



**MINUTES 27 MARCH 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 .....	1
7.	CONFIRMATION OF MINUTES .....	1
7.1	CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY 27 FEBRUARY 2013.....	1
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	ACCOUNTING POLICY .....	8
9.2	WORKS AND SERVICES.....	9
9.3	HEALTH, BUILDING AND PLANNING.....	9
9.3.1	APPOINTMENT OF ENVIRONMENTAL HEALTH OFFICER.....	9
9.3.2	PROVISION OF TIP PASSES TO ACCESS WONGAN HILLS WASTE MANAGEMENT SITE .....	11
9.4	BUSH FIRE ADVISORY COMMITTEE.....	13
10.	QUESTIONS FROM MEMBERS WITHOUT NOTICE.....	13
11.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING .....	13
11.1	CHIEF EXECUTIVE OFFICERS PERFORMANCE REVIEW .....	13
12.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED .....	13
13.	CLOSURE .....	13

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

Held in the Council Chambers  
on Wednesday 27 March 2013



## 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

## 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 entered the chambers at 3.04pm

### STAFF:

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

## 3. PUBLIC QUESTION TIME

Nil

## 4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

The Shire President informed Council that Sgt Aaron Cleaver will be attending dinner after the Council meeting.

## 5. PETITIONS AND PRESENTATIONS

Nil

## 6. APPLICATION/S FOR LEAVE OF ABSENCE

**Motion:** **MOVED:** **Cr Macnamara/ Cr West**

**Cr Brennan requested leave of absence for the April All Purpose Committee meeting**

**CARRIED: 8/0**  
**RESOLUTION: 010313**

## 7. CONFIRMATION OF MINUTES

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

That the minutes of the Ordinary meeting of Council held on Wednesday 27 February be confirmed as a true and correct record of the proceedings.

**That the minutes of the Ordinary meeting of Council held on Wednesday 27 February 2013 be confirmed as a true and correct record of the proceedings with the following corrections.**

**CARRIED: 8/0**  
**RESOLUTION NO: 020313**

## 8. MATTERS FOR WHICH MEETING MAY BE CLOSED

T:\Irene\Minutes\Council\03-13 Council Minutes.docx

## **9. REPORTS OF OFFICERS AND COMMITTEES**

### **9.1 ADMINISTRATION & FINANCIAL SERVICES**

#### **9.1.1 ACCOUNTS SUBMITTED**

FILE REFERENCE:	F1.4
REPORT DATE:	12 April 2013
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Dennis Coates – Deputy Chief Executive Officer
ATTACHMENTS:	February 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 Brown**

**CARRIED: 9/0**  
**RESOLUTION NO: 030313**

**List of Accounts Paid & Submitted to Finance Committee  
01/02/2013 - 28/02/2013**

CHQ/EFT	Date	Name	Description	Amount
DIRECT DR	08/02/2013	FUJI XEROX AUSTRALIA PTY LTD	Fuji Copier rental - February 2013	-553.30
DIRECT DR	01/02/2013	DEPARTMENT OF HOUSING	1 x month rental Wilding Street	-508.00
EFT9330	05/02/2013	COURIER AUSTRALIA INTERNATIONAL	Freight -CRC LISWA boxes, Admin - Stationery	-46.29
EFT9331	05/02/2013	ENERGIZER AUSTRALIA PTY LTD	Ten packs batteries - admin office	-422.40
EFT9332	05/02/2013	MULTIGROUP DISTRIBUTION SERVICES PTY	Freight Sigma Chemicals, Sunny signs & Pritchard books	-422.86
EFT9333	05/02/2013	RURAL PRESS REGIONAL MEDIA (WA)	Eight pages at the front of the community telephone directory & advertising council meeting dates 2013	-597.82
EFT9334	05/02/2013	SCANIA AUSTRALIA PTY LTD	Parts for PTK27	-1047.62
EFT9335	05/02/2013	HYMARK TRADING PTY LTD	Rigger gloves x 120	-418.00
EFT9336	05/02/2013	WONGAN HILLS BETTA HOME LIVING	Replace air con with new unit at radio transmission hut	-1500.00
EFT9337	05/02/2013	PEERLESS JAL PTY LTD	Three x vistex cleaning products - admin office	-87.71
EFT9338	05/02/2013	LOCAL GOVERNMENT MANAGERS	Lunch and use of the LGMA Board Room 19 December 2012	-70.00
EFT9339	05/02/2013	PRITCHARD BOOKBINDERS	Binding of Council Minutes for 2011	-200.20
EFT9340	05/02/2013	COVS	Revolving beacon - PG12 & Cover - VWC	-225.05
EFT9341	05/02/2013	RBC RURAL	Meterplan Charges for Photocopier - admin	-864.48
EFT9342	05/02/2013	MICHAEL HENRY PERRY	Plumbing as required - Elizabeth Telfer Building	-185.00
EFT9343	05/02/2013	PORTNER PRESS PTY LTD	Updates for the OHS handbook	-231.00
EFT9344	05/02/2013	PUBLIC TRANSPORT AUTHORITY OF	TransWA December Payment	-342.91
EFT9345	05/02/2013	FUJI XEROX AUSTRALIA PTY LTD	Greeting card packs to make customised greeting cards	-111.25
EFT9347	05/02/2013	LOGIC NETWORKS	Server Management Support Plan and Workstation Management	-1512.50
EFT9348	05/02/2013	RANDOM FLYING BANANAS PTY LTD	Locum Services 17/12/2012 to 21/12/2012	-8250.00
EFT9349	05/02/2013	SHIRE OF CAPEL	Provision of Long Service Leave - M Plume	-555.83
EFT9350	07/02/2013	ANZ BANK (NETT WAGES)	Wages PPE 5/02/2013	-64323.23
EFT9351	07/02/2013	WALGS SUPERANNUATION PLAN	Superannuation contributions	-7904.95
EFT9352	07/02/2013	AUSTRALIAN SERVICES UNION	Payroll deductions	-22.90
EFT9353	07/02/2013	IOU SOCIAL CLUB	Payroll deductions	-270.00
EFT9354	07/02/2013	HOSPITAL BENEFIT FUND	Payroll deductions	-374.25
EFT9355	07/02/2013	MUNICIPAL EMPLOYEES UNION	Payroll deductions	-19.40
EFT9356	07/02/2013	COLONIAL FIRST STATE FIRSTCHOICE	Superannuation contributions	-154.33
EFT9357	14/02/2013	STAPLES	Stationery - Admin office	-204.30
EFT9358	14/02/2013	AVON WASTE	514 domestic rubbish x 5 weeks, 182 Commercial rubbish x 5 weeks and 686 recycling services	-10161.60
EFT9359	14/02/2013	BOEKEMAN MACHINERY	Belt - PTR8	-28.12
EFT9360	14/02/2013	CJD EQUIPMENT PTY LTD	Front mudguard and mudguard widener - PLDR6	-711.93
EFT9361	14/02/2013	WONGAN HILLS IGA LIQUOR		-608.19
	14/02/2013	WONGAN HILLS IGA LIQUOR	February account - Admin refreshments & Works BBQ	548.94
	14/02/2013	WONGAN HILLS IGA LIQUOR	February account - CRC refreshments	59.25
EFT9362	14/02/2013	UHY HAINES NORTON		-1925.00
	30/01/2013	UHY HAINES NORTON	Audit certification - Roads to Recovery annual return	1210.00
	30/01/2013	UHY HAINES NORTON	Registration FBT workshop - admin staff	715.00
EFT9363	14/02/2013	JASON SIGNSMAKERS	Ballidu Bowling Club Signage x 2 including posts and brackets	-1142.90
EFT9364	14/02/2013	JOLLY & SONS PTY LTD	Starter motor for John Deere mower - PSP1	-138.68
EFT9365	14/02/2013	LANDMARK OPERATIONS	80L Liquid Chlorine - Pool	-554.40
EFT9366	14/02/2013	MCINTOSH & SON	Pinch weld rubber seal, belt & Freight - PSP3 & 2 x belts for PG11	-178.91
EFT9367	14/02/2013	MULTIGROUP DISTRIBUTION SERVICES PTY	Freight Westrac - PG13 & Truckline - PTRL23 & PTK28	-61.79
EFT9368	14/02/2013	TRUCKLINE PARTS		-790.53
	23/01/2013	TRUCKLINE PARTS	Tow eye bolt mount - PTRL23, male elbow - PTK28	570.53
	06/02/2013	TRUCKLINE PARTS	Dual air control kit - PTK28	220.00
EFT9369	14/02/2013	WATER CORPORATION		-2606.50
	05/02/2013	WATER CORPORATION	Water usage sports ground 24/12/2012 to 31/01/2013	80.90
	01/02/2013	WATER CORPORATION	Water usage swimming pool 24/12/2012 to 31/01/2013	2426.75
	30/01/2013	WATER CORPORATION	Special meter reading Ellis st - 15/11/2012 to 30/01/2013	98.85
EFT9370	14/02/2013	WESTRAC EQUIPMENT PTY LTD		-725.25
	24/01/2013	WESTRAC EQUIPMENT PTY LTD	Switch, seal, seal O ring - PG13	501.81
	07/02/2013	WESTRAC EQUIPMENT PTY LTD	Element, filter x 4 , grommet - PBH2 & PG13	223.44
EFT9371	14/02/2013	WHEATBELT TYRES		-3408.17
	29/01/2013	WHEATBELT TYRES	8 tyres & Fitting _ PTK25	3000.01
	29/01/2013	WHEATBELT TYRES	Patch, fit tyre puncture - PLDR6	96.66
	29/01/2013	WHEATBELT TYRES	Cobra SMF - PSP1	96.00
	29/01/2013	WHEATBELT TYRES	Trailblazer battery - VRNGR	155.00



