE OF WONGAN-BALLIDU	Boomer Advertising 13 x Full colour page advertisements	-689.00
19353	07/12/2012	RAPHAEL JACOBS	Subsidy for Crossover rebate - 15 Wandoo Crescent	-641.52
19354	12/12/2012	SHIRE OF WONGAN-BALLIDU	Medical Centre Float	-150.00
19355	12/12/2012	SHIRE OF WONGAN-BALLIDU - PAYROLL	Payroll deductions	-600.00
19356	12/12/2012	REST SUPERANNUATION	Superannuation contributions	-239.16
19357	12/12/2012	AMP SUPERANNUATION LTD.	Superannuation contributions	-352.75
19358	12/12/2012	AUSTRALIAN SUPER	Superannuation contributions	-164.94
19359	12/12/2012	PRIME SUPER	Superannuation contributions	-308.78
19360	12/12/2012	CONSTRUCTION & BUILDING INDUSTRY	Superannuation contributions	-153.83
19361	12/12/2012	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-165.03
19362	12/12/2012	ONE PATH LIFE LIMITED	Superannuation contributions	-141.65
19363	17/12/2012	WILLIAMS & WILLIAMS	Window faced envelopes & plain envelopes 8,000	-1223.20
19364	17/12/2012	DEPT OF ENVIRONMENT &	Ballidu Tip site Late fee	-292.00
19365	17/12/2012	RAC	Roadside assistance Community Bus	-172.00
19366	19/12/2012	SHIRE OF WONGAN-BALLIDU - PAYROLL	Payroll deductions	-600.00
19367	19/12/2012	REST SUPERANNUATION	Superannuation contributions	-232.39
19368	19/12/2012	AMP SUPERANNUATION LTD.	Superannuation contributions	-349.50
19369	19/12/2012	MLC SUPERANNUATION	Superannuation contributions	-71.10
19370	19/12/2012	AUSTRALIAN SUPER	Superannuation contributions	-298.53
19371	19/12/2012	PRIME SUPER	Superannuation contributions	-306.63
19372	19/12/2012	CONSTRUCTION & BUILDING INDUSTRY	Superannuation contributions	-152.87
19373	19/12/2012	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-165.03
19374	19/12/2012	ONEPATH LIFE LIMITED	Superannuation contributions	-141.65
19375	19/12/2012	HESTA SUPER FUND	Superannuation Contributions	-168.00
19376	21/12/2012	WESTNET PTY LTD	Email account shire 1/01/2012 to 1/02/2013	-339.79
19377	07/12/2012	TELSTRA CORPORATION LIMITED	Telephone account CRC - to 1/01/2012 & Internet 30 Wandoo	-355.51
19378	21/12/2012	ANZ BUSINESS ONE	Refuse site - Staff training, Battery drill, Office Christmas decorations, Tank-Refuse site & Whirly Birds	-2253.05
19379	21/12/2012	SHIRE OF WONGAN-BALLIDU	Boomer Advertising 5 x full colour pages for Shire	-742.00
19380	21/12/2012	SYNERGY	Wongan Hills Oval Electricity account 14/11/2012 to 11/12/2012	-1623.75
19381	21/12/2012	DEPT OF ENVIRONMENT &	Fee for Cadoux tip licence	-292.00
19382	21/12/2012	NORTHSIDE SEPTICS	Pump out grease trap x 2 Recreation Complex & Civic Centre	-60.00
19383	21/12/2012	MARIE FOX	Dr Marie Fox Locum - December 2012	-6904.35

		Bank Code	Bank Name	
		1	Municipal Bank	\$733,201.22
		2	Trust Account	
			TOTAL	
		EFT 9137	Cancelled incorrect bank account	\$140.00
			Recoverable	\$4,328.70

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

CHQ/EFT	Date	Name	Description	Amount
EFT9242	09/01/2013	ANZ BANK (NETT WAGES)	Wages PPE 8/01/2013	-56663.97
EFT9243	09/01/2013	WALGS SUPERANNUATION PLAN	Superannuation contributions	-7335.09
EFT9244	09/01/2013	AUSTRALIAN SERVICES UNION	Payroll deductions	-22.90
EFT9245	09/01/2013	IOU SOCIAL CLUB	Payroll deductions	-260.00
EFT9246	09/01/2013	HOSPITAL BENEFIT FUND	Payroll deductions	-374.25
EFT9247	09/01/2013	MUNICIPAL EMPLOYEES UNION	Payroll deductions	-19.40
EFT9248	09/01/2013	COLONIAL FIRST STATE FIRSTCHOICE	Superannuation contributions	-165.90
EFT9249	15/01/2013	GOLDY MOTORS PTY LTD	New CEO vehicle Holden Caprice 2012	-11810.73
EFT9250	15/01/2013	DAVINA ENTERPRISES (KYLIE DAVEY)	Staff Xmas Party catering for 50 people	-1600.00
EFT9251	15/01/2013	LAM-VY PHAN	Chaplaincy Wages January 2013	-1720.62
EFT9252	15/01/2013	NATIONAL BUILDPLAN GROUP	Wongan Hills Community Resource Centre - Progress Claim 4	-413947.24
EFT9253	18/01/2013	AVON WASTE	514 Dom Rubbish Collections x 4 weeks, 182 Commercial rubbish bins, 696 Recycling services	-8129.28
EFT9254	18/01/2013	BOEKEMAN MACHINERY		-4016.62
	13/12/2012	BOEKEMAN MACHINERY	New condenser & receiver dryer - WB019	1798.15
	07/12/2012	BOEKEMAN MACHINERY	Roll & Pin - PTR8	65.63
	21/12/2012	BOEKEMAN MACHINERY	Fitting tailpiece - PTK25	14.91
	06/12/2012	BOEKEMAN MACHINERY	Supply starter motor - VRNGR	681.33
	07/12/2012	BOEKEMAN MACHINERY	Freight items - PTR8	168.06
	19/12/2012	BOEKEMAN MACHINERY	Remove & Replace gearbox clutch assembly - VWC	1288.54
EFT9255	18/01/2013	COURIER AUSTRALIA INTERNATIONAL	Freight for Air Liquide (Medical Centre) & RBC (CRC)	-36.72
EFT9256	18/01/2013	WONGAN HILLS IGA LIQUOR		-1447.89
	31/12/2012	WONGAN HILLS IGA LIQUOR	December refreshment a/c - CRC	273.04
	31/12/2012	WONGAN HILLS IGA LIQUOR	December shire & depot refreshment a/c incl drinks for shire xmas event & cleaning products for December for shire & depot	1174.85
EFT9257	18/01/2013	UHY HAINES NORTON		-19184.00
	21/12/2012	UHY HAINES NORTON	Audit Services EOY 30th June 2012	18359.00
	13/12/2012	UHY HAINES NORTON	Registration for Fair Value workshop - DCEO	825.00
EFT9258	18/01/2013	JOLLY & SONS PTY LTD	Mower blade kit - PSP1	-74.49
EFT9259	18/01/2013	LANDMARK OPERATIONS	Chemical for town site spraying	-633.60
EFT9260	18/01/2013	MCINTOSH & SON		-169.22
	14/12/2012	MCINTOSH & SON	Belt - PSP3	40.72
	13/12/2012	MCINTOSH & SON	Oil - PTR6	35.10
	07/12/2012	MCINTOSH & SON	Zinc Bolt - M0006	3.85
	20/12/2012	MCINTOSH & SON	Handle - PTR6	64.93
	05/12/2012	MCINTOSH & SON	Cog Belt - PSP3	24.62
EFT9261	18/01/2013	MULTIGROUP DISTRIBUTION SERVICES PTY	Freight for Pritchard Bookbinders Perth - Shire minutes	-36.39
EFT9262	18/01/2013	RURAL PRESS REGIONAL MEDIA (WA)	Advertising Directory Wongan Hills - Shire	-609.40
EFT9263	18/01/2013	WATER CORPORATION		-781.95
	28/12/2012	WATER CORPORATION	Water usage 28/11/12 - 24/12/12 - Swimming pool	745.35
	28/12/2012	WATER CORPORATION	Water usage 28/11/12 - 24/12/12 - Sports Ground	36.60
EFT9264	18/01/2013	WESTRAC EQUIPMENT PTY LTD	Bolts & Nuts - PG11 & PG13	-72.18
EFT9265	18/01/2013	WHEATBELT TYRES		-1531.16
	30/12/2012	WHEATBELT TYRES	Tube & Tyre Supply & Fit - PRO10	972.00
	30/12/2012	WHEATBELT TYRES	O-ring, Patch Puncture & Fit tyre - PG12	99.16
	30/12/2012	WHEATBELT TYRES	Battery - PLDR6	460.00
EFT9266	18/01/2013	WONGAN NEWSAGENCY	Newspapers & Stationery December Admin & CRC	-137.95
EFT9267	18/01/2013	WONGAN STEEL MANUFACTURERS		-1239.37
	13/11/2012	WONGAN STEEL MANUFACTURERS	Gravel Royalties - G Smith (Wongan Steel)	1069.20
	12/11/2012	WONGAN STEEL MANUFACTURERS	Bend tubing - Parks & Gardens	170.17
EFT9268	18/01/2013	STEWART & HEATON CLOTHING CO PTY	Fire uniforms for Lake Ninan Brigade	-3307.74
EFT9269	18/01/2013	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	Patching - Asphalt PPR Bulk 25.0000 tonne - M0199,M0004,M0003	-687.50
EFT9270	18/01/2013	ORICA/SPECTRUM AUSTRALIA PTY LTD	Chlorine Gas Service Fee - Swimming Pool	-605.20
EFT9271	18/01/2013	WESFARMERS KLEENHEAT GAS PTY LTD	Gas Bottle Rental - Quinlan Street Units, Patterson St & Ellis St	-414.50
EFT9272	18/01/2013	WONGAN HILLS DISTRICT HIGH SCHOOL	2013 Scholarship Donation	-350.00
EFT9273	18/01/2013	BALLIDU TRADING POST	2.25kg Mattock - M0102	-34.75
EFT9274	18/01/2013	ALL TYPE ENGRAVING & SIGNS	2 names plates for D Hood and P Macnamara for Honour Board	-44.00
EFT9275	18/01/2013	IT VISION AUSTRALIA PTY LTD		-3621.75

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

CHQ/EFT	Date	Name	Description	Amount
	31/12/2012	IT VISION AUSTRALIA PTY LTD	Annual license fee, Reserves system	2227.50
	31/12/2012	IT VISION AUSTRALIA PTY LTD	Remote customer assistance & upgrade	1394.25
EFT9276	18/01/2013	COAD COMMUNICATIONS	Repair to Overland fence - M0180	-1320.00
EFT9277	18/01/2013	CR. ALFREDA LYON	Sitting Fees - October 2012 to December 2012	-430.00
EFT9278	18/01/2013	CR. MICHAEL GODFREY	Sitting Fees - October 2012 to December 2012	-372.95
EFT9279	18/01/2013	CR. MICHAEL BRENNAN	Sitting Fees - October 2012 to December 2012	-1644.86
EFT9280	18/01/2013	CANNON HYGIENE AUSTRALIA PTY LTD	Bi annual invoice from 14/12/2012 - sanitary unit serve	-221.02
EFT9281	18/01/2013	LGIS INSURANCE BROKING	Insurance Instalment Payment	-400.84
EFT9282	18/01/2013	WESTERN DIAGNOSTIC PATHOLOGY	Drug Screen - Works	-35.04
EFT9283	18/01/2013	LGIS PROPERTY	LGIS Property Insurance 16/11/2012 - 30/06/2013	-378.52
EFT9284	18/01/2013	RBC RURAL		-1377.49
	17/12/2012	RBC RURAL	Meterplan Charge - Admin	1348.24
	17/12/2012	RBC RURAL	Meterplan Charge - CRC	29.25
EFT9285	18/01/2013	OVERLAND FREIGHT		-637.47
	14/12/2012	OVERLAND FREIGHT	Asphalt cartage - M0199	235.40
	04/01/2013	OVERLAND FREIGHT	Chlorine - Swimming Pool	140.53
	12/12/2012	OVERLAND FREIGHT	Parts - PG11 & PG13	129.74
	10/12/2012	OVERLAND FREIGHT	Rainwater Tank - - Refuse Site	107.80
	19/12/2012	OVERLAND FREIGHT	Refresh water - CRC	24.00
EFT9286	18/01/2013	RADIOWEST BROADCASTERS PTY LTD	Radio West Around The Towns October 2012 - June 2013	-110.00
EFT9287	18/01/2013	SHANNON ABBOTT	Repair park brake fault - PG11	-247.50
EFT9288	18/01/2013	TRUCK CENTRE (WA) PTY LTD	Air compressor for PTK28	2383.30
EFT9289	18/01/2013	MICHAEL HENRY PERRY	Install septic system and associated plumbing - Refuse site	-1815.00
EFT9290	18/01/2013	SIGMA CHEMICALS	Supply 7 bags of Soda Ash & Cyanuric & Alkaphot - Swimming pool	-419.65
EFT9291	18/01/2013	BALLIDU TRADING POST - CLEANING ACCOUNT	Cleaning 30/07/2012 to 2/09/2012 - Ballidu Hall, Parks, bin, changerooms etc	-5046.25
EFT9292	18/01/2013	B D & K M FOWLER	Gravel Royalties November 2012	-389.40
EFT9293	18/01/2013	RELIANCE PETROLEUM	Fuel purchases for December 2012	-571.07
EFT9294	18/01/2013	CR HUGH BARRETT-LENNARD	Sitting Fees - October 2012 to December 2012	-903.76
EFT9295	18/01/2013	RNR CONTRACTING P/L	Supply primer seal to widened section Dowerin-Kalannie Road	-69142.08
EFT9296	18/01/2013	COALCLIFF PLANT HIRE		-6539.50
	30/11/2012	COALCLIFF PLANT HIRE	Hire roller for Dowerin Kalannie road - widening job	4361.50
	16/12/2012	COALCLIFF PLANT HIRE	Hire of roller for shoulder work on Cadoux Road	2178.00
EFT9297	18/01/2013	MCG ARCHITECTS PTY LTD	Contract Administration - Lloyd Pringle	-1265.00
EFT9298	18/01/2013	JI & PA KALAJZIC	Gravel Royalties November 2012 - Dowerin-Kalannie Rd	-976.80
EFT9299	18/01/2013	WONGAN MAIL SERVICE		-297.01
	02/01/2013	WONGAN MAIL SERVICE	Postage for December 2012 - CRC	15.00
	02/01/2013	WONGAN MAIL SERVICE	Postage for December 2012 - Admin	96.53
	02/01/2013	WONGAN MAIL SERVICE	Postage for December 2012 - Medical Centre	185.48
EFT9300	18/01/2013	DUNNINGS INVESTMENTS P/L	December fuel - Shire vehicles	-4276.19
EFT9301	18/01/2013	CR. DAVID ARMSTRONG	Sitting Fees - October 2012 to December 2012	-814.80
EFT9302	18/01/2013	ABBOTT & CO PTY LTD	Business cards - Dennis Coates Quantity 250	-217.80
EFT9303	18/01/2013	COMPUTER ESSENTIALS	ADSL Modem for Dr at 14 Ellis Street	-89.00
EFT9304	18/01/2013	CR BRAD WEST	Sitting Fees - October 2012 to December 2012	-815.32
EFT9305	18/01/2013	WONGAN HILLS HOTEL	Two nights accommodation and breakfasts for Locum Dr Marie Fox	-252.00
EFT9306	18/01/2013	CR DAVID BROWN	Sitting Fees - October 2012 to December 2012	-550.00
EFT9307	18/01/2013	CR TRACEY DEGRUSSA	Sitting Fees - October 2012 to December 2012	-714.05
EFT9308	18/01/2013	DUN DIRECT PTY LTD	9000ltrs Diesel - Monthly Bulk Diesel & Oils - Depot	-13622.79
EFT9309	18/01/2013	AIR LIQUIDE WA PTY LTD	1 x 10kg Oxygen D Cylinder 1 x cylinder fee 30 litres nitrogen liquid - Medical Centre	-259.51
EFT9310	18/01/2013	WONGAN GYMNASIICS CLUB INC	Kid sport Grant	-200.00
EFT9311	18/01/2013	UPBEAT PARTY SOLUTIONS	Hire of Digital Party Jukebox	-250.00
EFT9312	18/01/2013	GRANT LUPTON	Refund for Pet Sterilisation	-20.00
EFT9313	18/01/2013	COURIER AUSTRALIA INTERNATIONAL	Freight on Air Liquide bottles - Medical Centre	-139.87
EFT9314	18/01/2013	MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Freight Sigma - Swimming pool	-121.85
EFT9315	18/01/2013	WONGAN CONCRETE SERVICES		-4609.00
	11/01/2013	WONGAN CONCRETE SERVICES	Delivery of yellow sand for Fairbanks street	330.00
	19/12/2012	WONGAN CONCRETE SERVICES	Kerbing repair on Fairbanks Street	4279.00

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

CHQ/EFT	Date	Name	Description	Amount
EFT9316	18/01/2013	WONGAN STEEL MANUFACTURERS		-1186.32
	03/12/2012	WONGAN STEEL MANUFACTURERS	Patio tube - Swimming pool, Angles - D0173 & D0082, Pulley & Bush - PSP3, woven mesh - PTK27	1156.99
	17/12/2012	WONGAN STEEL MANUFACTURERS	Repair fuel tank - PTK27	29.33
EFT9317	18/01/2013	WONGAN HILLS BETTA HOME LIVING	Exchange LPG cylinder - swimming pool	-40.50
EFT9318	18/01/2013	WESTERN AUSTRALIAN TREASURY		-22398.20
	08/01/2013	WESTERN AUSTRALIAN TREASURY	Loan No. 145B - Paying of loan 145	8161.68
	08/01/2013	WESTERN AUSTRALIAN TREASURY	Loan No. 145C - Paying of loan 145	8800.00
	08/01/2013	WESTERN AUSTRALIAN TREASURY	Loan No. 147 - Aged persons	5436.52
EFT9319	18/01/2013	SUNNY SIGN COMPANY PTY LTD	Muster point signs Wongan Hills recreation centre	-108.90
EFT9320	18/01/2013	COVS	Polishing Wax & Spillfix - PTK30 & Depot	-134.75
EFT9321	18/01/2013	WONGAN HILLS HARDWARE	Seedling punnets, reticulation, allenkey, wheel barrow & trowel, fly nets, batteries, boots, broom, sponges & Bucket, hoe, rake handle, screws, potting mix, slug killer, fuel can, chainsaw chain, bolts, step ladder, putty and assorted small items	-2595.57

9.1.2 FINANCIAL REPORTS

FILE REFERENCE:	F1.4
REPORT DATE:	5 March 2013
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Dennis Coates – Deputy Chief Executive Officer
ATTACHMENTS:	Financial Reports

PURPOSE OF REPORT:

That the following statements and reports for the month ended December 2011 and January 2013 be received:

BACKGROUND:

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

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

Financial activity statement report

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

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

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

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

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

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

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

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

Policy F64 - Monthly Financial Reporting Requirements

LEGISLATIVE REQUIREMENTS:

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

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

Ø Environment

There are no known environmental implications associated with the proposals.

Ø Economic

There are no known economic implications associated with the proposals.

Ø Social

There are no known social implications associated with the proposals.

FINANCIAL IMPLICATIONS:

The financial reports for the periods ending December 2012 and January 2013 are attached to the Council agenda.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

STAFF RECOMMENDATION:

That the following Statements and reports for the months ended December 2012 and January 2013 be received:

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

COMMITTEE RECOMMENDATION:

That the following Statements and reports for the months ended December 2012 and January 2013 be received:

1. Monthly Statements as follows;
 - a. Statement of Financial Activity (by Nature and Type) FM Regs 34
 - b. Statement of Operating Activities by Programme/Activity (Summary) FM Regs 34

- FM Regs 34
Discretionary
Discretionary
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Discretionary
Discretionary

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That the following Statements and reports for the months ended December 2012 and January 2013 be received:

1. Monthly Statements as follows;

- FM Regs 34
FM Regs 34
FM Regs 34
Discretionary
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CARRIED: 9/0
RESOLUTION NO: 040213

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (N&T) FOR 31 DECEMBER 2012

	Approved Budget 2012- 2013	Current Budget 2012-2013	YTD BUDGET *	YTD Actual	Page	Variance Over or Under	10%
INCOME							
Rates	(2,363,622)	(2,363,622)	(2,268,122)	(2,233,283)		1.5%	✓
Grants Operating, Subsidies & Contributions	(1,412,210)	(1,412,210)	(471,500)	(469,960)		0.3%	✓
Non Operating Grants, Subsidies & Contributions	(2,923,148)	(2,923,148)	(1,030,589)	(1,029,767)		0.1%	✓
Fees & Charges & Service Charges	(506,493)	(506,493)	(342,120)	(341,254)		0.3%	✓
Other Revenue	(75,783)	(75,783)	(75,783)	(98,721)		(30.3%)	x
Interest	(106,084)	(106,084)	(98,125)	(97,142)		1.0%	✓
Profit on sale of Assets	(62,393)	(62,393)	(12,479)	(5,707)		54.3%	0
a: TOTAL INCOME	(7,449,733)	(7,449,733)	(4,298,718)	(4,275,834)			
OPERATING EXPENSES							
Employee Costs	1,941,262	1,941,262	970,631	958,841		(1.2%)	✓
Materials & Contracts	896,702	896,702	382,145	375,931		(1.6%)	✓
Utilities (Gas, Electricity) etc.	241,924	241,924	141,578	140,271		(0.9%)	✓
Interest #	136,223	136,223	25,000	23,043	11	(7.8%)	✓
Insurance	230,853	230,853	230,853	229,227		(0.7%)	✓
Other General	245,117	245,117	122,559	116,341		(5.1%)	✓
Loss on Asset Disposals	29,836	29,836	9,945	41,650		318.8%	x
Depreciation	2,365,973	2,365,973	1,181,648	1,180,611		(0.1%)	✓
b: TOTAL OPERATING EXPENSES	6,087,890	6,087,890	3,064,359	3,065,915			
c: NET OPERATING (SURPLUS) / DEFICIT	(1,361,843)	(1,361,843)	(1,234,359)	(1,209,919)			
CAPITAL EXPENSES							
Land & Buildings	3,745,021	3,745,021	1,148,254	1,147,301		(0.1%)	✓
Furniture & Equipment	16,000	16,000	6,000	5,686		(5.2%)	✓
Motor Vehicles	227,366	227,366	75,245	71,295		(5.2%)	✓
Plant	275,000	275,000	98,765	98,640		(0.1%)	✓
Infrastructure Other	520,000	520,000	230,116	228,563		(0.7%)	✓
Infrastructure Roads	1,674,760	1,674,760	837,380	598,202		(28.6%)	0
d: TOTAL CAPITAL	6,458,147	6,458,147	2,395,760	2,149,686			
e: TOTAL OPERATING & CAPITAL	5,096,304	5,096,304	1,161,401	939,767			
ADJUST - NON CASH ITEMS							
Depreciation	(2,365,973)	(2,365,973)	(1,182,906)	(1,180,611)			
Profit on sale of assets	62,393	62,393	31,194	5,707	6		
Loss on sale of assets	(29,836)	(29,836)	(14,916)	(41,650)	6		
Transfer from reserves	(759,954)	(759,954)	(759,954)	-	9		
Transfer to reserves	200,000	200,000	-	-	9		
Interest paid to reserves #	-	-	-	31,536	9		
Proceeds from Sale of Assets	(252,408)	(252,408)	-	(137,026)	6		
Loan proceeds / refinancing CL to NCL adj	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)			
Loan principal repayment	1,082,167	1,082,167	34,643	34,643	11		
Loan to SSL Parties	-	-	-	-			
SSL Principal Reimbursements	(52,986)	(52,986)	(34,643)	(34,643)			
Less Surplus/(deficit) B/Fwd	(1,888,825)	(1,888,825)	(1,565,623)	(550,992)			
ADJUSTED CLOSING SURPLUS / DEFICIT	90,882	90,882	(3,330,804)	(1,933,268)			

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

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

Shire of Wongan-Ballidu
Variance Report for 31 December 2012

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

Page 1 of finance reporting pack contains YTD variances against budget, for which the following comments are made. Page 2 of the finance pack also contains 'YTD' budget information which differs from the 'YTD budget' shown on page 2. As mentioned in the last report, once our annual reporting obligations are completed, the budget profiles for each of our almost 3,000 line items will be revised taking into consideration past patterns and our projections for this year. This is a substantial exercise which needs to be done properly to give better management control. At the February meeting, Council will consider the monthly reports for December and January and a budget review.

Code	Report Section	Comments
		Operating Income
×	Other revenue.	Already above the full year's budget the figures. This could be an area for formal adjustment in the budget review.
		Operating Expenditure
×	Loss on Asset Disposals	Loss on Sale of Ackland Street (Dental property – see Page 6.) Timing of settlement brought transaction into 2012-2013 financial year
		Capital Expenditure

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (PRG) FOR 31 DECEMBER 2012

	APPROVED BUDGET	CURRENT BUDGET	YTD BUDGET *	YTD ACTUAL
INCOME				
General Purpose Funding	(4,095,907)	(4,095,907)	(2,256,597)	(2,717,119)
Governance	(214,210)	(214,210)	(107,088)	(27,668)
Law, Order & Public Safety	(39,847)	(39,847)	(19,908)	(13,502)
Health	(5,000)	(5,000)	(2,496)	(17,883)
Education & Welfare	(7,923)	(7,923)	(3,954)	(2,469)
Housing	(97,568)	(97,568)	(48,774)	(56,633)
Community Amenities	(177,798)	(177,798)	(88,854)	(152,387)
Recreation & Culture	(1,355,695)	(1,355,695)	(677,820)	(740,704)
Transport	(1,081,401)	(1,081,401)	(540,684)	(355,189)
Economic Services	(15,550)	(15,550)	(7,770)	(16,058)
Other Property & Services	(358,834)	(358,834)	(179,352)	(176,222)
a: TOTAL INCOME	(7,449,733)	(7,449,733)	(3,933,297)	(4,275,834)
OPERATING EXPENSES				
General Purpose Funding	95,502	95,502	47,736	54,848
Governance	384,358	384,358	191,970	136,451
Law, Order & Public Safety	106,631	106,631	53,172	56,548
Health	149,767	149,767	74,796	127,722
Education & Welfare	137,125	137,125	68,478	80,191
Housing	214,671	214,671	107,178	112,072
Community Amenities	366,964	366,964	183,282	183,838
Recreation & Culture	1,331,078	1,331,078	665,106	740,454
Transport	2,710,953	2,710,953	1,355,100	1,298,630
Economic Services	118,080	118,080	58,884	69,484
Other Property & Services #	472,761	472,761	236,043	205,699
b: TOTAL OPERATING EXPENSES	6,087,890	6,087,890	3,041,745	3,065,915
c: NET OPERATING (SURPLUS)/DEFICIT	(1,361,843)	(1,361,843)	(891,552)	(1,209,919)
CAPITAL EXPENSES				
General Purpose Funding	-	-	-	-
Governance	66,000	66,000	32,988	2,111
Law, Order & Public Safety	-	-	-	-
Health	10,000	10,000	4,998	100
Education & Welfare	3,393,807	3,393,807	1,696,902	1,016,043
Housing	216,292	216,292	108,144	35,769
Community Amenities	330,192	330,192	165,090	39,330
Recreation & Culture	367,130	367,130	183,552	216,082
Transport	1,997,126	1,997,126	998,178	768,137
Economic Services	2,600	2,600	1,296	-
Other Property & Services	75,000	75,000	37,500	72,114
d: TOTAL CAPITAL EXPENSES	6,458,147	6,458,147	3,228,648	2,149,686
e: TOTAL OPERATING & CAPITAL	5,096,304	5,096,304	2,337,096	939,767

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

<p align="center">SHIRE OF WONGAN-BALLIDU ANALYSIS OF NET CURRENT ASSETS AS AT 31 DECEMBER 2012</p>
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	Actual	Comments
CURRENT ASSETS		
CASH ASSETS		
Cash on Hand	1,000	
Cash at Bank (Excluding Overdraft)	543,684	* Outstanding Transport Payments
At Call Investments	512,149	
Reserves & Other Restricted Cash	1,650,932	Detailed on pages 8, 9 & 10
TOTAL CASH ASSETS	2,707,766	
RECEIVABLES		
Sundry Debtors	871,045	
Rates & Rubbish Debtors	339,746	
TOTAL RECEIVABLES	1,210,791	
OTHER ASSETS		
Sundry Provisions and Accruals	-	
Stock on Hand	1,837	
Land held for Resale	-	
Accrued Interest	-	
TOTAL OTHER ASSETS	1,837	
TOTAL CURRENT ASSETS	3,920,394	
ADJUSTMENTS FOR EXCLUDED ASSETS		
Reserves & Other Restricted Cash	1,650,932	Detailed on pages 8, 9 & 10
TOTAL EXCLUDED ASSETS	1,650,932	
TOTAL CURRENT ASSETS	2,269,461	
CURRENT LIABILITIES		
CASH LIABILITIES		
Overdraft (Excluding Restricted Cash)	-	
Loan Principal Repayable	(47,525)	Detailed on page 11
TOTAL CASH LIABILITIES	(47,525)	
CREDITORS & PAYABLES		
Sundry Creditors	(15,833)	
Other payables	(500)	Detailed on page 8
TOTAL CREDITOR & PAYABLES	(16,333)	
PROVISIONS		
Employee Provisions	(272,336)	
Other Provisions and Accruals	-	
TOTAL PROVISIONS	(272,336)	
TOTAL CURRENT LIABILITIES	(336,193)	
NET CURRENT ASSETS/(LIABILITIES)	1,933,268	