**List of Accounts Paid & Submitted to Finance Committee  
01/02/2013 - 28/02/2013**

CHQ/EFT	Date	Name	Description	Amount
	29/01/2013	WHEATBELT TYRES	O ring, fit tyre/tube PUT61	60.50
EFT9372	14/02/2013	WONGAN AUTO BODY REPAIRS	Excess on Coaster bus WB00 new windscreen	-300.00
EFT9373	14/02/2013	WONGAN NEWSAGENCY		-203.36
	31/01/2013	WONGAN NEWSAGENCY	Newsagency account January 2013 - Admin	184.66
	31/01/2013	WONGAN NEWSAGENCY	Newsagency account January 2013 - CRC	18.70
EFT9374	14/02/2013	WONGAN STEEL MANUFACTURERS	RHS, Flat bars x 2 , adaptor & hollow bar - PSP1	-517.85
EFT9375	14/02/2013	BOC LIMITED	1 x argoshield light cyl- depot	-145.65
EFT9376	14/02/2013	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	25 tonne of PPR Pavement repair - Waddington Rd, Manmanning Rd & Wongan Hills - Cadoux Rd	-9625.00
EFT9377	14/02/2013	HYMARK TRADING PTY LTD	17 x Safety polarised glasses & 15 safety vests night fluoro	-819.06
EFT9378	14/02/2013	WONGAN HILLS SWIMMING CLUB	Sponsorship 2013 Country Pennants	-150.00
EFT9379	14/02/2013	ORICA/SPECTRUM AUSTRALIA PTY LTD		-949.56
	01/02/2013	ORICA/SPECTRUM AUSTRALIA PTY LTD	Supply 2 x cylinder chlorine	741.40
	31/01/2013	ORICA/SPECTRUM AUSTRALIA PTY LTD	Service Fee chlorine cylinders	208.16
EFT9380	14/02/2013	WESFARMERS KLEENHEAT GAS PTY LTD	Gas bottle rentals shire properties x 4	-242.00
EFT9381	14/02/2013	BALLIDU TRADING POST	Householders drop - Australia day BBQ	-14.85
EFT9382	14/02/2013	PEERLESS JAL PTY LTD	Carton Bin Liners & Carton Vistex Blue Cloths - Street & Park bins	-469.83
EFT9383	14/02/2013	ALL TYPE ENGRAVING & SIGNS	Names for the honour board	-44.00
EFT9384	14/02/2013	ABITARE PTY LTD	Pushing up sand for tip work - WH refuse site	-3850.00
EFT9385	14/02/2013	LOCAL GOVERNMENT MANAGERS		-1179.00
	24/01/2013	LOCAL GOVERNMENT MANAGERS	Local government course - admin staff x 1	214.50
	23/01/2013	LOCAL GOVERNMENT MANAGERS	LGMA Finance Professionals Conference 2013	750.00
	05/02/2013	LOCAL GOVERNMENT MANAGERS	Local government course - admin staff x 1	214.50
EFT9386	14/02/2013	AUSTRALIA DAY COUNCIL OF WESTERN	Australia day flag stickers x 2 rolls	-22.00
EFT9387	14/02/2013	WESTERN DIAGNOSTIC PATHOLOGY	Drug screen - CRC	-35.04
EFT9388	14/02/2013	RBC RURAL	RBC rural meterplan charge for January 2013	-7.79
EFT9389	14/02/2013	OVERLAND FREIGHT	Freight for water bottles & chlorine cylinders - admin, CRC, medical centre & swimming pool	-487.12
EFT9390	14/02/2013	WONGAN HILLS HARDWARE	Small plant items and consumables for building, gardening and work crews	-2795.41
EFT9391	14/02/2013	METAL ARTWORK CREATIONS	CRC Name Badges - staff	-24.75
EFT9392	14/02/2013	RADIOWEST BROADCASTERS PTY LTD	Radiowest breakfast program	-110.00
EFT9393	14/02/2013	PROTECTOR ALSAFE PTY LTD	Boots - Works staff	-161.73
EFT9394	14/02/2013	TOLL IPEC PTY LTD	Freight - Staples	-25.83
EFT9395	14/02/2013	SIGMA CHEMICALS	Box Photometer Tube-Glass - Swimming pool	-48.60
EFT9396	14/02/2013	RELIANCE PETROLEUM	January Fuel account	-707.12
EFT9397	14/02/2013	MCG ARCHITECTS PTY LTD	Contract CRC - Lloyd Pringle	-715.00
EFT9398	14/02/2013	WONGAN MAIL SERVICE		-607.57
	05/02/2013	WONGAN MAIL SERVICE	Mail - CRC January 2013	173.00
	05/02/2013	WONGAN MAIL SERVICE	Mail - Admin January 2013	404.96
	31/01/2013	WONGAN MAIL SERVICE	Mail - Medical Centre January 2013	29.61
EFT9399	14/02/2013	ELITE POOL COVERS	Wheels with brakes plus freight	-270.00
EFT9400	14/02/2013	DUNNINGS INVESTMENTS P/L	January fuel Shire vehicles	-4065.89
EFT9402	14/02/2013	BENJAMIN JESUDAS	LOCUM SERVICES 29/01/2013 - 08/02/2013	-14850.00
EFT9403	14/02/2013	BRYAN RURAL SERVICE	Pest control - Swimming pool	-396.00
EFT9404	14/02/2013	WONGAN HILLS HOTEL	Luncheon for CMVROC Tourism	-55.00
EFT9405	14/02/2013	DUN DIRECT PTY LTD	Bulk diesel (9800 litres) - January 2013	-14875.43
EFT9406	14/02/2013	VOCAM PTY LTD	Safety & Etiquette DVD's & Training manuals	-869.00
EFT9407	14/02/2013	NATIONAL BUILDPLAN GROUP	Progress claim #5 - New CRC building	-464028.03
EFT9408	14/02/2013	AIR LIQUIDE WA PTY LTD	Cylinder fee oxygen - Medical Centre 1/01/2013 to 31/01/2013	-53.61
EFT9409	14/02/2013	DR MICHAEL GRIFFIES	Cost of locum doctor 8/01/2013 to 11/01/2013	-9625.00
EFT9410	14/02/2013	LOGIC NETWORKS	Server Management support plan - Medical Centre	-1512.50
EFT9411	14/02/2013	CLIFFORD HALLAM HEALTHCARE	Medical supplies - Medical centre	-79.05
EFT9412	14/02/2013	CHILDREN'S LEUKAEMIA & CANCER	Payment of Money raised from Raffle at Medical Centre	-36.00
EFT9413	20/02/2013	ANZ BANK (NETT WAGES)	Payroll PPE 19/02/2013	-58082.26
EFT9414	20/02/2013	WALGS SUPERANNUATION PLAN	Superannuation contributions	-7413.00
EFT9415	20/02/2013	AUSTRALIAN SERVICES UNION	Payroll deductions	-22.90
EFT9416	20/02/2013	IOU SOCIAL CLUB	Payroll deductions	-260.00
EFT9417	20/02/2013	HOSPITAL BENEFIT FUND	Payroll deductions	-374.25
EFT9418	20/02/2013	MUNICIPAL EMPLOYEES UNION	Payroll deductions	-19.40
EFT9419	20/02/2013	COLONIAL FIRST STATE FIRSTCHOICE	Superannuation contributions	-154.30
EFT9420	27/02/2013	CJD EQUIPMENT PTY LTD	Front mudguard - PLDR6	-971.28