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

SHIRE OF WONGAN-BALLIDU
RATE SETTING STATEMENT AS AT 31 DECEMBER 2012

	2012-2013 APPROVED BUDGET	2012-2013 CURRENT BUDGET	2012-2013 ACTUAL
OPERATING INCOME			
General Purpose Funding	(1,732,285)	(1,732,285)	(483,836)
Governance	(214,210)	(214,210)	(27,668)
Law, Order & Public Safety	(39,847)	(39,847)	(13,502)
Health	(5,000)	(5,000)	(17,883)
Education & Welfare	(7,923)	(7,923)	(2,469)
Housing	(97,568)	(97,568)	(56,633)
Community Amenities	(177,798)	(177,798)	(152,387)
Recreation & Culture	(1,355,695)	(1,355,695)	(740,704)
Transport	(1,081,401)	(1,081,401)	(355,189)
Economic Services	(15,550)	(15,550)	(16,058)
Other Property & Services	(358,834)	(358,834)	(176,222)
A	(5,086,111)	(5,086,111)	(2,042,551)
OPERATING EXPENSES			
General Purpose Funding	95,502	95,502	54,848
Governance	384,358	384,358	136,451
Law, Order & Public Safety	106,631	106,631	56,548
Health	149,767	149,767	127,722
Education & Welfare	137,125	137,125	80,191
Housing	214,671	214,671	112,072
Community Amenities	366,964	366,964	183,838
Recreation & Culture	1,331,078	1,331,078	740,454
Transport	2,710,953	2,710,953	1,298,630
Economic Services	118,080	118,080	69,464
Other Property & Services	472,761	472,761	205,699
B	6,087,890	6,087,890	3,065,915
C= A and B	1,001,779	1,001,779	1,023,364
ADJUST FOR CASH BUDGET REQUIREMENTS			
Non-Cash Expenditure and Revenue			
Depreciation on Assets	(2,365,973)	(2,365,973)	(1,180,611)
Profit/(Loss) on Asset Sales	32,557	32,557	(35,943)
Capital Expenditure & Income			
Purchase of land & buildings #	3,745,021	3,745,021	1,147,301
Purchase of furniture & equipment	16,000	16,000	5,686
Purchase of motor vehicles #	227,366	227,366	71,295
Purchase of plant & machinery #	275,000	275,000	98,640
Purchase of other infrastructure #	520,000	520,000	228,563
Purchase of roads infrastructure #	1,674,760	1,674,760	598,202
Proceeds from sale of assets	(252,408)	(252,408)	(137,026)
Financing Activities			
Repayment of Loan Principal*	1,082,167	1,082,167	34,643
Loan proceeds / refinancing CL to NCL adj	(1,000,000)	(1,000,000)	(1,000,000)
Loans paid to SSL parties	-	-	-
Self Supporting Loan Income	(52,986)	(52,986)	(34,643)
Reserve Movements			
Transfers to Reserves	200,000	200,000	-
Interest paid to Reserves	-	-	31,536
Transfer from Reserves	(759,954)	(759,954)	-
Estimated Muni (Surplus/Deficit) July 1 B/Fwd.	(1,888,825)	(1,888,825)	(550,992)
Estimated Muni (Surplus/Deficit) June 30 C/Fwd.	-	-	(1,933,268)
AMOUNT REQUIRED TO BE RAISED FROM RATES	2,454,504	2,454,504	300,015
TOTAL RATES RAISED	2,363,622	2,363,622	2,233,283

SHIRE OF WONGAN-BALLIDU
ANALYSIS OF DISPOSED ASSETS AS AT 31 DECEMBER 2012

Asset No	Budget Net Book Value	Budget Sale Proceeds	Budget (Profit) / Loss	Actual Net Book Value	Actual Sale Proceeds	Actual (Profit) / Loss
By Class						
Motor Vehicles						
CEO Vehicle*	41,168	(38,000)	3,168			-
Ranger Utility	4,031	(10,000)	(5,969)			-
Parks & Gardens utility	MV0052 345	(10,000)	(9,655)	2,277	(7,727)	(5,450)
MWS Utility	MV0065 29,686	(29,181)	505	29,042	(29,300)	(258)
Plant & Equipment						
Toyota Coaster Bus	-	(37,500)	(37,500)			-
Single Cab Tipper Ute	3,458	(7,727)	(4,269)			-
Isuzu NPR400 Tip truck	41,163	(15,000)	26,163			-
Vertimower	-	(5,000)	(5,000)			-
Land & Buildings						
1 Ackland Street	L0032 -	(100,000)	-	141,649	(99,999)	41,650
TOTAL	119,851	(252,408)	(32,557)	172,969	(137,026)	35,943

By Program						
Governance						
CEO Vehicle	41,168	(38,000)	3,168			-
Other Property & Services						
Ranger Utility	4,031	(10,000)	(5,969)			-
Parks & Gardens utility	MV0052 345	(10,000)	(9,655)	2,277	(7,727)	(5,450)
MWS Utility	MV0065 29,686	(29,181)	505	29,042	(29,300)	(258)
Toyota Coaster Bus	-	(37,500)	(37,500)			-
Single Cab Tipper Ute	3,458	(7,727)	(4,269)			-
Isuzu NPR400 Tip truck	41,163	(15,000)	26,163			-
Vertimower	-	(5,000)	(5,000)			-
Land & Buildings						
1 Ackland Street		(100,000)	-	141,649	(99,999)	41,650
TOTAL	119,851	(252,408)	(32,557)	172,969	(137,026)	35,943

Motor Vehicle and Plant & Equipment Change Over	Budget Purchase Price	Budget Sale Proceeds	Change-Over Budget	Actual Purchase	Actual Sale	Change-Over
Motor Vehicles						
CEO Vehicle	50,000	(38,000)	12,000			-
MWS Vehicle	MV0070 43,575	(29,181)	14,394	43,277	(29,300)	13,977
Ranger Utility	25,000	(10,000)	15,000			-
Parks & Garden utility	MV0071 25,000	(10,000)	15,000	28,554	(7,727)	20,827
Plant & Equipment						
Vertimower	25,000	(5,000)	20,000			-
Toyota Coaster Bus	105,000	(37,500)	67,500			-
Single Cab Tipper Ute	28,791	(7,727)	21,064			-
Isuzu NPR400 Tip truck	90,000	(15,000)	75,000			-
TOTAL	392,366	(162,408)	239,958	71,831	(37,027)	34,804

* CEO vehicle traded November 2012 - awaiting paperwork of trade-in and purchase

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

Rates Statistics			
Total rates outstanding		31-Dec-12	14.33%
Outstanding same time last year		31-Dec-11	9.87%
Rates Outstanding Breakdown			
Total Amount Outstanding		31-Dec-12	357,942.23
Outstanding same time last year		31-Dec-11	246,514.65

SUNDRY DEBTORS OUTSTANDING 31 DECEMBER 2012

Debtors Ageing Summary			
Current			14,547.02
30 Days			764,174.32
60 Days			1,864.54
90 Days & Over			819.50
Total Outstanding			781,405.38
Accounts 90 Days & Over:			
Date	Dr No.	Comments	Amount
14/09/2012	132	Reimbursement of Playground Equipment	819.50
Total			819.50

SHIRE OF WONGAN-BALLIDU
BANK RECONCILIATION FOR 31 DECEMBER 2012

	Total	Municipal	Trust	Reserve	Muni Investments
Opening Balance	3,319,509.71	354,212.14	11,834.78	1,638,867.96	1,314,594.83
Add:					
Receipts	997,181.46				
Investment Interest	22,236.97	985,117.23		12,064.23	22,236.97
Less:					
Payments - EFT & Cheques	(1,557,883.70)	(733,201.22)			(824,682.48)
Payments - Bank fees and Rounding	(699.08)	(699.08)			
Transport Payments	(61,101.40)	(61,101.40)			
Payment - Direct Debits	(643.25)	(643.25)			
Balance as per General Ledger	2,718,600.71	543,684.42	11,834.78	1,650,932.19	512,149.32
Balance as per Bank Statement	532,396.41	524,573.78	7,462.78	359.85	512,149.32
TD/Investments	2,162,721.66			1,650,572.34	
Add:					
Outstanding Deposits	15,695.46	15,695.46			
Tenancy Bonds - Separate Bank Accounts	4,452.00	-	4,452.00		
Less:					
Adjustments	-				
Unpresented Cheques	3,003.83	3,083.83	(80.00)		
Transport payments pending	-	-			
Dishonour Cheque - DPI	331.35	331.35			
Balance as per Cash Book	2,718,600.71	543,684.42	11,834.78	1,650,932.19	512,149.32
Figure should equal same as Creditor Payment List		-	-	-	-

SHIRE OF WONGAN - BALLIDU
INVESTMENT REPORT FOR 31 DECEMBER 2012

MUNICIPAL INVESTMENTS

Matured Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Current Investment	Accrued Interest	Interest Earned	Closing Balance	Back into Muni
9990-120997	Term Deposit - ANZ	Current	ANZ	20-Jun-12	19-Jul-12	29		600,000.00	600,000.00			475.33	600,475.33	YES
9990-210468	Term Deposit - ANZ	Current	ANZ	20-Sep-12	23-Oct-12	33		608,015.34	608,015.34			497.73	608,513.07	YES
9993-12674	Term Deposit - ANZ	Current	ANZ	3-Sep-12	5-Nov-12	63		250,000.00	250,000.00			1,891.76	251,891.76	YES
9993-12615	Term Deposit - ANZ	Current	ANZ	3-Sep-12	9-Nov-12	67		250,000.00	250,000.00			1,393.98	251,393.98	YES
9975-15073	Term Deposit - ANZ	Current	ANZ	1-Jul-12	17-Dec-12	169		261,301.72	261,301.72			6,589.35	267,891.07	YES
9702-16389	Term Deposit - ANZ	Current	ANZ	19-Dec-12	21-Dec-12	2		303,664.93	303,664.93			72.38	303,737.31	YES
9993-12623	Term Deposit - ANZ	Current	ANZ	3-Sep-12	4-Dec-12	92		250,000.00	250,000.00			3,115.44	253,115.44	YES

Current Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Current Investment	Accrued Interest	Interest Forecast	Closing Balance	Back into Muni
9993-12666	Term Deposit - ANZ	Current	ANZ	3-Sep-12	3-Mar-13	181	4.90%	250,000.00	250,000.00	250,000.00	3993.84	6,074.66	256,074.66	
9993-12658	Term Deposit - ANZ	Current	ANZ	3-Sep-12	3-Mar-13	181	4.90%	250,000.00	250,000.00	250,000.00	3993.84	6,074.66	256,074.66	
Total of current municipal investments										500,000.00	7,987.67	12,149.32	512,149.32	

RESERVE INVESTMENTS

Matured Reserve Investments

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

Current Reserve Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Current Investment	Accrued Interest	Interest Forecast	Closing Balance	Back into Muni
9702-20338	Term Deposit - ANZ	Current	ANZ	19-Sep-12	19-Sep-14	730	5.00%	280,809.21	280,809.21	280,809.21	4000.57	28,080.92	308,890.13	
9997-56101	Term Deposit - ANZ	Current	ANZ	4-Dec-12	4-Mar-13	90	4.65%	461,773.38	461,773.38	461,773.38	1588.37	5,294.58	467,067.96	
9997-56064	Term Deposit - ANZ	Current	ANZ	4-Dec-12	4-Mar-13	90	4.65%	450,000.00	450,000.00	450,000.00	1547.88	5,159.59	455,159.59	
9991-36391	Term Deposit - ANZ	Current	ANZ	3-Nov-12	3-Feb-13	92	4.35%	457,989.75	457,989.75	457,989.75	3165.78	5,021.58	463,011.33	
Bank Account Balance										359.85				
Total of reserve investments and cash										1,650,932.19	10,302.60	43,556.67	1,694,129.01	0.00

Total of current municipal and reserve investment and cash

								2,150,572.34	2,150,572.34	2,150,932.19	18,290.27	55,705.98	2,206,278.32	-
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Terminated
Current Municipal Investments
Current Reserve Investments

SHIRE OF WONGAN - BALLIDU

ANALYSIS OF RESERVE ACCOUNTS AS AT 31 DECEMBER 2012

CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 31 DECEMBER 2012						
Reserve Description	GL Acct.	Opening Balance	Intra reserve transfers	Transfer in / Interest	Transfer out / to Muni	Transfer in/ from Muni	EOY Balance	Transfer in / Interest	Transfer from Muni	Actual Balance
Centenary Celebrations Reserve	01925	51,918	(51,918)	-	-	-	-	-	-	-
Community Resource Centre Reserve	01989	11,261		327	-	-	11,588	208	-	11,468
Depot Improvement Reserve	01940	5,392		156	-	-	5,548	99	-	5,491
Historical Publications Reserve	01965	5,886		171	-	-	6,057	109	-	5,994
Housing Reserve	01955	87,096		2,526	-	-	89,622	1,605	-	88,700
Land & Buildings Reserve	01930	128,859	(128,859)	-	-	-	-	-	-	-
Loan Principal Reserve	01950	89,763	190,361	10,796	-	-	290,920	6,859	-	286,983
LSL Reserve	01935	68,192		1,978	-	-	70,170	1,257	-	69,449
Medical Facilities & R4R Special Projects Reserve	01975	555,841		16,119	(560,845)	-	11,115	10,241	-	566,083
Patterson Street JV Housing Reserve	01988	6,704		194	-	5,000	11,898	123	-	6,827
Plant Reserve	01945	530,734		15,391	(169,109)	180,000	557,016	9,779	-	540,513
Quinlan Street JV Housing Reserve	01987	13,293		385	-	5,000	18,678	245	-	13,537
Stickland JV Housing Reserve	01986	8,744		254	-	5,000	13,998	161	-	8,905
Swimming Pool Reserve	01970	1,776		52	-	5,000	6,828	33	-	1,809
Waste Management Reserve	01920	44,357		1,286	(30,000)	-	15,643	817	-	45,174
WH Industrial/LIA Park Reserve	01985	9,584	(9,584)	-	-	-	-	-	-	-
TOTALS		1,619,397	(0)	49,635	(759,954)	200,000	1,109,078	31,536	-	1,650,933

SHIRE OF WONGAN - BALLIDU
REPORT ON BORROWINGS AS AT 31 DECEMBER 2012

Existing Loans * Denotes (SSL) Self Supporting Loan

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

Loan No.	Particulars	Recipient	Maturity Date	Amount Borrowed	Principal & borrowings due in Dec 12	Accrued Interest	YTD Int @ 31 Dec 12	Loan Balance @ 1 July 2012	Refinancing	Principal Repayments YTD	Loan Balance @ 31 Dec 12
140	Housing Construction*	Wongan-Ballidu Development*	May-2015	430,000		(3,175)	8,414	429,945	-	-	429,945
142	Housing Construction	WB Community Association*	Mar-2020	400,000	-	(4,923)	3,094	257,289	-	(12,694)	244,595
143	Land Purchase	Shire of Wongan-Ballidu	Jun-2016	270,000	(9,187)	(45)	3,967	128,514	-	(14,363)	114,151
145	Land Development	Shire of Wongan-Ballidu	Jul-2012	1,000,000	-	(30,406)	2,630	1,000,000	(1,000,000)	-	-
145B	Land Development	Shire of Wongan-Ballidu	Jun-2014	500,000	-	-	-	-	500,000	-	500,000
145C	Land Development	Shire of Wongan-Ballidu	Jul-2017	500,000	-	-	-	-	500,000	-	500,000
147	Aged Persons	Ninan House*	Jul-2022	100,000	-	(2,404)	380	79,803	-	(2,649)	77,154
149	Resurface Bowling Greens	Wongan Hills Bowling Club*	Dec-2019	115,000	(3,885)	(203)	4,797	92,451	-	(4,937)	87,514
150	Sports Pavilion	Wongan Hills Sports Council*	May-2016	50,000	-	(239)	(239)	50,000	-	-	50,000
TOTAL EXISTING LOANS				3,365,000	(13,072)	(41,396)	23,043	2,038,002	-	(34,643)	2,003,359

Interest ledger balance after accruals

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

EFT 9139 Loan Repayment 143 & 149

The current loan liability

The non current liability

23,043

(13,072)

(34,643)

SSL	Shire	Total
(32,706)	(14,819)	(47,525)
(856,502)	(1,098,332)	(1,955,834)
(889,208)	(1,114,151)	(2,003,359)

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

	Approved Budget 2012- 2013	Current Budget 2012-2013	YTD BUDGET *	YTD Actual	Page	Variance Over or Under	10%
INCOME							
Rates	(2,363,622)	(2,363,622)	(2,268,122)	(2,233,470)		1.5%	✓
Grants Operating, Subsidies & Contributions	(1,412,210)	(1,412,210)	(471,500)	(469,960)		0.3%	✓
Non Operating Grants, Subsidies & Contributions	(2,923,148)	(2,923,148)	(1,798,860)	(1,669,299)		7.2%	✓
Fees & Charges & Service Charges	(506,493)	(506,493)	(373,684)	(372,627)		0.3%	✓
Other Revenue	(75,783)	(75,783)	(75,783)	(115,189)		(52.0%)	✗
Interest	(106,084)	(106,084)	(104,100)	(104,067)		0.0%	✓
Profit on sale of Assets	(62,393)	(62,393)	(18,718)	(5,707)		69.5%	0
a: TOTAL INCOME	(7,449,733)	(7,449,733)	(6,110,768)	(4,970,319)			
OPERATING EXPENSES							
Employee Costs	1,941,262	1,941,262	1,119,959	1,150,350		2.7%	✓
Materials & Contracts	896,702	896,702	436,148	435,148		(0.2%)	✓
Utilities (Gas, Electricity) etc.	241,924	241,924	160,100	159,242		(0.5%)	✓
Interest #	136,223	136,223	45,500	42,701	11	(6.2%)	✓
Insurance	230,853	230,853	230,853	229,936		(0.4%)	✓
Other General	245,117	245,117	142,985	130,415		(8.8%)	✓
Loss on Asset Disposals	29,836	29,836	29,836	44,902		50.5%	✗
Depreciation	2,365,973	2,365,973	1,273,985	1,381,200		8.4%	✓
b: TOTAL OPERATING EXPENSES	6,087,890	6,087,890	3,439,366	3,573,894			
c: NET OPERATING (SURPLUS) / DEFICIT	(1,361,843)	(1,361,843)	(1,671,402)	(1,396,425)			
CAPITAL EXPENSES							
Land & Buildings	3,745,021	3,745,021	1,524,856	1,524,652		(0.0%)	✓
Furniture & Equipment	16,000	16,000	8,000	7,711		(3.6%)	✓
Motor Vehicles	227,366	227,366	112,014	111,015		(0.9%)	✓
Plant	275,000	275,000	100,000	98,640		(1.4%)	✓
Infrastructure Other	520,000	520,000	250,521	230,882		(7.8%)	✓
Infrastructure Roads	1,674,760	1,674,760	690,500	688,331		(0.3%)	✓
d: TOTAL CAPITAL	6,458,147	6,458,147	2,685,891	2,661,231			
e: TOTAL OPERATING & CAPITAL	5,096,304	5,096,304	1,014,489	1,264,806			
ADJUST - NON CASH ITEMS							
Depreciation	(2,365,973)	(2,365,973)	(1,380,057)	(1,381,200)			
Profit on sale of assets	62,393	62,393	36,393	5,707	6		
Loss on sale of assets	(29,836)	(29,836)	(17,402)	(44,902)	6		
Transfer from reserves	(759,954)	(759,954)	(759,954)	(461,464)	10		
Transfer to reserves	200,000	200,000	-	-	10		
Interest paid to reserves #	-	-	-	35,010	10		
Proceeds from Sale of Assets	(252,408)	(252,408)	-	(170,171)	6		
Loan proceeds / refinancing CL to NCL adj	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)			
Loan principal repayment	1,082,167	1,082,167	37,384	37,384	11		
Loan to SSL Parties	-	-	-	-			
SSL Principal Reimbursements	(52,986)	(52,986)	(37,384)	(37,384)			
Less Surplus/(deficit) B/Fwd	(1,888,825)	(1,888,825)	(1,565,623)	(550,992)			
ADJUSTED CLOSING SURPLUS / DEFICIT	90,882	90,882	(3,672,154)	(2,303,207)			

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

Key

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

Shire of Wongan-Ballidu
Variance Report for January 2013

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

Page 1 of finance reporting pack contains YTD variances against budget, for which the following comments are made. Page 2 of the finance pack also contains 'YTD' budget information which differs from the 'YTD budget' shown on page 2. As mentioned in the last report, once our annual reporting obligations are completed, the budget profiles for each of our almost 3,000 line items will be revised taking into consideration past patterns and our projections for this year. This is a substantial exercise which needs to be done properly to give better management control. At the February meeting, Council will consider the monthly reports for December and January and a budget review.

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

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

	APPROVED BUDGET	CURRENT BUDGET	YTD BUDGET *	YTD ACTUAL
INCOME				
General Purpose Funding	(4,095,907)	(4,095,907)	(2,563,132)	(2,724,413)
Governance	(214,210)	(214,210)	(124,936)	(28,209)
Law, Order & Public Safety	(39,847)	(39,847)	(23,226)	(13,845)
Health	(5,000)	(5,000)	(2,912)	(30,826)
Education & Welfare	(7,923)	(7,923)	(4,613)	(2,469)
Housing	(97,568)	(97,568)	(56,903)	(70,164)
Community Amenities	(177,798)	(177,798)	(103,663)	(152,387)
Recreation & Culture	(1,355,695)	(1,355,695)	(790,790)	(1,386,417)
Transport	(1,081,401)	(1,081,401)	(630,798)	(355,189)
Economic Services	(15,550)	(15,550)	(9,065)	(16,469)
Other Property & Services	(358,834)	(358,834)	(209,244)	(189,932)
a: TOTAL INCOME	(7,449,733)	(7,449,733)	(4,519,282)	(4,970,319)
OPERATING EXPENSES				
General Purpose Funding	95,502	95,502	55,692	61,725
Governance	384,358	384,358	223,965	163,763
Law, Order & Public Safety	106,631	106,631	62,034	68,706
Health	149,767	149,767	87,262	146,018
Education & Welfare	137,125	137,125	79,891	92,513
Housing	214,671	214,671	125,041	127,091
Community Amenities	366,964	366,964	213,829	208,783
Recreation & Culture	1,331,078	1,331,078	775,957	835,771
Transport	2,710,953	2,710,953	1,580,950	1,486,176
Economic Services	118,080	118,080	68,698	73,319
Other Property & Services #	472,761	472,761	307,636	310,029
b: TOTAL OPERATING EXPENSES	6,087,890	6,087,890	3,580,955	3,673,894
c: NET OPERATING (SURPLUS)/DEFICIT	(1,361,843)	(1,361,843)	(938,327)	(1,396,425)
CAPITAL EXPENSES				
General Purpose Funding	-	-	-	-
Governance	66,000	66,000	38,486	43,856
Law, Order & Public Safety	-	-	-	-
Health	10,000	10,000	5,831	100
Education & Welfare	3,393,807	3,393,807	1,979,719	1,393,508
Housing	216,292	216,292	126,168	35,769
Community Amenities	330,192	330,192	192,605	41,649
Recreation & Culture	367,130	367,130	214,144	216,082
Transport	1,997,126	1,997,126	1,164,541	858,266
Economic Services	2,600	2,600	1,512	-
Other Property & Services	75,000	75,000	43,750	72,000
d: TOTAL CAPITAL EXPENSES	6,458,147	6,458,147	3,766,756	2,661,231
e: TOTAL OPERATING & CAPITAL	5,096,304	5,096,304	2,828,429	1,264,806

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

<p align="center">SHIRE OF WONGAN-BALLIDU</p> <p align="center">ANALYSIS OF NET CURRENT ASSETS AS AT 31 JANUARY 2013</p>
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	Actual	Comments
CURRENT ASSETS		
CASH ASSETS		
Cash on Hand	1,000	
Cash at Bank (Excluding Overdraft)	644,011	* Outstanding Transport Payments
At Call Investments	512,149	
Reserves & Other Restricted Cash	1,192,943	Detailed on pages 8, 9 & 10
TOTAL CASH ASSETS	2,350,103	
RECEIVABLES		
Sundry Debtors	1,304,027	
Rates & Rubbish Debtors	256,017	
TOTAL RECEIVABLES	1,560,044	
OTHER ASSETS		
Sundry Provisions and Accruals	-	
Stock on Hand	14,199	
Land held for Resale	-	
Accrued Interest	-	
TOTAL OTHER ASSETS	14,199	
TOTAL CURRENT ASSETS	3,924,346	
ADJUSTMENTS FOR EXCLUDED ASSETS		
Reserves & Other Restricted Cash	1,192,943	Detailed on pages 8, 9 & 10
TOTAL EXCLUDED ASSETS	1,192,943	
TOTAL CURRENT ASSETS	2,731,403	
CURRENT LIABILITIES		
CASH LIABILITIES		
Overdraft (Excluding Restricted Cash)	-	
Loan Principal Repayable	(44,784)	Detailed on page 11
TOTAL CASH LIABILITIES	(44,784)	
CREDITORS & PAYABLES		
Sundry Creditors	(115,850)	
Other payables	(500)	Detailed on page 8
TOTAL CREDITOR & PAYABLES	(116,350)	
PROVISIONS		
Employee Provisions	(267,063)	
Other Provisions and Accruals	-	
TOTAL PROVISIONS	(267,063)	
TOTAL CURRENT LIABILITIES	(428,197)	
NET CURRENT ASSETS/(LIABILITIES)	2,303,207	

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

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

	2012-2013 APPROVED BUDGET	2012-2013 CURRENT BUDGET	2012-2013 ACTUAL
OPERATING INCOME			
General Purpose Funding	(1,732,285)	(1,732,285)	(490,943)
Governance	(214,210)	(214,210)	(28,209)
Law, Order & Public Safety	(39,847)	(39,847)	(13,845)
Health	(5,000)	(5,000)	(30,826)
Education & Welfare	(7,923)	(7,923)	(2,469)
Housing	(97,568)	(97,568)	(70,164)
Community Amenities	(177,798)	(177,798)	(152,387)
Recreation & Culture	(1,355,695)	(1,355,695)	(1,386,417)
Transport	(1,081,401)	(1,081,401)	(355,189)
Economic Services	(15,550)	(15,550)	(16,469)
Other Property & Services	(358,834)	(358,834)	(189,932)
A	(5,086,111)	(5,086,111)	(2,736,849)
OPERATING EXPENSES			
General Purpose Funding	95,502	95,502	61,725
Governance	384,358	384,358	163,763
Law, Order & Public Safety	106,631	106,631	68,706
Health	149,767	149,767	146,018
Education & Welfare	137,125	137,125	92,513
Housing	214,671	214,671	127,091
Community Amenities	366,964	366,964	208,783
Recreation & Culture	1,331,078	1,331,078	835,771
Transport	2,710,953	2,710,953	1,486,176
Economic Services	118,080	118,080	73,319
Other Property & Services	472,761	472,761	310,029
B	6,087,890	6,087,890	3,673,894
C= A and B	1,001,779	1,001,779	837,045
ADJUST FOR CASH BUDGET REQUIREMENTS			
Non-Cash Expenditure and Revenue			
Depreciation on Assets	(2,365,973)	(2,365,973)	(1,381,200)
Profit/(Loss) on Asset Sales	32,557	32,557	(39,195)
Capital Expenditure & Income			
Purchase of land & buildings #	3,745,021	3,745,021	1,524,652
Purchase of furniture & equipment	16,000	16,000	7,711
Purchase of motor vehicles #	227,366	227,366	111,015
Purchase of plant & machinery #	275,000	275,000	98,640
Purchase of other infrastructure #	520,000	520,000	230,882
Purchase of roads infrastructure #	1,674,760	1,674,760	688,331
Proceeds from sale of assets	(252,408)	(252,408)	(170,171)
Financing Activities			
Repayment of Loan Principal*	1,082,167	1,082,167	37,384
Loan proceeds / refinancing CL to NCL adj	(1,000,000)	(1,000,000)	(1,000,000)
Loans paid to SSL parties	-	-	-
Self Supporting Loan Income	(52,986)	(52,986)	(37,384)
Reserve Movements			
Transfers to Reserves	200,000	200,000	-
Interest paid to Reserves	-	-	35,010
Transfer from Reserves	(759,954)	(759,954)	(461,464)
Estimated Muni (Surplus/Deficit) July 1 B/Fwd.	(1,888,825)	(1,888,825)	(550,992)
Estimated Muni (Surplus/Deficit) June 30 C/Fwd.	-	-	(2,303,207)
AMOUNT REQUIRED TO BE RAISED FROM RATES	2,454,504	2,454,504	(69,737)
TOTAL RATES RAISED	2,363,622	2,363,622	2,233,470