**List of Accounts Paid & Submitted to Finance Committee  
01/02/2013 - 28/02/2013**

CHQ/EFT	Date	Name	Description	Amount
EFT9421	27/02/2013	COURIER AUSTRALIA INTERNATIONAL	Freight Charges - admin	-7.18
EFT9422	27/02/2013	DEPARTMENT OF FIRE & EMERGENCY	ESL 2012/2013 Quarter 3	-17348.81
EFT9423	27/02/2013	MULTIGROUP DISTRIBUTION SERVICES PTY LTD	Freight Truckline(PTK26), Staples(admin), Westrac(PG13-PG12-PG11) CJD -(PG11)	-413.46
EFT9424	27/02/2013	WESTRAC EQUIPMENT PTY LTD	Fuel filter - PG12	-9.35
EFT9425	27/02/2013	C FOLLETT & CO	Replace gas regulator - 27c Quinlan Street	-203.50
EFT9426	27/02/2013	G R & N W WALTON	Relocate cables etc to enable move of Copier	-825.00
EFT9427	27/02/2013	MOORA GLASS SERVICE	2 x new screen doors, 1 x new shower screen-3/20 Stickland St	-1431.85
EFT9428	27/02/2013	NEAT N TRIM UNIFORMS PTY LTD	Corporate uniforms - MBS	-396.00
EFT9429	27/02/2013	ORICA/SPECTRUM AUSTRALIA PTY LTD	Liquid chlorine gas x 2	-741.40
EFT9430	27/02/2013	AUSTRALIAN TAXATION OFFICE	January BAS 2013	-35518.00
EFT9431	27/02/2013	(KANYANA) WONGAN HILLS YOUTH &	Bags of rags - Depot	-30.00
EFT9432	27/02/2013	COVS	Various parts for PROL10-PTK25-VMWS-VRNGR & stock items	-1202.12
EFT9433	27/02/2013	RBC RURAL	Meterplan Charges colour & B&W - Admin	-1433.40
EFT9434	27/02/2013	BALLIDU TRADING POST - CLEANING ACCOUNT	Cleaning Ballidu Hall, Alpha & Bunyip Parks, Pavilion, changerooms and info bay 26/11/2012 to 27/01/2013	-1498.75
EFT9435	27/02/2013	COALCLIFF PLANT HIRE	Repair to broken flasher on hire roller	-192.99
EFT9436	27/02/2013	PORTNER PRESS PTY LTD	Health & Safety Update 2013	-77.00
EFT9437	27/02/2013	WHEATBELT SIGNS	Replace damaged and missing entry signs around the shire	-9840.00
EFT9438	27/02/2013	LAM-VY PHAN	Chaplaincy Wages - February 2013	-1720.62
EFT9439	27/02/2013	BRYAN RURAL SERVICE	Treat inside and out for black ants-9a Wilding Street	-220.00
EFT9440	27/02/2013	DEPARTMENT OF COMMERCE BUILDING	BSL Reconciliation	-35.50
EFT9441	27/02/2013	DENNIS COATES	Reimbursement - DCEO - conference parking & cables for computer	-130.93
EFT9442	27/02/2013	SUMIT DUTTA	Wireless network adaptors for two computers	-55.00
19416	05/02/2013	WESTNET PTY LTD	Shire internet connections - 1/02/2013 to 1/03/2013, medical centre internet 25/12/2012 to 25/01/2013	-439.74
19417	05/02/2013	TELSTRA CORPORATION LIMITED		-647.75
	20/01/2013	TELSTRA CORPORATION LIMITED	SMS Messaging Harvest ban line -20/01/2013 to 19/02/2013	273.78
	07/01/2013	TELSTRA CORPORATION LIMITED	CRC- December telephone bill	284.02
	15/01/2013	TELSTRA CORPORATION LIMITED	Internet - Wandoo crescent	89.95
19418	05/02/2013	SHIRE OF WONGAN-BALLIDU PETTY CASH	Petty Cash Reimbursement - Admin	-230.80
19419	05/02/2013	ANZ BUSINESS ONE	Monthly credit card account - December-January	-4509.16
19420	05/02/2013	SYNERGY		-6013.88
	11/01/2013	SYNERGY	Electricity Street Lighting account 25/11/2012 to 24/12/2012	3100.53
	15/01/2013	SYNERGY	Electricity swimming pool - 18/12/2012 to 14/01/2013	2913.35
19421	07/02/2013	SHIRE OF WONGAN-BALLIDU - PAYROLL	Payroll deductions	-600.00
19422	07/02/2013	REST SUPERANNUATION	Superannuation contributions	-198.58
19423	07/02/2013	AMP SUPERANNUATION LTD.	Superannuation contributions	-178.77
19424	07/02/2013	AUSTRALIAN SUPER	Superannuation contributions	-259.18
19425	07/02/2013	PRIME SUPER	Superannuation contributions	-400.64
19426	07/02/2013	CONSTRUCTION & BUILDING INDUSTRY	Superannuation contributions	-154.04
19427	07/02/2013	HEALTH SUPER PTY LTD	Superannuation contributions	-178.29
19428	07/02/2013	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-165.03
19429	07/02/2013	ONEPATH LIFE LIMITED	Superannuation contributions	-141.65
19430	07/02/2013	HESTA SUPER FUND	Superannuation contributions	-149.49
19431	14/02/2013	LANDGATE	GRV Int vals and FESA	-106.86
19432	14/02/2013	WESTNET PTY LTD	Internet - Medical Centre - 25/01/2013 to 25/02/2013	-89.95
19433	14/02/2013	TELSTRA CORPORATION LIMITED	Shire telephone accounts to 15th January 2013	-4003.63
19434	14/02/2013	SYNERGY	Electricity account adjustment from Synergy for WH oval - 12/12/2012 to 8/01/2013	-309.85
19435	14/02/2013	WONGAN HILLS GOLF CLUB INC.	Venue hire and drinks for staff Christmas celebration	-1115.50
19436	14/02/2013	WHEATBELT BOOMERS FOOTBALL CLUB	Donation AFL Masters Carnival	-1100.00
19437	14/02/2013	NORTHSIDE SEPTICS	Pump out septic tanks	-450.00
19438	14/02/2013	LORRAINE REYNOLDS	Pet Sterilisations	-20.00
19439	20/02/2013	SHIRE OF WONGAN-BALLIDU - PAYROLL	Payroll deductions	-800.00
19440	20/02/2013	REST SUPERANNUATION	Superannuation contributions	-215.89
19441	20/02/2013	AMP SUPERANNUATION LTD.	Superannuation contributions	-179.21
19442	20/02/2013	AUSTRALIAN SUPER	Superannuation contributions	-263.95
19443	20/02/2013	PRIME SUPER	Superannuation contributions	-237.59
19444	20/02/2013	CONSTRUCTION & BUILDING INDUSTRY	Superannuation contributions	-154.47
19445	20/02/2013	HEALTH SUPER PTY LTD	Superannuation contributions	-226.80