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

Asset No	Budget Net Book Value	Budget Sale Proceeds	Budget (Profit) / Loss	Actual Net Book Value	Actual Sale Proceeds	Actual (Profit) / Loss
By Class						
Motor Vehicles						
CEO Vehicle*	41,168	(38,000)	3,168	36,398	(33,145)	3,253
Ranger Utility	4,031	(10,000)	(5,969)			-
Parks & Gardens utility	345	(10,000)	(9,655)	2,277	(7,727)	(5,450)
MWS Utility	29,686	(29,181)	505	29,042	(29,300)	(258)
Plant & Equipment						
Toyota Coaster Bus	-	(37,500)	(37,500)			-
Single Cab Tipper Ute	3,458	(7,727)	(4,269)			-
Isuzu NPR400 Tip truck	41,163	(15,000)	26,163			-
Vertimower	-	(5,000)	(5,000)			-
Land & Buildings						
1 Ackland Street	-	(100,000)	-	141,649	(99,999)	41,650
TOTAL	119,851	(252,408)	(32,557)	209,367	(170,171)	39,195
By Program						
Governance						
CEO Vehicle	41,168	(38,000)	3,168	36,398	(33,145)	3,253
Other Property & Services						
Ranger Utility	4,031	(10,000)	(5,969)			-
Parks & Gardens utility	345	(10,000)	(9,655)	2,277	(7,727)	(5,450)
MWS Utility	29,686	(29,181)	505	29,042	(29,300)	(258)
Toyota Coaster Bus	-	(37,500)	(37,500)			-
Single Cab Tipper Ute	3,458	(7,727)	(4,269)			-
Isuzu NPR400 Tip truck	41,163	(15,000)	26,163			-
Vertimower	-	(5,000)	(5,000)			-
Land & Buildings						
1 Ackland Street		(100,000)		141,649	(99,999)	41,650
TOTAL	119,851	(252,408)	(32,557)	209,367	(170,171)	39,195
Motor Vehicle and Plant & Equipment Change Over						
	Budget Purchase Price	Budget Sale	Change-Over Budget	Actual Purchase	Actual Sale	Change-Over
Motor Vehicles						
CEO Vehicle	50,000	(38,000)	12,000	39,720	(33,145)	6,574
MWS Vehicle	43,575	(29,181)	14,394	43,277	(29,300)	13,977
Ranger Utility	25,000	(10,000)	15,000			-
Parks & Garden utility	25,000	(10,000)	15,000	28,554	(7,727)	20,827
Plant & Equipment						
Vertimower	25,000	(5,000)	20,000			-
Toyota Coaster Bus	105,000	(37,500)	67,500			-
Single Cab Tipper Ute	28,791	(7,727)	21,064			-
Isuzu NPR400 Tip truck	90,000	(15,000)	75,000			-
TOTAL	392,366	(152,408)	239,958	111,551	(70,172)	41,378

SHIRE OF WONGAN - BALLIDU RATES OUTSTANDING 31 JANUARY 2013			
Rates Statistics			
Total rates outstanding		31-Jan-13	10.82%
Outstanding same time last year		31-Jan-12	7.80%
Rates Outstanding Breakdown			
Total Amount Outstanding		31-Jan-13	270,258.08
Outstanding same time last year		31-Jan-12	194,803.47
SUNDRY DEBTORS OUTSTANDING 31 JANUARY 2013			

Debtors Ageing Summary			
Current			444,120.85
30 Days			2,202.73
60 Days			758,044.94
90 Days & Over			2,649.54
Total Outstanding			1,207,018.06
Accounts 90 Days & Over:			
Date	Dr No.	Comments	Amount
23/10/2012	316	Private Works	1,558.54
2/11/2012	794	Rental Property	224.00
14/09/2012	132	On council agenda for review	819.00
Total			2,601.54

SHIRE OF WONGAN-BALLIDU
BANK RECONCILIATION FOR 31 JANUARY 2013

	Total	Municipal	Trust	Reserve	Muni Investments
Opening Balance	2,718,600.71	543,684.42	11,834.78	1,650,932.19	512,149.32
Add:	955,430.27	951,955.66		3,474.61	
Investment Interest					
Less:	(1,256,466.48)	(794,902.12)	(100.00)	(461,464.36)	
Payments - EFT & Cheques					
Payments - Bank fees and Rounding	(1,281.62)	(1,281.62)			
Transport Payments	(54,801.90)	(54,801.90)			
Payment - Direct Debits	(643.25)	(643.25)			
Balance as per General Ledger	2,360,837.73	644,011.19	11,734.78	1,192,942.44	512,149.32
Balance as per Bank Statement	1,154,804.13	634,832.18	7,462.78	359.85	512,149.32
TD/Investments	1,192,582.59			1,192,582.59	
Tenancy Bonds - Separate Bank Accounts	5,912.00		5,912.00		
Add:	4,020.26	4,020.26			
Outstanding Deposits					
Less:	(1,640.00)		(1,640.00)		
Adjustments - New Bond Act					
Unpresented Cheques	(1,343.26)	(1,343.26)			
Transport payments pending	(5,080.00)	(5,080.00)			
Jnl - Correction to Interest received from Investments	11,582.01	11,582.01			
Balance as per Cash Book	2,360,837.73	644,011.19	11,734.78	1,192,942.44	512,149.32
Figure should equal same as Creditor Payment List		-	-	-	-

SHIRE OF WONGAN - BALLIDU
INVESTMENT REPORT FOR 31 JANUARY 2013

MUNICIPAL INVESTMENTS

Matured Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Current Investment	Accrued Interest	Interest Earned	Closing Balance	Back Into Muni
9990-20997	Term Deposit - ANZ	Current	ANZ	20-Jun-12	19-Jul-12	29		600,000.00	600,000.00			475.53	600,475.53	YES
9990-21068	Term Deposit - ANZ	Current	ANZ	20-Sep-12	23-Oct-12	33		608,015.34	608,015.34			497.73	608,513.07	YES
9993-12674	Term Deposit - ANZ	Current	ANZ	3-Sep-12	5-Nov-12	63		250,000.00	250,000.00			1,891.76	251,891.76	YES
9993-12615	Term Deposit - ANZ	Current	ANZ	3-Sep-12	9-Nov-12	67		250,000.00	250,000.00			1,993.98	251,993.98	YES
9975-19073	Term Deposit - ANZ	Current	ANZ	1-Jul-12	17-Dec-12	169		261,301.72	261,301.72			6,589.35	267,891.07	YES
9702-16359	Term Deposit - ANZ	Current	ANZ	19-Dec-12	21-Dec-12	2		303,664.93	303,664.93			72.38	303,737.31	YES
9993-12623	Term Deposit - ANZ	Current	ANZ	3-Sep-12	4-Dec-12	92		250,000.00	250,000.00			3,115.44	253,115.44	YES

Current Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Current Investment	Accrued Interest	Interest Forecast	Closing Balance	Back Into Muni
9993-12666	Term Deposit - ANZ	Current	ANZ	3-Sep-12	3-Mar-13	181	4.90%	250,000.00	250,000.00	250,000.00	5034.25	6,074.66	256,074.66	
9993-12658	Term Deposit - ANZ	Current	ANZ	3-Sep-12	3-Mar-13	181	4.90%	250,000.00	250,000.00	250,000.00	5034.25	6,074.66	256,074.66	
Total of current municipal investments										500,000.00	10,068.50	12,149.32	512,149.32	

RESERVE INVESTMENTS

Matured Reserve Investments

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

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Originally Placed	Investment Placed	Current Investment	Accrued Interest	Interest Forecast	Closing Balance	Back Into Muni
9702-20338	Term Deposit - ANZ	Current	ANZ	19-Sep-12	19-Sep-14	730	5.00%	280,809.21	280,809.21	280,809.21	4000.57	28,080.92	308,890.13	
9997-56101	Term Deposit - ANZ	Current	ANZ	4-Dec-12	4-Mar-13	90	4.65%	461,773.38	461,773.38	461,773.38	1588.37	5,294.58	467,067.96	
9997-56064	Term Deposit - ANZ	Current	ANZ	4-Dec-12	4-Mar-13	90	4.65%	450,000.00	450,000.00	450,000.00	1547.88	5,159.59	455,159.59	
Bank Account Balance										359.85				
Total of reserve investments and cash										1,192,582.59	7,136.82	38,535.09	1,231,117.68	0.00

Total of current municipal and reserve investment and cash

								1,692,582.59	1,692,582.59	1,692,942.44	17,205.32	50,684.40	1,743,266.99	-
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Terminated
Current Municipal Investments
Current Reserve Investments

SHIRE OF WONGAN - BALLIDU

ANALYSIS OF RESERVE ACCOUNTS AS AT 31 JANUARY 2013

CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 31 JANUARY 2013					
Reserve Description	GL Acct.	Opening Balance	Intra reserve transfers	Transfer in / Interest	Transfer out / to Muni	Transfer in/ from Muni	Transfer in / Interest	Transfer from Muni	Actual Balance
Centenary Celebrations Reserve	01925	51,918	(51,918)	-	-	-	-	-	-
Community Resource Centre Reserve	01989	11,261		327			231	-	11,491
Depot Improvement Reserve	01940	5,392		156	-		110	-	5,502
Historical Publications Reserve	01965	5,886		171	-		121	-	6,006
Housing Reserve	01955	87,096		2,526	-		1,782	-	88,877
Land & Buildings Reserve	01930	128,859	(128,859)	-	-		-	-	-
Loan Principal Reserve	01950	89,763	190,361	10,796	-		7,615	-	287,739
LSL Reserve	01935	68,192		1,978	-		1,395	-	69,587
Medical Facilities & R4R Special Projects Reserve	01975	555,841		16,119	(560,845)		11,370	(421,000)	146,211
Patterson Street JV Housing Reserve	01988	6,704		194		5,000	137	-	6,841
Plant Reserve	01945	530,734		15,391	(169,109)	180,000	10,856	(40,464)	501,126
Quinlan Street JV Housing Reserve	01987	13,293		385		5,000	272	-	13,564
Stickland JV Housing Reserve	01986	8,744		254		5,000	179	-	8,923
Swimming Pool Reserve	01970	1,776		52		5,000	37	-	1,812
Waste Management Reserve	01920	44,357		1,286	(30,000)		907	-	45,264
WH Industrial/LIA Park Reserve	01985	9,584	(9,584)	-			-	-	-
TOTALS		1,619,397	(0)	49,635	(759,954)	200,000	35,010	(461,464)	1,192,943

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

Existing Loans * Denotes (SSL) Self Supporting Loan

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

Loan No.	Particulars	Recipient	Maturity Date	Amount Borrowed	Principal & borrowings due in Jan 13	Accrued Interest	YTD Int @ 31 Jan 13	Loan Balance @ 1 July 2012	Refinancing	Principal Repayments YTD	Loan Balance @ 31 Jan 13
140	Housing Construction#	Wongan-Ballidu Development*	May-2015	430,000		(3,175)	8,414	429,945	-	-	429,945
142	Housing Construction	WB Community Association*	Mar-2020	400,000	-	(4,923)	3,094	257,289	-	(12,694)	244,595
143	Land Purchase	Shire of Wongan-Ballidu	Jun-2016	270,000	(9,187)	(45)	3,967	128,514	-	(14,363)	114,151
145	Land Development	Shire of Wongan-Ballidu	Jul-2012	1,000,000	-	(30,408)	2,630	1,000,000	(1,000,000)	-	-
145B	Land Development	Shire of Wongan-Ballidu	Jun-2014	500,000	-	-	8,162	-	500,000	-	500,000
145C	Land Development	Shire of Wongan-Ballidu	Jul-2017	500,000	-	-	-	-	500,000	-	500,000
147	Aged Persons	Ninan House*	Jul-2022	100,000	-	(2,404)	3,076	79,803	-	(5,390)	74,413
149	Resurface Bowling Greens	Wongan Hills Bowling Club*	Dec-2019	115,000	(3,885)	(203)	4,797	92,451	-	(4,937)	87,514
150	Sports Pavilion	Wongan Hills Sports Council*	May-2016	50,000	-	(239)	(239)	50,000	-	-	50,000
TOTAL EXISTING LOANS				3,365,000	(13,072)	(41,396)	33,901	2,038,002	-	(37,384)	2,000,618

Interest ledger balance after accruals

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

EFT 9139 Loan Repayment 143 & 149

The current loan liability

The non current liability

33,901

(13,072)

(37,384)

SSL	Shire	Total
(29,965)	(14,819)	(44,784)
(856,502)	(1,099,332)	(1,955,834)
(886,467)	(1,114,151)	(2,000,618)

9.1.3 COMPLIANCE AUDIT RETURN 2012

FILE REFERENCE:	F1.7.1
REPORT DATE:	2 February 2012
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor – Chief Executive Officer
ATTACHMENTS:	Compliance Return

PURPOSE OF REPORT:

To consider and adopt the 2012 Compliance Audit return.

BACKGROUND:

Council is required to carry out a compliance audit for the period 1 January 2012 to 31 December 2012 against the requirements included in the 2012 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 Regional Development by 31 March 2013.

COMMENT:

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

There were two areas of non compliance one where a primary return was presented instead of an annual return and the second where the dates for submissions in the disposal of property were incorrect.

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.

Environment

Ø Economic

Ø Social

VOTING REQUIREMENTS:

CARRIED BY ABSOLUTE MAJORITY: 9/0
RESOLUTION NO: 050213



Government of Western Australia
Department of Local Government

Wongan Ballidu (Shire of) - Compliance Audit Return 2012

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government 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 2012.	N/A		Irene Myring
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 2012.	N/A		Irene Myring
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 2012.	N/A		Irene Myring
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2012.	N/A		Irene Myring
5	s3.59(5)	Did the Council, during 2012, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Irene Myring



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 are no delegations to any committees	Irene Myring
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Irene Myring
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Irene Myring
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Irene Myring
5	s5.18	Has Council reviewed delegations to its committees in the 2011/2012 financial year.	N/A		Irene Myring
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		Irene Myring
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Irene Myring
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Irene Myring
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Irene Myring
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Irene Myring
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Irene Myring
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 2011/2012 financial year.	Yes		Irene Myring
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		Irene Myring

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		Irene Myring
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		Irene Myring



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Irene Myring
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Irene Myring
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Irene Myring
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2012.	No	Incorrect document given	Irene Myring
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2012.	Yes		Irene Myring
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Irene Myring
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Irene Myring
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Irene Myring
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Irene Myring
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Irene Myring
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Irene Myring
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Irene Myring



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Irene Myring
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Irene Myring

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)).	Yes		Irene Myring
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	No	Dates were incorrect	irene myring

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Irene Myring

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		Irene Myring
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	The Committee has no delegations	Irene Myring
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	20 December 2012	Irene Myring
4	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes	20 December 2012	Irene Myring
5	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes	20 December 2012	Irene Myring



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
6	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2012 received by the local government within 30 days of completion of the audit.	Yes	20 December 2012	Irene Myring
7	s7.9(1)	Was the Auditor's report for 2011/2012 received by the local government by 31 December 2012.	Yes	20 December 2012	Irene Myring
8	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	Yes		Irene Myring
9	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Irene Myring
10	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	Yes		Irene Myring
11	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Irene Myring
12	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Irene Myring
13	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Irene Myring
14	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		Irene Myring
15	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		Irene Myring



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	CEO employed in December 2007	Irene Myring
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	The shire does not have have designated senior employees	Irene Myring
3	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Irene Myring
4	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		Irene Myring
5	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		Irene Myring

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.	Yes	the Deputy CEO is the designated officer	Irene Myring
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).	N/A	There have been no complaints	Irene Myring
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		Irene Myring
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Irene Myring
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		Irene Myring
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) (c).	Yes		Irene Myring



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		Irene Myring
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		Irene Myring
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Irene Myring
4	F&G Reg 14, 15 & 16	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Irene Myring
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.	Yes	All variations sent through email with sent receipts required	Irene Myring
6	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A	There were no late tenders	Irene Myring
7	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		Irene Myring
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Irene Myring
9	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Irene Myring
10	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Irene Myring
11	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		Irene Myring
12	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		Irene Myring



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Irene Myring
14	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	Yes		Irene Myring
15	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less.	Yes		Irene Myring

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

Signed Mayor / President, Wongan Ballidu (Shire of)

Signed CEO, Wongan Ballidu (Shire of)

9.1.4 DELEGATED AUTHORITY

FILE REFERENCE:	A2.22 Local Government Act & Regulations
REPORT DATE:	1 February 2013
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor – Chief Executive Officer
ATTACHMENTS:	Updated Delegations & Local Government Operational Guidelines – Delegations & Code of Conduct

PURPOSE OF REPORT:

To review and adopt the annual list of delegations and the Code of Conduct.

BACKGROUND:

Under the Local Government Act 1995 Council is able to 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, and after thorough investigation several delegations have been deleted as they were either prohibited from being delegated or they can be 'acted through', others have been added in accordance with Councils Policy's.

The delegations which have been altered, added and deleted are listed 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: 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. 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. 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 delegated authority to the Chief Executive Officer under section 59 of the Bush Fires Act 1954 to institute and carry out proceedings for offences against the Bush Fires Act 1954

Council delegated authority to the Ranger under section 59 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: Authorisation is given 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: 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: Authorisation is given 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: The Chief Executive Officer is authorised 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: The Chief Executive Officer is authorised 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: That the Chief Executive Officer be delegated to dispose of any goods that have been impounded.

DELEGATED AUTHORITY 11

DELEGATION: LEGAL PROCEEDINGS – BUSH FIRE ACT
SECTION/ACT: Bush Fires Act 1954, Section 59 and 59A
DELEGATION: The Chief Executive has been authorised under section 59 of the Bush Fires Act 1954 to institute and carry out proceedings for offences against the Bush Fires Act 1954.

The Ranger has been authorised under section 59 of the Bush Fires Act 1954 to issue infringements under section 59a of the Bushfires Act 1954

DELEGATED AUTHORITY 12

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 13

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 the Chief Executive Officer is authorised 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 14

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 15

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
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 16

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: Authorisation is given to make payments via corporate credit card in accordance with Councils Policy – Fuel and Credit Cards.

DELEGATION AUTHORITY 17

DELEGATION: TENDERS

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

DELEGATION: 1. The Chief Executive Officer is authorised to accept tenders up to \$100,000 and not exceeding budget allocation.

WORKS AND SERVICES

DELEGATED AUTHORITY 01

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. To temporarily close thoroughfares to vehicles.
2. To determine applications for the temporary closure of roads for the purpose of conducting events.

DELEGATED AUTHORITY 02

DELEGATION: PAYMENT OF CROSSOVER CONTRIBUTION

SECTION/ACT: Local Government Act 1995 – Section 5.42

DELEGATION: The Chief Executive officer is authorized to pay Councils contribution to the construction of a crossover in accordance with Policy W29 Vehicle Crossovers.

DELEGATED AUTHORITY 03

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 04

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 authority and power to authorise the installation of soft landscaping and/or hard paving within a road reserve.

DELEGATED AUTHORITY 05

DELEGATION: SEED COLLECTION – WILDFLOWER PICKING

SECTION/ACT: Local Government Act 1995 – Sections

DELEGATION: Approval to pick wildflowers on Council controlled reserves. 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 01

DELEGATION: DEMOLITION LICENCES

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

DELEGATION: That the Manager Building Services be delegated to issue demolition licences.

DELEGATED AUTHORITY 02

DELEGATION: BUILDINGS – ISSUING NOTICES REQUIRING ALTERATIONS

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

DELEGATION: That the Manager Building Services be delegated to issue a Notice requiring alterations where a breach of building requirements is considered sufficient to warrant the issue of a Notice.

DELEGATED AUTHORITY 03

DELEGATION: BUILDINGS – UNLAWFUL WORKS

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

DELEGATION: That the Manager Building Services be delegated 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 04

DELEGATION: BUILDINGS – DANGEROUS

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

DELEGATION: That the Manager Building Services 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 05

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: Authorisation is given 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 06

DELEGATION: BUILDING LICENCES

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

DELEGATION: The Manager Building Services be delegated to approve plans submitted and issue building licences.

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

DELEGATED AUTHORITY 07

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

SECTION/ACT: Not Applicable

DELEGATION: 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 08

DELEGATION: TOWN PLANNING FUNCTIONS

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

DELEGATION: That Council delegate authority to the Chief Executive Officer in accordance with in 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 Licence 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 09

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

SECTION/ACT: Local Government Act 1995

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

DELEGATED AUTHORITY 10

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 11

DELEGATION: USE APPROVAL OF COUNCIL CONTROLLED BUILDINGS

SECTION/ACT: Local Government Act 1995 – Sections

DELEGATION: Council delegates to the Chief Executive Officer authority to approval 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 12

DELEGATION: SUBDIVISION CLEARANCE

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

DELEGATION: The Chief Executive Officer is authorized 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.

DELETED

Community Health Building – Reason: Building Sold

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.

Local Government Act Section 5.103. Codes of conduct

STRATEGIC IMPLICATIONS:

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

SUSTAINABILITY IMPLICATIONS:

Ø **Environment**

There are no known environmental implications associated with the proposal.

Ø **Economic**

There are no known economic implications associated with the proposal.

Ø **Social**

There are no known social implications associated with the proposal.

FINANCIAL IMPLICATIONS:

There are no financial implications in relation to this item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

STAFF RECOMMENDATION:

1. 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: 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. 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. 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 delegated authority to the Chief Executive Officer under section 59 of the Bush Fires Act 1954 to institute and carry out proceedings for offences against the Bush Fires Act 1954
Council delegated authority to the Ranger under section 59 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: Authorisation is given 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: 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: Authorisation is given 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: The Chief Executive Officer is authorised 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: The Chief Executive Officer is authorised 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: That the Chief Executive Officer be delegated to dispose of any goods that have been impounded.

DELEGATED AUTHORITY 11

DELEGATION: LEGAL PROCEEDINGS – BUSH FIRE ACT

SECTION/ACT: Bush Fires Act 1954, Section 59 and 59A

DELEGATION: The Chief Executive has been authorised under section 59 of the Bush Fires Act 1954 to institute and carry out proceedings for offences against the Bush Fires Act 1954.

The Ranger has been authorised under section 59 of the Bush Fires Act 1954 to issue infringements under section 59a of the Bushfires Act 1954

DELEGATED AUTHORITY 12

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 13

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 the Chief Executive Officer is authorised 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 14

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 15

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

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 16

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: Authorisation is given to make payments via corporate credit card in accordance with Councils Policy – Fuel and Credit Cards.

DELEGATION AUTHORITY 17

DELEGATION: TENDERS

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

DELEGATION: The Chief Executive Officer is authorised to accept tenders up to \$100,000 and not exceeding budget allocation.

WORKS AND SERVICES

DELEGATED AUTHORITY 01

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. To temporarily close thoroughfares to vehicles.
2. To determine applications for the temporary closure of roads for the purpose of conducting events.

DELEGATED AUTHORITY 02

DELEGATION: PAYMENT OF CROSSOVER CONTRIBUTION

SECTION/ACT: Local Government Act 1995 – Section 5.42

DELEGATION: The Chief Executive officer is authorized to pay Councils contribution to the construction of a crossover in accordance with Policy W29 Vehicle Crossovers.

DELEGATED AUTHORITY 03

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 04

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 authority and power to authorise the installation of soft landscaping and/or hard paving within a road reserve.

DELEGATED AUTHORITY 05

DELEGATION: SEED COLLECTION – WILDFLOWER PICKING
SECTION/ACT: Local Government Act 1995 – Sections
DELEGATION: Approval to pick wildflowers on Council controlled reserves. 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 PLANNING & BUILDING

DELEGATED AUTHORITY 01

DELEGATION: DEMOLITION LICENCES
SECTION/ACT: Local Government (Miscellaneous Provisions) Act 1960, Section 374A
DELEGATION: That the Manager Building Services be delegated to issue demolition licences.

DELEGATED AUTHORITY 02

DELEGATION: BUILDINGS – ISSUING NOTICES REQUIRING ALTERATIONS
SECTION/ACT: Local Government (Miscellaneous Provisions) Act 1960, Section 401
DELEGATION: That the Manager Building Services be delegated to issue a Notice requiring alterations where a breach of building requirements is considered sufficient to warrant the issue of a Notice.

DELEGATED AUTHORITY 03

DELEGATION: BUILDINGS – UNLAWFUL WORKS
SECTION/ACT: Local Government (Miscellaneous Provisions) Act 1960, Section 401A
DELEGATION: That the Manager Building Services be delegated 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 04

DELEGATION: BUILDINGS – DANGEROUS
SECTION/ACT: Local Government (Miscellaneous Provisions) Act 1960, Sections 403, 404
DELEGATION: That the Manager Building Services 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 05

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: Authorisation is given 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 06

DELEGATION: BUILDING LICENCES

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

DELEGATION: The Manager Building Services be delegated to approve plans submitted and issue building licences.

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

DELEGATED AUTHORITY 07

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

SECTION/ACT: Not Applicable

DELEGATION: 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 08

DELEGATION: TOWN PLANNING FUNCTIONS

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

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

- (l) 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;
- (m) 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;
- (n) Grant an extension of development approval for up to two (2) years;
- (o) Granting variations to relevant Planning Policies and provisions of the Residential Design Codes on Building Licence applications;
- (p) 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.
- (q) Deletion or modification of conditions of approval, whether imposed under delegated authority or not;
- (r) Making recommendations to the WA Planning Commission on:
 - iv. applications for subdivision or amalgamation of land;
 - v. minor variations to approved subdivisions;
 - vi. clearance of conditions of subdivision approval;
- (s) Determination of Applications for the relocation of Building Envelopes;
- (t) Provision of written and verbal responses to planning appeals, mediated settlements resulting from appeals and WA Planning Commission requests for reconsideration;
- (u) Taking all necessary action against owners or occupiers of properties to cease illegal uses or comply with conditions of Development Approval, including pursuing

- (v) prosecution through Council's Solicitors; and
- (v) 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:

- (f) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation;
- (g) Where written objection is received to the proposal from any statutory agency;
- (h) 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;
- (i) 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:
 - (iv) 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
 - (v) the objections can be overcome by imposing a condition(s) on the development approval, or modifying the design of the development; or
 - (vi) the objection does not relate to valid planning and development issues associated with the proposal.
- (j) Where, in the opinion of the Chief Executive Officer:
 - (vi) Any of the requirements of this policy are not satisfied; or
 - (vii) 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
 - (viii) It would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application; or
 - (ix) The decision involves a matter of principle which, in the opinion of the Chief Executive Officer, should be made by the Council; or
 - (x) 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 09

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

SECTION/ACT: Local Government Act 1995

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

DELEGATED AUTHORITY 10

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 11

DELEGATION: USE APPROVAL OF COUNCIL CONTROLLED BUILDINGS

SECTION/ACT: Local Government Act 1995 – Sections

DELEGATION: Council delegates to the Chief Executive Officer authority to approval 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 12

DELEGATION: SUBDIVISION CLEARANCE

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

DELEGATION: The Chief Executive Officer is authorized 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.

2. Adopt unchanged the Code of Conduct as previously distributed.

COMMITTEE RECOMMENDATION:

1. 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: 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. 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. 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 delegated authority to the Chief Executive Officer under section 59 of the Bush Fires Act 1954 to institute and carry out proceedings for offences against the Bush Fires Act 1954

Council delegated authority to the Ranger under section 59 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: Authorisation is given 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: 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: Authorisation is given 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: The Chief Executive Officer is authorised 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: The Chief Executive Officer is authorised 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: That the Chief Executive Officer be delegated to dispose of any goods that have been impounded.

DELEGATED AUTHORITY 11

DELEGATION: LEGAL PROCEEDINGS – BUSH FIRE ACT
SECTION/ACT: Bush Fires Act 1954, Section 59 and 59A
DELEGATION: The Chief Executive has been authorised under section 59 of the Bush Fires Act 1954 to institute and carry out proceedings for offences against the Bush Fires Act 1954.

The Ranger has been authorised under section 59 of the Bush Fires Act 1954 to issue infringements under section 59a of the Bushfires Act 1954

DELEGATED AUTHORITY 12

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 13

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 the Chief Executive Officer is authorised 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 14

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 15

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
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 16

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: Authorisation is given to make payments via corporate credit card in accordance with Councils Policy – Fuel and Credit Cards.

DELEGATION AUTHORITY 17

DELEGATION TENDERS

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

DELEGATION: The Chief Executive Officer is authorised to accept tenders up to \$100,000 and not exceeding budget allocation.

WORKS AND SERVICES

DELEGATED AUTHORITY 01

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. To temporarily close thoroughfares to vehicles.
2. To determine applications for the temporary closure of roads for the purpose of conducting events.

DELEGATED AUTHORITY 02

DELEGATION: PAYMENT OF CROSSOVER CONTRIBUTION

SECTION/ACT: Local Government Act 1995 – Section 5.42

DELEGATION: The Chief Executive officer is authorized to pay Councils contribution to the construction of a crossover in accordance with Policy W29 Vehicle Crossovers.

DELEGATED AUTHORITY 03

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 04

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 authority and power to authorise the installation of soft landscaping and/or hard paving within a road reserve.

DELEGATED AUTHORITY 05

DELEGATION: SEED COLLECTION – WILDFLOWER PICKING

SECTION/ACT: Local Government Act 1995 – Sections

DELEGATION: Approval to pick wildflowers on Council controlled reserves. 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 PLANNING & BUILDING

DELEGATED AUTHORITY 01

DELEGATION: DEMOLITION LICENCES

SECTION/ACT: Local Government (Miscellaneous Provisions) Act 1960, Section 374A
DELEGATION: That the Manager Building Services be delegated to issue demolition licences.

DELEGATED AUTHORITY 02

DELEGATION: BUILDINGS – ISSUING NOTICES REQUIRING ALTERATIONS
SECTION/ACT: Local Government (Miscellaneous Provisions) Act 1960, Section 401
DELEGATION: That the Manager Building Services be delegated to issue a Notice requiring alterations where a breach of building requirements is considered sufficient to warrant the issue of a Notice.

DELEGATED AUTHORITY 03

DELEGATION: BUILDINGS – UNLAWFUL WORKS
SECTION/ACT: Local Government (Miscellaneous Provisions) Act 1960, Section 401A
DELEGATION: That the Manager Building Services be delegated 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 04

DELEGATION: BUILDINGS – DANGEROUS
SECTION/ACT: Local Government (Miscellaneous Provisions) Act 1960, Sections 403, 404
DELEGATION: That the Manager Building Services 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 05

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: Authorisation is given 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 06

DELEGATION: BUILDING LICENCES
SECTION/ACT: Local Government (Miscellaneous Provisions) Act 1960 Section 374
DELEGATION: The Manager Building Services be delegated to approve plans submitted and issue building licences.