**List of Accounts Paid & Submitted to Finance Committee  
01/02/2013 - 28/02/2013**

CHQ/EFT	Date	Name	Description	Amount
19446	20/02/2013	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-165.03
19447	20/02/2013	ONEPATH LIFE LIMITED	Superannuation contributions	-141.65
19448	20/02/2013	HESTA SUPER FUND	Superannuation contributions	-137.31
19449	27/02/2013	WESTNET PTY LTD	Email account - Admin & CRC - 1/03/2013 to 1/04/2013	-349.79
19450	27/02/2013	TELSTRA CORPORATION LIMITED	Telephone TIM Platform account 20/02/2013 to 19/03/2013	-54.73
19451	27/02/2013	W G COOK	Supply and fit window treatments - 9A Wilding St	-2200.00
19452	27/02/2013	SHIRE OF WONGAN-BALLIDU	Wongan Hills Medical Centre - Extra Float	-100.00
19453	27/02/2013	SYNERGY		-9511.30
	12/02/2013	SYNERGY	Electricity streetlighting - 25/12/2012 to 24/01/2013	3203.90
	26/02/2013	SYNERGY	Electricity WH Oval - 9/01/2013 - 12/02/2013	2492.90
	26/02/2013	SYNERGY	Electricity Wongan Hills swimming pool 15/01/2013 to 18/02/2013	3814.50
19454	27/02/2013	BUILDING & CONSTRUCTION INDUSTRY	January Commission	-74.69
19455	27/02/2013	RICHARD WALKEY	Refund on overpayment December account- Richard Walkey	-924.40
19456	27/02/2013	R & R LANE	Reimbursement for Animal Sterilisation	-20.00
		Bank Code	Bank Name	
		1	Municipal Bank	\$827,289.03
		2	Trust Account	
			<b>TOTAL</b>	<b>\$827,289.03</b>
			RECOVERABLE	\$563.00
			PARTIALLY RECOVERABLE	\$1,683.21
		EFT 9346	Cancelled due to incorrect bank details replaced with EFT 9442	\$55.00
		EFT 9401	Cancelled due to change of a/c details replaced by chq 19455	\$924.40

## 9.1.2 FINANCIAL REPORTS

FILE REFERENCE:	F1.4
REPORT DATE:	12 April 2013
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Dennis Coates – Deputy Chief Executive Officer
ATTACHMENTS:	Financial Reports

### PURPOSE OF REPORT:

That the following statements and reports for the month ended February 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 February 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 February 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 February 2013 be received:

1. Monthly Statements as follows;
  - a. Statement of Financial Activity (by Nature and Type) FM Regs 34
  - b. Statement of Operating Activities by Programme/Activity (Summary) FM Regs 34
  - c. Statement of Net Current Assets (NCA) FM Regs 34
  - d. Rate setting statement Discretionary
  - e. Disposal of Assets Discretionary

- |    |                                 |               |
|----|---------------------------------|---------------|
| f. | Rates Outstanding Report        | Discretionary |
| g. | Debtors Outstanding Report      | Discretionary |
| h. | Bank Reconciliation Report      | Discretionary |
| i. | Investment Report               | Discretionary |
| j. | Reserve Account Balances Report | Discretionary |
| k. | Loans Schedule                  | Discretionary |

**MOTION:**                      **MOVED**                      Cr Barrett-Lennard/Cr West

**That the following Statements and reports for the months ended February 2013 be received:**

**1. Monthly Statements as follows:**

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

**CARRIED: 9/0**  
**RESOLUTION NO: 040313**



**SHIRE OF WONGAN-BALLIDU**  
**STATEMENT OF FINANCIAL ACTIVITY (N&T) FOR 28 FEBRUARY 2013**

	Approved Budget 2012- 2013	Current Budget 2012-2013	YTD BUDGET *	YTD Actual	Page	Variance Over or Under	10%
<b>INCOME</b>							
Rates	(2,363,622)	(2,363,622)	(2,268,122)	(2,240,504)		1.2%	✓
Grants Operating, Subsidies & Contributions	(1,412,210)	(1,412,210)	(671,534)	(670,534)		0.1%	✓
Non Operating Grants, Subsidies & Contributions	(2,923,148)	(2,923,148)	(1,798,860)	(1,724,705)		4.1%	✓
Fees & Charges & Service Charges	(506,493)	(506,493)	(458,120)	(457,721)		0.1%	✓
Other Revenue	(75,783)	(75,783)	(75,783)	(119,369)		(57.5%)	✗
Interest	(106,084)	(106,084)	(102,084)	(99,882)		2.2%	✓
Profit on sale of Assets	(62,393)	(62,393)	(18,718)	(5,707)		69.5%	0
<b>a: TOTAL INCOME</b>	<b>(7,449,733)</b>	<b>(7,449,733)</b>	<b>(5,393,222)</b>	<b>(5,318,422)</b>			
<b>OPERATING EXPENSES</b>							
Employee Costs	1,941,262	1,941,262	1,269,286	1,251,896		(1.4%)	✓
Materials & Contracts	896,702	896,702	512,527	511,427		(0.2%)	✓
Utilities (Gas, Electricity) etc.	241,924	241,924	182,154	181,110		(0.6%)	✓
Interest #	136,223	136,223	43,075	42,701	11	(0.9%)	✓
Insurance	230,853	230,853	230,853	231,739		0.4%	✓
Other General	245,117	245,117	138,642	137,312		(1.0%)	✓
Loss on Asset Disposals	29,836	29,836	29,836	44,902		50.5%	✗
Depreciation	2,365,973	2,365,973	1,455,983	1,562,839		7.3%	✓
<b>b: TOTAL OPERATING EXPENSES</b>	<b>6,087,890</b>	<b>6,087,890</b>	<b>3,862,357</b>	<b>3,963,927</b>			
<b>c: NET OPERATING (SURPLUS) / DEFICIT</b>	<b>(1,361,843)</b>	<b>(1,361,843)</b>	<b>(1,530,865)</b>	<b>(1,354,495)</b>			
<b>CAPITAL EXPENSES</b>							
Land & Buildings	3,768,271	3,768,271	1,951,225	1,948,949		(0.1%)	✓
Furniture & Equipment	16,000	16,000	7,811	7,711		(1.3%)	✓
Motor Vehicles	227,366	227,366	113,683	111,015		(2.3%)	✓
Plant	275,000	275,000	99,640	98,640		(1.0%)	✓
Infrastructure Other	520,000	520,000	232,854	231,986		(0.4%)	✓
Infrastructure Roads	1,674,760	1,674,760	769,845	765,807		(0.5%)	✓
<b>d: TOTAL CAPITAL</b>	<b>6,481,397</b>	<b>6,481,397</b>	<b>3,175,058</b>	<b>3,164,108</b>			
<b>e: TOTAL OPERATING &amp; CAPITAL</b>	<b>5,119,554</b>	<b>5,119,554</b>	<b>1,644,193</b>	<b>1,809,613</b>			
<b>ADJUST - NON CASH ITEMS</b>							
Depreciation	(2,365,973)	(2,365,973)	(1,577,208)	(1,562,839)			
Profit on sale of assets	62,393	62,393	41,592	5,707	6		
Loss on sale of assets	(29,836)	(29,836)	(19,888)	(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)			
<b>ADJUSTED CLOSING SURPLUS / DEFICIT</b>	<b>114,132</b>	<b>114,132</b>	<b>(3,236,888)</b>	<b>(1,940,039)</b>			

\*\* 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 February 2013**

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

Code	Report Section	Comments
	<b>Operating Income</b>	
×	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).
①	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.
	<b>Operating Expenditure</b>	
×	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.
	<b>Capital Expenditure</b>	



**SHIRE OF WONGAN-BALLIDU**  
**STATEMENT OF FINANCIAL ACTIVITY (PRG) FOR 28 FEBRUARY 2013**

	APPROVED BUDGET	CURRENT BUDGET	YTD BUDGET *	YTD ACTUAL
<b>INCOME</b>				
General Purpose Funding	(4,095,907)	(4,095,907)	(2,869,667)	(2,927,608)
Governance	(214,210)	(214,210)	(142,784)	(28,610)
Law, Order & Public Safety	(39,847)	(39,847)	(26,544)	(14,149)
Health	(5,000)	(5,000)	(3,328)	(88,389)
Education & Welfare	(7,923)	(7,923)	(5,272)	(5,164)
Housing	(97,568)	(97,568)	(65,032)	(74,875)
Community Amenities	(177,798)	(177,798)	(118,472)	(152,526)
Recreation & Culture	(1,355,695)	(1,355,695)	(903,760)	(1,447,638)
Transport	(1,081,401)	(1,081,401)	(720,912)	(358,284)
Economic Services	(15,550)	(15,550)	(10,360)	(16,719)
Other Property & Services	(358,834)	(358,834)	(239,136)	(204,461)
<b>a: TOTAL INCOME</b>	<b>(7,449,733)</b>	<b>(7,449,733)</b>	<b>(5,105,267)</b>	<b>(5,318,422)</b>
<b>OPERATING EXPENSES</b>				
General Purpose Funding	95,502	95,502	63,648	67,277
Governance	384,358	384,358	255,960	176,051
Law, Order & Public Safety	106,631	106,631	70,896	74,407
Health	149,767	149,767	99,728	197,013
Education & Welfare	137,125	137,125	91,304	101,537
Housing	214,671	214,671	142,904	139,389
Community Amenities	366,964	366,964	244,376	239,598
Recreation & Culture	1,331,078	1,331,078	886,808	935,004
Transport	2,710,953	2,710,953	1,806,800	1,682,315
Economic Services	118,080	118,080	78,512	76,741
Other Property & Services #	472,761	472,761	340,526	274,596
<b>b: TOTAL OPERATING EXPENSES</b>	<b>6,087,890</b>	<b>6,087,890</b>	<b>4,081,462</b>	<b>3,963,927</b>
<b>c: NET OPERATING (SURPLUS)/DEFICIT</b>	<b>(1,361,843)</b>	<b>(1,361,843)</b>	<b>(1,023,805)</b>	<b>(1,354,495)</b>
<b>CAPITAL EXPENSES</b>				
General Purpose Funding	-	-	-	-
Governance	66,000	66,000	43,984	43,856
Law, Order & Public Safety	-	-	-	-
Health	10,000	10,000	6,664	100
Education & Welfare	3,393,807	3,393,807	2,262,536	1,816,002
Housing	216,292	216,292	144,192	35,769
Community Amenities	330,192	330,192	220,120	41,649
Recreation & Culture	390,380	390,380	260,232	218,990
Transport	1,997,126	1,997,126	1,330,904	935,742
Economic Services	2,600	2,600	1,728	-
Other Property & Services	75,000	75,000	50,000	72,000
<b>d: TOTAL CAPITAL EXPENSES</b>	<b>6,481,397</b>	<b>6,481,397</b>	<b>4,320,360</b>	<b>3,164,108</b>
<b>e: TOTAL OPERATING &amp; CAPITAL</b>	<b>5,119,554</b>	<b>5,119,554</b>	<b>3,296,555</b>	<b>1,809,613</b>

\* 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.