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

DELEGATED AUTHORITY 07

DELEGATION: SALE AND/OR CONSUMPTION OF LIQUOR – COUNCIL PROPERTY
SECTION/ACT: Not Applicable
DELEGATION: 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 08

DELEGATION: TOWN PLANNING FUNCTIONS

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

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

- (w) 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;
- (x) 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;
- (y) Grant an extension of development approval for up to two (2) years;
- (z) Granting variations to relevant Planning Policies and provisions of the Residential Design Codes on Building Licence applications;
- (aa) 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.
- (bb) Deletion or modification of conditions of approval, whether imposed under delegated authority or not;
- (cc) Making recommendations to the WA Planning Commission on:
 - vii. applications for subdivision or amalgamation of land;
 - viii. minor variations to approved subdivisions;
 - ix. clearance of conditions of subdivision approval;
- (dd) Determination of Applications for the relocation of Building Envelopes;
- (ee) Provision of written and verbal responses to planning appeals, mediated settlements resulting from appeals and WA Planning Commission requests for reconsideration;
- (ff) 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
- (gg) 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:

- (k) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation;
- (l) Where written objection is received to the proposal from any statutory agency;
- (m) 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;
- (n) 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:
 - (vii) 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

- (viii) the objections can be overcome by imposing a condition(s) on the development approval, or modifying the design of the development; or
- (ix) the objection does not relate to valid planning and development issues associated with the proposal.
- (o) Where, in the opinion of the Chief Executive Officer:
 - (xi) Any of the requirements of this policy are not satisfied; or
 - (xii) 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
 - (xiii) It would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application; or
 - (xiv) The decision involves a matter of principle which, in the opinion of the Chief Executive Officer, should be made by the Council; or
 - (xv) 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 09

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

SECTION/ACT: Local Government Act 1995

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

DELEGATED AUTHORITY 10

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 11

DELEGATION: USE APPROVAL OF COUNCIL CONTROLLED BUILDINGS

SECTION/ACT: Local Government Act 1995 – Sections

DELEGATION: Council delegates to the Chief Executive Officer authority to approval 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 12

DELEGATION: SUBDIVISION CLEARANCE

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

DELEGATION: The Chief Executive Officer is authorized 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.

2. Adopt unchanged the Code of Conduct as previously distributed.

MOTION: **Moved:** **Cr Macnamara/Cr Brown**

1. 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: **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. 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. 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 delegated authority to the Chief Executive Officer under section 59 of the Bush Fires Act 1954 to institute and carry out proceedings for offences against the Bush Fires Act 1954

Council delegated authority to the Ranger under section 59 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: **Authorisation is given 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: 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: Authorisation is given 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: The Chief Executive Officer is authorised 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: The Chief Executive Officer is authorised 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: That the Chief Executive Officer be delegated to dispose of any goods that have been impounded.

DELEGATED AUTHORITY 11

DELEGATION: LEGAL PROCEEDINGS – BUSH FIRE ACT

SECTION/ACT: Bush Fires Act 1954, Section 59 and 59A

DELEGATION: The Chief Executive has been authorised under section 59 of the Bush Fires Act 1954 to institute and carry out proceedings for offences against the Bush Fires Act 1954.

The Ranger has been authorised under section 59 of the Bush Fires Act 1954 to issue infringements under section 59a of the Bushfires Act 1954

DELEGATED AUTHORITY 12

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 13

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 the Chief Executive Officer is authorised 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 14

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 15

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
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 16

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: Authorisation is given to make payments via corporate credit card in accordance with Councils Policy – Fuel and Credit Cards.

DELEGATION AUTHORITY 17

DELEGATION: TENDERS
SECTION/ACT: Local Government Act 1995, Section 3.57 and Section 5.8
DELEGATION: The Chief Executive Officer is authorised to accept tenders up to \$100,000 and not exceeding budget allocation.

WORKS AND SERVICES

DELEGATED AUTHORITY 01

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. To temporarily close thoroughfares to vehicles.

2. To determine applications for the temporary closure of roads for the purpose of conducting events.

DELEGATED AUTHORITY 02

DELEGATION: PAYMENT OF CROSSOVER CONTRIBUTION

SECTION/ACT: Local Government Act 1995 – Section 5.42

DELEGATION: The Chief Executive officer is authorized to pay Councils contribution to the construction of a crossover in accordance with Policy W29 Vehicle Crossovers.

DELEGATED AUTHORITY 03

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 04

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 authority and power to authorise the installation of soft landscaping and/or hard paving within a road reserve.

DELEGATED AUTHORITY 05

DELEGATION: SEED COLLECTION – WILDFLOWER PICKING

SECTION/ACT: Local Government Act 1995 – Sections

DELEGATION: Approval to pick wildflowers on Council controlled reserves. 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 PLANNING & BUILDING

DELEGATED AUTHORITY 01

DELEGATION: DEMOLITION LICENCES

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

DELEGATION: That the Manager Building Services be delegated to issue demolition licences.

DELEGATED AUTHORITY 02

DELEGATION: BUILDINGS – ISSUING NOTICES REQUIRING ALTERATIONS

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

DELEGATION: That the Manager Building Services be delegated to issue a Notice requiring alterations where a breach of building requirements is considered sufficient to warrant the issue of a Notice.

DELEGATED AUTHORITY 03

DELEGATION: BUILDINGS – UNLAWFUL WORKS

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

DELEGATION: That the Manager Building Services be delegated 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 04

DELEGATION: BUILDINGS – DANGEROUS

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

DELEGATION: That the Manager Building Services 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 05

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: Authorisation is given 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 06

DELEGATION: BUILDING LICENCES

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

DELEGATION: The Manager Building Services be delegated to approve plans submitted and issue building licences.

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

DELEGATED AUTHORITY 07

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

SECTION/ACT: Not Applicable

DELEGATION: 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 08

DELEGATION: TOWN PLANNING FUNCTIONS

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

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

(hh) 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;
- (ii) 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;
- (jj) Grant an extension of development approval for up to two (2) years;
- (kk) Granting variations to relevant Planning Policies and provisions of the Residential Design Codes on Building Licence applications;
- (ll) 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.
- (mm) Deletion or modification of conditions of approval, whether imposed under delegated authority or not;
- (nn) Making recommendations to the WA Planning Commission on:
 - x. applications for subdivision or amalgamation of land;
 - xi. minor variations to approved subdivisions;
 - xii. clearance of conditions of subdivision approval;
- (oo) Determination of Applications for the relocation of Building Envelopes;
- (pp) Provision of written and verbal responses to planning appeals, mediated settlements resulting from appeals and WA Planning Commission requests for reconsideration;
- (qq) 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
- (rr) 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:

- (p) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation;
- (q) Where written objection is received to the proposal from any statutory agency;
- (r) 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;
- (s) 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:
 - (x) 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
 - (xi) the objections can be overcome by imposing a condition(s) on the development approval, or modifying the design of the development; or
 - (xii) the objection does not relate to valid planning and development issues associated with the proposal.
- (t) Where, in the opinion of the Chief Executive Officer:
 - (xvi) Any of the requirements of this policy are not satisfied; or

- (xvii) 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
- (xviii) It would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application; or
- (xix) The decision involves a matter of principle which, in the opinion of the Chief Executive Officer, should be made by the Council; or
- (xx) 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 09

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

SECTION/ACT: Local Government Act 1995

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

DELEGATED AUTHORITY 10

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 11

DELEGATION: USE APPROVAL OF COUNCIL CONTROLLED BUILDINGS

SECTION/ACT: Local Government Act 1995 – Sections

DELEGATION: Council delegates to the Chief Executive Officer authority to approval 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 12

DELEGATION: SUBDIVISION CLEARANCE

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

DELEGATION: The Chief Executive Officer is authorized 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.

2. Adopt unchanged the Code of Conduct as previously distributed.

**CARRIED BY ABSOLUTE MAJORITY: 9/0
RESOLUTION NO: 050213**

5.1.5 LOCAL EMERGENCY MANAGEMENT ARRANGEMENT

FILE REFERENCE:	L3.5
REPORT DATE:	24 January 2013
APPLICANT/PROPONENT:	LEMC
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	
AUTHOR:	Stuart Taylor – Chief Executive Officer
ATTACHMENTS:	Local Emergency Management Arrangements & Wongan-Ballidu Recovery Plan

PURPOSE OF REPORT:

This report seeks to adopt the Local Manager Emergency Arrangements (LEMA) and the Wongan-Ballidu Recovery Plan

BACKGROUND:

The Council has an obligation pursuant to the States Emergency Management Committee to ensure its inhabitants are adequately protected, risks are minimised and recovery operations coordinated swiftly and efficiently.

The State arrangements have for some years now recommended that the local authority convenes and chair a Local Emergency Management Advisory Committee (LEMC).

The attached reports were formally adopted by District Emergency Management Committee on 23 May 2012.

COMMENT:

The Committee comprises representatives from several key agencies including the Police, FRS, BFS, and the Department for Child Services etc.

POLICY REQUIREMENTS:

There are no policy requirements in relation to this item

LEGISLATIVE REQUIREMENTS:

Emergency Management Act 2005

STRATEGIC IMPLICATIONS:

SUSTAINABILITY IMPLICATIONS:

Ø Environment

The proposal has no real environmental effects.

Ø Economic

The proposal has beneficial outcomes for the local economy in that if there was no emergency management plan in place and there was a major event then the community would take far longer to get back on its feet.

Ø Social

The proposal has significant social implications if the Council does not agree adopting the LEMA

FINANCIAL IMPLICATIONS:

The only financial implications are that the committee generally meets in the Chambers and meals and refreshments for the members are required from time to time. This can be adequately accommodated within the Councils existing budget provisions. There may be a requirement to budget for a mock exercise involving the whole shire and the various key agencies (say \$1,000).

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

STAFF RECOMMENDATION:

That Council adopt the Local Management Emergency Arrangements and the Wongan-Ballidu Recovery Plan.

COMMITTEE RECOMMENDATION:

That Council adopt the Local Management Emergency Arrangements and the Wongan-Ballidu Recovery Plan.

MOTION: MOVED Cr deGrussa/Cr Armstrong

That Council adopt the Local Management Emergency Arrangements and the Wongan-Ballidu Recovery Plan.

CARRIED: 9/0
RESOLUTION NO: 060213

9.1.6 POLICY REVIEW

FILE REFERENCE:	A2.20.4
REPORT DATE:	4 February 2013
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor – Chief Executive Officer
ATTACHMENTS:	Copy of policy

PURPOSE OF REPORT:

The purpose of this report is to allow Council to revoke the attached policy.

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. It is also possible for members of the community to seek an early review of a specific policy.

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

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

COMMENT:

Council has a policy regarding office closure over the Christmas Period, which in part reads:
That the Shire Administration Office be closed from close of business on 24th December in any given year and reopen at 8:30am 2nd January in any given year, where normal opening hours will resume.

In 2012 the 24th fell on a Monday, the CEO requested that the office close on the 24th. Councillors then stated that they felt that it was unnecessary to request this as the CEO was capable of making an informed decision on this matter and that the policy relating to this matter be revoked.

POLICY REQUIREMENTS:

Policy - Christmas New Year Shutdown refers

LEGISLATIVE REQUIREMENTS:

Title:	CHRISTMAS – NEW YEAR SHUTDOWN
Policy Owner:	Administration & Financial Services
File No:	A2.20.4
Resolution No:	061211
Date:	15 December 2011
Scheduled Review:	December 2012

OBJECTIVE

To minimise the disruption to customer service whilst acknowledging the inefficiency of opening the office for between 1-3 days during the Christmas & New Year period.

POLICY

That the Shire Administration Office be closed from close of business on 24th December in any given year and reopen at 8:30am 2nd January in any given year, where normal opening hours will resume.

All administration staff will be required to consume annual leave days (with leave loading) or any approved accumulated bonus days or RDO's during this period.

This will also assist in managing the Shire's accrued leave liability.

Revoke

9.1.7 AUDITOR MANAGEMENT REPORT – LETTER OF RESPONSE

FILE REFERENCE:	F1.7.1
REPORT DATE:	February 27, 2013
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Dennis Coates, Deputy Chief Executive Officer
ATTACHMENTS:	Response from Shire of Wongan-Ballidu

PURPOSE OF REPORT:

Section 7 of the Local Government Act 1995 requires the Audit Committee to consider results of the Audit and the Audit report, including the management report.

To consider and receive the auditor's comments and response as provided by the Deputy Chief Executive Officer. This response is provided as a separate attachment.

BACKGROUND:

At the completion of the annual audit a management report is issued, addressed to the Shire President.

This letter represents the results of the audit not included in the Independent Audit report. The Management Report may include comments relating to processes and procedures, council's financial position or suggestions for improvement in areas of non-compliance found during the audit process.

POLICY REQUIREMENTS:

There are no known legislative requirements related to this item.

LEGISLATIVE REQUIREMENTS:

Local Government Guidelines in relation Part 7 of the Local Government (Audit) Regulations 1996.

STRATEGIC IMPLICATIONS:

Presentation of the audit and management reports to the Audit Committee assists to improve the Governance role of Council.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS:

There are no financial implications in relation to this item, other than advising the Finance, Audit & Review Committee of any issues and subsequent actions that have been or are to be taken.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: YES

STAFF RECOMMENDATION:

That Council receive the letter of response as prepared by the Deputy Chief Executive Officer.

That the Audit Committee approve the letter of response to the Department of Local Government as prepared by the Deputy Chief Executive Officer

That the Chief Executive Officer organise for the revaluation of assets for fair value valuation in accordance with legislation requirements prior to 30 June 2013 with payment scheduled for July 2013.

That the Chief Executive Officer organise for the revaluation of assets for fair value valuation in accordance with legislation requirements prior to 30 June 2013 with payment scheduled for July 2013.

Page 44

Mr. Dennis Coates
Our Ref: F1.144
Your Ref: WB3-5#06 (E1300823)

19 February 2013

Ms Jenni Law
Manager Advice and Support
Department of Local Government
GPO Box R1250 Perth WA 68444

Dear Jenni

BUDGET FOR THE YEAR ENDED 30TH June 2013

We acknowledge your letter dated 11 January, in regards to discrepancies in the budget and now provide our brief response to each point raised.

1. Statements of Comprehensive Income.

This statement applied to the lodgement of the previous 2011-12 budget and every effort was made to ensure the subsequent (current) budget was lodged within the required time frame.

2. August monthly statement of financial activity not presented to Council within the required time-frame.

This statement applied for the lodgement of the August 2011 monthly account and since then Council at each of their monthly committee meetings has been provided with the prior month's reports. As no meeting is held in January, two reports covering the months of December and January are tabled for the February meeting.

3. Local public notice for disposal of property not given in accordance with the LG Act.

Council accepts the audit advice to have internal processes so that dates are monitored more closely when local public notice, such as for these property disposals as required.