<b>SHIRE OF WONGAN-BALLIDU</b> <b>ANALYSIS OF NET CURRENT ASSETS AS AT 28 FEBRUARY 2013</b>
--

	Actual	Comments
<b>CURRENT ASSETS</b>		
<b>CASH ASSETS</b>		
Cash on Hand	1,100	
Cash at Bank (Excluding Overdraft)	1,210,493	
At Call Investments	512,149	
Reserves & Other Restricted Cash	1,192,943	Detailed on pages 8, 9 & 10
<b>TOTAL CASH ASSETS</b>	<b>2,916,686</b>	
<b>RECEIVABLES</b>		
Sundry Debtors	318,669	
Rates & Rubbish Debtors	212,754	
<b>TOTAL RECEIVABLES</b>	<b>531,423</b>	
<b>OTHER ASSETS</b>		
Sundry Provisions and Accruals	-	
Stock on Hand	16,456	
Land held for Resale	-	
Accrued Interest	-	
<b>TOTAL OTHER ASSETS</b>	<b>16,456</b>	
<b>TOTAL CURRENT ASSETS</b>	<b>3,464,565</b>	
<b>ADJUSTMENTS FOR EXCLUDED ASSETS</b>		
Reserves & Other Restricted Cash	1,192,943	Detailed on pages 8, 9 & 10
<b>TOTAL EXCLUDED ASSETS</b>	<b>1,192,943</b>	
<b>TOTAL CURRENT ASSETS</b>	<b>2,271,622</b>	
<b>CURRENT LIABILITIES</b>		
<b>CASH LIABILITIES</b>		
Overdraft (Excluding Restricted Cash)	-	
Loan Principal Repayable	(44,784)	Detailed on page 11
<b>TOTAL CASH LIABILITIES</b>	<b>(44,784)</b>	
<b>CREDITORS &amp; PAYABLES</b>		
Sundry Creditors	(16,858)	
Other payables	(500)	Detailed on page 8
<b>TOTAL CREDITOR &amp; PAYABLES</b>	<b>(17,358)</b>	
<b>PROVISIONS</b>		
Employee Provisions	(269,440)	
Other Provisions and Accruals	-	
<b>TOTAL PROVISIONS</b>	<b>(269,440)</b>	
<b>TOTAL CURRENT LIABILITIES</b>	<b>(331,583)</b>	
<b>NET CURRENT ASSETS/(LIABILITIES)</b>	<b>1,940,039</b>	

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

**SHIRE OF WONGAN-BALLIDU**  
**RATE SETTING STATEMENT AS AT 28 FEBRUARY 2013**

	2012-2013 APPROVED BUDGET	2012-2013 CURRENT BUDGET	2012-2013 ACTUAL
<b><u>OPERATING INCOME</u></b>			
General Purpose Funding	(1,732,285)	(1,732,285)	(687,105)
Governance	(214,210)	(214,210)	(28,610)
Law, Order & Public Safety	(39,847)	(39,847)	(14,149)
Health	(5,000)	(5,000)	(88,389)
Education & Welfare	(7,923)	(7,923)	(5,164)
Housing	(97,568)	(97,568)	(74,875)
Community Amenities	(177,798)	(177,798)	(152,526)
Recreation & Culture	(1,355,695)	(1,355,695)	(1,447,638)
Transport	(1,081,401)	(1,081,401)	(358,284)
Economic Services	(15,550)	(15,550)	(16,719)
Other Property & Services	(358,834)	(358,834)	(204,461)
<b>A</b>	<b>(5,086,111)</b>	<b>(5,086,111)</b>	<b>(3,077,918)</b>
<b><u>OPERATING EXPENSES</u></b>			
General Purpose Funding	95,502	95,502	67,277
Governance	384,358	384,358	176,051
Law, Order & Public Safety	106,631	106,631	74,407
Health	149,767	149,767	197,013
Education & Welfare	137,125	137,125	101,537
Housing	214,671	214,671	139,389
Community Amenities	366,964	366,964	239,598
Recreation & Culture	1,331,078	1,331,078	935,004
Transport	2,710,953	2,710,953	1,682,315
Economic Services	118,080	118,080	76,741
Other Property & Services	472,761	472,761	274,596
<b>B</b>	<b>6,087,890</b>	<b>6,087,890</b>	<b>3,963,927</b>
<b>C= A and B</b>	<b>1,001,779</b>	<b>1,001,779</b>	<b>886,009</b>
<b><u>ADJUST FOR CASH BUDGET REQUIREMENTS</u></b>			
<b><u>Non-Cash Expenditure and Revenue</u></b>			
Depreciation on Assets	(2,365,973)	(2,365,973)	(1,562,839)
Profit/(Loss) on Asset Sales	32,557	32,557	(39,195)
<b><u>Capital Expenditure &amp; Income</u></b>			
Purchase of land & buildings #	3,768,271	3,768,271	1,948,949
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	231,986
Purchase of roads infrastructure #	1,674,760	1,674,760	765,807
Proceeds from sale of assets	(252,408)	(252,408)	(170,171)
<b><u>Financing Activities</u></b>			
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)
<b><u>Reserve Movements</u></b>			
Transfers to Reserves	200,000	200,000	-
Interest paid to Reserves	-	-	35,010
Transfer from Reserves	(759,954)	(759,954)	(461,464)
Estimated Muni (Surplus/Deficit) July 1 B/Fwd.	(1,888,825)	(1,888,825)	(550,992)
Estimated Muni (Surplus/Deficit) June 30 C/Fwd.	-	-	(1,940,039)
<b>AMOUNT REQUIRED TO BE RAISED FROM RATES</b>	<b>2,477,754</b>	<b>2,477,754</b>	<b>300,464</b>
<b>TOTAL RATES RAISED</b>	<b>2,363,622</b>	<b>2,363,622</b>	<b>2,240,504</b>



**SHIRE OF WONGAN-BALLIDU**  
**ANALYSIS OF DISPOSED ASSETS AS AT 28 FEBRUARY 2013**

Asset No	Budget Net Book Value	Budget Sale Proceeds	Budget (Profit) / Loss	Actual Net Book Value	Actual Sale Proceeds	Actual (Profit) / Loss
<b>By Class</b>						
<b>Motor Vehicles</b>						
CEO Vehicle*	41,168	(38,000)	3,168	36,398	(33,145)	3,253
Ranger Utility	4,031	(10,000)	(5,969)			-
Parks & Gardens utility	MV0052 345	(10,000)	(9,655)	2,277	(7,727)	(5,450)
MWS Utility	MV0065 29,686	(29,181)	505	29,042	(29,300)	(258)
<b>Plant &amp; Equipment</b>						
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)			-
<b>Land &amp; Buildings</b>						
1 Ackland Street	L0032 -	(100,000)	-	141,649	(99,999)	41,650
<b>TOTAL</b>	<b>119,851</b>	<b>(252,408)</b>	<b>(32,557)</b>	<b>209,367</b>	<b>(170,171)</b>	<b>39,195</b>
<b>By Program</b>						
<b>Governance</b>						
CEO Vehicle	41,168	(38,000)	3,168	36,398	(33,145)	3,253
<b>Other Property &amp; Services</b>						
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)			-
<b>Land &amp; Buildings</b>						
1 Ackland Street		(100,000)	-	141,649	(99,999)	41,650
<b>TOTAL</b>	<b>119,851</b>	<b>(252,408)</b>	<b>(32,557)</b>	<b>209,367</b>	<b>(170,171)</b>	<b>39,195</b>
<b>Motor Vehicle and Plant &amp; Equipment Change Over</b>						
	Budget Purchase Price	Budget Sale	Change-Over Budget	Actual Purchase	Actual Sale	Change-Over
<b>Motor Vehicles</b>						
CEO Vehicle	50,000	(38,000)	12,000	39,720	(33,145)	6,574
MWS Vehicle	MV0070 43,575	(29,181)	14,394	43,277	(29,300)	13,977
Ranger Utility	25,000	(10,000)	15,000			-
Parks & Garden utility	MV0071 25,000	(10,000)	15,000	28,554	(7,727)	20,827
<b>Plant &amp; Equipment</b>						
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			-
<b>TOTAL</b>	<b>392,366</b>	<b>(152,408)</b>	<b>239,958</b>	<b>111,551</b>	<b>(70,172)</b>	<b>41,378</b>

**SHIRE OF WONGAN - BALLIDU  
RATES OUTSTANDING 28 FEBRUARY 2013**

<b>Rates Statistics</b>			
Total rates outstanding		28-Feb-13	8.95%
Outstanding same time last year		28-Feb-12	3.56%
<b>Rates Outstanding Breakdown</b>			
Total Amount Outstanding		28-Feb-13	223,601.09
Outstanding same time last year		28-Feb-12	88,826.41
<b>SUNDRY DEBTORS OUTSTANDING 28 FEBRUARY 2013</b>			

**Debtors Ageing Summary**

Current		79,207.54
30 Days		122,809.52
60 Days		234.80
90 Days & Over		3,307.04
<b>Total Outstanding</b>		<b>205,558.90</b>

**Accounts 90 Days & Over:**

Date	Dr No.	Comments	Amount
27/11/2012	730	CRC Billing	234.00
2/11/2012	794	Rent	624.00
23/10/2012	316	Private Works	1,558.54
4/11/2012	909	CRC Billing	12.00
8/11/2012	668	CRC Billing	58.00
8/11/2012	60	CRC Billing	1.00
14/09/2012	132	Equipment	819.50
<b>Total</b>			<b>3,307.04</b>

# SHIRE OF WONGAN-BALLIDU

## BANK RECONCILIATION FOR 28 FEBRUARY 2013

	Total	Municipal	Trust	Reserve	Muni Investments
Opening Balance	2,360,837.73	644,011.19	11,734.78	1,192,942.44	512,149.32
Add:	1,485,125.82	1,483,665.34	1,460.00	0.48	
Investment Interest	-				
Less:	(827,565.03)	(827,289.03)	(276.00)		
Payments - EFT & Cheques					
Payments - Bank fees and Rounding	(498.32)	(498.32)			
Transport Payments	(89,395.70)	(89,395.70)			
Balance as per General Ledger	2,928,504.50	1,210,493.48	12,918.78	1,192,942.92	512,149.32
Balance as per Bank Statement	1,739,392.28	1,219,420.33	7,462.78	359.85	512,149.32
TD/Investments	1,197,959.07		5,376.00	1,192,583.07	
Tenancy Bonds - Separate Bank Accounts	-				
Add:	7,552.30	7,472.30	80.00		
Outstanding Deposits	-				
Less:	(7,145.31)	(7,145.31)			
Adjustments -					
Unpresented Cheques	(3,565.64)	(3,565.64)			
Transport payments pending	(5,688.20)	(5,688.20)			
Balance as per Cash Book	2,928,504.50	1,210,493.48	12,918.78	1,192,942.92	512,149.32
Figure should equal same as Creditor Payment List		-	-	-	-



**SHIRE OF WONGAN - BALLIDU**  
**INVESTMENT REPORT FOR 28 FEBRUARY 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 Forecast	Closing Balance	Back into Muni
9990-20997	Term Deposit - ANZ	Current	ANZ	20-Jun-12	19-Jul-12	29		600,000.00	600,000.00			475.33	600,475.33	YES
9990-21068	Term Deposit - ANZ	Current	ANZ	20-Sep-12	23-Oct-12	33		608,015.34	608,015.34			497.73	608,513.07	YES
9993-12674	Term Deposit - ANZ	Current	ANZ	3-Sep-12	5-Nov-12	63		250,000.00	250,000.00			1,891.76	251,891.76	YES
9993-12615	Term Deposit - ANZ	Current	ANZ	3-Sep-12	9-Nov-12	67		250,000.00	250,000.00			1,393.98	251,393.98	YES
9975-19073	Term Deposit - ANZ	Current	ANZ	1-Jul-12	17-Dec-12	169		261,301.72	261,301.72			6,589.35	267,891.07	YES
9702-16339	Term Deposit - ANZ	Current	ANZ	19-Dec-12	21-Dec-12	2		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 Earned 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	5973.97	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	5973.97	6,074.66	256,074.66	
<b>Total of current municipal investments</b>											<b>10,068.50</b>	<b>12,149.32</b>	<b>512,149.32</b>	

**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 Forecast	Closing Balance	Back into Muni
9811-62903	Term Deposit - ANZ	Current	ANZ	1-Jul-12	4-Dec-12	156		763,364.95	763,364.95			9,604.96	772,969.91	YES
9815-83724	Term Deposit - ANZ	Current	ANZ	1-Jul-12	4-Dec-12	156		135,322.97	135,322.97			3,480.50	138,803.47	YES
9991-36404	Term Deposit - ANZ	Current	ANZ	3-Aug-12	19-Sep-12	47		280,125.00	280,125.00			684.21	280,809.21	YES
9991-36391	Term Deposit - ANZ	Current	ANZ	3-Nov-12	18-Jan-13	76		457,989.75	457,989.75			3,474.61	461,464.36	YES

**Current Reserve Investments**

Invest No.	Name	Maturity	Particulars	From	To	Days	Rate	Originally Placed	Investment Placed	Current Investment	Interest	Forecast	Closing Balance	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	6270.12	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	5059.27	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	4930.27	5,159.59	455,159.59	
Bank Account Balance			Cash at bank							360.33				
Total of reserve investments and cash								1,192,582.59	1,192,582.59	1,192,942.92	16,259.66	38,535.09	1,231,117.68	0.00

**Total of current municipal and reserve investment and cash**

											<b>26,328.16</b>	<b>50,684.40</b>	<b>1,743,266.99</b>	<b>-</b>

	Terminated	
	Current Municipal Investments	
	Current Reserve Investments	



## ANALYSIS OF RESERVE ACCOUNTS AS AT 28 FEBRUARY 2013

Page 10

**SHIRE OF WONGAN - BALLIDU**  
**REPORT ON BORROWINGS AS AT 28 FEBRUARY 2013**

Existing Loans \* Denotes (SSL) Self Supporting Loan

\* CHA advised the principal outstanding for loan 140 as at the 30<sup>th</sup> June 2012.

Loan No.	Particulars	Recipient	Maturity Date	Amount Borrowed	Principal & borrowings due in Feb 13	Accrued Interest	YTD Int @ 28 Feb 13	Loan Balance @ 1 July 2012	Refinancing	Principal Repayments YTD	Loan Balance @ 28 Feb 13
140	Housing Construction <sup>#</sup>	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	-	(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	-	(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
<b>TOTAL EXISTING LOANS</b>				<b>3,365,000</b>	<b>-</b>	<b>(41,396)</b>	<b>33,901</b>	<b>2,038,002</b>	<b>-</b>	<b>(37,384)</b>	<b>2,000,618</b>

Interest ledger balance after accruals

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

The current loan liability

The non current liability

33,901

(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 ACCOUNTING POLICY

**COMMITTEE RECOMMENDATION:**

1. That the Shire of Wongan-Ballidu's accounting policy be amended to allow revaluations to be made in accordance with new Financial Management Regulations requiring a triennial valuation cycle with:

Plant & Equipment being revalued in	2012/13
Land & Building	2013/14
Infrastructure & Other Assets	2014/15
2. That the 2012/2013 budget be amended to enable AVP to carry out the plant & equipment valuation and condition report for the year ending 2012/2013 at a cost of \$20,000.