4. Annual return contained various sections which had been left blank.

Council agrees the forms contained sections which had been left blank and is of the belief that these were inadvertent omissions, arising in each case due to the form design, which with a slight modification would have elicited a proper response which in each case would be "Not Applicable". In future versions of this form, we will use a box or grid to clearly show those parts of the document that needed to be completed. Respondents will then have the opportunity to ensure they have properly completed this form and be able to confirm responses which are not applicable.

5. Primary return was not received in required timeframe.

We understand this finding relates to a situation in which our former Manager of Works resigned from Council on the 14th September and the staff member who at the time of the field audit (late October) was acting in the role of Manager of Works and had not yet completed three months in his role. However we accept the intent of the audit advice, which is provided though out this management letter to be more aware of various deadlines and build these into our processes.

6. Revaluation of land and building assets needed.

Council has a policy to revalue these assets. A staff recommendation is pending which will formally recommend the conduct of a formal valuation to be carried out for the year ending 30th June 2013.

7. Shire has not met with auditor during financial year as required.

Council has re-engaged UHY Haines Norton to conduct future external audits and a teleconference or site visit will be arranged, for such necessary dialogue to occur at least annually between our Councillors and the audit partner.

In closing, both Council and Staff acknowledge that we have improved our financial management in relation to our annual reporting and we have every intention and expectation to achieve better results.

Should you have any queries regarding this document, please contact Dennis Coates on (08) 96711011 or email dceo@wongan.wa.gov.au.

Yours sincerely,

Stuart Taylor
Chief Executive Officer

9.2 WORKS AND SERVICES

Nil

9.3 HEALTH, PLANNING & BUILDING

9.3.1 REQUEST FROM WONGAN HILLS SPORTS COUNCIL FOR COUNCIL TO WAIVE MAINTENANCE COSTS.

FILE REFERENCE:	RC1.2
REPORT DATE:	22 January 2013
APPLICANT/PROPONENT:	Lexie Lines Secretary/Treasurer
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Len deGrussa Manager Building Services
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

To present a request to Council, on behalf of the Wongan Hills Sports Council Inc. to waive an amount of \$847.50 paid by the Shire to Miracle Recreation Equipment for repairs and maintenance to playground equipment at the Wongan Hills Recreation Centre playground.

The Sports Council have replaced three panels of fencing and a swinging horse which they say were damaged by acts of vandalism.

BACKGROUND:

The Shire of Wongan-Ballidu (**Shire**) and the Wongan Hills Sports Council Inc (**organisation**) entered into a Management (Lease) Agreement on 1 February 2008 until 31 January 2029, being a 21 year term with 10 year review for *“the **day-to-day management** of the premises and the **equipment** of the Shire (located at the premises) for a period, subject to the agreed terms contained in this agreement.”*

The premises being the land described in Schedule 10.1, together with all buildings and improvements thereon or hereafter erected thereon.

This includes, as well as other buildings, the pavilion, basketball-stadium and adjacent playground.

COMMENT:

Section 4.4 (Shire Terms) Maintenance Costs of the Management Agreement states the Shire is responsible for *“**provision of advisory and inspection services for playground equipment**”* and **Section 5.7 (Organization Terms) Maintenance and Repair** of the Management Agreement states that the organisation is responsible for *“**maintenance of playground equipment and associated facilities**”*

From the Sports Council letter of request;

“We stress that these acts of vandalism are not costs that should be incurred by the Sports Council as the playground was erected for the children of the community and surrounding communities, not specifically for Sports Council use.

We therefore suggest the Shire pays for the new equipment and the Sports Council will incur costs of labour and installation”

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

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

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

Environment

There are no known environmental implications associated with this item.

There are no known economic implications associated with this proposal.

There are no known social implications associated with this item.

Shire has paid an unbudgeted amount of \$847.50 on behalf of the Sports Council on the understanding it would be re-couped.

ABSOLUTE MAJORITY REQUIRED: Yes

That Council not waive the amount of \$847.50 paid to Miracle Recreation Equipment for repairs and maintenance to playground equipment at the Wongan Hills Recreation Centre playground.

That Council write off the amount of \$847.50 as it considers the equipment breakage and fence is of a structural nature.

That Council write off the amount of \$847.50 as it considers the equipment breakage and fence is of a structural nature.

CARRIED BY ABSOLUTE MAJORITY: 8/1
RESOLUTION NO: 090213

9.3.2 DEVELOPMENT ASSESSMENT PANELS: LOCAL GOVERNMENT NOMINATIONS

FILE REFERENCE:	D3.4 - TPS No.4
REPORT DATE:	25 January 2013
APPLICANT/PROPONENT:	Len deGrussa Manager Building Services
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	050611
AUTHOR:	Len deGrussa Manager Building Services
ATTACHMENTS:	Nil

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.

Nominees details are to be submitted to the Department of Planning and Development by 28 February 2013.

BACKGROUND:

Appointments of all local government DAP members expire on 26 April 2013. Members whose term has expired will be eligible for re-consideration at this time.

Nominees will be required to provide names, address, 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 all nominees for up to a two-year term, expiring on 26 April 2015. 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 representatives who have previously been appointed to a DAP and have received training are not required to attend further training.

Local DAP members are entitled to be paid for their attendance at DAP training and at DAP meetings.

COMMENT:

Previous Local DAP Members have been Cr Norma Walton and Cr Peter McNamara with Cr Michael Godfrey and Cr Alfreda Lyon as alternate Local Members.

Current Local DAP Members are Cr Michael Brennan and Cr Tracey deGrussa with the two alternate Local Members unchanged.

Some of these members may not have received training.

POLICY REQUIREMENTS:

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

LEGISLATIVE REQUIREMENTS:

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

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.

Ø 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

STAFF RECOMMENDATION:

That Council nominate Crs Brennan and deGrussa as Local DAP Members and Crs Godfey and Lyon as alternate local members.

COMMITTEE RECOMMENDATION:

That Council nominate Crs Brennan and deGrussa as Local DAP Members and Crs Godfey and Lyon as alternate local members.

MOTION: **MOVED** Cr West/Cr Lyon

That Council nominate Crs Brennan and deGrussa as Local DAP Members and Crs Godfrey and Lyon as alternate local members.

CARRIED: 9/0
RESOLUTION NO: 100213

9.3.3 ABOLITION OF MILING LAND CARE CONSERVATION DISTRICT COMMITTEE (LCDC)

FILE REFERENCE:	CA3.4.5
REPORT DATE:	3 December 2012
APPLICANT/PROponent:	Department of Agriculture & Food
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor – Chief Executive Officer
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

That Council not object to the abolition of the Miling Land Conservation District Committee (LCDC).

BACKGROUND:

Gail Arnold of the Department of Agriculture and Food writes advising that the Department of Agriculture and Food intends to abolish of the Miling LCDC.

The Miling LCDC was gazetted on 28 June 1991 there were three Shires in involved in the establishment of this committee (see below), therefore all three must agree to the abolition.

This order may be cited as the Soil and Land Conservation Miling Land Conservation District Order 1991.

Interpretation

2. In this order-

"appointed member" means a person appointed under clause 5 (1) (b), (c), (d), (e) or (f) to be a member of the committee;

"committee" means the Land Conservation District Committee for the Miling Land Conservation District;

"member" means a member of the committee;

"the district" means the Miling Land Conservation District constituted by clause 3;

"the producer organizations" means the bodies known respectively as the Western Australian Farmers Federation (Inc.) and the Pastoralists and Graziers Association of Western Australia.

Miling Land Conservation District

3. The land described in the Schedule to this order is hereby constituted the Miling Land Conservation District. Establishment of the committee

4. Pursuant to section 23 (2) of the Soil and Land Conservation Act 1945 there is hereby established for the district a land conservation district committee to be known as the Land Conservation District Committee for the Miling Land Conservation District.

Constitution of the committee

5. (1) It is hereby determined, on the recommendation of the Minister, after consultation with the Shires of Moora, Dalwallinu and Wongan-Ballidu, that the committee shall comprise 13 members of whom-

(a) one shall be the Commissioner of Soil and Land Conservation or his nominee;

(b) one shall be appointed by the Minister on the nomination of the Shire of Moora;

(c) one shall be appointed by the Minister on the nomination of the Shire of Dalwallinu;

(d) one shall be appointed by the Minister on the nomination of the Shire of Wongan-Ballidu ;

(e) 3 shall be appointed in accordance with subclause (2); and

(f) 6 shall be appointed by the Minister and shall be persons actively engaged in, or affected by or associated with, land use in the district.

COMMENT:

Before presenting their recommendation to the Minister the Department of Agriculture & Food seeks the three Councils support to abolish the Miling LCDC.

POLICY REQUIREMENTS:

There are no policy requirements in relation to this item.

LEGISLATIVE REQUIREMENTS:

The power for LCDCs comes from the Soil and Land Conservation Act and Minister for Agriculture and Food.

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

Environment

The proposal to abolish the LCDC may have an adverse impact on raising awareness and on ground land care activities unless a regional or whole of shire approach can redress the situation.

Ø Economic

There are no economic implications in relation to this item

Ø Social

The proposal has the potential to affect the interaction of localities and the way farmers and farming families socialise. The advice of the LCDC is probably an indicator of reduced farming families (declining rural population), volunteer burnout, farmers doing their own thing with respect to land care practices and disinterest due to frustration at processes and lack of funding.

FINANCIAL IMPLICATIONS:

There are no financial implications in relation to this item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

STAFF RECOMMENDATION:

That Council not object to the abolition of the Miling LCDC as requested by the Department of Agriculture and Food.

COMMITTEE RECOMMENDATION:

That Council not object to the abolition of the Miling LCDC as requested by the Department of Agriculture and Food.

MOTION: MOVED Cr West/Cr Barrett-Lennard

That Council not object to the abolition of the Miling LCDC as requested by the Department of Agriculture and Food.

CARRIED: 9/0
RESOLUTION NO: 110213

9.3.4 MANNING OF WONGAN HILLS REFUSE SITE

FILE REFERENCE:	CA1.2.1
REPORT DATE:	13 February 2013
APPLICANT/PROponent:	Len deGrussa - Manager Building Services
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Len deGrussa - Manager Building Services
ATTACHMENTS:	Costing schedule

PURPOSE OF REPORT:

To outline the differences between using Shire staff or contractors in order for Council to determine the best option for the operation of the Wongan Hills Refuse Site.

BACKGROUND:

The Shire plan to start manning and charging fees at the Wongan Hills refuse site, if all goes well, on 1 July 2013.

This is the first of three items that will be presented for consideration by Council. The others being the fee structure (March meeting) and awarding of contract (April meeting) if Council decide to use a contractor.

COMMENT:

Manager Building Services believes that although the costs are similar the advantages of using a contractor outweigh those of using Shire staff as depicted by the following points:

Contractor

- Require less supervision
- Run as their own business
- Have the opportunity to increase income through recyclables
- Will not have to be paid penalty rates for weekends and public holidays
- Will organise the sale of all recyclables.

Employee

- Salaried / wages position
- May be a problem sourcing staff to work on weekends
- Will require constant supervision
- Council responsible for all insurance costs

POLICY REQUIREMENTS:

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

LEGISLATIVE REQUIREMENTS:

Department of Environment and Conservation Environmental Protection Act 1986 License Number L6953/1997/8 Wongan Hills Landfill Site Location 4107 on plan 217155 and Location 350 on plan 58302 Wongan-Koorda Road Wongan Hills WA 6603

STRATEGIC IMPLICATIONS:

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

SUSTAINABILITY IMPLICATIONS:

Environment

A tip operator will better monitor and control all substances delivered to the site.

Ø Economic

There are no known economic implications associated with this proposal.

Ø Social

There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

Will have added financial costs to operate the site.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

STAFF RECOMMENDATION:

That Council agree to employ a contractor to manage and operate the Wongan Hills refuse site on behalf of Council.

COMMITTEE RECOMMENDATION:

That Council agree to employ a contractor to manage and operate the Wongan Hills refuse site on behalf of Council.

MOTION:

MOVED

Cr Godfrey/Cr deGrussa

That Council agree to employ a contractor to manage and operate the Wongan Hills refuse site on behalf of Council.

CARRIED: 9/0
RESOLUTION NO: 120213

EMPLOYEE or CONTRACTOR TO MAN REFUSE SITE

Employee to man refuse site	
Year 1 2013/2014 cost	
Salary	48000
Plus penalty rates	10000
Plus overheads	20000
Total	78000
Less Tipping fees	10000
Less sale of recyclables	10000
Total cost	58000

Year 1 2013/2014 offsets	
Current budget to operate refuse site	68000
Less sale of recyclables	10000
Less tipping fees	10000
Total offsets	48000
Total Shire cost for employee to operate refuse site	10000

Contractor to man refuse site	
Year 1 2013/2014 cost	
Contract rate	50000
100% of recyclables	10000
Contingency	8000
Total Shire cost for contractor to man refuse site	68000
Less tipping fees retained by Shire	10000
Net cost	58000
Additional cost to Shire	Nil

Year 1 2013/2014 offsets	
Current budget to operate refuse site	68000
Less tipping fees	10000
Total	58000
Total Shire cost for contractor to operate refuse site	Nil

9.5 BUSH FIRE ADVISORY COMMITTEE

9.5.1 APPOINTMENT OF DEPUTY CHIEF BUSH FIRE CONTROL OFFICER

The Chief Executive Officer explained to the Council that Jamie Hood who was the Deputy Chief Bush Fire Control Officer for the Shire of Wongan-Ballidu had resigned his position as he had moved to Perth. Eric Ganzer, Chief Bush Fire Control Officer for the Shire of Wongan-Ballidu requested that a Deputy be appointed of a special meeting of the BFAC the nomination of FCO Mr Ken Booth is put forward for Council consideration.

MOTION: MOVED Cr Macnamara/Cr Lyon

That Council appoint Ken Booth as Deputy Chief Bush Fire Control Officer for the Shire of Wongan-Ballidu

**CARRIED 9/0
RESOLUTION NO: 130213**

10. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

MOTION: MOVED Cr Lyon/Cr deGrussa

Council accept business of an urgent nature.

11.1 WATER PIPE FOR THE DANUBIN SUBDIVISION

MOTION: MOVED Cr Macnamara/Cr Barrett-Lennard

That Council authorise the CEO to expend funds up to a maximum of \$50,000 for the installation of a water pipe line on Ningham Road within the Danubin Rise subdivision to assist with issues of water pressures as part of the infrastructure requirement for the subdivision.

**CARRIED BY ABSOLUTE MAJORITY 9/0
RESOLUTION: 140213**

11.2 WRITE OFF ELECTRICITY COSTS FOR DR WALKEY

MOTION: MOVED Cr Macnamara/Cr Godfrey

That Council authorise the write off of \$1437.54 as electricity costs for Dr Walkey.

**CARRIED BY ABSOLUTE MAJORITY
RESOLUTION 150213**

12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

13. CLOSURE

There being no further business the President, Cr Brennan declared the meeting closed at 3.51pm.

These minutes were confirmed at a meeting on

Signed _____
President