**MOTION:                      MOVED                      Cr Godfrey/Cr Armstrong**

1. That the Shire of Wongan-Ballidu's accounting policy be amended to allow revaluations to be made in accordance with new Financial Management Regulations requiring a triennial valuation cycle with:

Plant & Equipment being revalued in	2012/13
Land & Building	2013/14
Infrastructure & Other Assets	2014/15
2. That the 2012/2013 budget be amended to enable AVP to carry out the plant & equipment valuation and condition report for the year ending 2012/2013 at a cost of \$20,000.

**CARRIED: 9/0**  
**RESOLUTION NO: 050313**

## **9.2 WORKS AND SERVICES**

Nil

## **9.3 HEALTH, BUILDING AND PLANNING**

### **9.3.1 APPOINTMENT OF ENVIRONMENTAL HEALTH OFFICER**

FILE REFERENCE:	H1.1
REPORT DATE:	8 March 2013
APPLICANT/PROPONENT:	Len deGrussa - Manager Building Services
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Len deGrussa - Manager Building Services
ATTACHMENTS:	Nil

#### **PURPOSE OF REPORT:**

To seek the appointment of Deborah Fortuin as Environmental Health Officer for the Shire of Wongan-Ballidu under section 28 of the Health Act 1911 and designated officer to issue infringements under the Food Act 2008 section 126 (3) and Food Regulations 2009 regulation 54 (1).

#### **BACKGROUND:**

Deborah Fortuin is a qualified EHO with a National Diploma in Public Health from Cape Polytech in Capetown, South Africa and a Bachelor of Health (Environmental Science) Degree from Massey University in New Zealand and has been gazetted to practice in Australia under the WA Health Act 1911.

She is currently employed by the Shire of Dalwallinu and carries out our environmental health work on a reciprocal basis with our Manager Building Services attending to Dalwallinu's building surveying duties.

#### **COMMENT:**

Her appointment by Council will enable her to undertake all necessary duties to enforce the Health Act 1911, the Food Act 2008 and any other relevant health regulations including issuing infringement notices and attending court on behalf of the Shire of Wongan-Ballidu.

#### **POLICY REQUIREMENTS:**

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

#### **LEGISLATIVE REQUIREMENTS:**

Although Council may appoint an Environmental Health Officer under section 28 (i) of the Health Act 1911 the appointment is subject to the approval of the Executive Director, Public Health of Western Australia.

#### **STRATEGIC IMPLICATIONS:**

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

## Environment

**Ø Economic**

**Ø Social**

### VOTING REQUIREMENTS:

Page 10

### 9.3.2 PROVISION OF TIP PASSES TO ACCESS WONGAN HILLS WASTE MANAGEMENT SITE

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

#### **PURPOSE OF REPORT:**

To seek Council endorsement for the Shire to issue tip passes to Wongan Hills Town rate-payers for use at the Wongan Hills Waste Management site once an operator has been appointed and the site is manned.

The passes would only apply to ratepayers, both domestic and commercial, who pay the rubbish bin collection levy.

#### **BACKGROUND:**

For some time staff has been considering various options as to the format to be used for tip passes to gain free access to the site to deposit acceptable waste.

It has been decided the best method would be to supply booklets of tear off coupons to eligible rate payers. For example, a private house would be supplied with a booklet of eight passes, colour coded say yellow, which would allow eight free visits to the site to deposit both household and recyclable waste.

Commercial properties would be issued with four passes, colour coded say red, allowing four free visits to deposit commercial waste which could include cardboard.

The maximum load size permissible should be no more than a standard utility tray or an eight by five box trailer.

#### **COMMENT:**

It is considered that permitting a limited number of free deposits of waste that normally attracts a fee at the site will be of financial assistance to rate payers.

Obviously, waste that does not attract a fee, such as general household rubbish can always be deposited at the site.

Some examples of waste that attracts a fee are cardboard, tyres, car bodies, used motor vehicle oils, asbestos and building rubble.

#### **POLICY REQUIREMENTS:**

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

#### **LEGISLATIVE REQUIREMENTS:**

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



### STRATEGIC IMPLICATIONS:

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

**SUSTAINABILITY IMPLICATIONS:**

## Environment

As part of the overall tip manning project, tip passes form an integral part of tracking waste management.

**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:**

Tip passes are considered to form part of the overall fee structure for entry to the site. Once a user has exhausted all free passes charges will apply.

### VOTING REQUIREMENTS:

**ABSOLUTE MAJORITY REQUIRED: Yes**

**STAFF RECOMMENDATION:**

That Council

1. Agree to the issuing of eight free tip passes per annum to residential rate- payers and four per annum to other rate-payers i.e. rural-residential, commercial and industrial to gain free access to deposit normally chargeable waste at the Wongan Hills waste management site once the site is manned by an operator.
2. That where a business is run from a residential premise the rate-payer be issued with four free tip passes.
3. No tip passes are to be issued to rural landholders.

**COMMITTEE RECOMMENDATION:**

That Council:

1. Agree to issuing six passes to be used for both residential and rural residential properties.
2. No tip passes are to be issued to rural landholders.

**MOTION:** **MOVED** Cr Brown/Cr deGrussa

**That Council adopts the following Tip Pass Policy:**

1. Six free tip passes per annum will be issued to residential and rural residential zoned properties, and four free tip passes per annum will be issued to commercial and industrial zoned properties to deposit normally chargeable waste at the Wongan Hills Waste Management Site once the site is manned.
2. No free tip passes will be issued to rural zoned properties.

**CARRIED: 8/1**  
**RESOLUTION NO: 070313**



<b>9.4 BUSH FIRE ADVISORY COMMITTEE</b>
---

Nil

<b>1\$. QUESTIONS FROM MEMBERS WITHOUT NOTICE</b>
---

Nil

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

## 11.1 CHIEF EXECUTIVE OFFICERS PERFORMANCE REVIEW

**MOTION:                      MOVED                      Cr Barrett-Lennard/Cr Godfrey**

1. That a Chief Executive Officer Review committee be formed and the Shire President, Deputy President and the Chairperson of the All Purposes committee be appointed for a two year term with delegated authority to undertake the process of the Chief Executive Officers Performance Review and:
2. If the Chairperson of the All Purposes Committee is then either the President or Deputy President then a third member shall be appointed by Council.

**CARRIED BY ABSOLUTE MAJORITY 9/0**  
**RESOLUTION NO: 080313**

<b>12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED</b>
--

Nil

<b>13. CLOSURE</b>
--------------------

There being no further business the President, Cr Brennan declared the meeting closed at 3.26pm.

These minutes were confirmed at a meeting on April 2013.

Signed \_\_\_\_\_  
President